

Expense Track 17.3 Release Notes

Release 17.3 for Expense Track is available on 11/02/2017 and includes the following changes:

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

- [Add Updates to Delegate User Functionality](#)
- [Enhance Expense Drafts](#)
- [Minor Enhancements](#)
- [Resolve Defects](#)

Add Updates to Delegate User Functionality

This item adds the following enhancements to the Delegate User functionality:

- The Act as a Delegate grid now contains the following columns: **Employee ID, Total Transactions, Total Amount, Not Added to Drafts, Unassigned Receipts, and Pending Drafts**. In addition, the total number of transactions and total amount spent are calculated at the bottom of the grid.

Act as a Delegate * = Inactive User

<input type="checkbox"/>	User ^	Employee ID	Total Transactions	Total Amount	Not Added To Drafts	Unassigned Receipts	Pending Drafts	Open Reports
<input type="checkbox"/>	Admin (7)	NADA	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Jon Able	827403	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Ben Stein	110066	0	\$1027.48	0	0	1	0
<input type="checkbox"/>	Amy Freeman	201413	0	\$129.38	0	0	1	0
<input type="checkbox"/>	Tony Bare	200878	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Angel Newton	110997	0	\$23.19	0	0	1	0
<input type="checkbox"/>	Approver		0	\$0.00	0	0	0	0
<input type="checkbox"/>	Approver Only	1564862	0	\$3180.55	0	0	1	0
<input type="checkbox"/>	William Johnson	12345678	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Ben O'Reilly	829685	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Brittani Stone	111858	0	\$0.00	0	0	0	0

Showing 1 - 20 of 96 items

Total transactions: 98
Total amount: \$ 20,635.99

(continued on next page)

Expense Track 17.3 Release Notes

The grid automatically filters to display only information from the first day of the current month to current date. Users can change the filter at any time, and their new filter option will display each time they return to this grid.

This change helps Delegate users identify users with pending credit card transactions, expense report drafts, or receipts to ensure expense reports are completed and submitted accurately and on time.

The addition of the **Total Transactions** and **Total Amount** at the bottom of the screen allows Administrators to balance Expense Track to their Comdata invoice charges when reimbursable transactions are not allowed.

- Expense Reports edited by a delegate user are now visible for both the user and the delegated user. Previously, if the delegate user saved an expense report for another user, that user was unable to access and complete.

Enhance Expense Drafts

This item adds the following to expense report drafts, both credit imports and manually created reports:

- In the Expense Drafts grid on the Expense Dashboard page, the **Requestor** column has been replaced with a **Created By** and **Created For** column. In addition, an **Only show drafts created for me** check box now displays above the grid. Clicking this check box will display only your expense reports.

These changes allow Delegate users and users with delegates to see the creator of expense report drafts, which helps avoid confusion on who owns the drafts.

<input type="checkbox"/> Only show drafts created for me					
Expense Drafts					
1-5 of 12 item(s)				Create Expense Report	View all
Report Title	Date	Created by	Created for	Total	Actions
Oct 2017	10/04/2017	Hannah Lawson	Hannah Lawson	\$2,912.83	
Sep 2017	09/04/2017	Hannah Lawson	Matthew Smith	\$1,607.38	
Aug 2017	08/04/2017	Hannah Lawson	Hannah Lawson	\$2,293.85	
Jun 2017	06/03/2017	Hannah Lawson	Jonathan Edmondson	\$1,003.12	
Apr 2017	05/23/2017	Hannah Lawson	Hannah Lawson	\$889.06	

(continued on next page)

Expense Track 17.3 Release Notes

- When a user opens a shared expense draft, it will display as locked for editing to all other users. If locked, others users cannot access or delete the report until the current user saves their changes and leaves the report or logs out of the website. This change prevents users with access to one report from overriding changes from another user.

Only show drafts created for me

Expense Drafts

1- 12 of 12 item(s) Create Expense Report

Report Title ▼ ▲	Date ▼ ▲	Created by ▼ ▲	Created for ▼ ▲	Total ▼ ▲	Actions
Oct 2017	10/04/2017	Hannah Lawson	Matthew Smith	\$3,180.55	
Sep 2017	09/04/2017	Hannah Lawson	Hannah Lawson	\$1,607.38	
Aug 2017	08/04/2017	Hannah Lawson	Hannah Lawson	\$2,293.85	

Minor Enhancements

The following additional enhancements are included in Expense Track 17.3:

- Add Discounts to MasterCard Receipts.** Total amounts for Comdata Corporate MasterCard transactions will now include any discount amounts applied during the transaction. The sum of the total and discount are then used to match to a receipt. This change allows fuel receipts to work the same as other receipts during the auto-attach process.
- Add Notes to Split Accounts Coding.** This item adds a **Coding Note** field to the Split Account Code page. When the coding split is saved, the note will save with it, and users can apply different notes for each split. This change allows users and approvers to explain or clarify their coding entry reason. If the coding is applied to multiple expense items, the note will be copied to each item as well. The note will be visible to the approver or anyone with access to the expense report.

Note: System Setting **898 - Enable Notes Field for Split Coding Entry** is required.

Split Account Code

Expense Report

Item No (ID)	Name & Description	Quantity	Unit Cost	Extended Price
Airfare (802647)	Airfare	1	\$ 378.55	\$ 378.55

Coding Note:

Account Code

Company: 1001 - Brentwood ▼ -

Division: 7500 - Allocated ▼ -

Department: 1000 - Special Projects ▼ -

GL Account: 11132.10 - A/R - Employee Personal Expense ▼

Split Percent	Split Amount	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Split"/>

Resolve Defects

The following defects are corrected:

- Previously, when an expense item was declined, all details on the item were lost, including attached receipts and accounts coding. To correct this problem, the following will now occur when an expense item is declined (applies to only credit card expenses):
 - Any attached receipt images will return to the user's receipt queue.
 - Any notes or accounts coding (including split or mass coding) will be retained with the receipt image, along with other details such as the total amount and date of the transaction.
 - When the declined expense item is added to a new expense report, the auto-attach function will run and re-attach the image with the notes and accounts coding.
- Corrected a bug in the mobile app where if a user saved an expense report draft after entering a purpose, coding, and receipt image on an expense item, an error message displayed and the receipt image was removed. All details entered on an expense report draft will now be retained after saving a report.
- Corrected a bug where users were able to submit expense items with only part of an accounts coding string completed. This fix prompts users to enter/select a value in each required accounts coding field in order for an expense item to be valid.
- Corrected a bug where Delegate users could see expense report drafts for their Delegator users in their own list of expense reports. This error created confusion as Delegate users do not need to see their Delegator user's expense reports if they are not logged in as the Delegator user. This fix prompts the system to display only the Delegate user's reports in their own list of expense reports.