

A close-up photograph of a person's hand with dark nail polish and a gold ring, holding a white pen over a silver calculator. The calculator is on a wooden surface. In the background, there is a stack of papers, including an invoice with the word 'INVOICE' in large blue letters. The text 'Fiscal Period Closure' is overlaid in white on the image.

Fiscal Period Closure

Learn how to complete the three required steps to close out your fiscal period and create a new one.

- ≡ [Rollover Ledgers](#)
- ≡ [Rollover PO Lines](#)
- ≡ [Rollover Resource Sharing Requests](#)

Rollover Ledgers

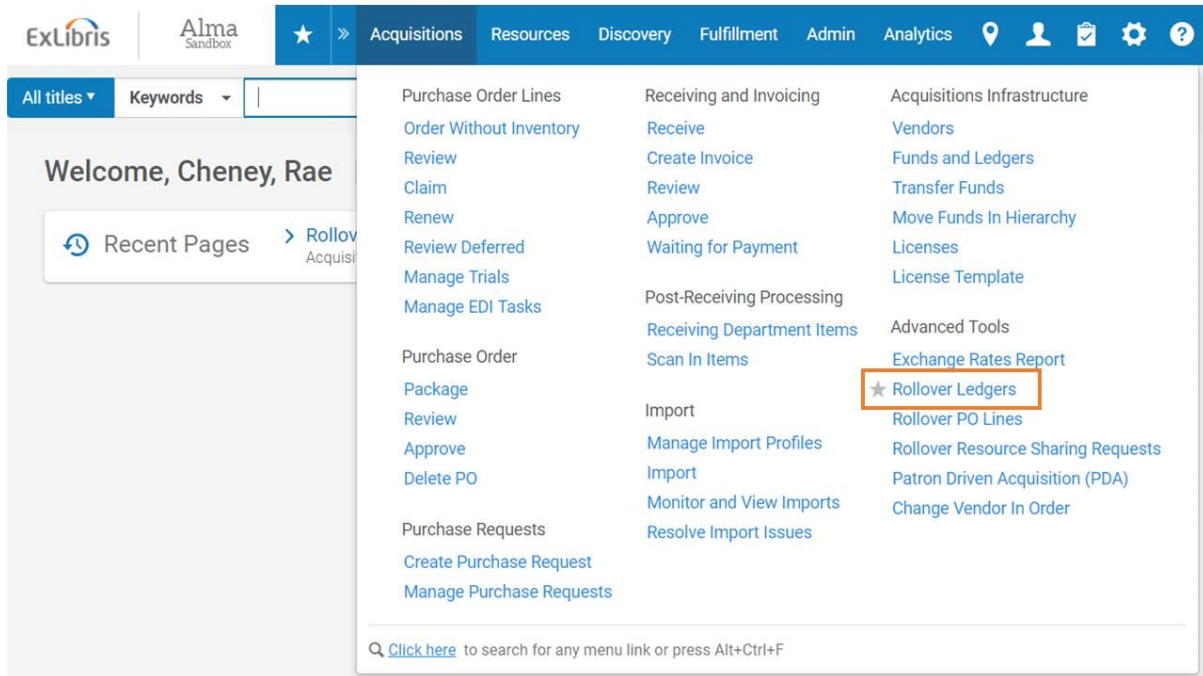
The first step in the fiscal period closure is rolling over your ledgers. Read below to see step-by-step instructions and to try the process yourself.

Step-by-Step Instructions

Learn the details about each step in the Rollover Ledgers process.

Step 1

Click Rollover Ledgers



Hover over the Acquisitions menu and select Rollover Ledgers under the Advanced Tools menu.

Step 2

Select Add Job

The screenshot shows the Alma Sandbox interface. At the top, there's a navigation bar with 'ExLibris' and 'Alma Sandbox' logos, followed by a star icon and a series of menu items: 'Acquisitions', 'Resources', 'Discovery', 'Fulfillment', 'Admin', 'Analytics', a location pin, a person icon, a checkmark, a gear, and a question mark. Below this is a search bar with 'All titles' and 'Keywords' dropdowns, a search icon, and an 'Advanced' dropdown. The main heading is 'Rollover Ledgers' with a 'Refresh' button on the right. Below the heading, it says '1 - 3 of 3'. To the right of this, there's a button labeled '+ Add Job' which is highlighted with an orange box, followed by a share icon and a settings icon. Below these is a table with the following columns: Job ID, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The table contains three rows of data, each with a three-dot menu icon in the last column.

Job ID	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1341963860000711	Completed Successfully	rae.cheney	2019/01/02 07:43:13 CST	2019/01/02 07:43:14 CST	0	0
2 1339946070000711	Completed Successfully	exl_impl	2018/10/15 12:09:53 CDT	2018/10/15 12:09:57 CDT	8	0
3 1335875920000711	Completed Successfully	exl_impl	2018/09/27 08:14:56 CDT	2018/09/27 08:14:57 CDT	0	0

Here you can find a history of every time this job has been run. Click on Add Job to start the process.

Step 3

Create Allocation From

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is titled 'Add Job' and contains several fields and options. The 'Create Allocation From' field is highlighted, showing a dropdown menu with options: 'None', 'Allocation Balance', 'Cash Balance', and 'Both'. The 'From Year' field is set to '2018/06/30 - 2019/06/29'. There are checkboxes for 'Copy Notes' and 'Copy Attachments', both of which are currently unchecked. At the bottom right, there are three buttons: 'Add', 'Close', and 'Add and Close'.

Your first option is to determine whether you want to copy allocated funds to the new ledger for the new fiscal period. You have the following options:

None - No allocations will be created for the new fiscal period.

Allocation Balance - The allocated funds will be copied to the ledger for the new fiscal period.

Cash Balance - The cash balance of the ledger fund will be populate the allocation balance in the new fiscal period.

Both - The cash balance of the ledger fund AND the allocated balance are both added to the allocation balance for the new fiscal period.

Step 4

Select Ledger

The screenshot shows the 'Add Job' dialog box in the ExLibris Alma system. The dialog box is open, and the 'Ledger' field is highlighted with a search bar and the text 'look-up or select'. The other fields are as follows:

- Create Allocation From: None
- Ledger: look-up or select
- Action: All
- Create status: Draft
- From Year: 2018/06/30 - 2019/06/29
- Copy Notes: ☐
- Copy Attachments: ☐

At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'.

You will need to decide if you want to copy all of your ledgers, or just a specific ledger. If you select All, all ledgers in the fiscal period including inactive and draft ledgers will be rolled over.

Step 5

Select Action

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is open, displaying the following fields and options:

- Create Allocation From:** A dropdown menu with 'None' selected.
- Ledger:** A dropdown menu with 'All' selected.
- Action:** A dropdown menu with 'Look-up or select' selected.
- Create status:** A section containing two options: 'Copy' and 'Delete'.
- Copy Notes:** A checkbox that is currently unchecked.
- Copy Attachments:** A checkbox that is currently unchecked.

At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'.

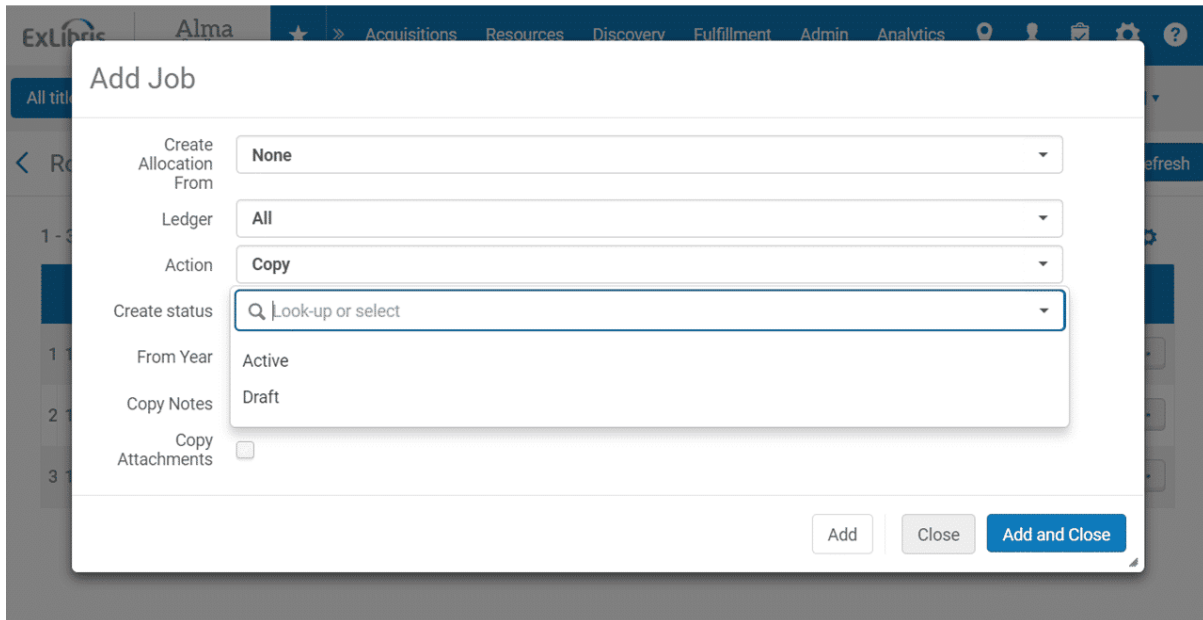
Now you will decide whether you want to copy or delete the selected ledgers.

Copy - This will copy the ledgers to the new fiscal period.

Delete - This will delete the selected ledgers from the new fiscal period. You will encounter an error if the selected ledger has any encumbrances or expenditures.

Step 6

Create Status



The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is open, and the 'Create status' field is highlighted. The 'Create Allocation From' field is set to 'None', the 'Ledger' field is set to 'All', and the 'Action' field is set to 'Copy'. The 'Create status' field is set to 'Look-up or select'. Below these fields, there are checkboxes for 'From Year' (Active), 'Copy Notes' (Draft), and 'Copy Attachments' (unchecked). At the bottom right, there are three buttons: 'Add', 'Close', and 'Add and Close'.

You will now decide if you want your newly created ledgers to be active or created as drafts.

Active – The new ledgers and all of their funds are created with the status Active. A reason to choose this option might be that no changes are planned to the ledger structure.

Draft – The new ledgers and all of their funds, including Summary and Allocated funds, are created with a status of Draft (which is operatively the same as Inactive). You might choose this option if you are planning to review and make changes to the ledger structure before starting to use it again.

Step 7

From Year

Add Job

Create Allocation From	None
Ledger	All
Action	Copy
Create status	Draft
From Year	Look-up or select
Copy Notes	2018/06/30 - 2019/06/29
Copy Attachments	2017/06/30 - 2018/06/29

Add Close Add and Close

Finally, you will indicate the year from which you would like to copy the ledgers. You will most frequently choose the most recent fiscal year, but you have the option to select from previous fiscal years.

Step 8

Copy Notes and Attachments

Finally, decide whether you would like to copy any notes or attachments from your ledgers into the new fiscal period.

Copy Notes – Select this if you would like any notes attached to your ledgers to be copied into the new fiscal period.

Copy Attachments – Select this if you would like any attachments to your ledgers to be copied into the new fiscal period.

Step 9

Click Add and Close

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is white with a dark header bar. It contains the following fields and options:

- Create Allocation From:** None (dropdown)
- Ledger:** All (dropdown)
- Action:** Copy (dropdown)
- Create status:** Draft (dropdown)
- From Year:** 2018/06/30 - 2019/06/29 (dropdown)
- Copy Notes:** ☐
- Copy Attachments:** ☐

At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'. The 'Add and Close' button is highlighted with an orange border.

Click Add to run a report, but keep the dialog box open to continue adding additional jobs.

Click Add and Close to run the report and close the dialog box.

Step 10

Refresh

The screenshot shows the ExLibris Alma Sandbox interface. At the top, there is a navigation bar with tabs: Acquisitions, Resources, Discovery, Fulfillment, Admin, Analytics, and a search icon. Below the navigation bar, there is a search bar with 'All titles' and 'Keywords' dropdowns. The main content area is titled 'Rollover Ledgers'. In the top right corner of this area, there is a 'Refresh' button, which is circled in orange. Below the title, there is a table with 7 columns: Job ID, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The table contains 3 rows of data. The 'Status' column is highlighted in orange. The 'Refresh' button is also circled in orange.

Job ID	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1341963860000711	Completed Successfully	rae.cheney	2019/01/02 07:43:13 CST	2019/01/02 07:43:14 CST	0	0
2 1339946070000711	Completed Successfully	exl_impl	2018/10/15 12:09:53 CDT	2018/10/15 12:09:57 CDT	8	0
3 1335875920000711	Completed Successfully	exl_impl	2018/09/27 08:14:56 CDT	2018/09/27 08:14:57 CDT	0	0

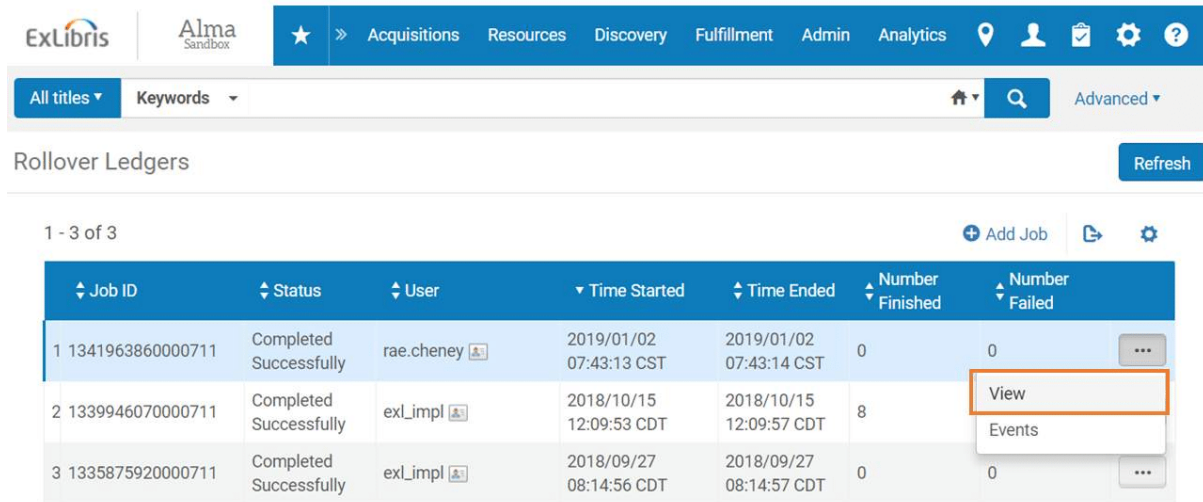
Now you can monitor the status of your job. Possible status updates you may see include:

- Pending
- Initializing
- Running
- Completed Successfully
- Completed with Errors

Click the Refresh button to see the current status of your job. Depending on the size of the job, you may have to click Refresh multiple times until the job completes.

Step 11

View Job Report



The screenshot shows the ExLibris Alma Sandbox interface. The top navigation bar includes links for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below the navigation bar, there is a search bar with 'All titles' and 'Keywords' filters. The main section is titled 'Rollover Ledgers' and contains a table with the following data:

Job ID	Status	User	Time Started	Time Ended	Number Finished	Number Failed	Action
1 1341963860000711	Completed Successfully	rae.cheney	2019/01/02 07:43:13 CST	2019/01/02 07:43:14 CST	0	0	...
2 1339946070000711	Completed Successfully	exLimpl	2018/10/15 12:09:53 CDT	2018/10/15 12:09:57 CDT	8	0	View Events
3 1335875920000711	Completed Successfully	exLimpl	2018/09/27 08:14:56 CDT	2018/09/27 08:14:57 CDT	0	0	...

Once your job has successfully completed, click on the row action tool next to the job to see reports about your job.

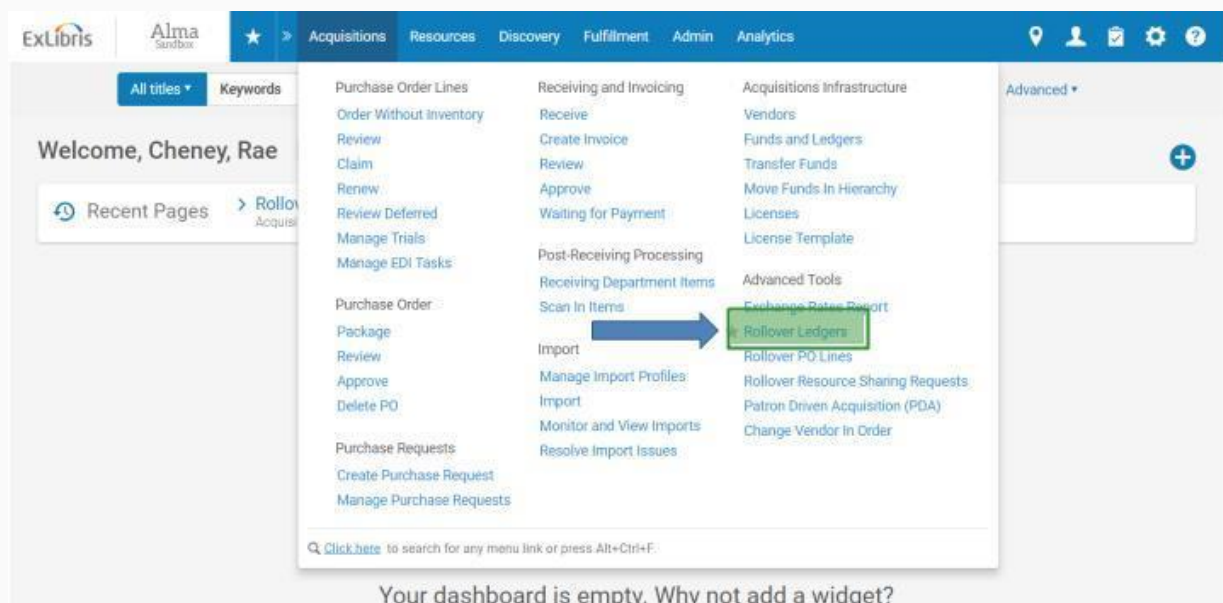
Click on the View option to see detailed information about the job.

Summary

Once you have successfully completed the Rollover Ledgers job, you are ready to move to the next step, Rollover P.O. Lines.

Try it Yourself

Click through the below demonstration to practice the process for rolling over ledgers.



+ Add Widget

CONTINUE

Rollover PO Lines

The second step in the fiscal period closure is rolling over your purchase order lines. Read below to see step-by-step instructions and to try the process yourself.

Step-by-Step Instructions

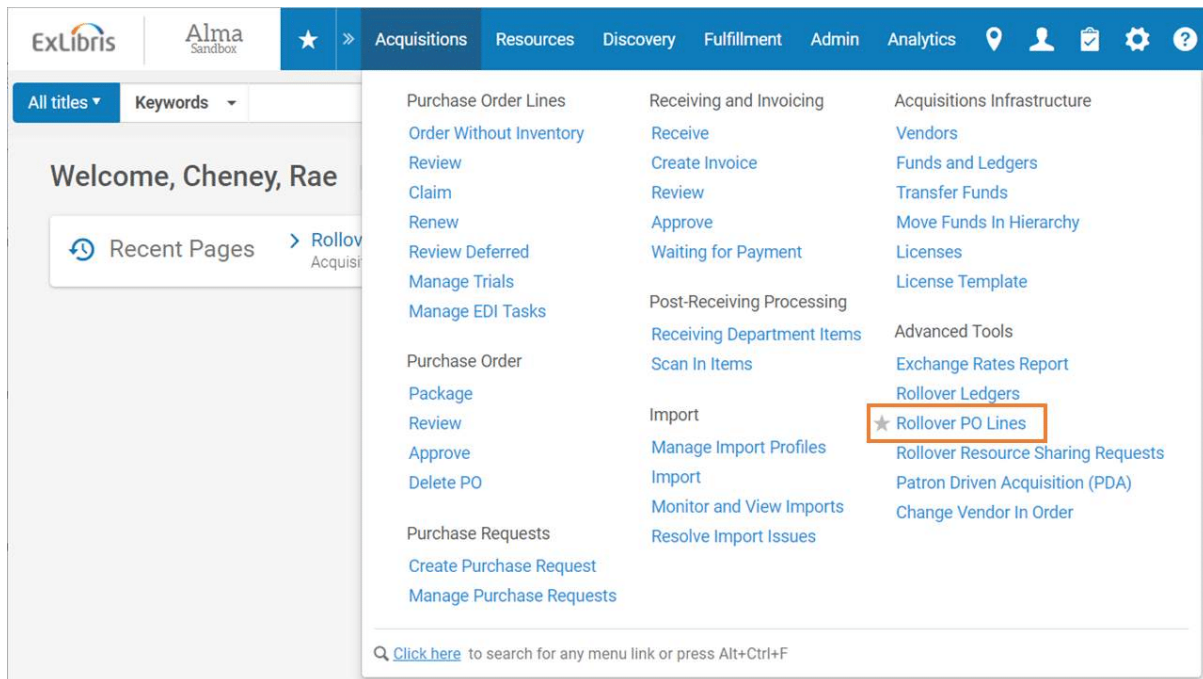
Learn the details about each step in the Rollover PO Lines process.

PO lines are rolled over in connection with one of three different scenarios:

- A one-time order remains open because the item has not been received and/or invoiced
- The library has decided to renew a subscription via its continuous order
- There are open PO lines relating to standing orders.

Step 1

Select Rollover PO Lines



To begin, hover over the Acquisitions menu and click on Rollover PO Lines, located in the Advanced Tools menu.

Step 2

Click Add Job

ExLibris | Alma Sandbox

★ » Acquisitions Resources Discovery Fulfillment Admin Analytics

All titles Keywords

Rollover PO Lines Refresh

1 - 4 of 4 + Add Job

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed	
1 1335876000000711	Completed Successfully	exl_impl	2018/09/27 08:19:21 CDT	2018/09/27 08:19:29 CDT	17	0	...
2 1340879890000711	Completed Successfully	rae.cheney	2018/11/26 08:02:12 CST	2018/11/26 08:02:13 CST	0	0	...
3 1340880930000711	Completed with Errors	rae.cheney	2018/11/26 09:52:57 CST	2018/11/26 09:52:58 CST	0	1	...
4 1340910900000711	Completed with Errors	rae.cheney	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188	...

Here you will find a history of all the times the Rollover PO Lines job has been run. To start the process, you will click on Add Job.

Step 3

New Encumbrance Calculation

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog is titled 'Add Job' and contains several fields and checkboxes. The 'New Encumbrance Calculation' checkbox is checked. The 'FPC Factor (%)' dropdown menu is open, showing 'Expenditure' and 'Encumbrance' options. The 'From Year' field is empty. The 'Libraries' field is empty. The 'PO Line' field is empty. The 'Check Over Encumbrance' checkbox is checked. The 'Report Mode' checkbox is unchecked. The 'Continuous Orders Only' checkbox is unchecked. The 'Standing Orders Only' checkbox is unchecked. The 'One-Time Orders Only' checkbox is unchecked. At the bottom right, there are three buttons: 'Add', 'Close', and 'Add and Close'.

The New Encumbrance Calculation determines the way Alma will calculate the encumbrances in the new fiscal period. When working with continuous PO lines, you can base this calculation on Expenditures or Encumbrances.

A quick reminder about the difference between encumbrances and expenditures. An encumbrance is used to reflect a commitment or estimate for a purchase. For example, I order a book from a supplier estimating the cost at \$39.99. An expenditure comprises payment for the actual cost of a purchase. For example, I receive the item from the supplier and pay the actual cost of \$37.50.

Keep in mind, calculations for one-time PO lines will always be based on Encumbrances, but the FPC factor (discussed in the next step) will not be calculated.

Step 4

Enter FPC Factor

Add Job

New Encumbrance Calculation: **Expenditure**

FPC Factor (%):

From Year: **2018/06/30 - 2019/06/29**

Libraries:

PO Line:

Check Over Encumbrance: ☒

Report Mode: ☐

Continuous Orders Only: ☐

Standing Orders Only: ☐

One-Time Orders Only: ☐

Add **Close** **Add and Close**

Your next option is to enter an FPC factor percentage. This determines the increase or decrease percentage of the encumbrance when the PO lines are copied to the new fiscal period. If no percentage is entered, the value defaults to 0%.

Step 5

Select From Year

Add Job

New Encumbrance Calculation: Expenditure

FPC Factor (%):

From Year: Look-up or select

Libraries: 2018/06/30 - 2019/06/29

PO Line: 2017/06/30 - 2018/06/29

Check Over Encumbrance: ☒

Report Mode: ☐

Continuous Orders Only: ☐

Standing Orders Only: ☐

One-Time Orders Only: ☐

Buttons: Add, Close, Add and Close

You will most frequently choose to roll over the PO lines from your current fiscal period, but you have the option to select from previous fiscal years as well. Reasons you may choose an older fiscal period include having a ledger that has a longer than usual fiscal period of two or more years, or if it is a special ledger that includes gift or grant funds that start at a different time than the usual institutional activities.

Step 6

Select Libraries

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog has several fields: 'New Expenditure Calculation' with a dropdown set to 'Expenditure', 'FPC Factor (%)' as an empty text field, 'From Year' with a date range '2018/06/30 - 2019/06/29', and 'Libraries' with a dropdown menu. The 'Libraries' dropdown is open, displaying a list of libraries: Graduate Library, Law Library, Main Library, Music Library, Resource Sharing Library, Science Library, and Visual Arts Library. At the bottom of the dialog are three buttons: 'Add', 'Close', and 'Add and Close'.

Here you are able to select one or more libraries that have PO lines that you would like to roll over. Individual libraries may have their own ledgers, a practice that is common at institutions with libraries that are not part of centralized technical services departments, such as Health Sciences or Law Libraries.

Leaving this field blank will automatically select all the libraries in your institution.

Step 7

Select PO Lines

Add Job

New Encumbrance Calculation: Expenditure

FPC Factor (%):

From Year: 2018/06/30 - 2019/06/29

Libraries:

PO Line: [Select From a List]

Check Over Encumbrance: ☒

Report Mode: ☐

Continuous Orders Only: ☐

Standing Orders Only: ☐

One-Time Orders Only: ☐

Buttons: Add, Close, Add and Close

You have the option to roll over a single PO line. If you don't select an individual PO line, all of the PO lines will be rolled over.

You can either manually enter a PO line number in the field, or click on the **Select From a List** button to find the PO line that you would like to roll over.

Step 8

Check Over Encumbrance

Add Job

New Encumbrance Calculation: **Expenditure**

FPC Factor (%):

From Year: **2018/06/30 - 2019/06/29**

Libraries:

PO Line:

☒ Check Over Encumbrance

☐ Report Mode

☐ Continuous Orders Only

☐ Standing Orders Only

☐ One-Time Orders Only

Add **Close** **Add and Close**

Leaving this checked ensures that over-encumbrance rules are taken into account during the rollover process.

Clear this option if you do not want over-encumbrance rules to be followed. You might do this if you work at an institution where ledger rollover runs without allocation.

Step 9

Report Mode

Add Job

New Encumbrance Calculation: **Expenditure**

FPC Factor (%):

From Year: **2018/06/30 - 2019/06/29**

Libraries:

PO Line:

Check Over Encumbrance: ☐

Report Mode: ☐

Continuous Orders Only: ☐

Standing Orders Only: ☐

One-Time Orders Only: ☐

Add Close Add and Close

This is an opportunity to simulate your PO line rollover in test mode before generating a real PO line rollover.

Selecting this will generate a report identifying any errors that need to be resolved, but no changes will be made to the repository.

We recommend you do this simulation before running the actual job.

Step 10

Continuous, Standing, or One-Time Orders Only

The screenshot shows the 'Add Job' dialog box in the ExLibris Alma system. The dialog box is titled 'Add Job' and contains the following fields and options:

- New Encumbrance Calculation:** A dropdown menu with 'Expenditure' selected.
- FPC Factor (%):** An empty text input field.
- From Year:** A dropdown menu with '2018/06/30 - 2019/06/29' selected.
- Libraries:** A dropdown menu.
- PO Line:** A text input field with a list icon and a refresh icon.
- Check Over Encumbrance:** A checkbox.
- Report Mode:** A checkbox.
- Order Types:** A group of three checkboxes, each with a label:
 - Continuous Orders Only (highlighted with an orange box)
 - Standing Orders Only
 - One-Time Orders Only

At the bottom of the dialog box are three buttons: 'Add', 'Close', and 'Add and Close'.

If none of these are selected, or if all of them are selected, encumbrances for all PO line types will be rolled over.

Otherwise, only the selected type(s) will be rolled over.

Step 11

Click Add and Close

The screenshot shows the 'Add Job' dialog box in the ExLibris Alma system. The dialog box contains the following fields and options:

- New Encumbrance Calculation:** A dropdown menu with 'Expenditure' selected.
- FPC Factor (%):** An empty text input field.
- From Year:** A dropdown menu with '2018/06/30 - 2019/06/29' selected.
- Libraries:** A dropdown menu that is currently empty.
- PO Line:** An empty text input field with a list icon and a refresh icon to its right.
- Check Over Encumbrance:** An unchecked checkbox.
- Report Mode:** An unchecked checkbox.
- Continuous Orders Only:** An unchecked checkbox.
- Standing Orders Only:** An unchecked checkbox.
- One-Time Orders Only:** An unchecked checkbox.

At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'. The 'Add and Close' button is highlighted with an orange border.

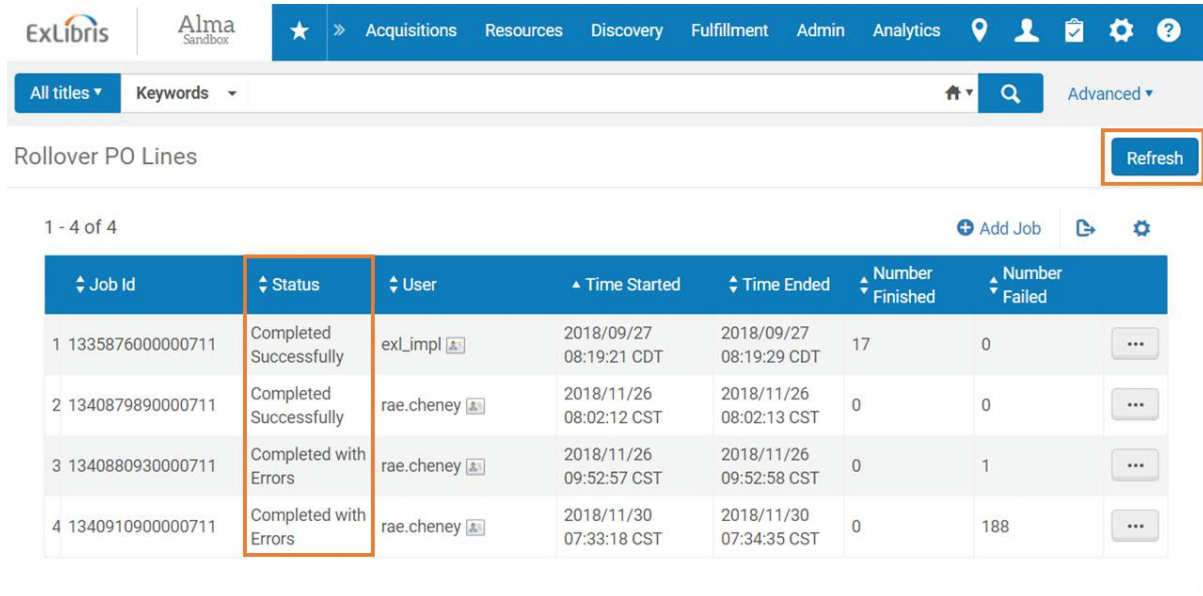
Once you have made all of your selections, you can run the job in two ways.

If you want to roll over a selected PO line, but keep the dialog box open so you can add additional PO lines, click the Add button. Keep in mind, the job will immediately be run on the PO line that you have selected after clicking the Add button.

Your other option is to roll over all of the PO lines at once, which you can accomplish by selecting the Add and Close button.

Step 12

Check Status



The screenshot shows the ExLibris Alma Sandbox interface. The top navigation bar includes links for Acquisitions, Resources, Discovery, Fulfillment, Admin, Analytics, and a user profile icon. Below the navigation bar, there is a search bar with 'All titles' and 'Keywords' dropdowns, a search icon, and an 'Advanced' dropdown. The main content area is titled 'Rollover PO Lines' and features a 'Refresh' button in the top right corner. Below the title, there is a table with 7 columns: Job Id, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The table contains 4 rows of data. The 'Status' column is highlighted with an orange box. The 'Refresh' button is also highlighted with an orange box.

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1335876000000711	Completed Successfully	exl_impl	2018/09/27 08:19:21 CDT	2018/09/27 08:19:29 CDT	17	0
2 1340879890000711	Completed Successfully	rae.cheney	2018/11/26 08:02:12 CST	2018/11/26 08:02:13 CST	0	0
3 1340880930000711	Completed with Errors	rae.cheney	2018/11/26 09:52:57 CST	2018/11/26 09:52:58 CST	0	1
4 1340910900000711	Completed with Errors	rae.cheney	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188






You can now track the status of your job. Possible status updates you may see include Pending, Initializing, Running, Completed Successfully, or Completed with Errors. Click the Refresh button to see the current status of your job. Depending on the size of the job, you may have to click Refresh multiple times until the job completes.

Step 13



View Job Report

ExLibris

Alma
Sandbox

★ » Acquisitions Resources Discovery Fulfillment Admin Analytics     




All titles ▾ Keywords ▾







  Advanced ▾

Rollover PO Lines

Refresh

1 - 4 of 4

 Add Job  

↕ Job Id	↕ Status	↕ User	▲ Time Started	↕ Time Ended	↕ Number Finished	↕ Number Failed	
1 1335876000000711	Completed Successfully	exl_impl 	2018/09/27 08:19:21 CDT	2018/09/27 08:19:29 CDT	17	0	
2 1340879890000711	Completed Successfully	rae.cheney 	2018/11/26 08:02:12 CST	2018/11/26 08:02:13 CST	0		<div>View Events Report</div>
3 1340880930000711	Completed with Errors	rae.cheney 	2018/11/26 09:52:57 CST	2018/11/26 09:52:58 CST	0		
4 1340910900000711	Completed with Errors	rae.cheney 	2018/11/30 07:33:18 CST	2018/11/30 07:34:35 CST	0	188	

You have the option to select View, Events, or Report to learn more about the job you just ran, and determine what, if any, errors were encountered.

Step 14

View Job Report

The screenshot displays the ExLibris Alma Sandbox interface. At the top, there is a navigation bar with tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, Analytics, and a search icon. Below this, a search bar contains 'All titles' and 'Keywords'. The main content area is titled 'Job Report' and features a 'Back' button. A green checkmark icon indicates the job is 'Completed Successfully'. The job details are as follows:

PO Line - Fiscal Period Rollover	
Process ID	1335876000000711
Finished on	2018/09/27 08:19:29 CDT
Status	Completed Successfully
Records processed	17
Started on	2018/09/27 08:19:21 CDT
Total run time	7 Seconds
Status date	2018/09/27 08:19:29 CDT
Records with exceptions	0

Below the job details, there is a section for 'Job Events' which is highlighted with an orange box. It lists the following events:

- PO line rollover success(17)
- Next fiscal period does not exist(0)
- Fund for next fiscal period does not exist(0)
- No encumbrance linked to PO line(0)
- Fund does not have enough money(0)
- Fund is not active(0)
- General Error(0)

To the right of the Job Events list is an 'Export Events' link. At the bottom of the page, there is a 'Counters' section.

If your job is Completed with Errors, you can see the job events to help determine what went wrong. If you encounter errors when you run this job, you can click on the Job Events to find out specifics about which PO lines were impacted.

Summary

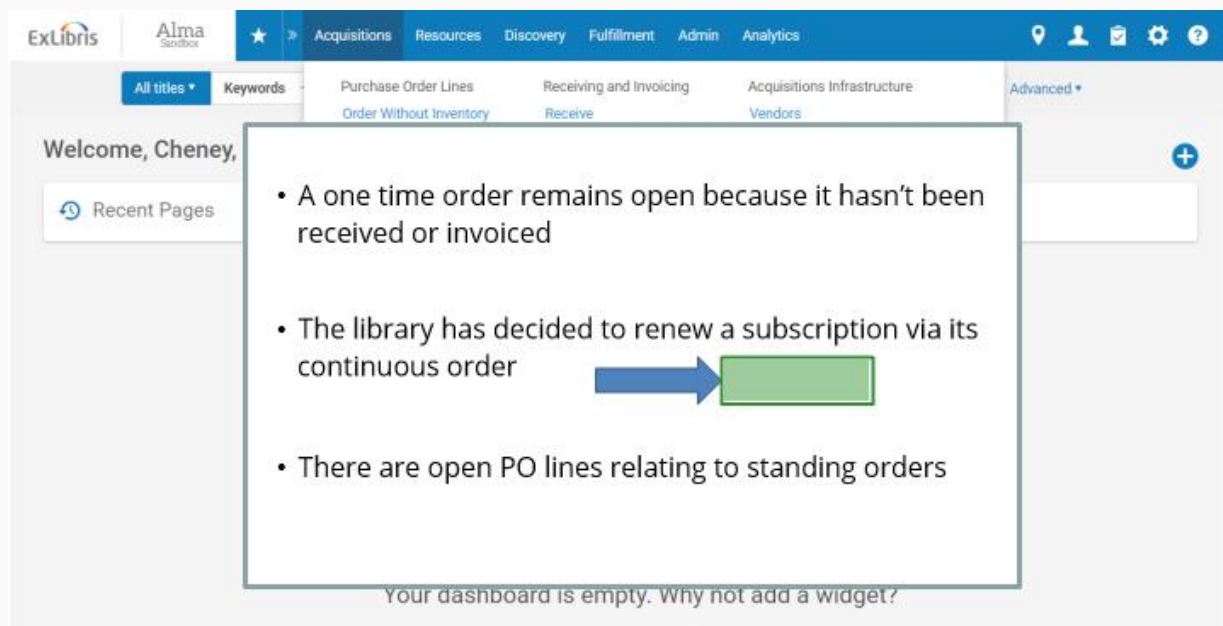
Once you have successfully completed rolling over your PO lines, you are ready to move to the last step in the fiscal period closure process, Rolling Over Resource Sharing Requests.

You only need to roll over resource sharing requests if your institution uses Alma Resource Sharing to manage interlibrary loan activities. If your institution does not manage ILL through Alma, you have completed the fiscal period closure procedure.


Return to the main training page to learn more.

Try it Yourself

Click through the below demonstration to practice the process for rolling over P.O. lines.



The screenshot shows the ExLibris Alma dashboard interface. The top navigation bar includes tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below this, there are sub-tabs for Purchase Order Lines, Receiving and Invoicing, and Acquisitions Infrastructure. A modal window is overlaid on the dashboard, containing a list of bullet points and a diagram. The diagram shows a blue arrow pointing from the text 'The library has decided to renew a subscription via its continuous order' to a green rectangular box. Below the modal window, a message states 'Your dashboard is empty. Why not add a widget?'.

- A one time order remains open because it hasn't been received or invoiced
- The library has decided to renew a subscription via its continuous order → 
- There are open PO lines relating to standing orders

Your dashboard is empty. Why not add a widget?

+ Add Widget

CONTINUE

Rollover Resource Sharing Requests

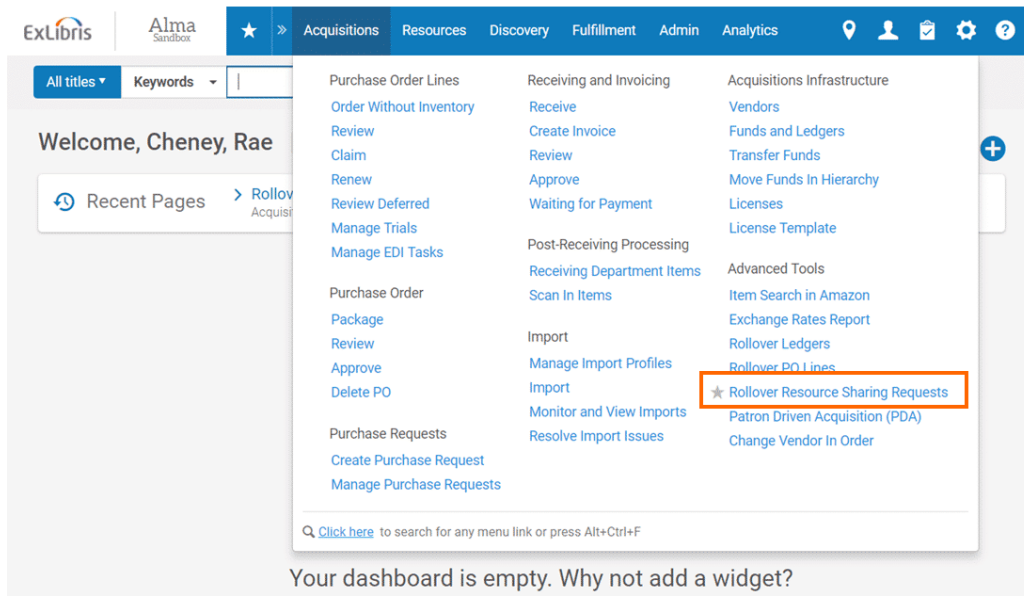
For those institutions using Alma Resource Sharing to manage interlibrary loan activities, the last step in the fiscal period closure is rolling over your resource sharing requests. Read below to see step-by-step instructions and to try the process yourself.

Step-by-Step Instructions

Learn the details about each step in the Rollover Resource Sharing Requests process.

Step 1

Click Rollover Resource Sharing Requests



Hover over the Acquisitions menu and select Rollover Resource Sharing Requests under the Advanced Tools menu.

Step 2

Select Add Job

The screenshot shows the ExLibris Alma Sandbox interface. The top navigation bar includes links for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below the navigation bar is a search bar with 'All titles' and 'Keywords' dropdowns. The main heading is 'Rollover Resource Sharing Requests' with a 'Refresh' button. Below this is a table with 4 rows of job data. The 'Add Job' button is highlighted with an orange box.

1 - 4 of 4

[+ Add Job](#)

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed	
1 1335877260000711	Completed Successfully	exl_impl	2018/09/27 08:23:31 CDT	2018/09/27 08:23:32 CDT	0	0	...
2 1340889880000711	Completed Successfully	rae.cheney	2018/11/28 13:09:52 CST	2018/11/28 13:09:52 CST	0	0	...
3 1341862580000711	Completed Successfully	rae.cheney	2018/12/10 11:34:41 CST	2018/12/10 11:34:41 CST	0	0	...
4 1341862640000711	Completed Successfully	rae.cheney	2018/12/10 11:55:01 CST	2018/12/10 11:55:01 CST	0	0	...

Here you can find a history of every time this job has been run. Click on Add Job to start the process.

Step 3

New Encumbrance Calculation

Add Job

New Encumbrance Calculation: **Encumbrance**

From Year: 2018/06/30 - 2019/06/29

Libraries:

Check Over Encumbrance: ☒

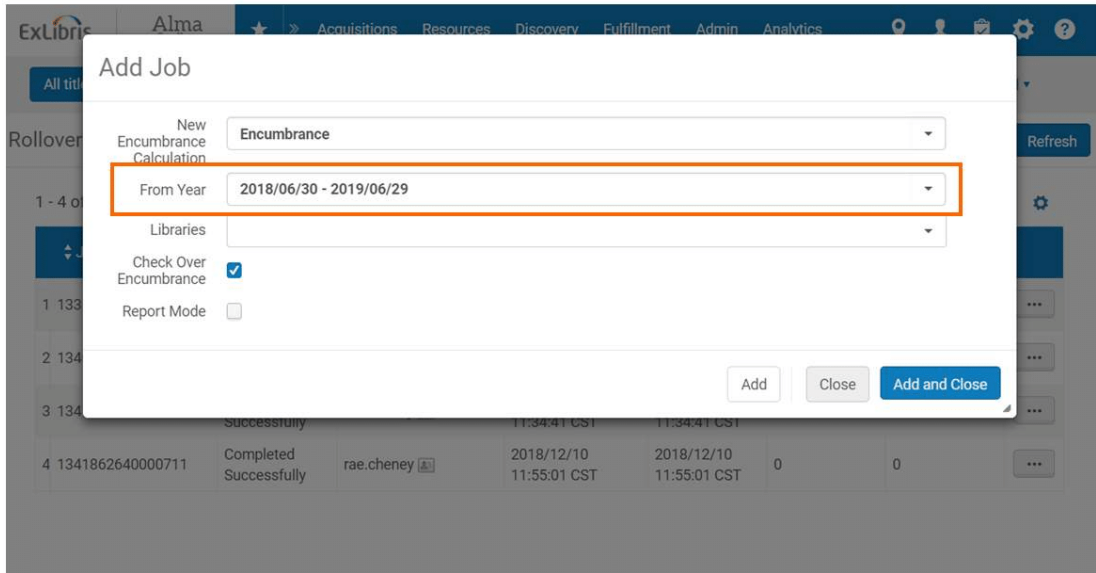
Report Mode: ☐

Buttons: Add, Close, Add and Close

This is the way encumbrances will be calculated in the new fiscal period. Right now, the only option is Encumbrance, which adds all the encumbrances and moves them to the new fiscal period.

Step 4

From Year



The screenshot shows the 'Add Job' dialog box in the Alma system. The 'From Year' dropdown is highlighted with an orange border, showing the selected range '2018/06/30 - 2019/06/29'. The dialog box also includes fields for 'New Encumbrance Calculation' (set to 'Encumbrance'), 'Libraries', 'Check Over Encumbrance' (checked), and 'Report Mode' (unchecked). Buttons for 'Add', 'Close', and 'Add and Close' are at the bottom right.

Item ID	Status	User	Start Date	End Date	Count	Count	Actions
1 - 4 o							
1 133							
2 134							
3 134							
4 1341862640000711	Completed Successfully	rae.cheney	2018/12/10 11:55:01 CST	2018/12/10 11:55:01 CST	0	0	

Select the year from which you will be rolling over your resource sharing requests. You will most often select the current fiscal period, but you also have the option to select from previous periods.

Step 5

Libraries

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box contains the following fields and options:

- New Encumbrance Calculation:** A dropdown menu with 'Encumbrance' selected.
- From Year:** A dropdown menu with '2018/06/30 - 2019/06/29' selected.
- Libraries:** A dropdown menu, currently blank, which is highlighted with an orange border.
- Check Over Encumbrance:** A checkbox that is checked.
- Report Mode:** A checkbox that is unchecked.

At the bottom right of the dialog box, there are three buttons: 'Add', 'Close', and 'Add and Close'.

The background shows a table with the following data:

	Successfully		2018/12/10 11:34:41 CST	2018/12/10 11:34:41 CST			
1 - 4 of							
1 133							
2 134							
3 134							
4 1341862640000711	Completed Successfully	rae.cheney	2018/12/10 11:55:01 CST	2018/12/10 11:55:01 CST	0	0	

Here you can select an individual library to roll over. Leave this field blank to rollover the entire institution.

Step 6

Check Over Encumbrance

Add Job

New Encumbrance Calculation:

From Year:

Libraries:

☒ Check Over Encumbrance

☐ Report Mode

Leaving this checked ensures that over-encumbrance rules are taken into account during the rollover process.

Clear this option if you do not want over-encumbrance rules to be followed. You might do this if you work at an institution where the ledger rollover runs without allocation.

Step 7

Report Mode

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is open, and the 'Report Mode' checkbox is highlighted with an orange border. The 'Report Mode' checkbox is currently unchecked. The 'Check Over Encumbrance' checkbox is checked. The 'From Year' field is set to '2018/06/30 - 2019/06/29'. The 'New Encumbrance Calculation' dropdown is set to 'Encumbrance'. The 'Libraries' dropdown is empty. The 'Add and Close' button is highlighted in blue.

This is an opportunity to simulate your Resource Sharing Requests rollover in test mode before generating a real resource sharing requests rollover.

Selecting this will generate a report identifying any errors that need to be resolved, but no changes will be made to the repository.

We recommend you do this simulation before running the actual job.

Step 8

Add and Close

The screenshot shows the 'Add Job' dialog box in the Alma system. The dialog box is titled 'Add Job' and contains the following fields:

- New Encumbrance Calculation: Encumbrance
- From Year: 2018/06/30 - 2019/06/29
- Libraries: (empty dropdown)
- Check Over Encumbrance: ☒
- Report Mode: ☐

At the bottom right of the dialog box, there are three buttons: Add, Close, and Add and Close. The Add and Close button is highlighted with an orange border.

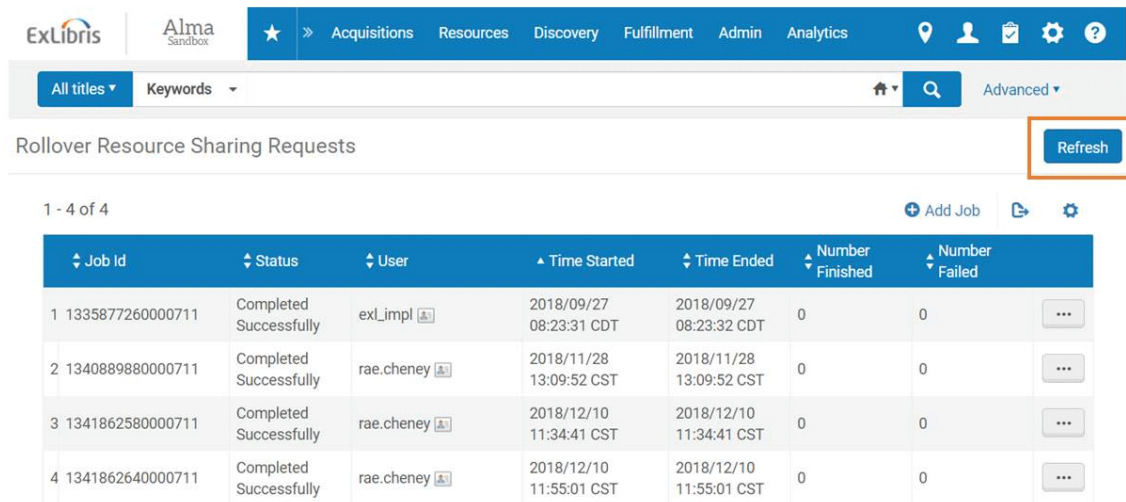
If you are rolling over an individual library, and would like to keep the dialog box open to continue rolling over other libraries, click the Add button to run the job. Your job will immediately be run on the selected library.

If you are rolling over the entire institution, or are on the last library you plan on rolling over, click the Add and Close button to run the job.

If you just want to close the dialog box, click the Close button.

Step 9

Refresh



The screenshot shows the ExLibris Alma Sandbox interface. The top navigation bar includes links for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below the navigation bar, there is a search bar with 'All titles' and 'Keywords' dropdowns. The main heading is 'Rollover Resource Sharing Requests'. A 'Refresh' button is highlighted with an orange box. Below the heading, there is a table with 4 rows and 7 columns: Job Id, Status, User, Time Started, Time Ended, Number Finished, and Number Failed. The table shows 4 jobs, all with a status of 'Completed Successfully'.

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed
1 1335877260000711	Completed Successfully	exLimpl	2018/09/27 08:23:31 CDT	2018/09/27 08:23:32 CDT	0	0
2 1340889880000711	Completed Successfully	rae.cheney	2018/11/28 13:09:52 CST	2018/11/28 13:09:52 CST	0	0
3 1341862580000711	Completed Successfully	rae.cheney	2018/12/10 11:34:41 CST	2018/12/10 11:34:41 CST	0	0
4 1341862640000711	Completed Successfully	rae.cheney	2018/12/10 11:55:01 CST	2018/12/10 11:55:01 CST	0	0

Now you can monitor the status of your job. Possible status updates you may see include:

- Pending
- Initializing
- Running
- Completed Successfully
- Completed with Errors

Click the Refresh button to see the current status of your job. Depending on the size of the job, you may have to click Refresh multiple times until the job completes.

Step 10

View Job Report

ExLibris | Alma Sandbox

★ » Acquisitions Resources Discovery Fulfillment Admin Analytics

All titles Keywords Advanced

Rollover Resource Sharing Requests Refresh

1 - 4 of 4 Add Job

Job Id	Status	User	Time Started	Time Ended	Number Finished	Number Failed	
1 1335877260000711	Completed Successfully	exl_impl	2018/09/27 08:23:31 CDT	2018/09/27 08:23:32 CDT	0	0	...
2 1340889880000711	Completed Successfully	rae.cheney	2018/11/28 13:09:52 CST	2018/11/28 13:09:52 CST	0	0	...
3 1341862580000711	Completed Successfully	rae.cheney	2018/12/10 11:34:41 CST	2018/12/10 11:34:41 CST	0	0	...
4 1341862640000711	Completed Successfully	rae.cheney	2018/12/10 11:55:01 CST	2018/12/10 11:55:01 CST	0	0	...

- View
- Events
- Report

Once your job has successfully completed, click on the row action tool next to the job to see reports about your job.

Click on the View option to see detailed information about the job.

Step 11

Check Job Events

The screenshot displays the ExLibris Alma Sandbox interface. At the top, there is a navigation bar with tabs for Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. Below this is a search bar with 'All titles' and 'Keywords' filters. The main content area shows a 'Job Report' for a 'Resource Sharing Request - Fiscal Period Rollover'. The report status is 'Completed Successfully'. A table of job events is shown, with the following entries:

Job Events
Resource sharing request rollover success(0)
Next fiscal period does not exist(0)
Fund for next fiscal period does not exist(0)
No encumbrance linked to resource sharing request(0)
Fund does not have enough money(0)
Fund is not active(0)
General Error(0)

Here you will see a list of Job Events. Each event has a number next to it, indicating the number of records impacted. You can click on the Job Event link to learn more about the impacted records and correct any issues.

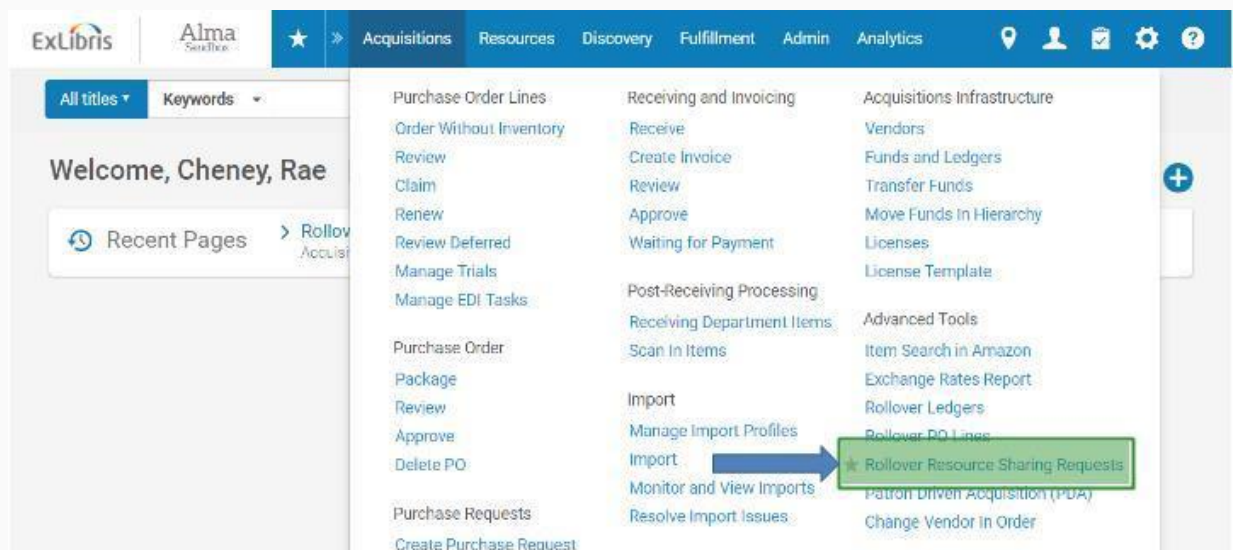
Once you have resolved any errors, go back through the process, this time leaving the Report Mode option unchecked to actually run the job.

Summary

Once you have successfully completed the Rollover Resource Sharing Requests job, you have completed the Fiscal Period Closure process. Congratulations!

Try it Yourself

Click through the below demonstration to practice the process for rolling over your resource sharing requests.



Manage Purchase Requests

Q [Click here](#) to search for any menu link or press Alt+Ctrl+F

Your dashboard is empty. Why not add a widget?

You have completed the Fiscal Period Closure process!