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ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER**

# ASCENDER

**Release Date:** 6/4/2021 **ASCENDER Update:** 5.0.0214

[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

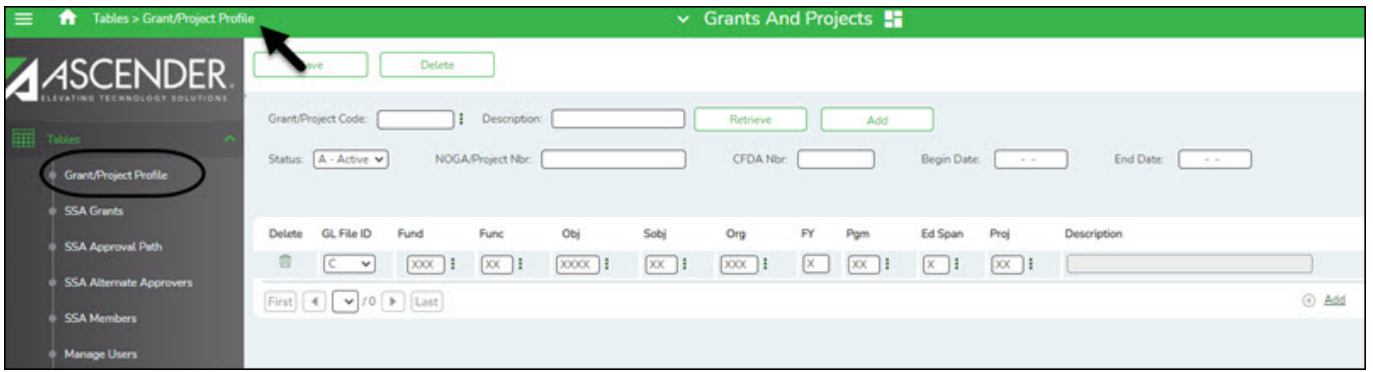
Added **GP** to the application list allowing the upload of electronic signatures to be used in the Grants and Projects application.

The screenshot displays the 'Electronic Signatures' configuration page. At the top, there is a 'Save' button. Below it are input fields for 'Signature Name', 'Password', and 'File Name'. A 'Browse' button is next to the 'Signature Name' field. Under the 'File Name' field, there are checkboxes for various applications: AR, FIN, GP, HR, PUR, and WHSE. The 'GP' checkbox is circled. Below this is a table with columns for 'Delete', 'Signature Name', 'File Name', and checkboxes for AR, FIN, GP, HR, PUR, and WHSE. The 'GP' column in the table also has a circled checkbox.

Delete	Signature Name	File Name	AR	FIN	GP	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"/>

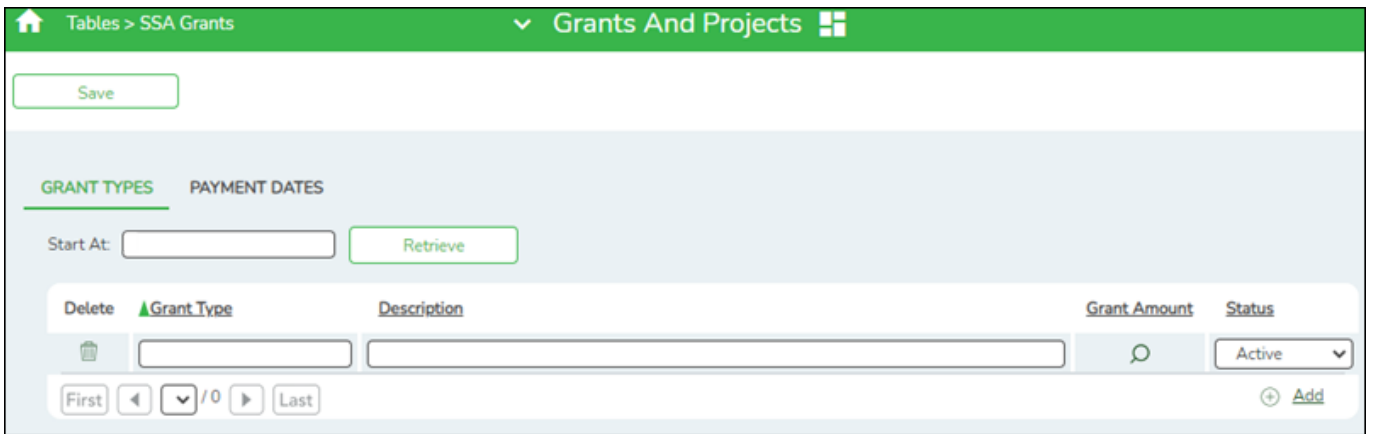
### Grants and Projects > Tables > Grants and Projects Table

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



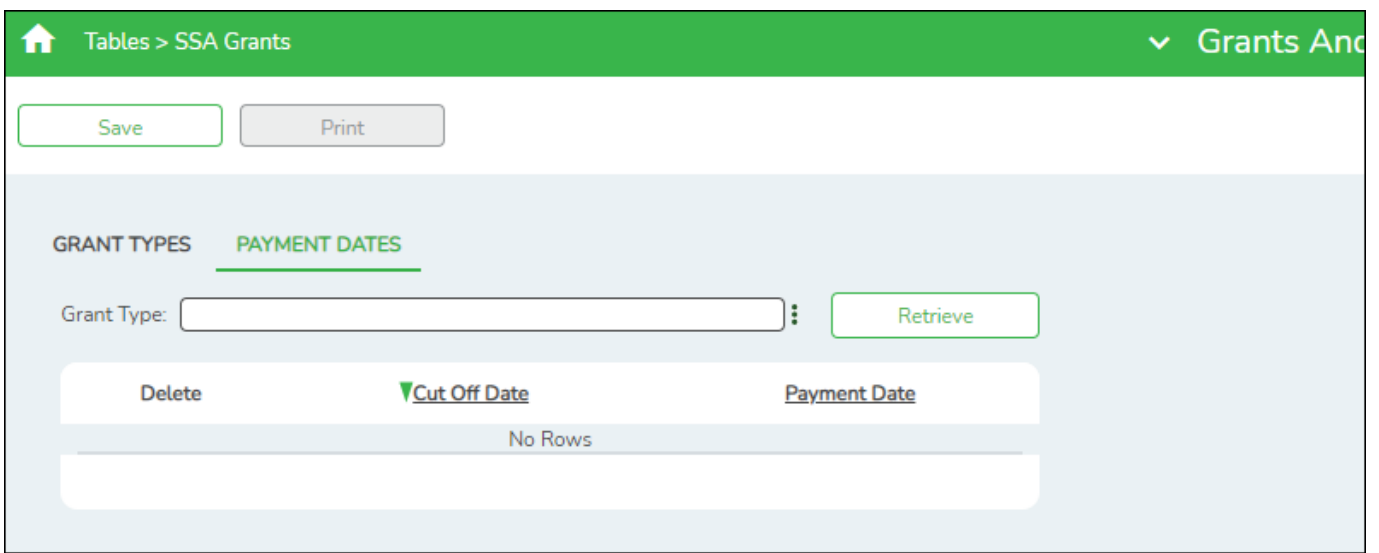
### Grants and Projects > Tables > SSA Grants > Grant Types

□ 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.



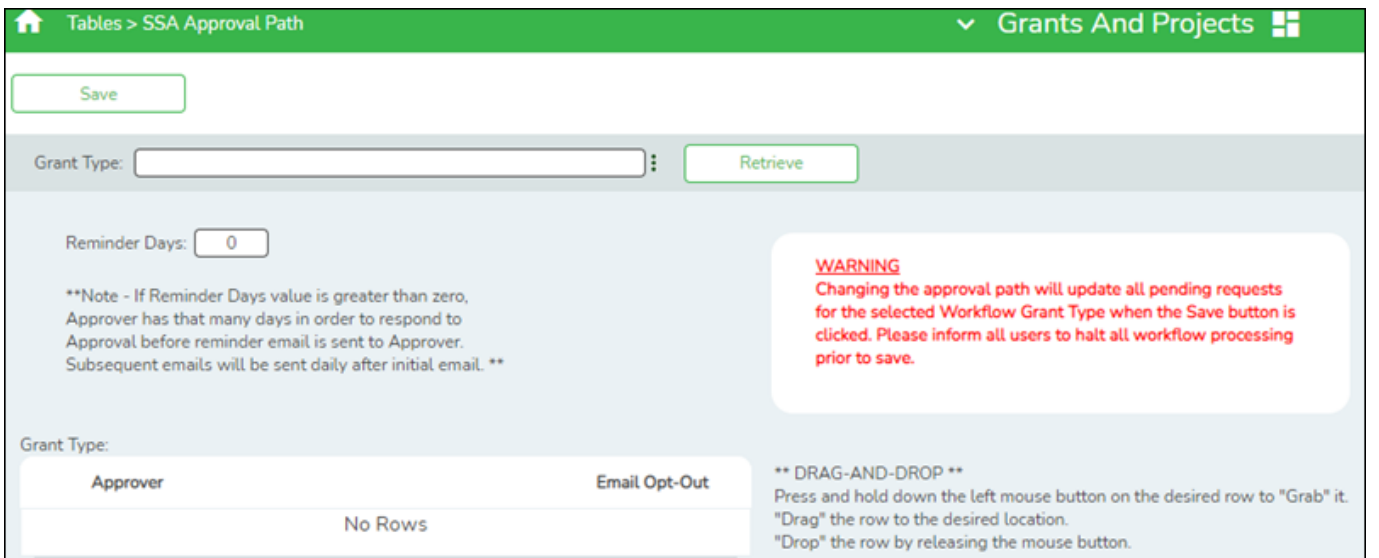
### Grants and Projects > Tables > SSA Grants > Payment Dates

□ 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.

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

### 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	
<input type="button" value="First"/>	<input type="button" value="◀"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="▶"/>	<input type="button" value="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.

🏠 Maintenance > Member Grants
▾ Grants And

Year: 
Grant ID: 
Retrieve
Directory
Documents

GRANT MAINTENANCE
OBJECT MAINTENANCE

Year: 
Grant ID:

Member: 
Status: Active ▾

Grant Type:

Expense Account:	<i>Fund</i>	<i>Func</i>	<i>Obj</i>	<i>Sobj</i>	<i>Org</i>	----- <i>Prog</i> -----

**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	<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	Subj	Org	FscL Yr	Pgm	Ed Span	Proj Dtl	AR	BAR	BUD	FIN	PUR	TRAVEL	WHSE	RESTOCK
<input type="checkbox"/>	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 Administration

Save

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

ACCOUNTS PERMISSIONS PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASING

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:

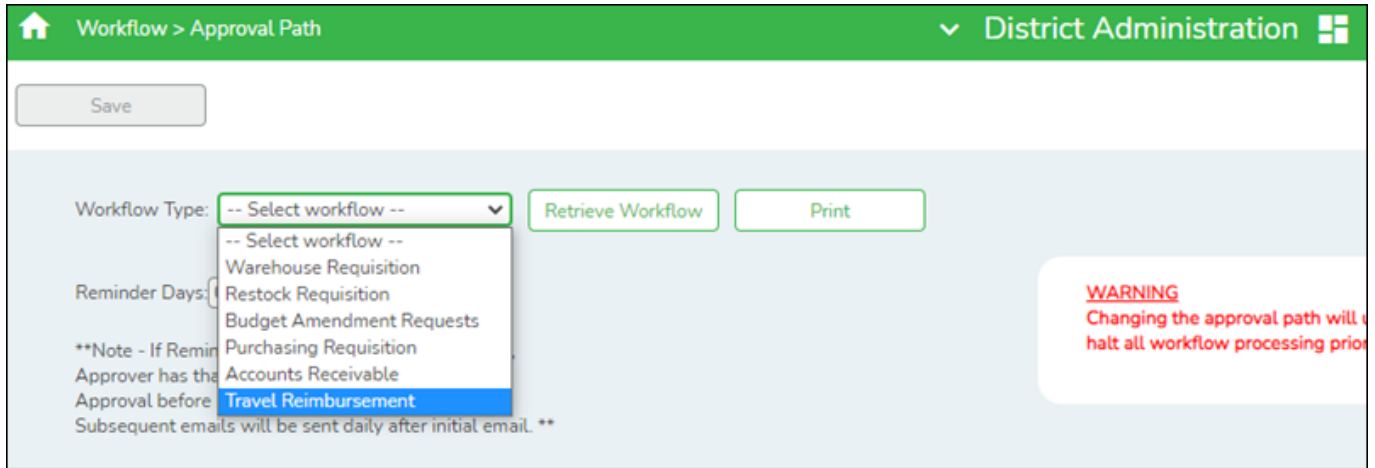
Delete Employee **Travel Reimbursement** Name Campus/Department ID Campus/Department Name

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.

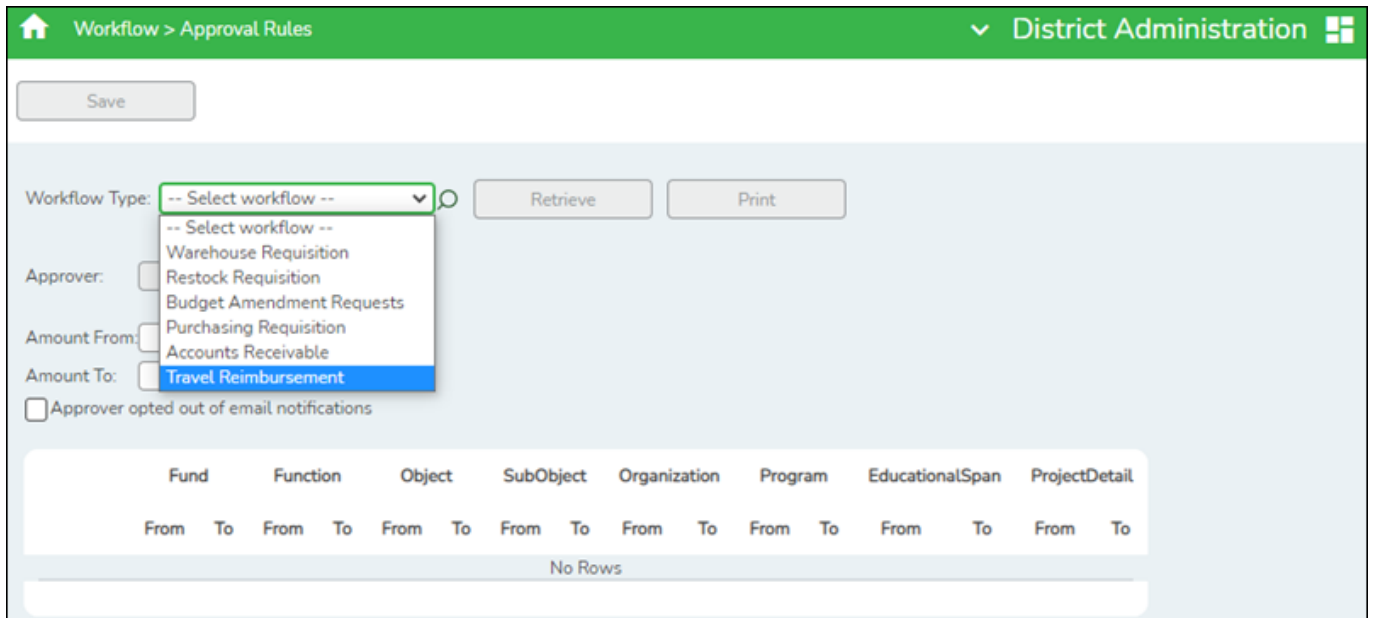
## District Administration > Workflow > Approval Path

☐ 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.



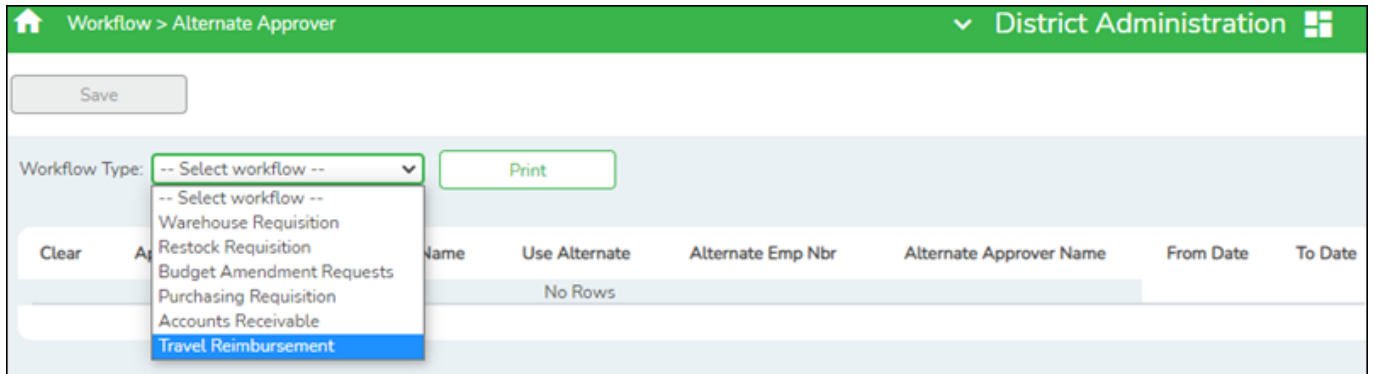
## District Administration > Workflow > Approval Rules

☐ 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.



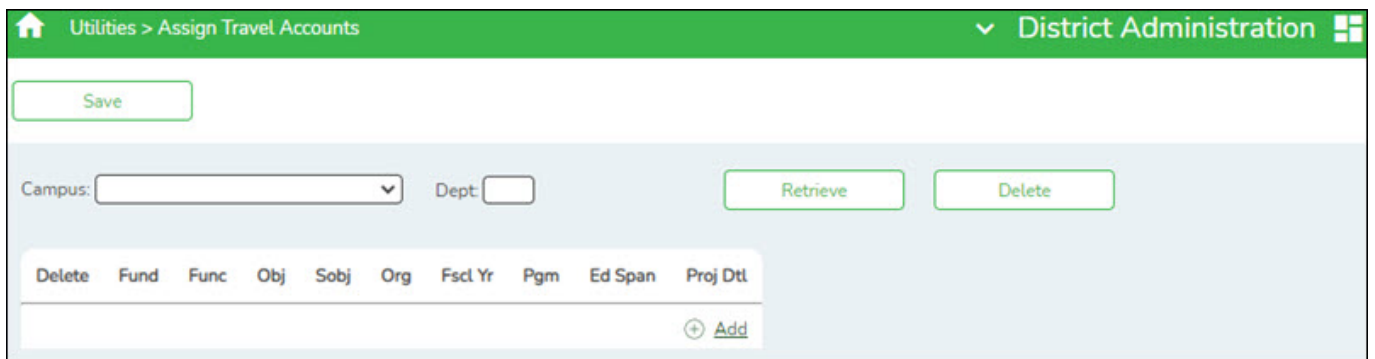
## District Administration > Workflow > Alternate Approvers

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 0%	0.00	0.00	0.00	<input type="checkbox"/>

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finance Allow JV Account Creation	Finance Post to locked Accounting	Finance Travel Global Approver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Restock/Warehouse Requisition  
 Global Access

User Profile Accounts  
 BUD - XXX-XX-XXXX-XX-XX-XXXXXX  
 FIN - XXX-XX-XXXX-XX-XX-XXXXXX  
 PUR - XXX-XX-XXXX-XX-XX-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:  Retrieve

Location Locking:

Require Start/End Times:

Require Odometer Start/Stop Mileage:

Mileage Reimbursement Rate:

New Mileage Reimbursement Rate:

New Mileage Reimbursement Date:

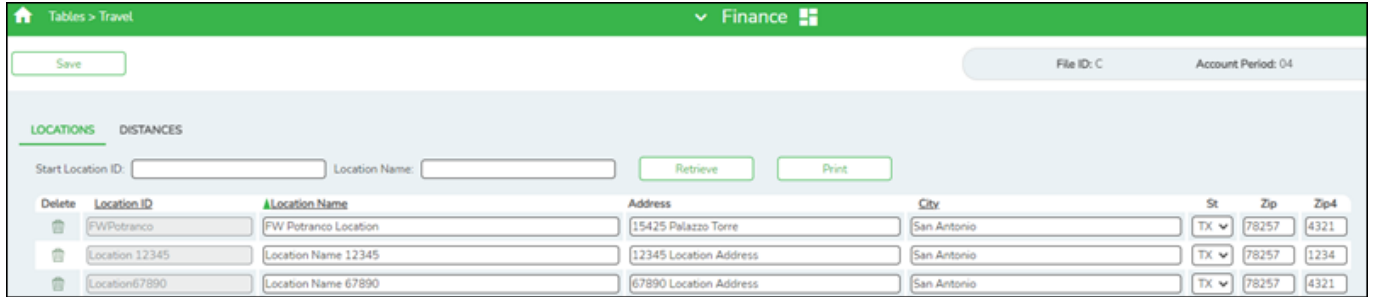
Breakfast Amount:       Breakfast Eligible Depart Time:

Lunch Amount:

Dinner Amount:       Dinner Eligible Return Time:

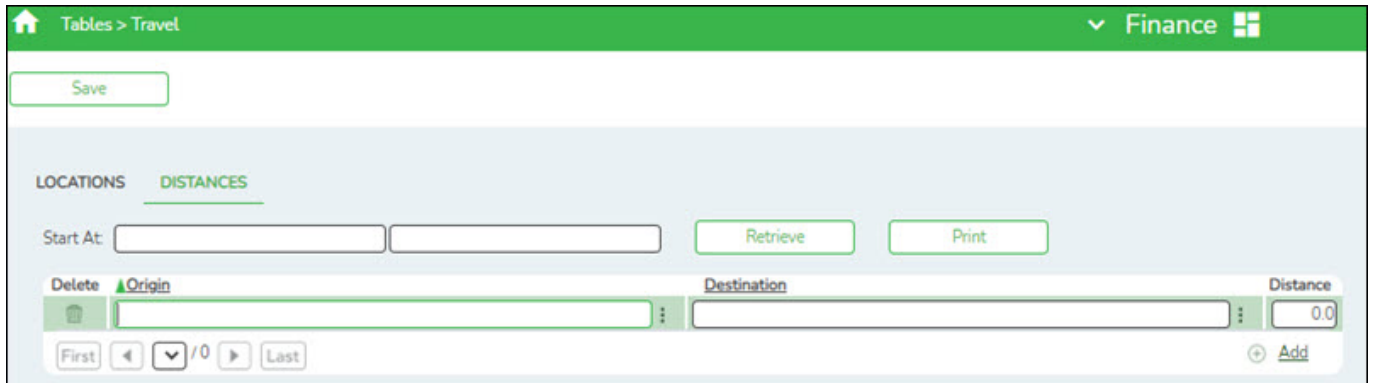
## Finance > Tables > Travel > Locations

☐ 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.

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
<input type="checkbox"/>	071 - THE BANCORP BANK	10781082592.9999	2 Checking account	<input type="checkbox"/>

Copy from Payroll

Category Information HUB Information

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

### 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: DOB: 01-28-1957 Marital Stat: S Single Deceased:  DL Expir Date: 00-00-0000

## 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 > Maintenance > Hours/Pay Transmittals > Addl Ded & Ded Refund**

Modified the program to exclude A3 (403B FICA Annuity) deduction codes from the deduction code drop-down lists.

---

**Payroll > Maintenance > School YTD Data**

Added **Emplr 403B FICA Contr** under **Accrued Data** to display the total employer contribution amount for the 403B FICA Annuity deduction. Also, added this information to the detail window under **Accrued Data by Job**.

---

**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.

---

### **Payroll > Payroll Processing > Payroll Adjustments > Check Void**

Modified the program to include new 403B FICA Contribution columns in the void process.

---

### **Payroll > Payroll Processing > Payroll Adjustments > Check Issue**

Modified the program to include 403B FICA Contribution calculations.

---

### **Payroll > Reports > Payroll Reports > HRS2000 - Payroll Control Listing**

Added the **Annuity Rates** section, which includes the **Emp 457, Emplr 457, Emp 403B FICA,** and **Emplr 403B FICA** columns.

---

### **Payroll > Reports > Payroll Reports > HRS2050 - Proof List of Payroll Transactions**

Renamed the **Apply 457** column to **FICA Alt**.

---

### **Payroll > Reports > Payroll Reports > HRS2300 - Account Distribution Journal**

- 
- Removed the **Include 457 Deferred Comp Data? (Y/N)** report parameter. Now, this information is automatically included.
  - Added the **Employer Contrib** column.
- 

### **Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report**

- Added the **403B FICA** column to the regular school YTD and job accrual details.
- 

### **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** Reset

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: 5 Semimonthly CYR

Contract Begin Date:  Salary Concept: All

Contract End Date:  Extract ID:

Contract Months:  Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

---

**EMPLOYEE**

**Reset**

Extract ID

Unemployment Eligibility (ICESA Report) 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** Execute

Area Code:  From  To

Zip Code:

## 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 > Inventory Maintenance**

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

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## 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.

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## Warehouse > Maintenance > Create/Modify Inventory Restock Requisitions

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

---

## 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 > Approve Inventory Restock 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.

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

Disabled the PDF and CSV buttons for this report.

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# EmployeePortal

**Release Date:** 6/4/2021 **ASCENDER Update:** 5.0.0214

## EmployeePortal > Leave Requests

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



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## **Back Cover**