

Expense Track 18.1 Release Notes

Expense Track 18.1 Release Notes

Release 18.1 for Expense Track is available on 05/17/2018 and includes the following changes:

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

- [Allow Negative and Over-Allocation Account Coding](#)
- [Enhance Delegate User Grid](#)
- [Improve Receipt Visibility for Delegate Users](#)
- [Update View of Submitted Expense Reports](#)
- [Resolved Defects](#)

Allow Negative and Over-Allocation Split Account Coding

This item allows users to split account codes to a negative or greater amount than the total of the transaction. This change supports tax-reporting purposes as there are times when an expense report should be over-allocated to one tax account in order to be credited to a different tax account. Some scenarios include:

- Coding a negative amount for a return or refund. Users can enter negative amounts for each amount credited back.
- Coding negative percentages, or percentages over 100%. Users can enter these for some scenarios, such as tracking 5% taxes against one ledger by coding -5% to the tax ledger and 105% to another ledger.

Split Percent	Split Amount	Action			
<input type="text" value="-5"/>	<input type="text"/>	<input type="button" value="Add Split"/>			
Splits					
Account Code	Split Percent	Split Amount	Coding Note	Action	
(Equipment with GL) 1-10.1250-10-541005	-0.5000 (-50.0000 %)	\$ -430.0000		<input type="button" value="Delete"/>	
Total	-0.5000 (-50.0000 %)	\$ -430.0000			
Apply Split Coding Data to Selected Items on Expense Report <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="button" value="Save & Return"/> <input type="button" value="Cancel"/>					

Enhance List of Delegates Grid

This item adds the following changes to the List of Delegates grid on the Act as a Delegate page:

- Users can now export the grid to an Excel spreadsheet for reporting purposes. Select **More Actions > Export Current View** or **Export All Rows**. **Export Current View** exports the rows displayed on the current page you're viewing. **Export All Rows** exports all rows in the grid, regardless of what page you're on. All exports take into account any applied filters.

Act as a Delegate ?

1

 * = Inactive User
More Actions
 Export current view
 Export all rows

List of Delegates								
<input type="checkbox"/>	User ^	Employee ID	Total Transactions	Total Amount	Not Added To Drafts	Unassigned Receipts	Pending Drafts	Open Reports
<input type="checkbox"/>	A. Whitney Brown	Br20277	23	\$2034.50	0	0	1	0
<input type="checkbox"/>	Abby Elliott	EI20296	20	\$2195.66	0	0	1	0
<input type="checkbox"/>	Adam Smith	Sa20269	24	\$2720.10	0	0	1	0
<input type="checkbox"/>	Admin (22)	NADA	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Aidy Bryant	Br20278	23	\$2201.35	0	0	1	0
<input type="checkbox"/>	Al Frankworth	Fr20302	20	\$8338.65	0	0	1	0
<input type="checkbox"/>	Alan Zweibel	Zw20394	0	\$0.00	0	0	0	0
<input type="checkbox"/>	Alex Moffat	Mo20340	16	\$1235.65	0	0	1	0
<input type="checkbox"/>	Amy Nichols	Po20249	25	\$1545.31	0	0	1	0
<input type="checkbox"/>	Ana Gasteyer	Ga20304	19	\$5703.98	0	0	1	0
<input type="checkbox"/>	Andy Sambora	Sa20268	24	\$1712.00	0	0	1	0

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Showing 1 - 20 of 160 items

Total transactions: 2620
Total amount: \$ 408,001.69

- Filters applied to the grid, such as date filters, will remain applied no matter where you go in the system. For example, if you set a date filter of 04/01/2018 - 04/23/2018, it will remain as you move from user to user in the grid, leave the page, and even if you log out. To clear the filter, click **Reset**.

1

Filter On **Criteria**

Date

Between

04/01/2018

-

04/23/2018

Add Filter

Reset Apply

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Improve Receipt Visibility for Delegate Users

This item corrects an issue where Delegate users could see receipts for their Delegator users mixed in with their own receipts in the Receipt Queue. This functionality caused confusion for Delegate users that wanted to solely see only their receipts.

An **Only Show My Receipts** toggle button now displays in the Receipt Queue for Delegate users. Enabling this button hides the Delegator user receipts and displays only the Delegate's receipts. Disabling this button displays all receipts for the Delegate user and their Delegators.

Your setting on the toggle button will remain applied for every page where the Receipt Queue displays. The toggle button will not display if you are not a Delegate for any users.

Itineraries
Update

✘ April trip

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Receipts

Only show my receipts

2018-04-23_110527.jpeg	✘
Uploaded via Mobile App sent on 04/23/2018 by JOHN SMITH	
2018-04-23_110505.jpeg	✘
Uploaded via Mobile App sent on 04/23/2018 by HANNAH LAWSON	
2018-04-23_110002.jpeg	✘
Uploaded via Mobile App sent on 04/23/2018 by	

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Itineraries
Update

✘ April trip

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Receipts

Only show my receipts

2018-04-23_110002.jpeg	✘
Uploaded via Mobile App sent on 04/23/2018 by HANNAH LAWSON	
2018-04-23_105706.jpeg	✘
Uploaded via Mobile App sent on 04/23/2018 by HANNAH LAWSON	

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Update View of Submitted Expense Reports

This item updates the user interface of submitted expense reports (**Travel & Expense > Open Expenses, Old Expenses, or All Expenses**). This new design provides easier access and visibility of report details, such as the header information, full information on each expense item, Discussion Notes, FYI Notifications, and View Approval Routing.

Expense Report # 1198 | new et | ?
Copy items to new report

Date created 11/13/2017	Created by Tina Jones	Created for Dan Smith	Expense total \$ 189.07	Approved total \$ 27.00
Expense advance No	Project	HIDE	OR instructions	Comments

Internal attachments

+ Click to add attachment.

Details for Expense Report #1198
1-2 of 2 items processed

Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Status	Released	Total expense	
▼	11/02/2017	Hotel Expense type : Travel Vendor:HOTEL Account Code :1-53250.0101: ✎ ✕	\$ 300.00	\$ 162.07	\$ 0.00	\$ 0.00	1.000000	pending	No	\$ 0.00	
Dinner receipt.jpg (Notes: Dinner receipt.jpg)											
▼	11/07/2017	Mileage Expense type : Mileage Vendor: Account Code :1-53250.0101: ✎ ✕	\$ 0.54	\$ 0.54	\$ 0.00	\$ 0.54	50.000000	pending	No	\$ 27.00	
▼ You entered more miles than the system has calculated for this trip.											

Discussion Notes
+ Add Note

No notes found

Send FYI Notifications

No FYI notifications found

+ Add New User

+ Add

View Approval Routing

Rule 5093-5093: 1_Route to Manager_Preston

- 1 Tina Jones (closed)
 Start: 11/13/2017, Completed: 11/15/2017
- 2 Dana Harvey (active)
 Start: 11/13/2017
- 3 Heather Ray (Ent Demo) (open)
 Start: 11/13/2017

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Clicking a line item opens the Expense Item page, which is similar to the Expense Item Approval 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. These changes put the submitted expense report page design in line with the Approve Expense Report page.

Note: The **Discussion Notes**, **Send FYI Notifications**, and **View Approval Routing** display at the bottom of the Expense Report and Expense Item page. However, you cannot edit the approval routing.

Meals & Entertainment | \$282.66 | MATT SMITH, Expense Report # 905
2 of 3 expenses [Return to report](#)

Expense name Meals & Entertainment	Expense type Meals & Entertainment	Purpose meal	Vendor Name RESTAURANT
Payment type Comdata	Fraudulent Charge? No	Personal expense No	Client Related? No
Transaction Date 03/29/2017	Posting date 03/31/2017	Merchant address 200 ANYWHERE RD BRENTWOOD, TN 37000-0000	Merchant Category Code 5812

HIDE 1001-7520-2627-70310

Requested amount: \$282.66 **Approved amount:** \$282.66

Requested quantity: 1.00 **Approved quantity:** 1.00

	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	\$282.66	\$282.66

Expense Report # 905 Additional Information

Discussion Notes

Sent By	Sent To	Date Sent	Subject	Note	Reply
Hannah Lawson	STEVEN HARRIS, Test User 1	07/27/2017 09:54 AM	Testing	testing	Reply

[+ Add Note](#)

Send FYI Notifications

User	Remove?
Approver Only	✕
Test Admin 2	✕

[+ Add](#)

View Approval Routing

Rule 4838-4838: Comdata: Route to Manager

- Hannah Lawson (active)**
Start: 05/02/2017
- Test Admin 2 (open)
Start: 08/24/2017

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Resolve Defects

The followings defects are corrected:

- Added the Merchant Category Code to the Additional Information page for credit card items. The Additional Information page is accessed from an expense draft where the Expense Items table is in **Detail** view.

Additional Information Link

Expense Items
List | Detail

Expense Item: Select Expense Item Add

<input type="checkbox"/>	Status	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>	▼	04/29/2018	Travel - Other ▼	CAR TOLLS	Travel	1.00	15.5500	\$15.55	

Details

Item Description: Other Travel Expenses

Expense Description:

Date from: 04/29/2018

Merchant: CAR TOLLS

Required field(s) not specified.

Additional Information

Delete Move Expense(s) Select Report Move
Entered Expense Total: \$15.55

Save Submit Clear Entries Cancel

Merchant Category Code (Under Expense Information Section)

Multiple Transaction Same-Day Exception	
Discount Indicator	
User Card Token	263N34R2Z4
System Network Processed Transaction	M
Adjusted Transaction Number	0
Adjusted Transaction Date	
Merchant Invoice Number	
Merchant Code	MC901
Merchant Category Code	3001
Cheaper Fuel Available	N
Travel Agency Addendum	000
Virtual Temporary Different than Dollar Amount assigned to Card	
Chargeback Representation Flag	

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- Corrected a defect where default coding did not work properly with cascading coding strings. In the account code string, the value in each field is dependent on the value selected in the previous field. This issue prevented users from applying a default coding value (Company, Job, Equipment, etc.) to account code fields configured for cascading, which further prevented them from coding expense items accurately. With this change, users can apply default coding to the entire segment of cascading coding strings.
- Commas can now be used in account code descriptions when split coding uses Typeahead fields.