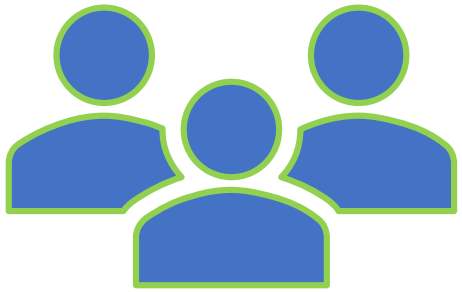# ACQ Meeting

RACHEL FISCHER

JUNE 9, 2021

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

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
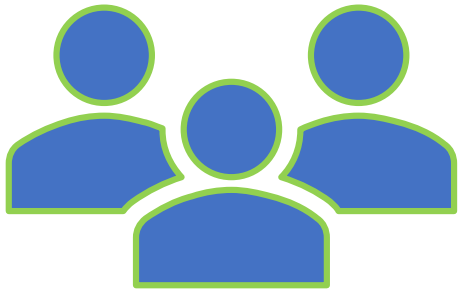
945 Field Update

945 Requirement Eliminated

- Record sets for setting holdings and Marcive are being created without using the 945 OCLC DO NOT SET field.

- CAMM passed the motion to eliminate the requirement.

- The Catalog Wiki has been updated to state it is not required.
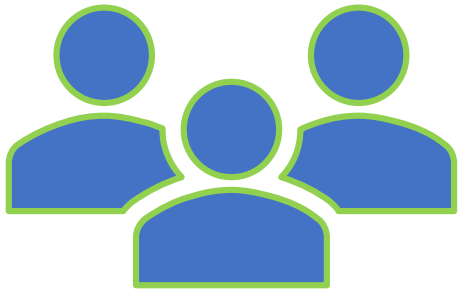
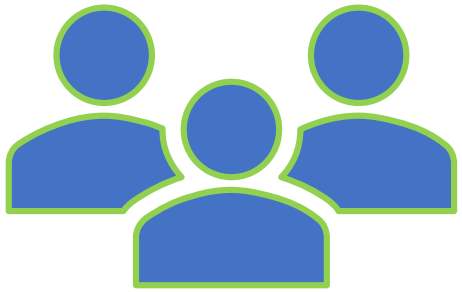# Vega Update

Vega Partner Program Update

- CCS is working with Innovative to setup a test instance of Vega.

- A beta instance that will synch across production will be completed after the 6.7 upgrade.

- Seven libraries will test Vega with patrons later in the summer.

- All CCS libraries can test Vega and share feedback.

- If it is adopted, there will be a staggered rollout in Spring 2022.

- Watch Debra's Vega Update from the CAMM Meeting:
  - https://youtu.be/MPl0OuzL_kM?t=3837
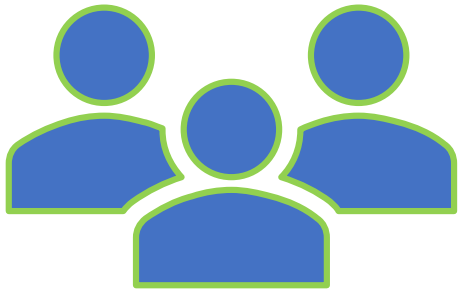
Preview of Next Year

Next year will be focused on diversity initiatives

- Applied for the RAILS Equity, Diversity, and Inclusion Training Grant.
- CCS is in the planning stages of a webinar series that is focused on collection development strategies that support Diversity initiative, like diversity audits.
- Some of the speakers will include issues of interest to catalogers, like records that are accessible to people with disabilities and inclusive subject headings.
- A new list to discuss diversity audits will be created.
- CCS is working on constructing a diversity audit dashboard using subject headings.
- Polaris 7.0 update is still forthcoming.

Demonstration

The Scenario

A library needs to order items from Amazon, so they will not be receiving any Marc records with a 970 field. When they create item records automatically using the collection and material type combination, there are too many item templates to match to the correct template without the 970 $h.

What can be done to create item records with the correct item template?

1. Add bibliographic records that have matching characteristics to a record set.

2. Bulk add the 970 field to the records, with the $h.
   ◦ $l - location (Polaris branch abbreviation)
   ◦ $q - quantity
   ◦ $f - fund (Polaris fund name or fund alternative name)
   ◦ $p - price
   ◦ $n - non-public note (appears on the Instructions to Supplier view of the Purchase Order Line Item workform)
   ◦ $h - copy-level code (portion of item template name after "on order")

3. Bulk add the POLIs from the record set.
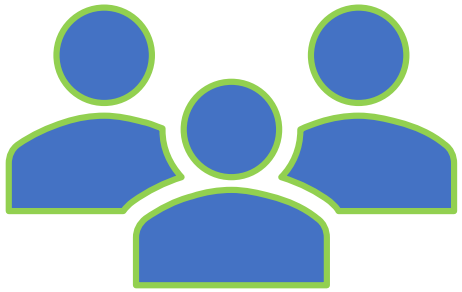
Business

Next year's meeting dates

- Moved to 3rd Wednesdays of September, December, March, and June.

- Do you want to switch to two meetings a year?

- Which months should we have meetings?

Questions?

- Contact help@ccslib.org.