Training

SIERRA ACQUISITIONS

Maximize Functionality through Fund Code Design

Introduction

The following how to guide will review how efficient use of fund codes can facilitate reporting.   At fiscal year-end you have an opportunity to review your fund codes to take full advantage of Sierra's reporting and searching capability.   Year-end can provide opportunities to change your fund structure since most orders will be paid or canceled. And fiscal method two can be used to change existing open fund codes to the new scheme.

Design of Fund Codes

The fund code is the level at which money is appropriated to, encumbered against, and expended against. If the library needs to control or track spending by some element (branch/location, age, material, academic department, subject, order type, etc.), then the library should build that element into the fund code structure. The reason is the view of the Funds shows immediately the Appropriation, Encumbrances, Expenditures and the Free and Cash balances as of the last time posting was completed.

Here is an example view for a small college with two separate libraries. The medical library and the university library. Staff can easily see their balances based on location and general material type.

Funds

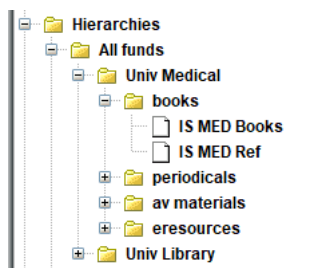|	Appropriation	Expenditure	Encumbrance	Free Balance	Cash Balance
IS MED Audio-Visual	$25,000.00	$0.00	$0.00	$25,000.00	$25,000.00
IS MED Books	$124,500.00	$0.00	$498.50	$124,001.50	$124,500.00
IS MED Electr Res	$50,000.00	$0.00	$2,077.26	$47,922.74	$50,000.00
IS MED Microforms	$500.00	$0.00	$0.00	$500.00	$500.00
IS MED Periodicals	$25,000.00	$0.00	$0.00	$25,000.00	$25,000.00
IS MED Ref	$37,000.00	$0.00	$0.00	$37,000.00	$37,000.00
IU Audio-Visual	$25,000.00	$0.00	$363.00	$24,637.00	$25,000.00
IU Books	$250,000.00	$76.10	-$16.44	$249,940.34	$249,923.90
IU Electronic Res	$10,000.00	$0.00	$684.14	$9,315.86	$10,000.00
IU Lib Stud dev	$1,000.00	$118.90	$0.00	$881.10	$881.10
IU Microform	$500.00	$0.00	$0.00	$500.00	$500.00
IU Periodicals	$42,000.00	$0.00	$628.56	$41,371.44	$42,000.00
IU Reference	$37,000.00	$0.00	$0.00	$37,000.00	$37,000.00
IU Reserves	$11,000.00	$0.00	$0.00	$11,000.00	$11,000.00
Staff Training Materials	$200.00	$0.00	$0.00	$200.00	$200.00
Totals	$638,700.00	$195.00	$4,235.02	$634,269.98	$638,505.00

Fund codes can be up to 15 characters long with a name of up to 19 characters. In both cases use alphabetic or numeric characters only. The codes can follow a set hierarchy where each position has meaning, not unlike a location code hierarchy as we see in this example. Or the fund code can be more eye readable, user friendly. Main Adult books = mainadultbooks. Since the fund code

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cannot be changed after saving, consider creating these in a tool like Excel and make sure they make sense to all users.

3maf	
3	'3' represents '12040-BL' (external fund)
m	'm' represents 'Main Library' (institution)
a	'a' represents 'adult' (age)
f	'f' represents 'fiction' (library selection category)

Funds can also be put into reporting hierarchies which can be viewed in Sierra and through Web Management Reports. Here is an example of the medical library funds in material type groups.

An alternative to creating a fund to track spending by some element is to build that relationship into a fixed length code. For example, the library could designate an Order Code for the book selector associated with that order as opposed to having dedicated funds tied to selectors. By using Sierra Create Lists and Statistics you can easily report on spending by selector.

Here we see an example of using Order Codes 1-3 for tracking the renewal month for serials/continuations, if the order is for a new title or a replacement and finally the book selector.

Renewal month (C1)	- ---
New/Replace (C2)	a NEW
Selector	a Ann S

In addition to the external fund code, Sierra offers the ability to track expenditures to sub funds. Note: the library may choose to report on sub funds, but the library cannot appropriate or encumber to sub funds. Similar to external fund codes they are a reporting tool only.
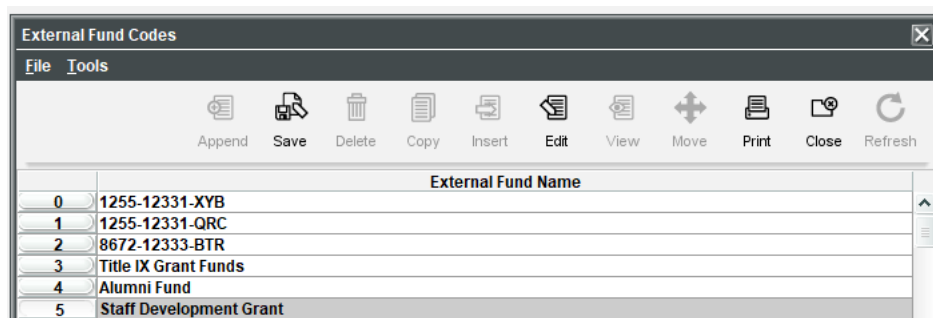
In summary, think about your purchasing habits and reporting needs and design fund codes to support this. Your design can be as simple or complex as you need it to be. Keep in mind that times and needs change. Library or University programs are no longer offered. Collections or material types are no longer being purchased. Your reporting needs change. There has been a change in library administration.
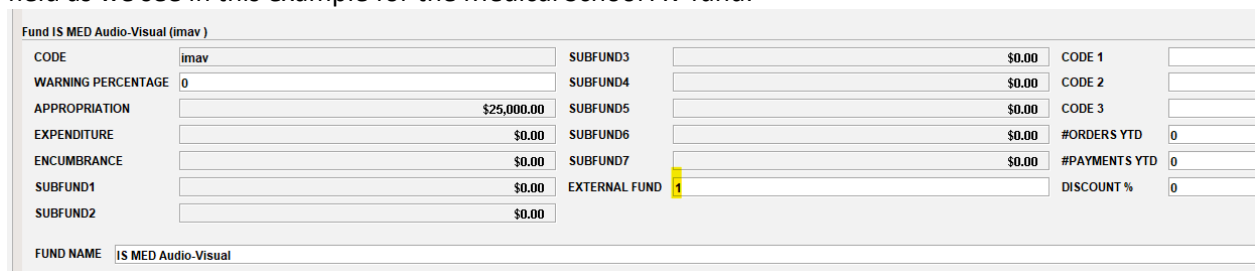
External Fund Codes

In Sierra, sources of money can be coded as External Funds. These represent links to the fund codes used by a financial system. It facilitates maintaining granular library funds for reports while summing purchases to these funds on invoice posting reports to facilitate entering into the university financial system or a municipal system.

In this example, we see the various sources of funding for our college representing in the External Fund Code table. The first three entries represent the codes used by the college finance program. The entry 0 is the code assigned to print material but not periodicals. The second code represents Audio Visual and Electronic Resources and the third code is for periodicals and microforms. The next three are college codes representing specific grants and special funds for staff development.

The corresponding external fund row number is entered into the Fund external fund coded fixed field as we see in this example for the Medical School AV fund.

When we post an invoice, the first report we receive is the INVOICE REGISTER which will show the payments to the individual library funds, the invoice total and at the bottom the subtotals to our two external fund codes. Those amounts would typically be entered into the finance system.

```
          INVOICE REGISTER      08-06-20 posting invoice

INVOICE # sd123,   INVOICE DATE: 08-06-2020,   VOUCHER: 489 ****
VENDOR: Baker & Taylor
 P.O.#      ITEM AMT  SHIP  SERVICE   TAX USETAX     TOTAL   ENCUMB
1002704x       $23.78                        $23.78  -$267.00
    FUND im2f  1        001 copies
10027038       $234.99                       $234.99  -$234.00
    FUND im2f  1        001 copies
10027026       $12.56                        $12.56   -$12.34
    FUND imav  1        001 copies
 SUB TOTAL    $271.33                        $271.33
INVOICE TOTAL    $271.33          VOUCHER    489   ******

      $258.77 1255-12331-XYB      usetax:   $0.00,
      $12.56 1255-12331-QRC      usetax:   $0.00,
```

When making changes

Fund codes in order records reflect the current value or exist only if the fund does. If you are going to remove funds, the order record fund field will revert to a value of 'none'. If the old orders are going to be retained, consider updating those orders to add an Internal Note field denoting the legacy fund information. Or contact Support to add a new variable length field for this purpose.

Run a final fund activity report to capture any remaining activity on the soon to be deleted funds. Also run Fund Hierarchy reports to capture additional detail. And remember to remove the funds from the hierarchies before deleting them.

Please remember that, neither batch update tool (Rapid or Global) can be used to change existing fund codes to new values. Fiscal Close Method two can update fund codes in on order records.

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