Keystone Financial Information System (FIS™)

Preparing for Next Year Requisitions and Purchase Orders



1000 Lenola Road Maple Shade, NJ 08052 856-722-0700 www.keyinfosys.com

April 2024



Table of Contents

Ι.	General Information					
	A.	Keystone Client Navigation – Icons, Buttons, and Function Keys	1			
	В.	FIS Fiscal Year End	1			
II.	Set up	Funds for Next Fiscal Year	2			
	Α.	Funds File Maintenance (GL0019)	2			
	В.	Funds Period Status Change (GL0048)	4			
	C.	Funds File Maintenance (GL0019) – Check your changes	6			
III.	Setup	System Parameters for Entering Next Year Requisitions and Purchase Orders	7			
	Α.	Financials Site Control Parameters - REQS/PURCH (LG0542)	7			
	В.	Financials Site Control Parameters - INV/WO (LG0147)1	0			
IV.	Setup	Budget Preparation Parameters1	1			
	A.	Budget Prep Site Parameters (LG0569)1	1			
v.	Budget Controls (LG0587)1					
VI.	Next Sequence Number Maintenance (KF0995)16					
VII.	Specia	l Note Regarding Next Year Requisitions and Year End Processing1	7			



I. GENERAL INFORMATION

A. <u>Keystone Client Navigation – Icons, Buttons, and Function Keys</u>

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 \rightarrow Documents \rightarrow User Manuals \rightarrow 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 \rightarrow Documents \rightarrow User Manuals \rightarrow Financials \rightarrow Year End Processes.



II. SET UP FUNDS FOR NEXT FISCAL YEAR

A. <u>Funds File Maintenance (GL0019)</u>

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				GL0019			
Fund: 205 Active: X Description: GENERAL FUND User Code 1: GF							
Fiscal Year: 24 Sub Funds Enter Transfer Flag: S 555 Cate					ag: se: y:	•	
L Yr*Pd Star	t Date End	Date S	tatus	Changed by	Date	Time	
25 25*12 06/	01/25 06/	30∕25 N	MIKH	EL	08/24/23	10:58am	
26 25*11 05/	01/25 05/	31/25 N	MIKI	EL	08/24/23	10:58am	
27 25*10 04/	01/25 04/	′30∕25 N	MIKH	EL	08/24/23	10:58am	
28 25*09 03/	01/25 03/	′31∕25 N	MIKI	EL	08/24/23	10:58am	
29 25*08 02/	01/25 02/	28/25 N	MIKI	EL	08/24/23	10:58am	
30 25*07 01/	01/25 01/	31/25 N	MIKI	EL	08/24/23	10:58am	
31 25*06 12/	01/24 12/	′31⁄24 N	MIKI	EL	08/24/23	10:58am	
32 25*05 11/	01/24 11/	′30∕24 N	MIKI	EL	08/24/23	10:58am	
33 25*04 10/	01/24 10/	31/24 N	MIKI	EL	08/24/23	10:58am	
34 25*03 09/	01/24 09/	′30∕24 N	MIKI	EL	08/24/23	10:58am	
35 25*02 08/	01/24 08/	31/24 N	MIKI	EL	08/24/23	10:58am	
36 25*01 07/	01/24 07/	31/24 0	JOAL	NN	09/27/23	10:45am	
Done Insert Delete Dup							
Open New Year	Year End	Parms	Copy Al	ll Accounts	Control	Accounts	

Keystone Information Systems, Inc.

The information contained in this document is considered proprietary and highly confidential to Keystone Information Systems, Inc. and is presented solely for the internal use of Licensed Software Customers of Keystone Information Systems, Inc.



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 t	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 <u>Fiscal Year End</u> 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 l change the select the	ookup icon to select the period (i.e., YY*MM) to change. To status for an entire year (i.e., periods O1 through 12), two-digit year only (YY).	*
Period	to Change: 25 Set Status: Open Close . 25 Soft Close Next Year	
	Current Status Status Funds Status Date Time New Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status <td></td>	
	OK Cancel Clear	,

Keystone Information Systems, Inc.

The information contained in this document is considered proprietary and highly confidential to Keystone Information Systems, Inc. and is presented solely for the internal use of Licensed Software Customers of Keystone Information Systems, Inc.



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.

Confirm					
Should all funds to be updated use the same dates?					
Yes No					

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.

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



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 Le	edger		Funds F	ile Maintenance	:		GL0019	
Fund: 205 Active: Description: GENERAL FUND User Code Project Flat Project Flat								
Fiscal Year: 24 Sub Funds Enterprise:								
Т	ransfer H	lag: S	555		Categor	ry:	-	
L	Yr*Pd	Start Date	End Date	Status	Changed by	Date	Time	
25	25*12	06/01/25	06/30/25	N JO.	ANN	10/13/23	04:14pm	
26	25*11	05/01/25	05/31/25	N JO.	ANN	10/13/23	04:14pm	
27	25*10	04/01/25	04/30/25	N JO.	ANN	10/13/23	04:14pm	
28	25 * 09	03/01/25	03/31/25	N JO.	ANN	10/13/23	04:14pm	
29	25 * 08	02/01/25	02/28/25	N JO.	ANN	10/13/23	04:14pm	
30	25 * 07	01/01/25	01/31/25	N JO.	ANN	10/13/23	04:14pm	
31	25 * 06	12/01/24	12/31/24	N JO.	ANN	10/13/23	04:14pm	
32	25 * 05	11/01/24	11/30/24	N JO.	ANN	10/13/23	04:14pm	
33	25 * 04	10/01/24	10/31/24	N JO.	ANN	10/13/23	04:14pm	
34	25 * 03	09/01/24	09/30/24	N JO.	ANN	10/13/23	04:14pm	
35	25 * 02	08/01/24	08/31/24	N JO.	ANN	10/13/23	04:14pm	
36	25*01	07/01/24	07/31/24	N JO.	ANN	10/13/23	04:14pm	
	Done Insert Delete Dup							
Ope	en New Ye	ar Year	r End Parms	Copy J	All Accounts	Control	Accounts	



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

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

FIS System Administration \rightarrow Control File Maintenance \rightarrow Financial System Parameters \rightarrow Financials Site Control Parameters (LG0144) \rightarrow 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**.

Financials		Fin	ancials Site Control Param	neters	L	50144
Acct Emt		3N-5N-4N	J-3N-2N-3N			
Acct Mask		###-####	###_######_####_###_###			
ASN Fmt		3A				
Def Fund		2	05 St	art Fiscal Month	ΠΠ	
Current Yea	r	25		are ribbar honon		
Vendor Form	- at	6N	Track F	'yn Control Detai'		7
A/R Custome	r Fmt		Track R	ev Control Detai		
PO Number F	ormat		Track F	'nc Control Detai		
A/P Invc #	Length	99	Track F	rior Fnc Ctrl Det	tail 🔽	
Bid# Emt	Longen			Allow Changes to Prior Year Doc		
Accet# Emt		ON	Regrate	Deguale Diseppended Deguicitions		
Asset# rmt			Recycle	Disapproved Red	uisitions	
Cash Receip	t Fmt	6N	Default	Proj Contract		
Prior Accou	nt Fmt	2N-4N-41	1			
Auto PO#	**NOTE	-Changin	ng the Vendor Se	arch requires Key	ystone's Help	
🔿 Req#	Г	Vendor S	Search Condition	18		
◯New Seq#		Standar	rd Soundex Searc	ch and Display		
🕞 Req#-Year 🛛 🔅		Soundex - Search Sorts with Exact Match First				
OYear-New#-Use	erCode (No Soui	ndex - Index is	on exact match o	f characters	
Inv/WO	A	∕P	Req/Purch	ОК	Cancel	
G/L System		√Audit	More REQ/Purch			
Budget	CashR	ec-A∕R	Budget Ctrl			



The following screen will appear:

Financials DEFINE SIT	E CONTROL REQS/PURCH	LG0542
Tax % 0.00 Tax Freight Auto Freight Dflt % BS Cert Amt 100000.00 Pay to Play Start Freight Range ###-#####-6001-000-##-### ###-#####-5001-000-##-###	Receipts allowed after PO Prompt for Invoice Loc X Auto po print Prompt for Contract X End Freight Range ###-#####-6001-999-##-### ###-#####-5001-999-##-###	Complete 🗙
Start Receipt Range	End Receipt Range	
Start Asset Range	End Asset Range	Amount 10.00
Freight PW Tax PW Tax PW TAX Req App Screen Default Last Budget# X Default User Logname X Validate Zip Codes	Next Year PO Key Next Y Next Year Only Current Year Only Prompt Always Prompt Once	ear Req Key - Year Only nt Year Only t Always t Once
		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 <u>Next Year</u> purchase order number ONLY.
- Current Year Only: Uses the <u>Current Year</u> 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 <u>Next Year</u> requisition number ONLY.
- **Current Year Only**: Uses the <u>Current Year</u> 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. <u>Financials Site Control Parameters - INV/WO (LG0147)</u>

FIS System Administration \rightarrow Control File Maintenance \rightarrow Financial System Parameters \rightarrow Financials Site Control Parameters (LG0144) \rightarrow 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.

Financials	FINANCIAL SITE CONTROL-INV/WC	D LG0147
Reorder Sort Reorder Break Cost Change Password Inv/Comm Search Seq PO Comm Desc Last Cost Includes Disc Post Cash From Stock Iss ASSETS update GENERAL I Enable Maximum Issue 11 Gasboy Dir GASI Gasboy File TRA Pump Site 430	BY STOCK.NO STOCK.NO INVENTORY/COMMODITY -/Frt X sue EDGER mit on Inventory Reqs X BOY Product Cod NSFER	Default Bin Delete Empty Bins Primary Bin Flag Receive Complete Automatic Picklists Phys Inv Cost Entry Create Assets Auto fill backorders Show Obsolete Inventory Item Number Pump Id
W O R K O R D E R S Wo Is Req Require Account# Stock Issues Update GI Labor Updates GL Prompt on POs & Paymen	X X nts X	Next Number Next Year Only Current Year Only Prompt Always Prompt Once

- 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 yearend 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. <u>Budget Prep Site Parameters (LG0569)</u>

Budget Preparation Menu → Budget Preparation Site Parameters (LG0569)

Financials FINAN	ICIAL SITE CONTROL-BUDGET	LG0569
Current Budget Prep Year Current Budget Prep Phase Phase Lvl* Descr 25*P1 9 24*P2 9 24*P1 4 23*P5 9 * This field restricts user a requisition approval level For example, entering "9" a phase. Note: entering "0"	25 P1 • iption ccess by only allowing users with that or lower to access the budget phase. llows all users to access this budget restricts all access to this budget phase.	
Last New Year Initializati Phase 22*P3 Date/Time 01/10/23 12:4 Logname CASEYR Prompt user to enable Budget	on FTE Budget (Y/N) 40 Next Year Budget On Prep records when a new COA is created X OK Cance:	

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 \rightarrow Control File Maintenance \rightarrow Financial System Parameters \rightarrow Financials Site Control Parameters (LG0144) \rightarrow 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.

Financials		Financials Site Control Parameters						LG0144
Acct Fmt	Acct Fmt 3N-5N-4N-3N-2N-3N							
Acct Mask	###-#####-####-###-###							
ASN Fmt		ЗА						
Def Fund		21	35	Sta	art Fisca	l Month	JUL 🗸	
Current Yea	r	25						
Vendor Form	Vendor Format		I	rack Ex	p Contro	l Detail		X
A/R Custome	A/R Customer Fmt		X Track Rev Control Detail			×		
PO Number Format		OX		Frack Enc Control Detail				×
A/P Invc. # Length		99		Track Prior Enc Ctrl Detail			ail	×
Bid# Fmt			A	Allow Changes to Prior Year POs			×	
Asset# Fmt		ON Recycle Disapproved Requisiti			isitions			
Cash Receipt Fmt		6N	D	Default Proj Contract				
Prior Account Fmt		2N-4N-4N						
		r						
Auto PO#	**NOTE	-Changin	g the Ven	dor Sea	arch requ	ires Keys	stone's He	∍lp
🔿 Req#	Г	Vendor S	Search Con	nditions	з ———			
New Seq# OStandard Soundex Search and Display								
Req#-Year Soundex - Search Sorts with Exact Match First								
Year-New#-UserCode ONo Soundex - Index is on exact match of characters								
Inv/WO	A	A/P		Req/Purch		OK	Canc	el
G∕L	System/Audit 1		More REQ	pre REQ/Purch				
Budget	CashRec-A/R		Budget	Ctrl				



Financials	Site Parms - Budget Controls	LG0587
	* Account Level Funds Availability Check *	
	Allow Over Request:	
	Allow Over Encumbrance: 🔀	
	Allow Over Expend:	
	Budget Control Rollup Option	
	• Disable Budget Rollup	
	Enable Budget Rollup - No warning at detail level	
	Over-ride Budget Control over expenditures:	
	OK Cance	1

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).



Budget Control Roll Up Option:

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

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 <u>Account Level</u>.

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 <u>Group Level</u>.

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



VI. NEXT SEQUENCE NUMBER MAINTENANCE (KF0995)

FIS System Administration \rightarrow Control File Maintenance \rightarrow Financial System Parameters \rightarrow 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: <u>DO NOT</u> 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					
This program allow cha	nges to the	e Next Number Field for th	e following	•		
Files. The records are	LOCKED wh	ile 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 Cance	1		

Keystone Information Systems, Inc.

The information contained in this document is considered proprietary and highly confidential to Keystone Information Systems, Inc. and is presented solely for the internal use of Licensed Software Customers of Keystone Information Systems, Inc.



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".