



Alma
Insights



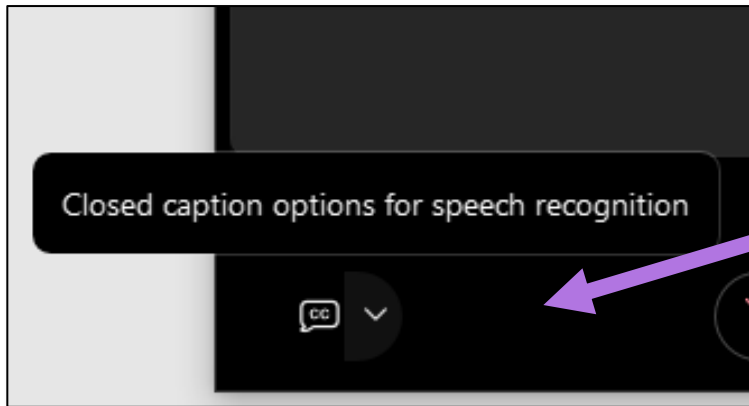
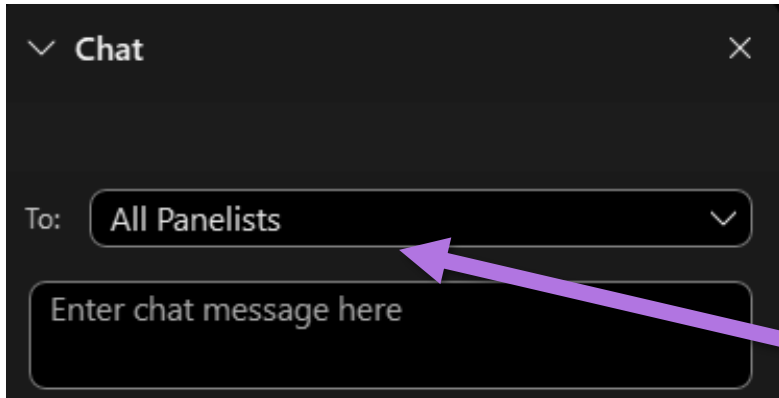
Clarivate

Fiscal Period Closure

Ex Libris Customer Education

June 2025

A few points about WebEx



- Technical issues? Exit and rejoin the WebEx session
- This session is being recorded
- Submit questions via WebEx Chat: Select **All Panelists** in the **To:** dropdown menu
- Turn captions on and off in the lower-left corner of the WebEx screen

Agenda

- Introduction
- Rollover Ledgers
 - Examine ledger before running the job
 - Run the job
 - Check results of ledger after running job
- Rollover PO Lines
 - Examine PO line before running the job
 - Run the job
 - Check results of PO line after running job

Required Role

To perform the Fiscal Period Closure, Alma users must have the **Fiscal Period Manager** role

The screenshot displays the 'User Roles Details' interface. At the top, there is a navigation bar with a back arrow, the title 'User Roles Details', and two buttons: 'Cancel' and 'Save Role'. Below this, the user's name 'Alicia Chen' is shown with an information icon and a right arrow. A section titled 'Role information' contains the following fields:

Role name	Fiscal Period Manager	Scope	Alma University
Status	Active	Expiry Date	

Fiscal Period Closure Jobs

Three jobs, performed in the following order:

1. Rollover Ledger(s)

Copies the ledgers from the closing fiscal period to the next fiscal period

2. Rollover PO Lines

Copies PO lines from the closing fiscal period to the next fiscal period

3. Rollover Resource Sharing Requests

Copies resource sharing transactions from the closing fiscal period to the next fiscal period.

Relevant only for institutions that have active borrowing requests associated with funds.

Agenda

- Introduction
- **Rollover Ledgers**
 - **Examine ledger before running the job**
 - **Run the job**
 - **Check results of ledger after running job**
- Rollover PO Lines
 - Examine PO line before running the job
 - Run the job
 - Check results of PO line after running job

Rollover Ledgers

- Manual job
- Copies the ledger(s) of the current fiscal period with all associated summary and allocated funds to the new fiscal period
- No changes to the existing ledger structure or allocations are made
- If the next fiscal period does not already exist, Alma creates it

Add Job

Create Allocation From	Allocation Balance
Ledger	All
Action	Copy
FPC factor (%)	
Create status	Draft
From Year	FY2025
Copy Notes	<input type="checkbox"/>
Copy Attachments	<input type="checkbox"/>

Create Status = Draft

Option: Run the job with **Create Status = Draft**

- Review the ledgers
- Manually change each ledger's status from **Draft** to **Active**
- No need to run the job a second time to change ledgers to Create Status = Active

~or~

- Review, but **don't** manually change each ledger to Active
- Run the job a second time (status change Draft to Active) after the new fiscal year begins

FPC Factor (%)	
Create status	Draft
From Year	FY2025

Agenda

- Introduction
- Rollover Ledgers
 - Examine ledger before running the job
 - Run the job
 - Check results of ledger after running job
- **Rollover PO Lines**
 - **Examine PO line before running the job**
 - **Run the job**
 - **Check results of PO line after running job**

Rollover PO Lines

- Manual job
- Copies the encumbered PO lines to the new fiscal period.
- Option to increase or decrease the amount of the encumbered PO line.
- Candidate PO lines
 - Active, continuous PO lines
 - Active, one-time PO lines that still have an encumbrance.
- PO lines are updated according to the order currency.
 - Exchange rate is recalculated per the Exchange Rate Table

Add Job

New Encumbrance Calculation	<input type="text" value="Encumbrance"/>
FPC Factor (%)	<input type="text"/>
From Year	<input type="text" value="FY2025"/>
Libraries	<input type="text"/>
PO Line	<input type="text"/>
Check Over Encumbrance	<input checked="" type="checkbox"/>
Report Mode	<input type="checkbox"/>
Continuous Orders Only	<input type="checkbox"/>
Standing Orders Only	<input type="checkbox"/>
One-Time Orders Only	<input type="checkbox"/>

Resources

Further Resources

Documentation

- [Fiscal Period Closure](#) (documentation)
- [Fiscal Period Closure Resources and FAQs in Alma](#) (knowledge article)
- [Alma Admin LibGuid](#), in the General section





Thank You!

Please fill out the survey that will appear
when you close the WebEx meeting

© 2025 Clarivate. All rights reserved

Clarivate and its logo, as well as all other
trademarks used herein, are trademarks of their
respective owners and used under license.