Expense Track 19.6 Release Notes

Release 19.6 for Expense Track is available on 08/08/2019 and includes the following changes:

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

- Allow Edits to Expense Description During Approval and Reconciliation
- Default Accounts Coding by MCC Per User
- Modify Receipt Auto-Attach to Handle Same Day Same Amount Receipt Uploads
- Redesign Expense Reconciliation Page
- Require Decline Reason on Rejected Expenses
- Restrict Standard Expense Reports by Location
- Update Expense Track Mobile App
- Resolved Defects
- Upcoming in November 2019

Allow Edits to Expense Description During Approval and Reconciliation

This item allows expense approvers and reconcilers to edit the notes/description field on submitted expenses. This change allows approvers and reconcilers to correct errors in expense descriptions. Previously, if a transaction contained an incorrect description, approvers and reconcilers had to decline the transaction so the requester could edit the description, then resubmit the expense report.

Note: Permission **4210 – Can Edit Description on Expense Reports** is required to access this feature.

Expense name	Expense type	Attendees *	Restaurant
Meals	Meals	5	SEA FOODS

Payment type	Personal expense	Transaction Date	Posting date
Comdata	No	01/08/2018	01/10/2018

Merchant address	Merchant Category Code	Account Code	
8888 SINGTON AVE	5812	1~1000-~015213- -~7	
PHILADELPHIA, PA 10000-00 00			

Requested amount: $88.43   Approved amount: $88.4300

Requested quantity: 1.00   Approved quantity: 1.00

Account Code		Coding note	Amount	Percentage
1~1000-~015213- -~7 |Job Expense - no GL			88.4300	1.0000

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
999	OTHER MISCELLANEOUS TRANS	1.0000	$88.43	$88.43

Default Accounts Coding by MCC Per User

This item allows users to save their accounts coding on credit card transactions by merchant category code (MCC). Once the accounts coding is saved, all other transactions with the same MCC will default to the saved account code values. This change alleviates the need for users to code every transaction.

Edit Transaction Window

MCC : 5812 **MCC Description :** Eating Places, Restaurants

Mobile App Edit Transaction Screen

As part of this change, a **Save as default for MCC** button has been added to the Edit Transaction window on the Manage Transactions page and the Edit Transaction screen in the Expense Track mobile app. This feature does not apply to manually entered, reimbursable expenses.

Note: Permission **4209 – Can Save Personal MCC Coding Defaults** is required to access this feature.

Modify Receipt Auto-Attach to Handle Same Day Same Amount Receipt Uploads

This item prompts receipt images with the same day and dollar amount to auto-attach to only the next available transaction. Previously, if the date and amount fields on multiple receipt images matched multiple transactions for a user, all receipt images attached to the first available transaction, requiring the user to move each receipt images to the correct transactions. With this change, if the date and amount match multiple transactions, the receipt image will attach to the first transaction without a receipt image. If all transactions contain attachments, the receipt image will remain in queue for further review.

Redesign Expense Reconciliation Page

This item redesigns the interface of the Pending Reconciliation page. The new design contains the same functionality, but a cleaner appearance, making it easier to view, filter, and sort expenses requiring reconciliation. The **More Actions** button contains familiar features, such as viewing and reconciling a selected expense. You can also export the grid to an Excel spreadsheet for analytical review and reporting purposes.

Require Decline Reason on Rejected Expenses

This item adds the ability to require expense approvers and reconcilers to include a decline reason if they reject an expense. This change helps users understand why their expense was rejected so they can make the necessary corrections before resubmission. As part of this change, whenever an expense approver or reconciler rejects an expense, a pop up window displays, asking them to enter a decline reason.

Note: System setting **2299 – Require Reason for Declining Expenses** is required to access this feature.

Decline Reason for Expense Approvers
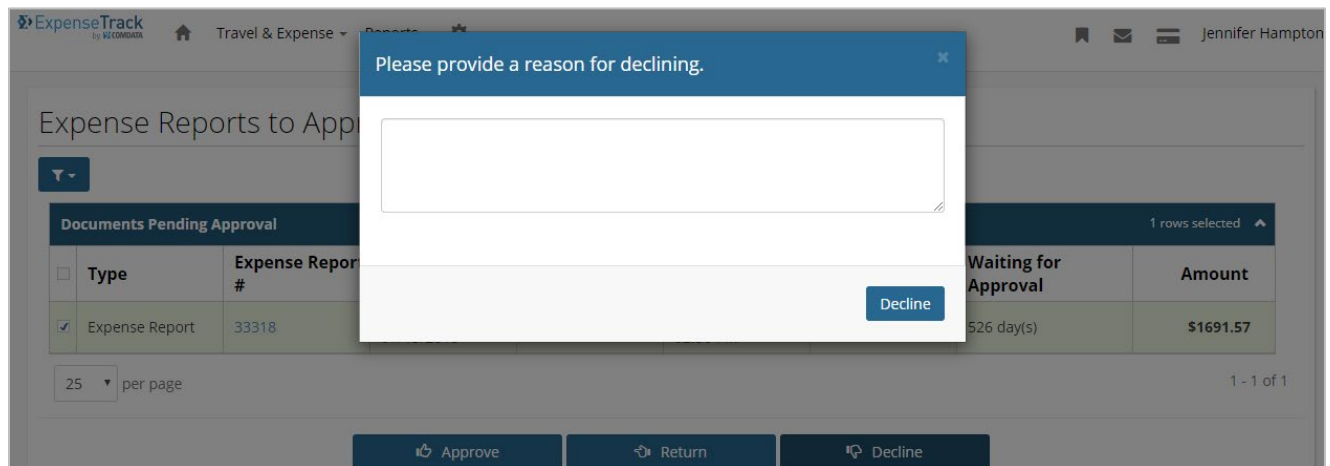
Decline Reason for Expense Reconcilers
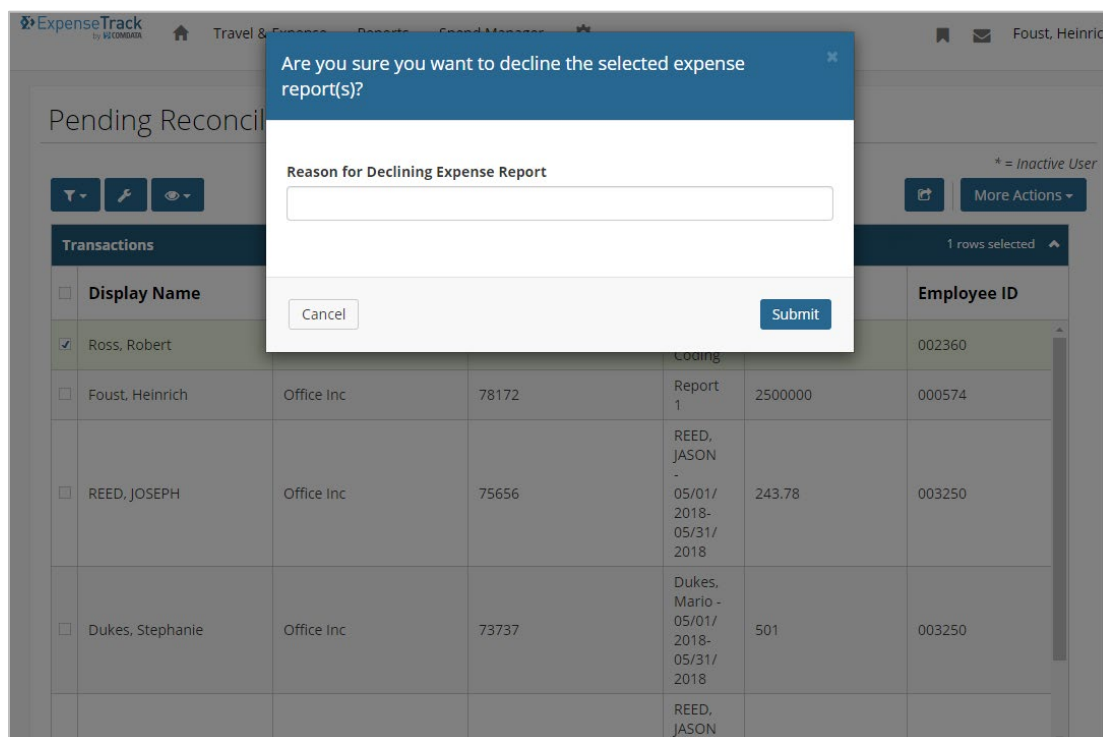
Restrict Standard Expense Reports by Location

(Administrators only)

This item allows Administrators to filter the data in standard reports by specific expense locations based on their user profile. This change allows Administrators to focus report data on a location rather than every location under their organization.

Note: Permission **4166 – Restrict Expense Standard Report to Selected Locations** is required to access this feature.
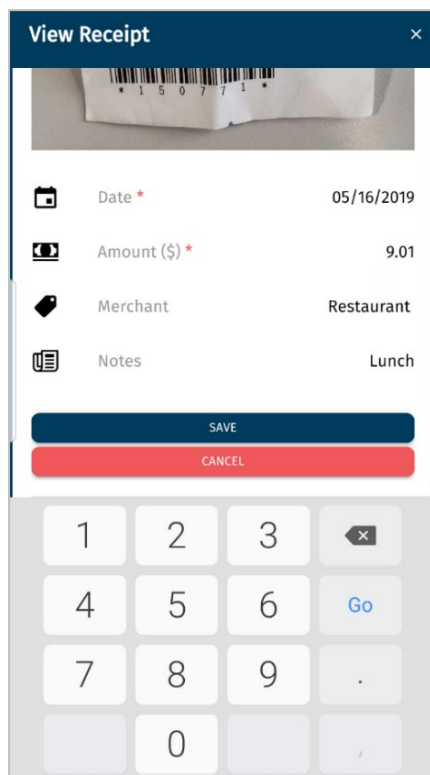
Update Expense Track Mobile App

The following updates will deploy to the mobile app:

- **Allow Edits to Receipt Images in Queue:** This item allows users to edit details on a receipt image after it is captured and uploaded, but still in the Receipts queue. Saving the changes will retrigger the automatic receipt matching. This change helps users make corrections to details that were entered by mistake.

- **Attach Receipt Images from Queue to Expense Drafts:** This item allows users to attach receipt images from the queue while working on an expense report. This change makes it easier for users to attach receipt images to transactions in the mobile app.

    Note: Users must download the latest version of the mobile app on or after 8/8/2019.

Allow Edits to Receipt Images After Capture　　　　　*Attach Receipt Images During Coding*
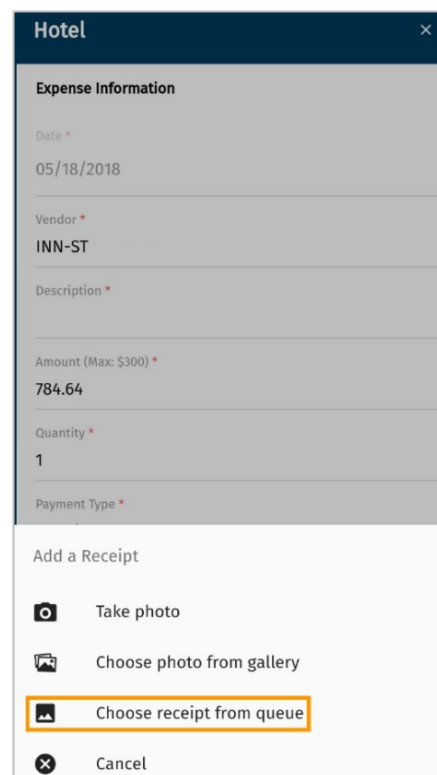
Resolved Defects

The followings defects are resolved:

- The Edit Transaction window in Manage Transactions will now refresh when a receipt is attached from the Receipts queue. This fix corrects a defect where users could not see notes entered during receipt capture after attaching a receipt from the queue.

- The Edit Transaction window in Manage Transactions will now refresh when the Expense Item is changed. This fix corrects a defect where default coding on Expense Items was not reapplied after the Expense Item changed.

- The Manage Transactions page now populates the Merchant City and State if available in the Level 3 data.

Updates Coming November 2019

Below are the upcoming changes for the next Expense Track release in November 2019:

- **Add Notes/Description to Expense Report Approval View**. This item allows expense Approvers to view the Notes/Description in the Expense Report Summary view without having to go into the edit view to see this field.

- **Bulk Setup of Default Coding by MCC by User.** This item allows Administrators, Delegates, and users to add, edit, and delete multiple MCCs across multiple users at one time.

- **Hide "Move Expense" Button.** This item allows Administrators to hide the **Move Expense** button on draft expense reports, preventing users from moving transactions to different expense reports.

- **Remove "Remember Data for the Next Expense" Button.** This item allows Administrators to hide the **Remember Data for Next Expense** button on draft expense reports. This prevents users from accidently copying details from one transaction to another.

- **Save Accounts Coding in Manage Transactions Page.** This item allows users to save the accounts coding on a transaction without completing all the required fields. This change allows coders to code and save transactions even if the user has not attached the receipt image or updated the description field.