FYE Preparation

Procedures to follow for a smooth fiscal year end in Aleph
Steps

- Arrive everything received by end of year
- Enter and pay all invoices
- Make sure budgets have allocations and are set to annual
- Close or cancel orders
Why does it matter?

- Reports will be useful
- Expenditure information will be complete
- Only the orders you want to rollover will rollover
- All set to start a new year
Arrivals

• For monographs, once you have arrived and invoiced the item(s), the order should close automatically

• For standing orders:
  Arrive all print issues/volumes received including the date or volume received
  If you have orders for electronic resources, arrive them when you enter the invoice. Otherwise, they will show up on claim reports.
Invoices

• Enter all invoices (including journal transfers if this is your campus practice)

• Be sure all invoices have been set to Paid
  – Unpaid invoices report: xx_unpaid_inv
  – Check each budget Balance and Transactions

• If invoice received after fiscal year close process has run, open budget to allow payment of invoices dated June 30 or earlier
  – Will not appear on FYE reports
  – Set prior-year budget back to Not Active when done
Budgets

• Be sure budgets that should roll over are set to Annual Budget

• Be sure all budgets have **allocations**

• Review Budget report: `xx_acq_active_bud<date>`
  – This is an opt-in csv report
  – Only budgets with allocations will be in report
Orders - monograph

• Review monograph open orders report: xx_fye_mono

• Make sure all open orders are SV, not NEW or DNB
  – Use Order Search to find New or DNB
  – Or look at order status in open orders report

• Close all orders that should not roll over
  – Review monograph claims report: xx_mcl or xx_mcl.x
  – Change status to LC or VC and record will be suppressed if IPS was On Order
  – Remove holdings from OCLC for orders older than 4 months
Orders - serials

- Review serials open orders report (xx_fye_serial) and serials claim reports (xx_scl)
- Close orders for inactive subscriptions
- Close subscriptions and delete unarrived expected issues
Orders – standing orders

• If you have O orders, review open order report (xx_fye_stand) and claims report (xx_socl)

• Close orders for titles you no longer receive
Encumbrances

• All Serial and Standing Order orders must have **current year** encumbrances to roll over.

• When entering invoice and budget not charged automatically, add budget to invoice item AND enter an encumbrance amount in order.
Reports

• In Task Manager for 3 months
• At least, save to your local file in Aleph
• Better to download to Excel
  – Use Upload/Download files function in Task Manager or
  – Copy and paste from Print Preview
• List of automated reports: https://ols-support.cuny.edu/?q=systems/aleph/reports