Expense Track 19.9 Release Notes

Release 19.9 for Expense Track is available on 11/19/2019 and includes the following changes:

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

- Expand Setup for Default Accounts Coding by Merchant Category Code (MCC)
- Hide Option to Move Transactions to Another Expense Report
- Hide Option to Remember Data for Next Expense
- Save Information on Edit Transaction Window if Mandatory Fields are Blank
- Minor Enhancements
- Updates Coming in Expense Track Release 20.3 in February 2020

Expand Setup for Default Accounts Coding by Merchant Category Code (MCC)

This item allows users to set default accounts coding values in bulk by the MCC on each Mastercard transaction in Expense Track. If a transaction with a certain MCC should always be coded in a particular way, users can set it as the default coding for that MCC. Then, when a transaction is imported with the same MCC, the correct coding is automatically applied. With this feature, administrators can set global MCC defaults and users can set personal or Delegator defaults.

- **Global defaults:** Accounts coding defaults apply to every user within your company's Expense Track Tenant setup.
- **Personal defaults:** Accounts coding defaults apply to only the user's transactions that set up the defaults.
- **Delegator defaults:** If you are a Delegate for other users, then accounts coding defaults may be set up for some or all your Delegators' transactions.

This change helps improve the speed and accuracy of adding accounts coding values to transactions. As part of this change, a new MCC Defaults page is available (**Travel & Expense > MCC Defaults**). MCC Defaults allows admins and users to view all MCCs and their corresponding vendor or vendor category. Clicking a link in the **MCC** column opens the Edit Defaults window where admins and users can set their default accounts coding values for the selected MCC.

Note: Permission **99 – Can Manage MCC Coding Defaults** is required to add and edit global default values. Permission **4209 – Save Personal MCC Coding Defaults** is required to add and edit personal and Delegator default values.

(continued on next page)

MCC Coding Defaults Page

MCC Coding Defaults

More Actions

MCC	MCC Description	Universal Default Accounts Coding Type	Personal Default Accounts Coding Type	Has Default Coding
1520	Gen'l Contractors-Res. Bldgs	Job Coding (2.0)		Yes
1771	Contractors - Concrete Work		Equipment Coding (2.0)	Yes
1799	Trade Contractors - Special			Yes
742	Veterinary Services			No
763	Agricultural Co-operative			No
780	Landscaping And Horticultural Services			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
2741	Miscellaneous Publishing & Printing			No
2791	Typesetting, Plate Making, and Related Services			No
2842	Specialty Cleaning, Polishing, and Sanitation Prep.			No

250 per page   1 - 250 of 934 « ‹ 1 2 3 4 › »

Edit Defaults Window

Edit Defaults

MCC Description Fuel Dispensers, Automated

MCC 5542

Universal Defaults Delegator Defaults My Defaults

Accounts Coding Type
Job Expense - no GL

Company
1 – Viewpoint Construction & Service

Job
001513- - Job Order Contracting Sample

Phase
086500- - - Safety Expense

Cost Type
6 - Other

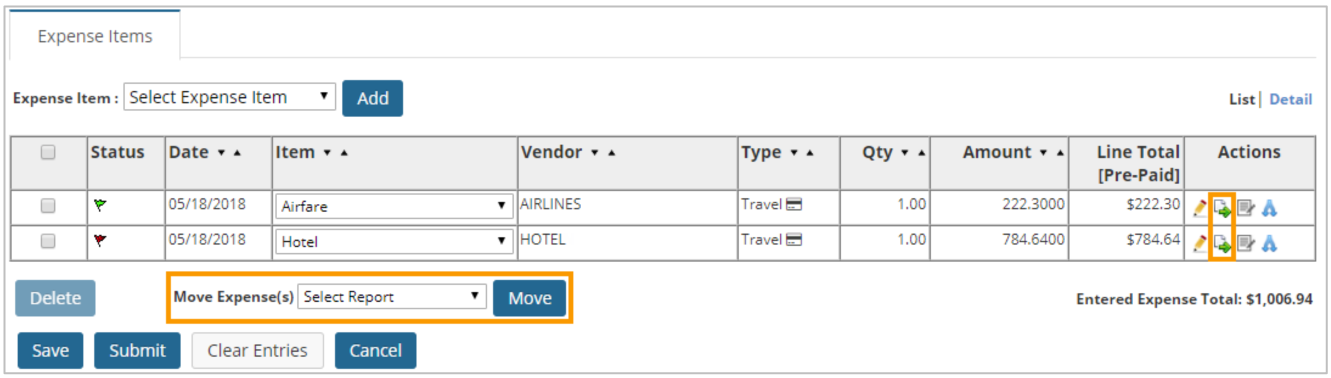
Delete Cancel Submit

Hide Option to Move Transactions to Another Expense Report

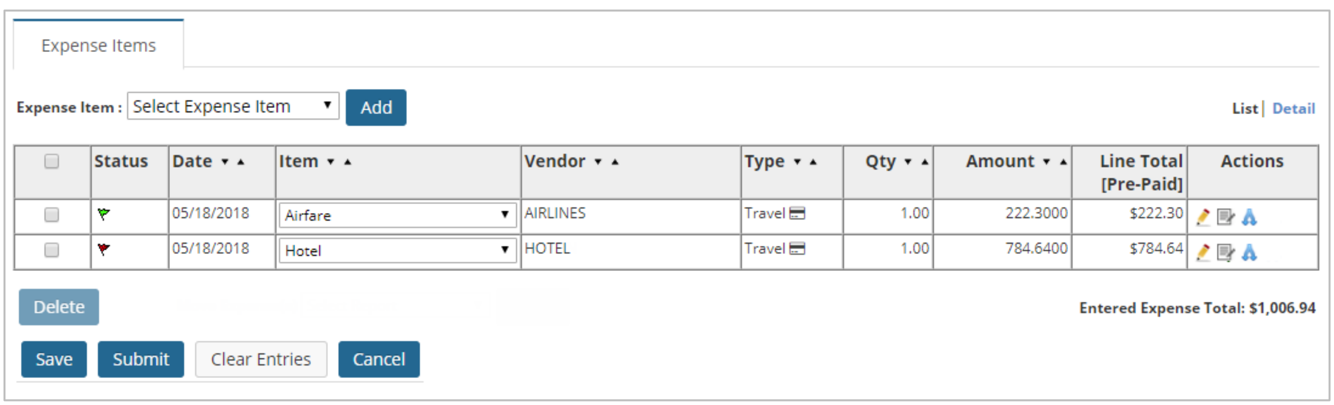
This item allows Administrators to restrict users from moving expense transactions from one expense report to another. This change ensures users submit expense reports in a timely manner and prevents loss of transactions.

As part of this change, system setting **2291 – Allow Users to Move Expense** has been added. When enabled, users will see the option to move expense transactions on the expense report page. If not enabled, the option is not displayed.

2291 – Allow Users to Move Expense Enabled



2291 – Allow Users to Move Expense Disabled

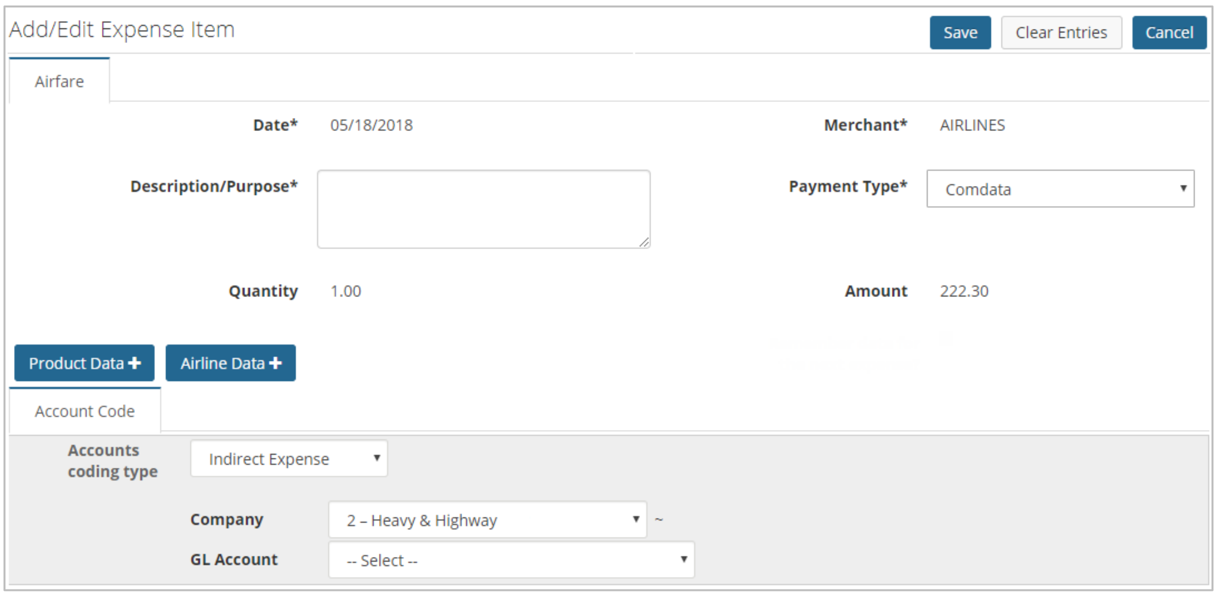


Hide Option to Remember Data for Next Expense

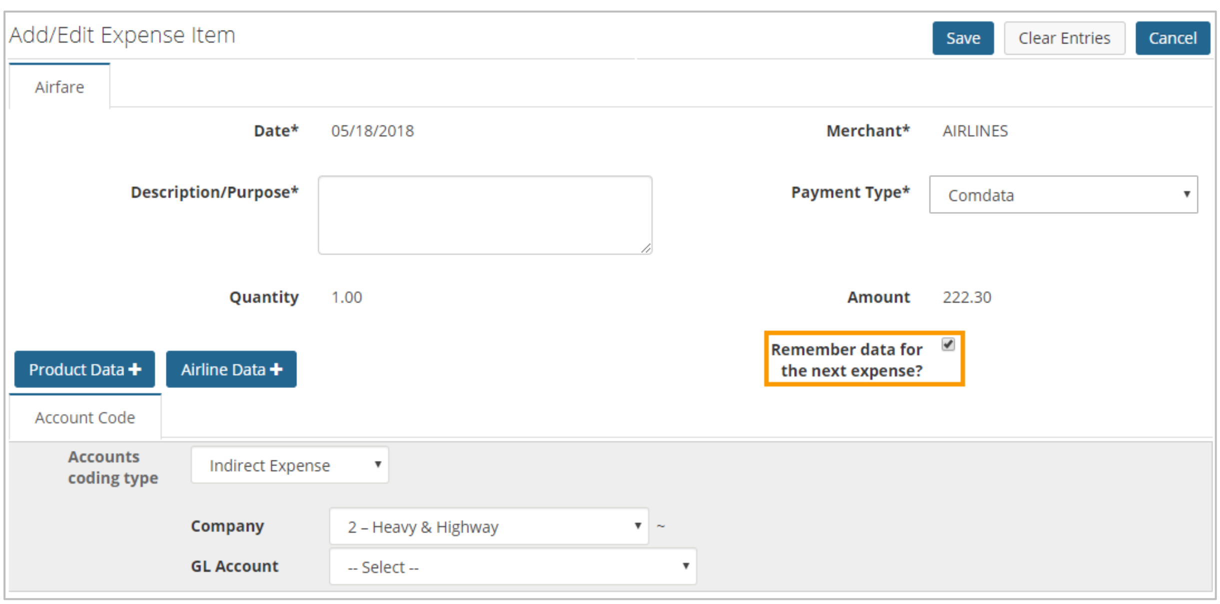
This item allows Administrators to restrict users from copying saved data on one expense transaction to the next one. This change helps users create accurate expense information as expense items usually differ greatly from one transaction to the next.

In order for this change to take effect, system setting **2294 – Hide Remember Data for Next Expense** must be enabled. When the setting is not enabled, the **Remember data for the next expense** check box displays on the Add/Edit Expense Item page.

2294 – Hide Remember Data for Next Expense Enabled



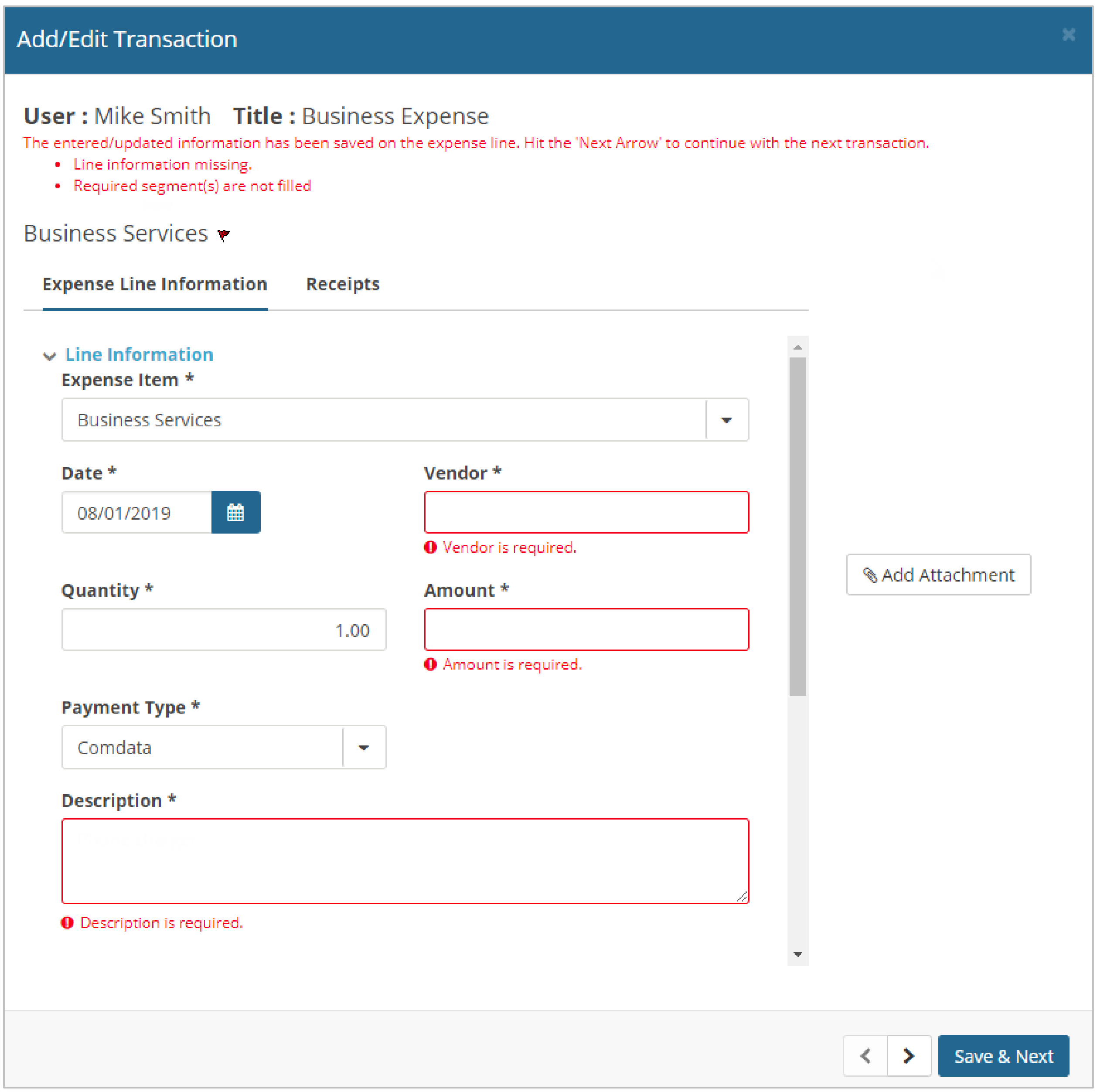
2294 – Hide Remember Data for Next Expense Disabled



Save Information on Edit Transaction Window with Blank Required Fields

This item allows users to save the Add/Edit Transaction window with blank required fields. Previously, users were required to complete all required fields before they could save and move on to the next transaction. This change is helpful for users who need to enter only some information and move on, then return to complete the transaction.

With this change, when a user clicks **Save & Next**, and required fields are left blank, a message displays in red stating the entered information was saved and notes the fields with missing information. The user can come back to this transaction at any time to complete the remaining fields.



Minor Enhancements

- Added the **Purpose** field under each expense on the Expense Detail Approval page. This change removes the need for expense approvers to click into each transaction's details to see the purpose/description. Note that the label for this field may vary depending on the expense type configuration.
- When expense receipts are uploaded, any receipt larger than 1080px (pixels) will now resize down to 1080px. Reducing the image file size decreases the time it takes to export images and allows companies with many images to run an image export without it timing out.

Updates Coming in Expense Track Release 20.3 in February 2020

Below are the upcoming changes for Expense Track release 20.3 in February 2020:

- **Add and Delete Reimbursable Transactions from the Transaction Grid.** This item allows users to add and delete reimbursable/cash transactions through the Manage Transaction grid instead of the Expense Dashboard.
- **Allow Exported Transactions to be Cleared Back to Fully Released.** This item allows Administrators to specify transactions within the timeframe they were previously "Run" in the Export and clear the Exported status from the transactions. This action allows the transactions to be Exported again on a future "Run" Export.
- **Mark Only Transactions for Newly Added Filters to be Marked as Exported.** This item adds filters that allow Administrators to run an export for only transactions charged to a specific location, date range or transaction type, and have only those transactions marked as Exported.
- **Mass Code Transactions from the Transaction Grid.** This item allows Administrators, Delegates, and users to code multiple transactions across multiple users at one time through the Manage Transaction grid.
- **Submit Expense Drafts from Transaction Grid.** This item adds the ability for users submit Expense Drafts from the Manage Transaction grid instead of the Expense Draft.
- **Update Reconciliation Detail View UI to Match Approval View.** This item updates the Reconciliation Detail View to match the current Approval Detail View.