



# Corpay Complete Expenses Module User Guide

Version 1.3

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<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>
1.0	2/10/2025	Initial Release
1.1	9/12/2025	Content Update to include Expense Reporting and UI changes in the Expenses Module
1.2	12/5/2025	Content Update to include UIs for the Expenses Tab, Expense Reports Tab, Pay Reimbursements Tab, and Policies Tab.
1.3	12/26/2025	Added a reference to the location of the steps for creating Mileage Expenses.

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## Overview

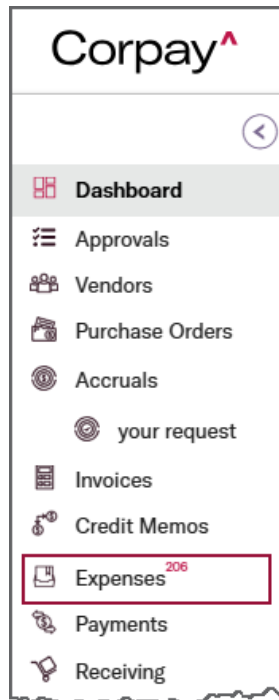
Corpay Complete is the name for the software / platform / apps (similar to AP Gateway, ExpenseTrack, iConnectData) for comprehensive spend management. The Expenses module in Corpay Complete offers users of Corpay Complete the ability to create and edit expense items for non-card transactions. It also allows users to create, edit, and submit expense reports for card and non-card transactions.

## Expenses module – Web App

### How to Access Expenses module

To access Expenses module in Corpay Complete,

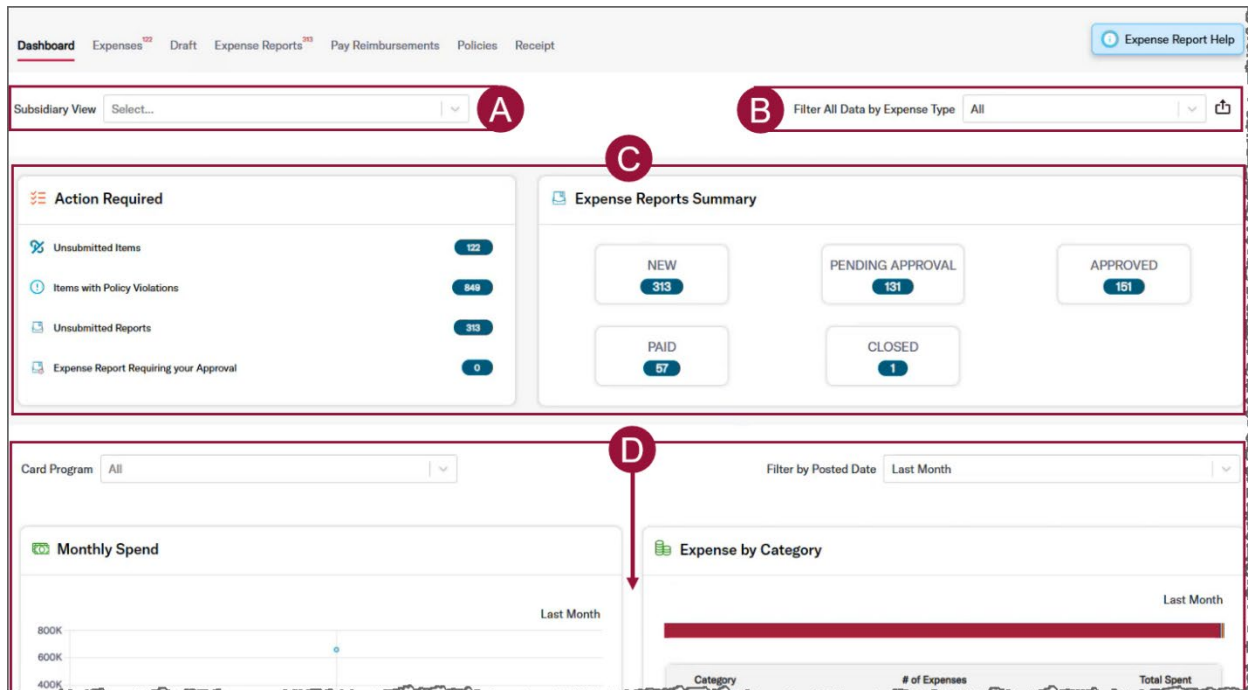
1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.



The above action lands you on the **Expenses Dashboard** page.

## Dashboard Tab

The **Dashboard** provides an at-a-glance summary and quick links for the Expenses module.



- A. **Subsidiary View:** Select an option from this drop-down to view only expense information related to them rather than the entire account. This is generally used to delineate between locations, similar to how a Cust ID is used within Salesforce.
- B. **Filter All Data by Expense Type:** By default, the Dashboard shows *all* expense data for a Customer regardless of expense type. This menu allows users to narrow their dashboard view to specific expense types.
- C. **Quick Access:** This section contains **Action Required** and **Expense Reports Summary**. They provide at-a-glance summaries of outstanding tasks, and of how many expense reports remain in each status.

Clicking on any of the items listed in either section will **move you to the appropriate tab** of the Expenses module, **applying any needed filters** to view the information.

- For example, selecting **New** in the Expense Reports Summary section will shift your view from the Dashboard to the **Expense Reports tab**, **filtered** to only show reports with the Status of "New".

D. **Visibility/ Data:** This section (continuing down the page) contains sections with graphs or other visual summaries of key categories of information. Users can use the drop-down menus at the top of section B to determine what **card program** and **date range** this data summary should include.

By default, this section includes **Monthly Spend**, **Expense by Category**, **Top 10 Spend by Merchant**, and **Policy Violation Summary**.

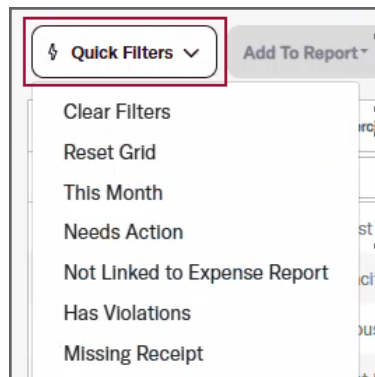
## Expenses Tab


The **Expenses** tab displays all individual expense items in a centralized, filterable table. This view is primarily used by employees and administrators to review, validate, and organize expenses before they are added to an Expense Report.

The screenshot shows the 'Expenses' tab interface. At the top, there is a navigation bar with 'Expenses' highlighted. Below the navigation bar, there are several buttons: 'Quick Filters' (labeled A), 'Add To Report' (labeled B), '+ Create Expense Item' (labeled C), 'Unsubmitted' (labeled D), and 'All Expenses' (labeled E). To the right, there are three icons labeled F, G, and H. Below these buttons is a table with the following columns: Expense #, Merchant, Date, Total Amount, Employee, Category, Status, Violations, Receipt Required, and Receipt Attached. The table contains five rows of expense data.

Expense #	Merchant	Date	Total Amount	Employee	Category	Status	Violations	Receipt Required	Receipt Attached
724693	Hello Mer...	12/09/2025	\$9.00	R K	Ground Tr...	NEW	!	Yes	No
724694	Hello Kitty	12/09/2025	\$8.00	R K	Ground Tr...	NEW	!	Yes	No
724672	ART side i...	12/08/2025	\$760.00	R K	Ground Tr...	NEW	!	Yes	No
724678		12/08/2025	\$250.00	Zena Tho...	Mileage	NEW	!	Yes	No
724692	violation ...	12/08/2025	\$4.00	Octavio R...	Ground Tr...	NEW	!	No	No

A. **Quick Filters** – Use this drop-down to select from a list of default filters.



- **Clear Filters:** Select the **Clear Filters** option in this drop-down to clear any existing filters. Filters are retained across different companies, so it is a best practice to **clear** filters on every tab.
  - **Reset Grid:** Select this option to return the grid to its default view, restoring original column arrangements, sorting, and default settings.
  - **This Month:** Select this option to filter the grid to display only items dated within the current calendar month.
  - **Needs Action:** Select this option to display items that require follow-up or user action, such as incomplete, unsubmitted, or flagged expense items.
  - **Not Linked to Expense Report:** Select this option to show expense items that have not yet been added or assigned to an expense report.
  - **Has Violations:** Select this option to display expense items that contain policy violations flagged by the system.
  - **Missing Receipt:** Select this option to show transactions that require a receipt but currently do not have one attached.
- B. **Add to Report:** Use this option to add the expense item(s) you selected to an existing report or initiate a new report creation process.
- C. **Create Expense Item:** Use this button to create expense items and manually enter data, including merchant information, date, amount, category, and receipt attachment.
- D. **Unsubmitted:** Use this button to view expense items that are not yet included in any Expense Reports.
- E. **All Expenses:** Use this button to view all expense items, submitted and unsubmitted.
- F. **Export Expenses:** Use this button to export data currently on the Expenses grid view.
- G. **Import Expense Item:** Click this icon to bulk import expenses.
- H. **Toggle Filter:** Click the **Toggle Filter**  icon to turn the **grid filters on or off**.
- I. **Expense Report Help:** Click this button to access all expense-related information on Corpay's Knowledge Base site.

**IMPORTANT**

Columns on the Expenses Grid are customizable.

Click the **Column Editor** on the far right of the grid to add and delete columns.

Subsidiary	Project	Submitter	Actions	⋮ Actions	⋮ Columns
Corpay C...		Shradha ...		⋮ Actions	⋮ Columns
		Hanna Ad...			
Corpay C...		Pratiksha ...		⋮ Actions	⋮ Columns
Corpay C...		Shreya Bh...			
Corpay C...		Shreya Bh...			

*Expenses Grid*

The Expenses Grid provides detailed line-item visibility. Please note that **all columns** in this section are **customizable** by clicking the Column Editor on the far right of the Expenses Grid. Standard columns are listed below:










**Part 1:**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<input type="checkbox"/>	Expense #	Merchant	Date  ↓	Total Amount	Employee	Category	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	20977258	UBER *EATS	12/10/2025	\$18.12		Meals	PENDING APPROVAL
<input type="checkbox"/>	20977322	TARGET.COM	12/10/2025	\$22.67		Employee Gifts	PENDING APPROVAL
<input type="checkbox"/>	18879694	Uber	12/04/2024	\$17.11		Meals	APPROVED
<input type="checkbox"/>	18138448	Uber	02/29/2024	\$77.94		Travel - Other	APPROVED
<input type="checkbox"/>	18138439	Delta	02/26/2024	\$774.16		Airfare	APPROVED

A. **Expense #:** The unique system-generated identification number assigned to each expense item.

- B. **Merchant:** The vendor or business where the transaction occurred, as provided by the card network or entered manually.
- C. **Date:** The transaction date shown on the expense, representing when the purchase occurred.
- D. **Total Amount:** The full monetary amount of the transaction, including taxes, fees, or adjustments.
- E. **Employee:** The name of the individual who incurred or submitted the expense.
- F. **Category:** The expense type selected (for example, Meals, Airfare, Travel – Other), used for accounting and policy classification.
- G. **Status:** The current workflow stage of the expense (e.g., Pending Approval, Approved).

**Part 2:**

H	I	J	K	L	M	N	
Violations ⓘ	Receipt Required	Receipt Attached	Expense Report #	Policy	For Reimbursement? ⓘ	Actions	⋮ Actions
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		⋮ Columns
	Yes	Yes	ER-74043	Corpay Policy	No	 	⋮ Columns
	Yes	Yes	ER-74043	Corpay Policy	No	 	
	Yes	Yes	ER-12679	Corpay Policy	Yes		
	Yes	Yes	ER-10554	Corpay Policy	Yes		
	Yes	Yes	ER-10554	Corpay Policy	Yes		

- H. **Violations:** Indicates whether the expense includes a policy violation; if so, an icon appears to alert the user.
- I. **Receipt Required:** Identifies whether a receipt is required for the transaction based on policy settings.
- J. **Receipt Attached:** Indicates whether a receipt has been uploaded and attached to the expense item.


- K. **Expense Report #:** Displays the ID of the expense report to which the item has been assigned; selecting the link opens the expense report.
- L. **Policy:** Shows the expense policy applied to the transaction.
- M. **For Reimbursement?:** Indicates whether the expense is eligible for reimbursement to the employee.
- N. **Actions:** Provides quick-access icons for viewing, editing, or taking additional actions (view, edit, delete) on the expense item.

## Expense Reports Tab

The **Expense Reports** tab consolidates expense items into report-level views and supports the full approval workflow.

Expense Report #	Expense Report Name	Employee	Date	Submit Date	Amount	Status	Violations	Actions
ER-12596	Test	Alice Approver	12/01/2025	12/02/2025	\$10.00	PENDING AP...		View, Edit, Delete, Share
ER-12498		Rakesh Card ...	11/12/2025	11/12/2025	\$690.77	PENDING AP...		View, Edit, Delete, Share
ER-12464		Pratiksha Tes...	11/11/2025	11/11/2025	\$400.00	PENDING AP...		View, Edit, Delete, Share
ER-12465		Shreya Bharde	11/11/2025	11/11/2025	\$600.00	PENDING AP...		View, Edit, Delete, Share

- A. **Bulk Action:** Use this option to apply actions to selected expense reports at once, such as submitting expense reports for approval, or sending approval reminder depending on your permissions.
- B. **Quick Filters:** Use this drop-down to select from a list of preset filters that help you quickly narrow your view (e.g., by current month, year, quarter, and more).
- C. **Unsubmitted:** Use this tab to view expense reports that have been created but not yet submitted for approval.

- D. **Pending Approval:** Use this tab to view expense reports currently awaiting approval from reviewers or approvers in the workflow.
- E. **All Reports:** Use this tab to view all expense reports across all statuses, including submitted, pending approval, approved, and paid.
- F. **Export Expenses:** Use this button to export data currently on the Expense Reports grid view.
- G. **Import Expense Item:** Click this icon to bulk import expenses.
- H. **Toggle Filter:** Click the **Toggle Filter**  icon to turn the **grid filters on or off**.

### Expense Reports Grid

The Expense Reports Grid provides detailed line-item visibility. Please note that **all columns** in this section are **customizable** by clicking the Column Editor on the far right of the Expense Reports Grid. Standard columns are listed below:

#### Part 1:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<input type="checkbox"/>	Expense Report #	Expense Report Name	Employee	Date ↓	Submit Date	Amount
<input type="checkbox"/>	ER-12596	Test	Alice Approver	12/01/2025	12/02/2025	\$10.00
<input type="checkbox"/>	ER-12498		Rakesh Card ...	11/12/2025	11/12/2025	\$690.77
<input type="checkbox"/>	ER-12464		Pratiksha Tes...	11/11/2025	11/11/2025	\$400.00
<input type="checkbox"/>	ER-12465		Shreya Bharde	11/11/2025	11/11/2025	\$600.00
<input type="checkbox"/>	ER-12466		Pratiksha Tes...	11/11/2025	11/11/2025	\$670.00

- A. **Expense Report #:** The unique system-generated identification number assigned to each expense report.
- B. **Expense Report Name:** The name given to the expense report, either entered by the employee or generated based on system rules.

- C. **Employee:** The individual who created and submitted the expense report.
- D. **Date:** The report date, typically representing when the first transaction in the report occurred.
- E. **Submit Date:** The date on which the employee submitted the expense report for approval.
- F. **Amount:** The total monetary value of all expenses included in the report.

**Part 2:**

<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	
Status ⓘ	Violations ⓘ	Approver Pending	Policy	Category	Actions	⋮ Actions
PENDING AP...	⚠	Expense Approver	TEST ZT	Airline	👁️ ✎ 📄 ✉️ 🗑️	⋮ Columns
PENDING AP...		Expense Approver	Test policy	General	👁️ ✎ 📄 ✉️ 🗑️	
PENDING AP...	⚠	Shreya Bharde	No Receipt ...	General	👁️ ✎ 📄 ✉️ 🗑️ ↗️	
PENDING AP...		Shreya Bharde	No Receipt ...	General	👁️ ✎ 📄 ✉️ 🗑️ ↗️	
PENDING AP...		Expense Approver	No Receipt ...	Test	👁️ ✎ 📄 ✉️ 🗑️ ↗️	


- G. **Status:** The current workflow stage of the report (e.g., Pending Approval, Approved, Sent Back).
- H. **Violations:** Indicates whether the report contains any policy violations; icons appear when issues require attention.
- I. **Approver Pending:** The name of the approver or reviewer currently responsible for taking action on the expense report.
- J. **Policy:** The expense policy applied to the report, which governs rules for receipts, limits, and reimbursement eligibility.
- K. **Category:** The primary or default expense category applied to the report, often representing its overall classification.

- L. **Actions:** Provides quick-access icons for viewing, editing, emailing, deleting, or performing additional functions on the expense report.

## Pay Reimbursements Tab

The **Pay Reimbursements** tab manages the final step in the expense lifecycle: issuing payments to employees for approved out-of-pocket expenses. Admins can select one or more reimbursable items and add them to a scheduled payment run. This helps streamline batch ACH reimbursements.

Number	Employee	Due Date	Due Status	Amount	Payment Amount	Payment Date	Payment Method	Action
ER-12332	Rakesh Card Hol...	11/26/2025		\$10.00	\$10.00	12/15/2025	ACH	View, Delete, Add to Run
ER-10488	Jordan Cardhold...	07/24/2024		\$100.00	\$100.00	12/15/2025	ACH	View, Delete, Add to Run
ER-10484	Jordan Cardhold...	06/29/2024		\$235.00	\$235.00	12/15/2025	ACH	View, Delete, Add to Run

- A. **Bulk Action:** Use this option to perform actions on multiple selected reimbursement items at once, such as submitting for a payment, or submitting for a payment run, depending on your permissions.
- B. **Quick Filters:** Use this drop-down to clear filters in the Reimbursements grid.
- C. **Add to Payment Run:** Use this button to add the reimbursement item(s) you selected to an upcoming payment run so they can be processed for payment.
- D. **Export:** Use this option to export data into an Excel format for reporting, auditing, or recordkeeping purposes.
- E. **Toggle Filter:** Click the **Toggle Filter**  icon to turn the **grid filters on or off**.










## Reimbursement Grid

### Part 1:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	Number	Employee	Due Date	Due Status	Amount	Original Amount
<input type="checkbox"/>	<input type="text"/>		<input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>			
<input type="checkbox"/>	ER-12332	Rakesh Card Hol...	11/26/2025		\$10.00	
<input type="checkbox"/>	ER-10488	Jordan Cardhold...	07/24/2024		\$100.00	
<input type="checkbox"/>	ER-10484	Jordan Cardhold...	06/29/2024		\$235.00	

- A. Number** : The unique identification number assigned to each reimbursement-related expense report.
- B. Employee** : The name of the employee who submitted the expense report and is eligible to receive reimbursement.
- C. Due Date** : The date by which the reimbursement payment is scheduled or expected to be processed.
- D. Due Status** : Indicates the current payment status of the reimbursement.
- E. Amount** : The total reimbursement amount owed to the employee after all adjustments and approvals.
- F. Original Amount** : The reimbursement amount initially calculated before any changes, such as edits, adjustments, or corrections.

## Part 2:


Notes <span>G</span> <input type="checkbox"/>	Payment Amount <span>H</span> <input type="checkbox"/>	Payment Date <span>I</span> <input type="checkbox"/>	Payment Method Type <span>J</span> <input type="checkbox"/>	Action <span>K</span> <input type="checkbox"/>	+
	\$10.00	12/15/2025	ACH	  	
PAY-11302 (FAILE...	\$100.00	12/15/2025	ACH	  	
	\$235.00	12/15/2025	ACH	  	













- G. Notes** : Displays system-generated or user-entered notes related to the reimbursement.
- H. Payment Amount** : The actual payment amount issued or scheduled to be issued to the employee.
- I. Payment Date** : The date on which the reimbursement payment was processed or is expected to be processed.
- J. Payment Method Type** : Identifies the method used to issue reimbursement (e.g., ACH, check, or other available payment types).
- K. Action** : Provides quick-access icons to view report details, delete items, or initiate reimbursement-related actions.

## Policies Tab

The **Policies** tab contains the rules and controls that govern expense behavior within the organization. All active and inactive expense policies can be viewed from this tab, where each policy outlines allowable categories, spending limits, receipt requirements, and other business rules.













Dashboard Expenses <sup>3493</sup> Expense Reports <sup>157</sup> Pay Reimbursements **Policies** Receipt Expense Report Help

**A** Quick Filters **B** + New Policy **C** 

<input type="checkbox"/>	Policy Name	Applied To Department	Status	Currency Code	Created Date	Categories	Actions
<input type="checkbox"/>	testingpolicy-ca...		ACTIVE	USD	11/06/2025	✓	   
<input type="checkbox"/>	testingbugcateg...		ACTIVE	USD	11/06/2025	✓	   
<input type="checkbox"/>	test required fie...		ACTIVE	USD	10/27/2025	✓	   

- A. Quick Filters:** Use this drop-down to clear filters or Reset in the grid.
- B. Add New Policy:** Use this button to add a new policy.
- C. Toggle Filter:** Click the **Toggle Filter**  icon to turn the **grid filters on or off**.

### Policy Grid

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	
<input type="checkbox"/>	Policy Name	Applied To Department	Status	Currency Code	Created Date	Categories	Actions
<input type="checkbox"/>	testingpolicy-ca...		ACTIVE	USD	11/06/2025	✓	   
<input type="checkbox"/>	testingbugcateg...		ACTIVE	USD	11/06/2025	✓	   
<input type="checkbox"/>	test required fie...		ACTIVE	USD	10/27/2025	✓	   

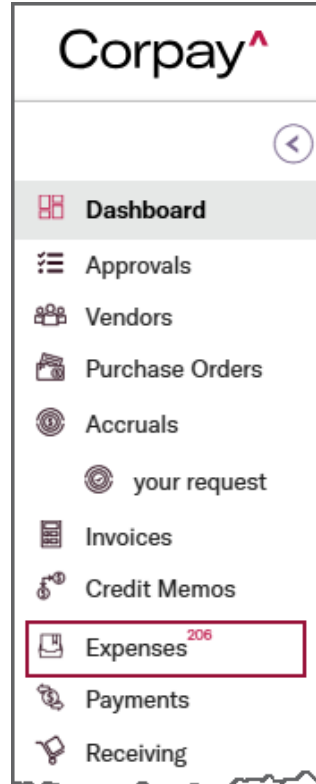
- A. Policy Name:** The name assigned to the expense policy, used to identify the rules and requirements that govern expense submission and approval.
- B. Applied to Department:** Indicates the department(s) to which the policy is assigned, determining which employees or groups must follow the policy.
- C. Status:** Shows the current state of the policy (e.g., Active or Inactive), indicating whether it is currently enforceable.

- D. **Currency Code:** Displays the currency in which the policy's financial limits, thresholds, and amounts are defined (e.g., USD).
- E. **Created Date:** The date on which the policy was created in the system.
- F. **Categories:** Indicates whether expense categories have been assigned or configured within the policy.
- G. **Actions:** Provides quick-access icons for viewing, editing, copying, deleting, or managing additional settings for the policy.

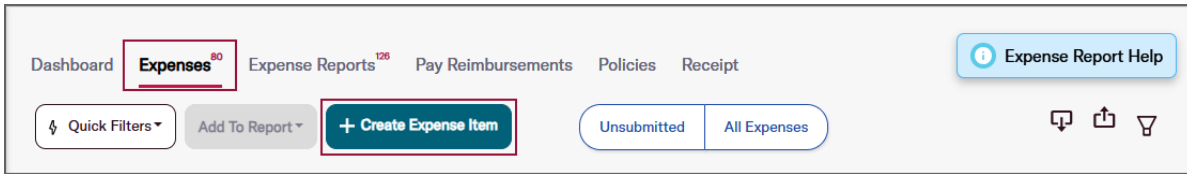
## How to Create an Expense Item for Non-Card Transactions

### Creating an Expense Item

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.



3. On the **Expenses** tab, click **+ Create Expense Item**.



4. Complete the fields on **Create a New Expense Item** page including required fields, and click the **Create Expense Item** button.

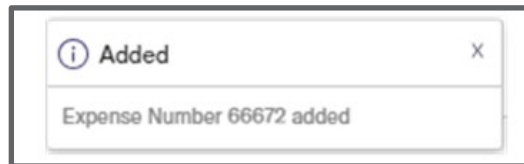
Field and action button descriptions:

A. **Employee** – Select the employee for whom the expense is being created.

- B. **Subsidiary** – Select the subsidiary associated with the expense.
- C. **Policy** – Search/select field to assign the relevant expense policy.
- D. **Expense Item Type** – Specify the type of expense per the selected Policy.
- E. **Merchant** – Select or key in the merchant from whom goods or services were purchased.
- F. **Date** – Date picker to indicate when the expense occurred.
- G. **Currency** – Select the currency used for the transaction.
- H. **Total Amount** – Key in the total amount spent on the expense item.
- I. **Attach From Receipt Queue** – Button to attach receipts from a pre-uploaded queue.
- J. **Billable** – Select the checkbox, as applicable, to indicate whether the expense is billable to a client or project.
- K. **For Reimbursement?** – Select the checkbox or radio button to mark the expense as eligible for reimbursement.
- L. **Description** – Add additional details or context about the expense.
- M. **Vendor** – Input/search field to specify the vendor associated with the expense.
- N. **Additional Coding Fields** – Select from the drop-down required accounting codes.
- O. **Drop file here or Browse** – Section for uploading receipt images by dragging files or browsing from the computer.
- P. **+ Add Expense Item** – Click to add another expense item entry form below the current one.
- Q. **Cancel** – Click to discard changes and exit without saving.
- R. **Save Draft** – Saves the current expense item as a draft without submitting.
- S. **Create a New Expense Item** – Creates a new expense item.

**Note:** If you wish to save the expense item as a draft, complete the fields on the **Create a New Expense Item** page and then click the **Save Draft** button. The expense will be assigned a status of **Draft**.

- Once you create the new expense item, you will receive a popup message confirming the creation of the expense item. The expense item will be assigned a status of **New**.



**IMPORTANT**

These steps apply to new expense items. For mileage expenses, please refer to the [Creating Mileage Expenses on the Corpay Complete Web Application](#) article in the Corpay Complete Knowledge Base.

- As applicable, select the corresponding action to view, edit, or delete the expense item under the **Actions** column on the **Expenses** grid.

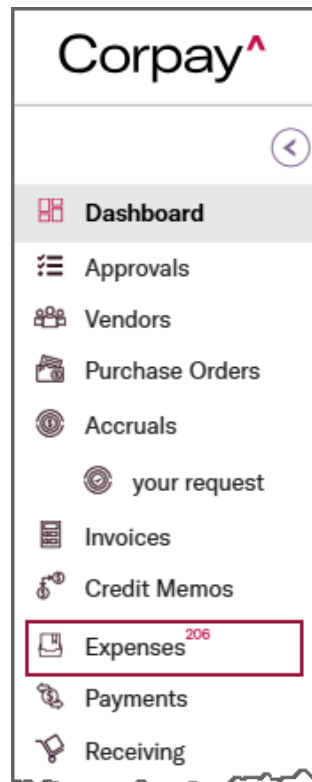
**IMPORTANT**

Please note that an Expense Report needs to be created for an Expense Item.

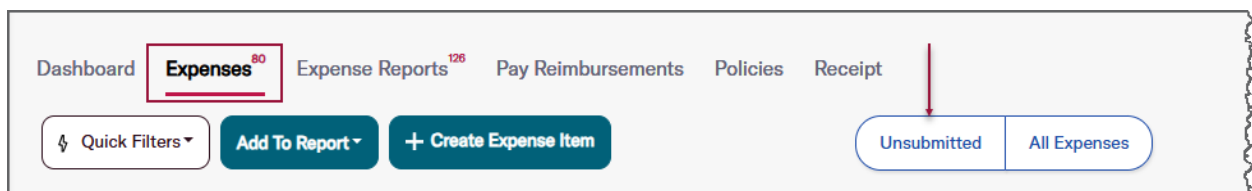
## Editing an Expense Item

Follow the steps below to edit an expense item.

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.



3. Under the **Expenses** tab, select **Unsubmitted** to filter all the expense items that are not yet attached to an Expense Report. This action lets you view only the expense items not yet submitted in an Expense Report.



4. Click on the Expense number hyperlink under the **Expense #** column to edit the applicable Expense Item.
  - Alternatively, select the **Edit** icon under the **Actions** column to open the expense item for editing.

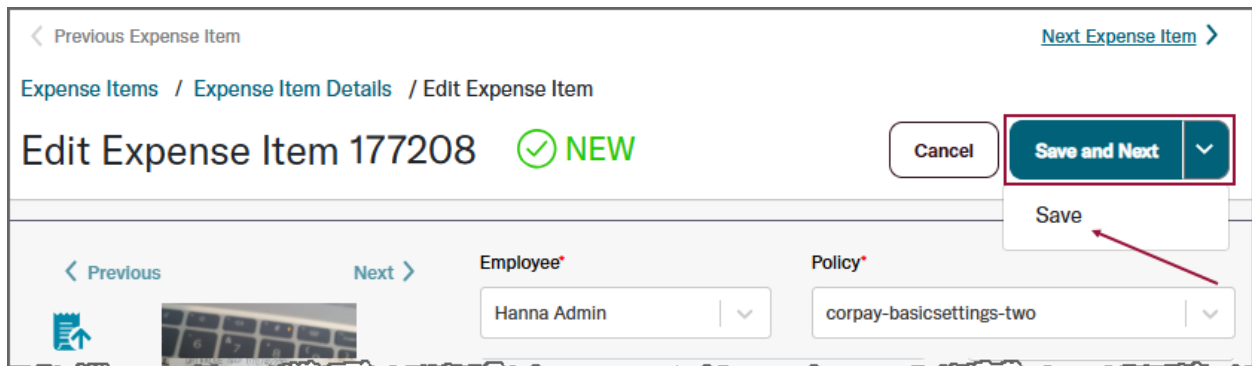
<input type="checkbox"/>	Expense #	PO Number	Merchant	Date	For Reimbursement?	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	162075			08/21/2023	Yes	
<input type="checkbox"/>	162081		Applebees	08/21/2023	Yes	
<input type="checkbox"/>	162082		WillowWick ...	08/21/2023	Yes	

### IMPORTANT

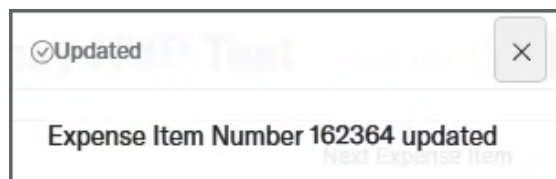
Policy violations marked by the yellow exclamation mark icon under the **Violations** column should be resolved by clicking on either the yellow exclamation mark icon, or, the **Edit** icon under the **Actions** column. All expenses flagged for a violation per company policy (e.g., a missing receipt, a missing category) need to be edited and resolved before they are submitted for approval.

Status	Violations	Approver Pending	Policy	Category	Actions
<input type="text"/>			<input type="text"/>		
NEW		SHRADHA QA	Test policy	General, Airline	
NEW		SHRADHA QA	Octavio Expe...	General	
NEW			Test policy	General	
NEW			Test policy	General	

5. On the **Edit Expense Item** page, make the applicable changes. Once done, click the arrow on the **Save and Next** button and select **Save**.



6. You will receive a success message indicating that the Expense Item was updated.



## How to Create and Submit an Expense Report

### Create a New Expense Report

1. Log in to **Corpay Complete**.
2. Select the **Expenses** menu item from the left-side navigation pane.

- Under the **Expenses** tab, on the **Expenses** grid, select the applicable expense item(s) to submit for approval.

<input type="checkbox"/>	Expense #	Merchant	Date	Total Amount	Employee	Category	Status	Violations
<input type="checkbox"/>								
<input checked="" type="checkbox"/>	719930		09/10/2025	\$686.00	Shradha P...	Airfare	NEW	
<input checked="" type="checkbox"/>	719968		09/10/2025	\$1.00	Shradha P...	Airfare	NEW	
<input checked="" type="checkbox"/>	719975		09/10/2025	\$304.00	Shradha P...	Airfare	NEW	

- Click the **Add to Report** drop-down menu.

Dashboard **Expenses**<sup>80</sup> Expense Reports<sup>126</sup> Pay Reimbursements Policies Receipt

Quick Filters **Add To Report** + Create Expense Item Unsubmit

**A** Create Expense Report  
**B** Add to Existing Expense Report

<input type="checkbox"/>	Expense #	Amount	Employee	Category	Status
<input type="checkbox"/>					

- Create Expense Report** – Select to create a new Expense Report
- Add to Existing Expense Report** – Select to add the Expense Item to an existing Expense Report

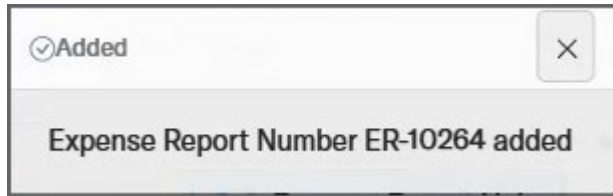
- From the **Add to Report** drop-down list, select **Create Expense Report**.

Quick Filters **Add To Report** + Create Expense Item Unsubmit

Create Expense Report  
Add to Existing Expense Report

<input type="checkbox"/>	Expense #	Amount	Employee	Category	Status
<input type="checkbox"/>					

6. A success message will appear showing the successful creation of a new Expense Report.



**IMPORTANT**

Please note that an Expense Report needs to be submitted for the Approval workflow to start.

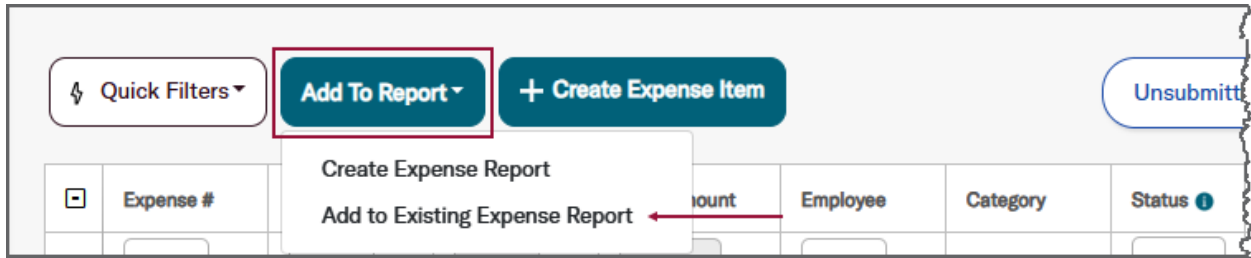
### Adding Expense Items to an Existing Expense Report

To add the expense item to an existing Expense Report and submit the updated Expense Report for approval,

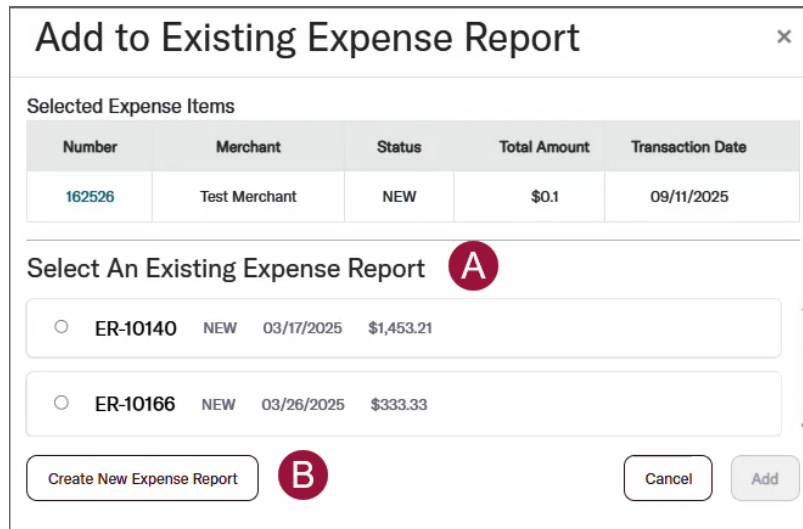
1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Under the **Expenses** tab, on the **Expenses** grid, select the applicable Expense item(s) to submit for approval.

<input type="checkbox"/>	Expense #	Merchant	Date ⓘ	Total Amount	Employee	Category	Status ⓘ	Violations ⓘ
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	719930		09/10/2025	\$686.00	Shradha P...	Airfare	NEW	!
<input checked="" type="checkbox"/>	719968		09/10/2025	\$1.00	Shradha P...	Airfare	NEW	
<input checked="" type="checkbox"/>	719975		09/10/2025	\$304.00	Shradha P...	Airfare	NEW	!

- From the **Add to Report** drop-down list, select **Add to Existing Expense Report**.



- On the **Add to Existing Expense Report** screen, you have the option to either select an existing Expense Report or create a new Expense Report.



- Select an Existing Expense Report** – Select to add the Expense Item to an already existing Expense Report.
  - Create New Expense Report** – Create a brand new Expense Report for the selected Expense Item.
- Follow the steps in the section, [Create a New Expense Report](#) to create a new Expense Report. Continue to Step 5 to add an Expense Item to an existing Expense Report.

- Select the applicable expense report from the available Existing Report(s) and click **Add**.

### Add to Existing Expense Report ✕

**Selected Expense Items**

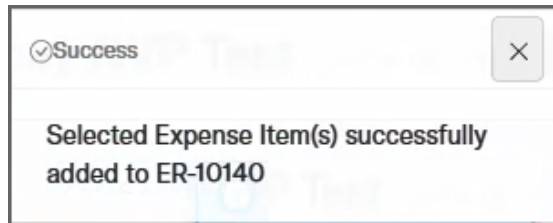
Number	Merchant	Status	Total Amount	Transaction Date
162526	Test Merchant	NEW	\$0.1	09/11/2025

**Select An Existing Expense Report**

ER-10140 NEW 03/17/2025 \$1,453.21

ER-10166 NEW 03/26/2025 \$333.33

- A success message will appear confirming the successful addition of the Expense Item to the Expense Report.



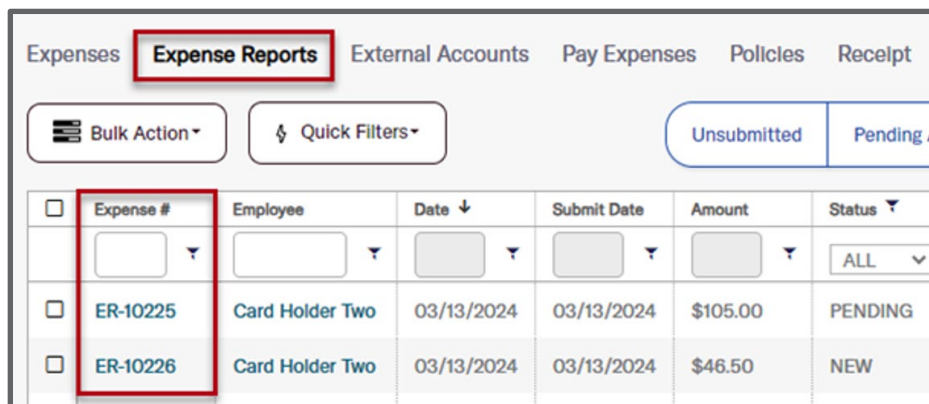
**Note:** Each expense item will include a link to the expense report in the **Expense Report #** column of the **Expenses** grid. Newly created expense reports are automatically assigned a status of **New**, and need to be submitted for approval.

<input type="checkbox"/>	Expense #	Merchant	Date	Total Amount	Employee	Category	Status	Violations	Receipt Attached	Expense Report #	Policy
<input type="checkbox"/>	162526	Test Mercha...	09/11/2025	\$0.10	Corpay Test	nvp expens...	NEW		No	ER-10140	policy 2
<input type="checkbox"/>	162364	Test Mercha...	09/10/2025	\$100.00	Corpay Test	nvp expens...	NEW		No	ER-10140	policy 2
<input type="checkbox"/>	151555	Test Mercha...	07/22/2025	\$15.00	Corpay Test	nvp expens...	PENDING A...		No	ER-10232	policy 2
<input type="checkbox"/>	109738		03/25/2025	Af100.00	Corpay Test	nvp expens...	NEW	<span style="color: orange;">!</span>	No	ER-10167	policy 1

## Submitting Expense Reports

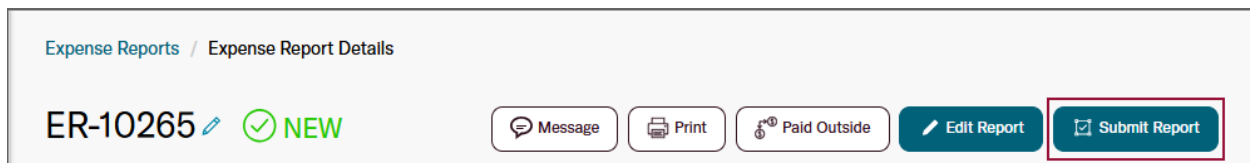
To submit an Expense Report for approval,

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Navigate to the **Expense Reports** tab and select the applicable Expense Report from the list.



Expenses <b>Expense Reports</b> External Accounts Pay Expenses Policies Receipts						
Bulk Action ▾		Quick Filters ▾		Unsubmitted Pending A		
<input type="checkbox"/>	Expense #	Employee	Date ↓	Submit Date	Amount	Status ▾
<input type="checkbox"/>						ALL ▾
<input type="checkbox"/>	ER-10225	Card Holder Two	03/13/2024	03/13/2024	\$105.00	PENDING
<input type="checkbox"/>	ER-10226	Card Holder Two	03/13/2024	03/13/2024	\$46.50	NEW

4. On the **Expense Report Details** page, review the Expense Report, edit as applicable, and click **Submit Report**.

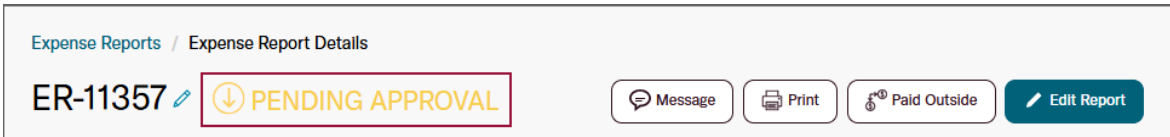
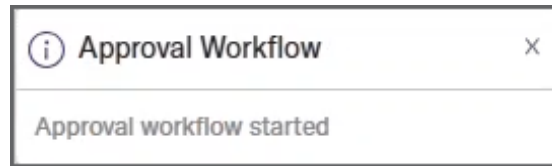


Expense Reports / Expense Report Details

ER-10265 NEW

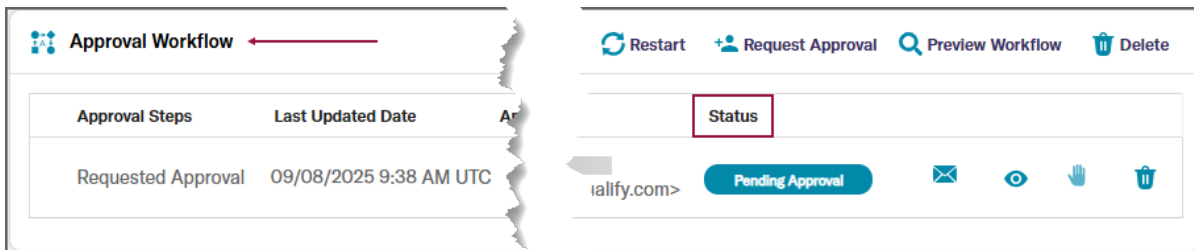
Message Print Paid Outside Edit Report **Submit Report**

- A confirmation message will be displayed in the upper right corner of the screen and the Expense Report status will change to **Pending Approval**.



**IMPORTANT**

For an Expense Report with the status of **Pending Approval**, the user may check the approval status within the **Expense Report Details** page, under the **Approval Workflow** section.



## Splitting Expenses

The Split Expense feature in Corpay Complete helps users to allocate/split expenses between expense categories, departments, locations, business units, or projects. Expenses can also be split between metadata/dynamic coding fields. Users may split expenses when creating a new expense item or editing an existing expense item.

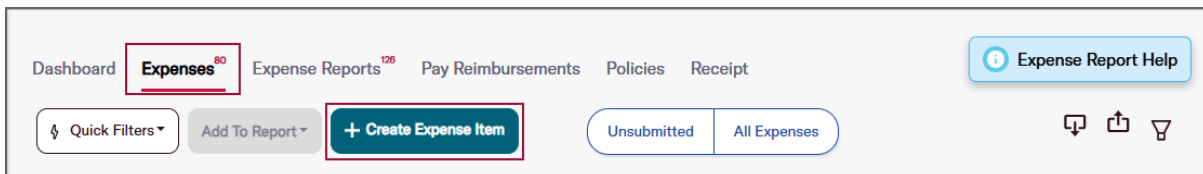
**IMPORTANT**

Please note that the company setting needs to be turned on for Split Expense features to be active.

## Splitting Expenses When Creating a New Expense Item

Follow the steps below to allocate your expenses when creating a new Expense Item.

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. Under the **Expenses** tab, select the **+Create Expense Item** button.



4. Complete the fields on **Create a New Expense Item** page.

5. Under the **Expense Allocation** section, you have two options to split an expense:
  - Complete the fields and click on the **Split Expense** button; or,
  - Leave the fields blank and click on the **Split Expense** button.

Follow the steps below if you choose to complete the **Expense Allocation** fields.

- Complete the fields in the **Expense Allocation** section and click on the **Split Expenses** button.

Expense Allocation

Category\* Employee gifts

GL Account\* Employee Advances

Location

Business Unit

Elastic Test Select One

Split Expense

+ Add Expense Item Cancel Save Draft Create A New Expense Item

- The **Split Expense** window appears with prepopulated coding info from the previous page. As applicable, add more allocation items by selecting the **+ Add Split** button. When done, click **Save**.

Split Expense

Expense Amount \$0.10 Number of Splits 1 Remaining Amount \$0.00 (0.00)%

Add Allocation

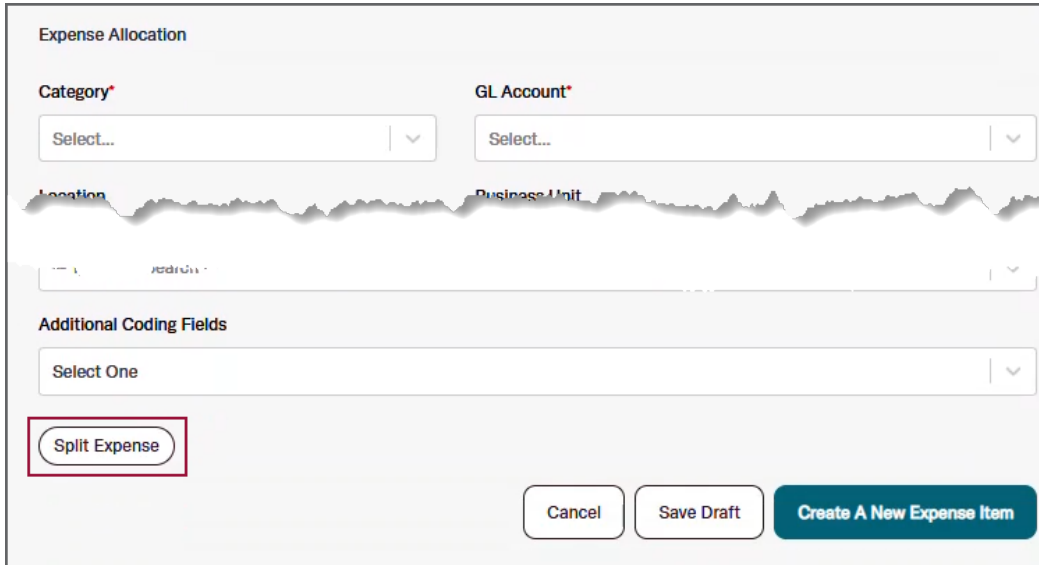
Category*	GL Account*	Department	Location	Business	Amount*	Percentage*
Employee gifts	Employee Ad...	Select	01: San Fran...	Test Bu	\$ 0.10	100 %

+ Add Split

Cancel Save

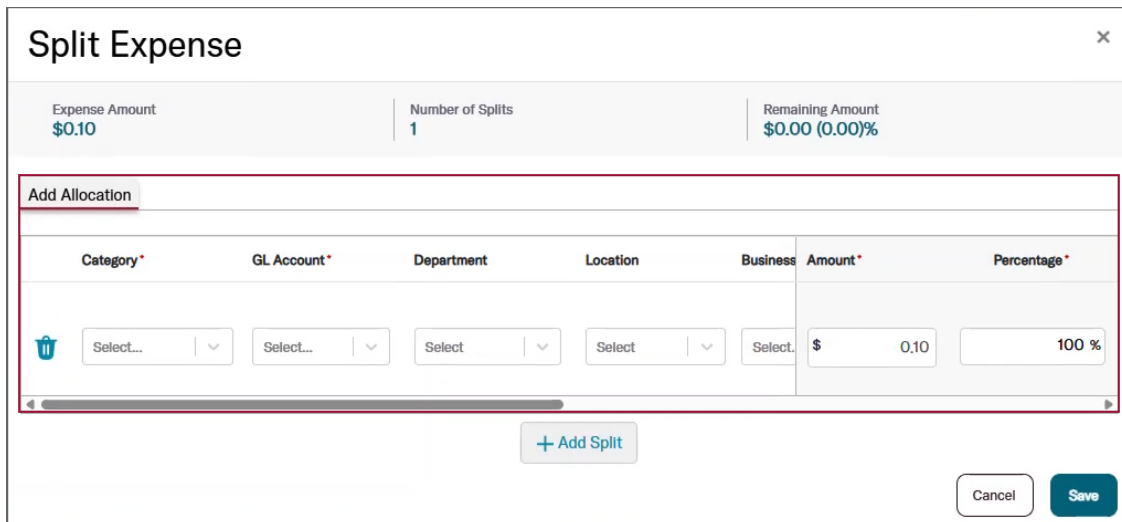
Follow the steps below if you choose to leave the fields blank and click on the **Split Expense** button.

- Click on the **Split Expense** button without completing the fields in the Expense Allocation section.




The image shows a form titled "Expense Allocation". It contains several dropdown menus: "Category\*", "GL Account\*", "Location", "Business Unit", and "Additional Coding Fields" (with "Select One" selected). At the bottom, there are three buttons: "Split Expense" (highlighted with a red box), "Cancel", and "Save Draft". A dark blue button labeled "Create A New Expense Item" is also present.

- The **Split Expense** window appears with blank Allocation fields.



The image shows a "Split Expense" window. At the top, it displays summary information: "Expense Amount \$0.10", "Number of Splits 1", and "Remaining Amount \$0.00 (0.00)%". Below this is a table titled "Add Allocation" with a red border. The table has columns for "Category\*", "GL Account\*", "Department", "Location", "Business", "Amount\*", and "Percentage\*". A single row is visible with a trash icon on the left, and the values: "Select...", "Select...", "Select", "Select", "Select", "\$ 0.10", and "100 %". Below the table is a "+ Add Split" button. At the bottom right are "Cancel" and "Save" buttons.

Category*	GL Account*	Department	Location	Business	Amount*	Percentage*
 Select...	Select...	Select	Select	Select	\$ 0.10	100 %

- Complete required fields and, as applicable, add more allocation items by selecting the **+ Add Split** button. When done, click **Save**.

### Split Expense ✕

Expense Amount <b>\$0.10</b>	Number of Splits <b>1</b>	Remaining Amount <b>\$0.00 (0.00)%</b>
---------------------------------	------------------------------	---

**Add Allocation**

Category*	GL Account*	Department	Location	Business	Amount*	Percentage*
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	\$ 0.10	100 %

+ Add Split

Cancel
Save

IMPORTANT

The **Create Expense Item** page will now display the updated Expense Allocation information in a tabular format. As applicable, you may edit the expense allocation by clicking on **Edit Split** at the bottom of the screen. Once done, click the **Create Expense Item** button to create a new Expense Item.

Expense Allocation ←

Category	GL Account	Department	Location	Business Unit
advertiseTEST	Acc. Dep-Machinery & Equipment	Test Pull Department	01: San Francisco	
advertiseTEST	Acc. Dep-Machinery & Equipment			

Edit Split ←

+ Add Expense Item
Cancel
Save Draft
Create A New Expense Item

## Splitting Expenses on an Existing Expense Item

The **Split Expense** feature allows you to also edit expense allocations on an already created Expense Item. Follow the steps below to edit expense allocations on an already created Expense Item.

1. From the **Expenses** tab, **Expense** grid, select the Expense Item you wish to edit by clicking the Expense number hyperlink under the **Expense #** column..

<input type="checkbox"/>	Expense #	PO Number	Merchant	Date	Total Amount	Employee	Category	Status	Violations
<input type="checkbox"/>	162075			08/09/2025	\$140.72	Zena Admin	General	NEW	
<input type="checkbox"/>	162081		Applebees	08/09/2025	\$450.00	Zena Admin	Test	NEW	
<input type="checkbox"/>	162082		WillowWick ...	08/09/2025	\$50.00	Lily Ryan	General	NEW	

2. The **Expense Item Details** page displays all Expense Allocation Information. Click on the **Edit Expense Item** button at the top right-hand corner of the screen.

[Previous Expense Item](#) [Next Expense Item](#)

Expense Items / Expense Item Details

103716 ✓ NEW Message Edit Expense Item

### EXPENSE ALLOCATION

Category	GL Account	Department	Location	Business Unit	Project	Custom Fields
advertiseTEST	Advertising	Admin	01: San Francisco		3M	Vendor: Test Minds

3. On the **Edit Expense Item** page, click on the **Edit Split** button at the bottom of the page.

The screenshot shows the 'Edit Expense Item' page for item EXP-94030. At the top, there are navigation links for 'Previous Expense Item' and 'Next Expense Item'. Below that is the breadcrumb 'Expense Items / Expense Item Details / Edit Expense Item' and the title 'Edit Expense Item EXP-94030' with a green 'NEW' indicator. There are 'Cancel' and 'Save and Next' buttons at the top right. A horizontal separator line is present. Below it is the 'Expense Allocation' section, which contains a table with the following data:

Category	GL Account	Department	Location	Business Unit	Project	Custom Fields
1		Admin	India		17 Jan pro	Vendor: TestVendor242 Job Test none University none
Employee gifts	Employee Advances	Production	01: San Francisco	Consumer Goods		Vendor: TestVendor242

At the bottom left of the table area, the 'Edit Split' button is highlighted with a red box. At the bottom right, there are 'Cancel' and 'Save and Next' buttons.

4. When the **Split Expense** modal appears, complete the Expense Allocation edits as applicable.

## Splitting Expenses on an Expense Report

Expense Allocations can also be edited from the **Expense Report Details** page. Follow the steps below to edit Expense Allocation from the **Expense Report Details** page.

1. Select the **Expenses** menu item from the left-side navigation pane.

- Under the **Expense Reports** tab, click the Expense Report number hyperlink under the **Expense Report #** column to open the Expense Report you wish to edit the Expense Allocation for.

<input type="checkbox"/>	Expense Report #	Expense Report Name	Employee	Date ↓	Submit Date	Amount
<input type="checkbox"/>	ER-12103	Violations test	Zena Admin	04/09/2025		\$455.64
<input type="checkbox"/>	ER-12101		Zena Admin	03/09/2025		\$55.00

- From the Expense Details page, under the **Expense** section, click on the **Edit** icon under the **Actions** column corresponding to an expense allocation for a given Expense Report.

Expense Report / Expense Report Details

ER-112233 NEW Message Print Paid Outside Edit Report Submit Report

**EXPENSE** + Add Expense

Remove from Report Delete Receipt Hide All

<input type="checkbox"/>	Receipt	Expense #	PO #	Date	Total	Merchant	Description	Actions
<input type="checkbox"/>		EXP-162423		09/11/2025	\$432.00	AFgs	Wer	

**EXPENSE ALLOCATION**

Category	GL Account	Department	Location	Busine	Allocation
Accessories	Acc. Dep-Building	Admin	02: Boston		\$432.00 / 100.00%

- Update the fields as applicable and click on the **Split Expense** button.

**Distribution Type**  
Select... | v

**Category**  
Select... | v

**Vendor\***  
- Type and Search - | v

**Additional Coding Fields**  
Select One | v

**Split Expense**

Cancel Save

- On the **Split Expense** window, update the fields or **Add Split** as appropriate and click **Save**.

**Split Expense** x

Expense Amount \$432.00 | Number of Splits 1 | Remaining Amount \$0.00 (0.00)%

**Add Allocation**

Category*	GL Account*	Department	Location	Business	Amount*	Percentage*
Accessories   v	Acc. Dep-Bul...   v	Admin   v	02: Boston - ...   v	Select.	\$ 432.00	100 %

**+ Add Split**

Cancel **Save**

6. You will receive a confirmation message that the Expense Report has been updated.



## Resolving Policy Violations

To resolve violations related to expense items,

1. Log in to [Corpay Complete](#).
2. Select the **Expenses** menu item from the left-side navigation pane.
3. From the **Expense Reports** tab, click on the Expense Report hyperlink under the **Expense Report #** column to edit the Expense report with violations.

A screenshot of the "Expense Reports" tab in the Corpay Complete system. The table lists several expense reports with columns for Expense Report #, Expense Report Name, Employee, Date, Submit Date, Amount, Status, Violations, and Approver Pending. The "Expense Report #" column is highlighted with a red box, and the "Violations" column shows yellow warning icons for reports ER-11360, ER-11361, and ER-11363.

<input type="checkbox"/>	Expense Report #	Expense Report Name	Employee	Date ↓	Submit Date	Amount	Status ⓘ	Violations ⓘ	Approver Pending
<input type="checkbox"/>	ER-11365	Gain the month	Shradha Paid...	09/10/2025	09/09/2025	\$1.00	NEW		R K
<input type="checkbox"/>	ER-11360		Shradha Paid...	09/08/2025		\$156.00	NEW	⚠	
<input type="checkbox"/>	ER-11361		Shradha Paid...	09/08/2025		\$35.00	NEW	⚠	
<input type="checkbox"/>	ER-11363		Shradha Paid...	09/08/2025	09/08/2025	\$304.00	APPROVED	⚠	

**Note:** You can hover over the yellow exclamation mark icon to view the violation(s).

<input type="checkbox"/>	Expense Report #	Expense Report Name	Employee	Date ↓	Submit Date	Amount	Status ⓘ	Violations ⓘ	Approver Pending	Policy
<input type="checkbox"/>	ER-12103	Violations...	Zena Admin	04/09/20...						Test policy
<input type="checkbox"/>	ER-12101		Zena Admin	03/09/20...						Octavio E...
<input type="checkbox"/>	ER-12102		Rakesh C...	03/09/20...		\$178.12	NEW			Test policy
<input type="checkbox"/>	ER-12068	name of e...	Zena Admin	28/08/2025		\$200.00	NEW		SHRADHA QA	Travel

- Receipt required for expenses over USD 1
- Description required for Category: General
- Receipt required for Category: General

4. On the **Expense Report Details** page, review the violations under the **Policy Violation Summary** section and click **Edit Report** to edit correct the violations.

Expense Reports / Expense Report Details

ER-12102 ✓ NEW 
[Message](#) [Print](#) [Paid Outside](#) [Edit Report](#) [Submit Report](#)

Expense Report Info [GL Impact](#) [Payment Methods](#)

Expense Report #	ER-12102	Submitter	Test Card Holder -	Policy	Test policy
Employee	Rakesh C. Holder	Holder	rakesh1@accrualify	Test	\$0.00

**POLICY VIOLATION SUMMARY**

- Receipt required for expenses over USD 1
- Description required for Category: General
- Receipt required for Category: General

**IMPORTANT**

All expenses flagged for a violation per company policy (e.g., a missing receipt, a missing category) need to be resolved before they are submitted for approval.

5. On the **Edit Expense Item** page, correct the issue(s) that caused the violation, as applicable. Once done, click the **Save and Next** button.

Edit Expense Item EXP-94030 ✓ NEW

Cancel Save and Next

**POLICY VIOLATION SUMMARY**

Expense exceeds policy maximum age of 10 days

< Previous Next >

Employee\* Test

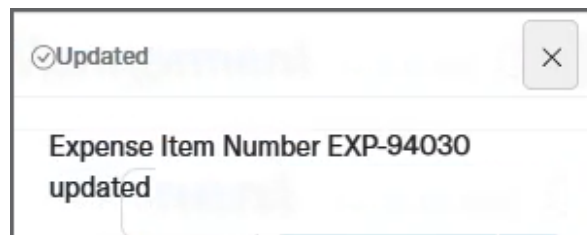
Policy\* Detail Policy Violation Test

Expense Item Type\* Single Expense

PO Number Select...

Lowe'S

6. You will receive a confirmation Message notifying you of the successful updates.



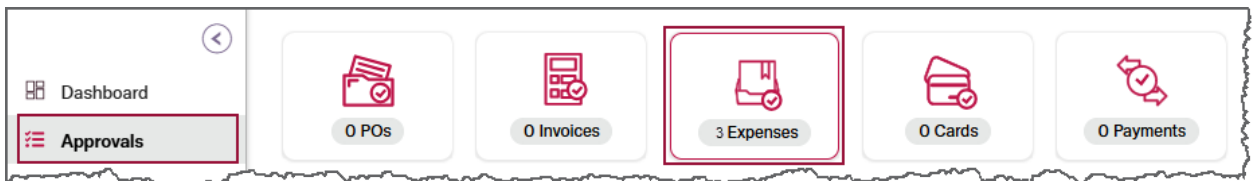
### IMPORTANT

Resolving all policy violations on the **Edit Expense Item** page will cause the yellow exclamation mark to disappear from the **Expenses** grid. Violation reason(s) will also disappear from the hover-over tooltip. If there is any policy violation that still needs to be addressed, the yellow exclamation mark will remain on the **Expenses** grid until the policy violation is addressed. Resolve all violations.

# Approving Expenses

Corpay Complete users with expense approver role can approve expenses using the Approvals Module. Follow the steps below to approve employee expenses.

1. Log in to [Corpay Complete](#).
2. Select the **Approvals** menu item from the left-side navigation pane, and select the **Expenses** tab.



3. On the **Expenses** screen, complete the fields under the **Advanced Filter** section, as applicable, to search or filter the Expense Reports you wish to approve by start and end date, date type (Expense Report Date or Submit Date), Assigned Queue, Category, Subsidiaries, and/or Employee.

A screenshot of the 'ADVANCE FILTERS' section in the application. It features several input fields: 'Start Date' and 'End Date' (both with date pickers), 'Date Type' (a dropdown menu), and 'Assigned Queue' (a dropdown menu). Below these are three larger text input areas for 'Category' (with a list of options: Airline, General, Hotel, Test), 'Subsidiaries' (with 'Corpay Complete' entered), and 'Employee' (with a search prompt). To the right of these fields are 'Search' and 'Clear' buttons. At the bottom, there is a 'Project Name' input field.

- Click on the **Expense Report** hyperlink in the **Expense Report #** column to view details of the Expense Report you wish to approve.

Exp Report #	Exp Report Date	Merchant	Submit Date	Original Currency	Original Amount	Action
ER-10521	08/29/2024	Test Vendor	08/29/2024			
ER-10520	08/29/2024	Test Vendor	08/29/2024			

- On the **Expense Detail** page, from the **Expense Report Info** tab, review details of the Expense Report under the **Expenses** section for accuracy. Once done, select the checkbox next to the **Expense #**, and click **Next**.

Receipt	Expense #	PO #	Date	Merchant	Description	Original Currency	Original Amount	Total
<input checked="" type="checkbox"/>	84339		08/29/2024	Test Vendor	Approval testing expense		\$300.00	\$300.00

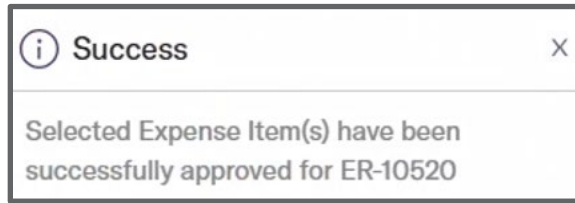
Category	Department	Location	Allocation
General			100% / \$300.00

- On the **Confirm Expense Report** window, click on **Confirm** to proceed with the approval action.

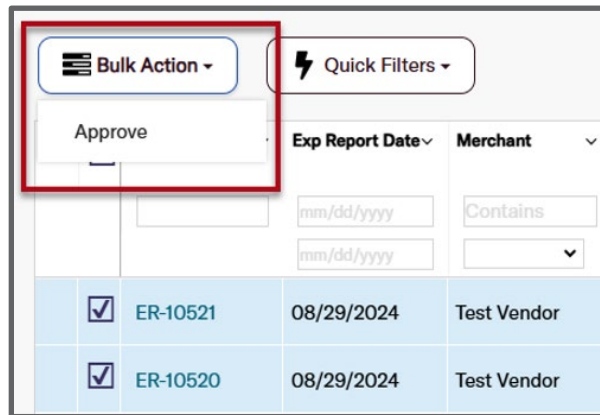
**Confirm Expense Report** X

1 Expense Item(s) to be Approved v

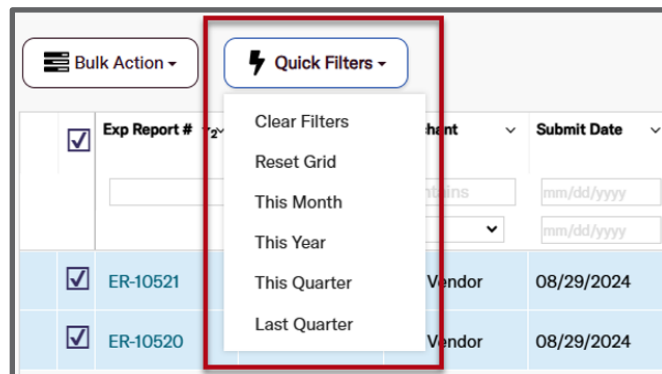
- You will receive a success message indicating that the Expense Item(s) for the selected Expense Report has/have been approved.



- If you wish to approve multiple Expense Reports at once, select the checkbox next to the applicable Expense Reports and select **Approve** from the **Bulk Action** drop-down.



- Use the **Quick Filters** drop-down to filter expenses you wish to view by current month, current year, or current or previous quarter.



- You can also perform the following actions from the **Expenses** grid within the **Approvals** module:

Exp Report #	Exp Report Date	Merchant	Submit Date	Original Currency	Original Amount	Action
ER-10521	08/29/2024	Test Vendor	08/29/2024			View, Message, Approve, Reject
ER-10520	08/29/2024	Test Vendor	08/29/2024			View, Message, Approve, Reject

- Click on the **Expense Report** hyperlink under the **Expense Report #** column to view details of the submitted Expense Report. Alternatively, you can click on the **View** icon on the right side of the **Expense Reports** grid under the **Action** column.
- Send a message to the Expense Report submitter by clicking on the **Message** icon on the right side of the **Expense Reports** grid under the **Action** column.
- Approve an Expense Report by clicking on the **Approve** icon on the right side of the **Expense Reports** grid under the **Action** column.
- Reject an Expense Report by clicking on the **Reject** icon on the right side of the **Expense Reports** grid under the **Action** column.

## Expense Module Reports

### Expense Reporting Overview

Corpay Complete has developed seven Accounting Reports to support and streamline the period-end close process. While the following outlines their intended use, these reports may also be used in other ways as needed.

## General Ledger (GL) Reports

- **GL Transaction Detail Report**

Use this report to review detailed card purchase activity that has gone through the approval process over a selected time period. These are purchase expense items that are linked to an expense report in Open, Approved, Paid, and Closed Statuses.

- **GL Export Upload Report**

When ready to upload card purchase expenses into the ERP, use this report to identify and mark transactions as "Exported." This creates a clear audit trail of uploaded versus outstanding items.

## Accounts Payable (AP) Reports

- **AP Transaction Detail Report**

This report shows all reimbursable expense activity for a given time period. These are expense items that are linked to an expense report in Open, Approved, Paid, and Closed Statuses. It can be filtered further to isolate specific entries as needed.

- **AP Transaction Summary Report**

Use this report to prepare and upload journal entries for reimbursable expenses into the ERP. Like the GL Export Report, users can mark transactions as "Exported" to track upload status and identify outstanding items.

## Accrual Reports

- **Accrual Transaction Detail Report**

This report identifies reimbursable and non-reimbursable items with a creation date that have not yet been marked as exported by the GL Export Upload Report and the AP Transaction Summary Report. It helps ensure visibility into potential expenses that are not yet recorded due to pending approvals or incomplete status.

- **Accrual Transaction Summary Report**

Use this report to create accrual journal entries for unexported items, allowing the accounting team to capture incurred expenses within the correct reporting period. These entries can then be reversed in the following period if needed.

- **Accrual Transaction Aging Report**

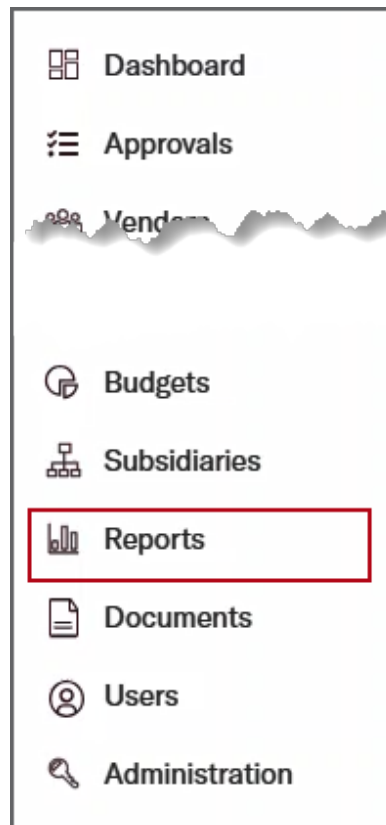
This report displays outstanding reimbursable and non-reimbursable items broken down by aging time increments. It provides visibility into how long items have remained unexported and helps prioritize follow-up actions.

All accrual reports—the Accrual Transaction Detail, Accrual Transaction Summary, and Accrual Aging Report—should be used together and reconciled to ensure completeness and accuracy of accrued expenses. Review the next section to understand how to create each report.

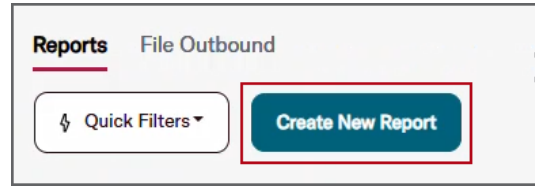
## GL Transaction Detail Report

Follow the steps below to create and run the **GL Transaction Detail Report**:

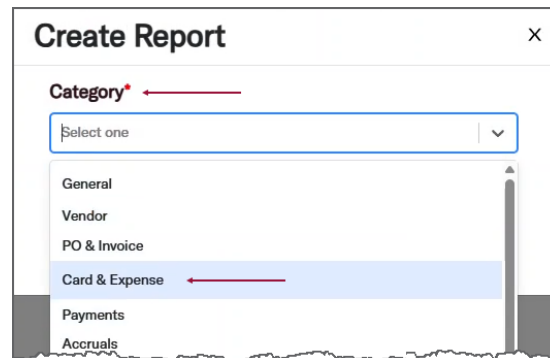
1. Log in to [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



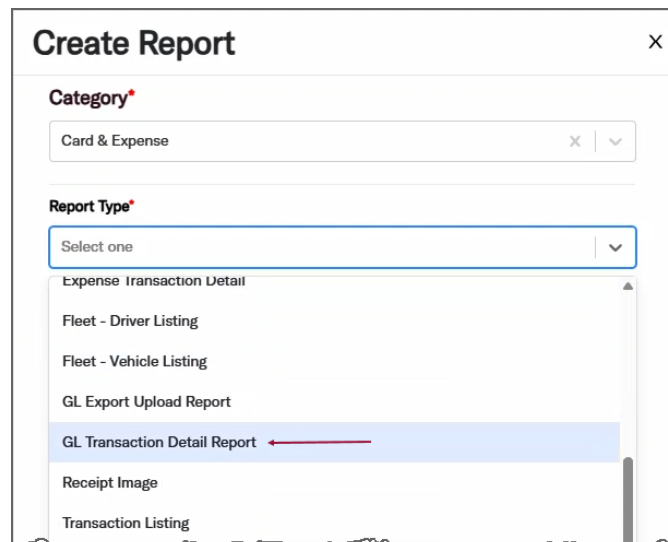
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



- In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



- In the **Report Type** drop-down, select the **GL Transaction Detail Report** option.



6. Use the following **GL Transaction Detail Report Filters** to customize your report:

The screenshot shows a 'Create Report' dialog box with the following fields and options:

- Category\***: Card & Expense
- Report Type\***: GL Transaction Detail Report
- GL Transaction Detail Report Filters**
  - A Expense Item Start Date\***: mm/dd/yyyy
  - B Expense Item End Date\***: mm/dd/yyyy
  - C Export Preferences**
    - Export Format**: xlsx
    - D Export Destination\***: download
  - E**  Exclude Header Description

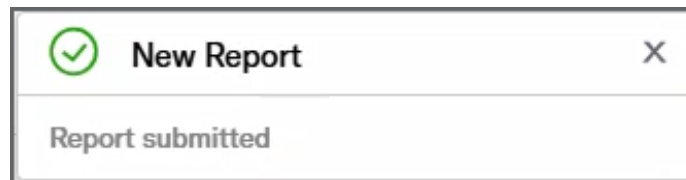
At the bottom, there is a note: "Reports cannot exceed 1,000,000 records." and two buttons: "Cancel" and "Create".


- A. **Expense Item Start Date** – Select the beginning of the creation date range.
- B. **Expense Item End Date** – Select the end of the creation date range
- C. **Export Format** – Defaults to .xlsx.
- D. **Export Destination** – Choose where the report should be sent (download, email, sftp).
- E. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export

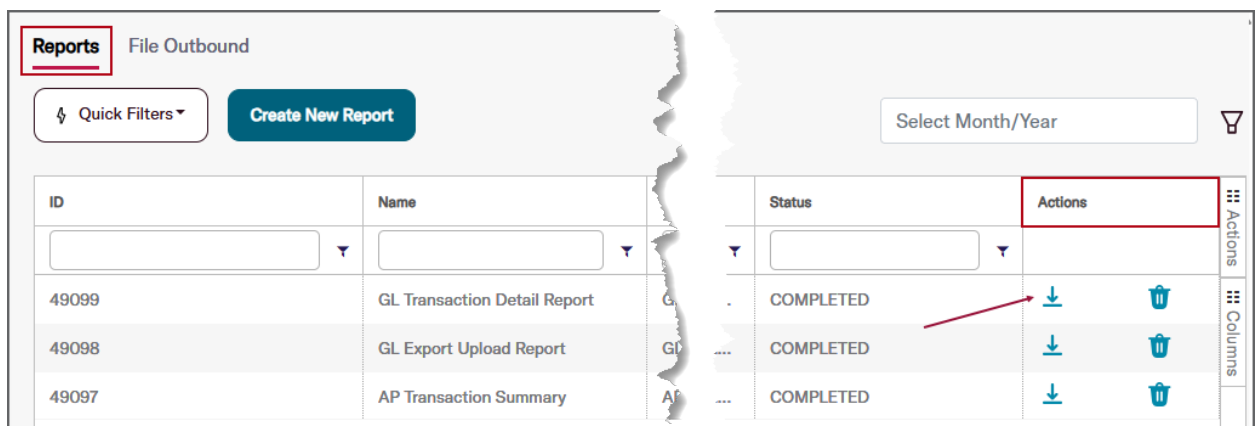
7. Click the **Create** button to generate and export the data.



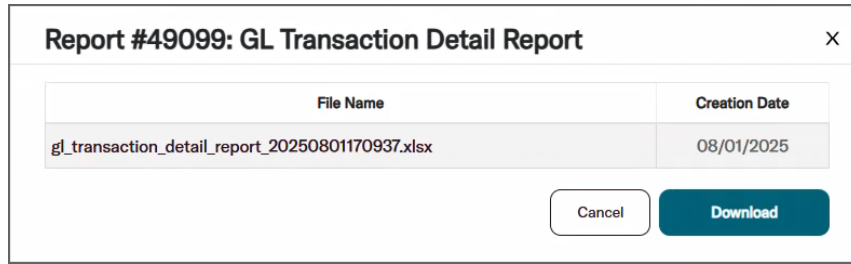
8. You will receive a success message confirming a new report has been submitted.



9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated. Refresh the page to see the status change.as the page does not automatically refresh.



10. Download the report from the **Report** window.



**Note:** See below for a sample GL Transaction Detail Report.

Subsidiary	Business Unit	Location	GL Coding	Department	Transaction Amount	Account Code	Customer ID	User Name	Cardholder No.
Corpay Complete			1100		12	A-CR1	CACRG	Rakesh Card Holder	CARDHOLDE
Corpay Complete			1100		350	A-CR1	CACRG	Rakesh Card Holder	CARDHOLDE
Corpay Complete			1010		13.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		55.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete					450	A-CR1	CACRG	Rakesh Card Holder	CARDHOLDE
Corpay Complete			1010		25.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		54.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		40.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		53.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		52.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		51.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		25.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE
Corpay Complete			1010		-5.16	A-CR1	CACRG	Shradha CardQA	CARDHOLDE

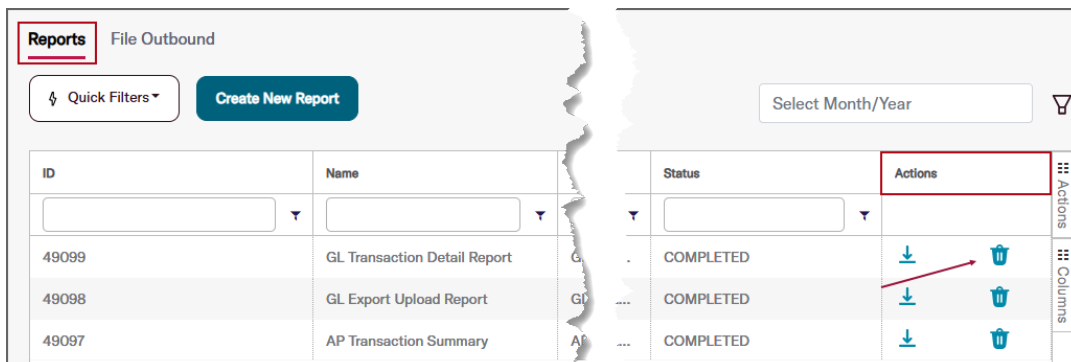
11. View the report columns once the report is generated. The following columns will be displayed:

- **Subsidiary (GL 1)** – Identifies the subsidiary within the organization associated with the transaction.
- **Business Unit (GL 2)** – The internal division or unit responsible for the transaction.
- **Location (GL 3)** – The physical or operational location tied to the transaction.
- **GL Coding (GL 4)** – The General Ledger account code used for financial tracking.

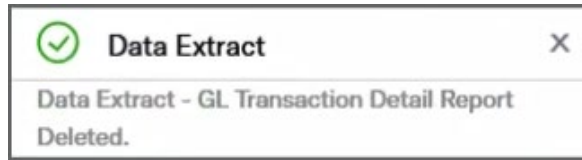
- **Department (GL 5)** – The department within the organization that incurred the expense.
- **Transaction Amount** – The monetary value of the transaction.
- **Account Code** – The code representing the account used for the transaction.
- **Customer ID** – A unique identifier for the customer associated with the transaction.
- **User Name** – The name of the user who submitted or is associated with the transaction.
- **Cardholder/Non-Cardholder** – Indicates whether the transaction was made by a cardholder or a non-cardholder.
- **Vendor Code** – A code identifying the vendor involved in the transaction.
- **Card Number** – The card number used for the transaction (may be masked or partially displayed).
- **Employee ID** – The unique identifier of the employee associated with the transaction.
- **Transaction Date** – The date the transaction occurred.
- **Posting Date** – The date the transaction was posted to the account.
- **Expense Creation Date** – The date the expense entry was created in the system.
- **Expense Report** – The reference or ID of the associated expense report.
- **Category Name** – The category assigned to the transaction (e.g., Travel, Meals).

- **Merchant Name** – The name of the merchant where the transaction took place.
- **MCC (Merchant Category Code)** – A code that classifies the type of business of the merchant.
- **MCC Description** – A description of the merchant category code.
- **Expense Description** – A brief description of the expense.
- **Approver** – The name of the individual who approved or declined the transaction.
- **Approver ID** – The unique identifier of the approver.
- **Reviewed Date** – The date the transaction was reviewed.
- **Approved/Declined** – Indicates whether the transaction was approved or declined.
- **Approved Date** – The date the transaction was approved.
- **Exported Date** – The date the transaction data was exported from the system.
- **Transaction Type** – The type of transaction (e.g., Purchase, Refund).

12. To delete a report, navigate to the Reports grid and click on the trash can icon (🗑️) for applicable report under the **Actions** column.



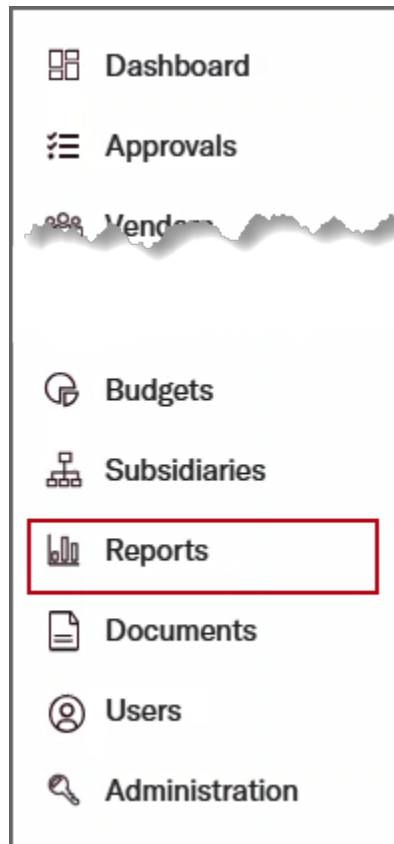
13. You will receive a success message confirming the data extract has been deleted.



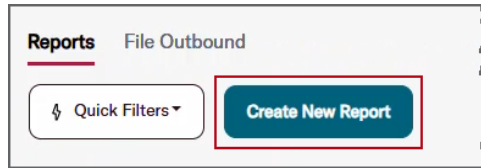
## GL Export Upload Report

Follow the steps below to create and run the **GL Export Upload Report**:

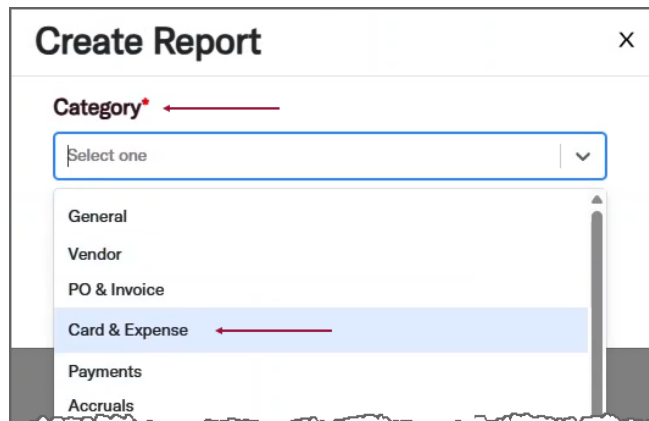
1. Log in to [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



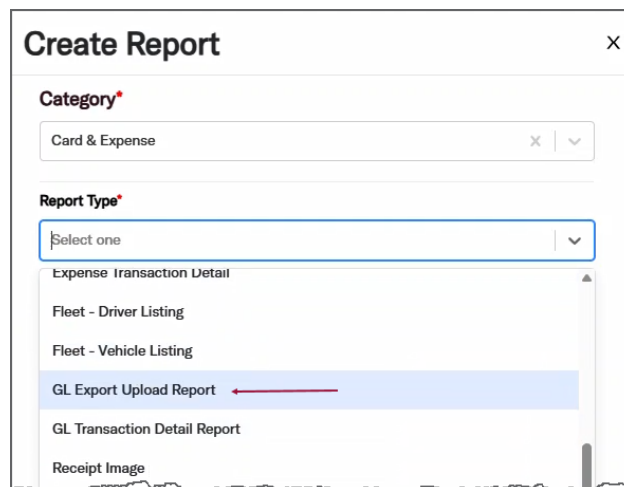
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



- In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



- In the **Report Type** drop-down, select the **GL Export Upload Report** option.



6. Use the following **GL Export Upload Report Filters** to customize your report:

The screenshot shows a 'Create Report' dialog box with the following fields and options:

- Category\***: Card & Expense
- Report Type\***: GL Export Upload Report
- GL Export Upload Report Filters**
  - A Expense Report Start Date\***: mm/dd/yyyy
  - B Expense Report End Date\***: mm/dd/yyyy
  - C**  Include Previously Tracked Items
  - D**  Mark Records Exported
  - Export Preferences**
    - E Export Format**: .xlsx
    - F Export Destination\***: download
  - G**  Exclude Header Description

At the bottom, there is a note: "Reports cannot exceed 1,000,000 records." and two buttons: "Cancel" and "Create".

- A. **Expense Report Start Date** – Select the beginning of the creation date range.
- B. **Expense Report End Date** – Select the end of the creation date range.
- C. **Include Previously Tracked Items** – Select if you wish to include expense records that have already been tracked or exported in previous report runs.
- D. **Mark records Exported** – Select to flag the included records as “exported” once the report is generated.
- E. **Export Format** – Defaults to .xlsx.

F. **Export Destination** – Choose where the report should be sent (download, email, sftp).

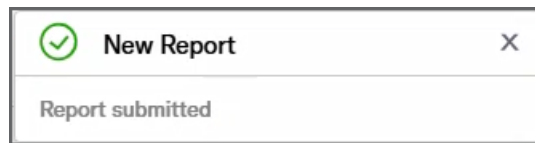
G. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export.


7. Click the **Create** button to generate and export the data.

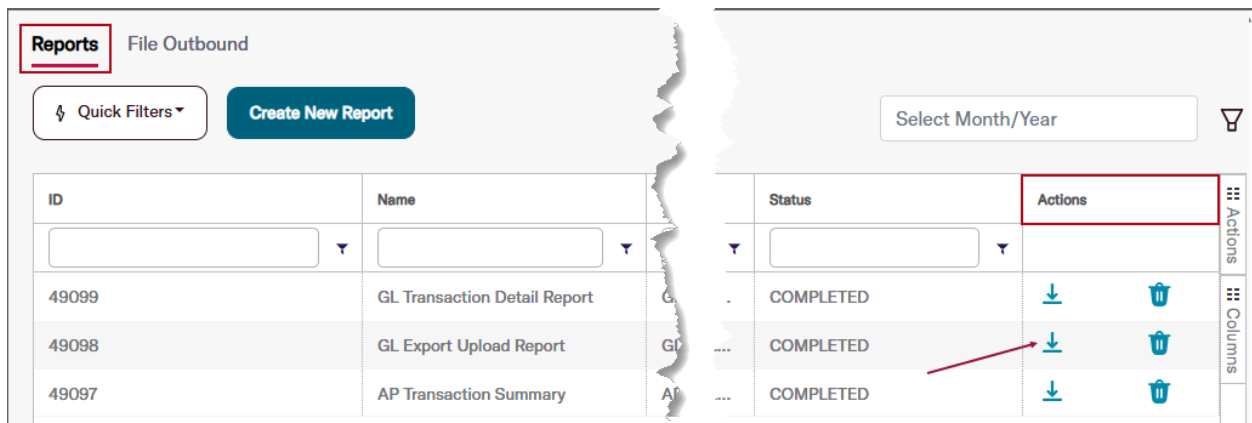


The screenshot shows a dialog box with a checkbox labeled "Exclude Header Description" which is unchecked. Below the checkbox, it says "Reports cannot exceed 1,000,000 records." There are two buttons: "Cancel" and "Create". The "Create" button is highlighted with a red rectangular border.







8. You will receive a success message confirming a new report has been submitted.



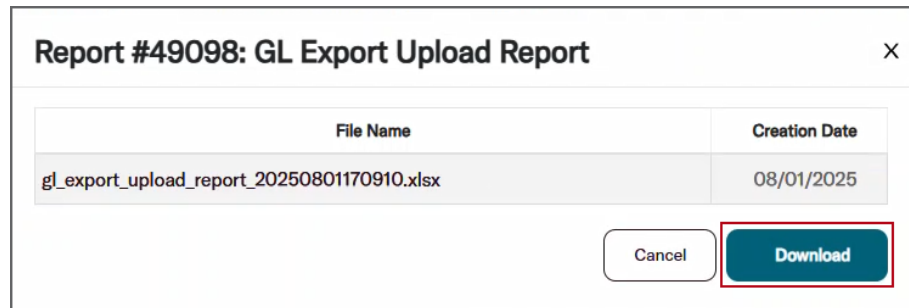
9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.



The screenshot shows the "Reports" grid interface. On the left, there is a "Reports" tab and a "File Outbound" section with a "Quick Filters" button and a "Create New Report" button. The main grid has columns for "ID", "Name", "Status", and "Actions". The "Actions" column is highlighted with a red border. A red arrow points to the download icon (a blue arrow pointing down) in the "Actions" column for the report with ID 49098. The "Status" column shows "COMPLETED" for all three visible reports.

ID	Name	Status	Actions
49099	GL Transaction Detail Report	COMPLETED	 
49098	GL Export Upload Report	COMPLETED	 
49097	AP Transaction Summary	COMPLETED	 

10. Download the report from the **Report** window.



**Note:** See below for a sample **GL Export Upload Report**.

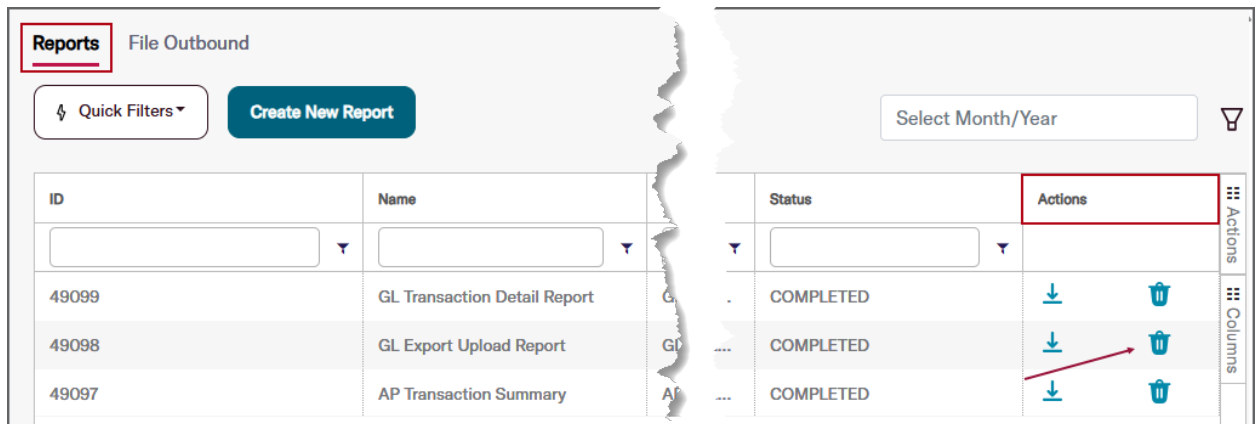
	A	B	C	D	E
1	GL Export Upload				
2	Period from May 01, 2025 to July 31, 2025				
3					
4	Date	Company	Account Type	Account	Subsidiary
5	2025-08-01	Corpay Migrations	Ledger	201013-110200-	Corpay Complete
6	2025-08-01	Corpay Migrations	Ledger	1010-	Corpay Complete
7	2025-08-01	Corpay Migrations	Ledger	1100-	Corpay Complete
8					
9					

11. View the report columns once the report is generated. The following columns will be displayed:

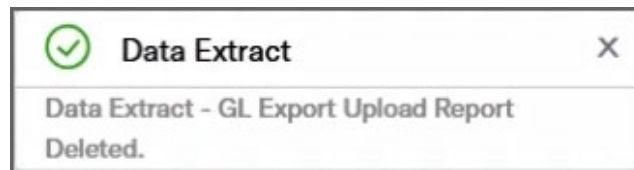
- **Date** – The date the transaction or journal entry was recorded.
- **Company** – The name of the company associated with the transaction.
- **Account Type** – The classification of the account (e.g., Asset, Liability, Expense).

- **Account** – The specific account impacted by the transaction.
- **Subsidiary** – Identifies the subsidiary within the organization associated with the transaction.
- **Business Unit** – The internal division or unit responsible for the transaction.
- **Location** – The physical or operational location tied to the transaction.
- **GL Coding** – The General Ledger account code used for financial tracking.
- **Department** – The department within the organization that incurred the expense.
- **Description** – A brief explanation or summary of the transaction or journal line item.
- **Currency** – The currency in which the transaction was conducted.
- **Debit** – The debit amount recorded in the transaction.
- **Credit** – The credit amount recorded in the transaction.
- **Reversing Entry** – Indicates whether the transaction is a reversing journal entry.
- **Reversing Date** – The date on which the reversing entry is scheduled or occurred.
- **Line Number** – The line item number within the journal or transaction entry.
- **Voucher** – A reference number or identifier used to track the source document for the transaction.

12. To delete a report, navigate to the Reports grid and click on the trash can icon (🗑️) for applicable report under the **Actions** column.



13. You will receive a success message confirming the data extract has been deleted.

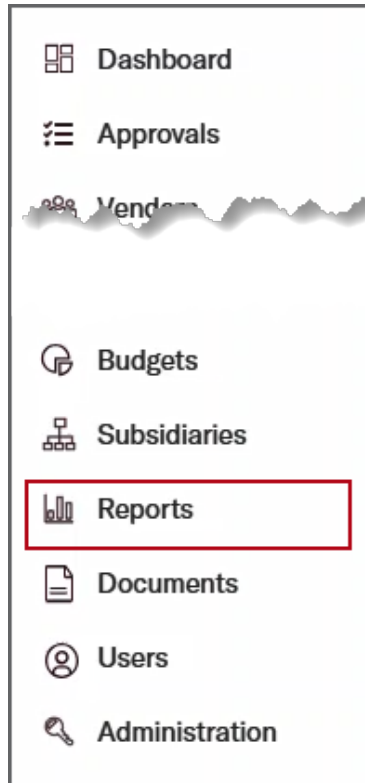


## AP Transaction Detail Report

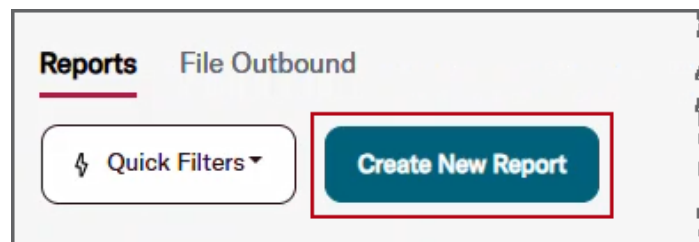
Follow the steps below to create and run the **AP Transaction Detail Report**:

1. Log in to [Corpay Complete](#).

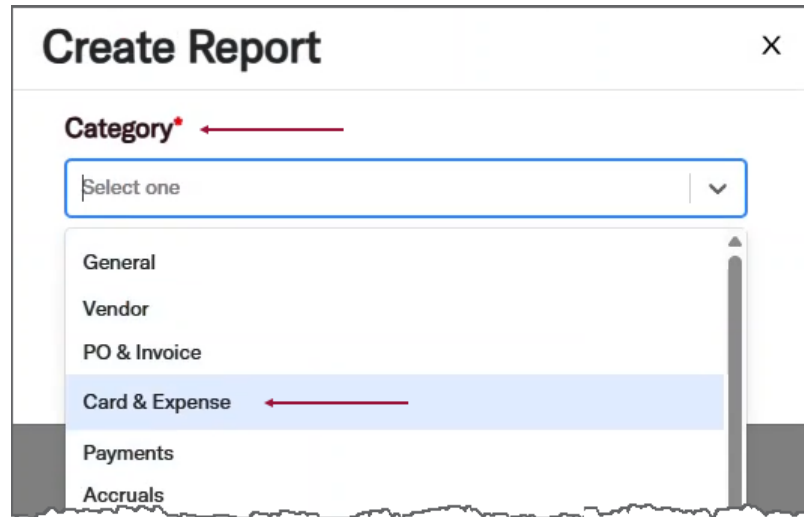
- From the left-side navigation pane, click on the **Reports** module.



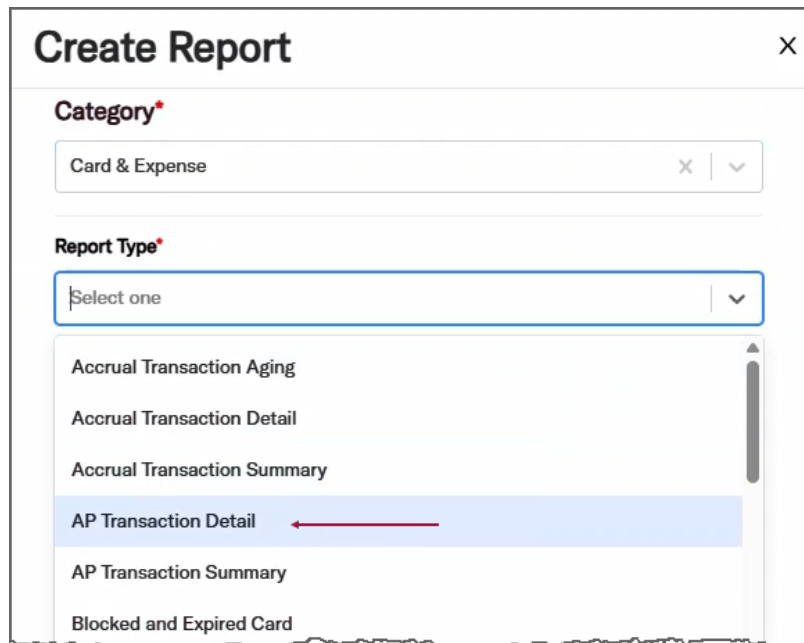
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **AP Transaction Detail** option.



6. Use the following **AP Transaction Detail Filters** to customize your report:

The screenshot shows a 'Create Report' dialog box with the following fields and options:

- Category\***: Card & Expense
- Report Type\***: AP Transaction Detail
- AP Transaction Detail Filters**
  - A Expense Item Start Date\***: mm/dd/yyyy
  - B Expense Item End Date\***: mm/dd/yyyy
  - C Export Start Date**: mm/dd/yyyy
  - D Export End Date**: mm/dd/yyyy
  - E Cardholder(s)**: Select
  - Export Preferences**
    - F Export Format**: xlsx
    - G Export Destination\***: download
    - H**  Exclude Header Description

At the bottom, there is a note: "Reports cannot exceed 1,000,000 records." and two buttons: "Cancel" and "Create".

A. **Expense Item Start Date** – Select the beginning of the creation date range.

B. **Expense Item End Date** – Select the end of the creation date range.

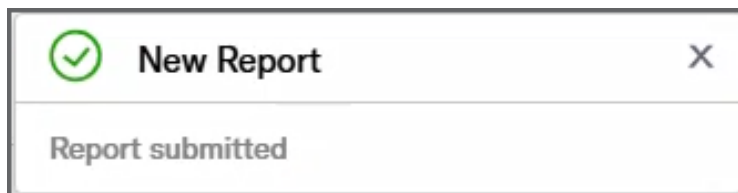
C. **Export Start Date** – Select the beginning of the export date range.

- D. **Export End Date** – Select the end of the export date range.
- E. **Cardholder(s)** – Select the cardholder’s name for the report you are generating.
- F. **Export Format** – Defaults to .xlsx.
- G. **Export Destination** – Choose where the report should be sent (download, email, sftp).
- H. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export

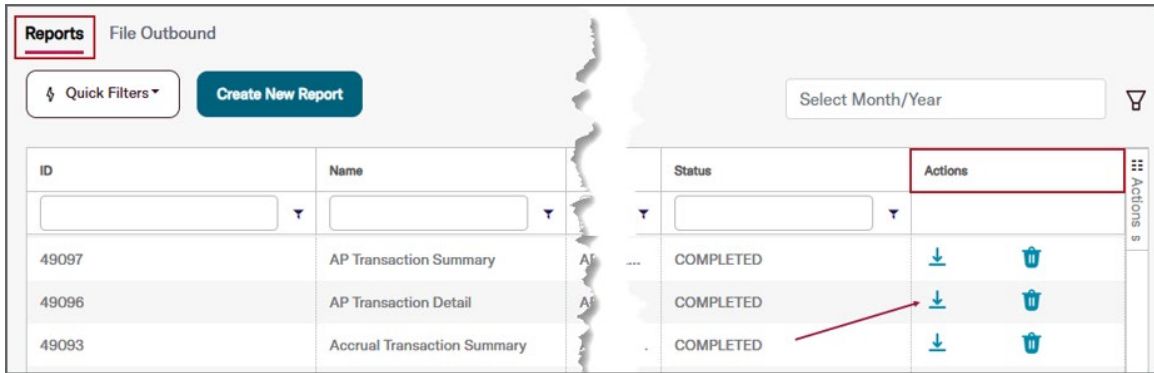
7. Click the **Create** button to generate and export the data.



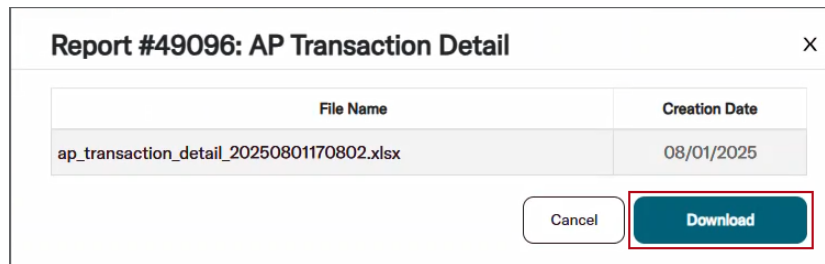
8. You will receive a success message confirming a new report has been submitted.



- From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.



- Download the report from the **Report** window.



**Note:** See below for a sample **AP Transaction Detail** report.

The screenshot shows an Excel spreadsheet with the following data:

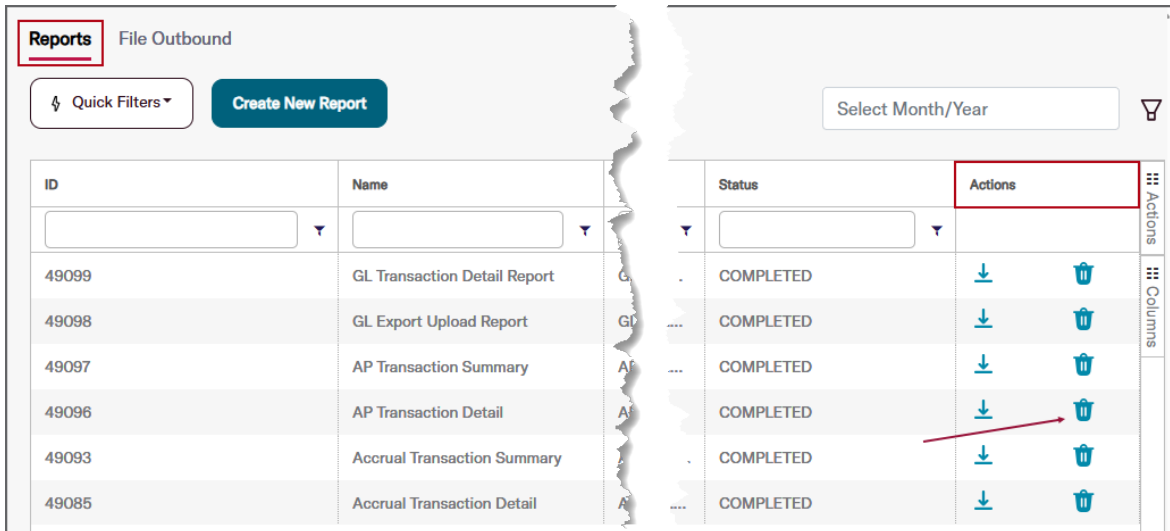
Subsidiary	Business Unit	Location	GL Coding	Department	Transaction Amount
			1010	30-Product	1200
		SAN DIEGO PARTNERS LLC	1010	10-Revenue	1500
Corpay Complete		HOWARD RABBITS LODGING LLC	1100	10-Revenue	44
			1100		116
			1010	30-Product	350
			1010		625
			1100		312.5
			1010	30-Product	312.5
			1010	30-Product	400000
Total					4004460

11. View the report columns once the report is generated. The following columns will be displayed:

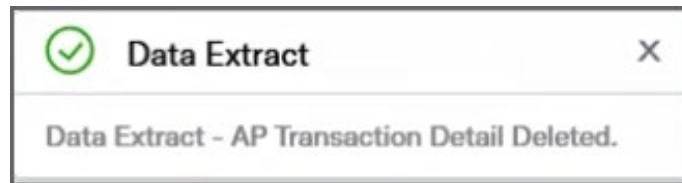
- **Subsidiary** – Identifies the subsidiary within the organization associated with the transaction.
- **Business Unit** – The internal division or unit responsible for the transaction.
- **Location** – The physical or operational location tied to the transaction.
- **GL Coding** – The General Ledger account code used for financial tracking.
- **Department** – The department within the organization that incurred the expense.
- **Transaction Amount** – The monetary value of the transaction.
- **Account Code** – The code representing the account used for the transaction.
- **Customer ID** – A unique identifier for the customer associated with the transaction.
- **User Name** – The name of the user who submitted or is associated with the transaction.
- **Cardholder/Non-Cardholder** – Indicates whether the transaction was made by a cardholder or a non-cardholder.
- **Vendor Code** – A code identifying the vendor involved in the transaction.
- **Card Number** – The card number used for the transaction (may be masked or partially displayed).
- **Employee ID** – The unique identifier of the employee associated with the transaction.

- **Transaction Date** – The date the transaction occurred.
- **Posting Date** – The date the transaction was posted to the account.
- **Expense Creation Date** – The date the expense entry was created in the system.
- **Expense Report** – The reference or ID of the associated expense report.
- **Category Name** – The category assigned to the transaction (e.g., Travel, Meals).
- **Merchant Name** – The name of the merchant where the transaction took place.
- **MCC (Merchant Category Code)** – A code that classifies the type of business of the merchant.
- **MCC Description** – A description of the merchant category code.
- **Expense Description** – A brief description of the expense.
- **Approver** – The name of the individual who approved or declined the transaction.
- **Approver ID** – The unique identifier of the approver.
- **Reviewed Date** – The date the transaction was reviewed.
- **Approved/Declined** – Indicates whether the transaction was approved or declined.
- **Approved Date** – The date the transaction was approved.
- **Exported Date** – The date the transaction data was exported from the system.
- **Transaction Type** – The type of transaction (e.g., Purchase, Refund).

12. To delete a report, navigate to the Reports grid and click on the trash can icon for applicable report under the **Actions** column.



13. You will receive a success message confirming the data extract has been deleted.

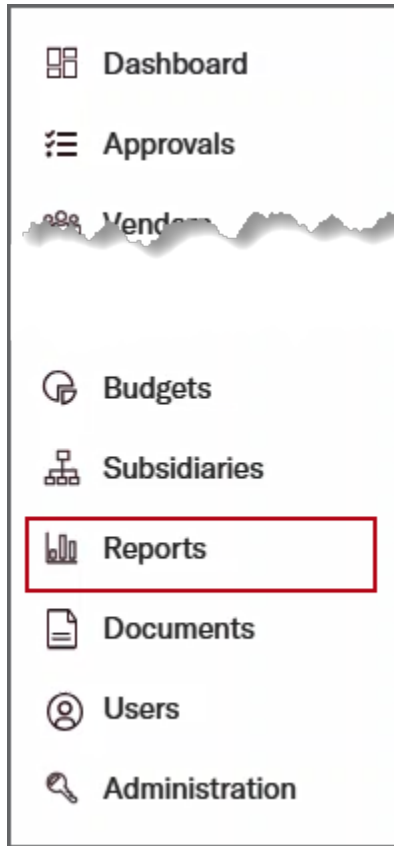


## AP Transaction Summary Report

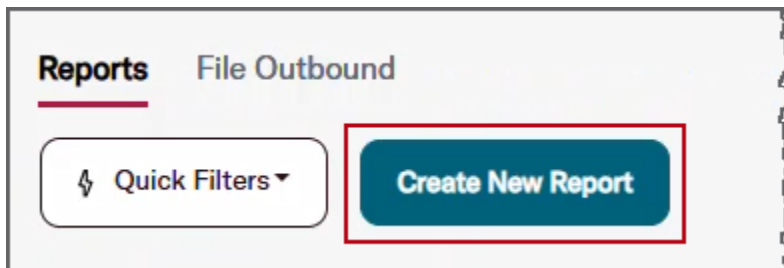
Follow the steps below to create and run the **AP Transaction Summary Report**:

1. Log in to [Corpay Complete](#).

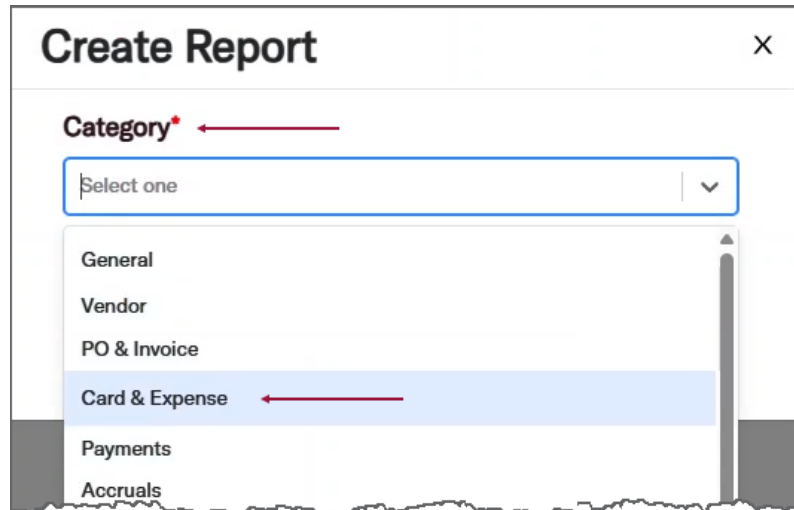
- From the left-side navigation pane, click on the **Reports** module.



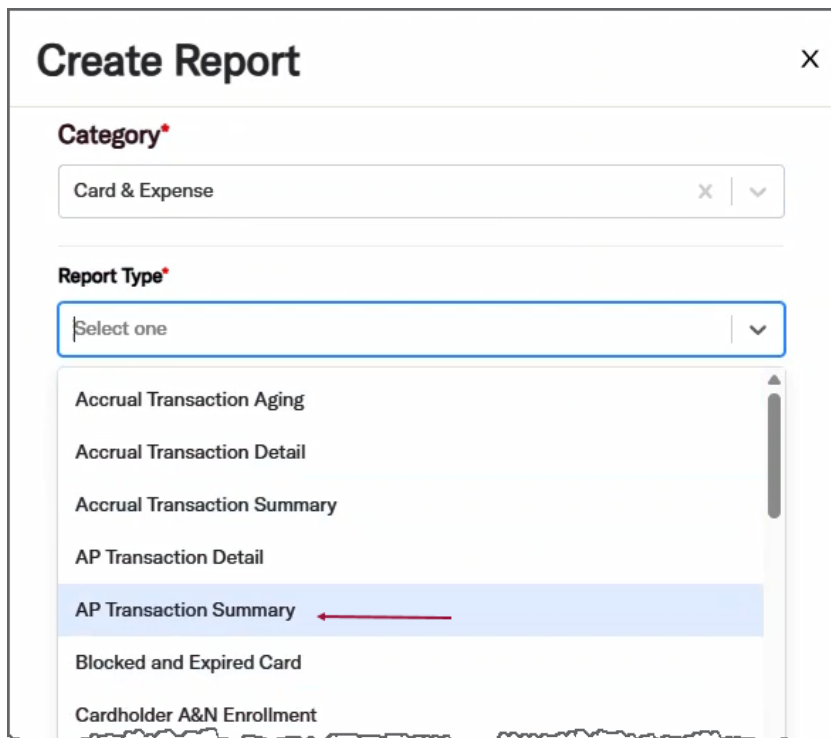
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **AP Transaction Detail** option.



6. Use the following **AP Transaction Summary Filters** to customize your report:

**Create Report** [X]

**Category\***  
Card & Expense [X] [v]

**Report Type\***  
AP Transaction Summary [X] [v]

**AP Transaction Summary Filters**

**A** **Expense Report Start Date\***  
mm/dd/yyyy

**B** **Expense Report End Date\***  
mm/dd/yyyy

**C**  Include Previously Tracked Items

**D**  Mark Records Exported

**Export Preferences**

**E** **Export Format**  
xlsx

**F** **Export Destination\***  
download [v]

**G**  Exclude Header Description

Reports cannot exceed 1,000,000 records. [Cancel] [Create]

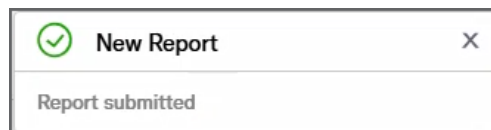
- A. **Expense Report Start Date** – Select the beginning of the creation date range.
- B. **Expense Report End Date** – Select the end of the creation date range.
- C. **Include Previously Tracked Items** – Select if you wish to include expense records that have already been tracked or exported in previous report runs.

- D. **Mark records Exported** – Select to flag the included records as “exported” once the report is generated.
- E. **Export Format** – Defaults to .xlsx.
- F. **Export Destination** – Choose where the report should be sent (download, email, sftp).
- G. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export

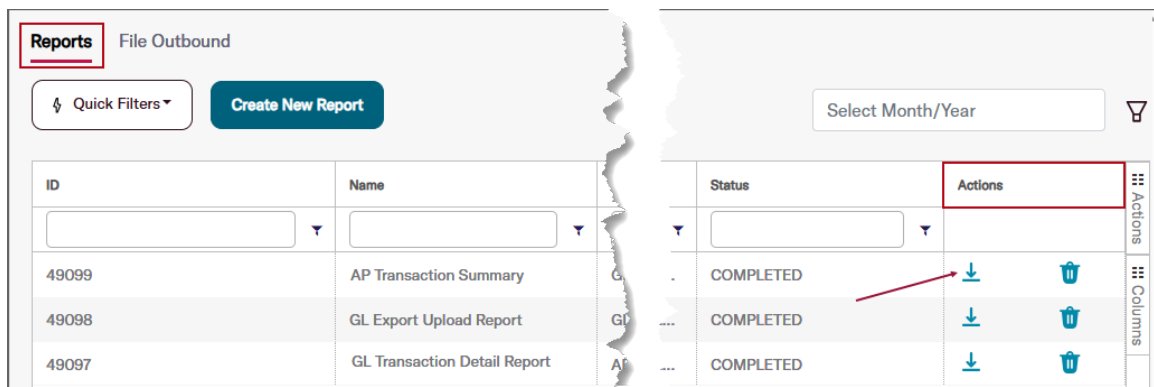
7. Click the **Create** button to generate and export the data.



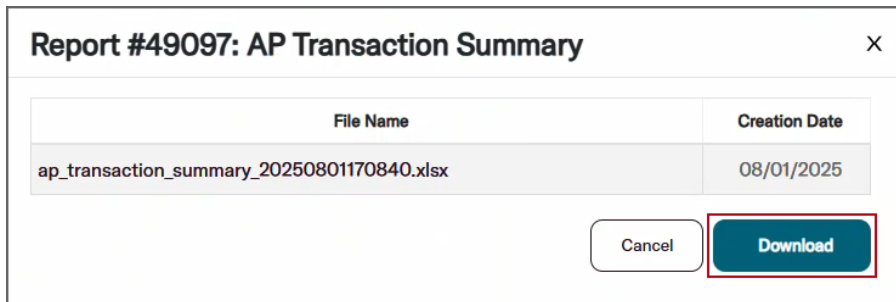
8. You will receive a success message confirming a new report has been submitted.



9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.



10. Download the report from the **Report** window.



**Note:** See below for a sample **AP Transaction Summary** report.

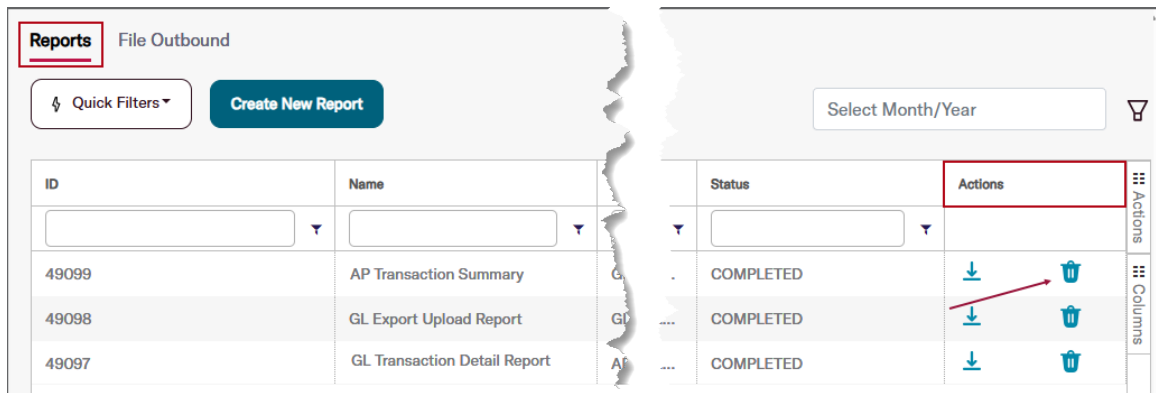
Subsidiary	Business Unit	Location	GL Coding	Department	Invoice Amount	Currency
			1100		116	USD
			1010	30-Product	4001600	USD
			1010	30-Product	1200	USD
		SAN DIEGO PARTNERS LLC	1010	10-Revenue	1500	USD
Corpay Complete		HOWARD RABBITS LODGING LLC	1100	10-Revenue	44	USD
					4004460	

11. View the report columns once the report is generated. The following columns will be displayed:

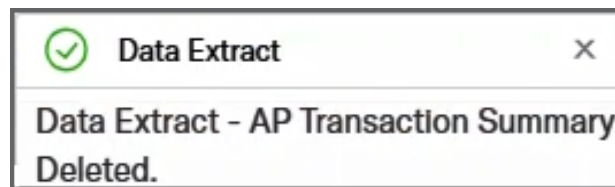
- **Subsidiary** – Identifies the subsidiary within the organization associated with the transaction.
- **Business Unit** – The internal division or unit responsible for the transaction.
- **Location** – The physical or operational location tied to the transaction.

- **GL Coding** – The General Ledger account code used for financial tracking.
- **Department** – The department within the organization that incurred the expense.
- **Invoice Amount** – The total amount billed on the invoice.
- **Currency** – The currency in which the invoice is issued.
- **Offset Company** – The company used to offset the transaction in intercompany accounting.
- **Legal Entity** – The legal entity responsible for the transaction.
- **Journal** – The journal entry reference associated with the transaction.
- **Document** – The document number or reference tied to the transaction.
- **Vendor** – The vendor ID or code associated with the invoice.
- **Account** – The account impacted by the transaction.
- **Vendor Name** – The name of the vendor who issued the invoice.
- **Invoice Date** – The date the invoice was issued.
- **Due Date** – The date by which the invoice is due for payment.
- **Invoice Number** – The unique identifier or number assigned to the invoice.
- **Invoice Description** – A brief description of the invoice or the goods/services billed.

12. To delete a report, navigate to the Reports grid and click on the trash can icon (🗑️) for applicable report under the **Actions** column.



13. You will receive a success message confirming the data extract has been deleted.

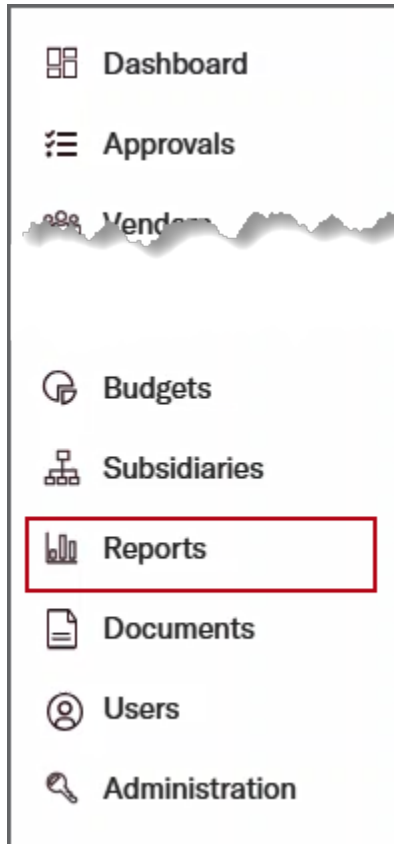


## Accrual Transaction Detail Report

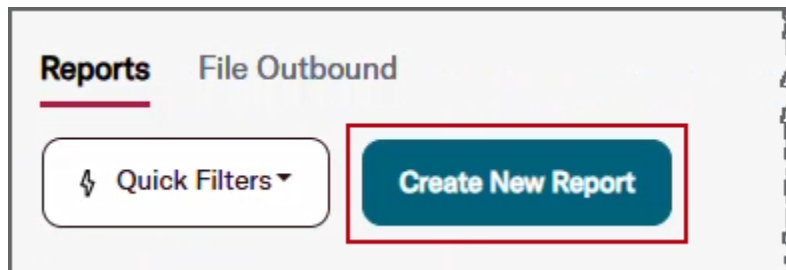
Follow the steps below to create and run the **Accrual Transaction Detail Report**:

1. Log in to [Corpay Complete](#).

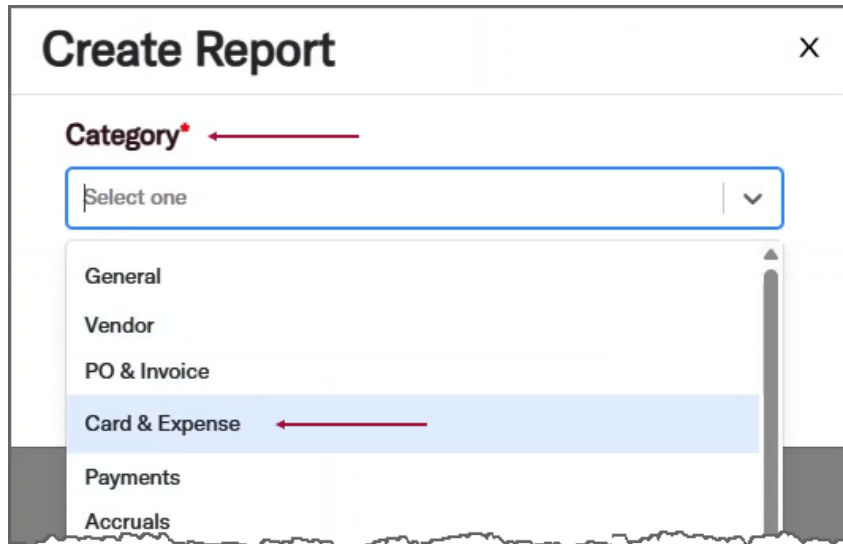
- From the left-side navigation pane, click on the **Reports** module.



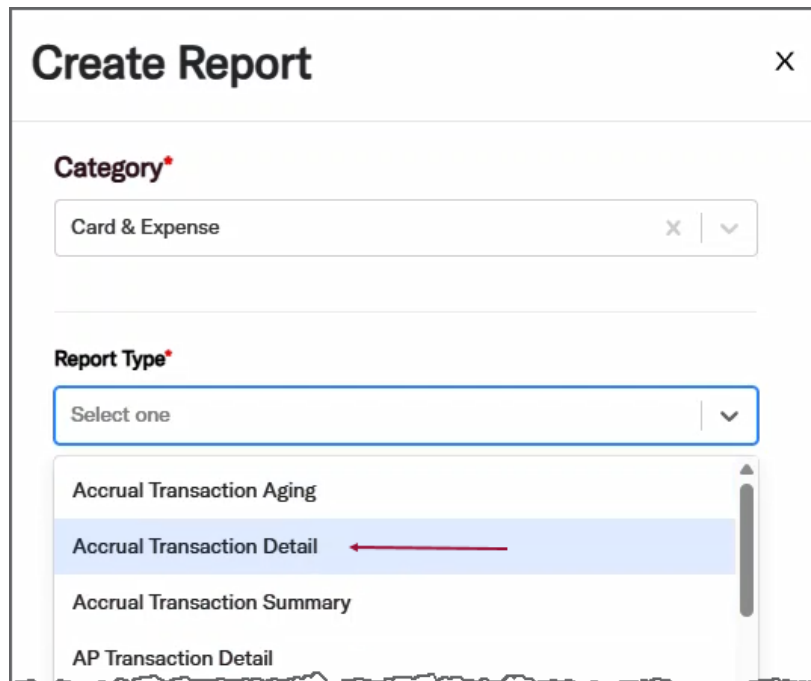
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **Accrual Transaction Detail** option.



6. Use the following **Accrual Transaction Detail Filters** to customize your report:

The screenshot shows a 'Create Report' dialog box with the following fields and options:

- Category\***: Card & Expense
- Report Type\***: Accrual Transaction Detail
- Accrual Transaction Detail Filters**
  - A Expense Item Start Date\***: mm/dd/yyyy
  - B Expense Item End Date\***: mm/dd/yyyy
- Export Preferences**
  - C Export Format**: xlsx
  - D Export Destination\***: download
  - E**  Exclude Header Description

At the bottom, there is a note: "Reports cannot exceed 1,000,000 records." and two buttons: "Cancel" and "Create".

- A. **Expense Item Start Date** – Select the beginning of the creation date range.
- B. **Expense Item End Date** – Select the end of the creation date range.
- C. **Export Format** – Defaults to .xlsx.
- D. **Export Destination** – Choose where the report should be sent (download, email, sftp).

E. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export

7. Click the **Create** button to generate and export the data.

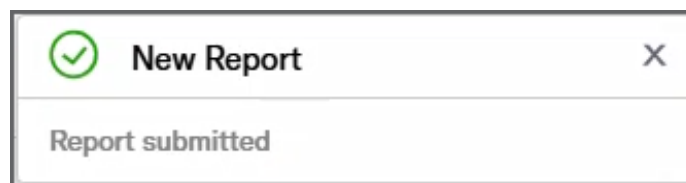


Exclude Header Description

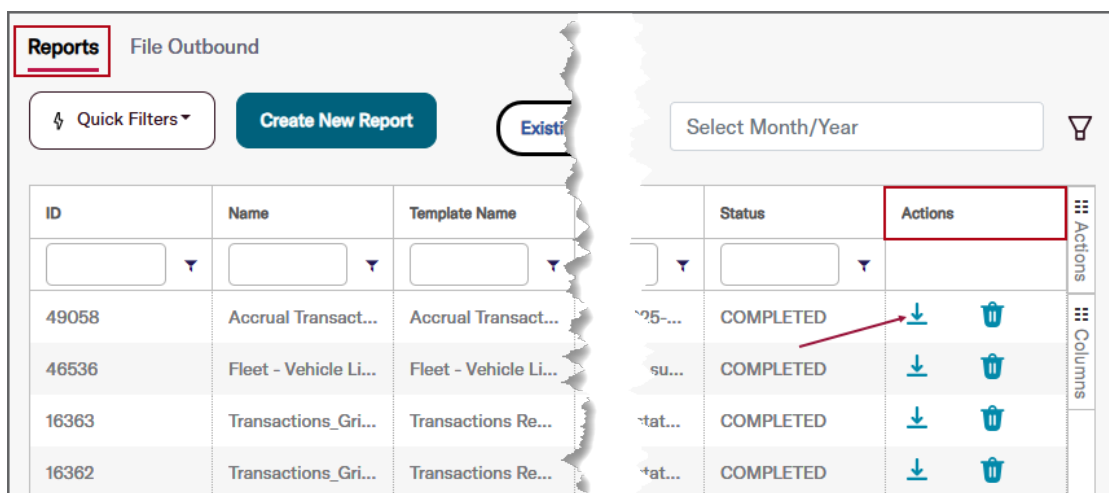
Reports cannot exceed 1,000,000 records.

Cancel Create

8. You will receive a success message confirming a new report has been submitted.











9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.



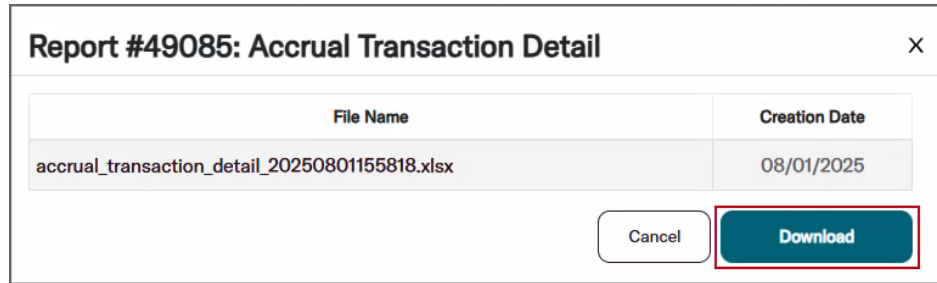
**Reports** File Outbound

Quick Filters ⌵ Create New Report Existing

Select Month/Year ⌵

ID	Name	Template Name	Status	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
49058	Accrual Transact...	Accrual Transact...	25-... COMPLETED	 
46536	Fleet - Vehicle Li...	Fleet - Vehicle Li...	su... COMPLETED	 
16363	Transactions_Gri...	Transactions Re...	*tat... COMPLETED	 
16362	Transactions_Gri...	Transactions Re...	*tat... COMPLETED	 

10. Download the report from the **Report** window.



**Note:** See below for a sample **Accrual Transaction Detail** report.

	Subsidiary	Business Unit	Location	GL Coding	Department	Transaction Amount	Account Code
1	<b>Accrual Transaction Detail</b>						
2	Period from May 01, 2025 to May 15, 2025						
3							
4							
5		Test		1010		247.5	
6				1010	30-Product	1550	
7				1010	10-Revenue	250	
8		Test		1010		151	
9							
10	Total					2198.5	
11							

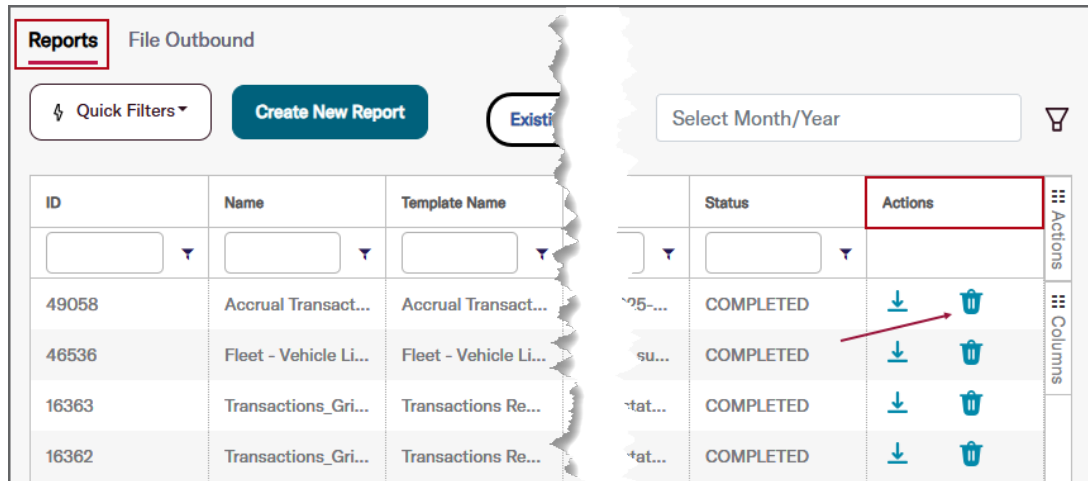
11. View the report columns once the report is generated. The following columns will be displayed:

- **Subsidiary** - The specific subsidiary within the organization associated with the transaction.
- **Business Unit** - The internal division or unit responsible for the expense.
- **Location** - The physical or operational location tied to the transaction.

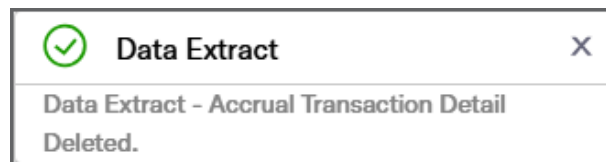
- **GL Coding** - The General Ledger account code assigned to the transaction for accounting purposes.
- **Department** - The department within the organization that incurred the expense.
- **Transaction Amount** – The monetary value of the transaction.
- **Account Code** – The code representing the account used for the transaction.
- **Customer ID** – A unique identifier for the customer associated with the transaction.
- **Cardholder** – The name of the individual who owns the card used for the transaction.
- **Card Number (Last 4 Digits)** – The last four digits of the card number used.
- **Employee ID** – The unique identifier of the employee associated with the transaction.
- **Cardholder/Non-Cardholder** – Indicates whether the transaction was made by a cardholder or a non-cardholder.
- **Vendor Code** – A code identifying the vendor involved in the transaction.
- **Email Address** – The email address of the cardholder or employee.
- **Card Number** – The full card number (if applicable and permitted).
- **Transaction Date** – The date the transaction occurred.
- **Post Date** – The date the transaction was posted to the account.

- **Expense Report** – The associated expense report reference or ID.
- **Category Name** – The category assigned to the transaction (e.g., Travel, Office Supplies).
- **Merchant Name** – The name of the merchant where the transaction took place.
- **MCC (Merchant Category Code)** – A code that classifies the type of business of the merchant.
- **MCC Description** – A description of the merchant category code.
- **Expense Description** – A brief description of the expense.
- **Review Date** – The date the transaction was reviewed.
- **Manager/Approver** – The name of the manager or approver responsible for reviewing the transaction.
- **Manager/Approver Email** – The email address of the manager or approver.
- **Transaction Type** – The type of transaction (e.g., Purchase, Refund).
- **Status** – The current status of the transaction (e.g., Approved, Pending, Rejected).

12. To delete a report, navigate to the Reports grid and click on the trash can icon for applicable report under the **Actions** column.



13. You will receive a success message confirming the data extract has been deleted.

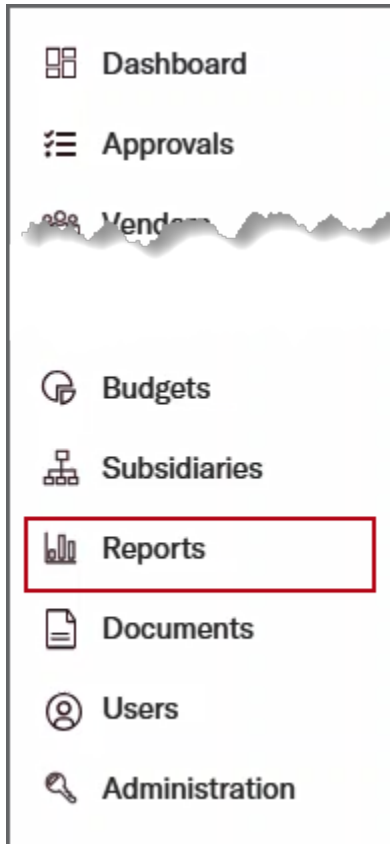


## Accrual Transaction Summary Report

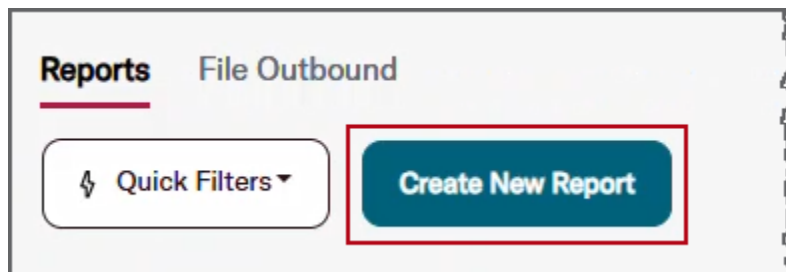
Follow the steps below to create and run the **Accrual Transaction Summary Report**:

1. Log in to [Corpay Complete](#).

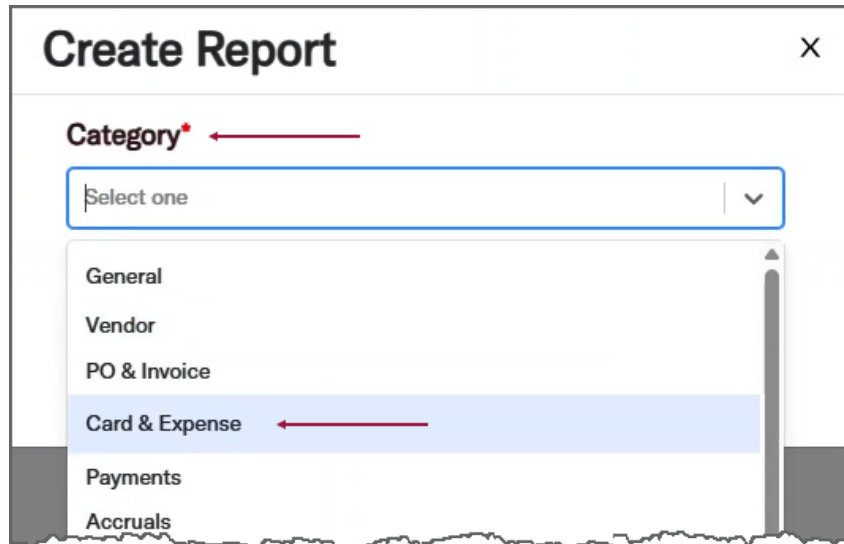
- From the left-side navigation pane, click on the **Reports** module.



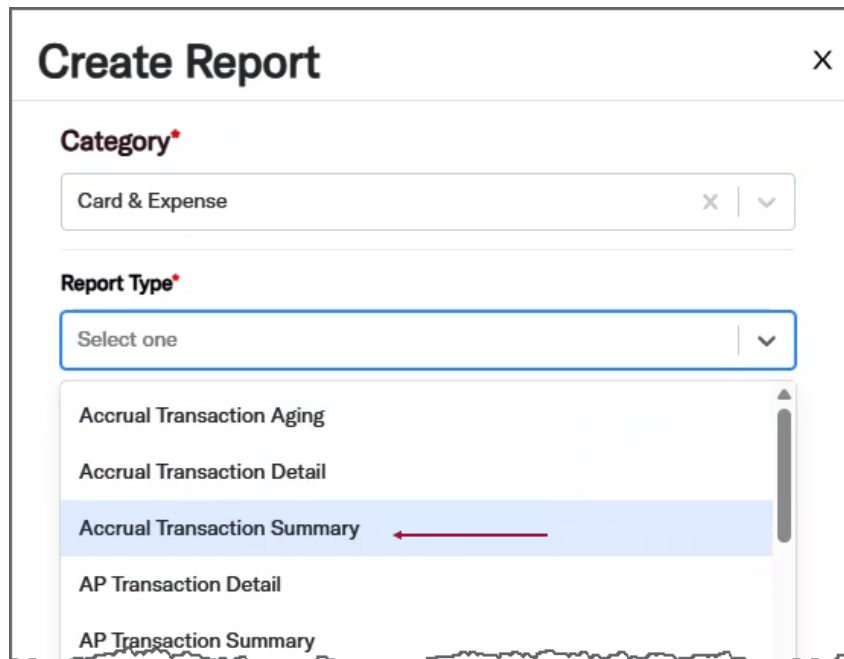
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **Accrual Transaction Summary** option.



6. Use the following **Accrual Transaction Detail Filters** to customize your report:

The screenshot shows a 'Create Report' dialog box with the following fields and options:

- Category\***: Card & Expense
- Report Type\***: Accrual Transaction Summary
- Accrual Transaction Detail Filters**
  - A Expense Item Start Date\***: mm/dd/yyyy
  - B Expense Item End Date\***: mm/dd/yyyy
- Export Preferences**
  - C Export Format**: xlsx
  - D Export Destination\***: download
  - E**  Exclude Header Description

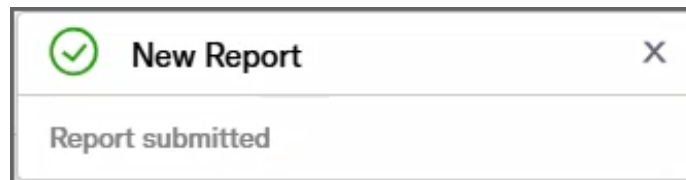
At the bottom, there is a note: "Reports cannot exceed 1,000,000 records." and two buttons: "Cancel" and "Create".

- A. **Expense Item Start Date** – Select the beginning of the creation date range.
- B. **Expense Item End Date** – Select the end of the creation date range.
- C. **Export Format** – Defaults to .xlsx.
- D. **Export Destination** – Choose where the report should be sent (download, email, sftp).
- E. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export

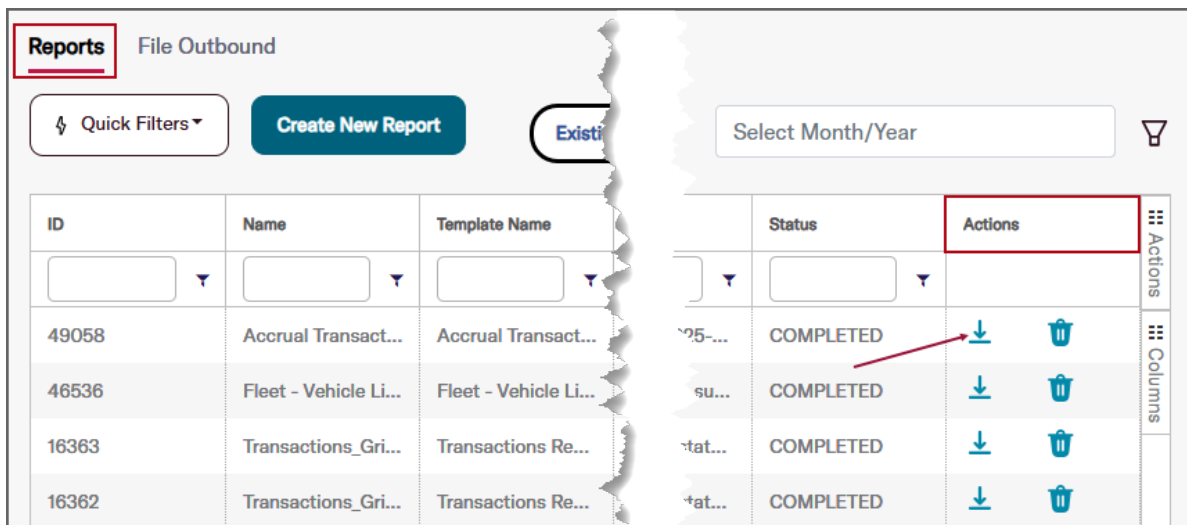
7. Click the **Create** button to generate and export the data.



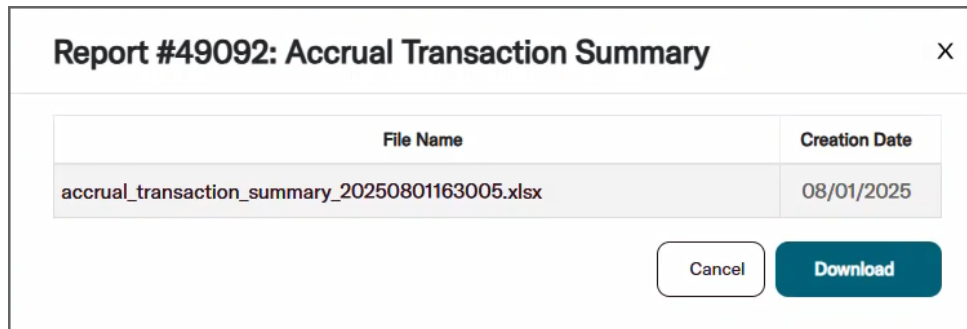
8. You will receive a success message confirming a new report has been submitted.



9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.



10. Download the report from the **Report** window.



**Note:** See below for a sample **Accrual Transaction Summary** report.

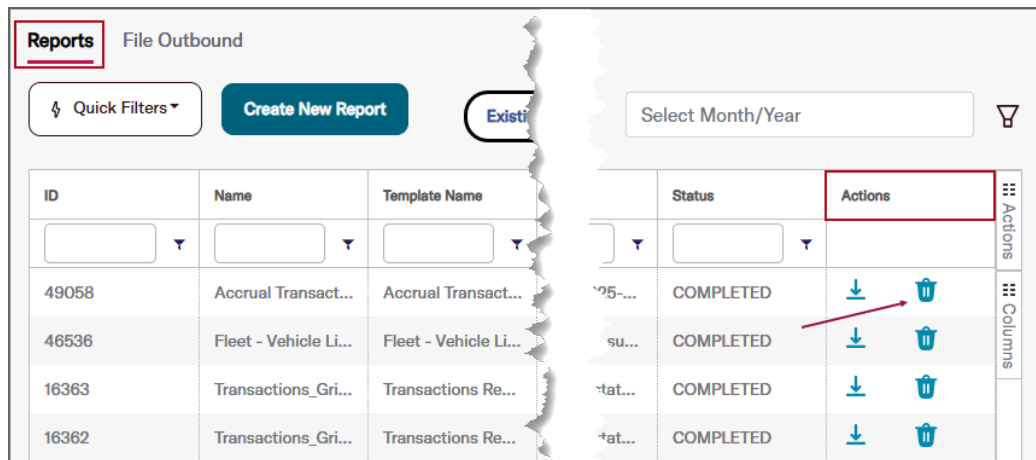
	A	B	C	D	E
1	Accrual Transaction Summary				
2	Period from July 01, 2025 to July 31, 2025				
3					
4	Date	Company	Account Type	Account	Subsidiary
5	2025-08-01		Ledger	1010-	
6	2025-08-01		Ledger	1010-	Corpay Complete
7	2025-08-01		Ledger	1010-	Corpay Complete
8	2025-08-01		Ledger	1010-	Corpay Complete
9	2025-08-01	Test	Ledger	1010-Test-	
10	2025-08-01		Ledger	1010-	
11	2025-08-01		Ledger	1012-	

11. View the report columns once the report is generated. The following columns will be displayed:

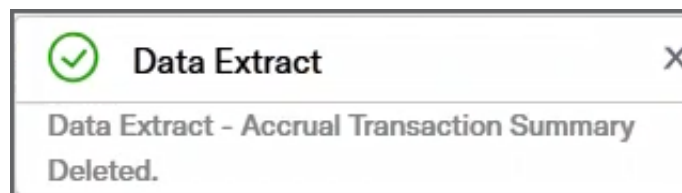
- **Date** – The date the transaction or journal entry was recorded.
- **Company** – The name of the company associated with the transaction.

- **Account Type** – The classification of the account (e.g., Asset, Liability, Expense).
- **Account** – The specific account impacted by the transaction.
- **Subsidiary** – Identifies the subsidiary within the organization related to the transaction.
- **Business Unit** – The internal division or unit responsible for the transaction.
- **Location** – The physical or operational location tied to the transaction.
- **GL Coding** – The General Ledger account code used for financial tracking.
- **Department** – The department within the organization that initiated or is affected by the transaction.
- **Submitter Name** – The name of the individual who submitted the transaction or journal entry.
- **Currency** – The currency in which the transaction was conducted.
- **Debit** – The debit amount recorded in the transaction.
- **Credit** – The credit amount recorded in the transaction.
- **Reversing Entry** – Indicates whether the transaction is a reversing entry.
- **Reversing Date** – The date on which the reversing entry is scheduled or occurred.

12. To delete a report, navigate to the **Reports** grid and click on the trash can icon (🗑️) for applicable report under the **Actions** column.



13. You will receive a success message confirming the data extract has been deleted.

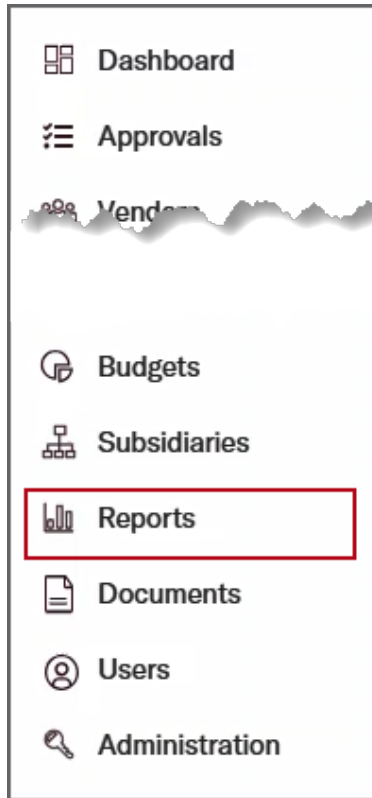


## Accrual Transaction Aging Report

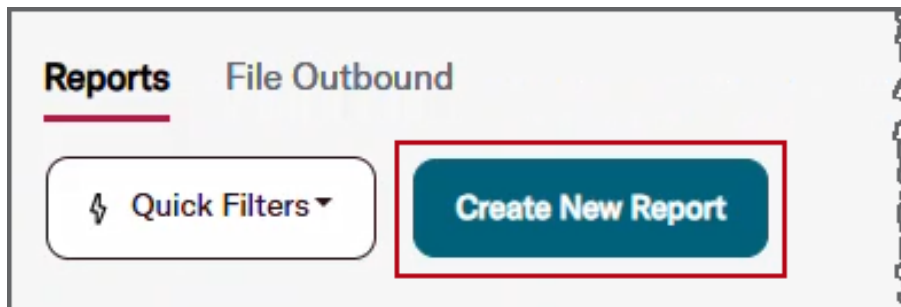
Follow the steps below to create and run the **Accrual Transaction Aging Report**:

1. Log in to [Corpay Complete](#).

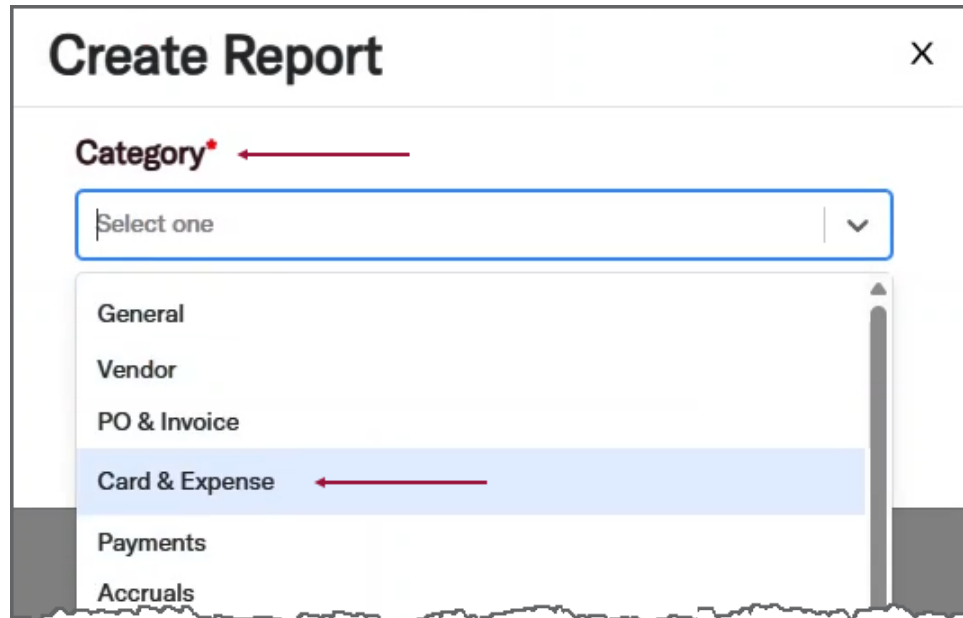
- From the left-side navigation pane, click on the **Reports** module.



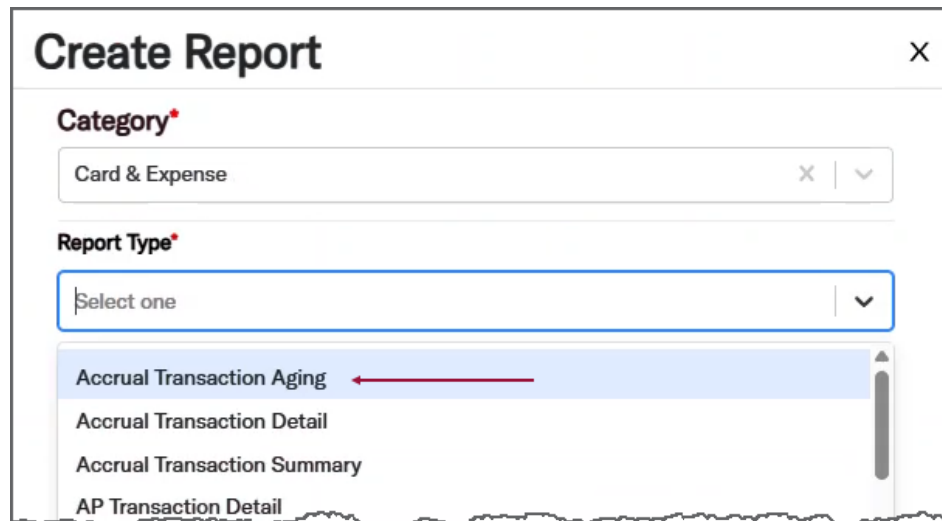
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **Accrual Transaction Aging** option.



6. Use the following **Accrual Transaction Aging Filters** to customize your report:

**Create Report**

**Category\***  
Card & Expense

**Report Type\***  
Accrual Transaction Aging

**Accrual Transaction Aging Filters**

**A** **As of Date\***  
mm/dd/yyyy

**Export Preferences**

**B** **Export Format**  
xlsx

**C** **Export Destination\***  
download

**D**  Exclude Header Description

Reports cannot exceed 1,000,000 records.

Cancel Create

- A. **As of Date** – Select the date for which you want to view aging data.
- B. **Export Format** – Defaults to .xlsx.
- C. **Export Destination** – Choose where the report should be sent (download, email, sftp).
- D. **Exclude Header Descriptions** – Check this box if you want to omit header descriptions from the export.

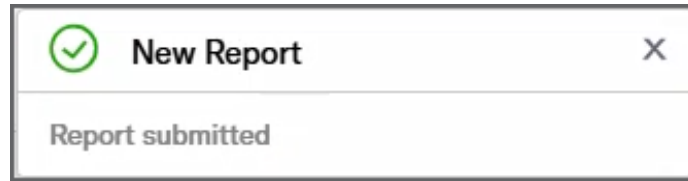
7. Click the **Create** button to generate and export the data.

Exclude Header Description

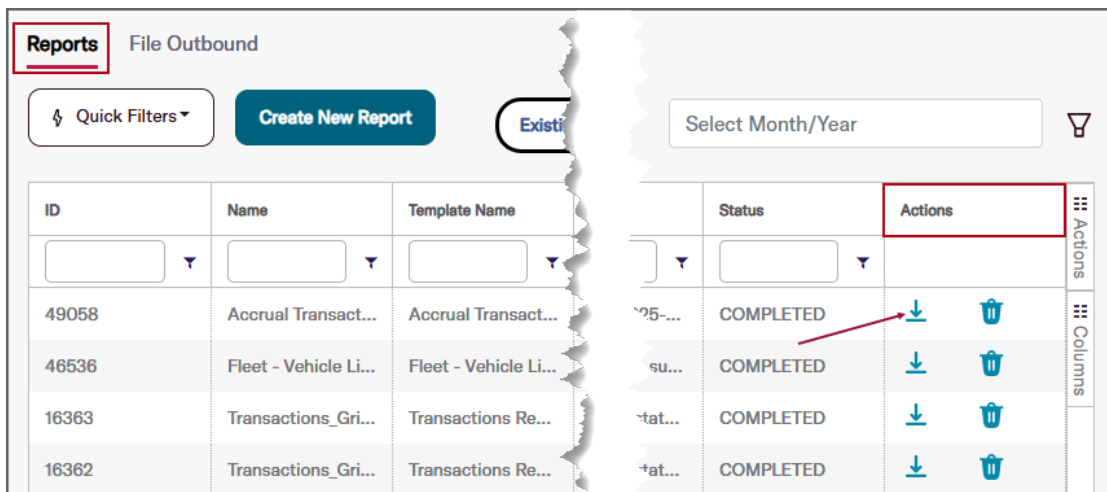
Reports cannot exceed 1,000,000 records.

Cancel Create

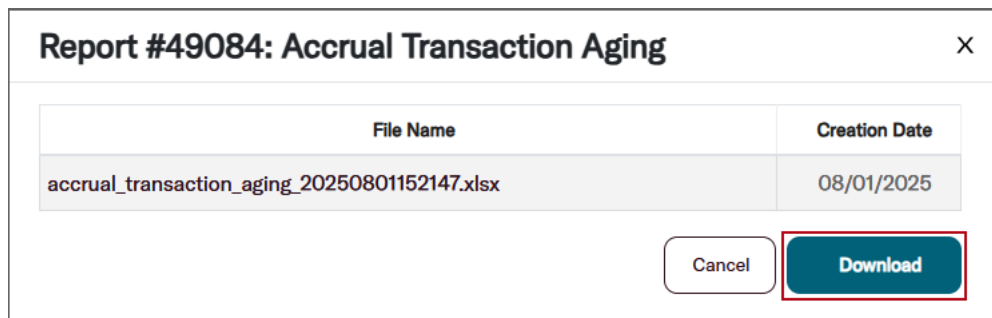
8. You will receive a success message confirming a new report has been submitted.



9. From the **Reports** grid, under the **Actions** column, click on the **Download** icon to download the report you generated.



10. Download the report from the **Report** window.



**Note:** See below for a sample **Accrual Transaction Aging** report.

	A	B	C	D	E	F	G	H
1	<b>Accrual Transaction Aging</b>							
2	As of Date is April 30, 2025							
3								
4	<b>Subsidiary</b>	<b>Business Unit</b>	<b>Location</b>	<b>GL Coding</b>	<b>Department</b>	<b>Card Number</b>	<b>Legal Entity</b>	<b>Cardholder</b>
5				1100				Alice Approver
6	Corpay			1010		**** * **** * **** *		Alice Approver
7	Corpay			1010		**** * **** * **** *		
8	Corpay			1010		**** * **** * **** *		
9	Corpay			1010		**** * **** * **** *		Ca R
10				1100				Ca Red
11				1100		**** * **** * **** *		Ca Red
12				1099				Card Holder Two
13				1100		**** * **** * **** *		Card Holder Two

11. View the report columns once the report is generated. The following columns will be displayed:

- **Subsidiary** - The specific subsidiary within the organization associated with the transaction.
- **Business Unit** - The internal division or unit responsible for the expense.
- **Location** - The physical or operational location tied to the transaction.
- **GL Coding** - The General Ledger account code assigned to the transaction for accounting purposes.
- **Department** - The department within the organization that incurred the expense.
- **Card Number** - (last 4 digits only): The last four digits of the card used for the transaction, for identification.
- **Legal Entity** - The registered legal entity responsible for the transaction.

- **Cardholder** - The name of the employee or individual who made the purchase using a company card.
- **Employee ID:** The unique identifier assigned to the employee within the organization.
- **Cardholder/Non-Cardholder Status** - Indicates whether the transaction was made by a cardholder or submitted as a reimbursable expense by a non-cardholder.
- **Email Address:** The email address of the individual associated with the transaction.
- **Account Number:** The account number linked to the transaction, often used for reconciliation.
- **Customer ID:** Identifier for the customer or client associated with the transaction, if applicable.
- Aging Buckets:
  - **Age 0–30:** Transactions that have been open for 0 to 30 days.
  - **Age 31–60:** Transactions open for 31 to 60 days.
  - **Age 61–90:** Transactions open for 61 to 90 days.
  - **Age 91–120:** Transactions open for 91 to 120 days.
  - **120 Plus Days:** Transactions that have been open for more than 120 days.
- **Total Outstanding:** The total dollar amount of the transaction that remains unapproved or incomplete.
- **Manager/Approver:** The name of the individual responsible for reviewing and approving the transaction.
- **Manager/Approver Email:** The email address of the approver for follow-up or escalation.

12. To delete a report, navigate to the **Reports** grid and click on the trash can icon (🗑️) for applicable report under the **Actions** column.

The screenshot shows a web interface for managing reports. At the top, there is a 'Reports' tab and a 'File Outbound' section. Below this are 'Quick Filters', a 'Create New Report' button, and an 'Existing' button. A search box labeled 'Select Month/Year' is also present. The main area contains a table with the following columns: ID, Name, Template Name, Status, and Actions. The 'Actions' column contains download and delete icons. A red box highlights the 'Actions' column header, and a red arrow points to the delete icon in the second row of the table.

ID	Name	Template Name	Status	Actions
49058	Accrual Transact...	Accrual Transact...	COMPLETED	Download Delete
46536	Fleet - Vehicle Li...	Fleet - Vehicle Li...	COMPLETED	Download Delete
16363	Transactions_Gri...	Transactions Re...	COMPLETED	Download Delete
16362	Transactions_Gri...	Transactions Re...	COMPLETED	Download Delete

13. You will receive a success message confirming the data extract has been deleted.

The screenshot shows a success message dialog box. It has a title bar with a green checkmark icon, the text 'Data Extract', and a close button (X). The main content area contains the text: 'Data Extract - Accrual Transaction Aging Deleted.'

## Expense Report Status Description

<b>Expense Report Status</b>	<b>Expense Report Status Description</b>
New	The Expense Report is newly created and needs to be reviewed and submitted for approval.
Pending Approval	The Expense Report is submitted for and awaiting approval.
Approved	All approvals are completed for the Expense Report, and it is awaiting payment and reconciliation.
Rejected	The Expense Report has been rejected by the approver. No action is needed.
Paid	The Expense Report has been fully processed, and expense reimbursement is paid to the requestor.
Closed	The Expense Report has been fully processed, expense reimbursement is paid and reconciled.