Key Features and Enhancements included in this version:

Accounts Payable

Automatically Send Payment Batch Emails

System Setup → Company → AP Setup → Edit → Payments

- A checkbox has been added that allows email notifications to be sent automatically when processing electronic payments.

> Payments
>
> Automatically Send Payment Batch Emails: ☑

- If this box is checked, users will no longer need to manually select the Email Receipts menu option after processing electronic payments. The receipts will be sent via email automatically at the time that the payments are processed.

  - *Note: Receipts can still be re-sent via email at any time by single left clicking the Email Receipts menu option. If email notifications were previously sent, users will receive a prompt. From here, users can single left click View Payments to view and select a specific invoice, or users may single left click Email Receipts to re-send all receipts via email.*

> Electronic Payment Receipts
> Emails have already been sent for this payment batch!
> Are you sure you want to email receipts for 2 payments?
>
> View Payments   Email Receipts

ACH/Direct Deposit Receipts

Accounts Payable → Vendors → Vendor Details → Edit → Payment Setup

- A checkbox has been added to exclude specific vendors when printing and/or emailing electronic payment receipts.

> ACH/Direct Deposit Receipts
>
> ☐ Do Not Email Payment Receipt
>
> ☐ Do Not Print Payment Receipt

Invoice Import Attachments

Accounts Payable → Invoices → Create New → Import invoices → Import.

- When utilizing the Invoice Import function, users will have the ability to attach documents. These documents will be automatically attached to all invoices that are created as a result of the import.

Would you like to upload an invoice attachment?
Attachment will be associated to all imported invoices

⬆ Upload Attachment

Expense Reports Import Queue

Accounts Payable → Invoices → Expense Reports

- Expense Reports for users flagged as Inactive will no longer display in the queue.

Invoice Queue

Accounts Payable → Invoices → Create New

- When importing invoices from another source such as Expense Reimbursement, Purchase Orders, or Invoice Import, a Download All button has been added to the pop-up window that appears when these items are imported.

Attachments   ✕

Intercompany.pdf ⬇

ACH Setup Information.pdf ⬇
Receipts
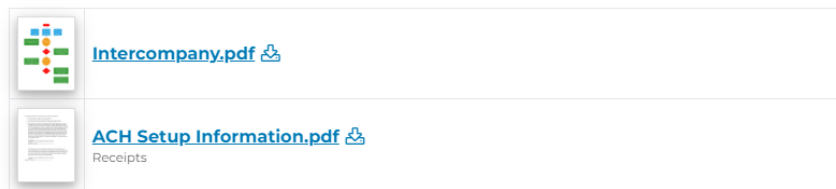
⬇ Download All

Payment Batch Details

- Users may now attach documents to the details of a payment batch or specific payment.

Add Allocation Table to Specific GL Expense Allocations
Accounts Payable → Invoices → Create New

- When adding GL Expense allocations to an invoice, users may now single left click the three bars on the left-most side to open a pop-up window. From there, users may single left click the red "x" to delete the allocation, the "+" sign to insert a new expense allocation directly above the previous allocation, and, new to the Q3 2022 Update, apply an allocation table to a specific GL Expense Allocation

	Account Number				
≡ 🏛	00051230	- 2001	- 0000	- 00001	- 1234
≡ 🏛	10030	- 2001	- 0000	- 01234568	- 100
≡ 🏛	20083	- 2024	- 0000	- 01234568	- 100

⊗ Delete Line
+ Insert New Row Above
▦ Apply Allocation Table

Expense Reimbursement

Credit Card Import Notification

- Expense Reimbursement users and their associated delegate expense users will receive an email notification when a credit card import file has been uploaded.

Attach Smart Receipt to a Credit Card Import Item
Expense Reimbursement → Expense Reports → Expense Report Details → Attach Smart Receipt

- A Smart Receipt may now be attached to an Expense Item that results from a credit card import.

What would you like to do with this Smart Receipt?
GSC.pdf

Merchant Name: Merchant

| Create NEW expense item | Attach to an IMPORTED expense item |

Mileage Rate Default
Expense Reimbursement → Expense Reports → Expense Report Details → Add Mileage

- Mileage Rate now defaults based on the date selected on the expense mileage item.

Fixed Assets

GL Depr History Report

Fixed Assets → Reports → GL Categories → Monthly Processing Depr History

- In-Service Date, Depr Method, Life (Months), Cost/Basis, Salvage Value, Depr Basis, Is Disposed?, Disposal Date, Sold Amount, and Gain/Loss Amount have are now available to be added as columns on depreciation history reports. Users may also sort, group, and/or filter by these additional fields.