# 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 disbursement 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 Requests

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

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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
         ☐              ☐             ☐    0 %            0.00       0.00       0.00            ☐
    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            BAR Allow Multiple Functions          BAR
    Allow Account Creation    on Expenditure Accounts      Global Access
            ☐                        ☐                         ☐
          Finance                 Finance                   Finance
    Allow JV Account Creation   Post to locked Accounting   Travel Global Approver
            ☐                        ☐                         ☐
    Restock/Warehouse Requisition
        Global Access
            ☐

User Profile Accounts
    BUD - XXX-XX-XXXX.XX-XXX-XXXXXX
    FIN - XXX-XX-XXXX.XX-XXX-XXXXXX
    PUR - XXX-XX-XXXX.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.

# 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.

# EmployeePortal

Update (ASCENDER 5.0.0500)

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