ASCENDER
EMPLOYEE PORTAL

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

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❑ Click the **Account Codes** link to assign an account code to a specific travel day within the travel request. Or, click the **Assign Account Codes** button at the top of the page to assign account codes to the entire travel request.

The Assign Account Codes pop-up window opens allowing you to enter account code information for the travel request. Only account codes to which you have access are displayed.

⚠️ The **Assign Account Codes** button overrides any accounts code assignments for a specific travel day within a travel request.

- Click **+Add** to add a blank account code line. You can add additional account codes rows as needed.
- In the **Account Code** column, type the account code. Or, click ⋮ to open the Account Codes pop-up window and search for an account code.
  - Type the applicable account code components, click ⋮ to open the Fund Search pop-up window, or leave blank for all account codes, and then click **Search**. A list of available account codes is displayed.
  - Select an account code from the list. The **Account Code** and **Description** fields are populated with the selected account code.
  - Click **Clear** to clear your selections.
  - Click X to close the Account Codes pop-up window.
- In the **Percent** column, type the percent of the travel request amount to be expensed to the account code. Or, in the **Amount** column, type the dollar amount of the travel request amount to be expensed to the account code.

❑ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❑ Click **Calculate Amount** to populate the **Amount** column based on the percentage entered in the **Percent** column.

The total percentage and amount distribution for all accounts listed is displayed.

❑ Click **OK** to save your changes and close the pop-up window. Click **X** or **Cancel** to close the pop-up window without saving your changes.

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