

WACTCLC - Technical Services Call - March 22, 2018

Meeting Link:

<https://bigbend.zoom.us/j/124326553>

Recording:

Not recorded

Attendees:

Brett Straka - WCC
cara.stevenson
clulendo Highline College
elenabianco
George Babcock -- Edmonds
Jennifer McCool (BTC)
Julie Bishop
Kirsti Thomas (Seattle)
kschmaing
Laura Staley - Renton Tech
Ichoate
Lynn Robinson (BTC)
Miriam @ Olympic
Naoko Yasuda - Highline
Nina Pitts - Peninsula
Paula Laine @ Bellevue
shoreline
Spencer Green - Everett CC
Traci Taylor - BTC
Wade Guidry

To suppress the additional invoice lines (shipping, etc) from appearing on an invoice

Go to Configuration / Acquisitions / Other Settings

Make or confirm the following changes to these settings:

Invoice_use_pro_rata = true

Invoice_split_additional_charges = false

To automatically bypass the “Approval” and “Waiting for Payment” stages of an invoice, and take them directly to “Closed”

Go to Configuration / Acquisitions / Other Settings

Make or confirm the following changes to these settings:

Handle_invoice_payment = false

Invoice_skip_erp = true

Invoice Review Rules and Invoice Approval Rules

In addition to the changes above, if you want newly created invoices to pass directly to the “closed” stage, you need to make sure the invoices are not otherwise stopped from doing so by “**Invoice Review Rules**” and “**Invoice Approval Rules**”.

These rules can be found in Configuration / Acquisitions, under Invoices.

For both Review and Approval, you want to go into each of the respective rules, and make sure the **Default Rule** is set to **FALSE**.

If the default rule for both is set to false, and there are no other review or approval rules that otherwise stop the invoice (for example, because of a high dollar amount), then a newly created invoice can sail right through to “Closed” status.

Invoice Payment Type

When creating an invoice, you can generally use any invoice payment type, except Accounting Department. Accounting Department payment type is only for use if you send invoices to a campus accounting system electronically.

All of the other payment types are for auditing and reporting only, and don’t affect the invoice functionally.

Just make sure that, in the vendor record of the vendor selected in the invoice, the payment type you choose (cash, credit, etc) is enabled for that vendor. You can edit a vendor record to configure the payment types enabled for a particular vendor.

Understanding “Expended from Fund” for VAT when creating invoice

If you do ***not*** select expended from fund for VAT when creating an invoice, the tax amount will ***not*** get reflected in your Alma funds.

So, if you pay any tax on your purchases out of your library funds, then you need to make sure to select “expended from fund”.

You can make “expended from fund” the default setting, as follows:

Go to Configuration / Acquisitions / Other Settings

Make or confirm the following change to this setting:

expended_from_fund_default = true

Inclusive, Exclusive, Line Exclusive

Inclusive - Line amounts already include tax

Exclusive - Tax is applied on a per-line basis

Line Exclusive - Total amount includes tax, but lines do not

Other Resources - Ex Libris Training Videos

There are several Ex Libris videos and documents that provide a good review of topics related to today's discussion, including:

- [MF-02 Invoicing Workflows](#) (41 minute video)
- [MF-03 Invoicing and Tax](#) (36 min video)
- [VAT Calculation - Examples](#) (part of the "Creating Invoices" Alma doc)

The one on Invoicing and Tax does a good job of explaining the differences between inclusive, exclusive, and line inclusive.

Chat Transcript

No chat transcript available.