

# 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

## Budget Availability Status Form (FGIBAVL)

- Fiscal Year field defaults to current FY. Must change FY date to '24' for FY 24 budget
- Check Pool to determine funds are available

✕ ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: M Fiscal Year: 23 Index: 201361 Commit Type: Both Fund: 16035 Institutional Support Organization: 206010 College Admin Services Account: 1000 Benefited Salaries Program: 80 Institutional Support Start Over

Keys --- > Control Fund: 16035 Control Organization: 206010 Control Account: 1000 Control Program: 80 Pending Documents: ☐

▼ BUDGET AVAILABILITY STATUS Settings Insert Delete Copy Fi

| Account | Title                      | Adjusted Budget | YTD Activity | Commitments | Available Balance | Pending Documents        |
|---------|----------------------------|-----------------|--------------|-------------|-------------------|--------------------------|
| 1000    | Benefited Salaries         | 112,080.15      | 103,881.22   | 8,198.93    | 0.00              | <input type="checkbox"/> |
| 2000    | Regular Employee Expenses  | 5,001.49        | 5,001.49     | 0.00        | 0.00              | <input type="checkbox"/> |
| 3000    | Fringe Benefits            | 46,345.14       | 42,966.89    | 0.00        | 3,378.25          | <input type="checkbox"/> |
| 3500    | Administrative Expenses    | 39,167.48       | 38,310.60    | 825.00      | 31.88             | <input type="checkbox"/> |
| 4000    | Facility Operation         | 132.02          | 35.99        | 0.00        | 96.03             | <input type="checkbox"/> |
| 5000    | Consultant Services        | 174,011.35      | 173,600.29   | 0.00        | 411.06            | <input type="checkbox"/> |
| 5500    | Operational Services       | 1,515.00        | 1,514.18     | 0.00        | 0.82              | <input type="checkbox"/> |
| 6000    | Equipment Purchase         | 16.66           | 0.00         | 0.00        | 16.66             | <input type="checkbox"/> |
| 6500    | Equip Rep/Rent/Lease/Purch | 43,450.00       | 34,101.56    | 7,111.68    | 2,236.76          | <input type="checkbox"/> |
| Total   |                            | 421,719.29      | 399,412.22   | 16,135.61   | 6,171.46          |                          |

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# Purchase Order/REQ Fiscal Year Dates

- Order Date, Transaction Date and Delivery Date must be **July 1, 2023** or greater for FY24 PO/REQ's

ellucian Purchase Order FPAPURR 9.3.20 (PROD) ADD RETRIEVE RELATED TOOLS

Purchase Order: NEXT [Start Over](#)

▼ PURCHASE ORDER Insert Delete Copy

|                    |            |                                                               |            |                                        |
|--------------------|------------|---------------------------------------------------------------|------------|----------------------------------------|
| Purchase Order     | NEXT       | Delivery Date *                                               | 07/01/2023 | <input type="checkbox"/> In Suspense   |
| Blanket Order      |            | Comments                                                      |            | <input type="checkbox"/> Document Text |
| Order Type *       | Regular    | Commodity Total                                               | 0.00       |                                        |
| Order Date *       | 07/01/2023 | Accounting Total                                              | 0.00       |                                        |
| Transaction Date * | 07/01/2023 | <input checked="" type="checkbox"/> Document Level Accounting |            |                                        |

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

▼ DOCUMENT INFORMATION Insert Delete Copy

|                                                      |                                     |                                                  |
|------------------------------------------------------|-------------------------------------|--------------------------------------------------|
| <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                                           | CKEL Christina Kelley               |                                                  |
| BO Termination Date                                  |                                     | Purchase Order Copied From                       |

# 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

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Record 1 of 2

|                 |          |                 |          |                                            |
|-----------------|----------|-----------------|----------|--------------------------------------------|
| Extended Amount | 2,076.62 | Tax             | 0.00     |                                            |
| Discount        | 0.00     | Commodity Total | 2,076.62 | <input checked="" type="checkbox"/> Closed |
| Additional      | 0.00     | Document Total  | 2,386.02 | <input type="checkbox"/> Suspense          |

▼ ACCOUNTING

SettingsInsertDeleteCopyFilter

| Sequence | COA | Year | Index  | Fund  | Orgn   | Acct | Prog | Actv | Locn | Proj | Suspense                 | NSF Override             | NSF Suspense             |
|----------|-----|------|--------|-------|--------|------|------|------|------|------|--------------------------|--------------------------|--------------------------|
| 1        | M   | 24   | 201335 | 16035 | 202012 | 6050 | 70   |      |      |      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1 of 1

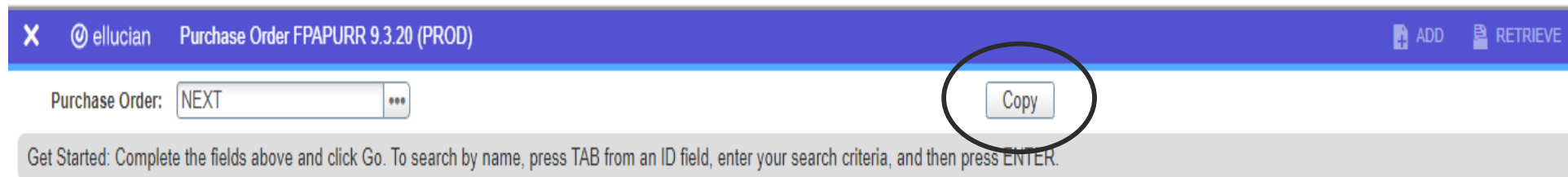
10 Per Page

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

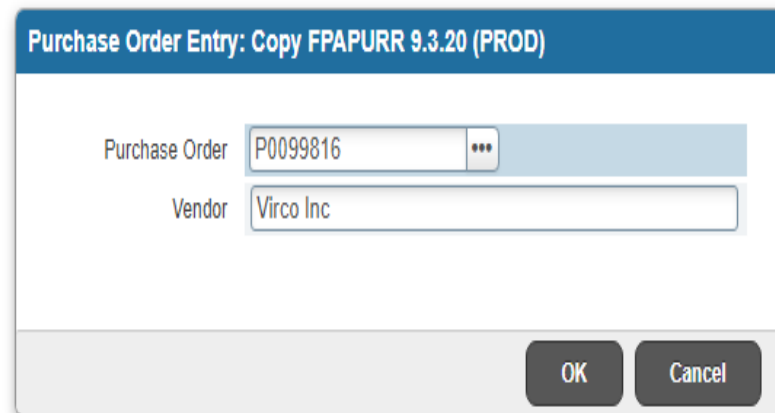


X ellucian Purchase Order FPAPURR 9.3.20 (PROD) ADD RETRIEVE

Purchase Order:  ...

Copy

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"

The image displays two screenshots of the 'Detail Transaction Activity FGITRND 9.3.22 (PROD)' application interface, illustrating the steps to filter by PO's only.

**Top Screenshot:** The interface shows the 'DETAIL TRANSACTION ACTIVITY' section with a 'Basic Filter' tab selected. The filter fields are: Account, Organization, Program, Field, and Amount. The 'Add Another Field ...' dropdown menu is circled, indicating the next step is to click it.

**Bottom Screenshot:** The interface shows the same section, but the 'Type' field is now visible and contains the text 'PORD'. The 'Go' button is circled, indicating the next step is to click it.

# 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

COA: M

Fiscal Year: 23

Index: 201361

Fund: 16035

Organization: 206010

Account:

Program: 80

Activity:

Location:

Period:

Commit Type: Both

Start Over

▼

DETAIL TRANSACTION ACTIVITY

Settings

Insert

Delete

Copy

Fi

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     | \$109.01     |
| 10 | 3510      | 206010         | 80        | 3/7/2023 9:13    | PORD           | P0100707   | Staples Contract & Commercial Inc   | 3/7/2023 8:37      | ENC     | \$11.49      |
| 11 | 3510      | 206010         | 80        | 9/26/2022 13:51  | PORD           | P0098557   | Amazon Capital Services Inc         | 9/26/2022 13:45    | ENC     | \$1,500.00   |
| 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     | \$20,983.34  |
| 14 | 3670      | 206010         | 80        | 10/28/2022 15:34 | PORD           | P0098982   | Software House International Inc    | 10/28/2022 15:07   | ENC     | \$9,950.00   |
| 15 | 3730      | 206010         | 80        | 7/7/2022 12:57   | PORD           | P0097516   | Bonfire Interactive Ltd             | 7/7/2022 12:27     | ENC     | \$605.00     |
| 16 | 3750      | 206010         | 80        | 4/6/2023 11:46   | PORD           | P0101352   | Buyer Advertising Inc               | 4/6/2023 11:41     | ENC     | \$640.00     |
| 17 | 3750      | 206010         | 80        | 3/9/2023 10:16   | PORD           | P0100802   | Buyer Advertising Inc               | 3/9/2023 9:46      | ENC     | \$825.00     |
| 18 | 3750      | 206010         | 80        | 2/8/2023 9:52    | PORD           | P0100347   | Buyer Advertising Inc               | 2/8/2023 8:07      | ENC     | \$630.00     |
| 19 | 3750      | 206010         | 80        | 11/17/2022 9:34  | PORD           | P0099281   | Buyer Advertising Inc               | 11/17/2022 9:23    | ENC     | \$375.00     |
| 20 | 3750      | 206010         | 80        | 9/29/2022 12:36  | PORD           | P0098618   | Buyer Advertising Inc               | 9/29/2022 12:30    | ENC     | \$790.00     |
| 21 | 3750      | 206010         | 80        | 6/29/2022 9:27   | PORD           | P0097279   | Buyer Advertising Inc               | 7/1/2022 0:00      | ENC     | \$25,000.00  |
| 22 | 3790      | 206010         | 80        | 7/21/2022 12:57  | PORD           | P0097760   | Nestle Waters North America         | 7/21/2022 12:49    | ENC     | \$35.99      |
| 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     | \$22,000.00  |
| 25 | 5040      | 206010         | 80        | 11/29/2022 13:13 | PORD           | P0099378   | Uptima Inc                          | 11/29/2022 12:10   | ENC     | \$151,600.29 |
| 26 | 5130      | 206010         | 80        | 11/1/2022 9:54   | PORD           | P0099000   | Bunker Hill Community College       | 10/31/2022 13:43   | ENC     | \$750.00     |
| 27 | 5615      | 206010         | 80        | 1/4/2023 9:31    | PORD           | P0099835   | BidDocs Online Inc                  | 1/4/2023 9:20      | ENC     | \$764.18     |
| 28 | 5615      | 206010         | 80        | 9/7/2022 13:58   | PORD           | P0098293   | BidDocs Online Inc                  | 9/7/2022 13:43     | ENC     |              |

# Important Reminders

- Please **do not** have FY24 goods/services delivered or completed prior to **July 1, 2023**
- 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>



The screenshot shows the Middlesex Community College website header with a dark blue background. The logo on the left features a classical building icon and the text "MIDDLESEX Community College". Navigation links on the right include "myMCC", "APPLY", "REGISTER", "DIRECTORY", and "GIVE TO MCC". A secondary row of links includes "CURRENT STUDENTS", "FUTURE STUDENTS", "PROGRAMS & COURSES", "PAYING FOR COLLEGE", and "WORKFORCE & TRAINING".

Below the header, the "PURCHASING At MCC" section is visible on the left, with a list of links: "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 on the right is titled "Procurement Services" and includes the following text:

*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

