VOYAGER REPORTS MINI-WEBINAR, MAY 11, 2017

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



HOW-TO OF THE MONTH: APPLYING COLUMN HEADINGS TO FPC ACQ REPORTS

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	Υ	report_date	10	Report run date.
4	Υ	for_f_period	100	For fiscal period name (or all).
5	Υ	ledger_name	40	Ledger name.
6	Υ	fiscal_period	100	Fiscal period name.
7	Υ	policy_group	40	Policy group name.
8	Υ	fund_name	25	Fund name.
9	Υ	fund_cat	2	Fund category: 00=summary, 01=allocated, 02=reporting.
10	Υ	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	Υ	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

- 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

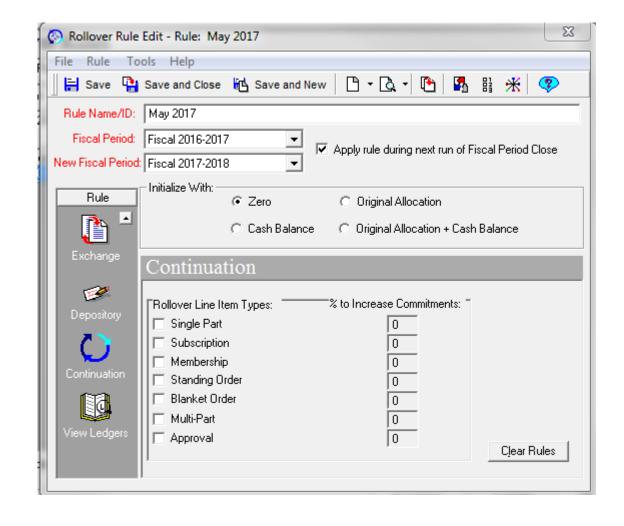
- Apply Rule to next FPC Run
- New Ledger Assigned
- Line item types selected for each PO type

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')



OPEN QUESTION & ANSWERS

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_webinars Thanks for your time!

