

Fund Management, Currency Exchange

Fund Management

What fund structure is supported in Alma?

Alma provides a flexible, hierarchical fund structure that the library can customize to meet its needs. The fund hierarchy:

1. Ledger
2. Summary
3. Allocated

A ledger must be defined, but not all the levels need to be utilized (e.g. it is possible to define a ledger, and an allocated fund, but not have a summary fund.) An institution may create many ledgers. A ledger generally contains one or more summary funds, and allocated funds under each summary fund. The allocated accounts contain actual monetary balances used to pay for library resources. There is no limit to the number of funds that can be created, and no limits to the number of funds that can be used for payments.

An example of a ledger record with its associated funds:

The screenshot shows the 'Funds and Ledgers' interface in Alma. On the left, there are facets for Status (Active), Type (Allocated fund, Ledger, Summary fund), Fiscal Period (01/01/2020 - 12/31/2020), Ledger (Art and Design, Arts, Bibliografía Básica, Business and Economics), Owner (Alma University), and Available For (Alma University, Art Library, Education Library). The main area displays a list of funds under the selected ledger. The funds are:

Item	Code	Type	Status	Fiscal Period	Allocated Balance	Expended Balance	Cash Balance	Encumbered Balance	Available Balance
1	API Division	Allocated fund	Active	01/01/2020 - 12/31/2020	340.00 USD	0.00 USD	340.00 USD	253.42 USD	86.58 USD
2	Accounting Serials	Allocated fund	Active	01/01/2020 - 12/31/2020	11,460.00 USD	0.00 USD	11,460.00 USD	5,024.89 USD	6,435.11 USD
3	Accounting and Finance	Allocated fund	Active	01/01/2020 - 12/31/2020	999,000.00 USD	0.00 USD	999,000.00 USD	0.00 USD	999,000.00 USD

Fund expenditures is a designated subject area in Alma Analytics. The transactions are the measurable facts, and all the other attributes are dimensions. This allows for the easy measurement of expenditure by vendor, fund, purchase type, date ranges, classification, etc., and any combination of these. Most dimensions are composed of multiple levels, for example Date->Quarter->Fiscal period, or Collection->Location->Library, so drill downs on the reports are possible without any additional work.

Alma's fiscal period close operations provide a variety of options that allow each library to create a new financial structure (e.g. roll over funds and ledgers) and roll over current orders in accordance with the library's financial and reporting requirements. It is also possible to define a FPC percentage factor for the increasing or decreasing of a new allocated fund or PO Line.

Does Alma support real-time access to fund balances?

Alma supports real-time fund balances, including a graphical display of the fund balance showing encumbrances and expenditures. Additionally, each fund displays a history of transactions (including positive and negative transactions) and the balance in the fund at the point of each transaction. The following screen capture shows transaction details of a fund:

Transactions

Deactivate Cancel Save

Summary Transactions Notes Attachments

1 - 20 of 140 PO Line [search] Transfer Funds Allocate Funds [share] [refresh]

Filter: All

Date	Type	Related record	Amount	Payment date	Reporting code	Transaction reference	Notes
12/22/2019	Allocation		243,880.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-8918	200.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-22007	55.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-40209	350.00 USD	-	Electronic Resource	-	...
12/22/2019	Encumbra...	PO Line:POL-43313	110.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-43442	725.00 USD	-	Electronic Resource	-	...
12/22/2019	Encumbra...	PO Line:POL-...	32.00 USD	-	-	-	...

Can the staff user link from a fund to orders and invoices associated with the fund?

Links to related records (PO lines and Invoice lines) are listed in the transactions tab of the fund record. An example of this can be seen in the following screen capture:

Transactions

Deactivate Cancel Save

Summary Transactions Notes Attachments

1 - 20 of 140 PO Line [search] Transfer Funds Allocate Funds [share] [refresh]

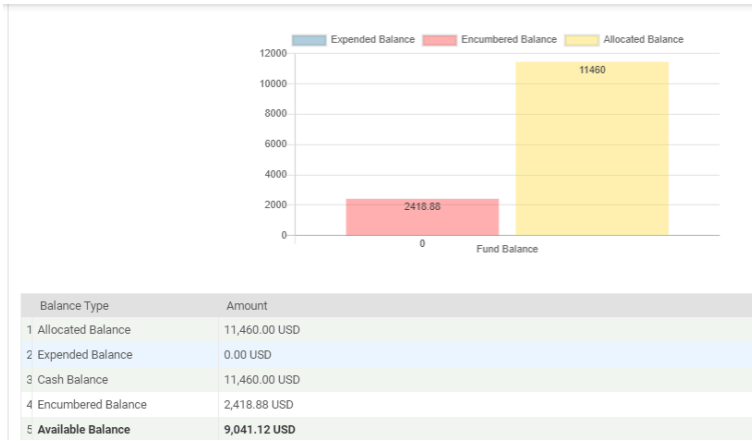
Filter: All

Date	Type	Related record	Amount	Payment date	Reporting code	Transaction reference	Notes
12/22/2019	Allocation		243,880.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-8918	200.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-22007	55.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-40209	350.00 USD	-	Electronic Resource	-	...
12/22/2019	Encumbra...	PO Line:POL-43313	110.00 USD	-	-	-	...
12/22/2019	Encumbra...	PO Line:POL-43442	725.00 USD	-	Electronic Resource	-	...
12/22/2019	Encumbra...	PO Line:POL-...	32.00 USD	-	-	-	...

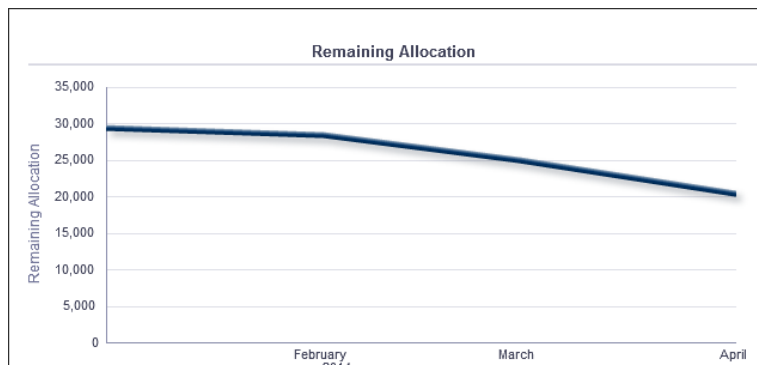
Via analytics, it is possible to create reports regarding purchase orders/invoices associated with a specific fund for a specified period of time.

How are encumbrances and payments recorded?

All fund transactions are recorded on the transactions tab of the fund. As part of the online display of fund information, Alma also provides a graphical display of fund balances, based on the real-time balance of the account at any given moment.



Users can also see a graphic display of the fund burn down – generated from a standard report in Alma Analytics:



What rules can be defined for funds related to over encumbrance, expenditure etc.?

Rules may be associated with each level of the fund tree that defines when the system will warn or block transactions—e.g., whether over-expenditures are allowed or the grace period for encumbrances before a fiscal period close. These rules may be inherited or overridden by funds lower in the hierarchy.

Rules	
Overencumbrance allowed	Yes
Overencumbrance warning percent	5.0
Overencumbrance limit percent	5.0
Encumbrances prior to fiscal period (days)	20
Transfers prior to fiscal period (days)	10
Fiscal period end expenditure grace period (days)	5
Overexpenditure allowed	Yes
Overexpenditure warning sum	500.0
Overexpenditure limit sum	1000.0
Expenditures prior to fiscal period (days)	20
Fiscal period end encumbrance grace period (days)	5
Override Rules Information	

Can money be transferred from one fund to another?

Money can be transferred from one fund to another. The transaction can be viewed in the Fund transaction list (as a debit or credit line). New funds can be created and funds can be deactivated at any time. The following screen capture illustrates the option of transferring money from one fund to another:

How does Alma handle fiscal rollover?

Alma's fiscal period close operations provide a variety of options that allow each library to create a new financial structure and roll over current orders in accordance with the library's financial and reporting requirements.

As part of the fiscal period close, the Purchasing/Ledger manager runs a system job that copies the ledger of the current fiscal period with all the summary details and allocated funds to the new fiscal period, if required. Changes to the ledger or allocations can be made during the process. If the next fiscal period does not exist, Alma creates a new one. Fiscal periods are defined by each Alma institution; Alma can accommodate any yearly definition of a fiscal period. An institution may have one or multiple ledgers, depending on local financial requirements.

At the end of the current fiscal period, the Purchasing/Ledger Manager rolls over the current open orders to the new fiscal period, and can specify if the encumbrances should be increased or decreased automatically by a specified percentage. The new year's encumbrances can be based on the previous fiscal period's encumbrances, or optionally on the previous fiscal period's expenditures, which allows the library to base the encumbered amounts on the actual payments in the prior year. Once the orders have been rolled over to the new period, the previous fiscal year is closed and the new fiscal year becomes active.

Step One: Ledger Rollover

This is the first step in the fiscal period closure process. As part of the fiscal period closure, the Ledger Manager runs a job that copies the ledger of the current fiscal period with all the summary details and allocated funds to the new fiscal period, if required. No changes to the ledger or allocations are made during this process. If the next fiscal period does not exist, Alma creates a new one.

Ledgers and funds can be created as either "active" or "draft". Draft ledgers are useful when creating the new fund structure in advance; ledgers are made active when the institution is ready to begin using the fund structure.

Create Allocation when adding a ledger rollover job allows for moving the remaining balance from the current fiscal period to the next fiscal period when creating the new funds.

- **Allocation Balance** – The allocated funds are copied with their allocations to the new ledger for the new fiscal period.
- **None** – No allocations are created for the new fiscal period.
- **Cash Balance** – The calculation of the new allocated balance moves only the remaining balance for the new fiscal period.

- **Both** – The calculation of the new allocated balance is changed to include the remaining balance for the new fiscal period.

Step Two: Rolling Over PO Lines

A job must be run to copy the encumbered PO lines to the new fiscal period. During the rollover process, you can select whether you want to increase or decrease the amount of the encumbered PO line. Please note that before performing a PO line rollover, you must first perform a ledger rollover.

PO line rollover is performed on all active, continuous PO lines and on active, one-time PO lines that still have an encumbrance.

if a PO Line cannot be rolled over the report will complete with an Error status. Details of the PO Lines that failed can be viewed in the report output:

Are there any limits regarding the number of funds or limits to the length of fund codes?

There is no limit to the number of funds which can be created. Most codes in the system are limited to ten characters, while the descriptions of the codes are practically not limited. Regarding the fund code, there is a 255 character limitation.

Currency Exchange

How does Alma manage currency exchange rates?

Ex Libris partners with Open Exchange Rates (<https://openexchangerates.org>) for exchange rate currencies. For the current list of supported currencies, see <https://openexchangerates.org/currencies>.

Alma holds a single universal currency repository (based on ISO currency codes) with six decimal places, which includes current and historical rates. The repository is updated on a continuous basis. To help libraries track and manage currency changes, Alma also provides an exchange rate report, which can be run in real-time to generate a list of recent exchange rates.

Exchange Rate Report

Select Currencies

Report Type All Single

Source Currency

From Date

Report

Date	Source Currency	Target Currency	Ratio	
1	11/24/2020	US Dollar	Quetzal	7.790001
2	11/24/2020	US Dollar	New Zealand Dollar	1.433281
3	11/24/2020	US Dollar	Rand	15.19635
4	11/24/2020	US Dollar	New Taiwan Dollar	28.489899
5	11/24/2020	US Dollar	Swedish Krona	8.537365
6	11/24/2020	US Dollar	Colombian Peso	3638.1055
7	11/24/2020	US Dollar	Singapore Dollar	1.34148
8	11/24/2020	US Dollar	Australian Dollar	1.357589
9	11/24/2020	US Dollar	Hong Kong Dollar	7.75162

As part of configuration options available in Alma, the library may choose a currency subset from a list of worldwide currencies loaded and maintained by Alma. Only the currency values defined in this subset will display in the relevant parts of the Acquisition workflows:

Currency Subset

Table Description: Currency Subset
Customization mode: Entire table needs to be customized

	Enabled	Currency Name	Default	Updated By	Last Updated	
1	<input checked="" type="checkbox"/>	US Dollar	True	BSch	12/03/2015	...
2	<input checked="" type="checkbox"/>	Euro	False	BSch	12/03/2015	...
3	<input checked="" type="checkbox"/>	Pound Sterl	False	BSch	12/03/2015	...
4	<input checked="" type="checkbox"/>	Canadian D	False	BSch	12/03/2015	...
5	<input checked="" type="checkbox"/>	Australian £	False	BSch	12/03/2015	...
6	<input checked="" type="checkbox"/>	Norwegian l	False	BSch	12/03/2015	...
7	<input checked="" type="checkbox"/>	Danish Kror	False	BSch	12/03/2015	...

A vendor record may support one or more currencies:

Vendor General Details	
Name *	AIP - The American Institute of Physics
Code *	0-114
Financial Sys. code	
Status	Active
Currencies	USD, EUR, GBP

Transactions will always display in the default currency, but staff can view the exchange rate details (from the view button on the transaction line of the fund):

Type	Expenditure
Transaction Section	
TRANSACTION AMOUNT	
Amount	21,683.67 AUD (VAT 0.00)
RELATED RECORDS	
Related record	-
Transaction reference	-
Exchange Details Section	
EXCHANGE RATE INFORMATION	
Source amount	21,250.00 USD (VAT 0.00)
Exchange rate	0.98
Exchange rate date	-
Explicit Ratio	No

Total views:

3840