

Expense Track 19.3 Release Notes

Release 19.3 for Expense Track is available on 04/25/2019 and includes the following changes:

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

- [Add Manage Transactions](#)
- [Add User Email Notification Setup](#)
- [Minor Enhancements](#)
- [Resolved Defects](#)

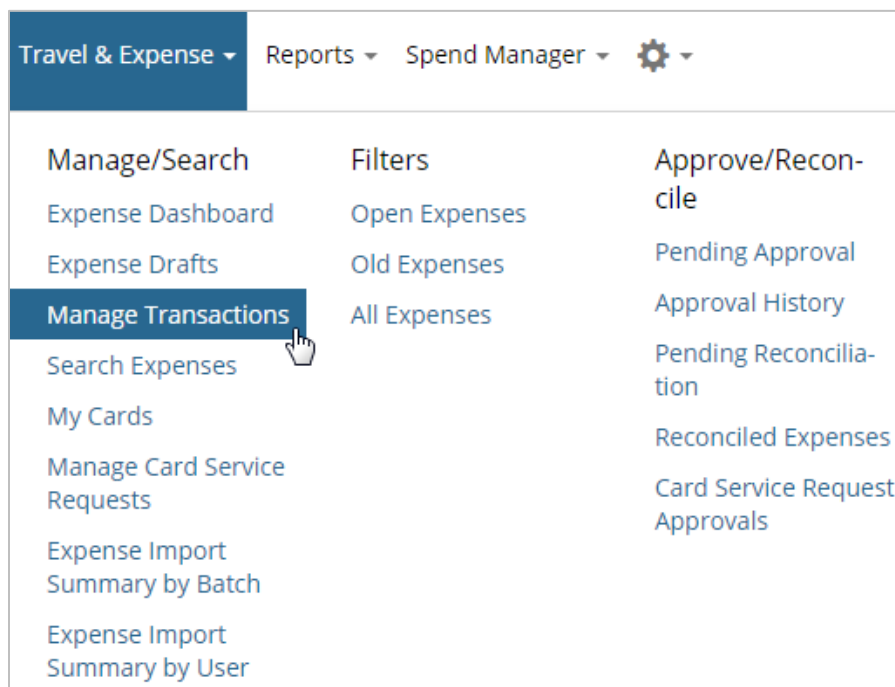
Add Manage Transactions

This item adds a Manage Transactions page which allows expense users and Administrators to search for, filter, and edit their transactions. The Manage Transactions page is beneficial to Delegate users as they can view all transactions for their Delegators in one grid. This change also helps expense users quickly access and manage expenses, and provides details to help users edit, approve, or decline expense items.

Note: Permission **4207 – Can View Manage Transactions for Expenses** must be enabled to access this feature.

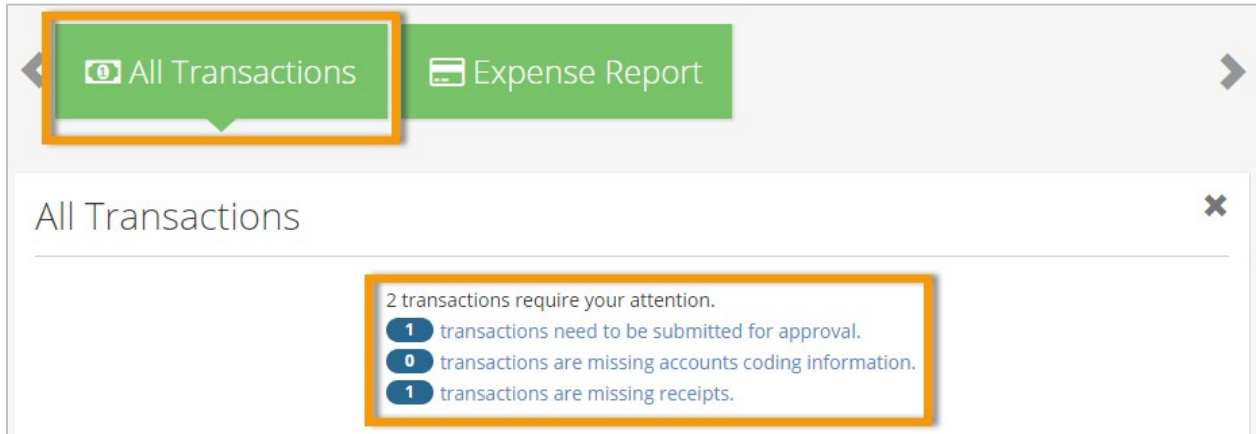
There are two paths to access the Manage Transactions page:

- Select **Travel & Expense > Manage Transactions**.



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- Click one of the transaction links under the **All Transactions** section on the home page.



Note: Accessing Manage Transactions via the **All Transactions** section defaults data to the past 90 days. Accessing Manage Transactions via the **Travel & Expense** drop-down defaults data to the last filters that you applied, or 90 days if no previous filter was applied.

The Manage Transactions page displays all your transactions (Comdata Mastercard and out-of-pocket expenses) and Delegator transactions if you are a Delegate user. There are many features you can perform with this grid, such as:

- Filtering the grid by specific criteria (post date, transaction date, employee ID, etc.).
- Adding or removing columns.
- Saving your customized view of the grid (up to 15 customized views can be saved).
- Exporting the current view or all rows in the grid to an Excel spreadsheet.

Note: Click a link in the **Draft/Report ID** column to view the expense report to which the transaction is associated.

Manage Transactions ?

* = Inactive User

[More Actions](#)

| Transactions | | | | | | | | | | | | |
|--------------------------|--------------|-------------|---------------------------------|------------------|------------|--------------------|--------|-------------|-------------|-----------------------|------|-------|
| <input type="checkbox"/> | Display Name | Company | Expense Item | Transaction Date | Post Date | Merchant | Total | Status | Image Count | Draft/Report ID | Flag | Coded |
| <input type="checkbox"/> | SMITH, TODD | Company Inc | General Expense | 12/17/2018 | 12/17/2018 | Cookie Restaurant | 10.00 | In Approval | 1 | 78205 | | Yes |
| <input type="checkbox"/> | SMITH, TODD | Company Inc | General Expense | 12/17/2018 | 12/17/2018 | Car Rental Service | 120.34 | In Approval | 1 | 78205 | | Yes |
| <input type="checkbox"/> | SMITH, TODD | Company Inc | General Expense | 12/17/2018 | 12/17/2018 | Convenience Mart | 1.00 | In Approval | 1 | 78204 | | Yes |
| <input type="checkbox"/> | SMITH, TODD | Company Inc | General Expense | 12/17/2018 | 12/17/2018 | Airline | 120.34 | In Approval | 1 | 78204 | | Yes |

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Total transactions: 4
Total transaction amount: \$ 251.68

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Click a link in the **Expense Item** column to edit a transaction. This opens the Edit Transaction window which contains three tabs: **Expense Line Information**, **Receipts**, and **Mileage** (if applicable). Each tab allows you to attach and view receipt images. See details below:

- **Expense Line Information:** Contains the main details on the transaction. The fields displayed and editable are dependent on the expense item and the expense type configuration. Accounts coding displays at the bottom of the window and allows for standard coding functionality (cascading, defaulting, and split coding).

Note: Mass coding must be performed through the Delegation page or through the Edit Expense Report page at this time.

- **Receipts:** Displays all receipt images in the receipts queue uploaded through the Expense Track mobile app, manually added images that were recycled, or emailed to Expense Track.
- **Mileage:** Displays for only mileage transactions. This tab allows you to enter addresses (up to 10) and calculate miles driven.

The screenshot shows the 'Edit Transaction' window for a 'Mileage Expense' transaction. The 'Mileage' tab is active, and the 'Expense Line Information' sub-tab is highlighted. The form contains the following fields:

- Expense Item *:** Mileage
- Date *:** 08/16/2017
- Miles *:** 21.11
- Amount:** 0.54
- Payment Type *:** Comdata
- Description *:** drive to client site
- Accounts Coding Type:** Indirect Expense

On the right side, there is an 'Add Attachment' button and a preview of a receipt image. Below the receipt, it says 'Attached by Kristen Wahl on 03/12/2019' and 'Notes: Receipt_2.jpg'. There are buttons for 'Download', 'Delete', and 'Recycle' for the attachment. At the bottom right, there are navigation arrows and a 'Save & Next' button.

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Add User Email Notification Setup

(Administrators only)

This item allows Administrators to select the type of email notifications their users can receive. Available via **Settings icon (⚙️) > Users > Notifications**, the notification types vary from overdue receipt images to credit card import notifications. Each notification type can be enabled and disabled for all users or specific users of the Administrator's choosing. This feature helps Administrators prevent selected users from receiving email notifications they don't need.

Note: Permission **4208 – Can Manage Notification Settings for All Users** must be enabled to access this feature.

| Receipt | | | Disable All |
|-------------------------------------|--|---|---------------|
| <input checked="" type="checkbox"/> | Receipt Successfully Processed | Sent to a user who has emailed in a receipt to say that it has been successfully received and is ready to be attached to a report. | Show Advanced |
| <input checked="" type="checkbox"/> | Receipts Overdue for Matching | Sent to the user who owns the receipt when the receipt has been sitting in the queue for a certain period, as specified by system setting 2301 (number of days before receipt reminder is sent). | Show Advanced |
| <input checked="" type="checkbox"/> | Receipts to be Purged | Sent to a user with receipts in the receipt queue that are about to be removed from the queue, based on the amount of time they've waited in there. Time frame is set in system setting 2205 (maximum number of days to keep expense receipts not attached to expense reports). | Show Advanced |
| Approval | | | Disable All |
| <input checked="" type="checkbox"/> | Expense Report Requires Approval | Sent to the approver when an expense report has been submitted for approval. | Show Advanced |
| <input checked="" type="checkbox"/> | Expense Report Approved | Sent to a user when their expense report has been processed by one approver. | Show Advanced |
| Reconciliation | | | Disable All |
| <input checked="" type="checkbox"/> | Expense Report Partially Increase | Sent to a user when their expense report has been partially requests for credit cards. | Show Advanced |
| <input checked="" type="checkbox"/> | Request Replacement Card | Sent to users responsible for approving replacement card requests for credit cards. | Show Advanced |
| Imports and Exports | | | Disable All |
| <input checked="" type="checkbox"/> | Credit Card Import Notification | Sent to a user whose expense transactions have been imported. | Show Advanced |

Cancel Save Notifications Preferences

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Minor Enhancements

- Added Brazilian Portuguese and Latin American Spanish as system language options.
- Added new tooltips to the Import Map creation process.
- Displayed total number of transactions and total amount of transactions at the bottom of the Manage Transactions page.
- Included 250 and 500 as pagination options for the MCC Coding Defaults grid.
- Increased the output limit on all Excel exports from 1,250 to 5,000 records.
- Modified filters on all grid views to automatically close and submit filters when a user presses **Enter** on their keyboard or clicks **Apply**.

Resolved Defects

The followings defects are resolved:

- Credit card icon missing on level 1 credit card transactions on the Manage Transactions grid.
- Email reminders for receipt images that require matching to a transaction were sent to disabled, inactive users.
- Credit card transactions deleted during the approval process were not recycled. Deleted credit card transactions will now recycle if System Setting **2175 – Recycle Declined Credit Card Transactions and Receipts** is set to **Yes**.
- If a user selected **Detail** view in the Expense Item grid on draft expense reports, then navigated to a transaction and then back to the draft expense report, the grid view returned to **List** view instead of retaining the **Detail** view.
- Selecting **Yes** on the **Apply Selected Coding Segments to All Line Items on Expense Report** field was not working properly during the approval process.
- Manage Transaction grid exported values for **Coded** as 1 and 0 instead of Yes and No.
- Exporting grids to Excel spreadsheets generated duplicate files.
- Resetting filters on the Delegation grid would not remove any applied filters.
- Rule escalations were improperly evaluated when substitute users were on the approval process.
- All rows of grid results were not exporting to Excel as users expected.