

**The Color of Money:  
Running Fiscal Close and Moving  
Financial Functions Into Milacq**

**Eastern Great Lakes IUG  
Parma, Ohio  
September 24, 2004**

**Corey Seeman  
University of Toledo**



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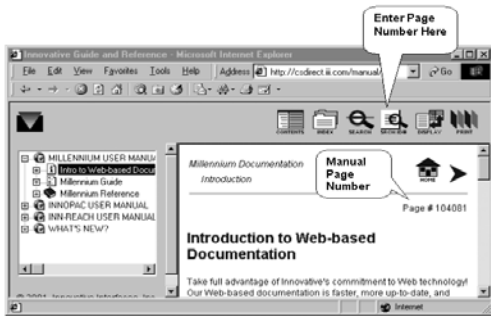
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**Silver Release Users Manual**



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**Silver Release Users Manual**



Searching by Page Number



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**Fiscal Close – Three Methods**  
(User Manual #102936)

**Method One** – Library keeps only one set of funds (i.e., books). - Most Common Method

**Method Two** – Library keeps two sets of funds: Current Year and Previous Years.

**Method Three** – Library keeps a separate set of funds for every fiscal year in the system.



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**Method One – Single Set of Funds**  
(User Manual #102938)

- **NOTE: This is the most common way to close your fiscal year.**
- **It is also the easiest!!!!!!!!!!!!**



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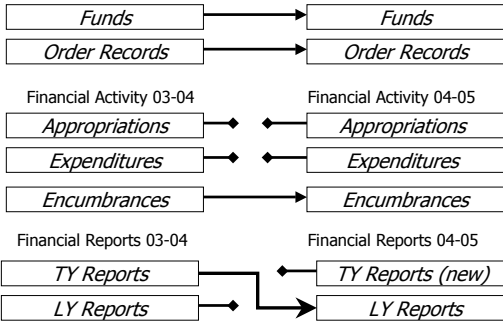
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**Fiscal Close Method One**  
Acquisition Records & Funds



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**Method Two – Two Sets of Funds** (User Manual #102939)

- If you keep last year's money as a separate set of funds
- Big difference (besides misery and pain) is running Transfer Orders from One Fund to Another (*User Manual #102947*)



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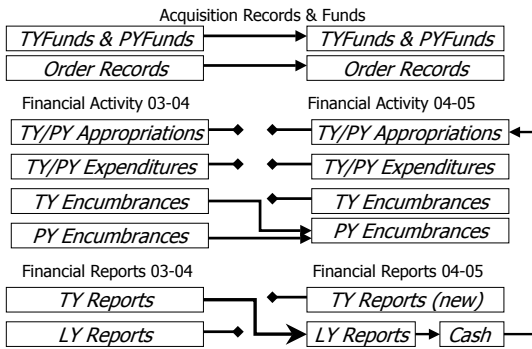
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**Fiscal Close Method Two (Current & Previous Year)**



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**Method Three – New Sets of Funds Every Year**  
(User Manual #102940)

- If you have a new set of funds every year.
- Need to ensure that you have enough funds codes in the system.
  - System minimally supports 750.
  - Can purchase 750 more.



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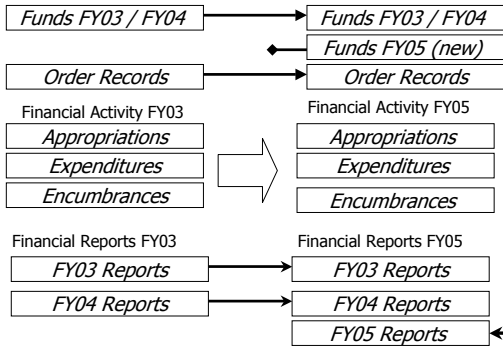
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**Fiscal Close Method Three (new funds every year)**

Acquisition Records & Funds




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**General Rules for Running Fiscal Close**

- Kick Everyone Off the Financial System That Day
  - No new orders
  - No receiving
  - No Invoice Paying or editing
  - No editing of order records for any reason
  - Get LOTS of paper for the printers that you are using
  - Each Accounting Unit needs to be done separately
  - Have the User Manual sections/pages of fiscal close available to you.
  - Please make sure that people do not experiment with Firewalls or have planned power outages that day.
- Continued...*

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**General Rules for Running Fiscal Close**

**Hi-Ho Silver!**

- PREVIOUSLY... "Do the work in character-based (telnet) INNOPAC"
- NOW, These functions are available in Millennium Acquisitions!
- PREVIOUSLY... "Deal with the fact that there is no "magic button" to do this work for you."
- NOW, There is a magic button\*

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**Method One – Single Set of Funds**

(User Manual #102938)

- **Lets Try it out!**
- **We will be looking at Millennium Acquisitions**



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**Millennium 2002 – Financial Functions Already Available in Release 2003, Phase 3**

- Posting Pay Files (Manual Page #100648)
- Adjusting Fund Balances (Manual Page #105485)
- Viewing and Printing Fund Reports (Manual Page #100653)
- Vendor Statistics (Manual Page #105495)



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**Millennium Silver – Acquisitions Enhancements**

**Electronic Invoice & Approval Processing**

- Load MARC files with full bibliographic and invoice data.
- Item records can also be loaded in the same workflow.
- This also includes the ability to process serials electronic invoice files.

**Funds**

- The full suite of fiscal close activities has been added to Millennium Acquisitions.



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**Millennium Silver – General ‘Milhints’**

- Use Macros for terms associated with fiscal close – *Can be set on that session without restarting session.*
- Use Macros for passwords and directories for record downloads such as Promptcat



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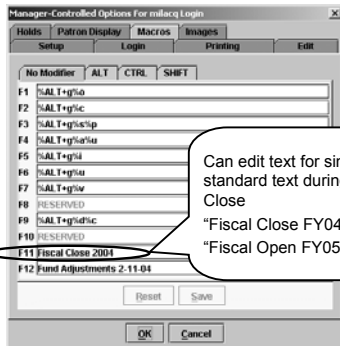
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**Millennium Silver – General ‘Milhints’**



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**Millennium Silver – General ‘Milhints’**

- Configure Printing (*system printer on login will work best*)
- Setting Your Password
- Take advantage of sorting lists by clicking on headers
- Fiscal Close Mode



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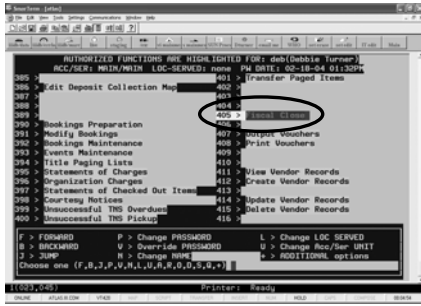
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Millennium Silver Fiscal Close – System Options



The Color of Money: Fiscal Close in Milacq EGL-IUG

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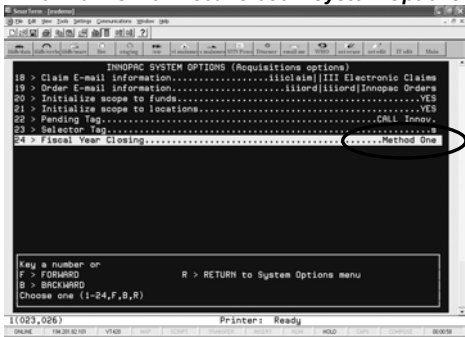
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Millennium Silver Fiscal Close – System Options



The Color of Money: Fiscal Close in Milacq EGL-IUG

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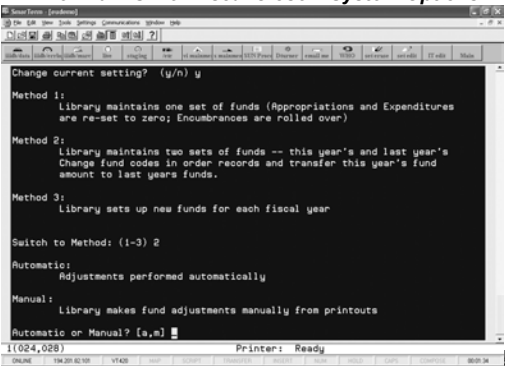
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Millennium Silver Fiscal Close – System Options



The Color of Money: Fiscal Close in Milacq EGL-IUG

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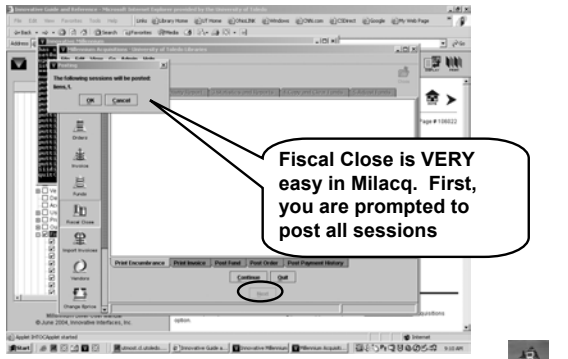
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**Millennium Silver Fiscal Close – 1. Posting**



**The Color of Money: Fiscal Close in Milacq** **EGL-IUG**

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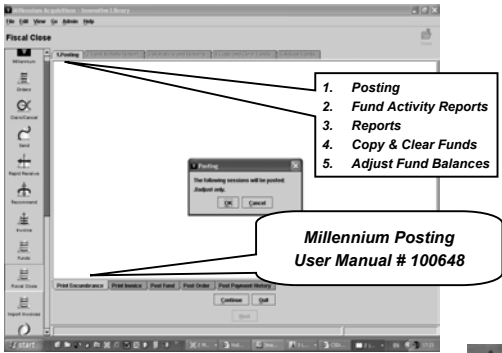
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**Millennium Silver Fiscal Close – 1. Posting**



**The Color of Money: Fiscal Close in Milacq** **EGL-IUG**

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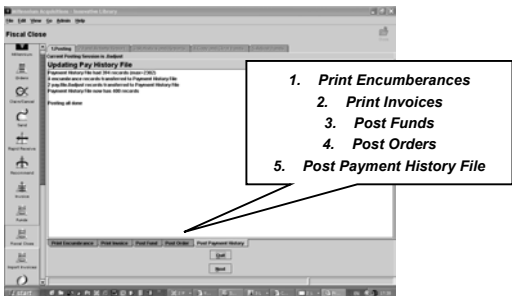
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**Millennium Silver Fiscal Close – 1. Posting**



**The Color of Money: Fiscal Close in Milacq** **EGL-IUG**

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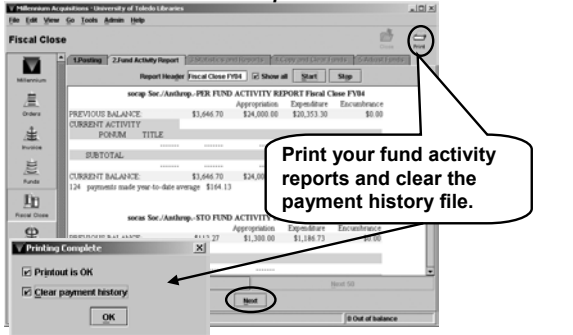
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**Millennium Silver Fiscal Close – 2. Fund Activity Report**



*The Color of Money: Fiscal Close in Milacq* EGL-IUG

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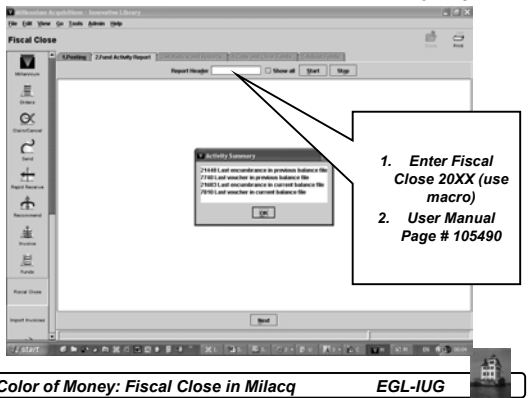
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**Millennium Silver Fiscal Close – 2. Fund Activity Report**



*The Color of Money: Fiscal Close in Milacq* EGL-IUG

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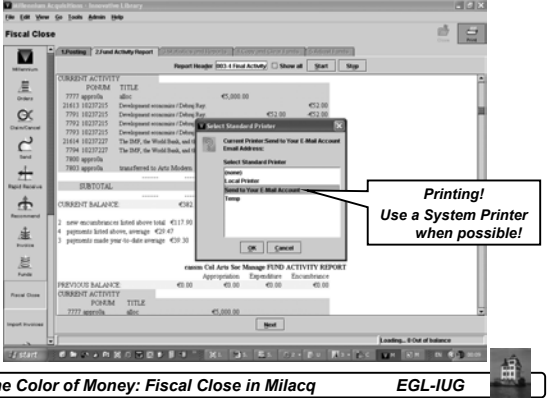
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**Millennium Silver Fiscal Close – 2. Fund Activity Report**



*The Color of Money: Fiscal Close in Milacq* EGL-IUG

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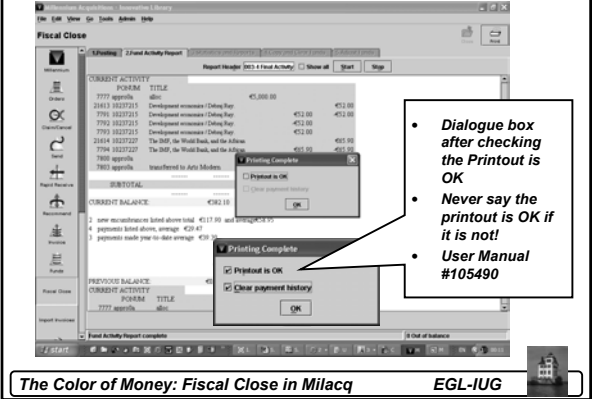
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**Millennium Silver Fiscal Close – 2. Fund Activity Report**



A screenshot of the Millennium Silver Fiscal Close software interface. The window title is "Millennium Acquisitions - University of Toledo Libraries". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The main area shows a "Fiscal Close" window with a "2 Fund Activity Report" selected. A table lists current activity with columns for "FUND", "TITLE", and amounts. Below the table, there are fields for "DEBIT BALANCE" and "CREDIT BALANCE". Two dialog boxes are overlaid: "Printing Complete" and "Printout is OK". A callout box with an arrow points to the "Printout is OK" dialog, containing the following text:

- Dialogue box after checking the Printout is OK
- Never say the printout is OK if it is not!
- User Manual #105490

At the bottom of the screenshot, a caption reads: "The Color of Money: Fiscal Close in Milacq EGL-IUG".

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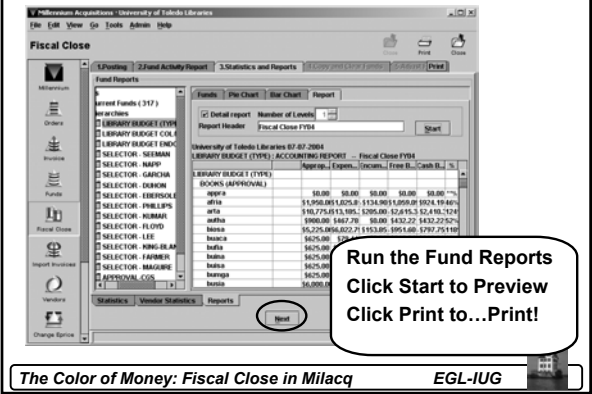
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**Millennium Silver Fiscal Close – 3. Reports**



A screenshot of the Millennium Silver Fiscal Close software interface, showing the "3. Statistics and Reports" window. The window title is "Millennium Acquisitions - University of Toledo Libraries". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The main area shows a "Fund Reports" window with a table of statistics for various fund codes and selectors. A callout box with an arrow points to the "Print" button at the bottom, containing the following text:

Run the Fund Reports  
Click Start to Preview  
Click Print to...Print!

At the bottom of the screenshot, a caption reads: "The Color of Money: Fiscal Close in Milacq EGL-IUG".

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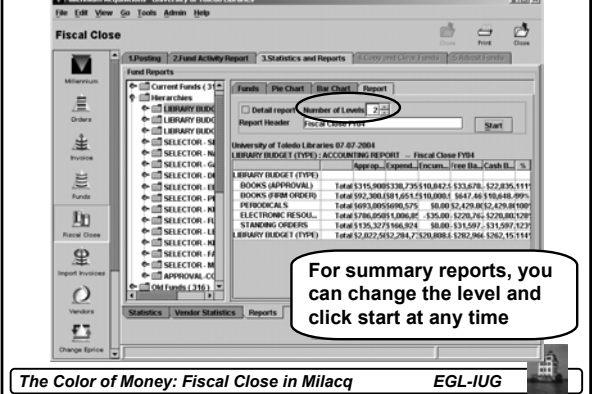
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**Millennium Silver Fiscal Close – 3. Reports**



A screenshot of the Millennium Silver Fiscal Close software interface, showing the "3. Statistics and Reports" window. The window title is "Millennium Acquisitions - University of Toledo Libraries". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The main area shows a "Fund Reports" window with a table of statistics for various fund codes and selectors. A callout box with an arrow points to the "Number of Levels" field, which is set to "2-2-1", containing the following text:

For summary reports, you  
can change the level and  
click start at any time

At the bottom of the screenshot, a caption reads: "The Color of Money: Fiscal Close in Milacq EGL-IUG".

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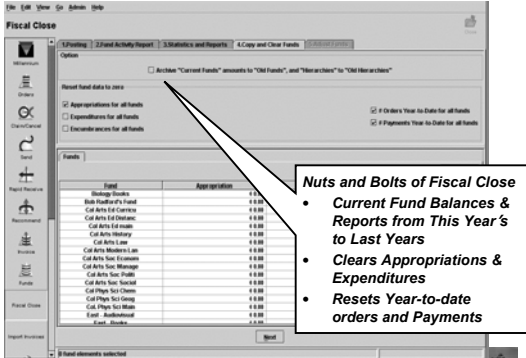
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**Millennium Silver Fiscal Close – 4. Copy and Clear Funds**



**Nuts and Bolts of Fiscal Close**

- **Current Fund Balances & Reports from This Year's to Last Years**
- **Clears Appropriations & Expenditures**
- **Resets Year-to-date orders and Payments**

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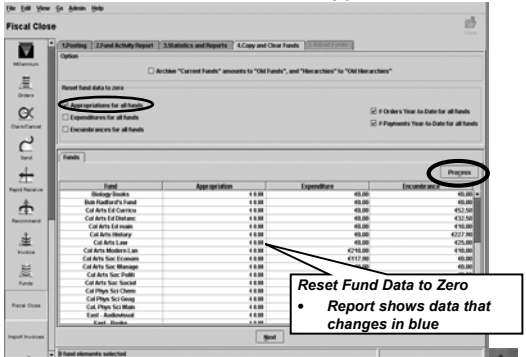
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**The Color of Money: Fiscal Close in Milacq**      **EGL-IUG**

**Millennium Silver Fiscal Close – 4. Copy and Clear Funds**



**Reset Fund Data to Zero**

- **Report shows data that changes in blue**

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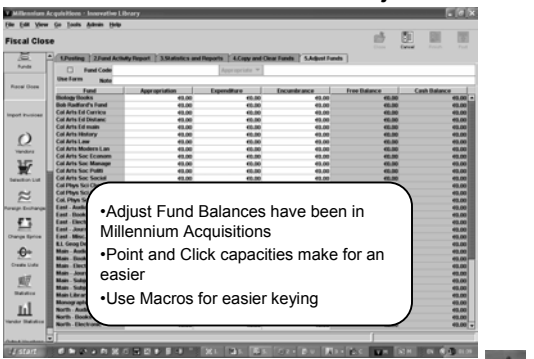
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**The Color of Money: Fiscal Close in Milacq**      **EGL-IUG**

**Millennium Silver Fiscal Close – 5. Adjust Funds**



- Adjust Fund Balances have been in Millennium Acquisitions
- Point and Click capacities make for an easier
- Use Macros for easier keying

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**The Color of Money: Fiscal Close in Milacq**      **EGL-IUG**

# Millennium Silver Fiscal Close – DONE!

- And that is all...
- Fiscal Close is done (really at step #4), you do not need to appropriate funds to reopen the books.
- Is this easier than with Telnet?
- Is life better with the butterfly?



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# Millennium Fund Adjusting

Fund Maintenance

Fund	Appropriation	Expenditure	Encumbrance	Free Balance	Cash Balance
Africana APSP	\$1,950.00	\$778.47	\$391.45	\$870.08	\$3,214.33
Africana ELR	\$3,000.00	\$2,960.00	\$0.00	\$40.00	\$40.00
Africana FRB	\$1,050.00	\$826.56	\$0.00	\$223.44	\$223.44
Africana PER	\$75.00	\$36.04	\$0.00	\$38.96	\$38.96
Africana STO	\$60.00	\$56.56	\$0.00	\$3.44	\$3.44
Appropriations...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriations...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriations...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Art APSP	\$18,775.00	\$10,000.00	\$0.00	\$8,775.00	\$8,775.00
Art ELR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Art FRB	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00
Art PER	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Art STO	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00
Dis APSP	\$4,225.00	\$4,815.12	\$127.90	\$179.98	\$291.98
Dis ELR	\$2,000.00	\$1,275.00	\$0.00	\$725.00	\$725.00
Dis FRB	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00
Dis PER	\$63,000.00	\$65,000.00	\$0.00	\$2,497.27	\$2,497.27
Dis STO	\$7,400.00	\$7,400.00	\$0.00	\$0.00	\$0.00
Dis. Acct. A.	\$625.00	\$78.44	\$0.00	\$546.56	\$546.56
Dis. Acct. ELR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dis. Acct. F.	\$350.00	\$0.00	\$0.00	\$350.00	\$350.00
Dis. Acct. P.	\$4,000.00	\$3,471.21	\$0.00	\$528.79	\$528.79
Dis. Acct. S.	\$1,000.00	\$978.12	\$0.00	\$28.88	\$28.88



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# Millennium Fund Adjusting

Fund Maintenance

Fund	Appropriation	Expenditure	Encumbrance	Free Balance	Cash Balance
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Africana FRB	\$1,050.00	\$826.56	\$0.00	\$223.44	\$223.44
Africana PER	\$75.00	\$36.04	\$0.00	\$38.96	\$38.96
Africana STO	\$60.00	\$56.56	\$0.00	\$3.44	\$3.44
Appropriations...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriations...	\$0.00	\$0.00	\$35.00	\$35.00	\$0.00
Appropriations...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriations...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Art APSP	\$18,775.00	\$10,000.00	\$0.00	\$8,775.00	\$8,775.00
Art ELR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Art FRB	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00
Art PER	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Art STO	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00
Dis APSP	\$4,225.00	\$4,815.12	\$127.90	\$179.98	\$291.98
Dis ELR	\$2,000.00	\$1,275.00	\$0.00	\$725.00	\$725.00
Dis FRB	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00
Dis PER	\$63,000.00	\$65,000.00	\$0.00	\$2,497.27	\$2,497.27
Dis STO	\$7,400.00	\$7,400.00	\$0.00	\$0.00	\$0.00
Dis. Acct. A.	\$625.00	\$78.44	\$0.00	\$546.56	\$546.56
Dis. Acct. ELR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dis. Acct. F.	\$350.00	\$0.00	\$0.00	\$350.00	\$350.00
Dis. Acct. P.	\$4,000.00	\$3,471.21	\$0.00	\$528.79	\$528.79
Dis. Acct. S.	\$1,000.00	\$978.12	\$0.00	\$28.88	\$28.88



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### Millennium Fund Display

Fund	Appropriation	Expenditure	Encumbrance	Free Balance	Cash Balance
Africana - A...	\$1,252,000	\$929,967	\$997,700	\$1,214,333	
Africana - ELR	\$3,000,000	\$2,800,000	\$0.00	\$400,000	\$400,000
Africana - F...	\$1,000,000	\$036,566	\$0.00	\$223,434	\$223,434
Africana - PER	\$75,000	\$36,044	\$0.00	\$38,956	\$38,956
Africana - STO	\$60,000	\$56,500	\$0.00	\$3,444	\$3,444
Appropriation...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriation...	\$0.00	\$0.00	\$375,000	\$375,000	\$0.00
Appropriation...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriation...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriation...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Art APP	\$10,775,000	\$10,815,355	\$272,044	-\$313,279	\$48,350
Art ELR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Art FMO	\$1,400,000	\$802,000	\$0.00	\$597,971	\$547,971
Art PER	\$900,000	\$997,711	\$0.00	\$92,289	\$92,289
Art STO	\$450,000	\$436,957	\$0.00	\$13,043	\$13,043
Bio APP	\$5,275,000	\$4,911,522	\$122,000	\$170,978	\$293,980
Bio ELR	\$2,000,000	\$1,275,000	\$0.00	\$725,000	\$725,000
Bio FMO					
Bio PER					
Bio STO					
Bio - Acc't. A...					
Bio - Acc't. E...					
Bio - Acc't. P...	\$4,000,000	\$3,471,211	\$0.00	\$528,789	\$528,789
Bio - Acc't. S...	\$1,000,000	\$979,122	\$0.00	\$20,878	\$20,878

All the Fields can be sorted (which helps with finding fund balances, etc.)

The Color of Money: Fiscal Close in Milacq EGL-IUG

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### Questions?

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 419-530-2333  
<http://library.utoledo.edu/userhomes/cseeman>

The Color of Money: Fiscal Close in Milacq EGL-IUG

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