



- *Welcome!*
- Office Hours will start at 2pm and run until 3pm

Please mute your microphone

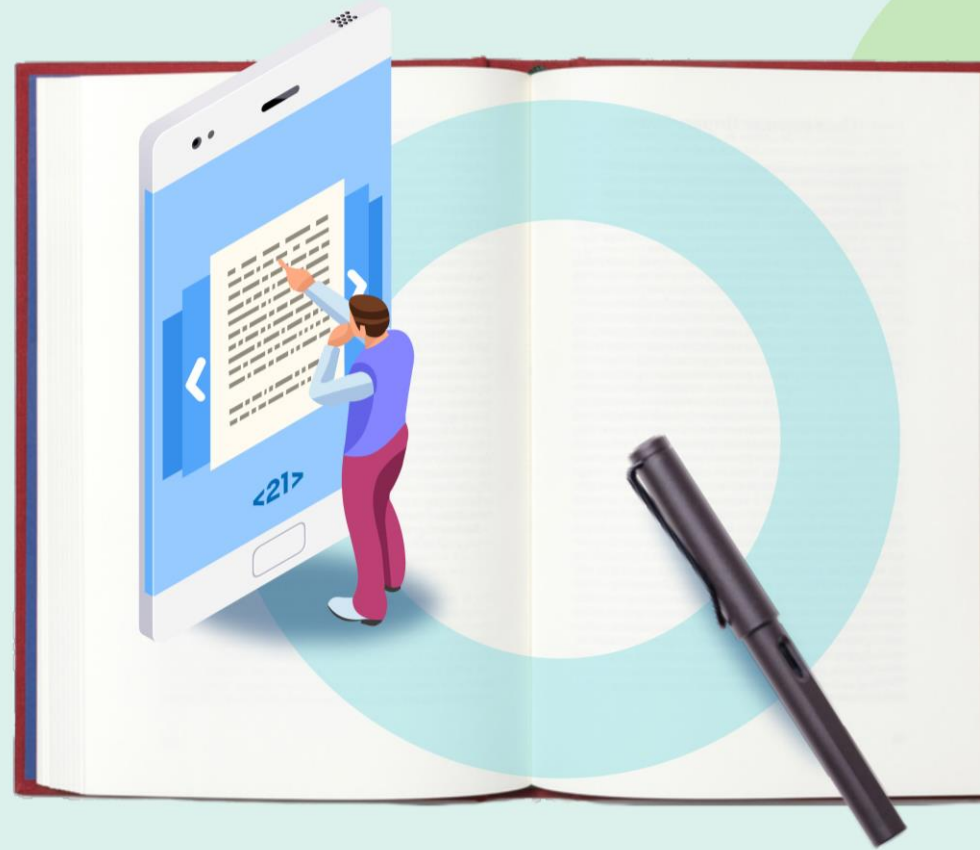
As time permits, we will respond to questions typed in the chat box, and offline afterwards, as needed

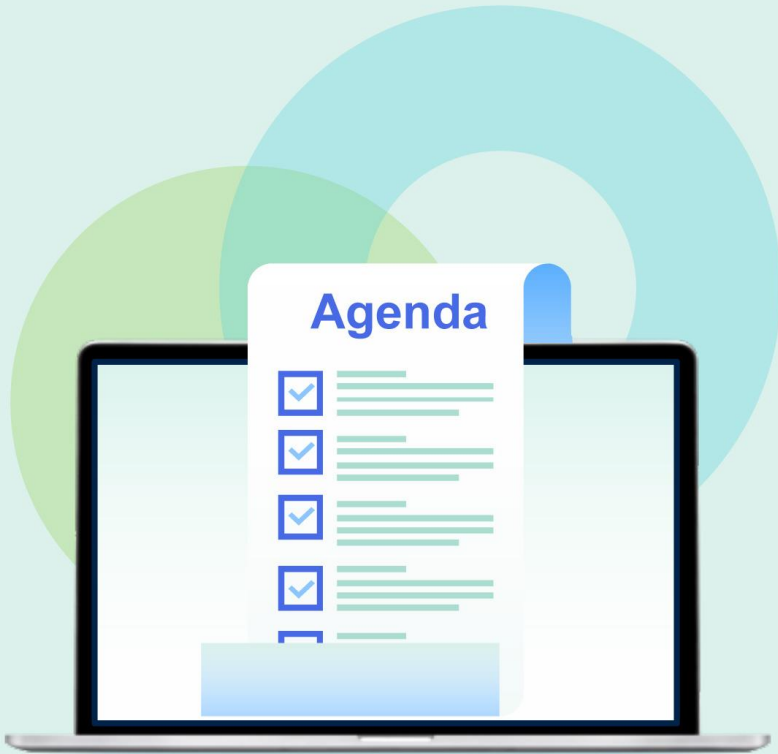
- This session will be recorded and made available on the CARLI website both as PDF slides and as a recording, with live links to all referenced resources

# Fiscal Period Closure

CARLI

Miiya Holmes  
Laurie Welling  
Svetlana Smirnov





- Fiscal Period Closure and the Migration Form
- Fiscal Period Closure (FPC) Overview
- How to Perform FPC
- Live Demo
- Additional Resources
- Questions

# Migration form – Questionnaire tab

All libraries must complete this section even if they are not migrating Acquisitions.

Which fiscal year is your current fiscal year?

- Rollover completed in Voyager – 2021
- Rollover to be completed in Alma post go-live - 2020

FUNDS		
Fiscal Period Cycle Pattern (DD-MM-C)	01-07-1	Ex: 01-07-1 for FP beginning 1 July (01-07), for 1 year (C). Mandatory.
Which year do you use to name the fiscal year?	second/last year	second = if fiscal period runs July 1 2014 through June 30 2015, then the fiscal year is named '2015' first = if fiscal period runs July 1 2014 through June 30 2015, then the fiscal year is named '2014'
Which fiscal year is your current fiscal year?	2020	This question is important around the fiscal period close, depending on whether or not you have run fiscal period close in your legacy ILS, or if you will run it in Alma after migration. If you do not know how to answer this, use determine by date of conversion

# Migration form – Fiscal Periods tab

## Migration form – Fiscal Periods tab

- Relevant only to those institutions migrating acquisitions.
- Auto-populated but plan to review. Pay special attention to Active fiscal years.

Voyager Migration form – this scenario is **NOT SUPPORTED**. You can only have one active fiscal year at migration and you can never, ever migrate a future fiscal year.

FY2018/19	20180701	20190701	2019 Not Active
FY2019/20	20190701	20200709	2020 Active
FY2020/21	20200701	20210630	2021 Active

Voyager Migration form – this scenario **IS SUPPORTED**. Two separate fiscal periods mapped to a single, active fiscal year.

29 FY2018/19	20180701	20190701	2019 Not Active
30 FY2019/20	20190701	20200709	2020 Active
31 FY2020/21	20200701	20210630	2020 Active



# Fiscal Period Closure (FPC) Overview: What, Why, When, & How

# What, Why, When, & How of Fiscal Period Closure (FPC)?

- What is FPC
  - A fiscal period is the financial year to which a fund or ledger applies
  - FPC is the act of closing one fiscal period and moving into the next fiscal period
- Why is FPC needed
  - Keep accounts current with parent institution finances
  - Prepare ledgers, funds, and PO lines for the next fiscal period
- When to perform FPC
  - When you are ready to start using funds in the next fiscal period
  - At the same time as your parent institution
- How to perform FPC
  - Rollover Jobs
  - Review the rollover report



# How to Perform FPC Overview



# How to Perform FPC Steps

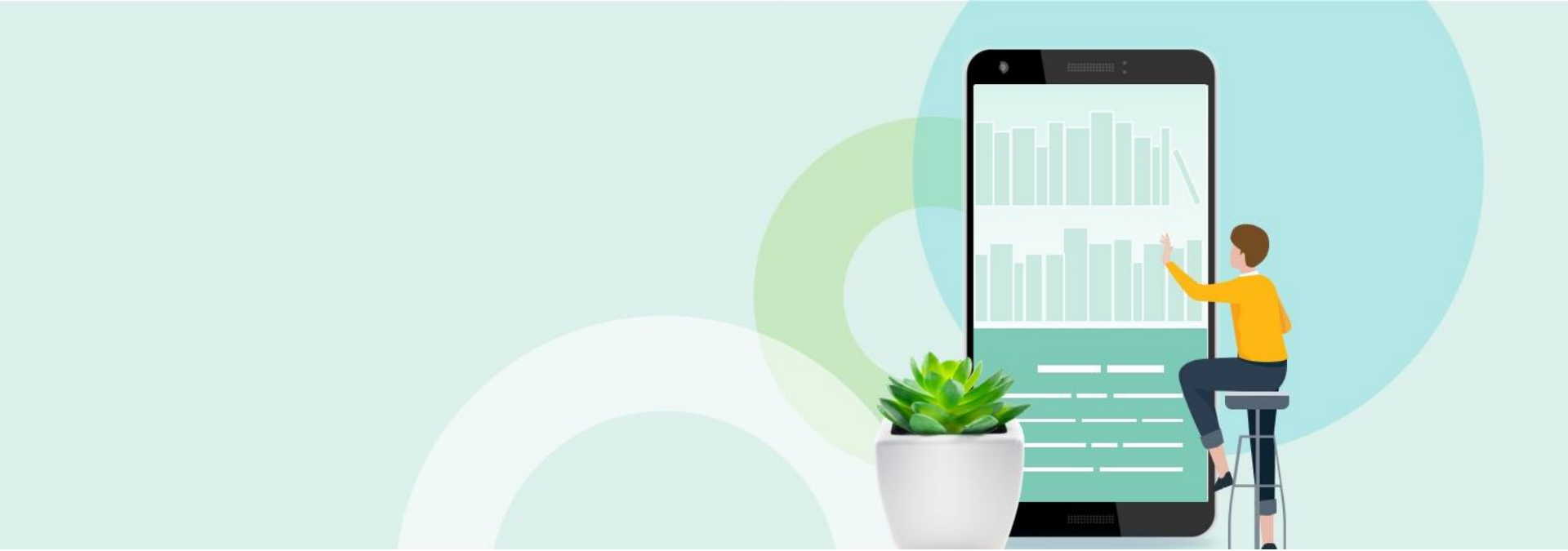
## 1. Rollover Ledgers

- Creates next fiscal period; Rolls ledger and its subordinate funds to next fiscal period
- Roles: **Fiscal Period Manager; Ledger Manager**

## 2. Rollover PO Lines

1. Rolls the ledger's open PO Lines to the ledger in the new fiscal period
2. Roles: **Fiscal Period Manager; Acquisitions Administrator**





# How to Perform FPC: Step 1 - Rolling Over Ledgers

# Rolling Over Ledgers Overview

- Automatically creates the new fiscal period in Alma
- Copies ledger (with summary and allocated funds) to new fiscal period
- Can delete ledger via Rollover Ledgers job as long as no encumbrances or expenditures are present

# (Acquisitions > Advanced Tools > Rollover Ledgers)

Step 1

## Click Rollover Ledgers

The screenshot displays the ExLibris Alma Sandbox interface. The top navigation bar includes tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. The 'Acquisitions' tab is active, and a dropdown menu is open, showing various options. The 'Rollover Ledgers' option is highlighted with an orange box. The left sidebar shows a search bar, a welcome message for 'Cheney, Rae', and a 'Recent Pages' section with a link to 'Rollover Acquisi...'. The main content area lists various acquisition-related tasks and reports, including 'Purchase Order Lines', 'Receiving and Invoicing', 'Acquisitions Infrastructure', and 'Advanced Tools'.

Navigation Path	Item
Acquisitions	Purchase Order Lines
Acquisitions	Order Without Inventory
Acquisitions	Review
Acquisitions	Claim
Acquisitions	Renew
Acquisitions	Review Deferred
Acquisitions	Manage Trials
Acquisitions	Manage EDI Tasks
Acquisitions	Purchase Order
Acquisitions	Package
Acquisitions	Review
Acquisitions	Approve
Acquisitions	Delete PO
Acquisitions	Purchase Requests
Acquisitions	Create Purchase Request
Acquisitions	Receiving and Invoicing
Acquisitions	Receive
Acquisitions	Create Invoice
Acquisitions	Review
Acquisitions	Approve
Acquisitions	Waiting for Payment
Acquisitions	Post-Receiving Processing
Acquisitions	Receiving Department Items
Acquisitions	Scan In Items
Acquisitions	Import
Acquisitions	Manage Import Profiles
Acquisitions	Import
Acquisitions	Monitor and View Imports
Acquisitions	Resolve Import Issues
Acquisitions	Acquisitions Infrastructure
Acquisitions	Vendors
Acquisitions	Funds and Ledgers
Acquisitions	Transfer Funds
Acquisitions	Move Funds In Hierarchy
Acquisitions	Licenses
Acquisitions	License Template
Acquisitions	Advanced Tools
Acquisitions	Exchange Rates Report
Acquisitions	★ Rollover Ledgers
Acquisitions	Rollover PO Lines
Acquisitions	Rollover Resource Sharing Requests
Acquisitions	Patron Driven Acquisition (PDA)
Acquisitions	Change Vendor In Order

## Step 2

### Select Add Job

The screenshot shows the ExLibris Alma Sandbox interface. The top navigation bar includes 'Acquisitions', 'Resources', 'Discovery', 'Fulfillment', 'Admin', and 'Analytics'. Below the navigation bar, there is a search bar with 'All titles' and 'Keywords' dropdowns, a search icon, and an 'Advanced' dropdown. The main content area is titled 'Rollover Ledgers' and includes a 'Refresh' button. Below the title, there is a table with 7 columns: Job ID, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The table contains one row of data. An 'Add Job' button is highlighted with an orange box.

Job ID	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1341963860000711	Completed Successfully	rae.cheney	2019/01/02 07:43:13 CST	2019/01/02 07:43:14 CST	0	0

The Rollover Ledgers page displays the following information for each rollover job:

- Job ID number
- Status
- User that added the job
- Time the job started
- Time the job ended
- Number of ledgers rolled over in the job (Number finished)
- Number of failed rollovers in the job

### Step 3

## Create Allocation From

You have the following options:

**None** - No allocations will be created for the new fiscal period.

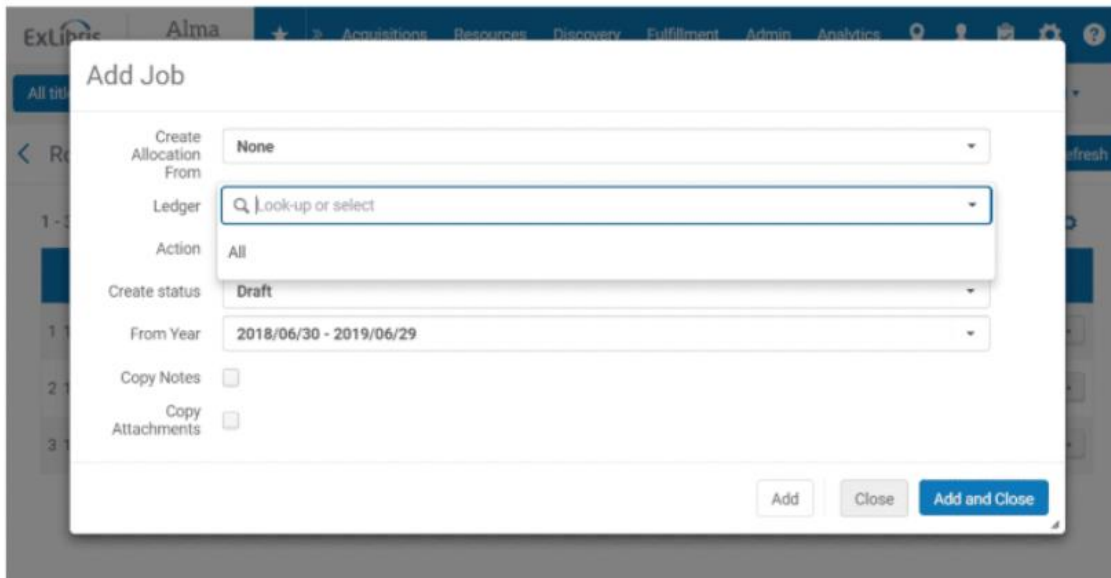
**Allocation Balance** - The allocated funds will be copied to the ledger for the new fiscal period.

**Cash Balance** - The cash balance of the ledger fund will be populate the allocation balance in the new fiscal period.

**Both** - The cash balance of the ledger fund AND the allocated balance are both added to the allocation balance for the new fiscal period.

The screenshot shows the 'Add Job' dialog box in the Ex Libris Alma system. The dialog box is titled 'Add Job' and contains several fields and options. The 'Create Allocation From' field is a dropdown menu with a search icon and the text 'Look-up or select'. Below it, the 'Ledger' field is set to 'None', the 'Action' field is set to 'Cash Balance', and the 'Create status' field is set to 'Both'. The 'From Year' field is a date range dropdown set to '2018/06/30 - 2019/06/29'. There are two checkboxes: 'Copy Notes' and 'Copy Attachments', both of which are currently unchecked. At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'.

## Select Ledger



**Add Job**

Create Allocation From: None

Ledger:

Action: All

Create status: Draft

From Year: 2018/06/30 - 2019/06/29

Copy Notes:

Copy Attachments:

Buttons: Add, Close, Add and Close

Decide if you want to copy all of your ledgers, or just a specific ledger. If you select All, all ledgers in the fiscal period including inactive and draft ledgers will be rolled over.

## Step 5

### Select Action

The screenshot shows the 'Add Job' dialog box in the ExLibris Alma system. The dialog box is open, showing various fields for job configuration. The 'Action' dropdown menu is expanded, showing 'Q Look-up or select' as the selected option. Other fields include 'Create Allocation From' (None), 'Ledger' (All), 'Create status' (Copy), and 'From Year' (Delete). There are also checkboxes for 'Copy Notes' and 'Copy Attachments'. At the bottom, there are buttons for 'Add', 'Close', and 'Add and Close'.

Decide whether you want to copy or delete the selected ledgers.

**Copy** - This will copy the ledgers to the new fiscal period.

**Delete** - This will delete the selected ledgers from the new fiscal period. You will encounter an error if the selected ledger has any encumbrances or expenditures.



## Add Job

Create Allocation From	Both	
Ledger	All	
Action	Copy	
FPC factor (%)		
Create status	Draft	
From Year	2019/06/30 - 2020/06/29	
 Copy Notes	<input type="checkbox"/>	
 Copy Attachments	<input type="checkbox"/>	



Add

Close

Add and Close

If Create Allocation From = **Allocation** or **Both** and Action = **Copy**, then the option to include FPC factor % displays.

This is the increase/decrease percentage of the new allocated funds when they are copied from the source ledger. If no percentage is entered, the value defaults to 0%.

## Step 6

### Create Status

The screenshot shows the 'Add Job' dialog box in the Ex Libris Alma system. The dialog box is white with a blue header and contains the following fields and options:

- Create Allocation From:** None
- Ledger:** All
- Action:** Copy
- Create status:** Look-up or select (with a search icon)
- From Year:** Active
- Copy Notes:** Draft
- Copy Attachments:**

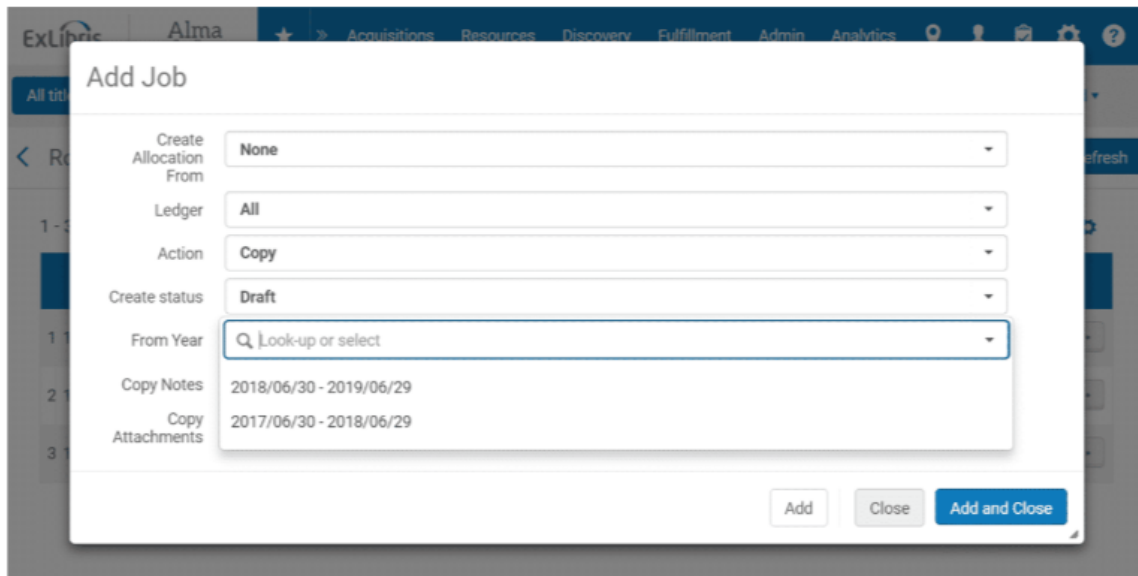
At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'.

Decide if you want your newly created ledgers to be active or created as drafts.

**Active** - The new ledgers and all of their funds are created with the status Active. A reason to choose this option might be that **no changes are planned to the ledger structure**.

**Draft** - The new ledgers and all of their funds, including Summary and Allocated funds, are created with a status of Draft (which is operatively the same as Inactive). You might choose this option if you **plan to review and make changes to ledger structure** before starting to use it again.

## From Year



**Add Job**

Create Allocation From:

Ledger:

Action:

Create status:

From Year:

Copy Notes: 2018/06/30 - 2019/06/29

Copy Attachments: 2017/06/30 - 2018/06/29

Indicate the year from which you would like to copy the ledgers.

## Copy Notes and Attachments

Finally, decide whether you would like to copy any notes or attachments from your ledgers into the new fiscal period.

**Copy Notes** – Select this if you would like any notes attached to your ledgers to be copied into the new fiscal period.

**Copy Attachments** – Select this if you would like any attachments to your ledgers to be copied into the new fiscal period.

## Step 9

### Click Add and Close

The screenshot shows the 'Add Job' dialog box in the ExLibris Alma interface. The dialog box is titled 'Add Job' and contains the following fields and options:

- Create Allocation From: **None** (dropdown)
- Ledger: **All** (dropdown)
- Action: **Copy** (dropdown)
- Create status: **Draft** (dropdown)
- From Year: **2018/06/30 - 2019/06/29** (dropdown)
- Copy Notes:
- Copy Attachments:

At the bottom of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'. The 'Add and Close' button is highlighted with an orange border.

Click **Add** to run the report but **keep the dialog box open** to continue adding jobs.

Click **Add and Close** to run the report and close the dialog box.

## Step 10

# Refresh

The screenshot shows the ExLibris Alma interface. At the top, there is a navigation bar with tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below this is a search bar with a 'Refresh' button highlighted in an orange box. The main content area displays a table titled 'Rollover Ledgers' with 3 items. The table has columns for Job ID, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The 'Status' column for all three items is 'Completed Successfully'.

Job ID	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1341963860000711	Completed Successfully	rae.cheney	2019/01/02 07:43:13 CST	2019/01/02 07:43:14 CST	0	0
2 1339946070000711	Completed Successfully	exl_impl	2018/10/15 12:09:53 CDT	2018/10/15 12:09:57 CDT	8	0
3 1335875920000711	Completed Successfully	exl_impl	2018/09/27 08:14:56 CDT	2018/09/27 08:14:57 CDT	0	0

Now you can monitor the status of your job. Possible status updates you may see include:

- Pending
- Initializing
- Running
- Completed Successfully
- Completed with Errors

Click the Refresh button to see the current status of your job. Depending on the size of the job, you may have to click Refresh multiple times until the job completes.

## Step 11

# View Job Report

Once your job has successfully completed, click on the row action tool next to the job to see reports about your job.

Click on the **View** option to see detailed information about the job.

The **Events** link will provide you with even more details about each task that happened when the job ran.

The screenshot shows the Alma Sandbox interface with a navigation bar and a table of Rollover Ledgers. The table contains three rows of job data. The second row is highlighted, and a dropdown menu is open next to it, showing 'View' and 'Events' options. The 'View' option is highlighted with an orange border.

Job ID	Status	User	Time Started	Time Ended	Number Finished	Number Failed	
1 1341963860000711	Completed Successfully	rae.cheney	2019/01/02 07:43:13 CST	2019/01/02 07:43:14 CST	0	0	...
2 1339946070000711	Completed Successfully	ex_impl	2018/10/15 12:09:53 CDT	2018/10/15 12:09:57 CDT	8	0	View Events
3 1335875920000711	Completed Successfully	ex_impl	2018/09/27 08:14:56 CDT	2018/09/27 08:14:57 CDT	0	0	...



### Ledger - Open New Fiscal Period



**Completed  
Successfully**

**Process ID** 1355616110000711  
**Finished on** 2019/10/18 15:19:08 CDT  
**Status** Completed Successfully  
**Records processed** 0

**Started on** 2019/10/18 15:18:55 CDT  
**Total run time** 13 Seconds  
**Status date** 2019/10/18 15:19:08 CDT  
**Records with exceptions** 0

#### Counters



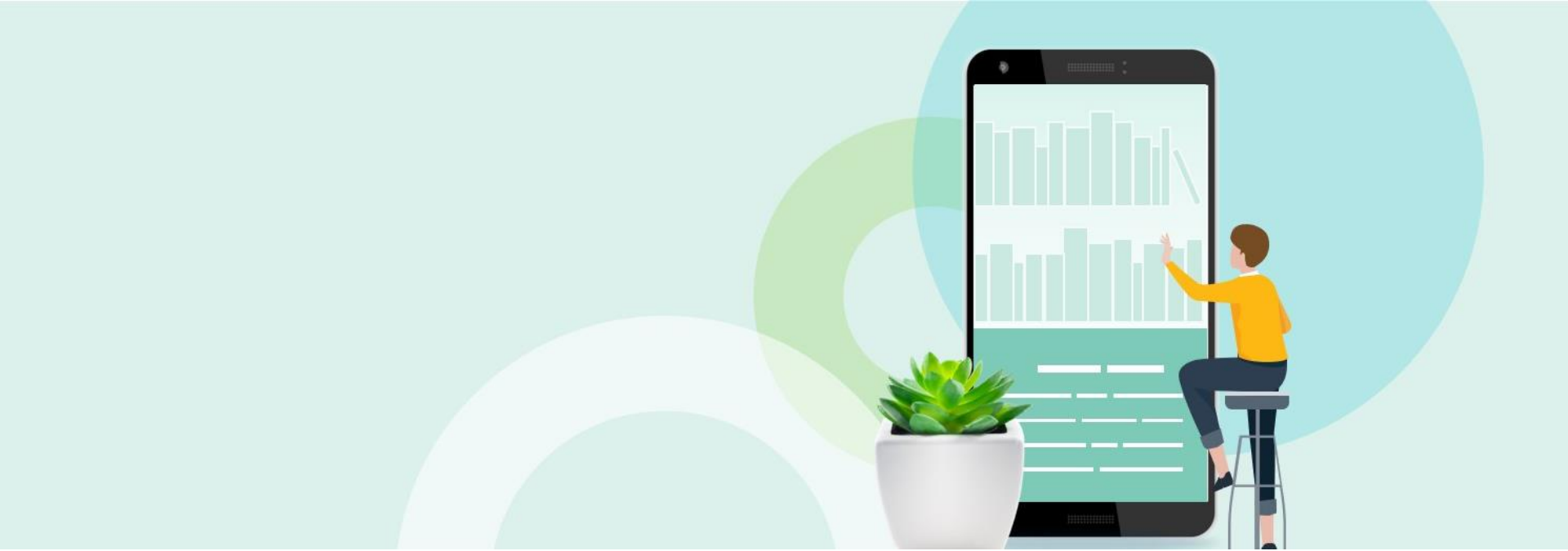
Create Allocation From **ALLOCATION\_BALANCE**  
Ledger **ALL**  
Action **COPY**  
FPC factor (%) **0**  
Create status **DRAFT**  
Copy Notes **false**  
Copy Attachments **false**

#### Report Table



	Fund Type	Success	Failed
1	Ledgers	9	0
2	Summary	8	0
3	Allocated	24	0



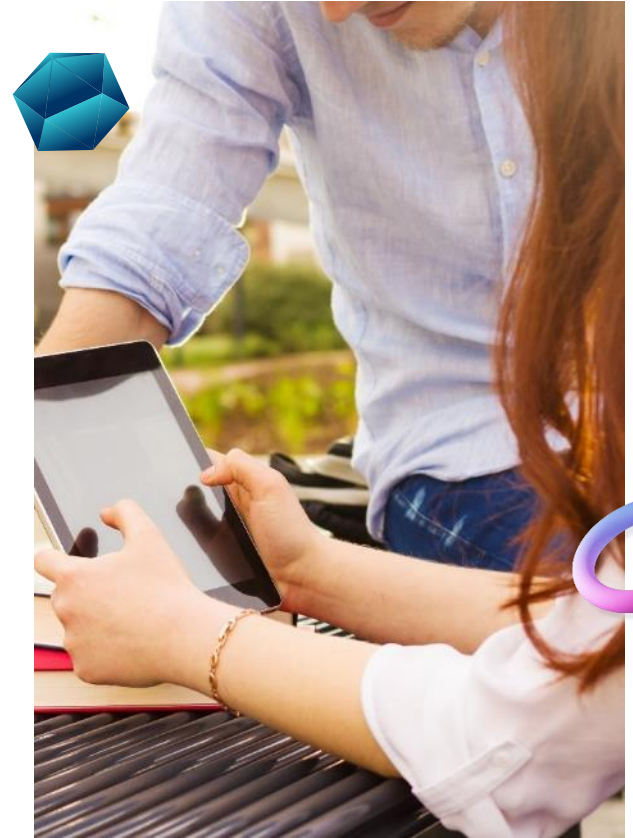


## How to Perform FPC: Step 2 - Rolling Over PO Lines

# Rolling Over PO Lines Scenarios

PO lines are rolled over in connection with one of three different scenarios:

- A one-time order remains open because the item has not been received and/or invoiced
- The library has decided to renew a subscription via its continuous order
- There are open PO lines relating to standing orders.



# Rolling Over PO Lines Overview

- This is the second step in the fiscal period closure process.
- This job copies the encumbered PO lines to the new fiscal period. During the rollover process, you can select whether you want to increase or decrease the amount of the encumbered PO line.
- Ensure that the ensuing fiscal period exists and that the relevant funds and ledgers are active before performing a PO line rollover.
- PO line rollover is performed on all active, continuous PO lines and on active, one-time PO lines that still have an encumbrance. PO lines are updated according to the order currency. The exchange rate is recalculated according to the most recent currency rate of exchange, taken from the Exchange Rate Table.

# (Acquisitions > Select Advanced Tools > Rollover PO Lines)

## Step 1

## Select Rollover PO Lines

The screenshot displays the ExLibris Alma Sandbox interface. The top navigation bar includes 'Acquisitions', 'Resources', 'Discovery', 'Fulfillment', 'Admin', 'Analytics', and utility icons. The left sidebar shows a user greeting 'Welcome, Cheney, Rae' and a 'Recent Pages' section with a link to 'Rollover Acquisi...'. The main content area is a grid of menu items. The 'Advanced Tools' section is expanded, and 'Rollover PO Lines' is highlighted with a red box. The 'Rollover PO Lines' item has a star icon next to it.

Category	Item
Purchase Order Lines	Order Without Inventory
Review	Claim
Renew	Review Deferred
Manage Trials	Manage EDI Tasks
Purchase Order	Package
Review	Approve
Delete PO	
Purchase Requests	Create Purchase Request
Manage Purchase Requests	
Receiving and Invoicing	Receive
Create Invoice	Review
Approve	Waiting for Payment
Post-Receiving Processing	Receiving Department Items
Scan In Items	
Import	Manage Import Profiles
Import	Monitor and View Imports
Resolve Import Issues	
Acquisitions Infrastructure	Vendors
Funds and Ledgers	Transfer Funds
Move Funds in Hierarchy	Licenses
License Template	Advanced Tools
Exchange Rates Report	Rollover Ledgers
Rollover PO Lines	Rollover Resource Sharing Requests
Patron Driven Acquisition (PDA)	Change Vendor in Order

## Step 2

### Click Add Job

The screenshot shows the ExLibris Alma interface. At the top, there is a navigation bar with tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below this is a search bar with a search icon and a 'Keywords' dropdown. The main content area is titled 'Rollover PO Lines' and includes a 'Refresh' button. Below the title, there is a table with 7 columns: Job Id, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The table contains 4 rows of data. An orange box highlights the '+ Add Job' button in the top right corner of the table area.

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1335876000000711	Completed Successfully	ex_limpl	2018/09/27 08:19:21 CDT	2018/09/27 08:19:29 CDT	17	0
2 1340879890000711	Completed Successfully	rae.cheney	2018/11/26 08:02:12 CST	2018/11/26 08:02:13 CST	0	0
3 1340880930000711	Completed with Errors	rae.cheney	2018/11/26 09:52:57 CST	2018/11/26 09:52:58 CST	0	1
4 1340910900000711	Completed with Errors	rae.cheney	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188

The Rollover PO Lines page displays the following information for each rollover job:

- Job ID number
- Status
- User that added the job
- Time the job started
- Time the job ended
- Number of PO lines rolled over in the job (**Number finished**)
- Number of failed rollovers in the job

## Step 3

# New Encumbrance Calculation

The screenshot shows the 'Add Job' dialog box in the ExLibris Alma system. The dialog box is titled 'Add Job' and contains several fields and checkboxes. The 'New Encumbrance Calculation' field is a dropdown menu with a search icon and the text 'Look-up or select'. Below it is the 'FPC Factor (%)' field with a dropdown menu showing 'Expenditure' and 'Encumbrance'. The 'From Year' field is empty. The 'Libraries' field is a dropdown menu. The 'PO Line' field is empty with a list icon and a refresh icon. There are four checkboxes: 'Check Over Encumbrance' (checked), 'Report Mode' (unchecked), 'Continuous Orders Only' (unchecked), and 'Standing Orders Only' (unchecked). Below these are two more checkboxes: 'One-Time Orders Only' (unchecked). At the bottom of the dialog box are three buttons: 'Add', 'Close', and 'Add and Close'.

The way to calculate the encumbrances in the new fiscal period. When working with continuous PO lines, you can base this calculation on:

- **Encumbrance** – Adds all the encumbrances and moves them to the new fiscal period (plus or minus the FPC factor %). Alma then runs the dis-encumbrance on the entire expenditure.
- **Expenditure** – Calculation is based on the sum of all expenditures related to the fiscal period (plus or minus the FPC factor). The encumbrance is relative for each fund. If this option is selected and the PO line does not have expenditures, calculation is instead based on encumbrance.
- Calculation for one-time PO lines is always based on **Encumbrance**, but the FPC factor % is not calculated.

## Step 4

# Enter FPC Factor

The screenshot shows the 'Add Job' dialog box in the Ex Libris Alma system. The dialog box is open, and the 'FPC Factor (%)' field is highlighted. The 'New Encumbrance Calculation' dropdown is set to 'Expenditure'. The 'From Year' dropdown is set to '2018/06/30 - 2019/06/29'. The 'Libraries' dropdown is empty. The 'PO Line' field is empty. The 'Check Over Encumbrance' checkbox is checked. The 'Report Mode' checkbox is unchecked. The 'Continuous Orders Only' checkbox is unchecked. The 'Standing Orders Only' checkbox is unchecked. The 'One-Time Orders Only' checkbox is unchecked. The 'Add and Close' button is highlighted in blue.

Your next option is to enter an FPC factor percentage. This determines the increase or decrease percentage of the encumbrance when the PO lines are copied to the new fiscal period. If no percentage is entered, the value defaults to 0%.

## Select From Year

**Add Job**

New Encumbrance Calculation: **Expenditure**

FPC Factor (%):

From Year: **Look-up or select**

Libraries: 2018/06/30 - 2019/06/29

PO Line: 2017/06/30 - 2018/06/29

Check Over Encumbrance:

Report Mode:

Continuous Orders Only:

Standing Orders Only:

One-Time Orders Only:

Buttons: Add, Close, **Add and Close**

The year from which to copy the PO line. Select from the current or previous fiscal period.



## Step 6

### Select Libraries

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog is titled 'Add Job' and contains several fields for job configuration. The 'New Encumbrance Calculation' field is set to 'Expenditure'. The 'From Year' field is set to '2018/06/30 - 2019/06/29'. The 'Libraries' field is a dropdown menu that is currently open, showing a search bar and a list of library options: Graduate Library, Law Library, Main Library, Music Library, Resource Sharing Library, Science Library, and Visual Arts Library. At the bottom of the dialog are three buttons: 'Add', 'Close', and 'Add and Close'.

Select the library or libraries for which the PO line rollover is to take effect. If you do not select a value in this field, rollover is performed for the entire institution.

## Step 7

### Select PO Lines

**Add Job**

New Encumbrance Calculation: Expenditure

FPC Factor (%):

From Year: 2018/06/30 - 2019/06/29

Libraries:

PO Line:

Check Over Encumbrance:

Report Mode:

Continuous Orders Only:

Standing Orders Only:

One-Time Orders Only:

Buttons: Add, Close, Add and Close

You can select a single PO line. If you do not, all PO lines are rolled over.

## Step 8

# Check Over Encumbrance

The screenshot shows the 'Add Job' form in the ExLibris Alma system. The form includes the following fields and options:

- New Encumbrance Calculation: Expenditure (dropdown)
- FPC Factor (%): (text input)
- From Year: 2018/06/30 - 2019/06/29 (dropdown)
- Libraries: (dropdown)
- PO Line: (text input)
- Check Over Encumbrance:  (checkbox, highlighted with an orange box)
- Report Mode:  (checkbox)
- Continuous Orders Only:  (checkbox)
- Standing Orders Only:  (checkbox)
- One-Time Orders Only:  (checkbox)

Buttons at the bottom: Add, Close, Add and Close.

Leaving this checked ensures that over-encumbrance rules are taken into account during the rollover process.

Clear this option if you do not want over-encumbrance rules to be followed. You might do this if you work at an institution where ledger rollover runs without allocation.

## Report Mode

**Add Job**

New Encumbrance Calculation: Expenditure

FPC Factor (%):

From Year: 2018/06/30 - 2019/06/29

Libraries:

PO Line:

Check Over Encumbrance:

**Report Mode:**

Continuous Orders Only:

Standing Orders Only:

One-Time Orders Only:

Add Close Add and Close

This is an opportunity to simulate your PO line rollover in **test mode** before generating a real PO line rollover.

Selecting this will generate a report identifying any errors that need to be resolved, but no changes will be made to the repository.

**\*We recommend you do this simulation before running the actual job.**

## Continuous, Standing, or One-Time Orders Only

The screenshot shows the 'Add Job' dialog box in the Ex Libris Alma system. The dialog box is open, showing various fields for job configuration. The 'New Encumbrance Calculation' field is set to 'Expenditure'. The 'From Year' field is set to '2018/06/30 - 2019/06/29'. The 'Libraries' field is empty. The 'PO Line' field is empty. The 'Check Over Encumbrance' and 'Report Mode' checkboxes are unchecked. The 'Continuous Orders Only', 'Standing Orders Only', and 'One-Time Orders Only' checkboxes are checked and highlighted with an orange box. The 'Add and Close' button is highlighted in blue.

If none of these are selected, or if all of them are selected, encumbrances for all PO line types will be rolled over.

Otherwise, only the selected type(s) will be rolled over.

## Step 11

### Click Add and Close

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is open and contains the following fields and options:

- New Encumbrance Calculation:** A dropdown menu with 'Expenditure' selected.
- FPC Factor (%):** An empty text input field.
- From Year:** A dropdown menu with '2018/06/30 - 2019/06/29' selected.
- Libraries:** A dropdown menu.
- PO Line:** An empty text input field with a list icon and a refresh icon.
- Check Over Encumbrance:** A checkbox that is unchecked.
- Report Mode:** A checkbox that is unchecked.
- Continuous Orders Only:** A checkbox that is unchecked.
- Standing Orders Only:** A checkbox that is unchecked.
- One-Time Orders Only:** A checkbox that is unchecked.

At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'. The 'Add and Close' button is highlighted with an orange border.

Click **Add** to run the report but keep the dialog box open to continue adding jobs.

Click **Add and Close** to run the report and close the dialog box.

## Step 12

You can track the status of your job.

# Check Status

The screenshot shows the ExLibris Alma interface. At the top, there is a navigation bar with tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below this is a search bar with 'All titles' and 'Keywords' dropdowns, a search icon, and an 'Advanced' dropdown. The main content area is titled 'Rollover PO Lines' and features a 'Refresh' button in the top right corner. Below the title, there is a table with 4 rows and 7 columns. The columns are Job Id, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The first row shows a job that is 'Completed Successfully' with 17 finished and 0 failed. The second row shows a job that is 'Completed Successfully' with 0 finished and 0 failed. The third row shows a job that is 'Completed with Errors' with 0 finished and 1 failed. The fourth row shows a job that is 'Completed with Errors' with 0 finished and 188 failed. The 'Status' column is highlighted with an orange box, and the 'Refresh' button is also highlighted with an orange box.

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1335876000000711	Completed Successfully	ex_limpl	2018/09/27 08:19:21 CDT	2018/09/27 08:19:29 CDT	17	0
2 1340879890000711	Completed Successfully	rae.cheney	2018/11/26 08:02:12 CST	2018/11/26 08:02:13 CST	0	0
3 1340880930000711	Completed with Errors	rae.cheney	2018/11/26 09:52:57 CST	2018/11/26 09:52:58 CST	0	1
4 1340910900000711	Completed with Errors	rae.cheney	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188

Possible status updates you may see include Pending, Initializing, Running, Completed Successfully, or Completed with Errors.

Click the Refresh button to see the current status of your job. Depending on the size of the job, you may have to click Refresh multiple times until the job completes.

## Step 13

# View Job Report

The screenshot shows the ExLibris Alma interface. At the top, there is a navigation bar with tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below this is a search bar with 'All titles' and 'Keywords' dropdowns, a search icon, and an 'Advanced' dropdown. The main content area is titled 'Rollover PO Lines' and includes a 'Refresh' button. Below the title, there is a table with 4 rows and 7 columns. The columns are Job Id, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The first row is highlighted in blue. A dropdown menu is open for the first row, showing 'View', 'Events', and 'Report' options. The 'View' option is highlighted with an orange border.

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1335876000000711	Completed Successfully	ext_impl	2018/09/27 08:19:21 CDT	2018/09/27 08:19:29 CDT	17	0
2 1340879890000711	Completed Successfully	rae.cheney	2018/11/26 08:02:12 CST	2018/11/26 08:02:13 CST	0	0
3 1340880930000711	Completed with Errors	rae.cheney	2018/11/26 09:52:57 CST	2018/11/26 09:52:58 CST	0	0
4 1340910900000711	Completed with Errors	rae.cheney	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188

You have the option to select View, Events, or Report to learn more about the job you just ran, and determine what, if any, errors were encountered.





PO Line - Fiscal Period Rollover

Completed Successfully

Process ID 133587600000711  
 Finished on 2018/09/27 08:19:29 CDT  
 Status Completed Successfully  
 Records processed 17

Started on 2018/09/27 08:19:21 CDT  
 Total run time 7 Seconds  
 Status date 2018/09/27 08:19:29 CDT  
 Records with exceptions 0

Job Events

- PO line rollover success(17)
- 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(0)
- Fund is not active(0)
- General Error(0)

Counters

From Year 2017/06/30 - 2018/06/29

New Encumbrance Calculation Expenditure

Check Over Encumbrance Yes

FPO Factor (%) -

Report Mode No

Libraries -

Continuous Orders Only false

Standing Orders Only false

One-Time Orders Only false

Report Table

Continuity Type	PO Line Success	PO Line Failed
1 One-Time	14	0
2 Continuous	3	0
3 Standing Order	0	0

If your job is Completed with Errors, you can see the job events to help determine what went wrong. If you encounter errors when you run this job, you can click on the Job Events to find out specifics about which PO lines were impacted.

# Additional Resources

- [Alma Glossary](#)
- [Fund Transaction Terminology](#)
- [Fiscal Period Closure](#)
- [Configuring Fund and Ledger Fiscal Periods](#)
- [Fiscal Period Close Resources and FAQs in Alma](#)
- [Fiscal Period Closure Training Course](#)
- [Rollover PO Lines Job Report](#)
- [Viewing Job Events](#)
- [Managing Funds and Ledgers](#)



Thank you!