Alma Invoices for Finance One

Finance One payment data

The CSV file

- 3 or more lines per invoice, invoices numbered within file, lines numbered within invoice

- first line has the payment amount
- second line is required for Finance One (no amount)
- third and subsequent lines are fund allocation, a code indicates whether GST was payable, amounts exclude GST

The payment amount is the sum of the allocation amounts. The columns, headings and codes are defined by the finance department. A local currency file is produced for AUD payments. A foreign currency file is produced for non-AUD payments and it has a few extra columns.

Voyager payment data

from the Oracle database

• GST is allocated to a separate *institution_fund_id*

• The GST total (zero or not) is used to determine whether the invoice attracts GST

• GST is excluded from the payment amounts

• *invoicefunds expenditures* converted by exchange rate are summed per *institution_fund_id* to give the fund allocation

• The invoice payment amount is calculated as the sum of the allocation amounts

• Our vendor codes start with a digit which indicates the vendor currency. One is for AUD. Foreign currency amounts are excluded from AUD vendor payments and vice versa.

| table	
fund	institution_fund_id
invoice	conversion_rate
	currency_code
	invoice_date
	invoice_number
	total
invoice_funds	expenditures
vendor	institution_id
	vendor_code
	vendor_name

Voyager payment process

the schedule

- We use a vendor with *institution_id* "not for finance" for prepaid invoices eg credit card purchases

- A job is scheduled to run weekly to generate the Finance One voucher files – one for local currency and one for foreign currency. The filename contains a sequential number and L or F.

- The job selects invoices by date range for the previous week.

- The generated files are transferred to the Finance server for processing

- A web interface allows library staff to see a history of files generated and download the files if needed.

Voyager payment system
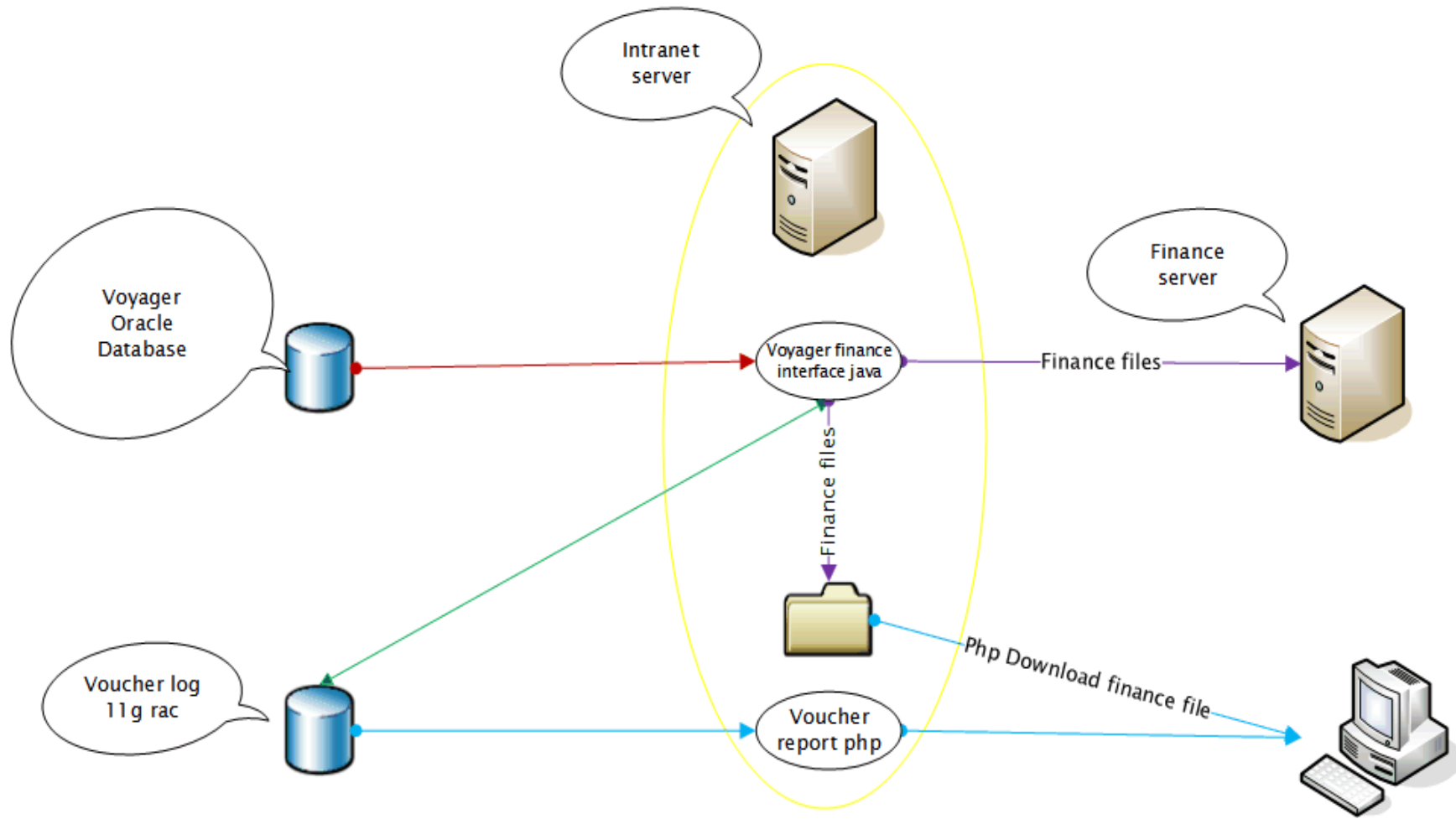
Alma payment data

from the Invoice Export job

• The XML nodes which correspond to the voyager payment data are readily identifiable and unique except for *currency* and *sum*.

• Our currency data appears at *invoice_amount.currency*

• Our fund amounts are at *fund_info.amount.sum*

• GST status is determined from *vat_amount* as there is no allocation to the GST account

• The fund amounts do not require currency conversion

• Accounts are coded for GST, currency and prepaid invoices as for Voyager

• Our initial conversion had invoices ready for payment allowing us to compare the Alma Invoice Export XML files with the Voyager voucher files generated for Finance One.

nodes
invoice_amount.currency
fund_info.amount.sum
external_id
invoice_currency
vat_amount
invoice_number
vendor_FinancialSys_Code
vendor_code
vendor_name

# Alma payment process

the schedule

- We still use a vendor with *institution_id* "not for finance" for prepaid invoices eg credit card purchases

- The Alma invoice export is scheduled to run weekly. There is no date range for selection and the job cannot be re-run.

- A job will scheduled to run weekly to generate the Finance One voucher files for local and foreign currency with filenames containing a sequential number and L or F and transfer them to the Finance server.

- A web interface allows library staff to see a history of files generated and will allow download the files if needed.

- We may need a review facility before sending the files to finance as we have not yet found how to review invoices ready to be paid in Alma.

Library payment system
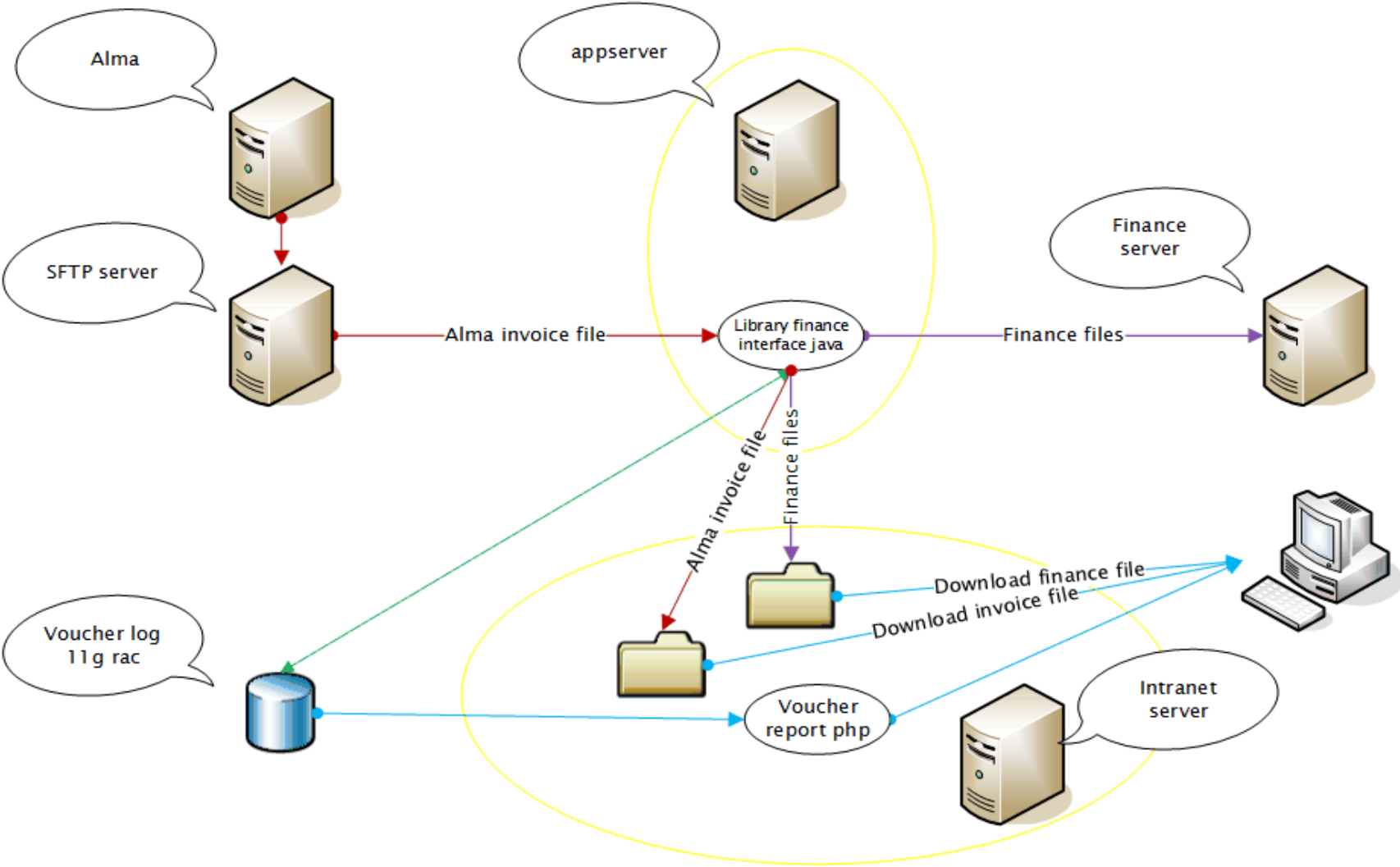
Finance One file

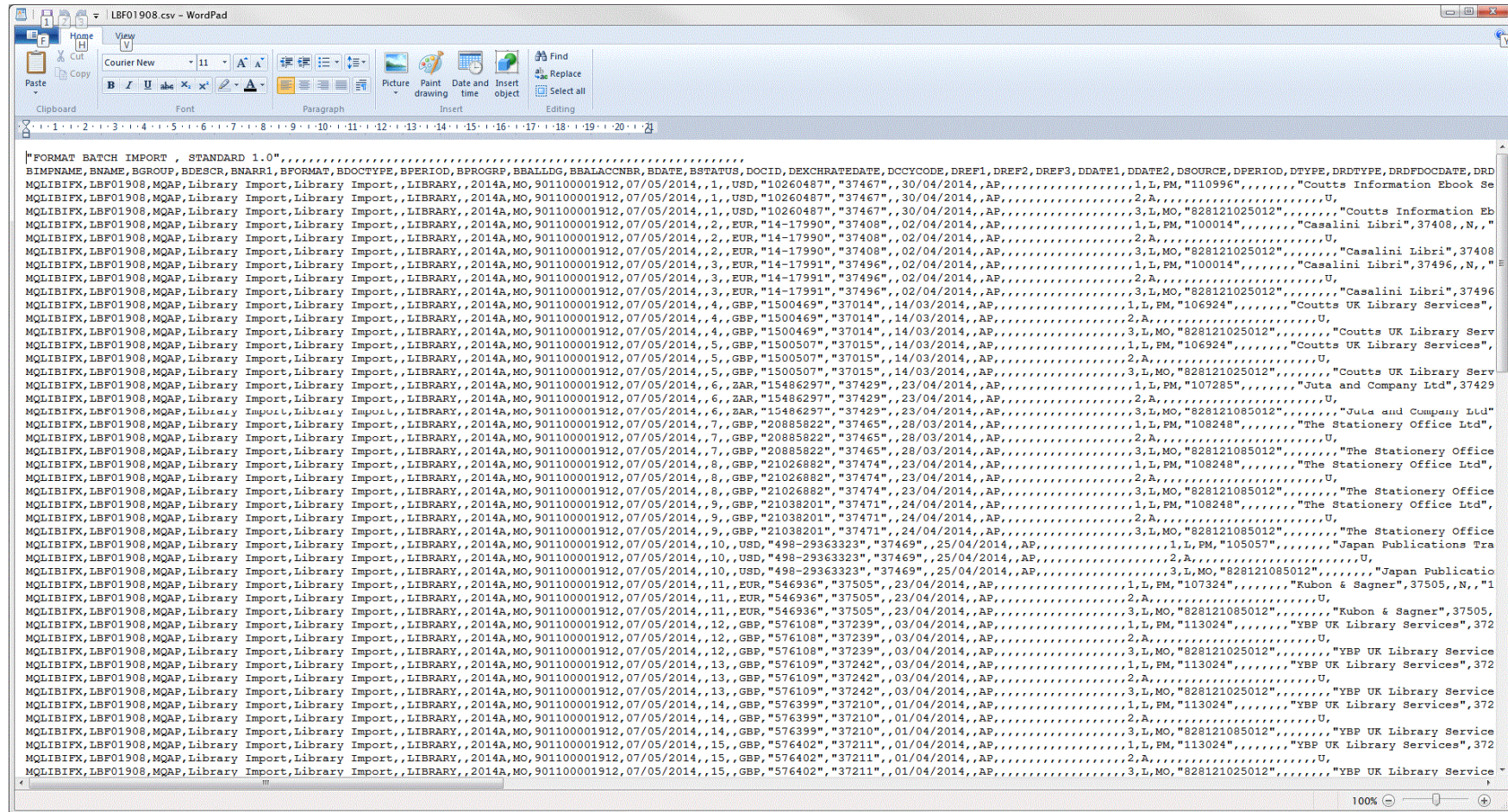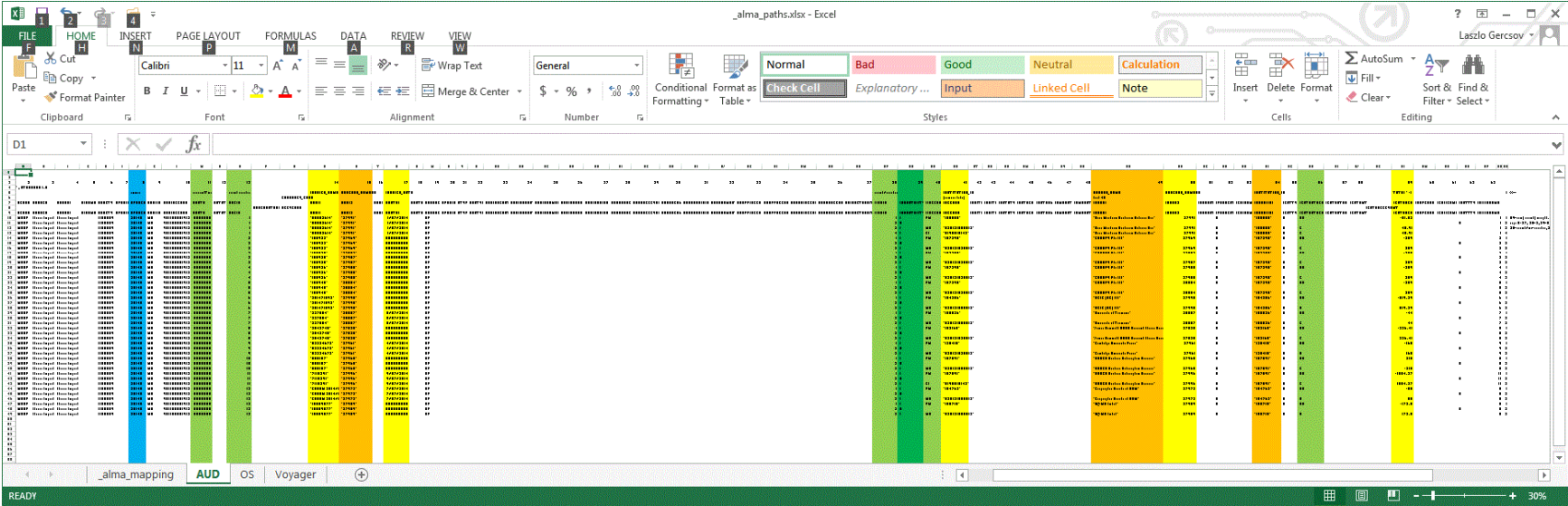the result

Finance One file

the result

Thank you

END