



NEW: SSA Fiscal Agent Management

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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.

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.

Save

Signature Name: Browse

Password:

File Name:

AR ☐ FIN ☐ **GP** ☐ HR ☐ PUR ☐ WHSE ☐

Delete	Signature Name	File Name	AR	FIN	GP	HR	PUR	WHSE
			☐	☒	☐	☒	☐	☐
			☐	☒	☐	☒	☐	☐
			☐	☒	☐	☒	☐	☐

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.

Tables > SSA Grants

Grants And Projects

Save

GRANT TYPES PAYMENT DATES

Start At: Retrieve

Delete	Grant Type	Description	Grant Amount	Status
				Active

First ◀ ◻ / 0 ▶ Last Add

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

Grants And Projects

Save Print

GRANT TYPES PAYMENT DATES

Grant Type: Retrieve

Delete	Cut Off Date	Payment Date
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
Grants And Projects

Save

Grant Type: Retrieve

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.

Grant Type:

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
Grants And

Save

Grant Type: Retrieve

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.

☐ 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.

Tables > SSA Members

Grants And Projects

Save

Member:

Retrieve

Directory

Add

MEMBER INFORMATION

BANK CODE

Bank Information:

EFT E-mail:

Delete

Bank

Bank Acct Nbr

Bank Acct Type

PreNote

☐ 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.

Home Maintenance > Member Grants
 Grants And

Year: Grant ID:

GRANT MAINTENANCE

OBJECT MAINTENANCE

Year: Grant ID:

Member: Status:

Grant Type:

	Fund	Func	Obj	Sobj	Org	-----Prog-----		
Expense Account:								

Dates

Begin Date:

End Date:

Reserve

Reserved Percent:

Reserved Amount:

Final Report

Due Date:

Processed Indicator: ☐

Summary

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	



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