- *Welcome!*

- Office Hours will start at 2pm and run until 3pm
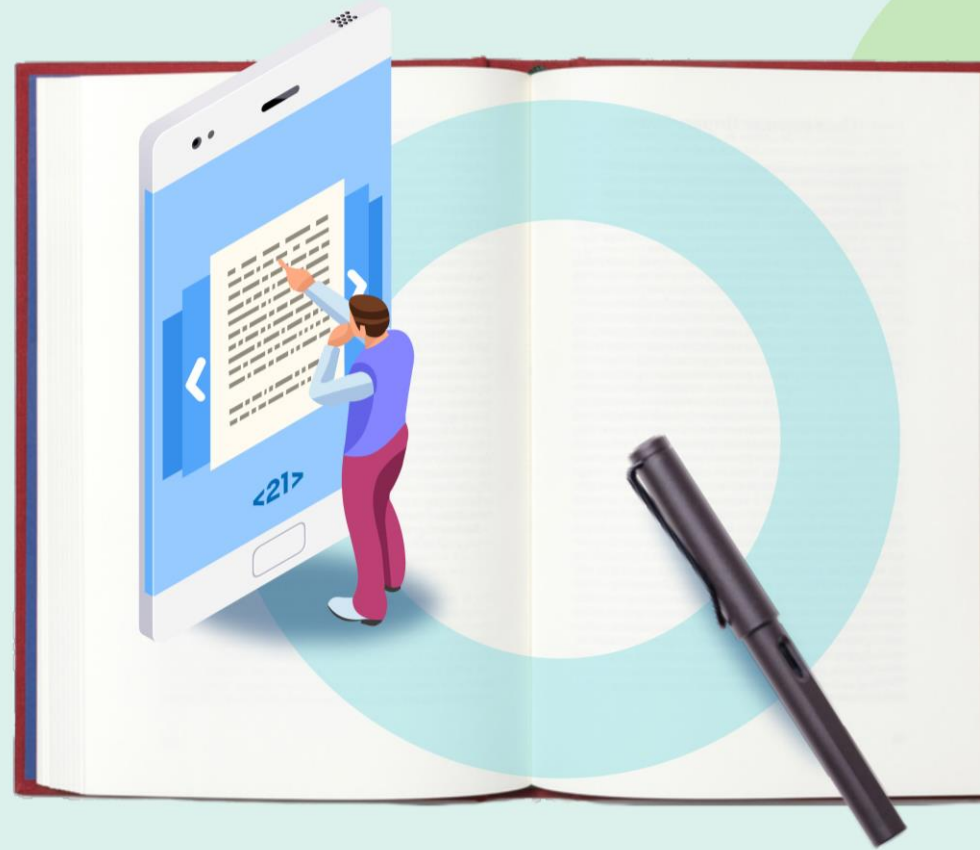
  Please mute your microphone

  As time permits, we will respond to questions typed in the chat box, and offline afterwards, as needed
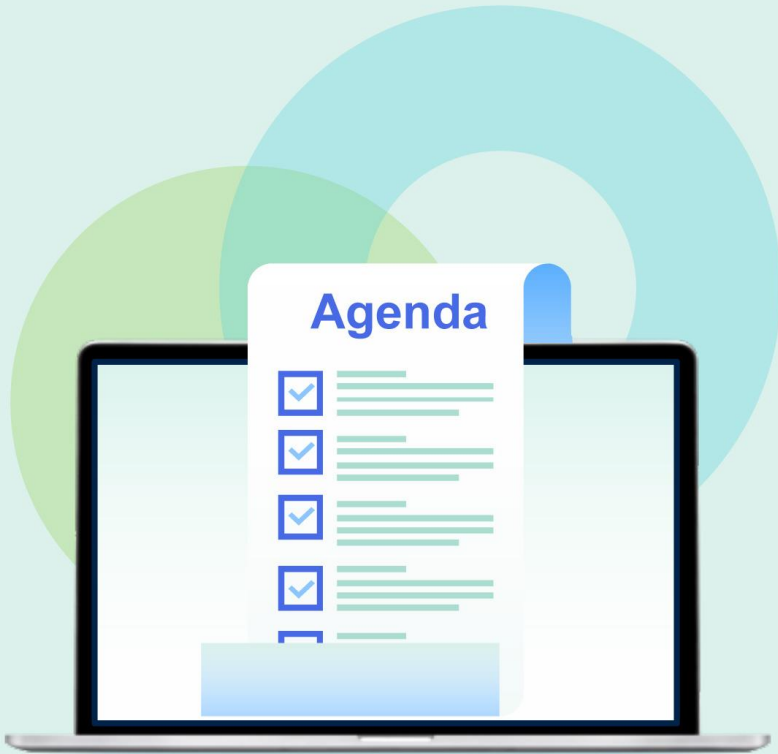
- This session will be recorded and made available on the CARLI website both as PDF slides and as a recording, with live links to all referenced resources

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

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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

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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

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

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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

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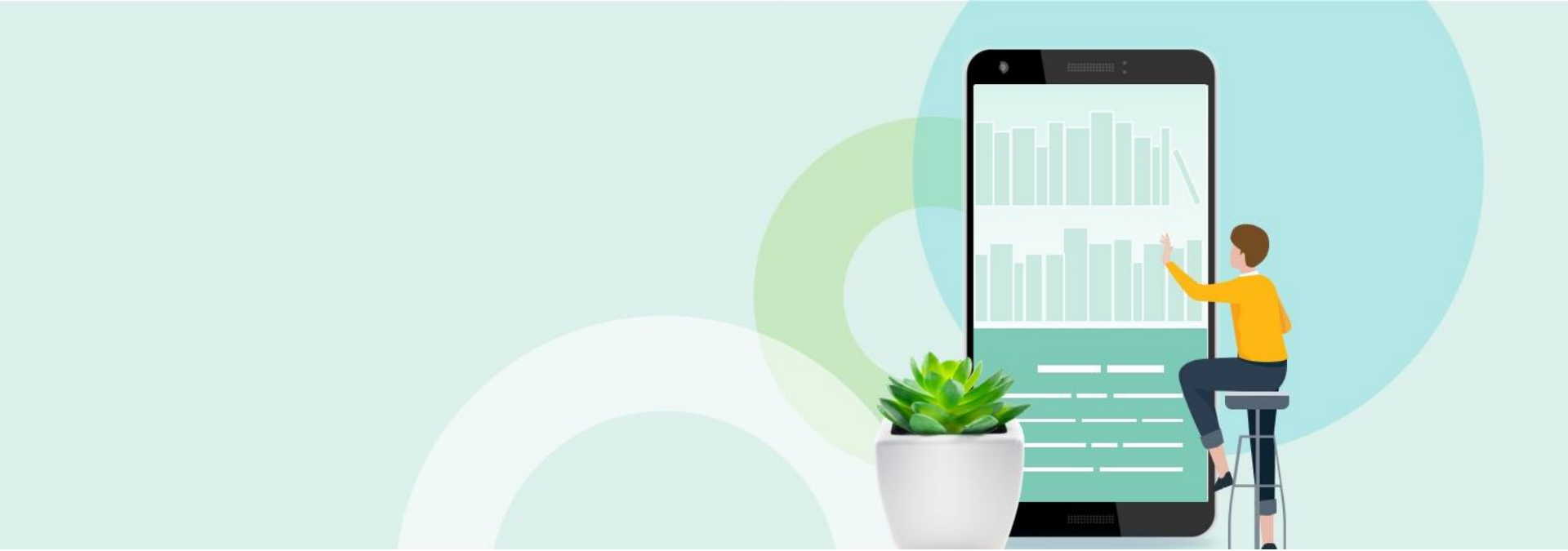
How to Perform FPC: Step 1 - Rolling Over Ledgers

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 2

Select Add Job

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

Create Allocation From

You have the following options:
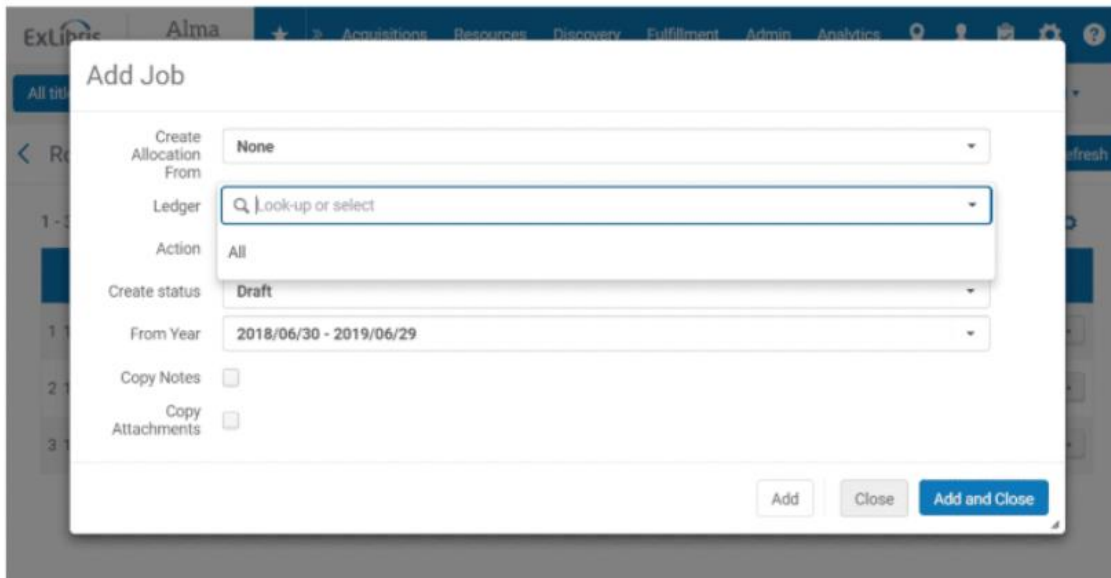
None - No allocations will be created for the new fiscal period.

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.

Step 4

Select Ledger

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.

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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.

Select Action

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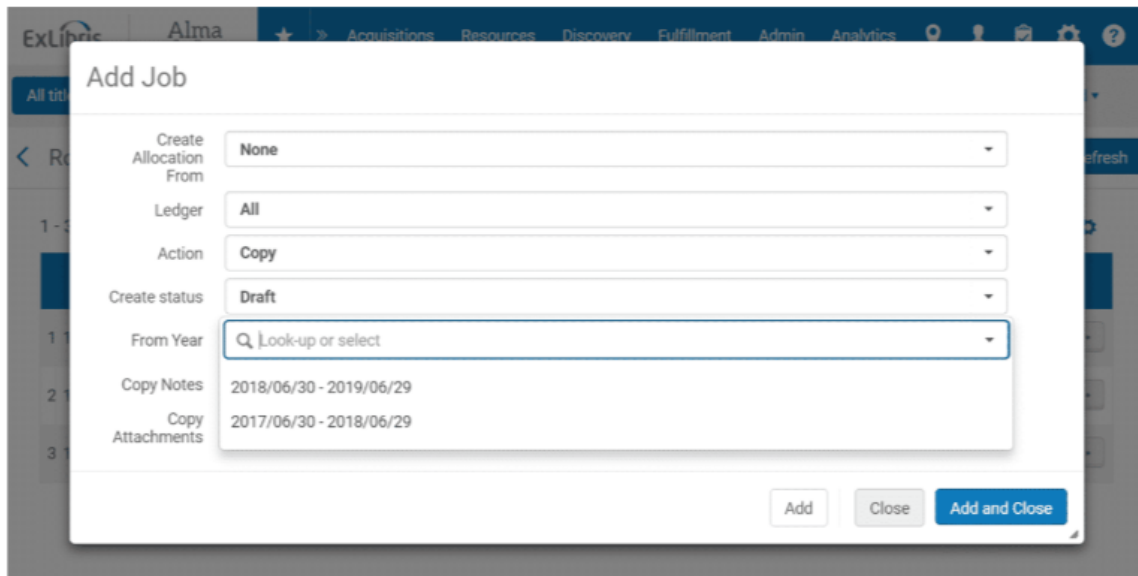
Decide if you want your newly created ledgers to be active or created as drafts.

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

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.

Click Add and Close

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

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.

Job Report

Ledger - Open New Fiscal Period

Completed Successfully

Process ID	1355616110000711	**Started on**	2019/10/18 15:18:55 CDT
Finished on	2019/10/18 15:19:08 CDT	**Total run time**	13 Seconds
Status	Completed Successfully	**Status date**	2019/10/18 15:19:08 CDT
Records processed	0	**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

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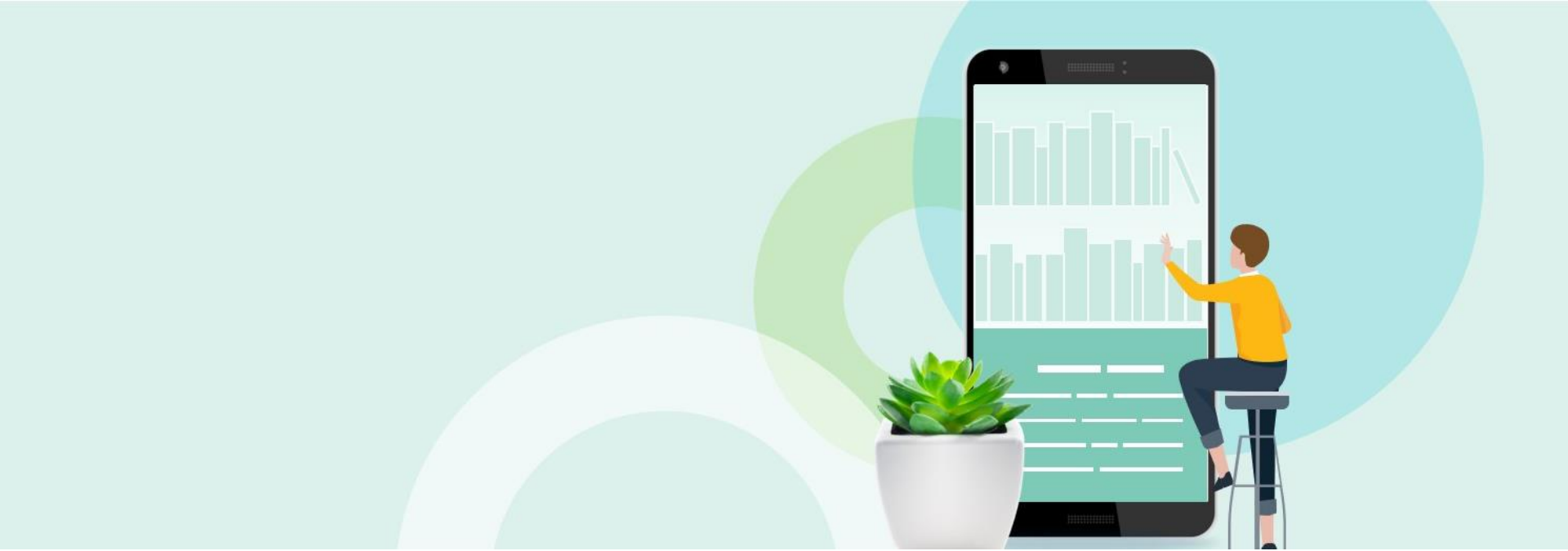
How to Perform FPC: Step 2 - Rolling Over PO Lines

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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.

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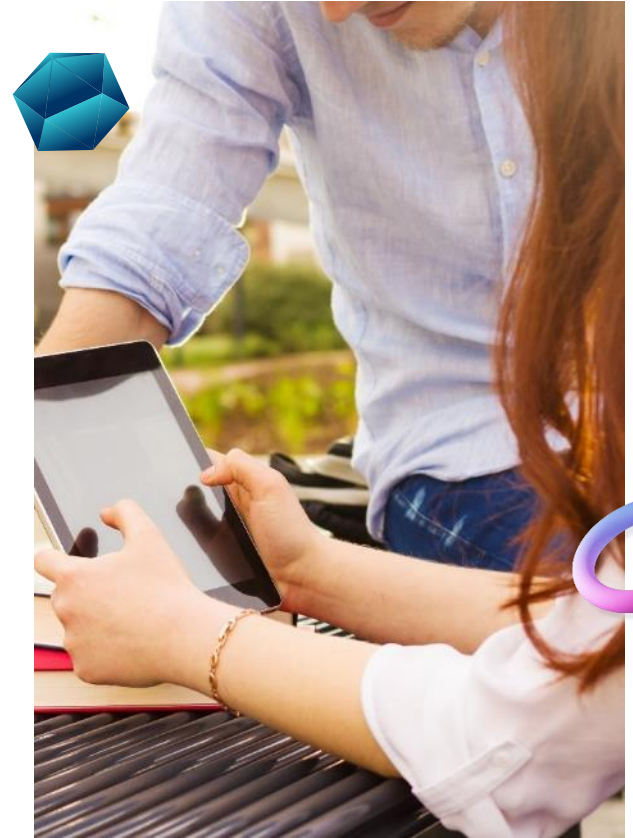
Rolling Over PO Lines Overview

- 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)

Click Add Job

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

	ExLibris	Alma Sandbox	★ » Acquisitions Resources Discovery Fulfillment Admin Analytics ♀ ⅃ 🗂 ⚙ ❓

All titles ▾   Keywords ▾   🏠▾ 🔍 Advanced ▾

Rollover PO Lines   Refres

1 - 4 of 4   ● Add Job 📤 ⚙

	⇕ Job Id	⇕ Status	⇕ User	▲ Time Started	⇕ Time Ended	⇕ Number Finished	⇕ Number Failed	
1	1335876000000711	Completed Successfully	exl_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	1	⋯
4	1340910900000711	Completed with Errors	rae.cheney 👤	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188	⋯

Step 3

New Encumbrance Calculation

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.

Enter FPC Factor

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

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

Step 6

Select Libraries

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

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

Step 8

Check Over Encumbrance

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

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

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.

Click Add and Close

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.

You can track the status of your job.

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.

Check Status

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★ » Acquisitions Resources Discovery Fulfillment Admin Analytics

All titles ▼ Keywords ▼

Rollover PO Lines   Refresh

1 - 4 of 4   ⊕ Add Job

	⇕ Job Id	⇕ Status	⇕ User	▲ Time Started	⇕ Time Ended	⇕ Number Finished	⇕ Number Failed	
1	1335876000000711	Completed Successfully	exl_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	1	...
4	1340910900000711	Completed with Errors	rae.cheney	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188	...

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View Job Report

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

	Process ID	1335876000000711	Started on	2018/09/27 08:19:21 CDT
Completed Successfully	Finished on	2018/09/27 08:19:29 CDT	Total run time	7 Seconds
	Status	Completed Successfully	Status date	2018/09/27 08:19:29 CDT
	Records processed	17	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
FPC 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.

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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!

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