



**ASCENDER**

# ASCENDER

ASCENDER Release 5.0.0400

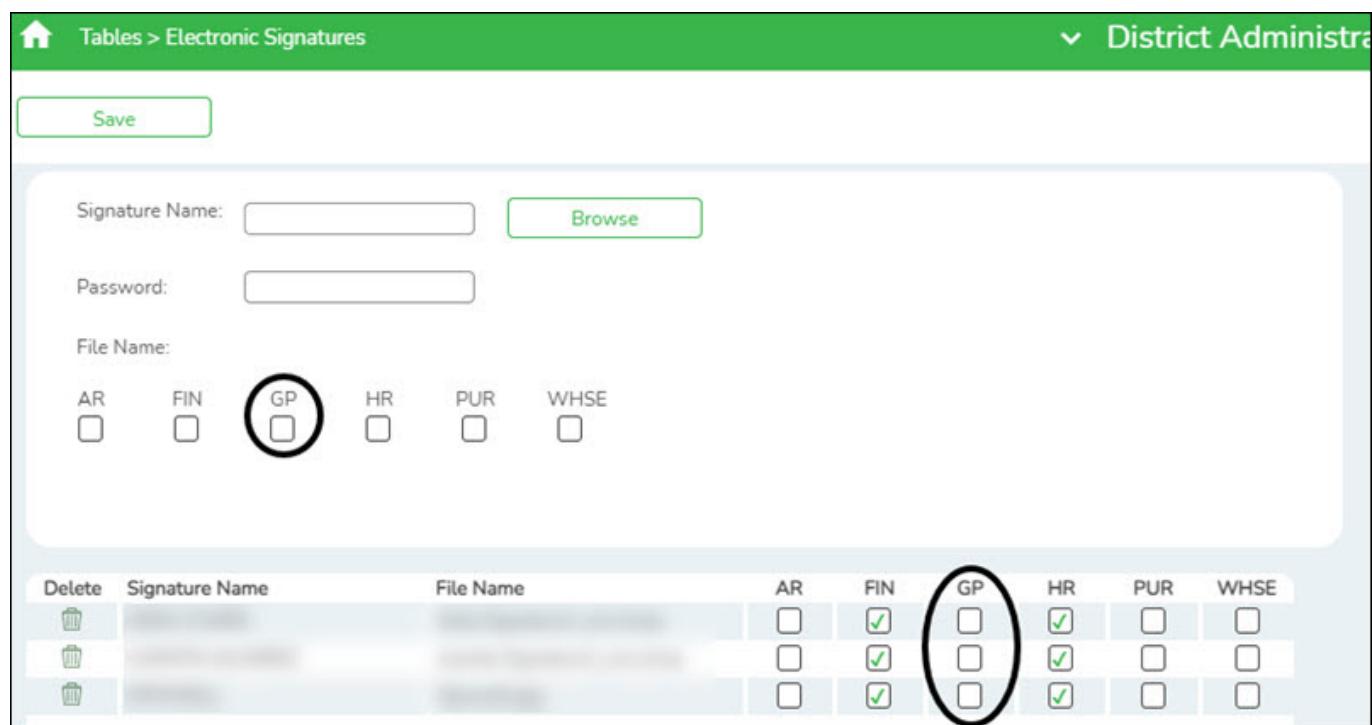
[NEW: SSA Fiscal Agent Management](#)

## 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.



The screenshot shows the 'Tables > Electronic Signatures' page. At the top, there is a 'Save' button. Below it, there are fields for 'Signature Name' (with a 'Browse' button) and 'Password'. Under 'File Name', there is a list of checkboxes for AR, FIN, GP, HR, PUR, and WHSE, with 'GP' being the one circled in red. Below this is a table listing uploaded signatures. The table has columns for 'Delete', 'Signature Name', 'File Name', and application checkboxes for AR, FIN, GP, HR, PUR, and WHSE. The 'GP' checkbox in the table is also circled in red.

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

GRANT TYPES PAYMENT DATES

Grant Type:

<input type="button" value="Delete"/>	<u>Cut Off Date</u>	<u>Payment Date</u>
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

Grant Type:

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.

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

Save

Grant Type:

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

Save

Member:

**MEMBER INFORMATION** **BANK CODE**

Member Information:

County District Nbr: <input type="text"/>	Member Name: <input type="text"/>
Region: <input type="text"/>	Vendor: <input type="text"/>
Status: <input type="text"/>	

Main Contact:

Contact Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	E-mail: <input type="text"/>
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.

## 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.

Maintenance > Member Grants
Grants And

Save
Add

Year: 
Grant ID: 
...
Retrieve
Directory
Documents

GRANT MAINTENANCE
OBJECT MAINTENANCE

Year: 
Grant ID: 
Member: 
Status:

Grant Type: 
Expense Account:  Fund  Func  Obj  Sobj  Org  Prog

Dates

Begin Date: 
End Date:

Reserve

Reserved Percent: 
Reserved Amount:

Final Report

Due Date: 
Processed Indicator:

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.

[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

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
<input type="button" value="Delete"/>	<input type="button" value="XXX"/>	<input type="button" value="XX"/>	<input type="button" value="XXXX"/>	<input type="button" value="XX"/>	<input type="button" value="XXX"/>	<input type="button" value="X"/>	<input type="button" value="XX"/>	<input type="button" value="X"/>	<input type="button" value="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

Save

ALCARAZ, AIDE XTRA PAY/OT (002808)

Retrieve User

Lookup User

Add User

Delete U

ACCOUNTS **PERMISSIONS** PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PL

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

Save

Workflow Type: **-- Select workflow --**

Employee Nbr.

Campus/Department:

Delete Employee **Travel Reimbursement**

Name Campus/Department ID Campus/Department Name

No Rows

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.

## 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.

Workflow Type:

Reminder Days:

\*\*Note - If Remind Approver has the Accounts Receivable Approval before **Travel Reimbursement**

Subsequent emails will be sent daily after initial email. \*\*

Save      Retrieve Workflow      Print

**WARNING**  
Changing the approval path will halt all workflow processing prior to the change.

## 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.

Workflow Type:

Approver:

Amount From:

Amount To:

Approver opted out of email notifications

Fund	Function	Object	SubObject	Organization	Program	EducationalSpan	ProjectDetail
From	To	From	To	From	To	From	To

No Rows

## 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.

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.

## District Administration > Reports > User Profile Report

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

Date Run: Cnty Dist:	User Profile ISD	Program: DA00001 Page 1 of 1				
<b>AIDE XTRA PAY/OT ALCARAZ</b>						
Global Access <input type="checkbox"/>	Over-Ride <input type="checkbox"/>	Over-Expend/Pct <input type="checkbox"/> 0 %	Req Max 0.00	YTD Amt 0.00	YTD Max 0.00	Bundle Requisitions <input type="checkbox"/>
No Requestors Data Found			No Purchasing Restrict Camp/Dept Found			
No Receiving Addresses Data Found						
No Purchasing Credit Cards Data Found						
<b>Accts Recv</b> <b>Global Access</b> <input type="checkbox"/>						
BAR Allow Account Creation <input type="checkbox"/>	BAR Allow Multiple Functions on Expenditure Accounts <input type="checkbox"/>	BAR Global Access <input type="checkbox"/>				
Finance Allow JV Account Creation <input type="checkbox"/>	Finance Post to locked Accounting <input type="checkbox"/>	Finance Travel Global Approver <input type="checkbox"/>				
<b>Restock/Warehouse Requisition</b> <b>Global Access</b> <input type="checkbox"/>						
<b>User Profile Accounts</b> BUD - XXX-XX-XXXXXX-XX-XXX-XXXXXX FIN - XXX-XX-XXXXXX-XXX-XXXXXX PUR - XXX-XX-XXXXXX-XX-XXX-XXXXXX						
<b>End of Report</b>						

## 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
000001
Retrieve

Next Available Travel Request Number:	<input type="text" value="000001"/>	
Location Locking:	<input type="checkbox"/>	
Require Start/End Times:	<input type="checkbox"/>	
Require Odometer Start/Stop Mileage:	<input type="checkbox"/>	
Mileage Reimbursement Rate:	<input type="text" value="0.00"/>	
New Mileage Reimbursement Rate:	<input type="text" value="0.00"/>	
New Mileage Reimbursement Date:	<input type="text"/>	
Breakfast Amount:	<input type="text" value="0.00"/>	Breakfast Eligible Depart Time: <input type="text" value="07:00 AM"/> <input type="button" value="▼"/>
Lunch Amount:	<input type="text" value="0.00"/>	Dinner Eligible Return Time: <input type="text" value="07:00 PM"/> <input type="button" value="▼"/>
Dinner Amount:	<input type="text" value="0.00"/>	

## Finance > Tables > Travel > Locations

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

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
Location67890	Location Name 67890	67890 Location Address	San Antonio	TX	78257	4321

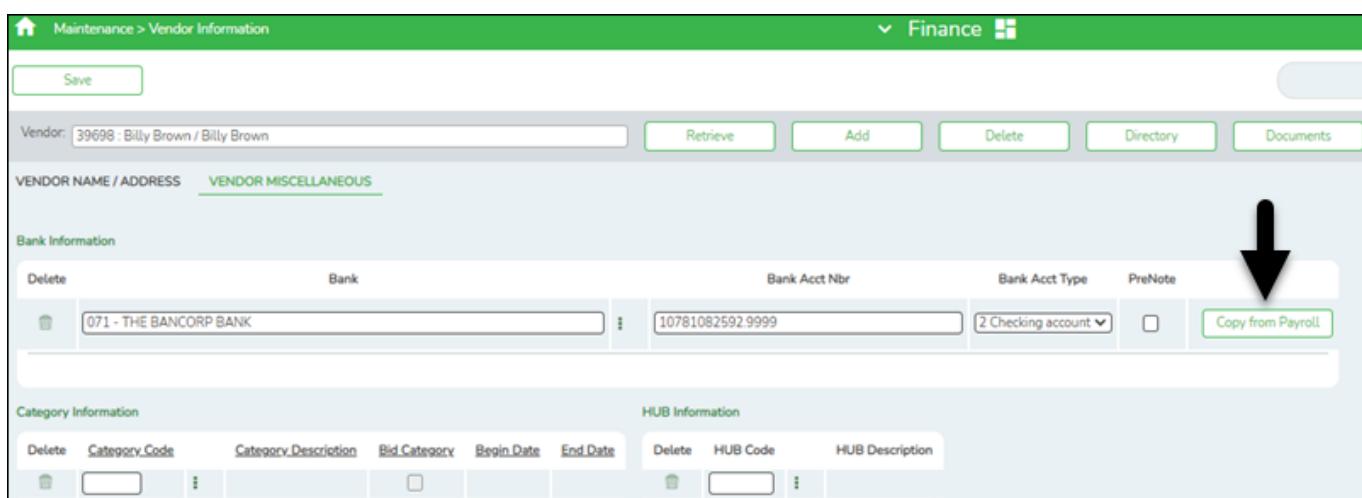
## Finance > Tables > Travel > Distances

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

Origin	Destination	Distance
FWPotranco	FW Potranco Location	0.0

## Finance > Maintenance > Vendor Information > Vendor Miscellaneous

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



Maintenance > Vendor Information

Vendor: 39698 - Billy Brown / Billy Brown

Buttons: Save, Retrieve, Add, Delete, Directory, Documents

VENDOR NAME / ADDRESS    VENDOR MISCELLANEOUS

Bank Information

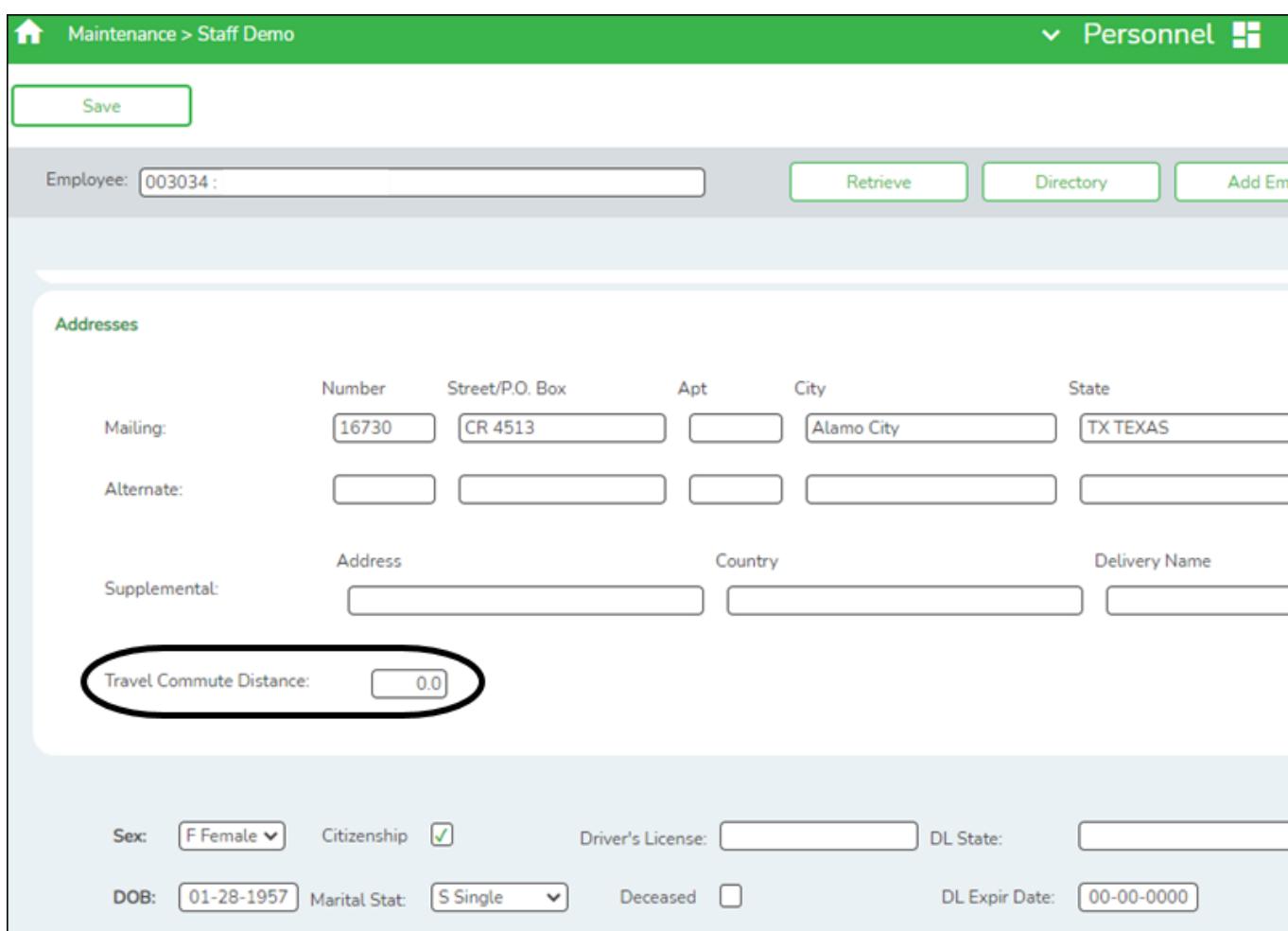
Delete	Bank	Bank Acct Nbr	Bank Acct Type	PreNote
	071 - THE BANCORP BANK	10781082592.9999	2 Checking account	<input type="checkbox"/>

Category Information    HUB Information

Delete	Category_Code	Category_Description	Blc_Cat	Begin_Date	End_Date	Delete	HUB_Code	HUB_Description
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

## 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

Employee: 003034

Buttons: Save, Retrieve, Directory, Add Em

Addresses

	Number	Street/P.O. Box	Apt	City	State
Mailing:	16730	CR 4513		Alamo City	TX TEXAS
Alternate:					
Supplemental:	Address		Country	Delivery Name	

Travel Commute Distance:

Sex:  Citizenship:  Driver's License:  DL State:

DOB:  Marital Stat:  Deceased:  DL Expir Date:

## **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

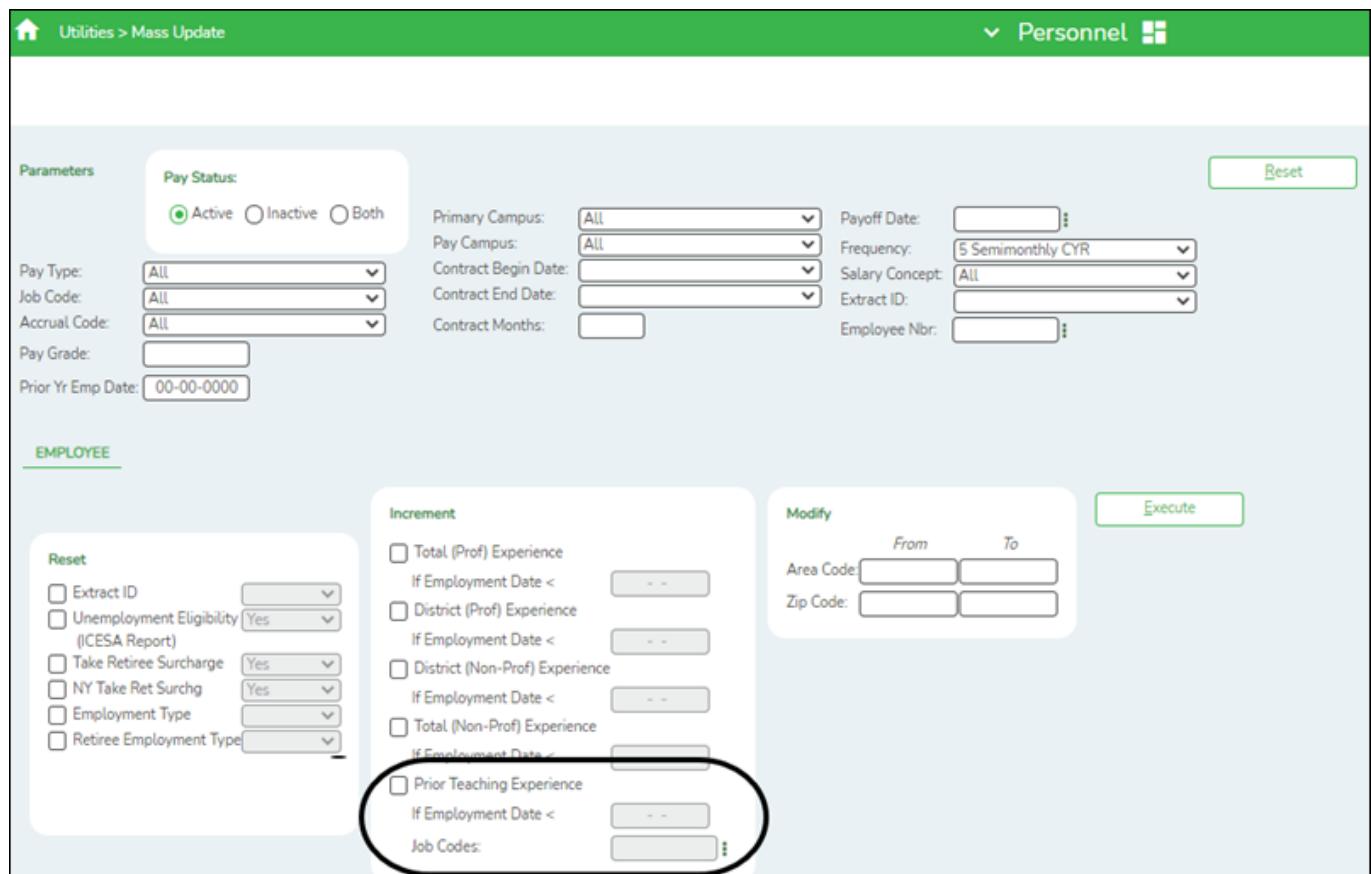
- Corrected the manifest files for prior year ACA files per IRS specifications.

## 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.



The screenshot shows the 'Utilities > Mass Update > Employee' screen. The 'Increment' section is highlighted with a red oval. It contains several checkboxes for experience types and their corresponding employment date conditions. The 'Prior Teaching Experience' checkbox is specifically highlighted with a red oval. The 'Job Codes' field is also visible within this section. Other sections like 'Parameters' and 'EMPLOYEE' are visible but not highlighted.

---

## 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 > Inventory Maintenance

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

---

## 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 > 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