

Expense Track 22.03 Release Notes

4/20/2022

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Release 22.03 for Expense Track is available on Wednesday, 4/20/2022, and includes the following changes:

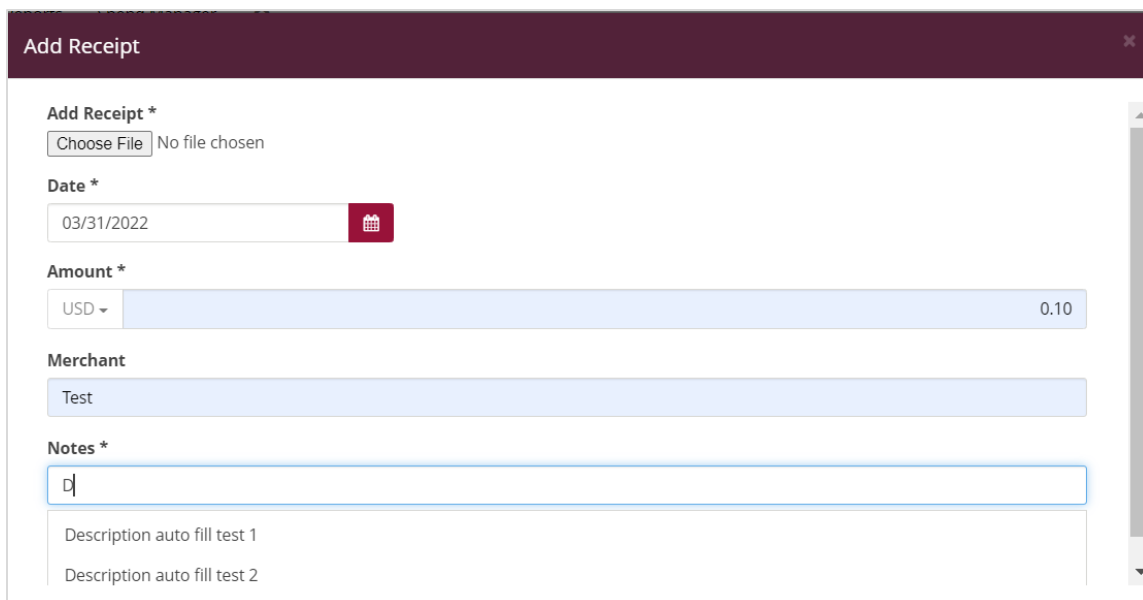
- **Enable Autofill for Description Field**
- **Add Corpay Announcements Section**
- **Trip Tracker Updates**
- **Resolved Defects & Minor Enhancements**

Enable Autofill for Description Field for Users who Create Expense Reports

Corpay users will now have an auto-fill option of the **Description/Notes** field on the website and the mobile app. This enhancement will reduce the need for users to manually enter all details (which are often the same) when submitting a receipt, updating an expense draft, or updating an expense report.

This feature requires that **System Setting 22610 - Enable Autofill for Description** be enabled. Note that the label of the field affected by this feature is configurable. Depending on your system configuration, this field may be called "Description", "Purpose", "Notes", or other customized label.

When the user is submitting a receipt, updating an expense draft or updating an expense report, they typically need to fill in a **Description** field. With this enhancement, when the user starts typing in the **Description** field, the user will see a list with the last 10 texts they used in the field. The user can search from the available list and select the text that they want to use. This makes expense reporting more efficient for users who regularly record the same types of expenses and want to use the same description repeatedly.



The screenshot shows a web form titled "Add Receipt" with a close button in the top right corner. The form contains several fields: "Add Receipt *" with a "Choose File" button and "No file chosen" text; "Date *" with a date input field showing "03/31/2022" and a calendar icon; "Amount *" with a currency dropdown set to "USD" and a value input field showing "0.10"; "Merchant" with a text input field containing "Test"; and "Notes *" with a text input field containing "D". Below the "Notes" field, a list of suggestions is displayed: "Description auto fill test 1" and "Description auto fill test 2".

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The auto-fill feature is available on the mobile app and web. The auto-fill options are device-specific – you will only see options that you have previously entered on the same web browser or mobile device. The list of options will clear if the user resets their application data on mobile or clears the cache in their web browser.

The screenshot shows the 'Add/Edit Transaction' interface. At the top, it displays 'User: BRYAN ROBINSON - 150' and 'Title: T'. Below this, the transaction is identified as 'Car Wash' with a green checkmark. There are two tabs: 'Expense Line Information' (selected) and 'Receipts'. The form contains several input fields: 'Date *' with the value '12/06/2021' and a calendar icon; 'Vendor Name *' with the value 'Test 124 vendor'; '# of Items *' with the value '1'; 'Payment Type *' with a dropdown menu showing 'Comdata Credit Card'; and 'Purpose *' with the value 'T'. A dropdown menu for 'Purpose *' is open, showing a list of suggestions: 'T', 'TEsting', 'TGRId notes' (which is highlighted in green), and 'titleyyy'.

The feature works like the default "Auto-complete" feature as supported by a web browser. When working in a web browser, the "Auto-complete" feature of the browser needs to be enabled for the feature to work. When this feature is enabled, the description field changes to a single line that doesn't support line breaks.

Add Corpay Announcements Section

This enhancement allows Corpay admins to communicate information regarding releases, issues, and other information to Expense Track users directly in the application, instead of relying on emails. The feature requires that **System Setting 22800 - Enable Announcements** is enabled for all tenants who will receive announcements. This System Setting should be enabled by default for all Expense Track tenants.

Announcement messages created by a Corpay admin will be shown to the users as popups on the home page of the mobile and web application. Users have two options to handle the announcements:

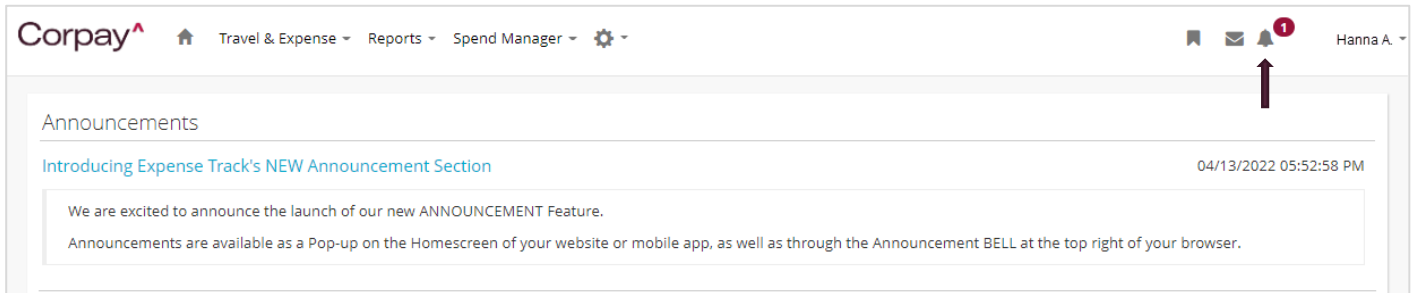
- **OK, got it:** Dismisses the announcement. The user will not see the popup again.
- **Remind me later:** Temporarily dismisses the announcement. The user will see the popup again the next time they log in.

The screenshot shows an 'Announcements' popup window. The title bar says 'Announcements' with a close button (X). The main content area has the heading 'Introducing Expense Track's NEW Announcement Section' and the date '04/13/2022'. Below this, the text reads: 'We are excited to announce the launch of our new ANNOUNCEMENT Feature. Announcements are available as a Pop-up on the Homescreen of your website or mobile app, as well as through the Announcement BELL at the top right of your browser.' At the bottom of the popup, there is a blue link 'View all announcements' and two buttons: 'Remind me later' and 'Ok, got it'.

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Users can click **View all announcements** to see all unexpired announcements in a list view. The user can also view all the undeleted or unexpired announcements on the announcement page by clicking on the bell icon in the notifications bar.



Trip Tracker Updates

The Trip Tracker enhancement will help users who use the feature to track their routes. Below are the updates.

- Added progress message to the mobile dashboard: “Your trip is in progress. You have traveled [distance] km/miles” on the trip tracker card to let the user know how much of their trip they have tracked so far.
- Start and end date/time added (in the organization’s time zone) to the trips in the trip queue.
- The round-trip option is now available for the trips on the expense draft. This can be used if you tracked only one half of a round trip, but you need to create an expense for the entire trip.
- Increased Trip Tracker accuracy.

Resolved Defects & Minor Enhancements

- **PM-70393** Fixed timestamp error occurred while choosing a value from the segments.
- **PM-70649** Resolved some amounts in Excel converting to a date format.
- **PM-70969** Expense users are now able to add rules.
- **PM-70993** Fixed error with spending limit rule for account code.
- **PM-70346** Credit card transactions will now reflect the negative sign on all the expense screens.
- **PM-69366** Resolved removal of vendor name if a user adds a Merchant name in level three credit card transaction and then edits it from the old draft screen, transaction grid, and mobile.
- **PM-69991** Resolved coding segment for jobs not appearing in the transaction coding updates report.
- **PM-70049** Resolved email not being received by the tenant.
- **PM-70377** Resolved Android app not working.