Overview of Changes

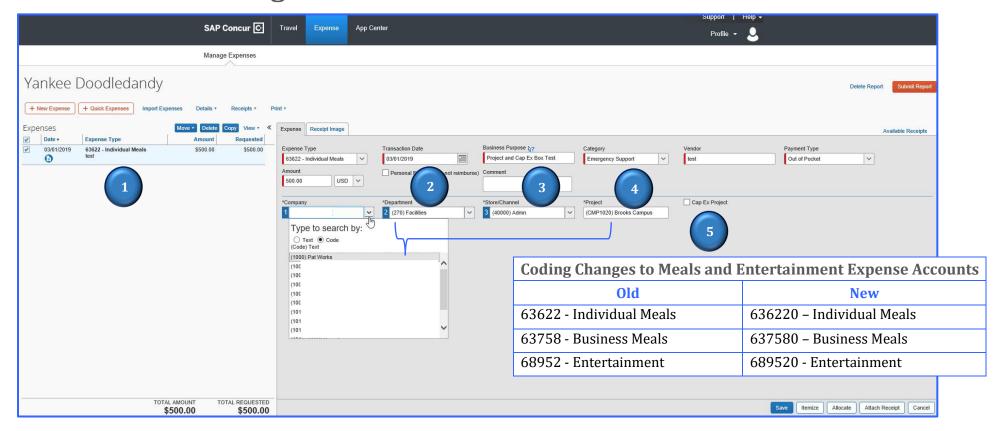| Coding Changes to Meals and Entertainment Expense Accounts	
Old	**New**
63622 - Individual Meals	636220 – Individual Meals
63758 - Business Meals	637580 – Business Meals
68952 - Entertainment	689520 - Entertainment

	Changes	
1	GL codes have been changed from **5-digit codes** to **6-digit codes** and the **Expense Type Descriptions** now include the new GL account number. However, there is no impact to the overall look and feel of the **Expense Type** selection, as the descriptions will **not** change (i.e. Airfare, Hotel, etc.).	
2	Employee's **Company**, **Department** and **Channel** have changed, however, the description is still the same. All information is fed from Workday.	
3	All descriptions are the same. All expenses must have a channel associated with it. A new channel called '**Admin'** has been added to facilitate this.	
4	The project field is new. It is utilized to track expenses associated with a specific activity such as books, catalogs, capitalized projects, etc. Please contact your finance rep if the project number is unknown.	
5	If the '**Cap Ex Project'** checkbox is selected, a Project is required. Please contact your finance rep if the project number is unknown.	