Expense Track 23.3 Release Notes

Table of Contents

Release 23.3 for Expense Track will be available on Wednesday, 4/19/2023, and includes the following changes:

Expense Manager Updates

Broadcast Messages in the Mobile Application

Corpay Expense Track Mobile application users who use the application to access the **Expense Manager** feature can now view the broadcast messages sent by the system administrator, which will allow them to have all the active broadcast messages available in the same list. When a user receives a broadcast message in the mobile application, it appears as a push message in the notification area of the device. To view the contents of the message the user clicks the message. On clicking the message, the user is redirected to a new screen on the mobile application. This screen is part of the messages section on the mobile application. A new icon is available in the section that will now display all the active broadcast messages sent by the system administrator to the logged-in user. The messages are displayed as a long scrolling screen. In case the message is long, the user needs to click the More button to view the full message.

Adding Receipt by Drag-drop Actions

Corpay Expense Track users with Traveler/Approver role who use **Expense Manager** to add receipts or attachments to an expense can now drag and drop the files from their computer in the Expense track application. This enhancement eliminates the need to click and browse the files that are to be linked as attachment to an expense. With this change, the user can drag and drop the

files from the computer in the drop area to attach the files as attachment to an expense. The user

can select and drop up to 10 files of supported type in the drop area.

All the existing restrictions for the file size and file type remain unchanged.

Corpay^

Delegate to set Accounts Coding Defaults for Expense Users

This change impacts Corpay Expense users with a Traveler/Approver/Delegate role. With this change, Delegate users can now go into a user's "**My Profile**" and set up their default coding for them because their cardholders may not know how to setup transaction coding themselves. This enhancement allows the delegate user to set up Accounts Coding Defaults for expense reports for all its users. The option is available in the "**My Profile**" section for the delegate user. The other information of the profile is not available for editing to the delegate user.

Corpay^

Resolved Defects (Deployed During 23.1 Release)

- **PM-42544:** To resolve errors with saving expense lines on the **Manage Transaction** page, fields on expense lines now have the following restrictions:

    - Origin City/Destination City: max 50 characters

    - Origin State/Destination State: max 25 characters

- **PM-26654:** Fixed issue of vendor name not appearing in the expense report even when the vendor name is set to required.

- **PM-74303:** When importing expense types, the import can now include the distance unit (miles or kilometers). The distance unit is used for expense types with mileage enabled. If a mileage expense type is imported and no distance unit is specified, the default distance unit set in **system setting 2360** is used.