



**ASCENDER**®  
ELEVATING TECHNOLOGY SOLUTIONS

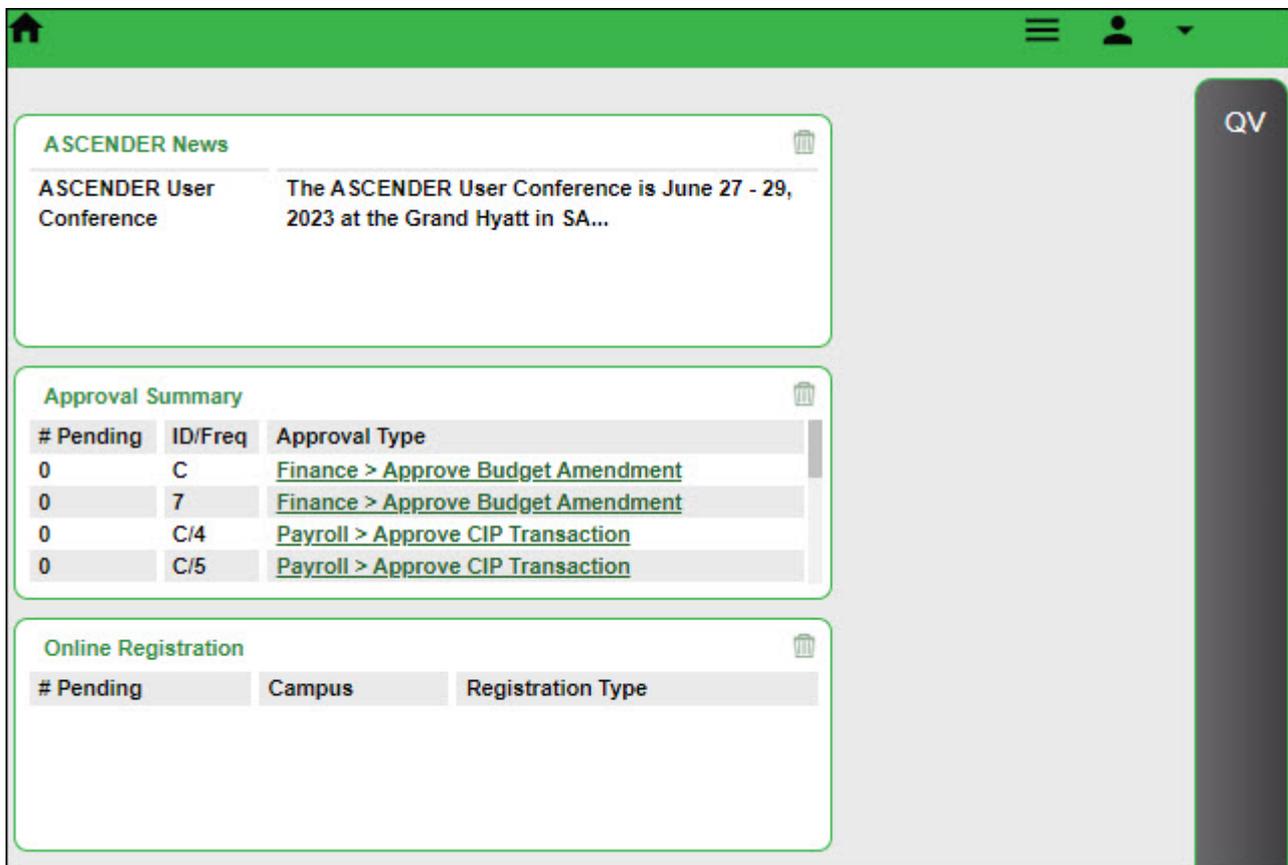
**ASCENDER 7.0400**

# ASCENDER 7.0400

**Release Date:** 12/14/22 **ASCENDER Update:** 7.0400

## ASCENDER Homepage

□ Added the ASCENDER News dashboard element to display important announcements or upcoming events. Each dashboard element tile has the drag-and-drop feature enabled along with column x row layout options to allow the logged-on user to customize the layout of their dashboard elements. The user's selected layout preferences are automatically saved upon logging out of the software.



The screenshot shows the ASCENDER homepage dashboard with a green header bar containing a home icon, a menu icon, a user profile icon, and a dropdown arrow. The dashboard features three main widgets:

- ASCENDER News:** A tile with a trash icon in the top right corner. It displays a news item: "ASCENDER User Conference" with the text "The ASCENDER User Conference is June 27 - 29, 2023 at the Grand Hyatt in SA..."
- Approval Summary:** A tile with a trash icon in the top right corner. It contains a table with the following data:
 

# Pending	ID/Freq	Approval Type
0	C	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	7	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/5	<a href="#">Payroll &gt; Approve CIP Transaction</a>
- Online Registration:** A tile with a trash icon in the top right corner. It contains a table with the following headers:
 

# Pending	Campus	Registration Type
-----------	--------	-------------------

A vertical sidebar on the right side of the dashboard is labeled "QV".

## Accounts Receivable > Utilities > Print Invoices

□ Added the **Sort Invoices by Alpha or Numeric** drop-down field to select a sort order for printed invoices. The following options are available:

- **Alpha** - Sort invoices alphabetically by customer name.
- **Numeric** - Sort invoices numerically by invoice number.

Utilities > Print Invoices Accounts R

Generate/Print

Invoice Number:  Customer Name:  Customer Nbr:

Accounting per: 04 Date Range: From:  To:  Invoice Date:

Sort Invoices by Alpha or Numeric:

Retrieve

### Accounts Receivable > Reports > Accounts Receivable Reports > BAR7500 - Reprint Invoices Report

Added the **Sort by Customer Name (A) or Invoice Number (N)** parameter to select a sort order for printed invoices.

Reports > Accounts Receivable Reports > Reprint Invoices Report Accounts R

Preview PDF CSV Clear Options

Accounts Receivable Reports **BAR7500 - Reprint Invoices Report**

- [BAR1000 - Customer Listing](#)
- [BAR3000 - Customer Statement](#)
- [BAR3500 - Invoice Detail Listing](#)
- [BAR4000 - Invoice Listing by Revenue Code](#)
- [BAR4500 - Outstanding Invoices by Customer](#)
- [BAR5000 - Summary Aging Report](#)
- [BAR6000 - Detail Aging Report](#)
- [BAR6500 - Detail Aging Report By Organization](#)
- [BAR7000 - Invoice Offset Accounts Report](#)
- [BAR7500 - Reprint Invoices Report](#)
- [BAR9000 - Template Listing](#)
- [BAR9500 - Payment Listing Report](#)

Parameter Description	Value
Select Copy to Print	<input type="text"/>
Select Printed Status to Print	<input type="text"/>
Select Invoice(s), or blank for ALL	<input type="text"/>
Select Customer(s), or blank for ALL	<input type="text"/>
From Invoice Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Invoice Date (MMDDYYYY), or blank for ALL	<input type="text"/>
From Requested Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Requested Date (MMDDYYYY), or blank for ALL	<input type="text"/>
<b>Sort by Customer Name (A) or Invoice Number (N)</b>	<input type="text"/>

### Budget > Maintenance > Budget Data

Modified the program to allow an account with object code 8XXX to be added with any valid function code. Previously, accounts with object code 8XXX were restricted to a 00 function code.

### Finance > Maintenance > Vendor Information > Vendor Misc - Copy from Payroll

---

Modified the **Copy from Payroll** button functionality to compare the employee's bank information from Payroll to Finance, and automatically add the bank record to the Finance > Tables > Bank Codes > Bank Codes tab if it does not already exist. The bank record in Finance may be added with a different bank code than Payroll as it uses the next available bank code when adding the new record. Previously, if the bank information in Payroll did not exist in Finance, an error message was displayed prompting the user to manually add the bank information in Finance.

---

### Finance > Maintenance > Create Chart of Accounts

Modified the program to allow an account with object code 8XXX to be added with any valid function code. Previously, accounts with object code 8XXX were restricted to a 00 or 99 function code.

---

### Finance > Maintenance > Postings

Corrected the program to only display the **Documents** button after retrieving a valid record. Previously, the **Documents** button was displayed after clicking **Retrieve** even if a valid record was not retrieved.

- Journal Budget
  - Purchase Order
  - Cash Receipt
  - Journal Actual
- 

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

Corrected the trashcan icon to remain displayed on the page after changing the **Type** on a line item from *Computer* to *District*.

---

### Finance > Maintenance > Pending Payables

Corrected the program to maintain the **EFT** selection when processing payments. Previously, if **EFT** was selected for the vendor, the payment records did not maintain the **EFT** selection.

---

### Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1450 - Detail General Ledger by Acct Per

Added the **Include Budget? (Y/N)** parameter with the following options:

- Y - Include all accounts
- N - Exclude 5XXX-8XXX accounts

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Detail General Ledger by Acct Per

Preview PDF CSV Clear Options

File ID: C  
User ID:   
Curr Per: 04  
Next Per: 05

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

FIN1450 - Detail General Ledger by Acct Per

Parameter Description	Value
Include Previous Months' Balances? (Y/N)	<input type="text"/>
Enter the Starting Accounting Period for the Finance Fiscal Year	<input type="text"/>
From Accounting Period	<input type="text"/>
To Accounting Period	<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"/>
Include Budget? (Y/N)	<input type="text"/>

## Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2100 - 1099 Forms

Per IRS requirements, updated the 1099-MISC/1099-NEC forms/instructions and all 1099-MISC/1099-NEC functionality to support the 2022 tax year.

## Grants and Projects > Tables > Manage Users

Corrected various user interface issues to improve the user experience.

## Grants and Projects > Utilities > Copy Payment Dates

Corrected various user interface issues to improve the user experience.

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

---

Modified the program to display 15 rows in the grid instead of 10 before adding a scrollbar.

---

### **Payroll > Payroll Processing > Deduction Checks > Process Deduction Checks**

Modified the program to display the menu breadcrumbs on subsequent processing pages.

---

### **Payroll > Payroll Processing > Payroll Adjustments > Check Void**

Corrected the primary key error that occurred when voiding a check.

---

### **Payroll > Utilities > Transfer Transaction Processing > Process Transfer Checks**

Modified the program to display the menu breadcrumbs on subsequent processing pages.

---

### **Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing**

Added the **Include SSN on Report? (Y/N)** parameter with the following options:

- Y - Include the employee's social security number on the report.
  - N - Do not include the employee's social security number on the report.
- 

### **Payroll > Reports > WorkJournal Reports**

Modified the reports to include leave total amounts in the **Total Hours** calculation and display the value in decimal format.

---

### **Payroll > Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms**

Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2022 tax year.

Added the **Consent for Terminated Employees? (Y/N)** parameter with the following options:

- Y - Use the W-2 electronic consent selection for each terminated employee (from EmployeePortal) to determine whether or not to print a W-2.
  - If the W-2 electronic consent is Y for a terminated employee, a W-2 is not printed.
  - If the W-2 electronic consent is N for a terminated employee, a W-2 is printed.
  - If the W-2 electronic consent is blank for a terminated employee, a W-2 is printed.
- N - Print W-2s for all terminated employees regardless of W-2 electronic consent selection.
  - If the W-2 electronic consent is blank for a terminated employee, a W-2 is not printed.

Reports > Quarterly/Annual Reports > W-2 Forms

Preview PDF CSV Clear Options

Quarterly/Annual Reports  
[HRS5000 - 941 Worksheet](#)  
[HRS5050 - TWC Wage List](#)  
[HRS5100 - W-2 Forms](#)  
[HRS5150 - FICA Annual Report](#)  
[HRS5200 - Third Party Sick Pay Report](#)

HRS5100 - W-2 Forms

Parameter Description	Value
Validation Rpt (V); W2 Forms - Copy A (A), Non-preprinted 3 Up (N); or W2REPORT File (F)	<input type="text"/>
For Tax Year > 2018, Include instructions (Y/N) or Print instructions only (I)	<input type="text"/>
Final Run - Create W-2 Historical Record ? (Y/N)	<input type="text"/>
Sort by Alpha (A), SSN (S), or Pay Campus (C)	<input type="text"/>
Tax Year (####)	<input type="text"/>
Select Frequency(ies), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Company Name (up to 57 characters)	<input type="text"/>
Company Street (up to 22 characters)	<input type="text"/>
Company Location Address (up to 22 characters)	<input type="text"/>
Company City (up to 22 characters)	<input type="text"/>
Company State : (2 characters)	<input type="text"/>
Company Zip : #####-####	<input type="text"/>
Resubmit W2 Indicator (0) or (1)	<input type="text"/>
Resubmit WFID sent by SSA	<input type="text"/>
Problem Notification Code (1) or (2)	<input type="text"/>
Preparer Code (A), (L), (S), (P) or (O)	<input type="text"/>
User ID (8 characters)	<input type="text"/>
Contact Name (up to 27 characters)	<input type="text"/>
Contact Phone Number (###-###-####)	<input type="text"/>
Contact Phone Extension (#####)	<input type="text"/>
Contact E-mail (up to 40 characters)	<input type="text"/>
Contact Fax (###-###-####)	<input type="text"/>
Business Terminated? (Y/N)	<input type="text"/>
Kind of Employer (F), (S), (T), (Y), (N)	<input type="text"/>
Use Consent for Terminated Employees? (Y/N)	<input type="text"/>

**Payroll > Reports > TRS Reports**

Added the **File ID Current (C) or Previous Year File ID (P) (only for Worksheet and General Journals)** parameter to retrieve and calculate data for the current and previous year file IDs.

- HRS7810 - TRS Statutory Minimum Report 373
- HRS7815 - TRS Non-OASDI Employer Contribution

Reports > TRS Reports > TRS Statutory Minimum Report 373

Preview PDF CSV Clear Options

TRS Reports

- [HRS4150 - TRS On-Behalf Payment Journal](#)
- [HRS4250 - TRS Eligible Employees List](#)
- [HRS4300 - Health Insurance Participation Report](#)
- [HRS4450 - FSP Staff Salary Report](#)
- [HRS4550 - Payroll Benefits Expense Distribution](#)
- [HRS7810 - TRS Statutory Minimum Report #373](#)
- [HRS7815 - TRS Non-OASDI Employer Contribution](#)
- [HRS7820 - TRS 3 Report](#)
- [HRS7825 - TRS 489 Report](#)
- [HRS7840 - TRS Federal Grant Report](#)
- [HRS7850 - TRS Adjustment Days Report](#)
- [HRS8900 - Employee Data \(ED\)](#)
- [HRS8905 - Regular Payroll \(RP\)](#)
- [HRS8910 - Employment After Retirement \(ER\)](#)
- [HRS9865 - Payments for New Member](#)
- [HRS9870 - Retiree Pension Surcharge](#)
- [HRS9875 - Retiree TRS Care Surcharge](#)

HRS7810 - TRS Statutory Minimum Report #373

Parameter Description	Value
Print TRS373 Worksheet only (1) or TRS373 and General Journals (2)	<input type="text"/>
Report Month (01-12)	<input type="text"/>
Report Year (YYYY)	<input type="text"/>
Select Frequency(ies), or blank for ALL	<input type="text"/>
File ID Current (C) or Previous Year File ID (P) (only for Worksheet and General Journals)	<input type="text"/>

## Personnel

Updated the automated batch processing in Personnel. Instructions for this process are located on the TCC Technical Documentation > ASCENDER Personnel Import page in the ASCENDER Wiki.

## Personnel > Maintenance > Employment Info

Corrected the issue that prevented validation from occurring simultaneously for the **Auxiliary Role ID** and **Paraprofessional Certification** sections.

Corrected the issue that prevented an **Auxiliary Role ID** from being completely deleted from all required tables.

Corrected the issue that prevented the **Paraprofessional Certification End Date** from being properly saved to the employee's record.

## Personnel > Maintenance > Staff Demo > Responsibility

Modified the program to allow days and minutes weekly values to be saved for the following service IDs: PES00051 and PES00056. Previously, an error message was displayed.

---

**Personnel > Utilities > Mass Delete > Employee Data**

Added the paraprofessional certification and auxiliary role ID data to the mass deletion process.

---

**Personnel > Utilities > ACA 1094/1095 Correction/Replacement**

Per IRS requirements, updated the utility to support the 2022 tax year.

---

**Personnel > Reports > Personnel Reports > HRS1550 - New Hire Report**

Renamed the output file from New\_Hire\_MMDDYYYY.txt to EINnhMMDDYYYY.txt where EIN is the **District Federal ID Number** on the Finance > Tables > District Finance Options > Finance Options tab, nh is new hire, and MMDDYYYY is the current system date.

---

**Personnel > Reports > Payroll Information Reports > HRS5250 - 1095-B Forms**

Per IRS requirements, updated the 1095-B form/instructions and all 1095-B functionality to support the 2022 tax year.

---

**Personnel > Reports > Payroll Information Reports > HRS5255 - 1095-C Forms**

Per IRS requirements, updated the 1095-C form/instructions and all 1095-C functionality to support the 2022 tax year.

---

**Personnel > Reports > User Created Reports**

Corrected the **Employed Only** field to function as intended by including employees who are currently employed based on the current date, employment date, reemployment date, and term date.

---

**Position Management**

---

Corrected the Employee Directory functionality. Previously, users could not select and retrieve records for employee numbers tied to employee names with an apostrophe.

---

### **Warehouse > Maintenance > Bid Processing > Request Vendor Quote**

Corrected the program error that occurred when selecting a bid from this page.

---

### **Warehouse > Maintenance > Bid Processing > Vendor Response**

Corrected the issue that prevented some **Bid Nbrs** from displaying after retrieving a bid.

---

### **Warehouse > Reports > Warehouse Reports > BWH1450 - Print Purchase Order Form**

Corrected the program error that occurred when printing individual purchase orders.

---



# **CareerPortal**

## **CareerPortal**

Added the Document Attachments functionality to view and download documents (e.g., resumes) that were uploaded during the application process.

- Core Questions
  - Profile
  - Application
  - Search Applicant
-

---

## CareerPortal > Help

- Corrected the **Help** button to function as intended.
- 



# EmployeePortal

## EmployeePortal > Help

- Corrected the program to display all appropriate Help content in Spanish when selected.
- 

## EmployeePortal > Inquiry > W-2 Information

- Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2022 tax year.
- Removed the following Families First Coronavirus Response Act (FFCRA) fields for the 2022 tax year and beyond as it is now obsolete.

**Note:** These fields will still be displayed for the 2020 and 2021 calendar years.

- **EPSL1**
  - **EPSL1**
  - **EFMLEA**
- 

## EmployeePortal > Inquiry > 1095 Information

- Per IRS requirements, updated the 1095-B/1095-C forms/instructions and all 1095-B/1095-C functionality to support the 2022 tax year.

## EmployeePortal > Travel Reimbursement Requests > Travel Requests

- Modified the **Purpose** field to only allow letters, numbers, commas, periods, and dashes.
- 



## MemberPortal

### MemberPortal > Grant List

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



**ASCENDER**®  
ELEVATING TECHNOLOGY SOLUTIONS

## **Back Cover**