ASCENDER

ASCENDER

ASCENDER Release 5.0.0400

Position Management > Reports > User Created Reports

☐ Corrected the report to include the **Employee Demo** fields when selected.
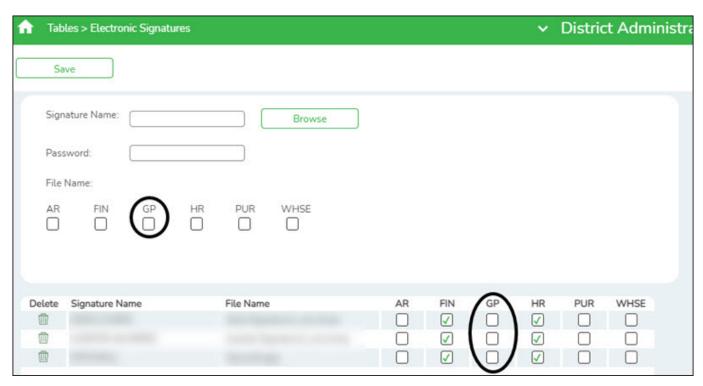
NEW: SSA Fiscal Agent Management

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.
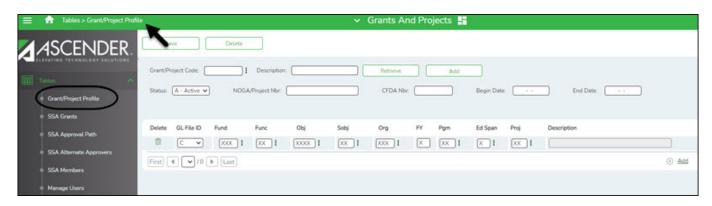
District Administration > Tables > Electronic Signatures

☐ Added **GP** to the application list allowing the upload of electronic signatures to be used in the Grants and Projects application.
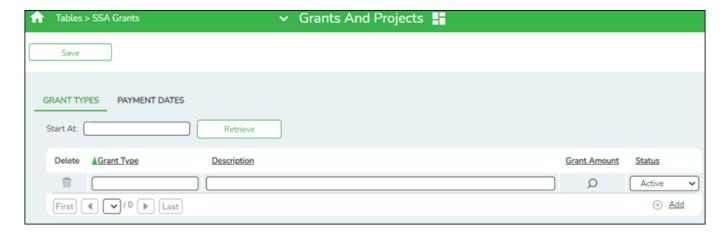
Grants and Projects > Tables > Grants and Projects Table

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

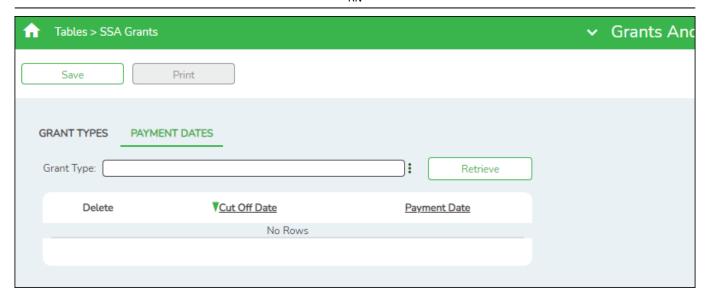## Grants and Projects > Tables > SSA Grants > Grant Types

❏ 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.

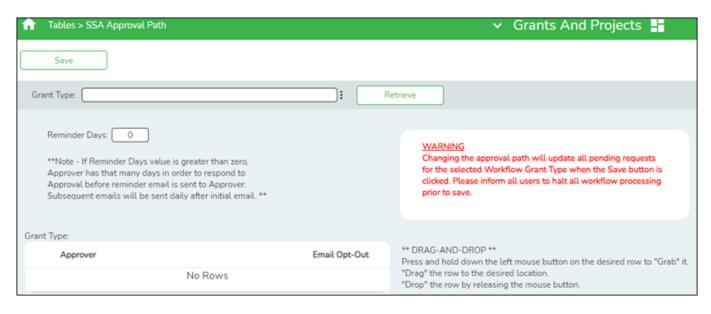## Grants and Projects > Tables > SSA Grants > Payment Dates

❏ 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.
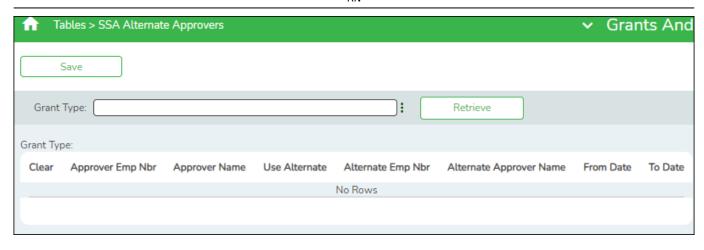
Grants and Projects > Tables > SSA Approval Path

☐ Added this page to create and maintain the sequence or hierarchy of approvers for member grant budget revision requests and reimbursement requests.
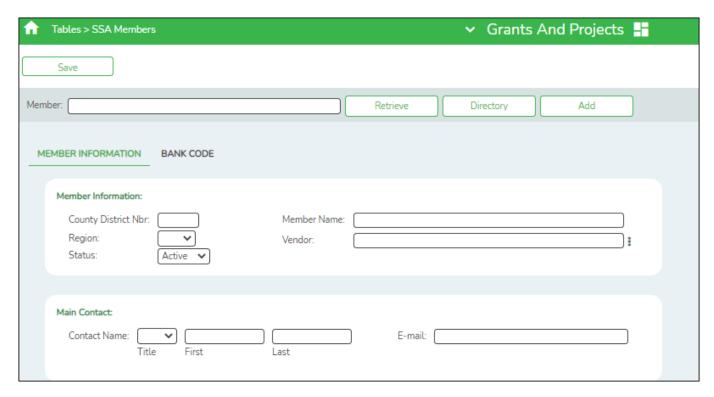

Grants and Projects > Tables > SSA Alternate Approvers

☐ 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.
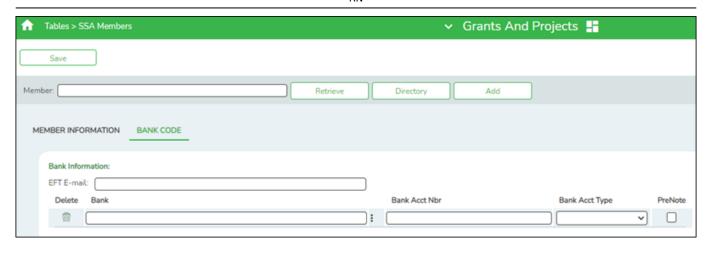
Grants and Projects > Tables > SSA Members > Member Information

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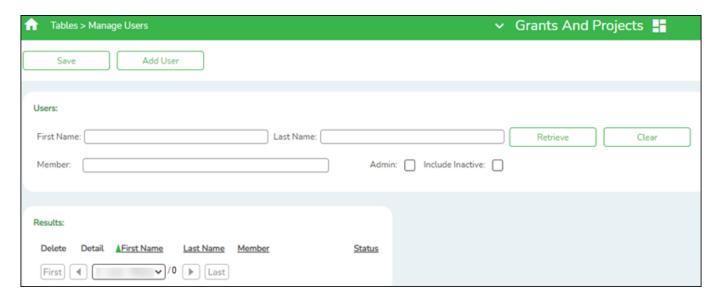

Grants and Projects > Tables > SSA Members > Bank Code

☐ 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.
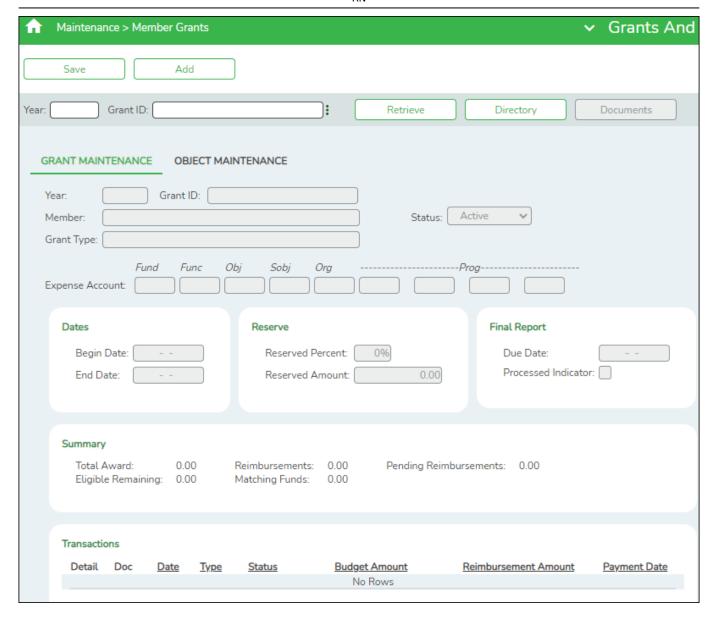
Grants and Projects > Tables > Manage Users

❏ 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.
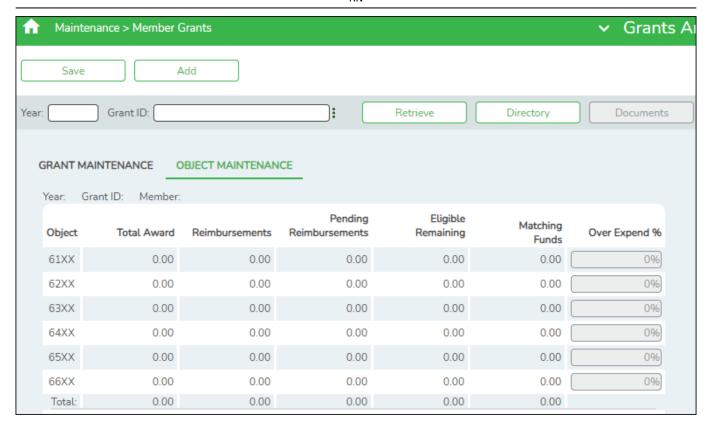

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

❏ 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.

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.
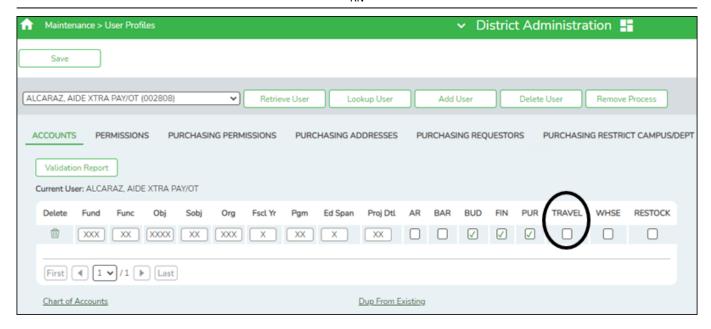
NEW: Travel Reimbursement Requests

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 to ensure timely reimbursement payments.

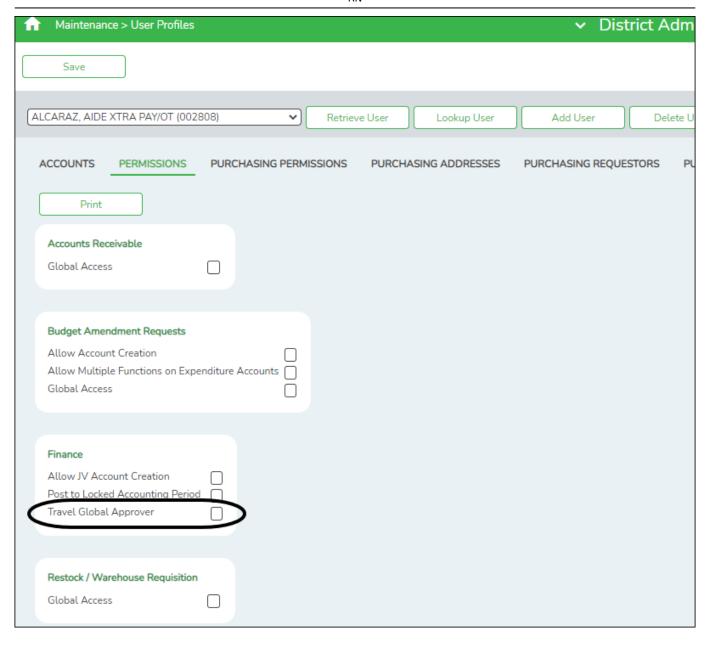## District Administration > Maintenance > User Profiles > Accounts

❑ 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).

❏ Removed the **Account Description** column.

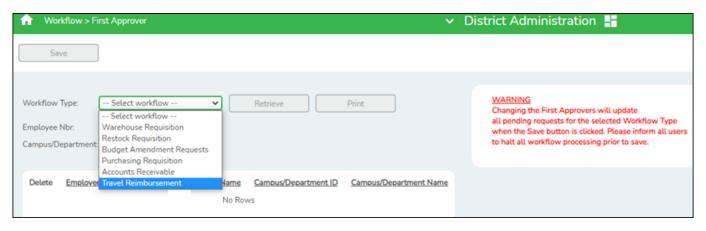❏ Removed the **Refresh Description** link as it is no longer applicable.

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.
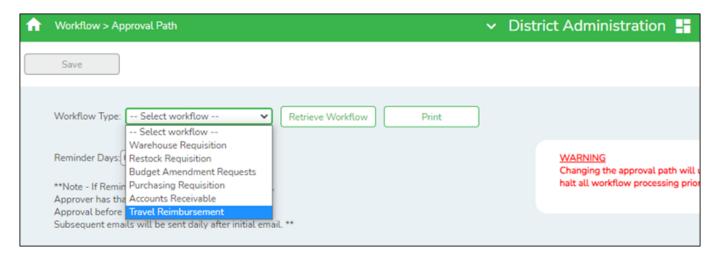
District Administration > Workflow > First Approver

☐ Added the *Travel Reimbursement* option to the **Workflow** drop down allowing first approvers to be added for employee travel reimbursement requests at each campus/department.
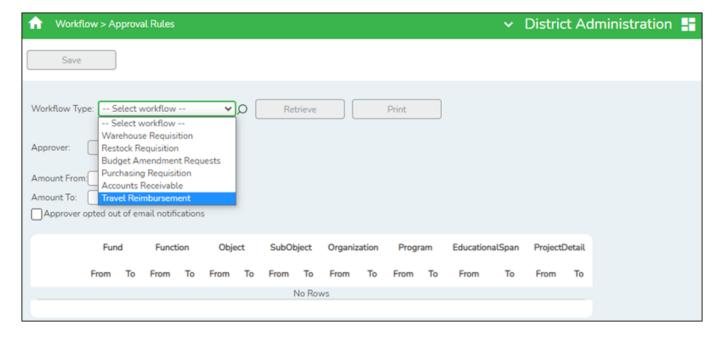
District Administration > Workflow > Approval Path

❏ Added the *Travel Reimbursement* option to the **Workflow** drop down allowing an approval path (i.e., a sequence or hierarchy of approvers) to be set for employee travel reimbursement requests.
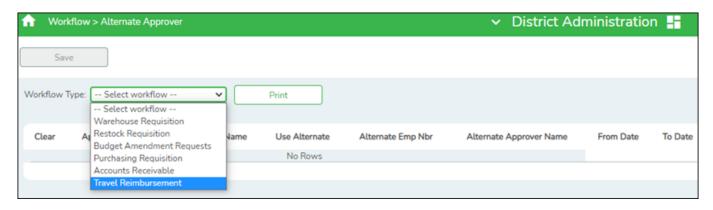

District Administration > Workflow > Approval Rules

❏ Added the *Travel Reimbursement* option to the **Workflow** drop down allowing account code rules to be set for each approver in the approval path except the first approver.
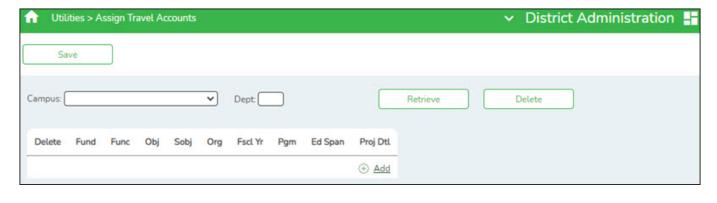

District Administration > Workflow > Alternate Approvers

☐ Added the *Travel Reimbursement* option to the **Workflow** drop down allowing alternate approvers to be assigned to other approvers who are unable to perform their assigned approval duties during a specified timeframe for employee travel reimbursement requests.
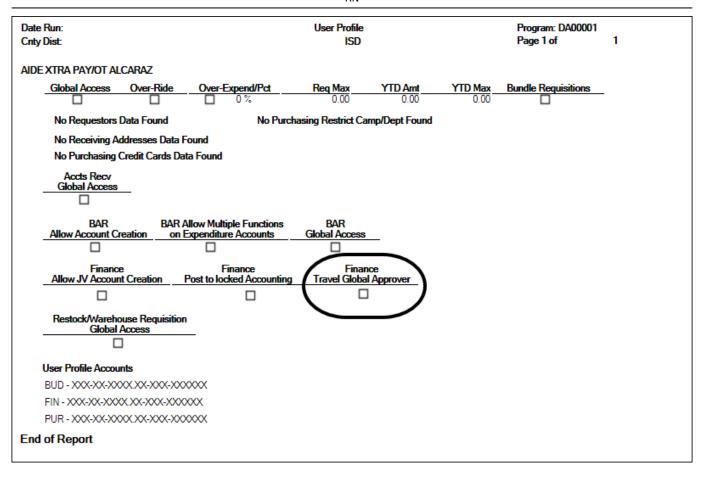

District Administration > Utilities > Assign Travel Accounts

☐ Added this page to mass assign account codes by campus ID and department code (optional) for travel reimbursement requests.
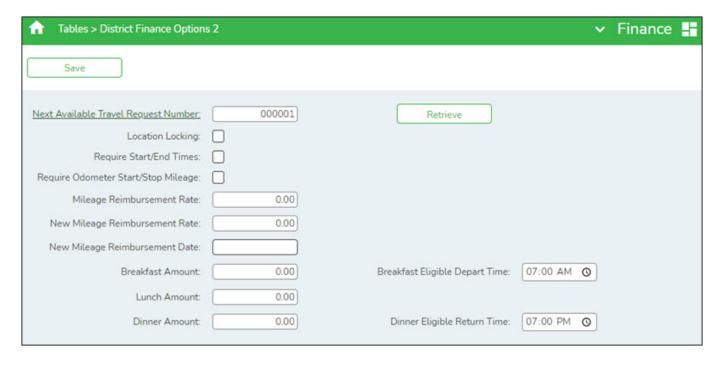

District Administration > Reports > User Profile Report

☐ Modified the report to include the new **Finance Travel Global Approver** check box.
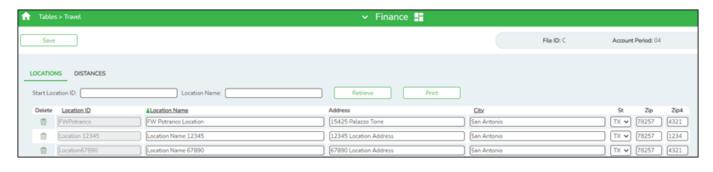
Finance > Tables > District Finance Options 2

☐ Added this page to define the appropriate parameters to be used for travel reimbursement requests.

Finance > Tables > Travel > Locations

❑ Added this tab to maintain a list of predefined travel location details to be used for travel reimbursement requests.
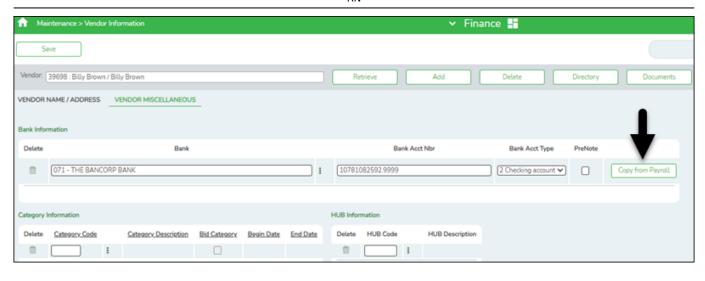

Finance > Tables > Travel > Distances

❑ Added this tab to maintain a list of distances (in miles) between predefined to/from travel locations to be used for travel reimbursement requests.
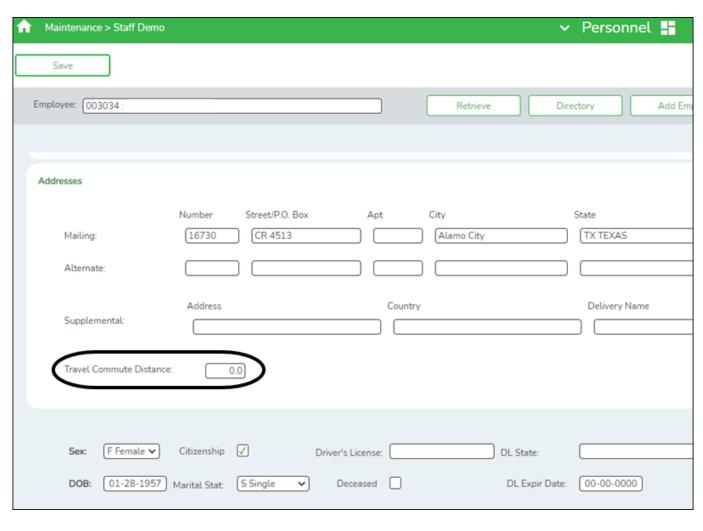

Finance > Maintenance > Vendor Information > Vendor Miscellaneous

❑ Added the **Copy from Payroll** button to copy the employee's bank information from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info record.

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 5.0.0400)

EmployeePortal > Leave Requests

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

Back Cover