
Fiscal Period Closure Resources and FAQs in Alma

- **Product:** Alma
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Question

Where is there information on Fiscal Period Closure and rolling over ledgers & POLs?

Answer

To close a fiscal period and move to the next fiscal period, you must run the following jobs:

1. Ledger rollover – Copies the ledgers from the closing fiscal period to the next fiscal period
2. PO line rollover – Copies PO lines from the closing fiscal period to the next fiscal period

For a list of resources to help in the process, see the links in the Additional Info / Related Articles section.

Additional Information

Online Help

For detailed explanations see

- [Fiscal Period Closure](#)
- [Rolling Over Ledgers](#)
- [Rolling Over PO Lines](#)
- [Configuring Fund and Ledger Fiscal Periods](#)

Other helpful resources

- [Lesson on Alma fiscal period closure](#)
- [Ask the Expert on fiscal period closure](#)

Relevant support articles

Rollover FAQ

- [Is Rollover required to run on the day the ledger expires?](#)
- [How to extend Fiscal Period for a ledger in Alma?](#)
- [Open Fiscal Period](#) (What does the open fiscal period refer to?)
- [What type of orders do percentage based increases apply to in roll over?](#)

- [Will changing a holding record during fiscal rollover affect the associated POL?](#)
- [If no invoice for one-time POL, how to mark as fully invoiced?](#)
- [How are encumbrances set during roll over?](#)
- [Fiscal Period Rollover - will Standing Order, Waiting for Invoice, be part of its population?](#)
- [Does the POLine Receive or Activation Status impact inclusion in Rollover?](#)
- [Does everything in the “waiting for payment” list have to be cleared/closed before fiscal close is done?](#)
- [PO Line Rollover job : When, on what stage of the rollover the exchange rate is applied?](#)
- [How to upload a list of Fund allocations from a file to Alma?](#)

Adding a new fiscal period

- [Adding fiscal period gives: "Unable to update mapping table. Adding or deleting rows is not permitted."](#)
- [Create new fiscal year - without rolling funds over](#)

Handling previous fiscal periods

- [Previous Fiscal Period still appearing as active despite first being deactivated and then closed](#)
- [Why are credits and invoices posted in a new fiscal year not associated with that year?](#)

Possible post rollover errors messages

- [Delete Ledger and override: "Funds associated with this ledger have transactions, you must delete them before proceeding"](#)
- [Error in the rollover “PO line is linked to more than one transaction”](#)

Useful Analytics Reports

- Feel free to consult the out-of-the-box reports on [Acquisitions \(based on Funds Expenditure Subject Area\)](#)
- Here is a visual:

Out of the Box Reports (1 - 20 of 26)	
Name	Sort by: Name Type: All Source System: All Badges: All Subject Areas: All
1 Acquisitions - Claims Dashboard (Ex Libris) Type Dashboard Subject Areas E-Inventory, Physical Items	Analytic Folder Alma/Acquisitions/Dashboards Object created by Staff, Ex Libris on 2021/06/06 06:06:27 Object modified by Staff, Ex Libris on 2021/06/06 06:06:27
2 Acquisitions - Fund Reports (Ex Libris) Type Dashboard Subject Areas Funds Expenditure	Analytic Folder Alma/Acquisitions/Dashboards Object created by Staff, Ex Libris on 2021/06/06 06:06:34 Object modified by Staff, Ex Libris on 2021/06/06 06:06:34
3 Acquisitions Dashboard (Ex Libris) Type Dashboard Subject Areas Funds Expenditure	Analytic Folder Alma/Acquisitions/Dashboards Object created by Staff, Ex Libris on 2021/06/06 06:06:02 Object modified by Staff, Ex Libris on 2021/06/06 06:06:02
4 Analytics Objects Dashboard (Ex Libris) Type Dashboard Subject Areas Analytics Objects	Analytic Folder Alma/Analytics Objects/Dashboards Object created by Staff, Ex Libris on 2021/06/06 06:06:54 Object modified by Staff, Ex Libris on 2021/06/06 06:06:54
5 Analytics Usage Tracking Dashboard (Ex Libris) Type Dashboard Subject Areas Analytics Usage Tracking	Analytic Folder Alma/Analytics Usage Tracking/Dashboards Object created by Staff, Ex Libris on 2021/06/06 06:06:19 Object modified by Staff, Ex Libris on 2021/06/06 06:06:19

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- **Article last edited:** 24-APR-2025