



Welcome!

The webinar will start at 10:30 am and run until noon.

Please mute your microphone and webcam.

As time permits, we will respond to questions typed in the chat box, and offline afterwards, as needed.

This session will be recorded and made available on the CARLI website both as PDF slides and as a recording, with live links to all referenced resources.

Today's slides: <https://www.carli.illinois.edu/tech-services-qa-4>

Past webinars: <https://go.illinois.edu/CARLItsqa>



CARLI

TECH SERVICES Q&A 4/28/2021
TIMELY ACQUISITIONS TOPICS

- [Implementing Acquisitions in Alma](#) series
- Brief Fiscal Period Rollover refresher
- Q&A

Reminders:

- ELUNA virtual conference coming up in May
 - Registration is required for access to the recorded sessions
- Next Alma [Monthly Release is May 1](#)
 - [Release schedule](#) changes to quarterly after this
- CARLI Surveys are still open
 - [I-Share Alma/Primo VE Confidence Survey](#)
 - [CARLI Technical Services Committee Cataloging Survey](#)

Today's slides available on the event page:

<https://www.carli.illinois.edu/tech-services-qa-4>

Webinar series of six parts, focusing on basic acquisitions in an IZ

- https://knowledge.exlibrisgroup.com/Alma/Training/Webinars/Implementing_Acquisitions_in_Alma
- April 28: Automating the Acquisitions Process and Upcoming Improvements to the PO Line
 - Automate tasks in part or in full
 - Order in Alma and send EDI order to vendor
 - Order in vendor and send EOD records to Alma
 - Receive vendor invoices via EDI into Alma
 - Send/receive claims via email or EDI
 - Finance integration with your campus ERP (e.g., Banner)
 - Alma may do both one-way (Alma -> ERP) or two-way if ERP cooperates
 - Requires you to coordinate with your campus IT.
 - Roadmap, [Improvements to PO Lines](#)

Q&A on Implementing Acquisitions + Automating + PO Line Improvements

- Has anyone connected Alma with the campus ERP yet?



- 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
 - You may ask CARLI staff to run these jobs
 - You are responsible for the data

1. Run ledger and fund rollover in DRAFT mode.
 - Required to create new fiscal period in Alma
 - Preview how current structure and allocations will roll
2. Change status of new ledger from Draft to Active
 - Alternatives exist here
3. Run PO Line rollover in REPORT mode.
 - Identifies which PO lines are “open” and eligible to roll
 - Identifies which transactions will roll into new ledger
4. Run PO Line rollover in active mode











- 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
 - New ledger and funds are also editable, use caution
- Create Allocation From options
 - None – new funds have \$0.00 as starting allocation
 - Current Allocation – new funds start with the active allocation of existing fund
 - Cash Balance – new funds start with any remaining money from existing fund
 - Current Allocation + Cash Balance




To Run Ledger Rollover:

Acquisitions > Advanced Tools > Rollover Ledgers

Add Job

Create Allocation From	None		▼	
Ledger	All		▼	
Action	Copy		▼	
Create status	Draft		▼	
From Year	FY-2021		▼	
 Copy Notes	<input type="checkbox"/>			
 Copy Attachments	<input type="checkbox"/>			

 |

Alma creates a new fiscal period that needs editing

- Alma will always create a 365-day fiscal period
- The name may not follow your existing conventions

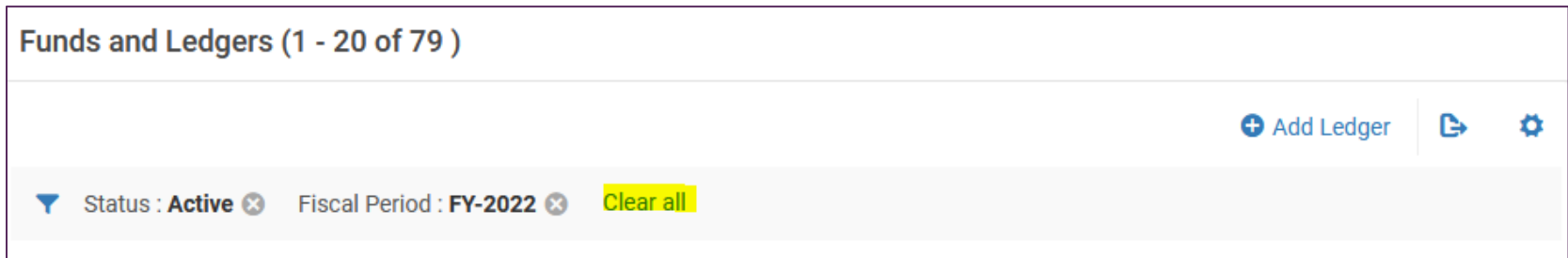
To Rename Fiscal Period:

Configuration > Acquisitions > General > Fund and Ledger Fiscal Period

- Edit the fiscal period name
- Make sure the fiscal period is Active
- Click Save

20	<input checked="" type="checkbox"/>	20	FY-2021	07/01/2020		06/30/2021		Active	▼
21	<input checked="" type="checkbox"/>	21	06/30/2021 - 06/29/2	07/01/2021		06/30/2022		Active	▼

- Alma:
 - Acquisitions > Acquisitions Infrastructure > Funds and Ledgers
 - Click **Clear All** on the filter bar
 - Select new fiscal period and ledger from facets on left



- What to check:
 - Did new allocations get created according to parameters?
 - Are the correct funds created?
 - Funds you added
 - Funds you disabled

- New ledger must be active to receive transactions
 - *Do not* run the Rollover Ledger job again.
 - Go to the top level of the ledger
 - Click **Activate**
- *Unless you don't want to use this draft*
 - To delete a draft ledger, start the rollover job again
 - Acquisitions > Advanced Tools > Rollover Ledgers
 - Select **Delete** as the action

To Run PO Line rollover:

Acquisitions > Advanced Tools > Rollover PO Lines

Add Job

New Encumbrance Calculation: ⓘ

FPC Factor (%): ⓘ

From Year: ▼

Libraries: ▼

PO Line: ☰

Check Over Encumbrance:

Report Mode:

Continuous Orders Only:

Standing Orders Only:

One-Time Orders Only:

Rollover reports appear on the jobs page

- Locate the job, click the actions menu, then **View**.

Rollover PO Lines GuideMe Refresh

121 - 130 of 130 + Add Job 🔗 ⚙️

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed	
121 1785871450005870	Completed Successfully	292792	09/15/2021 3:54 PM	09/15/2021 3:54 PM	1	0	⋮
122 1786751960005870	Completed Successfully	292792	09/16/2021 1:38 PM	09/16/2021 1:38 PM	1	0	⋮
123 1793485960005870	Completed with Errors	292792	09/27/2021 12:38 PM	09/27/2021 12:40 PM	307	1	⋮
124 1794892290005870	Completed Successfully	292792	09/29/2021 1:26 PM	09/29/2021 1:26 PM	1	0	⋮
125 1794892990005870	Completed Successfully	292792	09/29/2021 1:30 PM	09/29/2021 1:33 PM	307	0	⋮

View

Events

Report

The job view is the most interesting option

- Alerts: Any issues encountered and the number of them
- Job Events: Links to lists of rolled PO lines or POLs with issues
- Counters: The parameters for the job and numbers of POLs that would succeed or fail to roll.

The screenshot displays a 'Job Report' interface. At the top, there is a header 'Job Report' with a back arrow on the left and a 'Back' button on the right. Below the header is a section titled 'PO Line - Fiscal Period Rollover' with an information icon and a right arrow. Underneath, there is an 'Alerts' section with a dropdown arrow and a share icon. A message box with a red exclamation mark icon states: 'Of the 308 records processed, 1 errors found. For more information view the report details (or contact Support using the process ID)'. Below the alerts is a 'Job Events' section with a dropdown arrow and an 'Export Events' link. The 'Job Events' section contains a list of event types and their counts: 'PO line rollover success(307)', 'Next fiscal period does not exist(0)', 'Fund for next fiscal period does not exist(0)', 'No encumbrance linked to PO line(0)', 'Fund does not have enough money(1)', 'Fund is not active(0)', and 'General Error(0)'.

Event Type	Count
PO line rollover success	307
Next fiscal period does not exist	0
Fund for next fiscal period does not exist	0
No encumbrance linked to PO line	0
Fund does not have enough money	1
Fund is not active	0
General Error	0

- You may run PO line rollover in Report mode as much as you want
 - Look for PO lines that should be closed
 - Look for PO lines that should be open and rolled, but aren't rolled
 - Check encumbrances to be recalculated correctly
 - Clean these PO lines up: follow-up with vendor, cancel orders, etc.
- *When* you are ready and the timing is appropriate, run the PO Line rollover job without report mode
 - Close to your actual fiscal period cutover
 - After you've resolved as many inconsistencies as possible
 - Within the grace periods for both new and old ledgers

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](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/100Advanced_Tools/020Fiscal_Period_Closure)

- Is there an analytics report that we can use to review open POLs before we run the Report mode to clean them up?
 - "Ex Libris - Orders sent within the last year and not marked as invoiced in Alma".
 - Shared Folders/Community/Reports/Shared Reports/Reports/Acquisitions - Misc Reports/Open Orders - Various Iterations
- If I do have a fund code that I want to change for next year, is it OK to do it if I know all orders with the previous code have been received?
 - Yes. Be aware that anything left over might need manual updating.
- I know we touched on this, but if we don't use Acquisitions would we still configure the fiscal year? Under configurations-acquisitions-fund and ledger fiscal period for analytics purposes?
 - CARLI staff will check on this.

- We have a number of standing order and subscription items that haven't been received in Alma yet. Does that all have to be done before rollover?
 - Standing orders and continuations are rollable because of their PO line types, receiving is not as connected to rollover status as might be for one-time orders.
- Not related to rollover, but we have started seeing French language subject headings added by OCLC in our bib records/search results. We haven't been deleting them but are concerned they will confuse patrons (esp. those using screen readers). We've considered looking to see if we can configure Primo VE to not display the 650 _ 6 fields, but wanted to ask 1st: does CARLI have recommendations on how to deal with these?
 - Don't delete access points
 - Do – if you want – modify PVE record display to exclude these values.

- Does anyone have a procedure for processing claims for periodicals, without having publication patterns set up?
 - Claiming is less robust in Alma without publication patterns and prediction.
 - Good question for additional follow-up. (Alma-L, Techsig, etc.)
- I have been looking at the DARA suggestions and noticed a bunch of things related to our record cleanup. Have any suggestions been made for how to use that to do record cleanup?
 - CARLI is starting to work on P2E record recommendations



00:17:43 Jen Masciadrelli, CARLI (she/her): :)

00:18:30 Jen Masciadrelli, CARLI (she/her): <https://el-una.org/meetings/eluna-2022-annual-meeting/>

00:19:20 Ted Schwitzner, CARLI (he/him/his):
https://knowledge.exlibrisgroup.com/Alma/Release_Notes/2022/May_2022

00:19:45 Ted Schwitzner, CARLI (he/him/his):
https://knowledge.exlibrisgroup.com/Alma/Release_Notes/Release_and_Maintenance_Schedule

00:20:49 Jen Masciadrelli, CARLI (she/her):
<https://www.surveymonkey.com/r/almaconfidencesurvey>

00:20:52 Ted Schwitzner, CARLI (he/him/his):
<https://www.surveymonkey.com/r/almaconfidencesurvey>

00:21:46 Ted Schwitzner, CARLI (he/him/his):
<https://www.surveymonkey.com/r/TSCcataloging>

00:22:39 Ted Schwitzner, CARLI (he/him/his): Preliminary slides for today's session are posted on the event page, <https://www.carli.illinois.edu/tech-services-qa-4>
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00:23:42 Ted Schwitzner, CARLI (he/him/his):
https://knowledge.exlibrisgroup.com/Alma/Training/Webinars/Implementing_Acquisitions_in_Alma

00:27:43 Gail Heideman: I'd be curious if anyone has connected Alma with the campus financial system?

00:29:06 Ted Schwitzner, CARLI (he/him/his):
https://knowledge.exlibrisgroup.com/Alma/Product_Materials/010Roadmap/Alma_Roadmap_Highlights_-_January_-_2022/Acquisitions

00:31:07 Ted Schwitzner, CARLI (he/him/his):
https://knowledge.exlibrisgroup.com/Alma/Training/Webinars/Implementing_Acquisitions_in_Alma

00:37:36 blieber: Not required if we don't use Acquisitions, correct?

00:39:03 blieber: Thanks!

00:39:05 Jen Masciadrelli, CARLI (she/her): I've made a note!

00:54:58 Gail Heideman: Is there an analytics report that we can use to review open POLs before we run the Report mode to clean them up?

00:58:55 Jen Masciadrelli, CARLI (she/her): I've made another note to add this to our list of Analytics needs/wants

01:00:29 Audra M. Deemer (she/her): This is what I worked with last year and edited to work for us from ExLibris that worked like an "Open Orders" report: "Ex Libris - Orders sent within the last year and not marked as invoiced in Alma".

01:02:01 Jen Masciadrelli, CARLI (she/her): Thanks Audra!

01:04:00 Audra M. Deemer (she/her): I think you are the one that shared that with me Jen! :)

01:04:12 Ted Schwitzner, CARLI (he/him/his): [http://exl-edu.com/01_Alma/Extended Training/Fiscal_Period_Closure/#/](http://exl-edu.com/01_Alma/Extended_Training/Fiscal_Period_Closure/#/)

01:04:23 Ted Schwitzner, CARLI (he/him/his):
[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/020Acquisitions/100Advanced_Tools/020Fiscal_Period_Closure](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/020Acquisitions/100Advanced_Tools/020Fiscal_Period_Closure)

01:13:56 Jen Masciadrelli, CARLI (she/her): Got it! :)

01:31:04 kdauksz: thank you

01:31:13 Audra M. Deemer (she/her): where to find that Open Orders report: Shared Folders/Community/Reports/Shared Reports/Reports/Acquisitions - Misc Reports/Open Orders - Various Iterations

01:31:47 Nancy Boulware: Thanks Ted! Great job!!

01:31:55 Gloria: If I do have a fund code that I want to change for next year, is it OK to do it if I know all orders with the previous code have been received?

01:33:55 Eric Willey (he,him,his): Not related to rollover, but we have started seeing French language subject headings added by OCLC in our bib records/search results. We haven't been deleting them but are concerned they will confuse patrons (esp. those using screen readers). We've considered looking to see if we can configure Primo VE to not display the 650 _ 6 fields, but wanted to ask 1st: does CARLI have recommendations on how to deal with these?
Example: https://i-share-isu.primo.exlibrisgroup.com/permalink/01CARLI_ISU/1vcthf/alma9921394055105845

01:34:07 Gail Heideman: Just tried the "Orders send within the last year" report and with one modification I think it worked!

01:34:15 Sarah Krause: I know we touched on this, but if we don't use Acquisitions would we still configure the fiscal year? Under configurations-acquistions-fund and ledger fiscal period for analytics purposes?

01:34:55 Kate Hartman: We have a number of standing order and subscription items that haven't been received in Alma yet. Does that all have to be done before rollover? (I'm not sure if the invoices have been entered yet)

01:35:14 Sarah Krause: Okay thank you! I see the fiscal year entered for 2021 for some reason

01:36:31 Sarah Krause: Understood Thank you!

01:36:37 Brent Eckert: Does anyone have a procedure for processing claims for periodicals, without having publication patterns set up?

01:39:41 Kate Hartman: OK, thanks!

01:41:09 Eric Willey (he,him,his): Thank you, will do!

01:41:33 Denise Green: Here's some from ExL
[https://knowledge.exlibrisgroup.com/Primo/Product_Documentation/020Primo_VE/Primo_VE_\(English\)/050Display_Configuration/Configuring_Normalization_Rules_for_Display_and_Local_Fields](https://knowledge.exlibrisgroup.com/Primo/Product_Documentation/020Primo_VE/Primo_VE_(English)/050Display_Configuration/Configuring_Normalization_Rules_for_Display_and_Local_Fields)

01:43:28 Brent Eckert: Thanks, Jen.

01:44:18 Ted Schwitzner, CARLI (he/him/his): Preliminary slides for today's session are posted on the event page, <https://www.carli.illinois.edu/tech-services-qa-4>
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01:44:37 Gail Heideman: I have been looking at the DARA suggestions and noticed a bunch of things related to our record cleanup. Have any suggestions been made for how to use that to do record cleanup?

01:46:11 Gail Heideman: Yes!

01:47:37 Lori Thompson: Thanks

01:47:38 Kate Hartman: Thank you!