Keystone Financial Information System
(FIS*TM*)

Preparing for Next Year Requisitions and Purchase Orders

April 2025

Table of Contents

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)

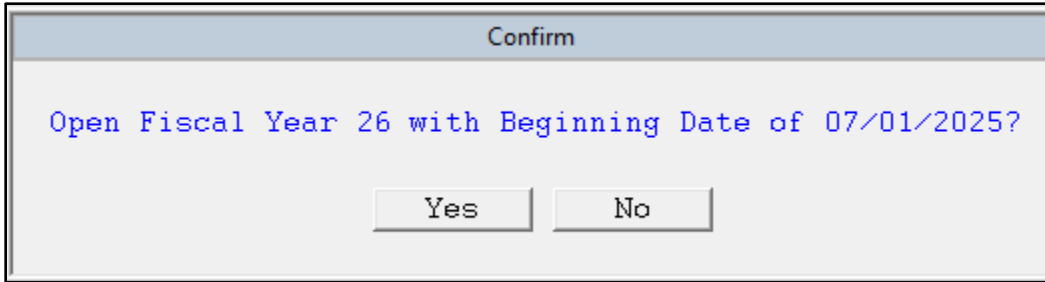General Ledger → **Funds File Maintenance (GL0019)**

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: ☒
Description: GENERAL FUND   User Code 1: GF
     Project Flag: ☐
Fiscal Year: 25   Sub Funds   Enterprise: ☐
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

Done	Insert	Delete	Dup

Open New Year	Year End Parms	Copy All Accounts	Control Accounts

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

Confirm
Open Fiscal Year 26 with Beginning Date of 07/01/2025?
Yes   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 <u>Fiscal Year End</u> purposes select **Close.** This will mark all of the funds as closed for the fiscal year.*

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 <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:	25	Sub Funds	Enterprise:	☐
Transfer Flag:	S	555 207	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:

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   [            ]        ┌─ Next Year PO Key ─┐ ┌─ Next Year Req Key ─┐
Tax PW       TAX                   │ ○ Next Year Only   │ │ ○ Next Year Only     │
Req App Screen           2         │ ◉ Current Year Only│ │ ◉ Current Year Only  │
Default Last Budget#     ☒         │ ○ Prompt Always    │ │ ○ Prompt Always      │
Default User Logname     ☒         │ ○ Prompt Once      │ │ ○ Prompt Once        │
Validate Zip Codes       ☒         └────────────────────┘ └──────────────────────┘
                                          [   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.

- **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)**

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 <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 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.

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).*

<u>**Budget Control Roll Up Option:**</u>

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 → 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".