



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

# Approval

## View Previously Approved Invoices

*Approval → Invoices → Vendor*

- When viewing the list of invoices, users may single left click the link under the Vendor column to display a list of invoices to the specific vendor that have been previously approved by the user.

2/4/2021	<a href="#">abc1234</a> Service Fee  Approved by <a href="#">OZPICKLE</a> on 2/4/2021 @ 4:14 PM	900.00
2/4/2021	<a href="#">ABC1234</a>  Approved by <a href="#">OZPICKLE</a> on 2/4/2021 @ 4:14 PM	500.00

- When viewing the details of an existing invoices, users may also choose the option to view previously approved invoices by clicking the link above the approval status.

View other Invoices from  
[BEAUFORT COUNTY COOPERATIVE EXT](#)

 **Unapproved** by [OZPICKLE](#)

# Accounts Payable

## Load Charts on Demand

*Accounts Payable → Vendors → Vendor Details*

- Charts no longer automatically display when viewing the details of the vendor.
  - Within the Charts sub-heading, users may single left click the Purchases, Amount Paid, # of Invoices, Expenses by Account, and/or Expenses By Branch tabs to view the associated charts.

Charts				
Purchases	Amount Paid	# of Invoices	Expenses By Account	Expenses By Branch

# Fixed Assets

## Form 4562

[Fixed Assets](#) → [Reports](#) → [Form 4562](#) → [FY2020](#)

- Form 4562 added for fiscal year 2020.

# System-Wide

## Go-to-Page

- A Go-to-Page option has been added to the page navigator that will allow users to browse to a specific page on reports or item listings.



- Users will single left click the dropdown in the middle section of the page navigator. From there, users may type a specific page and single let click Go.

