

ASCENDER - Next Year Purchasing Checklist

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Next Year Purchasing Checklist 1

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
❑	2. In District Administration, visit the following pages: • District Administration > Utilities > Mass Update User Accounts By Fund • District Administration > Options > Purchasing/Warehouse > Next Year • District Administration > Maintenance > User Profiles > Accounts
❑	4. In Purchasing, visit the following pages: • 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
❑	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

- 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


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