



How to Manage End-of-Year Procedures in Acquisitions

Version 14.2 and Later

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Document released: January 29, 2012

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Table of Contents

1. INTRODUCTION	4
2. OPEN ANNUAL BUDGETS	4
3. RENEW ORDER ENCUMBRANCES.....	4
3.1 Renew Order Encumbrances for Monographs.....	5
3.2 Renew Order Encumbrances for Serials and Standing Orders	5
4. TRANSFER REMAINING BALANCE	7
5. RENEW SUBSCRIPTIONS	7

1. Introduction

This document describes the preparations required to manage end-of-year procedures. Special emphasis is placed on financial issues in the coming year.

Procedures include:

- Opening a new budget for the coming year
- Renewing encumbrances for orders that have not yet been closed.
- Transferring what remains of last year's budget to the budget for the coming year
- Renewing subscriptions

Each of these actions has its own Acquisitions batch services.

2. Open Annual Budgets

b-acq-05:

This function enables you to create new annual budgets for those budgets defined as "annual" and using the name format "code-YEAR" (e.g., PHYSICS-2001).



Budget code:



☒ Annual Budget

The system will create new budgets having the same code and will add a new suffix for the new year. If a budget is already in the system (for the new year) it will not be opened, but it will still appear in the output report.

You may choose to create the new year's budget with an initial allocation. The amount of the allocation can be the amount of the initial allocation of the old annual budget, or it may be increased by the user by a certain percentage.

A report of the new year's budget will be produced. This report indicates whether the budget already exists in the system or has just been created by the batch.

This batch must be run before renewing order encumbrances. (See the next two sections).

3. Renew Order Encumbrances

Two procedures are used for renewing encumbrances:

- **b-acq-06-a:** for renewing encumbrances for monograph orders.
- **b-acq-06-b:** for renewing encumbrances for serials and standing orders.

3.1 Renew Order Encumbrances for Monographs

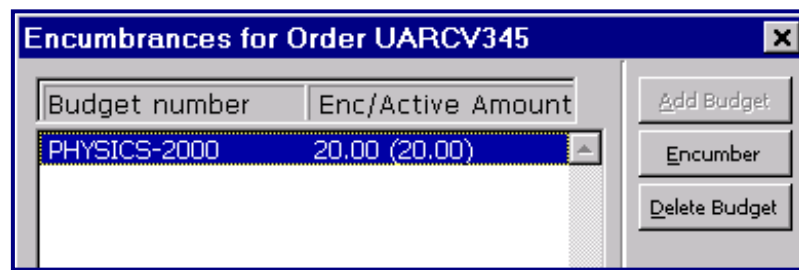
b-acq-06-a :

This function checks for annual budgets that have been encumbered for each order which has already been sent to the vendor (Order status SV).

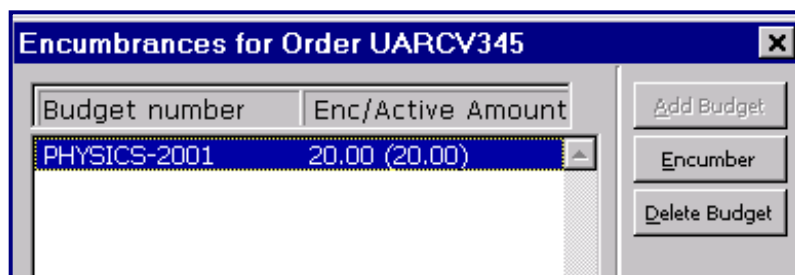
If the encumbrance for the order is still active (i.e., invoices are incomplete: Invoice status None or Ptl, partial), the encumbrance will be assigned to the next year's budget.

When viewing the encumbrance window of a Monograph order (by clicking **Encumbrance** on the **List of Orders** window), the budgets that have been encumbered for this order are displayed.

Before running b-acq-06-a:



After running b-acq-06-a:



3.2 Renew Order Encumbrances for Serials and Standing Orders

b-acq-06-b:

This function renews order encumbrances for Serials and Standing Orders and checks for annual budgets that have been encumbered for orders which have already been sent to the vendor (Order status SV). An encumbrance is assigned to the next year's budget based on the current encumbrance.

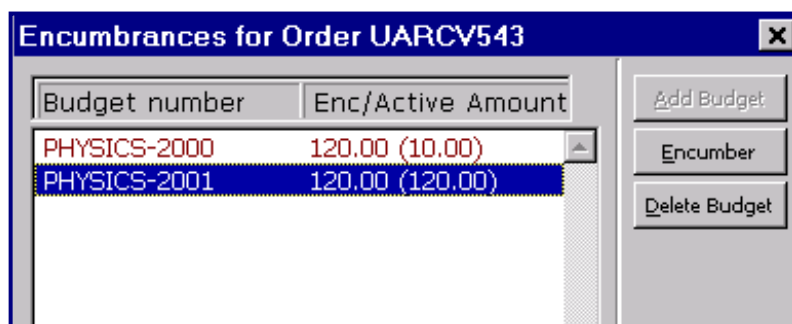
The amount of the encumbrance per order can be the amount of the previous year's encumbrance or it may be increased by the user by a certain percentage

This function encumbers the budget, using the budget year that suits the order, according to the budget cycle as defined in the order (Z68-SUBSCRIPTION-BUDGET-PERIOD). The service offers the user to select on which base the new year order's encumbrance amount should be renewed: last year's encumbrance or last year's payment amount.

The Budget Cycle field defines the cycle of annual budgets that will be encumbered for the subscription. If you enter "1" in the 'Budget Cycle' field of the serial order, then each annual budget will be encumbered in turn as the new budgets are opened. If you enter "2", then every second annual budget will be encumbered; enter "3" to encumber every third annual budget, and so on.

For example, if the selected budget is PHYSICS-2001 and the Budget Period is "2", then the PHYSICS-2001 budget will be encumbered for the subscription, and the annual budget PHYSICS-2002 will not be encumbered at all. (PHYSICS -2001, in effect, covers two years.) The next budget that will be encumbered for the subscription is PHYSICS -2003 (after running b-acq-06-b).

When viewing the encumbrance window for Serials or Standing Orders (by clicking **Encumbrance** on the **List of Orders** window), all budgets that have been encumbered for this order are displayed. The non-active budgets are displayed in red, and the active budget(s) in green.



When an invoice is registered, the system takes the current date (the date on which the invoice is registered) and searches for the budget that has the relevant active dates (i.e., **from date** is less than **current date** and **to date** is greater than **current date**). If there is more than one budget that matches the current date, the budgets are displayed in a list, and the operator chooses the appropriate budget. This might happen when you have active dates that cover more than a 12-month period. Libraries often set up their budgets in this manner (i.e., they may be active for 18 months, even though the budget is only for 12 months), in order to be able to encumber a budget in advance and to continue charging to a budget after the year has ended.

The screenshot shows a software interface with two windows. The main window, titled 'Line Item', has a tab labeled 'Bibliographic Info' and contains the text 'Budget Management Bulletin.' and '[000004819] [AD]'. Below this, there are several input fields: 'Vendor code:' with a dropdown menu showing 'A-R EDIT'; 'List price:' with a text box containing '120.00'; 'Net amount:' with a text box containing '0.00'; 'Added amount:' with a text box containing '0.00'; 'Total amount:' with a text box containing '10.00'; 'Local amount:' with a text box containing '0.00'; and 'Number of units:' with a text box containing '0'. There is also a 'Note:' field and a checkbox labeled 'Order completely invoiced'. The 'Select budget year to invoice' dialog box is open over the main window, showing a list with '2000' selected and '2001' below it. The dialog box has 'OK', 'Cancel', and 'Help' buttons.

4. Transfer Remaining Balance

b-acq-07:

This function enables you to transfer the funds remaining in the annual budgets at the end of the year to the new year's annual budgets. This function also allows you to transfer a negative budget balance. The status of the old budget will then be changed to NA, non-active.

Only budgets that are defined as "annual" and have the name format "code-YEAR" (e.g., PHYSICS-2001) will be included in the batch.

Run this function after running b-acq-06-a and b-acq-06-b.

5. Renew Subscriptions

b-acq-23:

This function enables you to send a letter to a vendor that contains a list of serials subscriptions and/or standing orders to be renewed. The batch runs on Serial orders (type S) and/or Standing orders (type O) with an order status of SV (sent to vendor) and checks their Renewal Date (Z68-SUBSCRIPTION-RENEW-DATE) against the from-to date period as defined in this batch.

The Renewal Date is the date by which the subscription should be renewed or cancelled. If there is a match between the time periods defined in the batch, the order is included in the letter and the order's "Renewal Date" is updated in relation to the "Budget Cycle" parameter (Z68-SUBSCRIPTION-BUDGET-PERIOD). If the system determines that the new "Renewal Date" is later than the "Subscription end" date (Z68-SUBSCRIPTION-DATE-TO), then this specific order is not included in this batch.

For example: If the Order Subscription dates are from: 01/01/2001 until 31/12/2005, the Renewal date is 01/09/2001 and the budget cycle is one year.

Subscription start:	<input type="text" value="01/01/2001"/>	Subscription end:	<input type="text" value="31/12/2005"/>
Budget cycle:	<input type="text" value="1"/>	Renewal date:	<input type="text" value="01/09/2001"/>

The range of dates as defined in the batch is: 15 August 2001 until 15 September 2001. Since the Order's renewal date falls within the batch's range of dates , the system determines that the new "Renewal Date" will be set as 1 September 2002, which is earlier than the "Subscription end" date (Z68-SUBSCRIPTION-DATE-TO). This specific order will therefore be included in this batch.