



**ASCENDER**

# ASCENDER

ASCENDER Release 5.0.0400

## NEW: SSA Fiscal Agent Management

The new SSA Fiscal Agent Management feature allows fiscal agents to more efficiently handle grant budget amendments and reimbursement requests from SSA members. ESCs and LEAs can both be fiscal agents. When both entities use ASCENDER, this feature allows for a seamless exchange of electronic budget amendments, reimbursement requests, approvals, and payments.

### 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.

The screenshot displays the 'Grant Types' tab within the 'SSA Grants' section of the application. The interface includes a green header bar with a home icon, 'Tables > SSA Grants', and a dropdown menu for 'Grants And Projects'. Below the header, there is a 'Save' button. The main content area has two tabs: 'GRANT TYPES' (selected) and 'PAYMENT DATES'. Under 'GRANT TYPES', there is a 'Start At:' input field and a 'Retrieve' button. Below this is a table with columns: 'Delete', 'Grant Type', 'Description', 'Grant Amount', and 'Status'. The 'Delete' column has a trash icon. The 'Grant Type' and 'Description' columns have input fields. The 'Grant Amount' column has a magnifying glass icon. The 'Status' column has a dropdown menu with 'Active' selected. At the bottom, there are navigation buttons: 'First', '<', '>', '/ 0', and 'Last', along with an 'Add' button with a plus icon.

### 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  |               |

**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.

**\*\* 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.

☐ 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.

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

Tables > SSA Members

Grants And Projects

Save

Member:

Retrieve

Directory

Add

MEMBER INFORMATION

BANK CODE

Member Information:

County District Nbr:

Member Name:

Region:

Vendor:

Status:

Active

Main Contact:

Contact Name:

E-mail:

Title

First

Last

☐ 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.

Home Maintenance > Member Grants
 Grants And

Save
Add

Year:  Grant ID: 
Retrieve
Directory
Documents

GRANT MAINTENANCE

OBJECT MAINTENANCE

Year:  Grant ID:

Member:  Status: Active

Grant Type:

Fund Func Obj Subj Org

Expense Account:

**Dates**

Begin Date:

End Date:

**Reserve**

Reserved Percent:  0%

Reserved Amount:  0.00

**Final Report**

Due Date:

Processed Indicator: ☐

**Summary**

Total Award: 0.00 Reimbursements: 0.00 Pending Reimbursements: 0.00

Eligible Remaining: 0.00 Matching Funds: 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 A

Save Add

Year:  Grant ID:  Retrieve Directory Documents

**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           |               |

## NEW: Travel Reimbursement

### 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                  |
|--------------------------|------|------|------|------|-----|---------|-----|---------|----------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | XXX  | XX   | XXXX | XX   | XXX | X       | XX  | X       | XX       | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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.

The screenshot displays the 'Permissions' page for a user profile. The breadcrumb trail at the top is 'Maintenance > User Profiles'. The user profile selected is 'ALCARAZ, AIDE XTRA PAY/OT (002808)'. The 'PERMISSIONS' tab is active, showing various permission sections with checkboxes for enabling or disabling permissions.

**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 > Reports > User Profile Report

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

|            |              |                  |
|------------|--------------|------------------|
| Date Run:  | User Profile | Program: DA00001 |
| Cnty Dist: | ISD          | Page 1 of 1      |

AIDE XTRA PAY/OT ALCARAZ

|                          |                          |                              |         |         |         |                          |
|--------------------------|--------------------------|------------------------------|---------|---------|---------|--------------------------|
| Global Access            | Over-Ride                | Over-Expend/Pct              | Req Max | YTD Amt | YTD Max | Bundle Requisitions      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 0 % | 0.00    | 0.00    | 0.00    | <input type="checkbox"/> |

No Requestors Data Found      No Purchasing Restrict Camp/Dept Found

No Receiving Addresses Data Found

No Purchasing Credit Cards Data Found

Accts Recv  
Global Access

☐

|                               |                                                         |                          |
|-------------------------------|---------------------------------------------------------|--------------------------|
| BAR<br>Allow Account Creation | BAR Allow Multiple Functions<br>on Expenditure Accounts | BAR<br>Global Access     |
| <input type="checkbox"/>      | <input type="checkbox"/>                                | <input type="checkbox"/> |

|                                      |                                      |                                   |
|--------------------------------------|--------------------------------------|-----------------------------------|
| Finance<br>Allow JV Account Creation | Finance<br>Post to locked Accounting | Finance<br>Travel Global Approver |
| <input type="checkbox"/>             | <input type="checkbox"/>             | <input type="checkbox"/>          |

Restock/Warehouse Requisition  
Global Access

☐

User Profile Accounts

BUD - XXX-XX-XXXX-XX-XX-XXXXXX

FIN - XXX-XX-XXXX-XX-XX-XXXXXX

PUR - XXX-XX-XXXX-XX-XX-XXXXXX

End of Report

## Payroll > Tables > District EP Options

☐ Added the **Travel Reimbursement Request** check box under **Enable** and **Messages**. This option allows users to access the Travel Reimbursement Request feature in EmployeePortal.



## EmployeePortal

Update (ASCENDER 5.0.0500)





## **Back Cover**