

Expense Track 20.3 Release Notes

Release 20.3 for Expense Track is available on 05/14/2020 and includes the following changes:

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

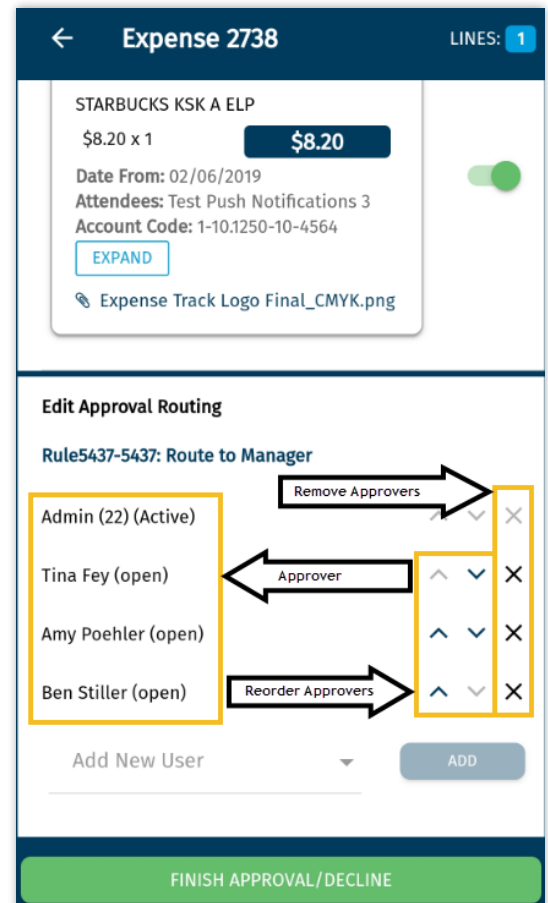
- [Add Additional Approvers from Mobile App](#)
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Add Additional Approvers from Mobile App During the Approval Stage

This item allows expense approvers to add, remove or reorder approvers within the workflow from the mobile app.

- **Add Approver:** The user can add another approver to the workflow by selecting Add New User, typing the approver's name and tapping Add. The selected user will then receive the request for approval after all previous approvers have approved it.
- **Remove Approver:** The user can remove an existing approver from the approval list by clicking the X to the right of the user's name. Users who are currently approving the expense (active) or who have already approved the expense cannot be removed.
- **Reorder Approvers:** The user can reorder the approvers with the up and down arrows beside the users' names. The order of previous approvers and the active approver cannot be changed.

Note: Permission 75 – Can Add Users to Approval Route must be enabled to access this feature.

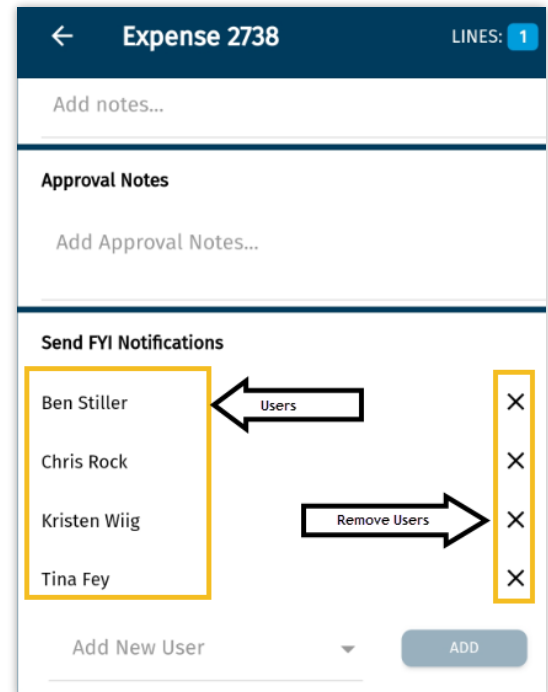


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Add FYI Notifications from the Mobile App during the Approval Stage

This item allows expense approvers to send an FYI Notification to inform other users about expenses.

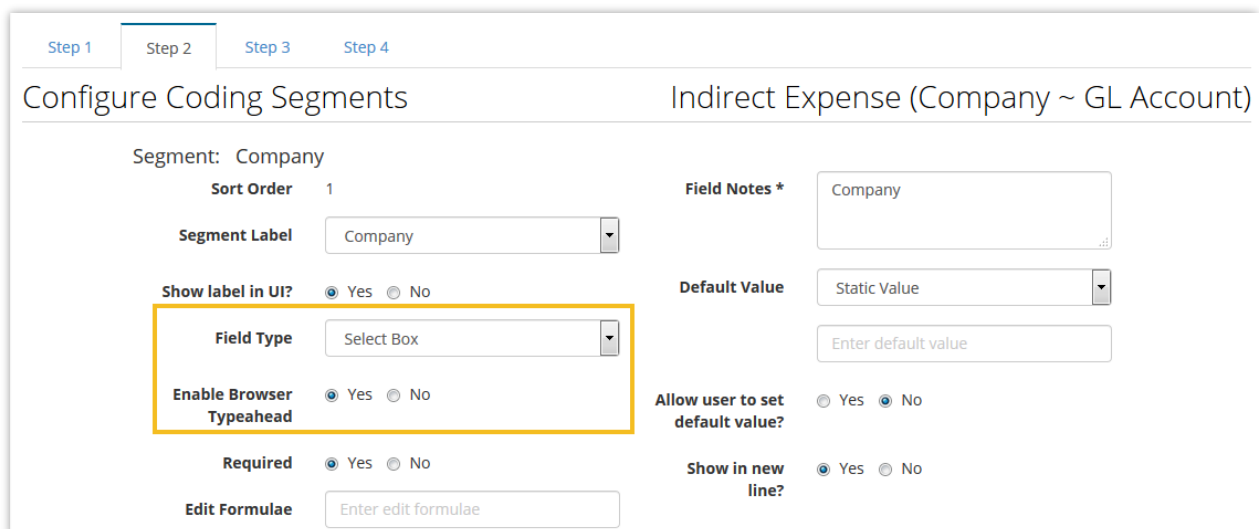
From the Send FYI Notifications section, the approver can search for and add users to be informed of the expense. The approver can also remove users currently on the FYI Notifications list.



Add Enhanced Type Ahead for Accounts Coding in Web Application

This item allows users of the web application to search by both the Type Ahead and Scroll method without requiring the company to choose one or the other during setup.

- When **System Setting 2322 – Enable Browser Typeahead** is enabled and a Comdata Expense Track Specialist has configuring the Account Coding Segment, any segment configured with the field type **Select Box** now has the additional option to **Enable Browser Typeahead**.



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- If **Enable Browser Typeahead** is set to **Yes**, users can search the available coding values using typeahead in addition to being able to scroll through available account codes. The new search feature looks for any part of the coding value or description (not just the beginning) and returns all matching values.

- Each coding segment can be setup independently and no other field types are affected by the enhancement. Browser typeahead does not work when dynamic lookups are used.

Note: New System Setting **2322 – Enable Browser Typeahead** must be set to Yes to access this feature. All Comdata accounts are setup to default to Yes for this system setting.

Add Push Notification to Mobile App

This item allows mobile app users to receive internal messages as push notifications on their mobile devices, if their system configuration allows.

To receive push notifications, **System Setting 2329 – Enable Push Notifications** must be set to Yes. Once enabled, an Individual’s User Profile must be setup to have **Notify Via** set as **Internal Message** OR **Both Email and Internal**.

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All mobile app users that are set to receive notifications via internal messaging or both email and internal messaging will receive push notifications to their devices for all messages, including:

- Expense reports pending approval
- A user’s own documents have been approved or declined
- Direct messages from other users
- Broadcast messages from administrators
- Receipts are processed, overdue, or purged
- Card service requests are processed

Note: New System Setting **2329 – Enable Push Notifications** must be set to Yes to access this feature. All Comdata accounts are setup to default to Yes for this system setting.

Expand Transaction Grid to display up to 15,000 records and export up to 30,000 records

This item allows users with access to the Manage Transactions page to view up to **15,000 transactions**. When exporting, users can export up to **30,000 transactions** when using the Export All option. Data is exported in CSV format.

<input type="checkbox"/>	Display Name	Expense Item	Post Date	Merchant	Total	Status	Image Count	Report ID	Flag	Coded
<input type="checkbox"/>	Chris Rock	Airfare	02/26/2020	southwest	250.00	In Draft	1	643875	⊖	Yes
<input type="checkbox"/>	Chris Rock	Car Rental	02/26/2020	test	10.00	In Approval	1	78306	⊕	Yes
<input type="checkbox"/>	Chris Rock	Airfare	02/26/2020	test	2.00	In Approval	1	78310	⊕	Yes
<input type="checkbox"/>	Chris Rock	Airfare	02/21/2020	Hilton	50.00	In Draft	0	640098	⊖	No
<input type="checkbox"/>	Chris Rock	Airfare	02/21/2020	Southwest	150.00	In Approval	1	78305	⊕	Yes
<input type="checkbox"/>	Tina Fey	Airfare	02/19/2020	Vendor	20.00	In Draft	0	638668	⊖	No
<input type="checkbox"/>	Chevy Chase	Airfare	02/19/2020	United	300.00	In Draft	0	638649	⊖	No
<input type="checkbox"/>	Chevy Chase	Airfare	02/19/2020	Marriott	400.00	In Approval	1	78302	⊕	Yes
<input type="checkbox"/>	Chevy Chase	Hotel	02/19/2020	Marriott	100.00	In Approval	1	78303	⊕	Yes
<input type="checkbox"/>	Tina Fey	Hotel	02/19/2020	Hilton	100.00	In Approval	1	78304	⊕	Yes
<input type="checkbox"/>	Tina Fey	Airfare	02/19/2020	Southwest	200.00	In Approval	0	78307	⊕	Yes
<input type="checkbox"/>	Tina Fey	Airfare	02/19/2020	Hilton	150.00	In Approval	0	78307	⊕	Yes
<input type="checkbox"/>	Beck Bennett	Mileage	02/07/2020		16.20	In Draft	0	600017	⊕	Yes

500 per page | 1 - 500 of 15000 | Total transactions: 16509 | Total amount: \$ 2,961,611.87

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Restrict Modification of CCImport User

This item restricts modification of the Credit Card Import user with the first name “CCImport” or “CC Import”. This user is required for the setup and functionality of your Expense Track account. These users typically cannot be modified from the Users administration pages. Only a user with **Permission 4213 – Enable Edit CCImport User** can edit these users.

Users List

All A B C D E F G H I J K L M N O P Q R S

Filter

USER, CC IMPORT (E, Comdata)

You do not have permission to perform this action for the selected user. Contact your system administrator.

Update Red, Yellow and Green Flags to Alternative Icons

This item redesigns the red (), yellow () and green () flags as alternative icons that are more easily identifiable. Updated icons are available on the Manage Transaction page, Expense Report page and in the Mobile App.

<input type="checkbox"/>	Flag	Date ▼ ▲	Item ▼ ▲	Vendor ▼ ▲	Type ▼ ▲	Qty ▼ ▲	Amount ▼ ▲	Line Total [Pre-Paid]	Actions
<input type="checkbox"/>		02/26/2020	Airfare ▼	southwest	Travel 1 Attachment(s)	1.00	250.0000	\$250.00	
<input type="checkbox"/>		03/01/2020	Car Rental ▼	National Car Rental	Travel 1 Attachment(s)	1.00	250.0000	\$250.00	
<input type="checkbox"/>		03/01/2020	Mileage ▼		Mileage	300.000000	0.5400	\$162.00	

Resolved Defects & Minor Enhancements

- Ad hoc reports are no longer incorrectly duplicating fields when MCCs are included in the data.
- Allow Approval Emails to be sent when “Reason for Decline” is required
- AP Export now pulls the approved amount from expense reports, not the total amount.
- Approval email sent to substitutes when approver is substituted from Manage Requests
 - An email with the same email format as the other substitute approval emails is sent to the substituted approver when the substitution happens from Manage Requests > Replace Approvers.
- Description field is not empty in case it is required in an expense.
- Emails with invalid attachments will be deleted and the next attachment will be processed.
- Improved handling of duplicate credit card transactions during import. When a duplicate transaction is found and not processed, the other transactions in the batch are not affected and process normally.
- On Apple devices, currency amounts are now always displayed with at least two decimal places. Previously they displayed with only one or no decimal places for some values.
- Unique approved expense requests are now displayed on the Pending Reconciliation screen.
- When data is exported from the Manage Transactions page, the total amount is now exported correctly if the item quantity is greater than 1.