SirsiDynix Symphony 3.2

Acquisitions Rollover Training Guide

DOC-AROTGEN-S

Publication Name: SirsiDynix Symphony 3.2 Acquisitions Rollover Training guide
Publication Number: DOC-AROTGEN-S
Version Number: SirsiDynix Symphony 3.2
First Publication: January 2008

Table of Contents

Introduction

Training Overview

The Symphony Acquisitions Rollover Training Course is designed to provide a basic understanding for rolling acquisitions records into a new fiscal cycle. We will discuss the steps for processing rollovers in batch, alternatives to the batch process, and issues to consider before and during a rollover project.

Who should attend?

This course is intended for Acquisitions Department managers, System managers, and other Acquisitions staff.

Prerequisites

Experience with the Acquisitions module.

Course Goals

After completing this course, participants will be able to:

- Define what a rollover is and why it needs to happen
- Identify what kinds of records can be rolled over and which reports can make that happen “in batch”
- Identify what needs to be done before you rollover records
- Identify what needs to be done after you rollover records
- Identify alternatives to using reports for the rollover process

Rollover Overview

A rollover is the process of duplicating records from one fiscal cycle to another. Library budgets are typically associated with a fiscal year. When one fiscal year ends and another begins, records from the old fiscal cycle are duplicated into the new fiscal cycle.

It is possible to rollover the following types of records in SirsiDynix Symphony 3.2.

- Vendors
- Funds
- Basic orders
- Dated orders
- Recurring orders

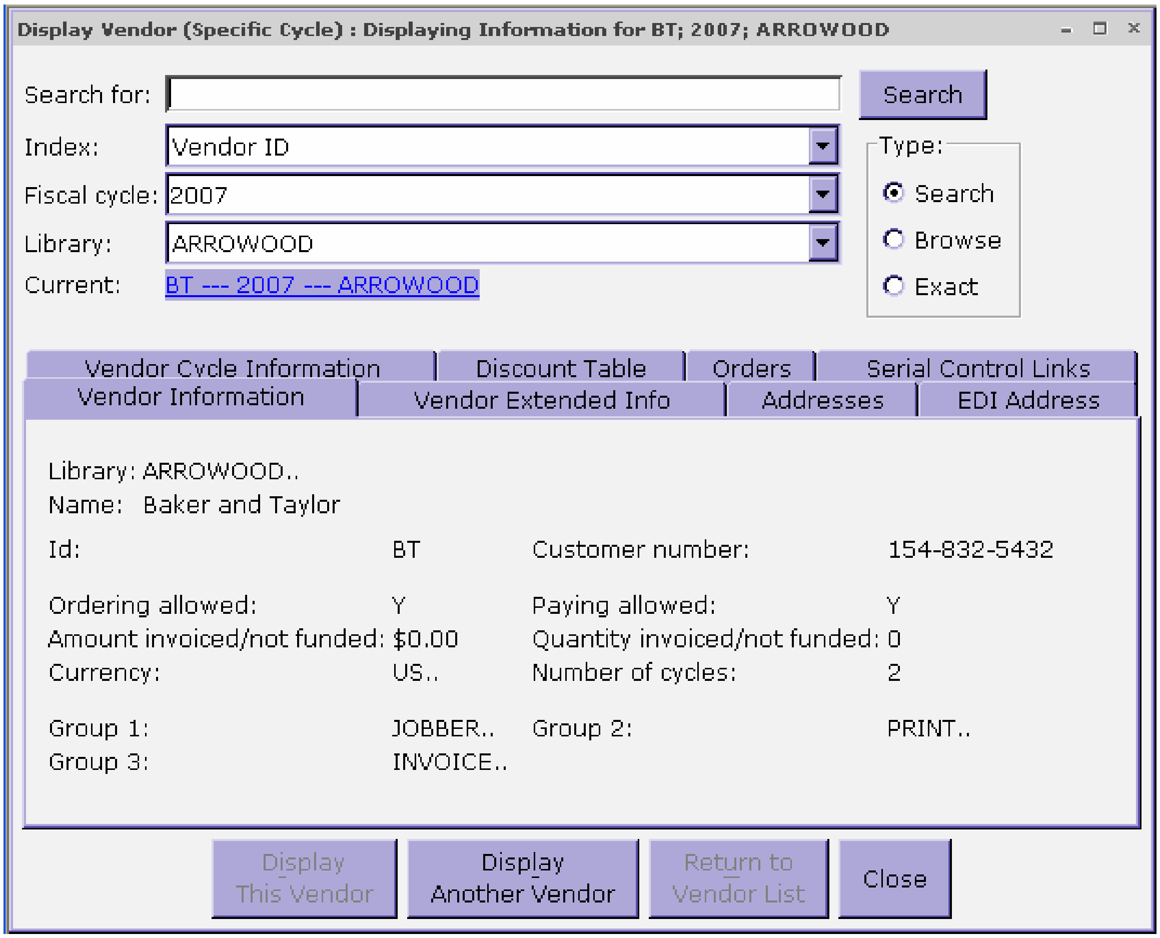
It is important that you know the goal of the rollover to help it be successful. Some example goals are as follows:

- Rollover all vendors
- Rollover all vendors that I ordered from last year
- Rollover all funds
- Rollover all funds except gifts
- Rollover all basic orders that aren't received, invoiced, paid, or loaded
- Rollover dated orders that haven't been canceled
- Rollover line 1 (the template line) of all recurring orders

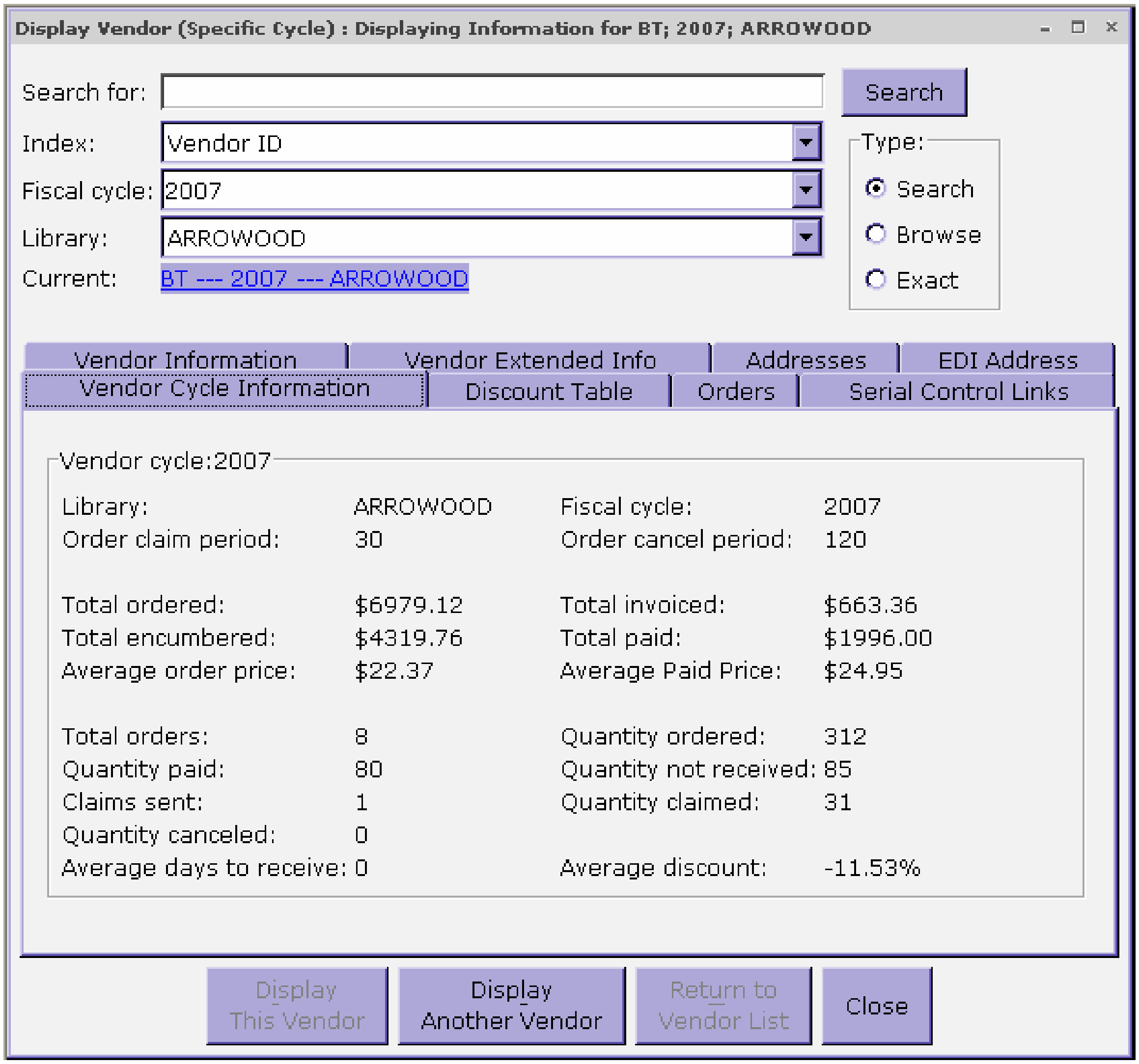
Vendor Record Review

Each vendor record is actually comprised of a vendor record containing constant information about the vendor and a number of vendor fiscal cycle records.

The vendor record contains information such as the vendor ID, name, customer number, and addresses.



Each vendor fiscal cycle is represented on the Vendor Cycle Information tab and contains data about the vendor's activity for a single chronological period. Quantities and performance averages are examples of information contained within a vendor fiscal cycle record. Additional tabs contain information about a discount table, deposit account info, orders and serial control links when applicable.



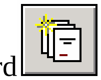
When you rollover a vendor record, it is affected in the following ways:

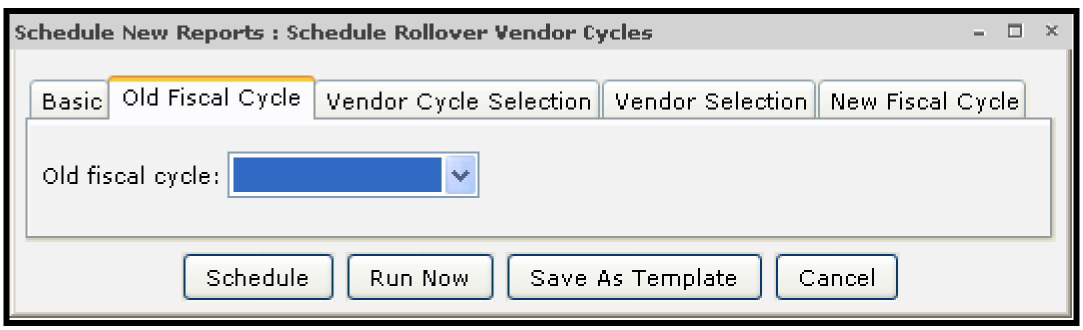
- The basic vendor information, addresses, and extended information fields do not change.
- The new fiscal cycle record copies the claim period, cancel period, and discount table from the previous fiscal cycle.
- The deposit amount for the new fiscal cycle record is set to $0.
- The percent encumbrance allowed for the new fiscal cycle record is set to 100%.

Rollover Vendor Cycles Report

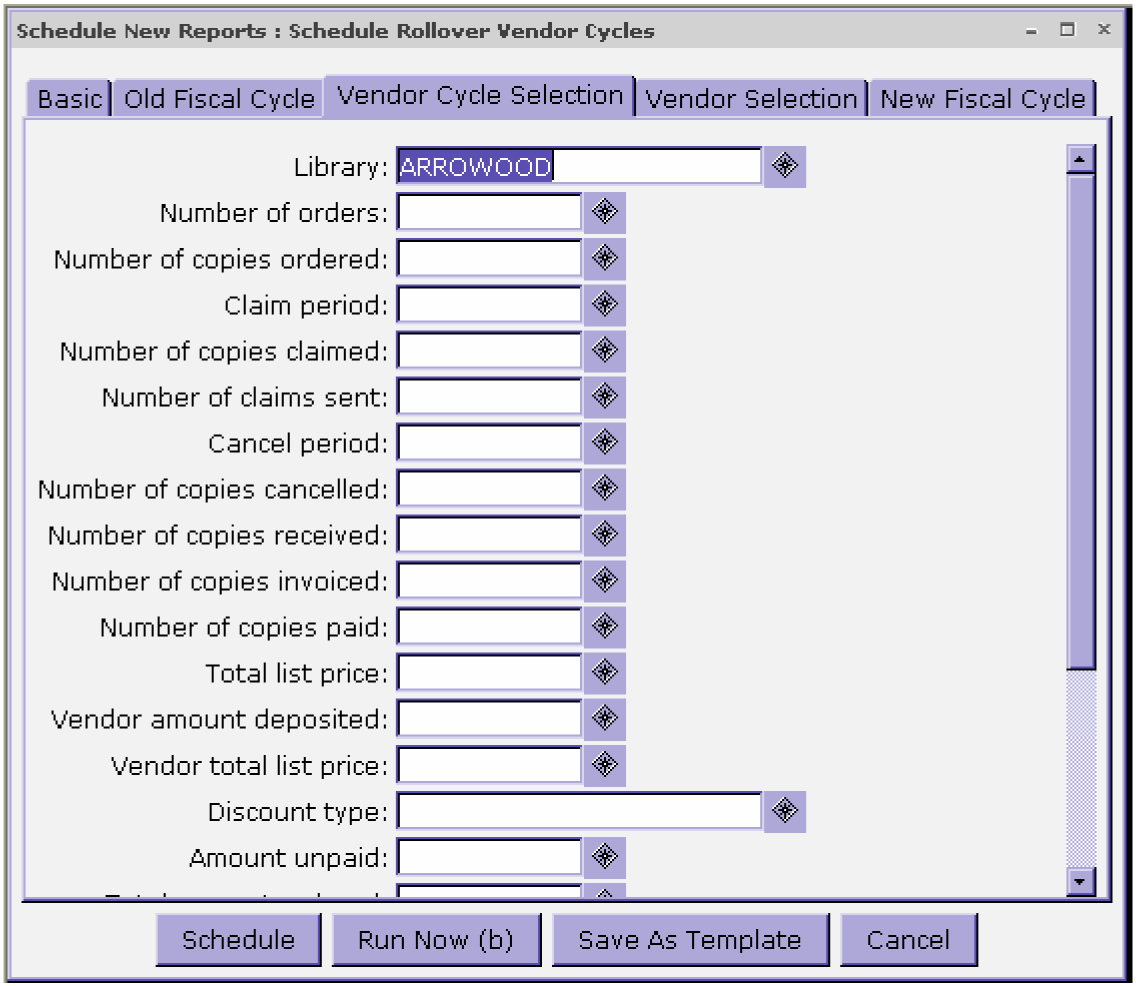
The Rollover Vendor Cycles (Rollovervendor) report copies vendor cycles from a specified fiscal period into new vendor cycles “in batch”.

To run the Rollover Vendor Cycles report

1. Select the **Reports** module toolbar.
2. Click the **Schedule New Reports** wizard . If a properties window appears, click **OK** to accept the defaults.
3. Click the **Acquisition** tab.
4. Select the **Rollover Vendor Cycles** report from the list, and click **Setup & Schedule**.
5. Click the **Old Fiscal Cycle** tab to enter the **Old fiscal cycle**. This is a required field.



6. Click the **Vendor Cycle Selection** tab. Make selections as necessary. For example, you could exclude inactive vendors by entering >0 in the Number of orders field.



7. Click the **Vendor Selection** tab. Make selections as necessary. You may select Yes for Ordering allowed and Paying allowed to select active vendors.

8. Click the **New Fiscal Cycle** tab and enter the **New fiscal cycle**. This is a required field.

9. Click **Schedule** to select a schedule and printing/distribution for the report. Select the time to run the report and the appropriate printing/distribution option. Click **Schedule**. The Schedule Confirm window displays. Click **Schedule a New Report** to return to the list of templates.

   -Or-

   If the report is to run only one time, click **Run Now** to accept the defaults and set the report to run ASAP. Click **Display Finished Reports** to go to the list of finished reports to view this report once it has run.

After Rollover Vendor

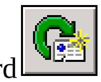
After the Rollover Vendor Cycles report runs, check the finished report for errors. It is also recommended that you spot check some of the vendor records in the new fiscal cycle. Use the **Modify Vendor** wizard to make any necessary changes to the new vendor cycle values. Some changes that may be needed are as follows:

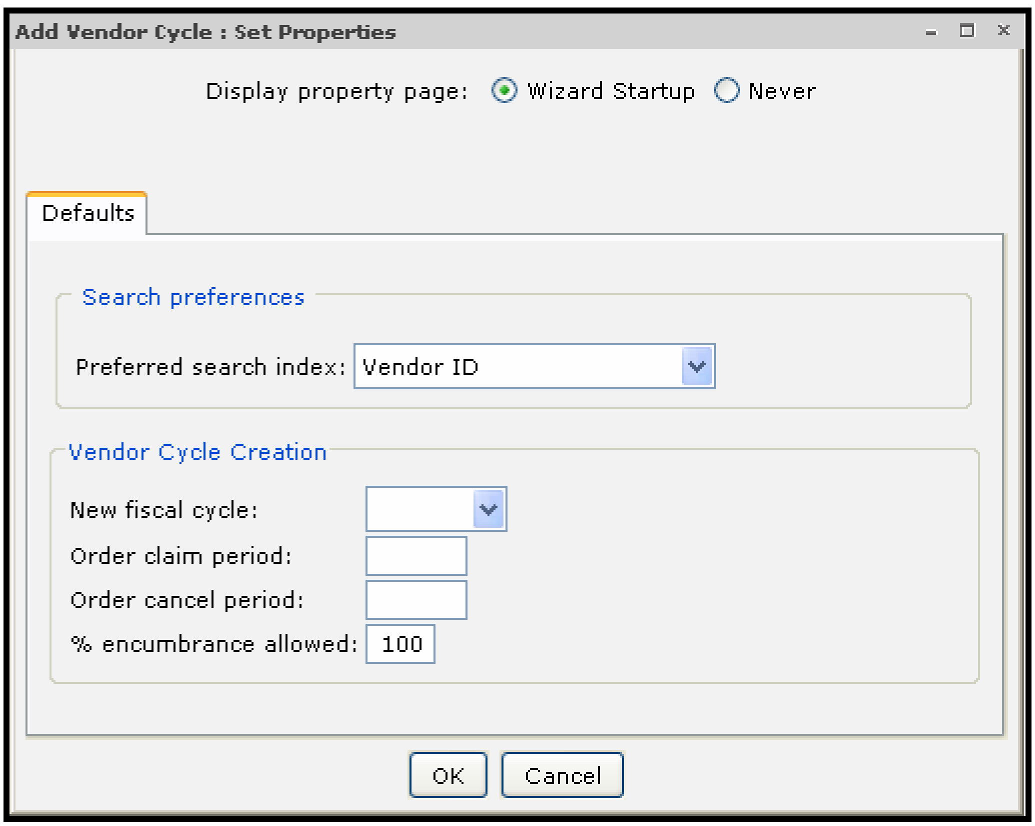
- Deposit amount
- Percent encumbrance allowed
- Discount table

Add Vendor Cycle Wizard

The Add Vendor Cycle wizard can be used as an alternative to the Rollover Vendor Cycles report. This wizard will allow you to add an additional fiscal cycle to an existing vendor record.

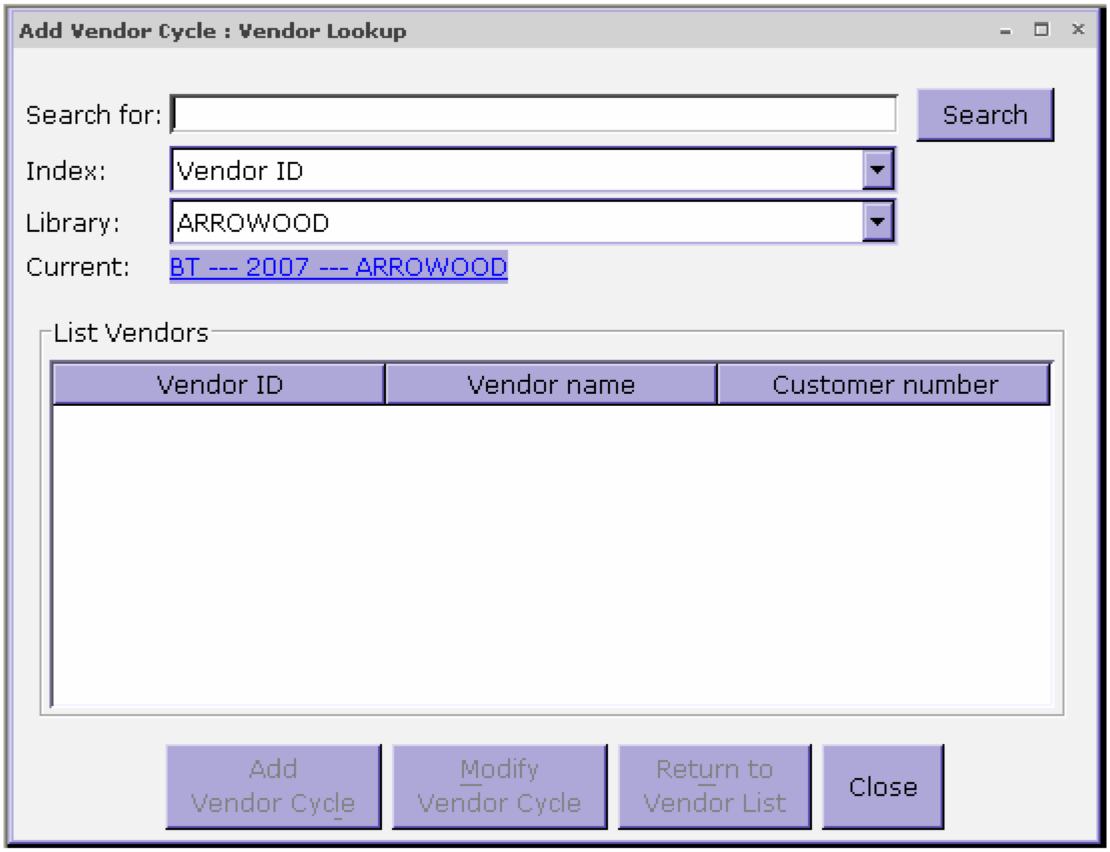
To use the Add Vendor Cycle wizard

1. Select the **Acquisitions** module toolbar.
2. On the **Vendor** toolbar, select the **Add Vendor Cycle** wizard .
3. The Set Properties window appears. In the **Search Preferences** area, select an index from the drop-down list in the **Preferred Search Index field**. Vendor ID is the default search value. Enter or select the **New fiscal cycle**.

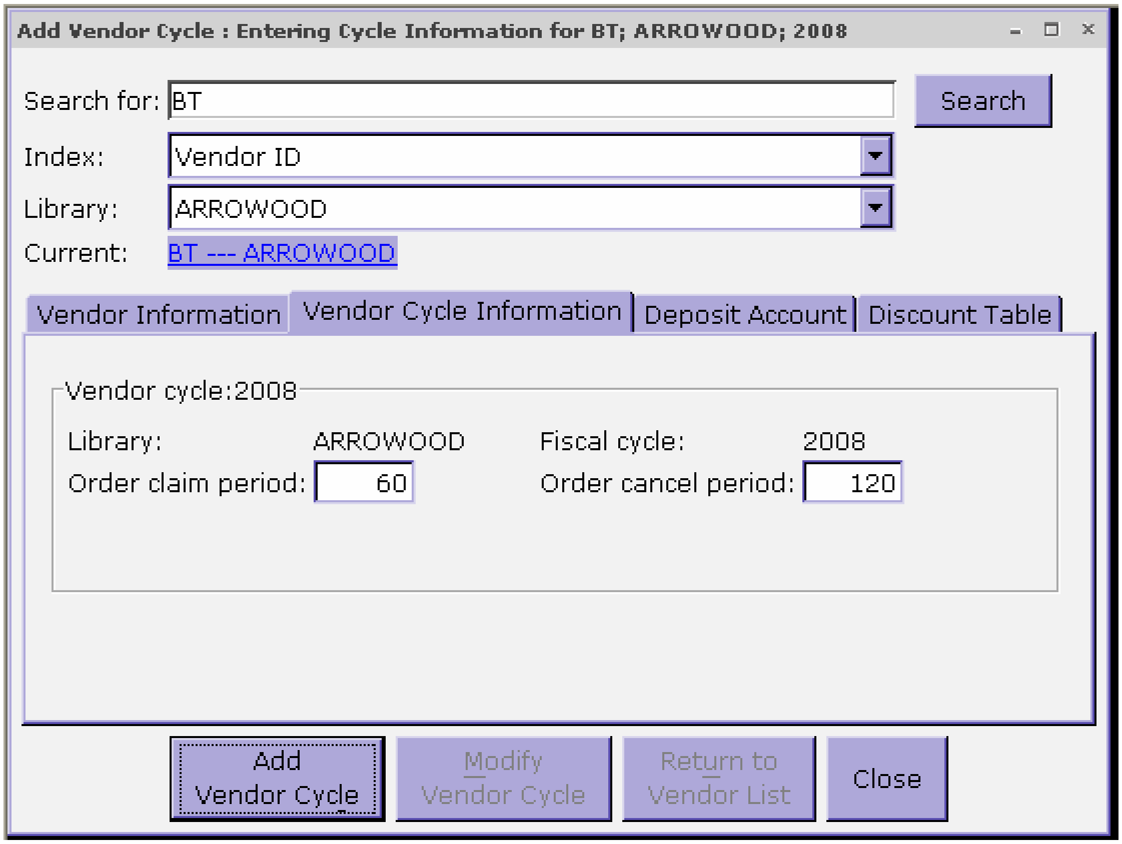


Note	The **New fiscal cycle** is a required field so the property page may need to be set to Display at **Wizard Startup**.

4. After entering the defaults, the Vendor Lookup window appears. Identify the vendor that needs a new fiscal cycle.



5. Enter Claim and Cancel periods.



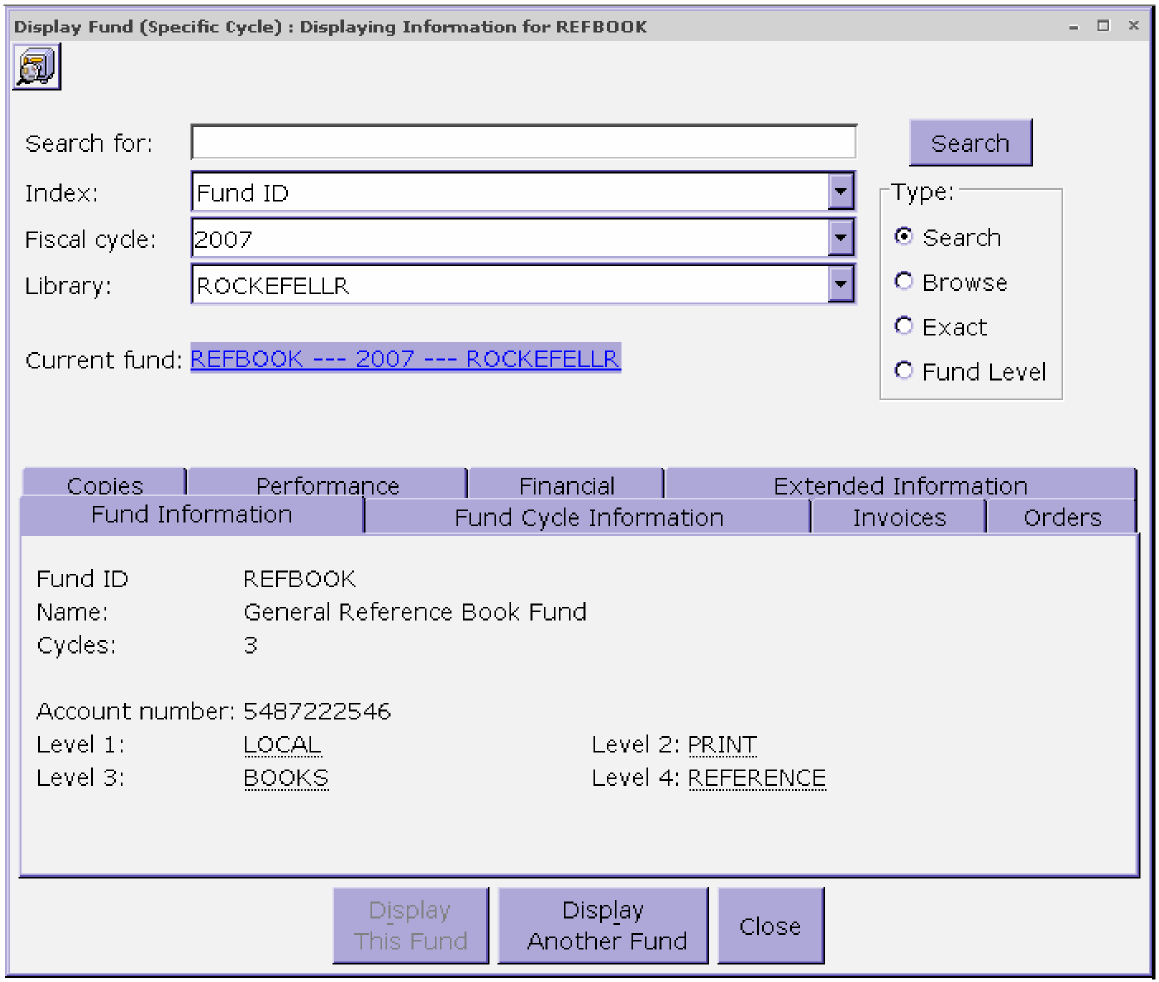
6. If applicable, enter Deposit and Discount Information.
7. Click on **Add Vendor Cycle** to save the new cycle.
8. When finished, click **Close**.

Rollover Funds

Fund Record Review

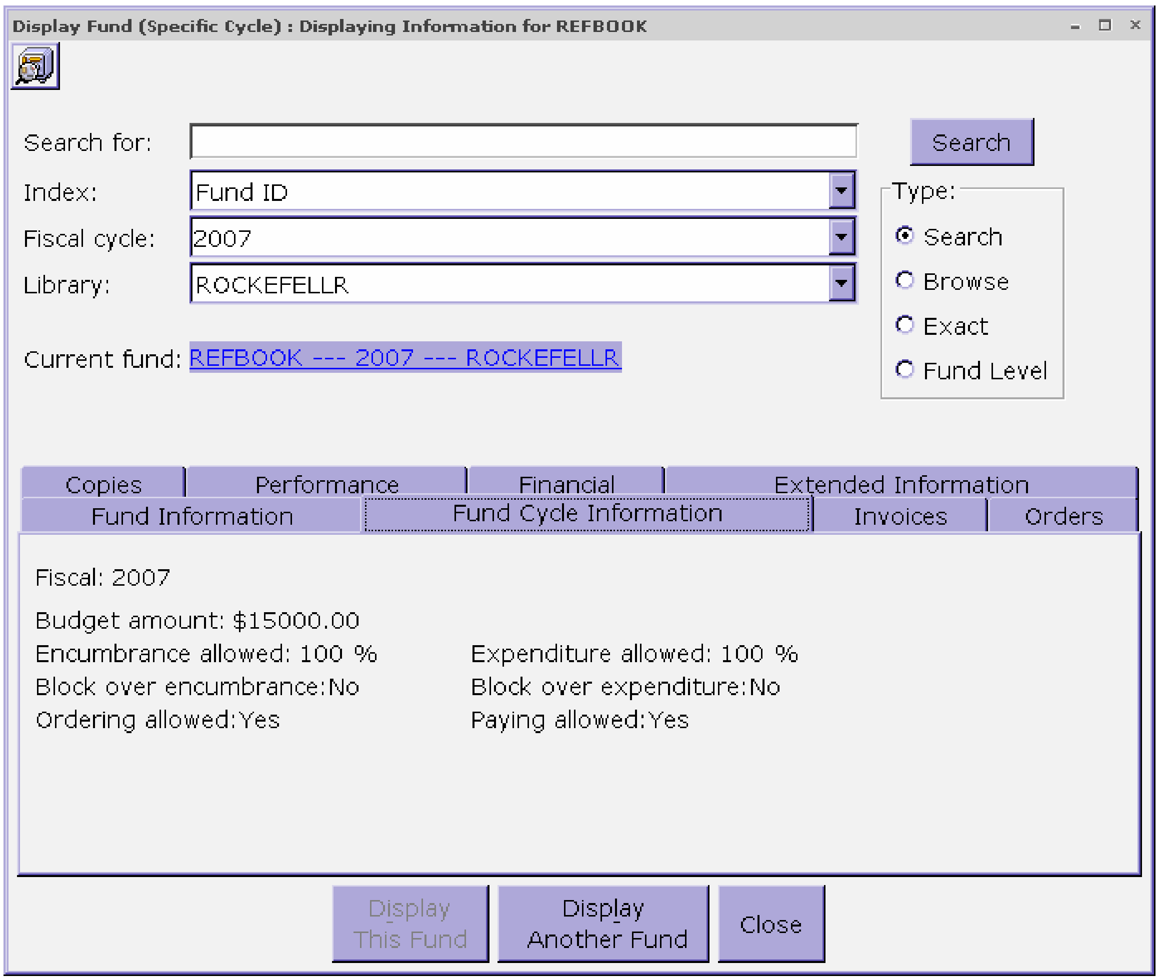
Each fund record is actually comprised of a fund record containing constant information about the fund and a number of fund fiscal cycle records.

The fund record contains information such as the fund name, account number, and fund levels as seen on the Fund Information tab.



Each fund cycle is represented on the Fund Cycle Information tab and contains data about the fund for a single chronological period. Budget amount, percent encumbrance and expenditure allowed, block over encumbrance and expenditure, and ordering and paying allowed are examples of information contained within a fund cycle record.

The Invoices, Orders, Copies, Performance and Financial tabs show specific cycle activity. The fund cycle record is primarily used to track annual budget amounts and fund use.



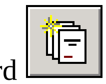
When you rollover a fund record, it is affected in the following ways:

- The basic information and extended information tabs do not change.
- The new fiscal cycle record copies the percent encumbrance allowed and block over encumbrance from the previous fiscal cycle.
- The percent encumbrance allowed for the new fiscal cycle record is set to 100%.
- The Paying allowed check box is selected.
- The Block over expenditure check box is deselected.
- Settings for the Budget amount and Ordering allowed check box are configurable in the Rollover Fund Cycles report.

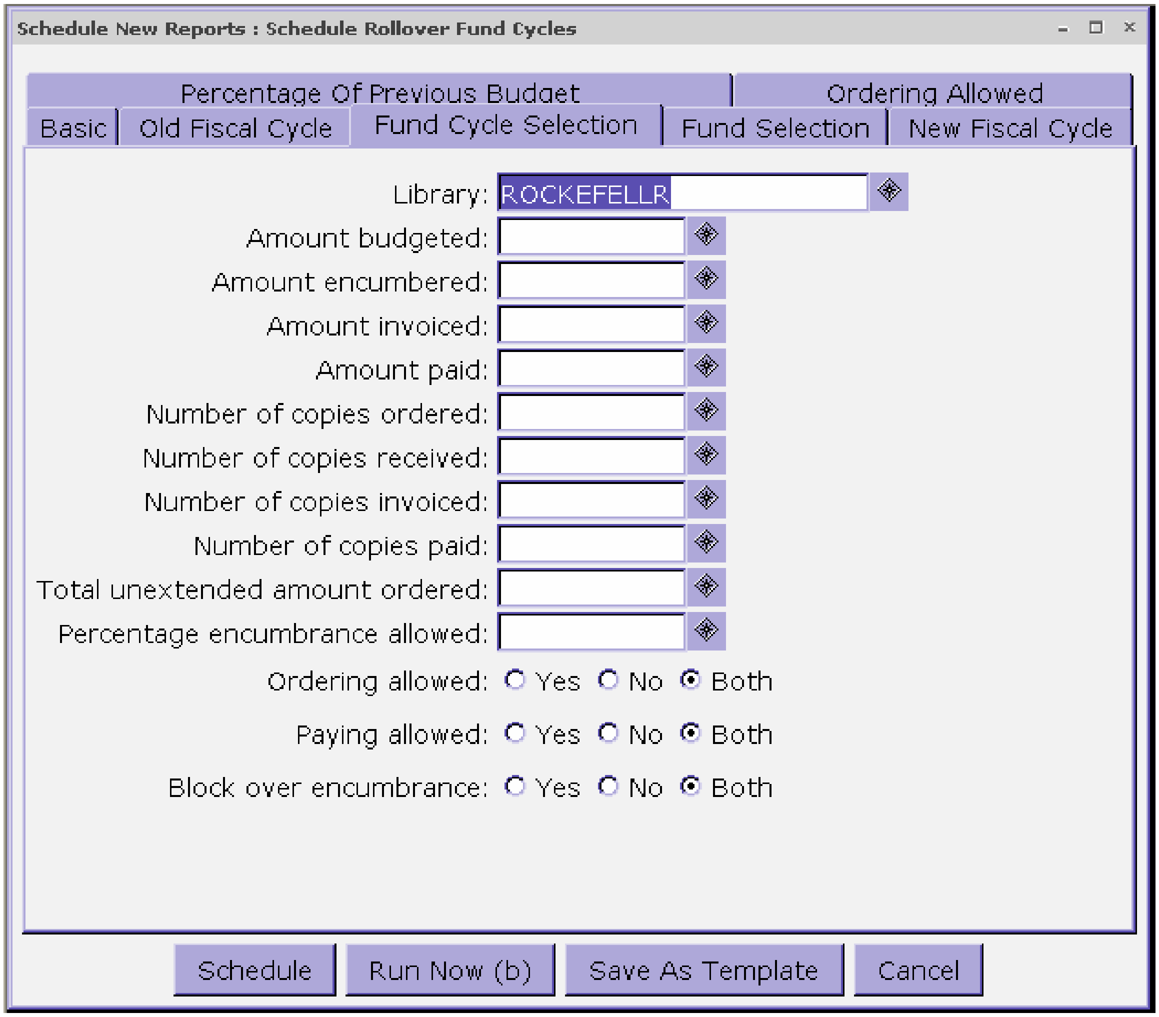
Rollover Fund Cycles Report

The Rollover Fund Cycles (Rolloverfund) report copies fund cycles from a specified fiscal period into new fund cycles "in batch".

To run the Rollover Fund Cycles report

1. Select the **Reports** module toolbar.
2. Click the **Schedule New Reports** wizard . If a properties window appears, click **OK** to accept the defaults.
3. Click the **Acquisition** tab.
4. Select the **Rollover Fund Cycles** report from the list, and click **Setup & Schedule**.
5. Click the **Old Fiscal Cycle** tab and make a selection. This is a required field.

6. Click the **Fund Cycle Selection** tab. The following window displays. Make selections as necessary. For example you could exclude inactive funds by choosing Yes for Ordering allowed and Paying allowed.



7. Choose the **Fund Selection** tab and make appropriate selections. For example, specific funds to rollover could be identified.

8. Click the **New Fiscal Cycle** tab and enter the **New fiscal cycle**. This is a required field.

9. Select the **Percentage of Previous Budget** tab and modify the percentage amount if necessary.

Note This amount can be zero, but it cannot be left blank.

10. Select the **Ordering Allowed** tab and choose **Yes, No** or **Same** to indicate the status of ordering allowed in the new fiscal cycle.
11. Click **Schedule** to select a schedule and printing/distribution for the report. Select the time to run the report and the appropriate printing/distribution option. Click **Schedule**. The Schedule Confirm window displays. Click **Schedule a New Report** to return to the list of templates.

    -Or-

    If the report is to run only one time, click **Run Now** to accept the defaults and set the report to run ASAP. Click **Display Finished Reports** to go to the list of finished reports to view this report once it has run.

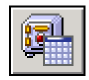
After Rollover Fund

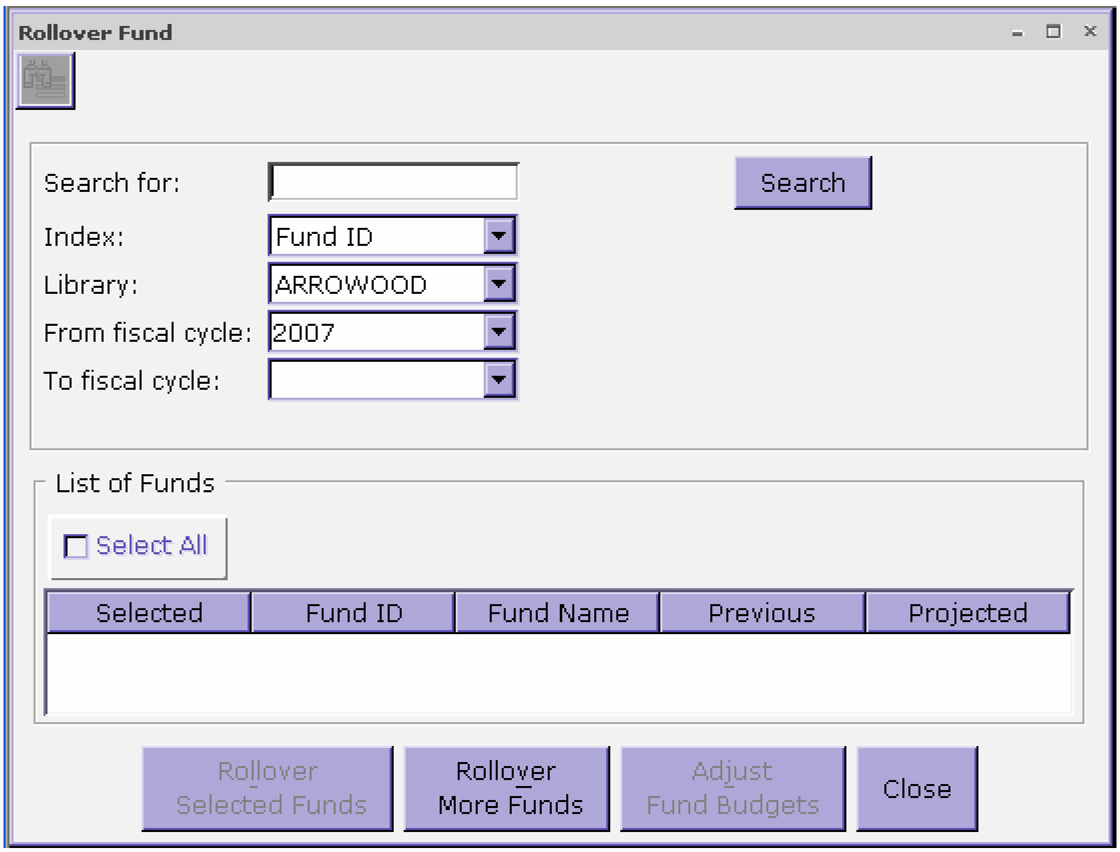
After the Rollover Fund Cycles report runs, check the finished report for errors. It is also recommended that you spot check some of the fund records in the new fiscal cycle. Use the **Modify Fund Budget** wizard to edit budget amounts or the **Modify Fund** wizard to edit other fund or fund cycle values.

Rollover Fund Wizard

The Rollover Fund wizard is an alternative to the Rollover Fund Cycles report. This wizard duplicates fund cycles and allows you to edit the budget amount in the new fiscal cycle.

To use the Rollover Fund wizard

1. Select the **Acquisitions** module toolbar.
2. Click the **Funds** toolbar.
3. Click the **Rollover Fund** wizard  and the following window displays.

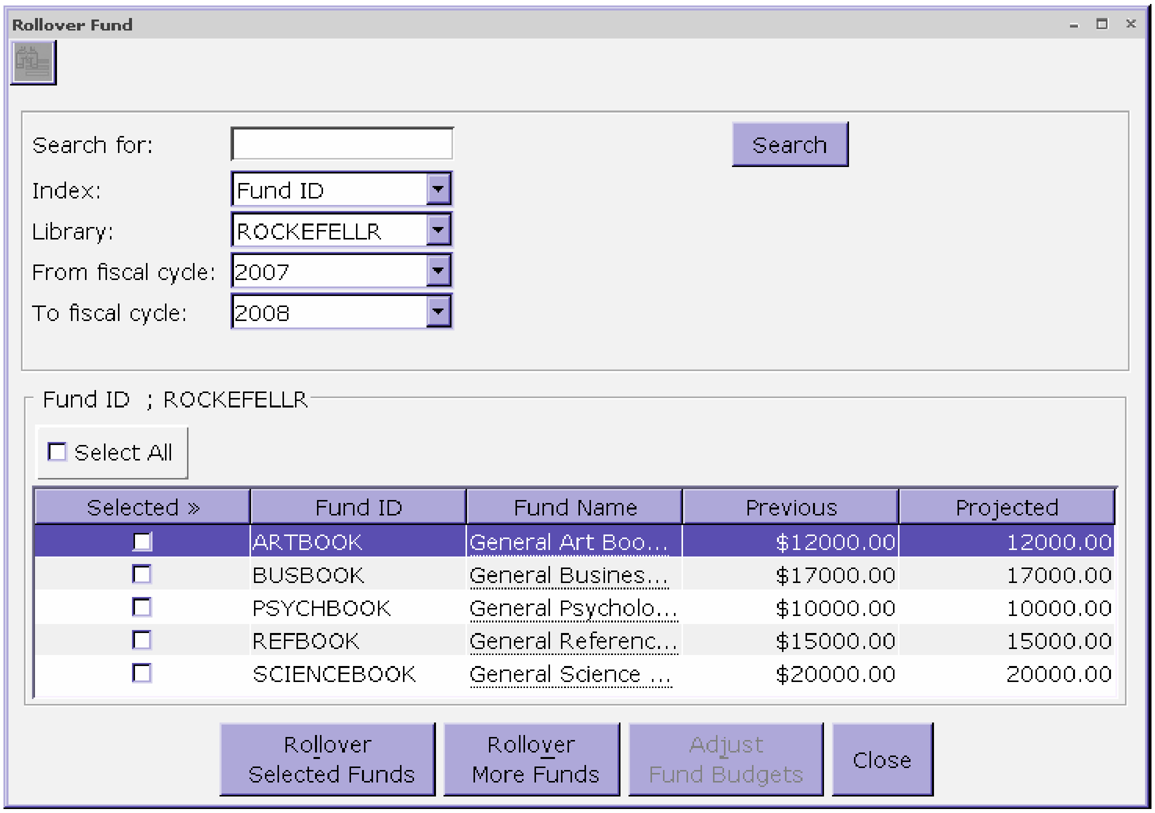


4. Use the drop down list or enter a value for the required field **To fiscal cycle**.

5. Search for a specific fund.

   -Or-

   Leave the search box empty, and click **OK** to see all funds. The following window displays.

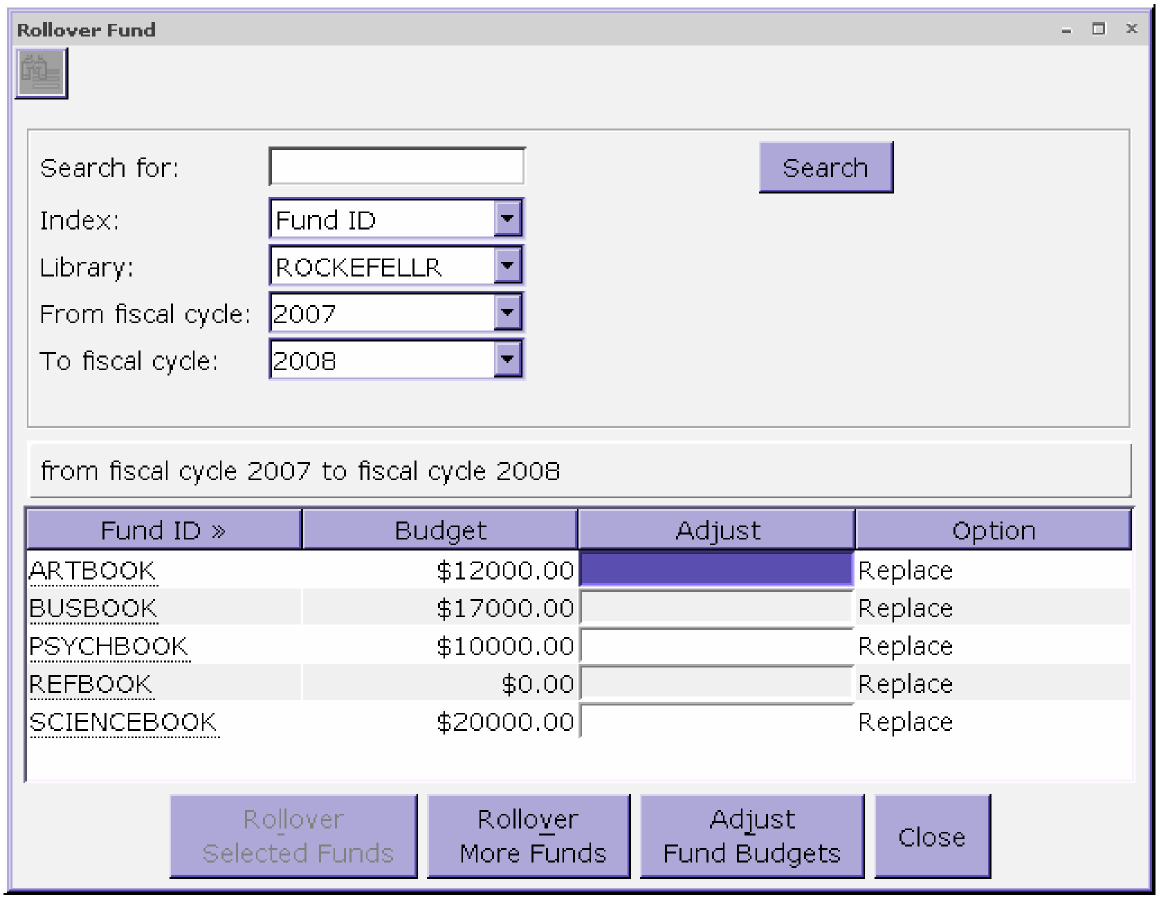


6. Select **All** to rollover all funds in the list.

   -Or-

   Select the check boxes for the funds you want to rollover.

7. Click **Rollover Selected Funds**. The following window displays.



8. Enter an amount in the **Adjust** field. Click the **Option** column for that fund to activate the dropdown menu. Choose one of the following.

Option	New Fund Cycle's Budget Amount
Replace	equal to the amount entered in the fund's corresponding **Adjust** box
Increase	equal to the old fund cycle's budget amount plus the amount entered in the fund's corresponding **Adjust** box
Decrease	equal to the old fund cycle's budget amount minus the amount entered in the fund's corresponding **Adjust** box

9. Click **Adjust Fund Budgets** to rollover the funds to the new fund cycle.

Note	The ability to adjust the amounts is property driven.

Adjust Fund Budgets

After the funds have been rolled over, you may be able to perform the following next steps:

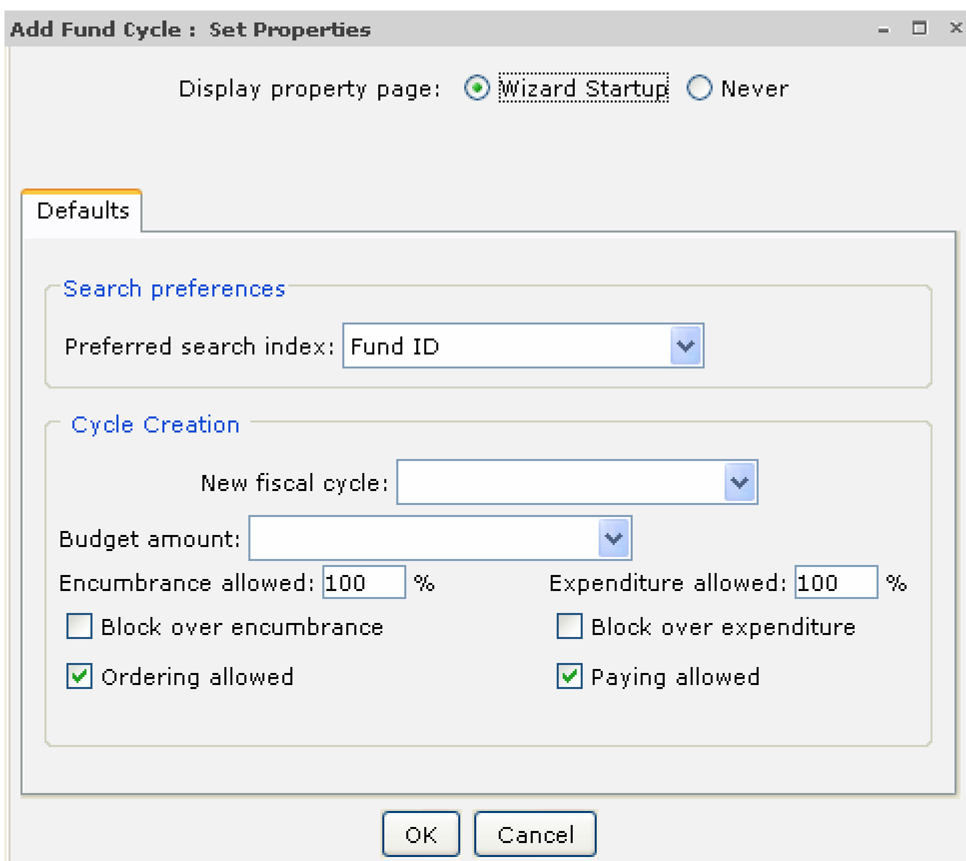
- Rollover more funds
- Adjust new budgets for the new fund cycle
- Close

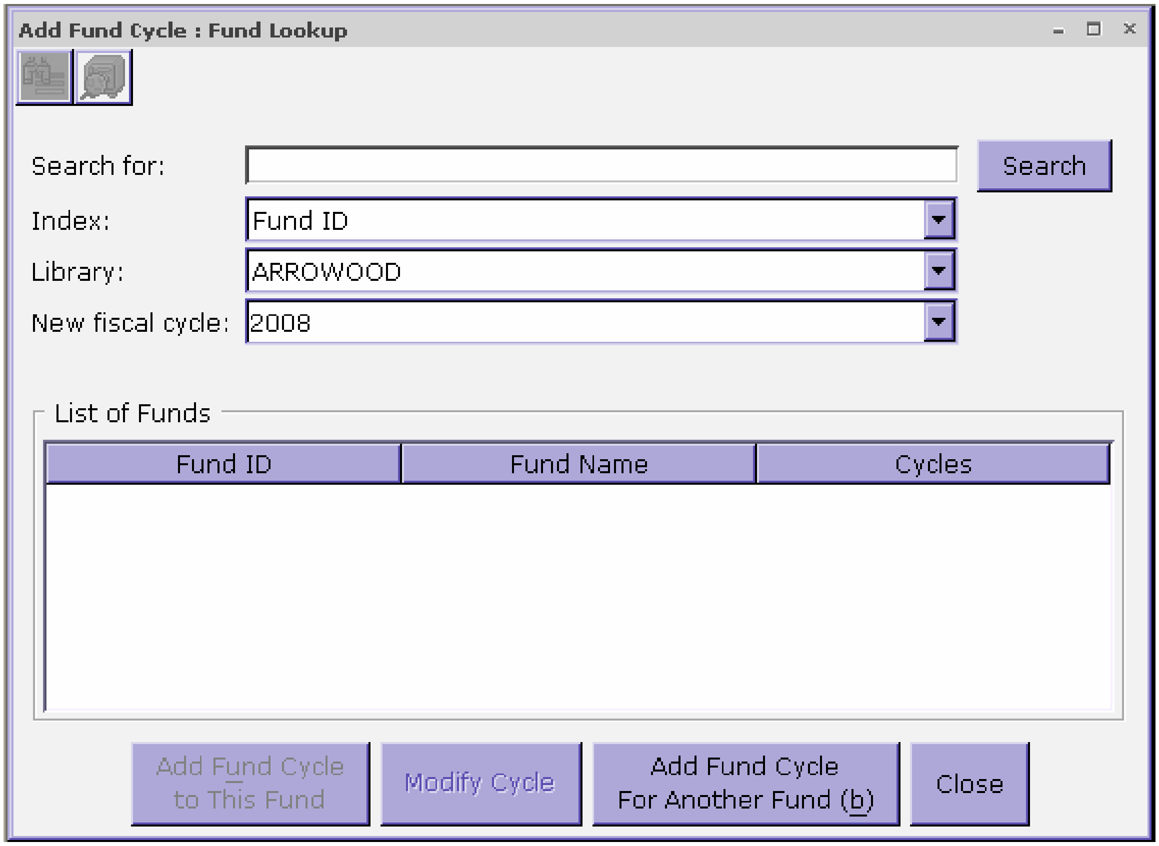
Add Fund Cycle Wizard

The Add Fund Cycle wizard is another alternative to the Rollover Fund Cycles report. This wizard creates a new fund cycle from default properties rather than from the old fund cycle. It also allows you to edit all fund cycle fields in the new fiscal cycle.

To use the Add Fund Cycle wizard

1. Select the **Acquisitions** module toolbar.
2. On the **Funds** group toolbar, select the **Add Fund Cycle** wizard .
3. The Set Properties window appears. In the **Search Preferences** area, select an index from the drop-down list in the **Preferred Search Index** field. Vendor ID is the default search value. Enter or select the **New fiscal cycle**.





4. In the **Search fo**r field, identify the fund or funds to which the cycle is to be added. You can also leave the search box empty to see all qualifying funds.

   Type a New Fiscal Cycle if necessary, and then click **Search**.

Note	The fund search will be limited to only those funds that do not already have the specified fund cycle.

5. A hit of funds matching your search criteria appears.
6. The fiscal cycle value you selected in Fund Search appears in the New Fiscal Cycle box. If you want to change this value, select a new cycle from the drop-down list.
7. Type a Budget Amount or select NOLIMIT from the drop-down list.
8. Make selections for the other fund cycle fields. For more information about fund cycle selections, see the **Fund Cycle Information** Tab topic in the WorkFlows online help.

9. Click Add Fund Cycle to This Fund.

   A dialog box appears stating that a new fund cycle was added to the existing fund. Click OK

After adding a new cycle to each of the selected funds, you may be able to perform the following next steps:

- Modify Cycle after you make changes to the new fund cycle
- Add Fund Cycle For Another Fund to add another budget cycle to a different fund
- Close to quit the Add Fund Cycle wizard.

Rollover Orders

Overview

The rollover of orders controls encumbrances. When an order is duplicated from one fiscal cycle into another, new encumbrances are created. The fiscal cycle of the order must match the fiscal cycle of the associated vendor and fund. Therefore, both vendors and funds must be rolled over before attempting to rollover orders.

Rollover orders to accomplish any of the following.

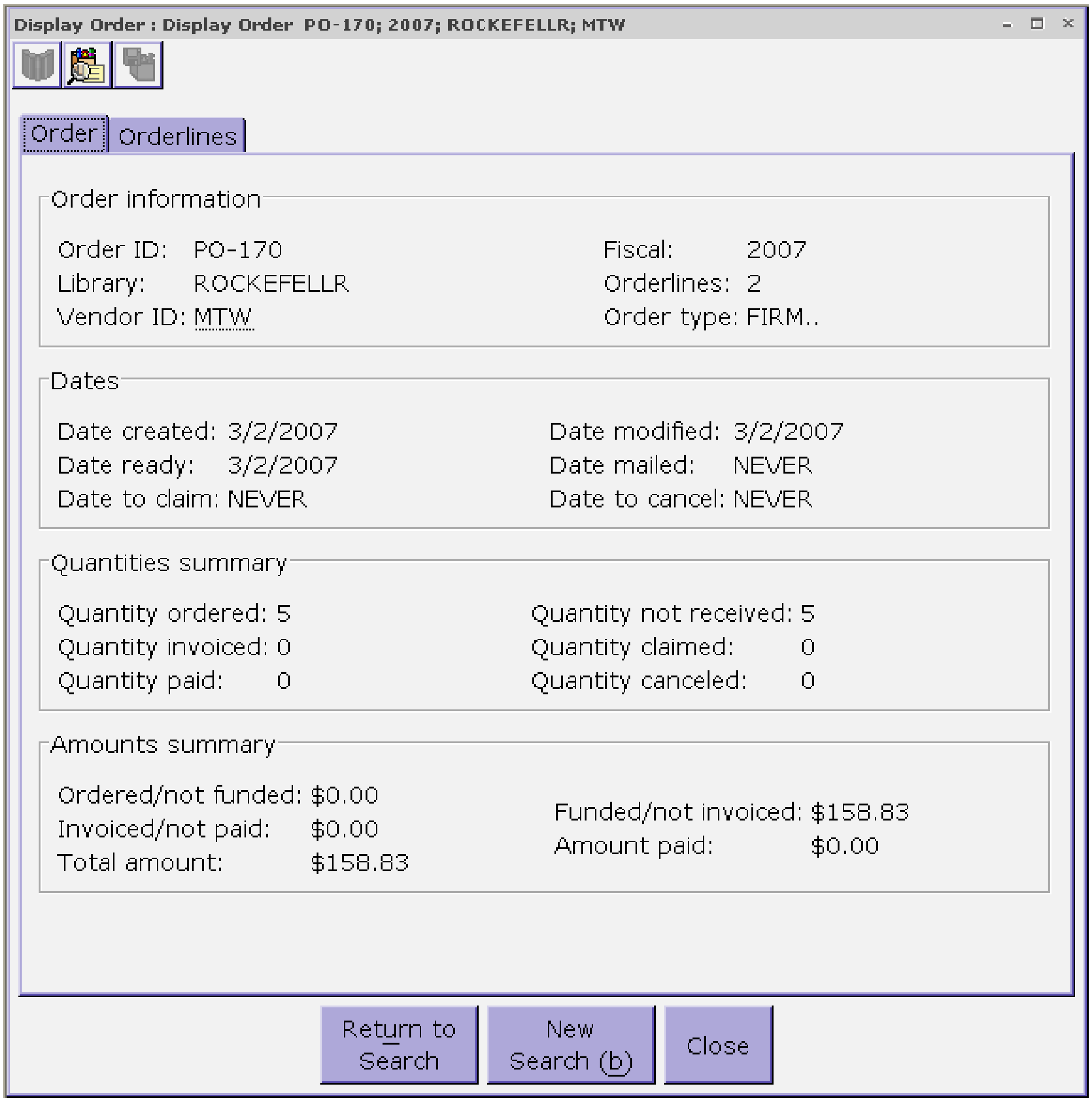
- To create encumbrances in the new fiscal cycle
- To allow receiving of items in the new fiscal cycle
- To allow invoicing of and paying for items in the new fiscal cycle

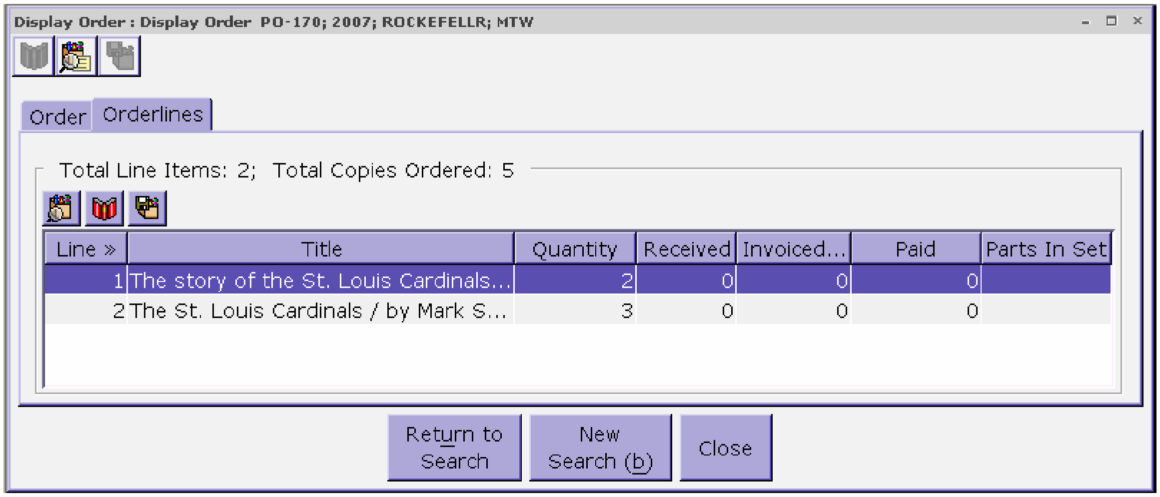
There are three reports that control the rollover of orders.

- Rollover Basic Orders
- Rollover Dated Orders
- Rollover Recurring Orders

Order Record Review

Each order record is comprised of order information and attached orderlines. Each order record is connected to a particular fiscal cycle, and to rollover an order record is to duplicate the order and orderline information into a new fiscal cycle. There is no connection in the database between the same order in multiple fiscal cycles.





When you rollover an order record, it is affected in the following ways.

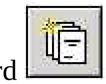
- The rollover reports use the previous fiscal cycle's order ID, so that you can retrieve an order in multiple fiscal cycles. When using the Duplicate Order wizard, you can also assign the same order ID.
- Receipt, payment, claim, and cancellation information is not duplicated in the new order record.

Note SirsiDynix does not recommend rolling over basic or recurring orders that are invoiced, paid, received, or loaded.

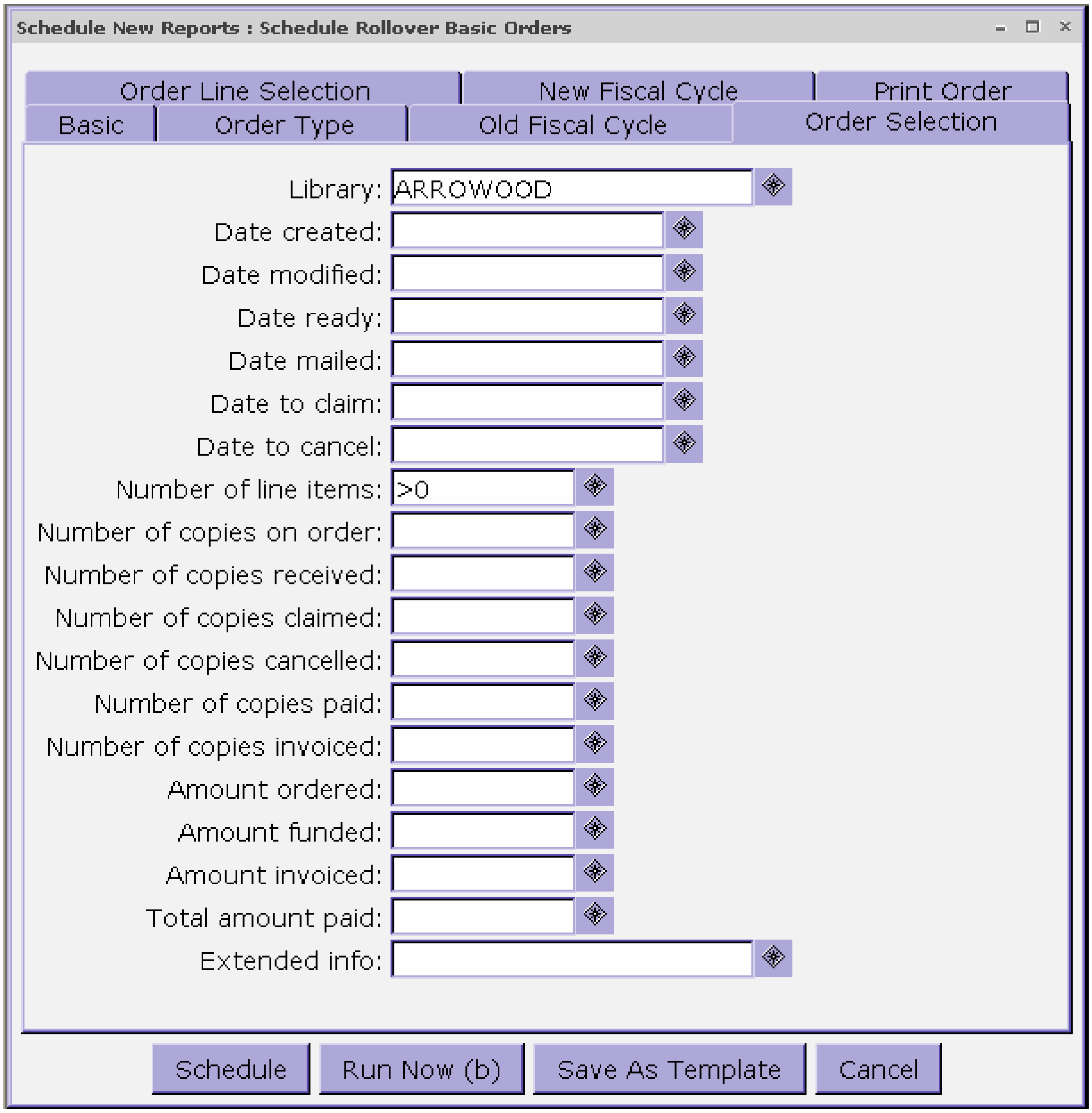
Rollover Basic Orders Report

The Rollover Basic Orders (Rollsingleord) report allows you to select existing order lines in a specified fiscal cycle and duplicate them to a new fiscal cycle, creating new orders.

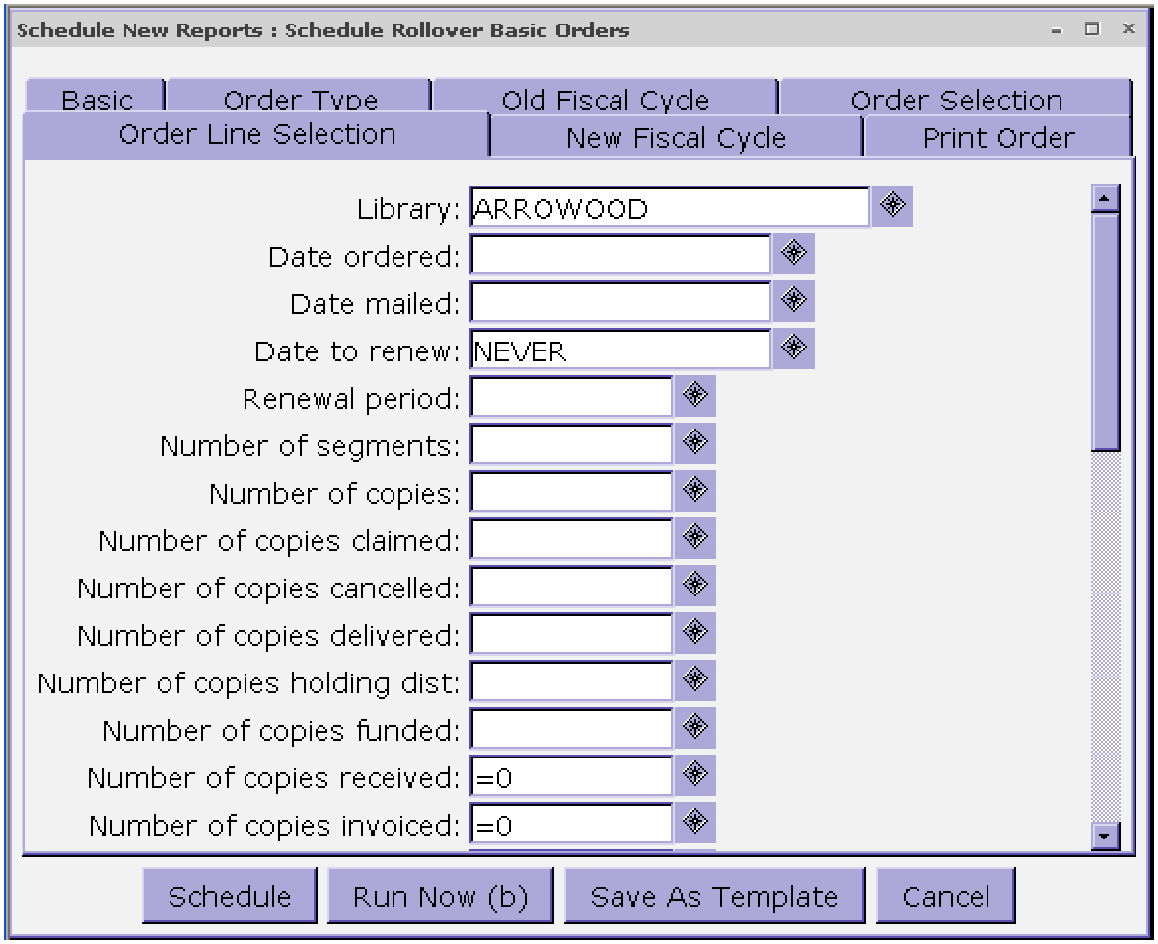
To run the Rollover Basic Orders report

1. Select the **Reports** module toolbar.
2. Click the **Schedule New Reports** wizard . If a properties window appears, click **OK** to accept the defaults.
3. Click the **Acquisition** tab.
4. Select the **Rollover Basic Orders** report from the list, and click **Setup & Schedule**.
5. Click the **Order Type** tab and make selections if necessary.
6. Click the **Old Fiscal Cycle** tab and enter the value. This is a required field.

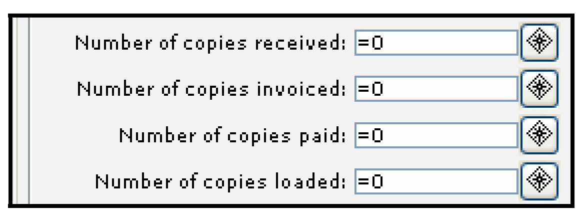
7. Click the **Order Selection** tab and make selections as necessary.



8. Click the **Order Line Selection** tab and the following window displays.



9. Make other selections as necessary. The delivered defaults select orders that are not received, invoiced, paid, and loaded.



10. Click the **New Fiscal Cycle** tab and enter the new cycle. This is a required field.

11. Select the **Print Orders** tab and make necessary selections.

12. Click **Schedule** to select a schedule and printing/distribution for the report. Select the time to run the report and the appropriate printing/distribution option. Click **Schedule**. The Schedule Confirm window appears. Click **Schedule a New Report** to return to the list of templates.

    -Or-

    If the report is to run only one time, click **Run Now** to accept the defaults and set the report to run ASAP. Click **Display Finished Reports** to go to the list of finished reports to view this report once it has run.

After Rollover Basic Orders

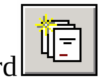
After the Rollover Basic Orders report runs, check the finished report for errors. It is also recommended that you spot check some of the order records in the new fiscal cycle. Use the **Remove Selected Order Lines** report to remove the rolled over orders from the previous fiscal cycle in batch.

Removing the old order lines will remove the on-order status from the title in the online catalog and WorkFlows. Additionally, removing these orders is necessary to disencumber funds and to eliminate the “title already on order” status alert in the new order. The selections in this report should mirror those used in the Rollover Basic Orders report.

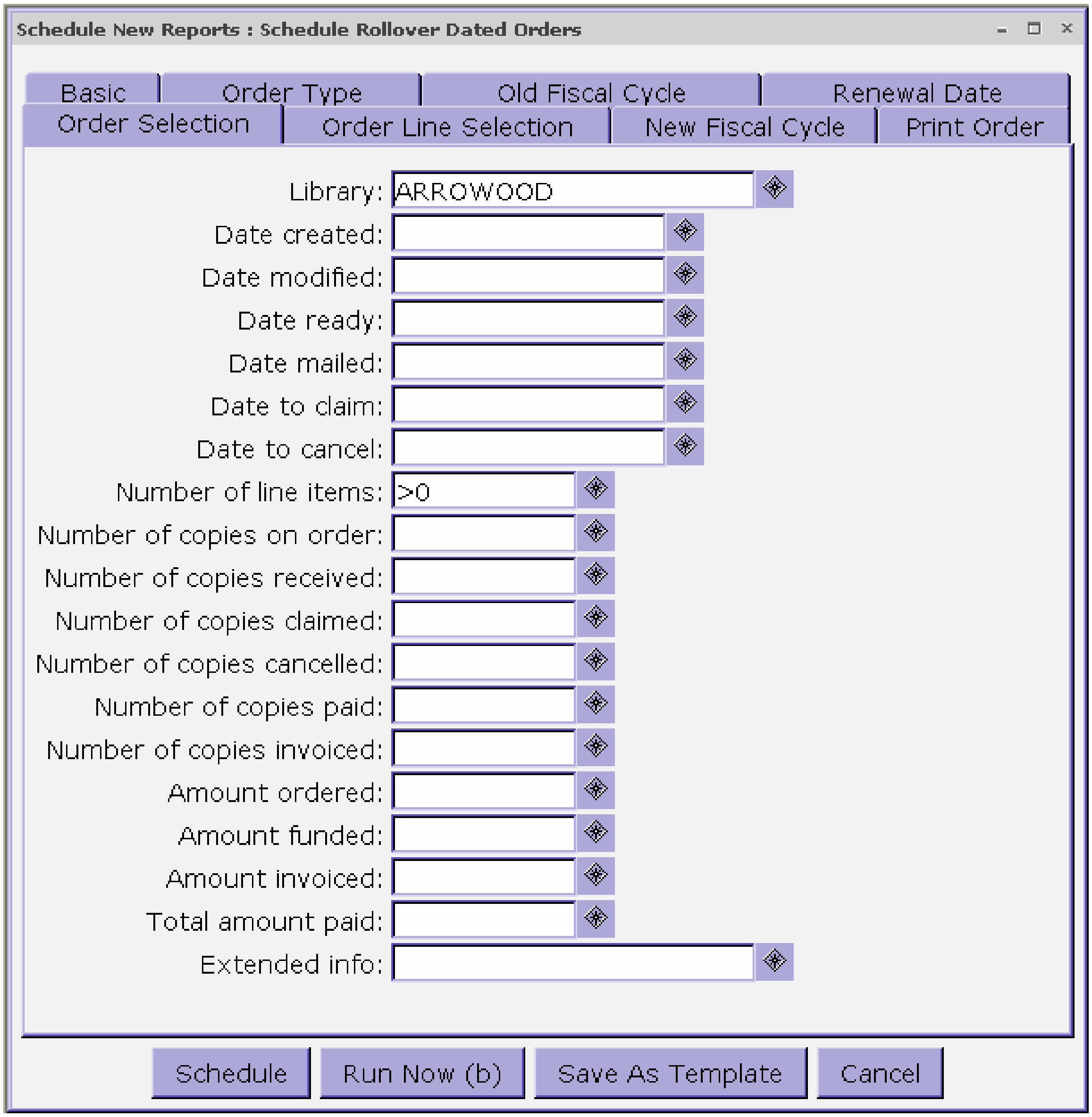
Rollover Dated Orders Report

The Rollover Dated Orders (Rolldatedord) report allows you to select existing order lines in a specified fiscal cycle and duplicate them to a new fiscal cycle, creating new orders.

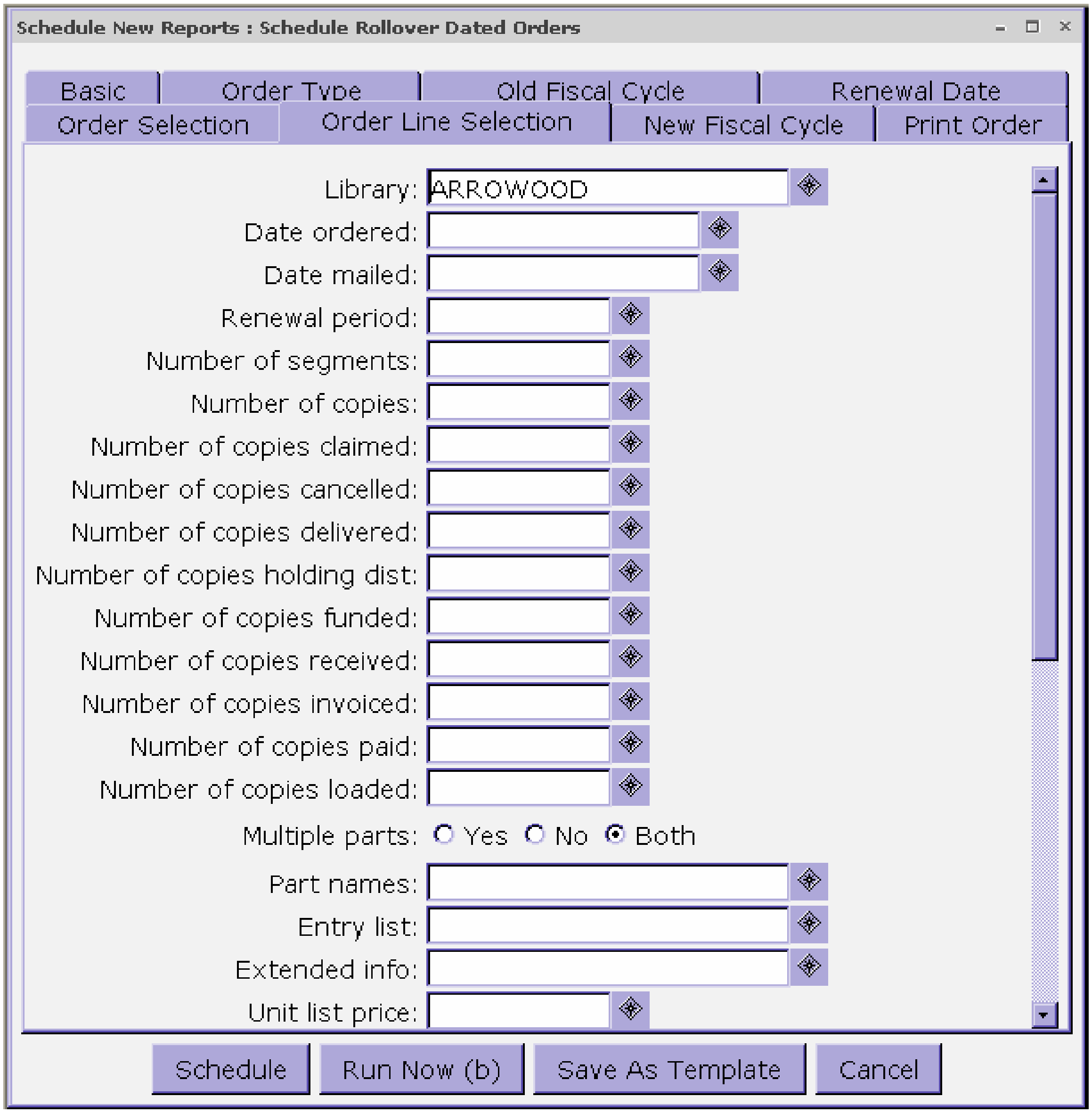
To run the Rollover Dated Orders report

1. Select the **Reports** module toolbar.
2. Click the **Schedule New Reports** wizard . If a properties window appears, click **OK** to accept the defaults.
3. Click the **Acquisition** tab.
4. Select the **Rollover Dated Orders** report from the list, and click **Setup & Schedule**.
5. Click the **Order Type** tab and make selections if necessary.
6. Click the **Old Fiscal Cycle** tab and enter the value. This is a required field.
7. Select the **Renewal Dat**e tab and make selections.

8. Click the **Order Selection** tab and make selections as necessary.



9. Click the **Order Line Selection** tab. The following window displays.



Note	Because of the ongoing nature of dated orders, the goal should be to rollover all the dated orders. To exclude orders which have been cancelled, select **=0** for the **Number of copies cancelled**.

10. Click the **New Fiscal Cycle** tab and enter the new cycle. This is a required field.
11. Select the **Print Orders** tab and make necessary selections.
12. Click **Schedule** to select a schedule and printing/distribution for the report. Select the time to run the report and the appropriate printing/distribution option. Click **Schedule**. The Schedule Confirm window appears. Click **Schedule a New Report** to return to the list of templates.

    -Or-

    If the report is to run only one time, click **Run Now** to accept the defaults and set the report to run ASAP. Click **Display Finished Reports** to go to the list of finished reports to view this report once it has run.

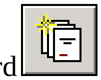
After Rollover Dated Orders

After the Rollover Dated Orders report runs, check the finished report for errors. It is also recommended that you spot check some of the order records in the new fiscal cycle. To preserve payment history for subscriptions and memberships, it is recommended that the previous year's dated orders be retained.

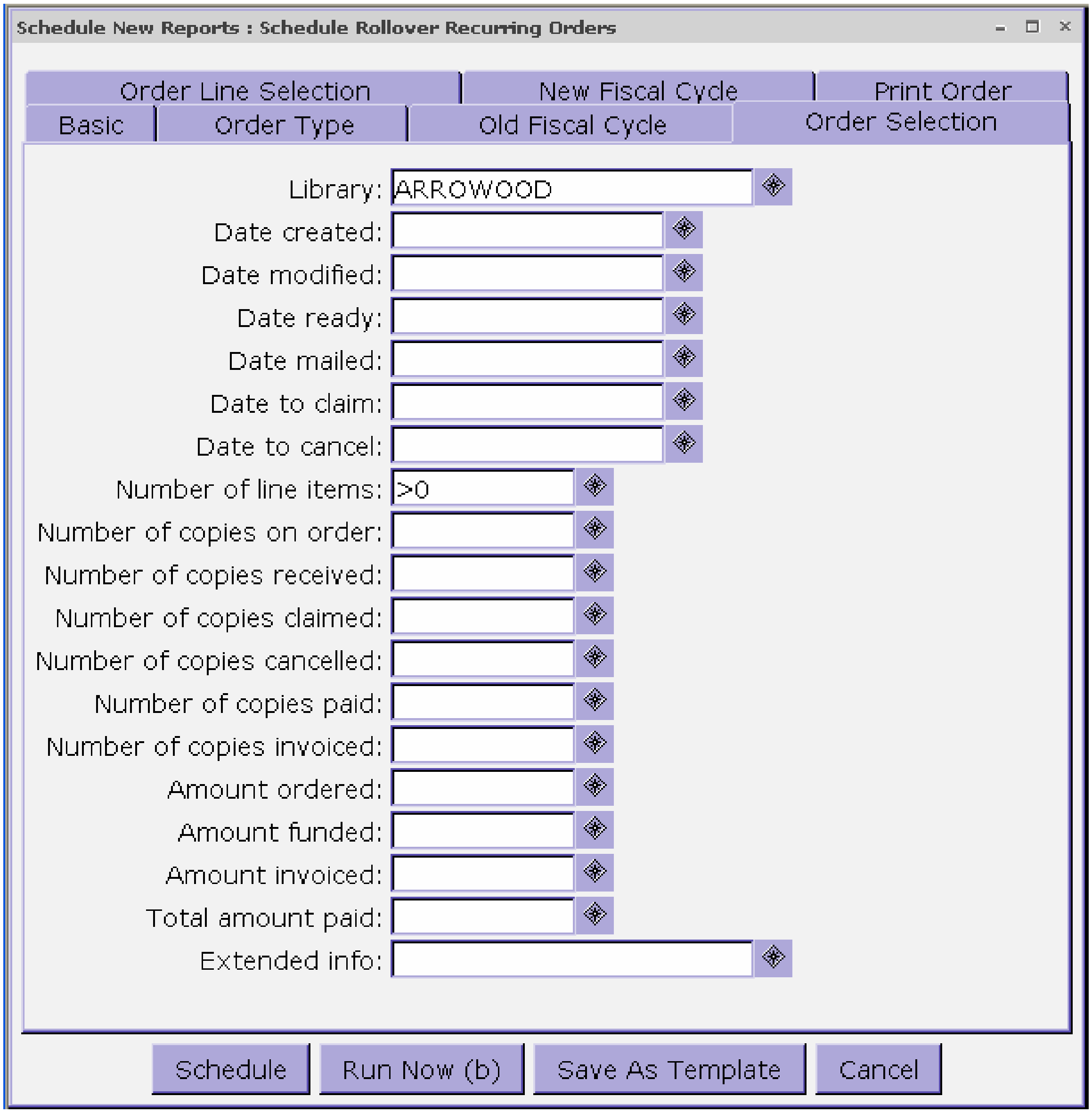
Rollover Recurring Orders Report

The Rollover Recurring Orders (Rollrecurngord) report allows you to select existing order lines in a specified fiscal cycle and duplicate them to a new fiscal cycle, creating new orders.

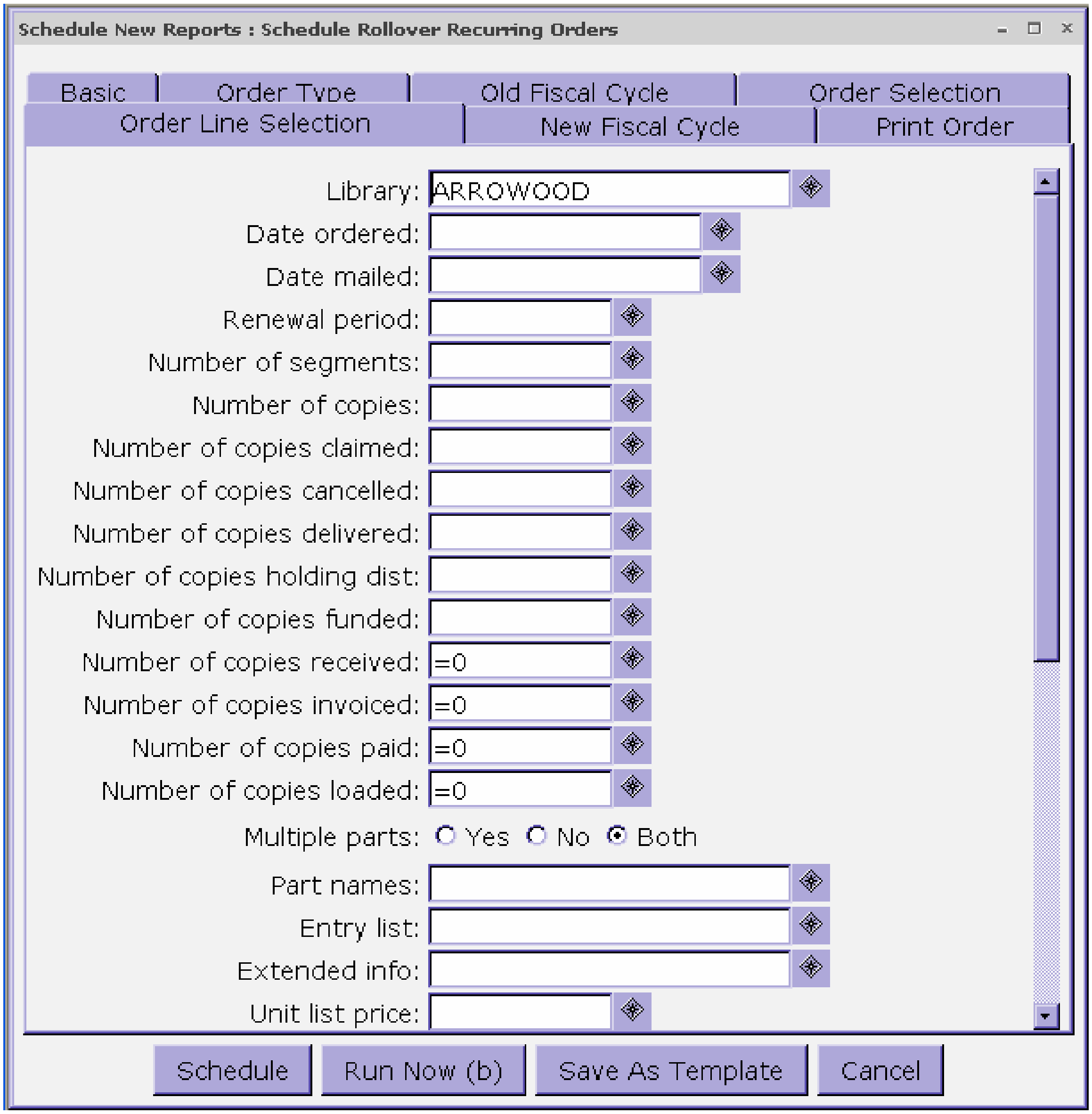
To run the Rollover Recurring Orders report

1. Select the **Reports** module toolbar.
2. Click the **Schedule New Reports** wizard . If a properties window appears, click **OK** to accept the defaults.
3. Click the **Acquisition** tab.
4. Select the **Rollover Recurring Orders** report from the list, and click **Setup & Schedule**.
5. Click the **Order Type** tab and make selections if necessary.
6. Click the **Old Fiscal Cycle** tab and enter the value. This is a required field.

7. Click the **Order Selection** tab and make selections as necessary.



8. Click the **Order Line Selection** tab. The following window displays.



9. Make selections as necessary. The report defaults are designed to only rollover the first orderline – the template orderline.

10. Click the **New Fiscal Cycle** tab and enter the new cycle. This is a required field.
11. Select the **Print Orders** tab and make necessary selections.
12. Click **Schedule** to select a schedule and printing/distribution for the report. Select the time to run the report and the appropriate printing/distribution option. Click **Schedule**. The Schedule Confirm window appears. Click **Schedule a New Report** to return to the list of templates.

    -Or-

    If the report is to run only one time, click **Run Now** to accept the defaults and set the report to run ASAP. Click **Display Finished Reports** to go to the list of finished reports to view this report once it has run.

After Rollover Recurring Orders

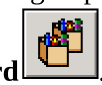
After the Rollover Recurring Orders report runs, check the finished report for errors. It is also recommended that you spot check some of the order records in the new fiscal cycle. Use the **Remove Selected Order Lines** report to remove the rolled over orders from the previous fiscal cycle in batch.

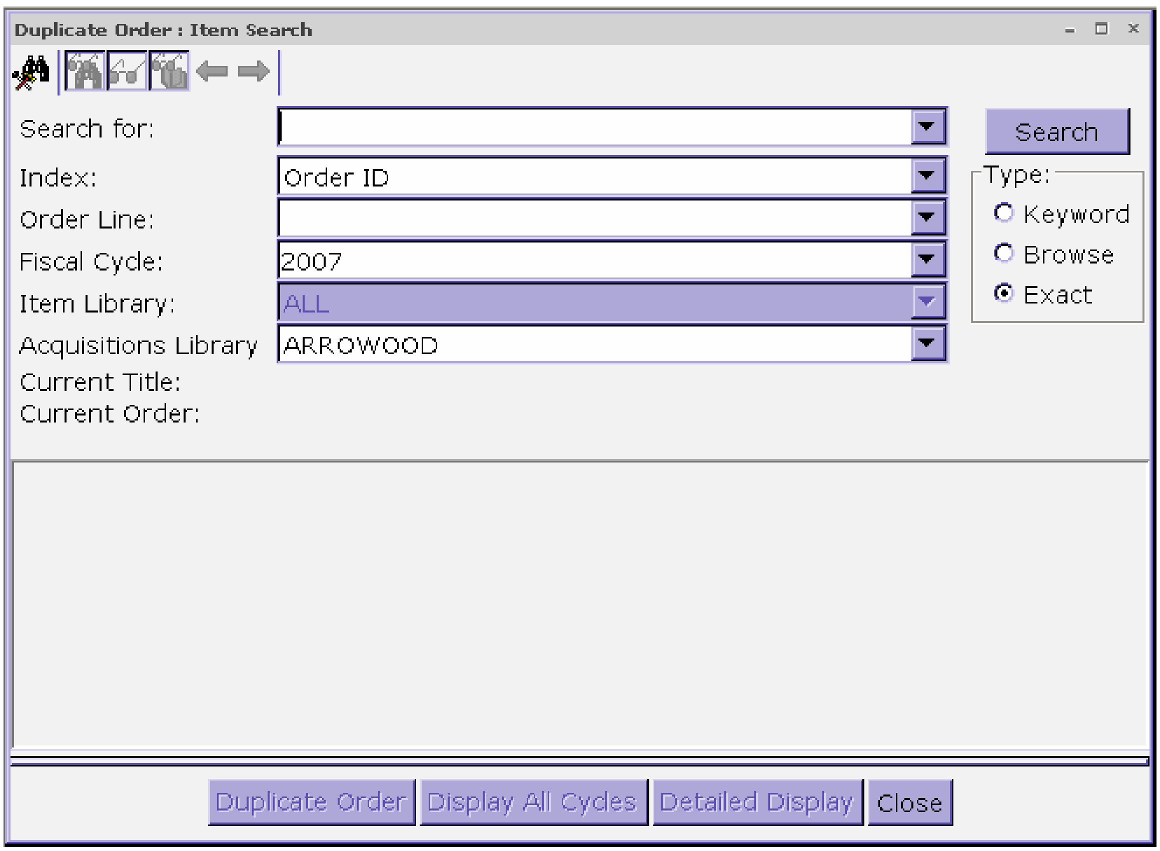
Removing the old order lines will remove the on-order status from the title in the online catalog and WorkFlows. Additionally, removing these orders is necessary to disencumber funds and to eliminate the “title already on order” status alert in the new order. The selections in this report should mirror those used in the Rollover Recurring Orders report

Duplicate Order Wizard

The Duplicate Order wizard is an alternative to the three Rollover Orders reports. This wizard guides you through the process of duplicating an existing order to a new order. Use the wizard to identify a specific order by order ID, orderline, fiscal cycle, and/or library. The specified order ID/orderline will supply the default values for a new order and orderline

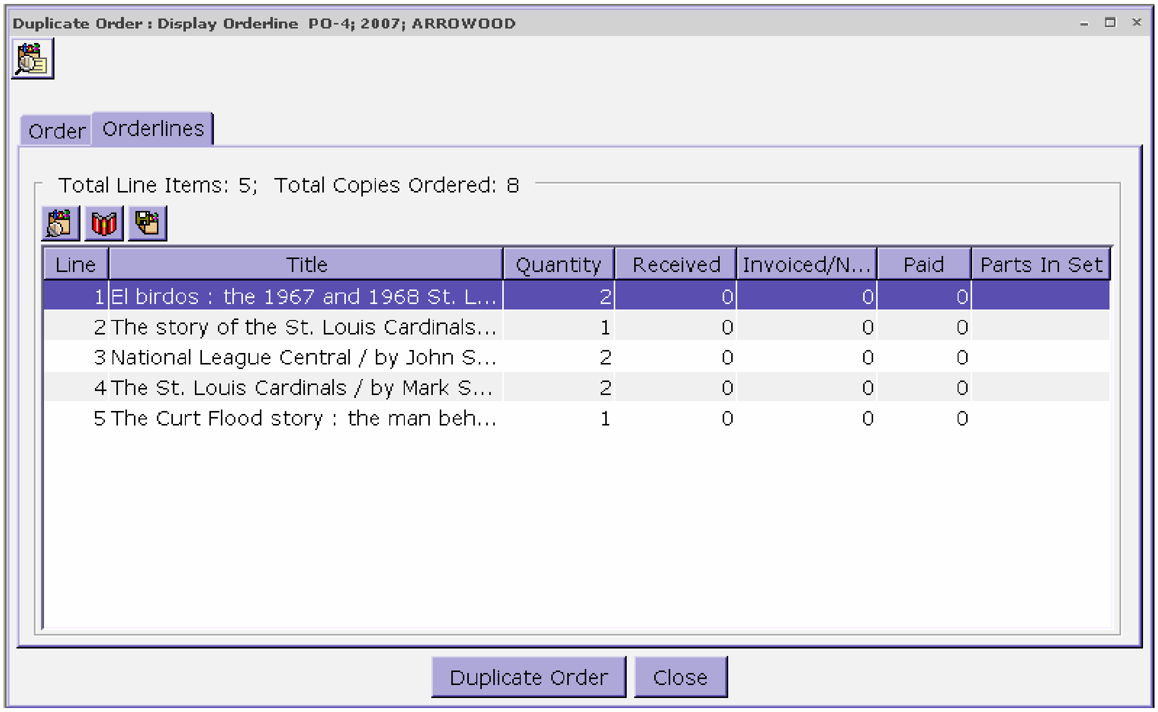
To use the Duplicate Order wizard

1. Select the **Acquisitions** module toolbar.
2. On the **Orders** group toolbar and select the **Duplicate Order wizard** .

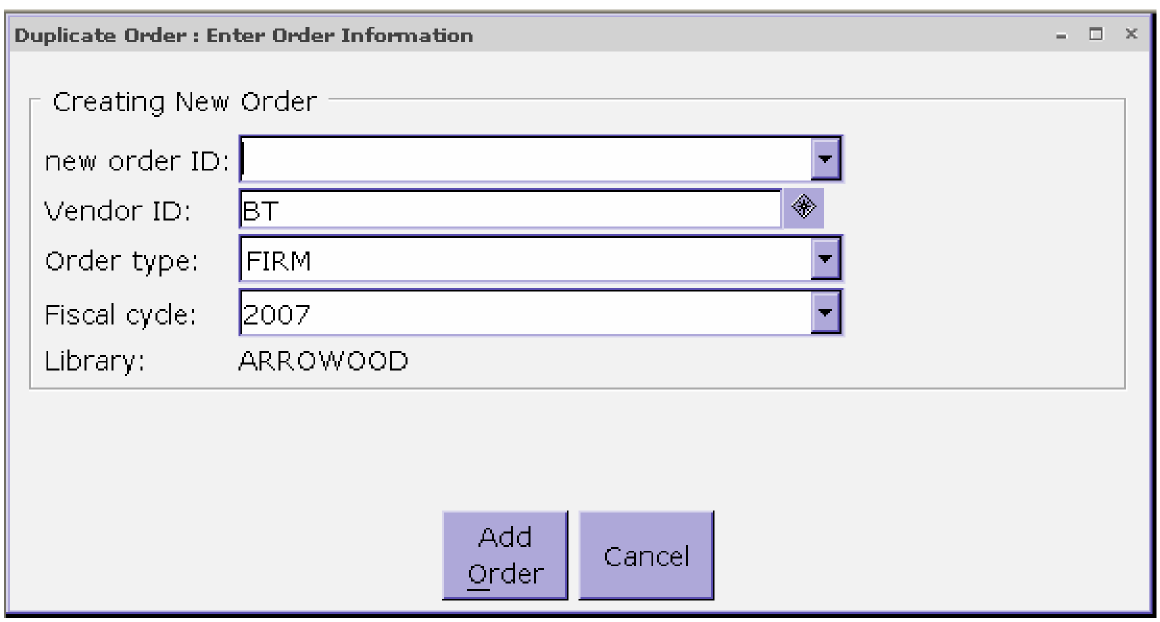


3. Enter search criteria or click on **Search** to retrieve all orders.

4. Choose the order from the hitlist if necessary and click on **Duplicate Order**.

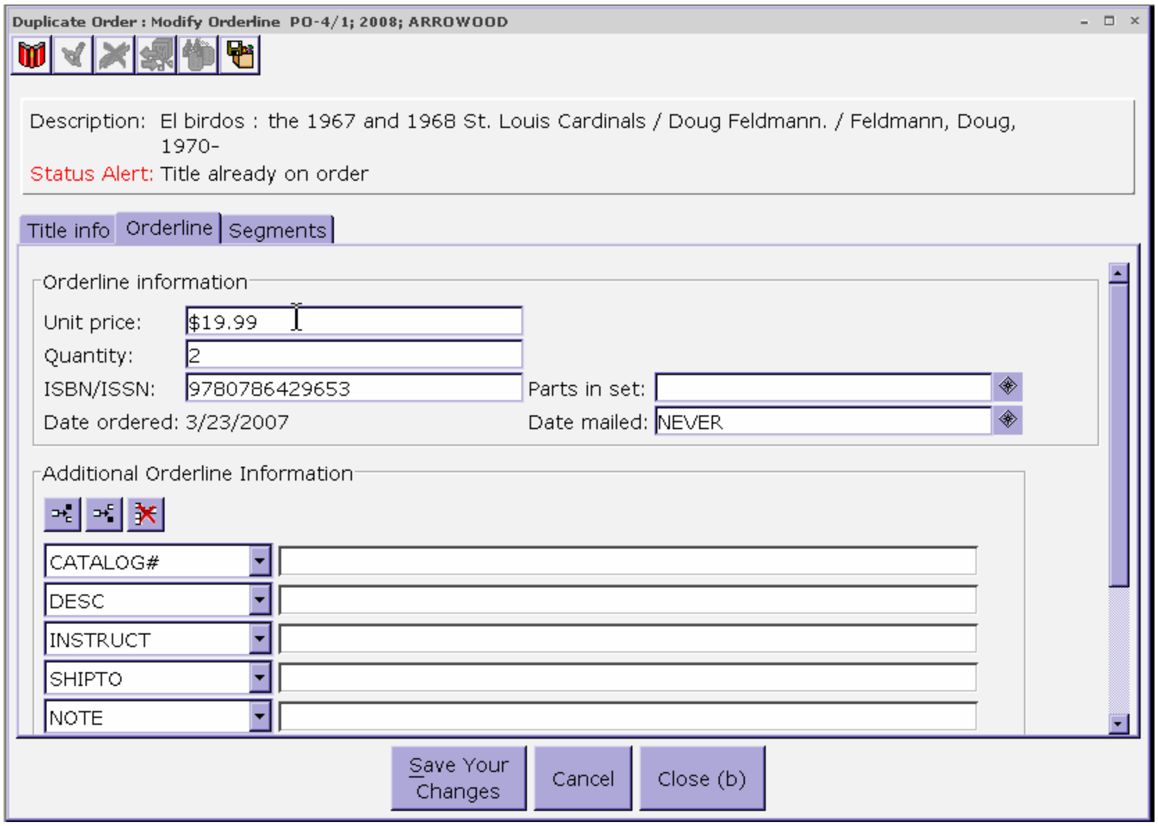


5. The Order and Orderline tabs appear. Verify this is the correct order and click on **Duplicate Order**. The following window displays.

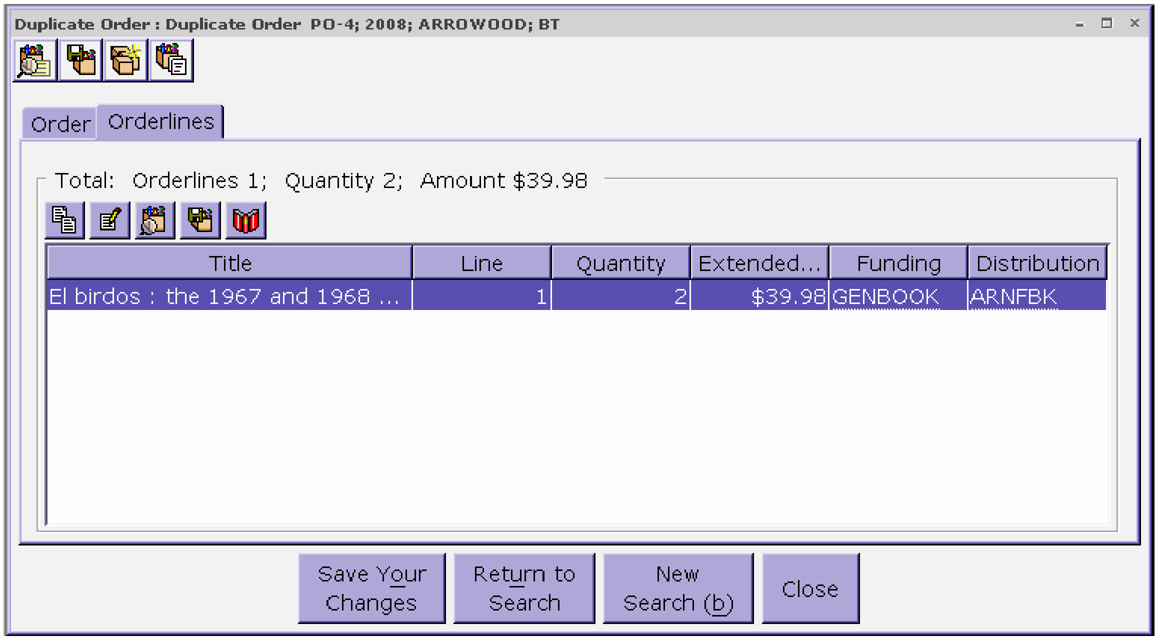


6. The **Vendor ID** and **Order Type** are duplicated from the previous order. Enter a **new order ID** (usually the same order ID as in the previous cycle. Defaults can be set to use the same order ID). Choose a new **fiscal cycle** and click on **Add Order**

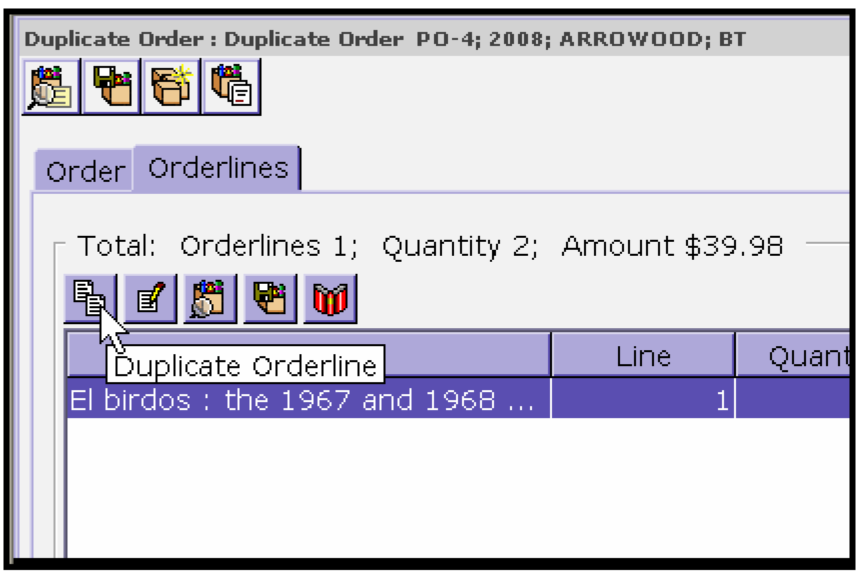
7. The **Modify Orderline** screen displays. Make any necessary changes to the information on the **Orderline** and **Segments** tabs.



8. Click on **Save Your Changes**. The following window displays.



9. Use the **Duplicate Orderline** tool and repeat the process to duplicate any other orderliness that have not been received, loaded, invoiced and paid.



10. When finished with all of the orderliness on that order click on **New Search** or **Close**.

Remove Selected Order Lines Report

The Remove Selected Order Lines (Purgeorderlins) report removes selected orders or order lines and should be run after the Rollover Basic Order and Rollover Recurring Orders reports.

Cautions

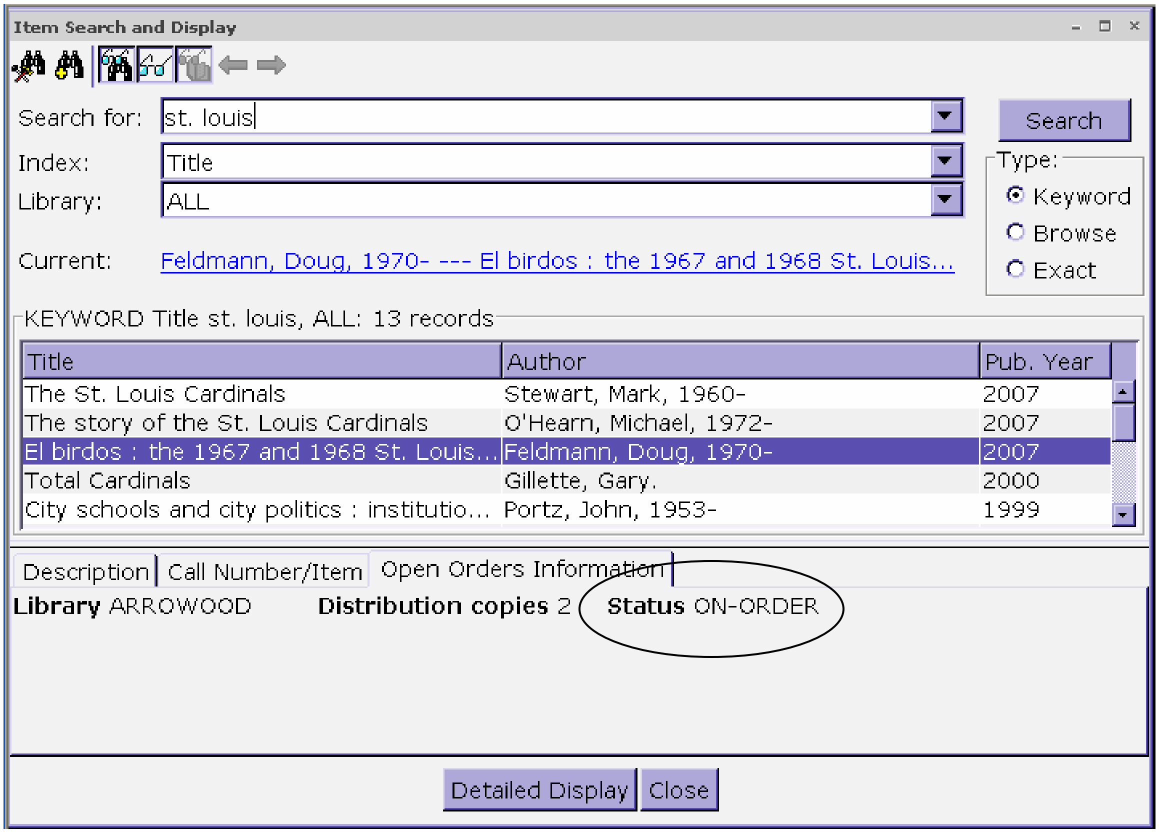
This report is password protected. If you do not know the password, see your system administrator. This report should only be run after a full system backup.

The SirsiDynix Symphony 3.2 Workstation server needs to be running to schedule and run this report, or the report will fail. Do not halt the SirsiDynix Symphony 3.2 Workstation server until the report displays on the finished list

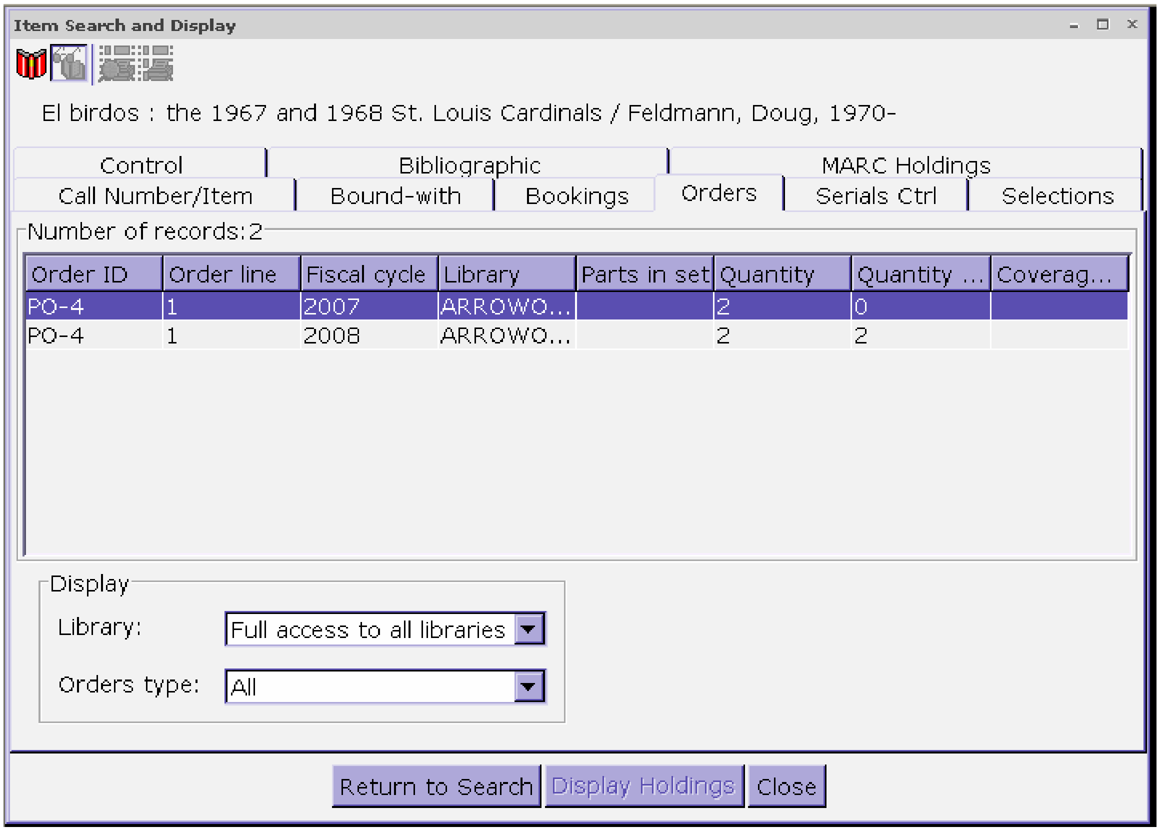
Typically, this report is run against orders in the old fiscal cycle after the rollover reports are used to roll over basic and recurring orders. In addition to removing the old on order status, in both WorkFlows, as well as the OPAC, removing these orders in the old fiscal cycle correctly disencumbers funds and eliminates the "title already on order" status alert in the orders.

Example:

If you were to look at this title it would appear to be in order.



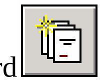
However, when you look at the detailed display you see that the 2008 order is closed/received and that the order from 2007 is still open. This report will remove the order from 2007, since the rollover duplicated it into the 2008 cycle so it doesn't look like it is still on order.

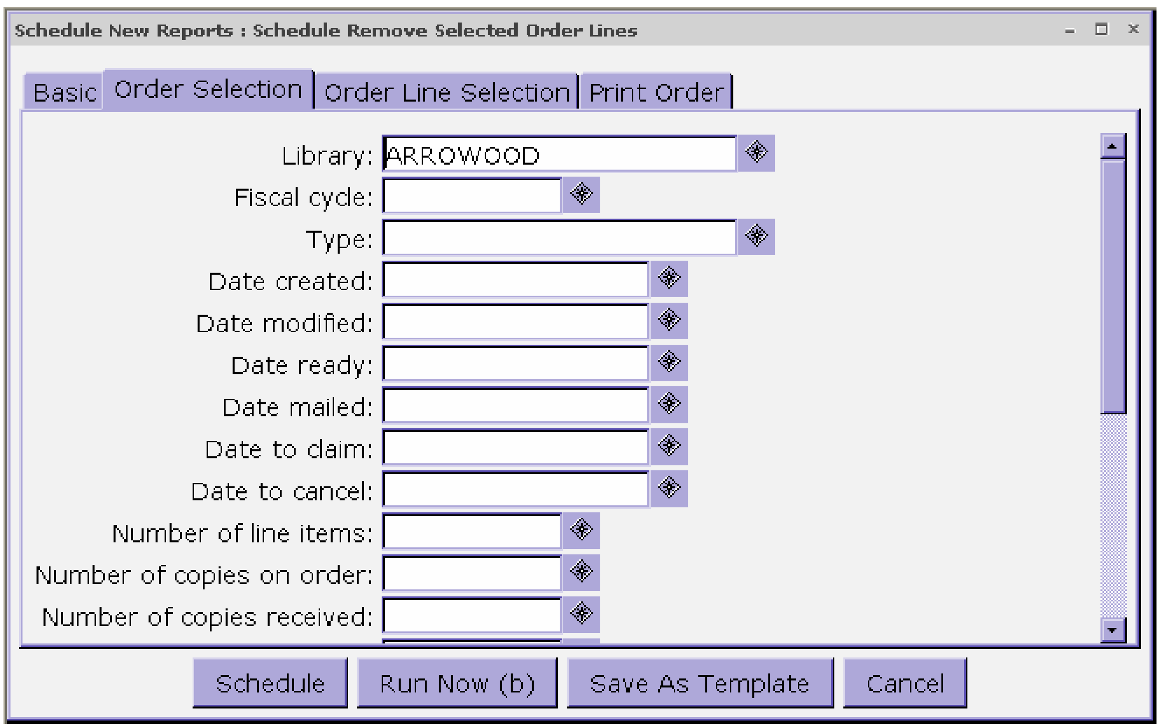


Note	The Remove Selected Order Lines report is not run after the Rollover Dated Orders report to allow libraries to preserve payment history for subscriptions and memberships by retaining the previous year's dated orders.

To run the Remove Selected Order Lines report

The report should run once to remove the Basic Orders then run a second time to remove the Recurring Orders. The criteria should mirror the appropriate Rollover Basic Orders or Rollover Recurring Orders reports.

1. Select the **Reports** module toolbar.
2. Click the **Schedule New Reports** wizard . If a properties window appears, click **OK** to accept the defaults.
3. Click the **Acquisition** tab.
4. Select the **Remove Selected Orders** report from the list, and click **Setup & Schedule**.
5. Enter the report password.
6. Click the **Order Selection** tab. The following window displays.



The **Fiscal Cycle** field on the Order Selection tab requires you to make a selection to run this report. Use the gadget to make your selection.

This report will not remove any order lines that have been invoiced or paid. Every order that has not been invoiced or paid, if the report is run without making additional selections, is removed. A list of the orders and lines that were removed is printed in the report output. By default, only basic order information appears in the report output.

Note	On the Order Selection tab, set the Number of Line Items field to >0 to prevent the occurrence of the following type of error messages.

```
**error number 111 on orderline start,
key=833 order=732 num=1 user=-833
cat=7198 seq=1
```

Considerations

Test rollovers

Use list reports with selections that mirror those in the rollover reports to determine which orders will be selected for the rollover. Try the following list reports:

- List Vendors, Cycles
- List Funds, Cycles
- List Orders, Lines

If a test system is available that contains a reasonable reflection of the data on the production system, it is recommended that rollovers be attempted on the test system first.

If a test system is not available, tests rollovers can be achieved on a production server by using a dummy fiscal cycle. Any five digit number may be used as a test fiscal cycle.

Be sure that you can select the set of records you want to rollover through tests before doing an actual rollover. It is always recommended that you perform a full system backup before attempting an actual rollover.

Additional rollover information

- Rollover reports use the API server.
- The workstation server must be running when rollover reports run.
- As long as invoices haven't been created and payments haven't been made, the Remove Selected Orders report can be used to clean up a botched rollover attempt.
- Rollover reports do not change records in the old fiscal cycle. This is a safety mechanism that allows rollovers to be attempted again if the first attempt is not successful.
- After rollover, the previous fiscal cycle records can continue to be used.
- To block further ordering in the old fiscal cycle, set order allowed to no in the fund cycle records.
- To block further paying in the old fiscal cycle, set paying allowed to no in the fund cycle records.
- If an order record is loaded, and that order record's call number is subsequently removed, the link remains for the original order. However, a rolled over order cannot establish a new link to that call number, because it no longer exists. Therefore, the new orderline is created without a link to a title. You may recreate the link in the new order by using the order ID in the previous fiscal cycle to determine the appropriate title.
- For more information on the rollover process, see FAQs: Rolling Over to a New Fiscal Cycle with Reports in the WorkFlows online help.

Index