

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.

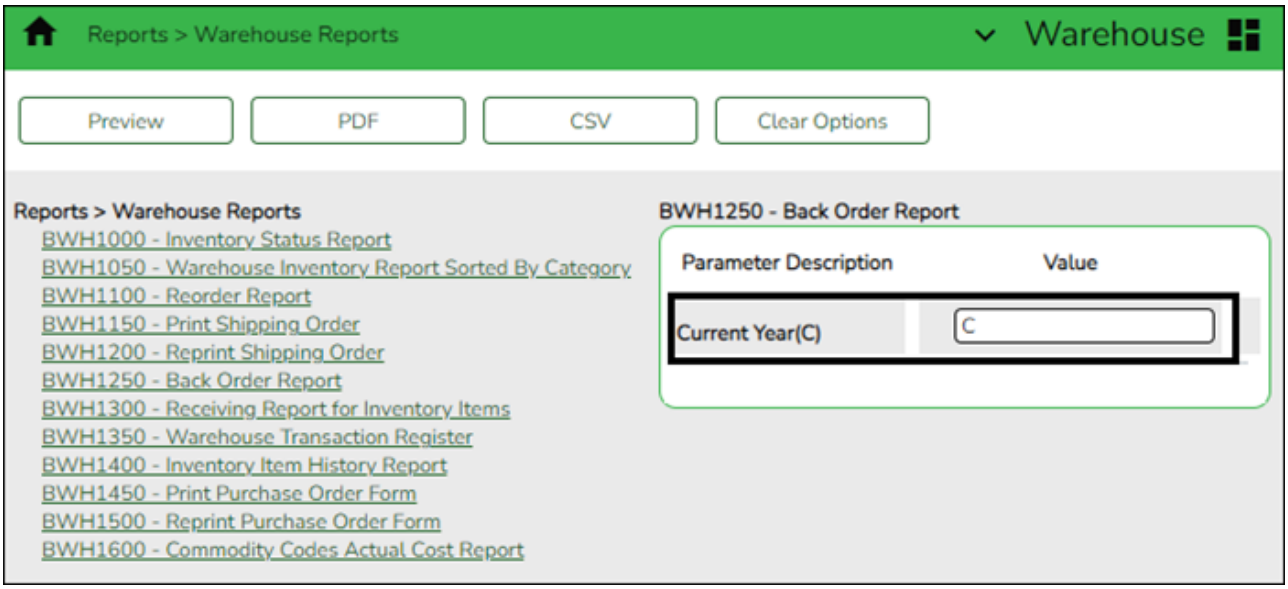
Warehouse End-of-Year Process

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.



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 floor finish untouchable low maintenacne 5gal pail	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
	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.

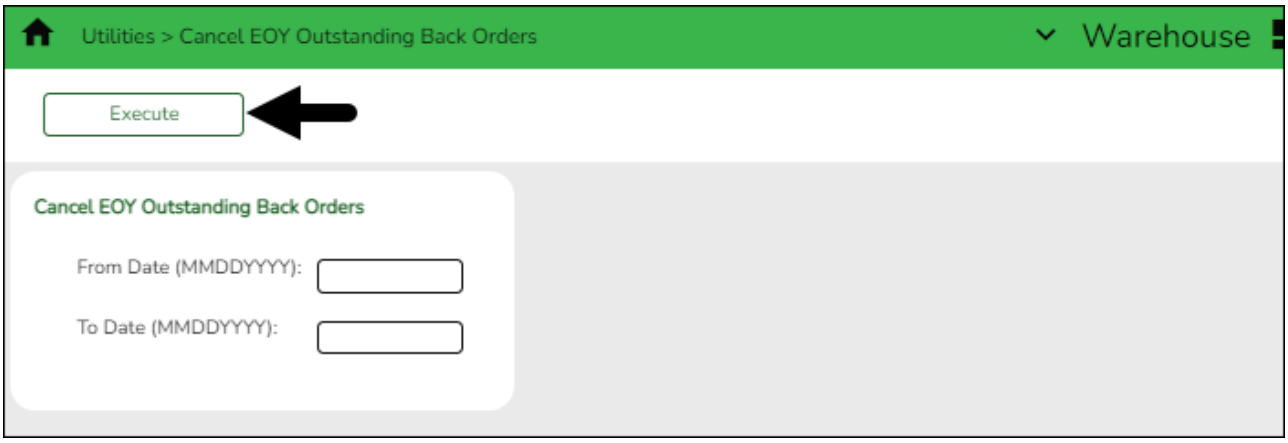
❑ Click **Execute**.

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.

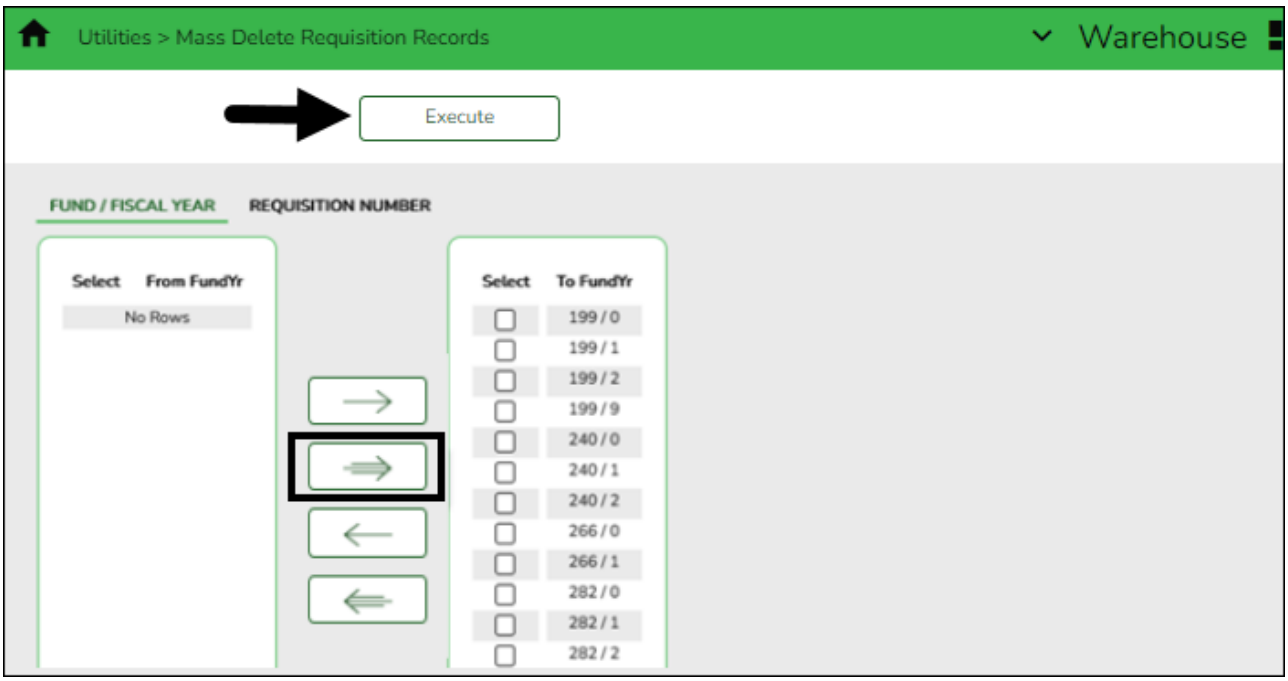
❑ Click **Execute**. Print and save the report and click Process. Perform the requested backup.

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.

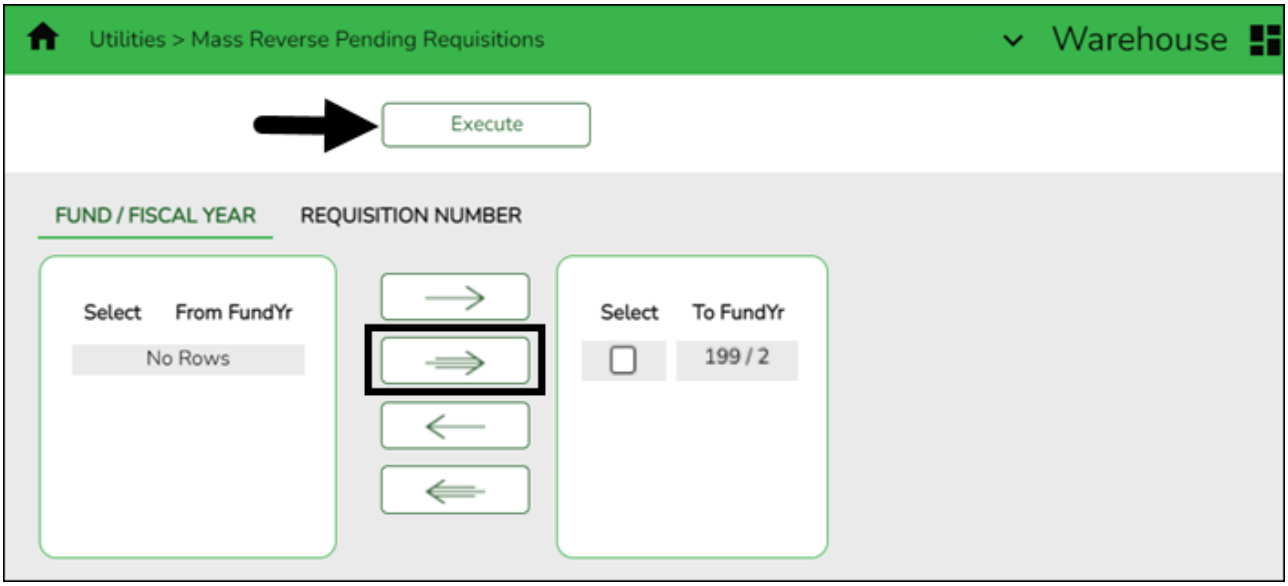
❑ Click **Process** to mass delete the selected records. You are prompted to create a backup (export). A message is displayed indicating that the process was successfully completed.

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

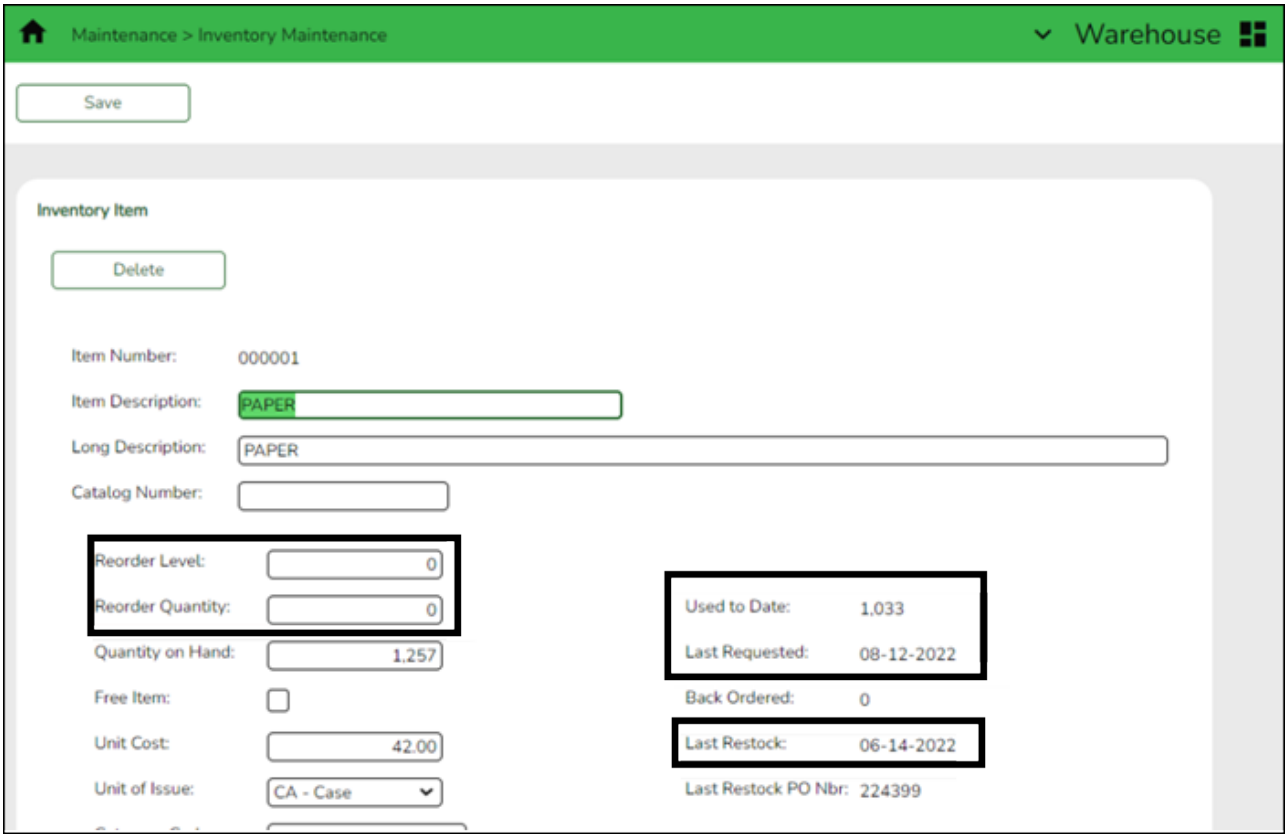
Reset all selected yearly inventory files for the selected warehouse ID.

❑ 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:

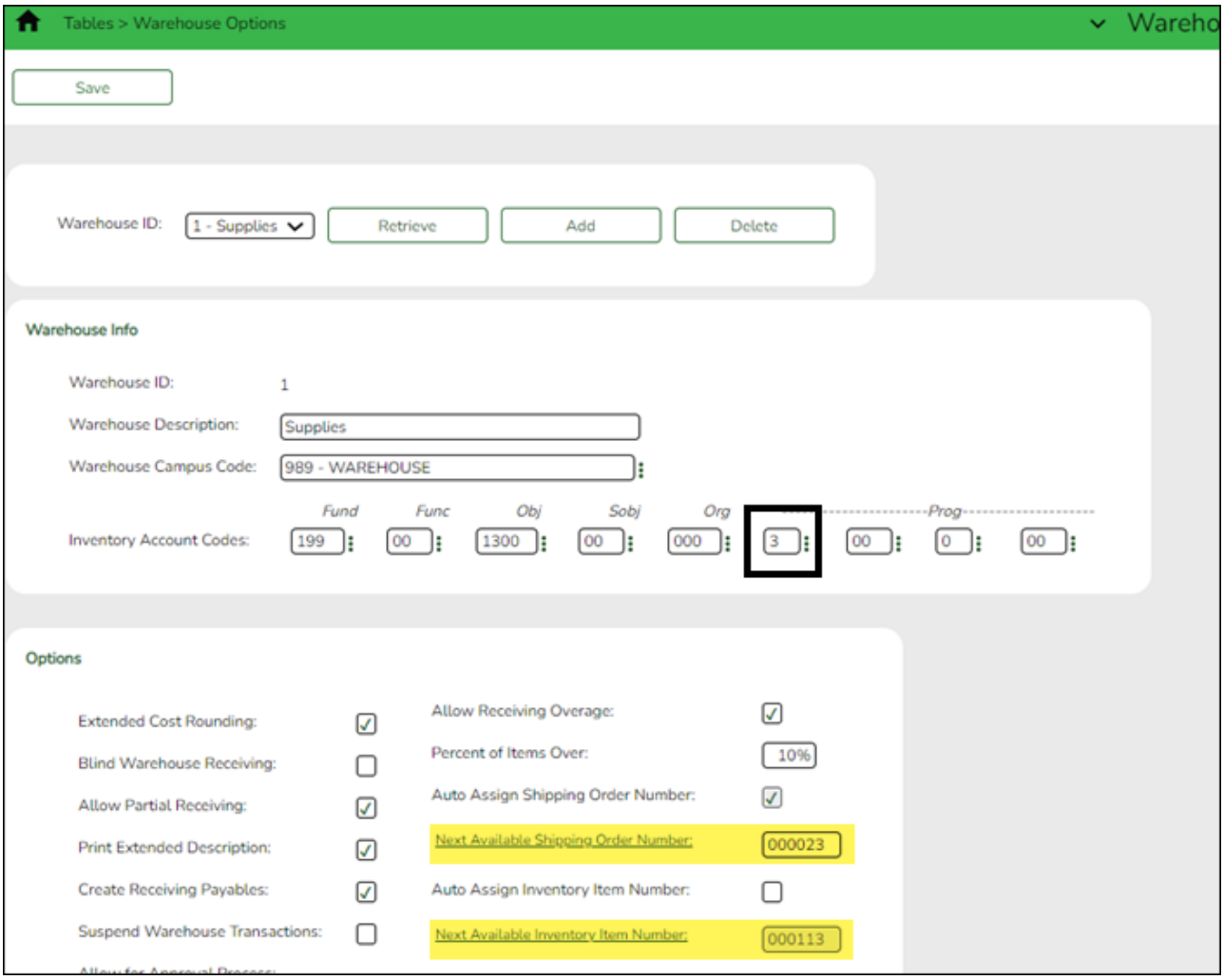


7. Update the fiscal year for Warehouse ID(s).

Update the fiscal year for Warehouse ID(s)

Warehouse > Tables > Warehouse Options

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



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.