

Key Features and Enhancements included in this version:

Accounts Payable

Invoice Inbox

- Invoice Inbox is now available as an add-on for existing Accounts Payable users. Invoice Inbox allows vendors to email invoices as PDF attachments to a specified address, which will then display in a queue within the software to be imported as invoices.
 - *NOTE: This feature is only available for clients operating Ascend out of our hosted environment.*

Invoice Inbox Queue

[Accounts Payable](#) → [Dashboard](#)

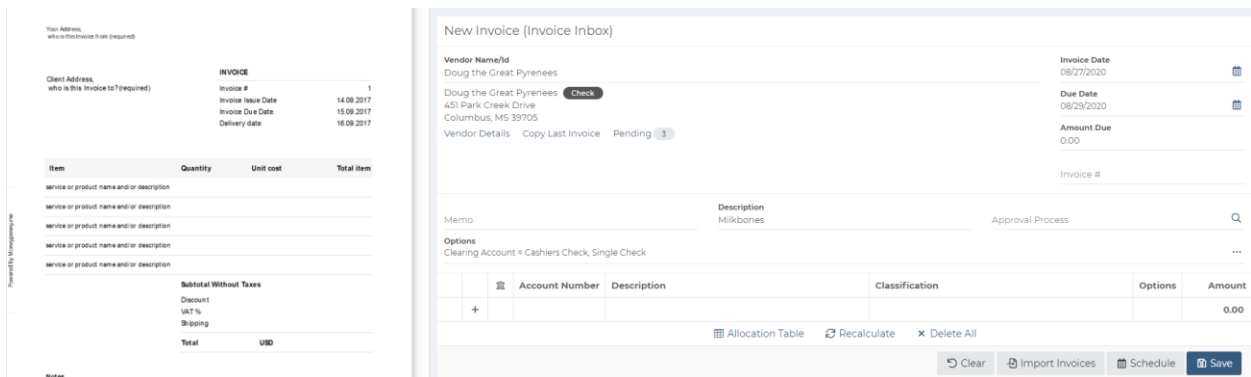
- A shortcut to the invoice inbox queue has been added to the Accounts Payable Dashboard.

Invoice Queues			
Scheduled	Intercompany	Imported	
126	0	620	
Expense Reports	Remote Scans	Invoice Inbox	
28	1	6	

Invoice Entry Split Image

[Accounts Payable](#) → [Invoices](#) → [Create New](#) → [Invoice Inbox/Remote Scans](#) → [Create Invoice](#)

- When creating an invoice resulting from a remote scan and/or invoice inbox item, a preview of the attachment now displays to the left of invoice entry
 - *NOTE: For screen resolutions lower than 1920x1080, the image preview will display above invoice entry.*



The screenshot shows the 'New Invoice (Invoice Inbox)' form. On the left, there is a preview of an invoice attachment. The main form contains the following fields and sections:

- Vendor Name/Id:** Doug the Great Pyrenees (with a 'Check' button)
- Invoice Date:** 08/27/2020
- Due Date:** 08/29/2020
- Amount Due:** 0.00
- Vendor Details:** 451 Park Creek Drive, Columbus, MS 39705
- Memo:** Description: Milkbones, Approval Process
- Options:** Clearing Account = Cashiers Check, Single Check
- Table:** A table with columns for Account Number, Description, Classification, Options, and Amount. The Amount column shows 0.00.
- Buttons:** Allocation Table, Recalculate, Delete All, Clear, Import Invoices, Schedule, Save.

Invoice Defaults

[Accounts Payable](#) → [Invoices](#) → [Create New](#)

- Specific fields from the last invoice input for a vendor will now auto-populate when entering new invoices for the same vendor where no vendor-level defaults are present.

Invoice Source Type

[Accounts Payable](#) → [Reports](#) → [Unpaid Invoices Categories/History Categories](#)

- A field labeled “Invoice Source Type” may now be added to both paid and pending invoice level reports.
 - Invoice Source Types include: Invoice, ScheduledInvoice, VendorPortal, ExpenseReport, RemoteScan, PurchaseRequisition, and Invoice Inbox.

Approval

Approval Queue Sort Order

- The approval queue sort order for invoices, requisitions, vendors and expense reports is now as follows:
 - Invoices
 - Vendor Name > Invoice Date > Due Date > Modify Date/Time
 - Expense Reports
 - User Name > Submitted Date/Time
 - Requisitions
 - User Name > Required By Date > Submitted Date/Time
 - Vendors
 - Vendor Name

Administration

Select Companies – Select/Unselect All

[Administration](#) → [Users](#) → [User Details](#) → [Companies](#) → [Edit](#)

- An option for Select/Unselect All has been added to the Select Companies section of user edit.

Select Companies	
<input checked="" type="checkbox"/>	Bank
<input checked="" type="checkbox"/>	Holding Company
<input checked="" type="checkbox"/>	Mortgage Company

Select All Unselect All

System-Wide

E-Mail Notifications

- Module specific notifications, notifications for password reset, and notifications for two-factor authentication are now HTML.