

Expense Track 22.6 Release Notes

10/19/2022

Expense Track 22.9 Release Notes

Table of Contents

Administration	2
Add Ability to Reorder Rules in a Rule Chain.....	2
Update Manage User Application	3
Approval.....	3
Add Ability to Attach receipts from expense user's receipt queue while approving or reconciling expense reports	3
Other Minor Enhancements.....	4
Resolved Defects	5

Expense Track 22.6 Release Notes

10/19/2022

Expense Track 22.9 Release Notes

Release 22.9 for Expense Track will be available on Wednesday, 10/19/2022, and includes the following changes:

REMINDER! Corpay's product team is pleased to invite you to an overview of our quarterly Expense Track Releases on **October 13, 2022 at 09:00 AM Central Time**. Register at the following link:

https://fleetcor.zoom.us/webinar/register/WN_Xgn4E_h5SI2MYU0I4DjxJA

Administration

Add Ability to Reorder Rules in a Rule Chain

Corpay users with an approver role can now reorder the rules priority in the rule chain. Previously, if rules in a rule chain needed to be reordered, users who managed rule chains needed to remove the rules and re-add them in the correct order. Removing and re-adding rules to put them in the right order is too inefficient and caused too many errors in the rule chain. After this enhancement, users can select a rule in the chain and click Move Up or Move Down to change the order more easily.

The screenshot displays the 'Rule Wizard' interface for '[chain] Job = RT PM - Step 3'. It features two dropdown menus: 'Current Rules in Chain' with the rule 'Is it coded to a Job? RT PM/Job Owner' and 'Available Rules' with the rule 'Is it Coded to a GL? RTM'. A red box highlights the 'Move Up', 'Move Down', and 'Remove Rules' buttons. An 'Add Rules' button is located below the 'Available Rules' dropdown. At the bottom right, there are 'Clear Entries', 'Cancel', and 'Finish' buttons.

Expense Track 22.6 Release Notes

10/19/2022

Update Manage User Application

This enhancement affects administrators and other users who will be managing users. The enhancement entails some modifications to the Manage User's page and it improves usability.

The following changes are made on Manager Users:

- Removed **User ID** and **Module** column from the default columns
- Added **Employee ID** and **Manager** to the default columns
- Added **External Reference ID, Accounting Code** and **Notify Via** to the available columns in the Customize View modal and to the filters

Approval

Add Ability to Attach receipts from expense user's receipt queue while approving or reconciling expense reports

Corpay users with an administrator or expense approver role can now add receipts from an expense user's receipt queue to their expense reports. The enhancement gives administrators or expense approvers the ability to attach receipts from the expense user's receipt queue, in case the user had attached the incorrect receipt to their report. This helps the report get processed more quickly without needing to decline and send it back to the user.

To use this feature, users need to have the following permissions:

- **(New) Permission 4214 – Can Add Receipt from Expense User's Queue**
- **Permission 76 – Can Attach Documents for POs and Expense Reports**

When a user who has these permissions, then opens an item on an expense report that is in approval or reconciliation, they will see a new action **Add from User's Receipt Queue**. By clicking that, they can select a receipt in the queue to attach to the expense item.

Expense Track 22.6 Release Notes

10/19/2022

A log will be added to the Audit Log section (if enabled) when the receipt is added by the approver or administrator

*** A future release item will allow Admin or Approvers to recycle or delete receipts from a transaction that is in approval or reconciliation.

General Expense | 431.04 | Admin (22), Expense Report # 852748 | Status: ✓ | 1 of 2 expenses | Return to report | Reject | Approve

Click to add attachment. Add from User's Receipt Queue

Expense name	Expense type	Description *	Date from
General Expense	General Expense	Test	06/16/2019

Vendor	Payment type	Personal expense	Account Code
Test	Comdata	No	1-81340.0204

Requested amount: 431.04 | Approved amount: 431.04

Requested quantity: 1 | Approved quantity: 1

Account Code	Coding note	Amount ()	Percentage
1 (1 - Viewpoint Construction & Service) - 81340.0204 (81340.0204 - Computer - network maint) Indirect Expense		431.04	1

Other Minor Enhancements

- Changed the name "Comdata" to "Expense Track" in the email templates related to Corpay.
- New system setting **1097 - Absolute URL to upload files via VAPI services** created to store the URL where the file uploads will stay. Users need to contact Corpay to add the URL location.
- New system setting **11662 - Password prefix for new tenant admin user** is created which sets the default prefix for new admin users. For more details, please contact Corpay Support.
- Reduced the maximum number of credit card transactions on expense reports from 100 to 50 to improve system performance when submitting expense reports. If more than 50 credit card transactions are imported for a user in a single cycle, a second expense draft is created and

Expense Track 22.6 Release Notes

10/19/2022

named *DraftName(2)*; ie. *John Doe Sept 2022 (2)*This will stop expense reports from being stuck "In Accounting" with no way to take action on the report.

- Upgraded our security to use TLS for sending emails.
- New vendor attribute called **ReplaceBlankAddressIDs** was added. The values can be Yes or No (default). If set to Yes, empty AddressID fields are replaced with 0000 in the ShipTo and BillTo cXML nodes of cXML document.

Resolved Defects

- **PM-72587** Fixed issue of incorrect failure notification going to customer even though either the data extraction is complete or is taking more time than usual.
- **PM-72390** Fixed issue of showing limited number of GL accounts in Manage Transactions grid.
- **PM-72364** Fixed issue of Expense not showing on Pending Reconciliation screen.
- **PM-72391** Fixed issue of an error message appearing when a user tries to upload an image larger than 6MB.
- **PM-73394** Fixed issue caused by codes restriction of 250 added in Manage Transactions grid.
- **PM-73402** Fixed issue of not being able to select the day while selecting weekly option for receiving notification.