

Effect of Changing Alma Acquisitions Reporting Codes

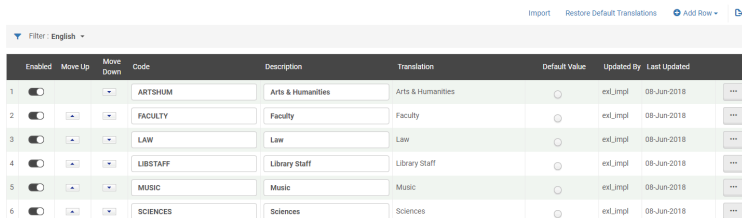
- **Product:** Alma

Question

If I change the Acquisitions Reporting codes for Purchase Orders, how will that affect the existing data?

Answer

You can edit the reporting codes in the Configuration menu (Configuration Menu > Acquisitions > Purchase Orders > Reporting Codes, Configuration Menu > Acquisitions > Purchase Orders > Secondary Reporting Codes, and Configuration Menu > Acquisitions > Purchase Orders > Tertiary Reporting Codes).



The screenshot shows a table with columns: Enabled, Move Up, Move Down, Code, Description, Translation, Default Value, Updated By, and Last Updated. The table contains six rows of reporting codes.

Enabled	Move Up	Move Down	Code	Description	Translation	Default Value	Updated By	Last Updated
<input checked="" type="checkbox"/>			ARTSHUM	Arts & Humanities	Arts & Humanities	<input type="radio"/>	ext_impl	08-Jun-2018
<input checked="" type="checkbox"/>			FACULTY	Faculty	Faculty	<input type="radio"/>	ext_impl	08-Jun-2018
<input checked="" type="checkbox"/>			LAW	Law	Law	<input type="radio"/>	ext_impl	08-Jun-2018
<input checked="" type="checkbox"/>			LIBSTAFF	Library Staff	Library Staff	<input type="radio"/>	ext_impl	08-Jun-2018
<input checked="" type="checkbox"/>			MUSIC	Music	Music	<input type="radio"/>	ext_impl	08-Jun-2018
<input checked="" type="checkbox"/>			SCIENCES	Sciences	Sciences	<input type="radio"/>	ext_impl	08-Jun-2018

It is possible to edit both the code and the description fields. You can change the descriptions of the codes without affecting the data in any way, since that only relates to the display of the code.

However, if you update the code, it will not update anywhere that you have used the code anywhere in Acquisitions. This will result in the data becoming corrupted, since anywhere the old codes appeared will now show as "not listed" and have no information associated with it.

Additional Information

[Configuring Reporting Codes](#)

- **Article last edited:** 21-April-2021