CARLI

TECH SERVICES Q&A
FISCAL PERIOD ROLLOVER ACTIVITIES IN ALMA
APRIL 14, 2021

- F
 - What is Fiscal Period Close and What does it Accomplish in Alma?
 - Multi-step process that creates new Fiscal Period, Copies Ledger Structure, and Copies Open POLs to that new Fiscal Period/Ledger Structure.
 - Why Bother?
 - In Alma Fiscal Periods are set on a strict 365 (or 366) day year.
 - Fiscal Period Close/Rollover moves your ledger structure and open POLs to the next year.
 - Who does this?
 - In Alma you need the Fiscal Period Manager Role



Voyager

- Lots of Pre-reporting/postreporting...Reports!
- Created Fiscal Period
 Manually, extend Fiscal
 Period to continue to use prior year's Ledger.
- Roll as late as possible
- Roll created ledgers AND rolled POs at the same time.
- Acq turned off for the duration
 including report review
- CARLI did actual running of FPC.

Alma

- Easier to see what is considered open.
- Fiscal Period Close creates
 Fiscal Period.
- Can Run Fiscal Period Close when you are ready.
- FPC is separate jobs
 - 1st creates FY and copies Ledgers/Funds
 - 2nd copies open POLs to new Ledgers/Funds; Run on different types of POLs separately. Run in Report mode to check outcomes
- Acq available
- Institution runs FPC jobs, and on your schedule.



厚

Ledger Rollover

- Manual job that copies current fiscal period with all summary details and allocated funds to new fiscal period which is created as part of the job.
- Run in DRAFT MODE in order to edit Fiscal Period Name

To Run Ledger Rollover:

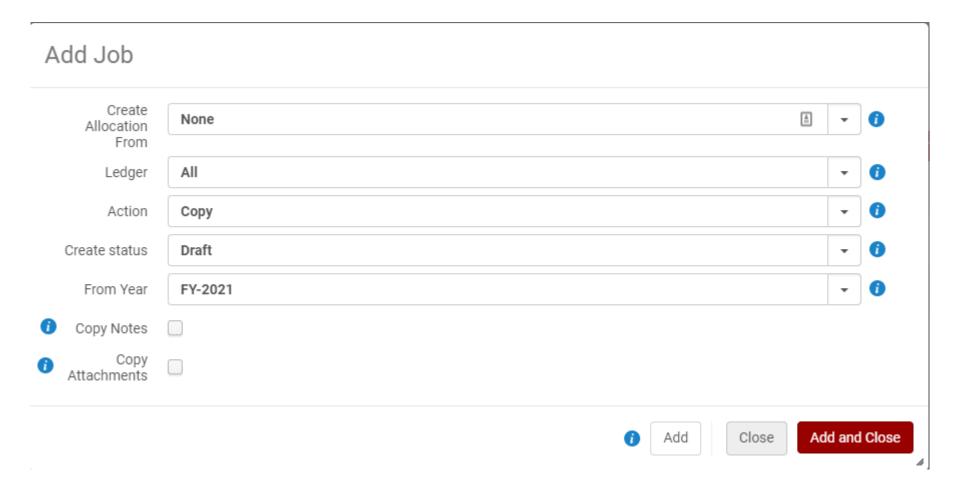
Acquisitions > Advanced Tools > Rollover Ledgers

To Rename Fiscal Period:

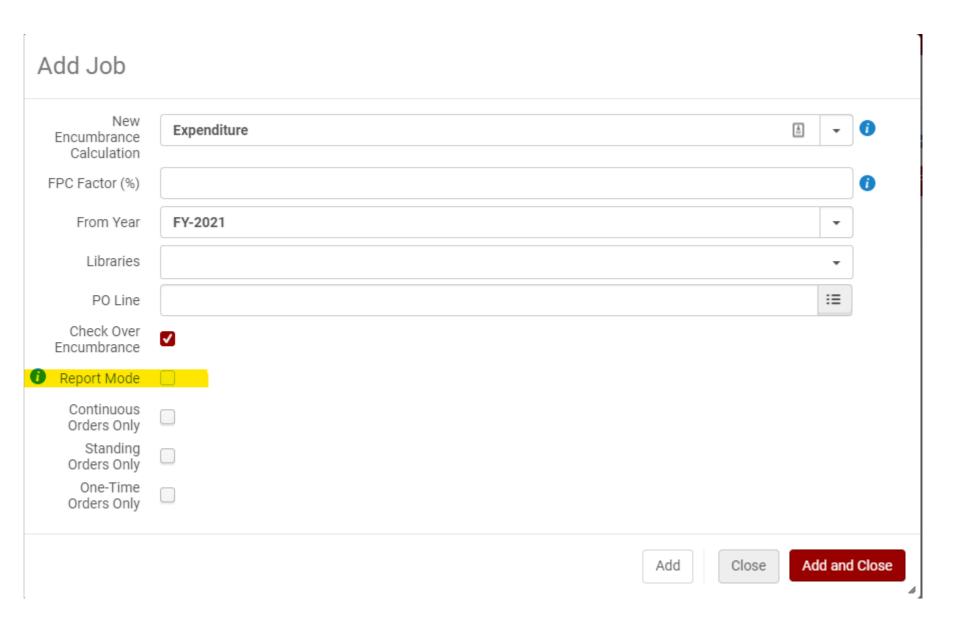
Configuration > Acquisitions > General > Fund and Ledger Fiscal Period



ADD LEDGER ROLLOVER JOB



ROLLOVER PO LINES





REPORTS FROM ROLLOVER PO LINES





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



```
00:41:09
                Azungwe Kwembe: if your grace period is rolled over, can you still
use the previous year in the new year?
00:42:15
                Azungwe Kwembe: Thanks!
00:48:17
                Ruth Lindemann: How do you set up a grace period?
                                Are there Analytics concerns about changing
00:48:38
                Eric Neagle:
ledger/fund names or codes?
00:49:04
                Jodi Craiglow: I had Eric's same question!
                Mary Konkel:
                                Once a ledger is activated, can changed be made?
00:50:08
                Eric Neagle:
                                Perfect. Thanks!
00:50:23
                                Is there a way to disable overencumbrance warnings?
00:51:13
                Jodi Craiglow:
                                Is there a way in the rollover to increase some
00:51:25
                Gail Heideman:
funds and decrease others?
                Jodi Craiglow: I do see no limits, though -- that may fix my
00:51:42
issue.
00:55:56
                Sharon Nelson: Jen, we've used expenditure grace periods with an
encumbrance grace period of 0 days without any problems (that I'm aware of :-) )
                Gail Heideman: I have some ledgers that are funded by special
gifts and some by budget. Is there a recommended way to deal with that issue in the
rollover?
00:57:57
                Gail Heideman: Yes, I currently have just 1 ledger, but maybe I am
doing that wrong
00:58:13
                Amanda Pippitt (she/her):
                                                We have different ledgers for those
types of funds
00:58:30
                Gail Heideman:
                Brent Eckert:
                                Why does it show that it is already packaged into a
01:21:36
PO and sent?
01:23:25
                Brent Eckert:
                                Thanks. We would have a new PO number every year.
01:23:44
                Brent Eckert:
                                Yes
01:24:47
                Brent Eckert:
                                Maybe that's why we never did rollover in Voyager.
                                I think it's just the "great unknown" of never
01:24:59
                Jodi Craiglow:
having to do a FY rollover on my own before.
                Sharon Nelson: Jen - can you discuss what you need to do if you
01:26:19
want to re-structure your ledger and funds and not just roll it as-is?
01:26:48
                Jodi Craiglow: I ended up doing that (deleting) multiple times
when I was creating the ledgers/funds last FY. :)
                Jodi Craiglow: Much unsavory language was involved.
01:26:59
                Shervl Nichin-Keith:
                                       With Jen's help, North Park did the
01:27:05
rollover in Alma last year. I was very worried, but it was easier than i thought.
                Eric Neagle:
                                Is it expected that the Owner of ledger be at the
01:28:42
institution level and then the Available for be at the library level? That's how
ours is set but this means that I can see all ledgers, even those from our other
libraries that I can't post to.
                                It isn't difficult to confuse Alma
01:29:48
                Mary Konkel:
                Sharon Nelson: Thank you - we actually did this last year, but I
01:33:26
couldn't remember how I did it and wanted to write it down in case we need to do it
again (I do remember having to edit each PO Line...).
                Gail Heideman: I am curious how other libraries have dealt with
deposit accounts with a vendor. Would you create a fund for the deposit account?
```

```
Gloria: Gail - previously our deposits came out of a General fund.
01:35:41
This year we changed our Jsor DDA to its own fund - per our Director's request.
                Gloria: Oops - JSTOR :)
01:35:58
01:37:02
                Gail Heideman: I think that is the challenge. I have used money
from a special book fund to send money to a deposit account. Some books get
purchased with that, so I don't record the deposit in Alma, but then Alma doesn't
match my accounting fund
01:37:39
                Amanda Pippitt (she/her):
                                               those deposit accounts can span
fiscal years
01:37:57
                Gail Heideman: Yes, exactly
01:38:18
               Mary Konkel:
                                Spreadsheeting is also a great tool along with
vendor portals.
01:38:39
                Gloria: Yes, we do that to (spreadsheets) for monthly balances.
                Amanda Pippitt (she/her):
                                                That's what I've been doing with
01:38:40
our JSTOR DDA (just a separate spreadsheet), but there may be a better way
                Gail Heideman: I am hoping to eventually get rid of my
01:38:45
spreadsheets, but that may not be possible
01:39:06
                Mary Konkel:
                                Too messy when these these span fiscal years.
01:39:36
                John and Lori Thompson: Yes, thanks Jen. Helpful.
01:40:02
                Jessica Gibson (CARLI): 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
01:40:14
               Mary Konkel:
                               The recordings and your slides will be great to
                 Also we plan to scour the Harvard Wiki and SUNY documentation
rejog the brain.
                Marv Konkel:
                               ALMAste Thank vou
01:41:42
                Amanda Pippitt (she/her):
01:41:45
                                                thanks Jen
01:41:52
                Gloria: Thank you Jen!
01:41:59
                Sharon Nelson: Thank you so much - very helpful!
01:42:20
                Jodi Craiglow: Thanks, Jen! As always, you're awesome!
                Azungwe Kwembe: Thanks Jen! great session.
01:42:23
01:42:34
                John and Lori Thompson: LOL @Mary K
                Anthony Nettekoven:
                                        Thanks much!
01:42:36
                Brent Eckert:
01:42:45
                               Thanks
```