



## **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	<b>GP</b>	HR	PUR	WHSE
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	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:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Year:  Grant ID:  :

**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	<input type="text" value="0%"/>
62XX	0.00	0.00	0.00	0.00	0.00	<input type="text" value="0%"/>
63XX	0.00	0.00	0.00	0.00	0.00	<input type="text" value="0%"/>
64XX	0.00	0.00	0.00	0.00	0.00	<input type="text" value="0%"/>
65XX	0.00	0.00	0.00	0.00	0.00	<input type="text" value="0%"/>
66XX	0.00	0.00	0.00	0.00	0.00	<input type="text" value="0%"/>
Total:	0.00	0.00	0.00	0.00	0.00	

## Grants and Projects > Maintenance > Approval Dashboard

☐ Added this page to allow signed-on approvers to view a list of all member grant budget revision requests and reimbursement requests awaiting approval for a year/grant type. Approvers can elect to approve all requests, individual requests, or return all requests or individual requests. Additionally, approvers can update the details in an individual request prior to approving or returning the request.

Maintenance > Approval Dashboard
 Grants And

Year:  Grant Type:  :

Year: All Grant Type: All Transaction Type: All

**Transactions Pending Approval**

☐ Select All

Detail	Doc	Member	Year	Grant ID	Transaction Date	Type	Amount	Final Rpt
No Rows								

## Grants and Projects > Utilities > Grant Payments > Create EFT File

☐ Added this tab to create an EFT file to send to the bank for electronic funds transfer of grant reimbursement payments.

The screenshot shows the 'Utilities > Grant Payments' interface. The top navigation bar is green with a home icon and the text 'Utilities > Grant Payments'. On the right, there is a dropdown menu labeled 'Grants And'. Below the navigation bar, there are three tabs: 'PRINT CHECKS', 'CREATE EFT FILE' (which is selected and underlined), and 'REVISE EFT FILE'. In the 'CREATE EFT FILE' section, there is a 'File Type' dropdown with two options: 'Grant Payments' (selected with a green circle) and 'Pre-Note'. To the right of the 'File Type' dropdown is an 'Effective Date' field with a date picker showing '--'. A green button labeled 'Create EFT File' is positioned to the right of the 'Effective Date' field. Below these elements is a table with columns: 'Select', 'Check Date', 'Check Processing Date', 'From EFT Nbr', and 'To EFT Nbr'. The table currently displays 'No Rows'.

## Grants and Projects > Utilities > Grant Payments > Revise EFT File

☐ Added this tab to edit an existing EFT file prior to sending the file to the bank for electronic funds transfer of grant reimbursement payments.

The screenshot shows the 'Utilities > Grant Payments' interface with the 'REVISE EFT FILE' tab selected and underlined. Above the tab, there are three tabs: 'PRINT CHECKS', 'CREATE EFT FILE', and 'REVISE EFT FILE'. A red warning message is displayed: 'WARNING: Ensure that you are entering correct information. Any information entered will be processed.' Below the warning, there is a 'Choose File' button next to a text field that says 'No file chosen'. To the right of this are two green buttons: 'Retrieve File' and 'Process File'. Below these buttons, there is a section labeled 'Selected File:' followed by a table. The table has columns: 'Delete', 'Record Cd', 'Account Type', 'Run Type', 'Transit Route', 'Bank Account Nbr', 'Bank Account Amt', 'Vendor Nbr', and 'Vendor Name'. The table currently displays 'No Rows'. At the bottom right of the table, there is a green button with a plus icon and the text 'Add'.



## **Back Cover**