



ASCENDER - Warehouse End-of-Year Process

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Created: 05/04/2023

Reviewed: 05/04/2023

Revised: 05/04/2023

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 'Reports > Warehouse Reports' section of the ASCENDER system. At the top, there is a green header bar with a home icon, the breadcrumb 'Reports > Warehouse Reports', and a 'Warehouse' dropdown menu with a hamburger icon. Below the header, there are four buttons: 'Preview', 'PDF', 'CSV', and 'Clear Options'. The main content area is divided into two panels. The left panel, titled 'Reports > Warehouse Reports', contains a list of report links: [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](#) (highlighted), [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](#), and [BWH1600 - Commodity Codes Actual Cost Report](#). The right panel, titled 'BWH1250 - Back Order Report', contains a table with two columns: 'Parameter Description' and 'Value'. The first row shows 'Current Year(C)' in the 'Parameter Description' column and 'C' in the 'Value' column, which is highlighted with a black border.

Parameter Description	Value
Current Year(C)	C

Date Run:		Items On Back Order					Program: BWH1250	
Cntry Dist:							Page: 1 of 1	
							Warehouse ID: 	
Item Number	Description	Req Nbr	Req Item	Quantity	Date	Organization	Shipping Description	
001021	BATTERIES, AA	026345	001	36	05-18-2022	001 - SHEPHERD HIGH SCHOOL	Shepherd High	
	AA ALKALINE BATTERIES, 36/PACK (MN15P36) fastenal							
001178	xl gloves vinyl	024103	002	5	01-04-2022	750 - BUSINESS OFFICE	Business Office	
	xl gloves vinyl							
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.

🏠 Utilities > Export Finance Tables
▼ Finance ☰

Execute

←

Export Filename: db001905_05022023_fin.rsrf

Enter the Password to be used for the Archive:

☐ 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.

Utilities > Cancel EOY Outstanding Back Orders Warehouse

Execute

Cancel EOY Outstanding Back Orders

From Date (MMDDYYYY):

To Date (MMDDYYYY):

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.

Utilities > Mass Delete Requisition Records Warehouse

Execute

FUND / FISCAL YEAR	REQUISITION NUMBER
Select From FundYr	Select To FundYr
No Rows	<input type="checkbox"/> 199 / 0 <input type="checkbox"/> 199 / 1 <input type="checkbox"/> 199 / 2 <input type="checkbox"/> 199 / 9 <input type="checkbox"/> 240 / 0 <input type="checkbox"/> 240 / 1 <input type="checkbox"/> 240 / 2 <input type="checkbox"/> 266 / 0 <input type="checkbox"/> 266 / 1 <input type="checkbox"/> 282 / 0 <input type="checkbox"/> 282 / 1 <input type="checkbox"/> 282 / 2

- ☐ 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.

Tables > Warehouse Options Warehouse

Save

Warehouse ID: 1 - Supplies Retrieve Add Delete

Warehouse Info

Warehouse ID: 1

Warehouse Description:

Warehouse Campus Code:

Inventory Account Codes:

Fund	Func	Obj	Sobj	Org	Prog
<input type="text" value="199"/>	<input type="text" value="00"/>	<input type="text" value="1300"/>	<input type="text" value="00"/>	<input type="text" value="000"/>	<input type="text" value="3"/>

Options

Extended Cost Rounding: <input checked="" type="checkbox"/>	Allow Receiving Overage: <input checked="" type="checkbox"/>
Blind Warehouse Receiving: <input type="checkbox"/>	Percent of Items Over: <input type="text" value="10%"/>
Allow Partial Receiving: <input checked="" type="checkbox"/>	Auto Assign Shipping Order Number: <input checked="" type="checkbox"/>
Print Extended Description: <input checked="" type="checkbox"/>	Next Available Shipping Order Number: <input type="text" value="000023"/>
Create Receiving Payables: <input checked="" type="checkbox"/>	Auto Assign Inventory Item Number: <input type="checkbox"/>
Suspend Warehouse Transactions: <input type="checkbox"/>	Next Available Inventory Item Number: <input type="text" value="000113"/>



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.



Back Cover