

# Keystone Financial Information System (FIS™)

**Preparing for Next Year Requisitions and Purchase Orders**



[www.keyinfosys.com](http://www.keyinfosys.com)

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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, you can look ahead at the **FIS Fiscal Year End documentation**, located on 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)**

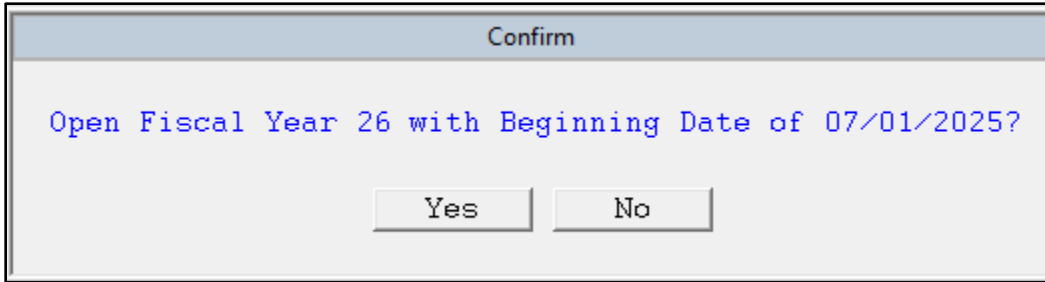
**Default Fund:** Use the **Look Up** to select the Default Fund (typically the General Fund).

**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:	<input checked="" type="checkbox"/>	User Code 1:	GF		
Description:	GENERAL FUND	Project Flag:	<input type="checkbox"/>	Enterprise:	<input type="checkbox"/>		
Fiscal Year:	25	Sub Funds					
Transfer Flag:	S	555	207				
		Category:					
L	Yr*Pd	Start Date	End Date	Status	Changed by	Date	Time
49	25*12	06/01/25	06/30/25	0	JANETTER	09/04/24	11:51am
50	25*11	05/01/25	05/31/25	0	JANETTER	09/04/24	11:51am
51	25*10	04/01/25	04/30/25	0	JANETTER	09/04/24	11:51am
52	25*09	03/01/25	03/31/25	0	JANETTER	09/04/24	11:51am
53	25*08	02/01/25	02/28/25	0	JANETTER	09/04/24	11:51am
54	25*07	01/01/25	01/31/25	0	JANETTER	09/04/24	11:51am
55	25*06	12/01/24	12/31/24	0	JANETTER	09/04/24	11:51am
56	25*05	11/01/24	11/30/24	0	JANETTER	09/04/24	11:51am
57	25*04	10/01/24	10/31/24	0	JANETTER	09/04/24	11:51am
58	25*03	09/01/24	09/30/24	0	JANETTER	09/04/24	11:51am
59	25*02	08/01/24	08/31/24	0	JANETTER	09/04/24	11:51am
60	25*01	07/01/24	07/31/24	0	JANETTER	09/04/24	11:51am
<div> <div>Done</div> <div>Insert</div> <div>Delete</div> <div>Dup</div> </div>							
<div> <div>Open New Year</div> <div>Year End Parm</div> <div>Copy All Accounts</div> <div>Control Accounts</div> </div>							

After selecting **Open New Year**, a prompt will be displayed:



A screenshot of a software dialog box titled "Confirm". The text inside the box reads "Open Fiscal Year 26 with Beginning Date of 07/01/2025?". At the bottom of the box are two buttons: "Yes" and "No".

Select **Yes** to continue.

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

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

**Period to Change:** Enter the Fiscal Year you just opened (e.g., Fiscal Year 26).

**Set Status:** Select **Next Year**

**Funds:** Select the **Look Up** icon to see a list of all of 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: 26

Fiscal 26

Set Status:

☐ Open

☐ Close

☐ Soft Close

☒ Next Year

L#	Funds	Current Status	Status Date	Status Time	New Status
1	<span style="border: 1px solid red; padding: 2px;">12</span>				N Next Year
2	22				N Next Year
3	100				N Next Year
4	100.SAVE				N Next Year
5	111				N Next Year
6	123				N Next Year

OK
Cancel
Clear

This will set all funds to **'N'ext Year Status**.

If you need to enter one of the following transactions during a specific period, you should set the status to 'O':

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

Confirm

Should all funds to be updated use the same dates?

Yes

No

Click yes to confirm:

Confirm

Update Fiscal Year 26 with Beginning Date of 07/01/2025?

Yes

No

**C. Funds File Maintenance (GL0019) – Confirm your changes**

General Ledger → Funds File Maintenance (GL0019)

Go back to this screen, enter your **Default Fund**, and check to make sure all 12 periods for the **Next Fiscal Year** have a status of 'N'

**Note:** If this is for Fiscal Year End 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:	<input checked="" type="checkbox"/>	User Code 1:	GF
Description:	GENERAL FUND	Project Flag:	<input type="checkbox"/>	Enterprise:	<input type="checkbox"/>
Fiscal Year:	25	Sub Funds	555	207	
Transfer Flag:	S	Category:			

L	Yr*Pd	Start Date	End Date	Status	Changed by	Date	Time
37	26*12	06/01/26	06/30/26	N	MIKEL	04/15/25	08:46pm
38	26*11	05/01/26	05/31/26	N	MIKEL	04/15/25	08:46pm
39	26*10	04/01/26	04/30/26	N	MIKEL	04/15/25	08:46pm
40	26*09	03/01/26	03/31/26	N	MIKEL	04/15/25	08:46pm
41	26*08	02/01/26	02/28/26	N	MIKEL	04/15/25	08:46pm
42	26*07	01/01/26	01/31/26	N	MIKEL	04/15/25	08:46pm
43	26*06	12/01/25	12/31/25	N	MIKEL	04/15/25	08:46pm
44	26*05	11/01/25	11/30/25	N	MIKEL	04/15/25	08:46pm
45	26*04	10/01/25	10/31/25	N	MIKEL	04/15/25	08:46pm
46	26*03	09/01/25	09/30/25	N	MIKEL	04/15/25	08:46pm
47	26*02	08/01/25	08/31/25	N	MIKEL	04/15/25	08:46pm
48	26*01	07/01/25	07/31/25	N	MIKEL	04/15/25	08:46pm

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:

Financials		Financials Site Control Parameters		LG0144
Acct Fmt	3N-5N-4N-3N-2N-3N			
Acct Mask	###-####-####-##-###			
ASN Fmt	3A			
Def Fund	205	Start Fiscal Month	JUL	
Current Year	25			
Vendor Format	6N	Track Exp Control Detail	<input checked="" type="checkbox"/>	
A/R Customer Fmt	0X	Track Rev Control Detail	<input checked="" type="checkbox"/>	
PO Number Format	0X	Track Enc Control Detail	<input checked="" type="checkbox"/>	
A/P Invc. # Length	99	Track Prior Enc Ctrl Detail	<input checked="" type="checkbox"/>	
Bid# Fmt		Allow Changes to Prior Year POs	<input checked="" type="checkbox"/>	
Asset# Fmt	0N	Recycle Disapproved Requisitions	<input type="checkbox"/>	
Cash Receipt Fmt	6N	Default Proj Contract		
Prior Account Fmt	2N-4N-4N			
<p>Auto PO#      <b>**NOTE-Changing the Vendor Search requires Keystone's Help</b></p> <div> <input type="radio"/> Req#         <input type="radio"/> New Seq#         <input checked="" type="radio"/> Req#-Year         <input type="radio"/> Year-New#-UserCode       </div> <div> <p>Vendor Search Conditions</p> <input type="radio"/> Standard Soundex Search and Display         <input type="radio"/> Soundex - Search Sorts with Exact Match First         <input checked="" type="radio"/> No Soundex - Index is on exact match of characters       </div>				
Inv/WO	A/P	<b>Req/Purch</b>	OK	Cancel
G/L	System/Audit	More REQ/Purch		
Budget	CashRec-A/R	Budget Ctrl		

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 Only  
☒ Current Year Only  
☐ Prompt Always  
☐ Prompt Once

**Next Year Req Key**  
☐ Next Year Only  
☒ Current Year Only  
☐ Prompt Always  
☐ 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 in Keystone Client. This prompt will ask you 'Is this a next year (26) purchase order?'. If **Yes**, the system will fill in the first day of the next year (e.g., 7/1/25), 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 Keystone Client 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 in Keystone Client. This prompt will ask you '**Is this a next year (26) requisition?**'. If **Yes**, the system will fill in the first day of the next year (e.g., 7/1/25), and it will pull the next sequential number defined for Next Year Requisitions.
- **Prompt Once:** Prompts you as described above, but only *once per Keystone Client 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.

The screenshot shows the 'Financials Site Control-INV/WO' window with the following fields and options:

- Reorder Sort:** BY STOCK.NO
- Reorder Break:** STOCK.NO
- Cost Change Password:** [Empty]
- Inv/Comm Search Seq:** INVENTORY/COMMODITY
- PO Comm Desc:** [Empty]
- Last Cost Includes Disc/Frt:** ☒
- Post Cash From Stock Issue:** [Empty]
- ASSETS update GENERAL LEDGER:** ☐
- Enable Maximum Issue limit on Inventory Reqs:** ☒
- Gasboy Dir:** GASBOY
- Gasboy File:** TRANSFER
- Pump Site:** 430
- Default Bin:** [Empty]
- Delete Empty Bins:** ☐
- Primary Bin Flag:** ☐
- Receive Complete:** ☐
- Automatic Picklists:** ☐
- Phys Inv Cost Entry:** ☐
- Create Assets:** ☒
- Auto fill backorders:** ☐
- Show Obsolete Inventory:** ☐
- Product Cod:** [Empty]
- Item Number:** [Empty]
- Pump Id:** [Empty]
- WORK ORDERS:**
  - Wo Is Req:** ☒
  - Require Account#:** ☐
  - Stock Issues Update GL:** ☐
  - Labor Updates GL:** ☒
  - Prompt on POs & Payments:** ☒
- Next Number (highlighted in red box):**
  - ☐ Next Year Only
  - ☒ Current Year Only
  - ☐ Prompt Always
  - ☐ Prompt Once

Buttons: OK, Cancel

- **Next Year Only:** Allows for the entry of Next Year Work Orders ONLY.
- **Current Year Only:** Allows for the entry of Current Year 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 Current Year and Next Year Work orders, with the system prompting the user each time the New Record is selected.
- **Prompt Once:** Allows for the entry of both Current Year and Next Year 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)

Financials		FINANCIAL SITE CONTROL-BUDGET		LG0569
Current Budget Prep Year	26			
Current Budget Prep Phase	P1			
Phase	Lvl*	Description		
26*P1	9			
25*P8	8			
25*P7	9			
25*P6	9			
<p>* This field restricts user access by only allowing users with that requisition approval level or lower to access the budget phase. For example, entering "9" allows all users to access this budget phase. Note: entering "0" restricts all access to this budget phase.</p>				
Last New Year Initialization				
Phase	25*P4	FTE Budget (Y/N)	<input type="checkbox"/>	
Date/Time	07/25/24 12:27	Next Year Budget On	<input checked="" type="checkbox"/>	
Logname	JOANN			
Prompt user to enable Budget Prep records when a new COA is created <input checked="" type="checkbox"/>				
		OK	Cancel	

**Current Budget Prep Year:** Enter the current budget prep year (*Example: 26*).

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

**Phase:** Enter the budget **Year\*Phase** (*Example: 26\*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 Fiscal Year End purposes leave this field unselected.*

**Prompt user to enable Budget Prep records when a new COA is created:** This is an advanced 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.

Financials		Financials Site Control Parameters		LG0144
Acct Fmt	3N-5N-4N-3N-2N-3N			
Acct Mask	###-#####-###-##-###			
ASN Fmt	3A			
Def Fund	205	Start Fiscal Month	JUL	
Current Year	25			
Vendor Format	6N	Track Exp Control Detail	<input checked="" type="checkbox"/>	
A/R Customer Fmt	0X	Track Rev Control Detail	<input checked="" type="checkbox"/>	
PO Number Format	0X	Track Enc Control Detail	<input checked="" type="checkbox"/>	
A/P Invc. # Length	99	Track Prior Enc Ctrl Detail	<input checked="" type="checkbox"/>	
Bid# Fmt		Allow Changes to Prior Year POs	<input checked="" type="checkbox"/>	
Asset# Fmt	0N	Recycle Disapproved Requisitions	<input type="checkbox"/>	
Cash Receipt Fmt	6N	Default Proj Contract		
Prior Account Fmt	2N-4N-4N			
<b>Auto PO#      **NOTE-Changing the Vendor Search requires Keystone's Help</b>				
<input type="radio"/> Req# <input type="radio"/> New Seq# <input checked="" type="radio"/> Req#-Year <input type="radio"/> Year-New#-UserCode		<b>Vendor Search Conditions</b> <input type="radio"/> Standard Soundex Search and Display <input checked="" type="radio"/> Soundex - Search Sorts with Exact Match First <input type="radio"/> No Soundex - Index is on exact match of characters		
Inv/WO	A/P	Req/Purch	OK	Cancel
G/L	System/Audit	More REQ/Purch		
Budget	CashRec-A/R	<b>Budget Ctrl</b>		

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

**Allow Over Request:** If checked, requisitions 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, purchase orders 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, A/P invoices 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 Budget Rollup Option is enabled 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 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.**

## 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:	15196	Fixed Assets:	10880
Requisitions:	250040	Requisition Detail:	3539
Purchase Orders:	250040	PO Detail:	32052
Budget Transfers:	250040	A/R Customers:	8
Budget Supplements:	14880	A/R Cash Batches:	644
Vendor:	120179	Journal Entries:	3306
Vaddress:	2561	A/R Invoices:	652
Next Year's POs:	260001	C/R Deposit Number:	113
Next Year's REQs:	260001	A/R Write Off Batch:	274

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”.