



ASCENDER - Warehouse End-of-Year Process

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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 software interface for generating reports. At the top, there is a green navigation bar with 'Reports > Warehouse Reports' and 'Warehouse'. Below this are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. A list of reports is shown on the left, with 'BWH1250 - Back Order Report' selected. On the right, the configuration for this report is shown, featuring a table with the following data:

| Parameter Description | Value |
|-----------------------|-------|
| Current Year(C) | C |

| Date Run: | | Items On Back Order | | | | | Program: BWH1250 | |
|--------------------------------|--------------------------------------------------------------------|---------------------|----------|------------|------------|----------------------------|----------------------|--|
| Cnty Dist: | | | | | | | Page: 1 of 1 | |
| | | | | | | | Warehouse ID: █ | |
| 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 untouchable low | 026442 | 001 | 40 | 05-31-2022 | 931 - CUSTODIAL | CUSTODIAL | |
| | floor finish untouchable low maintenacne 5gal pail | 026443 | 002 | 40 | 05-31-2022 | 931 - CUSTODIAL | CUSTODIAL | |
| | floor finish untouchable low maintenacne 5gal pail | 026444 | 002 | 40 | 05-31-2022 | 931 - CUSTODIAL | CUSTODIAL | |
| | floor finish untouchable low maintenacne 5gal pail | 026444 | 002 | 40 | 05-31-2022 | 931 - CUSTODIAL | CUSTODIAL | |
| Totals for item 001251: | | | | 120 | | | | |

End of Report

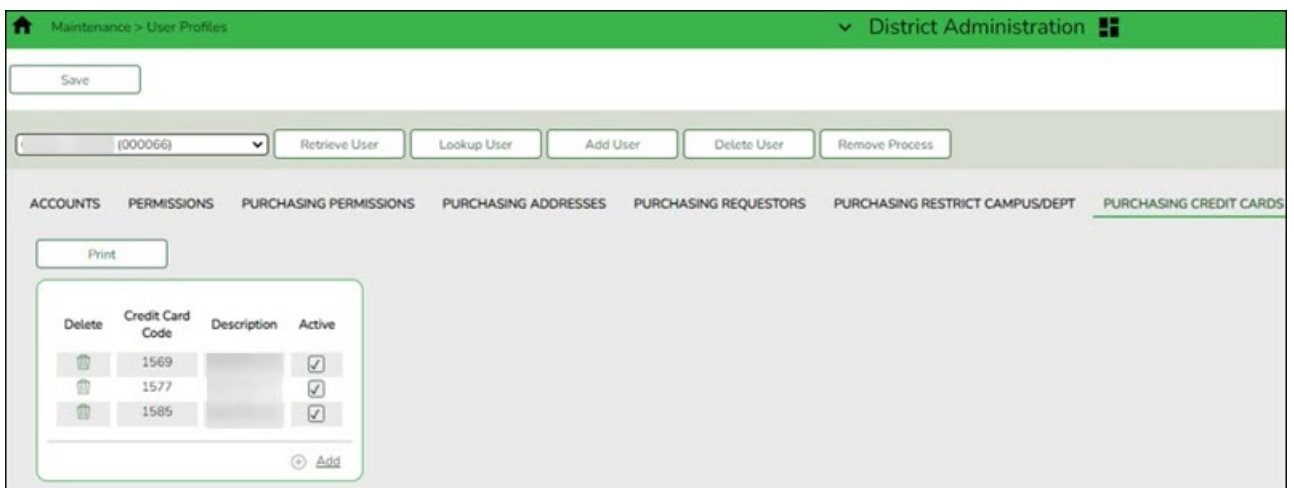
2. [Create a Finance backup.](#)

(Optional) Assign credit card codes to users

[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Purchasing Credit](#)

Assign specific credit card codes to individual requisition users. If users will not be selecting a credit card code when creating and submitting a requisition, then credit card codes do not need to be assigned to users. The business office can select a credit card code on the PO at the time the payable transaction is entered in Finance.

If a specific credit card code is assigned to a user, the user can select from their assigned list of active credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) and [Create/Modify Contract Requisition](#) pages in Purchasing.



☐ Click **+Add** to add a row. The Credit Card Directory is displayed.

- Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the [Finance > Tables > Credit Card Codes](#) tab are displayed.
- Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
- Click **OK** to continue and return to the Purchasing Credit Cards tab.

- Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

| Field | Description |
|-------------------------|-------------------------------------------------------------|
| Credit Card Code | The user-defined credit card code is displayed. |
| Description | The user-defined credit card code description is displayed. |
| Active | Indicates the credit card code status. |

Click **Save**.

3. Cancel EOY outstanding back orders.

Create credit card transactions

After the above steps are completed, you can use one of the following three methods to create credit card transactions.

1. Create a requisition in Purchasing

[Purchasing > Maintenance > Create/Modify Requisition](#)

| Delete | Note | Item | Catalog Nbr | Description | Quantity | Unit of Issue | Unit Price | SubTotal | Discount Amt | Freight Elig | Freight % | Freight Amt |
|--------------------------|------|------|-------------|-------------|----------|---------------|------------|----------|--------------|-------------------------------------|-----------|-------------|
| <input type="checkbox"/> | Note | 001 | | PAPER | 1.00 | EA Each | 22.00000 | 22.00 | 0.00 | <input checked="" type="checkbox"/> | 0.00% | 0.00 |

| Delete | Account Code | Description | Balance Amt | Pct | Amount |
|--------------------------|---------------------------|--------------------|-------------|----------|--------|
| <input type="checkbox"/> | 162-53-6399-00-892-299000 | SUPPLMTRLS/POST-IS | -739.44 | 100.000% | 22.00 |
| | | | | 100.000% | 22.00 |

Create a requisition.

- In the **Credit Card Code** field, press the SPACEBAR to view a list of credit card codes tied to your user profile. Select the appropriate credit card code.



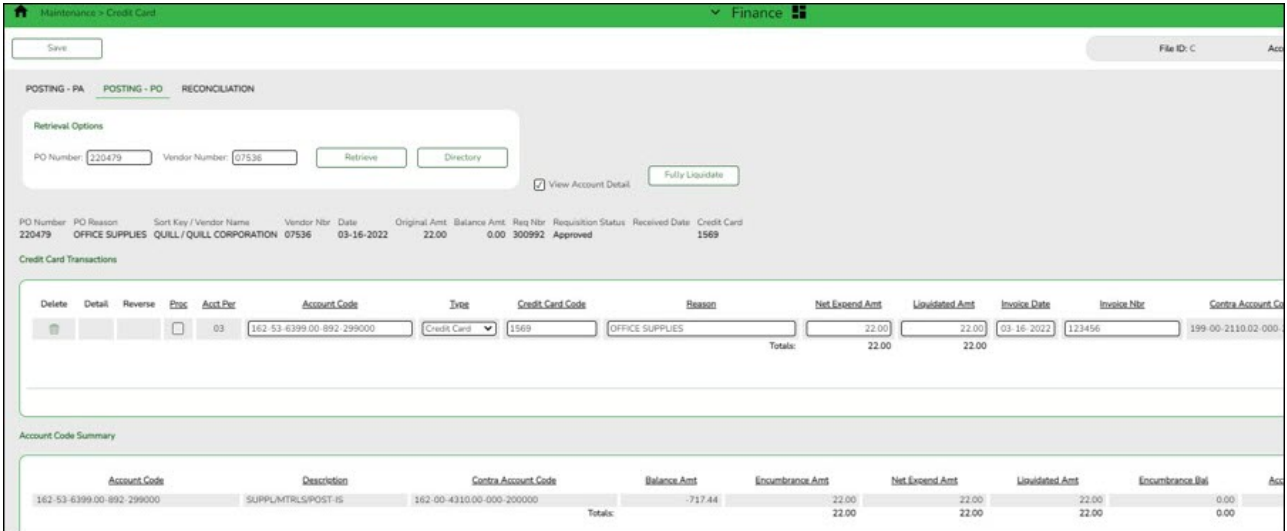
Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

Soft encumbrance:

| | | |
|---------------------------|-------|--------|
| 162-53-6399-00-892-299000 | Debit | |
| 162-00-4310-01-000-200000 | | Credit |

Post the payable transaction:

[Finance > Maintenance > Credit Card > Posting - PO Tab](#)



After the requisition is approved, retrieve the PO to post or create the payable transaction (credit card transaction).

- The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

Encumbrance liquidation:

| | | |
|---------------------------|-------|--------|
| 162-00-4310-00-000-200000 | Debit | |
| 162-53-6399-00-892-299000 | | Credit |

Expenditure:

| | | |
|---------------------------|-------|--------|
| 162-53-6399-00-892-299000 | Debit | |
| 162-00-2177-99-000-200000 | | Credit |
| 199-00-1261-00-000-200000 | Debit | |
| 199-00-2110-01-000-200000 | | Credit |

2. Create a PO in Finance

[Finance > Maintenance > Postings > Purchase Order](#)

Maintenance > Postings Finance

Save

JOURNAL BUDGET JOURNAL INQUIRY PURCHASE ORDER CASH RECEIPT CREDIT MEMO CHECK PROCESSING - PA CHECK PROCESSING - PO JOURNAL ACTUAL

PO Number: Vendor Number: Retrieve Directory Default PO Reason: View Account Details

PO Nbr: PO Reason: Sort Key / Vendor Name: Vendor Nbr: Date: Original Amt: Balance Amt: Req Nbr: Contract Type: Bundle Nbr: Bid Nbr:

004444 TASBO REGISTRATION TASBO / TASBO - 00735 00735 03-16-2022 400.00 400.00

Add PO Delete PO Reverse PO Change Vendor

| Delete | Detail | Reverse | Account Code | Description | Account Balance | Encumbrance Amt | Liquidated Bal | Outstanding Amt |
|----------------------------------|----------------------------------|----------------------------------|---------------------------|-----------------|-----------------|-----------------|----------------|-----------------|
| <input type="button" value="X"/> | <input type="button" value="O"/> | <input type="button" value="R"/> | 162-53-6411.00-892-299000 | STAFF TRAVEL-IS | -2,244.00 | 400.00 | 0.00 | 400.00 |
| Totals: | | | | | | 400.00 | 0.00 | 400.00 |

Update Details Add

| Account Code | Description | Reason | Acct Per | Encumbrance Amt | Trans Date | User ID |
|---------------------------|-----------------|--------------------|----------|-----------------|------------|---------|
| 162-53-6411.00-892-299000 | STAFF TRAVEL-IS | TASBO REGISTRATION | 03 | 400.00 | 03-16-2022 | |

☐ Create a PO; however, in this case, the payable will be entered as a credit card transaction.

Encumbrance:

| | | |
|---------------------------|-------|--------|
| 162-53-6411-00-892-299000 | Debit | |
| 162-00-4310-00-000-200000 | | Credit |

Post the payable transaction:

[Finance > Maintenance > Credit Card > Posting - PO](#)

Maintenance > Credit Card Finance

Save File ID: C

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PO Number: Vendor Number: Retrieve Directory View Account Detail Fully Liquidate

PO Number: PO Reason: Sort Key / Vendor Name: Vendor Nbr: Date: Original Amt: Balance Amt: Req Nbr: Requisition Status: Received Date: Credit Card:

220479 OFFICE SUPPLIES QUILL / QUILL CORPORATION 07536 03-16-2022 22.00 0.00 300992 Approved 1569

Credit Card Transactions

| Delete | Detail | Reverse | Enc | Acct Per | Account Code | Type | Credit Card Code | Reason | Net Expend Amt | Liquidated Amt | Invoice Date | Invoice Nbr | Contra Account C |
|----------------------------------|----------------------------------|----------------------------------|--------------------------|----------|---------------------------|-------------|------------------|-----------------|----------------|----------------|--------------|-------------|--------------------|
| <input type="button" value="X"/> | <input type="button" value="O"/> | <input type="button" value="R"/> | <input type="checkbox"/> | 03 | 162-53-6399.00-892-299000 | Credit Card | 1569 | OFFICE SUPPLIES | 22.00 | 22.00 | 03-16-2022 | 123456 | 199-00-2110.02-000 |
| Totals: | | | | | | | | | 22.00 | 22.00 | | | |

Account Code Summary

| Account Code | Description | Contra Account Code | Balance Amt | Encumbrance Amt | Net Expend Amt | Liquidated Amt | Encumbrance Bal |
|---------------------------|-------------------|---------------------------|-------------|-----------------|----------------|----------------|-----------------|
| 162-53-6399.00-892-299000 | SUPPLNTRLSPOST-IS | 162-00-4310.00-000-200000 | -717.44 | 22.00 | 22.00 | 22.00 | 0.00 |
| Totals: | | | | 22.00 | 22.00 | 22.00 | 0.00 |

☐ Retrieve the PO to post the payable transaction (credit card transaction). Since this transaction was created without selecting a credit card code, a message is displayed as a reminder. On this tab, a credit card transaction is entered similarly to the [Finance > Maintenance > Postings > Check Processing - PO](#) tab.

- In the **Type** field, select the type of credit card transaction (*Purchase or Return*).

- In the **Credit Card Code** field, select the credit card code for the card used.

Encumbrance liquidation:

| | | |
|---------------------------|-------|--------|
| 162-00-4310-00-000-200000 | Debit | |
| 162-53-6411-00-892-299000 | | Credit |

Expenditure:

| | | |
|---------------------------|-------|--------|
| 162-53-6411-00-892-299000 | Debit | |
| 162-00-2177-99-000-200000 | | Credit |
| 199-00-1261-00-000-200000 | Debit | |
| 199-00-2110-01-000-200000 | | Credit |

3. Create a credit card PA in Finance

[Finance > Maintenance > Credit Card > Posting - PA](#)

- If a PO was not created, a credit card transaction can be posted as a PA.

Expenditure:

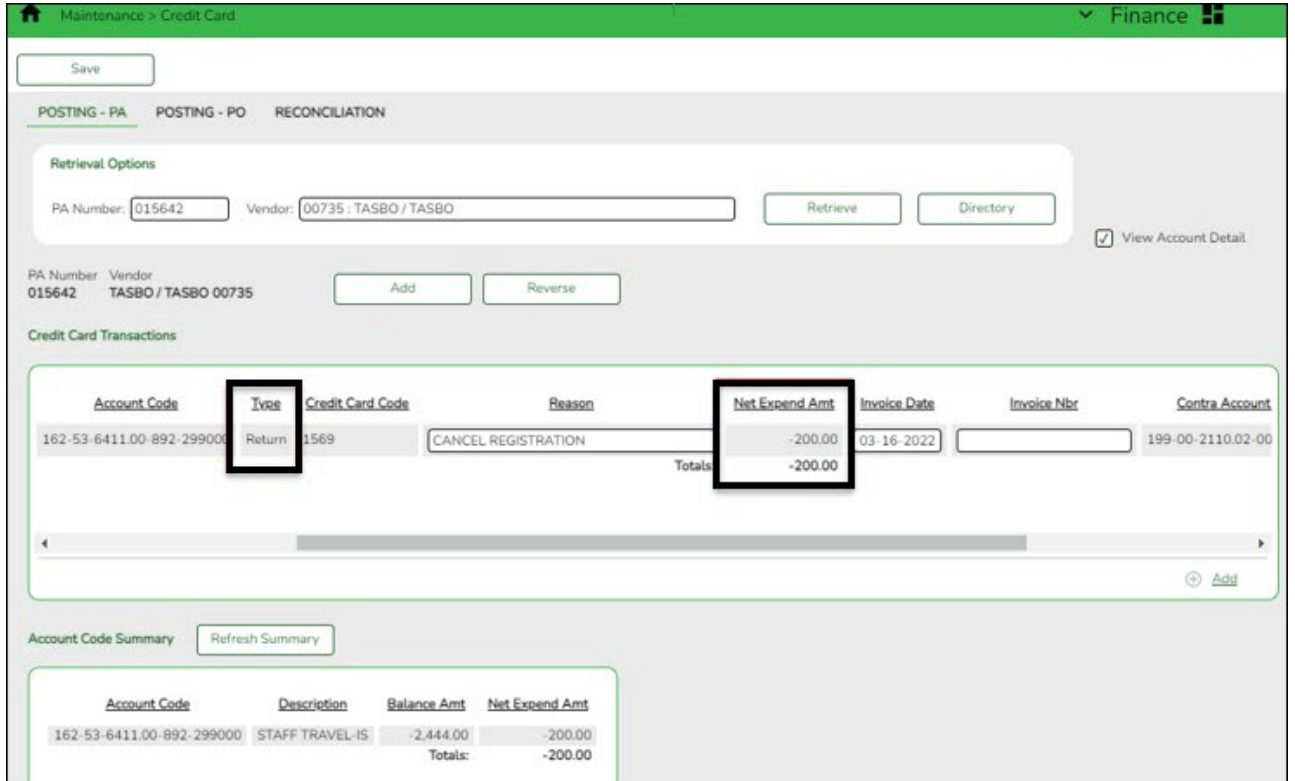
| | | |
|---------------------------|-------|--------|
| 199-41-6499-00-702-299000 | Debit | |
| 199-00-2110-01-000-200000 | | Credit |

4. [Mass delete requisition records by fund.](#)

Post returns

Finance > Maintenance > Credit Card > Posting - PA or Posting PO

To ensure that the check to the credit card company is correct, all returns must be posted before reconciling the credit card statement.



Verify that the following fields are completed for a return:

- o The **Type** field must be set to *Return*.
- o The **Net Expend Amt** field must be a negative amount.
- o A credit memo number must be entered in the **Credit Memo Nbr** field on this tab prior to saving the record.

In the above example, a return for \$200 to cancel a TASBO registration was created on the Finance > Maintenance > Credit Card > Posting - PA tab.

Reverse expenditure:

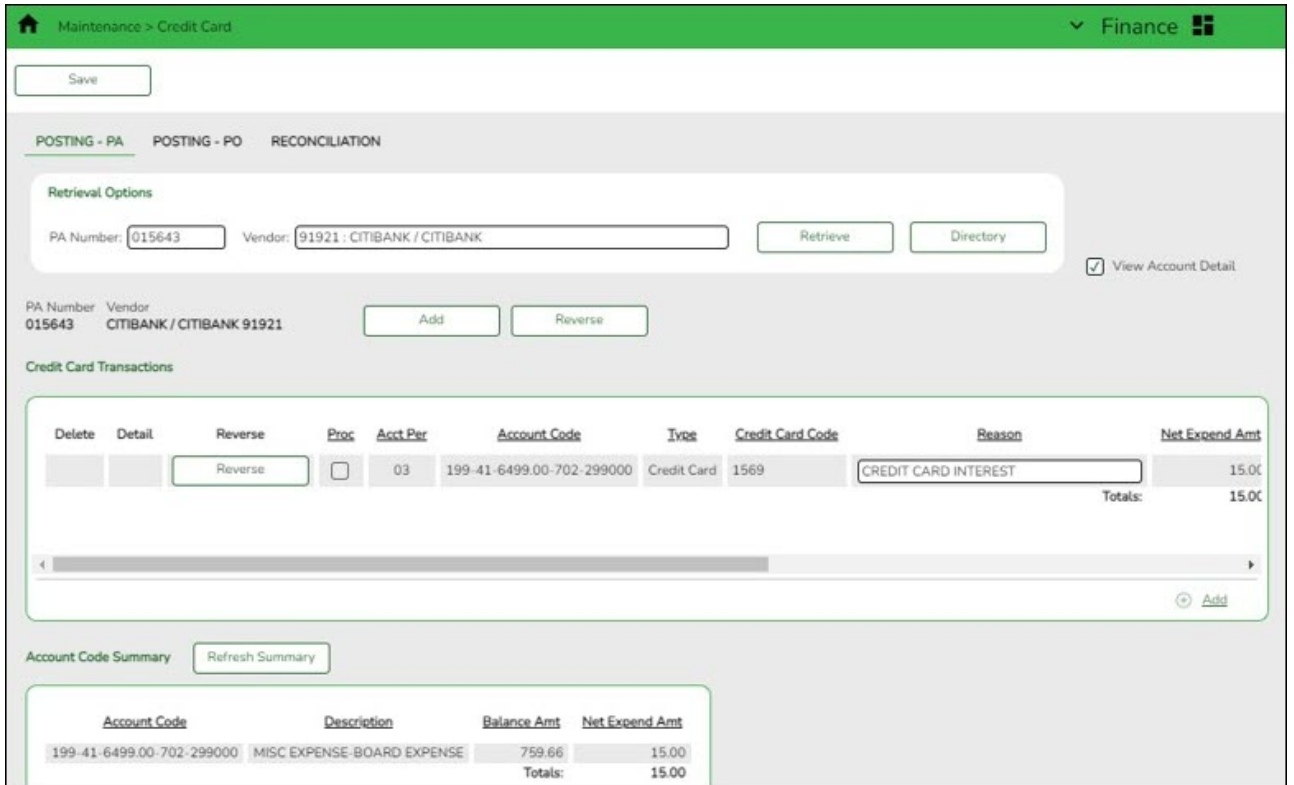
| | | |
|---------------------------|-------|--------|
| 162-00-2177-99-000-200000 | Debit | |
| 162-53-6411-00-892-299000 | | Credit |
| 199-00-2110-01-000-200000 | Debit | |
| 199-00-1261-00-000-200000 | | Credit |

5. Reverse pending requisitions.

Post interest and miscellaneous charges

Finance > Maintenance > Credit Card > Posting - PA

As needed, create transactions for interest and other miscellaneous charges as a credit card PA transaction.



In the above example, a transaction of \$15 for credit card interest was posted.

Expenditure:

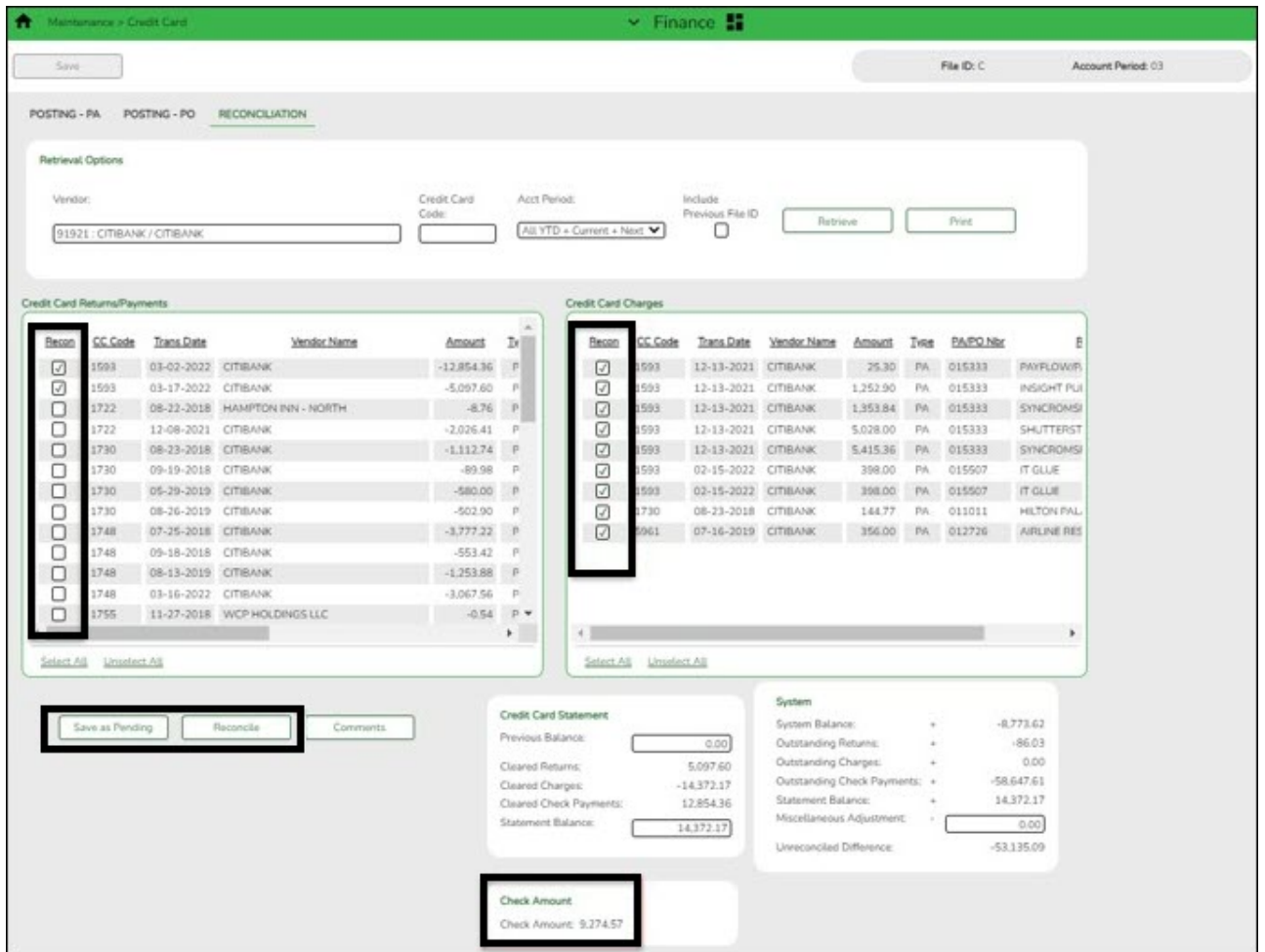
| | | |
|---------------------------|-------|--------|
| 199-41-6499-00-702-299000 | Debit | |
| 199-00-2110-01-000-200000 | | Credit |

6. [Initialize year inventory files.](#)

Reconcile the credit card statement

[Finance > Maintenance > Credit Card > Reconciliation](#)

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.



☐ Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that were entered for that credit card.
- In the **Statement Balance** field, enter the credit card balances from the credit card statement.
- Proceed to reconcile the credit card transactions. As returns/payments or charges are selected, the balance and the check amount totals are updated.

☐ Click **Save as Pending** to save and then when finished, click **Reconcile**.

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

Credit Card Reconciliation Reports

- Cleared Returns/Payments and Cleared Charges
- Outstanding Returns/Payments and Outstanding Charges
- Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

Page: 1 of 1
File ID: C

| Credit Card Statement | System | PA Nbr | Check Amount |
|-----------------------------|-------------------------------|--------|--------------|
| Previous Balance: .00 | System Balance: + | 015711 | 9,274.57 |
| Cleared Returns: .00 | Outstanding Returns: + | | -86.03 |
| Cleared Charges: .00 | Outstanding Charges: + | | .00 |
| Cleared Check Payments: .00 | Outstanding Check Payments: + | | -58,647.61 |
| Statement Balance: .00 | Statement Balance: + | | .00 |
| | Miscellaneous Adjustment: - | | .00 |
| | Unreconciled Difference: | | -53,135.09 |

End of Report

Expenditure:

| | | |
|---------------------------|-------|--------|
| 199-00-2110-01-000-200000 | Debit | |
| 199-00-2110-00-000-200000 | | Credit |

After you click **Reconcile** and the credit card statement is reconciled, a PA is created for the credit card company on the [Finance > Maintenance > Postings > Check Processing - PA](#) tab.

Maintenance > Postings
Finance

Save File ID: C Account Period: 03

JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL

PA Number: Vendor Number: View Account Details

PA Number: Sort Key / Vendor Name: Vendor Number:
015711 CITIBANK / CITIBANK 91921

| Delete | Detail | Reverse | Proc | Acct Per | Account Code | Type | Check Nbr | Check Date | Reason | Net Expend Amt | Invoice Date | Invoice Nbr | Contra Ac |
|--------------------------|--------------------------|----------------------------------|--------------------------|----------|---------------------------|----------|-----------|------------|--------|----------------|--------------|-------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Reverse | <input type="checkbox"/> | 03 | 199-00-2110.02-000-200000 | Computer | | -- | PYMT | 8,773.80 | -- | | 199-00-2110.0 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Reverse | <input type="checkbox"/> | 03 | 199-00-2110.02-000-800000 | Computer | | -- | PYMT | 144.77 | -- | | 199-00-2110.0 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Reverse | <input type="checkbox"/> | 03 | 199-00-2110.02-000-900000 | Computer | | -- | PYMT | 356.00 | -- | | 199-00-2110.0 |
| Totals: | | | | | | | | | | 9,274.57 | | | |

Refresh Totals

| Account Code | Description | Balance Amt | Net Expend Amt |
|---------------------------|------------------|-------------|----------------|
| 199-00-2110.02-000-200000 | ACCOUNTS PAYABLE | 0.18 | 8,773.80 |
| 199-00-2110.02-000-800000 | ACCOUNTS PAYABLE | 144.77 | 144.77 |
| 199-00-2110.02-000-900000 | ACCOUNTS PAYABLE | 356.00 | 356.00 |
| Totals: | | | 9,274.57 |

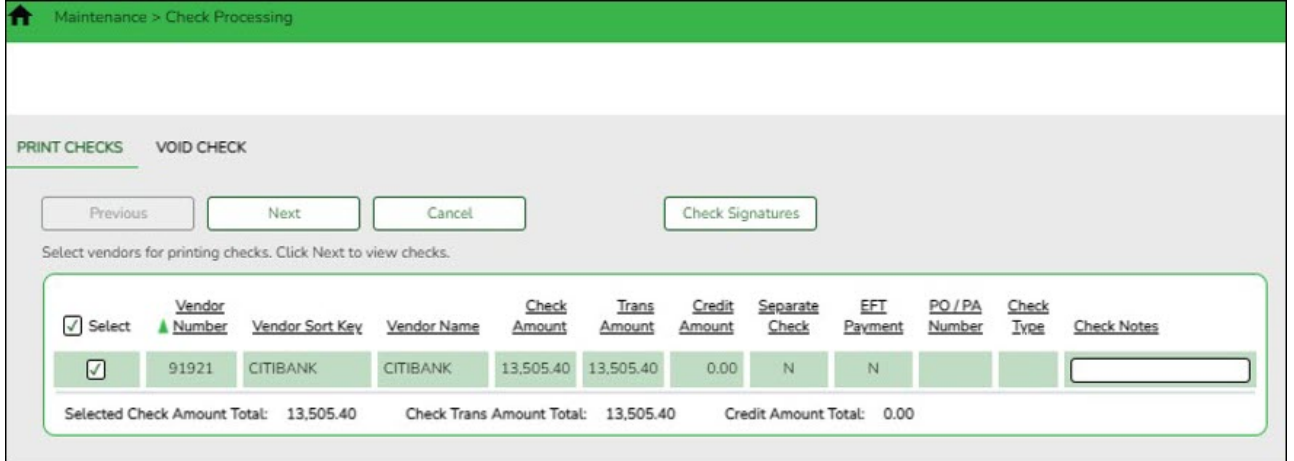
It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

7. [Update the fiscal year for Warehouse ID\(s\)](#).

Process payment to the credit card company

[Finance > Maintenance > Check Processing > Print Checks](#)

Process the payment to the credit card company.



The transaction for the check to be issued to the credit card company is displayed.

To post check:

| | | |
|---------------------------|-------|--------|
| 199-00-2110-00-000-200000 | Debit | |
| 199-00-1110-00-000-200000 | | Credit |

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.