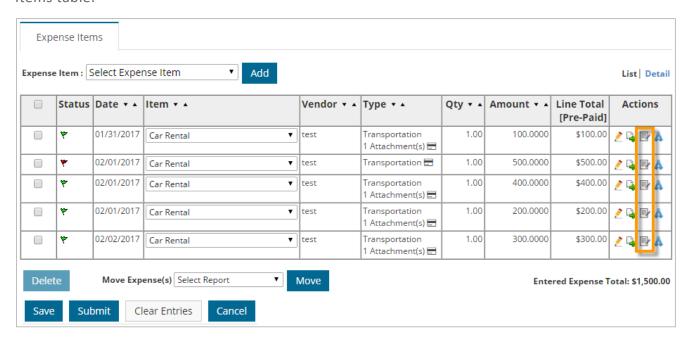## Expense Track Release Notes v16.4

Release 16.4 for Expense Track is available on 1/24/2017 and includes the following changes:

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

- Add Mass Account Coding
- Allow Users to Default Account Coding
- Customize Accounting Periods
- Remove Instance Selection on the Mobile App
- Remove Unprocessed Level 3 Transaction Data
- Require Receipt Images on all Expense Reports
- Update Delegate User Function
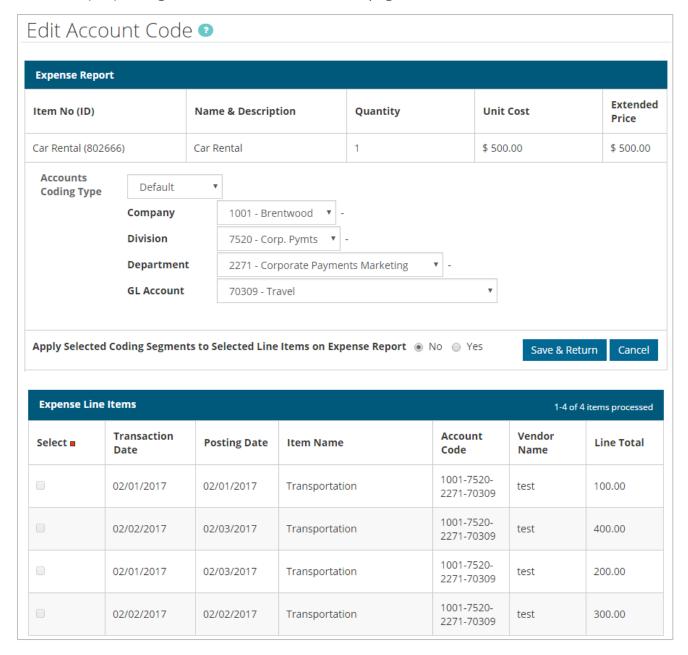
Add Mass Account Coding

This item allows users to apply the account coding of one expense item to multiple expense items at once. This change adds an **Edit Account Codes** ( ) button to the Expense Items table.

	Status	Date ▾ ▴	Item ▾ ▴	Vendor ▾ ▴	Type ▾ ▴	Qty ▾ ▴	Amount ▾ ▴	Line Total [Pre-Paid]	Actions
☐	🚩	01/31/2017	Car Rental ▾	test	Transportation 1 Attachment(s) 💳	1.00	100.0000	$100.00	✏ 🔁 📝 A
☐	🚩	02/01/2017	Car Rental ▾	test	Transportation 💳	1.00	500.0000	$500.00	✏ 🔁 📝 A
☐	🚩	02/01/2017	Car Rental ▾	test	Transportation 1 Attachment(s) 💳	1.00	400.0000	$400.00	✏ 🔁 📝 A
☐	🚩	02/01/2017	Car Rental ▾	test	Transportation 1 Attachment(s) 💳	1.00	200.0000	$200.00	✏ 🔁 📝 A
☐	🚩	02/02/2017	Car Rental ▾	test	Transportation 1 Attachment(s) 💳	1.00	300.0000	$300.00	✏ 🔁 📝 A

Expense Items

Expense Item : Select Expense Item ▾ Add   List | Detail

Delete   Move Expense(s) Select Report ▾ Move   Entered Expense Total: $1,500.00

Save   Submit   Clear Entries   Cancel

The Edit Account Code page allows you to modify the account coding for the expense item selected and apply the coding to other items in the report. You can apply the entire accounts coding or specific values of the coding to other expenses in the expense report. The same functionality applies if you split account coding. Click the question mark icon (❓) for a guided tour on how to use this page.
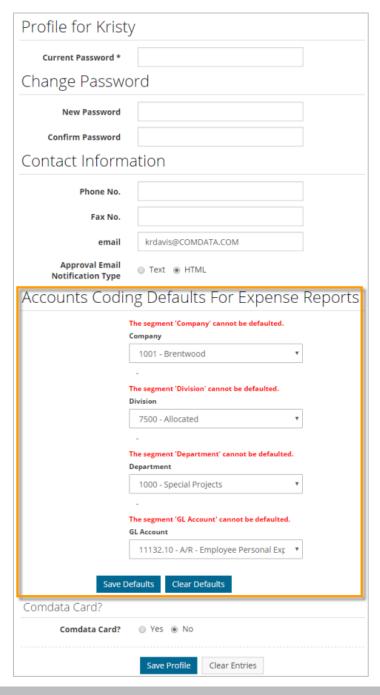
Edit Account Code ❓

Expense Report

Item No (ID)	Name & Description	Quantity	Unit Cost	Extended Price
Car Rental (802666)	Car Rental	1	$ 500.00	$ 500.00

Accounts Coding Type Default ▾

Company	1001 - Brentwood ▾	-
Division	7520 - Corp. Pymts ▾	-
Department	2271 - Corporate Payments Marketing ▾	-
GL Account	70309 - Travel ▾	

Apply Selected Coding Segments to Selected Line Items on Expense Report ⦿ No ○ Yes   [Save & Return] [Cancel]

Expense Line Items   1-4 of 4 items processed

Select ▪	Transaction Date	Posting Date	Item Name	Account Code	Vendor Name	Line Total
☐	02/01/2017	02/01/2017	Transportation	1001-7520-2271-70309	test	100.00
☐	02/02/2017	02/03/2017	Transportation	1001-7520-2271-70309	test	400.00
☐	02/01/2017	02/03/2017	Transportation	1001-7520-2271-70309	test	200.00
☐	02/02/2017	02/02/2017	Transportation	1001-7520-2271-70309	test	300.00

Allow Users to Default Accounting Codes

This item allows users to set and override default account coding for expense reports. If an Administrator has set a default account coding string, you can now modify those defaults via the Profile page. The account coding fields on the expense reports (desktop and mobile app) will default to the values you select. This change helps users control their default account coding without needing to contact an Administrator.

Note: To enable this feature, Administrators must set system setting **829 – Accounting Code selection type** to **Split Field Entry Format**.

Customize Accounting Periods
(Administrators only)

This item allows company Administrators to customize their accounting period settings in Expense Track. Normally, a Comdata Implementation Specialist will configure accounting periods for you during your Expense Track set up, but now, you can change those settings as needed. Use this feature to ensure the accounting periods set in Expense Track reflect your company's accounting periods as to avoid expense reporting problems.

Note: Permission **94 - Manage Accounting Periods** must be active to access this feature. System setting **2310 – Credit Card Expense Report Cycle Frequency** must be set to Custom Accounting Period.

On the Expense Track home page, click the **Settings icon (** ⚙ ▾ **) > Accounting > Accounting Periods**.

This opens the Accounting Periods page. Click the question mark icon (❓) for a guided tour on how to use this page. You can set up new accounting periods and edit existing ones.

Remove Instance Selection on the Mobile App

This item removes the need to select an instance URL when you first download the Expense Track mobile app. Now, you will be directed to the Login screen upon first opening the mobile app. However, you can still change your instance at any time by pressing the **Change My Instance** button on the Login screen.
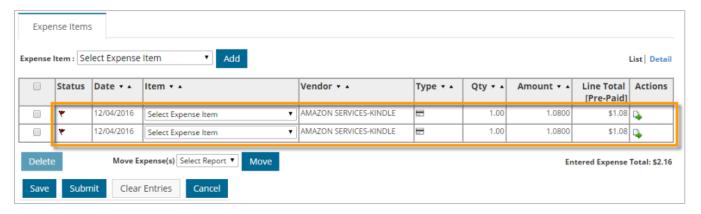
Remove Unprocessed Level 3 Transaction Data

This item updates the process for managing unprocessed credit card transactions. Previously, if an imported credit card transaction did not match to an expense item, it would display in an Unprocessed Level 3 Transaction Data grid on the Edit Expense Report page.

This change removes the Unprocessed Level 3 Transactions grid and changes the process for unmatched transactions. If an unmatched transaction enters Expense Track, it will default to an expense item determined by your company Administrator, and display in the Expense Items table in red flag status (🚩). In addition, only the **Move** icon will be available in the **Actions** column. The expense report cannot be submitted until you fix the unmatched transaction.

For example, in the image below, two transactions entered unmatched and defaulted to **Select Expense Item**, as determined by an Administrator. The user can fix this issue by selecting the appropriate expense item from the **Item** drop-down and then clicking **Save**.

Note: Administrators must set the default expense item using system setting **2320 – Default Expense Item for Unmatched CC Transactions.**
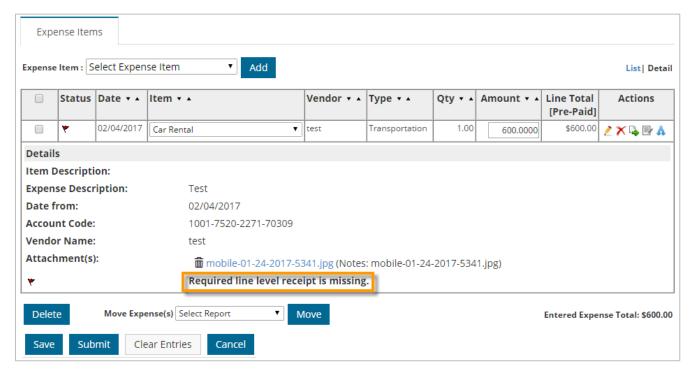
Require Receipt Images on all Expense Reports

Expense Track now requires users to attach receipt images to all expense reports, either at the header or line item level based on the Administrators determination. The system will display an error message for any expense report submitted without a receipt image.

Note: Administrators must use system setting **2161 – Enable Attachment/Receipt Requirement for Expenses** to set receipt requirements. Receipts can be required at the header level, expense item level, or both.
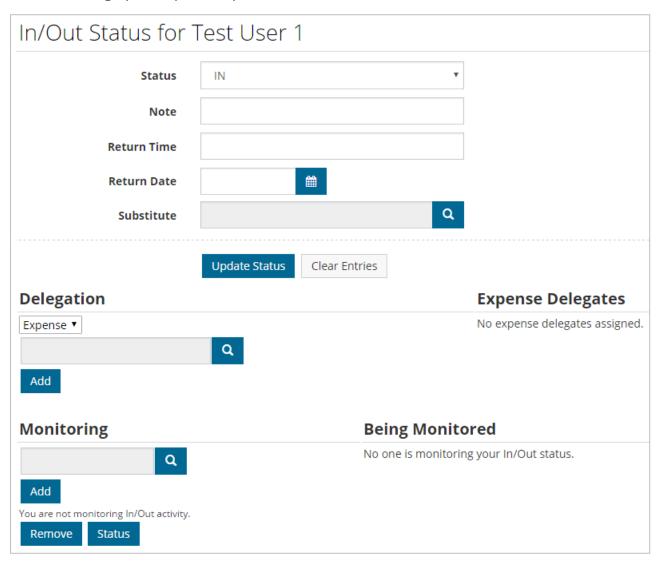
Update Delegate User Functionality

This item expands the functionality on assigning users to perform tasks on behalf of other users. For the purpose of this change, note the following user roles:
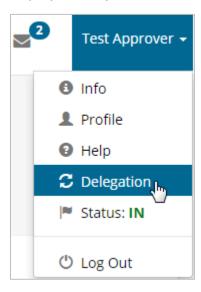
- **Delegator user:** user that assigns (delegates) their expense reports to another user

- **Delegate user:** user assigned to manage another user's expense reports on their behalf

Delegate users can now be assigned from the Status page (**user name drop-down > Status**). A Delegation section has been added, which allows you to search for and assign other users to manage your expense reports.

If you are logged in as a Delegate user, a new menu option titled **Delegation** will display under your user name drop-down.

Clicking **Delegation** opens the Act as a Delegate page. This page displays a sortable, filterable grid that includes the names of the Delegator users you can access and information on their profiles. Click the question mark icon (?) for a guided tour on how to use this page.

Clicking a user name in the Act as a Delegate grid opens the Delegator user's Expense Dashboard, where you can manage their expense reports.

Note: Once a Delegate user edits and/or saves a Delegator user's expense report, it will display under the Delegate user's open expense reports.

(see image on next page)