



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

**ASCENDER 7.1000**

---

# ASCENDER 7.1000

**Release Date:** 6/13/2023 **ASCENDER Update:** 7.1000



Removed the **Provide feedback** button from all application pages. The following statement will be posted in the ASCENDER News Section to explain: “The client feedback button was introduced when the TCC transitioned from TxEIS to ASCENDER. We have removed the button and welcome your feedback through your local ESC ASCENDER support team.”

---

## **Budget > Utilities > Clear Move NYR Requisitions To CYR**

Corrected the issue that caused account elements for the encumbrance offset (4310) to duplicate the subobject and organization resulting in an account code longer than 20 characters and preventing the process from being completed.

---

## **Finance > Maintenance > Pending Payables**

Corrected the program to prevent purchase orders with more than one line item and the same account for all line items from being fully liquidated when only partially received.


Also, corrected the program to properly calculate the Net Expense Amount based on the Actual Cost Amount when the PO has one item split between three or more accounts.

---

## **Finance > Inquiry > Travel Reimbursement Inquiry**

Modified the program to display the **Documents** button in the travel details pop-up window if documents are attached to the travel request.

Travel Req Nbr : 000013 Vendor : 39483 - Brenda Caballero Travel Req Date : 04-10-2023 Travel Req Total : 104.00

Cancel Print Documents 

Account Code	Amount
199-00-1101.02-000-800000	104.00
<b>Travel Request Total</b>	<b>104.00</b>

Date of Travel Time	Point of Origin	Destination
04-11-2023 07:00 AM - 04:00 PM Round Trip: <input type="checkbox"/> Commute: <input type="checkbox"/> Mileage: 0.0 0.0 OR 150.0 Mileage Total: 150.0 Mileage Rate: 0.560 Total Mileage Amount: 84.00	Contact: Testing doc Purpose: Testing doc City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Misc Amt: 20.00 Bus <input type="text"/>	ESC 20 ESC 10 City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>

Daily Total: 104.00

## Finance > Utilities > Fiscal Year Close

- Corrected the program to generate the final Fiscal Year Close report instead of a program error.
- Corrected the issue that prevented the **Current Finance Fiscal Year** and **Previous Year File ID** fields from being properly updated after successfully running the Fiscal Year Close process.

## Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3750 - Statement of Activities

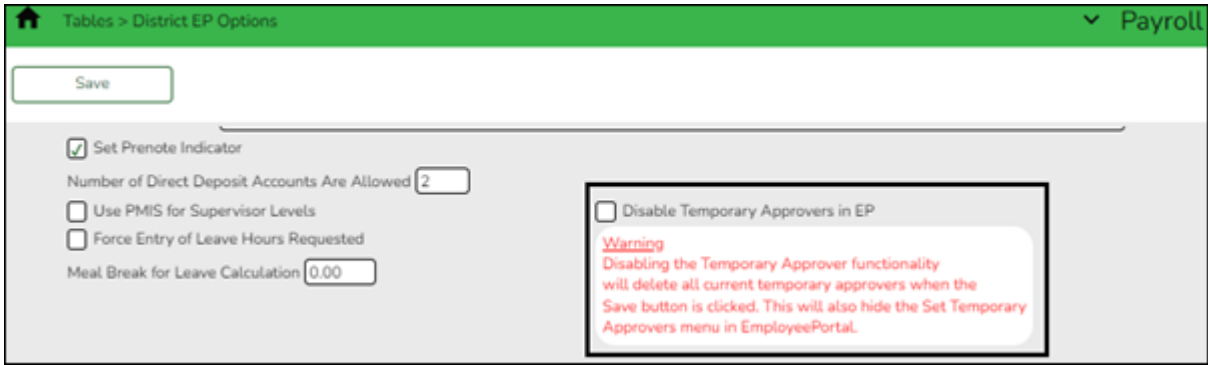
- Corrected the issue that prevented all fund balance objects (excluding 37XX) from being included in the **Net Assets, beginning of year** line.

## Grants and Projects > Maintenance > Approval Dashboard

- Corrected the issue that prevented the request details from being displayed in the spyglass pop-up window. Previously, only the **Approve** and **Cancel** buttons were displayed in the pop-up and if the user clicked either button, a program error occurred.

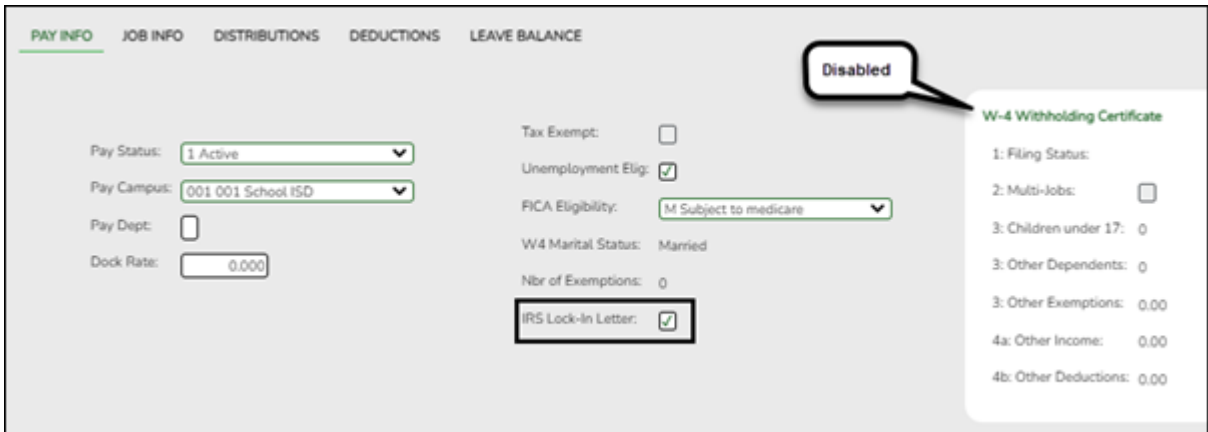
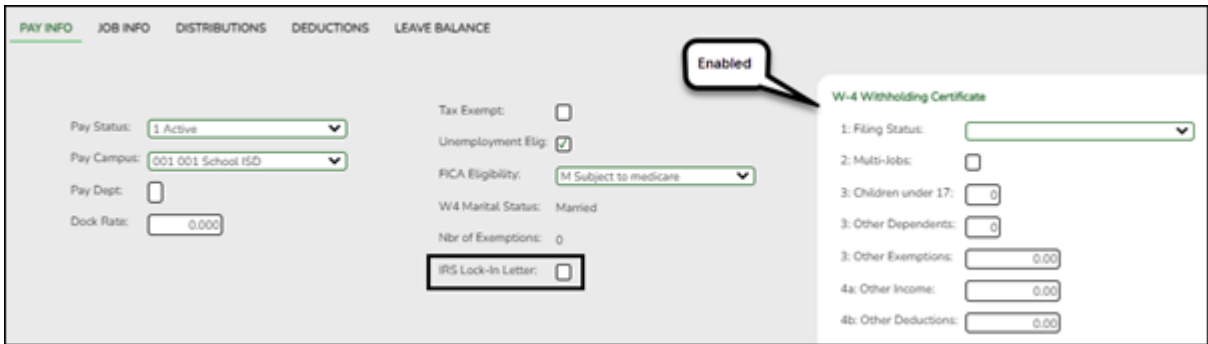
## Payroll > Tables > District EP Options > EmployeePortal Options

- Added the **Disable Temporary Approvers in EP** field to disable the Temporary Approver functionality. After the record is saved, all current temporary approvers are deleted and the Set Temporary Approvers menu is hidden from the Supervisors menu in EmployeePortal.



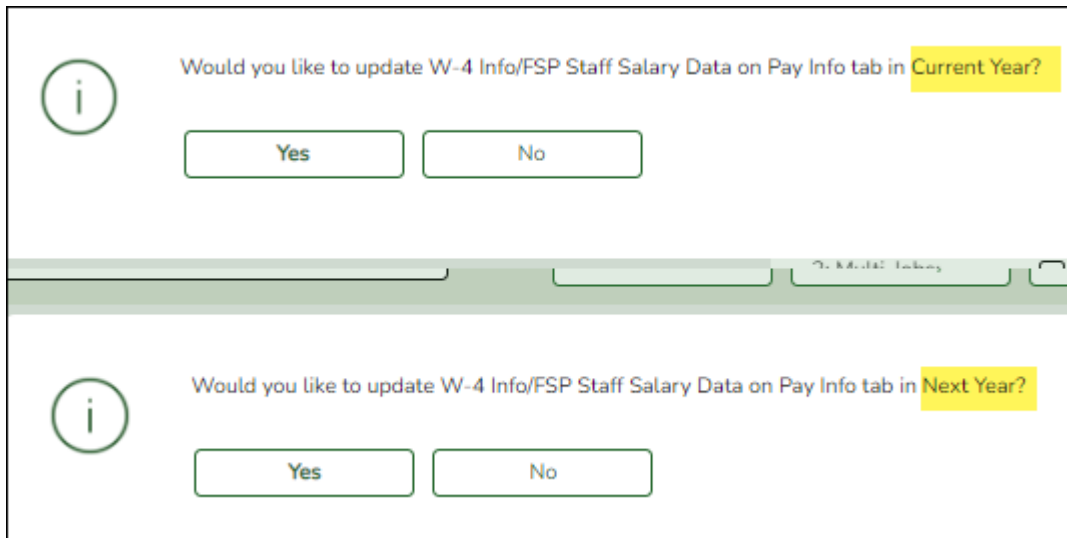
**Payroll > Maintenance > Staff Job/Pay Data > Pay Info**

Added the **IRS Lock-In Letter** field to indicate that the IRS has determined that an employee does not have sufficient withholding and has issued a Lock-in Letter to restrict changes to the employee's W-4 information.



Modified the program to display a message prompting users to update W-4 Info/FSP Staff Salary Data changes in the current year or next year pay frequency based on the logged-on pay frequency where the changes are being saved. This message is displayed when changes are made to the **Tax Exempt, W-4 Withholding Certificate, or FSP Staff Salary Data** fields.

---



The image shows two screenshots of a software interface. The top screenshot displays a confirmation prompt: "Would you like to update W-4 Info/FSP Staff Salary Data on Pay Info tab in **Current Year?**" with "Yes" and "No" buttons. The bottom screenshot displays a similar prompt: "Would you like to update W-4 Info/FSP Staff Salary Data on Pay Info tab in **Next Year?**" with "Yes" and "No" buttons. Both prompts include an information icon (i in a circle) on the left.

---

### **Payroll > Maintenance > Leave Account Transaction > Staff Leave Maint**

Added validation to the **Absence/Earned** date field to prevent invalid dates or dates prior to 01/01/2000 from being entered.

---

### **Payroll > Payroll Processing > TRS Processing > Extract**

Corrected the issue that caused the following erroneous error to be displayed on the Error Report: "Error inserting errs 3."

---

### **Payroll > Self-Service > Payroll Approval & Payroll Approval by Alternate**

Modified the program to display the following warning message if trying to approve pending W-4 changes and a Lock-in Letter has been issued for the employee (i.e., **IRS Lock-In Letter** field is selected on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab): "W-4 changes cannot be processed because an IRS Lock-in Letter has been issued. You can disapprove the changes to remove them from the approval queue or contact an administrator for further information."

---

### **Payroll > Reports > Personnel Reports > HRS1250 - Employee Data Listing**

Added the **IRS Lock-in Letter** field to the report.

---

Payroll Name & Primary Address		Former Name & Alternate Address		P
Last: *HAINES		Last:		P
First: AARON		First:		In
Middle: BROOKE		Middle:		R
Title: MS. Gen:		Title: Gen:		Lu
Street: 175077 SUMMIT RIDGE		Street:		Lu
City/St: Alamo City, TX		City/St:		D
Zip Cd: 47806-0		Zip Cd:		D
Country:				Ti
Phone: (555) 348-2258 Cell: ( )		Bus Ph: ( )	Bus Ext:	
Wk E-mail:		Hm E-mail:		H
Supplemental Address:				A
Country:				W
Delivery Name:				B
Emergency Contact:		Relation:		
Phone: ( )	Ext:			
Emergency Notes:				

Pay Status:	2 - Inactive	FSP Staff Salary Data	
Pay Campus:	044 - 044 School	Health Ins Code:	Y - Eligible par
Pay Dept:	0	FSP Staff Data Code:	
Dock Rate:	.000		
Tax Exempt:	<input type="checkbox"/>	W4 Multi-Jobs:	<input type="checkbox"/>
Unemployment Elig:	<input type="checkbox"/>	W4 Children under 17:	
FICA Eligibility:	N - Not subject to FICA	W4 Other Dependents:	
W4 Marital Status:	S - Single	W4 Other Exemptions:	100
Nbr of Exemptions:	99	W4 Other Income:	
<b>IRS Lock-in Letter:</b>	<input checked="" type="checkbox"/>	W4 Other Deductions:	
W4 Filing Status:	H - Head of household		

## Payroll > Reports > User Created Report

Added the **IRS Lock-in Letter** field.

Reports > User Created Reports

Save
Create Report
Delete
Reset

Report Title

Employee Nbr:   Active Employees Only

Employment

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught	<input checked="" type="checkbox"/> <b>IRS Lock-in Letter</b>

## Personnel > Maintenance > Staff Demo > Demographic Information

Added validation to the **Phone** section (**Hm, Bus, Cell** fields) to prevent phone numbers less than ten digits from being saved.

**Personnel > Utilities > Mass Update > Responsibility**

Added the following Responsibility fields to the mass update process:

- **Staff Service**
- **ESC/SSA**

**Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing**

Added the **IRS Lock-in Letter** field to the report.

Payroll Name & Primary Address		Former Name & Alternate Address		P
Last: *HAINES		Last:		P
First: AARON		First:		In
Middle: BROOKE		Middle:		R
Title: MS. Gen:		Title:	Gen:	Lu
Street: 175077 SUMMIT RIDGE		Street:		Lu
City/St: Alamo City, TX		City/St:		D
Zip Cd: 47806-0		Zip Cd:		D
Country:				Tl
Phone: (555) 348-2258 Cell: ( )		Bus Ph: ( )	Bus Ext:	H
Wk E-mail:		Hm E-mail:		H
Supplemental Address:				A
Country:				A
Delivery Name:				W
Emergency Contact:		Relation:		B
Phone: ( ) Ext:				B
Emergency Notes:				
Pay Status: 2 - Inactive		FSP Staff Salary Data		
Pay Campus: 044 - 044 School		Health Ins Code: Y - Eligible par		
Pay Dept: 0		FSP Staff Data Code:		
Dock Rate: .000				
Tax Exempt: <input type="checkbox"/>		W4 Multi-Jobs: <input type="checkbox"/>		
Unemployment Elig: <input type="checkbox"/>		W4 Children under 17:		
FICA Eligibility: N - Not subject to FICA		W4 Other Dependents:		
W4 Marital Status: S - Single		W4 Other Exemptions: 100		
Nbr of Exemptions: 99		W4 Other Income:		
<b>IRS Lock-in Letter: <input checked="" type="checkbox"/></b>		W4 Other Deductions:		
W4 Filing Status: H - Head of household				

**Personnel > Reports > User Created Reports**

Added the **IRS Lock-in Letter** field.

Reports > User Created Reports

Save Create Report Delete Reset

Report ID:   Public Retrieve

Report Title:

Employee Nbr:   Employed Only

Employment

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught	<input type="checkbox"/> IRS Lock-In Letter

## Purchasing > Maintenance > Create/Modify Contract Requisition

- Added the auto-suggest feature to the **Commodity Code** field.
  - If a number is entered, the drop-down list is displayed in numerical order.
  - If a letter is entered, the drop-down list is displayed in alphabetical order.

Commodity Code

120

- 120 - - BOATS, MOTORS, AND MARINE EQUI
- 120 - 05 - Agitators, Fish Tank
- 120 - 08 - Airboats and Inflatable Boats
- 120 - 09 - Anodes, Including Parts and Ac

Commodity Code

Dairy

- 245 - - DAIRY EQUIPMENT AND SUPPLIES
- 931 - 36 - Dairy Equipment Maintenance an
- 998 - 33 - Dairy Equipment, Sale of Surpl
- 245 - 15 - Dairy Pails, Utility Pails

## Warehouse > Maintenance > Inventory Maintenance

Corrected the scroll bar display on the right side of the page to only display one scroll bar instead of two.

---

## Warehouse > Reports > Bid Processing Reports > BWH2050 - Bid Tabulation Report

Removed the CSV option. As a result, the CSV button was disabled on the report parameters page and the CSV icon was removed from the report.

---

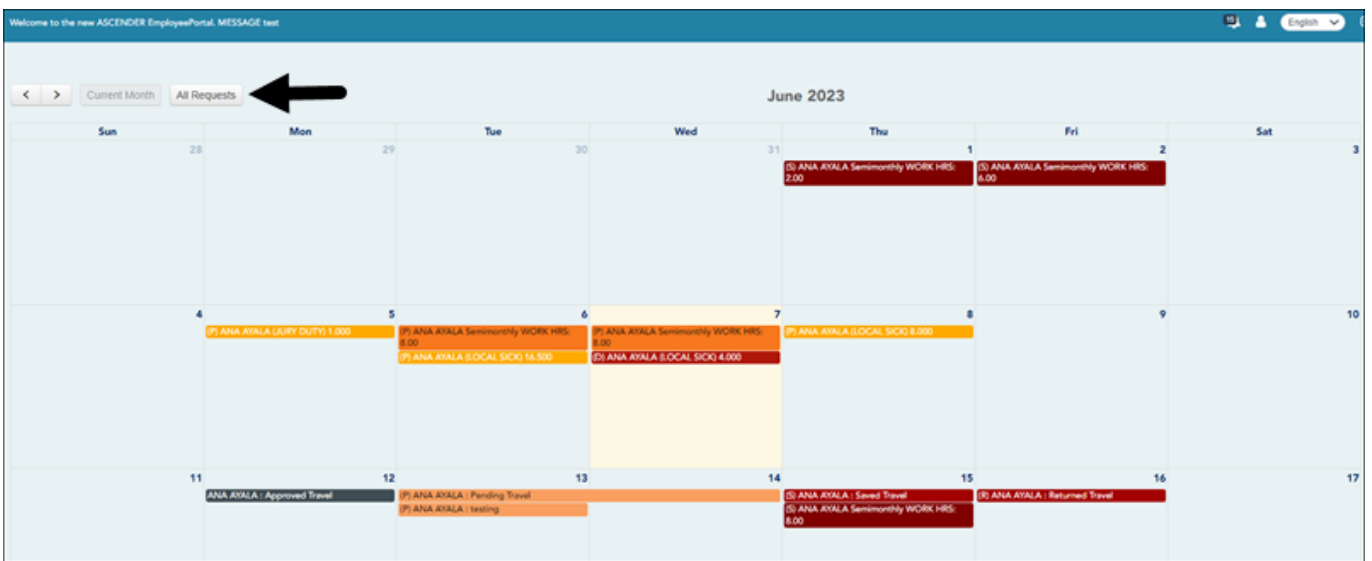
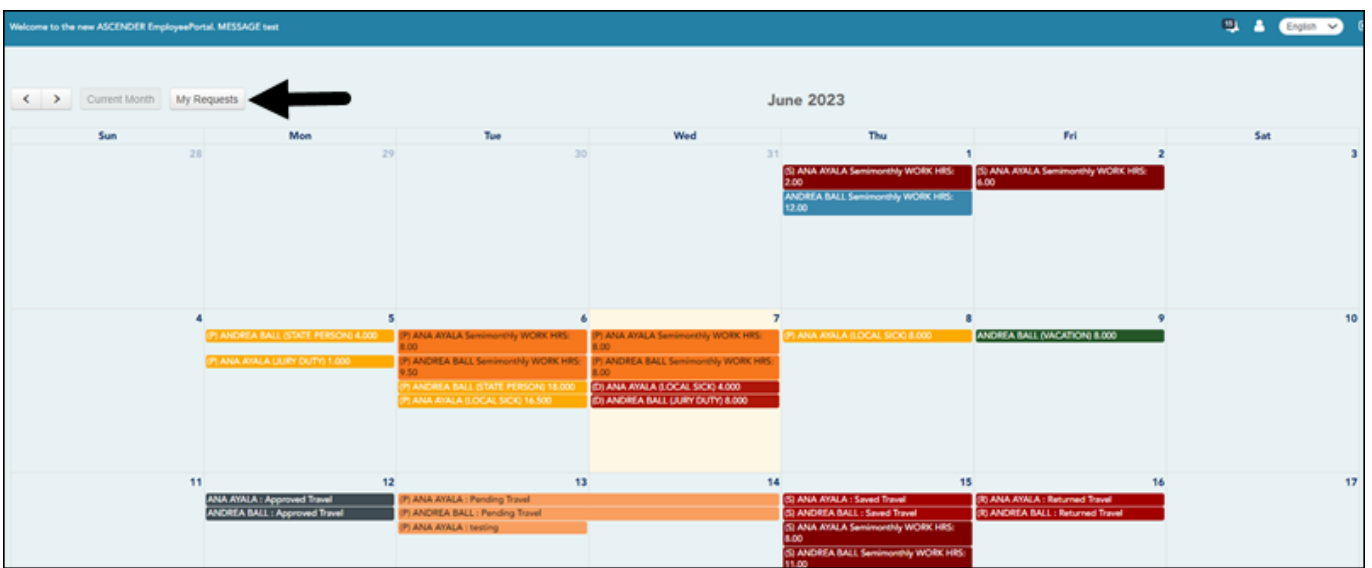
# EmployeePortal

## EmployeePortal

Modified the program to generate an email message to supervisors to notify them that an employee has deleted an approved leave request.

Modified the calendar view on the landing page to improve the user experience for Supervisors.

- Added the **All Requests** and **My Requests** buttons to the top of the page. The default view for supervisors is **All Requests**, which displays all of their employees' Leave, Travel, and WorkJournal requests. The supervisor can then click **My Requests** to toggle to their personal requests view.
- Removed the Calendar sub-menu from the Supervisor menu.
- Updated the background color for each request type as follows:
  - Approved Leave Requests - Green
  - (P) Pending Leave Requests - Yellow
  - (D) Disapproved Leave Requests - Red
  - Approved Travel Requests - Gray
  - (P) Pending Travel Requests - Orange
  - (R) Returned Travel Requests - Red
  - (S) Saved Travel Requests - Red
  - Approved WorkJournal Requests - Blue
  - (P) Pending WorkJournal Requests - Orange
  - (S) Saved WorkJournal Requests - Red



## EmployeePortal > Self-Service

Added the **IRS Lock-In Letter** field under **W4 Marital Status Information**.

- If the **IRS Lock-In Letter** field is selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, the field is set to Y on this page and the **W4 Marital Status Information** fields are disabled preventing employees from requesting/making changes.

Welcome to the new ASCENDER EmployeePortal. MESSAGE test

SELF-SERVICE PAYROLL MESSAGE

Payroll Frequency: Biweekly

W4 Marital Status Information

	Current	New
W4 Marital Status	S - Single	S - Single
Nbr of Exemptions	99	99
W4 Filing Status		
W4 Multi-Jobs	N	<input type="radio"/> Yes <input checked="" type="radio"/> No
W4 Children under 17	0	0
W4 Other Dependents	0	0
W4 Other Exemptions	0	0.0
W4 Other Income	0	0.0
W4 Other Deductions	0	0.0
IRS Lock-In Letter	Y	

Pay Info tab

W4 Marital Status: Single

Nbr of Exemptions: 99

IRS Lock-In Letter:

- If the **IRS Lock-In Letter** field is not selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, the field is not displayed on this page and the **W4 Marital Status Information** fields are enabled as usual allowing employees to request/make changes.

Welcome to the new ASCENDER EmployeePortal. MESSAGE test

Business ( ) ext. ext.

SELF-SERVICE PAYROLL MESSAGE

Payroll Frequency: Biweekly

W4 Marital Status Information

	Current	New
W4 Marital Status	S - Single	S - Single
Nbr of Exemptions	99	99
W4 Filing Status		
W4 Multi-Jobs	N	<input type="radio"/> Yes <input checked="" type="radio"/> No
W4 Children under 17	0	0
W4 Other Dependents	0	0
W4 Other Exemptions	0	0.0
W4 Other Income	0	0.0
W4 Other Deductions	0	0.0
IRS Lock-In Letter		

Pay Info tab

W4 Marital Status: Single

Nbr of Exemptions: 99

IRS Lock-In Letter:

## EmployeePortal > Supervisor > Set Temporary Approvers

Modified the program to hide this menu item if the new **Disable Temporary Approvers in EP** field is selected on the Payroll > Tables > District EP Options > EmployeePortal Options page. The **Disable Temporary Approvers in EP** field is used to disable the Temporary Approver functionality and delete all temporary approvers upon saving the record.



**ASCENDER**®  
ELEVATING TECHNOLOGY SOLUTIONS

## **Back Cover**