1. Funds and Ledgers

Search for Funds

**Search fields include:** fund name, fund code

*Persistent Menu > [Funds]*

Search fund name or code or click magnifying glass to view default results of active funds for the current FY.

**Alma Menu > Funds and Ledgers**

Default results are also active funds for the current FY. Undo limits to see all funds for all years.

![Default Funds search, active funds for the current fiscal year.](image)

Limit results to:

- **Status = Active or Inactive**
- **Type = Summary, Allocated**
- **Fiscal Period = FY98 – current FY**
- **Ledger**
- Library (in our case, does not matter)
Find options within **Funds area**: *All, Name, Code* > Searches both active and inactive funds, for all FYs.  
Truncation: * after a three character+ string.

**Quick View Fund Balances**

Figure 1b: Fund search results show balances: *Available, Cash, Encumbered, Expenditure, Allocated.*

**Summary Fund: Balance Visual, Allocated Funds, Notes**

Click View or fund name from search results. You land on the Summary Tab which displays general information we saw in the results screen, the graphic representation and table of fund balances. You are also able to scroll down and see encumbrance and other rules associated with this fund.

As with all sections of Alma, aside from general/summary tab which always has information, if there is localized information for this fund the square is blue. Click on the Funds tab to navigate to a list of associated funds.

**Allocated Fund: Balance Visual, Transactions, Notes**

Click View or fund name from search results: You again land on the general/summary Tab which displays general information we saw in the results screen, the graphic representation and table of fund balances. You are also able to scroll down and see whatever rules are associated with this fund.

As Allocated funds are the active entities within the fund hierarchy, allocated funds have a Transactions tab, Transactions and associated PO Lines are listed.

Figure 1c: Filter options: *Allocation, Expenditure, Encumbrance, Disencumbrance, Transfer.* Filtering by Expenditures also gives access to invoice line numbers and payment dates.

When amount is $1.00 - Alma does not accept zero encumbrances, so $1.00 shows for migrated records where no encumbrance was entered in the past.

Tools: Export to EXCEL (available throughout Alma)
New budget structure

Basic Structure – Two layers of summary funds under the ledger.

Cluster Summary Funds
(i.e. Health Science, Social Science, Area Studies, Humanities)
These will all be new.

Discipline Summary funds
Most of these discipline funds will be the same.
Each summary discipline fund will be associated to one summary cluster fund.
So: Under Area Studies: African, Chinese, CJS, East Asia, Japanese, Judaica, Korean, Latin American, Middle East, Russian, South Asia)

Allocated funds
Under each Summary discipline fund will be four allocated/operating funds:
  Approval
  Demand-driven
  One-time
  Ongoing
So: African Approval, African Demand-driven, African One-time, African Ongoing, in addition to various endowments, gifts and outside source funds – i.e. African Richardson)

Other Changes:
• Endowments fund names will be changed to include the discipline name.
• Reporting funds will not be in use, will not migrate, and all invoices to be paid on allocated funds.
• Fund codes are changing (although most stems are staying the same).
• Allocated fund level will incur the most significant changes. The funds are based on continuity of purchase.

In general the allocated fund mapping will be thus:
• Monograph will be changed to One-time.
• Serial will be changed to Ongoing.
• Electronic will be changed to Ongoing.
• Approval will not be changed.
2. Purchase Order Lines

Search for a PO Line

**Search fields**: All, title, title starts with, author name, publisher, publication year, publication place, standard number, vendor code, vendor name, fund code, fund name, PO Line, MMS ID and more.

**Persistent Menu**

Default search is all searchable fields above for all years.  
Click magnifying glass to go to PO Line search page.

**Alma Menu > Search for PO Line**

Search results display

Facets: Status, Library, Purchase Type, Alert, Vendor, Acquisition Method.

Figure 2a: Order/Line status: Sent /Waiting for Invoice

Order/Line

Order = Purchase Order = *(PO-number post migration, number-penndb for Voyager migrated POs)*

Line = Purchase Order Line = *(POL-number post migration, number-penndb for Voyager migrated POLs)*

In the Alma context, Penn will rely on the POL – as this specifies the item level information.

**POL Types**

Each POL types represents a combination of the following attributes:

- Continuity (continuous, one-time, standing order)
- Physicality (physical, electronic or generic)
- Resource type (journal, book, service or package)
For physical items
   Physical - Subscription
   Physical - One Time
   Print Book - One Time
   Print Book - Standing Order
   Print Journal - Subscription
   Print Journal - One Time

For electronic
   Electronic Book - Subscription
   Electronic Book - One Time
   Electronic Book - Standing Order
   Electronic Journal - Subscription
   Electronic Journal - One Time
   Electronic Collection - Subscription
   Electronic Collection - One Time
   Electronic Title - Standing Order
   Electronic Title - Subscription
   Electronic Title - One Time

Generic
   Access Service – Subscription
   Database service – One Time
   Other Service – Subscription
   Other service – One time

Some PO / PO Line status combinations

Closed/Closed – Firm order that is received (and encumbrances released) and paid for OR serials or standing orders that we have received and paid for in the past but are closed either because the series ended or because we cancelled.

Sent/Sent – Single volume, waiting to receive.

Sent/Waiting for Invoice – ordered but not yet paid.

Sent/Waiting for Renewal – serial or standing order that is still open. (AKA currently received)

Sent/Waiting for Manual Renewal – same as above, with different renewal process in place

Sent OR Waiting for Ready Lines/In review – POL has not been approved.

Cancelled/Cancelled - cancelled.

Title starts with include the article

Figure 2b: Order/Line Status: Closed/Closed
Figure 2c: From the PO Line search results, click: view to see the purchase order lines details.

Note: Summary Tab: Funding section and percent to be paid on one or more funds. Funding percents are also on the Invoice Line (see below). Click Invoice lines tab, to see the related invoice line(s).

Figure 2d: Invoice Lines, Click View to see Invoice Line Details.

Reporting codes –
Reporting codes is how Alma deals with reporting funds. We’ve decided not to use reporting codes, except for in cases where an item is open access, a purchase for reserves, a replacement purchase or a purchase shared with a non-library entity.
3. Invoices

Search for an Invoice

Persistent Menu > Invoices (Those with Acquisitions roles also see Search for Invoice in Alma menu.)

Click magnifying glass to go to full Search for Invoice options.

Search values: Invoice number, Vendor Code, Vendor Name, PO Line, PO Line Title, PO Number, and more.

Figure 3a: Find Invoices results view.

Sortable fields:

Invoice number, Vendor, Creation from, Creation Date, Last Update, # of Lines, Total Price.

Clickable fields: Invoice #, Vendor, # of Lines.

Some Invoice Statuses:

- In Review - The invoice was created but not yet reviewed.
- In Approval - The invoice is waiting for manual approval.
- Ready to be Paid - The invoice was approved and is ready to be sent.
- Waiting for Payment - The invoice was approved and sent.
- Closed - The invoice is paid and closed.

Click Invoice # or View (View option depends on role) to see Invoice Details screen:

Note payment information on Summary Tab.

See Invoices Lines tab for individual Invoice Lines.
4. Vendor

Search for Vendors

*Alma Menu > Vendors*

Default results are all vendors sorted alphabetically by vendor name.

Sortable fields: Vendor Code and Vendor Name

Filters: Active or Inactive, and by Type: Material Supplier, Access Provider, etc.

Find options: Name, Code, Interface Name

Viewing Records

Click View for additional information, including Invoices and PO Lines associated with a vendor.