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ASCENDER - Warehouse End-of-Year Process

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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.

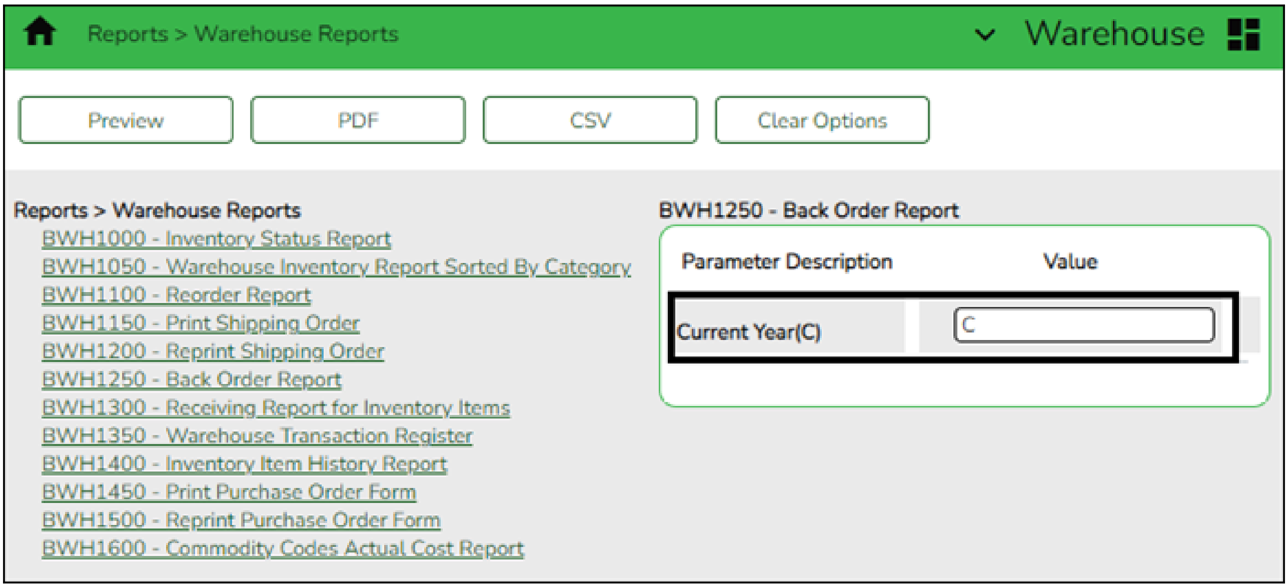
Warehouse End-of-Year Process

1. Generate the BWH1250 - Back Order Report.

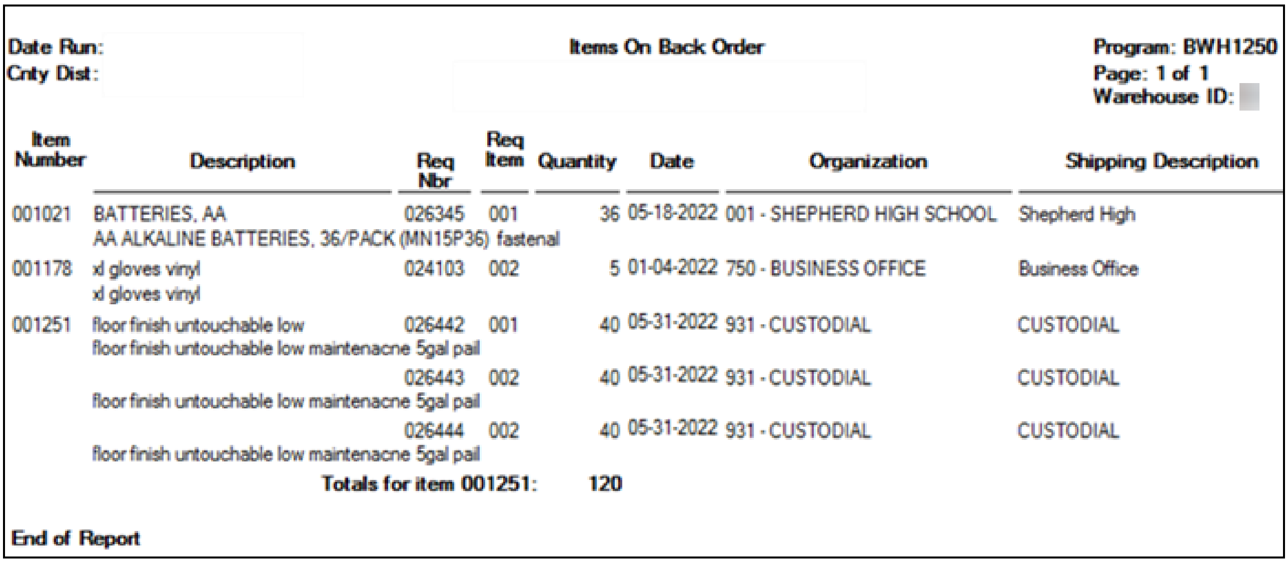
Generate the BWH1250 - Back Order Report

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:                                 Items On Back Order                                  Program: BWH1250
Cnty Dist:                                                                                      Page: 1 of 1
                                                                                                Warehouse ID: [redacted]
 Item                                            Req
Number          Description              Req    Item  Quantity   Date         Organization          Shipping Description
                                          Nbr
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
```

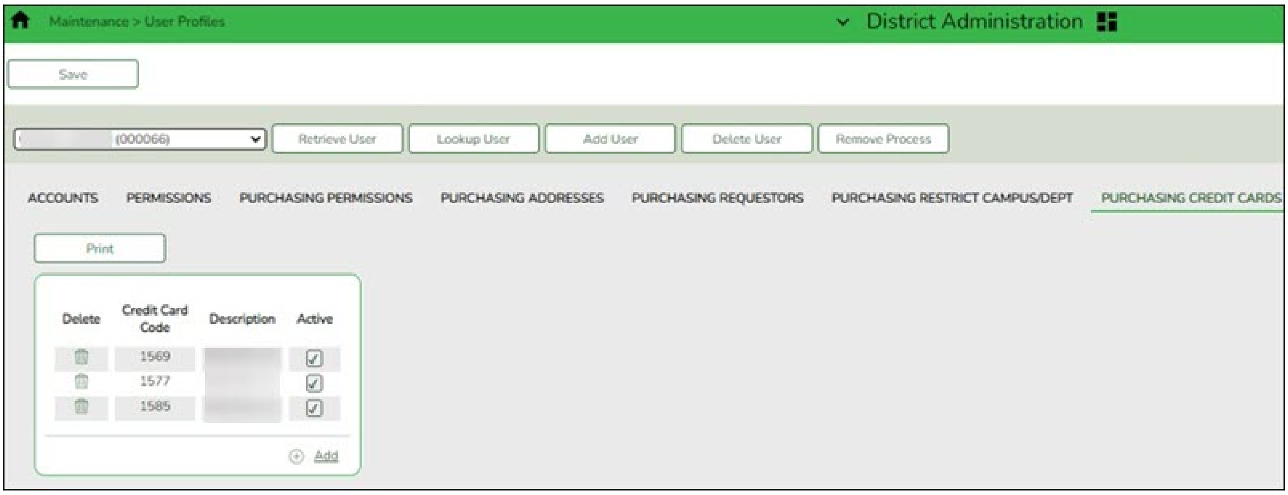
2. Create a Finance backup.

(Optional) Assign credit card codes to users

District Administration > Maintenance > User Profiles > Purchasing Credit

Assign specific credit card codes to individual requisition users. If users will not be selecting a credit card code when creating and submitting a requisition, then credit card codes do not need to be assigned to users. The business office can select a credit card code on the PO at the time the payable transaction is entered in Finance.

If a specific credit card code is assigned to a user, the user can select from their assigned list of active credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the Purchasing > Maintenance > Create/Modify Requisition and Create/Modify Contract Requisition pages in Purchasing.


Maintenance > User Profiles
District Administration
Save
[redacted] (000066)
Retrieve User
Lookup User
Add User
Delete User
Remove Process
ACCOUNTS
PERMISSIONS
PURCHASING PERMISSIONS
PURCHASING ADDRESSES
PURCHASING REQUESTORS
PURCHASING RESTRICT CAMPUS/DEPT
PURCHASING CREDIT CARDS
Print
Add

Delete	Credit Card Code	Description	Active
🗑	1569	[redacted]	☑
🗑	1577		☑
🗑	1585		☑

❑ Click **+Add** to add a row. The Credit Card Directory is displayed.

- Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the Finance > Tables > Credit Card Codes tab are displayed.
- Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
- Click **OK** to continue and return to the Purchasing Credit Cards tab.

  - Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	Description
Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

❏ Click **Save**.

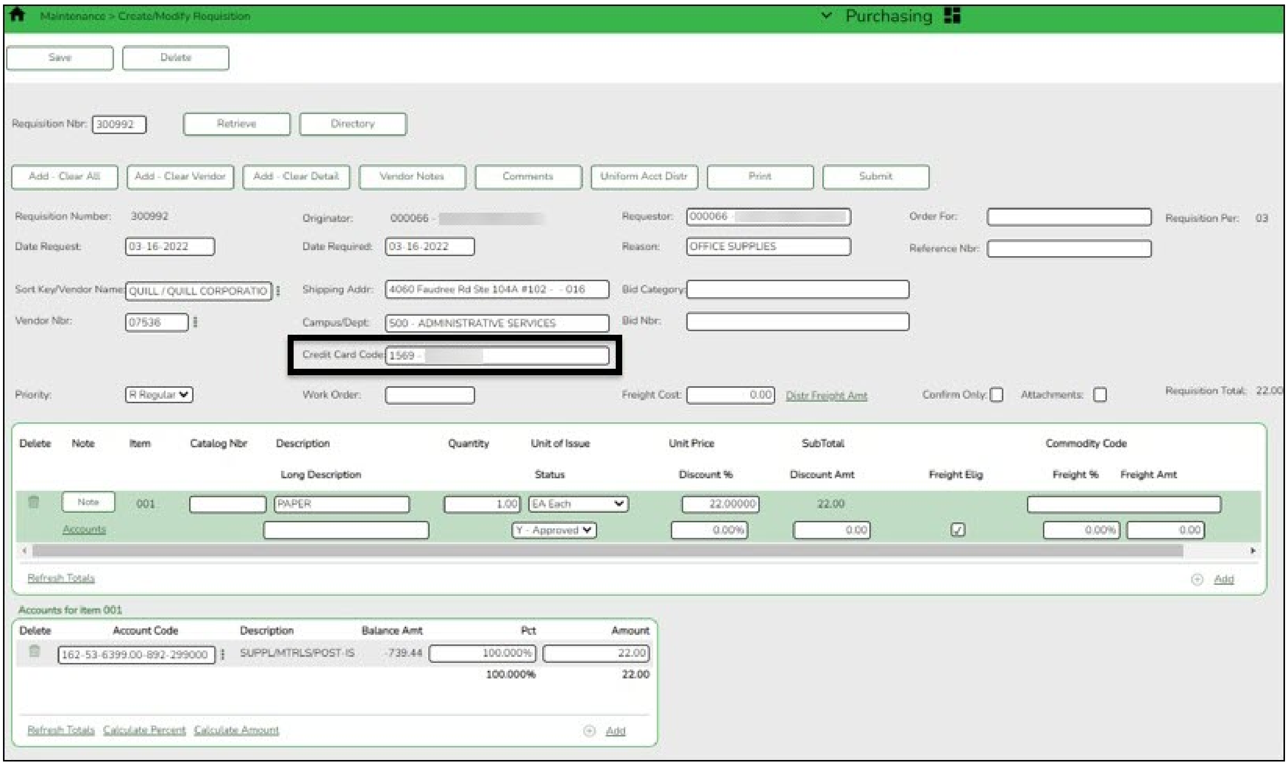
3. Cancel EOY outstanding back orders.

Create credit card transactions

After the above steps are completed, you can use one of the following three methods to create credit card transactions.

1. **Create a requisition in Purchasing**

Purchasing > Maintenance > Create/Modify Requisition


Maintenance > Create/Modify Requisition
Purchasing
Save
Delete
Retrieve
Directory
Add - Clear All
Add - Clear Vendor
Add - Clear Detail
Vendor Notes
Comments
Uniform Acct Distr
Print
Submit
Note
Accounts
Distr Freight Amt
Refresh Totals
Add
Calculate Percent
Calculate Amount

Requisition Nbr: 300992

Requisition Number: 300992
Originator: 000066 - [redacted]
Requestor: 000066 - [redacted]
Order For:
Requisition Per: 03
Date Request: 03-16-2022
Date Required: 03-16-2022
Reason: OFFICE SUPPLIES
Reference Nbr:
Sort Key/Vendor Name: QUILL / QUILL CORPORATIO
Shipping Addr: 4060 Faudree Rd Ste 104A #102 - - 016
Bid Category:
Vendor Nbr: 07536
Campus/Dept: 500 - ADMINISTRATIVE SERVICES
Bid Nbr:
Credit Card Code: 1569 - [redacted]
Priority: R Regular
Work Order:
Freight Cost: 0.00
Confirm Only: ☐
Attachments: ☐
Requisition Total: 22.00

Delete	Note	Item	Catalog Nbr	Description Long Description	Quantity	Unit of Issue Status	Unit Price Discount %	SubTotal Discount Amt	Freight Elig	Commodity Code Freight %	Freight Amt
	Note	001		PAPER	1.00	EA Each Y - Approved	22.00000 0.00%	22.00 0.00	☑	 0.00%	0.00

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	162-53-6399.00-892-299000	SUPPL/MTRLS/POST-IS	-739.44	100.000%	22.00
				100.000%	22.00

❏ Create a requisition.

  - In the **Credit Card Code** field, press the SPACEBAR to view a list of credit card codes tied to your user profile. Select the appropriate credit card code.

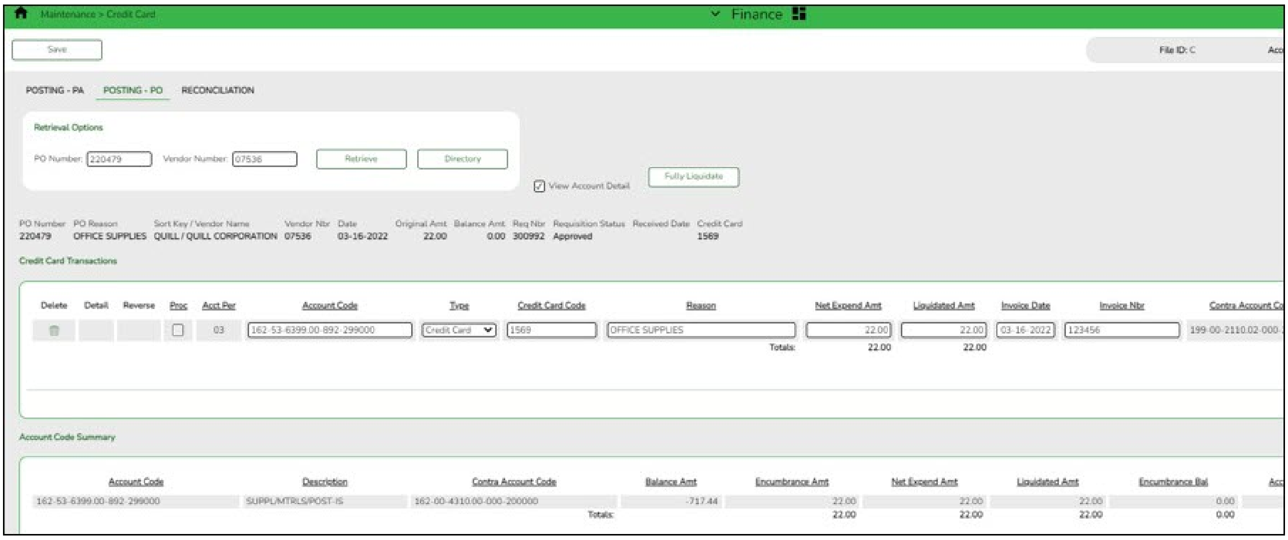
Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

Soft encumbrance:

162-53-6399-00-892-299000	Debit	
162-00-4310-01-000-200000		Credit

Post the payable transaction:

Finance > Maintenance > Credit Card > Posting - PO Tab


Maintenance > Credit Card
Finance
Save
File ID: C
Acc
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieval Options
Retrieve
Directory
Fully Liquidate
Credit Card Transactions
Account Code Summary

PO Number: 220479 Vendor Number: 07536

☑ View Account Detail

PO Number	PO Reason	Sort Key / Vendor Name	Vendor Nbr	Date	Original Amt	Balance Amt	Req Nbr	Requisition Status	Received Date	Credit Card
220479	OFFICE SUPPLIES	QUILL / QUILL CORPORATION	07536	03-16-2022	22.00	0.00	300992	Approved		1569

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Co
			☐	03	162-53-6399.00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110.02-000-
								Totals:	22.00	22.00			

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Acc
162-53-6399.00-892-299000	SUPPL/MTRLS/POST-IS	162-00-4310.00-000-200000	-717.44	22.00	22.00	22.00	0.00	
		Totals:		22.00	22.00	22.00	0.00	

❑ After the requisition is approved, retrieve the PO to post or create the payable transaction (credit card transaction).

- ○ The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6399-00-892-299000		Credit

Expenditure:

162-53-6399-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit

199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

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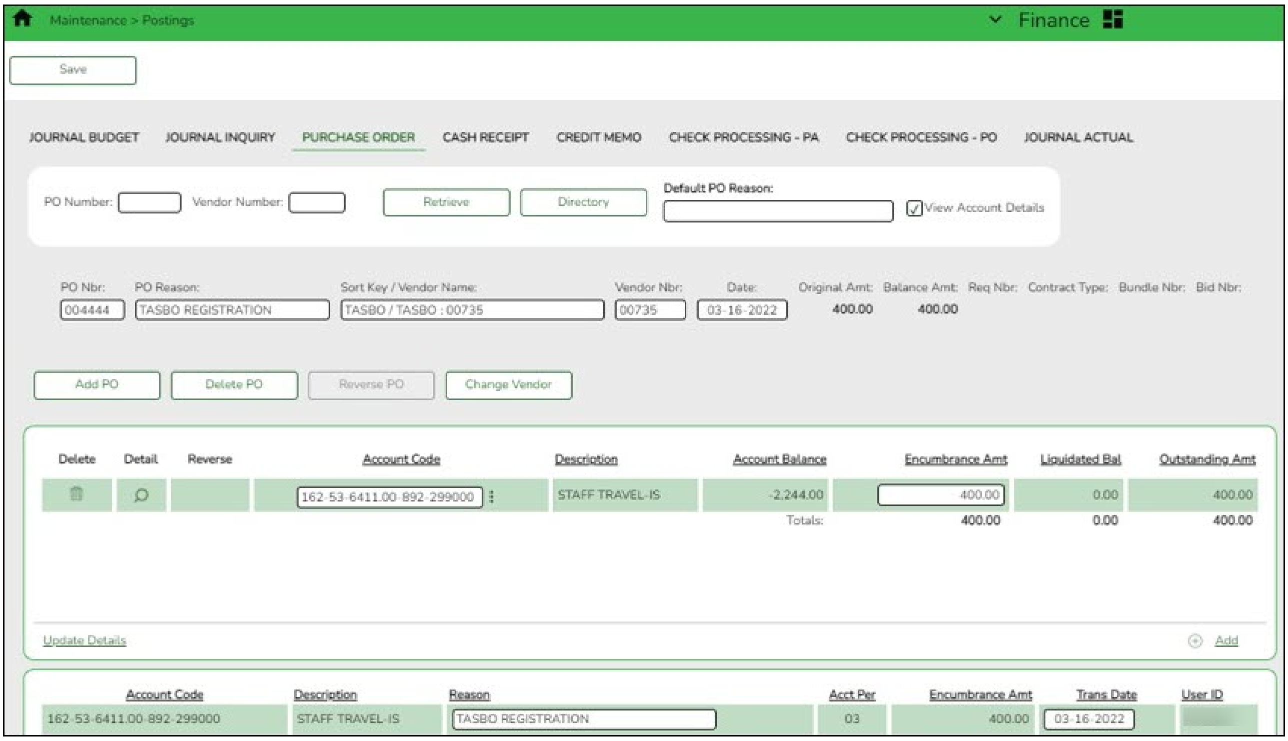
2. **Create a PO in Finance**

Finance > Maintenance > Postings > Purchase Order


Maintenance > Postings
Finance
Save
JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL
Retrieve
Directory
Add PO
Delete PO
Reverse PO
Change Vendor
Update Details
Add

PO Number: Vendor Number: Default PO Reason: ☑ View Account Details

PO Nbr:	PO Reason:	Sort Key / Vendor Name:	Vendor Nbr:	Date:	Original Amt:	Balance Amt:	Req Nbr:	Contract Type:	Bundle Nbr:	Bid Nbr:
004444	TASBO REGISTRATION	TASBO / TASBO : 00735	00735	03-16-2022	400.00	400.00				

Delete	Detail	Reverse	Account Code	Description	Account Balance	Encumbrance Amt	Liquidated Bal	Outstanding Amt
			162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,244.00	400.00	0.00	400.00
					Totals:	400.00	0.00	400.00

Account Code	Description	Reason	Acct Per	Encumbrance Amt	Trans Date	User ID
162-53-6411.00-892-299000	STAFF TRAVEL-IS	TASBO REGISTRATION	03	400.00	03-16-2022	[redacted]

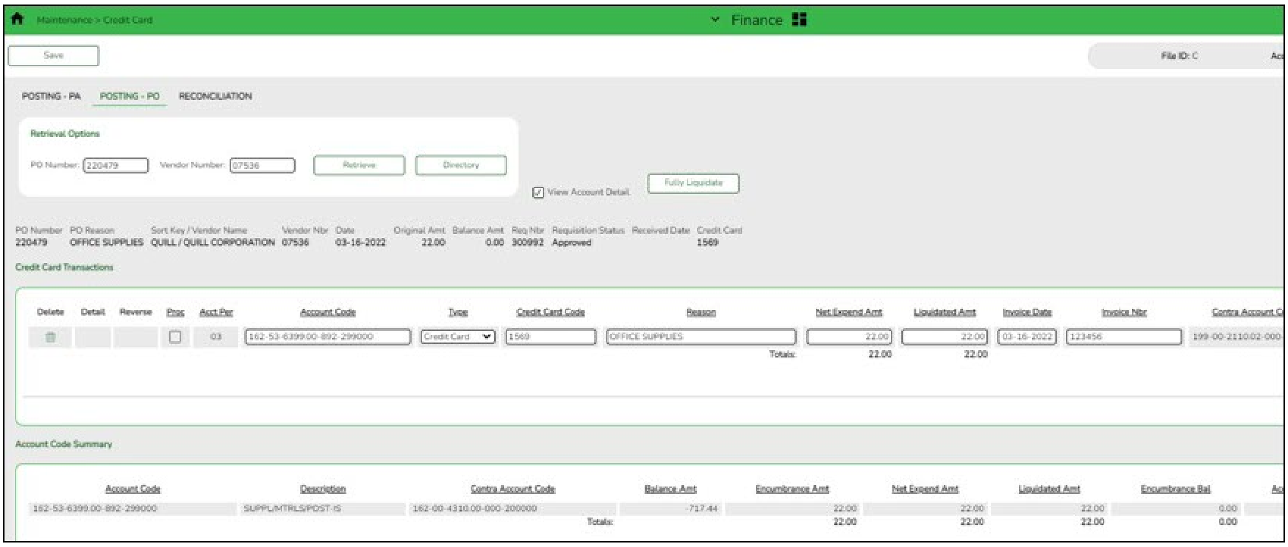
❑ Create a PO; however, in this case, the payable will be entered as a credit card transaction.

Encumbrance:

162-53-6411-00-892-299000	Debit	
162-00-4310-00-000-200000		Credit

Post the payable transaction:

Finance > Maintenance > Credit Card > Posting - PO


Maintenance > Credit Card
Finance
Save
File ID: C
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieve
Directory
Fully Liquidate

Retrieval Options

PO Number: 220479 Vendor Number: 07536

☑ View Account Detail

PO Number	PO Reason	Sort Key / Vendor Name	Vendor Nbr	Date	Original Amt	Balance Amt	Req Nbr	Requisition Status	Received Date	Credit Card
220479	OFFICE SUPPLIES	QUILL / QUILL CORPORATION	07536	03-16-2022	22.00	0.00	300992	Approved		1569

Credit Card Transactions

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account C
			☐	03	162-53-6399.00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110.02-000-
								Totals:	22.00	22.00			

Account Code Summary

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Ac
162-53-6399.00-892-299000	SUPPL/MTRLS/POST-IS	162-00-4310.00-000-200000	-717.44	22.00	22.00	22.00	0.00	
		Totals:		22.00	22.00	22.00	0.00	

❑ Retrieve the PO to post the payable transaction (credit card transaction). Since this transaction was created without selecting a credit card code, a message is displayed as a reminder. On this tab, a credit card transaction is entered similarly to the Finance > Maintenance > Postings > Check Processing - PO tab.

- In the **Type** field, select the type of credit card transaction (*Purchase* or *Return*).

- ○ In the **Credit Card Code** field, select the credit card code for the card used.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6411-00-892-299000		Credit

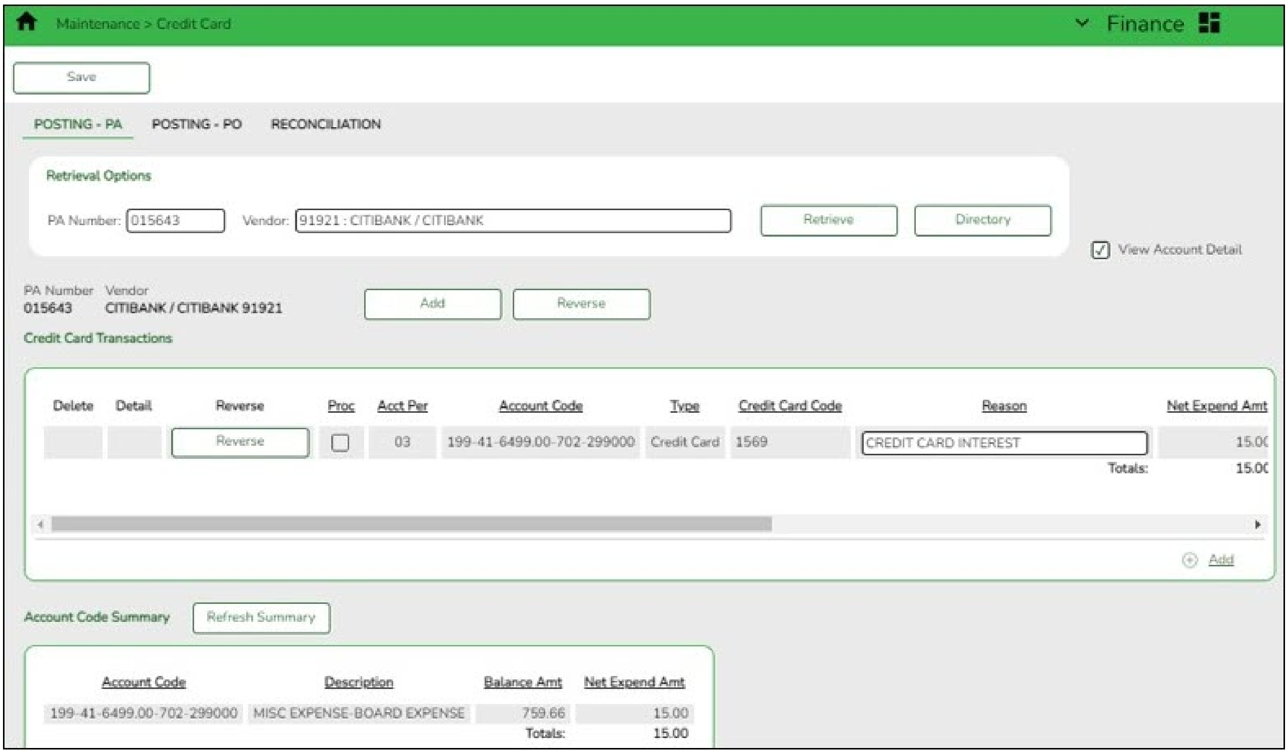
Expenditure:

162-53-6411-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

---

3. **Create a credit card PA in Finance**

Finance > Maintenance > Credit Card > Posting - PA


Maintenance > Credit Card
Finance
Save
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieval Options
Retrieve
Directory
Add
Reverse
Credit Card Transactions
Add
Account Code Summary
Refresh Summary

PA Number: 015643 Vendor: 91921 : CITIBANK / CITIBANK

☑ View Account Detail

PA Number: 015643
Vendor: CITIBANK / CITIBANK 91921

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt
		Reverse	☐	03	199-41-6499.00-702-299000	Credit Card	1569	CREDIT CARD INTEREST	15.0
								Totals:	15.0

Account Code	Description	Balance Amt	Net Expend Amt
199-41-6499.00-702-299000	MISC EXPENSE-BOARD EXPENSE	759.66	15.00
		Totals:	15.00

❑ If a PO was not created, a credit card transaction can be posted as a PA.

Expenditure:

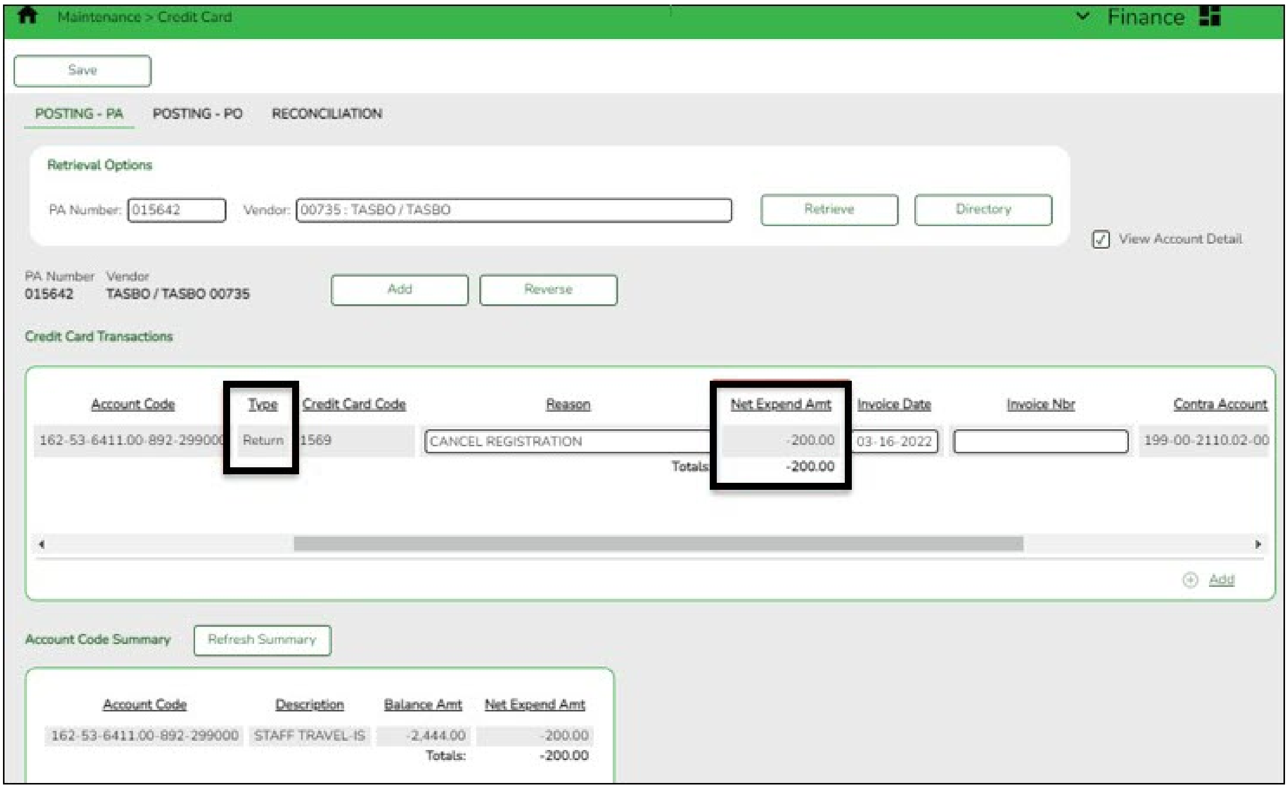
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

4. Mass delete requisition records by fund.

Post returns

Finance > Maintenance > Credit Card > Posting - PA **or** Posting PO

To ensure that the check to the credit card company is correct, all returns must be posted before reconciling the credit card statement.



Retrieval Options

PA Number: 015642 Vendor: 00735 : TASBO / TASBO

☑ View Account Detail

PA Number	Vendor
015642	TASBO / TASBO 00735

Credit Card Transactions

Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Account
162-53-6411.00-892-29900	Return	1569	CANCEL REGISTRATION	-200.00	03-16-2022		199-00-2110.02-00
			Totals	-200.00			

Account Code Summary

Account Code	Description	Balance Amt	Net Expend Amt
162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,444.00	-200.00
		Totals:	-200.00

Verify that the following fields are completed for a return:

- The **Type** field must be set to *Return*.
- The **Net Expend Amt** field must be a negative amount.
- A credit memo number must be entered in the **Credit Memo Nbr** field on this tab prior to saving the record.

In the above example, a return for $200 to cancel a TASBO registration was created on the Finance > Maintenance > Credit Card > Posting - PA tab.

Reverse expenditure:

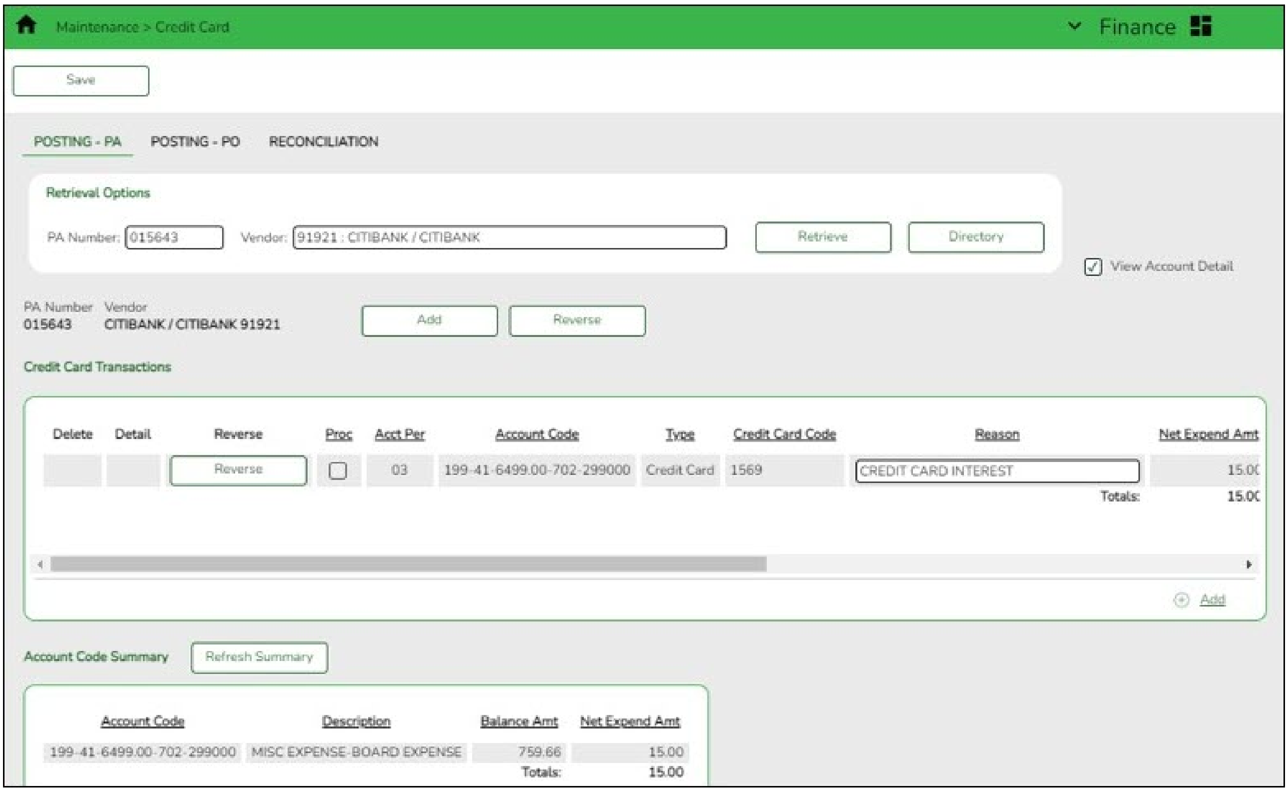
162-00-2177-99-000-200000	Debit	
162-53-6411-00-892-299000		Credit
199-00-2110-01-000-200000	Debit	
199-00-1261-00-000-200000		Credit

5. Reverse pending requisitions.

Post interest and miscellaneous charges

Finance > Maintenance > Credit Card > Posting - PA

As needed, create transactions for interest and other miscellaneous charges as a credit card PA transaction.


Maintenance > Credit Card
Finance
Save
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieval Options
Retrieve
Directory
Add
Reverse
Credit Card Transactions
Add
Account Code Summary
Refresh Summary

PA Number: 015643 Vendor: 91921 : CITIBANK / CITIBANK

☑ View Account Detail

PA Number 015643
Vendor CITIBANK / CITIBANK 91921

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt
		Reverse	☐	03	199-41-6499.00-702-299000	Credit Card	1569	CREDIT CARD INTEREST	15.0
								Totals:	15.0

Account Code	Description	Balance Amt	Net Expend Amt
199-41-6499.00-702-299000	MISC EXPENSE-BOARD EXPENSE	759.66	15.00
		Totals:	15.00

In the above example, a transaction of $15 for credit card interest was posted.

Expenditure:

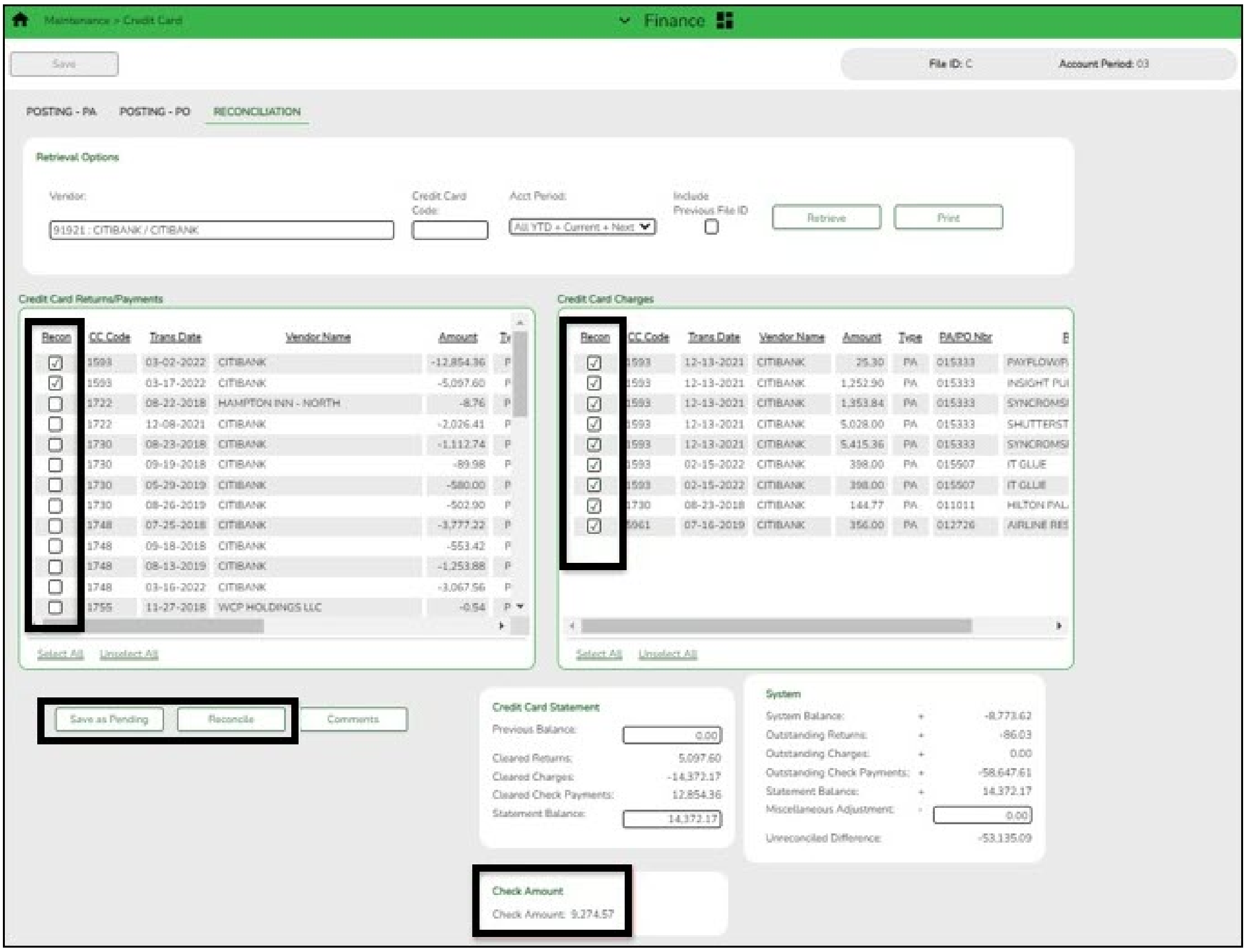
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

6. Initialize year inventory files.

Reconcile the credit card statement

Finance > Maintenance > Credit Card > Reconciliation

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.



File ID: C

Account Period: 03

Retrieval Options

Vendor: 91921 : CITIBANK / CITIBANK

Credit Card Code:

Acct Period: All YTD + Current + Next

Include Previous File ID ☐

Credit Card Returns/Payments

Recon	CC Code	Trans Date	Vendor Name	Amount	Ty
☑	1593	03-02-2022	CITIBANK	-12,854.36	P
☑	1593	03-17-2022	CITIBANK	-5,097.60	P
☐	1722	08-22-2018	HAMPTON INN - NORTH	-8.76	P
☐	1722	12-08-2021	CITIBANK	-2,026.41	P
☐	1730	08-23-2018	CITIBANK	-1,112.74	P
☐	1730	09-19-2018	CITIBANK	-89.98	P
☐	1730	05-29-2019	CITIBANK	-580.00	P
☐	1730	08-26-2019	CITIBANK	-502.90	P
☐	1748	07-25-2018	CITIBANK	-3,777.22	P
☐	1748	09-18-2018	CITIBANK	-553.42	P
☐	1748	08-13-2019	CITIBANK	-1,253.88	P
☐	1748	03-16-2022	CITIBANK	-3,067.56	P
☐	1755	11-27-2018	WCP HOLDINGS LLC	-0.54	P

Credit Card Charges

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PA/PO Nbr	B
☑	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOW/P
☑	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PU
☑	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCROMS
☑	1593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
☑	1593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCROMS
☑	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☑	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☑	1730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
☑	5061	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

Credit Card Statement

Previous Balance:	0.00
Cleared Returns:	5,097.60
Cleared Charges:	-14,372.17
Cleared Check Payments:	12,854.36
Statement Balance:	14,372.17

System

System Balance:	+	-8,773.62
Outstanding Returns:	+	-86.03
Outstanding Charges:	+	0.00
Outstanding Check Payments:	+	-58,647.61
Statement Balance:	+	14,372.17
Miscellaneous Adjustment:	-	0.00
Unreconciled Difference:		-53,135.09

Check Amount

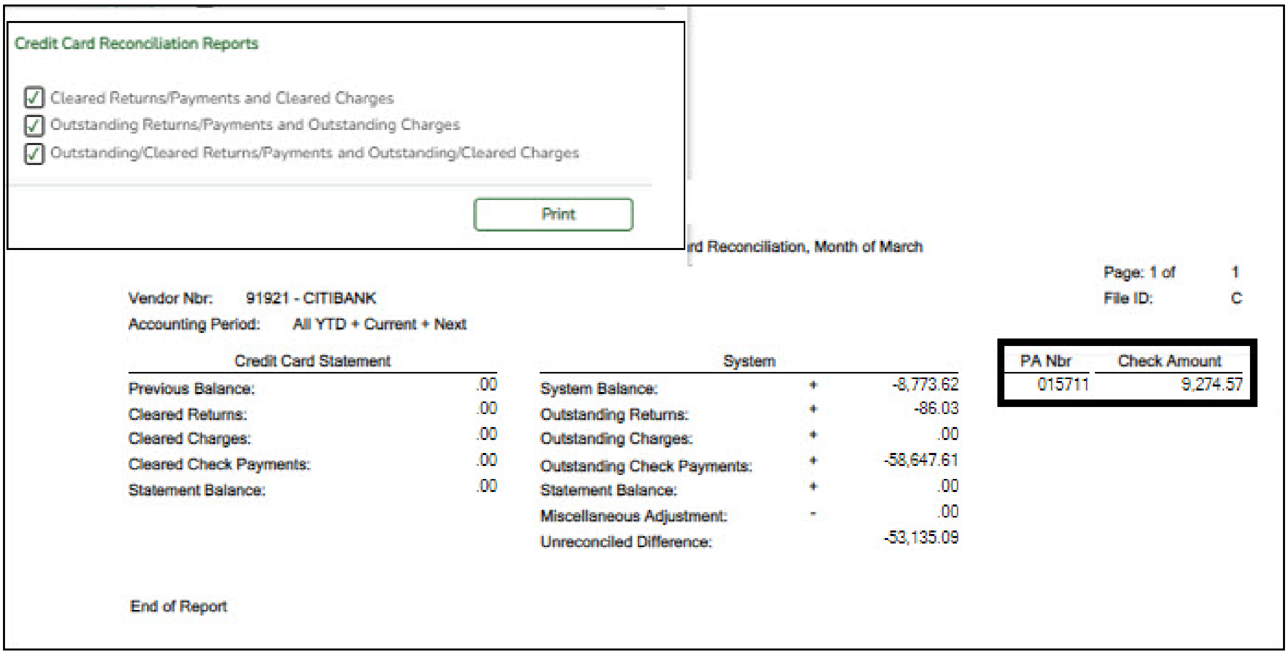
Check Amount: 9,274.57

❑ Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that were entered for that credit card.
- In the **Statement Balance** field, enter the credit card balances from the credit card statement.
- Proceed to reconcile the credit card transactions. As returns/payments or charges are selected, the balance and the check amount totals are updated.

❑ Click **Save as Pending** to save and then when finished, click **Reconcile**.

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.



Credit Card Reconciliation Reports

☑ Cleared Returns/Payments and Cleared Charges
☑ Outstanding Returns/Payments and Outstanding Charges
☑ Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

rd Reconciliation, Month of March

Page: 1 of 1
File ID: C

Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

PA Nbr	Check Amount
015711	9,274.57

Credit Card Statement	
Previous Balance:	.00
Cleared Returns:	.00
Cleared Charges:	.00
Cleared Check Payments:	.00
Statement Balance:	.00

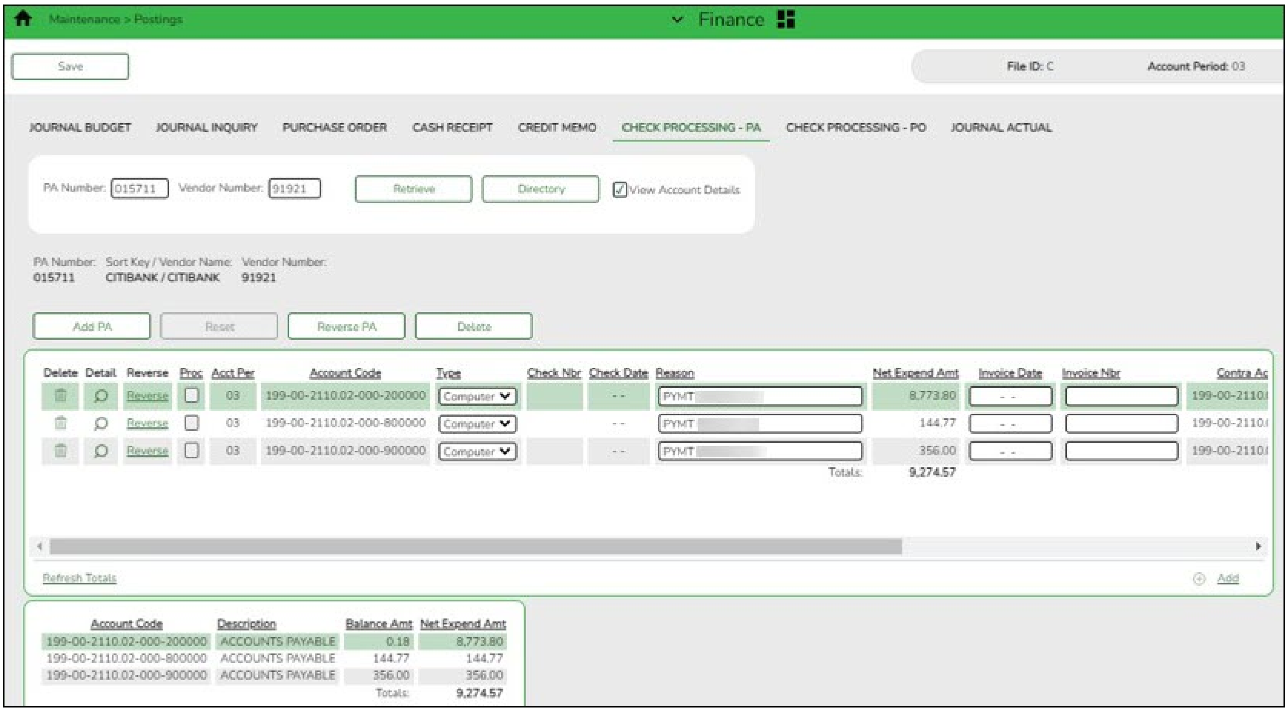
System		
System Balance:	+	-8,773.62
Outstanding Returns:	+	-86.03
Outstanding Charges:	+	.00
Outstanding Check Payments:	+	-58,647.61
Statement Balance:	+	.00
Miscellaneous Adjustment:	-	.00
Unreconciled Difference:		-53,135.09

End of Report

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-00-000-200000		Credit

After you click **Reconcile** and the credit card statement is reconciled, a PA is created for the credit card company on the Finance > Maintenance > Postings > Check Processing - PA tab.



Maintenance > Postings
Finance
Save

File ID: C
Account Period: 03

JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL

PA Number: 015711 Vendor Number: 91921

Retrieve
Directory

☑ View Account Details

PA Number: 015711
Sort Key / Vendor Name: CITIBANK / CITIBANK
Vendor Number: 91921

Add PA
Reset
Reverse PA
Delete

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
		Reverse	☐	03	199-00-2110.02-000-200000	Computer		- -	PYMT [redacted]	8,773.80	- -		199-00-2110.
		Reverse	☐	03	199-00-2110.02-000-800000	Computer		- -	PYMT [redacted]	144.77	- -		199-00-2110.
		Reverse	☐	03	199-00-2110.02-000-900000	Computer		- -	PYMT [redacted]	356.00	- -		199-00-2110.
									Totals:	9,274.57			

Refresh Totals
Add

Account Code	Description	Balance Amt	Net Expend Amt
199-00-2110.02-000-200000	ACCOUNTS PAYABLE	0.18	8,773.80
199-00-2110.02-000-800000	ACCOUNTS PAYABLE	144.77	144.77
199-00-2110.02-000-900000	ACCOUNTS PAYABLE	356.00	356.00
		Totals:	9,274.57

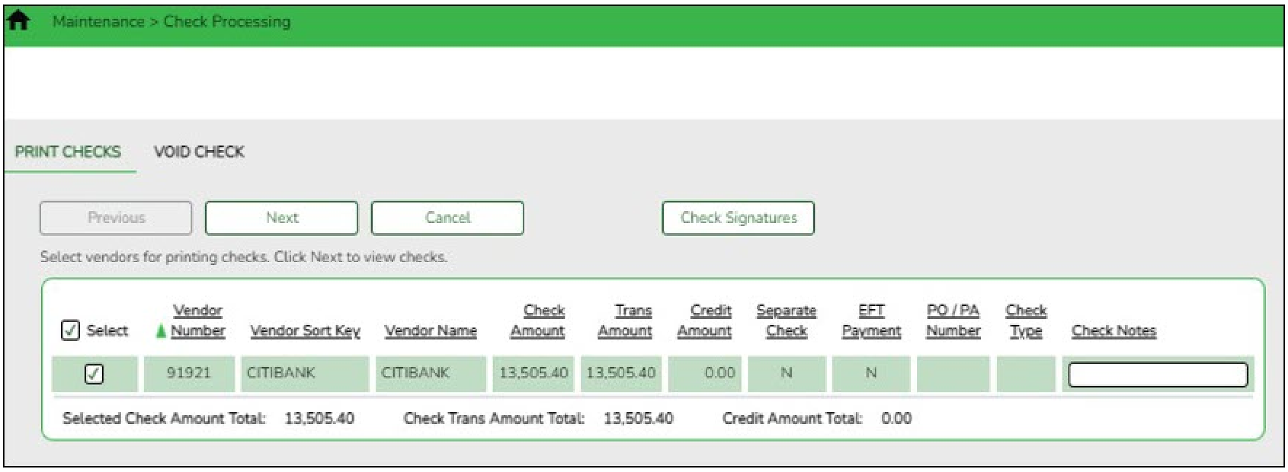
It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

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.



Select vendors for printing checks. Click Next to view checks.

☑ Select	Vendor Number	Vendor Sort Key	Vendor Name	Check Amount	Trans Amount	Credit Amount	Separate Check	EFT Payment	PO / PA Number	Check Type	Check Notes
☑	91921	CITIBANK	CITIBANK	13,505.40	13,505.40	0.00	N	N			

Selected Check Amount Total: 13,505.40 Check Trans Amount Total: 13,505.40 Credit Amount Total: 0.00

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.

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