

The meeting will start at 10:00 AM. Please change your name to display your real name.

- Open the list of participants.
- Find your name.
- Click on the three dots.



- Click on rename.



CCS Acquisitions Technical Group Meeting

March 18, 2026

Why is the wrong price in the POLI?

1. The record was locked and the 970 couldn't be added to a record.
 - Price will appear as \$0.01. Follow procedures for correcting it when the record is locked.
2. The 970 was added and didn't have a 970 \$p.
 - Correct the custom MARC data on the vendor website.
3. The 970 \$p had the list price instead of the discount price.
 - If the order is for Ingram, price the list before downloading the file of On order records. See [Winnetka's ordering procedures](#).
4. The 970 \$p had the correct price, but the POLI used the price in the 020 \$c.
 - Contact the [helpdesk](#) to adjust the default setting for the price in system administration.

Fiscal Year Rollover

Agenda

1. Overview of the fiscal year rollover process
2. SQL queries to prepare for the fiscal year rollover
3. Demonstration of the fiscal year rollover in training

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](#)
- Contact the helpdesk if you would like to schedule a meeting to discuss correcting these issues.

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
- Similar reports can also be run in [Simply Reports](#).

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.

Resources

- [Fiscal Year Rollover](#)
- [Running a SQL Query in the Client](#)
- [Searching with Saved SQL Queries in Leap](#)
- [Simply Reports for Technical Services](#)

Questions?

- Email help@ccslib.org.