

# ACQ Technical Group

March 15, 2023

# Canceled Publications

# Draft of Canceled Publication Procedures

1. Email the helpdesk at [help@ccslib.org](mailto:help@ccslib.org) to let CCS know that the publication has been canceled.
2. CCS staff will, add [PUBLICATION CANCELED] after the title in the 245 field of the bibliographic record.
3. CCS staff will, uncheck the Display in PAC setting of the bibliographic record.
4. CCS staff will, bulk change all item records to uncheck the Display in PAC setting, even for other libraries. If the item records' Display in PAC setting is checked, Polaris will automatically check the Display in PAC setting of the bibliographic record overnight. Not displaying these records in the PAC is important for stopping holds from being placed on these bibliographic records.
5. CCS staff will, add the bibliographic record to record set #307625 (Name: CANCELED PUBLICATIONS).
6. CCS staff will email the ACQ & PAS listservs to announce that the publications have been canceled. In the email, please tell everyone that there are holds that need to be canceled and items that need to be deleted. CCS will announce that they will delete the item records and cancel the holds after three weeks if the library doesn't do so themselves.
7. Each library will contact the designated department to request that the holds are canceled. If a library does not delete the items and cancel holds after three weeks, CCS will do so for the library.
8. After three weeks has passed CCS staff will delete the item records and cancel holds.

# **Invoice Summary Report (Simply Reports): Distributed Charges**

# What are distributed charges?

Invoice - 117619 - Line Items - Polaris

File Edit View Links Tools Help

Rapid Receipt

Distribute

Adjust Charges

Pay

Undo Payment

Credit

Link Invoice

Unlink Invoice

Charges

Credits/Discounts

Sales Tax

	Author	ISBN/ISSN
1	LITTLE BLACK LIVES M... Dill, Khodi	97816442

Distribute Charges

Type

Cataloging services  Shipping

Special handling  Binding format

Service  Other

Action

Overwrite existing charge

Add to existing charge

Distribute

Evenly across line item segments

Based on total quantity received

Note:

Amount: \$10.00

OK Cancel Help

# Where can you find these charges?

Invoice Line Item - 1017840 - General - Polaris

File Edit View Links Tools Help

Invoice no.: 72530417 EDI Status: Paid 11/11/2022 Line no.: 1

Description

ISBN/ISSN: 9780735266728 (hardcover) Find Control number: 4179505 Template:

Title: Narwhalicorn and Jelly Author: Clanton, Ben, 1988- author, illustrator.

Publisher: Tundra Books, Date: 2022 Edition:   Display in PAC

Other no.:  LCCN: 2021948356 Material type: Book

Line item charges total: \$0.93

Segment N	Destination	Fund	Cataloging	Special Handl	Service	Shipping	Binding Form	Other	Subtotal
1	Grayslake Area Library	4451 Youth Fico	\$1.29	\$0.00	\$0.00	(\$0.36)	\$0.00	\$0.00	\$0.93

Orders Charges Totals

For Help, press F1

# Invoice Summary Report of Distributed Charges

- Tab: Invoices
- Submenu: Invoice summary reports
- **Columns selected for output:**
  - Fiscal year name
  - Fund name
  - Sum segment cataloging service charges
  - Sum segment shipping charges
- **Filters:**
  - Select the fiscal year status and fiscal year.
- See: [Acquisitions Reports in SimplyReports](#)

# Example of Invoice Summary Report

<b>FiscalYearName</b>	<b>FundName</b>	<b>SegmentCatServiceCharge</b>	<b>SegmentShippingCharge</b>
Fiscal Year 2021-2022	3910 Personal Orders	20.54	1.82
Fiscal Year 2021-2022	4401 Adult Fiction	948.44	69.81
Fiscal Year 2021-2022	4402 Teen	378.04	22.87
Fiscal Year 2021-2022	4403 Adult Nonfiction	960.93	73.03
Fiscal Year 2021-2022	4407 Adult Large Print	87.07	8.36

# Fiscal Year Rollover

# 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

# Purging Old Orders

- After a fiscal year rollover, you may request CCS to delete old purchase orders and invoices.
- Polaris purges records that were created before a specific date.
- CCS staff have to schedule the process.
- Polaris will retain the purchase orders if a line item was paid after the date.
- For more information see: [Fiscal Year Rollover](#).

# Questions?

- Email [help@ccslib.org](mailto:help@ccslib.org).