



Release Version 2017.2.1.0

Key Features and Enhancements included in this version:

System Setup/Configuration

- **User Login Enhanced Aesthetics**
- **Addition of an SMTP Email Test option**
- **ASCEND Email Service**
- **Two Factor Authentication via SMS or Email.**
- **Addition of Company Names to User Notification Emails**
- **Send SMS Notification to Users when ASCEND Notification Email is triggered**

Accounts Payable

- **Added functionality to reorder Approval Process steps**
- **Invoice Import Module**
- **Keeping Vendor Name/ID in focus during Addition/Edit of Vendors**
- **Updated Cleared Check Listing Sorts**
- **Addition of Invoice Totals for invoices selected to be processed**
- **Enhanced views for Invoice Creation from Expense Reports**
- **Paid/Pending - Inquiry**

Fixed Assets

- **Addition of filter options within the asset listing screen (class, vendor, location, disposed, completed)**
- **Addition of a warning page upon creation of Form 4562**

OFAC

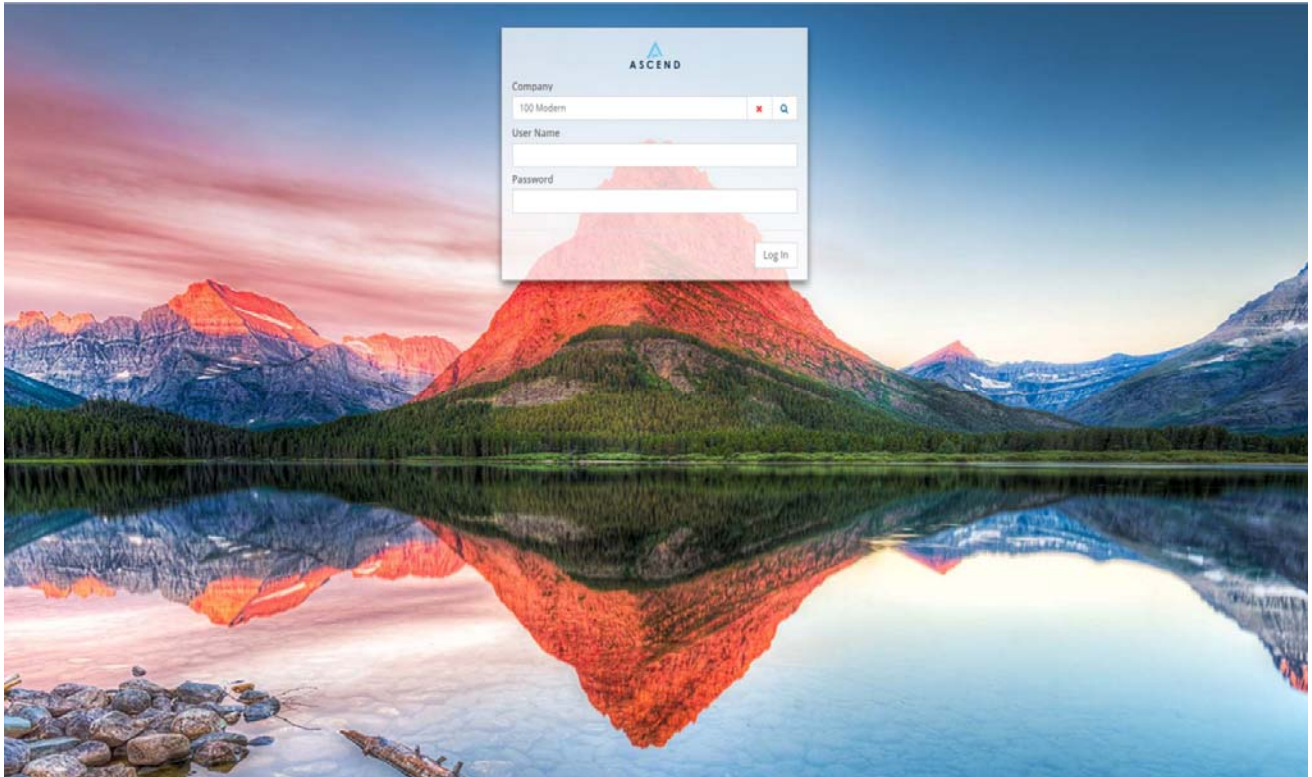
- **Inactive notation added to OFAC scan matches on vendors flagged as inactive in ASCEND**

Reports

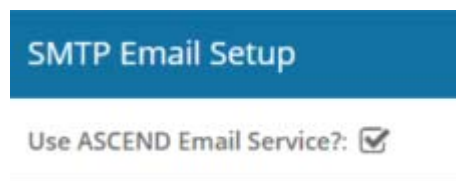
- **Allowance for deletion of Saved Reports**
- **Addition of Current Quarter or Last Quarter criteria**

I. System Setup and Configuration

A. Visually enhanced User Login screen.

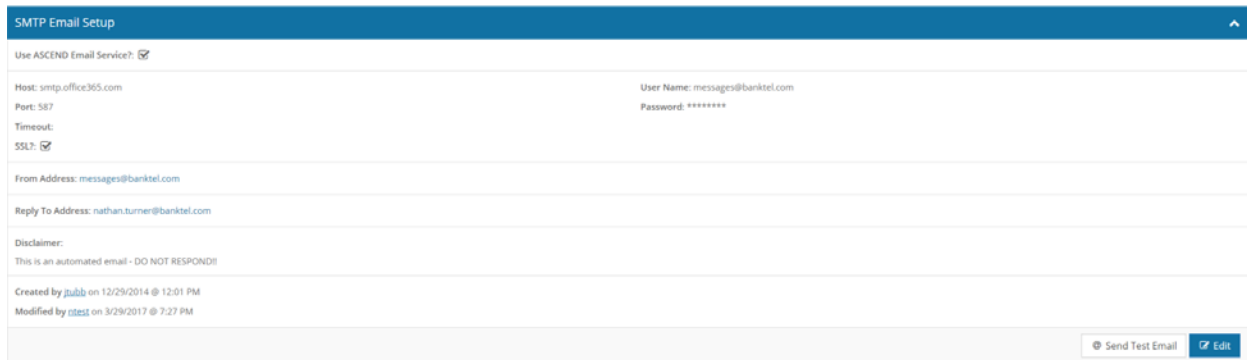


B. ASCEND Email Service



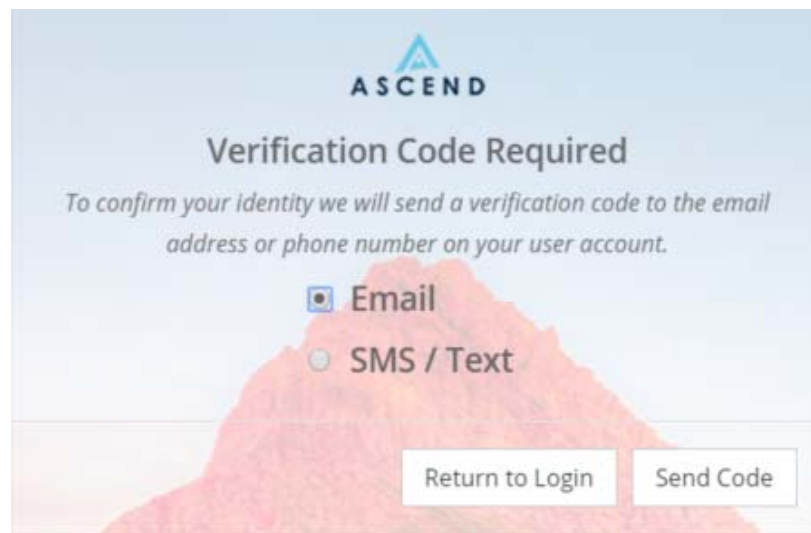
- This option allows for the use of BankTEL ASCEND's email service. All email communication from ASCEND for approval, payment notification, vendor communication, etc. can be sent without the need to configure client specific SMTP settings, connectors or exceptions.

C. SMTP Email Test



- Use the “@ Send Test Email” button to send a test email from BankTEL ASCEND. Options to key the specific Recipient Address, Subject, and Body Text will be provided so that the test is customizable to client testing criteria.

D. Two Factor Authentication



- The BankTEL ASCEND Product now features Two-Factor Authentication capability. Users may receive Verification codes for login via SMS Text or Email. For a detailed visual demonstration and explanation click [here](#) for a brief training video.

E. Company Names Added to ASCEND Email Notification

- For clients with multiple companies, this feature will assist the user in distinguishing which company an ASCEND notification is associated with.

F. ASCEND Notification SMS Text

Send SMS Notifications?:

- Select this check box under User Details for any users who wish to receive SMS text notifications anytime an email notification is sent for the following: *approval notification, approved/declined expense reports, and declined invoices.*



****Note** – users may update their Phone # and other information by clicking the user icon (circled above) in the top right hand corner of the screen in ASCEND.

My User Account ✖

User Name: nturner

Full Name: Nathan Turner

Email Address: nathan.turner@banktel.com


Phone #: 6625742696

Send SMS Notifications?:

Default Application: RS

Last Password Change Date/Time: 12/24/2015 11:12 AM

Last Login Date/Time: 4/27/2017 10:06 AM

 Change Password

 Edit

Click the **Edit** Button (circled above) to add a phone number for SMS messaging, and set other preferences as desired.

II. Accounts Payable

A. Reorder Approval Process Steps

^			
Minimum Amount	Maximum Amount	Approval Anytime?	
		<input type="checkbox"/>	⇅
10,000,000.00		<input type="checkbox"/>	⇅
			+ Create New Rule

- Easily reorder the steps within an existing approval process by use of a simple drag/drop (circled above) via mouse click.

B. Invoice Import Module

Invoice Import Summary				
Invoice Count		Invoice Allocation Count		Total Amount
1		4		160.00
Invoices				
Invoice Date	Due Date	Vendor	Invoice #	Description
2/1/2017	3/15/2017	Nathan Turner	784-78974	Widgets purchased for processing

- Import AP invoices from a tab-delimited text file in ASCEND. An unlimited number of invoices may be imported per file, eliminating the need for manual invoice data entry.

C. Vendor Name/ID Visibility During Vendor Edit

Vendor Details

Name/Address Misc. Defaults **Payment Setup** 1099 Setup Notes

Display Name/Id

Vendor Name/Id: Official BankTEL Vendor

Payment Information

Payment Type: **Check**

Clearing Account:

Single Check?:

W/H Rate: 0.00 %

- The **Vendor Name/Id** (circled above) listed under the **Display Name/Id** Section in Vendor Details now remains visible regardless of which tab within [Vendor Details](#) you are viewing/editing.

D. Cleared Checks Listing Sort Order

Clearing Account

Vendor

	Payment Date	Check #	Vendor
<input type="checkbox"/>	4/25/2017	817	Zeichner Ellman & Krause
<input type="checkbox"/>	4/25/2017	816	The 52 Assoc. For The Handicapped.
<input type="checkbox"/>	4/25/2017	815	Test Vendor
<input type="checkbox"/>	4/25/2017	814	Seaboard Security Company

- Cleared checks in ASCEND are now sorted first by Payment Date, then by Check Number, in descending order.



E. Payment Processing Selected Total Counts

Total Count: 112	2,550.00
Selected Count: 5	

- **Total Count** and **Selected Count** have been added to the invoice selection screen for payment processing to represent the total number of invoices available to be selected and the number of invoices currently selected. The total dollar amount of the invoices selected can now also be seen in the lower right hand portion of the screen.

F. Enhanced Views - Expense Report Invoice Creation

Expense Reports

Search:	
User	Report Name
Create Invoice jrreid	November Expenses
Create Invoice khan	Chicago Trip -- March 2016  Approved
Create Invoice khan	Trip to Washington  Approved

- Prior to choosing **Create Invoice**, users may now drill down to see the expense report details, or click on the image icon (circled above) to view expense report attachments.

III. Fixed Assets

A. Search Filters

Assets

Class	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="Q"/>	Is Disposed?	<input type="text"/>
Vendor	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="Q"/>	Is Complete?	<input type="text"/>
Location	<input type="text"/>	<input type="button" value="x"/>	<input type="button" value="Q"/>		

- In the Asset listing screen, new search filters are available by: *class, vendor, location, Is Disposed, Is complete.*

B. Form 4562 Warning Page

- A warning page has been added to the Form 4562 report to warn of the following scenarios: *form created for a previous year, excess Sec 179 expense, possible inconsistencies on lines 22 and 44.*

IV. OFAC

A. Inactive Notation

Vendor: [Afif ABDUL MAJID](#) **Inactive**

Search Text: Afif ABDUL MAJID

Unique Matches: 2

[Abdul MAIEED a.k.a. Abdul MAJID](#)

[Afif ABDUL MAJID](#)

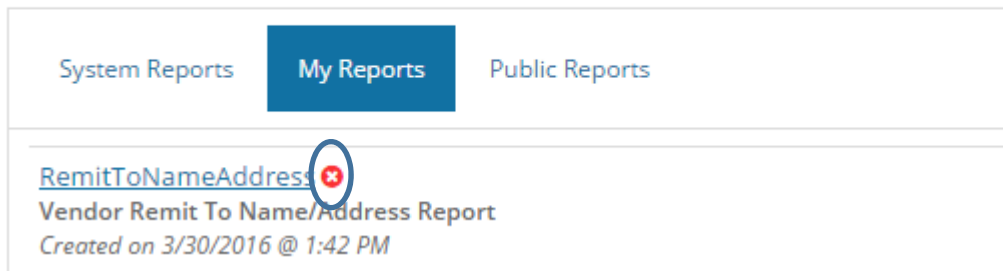
Count: 8

- Addition of an **Inactive** notation (circled above) for inactive vendors that are displayed as possible matches during OFAC Scanning. Inactive vendors will always show at the bottom of the possible matches listing.

V. Reports

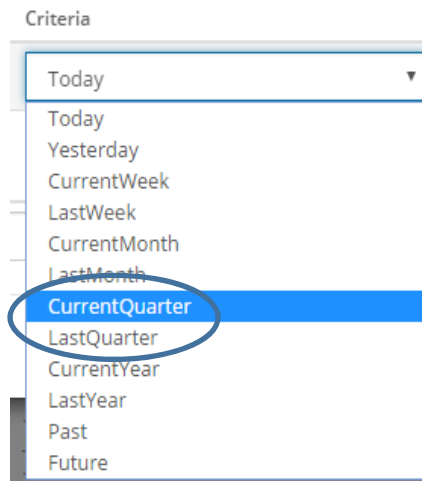
A. Deletion of Saved Reports

Vendor Reports



- Saved user-defined reports showing in the “My Reports” area, can now be deleted by clicking the red “X” (circled above) to the right of the report title.

B. Quarterly Report Criteria



- Option to define report criteria by **Current Quarter** or **Last Quarter** (circled above), when the **In-Time-Period** operator is selected.