# Fiscal Year Close Review

Presented by the Purchasing Department

# 1. Fiscal Year Close Deadlines

## Overview

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

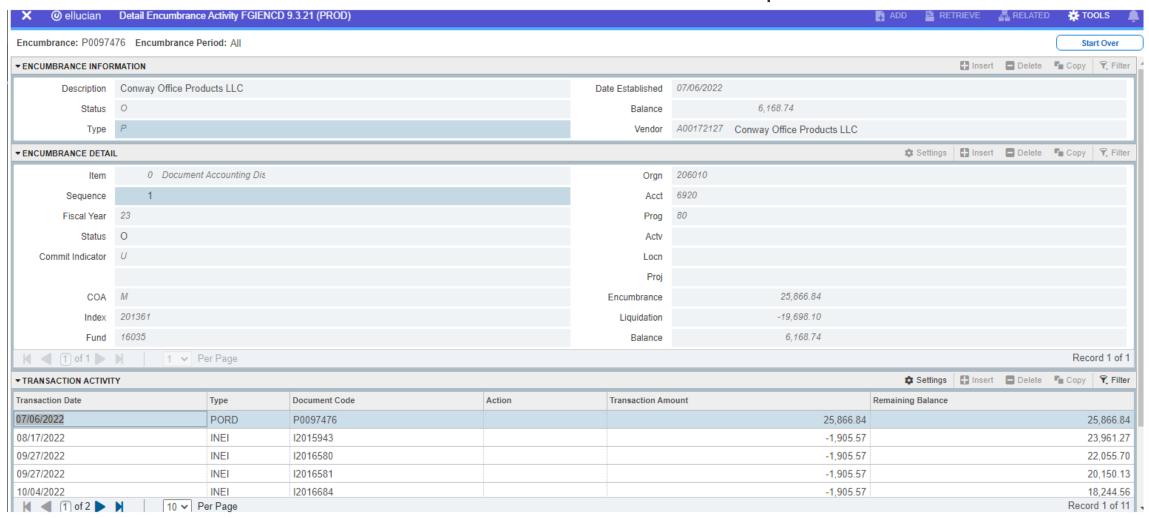
#### Organizational Encumbrance List (FGIOENC)

- 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)								DD 🖺 RETRIEVE		
Chart: M Fiscal Year: 23 Index: 201361 Organization: 206010 College Admin Services Fund: 16035 Institutional Support										
▼ ORGANIZATIONAL ENCUMBRANCE LIST								♣ Inser		
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



# 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									
▼ DOCUMENT HISTORY									
Document Type	Document Number	Status	Status Description						
Purchase Order	P0099816	A	Approved						
Invoice	13114797	P	Paid						
Check Disbursement	10030549								
Receiving Documents	Y0033685	С	Completed						

# Helpful Resources

#### Purchasing Webpage

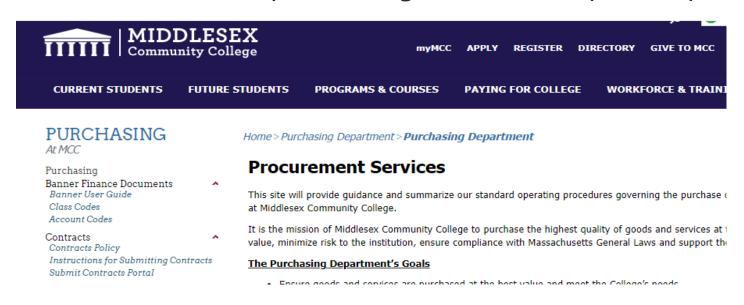
https://www.middlesex.mass.edu/purchasing

## 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



# Questions