YE – Year End Processing

1 Introduction

This document describes the necessary steps to be taken for year end processing. They mainly deal with processes within the Acquisitions module.

2 Acquisitions module

Within the Acquisitions module, it is mandatory to take certain steps in order to be able to continue placing and receiving orders in a new financial year.

However, the specific steps you need to take may differ from one organisation to the next. A general description of possible steps is given here.

2.1 Steps

Prior to year end date

1. in AFO 276 – Fiscal year control, set up the fiscal year code for the next fiscal year if not already done.

Step 2 can be done either prior to year end date or on the year end date

2. in AFO 243 – Budgets – **Global options** – do option 1 (to generate new budgets)

On the year end date

3. in AFO 243 – Budgets – **Global options** – do some combination of options 2 through 6 (whichever options are applicable to your library). See section 2.2 for a detailed explanation.

4. in AFO 272 – **Order number format** – Change the setup of the order number format (if desired) to reflect the start of the new fiscal year (e.g. set prefix to YEAR, sequence to 00001)

5. in AFO 272 – Miscellaneous – **Default fiscal year in budgets** – change to new fiscal year. Now when you go into AFO 243, budgets of the new year will display as the default. If necessary, also adjust the **Default order prefix used for searching**.

6. once the fiscal year changes (i.e. start date of next fiscal year is reached), go back into AFO 276 and use the **Set current year** option to set the current year to the fiscal year code that currently displays a status of "Next". The fiscal code's status will change to "Current" and the **Set current year** icon will become inactive. If you wish, create a new fiscal year code for the next fiscal year.

7. optional - in AFO 243 – Global options – do option 7 (modify blockage amounts) and specify the new blockage amount. Also optional – do option 8 to set new blockage amounts in the budgets.

2.2 Global options

When you choose this option in AFO 243 a menu screen will be displayed. Several global operations can be performed on the budgets. These operations are explained below.

1.   Generate new budgets

        With this menu option all operational and locked budgets are copied from the current
        year to the next fiscal year. When you select this option an input screen will be
        displayed.
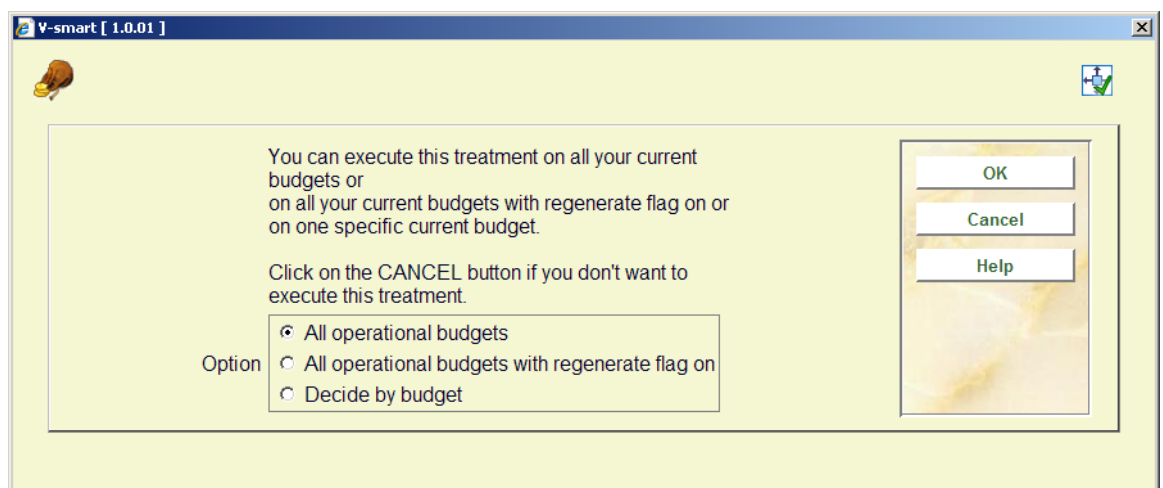
        Here you can choose whether you want the option to be implemented on all
        operational and locked budgets or if you want to decide per budget.

Please note!

All budgets with the status 'Not in use' will **not** be copied. If you implement this option and later realise that there is a budget which should be 'back in use' in the new year, then you should make that budget operational again (in the old year) and then run this option again.

After you have made your choice an information screen will be displayed. The year will be displayed for which the budgets will be created (i.e. the current year + 1). A list of all budgets will then be displayed plus a message for how many budgets the operation was not performed.
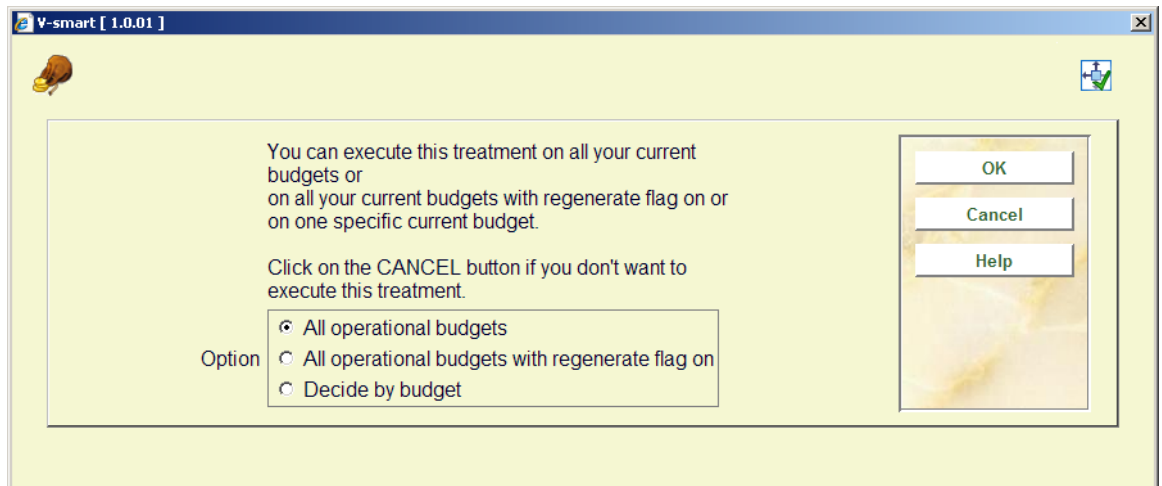
2.   Transfer all accounting balances

The totals of the accounting balances are transferred to the newly created budgets with this menu option. When you select this option an input screen will be displayed (see above). On the input screen you can choose whether you want to do this for all the budgets in use or to decide per budget. An information screen will then be displayed for the new year followed by a list all budgets will then be displayed plus a message for how many budgets the operation was not performed.

Note

This option carries forward the unspent balance in your budgets.

3.   Transfer order commitments

The budget commitment amounts are transferred to the newly created budgets with this menu option. When you select this option an information screen for the next fiscal year will first be displayed, followed by an input screen.

On the input screen you can choose whether you want to do this for all the budgets in use or to decide per budget. The system will then switch to the standard procedure for starting processes.

Note

This option carries forward the commitment amount to your new budgets.

4.   Transfer order commitment amounts and (equal) acct. balances

The budget commitment amounts are transferred to the newly created budgets and added to the account balance with this menu option. When you select this option an information screen for the new year will first be displayed, followed by an input screen(see above). On the input screen you can choose whether you want to do this for all the budgets in use or to decide per budget. The system will then switch to the standard procedure for starting processes.

Note

This option carries forward the commitment amount to your new budgets and adds the amount to your current accounting balance.

5. Change accounting year

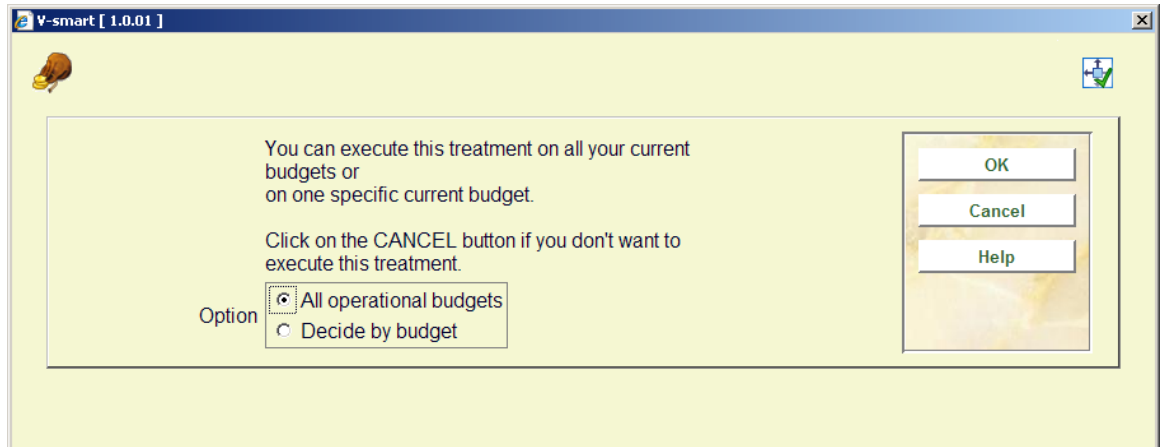When you select this option an input screen will be displayed.
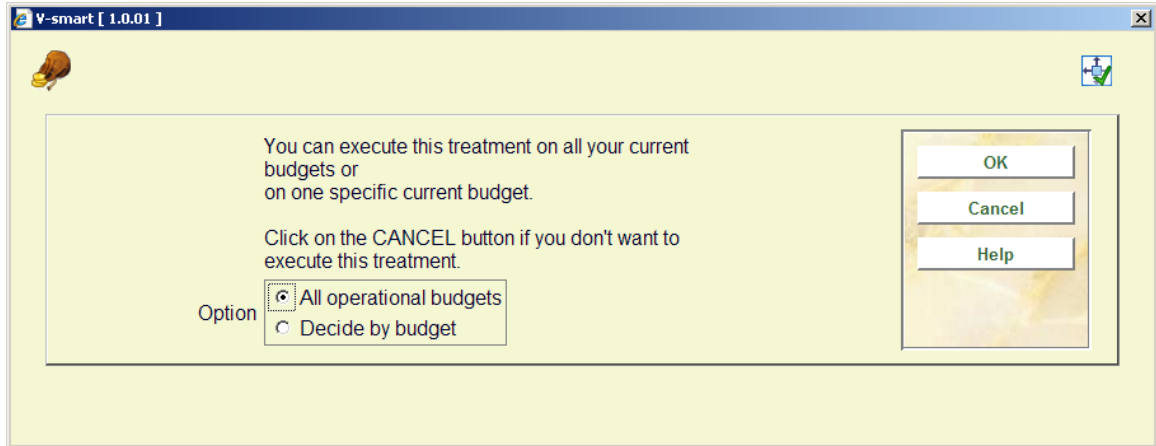
On the input screen you can choose whether you want to change the accounting year for all the budgets in use or to decide per budget. An information screen will then be displayed for the new year.

Once you have changed the accounting year, invoices paid against a budget will spend money out of the new accounting year's balance.

6. Change year for commitment

When you select this option an input screen will be displayed.

On the input screen you can choose whether you want to change the commitment year for all the budgets in use or to decide per budget. An information screen will then be displayed for the new year.

Once you have changed the year for commitment, new orders entered against a budget will commit money out of the new commitment year's budget.

7. Modify spill amounts

When you select this option an input screen will be displayed. On the input screen you can choose whether you want to amend the spill amounts for all the budgets in use or to decide per budget. An input screen will then be displayed on which you can input the new trigger amount (or percentage).

Note

This job can be run at any time during the fiscal year.

8. Modify blockage amounts

When you select this option an input screen will be displayed. On the input screen you can choose whether you want to amend the blockage amounts for all the budgets in use or to decide per budget. An input screen will then be displayed on which you can input the new blockage amount (or percentage).

Note

This job can be run at any time during the fiscal year.

3 Circulation module

Within the circulation module various counters can be reset at the start of a new year. It is also possible to generate annual statistics.

3.1 Resetting counters

Use AFO 485 to reset various counters. These are:

- Reset item loan counts - the system keeps track of how often each item has been checked out in the current year. The counter should be reset to "0" (zero) at the beginning of a new calendar year.

- Reset borrower loan counts - the system keeps track of how many items each borrower has checked out in the current year. The counter should be reset to "0" (zero) at the beginning of a new calendar year.

See the Help on AFO 485 for more information.

3.2 Item Depreciation/appreciation

This option from AFO 485 can optionally be run annually. It recalculates the value of an item (based on original price). To run this as part of a year end process is only useful if this update is **not** scheduled to run in the AFO 642 night watchman on a regular basis.

See the Help on AFO 485 for more information.

3.3 Circulation statistics

Optionally you can run the full annual statistical report suite via the special AFO 764. Please contact Infor for more information on these reports.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	June 2008	creation	