



**ASCENDER**<sup>®</sup>  
ELEVATING TECHNOLOGY SOLUTIONS

# **TxEIS Business Release Notes**

---

# TxEIS Business Release Notes

Update 3.4.XXXX

## Accounts Receivable

### Accounts Receivable > Reports > Accounts Receivable Reports > BAR4500 - Outstanding Invoices by Customer

Modified the report to:

- Only include invoices with a positive balance.
- Include credit memo amounts in the account and total invoice balance calculations.
- Include the overpayment credit and credit memo amounts for the account in the .csv file.
- Include the invoice total adjustment, payment, balance, and credit memo totals in the .csv file.

## Finance

### Finance > Maintenance > Postings > Purchase Orders

Modified the program to prevent changes to purchase orders with pending payable records.

### Finance > Maintenance > Postings > Check Processing - PO

Corrected the issue that prevented the document attachment functionality from working in newly created databases.

### Finance > Maintenance > Pending Payables

Added this page to replace the existing process of directly creating receiving payable transactions on the Check Processing - PO page. Now, if **Create Receiving Payables** is selected for Purchasing and Warehouse (only restock orders), and you receive items on the Purchasing > Maintenance > Receiving > Requisition tab, the applicable payable transactions are created on this page. You can then match invoices to the corresponding transactions.

Maintenance > Pending Payables SessionTimer: 239 min and 54 sec FIN3250 County/District #

Nbr:  Vendor:

Show  entries Search:

Sel	Type	Nbr	Vendor	Date Received	Rcvd By	Rcvd Amount	Whse Cd	Originator
	PURCHASE ORDER	181952	95000 123 EZ TEES INC	10-07-2019		2,528.30	0	
	INVENTORY RESTOCK	181951	37255 KEN BARBOUR	10-07-2019		1,517.20	1	
	INVENTORY RESTOCK	181951	37255 KEN BARBOUR	10-07-2019		1,011.10	1	
	PURCHASE ORDER	181950	10136 XEROX CORPORATION	10-07-2019		1,602.95	0	
	PURCHASE ORDER	181949	95000 123 EZ TEES INC	10-07-2019		1,517.20	0	
	PURCHASE ORDER	181949	95000 123 EZ TEES INC	10-07-2019		2,528.30	0	
	PURCHASE ORDER	181948	39688 123 SECURITY PRODUCTS	10-07-2019		1,517.20	0	
	PURCHASE ORDER	181948	39688 123 SECURITY PRODUCTS	10-07-2019		2,528.30	0	
	PURCHASE ORDER	181947	95000 123 EZ TEES INC	10-07-2019		1,517.20	0	
	PURCHASE ORDER	181947	95000 123 EZ TEES INC	10-07-2019		857.40	0	

Showing 1 to 10 of 11 entries Previous   Next

After you click the spyglass icon to select a transaction, the following page is displayed allowing you to enter invoice information for the transaction and create the check transaction. The fields available for edit on this page are based on the **Create Receiving Payables** and **Use Commodity Codes in Finance Payables** selections for Purchasing and Warehouse. Clicking **Submit** on this page does not affect the general ledger, you must use the Finance > Maintenance > Check Processing > Print Checks tab to process the check transaction.

Reference the [Finance > Maintenance > Pending Payables](#) Help page for additional information. and create check transactions.

Maintenance > Pending Payables SessionTimer: 237 min and 36 sec FIN3250 County/District #

Type & Number: PURCHASE ORDER 181948 Whse Cd: 0 Purchasing Received Date: 10-07-2019 Original Amount: 2,528.30  
 Vendor: 39688 123 SECURITY PRODUCTS Received Amount: 2,528.30 Balance Amount: 2,528.30  
 4 DAVID LN., Alamo City, TX 54644 Received By: 001152  
 Originator: 001152

Reason:  Invoice Date: -- Invoice Nbr:  Due Date: -- EFT:  Separate Check:  Trans Date: 10-07-2019  
 Freight Amt:

**Items Received**

Show  entries Search:

Item	Catalog Nbr	Item Description	Commodity	Quantity Received	Ordered Cost	Actual Cost
001	ABC123	With Commodity Code	045 -- APPLIANCES AND EQUIPMENT	50.00	506.10	<input type="text" value="0.00"/>
002	B222	2nd line item	006 -- Test Item	50.00	505.00	<input type="text" value="0.00"/>

Showing 1 to 2 of 2 entries Previous  Next

**Account Summary**

Show  entries Search:

Account Code	Description	GL Balance Amt	Liquidate Amt	Net Expend Amt
199-51-6319.00-990-899000	SUPPLIES, CUSTODIAL	-1,948.59	838.33	<input type="text" value="17.57"/>
199-51-6319.01-990-899000	SUPPLIES, BUILDING	-9,948.85	172.76	<input type="text" value="1.10"/>

Showing 1 to 2 of 2 entries Previous  Next

**Finance > Maintenance > Check Processing > Void Check**

Modified the program to allow purchase order check transactions to be reversed and reposted during the void check process. Also, changed the repost transactions functionality to create the purchase order encumbrance transaction and include the liquidation amount in the reposted purchase order check transaction. If voiding a deferred check, then the account code from the original check transaction is used when the transaction is reposted.

### Finance > Maintenance > 1099 Record Maintenance

Changed the **Check Nbr** field to accept alphanumeric characters in order to allow for Electronic Funds Transfer (EFT) and Human Resources transfer transactions.

### Finance > Inquiry > Vendor Inquiry > Vendor Payment Inquiry

Corrected the program to display reconciled credit card transactions.

### Finance > Utilities > Export Finance Tables & Import Finance Tables

Included the pending payables tables in the import and export processes.

## Human Resources

### Human Resources > Tables > Job/Contract > Job Codes

Added the **No FTE** check box allowing you to indicate that the job has zero full-time equivalent (FTE) hours for TRS reporting.

Account Code	Salary Concept	Increase Pay Step	PSP Salary Class Code	Accrual Code	Workers' Comp Code	FTE Hrs	No FTE
...	A Use annual salary table	<input checked="" type="checkbox"/>				1	<input type="checkbox"/>
199-51-6129-00-999-8-99-0-0	D Use hourly/daily rate table	<input checked="" type="checkbox"/>			A 9101-MAINT/CAFE 0.023622	2	<input checked="" type="checkbox"/>
...	D Use hourly/daily rate table	<input checked="" type="checkbox"/>	A Administrator			0	<input type="checkbox"/>
00000000000000000000000000000000	D Use hourly/daily rate table	<input checked="" type="checkbox"/>				0	<input type="checkbox"/>

### Human Resources > Maintenance > Hours/Pay Transmittals > Abs Ded & Cd Abs Ded

Removed the **Salary Adjust** column from these tabs as TRS no longer requires the employee's workers' compensation adjustment to be reported. However, the salary adjustment column will remain in the database for new rows and will automatically default to N for payroll calculation purposes.

### Human Resources > Payroll Processing > TRS Processing > Extract

Modified the ED40 extract to set the **FTE Hrs** value to zero if **No FTE** is selected for the job on the Human Resources > Tables > Job/Contract > Job Codes tab.

---

**Human Resources > Payroll Processing > Special Adjustments > Expense Only**

Corrected the issue that prevented the TRS Federal Deposit and TRS Federal Care amounts from being calculated when transferring expenses from a non-federal fund to a federal fund.

**Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5250 - 1095-B Forms & HRS5255 - 1095-C Forms**

Modified the program to use the new first and middle long name versions when extracting employee names for ACA records. Per IRS specifications, the names are limited to 20 characters and any excess characters are truncated.

- 1095C Form
- 1095C AIR File
- 1095C Form
- 1095C AIR File

## Purchasing

**Purchasing > Maintenance > Create/Modify Requisition (Current Year and Next Year)**

Corrected various page layout and usability issues to improve the user experience.

**Purchasing > Maintenance > Receiving > Requisition & Bundled Requisitions**

Modified the program to no longer create payable transactions on the Finance > Maintenance > Postings > Check Processing - PO tab when **Create Receiving Payables** is selected on the District Administration > Options > Purchasing/Warehouse page and items are received. Now, the payable transactions are created on the new Finance > Maintenance > Pending Payables page. This change only applies to the Requisition tab and **not** the Bundled/Bid Requisitions tab.

Modified the program to only display the **Date Received** field one time on the page. The single **Date Received** field will be used for receiving all items.

Added the **Catalog Number** column to the requisition details section.

**Requisition** | Bundled/Bid Requisitions

**Retrieval Options**  
 Purchase Order Nbr: 181960 | Requisition Nbr: 013948 | Retrieve | Directory | Receiving Documents

**Requisition Information**  
 PO Nbr: 181960 | PO Date: 09-12-2019 | Req Nbr: 013948 | Campus/Dept: 003  
 Originator: [redacted] | Requestor: [redacted] | Order For: [redacted] | First Approver: [redacted]  
 Vendor Nbr: 39688 | Sort Key/Vendor Name: 123 SECURITY PRODUCTS/123 SECURITY PRODUCTS | Reason: [redacted] | Shipping Addr: [redacted]  
 Work Order: [redacted] | Reference Nbr: [redacted] | Bid Nbr: [redacted] | Bid Category: [redacted]

**Requisition Items** | Date Received: 09-13-2019 | Receive All

Quantity Received	Item	Catalog Number	Description	Quantity	Received To Date	Item Status
0.00	001	123456	Bundle 1st item	15.00	0.00	

**Purchasing > Reports > Purchase Order Reports > REQ1500 - Reprint Purchase Orders**

☐ Corrected the issue that caused the account code summary to be displayed on the district purchase order copy even if the **Include Account Code Ledger on District Copy** parameter was set to *N* (No).

**Purchasing > Reports > Purchase Order Reports > REQ1800 - Commodity Codes Actual Cost Report**

☐ Added this report to track actual cost data for Purchasing and Warehouse commodity items. Only restock orders are used from Warehouse.

Reports > Purchase Order Reports > Commodity Codes Actual Cost Report

Return to Reports

Report ID: REQ1800  
 User ID: [redacted]  
 Req Per: 04

Parameter Description	Value
Purchasing (P), Warehouse (W), or Both (B)	[input field]
From Received Date (MMDDYYYY), or blank for ALL	[input field]
To Received Date (MMDDYYYY), or blank for ALL	[input field]
Select Commodity Code(s), or blank for ALL	[input field] ...
Threshold Percentage	[input field]

Run Preview | Clear Options

# Warehouse

**Warehouse > Tables > Warehouse Options**

Modified the program to create payable transactions on the new Finance > Maintenance > Pending Payables page if **Create Receiving Payables** is selected. Previously, payable transactions were created directly on the Finance > Maintenance > Postings > Check Processing - PO page.

## Warehouse > Reports > Warehouse Reports > BWH1600 - Commodity Codes Actual Cost Report

Added this report to track actual cost data for Purchasing and Warehouse commodity items. Only restock orders are used from Warehouse.

Reports > Warehouse Reports > Commodity Codes Actual Cost Report SessionTime

[Return to Reports](#)

Report ID: **BWH1600**  
 User ID:   
 Warehouse ID:

Parameter Description	Value	List
Purchasing (P), Warehouse (W), or Both (B)	<input type="text"/>	
From Received Date (MMDDYYYY), or blank for ALL	<input type="text"/>	
To Received Date (MMDDYYYY), or blank for ALL	<input type="text"/>	
Select Commodity Code(s), or blank for ALL	<input type="text"/>	<input type="button" value="..."/>
Threshold Percentage	<input type="text"/>	

[Run Preview](#)  
[Clear Options](#)

## Known Issues

### Purchasing > Maintenance > Receiving > Bundled/Bid Requisitions

The program changed to only display the **Date Received** field one time on the page; however, when the user clicks the details spyglass for a requisition, the field does not display the calendar. This issue will be addressed in a later release.



**ASCENDER**®  
ELEVATING TECHNOLOGY SOLUTIONS

## **Back Cover**