

The webinar will be recorded and posted on the CARLI website.

To ask a question, type in the chat box.

The session will run about 30-45 minutes, including time after for Q&A.

We will begin at 12:00 p.m.

Agenda

- Welcome
- Working with Rollover Reports
 - How-to: Column Headers for Acq Jobs
 - Finding open orders
 - Checking Rollover Rules
- Open Q&A



FPC: Fiscal Period Close

- Copy current ledger into next fiscal year
- Update open order to next FY funds
- See our other webinar¹

AcqJob Reports

- Documented in Technical User’s Guide²
- Open Orders and Fund Snapshot for prep
- Rollover involves six reports in one file

How-to:

- Filters to separate report types
- Copy/paste headings from earlier files

Table 24-5. Fund Snapshot Report Suffix (03)

Item #	Required	Item Name	Length	Description
3	Y	report_date	10	Report run date.
4	Y	for_f_period	100	For fiscal period name (or all).
5	Y	ledger_name	40	Ledger name.
6	Y	fiscal_period	100	Fiscal period name.
7	Y	policy_group	40	Policy group name.
8	Y	fund_name	25	Fund name.
9	Y	fund_cat	2	Fund category: 00=summary, 01=allocated, 02=reporting.
10	Y	fund_type	25	Fund type name (descriptive name).
11		parent_fund_name	25	Fund name (parent).
12		parent_fund_cat	2	Fund category: 00=summary, 01=allocated, 02=reporting.
13		parent_fund_type	25	Fund type name (descriptive name).
14		begin_date	10	Fund begin date.
15		end_date	10	Fund end date.
16	Y	expend_only	1	Yes or no.
17		original_alloc	20	Original allocation [(\$)987,654,321.1234567].
18		net_alloc	20	Net allocation [(\$)987,654,321.1234567].
19		bal_avail	20	Balance available [(\$)987,654,321.1234567].

1. See the “Preparing for Fiscal Period Close Webinar” at <https://www.carli.illinois.edu/products-services/i-share/acq> for more.

2. Voyager 9.1.1. Technical Users Guide, Chapter 24

Cleaning Up Open Orders

- Find canceled orders
- Find orders due to cancel
- Find orders open from previous years

CARLI_Reports

- Open Orders Report – based on Voyager’s standard Acq 2 Job
- Firm Orders – line Items Not Yet Received

Table 16-1. Open Orders

Line Item Copy Status	Invoice Item Status	Open Order
Pending	n/a	Yes*
Approved	none	Yes*
Approved	Invoice Pending	Yes
Approved	Invoiced	Yes*
Received Partial	none	Yes*
Received Partial	Invoice Pending	Yes
Received Partial	Invoiced	Yes*
Received Complete	none	Yes*
Received Complete	Invoice Pending	Yes
Received Complete	Invoiced	No
Returned	none	No
Returned	Invoice Pending	No
Returned	Invoiced	No
Claimed	none	Yes*
Claimed	Invoice Pending	Yes
Claimed	Invoiced	Yes*
Returned	none	No
Cancelled	none	No
Cancelled	Invoice Pending	No

Table 16-1, from Voyager 9.1.1 Acquisitions Users Guide, Chapter 16

Shared SQL: Acquisitions: Purchase Orders and Line Items. <https://www.carli.illinois.edu/products-services/i-share/reports/secure/sql-acq2>

Common FPC Issues to Check

- Apply Rule to next FPC Run
- New Ledger Assigned
- Line item types selected for each PO type

Ways to check our work

- Query to review all rollover rule settings
- Query to review ledgers assigned to rules
- Query that compares rollover rules against open orders

Tables we need

- ROLLOVER_RULES,
PO_TYPE_RULES

InitializeFundAs: Switch([INITIALIZE_TYPE]='0','Zero',[INITIALIZE_TYPE]='1','Cash Balance',[INITIALIZE_TYPE]='2','Original Allocation',[INITIALIZE_TYPE]='3','Original Allocation + Cash Balance')

ApplyRule: Iif([ACTION_INDICATOR],'Checked','Unchecked')

Rollover Rule Edit - Rule: May 2017

File Rule Tools Help

Save Save and Close Save and New

Rule Name/ID: May 2017

Fiscal Period: Fiscal 2016-2017

New Fiscal Period: Fiscal 2017-2018

Apply rule during next run of Fiscal Period Close

Initialize With:

Zero Original Allocation

Cash Balance Original Allocation + Cash Balance

Continuation

Rollover Line Item Types: % to Increase Commitments:

<input type="checkbox"/> Single Part	0
<input type="checkbox"/> Subscription	0
<input type="checkbox"/> Membership	0
<input type="checkbox"/> Standing Order	0
<input type="checkbox"/> Blanket Order	0
<input type="checkbox"/> Multi-Part	0
<input type="checkbox"/> Approval	0

Clear Rules

Any questions on today's topics?

What would you like to see or discuss?

Any help that you would like now?

Other Reports News

- CARLI_Reports_2017.mdb
- Do you have a reports tip or trick to present?
 - Visualization? OpenRefine? Other?
- Web Reports
 - <https://web-reports.carli.illinois.edu/>

Mini-Webinar Archive Page

- Recorded sessions, SQL & slides
- Future topics
- <http://go.illinois.edu/ReportsWebinars>

Mini-Webinar Archive Page: https://www.carli.illinois.edu/products-services/i-share/reports/reports_webinars

Thanks for your time!