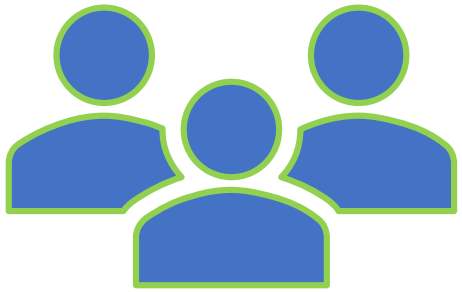# ACQ Meeting

RACHEL FISCHER

MARCH 16, 2022

FY Rollover Review

What is a Fiscal year rollover?

- Transition from your current FY to a new FY

- Automatically generates a new fiscal year structure identical to that of your current fiscal year

- Sets your current FY to a status that will prevent new orders from being placed on it (closed or encumbrances closed)

What are your options?

1. Run Fiscal Year Rollover Utility - Rollover Free Balance

2. Run Fiscal Year Rollover Utility – Zero out Free Balance

3. Replicate Fiscal Year Hierarchy

Run Fiscal Year Rollover Utility

- Creates a new fiscal year with a fund structure identical to that of the current fiscal year

- Unlinks certain records from the old funds, and relinks them to the corresponding funds in the new fiscal year, such as:
  - Pending POs
  - POLIs on pending purchase orders
  - Open invoices
  - PO templates
  - …and more

Run Fiscal Year Rollover Utility

- Encumbered amounts are disencumbered in the old fiscal year and rolled to the new one

- Closes all funds from the current fiscal year so that they will not be available for future orders

Run Fiscal Year Rollover Utility

ROLLOVER FREE BALANCE

Carries any unexpected amount from the current fiscal year to the corresponding fund of the new fiscal year.

ZERO-OUT FREE BALANCE

Creates all funds in the new fiscal year with a $0 free balance, leaving any unexpended funds in the current fiscal year.

Replicate Fiscal Year Hierarchy

- Creates a new fiscal year with a fund structure identical to that of the current FY
- All new funds have a $0 free balance
- Encumbrances are *not* rolled over to the new fiscal year
- Linked records are *not* rolled over to the new fiscal year
- Updates the status of the current fiscal from a status of open to encumbrances closed
- Staff can still receive and expend purchase order line items that were encumbered prior to the utility being run
- Forces any new orders generated after the rollover to be created using funds from the new fiscal year
- Once all outstanding orders have been received and invoiced, we will close the previous fiscal year

Preparing to Roll Over

- Run the outstanding orders report
- Helps identify which purchase orders will be rolled over or will remain attached to the previous FY
- Release or delete pending purchase orders
- Pay open invoices so that money is expended from the correct FY
- Apply known credits to paid invoices
- Run the preprocessing report
- Shows the current state of the fund balances to be rolled over.
- Schedule a test rollover in training

Now's the time to correct uninvoiced POs

- Received POs that are unlinked to the invoice will rollover.
- [Correcting Uninvoiced Purchase Orders](#)

SQL Queries

- Purchase Order Line Item Find Tool: Received POLIs not invoiced

- Purchase Orders Find Tool: POs not cancelled or Closed

- Purchase Orders Find Tool: POs not invoiced

- Invoices Find Tool: Invoices not Paid or Closed

Rollover Day!

- CCS staff will complete the rollover early in the morning (before 7 am) when no other staff are using the database

- CCS will send an email to the Acq listserv to let everyone know about the upcoming rollover, and send an all-clear when it's safe to resume acq functions

- CCS will rename the new fiscal year

- Library staff will add or delete new funds as needed, and allocate dollar amounts to the funds
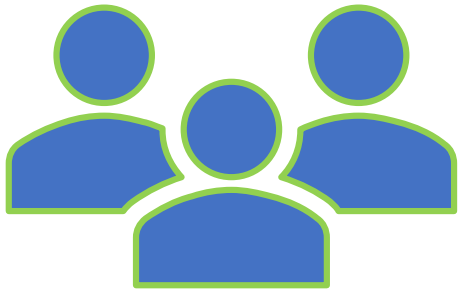
CCS Resources

Support

- Open a ticket:
  - help.ccslib.org
  - help@ccslib.rg
- Call CCS:
  - 847-483-8600
  - https://www.ccslib.org/contact-ccs
- Emergency Support
  - Call 847-483-8600 x0
  - Connected to on-call staff

Communication

- CCS News
  - Sent every Friday
  - Sign up here!
- Listservs
  - acq@ccslib.org, systemstatus@ccslib.org
  - Cats, Circ, DEI, ILL, IT, PAS
- Tech emails
  - Example: lfktech@ccslib.org

Web Tools

- ## CCS Website
  - Policies
  - How To Procedures
  - Online Courses
  - Meeting & Training Calendar
- ## Web Reports

Training Opportunities

- CCS hosts quarterly training opportunities
  - Currently virtual
  - Posted on L2 & CCS Calendar
  - Training suggestion? Let us know at help@ccslib.org!
- 1-on-1 sessions
  - Email help@ccslib.org to schedule!
    - New manager orientations
    - Workflow discussions
    - Training on specific Polaris functions
    - Reports
    - And more!

Technical & Advisory Groups

- Meet quarterly or twice a year
- Currently held virtually via Zoom
- Representation from each library
- Check the meeting schedule on the CCS calendar