



JOHNSON COUNTY
COMMUNITY COLLEGE

Johnson County Community College
ScholarSpace @ JCCC

Library Papers and Presentations

Billington Library

10-21-2005

The Rolling Stone: Fiscal Close and Fund Structure Design

Judi Guzzy

Johnson County Community College, jguzzy@jccc.edu

Follow this and additional works at: http://scholarspace.jccc.edu/lib_pp



Part of the [Library and Information Science Commons](#)

Recommended Citation

Guzzy, Judi, "The Rolling Stone: Fiscal Close and Fund Structure Design" (2005). *Library Papers and Presentations*. 1.
http://scholarspace.jccc.edu/lib_pp/1

This Article is brought to you for free and open access by the Billington Library at ScholarSpace @ JCCC. It has been accepted for inclusion in Library Papers and Presentations by an authorized administrator of ScholarSpace @ JCCC. For more information, please contact bbaile14@jccc.edu.




The Rolling Stone: Fiscal Close and Fund Structure Design

Johnson County Community College

Judi Guzzy

Technical Services Librarian

October 21, 2005



rolling stone
(noun)

1. Someone who leads a restless or unsettled life

-AllWords.com

Who am I?

- At JCCC since July 2003
- Professional Librarian since 1990
- Worked in Technical Services as both library assistant and professional level
- First experience with Voyager System

Johnson County Community College

- Fall 2005 – FTE 10,536
- Head count over 18,000
- Single campus (with satellite branch)
- Carlsen Center for Performing Arts
- Nerman Museum of Contemporary Art

Billington Library - JCCC

- Collection Size: 100,000 volumes
- Acquisitions Budget: approx \$500,000
- 500 current periodical titles
- 40+ databases
- 6 full-time librarians
- 3 part-time librarians
- 7 full-time staff
- 32 part-time staff
- Voyager since 2000 – but no Fiscal Close

Why Fiscal Close?

- If you want to roll over Open Orders from one fiscal period to the next
 - Periodicals, Continuations, Electronic Resources, Microforms
 - Builds a payment history to track increases

Why Fiscal Close?

- If you want to create new ledgers and funds without re-keying:

Ability to do this allows the possibility of a more complex fund structure



Why Fiscal Close?

- Good fiscal stewardship
- Reports for administrative use



From Fiscal Close to Fund Structure

- What does fiscal responsibility mean?
- What kind of fund system should we have to reflect fiscal responsibility?
- What kinds of information can or should we provide (and how is it going to be used)?
- Are we utilizing “fund accounting” methodology?



Fund Accounting

“Recording business transactions within a series of separate funds is a common method of accounting for NFOs”

Accounting for Libraries and Other Not-For-Profit Organizations
2nd Edition
E. Stevenson Smith




Previous System


Two Ledgers:

 **04Capital**

 04Audiovisual

 04-4060

 04Books

 04-4040

Previous System (contin.)

◆ 04Continuing

■ 04Continuations

▲ 04-4070

■ 04Electronic

▲ 04-3060

▲ 04-3610

■ 04Microforms

▲ 04-3430

■ 04Subscriptions

▲ 04-3410

▲ 04-3420



Ledger and Funds

- ◆ 04Capital
 - 04Audiovisual
 - ▲ 04-4060
 - 04Books
 - ▲ 04-4040

Ledger Name: 04Capital

Fiscal Period: FY2004 6/1/2003 through 6/30/2005

Policy Group: Acquisitions

Ledger: 04Capital

Summary: 04Audiovisual
 Allocated: 04-4060

Summary: 04Books
 Allocated: 04-4040

Freeze Date:

Freeze Date:

New Fund...



Ledger and Funds

- ◆ 04Continuing
 - 04Continuations
 - ▲ 04-4070
 - 04Electronic
 - ▲ 04-3060
 - ▲ 04-3610
 - 04Microforms
 - ▲ 04-3430
 - 04Subscriptions
 - ▲ 04-3410
 - ▲ 04-3420

New Fund...

Ledger Name: 04Continuing

Ledger: 04Continuing

Summary: 04Continuations
Allocated: 04-4070

Summary: 04Electronic
Allocated: 04-3060
Allocated: 04-3610

Summary: 04Microforms
Allocated: 04-3430

Summary: 04Subscriptions
Allocated: 04-3410
Allocated: 04-3420



Practices at JCCC

- Use LC to divide curriculum areas
- No formula budgeting
- Collecting in multiple areas
- Different classification systems
- Run collection development reports using LC with emphasis on books



Problems with using LC

“The Library of Congress Classification system was originally designed and developed as a utilitarian system for the use of the Library of Congress only...”

Immroth's Guide to the Library of Congress
Classification, Fourth Edition, Lois Mai Chan p. 15

Problems with LC

- Shelving method – does not reflect curriculum
- Requires cross mapping call numbers to curriculum areas

Computer and Information Systems – Gaming Curriculum

- The Art of Game Characters (Leo Hartas)
(T385 .H34721 2005)
- The Animator's Reference Book (Les Pardew)
(TR897.5 .P36 2005)
- Multimedia Basics (Suzanne Weixel, et al)
(QA76.575 .W459 2004)
- Game Coding Complete (Mike McShaffry)
(QA76.76 .C672 M35 2005)
- AI for Game Developers (David M. Bourg)
(QC23.2 .B68 2004)
- Digital Gameplay: Essays on the Nexus of
Game and Gamer **(GV1469.15 .D54 2005)**

Voyager Reporting Issues

- Voyager sees call numbers as “text” fields.
- Because of cross mapping, must run multiple reports for one area.
- Use different classification systems (Dewey for AV, LC for other)



Benefits of Expanding Fund Accounting

- Use it to validate program support
- Collection development tool for librarians
- Coordinates all format types and classification systems
- Administrators understand fiscal relationships better than LC
- AQIP (Academic Quality Improvement Program)



Perhaps the Best Reason of All

If you have a system or process in place you may never have to use it...If you don't, you will be asked to demonstrate the very process you lack.

-- Guzzy's Law of
Technical Services



Pre-Fiscal Close: Fund Code Structure Re-design Pilot Project

- Focus on expanding fund accounting techniques
- Move away from reporting only using LC Classification (books)
- Use reporting funds to help demonstrate library support of curricula by coding orders

What makes a good fund code?

- Consistency (all codes have five letters)
 - JCCC course codes have three and four letters
- Grouping (Go down to the level you think you might need) Division – Department – Program – Subject
- Names and Numbers where appropriate

Ledgers

- Created Ledger for each material type = college fund codes
 - Not sure which ones we could roll during fiscal close
 - Roll over rule is for entire Ledger
- Used FY, Name, Fund Number convention
- No Summary Funds
- Use of formula budgeting would determine different ledger structure



Clear Workspace

- Line Items
- Orders
- Invoices
- Ledgers and Funds

Search Ledgers

Search By: Ledger Name

Equal Greater Less

Search For: 05

Search

7 records.
100% of records displayed

- New Ledger
- Search Ledgers
- Search Funds
- Currency
- New Rollover Rule
- Vendors
- Check-In
- Order Maintenance
- EDI

Ledger Name	Fiscal Period	Policy Group Name	Date
05 AV 4060	FY2005	Acquisitions	6/9/2004
05 Books 4040	FY2005	Acquisitions	6/8/2004
05 Contin 4070	FY2005	Acquisitions	6/10/2004
05 Contr Serv 3060	FY2005	Acquisitions	6/10/2004
05 ER 3610	FY2005	Acquisitions	6/10/2004
05 Micro 3430	FY2005	Acquisitions	6/15/2004
05 Period 3420	FY2005	Acquisitions	6/15/2004

7 Ledgers:

- 05 AV 4060
- 05 Books 4040
- 05 Contin 4070
- 05 Contr Serv 3060
- 05 ER 3610
- 05 Micro 3430
- 05 Period 3420

Allocated Fund Codes

- Based on College fund codes
- Originally contained fiscal year
- Used FY, Name and Number combination but put name first
example: 05 Books 4040



Ledger and Funds

- ◆ 05 Books 4040
- + ▲ 05 Books 4040

New Fund...

Ledger Name: 05 Books 4040

Fiscal Period: FY2005 6/1/2004 through 6/30/2006

Policy Group: Acquisitions

Commitments/Expenditures | Locations | Rollover Information | Notes | Properties

Commitments	Expenditures
<input checked="" type="checkbox"/> Over Commit Allowed	<input type="checkbox"/> Over Expend Allowed
Over Commit Warning %: 0	Over Expend Warning %: 0
Over Commit Limit %: 10	Over Expend Limit %: 0
Under Commit Report %: 0	Under Expend Report %: 0
Freeze Date: [] ...	Freeze Date: [] ...



Reporting Fund Codes

- Looked at course offerings
- Looked at librarian liaison divisions
- Wrote down some general categories
- Broke down by programs or departments when possible
- Created codes using two letter "major" code and three-letter "sub-category" code

Example of New Structure

◆ 05 Books 4040

▲ 05 Books 4040

- bs (Business)
- cp (Computer & Info Sys)
- ed (Education)
- en (Engineering)
- fs (Fire Science)
- gn (General)
- hf (Hospitality)
- hl (Health Sciences)

Example of Fund Structure (contin)

- hm (Arts and Humanities)
 - hmant (anthropology)
 - hmarc (archaeology)
 - hmcmd (communication disorders)
 - hmcmm (journalism & communic.)
 - hmeng (english)
 - hmfil (film)
 - hmmus (music)
 - hmphi (philosophy)



Ledger and Funds

- ◆ 05 Books 4040
 - ▲ 05 Books 4040
 - + ● bs (Business)
 - + ● cp (Computer and Inform)
 - + ● ed (Education)
 - + ● en (Engineering)
 - + ● fs (Fire Service)
 - + ● gn (General)
 - + ● hf (Hospitality F)
 - + ● hl (Health Scie)
 - + ● hm (Arts and H)
 - + ● hs (History)
 - + ● in (Industrial Te)
 - + ● it (Interpreter T)
 - + ● lb (Library)
 - + ● lg (Legal Studi)
 - + ● rm (Remedial a)
 - + ● sc (Science)
 - + ● shipp (Shipping)

New Fund...

Fund Name: cp (Computer and Inform)

Fund Code: cp

Fund Category: Reporting Fund Type: General Fund

Begin Date: 6/1/2004

End Date: 6/30/2006

Institution ID: Billington Library

Expend Only

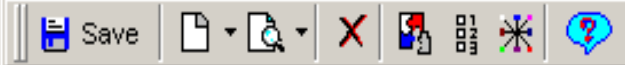
Summary Override Rules Transactions Notes Properties

Allocations	
Original Allocation:	\$0.00
Increases:	\$0.00
Decreases:	\$0.00
Net:	\$0.00

Commitments	
Total:	\$597.93
Pending:	\$0.00

Expenditures	
Total:	\$0.00
Pending:	\$0.00

Balances	
Available:	(\$597.93)
Cash:	\$0.00



Ledger and Funds

- + gn (General)
- + hf (Hospitality F
- + hl (Health Scie
- hm (Arts and H
 - hmant (ant
 - hmarc (arc
 - hmart (visual arts)
 - hmcmd (cc
 - hmcmm (jo
 - hmeng (en
 - hmfil (film)
 - hmfor (fore
 - hmgen (ge
 - hmlit (litera
 - hmmus (mu
 - hmphi (phil
 - hmpho (ph
 - hmrel (relig
 - hmthe (per

New Fund...

Fund Name: hmart (visual arts)
Fund Code: hmart
Fund Category: Reporting **Fund Type:** General Fund
Begin Date: 6/1/2004 **End Date:** 6/30/2006
Institution ID: Billington Library Expend Only

Summary | Override Rules | Transactions | Notes | Properties

Allocations		Commitments		Expenditures	
Original Allocation:	\$0.00	Total:	\$166.73	Total:	\$0.00
Increases:	\$0.00	Pending:	\$71.25	Pending:	\$0.00
Decreases:	\$0.00				
Net:	\$0.00				

Balances	
Available:	(\$166.73)
Cash:	\$0.00

The Pilot Plan

- Initially decided to pilot system in Technical Services only:
 - Workload issues within technical services (time factors, procedural issues, etc.)
 - Reports and information generated
 - Fiscal close and rolling of funds
 - Did not want to add to librarians' workloads



Early Challenges

- Staff concern of choosing inaccurate reporting funds (reporting fund based on our best guess)
- Some code discussion and editing before implementation
- Unable to move serial titles onto individual p.o.s because of bug

The Pilot Begins

- Began coding orders on July 1, 2004
- Keystroke issue – re-keying of order information in defaults.
- Institution ID and Voucher/Check Request
 - Entered Institution ID “Billington Library” on Reporting Funds
 - Institution ID printed instead of the fund. So I deleted all of the Institution ID’s

Session Defaults

Ledger

Invoice

Purchase Order

Vendor

Line Item

Fund

Line Item Copies/Funds

Intended Location: 1 @ On Order

For This Location (On Order):

of Copies: 1

Ship To: Circulating Collection

Commit to Fund: 05 Books 4040/05 Books 4040

Session Defaults

All or Nothing!

Solution:

Macro Express

OR

Change Fund on Line Item

Display Selected Intended

OK

Cancel



Ledger and Funds

- AV 4060
 - bs (Business)
 - bsacc (acc)
 - bscar (care)
 - bseco (eco)
 - bsfin (finan)
 - bsgen (gen)
 - bsins (insu)
 - bsint (inter)
 - bsmar (mar)
 - bsmgt (ma)
 - bsoff (offic)
 - bssbd (sm)
 - co (Cosmetolo)
 - cp (Computer)
 - ed (Education)
 - en (Engineerin)
 - ep (Engl for Ac)
 - fs (Fire Service)

New Fund...

Fund Name: bscar (careers)

Fund Code: bscar

Fund Category: Reporting Fund Type: General Fund

Begin Date: 6/15/2005 End Date: 6/30/2007

Institution ID: Billington Library

Summary Override Rules Transactions

Allocations

Original Allocation:	\$0.00
Increases:	\$0.00
Decreases:	\$0.00
Net:	\$0.00

Commitments

Total:	
Pending:	

Available:	\$0.00
Cash:	\$0.00

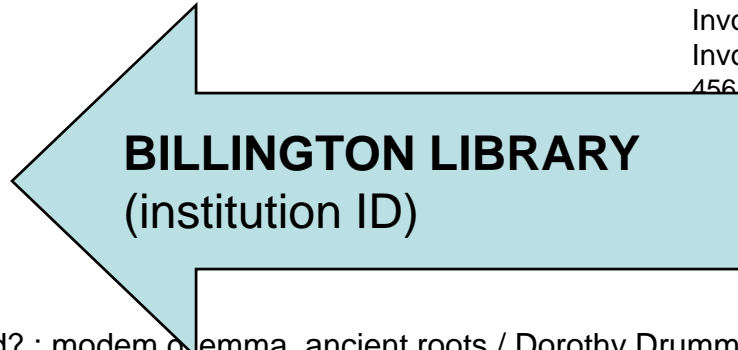
Typed in "Billington Library" for ALL institution IDs

Voucher/Check Request

The following amount should be paid to the indicated vendor for the listed invoice which apply to the displayed Purchase Orders.

Baker & Taylor
 Books 1205
 Paysphere Circle
 Chicago, IL 60674
 Voucher ID: 3349

Invoice Number: 2014298982
 Invoice Date: 4/4/2005
 Invoice Total:
 456.02



Fund: **Billington Library**
 Purchase Order Number 05BK2467

<u>Line</u>	<u>Item</u>	<u>Item Title</u>	<u>Line Item Amount</u>
11		Holy land, whose land? : modern dilemma, ancient roots / Dorothy Drummond.	16.16
Fund Total:			16.16

Fund: **Billington Library**

Purchase Order Number 05BK2467 P.O. Date: 3/30/2005

<u>Line</u>	<u>Item</u>	<u>Item Title</u>	<u>Line Item Amount</u>
12		Intimate garden: twenty years and four seasons in our garden / Gordon Hayward and Mary Hayward; with photographs by Richard W. Brown. Perennial gardener's design primer / Stephanie Cohen & Nancy J. Ondra ; foreword by Allan M. Arrnotage ; photographs by Rob Cardillo.	25.57
17		Solving deer problems: how to keep them out of the garden, avoid them on the road, and deal with them anywhere! / Peter Loewer.	22.46
19			13.46

Fund Total: 61.49

Fund: **Billington Library**

Purchase Order Number 05BK2467 P.O. Date: 3/30/2005

<u>Line</u>	<u>Item</u>	<u>Item Title</u>	<u>Line Item Amount</u>
1		Rachael Ray 30-minute meals for the carb-frustrated : confessions of a low-carb life / Rachael Ray.	17.06

Voucher/Check Request

The following amount should be paid to the indicated vendor for the listed invoice which apply to the displayed Purchase Orders.

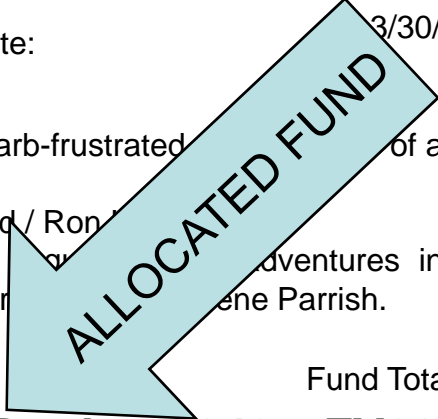
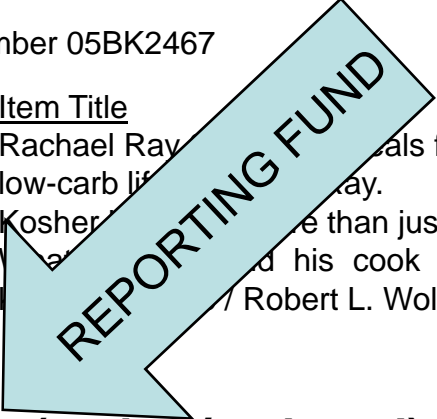
Baker & Taylor
 Books 1205
 Paysphere Circle
 Chicago, IL 60674
 Voucher ID: 3349

Invoice Number: 2014298982
 Invoice Date: 4/4/2005
 Invoice Total:
 456.02

Fund: **hfchf (chefs apprentice) 05 Books 4040: FY2005 (06/01/2004 to 06/30/2006)**

Purchase Order Number 05BK2467 P.O. Date: 3/30/2005

<u>Line Item</u>	<u>Item Title</u>	<u>Line Item Amount</u>
1	Rachael Ray...als for the carb-frustrated...of a low-carb life...ay.	17.06
14	Kosher...e than just the food / Ron...	7.34
21	...d his cook 2 : the...adventures in... / Robert L. Wolke; with...ene Parrish.	16.61



Fund Total: 41.01

Fund: **hmant (anthro/archaeol) 05 Books 4040: FY2005 (06/01/2004 to 06/30/2006)**

Purchase Order Number 05BK2467 P.O. Date: 3/30/2005

<u>Line Item</u>	<u>Item Title</u>	<u>Line Item Amount</u>
6	Complete dictionary of symbols / Jack Tresidder, general editor.	10.33
7	Crafts of Mexico / edited by Margarita de Orellana, Alberto Ruy-Sanchez ; guest editor, Eliot Weinberger.	20.25
15	Man the hunted: primates, predators, and human evolution / Donna Hart, Robert W. Sussman.	19.17

Fund Total: 49.75

Project Changes

- Described pilot at Reference meeting July 21, 2004
- Discussed Concerns
 - Monitoring of purchases
 - Information abuse
 - Using reporting fund information exclusively
 - Being by-passed in reporting process
 - Coding time factor
 - Formula based budgeting

Project Changes

- Librarians suggested at the 7/21/2004 meeting that they start coding orders immediately
- Review of fund codes
- Started with 72 reporting fund codes
- 19 additional codes were added
- 2 codes were deleted
- Total of 89 reporting fund codes



Early Conclusions

- Time impact of coding is minimal.
- Still disagreement about not using LC
- Still concern over how the information will be used
- Concern over fund code names
- The stone continues to roll....Spinoff projects: Direct Pays, Serials Review, Media project



Early Conclusions contin.

- Meaningful fund accounting methodology to track curriculum related purchases is an appropriate way to demonstrate fiscal responsibility
- What you expect to happen quickly won't and some things will happen more quickly than anticipated
- Final conclusions must wait 2-3 years. Continue fund structure review



Back to Fiscal Close

- Decisions about which funds to roll
- Initially some funds would remain open for two years (Direct Pays)
- Fiscal close in July 2005 to include 6 out of 7 ledgers
- Periodicals, Microforms still a problem



Periodicals + Fiscal Close = Problems

- Originally set up according to Endeavor's recommendations of placing all titles on one or two purchase orders
- Process of moving titles to individual orders – unresolved bug!
- Microform – similar to periodicals plus MF mhfd on print records
- The “status question”

Table 16-1 Open Orders

Line Item Copy Status	Invoice Item Status	Open Order
Pending	n/a	Yes*
Approved/Sent	none	Yes*
Approved/Sent	Invoice Pending	Yes
Approved/Sent	Invoiced	Yes*
Received Partial	none	Yes*
Received Partial	Invoice Pending	Yes
Received Partial	Invoiced	Yes*
Received Complete	none	Yes*
Received Complete	Invoice Pending	Yes
Received Complete	Invoiced	No
Returned	none	No
Returned	Invoice Pending	No
Returned	Invoiced	No
Claimed	none	Yes*
Claimed	Invoice Pending	Yes
Claimed	Invoiced	Yes*

Header Footer Notes Properties

Order

Number: sub1checkin

Vendor

Code: EBS

Status Date: 6/25/2001

307 Line Items on Order

Account: sub1

Units

Line Item Subtotal: \$0.00

Other Charges: \$0.00

Total Order Amount: \$0.00

Currency

Code: USD

Rate: 1

Status is
**RECEIVED
COMPLETE**

180 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
181 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
182 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
183 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
184 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
185 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
186 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco
187 / Received	\$0.00	1	Serials Area	02Periodicals / 02Ebsco

Add Line
(Bib Search)Add Line
(Bib Import)Add Line
(Template)

Delete Line

Details...

MARC...



Problems

Claims

Properties

Delivery Options

Notes

Order

Payment History

Receive/Mark

Bib Record

Price

Copies/Funds

Copy Status

Type

Intended Location

Copies Ordered

Copies Received

Serials Area

1

0

Copy #

Status

Status Date

Call Number

Print Label...

1

Received Partial

1/24/2002

Serials Area - G70.2 .G575

But the status is really....

**RECEIVED
PARTIAL**

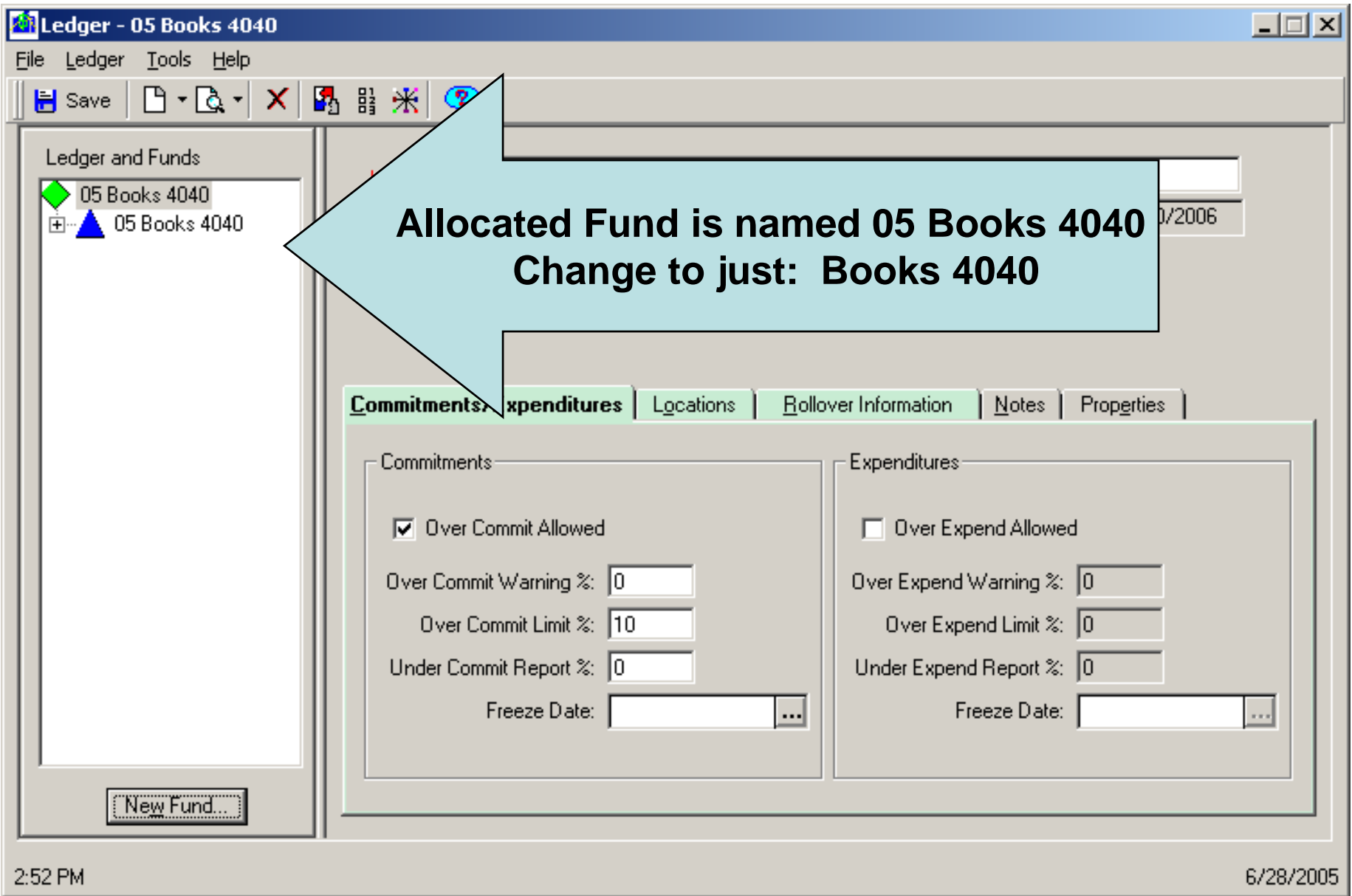
Thus, eligible for roll

Prep for Fiscal Close

- Read the manual!
- Read everything you can on fiscal close!
- Have a really good systems coordinator
- Set system fiscal year
- Define Roll Over Rules
- Apply Ledgers
- Run reports

Fiscal Close and Fund Names

- Per *Voyager® 2001.2 Acquisitions Users Guide* pg.16-4: “When Fiscal Period Close rolls over a Ledger and its Funds to a new Fiscal Period, you have the option of renaming the Ledger before you perform the rollover, **but the Fund Names are the same.**”
- Allocated Fund names changed so that FY is not reflected.



Rollover Rules

- Two rollover rules
 - One for monographic type orders – no open orders roll
 - One for continuing materials – open orders roll
- Roll all funds to zero

Rollover Rule Edit - Rule: Orders not rolled

File Rule Tools Help

Save Save and Close Save and

Rule Name/ID: Orders not rolled

Fiscal Period: FY2005

New Fiscal Period: FY2006

Initialize With:

- Zero
- Cash Balance

Rule



Exchange



Depository



Continuation



View Ledgers

Ledgers

Ledger Name	New Ledger Name	rolled Over
05 AV 4060	06 AV 4060	No

Ledgers for Fiscal Period (FY2002)

Ledger Name	Current Rollover Rule Name/ID
05 Contin 4070	Orders that roll
05 Contr Serv 3060	Orders that roll
05 FR 3610	Orders that roll

OK

Cancel

Orders not rolled:

AV 4060
Bks 4040
Micro 3430



Rule Name/ID: Orders that roll

Fiscal Period: FY2005

New Fiscal Period: FY2006

Apply rule during next run of Fiscal Period Close

Initialize With:
 Zero
 Cash Balance

- Rule
- Approval
- Firm Order
- Gift
- Exchange

Approval

Rollover Line Item Types:

- Single Part
- Subscription
- Membership
- Standing Order
- Blanket Order
- Multi-Part
- Approval

Orders that roll:

ER 3610
 Contr. Serv. 3060
 Contin. 4070

(Next year add periodicals)

0
 0
 0

Clear Rules

The Day of the Roll...

- Our really good systems coordinator ran fiscal close from home in the early morning
- Rollover didn't work (for continuations, electronic resources)
- Restore command works very well
- Duh...

DUH...
Need to check boxes for each
ORDER TYPE



next run of Fiscal Period Close

Location

Cash Balance Original Allocation + Cash Balance

- Rule
- Exchange
- Depository
- Continuation
- View Ledgers

Continuation

Rollover Line Item Types: _____ % to Increase Commitments: _____

- Single Part
- Subscription
- Membership
- Standing Order
- Blanket Order
- Multi-Part
- Approval

Clear Rules

Rule Name/ID: Orders that roll

Fiscal Period: FY2005

New Fiscal Period: FY2006

Apply rule during next run of Fiscal Period Close

Initialize With:

Original Allocation

Original Allocation + Cash Balance

Second DUH....

Don't make changes (i.e. check the boxes) BEFORE the Restore Command

to Increase Commitments:

0
0
0
0
0
0
0

Clear Rules

- Standing Order
- Blanket Order
- Multi-Part
- Approval

View Ledgers

Fiscal Close Experience

- All in all – a relatively smooth first Fiscal Close
- Reports are great! (exported into Excel)

The more things change...

- Fund changes continue: 2 more fund codes added in July 2005 after rollover = 91
- Still discussion on the value of codes
- Still discussion on code names
- Organizational tradition and history plays a large role in perceptions about and development of fund codes and fund structure
- Fiscal Close is a **good** library process

QUESTIONS???

Judi Guzzy

Technical Services Librarian

Billington Library

Johnson County Community College

Overland Park, KS

jguzzy@jccc.edu

913-469-8500 ext. 4151