Processing Next Year Purchase Orders PO-PER-1

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Overview

Enterprise ERP allows the entry of purchase orders for the next fiscal year. Next year purchase orders create next year encumbrances that can be liquidated in the new fiscal year.

Preparing to Enter Next Year Purchase Orders

Prior to entering next year POs, ensure PO numbers are assigned for the new fiscal year. This can be accomplished using one of two methods:

1. If applicable, assign a specific starting number for each department code in the **Purchasing Departments** program. To assign a specific PO number to one or more departments, update the **NY next PO number** in the department code table.

2. Assign a specific starting number for system-wide numbering in the **Purchasing Settings** program. Simply update the **NY** field under the Purchase Order heading in the Purchase Order Settings to assign a system wide starting PO number.

Entering Next Fiscal Year Purchase Orders

NOTE: *Current and Next Year POs may be combined in a single batch. However, it is recommended that separate batches be used for Next Year POs.*

Select: *Financials > Purchasing > Purchase Order Processing > Purchase Order Entry*

1. Entering a Next Year (NY) PO is identical to entering a Current Year (CY) PO with the exception of the **GL effec date** and **Fiscal Year** field should be set to a next year date and the next fiscal year (e.g., 2025 if the current year is 2024).
    Note: *For assistance entering purchase orders please search "Purchase Order Entry" in Tyler Search on the Tyler Tech Website.*

2. When entering an effective date and year as next year, a warning message will display regarding the default fiscal year/period. Select OK.

3. The fiscal year indicator then changes to **Next** indicating this is a next year PO.

4. Purchase Order entry and output-posting can then be completed just like any current year PO.

Reviewing Next Year G/L Encumbrances (Optional)

When a Next Year Purchase Order is entered, an encumbrance journal is created for the next fiscal year including each affected expenditure account. The total amount encumbered against an expenditure account in the next fiscal year can be viewed in the G/L Account Inquiry.

Select:

Financials > General Ledger Menu > Inquiries and Reports > Account Inquiry

After selecting an account or accounts to review, the last column of the **4 Year Comparison** tab will show the next year encumbrances. Selecting the yellow folder in the Encumbrances field will open the detail for the account.

Liquidating Next Year Purchase Orders

Setting Default Year / Period

A Next Year PO may not be liquidated until the **Default Year/Period** in GL Parameter FM is set to the next fiscal year. This should be done on the first working day of the next fiscal year. See the section "On 1st Working Day of New Fiscal Year" in the document *Fiscal YE Processing BGL-2* on the [KDE Enterprise ERP Support and Guides webpage](#) for instructions.

Updating the "Set-Holding-Year-Open" Flag

Next Year PO's can be liquidated once the **Default Year/Period** is set to the next fiscal year. In order to liquidate current year PO's once this occurs, the **Set Holding-Year-Open Flag** option must be set to "Y". This should be done on the first working day of the new year. See the section **On 1st Working Day of New Fiscal Year** in the document *Fiscal YE Processing BGL-2* in the *Enterprise ERP Budget/General Ledger User Guide* for instructions.