Training

SIERRA ACQUISITIONS

Yearly Events Involving Statistics

This resource discusses yearly events that either require staff to take action to prepare the system for the upcoming year or to answer questions for annual reports. In this context, year end might be the calendar year or a fiscal year.

Statistical events as part of Fiscal Close

All three Fiscal Close methods have a reporting tab. There are other resources in LibGuides on Fiscal Close along with the Sierra User Manual. Here is a summary of the three elements under reports.

- Sierra Statistical Reports – used by libraries to provide total expenditures for the previous year and to add budget project columns or reports to project costs for the next fiscal year.
- Vendor Statistics – used by libraries to review vendor performance in terms of which vendors are most used or not used at all, based on cancelation totals and delivery time.
- Hierarchy Reports – used by libraries to easily review funds or fund groups to see which budget lines have encumbrances remaining and percentages spent at fiscal year-end.
- In addition, printing and clearing the fund activity report along with the final posting reports, both of which can be part of the library's audit trail.

Statistical reports on old paid orders and canceled orders.

Often at year end libraries will delete different types of order records. Innovative recommends keeping 2-3 years plus current of fully paid orders for statistical analysis. In addition, keeping a years' worth of canceled orders can be useful for tracking and answering questions on why a specific item wasn't purchased. Keep in mind before deleting older records that this will be your last opportunity to run desired reports.

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