

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

# Accounts Payable




## AvidPay

- An automated payment solution with access to the AvidPay Network of more than 500,000 suppliers. The network helps vendors transition to e-payment options, increasing security and control over payments while eliminating the need for you to print and mail paper checks. AvidPay's dedicated supplier services team removes the burden of manual payment tasks from internal AP functions, taking on the responsibility of payment fulfillment.

PAYMENTS Process Payments ASCEND / Accounts Payable / Payments 100 BankTEL Bank

Vendor  User

Branch  Due Date

Payment Type	Due Date	Vendor	Invoice #	Description	Amount Due
 AvidPay	5/2/2018	<a href="#">A&amp;W Cooling Systems Inc</a>	123456	Office Sup	47.40
 AvidPay	5/25/2018	<a href="#">A&amp;W Cooling Systems Inc</a>	1234-TEST 	Invoice Description	100.50
<b>Total Count: 2</b>					<b>147.90</b>
<b>Selected Count: 0</b>					<b>0.00</b>

## Use Tax Amount Edit

- For paid and pending invoices flagged for Use Tax, the Use Tax Amount for each expense allocation may now be manually adjusted. These adjustments will be reflected on Use Tax Reports.

Edit Use Tax

Branch	Use Tax Rate Name	Taxable Amount	Tax Rate	Use Tax Amount
0	Monroe County	600.09	7.500 %	45.01
0	Mississippi	600.09	7.000 %	42.01
0	Monroe County	700.00	7.500 %	0.00
0	Mississippi	700.00	7.000 %	49.00

## Pending Invoices – Inactive Vendors

- If pending invoices exist for a vendor, that vendor may not be flagged as Inactive until the pending invoices are paid or deleted.

## Approval Process List Report

[Accounts Payable](#) → [Setup](#) → [Approval Processes](#) → [Report](#)

- Create Date and Last Modified Date fields have been added to the Approval Process List report.

### Approval Process List

Page: 1

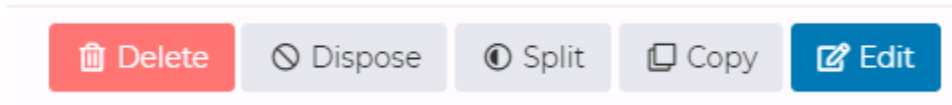
Approval Process Name	Approval Process Description	Created By	Create Date/Time	Modified By	Modify Date/Time
1TEST1	George TEST	glott	9/7/2016 3:12 PM	rpavatte	8/26/2019 9:41 AM
22	EXPENSE REPORT APPROVAL	bguiliani	3/24/2014 8:27 AM	glott	4/3/2019 1:31 PM

## Fixed Assets

### Asset Copy

[Fixed Assets](#) → [Assets](#) → [Asset Details Copy](#)

- New assets may now be created by copying existing assets.
  - Simply single left click Copy underneath Asset Details



- From here, assign a Master Asset # and/or Sub Asset # (if necessary) and single left click Save.

Copy Asset

Master Asset #  
158792760

Sub Asset #  
0

Save

## OFAC Scanning

### Date Range

- The results via the Scan Date/Time list on the OFAC Scanning dashboard may now be filtered by Date Range.

Date Range

All



Search

## Static Reports

- The ability to export a listing of previous OFAC scans or previous scan results has been added to the OFAC scanning Dashboard.
  - These reports may be exported as a .PDF, Excel File, Word Document, or Text File

Reports ✕

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Report  
OFAC Scan List ▼

OFAC Scan List

OFAC Scan Results

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Create Report

# System Setup

## Company Default Expense Reimbursement Approval Process

[System Setup](#) → [Company](#) → [Expense Reports Setup](#) → [Edit](#)

- A company-wide default Expense Reimbursement approval process may now be selected within the Expense Reports Setup area of the Company Configuration. This default will not supersede any user-level Expense Reimbursement default approval process.

Expense Reports Setup

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<b>Credit Card Vendor</b> BUSINESS CARD SERVICE INC	✕ 🔍
<b>Expense Category</b> Business Meals	✕ 🔍
Mileage Category	🔍
<b>Mileage Rate</b> 0.535	✕ 🔍
<b>Approval Process</b> George Bailey	✕ 🔍
<b>Smart Receipt ClientId</b> In-House Testing	

# System-Wide

## Dashboards Added (System Setup, Administration, G/L Setup)

- Dashboards have been added for System Setup, Administration, and G/L Setup. The Dashboard will provide quick access to menu options also available on the left sidebar.

## Allocation Entry – Insert New Row

- When creating/editing a pending invoice, a prepaid item, an accrual, or an allocation table, a new allocation can now be added before or after any existing allocation rather than always at the end.

	Account Number	Description	Classification	Options	Amount
⊕	0000 0000 00 -0 -0000-0013 -00	Sponsorship 5/29/2020		Use Tax	394.81
⊕	7648910 -0 -0000-0013 -00	Sponsorship 5/29/2020		Use Tax	417.85
⊕	0000 0000 00 -0 -0000-0013 -00	Sponsorship 5/29/2020		Use Tax	487.43