

Table of Contents

5.0 CONFIGURING EXPENSEWATCH.COM.....	1
5.1 BUSINESS UNIT CONFIGURATION.....	1
5.2 MANAGE COMPANY LOGO.....	1
5.3 CONFIGURING/ADDING BUSINESS UNITS.....	2
5.4 S.A.F. (SIGNATURE AUTHORITY FORM).....	3
5.5 COMPANY AND BUSINESS UNIT PREFERENCES TABS.....	4
5.6 CONFIGURING/ADDING USERS.....	9
5.7 CREATE AND EDIT ROLES.....	12
5.8 SETTING PASSWORD POLICY.....	13
5.9.1 USER APPROVAL DELEGATION.....	13
5.9.2 USER BASED APPROVALS.....	15
6.0 OTHER SETUP ITEMS.....	15
6.1 CONFIGURING BUDGETS.....	15
6.2 CONFIGURING USER ALLOWANCES.....	16
6.3 CONFIGURING GENERAL LEDGER CODES.....	18
6.4 CONFIGURING PROJECTS.....	19
6.5 EXPORT INVOICES TO YOUR ACCOUNTING SYSTEM.....	21
6.6 CONFIGURE T&E CATEGORIES.....	21
6.7 NETWORK VENDOR REQUEST.....	21
7.0 CONCLUSION OF IMPLEMENTATION.....	22
7.1 CUSTOMER TRAINING.....	22
7.2 CUSTOMER SUPPORT.....	22

5.0 Configuring ExpenseWatch.com

Now that your business unit hierarchy, account codes and other company-specific information has been uploaded into ExpenseWatch.com, you will use that information to configure the service. The configuration process includes setting up your financial policies, preferences, and signature authority form.

5.1 Business Unit Configuration

The Policies Tab in ExpenseWatch.com is the center of administrative activity within the system. It is where you manage users, business units, and permissions, among many other functions.

The default view in the Policies Tab shows the overall business unit configuration for your company. This view is an expandable tree showing the hierarchy of business units extending down from the root business unit. The root business unit will typically be your company name.

Business Unit Tree

The contents of this tree are determined by the data you upload. All business units and users will be visible on this tree. In addition to the users you upload, there is one built-in administrator account. This user is located in the root business unit.

ExpenseWatch.com recommends that the administrator account be used only for specific administrative functions, and not as any user's day to day account. The Administrator should have all necessary administrative permissions. (*Editing Permissions is discussed in Chapter 5.6.*)



Integration
Company Data Export
Setup Utilities

Helpful Tools

- **Search:** Search for users, roles and business units
- **Licenses:** View license assignments for all users
- **Delete Objects:** Delete business units, GL accounts, products, users and vendors
- **Manage Logos:** Manage logos (See section 5.2)
- **Password Policy:** Manage passwords (see section 5.8)
- **Associate Currencies:** Assign currency views to business units. (*Must have multicurrency activated.*)
- **User Approval Delegation:** Assign Approval Delegates (Must have feature enabled under Company Preferences) (See section 5.9.1)
- **User Based Approvals:** Configure User Based Approvals (Must have feature enabled under Company Preferences) (See section 5.9.2)

Glossary of Icons

- Business unit (location, division, sub-division, department, etc.)
- Deactivated Business Unit
- Users Group/Add New Users
- Individual user with a license
- Individual user without a license
- Deactivated User
- Roles – To give users permissions outside their home business unit
- Licenses/Activate Account
- Show Deactivated Business Units
- Show Deactivated Users
- Hide Deactivated Business Units
- Hide Deactivated Users

5.2 Manage Company Logo

If you want your own company logo on the documents generated by ExpenseWatch.com (such as expense reports, purchase orders and check requests) you can upload an image of your company logo. This image must meet the following specifications:

- It must be a .jpg or .gif image.
- The maximum file size is 250K.
- The maximum allowable width is 255 pixels.
- The maximum allowable height is 255 pixels.
- The image file should be optimized to display properly on a white background.

If your logo file adheres to the above listed criteria, it may be uploaded.

Implementation Guide: Configuring ExpenseWatch.com

To upload your logo:

Navigate to the Policies Tab.

Click on the [Manage Logos](#) link.

The *Manage Logos* page will open.

Click on the **Browse** button.

Locate the logo image file on your system.

Click the **Upload** button.



Manage Logos

The *Manage Logos* page will display.

Choose which documents you want your logo to display on by checking the appropriate boxes.

Click on the **Save** button when finished.



To delete the logo, click on the trash can icon.

To have multiple logos assigned to your company, please submit a technical support request through the Home tab. When the multiple logos function has been activated, a drop down list of all first level units below the Root will be available.



Multiple logos are used when expensewatch is set up with multiple companies under the Root Business Unit.

5.3 Configuring/Adding Business Units

ExpenseWatch.com recommends using the *setup templates* during the initial implementation and uploading via the setup utility. After implementation however, you may still have a need to upload large numbers of business units. To upload the business units please contact customer support. Populate the templates and submit them to customer support for upload. For adding individual business units, please see below.

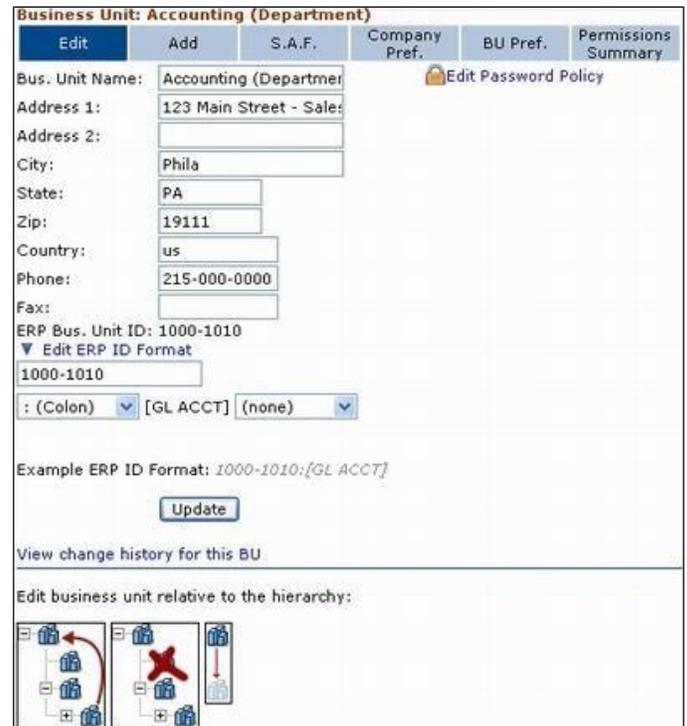
After you have uploaded your business units into ExpenseWatch.com, there are configuration settings that need to be applied. Or, you may want to change details about a business unit. For both of these tasks, you can use the business unit configuration options on the Policies Tab.

The upper-most business unit is called the root business unit. This is generally the company name. Typically, the only user account at this level should be the built-in administrative account. If you need to assign permissions for a user at the root business unit level, assign these permissions through a Role (see Section 5.7). It is possible however that the root business unit is the only business unit being used in your company configuration. In that case, you would create only users in the root as there will be no need for Roles.

To make changes to a business unit, locate the business unit you want to make changes to by using the search tool by clicking the [Search](#) link above the root business unit or click through the company hierarchy until the business unit you want to change becomes visible. Click on the business unit icon or business unit name. This will display the *Business Unit Configuration* page to the right.

Note: The name of the business unit is displayed immediately above the tabs and highlighted in red in the tree to the left.

This page has six tabs, each of which provides different business unit configuration options. The tabs are: Edit, Add, S.A.F, Preferences and Permissions Summary.



Business Unit Configuration Options

Edit Tab:

The Edit Tab allows you to change information for business units. Also, you can set up or change a password policy for this business unit (and its children) by clicking the **Edit Password Policy** icon. To save changes, click the **update** button.

Implementation Guide: Configuring ExpenseWatch.com

ERP (Enterprise Resource Planning) Bus. Unit ID: The ERP ID is the ID number that relates the business units to your AP system. The ID number displayed will be exported from expensewatch as part of your accounting string. Displayed below the ERP ID format box is an example of what will be exported. The format must match your accounting string exactly or your export will be incorrect.

For QuickBooks users, this ERP ID may relate to Classes or Customer:jobs. If not using classes or customer jobs, the ERP ID's will be used for upload purposes only.



View Change History: The *View Change History* link enables you to view System changes by the Administrator, and a history of those changes.

To view the change history report link, the Change History Reports permission must be assigned to an Administrator at the Root level business unit.



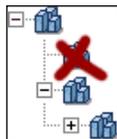
Deactivate business unit:

Click this icon to deactivate business units. This will also deactivate any business units, users or roles located within this business unit or as a sub-unit. Once business unit has transactions placed against it, the business unit can only be deactivated.



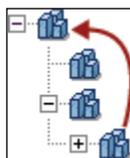
Delete a business unit:

Click this icon to delete the current business unit. If the business unit has transactions, sub-units, or users, the business unit cannot be deactivated.



Move a business unit:

Click this icon to move the current business unit to another location. Moving a business unit will move all sub-units, users and roles.



A business unit set up with an S.A.F. (Section 5.4) cannot be moved. You must first remove the approvers from the S.A.F. in order to move the business unit. After the business unit has been moved, put the users back into the S.A.F.



Add Tab:

To add a business unit, first click the business unit that the new business unit should be added under. Then click the **Add tab**. The address, phone, fax and ERP Bus. Unit ID will be inherited from the parent business unit but can be edited, enter the name of the business unit and then click the **Add New Business Unit** button.

5.4 S.A.F. (Signature Authority Form)

The S.A.F. is used to assign financial approval authority to users.



S.A.F.

To add a user to the S.A.F. a user must have appropriate approval permission within the business unit in which the S.A.F. is to be created.

If the user is in a sub-unit S.A.F., then the user cannot be added to the parent unit.

Choose the module you want to create the approval chain (Requisitions, Invoices, or T&E.)

Assign a user to the approval chain and assign an approval amount. An approver can be added to the approval chain in two ways:

No Limit Approver: This is the approver who is the top approver in your approval chain. This approver is only assignable at the Root.

Standard Financial Approver: This approver is added to the S.A.F. with a dollar amount. The dollar amount can be anywhere from \$0 to \$999,999,999. When adding approvers with dollar amounts the lowest dollar amount is the first approver in the approval chain.

Approval chains can be as short as just a no limit approver or can extend down into multiple approval chains.

Implementation Guide: Configuring ExpenseWatch.com

There are two paths in which an approval can travel:

-  Business unit is within budget
-  Business unit is over budget

Both of these fields must be filled in. If the business unit does not reflect a budget, then both fields must be filled in the same.

To remove a user from the approval chain, click the trash can  icon.

View printable SAF: Click this link to view an SAF report on any selected business unit. This report can be printed from the print option in your browser or it can be copy and pasted into another program.

5.5 Company and Business Unit Preferences Tabs

The Company Preference Tab and Business Unit Preference Tab are used to customize the configuration of ExpenseWatch.com to adhere to your company policies. The *Company Preferences* Tab is used to set the preferences for the entire company. The *Business Unit Preferences* tab is used to assign specific preferences to individual units. If your company wants to have a uniform set of *Business Unit Preferences* across all business units, then these preferences need only be set at the root of your business unit hierarchy.

To configure preferences for a particular business unit, fill out the form on the Business Unit Preferences Tab and click the **Save** button.

General Controls

General Controls	
Track Projects	<input checked="" type="checkbox"/>
Track Billable T&E Flag	<input checked="" type="checkbox"/>
Fiscal Year Start	January
Use Invoice Cutoff Date	<input checked="" type="checkbox"/> <small>This option prevents invoices with an invoice date prior to the cutoff date from being created. Users attempt</small>
	Invoice Cutoff Date: 11/1/2012 
Custom Currency Rates	Define currency rates
Default Currency	USA: Dollars (US\$)
Allow User to Override Currency Rates	<input checked="" type="checkbox"/>
Use Historical Currency Rates when Creating T&E Line Items	<input checked="" type="checkbox"/>
Enable Quick Add Item	<input checked="" type="checkbox"/>
Enable Exporting Below the Root	<input type="checkbox"/>
Allow Manual Checks in Invoices	<input checked="" type="checkbox"/>
Enable Account Lockout Policy	<input type="checkbox"/> No. of failed login attempts before locking account: 3 Time threshold (in minutes) in which the failed attempts will cause lockout: 20

General Controls

Track Projects: Click the checkbox to give users the option of associating a project to line items on a requisition, invoice and expense report. If projects are to be required, this preference must be checked off on the Business Unit Preferences Tab.

Track Billable T&E Flag: Click the checkbox to give T&E users the option of marking a T&E expense as billable or non-billable. If this preference is checked a billable box will appear in all T&E reports.

Fiscal Year Start: Beginning month of a company's fiscal year.



Fiscal year cannot be changed after budgets have been uploaded.

Use Invoice Cutoff Date: If this is enabled, the submitter of an invoice would be prevented from entering an invoice that had an invoice date prior to the Invoice Cutoff Date populated here.

Custom Currency Rates: This link allows you to set specific currency exchange rates for various currencies. This is not recommended. ExpenseWatch.com uploads the most current rates on a daily basis. *(Must have multicurrency activated).*

Default Currency: Click this link to set the default currency for transactions for the Root business unit. *(Must have multicurrency activated).*

Allow User to Override Currency Rates: If this is selected it allows submitters to override the currency exchange rate on the expense report. *(Must have multicurrency activated).*

Use Historical Currency Rates when Creating T&E Line Items: If this is selected the exchange rate that is used on the expense report is based on the Receipt Date of the expense *(Must have multicurrency activated).*

Enable Quick Add Item: This allows submitters to add quick add items to requisitions.

Enable Exporting Below the Root: This allows for generation of invoice export files beneath the root business unit. For example, if you have multiple legal entities represented as business units that maintain individual general ledger data files this would allow for creation of invoice export files per legal entity.

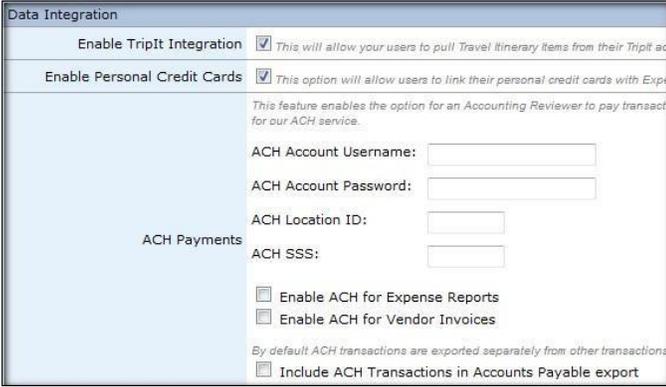
Allow Manual Checks in Invoices: Allows for a check number to be entered on the invoice that may have been recorded in your accounting system prior to being entered in ExpenseWatch. This would provide notification on the Invoice Export that a check has been generated for this invoice already.

Implementation Guide: Configuring ExpenseWatch.com

Enable Account Lockout Policy: Adds another level of security for user entry to the system. If this is enabled a user will be locked out of the system if they exceed the number of login attempts within the time threshold. The *No. of failed login attempts before locking account* and *Time threshold (in minutes) in which the failed attempts will cause lockout can be adjusted.*

 If the user is locked out the administrator will need to reset the user's password in order to unlock the user.

Data Integration



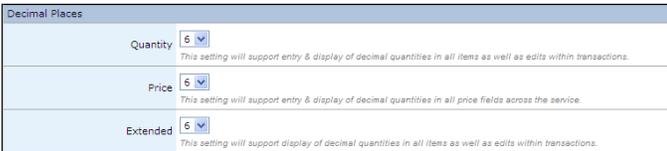
Data Integration

Enable TripIt Integration: This will allow your users to pull Travel Itinerary Items from their TripIt account.

Enable Personal Credit Cards: This will allow your users to link their personal credit cards with ExpenseWatch and import charges.

ACH Payments: This will allow for you to pay employees and vendors via ACH. The information that is entered here is described in more detail in our ACH Quick Start Guide.

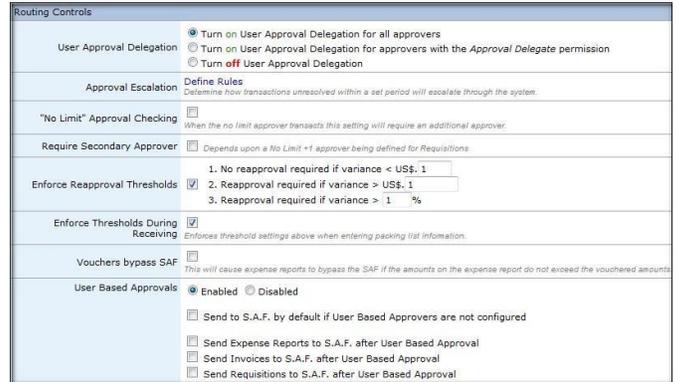
Decimal Places



Decimal Places

Quantity, Price, Extended: These settings allow you to configure the number of decimal places used in the ExpenseWatch.com system. These settings will affect all areas of the system except exporting to the accounting system.

Routing Controls



Routing Controls

User Approval Delegation (UAD): This feature allows approvers to delegate transaction reviews when they will be unavailable to review expense reports, purchase requisitions and invoices routed through the system. There are 3 options to choose from:

- **Turn on User Approval Delegation for all approvers -** This option will turn on UAD for any user that has approval permission. Once activated the user will be available to be added as a delegate to the module in which they have the permission.
- **Turn on User Approval Delegation for approvers with the with the Approval Delegate permission -** This option will turn on UAD and will give the administrator the ability to choose who should be approver delegate. When this option is activated any user that has the Approval delegate permission along with the approval permission can be configured as an approval delegate.
- **Turn off User Approval Delegation –** Turns off UAD so no approver can have a delegate.

Approval Escalation: These settings allow you to configure the escalation of transactions that have not been acted on within a designated time period. Settings can be configured separately for each transaction type.

For each option, you will enable the escalation and then, set a threshold number of days after which the option becomes available. The three options are:

- **Auto Reminder** – The approver for the transaction is sent an email reminder that there is a transaction they need to process (if email notification is not suppressed for the user).
- **Manual Escalation** – The submitter may manually move the transaction to the next level approver.
- **Auto Escalation** - The transaction is automatically sent to the next level approver.

Implementation Guide: Configuring ExpenseWatch.com



A transaction will not escalate past the approver with the highest approval limit.

The minimum time interval before escalation is 1 day. However, the system will not work properly if the same number of days is set as the threshold for each level of escalation. We recommend the following escalation times:

- Auto Reminder to Approver for: 1 day
- Allow Manual Escalation for: 2 days
- Allow Auto Escalation for: 3 days

No Limit Approval Checking: If checked, this option requires a user to approve/disapprove the No Limit Approver's submitted transactions.

Require Secondary Approver: This depends upon a No Limit + 1 Approver being defined for requisitions. If checked, this preference will require any requisitioner that is also an approver be approved by the next approver in the approval chain.

Enforce Re-approval Thresholds: Enforces Re-Approvals of invoices and Purchase Orders that have been previously Approved as Requisitions in the event of an increase in dollar value. User must determine the percent, minimum, and maximum amounts that will require a Re-Approval of the transaction.

As an example, suppose you submit a requisition for a \$500 laser printer. When the invoice arrives for that purchase, you discover that the laser printer was billed at \$550. If you've set a re-approval threshold of \$50 for your company, you will have to have your invoice reapproved. If your re-approval threshold is over \$50, you won't have to have the invoice approved again.

To configure re-approvals for transactions, check the "Enforce Re-Approval Thresholds" checkbox and configure the dollar and percentage limits appropriate for your company.

Follow each rule as explained below:

1. No Re-Approval is required if variance is less than a specific dollar amount. If the amount entered is less than the specified dollar amount then the invoice will not need re-approval. Rules 2 and 3 are not applicable. If invoiced amount is greater than the percentage entered, proceed to step 2.
2. Re-approval required if variance is greater than a specific dollar amount. If the amount entered is less than the amount entered here, proceed to step 3.
3. Re-Approval required if variance is greater than a certain percentage. If the amount entered is greater than the designated percentage then the invoice will require re-approval.

Enforce Thresholds During Receiving: Enforces re-approval of packing lists by the user who placed the order of the product. The thresholds are based on criteria from the above threshold set for invoices and purchase orders.

Vouchers Bypass SAF: Checking this preference will cause expense reports to bypass the SAF if the amounts on the expense report do not exceed the amounts on the voucher.

User Based Approvals: Enabling this option will activate the User Based Approvals Option. User Based Approvals can be used to define an approval chain for a specific submitter. One or more approvers can be defined for a submitter. There are no approval dollar limits associated with the approval chain.

- **Send to S.A.F. by default if User Based Approvers are not configured** – Select this option if you would like the transaction to be sent for approval using the S.A.F. approval chain that is configured for the business unit if the user does not have User Based Approval set up.
- **Send Expense Reports to S.A.F. after User Based Approval** – Select this option if the expense report should go through the S.A.F. approval chain after the transaction has gone through the User Based Approval Chain.
- **Send Invoices to S.A.F. after User Based Approval** - Select this option if the invoice should go through the S.A.F. approval chain after the transaction has gone through the User Based Approval Chain.
- **Send Requisitions to S.A.F. after User Based Approval** - Select this option if the requisition should go through the S.A.F. approval chain after the transaction has gone through the User Based Approval Chain.

Transaction Settings

Transaction Settings	
SAF Generation Method	<input type="radio"/> Check Spending Limit Only <input checked="" type="radio"/> Check Budget, then Spending Limit Comparison • Time Period
Comparison Method/Period when Checking Budgets	<input type="radio"/> Budget vs. Transaction only • Month to date <input checked="" type="radio"/> Budget vs. (Actuals + Transaction) • Month to date <input type="radio"/> Budget vs. (Actuals + Transaction) • Fiscal Year <input type="radio"/> Budget vs. (Actuals + Transaction) • Calendar Year to date
Quick Approve	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input checked="" type="checkbox"/> Expense Reports <input checked="" type="checkbox"/> Invoices <input checked="" type="checkbox"/> Accounting Review <input checked="" type="checkbox"/> Requisitions <input checked="" type="checkbox"/> Vouchers <small>Define 'Quick Approve' status throughout the system by transaction type.</small>
Group BU Approvals for User (BE/TA)	<input type="checkbox"/>
Central Ordering	<input type="checkbox"/>
Restrict GL Accounts by BU	<input type="checkbox"/>
Restrict Projects by BU	<input type="checkbox"/>
Restrict Taxes by BU	<input checked="" type="checkbox"/>
Allow Editing of Approved Reqs	<input checked="" type="checkbox"/>
Allow Editing of POs	<input checked="" type="checkbox"/>
Allow Custom PO Numbers	<input checked="" type="checkbox"/>
Show Barcode On Check Requests	<small>This option displays a barcode on check requests. The barcode encodes the Vendor Name, AP Vendor ID, & Invoice Number.</small> <input checked="" type="checkbox"/> Barcode Field Delimiter: ~
Category Approver SAF Position	<input checked="" type="radio"/> First <input type="radio"/> Last
Enable Vouchers	<input checked="" type="checkbox"/>
T&E Categories Requiring A Receipt	<input checked="" type="radio"/> Allow In Header <input type="radio"/> Require With Line Item Detail
Receipt Checker	<input checked="" type="checkbox"/> Enable Receipt Checker Position: <input checked="" type="radio"/> First <input type="radio"/> Last

Transaction Settings

Implementation Guide: Configuring ExpenseWatch.com

SAF Generation Method: This setting determines whether to compare requisition totals against current budget data. When the chosen setting is "Check Budget, then Spending Limit," the appropriate under/over budget flags will be visible in the placing or approving of a requisition.

Comparison Time Period: This setting controls how the user requisition spending limit is enforced. This spending limit allows the user to spend up to a specified amount. The period over which that amount is calculated is also determined via this setting. The spending limit can be calculated in one of four ways:

Budget vs. Transaction

- **Month to Date** – If the current transaction total is less than the monthly budget, then approval will be based exclusively on the requisition spending limit.

Budget vs. (Actuals + Transaction)

- **Month to Date:** The monthly budget will be compared to the user's total purchases for the month (including the current transaction). If that total is less than the monthly budget, approval will not be required.
- **Fiscal Year:** The fiscal year budget will be compared to the user's total purchase for the company's fiscal year (including the current transaction). If the total is less than the fiscal year budget, approval will not be required.
- **Calendar Year:** The calendar year budget will be compared to the user's total purchases for the calendar year (including the current transaction). If the total is less than the calendar year budget, approval will not be required.

Quick Approve: By default, this is enabled for all transactions. To disable Quick Approve for all transactions choose Disabled. To disable Quick Approve for certain transactions select Enabled and then place a check mark on transactions that should have Quick Approve enabled.

Group BU Approvals for User: If this is enabled an approver that is responsible for approving multiple business units can easily approve a single transaction that contains different business units with one click. If this option is not enabled the approver would have to approve each allocation for the varying business units.

Central Ordering: If this option is selected, all approved requisitions will be routed to a Central Purchaser(s) to generate purchase orders. The "Manage Purchasing User Permission" box must be checked for a user or Role under the Root Business Unit.

Restrict GL Accounts by Business Unit: A control which enables the administrator to restrict specified GL's (by business unit) from appearing in GL drop down.

Restrict Projects by Business Unit: A control that enables the administrator to restrict specified projects (by business unit) from appearing in the „Project' dropdown list.

Restrict Taxes by Business Unit: A control that enables the administrator to restrict specified taxes (by business unit) from appearing in the „Taxes' dropdown list.



This is only utilized if the Foreign Taxes functionality is enabled.

Allow Editing of Approved Requisitions: Gives the requisitioner(s) the ability to edit requisitions that have gone through the approval process. This preference also gives user the ability to edit requisitions in the *Generate Purchase Order* screen.

Allow Editing of POs: Gives the user the ability to edit a purchase order after it is generated and sent to the vendor through the *Manage Purchase Order* screen.

Allow Custom PO Numbers: Gives user the ability to edit purchase order numbers before the purchase order is sent to the vendor.

Show Barcode on Check Requests: If enabled a barcode will be produced and printed on the check request. This can be used to facilitate document storage with an imaging provider. The barcode encodes the Vendor Name, AP Vendor ID, Invoice Number and Invoice Date.

- **Barcode Field Delimiter:** This is the delimiter that is used to separate the encoded data fields. The default is a ~.

Category Approver SAF Position: This option enables the administrator to designate whether the category approver is the first or last in the approval process.

Enable Vouchers: Gives the T&E users the ability to create T&E travel vouchers.

T&E Categories Requiring a Receipt: Gives you the ability to set T&E receipts to be attached to the line item or Header of a T&E Report. *Preference must also be set in the T&E Categories screen to force user to attach receipts.*

Receipt Checker: This option enables the administrator to designate whether the T&E Receipt Checker is the first or last in the T&E approval process.

Business Unit Preferences

The options selected here enable you to overwrite child business unit preferences. If checked, any existing preferences set at child business units will be overwritten with preferences chosen for the current parent business unit. This is useful

Implementation Guide: Configuring ExpenseWatch.com

when child business unit preferences have been set, but you still wish to set a company default.

By default, preferences inherit from parent business units, as discussed above. However, when a child business unit has explicit preferences set, it will stop inheriting from the parent. In order to force that inheritance to occur, you can check this box and click the **Save** Button.

General Controls and Transaction Settings

General Controls	
Overwrite child business unit preferences with these prefs	<input type="checkbox"/>
Require Projects	<input type="checkbox"/> Effective Setting: <input type="checkbox"/>
Transaction Settings	
Check Prior Purchases	<input type="checkbox"/> days into past Effective Setting: 30
Bill To This Bus. Unit	<input type="checkbox"/>
Receipt Checker	Keyring, Bill Effect Setting: Keyring, Bill

BU General Controls and Transaction Settings

Require Projects: Click the checkbox to force users to associate a project to line items on a requisition, invoice or expense report. To associate the projects, click the *BU/Project Restrictions* link on the Budgets Tab. This preference appears when *Track Projects* is checked.

Check Prior Purchases: This option enables an icon to be displayed on each line item of a purchase requisition to indicate whether that item has been purchased in the past within a designated number of days. The number of days you wish the system to look in the history for past orders is entered next to the check box for this option. This tool is useful in helping users avoid duplicate ordering of items that have been recently ordered.

Bill to This Business Unit: This option is used only at the sub-unit level, as it will force ExpenseWatch.com to use the sub-unit as the billing address for all requisitions placed in this business unit. Selecting this option will cause transactions from this business unit to be billed to the address in the Business Unit Edit Tab. *Bill To* address is displayed on Purchase Orders and Invoices.

Receipt Checker: This option gives you the ability to assign a user as an additional approver to the T&E S.A.F.. A receipt checker is either first or last approver in the T&E approval chain (see *receipt checker in company preferences*.) To assign a user as a *Receipt Checker*, the user must have an approval permission in the business unit in which the user is to be assigned. *Receipt Checker* can be assigned at any level in the business unit hierarchy. *Receipt Checker* assigned at the parent level will inherit to the child level. Any *Receipt Checker* assigned in child levels will override the parent level.

Sales and Use Tax Settings

Sales and Use Tax Settings	
Sales and Use Tax active for this BU	<input type="checkbox"/>
Enter tax rate for this BU	<input type="text"/> %
Accrual Definition	
Choose business unit	--None--
Choose GL account	--Select GL Code--
Choose project	--Select--
Expense Definition	
Choose business unit	--None--
Choose GL account	--Select GL Code--
Choose project	--Select--

Sales and Use Tax Settings

Sales and Use Tax Active for this Business Unit: This option determines whether your company will use the Sales and Use Tax functionality in ExpenseWatch.com.

Enter Tax Rate for This Business Unit: This option determines the rate used to calculate the tax accrual and expense at the time of invoice generation.

Tax feature has been moved under Budgeting Tab. Please refer to our Tax Guide.

Accrual Definition:

Choose Business Unit: Select the current business unit.
 Choose GL account: Select the GL account for accrued tax.
 Choose Project: Choose a project for accrued tax.

Expense Definition:

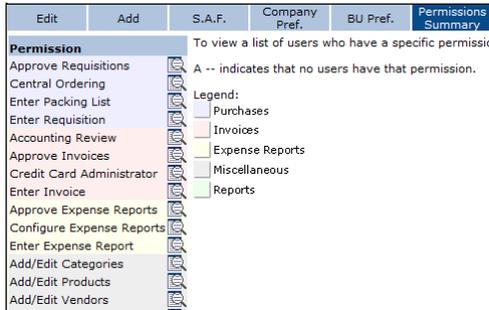
Choose Business Unit: Select the current business unit.
 Choose GL account: Select the GL account for tax expense.
 Choose Project: Select the Project account for tax expense.

Sub-Unit Preferences: The Preferences Tab for child business units will show a more restricted set of choices than are available for the root business unit. Some settings are company-wide, and cannot be setup differently for different business units.

Implementation Guide: Configuring ExpenseWatch.com

Permissions Summary

This tab will give a summary of all permissions associated to users at this business unit level.

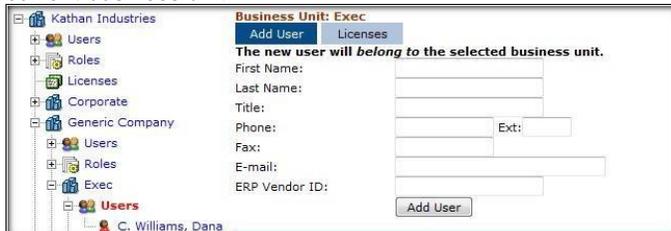


After clicking on the icon next to the permission, this will show all users that have this permission associated to them at this business unit level and any child business unit level.

5.6 Configuring/Adding Users

The User Configuration Tab is used for adding users and maintaining user accounts. ExpenseWatch.com recommends using the Setup Templates and Setup Utility when adding large groups of users.

From the relevant business unit, click the **Users** icon. This will open the *User Account Setup* page for the current business unit. On this screen there are two tabs. The **Add User** Tab allows you to add a user to the current business unit. The **Licenses** Tab allows you to assign licenses to users in the current business unit.



Add User in the Exec Business Unit



Users in the Exec Business Unit

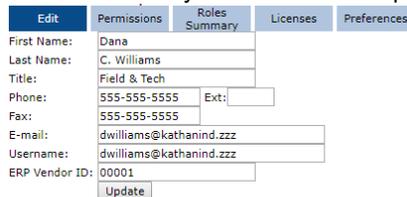
Add User: This tab allows the administrator to manually add a new user. To add a new user, fill in all required information on the *New User* page. (The ERP Vendor ID is required if the user will enter T&E Reports.) Click the **Add User** button to add the user to the business unit.

Licenses: This tab allows the administrator to add and remove licenses for purchase orders, invoices expense reports, report builder, report viewer and report scheduler.

Clicking on the icon for a specific user will show the configuration options for that user. The user configuration screen consists of five tabs: Edit, Permissions, Roles Summary, Licenses, and Preferences.

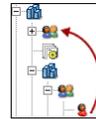
Edit Users Tab

This tab allows you to edit a user's personal data.



[View change history for this user](#)

Actions for this user:



Move the user to another business unit.



Deactivate the user's account.



Reset the user's password and send a password reset link to the user via e-mail.

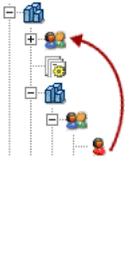
Edit User Data

! The username serves as the user's login ID. This value must be unique. You will receive an error message if a duplicate is found.

If adding ERP ID for T&E expenses, it must match the vendor ID attached to the user in your A/P accounting system or payroll system.

New Pwd (bullets): Clicking here will send a password reset link to the email that is associated with the user's account. Then, they can create a new password for their account. Users can change their own passwords via the *Edit My User Account* link on the ExpenseWatch.com Home page.

Implementation Guide: Configuring ExpenseWatch.com



Move User: Clicking this button allows you to move the user to a different business unit.

Deactivate User: clicking this button allows you to deactivate the current user.



Deactivating a user does not clear the user's transactions or approval queue. All transactions and approvals must be completed prior to deactivating a user. Also deactivating a user does not remove the license from the user. Please be sure to remove any licenses from the user prior to deactivating.

User Configuration

Permissions: The Permissions Tab is used to maintain user permissions. Many of these permissions can be entered when you are uploading user data into ExpenseWatch.com.

If this icon appears next to the checkbox for a specific permission, it indicates that the user already has this permission assigned via a Role (see **Section 5.7**).

If this icon appears in place of a checkbox for a specific permission, it indicates that the User does not have a license in that module and cannot be assigned permission.

Requisition Spending Limit: Limit given to a requisitioner as an amount that a user can spend without going for approval. If the business unit is designated as over budget, then this amount will be ignored.

Available Permissions: All permissions can be inherited. A permission assigned in a business unit applies to that business unit and all of its children with the exception of the approval type permissions.

Purchasing Permissions

Approve Requisitions: The user can be added to the SAF for requisitions. This permission must exist in a user or role in the specific business unit for the user to be available in the SAF for that business unit.

Central Ordering: If your company has Central Ordering turned on (see **Section 5.6**), this permission identifies the user who will place the purchase orders for your company. *This is a Root only permission.*

Enter Packing List: The user can create a packing list to receive ordered goods.

Enter Requisition: The user may submit a requisition.

Invoice Permissions

Accounting Review: The user may perform accounting review on an invoice. The accounting reviewer will review and approve a transaction after all SAF approvers have reviewed it, providing a final check for the accounting department before the invoice is exported to your accounting system.

The Accounting Review permission also provides secondary business functions such as exporting and full access to all users archives.

Approve invoices: The user can be added to the SAF for invoices. This permission must exist in a user or role in the specific business unit for the user to be available in the SAF for that business unit.

Credit Card Administrator: This permission gives users the ability to manage credit cards. With this permission users get the following abilities (as is applicable to your company setup.)

- Add New Credit Cards and Card Accounts
- Reconcile the Electronic Statement
- Reassign Charges
- Delete Charges

This is a root only permission.

Enter invoice: The user can create an invoice.

Implementation Guide: Configuring ExpenseWatch.com

Pay Statements Using ACH: Gives a user the ability to pay credit card statements via ACH. *This is a root only permission.*

Travel & Entertainment Expenses Permissions

Approve Expense Reports: The user can be added to the SAF for T&E reports. This permission must exist in a user or role in the specific business unit for the user to be available in the SAF for that business unit.

Configure Expense Reports: The user can configure T&E categories (see Section 8.4).

Enter Expense Report: The user can enter an expense report.

Catalog Permissions

Add/Edit Categories: The user can add, edit, or delete categories from the company catalog.

Add/Edit Products: The user can add, edit, or delete products from the company catalog.

Add/Edit vendors: The user can add, edit, or delete vendors from the company catalog.



These permissions exist as a subset of purchasing permissions, to help manage the list of products and vendors your company uses.

Administrative Permissions

Administrator: As an administrator in ExpenseWatch.com, the user has the ability to configure users and business units. Administrator permissions do not allow the user to enter or approve transactions, configure the catalog, or view reports. However, a user with administrator permission may grant those permissions to a user account.

Root Level Administrators have two additional abilities located on the Purchasing Tab. They are:

- *Category Purchasers* – Gives the administrator the ability to create category approvers and buyers.
- *Customize POs* - Gives the administrator the ability to customize purchase orders to suit the needs of your organization.

Administrative access can be limited to subunits by applying the Administrator permission to a user in the sub unit. This user will be able to make changes to that business unit and any child unit of the business unit. An administrator in a sub unit will not have access to the *company preferences* tab.

Configure Budgets: This permission grants the user the ability to enter or edit budget information into ExpenseWatch.com.

Budget configuration permission can be limited to subunits by applying the permission to a user in the sub unit. This user will be able to make changes to that business unit and any child unit of the business unit.

Applying this permission at the root level of your company gives the user the following additional abilities as displayed on the Budgeting tab displayed:

- Edit General Ledger (GL) Codes
- Edit Business Unit/GL Code Restrictions
- Edit Projects
- Edit business Unit/Project restrictions
- Edit GL Grouping for reporting purposes

Tax Administrator: Gives the user the ability to configure the system to utilize the Foreign Taxes module. *This is a Root only permission.*

Travel Administrator: Gives the user the ability to manage travel booking feeds that are imported into the system. *This is a Root only permission.*

Void Transactions: Gives the user the ability to void all Purchase Requisitions, Packing Lists, Purchase Orders and Purchasing Invoices. *This is a Root only permission.*

Report Permissions

All report permissions allow the user to view the report in question. Report permissions must be provided in the business unit in which you want the user to view the report including all sub units. The various report permissions are:

Aging Report (Root Only)
Budget Reports
Change History Report (Root Only)
Company Data Reports
Custom T&E report (Root Only)
Open PO Reports
PO Accrual Report
Project Reports
Receiving Report (Root Only)
Spending Reports
T&E Reports
Tax Report
Transaction History Report (Root Only)
Transaction Reports
User Allowance Report
User Approvals Report (Root Only)
User Spending Reports
Users Reports
View Voided Invoices



It is recommended that the Administrator review the Reporting Quick Start Guide prior to report assignment.

Implementation Guide: Configuring ExpenseWatch.com

Custom Reporting Permissions (Root Only and must have the corresponding license associated to user)

Report Builder
Report Scheduler
Report Viewer

Roles Summary Tab

This tab displays roles that the user is assigned to and the permissions each of the roles have associated.

Licenses

This tab allows you to add and remove user licenses.

Preferences Tab

This tab allows you to turn on and off email notifications to the user.

5.7 Create and Edit Roles

Roles in ExpenseWatch.com are a way to grant permissions outside the user's home business unit. Typically, all users are located in the business unit in which they work. However, an employee may have a job role that requires access to other business units. Access to other business units is assigned through Roles.

A/P clerks, for example, may need to access other business units in order to review all approved invoices before exporting them from ExpenseWatch.com. They would need to have the "Accounting Review" permission outside of their home business units, perhaps for the entire company.

Another common role is an A/P employee who enters invoices for the entire company. You can grant this employee the necessary permission by adding him/her to a role, with the "Enter Invoice" permission at the root business unit. The employee could create all necessary invoices without having unauthorized access to other company data.

When implementing ExpenseWatch.com, we recommend you create three roles at the root business unit level. These roles are found in most companies. Of course, you need to consider the specific needs of your company when deciding on roles.

No Limit Approver: This is the user in the company who approves the largest transactions. This role would typically get permission to approve the three different transaction types (or you could create separate roles for separate transactions). The relevant users would then be added to these role(s).

Accounting Reviewer: This role is for the user who performs final review of all invoices prior to exporting those invoices to your accounting system. The Accounting Reviewer is also responsible for maintaining credit cards in ExpenseWatch.com.

Central Purchasing (if your company uses Central Ordering): All approved requisitions are routed to this user for purchasing. The role would be assigned the "Manage Purchasing" permission at the root business unit, and the appropriate users would be added to the role.

Root Level Reporting Apply reports at the root for any user that requires reporting visibility to the entire company. There are some reports that can only be applied at the root. They are:

Aging Report (Root Only)
Change History Report (Root Only)
Custom T&E report (Root Only)
Receiving Report (Root Only)
Transaction History Report (Root Only)
User Approvals Reports (Root Only)

Create a Role

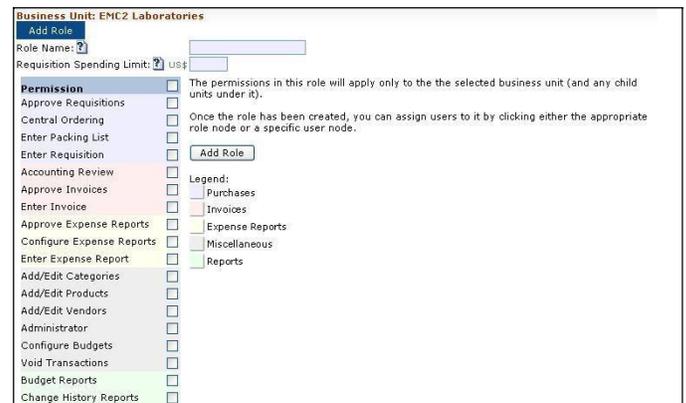
Click the **Roles** icon under the business unit where you wish to add the role.

Enter the role name.

Enter a spending limit if the role is for a purchaser. Otherwise, enter \$0.

Choose permissions for the role.

Click the **Add Role** button.



Creating Roles

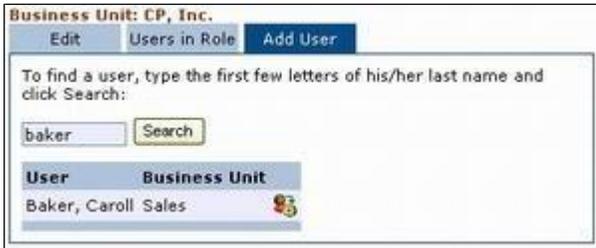
Adding Users To Roles

Under the business unit, click the plus (+) sign next to the **Roles** icon.

Click the individual role icon; this opens the *Edit Role* page.

Implementation Guide: Configuring ExpenseWatch.com

Click the **Add User** Tab



Adding Users to Roles

Search for the user by first or last name.

Click the **Add User** icon.



The user must have a user license to be added to a Role.

Delete Users From a Role

Under the business unit, click the plus (+) sign next to the **Roles** icon.

Click the name of the role you want to modify.

Click users in the **Role** Tab.

Click the **Trash Can** icon next to the user you want to remove from the role.



Deleting Users from a Role

5.8 Setting Password Policy

A password policy can be set in ExpenseWatch.com to force your users to create a password based on the requirements of your company. Password policy can be as lenient or as strict as you need it to be.



It is recommended that companies set a **strong** password policy to prevent unauthorized access to the ExpenseWatch.com system.

To set your password policy in ExpenseWatch.com, click the **Manage Logos** link above the Root business unit on the Policies icon. This will bring you into the *Edit Password Policies* page. To set your password policies please follow the steps below:

1. **Select a business Unit:** You can set a password policy at the Root or parent level or in a child unit level. If you set the policy in the Root or Parent level, the password policy can be inherited to the children units. Type the name of the business unit into the dialog box and click the **Go** button. The business unit will be displayed below. Select the applicable business unit.
2. **Configure password policy:** Now that you have chosen the business unit, you may set inheritance, complexity and characteristics of your policy. After you have chosen your appropriate options, click the **Save** button.
 - a. **Child Business Units inherit this policy:** Place a check in this checkbox if a Root or parent unit was selected above and you would like this policy to apply to all child units.
 - b. **Complexity:** *Check all that apply*
 - i. **012:** Passwords will require a number.
 - ii. **#\$%:** Passwords will require a symbol.
 - iii. **aBc:** Passwords will require an upper and lower case letter.
 - c. **Characteristics:** *Check all that apply*
 - i. **Min Length:** Minimum number of characters required in a password.
 - ii. **Max Age:** The number of days that will require users to change their password. The number of days starts from the time the user is created in the system.
 - iii. **Unique History:** Dictates number of times a user must use a new password before reusing a previously used password.
 - iv. Click **Save**, to save password policy.

5.9.1 UAD - User Approval Delegation

User Approval Delegation gives the Administrator the ability to assign other approvers to approve waiting transactions when that approver is out of the office. Once activated, this feature can be maintained by the Administrator or the approver and is set by date range.

Implementation Guide: Configuring ExpenseWatch.com

User Approval Delegation Preference

1. Login and click the **Policies** tab
2. Click the **Root** Business Unit
3. Click **Company Prefs** tab
4. Locate **Routing Controls** section
5. Select either to **Turn on** or **Turn off** UAD by selecting one of the choices below:
 - Turn **on** User Approval Delegation for all approvers
 - Turn **on** User Approval Delegation for approvers with the *Approval Delegate* permission
 - Turn **off** User Approval Delegation
6. Click the **Save** button.

The feature is now enabled. If you chose the second option, please follow the steps below for assigning the delegate permission to authorized approvers. If you chose the first option, skip to section titled *Manage User Approval Delegation*.

1. Find the User you want to assign the delegate permission
2. Click the **Permissions Tab**
3. Check the *Approval Delegate* permission
4. Click the **Update** button.



 To be a delegate approver, the delegates must have the *Approval Delegate Permission* along with the *Approval Permission* for *Requisitions*, *Invoices* and/or *Travel Expense Reports*.

Manage User Approval Delegation

1. Click the **User Approval Delegation** link at the top of the screen.



User Approval Delegation Link

2. Enter the **User Name**, **Date Range** or just click the **Search** button.



The user you selected above will appear below. If you clicked the **Search** without dates button, then all users in your company will appear below.

3. Click the **Users** name.

This will open the user information area. In this area you can establish the date range for the delegates to approve and you can also establish who will be a delegate for each module.



4. Select the approver delegates in the drop down that you want to be delegates for the selected approver. You can choose up to 2 delegates per module.
5. Click **Save Delegates**.

Set the User Approval Delegation by Date Range

Now that the delegates are configured to be approvers, you now need to activate it in the system.



6. Set the date range by typing in the date or using the calendar icon. When done click the **Activate** button. The approver now has delegates to approve on his behalf within the date range set above.

Implementation Guide: Configuring ExpenseWatch.com

5.9.2 UBA - User Based Approvals

User Based Approvals enables administrators to assign one or more approvers to a user and that user's transactions route directly to those approvers regardless of the business units or dollar amount.

User Based Approvals Preference

1. Login and click the **Policies** tab
2. Click the **Root** Business Unit
3. Click **Company Prefs** tab
4. Locate **Routing Controls** section

User Based Approvals: Enabling this option will activate the User Based Approvals Option.

- **Send to S.A.F. by default if User Based Approvers are not configured** – Select this option if you would like the transaction to be sent for approval using the S.A.F. approval chain that is configured for the business unit if the user **does not** have User Based Approval set up.
- **Send Expense Reports to S.A.F. after User Based Approval** – Select this option if the expense report should go through the S.A.F. approval chain after the transaction has gone through the User Based Approval Chain.
- **Send Invoices to S.A.F. after User Based Approval** - Select this option if the invoice should go through the S.A.F. approval chain after the transaction has gone through the User Based Approval Chain.
- **Send Requisitions to S.A.F. after User Based Approval** - Select this option if the requisition should go through the S.A.F. approval chain after the transaction has gone through the User Based Approval Chain.

Click the **Save** button.

5. This feature is now enabled.

Manage User Based Approvals

1. Click the **User Based Approvals** link at the top of the screen.

2. Search for the submitter and select the submitter by clicking their name.

Name	Email	Business Unit	Transaction Type		
			Exp	Inv	Req
Adams, Clay	cadams@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams2, Clay	cadams2@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams3, Clay	cadams3@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approver 1, Approver 1	approver1kathan@gmail.com	Test Email Business Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approver 2, Approver 2	approver2kathan@gmail.com	Test Email Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Search for the submitter's approver and then click the Add button to add the approver to the approval chain.

Name	Email	Business Unit	Transaction Type			Add
			Exp	Inv	Req	
Adams, Clay	cadams@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Adams2, Clay	cadams2@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Adams3, Clay	cadams3@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Approver 1, Approver 1	approver1kathan@gmail.com	Test Email Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Approver 2, Approver 2	approver2kathan@gmail.com	Test Email Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add

Approval Chain

Name	Email	Business Unit	Exp	Inv	Req
This approval chain is currently empty.					

4. More than one approver can be added to the approval chain as seen below. Place a check mark under the transaction type where UBA should be utilized. Also the order of the approvers can be modified by using the **Up** or **Down** Buttons. Once the UBA is configured click **Save & Close**.

Name	Email	Business Unit	Exp	Inv	Req	Up	Down	Delete
1. Gowman, Mike	mgowman@kathanind.zzz	Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Up	Down	Delete
2. Keenan, Chuck	ckeenana@kathanind.zzz	Corporate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Up	Down	Delete

Back Save Save & Close

6.0 Other Setup Items

6.1 Configuring Budgets

Configure/View Budgets

Budgets can be changed at anytime during the current year. We recommend that you upload large amounts of budget data in bulk with the Upload Utility on the Policies tab, rather than entering it piece by piece.

Implementation Guide: Configuring ExpenseWatch.com

Click the **Budgets** Tab.

Click **Configure/View Budgets**. The *Budget Account Information* page appears.

Choose fiscal year and business unit from the drop down lists.

Acct#	Account	Jan	Feb	Mar	Apr	May	Jun	Jul
6100	Airfare	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
6110	Automobile Expense	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
6160	Dues & Subscriptions	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
6240	Miscellaneous Taxable	300.00	300.00	300.00	300.00	300.00	300.00	300.00
Total:		9,300.00						

List of Budgets by Account

To change or add budget data, click the **Edit** icon at the end of a row.

Acct#	Account	Jan	Feb	Mar	Apr	May	Jun
6240	Miscellaneous Taxable	300.00	300.00	300.00	300.00	300.00	300.00
Total:		300.00	300.00	300.00	300.00	300.00	300.00

Monthly Budgets

Fill in each month individually with a dollar amount or enter the monthly budget under January, and click the **right arrow** to fill in remaining months with equal amounts.

Click **Update**.

6.2 Configuring User Allowances

Configure/View User Allowances

User Allowances can be changed at anytime during the current year. We recommend that you upload large amounts of user allowance data in bulk with the Upload Utility on the Policies tab, rather than entering it piece by piece.

Click the **Budgets** Tab.

Click **Configure/View User Allowances**. The *User Allowance* page appears.

Choose fiscal year from the drop down lists.

View and Edit Budget Figures

Fiscal Year: FY 2010: Jan 2010 to Dec 2010

Budget figures in: USD

Name	Q1			Q2	
	Jan	Feb	Mar	Apr	May
Smith, Mike	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
Smith, Jon	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00

List of Allowances by User

To change or add allowance data, click the **Edit** icon at the end of a row.

Name	Q1			Q2	
	Jan	Feb	Mar	Apr	May
Smith, Mike	US\$ 1000.00				
Total:	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00

Monthly Allowances

Fill in each month individually with a dollar amount or enter the monthly allowance under January, and click the **right arrow** to fill in remaining months with equal amounts.

Click **Update**.

6.3 Configuring General Ledger Codes

The *Configure GL Accounts* page allows you to create or delete GL accounts, and to perform other GL configuration tasks.

By clicking the *Set Up GL Accounts* link on the **Budgets** Tab, you will have access to the *Configure GL Accounts* page.

Account Number	Account Name	Taxable	Active	Deactivate
1820	Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1821	Airfare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Configure GL Accounts Page

Configuration options on this page include:

Add GL accounts: Enter the account number and account name in the space provided. Click **Add Account**.

Make GL Accounts Taxable: Place a check mark in the relevant Taxable check box. Taxable accounts are used with the ExpenseWatch.com Sales and Use tax functionality.

Edit an Existing account: Click the **Edit** icon. It is important to note that changing an existing account will change all data dependent on that account. This can cause resulting reports to differ so do so with caution.

Deactivate a GL account: Click the **d** icon to deactivate an account.

Group General Ledger Accounts

Grouping General Ledger accounts allows you to create categories for accounts. For example, you may have several accounts into which you enter travel expenses. By grouping

Implementation Guide: Configuring ExpenseWatch.com

these accounts under a travel category, you would be able to both budget and report at the category level, as well as at the specific account level. This will help streamline and clarify your budgeting and reporting process.

To Group GL accounts:

Click the **Budgets** Tab.
Click the *Group GL accounts* link.

Acct. No.	Account Name	In Group
6565	Accounting Fees	<input type="checkbox"/>
6100	Airfare	<input checked="" type="checkbox"/>
9470	AIRFARE-TK	<input type="checkbox"/>
6110	Automobile Expense	<input checked="" type="checkbox"/>
6422	Automobile Rental	<input type="checkbox"/>

Grouping GL Accounts

Click the root business unit or a previously created category. Clicking on the root business unit will allow you to create a new category. Clicking on an existing category will allow you to create a sub-category of that already existing category.

Enter the name of the new category.

Click **Create**.

To add accounts to a category:

Click on an already existing category.

Click the **Edit Group** Tab.

Change the group name if necessary.

To make the Category Budgetable, click the **Budgetable** check box.

Put a check mark next to each account that will be added to the category. If an account is grayed out, then it is inactive.

Click **Update**.

Associate General Ledger Accounts with Business Units

Associating general ledger accounts with business units restricts the use of those accounts to the business units with which they are associated. So, for example, if only certain business units are allowed to travel, you could restrict all travel related GL accounts to those business units. Users entering transactions in other business units would not see those accounts when working in ExpenseWatch.com.

To restrict GL accounts to business units:

Click the **Budgets** Tab.

Click the *BU/GL Restrictions* link.



This link is only available if the “Restrict GL Accounts by Business Unit” box is checked in the **Preferences** Tab under Policies.

Acct. No.	Account Name	Associated
6100	Airfare	<input type="checkbox"/>
6110	Automobile Expense	<input type="checkbox"/>
6160	Dues & Subscriptions	<input type="checkbox"/>
6240	Miscellaneous Taxable	<input type="checkbox"/>
6241	Miscellaneous Non-Tax	<input type="checkbox"/>
6250	Postage & Delivery	<input type="checkbox"/>
6255	Shipping & Handling	<input type="checkbox"/>

Associating General Ledger Accounts with Business Units

Click a business unit icon. This will open the *Associations Window*.

Put a check mark next to each account that will be associated with this business unit.

Click **Save Associations**.

View Summary of GL's and Business Unit Associations

Click the icon. This will bring you into the GL Account / Business Unit Association Summary page.

Choose one of the report options and click Run Report.

6.4 Configuring Projects

Configure Projects allows you to create or deactivate Projects, and to perform other Project configuration tasks.

By clicking the *Set Up Projects* link on the **Budgets** Tab, you will have access to the *Set Up Projects* page.

Project Name	Number	ERP ID	Edit / Deactivate
User's Conference	100123	--	

Set Up Projects Page

Implementation Guide: Configuring ExpenseWatch.com

Configuration options on this page include:

Add Projects: Enter the Project Name, Number and ERP ID in the spaces provided. Click **Add Project**.

The Project Name and Number are required. The ERP ID is optional. This is an identifier that represents the project in your accounting system.

Edit an Existing Project: Click the icon. It is important to note that changing an existing project will change all data dependent on that account. This can cause resulting reports to differ so do so with caution.

Deactivate a Project: Click the icon to deactivate a project.

Associate Projects with Business Units

Associating projects with business units restricts the use of those projects to the business units with which they are associated.

To restrict Projects to business units:

Click the **Budgets** Tab.

Click the *BU/Projects Restrictions* link.

This link is only available if the "Restrict Projects by BU" box is checked in the **Company Preferences** Tab under Policies.

Associating General Ledger Accounts with Business Units

Select a single project or multiple projects, then click the Add button.

Place a check mark next to the business units where these projects should be associated. If a check mark is placed at the parent business unit level then the children will automatically be selected as well.

Click **Save Assignments**.

6.5 Export Invoices to Your Accounting System

Invoice Export

With ExpenseWatch.com, you can download your company's approved invoices for import into your current accounting and payroll systems. ExpenseWatch.com exports accounting files as comma delimited flat file (.csv), tab delimited text file (.txt) or XML. *If using QuickBooks, See the separate QuickBooks Integrate manual located under the quick start guides in ExpenseWatch.com.*

To export invoice data, the user must have the *accounting review* permission.

To Export Invoice Data:

Click the **Invoices** Tab.
Click link *Export Invoices* link.
The AP Set-up and Export page will appear.

If your export file is already configured, click the **Preview** button on the bottom of the page to preview your file prior to export. Preview will be shown below.

When you are ready to export, click the **Export** button on the bottom of the page. Save the file to your local network.

Vendor ERPID	Invoice Number	Invoice Total	Invoice Date	Account Name	Account Number	Project Name	Price	Distribution To
72854	72854-20060809-07	783.32	2006-08-09	Misc	1000:7850-00		15.41	770.50
72854	72854-20060809-07	783.32	2006-08-09	Stationery & Supplies	1000:7720-00		12.82	12.82
Regina_katz	1171-RKatz	500.00	2006-08-09	Misc	1000:7850-00		350.00	350.00
Regina_katz	1171-RKatz	500.00	2006-08-09	Misc	1000:7850-00		150.00	150.00

Export and Preview Invoices

Set Up Export:

Choose the columns you want to export by clicking *Complete Export*, *Invoices Export*, or *Payroll Export*. Export columns are not automatically created.

Complete Export link is used when exporting all invoices to your AP system. If exporting T&E to a separate Payroll system then *Invoices Export* and *Payroll Export* links will be available. Columns must be set for each system.

Specify Columns: *Complete Export* | *Invoices Export* | *Payroll Export*

Specify Export Columns

Select the appropriate columns to export. Available columns include all data shown on the check request generated after the accounting review step is performed. The columns you choose are displayed to the right.

Implementation Guide: Configuring ExpenseWatch.com

Arrange the columns in the order you want them to be exported. This order will be saved for all future exports, until you come back to this screen and change it.

Click **Save** to save your export configuration.

Payroll options:

Choose to turn on/off Payroll Export by clicking the **Enable Separate Payroll Export** button.

Choose **Invoices** or **T&E Reimbursements**.



Payroll Export Options

Export Options:

Options Section - Select *Current Invoices* for any invoice that has been recently accounting reviewed. Select *previously exported invoices* for all invoices exported previously by date.

Include Section - Select the type of detail you want to see in your export file.

Detail: Select this option to export invoices with all line item detail. This will produce your primary export file.

Summary: Select this option to export invoices with line items combined by invoice number. The columns exported are not customizable.

Other Details: Select Void, Debit and Credit options.

BU Selection Section: This option is available for companies that export invoices by business unit (i.e. multiple companies below the Root.)

To export by business unit, click the blue business unit link. This will open the business unit drop down. Select the appropriate parent unit or sub unit. When selecting a parent unit, this will set ExpenseWatch.com to export that parent unit and all sub-units of the parent.



This is only available when the preference is checked in the *Company Preferences* section on the Policies page.



Export File Options

File Format: Use these options to specify the format of the export file.

Include column names in first row: If this option is selected then the first row of data in the file will contain the column names.

Choose file format: Please select the file format from the drop down:

- Tab-separated (.txt)
- Comma-separated (.csv)
- XML
- Tab-separated – Old format (.txt)

Click the *Preview* button to preview the data prior to Exporting.

Click the *Export* button to export the data and save the file.

6.6 Configure T&E Categories

You can create categories to organize the data your users enter on their T&E reports. These categories can be customized to require certain types of data, to model the travel policy in effect at your company,

To Create T&E Categories:

Click the **T & E** Tab.

Click the *Configure T&E Categories* link.

Implementation Guide: Configuring ExpenseWatch.com

Category Name:	<input type="text"/>
Category Type:	<input checked="" type="radio"/> Standard <input type="radio"/> Mileage
Default GL Code:	--Select GL Code--
Display GL Account:	<input type="checkbox"/>
Display Gratuity:	<input type="checkbox"/>
Limit Type:	<input checked="" type="radio"/> None <input type="radio"/> Reject <input type="radio"/> Flag <input type="radio"/> Truncate <input type="radio"/> Fixed Reimbursement
Limit (US\$/Receipt):	<input type="text"/>
Alternate Limit:	Amount (US\$) <input type="text"/> Type -- No Alternate Limit Used--
Gratuity Limits:	Max Gratuity Amount (US\$) <input type="text"/> Max Gratuity Percentage <input type="text"/>
Reimbursement Rate:	Mileage Rate Currency: USA: Dollars (US\$)
Mileage Entry:	<input checked="" type="radio"/> Distance <input type="radio"/> Odometer
Receipt:	<input type="checkbox"/> Require Receipt If Amount (US\$) Exceeds <input type="text"/> <input type="checkbox"/> Credit Cards Exempt
Line Item Comments:	Display <input type="checkbox"/> Require Comment <input type="checkbox"/>

Creating T&E Categories

Enter the category name.

Choose *Standard* or *Mileage* for type of category. Mileage category calculates the user's reimbursed amount by multiplying the mileage rate by the number of miles driven.

Assign a default GL Code to the category. All receipts entered within this category will default to the GL account you assign here. Unchecking the *Display GL Account* box will give you the ability to hide the GL for this category from the user. Choose this option if you do not want users to have the ability to change the selected GL.

Choose whether to display a gratuity field for the category.

Limit Types, Amounts, and Flags:

There are two limits that can be set to a limit type, regular limits and alternate limits. The regular limits are used to set a limit by dollar amount. Alternate limits are used to set a limit by dollar amount and by;

- **Day**
- **Month**
- **Report/Trip**
- **Transaction**
- **Week**
- **Customizable *numbered* attribute (see attributes below)**

Enter a limit and limit type (if applicable).

The Limit Type button defines what will happen when a user enters a receipt in this category that is larger than the limit you have defined. There are four possible results:

- **Reject:** the receipt to be rejected automatically, without being added to the report.

- **Flag:** the receipt will be marked, to bring it to the attention of the report approver.
- **Truncate:** the receipt to be reduced in amount to the category limit. For example, if a receipt was entered for \$100 in a category that had a \$50 limit, the truncate option would automatically reduce the reimbursement down to \$50.
- **Fixed Reimbursement:** this option will cause the chosen category to be a fixed amount that the user cannot change.

If gratuity check box was checked above, then the gratuity limit option will be available. Enter a dollar amount and/or a percentage to apply on this category's gratuity.

Enter a *Reimbursement Rate* if the mileage option was chosen above and the currency it should be reimbursed in.

If the mileage option was selected choose either, **Distance** (submitter manually enters number of miles) or **Odometer** (submitter enters the starting and ending odometer reading and the system calculates the difference for the total number of miles).

Check the *Require Receipts* check box if you want to force users to attach a receipt to this report. You also have an option to set a dollar threshold on receipts. Check the *Credit Card Exempt* checkbox if you do not want this T&E category to require receipts if a credit card is being used.

Check the *Line Item Comments* check box if you want line item comments to appear for the chosen category. In addition, check the *Require Comments* checkbox if you want your users to be required to enter comments for this category.

Click **Add**. This will add the category below.

Associate a T&E Category with a Business Unit

Associating a T&E category with a business unit allows you to make certain T&E categories available to some business units but not to others. This is very similar functionality to associating business units and general ledger accounts (see **Section 8.2**). All business units must have at least one T&E category associated with them.

To Associate T&E Categories with Business Units:

Click the **Association** icon.

Choose the business unit with which you want to associate categories.

Click the boxes next to the categories you want to associate with this business unit.

Click the **Save Associations** button.

Travel and Expense Report Attributes

Attributes are custom information that you can attach to T&E reports. Attributes can be *Required* or *Voluntary*, and can consist of various data types. An example of an attribute that

Implementation Guide: Configuring ExpenseWatch.com

might be attached to the business meals category might be something such as “Attendees,” where the user is required to enter the names of the people that the receipt is paying for.

To create an attribute:

Click the *Attributes* icon

Enter the name of the new attribute.

Choose the data type for the attribute. Some attributes may be numeric, others may be text.

Click **Add**. This will open a new screen on which you can edit the attribute.

Put a check in the box if this attribute is required on *all* receipts that fall into this category. If you leave this box unchecked, attribute will show as optional.

If the attribute consists of a list, choose **Edit List** to add the items that will be available for users to choose for drop down and multi-select lists. If the **Note Pad** icon next to the attribute name is **red**, there are no items in the list. At least one item must be added to list-type attributes or users will not be able to complete T&E reports which use this category.

If applicable, choose the text or number data type.

Click the **Update** button.

6.7 Network Vendor Request

Network vendors are vendors who make their catalogs available to customers from third party sites. Vendors who offer this technology can be accessed from within ExpenseWatch.com, allowing your users to create requisitions without having to build up a new catalog of products. Users enjoy the convenience of online shopping while also taking advantage of contract pricing.

Not all vendors support this functionality. However, ExpenseWatch.com will, at your request, contact the vendor and attempt to establish an e-commerce relationship.

View/Request E-Vendors

The following is a list of vendors that ExpenseWatch has an established relationship with to enable electronic Requisitions and electronic Purchase Orders:

If you do not see your preferred vendor above, please complete the information below and submit. ExpenseWatch will contact the vendor on your behalf to determine if the vendor has this capability.

Request New Network Vendor Implementation

Vendor Name:

Vendor Contact:

Requesting Network Vendors

To request a Network Vendor:

Click the **Purchasing or Invoicing** tab.

Click the *View/Edit Vendors* link in the Catalog area. (*You must have the view/edit vendor permission.*)

Click *Request Network Vendor* link. This will open the Network Vendor List screen.

Fill in the necessary information at the bottom of the screen.

Click the **Submit Request** button.

An ExpenseWatch.com Customer Satisfaction Engineer will be in contact.



Note: If the punch-out vendor does not allow price editing, you can uncheck the box in the vendor setup area “Allow Product Price Editing” to disable this feature.

7.0 Conclusion of Implementation

Now that you've defined your unique business environment in ExpenseWatch.com and integrated ExpenseWatch.com with your accounting system, you're ready to begin controlling your expenses and complying with financial regulations, without any of the cost, time, and risk usually associated with enterprise software deployment.

ExpenseWatch.com will:

- Dramatically improve the enforcement of your financial policy across the enterprise, to keep your company on an ethical financial footing.
- Provide real-time management reporting on past, current, future spending, so you can see what your company owes, the before the expense occurs.
- Reduce your administrative overhead, by automating everyday expense management tasks and expense approval workflows.

7.1 Customer Training

Your ExpenseWatch.com implementation will be most successful if all employees using the system are thoroughly trained. While the system is intuitive and user-friendly at all levels, we offer training opportunities such as Quick Start Training Guides and Quick Start Training Movies.

After implementation, one live online training class is offered for each module which can be recorded for anybody that can not attend the scheduled training session. The training typically combines a dial-in audio conference, instructional presentation, and an interactive question and answer period in a flexible one-hour instructor-led web-based training session that is free for all ExpenseWatch.com customers.

7.2 Customer Support

In keeping with our dedication to customer care, we offer a variety of support options beyond basic support. Customer Support is always just a click away.

To submit questions, problems or feature requests online, contact Customer Support directly from the *Help & Support Portal* link. Each submission is electronically logged, and a Customer Satisfaction engineer will be contacted for immediate follow up. Customers are informed of the status of their case via e-mail. ExpenseWatch Customer Satisfaction will resolve the request within three business days.

We view support not only as a way to ensure that our users are getting the most out of ExpenseWatch.com, but also as a way

to learn about new ideas for enhancements to our system. Some of our most innovative new features and enhancements, in fact, are our customers' ideas. We encourage our customers to report problems and suggestions for making ExpenseWatch.com better in every way possible.

Thank You...

We look forward to helping your company control expenses and boost performance through the sound accounting practices our software provides. Thank you again for choosing ExpenseWatch.com as a solution to your business needs.