



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](#)



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