



Release Version 2018.3.1.0

**Key Features and Enhancements included in this version:**

# Expense Reimbursement

## Expense Policies

*Expense Reimbursement* → *Setup* → *Expense Policies*

- Expense policies allow the financial institution to create rules that users must follow when adding expense report line items.
- The expense policies are tied to the Expense Categories the user selects when inputting expense reimbursement line items.
- Expense policy violations do not prevent the expense policy from being submitted/paid, but the expense report user and approver will see the expense report violation on the details of the expense report.

**! This expense report includes expense policy violations!**

Expense Report Items			
		Date	Paid To / Description
Expense Category - <a href="#">Education</a>			
		8/13/2018	Paid To: Mississippi State University Description: August Conference Account Number: <a href="#">00052080-*.*.*.*</a> <b>! Max Amount Per Expense Category</b>
Count: 1			

- The policy violation also displays on the physical document that results from the submitted expense report.

**August Conference**

**501.00**

Joe King

8/13/2018

**Category - Education**

Date	Paid To / Details	Amount
8/13/2018	Mississippi State University Description: August Conference Account Number: 00052080-*.~.*~* <span style="color: red;">Max Amount Per Expense Category</span>	501.00

**Expense Policies List**

*Expense Reimbursement → Setup → Expense Policies*

- The ability to Create, View Existing, or Delete Expense Policies has been added to the Setup Menu of Expense Reports.

**Expense Policies**

List

Search:

Expense Policy Name

[Attachment Required](#)

[Attendees Required](#)

[Comments Required](#)

[Max Age Per Expense Item](#)

[Max Amount Per Expense Category](#)

[Max Amount Per Expense Category By Date](#)

[Max Amount Per Expense Item](#)

[Smart Receipt Required](#)

[Smart Receipt Required1](#)

Count: 9



## Void Comment

Accounts Payable – Payments → Void Payments

- Users may now leave a comment when voiding a payment

Void Payments ✖

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Void Date



Void Comment

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[✔ Void Payments](#)

- Comment may be viewed under Payment Details of the Payment Record

### Payment Details

Payment Batch: [8/10/2018](#)

Vendor: [Natasha Smith](#)

Clearing Account: [-Test- DDA](#)

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Void Date: 8/14/2018

Void Comment: Duplicate Payment

Voided by [Jking](#) on 8/14/2018 @ 5:31 PM

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Created by [nsmith](#) on 8/10/2018 @ 4:47 PM





# Approval

## [View Previously Approved/Unapproved/On-Hold Expense Reports & Purchase Requisitions](#)

[Approval](#) → [Expense Reports/Purchase Requisition](#)

- A listing of expense reports/purchase requisitions the approver previously approved for the user may be accessed by single left clicking the User Name.

## Expense Reports - Jking

Search:	
Credit Card?	Report Name
<input type="checkbox"/>	<a href="#">Knoxville Trip</a> <input type="radio"/> Unapproved by <a href="#">SForde</a>
<input type="checkbox"/>	 <a href="#">August Conference</a>  Approved by <a href="#">SForde</a> on 8/13/2018 @ 5:34 PM
<input type="checkbox"/>	 <a href="#">op</a>  Approved by <a href="#">SForde</a> on 8/3/2018 @ 9:15 AM

## Requisitions - Jking

Search:	
Required By Date	Requisition Description
8/15/2018	<a href="#">Computer Parts</a> <input type="radio"/> Unapproved by <a href="#">SForde</a>

# Administration

## [Expense Policy User Roles](#)

[Administration](#) → [Users/Groups](#) → [Create New or Edit Existing User \(under Roles subheading\)](#)

- Roles added to facilitate the ability to List, Edit, Add, and Delete Expense Policies
  - EX\_ExpensePolicy\_Create
  - EX\_ExpensePolicy\_Delete
  - EX\_ExpensePolicy\_Edit
  - EX\_ExpensePolicy\_List