



Welcome!

The webinar will start at 2:00 p.m.

Please mute your microphone and webcam.

This session will be recorded and made available on the CARLI website.

Today's slides are available at:

<https://www.carli.illinois.edu/technical-services-qa-20240523>



CARLI

TECHNICAL SERVICES Q&A

5/23/2024

ANNUAL ACQUISITIONS ACTIVITIES

- Fiscal Period Rollover
- End-of-Year Receiving and Clean-up
- Renewals for Subscriptions and Standing Orders
- Q&A

Future TSQA: June 20, 2024

“Who Are You? An Introduction to Name Authorities”

Today's slides available on the event page:

<https://www.carli.illinois.edu/technical-services-qa-20240523>

– What is Fiscal Period Close

- Process of closing one year's activities and beginning another.
- Establish a clean break in accounting for orders and invoices.
- Involves review of data to find completed and unfinished orders.
 - Identify open and closed order lines
 - Identify any pending invoices to resolve
 - Identify any funds being changed
- “Rollover” involves the tasks to update Alma data

- What are Alma's rollover processes?
 1. Rollover Ledgers job
 - *Creates a new fiscal period.*
 - Copies selected ledger and funds to the new fiscal period.
 2. Rollover PO Lines job
 - Updates open PO lines to funds in the new fiscal period.
 - Provides reports which PO lines succeed or fail to roll.
- Does my institution need to do Rollover?
 - Yes...



- Institution does not use acquisitions:
 - Run the Rollover Ledgers job once to create new fiscal period.
 - Fiscal Periods used by acquisitions and analytics
- Institution uses acquisitions:
 - Run both Rollover Ledgers and Rollover PO Lines
 - Create new fiscal period; copy funds as they are
 - Move PO lines to corresponding fund
 - Run jobs based on planned changes
 - Rollover ledgers to set up new ledger, modify funds; manually roll POLs
 - Build new ledger and funds; manually update POLs.



If you plan to use either rollover job...

– User Roles

- **Fiscal Period Manager:** enables access to jobs.
- **Acquisitions Administrator:** enables access to configuration.

– Libraries may request CARLI staff assistance.

– Timing

- Begin when you are ready
- Jobs may be run on different days depending on your review











- Review Old Funds
 - Current encumbrances
 - PO Lines received and waiting for invoices
 - PO Lines sent and not received
 - PO Lines received and invoices with leftover encumbrances
 - Current expenditures
 - Invoices awaiting approval
 - Credits needing application
- Think about New Funds
 - Will the ledger change structure? Adds? Deletes?



- Create new year's ledgers and funds by:
 - Start over with new funds
 - Roll as Draft (activate when ready)
 - Roll as Active
- New ledger must be active to accept transactions
 - Rollover PO Lines will fail if target ledger/funds in draft
 - No ability to modify allocations on draft funds











Acquisitions > Advanced Tools > Rollover Ledgers


Rollover Ledgers							Refresh		
1 - 11 of 11							+ Add Job		
	↕ Job ID	↕ Status	↕ User	▼ Time Started	↕ Time Ended	↕ Number Finished	↕ Number Failed		
1	1083828360005879	Completed Successfully	carli_tschwitz 	08/15/2023 11:17:59 CDT	08/15/2023 11:18:00 CDT	1	0		
2	886422670005879	Completed Successfully	carli_tschwitz 	07/07/2022 14:06:49 CDT	07/07/2022 14:06:50 CDT	1	0		
3	886422030005879	Completed Successfully	carli_tschwitz 	07/07/2022 14:03:44 CDT	07/07/2022 14:03:44 CDT	0	0		

The Rollover Ledgers screen shows the history of past jobs, including dates and times as well as outcomes. The Add Job button above the list starts a new job. The ... button for each row includes options to view past job details.

Add Job

Add Job

Create Allocation From	None		▼	
Ledger	All		▼	
Action	Copy		▼	
Create status	Draft		▼	
From Year	FY-2021		▼	
 Copy Notes	<input type="checkbox"/>			
 Copy Attachments	<input type="checkbox"/>			



The Rollover Ledgers Add Job screen offers parameters for selecting allocations, ledgers to roll, actions, create status, and beginning fiscal period. Both **Add** and **Add and Close** buttons initiate a job process.

Acquisitions > Acquisitions Infrastructure > Funds and Ledgers

- Screen defaults to active funds in fiscal period for the date
- Clear the facets to get options for more fiscal years and statuses

The screenshot displays the 'Funds and Ledgers' interface. On the left, a 'Facets' sidebar is visible with the following categories and counts:

- Status:** Active (9)
- Type:** Allocated fund (5), Ledger (1), Summary fund (3)
- Fiscal Period:** FY-2024 (9)
- Ledger:** CARLI RMC Library (9)

The main content area is titled 'Funds and Ledgers (1 - 9 of 9)'. It features a top bar with '+ Add Ledger', a share icon, and a settings icon. Below this, a filter bar shows 'Status : Active' and 'Fiscal Period : FY-2024', both with 'X' icons to clear them, and a 'Clear all' button. The list of funds is as follows:

Fund ID	Fund Name	Code	Type	Status	Fiscal Period	Path	Allocated Balance	Expended Balance	Cash Balance	Encumbered Balance	Available Balance
1	Books and AV	BKAV	Allocated fund	Active	FY-2024	CARLI RMC Library>Capital	1,333.33 USD	161.02 USD	1,172.31 USD	465.38 USD	706.93 USD
2	CARLI RMC Library										

The Funds and Ledgers screen displays available facets on the left, applied facets on the top, and a list of funds. Facets may be cleared using Clear All or clicking the X next to a facet.

Clear All

- Status facets include Active, Draft, Inactive.
- Fiscal Period facets include other years and “06/30/2024 – 06/29/...”

The screenshot displays the 'Funds and Ledgers' interface. On the left, a 'Facets' sidebar is visible with the following categories and counts:

- Status**
 - Active (41)
 - Draft (9)
 - Inactive (129)
- Type**
 - Allocated fund (81)
 - Ledger (25)
 - Summary fund (73)
- Fiscal Period**
 - 06/30/2024 - 06/29/... (9)
 - FY-2024 (9)
 - FY-2023 (9)
 - FY-2022 (9)
 - + More (20)

The main area, titled 'Funds and Ledgers (1 - 20 of 179)', shows two ledger entries:

Item	Code	Type	Status	Fiscal Period	Path	Allocated Balance	Expended Balance	Cash Balance	Encumbered Balance	Available Balance
1	BKAV	Allocated fund	Inactive	FY-2002	RMC Library 2002>Capital	390,000.00 USD	0.00 USD	390,000.00 USD	0.00 USD	390,000.00 USD
2	BKAV	Allocated fund	Active	FY-2021	CARLI RMC Library>Capital	5,000.00 USD	294.35 USD	4,705.65 USD	4,023.36 USD	682.29 USD

The Funds and Ledgers screen displays available facets on the left. New facets may be selected from the facet list on the left.

To Rename Fiscal Period:

Configuration > Acquisitions > General > Fund and Ledger Fiscal Period

- Edit the fiscal period name
- Make sure the fiscal period is Active
- Click Save

20	<input checked="" type="checkbox"/>	20	FY-2021	07/01/2020		06/30/2021		Active	▼
21	<input checked="" type="checkbox"/>	21	06/30/2021 - 06/29/2	07/01/2021		06/30/2022		Active	▼

The Fund and Ledger Fiscal Period configuration screen shows all fiscal periods present in Alma. The newest fiscal period may appear on the bottom. The fiscal period name is generated from the dates not the pattern of previous names.

Main menu (“Back” button on menu)

Acquisitions > Acquisitions Infrastructure > Funds and Ledgers

- Click **Clear All** on the filter bar
- Select new fiscal period and ledger from facets on left

The screenshot shows the 'Funds and Ledgers' interface. At the top, there is a title 'Funds and Ledgers (1 - 9 of 9)' with a back arrow. Below the title, there are two buttons: '+ Add Ledger' and a settings gear icon. A filter bar below that shows 'Status : Draft' and 'Fiscal Period : FY-2025', both with 'x' icons to clear them, and a 'Clear all' button. The main content area displays a list of ledgers. The first entry is '1 Books and AV' with a 'Code: BKAV'. To the right of this entry are 'Edit', 'Duplicate', and a three-dot menu icon. Below the ledger name, there are several fields: 'Type: Allocated fund', 'Status: Draft', 'Fiscal Period: FY-2025', and 'Path: CARLI RMC Library>Capital'. To the right of these fields, there are five balance-related fields, all showing '0.00 USD': 'Allocated Balance', 'Expended Balance', 'Cash Balance', 'Encumbered Balance', and 'Available Balance'.

Funds and Ledgers matching the new status of Draft and Fiscal Period of FY-2025 will now be listed.

- Check new allocations
 - New fund **Allocated Balance** = [Create Allocation From]
 - Funds in Draft status cannot have money allocated.
 - No transactions for encumbrances until Rollover PO Lines
- Check fund names and codes
 - Names and codes with date references may confuse later.
 - Did all previously active funds get copied?
 - Did previously inactive funds get copied?
- Check fund rules, notes, attachments





Questions?

A grey cat stands on a desk with back paws on a laptop.

To Run PO Line rollover:

Acquisitions > Advanced Tools > Rollover PO Lines

Add Job

New Encumbrance Calculation: ⓘ

FPC Factor (%): ⓘ

From Year: ▼

Libraries: ▼

PO Line: ☰

Check Over Encumbrance:

Report Mode:

Continuous Orders Only:

Standing Orders Only:

One-Time Orders Only:

The job view is the most interesting option

- Alerts: Any issues encountered and the number of them
- Job Events: Links to lists of rolled PO lines or POLs with issues
- Counters: The parameters for the job and numbers of POLs that would succeed or fail to roll.

The screenshot displays a 'Job Report' interface. At the top, there is a header 'Job Report' with a back arrow on the left and a 'Back' button on the right. Below the header is a section titled 'PO Line - Fiscal Period Rollover' with an information icon and a right arrow. Underneath, there is an 'Alerts' section with a dropdown arrow and a share icon. A message box with a red exclamation mark icon states: 'Of the 308 records processed, 1 errors found. For more information view the report details (or contact Support using the process ID)'. Below the alerts is a 'Job Events' section with a dropdown arrow and an 'Export Events' link. The job events are listed as follows:

- PO line rollover success(307)
- Next fiscal period does not exist(0)
- Fund for next fiscal period does not exist(0)
- No encumbrance linked to PO line(0)
- Fund does not have enough money(1)
- Fund is not active(0)
- General Error(0)

- Are target funds **Active** yet?
- Use PO Line Rollover in Report mode as needed
 - PO lines that should be closed
 - PO lines that should be open and rolled, but aren't rolled
 - Check encumbrances to be recalculated correctly
- When fitting, run PO Line Rollover job without Report
 - Close to your actual fiscal period cutover
 - After you've resolved as many inconsistencies as possible
 - Within the grace periods for both new and old ledgers

Interactive lesson from Ex Libris:

http://exl-edu.com/01_Alma/Extended%20Training/Fiscal_Period_Closure/#/

Fiscal Period Closure Documentation from Ex Libris:

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/100Advanced_Tools/020Fiscal_Period_Closure](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/100Advanced_Tools/020Fiscal_Period_Closure)

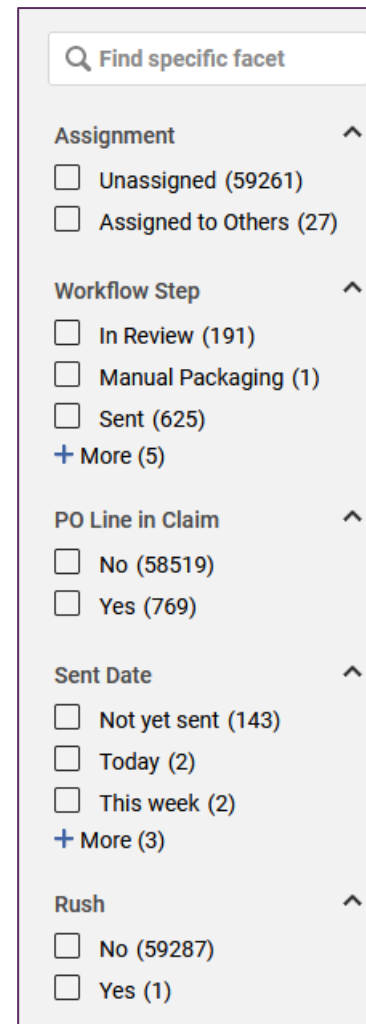


Questions?

A grey, peach, and white cat sits near an open window, and looks at the camera.



- Order Lines: Sent Date after 07/01/2023
- Useful facets for problems
 - Workflow Step
 - PO Line in Claim
 - Rush
 - Sent Date
 - Order Type
 - Material Type
- Analytics > Out of the Box > Out of the Box Analytics: Acquisitions: Claims Dashboard



A list of facets for filtering purchase order lines in Alma. Facet types displayed include Assignment, Workflow Step, PO Line in Claim, Sent Date, and Rush.

- Options depend on POL Status
 - Sent (not received): May cancel or receive*
 - Receiving should update status to Waiting for Invoice
 - Sent (received/activated): May close or add invoice
 - Waiting for Invoice: May close or add invoice
 - In Review: May cancel or delete
- Best action may depend on timing
 - If you have holdings: receive/activate it
 - Current fiscal year: make it complete (order, receive, invoice)
 - Past fiscal years: make it close enough
- Change PO Lines Status job
 - Cancel, close, or delete a set of POLs

- Continuation PO Lines: subscriptions or standing orders
 - Single PO Line per title, series, or package
 - Rolled from year to year
 - Renewed from year to year
- Renewal types
 - Recurring Renewal
 - Automatic subscription for one year based on Renewal Date
 - Manual Renewal
 - User must manually update Renewal Date
 - PO Line – Renewal job
 - Scheduled job, checks for renewal dates and reminder period
 - Automatically renews recurring renewals
 - Updates manual renewal POLs to Waiting for Manual Renewal
 - Acquisitions > Purchase Order Lines > Renew

- Eligibility to Roll based on Renewal Date and Status
 - Waiting for renewal + Renewal Date after rollover date: Open
 - Waiting for renewal + Renewal Date before rollover date: Closed
 - Waiting for invoice + any Renewal Date: Open
 - Sent + any Renewal Date: Open
- Problems for Unrolled Continuation
 - Renewal blocked: “Fund subscription is not active”
 - Solution: manually roll POL, then renew





Questions?

A grey-striped cat sits near a computer monitor and keyboard with its eyes shut.

