



ASCENDER - Warehouse End-of-Year Process

Table of Contents

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

ASCENDER - Warehouse End-of-Year Process

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				

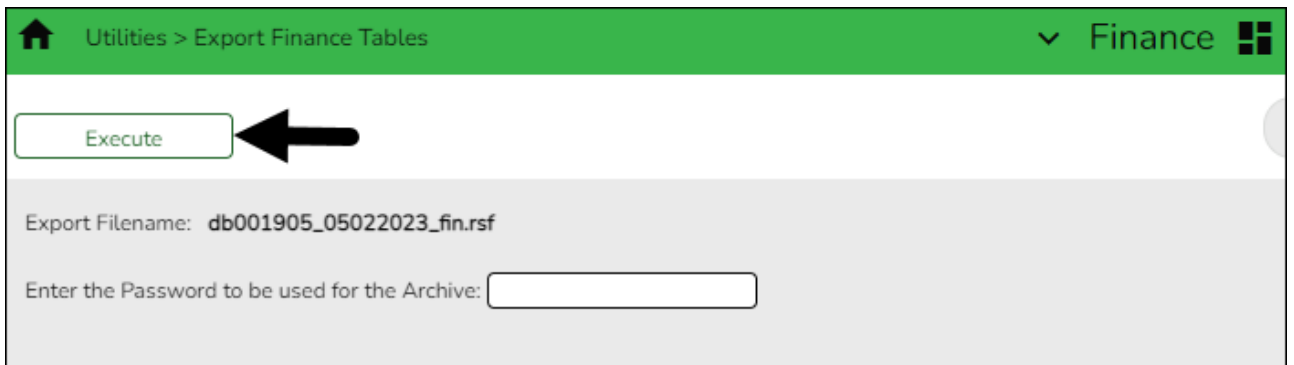
End of Report

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.

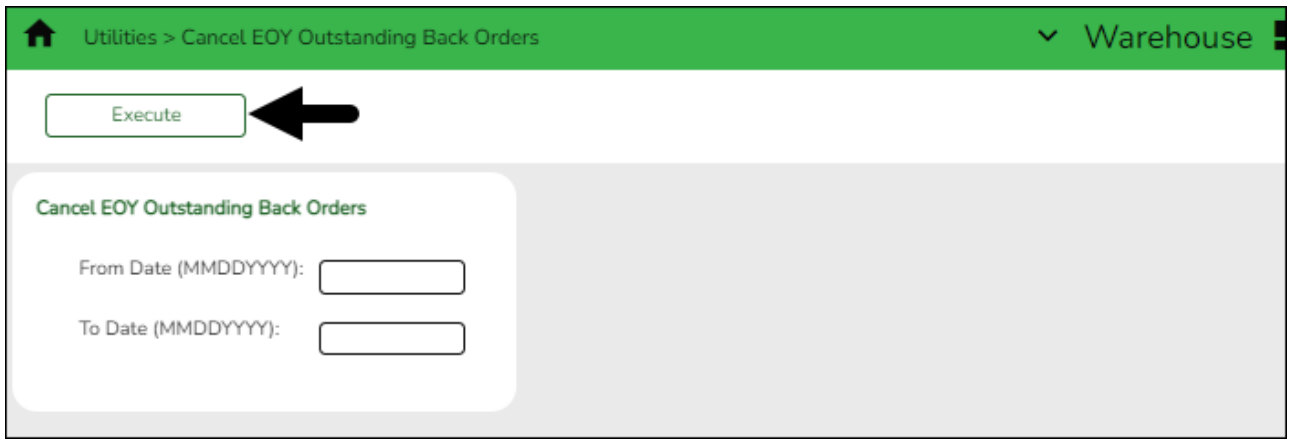
Click **Execute**.

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.



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.

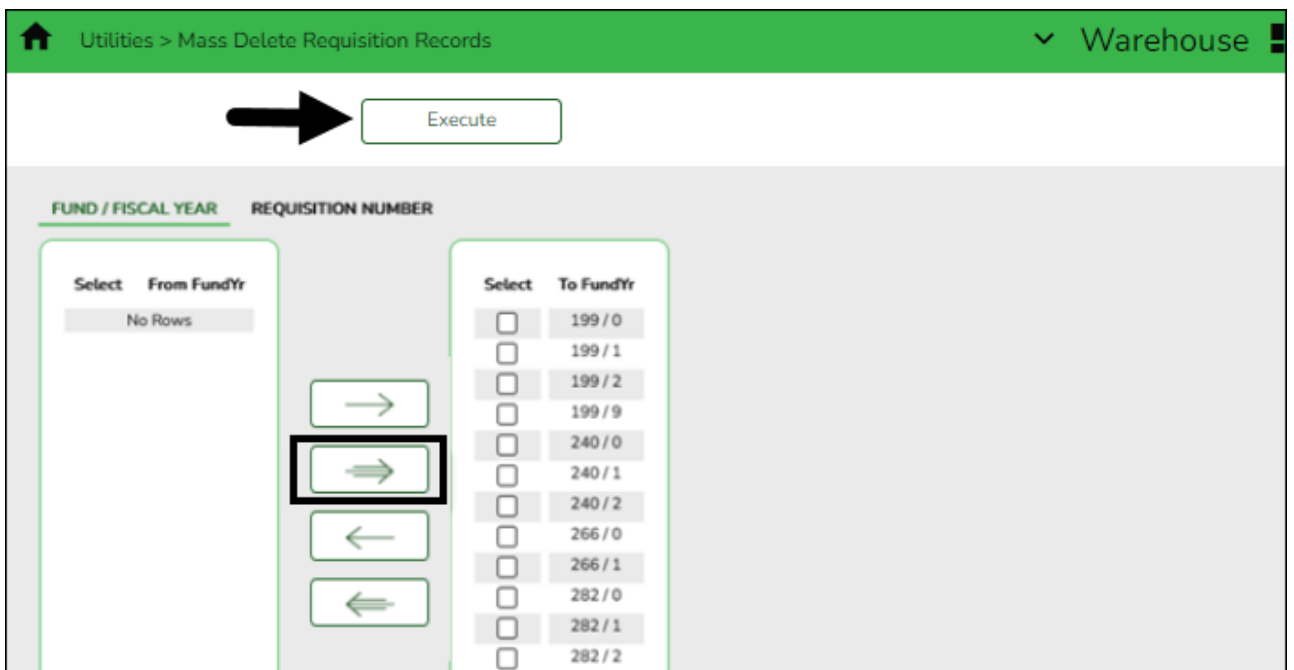
Click **Execute**. Print and save the report and click Process. Perform the requested backup.

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.](#)

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.

- 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:

The screenshot shows the 'Inventory Item' form in the 'Warehouse > Maintenance > Inventory Maintenance' section. The form includes a 'Save' button at the top left and a 'Delete' button below the 'Inventory Item' header. The form fields are as follows:

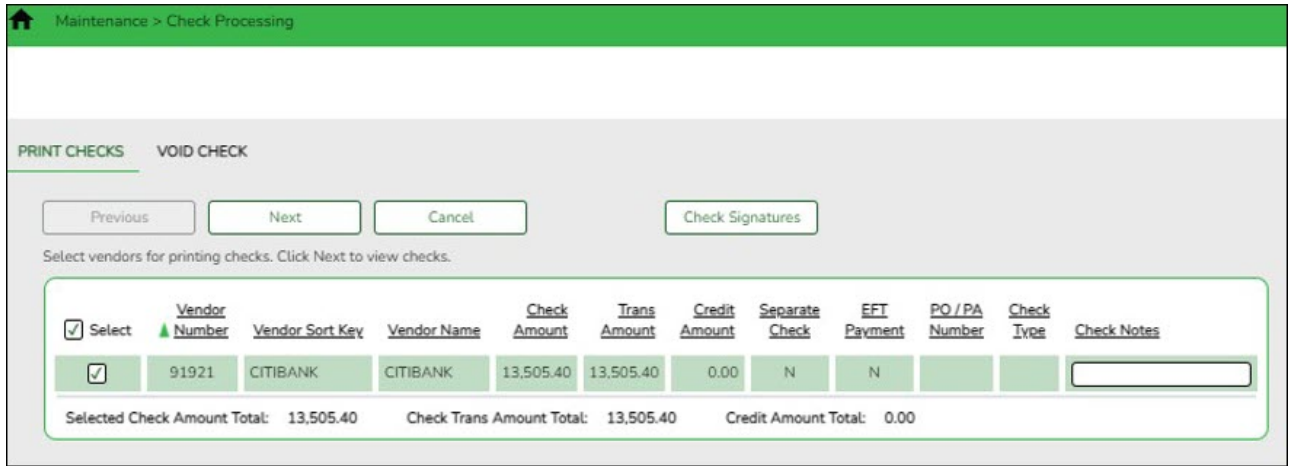
- Item Number: 000001
- Item Description: PAPER
- Long Description: PAPER
- Catalog Number: (empty)
- Reorder Level: 0
- Reorder Quantity: 0
- Quantity on Hand: 1,257
- Free Item:
- Unit Cost: 42.00
- Unit of Issue: CA - Case
- Used to Date: 1,033
- Last Requested: 08-12-2022
- Back Ordered: 0
- Last Restock: 06-14-2022
- Last Restock PO Nbr: 224399

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.