



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**

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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



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