WACTCLC - Technical Services Call - May 24, 2018

Meeting Link:

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

Recording:

https://bigbend.zoom.us/recording/share/8P5yThJ1etGiNsCPh4zvTom1nV49JxZbmlLyY5FRryqwlumekTzi Mw

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.

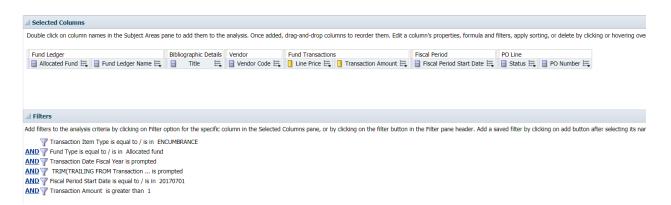
Lesson on Alma fiscal period closure (YouTube)

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.



Chat Transcript

Elena Bianco - Skagit: We wi	sh we could factor up every year
Amy Herman - Olympic College:	That's pretty funny to think our allocations
would increase every year :-)	
Amy Herman - Olympic College:	How do you get the leger status out of
draft? I must have missed that i nthe video.	
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?	
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?	
George Babcock Edmonds:	I run a report of all encumbered items
before rolling over.	
Elena Bianco - Skagit: Thank	you, George!!
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?	
Paula Laine @ Bellevue: Julie,	yes.
Julie.Bishop (Skagit): Thanks Paula	a. :)
George Babcock Edmonds:	Yes as well
Amy Herman - Olympic College:	Does your previous ledger have to zero out
at some point?	
Traci Taylor - BTC: I have anothe	er meeting to attend. Thank you, Wade.
George Babcock Edmonds:	OK, the encumbered items report is
available in Community>Reports>Consortia>WACTCLC>Edmonds Community College folder	
Elena Bianco - Skagit: Thank	you George
Elena Bianco - Skagit: Thank	s, Wade
	Amy Herman - Olympic College: every year:-) Amy Herman - Olympic College: ave missed that i nthe video. Amy Herman - Olympic College: w ledger and rolling over POLs? Mindy Coslor: We can continue to sune 30. So, it could be July, but we nat possible? Amy Herman - Olympic College: Julie.Bishop (Skagit): What reports George Babcock Edmonds: ver. Elena Bianco - Skagit: Thank Julie.Bishop (Skagit): Thank you! Julie.Bishop (Skagit): Does anyone eorder after July 1st? Paula Laine @ Bellevue: Julie, Julie.Bishop (Skagit): Thanks Paula George Babcock Edmonds: Amy Herman - Olympic College: Traci Taylor - BTC: I have anothe George Babcock Edmonds: mmunity>Reports>Consortia>WAC Elena Bianco - Skagit: Thank