



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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| <input type="checkbox"/> 1. Use the following Budget pages to begin managing next year Purchasing: <ul style="list-style-type: none"> • 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 |
| <input type="checkbox"/> 2. In District Administration, visit the following pages: <ul style="list-style-type: none"> • District Administration > Utilities > Mass Update User Accounts By Fund • District Administration > Options > Purchasing/Warehouse > Next Year • District Administration > Maintenance > User Profiles > Accounts |
| <input type="checkbox"/> 4. In Purchasing, visit the following pages: <ul style="list-style-type: none"> • Purchasing > Next Year > Maintenance > Create/Modify Requisition • Purchasing > Next Year > Maintenance > Approve Requisition • Purchasing > Next Year > Maintenance > Reverse Purchase Order • Purchasing > Next Year > Maintenance > Requisition Status Inquiry |
| <input type="checkbox"/> 5. Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR
OR
Budget > Utilities > Clear/Move NYR Requisitions to CYR |

6. Print the following reports to verify information:

Finance

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Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1400 - Detail General Ledger

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Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1600 - Batch Process Balance Error Listing

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Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2150 - Outstanding Purchase Orders

Purchasing

Note: The following reports include a **Next Year** option.

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Purchasing > Reports > Purchasing Reports > REQ1000 - Requisition Log (Summary)

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Purchasing > Reports > Purchasing Reports > REQ1050 - Requisitions Pending Approval

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Purchasing > Reports > Purchasing Reports > REQ1100 - Outstanding Requisitions Report

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Purchasing > Reports > Purchasing Reports > REQ1150 - Requisition Status Report

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Purchasing > Reports > Purchasing Reports > REQ1200 - Requisition Returned/Disapproved Report

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Purchasing > Reports > Purchase Order Reports > REQ1300 - Purchase Order Log

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Purchasing > Reports > Purchase Order Reports > REQ1350 - Outstanding Purchase Orders Report

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Purchasing > Reports > Purchase Order Reports > REQ1400 - Open PO Report