Expense Track 18.3 Release Notes

Release 18.3 for Expense Track is available on 11/01/2018 and includes the following changes:

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

Add Attachments During Expense Approval

This item allows Expense Approvers to attach receipt images to expense items during the approval process. As part of this change, a **Click to add Attachment** button has been added to the Expense Item Approval page. Use this button to add an attachment (receipt) to the expense item.

This change helps Expense Approvers add missing receipt images to submitted expense reports.

Display Account Code Descriptions

This item allows expense coders and approvers to view the description of account codes when they are applied to expense transactions.

In order to see account code descriptions, the following system settings are required:

- **829 - Accounting Code Selection Type** must be set to **Split Field Entry Format**.
- **728 - Display Description for Account Codes** must be set to **Yes**.

In addition, the following account code settings are required:

- Account codes must be configured to use the Segments table and the account code external datasource.
- In the Segments table, account codes must have descriptions defined for the coding segments.

An **Expand/Collapse** button will now display next to the account code string on the View Expense Report page, Approve Expense Report page, and Reconcile Expense Report page. Clicking **Expand/Collapse** will show the description for each segment in the account code. See example below. This change applies to the mobile app as well.

Note: Account code descriptions display only for new transactions after the 18.3 release. Furthermore, the descriptions will not display immediately when a transaction is entered and may take up to an hour to show.

Details for Expense Report #78188 — 1-1 of 1 items processed

Alerts	Date	Expense	Max amount	Actual Amount	Pre-paid amount	Approved amount	Qty.	Status	Released	Total expense
	08/23/2018	**General Expense** **Expense type :** General Expense **Vendor:** Vendor **Account Code:** Expand/Collapse **Job Coding (2.0)** Company 4 (4 – Concrete) Job 6096. (6096. - MAINE PHARMA) Phase 30.10351. (30.10351. - COMPUTER EQUIPMENT) CostType 4 (4 - Equipment)	$ 0.0000	$ 25.00	$ 0.00	$ 25.0000	1.000000	declined	No	$ 25.00

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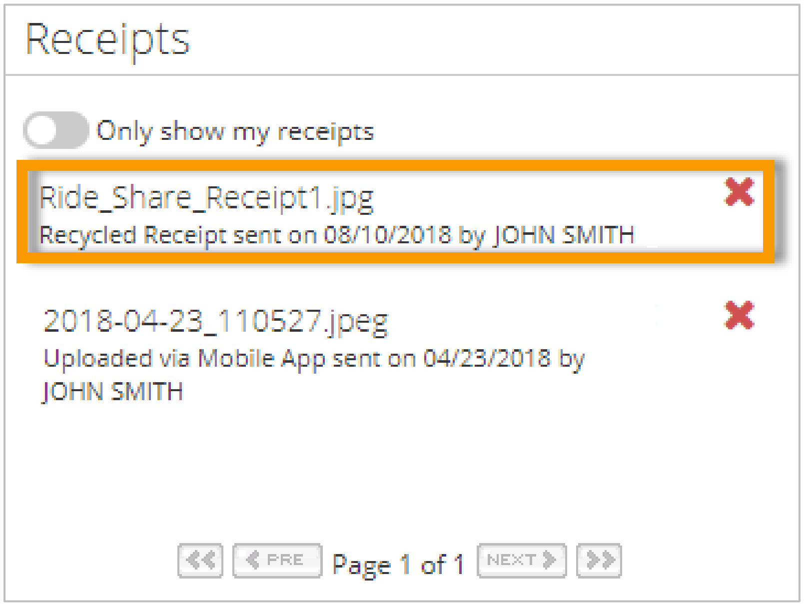
Recycle Attachments After Expense Decline

This item adds expense item attachments to the Receipts queue anytime the expense item is declined. Previously, if an expense item with attachments was declined, the attachments would remain on the item, requiring the user to locate the item to reattach the attachments to another expense item.

The Receipts queue will also display the text "Recycled Receipt" to differentiate between uploaded receipts.

Note: System setting **2175 - Recycle Declined Credit Card Transactions and Receipts** must be set to **Yes**.



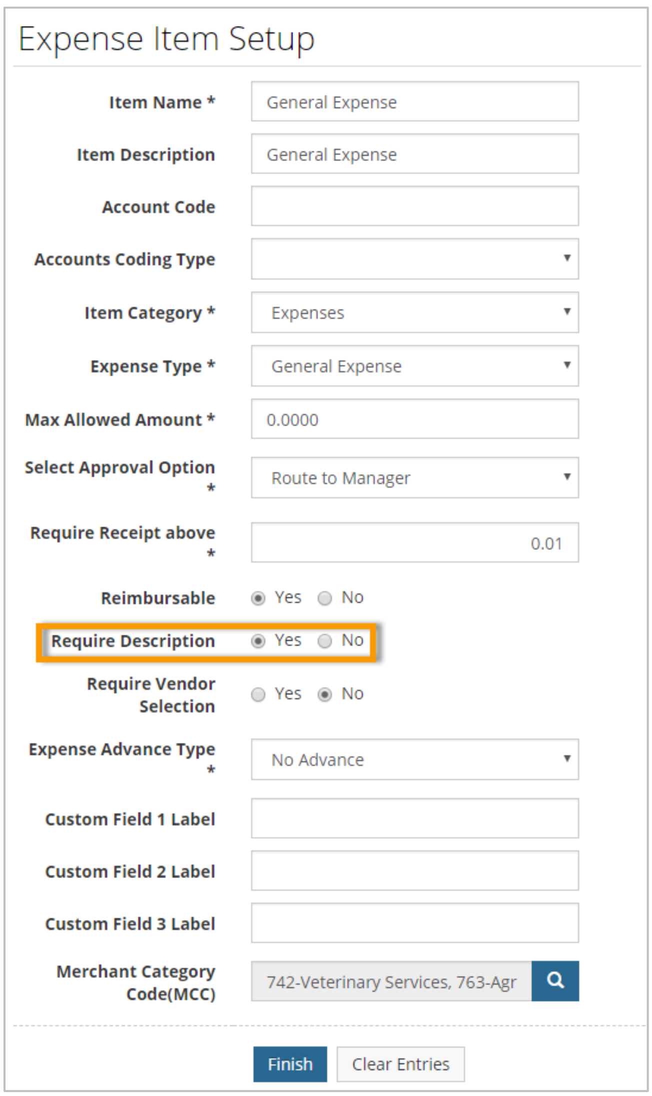
Remove Expense Description Requirement

This item removes the requirement to complete description fields on expense transactions. To enable this feature, system setting **2297 - Require Expense Description by Default** must be set to **No**; it is set to **Yes** by default.

With this change, a **Require Description** field has been added to the Expense Item Setup page (**Admin Tools > Catalog > Items > Edit an Expense Item**). When an Administrator creates a new Expense Item, this field defaults to the option selected in system setting **2297**.

When system setting **2297** is set to **No**, the description field on the Add/Edit Expense Item page will not display an asterisk.

Note: This change applies to only newly created expense items after the 18.3 release. Description settings on expense items prior to 18.3 will not change no matter if **2297** is **Yes** or **No**.



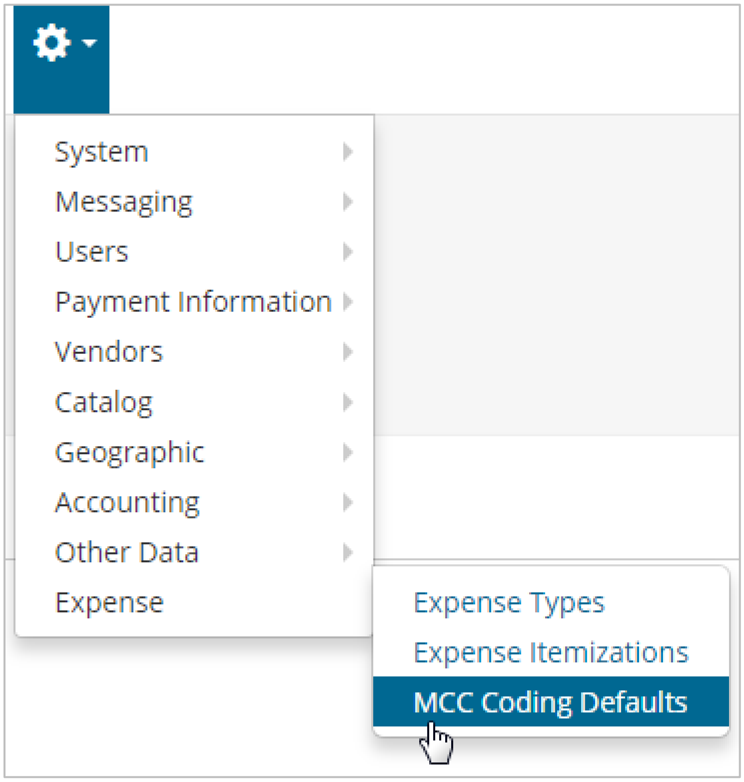
Set up Account Code Defaults by Merchant Category Code

(Administrators only)

This item allows you to set default accounts coding values by a transaction's Merchant Category Code (MCC). In some cases, the MCC assigned to a transaction determines the necessary accounts coding. With this feature, when a Comdata Mastercard transaction is imported into the system, you can default the accounts coding on the expense item to specific values based on the MCC.

You can perform this function via the new MCC Coding Defaults page (**Admin gear ( ) > Expense > MCC Coding Defaults**).

Note: To access this page, permission **99 – Can Manage MCC Coding Defaults** must be enabled for your user profile.



The MCC Coding Defaults page displays all possible MCCs provided by Mastercard. Select one or many MCCs and click the edit button ( ) to add or edit the coding defaults.

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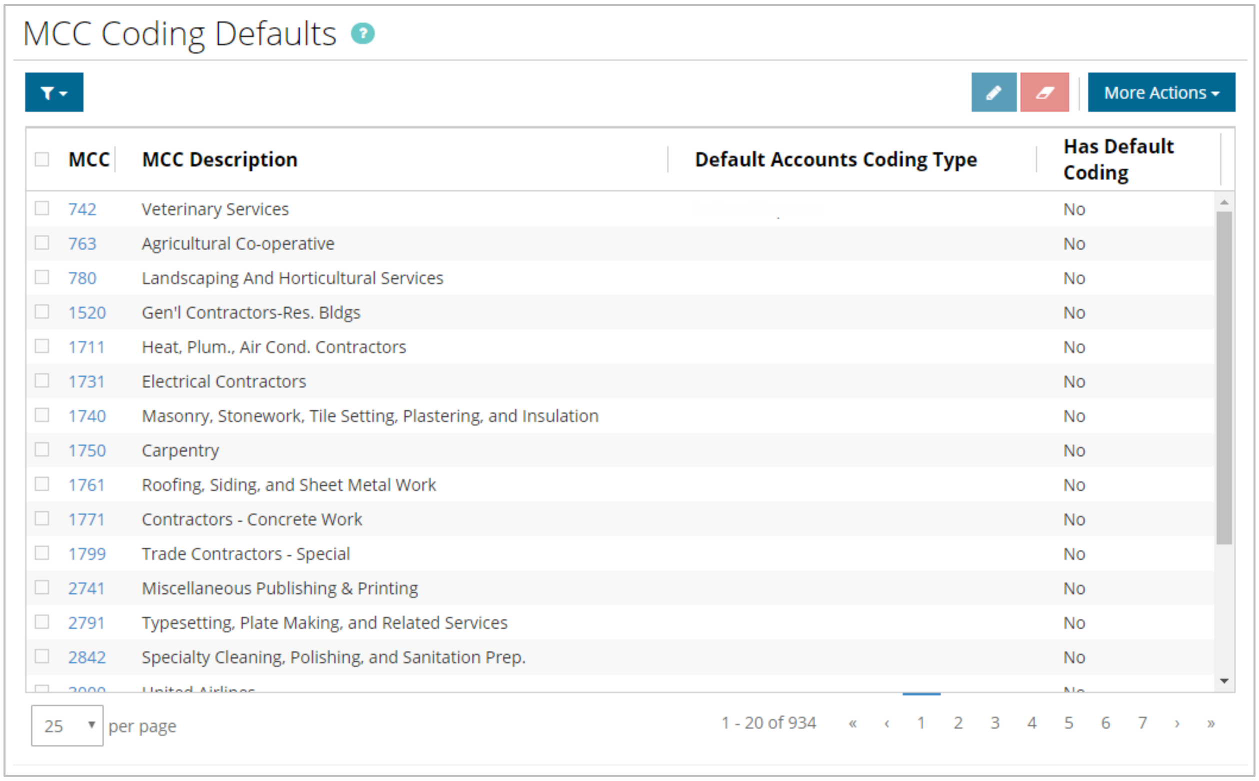
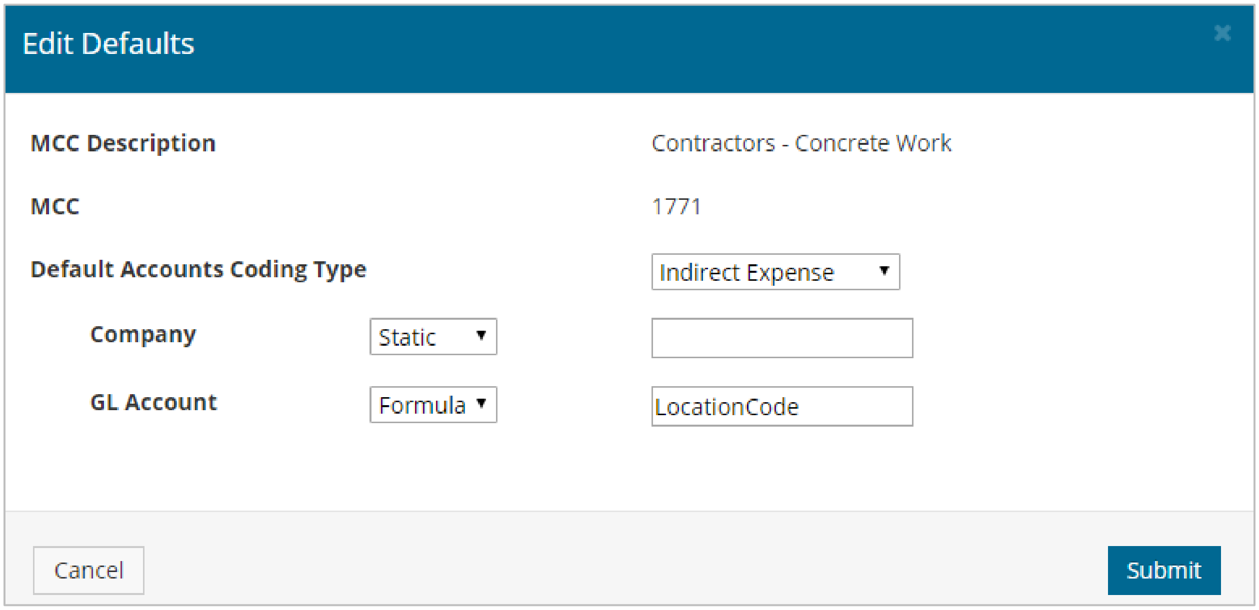


MCC	MCC Description	Default Accounts Coding Type	Has Default Coding
742	Veterinary Services		No
763	Agricultural Co-operative		No
780	Landscaping And Horticultural Services		No
1520	Gen'l Contractors-Res. Bldgs		No
1711	Heat, Plum., Air Cond. Contractors		No
1731	Electrical Contractors		No
1740	Masonry, Stonework, Tile Setting, Plastering, and Insulation		No
1750	Carpentry		No
1761	Roofing, Siding, and Sheet Metal Work		No
1771	Contractors - Concrete Work		No
1799	Trade Contractors - Special		No
2741	Miscellaneous Publishing & Printing		No
2791	Typesetting, Plate Making, and Related Services		No
2842	Specialty Cleaning, Polishing, and Sanitation Prep.		No

This action opens the Edit Defaults window which allows you to define the accounts coding type for any transaction with the selected MCC. You can set the segments as static values, or formulae, such as UserCode, ItemCode, LocationCode, etc.

When you code the transaction on the Add/Edit Expense Item page, these values will display by default in the Accounts Coding section.



Update Data Extract Utility Tool

(Administrators only)

This item adds the following changes to the Data Extract Utility Tool:

- **Update Data Extract Utility Main Page:** The main page has been updated to include new overview verbiage which provides contact information and details on new features (see below). In addition, the **Run** and **Test** options now display as buttons.

Please find your custom data extracts below. Should you have any questions regarding the extracts please contact the Basware client care team at verian.support@basware.com.
Note: Some report queries take too long to complete in the browser, and must be run as a job in the background.
If you attempt to **Run** an extract and receive an error, or know that you are working with a large data extract, choose the option to **Run in background**. You will receive an email or notification with a link to download when the extract is complete.

Extract Type	Extract Name	Actions
AP - SpectrumExportSingleHeader	Spectrum Export By Single Header - Template	Run Test*
AP - Manual Query	37545 - Pending Reconciliation	Run Test*
AP - Manual Query	CMiC Export Group By Single Header - Template	Run Test*
AP - ViewpointExportEmployeeVendor	View Point Export Employee Vendor - Template	Run Test*
AP - SpectrumExportByTransaction	Spectrum Export By Transaction - Template	Run Test*
AP - Manual Query	Sage Export Group By Transaction - Template	Run Test*
AP - SpectrumExportByCodingType	Spectrum Export By Coding Type - Template	Run Test*

- **Run in Background or in Browser:** To improve the usability of running data extracts, you now have the option to run an extract within your browser or as a batch job in the background. Both options are available once you click **Run** on a data extract.

37545 - Pending Reconciliation

Additional Dynamic Filter

From Posting Date

To Posting Date

Transaction Type: All

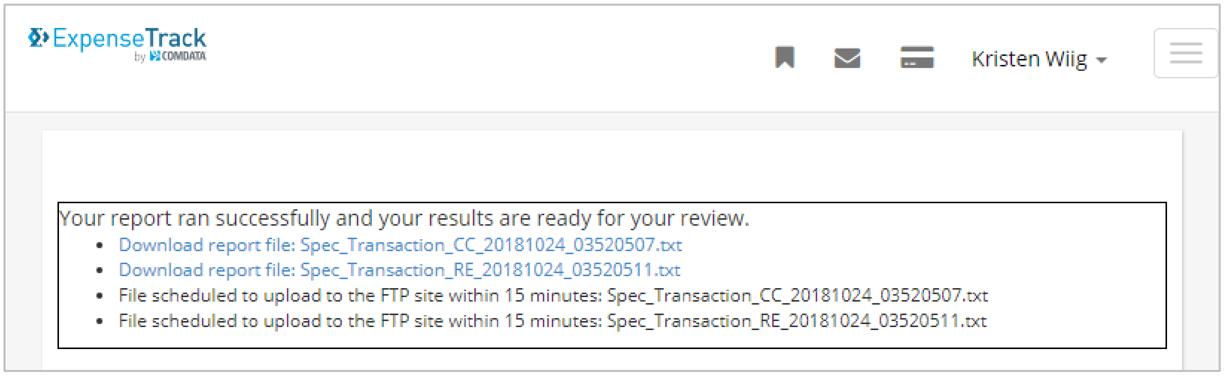
Export from Previous batches: Select existing batch id

Run in browser

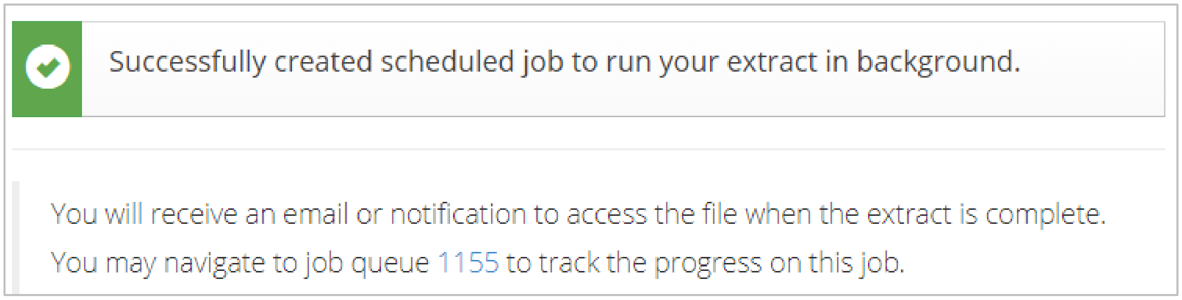
Run in background

Note:
- You are about to run a data extract. All data included in the extract will be marked as Exported, and will not be included in any future extracts.
- Dynamic Filters will have no effect if you choose to run your report against previous batches.
- If you encounter errors when running an extract, use Run in Background. You will receive an email or notification to access the file when the extract is complete.

- **Run in Browser:** This option runs the data extract as it does today. Once it is complete, the screen refreshes and displays download options for the extract. If the extract contains a large amount of data, this option may cause errors in your browser session.

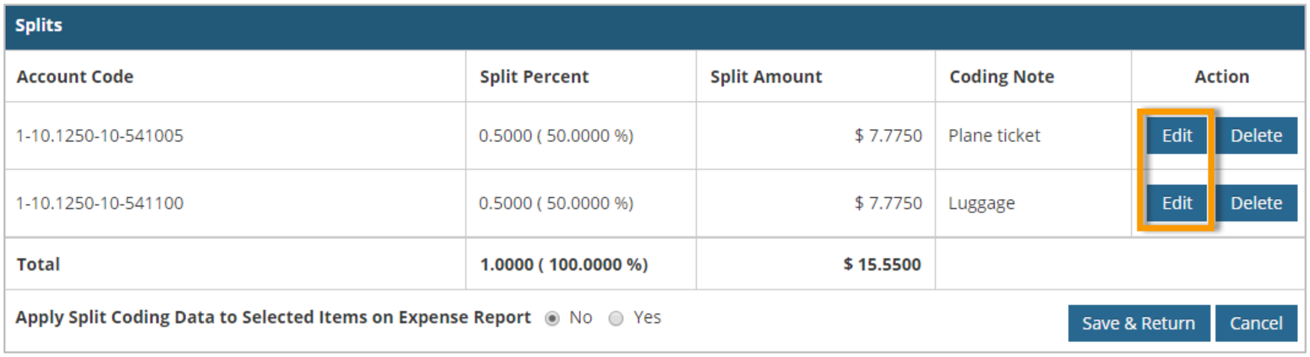


- **Run in Background:** This option creates a background batch job for the data extract. When the extract is complete, you will be notified via email or the Messages tool in Expense Track. The success message will also provide a link to track the progress of the job. This option is useful as it prevents extracts with large amounts of data from interrupting your browser session.



Minor Enhancement

Add Edit Button to Split Account Code Page: This item adds an **Edit** button to the Split Account Code page for each split added to an expense transaction. The **Edit** button removes the need to delete and add a split again if a change to the split coding is needed.



Splits				
Account Code	Split Percent	Split Amount	Coding Note	Action
1-10.1250-10-541005	0.5000 (50.0000 %)	$ 7.7750	Plane ticket	Edit Delete
1-10.1250-10-541100	0.5000 (50.0000 %)	$ 7.7750	Luggage	Edit Delete
Total	**1.0000 (100.0000 %)**	**$ 15.5500**		

Apply Split Coding Data to Selected Items on Expense Report ◉ No ○ Yes   Save & Return   Cancel

Resolve Defects

The followings defects are corrected:

- Removed ability to move an expense transaction from an existing expense report to a deleted expense report.
- Increased the number of decimals displayed for transaction amounts to four places.
- Modified expense items on draft expense reports to default to an unselected expense item if the previously saved item is deleted from the expense item master list.
- Improved the performance of the delegation grid to fix timeout errors.
- Removed ability to populate the **User Last Login** field if the user is created via import. The **User Last Login** field remains blank until the new user actively logs into Expense Track.