



# G&P SSA Fiscal Agent Management Setup



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# G&P SSA Fiscal Agent Management Setup

The 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 as well as manage budget adjustments. Education Service Centers (ESCs) and Local Education Agencies (LEAs) can both serve as designated fiscal agents.

This guide covers the necessary steps to assist fiscal agents in administering member LEA grant funds. As members submit requests via the new MemberPortal, fiscal agents will have the ability to promptly move the requests through a customized approval path to ensure timely budget revisions and reimbursements.

If the [Document Attachments](#) feature exists on a page/pop-up window, depending on your access, you may have the ability to upload or view supporting documentation by clicking the **Documents** button or the paper icon.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).

## Prerequisites

Update roles/users in Security Administration to allow SSA Fiscal Agent Management permissions. You can add permissions to an existing role or create a new role.

### Terms:

<b>ASCENDER MemberPortal</b>	An integrated portal that allows SSA member LEAs to submit grant budget revision and reimbursement requests to their respective fiscal agents.
<b>Budget Adjustment</b>	A budget adjustment is used to add or subtract an amount from an object's total award.
<b>Budget Revision</b>	A budget revision is used to move an amount between object classes within the total award.
<b>Grant</b>	A grant is funds that are given to an LEA by an entity such as a public body, charitable foundation, or specialized grant institution to provide a specific level of support for a specified period of time.
<b>Reimbursement</b>	A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount.
<b>Shared Service Arrangement (SSA)</b>	A financial arrangement used by Local Education Agencies (LEAs) and Education Service Centers (ESCs) to share and manage services for other LEAs referred to as members.
<b>SSA Fiscal Agent</b>	A fiscal agent is an organization that manages the accounting and financial reporting responsibility for grant funds on behalf of another organization. Education Service Centers (ESCs) and Local Education Agencies (LEAs) can both serve as designated fiscal agents.

<b>SSA Member</b>	An SSA member enters into a Shared Service Arrangement with a fiscal agent and is the LEA for which the fiscal agent manages services. The member designates a fiscal agent to conduct administrative duties for any grant funds issued to their LEA.
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## Upload Signatures in District Administration

1. [Upload signatures.](#)

### Upload signatures for payment

[District Administration](#) > [Tables](#) > [Electronic Signatures](#)

Upload electronic signatures to be used for grant check payments.

The screenshot shows the 'Electronic Signatures' configuration page. At the top, there is a 'Save' button. Below it are input fields for 'Signature Name' (with a 'Browse' button), 'Password', and 'File Name'. A row of checkboxes is provided for different applications: AR, FIN, GP, HR, PUR, and WHSE. Below this is a table listing existing signatures. The table has columns for 'Delete', 'Signature Name', 'File Name', and checkboxes for AR, FIN, GP, HR, PUR, and WHSE. The GP checkbox in the table is circled in red.

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

Field	Description
<b>Signature Name</b>	Type the name of the signature to be displayed across the applications. <ul style="list-style-type: none"> <li>• Click <b>Browse</b> to open the Import window.</li> <li>• Select the desired file and click <b>Open</b> to select the signature file. You can import a .bmp, .jpeg, .jpg, gif., or .png file.</li> <li>• The signature image is displayed and the <b>File Name</b> field is automatically populated with the file name.</li> <li>• Click <b>Cancel</b> to close the window without selecting a signature file.</li> </ul>

Field	Description
<b>Password</b>	<p>Type a password to encrypt the signature file. This password is required for decryption each time you select and use the signature in an application. If you upload a signature file that was previously password encrypted, a pop-up window is displayed prompting you for that password.</p> <ul style="list-style-type: none"> <li>• In the <b>Password</b> field, type the password to decrypt the signature file.</li> <li>• Click <b>OK</b> to upload the signature file.</li> <li>• Click <b>Cancel</b> to return to the Electronic Signatures page.</li> </ul> <p>Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed: #, %, &amp;</p>

- Select **GP** to allow the signature to be used for payment processing in Grants and Projects.
- Click **Save**.

## Define Grants

The following steps allow fiscal agents to define grants and set up approved grant applications for their member LEAs.

1. [Create member records.](#)

### Create member records

[Grants and Projects > Tables > SSA Members > Member Information](#)

Add member data to create a member record. Member information records cannot be deleted; however, they can be set to an inactive status.

For privacy purposes, fiscal agents can use the Security Administration application to limit the users who can view this information.

The screenshot shows a web form for adding a new member record. At the top, there is a breadcrumb trail 'Tables > SSA Members' and a 'Grants And' dropdown menu. A 'Save' button is on the left, and a large downward arrow is on the right. Below this is a search bar containing '654321 : ASCENDER Academy' and buttons for 'Retrieve', 'Directory', and 'Add'. The form is divided into two sections: 'MEMBER INFORMATION' and 'BANK CODE'. Under 'MEMBER INFORMATION', there are fields for 'County District Nbr' (654321), 'Member Name' (ASCENDER Academy), 'Region' (20), 'Status' (Active), and 'Vendor' (13060 : TRN INC). Under 'Main Contact', there are fields for 'Contact Name' (Mr. Rome Marr) and 'E-mail' (contact@info.com).

Click **Add** to add a new member record.

Under **Member Information:**

<b>County District Nbr</b>	Type a six-digit county-district number. This field is required.
<b>Member Name</b>	Type the member name. This field can be a maximum of 35 alphanumeric characters. Special characters are limited to the following: apostrophe, colon, comma, and dash. This field is required.
<b>Region</b>	Click  to select the two-digit Education Service Center (ESC) region number. This field is required.
<b>Vendor</b>	Type a valid vendor name or number. If the vendor number is not known, click  to select a vendor from the <a href="#">Vendors directory</a> .  The Vendors directory is populated from the vendor records established on the <a href="#">Finance &gt; Maintenance &gt; Vendor Information &gt; Vendor Name/Address</a> tab. This field is required.
<b>Status</b>	Click  to select the member's status (i.e., <i>Active</i> or <i>Inactive</i> ). This field is required.

Under **Main Contact:**

<b>Title</b>	Click  to select a legal title for the contact person.
<b>First</b>	Type the contact's first name. This field can be a maximum of 50 characters.
<b>Last</b>	Type the contact's last name. This field can be a maximum of 50 characters.
<b>E-mail</b>	Type the contact's e-mail address. This field can be a maximum of 100 characters.

Click **Save**.

2. [Add member bank information.](#)

**Add member bank information**

[Grants and Projects > Tables > SSA Members > Bank Code](#)

Add the member's bank information to be used for EFT payments that are processed in the Grants and Projects application. If the member uses the same bank account information for vendor EFT payments, this page does not need to be completed.

The bank information hierarchy is as follows: This tab is the primary source of bank information for grant payments. If this tab is blank, the bank information from the [Finance > Maintenance > Vendor Information > Vendor Miscellaneous](#) tab is used. If the Vendor Miscellaneous tab is blank, a check is issued.

Under **Bank Information:**

<b>EFT E-mail</b>	Type the member's email address to send EFT payment information. The field can be a maximum of 100 characters. This field is required when adding a bank information record.
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<b>Bank</b>	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the <a href="#">Finance &gt; Tables &gt; Bank Codes</a> tab. Select a bank code. If the bank code or name is not known, click  to select a bank from the <a href="#">Banks lookup</a> or press the SPACEBAR to view a list of banks.
<b>Bank Acct Nbr</b>	Type the corresponding bank account number for the selected bank.
<b>Bank Acct Type</b>	Select the account type for the selected bank and bank account number. <ul style="list-style-type: none"> <li>• 2 <i>Checking account</i></li> <li>• 3 <i>Savings account</i></li> </ul>
<b>PreNote</b>	Select to generate a <a href="#">prenote</a> to the bank.

Click **Save**.

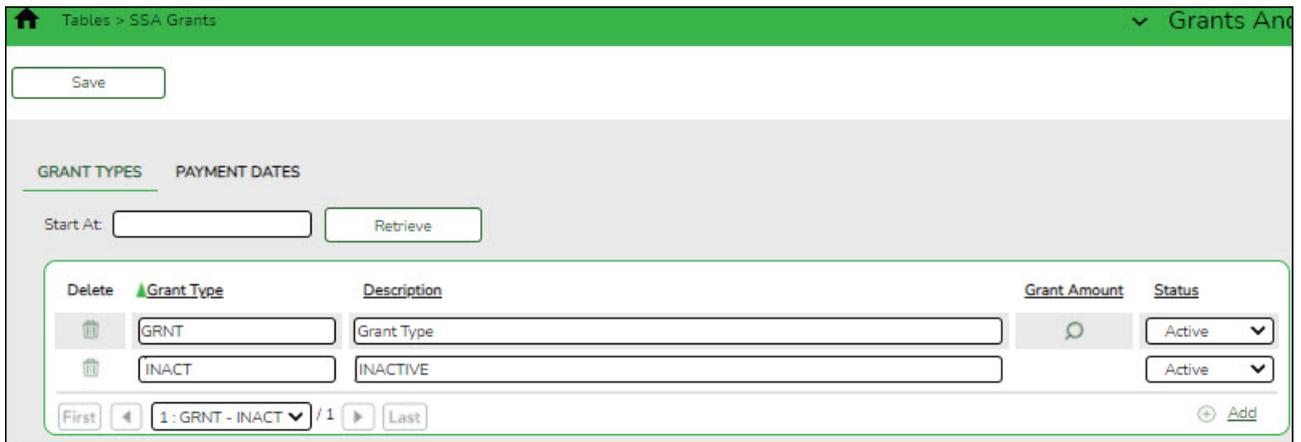
2. Set up grant types.

### Set up grant types

[Grants and Projects > Tables > SSA Grants > Grant Types](#)

Set up a list of grant types and descriptions that can be used to facilitate the appropriate workflows and member notifications for each grant. Grant types are tied to a **Grant ID** and **Member** on the Grant Maintenance page. Grant types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

Additionally, you can use the grant amounts spyglass feature to maintain annual budget amounts for multi-year grant types.



☐ Click **+Add** to add a row.

<b>Grant Type</b>	Type a unique user-defined grant type. This field can be a maximum of ten alphanumeric characters.
<b>Description</b>	Type a user-defined grant type description. This field can be a maximum of 40 alphanumeric characters.

<p><b>Grant Amount</b></p>	<p>Click  to display the Grant Amounts pop-up window. The Grant Amounts pop-up window allows you to maintain annual budget amounts for each year associated with the selected multi-year grant type.</p> <p>The selected Grant Type is displayed at the top of the pop-up window. You can add new years and budget amounts, or edit existing amounts as needed.</p> <p><b>Note:</b> Future functionality will use this information to prevent the disbursement of reimbursements over the allotted annual budget amount. However, at this time, it is for informational purposes only.</p> <p><input type="checkbox"/> Click <b>+Add</b> to add a new row.</p> <table border="1" data-bbox="418 488 1474 607"> <tr> <td data-bbox="418 488 539 526"><b>Year</b></td> <td data-bbox="539 488 1474 526">Type a four-digit grant year.</td> </tr> <tr> <td data-bbox="418 526 539 607"><b>Amount</b></td> <td data-bbox="539 526 1474 607">Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td> </tr> </table> <p><input type="checkbox"/> Click <b>OK</b> to accept the changes and close the pop-up window. Otherwise, click X or <b>Cancel</b> to return to the Grant Types tab without making changes to the grant amounts.</p> <table border="1" data-bbox="418 725 1474 943"> <tr> <td data-bbox="418 725 454 763"></td> <td data-bbox="454 725 1474 801">Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</td> </tr> <tr> <td colspan="2" data-bbox="454 831 1474 869">Click <b>OK</b> to close the pop-up window and return to the Grant Types tab.</td> </tr> <tr> <td colspan="2" data-bbox="454 898 1474 943">Click <b>Save</b> to delete the rows marked for deletion.</td> </tr> </table>	<b>Year</b>	Type a four-digit grant year.	<b>Amount</b>	Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.		Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.	Click <b>OK</b> to close the pop-up window and return to the Grant Types tab.		Click <b>Save</b> to delete the rows marked for deletion.	
<b>Year</b>	Type a four-digit grant year.										
<b>Amount</b>	Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.										
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.										
Click <b>OK</b> to close the pop-up window and return to the Grant Types tab.											
Click <b>Save</b> to delete the rows marked for deletion.											
<p><b>Status</b></p>	<p>Click  to select the grant type status (<i>A - Active</i> or <i>I - Inactive</i>).</p>										

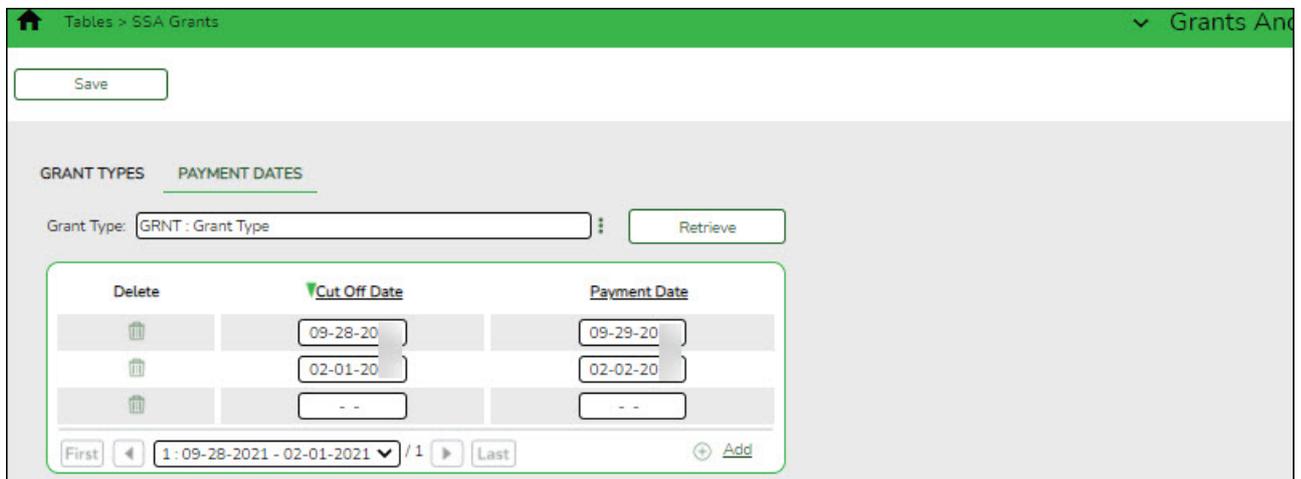
Click **Save**.

3. (Optional) Set up grant type payment dates.

**(Optional) Set up grant type payment dates**

[Grants and Projects > Tables > SSA Grants > Payment Dates](#)

Set up a list of cut-off dates and expected payment dates for each grant type. These dates are for informational purposes only. The payment cut-off date is displayed for the grant type in MemberPortal to remind member LEAs of the fiscal agent's cut-off date.



<b>Grant Type</b>	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click  to select a grant type from the <a href="#">Grant Types lookup</a> or press the Spacebar to view a list of grant types.
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Click **Retrieve**. The payment dates for the grant type are displayed.

Click **+Add** to add a row.

<b>Cut Off Date</b>	Type the grant cut-off date in the MM-DD-YYYY format. Or, select a date from the calendar.
<b>Payment Date</b>	Type the grant payment date in the MM-DD-YYYY format. Or, select a date from the calendar.

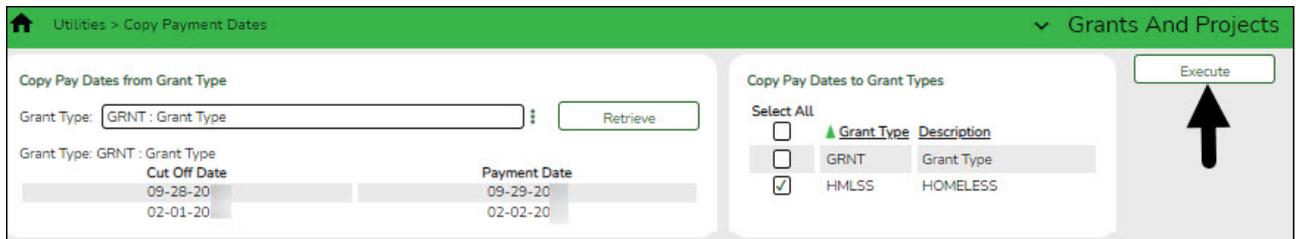
Click **Save**.

4. (Optional) Copy payment dates.

**(Optional) Copy payment dates**

[Grants and Projects > Utilities > Copy Payment Dates](#)

Copy payments dates from one grant type to another. Payment information can be copied from one grant type to multiple grant types.



Under **Copy Pay Dates from Grant Type**, retrieve a grant type from which you want to copy payment dates:

Field	Description
<b>Grant Type</b>	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click  to select a grant type from the <a href="#">Grant Types lookup</a> or press the SPACEBAR to view a list of grant types.

Click **Retrieve**. The selected grant type is displayed with a list of cut-off dates and payment dates for the grant.

Under **Copy Pay Dates to Grant Type**, select the grant type(s) to which you want to copy pay dates. Only active grant types are displayed.

- Select the **Select All** check box to select all grant type check boxes.
- Select the individual check box for the grant type(s) to which you want to copy data.

- Click **Execute**. A message is displayed prompting you to continue the process.
  - Click **Yes** to execute the process. Any existing data will be overwritten.
  - Click **No** to cancel the process.

Use the [Grants and Projects > Tables > SSA Grants > Payment Dates](#) tab to verify the changes.

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## Set up Notice of Grant Award (NOGA)

The following steps allow fiscal agents to track all facets of a NOGA so that member LEAs can be reimbursed appropriately.

1. [Create grant maintenance records](#).

### Create grant maintenance records

[Grants and Projects > Maintenance > Member Grants > Grant Maintenance](#)

Add and maintain various details related to a specified grant year, ID, type, or member (county-district) record. You can manage the grant type that is tied to a **Grant ID** and **Member**.

Fiscal agents can create, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Expense accounts must exist in Finance file ID C.

**Retrieve an existing grant record:**

Field	Description
<b>Year</b>	Type a four-digit grant year. This field defaults to the current school year.
<b>Grant ID</b>	<p>Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click  to select a grant ID from the <a href="#">Grant IDs lookup</a> or press the Spacebar to view a list of grant IDs.</p> <p>The grant ID autosuggest list and the Grant IDs lookup is based on the <b>Year</b> field. For example, if you type 2020 in the <b>Year</b> field and tab to the <b>Grant ID</b> field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.</p>

Click **Retrieve**. The grant record is displayed.

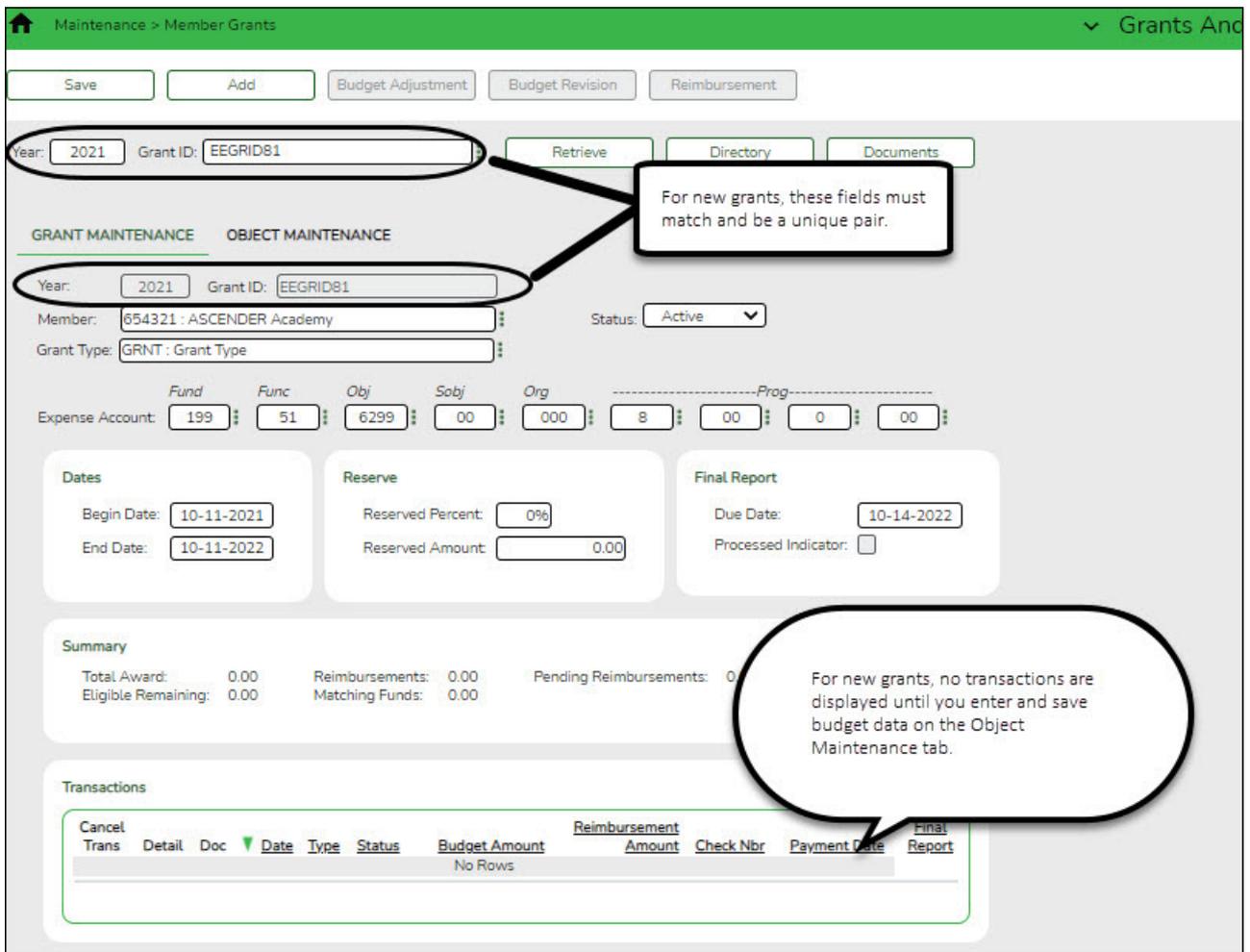
If the grant information is not known, click [Directory](#) to perform a search of all grants.

**Note:** If only the original transaction (first entry) exists, the **Member** (county district) and **Grant Type** fields can be edited. Once budget revision and reimbursement requests are applied to a grant ID/Year, the **Member** (county district) and **Grant Type** fields can no longer be edited.

### Add a new grant record:

☐ Click **Add** to add a grant record. You have the option to select an existing year and grant ID for the new grant record using the **Year** and **Grant ID** fields at the top of the page. Or, you can type a new year and grant ID in the **Year** and **Grant ID** fields below the Grant Maintenance tab. If adding a new grant ID, you must enter the same year and grant ID in the **Year** and **Grant ID** fields at the top of the page and under the Grant Maintenance tab.

<b>Year</b>	Type a four-digit grant year. The grant year and ID must be a unique pair.
<b>Grant ID</b>	Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click  to select an existing grant ID from the <a href="#">Grant IDs lookup</a> . The grant year and ID must be a unique pair.



☐ Under **Grant Maintenance**:

<b>Year</b>	Type the four-digit grant year. The grant year and ID must be a unique pair.
<b>Grant ID</b>	Type a grant ID. Dashes are allowed. This field can be a maximum of 20 alphanumeric characters. Or, click  to select an existing grant ID from the <a href="#">Grant IDs lookup</a> . The grant year and ID must be a unique pair.

<b>Member</b>	<p>Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click  to select a member from the <a href="#">Member lookup</a> or press the SPACEBAR to view a list of members.</p> <p>When creating a new record, only members that exist on the <a href="#">Grants and Projects &gt; Tables &gt; SSA Members &gt; Member Information</a> tab can be selected.</p>
<b>Grant Type</b>	<p>Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click  to select a grant from the <a href="#">Grant Types lookup</a> or press the SPACEBAR to view a list of grant types.</p> <p>When creating a new record, only grant types that exist on the <a href="#">Grants and Projects &gt; Tables &gt; SSA Grants &gt; Grant Types</a> tab can be selected.</p>
<b>Status</b>	<p>Click  to select a status (<i>Active, Closed, or Canceled</i>) for the grant.</p>

<b>Expense Account</b>	<p>Type the account number to be charged for any reimbursements processed for the grant ID. Or, in each of the account code fields, click  to select an account code component from the corresponding lookup. The selected account code component is populated in the corresponding field.</p> <p>The selected account code must exist in Finance file ID C. Student Activity Funds are not allowed.</p>
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Under **Dates:**

<b>Begin Date</b>	Type the grant begin date in the MM-DD-YYYY format. Or, select a date from the calendar.
<b>End Date</b>	Type the grant end date in the MM-DD-YYYY format. Or, select a date from the calendar.

Under **Reserve:**

The following fields can be used to track reserve amounts. For example, if a grant guideline requires the grantee to hold back a portion (percentage or amount) of the grant until the end of the grant. This field is for information purposes only and does not affect grant calculations or totals.

<b>Reserved Percent</b>	Type the reserved percentage amount. Valid values are 0-100.
<b>Reserved Amount</b>	Type the reserved amount. This amount cannot be greater than 999,999,999.99.

Under **Final Report:**

<b>Due Date</b>	Type the final reporting due date for the grant. This date must be after the grant <b>End Date</b> .
<b>Processed Indicator</b>	This check box is display only and is automatically updated after the final transaction is submitted for a <b>Year</b> and <b>Grant ID</b> .

The following information is only displayed for existing records:

Under **Summary:**

<b>Total Award</b>	The original amount of the award plus or minus any revisions that have been approved (posted) is displayed.
<b>Reimbursements</b>	The reimbursement amounts that have been paid are displayed.
<b>Pending Reimbursements</b>	The reimbursement amounts that have been approved but not paid are displayed.
<b>Eligible Remaining</b>	The eligible remaining amount of the award (calculated <b>Total Award - Reimbursements</b> and <b>Pending Reimbursements = Eligible Remaining</b> ) is displayed.
<b>Matching Funds</b>	The total amount of matching funds is displayed.

Under **Transactions**, a list of transactions for the selected **Year** and **Grant ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.



**TIP:** For new grants, no transactions are displayed until you enter the budget data on the Object Maintenance tab and save the record. After the record is saved, the opening (original) entry is posted with the total award amount for all object classes.

### If you need to cancel a transaction:

- Under **Cancel Trans**, click  to cancel the transaction. A message is displayed confirming that you want to cancel the transaction. The  is only displayed for transactions that can be canceled (i.e., transactions with a Saved, Returned, or Pending status).
- Click **OK** to cancel the transaction.
  - Click **Cancel** to return to the Grant Maintenance page without canceling the transaction.

### View details for existing transactions:

- Under **Detail**, click  to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens.

o Budget Adjustment Request

### Budget Adjustment Request

If the transaction type is *Budget Adjustment*, the Budget Adjustment Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

Review the Budget data, indicate the adjustment amount, and save or submit the request.

<b>Object</b>	Displays a list of the six predefined object classes for each year and grant ID: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
<b>Total Award</b>	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
<b>Adjustment Amount</b>	Type the applicable budget adjustment amounts. Amounts can be negative or positive values. A budget adjustment is used to add or subtract an amount from an object's total award.
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the pending reimbursement amounts that have been approved but not paid.
<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements and Pending Reimbursements = Eligible Remaining</b> ).
<b>Matching Funds</b>	Displays the total amount of matching funds.
<b>Total</b>	Displays the totals for each column.

- Click **Save** to save the request without submitting it for approval.
- Click **Submit** to submit the request for approval.
- Click **Cancel** to close the pop-up window and return to the previous page.

**Documents:**

If documents exist for the request,  is displayed on the **Documents** button.

- Click **Documents** to open the [Document Attachments](#) pop-up window. You can view, upload, or delete documents as needed.
- If a document is uploaded in this pop-up,  is displayed for the transaction in the **Doc** column under **Transactions**.

Click **Cancel** or X to close the pop-up window.

◦ [Budget Revision Request](#)

### Budget Revision Request

If the transaction type is *Original* or *Budget Revision*, the Budget Revision Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

Review the Budget data, indicate the revision amount, and save or submit the request.

<b>Object</b>	Displays a list of the six predefined object classes for each year and grant ID: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
<b>Total Award</b>	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
<b>Revision Amount</b>	Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the total award. The total revision amount for the request must net to zero. For example, if you add 50.00 to an object class, you must deduct -50.00 from another object class for a <b>Total</b> of 0.00.
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the pending reimbursement amounts that have been approved but not paid.

<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements and Pending Reimbursements = Eligible Remaining</b> ).
<b>Matching Funds</b>	Displays the total amount of matching funds.
<b>Total</b>	Displays the totals for each column.

- Click **Save** to save the request without submitting it for approval.
- Click **Submit** to submit the request for approval.
- Click **Cancel** to close the pop-up window and return to the previous page.

#### Documents:

If documents exist for the request,  is displayed on the **Documents** button.

- Click **Documents** to open the [Document Attachments](#) pop-up window. You can view, upload, or delete documents as needed.
- If a document is uploaded in this pop-up,  is displayed for the transaction in the **Doc** column under **Transactions**.

- Click **Cancel** or X to close the pop-up window.

#### ◦ [Reimbursement Request](#)

### Reimbursement Request

If the transaction type is *Periodic*, the Reimbursement Request pop-up window opens with the corresponding budget details.

- If the transaction status is *Pending*, *Posted*, or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, only the **Reimbursement Request** and **Matching Funds** fields in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

- Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

**Over Expend Notes:**

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

$$\text{Over Expenditure limit} = (\text{Total Budget} * (1 + \text{Overexpend \%})) \text{ less } (\text{Reimbursement} + \text{Pending Reimbursement})$$

**Example:** The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 \* (1 + 10%)) - (400 + 0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

<b>Object</b>	Displays a list of the six predefined object classes for each year and grant ID: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
<b>Total Award</b>	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the pending reimbursement amounts that have been approved but not paid.
<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements</b> and <b>Pending Reimbursements = Eligible Remaining</b> ).
<b>Reimbursement Request</b>	Type the amount of the reimbursement request. This field can only be edited if the transaction <b>Type</b> is <i>Periodic</i> and the <b>Status</b> is <i>Saved</i> . Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.

<b>Matching Funds</b>	<p>Type the total amount of matching funds. This field can only be edited if the transaction <b>Type</b> is <i>Periodic</i> and the <b>Status</b> is <i>Saved</i> or when adding a new request. Otherwise, the field is disabled.</p> <p>This field can be used when a grantee is required to “match” the grant in some way from other sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for <u>information purposes only</u> and does not affect grant calculations or totals.</p>
<b>Total</b>	Displays the totals for each column.
<b>Final Report</b>	<p>Select to indicate that the reimbursement request will be the last transaction for the <b>Year</b> and <b>Grant ID</b>. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to <i>Final</i>, and the <b>Processed Indicator</b> is automatically selected.</p> <ul style="list-style-type: none"> <li>• Pending Periodic transactions that were submitted before or with the request with the <b>Final Report Indicator</b> selected will be allowed to be processed.</li> <li>• Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval.</li> </ul>

- Click **Save** to save the request without submitting it for approval.
- Click **Submit** to submit the request for approval.
- Click **Cancel** to close the pop-up window and return to the previous page.

**Documents:**

If documents exist for the request,  is displayed on the **Documents** button.

- Click **Documents** to open the [Document Attachments](#) pop-up window. You can view, upload, or delete documents as needed.
  - If a document is uploaded in this pop-up,  is displayed for the transaction in the **Doc** column under **Transactions**.
- Click **Cancel** or X to close the pop-up window.

**Note:** After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

<b>Doc</b>	If documents exist for the transaction,  is displayed. Click  to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
<b>Date</b>	The transaction date is displayed in the MM-DD-YYYY format.
<b>Type</b>	The transaction type is displayed. <ul style="list-style-type: none"> <li>• <i>Budget Adjustment</i> - Budget Adjustment Request</li> <li>• <i>Budget Revision</i> - Budget Revision Request</li> <li>• <i>Original</i> - Original Budget</li> <li>• <i>Periodic</i> - Reimbursement Request</li> <li>• <i>Final</i> - Final Request</li> </ul>
<b>Status</b>	The transaction status is displayed. <ul style="list-style-type: none"> <li>• <i>Canceled</i> - The transaction was canceled (reversed or voided).</li> <li>• <i>Paid</i> - The reimbursement transaction completed the approval process and is approved and paid.</li> <li>• <i>Pending</i> - The reimbursement transaction completed the approval process and is approved but pending payment.</li> <li>• <i>Posted</i> - The budget revision transaction completed the approval process and is approved.</li> <li>• <i>Returned</i> - The transaction was returned back to the originator for review during the approval process.</li> <li>• <i>Saved</i> - The transaction was saved but not submitted for approval.</li> <li>• <i>Submitted</i> - The transaction was submitted for approval.</li> </ul>
<b>Budget Amount</b>	The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00.
<b>Reimbursement Amount</b>	The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00.
<b>Check Nbr</b>	The check or EFT number for the reimbursement transaction is displayed after the payment is processed.
<b>Payment Date</b>	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.
<b>Final Report</b>	This check box is automatically selected to indicate that the final reimbursement transaction has been paid for the <b>Year</b> and <b>Grant ID</b> (i.e., <b>Final Report</b> was selected when the transaction was processed.)  Once the final transaction is processed, the <b>Budget Adjustment</b> , <b>Budget Revision</b> , and <b>Reimbursement</b> buttons are disabled and no other transactions can be submitted.

Click **Save**. The changes made on this tab and the Object Maintenance tab are saved.

2. [Add object code data.](#)

**Add object code data**

[Grants and Projects > Maintenance > Member Grants > Object Maintenance](#)

Add budget details allocated by object class for a specified year and grant ID. Amounts can be added until the original budget is saved. If you need to make changes after the original budget is saved, a budget adjustment or revision is required.

Maintenance > Member Grants

Save Add Budget Adjustment Budget Revision Reimbursement

Year: 2021 Grant ID: [ ] Retrieve Directory Documents

GRANT MAINTENANCE OBJECT MAINTENANCE

Year: 2021 Grant ID: EEGRID81 Member: 654321 : ASCENDER ACADEMY

Object	Total Award	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds	Over Expend %
61XX	5,000.00	0.00	0.00	0.00	0.00	0%
62XX	5,000.00	0.00	0.00	0.00	0.00	0%
63XX	500.00	0.00	0.00	0.00	0.00	0%
64XX	500.00	0.00	0.00	0.00	0.00	0%
65XX	500.00	0.00	0.00	0.00	0.00	0%
66XX	5,000.00	0.00	0.00	0.00	0.00	0%
<b>Total:</b>	<b>16,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Field	Description
<b>Year</b>	Type a four-digit grant year.
<b>Grant ID</b>	<p>Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click [ ] to select a grant ID from the <a href="#">Grant IDs lookup</a> or press the SPACEBAR to view a list of grant IDs.</p> <p>The grant ID list in the autosuggest and the Grant IDs lookup is based on the <b>Year</b> field. For example, if you type 2020 in the <b>Year</b> field and tab to the <b>Grant ID</b> field, only active 2020 grant IDs are displayed.</p>

Click **Retrieve**. The grant record is displayed.

If the grant information is not known, click [Directory](#) to perform a search of all grants.

**Notes:**

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are display-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are display-only.

The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.

<b>Object</b>	A list of the six predefined object classes for each year and grant ID is displayed: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
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Complete the applicable fields for each object class:

<b>Total Award</b>	Type the total award amount (original amount of the award plus or minus any approved (posted) budget revisions).
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the pending reimbursement amounts that have been approved but not paid.
<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements and Pending Reimbursements = Eligible Remaining</b> ) is displayed.
<b>Matching Funds</b>	Displays the total amount of matching funds.
<b>Over Expend %</b>	<p>Type the maximum percentage allowed for expenditures over the originally indicated amount of the grant. Valid values are 0-999%.</p> <p><b>Over Expend Notes:</b>                      If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:                      Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)</p> <p><b>Example:</b> The <b>Total Award</b> for an object class is 5000, the <b>Over Expend %</b> is set to 10%, the <b>Reimbursement</b> amount is 400 and the <b>Pending Reimbursement</b> is 0.                      The calculation is: <b>5100</b> = (5000 * (1 + 10%)) - (400 +0)                      In this example, the <b>Reimbursement Request</b> cannot exceed 5100.                      If any of the transaction's object class <b>Reimbursement Requests</b> are greater than the <b>Over Expenditure</b> limit, a budget revision is needed.</p>

Click **Save**. The changes made on this tab and the Grant Maintenance tab are saved. The total award amount for all object classes is posted as the opening (original) entry for the grant ID under **Transactions** on the Grant Maintenance tab.

Maintenance > Member Grants Grants And

Save Add Budget Adjustment Budget Revision Reimbursement

Year: 2021 Grant ID: EEGRID81 Retrieve Directory Documents

**GRANT MAINTENANCE** OBJECT MAINTENANCE

Year: 2021 Grant ID: EEGRID81  
Member: 654321 : ASCENDER Academy Status: Active  
Grant Type: GRNT : Grant Type

Expense Account: Fund: 199 Func: 51 Obj: 6299 Subj: 00 Org: 000 Prog: 8 00 0 00

**Dates**  
Begin Date: 10-11-2021  
End Date: 10-11-2022

**Reserve**  
Reserved Percent: 0%  
Reserved Amount: 0.00

**Final Report**  
Due Date: 10-14-2022  
Processed Indicator:

**Summary**  
Total Award: 16,500.00 Reimbursements: 0.00 Pending Reimbursements: 0.00  
Eligible Remaining: 16,500.00 Matching Funds: 0.00

**Transactions**

Cancel	Trans	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
				10-19-2021	Original	Posted	16,500.00	0.00			<input type="checkbox"/>

First 1: 10-19-2021 / 1 Last

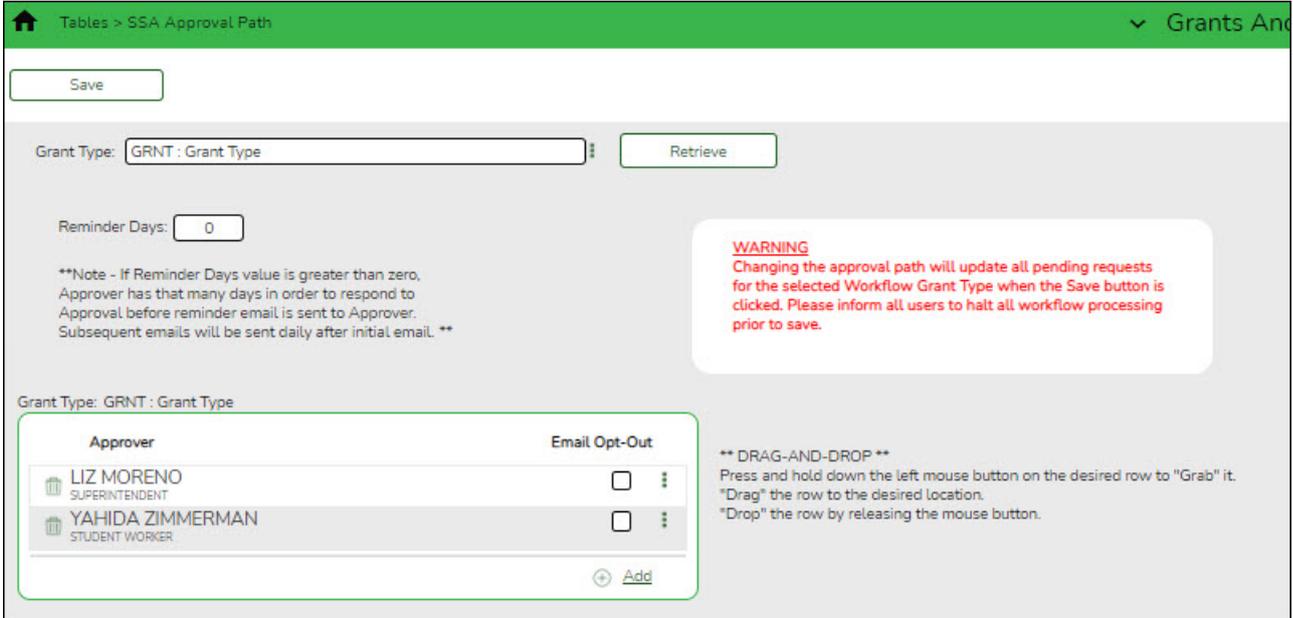
## Set up & Manage Grant Request Workflows

1. [Set up approval path.](#)

### Set up approval path

[Grants and Projects > Tables > SSA Approval Path](#)

Create and maintain the sequence or hierarchy of approvers for grant requests.



Field	Description
<b>Grant Type</b>	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click  to select a grant type from the <a href="#">Grant Types lookup</a> or press the Spacebar to view a list of grant types.

Click **Retrieve**. If an approval workflow exists, the list of approvers is displayed and you can make changes as needed.

The [drag-and-drop feature](#) is available allowing you to change the order of the approval path.

<b>Reminder Days</b>	Type the number of days after which no action has been taken on an item and a reminder email should be forwarded to the originator and approver. This field has a maximum of three digits.  By default, this field is set to zero indicating that no reminders will be sent.  If the value is greater than zero, the Approver has that many days to respond to the approval before a reminder email is sent to the Approver. After the initial reminder email message is sent, email messages are sent on a daily basis until action is taken.
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Click **+Add** to add an approver. The [Approver Directory](#) is displayed. Or, click to open the directory and select an approver.

<b>Approver</b>	The selected approver name is displayed.
<b>Email Opt-Out</b>	Select to indicate that this approver is opted out of receiving approval workflow emails.

Click **Save**. Depending on the change, the appropriate application message is displayed indicating the action.

2. [Set up alternate approvers as needed.](#)

## Set up alternate approvers as needed

[Grants and Projects > Tables > SSA Alternate Approvers](#)

Assign an alternate approver to an approver who is unable to perform their assigned approval duties during a specified timeframe for grant requests.

Field	Description
<b>Grant Type</b>	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click  to select a grant type from the <a href="#">Grant Types lookup</a> or press the SPACEBAR to view a list of grant types.

Click **Retrieve**. If an approval workflow exists for the selected grant type, the list of approvers is displayed.

Field	Description
<b>Approver Emp Nbr</b>	The employee number of the approver is displayed.
<b>Approver Name</b>	The name of the approver is displayed.

Field	Description
<b>Use Alternate</b>	<p>Select to use the alternate approver instead of the approver. If selected, and no date range is entered in the <b>From Date</b> and <b>To Date</b> fields, the alternate approver becomes the approver.</p> <p>If selected, and no date range is entered in the <b>From Date</b> and <b>To Date</b> fields, all pending requests are updated with the alternate approver for the selected original approver.</p> <p>If selected, and a date range is entered in the <b>From Date</b> and <b>To Date</b> fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates.</p> <p>If selected, and a date range is entered in the <b>From Date</b> and <b>To Date</b> fields, and today's date is outside the range of the from and to dates, no updates occur for the selected original approver.</p> <p>If not selected, and/or a date range is entered in the <b>From Date</b> and <b>To Date</b> fields, no updates occur for the selected original approver.</p> <p>If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver.</p>
<b>Alternate Emp Nbr</b>	Type an employee number or click  to select one from the <a href="#">Approver Directory</a> .
<b>Alternate Approver Name</b>	The selected alternate approver name displays based on the <b>Alternate Emp Nbr</b> field.
<b>From Date</b>	Type the beginning date from which the alternate approver will serve as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.
<b>To Date</b>	Type the ending date on which the alternate approver will end serving as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.

Click **Save**.

### 3. [Approval emails](#).

#### Approval emails

When a grant request is submitted, it is sent through the appropriate approval path and an email is generated to the approver to notify them of the pending request. If it is a direct request (i.e., the originator is the final approver) and no one else is in the approval path, an email is not generated.

Approvers will receive the following workflow emails:

- Approved email notifications are generated for fully approved grant requests.
- Returned email notifications are generated for returned grant requests.
- Pending approval email notifications are generated for submitted/pending grant requests.

# Set up & Manage Users

The following steps allow fiscal agents to create and manage Grants and Projects and MemberPortal user profiles.

- 1. [Create and maintain user profiles.](#)

## Create and maintain user profiles

[Grants and Projects > Tables > Manage Users](#)

This page is used to manage user accounts in Grants and Projects and MemberPortal. In order for users to have the appropriate access to a grant, user profiles must be completed by linking the user to a specific member and grant type, and assigning the level of access the user has to a grant type. Fiscal agents can use this page to add, change, and delete user accounts in both Grants and Projects and MemberPortal.

Member users can create an account via MemberPortal; however, they will not have access to any grant information until the fiscal agent or MemberPortal admin user completes their user profile.

The screenshot shows the 'Manage Users' page with a search form and a table of results. The search form includes fields for 'First Name', 'Last Name', and 'Member', along with 'Admin' and 'Include Inactive' checkboxes. The results table has columns for 'Delete', 'Detail', 'First Name', 'Last Name', 'Member', and 'Status'. Two rows are shown: one with a blank 'Member' field and one with the value '654321 : ASCENDER Academy'. Callouts point to these rows with labels 'Incomplete user profile' and 'Complete user profile' respectively.

Delete	Detail	First Name	Last Name	Member	Status
		Lisa	Moore		Active
		Liz	Moreno	654321 : ASCENDER Academy	Active

**TIP: It is recommended** that fiscal agents create at least one MemberPortal user with admin permission for each member LEA. Admin users will have access to a Manage Users page in MemberPortal where they can perform all of these same tasks for users within their member LEA.

If the user created an account in MemberPortal, the user's information is displayed in the list of results. However, you will notice that the **Member** column is blank since their user profile has not been completed. At this point, the user does not have access to view any grant

information in MemberPortal.

Click  to open the User detail pop-up window and enter the applicable data to complete the user's MemberPortal profile. The user's **First Name**, **Last Name**, **E-mail**, and **User Name** fields are automatically populated.

**Add a record:**

Click **Add User** to open the User detail pop-up window and enter the applicable data to add a new user and complete the user's profile.



When creating a new MemberPortal user or resetting a user's password, the change password date is set to 01/01/2000, which requires the user to change their password upon logging on to MemberPortal.

Under **User**:

<b>First Name</b>	Type the user's first name. This field can be a maximum of 50 characters.
<b>Last Name</b>	Type the user's last name. This field can be a maximum of 50 characters.

In the **Phone** fields:

<b>Area Cd</b>	Type the three-digit area code of the phone number.
<b>Phone Nbr</b>	Type the seven-digit phone number.
<b>Ext</b>	Type the four-digit extension number if any.

<b>Member</b>	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click  to select a member from the <a href="#">Member lookup</a> or press the SPACEBAR to view a list of members.
<b>Admin</b>	Select to indicate that the user is an admin user. Users designated as Admin users will be able to manage users for their assigned member in MemberPortal.
<b>Status</b>	Click  to select the user's status ( <i>A - Active</i> or <i>I - Inactive</i> ).
<b>E-mail</b>	Type the user's email address. The field can be a maximum of 250 characters.
<b>E-mail Opt-Out</b>	Select to indicate that this user is opted out of receiving emails.
<b>User Name</b>	Type a 6-25 character user name. (No embedded spaces are allowed.)

<b>Password</b>	<p>Type a new password. If the user initiated the account profile via MemberPortal, this field is populated with an encoded and masked version of the user's password to secure their credentials. Fiscal agents or admin users can update user passwords as needed.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>
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Under **Grant Types**:

<b>Grant Type</b>	<p>Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click  to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types.</p>
<b>Accessibility</b>	<p>Click  to select the user's level of access to the corresponding grant type.</p> <ul style="list-style-type: none"> <li>• All</li> <li>• Inquire Only</li> <li>• Enter and Save Data</li> <li>• Submit Reimbursement Request</li> <li>• Submit Budget Revision Request</li> </ul> <p><b>Note:</b> If a user only has access to enter and save requests, they can only update their requests.</p>

Click **+Add** to add additional rows.

Click **Save**. Otherwise, click **Cancel** to return to the Manage Users page without adding data.

After fiscal agents have completed the above setup process in Grants and Projects, Grants and Projects users and MemberPortal users can begin submitting grant requests.

- The fiscal agent user (on behalf of the member) can submit grant requests using the Grant Maintenance page in Grants and Projects.
- Member users can submit grant requests using the Budget Revision Request and Reimbursement Request pages in MemberPortal.

Review the following guides for further information about fiscal agents entering grants requests, approving grant requests, and processing approved grant requests for payment.

[ASCENDER - G&P SSA Fiscal Agent Management - Enter Grant Requests](#)

[ASCENDER - G&P SSA Fiscal Agent Management - Approve Grant Requests](#)

[ASCENDER - G&P SSA Fiscal Agent Management - Process Grant Payments](#)

## Reports

The following reports are available in the Grants and Projects application:

Report ID	Report Name	Report Summary
GP1000	Grant Summary Status Report	This report provides a summary of grant status information.
GP1100	Grant Payment Transaction Report	This report provides a list of grant payment transactions.
GP1200	Past Final Date Without Final Report	This report provides a list of grant years and IDs that have a Final Report Due Date without a reimbursement transaction designated as the final reimbursement for the grant year and grant ID before the date entered in the <b>Effective Date (MMDDYYYY)</b> report parameter.



## Back Cover