Corpay Quarter 4-2023 Release Notes

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The Corpay Q4-2023 Release is available and includes the following items that were released by Corpay during the fourth quarter of 2023.

Corpay Complete Improvements

- **Excel Invoice Template:** With this deployment, customers and vendors can now submit invoices using an Excel Invoice template. For customers who need vendors to submit invoices via email or the Vendor Portal, the Excel Invoice enhancement gives a quick and efficient way of submitting 100% accurate invoices in a format that can be processed immediately.

- **Recurring Invoice Feature:** A new Recurring Invoice feature was added to improve the Corpay Complete Invoice Automation experience. For customers who need to submit recurring payments, the new Recurring Invoice enhancement is a way to automatically create invoices at a pre-set frequency (e.g., weekly, monthly, quarterly, annually) that can be approved and paid. Additionally, schedulers can have new invoices automatically generated in a PDF format for use as an attachment.

- **Request Change Order for a Purchase Order (PO):** A new Request Change Order feature was added to the Corpay Complete Invoice Automation experience. For staff-level customers who need to update POs, such as when adding line items or updating vendors, this enhancement is a way to request specific changes on a PO. In addition, Change Order (CO) workflow approvers will receive notifications to approve the requested changes. With the new Request Change Order feature, Administrators can track and streamline requests with a paper trail.

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- **Change Order Details Page:** A new *Change Order Details* page was added for customers who use the Request Change Order feature. This enhancement enables customers to review requested changes for a PO, view and manage the CO workflow, upload documents, and track activity in the Data Audit Log. With this enhancement, Purchase Order teams have added transparency into the Request Change Order feature.

- **Vendor Email Reminders:** Email reminders were created for vendors to sign up for and complete their profile in the *Vendor Portal*. This enhancement improves engagement on the Vendor Portal and encourages more vendors to accept virtual cards for payments.

- **Interactive Form for Optical Character Recognition (OCR):** An interactive form was built on the *Invoice Inbox* for raw OCR. This enhancement highlights OCR-predicted data fields and enables customers to make corrections before submitting an invoice.

- **Automatic Notification for PO Balance:** An automatic notification was created for Purchase Order Administrators and Requestors when there is a low PO balance. This enhancement helps to prevent issues by ensuring that stakeholders maintain PO balances.

- **Pay Invoices Role:** A new Pay Invoices role was created in Corpay Complete. This enhancement provides additional security by limiting staff users' access to the *Invoice* module.

- **Line Item Shipping Address:** The Purchase Order PDF was updated to include a shipping address for each line item. This enhancement creates additional verification for delivery addresses for each line item if an order is sent to multiple locations.

- **Payment Run Save for Later Option:** A new *Payment Run Save for Later* option was created, which enables customers to submit a Payment Run in a New status instead of

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directly submitting it. With this enhancement, customers can create and edit a Payment Run before submission.

- **Virtual Card Details for AP Automation Customers:** The *Payment Details* page now includes a *Card Number* field and *Virtual Transactions* tab for AP Automation customers. This enhancement improves the Corpay Complete Payments experience by giving customers additional information about virtual card payments.

- **Remittance in the Payments Grid for AP Automation Customers:** Remittance documents are now available in the *Payments* grid for AP Automation customers under the *Remittance* column. This enhancement ensures that customers can easily find and access remittance documents.

- **Payment Run Approval in the Mobile App:** A *Payment Run Summary* panel was added to the *Approval* screen to align the Corpay Complete Mobile App user experience to Corpay Complete Web. This enhancement streamlines the Corpay Complete Payment Run functionality and ensures that customers have similar features in both Corpay Complete Web and the Mobile App.

- **Payments Dashboard:** The Corpay Complete Payments experience was enhanced with a new Dashboard that currently features the following widgets:
  - *Credit Model Summary* widget, which is available to AP Automation credit model customers.
  - *Unprocessed Virtual Cards* widget, which is available to AP Automation Virtual Card for Accounts Payable (VCAP) customers.

  This enhancement gives customers additional data and insights into credit models and VCAP.

- **Data Extract Form Updates:** To align the Corpay Complete data extraction creation process with Expense Track for existing customers, the Data Extract form was improved for cards and expenses.

- **Partial Payments Using File Integration:** Partial payments using file integration were added to Corpay Complete. This enhancement allows customers to make partial payments while leveraging Corpay Complete's ability to identify and consume duplicate invoices and set up multiple payments.

- **Payment Run Scheduler from File Integration:** A payment run scheduler that uses file integration functionality was added to Corpay Complete. This enhancement means that invoices consumed via file integration can be automatically submitted for payment through a Payment Run without the need for manual intervention.

- **Currency Code Added to Outstanding Checks Report:** A currency code was added to the Outstanding Checks Listing report. This enhancement provides better readability by listing the currency code of the Check Amount in a separate column.

- **Report Corrections:** The Outstanding Check Listing, Spend by Vendor Listing, and Payment Reissue Listing AP Automation reports were updated to ensure that each report contains the correct data and has an accurate date format.

- **Reports Updated for Data Extracts:** The *Reports* section was redesigned to accommodate Data Extracts. This update enhances Data Extract functionality by adding a scheduling feature.

- **Pay Invoices Tab Improvements:** Filtering *Originating Accounts* by subsidiary was enabled on the Pay Invoices tab. This enhancement enables customers to filter a list of bank

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accounts by subsidiary instead of viewing all available bank accounts for the selected payment method.

- **Payment Run Improvements:** Invoices no longer display immediately on the *Pay Invoices* tab after a Payment Run is rejected. This enhancement improves system performance, as the invoices tied to rejected Payment Runs previously displayed on the *Pay Invoices* tab immediately.

- **Subsidiary Improvements:** Customers now have the option of adding multiple locations to a subsidiary. This enhancement enables customers to associate multiple locations to a single subsidiary so that each location can be linked to a separate bank account.

- **Transaction Details for Virtual Card Payments:** Transaction details were added for virtual card payments. With this enhancement, AP Automation customers can view transaction details on the *Virtual Card Transactions* tab for any card payment.

- **Report Fixes:** The Spend by Vendor Listing and Outstanding Check Listing reports were corrected. This update ensures that the Spend by Vendor Listing and Outstanding Check Listing reports contain the correct gross amount calculations and currency codes.

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