ASCENDER

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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.

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.

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.

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.

Grants and Projects > Tables > SSA Members > Member Information

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

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.

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.

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.

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).

❏ 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.

District Administration > Reports > User Profile Report

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

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)

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