

Expense Track Release Notes v 17.1

Release 17.1 for Expense Track is available on 5/18/2017 and includes the following changes:

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

- [Assign Delegate Users](#)
- [Default Accounts Coding Type for Expense Types and Items](#)
- [Resolved Defects](#)

Assign Delegate Users

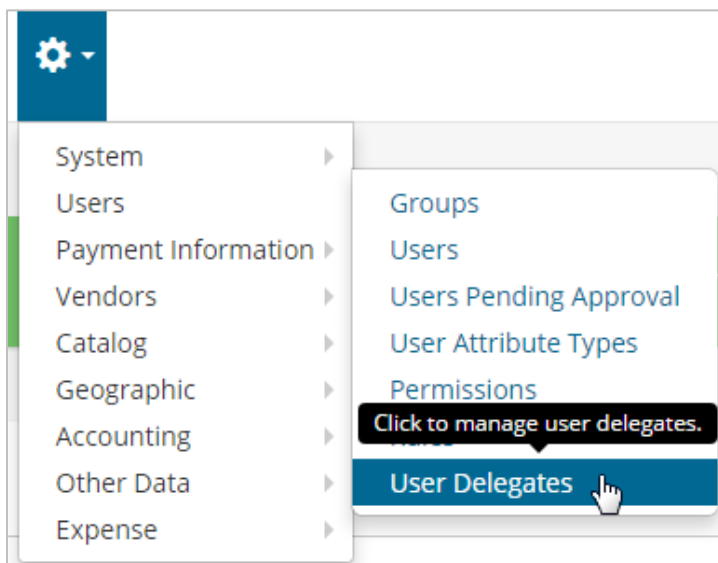
(Administrators only)

As part of the existing Delegate user feature, this item allows Expense Track Administrators to assign one user as a delegate for one or multiple other users. Previously, if a Delegate user was needed, users were required to create the assignments themselves and only one Delegate user was allowed per user. With this feature, Administrators can assign the Delegate user to one or multiple users, alleviating manual effort.

This feature is useful when one user is responsible for managing the expense reports of multiple users, user groups, or an entire office. Or if one or multiple users have expenses, but never access the website to manage and submit their expenses.

On the Expense Track home page, click the **Settings icon** (⚙️) > **Users** > **User Delegates**.

Note: Permission **4120 – Manage User Delegates**, must be active to access this feature.



Expense Track Release Notes v 17.1

This opens the Manage User Delegates page. Complete each field to allow the user to manage expense reports for one or multiple users.

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

Manage User Delegates

User	<input type="text" value="User's First or Last Name"/>
Can Act On	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Expenses"/>
As a Delegate for	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Specify Below"/>
Individual Users	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Start Typing Username"/>
User Groups	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Start Typing User Group Name"/>
Location Groups	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Start Typing Location Group Name"/>

Default Accounts Coding Type for Expense Types and Items

(Administrators only)

This item allows Expense Track Administrators to set up a default accounts coding type for expense types and expense items. As part of this feature, an **Accounts Coding Type** field has been added to the Add/Edit Expense Type and Expense Item Setup pages. This field pre-populates with all accounting code types set up in your instance of Expense Track.

By setting up a default accounts coding type, the coding fields on the Add/Edit Expense Item page will default to the structure of your selected accounts coding type. In addition, defaults set at the expense type level will ignore any defaults set at the global level, but not the expense item level. Defaults set at the expense item level will ignore any defaults set at the global and expense type level.

With this feature, you can save your users time and manual effort as the coding structure is automatically identified based on the expense type or item.

Note: This field will display only if **Split Entry Field Format** is selected for system setting **829 - Accounting Code Selection Type**.

Expense Item Setup Page

Expense Item Setup

Item Name *	<input type="text"/>
Item Description	<input type="text"/>
Account Code	<input type="text"/>
Accounts Coding Type	<input type="text" value=""/>
Item Category *	Advertising & Marketing <input type="text"/>
Expense Type *	Advertising & Marketing <input type="text"/>
Max Allowed Amount *	<input type="text" value="0"/>
Select Approval Option *	Decline <input type="text"/>
Require Receipt above *	<input type="text" value="0.00"/>
Reimbursable	<input checked="" type="radio"/> Yes <input type="radio"/> No
Require Vendor Selection	<input type="radio"/> Yes <input checked="" type="radio"/> No
Expense Advance Type *	No Advance <input type="text"/>
Custom Field 1 Label	<input type="text"/>
Custom Field 2 Label	<input type="text"/>
Custom Field 3 Label	<input type="text"/>
Merchant Category Code(MCC)	<input type="text" value=""/> <input type="button" value="Q"/>

Add/Edit Expense Type Page

Add/Edit Expense Type

Expense Type *	<input type="text" value="Advertising & Marketing"/>
Vendor Label	<input type="text" value="Vendor Name"/>
Quantity Label	<input type="text"/>
Amount Label	<input type="text" value="Amount"/>
Description Label	<input type="text" value="Purpose"/>
Require Date Range	<input type="radio"/> Yes <input checked="" type="radio"/> No
Require from City	<input type="radio"/> Yes <input checked="" type="radio"/> No
Require to City	<input type="radio"/> Yes <input checked="" type="radio"/> No
Require Vendor Entry	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow Amount Edit	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow Quantity Edit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Accounts Coding Type	<input type="text" value=""/>
Cost Formula	<input type="text"/>
Quantity Formula	<input type="text"/>
Mileage	<input type="text" value="No"/>
Itinerary Item Type	<input type="text" value="None"/>

Action

Resolved Defects

The following defects have been corrected in Expense Track.

Features:

- The **All Expenses** tab on the Expense Dashboard is no longer truncated
- Corrected typos/text errors on the Expense Itemization page
- On mobile app, removed requirement for users to edit a credit card transaction for it to validate after a receipt and all required information has been added
- All line items on an expense report are now approved if one item is declined
- Level 3 credit card transactions are now recycled if declined during reconciliation. System setting **2175 - Recycle Declined Credit Card Transactions** must be set to **Yes** to activate this feature.
- **Type** column in the Expense Items table now displays the correct number of attachments, if attachments are added at line level
- Mobile app now checks for line-level attachments after an expense item is saved if system setting **2161 - Enable Attachment/Receipt Requirement for Expenses** is set to **Line Level** or **Line or Header Level**
- When accounts coding fields are configured as select boxes, the fields will now also display as select boxes in the mobile app
- Removed 'LIMIT' clause when querying against external datasources from the mobile app. Instead, customers must configure the database or SQL statements to limit results.
- Improved query related to delegate users to improve page load time
- Returned transactions to the list of unprocessed level 3 credit card transactions if a user deletes an expense draft but the attribute **Allow Deletion** is set to **No**
- On mobile app, if accounts coding is required at the expense header level, but not added, the mobile app now displays an error message and saves any information entered in the header
- Only permission **94 - Manage Accounting Periods** is now required to access the Accounting Periods page
- When coding an expense item in the mobile app, the expansion formula is only used if user segment defaults and global defaults are not present
- Improved quality of images uploaded to the Expense Track website from the mobile app

Reporting (Spend Manager):

- Added **Country_ID** to the Domains referencing the Vendor table
- Ad Hoc Reports menu is now available to users without access to the Spend Manager if they are granted permission **23 - Run Reports**