

New Fiscal Year Purchase Order Reminders

TO: Cost Center Managers/Buyers
FROM: Purchasing Department
DATE: June 14, 2023
RE: New Fiscal Year Purchase Order Reminders

The FY24 Budget has been loaded and is ready for encumbering. Cost Centers may enter FY24 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 FY24 goods delivered to the College until **Monday July 3, 2023** or later. If they arrive before the end of FY23, June 30, the expense must be charged to FY23.
- 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 **FY24** Encumbrance in Banner **prior to July 1, 2023** please follow the instructions below.

1. Check your budget. For FY24, the budget have 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 **FY24**.
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, 2023**
 - b. **Transaction Date** must be entered as **July 1, 2023**
 - c. **Delivery Date** must be entered as **July 1, 2023** or later if actual date is known. For all encumbrances which cover the entire Fiscal Year, please enter June 30, 2024 in delivery date.
3. **Commodity/Accounting Tab** - Please note the Fiscal Year must be listed as **"24"**. If the Fiscal Year is listed as **"23"** 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.

Karen Kurps kurpsk@middlesex.mass.edu, ext. 3550 OR Christina Kelley kelleyca@middlesex.mass.edu ext. 3526