Expense Track 18.4 Release Notes

Release 18.4 for Expense Track is available on 02/21/2019 and includes the following changes:
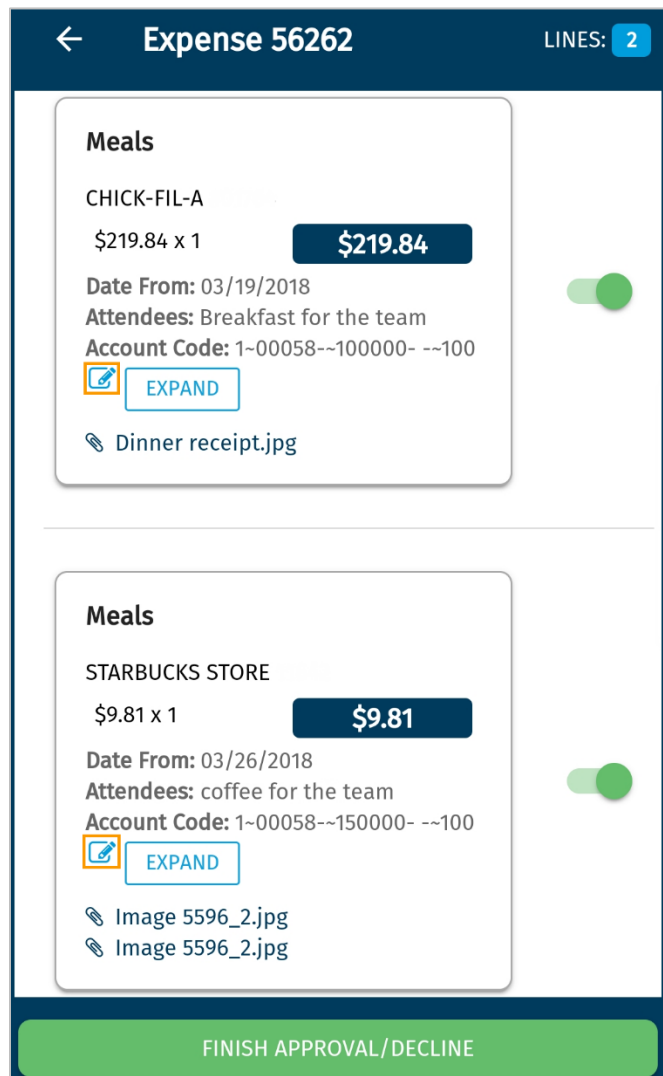
Note: For more information on the items listed, see the Expense Track Online Help.

- Edit Account Codes During Mobile App Approval
- Enable Setting up Account Code Defaults by Merchant Category Code
- Import Accounts Coding Groups
- Minor Enhancements
- Resolve Defects

Edit Account Codes During Mobile App Approval

This item allows expense approvers to edit account codes on transactions during the approval process. This ability is available in the desktop version of Expense Track, but was not in the mobile app. This change removes the need for approvers on the mobile app to delay approval until a computer was available or deny an expense report due to incorrect accounts coding.

With this change, an edit icon ( ) now displays under line items with accounts coding on the Approvals page. Tapping this icon opens the Edit Line page, which allows the expense approver to edit each account code segment and split coding.

## Enable Setting up Account Code Defaults by Merchant Category Code

(Administrators only)

This item enables the ability for Administrators to set default accounts coding values by a transaction's Merchant Category Code (MCC). This feature was released previously, but is now available for use. For a reminder of this feature's functionality, continue reading.

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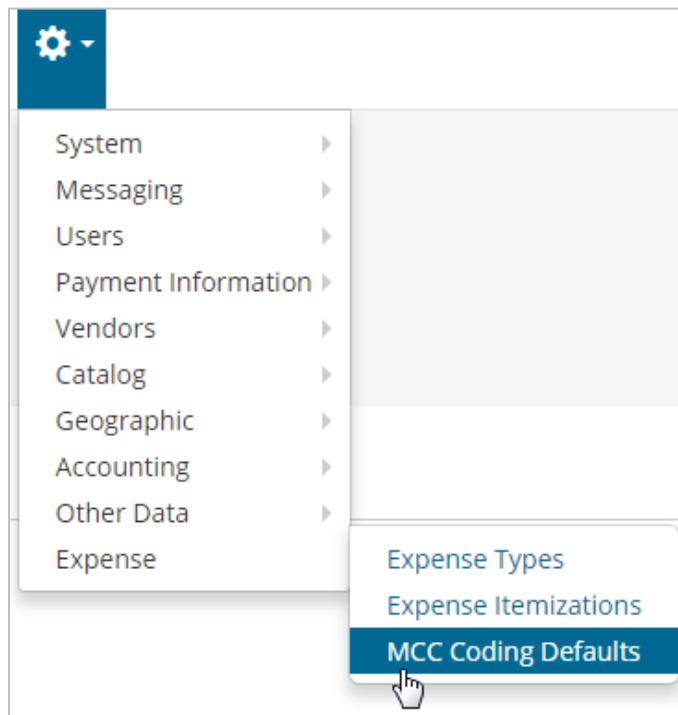
The MCC Coding Defaults page displays all possible MCCs provided by Mastercard. Select one or many MCCs and click the edit button (✏️) to add or edit the coding defaults.

(continued on next page)

MCC Coding Defaults

	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
☐	3000	United Airlines		No

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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.

Edit Defaults

MCC Description	Contractors - Concrete Work
MCC	1771
Default Accounts Coding Type	Indirect Expense ▾
Company	Static ▾ [ ]
GL Account	Formula ▾ LocationCode

Cancel   Submit

Import Accounting Code Groups

This item adds an Accounting Code Groups map type to the Import Specifications page. When adding the Accounting Code Groups import through the Import Map Wizard, you can add a **Hierarchy Type**, which includes the following options: **No Hierarchy**, **Custom Hierarchy**, or **Owner Hierarchy**.

Based on the **Hierarchy Type** selected, certain fields are required to successfully add the import. The required fields include:

- **No Hierarchy:** Accounting Code Group Name

- **Custom Hierarchy:** Accounting Code Group Name, Approver 1, Approver 1 Spend Limit

- **Owner Hierarchy:** Account Code Group Name, Owner Login

This change provides the ability for Administrators to set up the Accounting Code Groups for approval with associated spending hierarchies. See example image below.

Minor Enhancements

- **Add Accounts Coding Type Label to Accounts Coding Segment:** Added an **Accounts Coding Type** label to the accounts coding segment labels.

- **Update Browser Support:** As of release 18.4, Expense Track supports the following browsers:
  - Latest version of Internet Explorer 11
  - Latest version of Google Chrome
  - Latest version of Mozilla Firefox

Resolve Defects

The followings defects are corrected:

- Removed special characters from Data Extract outputs.

- Removed defect where clicking **Go** on the Expense Report Carousel resulted in an error message if no open draft expense reports were available.

- Resolved defect where clicking **Submit** on a draft expense report resulted in duplicating the report.

- Restricted Import tool from preventing successful imports due to case sensitivity in filenames.

- Added ability to restrict Standard Reports without Spend Analytics licenses.

- Modified user defined expense line items with default values to default during credit card imports.

- Added ability for Administrator to view Credit Card User Attribute values when using level 3 credit card Imports.