

## Corpay Release Notes - 4/18/24

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## Corpay Release Notes - 4/18/24

The following items were released by Corpay on April 18<sup>th</sup>, 2024.

### Corpay Complete Improvements

#### Invoice Automation and Purchase Order Improvements

- The *Scheduled Payments* and *Rejected Vendors* links in the *Stats* panel were updated to display correct data, which ensures that customers may resolve issues promptly. Previously, these links did not show accurate information.
- Previously, an “is not valid” message displayed under the *Workflow* drop-down when customers submitted a credit memo from the *Invoice Inbox*. This issue has been resolved and customers may select a *Workflow* and submit credit memos without issue.
- When a customer creates a new report from the *Reports* tab, new reports will now display at the top of the *Reports* table and be automatically sorted in ascending order by *Creation Date*.
- Previously, when non-business operations users created an *Invoice Listing* report and applied filters, the filters did not function properly. With this update, filters function as expected for all users when generating an *Invoice Listing* report.
- The *Add Credit Memo* form was updated so that tax codes are set correctly based on the selection in the *Nexus* field (region). Previously, when customers updated the *Nexus* field, the *Tax Code* drop-down failed to display tax codes associated with the selected region.
- Customers may now update multiple vendor debit accounts using the *Bulk Operations* > *Bulk Update* feature. To update vendor debit accounts, select **Vendors** from the *Select Update* drop-down.

Approval Settings Categories MCC Defaults Activities Catalogue Items Bulk Operations Bulk Operations 2.0 Transactions Fraud Audit

Bulk Import Bulk Delete Bulk Update Bulk List Mgt

## Bulk Update

Select Update ▾

- Vendors
- Contacts
- Purchase Orders
- Accruals
- Invoices
- Payments
- Users

Import Instructions

- ✓ Do not change the headers of the excel template, re-arrange column is ok
- ✓ Before uploading excel please make sure that the date format: MM/DD/YYYY or YYYY/MM/DD
- ✓ Do not close this page in middle of bulk process.
- ✓ For lookup - id column will be used before secondary column like name, number
- ✓ Max row limit is 4000

- Previously, the *Posting/Prior Period* column in the *All Invoices* table showed incorrect dates. This issue has been resolved and the *Posting/Prior Period* column displays the correct data from the invoice.
- Invoices in Corpay Complete are now sent with receipt links to the Made2Manage (M2M) ERP. This enhancement enables synchronization with M2M because M2M does not allow bills that are missing receipts.
- All OCR parsers (i.e., Corpay Complete, Amazon, and Photon) will now use the vendor from the purchase order when creating an invoice. Previously, OCR-generated invoices did not list the correct vendor.

### Payments Automation Improvements

- When payments admin or business operations users reject or open a payment run with a **Rejected** status, they can now select **Reset Payment Run** instead of creating a new one. After resetting the payment run, the following actions will occur:

- The payment run *Status* will change from **Rejected** to **New**.
- The unsubmitted draft payments in the payment run will be voided.
- The voided payments will no longer display on the *Payment Run Details* page.
- The audit log will display all updates.
- Users may now search for invoices associated with a payment run on the *Payment Run Approval Details* page. To search for an invoice, navigate to the *Payment Run Details* page and select the *Invoices* tab. Next, enter the **invoice number** in the *Number* field or **vendor name** in the *Vendor* field. This enhancement enables users to easily find invoice(s) and take action as needed.

Payment Runs / Payment Run Details

### Payment Run - [REDACTED] NEW

[Message](#) [Submit Payment Run](#) [Void Payment Run](#)

#### General Info

<b>Batch Number:</b> 1406	<b>Total Vendors:</b> 3
<b>Total Amount(s):</b> USD \$5,551.00	<b>Total Payment Count:</b> 3
<b>Submit Date:</b> 03/06/2024	<b>Submitter:</b> Created by system

#### APPROVAL WORKFLOW

[Start Approval](#) [Request Approval](#) [Preview Workflow](#)

Approval Steps	Last Updated Date	Approved Date	Rejected Date	Approvers	Status
There are no approvers					

Payments Invoices

#### INVOICES

[Add Invoice](#)

Number	Vendor	Status	Amount	Originating Account	Payment Method Type	Paid Date	Date	Action
<input type="text"/>	<input type="text"/>							
INV- [REDACTED]	[REDACTED]	OPEN	\$2,030.00	[REDACTED]	ACH	03/06/2024	02/11/2024	<a href="#">Edit</a> <a href="#">Delete</a>
INV- [REDACTED]	[REDACTED]	OPEN	\$100.00	[REDACTED]	cambridge	03/06/2024	12/07/2023	<a href="#">Edit</a> <a href="#">Delete</a>
INV- [REDACTED]	[REDACTED]	OPEN	\$21.00	[REDACTED]	cambridge	03/06/2024	03/06/2024	<a href="#">Edit</a> <a href="#">Delete</a>
INV- [REDACTED]	[REDACTED]	OPEN	\$3,400.00	[REDACTED]	Check	03/06/2024	03/06/2024	<a href="#">Edit</a> <a href="#">Delete</a>

- After customers reset a payment run, payments from the previously voided or failed

payment run will no longer display on the *Payment Run Details* page. This enhancement clarifies which payments will be submitted with the new (reset) payment run and prevents confusion about what invoices are being paid.

- A new **Add to Existing Payment Run** option was added to the *Bulk Action* drop-down on the *Pay Invoices* tab that enables customers to add one or more invoices to an existing payment run. Previously, users could only add one invoice at a time to an existing payment run from the *Invoice Details* page.

The screenshot shows the 'Pay Invoices' interface. At the top, there are navigation tabs: 'Processing Invoices', 'All Invoices', 'Recurring Invoices', 'Inbox', and 'Pay Invoices'. Below the tabs are 'Bulk Action' and 'Quick Filters' dropdown menus. A table of invoices is displayed with columns: 'Due Date', 'Due Status', 'Amount', 'Original Amount', 'Notr Available Discount', 'Payment Amount', 'Payment Date', 'Gross Credit Available', and 'Payment Method Type'. A 'Bulk Action' dropdown menu is open, showing options: 'Submit Selected For Payment Run', 'Submit All For Payment Run', 'Add to Existing Payment Run' (highlighted with a red box), and 'Mark As Paid Outside'. The table contains 11 rows of invoice data, with the first three rows selected. A summary row at the bottom shows 'total : \$1.8', 'total: 500', 'total: 0', and 'total : \$1.8'. At the very bottom, it says 'Total Items: 21 (Selected Items: 3)'.

	Due Date	Due Status	Amount	Original Amount	Notr Available Discount	Payment Amount	Payment Date	Gross Credit Available	Payment Method Type
<input checked="" type="checkbox"/>	02/26/2024	PAST DUE	\$0.5000			\$0.5000	04/23/2024	\$0.00	Check
<input checked="" type="checkbox"/>	02/26/2024	PAST DUE	\$0.5000			\$0.5000	04/23/2024	\$0.00	Check
<input checked="" type="checkbox"/>	02/26/2024	PAST DUE	\$0.8000			\$0.8000	04/23/2024	\$0.00	Check
<input type="checkbox"/>	03/12/2024	PAST DUE	\$0.9800			\$0.9800	04/23/2024	\$0.00	Check
<input type="checkbox"/>	04/25/2024	DUE SO...	\$6.0000			\$6.0000	04/23/2024	\$0.00	CorpayCard
<input type="checkbox"/>	02/23/2024	PAST DUE	\$5.0000			\$4.5000	04/23/2024	\$0.00	Mastercard
<input type="checkbox"/>	02/23/2024	PAST DUE	\$10.0000		P...	\$6.0000	04/23/2024	\$3.00	Mastercard
<input type="checkbox"/>	05/05/2024	NEW	\$6.0000			\$5.5000	04/23/2024	\$3.00	Mastercard
<input type="checkbox"/>	05/05/2024	NEW	\$5.0000			\$4.5000	04/23/2024	\$3.00	Mastercard
<input type="checkbox"/>	12/29/2023	PAST DUE	\$0.5000			\$0.5000	04/23/2024	\$3.00	Mastercard
<input type="checkbox"/>	12/12/2023	PAST DUE	\$0.1000			\$0.1000	04/23/2024	\$0.00	CorpayCard
			total : \$1.8	total: 500	total: 0	total : \$1.8			

- To maintain and uphold the user experience in Corpay Complete, the *Payment Method* filter on the *Pay Invoices* tab will be hidden until an underlying issue is addressed.

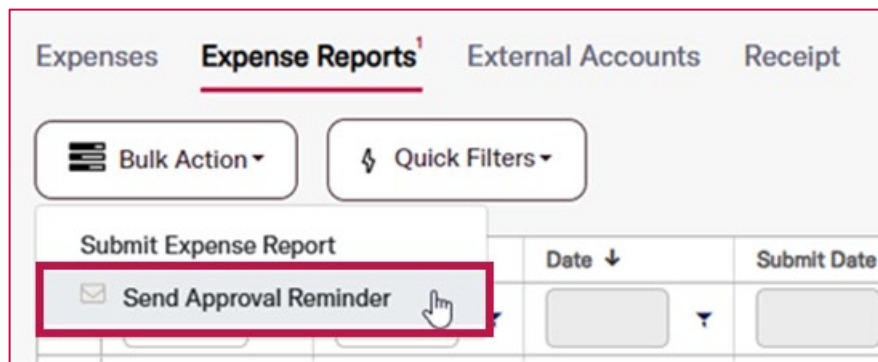
- Previously, when a processing error was received for Corpay Payments Automation, the payment *Status* did not update to **Failed**. This issue has been resolved and payment statuses automatically change to **Failed** when a processing error is received.
- A defect was resolved that prevented customers from seeing the details in the *Payment Run Schedule* pane on the *Payment Run Approval Details* page.
- A permission check has been added to prevent unauthorized users from editing payment runs. Now, users with the following roles can edit payment runs:
  - application\_admin
  - admin
  - local\_admin
  - payment\_admin
  - root
  - special\_ap\_role
  - super\_admin
  - super\_admin\_without\_payment
  - universal\_admin
- Previously, the Approvals total was incorrect on the **Approvals** menu item in the left-side navigation pane. With this deployment, the Approvals total displays how many approvals are outstanding for the current user.

### Expense Improvements

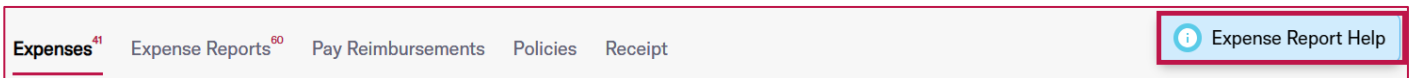
- If a customer adds a new *Payment Method* to their user profile, the new payment method will now automatically be applied to existing expense reports that have a *Status* of **New** or

**Pending.** Previously, admin users had to open users' existing expense reports and manually associate the new payment method.

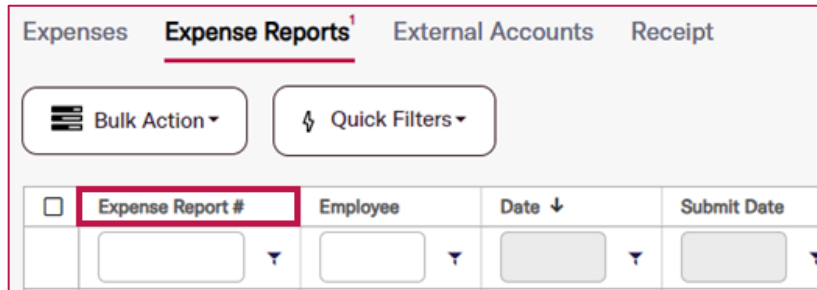
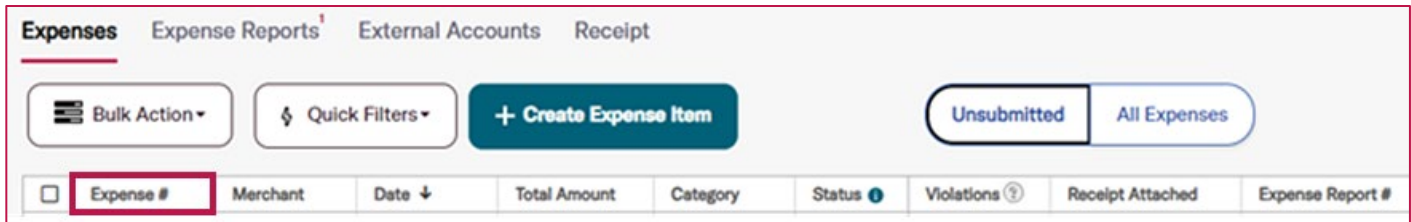
- A new **Send Approval Reminder** option was added to the *Bulk Action* drop-down on the *Expense Reports* table. This enhancement enables users to select multiple expense reports and send out reminder notifications to all pending approvers.



- A new *Expense Report Help* link was added to the upper-right corner of the Expenses module tabs. The *Expense Report Help* link directs customers to new articles in the Corpay Complete Zendesk Help Center that provide step-by-step instructions on how to create and submit expense reports in both Corpay Complete Web and the Corpay Complete Mobile App.

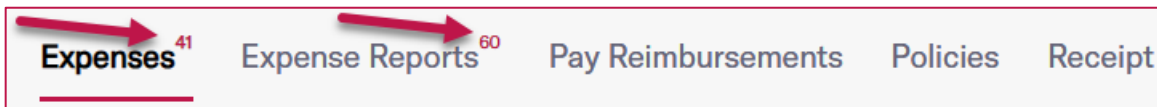
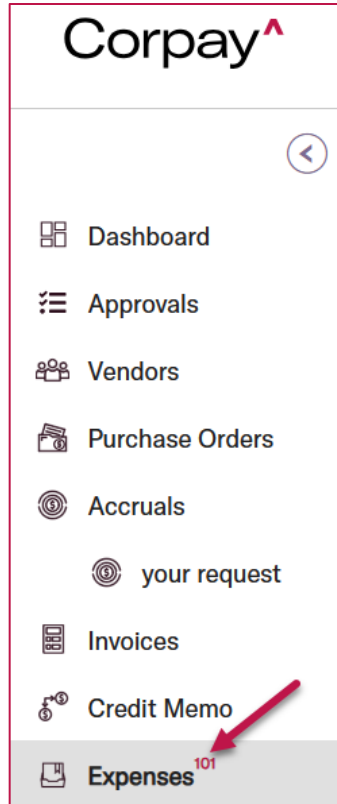


- On the *Expenses* table, the *Number* column label was updated to a new *Expense #* label to clarify what this column means. On the *Expense Reports* table, the *Expense #* column label was updated to a new *Expense Report #* to create consistency with the *Expense Report #* column in the *Expenses* table.



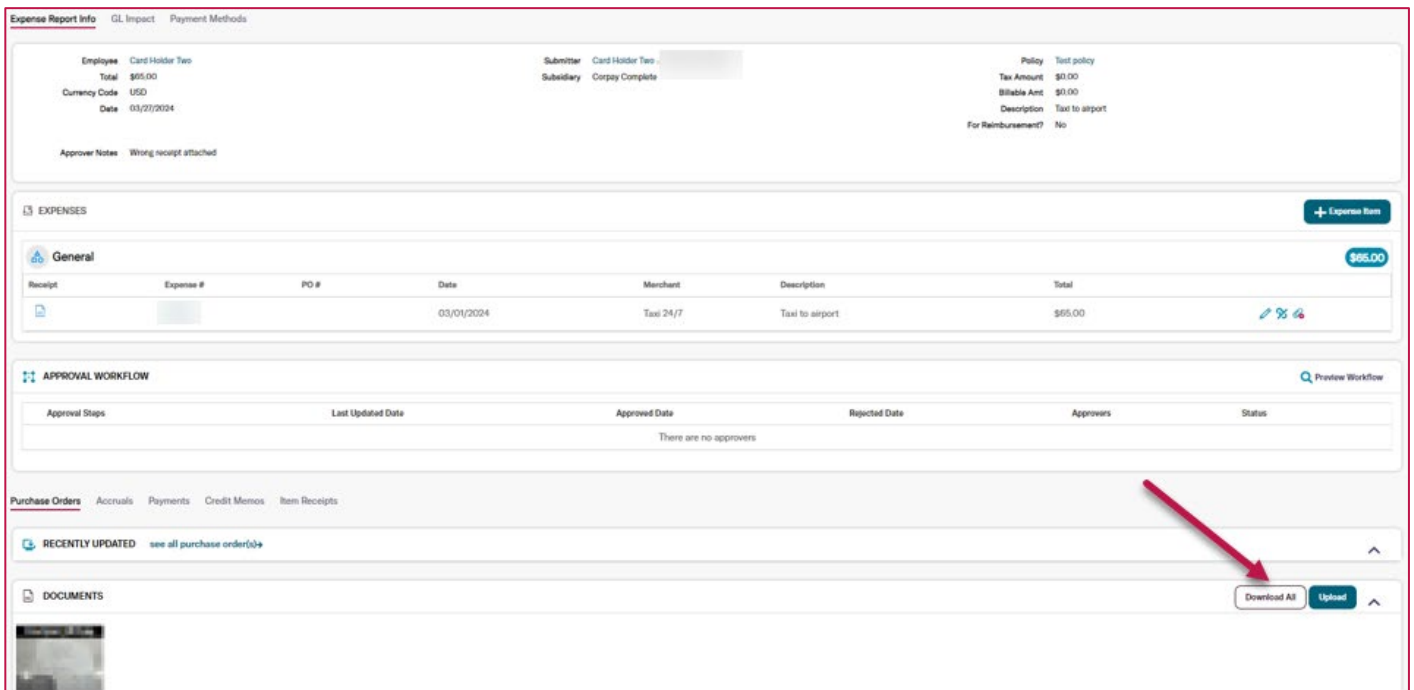
- If a customer selected a *Policy* on the *Create a New Expense Item* or *Edit Expense Item* forms and the **Convert Expense Items to the Policy's functional currency (USD)** setting was active, an additional currency conversion line, fields, and a message about conversion rates displayed even if the expense item was set to USD. This enhancement eliminates confusion around conversions by removing the conversion rates message and additional fields when no conversion is required.
- The **Expenses** menu item in the left-side navigation pane was updated with the count of unsubmitted expense items and expense reports, like the **Approvals** menu item. Additionally, a new badge was added with the count of unsubmitted expense items and expense reports to the *Expenses* and *Expense Report* tabs.





- The text on the second page of the *Add Receipt* dialog was updated to simplify the receipt workflow and be more consistent with other areas of Corpay Complete. This enhancement includes the following improvements:
  - The text “Provide a note for the receipt you are uploading.” was changed to “Provide a description for the receipt you are uploading.”
  - The *Add Receipt Note* field was relabeled to read *Description*.
  - If no text is entered in the *Description* field, a “This field is required” message will display.

- A **Download All** button was added to the *Documents* section of the *Expense Report Details* page that enables users to package all attached receipts into a single zip file that can be downloaded and viewed. This enhancement helps users easily download multiple receipt attachments from an expense report without the need to download each one individually.



- Previously, the + button on the *Expenses* list that allows users to create a new expense report or add items to an existing report was cut off at the bottom of the page for Android users in the Corpay Complete Mobile App. This defect has been resolved and the + button displays properly.
- New *Submitted Date*, *Transaction Date*, *Merchant*, and *Amount* filters were added to the *Receipt Queue* table. This enhancement gives customers a simple way to extract and view data in the *Receipt Queue*.

Submitted Date	Transaction Date	Mercha
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	
	<input type="text"/>	

Transaction Date	Merchant	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	
	<input type="text"/>	

Merchant	Date ↓	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
manual nonreimbursabl	<input type="text"/>	
Test Merchant	<input type="text"/>	

- On the *Edit Expense Item* page, the *Policy Violation Summary* pane will now show at the top of the page. This enhancement makes it easier for users to view and correct policy violations on expense items.

### Edit Expense Item

Cancel Save Draft Save

POLICY VIOLATION SUMMARY

Missing category

- The *Receipt Required* column in the *Expenses* table is now aligned with the associated expense policy. Expenses linked to policies requiring a receipt will always show **Yes** in the *Receipt Required* column while policies that do not require receipts will always show **No**. Previously, the *Receipt Required* field would update based on whether a receipt had been attached.

Expenses<sup>41</sup> Expense Reports<sup>60</sup> Pay Reimbursements Policies Receipt

Bulk Action Quick Filters + Create Expense Item Unsubmitted All Expenses


<input type="checkbox"/>	Expense #	Merchant	Date ↓	Total Amount	Category	Status ⓘ	Violations ⓘ	Receipt Required
<input type="checkbox"/>								
<input type="checkbox"/>		Sample Merch	04/17/2024	\$1.00	Meals	NEW		Yes
<input type="checkbox"/>		Sample Vendo	03/27/2024	\$5.00	Airfare	NEW		No

- On the *Administration* page > *Settings* tab > *Accounts* tab, the **Expense Report Debit Accounts** and **Expense Report Credit Accounts** were relabeled to clearly differentiate between reimbursable and non-reimbursable expenses.

Account Type	Account
Invoice Debit Accounts	
Invoice Credit Accounts	
Payment Debit Accounts	
Payment Credit Accounts	
Discount Debit Accounts	
Discount Credit Accounts	
Purchase Order Debit Accounts	
Card Debit Accounts	
Card Credit Accounts	
Card Payment Postpaid Debit Accounts	
Reimbursable Expense Report Debit Accounts	Test Account 1
Reimbursable Expense Report Credit Accounts	Test Account 1

### Card Improvements

- Previously, loading icons failed to display correctly on Android devices in the Corpay Complete Mobile App. With this update, loading icons display properly regardless of mobile device.
- On the *Cards Dashboard*, a *Status Description* column has been added to the *New Declined Transactions* section, which displays the decline reason for each transaction.









 **New Declined Transactions (last 7 days)**

Date	Name	Merchant	Amount	Status Description
03/26/2024			\$11.10	001: DE-01. Action
03/27/2024		Declined Transaction 1	\$13.10	002: Your Card is declined.
03/28/2024		Declined Transaction 4	\$10.00	002: Your Card is declined
03/29/2024		Declined Transaction 5	\$10.00	002: Your Card is declined.

- A new **All** option was added to the *Delegate Type* drop-down when assigning a delegate through the *User Profile* or on the *Edit User* pages. Previously, each *Delegate Type* had to be added multiple times because the *Delegate Type* drop-down only allowed a single selection.

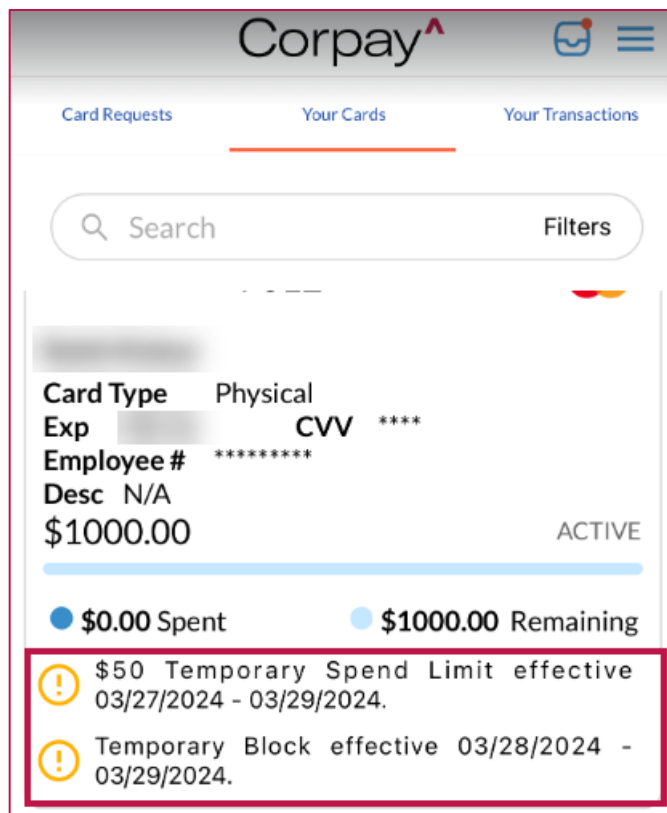
### Delegates

Manage this assigned people that perform tasks of the account owner

Assigned Delegate	Delegate Type	Start Date	End Date	
search and select  	Select one  Select one <b>All</b> Approval Card ChangeRequests Expense	mm/dd/yyyy 	mm/dd/yyyy 	
				

- Previously, customers could not save their phone number when setting up Fraud Alerts in the Corpay Complete Mobile App. This issue has been fixed and customers may create Fraud Alerts without issue.

- In the Corpay Complete Mobile App, the **Accrualibot** was renamed to **CorpayBot** on chat and inbox notifications. Also, the robot icon for **CorpayBot** was updated to reflect Corpay branding.
- Cardholders can now see if their card has a temporary block or temporary spending limit in the Corpay Complete Mobile App. Previously, cardholders could not view this information in the Mobile App, which made it difficult to know how many charges could be submitted to a card. With this enhancement, customers can also see if they have been given a one-time spending limit from the *Card Details* page.



- In the Corpay Complete Mobile App, customers can now select **Custom** (formerly **Off Profile**) from the *Card Profile* drop-down for new physical card requests.

The screenshot shows a web form titled "Issue Corporate Card" with a close button (X) in the top right corner. Below the title are two tabs: "Main" (selected) and "Accounts". The form displays three key metrics: CREDIT LIMIT (\$100,000.00), OUTSTANDING BALANCE (\$365.70), and AVAILABLE BALANCE (\$99,634.30). Below these metrics are two dropdown menus: "Card Program" (set to "Corpay Physical Card") and "Card Profile\*" (with a dropdown menu open showing "000 - CUSTOM" selected and "001 - DEFAULT LIMIT" as an option). To the right of the "Card Profile\*" dropdown is an "Employee Number\*" input field.

- Card admin users can now update the *Card Type*, *Card Balance Type*, and *Spending Limit* fields for **Off Profile** and **Custom** ghost cards. This enhancement gives card admin users additional options when managing ghost cards.
- The *Terms of Service* link on the Corpay Complete Mobile App login page was updated so that customers are directed to the new Corpay URL.