



ASCENDER - Warehouse End-of-Year Process

Table of Contents

| | |
|---|---|
| ASCENDER - Warehouse End-of-Year Process | i |
| ASCENDER - Warehouse End-of-Year Process | 1 |

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Created: 05/02/2023

Reviewed: in progress

Revised: in progress

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.

Reports > Warehouse Reports

Warehouse

Preview PDF CSV Clear Options

Reports > Warehouse Reports

- [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](#)
- [BWH1600 - Commodity Codes Actual Cost Report](#)

BWH1250 - Back Order Report

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

| Date Run: Cnty Dist: | | Items On Back Order | | | | | Program: BWH1250 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 | | | | | | | |
| Totals for item 001251: | | | | 120 | | | | |

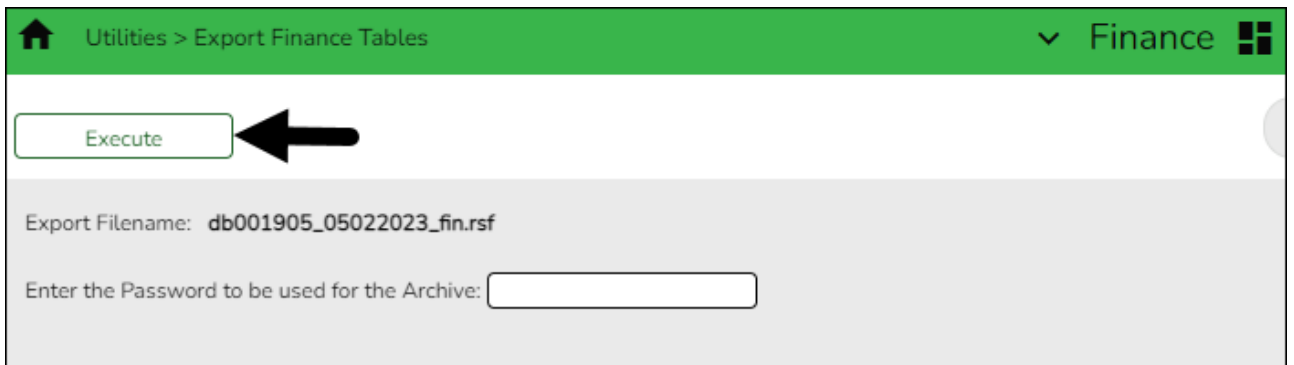
End of Report

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.

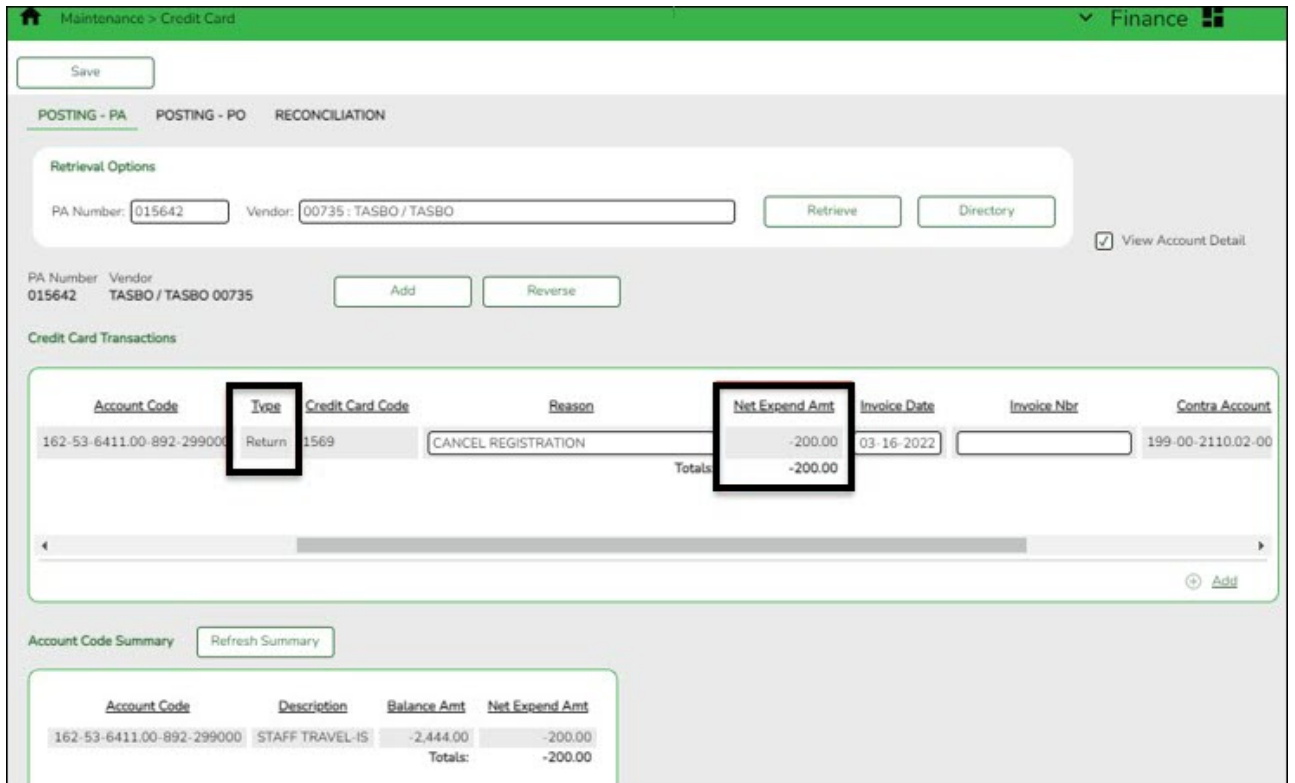
Click **Execute**. Print and save the report and click Process. Perform the requested backup.

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

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:

- The **Type** field must be set to *Return*.
- The **Net Expend Amt** field must be a negative amount.
- 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:

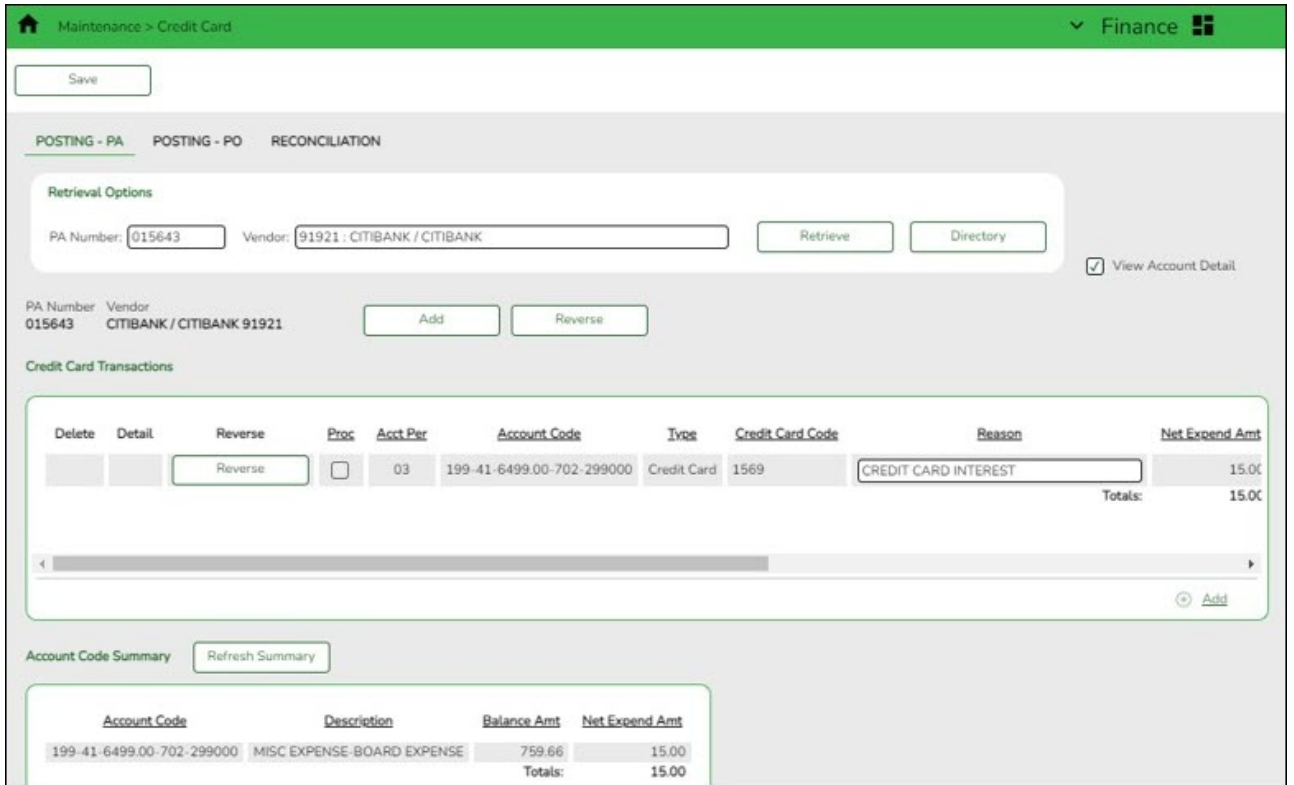
| | | |
|---------------------------|-------|--------|
| 162-00-2177-99-000-200000 | Debit | |
| 162-53-6411-00-892-299000 | | Credit |
| 199-00-2110-01-000-200000 | Debit | |
| 199-00-1261-00-000-200000 | | Credit |

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:

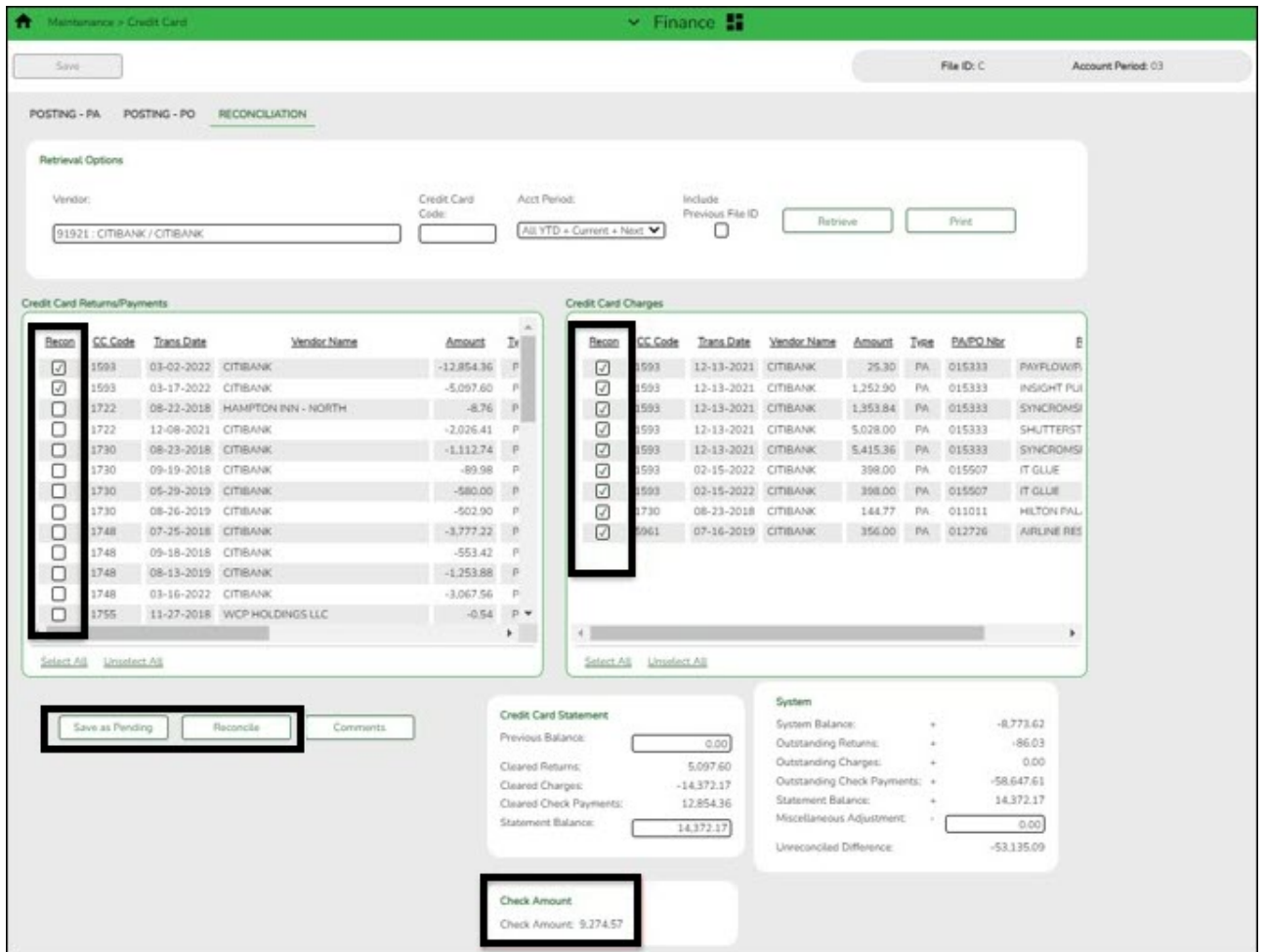
| | | |
|---------------------------|-------|--------|
| 199-41-6499-00-702-299000 | Debit | |
| 199-00-2110-01-000-200000 | | Credit |

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

Credit Card Reconciliation, Month of March

Page: 1 of 1
File ID: C

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

| 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

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:

| 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 |

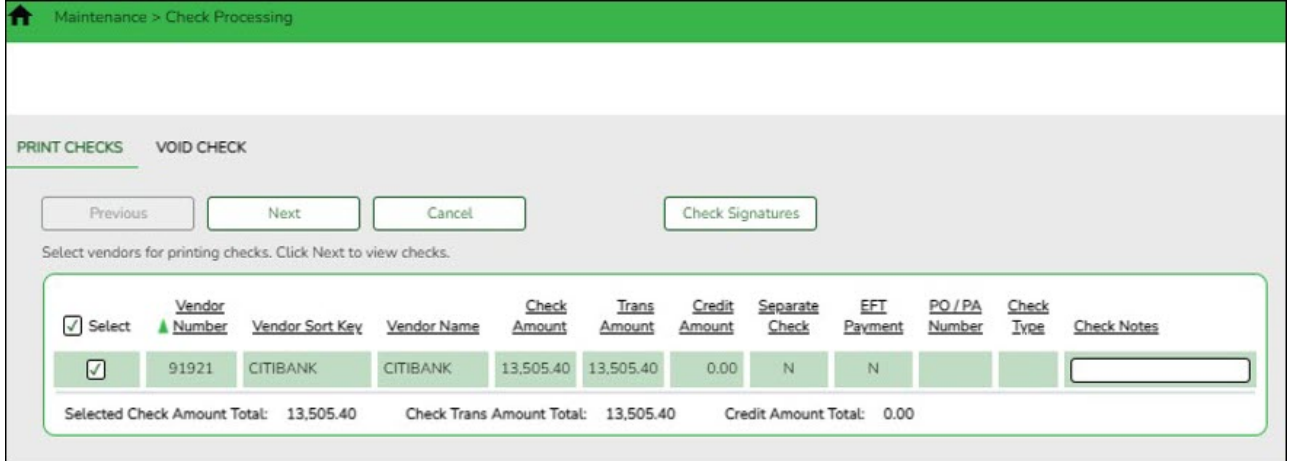
It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

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.