# Fiscal Period Close (Rollover) – Step by Step

## Introduction

The term "Fiscal Period Close" is somewhat of a misnomer – rather than "closing" the prior fiscal year, the server side Fiscal Period Close (FPC) process copies your current ledger structure from the current fiscal year to the next fiscal year. The process can also copy any "open orders" (as defined by Voyager) to the new fiscal year's ledger.

**The directions in this document cover the initial steps to start the FPC process.**
- Review the "Fiscal Period Rollover sequence: The big picture" flowchart: http://www.carli.illinois.edu/sites/files/i-share/documentation/rollover_sequence.pdf.

- I-Share-specific reminders or tips in this document are marked with a ✓
- Comments from I-Share librarians who have performed a FPC are marked with a ✂ and set in a differing san-serif font.
  - Please note that these are comments based on individual experiences in individual institutions; these comments should not be interpreted as specific instructions, but simply as individual observations and, possibly, ideas that will work for you.

Details on all aspects of Fiscal Period Close are available in the *Voyager Acquisitions User's Guide*, chapter 16: https://www.carli.illinois.edu/sites/files/i-share/documentation/secure/V_Acquisitions_9_1.pdf

## Directions

### 1. Request/generate both the "Acq 3: Fund Snapshot Report" and "Acq 2: Open Order Report"

You can request these reports at any time; you do not have to wait for the end of the fiscal year. The reports are useful if you need a picture of your current fund availability or open orders at any time during the year.

There are 3 ways you can request/receive the data from these two reports:
- Option 1- WRO (https://wro.carli.illinois.edu/): Send to Reporter for local printing.
- Option 2- WRO (https://wro.carli.illinois.edu/): Place in your library's CARLI FTP directory for local manipulation.
- Option 3- Voyager Access Reports: You can run these queries on your own computer. The queries are automatically included in the CARLI_Reports_yyyy.mdb database, and also available from the Shared SQL webpage (Open Orders https://www.carli.illinois.edu/products-services/i-share/reports/secure/sql-acq2#1003; Funds by Ledger Name (Fund Snapshot): https://www.carli.illinois.edu/products-services/i-share/reports/secure/sql-acq1#08-01f).

✓ See the *Voyager 9.1.1 Technical User's Guide*, chapter 24 for a complete description of each column header in each report. The column headers are also available on the CARLI website: https://www.carli.illinois.edu/sites/files/i-share/documentation/secure/FPC_report_column_headings.zip

> ✂ Most I-Share libraries prefer option 2 or 3 so that the report data can be manipulated. The data printed from the Voyager Reporter client in option 1 cannot be manipulated.

## 2. Review the reports and make as many changes in Acquisitions as needed

Request (or run the equivalent in Access) reports described in step 1 as many times as you need to confirm that the changes you made are correct and to identify any more changes/cleanup to be done.

✔ Table 16-1 in the *Voyager 9.1 Acquisitions User's Guide* describes the Purchase Order/Invoice combinations that are eligible/ineligible for roll. This table is also available on the CARLI website: https://www.carli.illinois.edu/products-services/i-share/acq/secure/openorderschart

> � "I wish I had closed, completed, or otherwise blocked (i.e., changed to a status that would not rollover or not included the order type in the rollover rule) orders that I knew I did not want to roll over. Some titles, particularly periodicals, should have stayed with the previous fiscal year only, at least in terms of what we wanted to track for subscriptions in a fiscal year."

> ✣ "We reviewed all of our open Purchase Orders to make sure we had completed the work on them ahead of time. We followed up with publishers and vendors on open items to determine if we were going to actually receive the material because if something was unavailable we cancelled it on the PO so it wouldn't show up as an open order when rolling the purchase orders into the next fiscal year."

> ✣ "We had several people in the Acquisitions/Serials departments review the reports as a group. We projected them onto a screen and could all look at them at the same time. This was very useful."

## 3. Define new Fiscal Period in System Administration

The settings for entering the new Fiscal Period are located in Voyager System Administration → Acquisitions → Fiscal Periods →New.

a) This will open the New Fiscal Period entry screen:

b) Only the Fiscal period Name, Start Date, and End Date are needed.
- Enter a Fiscal Period Name following your library's typical pattern.
- Enter a start date and an end date for the new fiscal period.
    - ✓ Note that Fiscal Period end dates can be extended but not truncated.

✄ "Set the end date for the fiscal periods a couple of weeks or so past when you intend to roll them over or close them. If you don't give yourself some wiggle room, you may find you cannot clean up problems. On the other hand, if you make the end date too far into the next fiscal year, it can be very confusing for Acquisitions staff to have two ledgers/fiscal periods to choose between. If your library uses EOD (Electronic Order Data) from vendors, two open ledgers with identical fund names will cause EOD loads to fail, because the incoming records won't 'know' which of the two identical fund names to use to create new PO's."

# 4. Define Rollover Rule(s)

You can either create a New Rollover Rule or Copy previous year's Rollover Rules; directions for both methods follow.

### Creating a New Rollover Rule

a) In the Acquisitions client, select Ledgers and Funds → New Rollover Rule
b) The Rollover Rule: New Rule window will open:



c) Only the top portion of the window is initially activated; you must fill in the Rule Name/ID, Fiscal Period, and New Fiscal Period.
- **Rule Name/ID:** Enter a Rule Name/ID following your library's pattern. Many libraries name their rules to match the Fiscal Periods they are rolling. "FY2017toFY2018", etc.
- **Fiscal Period**: Pick the current fiscal period from the dropdown list of Available Fiscal Periods.

- **New Fiscal Period**: Pick the new fiscal period from the dropdown list of Available Fiscal Periods to roll into.

d) Save the rule. This will activate the lower portion of the window.

e) Continue filling out the rule:
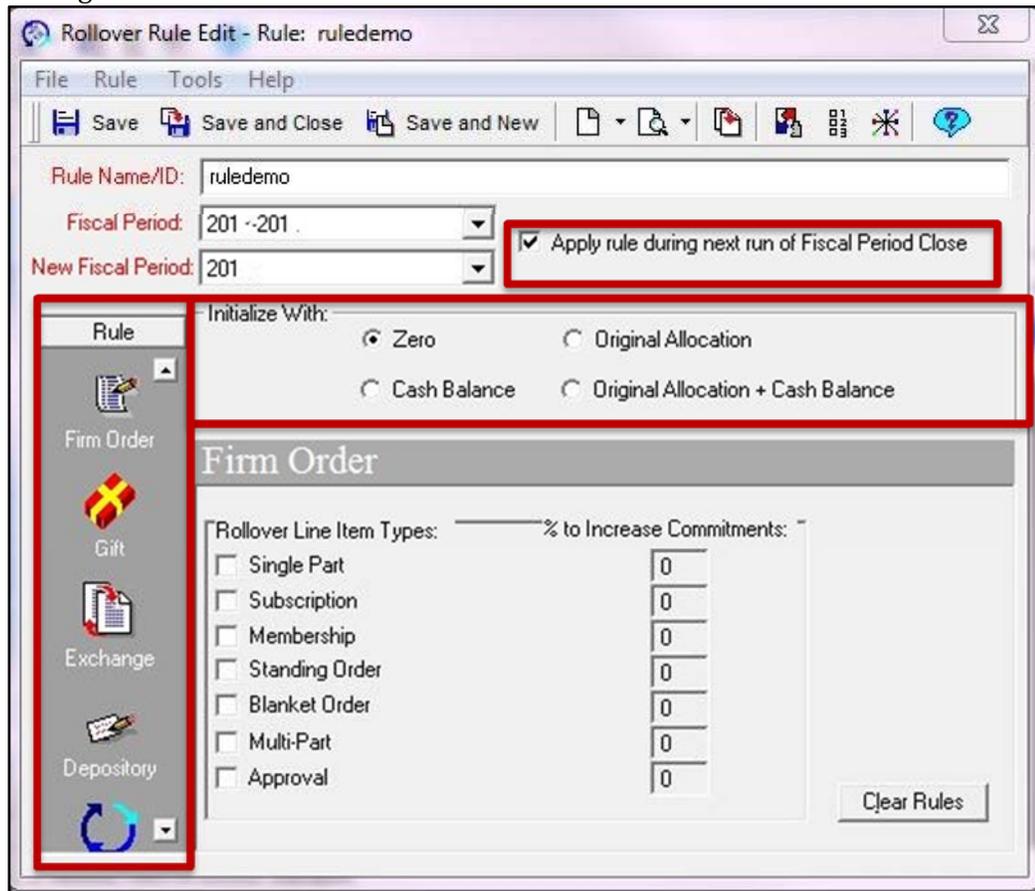


- **Apply rule during next run of Fiscal Period Close:**
  - o Check the "Apply Rule during next run of Fiscal Period Close."
  - o If this is not checked when the Fiscal Period Close job is run on the server, nothing will happen.
- **Initialize With:** You can initialize your new Fiscal Period with Zero funds, last year's Original Allocation, last year's Cash Balance, or last year's Original Allocation + Cash Balance.
  - o ✓ Original Allocation is the fund's first allocation (rather than the current allocation, if dollars had been added or removed during the last fiscal year).
- **Rule section (menu on left):** Each PO type is listed under the "Rule" section.
  - o You can define rollover rules for one, some, or all order types (e.g., Approval, Firm Order, etc.) and line item types (e.g., Single Part, Subscription, etc.)
  - o The PO and line item type combinations that you select will roll into the new Fiscal Year, provided they are considered "Open" by Voyager.
  - o ✓ Voyager can only roll the default PO types provided in the Acquisitions Client; if you have created local PO types, these **CANNOT** be rolled over.

f) In the Rule portion of the screen, select the "View Ledgers" button.
This will open the Ledgers portion of the screen:
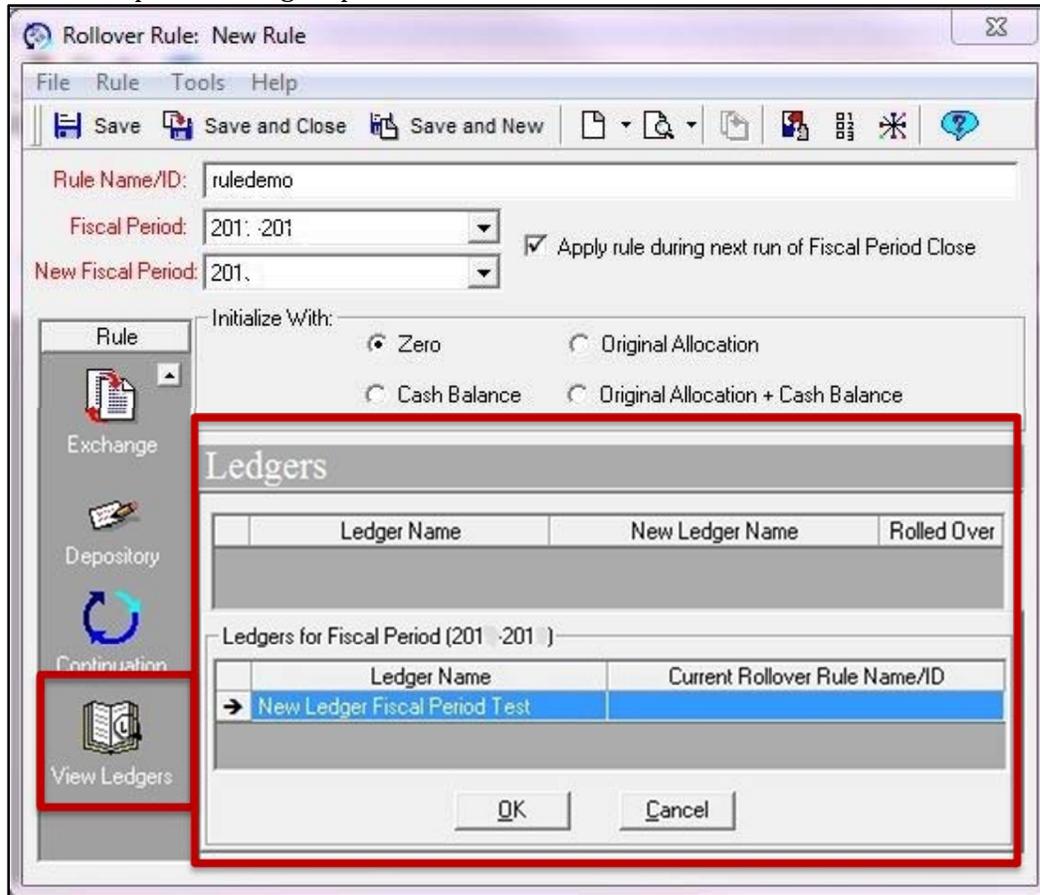


g) Select the Ledger (or Ledgers if you have a more complex structure) you want this Rollover Rule to apply to. Highlight the Ledger(s) you want to roll and select OK.

h) The Ledger Screen opens (see next image) and you can enter your New Ledger Name.
   - Almost all libraries have difficulties with this step of defining the rule: "Assign Rollover Rules to Ledgers" (*Voyager 9.1 Acquisitions User's Guide*, Procedure 16-2, p. 16-14 through 16-19) because it is not evident that you can begin typing in the New Ledger Name box.

i) Once you have named your New Ledger, click Save Ledgers.
j) Click Save Rule.
k) The Rollover Rule is now ready; you can proceed to Step 5 in these directions.

✂ "I wish I had set up separate ledgers for each different fund type. I would have preferred that my gift orders didn't roll, that my endowed and restricted funds carried over the end of year balance, and that grant funds could just be extended until funds were spent. Also, smaller, shorter ledgers would have resulted in more compact rollover reports, although more of them."

*Copy an Existing Rollover Rule*

You can make a copy of the Rollover Rule used in a previous year's FPC for this year. This requires less setup work since it allows you to keep all the settings for the PO/line item type combinations.

a) In the Acquisitions Client, select Ledgers and Funds → Search Rollover Rules.
   - The default search is by Fiscal Period; you may have saved a different preference.
   - Search for the previous Fiscal Period to reuse last year's rule.
b) Open the rule you want to copy and select File → Copy Rule.
c) The New (Copied) Rule will Open:



d) Only the top portion of the window is initially activated; you must fill in the Rule Name/ID, Fiscal Period, and New Fiscal Period.
   - **Rule Name/ID:** By default, the Copied Rule will have the Rule Name/ID as the original; update the Rule Name/ID for the new rule. Enter a Rule Name/ID following your library's pattern. Many libraries name their rules to match the Fiscal Periods they are rolling. "FY2017toFY2018," etc.
   - **Fiscal Period**: Pick the current fiscal period from the dropdown list of Available Fiscal Periods.
   - **New Fiscal Period**: Pick the new fiscal period from the dropdown list of Available Fiscal Periods to roll into.

e) Save the rule. This will activate the lower portion of the window:
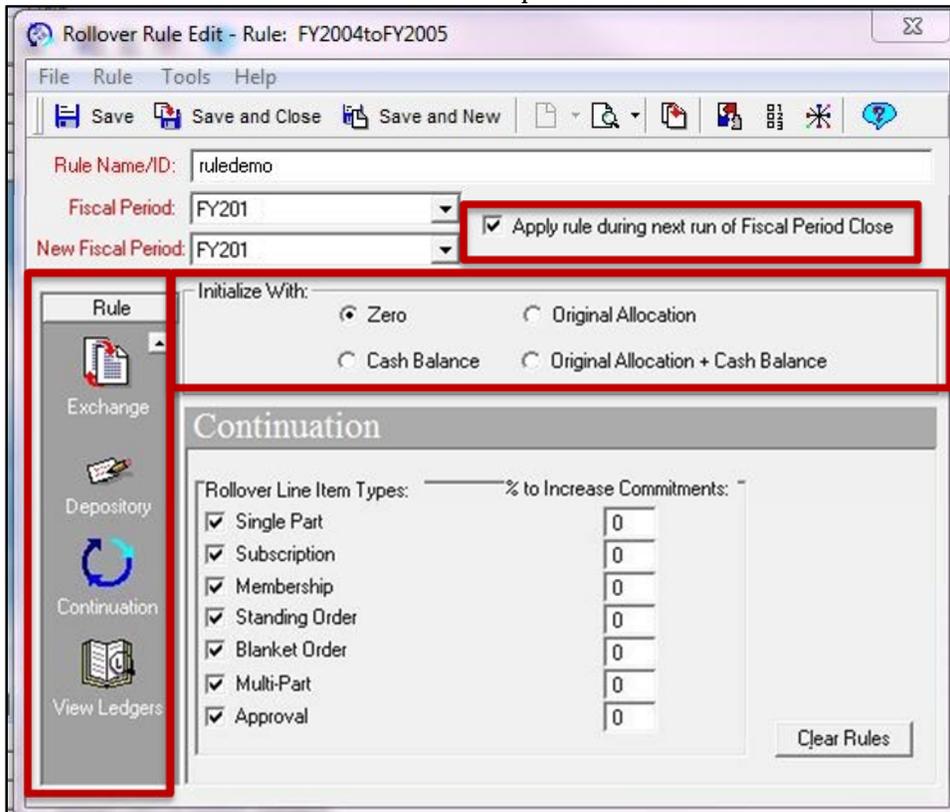


- Double check the settings under each PO type; these will be prepopulated with settings from the rule you chose to copy.
- Verify the "Initialize with" is set to the appropriate radio button.
- Select the "Apply rule during next run of Fiscal Period Close" checkbox.

f) In the Rule portion of the screen, select the "View Ledgers" button.
This will open the Ledgers portion of the screen:

g) Select the Ledger (or Ledgers if you have a more complex structure) you want this Rollover Rule to apply to and select OK.
h) The Ledger Screen opens (see next image) and you can enter your New Ledger Name.
   - Almost all libraries have difficulties with this step of defining the rule: "Assign Rollover Rules to Ledgers" (*Voyager 9.1 Acquisitions User's Guide*, Procedure 16-2, p. 16-14 through 16-19) because it is not evident that you can begin typing in the New Ledger Name box.
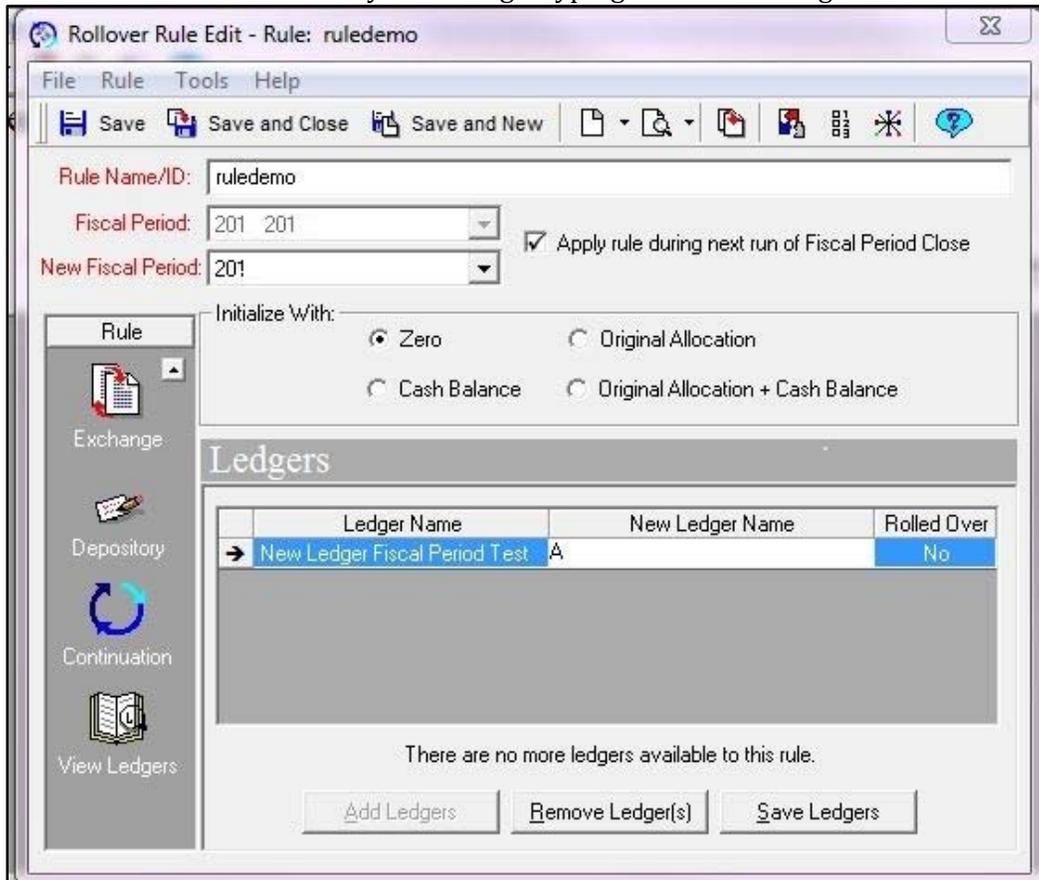


i) Once you have named your New Ledger, click Save Ledgers.
j) Click Save Rule.
k) The Rollover Rule is now ready; you can proceed to Step 5 in these directions.

✔ There is shared SQL that may be useful to review your Rollover Rules (or to review Rollover Rules set up by other staff) if desired.
   - "FPC Check Rollover Rules" (https://www.carli.illinois.edu/products-services/i-share/reports/secure/sql-acq1#sql_fpcrollrule) and "FPC Ledgers Assigned to Rollover Rules" (https://www.carli.illinois.edu/products-services/i-share/reports/secure/sql-acq1#sql_fpcledgrule) are also available in the latest version of the CARLI_20xx.mdb file.

# 5. File the Voyager Fiscal Period Close WRO form to schedule the FPC

✓ Double-check that the "Apply rule during next run of Fiscal Period Close" box is checked on all the rollover rule(s) to be used, or nothing will happen when the FPC is run.



Please file the WRO **at least** two business days before the date you wish the rollover to occur.

Use the "Voyager Fiscal Period Close" WRO to schedule the rollover itself: https://wro.carli.illinois.edu
  a) Specify the start date and time (either before 8:00 AM or after 4:00 PM) for the FPC.
     • Choose this time carefully, as the entire Acquisitions client is unavailable to all staff for the duration of the review and approval process.
     • The server-side rollover process itself can take anywhere from a few minutes (for most libraries) to an hour or so, depending on how many ledgers and orders will be processed by the rollover rule(s).
  b) Specify which reports, if any, should be generated as part of the process:
     • Open Orders - before and after
     • Fund Snapshot - before and after
     • Rollover Status - copy and fund
  c) Specify how the reports should be delivered; see Step 1 of these directions for more details.

**As an initial part of the rollover process, a full backup copy of the Acquisitions database is made.**
  • If the results of the rollover are problematic, Acquisitions can be restored to its pre-rollover status. You can then continue to clean up problems as needed and then request another rollover at a later date.

# 6. Review the reports generated by the rollover process

Because Voyager Acquisitions remains "off" until the rollover is accepted, the reports produced by the rollover (either printed or in Excel format) are the only tools you have to work with to verify and approve the rollover.

- Some libraries take a few minutes to review their reports, others may need a day or more. The amount of time used for review is each individual library's decision.
- More information on reviewing the Rollover reports is available: https://www.carli.illinois.edu/products-services/i-share/acq/FPCReportProcess and https://www.carli.illinois.edu/products-services/i-share/reports/reports_webinars#05112017

⚙ "Not all open orders may roll over. If they are on a multi-line purchase order with a "Received Partial" status (e.g., they have an open claim), they stay in the previous ledger. Check for these immediately. The 'wiggle room' mentioned above will give you the opportunity to change the ledger manually."

⚙ More than one library has reported that the 'Rollover Status' report is the most useful for an overall review. Using this report as a starting point, specific sample records can be verified in the fund and/or open order reports. There is one caveat: each item is listed three times in the report; you need only pay attention to the third line in the report for a particular item.

# 7. Inform CARLI to turn Acquisitions back on

Once you have checked that the Roll Over was successful, contact CARLI to turn Acquisitions back "on" by responding to the emails from support@carli.illinois.edu generated by your FPC WRO.

- While the actual process to turn Acquisitions on takes no more than two minutes, only select CARLI Office staff are able to perform this process. Please have patience if those staff are not immediately available.

# 8. After the rollover

If you wish to make any changes to your ledger (especially eliminating any funds), do so immediately after rollover so the funds are not used accidently.

Depending on the date ranges your library uses to define Fiscal Periods, you will probably have two available ledgers until your previous Fiscal Period ends. Remind all staff to select the correct ledger when entering new orders.

⚙ "Not all open orders may roll over. If they are on a multi-line purchase order with a 'Received Partial' status (e.g., they have an open claim), they stay in the previous ledger. Check for these immediately. The 'wiggle room' mentioned above will give you the opportunity to manually change the ledger."

⚙ "Voyager does not let you block fund records from rolling over. This may be a nuisance if you want to reorganize your fund structure or close a grant fund. If you decide not to use a particular fund, you must clean it up after the rollover or transfer all open orders to another fund beforehand and delete it from the new ledger after rollover."

⚙ "I wish I had not committed funds on standing order purchase orders. Most of the orders rolled correctly, so the money appeared committed in the ledger as expected. However, some orders did not roll correctly (due to rollover-ineligible statuses), so finding the orders and redoing the funds became confusing."