CARLI I-Share

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

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…

DO I HAVE TO?

- 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.

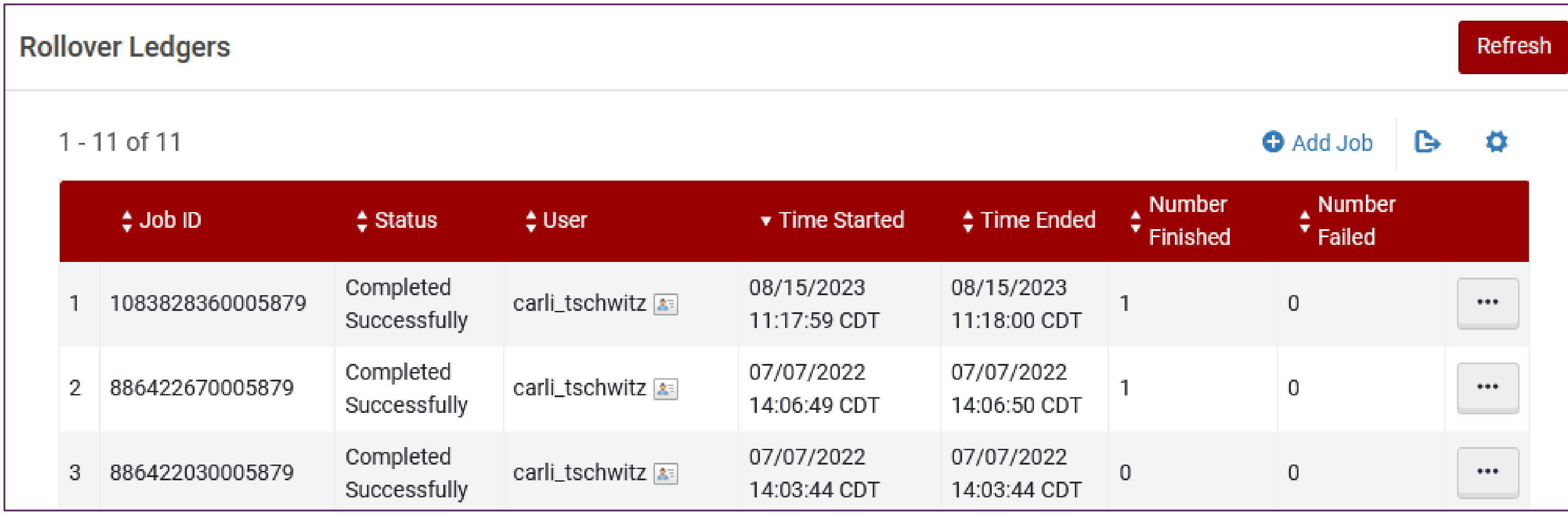
If you plan to use either rollover job…

- 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

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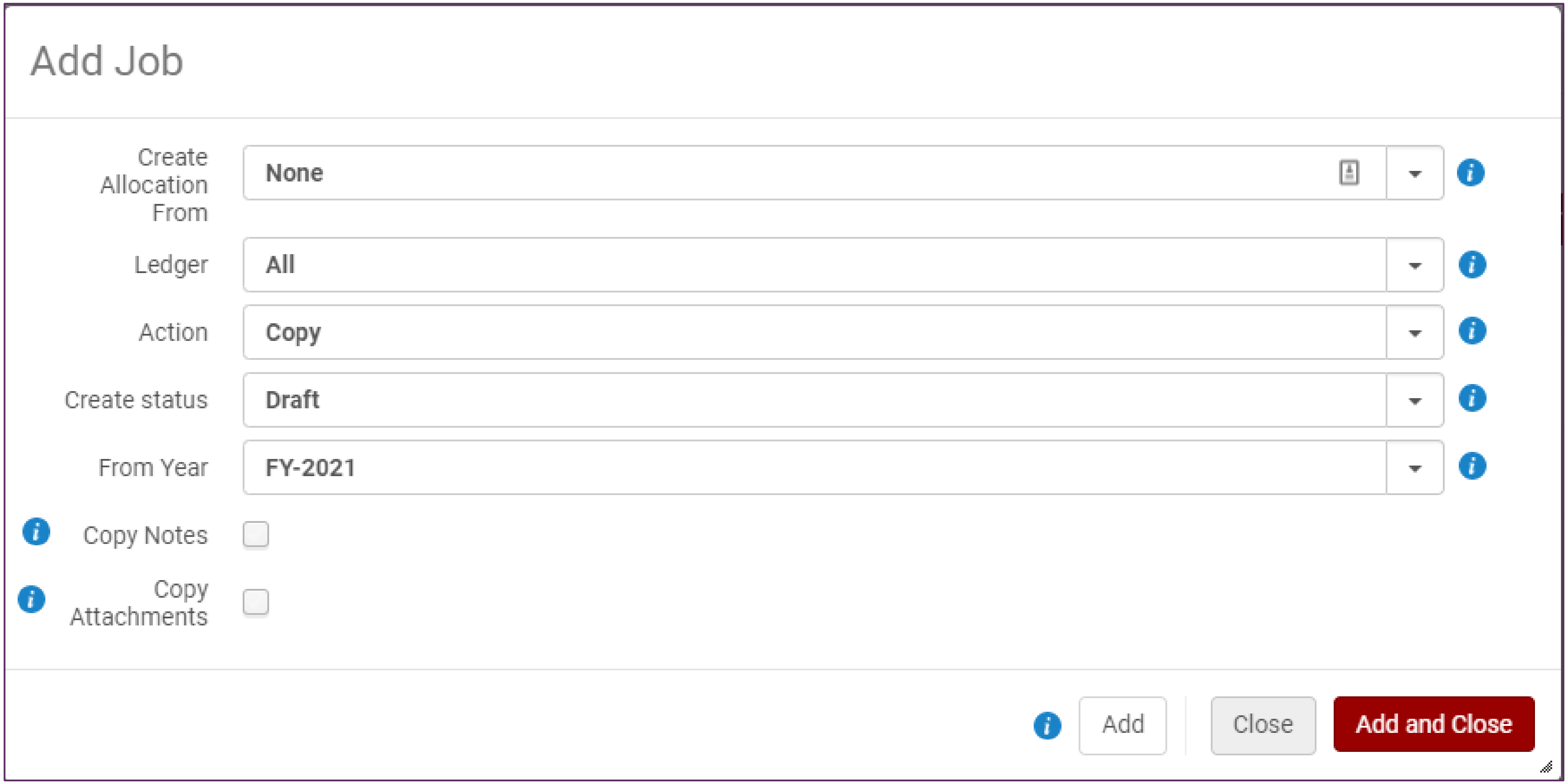
Add Job

	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

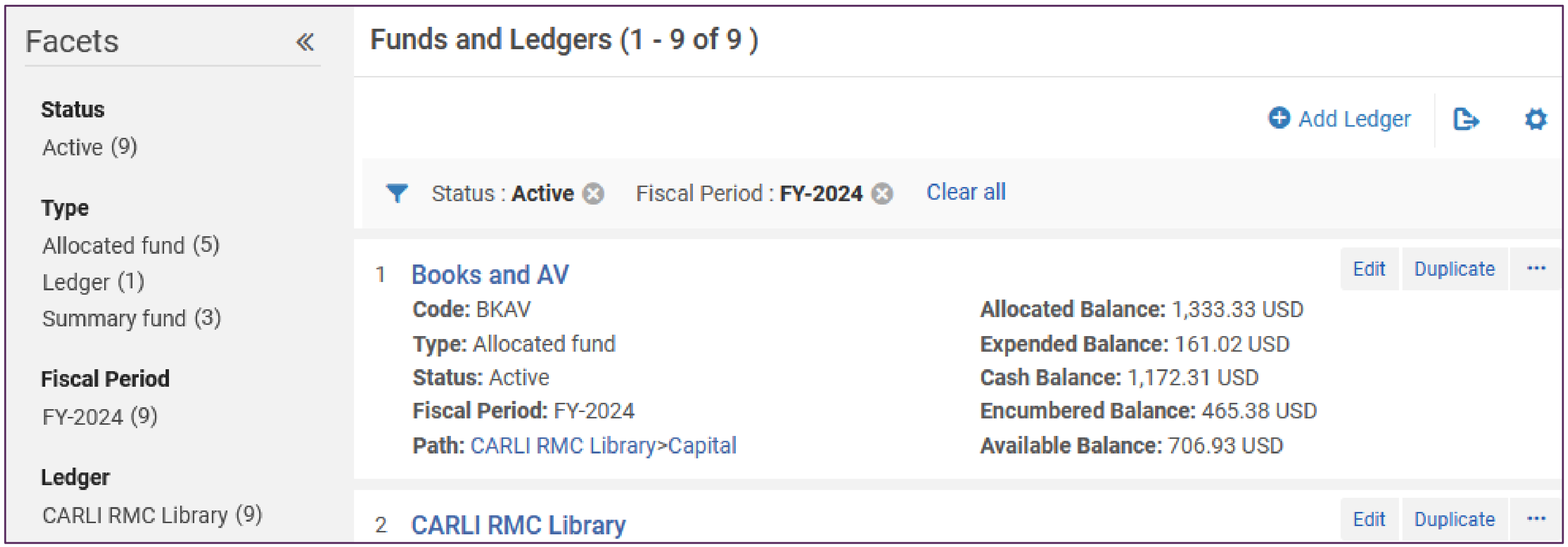


The Rollover Ledgers Add Job screen offers parameters for selecting allocations, ledgers to roll, actions, create status, and beginning fiscal period. Both **Add** and **Add and Close** buttons initiate a job process.

LEDGER ROLLOVER RESULTS, INITIALLY

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



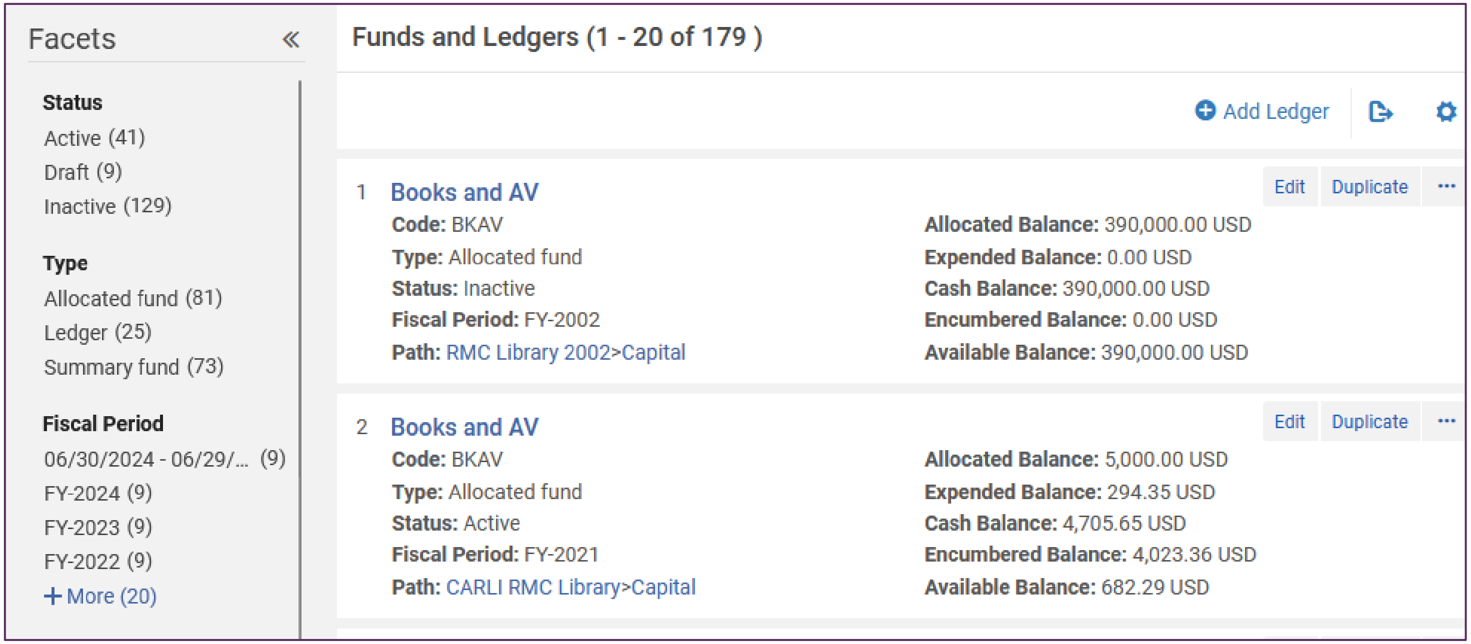
The Funds and Ledgers screen displays available facets on the left, applied facets on the top, and a list of funds. Facets may be cleared using Clear All or clicking the X next to a facet.

LEDGER ROLLOVER RESULTS, INITIALLY

Clear All

– Status facets include Active, Draft, Inactive.

– Fiscal Period facets include other years and “06/30/2024 – 06/29/…”



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

To Rename Fiscal Period:

Configuration > Acquisitions > General > Fund and Ledger Fiscal Period

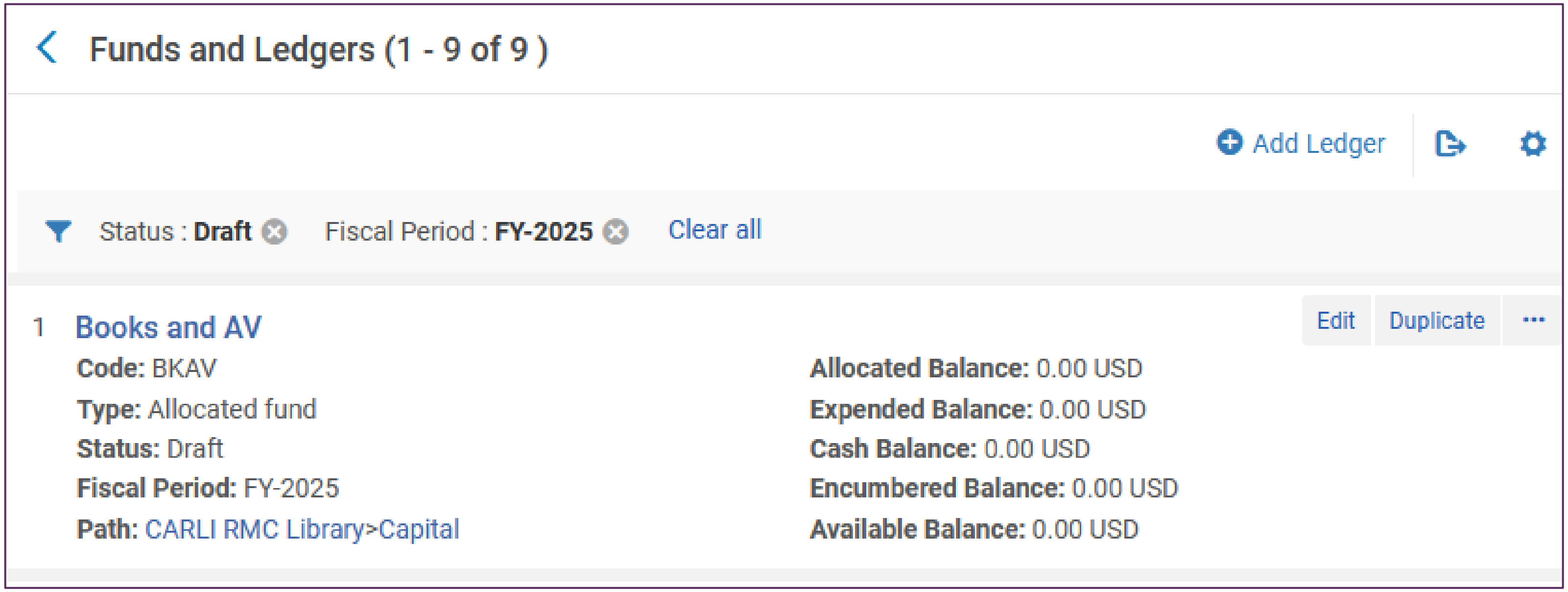
– Edit the fiscal period name
– Make sure the fiscal period is Active
– Click Save

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



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

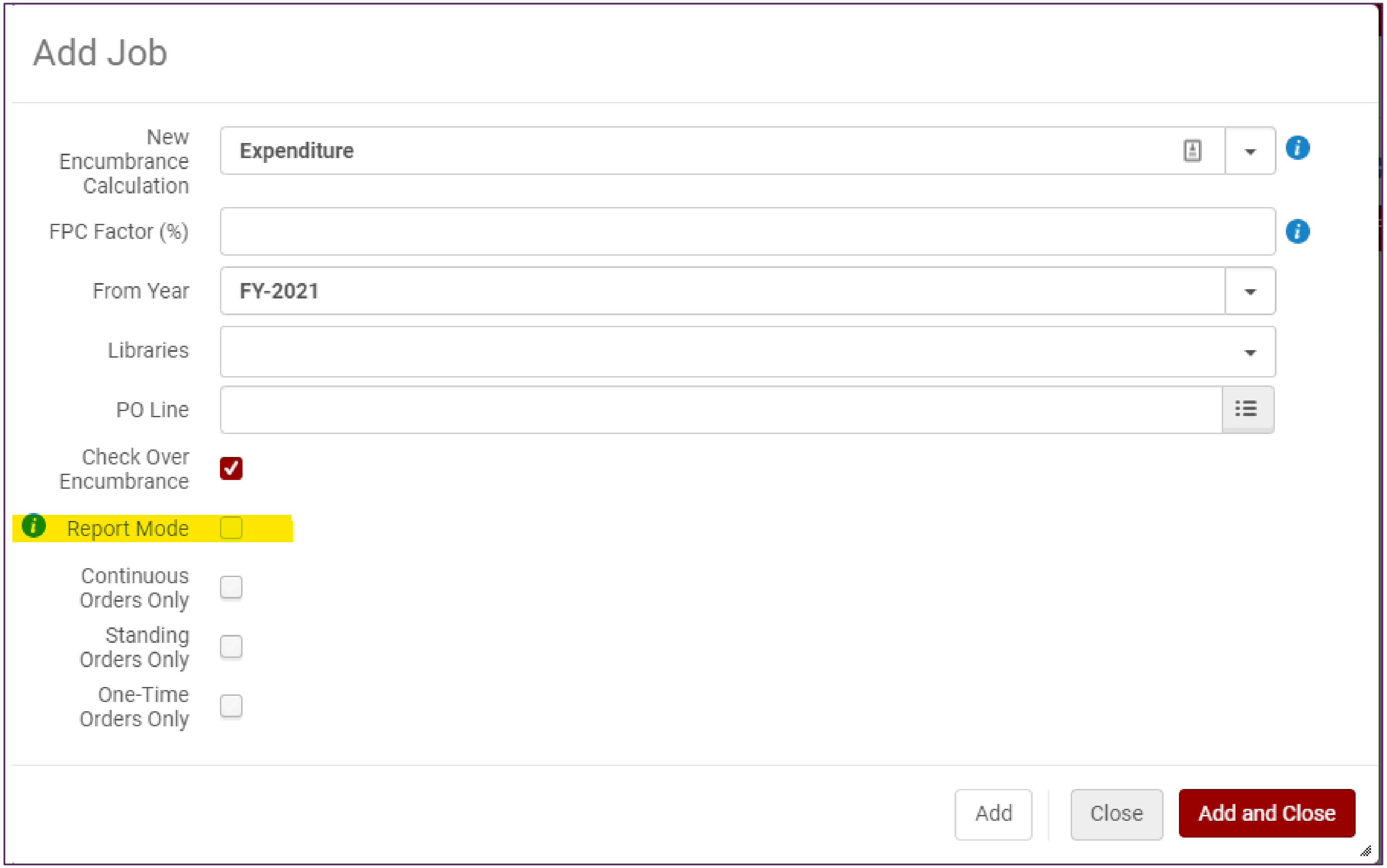
- Check new allocations
  - New fund **Allocated Balance** = [Create Allocation From]
  - Funds in Draft status cannot have money allocated.
  - No transactions for encumbrances until Rollover PO Lines
- Check fund names and codes
  - Names and codes with date references may confuse later.
  - Did all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

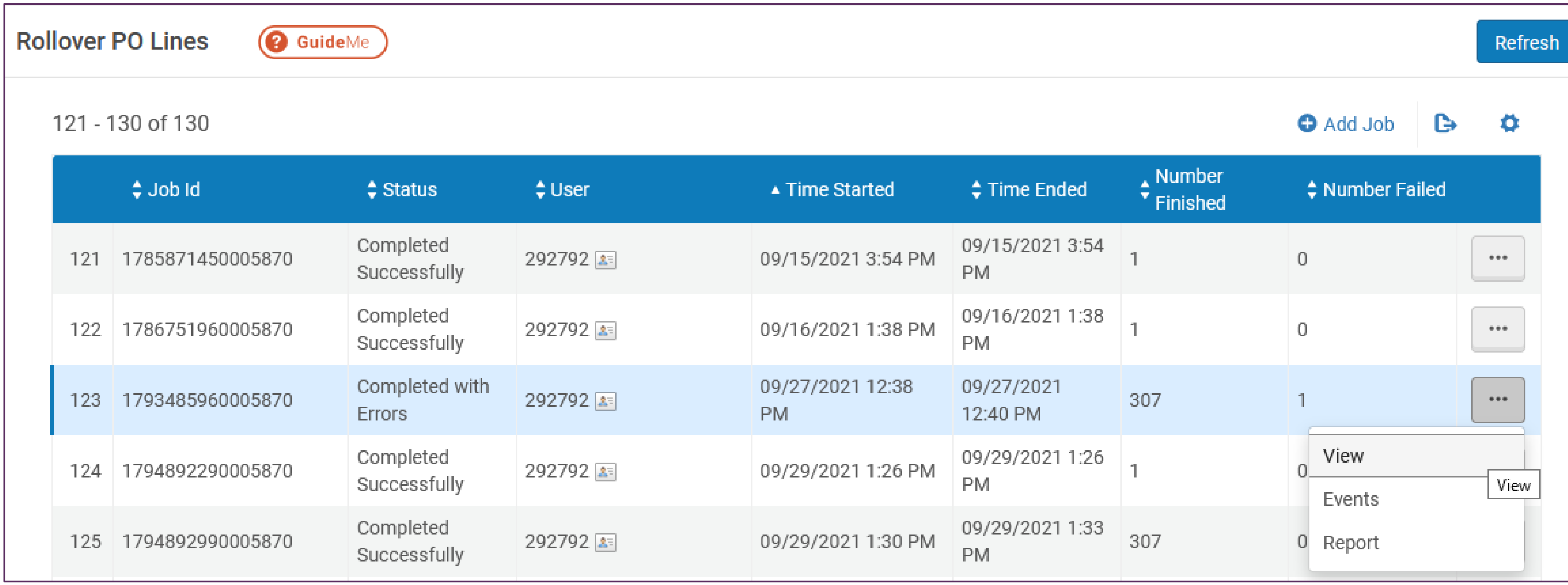
To Run PO Line rollover:

Acquisitions > Advanced Tools > Rollover PO Lines



Rollover reports appear on the jobs page

- Locate the job, click the actions menu, then **View**.



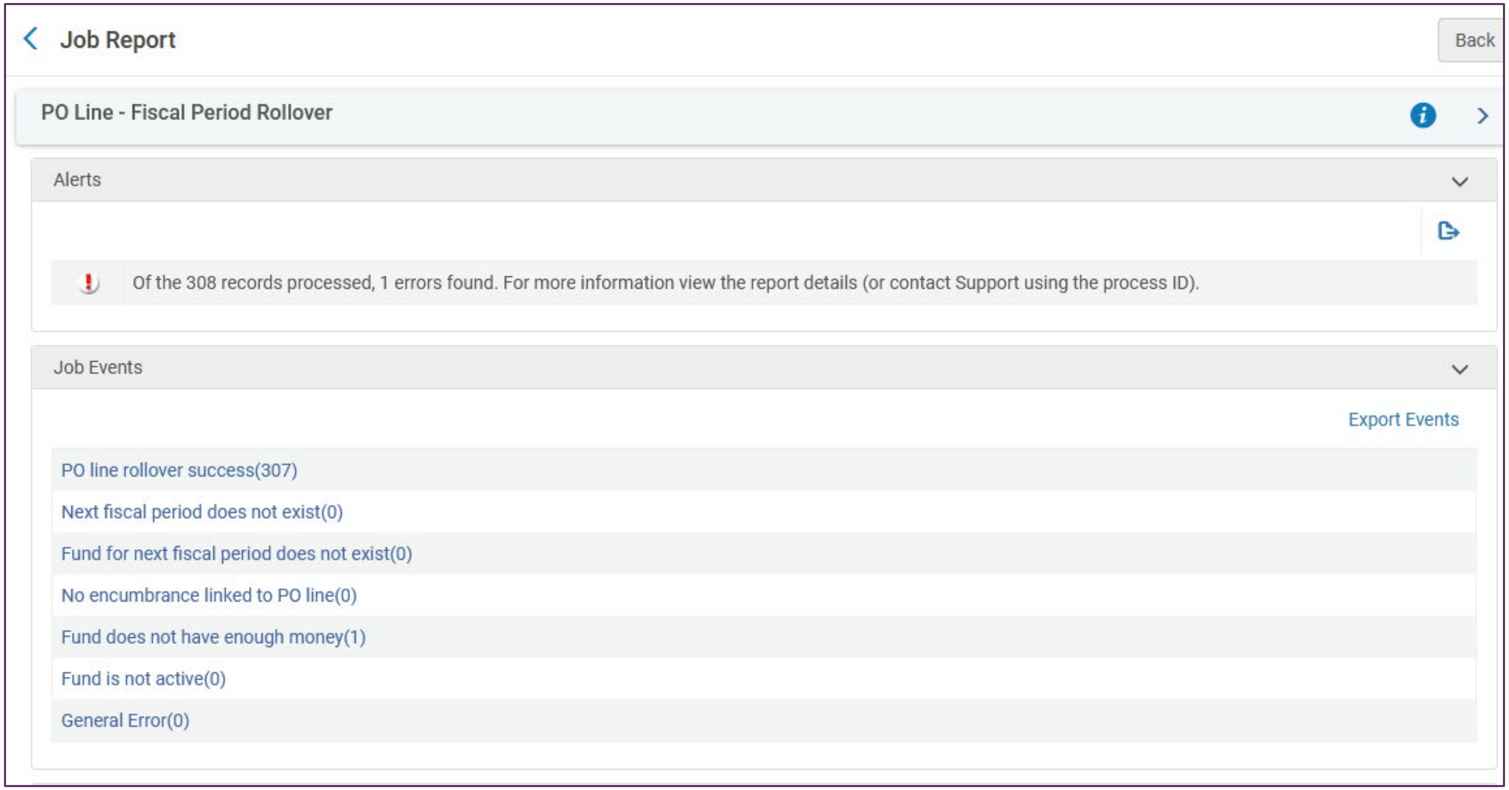
Rollover PO Lines GuideMe Refresh

121 - 130 of 130 Add Job

	Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed	
121	1785871450005870	Completed Successfully	292792	09/15/2021 3:54 PM	09/15/2021 3:54 PM	1	0	•••
122	1786751960005870	Completed Successfully	292792	09/16/2021 1:38 PM	09/16/2021 1:38 PM	1	0	•••
123	1793485960005870	Completed with Errors	292792	09/27/2021 12:38 PM	09/27/2021 12:40 PM	307	1	•••
124	1794892290005870	Completed Successfully	292792	09/29/2021 1:26 PM	09/29/2021 1:26 PM	1	0	
125	1794892990005870	Completed Successfully	292792	09/29/2021 1:30 PM	09/29/2021 1:33 PM	307	0	

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.



- 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

RESOURCES FOR FISCAL PERIOD CLOSE

Interactive lesson from Ex Libris:

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

Fiscal Period Closure Documentation from Ex Libris:

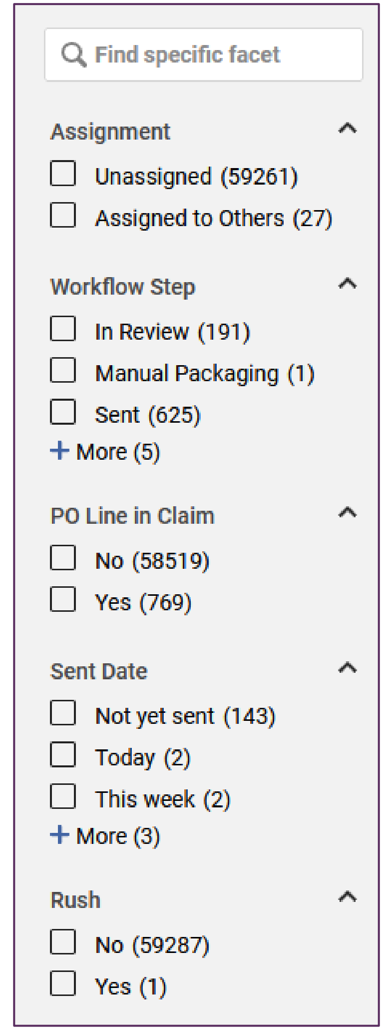
https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/100Advanced_Tools/020Fiscal_Period_Closure

Questions?

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

ORDER CLEAN-UP

- 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.