



ASCENDER - Warehouse End-of-Year Process

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The purpose of this document is to guide you through the process of ending the current fiscal year and beginning the new fiscal year.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Warehouse End-of-Year Process

1. Generate the BWH1250 - Back Order Report.

Generate the BWH1250 - Back Order Report

[Warehouse > Reports > Warehouse Reports > BWH1250 - Back Order Report](#)

Generate the report for the current year and save a copy.

The screenshot shows the ASCENDER Business System interface. The top navigation bar has 'Reports > Warehouse Reports' on the left and 'Warehouse' with a dropdown arrow and a grid icon on the right. Below the navigation are four buttons: 'Preview', 'PDF', 'CSV', and 'Clear Options'. On the left, a list of reports is displayed, including: BWH1000 - Inventory Status Report, BWH1050 - Warehouse Inventory Report Sorted By Category, BWH1100 - Reorder Report, BWH1150 - Print Shipping Order, BWH1200 - Reprint Shipping Order, BWH1250 - Back Order Report, BWH1300 - Receiving Report for Inventory Items, BWH1350 - Warehouse Transaction Register, BWH1400 - Inventory Item History Report, BWH1450 - Print Purchase Order Form, BWH1500 - Reprint Purchase Order Form, and BWH1600 - Commodity Codes Actual Cost Report. The 'BWH1250 - Back Order Report' is highlighted. To the right, a parameter configuration box is open, showing 'Parameter Description' and 'Value' columns. The 'Current Year(C)' parameter is selected, and its value is 'C'. The entire interface is framed by a green border.

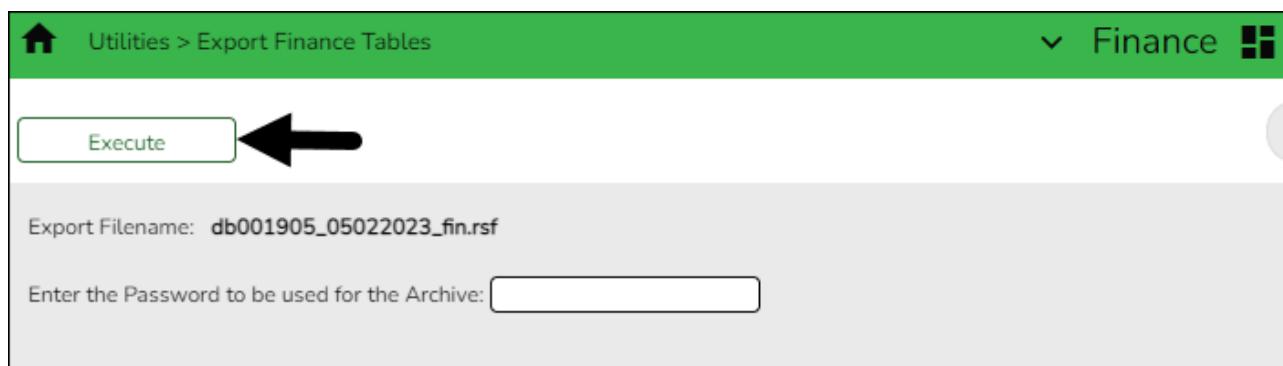
Date Run: Cntry Dist:	Items On Back Order						Program: BWH1250 Page: 1 of 1 Warehouse ID: <input type="text"/>
Item Number	Description	Req Nbr	Req Item	Quantity	Date	Organization	Shipping Description
001021	BATTERIES, AA AA ALKALINE BATTERIES, 36/PACK (MN15P36) fastenal	026345	001	36	05-18-2022	001 - SHEPHERD HIGH SCHOOL	Shepherd High
001178	xl gloves vinyl xl gloves vinyl	024103	002	5	01-04-2022	750 - BUSINESS OFFICE	Business Office
001251	floor finish untoachable low floor finish untoachable low maintenacne 5gal pail	026442	001	40	05-31-2022	931 - CUSTODIAL	CUSTODIAL
		026443	002	40	05-31-2022	931 - CUSTODIAL	CUSTODIAL
		026444	002	40	05-31-2022	931 - CUSTODIAL	CUSTODIAL
	floor finish untoachable low maintenacne 5gal pail						
Totals for item 001251:				120			
End of Report							

2. Create a Finance export (backup).

Create a Finance export

[Finance > Utilities > Export Finance Tables](#)

Export a copy of all current finance tables, requisition tables, and accounts receivable tables and save the file.



- In the **Enter the Password to be used for the Archive**, enter the password to be used to retrieve the data from the file.
- Click **Execute**.

3. Cancel EOY outstanding back orders.

Cancel EOY outstanding back orders

[Warehouse > Utilities > Cancel EOY Outstanding Back Orders](#)

Cancel back orders for a specific date range depending on your fiscal year start and end dates.

Utilities > Cancel EOY Outstanding Back Orders

Warehouse

Execute

Cancel EOY Outstanding Back Orders

From Date (MMDDYYYY):

To Date (MMDDYYYY):

For June Year-End LEAs:

- In the **From Date** field, enter 07012022.
- In the **To Date** field, enter 06302022.

For August Year-End LEAs:

- In the **From Date** field, enter 09012022.
- In the **To Date** field, enter 08312022.

□ Click **Execute**. Print and save the report and click Process. Perform the requested backup.

4. Mass delete requisition records by fund.

Mass delete requisition records by fund

[Warehouse > Utilities > Mass Delete Requisition Records > Fund/Fiscal Year](#)

Mass delete warehouse and restock requisition records based on the fund and fiscal year selected.

Utilities > Mass Delete Requisition Records

Warehouse

Execute

FUND / FISCAL YEAR		REQUISITION NUMBER
Select	From FundYr	
No Rows		
→		
➡		
←		
⬅		
Select	To FundYr	
		199 / 0
		199 / 1
		199 / 2
		199 / 9
		240 / 0
		240 / 1
		240 / 2
		266 / 0
		266 / 1
		282 / 0
		282 / 1
		282 / 2

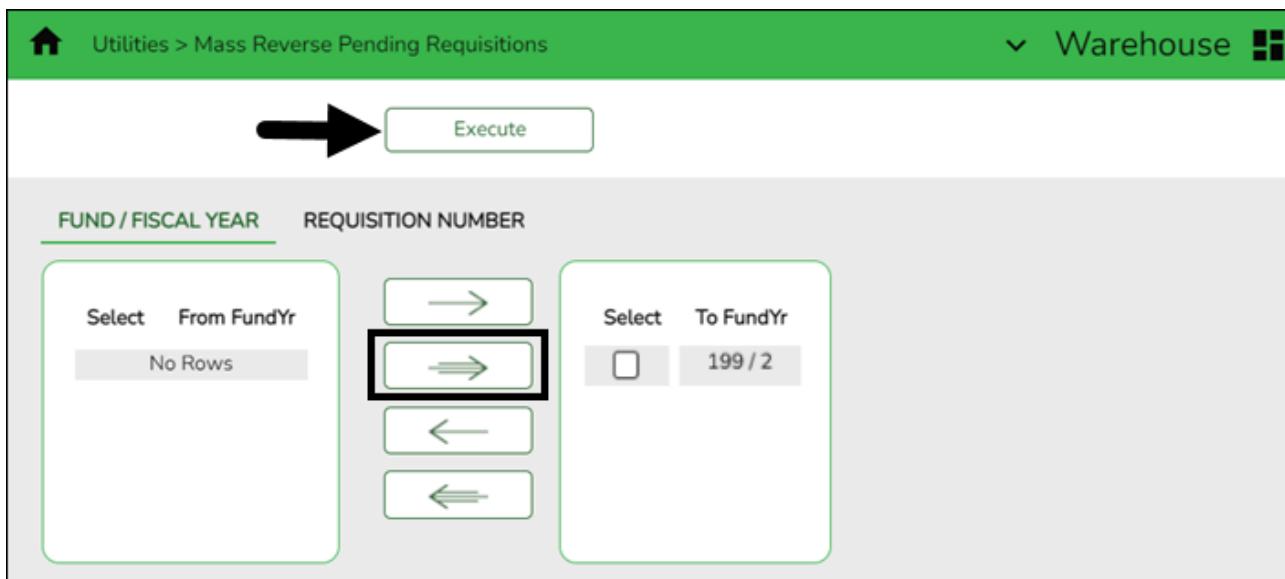
- Select and move over all funds (except for the funds that you are continuing).
- Click **Execute**. Print and save the report.
- Click **Process** to mass delete the selected records. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.

5. Reverse pending requisitions.

Reverse pending requisitions

[Warehouse > Utilities > Mass Reverse Pending Requisitions > Fund/Fiscal Year](#)

Mass reverse pending warehouse and restock requisition records based on the fund and fiscal year selected.



The screenshot shows a software interface for managing requisitions. At the top, a green header bar displays the path: Utilities > Mass Reverse Pending Requisitions and the title 'Warehouse'. Below the header, a large black arrow points to the 'Execute' button. The main area is divided into two sections: 'FUND / FISCAL YEAR' and 'REQUISITION NUMBER'. The 'FUND / FISCAL YEAR' section contains a 'Select' button, a 'From FundYr' dropdown with the value 'No Rows', and a 'To FundYr' dropdown with the value '199 / 2'. The 'REQUISITION NUMBER' section contains a 'Select' button and four arrow buttons for moving requisition numbers between the two dropdowns. The 'From FundYr' dropdown is highlighted with a black box.

- Select and move over all funds (except for the funds that you are continuing).
- Click **Execute**. Print and save the report.
- Click **Process** to mass reverse the selected records. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.

6. Initialize year inventory files.

Initialize year inventory files

[Warehouse > Utilities > Initialize Yearly Inventory Files](#)

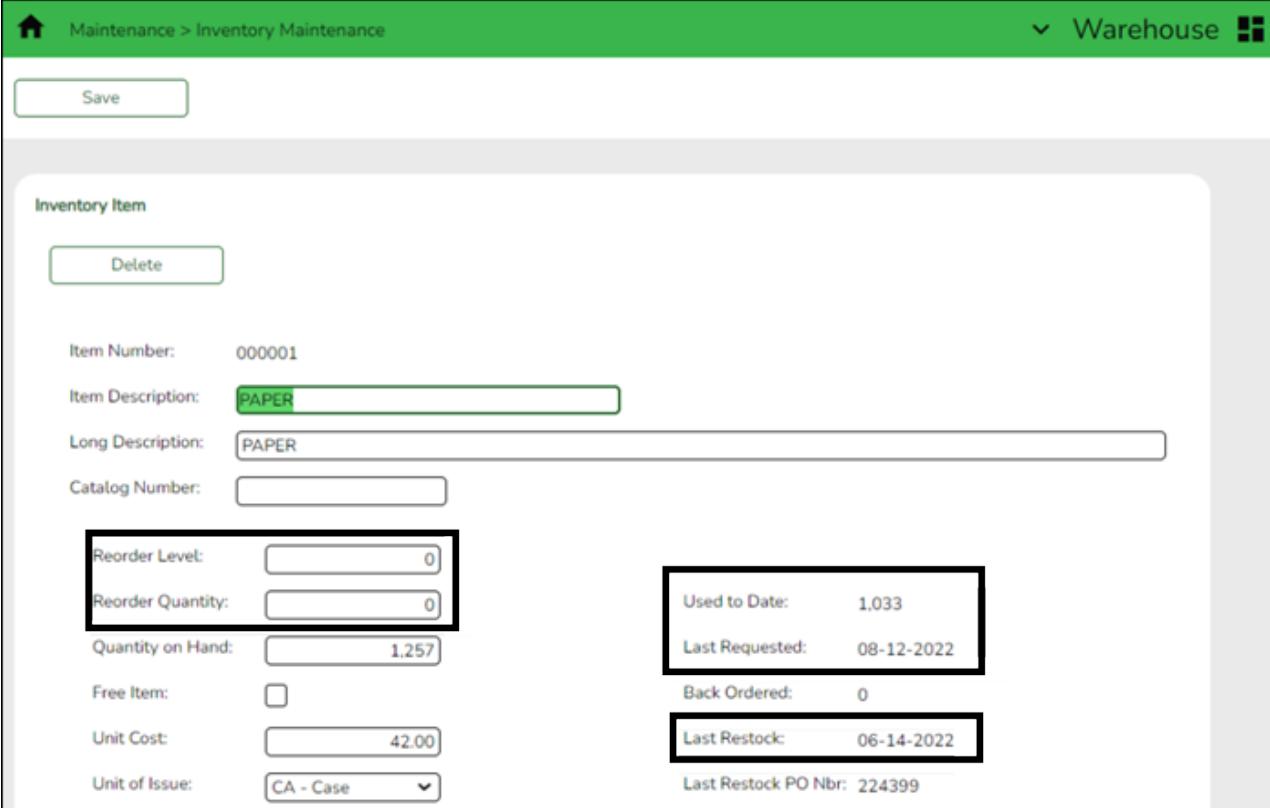
Reset all selected yearly inventory files for the selected warehouse ID.

- Select one of the following:

- **Zero Reorder Level** - Select to reset all reorder levels to zero on the [Warehouse > Maintenance > Inventory Maintenance](#) page per inventory item.
- **Clear Last Restock** - Select to reset all restock dates on the [Warehouse > Maintenance > Inventory Maintenance](#) page per inventory item.
- **Clear Last Requested** - Select to reset all last requested dates on the [Warehouse > Maintenance > Inventory Maintenance](#) page per inventory item.

Click **Execute**. A message indicating that the initialization process was completed successfully is displayed. Click **OK**.

After the process is completed, the **Used to Date** field for each included inventory item record is reset to zero on the [Inventory Maintenance - BWH3000](#) page. In addition, depending on the options selected, the following fields will be reset:



Maintenance > Inventory Maintenance

Warehouse

Inventory Item

Save

Delete

Item Number: 000001

Item Description: PAPER

Long Description: PAPER

Catalog Number:

Reorder Level: 0

Reorder Quantity: 0

Quantity on Hand: 1.257

Used to Date: 1,033

Last Requested: 08-12-2022

Free Item:

Back Ordered: 0

Unit Cost: 42.00

Last Restock: 06-14-2022

Unit of Issue: CA - Case

Last Restock PO Nbr: 224399

7. Update the fiscal year for Warehouse ID(s).

Update the fiscal year for Warehouse ID(s)

[Warehouse > Tables > Warehouse Options](#)

Reset all selected yearly inventory files for the selected warehouse ID.

Tables > Warehouse Options

Warehouse ID: 1 - Supplies

Warehouse Info

Warehouse ID: 1
 Warehouse Description: Supplies
 Warehouse Campus Code: 989 - WAREHOUSE
 Inventory Account Codes: Fund 199 Func 00 Obj 1300 Sobj 00 Org 000 Prog 3 00 0 00

Options

Extended Cost Rounding:	<input checked="" type="checkbox"/>	Allow Receiving Overage:	<input checked="" type="checkbox"/>
Blind Warehouse Receiving:	<input type="checkbox"/>	Percent of Items Over:	10%
Allow Partial Receiving:	<input checked="" type="checkbox"/>	Auto Assign Shipping Order Number:	<input checked="" type="checkbox"/>
Print Extended Description:	<input checked="" type="checkbox"/>	Next Available Shipping Order Number:	000023
Create Receiving Payables:	<input checked="" type="checkbox"/>	Auto Assign Inventory Item Number:	<input type="checkbox"/>
Suspend Warehouse Transactions:	<input type="checkbox"/>	Next Available Inventory Item Number:	000113

Allow for Assignment Processing



The following steps need to be completed for each of your warehouse IDs.

- In the **Warehouse ID** field, click to select an ID and click **Retrieve**.
- In the **Inventory Account Codes** fields, update the fiscal year.
- While on this page, you can also update your next available numbers if you choose to.