

# New Fiscal Year Purchase Order Review

Presented by the Purchasing Department

# Overview

1. New FY Budget
2. Purchase Order/REQ FY Dates
3. Purchase Order Copy Function
4. Detail Transaction Activity  
Form/Export to Excel

# New Fiscal Year Budget

## Organization Budget Status Form (FGIBDST)

- Fiscal Year field defaults to current FY. Must change FY date to '25' for FY 25 budget (when checking budget before 7/1)
- Check FGIBDST to determine funds are available

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: \* M Middlesex Community College

Index: 201361

Include Revenue:

Accounts

Organization: 206010

Program: 80

Account Type:

Location:

Fiscal Year: \* 25

Query Specific:

Account

Commit Type: Both

Fund: 16035

Account:

Activity:

# Purchase Order/REQ Fiscal Year Dates

- Order Date, Transaction Date and Delivery Date must be **July 1, 2024** or greater for FY25 PO/REQ's

ellucian Purchase Order FPAPURR 9.3.20 (PROD)

Purchase Order: NEXT

▼ PURCHASE ORDER

Purchase Order	NEXT	Delivery Date *	07/01/2024
Blanket Order		Comments	
Order Type *	Regular	Commodity Total	0.00
Order Date *	07/01/2024	Accounting Total	0.00
Transaction Date *	07/01/2024	<input checked="" type="checkbox"/> Document Level Accounting	

Document Information    Requestor/Delivery Information    Vendor Information    Commodity/Accounting    Balancing/Completion

▼ DOCUMENT INFORMATION

<input type="checkbox"/> PO created from Requisition	<input type="checkbox"/> Rush Order
Requisition: None	<input checked="" type="checkbox"/> NSF Checking
Document Text	<input type="checkbox"/> Deferred Editing
Buyer Code	Purchase Order Copied From
BO Termination Date	

# Purchase Order/REQ Fiscal Year Dates

Commodity/Accounting tab

- Accounting Section Year field should show the new fiscal year

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1		#CS18C Civitas Series Chairs	EA		14.00	148.3300	<input type="checkbox"/>	<input type="checkbox"/>
2		#503660ADJ 5000 Series Table 36x60	EA		1.00	309.4000	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 2

Extended Amount	2,076.62	Tax	0.00
Discount	0.00	Commodity Total	2,076.62
Additional	0.00	Document Total	2,386.02

Closed  
 Suspense

▼ ACCOUNTING

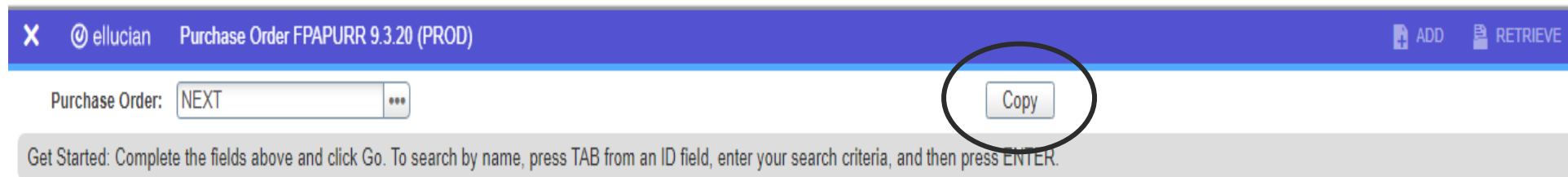
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Suspense	NSF Override	NSF Suspense
1	M	25	201335	16035	202012	6050	70				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 1

# Purchase Order Copy Function

## Purchase Order Form (FPAPURR)

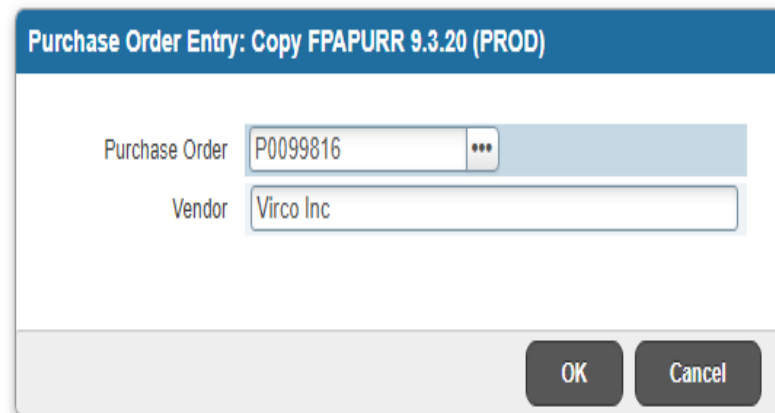
- Click "Copy" button, enter Purchase Order#, press tab on keyboard to generate vendor name, click "Ok"
- Check Document and Item text and delete/change what is not applicable



X @ellucian Purchase Order FPAPURR 9.3.20 (PROD) ADD RETRIEVE

Purchase Order:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



Purchase Order Entry: Copy FPAPURR 9.3.20 (PROD)

Purchase Order

Vendor

OK Cancel

# Export to Excel Function

## Detail Transaction Activity (FGITRND)

- Click "Add Another Field" to filter by PO's only, select "Type", enter "PORD", click "Go"

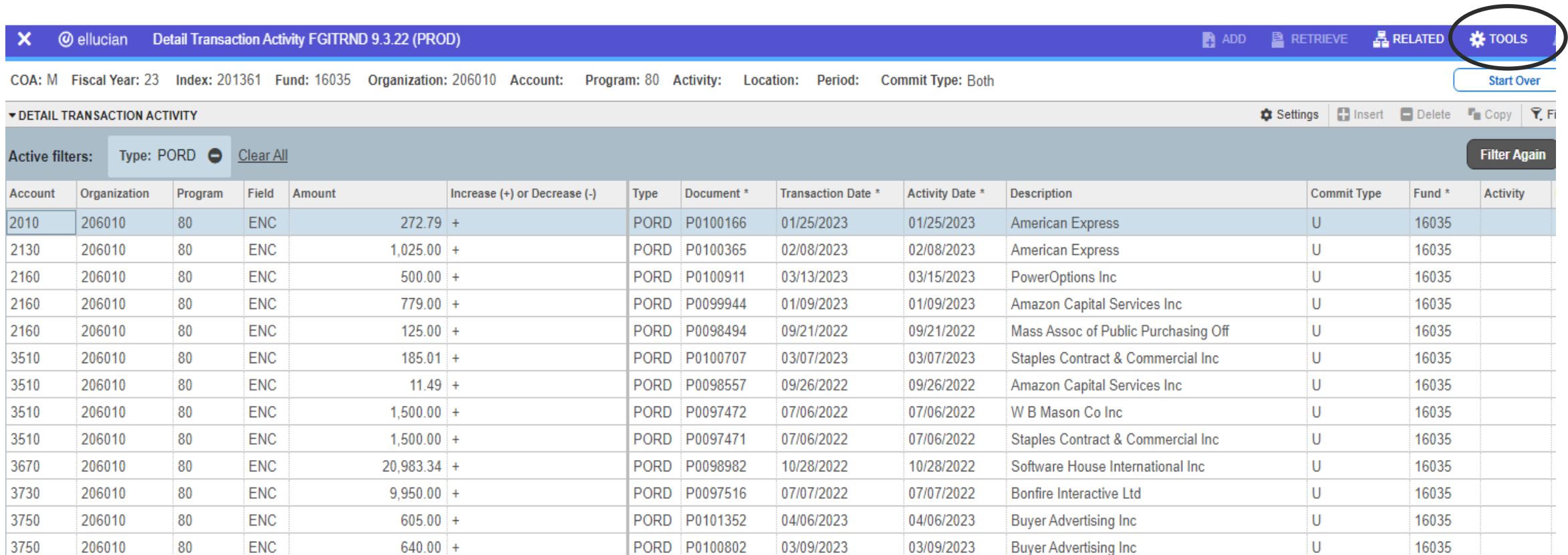
This screenshot shows the 'Detail Transaction Activity' interface for FGITRND 9.3.22 (PROD). The top navigation bar includes 'ellucian' and 'Detail Transaction Activity FGITRND 9.3.22 (PROD)'. Below the navigation bar, there are filters for COA: M, Fiscal Year: 23, Index: 201361, Fund: 16035, Organization: 206010, Account, Program: 80, Activity, Location, Period, and Commit Type: Both. The main section is titled 'DETAIL TRANSACTION ACTIVITY' and has 'Settings', 'Insert', and 'Delete' options. Underneath, there are 'Basic Filter' and 'Advanced Filter' tabs. The filter area contains several input fields: Account, Organization, Program, Field, and Amount. A dropdown menu labeled 'Add Another Field ...' is highlighted with a black circle.

This screenshot shows the 'Detail Transaction Activity' interface for FGITRND 9.3.22 (PROD) after the 'Add Another Field' dropdown has been used. The top navigation bar is the same. The filter area now includes an additional 'Type' field with 'PORD' entered. The 'Add Another Field ...' dropdown is still visible below the main filter area. At the bottom right, the 'Clear All' and 'Go' buttons are visible, with the 'Go' button highlighted by a black circle.

# Export to Excel Function

## Detail Transaction Activity (FGITRND)

- Click "Tools" and select "Export"



ellucian Detail Transaction Activity FGITRND 9.3.22 (PROD) ADD RETRIEVE RELATED **TOOLS** Start Over

COA: M Fiscal Year: 23 Index: 201361 Fund: 16035 Organization: 206010 Account: Program: 80 Activity: Location: Period: Commit Type: Both

▼ DETAIL TRANSACTION ACTIVITY Settings Insert Delete Copy Filter Again

Active filters: Type: PORD Clear All Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity
2010	206010	80	ENC	272.79	+	PORD	P0100166	01/25/2023	01/25/2023	American Express	U	16035	
2130	206010	80	ENC	1,025.00	+	PORD	P0100365	02/08/2023	02/08/2023	American Express	U	16035	
2160	206010	80	ENC	500.00	+	PORD	P0100911	03/13/2023	03/15/2023	PowerOptions Inc	U	16035	
2160	206010	80	ENC	779.00	+	PORD	P0099944	01/09/2023	01/09/2023	Amazon Capital Services Inc	U	16035	
2160	206010	80	ENC	125.00	+	PORD	P0098494	09/21/2022	09/21/2022	Mass Assoc of Public Purchasing Off	U	16035	
3510	206010	80	ENC	185.01	+	PORD	P0100707	03/07/2023	03/07/2023	Staples Contract & Commercial Inc	U	16035	
3510	206010	80	ENC	11.49	+	PORD	P0098557	09/26/2022	09/26/2022	Amazon Capital Services Inc	U	16035	
3510	206010	80	ENC	1,500.00	+	PORD	P0097472	07/06/2022	07/06/2022	W B Mason Co Inc	U	16035	
3510	206010	80	ENC	1,500.00	+	PORD	P0097471	07/06/2022	07/06/2022	Staples Contract & Commercial Inc	U	16035	
3670	206010	80	ENC	20,983.34	+	PORD	P0098982	10/28/2022	10/28/2022	Software House International Inc	U	16035	
3730	206010	80	ENC	9,950.00	+	PORD	P0097516	07/07/2022	07/07/2022	Bonfire Interactive Ltd	U	16035	
3750	206010	80	ENC	605.00	+	PORD	P0101352	04/06/2023	04/06/2023	Buyer Advertising Inc	U	16035	
3750	206010	80	ENC	640.00	+	PORD	P0100802	03/09/2023	03/09/2023	Buyer Advertising Inc	U	16035	



# Export to Excel Function

## Detail Transaction Activity (FGITRND)

- Excel Spreadsheet – List of Purchase Orders

1	'COA'	'Fiscal Year'	'Index'	'Fund'	'Organization'	'Account'	'Program'			
2	M	23	201361	16035	206010			80		
3										
4	'Account'	'Organization'	'Program'	'Activity Date'	'Type'	'Document'	'Description'	'Transaction Date'	'Field'	'Amount'
5	2010	206010	80	1/25/2023 15:39	PORD	P0100166	American Express	1/25/2023 15:24	ENC	\$272.79
6	2130	206010	80	2/8/2023 17:10	PORD	P0100365	American Express	2/8/2023 17:04	ENC	\$1,025.00
7	2160	206010	80	3/15/2023 9:09	PORD	P0100911	PowerOptions Inc	3/13/2023 11:11	ENC	\$500.00
8	2160	206010	80	1/9/2023 10:37	PORD	P0099944	Amazon Capital Services Inc	1/9/2023 10:31	ENC	\$779.00
9	2160	206010	80	9/21/2022 10:03	PORD	P0098494	Mass Assoc of Public Purchasing Off	9/21/2022 9:59	ENC	
10	3510	206010	80	3/7/2023 9:13	PORD	P0100707	Staples Contract & Commercial Inc	3/7/2023 8:37	ENC	09/21/2022
11	3510	206010	80	9/26/2022 13:51	PORD	P0098557	Amazon Capital Services Inc	9/26/2022 13:45	ENC	\$11.49
12	3510	206010	80	7/6/2022 13:10	PORD	P0097472	W B Mason Co Inc	7/6/2022 13:02	ENC	\$1,500.00
13	3510	206010	80	7/6/2022 13:04	PORD	P0097471	Staples Contract & Commercial Inc	7/6/2022 12:53	ENC	\$1,500.00
14	3670	206010	80	10/28/2022 15:34	PORD	P0098982	Software House International Inc	10/28/2022 15:07	ENC	\$20,983.34
15	3730	206010	80	7/7/2022 12:57	PORD	P0097516	Bonfire Interactive Ltd	7/7/2022 12:27	ENC	\$9,950.00
16	3750	206010	80	4/6/2023 11:46	PORD	P0101352	Buyer Advertising Inc	4/6/2023 11:41	ENC	\$605.00
17	3750	206010	80	3/9/2023 10:16	PORD	P0100802	Buyer Advertising Inc	3/9/2023 9:46	ENC	\$640.00
18	3750	206010	80	2/8/2023 9:52	PORD	P0100347	Buyer Advertising Inc	2/8/2023 8:07	ENC	\$825.00
19	3750	206010	80	11/17/2022 9:34	PORD	P0099281	Buyer Advertising Inc	11/17/2022 9:23	ENC	\$630.00
20	3750	206010	80	9/29/2022 12:36	PORD	P0098618	Buyer Advertising Inc	9/29/2022 12:30	ENC	\$375.00
21	3750	206010	80	6/29/2022 9:27	PORD	P0097279	Buyer Advertising Inc	7/1/2022 0:00	ENC	\$790.00
22	3790	206010	80	7/21/2022 12:57	PORD	P0097760	Nestle Waters North America	7/21/2022 12:49	ENC	\$25,000.00
23	4260	206010	80	1/11/2023 10:54	PORD	P0100025	Amazon Capital Services Inc	1/11/2023 10:26	ENC	\$35.99
24	4260	206010	80	1/10/2023 13:30	PORD	P0099994	Staples Contract & Commercial Inc	1/9/2023 13:01	ENC	\$35.99
25	5040	206010	80	11/29/2022 13:13	PORD	P0099378	Uptima Inc	11/29/2022 12:10	ENC	\$22,000.00
26	5130	206010	80	11/1/2022 9:54	PORD	P0099000	Bunker Hill Community College	10/31/2022 13:43	ENC	\$151,600.29
27	5615	206010	80	1/4/2023 9:31	PORD	P0099835	BidDocs Online Inc	1/4/2023 9:20	ENC	\$750.00
28	5615	206010	80	9/7/2022 13:58	PORD	P0098293	BidDocs Online Inc	9/7/2022 13:43	ENC	\$764.18

# Important Reminders

- Please **do not** have FY25 goods/services delivered or completed prior to **July 1, 2024**
- When ordering goods please enter each good on it's own line with clear descriptions and item numbers. The receiving department must receive each item in Banner so the payment can be processed.
- Please ***only*** copy purchase orders that you previously entered.

# Helpful Resources

## Purchasing Webpage

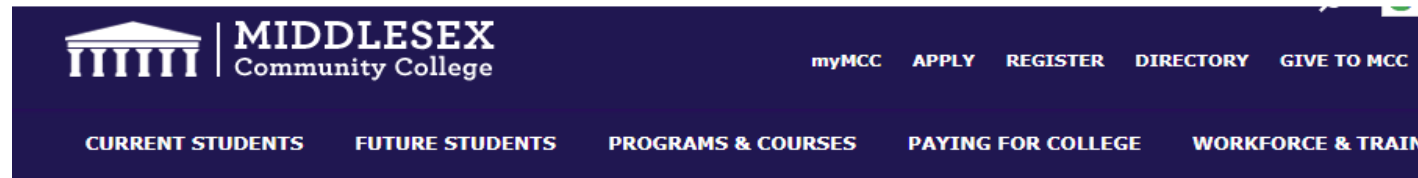
<https://www.middlesex.mass.edu/purchasing>

## Banner Training Guide (step by step instructions)

<https://www.middlesex.mass.edu/purchasing/traindat.aspx>

## Fiscal Close/Open Memo

<https://www.middlesex.mass.edu/purchasing/downloads/fycloseopen.pdf>



### PURCHASING

At MCC

Purchasing

Banner Finance Documents

[Banner User Guide](#)

[Class Codes](#)

[Account Codes](#)

Contracts

[Contracts Policy](#)

[Instructions for Submitting Contracts](#)

[Submit Contracts Portal](#)

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### Procurement Services

This site will provide guidance and summarize our standard operating procedures governing the purchase of goods and services at Middlesex Community College.

It is the mission of Middlesex Community College to purchase the highest quality of goods and services at the best value, minimize risk to the institution, ensure compliance with Massachusetts General Laws and support the college's needs.

#### The Purchasing Department's Goals

- Ensure goods and services are purchased at the best value and meet the College's needs.



**Questions**