



Roll Balances Supplement

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ASCENDER - Roll Balances Supplement

Created: 07/10/2020

Reviewed: 06/11/2024

Revised: 06/11/2024

The purpose of this document is to assist LEAs that did not close revenues and expenditures and did not carry forward balance sheet account balances to the new fiscal year. This information will assist in posting the opening balance sheet amounts to file ID C.

After your auditor has provided the audit entries for file ID 4 and the audit entries have been posted, you have the option of closing the funds from file ID 4 and transferring the resulting balance sheet amounts to the current file ID for fiscal year 5. At that time, your Bank Reconciliation System Cash will reflect all cash amounts in the current file ID.

Notes:

- If your auditor provides opening entries that you will enter in file ID C, **DO NOT** use this option.
- If you continued funds in the Finance EOY Process, **DO NOT** use this option. Continued funds are not included in this process.

This document assumes 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.

Roll Balances Supplement Process

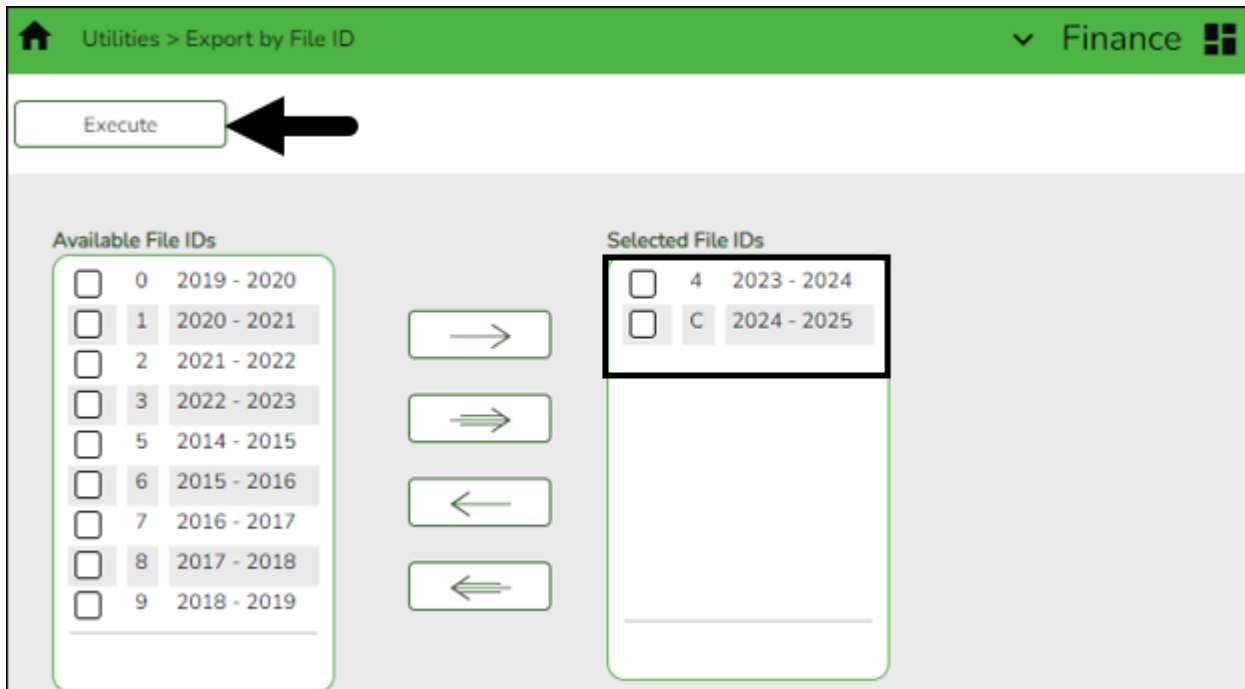
1. [Perform an export](#).

Perform an export

Log on to file ID 4.

[Finance](#) > [Utilities](#) > [Export by File ID](#)

Perform an export prior for file IDs 4 and C.



- Select file IDs 4 and C and move to the right side of the page.
- Click **Execute** to execute the process. A message is displayed indicating that you are about to export Finance tables.
- Click **Yes** to continue. Otherwise, click **No** to return to the Export by File ID page.
 - A pop-up window opens, in the **Enter the Password to be used for the Archive**, type a password for the file. You are prompted to enter a password for each export. Click **OK**.
 - A dialog box opens with a preset File name, **do not** rename the file. Save the file on your computer or network. A message is displayed indicating that the Finance tables were successfully exported.

2. [Correct out-of-balances.](#)

Correct out-of-balances

Log on to file ID 4.

[Finance > Utilities > Out of Balance Correction](#)

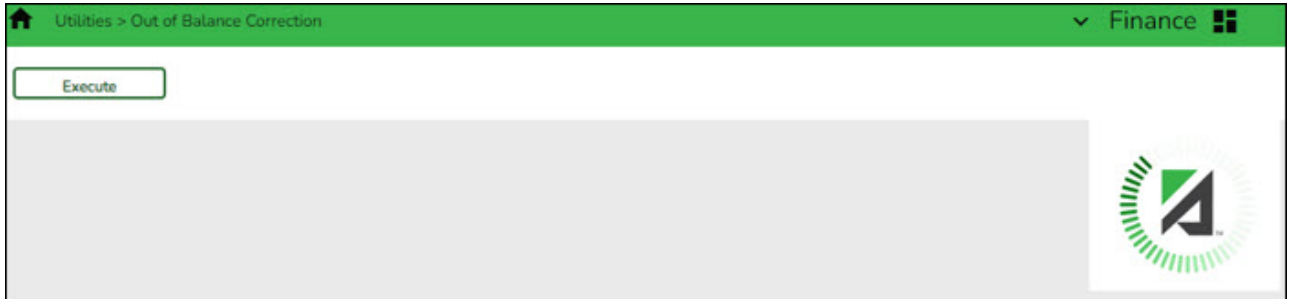
After the opening balances have been posted in file ID 4, correct any out-of-balance occurrences. If there are no out-of-balance occurrences, continue to the next step.

This utility is designed to locate out-of-balance accounts in the End-of-Month (EOM), current, and next accounting periods.

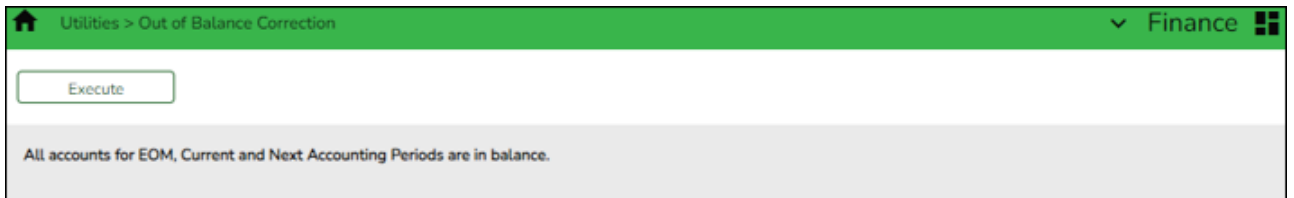
If out-of-balance accounts exist, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. These out-of-balance situations may have been inadvertently caused by the system (e.g., missed transactions in the End-of-Month (EOM)). After processing the utility, the totals are recalculated and corrected in the general ledger.

IMPORTANT: The utility will not correct a true out-of-balance entry where a Fund Total is displayed in the General Ledger; those still need to be submitted for correction.

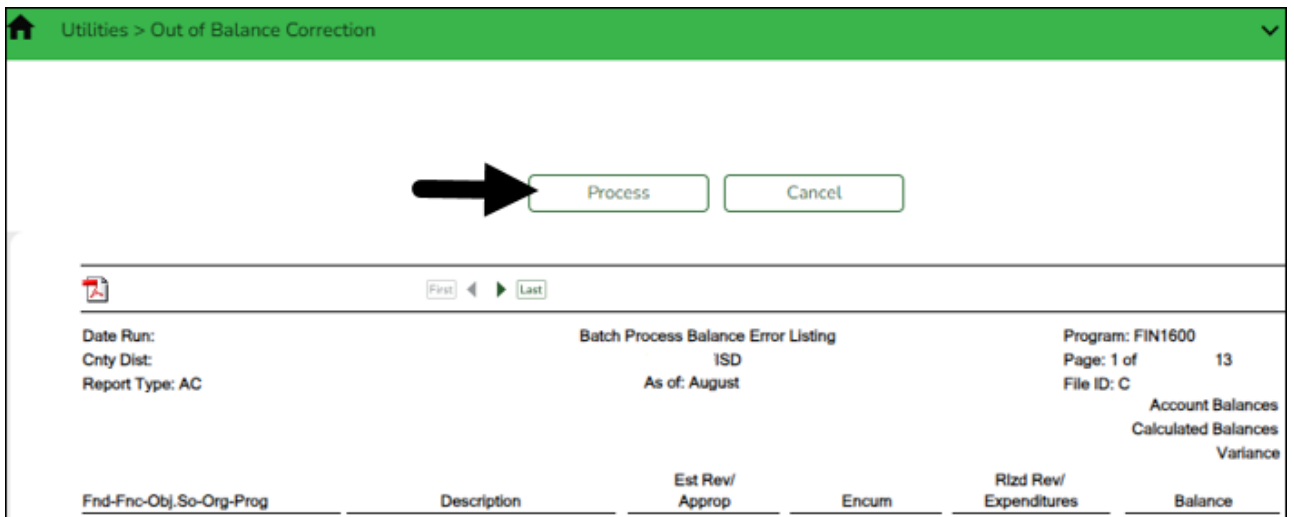
The ASCENDER processing logo is displayed upon accessing the page indicating that the program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.



If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance.



If any out-of-balance accounts exist for YC, AC, AA, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. [Review the report.](#)



- Click **Process** to recalculate the totals and correct out-of-balances in the general ledger.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the process was completed successfully.

3. [Carry forward end balance sheet account balances.](#)

Carry forward end balance sheet account balances

Log on to file ID 4.

[Finance > Utilities > Fiscal Year Processing > Create New Accounts by Fund](#)

Skip this step if you prefer to manually enter opening entries.

Carry forward the ending balance sheet account balances from file ID 4 to file ID C. This step will copy the accounts and balances to file ID C. If the account already exists, it will not recreate the account but instead will add the amount to the balance that exists in the account for file ID C. The balancing entry for each fund, if needed, will be to the account whose object is the actual fund balance object code from the Fund tab in the Account Code table in file ID C. If a budgetary fund balance amount is transferred, the amount may need to be moved.



IMPORTANT: Keep in mind that you need to be aware of the funds that were **Continued** in the current file ID (as part of the EOY Finance process). You cannot carry forward balances for **Continued** funds.

Utilities > Fiscal Year Processing > Create New Accounts by Fund
Finance

Execute

New File ID: C

Current Accounting Period: 09

Next Accounting Period: 09

JV Number:

Transaction Date:

Select From Fiscal Year

<input type="checkbox"/>	199 / 4
<input type="checkbox"/>	205 / 4
<input type="checkbox"/>	211 / 4
<input type="checkbox"/>	212 / 4
<input type="checkbox"/>	240 / 4
<input type="checkbox"/>	244 / 4
<input type="checkbox"/>	255 / 4
<input type="checkbox"/>	266 / 4
<input type="checkbox"/>	270 / 4
<input type="checkbox"/>	281 / 4
<input type="checkbox"/>	282 / 4
<input type="checkbox"/>	289 / 4
<input type="checkbox"/>	410 / 4
<input type="checkbox"/>	429 / 4
<input type="checkbox"/>	599 / 4
<input type="checkbox"/>	699 / 4
<input type="checkbox"/>	863 / 4
<input type="checkbox"/>	865 / 4

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Select	To Fiscal Year	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	Carry Forward Totals <input checked="" type="checkbox"/>
<input type="checkbox"/>	199 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	205 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	211 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	212 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	240 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	244 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	255 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	266 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	270 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	289 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	410 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	429 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	599 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	699 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	863 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	865 / 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select the appropriate accounting period.

In the **JV Number** field, type OPENBA.

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Roll Balances Supplement

- In the **Transaction Date** field, type the transaction date.
- Use the arrow buttons to move the applicable funds to the right side of the page. The fiscal year should increment by one.
- Click **Select Class**.
- In the **Select All** field, select the following:
 - Class 1 - 1XXX = Assets, including cash
 - Class 2 - 2XXX = Liabilities
 - Class 3 - 3XXX = Fund balances
 - Class 4 - 4XXX = Encumbrances
 - Carry Forward Totals
- Click **Execute**. After you click **Execute**, the Create New Accounts By Fund Error Report may be displayed. [Review the report](#) and make corrections as needed. Repeat this step or click **Continue**.
- Once you click **Continue**, a preview report is displayed. **It is recommended** that you print or save this report for your records.

The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below the button is a preview report titled 'Create New Accounts By Fund'. The report includes a table of account updates for Fund / Yr: 199 / 5 and a section for Fund / Yr: 205 / 5.

Fnd-Fnc-Obj.So-Org-Prog	Description	Balance
199-00-1110.00-000-500000	CASH AND TEMPORARY INVESTMENTS	-1,715,688.50
199-00-1111.00-000-500000	CASH IN BANKS	4,261,560.93
199-00-1114.00-000-500000	CASH & CASH EQUIVALENTS	10.00
199-00-1220.00-000-500000	PROPERTY TAXES - DELINQUENT	135,926.39
199-00-1230.00-000-500000	ALLOW FOR UNCOLLECTIBLE TAXES	-18,101.53
199-00-1241.00-000-500000	DUE FROM STATE	332,472.00
199-00-1241.01-000-500000	DUE FROM STATE	445,518.75
199-00-1262.00-000-500000	DUE FROM SPECIAL REVENUE FUND	63,842.64
199-00-1411.00-000-500000	WORKER'S COMP. LIABILITY	-6,274.29
199-00-2110.00-000-500000	ACCOUNTS PAYABLE	-7,200.45
199-00-2173.00-000-500000	DUE TO DEBT SERVICE	-32,797.16
199-00-2310.00-000-500000	DEFERRED REVENUE	-117,824.85
199-00-3550.00-000-500000	ASSIGNED FND BAL - CONSTRUCTION	-1,000,000.00
199-00-3600.00-000-500000	UNRESV. UNDESG FUND BALANCE	-3,561,812.38
199-00-3600.00-000-500000	Added To Make Debits and Credits Equal	1,220,368.45

- Click **Process** to process the report. A message is displayed indicating that the process was

successful.

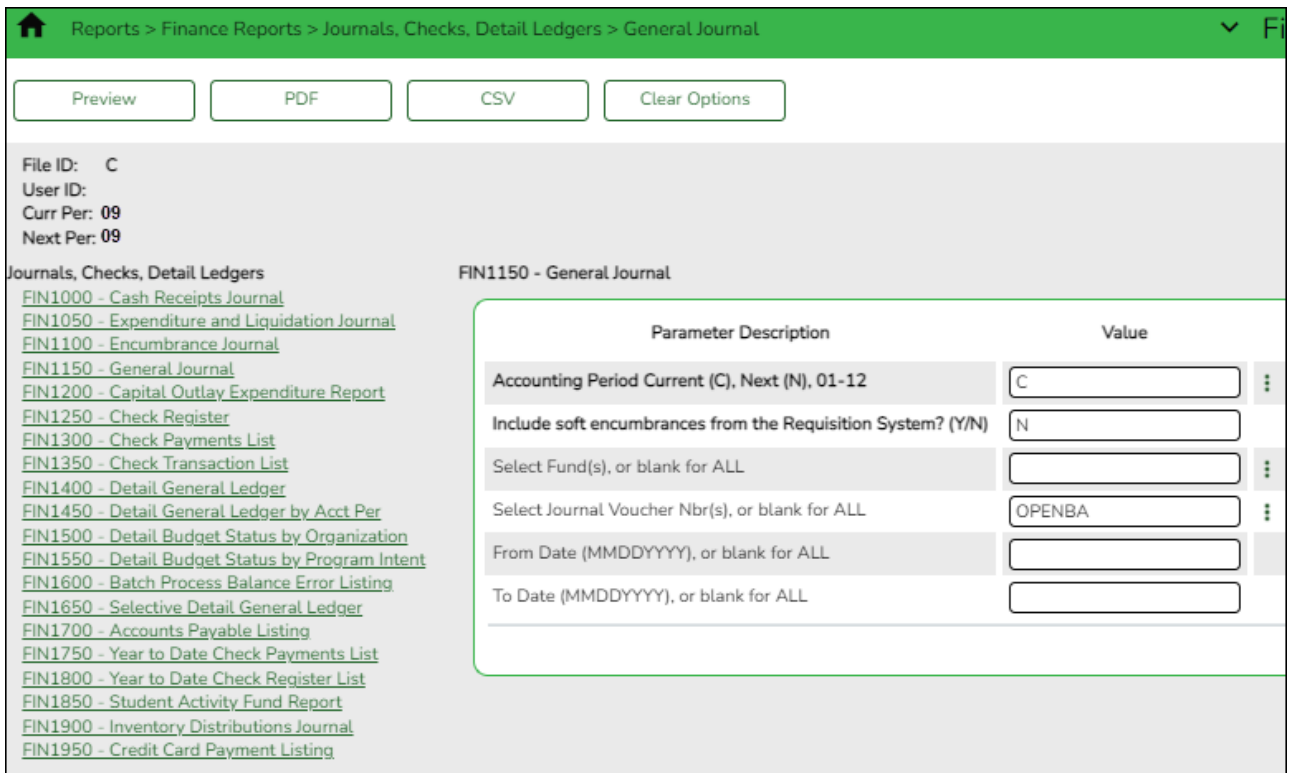
4. [Print and review Finance reports.](#)

Print and review Finance reports

Log on to file ID C.

[Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1150 - General Journal](#)

Generate this report with the JV number used in Step 3 to verify account balances. For example, this document used JV number OPENBA as seen in the following image.



[Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1400 - Detail General Ledger](#)

Generate this report to verify account balances.

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail General Ledger

Preview PDF CSV Clear Options

File ID: C
User ID:
Curr Per: 09
Next Per: 09

Journals, Checks, Detail Ledgers

- FIN1000 - Cash Receipts Journal
- FIN1050 - Expenditure and Liquidation Journal
- FIN1100 - Encumbrance Journal
- FIN1150 - General Journal
- FIN1200 - Capital Outlay Expenditure Report
- FIN1250 - Check Register
- FIN1300 - Check Payments List
- FIN1350 - Check Transaction List
- FIN1400 - Detail General Ledger
- FIN1450 - Detail General Ledger by Acct Per
- FIN1500 - Detail Budget Status by Organization
- FIN1550 - Detail Budget Status by Program Intent
- FIN1600 - Batch Process Balance Error Listing
- FIN1650 - Selective Detail General Ledger
- FIN1700 - Accounts Payable Listing
- FIN1750 - Year to Date Check Payments List
- FIN1800 - Year to Date Check Register List
- FIN1850 - Student Activity Fund Report
- FIN1900 - Inventory Distributions Journal
- FIN1950 - Credit Card Payment Listing

FIN1400 - Detail General Ledger

Parameter Description	Value
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C
Accounting Period Current (C), All (A)	C
Print Vendor Name (N), Reason (R)	N
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	N
Use Check date (C) or Transaction date (T) for check transactions	C
Select Fund(s), or blank for ALL	

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1600 - Batch Process Balance Error Listing

Generate this report to verify that there are no funds out of balance. The report should be blank.

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Batch Process Balance Error Listing

Preview PDF CSV Clear Options

File ID: C
User ID:
Curr Per: 09
Next Per: 09

Journals, Checks, Detail Ledgers

- FIN1000 - Cash Receipts Journal
- FIN1050 - Expenditure and Liquidation Journal
- FIN1100 - Encumbrance Journal
- FIN1150 - General Journal
- FIN1200 - Capital Outlay Expenditure Report
- FIN1250 - Check Register
- FIN1300 - Check Payments List
- FIN1350 - Check Transaction List
- FIN1400 - Detail General Ledger
- FIN1450 - Detail General Ledger by Acct Per
- FIN1500 - Detail Budget Status by Organization
- FIN1550 - Detail Budget Status by Program Intent
- FIN1600 - Batch Process Balance Error Listing
- FIN1650 - Selective Detail General Ledger
- FIN1700 - Accounts Payable Listing
- FIN1750 - Year to Date Check Payments List
- FIN1800 - Year to Date Check Register List
- FIN1850 - Student Activity Fund Report
- FIN1900 - Inventory Distributions Journal
- FIN1950 - Credit Card Payment Listing

FIN1600 - Batch Process Balance Error Listing

Parameter Description	Value
Use Current (C), Year-To-Date (Y), Year-To-Date, Current, Next (A)	C
Accounting Period Current (C), All (A)	C
Select Fund(s), or blank for ALL	

5. Correct out-of-balances.

Correct out-of-balances

Log on to file ID C.

Finance > Utilities > Out of Balance Correction

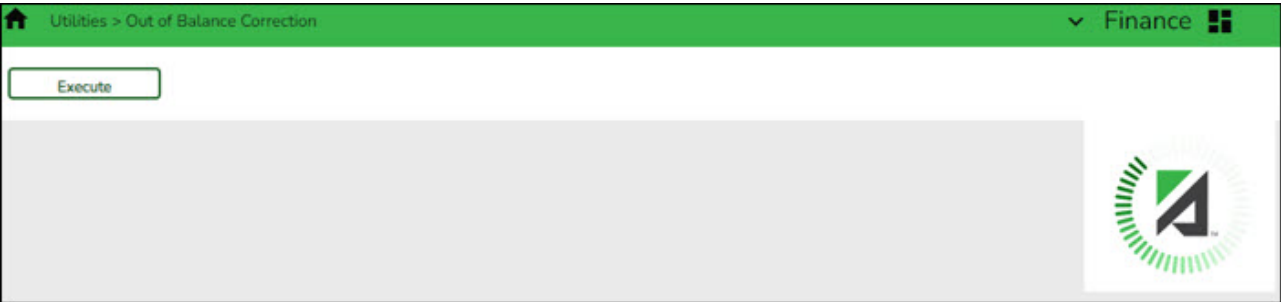
After the opening balances have been posted in file ID C, correct any out-of-balance occurrences.

This utility is designed to locate out-of-balance accounts in the End-of-Month (EOM), current, and next accounting periods.

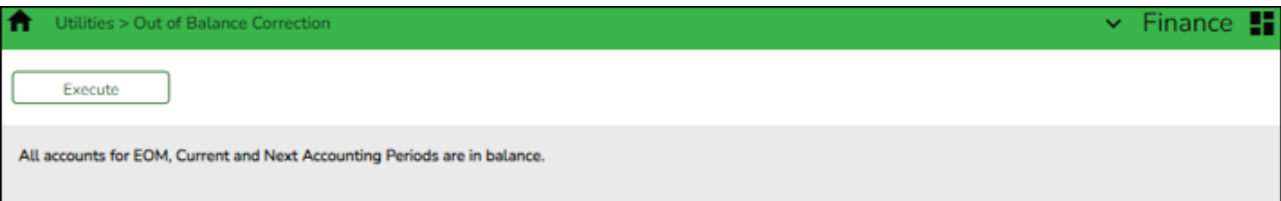
If out-of-balance accounts exist, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. These out-of-balance situations may have been inadvertently caused by the system (e.g., missed transactions in the End-of-Month (EOM)). After processing the utility, the totals are recalculated and corrected in the general ledger.

IMPORTANT: The utility will not correct a true out-of-balance entry where a Fund Total is displayed in the General Ledger; those still need to be submitted for correction.

The ASCENDER processing logo is displayed upon accessing the page indicating that the program is searching for any out-of-balance accounts in the EOM, current, and next accounting periods.





If all accounts are in balance, the following message is displayed: All accounts for EOM, Current and Next Accounting Periods are in balance.



If any out-of-balance accounts exist for YC, AC, AA, the [FIN1600 - Batch Process Balance Error Listing Report](#) is displayed with a list of the accounts. [Review the report.](#)

Utilities > Out of Balance Correction





Date Run: Batch Process Balance Error Listing Program: FIN1600
 Cnty Dist: ISD Page: 1 of 13
 Report Type: AC As of: August File ID: C

Account Balances
Calculated Balances
Variance

Fnd-Fnc-Obj,So-Org-Prog	Description	Est Rev/ Approp	Encum	Rlzd Rev/ Expenditures	Balance
-------------------------	-------------	--------------------	-------	---------------------------	---------

- Click **Process** to recalculate the totals and correct out-of-balances in the general ledger.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the process was completed successfully.



TIP: In the current file ID, run the [Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry](#) and verify that the correct fund balance amount is posted as an opening entry. These fund balance amounts should match your LEA's Audit Report. Adjusting entries may need to be posted to balance these accounts.

Note: If you did not post auditor entries in file ID 4 before you rolled balances forward to file ID C, post auditor entries for FY4 in file ID 4 (for Mid-Yr PEIMS) and auditor adjusting entries for balance sheet accounts in file ID C.