Keystone Financial Information System (FIS*TM*)

Preparing for Next Year Requisitions and Purchase Orders

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I.   GENERAL INFORMATION

A.   Keystone Client Navigation – Icons, Buttons, and Function Keys

To view a list/description of the buttons, icons, and function keys included in this document please access the **Keystone Client Navigation – Icons, Buttons, and Function Keys documentation**. You can locate this documentation by going to the Client Care website → Documents → User Manuals → Keystone Client.

B.   FIS Fiscal Year End

Once you have completed the **Next Year Requisitions and Purchase Orders** instructions, (when ready) you can then go through the **FIS Fiscal Year End documentation**. You can locate this documentation by going to the Client Care website → Documents → User Manuals → Financials → Year End Processes.

II.   SET UP FUNDS FOR NEXT FISCAL YEAR

A.   Funds File Maintenance (GL0019)

General Ledger → **Funds File Maintenance (GL0019)**

Default Fund: Use the **Look Up** to select the Default Fund (typically the General Fund).

Fiscal Year: Enter the **CURRENT Fiscal Year** (even though you are opening a new year this field should not be changed at this time).

Open New Year button: Located at the bottom of the screen. This will prompt you to "Enter the Fiscal Year Start Date".

General Ledger		Funds File Maintenance					GL0019
Fund:	205			Active:	☒		
Description:	GENERAL FUND			User Code 1:	GF		
				Project Flag:	☐		
Fiscal Year:	24	Sub Funds		Enterprise:	☐		
Transfer Flag:	S	555		Category:			

L	Yr*Pd	Start Date	End Date	Status	Changed by	Date	Time
25	25*12	06/01/25	06/30/25	N	MIKEL	08/24/23	10:58am
26	25*11	05/01/25	05/31/25	N	MIKEL	08/24/23	10:58am
27	25*10	04/01/25	04/30/25	N	MIKEL	08/24/23	10:58am
28	25*09	03/01/25	03/31/25	N	MIKEL	08/24/23	10:58am
29	25*08	02/01/25	02/28/25	N	MIKEL	08/24/23	10:58am
30	25*07	01/01/25	01/31/25	N	MIKEL	08/24/23	10:58am
31	25*06	12/01/24	12/31/24	N	MIKEL	08/24/23	10:58am
32	25*05	11/01/24	11/30/24	N	MIKEL	08/24/23	10:58am
33	25*04	10/01/24	10/31/24	N	MIKEL	08/24/23	10:58am
34	25*03	09/01/24	09/30/24	N	MIKEL	08/24/23	10:58am
35	25*02	08/01/24	08/31/24	N	MIKEL	08/24/23	10:58am
36	25*01	07/01/24	07/31/24	O	JOANN	09/27/23	10:45am

Done	Insert	Delete	Dup
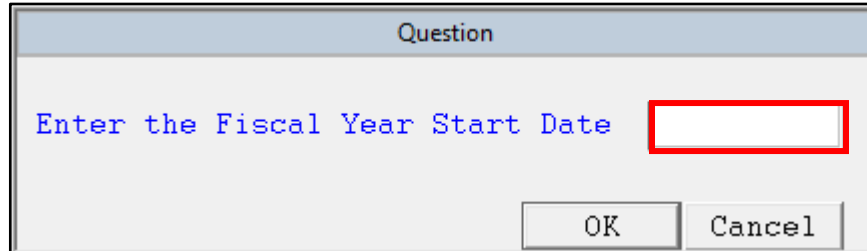
Open New Year	Year End Parms	Copy All Accounts	Control Accounts

Before the 23.1 software update:

After selecting **Open New Year**, a prompt will be displayed: **Enter the Fiscal Year Start Date** *(Format is MM/DD/YYYY, **Example**: July 1, 2024 would be entered as 07/01/2024).*
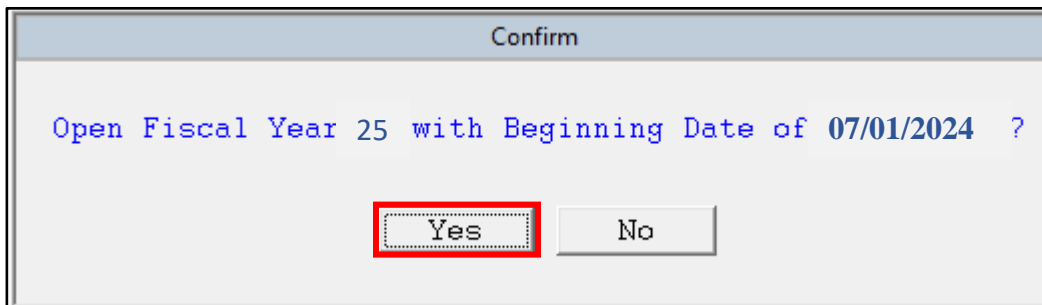
Question
Enter the Fiscal Year Start Date [ ]
OK   Cancel

After the 23.1 software update:

Select **Yes** to continue.

Confirm
Open Fiscal Year 25 with Beginning Date of **07/01/2024** ?
Yes   No

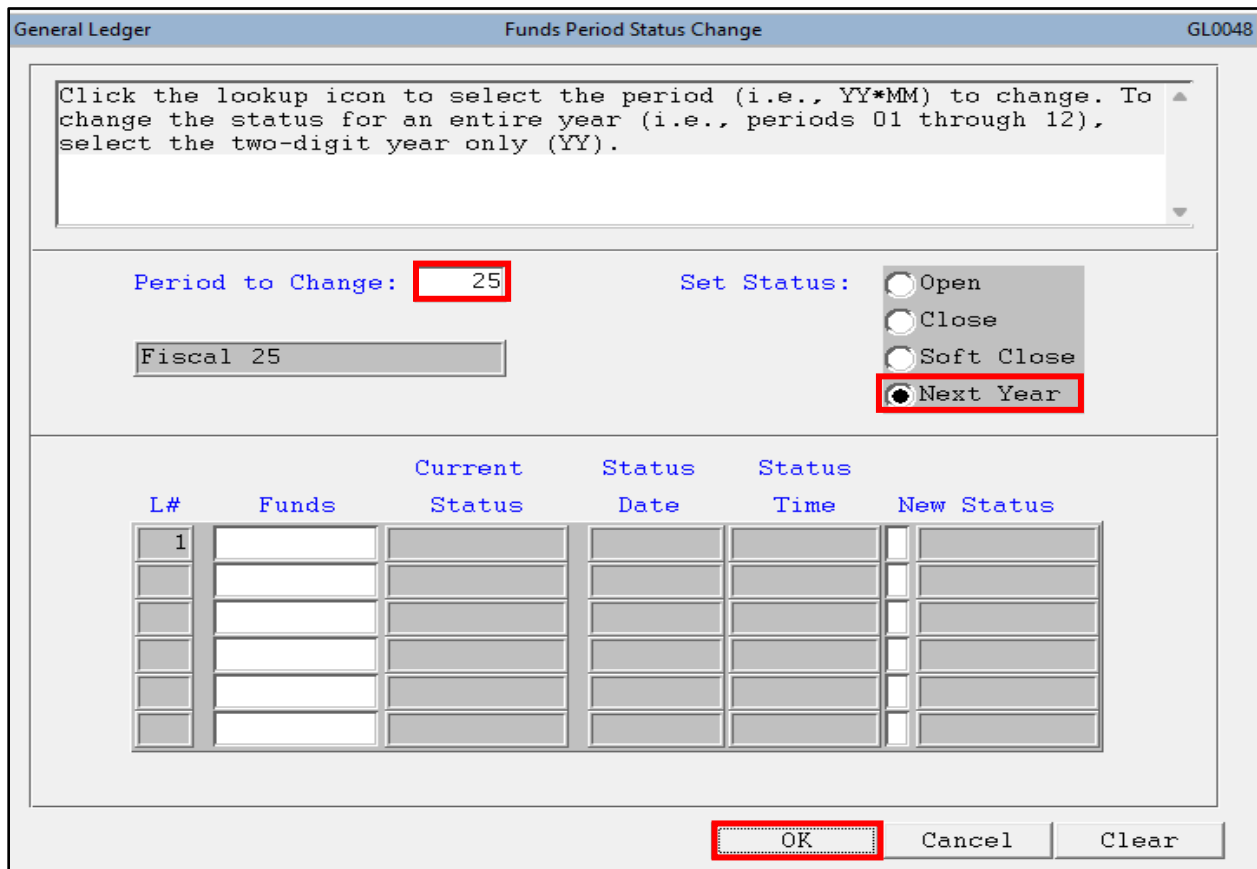**B.   Funds Period Status Change (GL0048)**

General Ledger → **Funds Period Status Change (GL0048)**

Period to Change: Enter the Fiscal Year you are creating (e.g., Fiscal Year 25).

Set Status: Select **Next Year**

Funds: Select the **Look Up** icon and a screen will come up listing all your Funds; select **All.** This will bring you back to the original screen, select **Done**; then, select **OK** to update all funds.

> *Note: If you are doing this for Fiscal Year End purposes select **Close.** This will mark all of the funds as closed for the fiscal year.*

General Ledger	Funds Period Status Change	GL0048

Click the lookup icon to select the period (i.e., YY*MM) to change. To change the status for an entire year (i.e., periods 01 through 12), select the two-digit year only (YY).

Period to Change: [25]

Fiscal 25

Set Status:
- Open
- Close
- Soft Close
- ● Next Year

| L#	Funds	Current Status	Status Date	Status Time	New Status
1					

[OK]   Cancel   Clear

Update the **Status** to **'N'** for **Next Year Status.** When you are ready, update the **Status** to **'O'** if you need to enter one of the following transactions during a specific period:

- Budget preparation
- Budget transfers
- Budget supplements
- Next year requisitions
- Next year purchase orders

If you are not on the latest version, a confirmation box will appear, '**Should all funds to be updated use the same dates?'** select **Yes** to use the same date for all funds or select **No** to cancel.
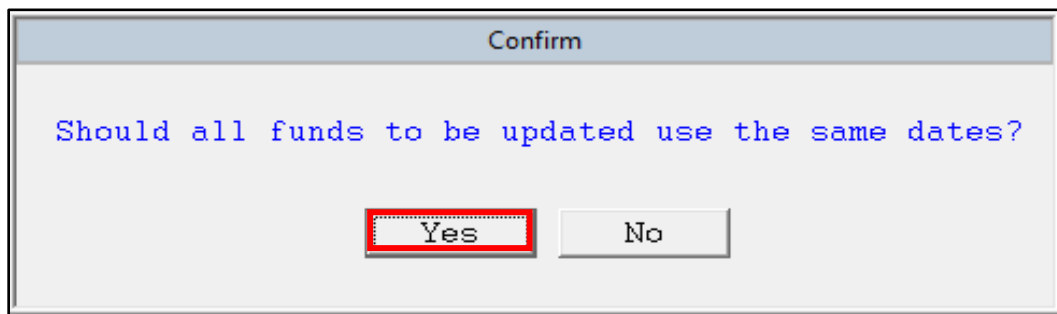
Enter the starting date for the Fiscal Year *(Format is MM/DD/YYYY). Example: July 1, 2024 would be entered as 07/01/2024, or yes to confirm.*
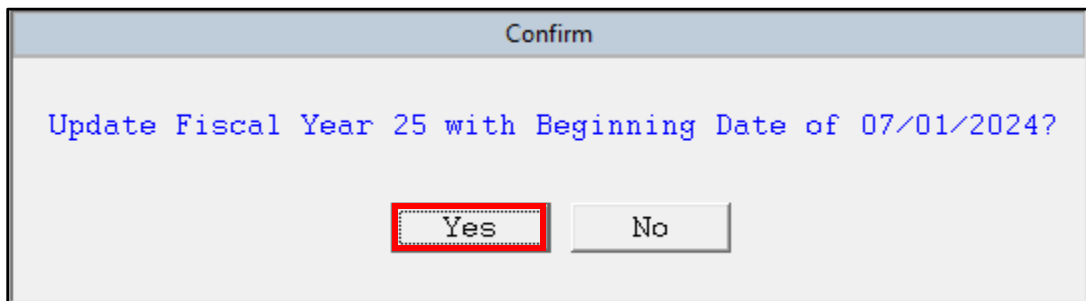
C.   Funds File Maintenance (GL0019) – Check your changes

General Ledger → **Funds File Maintenance (GL0019)**

Use the **Look Up** icon or enter the **Default Fund**, check to make sure all 12 periods for the **Next Fiscal Year** have a status of **'N'**

> *Note: If this is for <u>Fiscal Year End</u> purposes and you selected **Close** on the **Funds Period Status Change (GL0048)** (General Ledger) screen, you will need to open the periods for the new year by changing the status from **N(ext Year)** to **O(pen)**.*

General Ledger		Funds File Maintenance		GL0019

Fund: `205`   Active: ☒
Description: `GENERAL FUND`   User Code 1: `GF`
Project Flag: ☐
Fiscal Year: `24`   Sub Funds   Enterprise: ☐
Transfer Flag: `S`   `555`   Category:

L	Yr*Pd	Start Date	End Date	Status	Changed by	Date	Time
25	25*12	06/01/25	06/30/25	N	JOANN	10/13/23	04:14pm
26	25*11	05/01/25	05/31/25	N	JOANN	10/13/23	04:14pm
27	25*10	04/01/25	04/30/25	N	JOANN	10/13/23	04:14pm
28	25*09	03/01/25	03/31/25	N	JOANN	10/13/23	04:14pm
29	25*08	02/01/25	02/28/25	N	JOANN	10/13/23	04:14pm
30	25*07	01/01/25	01/31/25	N	JOANN	10/13/23	04:14pm
31	25*06	12/01/24	12/31/24	N	JOANN	10/13/23	04:14pm
32	25*05	11/01/24	11/30/24	N	JOANN	10/13/23	04:14pm
33	25*04	10/01/24	10/31/24	N	JOANN	10/13/23	04:14pm
34	25*03	09/01/24	09/30/24	N	JOANN	10/13/23	04:14pm
35	25*02	08/01/24	08/31/24	N	JOANN	10/13/23	04:14pm
36	25*01	07/01/24	07/31/24	N	JOANN	10/13/23	04:14pm

Done	Insert	Delete	Dup

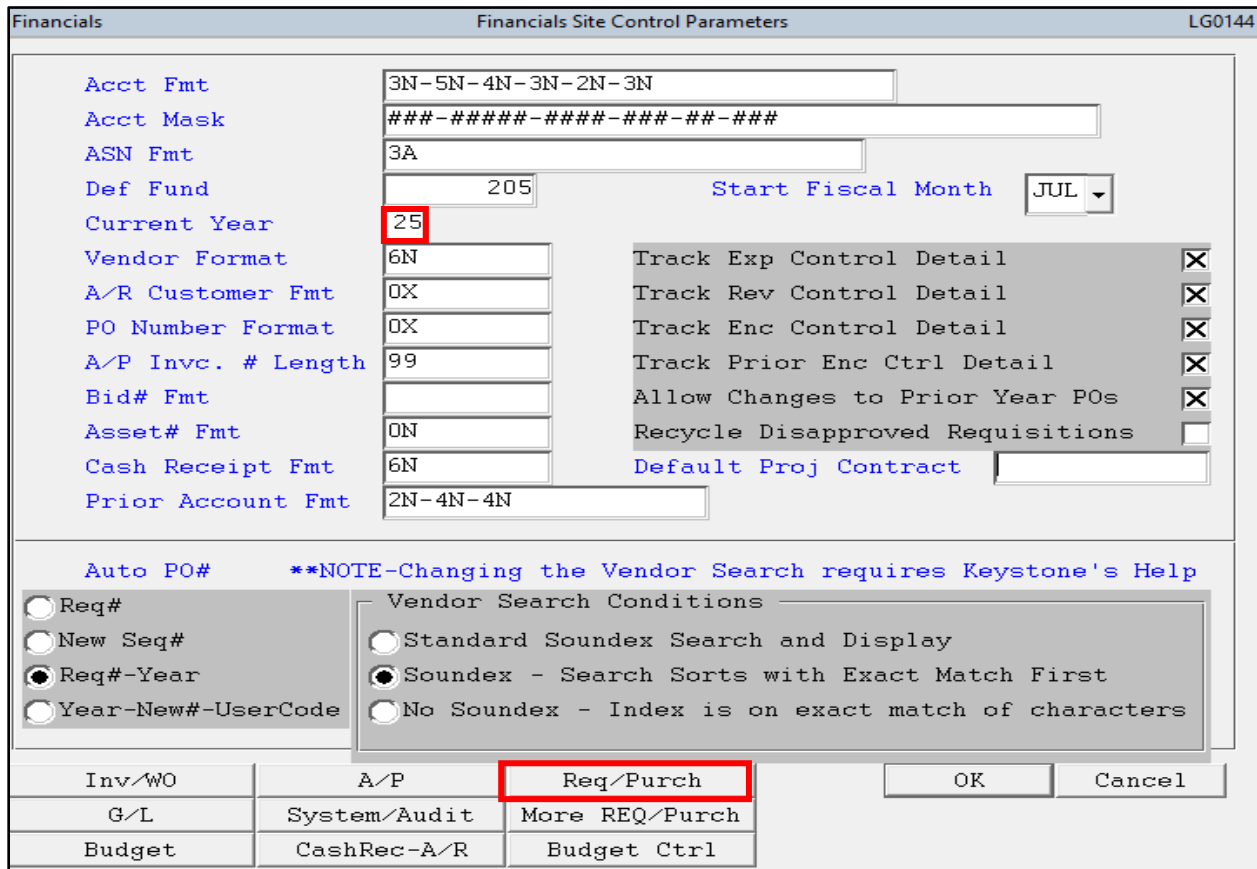| Open New Year	Year End Parms	Copy All Accounts	Control Accounts

III.   SETUP SYSTEM PARAMETERS FOR ENTERING NEXT YEAR REQUISITIONS AND PURCHASE ORDERS

A.   Financials Site Control Parameters - REQS/PURCH (LG0542)

FIS System Administration → Control File Maintenance → Financial System Parameters → **Financials Site Control Parameters (LG0144)** → Select the **Req/Purch (LG0542)** button

The Define Site Control Record, among other setup parameters, allows you to set up the parameters for entering next year requisitions and purchase orders.

> *Note: When you are going through the <u>Fiscal Year End</u> process you will need to update the **Current Year** field to the **New Year**.*

The following screen will appear:

| Financials | DEFINE SITE CONTROL REQS/PURCH | LG0542 |

Tax %   0.00   Tax Freight ☐   Receipts allowed after PO Complete ☒
   Auto Freight ☐   Dflt %   Prompt for Invoice Loc   ☒
BS Cert Amt   100000.00   Auto po print   ☐
Pay to Play   Prompt for Contract   ☒

Start Freight Range   End Freight Range   %age
###-#####-6001-000-##-###   ###-#####-6001-999-##-###   30.00
###-#####-5001-000-##-###   ###-#####-5001-999-##-###   40.00

Start Receipt Range   End Receipt Range

Start Asset Range   End Asset Range   Amount
205-//////-////-///-//-///   205-//////-////-///-//-///   10.00

Discount PW
Freight PW
Tax PW   TAX
Req App Screen   2

Default Last Budget#   ☒
Default User Logname   ☒
Validate Zip Codes   ☒

┌─ Next Year PO Key ─┐ ┌─ Next Year Req Key ─┐
○ Next Year Only   ○ Next Year Only
◉ Current Year Only   ◉ Current Year Only
○ Prompt Always   ○ Prompt Always
○ Prompt Once   ○ Prompt Once

[OK]   [Cancel]

Next Year PO Key: Select where the next sequential number will be pulled from when you use the **New Record** icon.

- **Next Year Only**: Uses the Next Year purchase order number ONLY.
- **Current Year Only**: Uses the Current Year purchase order number ONLY.
- **Prompt Always**: Prompts you *each time* the **New Record** icon is selected. This prompt will ask you **'Is this a next year (25) purchase order?'**. If **Yes**, the system will fill in the first day of the next year (e.g., 7/1/24), and it will pull the next sequential number defined for Next Year Purchase Orders.
- **Prompt Once:** Prompts you as described above, but only *once per session*. This works the same way as described above; however, the system remembers your last choice (current vs. next year) and fills in the date and purchase order number accordingly.

Next Year Req Key: Select where the next sequential number will be pulled from when you use the **New Record** icon.
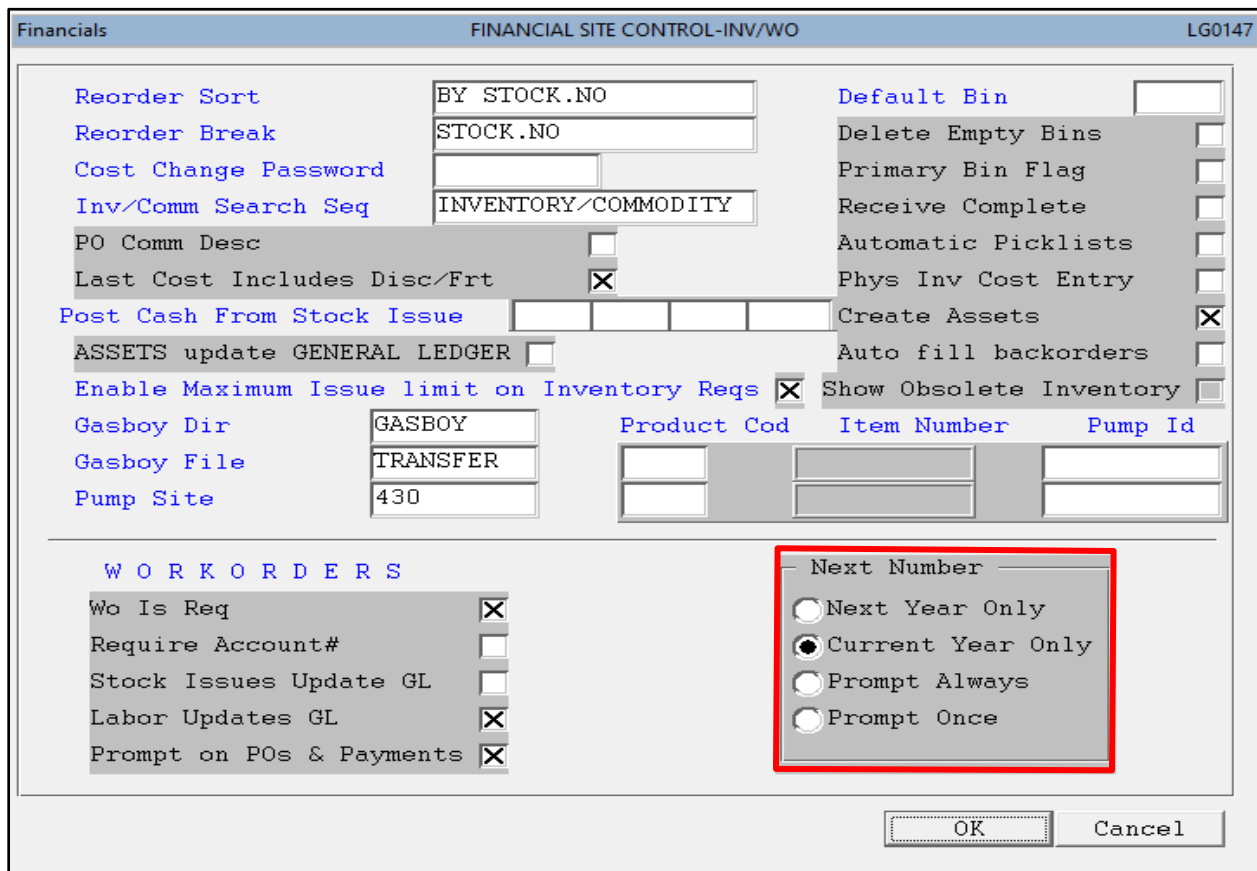
- **Next Year Only**: Uses the Next Year requisition number ONLY.
- **Current Year Only**: Uses the Current Year requisition number ONLY.
- **Prompt Always**: Prompts you *each time* the **New Record** icon is selected. This prompt will ask you **'Is this a next year (25) requisition?'.** If **Yes**, the system will fill in the first day of the next year (e.g., 7/1/24), and it will pull the next sequential number defined for Next Year Requisitions.
- **Prompt Once**: Prompts you as described above, but only *once per session*. This works the same way as described above; however, the system remembers your last choice (current vs. next year) and fills in the date and requisition number accordingly.

*Note: Once you have made your selections, select **OK** all the way out to file your changes. **Log out of Keystone Client (and log back in)** for the changes to take effect.*

B.   Financials Site Control Parameters - INV/WO (LG0147)

FIS System Administration → Control File Maintenance → Financial System Parameters → **Financials Site Control Parameters (LG0144)** → **Inv/WO button (LG0147)**

The **Next Number** flag can be set for an individual user via the second screen in the user's validation profile. If this feature is used, remember to change the flags back after Year-End processing is complete.

- **Next Year Only:** Allows for the entry of <u>Next Year</u> Work Orders ONLY.
- **Current Year Only:** Allows for the entry of <u>Current Year</u> Work Orders ONLY. After year-end functions have been performed, you may want to choose this option.
- **Prompt Always:** Allows for the entry of both <u>Current Year</u> and <u>Next Year</u> Work orders, with the system prompting the user each time the New Record is selected.
- **Prompt Once:** Allows for the entry of both <u>Current Year</u> and <u>Next Year</u> Work orders, with the system prompting the user once per session when the New Record icon is selected.

IV.   SETUP BUDGET PREPARATION PARAMETERS

A.   Budget Prep Site Parameters (LG0569)

Budget Preparation Menu → **Budget Preparation Site Parameters (LG0569)**

Current Budget Prep Year: Enter the current budget prep year *(Example: 25)*.

Current Budget Prep Phase: Enter the phase number (P1 through P9).

Phase: Enter the budget **Year*Phase** *(Example: 25*P1).*

Lvl: Select '**Insert'** and enter the level for this phase, then select **'Done'**.

> *Note: This works the same way the levels work for requisitions, 9 = All Access, 0 = No Access. This will restrict budget preparation entry to users with the same (or higher) requisition approval level. We recommend leaving the level at 9 to allow all users to enter budget preparation.*

Description: This field is display only. This is a brief description of the phase.

Phase: This field displays the last new year initialization phase that was run.

Date/Time: This field displays the last new year initialization date and time that was run.

Logname: This field displays the Logname of the user who ran the last new year initialization.

FTE Budget (Y/N): This is an advance feature.

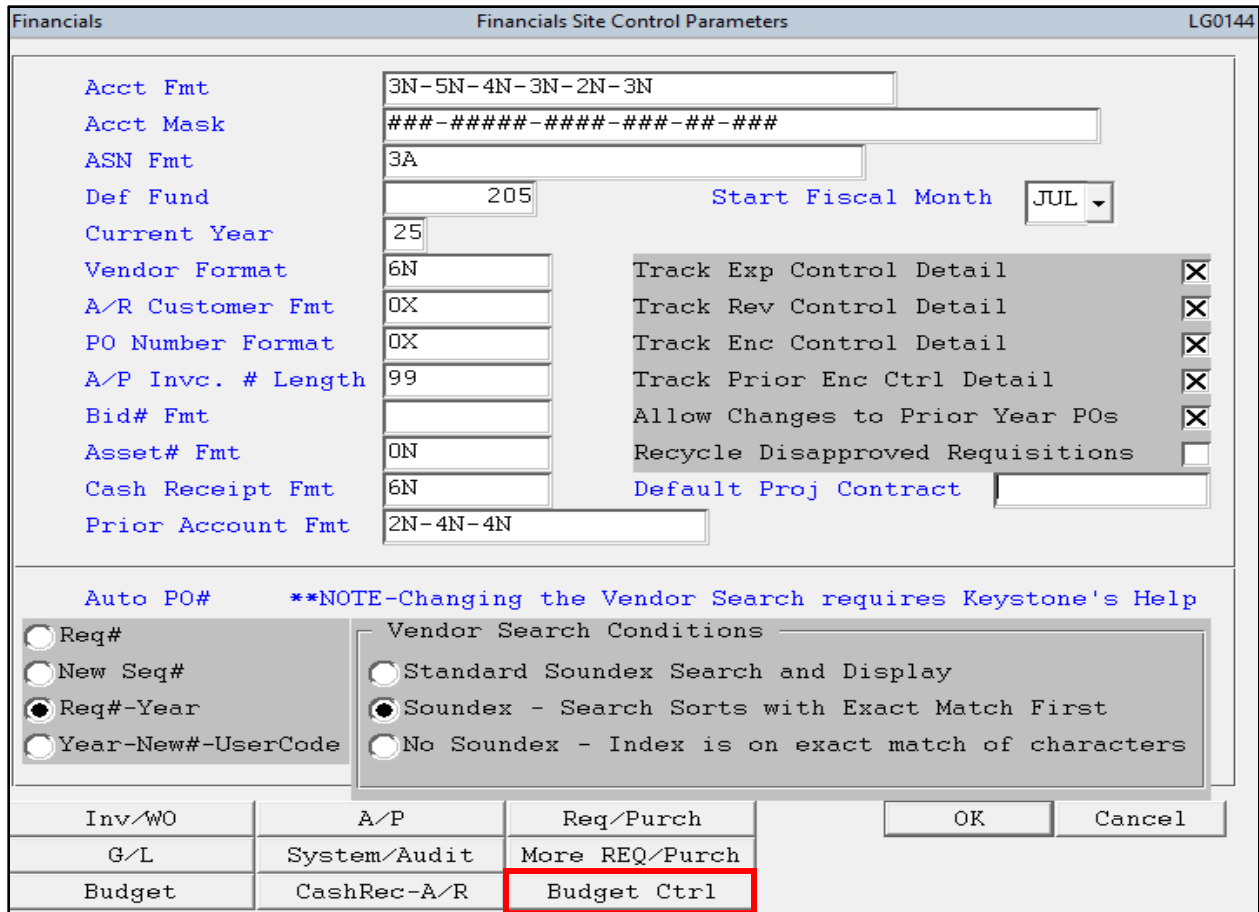**Next Year Budget On:** This is an advance feature.

> *Note: This field must be selected in order to enter next year requisitions and purchases. If you are running this for <u>Fiscal Year End</u> purposes leave this field unselected.*

Prompt user to enable Budget Prep records when a new COA is created: This is an advance feature and is optional. The new account numbers will also be added to the new year budget.

V. BUDGET CONTROLS (LG0587)

FIS System Administration → Control File Maintenance → Financial System Parameters → **Financials Site Control Parameters (LG0144)** → Select **"Budget Ctrl" (LG0587)**

These settings typically do not change year to year. If you would like to review these settings in detail, please contact Client Care.

Note: The following flags apply when <u>budget rollup is disabled</u>. They also apply to all years (i.e., current and next year). Use caution when adjusting.

Allow Over Request: If checked, <u>requisitions</u> may be entered even if no budget has been initialized for the Next Year. (In other words, the Next Year budget must be initialized before requisitions for next year can be entered.)

Allow Over Encumber: If checked, <u>purchase orders</u> may be entered even if no budget has been initialized for the Next Year. (In other words, the Next Year budget must be initialized before requisitions for next year can be entered.)

Allow Over Expend: If checked, <u>A/P invoices</u> may be entered even if no budget has been initialized for the Next Year. (In other words, the Next Year budget must be initialized before requisitions for next year can be entered.)

*Note: If the **<u>Budget Rollup Option is enabled</u>** and you have any questions regarding how these flags should be set so that Next Year Requisitions and/or Purchase Orders can be entered, please contact Client Care. **Budget Rollup is turned on when either "Display warning at detail level" or "No warning at detail level" is selected.** If using Budget Rollup Option, all of the "Account Level Funds Availability Check" boxes must be checked (Allow Over Request, All Over Encumbrance, and Allow Over Expend).*

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Budget Control Roll Up Option:

Disabled: Select if you are **not** using Budget Control/Rollup. By selecting this option, each account will work independently.

Display Warning at Detail Level: Select to provide a warning to users if funds are not available in an individual account, even if funds are available at the budget control level. By selecting this option, the system will look at the Account Level.

No Warning at Detail Level: Select to provide no warning at the individual account level if funds are not available. Transactions will be prevented only if no funds are available at the budget control level. By selecting this option, the system will look at the Group Level.

Once the **Budget Rollup is enabled**, the system looks at the **Budget Control #** on the **Chart of Accounts Maintenance (GL0018)** screen *(General Ledger → Chart of Accounts Maintenance (GL0018)).*

- The Budget Control account **must** be in all the group account numbers.
- The Budget Control account **must** have budgeted available funds at the level it is checking.
- The other accounts in the Budget Control group do not need to have budgeted funds (optional).
- If the Budget Control account does not have a Budget Control #; then, there will be no restrictions (limits).

  Please contact Keystone before switching to the Budget Rollup process.

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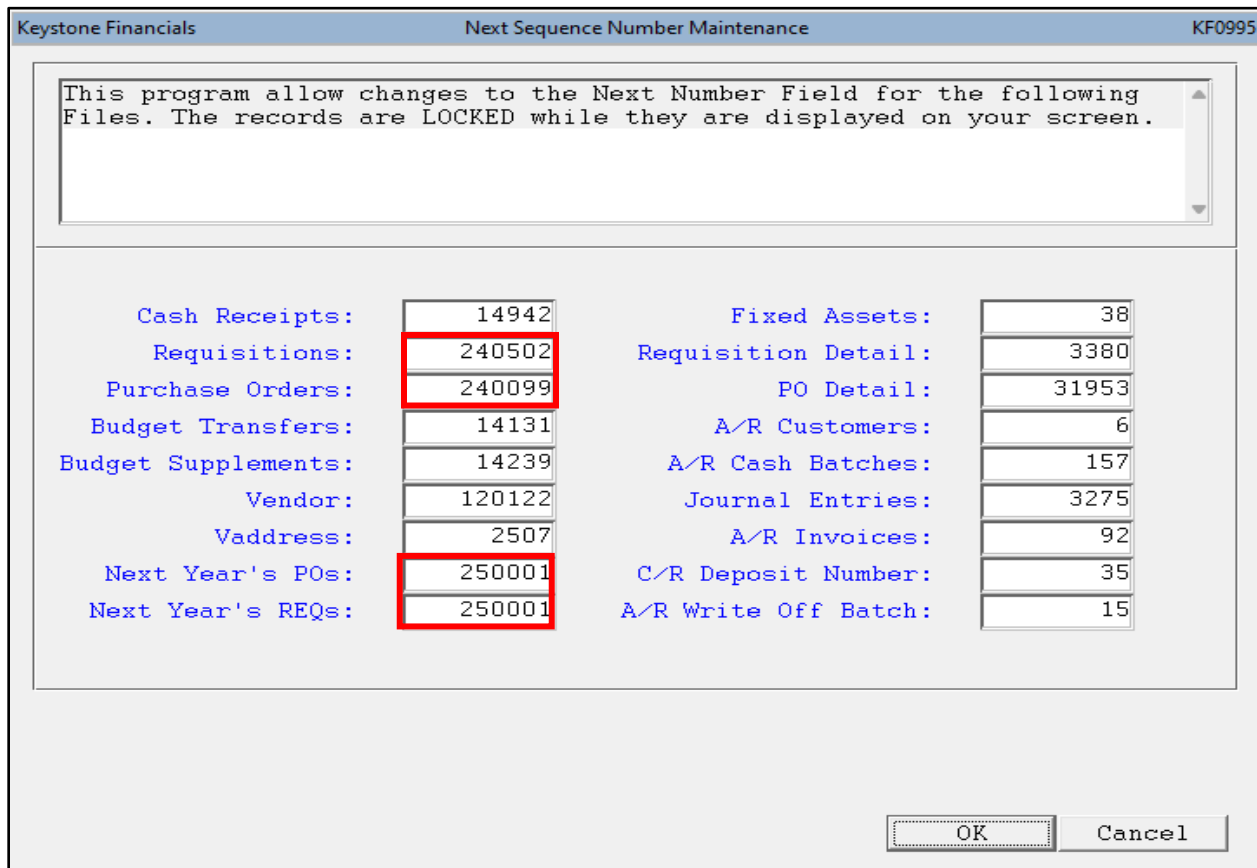## VI.   NEXT SEQUENCE NUMBER MAINTENANCE (KF0995)

FIS System Administration → Control File Maintenance → Financial System Parameters → **Next Sequence Number Maintenance (KF0995)**

**** All next numbers are LOCKED while this screen is open! ****

This screen keeps track of the next sequence number in various areas. If your organization incorporates the year into its Requisition or Purchase Order numbers, be sure to change your "Next Year" numbers accordingly.

Note: DO NOT change the following: Vendor, Vaddress, Requisition Detail, PO Detail, A/R Customers, or A/R Cash Batches!

Purchase Order numbers will accommodate 13 digits, Requisitions will accommodate 8 digits. Do not enter leading zeros because the system will strip them out.

Keystone Financials	Next Sequence Number Maintenance	KF0995

This program allow changes to the Next Number Field for the following Files. The records are LOCKED while they are displayed on your screen.

Cash Receipts:	14942	Fixed Assets:	38
Requisitions:	240502	Requisition Detail:	3380
Purchase Orders:	240099	PO Detail:	31953
Budget Transfers:	14131	A/R Customers:	6
Budget Supplements:	14239	A/R Cash Batches:	157
Vendor:	120122	Journal Entries:	3275
Vaddress:	2507	A/R Invoices:	92
Next Year's POs:	250001	C/R Deposit Number:	35
Next Year's REQs:	250001	A/R Write Off Batch:	15

OK   Cancel

VII.   SPECIAL NOTE REGARDING NEXT YEAR REQUISITIONS AND YEAR END PROCESSING

Looking ahead to your actual year end, if you are using Requisitions, it is strongly suggested that you process the "Requisition Rollover" from the Year End Processing Screen on the first business day of the new fiscal year.

Alternatively, you can cancel any requisitions that will not be processed into Purchase Orders.

If you do not do either of the above, the system may not assign the appropriate Purchase Order number, when you run "Process Requests".