

New Document Storage Dashboard in Daxko Accounting

Daxko Accounting release 21.2 available 2.17.2021 in your live site includes new features that help your Accounting department move one step closer to **paperless!**

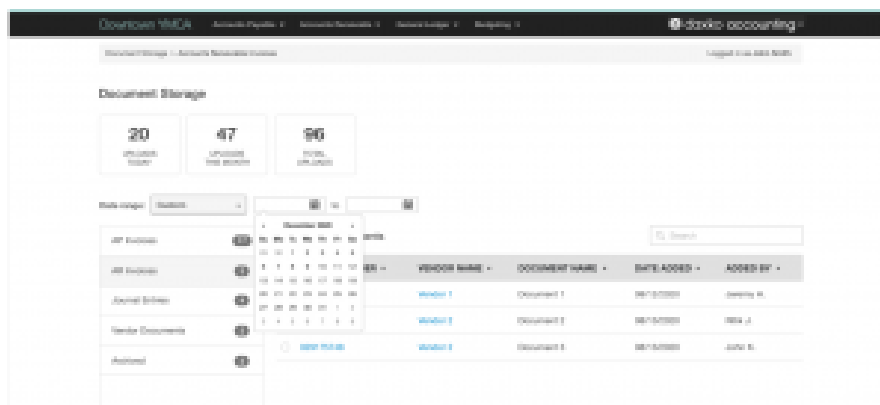
Our newest addition to Document Storage is a **Document Center Dashboard** that provides full functionality for you to manage, download, archive, and delete documents in a central location. Your association still has free access to Document Storage in Daxko Accounting for up to 99 uploads/month with NO contract. To allow uploads of *more* than 99/month please contact sales@daxko.com

What is the Document Center Dashboard and Where Can I Find It?

The Document Center Dashboard becomes your association's central hub for managing documents in Daxko Accounting. Whether you have uploaded documents to Invoices, Manual Journal Entries, or Vendor Records, your attachments will be easily accessible to you.

The Document Dashboard is accessible through the system menu in Daxko Accounting.

All files uploaded in AR, AP, General Ledger, and Vendor Records will be accessible to you.



What can I do with the Document Center Dashboard?

View full user guide [here](#)!

- Preview and download files
- Archive and delete files
- Bulk and single actions
- Link to document sources
- Filter documents uploaded by date
- Search files

Other items in release 21.2

- Various reliability improvements
- Event Log Entries for Document Storage