ASCENDER

ASCENDER

ASCENDER Release 5.0.0400

NEW: SSA Fiscal Agent Management

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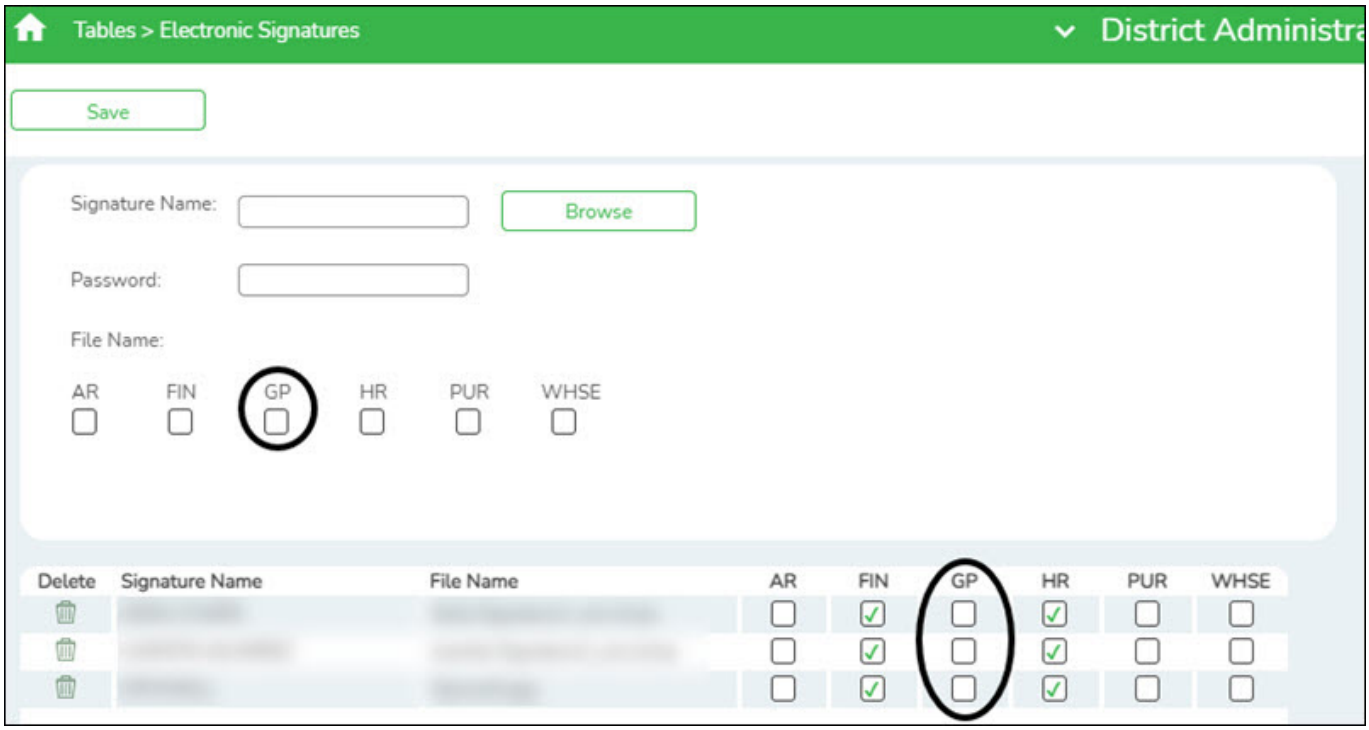
The new Shared Service Arrangement (SSA) Fiscal Agent Management feature provides fiscal agents a more efficient way to handle grant budget revision requests and reimbursement requests from SSA members. ESCs and LEAs can both serve as a fiscal agent.

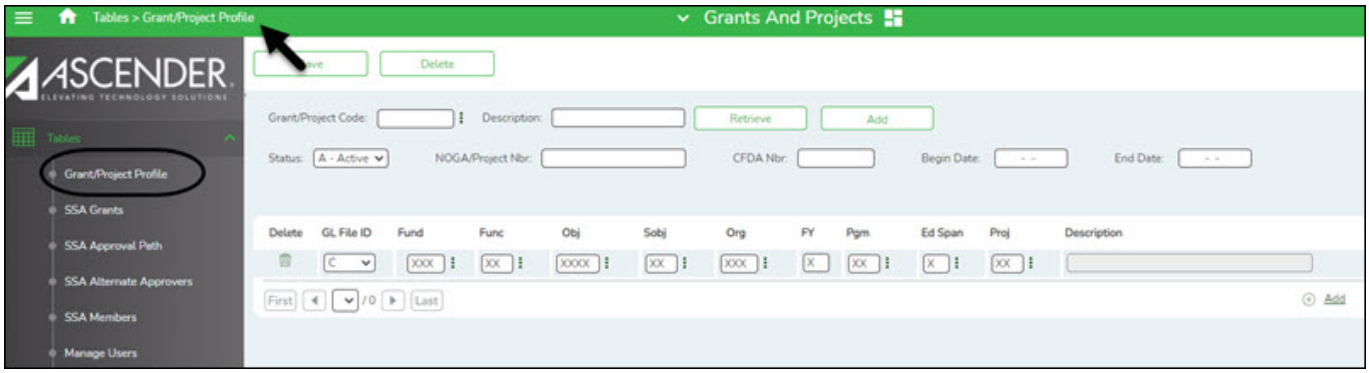
District Administration > Tables > Electronic Signatures

❑ Added **GP** to the application list allowing the upload of electronic signatures to be used in the Grants and Projects application.



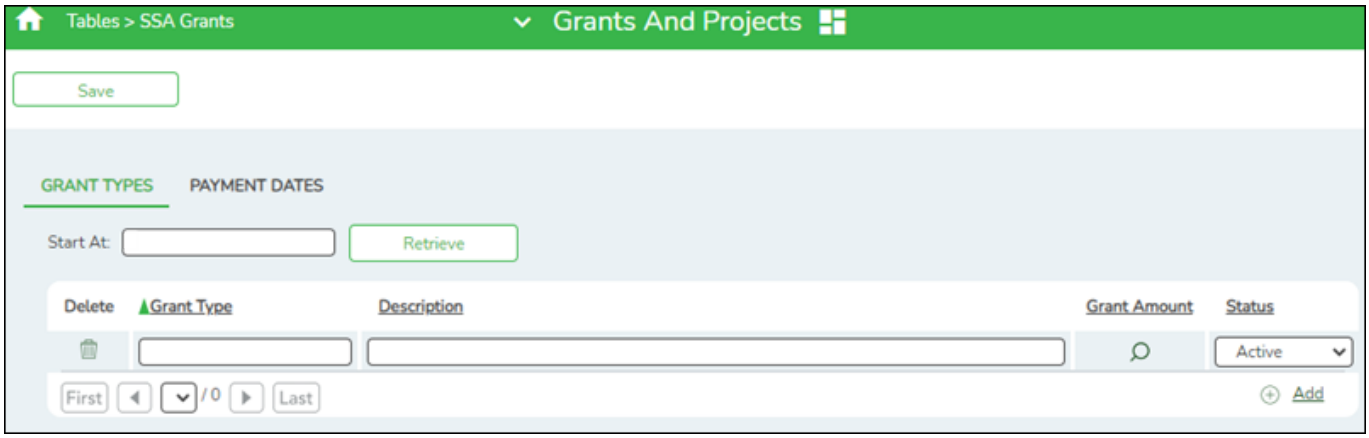
Grants and Projects > Tables > Grants and Projects Table

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



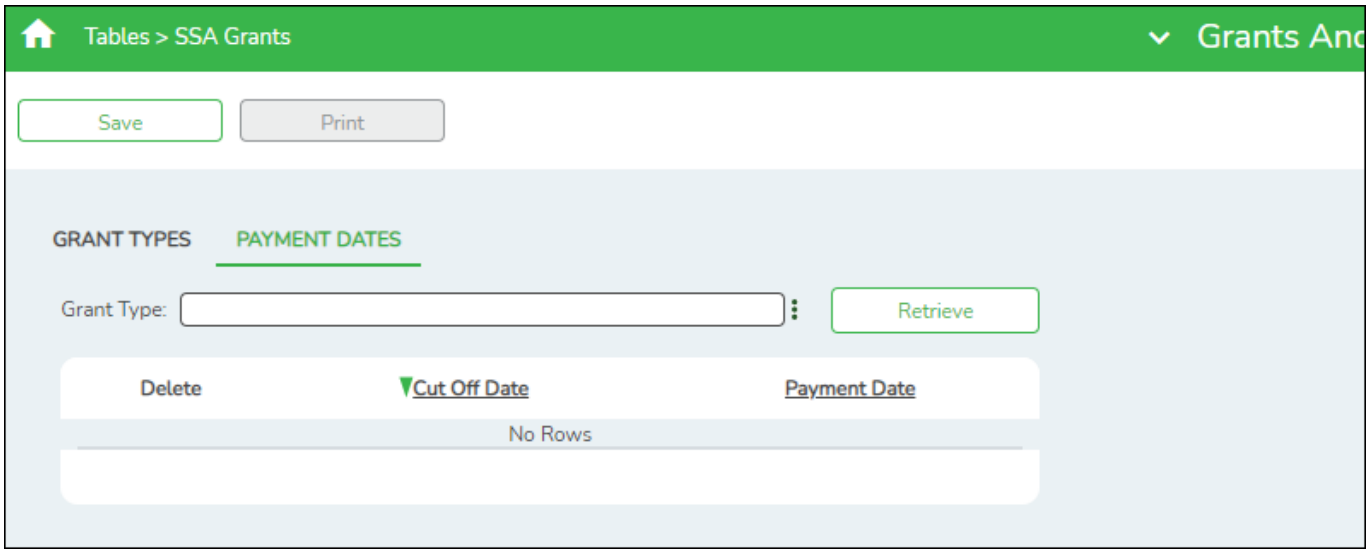
Grants and Projects > Tables > SSA Grants > Grant Types

❑ 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.



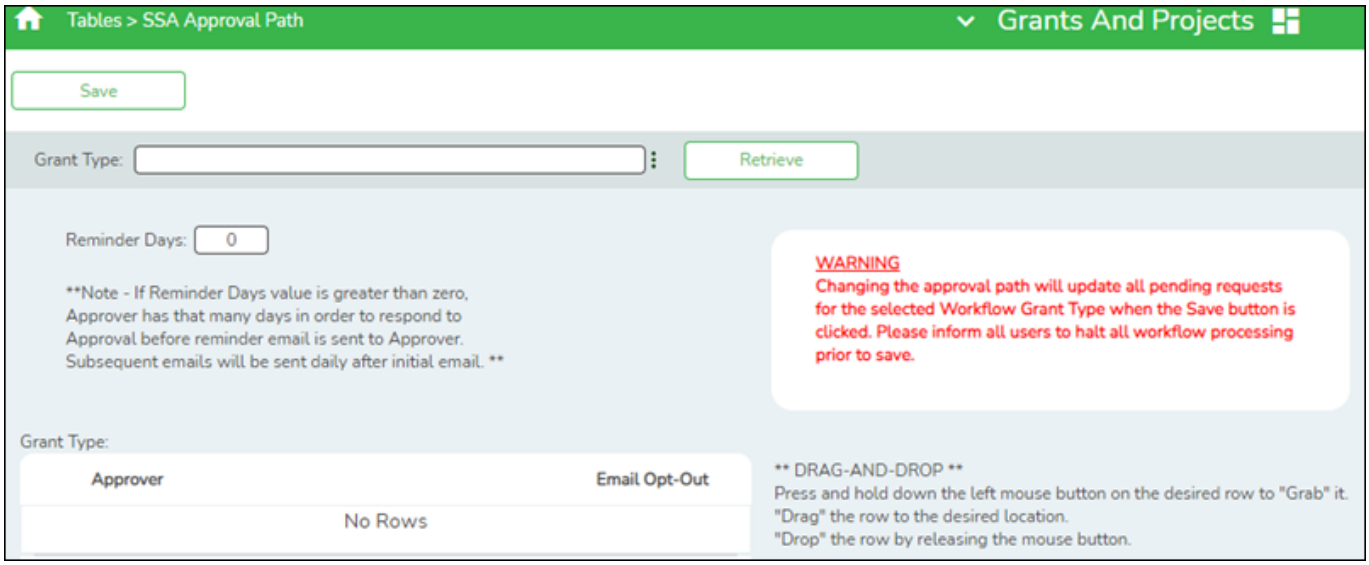
Grants and Projects > Tables > SSA Grants > Payment Dates

❑ 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.



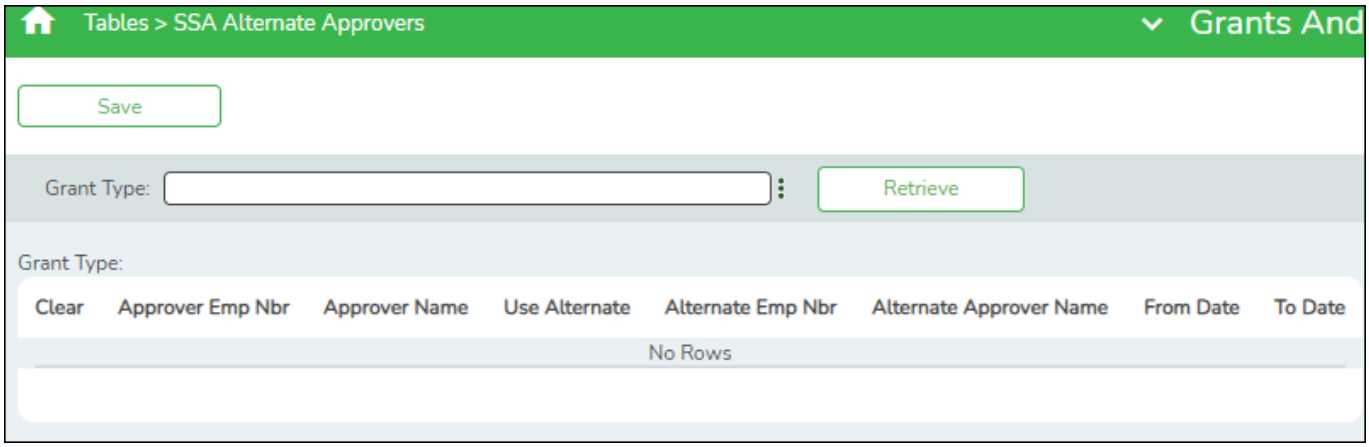
Grants and Projects > Tables > SSA Approval Path

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



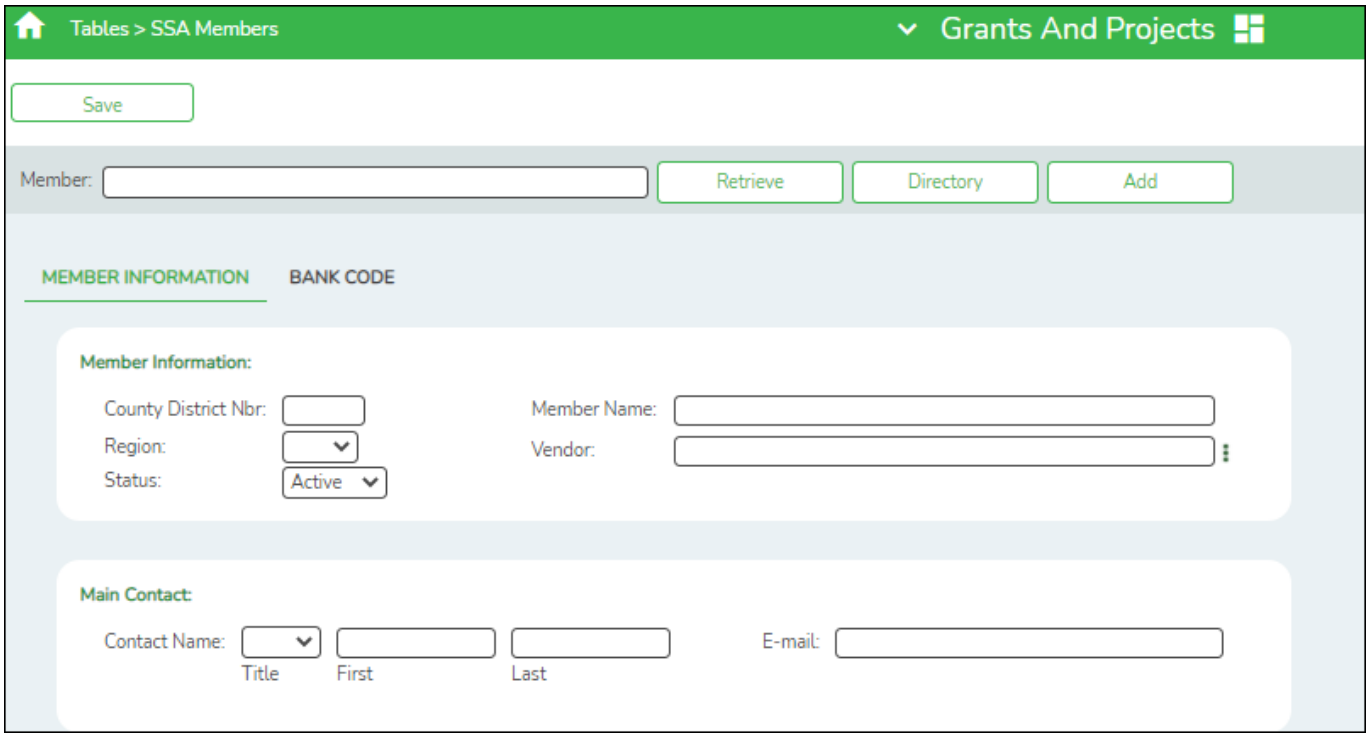
Grants and Projects > Tables > SSA Alternate Approvers

❑ 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.



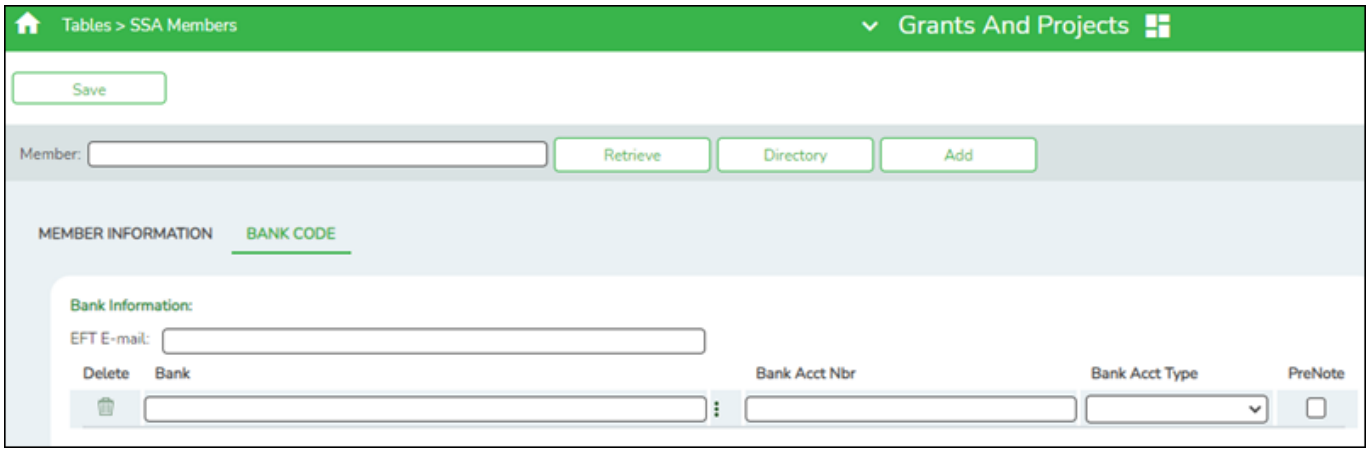
Grants and Projects > Tables > SSA Members > Member Information

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



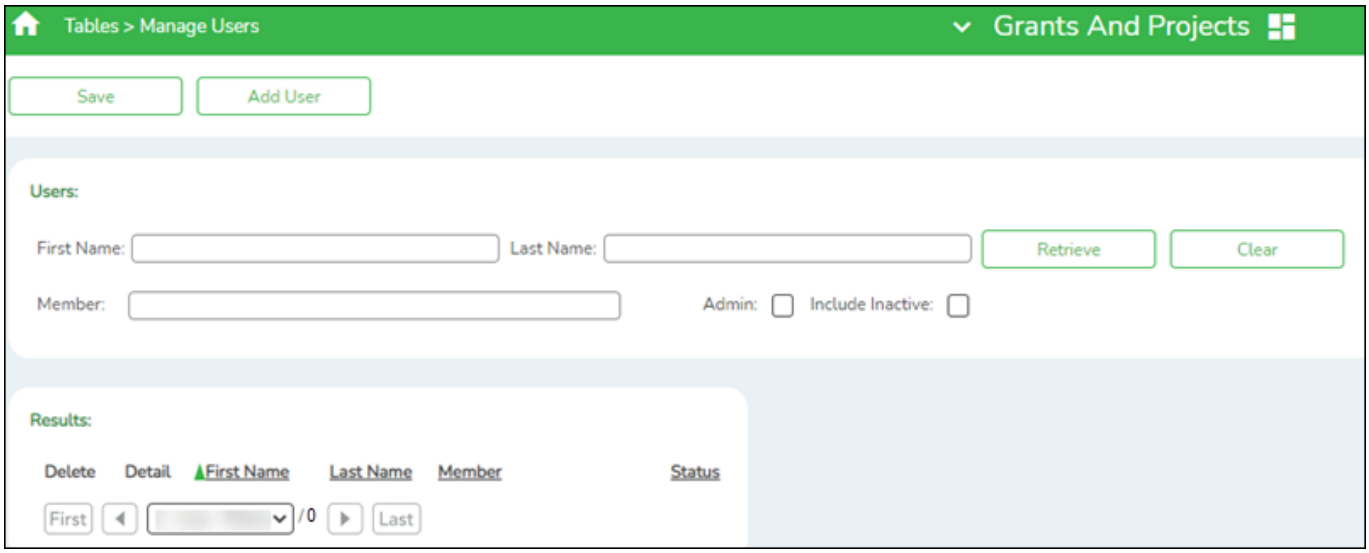
Grants and Projects > Tables > SSA Members > Bank Code

❑ 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.



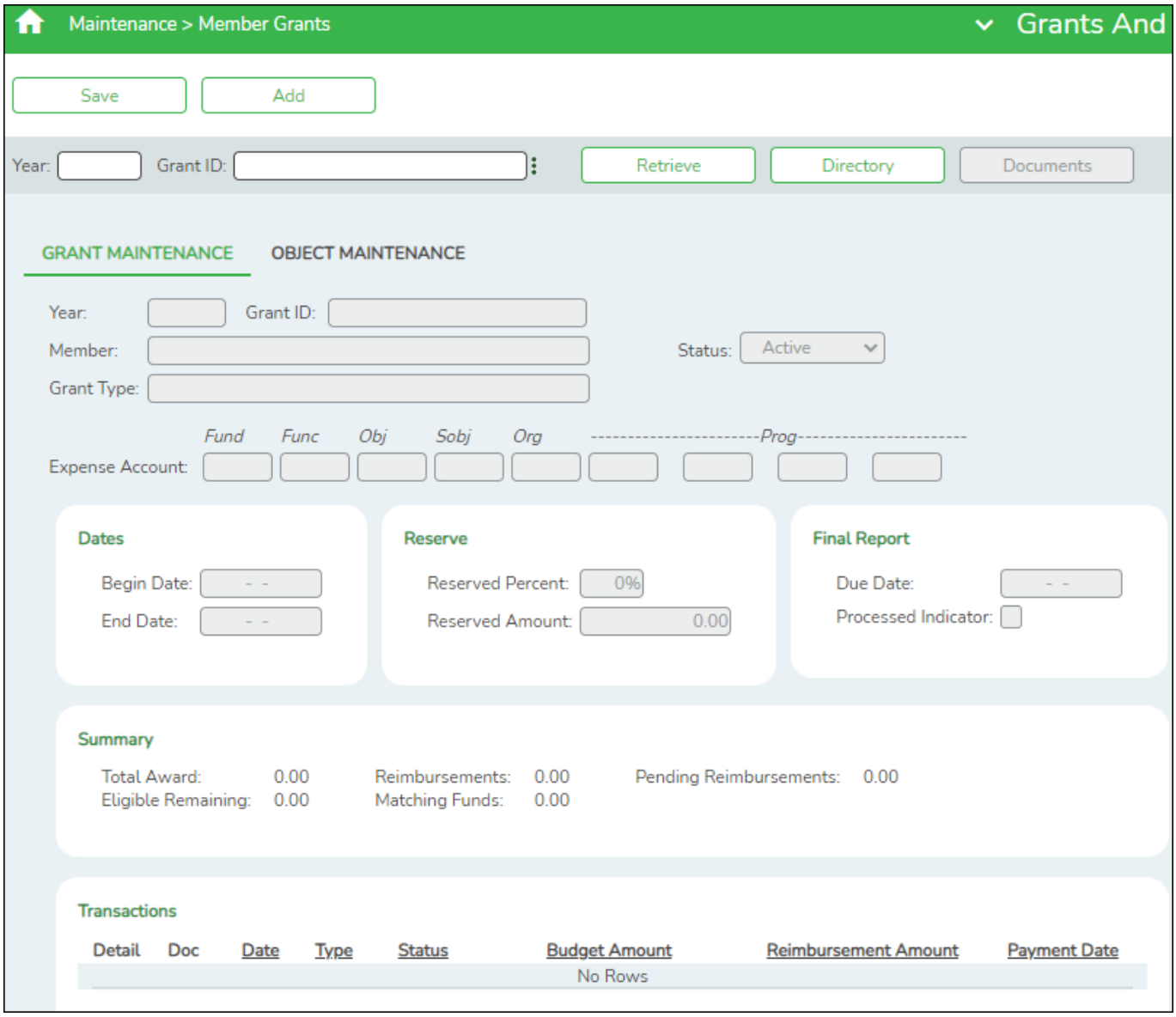
Grants and Projects > Tables > Manage Users

❑ 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.



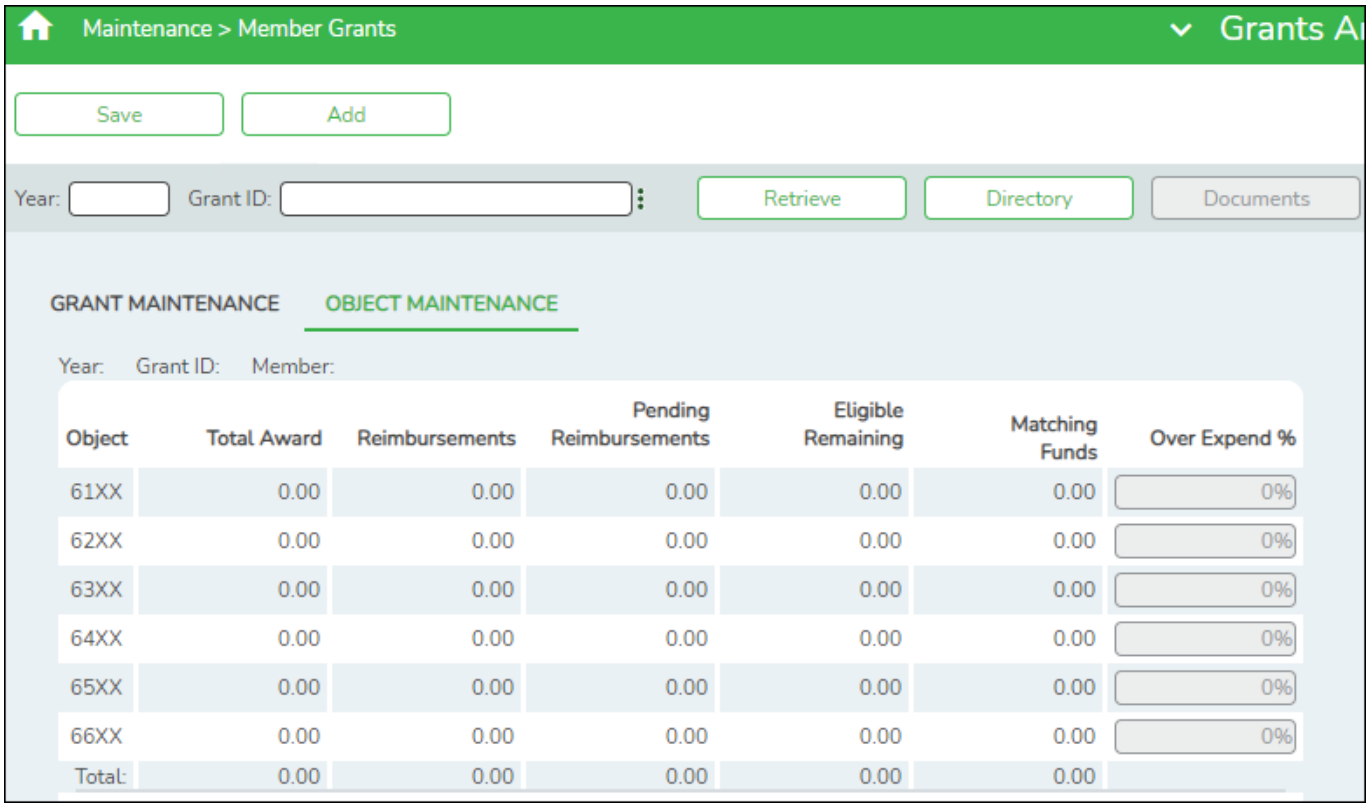
Grants and Projects > Maintenance > Member Grants > Grant Maintenance

❑ 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.



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	

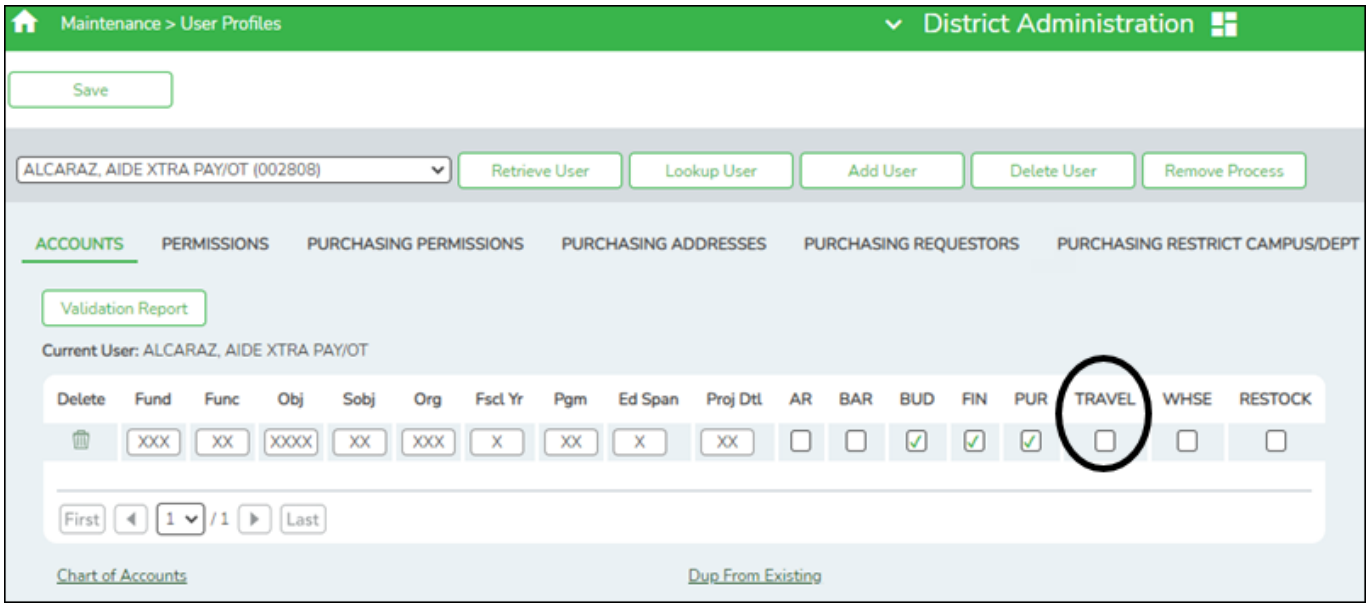
NEW: Travel Reimbursement Requests

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).

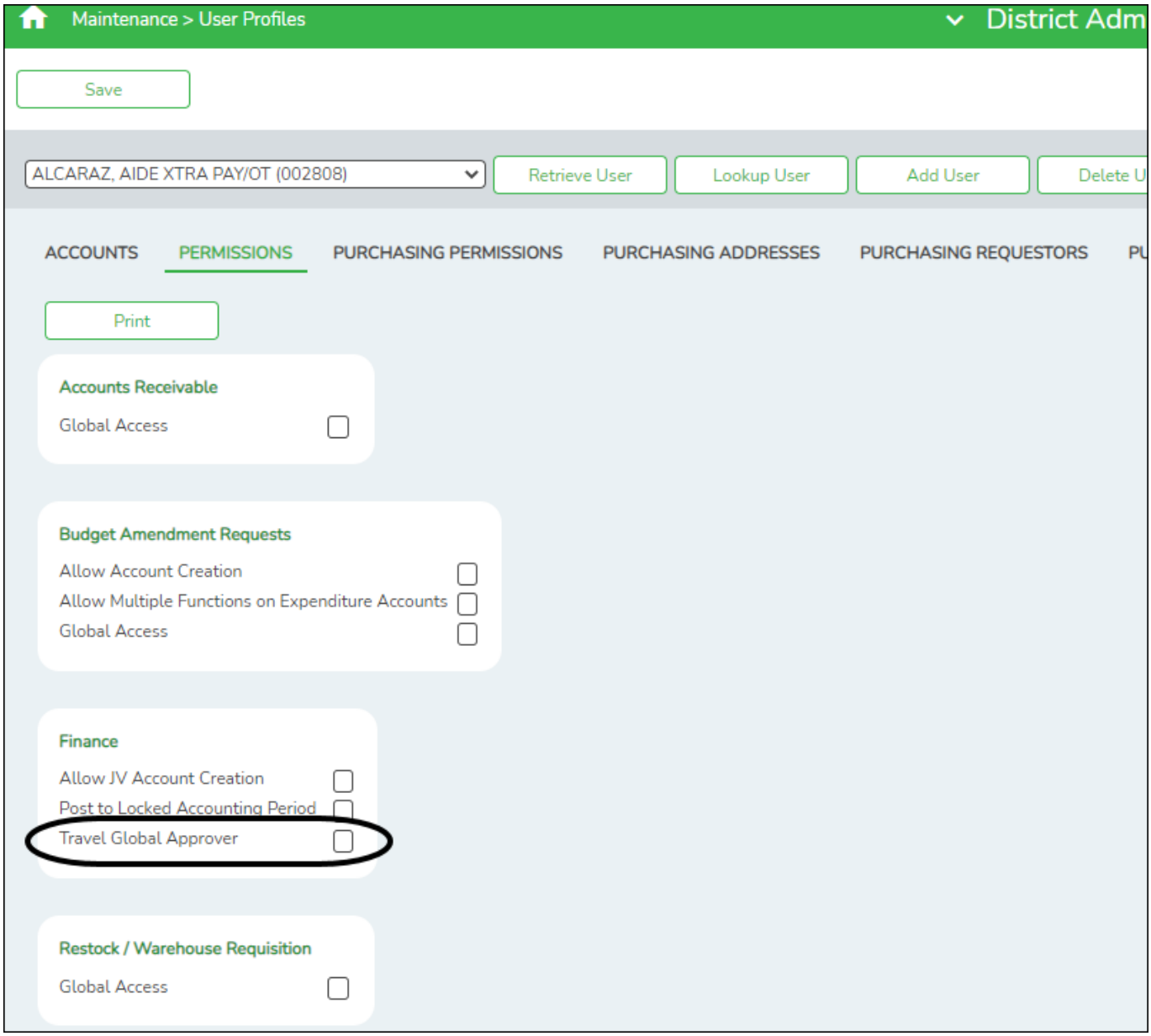


❑ Removed the **Account Description** column.

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

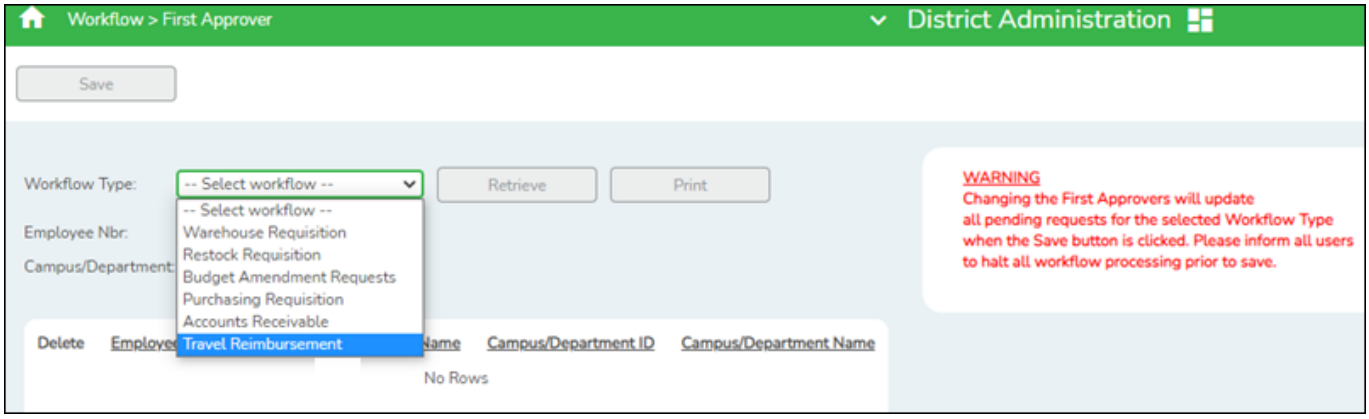
District Administration > Maintenance > User Profiles > Permissions

❑ Added the **Travel Global Approver** check box to the Finance section allowing users to view all travel reimbursement records.



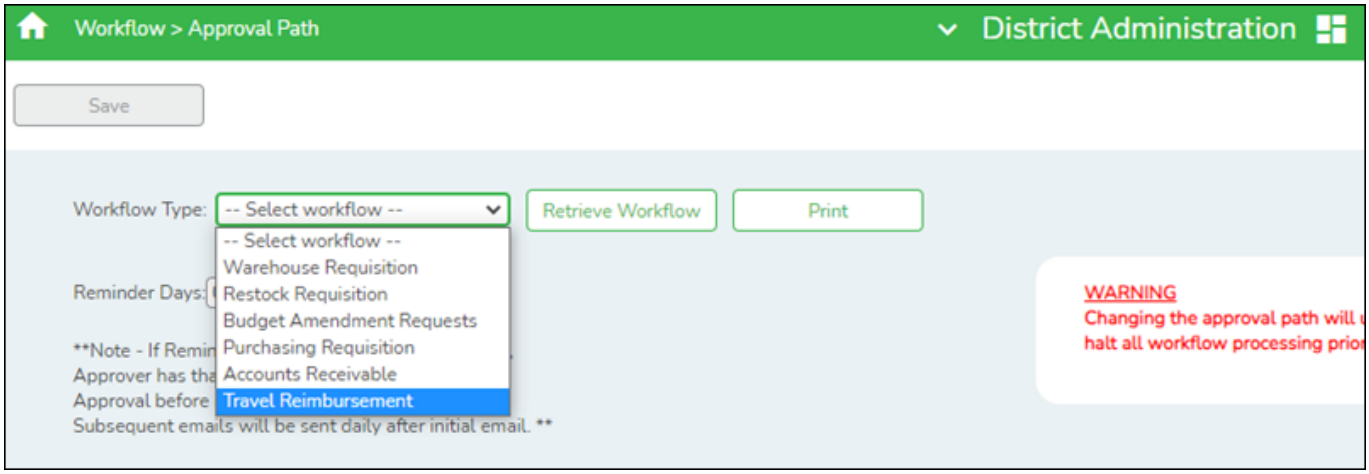
District Administration > Workflow > First Approver

❑ 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.



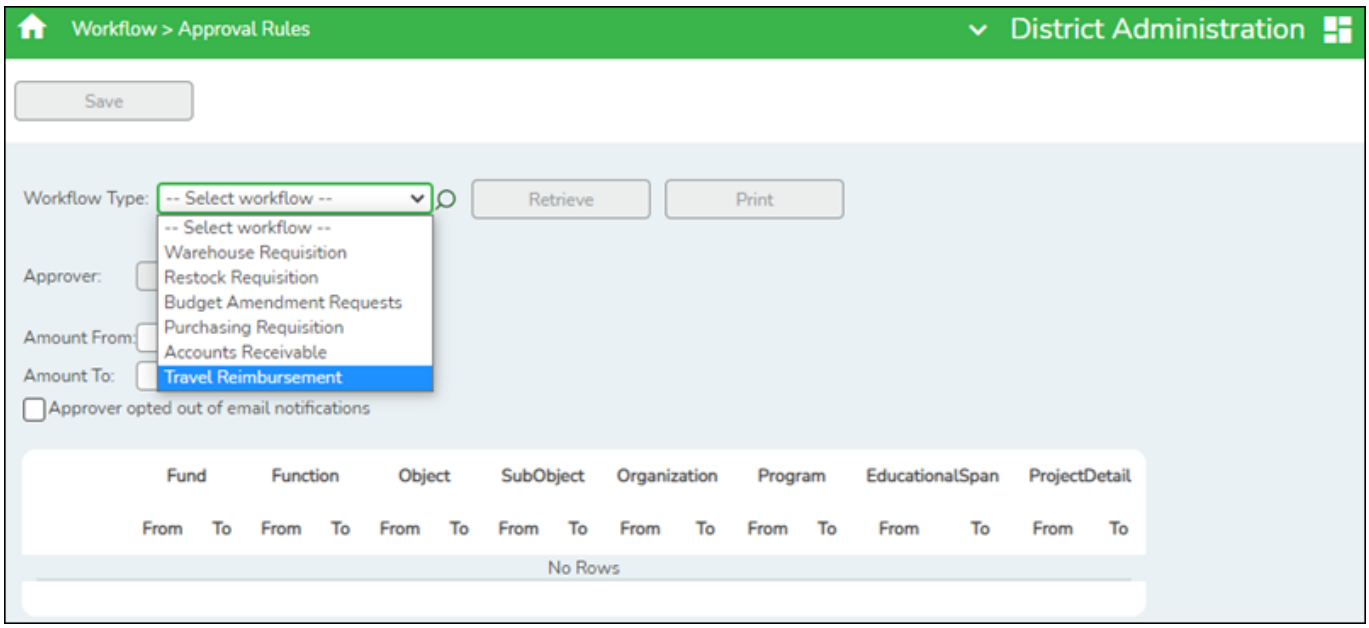
District Administration > Workflow > Approval Path

❑ 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.



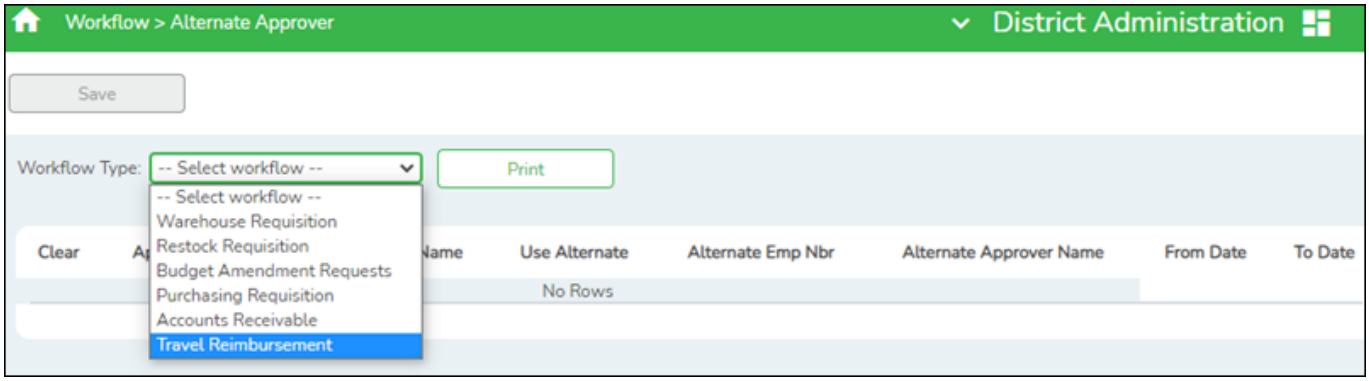
District Administration > Workflow > Approval Rules

❑ 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.



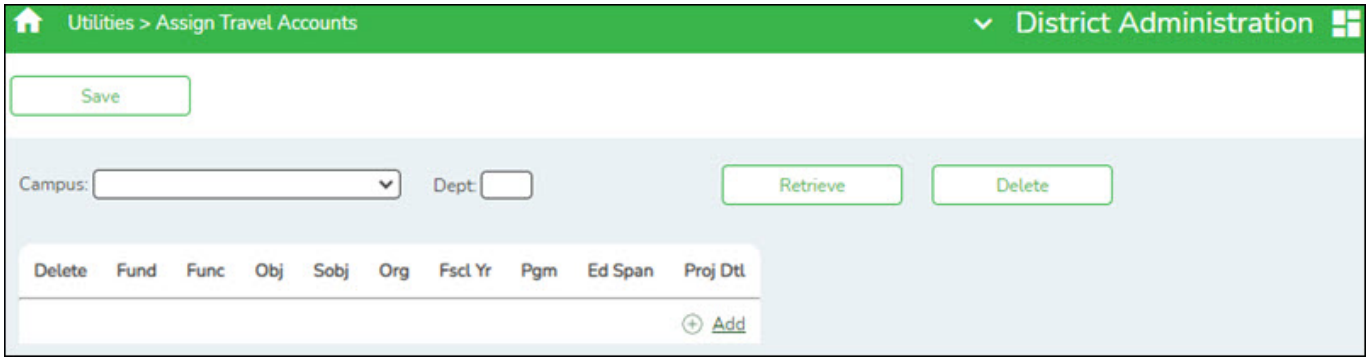
District Administration > Workflow > Alternate Approvers

❑ 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.

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 Allow Account Creation ☐

BAR Allow Multiple Functions on Expenditure Accounts ☐

BAR Global Access ☐

Finance Allow JV Account Creation ☐

Finance Post to locked Accounting ☐

Finance 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

Finance > Tables > District Finance Options 2

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

Tables > District Finance Options 2 Finance

Save

Next Available Travel Request Number: 000001 Retrieve

Location Locking: ☐

Require Start/End Times: ☐

Require Odometer Start/Stop Mileage: ☐

Mileage Reimbursement Rate: 0.00

New Mileage Reimbursement Rate: 0.00

New Mileage Reimbursement Date:

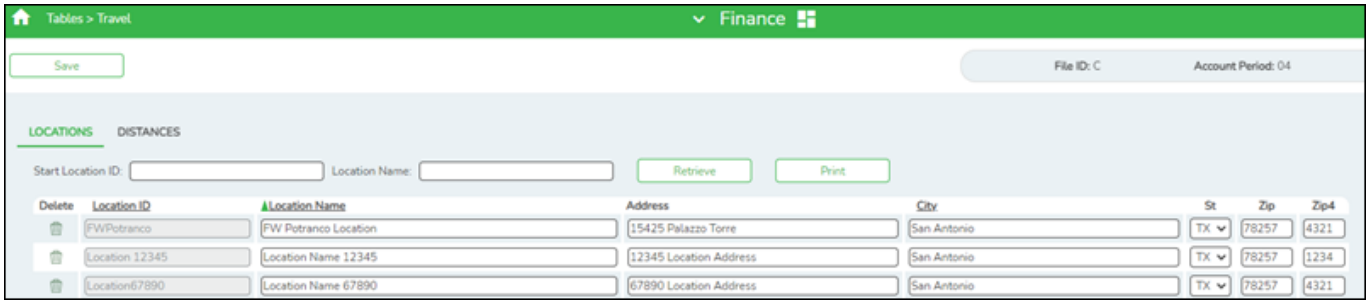
Breakfast Amount: 0.00 Breakfast Eligible Depart Time: 07:00 AM

Lunch Amount: 0.00

Dinner Amount: 0.00 Dinner Eligible Return Time: 07:00 PM

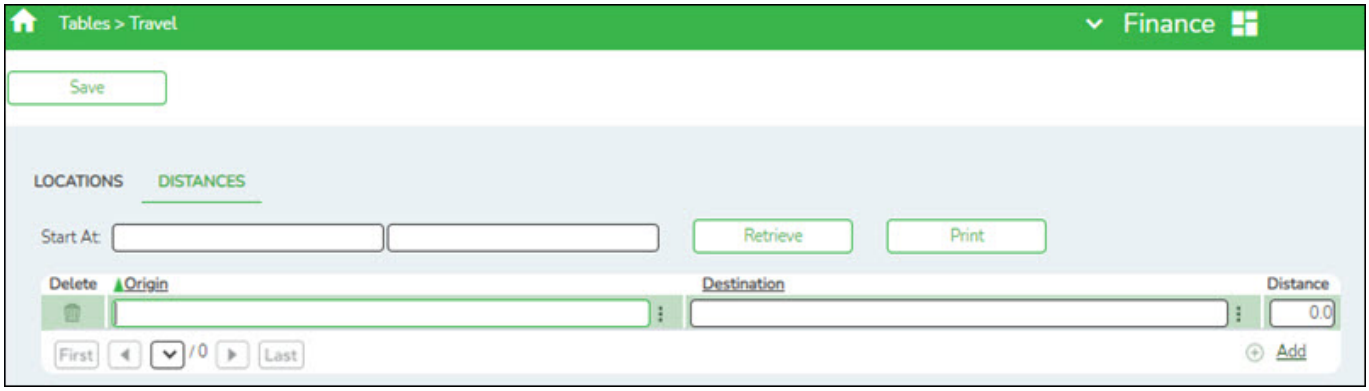
Finance > Tables > Travel > Locations

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



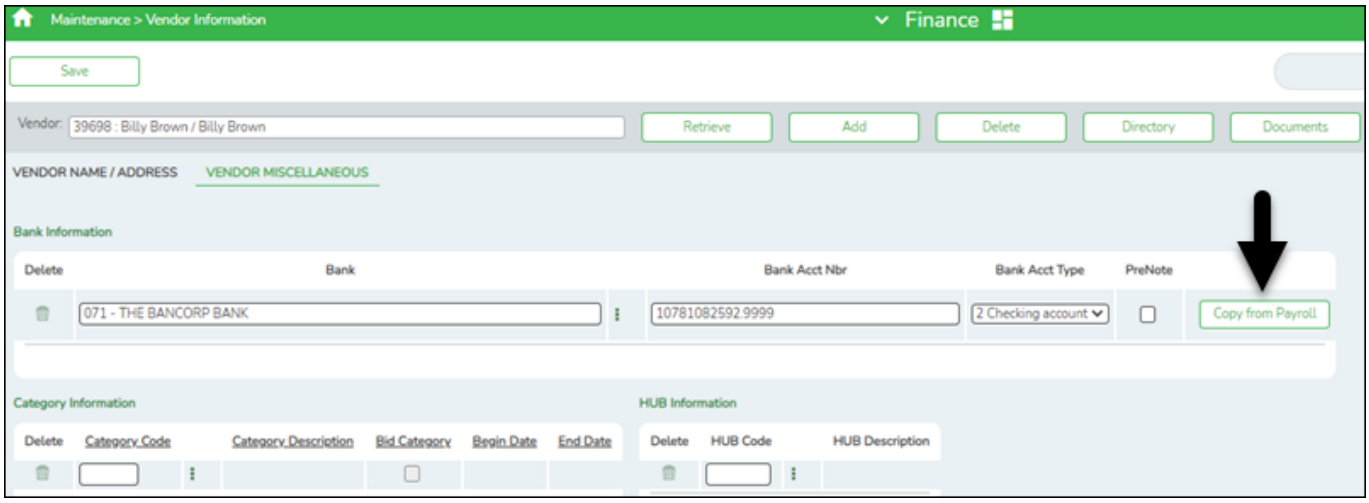
Finance > Tables > Travel > Distances

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



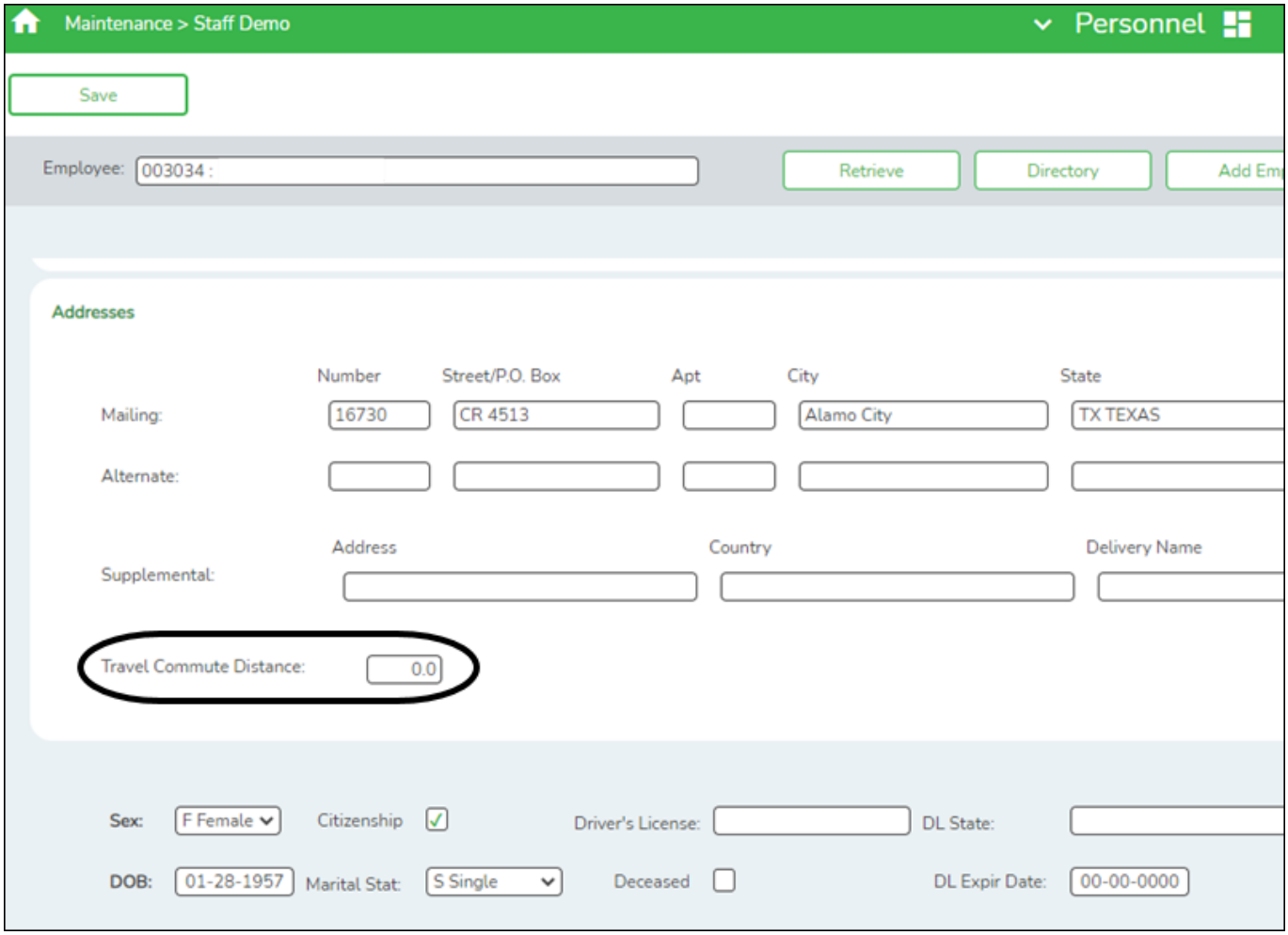
Finance > Maintenance > Vendor Information > Vendor Miscellaneous

❑ 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.



Homepage

❑ Corrected the ascendertx.com link that displays when users do not have access to an application. Previously, clicking the link resulted in an error.

Session Timer

❑ Corrected the Payroll, Personnel, and Position Management applications to use the session timer values from the District Administration > Options > Session Timers page. Previously, the session timer for these applications was automatically set to 60 minutes.

Accounts Receivable > Reports > BAR4000 - Invoice Listing by Revenue Code

❑ Modified the program to include credit memo amounts in the **Adjustments** and **Balance** amounts.

Bank Reconciliation > Utilities > Mass Delete Transactions

❑ Corrected the program to only include items from the selected bank account group. Previously, if **Outstanding Only** was selected, all outstanding items from all bank account groups were included.

Finance > Maintenance > Postings > Journal Budget & Journal Actual

❑ Corrected the server error that occurred when trying to delete a journal voucher of a substantial amount.

Finance > Maintenance > Postings > Purchase Order

❑ Corrected the issue that prevented vendor numbers from being changed on purchase orders that were created in Finance.

Finance > Utilities > Fiscal Year Close

❑ Corrected the issue that prevented this process from being successfully executed.

Payroll > Maintenance > Staff Job/Pay Info > Job Info

❑ Corrected the program error that occurred when trying to retrieve an employee without an existing job/payroll record (i.e., no data on the Staff Job/Pay Info tabs).

Payroll > Maintenance > Leave Account Transaction > Employee Substitute

❑ Modified the program to prevent an employee/substitute transmittal from being created for a leave type not on the employee's leave record.

Payroll > Payroll Processing > Run Payroll

❑ Modified payroll calculations to calculate 403B FICA Alternative employee and employer amounts.

Payroll > Payroll Processing > Interface Processing > Create General Journal

❑ Modified the program to include 403B FICA Alternative Annuity employee and employer amounts in the general journal.

Payroll > Payroll Processing > TRS Processing > Maintenance

❑ Corrected the issue that caused the actual hours to be doubled on the RP20 extract for hours that were added to pay type 3 XTRA extra duty transmittals.

Payroll > Payroll Processing > TRS Processing > Interface

❑ Added validation to prevent invalid posting dates from being processed.

Personnel > Reports > Payroll Information Reports > HRS5250 - 1095-B Forms & HRS5255 - 1095-C Forms

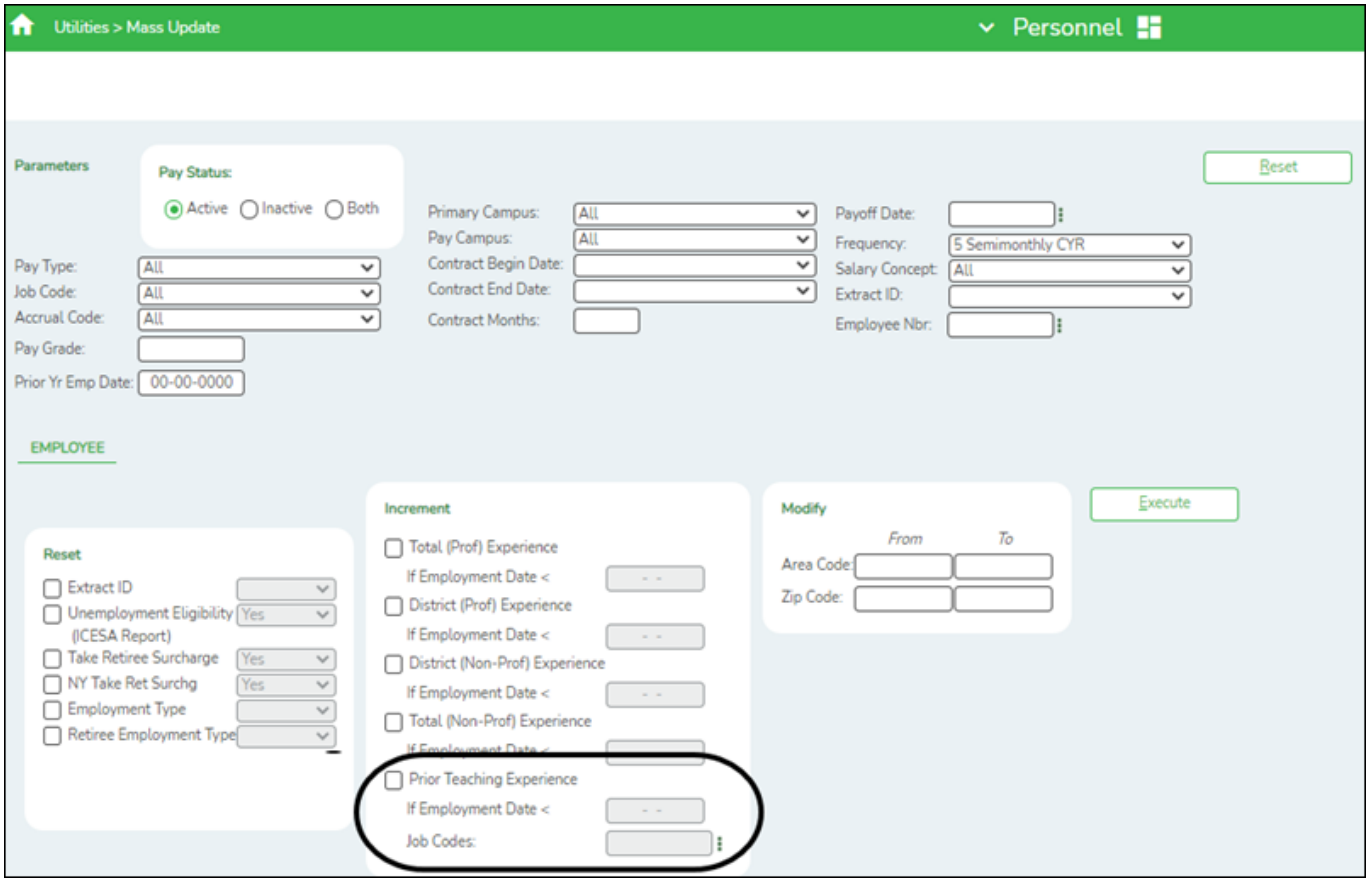
❑ Corrected the manifest files for prior year ACA files per IRS specifications.

Payroll > Reports > User Created Reports

❑ Modified the program to display the **Certification**, **Responsibility**, and **Employment** sections from Personnel if the user has access to these pages in Security Administration.

Personnel > Utilities > Mass Update > Employee

❑ Added the **Prior Teaching Experience**, **If Employment Date <**, and **Job Codes** fields to the **Increment** section allowing the number of years of prior teaching experience to be mass incremented based on the employment date and job code parameters.



Personnel > Utilities > Mass Delete

❑ Corrected various display and sort issues to improve user experience.

Personnel > Utilities > Mass Delete > Permit Data

❑ Removed the **Mass Delete Mode Selection** section, which included the **Permits**, **Responsibilities**, and **Employee** options.

❑ Removed the **Pay Type** column.

❑ Removed the pay frequency from the report header.

Personnel > Utilities > Mass Delete > Responsibility Data

❑ Corrected the issue that caused a program error to occur when trying to delete responsibility records.

❑ Removed the pay frequency from the report header.

Personnel > Utilities > Mass Delete > Employee Data

❑ Added the **CYR Frequency** and **NYR Frequency** check boxes to select applicable pay frequencies.

Personnel > Reports > User Created Reports

❑ Corrected the issue that caused an error to occur when trying to retrieve a Personnel report template with saved Payroll selections. Now, the applicable Personnel data is retrieved along with a message indicating that the Payroll selections will not be included in the report. In addition, the saved Payroll selections are permanently deleted from the saved template.

Position Management > Reports > User Created Reports

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

Purchasing > Maintenance > Create/Modify Requisition

❑ Corrected the **Commodity Code** field validation to display the appropriate error message when the user enters a code that does not exist on the District Administration > Tables > Commodity Codes page. Previously, a program error occurred.

Purchasing > Inquiry > General Ledger Inquiry

❑ Modified the program to improve the amount of time it takes to display the general ledger inquiry section.

Warehouse > Maintenance > Approve Warehouse Requisitions

❑ Corrected the functionality of the **Path** button. Previously, clicking the button resulted in a blank page being displayed.

❑ Corrected the functionality of the **Uniform Acct Distr** button. Previously, clicking the button resulted in a blank page being displayed.

Warehouse > Maintenance > Create/Modify Warehouse Requisitions

❑ Corrected the functionality of the **Uniform Acct Distr** button. Previously, clicking the button resulted in a blank page being displayed.

Warehouse > Maintenance > Inventory Maintenance

❑ Modified the **Item Number** field to allow alphanumeric characters.

Warehouse > Reports > Warehouse Reports > BWH1150 - Print Shipping Order

❑ Disabled the PDF and CSV buttons for this report.

EmployeePortal

Update (ASCENDER 5.0.0400)

EmployeePortal > Leave Requests

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

TxEIS

Human Resources > Payroll Processing > TRS Processing > Maintenance

❑ Corrected the issue that caused the actual hours to be doubled on the RP20 extract for hours that were added to pay type 3 XTRA extra duty transmittals.

Human Resources > Payroll Processing > TRS Processing > Interface

❑ Added validation to prevent invalid posting dates from being processed.

Back Cover