


# ASCENDER - Next Year Purchasing Checklist

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# Next Year Purchasing Checklist

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

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| ❑ | 1. Use the following Budget pages to begin managing next year Purchasing:<br>•<br>Budget > Utilities > Copy Current to New File ID<br>•<br>Budget > Utilities > Reinitialize Budget Data<br>•<br>Budget > Utilities > Mass Change Account Codes > Fund/Year<br>•<br>Budget > Utilities > Mass Change Account Codes > Mask Crosswalk<br>•<br>Budget > Utilities > Delete by File ID<br>•<br>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 CYRor 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