

Fiscal Year Close Review

Presented by the Purchasing Department

Overview

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

Fiscal Year Close Deadlines

Deadline	Transaction	Description
April 7, 2023	Large Furniture Orders	Last day to order large quantities of furniture (desks, tables, chairs, etc.) to ensure delivery by June 30, 2023
April 14, 2023	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 12, 2023	Purchase Orders \$10,000 and over	Last day to create purchase orders \$10k and over due to bidding requirements.
June 2, 2023	Purchase of goods and services	Last day to purchase goods and services to ensure delivery of items by 6/30/23.
June 30, 2023	Change Order Requests	Final date to request increase/decrease for purchase orders in order to pay invoices.
July 14, 2023	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: 23 Index: 201361 Organization: 206010 College Admin Services Fund: 16035 Institutional Support									
▼ ORGANIZATIONAL ENCUMBRANCE LIST								Settings	Inse
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount		
P0097476	Conway Office Products LLC	0	6920	80			6,168.74		
P0097659	Conway Office Products LLC	0	6920	80			10,390.33		
P0100314	Toshiba Business Solutions Inc	0	6920	80			389.20		
P0100347	Buyer Advertising Inc	0	3750	80			825.00		
P0100911	PowerOptions Inc	0	2160	80			500.00		

Review Open Encumbrance Details

Query Detail Encumbrance Info (FGIENCD)

Provides Detailed Information related to the Open Encumbrance

ellucian

Detail Encumbrance Activity FGIENCD 9.3.21 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

Encumbrance: P0097476 Encumbrance Period: All

Start Over

ENCUMBRANCE INFORMATION

Insert

Delete

Copy

Filter

Description	Conway Office Products LLC	Date Established	07/06/2022
Status	O	Balance	6,168.74
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	23	Prog	80
Status	O	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	M	Encumbrance	25,866.84
Index	201361	Liquidation	-19,698.10
Fund	16035	Balance	6,168.74

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
07/06/2022	PORD	P0097476		25,866.84	25,866.84
08/17/2022	INEI	I2015943		-1,905.57	23,961.27
09/27/2022	INEI	I2016580		-1,905.57	22,055.70
09/27/2022	INEI	I2016581		-1,905.57	20,150.13
10/04/2022	INEI	I2016684		-1,905.57	18,244.56

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Record 1 of 11

Review Purchase Order History

Document History (FOIDOCH)

Provides the status of all documents related to a Purchase Order

X ellucian Document History FOIDOCH 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>



The screenshot shows the Middlesex Community College website. The header is dark blue with the college logo and name on the left, and navigation links (myMCC, APPLY, REGISTER, DIRECTORY, GIVE TO MCC) on the right. Below the header is a white navigation bar with links for CURRENT STUDENTS, FUTURE STUDENTS, PROGRAMS & COURSES, PAYING FOR COLLEGE, and WORKFORCE & TRAINING. The main content area has a left sidebar with a 'PURCHASING At MCC' section containing links for Purchasing, Banner Finance Documents, Banner User Guide, Class Codes, Account Codes, Contracts, Contracts Policy, Instructions for Submitting Contracts, and Submit Contracts Portal. The main content area has a breadcrumb trail (Home > Purchasing Department > Purchasing Department) and a 'Procurement Services' section with text about the department's mission and goals.

MIDDLESEX
Community College

myMCC APPLY REGISTER DIRECTORY GIVE TO MCC

CURRENT STUDENTS FUTURE STUDENTS PROGRAMS & COURSES PAYING FOR COLLEGE WORKFORCE & TRAINING

PURCHASING
At MCC

Purchasing
Banner Finance Documents
Banner User Guide
Class Codes
Account Codes
Contracts
Contracts Policy
Instructions for Submitting Contracts
Submit Contracts Portal

Home > Purchasing Department > Purchasing Department

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 mission.

The Purchasing Department's Goals

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

