ExpenseTrack 24.6 Release Notes

July 2024

ExpenseTrack 24.6 Release Notes

Table of Contents

ExpenseTrack 24.6 Release Notes

Release 24.6 for ExpenseTrack is now available and includes the following changes:

Expense Manager Updates

The Ability to Copy Amount, Date, and Merchant Values to Transaction Line from Receipt

Corpay ExpenseTrack users are now able to copy receipt data to the transaction lines while attaching receipts manually or automatically. With this improvement, a new System Setting 2278 - Copy Receipt Amount, Date and Merchant to transaction is added. If the value is set to Yes, whenever a receipt is attached to a transaction (manually/automatic receipt match), the values for Amount, Date, and Merchant fields from the receipt will override the values of these fields in transaction lines.

Please note that the following exceptions apply to the change:

- Merchant value to be copied only if it is an editable text box, not if it is configured as lookup list.
- If the transaction is from a Credit Card or Advance Expense, the field values are not copied from the receipt.

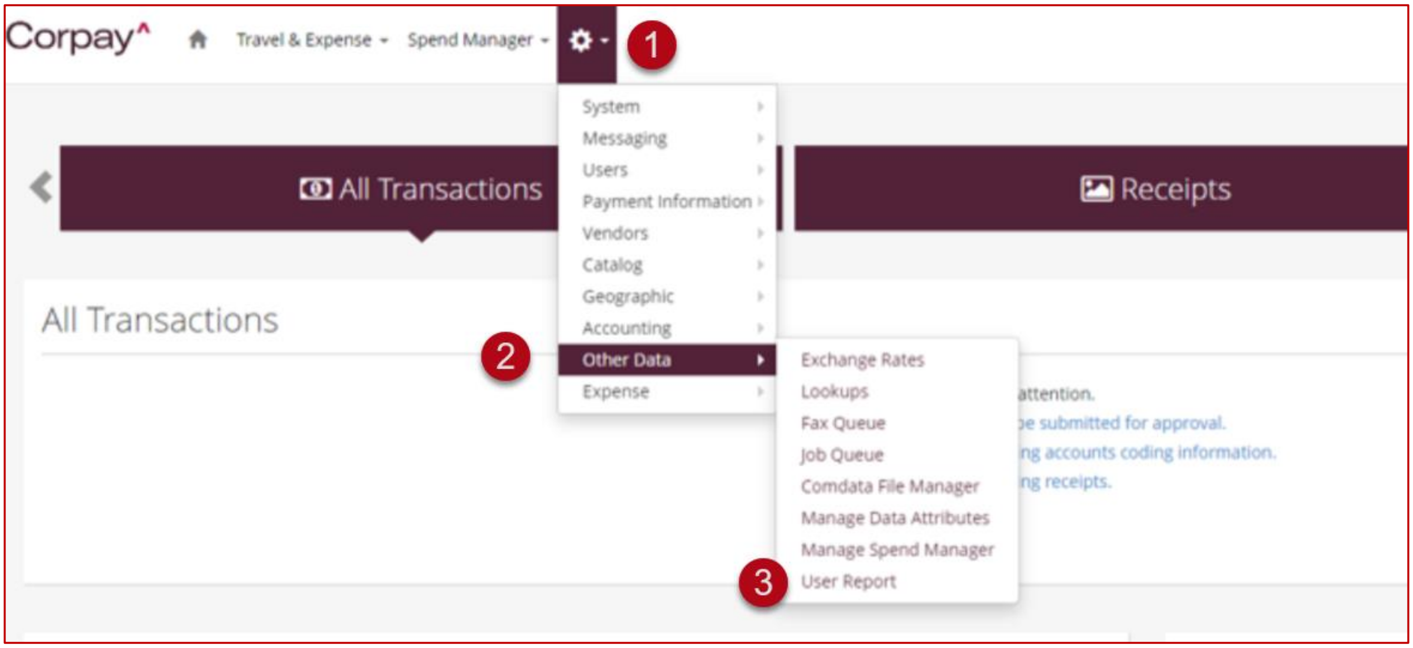
The Ability to Generate User Reports for the Tenant

Corpay ExpenseTrack users with Tenant Admin role and who manage administration at the tenant level are now able to run User Reports for the tenant. With this enhancement, a new Permission, 2021 - Generate registered user report is now available. The change will allow

Tenant Administrators with this permission to have access to the menu to trigger User Report for their respective tenant.

1. From the Dashboard, click the Administration Tools icon on the menu bar.
2. Select the Other Data drop-down menu and then click on User Report.

   ***Note**: Tenant Administrators can define the desired time period for the user report.*



3. Upon clicking Run Report button, users will be navigated to the generated report's details.