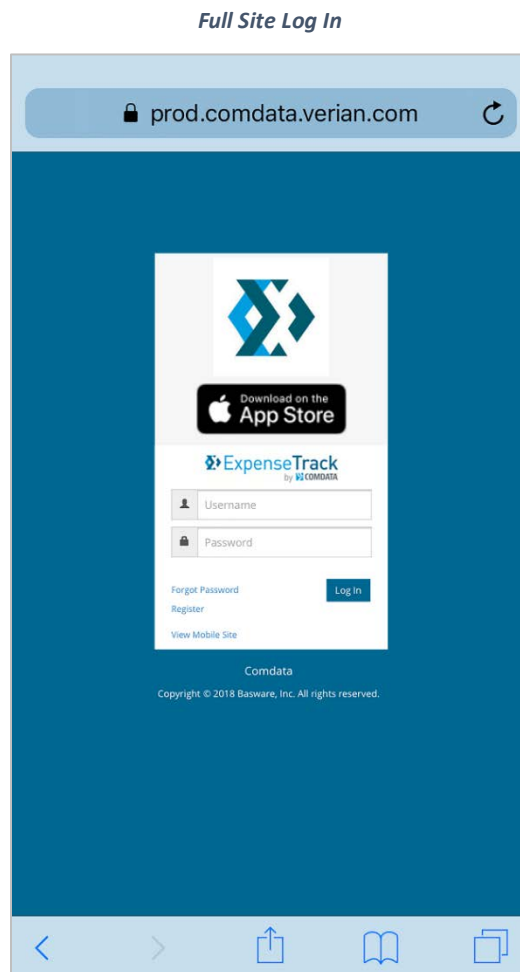


Expense Track 17.4 Release Notes

Add Full Site Access to Mobile Web

This item adds the following functionality when accessing the Expense Track website on a mobile device:

- **Full Site Access from Mobile Web.** Previously when users accessed Expense Track (<https://expensetrack.com>) through a mobile device, they had to tap **Full Site** in order to access Expense Track. Now the web browser will open to the full site login page and skip the mobile website. **Mobile App Download on Full Site Login.** The full site login page now contains an application store logo (iOS and Android) to download the Expense Track mobile app. Tapping the logo will take the user to the Expense Track mobile app download page.



Expense Track 17.4 Release Notes

Add Purpose Field to Edit and Split Accounts Coding

This item adds a **Purpose** field to the Edit Accounts Coding and Split Accounts Coding pages. With the **Purpose** field, users can enter a description for one or multiple expenses on an expense draft. Once information has been added and saved to the **Purpose** field, the text will appear in the **Expense Description** under Detail view. If the coding is applied to multiple lines on the expense report, the Purpose field will be added to the description of the selected expenses. This addition eliminates the need to individually open expense items in order to add a description or purpose.

Account Code Page

Split Account Code ?

Expense Report

Transaction Date	Posted Date	Expense	Merchant	Quantity	Unit Cost	Total
01/15/2018	01/16/2018	Meals & Entertainment	NASHVILLE AIRPORT	1	\$ 19.46	\$ 19.46

Purpose:

Product Data +

Coding Note:

Expense Report Draft Page – Detail View

Expense Items

Expense Item : Select Expense Item Add [List](#) | [Detail](#)

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼	01/09/2018	Travel - Other	PARKING	Travel - Other ☰	1.00	2.0000	\$2.00	🔍 📄 📧 📧

Details

Item Description:

Expense Description: Valet Fees

Date from: 01/09/2018

Account Code: '1001-7500-1000-11132.10';'1001-7500-1013-70309'

Vendor Name: PARKING

▼ **Required field(s) not specified.**

[Additional Information](#)

Expense Track 17.4 Release Notes

Add Manage Expense Track Database Accounts Coding

(Administrators only)

This item allows the new Comdata Sync Tool (version 3.0 and above) to populate all the coding data into this new database. When account codes are stored in this database, you can add, edit, or delete account codes in each table from the Manage External Accounts Coding page. The account codes are added, updated or deleted in the database to reflect the changes you made.

Manage External Account Codes ?

Select table: Refresh + ✎ 🗑

External Account Codes						
<input type="checkbox"/>	Account Code	Description	Reference ID	Account Code Group	Account Type	Enabled
<input type="checkbox"/>	1	Viewpoint Construction & Service	null	null	Company	Yes
<input type="checkbox"/>	201	VCS Australia			Company	Yes
<input type="checkbox"/>	5	VCS Consolidations			Company	Yes
<input type="checkbox"/>	1	Viewpoint Construction & Service			Company	Yes

Page 1 of 1 20 Showing 1 - 4 of 4 items

Enhance Expense Approval Interface

This item adds the following changes to the Expense Report Approval page:

- Redesigned Expense Report Approval Page.** The Expense Report Approval page has been redesigned to provide a more detailed view of expense items. Changes include:
 - Overall information of the expense report is now located at the top of the page.

Expense Report #1047 Feb 2017 - 2 ?			
		Clear entries	Process
Date created 07/26/2017	Created by Kristen Chev	Created for Chase Wiig	Expense total \$ 1,976.71
Approved total \$ 1,844.88	Expense advance No	Project	HIDE
OR instructions	Comments		
Internal attachments			

(continued on next page)

Expense Track 17.4 Release Notes

- The Expense Item table contains a new design. The **Expense** column now displays the **Edit Account Code** and **Split Account Code** icons previously located in the **Actions** column, which is now replaced with the **Approve?** column. To approve expenses, users can now select and unselect the check boxes in the **Approve?** column.

Note: Clicking the Expense item name now opens the new Expense Item Approval page eliminating the Expense Item Display page that would previously appear. See page 6 for more information.

Detailed Approval for Expense Report #1047									1-13 of 13 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: 	\$ 0.00	\$ 314.40	\$ 0.00	\$ 314.40	1.000000	\$ 314.40	<input checked="" type="checkbox"/>
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: 	\$ 0.00	\$ 186.40	\$ 0.00	\$ 186.40	1.000000	\$ 186.40	<input checked="" type="checkbox"/>
April 2016 Receipts_5.pdf (Notes: April 2016 Receipts_5.pdf)									

- Requestor and Approval notes, along with **Discussion Notes**, **FYI Notifications**, and **Approval Routing**, are now located at the bottom of the page in both the Expense Report Approval page and the Expense Item Approval page.

Note: Discussion Notes, FYI Notifications, and Approval Routing apply to the entire expense report and not to expense items.

(continued on next page)

Notes to Requestor

Approval Notes

Clear entries Process

Discussion Notes + Add Note

Sent By	Sent To	Date Sent	Subject	Note	Reply
Kristen Wiig	Amy Poehler, Tina Fey	11/28/2017 03:54 PM	Expense Items	Please review for accuracy.	↩

Send FYI Notifications

No FYI notifications found

+ Add

Edit Approval Routing

Rule 5093-5093: 1_Route to Manager_Preston

1 Kristen Wiig (active) ^ v x

+ Add

- Expense Item Approval Page.** Clicking an expense item on the Expense Report approval page opens the new Expense Item Approval page. This page allows approvers to view each expense item’s details, such as accounts coding splits, itemizations, credit card data, and receipts all in one screen. Users can view and scroll through receipts as images or PDF attachments on the right side of the page and download and print them as needed. If the attachment is not an image or PDF, a download icon will display in its place.

Once items are approved or denied on this page, users are then taken to the next item in the report. The user is returned to the Report Approval page for processing when all items have been approved or rejected.

(see image on next page)

Expense Track 17.4 Release Notes

Business Services | \$10.50 | Expense Report # 1317 | Status: ✔ 2 of 20 expenses < > Return to report

Expense name Business Services	Expense type Business Services	Description . Testing mass coding	Vendor SHIPPING
Payment type Comdata	Personal expense No	Transaction Date 04/03/2017	Posting date 04/04/2017
Merchant address 1234 ABC AVE PAWNEE, IN 88888-0000	Merchant Category Code 9402	HIDE 1.1009-.260000- -3	
Requested amount: \$10.50	Approved amount: \$10.50		
Requested quantity: 1.00	Approved quantity: 1.00		

HIDE	Coding note	Amount	Percentage
No splits have been added.			

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
999	OTHER MISCELLANEOUS TRANS	1.0000	\$10.50	\$10.50

Note: Click the edit () icon to view the non-split account code details.

Extract Expense Data Prior to Reconciled Status

(Administrators only)

This item adds the ability to export expense data regardless of the expense’s status in Expense Track. Previously, Administrators could export expenses only if they were approved and reconciled (if reconciliation is required). With this feature, Administrators can export expense reports in one or more of the following statuses:

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

Note: 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.

(continued on next page)

Expense Track 17.4 Release Notes

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.

This change removes the need for Administrators to wait for expense reports to reach full approval before they can export them back to their accounting systems. This change is also beneficial for CEMS users who are moving to Expense Track and need to export transactions that are not coded, approved, and/or reconciled. To access this feature, contact your account manager.

Note: This enhancement applies to only credit card transactions. Reimbursable expense reports must continue to follow approval and reconciliation before they can be exported.

Resolved Defects

The following defects have been corrected in Expense Track:

- Corrected a bug where Account Coding would not save if one or more fields were not filled. Now fields are saved even if one or more fields are left blank, unless the field has been marked as required.
- Corrected a bug where coding values would disappear when clicking inside the typehead account coding fields and then clicking Save & Return. Typehead account coding fields will now display the value after entry when the field is populated with an external data source.
- When an expense is imported with an invalid charge-to location, the specific location ID is listed in the error message so the administrator knows what location caused the issue.
- Removed confirmation dialog box that displays when accessing another user's expenses in the Delegate Grid.
- User Attribute value types can now be set to disallow edits from users but still allow Admin edits.