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ASCENDER - Next Year Purchasing Checklist

Table of Contents

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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Back Cover