Corpay Release Notes - 05/09/24

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The following items were released by Corpay on May 9th, 2024.

Corpay Complete Improvements

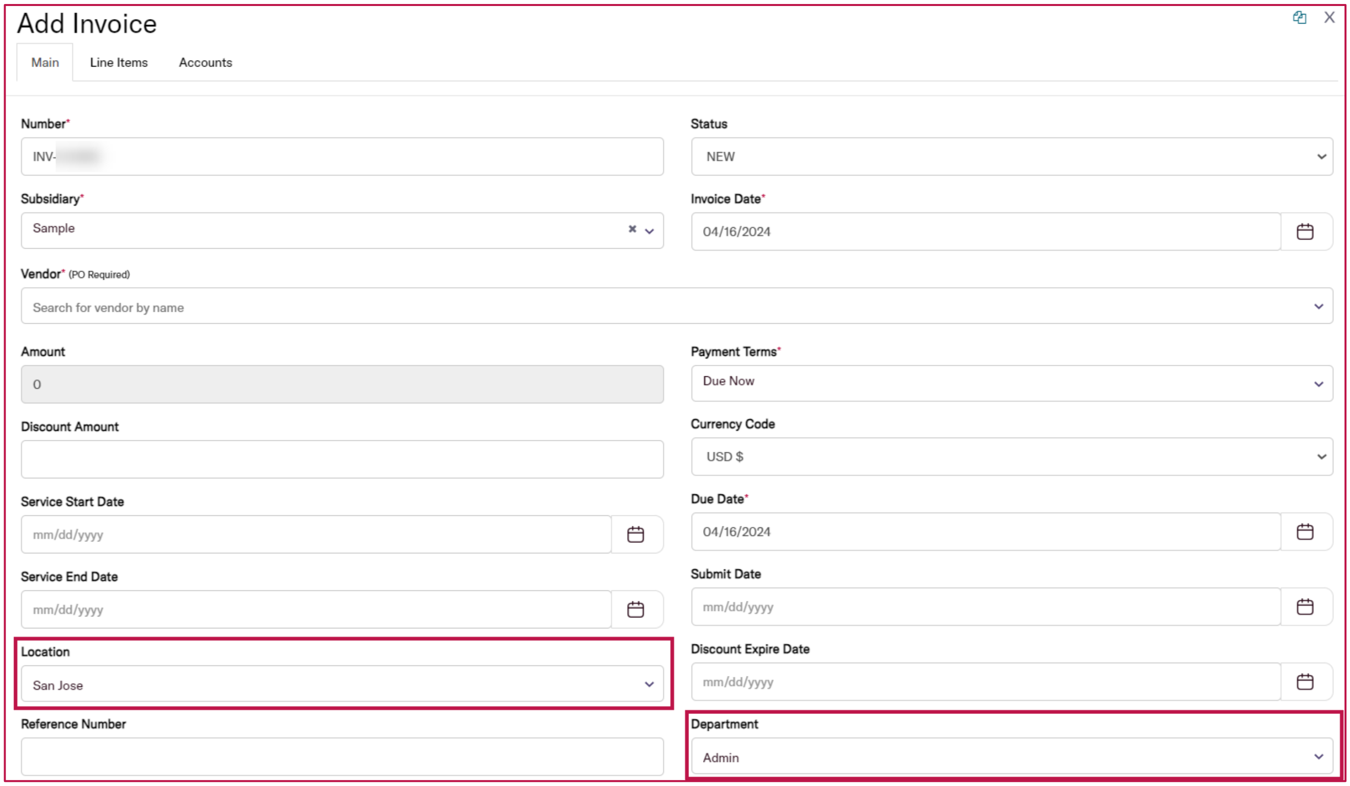
Invoice Automation and Purchase Order Improvements

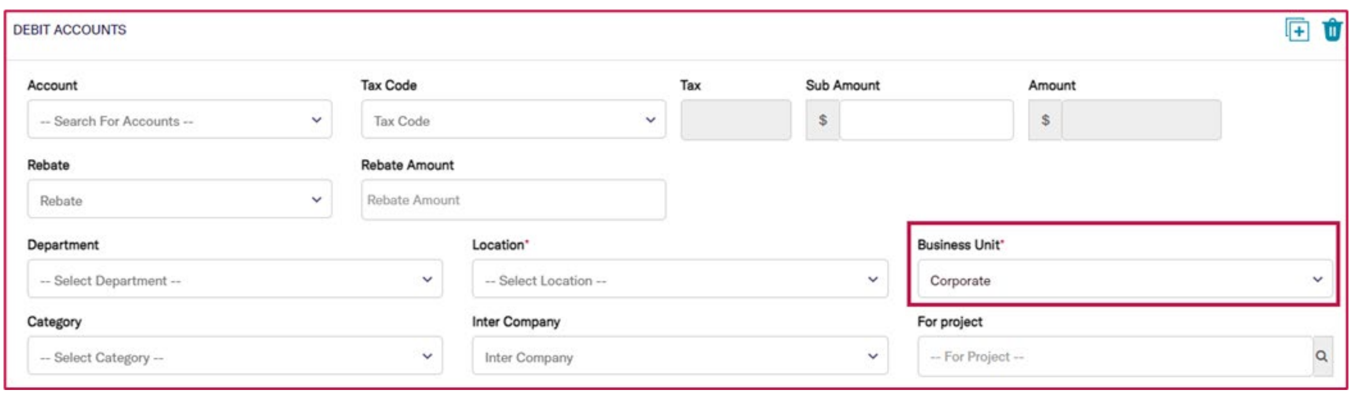
- When users create a new *PO Listing* report from the Reports module, the report will now automatically include custom fields that are visible on customers' purchase order forms in Corpay Complete. This enhancement ensures that the *PO Listing* Report accurately reflects data from custom fields that are specific to each customer.
- Customers can now filter invoices by entering a full or partial debit account in the *Debit Entries* column in the *All Invoices* table. This enhancement makes it easier to locate invoices in the *All Invoices* table.

Number	PO Numbers	Vendor	Date	Due Status	Amount	Open Balance (Oustd - Pending)	Outstanding Balance	Open PO Balance	Status	Debit Entries
	Contains	Contains	mm/dd/yyyy mm/dd/yyyy		greater than less than	greater than less than	greater than less than	greater than less than		6200
INV-			03/14/2024	PAST DUE	$203.00	$203.00	$203.00	$0.00	PENDING	6200 - Consulting...
INV-			03/05/2024	PAST DUE	$101.00	$0.00	$101.00	$0.00	OPEN (PEN...	6200 - Consulting...
INV-			03/13/2024	PAST DUE	$1.00	$1.00	$1.00	$0.00	PENDING	6200 - Consulting...
INV-			03/13/2024	PAST DUE	$100.00	$100.00	$100.00	$0.00	OPEN	6200 - Consulting...
INV-			03/05/2024	PAST DUE	$10.00	$0.00	$10.00	$0.00	OPEN (PEN...	6200 - Consulting...
INV-			03/03/2024	PAST DUE	$100.00	$100.00	$100.00	$0.00	PENDING	6200 - Consulting...
INV-			02/28/2024	PAST DUE	$1.00	$0.00	$1.00	$0.00	OPEN (PEN...	6200 - Consulting...
INV-			02/26/2024	PAST DUE	$1,000.00	$1,000.00	$1,000.00	$0.00	PENDING	6200 - Consulting...
INV-	INBX-		02/23/2024	PAST DUE	$460.00	$460.00	$460.00	$27,600.00	OPEN	6200 - Consulting...
					total : $46174.96	total : $33662.96	total : $46174.96	total : $94400		

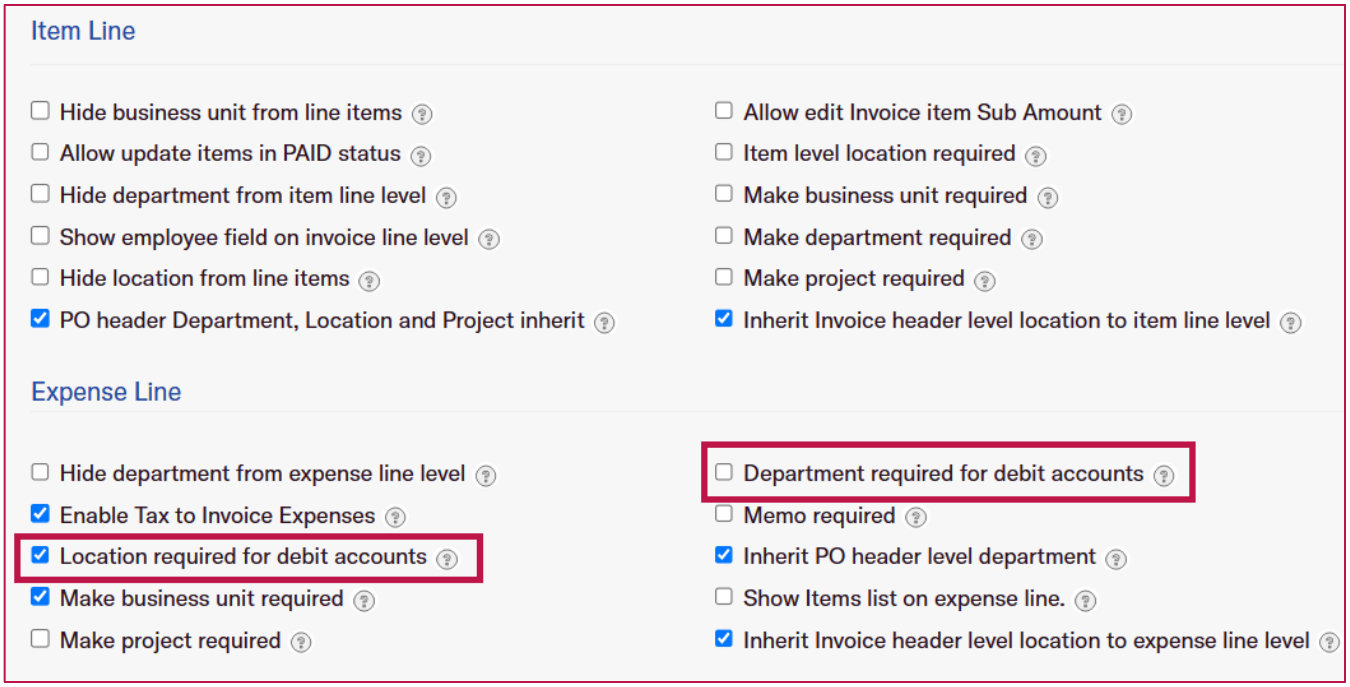
Total Items: 527 (Showing Items: 47)

- When a Credit Account is hidden for an invoice, the line level *Location*, *Department*, and/or *Business Unit* will be inherited from the header. If these fields are not present at the header level, then they will be inherited from the first Debit Account. In the following example, the credit account is hidden, so the *Location* and *Department* fields are inherited from the header while the *Business Unit* field is inherited from the first Debit Account.

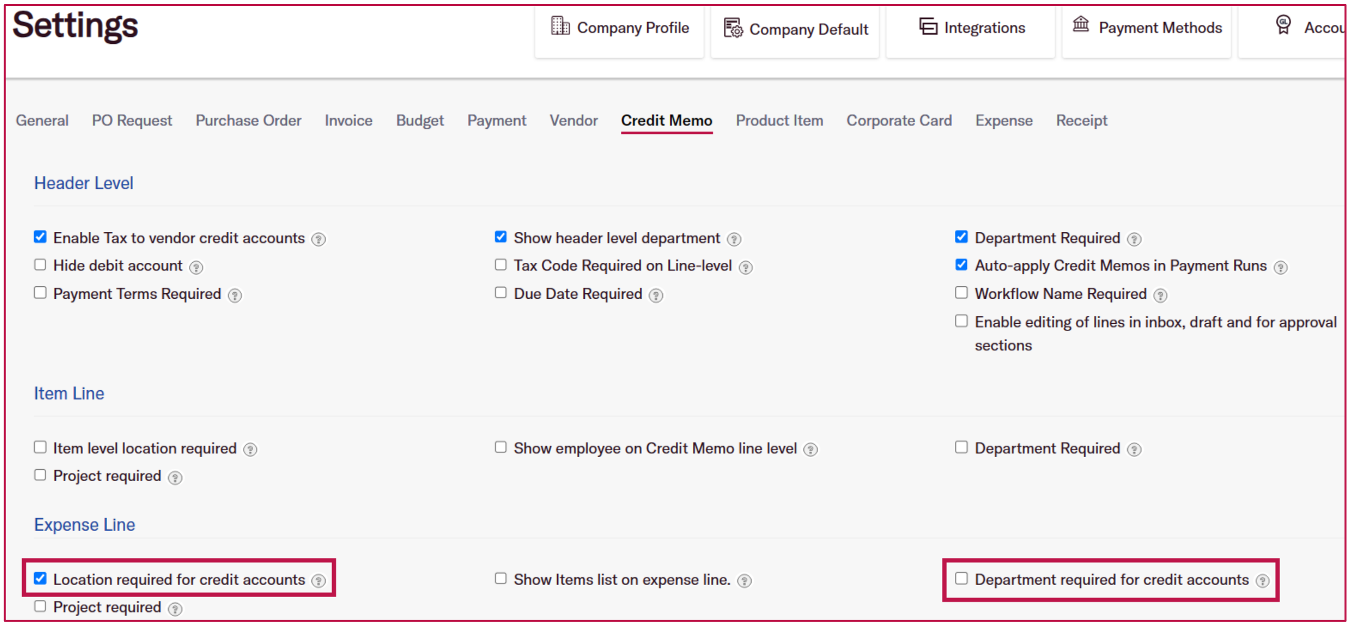




- A new company setting was created that gives customers the option of making the *Department* and/or *Location* fields required on the *Edit Invoice* form for debit accounts. To enable this new functionality, navigate to the *Administration* page > *Settings* tab > *Company Defaults* page > *Invoice* tab > *Expense Line* pane and select the **Location required for debit accounts** and **Department required for debit accounts** checkboxes.



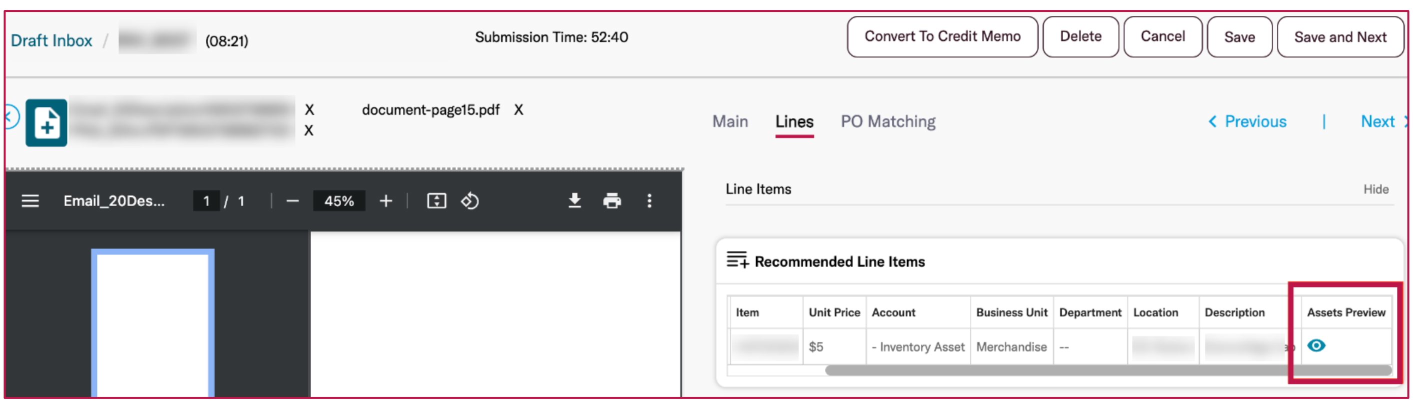
- Customers may now set the *Department* and/or *Location* fields as required for credit accounts on the *Edit Credit Memo* form. Navigate to the *Administration* page > *Settings* tab > *Company Defaults* page > *Credit Memo* tab > *Expense Line* pane and select the **Location required for credit accounts** and **Department required for credit accounts** checkboxes to enable this new feature.



- Rebates were implemented in the *Invoice Inbox*, which enables processing teams to apply rebates to line items while reviewing new invoices. To apply rebates from the *Invoice Inbox*, add or edit an invoice line item and enter a rebate.
- The following enhancements were made to the *Request a New Purchase Order* form:
  - If customers have the *Shipping Address* and/or *Billing Address* fields enabled and select a subsidiary from the *Subsidiary* drop-down, the *Shipping Address* and *Billing Address* drop-downs will now only show addresses associated with the selected subsidiary.
  - If the chosen subsidiary does not have an address, all company-level addresses will display in the *Shipping Address* and *Billing Address* drop-downs.
- The *Stats* pane on the *Main Dashboard* page was updated to ensure that customers can see correct counts and be directed to the respective table by clicking a link.
- When customers viewed a check payment that had a **Cleared** status with the check image attached, the check image preview failed to display. Now, all check image previews display as expected after selecting the check number.
- Previously, if a customer entered line items on an invoice, Corpay Complete automatically calculated the invoice amount based on the total of line items and expense lines. With this

update, the invoice amount will now be calculated using the total of line items, expense lines, and GL accounts to ensure that invoices are correctly processed and synchronized to customers' ERP systems.

- On the *Create New Report*, *Create New Data Extract*, and *Schedule Recurring Extract* forms, the form was being submitted with a blank category even when *Category* was a required field. These issues have been fixed and these forms cannot be submitted if *Category* is required and blank.
- Previously, when the **Hide Debit Account** company setting was enabled for credit memos, debit account(s) continued to display. With this update, debit account(s) are now hidden on the *Credit Memo Approval* and *Credit Memo Details* pages when the **Hide Debit Account** setting is activated.
- The Welcome to Vendor Portal invitation email has been updated to say "…on behalf of [customer name]…" in the body text.
- When a purchase order is fully approved, Corpay Complete will now automatically change the status of catalog items from **New** to **Active** and synchronize catalog items to ERP systems before synchronizing the entire purchase order.
- A new **Assets Preview** button was added to the *Draft Inbox* > *Recommended Line Items* pane for the Invoice Processing team. This enhancement enables team members to quickly preview assets that may be applicable to the invoice.



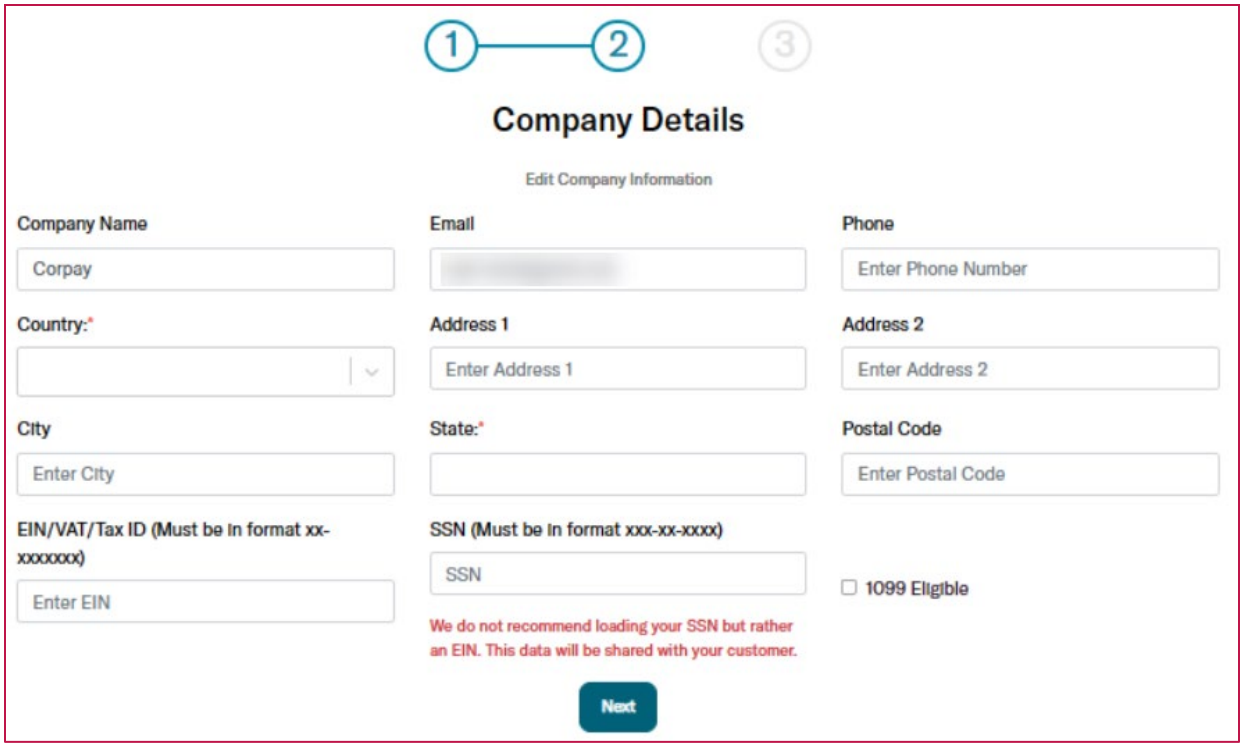
- The Invoices module was updated so that the *End Date* column on the *Recurring Invoices* table matches the *Service End Date* field in *Add Recurring Invoice* and *Edit Recurring*

Invoice forms. Previously, the *End Date* column did not align with the *Service End Date* field which prevented invoices from being created on the correct date.

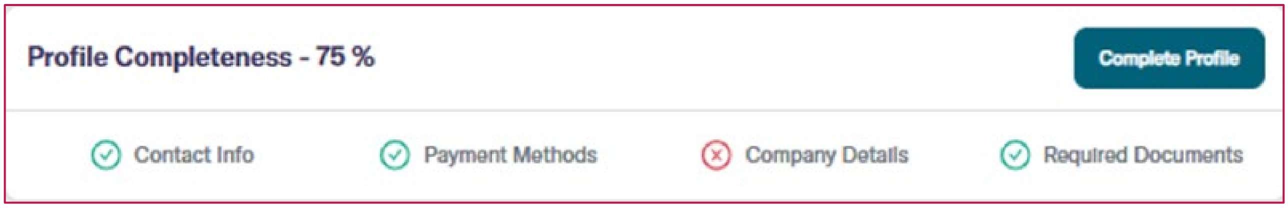
- Previously, Optical Character Recognition (OCR) could not extract Uniform Resource Locators (URLs) from email messages. With this update, if an email does not have invoice attachments, OCR will scan the email for URLs. If a URL is found and it is a standard file like PDF, Excel, or Word, OCR will extract the invoice from the URL.
- Intacct ERP users will now see correct debit lines that are populated from Intacct to Corpay Complete. This enhancement ensures that when customers navigate to the *Expenses* or *GL Impact* tabs on the *Invoice Details*, *Purchase Order Details*, or *Credit Memo Details* pages, line items will be correctly populated with Intacct *Subtotal* data.

Payments Automation Improvements

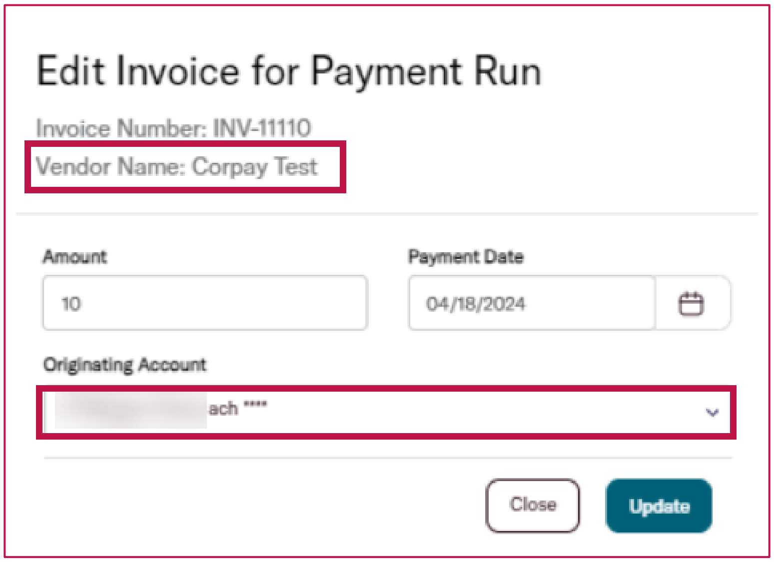
- Based on customer feedback, the vendor setup wizard in the Vendor Portal will now begin at Step 3 if payment method information was previously entered. This enhancement simplifies the vendor creation process in the Vendor Portal by eliminating unnecessary steps.



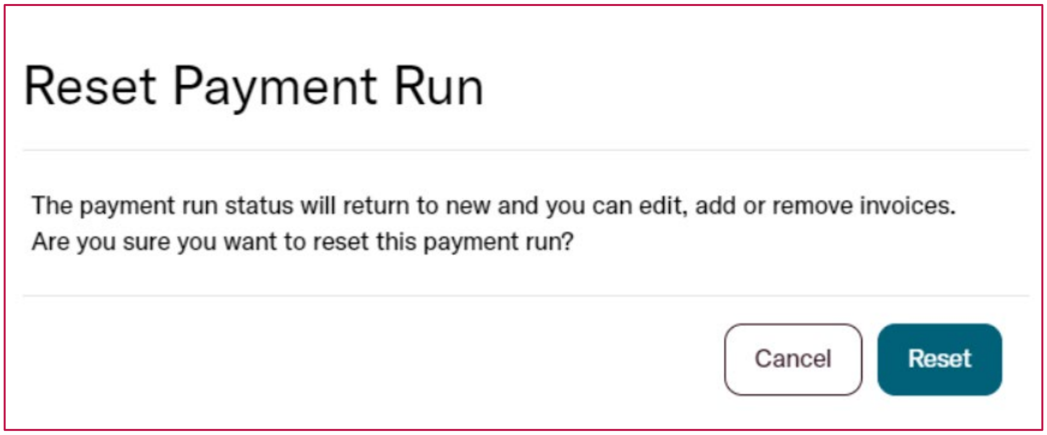
- The following enhancements were made to the Vendor Portal:
  - The **Bank Info for Payments** label was changed to **Payment Methods** in the *Profile Completeness* pane on the *Dashboard* page.
  - If a vendor only has Corpay customers, **Payment Methods** is marked as **complete** ( ).
  - If all customers have linked payment methods, **Payment Methods** is marked as **complete** ( ).
  - If one or more of a vendor's customers are missing a payment method, **Payment Methods** is marked as **incomplete** ( ).
  - **Required Documents** is marked as **incomplete** ( ) if one or more of the vendors' customers are missing documentation.



- When a payment is voided, failed, or rejected, the *Last Payment* and *Last Payment Detail* information will no longer display on the *Invoice Details* page. This enhancement prevents confusion on whether an invoice is paid.
- In the *Edit Invoice for Payment Run* dialog, payment type has been removed from the *Originating Account* field. Additionally, the vendor name was added under the *Invoice Number* field. This enhancement clarifies which vendor is being paid and eliminates confusion around payment types.



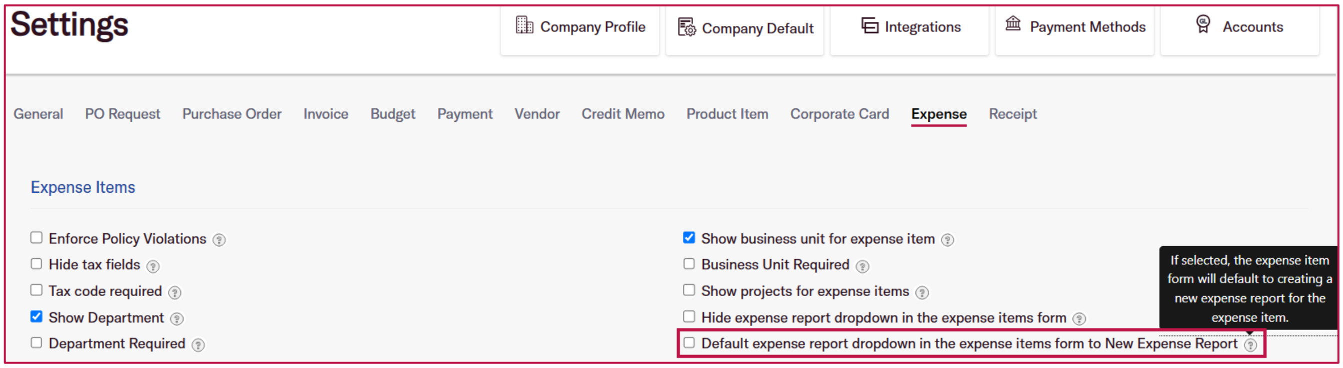
- When payments admin or business operations users select the **Reset Payment** button on a payment run, a new confirmation message displays. The new confirmation message offers additional details about what happens when a payment run is reset and what options are available.



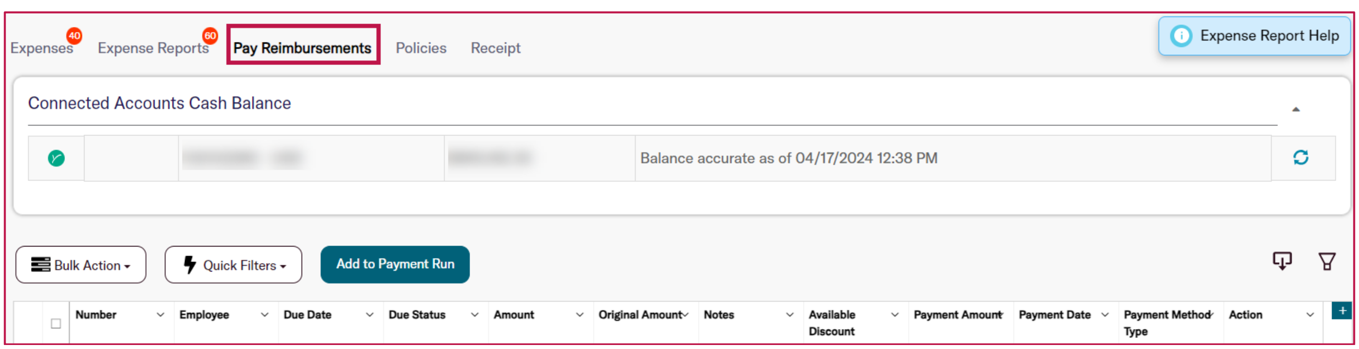
- To give customers additional insight into payments, Corpay Complete will now reflect when a payment is reissued. The payment record will be updated with the information for the new payment, and the payment history will retain the data for the original payment.
- The **Submit Pay now** button was previously displaying on the *Payment Details* page for refunded payments. This issue has been resolved and the **Submit Pay now** button is not available after refunding a payment.
- Previously, the submitter’s name failed to display on Payment Run Approval Request email messages. This problem has been fixed and submitters’ names correctly display in emails.
- Previously, when a payment was reissued, the *Payment Info* tab displayed the original payment information instead of the reissued payment information. This issue has been fixed and the *Payment Info* tab displays reissued payment information.
- Formerly, the payment run creation date was being set as the *Payment Date* when an invoice was added to an existing payment run. This issue has been resolved.
- Previously, the *Payment Settle Date* and *Payment Funding Date* were not displaying in the correct columns on the Payment Listing Report. With this update, both dates show in the proper location in the Payment Listing Report.
- Previously, when a payment was reissued, the *Payments* table displayed the original payment information instead of the reissued payment data. With this update, the *Payments* table now displays the correct reissued payment information.

Expense Improvements

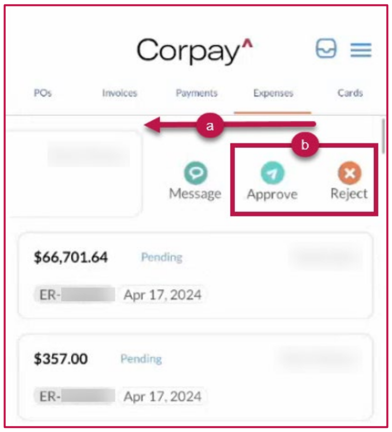
- A new expense company setting was created that enables admin users to determine whether the *Expense Report* drop-down on the *Create Expense Item* form will default to creating a new expense report. To activate this new functionality, navigate to the *Administration* page > *Settings* tab > *Company Defaults* page > *Expense* tab and select or deselect the **Default expense report dropdown in the expense items form to New Expense Report** checkbox.

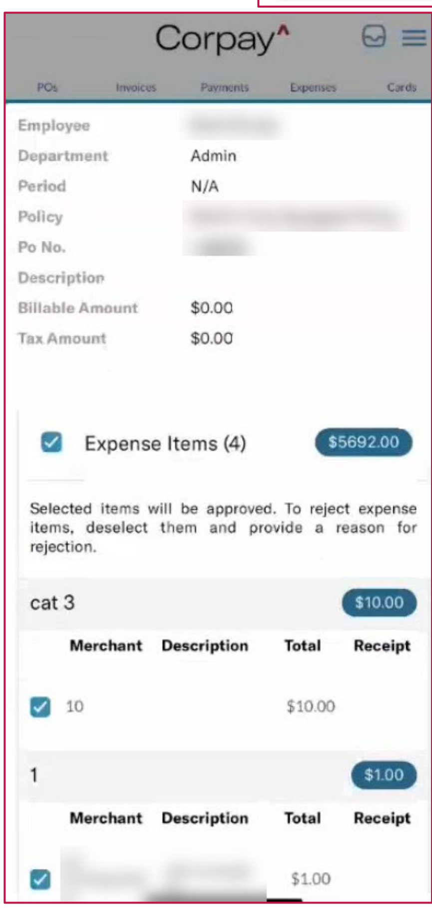


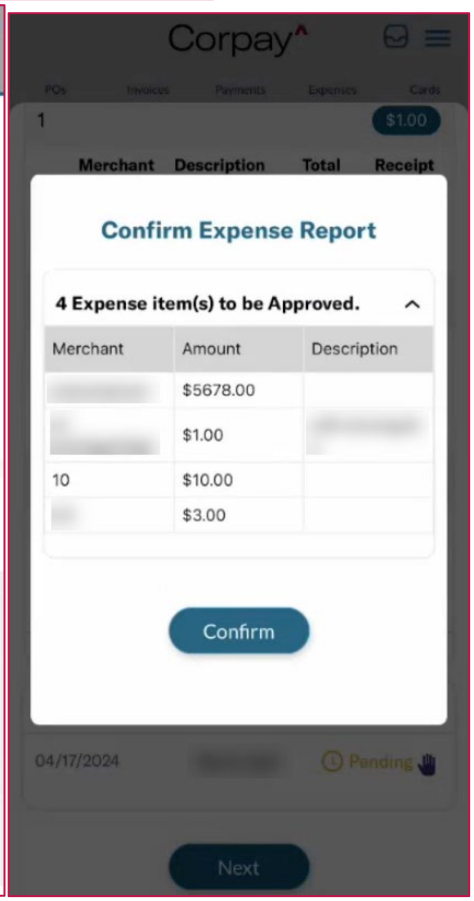
- The *Pay Expenses* tab was renamed to *Pay Reimbursements* to help customers better understand the purpose of the table. Additionally, non-reimbursable expense reports no longer display on the *Pay Reimbursements* tab because they will not be paid to the requestor. The **Pay Now** and **Queue Payment** buttons were also removed from the *Expense Report Details* page for non-reimbursable expense reports.



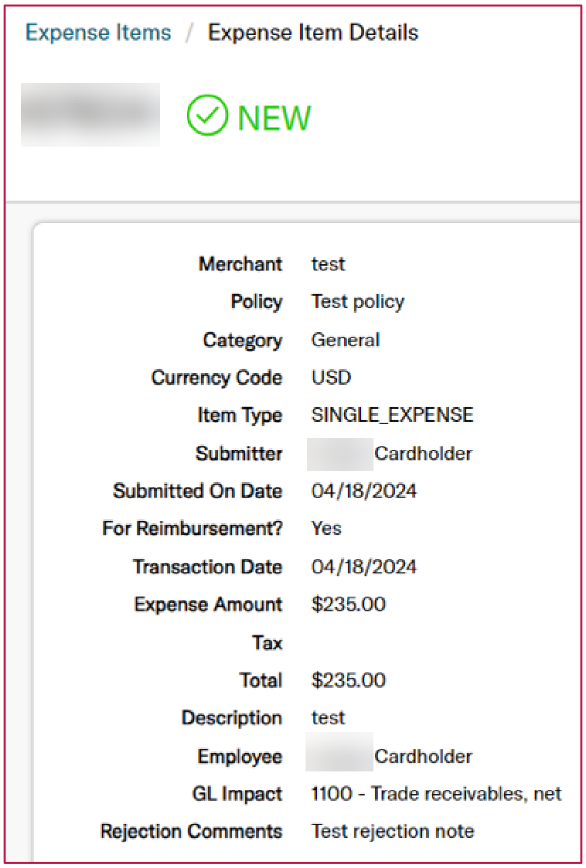
- Approvers may now approve and reject individual expense items from an expense report in the Corpay Complete Mobile App. Users may approve or reject individual expense items from the *Approval Summary* list or from the *Approval Details* page. Approvers may still fully approve or fully reject an expense report from the *Approval Summary* list. Rejected expense items will be unlinked from the expense report and returned to the requestor's *Expenses* queue in a **New** status to correct and resubmit as needed.



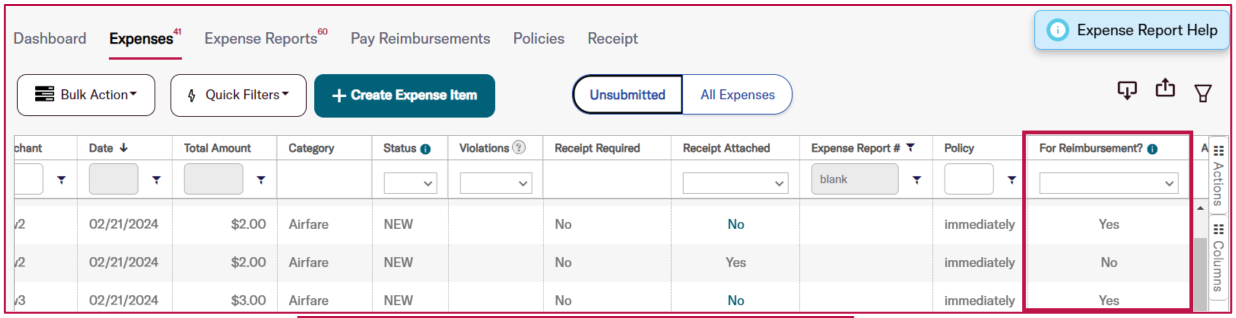


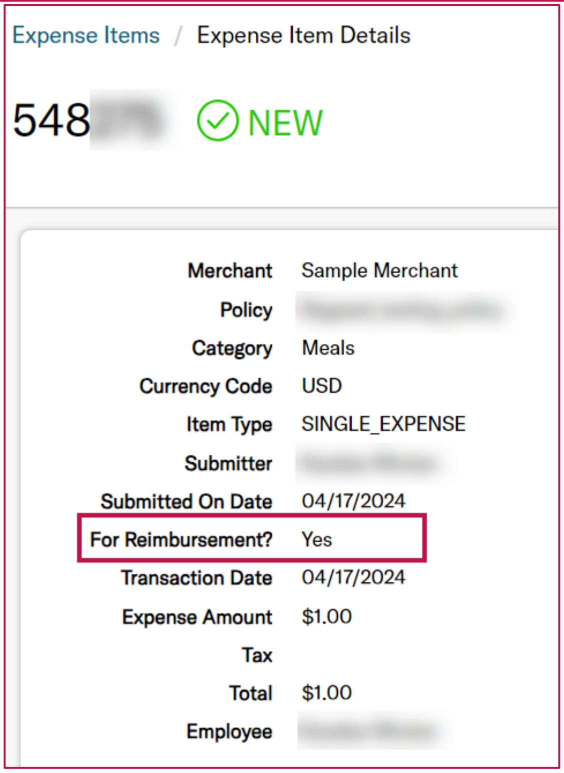


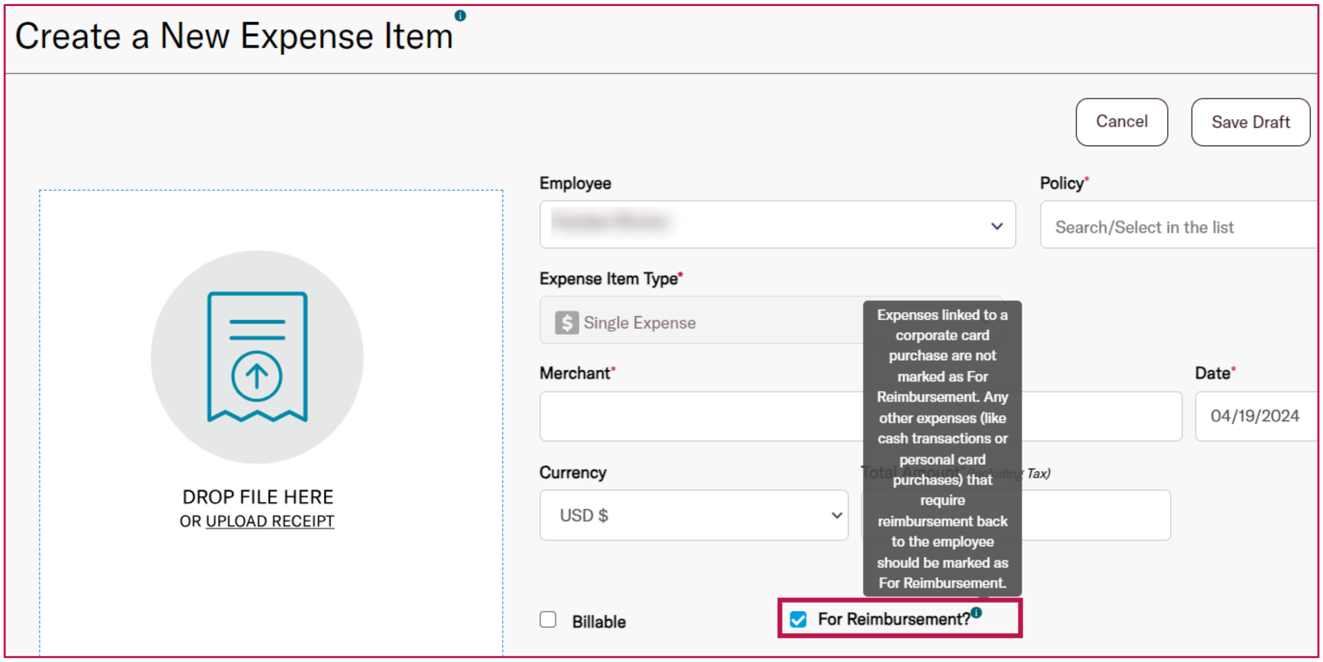
- As part of the new expense approval workflow where approvers can approve or reject individual expense items from an expense report, the rejection comments entered by an approver will display on the *Expense item Detail* page for those expenses. The rejection comments will be removed after the expense item is successfully resubmitted on a new expense report.



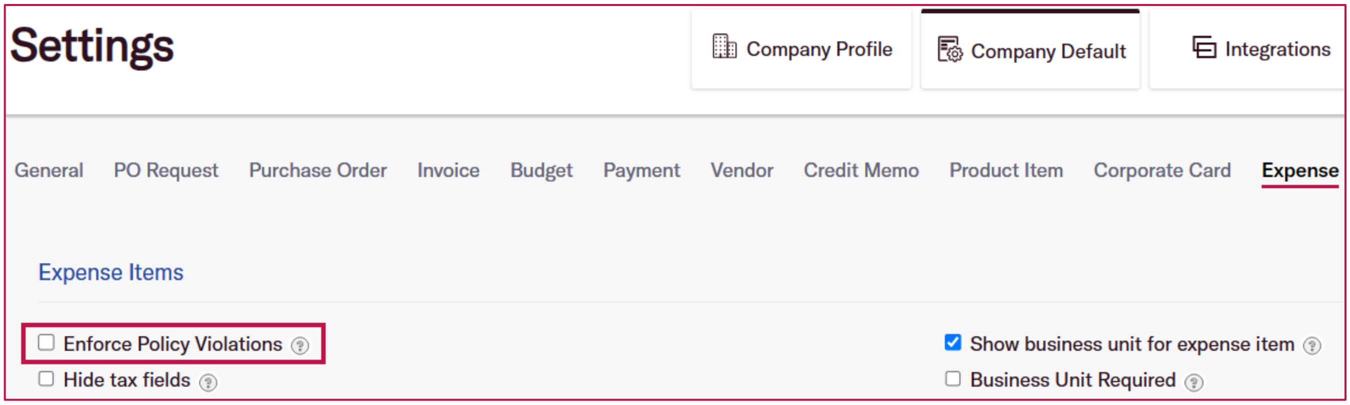
- The *Nonreimbursable* column in the *Expenses* and *Expense Reports* tables was renamed to *For Reimbursement?* with an updated tooltip to clarify the meaning of this field. Also, the green checkmark and red X icons were replaced with **Yes** and **No** in the new *For Reimbursement?* column. Finally, the *Nonreimbursable* field on the *Expense Item Details* page, *Expense Report Details* page, *Create a New Expense Item* form, and *Edit Expense Item* form were also relabeled to *For Reimbursement?*.


Dashboard
Expenses
Expense Reports
Pay Reimbursements
Policies
Receipt
Expense Report Help
Bulk Action
Quick Filters
Create Expense Item
Unsubmitted
All Expenses
Date
Total Amount
Category
Status
Violations
Receipt Required
Receipt Attached
Expense Report #
Policy
For Reimbursement?
blank
02/21/2024 $2.00 Airfare NEW No No immediately Yes
02/21/2024 $2.00 Airfare NEW No Yes immediately No
02/21/2024 $3.00 Airfare NEW No No immediately Yes
Actions
Columns


Expense Items / Expense Item Details
548
NEW
Merchant Sample Merchant
Policy
Category Meals
Currency Code USD
Item Type SINGLE_EXPENSE
Submitter
Submitted On Date 04/17/2024
For Reimbursement? Yes
Transaction Date 04/17/2024
Expense Amount $1.00
Tax
Total $1.00
Employee



- The **Enforce Policy Violations** setting was updated to create additional consistency around how policy violations are enforced. If enabled, customers can create expense items with violations, but cannot add them to expense reports or submit them for approval until policy violations have been corrected. If **Enforce Policy Violations** is disabled, customers can create expense items and expense reports with violations and submit them for approval without issue. Previously, if the **Enforce Policy Violations** setting was enabled, customers could not create expense items with policy violations. If it was disabled, customers were blocked from submitting expense reports with violations until those violations were corrected. To enable or disable this setting, navigation to the *Administration* page > *Settings* tab > *Company Defaults* tab > *Expense* tab > *Expense Items* pane and select the **Enforce Policy Violations** checkbox.



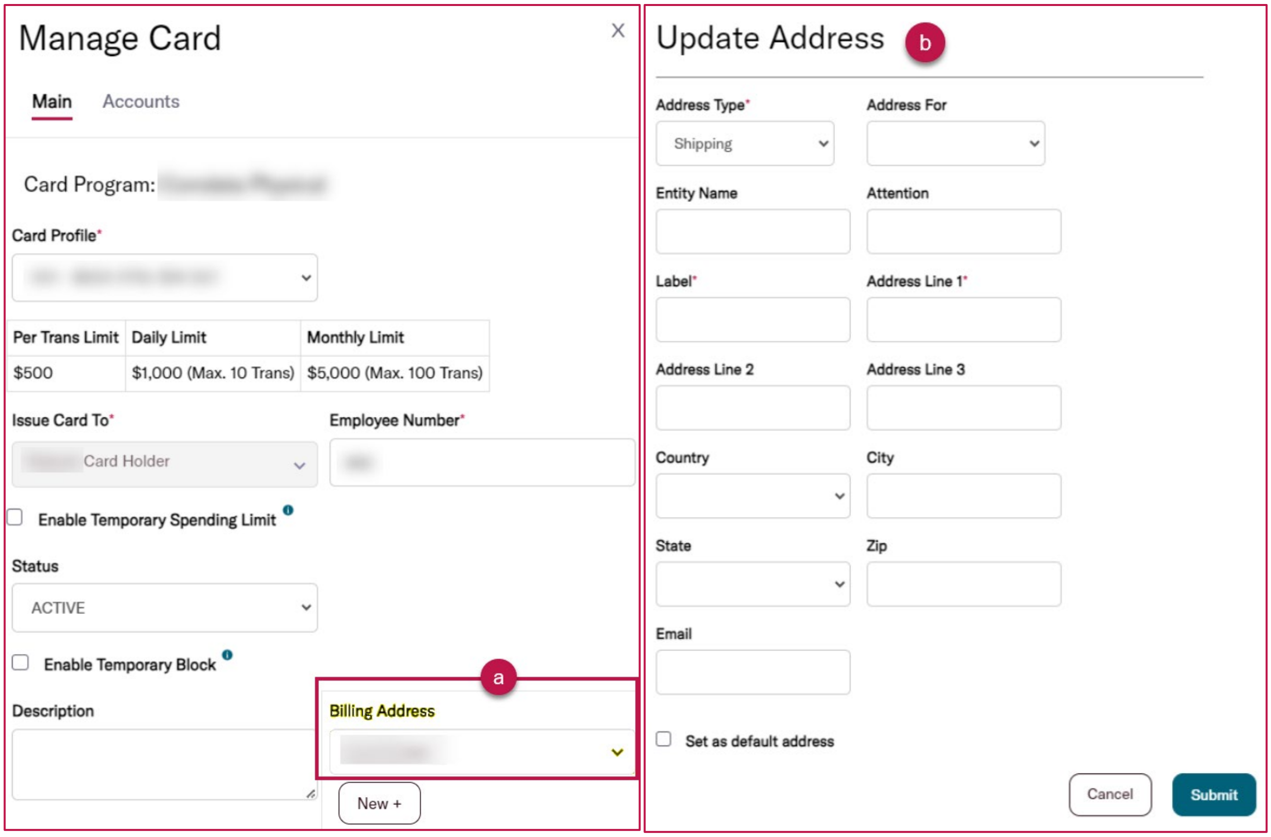
- To eliminate confusion for new customers, all user notifications will be blocked for customers and users that have not yet been invited to Corpay Complete. Once the new customer Corpay Complete invitation has been sent, system notifications will resume.
- Previously, when customers edited a receipt without a *Transaction Date*, Corpay Complete Web would crash. Now, customers may edit receipts without issue.
- Expense items were not displaying the correct currency when creating expense reports, which caused errors when attempting to submit the expense report. This issue has been fixed and expense items show the correct currency.
- The font in the *Expense Report Help* link was updated to be more consistent with the rest of the Expenses module.
- Previously, customers would become stuck on a blank screen when switching between modules in Corpay Complete Web. This defect has been fixed and users may move between modules without problems.
- An updated expense report failure message was created in the Corpay Complete Mobile App. The new message displays if an expense report fails when being created and includes the failure reason so that customers may take corrective action.
- Previously, when customers edited an expense item, the currency changed from the original *Currency* to the employee’s currency. With this fix, currencies are no longer changed after editing an expense item.
- Previously, policy violations were not displaying consistently for expense items on the *Expenses* table or *Expense Item Details* page but appeared when trying to submit the expense report. Policy violations now show as expected on associated expense items in

both locations.

- When users edited or created an expense item, an Unauthorized Access message displayed, and receipts failed to attach correctly. This problem has been solved and users may edit and create expense items without issue.

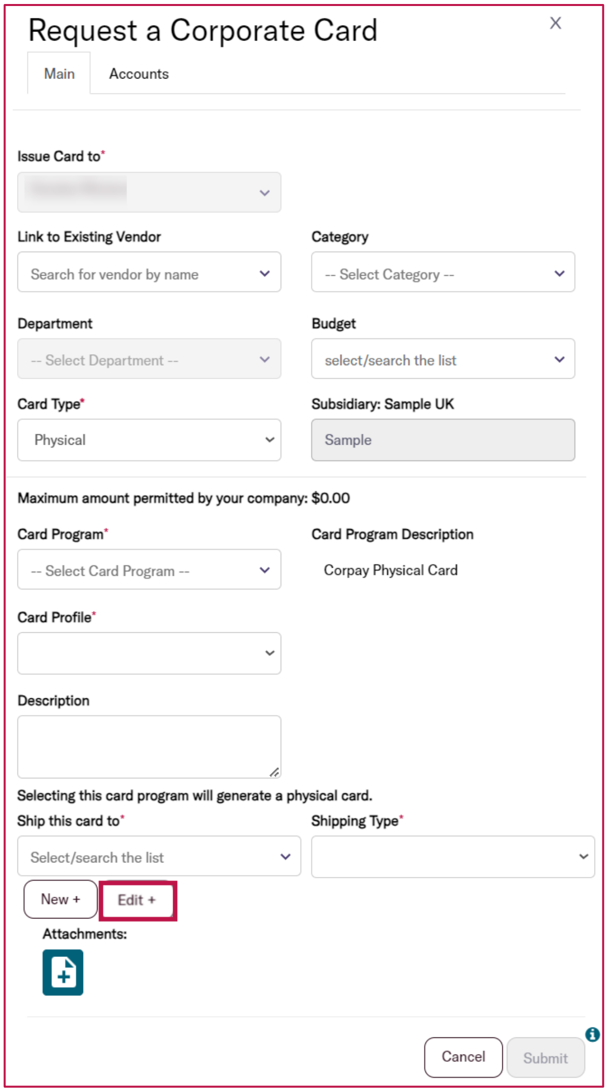
Card Improvements

- Previously, when customers opened a card request from the Card Requests list in the Corpay Complete Mobile App, the application would crash. This problem has been resolved.
- A new welcome email was created specifically for card-only customers that does not refer to other modules within Corpay Complete. Additionally, the existing welcome email for other customers now includes **Corporate card and expense management** in the list of modules.
- Card admin users can now edit and delete billing addresses associated with their user profile from the *Manage Card* and *Issue Corporate Card* forms. To edit or delete a billing address from the *Manage Card* or *Issue Corporate Card* forms, select the *Billing Address* drop-down and then make necessary changes on the *Update Address* dialog.

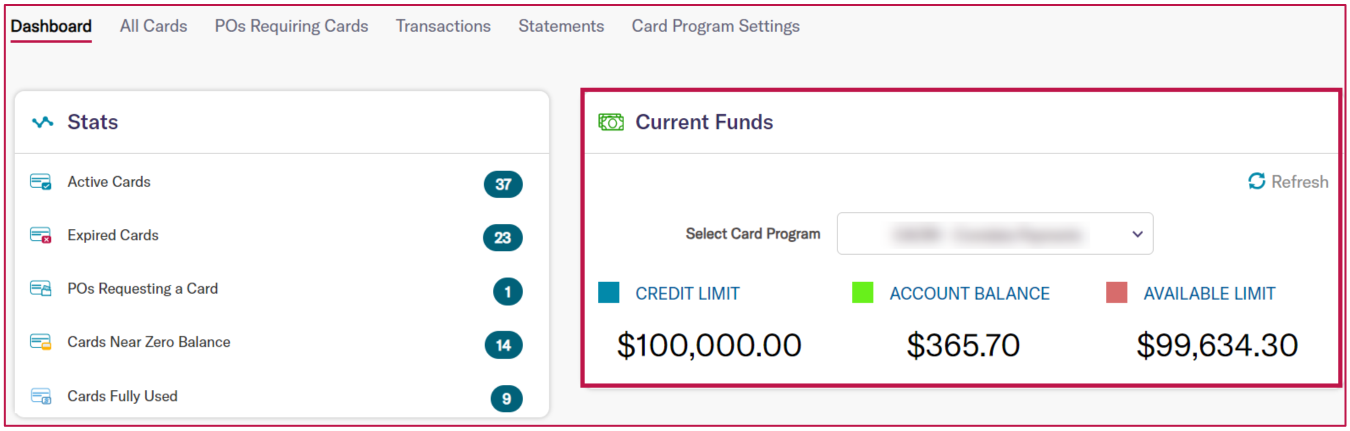


- In the *Request a Corporate Card* form, a new **Edit** button was added to the *Ship this card to* field that enables users to edit their personal addresses.

  NOTE: Addresses set at the company level cannot be edited by card requestors.



- The *Credit Limit*, *Account Balance*, and *Available Limit* fields in the *Current Funds* pane in the *Cards Dashboard* was updated to show more relevant data and clearer labeling for both credit and prefunded card programs



- Date range indicators were added to multiple sections of the *Cards Dashboard* to clarify what data is being displayed. The improvement helps card users to clearly understand what date ranges apply to each of the data sets when they are looking at the *Cards Dashboard*. Users will now see the date range listed on each section and will easily know if the data is from the last 30 days, 60 days, etc.