



**ASCENDER**

# ASCENDER

ASCENDER Release 5.0.0400

## NEW: SSA Fiscal Agent Management

The new SSA Fiscal Agent Management feature provides fiscal agents a more efficient way to 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.

Grant Type	Description	Grant Amount	Status
Grant Type 1	Description 1	1000.00	Active
Grant Type 2	Description 2	2000.00	Active
Grant Type 3	Description 3	3000.00	Active

### 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.

Tables > SSA Grants

GRANT TYPES PAYMENT DATES

Grant Type:

<input type="button" value="Delete"/>	<u>Cut Off Date</u>	<u>Payment Date</u>
No Rows		

## Grants and Projects > Tables > SSA Approval Path

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

Grant Type:

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. \*\*

**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.

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.

## Grants and Projects > Tables > SSA Alternate Approvers

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

Save

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

Save

Member:

**MEMBER INFORMATION** **BANK CODE**

Member Information:

County District Nbr: <input type="text"/>	Member Name: <input type="text"/>
Region: <input type="text"/>	Vendor: <input type="text"/>
Status: <input type="text"/>	

Main Contact:

Contact Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	E-mail: <input type="text"/>
Title	First	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: 
Status:

Grant Type: 
Expense Account:  Fund  Func  Obj  Sobj  Org  Prog

Dates

Begin Date: 
End Date:

Reserve

Reserved Percent: 
Reserved Amount:

Final Report

Due Date: 
Processed Indicator:

Total Award: 
Reimbursements: 
Pending Reimbursements:

Eligible Remaining: 
Matching Funds:

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	0%

## 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="button" value="Delete"/>	<input type="button" value="XXX"/>	<input type="button" value="XX"/>	<input type="button" value="XXXX"/>	<input type="button" value="XX"/>	<input type="button" value="XXX"/>	<input type="button" value="X"/>	<input type="button" value="XX"/>	<input type="button" value="X"/>	<input type="button" value="XX"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

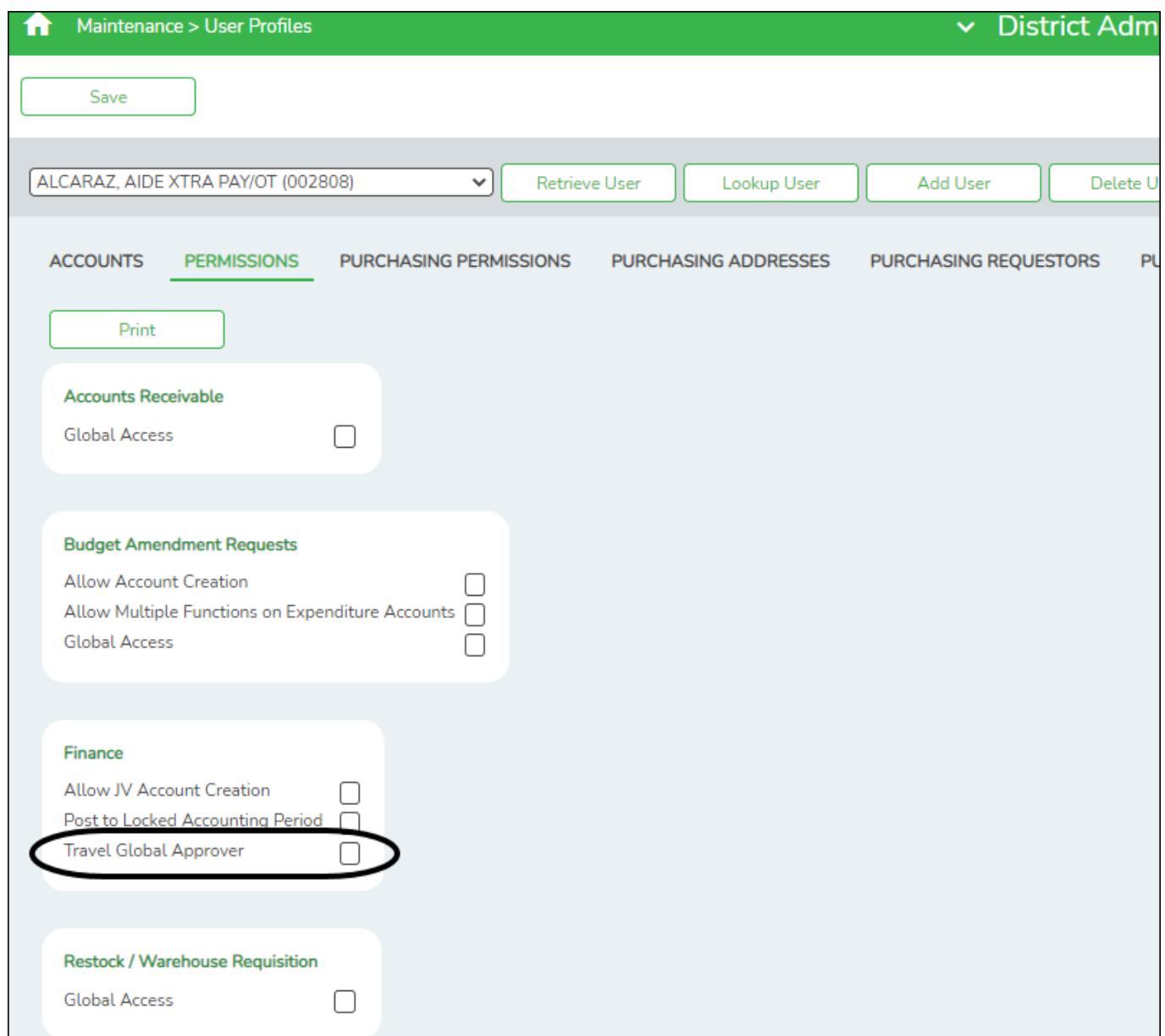
[First](#) [«](#) [1](#) / [1](#) [»](#) [Last](#)

[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 shows the 'Maintenance > User Profiles' interface. At the top, there is a green header bar with a 'Save' button. Below the header, a user dropdown shows 'ALCARAZ, AIDE XTRA PAY/OT (002808)'. To the right of the dropdown are buttons for 'Retrieve User', 'Lookup User', 'Add User', and 'Delete User'. The main content area has tabs for 'ACCOUNTS', 'PERMISSIONS' (which is selected), 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS', and 'PURCHASING REQUESTS'. Below the tabs is a 'Print' button. The 'PERMISSIONS' section contains several groups of checkboxes:
 

- Accounts Receivable:** 'Global Access' checkbox (unchecked).
- Budget Amendment Requests:** 'Allow Account Creation' checkbox (unchecked), 'Allow Multiple Functions on Expenditure Accounts' checkbox (unchecked), and 'Global Access' checkbox (unchecked).
- Finance:** 'Allow JV Account Creation' checkbox (unchecked), 'Post to Locked Accounting Period' checkbox (unchecked), and 'Travel Global Approver' checkbox (unchecked). The 'Travel Global Approver' checkbox is circled in red.
- Restock / Warehouse Requisition:** 'Global Access' checkbox (unchecked).

## District Administration > Reports > User Profile Report

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

Date Run: Cnty Dist:	User Profile ISD	Program: DA00001 Page 1 of 1				
AIDE XTRA PAY/OT ALCARAZ						
Global Access <input type="checkbox"/>	Over-Ride <input type="checkbox"/>	Over-Expend/Pct <input type="checkbox"/> 0 %	Req Max 0.00	YTD Amt 0.00	YTD Max 0.00	Bundle Requisitions <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 <input type="checkbox"/>						
BAR Allow Account Creation <input type="checkbox"/>		BAR Allow Multiple Functions on Expenditure Accounts <input type="checkbox"/>		BAR Global Access <input type="checkbox"/>		
Finance Allow JV Account Creation <input type="checkbox"/>		Finance Post to locked Accounting <input type="checkbox"/>		Finance Travel Global Approver <input type="checkbox"/>		
Restock/Warehouse Requisition Global Access <input type="checkbox"/>						
User Profile Accounts BUD - XXX-XX-XXXXXX-XX-XXX-XXXXXX FIN - XXX-XX-XXXXXX-XXX-XXXXXX PUR - XXX-XX-XXXXXX-XX-XXX-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