



**BankTEL ASCEND Version 20161125.1.1.0**

**Key Features and Enhancements included in this version:**

**Expense Reimbursement**

- Allowance for multiple mileage rates
- Mileage rate selections
- Mileage expense items edit screen
- Credit Card Transaction Import feature

**Purchase Requisitions**

- BankTEL Purchase Requisitions module

## Feature and Enhancement Details

### I. Expense Reimbursement

#### A. Mileage Rates

BankTEL ASCEND now allows for multiple mileage rates to be configured for selection by the user at the time a mileage item is keyed for expense reimbursement. Mileage rates may also be configured with applicable date ranges so to accommodate changes in rates vs. when the mileage expense was incurred (*screen shot below*).

Mileage Rate		
<b>Mileage Rate - Open</b>		0.600
Mileage Rate Open Ended		
9/1/2016 - n/a		
<b>0.550/mi</b>		0.550
Default		
11/1/2016 - 11/30/2016		
<b>0.860/mi</b>		0.750
Secondary		
12/1/2016 - 12/31/2016		
<b>0.595/mi</b>		0.595
Third Tier		
1/1/2017 - 1/31/2017		

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✖ Clear Selection

## B. Credit Card Import





BankTEL ASCEND now offers automated creation of Expense Reports via file import for clients utilizing Elan as their credit card processor. For more information on this feature, please contact us.

## C. Mileage Expense Items Edit screen

When an existing mileage item is edited, the number of Miles, From, To, and Mileage rate are available for change (*screen shot below*). This simplifies the process of editing a mileage item in comparison to previous versions of BankTEL ASCEND.

### Expense Reports

#### Mileage Report

Mileage Details	
Date	Miles
<input type="text" value="02/01/2017"/> 	<input type="text" value="30.0"/>
From	
<input type="text" value="Columbus"/>	
To	
<input type="text" value="Starkville"/>	
Mileage Rate	
<input type="text" value="Mileage Rate - Open"/>  	
Expense Category	
<input type="text" value="Mileage"/> 	

## II. Purchase Requisitions

The BankTEL ASCEND Purchase Requisitions module is now available with the following features:

- D. Submit and approve acquisitions
- E. Setup frequently ordered items for easy of item entry
- F. Assign Approval Processes to Requisitions
- G. Create Purchase Orders, and email them to suppliers
- H. Receive items
- I. Easily convert received items into payable Invoices.

