



ASCENDER

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ASCENDER Release 5.0.0400

[NEW: SSA Fiscal Agent Management](#)

NEW: SSA Fiscal Agent Management

The new Shared Service Arrangement (SSA) Fiscal Agent Management feature provides fiscal agents a more efficient way to handle grant budget revision requests and reimbursement requests from SSA members. ESCs and LEAs can both serve as a fiscal agent.

District Administration > Tables > Electronic Signatures

☐ Added **GP** to the application list allowing the upload of electronic signatures to be used in the Grants and Projects application.

Tables > Electronic Signatures District Administration

Signature Name:

Password:

File Name:

AR ☐ FIN ☐ **GP** ☐ HR ☐ PUR ☐ WHSE ☐

Delete	Signature Name	File Name	AR	FIN	GP	HR	PUR	WHSE
Delete			☐	☒	☐	☒	☐	☐
Delete			☐	☒	☐	☒	☐	☐
Delete			☐	☒	☐	☒	☐	☐

Grants and Projects > Tables > Grants and Projects Table

☐ Renamed this menu item from Grants and Projects Tables to Grant/Project Profile.

Tables > Grant/Project Profile

Grants And Projects

Save Delete

Grant/Project Code: Description: Retrieve Add

Status: A - Active NOGA/Project Nbr: CFDA Nbr: Begin Date: End Date:

Delete GL File ID Fund Func Obj Subj Org FY Pgm Ed Span Proj Description

First / 0 Last Add

Grants and Projects > Tables > SSA Grants > Grant Types

□ Added this tab to allow fiscal agents to maintain a list of grant types and descriptions, which can be used to facilitate the appropriate workflows and member notifications for each grant type.

Tables > SSA Grants

Grants And Projects

Save

GRANT TYPES PAYMENT DATES

Start At: Retrieve

Delete Grant Type Description Grant Amount Status

First / 0 Last Add

Grants and Projects > Tables > SSA Grants > Payment Dates

□ Added this tab to allow fiscal agents to maintain a list of cut-off dates and expected payment dates for each grant type per member.

☐ Added this page to create and maintain the sequence or hierarchy of approvers for member grant budget revision requests and reimbursement requests.

Tables > SSA Approval Path

Grants And Projects

Save

Grant Type: Retrieve

Reminder Days:

****Note - If Reminder Days value is greater than zero, Approver has that many days in order to respond to Approval before reminder email is sent to Approver. Subsequent emails will be sent daily after initial email. ****

Grant Type:

Approver	Email Opt-Out
No Rows	

**** DRAG-AND-DROP ****

Press and hold down the left mouse button on the desired row to "Grab" it. "Drag" the row to the desired location. "Drop" the row by releasing the mouse button.

WARNING
Changing the approval path will update all pending requests for the selected Workflow Grant Type when the Save button is clicked. Please inform all users to halt all workflow processing prior to save.

☐ Added this page to assign alternate approvers to approvers who are unable to perform their assigned approval duties during a specified timeframe for member grant budget revision requests and reimbursement requests.

Tables > SSA Alternate Approvers
 Grants And

Grant Type:

Grant Type:

Clear	Approver Emp Nbr	Approver Name	Use Alternate	Alternate Emp Nbr	Alternate Approver Name	From Date	To Date
No Rows							

Grants and Projects > Tables > SSA Members > Member Information

☐ Added this tab to allow fiscal agents to maintain member data records.

Tables > SSA Members
 Grants And Projects

Member:

MEMBER INFORMATION

BANK CODE

Member Information:

County District Nbr:

Region:

Status:

Member Name:

Vendor:

Main Contact:

Contact Name:

Title

First

Last

E-mail:

Grants and Projects > Tables > SSA Members > Bank Code

☐ Added this tab to allow fiscal agents to maintain bank information for members receiving payments via electronic funds transfer. In addition, the fiscal agent can use the Security Administration application to limit the users who can access this information.

Tables > SSA Members Grants And Projects

Save

Member: Retrieve Directory Add

MEMBER INFORMATION BANK CODE

Bank Information:

EFT E-mail:

Delete Bank Bank Acct Nbr Bank Acct Type PreNote

☐ ☐

Grants and Projects > Tables > Manage Users

☐ Added this page to manage MemberPortal user accounts. Member users can create an account via the MemberPortal; however, they will not have access to any grant information until the fiscal agent completes their user profile on this page.

Tables > Manage Users Grants And Projects

Save Add User

Users:

First Name: Last Name: Retrieve Clear

Member: Admin: ☐ Include Inactive: ☐

Results:

Delete	Detail	▲First Name	Last Name	Member	Status
First	◀		/0	▶	Last

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

☐ Added this tab to allow fiscal agents to view and maintain various details related to a specified grant year, ID, type, or member (county district) record.

Maintenance > Member Grants
Grants And

Save
Add

Year:
Grant ID:
Retrieve
Directory
Documents

GRANT MAINTENANCE
OBJECT MAINTENANCE

Year:
Grant ID:
Member:
Grant Type:
Status: Active

Expense Account:
Fund
Func
Obj
Sobj
Org
Prog

Dates
Begin Date:
End Date:

Reserve
Reserved Percent: 0%
Reserved Amount: 0.00

Final Report
Due Date:
Processed Indicator:

Summary
Total Award: 0.00
Eligible Remaining: 0.00
Reimbursements: 0.00
Matching Funds: 0.00
Pending Reimbursements: 0.00

Transactions
Detail
Doc
Date
Type
Status
Budget Amount
Reimbursement Amount
Payment Date
No Rows

Grants and Projects > Maintenance > Member Grants > Object Maintenance

□ Added this tab to allow fiscal agents to add budget details allocated by object class for a specified year and grant ID.

Maintenance > Member Grants
 Grants Admin

Year: Grant ID: :

GRANT MAINTENANCE OBJECT MAINTENANCE

Year: Grant ID: Member:

Object	Total Award	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds	Over Expend %
61XX	0.00	0.00	0.00	0.00	0.00	0%
62XX	0.00	0.00	0.00	0.00	0.00	0%
63XX	0.00	0.00	0.00	0.00	0.00	0%
64XX	0.00	0.00	0.00	0.00	0.00	0%
65XX	0.00	0.00	0.00	0.00	0.00	0%
66XX	0.00	0.00	0.00	0.00	0.00	0%
Total:	0.00	0.00	0.00	0.00	0.00	0%

[NEW: Travel Reimbursement Requests](#)

NEW: Travel Reimbursement Requests

The new Travel Reimbursement Requests feature allows employees to request reimbursement of mileage, lodging, meals, and incidentals stemming from official business travel. This feature offers a summary/detailed view of travel reimbursement requests and allows for a customized approval path to ensure timely reimbursement payments.

District Administration > Maintenance > User Profiles > Accounts

☐ Added the **TRAVEL** check box to the list of processes. If **Travel** is selected, the **Travel Request** application is displayed under APPS on the User Accounts Validation Report next to the associated account code(s).

Maintenance > User Profiles District Administration

Save

ALCARAZ, AIDE XTRA PAY/OT (002808) Retrieve User Lookup User Add User Delete User Remove Process

ACCOUNTS PERMISSIONS PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASING RESTRICT CAMPUS/DEPT

Validation Report

Current User: ALCARAZ, AIDE XTRA PAY/OT

Delete	Fund	Func	Obj	Sobj	Org	Fscl Yr	Pgm	Ed Span	Proj Dtl	AR	BAR	BUD	FIN	PUR	TRAVEL	WHSE	RESTOCK
	XXX	XX	XXXX	XX	XXX	X	XX	X	XX	☐	☐	☒	☒	☒	☐	☐	☐

First 1 / 1 Last

[Chart of Accounts](#) [Dup From Existing](#)

☐ Removed the **Account Description** column.

☐ Removed the **Refresh Description** link as it is no longer applicable.

District Administration > Maintenance > User Profiles > Permissions

☐ Added the **Travel Global Approver** check box to the Finance section allowing users to view all travel reimbursement records.

Maintenance > User Profiles District Admin

Save

ALCARAZ, AIDE XTRA PAY/OT (002808) Retrieve User Lookup User Add User Delete User

ACCOUNTS **PERMISSIONS** **PURCHASING PERMISSIONS** **PURCHASING ADDRESSES** **PURCHASING REQUESTORS** **PURCHASING REQUESTS**

Print

Accounts Receivable
Global Access ☐

Budget Amendment Requests
Allow Account Creation ☐
Allow Multiple Functions on Expenditure Accounts ☐
Global Access ☐

Finance
Allow JV Account Creation ☐
Post to Locked Accounting Period ☐
Travel Global Approver ☐

Restock / Warehouse Requisition
Global Access ☐

District Administration > Workflow > First Approver

☐ Added the *Travel Reimbursement* option to the **Workflow** drop down allowing first approvers to be added for employee travel reimbursement requests at each campus/department.

Workflow > First Approver District Administration

Save

Workflow Type: -- Select workflow -- Retrieve Print

Employee Nbr:
Campus/Department:

WARNING
Changing the First Approvers will update all pending requests for the selected Workflow Type when the Save button is clicked. Please inform all users to halt all workflow processing prior to save.

☐ Delete
 ☐ Employee
 ☐ Travel Reimbursement
 ☐ Name
 ☐ Campus/Department ID
 ☐ Campus/Department Name

No Rows

Workflow > Approval Path

District Administration

Save

Workflow Type: -- Select workflow --

Retrieve Workflow

Print

Reminder Days: 0

-- Select workflow --
Warehouse Requisition
Restock Requisition
Budget Amendment Requests
Purchasing Requisition
Accounts Receivable
Travel Reimbursement

**Note - If Reminder is set to 0, the approval path will halt all workflow processing prior to the approval step.

WARNING
Changing the approval path will halt all workflow processing prior to the approval step.

Approver has the authority to approve this request.

Approval before the approval step.

Subsequent emails will be sent daily after initial email. **

Workflow > Approval Rules

District Administration

Save

Workflow Type: -- Select workflow --
 -- Select workflow --
 Warehouse Requisition
 Restock Requisition
 Budget Amendment Requests
 Purchasing Requisition
 Accounts Receivable
Travel Reimbursement

Approver: [] Retrieve Print

Amount From: []

Amount To: []

[] Approver opted out of email notifications

Fund		Function		Object		SubObject		Organization		Program		EducationalSpan		ProjectDetail	
From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To
No Rows															

- ❑ Added the *Travel Reimbursement* option to the **Workflow** drop down allowing alternate approvers to be assigned to other approvers who are unable to perform their assigned approval duties during a specified timeframe for employee travel reimbursement requests.

Workflow > Alternate Approver

Save

Workflow Type: -- Select workflow --

Print

Clear

Name	Use Alternate	Alternate Emp Nbr	Alternate Approver Name	From Date	To Date
No Rows					

District Administration > Utilities > Assign Travel Accounts

- ❑ Added this page to mass assign account codes by campus ID and department code (optional) for travel reimbursement requests.

Utilities > Assign Travel Accounts

Save

Campus: Dept:

Retrieve Delete

Delete	Fund	Func	Obj	Sobj	Org	FscL Yr	Pgm	Ed Span	Proj Dtl
Add									

District Administration > Reports > User Profile Report

- ❑ Modified the report to include the new **Finance Travel Global Approver** check box.

☐ Added this page to define the appropriate parameters to be used for travel reimbursement requests.

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Finance > Tables > Travel > Locations

□ Added this tab to maintain a list of predefined travel location details to be used for travel reimbursement requests.

Save File ID: C Account Period: 04

LOCATIONS DISTANCES

Start Location ID: Location Name: Retrieve Print

Delete	Location ID	Location Name	Address	City	St	Zip	Zip4
	FWPotranco	FW Potranco Location	15425 Palazzo Torre	San Antonio	TX	78257	4321
	Location 12345	Location Name 12345	12345 Location Address	San Antonio	TX	78257	1234
	Location 67890	Location Name 67890	67890 Location Address	San Antonio	TX	78257	4321

Finance > Tables > Travel > Distances

□ Added this tab to maintain a list of distances (in miles) between predefined to/from travel locations to be used for travel reimbursement requests.

Save File ID: C Account Period: 04

LOCATIONS DISTANCES

Start At: Retrieve Print

Delete	Origin	Destination	Distance
			0.0

First Previous Next Last Add

Finance > Maintenance > Vendor Information > Vendor Miscellaneous

□ Added the **Copy from Payroll** button to copy the employee's bank information from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info record.

Maintenance > Vendor Information Finance

Save

Vendor: 39698 : Billy Brown / Billy Brown Retrieve Add Delete Directory Documents

VENDOR NAME / ADDRESS VENDOR MISCELLANEOUS

Bank Information

Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote	
	071 - THE BANCORP BANK	10781082592.9999	2 Checking account	☐	Copy from Payroll

Category Information

Delete	Category Code	Category Description	Bid Category	Begin Date	End Date
			☐		

HUB Information

Delete	HUB Code	HUB Description

Personnel > Maintenance > Staff Demo > Demographic Information

☐ Added the **Travel Commute Distance** field to indicate the number of miles between the employee's home and assigned work location.

Maintenance > Staff Demo Personnel

Save

Employee: 003034 : Retrieve Directory Add Em

Addresses

	Number	Street/P.O. Box	Apt	City	State
Mailing:	16730	CR 4513		Alamo City	TX TEXAS
Alternate:					

	Address	Country	Delivery Name
Supplemental:			

Travel Commute Distance: 0.0

Sex: F Female ☐ Citizenship: ☒ Driver's License: DL State: DL Expir Date: 00-00-0000

DOB: 01-28-1957 Marital Stat: S Single ☐ Deceased: ☐

Position Management > Reports > User Created Reports

☐ Corrected the report to include the **Employee Demo** fields when selected.



EmployeePortal

Update (ASCENDER 5.0.0400)

EmployeePortal > Leave Requests

☐ Corrected the spelling of EmployeePortal in the leave approval email notification.



Back Cover