Expense Track 22.12 Release Notes

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Expense Track 22.12 Release Notes

Release 22.12 for Expense Track will be available on Thursday, 2/9/2023, and includes the following changes:

Expense Manager Updates

Delete or recycle receipts from transactions during approval or reconciliation

Corpay users with an approver or administrator role can now use the new permission ***4223 - Delete/recycle attached receipt during approval & reconciliation*** to delete or recycle receipts from transactions that are in approval or reconciliation. Previously, if a requestor submitted the wrong receipt with a transaction, the approver or administrator was able to attach the correct receipt but had no way to remove the wrong receipt from the transaction. This change will give approvers or administrators the ability to delete or recycle transaction receipts back to the receipt queue of a requestor when a wrong receipt is attached to the transaction. Users can carry out the delete or recycle activity from the **expense detail** page.

- **Delete**: this feature deletes the receipt from Expense Manager, and the receipt cannot be attached to any other transactions and is not retrievable.
- **Recycle**: this feature removes the receipt from the transaction and returns it to the receipt queue of the user who attached it to the transaction. That user could be either the owner of the expense transaction or a delegate.

If the system setting is enabled for this feature, an entry will be added to the audit log when the receipt is recycled or deleted. The audit log is shown on the **expense detail** page.

Note: This new feature is only available on the web application, not the mobile app.

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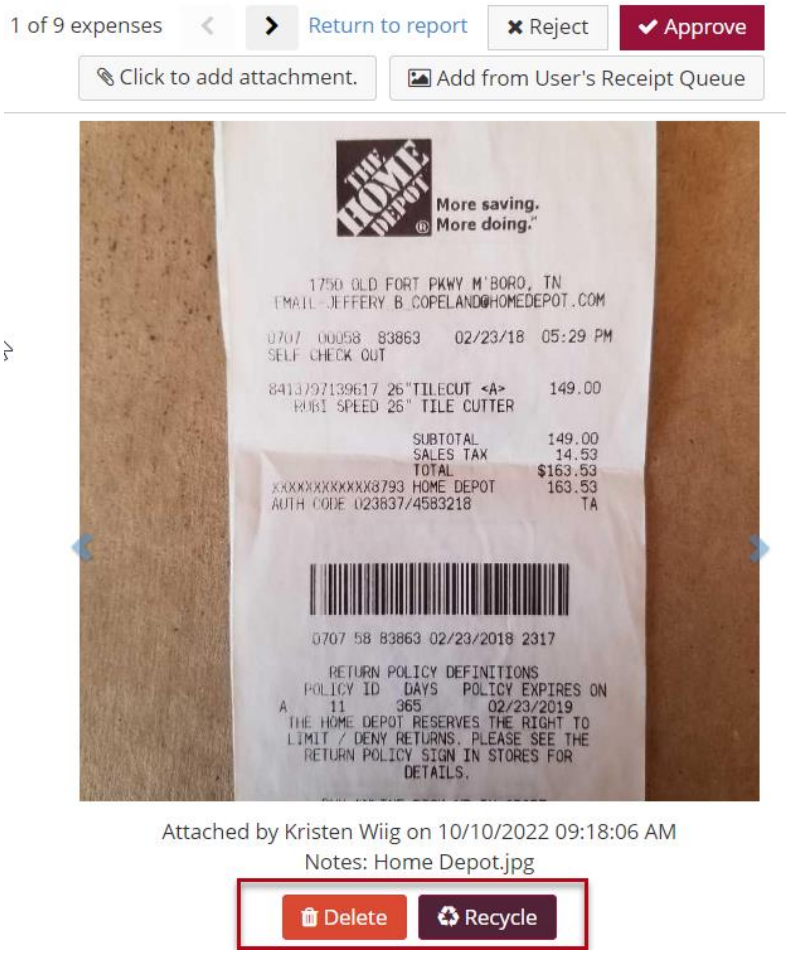

Define the mileage unit for each mileage expense type

Corpay Expense users can now select a mileage unit of measure when adding or editing expense types. Previously for mileage expense items, the mileage unit for all mileage expense items was determined by system setting ***2360 – Mileage Unit of Measure***. The new option, labeled ***Distance Unit***, is available for all expense types with the Mileage field set to ***Yes, Yes and Auto Calculate, or Yes and Enable Trip Tracking***. The mileage unit defaults to the unit set in ***system setting 2360***. This change helps Expense users to be able to log distances in either miles or kilometers, regardless of what the organization's default unit of measurement is. This is particularly important because there could be a different per-unit amount fixed for reimbursement for different units of distance.

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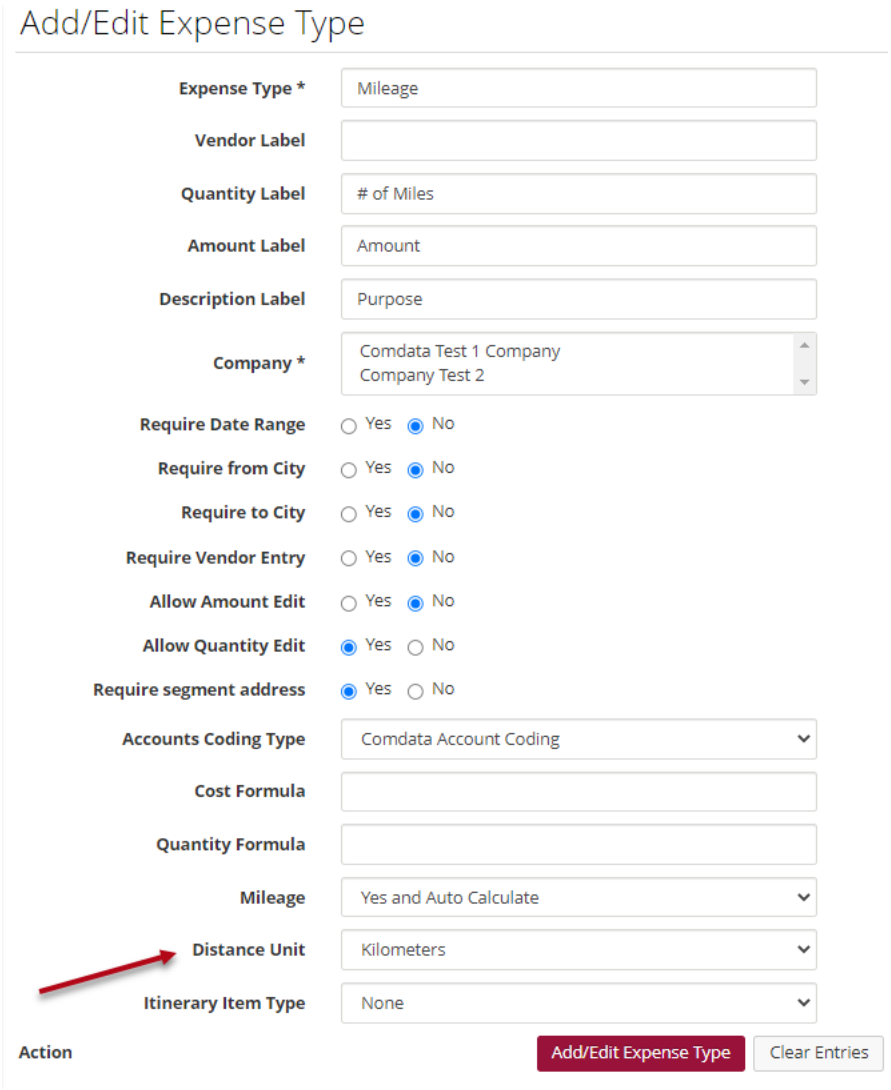

Creating expense items: When an expense user creates a mileage item, the unit of measure for that expense type is shown when editing expense items from an expense draft and when editing transactions from the **Manage Transactions** page. The unit is shown on the web application and the mobile app.

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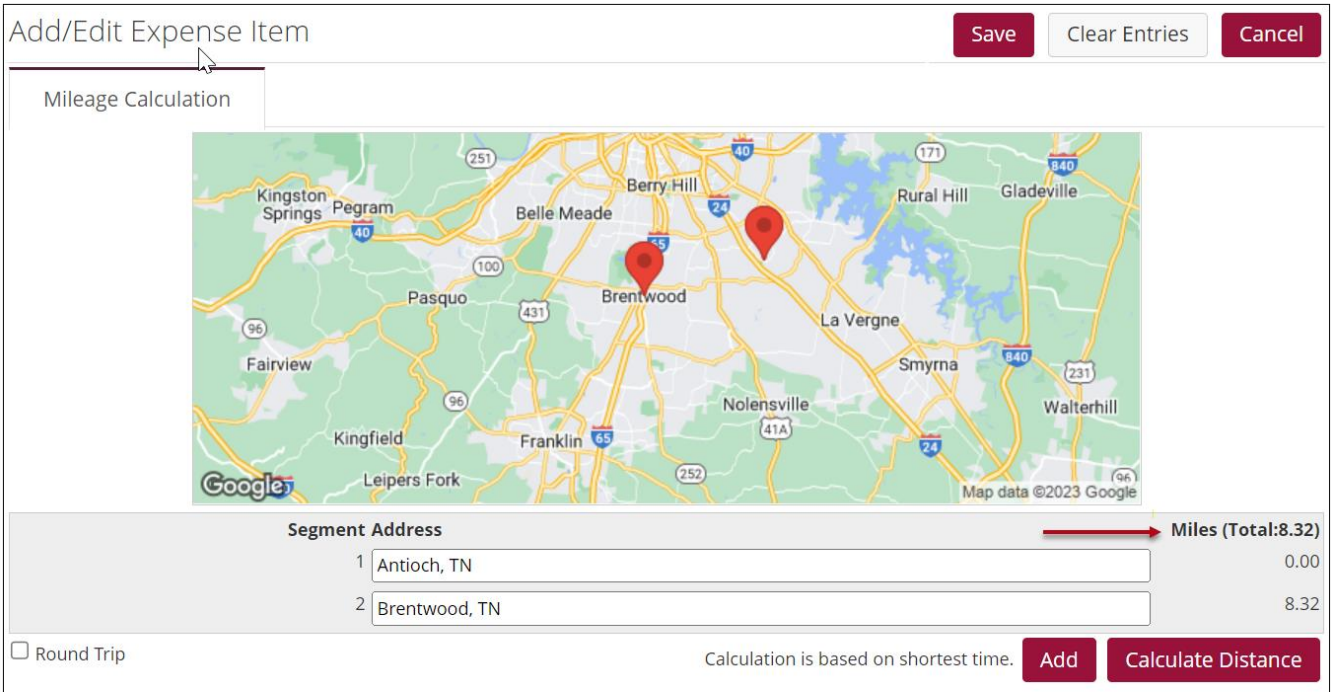
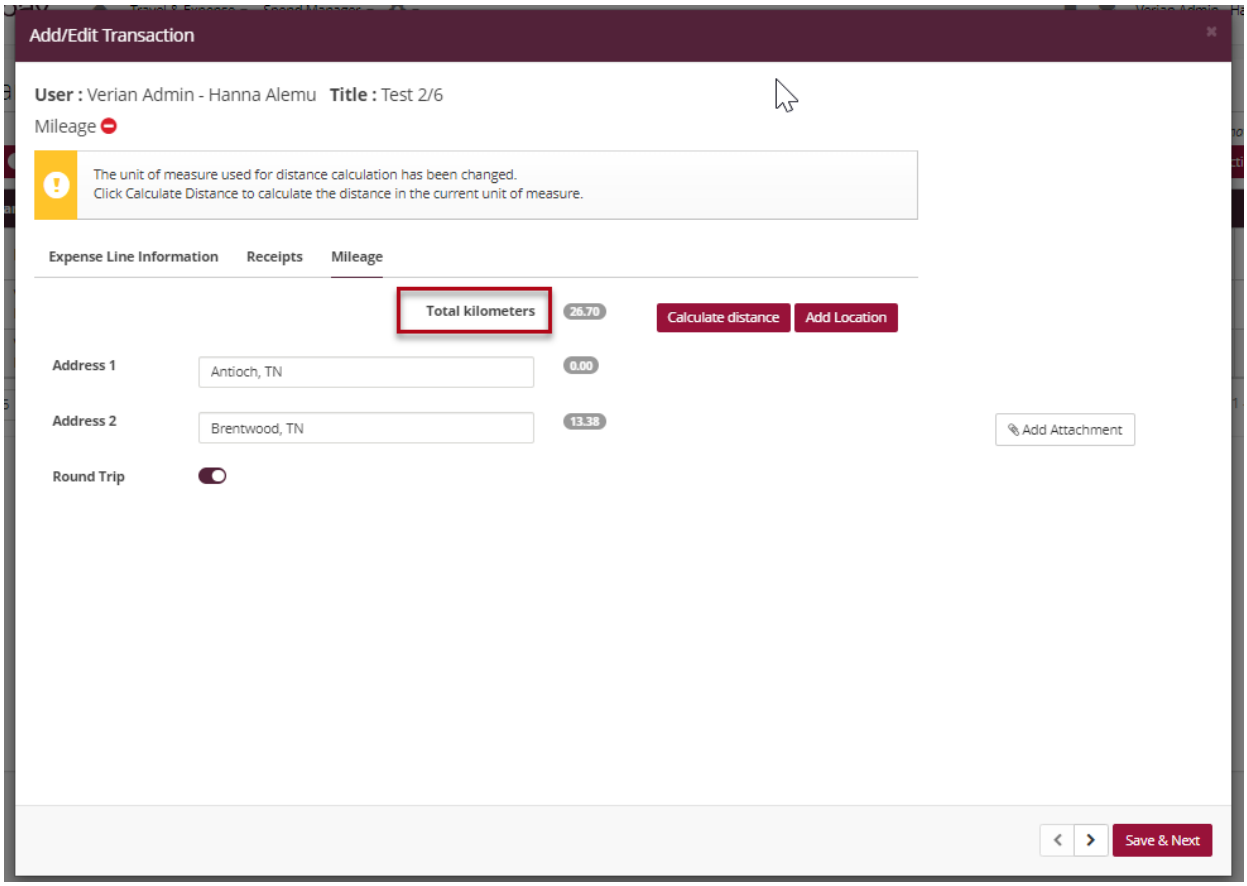
Expense Track 22.12 Release Notes

2/9/2023





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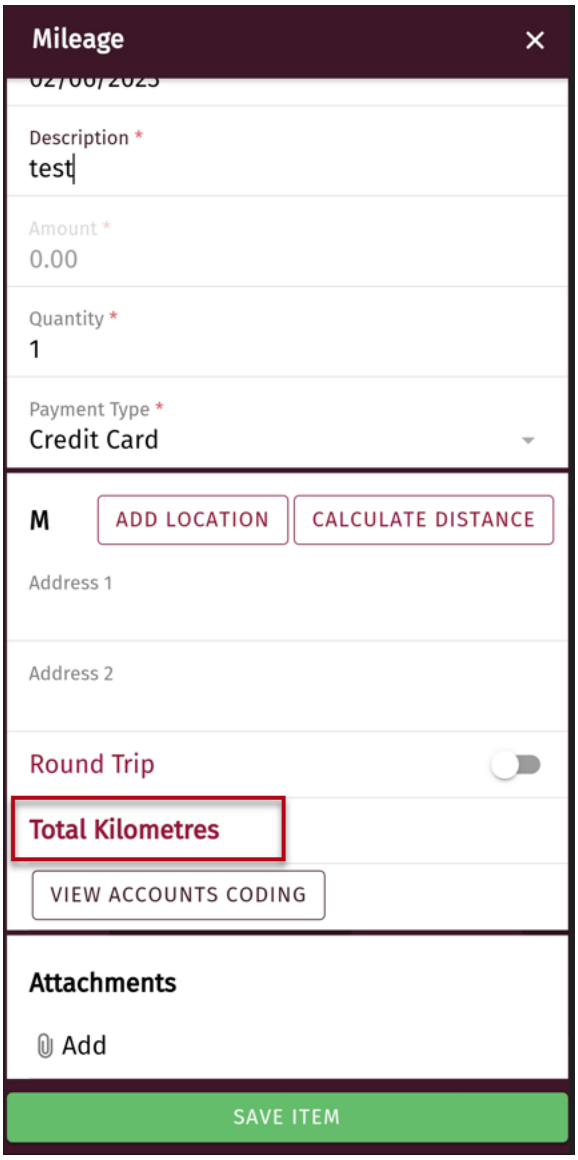

Trip Queue: The distance unit is also shown on the Trip Queue. By default, the unit shown is determined by ***system setting 2360***. After the user selects an expense item for a trip, the distance unit for the trip updates to match.

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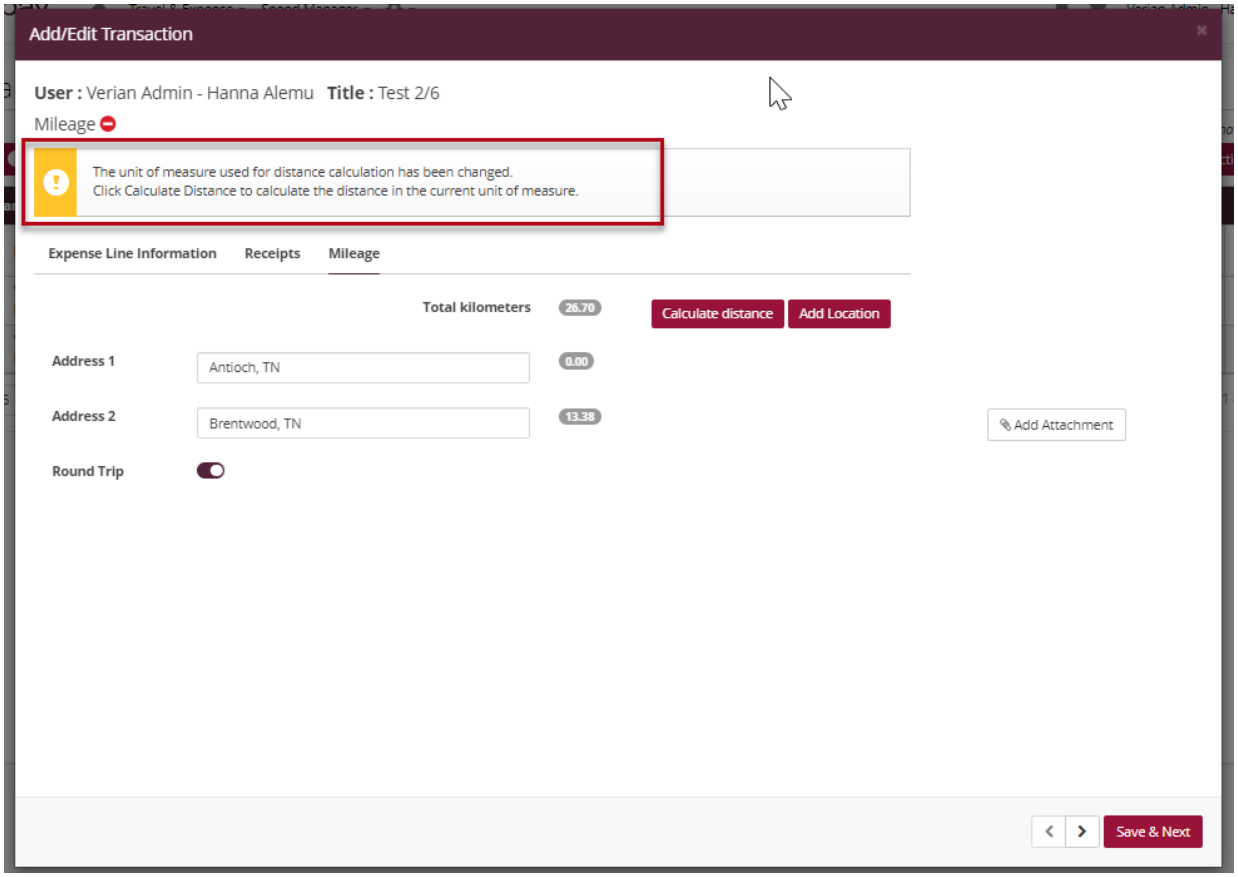
Changing distance units: If the distance unit for an existing expense type is changed, all draft expense items using that expense type must be calculated again to use the new distance unit. The expense users see a warning message informing them to recalculate their distance.

When the user clicks **Calculate Distance**, the system recalculates distance in the new distance unit. The user can choose to also update the quantity on the expense item by clicking **OK** in the resulting popup.

If the user does not recalculate the distance and submits the expense draft, then the draft is submitted using the previous distance unit.



Spend Manager: In the Spend Manager reports, a column for distance unit is now available.

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Restrict users from submitting expense drafts until after the billing cycle ends

This change impacts Corpay Expense users and Delegate users. With this change, an expense user can be restricted from submitting credit card transactions until a set number of days after the billing cycle ends. This change helps Expense admins to prevent users from submitting multiple expense reports in each billing period, which helps in minimizing extra work in approval and reconciliation. It is best that users only submit expense reports after the billing cycle ends and all pending credit card transactions have had enough time to be added to the users' expense draft.

- Configuring ***System setting 2353 - Waiting period after the billing cycle ends before users can submit CC expense drafts*** determines the number of days after the billing cycle ends that the users can submit their expense draft. Users should set this system setting based on the number of days credit card transactions typically take to be processed and added to expense drafts.

  Valid values:

  - -1: disables this feature. Users can submit expense drafts anytime.
  - 0: Users can submit expense drafts on the day that the billing cycle ends.
  - 1 or more: users can submit expense drafts this number of days after the billing cycle ends.
  - ** ***Please note that for Corpay users, the default setting is 2.***
- Each user who should be restricted from submitting expense drafts before the billing cycle ends must be given ***Permission 4224 - Restrict from submitting CC expense drafts until after billing cycle ends***.

The restriction applies for expense drafts that contain credit card transactions OR a mix of credit card and cash transactions. The restriction does not apply to expense drafts that only contain cash transactions. The restriction also applies to delegate users who try to submit expense drafts on behalf of another user for whom **permission 4224** is enabled, even if the permission is not enabled for the delegate user themselves.

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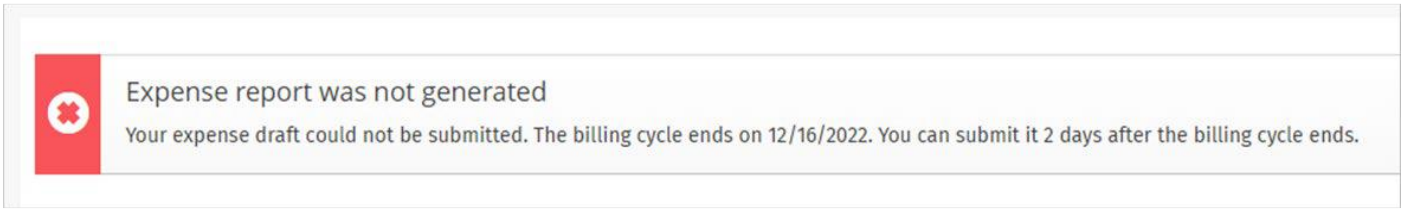
If a user tries to submit his credit card transaction from the expense draft details, **Manage Transactions** page, or the mobile app before the billing cycle ends then an error message is shown.



For the delegate user as well, the restriction will be applicable if he/she tries to submit expense drafts on behalf of another user for whom **permission 4224** is enabled even if the permission isn't enabled for the delegate user.

When level 3 credit card transactions are imported to Expense Manager, they are added to an expense draft. The draft is created automatically for each billing cycle based on these system settings:

- 2310 - Credit Card Expense Report Cycle Frequency
- 2311 - First Day of Week For Expense Report Cycle
- 2312 - Day of Month for First Credit Card Expense Report Cycle
- 2313 - Day of Month for Second Credit Card Expense Report Cycle

Once a credit card transaction is added or moved to an expense draft, a billing period end date will be assigned to the draft. Following are some important points regarding the billing period end date:

- After the billing period end date is assigned to the draft, that date will not change even if more credit card transactions belonging to a different billing cycle are added to the draft, or if the first transaction is moved to another draft.
- When a user submits an expense draft with at least one credit card transaction, the system checks if the draft has a billing end date. If it does not, the billing end date is determined based on the first credit card transaction in the draft.

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- If the required number of days after the billing period ends has passed and a user submits a partial expense draft, the remaining transactions will be moved to a copy of the expense draft that is automatically created. The new draft will have the same billing period as the original expense draft.

Push notifications for pre-authorized and authorized credit card transactions

Corpay users who use credit cards to make transactions can now receive notifications for transactions on their mobile devices when using their credit cards to make a purchase. This approach provides users with a quick method to add a receipt for the transaction. Users who submit credit card transactions would find it helpful to be reminded to upload receipts for their credit card transactions, and to have a quick and easy way to do so for each transaction.

With this enhancement, users receive push notifications within a few minutes of making the payment. By tapping on the notification, the user can quickly capture the receipt and go to the **Add a Receipt** page. The receipt date, amount, and merchant are auto-filled from the transaction information.

The user gets a notification within a few minutes of the transaction being performed. The user taps on the notification and is redirected to the **Add a Receipt** page (after capturing or selecting the receipt photo) where the details like date, amount & merchant are auto-filled from the transaction. Users can also access the notifications from internal messaging to create the receipt.

Note: The delivery of push notifications can be affected by many things, including the app permissions and other settings on the user's device, operating system behavior, mobile network connectivity, and the number of other notifications already shown on the user's device.

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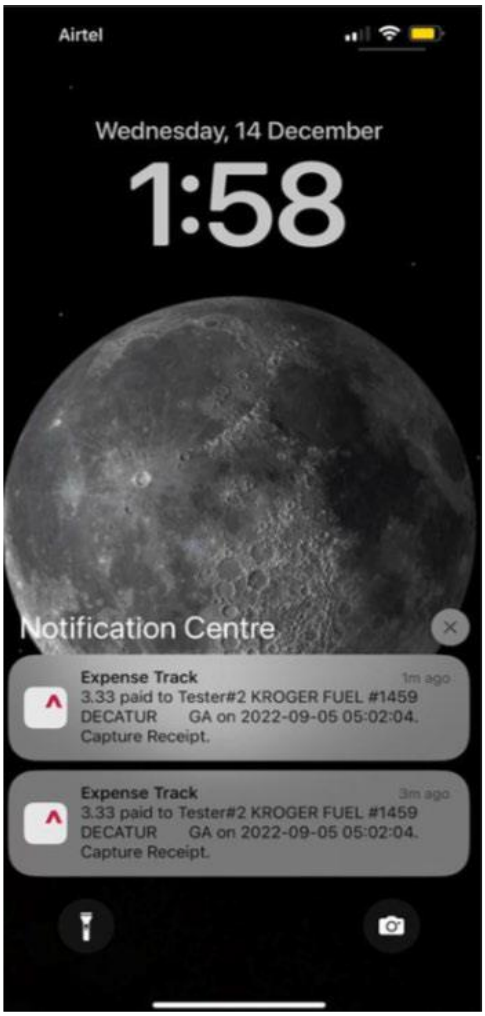

General Updates

Switch between tenants without logging out

Corpay users who have multi-tenant administrative permissions and are part of a multi-tenant group can now switch between multiple tenants without needing to log out and log back in. This change gives multi-tenant administrators the ability to switch between different tenants in the application without logging out and logging back in each time.

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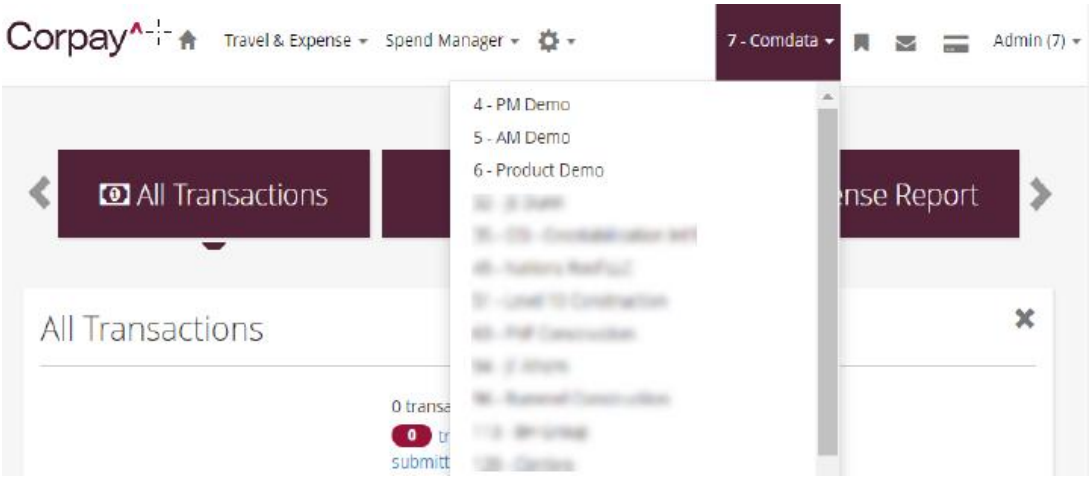
In the navigation bar, a dropdown has been added that shows the current tenant's name and ID. Users can click the dropdown to see the list of tenants that they have access to (sorted by tenant ID) and select another tenant. The dropdown is available from all pages in the application.



Spend Manager Updates

Changes in Spend Manager reports due to MySQL 8 upgrade

Corpay users with an administrator role will start viewing changes in the Spend Manager reports. This is as a result of official support for MySQL 5.7 ending in October 2023 and the need to upgrade to MySQL 8. The upgrade required changes in the Spend Manager reports to ensure that no MySQL keywords are used and no errors appear when the reports are run by any customer after the upgrade.

The following keywords for MySQL 8 have been removed from Spend Manager reports to ensure that the reports run successfully:

CUME_DIST, DENSE_RANK, EMPTY, EXCEPT, FIRST_VALUE, GROUPING, GROUPS, INTERSECT, JSON_TABLE, LAG, LAST_VALUE, LATERAL, LEAD, NTH_VALUE, NTILE, OF, OVER, PERCENT_RANK, RANK, RECURSIVE, ROW_NUMBER, SYSTEM, WINDOW

Customers using Spend Manager should contact the Corpay team to review reports they have created or copied from the standard or dashboard reports.

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Other Minor Enhancements

- Changed the way attachment queries for AP Export are prepared and run to improve performance.
- Java, in which the Cloud Guard tool was created, was upgraded to the latest version.
- When editing a transaction from the Card transaction detail page, the **Submit** button is disabled until the user has selected a valid user and expense item.
- After a user partially submits an expense draft from the **Manage Transactions** page, the company ID is copied to the new draft that is created for the remaining transactions.
- On the export page for data extracts, the email address set in system setting ***505 – Admin Contact Email*** is now shown. If system setting 505 is empty then the page shows the default email accountmanagement@corpay.
- An error message is shown and an email is sent to the user if purchase order generation fails.
- Now, users will be able to export fully released transactions for AP Export even if not all items on the expense report have been approved.
- The mobile app now shows the standard modal, informing users that the app uses location in the background. This modal complies with Google's standards.
- The **Receipt Images Report** now generates more quickly.
- Logs are generated for developers when users change the distance unit for expense types or when receipts are deleted manually, to help with troubleshooting issues.

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Resolved Defects

- **PM-74392:** Fixed the issue of the user still being able to use the mobile app even though the user was disabled.
- **PM-73907:** Fixed the issue of report not capturing data needed for the report.
- **PM-74089:** Fixed the issue of description of expense report being editable to user who isn't an approver if permission 4210 is enabled.
- **PM-73921:** Fixed the issue of approve button not appearing in Corpay theme color even though the theme is selected.
- **PM-73403:** Fixed the issue of sorting not working on amount column in expense drafts.

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