

WACTCLC - Technical Services Call - May 24, 2018

Meeting Link:

<https://bigbend.zoom.us/j/124326553>

Recording:

<https://bigbend.zoom.us/recording/share/8P5yThJ1etGiNsCPh4zvTom1nV49JxZbmlLyY5FRyqwlumekTziMw>

Attendees:

Amy Herman - Olympic College
ddoeppin
Elena Bianco
George Babcock -- Edmonds
John - Pierce
John Anderson Big Bend
Julie.Bishop (Skagit)
Laura Staley - Renton Tech
Lily Kun
Lynn Robinson (BTC)
Mindy Coslor
Miriam @ Olympic
Nina and Amy - Peninsula
Paula Laine @ Bellevue
Shellie Whittaker
Traci Taylor - BTC
Wade Guidry

Fiscal Year Rollover

We discussed fiscal year rollover (aka fiscal period close).

The process consists of two steps:

- **Ledger rollover** – Copies the ledgers from the closing fiscal period to the next fiscal period
- **PO line rollover** – Copies PO lines from the closing fiscal period to the next fiscal period

The following Ex Libris resources cover the same territory as was discussed today:

https://knowledge.exlibrisgroup.com/Alma/Knowledge_Articles/Fiscal_Period_Close_Resources_and_FAQs_in_Alma

In particular, the Alma fiscal period closure youtube video is a good summary of the entire process. Watched at 1.5 times speed, the video takes about 20 minutes. And will provide the best refresher on fiscal year close, prior to beginning the process.

[Lesson on Alma fiscal period closure](#) (YouTube)

Reporting on encumbered PO Lines prior to rolling over PO Lines

In Analytics:

/ Shared Folders / Community / Reports / Consortia / WACTCLC / Edmonds Community College / Encumbered Items

This report, complements of Edmonds Community College, will list your currently encumbered PO Lines, and indicates the PO Lines that will be rolled over into the next fiscal year.

This report would be useful to run prior to performing fiscal rollover, as it will allow you to see transactions that you might want to invoice in the current fiscal year, prior to rolling over.

Selected Columns

Double click on column names in the Subject Areas pane to add them to the analysis. Once added, drag-and-drop columns to reorder them. Edit a column's properties, formula and filters, apply sorting, or delete by clicking or hovering over

Fund Ledger	Bibliographic Details	Vendor	Fund Transactions	Fiscal Period	PO Line
Allocated Fund	Fund Ledger Name	Title	Vendor Code	Line Price	Transaction Amount
				Fiscal Period Start Date	Status
					PO Number

Filters

Add filters to the analysis criteria by clicking on Filter option for the specific column in the Selected Columns pane, or by clicking on the filter button in the Filter pane header. Add a saved filter by clicking on add button after selecting its nar

Transaction Item Type is equal to / is in ENCUMBRANCE

AND Fund Type is equal to / is in Allocated fund

AND Transaction Date Fiscal Year is prompted

AND TRIM(TRAILING FROM Transaction ... is prompted

AND Fiscal Period Start Date is equal to / is in 20170701

AND Transaction Amount is greater than 1

Chat Transcript

00:13:39 Elena Bianco - Skagit: We wish we could factor up every year...

00:13:49 Amy Herman - Olympic College: That's pretty funny to think our allocations would increase every year :-)

00:15:25 Amy Herman - Olympic College: How do you get the ledger status out of draft? I must have missed that in the video.

00:17:10 Amy Herman - Olympic College: What is the recommended timing for creating the new ledger and rolling over POLs?

00:17:15 Mindy Coslor: We can continue to spend in the prior year budget if the materials arrive before June 30. So, it could be July, but we are still processing items to be paid out of the prior year. Is that possible?

00:17:59 Amy Herman - Olympic College: Can you show how to add a grace period.

00:37:43 Julie.Bishop (Skagit): What reports do others run at the end of the FY?

00:42:32 George Babcock -- Edmonds: I run a report of all encumbered items before rolling over.

00:43:36 Elena Bianco - Skagit: Thank you, George!!

00:44:04 Julie.Bishop (Skagit): Thank you!

00:45:17 Julie.Bishop (Skagit): Does anyone cancel one-time orders that haven't been received and reorder after July 1st?

00:45:34 Paula Laine @ Bellevue: Julie, yes.

00:45:45 Julie.Bishop (Skagit): Thanks Paula. :)

00:45:47 George Babcock -- Edmonds: Yes as well

00:47:23 Amy Herman - Olympic College: Does your previous ledger have to zero out at some point?

00:53:21 Traci Taylor - BTC: I have another meeting to attend. Thank you, Wade.

00:55:36 George Babcock -- Edmonds: OK, the encumbered items report is available in Community>Reports>Consortia>WACTCLC>Edmonds Community College folder

00:55:45 Elena Bianco - Skagit: Thank you George...

00:56:43 Elena Bianco - Skagit: Thanks, Wade...