Expense Track 17.2 Release Notes

Release 17.2 for Expense Track is available on 8/10/2017 and includes the following changes:

Note: For more information on the items listed, see the Expense Track Online Help.

Add Reports

(Administrators only)

This item adds new standard reports to the reports repository. 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. For more information, see the Expense Track Online Help or Administrator Guide. The following reports are available:

- Expense Account 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

Add Self-Service Card Management

This item allows users with a Comdata Corporate MasterCard to view their card's balance, pending and declined transactions, and request credit limit increases or replacement cards through the Expense Track website. This feature eliminates many of the manual efforts involved with 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 credit limit increases and card replacement requests all from one location.

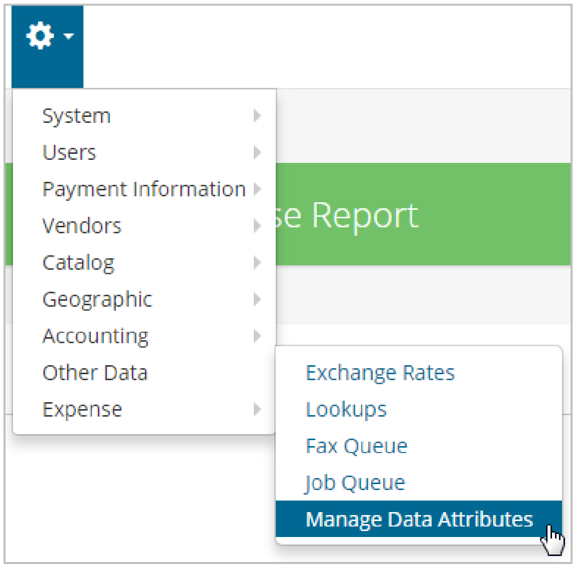
Note: Users must have at least one Comdata Corporate MasterCard assigned to them. Also, the following permissions/system settings are necessary in order for users to access this feature:

- **(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 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.

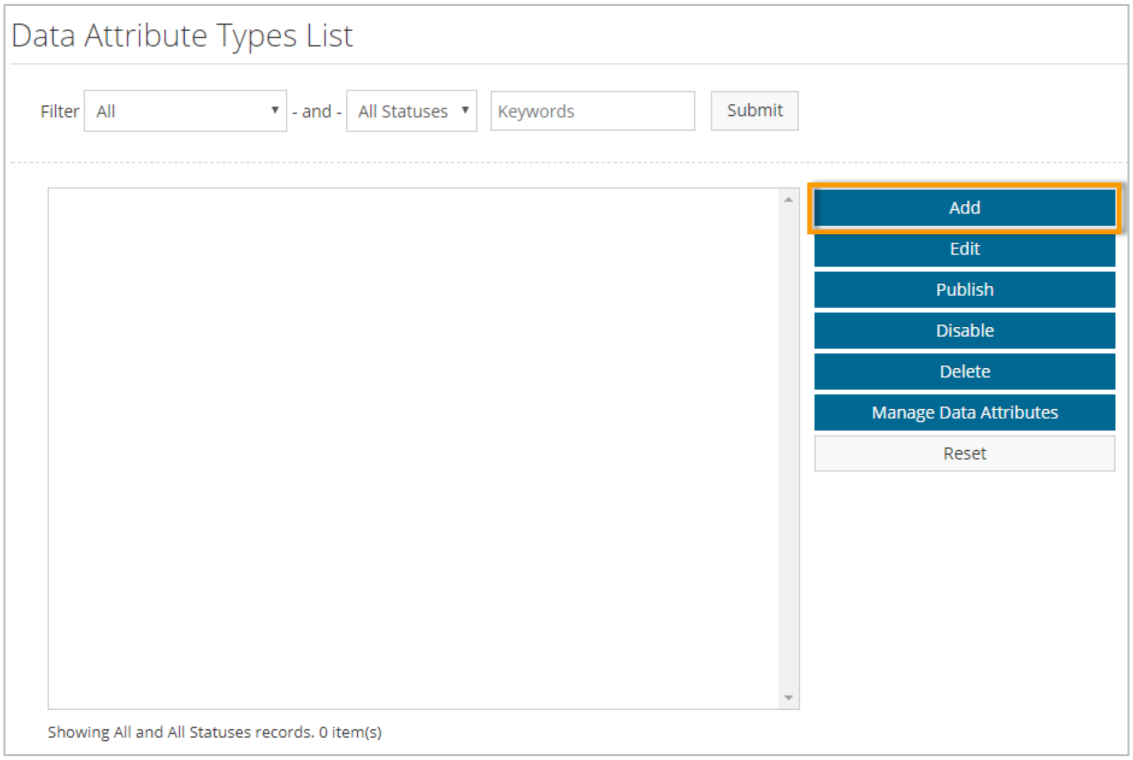
Administrator Setup

In order for users to submit credit limit increase and card replacement requests, Administrators must set up the specific parameters and rules. Users will receive an error when attempting to submit a request until the Administrator sets up the appropriate forms.

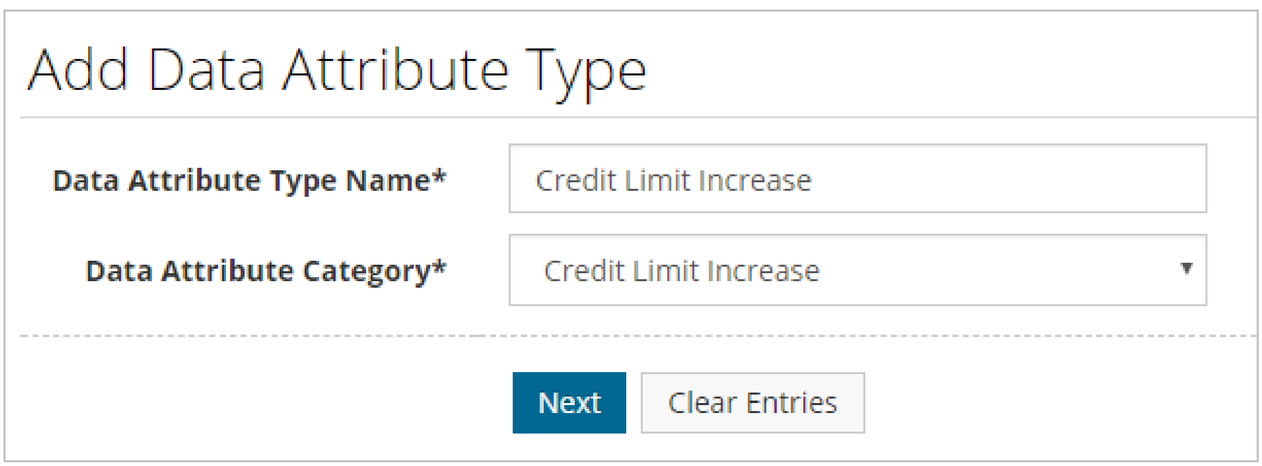
To access the setup process, select the **Settings icon (⚙ ˅) > Other Data > Manage Data Attributes**.



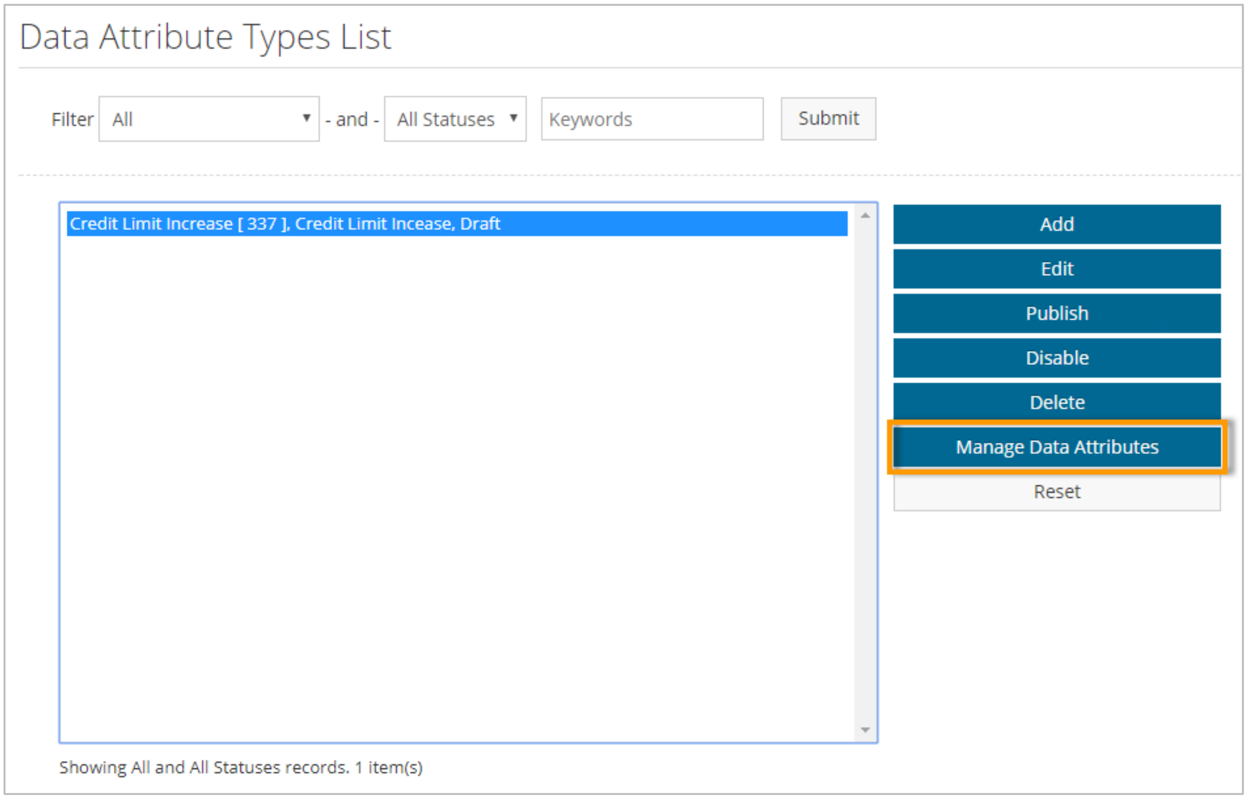
This opens the Data Attributes Type List page; click **Add**.



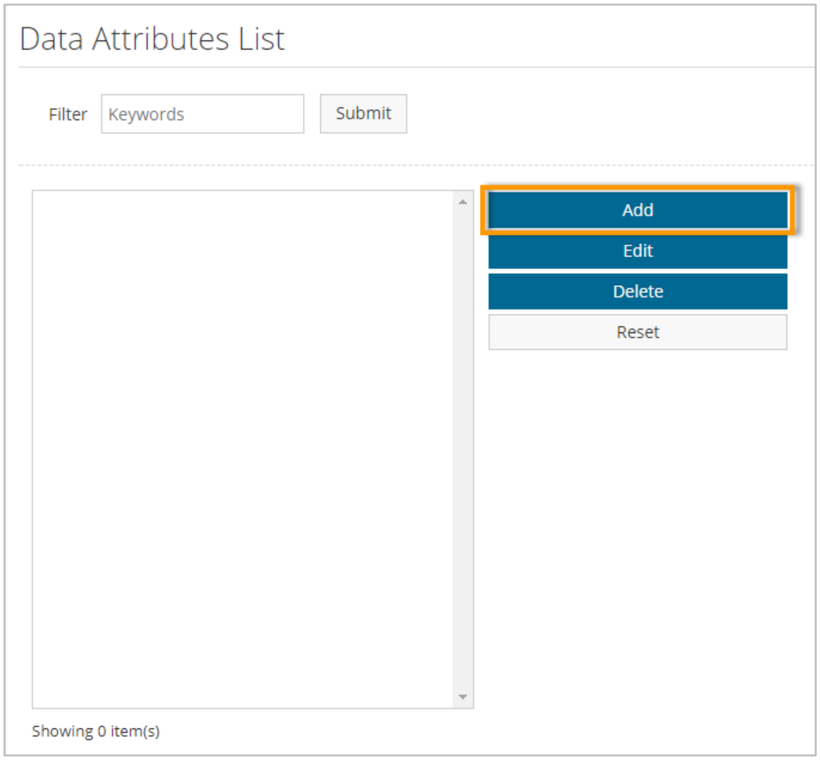
Follow the screen prompts to set up the data attribute. Select the request type from the **Data Attribute Category** field (**Credit Limit Increase** or **Replacement Card**).



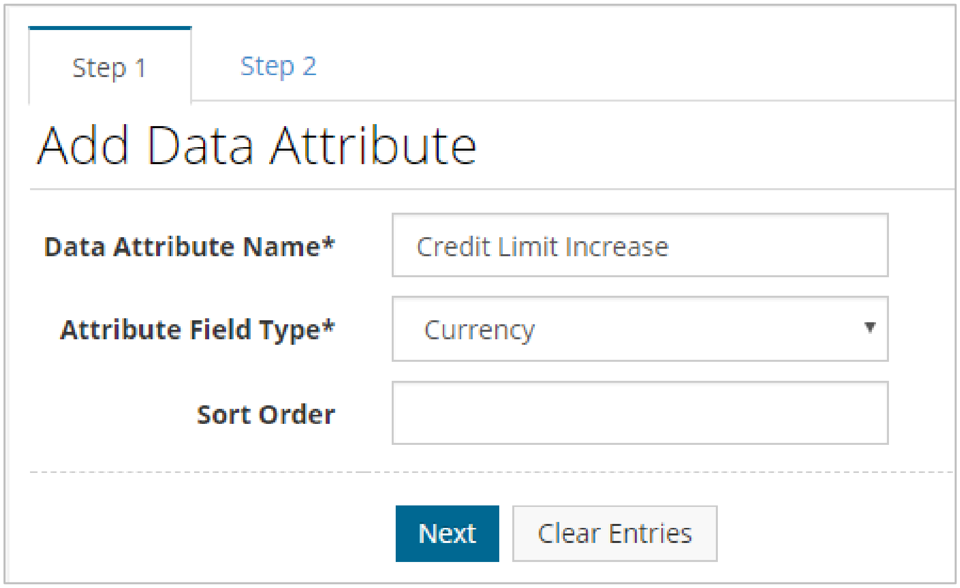
Once the Data Attribute is set up, select it from the list, then click **Manage Data Attributes**. This is where you will set up the fields related to the card service request.



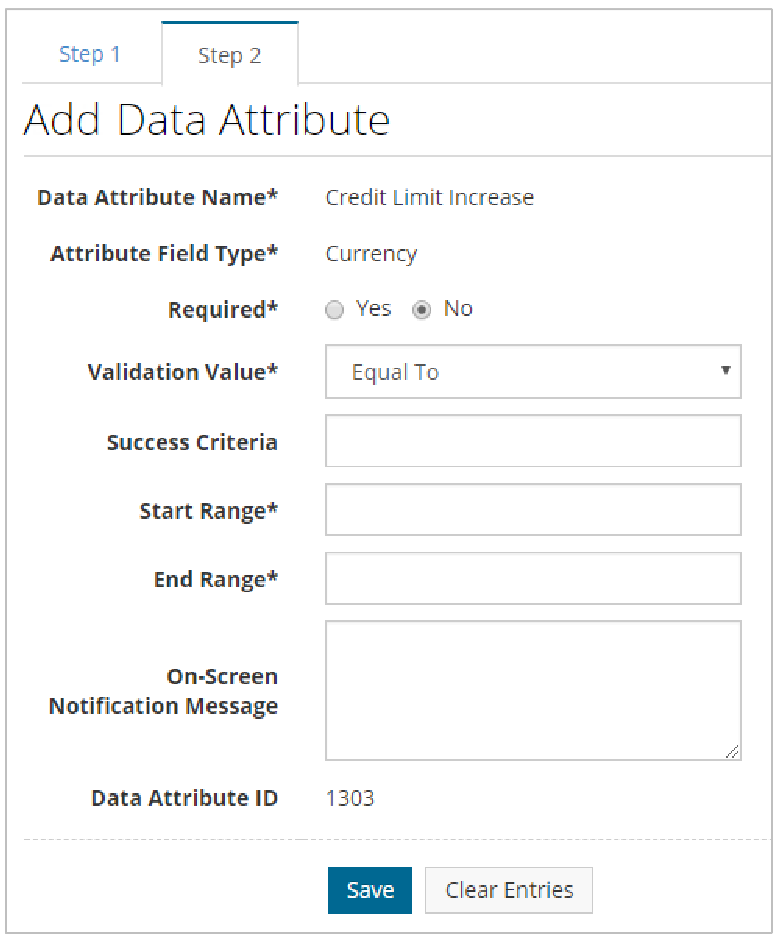
Click **Add**.



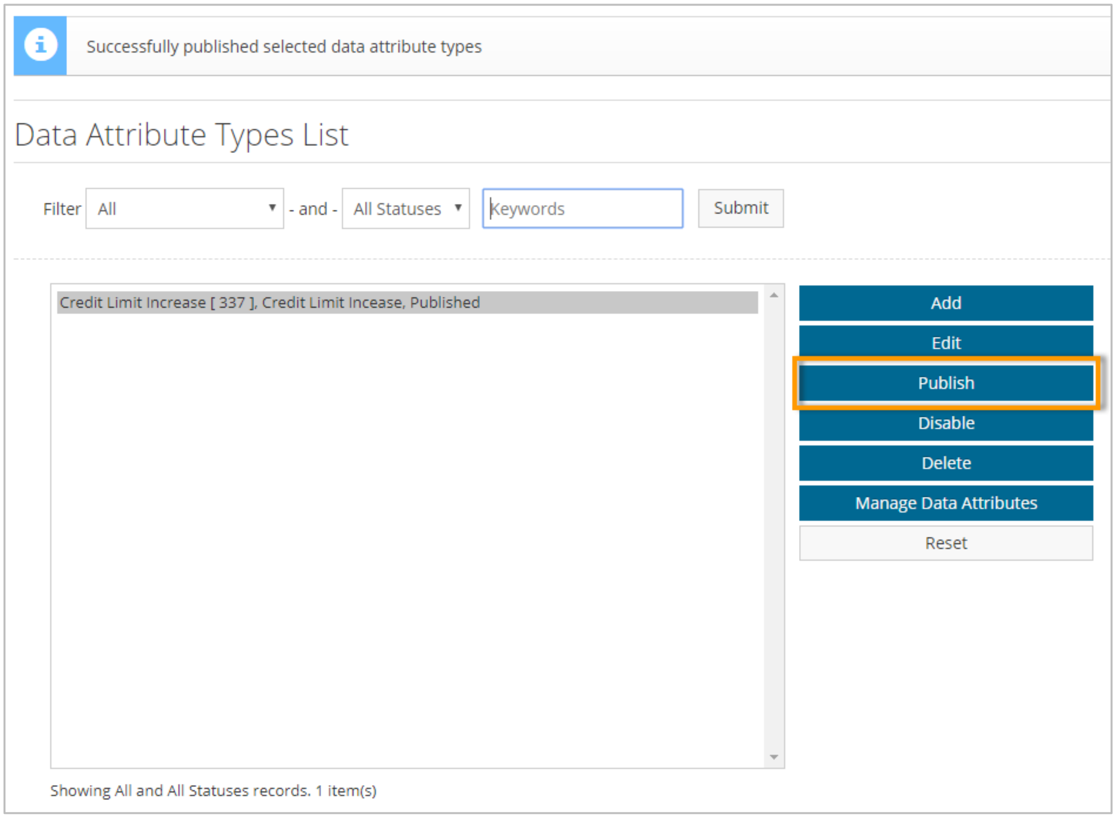
In **Step 1**, enter your desired name for the field in the **Data Attribute Name** field and select the type of field from the **Attribute Field Type** drop-down. Use **Sort Order** (optional) to enter where this field will display on the form (0 = appears first, 1 = appears second, etc.).



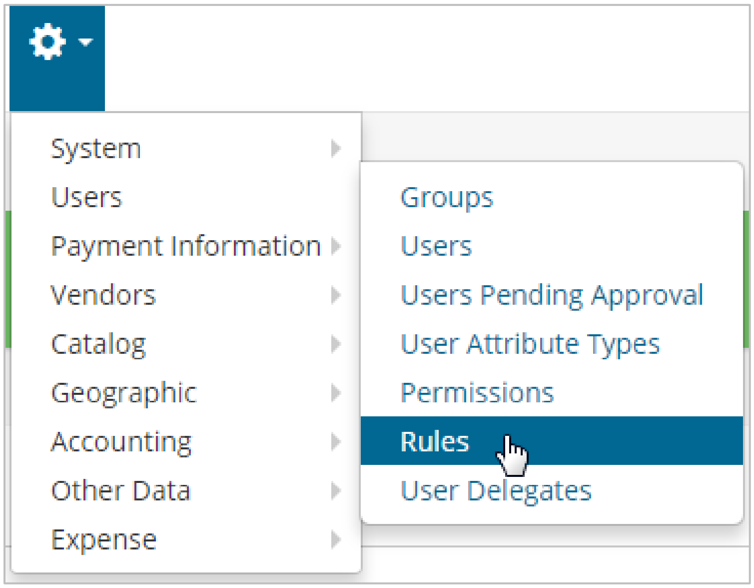
On **Step 2**, complete each field to further define the data attribute. The fields displayed vary depending on the value selected in the **Attribute Field Type** field in Step 1. When finished, click **Save**. Repeat this process to add as many fields as necessary to the card service request form.



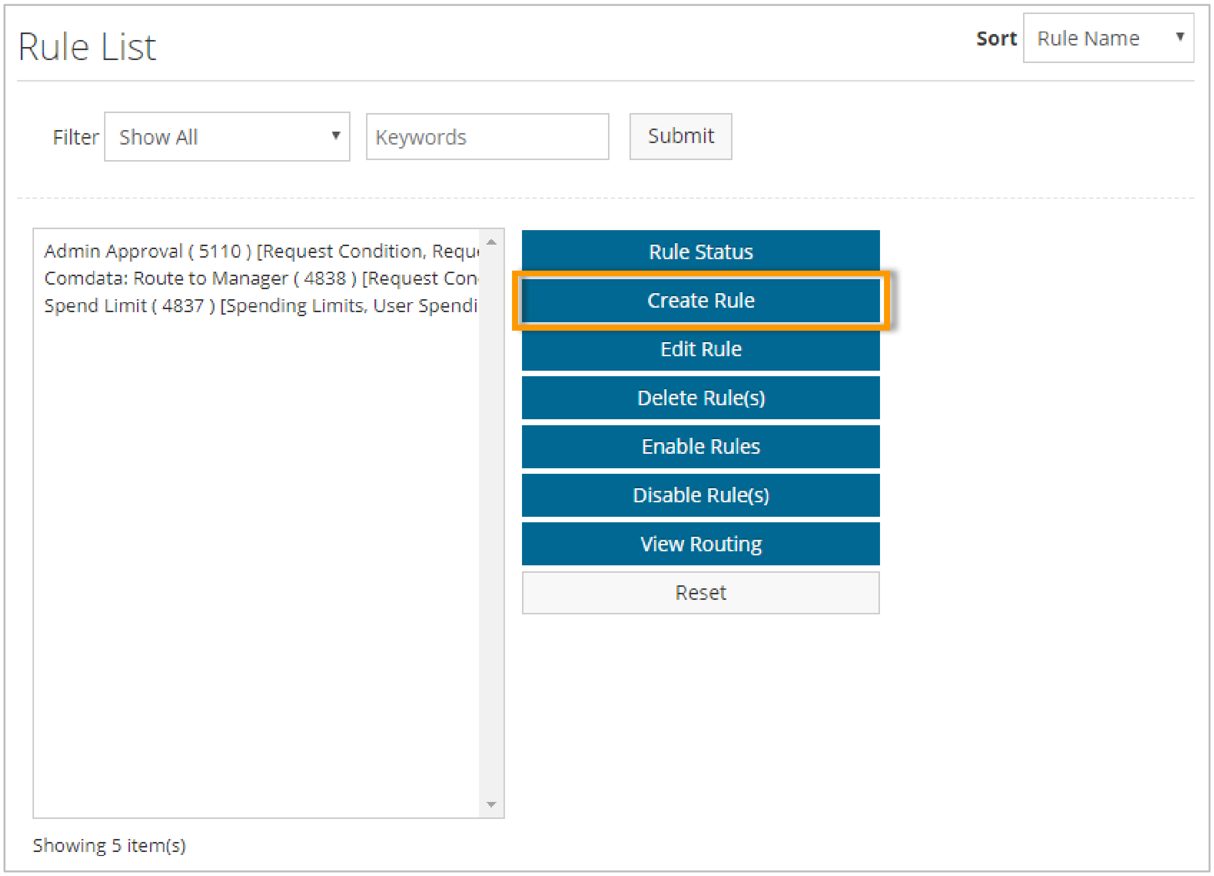
When all fields are applied, return to the Data Attribute Types List page, select the data attribute and click **Publish**. The data attribute is now live and your users can make requests on the data attribute from the My Cards page.



Note that you must set up specific rules around the card requests in order for the approval process to function properly. To access rules, select the **Settings icon (⚙ ˅) > Users > Rules**.

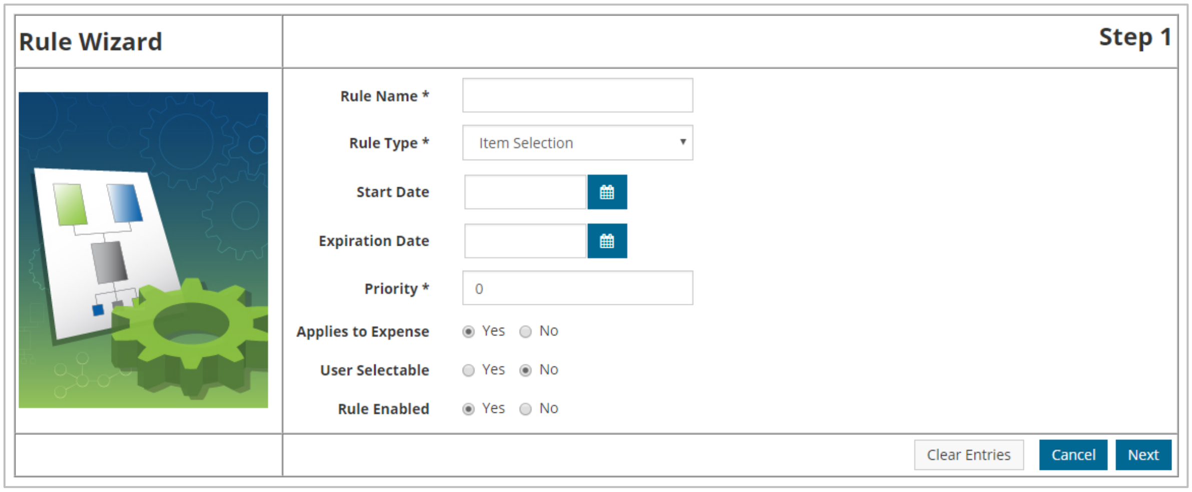


Click **Create Rule**.

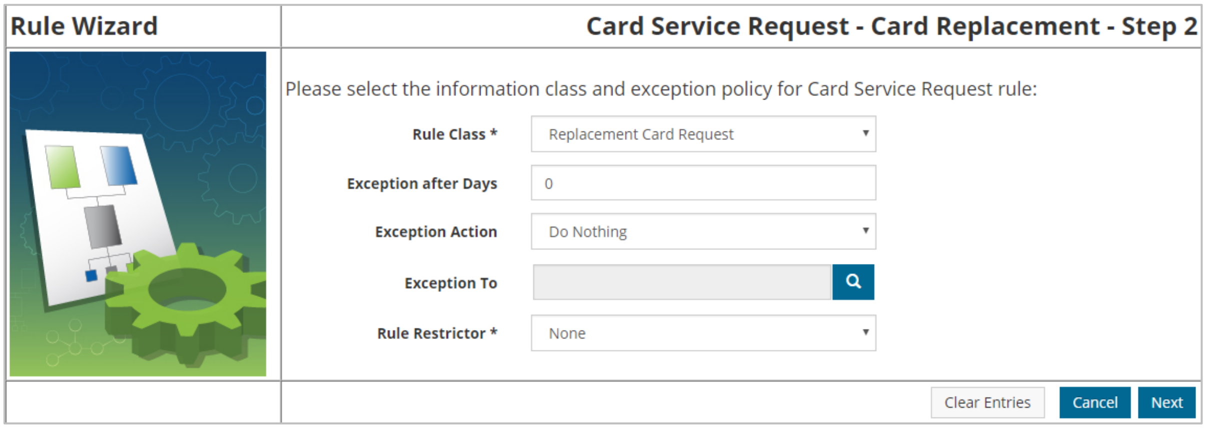


Follow the on-screen instructions to set up the rule.

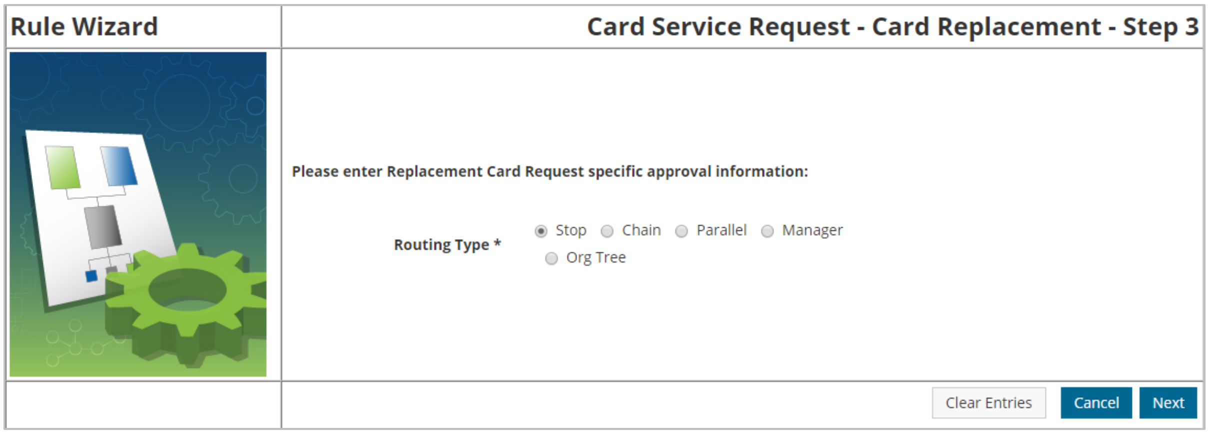
- **Step 1:** Set up the basic details on the rule, such as the rule name, start and expiration date, and priority. Ensure the **Rule Type** field is set to **Card Service Request** and **Applies to Expense** is set to **Yes**.



- **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**).



- **Step 3:** Based on your selected **Rule Restrictor**, Step 3 will ask you to select the location and location groups or users and user groups for which the rule will apply. If you selected **None**, meaning the rule will apply to all users, Step 3 will ask you to select the type of approval routing.



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	Directs you to a Step 4 where a series of users can be selected to review and approve requests.
Parallel	Directs you to a Step 4 where you can select multiple approvers; if one user in the group approves the request, the other users will not need to approve it.

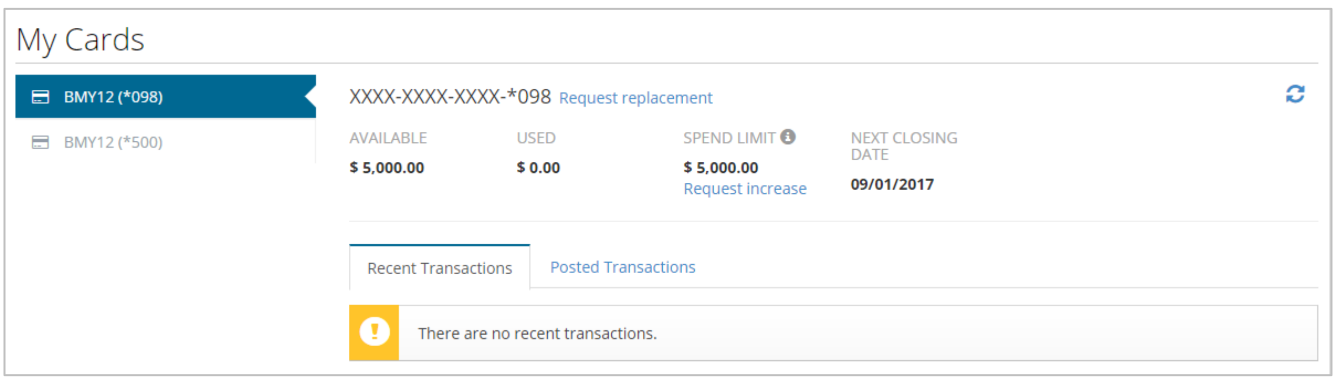
Routing Type	Description
Manager	Each request will need to be approved by the user's manager.
Org Tree	Directs you to Step 4 where you must specify the levels in your organization the request must follow. For example, if 2 levels are selected, then the request must be approved by the user's manager and the manager's manager.

If you selected **Stop** or **Manager**, the rule setup process ends here. If you selected **Chain**, **Parallel**, or **Org Tree**, follow the on-screen instructions as described in the table above to complete setting up the rule.

User Tasks

If a user has at least one Comdata Corporate MasterCard assigned to them, the **My Cards** option will display in the website's main menu next to **Messages**.

The My Cards page contains each card associated with the user as well as details on each card, such as the current available amount and credit limit.

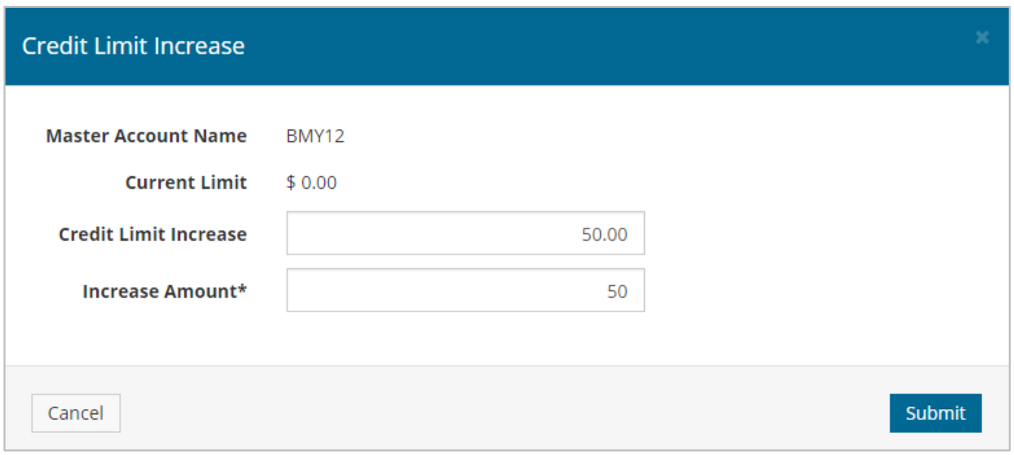


Field	Description
My Cards	A list of all cards associated to the user; click a card to view its details which will display in the **Available**, **Used**, **Spend Limit**, and **Next Closing Date** fields.
Card Number/Token	Displays the last three digits of the card number with all other digits masked.
Request Replacement	Allows users to request a replacement card.
Available	The total amount of funds available on the card; updates in real-time.
Used	The total amount of funds used on the card; updates in real-time.
Spend Limit	The card's total spending limit; updates in real-time. Note that the spend limit may not reflect all purchase type limits on the card.
Request Increase	Allows users to request a credit limit increase

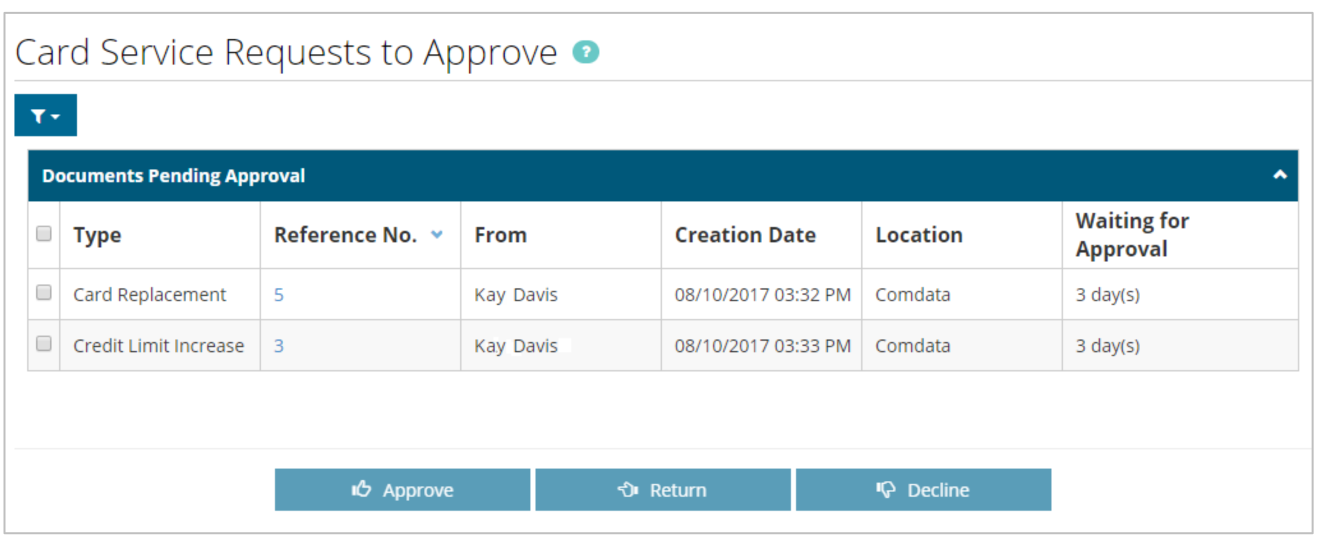
Field	Description
Next Closing Date	Last day of the card's current billing cycle
Recent Transactions	Displays a list of all transactions within the past seven days. The list contains authorized, pending, and declined transactions.
Posted Transactions	Displays a list of all posted transactions as tied to the current expense report
Refresh ( )	Refreshes data displayed on the screen

Clicking either **Request Replacement** or **Request Increase** opens a window for users to enter the details on their request. The fields displayed are dependent on configurations made by the Administrator.

Note: You can submit only one request per card.



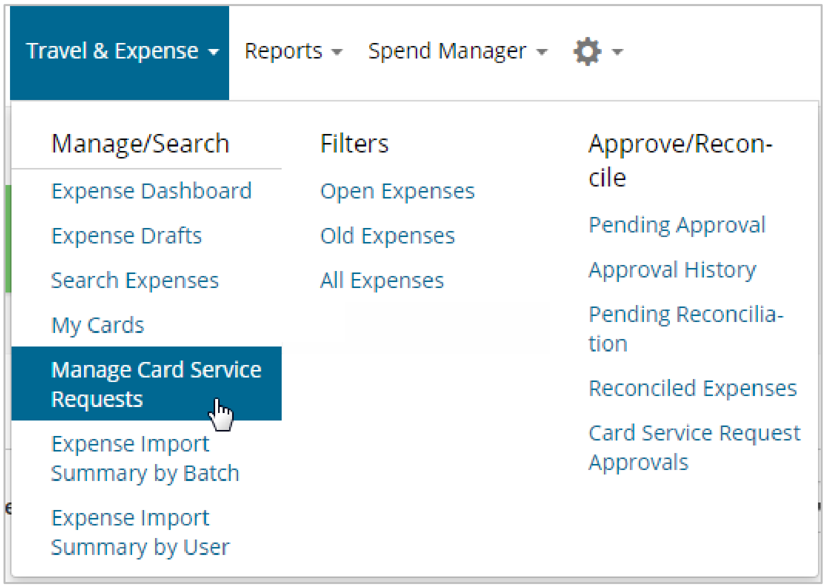
Users who are set up to approve card service requests can access each request by selecting **Travel & Expense > Card Service Request Approvals**. The user can click **Approve** or **Decline** at the bottom of the page and review details on a requests by clicking the **Reference No**.



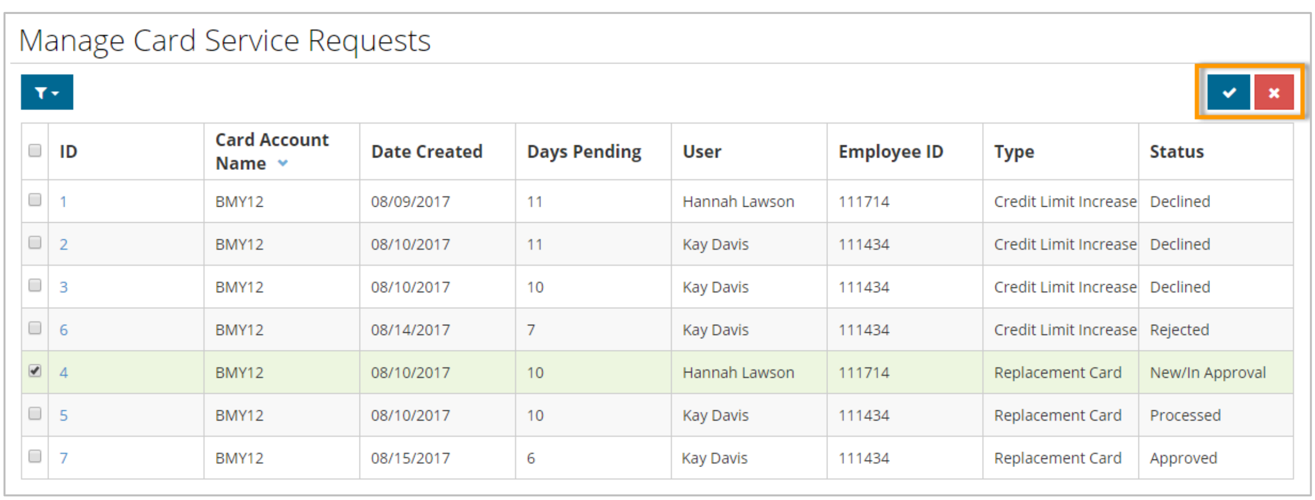
After a request is approved, another user, usually an Administrator, with permission **2020 – Manage Card Service Requests** must submit the request for processing. The processing user can either reject the request or submit it for processing so the request can be fulfilled.

To mark a request as processed, select **Travel & Expense > Manage Card Service Requests**.

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 from iConnectData and then marked as processed in Expense Track to track the status of the requests.



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


Manage Card Service Requests

	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

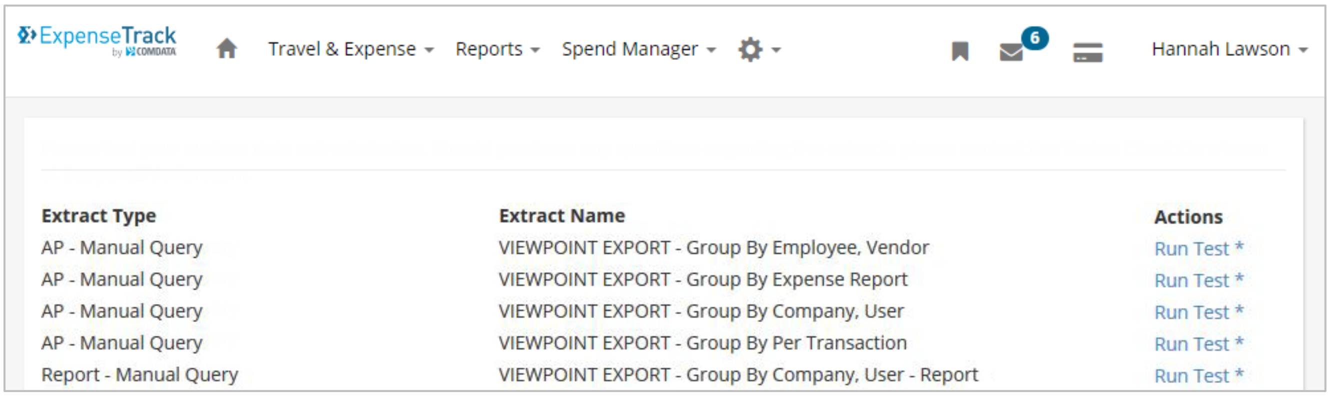
Enhance Data Extracts Tool

(Administrators only)

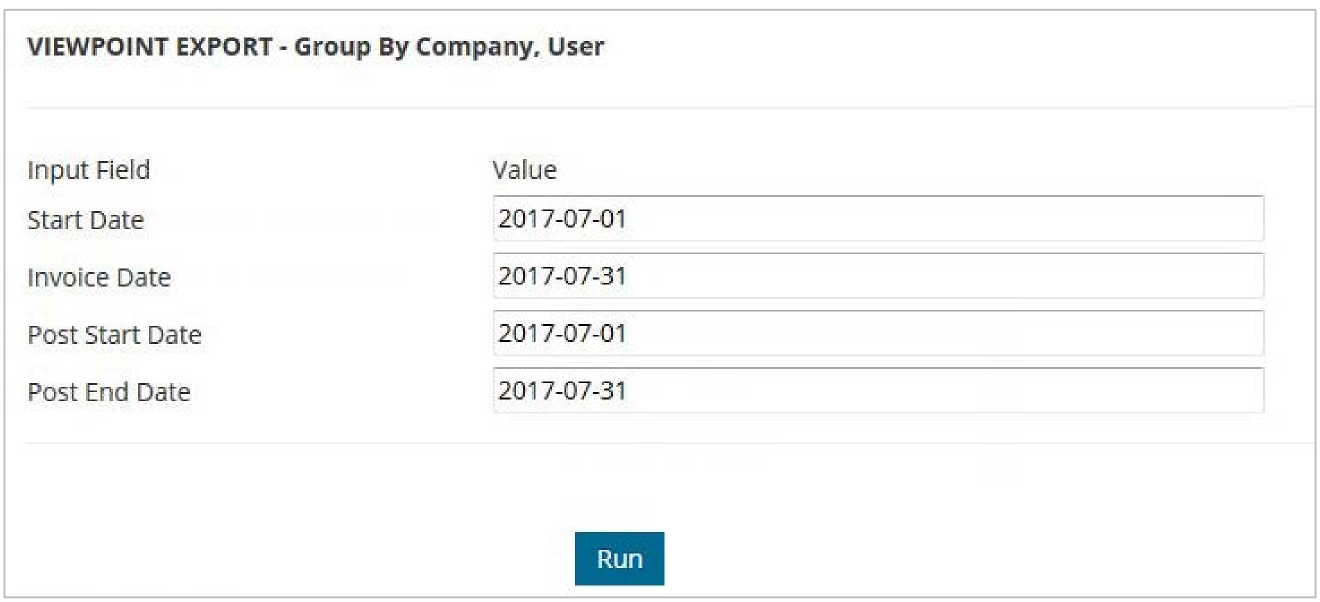
The following enhancements have been deployed for the Data Extracts tool:

- Removed requirement for Administrators to enter a password to access Data Extracts. Now, when Administrators click the **Data Extracts** link, they will be taken directly to the page where they can run and test each of their extracts.
- Added a posted date range filter for running and testing data extracts.

Data Extracts Page



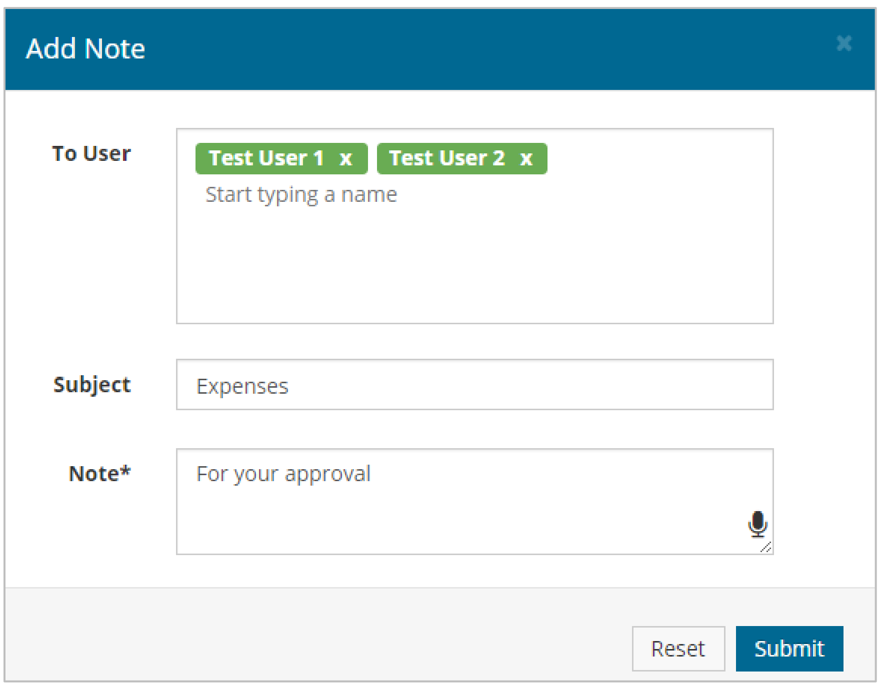
Posted Date Range Filter

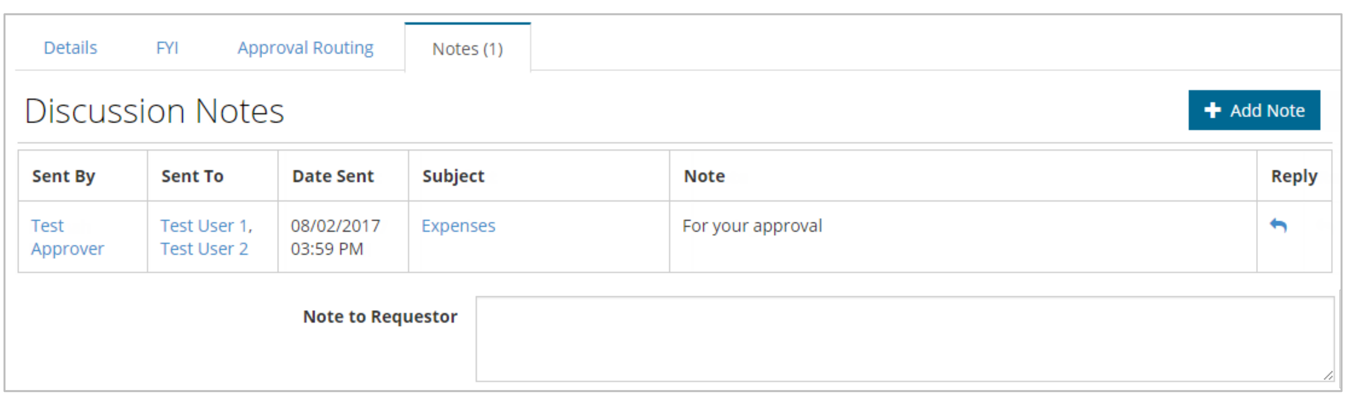


Enhance Discussion Notes

This item adds the following enhancements to the **Discussion Notes** field on the Approve Expense Report page:

- Users are no longer required to enter a username in the **To User** field, but can still enter information in the **Subject** and **Note** fields. This ability allows Approval users to store notes for themselves.
- The **To User** field now accepts multiple usernames, allowing multiple users to view the note.
- Once the Discussion Note is entered, anyone allowed to see the note can reply to it by clicking the **Reply** button. Each reply will generate a notification message for the attached users to see.





Modify Approval Rules

This item adds the following changes to approval rules of expense items:

- Previously, some approval notification emails did not contain all line items in an approver's queue. This problem occurred when individual line items contained multiple approval rules that required evaluation. To fix this issue, the approval notification email will not send until all approval rules related to each line item have been identified and evaluated by the approver. This enhancement applies only if system setting **Dynamic Rule Chains - 1160** is set to **No**.
- Escalations are now applied based on the individual rules applied to a line item, not the rule chains. This enhancement fixes an issue where escalations did not trigger correctly due to the escalation looking at the multiple rules in a rule chain rather than the rule applied to an individual line item. In addition, the ability to set up an exception policy has been removed when creating a Rule Chain in the Rule Wizard (**Admin > Users > Rules > Create Rule > Standard Chain - Step 2**). Escalation uses the settings from the individual rule in the rule chain before determining the type of escalation to apply.

If you believe any of these changes to approval rules will impact your company's approval settings, contact your Comdata representative.

Resolve Defects

The followings defects are corrected:

Features:

- The **Expense Item** drop-down on draft reports now displays only active expense items for selection.
- Line-level, user-defined fields with split values will now update in the accounts payable (AP) export file as expected.
- If a user updated an expense's item ID that was originally part of the Quicken Interchange Format (QIF), the item ID will now update in the QIF import template as expected.
- Expense reports will no longer use the custom purchase order numbering set in system setting 880 - Purchase Order Numbering System.
- Batch record numbers now display correctly for expense items on draft expense reports when the scheduled task to process credit card data runs.
- Expense Track mobile app users can now view coding segment values if the coding description contains NULL values.
- If a draft expense report is created in the mobile app with account coding that uses an expansion formula, the field split type ID now correctly saves in all instances.
- When an expense reconciler marks an expense report as **Mark as Released**, pending expense items in the report will now release and export when running a report.

Reporting (Spend Manager):

- When users generate a standard report with a Supplier parameter set to a single vendor, the report now runs without displaying an "invalid date" error.
- The Budget Detail report now displays all lines from the order request, purchase order, or invoice as appropriate.