



# What's New in EZLynx Accounting 2.6

September 9, 2016 Release

We are excited to announce enhancements that streamline the EZLynx Accounting billing processes. The process upgrades include an AutoPay function, check and deposit detail reports, and invoice memos. We aim to provide a better user experience.

## Highlights

- AutoPay
- Direct Bill Payment/Sweep Account
- "Send to QuickBooks" Eliminated
- Check Detail Report
- Printable Deposit Summary
- Add Line Item Fees to Receipts
- Invoice Memo Field

## AutoPay

Create multiple checks for various payees from open payables in a single step. Filter Payable Items by payable due date, payee type, or payments received from the Applicant.

Checks Write-Offs Export Checks

Search Reference #, Check #, Payee or Status

Date From To

CHECKS

Reference No.	Check No.	Payee Name	Payment Date	Amount	Status	Exported	Actions
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AutoPay Add Check

AUTOPAY

Filters

DATE RANGE

This Month From 8/1/2016 To 8/31/2016

All

Through Today

This Week

Custom

PAYEE TYPES

All • None

Master Company  Applicant / Client

External Producer  Internal Producer

Finance Company  Tax Authority

ADDITIONAL OPTIONS

Paid In Full Only  Include Credits

Reset Apply

Payable Items

<input type="checkbox"/>	Payee	Type	Amount	Credit/EFT	Submit
<input checked="" type="checkbox"/>	21st Century Insurance	Master Company	\$300.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Jon's Test Carrier	Master Company	\$1,501.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Safeco Insurance	Master Company	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>

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Auto Pay

Select Bank Account

Create Checks



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**Add Direct Bill Payment**

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**Add Direct Bill Payment**

Payer: Fran Fine

Date: 8/24/2016

Payment Type:  Cash  Check  Credit/EFT  Forward

Payment To: Safeco Insurance (Master Company)

Amount Due Carrier: 50  Sweep Account

**Fees** Add Fee

Total Due: \$50.00

Amount Received: 50.00

Bank Account: EZLynx Cash

Deposit: New

Check No.: 1002

Comment: Safeco #1896

**Save** **Cancel**

## Add Direct Bill Payment/Sweep Account

Record a check payable to a carrier while entering a Direct Bill cash payment receipt. Simply check the "Sweep Account" box on the Add Direct Bill Payment box to record and finalize a master company EFT check payment.

## "Send to QuickBooks" Eliminated

We've standardized the posting of payments and eliminated the need for the "Send to QuickBooks" checkbox.

## Check Detail Report

Viewing a detailed check breakdown is an important part of an office's daily business. The new Check Detail Report can be used to print check details; helpful when there are too many to fit on the check stub.

**CHECK**

**Actions**  
 Edit  
 Select Line Items  
 Refund Unapplied  
 Refund Credits  
 DB Disbursement  
 Delete  
 Submit  
 Reverse  
Check Detail Report

Payee: 21st Century Insurance

Bank Account: Sweep Account

Payment Date: 08/18/2016 Status: Finalized

Reference Number: 000074 Check Number

Amount: \$2700.00

Type: Check

Exported:

Memo:

CHECK DETAILS

Invoice Number	Applicant	Policy Number	Line Item Type
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**Check Detail Report**

**Print**

**PAYEE:** 21st Century Insurance

**REFERENCE NUMBER:** 000074

**AMOUNT:** \$2,700.00

**PAYMENT DATE:** 8/18/2016

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**CHECK DETAILS**

Applicant	Policy No.	Inv. Eff. Date	Invoice No.	Amount
Trevor Joy	13452135	4/6/2015	000009	\$1,350.00
Trevor Joy	13452135	4/6/2015	000009	\$1,350.00
<b>TOTAL:</b>				<b>\$2,700.00</b>



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## Printable Deposit Summary

To help maintain the office's cash flow, we now provide a printable deposit summary.

**DEPOSIT OVERVIEW**

Bank Account: Chase Update  
 Reference No.: 2016-08-18  
 Deposit Date: 08/18/2016  
 Deposit Total: \$300.00  
 Receipt Total: \$300.00

Status: Finalized

**Actions**

- Edit
- Finalize
- Refund Reverse
- Print**
- Delete

RECEIPTS Add Receipt

Receipt	Payment Type	Payer	Amount	Date
000153	Check	Trevor Joy	\$300.00	08/18/2016

**Deposit Summary**  
#2016-08-18 — 8/18/2016

DATE: 8/18/2016 Print  
 NAME: EZLynx Test Agency  
 ACCOUNT NUMBER: 123123  
 ACCOUNT NAME: Chase

**CASH PAYMENTS**

Payer	Amount
No Cash Payments	

**CHECK PAYMENTS**

Payer	Check #	Amount
Trevor Joy	1345	\$300.00
		<b>\$300.00</b>

**DEPOSIT TOTAL: \$300.00**

## Add Line Item Fees to Receipts

With this EZLynx Accounting release, users can add line items to receipts; no more need to create an invoice to collect a fee.

**Actions**

- Edit
- Reverse
- Unapply
- Post Unapplied to Income
- Print
- Apply By Invoice
- DB Cash Payment
- Add Line Item**
- Refund Unapplied

**Add Line Item**

Type \* Agency Fee

Payee Search Payees...

Amount \* 145

**Save** Cancel



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## Invoice Memo Field

Include memos on outgoing invoices. This great customer relations component adds another means of customer communication.

INVOICE MEMO

The above invoice is for your current billing cycle. Thank you for your continued business.

## Additional Improvements

- Print a Pending Invoice
- Streamlined workflows
- Upgraded functionality
- Improved bill payment management
- Increased safety features for reporting and error notifications

## Bug Fixes

- Now able to reverse a receipt associated with a submitted check
- Can select payee from DB Cash Payment Receipt Actions
- System now displays a warning message when entering a payment to a closed month

Questions? Contact [accountingsupport@ezlynx.com](mailto:accountingsupport@ezlynx.com).