

Fiscal Period Close Report Processing

Note: this document describes one of many ways to evaluate the Fiscal Period Close Report that libraries receive after CARLI runs the Fiscal Period Close process.

Get the report off the server:

1. SFTP to files.carli.illinois.edu to retrieve your institution's report (usually called: rollover_mmddyy.txt).
For more information on the SFTP process, see: <http://www.carli.illinois.edu/mem-prod/I-Share/secure/execute/SSHSecureShell.pdf>.
2. SFTP the rollover report to a local folder.

Open the report:

1. Start Microsoft Excel. Open the text file in Excel (File → Open), which launches the Text Import Wizard. Note: do not simply “double-click” the file to open it as it will not display properly.
2. On first screen of import wizard select file type as "Delimited." Click Next.
3. On next screen, select "Other" as delimiter type and choose "|" (the pipe character) as the column delimiter. Set Text Qualifier to "{none}". Click Next.
4. Leave "column data type" as General. Click Finish.
5. Go to File → Save As and save the file in Excel format.

Re-format the report in Excel (Optional):

As you scroll through the spreadsheet, you will notice that the data changes. This is because all of the different reports are sent in one spreadsheet. To make reading the reports easier, you may want to split out each type of report on a different tab in the Excel spreadsheet.

1. Leave the first tab alone as a “master” in case any mistakes are made when copying and pasting.
2. Then create the following empty tabs (this is assuming that you requested "all reports" on the WRO when requesting the FPC; if you didn't, you will have fewer reports):

- 4 - Open Orders Before Rollover
- 5 - Open Orders After Rollover
- 6 - Fund Snapshot Before Rollover
- 7 - Fund Snapshot After Rollover
- 8 - Fund Rollover Status
- 9 - Copy Rollover Status

3. Look in the first column of the master spreadsheet – it will have a number that corresponds to the report type. (The reports will not be in order – e.g., "6" will be before "4" etc.) Select, copy and paste all of the rows that begin with that number into the corresponding tab for that report type (e.g., all rows beginning with "4" are copied into the "4 - Open Orders Before Rollover" tab).

Note: there will be two separate sections beginning with "8" – it is suggested that both are copied into the "8" tab, leaving a blank line between the two sections.

How to interpret the report:

In Chapter 23 (Acquisitions Reports Standard Interface File) of the *Voyager Technical User's Guide* (available from <http://www.carli.illinois.edu/mem-prod/I-Share/vendor-docs.html>), each of the columns that are in the various reports are described (report types are given on p. 23-3). Optionally, insert column headings in the appropriate reports to match the documentation; this makes it easier to know what you're looking at.

Generally, what you should look for is any type of anomaly that indicates something went wrong. Because the report format is repetitive, if the majority of the rollover went OK the things that didn't roll successfully will stick out.

Notes on specific reports:

1. Report 7 (Fund Snapshot After Rollover): The top half of this report is another repeat of Fund Snapshot Before Rollover. Scroll to the *bottom* of the report to see the list of funds post-rollover. The ledgers and funds selected for rollover should all be listed, and if allocations were re-set, the allocations should be re-set according to the rollover rule(s).
2. Report 8 (Fund Rollover Status): All lines should say that they ran/rolled over successfully.
3. Report 9 (Copy Rollover Status): Column 10, "rollover_status" should say "Successfully rolled over" for all lines.
If it does not, it should be a problem you are aware of from running Open Order Reports previous to fiscal period close, e.g. the item was ineligible for rollover due to its being canceled, returned, etc. (For a list of what will/won't roll over, see Table 16-1 in the *Voyager Acquisitions User's Guide*).