



ASCENDER

ASCENDER Release 5.0.0400

[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 District Administration

[Save](#)

Signature Name: [Browse](#)

Password:

File Name:

AR ☐ FIN ☐ **GP** ☒ HR ☐ PUR ☐ WHSE ☐

| Delete | Signature Name | File Name | AR | FIN | GP | HR | PUR | WHSE |
|--------|----------------|-----------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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 > 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

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

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.

Tables > SSA Members Grants And Projects

Save

Member: Retrieve Directory Add

MEMBER INFORMATION **BANK CODE**

Member Information:

County District Nbr: Member Name:

Region: Vendor:

Status: Active

Main Contact:

Contact Name: E-mail:

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.

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

☐ ☐

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.

Tables > Manage Users Grants And Projects

Save Add User

Users:

First Name: Last Name: Retrieve Clear

Member: Admin: ☐ Include Inactive: ☐

Results:

| Delete | Detail | ▲First Name | Last Name | Member | Status |
|--------|--------|----------------------|-----------|--------|--------|
| First | ◀ | <input type="text"/> | / 0 | ▶ | Last |

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.

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 Admin

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 | <input type="text" value="0%"/> |

[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 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 District Administration

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 |
|--------|------|------|------|------|-----|---------|-----|---------|----------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| | XXX | XX | XXXX | XX | XXX | X | XX | X | 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 District Admin

Save

ALCARAZ, AIDE XTRA PAY/OT (002808) Retrieve User Lookup User Add User Delete User

ACCOUNTS PERMISSIONS PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASING REQUESTS

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 > 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.

Workflow > First Approver District Administration

Save

Workflow Type: -- Select workflow -- Retrieve Print

Employee Nbr:

Campus/Department:

WARNING
Changing the First Approvers will update all pending requests for the selected Workflow Type when the Save button is clicked. Please inform all users to halt all workflow processing prior to save.

Delete Employee **Travel Reimbursement** Name Campus/Department ID Campus/Department Name

No Rows

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.

Workflow > Alternate Approver

Save

Workflow Type: -- Select workflow --

Print

Clear

| Name | Use Alternate | Alternate Emp Nbr | Alternate Approver Name | From Date | To Date |
|---------|---------------|-------------------|-------------------------|-----------|---------|
| No Rows | | | | | |

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.

Utilities > Assign Travel Accounts

Save

Campus: Dept:

Retrieve Delete

| Delete | Fund | Func | Obj | Sobj | Org | FscL Yr | Pgm | Ed Span | Proj Dtl |
|---|------|------|-----|------|-----|---------|-----|---------|----------|
| <input type="text"/> <input type="button" value="Add"/> | | | | | | | | | |

District Administration > Reports > User Profile Report

❑ Modified the report to include the new **Finance Travel Global Approver** check box.

End of Report

ASCENDER

Finance > Tables > Travel > Locations

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

Save File ID: C Account Period: 04

LOCATIONS DISTANCES

Start Location ID: Location Name: Retrieve Print

| Delete | Location ID | Location Name | Address | City | St | Zip | Zip4 |
|--------|----------------|----------------------|------------------------|-------------|----|-------|------|
| | FWPotranco | FW Potranco Location | 15425 Palazzo Torre | San Antonio | TX | 78257 | 4321 |
| | Location 12345 | Location Name 12345 | 12345 Location Address | San Antonio | TX | 78257 | 1234 |
| | Location 67890 | Location Name 67890 | 67890 Location Address | San Antonio | TX | 78257 | 4321 |

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.

Save File ID: C Account Period: 04

LOCATIONS DISTANCES

Start At: Retrieve Print

| Delete | Origin | Destination | Distance |
|--------|--------|-------------|----------|
| | | | 0.0 |

First ◀ ◻ / 0 ▶ Last Add

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.

Maintenance > Vendor Information Finance

Save

Vendor: 39698 : Billy Brown / Billy Brown Retrieve Add Delete Directory Documents

VENDOR NAME / ADDRESS VENDOR MISCELLANEOUS

Bank Information

| Delete | Bank | Bank Acct Nbr | Bank Acct Type | PreNote | |
|--------|------------------------|------------------|--------------------|--------------------------|--------------------------------|
| | 071 - THE BANCORP BANK | 10781082592.9999 | 2 Checking account | <input type="checkbox"/> | Copy from Payroll |

Category Information

| Delete | Category Code | Category Description | Bid Category | Begin Date | End Date |
|--------|---------------|----------------------|--------------------------|------------|----------|
| | | | <input type="checkbox"/> | | |

HUB Information

| Delete | HUB Code | HUB Description |
|--------|----------|-----------------|
| | | |

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: | | | | | |

| | Address | Country | Delivery Name |
|---------------|---------|---------|---------------|
| Supplemental: | | | |

Travel Commute Distance: 0.0

Sex: F Female ☐ Citizenship: ☒ Driver's License: DL State: DL Expir Date: 00-00-0000

DOB: 01-28-1957 Marital Stat: S Single ☐ Deceased: ☐

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.

Utilities > Mass Update Personnel

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type: All
Job Code: All
Accrual Code: All
Pay Grade:
Prior Yr Emp Date: 00-00-0000

Primary Campus: All
Pay Campus: All
Contract Begin Date:
Contract End Date:
Contract Months:
Payoff Date:
Frequency: 5 Semimonthly CYR
Salary Concept: All
Extract ID:
Employee Nbr:

EMPLOYEE

Reset

☐ Extract ID
☐ Unemployment Eligibility (Yes)
☐ Take Retiree Surcharge (Yes)
☐ NY Take Ret Surchg (Yes)
☐ Employment Type
☐ Retiree Employment Type

Increment

☐ Total (Prof) Experience
If Employment Date < - -

☐ District (Prof) Experience
If Employment Date < - -

☐ District (Non-Prof) Experience
If Employment Date < - -

☐ Total (Non-Prof) Experience
If Employment Date < - -

☐ Prior Teaching Experience
If Employment Date < - -
Job Codes: - -

Modify

From To
Area Code:
Zip Code:
Execute

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