



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.

- ☐ 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