ExpenseTrack by COMDATA

Expense Track Administrator Guide

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If you're viewing this document on a computer, each chapter in the Table of Contents is a link. Click a link to go directly to a chapter.

Revision Table

Date	Version	Author	Notes
05/13/2016	v. 1.0	Steven Harris	Initial document created.
08/15/2016	v. 1.2	Steven Harris	Updated to reflect system updates and edits from associates.
09/16/2016	v. 1.3	Steven Harris	Updated information and corrected consistency errors.
02/03/2017	v. 1.4	Steven Harris	Added changes from Expense Track Release 16.4.
03/14/2017	v. 1.5	Steven Harris	Corrected several inconsistencies and text errors.
05/18/17	v. 1.6	Steven Harris	Added changes from Expense Track Release 17.1.
09/08/2017	v. 1.7	Steven Harris	Added changes from Expense Track Release 17.2 including: • Setting up Self-Service Card Management • Enhanced Discussion Notes • Updated Data Extract Utility • Added Reporting Details
11/02/2017	v. 1.8	Steven Harris	Added changes from Expense Track Release 17.3 including: • Enhanced Delegate User Functionality • Added Created By and Created for columns to Expense Draft grids • Added Coding Note field to Split Account Code page
11/28/2017	v. 1.9	Steven Harris	Added Maintenance Schedule details to page 8.
12/18/2017	v 2.0	Steven Harris	Updated pg 63: • Old verbiage: Edit the expense item. • New verbiage: Edit the expense item's account coding.
02/22/2018	v 2.1	Steven Harris	Added changes from Expense Track Release 17.4: • Added enhanced Expense Report Approval details • Added Managing External Account Codes • Added Enhancements to Data Extracts
03/22/2018	v 2.5	Steven Harris	Updated Reimbursable field descriptions on pg 41.
05/22/2018	v 2.6	Steven Harris	Added changes from Expense Track Release 18.1, including: • Added negative and over-allocation account code splits. • Added enhancements for Dleegate users (grids and receipts). • Added updated view of submitted expense reports.

Date	Version	Author	Notes
08/23/2018	v 2.7	Steven Harris	Added changes from Expense Track Release 18.2, including: • Added ability to disable manual expense entry for Comdata Mastercard users. • Prevented ability for Comdata Mastercard users to edit imported transactions. • Added recycle deleted receipt images feature. • Required receipt image notes in Expense Track mobile app. • Upgraded entire functionality and interface of Expense Track Mobile App.
11/01/2018	v 2.8	Steven Harris	Added changes from Expense Track Release 18.3 including: • Added ability for Expense Approvers to add attachments to expense items during approval process. • Added visible descriptions for accounting codes. • Recycled receipts from declined transactions. • Removed expense description requirement. • Added ability to default accounting codes by Merchant Category Code (MCC). • Updated interface and functionality for Data Extract Utility Tool. • Added Edit button to Split Account Code page.
4/16/2019	v. 2.9	Steven Harris	Added changes from Expense Track Release 19.3 including: • Added instructions for setting up user email notification preferences. • Added instructions for using the Manage Transactions feature.
8/8/2019	v.3.0	Steven Harris	Added changes from Expense Track Release 19.6 including: • Added updates screen shot of approval page showing that expense approvers can edit descriptions. • Added details on Save as default MCC button in accounts coding. • Added screenshot of updated Pending Reconciliation page. • Added details on Decline Reason for Approving and Reconciling expenses.

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Welcome to Expense Track by Comdata

The Comdata Expense Track solution simplifies the process of generating, submitting, and approving expense reports. Designed specifically for use with Comdata Corporate credit cards, Expense Track allows you to manage all your expense reporting online, eliminating the need to keep records of paper receipts, simplifying report submission, and automating policy reinforcement. Furthermore, you can use Expense Track for reimbursable expenses.

Note that Expense Track is not designed to produce payment amounts to Comdata, but rather to automate the input of these expenses into your accounting systems or reimburse amounts to employees. Use Expense Track as your one source for all expense management purposes in your company.

Some key benefits of Expense Track include:

- Alleviating the need to keep record of paper receipts.
- An Expense Track mobile app for uploading receipts, entering line items, approving, and *coding expenses *(only available for Expense Track Premium).*
- Auto-image matching of receipts to card transactions through use of the mobile app *(only available for Expense Track Premium).*
- Faster reimbursement for reimbursable expenses.
- Improved policy enforcement with configurable rule validation.
- Configurable approval routing automation.
- Ability to access the application from any device with internet connection.
- Google maps integration for determining miles travelled and reimbursement due.

Note: Expense Track is available in a Basic and Premium package. Some features may not be available depending on the package you have purchased.

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Basics

Expense Track Process Flow

The Expense Track process follows two paths: reimbursable expenses and Comdata Corporate Mastercard expenses. The diagram below visualizes both paths.

- **Reimbursable Expenses:** Reimbursable expenses are any expenses incurred without a Comdata Corporate credit card that can be reimbursed. These transactions can be captured by entering expense reports and submitting them for approval through automated routing. If approved and reconciled, the transaction will be exported to be processed through the accounting system.
- **Comdata Corporate Mastercard:** All transactions performed with a Comdata Corporate Mastercard automatically import into Expense Track for processing. From here, you can edit the report as needed and send it for approval and reconciliation. If approved and reconciled, the expense returns to your company's accounting software system.

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Understand Expense Track User Roles

It is important to understand that there are no specific user roles in Expense Track as the system is heavily permissions based. Each feature has an associated permission that must be granted to an individual user or user group, otherwise it is not accessible.

Administrators will typically have access to all features within Expense Track while users can be granted access to a wide number of features, depending on what the Administrator deems their responsibilities. For example, if an Administrator needs an Accounts Payable associate to reconcile expenses, they would set them up as a user and grant their user profile permission to access only expense reconciliation features. Furthermore, if an Administrator needs several Accounts Payable associates to review expense reports, they can set up a user group with permissions to expense reconciliation features. Then, they can assign each associate to that user group.

To break it down further, see below for a high level understanding of Administrator responsibilities versus some of the responsibilities that can be assigned to users.

Administrator:

- Set up Users and User Groups
- Set up Expense Types and Items
- Grant Permissions
- Run Reports
- Create and Schedule Reports
- Configure System Settings
- Manage User Access
- Build Approval and Reconciliation Workflow
- Export Expense Data to Accounting Systems

User:

- Create Expense Reports
- Approve Expense Reports
- Reconcile Expense Reports
- Access Tools such as the Expense Dashboard, Itineraries, and Mileage Calculation
- Use the mobile app for receipt capture, expense reporting, and approvals
- Substitute Approvers
- Split Account Coding

This is just a sample of some of the responsibilities between Administrators and users. Continue reading the guide for in-depth information.

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Technical and System Requirements

See the following system requirements to take full advantage of the Expense Track website.

Preferred Browsers

For optimal experience, please use the following browsers:

Browser	Version	Comments
Internet Explorer	11.0, most recent version	Make sure to install all recommended Microsoft software updates.
Mozilla Firefox	Most recent version	Comdata makes every effort to test and support the most recent versions of Mozilla Firefox.
Google Chrome	Most recent version	Google Chrome automatically applies updates. Comdata makes every effort to test and support the most recent versions of Google Chrome.

Screen Resolution Recommendations

Expense Track is designed to be responsive with most screen resolutions. Expense Track is thoroughly tested using a combination of browsers and multiple screen resolutions in order to provide users the best possible experience. The following screen resolutions are recommended:

Screen Resolutions in Pixels	
1024 x 768	1366 x 768
1280 x 800	1600 x 900
1280 x 1024	1920 x 1080
1920 x 1200	

Note: A minimum screen resolution of 1024 x 768 is recommended. Screen resolutions smaller than 1024 x 768 might not properly display certain Expense Track pages. Also note, for all browser, you must enable JavaScript and cookies.

Other Technical Requirements

Area	Version
Adobe Flash Player	11.0, 12.0, 13.0, 14.1, or later
Adobe Reader	10,0, 11.0, or later
Microsoft Excel	2003, 2007, 2010, 2013, 2016

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Maintenance Schedule

Expense Track is available a minimum of 99.5% of the time, excluding regular scheduled maintenance. See below for details on Expense Track maintenance releases:

- **Major Releases:** Major releases to Expense Track (example: 12.0, 14.0, etc.) occur annually (summer/fall) and include significant feature and functionality advances such as new user interface designs, extensive workflow improvements, and new modules or product offerings. Each time a major release is ready to deploy, Expense Track administrators will receive an email notification along with a release notes document detailing each change in the release. The release notes and comprehensive user and administrator guides are updated with each release and made available via the Help option in Expense Track.
- **Minor Releases:** Minor releases to Expense Track (examples: 12.4, 14.1, etc.) occur every 2-3 months after a major release and include feature or functionality enhancements along with defect fixes. Each time a minor release is ready to deploy, Expense Track administrators will receive an email notification along with a release notes document detailing each change in the release. The release notes and comprehensive user and administrator guides are updated with each release and made available via the Help option in Expense Track.
- **Maintenance Packs:** Maintenance packs are groupings of critical and high priority patches that are released every 3 weeks on a Monday.
- **Patches:** In rare instances, a critical patch may need to be deployed outside of the releases mentioned above.

Note: Releases to Expense Track occur during a scheduled maintenance window of 12:00am - 4:00am EST/EDT.

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Navigate Expense Track

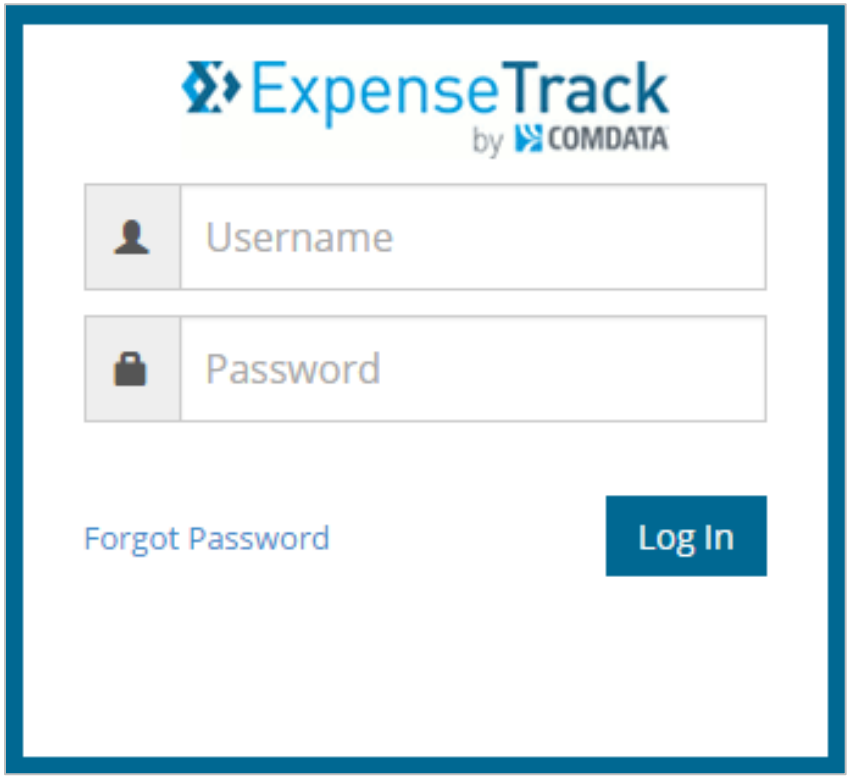
Log In

As an Administrator, you will receive your login credentials and the Expense Track URL through email from Comdata. Once you receive your login credentials, follow the steps below the successfully log in and navigate the Expense Track web portal.

1. Launch your web browser (Expense Track is most compatible with Internet Explorer v10 or higher, Chrome, and Mozilla Firefox).

2. Enter the Expense Track URL (expensetrack.com) in your browser's address bar and then press **Enter** on your keyboard.

3. Enter your login credentials (username and password) and then click **Log In**.



If accessing the web site via mobile browser, the page will open to the full site login page.

(see image on next page)

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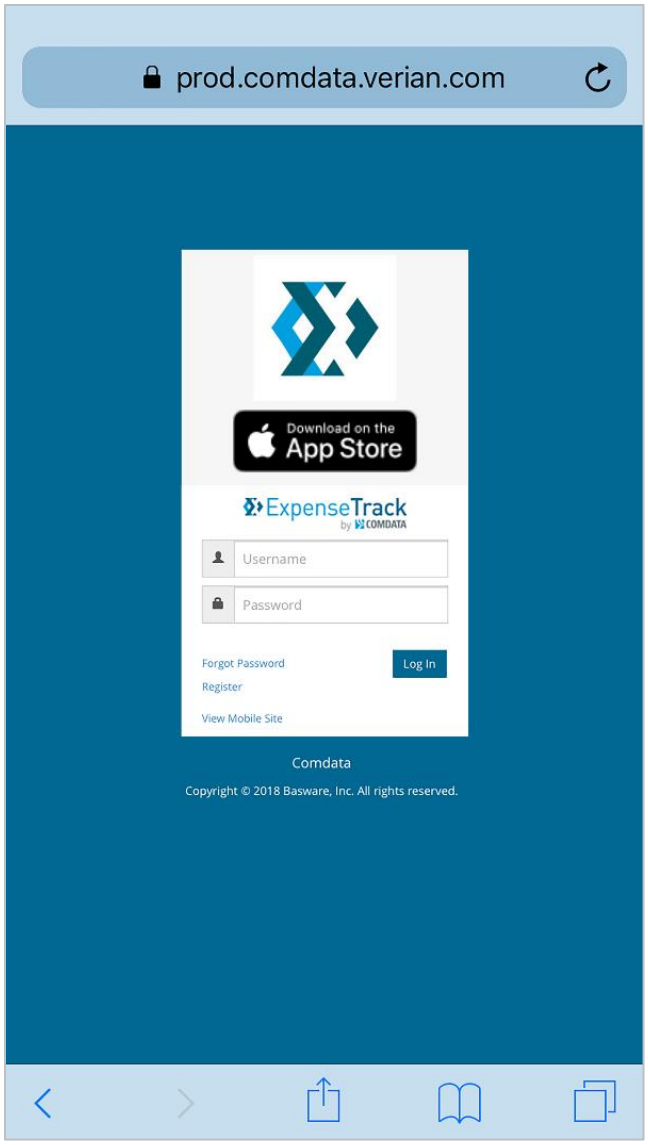

Note: If you fail to log in after four attempts, the web portal will lock you out. However, you can regain access through one of the following methods:

- Wait 15 minutes and you can make another attempt.
- Clear your browser's cache.
- If you are using the Google Chrome web browser, use "Incognito Mode" located under Chrome's tools drop-down menu.
- Click **Forgot Password** to request a temporary password. You will need to change the temporary password upon logging in.

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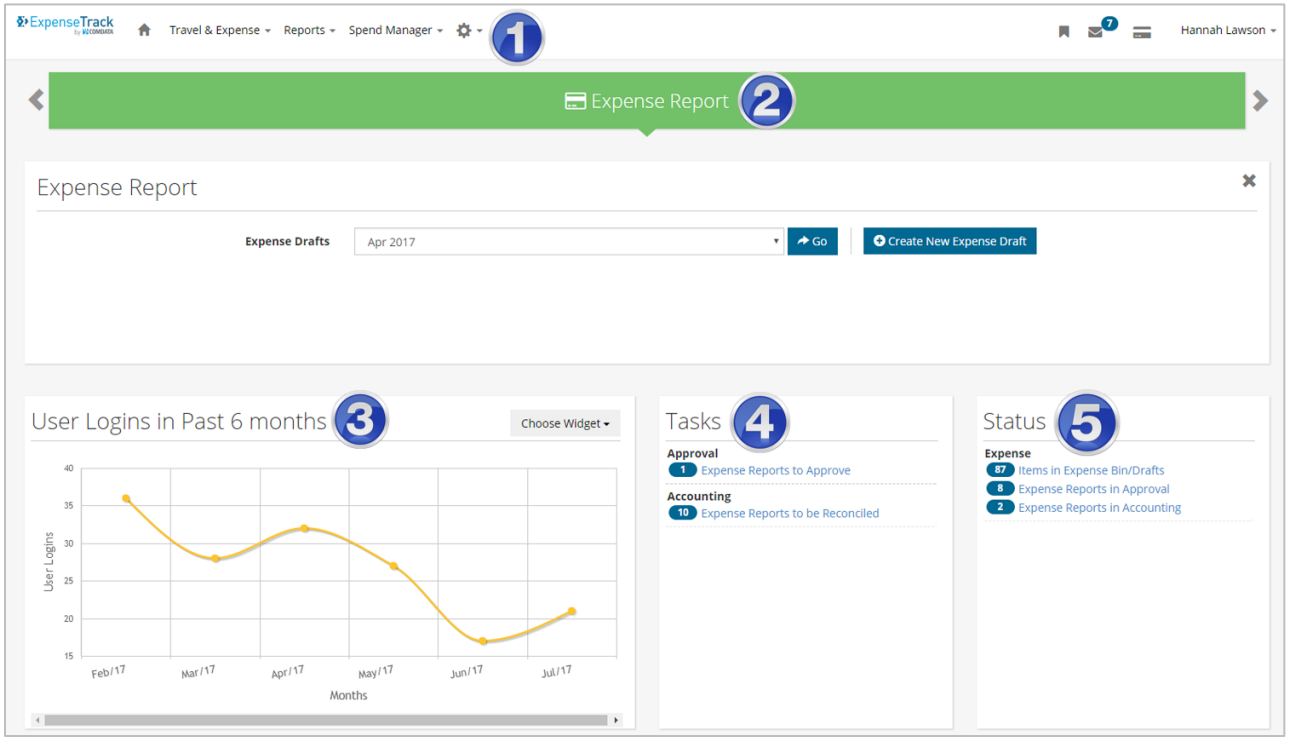
Navigate the Expense Track Home Page

The Expense Track home page contains quick access to key features, such as your expense reports, open tasks, and statuses of expenses. It is important to note that the image below is from an Administrator view. It is noted in the table below which features are available for Administrators only.

Note: Expense Track times out after 20 minutes of inactivity. You will receive a 5-minute warning before the system completely logs you out.



Section	Description
1. Main Menu	Contains drop-down menus to all of Expense Track's features.
2. Quick Access Carousel	Provides quick access to your draft expense reports.
3. User Logins Widget	Allows you to view user login activity for up to 6 months.
4. Tasks	Displays your open items, such as unreconciled expenses or items that require your approval.
5. Status	Displays the status of your opened expenses. For example, if you have expense reports that require approval, "Expense Reports in Approval" displays with the total number.

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Navigate the Main Menu

The Expense Track main menu contains links to all of the features you will use in Expense Track.

Menu	Description
Home	Returns you to the Expense Track home page from any page in the web portal.
Travel & Expenses	The **Travel & Expenses** drop-down contains three groups of links: • **Manage/Search:** Expense Dashboard, Expense Drafts, Search Expenses, My Cards, Manage Card Service Requests, Expense Import Summary by Batch, Expense Import Summary by User • **Filters:** Open Expenses, Old Expenses, All Expenses • **Approval/Reconcile:** Pending Approvals, Approval History, Pending Reconciliation, Reconciled Expenses, Card Service Request Approvals
Spend Manager	Provides access to Ad-Hoc Reporting where you can run standard, preformatted reports.
Settings Icon	Offers access to all Administrator-level tools.
Speed Links	Offers the ability to save quick links for your frequently used features. For example, if you want quick access to the Expense Dashboard, type it in the field and click **Add**. A quick link will be created to the Expense Dashboard that you can access from any page in Expense Track.
Messages	Displays all system- and user-generated notifications.
My Cards	Displays only if a Comdata Corporate Mastercard is assigned to you. Click **My Cards** to view your card's balance, pending and declined transactions, or request a credit limit increase or replacement card.
User Name Drop-down Menu	Provides access to details on the version of Expense Track, your user profile, a Help option, and the ability to set your in and out of office status.

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Administrator Tasks

As an Expense Track Administrator, you are responsible for setting up and configuring Expense Track to be used by your company. This includes several tasks such as setting up expense types, expense items, approval rules, adding and managing users, applying permissions to users, and customizing coding types and field labels. In addition, you can monitor and manage your user's activity within the site by viewing expense report drafts and approving and/or reconciling submitted expense reports.

Although you can set up other users with your same Administrator access privileges, it is recommended Admin-level permissions be limited. This section explains and demonstrates how to configure Expense Track for your company's expense reporting needs and manage the system on an ongoing basis.

Click a link below for more details:

- Set up Expense Track
- Manage Expense Track
- Run Reports

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Set up Expense Track

Before your company can utilize Expense Track, you are required to complete certain set up procedures. This involves, but is not limited to, setting up individual users and granting them access to different features in Expense Track. Use these set up tasks to customize Expense Track to meet your company's expense reporting standards and so that your users can navigate and perform actions in the system with no issue.

See below for a list of setup-related tasks:

- Set Up Users
- Set Up User Groups
- Set Up Permissions
- Set Up User Email Notifications
- Set Up Expense Types
- Set Up Item Categories
- Define Expense Items
- Set Up Expense Itemizations
- Set Up Credit Card Imports
- Set Up Account Codes
- Set Up Self-Service Card Management

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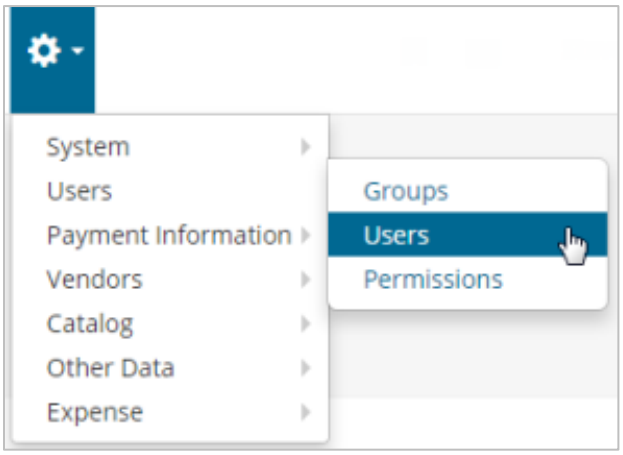
Set up Users

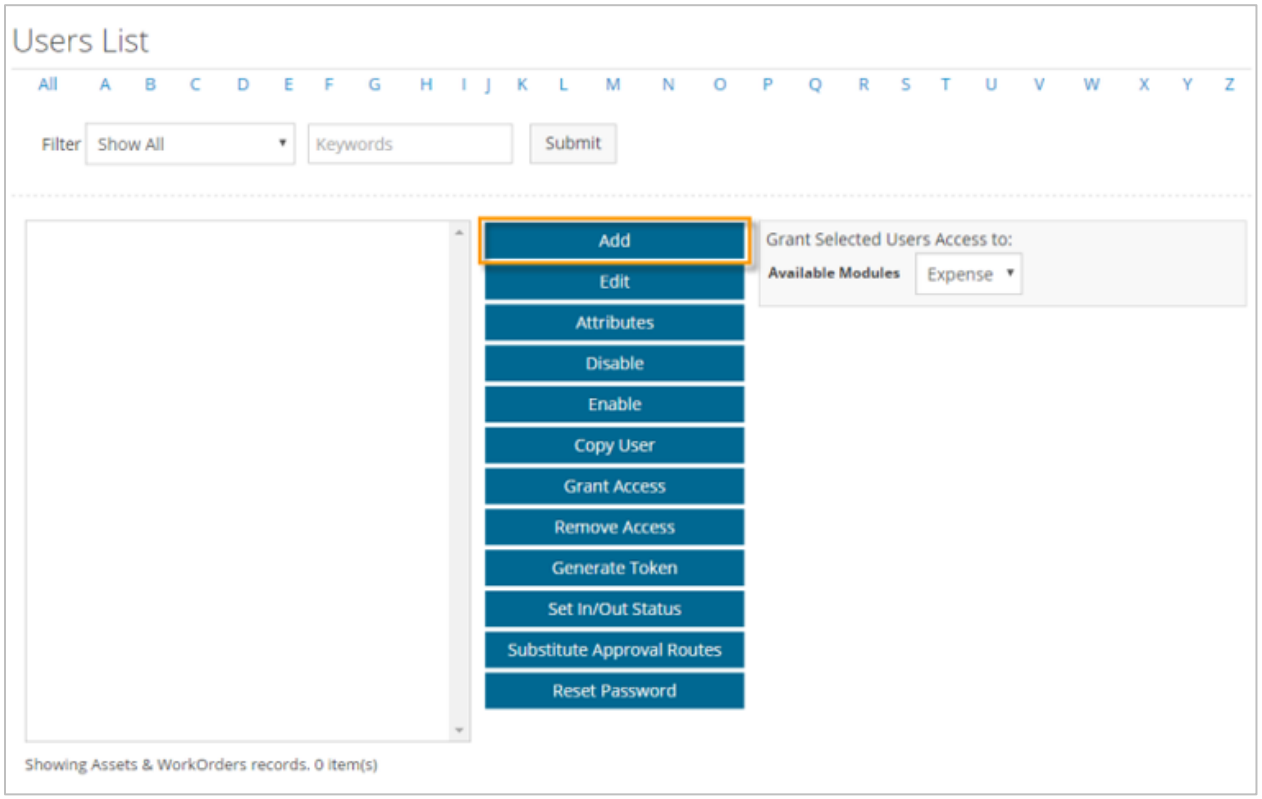
Each employee in your company that will use Expense Track must be set up as a user. This includes all of their attributes such as their login credentials and contact information. Follow the steps below to set up individual users.

Add Users

1. On the Expense Track main menu, select the **Settings icon ( ) > Users > Users**.



2. On the Users page, click **Add**.



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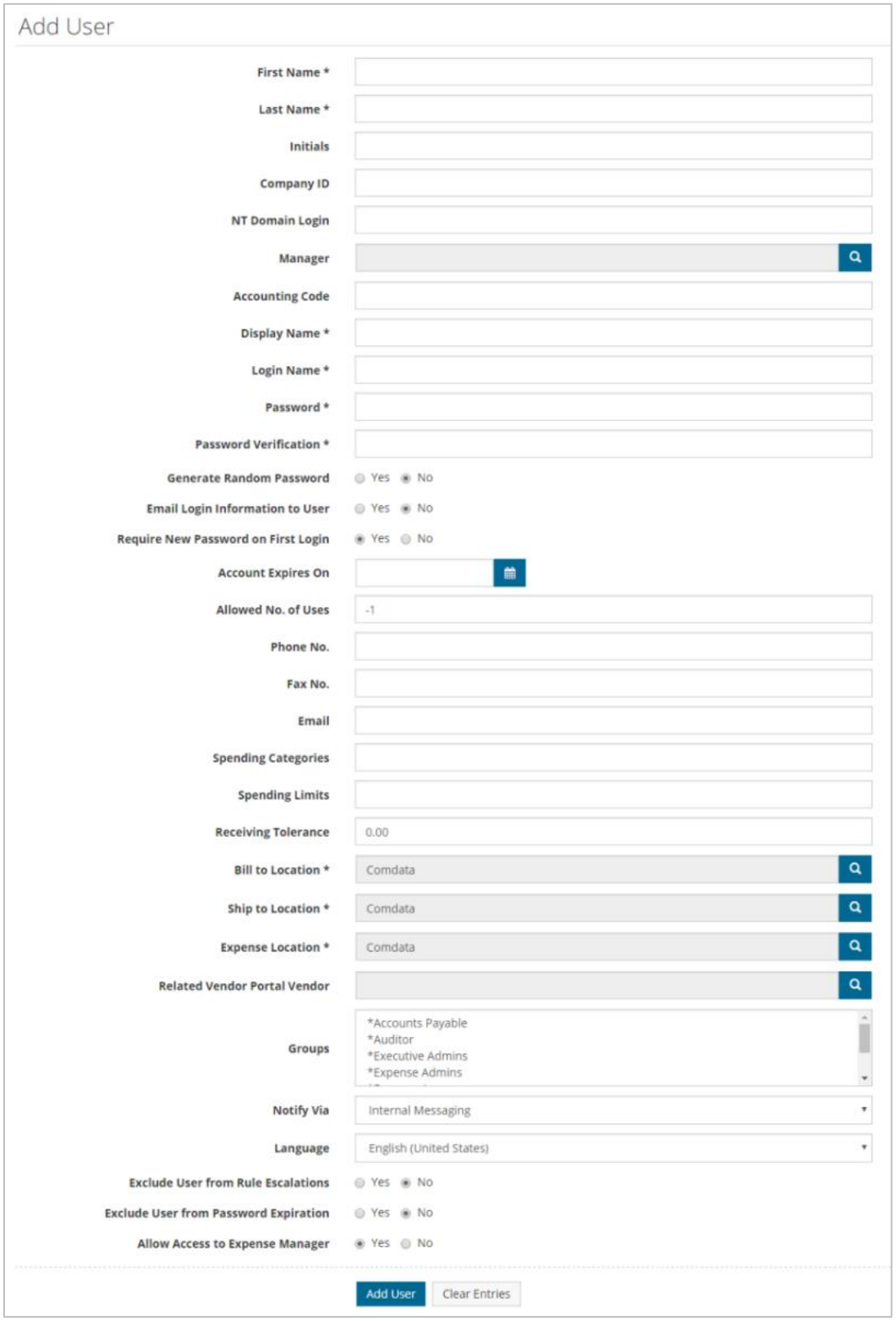
3. Complete each field as necessary. Required fields are denoted by an asterisk. Click **Add User** when finished to set up the user's profile. See field descriptions on the next page.



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Field Name	Description
First Name	User's first name
Last Name	User's last name
Initials	User's two-letter initial.
Company ID	User's employee number.
NT Domain Login	Valid only for use with Single Sign On.
Manager	Use the **Look Up** icon ( ) to locate the user's manager, if applicable. Required if the user will be set up for Approval routing and escalation rules.
Accounting Code	User's specific default coding (example: 1001-7520-1115).
Display Name	User's full name as it will display in Expense Track.
Login Name	Username required at login (user's email address).
Password	User's password required at login.
Password Verification	Reenter the password.
Generate Random Password	Generate a random password for the user to enter on their first login.
Email Login Information to User	Emails the user their login credentials.
Require New Password on First Login	Require the user to change their password the first time they log in.
Account Expires On	Set the user's account to expire on a certain date.
Allowed No. of Uses	The number of times the user can log in to Expense Track. Set this field to -1 for unlimited access.
Phone No.	Enter the user's 10-digit phone number, mobile or landline.
Fax No.	Enter the user's 10-digit fax number.
Email	User's email address
Spending Categories	N/A

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Field Name	Description
Spending Limits	The total amount the user can spend or approve.
Receiving Tolerance	N/A
Bill to Location	N/A
Ship to Location	N/A
Expense Location	User's default location
Related Vendor Portal Vendor	N/A
Groups	Assign the user to a user group(s).
Notify Via	Select how the user will receive Expense Track notifications: • **Internal Messaging:** Messages tab on the main menu. • **Email:** The email address associated to the user's profile. • **Both:** Internal Messaging and Email.
Language	Current languages include: • English (United States) • Francais (Canada) • Francais (France) • Portugues (Portugal)
Exclude User from Rule Escalations	Allow or disallow the user to escalate rules.
Exclude User from Password Expiration	Allow or disallow the user's password to expire.
Allow Access to Expense Manager	Allow or disallow the user to log in to Expense Track.

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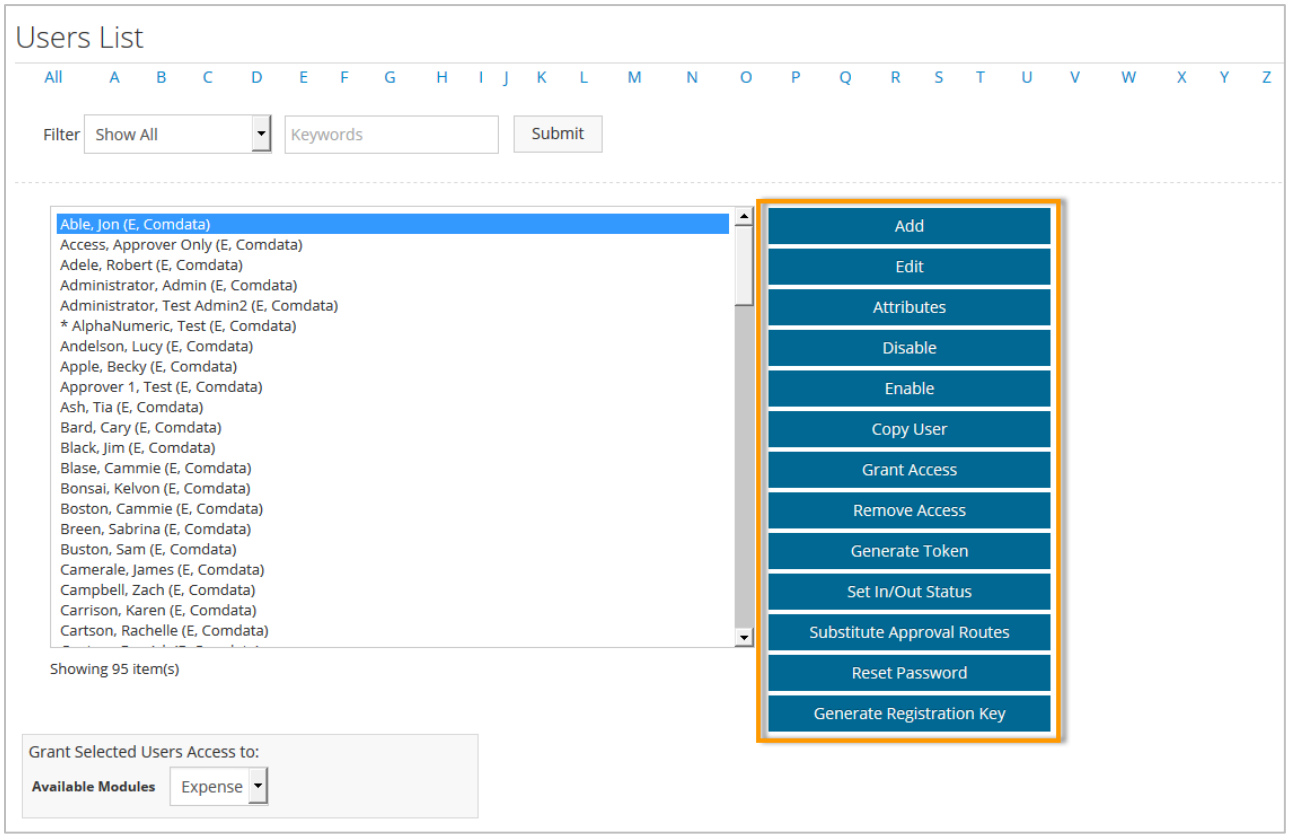
Other Users Page Features

The Users page offers many other features for managing users. Select a user from the User's List and then select one of the following options. If you have a large list of users, use the **Filter** drop-down to filter the list by enabled or disabled users or a user group. Users can also be imported if you have several that need to be created at one time.



Function	Description
Edit	Edit an existing user's profile.
Attributes	View the user's profile and make changes to their password or contact information.
Disable	Disable the user's account, preventing them from logging into Expense Track.
Enable	Enable a disabled user's account, allowing them to log in to Expense Track.
Copy User	Copy an existing user's profile to create a new user.

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Function	Description
Grant Access	Grant the user access to the module selected in the **Available Modules** drop-down (only Expense is available for Expense Track).
Remove Access	Remove the user's access from the selected module in the **Available Modules** drop-down (only Expense is available for Expense Track). This option would prevent the user from logging into Expense Track.
Generate Token	N/A
Set In/Out Status	Set the user's In Office and Out of Office status. If Out of Office, you can specify the amount of time they will be out, return date, and a substitute to perform their duties.
Substitute Approval Routes	Select a substitute expense Approver if the user's initial Approver (manager) is not available.
Reset Password	Generate and email a random password to the user.
Generate Registration Key	Allows you to create a registration key that lets users self-register. If you select this option, you or another Administrative user will need to approve the request through the Users Pending Approval page (**Settings icon ( )** **> Users > Users Pending Approval**).

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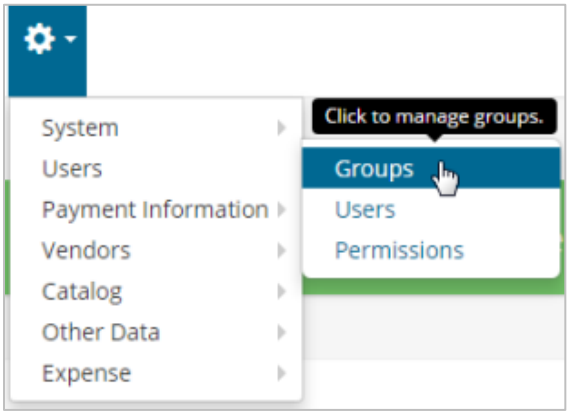
Set Up User Groups

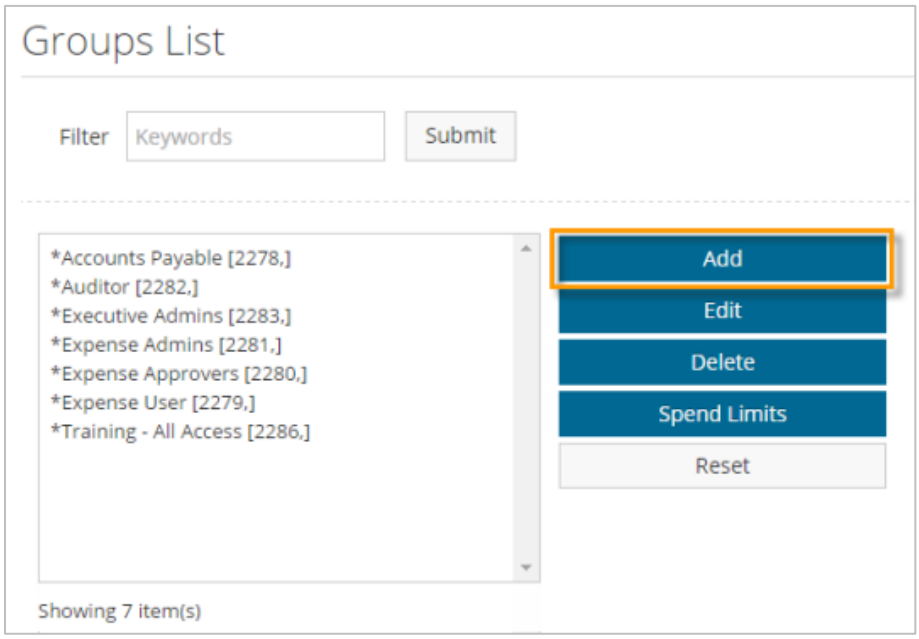
User groups are similar to a user role where permissions and accesses can be assigned to a group and any user added to the group will inherit those permissions. Define as many user groups as necessary and customize them to your liking. For example, if you have several users that are responsible for approving expenses, you can create a group titled Expense Approvers. Some standards groups include Cardholder, Approver, Coder, and Administrator. However, you can customize the names and tasks of groups to your discretion. Follow the steps below to add user groups.

Add User Groups

1. On the Expense Track main menu, select the **Settings icon ( ) > Users > Groups**.



2. On the User Groups page, click **Add**.



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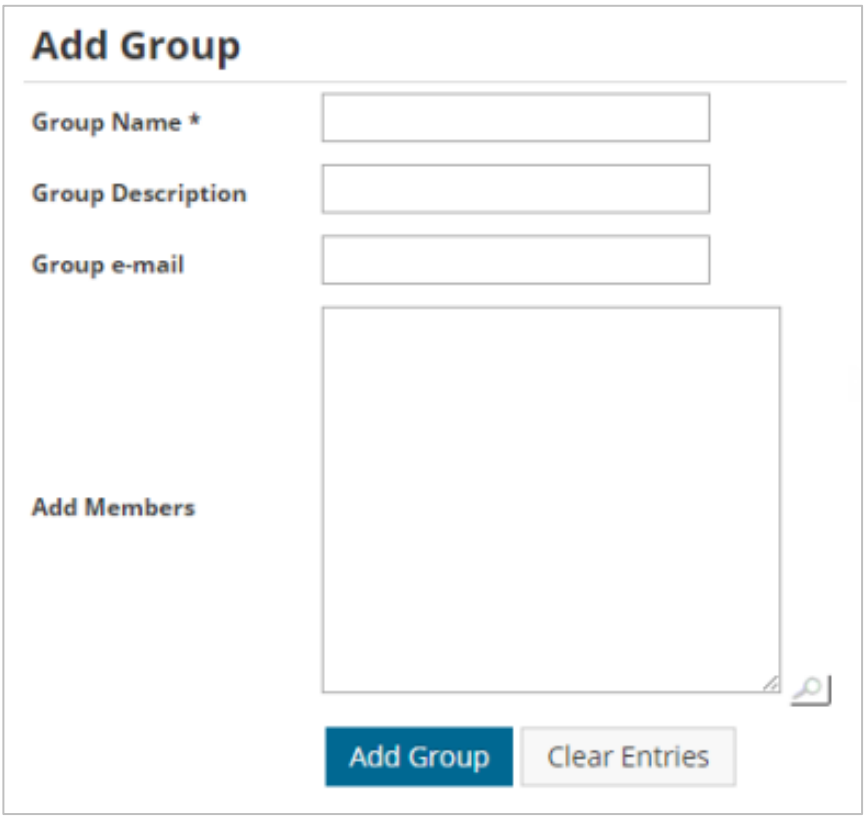
3. On the Add Group page, complete each field with the attributes of the user group. Required fields are denoted by an asterisk. Click **Add Group** when finished. The new user group will display on the previous page.



Field Name	Description
Group Name	Enter the User Group's full name as it will display in the web portal. Example: Expense Approvers, Executive Administrators, etc. It is recommended the group name be prefixed with a special character, such as an asterisk (*). This practice keeps the user groups arranged together in drop-downs and distinguishes them from user names.
Group Description	Enter a description of the user group. For example, if the user group name is Expense Approver, the description could be, "users are allowed to only review and approve expenses".
Group e-mail	Enter an email address that can be used for all members (users) in the User Group.
Add Members	Add existing users to the user group. If you don't know the user's name, use the **Look Up** ( ) icon to search for them.

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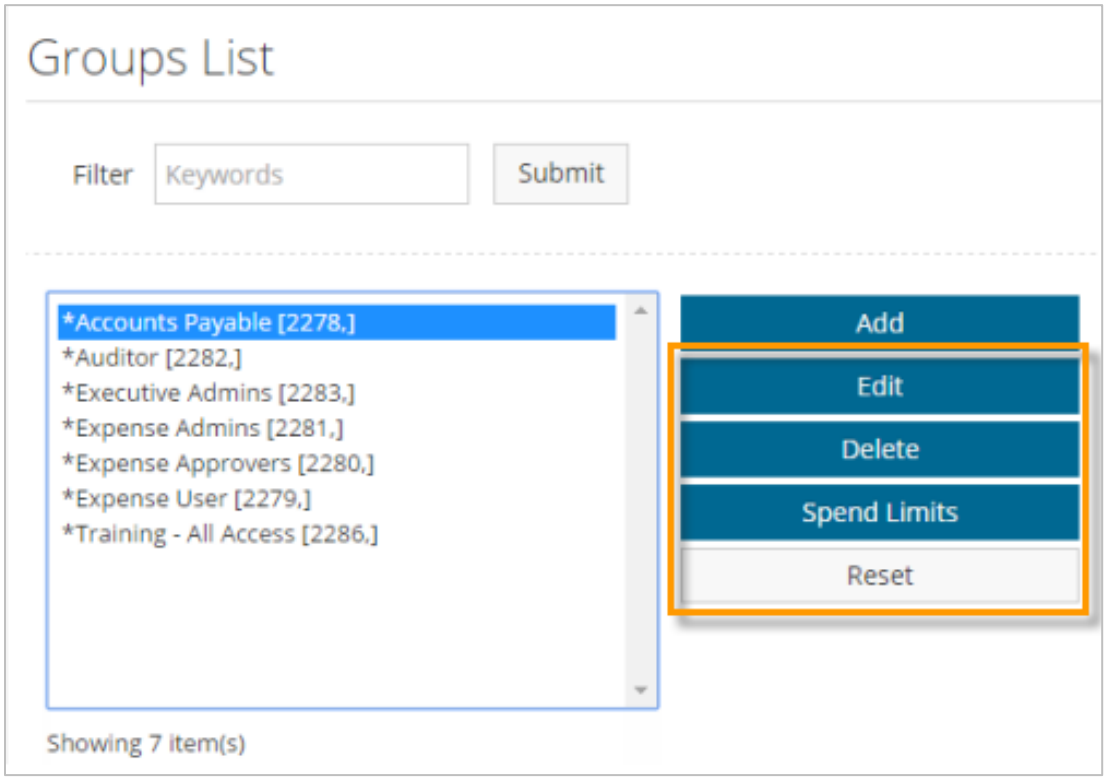
Other User Groups Page Features

The User Groups page offers other features for managing user groups. Select a user group from the Groups List and then click one of the following options. If you have a large list of user groups, use the **Filter** field to quickly search for them.



Function	Description
Edit	Edit details on an existing group, such as the group name, description, email, and members (users).
Delete	Permanently delete the group. If any users are added to the group, they will lose all accesses and permissions associated to the group.
Spend Limits	Set up or change spending limits. Accounting codes must be set up to use this feature.
Reset	Clears all details on the user group.

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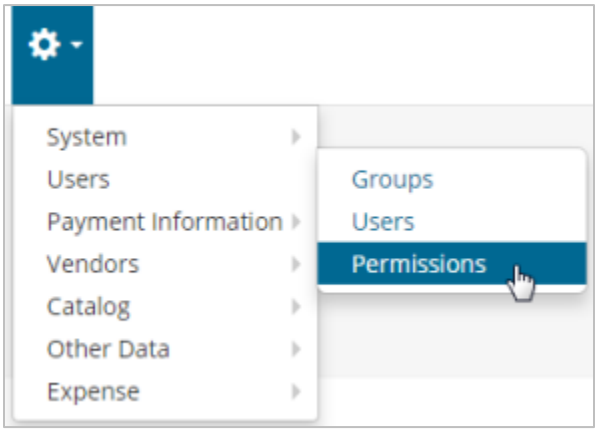
Set Up User Permissions

Permissions allow users and user groups to access different features and perform certain tasks within Expense Track. For example, if you want to grant an Expense Approver user group access to run reports, you would select permission **23 - Run Reports**. Follow the steps below to assign permissions to users and user groups.

Note: It is recommended to set permissions at the user group level. If you apply permissions to a user group, each user assigned to that group will inherit those permissions.

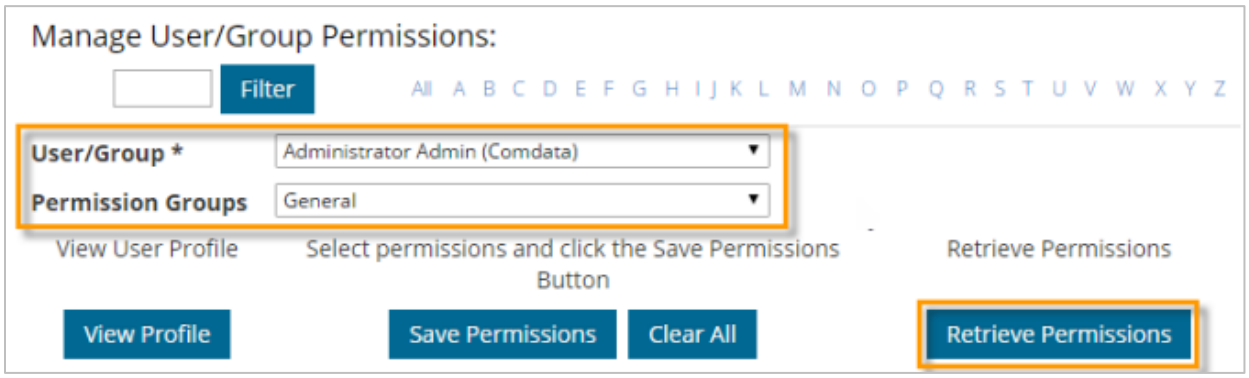
Assign Permissions

1. On the Expense Track main menu, select the **Settings icon ( ) > Users > Permissions**.



2. This opens the Manage User/Group Permissions page. At the top of the page, select the **User/Group** drop-down to choose a user or a user group. Select the **Permissions Groups** drop-down to choose a permission group and then click **Retrieve Permissions**.

   Note: When you first access the Manage User/Group Permissions page, the **User/Group** drop-down defaults to users and groups that begin with "A". Click the **All** button at the top of the page to fill the **User/Group** drop-down with all users and user groups.



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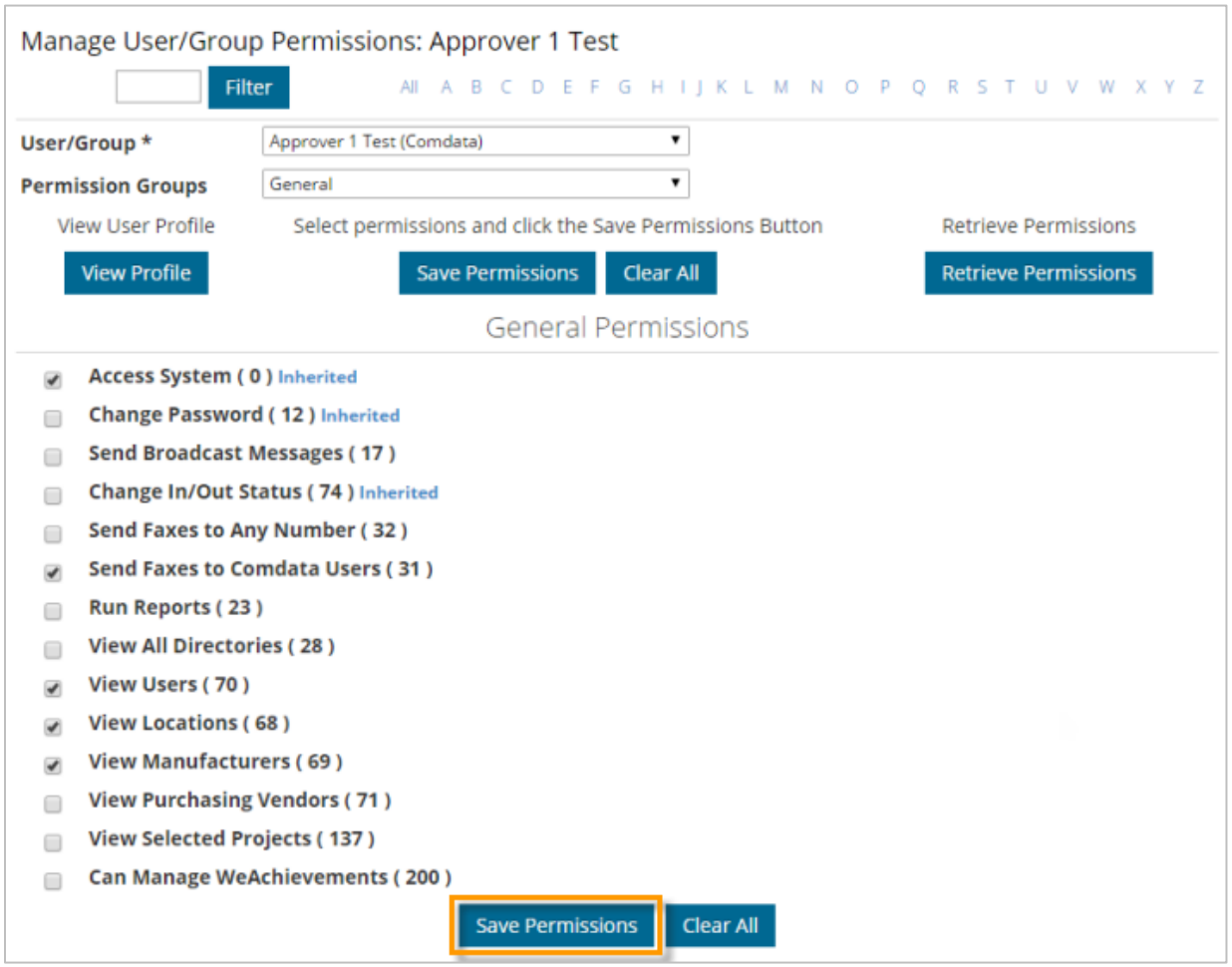
Note that permissions are separated into the 10 groups, but only the following are valid for Expense Track: General, Base Data, Approval, Travel and Expense, and Security. Review the permissions in each group to see which ones to apply to your users or user groups.

Note: If you are setting up another Administrator user, ensure all permissions under Travel and Expense are selected except permission **2011 - Restrict to Own Expenses**.

3. The permissions for your selected permission group display and each permission assigned to your selected user or user group will be checked. If your selected user is assigned to a user group, the word "Inherited" displays next to each of the user group's permissions.

   Select the check box next to each permission to apply it to the selected user or user group. Then, click **Save Permissions**. Continue this process for as many users or user groups as necessary. Click **Clear All** to uncheck all selected check boxes.

   Note: If you change a user's permissions, they must log out and log back into Expense Track for the changes to take effect.



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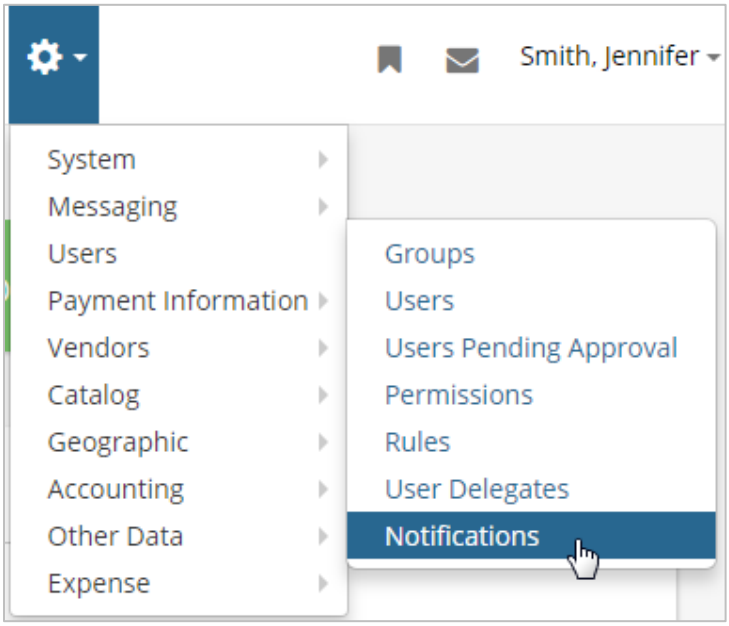
Set Up User Email Notifications

Your users can receive email notifications for a variety of expense-related activities in Expense Track, such as expense report approvals or spend limit increase approvals. These notifications alleviate the need for users to log in to check on the status of activities and allows you to prevent users from receiving unnecessary notifications.

Note: Permission **4208 – Can Manage Notification Settings for All Users** must be enabled to access this feature.

1. Select the **Admin gear icon ( ) > Users > Notifications**.



The Manage Notifications page displays all possible notifications your users can receive. Notifications are segmented into five groups: **Receipt**, **Approval**, **Reconciliation**, **Card Service Requests**, **Imports and Exports**.

(see image on next page)

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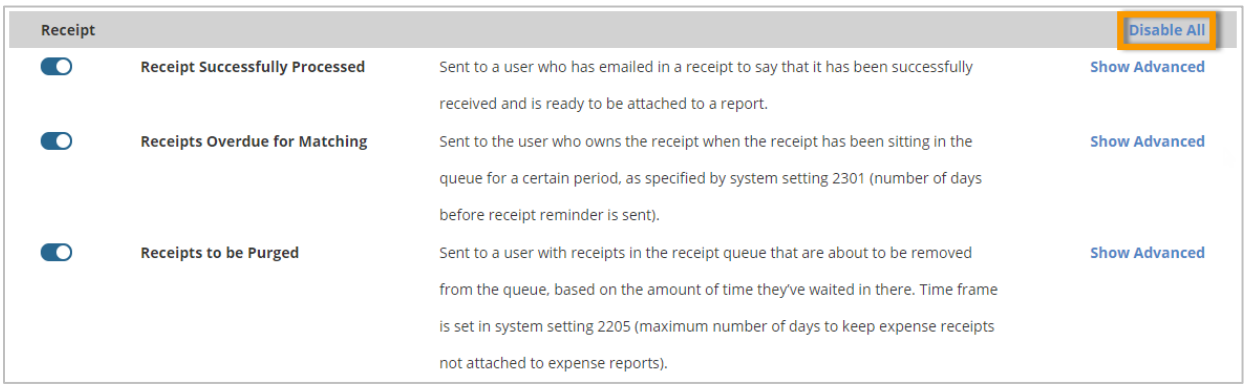
Receipt			Disable All
	Receipt Successfully Processed	Sent to a user who has emailed in a receipt to say that it has been successfully received and is ready to be attached to a report.	Show Advanced
	Receipts Overdue for Matching	Sent to the user who owns the receipt when the receipt has been sitting in the queue for a certain period, as specified by system setting 2301 (number of days before receipt reminder is sent).	Show Advanced
	Receipts to be Purged	Sent to a user with receipts in the receipt queue that are about to be removed from the queue, based on the amount of time they've waited in there. Time frame is set in system setting 2205 (maximum number of days to keep expense receipts not attached to expense reports).	Show Advanced
Approval			Disable All
	Expense Report Requires Approval	Sent to the approver when an expense report has been submitted for approval.	Show Advanced
	Expense Report Approved	Sent to a user when their expense report has been processed by one approver.	Show Advanced
Reconciliation			Disable All
	Expense Report Partially Released	Sent to a user when their expense report has been partially released through reconciliation.	Show Advanced
	Expense Report Fully Released	Sent to a user when their expense report has been fully released through reconciliation.	Show Advanced
Card Service Requests			Disable All
	Request Spend Limit Increase	Sent to users responsible for approving spend limit increase requests for credit cards.	Show Advanced
	Request Replacement Card	Sent to users responsible for approving replacement card requests for credit cards.	Show Advanced
Imports and Exports			Disable All
	Credit Card Import Notification	Sent to a user whose expense transactions have been imported.	Show Advanced

Cancel | Save Notifications Preferences

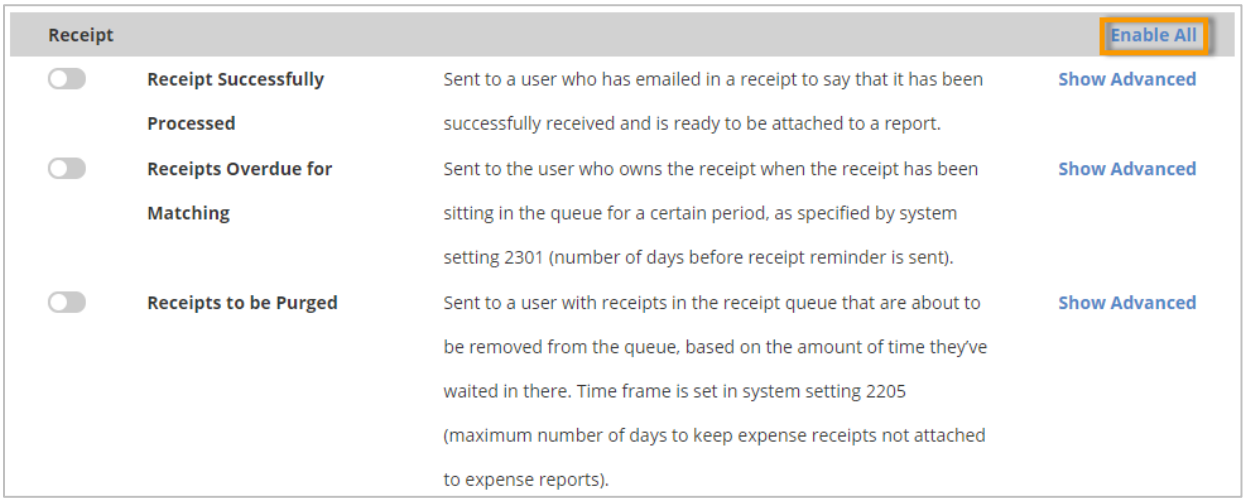
(continued on next page)

2. You can perform the following functions with this page:

- Click **Disable All** to disable all notifications in a segment for all users.



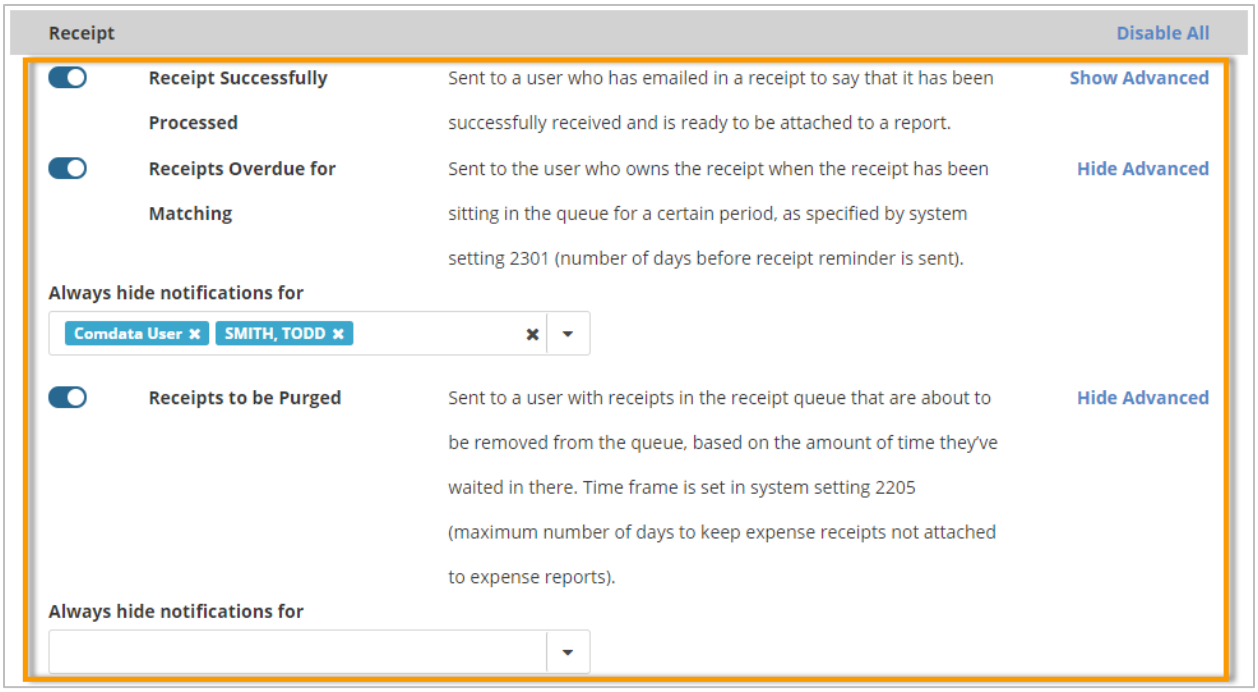
Click **Enable All** to re-enable all notifications in a segment for all users.



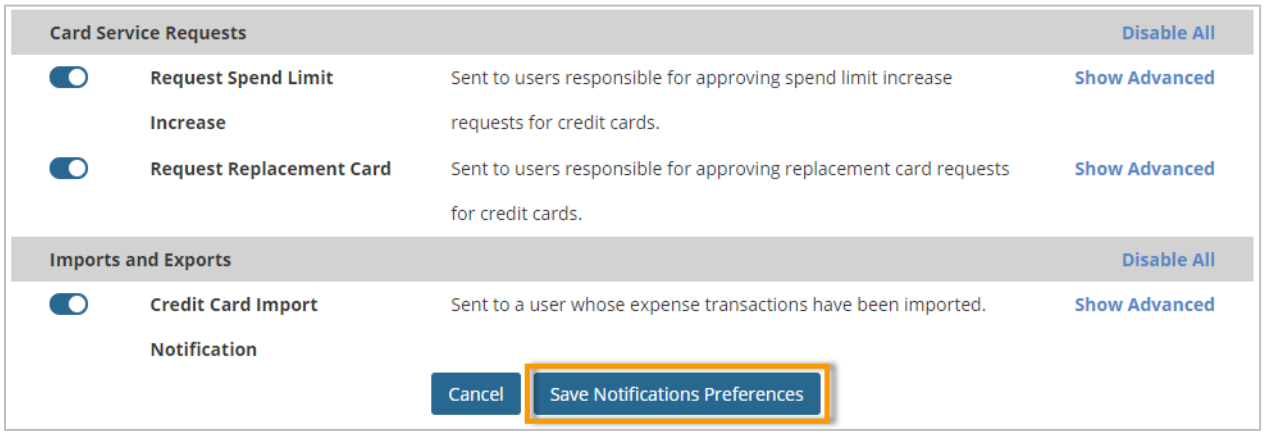
- Click **Show Advanced** to open a drop-down for selecting individual users to enable or disable from receiving the notification. If the notification is enabled for all users (toggle button on), you can hide the notification from users of your choosing. If the notification is disabled for all users (toggle button off), you can enable the notification for users of your choosing.

  Note: User groups display in the drop-down, but selecting the group does not apply the notification setting to the group, but rather to each individual group member. Be sure to revisit notification setting exceptions if users are added or removed from a group.

(see image next page)



3. Once you've made your desired changes, click **Save Notifications Preferences** at the bottom of the page. Your users will now receive only the notifications you have configured.



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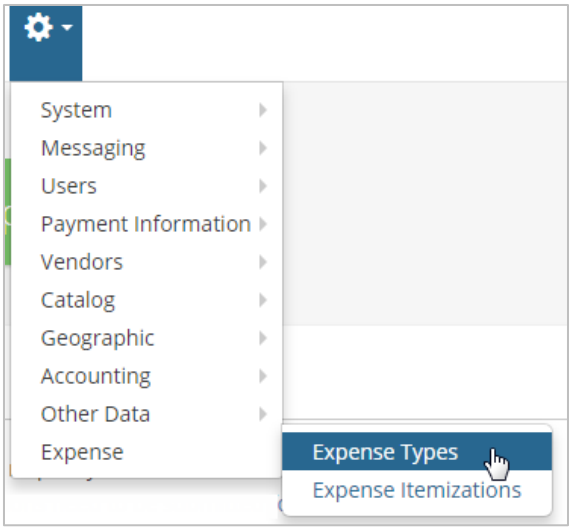
Set Up Expense Types

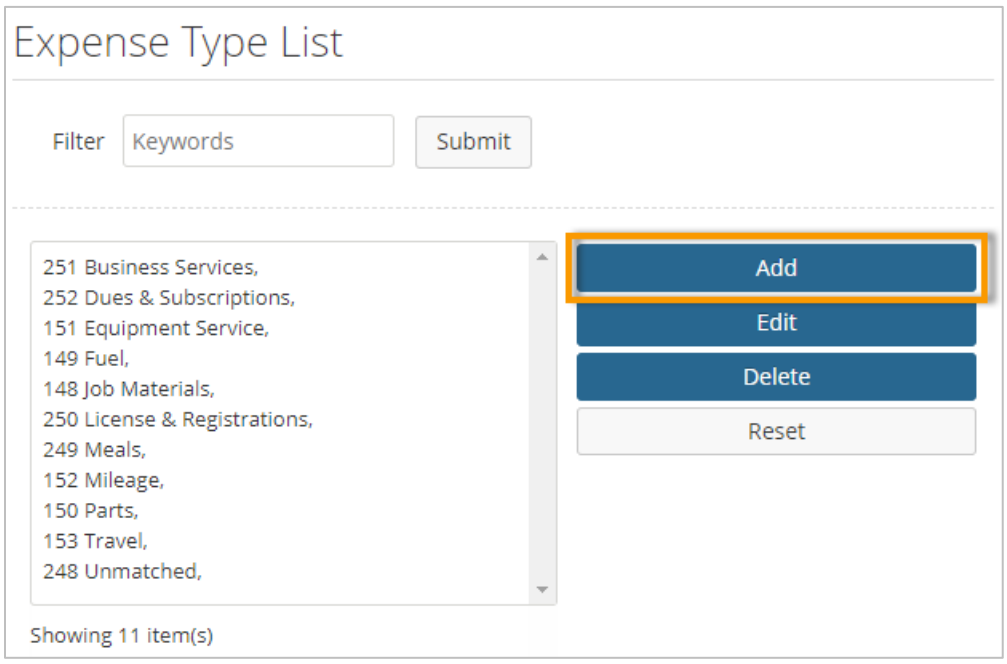
The information defined for the expense type determines the fields that are available when creating an expense line item. At least one expense type must be defined before moving ahead in the setup process. Expense types also enable categorization of expense items when they are requested. Expense items are linked to the expense types. Multiple expense items can be associated with an expense type. Expense Types can also be imported when you have several to add at once. Follow the steps below to add expense types.

Add Expense Types

1. On the Expense Track main menu, select the **Settings icon (⚙) > Expense > Expense Types**.



2. On the Expense Types page, click **Add**.



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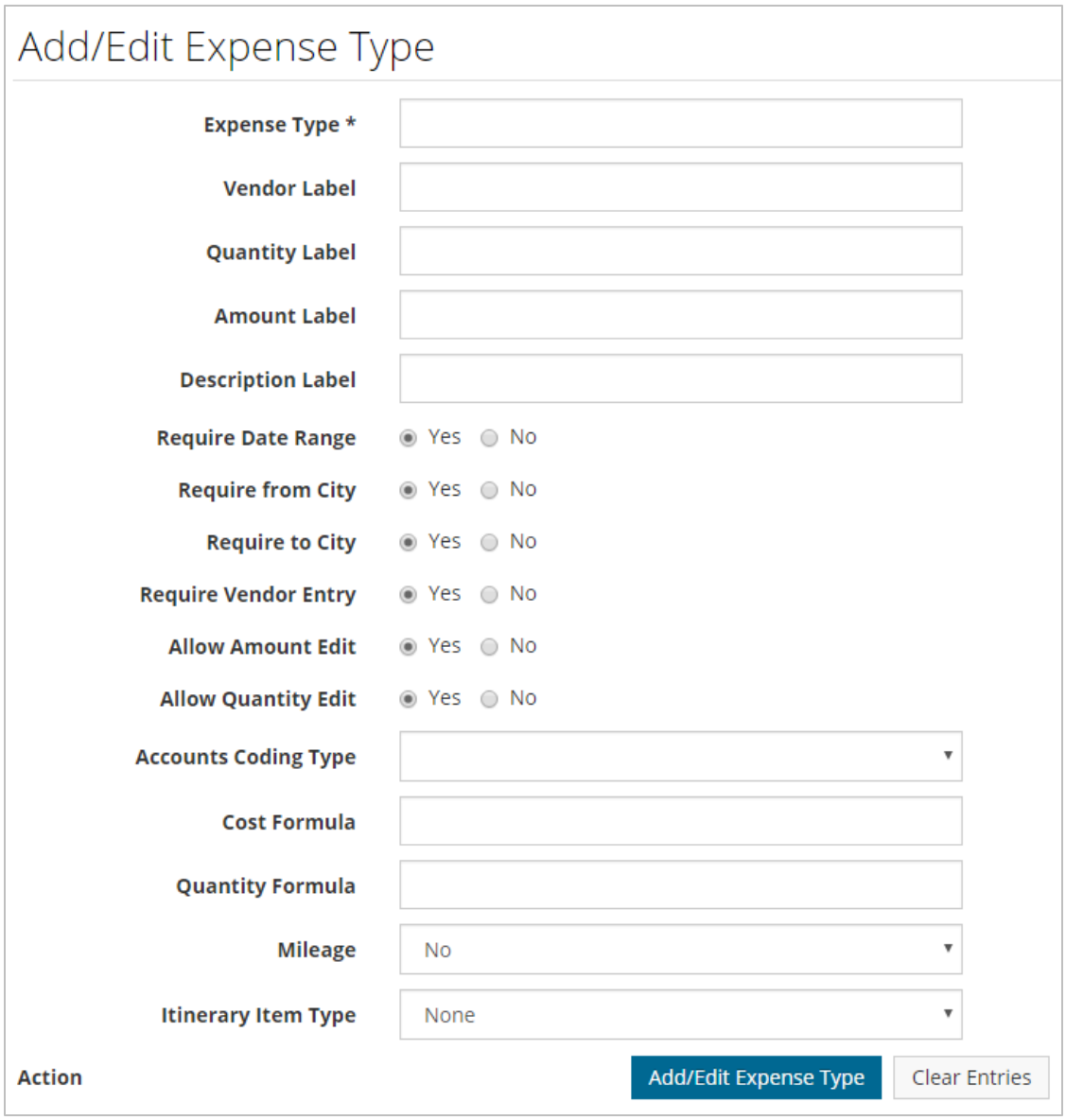
3. Complete all necessary fields on the Add/Edit Expense Type page. Required fields are denoted by an asterisk. Each field completed on this page will display on the Create an Expense Report page. Click **Add/Edit Expense Type** when finish.

Note: Require from City and **Require to City** default to **No** if **Mileage** is set to **Yes/Yes and Calculate**.



Field	Description
Expense Type	The name of the expense. For example, Hotel Airfare, Mileage, etc.
Vendor Label	The name of the label that represents the merchant or vendor field for the expense item. For example, Hotel Name, Airline, etc. **Note:** If left blank, the label **Vendor** is used.

Field	Description
Quantity Label	Label for the field that is used to specify the expense type's quantity. Example: **# of Tickets**
Amount Label	Label for the field that is used to specify the amount the user must enter for each quantity entered. For example: **Amount Per Ticket.**
Description Label	Label for the description for the expense. Example: Purpose, Attendees, etc.
Require Date Range	**Yes: From** and **To** date fields display on the Create Expense Report page **No:** One **Date** field displays on the Create Expense Report page.
Require from City/Require to City	**Yes: From** and **To** city fields display on the Create Expense Report page **No:** One **City/State** field displays on the Create Expense Report page.
Require Vendor Entry	**Yes**: User is required to specify a vendor when entering an expense **No:** No vendor specification required.
Allow Amount Edit	**Yes:** User can edit values in the **Amount** field on the Create Expense Report page. **No:** User is not allowed to enter a value in the **Amount** field. Ideal for mileage type expenses, where the amount per mile is reimbursed at a fixed value. The actual value is set up at the expense item level.
Allow Quantity Edit	**Yes:** User is allowed to edit the quantity entered on the Create Expense Report page. **No:** User cannot edit quantity values entered on the Create Expense Report page and the field defaults to 1.
Accounts Coding Type	Select a default accounts coding type for this expense type. When selected, all expense items associated to this expense type will default to your selected accounts coding type and any global accounts coding type defaults will be ignored. This includes credit card imports. However, if an accounts coding type is set up at the expense item level, this setting will be ignored and the expense item's accounts coding type will apply. **Note:** This field displays only if **Split Entry Field Format** is selected for system setting **829 - Accounting Code Selection Type**.

Field	Description
Cost Formula	The formula used to calculate the cost, if applicable.
Quantity Formula	The formula used for the quantity calculation, if applicable.
Mileage	• **Yes:** Displays the **Calculate Miles** button on the Add/Edit Expense Item page. However, if the user does not click the button, the miles will always calculate as 0. • **No:** Mileage calculation does not display. • **Yes and Auto Calculate:** Miles are calculated even if the user does not click the **Calculate Miles** button.
Itinerary Item Type	Associates the expensed type with a TripIt expense type. For example, if Airline is an option and selected, the details on this expense type will be associated to al Tripit airline expenses.

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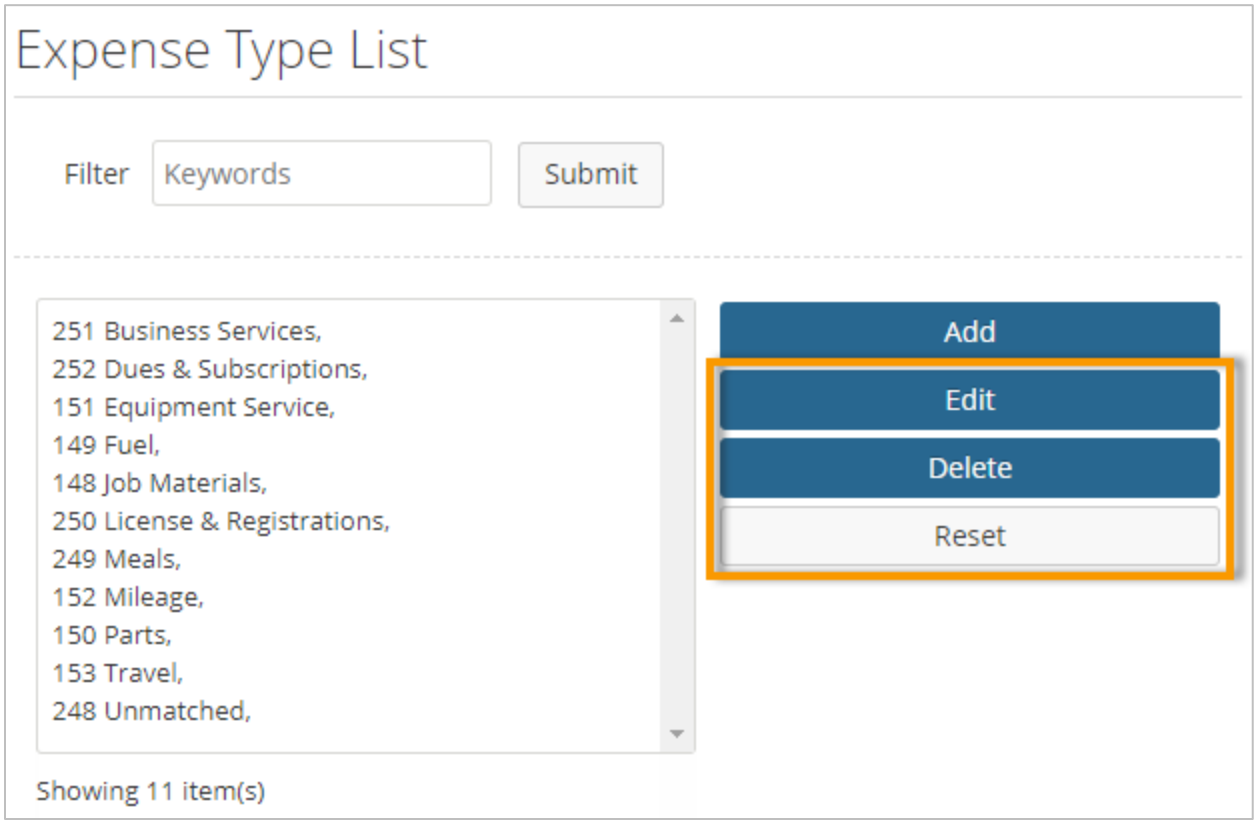
Other Expense Type Page Features

The Expense Type page offers other features for managing expense types. Select an expense type and then click one of the options to the right of the Expense Type List. If you have a large amount of expense types, use the **Filter** field to quickly find one.



Field	Description
Edit	Edit the attributes on an existing expense type.
Delete	Remove an expense type from the web portal. Note that expense types with associated expense items cannot be deleted.
Reset	Clear the attributes on an expense type.

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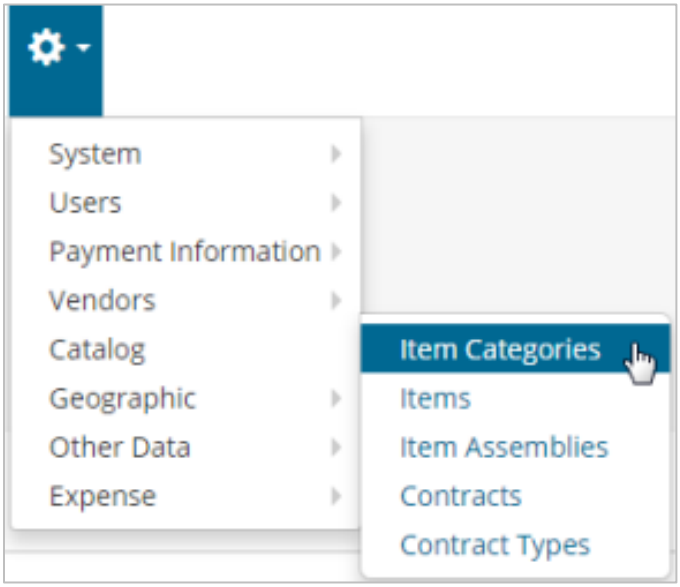
Set up Item Categories

Item Categories enable expense items to be grouped together. Numerous Expense Track features are based on these categorizations. Item categories are required when adding items to the catalog. Item Categories are necessary for three reasons:

- **Accounting:** If there are items that have different general ledger accounts, they should be separated and the appropriate accounting code assigned.
- **Control:** If control over what parts of the catalog, users or groups of users can see, then they can be separated into separate categories and create rules to exclude them from users. This may create a situation where multiple categories carry the same accounting code, and this is completely acceptable.
- **Reporting:** If people monitoring item usage have specific reporting needs, then categories can accommodate the views they require. Again, this may duplicate accounting codes. It may also require additional rules to be created to control proper access to items in the catalog.

Follow the steps below to set up item categories.

1. On the Expense Track main menu, select the **Settings icon ( ) > Catalog > Item Categories**.



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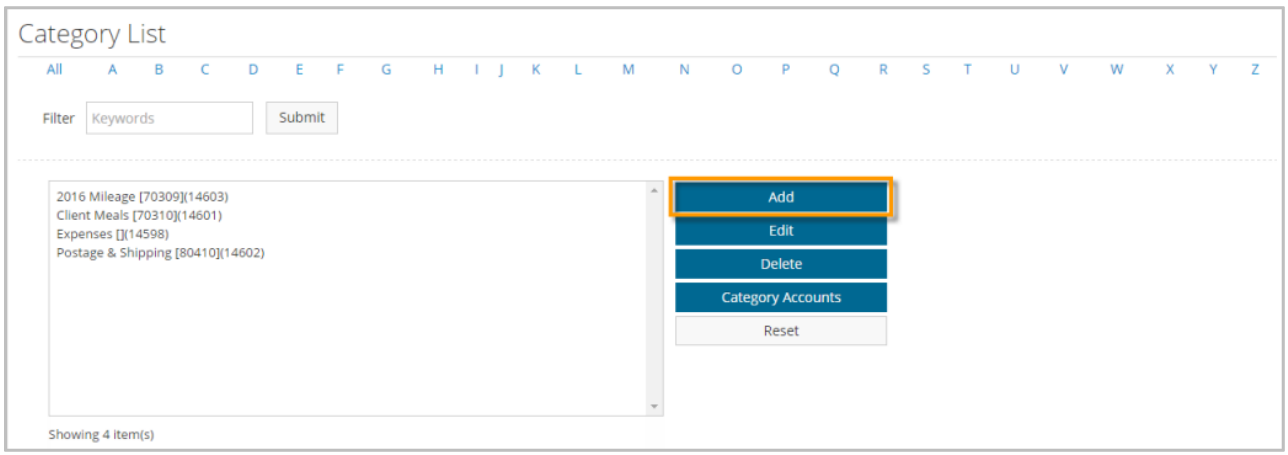
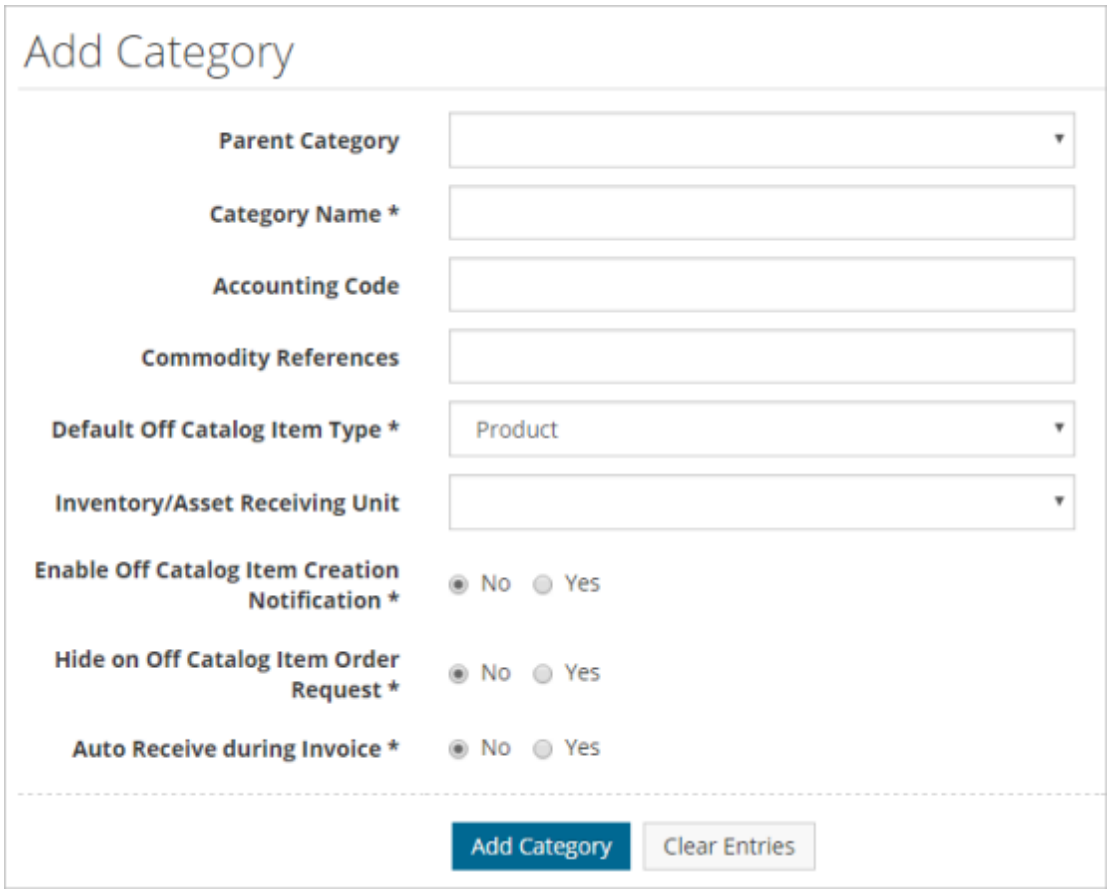
2. On the Item Categories page, click **Add**. If you want to edit an existing item category, select it from the Category List and then click **Edit**.

   Note: The number in the brackets is the accounting code and the number in the parenthesis is the category ID assigned by the system.



3. Complete each field on the Add (or Edit) Category page. Required fields are denoted by an asterisk. Click **Add Category** when finished. ***See field descriptions on the next page.***



(see field descriptions on next page)

Field	Description
Parent Category	Select a parent category for this category, if applicable.
Category Name	Enter the name assigned to this category. Example: Stationery
Accounting Code	Enter the appropriate accounting code for this category. This code may be used by your accounting system. **Example:** ACC
Commodity References	N/A
Default Off Catalog Item Type	N/A
Inventory/Asset Receiving Unit	N/A
Enable Off Catalog Item Creation Notification	N/A
Hide on Off Catalog Item Order Request	N/A
Auto Receive during Invoice	N/A

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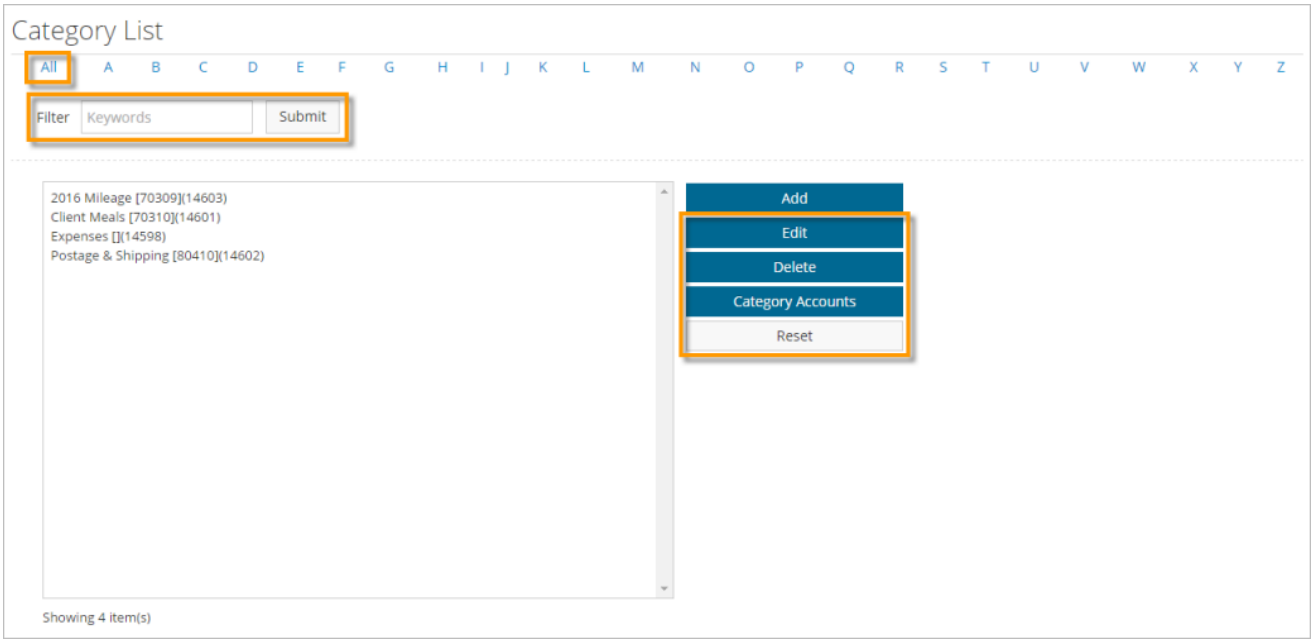
Other Item Category Features

The Item Category page offers other features for managing item categories. Select an item category from the Category List and then click one of the following options.

Note: If you have a large list of item categories, use the **Filter** field at the top of the page to search for one. Or, click the **All** button at the top of the page to display all of your item categories.



Button	Description
Edit	Edit an existing item category.
Delete	Delete an existing item category. **Note:** If an expense item is associated to an item category, it cannot be deleted.
Category Accounts	Assign more than one account code to an item category. See the next section for more information.
Reset	Clears all details on an item category and resets it to its defaults.

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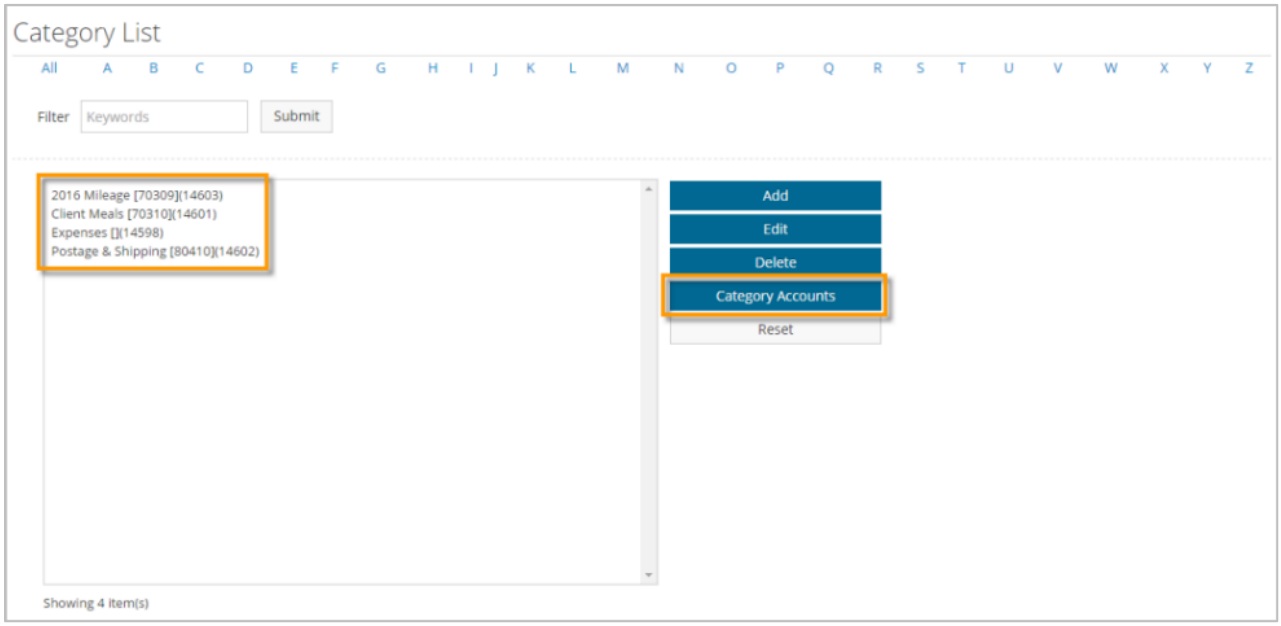
Set up Category Accounts

Category accounts provide the ability to assign more than one account code per category. This could be necessary if multiple codes can be assigned to one item category based on the user (specifically based on the location of the user). This might be the case if there is a "generic" category code if they are buying a product for a corporate location and a different account code when they are buying that item for another location.

This is used during the creation of a request if the user logged in has the selected location as their ship-to location in their user profile. When this user creates a request, the "default" account code in the category profile is not used when that user orders an item from the selected category. Instead, the code specified below is used. For example, Laura in San Francisco orders a pen that is for the category "Office Supplies." The account code assigned to that category for that location is displayed (for example, SanFran2222). However, if a user from a location other than San Francisco orders this pen, then Expense Track uses the default category code (for example, O341).

1. Select an item category from the Category List. Then, click the **Category Accounts** button.



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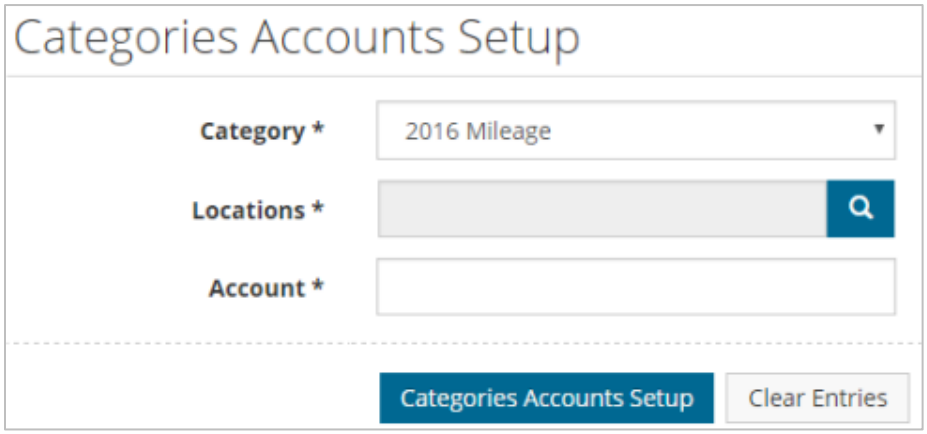
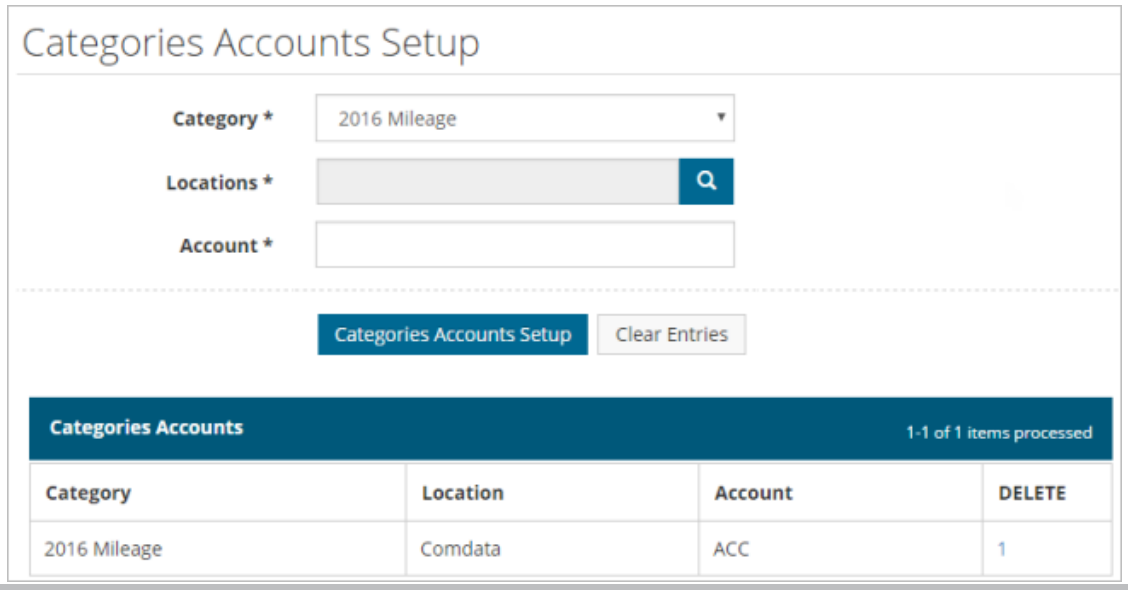
2. Complete each field. Then, click **Categories Accounts Setup**.



Field	Description
Category	Select the item category for setup. Ensure this is the item category selected on the Item Categories page.
Locations	Use the **Look up** icon ( ) to select the location(s) to associate the item category.
Account	Enter the appropriate accounting code for this category and location combination. This code may be used by your accounting system. The account code can be alpha numeric (letters, numbers, or dashes). Example: ACC

3. The category account code is added. To delete the code, click the link in the **Delete** column. Delete and re-enter a category account code if it needs to be edited.



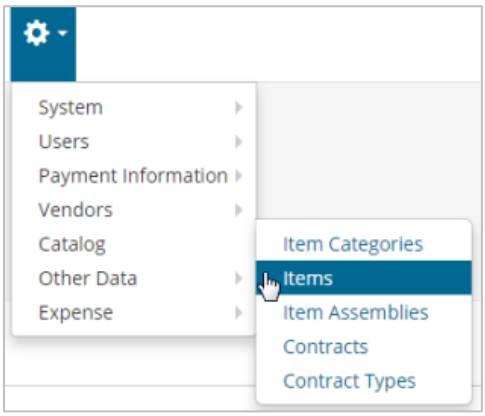
Define Expense Items

Expense items must be created for every individual expense type that will be requested. Each item is linked to an expense type that further specifies the expense item for reporting and coding purposes. Expense items can be imported to Expense Track if you have several to add at once. Follow the steps below to add expense items.

- Add Expense Item
- Create Default Expense Item

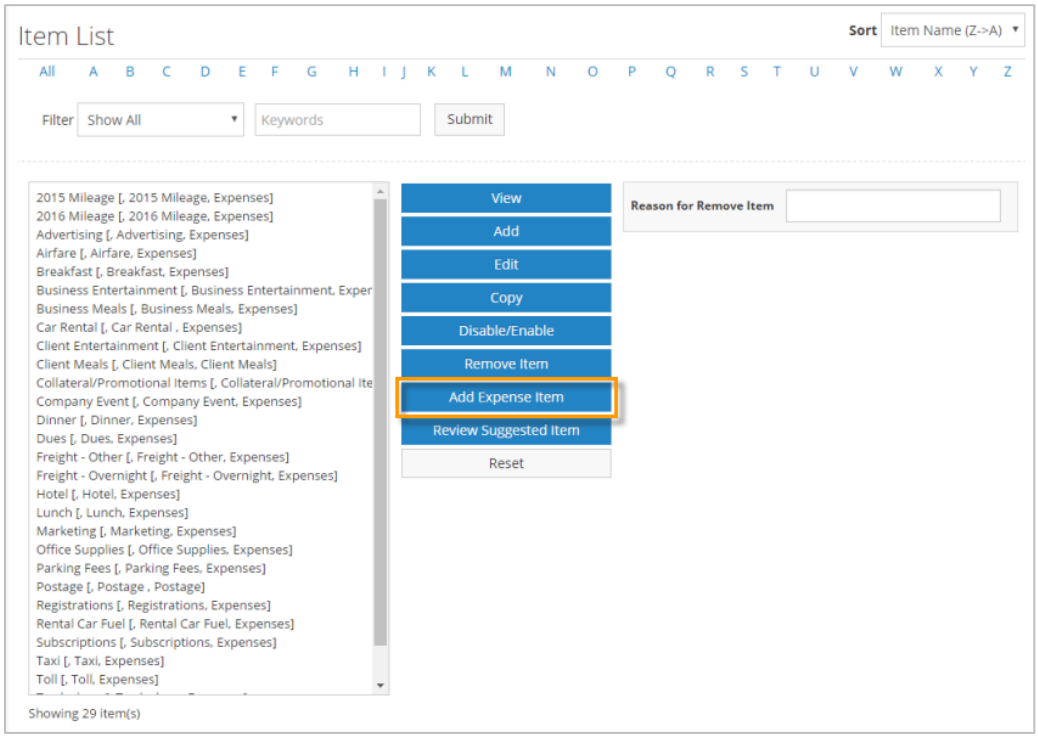
Add Expense Items

1. On the Expense Track main menu, select the **Settings icon ( ) > Catalog > Items**.



2. On the Items page, click **Add Expense Item**.

   Note: The **Add** button is not used to enter expense items. You must select **Add Expense Item**.



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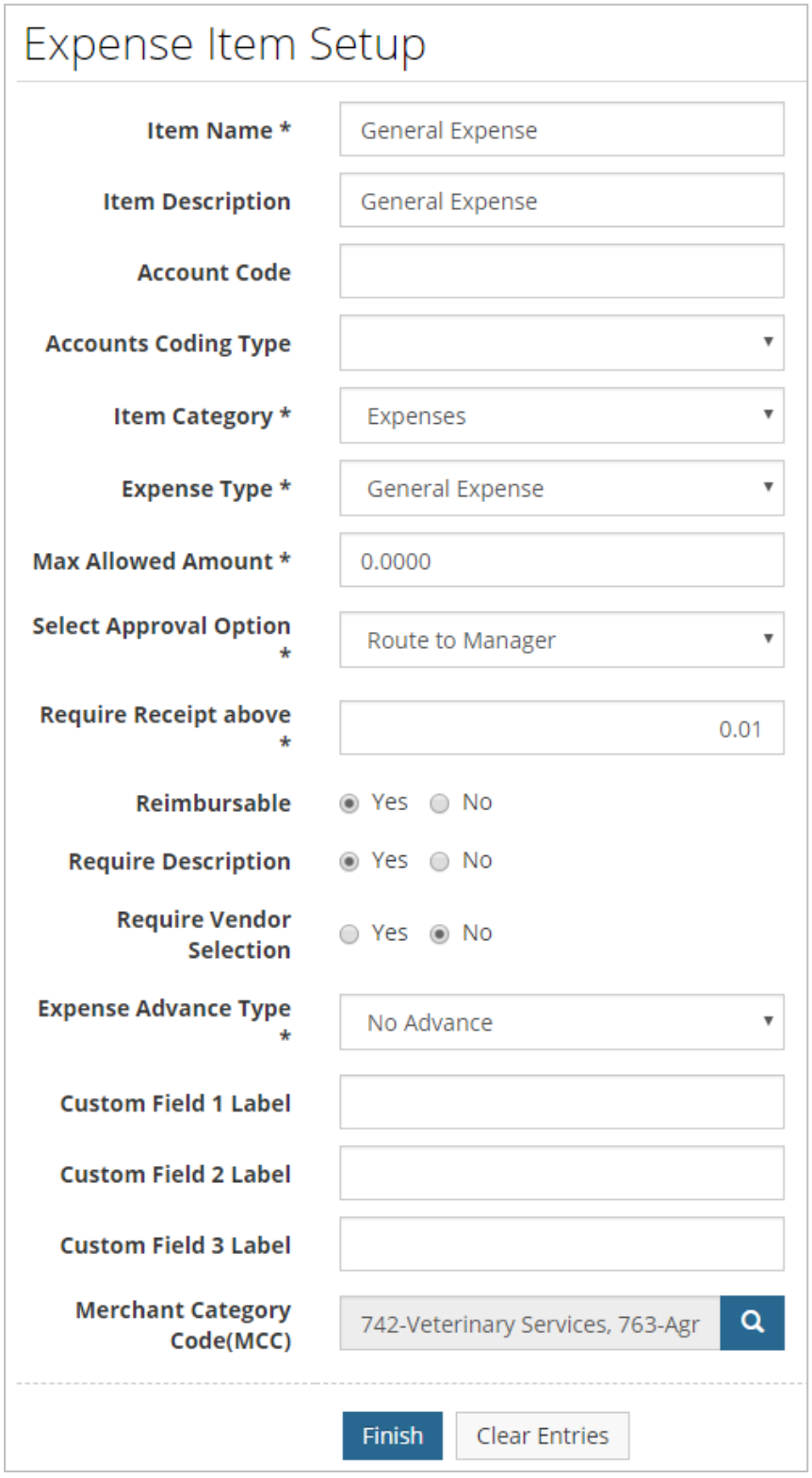
3. Complete all fields as necessary. Required fields are denoted by an asterisk. Click **Finish** to save the expense item.



(see field descriptions on next page)

Field	Description
Item Name	The expense item's name which will display on the Create Expense Report page.
Item Description	Description of the expense item.
Account Code	Value used for default coding on expenses (example: 1001-7520-1115).
Accounts Coding Type	Select a default accounts coding type for this expense item. When selected, the accounts coding on this expense item will default to your selected accounts coding type (including credit card imports). This setting ignores any accounts coding type defaults set at the global or expense type level. **Note:** This field displays only if **Split Entry Field Format** is selected for system setting **829 - Accounting Code Selection Type**.
Item Category	Select the item category that best specifies the expense item.
Expense Type	Select the expense type that is assigned to the expense item.
Max Allowed Amount	Enter the maximum amount in dollars that your company allows for approval. If you enter a value greater than 0 and a user adds an expense greater than your amount, the system will behave as defined in the **Select Approval Option** field. **Note:** If the **Allow Amount Edit** field on the Add/Edit Expense Type page is set to **No**, the **Max Allowed Amount** is the reimbursable amount. Also note that if you are setting up a mileage expense item, use this field to enter your reimbursable mileage rate (example: 0.54).
Select Approval Option	Choose one of the following approval options: • **Decline** – All expense reports created that are over the maximum allowed amount are automatically declined. • **Route to Manager** – All expense reports that are over the maximum allowed amount are routed for approval to the requestor's manager. Select this option if there is no approval rule setup for users in normal expense conditions. • **Reimburse to Max Amount** – All expense reports that are created and are over the maximum allowed amount will be set to reimburse the maximum amount only. The Approver can change the reimbursement amount if necessary.

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Field	Description
Require Receipt above	Enter the amount in dollars that is allowed before an expense report needs to be manually reviewed and reconciled so it can be released for payment. The system can be set up so that all expenses are matched with a receipt. To do this manually, set this field to a very low value. Example: 0.01
Reimbursable	**Yes:** The amount will allow entry and reimbursement of the amount entered. Ensure this field is always set to **Yes**, otherwise credit card transactions will auto-approve at $0.00.
Require Description	**Yes:** Requires users to enter a description for every expense item they add to a draft expense report. **No:** Users can enter expense items without a description. **Note:** System setting **2297 – Require Expense Description by Default** must be enabled for access to this feature.
Require Vendor Selection	**No:** User is not required to select a vendor during expense report creation. **Note:** This field should always be **No**.
Expense Advance Type	**No Advance:** No advance is allowed for this expense item. **Advance Only:** Select this option only if an advance can be claimed for this expense item.
Customer Field Label 1-3	Used to label custom fields for capturing any additional information.
Merchant Category Code (MCC)	Restrict the expense item to one or more MCCs using the **Look Up** icon ( ). **Note:** MCCs are pre-loaded into Expense Track during account implementation. When expense items are associated with MCCs, the credit card transactions are automatically associated with that item when it is imported into the system. Each MCC can be mapped to multiple expense items. When an item is imported that has multiple MCCs, the transaction defaults to the first item.

Create a Default Expense Item

As you add expense items, ensure you create a default expense item. Default expense items are items that imported credit card transactions will match to if the import map fails. Once the transaction enters the system, it will display on an expense report in red flag status () and with no editing options. The user will need to only select the correct expense item to fix the transaction.

Ensure the default expense item has a name that is different from your other expense items. An example name of a default expense item may be "Select Expense Item", "Default Expense Item", or "Unmatched Expense Item". For more information, see the topic Correct Unmatched Credit Card Transactions.

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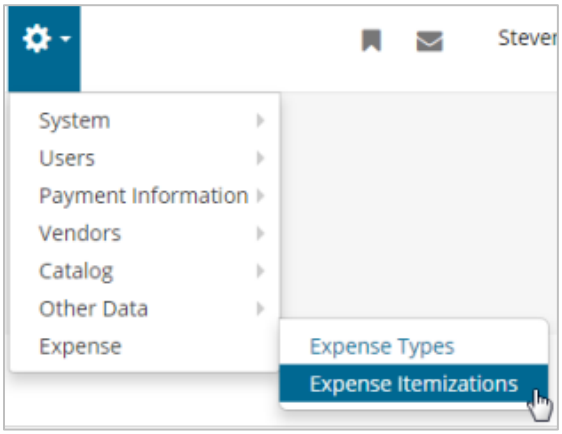
Set up Expense Itemizations

Expense itemizations enable you to further break down an expense item into itemized details. For example, a lodging expense item can be further broken down into room rates, taxes, entertainment, etc. Follow these steps to add expense itemization fields.

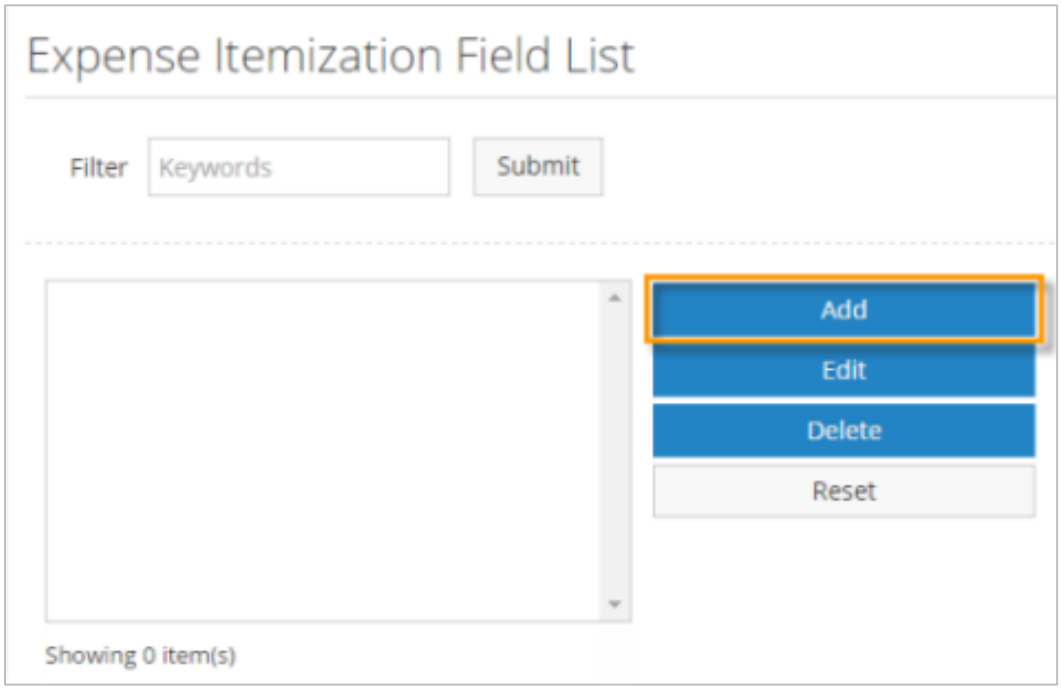
Note: Expense itemizations are only valid for reimbursable out of pocket expenses as credit card transactions display this information in the associated level 3 transaction data.

Add Expense Itemizations

1. On the Expense Track main menu, select the **Settings icon ( ) > Expense > Expense Itemizations**.



2. On the Expense Itemizations page, click **Add**.



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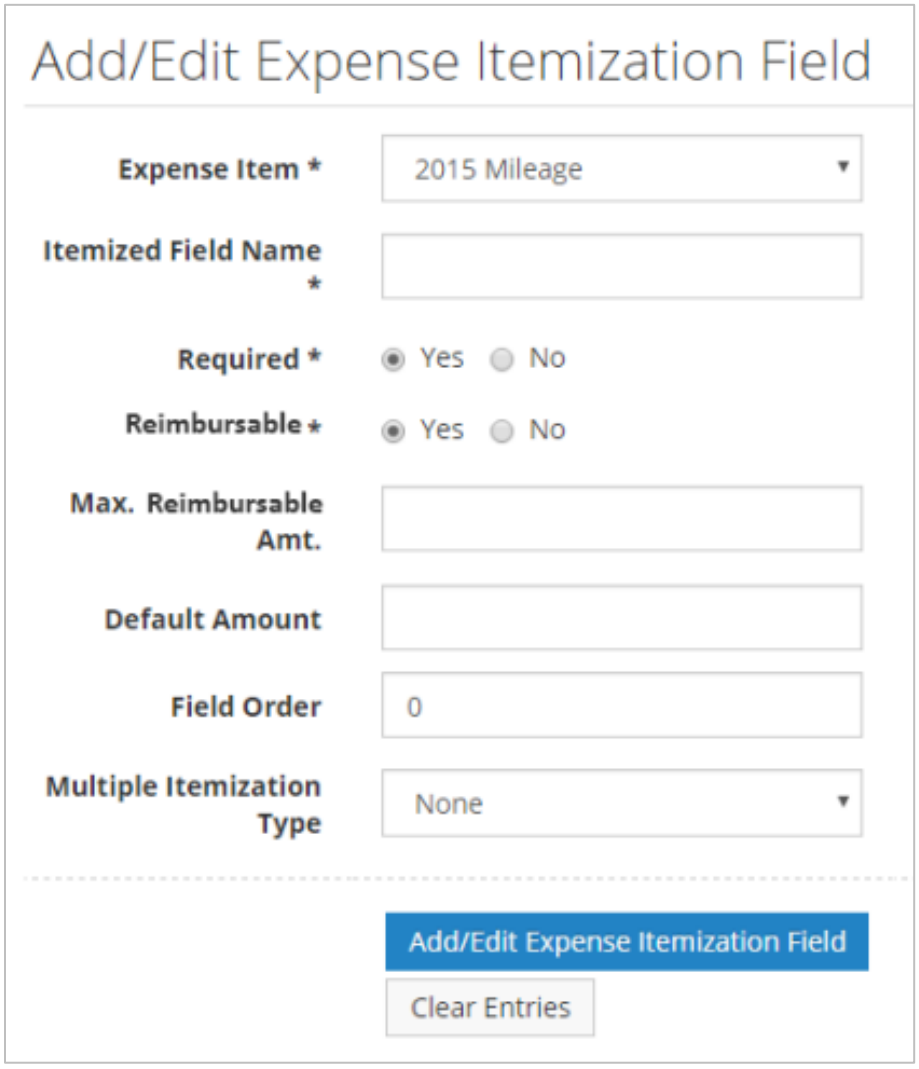
3. Complete each field as necessary. Required fields are denoted by an asterisk. Click **Add/Edit Expense Itemization Field** when finished.



Field	Description
Expense Item	Select an expense item from the drop down list.
Itemized Field Name	Enter a name for the itemized field.
Required	**Yes:** The Expense Item field becomes required when entering an expense report. **No:** The Expense Item field becomes unrequired.

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Field	Description
Reimbursable	**Yes:** The amount will allow entry and reimbursement of amount entered. **No:** The system deducts the value of this expense from the total reimbursement value.
Max. Reimbursable Amt.	Enter the maximum amount for the expense itemization in dollars that the company will reimburse. If specified, the system will only reimburse up to this amount for any expense itemized in this field.
Default Amount	Enter the default amount for this field. Example: 0
Field Order	Enter a numeric value, which decides the order in which the added fields are displayed in the Itemization Entry page when more than one field is added.
Multiple Itemization Type	Select **Date** to provide multiple records for the selected Expense Type for the same expense report.

Set up Credit Card Imports

Expense Track offers the ability to set up how and when credit card data imports into the website. This can be done under **Settings icon ( ) > System > System Settings**.

Credit Card Import

Use Automatic Receipt Matching (2300)

System Summary Description

Use this setting to enable or disable automatic receipt matching for a tenant.

Business Background

When enabled, the system automatically associates uploaded receipts to expense line items if the amount and date match. Automatic matching is triggered when level 3 credit card transactions are imported into the system, a user uploads a receipt, or a user views expense line information. Automatic matching increases the speed in which expense drafts requiring receipts can be created, approved, and reconciled.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values:** Yes or No (expected value is Yes)
- **Default setting:** No
- **Responsibility:** This setting is created/enabled during the implementation process

Number of days before Receipt Reminder is sent (2301)

System Summary Description

This setting determines how many days a receipt can exist in the system without being matched to an expense line before a notification is sent to the user.

Business Background

For tenants with automatic receipt matching enabled, the notification alerts users when an uploaded receipt cannot be matched and must be manually associated with an expense line item. For tenants without automatic receipt matching, the notification is triggered for all receipts that are not associated to an expense line item. This tool helps ensure that all receipts are properly associated with expense items, making approval and reconciliation more efficient.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values:** Any positive numeral, up to 255 characters.
- **Default setting:** 2
- **Responsibility:** This setting is created/enabled during the implementation process.

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Draft Naming Convention (2305)

System Summary Description

This setting determines how the system names expense drafts generated for imported credit card expenses.

Business Background

The expense draft name decides which information is most readily visible to expense draft viewers and approvers. Some users may prefer to see the credit card name, some the expense period, and some the associated user's name.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values:**
  - Expense Period
  - Name - Expense Period
  - Card Number - Expense Period
  - Card Name - Expense Period
- **Default setting:** Expense Period
- **Responsibility:** This setting is created/enabled during the implementation process.

Credit Card Expense Report Cycle Frequency (2310)

System Summary Description

This setting determines how often the system generates new expense drafts for imported credit card expenses.

Business Background

Some businesses track credit card expenses at different frequencies, such as weekly, twice a month, or monthly. Generating new expense drafts that match these processes allows for more efficient expense tracking and approval.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values**
  - Weekly
  - Semimonthly
  - Monthly
  - Calendar Month
- **Default setting:** Calendar Month
- **Responsibility:** This setting is created/enabled during the implementation process.

First Day of Week for Expense Report Cycle (2311)

System Summary Description

Determines the day of the week on which the credit card expense report cycle begins for weekly expense draft creation. Only used if system setting 2310 - Credit Card Expense Report Cycle Frequency is set to Weekly.

Business Background

Allows the user to customize the expense draft creation to match their weekly expense tracking.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values**
  - Sunday
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
- **Default setting:** Monday
- **Responsibility:** This setting is created/enabled during the implementation process.

Day of Month for First Credit Card Expense Report Cycle (2312)

System Summary Description

Determines the day of the month on which the billing cycle begins for monthly or semi-monthly expense draft creation. Only used if system setting 2310 - Credit Card Expense Report Cycle Frequency is set to Monthly or Semimonthly. If billing cycle is semimonthly, this setting sets the day for the first billing cycle of the month.

Business Background

Allows the user to customize the expense draft creation to match their monthly or semimonthly expense tracking.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values:** Drop-down list, 1-28
- **Default setting:** 1
- **Responsibility:** This setting is created/enabled during the implementation process.

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Day of Month for Second Credit Card Expense Report Cycle (2313)

System Summary Description

Determines the day of the month on which the second credit card expense cycle begins for semimonthly expense draft creation. Only used if system setting 2310 - Credit Card Expense Report Cycle Frequency is set to Semimonthly. This setting must be greater than the value set in system setting 2312 - Day of month for First Credit Card Expense Report Cycle.

Business Background

Allows the user to customize the expense draft creation to match their semimonthly expense tracking.

- **Multi-Tenant Type:** Tenant [3]
- **Valid Values:** Drop-down list, 2-28
- **Default setting:** 15
- **Responsibility:** This setting is created/enabled during the implementation process.

Default Expense Item for Unmatched CC Transactions (2320)

System Summary Description

Allows you to enter a default expense item for unmatched credit card transactions. Ensure the default expense item has been set up before assigning it. Do not assign an expense item that is normally in user (example: Travel, Airfare, Mileage, etc.). It is mandatory to set up this setting.

Business Background

Allows the user to default all unmatched credit card transactions to a unique expense item. It is mandatory to set up this system setting, as unmatched credit card transactions will not enter Expense Track otherwise.

Multi-Tenant Type: Tenant [3]

Valid Values: Any default expense item (example: Default Expense Item, Unmatched Expense Item,

etc.)

Default setting: Blank

Responsibility

This setting is created/enabled during the implementation process.

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Additional System Settings

Enable Attachment/Receipt Requirement for Expenses (2161)

System Summary Description

Allows you to require receipt images on all expense reports. You can require receipt images at the report header level, line item level, or both. Although there is a **Disabled** option, Expense Track requires all expense reports to have receipt images.

Note: If the transaction amount is a negative (a credit), this setting is ignored.

Business Background

Required receipt images help keep track of transactions for accounting purposes.

Multi-Tenant Type

Tenant [3]

Valid Values

- Disabled
- Header Level
- Item Level
- Header or Line Level

Default Setting

Line Level

Responsibility

This setting is created/enabled during the implementation process

Accounting Code Selection Type (829)

System Summary Description

Determines if users will manually enter or select accounting codes from a list.

Business Background

This setting allows you to determine how users will enter accounting codes on expense items.

Multi-Tenant Type

Tenant [3]

Valid Values

- **Text Entry:** Users can freely enter accounting codes in a text field
- **Selectable:** Users can select accounting codes from a list or enter them in a text field

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- **Selectable (Text Entry Disabled):** Users can only select accounting codes from a List
- **Look Up:** Users can select accounting codes from a pop-up window as well as enter them in a text field
- **Look Up (Text Entry Disabled):** Users can only select accounting codes from a pop-up window
- **Split Field Entry Format:** Users can select accounting codes from different segments

Default Setting

Text Entry

Responsibility

This setting is enabled during the implementation process.

Enable Notes Field for Split Coding Entry (898)

System Summary Description

When enabled, the Coding Notes field is displayed on the Split Account Code page wherever present in the Expense Track website. If the user chooses to apply split coding information to additional items on an expense report, the coding notes are also copied over to the other selected items.

Business Background

Coding notes allows a user or an approver to make comments about the accounts coding applied to an expense item.

Multi-Tenant Type

Tenant [3]

Valid Values: Yes or No

Default Setting: No

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Set up Account Codes

Account codes are general ledger (GL) numeric values used to assign transactions to specific entities within your company. This allows your cardholders to associate expenses to different divisions and projects, which ultimately helps correctly allocate costs. This feature is especially useful if your users will split account codes or export accounting files into an Accounts Payable system.

Typically, your Comdata Implementation Specialist will set up account codes for you during your Expense Track setup. However, you can add or edit account codes at any time after setup. For best practice, consult a Comdata representative before configuring account codes to avoid causing problems.

Click a link below to learn more:

- Set up Accounting Codes
- Set up Accounting Code Groups
- Set up Accounting Periods
- Manage External Account Codes
- Set up Account Code Defaults by MCC

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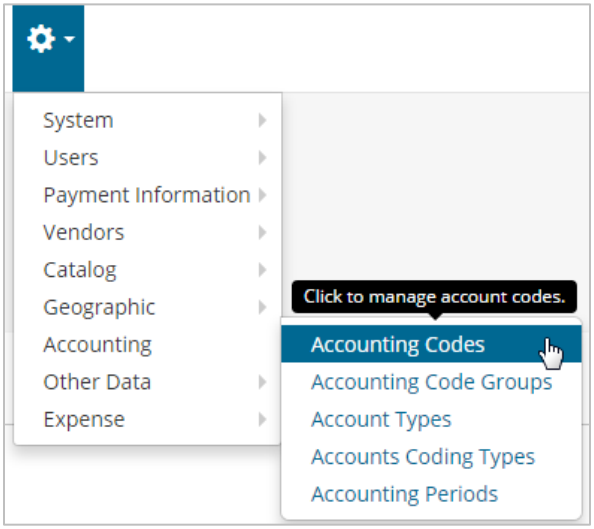
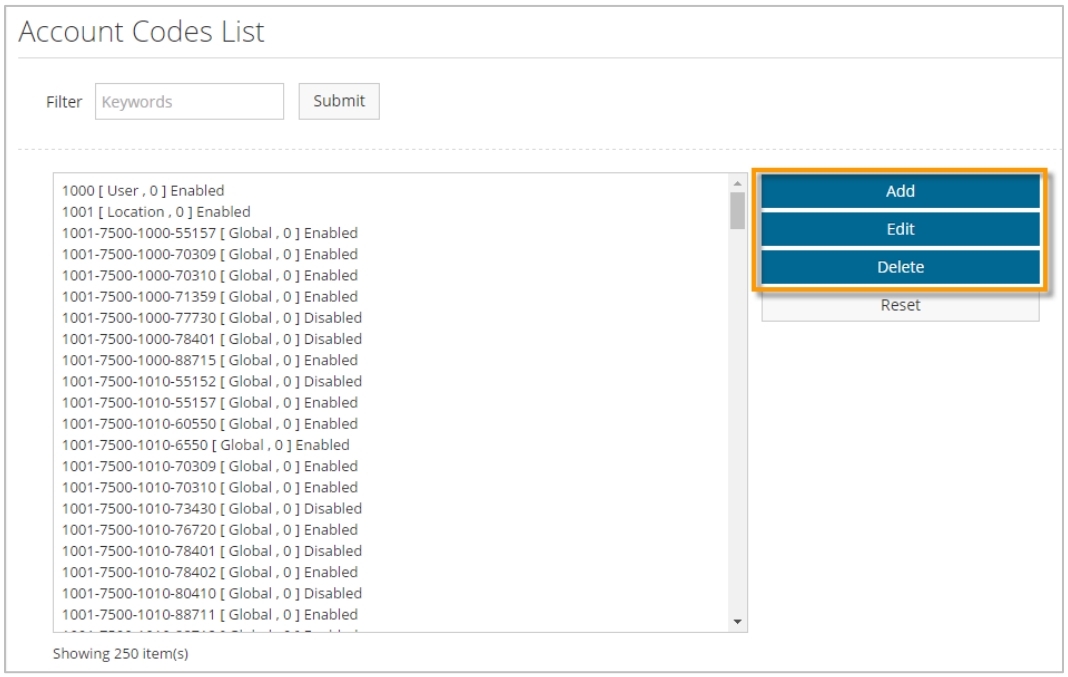
Set up Accounting Codes

Although a Comdata Implementation Specialist will set up your account code structure, you can add or edit account codes at any time. Follow these steps to add/edit an account code.

1. On the Expense Track main menu, select the **Settings icon ( ) > Accounting > Account Codes**.



2. The Account Codes List page displays with a list of all account codes within your Expense Track instance. Click **Add** to enter a new account code (or select an account code from the list and then click **Edit**).



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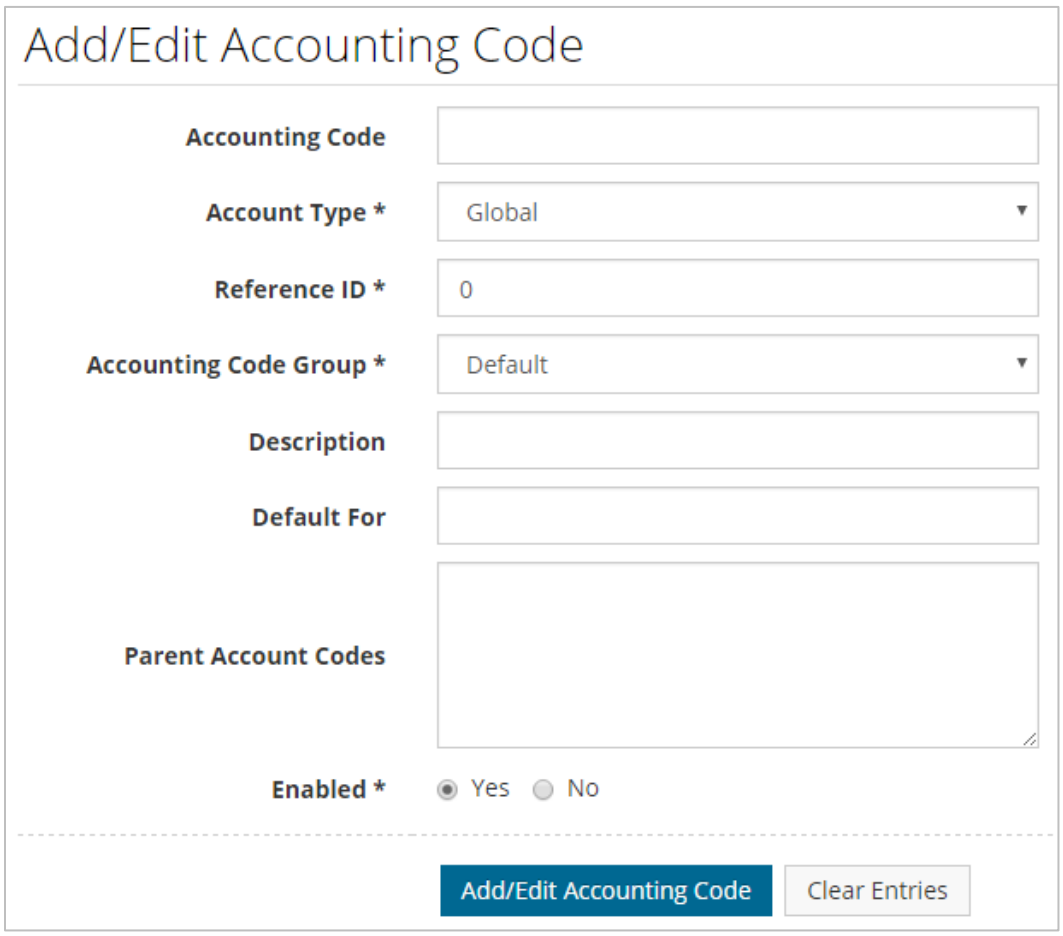
3. Complete each field. Required fields are denoted by an asterisk.



Field Name	Field Name
Accounting Code	The numeric value for the account code.
Account Type	The type of account code, including: • **Global:** the code can be used by every department or project in the company. • **Location:** specify a specific location for the account code • **Group:** create an account code for a specific user group • **User:** create an account code for a specific user. Only the user with the appropriate reference ID can use this account code. • **Default Code:** default all expense items to this account code selection. • **Use Tax:** enable only a specific set of codes to be entered as valid use tax account codes. • **Freight:** set account codes by freight expenses. • **Custom 1-3:** set custom account codes for other business needs.

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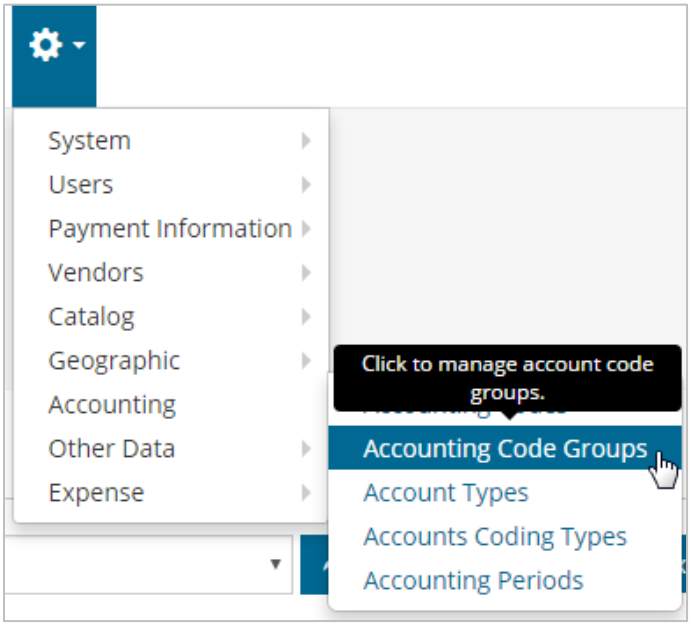
Field Name	Field Name
Reference ID	Enter a reference ID if the Account Type is User, Group, or Location.
Accounting Code Group	The accounting code group to assign the account code.
Description	A description of the account code.
Default For	If Default Code is selected as the Account Type, use this field to enter what the default is.
Parent Account Codes	If applicable, enter any parent account codes.
Enabled	**Yes** - active **No** - inactive

4. Click **Add/Edit Accounting Code** to finish. Your new/edited account code will display in the list on the Accounts Code List page.

Set up Accounting Code Groups

Accounting code groups allow you to associate a range of account codes to a group. This feature is useful for easily managing account codes in a group rather than individually. Note that the account codes should be created first before you assign them to a group.

1. On the Expense Track main menu, select the **Settings icon (⚙) > Accounting > Accounting Code Groups**.



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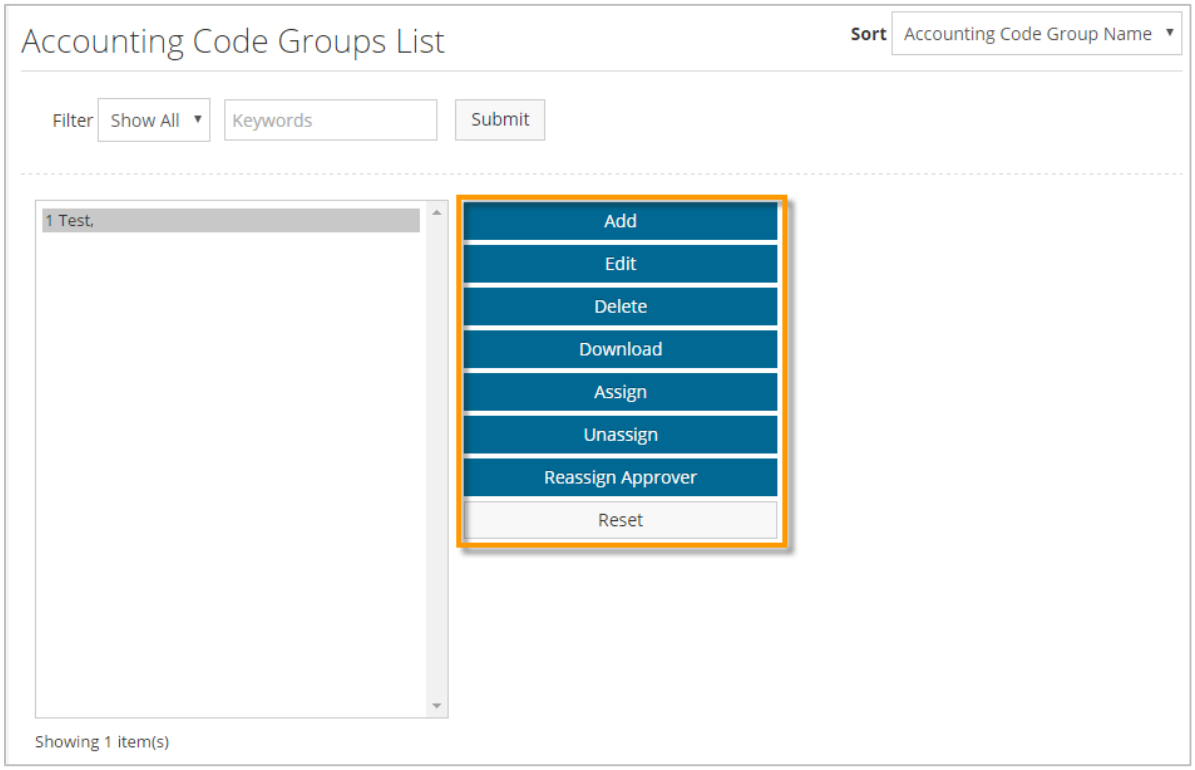
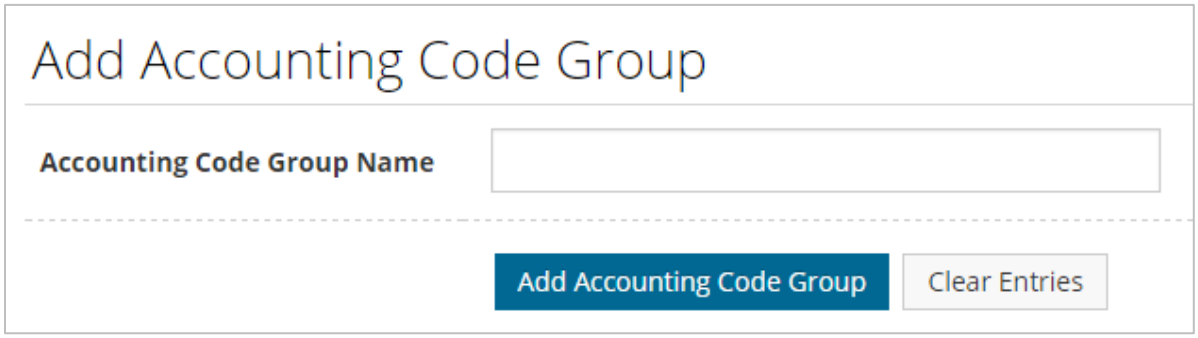
2. The Accounting Code Groups List page opens with a list of all your accounting code groups. Select one of the options on the right side of the page.



Add/Edit an Accounting Code Group

1. Click **Add** to create a new accounting code group (or select one from the list and then click **Edit**).

2. Enter a name for the accounting code group. Then, click **Add Accounting Code Group**.



3. The accounting code group will display in the list.

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Download an Accounting Code Group

This option allows you to download an Excel spreadsheet of all account codes within the group. Use this feature to keep a physical record of all account codes within your accounting code groups.

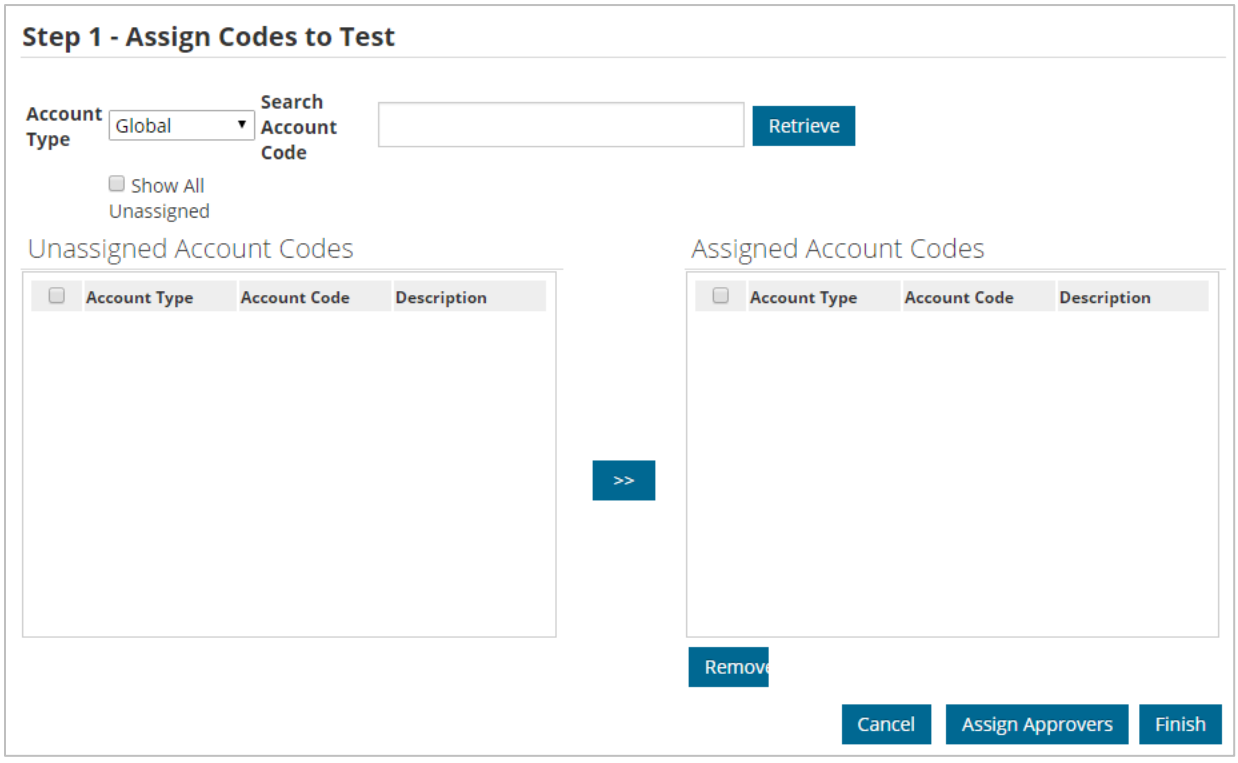
Assign/Unassign Account Codes

Once you've created an accounting code group, you can begin assigning it account codes.

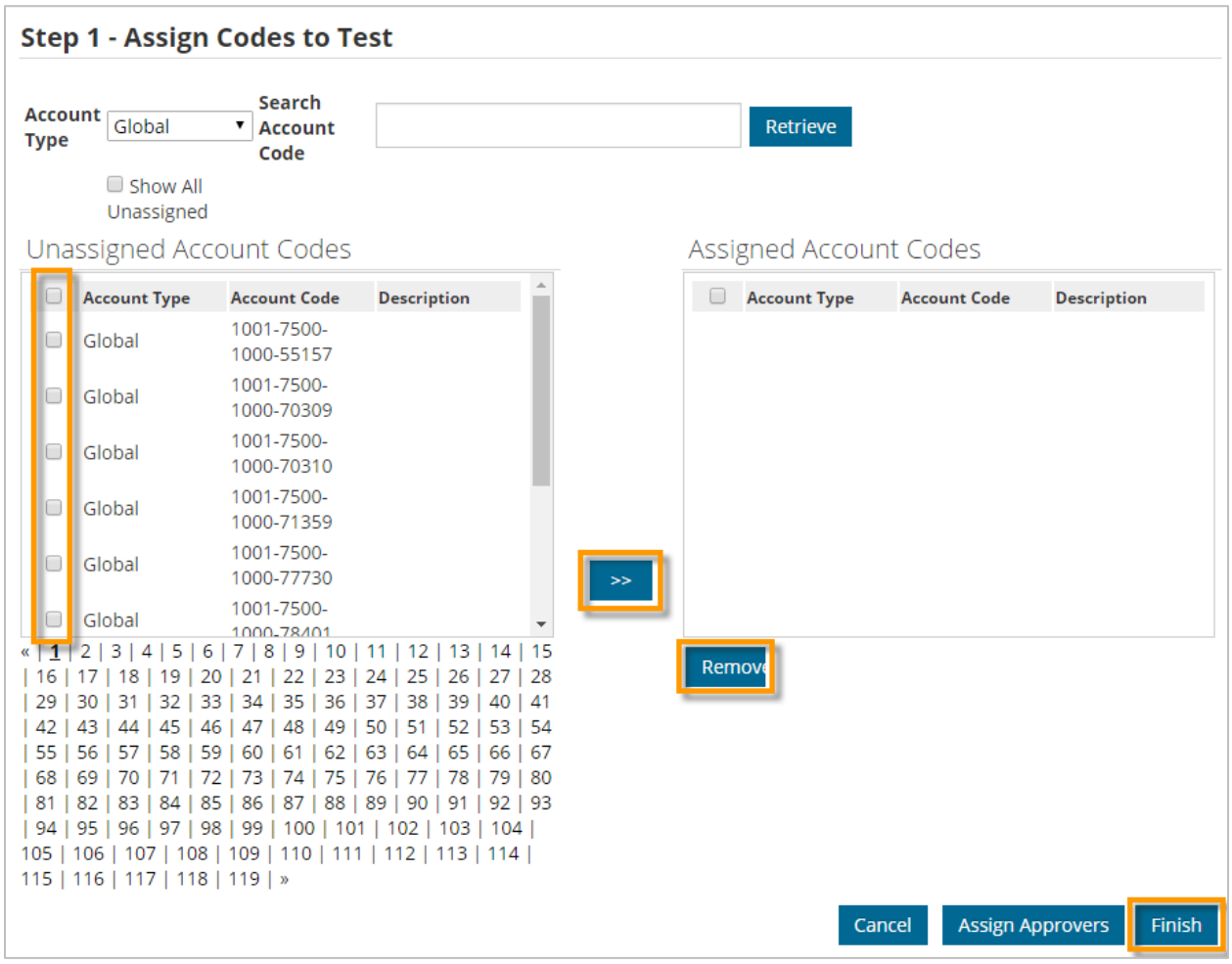
1. Select an existing accounting code group from the list, and then click **Assign**.

2. The Assign Codes Step 1 page opens. The page initially opens blank and provides fields for assigning and unassigning account codes. To populate the page with account codes, select an **Account Type** and then click **Retrieve**.

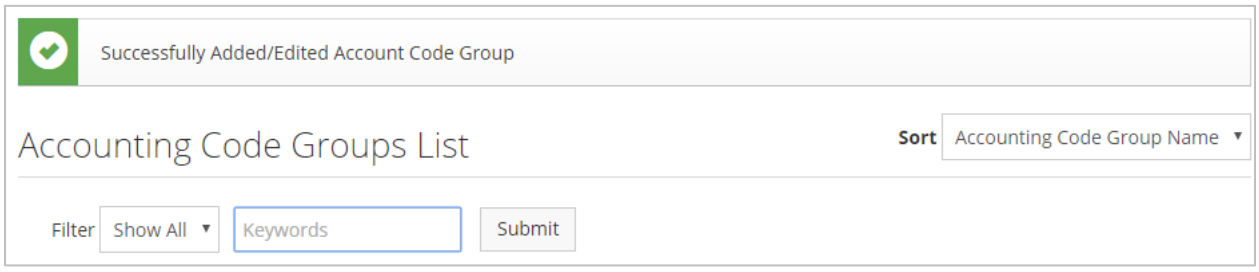
   Note: The **Show All Unassigned** check box prompts the system to display only unassigned account codes when **Retrieve** is clicked. When **Show All Unassigned** is selected, the system ignores the **Account Type** selection and any value entered in the **Search Account Code** field. All unassigned account codes in the system will display.



3. The page will populate with all assigned and unassigned account codes. To assign an account code to the group, select the check box next to it and then click the arrow icon (>>). To unassign an account code, select it from the Assigned Account Codes list and then click **Remove**.



4. After making your selections, click **Finish**. You will be returned to the Accounting Code Groups List page with a success message.



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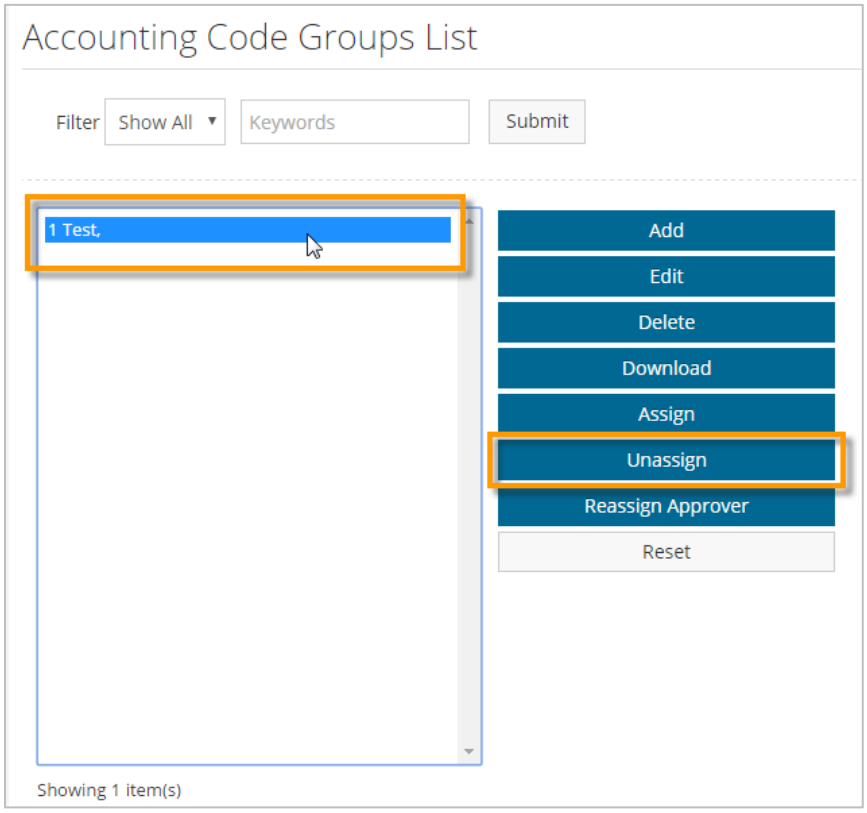
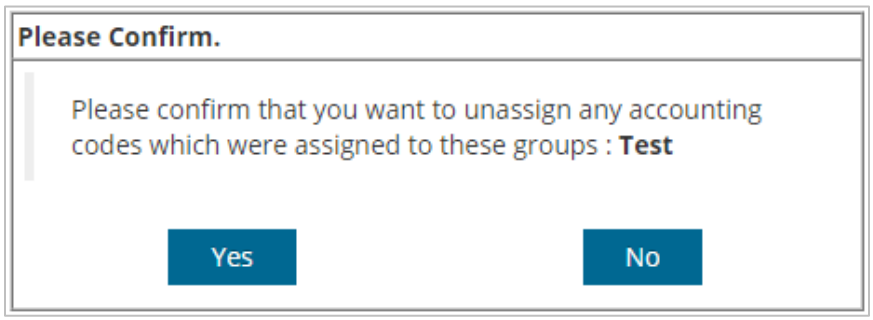
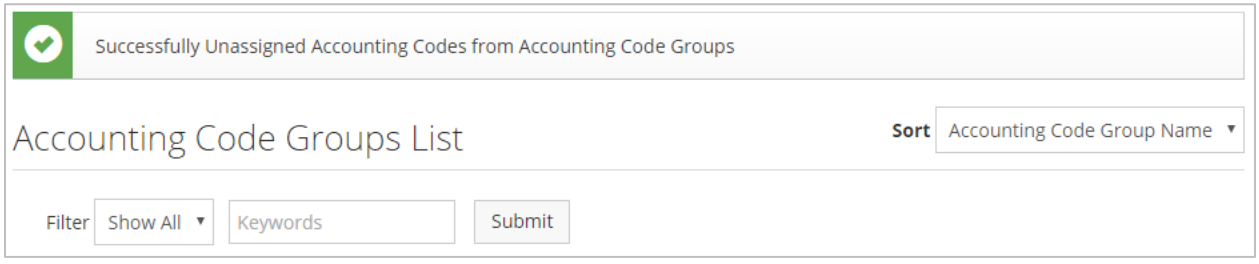
5. To unassign all account codes from a group, select the group from the list and then click **Unassign**.



6. Click **Yes** to complete unassigning the account codes.



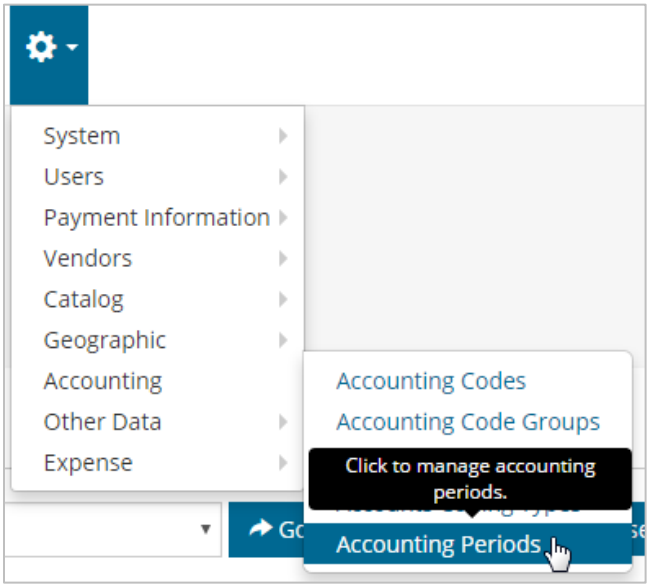
You will be returned to the Accounting Code Group List page with a success message.



Set up Accounting Periods

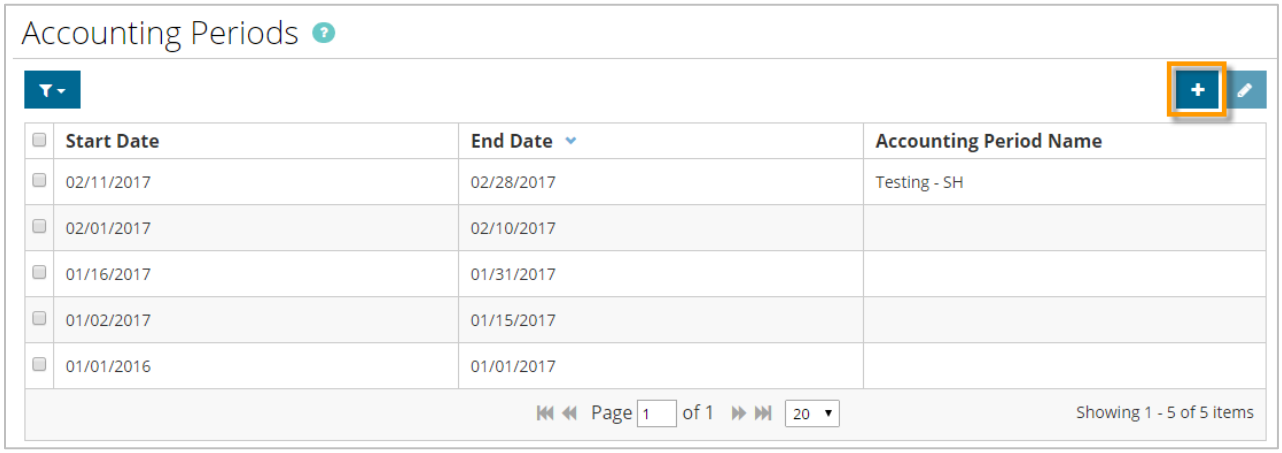
If your company's accounting periods change, you can apply those changes within Expense Track to avoid issues of processing expense reports. Normally, accounting periods are already set up for you, but you can edit these at any time.

1. On the Expense Track main menu, select the **Settings icon ( ) > Accounting > Accounting Periods**.



2. The Accounting Periods page opens with a grid of all accounting periods set up for your company. Click the plus button ( ) to add a new accounting period.

Note: Click the question mark icon ( ) for a guided tour on how to use this page.



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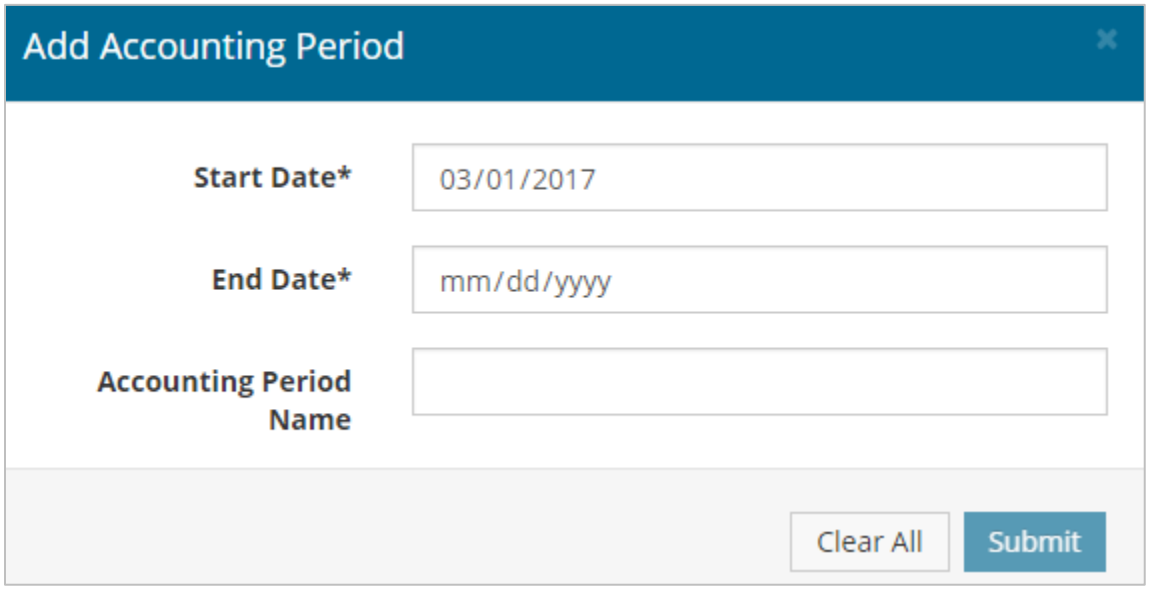
3. Enter the **Start Date** and **End Date** of the accounting period. Optionally, you can enter a name for the accounting period if necessary. Click **Submit** when finished.



Note: Be aware of the following as you create accounting periods:

- The **End Date** must be equal to or greater than the **Start Date**.
- When creating a new accounting period, the **Start Date** will default to the first available date that falls after the latest End Date in the grid. For example, if the latest
- End Date is Friday, January 27, the next available Start Date is Monday, January 30.
- Accounting Periods cannot overlap.
- Start Dates begin at 12:00:00 am of the date selected. End Dates end at 11:59:59 pm of the date selected.
- If editing, the Start Date and/or End Date will be read-only fields if those dates have passed.
- You cannot delete accounting periods. If you add an accounting period in error, contact a Comdata representative to have it removed.

4. Your accounting period now displays in the grid on the Accounting Periods page.

Note: To edit an existing accounting period, select the check box for the period you want, and then click the edit icon ( ).

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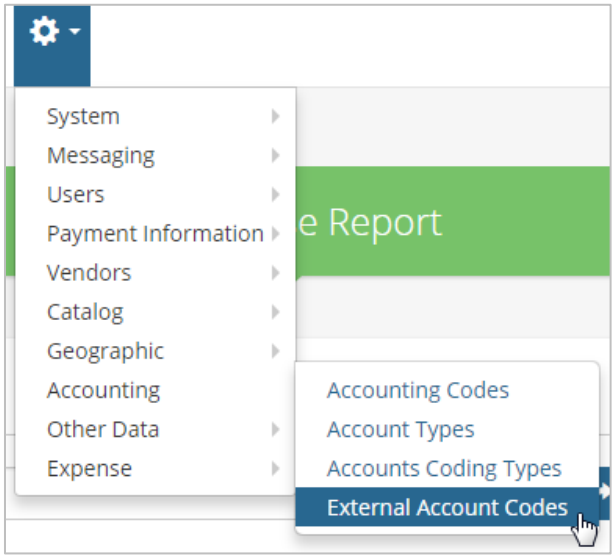
Manage External Account Codes

If your account code information is stored in an external data source (i.e., an accounting system or ERP), you will need to use Comdata's Export Sync Tool to export and configure your account codes in Expense Track. When your account codes are exported and stored in the Expense Track database tables, you can add, edit, and delete each accounts coding.

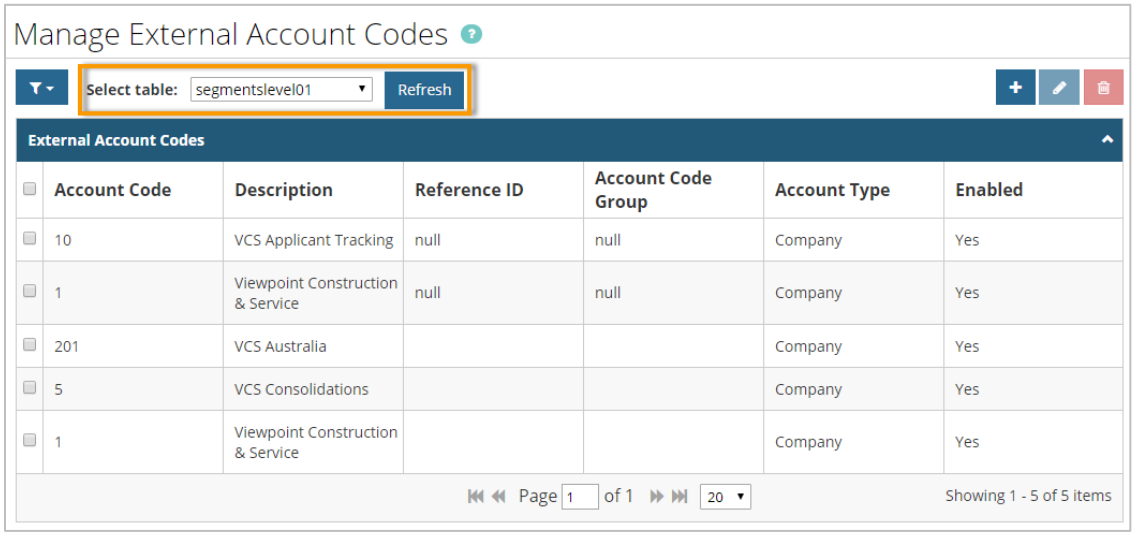
Note: System setting **975 - Accounts Coding External Datasource** must be enabled to access the Manage External Accounts Coding page.

1. On the Expense Track main menu, select the **Settings icon (⚙) > Accounting > External Account Codes**.



2. The Manage External Account Codes page opens. Use the **Select Table** drop-down to select a table you wish to edit, then click **Refresh** to display the account codes in your selected table.

   Note: The first table in the database will display by default.



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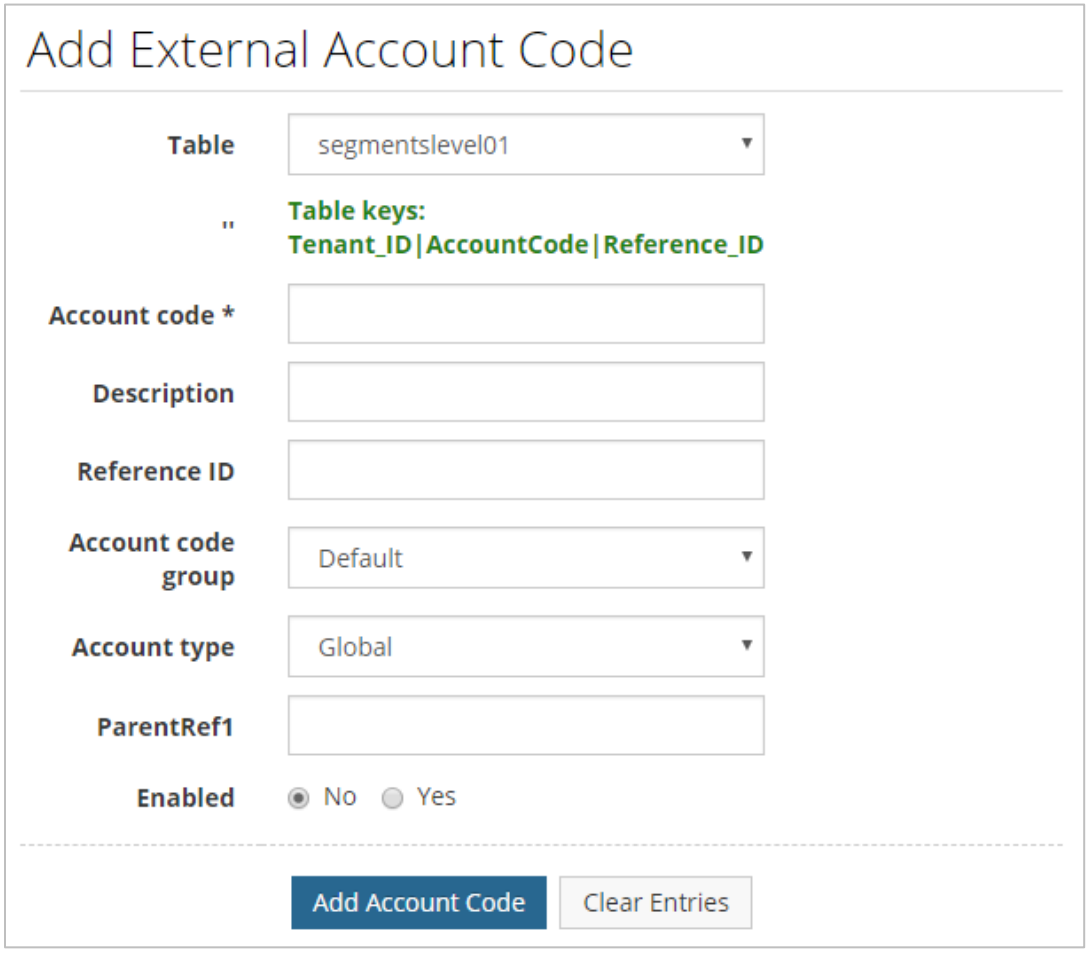
3. To add an account code, click the plus icon (+).

4. The Add External Account Code page opens. Complete each field and then click **Add Account Code**.

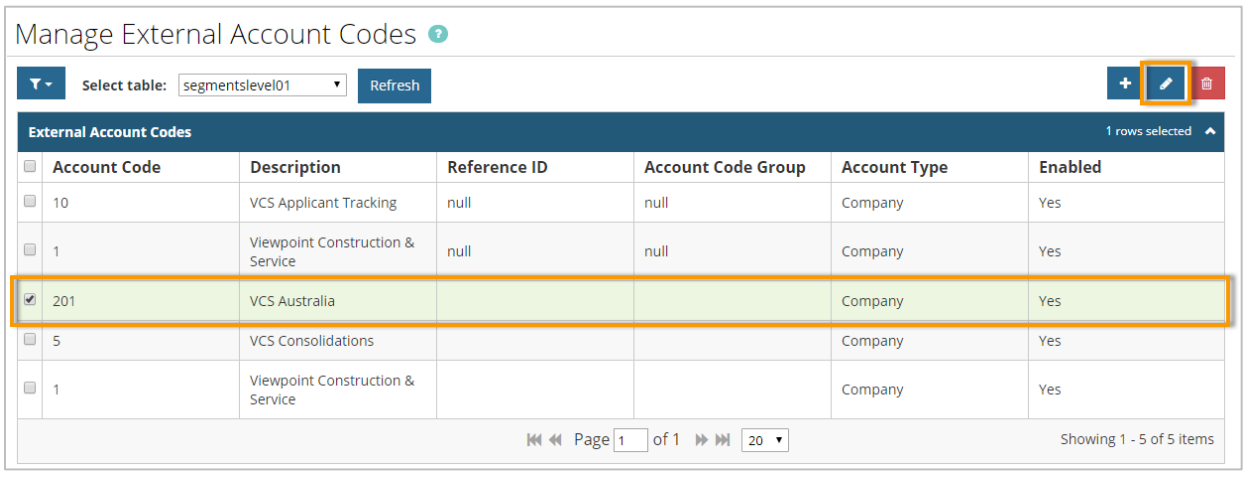


Field	Description
Table	Select the table for which the account code will be added.
Account Code*	The numeric value for the account code.
Description	Enter a description of the account code (example; Equipment, Construction and Service, Projects, etc.).
Reference ID	Enter a reference ID if the **Account Type** is User, Group, or Location.
Account Code Group	If available, select the accounting code group to assign the account code.

Field	Description
Account Type	The type of account code, including: • **Global:** the code can be used by every department or project in your company • **Location:** specify a specific location for the account code • **Group:** create an account code for a specific user group • **User:** create an account code for a specific user. Only the user with the appropriate reference ID can use this account code • **Default Code:** default all expense items to this account code selection • **Use Tax:** enable only a specific set of codes to be entered as valid use tax account codes • **Freight:** set account codes by freight expenses • **Custom 1-3:** set custom account codes for other business needs
ParentRef1	If applicable, enter any parent account codes.
Enabled	**Yes** - active **No** - inactive

5. The account code will now display in the list of account codes for your selected table.

6. To edit an account code, select an account code in the list. Then, click the pencil icon ( ).



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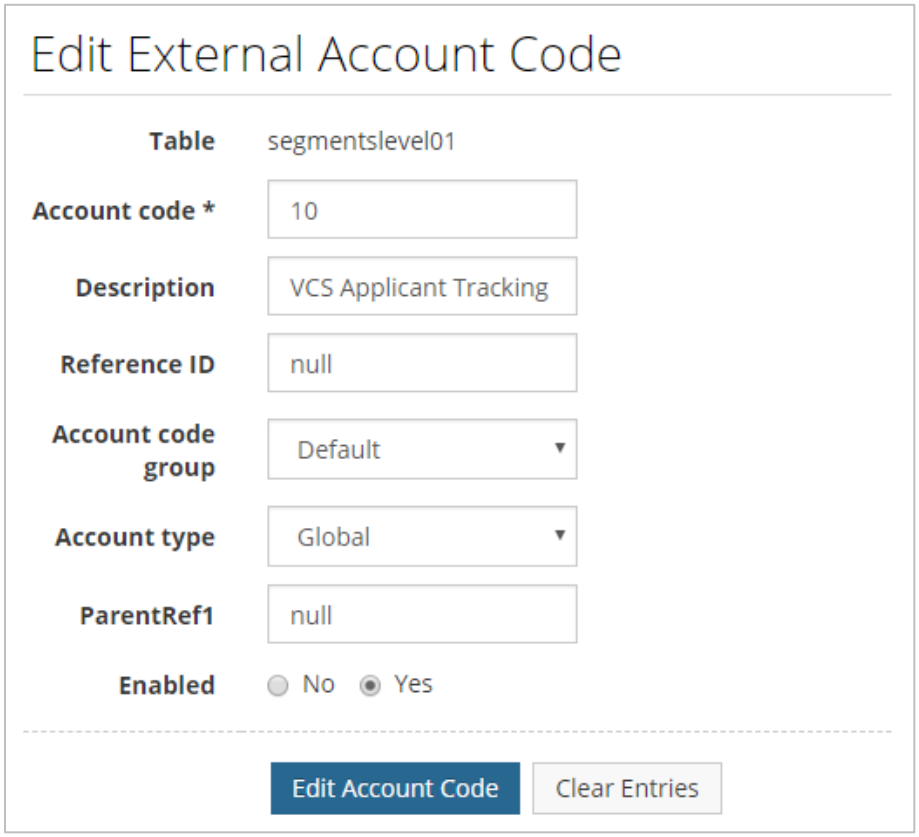
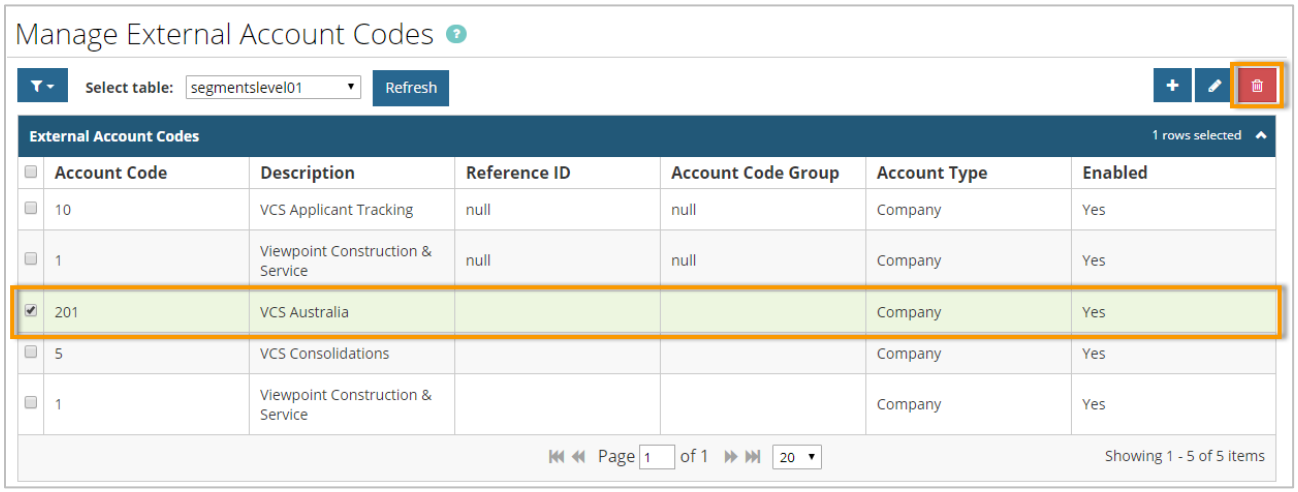
7. The Edit External Account Code page opens. Complete each field, then click **Edit Account Code**.



8. The edits will be applied to your selected account code.

9. To delete an account code, select it from the list and then click the **Delete** icon ( ). You will be prompted to confirm deletion. This action is useful if an account code is set up incorrectly or is no longer used.



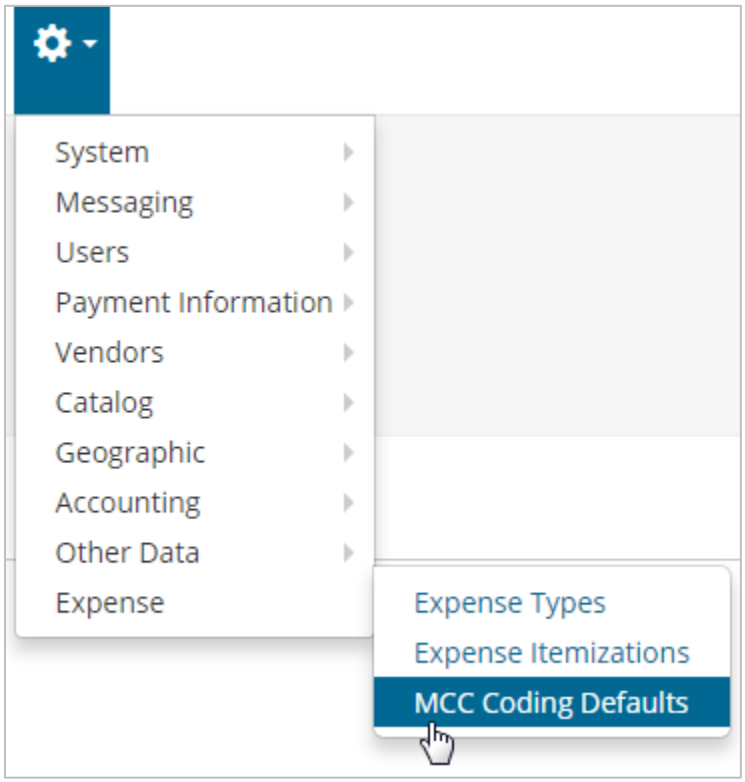
Set up Account Code Defaults by Merchant Category Code

Every transaction performed with a Comdata Mastercard is tied to a Merchant Category Code (MCC). The MCC is a four-digit number that the type of merchant where the transaction occurred (example: MCC 1771 – Concrete Work Contractors, MCC 5039 – Construction Materials, MCC 4816 – Computer Network/Information Services, etc.).

Often, the accounts coding needed for a transaction is related to the transaction's MCC. With this feature, when a Comdata Mastercard transaction is imported into the system, you can default the accounts coding on the expense item to specific values based on the MCC.

1. Access the MCC Coding Defaults page (**Admin gear (⚙▾) > Expense > MCC Coding Defaults**).

   Note: To access this page, permission **99 – Can Manage MCC Coding Defaults** must be enabled for your user profile.



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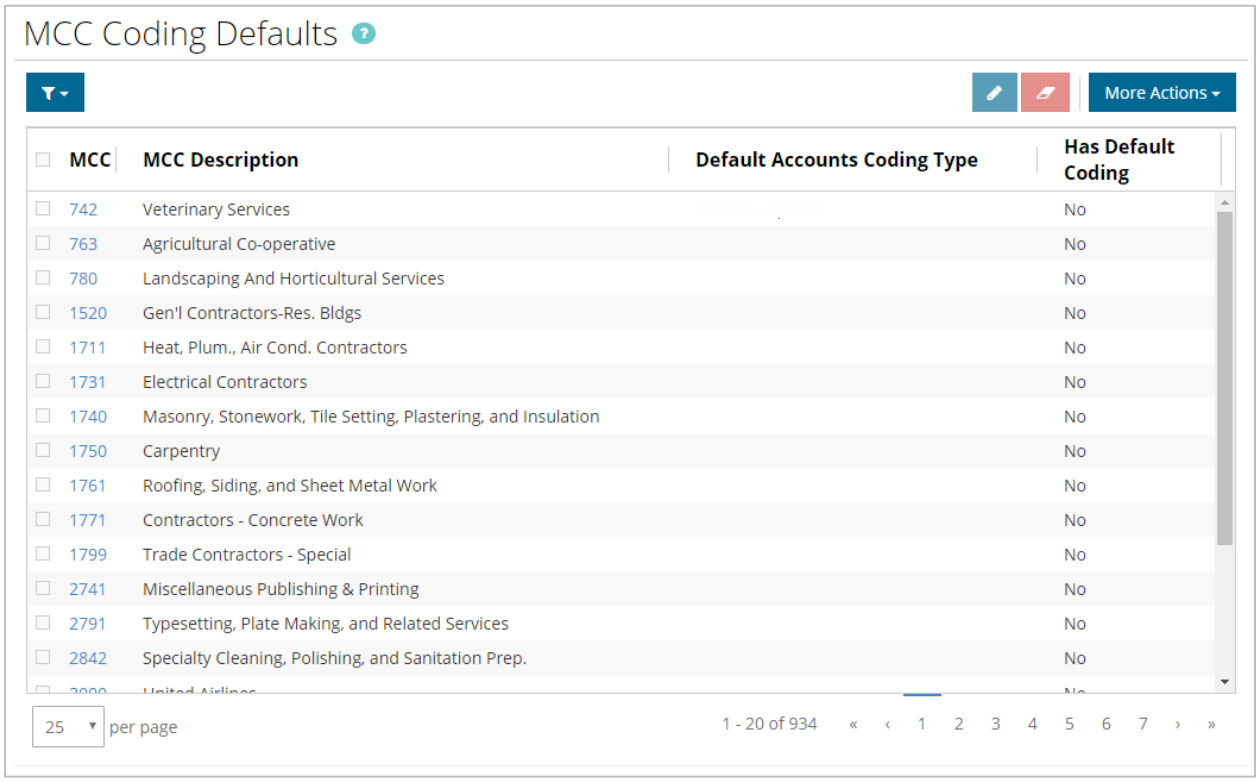
2. The MCC Coding Defaults page displays all possible MCCs provided by Mastercard.

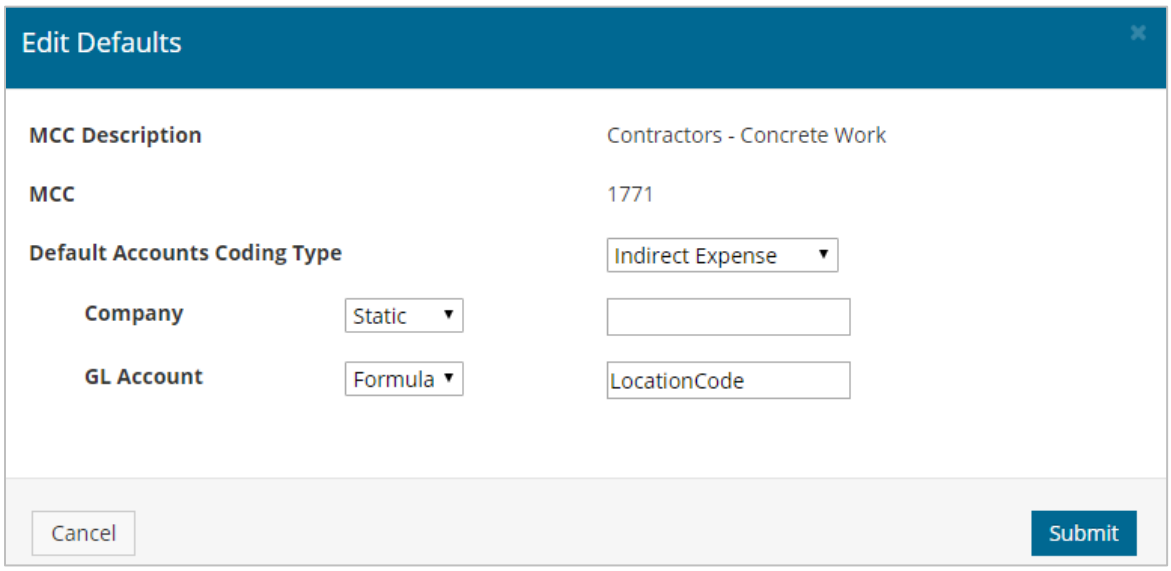
   Select one or many MCCs and click the edit button ( ) to add or edit the coding defaults.

   Note: To delete accounts coding defaults on an MCC, select the MCC and click the delete button ( ).

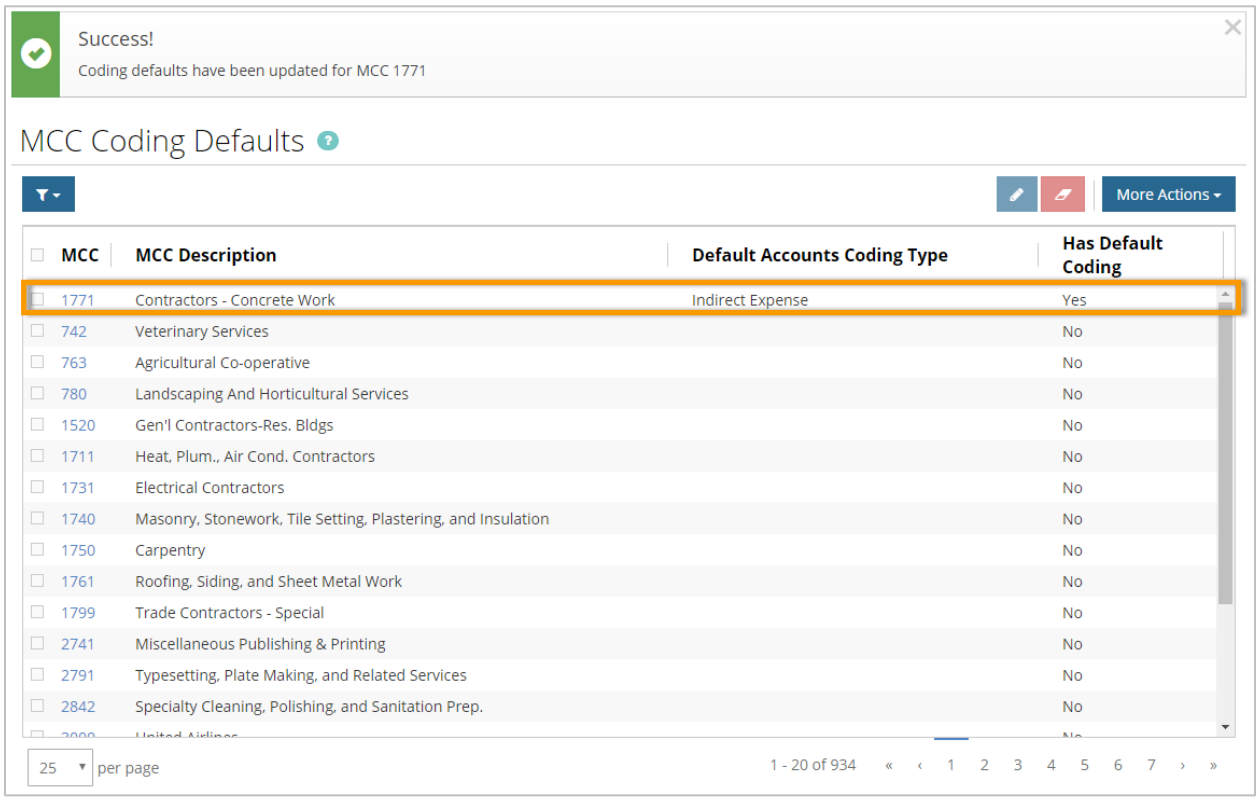


Field	Description
MCC	The four-digit code identifying the MCC. Click this link to open the Edit Defaults window.
MCC Description	Description of the MCC (example: Electrical Contractors, Carpentry, etc.).
Default Accounts Coding Type	If you apply an accounts coding to the MCC, it will display in this column (example: Indirect Expense, Job Expense, Equipment Expense, etc.).
Has Default Coding	If you apply default values to the segment(s) in the account code, this column displays a **Yes.**

3. This action opens the Edit Defaults window which allows you to define the accounts coding type for any transaction with the selected MCC(s). You can set the segments as static values, or formulae, such as UserCode, ItemCode, LocationCode, etc. Click **Submit** when finished.



A Success message displays confirming the default account code was applied. When a user codes transactions with this MCC, your selected values will display by default.



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Set up Self-Service Card Management

If your users are assigned a Comdata Corporate Mastercard, they will have the ability to view their card's balance, credit limit, and transaction activity, or submit a request for a credit limit increase or replacement card. All of this can be done right within Expense Track. This feature eliminates many of the manual efforts involved with corporate card service requests, such as filling out paper forms and tracking each request. By adding this ability to the Expense Track website, you can manage card service requests from one location.

Note: The user must have at least one Comdata Corporate Mastercard assigned to them. Also, the following permissions/system settings are needed in order for users to access this feature:

- **(172) Manage Data Attributes.** Needed for Administrators to set up card request rules and parameters within Expense Track.
- **(2020) Manage Card Service Requests.** Assign this permission to users that will be responsible for reviewing and approving credit limit increase and card replacement requests. By selecting this option, you can configure approvals by location or location groups.
- **System Setting (1195) Enable Summary Approval/Decline from Approval List.** Ensure this system setting is set to **Yes** as it is also required for approvers to review and approve card service requests.
- **System setting (2031) Electronic Signature for Credit Card Limit Increase Requests (Optional).** This is an optional system setting that you can apply if you require an electronic signature for card service requests. You can require users to enter their password, employee ID, or email upon submitting a request.

Click a link below to learn more:

- Set up Card Service Request Data Attributes
- Set up Card Service Request Approval Rules
- Approve and Process Card Service Requests

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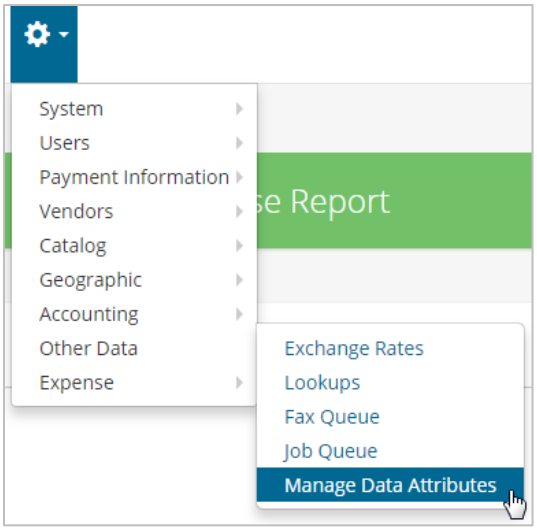
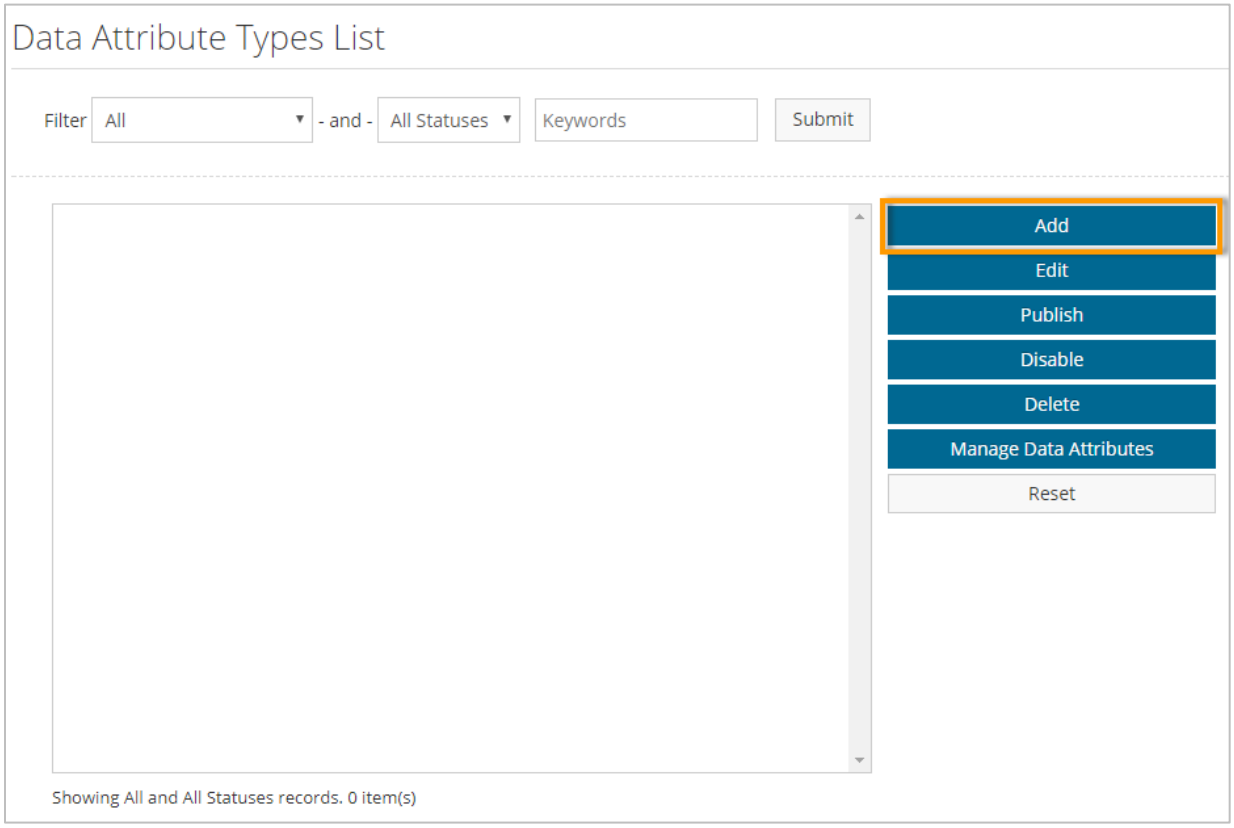
Set up Card-Service Request Data Attributes

In order for users to submit credit limit increase and card replacement request, you must set up data attributes. Users will receive an error when attempting to submit a request until you set up the appropriate forms.

1. To access the setup process, select the **Settings icon (⚙) > Other Data > Manage Data Attributes**.



2. This opens the Data Attributes Type List page; click **Add**.



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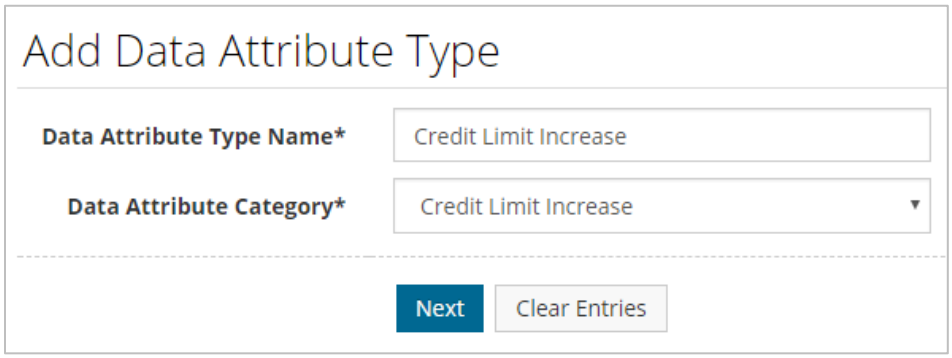
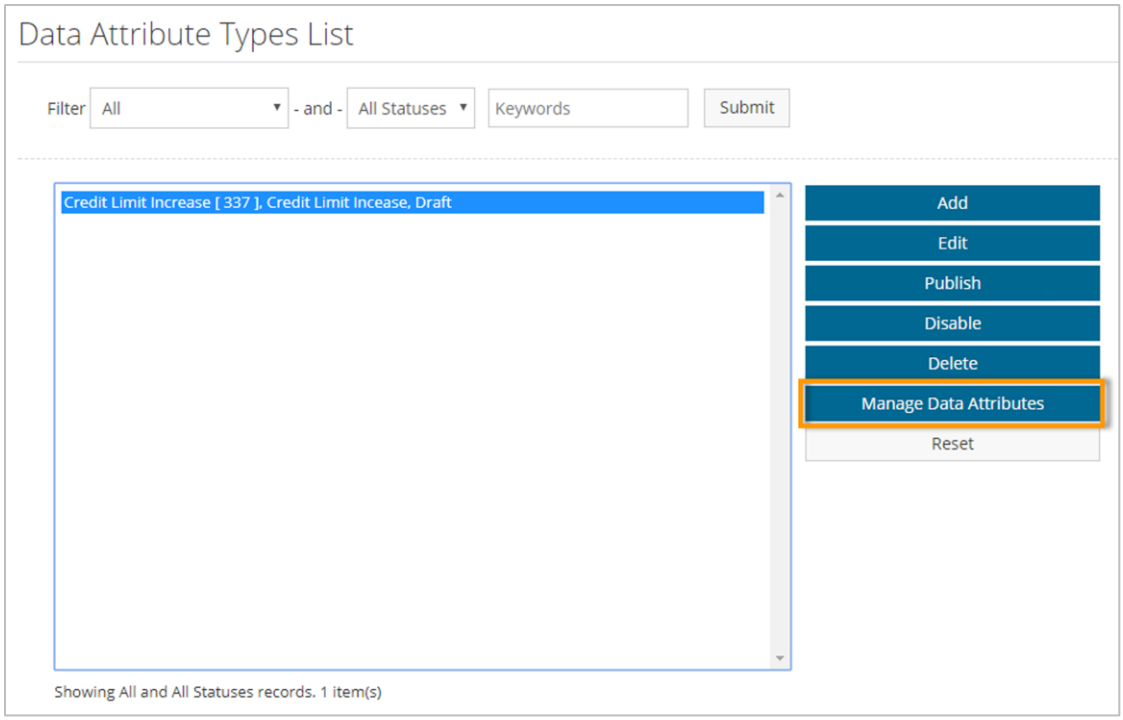
3. Enter a name for the data attribute and ensure the name reflects the request you intend to create. For example, if you're creating a card replacement request, enter "card replacement" or something similar.

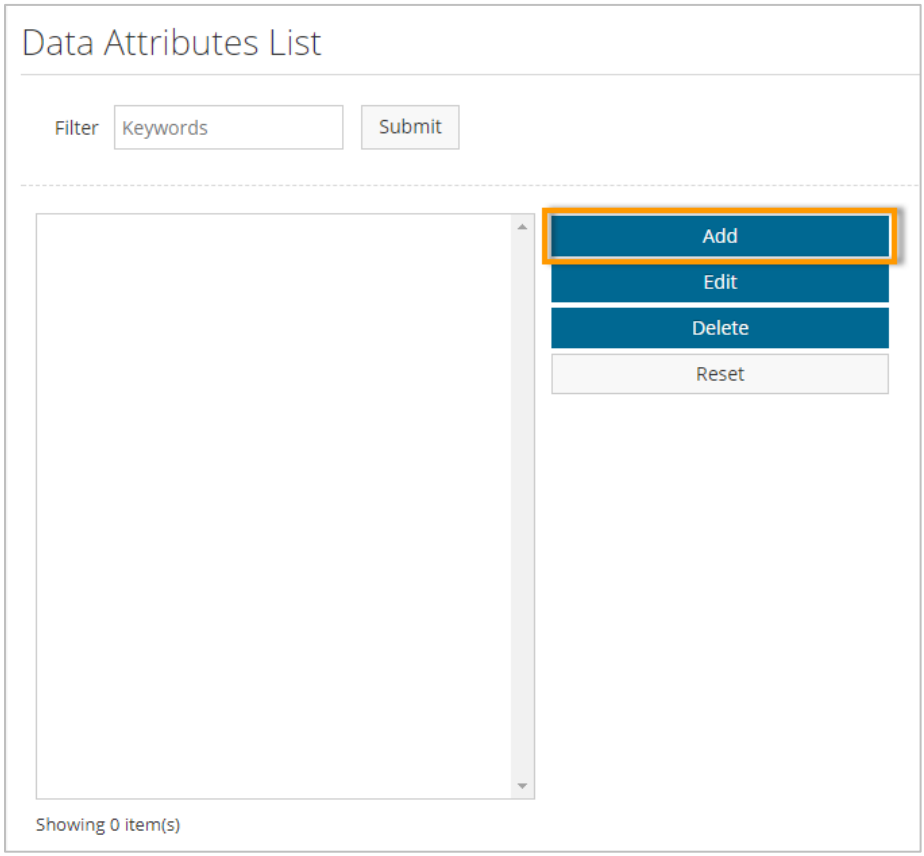


4. Ensure the information is entered correctly, then click **Finish**.

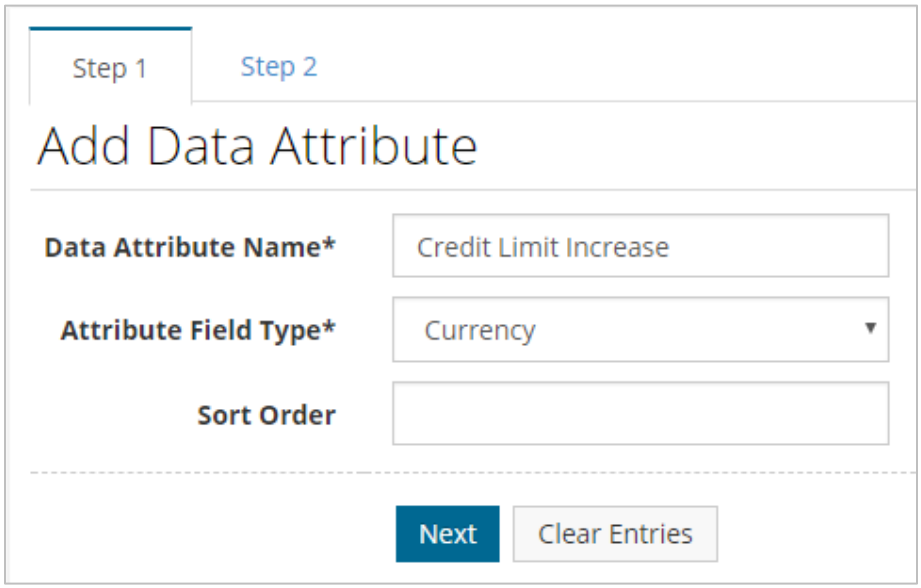
5. You will be returned to the Data Attributes Types List page. Select the data attribute you created, then click **Manage Data Attributes**. This is where you'll create the fields that will display on the forms needed to submit card service requests.



6. The Data Attributes List page opens; click **Add**.



7. Complete each field, then click **Next**.



(see field descriptions on next page)

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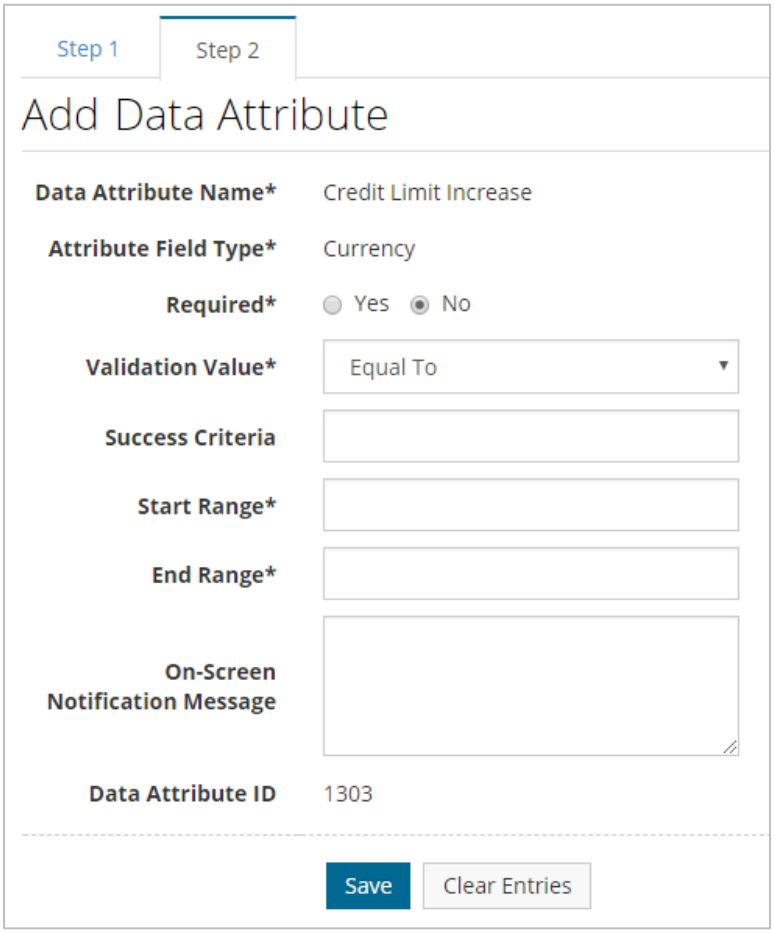
Field Name	Description
Data Attribute Name	Enter a label for the field.
Attribute Field Type	Select the type of field to create. Options include: • Checkbox • Currency • Date • Display • File • Image • Lookup • Number • Radio Button • Text Box • Textarea
Sort Order	Determines where the field will display on the form (0 = appears first, 1 = appears second, etc.).

8. Complete each field on **Step 2** to further define the data attribute. The displayed fields vary depending on the value selected in the **Attribute Field Type** field in Step 1. When finished, click **Save**. Repeat this process to add as many fields as necessary to the card service request form.



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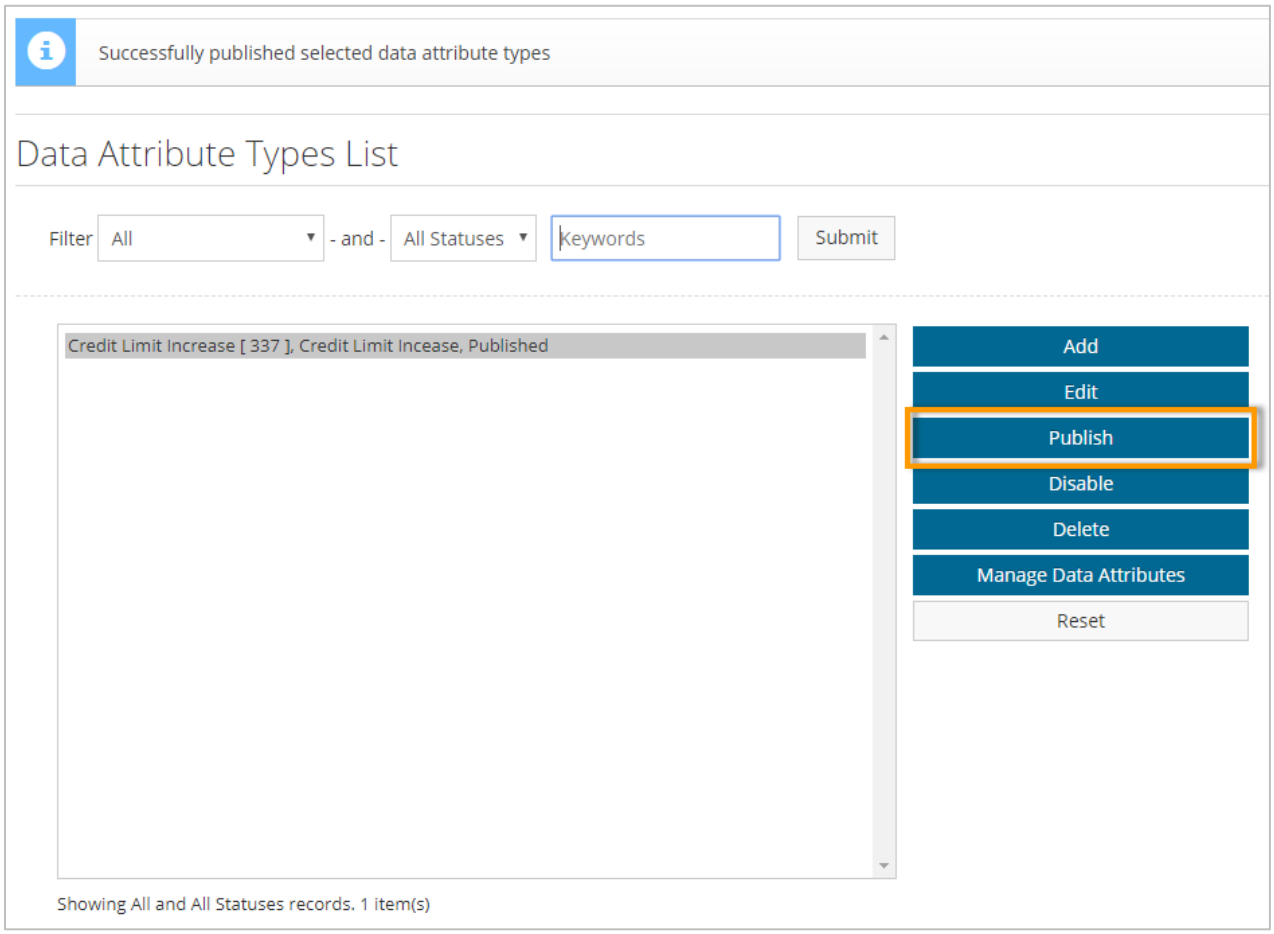
9. Once all fields are applied, return to the Data Attributes Types List page, select the data attribute type you created, and then click **Publish**. The data attribute is now live and your users can make card service requests from the My Cards page.



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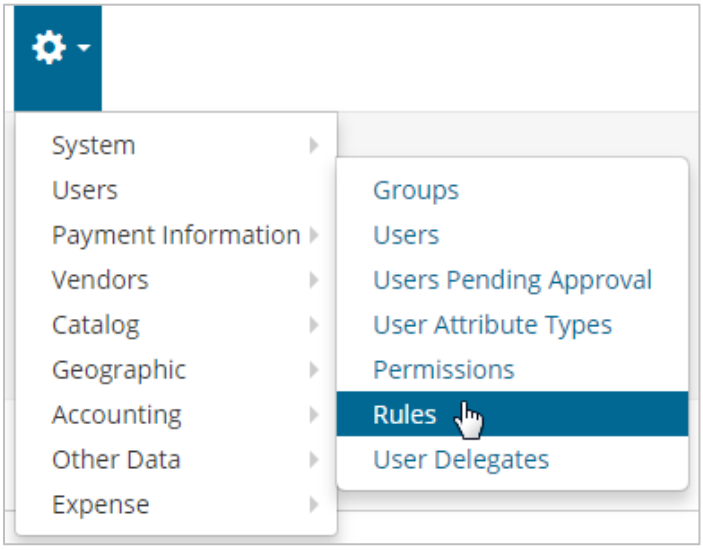
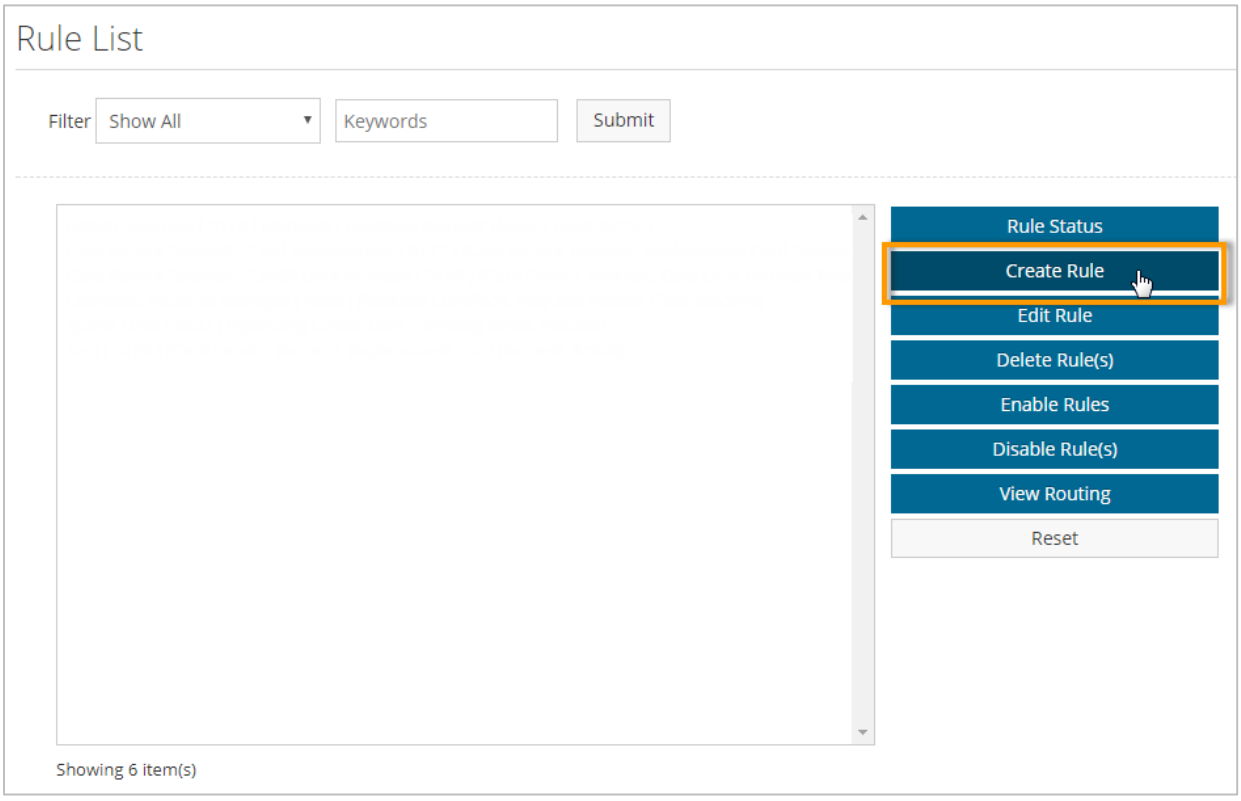
Set up Card Service Request Approval Rules

After you complete setting up the data attribute, you can apply approval rules if your company requires card service requests to follow an approval process.

1. To access the Rules Wizard, select the **Settings icon ( ) > Users > Rules**.



2. Click **Create Rule**.



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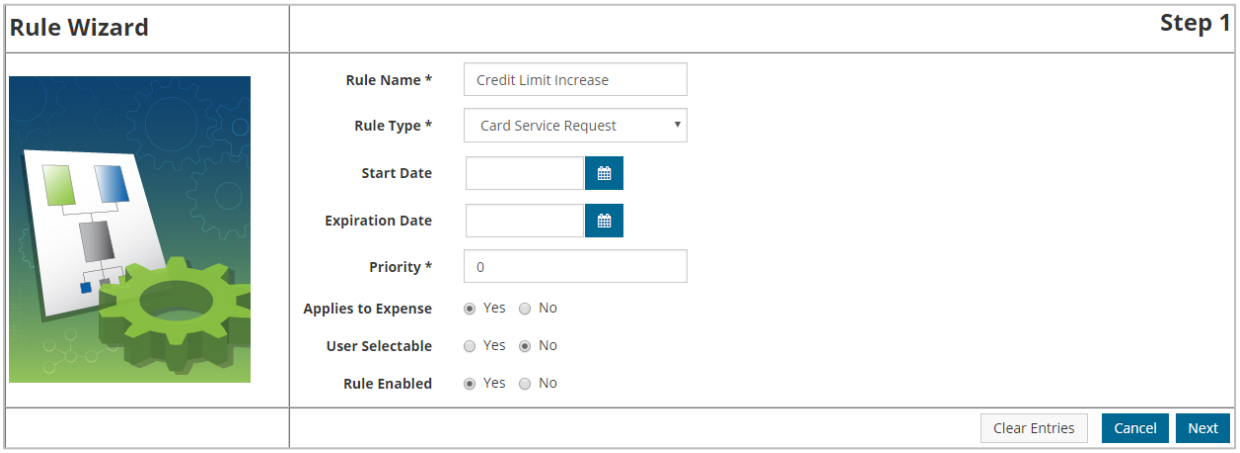
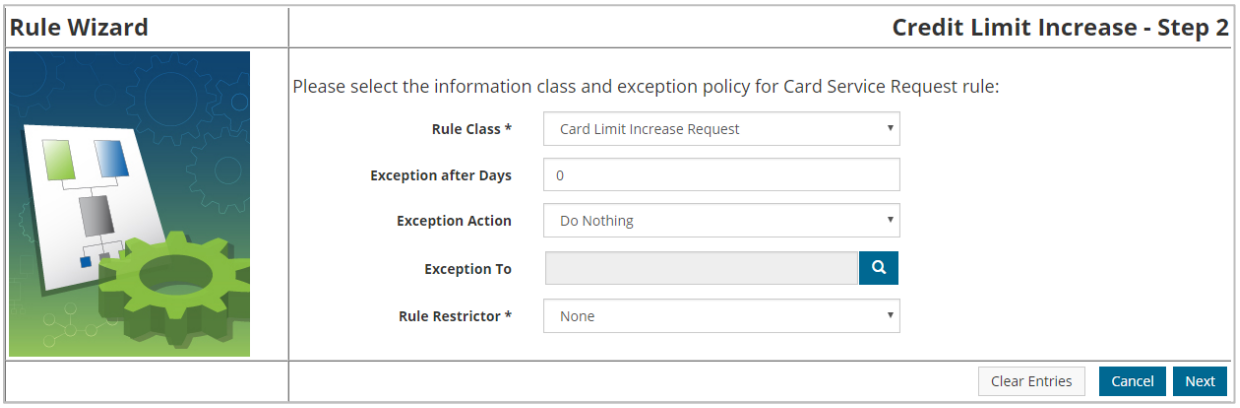
3. In Step 1, set up the basic details on the rule, such as the rule name, start and expiration date, and priority. Ensure the **Rule** Type field is set to **Card Service Request** and **Applies to Expense** is set to **Yes**. Click **Next** when finished.



4. In Step 2, set up additional details on the card service request rule, such as the Rule Class (**Replacement Card Request**, **Card Limit Increase Request**), optional exception information, and the Rule Restrictor (**None, Location Group/Location, User Group/User**). Click **Next** when finished.



5. If you selected **Location Group/Location** or **User Group/User**, Step 3 allows you to select your users or locations the rule will apply to. If you selected **None** in the **Rule Restrictor** field, meaning the rule will apply to all users, Step 3 will ask you to select an approval routing type. Make your selection and click **Next**.

(see image on next page)

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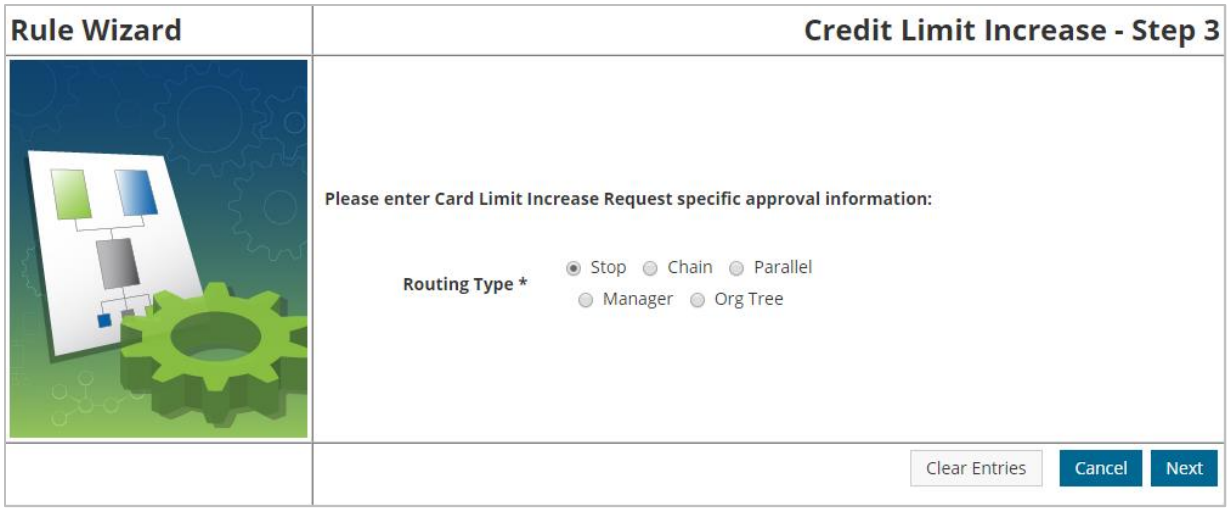
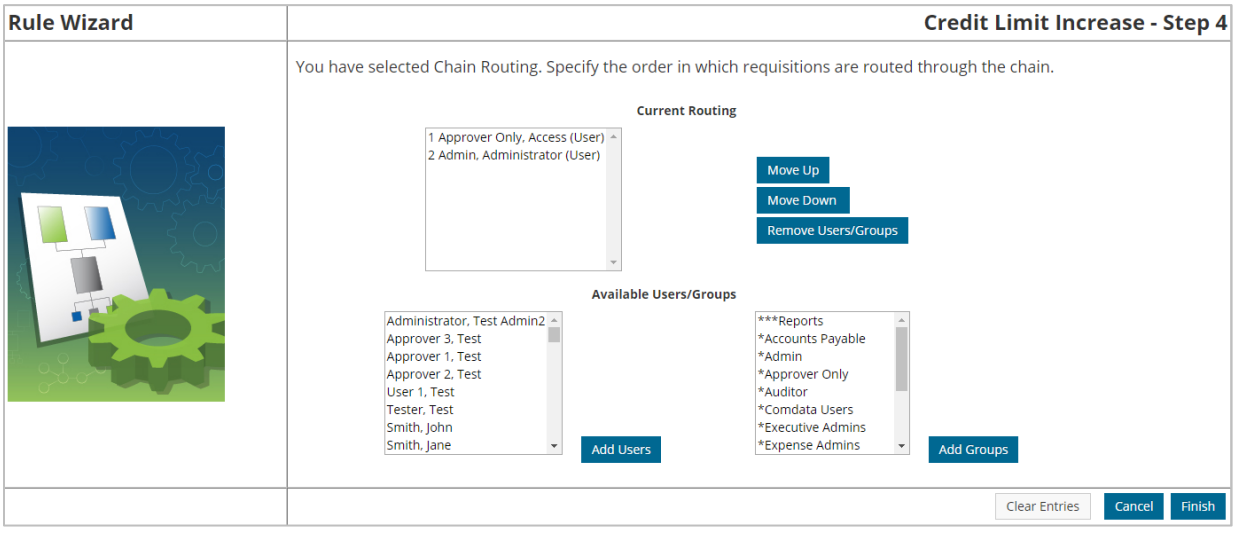


Routing Type	Description
Stop	The request will not be sent to any other users for approval. However, this option prevents users from submitting a card service request.
Chain	Allows you to select a series of users to review and approve requests.
Parallel	Allows you to select multiple approvers; if one user in the group approves the request, the other users will not need to approve it.
Manager	Each request will need to be approved by the user's manager.
Org Tree	Allows you to specify the levels in your organization the request must follow.

6. If you selected **Chain** or **Parallel**, Step 4 asks you to select the users to include in the approval chain. Once you add a user, use the **Move Up** and **Move Down** buttons to determine the order users will need to approve the request, with the top user being first in the chain. Make your selections, then click **Finish**.



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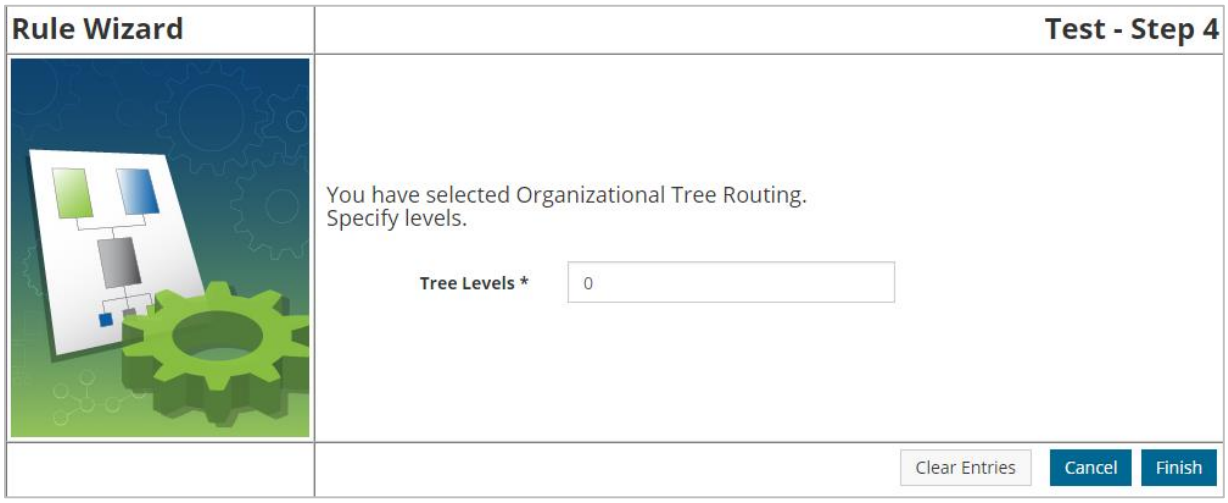
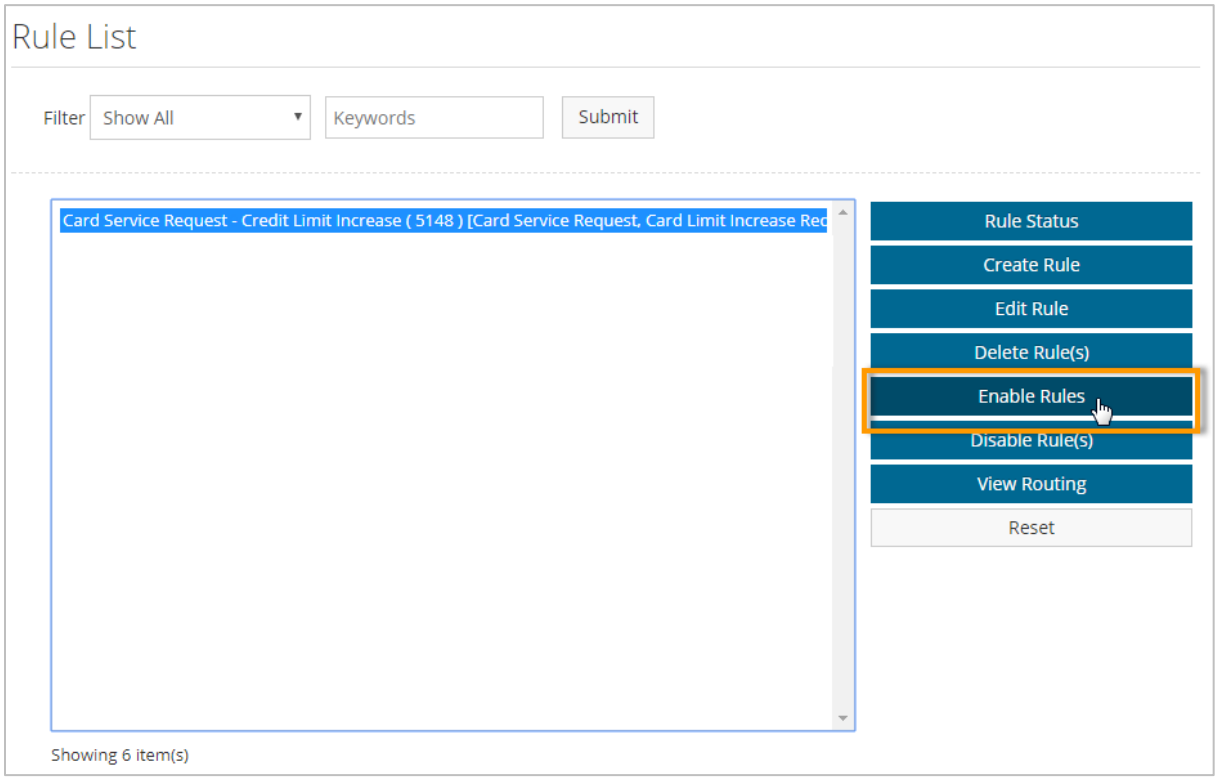
If you selected **Org Tree**, you can specify the levels in your organization the request must follow. For example, if 2 levels are selected, then the request must be approved by the user's manager and the manager's manager.



If you selected **Stop** or **Manager**, the rule set up is complete and you will be returned to the Rule List page.

7. Once you are finished setting up the rule, select it on the Rule List page and then click **Enable Rules**. The rule is now applied based on your settings.



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Approve and Process Card Service Requests

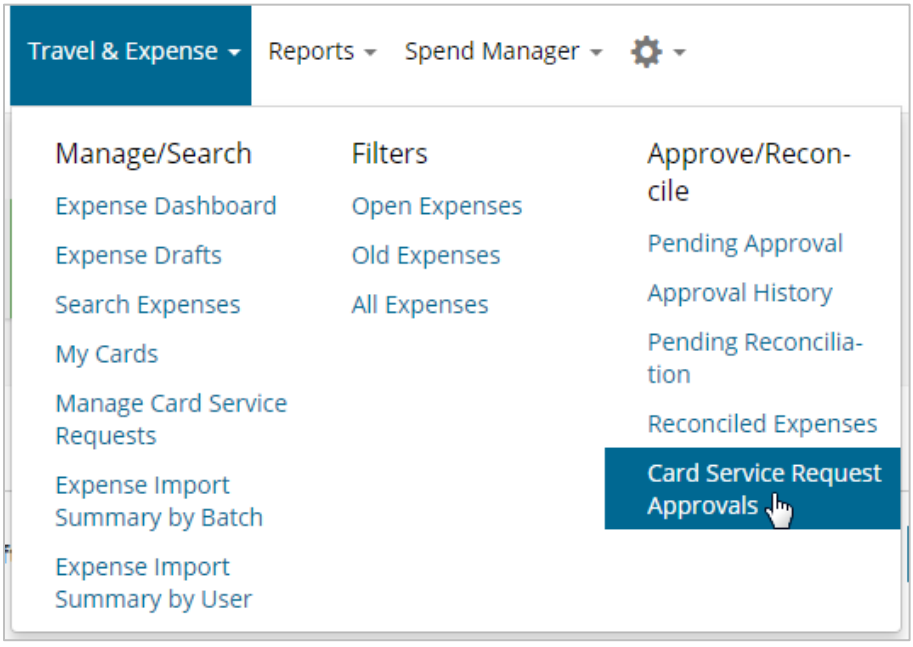
Once a user submits a card service requests, and you have applied the appropriate approval rules, you or any user you deem responsible can review and approve requests, and submit them for processing.

Note: Remember, in order to approve and process card-service requests, the following permissions and system settings are required:

- **(2020) Manage Card Service Requests.** Assign this permission to users that will be responsible for reviewing and approving credit limit increase and card replacement requests. By selecting this option, you can configure approvals by location or location groups.
- **System Setting (1195) Enable Summary Approval/Decline from Approval List.** Ensure this setting is set to **Yes** as it is also required for approvers to review and approve card service requests.
- **System Setting (2031) Electronic Signature for Credit Card Limit Increase Requests (Optional).** This is an optional system setting that you can apply if you require an electronic signature for card service requests. You can require users to enter their password, employee ID, or email upon submitting a request.

Approve Card Service Requests

1. To access card-service requests that are in approval, select **Travel & Expense > Card Service Request Approvals**.



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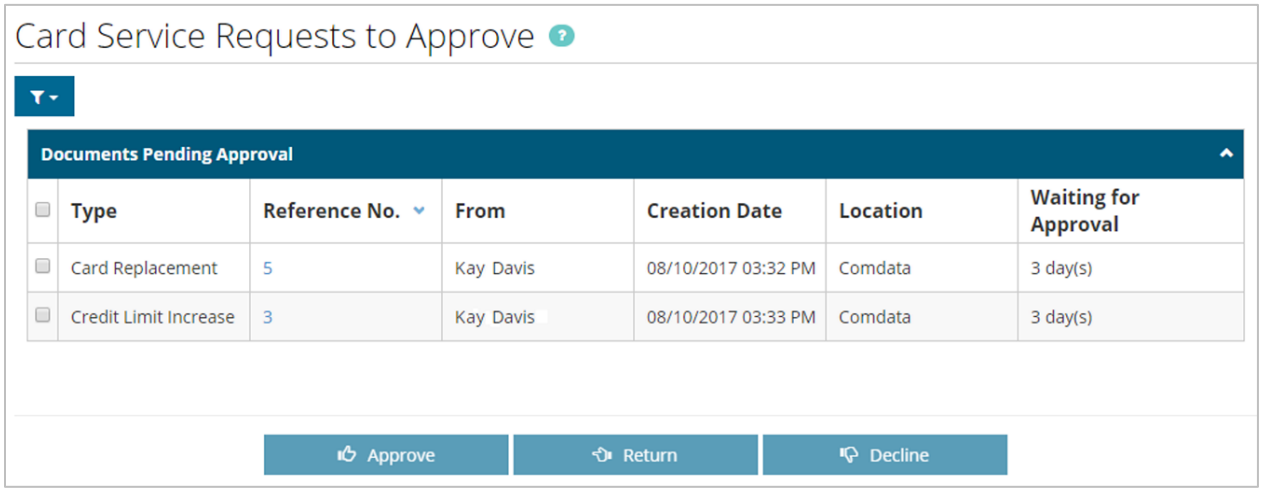
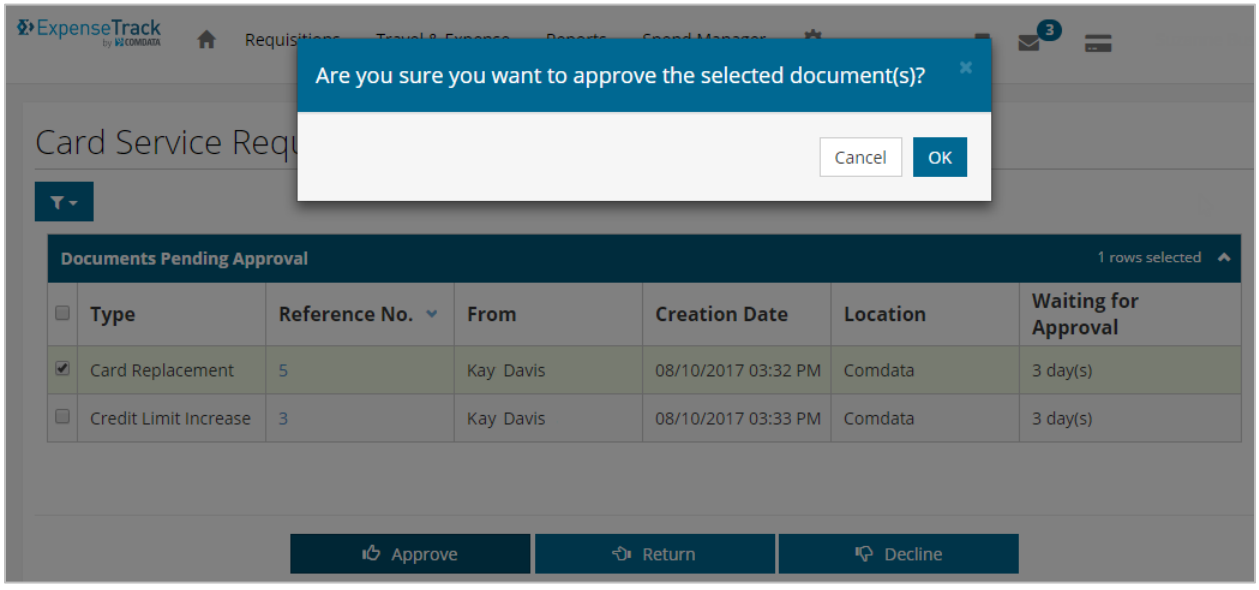
2. The Card Service Requests to Approve page contains each requests requiring your review. Select the check box for a requests and then click either **Approve** or **Decline**. If there are multiple approvers in the approval route, you can click **Return** to send a request back to the previous approver.

   Note: Click the **Reference No.** to review details on a request.



3. Click **OK** on the confirmation popup.



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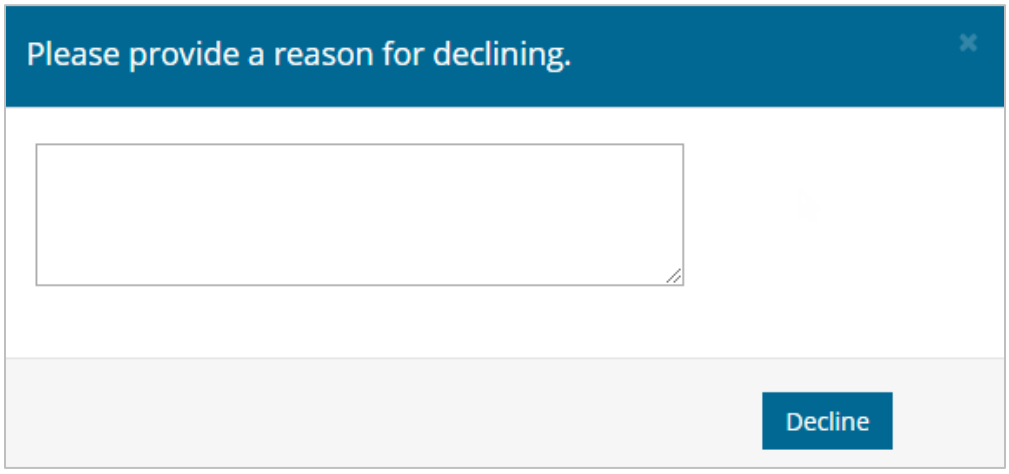
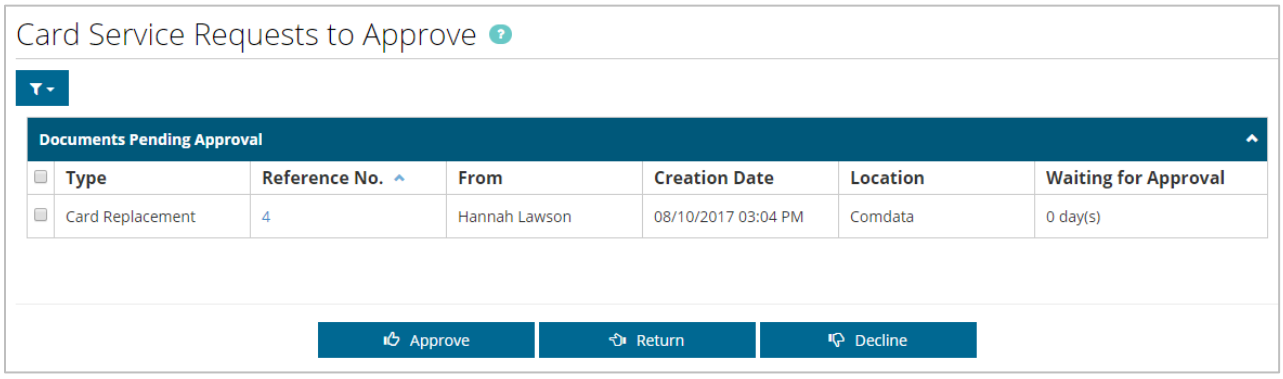
Note: If you decline a request, you will need to enter a reason for your decline.



The request is approved and removed from the list. The requestor will receive a message notifying them of your approval. If there is an approval chain, the next user in the chain will receive a notification message telling them they need to approve the request.



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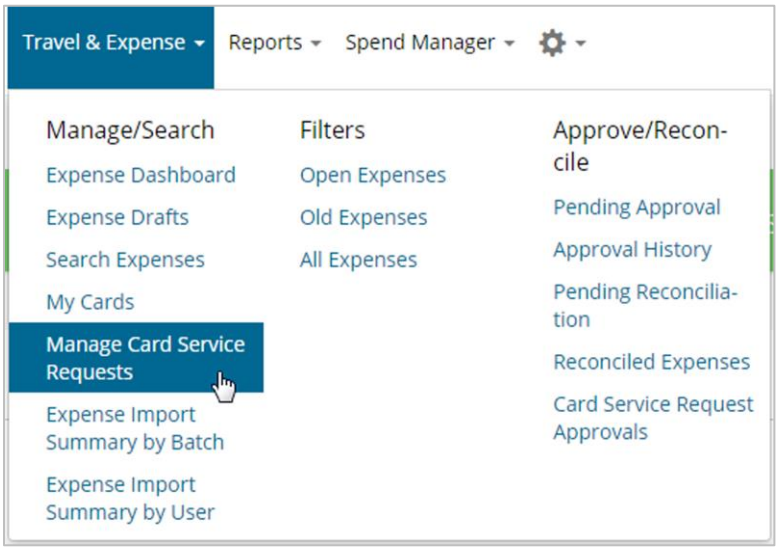
Process Card Service Requests

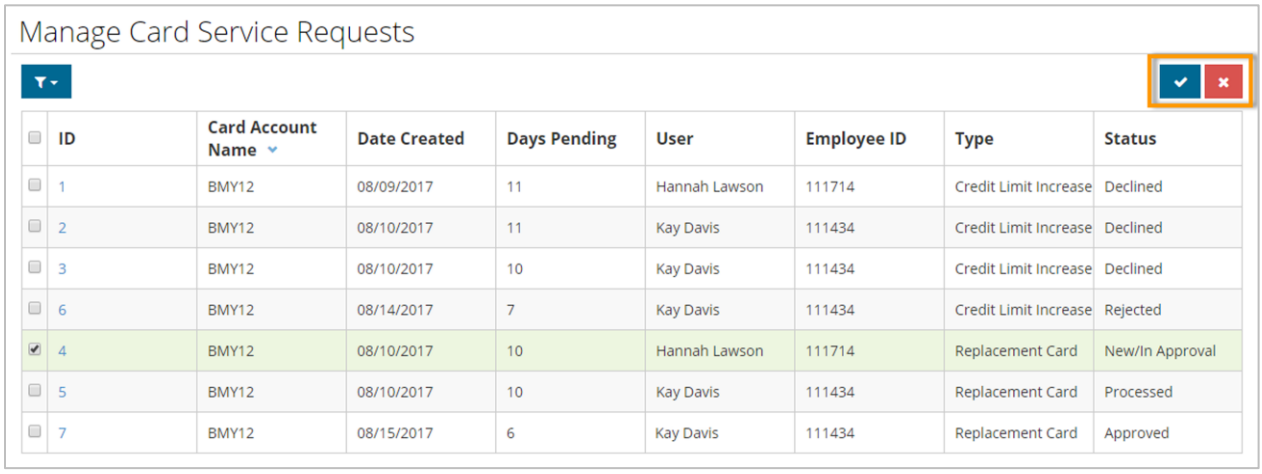
After a request is approved and ready to be processed, an email is sent to all users with permission **2020 – Manage Card Service Requests** for the requestor's expense location. The processing user can reject or submit a request for processing.

Note: Direct integration with the card management system will be available at a later date. At this time, credit limit increases and replacement cards must be processed in iConnectData and then marked as processed in Expense Track to track the status of the request.

1. To process card service requests, select **Travel & Expense > Manage Card Service Requests**.



2. Select a request and then click the check mark button ( ) to mark it as processed or click the x button ( ) to reject it. To review the details on a request, click the **Reference No**.



ID	Card Account Name	Date Created	Days Pending	User	Employee ID	Type	Status
1	BMY12	08/09/2017	11	Hannah Lawson	111714	Credit Limit Increase	Declined
2	BMY12	08/10/2017	11	Kay Davis	111434	Credit Limit Increase	Declined
3	BMY12	08/10/2017	10	Kay Davis	111434	Credit Limit Increase	Declined
6	BMY12	08/14/2017	7	Kay Davis	111434	Credit Limit Increase	Rejected
4	BMY12	08/10/2017	10	Hannah Lawson	111714	Replacement Card	New/In Approval
5	BMY12	08/10/2017	10	Kay Davis	111434	Replacement Card	Processed
7	BMY12	08/15/2017	6	Kay Davis	111434	Replacement Card	Approved

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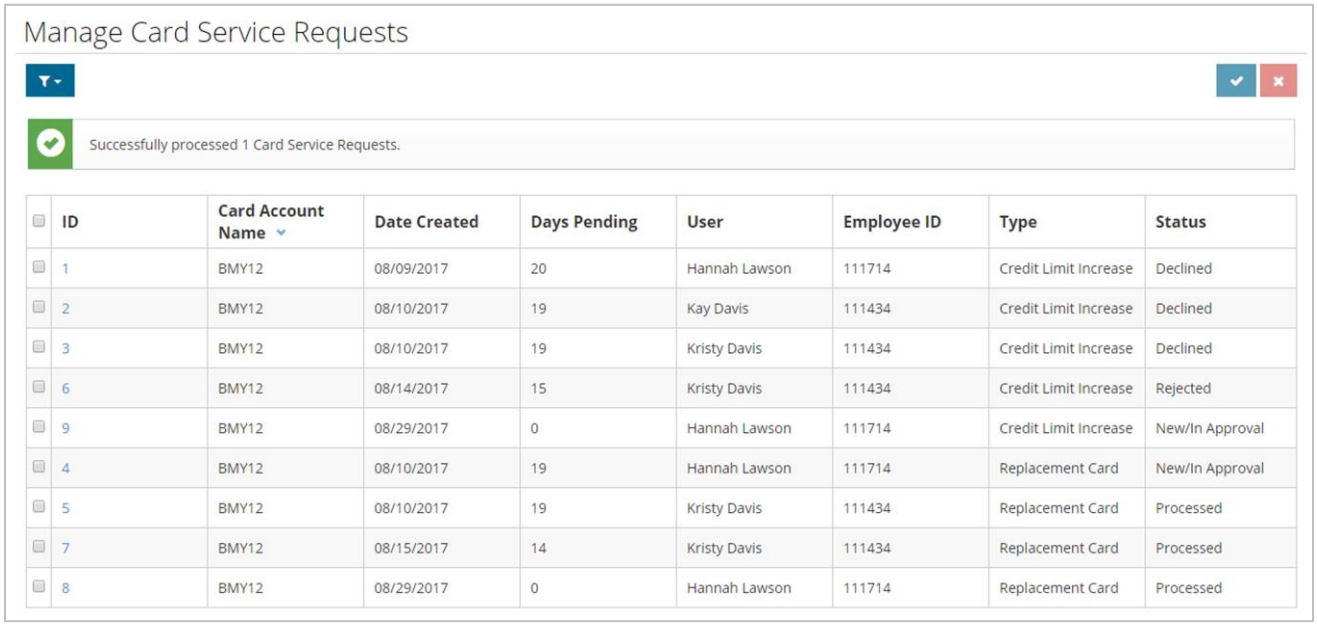
3. You will receive a success message upon confirming your selection. The Status column reflects the action the approver user took on the request (Approved, Declined, New/In Approval) or the action you performed (Processed, Rejected). These requests are never removed from this page, so you can always come back and search for past requests if needed.

Note: You can only process or reject requests in Approved status.



ID	Card Account Name	Date Created	Days Pending	User	Employee ID	Type	Status
1	BMY12	08/09/2017	20	Hannah Lawson	111714	Credit Limit Increase	Declined
2	BMY12	08/10/2017	19	Kay Davis	111434	Credit Limit Increase	Declined
3	BMY12	08/10/2017	19	Kristy Davis	111434	Credit Limit Increase	Declined
6	BMY12	08/14/2017	15	Kristy Davis	111434	Credit Limit Increase	Rejected
9	BMY12	08/29/2017	0	Hannah Lawson	111714	Credit Limit Increase	New/In Approval
4	BMY12	08/10/2017	19	Hannah Lawson	111714	Replacement Card	New/In Approval
5	BMY12	08/10/2017	19	Kristy Davis	111434	Replacement Card	Processed
7	BMY12	08/15/2017	14	Kristy Davis	111434	Replacement Card	Processed
8	BMY12	08/29/2017	0	Hannah Lawson	111714	Replacement Card	Processed

Manage Expense Track

Once all of the set up pieces are complete, you can begin using and managing Expense Track. A common task for Administrators is to ensure data is accurate and current within the system. You can also change system settings, add and delete user accounts, and approve or decline expense reports. You can perform many of the same operations as your users (see the Expense Track user guide for more information), but there are some Administrator-specific tasks such as reconciling expense reports and correcting credit card transaction data.

See below for a list of management tasks:

- Correct Unmatched Comdata Mastercard Transactions
- Assign Delegate Users
- Approve Expense Reports
- Reconcile Expense Reports
- Extract Expense Data

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Correct Unmatched Comdata Mastercard Transactions

All transactions performed with a Comdata Mastercard are imported into Expense Track and collected into draft expense reports. These draft expense reports are auto-created based on your company's expense period (weekly, semi-monthly, monthly, etc.). The transactions for the expense period match to reports based on the user, customer ID, and expense item (transaction detail). The transactions themselves match to an expense item based on the Mastercard Merchant Category Code (MCC).

When Comdata Mastercard data is imported into Expense Track, the users associated to each line item will receive a notification in Expense Track Messages, informing them of the import.

You can define how often Expense Track generates draft expense reports for imported Mastercard transactions. For example, if the frequency is set to monthly, your users will receive a draft expense report for all transaction for the previous month. Understanding the credit card expense draft frequency allows for efficient expense tracking and approval.

However, transactions may fail to match to the correct expense item if an error occurs in the mapping. These are known as unmatched transactions. In this situation, users cannot submit the expense report until they match the transaction to the correct expense item. There are multiple avenues for correcting unmatched transactions. Users will also receive notifications in Expense Track Messages of the failed matched items. The notification will be sent every day until the user corrects the expense item.

Note: Only posted Comdata Mastercard transactions display in Expense Track. Transactions generally appear 24 hours after the posting date except for Sundays.

Click a link below to learn more:

- Correct Comdata Mastercard Transactions on Expense Reports
- Correct Comdata Mastercard Transactions By Batch
- Correct Comdata Mastercard Transactions by User

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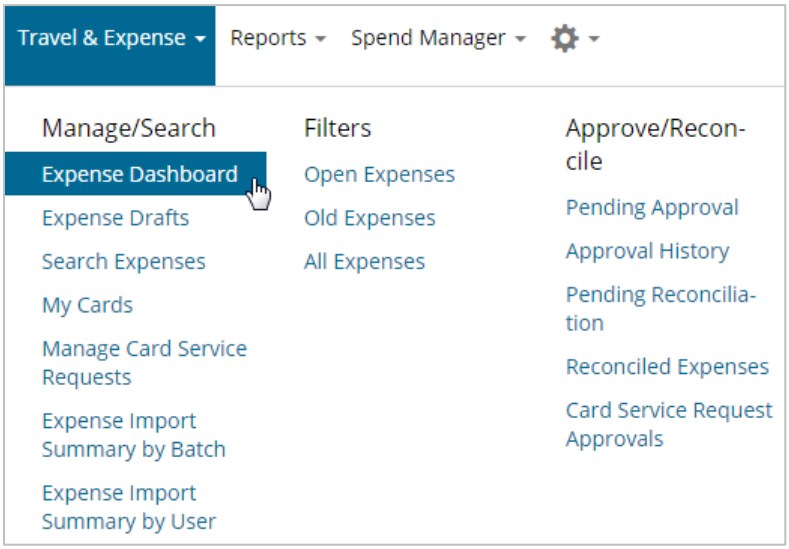
Correct Comdata Mastercard Transactions on Expense Reports

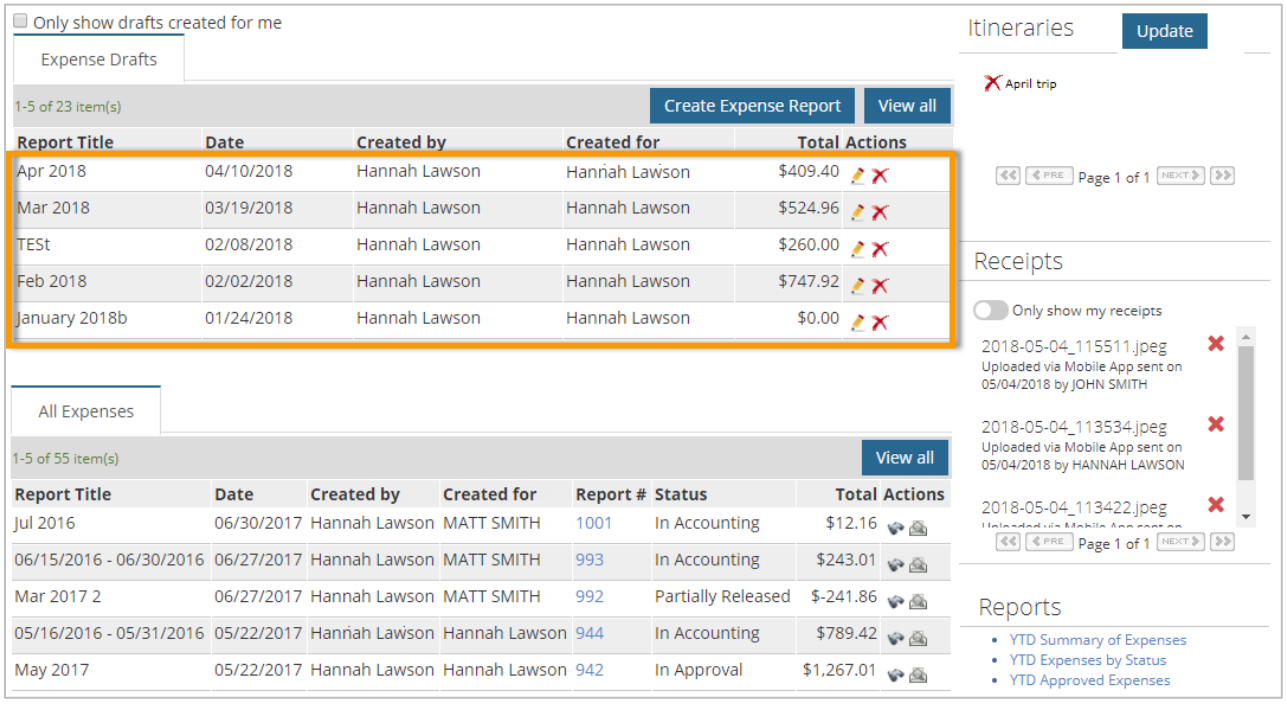
If a Comdata Mastercard transaction fails to match to an expense item, it will match to the default expense item you defined at set up. If this happens for you or your users, you can make a correction on the expense report.

Note: You cannot correct transactions for another user on their expense report unless you are assigned as a Delegate user. However, you can do so through the Expense Import Summary by Batch page.

1. Access the Expense Dashboard (**Expense Track home page > Travel & Expense > Expense Dashboard**).



2. Open an expense report you know has unmatched Comdata Mastercard transactions.



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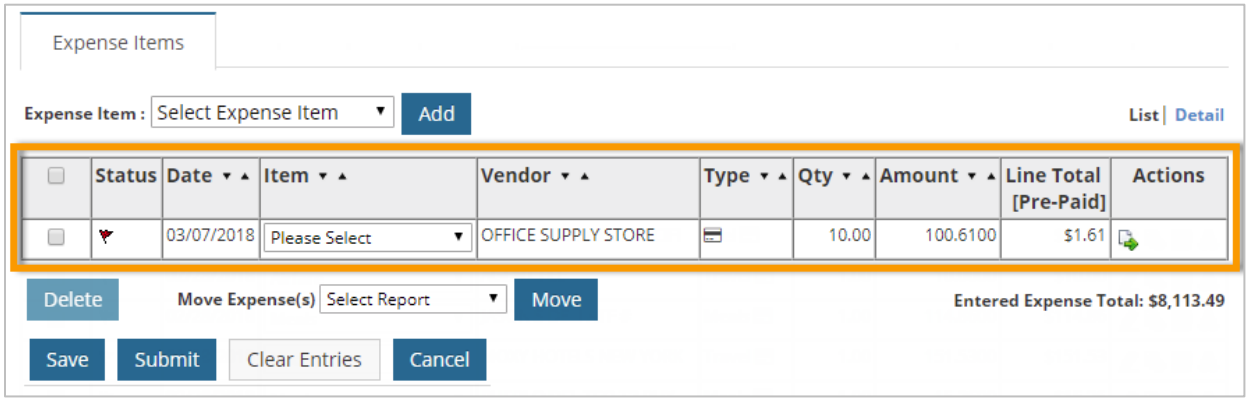
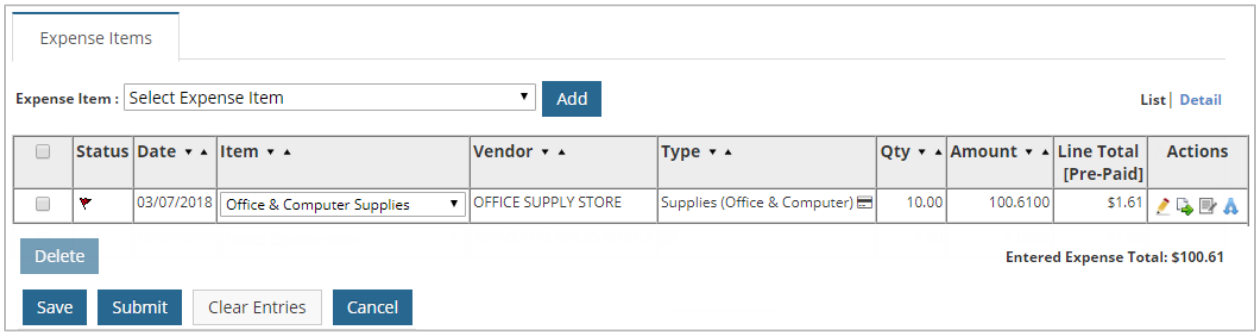
3. Unmatched transactions display in the Expense Items table in red flag status (⚑) and only the **Move** icon is available in the **Actions** column. The **Item** column displays the default expense item in a drop-down menu (in the example below, it is labeled **Please Select**). Use the drop-down menu to select the correct expense item. Then, click **Save**.



4. The expense item may not change to green-flag status, but now you have all options to edit the expense report. Repeat this process for all unmatched expense items.



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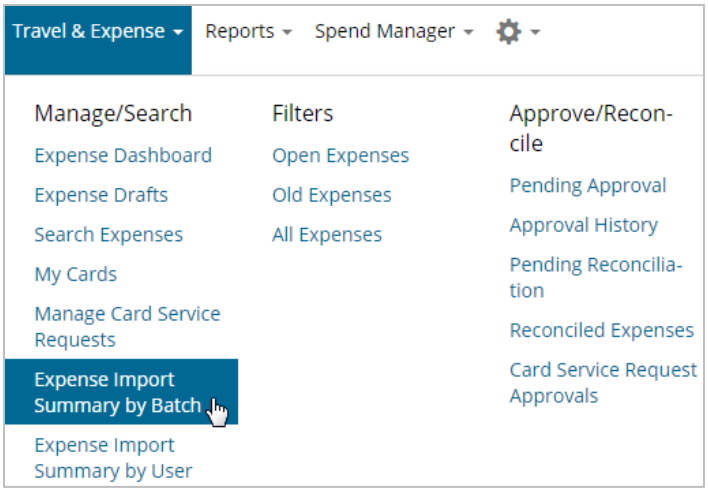
Correct Comdata Mastercard Transactions by Batch

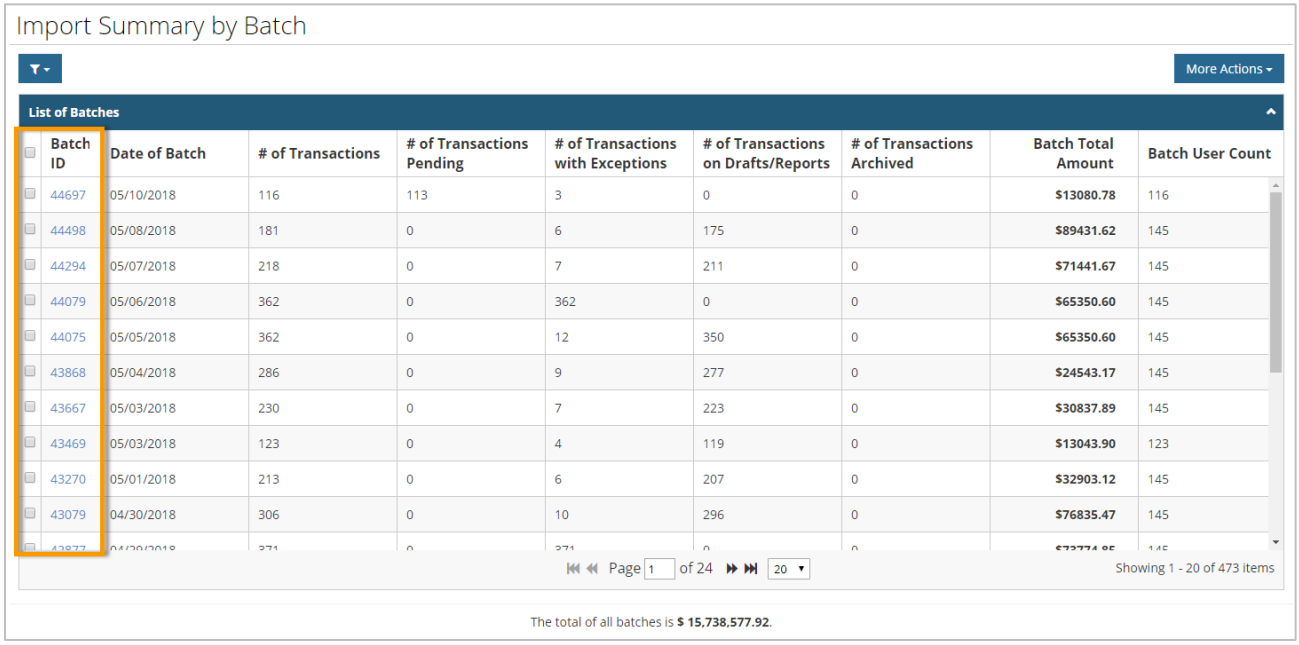
As an Administrator, you can monitor all imported Comdata Mastercard transactions through the Expense Import Summary by Batch page. Use this page to view matched and unmatched credit card transactions by daily batches and make corrections as necessary.

1. On the main menu, select **Travel & Expense > Expense Import Summary by Batch**.



2. The Import Summary by Batch page opens with a table list of all batches. Each batch displayed on this page contains up to 24 hours of posted transactions. Click a batch ID to view transaction details.

Note: Use the **Filter** button ( ) to narrow the results in the table. Use the **More Actions** button to export selected rows or the entire table to an Excel spreadsheet.



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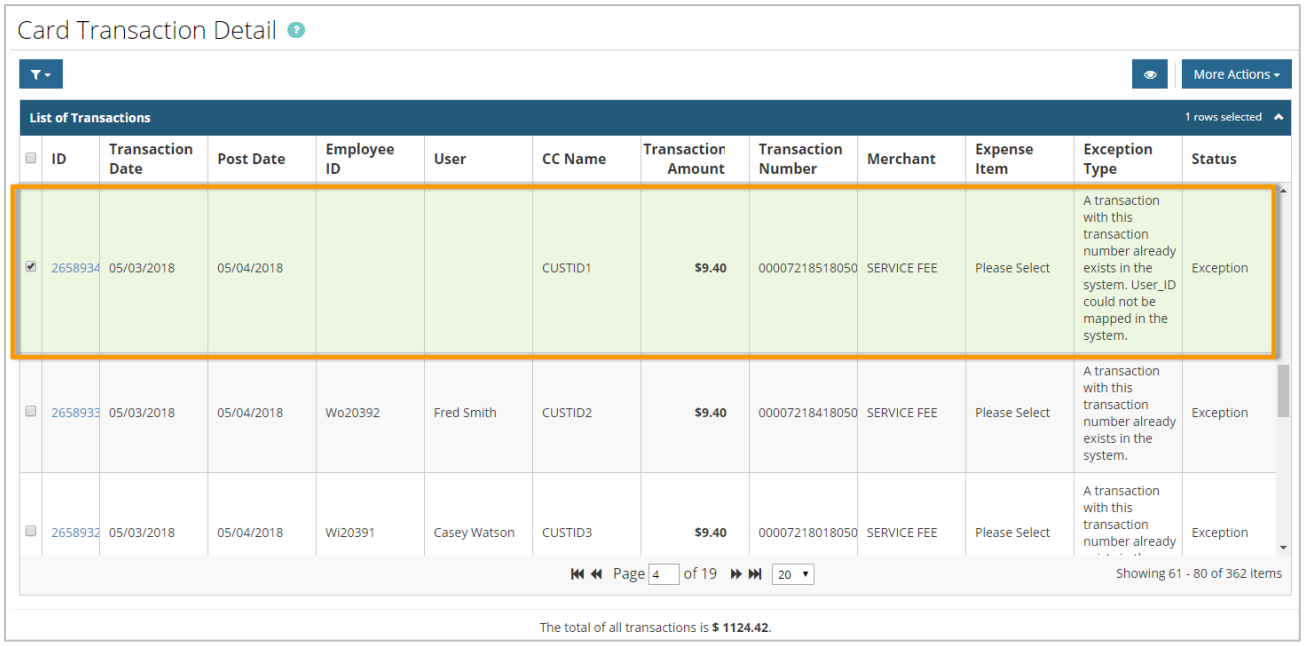
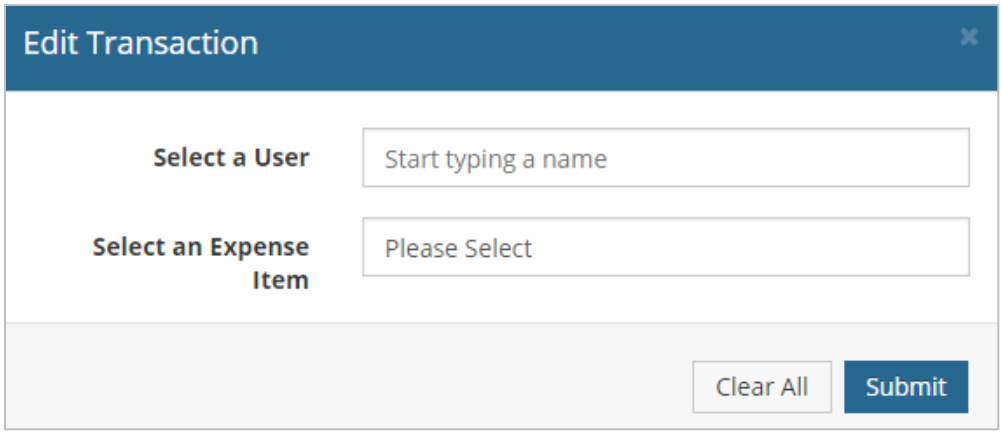
3. The Card Transaction Detail page opens with info on each transaction in the batch. Transactions that enter unmatched will be in **Exception** status and the **Exception Type** column explains the reason for the exception. If the transaction is in **Processed** status, edits can be applied only from the Edit Expense Report page. Select a row(s) using the check boxes in the far left column and then select the **More Actions** drop-down to perform one of the following actions:

   - **Archive.** Archives the transaction so it cannot be edited or submitted. Note that this does not delete the transaction from Expense Track.
   - **Reprocess.** Sends the transaction for reprocessing to add to an expense report.
   - **Edit Transactions.** Assign the transaction(s) to an existing user or expense item.
   - **Create Users.** Create a new user and assign them to an expense item.
   - **Export current view.** Export all selected rows to an Excel spreadsheet.
   - **Export All Rows.** Export all rows to an Excel spreadsheet.



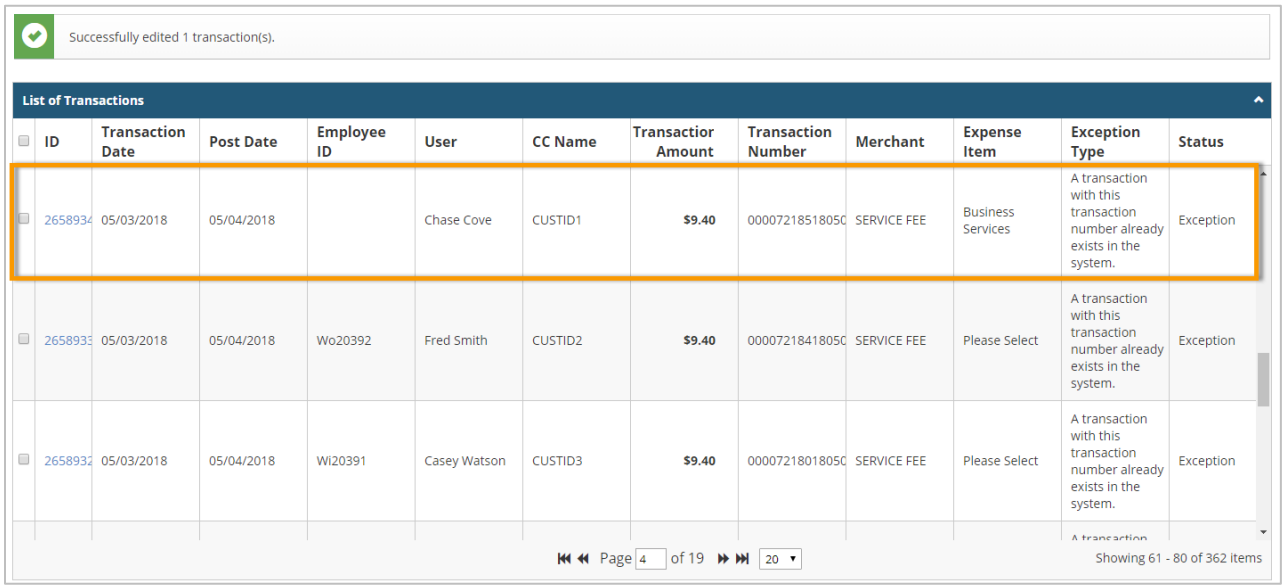
4. For this example, we selected a transaction missing a user ID and then selected **Edit Transactions** to fix the discrepancy. This opens the Edit Transaction window. From here, enter the correct expense item and user ID. Be aware that you must enter an existing user ID and spell the name correctly. Click **Submit** when the error is fixed.

(continued on next page)



5. Return to the Card Transaction Detail page to see the credit card transaction tied to a user. Notice that the user has been added but the transaction is still in Exception status. Select **Reprocess** from the **More Actions** drop-down to send the item for processing onto an expense draft. If successful, the status will change to **Processed**.

Note: To view detailed information on a transaction, either click the transaction ID in the **ID** column or select a check box and then click the eye icon ( ).



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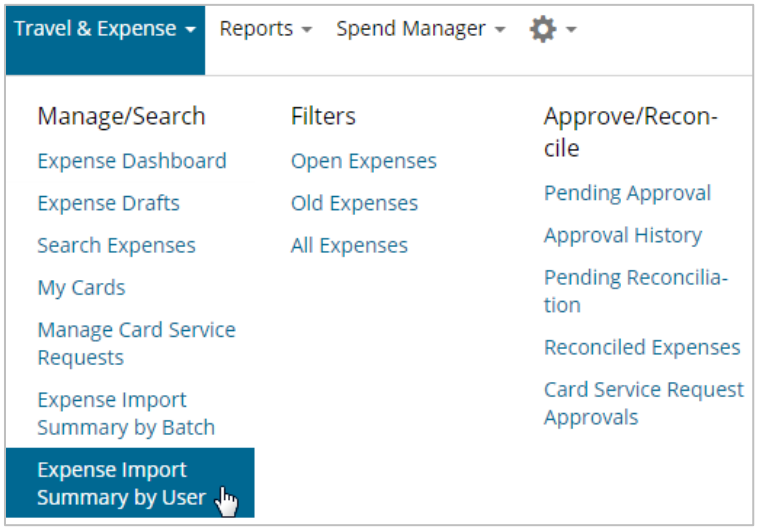
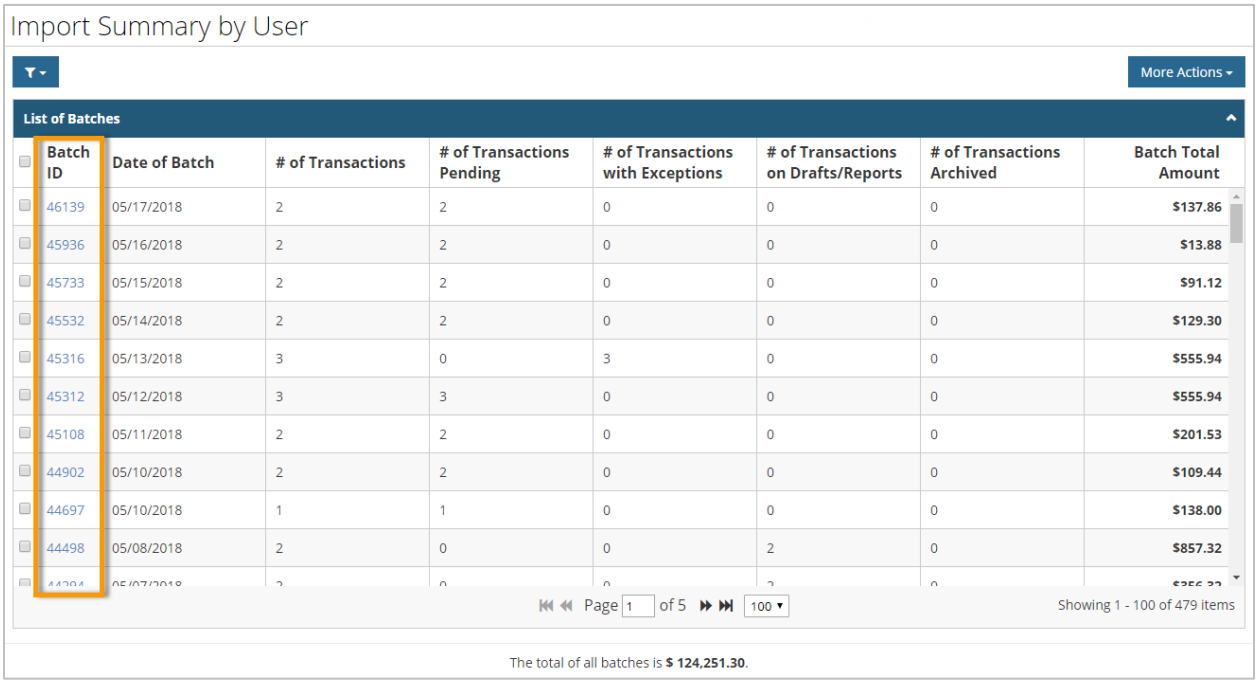
Correct Comdata Mastercard Transactions by User

The Expense Import Summary by User page allows you to review imported Comdata Mastercard data that has been associated to a user. If you grant a user permission to view this page, they will see only their transactions. As an Administrator, this page is similar to the Expense Import Summary by Batch page, but includes the total amount spent in each batch.

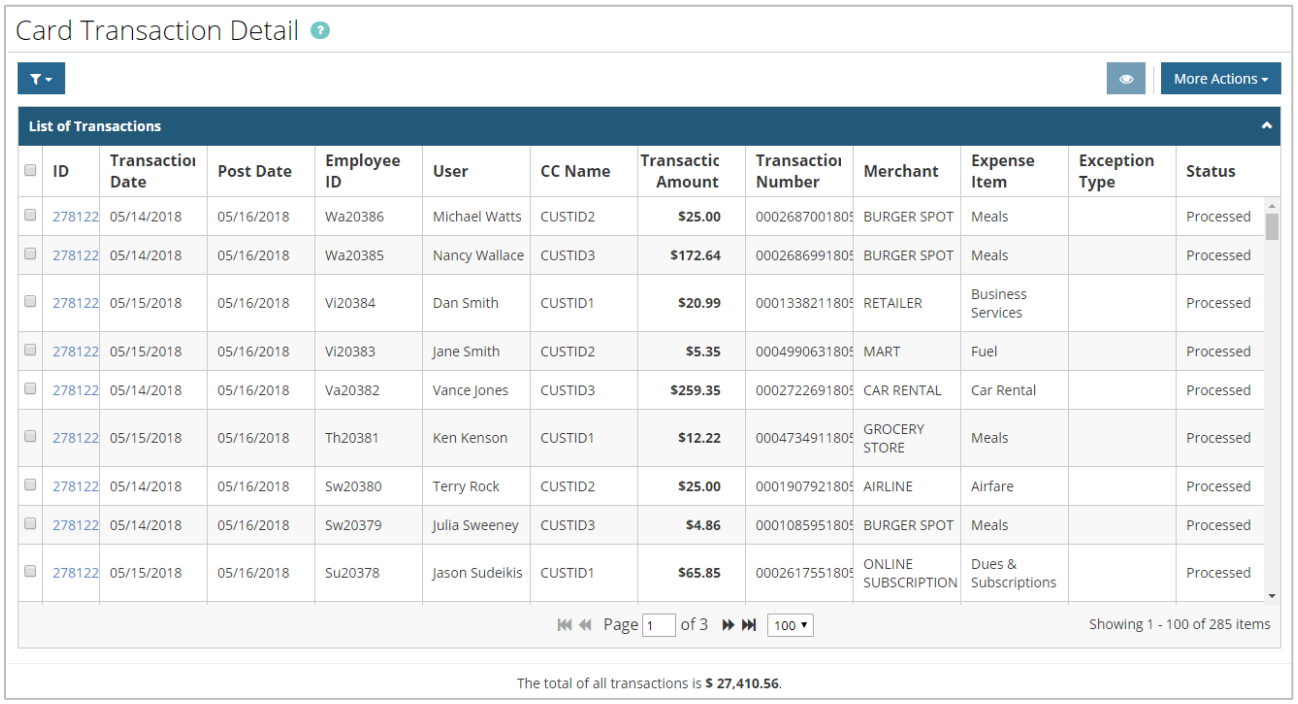
1. On the Expense Track main menu, select **Travel & Expense > Expense Import Summary by User**.



2. The Import Summary by User page opens with a table list of all transactions grouped into batches. Similar to the Import Summary by Batch page, each batch contains up to 24 hours of your posted transactions. Click a link in the **Batch ID** column to view a batch's transaction details.



3. The Card Transaction Detail page opens with info on each transaction in the batch for each of your users. You can perform the same edits here as mentioned in the Correct Comdata Mastercard Transactions by Batch section.

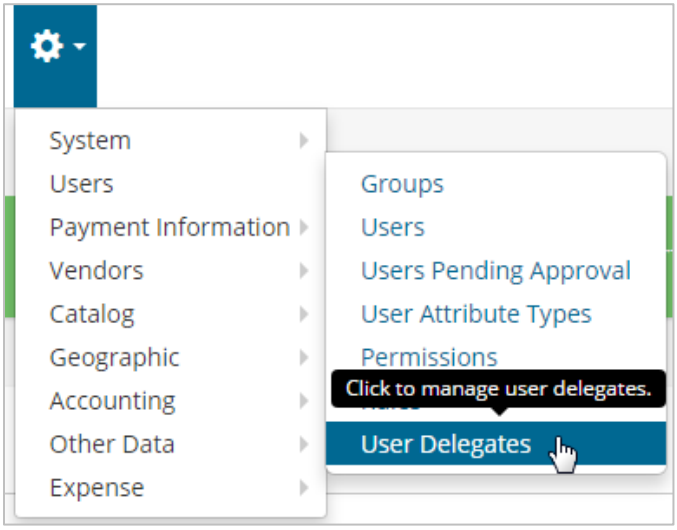


Assign Delegate Users

The Delegate User feature of Expense Track allows your users to assign other users as delegates to manage their expense reports. As an Expense Track Administrator, you can assign one user as a Delegate for one or multiple other users. This feature is useful if a user is out of the office or never accesses the website to manage their expenses. Follow the steps below to set up a Delegate user.

Note: Permission **4120 - Manage User Delegates** must be selected to use this feature.

1. On the Expense Track home page, select the **Setting icon ( ) > Users > User Delegates**.



2. Complete each field to set up the Delegate user. See field descriptions below. Note that each field is a typeahead field, meaning if you enter a few letters or numbers, matching results will display.

   Note: If you enter values in the **Individual Users**, **User Groups**, and **Location Groups** fields, or a combination of two of the fields, the Delegate user will have access to each user within the selected segments.

   For example, if you enter Group A and Group B in **User Groups**, and Location A and Location B in **Location Groups**, the Delegate user will be assigned to each user in each group.

(see image on next page)

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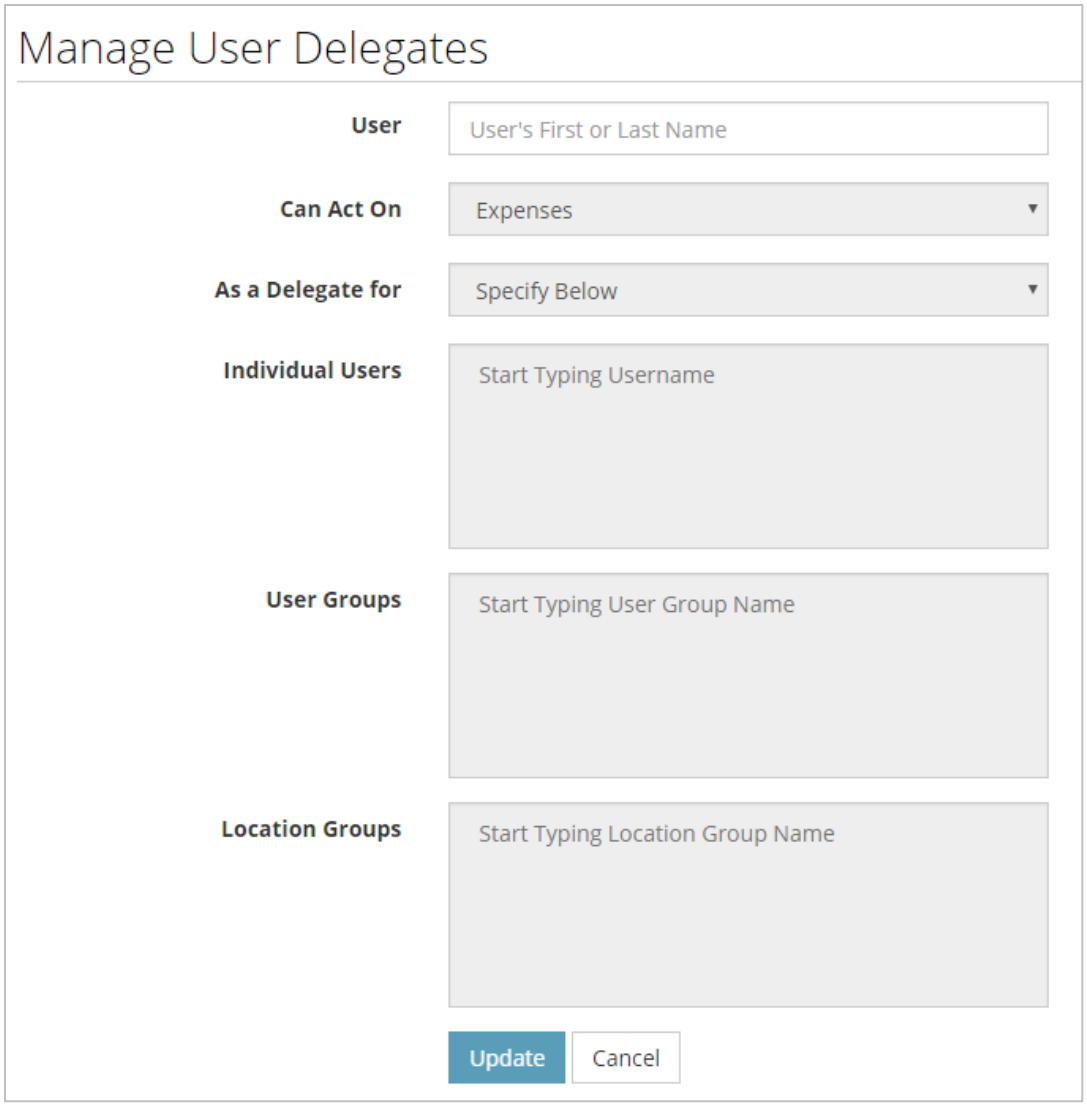

Field	Description
User	Enter the user ID of the Delegate user.
Can Act On	**Expenses** is the only option in this field, as this is the only task Delegate users can perform for other others.
As a Delegate For	• **Specify Below:** Select this option if you will enter users in the **Individual Users**, **User Groups**, and/or **Location Groups** fields. • **All Users:** Select this option to delegate the user to all other users in the system. For example, if an accountant associate needs to access all users' expenses to help them understand the process of creating and submitting expense reports, select this option.
Individual Users	Enter one or multiple users IDs.
User Groups	Enter one or multiple user groups.
Location Groups	Enter one or multiple location groups.

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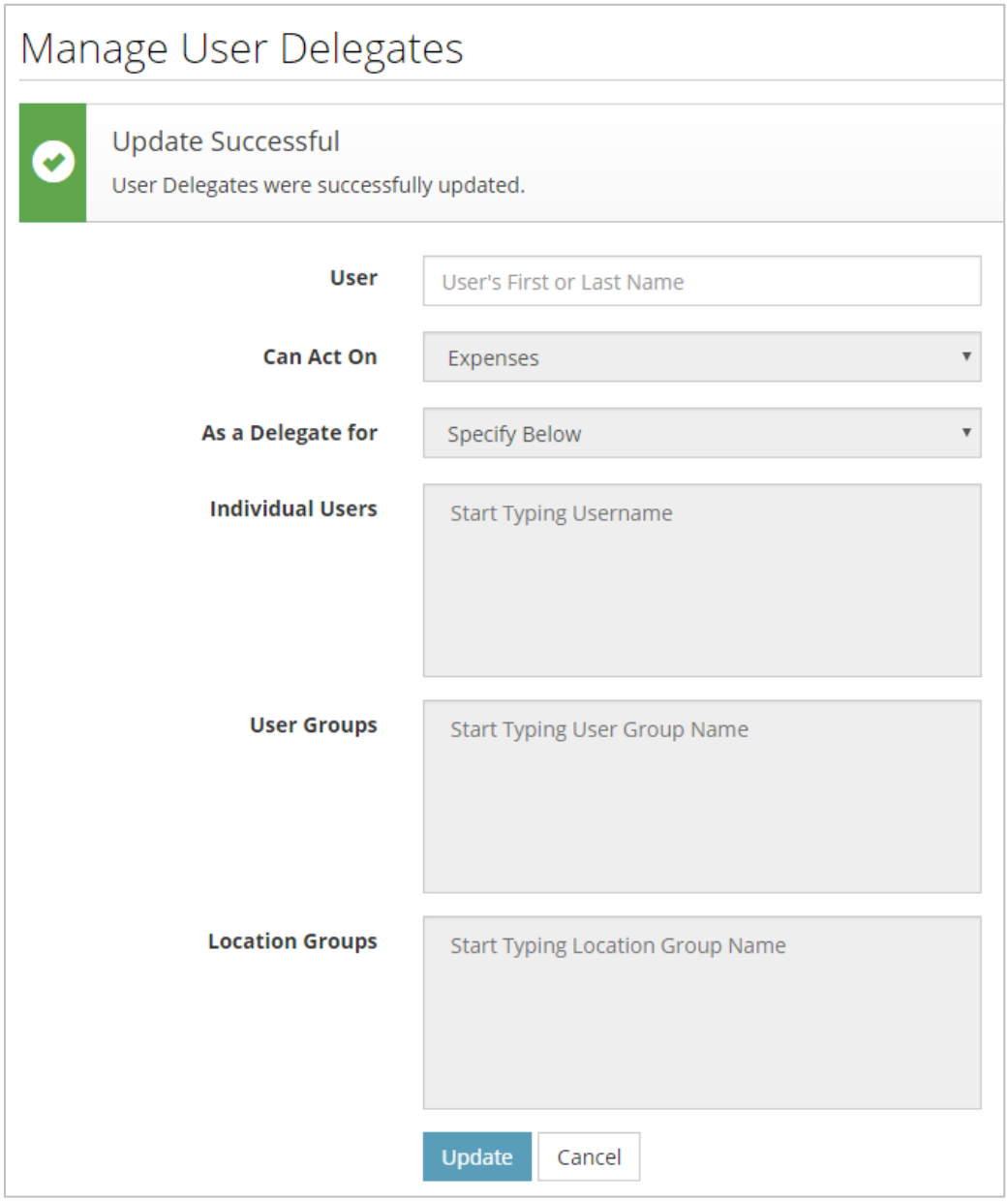
3. Click **Update** at the bottom of the page. The Delegate User is now assigned to the user(s) you selected.



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Approve Expense Reports

Once a user submits a draft expense report, it must go through approval at your company's management level. Review each report to ensure there are no issues. You can approve an entire expense report or each expense item in a report. You should have defined approval rules during the expense track set up process.

Select a task below for more details:

- Approve Expenses

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Approving Expense Reports

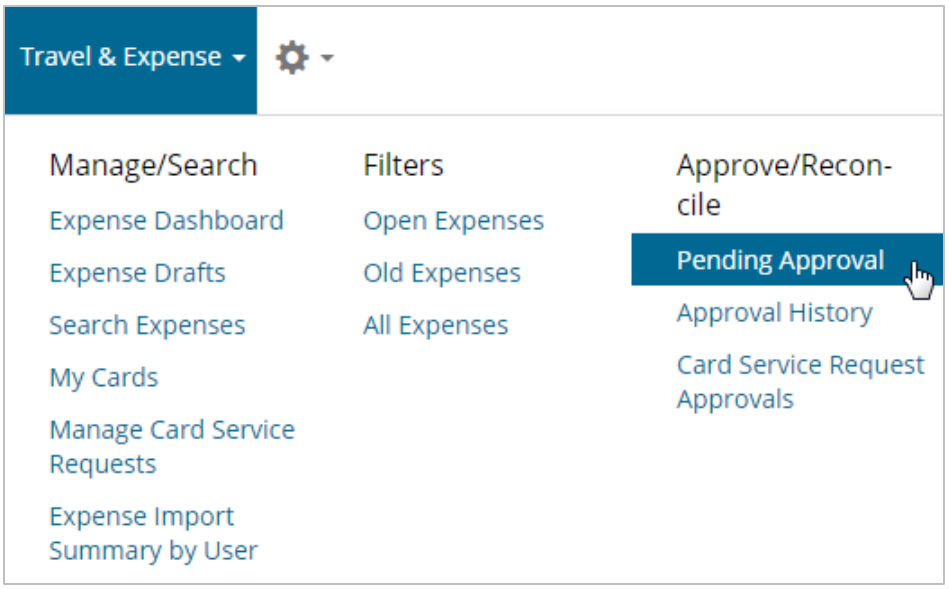
Use this section to understand how to approve expense reports. You can approve an entire report or each specific expense item in a report. Also, note that you can approve expense reports within the Expense Track website or from the notification email.

- Approve Expense Reports in the Website
- Approve Expense Reports from Notification Email

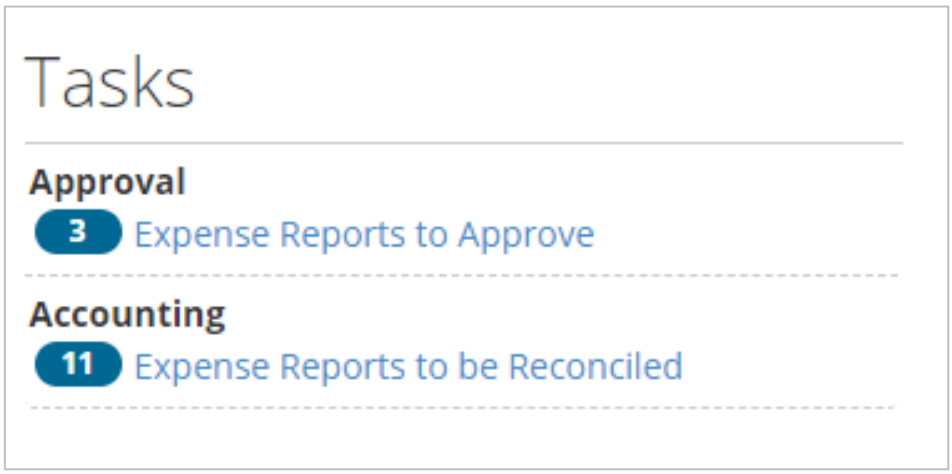
Approve Expense Reports in the Website

1. There are two ways to access expense reports for approval:

   - Select **Travel & Expense** > **Pending Approval**.



   - Alternatively, under the Tasks section, select **Expense Reports to Approve**.



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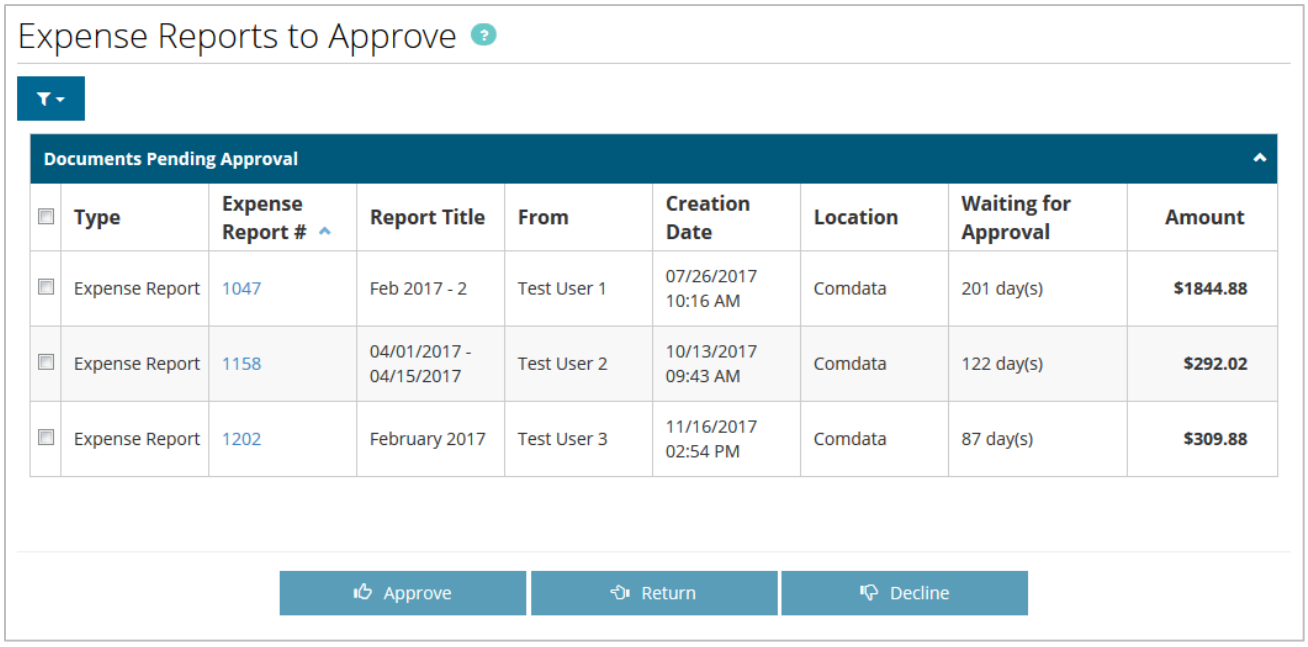
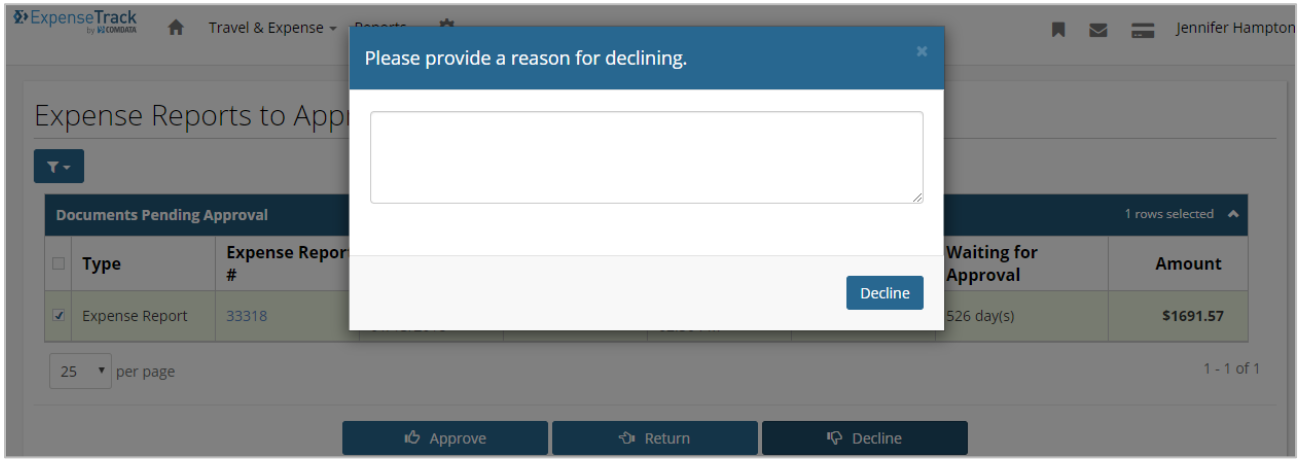
2. On the Expenses Reports to Approve page, click an **Expense Report #** from the Documents Pending Approval list. If you have a large list of reports, use the **Filter** ( ) option at the top of the page to quickly locate a report.

Note: You can approve and decline expense reports from this page. Select one or multiple expense reports using the checkboxes in the left column, then click either **Approve** (Approve) or **Decline** (Decline).



If you decline an expense report, you are required to provide a reason for the decline. Your message will be sent to the expense requester.



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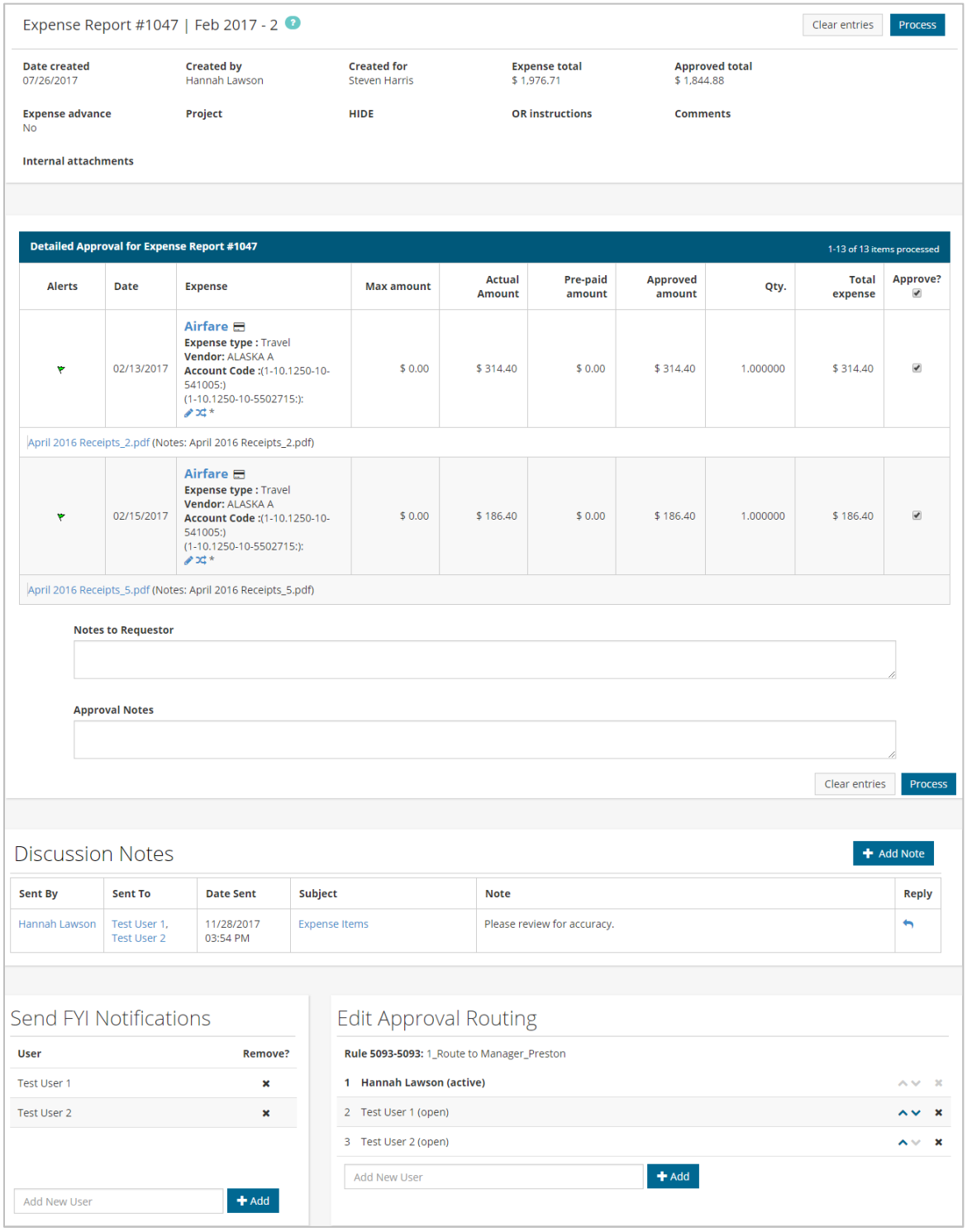
3. The Expense Report Approval page opens. This page provides a detailed view of the expense report items. A brief overview of the report is given at the top of the page, followed by a list of all expense items, and ending with the Notes, FYI Notifications, and Edit Approval Routing sections. Review each detail on the expense report, including each expense item.



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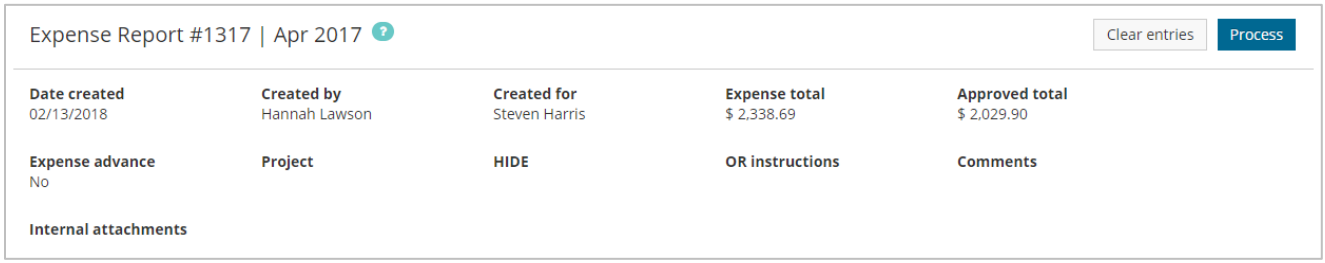
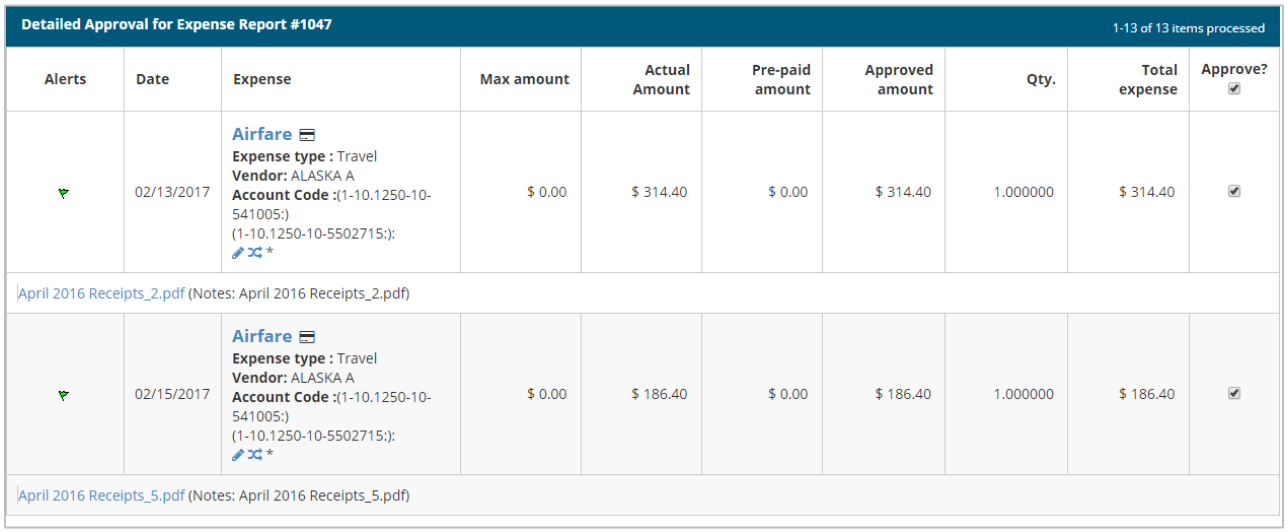
The top portion of the page provides a high level description of the expense report, including details such as the create date, total amount, and approved amount.



4. Under the Detailed Approval for Expense Report section, review each expense item.



- To approve an expense item, select the checkbox under the **Approve?** column. Declined items should remain unselected; if you have declined expense items, you can still process the report, but those declined items will not be processed for approval. Select the check box under **Approve?** to select all of the expense items in the list for approval.

  Note:

  - If you decline an expense item, all details on the item will remain, such as any attached receipts, notes, and accounts coding information.
  - The Alerts column identifies the status of the expense item: green flag – item is ready for approval, yellow flag – item is not in compliance but can still be approved.
  - The Approved Amount and Quantity columns may be open for editing, but you cannot edit these columns for Comdata Corporate Mastercard transactions.

(continued on next page)

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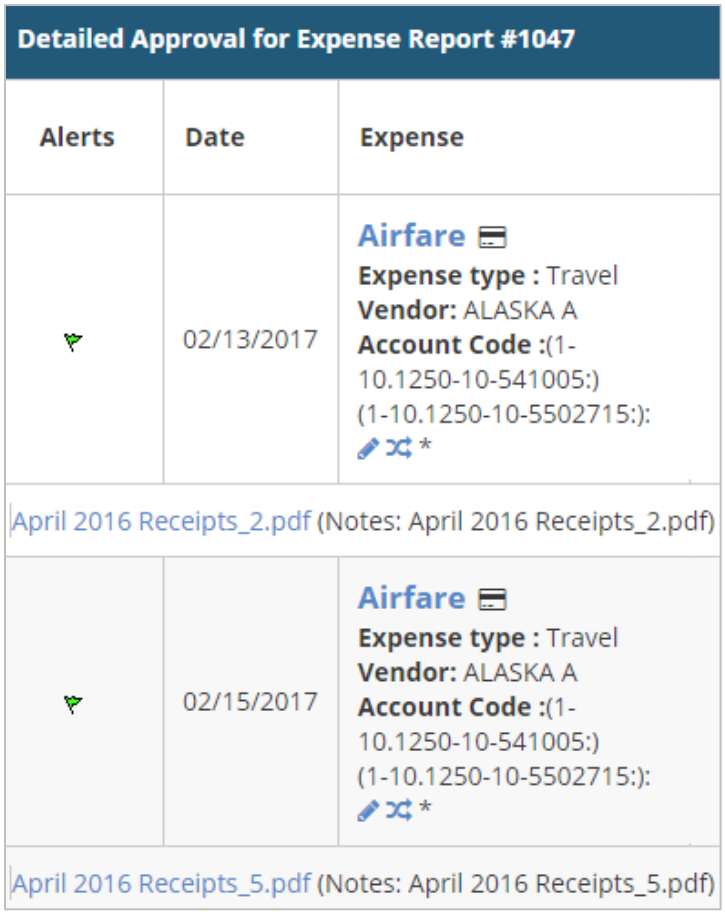
Use the Expense column to perform additional functions.



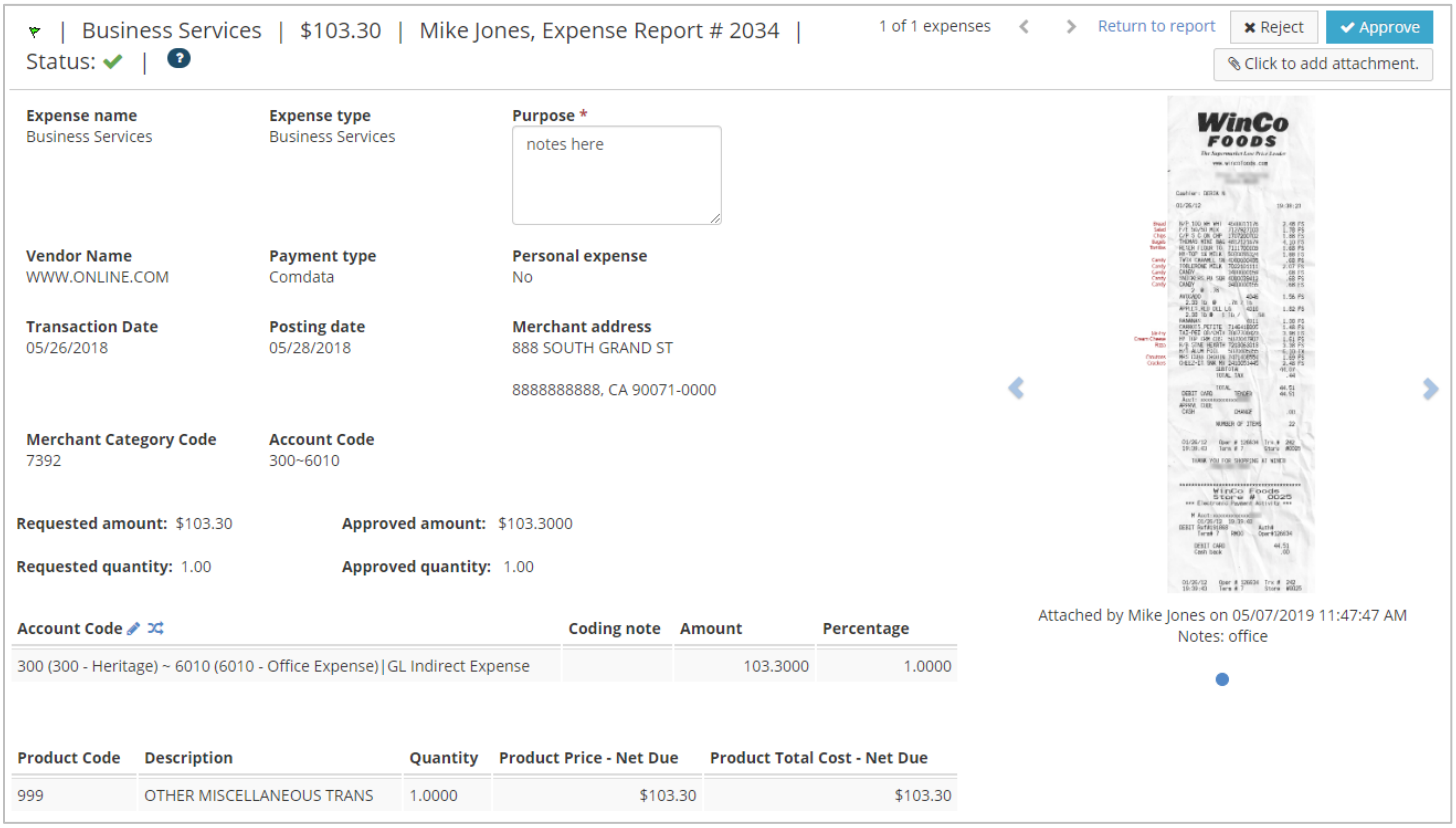
Detailed Approval for Expense Report #1047		
Alerts	**Date**	**Expense**
	02/13/2017	**Airfare** **Expense type :** Travel **Vendor:** ALASKA A **Account Code :**(1-10.1250-10-541005:)(1-10.1250-10-5502715:): *
April 2016 Receipts_2.pdf (Notes: April 2016 Receipts_2.pdf)		
	02/15/2017	**Airfare** **Expense type :** Travel **Vendor:** ALASKA A **Account Code :**(1-10.1250-10-541005:)(1-10.1250-10-5502715:): *
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)		

- To edit or split the coding of an expense item, click the edit ( ) icon or split ( ) icon.

  Note: If an expense item contains splits, the account code cannot be edited.
- Any attached receipts can be viewed from this page by selecting the PDF attachment link immediately under the item's details.
- For detailed information on each expense item, click the item name under the Expense column. This opens the Expense Item Approval page.
- If applied by your Administrator, an **Expand/Collapse** button may display by the **Account Code** field. Click this button to view the entire account code and descriptions of each segment.

(continued on next page)

The Expense Item Approval page allows you to view each expense item's details, such as accounts coding splits, itemizations, credit card data, and receipts all in one screen.



To edit or split accounts coding, click on the edit ( ) or split ( ) icon located next to **HIDE**. When a split is applied, it will appear under the **HIDE** section and the edit icon will disappear.

Note: To view non-split account code details, click the edit icon.

HIDE	Coding note	Amount	Percentage
1-10.1250-10-541005 | Job Expense - no GL	Test	$93.2000	0.5
1-10.1250-10-5502715 | Job Expense - no GL	Test	$93.2000	0.5

View and scroll through receipts images on the right side of the page and download and print them as needed. You can also attach receipt images if one is missing by using the **Click to Add Attachment** button. If the attachment is not an image or PDF, a download icon will display.

Once all information has been verified, you can reject or approve the item by selecting the **Reject** or **Approve** buttons located on the top right side of the page. You can also move to the previous or next expense item by clicking on the left and right ( ) arrows at the top of the page, as well as returning to the expense report by clicking **Return to report**.

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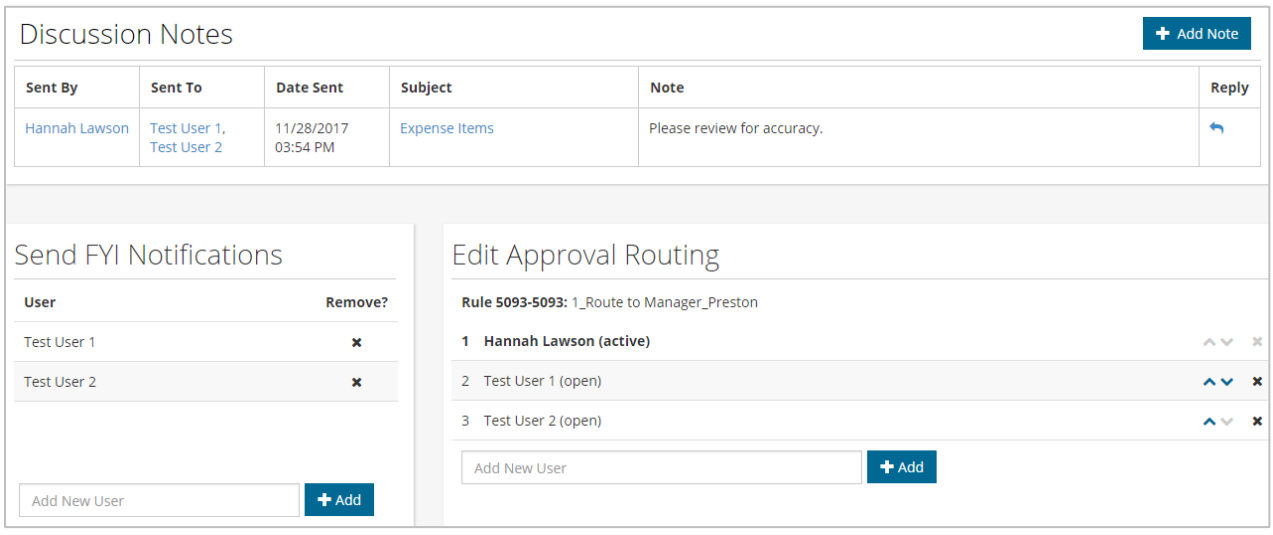
5. Back on the Expense Report Approval page, scroll down to the **Note to Requestor** and **Approval Notes** fields below the Detailed Approval for Expense Report section.

   Use the **Note to Requestor** field to enter information for the user that submitted the report. Your notes will be sent to the user through the Messages feature and/or email after saving. For example, if you change the reimbursement amount, you can alert the user through the requestor notes. Use the **Approval Notes** field to enter a note for multiple approvers involved in the approval process. When a note is added, other approvers in the route can view the notes entered in the field.

   Note: Clicking **Clear Entries** only resets the values entered in the **Approved Amount**, **Quantity**, **Approval Notes**, and **Note to Requestor** fields.

6. The bottom of the Expense Report Approval page holds the Discussion Notes, FYI Notifications, and Approval Routing sections. See the following pages to understand how to use each section.



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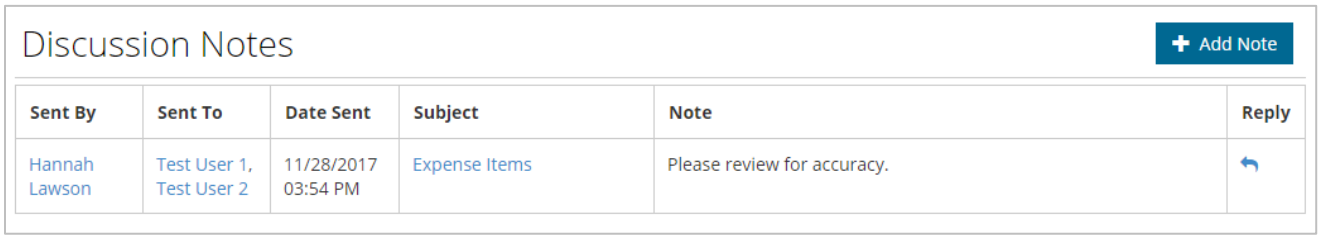
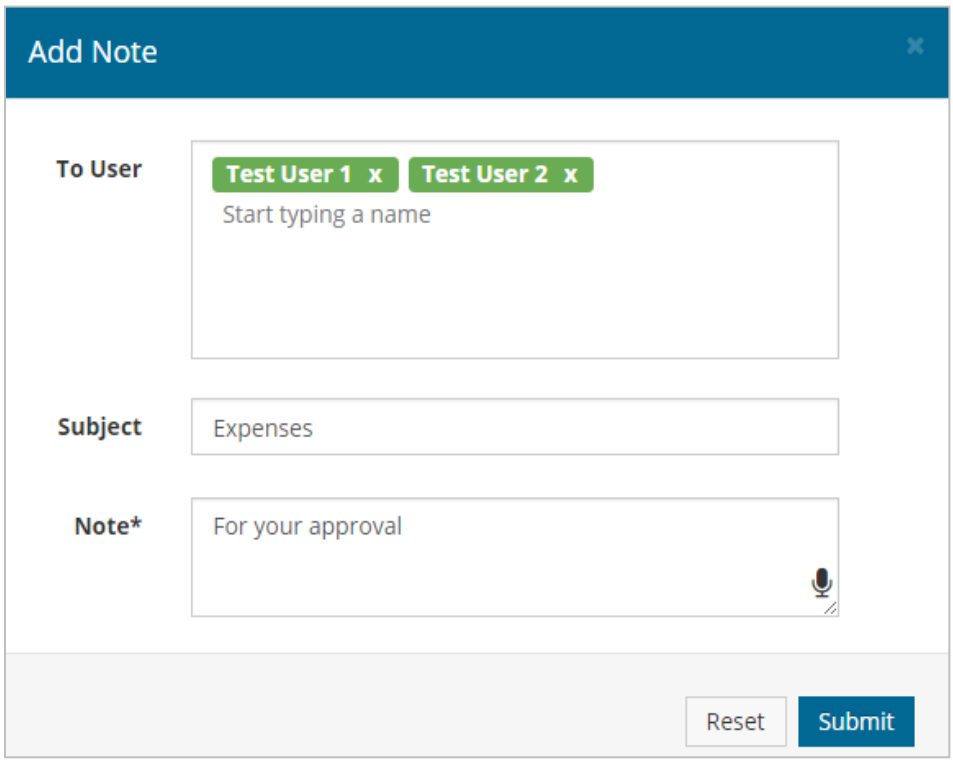
Notes: Use the **Discussion Notes** section to enter notes on the expense report for other users to view. For example, if multiple people need to approve the expense report, you can send a note to other approvers in the route to inform them on something related to the report. Each user will immediately see the note and be able to reply to it by clicking the **Reply** button ( ).

Click **Add Note** to start.



Enter the user's name, subject line, and note. Click **Submit** when finished, which will generate an internal message that will notify all included users of your note. Add as many notes as necessary.

Note: You can leave the **To User** field blank and still add the note for yourself, if necessary.



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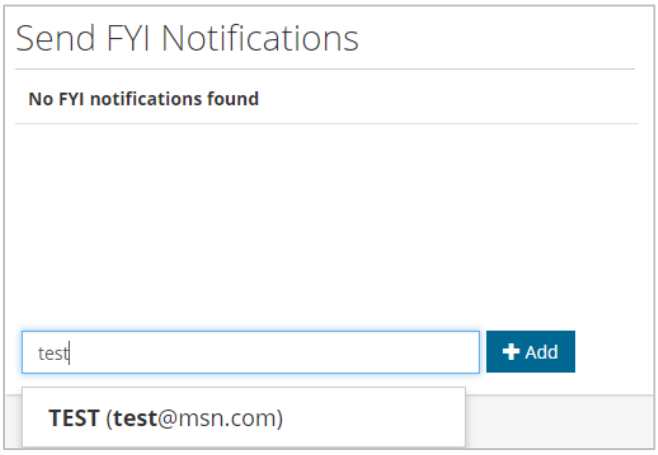
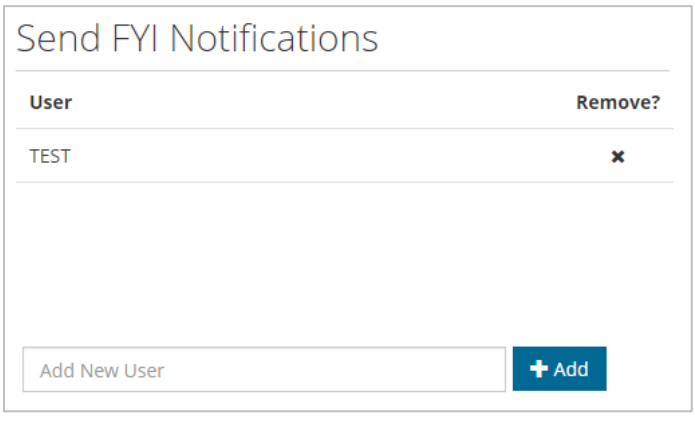
FYI: Use the **FYI Notifications** to send notifications to specific users. These notifications are beneficial when other users need to be informed about an expense report, but do not need to approve it. To add a user for FYI notifications:

a) Click inside the **Add New User** field.

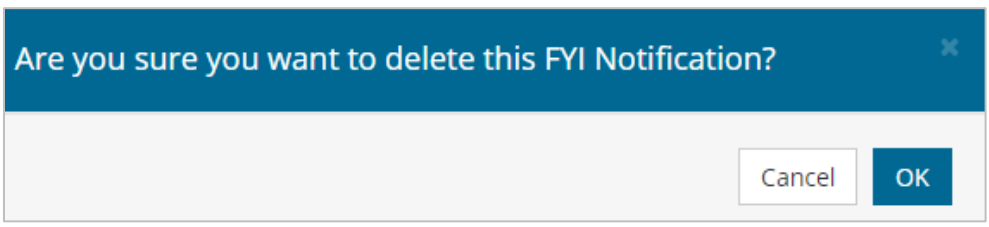
b) Enter a name in the field and select the username that appears in the search result, then click **Add**.



c) The user will be added to receive an FYI notification. Add as many users as necessary.



d) To delete a user, click the ✖ under **Remove?**. A dialogue box will display to confirm you want to delete the user. Click **OK** to confirm.



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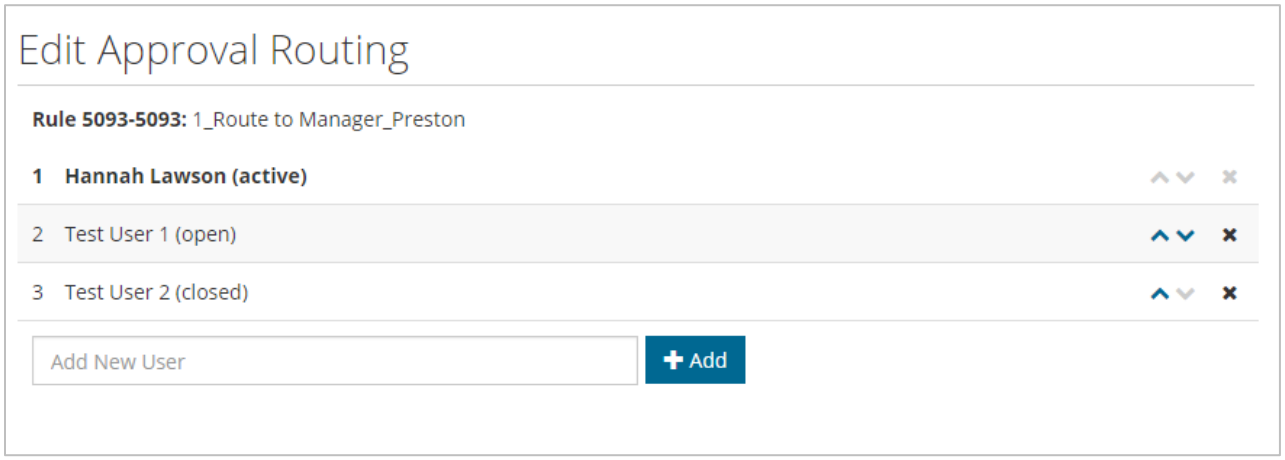
Approval Routing: Use the **Approval Routing** section to view each user in the approval route. A user with the word "active" next to their name is the current approver. The user with the word "open" next to their name needs to approve the report. A user with the word "closed" next to their name has approved the report.

When adding users to the approver route, note the following:

- A new approver can only be inserted after the current active approver.
- The current approver or any previous approver cannot be moved up or down.
- Only the user who added the approver can delete the added approver.
- When there are multiple rules in effect, the selection of the approver under the rule determines where the approver should go in the rule chain.

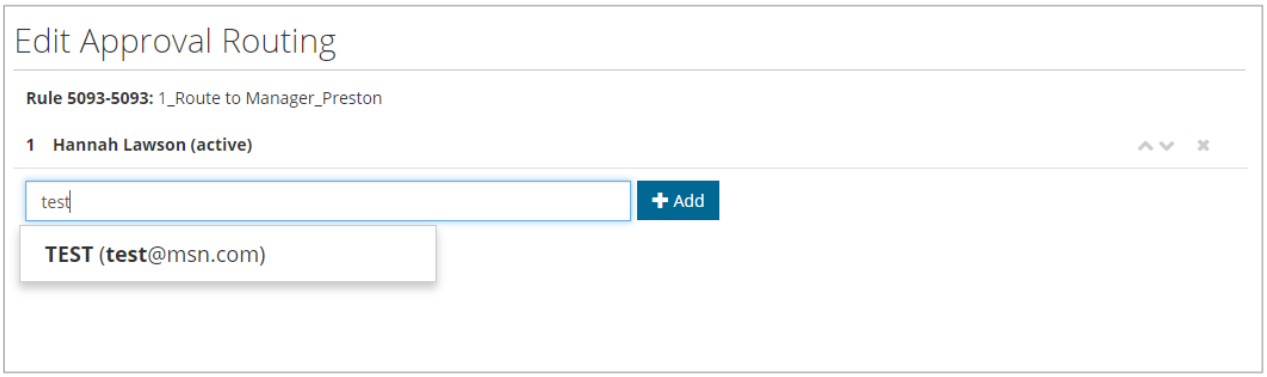


To add a user to the approval route:

a) Click inside the **Add New User** field.

b) Enter a name in the field and select the username that appears in the search result, then click **Add.**

c) The user will be added to the routing. To change the order of the routing, use the up and down arrows ( ). The user at the top of the list is first in line to approve.



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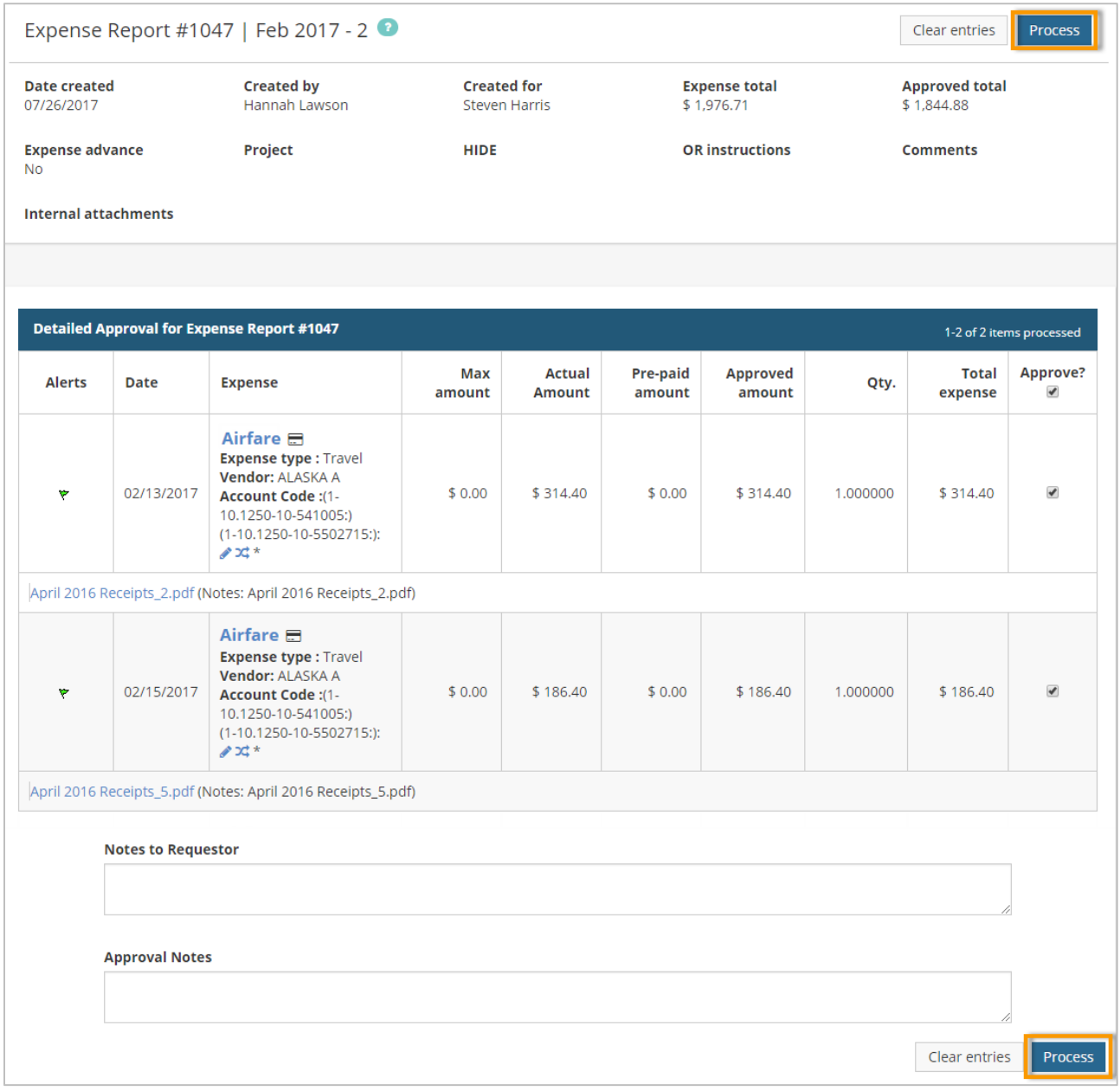
7. Return to the Expense Report Approval page and ensure everything is accurate. If so, click **Process** either at the top of the page or below **Approval Notes**.

Note: If reimbursing an employee, the expense total cannot exceed the sum of each expense item.



Expense Report #1047 | Feb 2017 - 2

Clear entries | Process

Date created	Created by	Created for	Expense total	Approved total
07/26/2017	Hannah Lawson	Steven Harris	$ 1,976.71	$ 1,844.88

Expense advance	Project	HIDE	OR instructions	Comments
No				

Internal attachments

Detailed Approval for Expense Report #1047 — 1-2 of 2 items processed

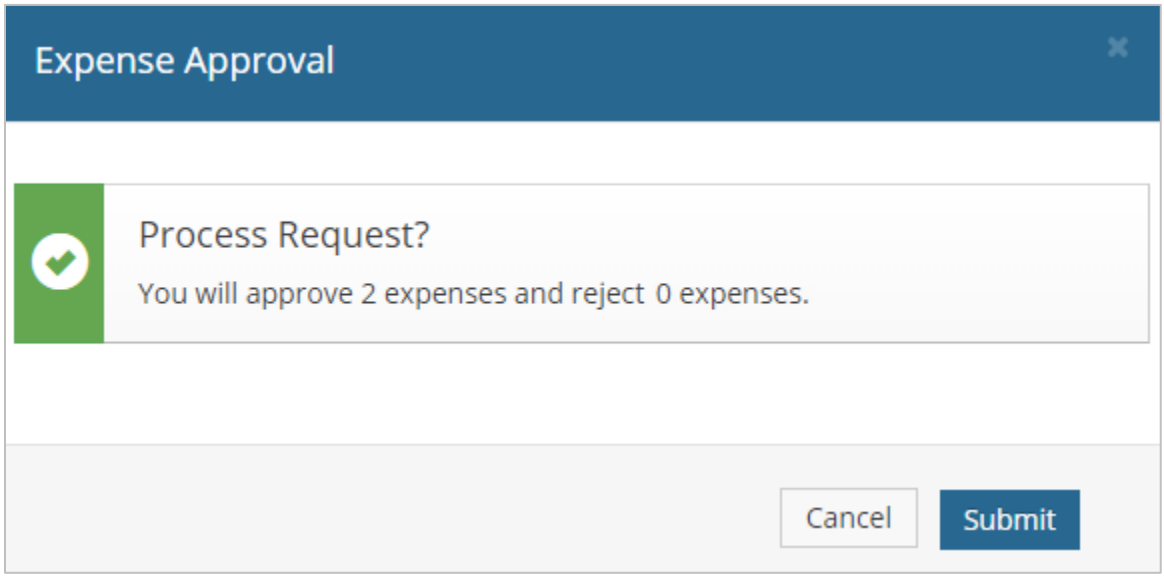
Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Total expense	Approve?
	02/13/2017	Airfare **Expense type :** Travel **Vendor:** ALASKA A **Account Code :**(1-10.1250-10-541005:)(1-10.1250-10-5502715:): *	$ 0.00	$ 314.40	$ 0.00	$ 314.40	1.000000	$ 314.40	☑
April 2016 Receipts_2.pdf (Notes: April 2016 Receipts_2.pdf)									
	02/15/2017	Airfare **Expense type :** Travel **Vendor:** ALASKA A **Account Code :**(1-10.1250-10-541005:)(1-10.1250-10-5502715:): *	$ 0.00	$ 186.40	$ 0.00	$ 186.40	1.000000	$ 186.40	☑
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)									

Notes to Requestor

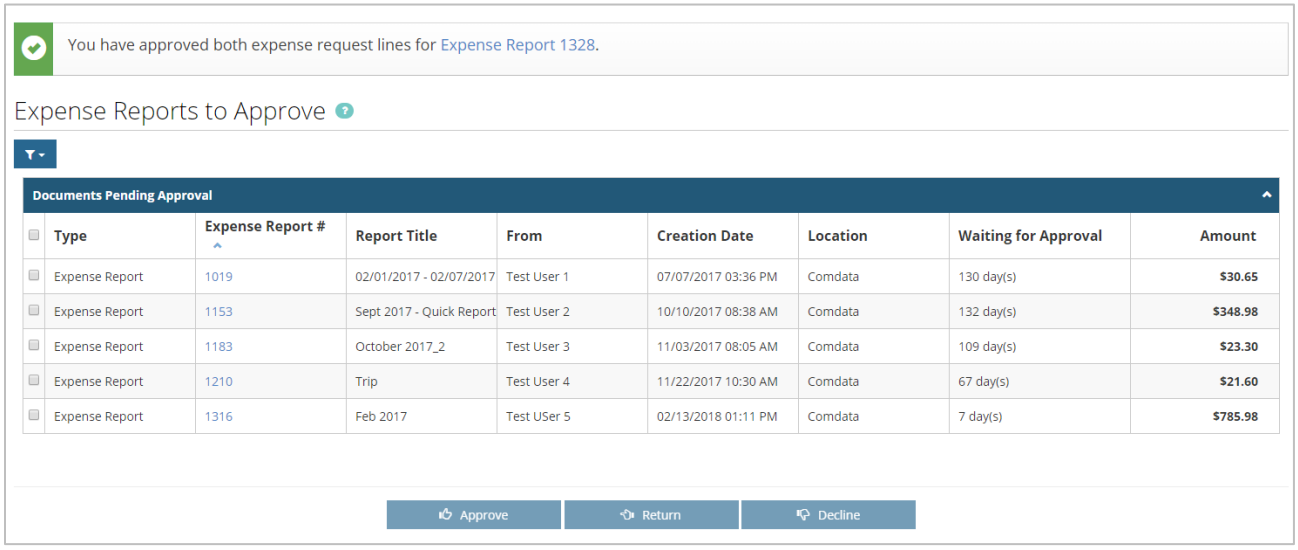
Approval Notes

Clear entries | Process

8. You will be prompted to confirm your action. Click **Submit** to process the report.



9. A message displays confirming that the expense report has been approved, including all approved expense items, and you are returned to the Expense Reports to Approve page.



Type	Expense Report #	Report Title	From	Creation Date	Location	Waiting for Approval	Amount
Expense Report	1019	02/01/2017 - 02/07/2017	Test User 1	07/07/2017 03:36 PM	Comdata	130 day(s)	$30.65
Expense Report	1153	Sept 2017 - Quick Report	Test User 2	10/10/2017 08:38 AM	Comdata	132 day(s)	$348.98
Expense Report	1183	October 2017_2	Test User 3	11/03/2017 08:05 AM	Comdata	109 day(s)	$23.30
Expense Report	1210	Trip	Test User 4	11/22/2017 10:30 AM	Comdata	67 day(s)	$21.60
Expense Report	1316	Feb 2017	Test USer 5	02/13/2018 01:11 PM	Comdata	7 day(s)	$785.98

Approve Expense Reports from the Notification Email

If you are responsible for approving one or more users' expense reports, you will receive an email notification whenever they submit a draft report. The email includes all details on the report, including the report title, total amount, each individual expense item (line item), and any coding applied. You can approve the expense report right form the email, which is convenient if you can't access the website.

Once you approve the email, you will receive a response email displaying your approval activity.

You can approve expense reports from the notification email, by doing one of the following:

- You can approve and decline individual line items by entering "x" or "y" (approve) or "n" decline in the brackets within the line item details. For example:

  (1)[x]... 1/EA1 Meals & Entertainment @ $24.67 (ID9642)
  1001-7500-1401-70310 (100%)
  Fraudulent Charge? No

- You can also approve or decline individual line items by adding your decision to the end of the line ID. For example: (ID9642=YES) (ID9643=NO).
- If your instance of Expense Track is set up for default approval (such as all line items are approved by default), reply to the email with no comments. The system will approve or decline the report based on your defaults.
- To Approve the entire Expense Report, reply to the email with "YES" or "Y" in the first line of your reply. To decline the entire Expense Report, reply to the email with "NO" or "N" in the first line of your reply.
- Avoid using special characters in any of your replies. Incorrect values will cause an error and send the email back to the report submitter.

(see examples emails on next page)

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Approval Notification Email

Dear ESTON ROPE :
Your approval is needed. For limited capacity e-mail clients like Blackberry please see instructions at end of this email.
Otherwise, you can approve online by following this link (https://prod.comdata.verian.com/ProdCD/) or by replying to this e-mail with appropriate marks in the approval brackets. You can either approve the whole order or approve by line item.
To approve mark x or y within the square brackets [].
To decline mark n or leave blank.

Expense Report (reference 840) with 2 items totaling $ 208.20 by Kim South for Mar 2017.

Number of Attachments: 2

(840)==========
(0)[Y]...Approve Entire Expense Report (ID0)

Line Items:
(1)[]... 1/EA1 Meals & Entertainment @ $ 24.67 (ID9642)
1001-7500-1401-70310 (100%)
Fraudulent Charge?: No

(2)[]... 1/EACH Meals & Entertainment @ $ 183.53 (ID9643)
1001-7500-1401-70310 (100%)
Fraudulent Charge?: No

Reason:[]

(840)==========

Blackberry and Limited Mobile Email Client Instructions:

If you cannot edit the original message you can add approval instructions in your reply text this way:
If the approval as defaulted is what you want (normally decline everything), simply sent reply without any comments. The system will approve or decline as defaulted.
To specifically decline the whole Expense Report simply write NO or N in the first line of your reply text.
To specifically approve the whole Expense Report simply write YES or Y in the first line of your reply text.

You can make detail approvals if needed by providing line IDs as specified at the end of each detail line followed by your decision.
For example, if you need to approve an item which ends with ID1830 you can put one line in your reply in this fashion:
ID1830=YES
Similarly if you wanted to decline that specific line you can use:
ID1830=NO

Any line beginning with a colon (:) will be sent back to Kim South as comments. E.g.:
:please look at alternative items

Do not modify below this line:

[[P:L4KTCm$$G~kKC)F,4]M2f]2ff]2MaM]@]@]1!:s]@|ff]@2fl]]

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Approval Response Email

Dear FALLO :
This is processing feedback on your recent approval e-mail referencing Expense Report 1490 from HOBENDRINK ANDREW 3487

You have APPROVED:

(ID18794)...1 Hotel = $ 518.96
(ID18795)...1 Hotel = $ 607.75
(ID18802)...1 Meals & Entertainment = $ 22.71
(ID18797)...1 Travel - Other = $ 25.77
(ID18806)...1 Travel - Other = $ 5.80
(ID18796)...1 Travel - Other = $ 6.00
(ID18801)...1 Travel - Other = $ 5.80
(ID18800)...1 Travel - Other = $ 5.80
(ID18793)...1 Travel - Other = $ 72.00
(ID18807)...1 Travel - Other = $ 12.20
(ID18799)...1 Travel - Other = $ 5.80
(ID18804)...1 Travel - Other = $ 5.80
(ID18805)...1 Travel - Other = $ 8.20
(ID18803)...1 Travel - Other = $ 5.80
(ID18798)...1 Travel - Other = $ 5.80
(ID18808)...1 Travel - Other = $ 5.80

If you do not recognize items or believe that this does not reflect your approval response please contact your administrator immediately.
No further action on your part is required otherwise.

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Reconcile Expense Reports

Reconciling and releasing an expense report is the final step before the expense can be reimbursed to an employee or returned to your company's accounting system. This step occurs after all required receipts have been checked off and settled in the web portal. Once an expense is reconciled, it is marked as Fully Released, meaning everything on the report was accurate and can be added to accounting. This process is usually completed by someone in your accounting department.

The following steps are involved with reconciling expenses:

- Reconcile Expense Reports
- Manage Reconciled Expense Reports

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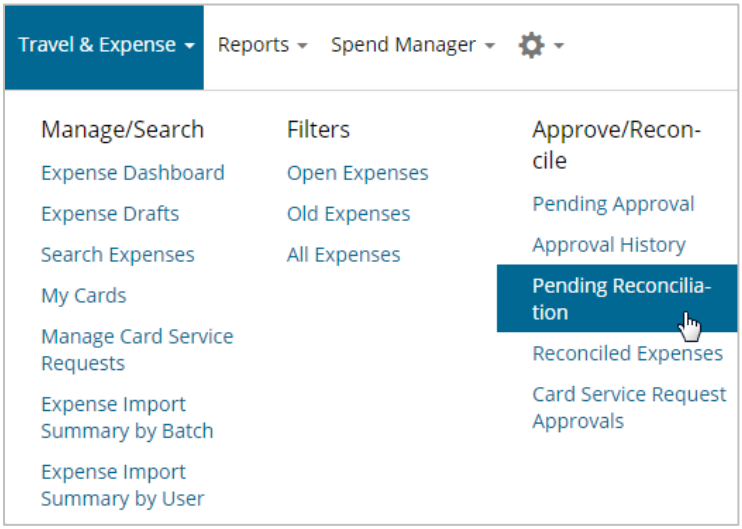
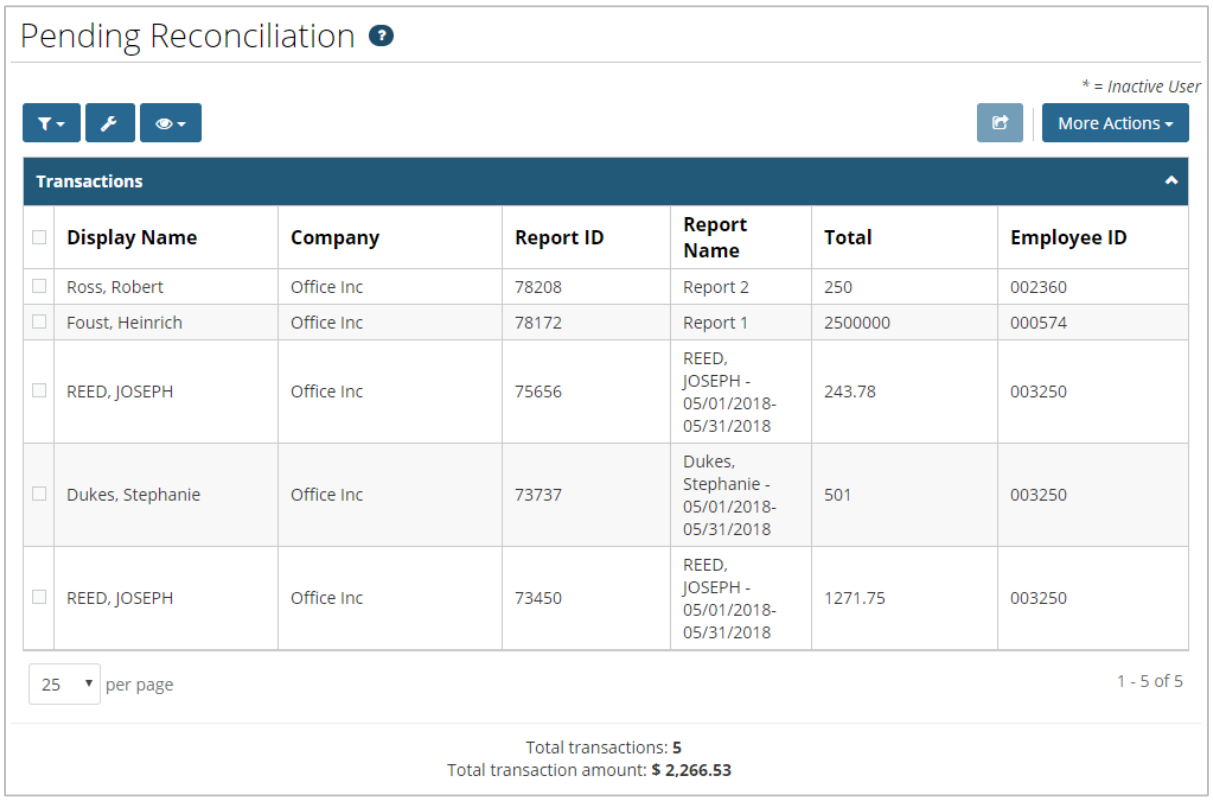
Reconcile Expense Reports

The reconcile process involves comparing the expense receipts with the expense report and releasing the expense for payment. Your company's accounts payable department typically completes this function. Depending on your Administrator's decision, you may be restricted to reconcile your own expenses or expenses by other users.

1. From the Expense Track main menu, select **Travel & Expense > Pending Reconciliation**.



2. The Pending Reconciliation page offers many options to manage expense pending reconciliation. See the next page for more information on each feature.



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Option	Description
Filter (**)**	Filter the grid by specific criteria, such as company, employee ID, last approval date, and status.
Customize View (**)**	Add or remove columns in the grid. There are a total of 14 columns you can customize to your preference. **Note:** You can also click and drag columns around to reorganize the grid.
Save Current View (**)**	Save your applied filters and columns for a customized view of the grid. You can save up to 15 customized views. Enter a name for your view and then click the save icon ( ).
Reconcile Selected Expense(s) (**)**	If you have selected one or multiple expenses from the grid, click this option to directly reconcile the expense(s).
More Actions (**)**	Provides the following options to manage pending reconciliation expenses: • **Reconcile expense:** Opens the Reconcile Expense page where you can review each transaction in the expense report and mark it as reconciled or declined. • **View Expense:** Opens the Expense Report page where you can review each transaction and reconcile or decline line by line. • **Print Preview:** Opens a printable version of the expense report. • **Mark as Released:** Reconciles the entire expense report without reconciling each transaction. This step manually releases the expense report, skipping the reconciliation process. • **Decline Expense:** Declines the entire expense report for reconciliation. • **Export Current View:** Export all rows in the current page view. • **Export all rows:** Export all rows in the grid. **Note:** A maximum of 5000 rows can be returned when exporting to Excel.

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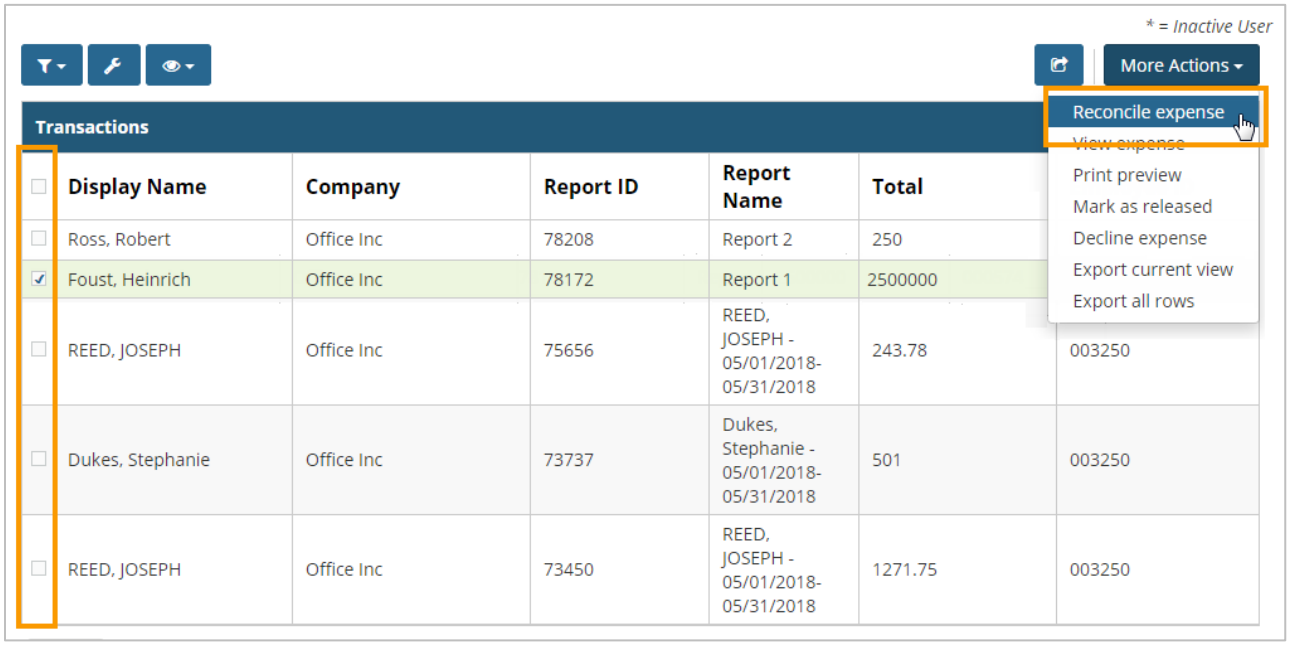
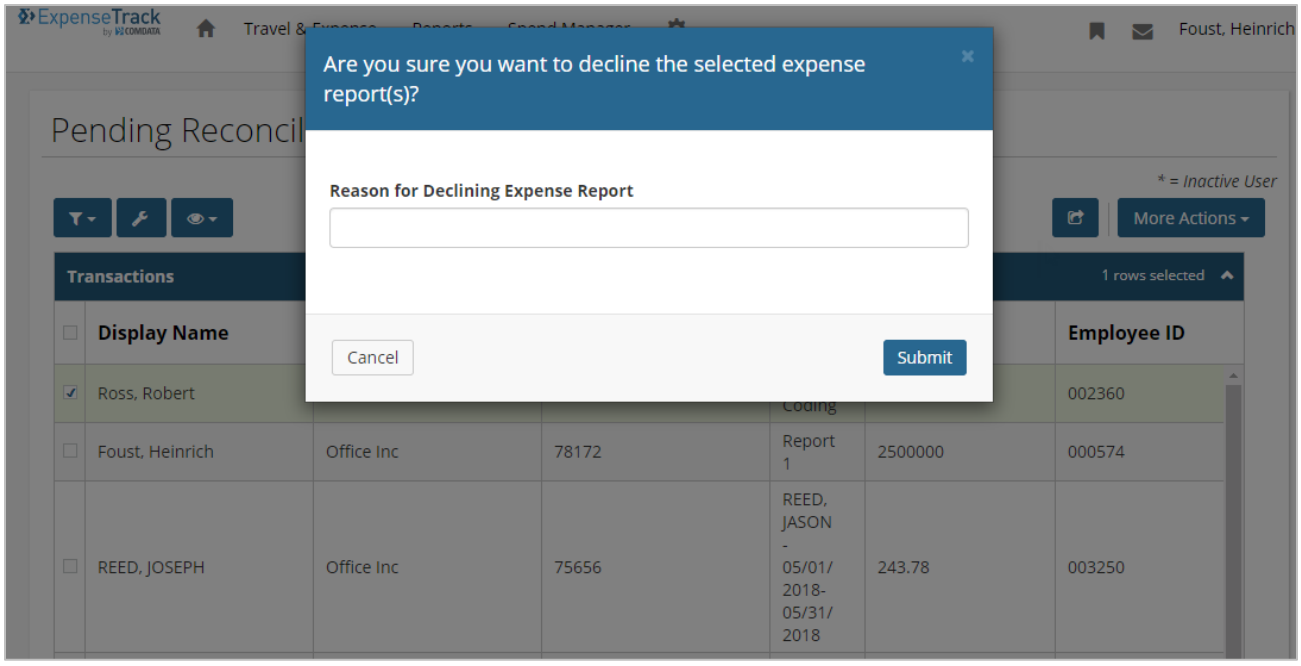
3. To review an expense report and decline or reconcile individual transactions, select one or more expense reports. Then, select **Reconcile expense** from the **More Actions** drop-down.



Note: If you select **Decline expense** from the **More Actions** drop-down, you must provide a reason for the decline.



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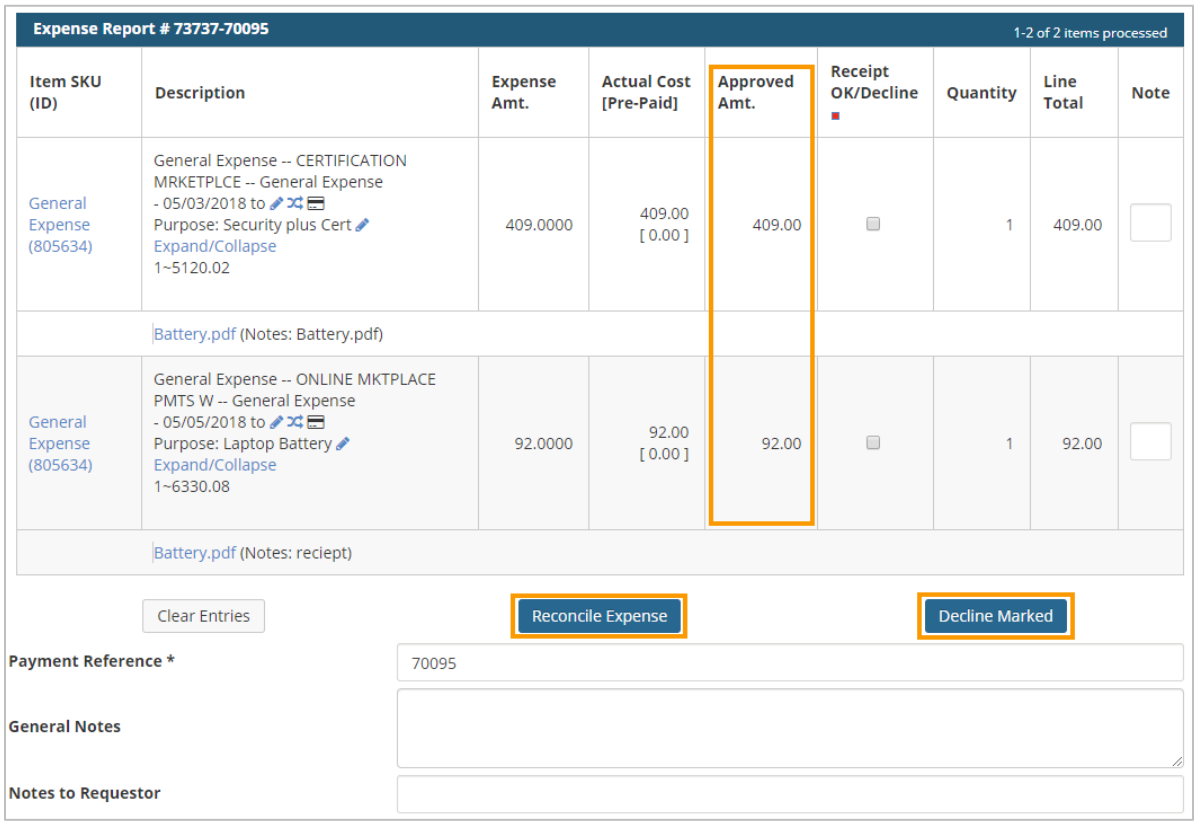
4. The Reconcile Expense page opens. To reconcile or decline an expense, select the **Receipt OK/Decline** checkbox in the expense's row. Then, click **Reconcile Expense** or **Decline Marked**. The page will refresh and remove the transaction from the grid.



Expense Report # 73737-70095 — 1-2 of 2 items processed

Item SKU (ID)	Description	Expense Amt.	Actual Cost [Pre-Paid]	Approved Amt.	Receipt OK/Decline	Quantity	Line Total	Note
General Expense (805634)	General Expense -- CERTIFICATION MRKETPLCE -- General Expense - 05/03/2018 to Purpose: Security plus Cert Expand/Collapse 1~5120.02	409.0000	409.00 [0.00]	409.00	☐	1	409.00	
	Battery.pdf (Notes: Battery.pdf)							
General Expense (805634)	General Expense -- ONLINE MKTPLACE PMTS W -- General Expense - 05/05/2018 to Purpose: Laptop Battery Expand/Collapse 1~6330.08	92.0000	92.00 [0.00]	92.00	☐	1	92.00	
	Battery.pdf (Notes: reciept)							

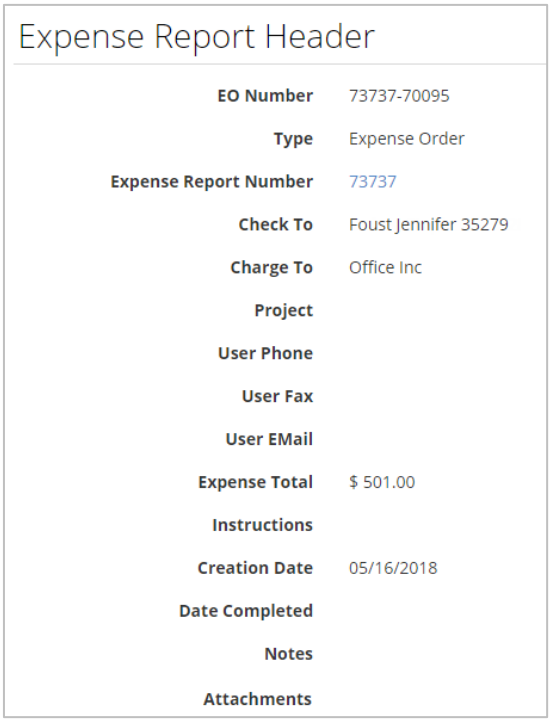
Clear Entries | Reconcile Expense | Decline Marked

Payment Reference * 70095

General Notes

Notes to Requestor

The bottom of the Expense Reports page contains the expense report header details.



Expense Report Header

EO Number	73737-70095
Type	Expense Order
Expense Report Number	73737
Check To	Foust Jennifer 35279
Charge To	Office Inc
Project	
User Phone	
User Fax	
User EMail	
Expense Total	$ 501.00
Instructions	
Creation Date	05/16/2018
Date Completed	
Notes	
Attachments	

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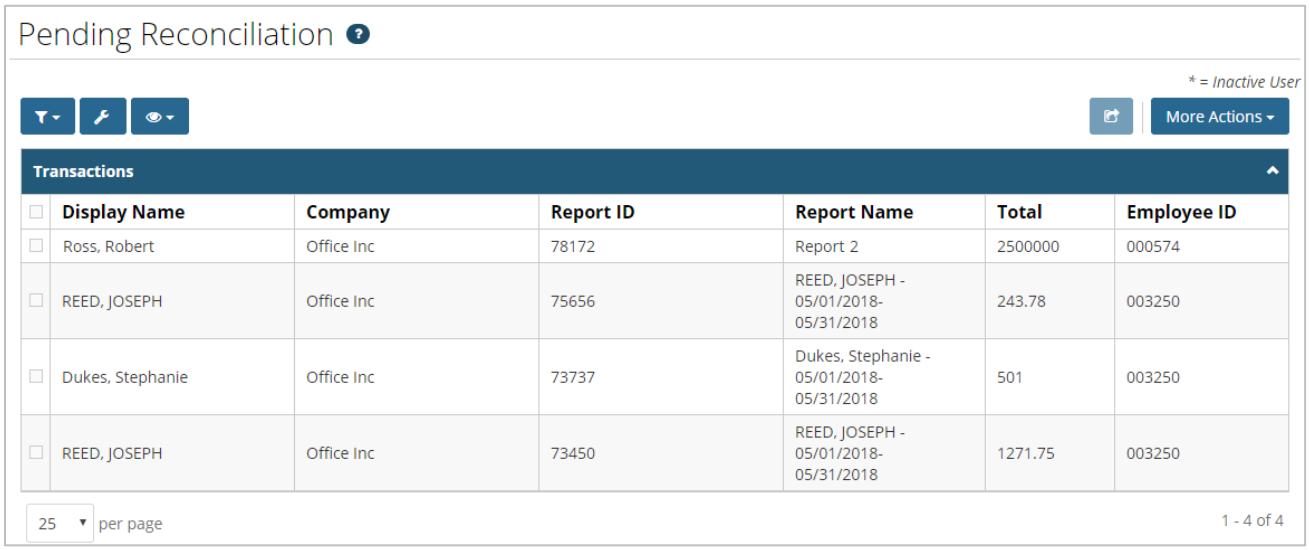
5. Once you have declined or reconciled each transaction, you are returned to the Pending Reconciliation with the expense report removed. Continue this process for each expense report that requires reconciliation.



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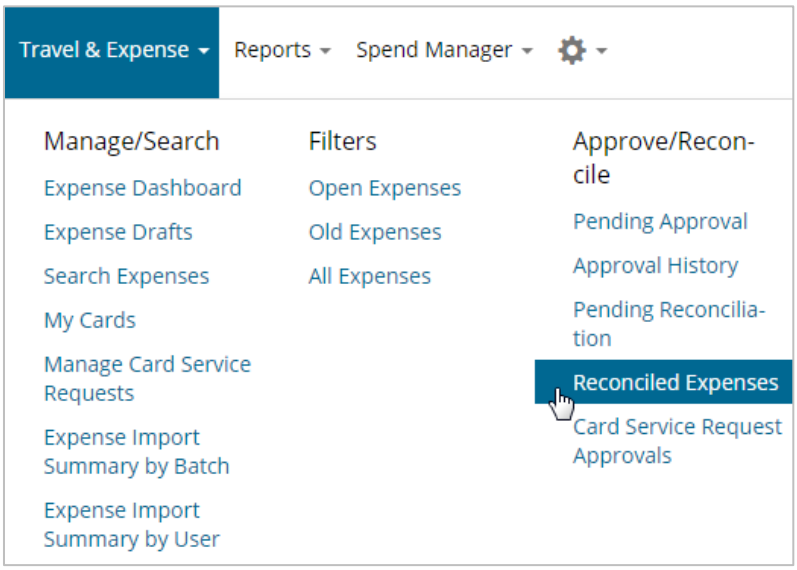
Manage Reconciled Expense Reports

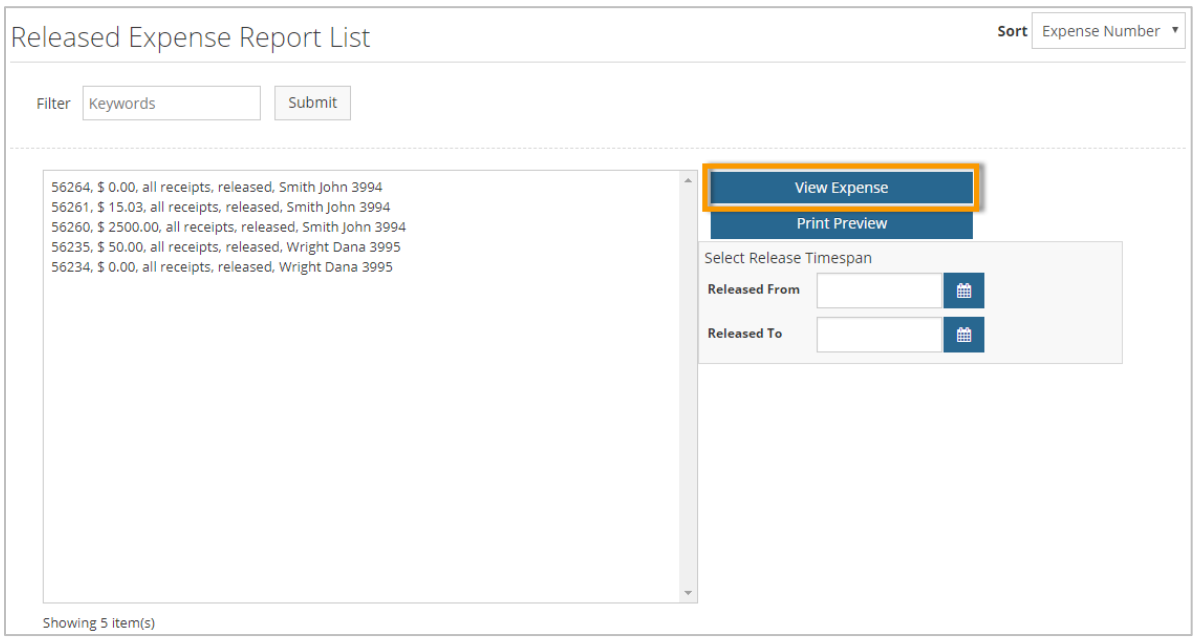
Expense reports that have been released for payment display in the system for your viewing. You cannot make changes to a released expense report, but you can review its details and print it for your records. Also, note that you must have the appropriate permissions to access this feature. For access, contact your Administrator.

Note: If the expense report comes from a Comdata Mastercard transaction, the total amount is not reimbursable.

1. On the Expense Track main menu, select **Travel & Expense > Reconciled Expenses**.



2. On the Reconciled Expenses page, select an expense report from the Released Expense Report List, and then click **View Expense**.



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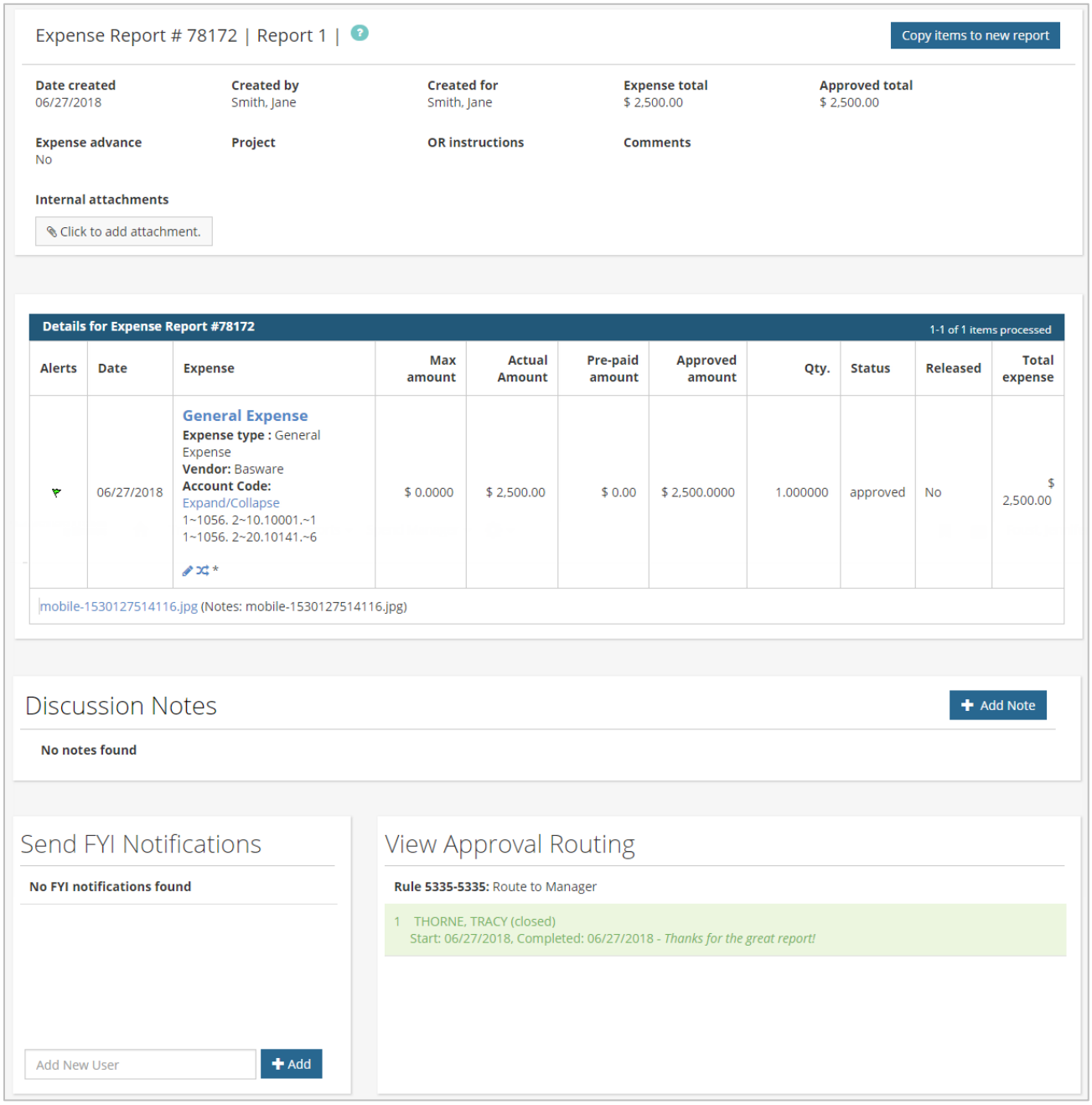
3. The Expense Detail page opens. Review the expense report and expense items as needed.



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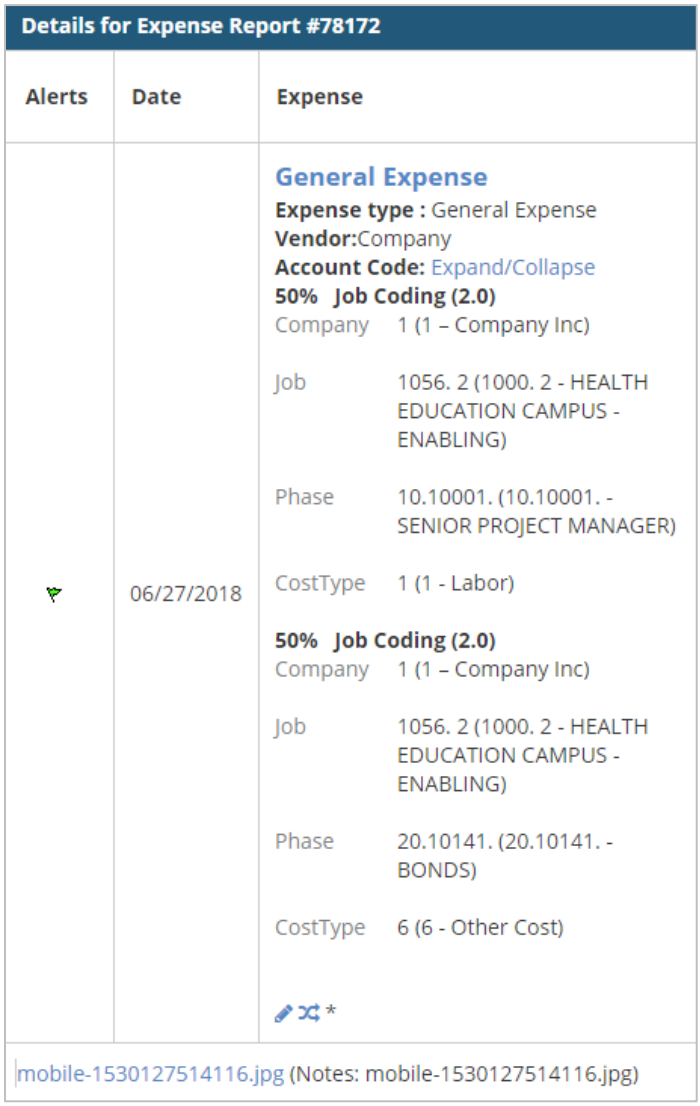
4. Use the **Expense** column to perform additional functions.



- To edit or split the coding of an expense item, click the edit ( ) icon or split ( ) icon.

  Note: If an expense item contains splits, you cannot edit the account code.
- Any attached receipts can be viewed from this page by selecting the PDF attachment link immediately under the item's details.
- For detailed information on each expense item, click the item name under the Expense column. This opens the Expense Item Approval page.
- If applied by your Administrator, an **Expand/Collapse** button may display by the **Account Code** field. Click this button to view the entire account code and descriptions of each segment.

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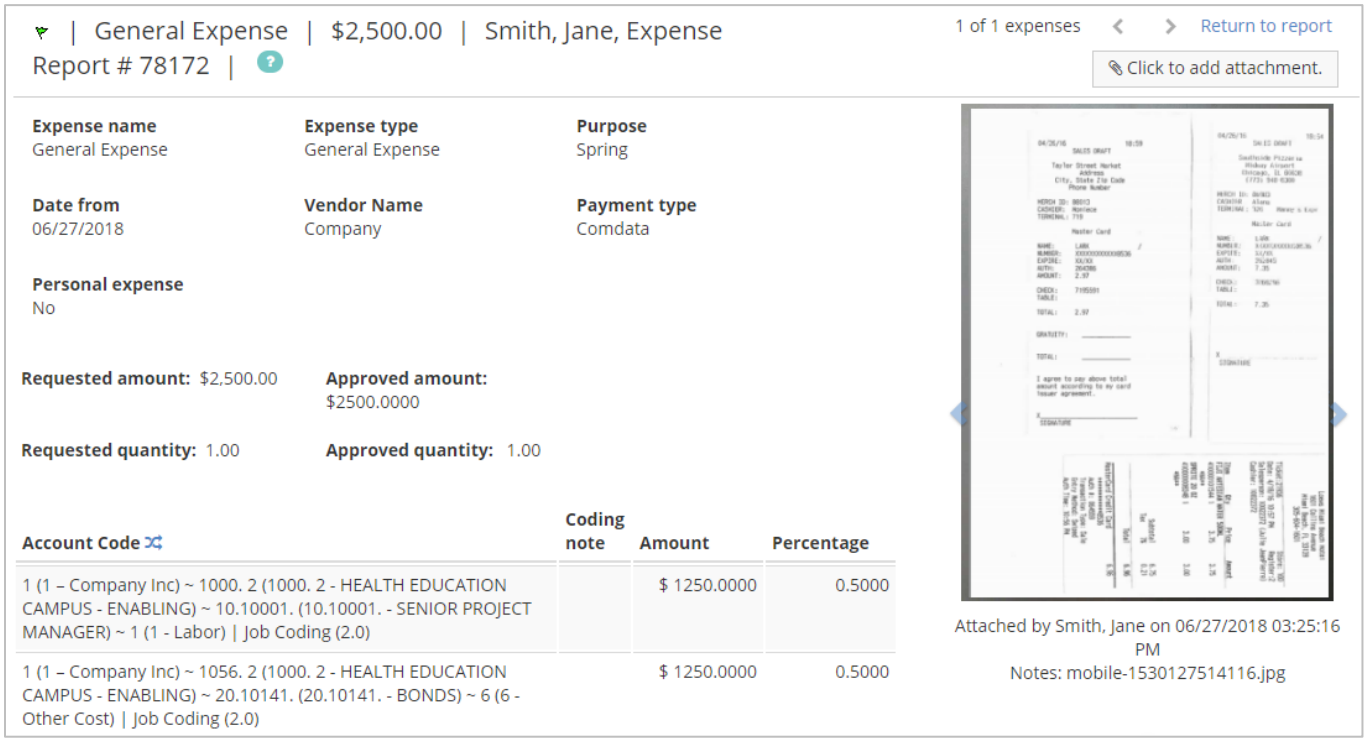
Clicking a line item opens the Expense Item page. This page contains all details on the expense item, such as the receipt image, account coding splits, itemizations, and credit card transactions, if available.

Note: The **Discussion Notes**, **Send FYI Notifications**, and **View Approval Routing** display at the bottom of the Expense Report and Expense Item page.



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Generate Reports

Expense Track contains a suite of standard, preformatted reports on your account activity and information. Use these reports for record keeping and to analyze specific aspects of your program, such as cardholder spending, submitted and approved expense reports, and details on your Expense Track users.

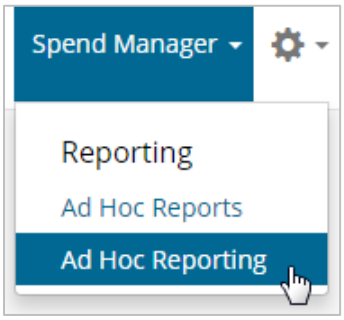
Click a link below to learn more.

- Accessing and Running Reports
- Report Samples

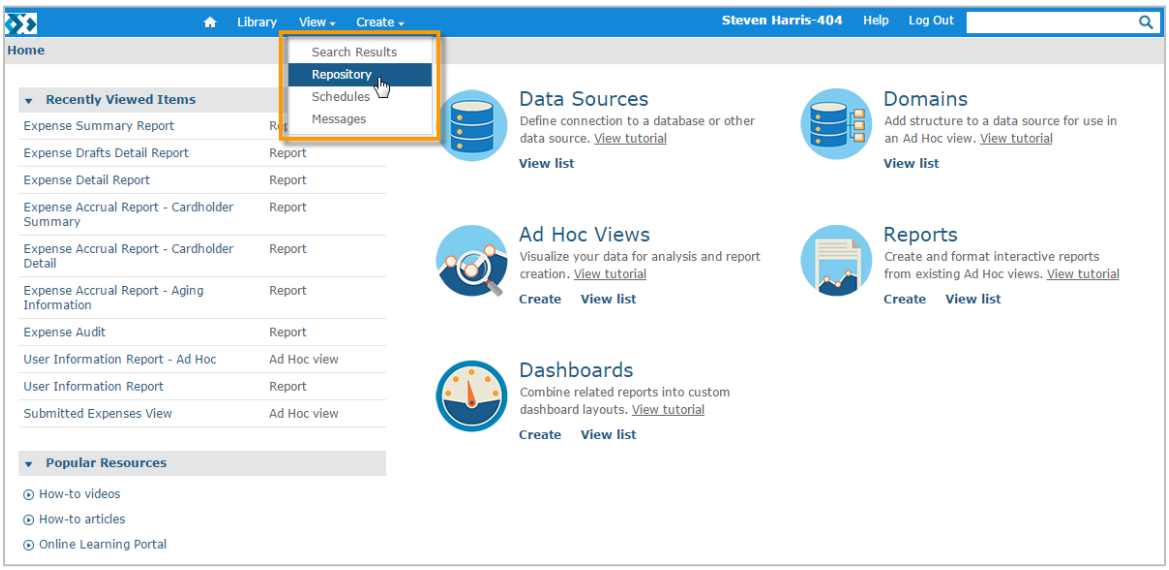
Accessing and Running Reports

Before you begin, it's important to understand how to access and run reports. There are many parameters and prompts that allow you to filter and customize the data in each report.

1. On the Expense Track home page, click **Spend Manager > Ad Hoc Reporting**.



2. On the Ad Hoc Reporting screen, select **View > Repository**.



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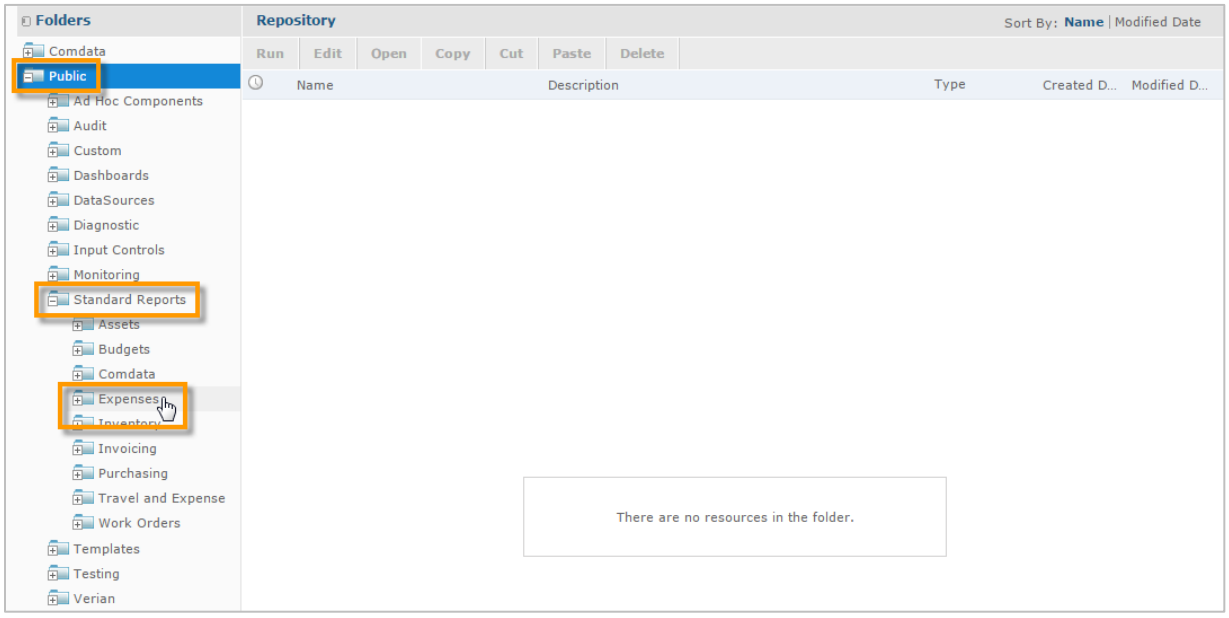
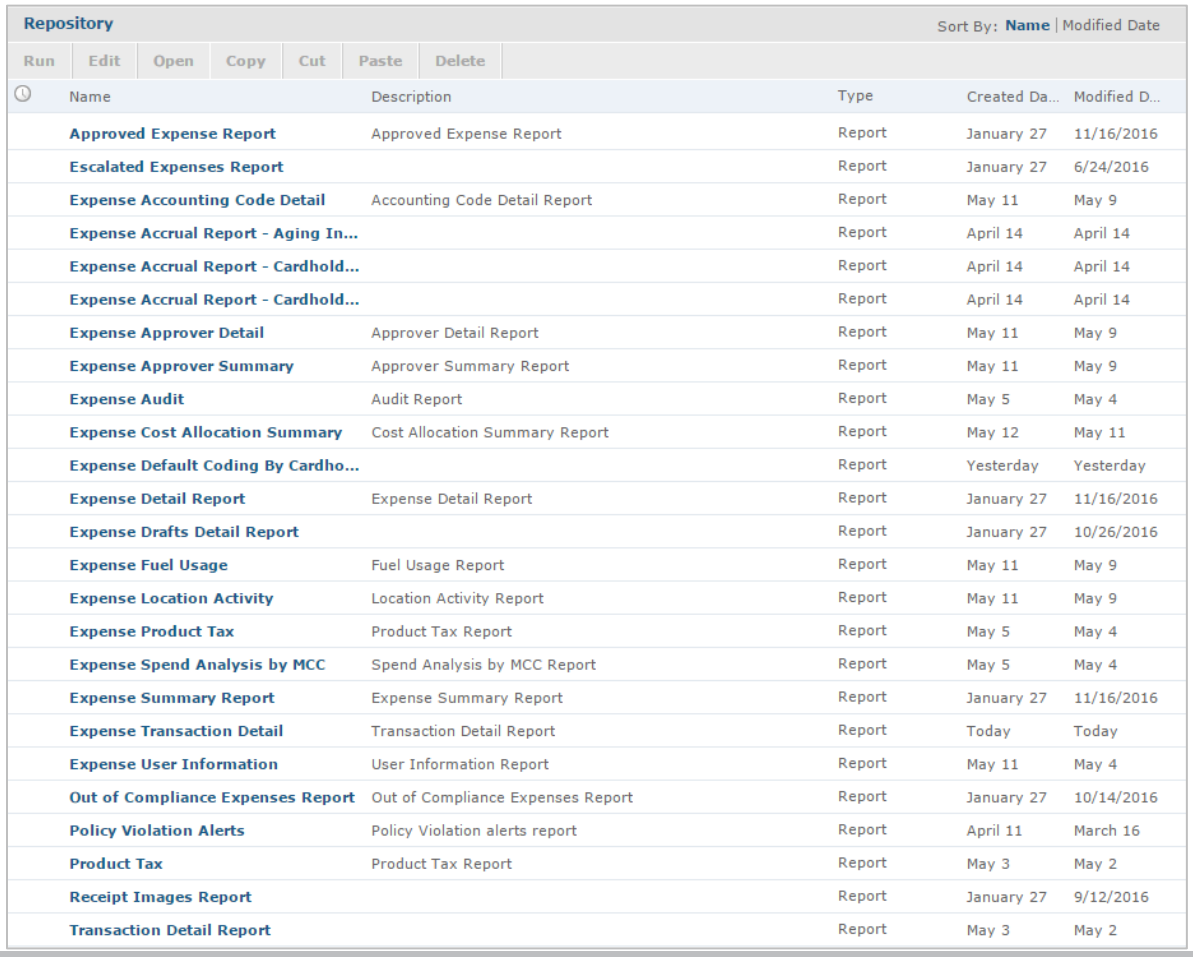
3. In the Folders column, select **Public > Standard Reports > Expenses**.



4. To run a report, click a report name in the Repository list.



Name	Description	Type	Created Da...	Modified D...
Approved Expense Report	Approved Expense Report	Report	January 27	11/16/2016
Escalated Expenses Report		Report	January 27	6/24/2016
Expense Accounting Code Detail	Accounting Code Detail Report	Report	May 11	May 9
Expense Accrual Report - Aging In...		Report	April 14	April 14
Expense Accrual Report - Cardhold...		Report	April 14	April 14
Expense Accrual Report - Cardhold...		Report	April 14	April 14
Expense Approver Detail	Approver Detail Report	Report	May 11	May 9
Expense Approver Summary	Approver Summary Report	Report	May 11	May 9
Expense Audit	Audit Report	Report	May 5	May 4
Expense Cost Allocation Summary	Cost Allocation Summary Report	Report	May 12	May 11
Expense Default Coding By Cardho...		Report	Yesterday	Yesterday
Expense Detail Report	Expense Detail Report	Report	January 27	11/16/2016
Expense Drafts Detail Report		Report	January 27	10/26/2016
Expense Fuel Usage	Fuel Usage Report	Report	May 11	May 9
Expense Location Activity	Location Activity Report	Report	May 11	May 9
Expense Product Tax	Product Tax Report	Report	May 5	May 4
Expense Spend Analysis by MCC	Spend Analysis by MCC Report	Report	May 5	May 4
Expense Summary Report	Expense Summary Report	Report	January 27	11/16/2016
Expense Transaction Detail	Transaction Detail Report	Report	Today	Today
Expense User Information	User Information Report	Report	May 11	May 4
Out of Compliance Expenses Report	Out of Compliance Expenses Report	Report	January 27	10/14/2016
Policy Violation Alerts	Policy Violation alerts report	Report	April 11	March 16
Product Tax	Product Tax Report	Report	May 3	May 2
Receipt Images Report		Report	January 27	9/12/2016
Transaction Detail Report		Report	May 3	May 2

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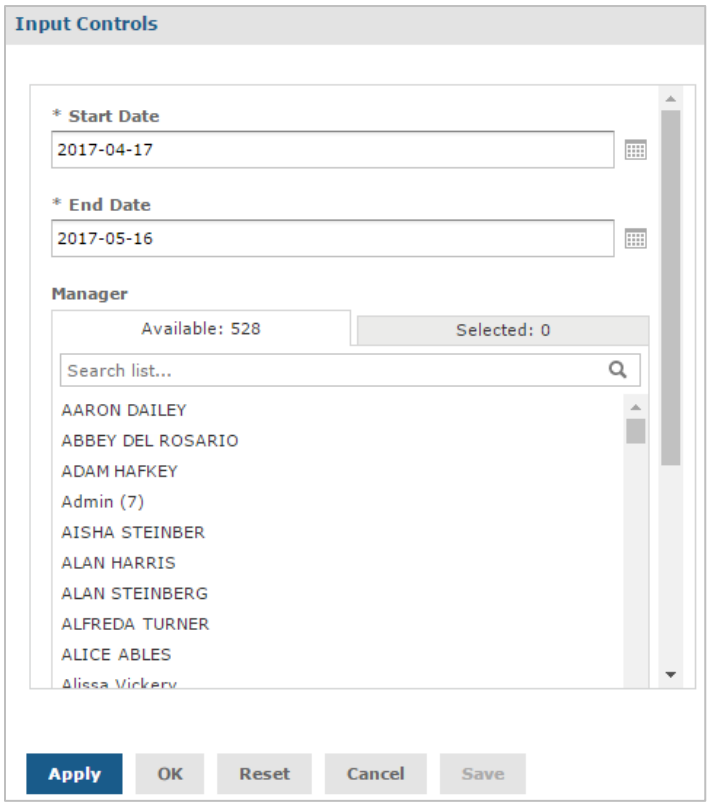
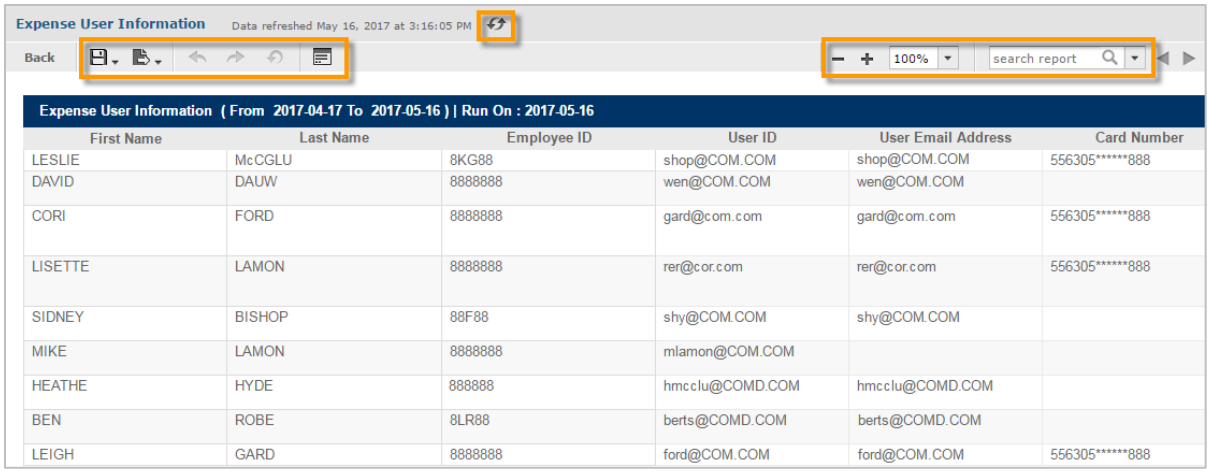
5. In the Input Controls window, select the variables to run the report and then click **Apply** to generate the report. Then, click **OK** to close the window.

   Note: The options in the Input Controls window will vary by report type.



6. The report will generate and display on screen. You have several options from here. See next page for field descriptions.

   Note: If there is no information to display based on your entered criteria, the message "The report is empty" will display.



First Name	Last Name	Employee ID	User ID	User Email Address	Card Number
LESLIE	McCGLU	8KG88	shop@COM.COM	shop@COM.COM	556305******888
DAVID	DAUW	8888888	wen@COM.COM	wen@COM.COM	
CORI	FORD	8888888	gard@com.com	gard@com.com	556305******888
LISETTE	LAMON	8888888	rer@cor.com	rer@cor.com	556305******888
SIDNEY	BISHOP	88F88	shy@COM.COM	shy@COM.COM	
MIKE	LAMON	8888888	mlamon@COM.COM		
HEATHE	HYDE	888888	hmcclu@COMD.COM	hmcclu@COMD.COM	
BEN	ROBE	8LR88	berts@COMD.COM	berts@COMD.COM	
LEIGH	GARD	8888888	ford@COM.COM	ford@COM.COM	556305******888

(see field descriptions on next page)

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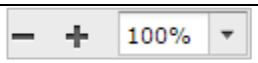
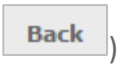
Option	Description
Save	Allows you to save the report in another folder within the AdHoc Reporting application. For example, if you have another folder titled Comdata Reports, you can save your generated report into there. Selecting this option provides the opportunity to rename the report title and/or the report's description.
Export	Allows you to export and save the report in another format. Options include: PDF, Excel (paginated), Excel, CSV, docx, RTF, ODT, ODS, XLSL (paginated and non-paginated), and PPTX.
Undo/Redo/Undo All	If you make a change to the report (filter the column view, perform a search, etc.) you can undo or redo a change or undo all of your changes.
Edit (Options)	Opens the Input Controls window and allows you to change the data and rerun the report.
Zoom 	Allows you to zoom in and out of the report on screen.
Search	Allows you to search the report for a specified keyword.
Refresh	Allows you to refresh the data in the report.

7. If you are done viewing the report, click the **Back** button (

) in the top left-corner or return to the Repository view and make another report selection or exit the application.

Report Samples

See below for a list of available reports, their descriptions, input parameters, and report fields. This list will be updated as new reports are added. For image samples of reports, see the Expense Track Online Help.

- Expense Accounting Code Detail
- Expense Accrual Report - Aging Information
- Expense Accrual Report - Cardholder Detail
- Expense Accrual Report - Cardholder Summary
- Expense Approver Detail
- Expense Approver Summary
- Expense Audit
- Expense Cost Allocation Summary
- Expense Default Coding by Cardholder
- Expense Fuel Usage
- Expense Location Activity
- Expense Policy Violation Alerts
- Expense Product Tax
- Expense Spend Analysis by MCC
- Expense Transaction Coding
- Expense Transaction Detail
- Expense User Information
- Receipt Images Report

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Expense Accounting Code Detail

- **Description:** A list of cardholder transaction details by account code and customer ID. Use this report to analyze transaction details under each of your account codes and customer IDs.
- **Input Controls:** Posting Start Date, Posting End Date, Transaction Start Date, Transaction End Date, Cardholder, Expense Item, Coding Value Filters (Type1Seg - Type3Seg5)
- **Fields:** Account Code, Customer ID, Employee ID, Card Number, Last Name, First Name, Location Group, Location, Transaction Date, Posting Date, Expense Description, Vehicle Number, Reporting Level, Merchant Code, Merchant Name, Merchant Address, Merchant City, Merchant State, Merchant Zip, Merchant Group, Gallon, Status, Approval User, Approval Date, Export Status, Export Date, Card Transaction, Amount Coded, Transaction Amount, Credit Debit, Miscellaneous 1, Miscellaneous 2, Coding Type, company, Division, Department, GL Account
- **Additional Notes:** The Excel export does not automatically format columns with exported currency or number fields. Users will need to manually format these columns for the values to display correctly.

Expense Accrual Report - Aging Information

- **Description:** Totals by user of transactions not ready for export as of the date run for the dates and users specified in the input controls. Totals are shown in aging columns of 0-30, 31-60, 61-90, 90-120, and 120+.
- **Input Controls:** From Date, To Date, Users
- **Fields:** Card Number, User, Email Address, Aged (0-30), Aged (31-60), Aged (61-90), Aged (91-120), Total Outstanding, Manager/Approver, Manager/Approver Email
- **Additional Notes:** This report contains one line per user with totals separated by the aged columns. Also includes all transactions that have not been exported.

Expense Accrual Report - Cardholder Detail

- **Description:** A detailed list of each transaction by cardholder that is not ready for export (pending submission, pending approval, pending reconciliation, etc.) as of the date run for the dates and users specified in the input controls.
- **Input Controls:** From Date, To Date, Users

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- **Fields:** Cardholder, Email Address, Account Number, Transaction, Merchant Name, Transaction Date, Post Date, MCC, MCC Description, Expense Description, Manager/Approver, Manager/Approver Email
- **Additional Notes:** This report contains one line for every transaction with coding. If the transaction contains split coding, it will display twice on the report with the split amount. Coding on this report is dependent on your accounts coding configuration. Also includes all transactions that have not been exported.

Expense Accrual Report - Cardholder Summary

- **Description:** Totals by user and coding value combination for the transactions that are not yet ready for export (pending submission, pending approval, pending reconciliation, etc.) as of the date run for the dates and users specified in the input controls.
- **Input Controls:** From Date, To Date, User
- **Fields:** User Email Address, Card Number, Transaction Amount, Manager/Approver, Manager/Approver Email, Coding segments setup with values coded (if coded)
- **Additional Notes:** This report contains lines per cardholder and coding. Transactions are summarized by each user and the codings applied. Also includes all transactions that have not been exported.

Expense Approver Detail

- **Description:** A detailed report of cardholders with approved and unapproved expense reports. Use this report to track the status, current assignment, days open, and total amount submitted for all cardholder expense reports.
- **Input Controls:** Start Date, End Date, Approver, Transaction Type
- **Fields:** Cardholder, Card Number, Posting Date, Transaction Date, Merchant, Expense Amount, Expense Description, Coded, Approver, Approved

Expense Approver Summary

- **Description:** Summary of transaction expenses assigned to approvers. The report identifies whether the approver has approved the expense or not.
- **Input Controls:** Start Date, End Date, Approver
- **Fields:** Manager, User Name, User ID, Email Address, Transaction Amount, Transaction Count, Coded, Pending Coded, Approved, Pending Approval

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Expense Audit

- **Description:** Detailed audit information regarding modifications to the system made by users. Use this report to keep track of system changes by each user for audit purposes.
- **Input Controls:** Start Date, End Date, Modified by User, Modification Type
- **Fields:** User Name, User ID, Modification Type, Item Modified, Field Modified, Detail, Date Modified, Time Modified
- **Additional Notes:** Changes made to a submitted expense report will display as **PO** instead of the expense report title.

Expense Cost Allocation Summary

- **Description:** A summary of transactions totals by coding string for the filter criteria specified in the input controls. This report runs only at the company level. Use this report to track allocation of expenses to accounting codes.
- **Input Controls:** Start Date, End Date, Coding Type
- **Fields:** Coding Type, Accounting String, Transaction Count, Average Amount, Total Amount
- **Additional Notes:** The Excel export does not automatically format columns with exported currency or number fields. Users will need to manually format these columns for the values to display correctly.

Expense Default Coding by Cardholder

- **Description:** A detailed list of all users with default account coding. Use this report to analyze cardholders that have set up a default accounting code for expense items.
- **Input Controls:** User, Location
- **Fields:** User Name, Location Code, Employee ID, Code Type, Seg 1, Seg 2, Seg 3, Seg 4, Seg 5

Expense Fuel Usage

- **Description:** A list of all fuel transactions for the filter criteria specified in the input controls. Use this report to track and monitor all fuel-related expenses submitted by your users.
- **Input Controls**: Start Date, End Date, User, Merchant Name, Merchant State, Vehicle Number

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- **Fields:** Employee ID, Name, Transaction ID, Card Number, Merchant Name, Transaction Date, Post Date, Code, Product Description, Vehicle Number, State, MCC, Quantity, Price, Total, Discount
- **Additional Notes:** The Excel export does not automatically format columns with exported currency or number fields. Users will need to manually format these columns for the values to display correctly.

Expense Location Activity

- **Description:** Summary by location of the amount of transactions and users with activity for the specific date range. Displays active users and total users by location and includes all transactions regardless of status. Use this report to analyze transaction activity by locations in your company.
- **Input Controls:** Start Date, End Date
- **Fields:** Location Group, Location Name, Transaction Count, Total Amount, Average Amount, User with Activity, Active Users, Total Users

Expense Policy Violation Alerts

- **Description:** A list of all transaction with violations for the date range and policy specified in the input controls. Use this report to track users with transactions that are against your company's expense policies.
- **Input Controls:** Start Date, End Date, Policy Name
- **Fields:** Policy Name, Expense Item, Transaction Date, Posting Date, User Name, Card Number, Merchant Category, Merchant Name, Transaction Amount
- **Additional Notes:** Note the following:
  - This report displays a violation only if a transaction exceeds an amount specified by your company or the mileage is changed on an expense item after it is calculated.
  - The maximum amount must be below zero for the report to pick up a violation.
  - The Card Number field will populate if the transaction originated from a Comdata Corporate Mastercard transaction and will display NULL if the transaction is reimbursable.

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Expense Product Tax

- **Description:** A report of all tax collected for each expense. Use this report to view your collected expense taxes for reconciliation purposes.
- **Input Controls:** Date Type (Posted Date, Transaction Date), Start Date, End Date, User, Merchant Name, Merchant State, Vehicle Number, Location, Location Group, Product Type
- **Fields:** User Name, Card Number, Employee ID, Merchant Code, Merchant Name, State, Transaction Date, Posted Date, Product Code, Product Description, Quantity, Unit Price, Tax Collected, Tax Total, Discount, Total Amount, Transaction ID, Vehicle ID
- **Additional Notes:** The Excel export does not automatically format columns with exported currency or number fields.

Expense Spend Analysis by MCC

- **Description:** An aggregate list of transactions by merchant category code (MCC). This report breaks down the amount spent for each MCC by total amount, average amount, and percentages of the total amount. A transaction count is also included. Use this report to analyze and understand your company's spending by each MCC.
- **Input Controls:** Start Date, End Date, Manager, Users, Merchant Category Code, Locations
- **Fields:** Merchant Category Code, Amount, Average Amount, Amount Percent of Total, Transaction Count, Percent of Total
- **Additional Notes:** This report includes all transactions regardless of status. Summarizes amount spent, number of transactions, and averages by MCC and category name. The Excel export does not automatically format columns with exported percentages.

Expense Transaction Coding

- **Description:** All coded transactions for the criteria specified in the input controls.
- **Input Controls:** Start Date, End Date, Transaction Type, Transaction Status, User Name, Location, Coding Status, Coding Value Filters (Type1Seg1 – Type3Seg5)
- **Fields:** User Name, Card Number, Transaction Date, Posting Date, Merchant Name, Transaction Amount, Expense Description, Transaction Status, Reviewed Date (date coded), Approver, Approver ID, Approved Date, Exported Date, MCC, MCC Description, Account Code, Customer ID

- **Additional Notes:** The coding will display to reflect your accounting code configuration setup.

Expense Transaction Detail

- **Description:** A detailed report of transaction data for each expense report. Use this report as a closer view of transaction activity and the status of each transaction.
- **Input Controls:** Start Date, End Date, User Name, Item, Transaction Type (Credit, Cash, Both), Location, Location Group, Transaction Status
- **Fields:** User Name, Card Number, Transaction Date, Posting Date, Merchant Name, Transaction Amount, Expense Description, Transaction Status, Reviewed Date (date coded), Approver, Approver ID, Approved Date, Exported Date, MCC, MCC Description, Account Code, Customer ID

Expense User Information

- **Description:** A detailed list of all users within your instance of Expense Track. Use this report to analyze and track information on all of your users.
- **Input Controls:** Created Start Date, Created End Date, Manager, Status
- **Fields:** First Name, Last Name, Employee ID, User ID, User Email Address, Card Number, Location Code, Assigned Groups, Status, Manager Name, Manager Email Address, Create Date, Last Login

Receipt Images Report

- **Description:** A detailed transaction report that displays each transaction in the selected date range as well as any attached receipt images.

  Note: Do not use this report's previous version, Report with Receipt Images (Deprecated).
- **Input Controls:** Start Date, End Date, GL Code, Segment 1-15, User IDs, Locations, Location Groups, Field Split Type IDs
- **Fields:** Request #, Request Type, Expense Title, Purpose, Created For, Employee ID, Expense, Location, Address, Amount, Merchant Name, Merchant Address, Transaction ID, MCC Code, Accounts Coding Type, GL Account, Split Note, Attachment Name

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Extract Expense Data

The Data Extract Utility tool allows you to set up scheduled or manual data exports as well as configure scheduled data imports. This action allows you to export expense data back to your accounting system. When a data extract is performed, two major actions occur:

- The requested data is extracted from the Expense Track system database.
- The extracted data is exported in a specified format using a chosen delivery method. This is sometimes also referred to as a report.

Access to the Data Extract Utility tool allows Administrators to manage all configured data exports and imports. Administrators can edit existing exports, test configurations, and add or delete exports.

Note: The following permissions are required for an Administrator to access and perform data extracts:

- **2005 – Manage Expense Reports**
- **2006 – Run Expense Reports**

Setting up Exports

Your Comdata account manager can help you determine the type of expenses you want to export. You can set the system to export expenses in one or more of the following statuses:

- Reconciled Expense Reports (default)
- Expense Drafts
- Expense Reports in Approval
- Expense Reports Pending Reconciliation

This feature is beneficial as you don't have to wait for expense reports to reach full approval before exporting them back to your ERP. When expense data is exported in one of these statuses, it is marked within Expense Track as exported. If an expense is marked as exported, but requires additional work (submission, approval, reconciliation, etc.), it can still be processed through the configured workflow, but cannot be exported again.

Note: See the following:

- Using **Expense Drafts** status will export expenses without coding at the time of export. Once the expenses have exported to your ERP, you will need to apply coding to them from within your ERP. To ensure all expenses are coded prior to export, do not use the **Expense Drafts** status.
- This applies to only credit card transactions. Reimbursable expense reports must follow approval and reconciliation before they can be exported.

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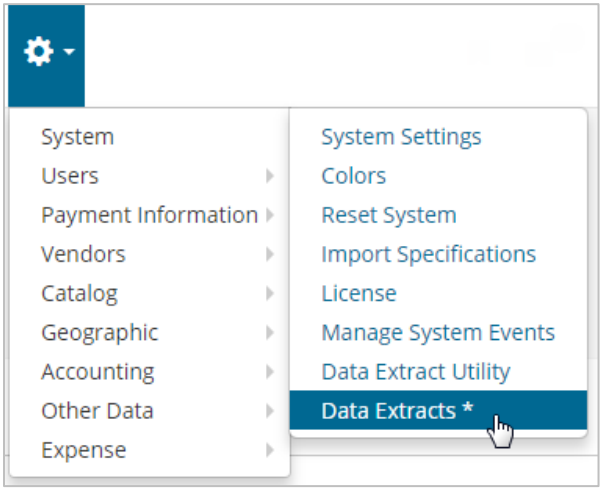
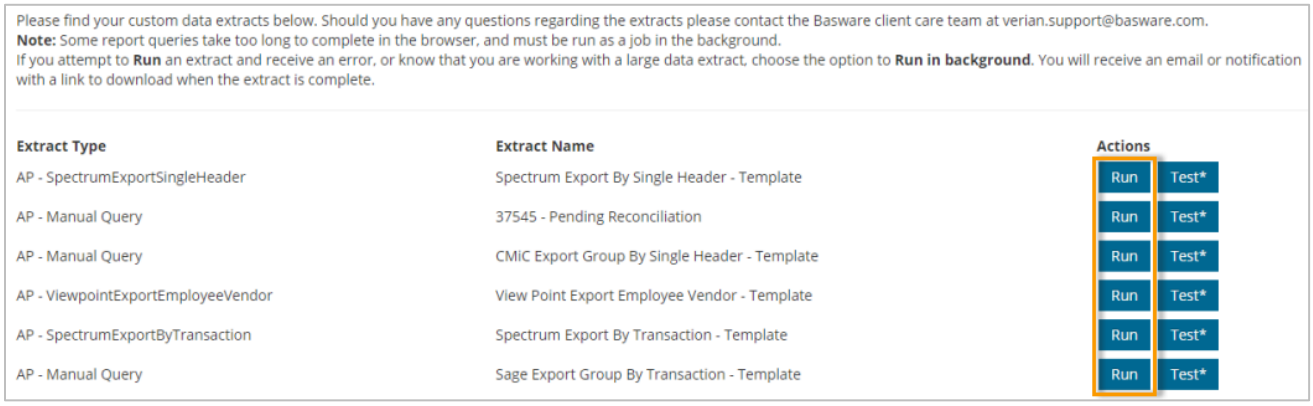
Running an Extract

Follow the steps below to run a data extract.

1. To access the Data Extracts page, select the **Settings icon (⚙) > System > Data Extracts***.



2. The Data Extracts page displays with options to run and test each data export. To manually run a data extract, click **Run** next to an extract.



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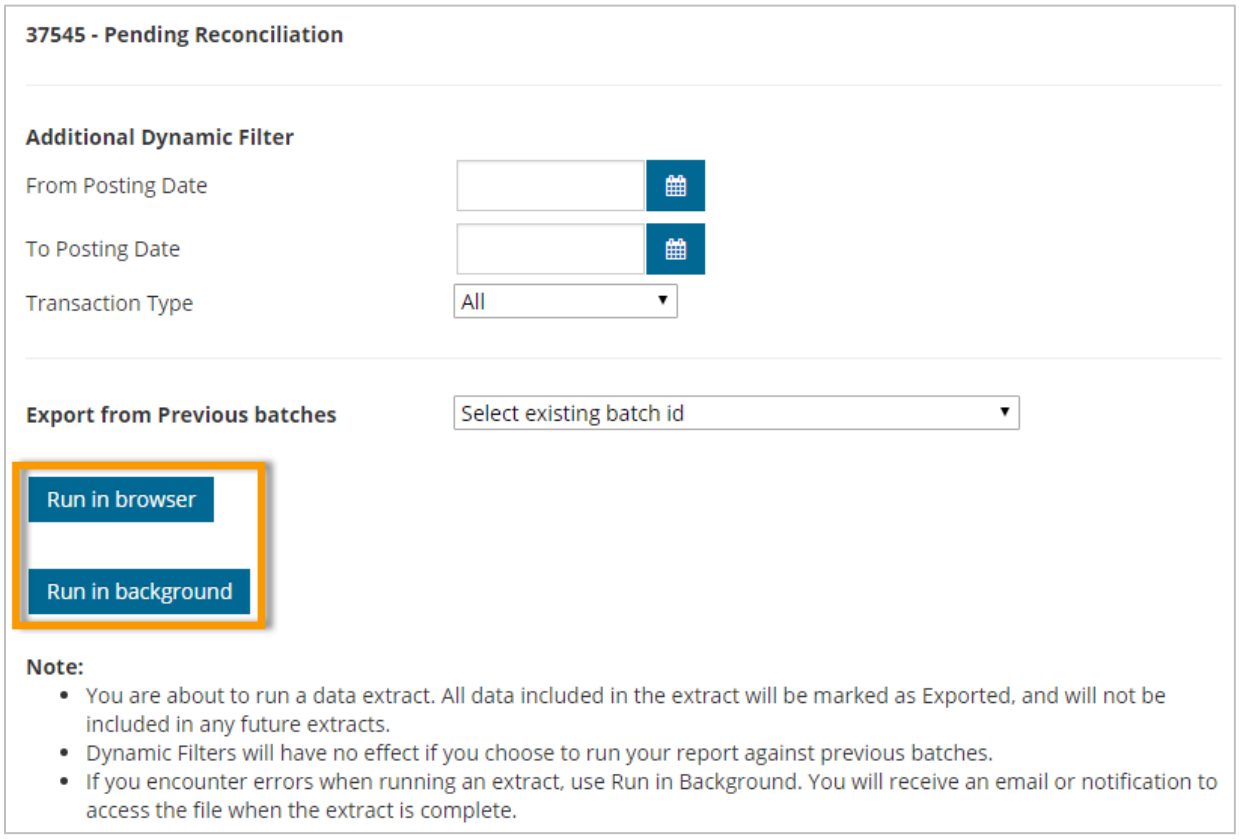
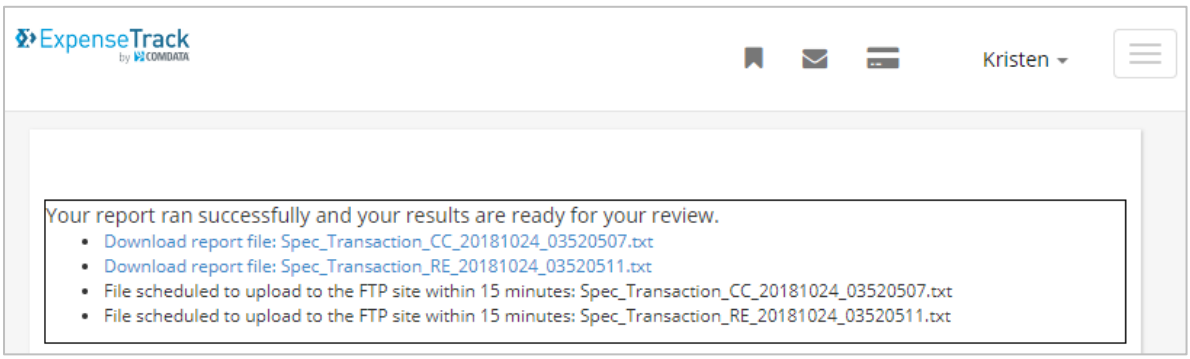
3. You are prompted to enter optional details related to export (date range, transaction type, etc.). These fields are dependent on the type of data you are extracting and the extract's setup.

   Complete each field as necessary and then click one of the run extract options: **Run in browser** or **Run in background**.



- **Run in Browser:** This option runs the data extract as it does today. Once it is complete, the screen refreshes and displays download options for the extract. If the extract contains a large amount of data, this option may cause errors in your browser session.



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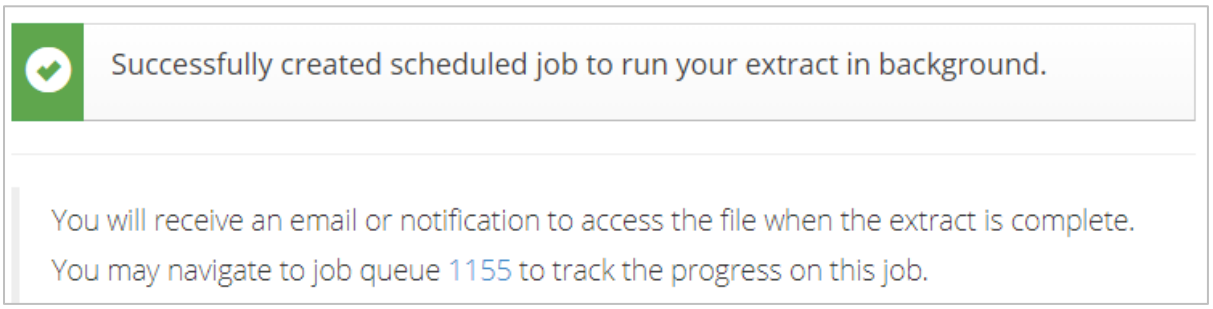
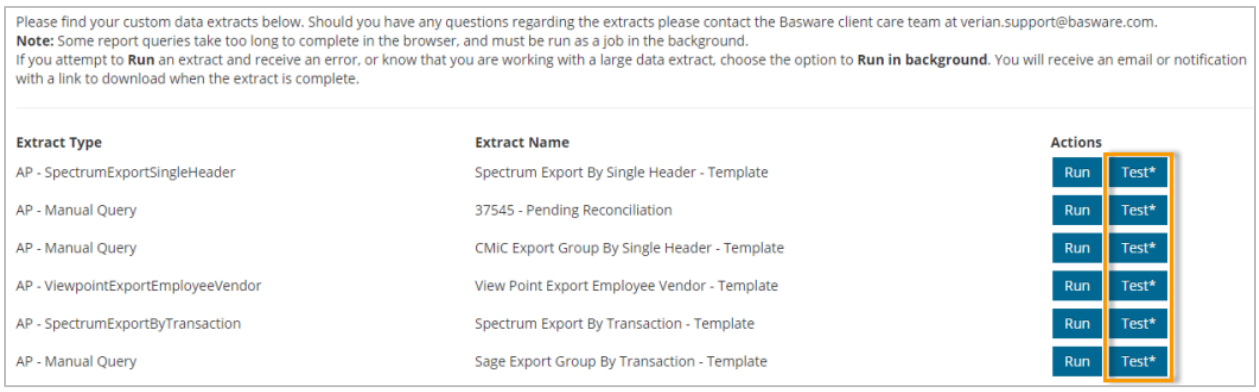
- **Run in Background:** This option creates a background batch job for the data extract. When the extract is complete, you will be notified via email or the Messages tool in Expense Track. The success message will also provide a link to track the progress of the job. This option is useful as it prevents extracts with large amounts of data from interrupting your browser session.



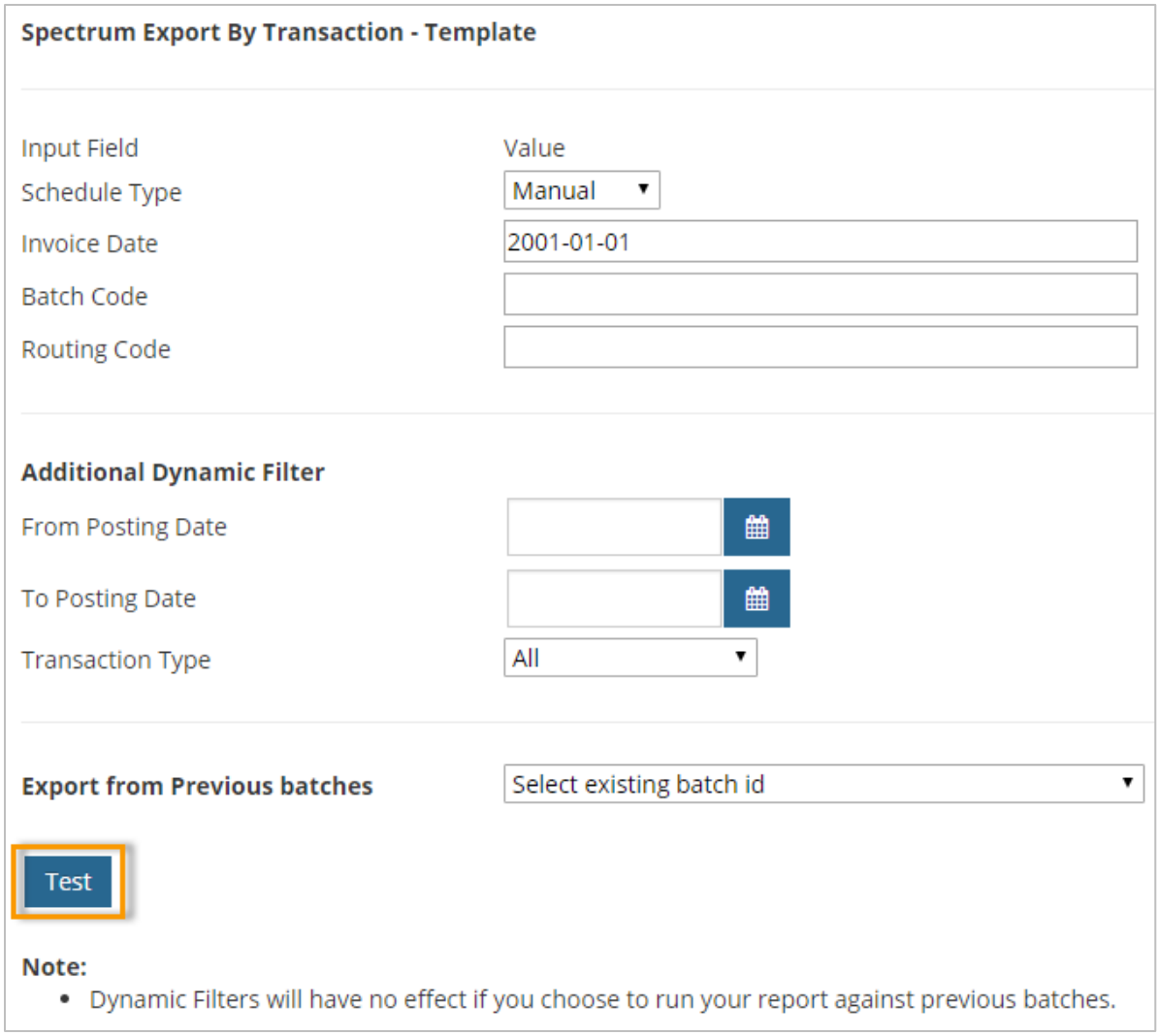
4. To test a data extract, click **Test*** next to an extract. Testing a data extract ensures it will run as expected without actually removing any data from the Expense Track system.



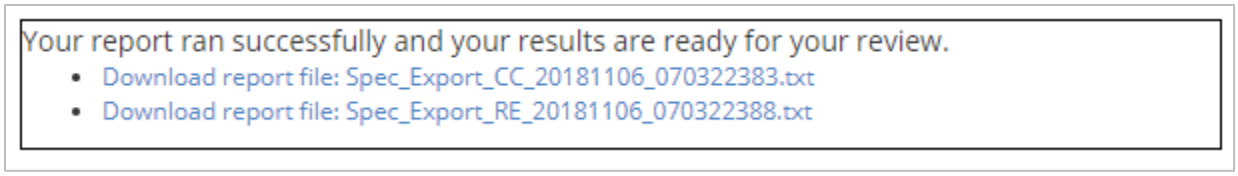
5. As with the normal Data Extract, you are prompted to complete optional fields that vary depending on the type of extract. Complete the fields as necessary and click **Test**.

Note: Test extracts run only in your browser. You cannot select to run them in the background.

(see image on next page)



Once the test is complete, a screen displays with links to download your extracted data.



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