Review of Current Practices
&
Overview of Acquisitions as Building Block of Alma Technical Services

Week 3 | Session 5

February 25, 2019

topics for today's session:

- acquisitions in the Alma environment
- connecting (or revamping) current workflows
- acquisitions as the starting point for many other workflows in Alma
- a look into Analytics and additional configurations

let’s talk about workflows

- what works well in your current acquisitions workflow?
- what could be improved?
- what processes are you conducting manually or outside Aleph that Alma can handle or assist with?
- which Alma functions will enhance the way your library is currently handling acquisitions?
- how do you anticipate your workflows changing?

Oneonta's Aleph Acquisitions Workflow

- Ordering
  - Place order through vendor system
  - Import an OCLC record from OCLC or GOBI into Aleph
  - Create an order record in Aleph
- Create an invoice
  - Receive invoice from vendor
  - Create and close an order record in Aleph manually or using EDI
  - Manually send the invoice to financial department to be paid
- Receive
  - Review item's condition
  - Add barcode to the item record
  - Catalog
    - Review the bib record
    - Overlay the bib record when local fields are added or changes made to the OCLC record
    - Overlay the bib record if incorrect record was initially imported
    - Make changes to the holdings record
      - Location
      - Call number
- Send to circulation to be scanned and shelved

Oneonta’s Alma Acquisitions Workflow

- Ordering
  - Place order through vendor system
  - Order item from the NZ bib record
    - Import bib record into the NZ if there is no record
  - Create an POL in Alma
- Create/Close an invoice
  - Receive invoice from vendor
  - Create and close an invoice in Alma manually or using EDI
    - Create Invoice lines
  - Manually send the invoice to our financial department to be paid
- Receive
  - Review item’s condition
  - Edit the item record
    - Barcode
    - Material type
    - Item policy
    - Location
    - Temporary location
  - Catalog
    - Review the bib record
      - Overlay the bib record if the incorrect record was used for ordering
      - Add local notes
    - Make changes to the holdings record
      - Call number
- Send to circulation to be scanned and shelved

Onetona’s Workflows: Aleph versus Alma

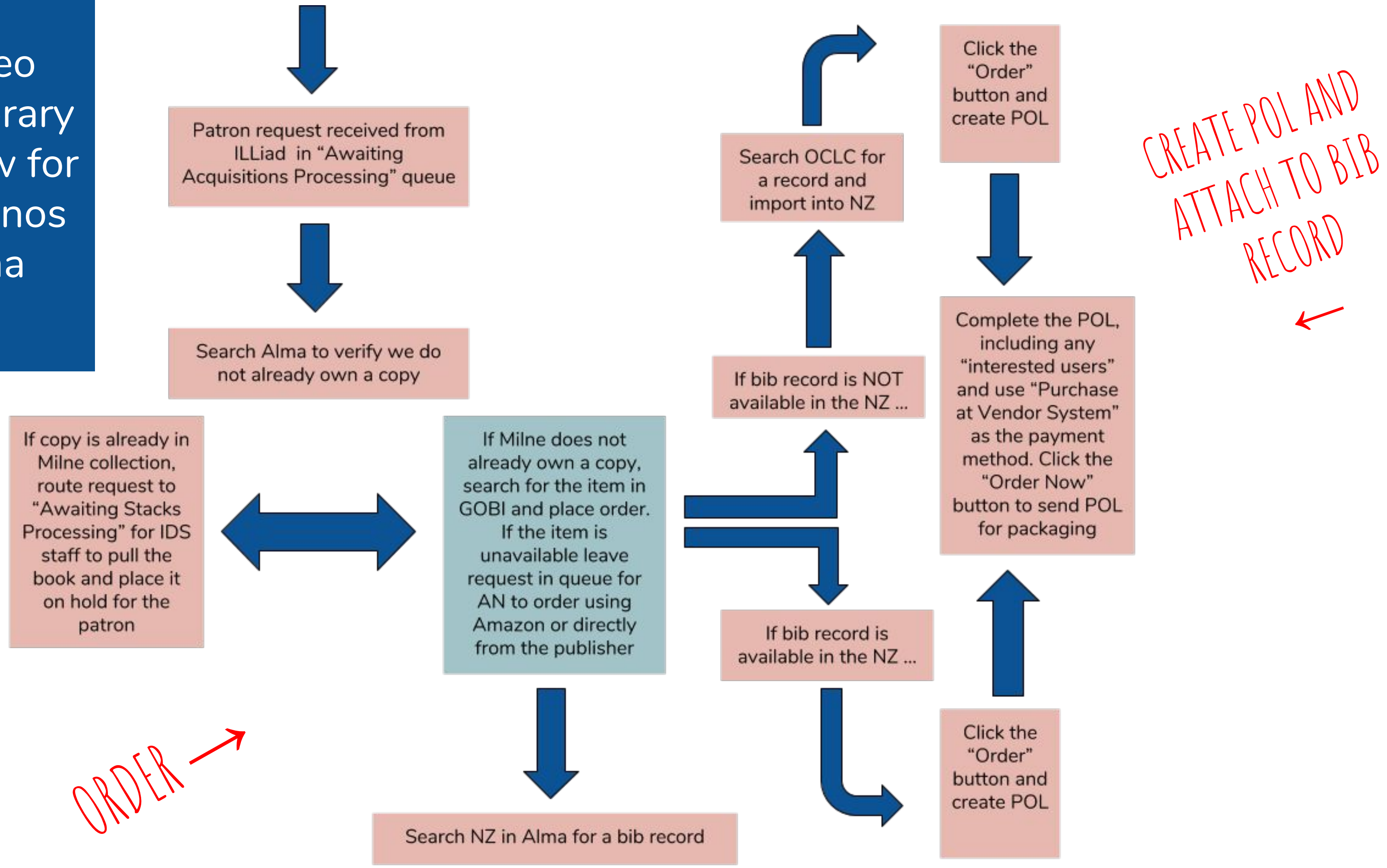
SAME:

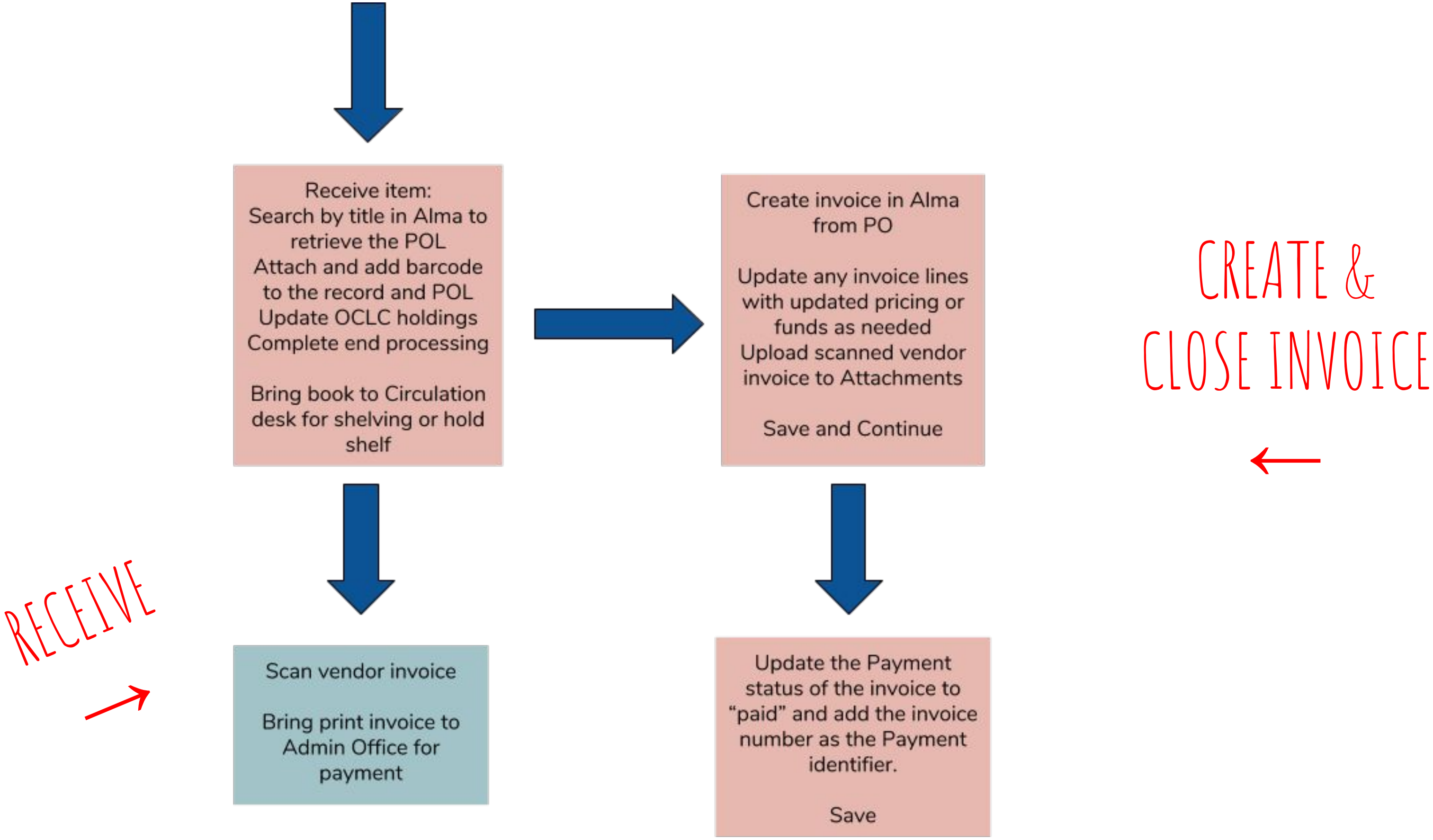
- Importing OCLC record to order
- Ordering
  - Through vendor
  - Creating order record (Aleph)/POL (Alma)
- Invoicing
  - Creating and Closing an invoice
- Reporting
  - Expenditure & Commitments
- Scanning item
  - By Circulation to be shelved

DIFFERENT:

- Importing OCLC to the NZ
- Creating an Order in Alma from the NZ
- Receiving
  - Item Processing
    - Workflow
    - Location
  - Cataloging
    - Bib records
    - Holding Records
- Automatic patron notifications (“interested users”)

Geneseo Milne Library Workflow for Print Monos in Alma





Receive item:
Search by title in Alma to retrieve the POL
Attach and add barcode to the record and POL
Update OCLC holdings
Complete end processing

Bring book to Circulation desk for shelving or hold shelf

Scan vendor invoice

Bring print invoice to Admin Office for payment

RECEIVE

Create invoice in Alma from PO

Update any invoice lines with updated pricing or funds as needed
Upload scanned vendor invoice to Attachments

Save and Continue

Update the Payment status of the invoice to “paid” and add the invoice number as the Payment identifier.

Save

CREATE & CLOSE INVOICE

Geneseo Workflows: Aleph versus Alma

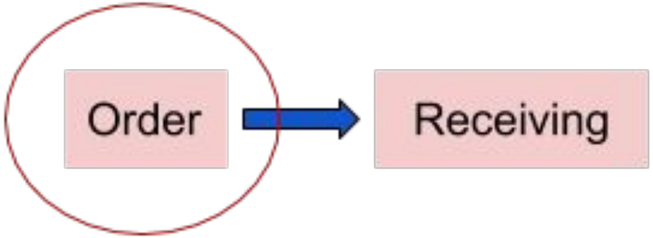
SAME:

- Order placed with vendor; payment made with library admin office
- Patron requests received via ILLiad
- End processing workflow

DIFFERENT:

- Using a system!
- PO and POLs
- Invoicing
- Automatic patron notifications ("interested users")
- Using the NZ for bib records
- Task list
- Ability to track expenditure and generate reports - without frustration!

PRINT: ONE-TIME AND CONTINUOUS

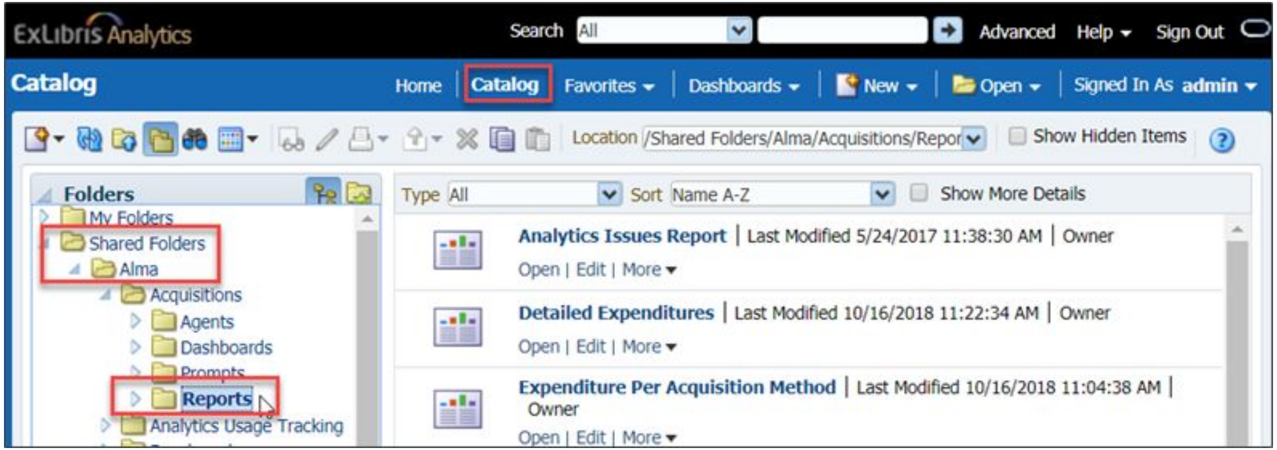


ELECTRONIC: ONE-TIME AND CONTINUOUS

The ordering process with its associated funds, material types, and reporting codes paves the way for robust reporting in Analytics and tracking of encumbrances and expenditures.

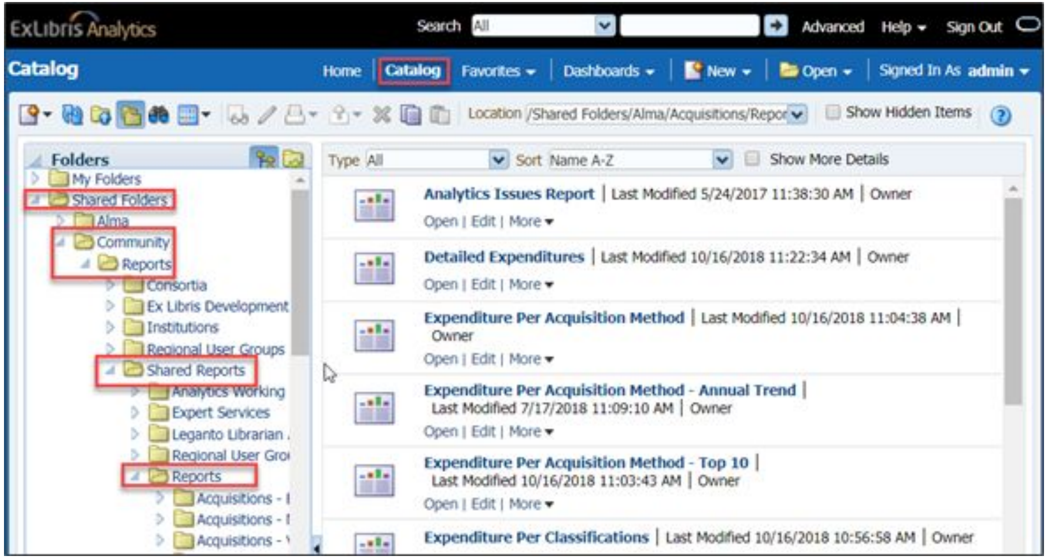
Using Analytics in Alma to Support Acquisitions

- Use existing reports created by ExLibris
  - Go to ***Analytics>Analytics>Design Analytics***
  - Click ***Catalog***
  - Click the ***Alma*** folder for reports created by ExLibris
  - Click on the ***Acquisitions*** folder
  - Click on the ***Report*** folder



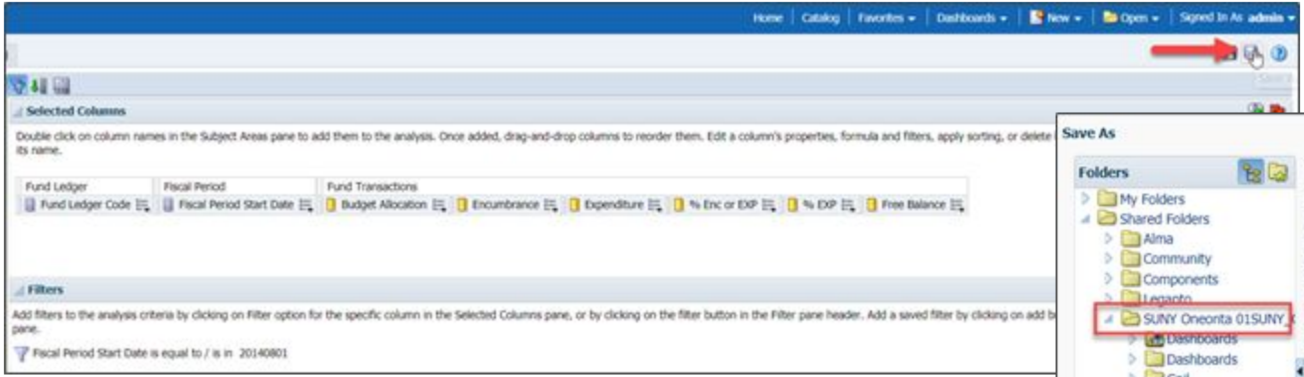
Using Analytics in Alma to Support Acquisitions

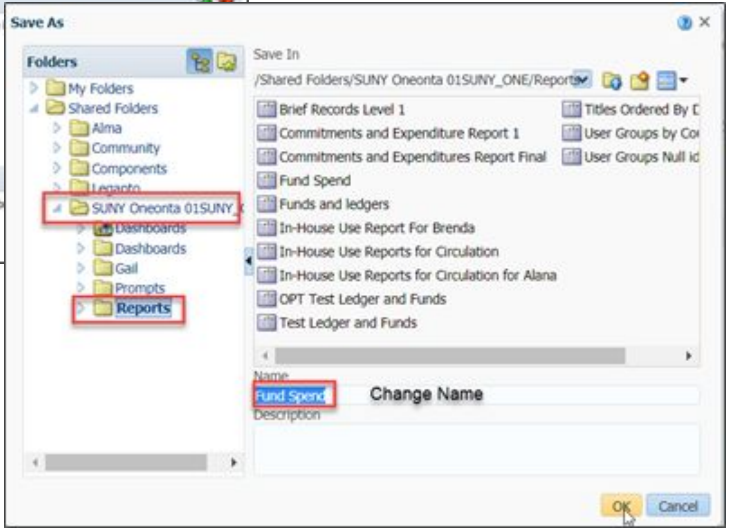
- Use existing reports created by other Institutions using Alma
  - Go to ***Analytics>Analytics>Design Analytics***
  - Click ***Catalog***
  - Click the ***Community*** folder
  - Click on the ***Reports*** folder
  - Click on the ***Shared Reports*** folder
  - Click on **Reports** folder
  - Click on an Acquisitions Folder
  - Select desired report



Using Analytics in Alma to Support Acquisitions

- Copying a shared report in Analytics
  - Do not make changes to reports in the shared folders
  - Use ***Save As*** to make a copy of the report and save it in your institution's report folder



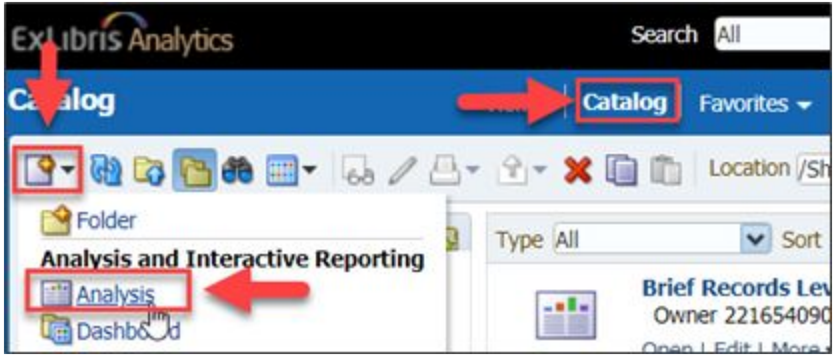


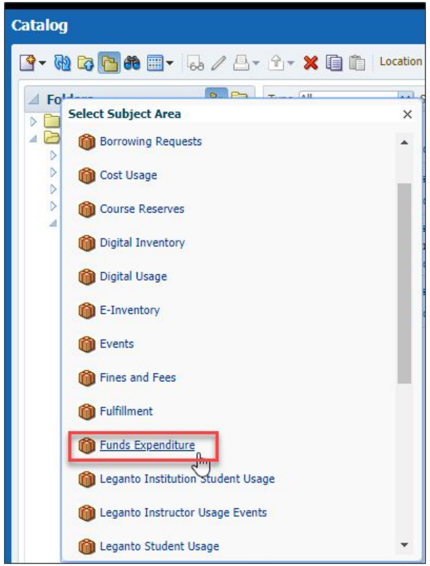
- Now changes can be made to the report
- Save often

Using Analytics in Alma to Support Acquisitions

Creating a new report in analytics

1. From the Alma menu choose ***Analytics>Design Analytic***
2. Click ***Catalog***
3. Click the ***New*** icon drop down menu
4. Click ***Analysis***
5. Click the ***Subject Area*** being used

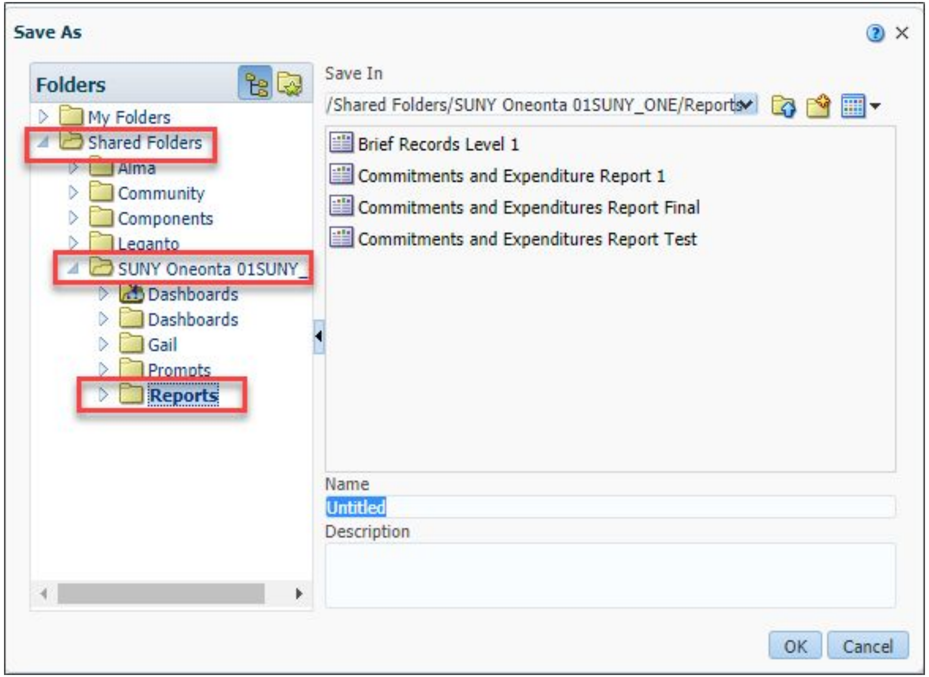




Using Analytics to Support Acquisitions

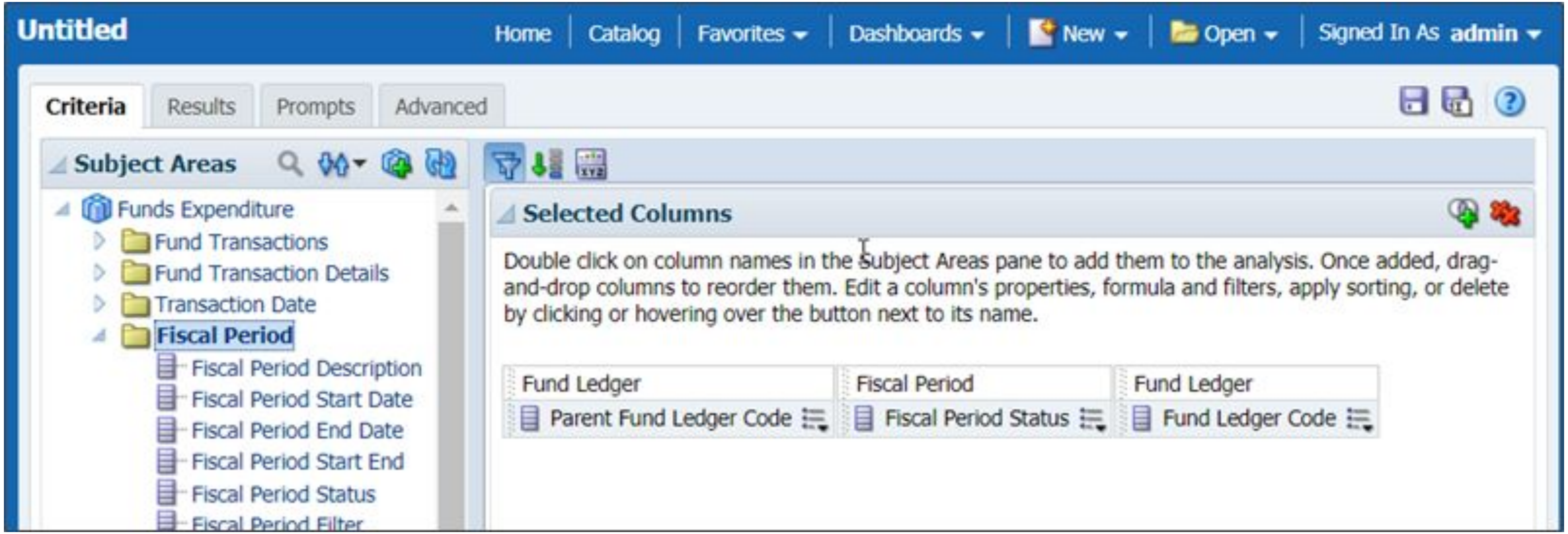
Where to Save the Report

1. Click the ***Save*** icon
2. Click ***Shared*** Folder
3. Click your SUNY institution folder
4. Click ***Report*** folder
5. Name the Report
6. Click ***OK***



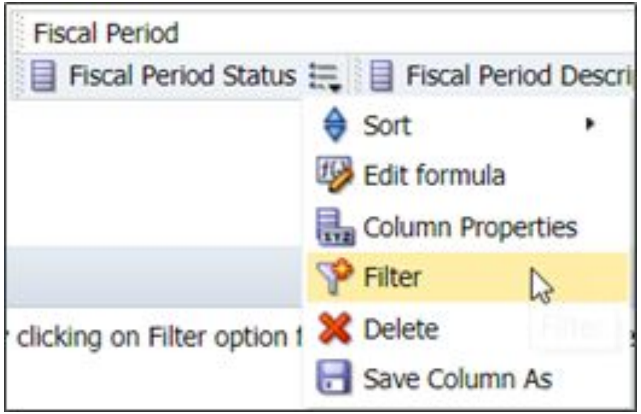
Using Analytics in Alma to Support Acquisitions

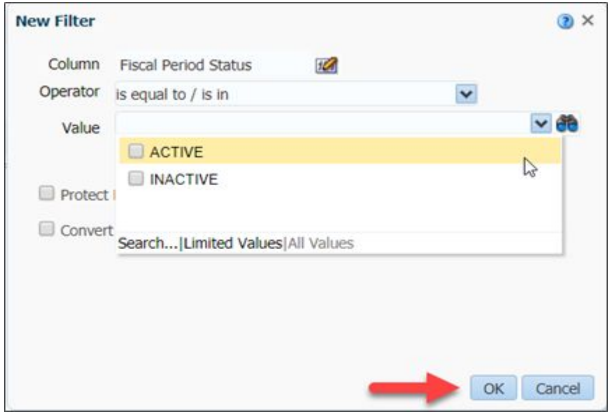
- How to populate Selected Columns
  - Click on the desired subject area folder
  - Double Click the desired column or drag and drop to add them to Selected Columns
- Rearrange the order of the columns
  - Click on the column and drag it to desired spot



Using Analytics in Alma to Support Acquisitions

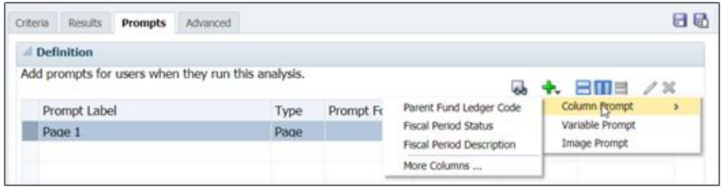
- Use filters to get the desired results in reports
  - Click on the menu on the Column
  - Click on ***Filter***
  - Select Operator
  - Select Value
  - Click ***Ok***

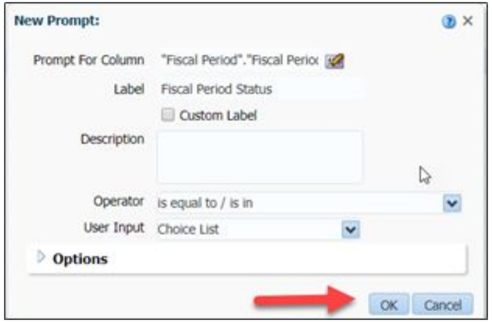




Using Analytics in Alma to Support Acquisitions

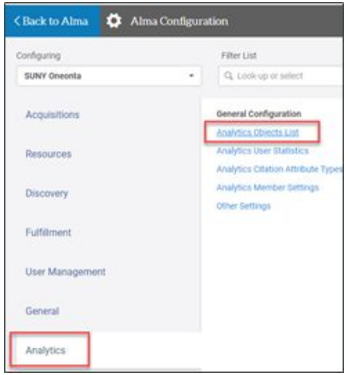
- Use Prompts
  - Click the **Prompts** tab
  - Click on the ***green plus*** sign
  - Click on ***Column Prompt***
  - Prompt Screen pops-up
    - Keep or change Label, Operator, Or User Input
  - Review Prompt values
  - Click ***Save***

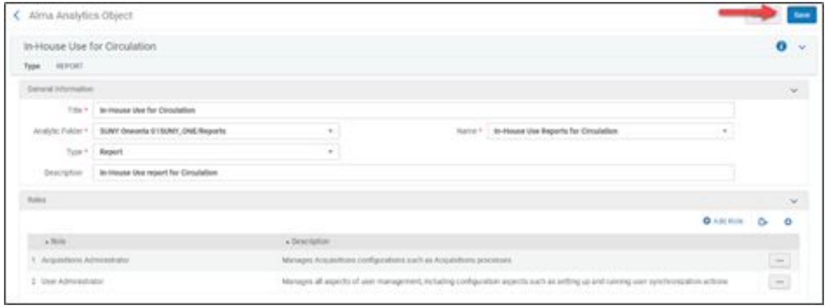




Adding an Analytics Report to Alma

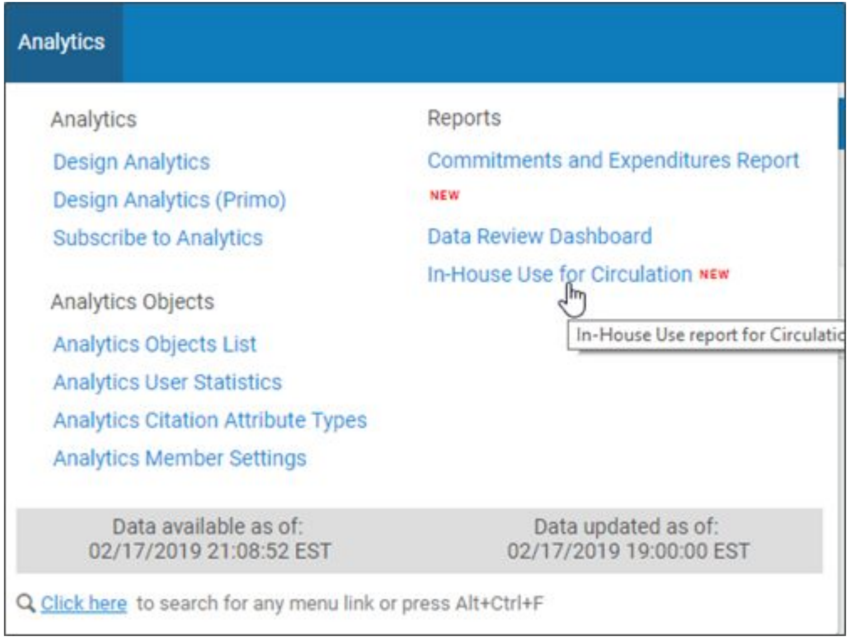
1. Go to ***Configuration>Analytics>Analytics Object List***
2. Click ***Add New Analytics Object***
3. Choose ***Add New Alma Analytics Object***
4. Name it: In-House Use Statistics (or something like this)
5. Change Analytic Folder to Your Library Path/Reports
6. Change Name: the report name in Analytics
7. Change type to Report
8. Add Roles to whom you would like to see the report
9. Click ***Save***





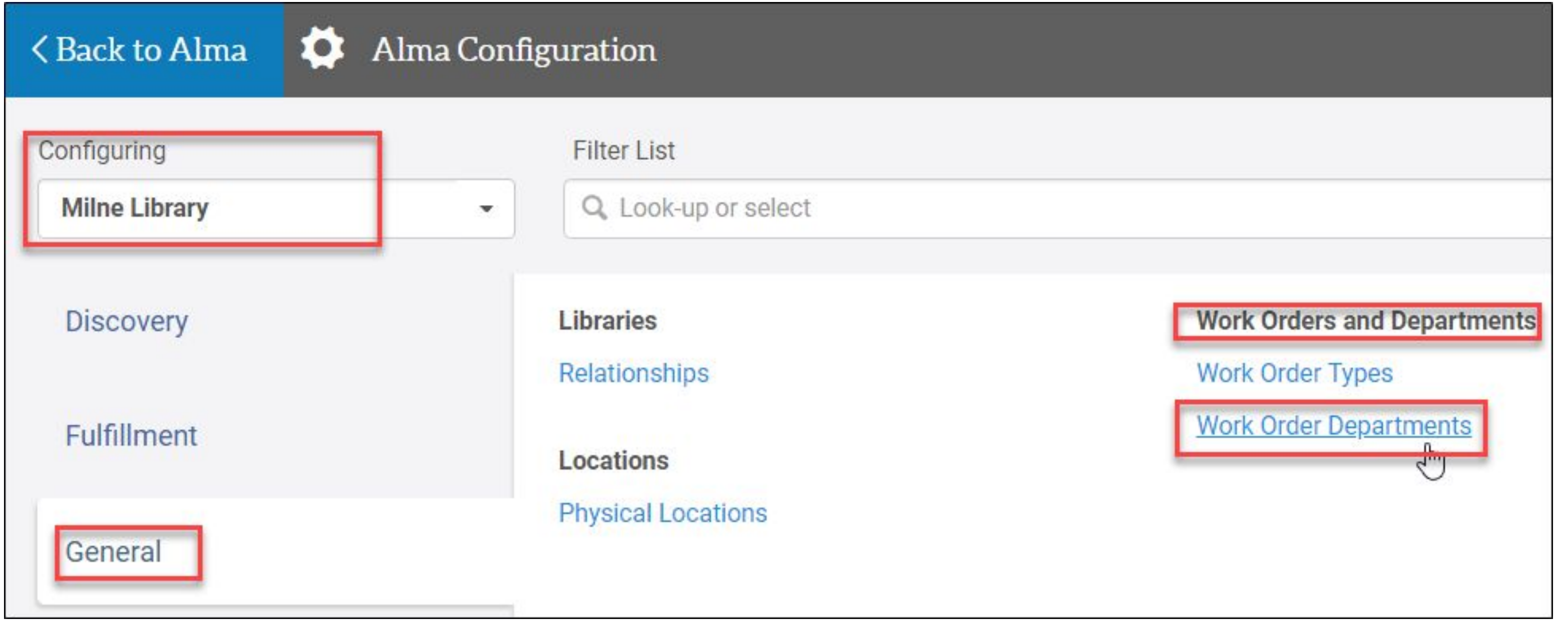
Viewing an Analytics Report in Alma

1. Go to ***Analytics>Reports>Name of the In-House Use Report***
2. Report will appear
   a. If report has a prompt, the prompt will appear
      i. Enter prompt value
      ii. Click ***Ok***



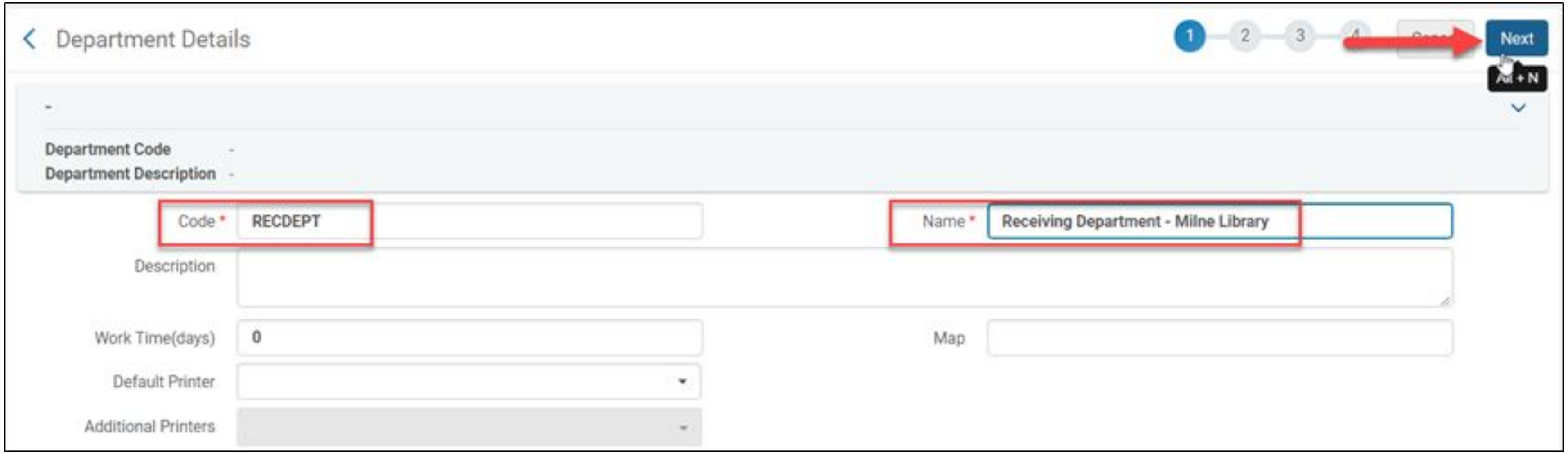
Configuring the Acquisitions/Receiving Department in Alma

- Go to ***Configuration***
  - Change configuring from the Institution to the receiving library
  - ***General>Work Orders and Departments>Work Order Departments***



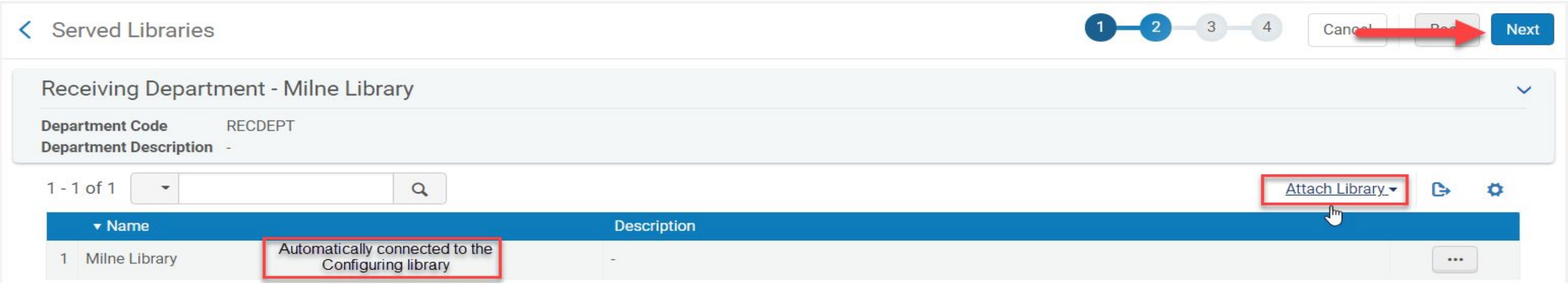
Configuring the Acquisitions/Receiving Department in Alma

- Click ***Add Department***
  - Choose ***Acquisitions technical services***
    - Code: [cannot be changed once saved]
    - Name: [name the Department]
    - Printer: [can assign the department printer]
    - Click ***Next***



Configuring the Acquisitions/Receiving Department in Alma

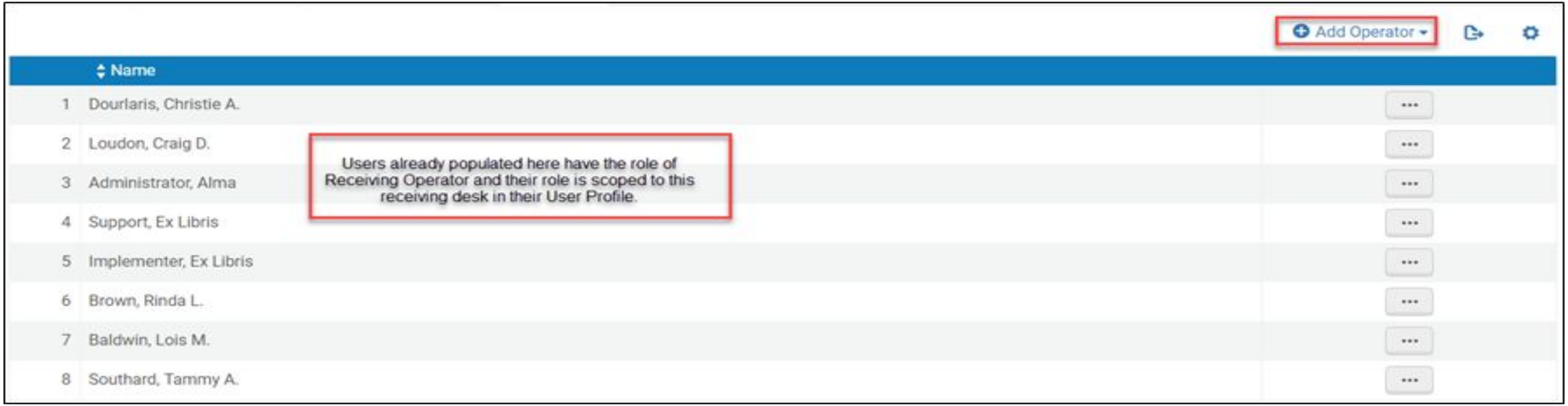
- Attach library: [if receiving for more than one library add them here]
- Click ***Next***



- Contact information: [optional]
- Click Next

Configuring the Acquisitions/Receiving Department in Alma

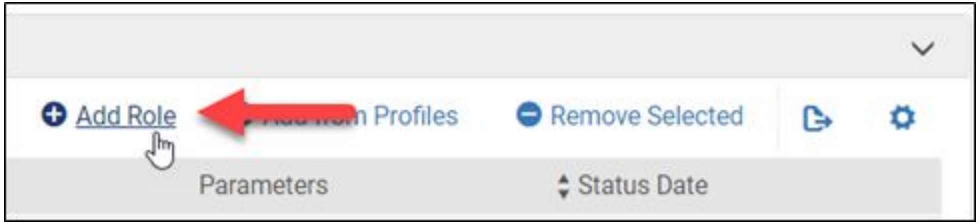
- Add Operator: [will assign Receiving Operator role to new users and users with assigned Receiving Operator from manage users will appear here]
- Click ***Save***

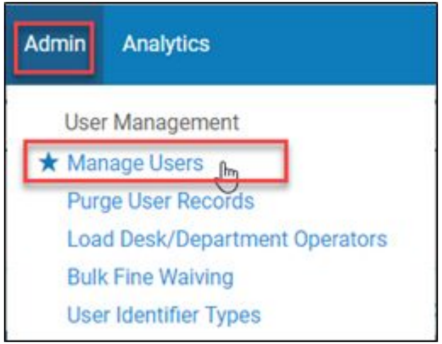


	Name
1	Dourlaris, Christie A.
2	Loudon, Craig D.
3	Administrator, Alma
4	Support, Ex Libris
5	Implementer, Ex Libris
6	Brown, Rinda L.
7	Baldwin, Lois M.
8	Southard, Tammy A.

Scoping the Receiving Operator Role

- Go to ***Admin>Manage Users***
- Search for User being given the Receiving Operator role
- Click on the user’s name or **edit** in the ellipses
  - Click ***Add Role***

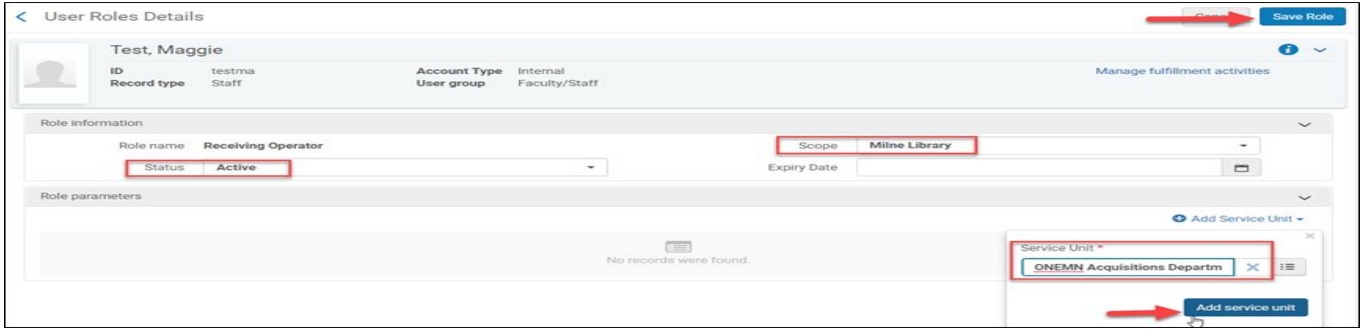




- Check the box next to Receiving Operator under Acquisitions
  - Click ***Add Role***

Scoping the Receiving Operator Role

- Under Role Information
  - Scope: [Work Order Department for the institution]
  - Status: Active
  - Click ***Add Service Unit***
    - Select the service unit
    - Click Add Service Unit
  - Click ***Save Role***
  - Click ***Save***



Configuring Acquisitions to Close an Invoice Upon Creation

- Go to ***Configuration>Acquisitions>General>Other Settings***
- Make sure the following two parameters are set to:
    - **Invoice_skip_erp=true**
        - Indicates the invoice will not be sent to the ERP
    - **Handle_invoice_payment=false**
        - Indicates the invoice is closed (status closed) without waiting for payment

exportPrepaidInv	acquisition	false	Invoice to be exported to ERF	-	-	...
handle_invoice_payment	acquisition	false		admin	02/20/2019	...
invoice_allow_vat_in_line_level	acquisition	false		exl_impl	10/29/2018	...
invoice_high_total_price	acquisition	2500		exl_impl	10/29/2018	...
invoice_high_total_use_currency	acquisition	false	If true then invoice price will	-	-	...
invoice_not_unique	acquisition	false		exl_impl	10/29/2018	...
invoice_prefix	acquisition	INV-		-	-	...
invoice_skip_erp	acquisition	true	Dont send invoices to ERP.	exl_impl	02/20/2019	...
Invoice_split_additional_charges	acquisition	false		-	-	...

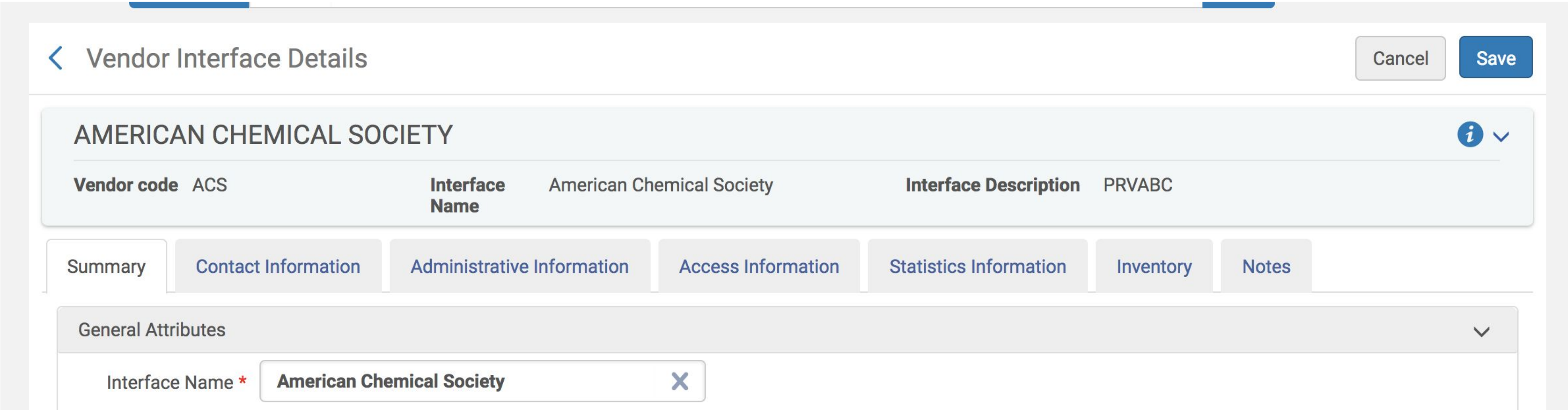
tying up some loose ends

going back to ledgers and funds...

- campuses migrating Aleph ledgers and funds do not have the option to maintain customizations made in Alma during cut-over.
- customizations made in Alma can be requested to stay in place during cut-over only in cases where no ledger and fund data is migrating from Aleph.

a quick comment about vendor records (access provider):

you may want to consider populating some of the tabs in the interface for vendors with assigned type “access provider:”



Vendor Interface Details

Cancel | Save

AMERICAN CHEMICAL SOCIETY

Vendor code ACS | **Interface Name** American Chemical Society | **Interface Description** PRVABC

Summary | Contact Information | Administrative Information | Access Information | Statistics Information | Inventory | Notes

Interface General Details

SECURITY ATTRIBUTES

User ID: **milne**

User Password: **milne99**

User Password Note: **Default pw: milne**

URL ATTRIBUTES

Online Admin Module: ☐

Open URL Compliant: ☐

Admin URI: **http://pubs.acs.org/4librarians/usage**

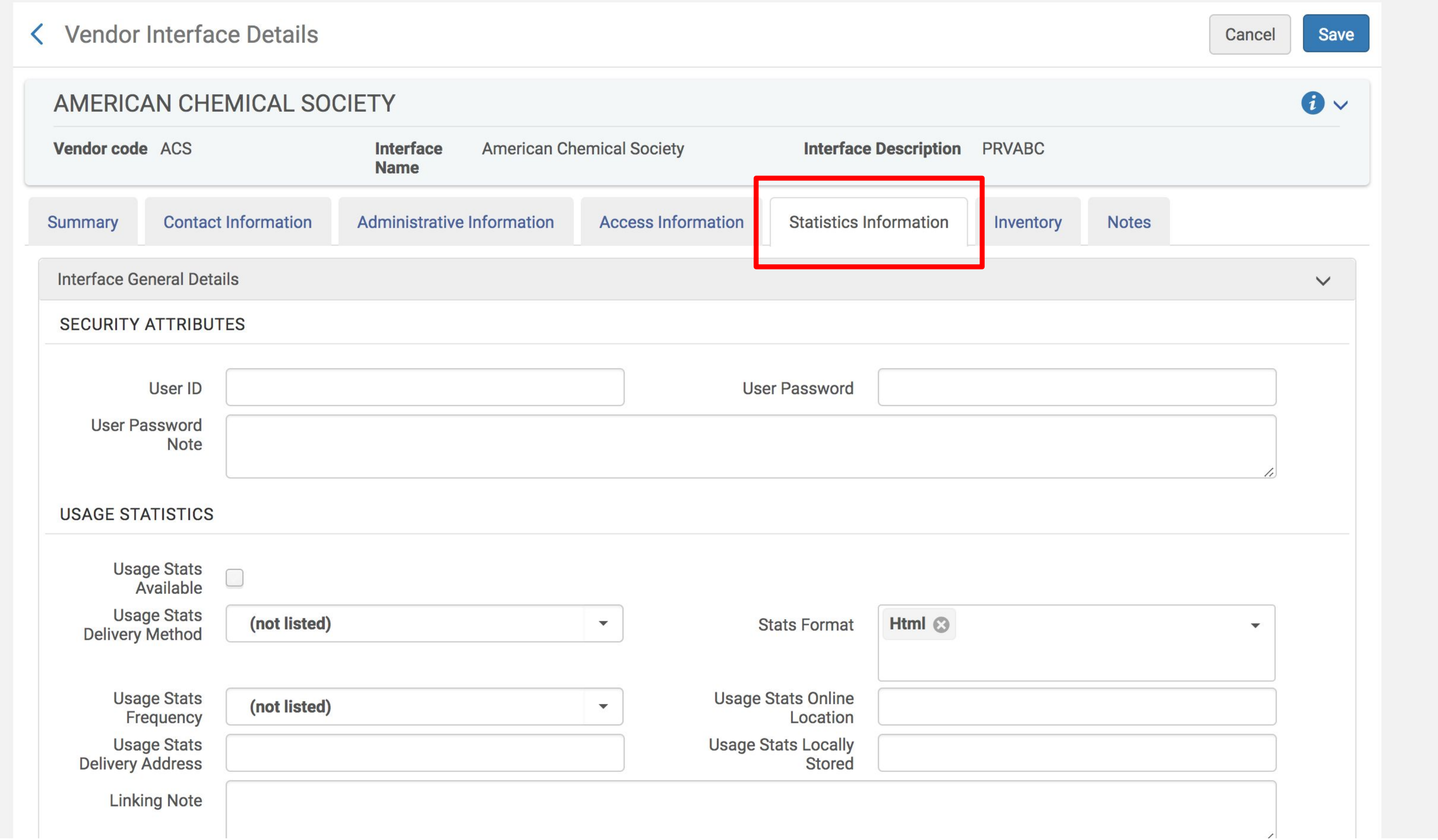
Admin URI Type: **Uri**

Linking Note: **Default URI: http://pubs.acs.org/4librarians/usage**

SUPPORT

Incident Log:

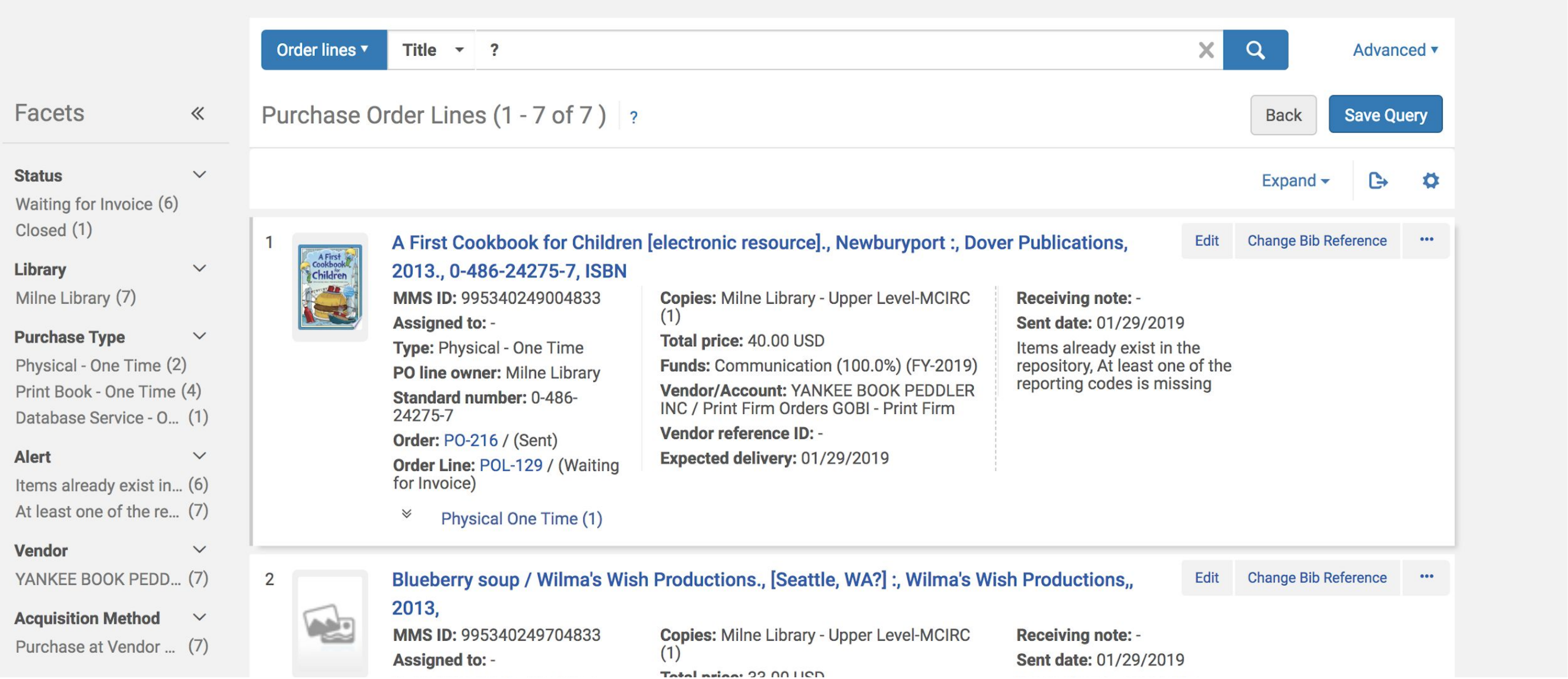
Admin


Vendor Interface Details
Cancel
Save
AMERICAN CHEMICAL SOCIETY
Vendor code ACS
Interface Name American Chemical Society
Interface Description PRVABC
Summary
Contact Information
Administrative Information
Access Information
Statistics Information
Inventory
Notes
Interface General Details
SECURITY ATTRIBUTES
User ID
User Password
User Password Note
USAGE STATISTICS
Usage Stats Available
Usage Stats Delivery Method
(not listed)
Stats Format
Html
Usage Stats Frequency
(not listed)
Usage Stats Online Location
Usage Stats Delivery Address
Usage Stats Locally Stored
Linking Note

finally, an open question regarding POLs:

a list of POLs can be generated by searching "All" Order Lines with the wildcard "?"

See Basecamp post: https://3.basecamp.com/3765443/buckets/8186639/messages/1617745739#__recording_1617825136



the same strategy works for invoices:

Invoices ▾ | All | ?

Facets

Status
In Review (2)
Waiting for Payment (1)
Closed (1)

Alert
Invoice with the sam... (2)
Additional Invoice lin... (2)

Vendor
YANKEE BOOK PEDD... (4)

Source
From PO (4)

Owner
Milne Library (4)

Find Invoices (1 - 4 of 4) ?

	Invoice #	!	Status	Vendor	Owner	Creation from	Creation Date	Last Updated Date	# of Lines	Total Price	
1	PO-4	2	In Review	YANKEE BOOK PEDDLER INC	Milne Library	From PO	01/21/2019	01/23/2019	5	22.00 USD	...
2	PO-4	2	In Review	YANKEE BOOK PEDDLER INC	Milne Library	From PO	01/21/2019	01/21/2019	5	22.00 USD	...
3	PO-4	0	Waiting for Payment	YANKEE BOOK PEDDLER INC	Milne Library	From PO	01/21/2019	01/21/2019	5	22.00 USD	...
4	PO-1	0	Closed	YANKEE BOOK PEDDLER INC	Milne Library	From PO	01/21/2019	01/21/2019	5	20.00 USD	...

Searching POLs by Vendor

- Select Order Line from the persistent search bar
- Click the ***Advanced*** search link
- Select Vendor Code or Vendor Name
  - Type in Vendor Code or Vendor name depending on your search criteria
  - Click ***Save***