Rollover ALEPH

Fiscal year roll over with ALEPH version 14.2

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Introduction

Reports to run beforehand

- Aging invoices – goal to have all invoices Paid before closing the year.

- Aging incomplete orders – most are probably waiting for budgets. Assign new budget where possible.

- Aging SV orders – orders that are completely Paid and/or Arrived, but not Closed.

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Shutting down ACQ work

- Approx. 5 days before roll over
  - Last day for acquisitions staff to do regular work, including order entry, receiving, invoice entry, claiming. [Serials module check in and claiming may continue.]
  - Final load of Approvals and GOBI orders. [Shut off any job daemon or cron scheduled loading.]
  - Final check of previously listed reports.

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Shutting down ACQ work (2)

- Next day (or two)
  - Print/send final batch of orders, claims. Any other 'overnight' output from prior day's work.
  - Block staff access to edits in acquisitions client. (Change proxy to a less privileged one?)
  - Tell catalogers (anyone with Move Tree Item privilege) not to drag any orders (ADM) from one bib to another.

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Shutting down ACQ work (3)

- Complete invoice processing/payment.
- Check that no invoices have status Not Ready to be Paid. (Aging invoice report)
- Send final invoice feed to Accounts Payable.
- Take away ACQ permissions from the financial management staff.

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Last minute preparation

- The day after all invoices are complete.
- Back up all appropriate tables using p_file_03.
  - Z76, Z601, Z68, Z71, Z79, Z602 *
- Run more reports

  - *One site noted that Z75 and Z77 were also changed by some roll over job.

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Reports before roll over

- Final budget balance summary (Warehouse, p_acq_16)

- Serials cost extraction report (Warehouse, $$ spent on each Serial order)

- Orders by fund (Warehouse donor report – gift & endowed funds, p_acq_17 all funds)

- List of current year debit CRO transactions (bug with them being lost in the rollover, data conversion issue?).

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Running the roll over jobs

- Open annual budgets for new year (p_acq_05)

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Running the roll over jobs (2)

- Roll over encumbrances for monographs and serials (p_acq_06 a & b)

Running the roll over jobs (3)

- Transfer remaining balances (p_acq_07)
  - Run this for all budget types, even if you don't transfer balances. This job makes prior year's budgets Not Active.
  - We run it twice, with different parameters for different budget types.

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Reports after roll over

- Budget balances for years ending and beginning (Warehouse next day, p_acq_16)

- Orders by fund (p_acq_17)

- List inactive budgets in new year, so they can be deleted

- List doubled up encumbrances from migrated MONO orders (no longer an issue?)

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Beginning the new year

- Set mono order counter with new year's prefix. (Util g_02)

- Set new budget year in YBP fund mapping script (for p_file_96 YBP Approval & GOBI loading)

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Documentation

- How to Manage End-of-Year Procedures in Acquisitions
  - Latest version: 14.2 August, 2002
  - At the Documentation Portal. Do a full text search on "budget".

Questions?

- Contact me
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