

# New Fiscal Year Purchase Order Reminders

TO: Cost Center Managers/Buyers  
FROM: Purchasing Department  
DATE: June 17, 2024  
RE: New Fiscal Year Purchase Order Reminders

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The FY25 Budget has been loaded and is ready for encumbering. Cost Centers may enter FY25 Purchase Orders and/or Purchase Requisitions in Banner.

Please follow the directions below to ensure that your documents are charged to the correct Fiscal Year.

## Important Notes

- Please DO NOT have FY25 goods delivered to the College until **Monday July 1, 2024** or later. If they arrive before the end of FY24, June 30, the expense must be charged to FY24.
- Please DO NOT copy a purchase order unless your name appears as the buyer. Please DO NOT change any buyer name to your name. If you ARE the buyer and are copying a PO, please go to the Document and Item Text and delete all lines of text that was entered the previous year.
- Directions for Copying a PO can be found in your Banner 9 User Guide on the Purchasing Departments webpage at <https://www.middlesex.mass.edu/purchasing/traindat.aspx>.

## PO/REQ Fiscal Year Date Instructions

To enter an **FY25** Encumbrance in Banner **prior to July 1, 2024** please follow the instructions below.

1. Check your budget. For FY25, the budget has been loaded on the account code level. Please go to **FGIBDST** to make sure you have funds available for your encumbrance(s)/order(s). \*Change the Fiscal Year to **FY25**.
2. When entering the PO or REQ the following dates in the first section of the PO/REQ must be changed to ensure the PO/REQ is created in the correct fiscal year.
  - a. **Order Date** must be entered as **July 1, 2024**
  - b. **Transaction Date** must be entered as **July 1, 2024**
  - c. **Delivery Date** must be entered as **July 1, 2024** or later if actual date is known. For all encumbrances which cover the entire Fiscal Year, please enter **June 30, 2025** in delivery date.
3. **Commodity/Accounting Tab** - Please note the Fiscal Year must be listed as **"25"**. If the Fiscal Year is listed as **"24"** then "Record Remove" your document and start again or the accounting information will be incorrect.

Please contact the Purchasing Department if you have any questions.

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