



Release Version 2017.3.1.0

Key Features and Enhancements included in this version:

System Setup/Company

- Optional *Require Invoice #?*
- Vendor Approval Process

Accounts Payable

- Duplicate Vendor Warning
- Audit History for Invoice GL Allocations
- GL Allocation Line Item Shading
- Remote Scan Attachment Downloads
- Expanded Vendor Search Results
- Expanded GL Segment Search Results
- Approval Reports

Approval

- Filter/Search capability
- Approval via Details Screen
- Vendor Approval
- Vendor Type Rule Criteria

Fixed Assets

- Audit History
- Text Input Vendor Name field

Prepaid and Accrual

- **Audit History**
- **Text input Vendor Name field**

Reports

- **Streamlined Reports Modification**
- **My Reports Dashboard Access**

Expense Reimbursement

- **Reporting**

User Login

- **Forgot Password Feature**

I. System Setup/Company

A. Require Invoice #?

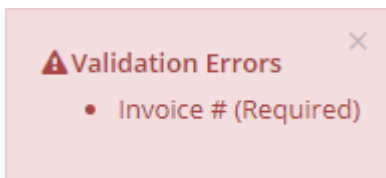
Invoice Defaults

Default Approval Process:

Default Clearing Account:

DefaultAccountNumber:

Require Invoice #?:



- This default setting will require that all invoices entered in the ASCEND Accounts Payable module have an invoice number. When enabled, if an invoice number is not entered, the user will receive the message above upon attempting to save the invoice.

B. Vendor Approval Process

Approvals

Auto Approve For Remote Scan User?:

Require Invoices To Be Approved?:

Require Scheduled Invoices to Be Approved?:

Vendor Approval Process:

To activate Vendor Approval, select the **Vendor Approval Process** (circled above) by which vendors will be approved.

II. Accounts Payable

A. Duplicate Vendor Warning

...

✖

Warning: Possible Duplicate Vendor!

Vendor Name/Id	Tax Id #
William Wallace Inc.	453670341




- When entering a new vendor into the ASCEND Accounts Payable module, if a match is detected in the TAX ID of an existing vendor, the warning message shown above will be issued. The user can then respond by canceling the vendor addition, or moving ahead with creating the new vendor.

B. GL Allocation Audit History Records

Audit History Details		
Property Name	Old Value	New Value
Allocations (Line # 1) - Account Number	10010-1000-10023-1-12321	00010210-1000-10023-1-12321

- Changes to the GL Allocation portion of an invoice are now recorded in ASCEND's audit history Log. These details include the Line# being edited, as well as Old/New values.


C. Invoice Details View - GL Line Item Shading

Allocations		
	 Account Number	Description
	00010110-2000-00004-000-300	montgomery's description
	00010110-2000-00004-000-300	montgomery's description

- When viewing invoice details, every other GL Allocation is now lightly shaded in a grey overlay to assist in creating visual separation between each line.

D. Remote Scans Attachment Download Shortcut

Remote Scans

Search:	
	Attachment
Create Invoice	 ABC Co. Invoice.pdf

- When creating invoices from Remote Scan items, an attachment download shortcut (circled above) has been added to facilitate review of the attached documentation, prior to creating the invoice.

E. Approval Reports

Select Report



System Reports	My Reports	Public Reports
<hr/>		
InvoiceApprovalList Invoice Approval List		
<hr/>		
ApprovedInvoicesApprovalList Approved Invoices - Approval List		
<hr/>		
DeclinedInvoicesApprovalList Declined Invoices - Approval List		
<hr/>		
OnHoldInvoicesApprovalList On Hold Invoices - Approval List		
<hr/>		
UnapprovedInvoicesApprovalList Unapproved Invoices - Approval List		
<hr/>		
<div style="text-align: right;">+ Create New</div>		

1. Unpaid Invoices - reports in Accounts Payable are now available containing approval information for unpaid invoices. Information such as Approval Status, Approver, Comments, Approval Date/Time are available in Approval reports, and reports can be modified and saved for future reference.

Select Report



System Reports	My Reports	Public Reports
<hr/>		
InvoiceApprovalHistoryList Invoice Approval History		
<hr/>		
InvoiceApprovalHistoryListByUser Invoice Approval History By User		
<hr/>		
<div style="text-align: right;">+ Create New</div>		

2. Historical Invoices – Approval history reports allow for a display of all approval history on paid invoices. Information such as Approval Status, Approver, Comments, Approval Date/Time are available in Approval History reports, and reports can be modified and saved for future reference.

F. Invoice Entry - Expanded Vendor Search Results

New Invoice		Pending 558	Scheduled 109	Intercompany 1
Vendor	at			
	AT&T - Aurora IL AT&T P.O. Box 72323 Aurora, IL 605728221			
	AT&T - Columbus AT&T Global P.O. Box 45555 Phoenix, AZ 850628314			
Memo	AT&T - Columbus West AT&T			
Options	AT&T - Phoenix AT&T			
Clearing Account	P.O. Box 56341 Louisville, KY 402901309			
Account	AT&T Wireless Services AT&T P.O. Box 64233333 Columbus, IL 605728220			
	Athletic Programs, Inc. 233 Stony Hill Drive Morganville, MS 077510000			
	Atlantic Business Product Gpo PO Box 26200 New York, MO 100876200			
	Atlantic Graphics, INC P O Box 564 Valley Cottage, MO 109890000			
	Atlantic Media 235 West Nyack Road West Nyack, MO 109940000			

- The scrollable list of matches in the New Invoice vendor lookup field has been expanded to 50 records. Users may utilize their browser's vertical scroll bar, or the scrolling capability provided by their mouse to scroll through the expanded list of possible matches and select the appropriate vendor.

G. Expanded GL Segment Search Results

Account Number	Desc
05 -2000-00004-11 -12321	Put
05757557 - MYRNA	
00050330 - Account 00050330	
00050340 - Account 00050340	
00050360 - Account 00050360	
00050370 - Account 00050370	
00050380 - Account 00050380	
00050386 - OTHER EMPLOYEE RELATIONS	
00050410 - RENT - BUILDING LEASE EXPENSE	
00050420 - UTILITIES	
00050430 - MAINTENANCE - PREMISES RELATED	
00050440 - OTHER OCCUPANCY EXPENSE	
00050450 - INSURANCE - REAL PROPERTY	
00050460 - INSURANCE - PERSONAL PROPERTY	
00050470 - DEPRECIATION - BUILDING	

- The scrollable list of matches in GL line items segments has been expanded to 50 records. Users may utilize their browser's vertical scroll bar, or the scrolling capability provided by their mouse to scroll through the expanded list of possible matches and select the appropriate GL segment.

III. Approval

A. Filter and Search Capability

The screenshot shows the 'Invoices' page with a navigation bar at the top right containing 'Home / Approval / Invo' and '100 BankTEL B'. The main content area features several filter and search fields: 'Vendor', 'Approval Status' (with 'Unapproved' selected), 'Invoice Date', 'Due Date', and 'Approver'. Each of these fields has a red 'x' icon for clearing and a magnifying glass 'Q' icon for searching. Below these is a 'Search Text' input field and a 'Search' button on the right.

- Filter and Search Capability is now available for approval listings of: Vendors, Invoices, Expense Reports, and Purchase Requisitions. Simply select, or key in your search criteria in the *Search Text* field, and click the *Search* button on the right-hand side of the screen to filter your list of approval items.

B. Vendor Approval

Messages

The screenshot shows a notification message in a Messages queue. The message is a blue button with the text 'Vendor Approval Required' and a red square containing the number '1'. Below the button, the text 'Vendor Name/Id' is displayed, followed by a blue hyperlink 'The Daily News Reporter'.

- When a vendor is created, or edited, and a vendor approval process is selected in the company configuration, the appropriate approval users will see the notification shown above in their Messages queue. Upon choosing the Go to Approval option, the Vendor Approval listing will appear as shown below:

Vendors Home / Approval / Vendors
100 BankTEL Bank

Approval Status: Unapproved Approver:

Vendor Type:

Search Text:

Approval Status	Vendor	Name	Address Line 1	Address Line 2	City	State	Postal Code
Approval Users: *cbuser							
<input type="checkbox"/>	Unapproved	The Daily News Reporter	The Daily News Reporter				

Count: 1

- The approval user would then proceed to approve, decline, or place on-hold, the vendor(s) in their approval list.

C. Vendor Type Rule Criteria

Approval Processes

Vendor Approval Proc

Rule Criteria

Approval Anytime?

Minimum Amount

Maximum Amount

Vendor

 ✖ 🔍

Vendor Type

 ✖ 🔍

User

 ✖ 🔍

Sub Company

 ✖ 🔍

Account Number

 ✖ 🔍

- When setting up approval processes, Vendor Type is now available to select as a qualifying approval Rule Criteria. This is most effective for approval of Vendor additions and changes, but can also be used in conjunction with the approval of invoices.

D. Approval Via Details Screen

Would you like to approve this item?

789789787 / Direct Deposit Email Test



When viewing the details of any approval item (Invoice, Vendor, Purchase Requisition, Expense Report), upon exiting the details view, approval users will now receive the prompt displayed above, allowing for Approval, On-Hold, and Decline actions. **This feature improves the efficiency of the approval process by eliminating the need to return to the approval item listing to select the item(s) via check box.

IV. Fixed Assets

A. Text Input Vendor Name Field

Vendor Name

or

- To record a Vendor Name on an asset that is not related to an actual vendor record in the ASCEND application, a text Input field has been added to the Fixed Assets setup screen. Users may now choose to key in a vendor name, or use the search feature to select a vendor from the ASCEND AP module.

V. Prepaid and Accrual

A. Audit History Details on Changes to Items

Audit History Details

Property Name	Old Value	New Value
Allocations (Line # 1) - Account Number	00010010-0400-06000-5678-300	00010010-0400-06000-5678-10

- All changes to Prepaid/Accrual items are now tracked in the Audit History of the ASCEND Prepaid and Accrual module (example shown above). Property Name, Old Value, and New value are displayed for complete audit tracking.

B. Text Input Vendor Name

Vendor Name

or

- To record a Vendor Name on an Prepaid that is not related to an actual vendor record in the ASCEND application, a text Input field has been added to the Prepaid setup screen. Users may now choose to key in a vendor name, or use the search feature to select a vendor from the ASCEND AP module.

VI. Expense Reimbursement

A. Reports

Expense Report Categories
Expense Reports
Expense Report Items
Approvals

- Reporting for Expense Reports is now available. Create reports for Expense Reports, Expense Report Items, or Approvals in the Expense Reimbursement module.

VII. Reports

A. Streamlined Modifications

Modify Report



Columns Group By Sort By Sub Totals Criteria Options

Column	
<input type="checkbox"/> Vendor Name/Id	
<input type="checkbox"/> Physical Name	
<input type="checkbox"/> Physical Address Line 1	
<input type="checkbox"/> Physical Address Line 2	
<input type="checkbox"/> Physical City	
<input type="checkbox"/> Physical State	
<input type="checkbox"/> Physical Postal Code	

[\[Add Column\]](#)

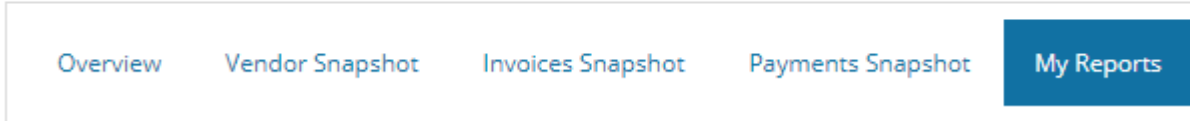
OK

- Report modifications have been combined into a singled tabbed pop-up view. This will allow for all desired report modifications to be selected, prior to loading the matching records and report layout. **This eliminates the need to reload matching records and layout options each time a modification is applied.

B. My Reports Dashboard Access

Dashboard

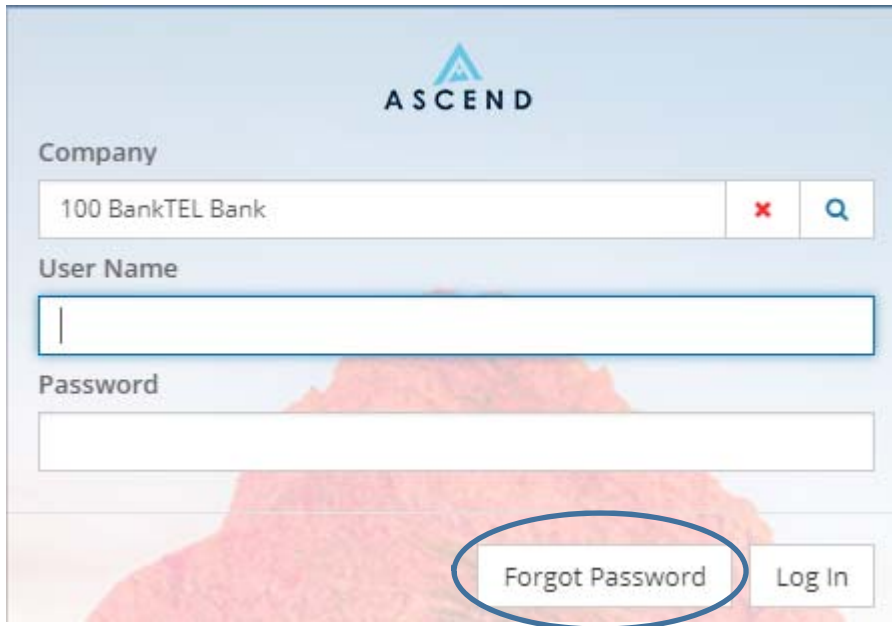
Accounts Payable



- The *My Reports* feature is now accessible via all application dashboards in ASCEND. This provides single click access to any customized private reports a user has created in ASCEND within that application.

VIII. User Login

A. Forgot Password



Company

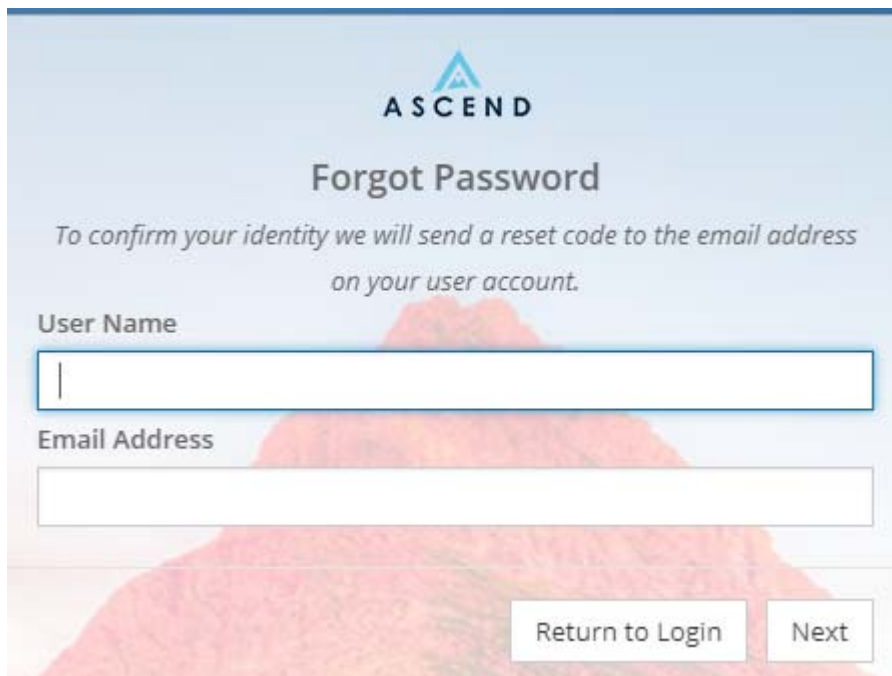
100 BankTEL Bank

User Name

Password

Forgot Password Log In

- By clicking on the Forgot Password option at the ASCEND User Login Screen, the user will be prompted to enter their User Name and Email Address, as shown below.



ASCEND

Forgot Password

To confirm your identity we will send a reset code to the email address on your user account.

User Name

Email Address

Return to Login Next

- After entering the User Name and Email Address, ASCEND will issue a password reset code via email. The user may then input the password reset code, and enter/confirm their new password.