



Release Version 2018.2.2.0

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

## System-Wide

### Dashboard – Reports

AP/VM/FA/PP/EX/PR

- ‘My Reports’ has been replaced with ‘Reports’ on all applicable dashboards

Ex) Accounts Payable:

The screenshot shows a dashboard for Accounts Payable with a 'Reports' tab selected. The dashboard is divided into several sections, each with a table of report counts:

Vendor Report Categories			
Vendors	Addresses	Purchases	Approval
10	0	3	0

Unpaid Invoice Categories		
Invoices	G/L Allocations	Approval
5	1	0

Scheduled Invoice Categories	
Invoices	G/L Allocations
3	1

Paid Invoice Categories		
Invoices	G/L Allocations	Approval
14	7	0

Payment History Categories	
Payments	Use Tax
5	1

- This tab displays the number of custom reports saved under each report type and category.

- The user may single left click a report type (Vendors, Addresses, Invoices, etc) to view a list of all custom reports (both Private and Public)
  - Private Reports only display for those who created them

Vendors ✖

Report Name	Report Title	Private Report?
★ 6152018 Private Report	New Report	<input checked="" type="checkbox"/>
☆ 9-Vendors Without Physical Address	Vendor Physical Name/Address Report	<input type="checkbox"/>
☆ Inactive Vendors RemitToNameAddress	Vendor Remit To Name/Address Report	<input type="checkbox"/>
☆ Irs1099 SS Numbers	Vendor IRS/1099 Setup	<input type="checkbox"/>
☆ Irs1099Setup	Vendor IRS/1099 Setup	<input type="checkbox"/>
☆ modified_contactinfo	Vendor Contact Information	<input type="checkbox"/>
☆ RemitToNameAddress_update	Vendor Remit To Name/Address Report	<input type="checkbox"/>
☆ Tested_PaymentSetup	Vendor Payment Setup	<input type="checkbox"/>
☆ Vendor Name Test TEST	New Report	<input type="checkbox"/>
☆ Vendors Without Physical Address	Vendor Physical Name/Address Report	<input type="checkbox"/>

- The user may “Favorite” a report by single left clicking the Star icon to the left of the Report Name. Favorited Reports will display above the others in the list.

## Add to Favorite Reports

- Option to add a custom report to the list of favorites when saving a new custom report or editing an existing one.

Save Report ✖

Report Name

Private Report?

Add to My Favorite Reports?

## Approval History

- The approval history of an invoice approved by a surrogate or a member of a group now displays the additional approval users or the original approver.

**Approval History**

✔ Approved by [lking](#) on 6/18/2018 @ 2:48 PM for [Douggp](#) or [lking](#)

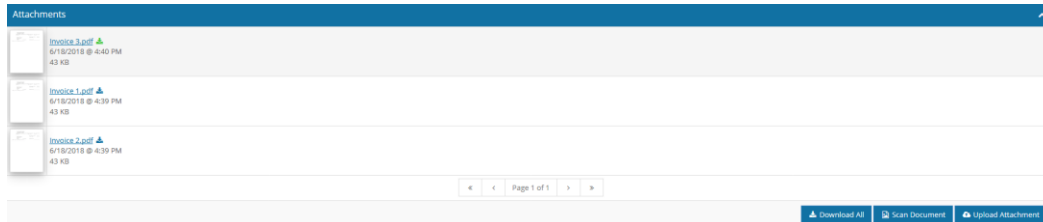
## On-Hold Approval Items

- Items placed on hold may now be edited or deleted

## Download All Attachments

AP/VM/FA/PP/EX/IA

- Option to Download All Attachments
  - Prompts the download of a .zip file containing all attachments associated with item

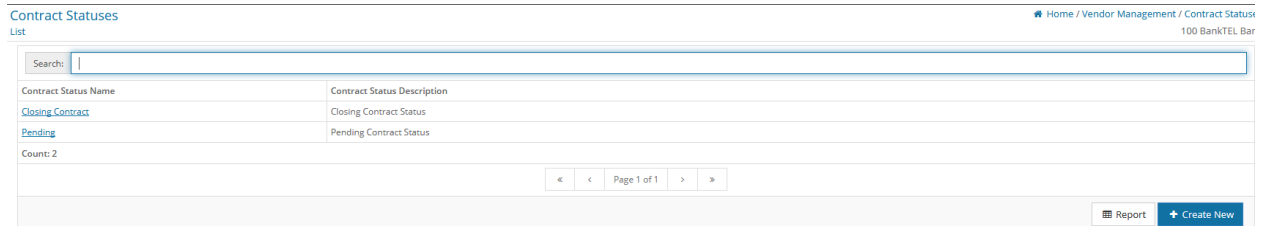


# Vendor Management

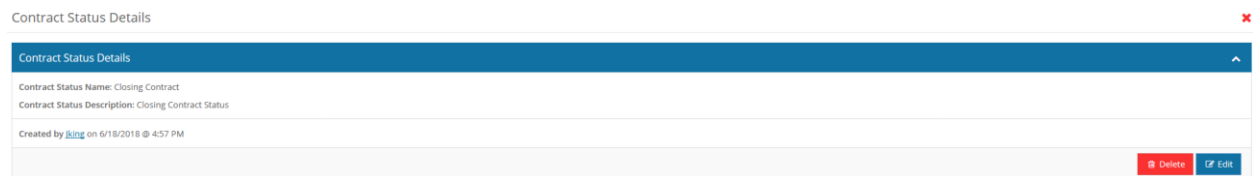
## Addition of New Setup Entity – Contract Statuses

Vendor Management → Setup → Contract Statuses → Create New

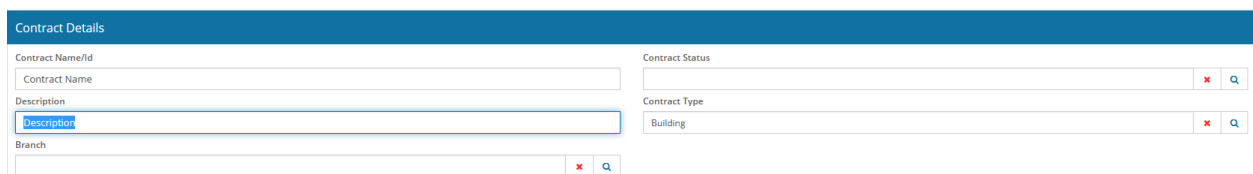
- Option added to create Contract Statuses



- A user may single left click an existing Contract Status to Edit or Delete



- Contract Statuses may be associated with a new or existing contract  
Vendor Management → Contracts → Single left click appropriate Contract Name/ID → Edit



## Dates/Amounts – Additional Fields Added

Vendor Management → Contracts → Single left click appropriate Contract Name/ID

- Upfront Cost and Recurring Annual Cost, added to Contract Details

Contract Details	
Vendor Management: <a href="#">21st Century Awning Corp.</a> 	
Contract Name/Id: Contract Name	Contract Status:
Description: Description	Contract Type: <a href="#">Building</a>
Branch:	
Acceptance Date: 1/20/2016	Upfront Cost: 50,000.00
Start Date: 1/20/2016	Recurring Cost: 4,000.00
End Date: 6/16/2016	Total Cost: 60,000.00
Renewal Date:	

## Accounts Payable

### Add Vendors into Vendor Management from within Accounts Payable

Accounts Payable → Vendors → Single left click Appropriate Vendor Name → + Vendor Management

- Option within Vendor Details to add an existing vendor created in Accounts Payable to Vendor Management.

Vendor Details	
<a href="#">Name/Address</a>   <a href="#">Misc.</a>   <a href="#">Defaults</a>   <a href="#">Payment Setup</a>   <a href="#">1099 Setup</a>   <a href="#">Notes</a>	
Display Name/Id	
Vendor Name/Id: Best Business Solutions	
Remit To Name/Address	
Best Business Solutions 1234 Street Road City, MS 55555	
Approval Status: <input type="radio"/> Unapproved	
Paid Since Last Edit?: <input type="checkbox"/>	
Created by <a href="#">bing</a> on 6/18/2018 @ 4:45 PM	
<a href="#">Delete</a>   <a href="#">Merge</a>   <a href="#">+ Vendor Management</a>   <a href="#">Edit</a>	

## Administration

### Merging Vendors

- The ability to Merge Vendors now requires the AP\_Vendor\_Edit and AP\_Vendor\_Delete roles.