



## **Add fund balance data**



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This tab is used to enter prior year ending fund balances (3XXX) as reflected on schedule C-1 of the audit. The purpose of these entries is to collect actual audited financial data for the prior school year as it is reported in the PEIMS Mid-Year Submission.

This data is included in the PriorYearActualExt Entity and represents the sum of the financial transactions to date relating to a specific account.



If the fund balance reported on the Annual Financial & Compliance Report (AFR) is a positive amount, it should be entered as a negative amount in ASCENDER.

The screenshot shows the 'Fund Balances' section of the software. At the top, there is a 'Year' field containing '2025', a 'Retrieve' button, and a 'Save' button. Below this is a navigation bar with tabs for 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', and 'FUND BALANCES'. The 'FUND BALANCES' tab is active. Underneath, there is a table titled 'Prior Year Fund Balances' with columns: Delete, Fund, Func, Object, Org, FY, Pgm, and Amount. The table contains four rows of data, all with negative amounts. An 'Add' button is located at the bottom right of the table. To the right of the table is a large orange callout box with the text 'Fund balances must match the audit report.'

Delete	Fund	Func	Object	Org	FY	Pgm	Amount
	446	00	3490	000	4	00	-3,834,682
	288	00	3490	000	4	00	-22,116
	199	00	3510	000	4	00	-3,455,000
	199	00	3600	000	4	00	-1,179,016

**Year** Verify that the correct year is displayed. If not, type the correct four-digit year for which you want to add or retrieve data and click **Retrieve**.

**TIP:** Keep in mind that you are reporting prior year actual amounts. This means the year you enter should be one year ahead of the fiscal year associated with the fund entries. For example, if reporting on the 2024-2025 year, use data from the 2023-2024 year, entering 2025 in the **Year** field and 4 in the **FY** field for the fund entries.