

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

# Accounts Payable

## Approval Process Replace User

[Accounts Payable](#) → [Setup](#) → [Approval Processes](#) → [Approval Process Details](#) → [Replace User](#)

- An option has been added to replace existing approval and/or criteria users either in a specific approval process or as a mass update to all approval processes.

Replace User in Approval Process

<b>Approval Process</b> ⓘ BARRY	x	Q
<b>Current User</b> OBMOOERS	x	Q
<b>New User</b> OCCHAIN	x	Q

Replace Approval Users

Replace Criteria Users

# Expense Reimbursement

## Select Expense User

- Users may now submit expense reports on behalf of other users. The contents of the Expense Reimbursement Dashboard, Smart Receipts List, and Expense Reports List will update based on the selected expense user.

Current Expense User: [Zac Pickle](#)

Select Expense User x

Zac Pickle ✓ OZPICKLE
Hannale Hylander OHHYLANDER
Nick Fertitta ONFERTITTA
Natasha Smith ONSMITH
Joseph Conrad JConrad

## Expense Report Notifications

- Users no longer receive notification when their submitted expense reports are approved.

## Expense Report Audit History

- An Audit History now displays when viewing the Expense Report Details. Users may single left click a link under the Audit History subheading to review additional details regarding the creation of the expense report, any edits/additions, and expense report submission. This audit history is also available within the audit report inside of Administration.

[Expense Report Details Viewed - Sales Retreat](#) by [OZPICKLE](#) on 4/27/2020 @ 4:17 PM

[Expense Report Details Viewed - Sales Retreat](#) by [OZPICKLE](#) on 4/27/2020 @ 4:17 PM

[Expense Report Updated - Sales Retreat](#) by [OZPICKLE](#) on 4/27/2020 @ 4:17 PM

# Administration

## Audit History Report

*Administration* → *Audit History*

- ExpenseReport has been added to the Entity Type search box. This enables users to view a report of expense reports that have been created, deleted, or modified.

Date/Time	Audit Description	Log Type	Entity Type	User
4/24/2020 @ 3:42 PM	<a href="#">Expense Report Details Viewed - Trip to Miami Florida</a>	View	ExpenseReport	<a href="#">GChaucer</a>
4/24/2020 @ 3:42 PM	<a href="#">Expense Report Item Created - Trip to Miami Florida</a>	Update	ExpenseReport	<a href="#">GChaucer</a>
4/24/2020 @ 3:41 PM	<a href="#">Expense Report Details Viewed - Trip to Miami Florida</a>	View	ExpenseReport	<a href="#">GChaucer</a>
4/24/2020 @ 3:41 PM	<a href="#">Expense Report Item Deleted - Trip to Miami Florida</a>	Update	ExpenseReport	<a href="#">GChaucer</a>
4/24/2020 @ 3:41 PM	<a href="#">Expense Report Details Viewed - Trip to Miami Florida</a>	View	ExpenseReport	<a href="#">GChaucer</a>
4/24/2020 @ 3:41 PM	<a href="#">Expense Report Item Updated - Trip to Miami Florida</a>	Update	ExpenseReport	<a href="#">GChaucer</a>

## Delegate Expense User

*Administration* → *Users* → *User Details Edit*

- Users may delegate expense reports to other users. When viewing the details of a specific user profile, users may select a delegate expense user. The delegate user will then have the ability to submit expense reports on their behalf.

### Delegate Expense User

OBMOOERS



## Delegate/Surrogate User Report

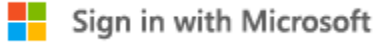
*Administration* → *Users* → *Report*

- A report has been added that will display a user's delegate and/or surrogate approver. This report may be exported as an Excel file, PDF, Text file, or Word file.

## Microsoft Account

Administration → Users → User Details Edit

- An option to SIGN IN WITH MICROSOFT has been added to the login screen. This includes UI changes at the company level and user level.



The ability to log into Ascend with a Microsoft account is only available for hosted clients.

# System Setup

## Existing Vendor Approval Process

System Setup → Company → AP Setup → Approvals

- An option has been added to specify a separate approval process for existing vendors as opposed to new vendors has been added.

<b>New Vendor Approval Process</b> ⓘ Gchaucer	✕ 🔍
<b>Existing Vendor Approval Process</b> ⓘ OPAVATTE	✕ 🔍