



# ASCENDER 7.0100

**Release Date: ASCENDER Update: 7.0100**

□ Per the 2022 National Automated Clearing House Association (Nacha) Operating Rules & Guidelines, modified the program to store an encrypted version of bank account and employer offset account values in the database. The encrypted values are decrypted via a stored procedure allowing the entire value to be displayed for viewing, editing, and/or approval purposes on the following pages. Also, modified reports to display only the last four digits of the bank account number.

- Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group
- Finance > Tables > Bank Codes > EFT
- Finance > Maintenance > Vendor Information > Vendor Miscellaneous
- Finance > Maintenance > EFT Processing
- Finance > Utilities > Export Finance Tables
- Finance > Utilities > Import Finance Tables
- Finance > Utilities > Positive Pay Export
- Grants and Projects > Tables > SSA Members > Bank Code
- Grants and Projects > Utilities > Grant Payments > Create EFT File
- Payroll > Tables > Bank Codes > EFT
- Payroll > Maintenance > Staff Job/Pay Data > Pay Info
- Payroll > Payroll Processing > Run Payroll
- Payroll > Payroll Processing > EFT Processing
- Payroll > Self-Service > Payroll Approval
- Payroll > Self-Service > Pending by Alternate
- Payroll > Next Year > Copy CYR Staff to NYR
  - Added the **Bank Acct Nbr Enc** column to the Copy and Delete Bank Deposit reports.
- Payroll > Next Year > Copy NYR Staff to CYR
  - Added the **Bank Acct Nbr Enc** column to the Copy and Delete Bank Deposit reports.
- Payroll > Utilities > Payroll Simulation > Pay Info
- Payroll > Utilities > Positive Pay Export
- Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing
- EmployeePortal > Self-Service

## Accounts Receivable > Maintenance > Create/Modify Invoice

□ Added validation to allow all valid accounts (except 4XXX accounts) in Finance file ID C to be displayed in the **Account Code** drop-down. As a result, removed the validation restricting the drop-down to only 5XXX and 7XXX accounts.

**Note:** These changes are also effective on the Accounts Receivable > Maintenance > Invoice Voids/Adjustments, Create/Modify Template, and Credit Memo pages.

---

☐ Modified the program to default the account codes using the new account code fields on the District Administration > Maintenance > User Profiles > Permissions page. If the District Administration fields are blank, then the **Offset Obj** and **Offset Subj** fields default to the values in the **Accounts Receivable** field on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab and the **Offset Org** field is set to 000.

---

### **Accounts Receivable > Maintenance > Invoice Payments > Payments**

☐ Corrected the **Date Range** parameter to use the invoice date instead of the entry date when retrieving invoices.

---

### **Accounts Receivable > Utilities > Import Invoices**

☐ Added the following fields to the import as they are also included on the Accounts Receivable > Maintenance > Create/Modify Invoice page.

- **Reference**
  - **Due Date**
  - **Quantity**
  - **Unit of Issue**
  - **Product Type**
  - **Unit Price**
- 

### **Asset Management > Maintenance > Inventory Maintenance**

☐ Corrected the pagination functionality in the Directory to display all available pages when performing a search by **Property Class**. Previously, the pagination feature only displayed the first page of the search results.

---

### **Finance > Maintenance > Postings > Check Processing - PA and - PO**

☐ Modified the program to allow prior year invoices to be processed regardless of the year in which they originated. Previously, an error message was displayed.

---

### **Finance > Tables > TSDS Crosswalks**

- ☐ Added this new page to map financial data (actual and budget) from the LEA's set of accounts to TEA's Chart of Accounts.

Tables > TSDS Crosswalks Finance

Save

Crosswalk Type:

Retrieve Print

- 040 Budget - From Org to Org
- 045 Budget - Fund/SO to Pgm
- 046 Budget - Fund to Fund
- 047 Budget - Obj to Obj
- 048 Budget - Func to Func
- 049 Budget - Funds to Omit
- 055 Budget - Fund/Func/SO to Pgm
- 056 Budget - Fund to Pgm
- 059 Actual - Fund/SO to Pgm
- 060 Actual - Fund to Fund
- 061 Actual - Org to Org
- 062 Actual - Obj to Obj
- 063 Actual - Fund to Pgm
- 064 Actual - Func to Func
- 066 Actual - Fund/Func/SO to Pgm
- 067 Actual - Funds to Omit
- 069 Budget - Fund/Pgm to Pgm
- 070 Actual - Fund/Pgm to Pgm

## Finance > Inquiry > Travel Reimbursement Inquiry

- ☐ Corrected the issue that prevented the travel request pop-up window from being displayed when clicking the **Details** spyglass icon.
- ☐ Changed the **Travel req Nbr** column heading to **Travel Req Nbr**.

## Finance > Utilities > Positive Pay Export

- ☐ Added the **PNC Bank Format** checkbox to generate a file in a layout that meets the PNC Bank format guidelines. When **PNC Bank Format** is selected, a fixed-width file is generated with a file name of PNCpositive\_MMDDYYYY.txt. Also, added the new PNC Bank Pay File Layout to the Interfaces page: [PNC Bank Positive Pay File Layout](#)

Utilities > Positive Pay Export Finance

Retrieve Create File Print

Bank Account Group:

From Date:  To Date:  ☒ Include Vendor Name in File ☐ PNC Bank Format

Bank Account Nbr	Check Date	Check Nbr	Vendor Name	Check Amt	Void / Issue
No Rows					

---

**Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1250 - Check Register**

☐ Removed the **Include Void Test Patterns? (Y/N)** parameter as it is now obsolete and should no longer be used.

---

**Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1800 - Year-to-Date Check Register List**

☐ Removed the **Include Void Test Patterns? (Y/N)** parameter as it is now obsolete and should no longer be used.

---

**Grants and Projects > Tables > Grant/Project Profile**

☐ Corrected the program to prevent a grant/project code from being deleted if it is assigned to a user on the District Administration > Maintenance > User Profiles > Grants and Projects page.

---

**Grants and Projects > Reports > SSA Grant Reports > GP1300 - Grant Detail General Ledger Report**

☐ Added this new report to provide a list of detailed transactions from the general ledger for a specified grant code. Users can view grant/project data for the entire grant period regardless of the school year or file ID, or retrieve data based on the school year, file ID, and from/to accounting periods.

Reports > SSA Grant Reports > Grant Detail General Ledger Report

Grants And Projects

Preview PDF CSV Clear Options

Grants And Projects

GP1000 - Grant Summary Status Report  
 GP1100 - Grant Payment Transaction Report  
 GP1200 - Past Final Date Without Final Report  
 GP1300 - Grant Detail General Ledger Report

GP1300 - Grant Detail General Ledger Report

Parameter Description	Value
Grant/Project Profile code	<input type="text"/>
From-To Account Period; School Year	<input type="text"/>
Print Vendor Name (N), Reason (R)	<input type="text"/>
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	<input type="text"/>
Use Check date (C) or Transaction date (T) for check transactions	<input type="text"/>
Enter significant digits for fields to select on	<input type="text"/>
Enter Optional Report Title	<input type="text"/>

## Payroll > Maintenance > Staff Job/Pay Data > Job Info

☐ Added the **Exclude Days for TEA** checkbox (under **Calendar/Local Info**) to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day. Also, renamed the **Calendar/Local Options** field to **Calendar Cd**.

Calendar/Local Info

Calendar Cd:  Begin Date:  End Date:  # of Days Employed:  Exclude Days for TEA: ☐

Years Job Exp:  Local Contract Days:

**Note:** These changes are also effective on the Payroll > Utilities > Payroll Simulation > Job Info tab.

## Payroll > Maintenance > Approve CIP Transaction

☐ Added the **Exclude Days for TEA** checkbox to exclude the number of days employed (for the selected job) from TEA reporting. This field is read-only and displays the selection from the Change in Position transaction.

## Payroll > Next Year > Copy CYR Staff to NYR & Copy NYR Staff to CYR

☐ Modified the program to include the Exclude Days for TEA and datetimestamp columns in the copy process.

## Payroll > Utilities > Positive Pay Export

☐ Added the **PNC Bank Format** checkbox to generate a file in a layout that meets the PNC Bank format guidelines. When **PNC Bank Format** is selected, a fixed-width file is generated with a file name of PNCpositive\_MMDDYYYY.txt. Also, added the new PNC Bank Pay File Layout to the Interfaces page: [PNC Bank Positive Pay File Layout](#)

## Payroll > Reports

☐ Removed the **Print Bank Account Number? (Y/N)** and/or the **Include Bank Information? (Y/N)** parameters from the following reports as they are now obsolete and should no longer be used. Now, a masked version (last four digits) of the bank account number is always displayed on the reports.

- HRS1650 - Employee Salary Information
- HRS2500 - Wage and Earning Statement
- HRS3500 - YTD Wage and Earning Statements

**Note:** These changes are also effective for the reports in Personnel.

## Payroll > Reports > Year To Date Reports > HRS3250 - YTD Account Distribution Journal

- ☐ Added the **Account Pct** column to the report to display the percentage of the payroll distribution account.

Date Run:		YTD Payroll Account Distribution Journal										Program: HRS3250		
Only Dist:		ISD										Page: 1 of 1		
For Pay Dates		Thru										Frequency: 5		
Employee Name		Emp Nbr												
Account Code		Chk Nbr												
Job Cd / Acct Cd / Acct Cd	FY / ED	TRF YR	Pay Date	Gross Pay	Contract	Accrued	FICA/Med	Workers	Employer	Unemploy	TEA Hlth	Federal	Emplr	
			Adj Nbr	Ret Pen Surch	Balance	Pay	New TRS Co	Comp	Contrib	Tax	Ins Contrib	Dep Care	457	
					Emplr Care	Care Surch		HSA Emplr	Emplr Misc				Acct	
													Pct	

## Payroll > Reports > Quarterly Annual Reports > HRS5050 - TWC Wage List

- ☐ Disabled the **PDF** and **CSV** buttons. Previously, a program error occurred when clicking the **PDF** or **CSV** buttons to generate the report.

## Personnel > Maintenance > Staff Demo > Responsibility

- ☐ Modified the program to display responsibility records for the current PEIMS year (**School Year for PEIMS Codes**) and the current PEIMS year (**School Year for PEIMS Codes**) minus one.
- ☐ Added the trashcan icon to the grid to allow responsibility records to be deleted.
- ☐ Restructured the page to accommodate various field updates and additions to be used for state reporting purposes. The fields in the first and second columns are used for reporting on non-instructional employees. The fields in the second and third columns are used for instructional employees.
- Added the **Staff Classification** label to the **Role ID** field to accommodate TSDS' new naming conventions.
  - Added the **Staff Service** field to indicate the services supplied by non-instructional employees.
  - Added the **SPED Student Age Range** field.
  - Added the **Classroom Position** field to indicate the type of position the employee holds in the specific class/section.
  - Added the **Local Course Code** field to indicate the local code assigned by the LEA that identifies the course offering provided for the instruction of students.
  - Added the **Section Identifier** label to the **Class ID** field to accommodate TSDS' new naming conventions.
  - Added the **Session Name** field.

Maintenance > Staff Demo Personnel

Save

Employee: 000183 Retrieve Directory Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2022	041 - 041 School	033 - Educational Aide	SA000003 - INSTR AIDE NONE	0651-18-3-0000000	

Rows: 1 of 1 Add

School Year for PEIMS Codes: 2023

Job Code: 0427 SPECIAL EDUCATION AIDE Campus: 041 041 School Classroom Position:

Role ID / Staff Classification: 033 - Educational Aide Begin Date: 08-09-2017 Local Course Code:

Staff Service: End Date: 00-00-0000 Class ID / Section Identifier: 0651-18-3-0000000

Pop Served: 06 Special Ed Students ESC/SSA: School District Employee Session Name:

SPED Student Age Range: Monthly Minutes: 09600 # of Students: 000

## Personnel > Maintenance > Employment Info

□ Added the employment status indicator. After retrieving an employee record, the employee's current employment status (**Employed/Not Employed**) is displayed next to the **Employee Status** field. The **Employed/Not Employed** status is based on the current system date and the employee's **Original Emp Date**, **Latest Re-Employ Date**, and **Termination Date**. If changes are made that affect the current employment status, the updated employment status is displayed upon saving the record.

Maintenance > Employment Info Personnel

Save

Employee: 888912 Retrieve Directory

EMPLOYMENT INFO

Employee Status: 1 Active professional **Employed**

**Employment Dates**

Original Emp Date: 01-05-2018

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Termination Reason:  

Eligible for Re-hire: ☐

Percent Day Employed: 100%

**Employment Types**

Employment Type: F Half-Time or more

Sub Type:  

Highly Qualified: ☐

Year Round: ☐

Extract ID:  

Highest Degree: 1 Bachelor's

**Retiree Information**

Retirement Date:  

Retiree Employment T:  

Take Retiree Surchar:  

NY Take Retiree Surc:

Maintenance > Employment Info Person

Save

Employee: 000473 Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 6 Substitute

**Not Employed**

**Employment Dates**

Original Emp Date: 00-00-0000

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Termination Reason:

Eligible for Re-hire: ☐

Percent Day Employed: 0%

**Employment Types**

Employment Type:

Sub Type:

Highly Qualified: ☐

Year Round: ☐

Extract ID:

Highest Degree:

**Retiree Information**

Retirement Date:

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

☐ Restructured the page to accommodate various field updates for state reporting purposes.

☐ Added the **Employment Dates** section with the following fields:

- **Original Emp Date**
- **Latest Re-Employ Date**
- **Termination Date** (previously named **Date** under the now removed **Termination** section)
- **Termination Reason** (previously named **Reason** under the now removed **Termination** section)
- **Eligible for Re-hire**
- **Percent Day Employed**

☐ Added the **Employment Types** section with the following fields:

- **Employment Type**
- **Sub Type**
- **Highly Qualified**
- **Year Round**
- **Extract ID**
- **Highest Degree**

☐ Added the **Retiree Information** section with the following fields:

- **Retirement Date**
- **Retiree Employment Type**
- **Take Retiree Surcharge**
- **NY Take Retiree Surcharge**

☐ Added the **Electronic Consent** section with the following fields:

- **W-2** (previously named **W-2 Elec Consent**)
- **1095** (previously named **1095 Elec Consent**)

☐ Added the **Service Record** section with the following fields:

- **Full Semester** (previously under the now removed **Termination** section)
- **Grades Taught** (previously under the now removed **Grade(s) Taught** section)

☐ Added the **ERS Retiree Health** section with the following fields:

- **Current Year Elig** (previously named **ERS Retiree Health Elig**)
- **Next Year Elig** (previously named **NY ERS Retiree Health Elig**)

☐ Added the **Auxiliary Role ID** section with the following fields:

- **Auxiliary Role ID**
- **Begin Date** (replaced the now removed **Effective Date** fields)
- **End Date** (replaced the now removed **Effective Date** fields)

☐ Added the **Paraprofessional Certification** section with the following fields:

- **Para Cert**
- **Begin Date**
- **End Date**

☐ Removed the **Estimated Annual Salary (Hourly Employees Only)** section. For hourly employees, use the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to update contract totals with a zero balance for reporting purposes.

☐ Removed the **Unemployment Eligibility** section. Use the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab to update unemployment eligibility.

The screenshot shows the 'Personnel Maintenance > Employment Info' form. At the top, there's a 'Save' button and a search bar for 'Employee' with '000183' entered. Below this are 'Retrieve' and 'Directory' buttons. The form is organized into several panels:

- Employment Dates:** Includes fields for Original Emp Date (02-20-1995), Latest Re-Employ Date (02-20-1995), Termination Date (00-00-0000), Termination Reason (dropdown), Eligible for Re-hire (checkbox), and Percent Day Employed (100%).
- Employment Types:** Includes Employment Type (F Half-Time or more), Sub Type (dropdown), Highly Qualified (checkbox), Year Round (checkbox), Extract ID (SEP 10 MONTH EMPLOYEES), and Highest Degree (0 No Bachelor's).
- Retiree Information:** Includes Retirement Date (00-00-0000), Retiree Employment Type (dropdown), Take Retiree Surcharge (checkbox), and NY Take Retiree Surcharge (checkbox).
- Years Experience:** Includes Professional and Non-Professional sections with Total and In District fields.
- Electronic Consent:** Includes W-2 (Y Yes) and 1095 (dropdown) fields.
- Service Record:** Includes Full Semester (checkbox) and Grades Taught (1,2,3) fields.
- Contract Information:** Includes Class (dropdown), Term (dropdown), and Year (dropdown) fields.
- Extended Leave:** Includes Begin (00-00-0000) and End (00-00-0000) fields.
- Fingerprint Information:** Includes Status (Y Fingerprinted), Extract Date (00-00-0000), and Fingerprint Date (07-16-2008) fields.
- ERS Retiree Health:** Includes Current Year Elig and Next Year Elig checkboxes.
- Auxiliary Role ID:** Includes a table with columns for Delete, Auxiliary Role ID, Begin Date, and End Date, with an 'Add' button at the bottom.
- Paraprofessional Certification:** Includes a table with columns for Delete, Para Cert, Begin Date, and End Date, with an 'Add' button at the bottom.

## Position Management > Maintenance

---

☐ Added the **Exclude Days for TEA** checkbox to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.

- PMIS Position Admin > Position Record
- PMIS Position Modify > Position Record
- PMIS Position History > History > Position Record (spyglass pop-up window)
- PMIS Change in Position > Change in Compensation
- PMIS Change in Position > Non-Comp Funding Changes
- PMIS Change in Position > Non-Comp Position Changes
- PMIS Change in Position > Separation
- PMIS Forecast Change

**Note:** The **Exclude Days for TEA** checkbox was also added to the CIP Reports.

---

## Position Management > Utilities

☐ Modified the following processes to include the Exclude Days for TEA column.

- Move Forecast to CYR Position and Payroll
- Move Forecast to NYR Payroll
- Create Forecast Positions

---

## Position Management > Utilities > Move Forecast to NYR Payroll

☐ Modified the program to include the Exclude Days for TEA column in the process.

---

## Position Management > Utilities > Create Forecast Positions

☐ Modified the program to include the Exclude Days for TEA column in the process.

---

## Warehouse > Maintenance > Fill Back Orders

☐ Corrected the **Detail** spyglass icon pop-up window to display and function as intended. Previously, the pop-up window was blank.



# CareerPortal

## CareerPortal > Homepage

☐ Modified the program as follows since the portal no longer supports the mobile responsive functionality.

- Removed the blue banner with the following statement: "CAREERPORTAL IS OPTIMIZED TO WORK ON MULTIPLE PLATFORMS. DESKTOP & MOBILE."
  - Removed the "mobile friendly design" label along with the images of the tablet and cell phone.
- 

## CareerPortal > Login

☐ Corrected the program to allow a SuperAdmin user to log on even if they are an external user not assigned to an LEA.

---

## CareerPortal > Job Details

☐ Corrected various user interface issues to improve the user experience. Also, changed the page name from Position Details to Job Details.

---

## CareerPortal > Applicant Detail

☐ Corrected the program to display all questions from the application even if the applicant did not answer all questions.

☐ Corrected various user interface issues to improve the user experience.

☐ Added the **Position Details** accordion section to view the details of the job for which the selected applicant has applied.

## CareerPortal > District Settings (Co-op)

☐ Corrected the program to allow a new co-op to be saved with or without entering an email domain. Previously, if an email domain was entered when adding a co-op, the record was not saved.

---

## CareerPortal > Admin Tools > User Management

☐ Corrected the program to allow Admin-only users to edit the Users and User/Group Link pages.

---



# EmployeePortal



## **Back Cover**