

Fiscal Year Rollover Questions & Answers from June 9, 2020 Q&A Session:

1. Can have two different active fiscal years being used concurrently in Alma?

Answer: Yes, it is possible to have two different “active” fiscal years concurrently being used

2. Does the POL line status (in review vs. waiting for renewal, etc.) or whether check box is manual or automatic renewal has any effect on rollover?

Answer: No, the PO Line Status and the manual/automatic renewal check box in a POL have no impact on rollover. Rollover is driven by active encumbrances. When a POL is closed or cancelled, it will no longer be an active encumbrance and will not rollover.

3. Will POLs that are received free when purchased with an associated POL rollover?

Answer: They will rollover if they have an encumbrance. If there is no encumbrance or fund it will not rollover.

If you created POLs using the Technical Acquisitions Method and did not add an amount or fund, you will need to add an amount and fund to the POL.

Possible solutions:

- 1) Add \$1 to the amount and add the same fund as the POL you pay for.
- 2) Create a faux fund for free subs that come with a paid sub and use that fund instead.
Add \$1 to the amount and assign the faux

4. Is there a job to add funds/amounts to POLs created using the Technical Acquisitions Method or is that something we will have to do manually one by one?

Answer: The “Update PO Lines transactions” job can be run on a set of POLs that need to add an amount (list price) and fund to a POL. Please note, when selecting the fund to fill in the Percentage field as 100 (for 100%) otherwise the job will fail to update the fund.

5. Is there a way to search for invoices that have not been fully invoiced?

Answer: Not in Alma, but a report was that can be used directly from the directory or copied to your campus analytics report folder to be tweaked. The report can be found here: **Shared Folders>Community>Reports>Consortia>SUNY>MM>Invoices – Not Fully Invoiced**

6. How can I identify One Time POLs not fully invoiced that will rollover (received or not)?

Answer: A report has been created in analytics. The report can be found here: **Shared Folders>Community>Reports>Constoria>SUNY>MM called “One Time Pols Not Fully Invoiced that will Rollover.”** You can save the report to your campus reports folders and edit the filters, add criteria, etc. Or open it and use the report as is.

7. Can you change the Fiscal Period display from a date to FY-####?

Answer: Yes, you can edit the Fiscal Period display by:

- 1) Going to **Configuration>Acquisitions>General>Funds and Ledgers Fiscal Period**
- 2) Change the Description field to what you want to display: example; FY-2021
- 3) Click **Save**

8. If I am not creating invoices in Alma, should I choose encumbrance for New Encumbrance Calculation when rolling over POLS?

Answer: You can select None or Encumbrance since you do not have expenditures due to not using invoices in Alma. **Note:** Changing the POL to fully invoiced will unencumber the POL.

9. Will POLs that are IN REVIEW rollover? (Albany)

Answer: Yes, they will rollover if they have an encumbrance.

10. If there are funds that you no longer need, how can you prevent them from rolling over? Or do they need to rollover and then delete them prior to encumbrances being applied to them?

Answer: Funds will rollover even if they are deactivated from the previous FY. You will need to:

- 1) Rollover all funds when you rollover the ledger
- 2) Deactivate the fund in the new FY
- 3) The POLs will fail for that fund will fail to rollover
- 4) Create a set of POLs
- 5) Run the "Update PO Lines transactions" job to assign the new fund in the new FY to them

11. If a POL does not rollover, but later you find that you need to add it to a current fund, is there a way to do this without creating a new POL? (Linda – AUA) – can just rollover the using the rollover POL on the one POL?

Answer: There are two possible options to do this, but first, the POL must be open and have an encumbrance. It cannot be closed or cancelled. If it is closed or cancelled, re-open the POL. If there is no encumbrance, add an encumbrance.

- 1) Run the PO Line Rollover job on just the one POL
- 2) Or create a set for the POL and run the "Update PO Lines Transactions" job to update the Fund to the current FY