

## Corpay Release Notes - 05/09/24

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### Corpay Release Notes - 05/09/24

The following items were released by Corpay on May 9<sup>th</sup>, 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		greater than	greater than	greater than	greater than		6200
			mm/dd/yyyy		less than	less than	less than	less than		
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.

### Add Invoice

Main | Line Items | Accounts

Number*	INV- [REDACTED]	Status	NEW
Subsidiary*	Sample	Invoice Date*	04/16/2024
Vendor* (PO Required)	Search for vendor by name		
Amount	0	Payment Terms*	Due Now
Discount Amount		Currency Code	USD \$
Service Start Date	mm/dd/yyyy	Due Date*	04/16/2024
Service End Date	mm/dd/yyyy	Submit Date	mm/dd/yyyy
Location	San Jose	Discount Expire Date	mm/dd/yyyy
Reference Number		Department	Admin

### DEBIT ACCOUNTS

Account	Tax Code	Tax	Sub Amount	Amount
-- Search For Accounts --	Tax Code		\$	\$
Rebate	Rebate Amount			
Rebate	Rebate Amount			
Department	Location*	Business Unit*		
-- Select Department --	-- Select Location --	Corporate		
Category	Inter Company	For project		
-- Select Category --	Inter Company	-- For Project --		

- 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.

### Item Line

<input type="checkbox"/> Hide business unit from line items ?	<input type="checkbox"/> Allow edit Invoice item Sub Amount ?
<input type="checkbox"/> Allow update items in PAID status ?	<input type="checkbox"/> Item level location required ?
<input type="checkbox"/> Hide department from item line level ?	<input type="checkbox"/> Make business unit required ?
<input type="checkbox"/> Show employee field on invoice line level ?	<input type="checkbox"/> Make department required ?
<input type="checkbox"/> Hide location from line items ?	<input type="checkbox"/> Make project required ?
<input checked="" type="checkbox"/> PO header Department, Location and Project inherit ?	<input checked="" type="checkbox"/> Inherit Invoice header level location to item line level ?

### Expense Line

<input type="checkbox"/> Hide department from expense line level ?	<input type="checkbox"/> Department required for debit accounts ?
<input checked="" type="checkbox"/> Enable Tax to Invoice Expenses ?	<input type="checkbox"/> Memo required ?
<input checked="" type="checkbox"/> Location required for debit accounts ?	<input checked="" type="checkbox"/> Inherit PO header level department ?
<input checked="" type="checkbox"/> Make business unit required ?	<input type="checkbox"/> Show Items list on expense line. ?
<input type="checkbox"/> Make project required ?	<input checked="" type="checkbox"/> Inherit Invoice header level location to expense line level ?

- 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.

### Settings

Company Profile
Company Default
Integrations
Payment Methods
Account

General
PO Request
Purchase Order
Invoice
Budget
Payment
Vendor
Credit Memo
Product Item
Corporate Card
Expense
Receipt

#### Header Level

<input checked="" type="checkbox"/> Enable Tax to vendor credit accounts <small>?</small>	<input checked="" type="checkbox"/> Show header level department <small>?</small>	<input checked="" type="checkbox"/> Department Required <small>?</small>
<input type="checkbox"/> Hide debit account <small>?</small>	<input type="checkbox"/> Tax Code Required on Line-level <small>?</small>	<input checked="" type="checkbox"/> Auto-apply Credit Memos in Payment Runs <small>?</small>
<input type="checkbox"/> Payment Terms Required <small>?</small>	<input type="checkbox"/> Due Date Required <small>?</small>	<input type="checkbox"/> Workflow Name Required <small>?</small>
		<input type="checkbox"/> Enable editing of lines in inbox, draft and for approval sections

#### Item Line

<input type="checkbox"/> Item level location required <small>?</small>	<input type="checkbox"/> Show employee on Credit Memo line level <small>?</small>	<input type="checkbox"/> Department Required <small>?</small>
<input type="checkbox"/> Project required <small>?</small>		

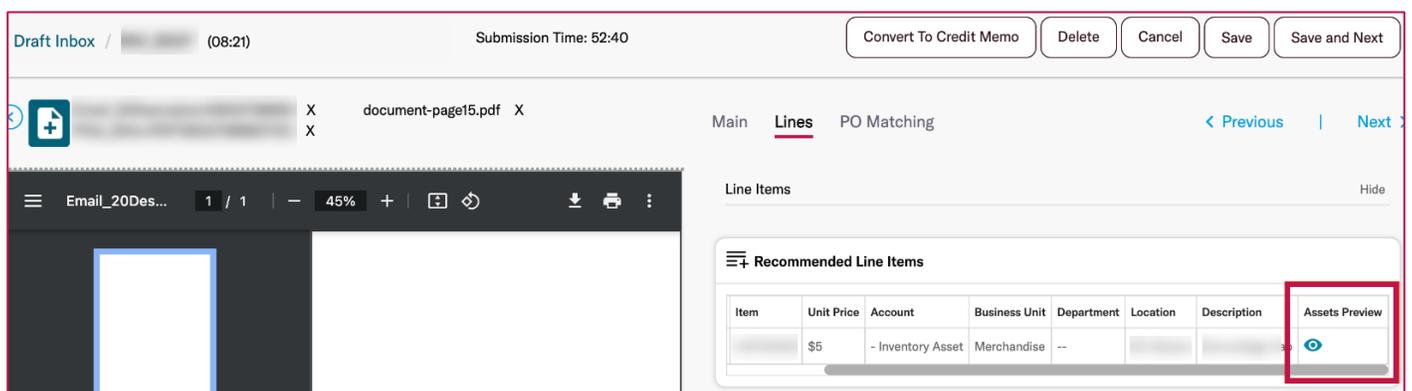
#### Expense Line

<input checked="" type="checkbox"/> Location required for credit accounts <small>?</small>	<input type="checkbox"/> Show Items list on expense line. <small>?</small>	<input type="checkbox"/> Department required for credit accounts <small>?</small>
<input type="checkbox"/> Project required <small>?</small>		

- 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.

1 — 2 — 3

### Company Details

Edit Company Information

<b>Company Name</b> Corpay	<b>Email</b> [Redacted]	<b>Phone</b> Enter Phone Number
<b>Country:*</b> [Dropdown]	<b>Address 1</b> Enter Address 1	<b>Address 2</b> Enter Address 2
<b>City</b> Enter City	<b>State:*</b> [Text Input]	<b>Postal Code</b> Enter Postal Code
<b>EIN/VAT/Tax ID (Must be in format xx-xxxxxx)</b> Enter EIN	<b>SSN (Must be in format xxx-xx-xxxx)</b> SSN	<input type="checkbox"/> 1099 Eligible

We do not recommend loading your SSN but rather an EIN. This data will be shared with your customer.

Next

- 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.

Profile Completeness - 75 % Complete Profile

✔ Contact Info ✔ Payment Methods ✘ Company Details ✔ Required Documents

- 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.

### Edit Invoice for Payment Run

Invoice Number: INV-11110  
Vendor Name: Corpay Test

Amount: 10      Payment Date: 04/18/2024

Originating Account: ach \*\*\*\*

Close Update

- 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.

### Reset Payment Run

The payment run status will return to new and you can edit, add or remove invoices.  
Are you sure you want to reset this payment run?

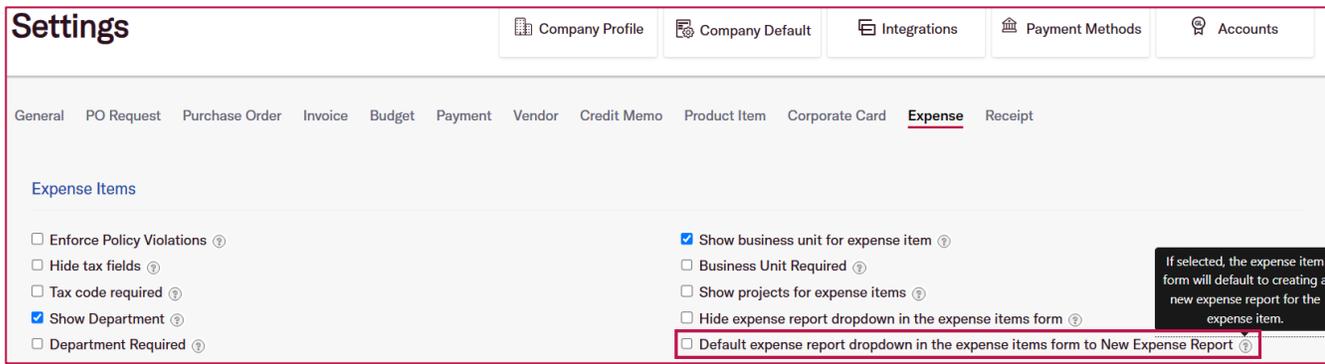
Cancel

Reset

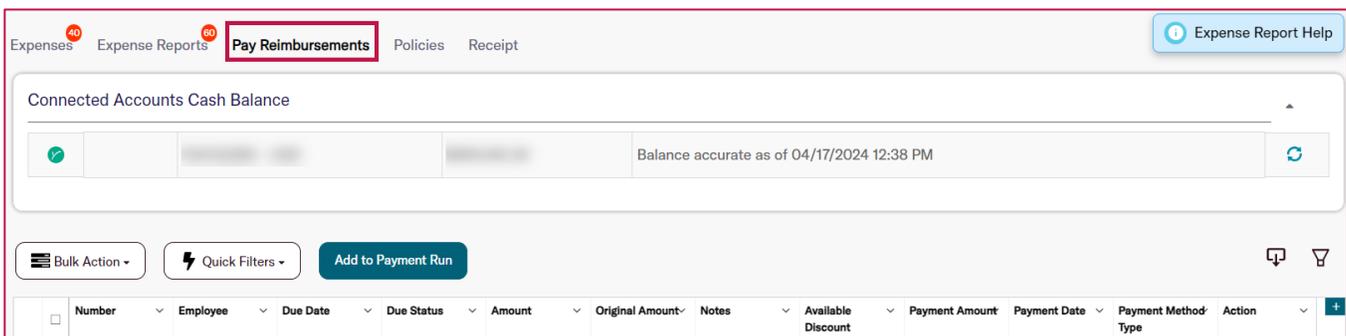
- To give customers additional insight into payments, Corpay Complete will now reflect when a payment is reissued. The payment record will be updated with the information for the new payment, and the payment history will retain the data for the original payment.
- The **Submit Pay now** button was previously 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.

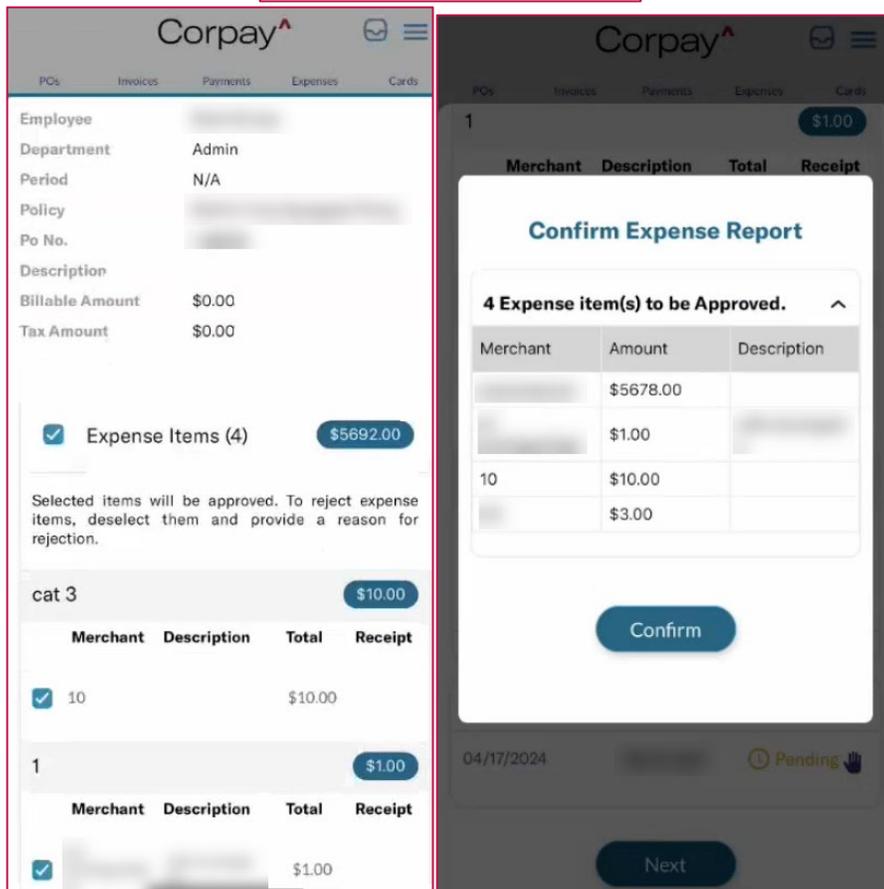
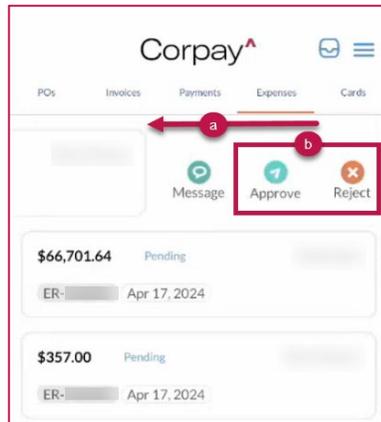


- The *Pay Expenses* tab was renamed to *Pay Reimbursements* to help customers better understand the purpose of the table. Additionally, non-reimbursable expense reports no longer display on the *Pay Reimbursements* tab because they will not be paid to the requestor. The **Pay Now** and **Queue Payment**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

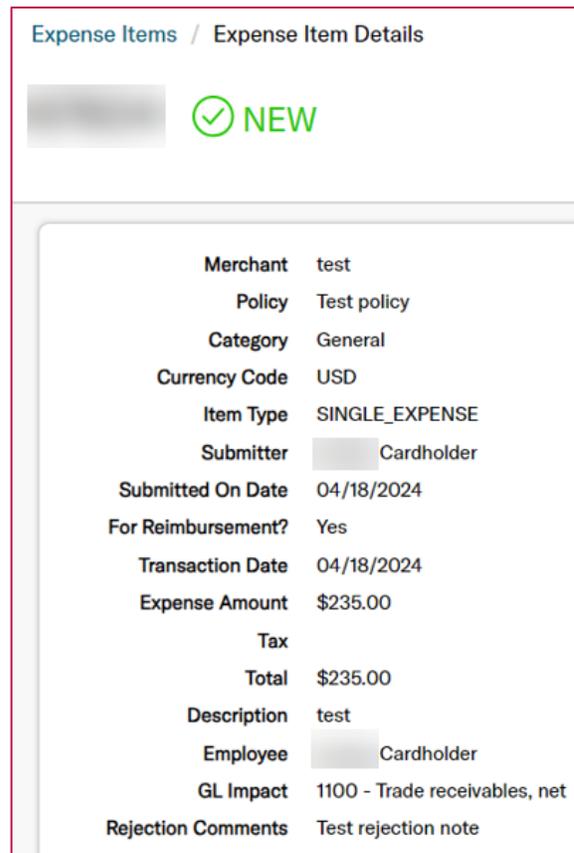


- Approvers may now approve and reject individual expense items from an expense report in the Corpay Complete Mobile App. Users may approve or reject individual expense items

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 screenshot shows the 'Expense Item Details' page. At the top, there is a breadcrumb 'Expense Items / Expense Item Details' and a green checkmark icon followed by the word 'NEW'. Below this is a list of expense details:

Merchant	test
Policy	Test policy
Category	General
Currency Code	USD
Item Type	SINGLE_EXPENSE
Submitter	Cardholder
Submitted On Date	04/18/2024
For Reimbursement?	Yes
Transaction Date	04/18/2024
Expense Amount	\$235.00
Tax	
Total	\$235.00
Description	test
Employee	Cardholder
GL Impact	1100 - Trade receivables, net
Rejection Comments	Test rejection note

- 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**<sup>41</sup> Expense Reports<sup>60</sup> Pay Reimbursements Policies Receipt Expense Report Help

Bulk Action Quick Filters + Create Expense Item Unsubmitted All Expenses Print Share Filter

Merchant	Date	Total Amount	Category	Status	Violations	Receipt Required	Receipt Attached	Expense Report #	Policy	For Reimbursement?
								blank		
/2	02/21/2024	\$2.00	Airfare	NEW		No	No		immediately	Yes
/2	02/21/2024	\$2.00	Airfare	NEW		No	Yes		immediately	No
/3	02/21/2024	\$3.00	Airfare	NEW		No	No		immediately	Yes

### Expense Items / Expense Item Details

548 ✓ NEW

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**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**

### Create a New Expense Item

Cancel Save Draft

Employee

Policy\*

Expense Item Type\*

Merchant\*

Date\*

Currency

Billable  For Reimbursement?<sup>1</sup>

Expenses linked to a corporate card purchase are not marked as For Reimbursement. Any other expenses (like cash transactions or personal card purchases) that require reimbursement back to the employee should be marked as For Reimbursement.

DROP FILE HERE OR UPLOAD RECEIPT

- 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.

The screenshot shows the 'Settings' page with the 'Expense' tab selected. The 'Expense Items' section contains four settings: 'Enforce Policy Violations' (unchecked), 'Hide tax fields' (unchecked), 'Show business unit for expense item' (checked), and 'Business Unit Required' (unchecked). The 'Enforce Policy Violations' setting is highlighted with a red box.

- 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.

**Manage Card** [X]

**Main** Accounts

Card Program: [Redacted]

Card Profile\*  
[Redacted]

Per Trans Limit	Daily Limit	Monthly Limit
\$500	\$1,000 (Max. 10 Trans)	\$5,000 (Max. 100 Trans)

Issue Card To\*  
[Redacted] Card Holder

Employee Number\*  
[Redacted]

Enable Temporary Spending Limit ⓘ

Status  
ACTIVE

Enable Temporary Block ⓘ

Description  
[Redacted]

**Billing Address** [Redacted] [v]

New +

**Update Address** [b]

Address Type\* Shipping [v] Address For [v]

Entity Name [Redacted] Attention [Redacted]

Label\* [Redacted] Address Line 1\* [Redacted]

Address Line 2 [Redacted] Address Line 3 [Redacted]

Country [Redacted] City [Redacted]

State [Redacted] Zip [Redacted]

Email [Redacted]

Set as default address

Cancel Submit

- 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.

### Request a Corporate Card

Main Accounts

**Issue Card to\***

**Link to Existing Vendor** **Category**

Search for vendor by name -- Select Category --

**Department** **Budget**

-- Select Department -- select/search the list

**Card Type\*** **Subsidiary: Sample UK**

Physical Sample

Maximum amount permitted by your company: \$0.00

**Card Program\*** **Card Program Description**

-- Select Card Program -- Corpay Physical Card

**Card Profile\***

**Description**

Selecting this card program will generate a physical card.

**Ship this card to\*** **Shipping Type\***

Select/search the list

New + **Edit +**

**Attachments:**



Cancel Submit 

- 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

The screenshot shows the Corpay Cards Dashboard with the following navigation tabs: Dashboard, All Cards, POs Requiring Cards, Transactions, Statements, and Card Program Settings. The 'Stats' section on the left lists: Active Cards (37), Expired Cards (23), POs Requesting a Card (1), Cards Near Zero Balance (14), and Cards Fully Used (9). The 'Current Funds' section, highlighted with a red box, includes a 'Select Card Program' dropdown menu, a 'Refresh' button, and three data points: CREDIT LIMIT (\$100,000.00), ACCOUNT BALANCE (\$365.70), and AVAILABLE LIMIT (\$99,634.30).

- 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.