



ASCENDER - Warehouse End-of-Year Process

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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.

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 in a table:

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				

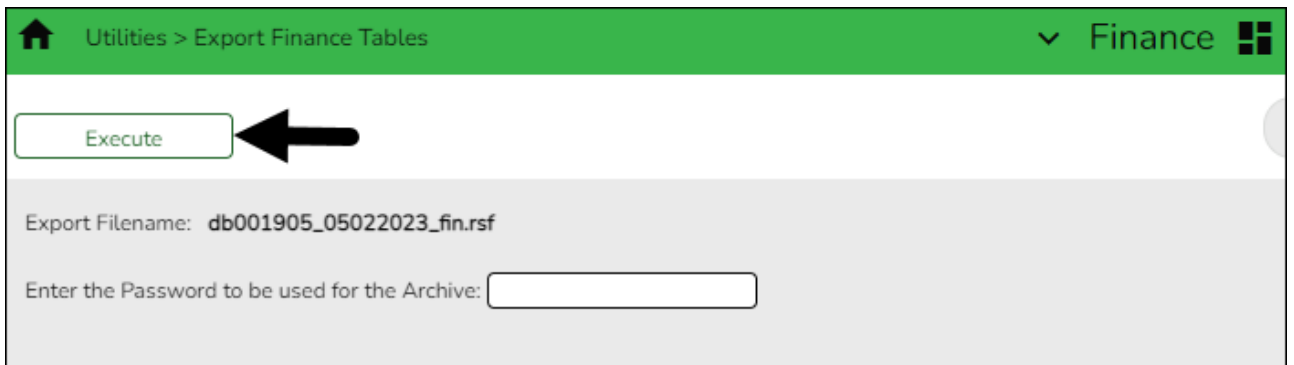
End of Report

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.

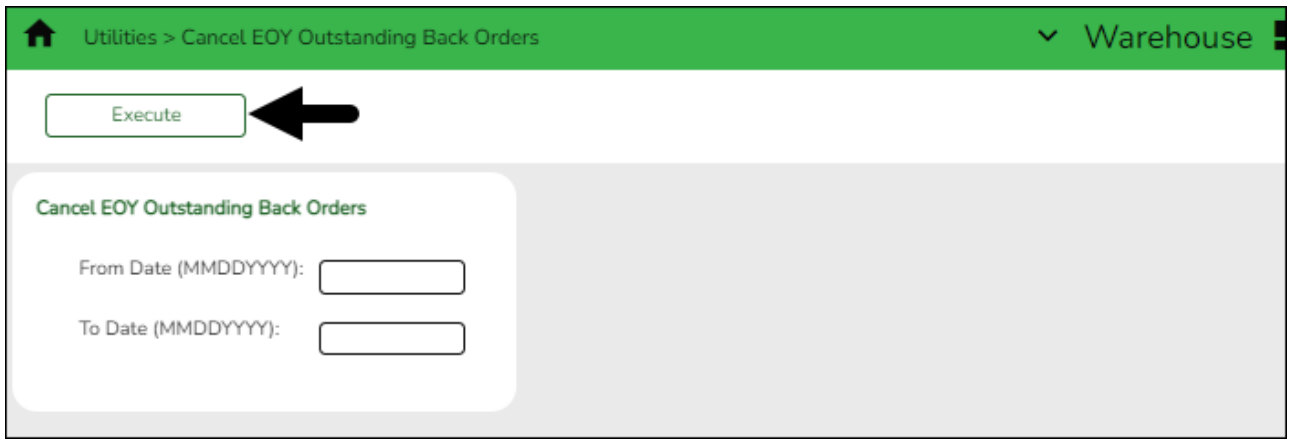
Click **Execute**.

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.



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.

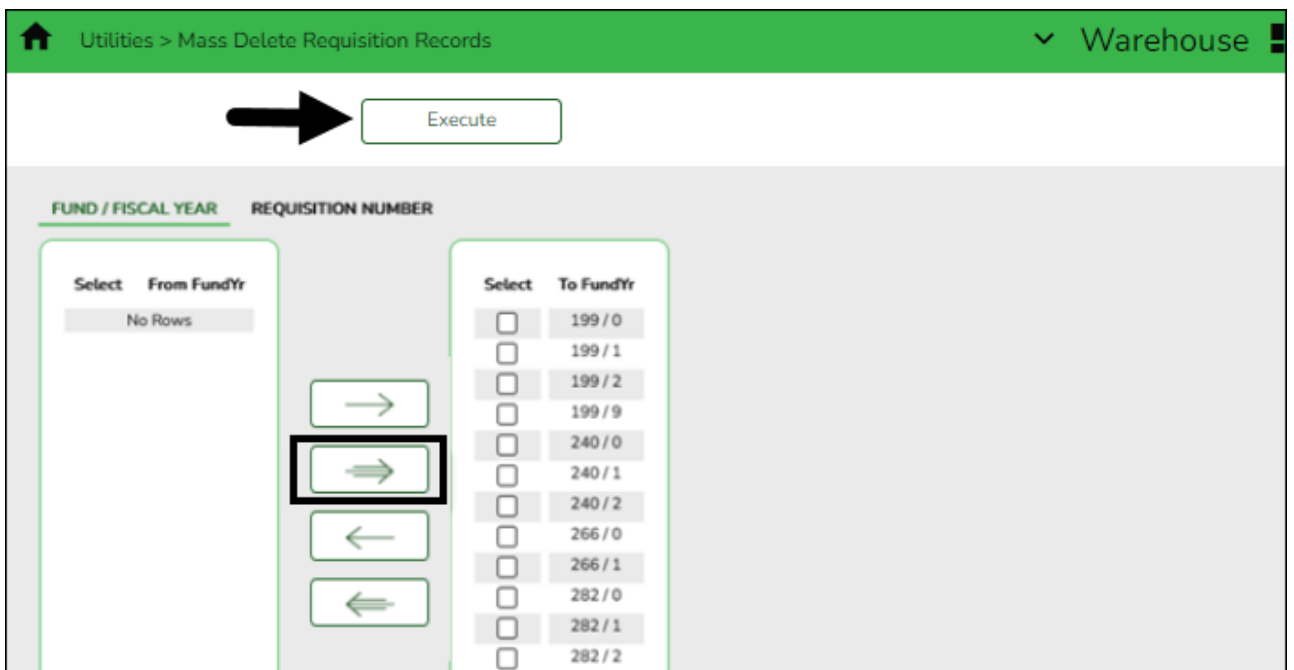
Click **Execute**. Print and save the report and click Process. Perform the requested backup.

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.



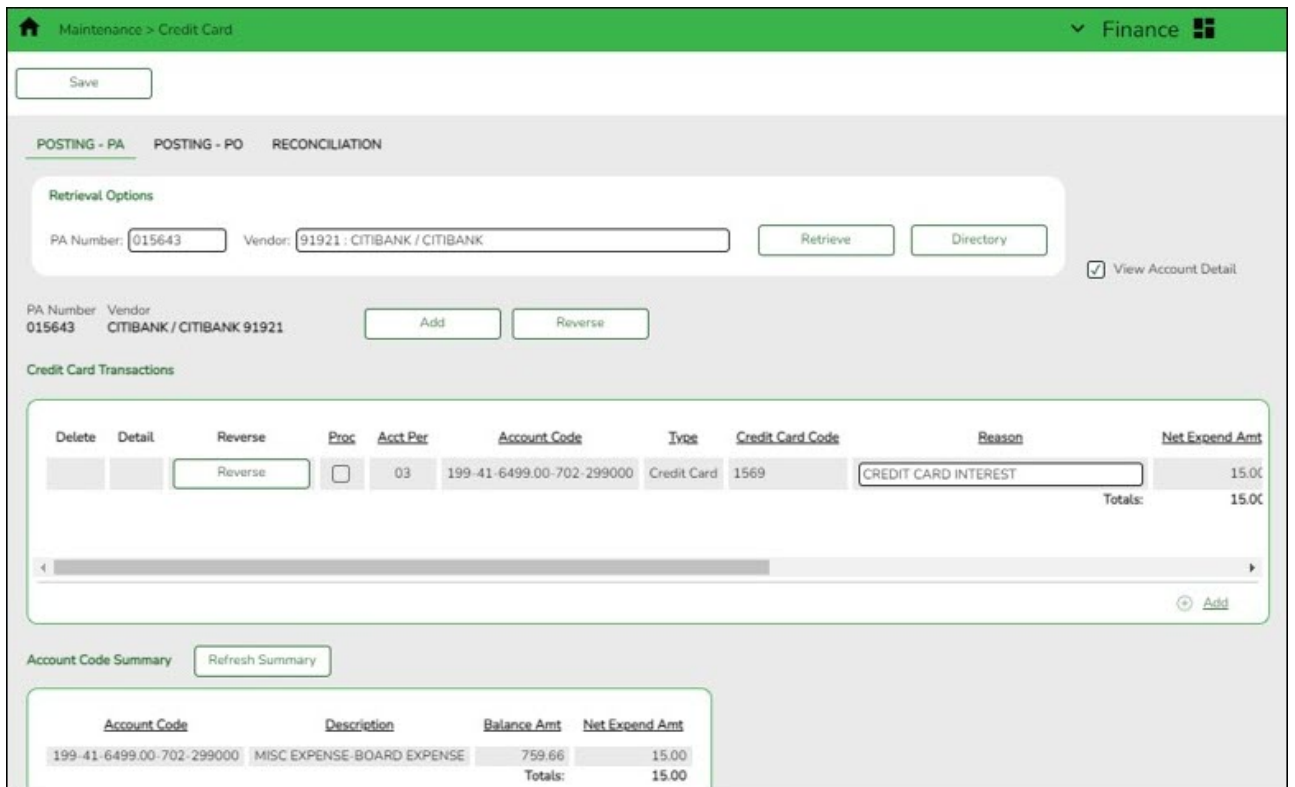
- Select and move over all funds (except for the funds that you are continuing).
- Click **Execute**. Print and save the report.
- Click **Process** to mass delete the selected records. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.

5. Reverse pending requisitions.

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.

The screenshot displays the 'Reconciliation' interface. At the top, there are navigation tabs for 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION'. Below these are 'Retrieval Options' with fields for 'Vendor' (91921: CITIBANK / CITIBANK), 'Credit Card Code', 'Acct Period' (All YTD + Current + Next), and 'Include Previous File ID'. There are 'Retrieve' and 'Print' buttons.

Two tables are shown: 'Credit Card Returns/Payments' and 'Credit Card Charges'. Both tables have columns for 'Recon', 'CC Code', 'Trans Date', 'Vendor Name', 'Amount', and 'Tr'. The 'Recon' column in both tables has checkboxes, some of which are checked. Below the tables are 'Select All' and 'Unselect All' buttons.

At the bottom, there are buttons for 'Save as Pending', 'Reconcile', and 'Comments'. A 'Credit Card Statement' summary shows: Previous Balance: 0.00, Cleared Returns: 5,097.60, Cleared Charges: -14,372.17, Cleared Check Payments: 12,854.36, and Statement Balance: 14,372.17. A 'Check Amount' field shows 9,274.57.

On the right, a 'System' summary shows: System Balance: -8,773.62, Outstanding Returns: -86.03, Outstanding Charges: 0.00, Outstanding Check Payments: -58,647.61, Statement Balance: 14,372.17, Miscellaneous Adjustment: 0.00, and Unreconciled Difference: -53,135.09.

□ 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	Amount	System	Amount
Previous Balance:	.00	System Balance:	+ -8,773.62
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

PA Nbr	Check Amount
015711	9,274.57

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"/>		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"/>		03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110.0
<input type="checkbox"/>	<input type="checkbox"/>	<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

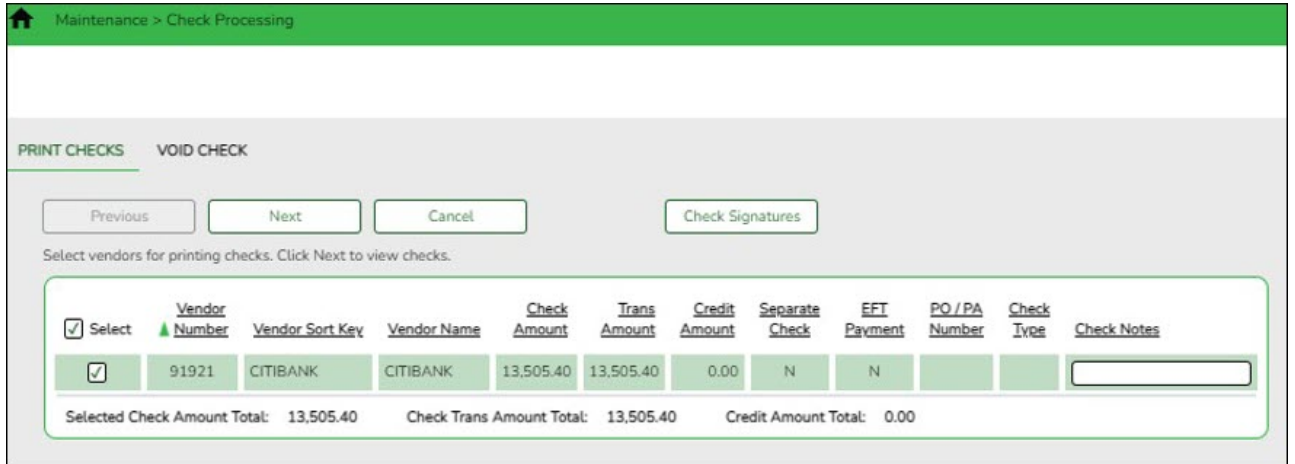
It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

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.