



## 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.

<input type="checkbox"/> 1. Use the following Budget pages to begin managing next year Purchasing: <ul style="list-style-type: none"><li>• <a href="#">Budget &gt; Utilities &gt; Copy Current to New File ID</a></li><li>• <a href="#">Budget &gt; Utilities &gt; Reinitialize Budget Data</a></li><li>• <a href="#">Budget &gt; Utilities &gt; Mass Change Account Codes &gt; Fund/Year</a></li><li>• <a href="#">Budget &gt; Utilities &gt; Mass Change Account Codes &gt; Mask Crosswalk</a></li><li>• <a href="#">Budget &gt; Utilities &gt; Delete by File ID</a></li><li>• <a href="#">Budget &gt; Utilities &gt; Clear/Move NYR Requisitions to CYR</a></li></ul>
<input type="checkbox"/> 2. In District Administration, visit the following pages: <ul style="list-style-type: none"><li>• <a href="#">District Administration &gt; Utilities &gt; Mass Update User Accounts By Fund</a></li><li>• <a href="#">District Administration &gt; Options &gt; Purchasing/Warehouse &gt; Next Year</a></li><li>• <a href="#">District Administration &gt; Maintenance &gt; User Profiles &gt; Accounts</a></li></ul>
<input type="checkbox"/> 4. In Purchasing, visit the following pages: <ul style="list-style-type: none"><li>• <a href="#">Purchasing &gt; Next Year &gt; Maintenance &gt; Create/Modify Requisition</a></li><li>• <a href="#">Purchasing &gt; Next Year &gt; Maintenance &gt; Approve Requisition</a></li><li>• <a href="#">Purchasing &gt; Next Year &gt; Maintenance &gt; Reverse Purchase Order</a></li><li>• <a href="#">Purchasing &gt; Next Year &gt; Maintenance &gt; Requisition Status Inquiry</a></li></ul>
<input type="checkbox"/> 5. <a href="#">Finance &gt; Utilities &gt; Fiscal Year Processing &gt; Clear/Move NYR Requisitions to CYR</a> OR <a href="#">Budget &gt; Utilities &gt; Clear/Move NYR Requisitions to CYR</a>

6. Print the following reports to verify information:

**Finance**

- [Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1400 - Detail General Ledger](#)
- [Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1600 - Batch Process Balance Error Listing](#)
- [Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2150 - Outstanding Purchase Orders](#)

**Purchasing**

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

- [Purchasing > Reports > Purchasing Reports > REQ1000 - Requisition Log \(Summary\)](#)
- [Purchasing > Reports > Purchasing Reports > REQ1050 - Requisitions Pending Approval](#)
- [Purchasing > Reports > Purchasing Reports > REQ1100 - Outstanding Requisitions Report](#)
- [Purchasing > Reports > Purchasing Reports > REQ1150 - Requisition Status Report](#)
- [Purchasing > Reports > Purchasing Reports > REQ1200 - Requisition Returned/Disapproved Report](#)
- [Purchasing > Reports > Purchase Order Reports > REQ1300 - Purchase Order Log](#)
- [Purchasing > Reports > Purchase Order Reports > REQ1350 - Outstanding Purchase Orders Report](#)
- [Purchasing > Reports > Purchase Order Reports > REQ1400 - Open PO Report](#)