American Red Cross

What Has Changed in *Invoice Central*?

While you will find that we have made our best efforts to bring you a new *Invoice Central* with functionality as close to the previous site as possible, there were some changes. Most are a positive change. See the bullet points below. If you have any questions, please email us at InvoiceCentral@redcross.org.

Logging In Changes-

- When initially logging in for the first time users are now required to select a challenge question as well as their new password.
- Users are able to reset their own password by using the Forget Your Password link on the login page or once logged into the system selecting Preferences on the menu bar to set a new password.

User Administration Changes –

- When setting up a new user, the User Data, Workflow Limits (invoice & payment approval amount limits) & User Accounts, are all on the same page instead of having to manually go into different sections of the User Administration screen. Modifications will still be done in separate sections.
- Email notifications (New Invoice, Invoice Past Due, etc.) can be turned off or on for a specific user within your facility.
- Date Formatting functionality is no longer available
- Password Administration option is no longer available, users will utilize the Forget Your Password or Preferences options.

Statement of Account Page Changes –

- Invoice Approvals are now available from the Statement of Account page
- Zero dollar monthly statements are no longer payable documents and will be forced to remain on the Statement of Account page for 30 days. The monthly statements that have a dollar amount other than $0 should be payable.
- Zero dollar invoices will present to the Statement of Account page and move to history on the next day.

Payment Changes –

- When setting up the disbursement source (bank accounts) there will be only one submit button in the process to complete the setup of the source. Users will no longer have to select commit and then submit.
- A re-occurring payment option, which will allow up to three scheduled payments including the initial payment, has been created in the "Pay without Invoice" section. Notice will be sent when there is only one scheduled payment left to be completed. For Biomedical Customer Facilities, this functionality does not apply because payments are processed against the invoice(s).

Export Changes -

- Export options for invoices are now only comma delimited text and tab delimited text. (HTML export option is no longer available, however users will still have the ability to save the screenshot of the invoice to their PC)

Contact Us Changes -

- Contact Us has been moved to the InfoCentral tab, click the Email IC Support link, an email will be sent to InvoiceCentral@redcross.org