



ASCENDER - Next Year Purchasing Checklist

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This checklist provides you with the recommended steps to create and manage next year requisitions.

- 1. Use the following Budget pages to begin managing next year Purchasing:
 - [Budget > Utilities > Copy Current to New File ID](#)
 - [Budget > Utilities > Reinitialize Budget Data](#)
 - [Budget > Utilities > Mass Change Account Codes > Fund/Year](#)
 - [Budget > Utilities > Mass Change Account Codes > Mask Crosswalk](#)
 - [Budget > Utilities > Delete by File ID](#)
 - [Budget > Utilities > Clear/Move NYR Requisitions to CYR](#)

1. In District Administration, visit the following pages:

- [District Administration > Utilities > Mass Update User Accounts By Fund](#)
- [District Administration > Purchasing Options](#)
- [Accounts](#)

3. In Purchasing, visit the following pages:

- [Purchasing > Maintenance > Create/Modify Requisition, Next Year](#)
- [Purchasing > Maintenance > Approve Requisition, Next Year](#)
- [Purchasing > Maintenance > Reverse Purchase Order, Next Year](#)
- [Purchasing > Maintenance > Requisition Status Inquiry, Next Year](#)

4. [Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR](#) or [Budget > Utilities > Clear/Move NYR Requisitions to CYR](#)

5. Print the following Finance reports to verify information:

- [FIN1400 - Detail General Ledger](#)
- [FIN1600 - Batch Process Balance Error Listing](#)
- [FIN2150 - Outstanding Purchase Orders](#)