

Fiscal Year Close Review

Presented by the Purchasing Department

Overview

1. Fiscal Year Close Deadlines
2. Review Open Encumbrances
3. Purchase Order History
4. Helpful Resources

Fiscal Year Close Deadlines

Deadline	Transaction	Description
March 31, 2024	Large Furniture Orders	Last day to order large quantities of furniture (desks, tables, chairs, etc.) to ensure delivery by June 30, 2024
April 15, 2024	Review Open Encumbrances	Begin reviewing open encumbrances. To reduce encumbrances submit an email to the Purchasing Dept. To increase encumbrances submit a requisition in Banner. Prior to requesting an adjustment to reduce an encumbrance please check with Accounts Payable to ensure all outstanding invoices have been paid.
May 10, 2024	Purchase Orders \$10,000 and over	Last day to create purchase orders \$10k and over due to bidding requirements.
May 31, 2024	Purchase of goods and services	Last day to purchase goods and services to ensure delivery of items by 6/30/24.
June 30, 2024	Change Order Requests	Final date to request increase/decrease for purchase orders in order to pay invoices.
July 12, 2024	Invoices & Travel Vouchers	Last day to submit invoices and travel vouchers to Accounts Payable

Review Open Encumbrances

Organizational Encumbrance List (FGIOENC)

- Reduce or Close Encumbrance (email Karen Kurps)
- Increase Encumbrance (create a Banner REQ)
- Invoice processed (follow up with Accounts Payable staff person)

X @ ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD) ADD RETRIEVE

Chart: M Fiscal Year: 24 Index: 201361 Organization: 206010 College Admin Services Fund: 16035 Institutional Support

ORGANIZATIONAL ENCUMBRANCE LIST Settings Inse							
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount
P0102857	Conway Office Products LLC		0 6920	80			4,633.00
P0103561	Conway Office Products LLC		0 6920	80			5,239.44
P0104468	Toshiba Business Solutions Inc		0 6920	80			250.00
P0106867	PowerOptions Inc		0 2160	80			515.00
P0107257	Buyer Advertising Inc		0 3750	80			695.00

Review Open Encumbrance Details

Query Detail Encumbrance Info (FGIENCD)

Provides Detailed Information related to the Open Encumbrance

X @ ellucian Detail Encumbrance Activity FGIENCD 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS						
Encumbrance: P0102857 Encumbrance Period: All Start Over						
ENCUMBRANCE INFORMATION Insert Delete Copy Filter						
Description	Conway Office Products LLC		Date Established	07/06/2023		
Status	O		Balance	4,633.00		
Type	P		Vendor	A00172127 Conway Office Products LLC		
ENCUMBRANCE DETAIL Settings Insert Delete Copy Filter						
Item	0 Document Accounting Dis		Orgn	206010		
Sequence	1		Acct	6920		
Fiscal Year	24		Prog	80		
Status	O		Actv			
Commit Indicator	U		Locn			
			Proj			
COA	M		Encumbrance	25,866.84		
Index	201361		Liquidation	-21,233.84		
Fund	16035		Balance	4,633.00		
1 of 1 1 Per Page Record 1 of 1						
TRANSACTION ACTIVITY Settings Insert Delete Copy Filter						
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance	
07/06/2023	PORD	P0102857		25,866.84	25,866.84	
09/25/2023	INEI	I2020636		-1,905.57	23,961.27	
09/25/2023	INEI	I2020637		-1,905.57	22,055.70	
09/25/2023	INEI	I2020638		-1,905.57	20,150.13	
10/23/2023	INEI	I2021149		-3,458.39	16,691.74	
10/23/2023	ICEI	I2021149		3,458.39	20,150.13	

Review Purchase Order History

Document History (FOIDDOCH)

Provides the status of all documents related to a Purchase Order

ellucian Document History FOIDDOCH 9.3.2 (PROD) ADD RETRIEVE RELATED TOOLS

Document Type: PO Purchase Order Document Code: P0099816 [Start Over](#)

DOCUMENT HISTORY				Settings	Insert	Delete	Copy
Document Type	Document Number	Status	Status Description				
Purchase Order	P0099816	A	Approved				
Invoice	I3114797	P	Paid				
Check Disbursement	I0030549						
Receiving Documents	Y0033685	C	Completed				

Helpful Resources

Purchasing Webpage

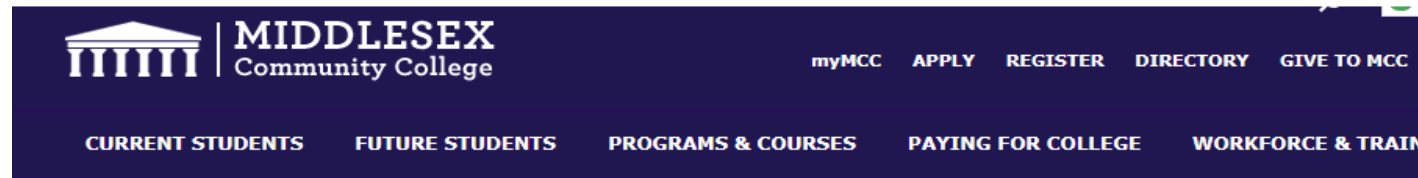
<https://www.middlesex.mass.edu/purchasing>

Banner Training Guide (step by step instructions)



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

Fiscal Close/Open Memo (deadlines)

<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