



Alma

Fiscal Period Closure



Yochai Melamed
Business Analyst

Fiscal Period Closure

**Fiscal Period closure (FPC) in Alma
consists of two system jobs:**

1. Rollover Ledgers
2. Rollover PO Lines



Rollover Ledgers

Rollover Ledgers

- **Makes sure the next fiscal period exists, and is active.**
- **“Copies” the ledgers with funds from source FP to target FP** with the following parameters:
 - **Create Allocation** (Yes/No) – create allocations to allocated funds based on Source FP sum of allocation transactions? (default is No)
 - **Ledger** – which ledger to rollover (Default is ALL)
 - **Action** (Copy/Delete) – by default, ledgers are copied. If Delete is selected, the job will delete the selected ledger from target FP if no transactions (other than allocations) we made on it
 - **FPC factor** (%) – (only if allocations were created) – the factor to use in order to increase/decrease the allocated amount due to interest or any other reason
 - **Create status** (Draft/Active) – status of ledger after the job is executed (default is Draft)
 - **From Year** (Previous/Current) – select the source FP (default is Current)

Note: Rollover PO Line depends on the outcome of this job

Rollover Ledgers

Parameters screen

Add Job

Create allocation

Ledger

Action

FPC factor (%)

Create status

From Year

[Close](#) [Add](#) [Add and Close](#)

5

Rollover Ledger Report

Rollover Ledger job -> Actions -> View

ExLibris Alma
Tasks Analytics Currently at: Resource Sharing Library ...
Help Implementer, Ex ...

Job Report

Process ID: 3502919000121
 Started on: 16/07/2012 05:31:03 MST
 Total run time: 1 Minutes 47 Seconds
 Status: Completed Successfully

Name: Ledger - Open New Fiscal Period
 Finished on: 16/07/2012 05:32:51 MST
 Created by: admin1
 Status date: 16/07/2012 05:32:51 MST

Records processed: 0 Records with exceptions: 0

Counters

Create allocation: YES
 Ledger: ALL
 Action: COPY
 FPC factor (%): 0
 Create status: ACTIVE

Report Table

Fund Type	Success	Failed
Ledgers	43	0
Summary	65	0
Allocated	132	0

[Back](#)

© Ex Libris Ltd. 2013

6



Rollover PO Lines

Rollover PO Line

- **Before PO Line Rollover job, make sure:**
 - The relevant Fiscal Period exists and is **active**
 - All the ledgers with their funds were rolled to that fiscal period and their status is "**Active**" (*need to execute "Rollover ledger")
- **Parameters of PO Line rollover:**
 - **New Encumbrance Calculation** (Encumbrance/Expenditure) – new encumbrances will be calculated based on Encumbrance or based on Expenditure (only for Continuous orders).
 - **FPC Factor (%)** – factor while calculating the new encumbrance (5% Interest for example)
 - **From Year** – source FP
 - **Check Over Encumbrance** – check the over-encumbrance rules on the funds or ignore them (used when funds were created with no allocations and still need to roll the PO Lines)
 - **Report Mode** – "Dry run" of PO Lines Rollover without changing the data in database

Rollover PO Line

Add Job

New Encumbrance Calculation: Encumbrance

FPC Factor (%):

From Year: 30/12/2011 - 29/12/2011

Check Over Encumbrance:

Report Mode:

Close Add Add and Close

Rollover PO Lines – Workflow

- **Population** – all **active** PO Lines that have encumbrance on the relevant FP and are not “Fully Invoiced”
- **Flow**
 1. Sum total Encumbrances in Source FP
 2. Delete encumbrances and Dis-encumbrances transactions from Source FP
 3. Find the relevant Fund in Target fiscal period (if fund not found – error “**Fund for next fiscal period was not created for fund <Fund name>.**”) and continue.
 4. Create transactions on the new FP fund

Rollover PO Lines – Workflow

Create transactions:

If POL Continuity = Onetime:

Check if there is remaining encumbrance and the PO Line is not “Fully Invoiced”

If $\text{dis-encumbrance} < \text{encumbrance}$

Create Dis-encumbrance and New Encumbrance

If Continuity = Continuous

- Based on Encumbrance
New Encumbrance = Old Encumbrance
- Based on Expenditure
 1. Compute total Expended Balance from previous FP
 2. Create New Encumbrance from total Expenditures
 3. Update PO Line list price
 4. If no expenditure found – Create New encumbrance from Old encumbrance

Rollover PO Lines – Workflow

The PO Line rollover population are all Active PO Lines (not Canceled/Closed)

- For OT POL if the order is “Fully invoiced” it will not be rolled
- For OT POL if there is no remaining encumbrance (Encumbrance < Expenditure) it will not be rolled
- PO Line cannot have 0 amount in price – if your institution is using this as a practice it is better to use 1 cent instead of 0)
- Deferred PO Lines are treated as Active

Job Report – success/failure for each PO line

- Display failure reason with link to the PO Line list

Rollover PO Lines

ExLibris Alma - CA | Tasks | Analytics | Currently at Resource Sharing Library | Help | Implementor: Ex... | Back

Job Report

Process ID: 452938870000121
 Started on: 13/05/2013 06:42:24 MST
 Total run time: 4 Seconds
 Status: Completed with Errors
 Records processed: 6

Name: PO Line - Fiscal Period Rollover
 Finished on: 13/05/2013 06:42:28 MST
 Created by: exl_jmjl
 Status date: 13/05/2013 06:42:28 MST
 Records with exceptions: 6

Job Parameters

From Fiscal Year: CURRENT
 Check Over Encumbrance: true
 New Encumbrance Calculation: ENCUMBRANCE
 FPC Factor (%): -
 Report Mode: false

Job Status

Export To Excel

PO Line rollover success(45)
 Next fiscal period does not exist(2)
 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)

Report Table

Continuity Type	PO Line Success	PO Line Failed
One-Time	15	2
Continuous	20	2
Standing Order	10	2

Report Table

Error Type	PO Line Failed
Fund is not active	6

Back



FAQ

Question

A continuous order was opened in 2013, but should be paid only in 2014 or later – will it be rolled?

Answer

Yes – we assume that these orders are still active and may receive an invoice later on, so the order needs to be encumbered.

FAQ

Question

if there is encumbrance in 2013 but no expenditure – what should be the results of the rollover?

Answer

If the Rollover is based on Expenditure and there is no Expenditure, Alma will use the original encumbrance in this case.

FAQ

Question

How can a user tell for a given PO line, to which fiscal period are its encumbrances and expenditures related?

Answer

The FP is now added to the Fund description in PO Line and invoice line details.

FAQ

Question

An institution is planning to roll over some of its libraries based on expenditure, and the other libraries– based on encumbrance. Can that be supported?

Answer

This is not supported as the job includes ALL active PO Lines from all the ledgers. However, if the specific library is using specific Ledgers it can be achieved by rolling over this ledger first and running Rollover PO Line based on Expenditure. Afterwards, roll over the rest of the ledgers and run rollover PO Lines based on Encumbrance (those that were rolled will not be included in the second run).

FAQ

Question

when the new fiscal period arrives (i.e. midnight of May 31)
do we need to do any special activities with the 2013
ledgers/funds?

Answer

No need for special activities (you can close the FP if you
wish)

FAQ

Question

Can a remaining fund be transferred from source FP Fund to
Target FP Fund?

Answer

Yes but it needs to be setup in that way.

Assigned to Me Unassigned Assigned to Others

1 **A spectacular bishop believes next to the halting hardware...**, BERLIN, SPRINGER, 2009, 354044882537, ISBN
 Type: Physical - One Time Standard number: 354044882537 OrderLine: - / 1001
 Copies: General (1) Total price: 10.00 USD Funds: aaa1 (100.0%) (FY-2013)
 Vendor/Account: Swets EDI / Account (M) 12345676 Vendor reference ID: - Expected delivery: -
 Receiving notes: -
 Items already exist in the repository, Duplicate active orders, Reporting code is missing
[Edit](#) | [Assign to](#) | [Release assignment](#) | [Order Now](#) | [Defer](#) | [Relink](#) | [Cancel](#) | [Delete](#)

2 **History, Carson City, NV, Nevada Commission on the Status of Women, 1970**
 Type: Print Book - One Time Standard number: - OrderLine: - / POL-501
 Copies: - Total price: -
 Vendor/Account: S
 Receiving notes: -
 Reporting code: -
[Edit](#) | [Assign to](#) | [Release assignment](#) | [Request Evaluation](#) | [Order Now](#) | [Defer](#) | [Cancel](#) | [Delete](#)

Funding	Fund	Percent
#	↕ Fund Name	Percent
1	aaa1(FY-2013)(997.00 USD)	100.0%
Total		100.0%

3 **The Reporter, Executive Services Office of the Judge Advocate General of the Air Force**, 0193-8134, ISSN
 Type: Electronic Journal - Subscription Standard number: 0193-8134 OrderLine: - / 701
 Total price: 133.45 USD Funds: -
 Vendor/Account: Swets EDI / Account (S) 345689 Vendor reference ID: - Expected activation: -
 License status: - Activation status: Not Activated E-Resource Renewal date: 18/04/2013
 Duplicated active orders, Mandatory information is missing or erroneous
[Edit](#) | [Assign to](#) | [Release assignment](#) | [Request Evaluation](#) | [Order Now](#) | [Defer](#) | [Cancel](#) | [Delete](#)

4 **The Reporter, Executive Services Office of the Judge Advocate General of the Air Force**, 0193-8134, ISSN
 Type: Electronic Book - Subscription Standard number: 0193-8134 OrderLine: - / POL-301
 Total price: 40.00 USD Funds: -

Thank You

Yochai.Melamed@exlibrisgroup.com