



# ASCENDER - Roll Balances Supplement



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**Reviewed:** 05/20/2022

**Revised:** 05/20/2022



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.

The purpose of this document is to assist those 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 made the audit entries to file ID 2, you have the option of closing the funds from file ID 2, and transferring the resulting balance sheet amounts to the current file ID for fiscal year 3. At that time, your Bank Reconciliation System Cash will reflect all cash amounts in the current file ID.

**Note:** If your auditor provides opening entries that you will enter in file ID C, DO NOT use this option.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

## Roll Balances Supplement Process

### 1. [Create backups](#)

#### **Perform an export**

#### **Log on to file ID 5.**

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

Perform an export prior for file IDs 5 and C.



- Select file IDs 5 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.

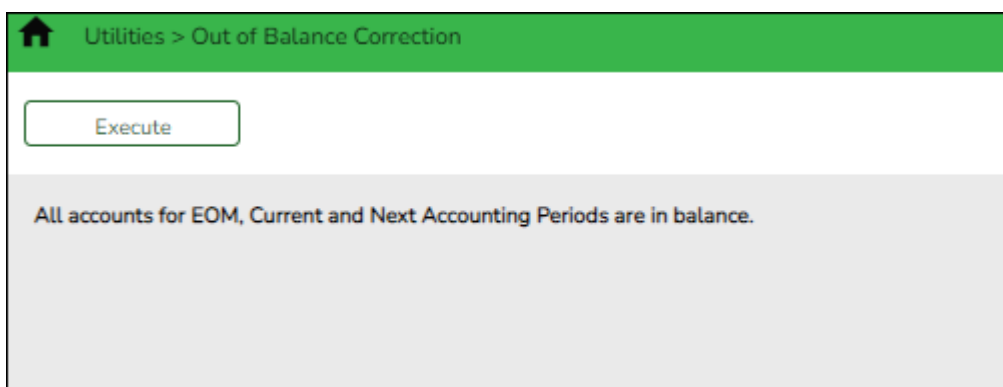
## 2. [Correct out-of-balances](#)

### Correct out-of-balances

#### Log on to file ID C.

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

Use the Out of Balance Correction page to view and correct any out-of-balance occurrences after the opening balances have been posted in file ID C.



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.

### Perform out-of-balance inquiry or correction:

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

Click **Execute** to perform the out-of-balance inquiry again.

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 5.

[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 5 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 File ID: 5

New File ID: C  Current Accounting Period: 09  Next Accounting Period: 09

JV Number:

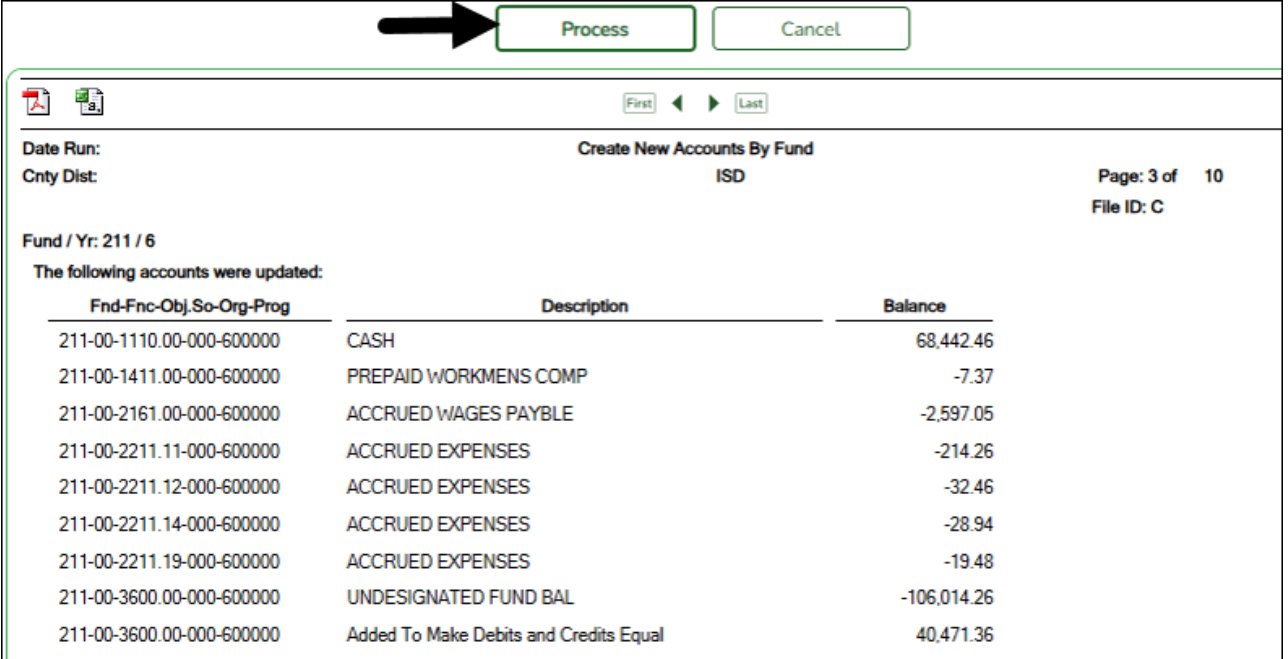
Transaction Date:

Select	From Fiscal Year	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"/>	183 / 5	<input type="checkbox"/>	183 / 6	<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"/>	198 / 5	<input type="checkbox"/>	198 / 6	<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"/>	199 / 5	<input type="checkbox"/>	199 / 6	<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 type="checkbox"/>	211 / 6	<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"/>	224 / 5	<input type="checkbox"/>	224 / 6	<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"/>	225 / 5	<input type="checkbox"/>	225 / 6	<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"/>	226 / 5	<input type="checkbox"/>	226 / 6	<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 type="checkbox"/>	240 / 6	<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 type="checkbox"/>	244 / 6	<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 type="checkbox"/>	255 / 6	<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"/>	263 / 5	<input type="checkbox"/>	263 / 6	<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 type="checkbox"/>	266 / 6	<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"/>	277 / 5	<input type="checkbox"/>	277 / 6	<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"/>	281 / 5	<input type="checkbox"/>	281 / 6	<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"/>	282 / 5	<input type="checkbox"/>	282 / 6	<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"/>	283 / 5	<input type="checkbox"/>	283 / 6	<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"/>	284 / 5	<input type="checkbox"/>	284 / 6	<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"/>	288 / 1	<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"/>	288 / 5	<input type="checkbox"/>	288 / 6	<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 type="checkbox"/>	289 / 6	<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"/>	385 / 5	<input type="checkbox"/>	385 / 6	<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 type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Select the appropriate accounting period.
- In the **JV Number** field, type OPENBA.
- 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 with the following data:

Fnd-Fnc-Obj,So-Org-Prog	Description	Balance
211-00-1110.00-000-600000	CASH	68,442.46
211-00-1411.00-000-600000	PREPAID WORKMENS COMP	-7.37
211-00-2161.00-000-600000	ACCRUED WAGES PAYBLE	-2,597.05
211-00-2211.11-000-600000	ACCRUED EXPENSES	-214.26
211-00-2211.12-000-600000	ACCRUED EXPENSES	-32.46
211-00-2211.14-000-600000	ACCRUED EXPENSES	-28.94
211-00-2211.19-000-600000	ACCRUED EXPENSES	-19.48
211-00-3600.00-000-600000	UNDESIGNATED FUND BAL	-106,014.26
211-00-3600.00-000-600000	Added To Make Debits and Credits Equal	40,471.36

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.

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

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](#)

FIN1150 - General Journal

Parameter Description	Value
Accounting Period Current (C), Next (N), 01-12	C
Include soft encumbrances from the Requisition System? (Y/N)	N
Select Fund(s), or blank for ALL	
Select Journal Voucher Nbr(s), or blank for ALL	OPENBA
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	

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](#)

Use the Out of Balance Correction page to view and correct any out-of-balance occurrences after the opening balances have been posted in file ID C.

Utilities > Out of Balance Correction

Execute

All accounts for EOM, Current and Next Accounting Periods are in balance.

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.

**Perform out-of-balance inquiry or correction:**

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

Click **Execute** to perform the out-of-balance inquiry again.

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.



**TIP:** In the current file ID, verify that the correct fund balance amount 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 2 before you rolled balances forward to file ID C, post auditor entries for FY2 in file ID 2 (for Mid-Yr PEIMS) and auditor adjusting entries for balance sheet accounts in file ID C.



## Back Cover