



ASCENDER

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ASCENDER Release 5.0.0400

Position Management > Reports > User Created Reports

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

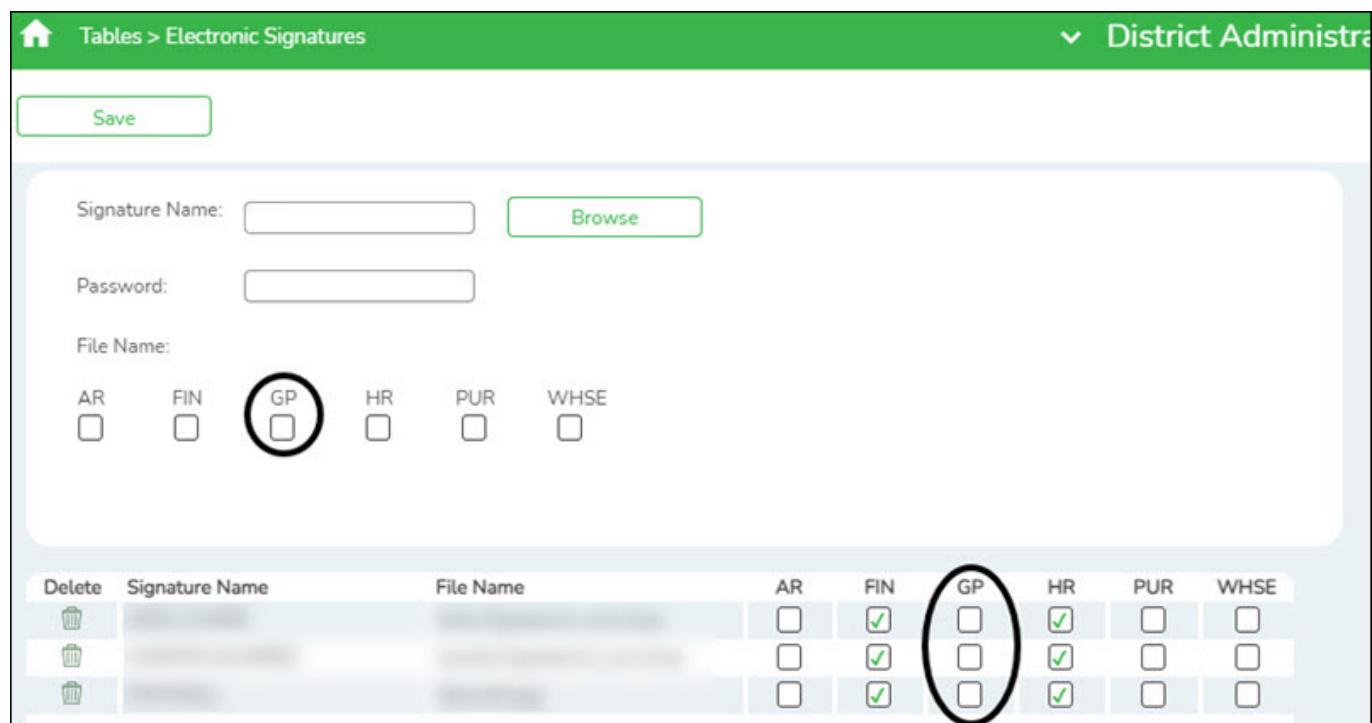
[NEW: SSA Fiscal Agent Management](#)

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

Save

Signature Name: [Browse](#)

Password:

File Name:

AR	FIN	GP	HR	PUR	WHSE
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete	Signature Name	File Name	AR	FIN	GP	HR	PUR	WHSE
	Signature 1	File 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signature 2	File 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signature 3	File 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grants and Projects > Tables > Grants and Projects Table

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

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.

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 > 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 > 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.

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: 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	0%

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

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 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.

Maintenance > User Profiles

Save

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Retrieve User

Lookup User

Add User

Delete User

ACCOUNTS **PERMISSIONS** PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASES

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 > 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-XX-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.

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:					
Supplemental:	Address		Country	Delivery Name	

Travel Commute Distance: 0.0

Sex: F Female Citizenship Driver's License: DL State:

DOB: 01-28-1957 Marital Stat: S Single Deceased DL Expir Date: 00-00-0000



EmployeePortal

Update (ASCENDER 5.0.0400)

EmployeePortal > Leave Requests

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



Back Cover