

BlueCamroo Release Notes 2.2.0

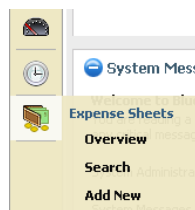
August 19, 2010

Welcome

These release notes represent a detailed overview of some follow on updates to BlueCamroo's second major revision.

If you have any comments on these changes or wish to suggest a future change, please [visit our forums](#).

What's New in BlueCamroo?



We've added a new **Expense Sheet** option to the Left Pane Toolbar. Expense sheets allow users to record expenses, total them, and then submit them for approval from within the BlueCamroo system.

Under **Setup**, we've also added new options to configure expense reporting. Admins should first setup the new features below before users start submitting expense sheets.

Below are detailed overviews of the changes made.

User Details

A **Default Expense Price Book** drop-down box has been added to a user's details page. For all employees who will be submitting expenses, the admin should select the employee's default expense book. See below for information on the new **Expense Price Book** option.

Language	English (US)
Time Zone	(GMT-05:00) Eastern Time (US & Canada)
Email Encoding	Unicode (UTF-8)
Active	<input checked="" type="checkbox"/>
Default Expense Price Book	Default Expenses Price Book (USD)

Personal Details	
Department	Account Management <input type="button" value="Add new"/>
Job Title	Manager
Employee Number	1414
Manager	Paul Clegghorn

As well, the **Manager** drop-down box should be completed if it is not already. The expense sheet feature uses this field to determine which user can accept/decline an employee's expense claims.

Expense-related User Groups

Two new fixed user groups under **Setup** have been added: **Expense Approvers** and **Expense Payers**. Users included in the **Expense Approvers** group have the ability to flag expense sheets as approved/declined. Users in the **Expense Payers** group have the ability to flag expense sheets as paid.

Expense Approvers		Expense Payers	
Available Member	Selected Member	Available Member	Selected Member
Alex Zetterberg Danny Nubules Debbie Master Dugan Zhang Horton Petterson Karl Mathews Kenny Newton Paul Clegghorn Phil Masz Philip Mapa	Drew Meloche	Alex Zetterberg Danny Nubules Debbie Master Drew Meloche Dugan Zhang Horton Petterson Kenny Newton Paul Clegghorn Phil Masz Philip Mapa	Karl Mathews

All other groups have new fields that allow you to flag members as having approver/payer rights.

Expense Types

Under **Accounting Setup**, an **Expense Types** option has been added. This option allows you to define common expense

types (e.g., Meals, Lodging) as well as mileage compensation rates. You can also define which currency the type has to be reported in.

Name	Mileage	Rate	Currency	Active	
Accommodation	X	1.00	USD	✓	X
Entertainment	X	1.00	USD	✓	X
Meals	X	1.00	USD	✓	X
Mileage (KM)	✓	0.45	USD	✓	X
Other	X	1.00	USD	✓	X
Parking	X	1.00	USD	✓	X

+ Add new expense type

Expense Price Books

Expense Price Book Information

Name: Default Expenses Price Book (USD)

Description:

Currency: USD

Use Taxes: GST PST VAT HST

Active:

Save Save & Close or Cancel View Expense Type for this Price Book

Under **Accounting Setup**, an **Expense Price Books** option has been added. **Expense Price Books** allows you to create different expense sheets to handle different currencies, mileage rates, and allow you to create expense sheets that

collect tax and before tax amounts separately.

Expense Sheets

At the bottom of the Left Pane Toolbar you will find the **Expense Sheets** button.

Viewing: My Expense Sheets | Create new view 6 records found.

Start Period	End Period	Description	Status
Thu Aug 12, 2010	Fri Aug 13, 2010	mileage	Paid
Mon Aug 16, 2010	Fri Aug 20, 2010	Period ending aug 20	Paid
Tue Aug 17, 2010	Wed Aug 18, 2010	Vegas	Declined
Wed Aug 18, 2010	Tue Aug 24, 2010	Namco Account	Open
Wed Aug 18, 2010	Wed Aug 18, 2010	travel	Submitted
Mon Aug 23, 2010	Fri Aug 27, 2010	Expense items for the period ending Aug 27	Approved

Click **Overview** to see a list of existing expense sheets (both your expense sheets and the pending expense sheets of users if you have rights). Click **Search** to search for a specific expense sheet.

Expense Details

User: Drew Melchior

Start Period: Wed Aug 18, 2010

End Period: Tue Aug 24, 2010

Description: Namco Account

Status: Open

Expense Items:

Date	Related To	Description	Accumulation	Mileage (KM)	VAT	Total
Wed Aug 18, 2010	Project: Namco Business Cards Namco Inc	MB	100.00		17.00	117.00 (EUR)
Wed Aug 18, 2010	Project: Namco Business Cards Namco Inc	Drop off samples	10.00	26.10		26.10 (EUR)
Total:			110.00	26.10	17.00	143.10 (EUR)

Add new expense item Save Save & Close or Cancel Submit for Approval

Click **Add New** to create a new expense sheet. ◆

Want to Learn More?

If you want to learn more about BlueCamroo, current changes, tips and tricks, and engage in dialog with your fellow users, visit Bluecamroo's Community page:

<http://www.bluecamroo.com/bluecamroo-community>

Check out our message board forums:

<http://www.bluecamroo.com/forum/category>

Read and comment on our blog:

<http://www.bluecamroo.com/blog>