Corpay Release Notes - 05/23/24

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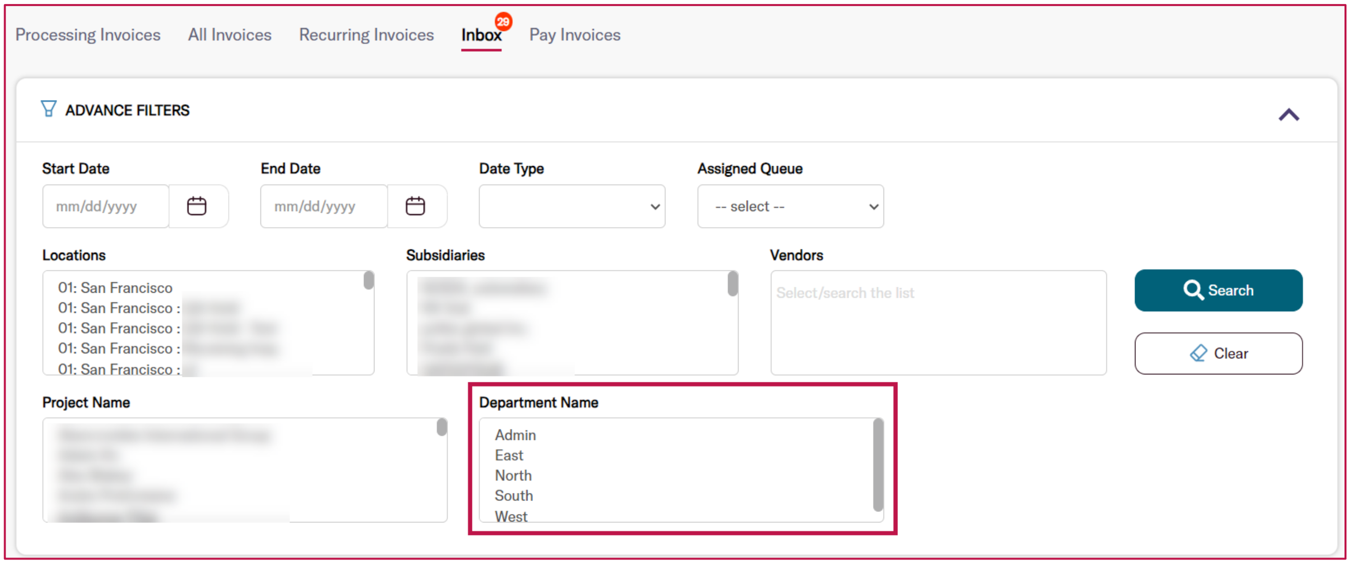
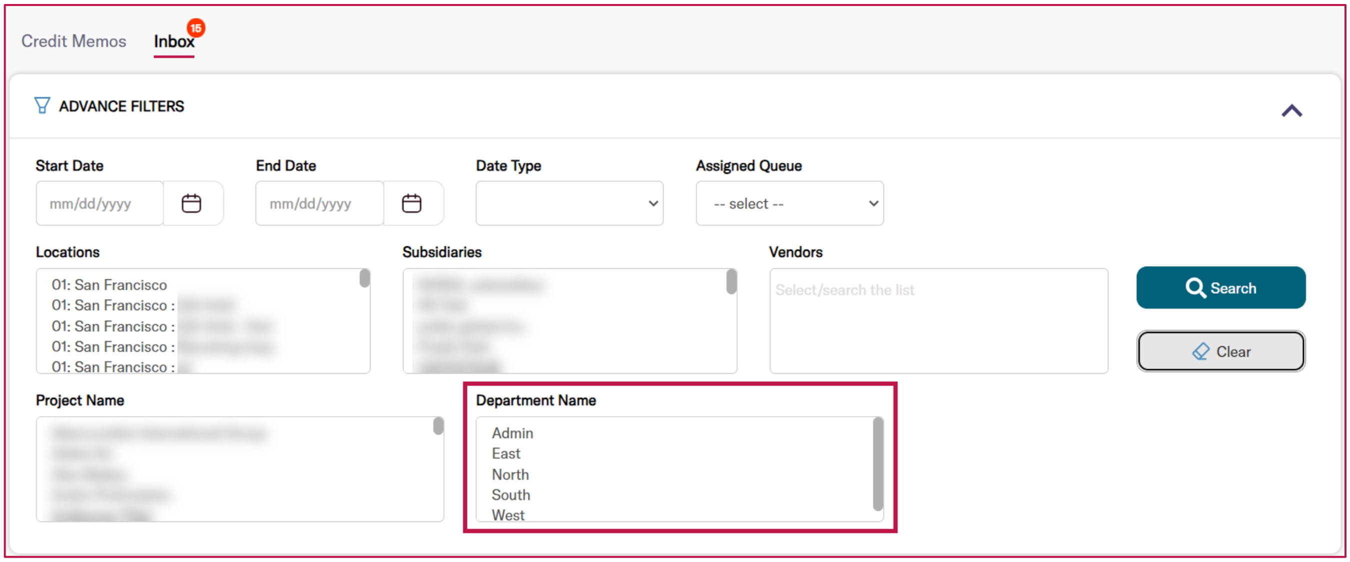
The following items were released by Corpay on May 23rd, 2024.

Corpay Complete Improvements

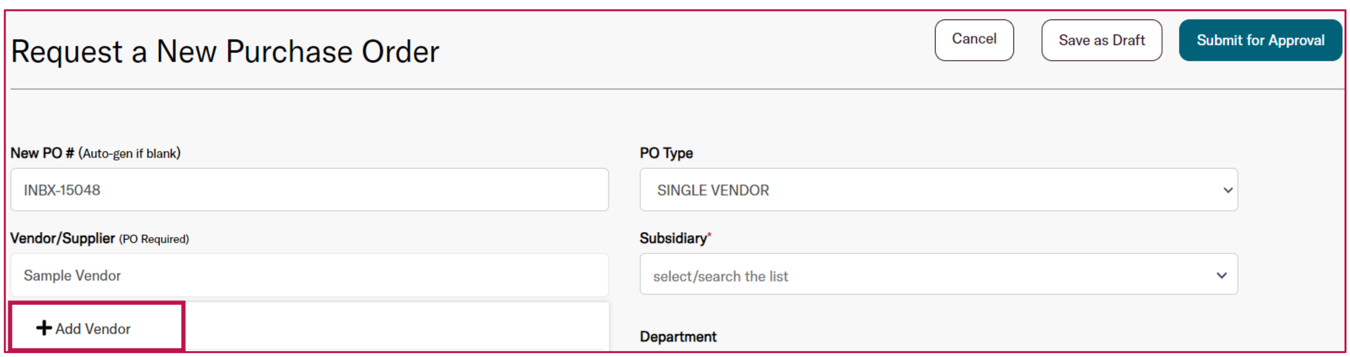
Invoice Automation and Purchase Order Improvements

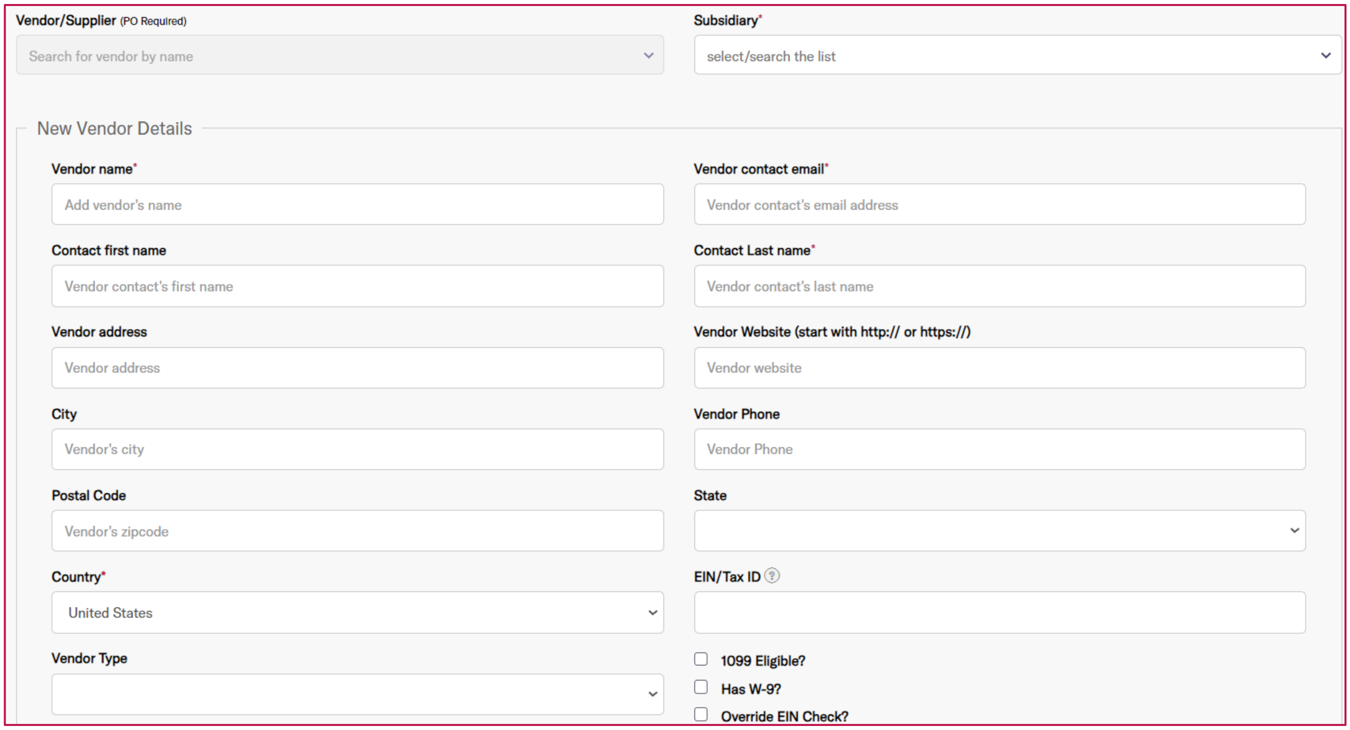
- A new **Department Name** filter was added to the *Advance Filters* pane on the invoice *Inbox* and credit memo *Inbox* tabs that enables users to filter invoices and credit memos by department.



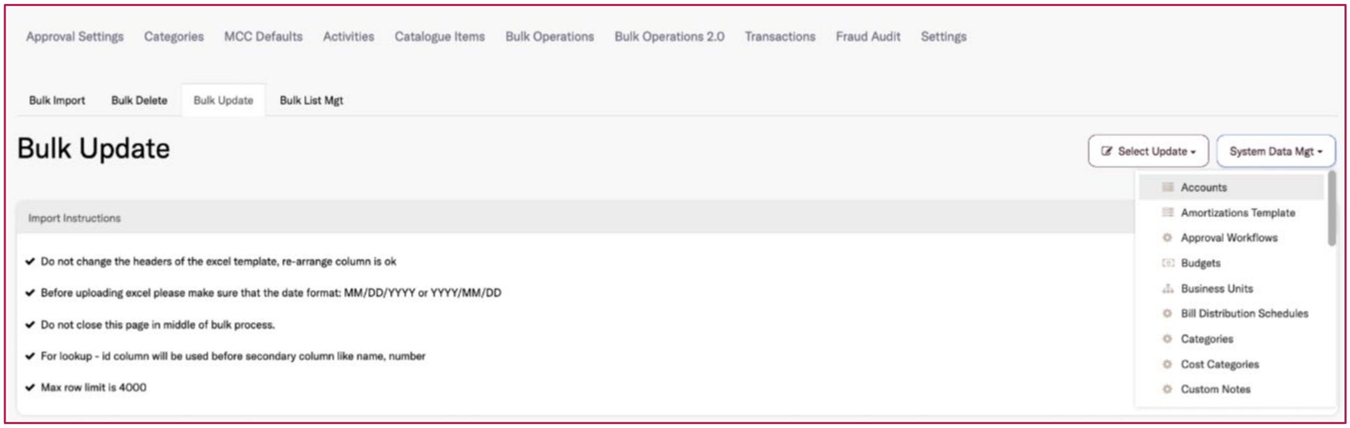


- When requesting a purchase order on the *Request a New Purchase Order* page, users will now be notified if a vendor does not exist after entering the vendor's name in the *Vendor/Supplier* field. If the vendor is not in the Corpay Complete vendor database, users may select the **+Add Vendor** button to open the *New Vendor Details* pane.

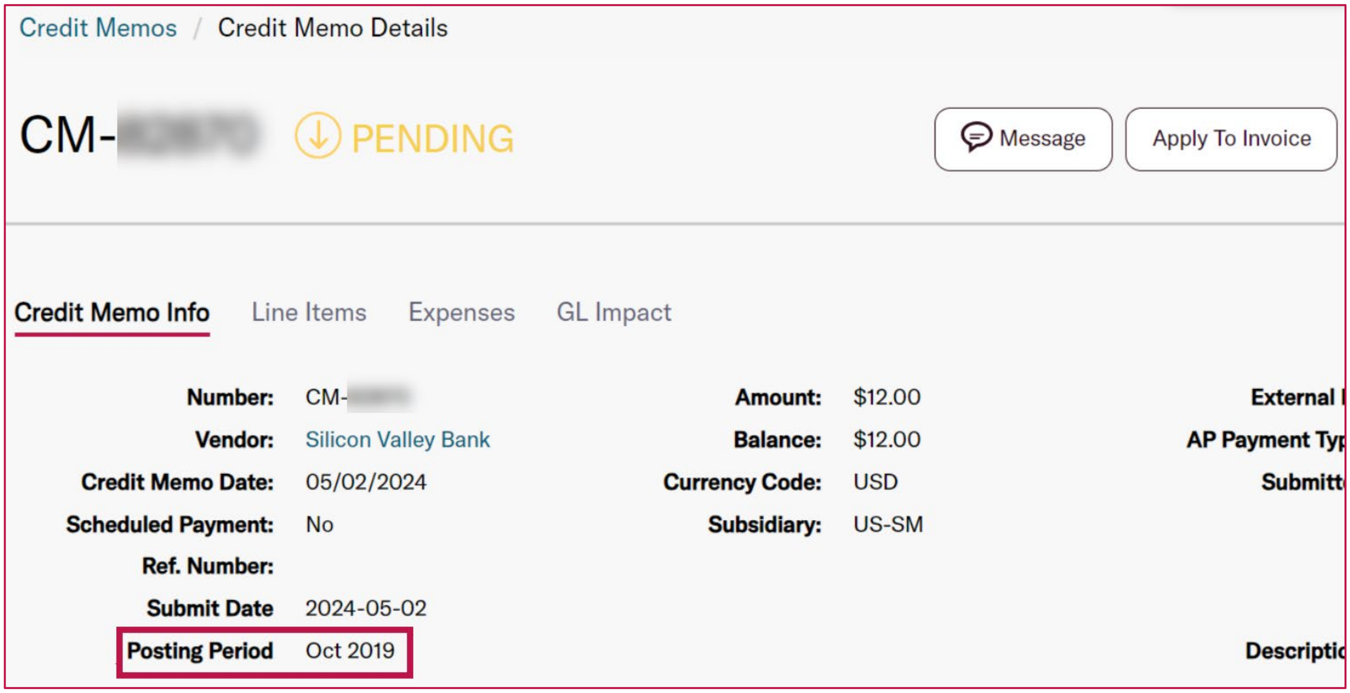




- When users upload a new **Accounts** template on the *Bulk Operations* tab > *Bulk Update* tab, they can set *Discount not applicable* to **True** to skip the debit line amount from discount calculation. This enhancement helps users determine which debit lines should have the discount calculation applied. To upload a new Accounts template, navigate to the *Administration* module > *Bulk Operations* tab > *Bulk Update* tab and select **Accounts** from the *Select Update* drop-down.

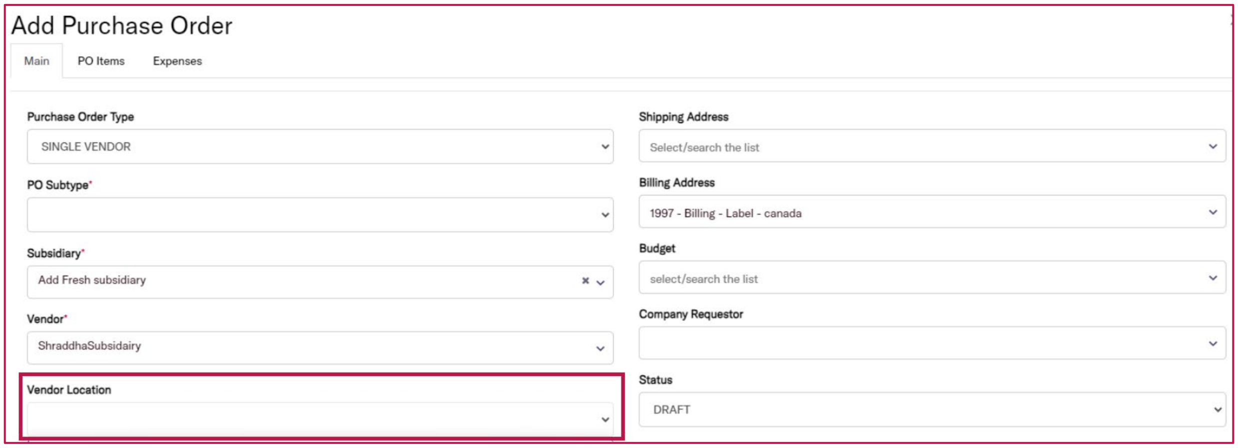


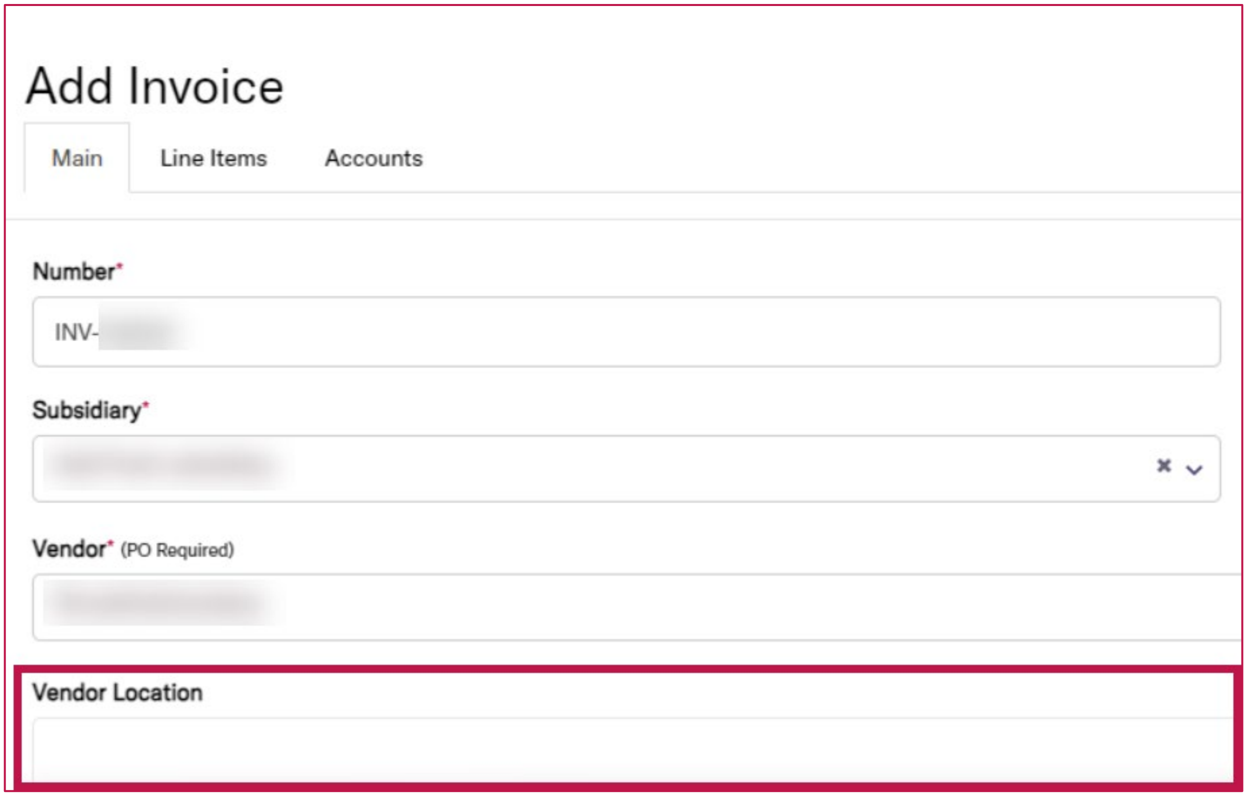
- Previously, if a purchase order in one currency (e.g., ZMW) was linked to an invoice in a different currency (e.g., USD) on the *Add Invoice* form, the *Open PO Balance* was incorrect. With this deployment, the *Open PO Balance* is calculated correctly when linking purchase orders to invoices in a different currency.
- Previously, when users selected a new *Accounts* trigger in the *Triggers* pane of an Approval Workflow, the *Account* drop-down was not functioning correctly. With this deployment, users may add an *Accounts* trigger and choose an account without issue.
- Users may now add and edit a *Posting Period* to their credit memos. A new *Posting Period* row was also added to the *Credit Memo Details* page.



- On the *Add Invoice* form, the *Vendor Address* drop-down was updated so that users can choose a single vendor address. Previously, all addresses appeared to be selected in the *Vendor Address* drop-down. This issue has been resolved.
- When users create a new *PO Item Listing* report, the report will now include all purchase order-specific custom fields that exist on purchase order forms.
- A new *Vendor Location Address* drop-down was added to the purchase order and invoice forms. This enhancement enables users who have vendors in multiple locations to choose

the correct vendor address for an invoice or purchase order.



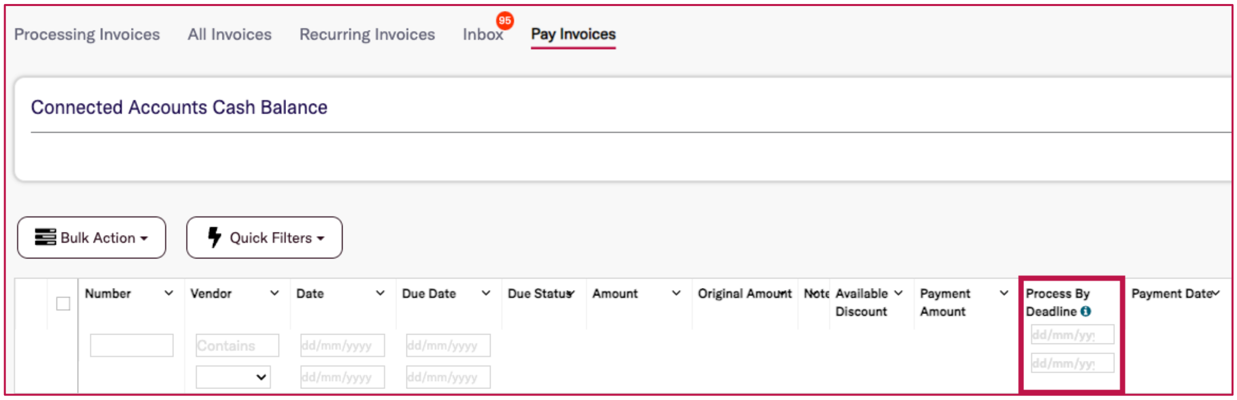


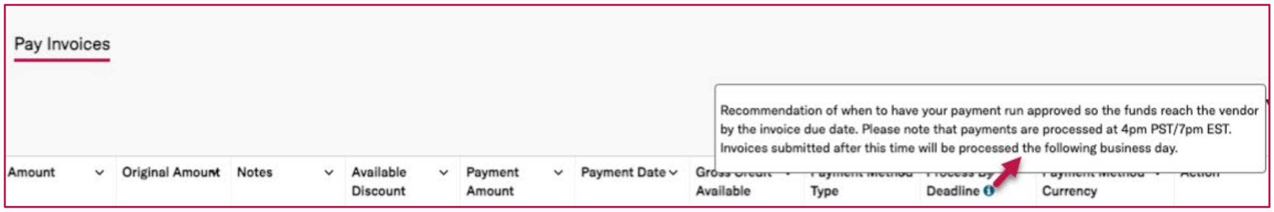
- Previously, the *Data Audit Log* was not capturing vendor activity correctly. With this update, the *Data Audit Log* records vendor activity as expected. Additionally, when users create a new Audit Log report from the Reports module, they will only see rows with valid change data.

Payments Automation Improvements

- To help Payments Automation users submit payments on time and simplify the payment submission process, the following enhancements were made in Corpay Complete:
    - A new *Process By Deadline* column was added to the *Pay Invoices* table, which provides the date invoices must be submitted to avoid late fees. The *Process By Deadline* dates are calculated using the selected payment method:
        - **Mastercard:** Two business days before the invoice Due Date.
        - **Corpay Card:** Three business days before the invoice Due Date.
        - **ACH:** Five business days before the invoice Due Date.
        - **Check:** Ten business days before the invoice Due Date.

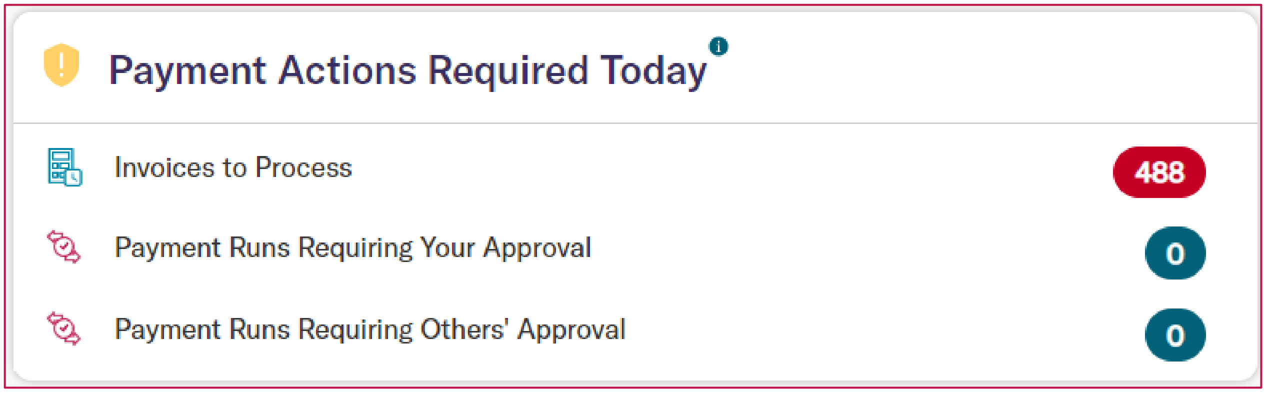
      By default, the **Pay Invoices** table is sorted by *Process By Deadline*, from oldest to newest. The *Process by Deadline* column also includes a tooltip informing users what this column represents.



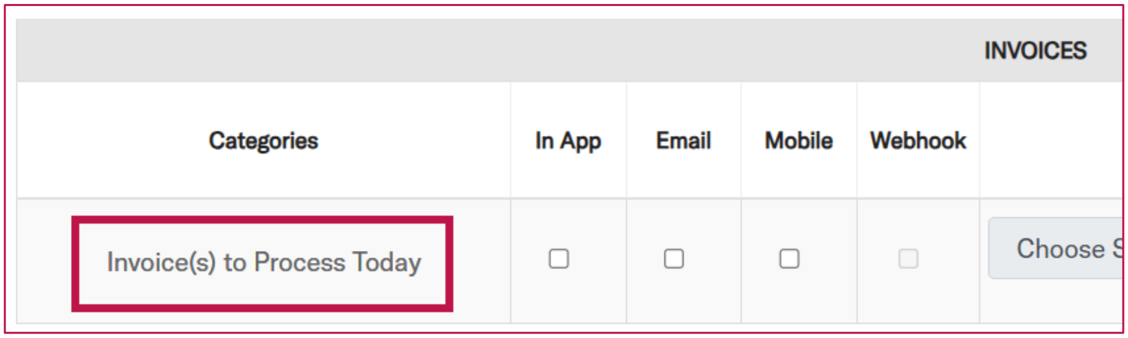


    - The following enhancements were made to the *Immediate Action Required* pane on the *Main Dashboard* page:

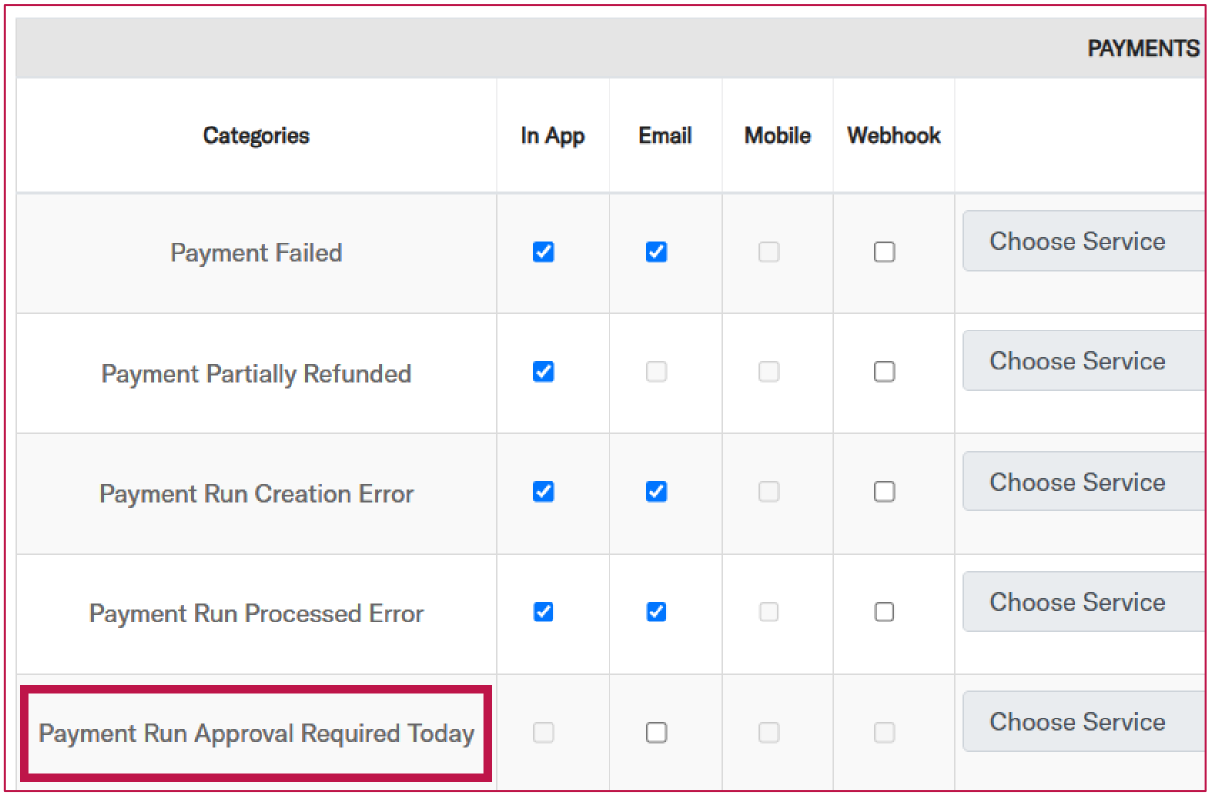
  - The *Immediate Action Required* pane was renamed to the *Payment Actions Required Today*.
  - The **Invoices to Pay** label was changed to an **Invoices to Process** label. This row applies to invoices that have not been paid by the **Process By Deadline**.
  - The **Payment Runs Requiring Immediate Approval** label was changed to a **Payment Runs Requiring Your Approval** label. This row applies to payment run(s) that have not been approved and includes invoice(s) with the **Process By Deadline** of the current date or before. The count of payment runs is for the submitter.
  - The **Payment Runs Requiring Immediate Approval** label was changed to a **Payment Runs Requiring Others' Approval** label. This row applies to payment runs that have not been approved and includes invoice(s) with the **Process By Deadline** of the current date or before. The count of payment runs is for the approver.
  - The *Payment Actions Required Today* pane will only display for users who have invoice automation enabled.



- The following enhancements were made to the *Alerts* section on the *User Profile* page:
  - The **Invoices to Pay** alert was renamed to **Invoice(s) to Process Today**.

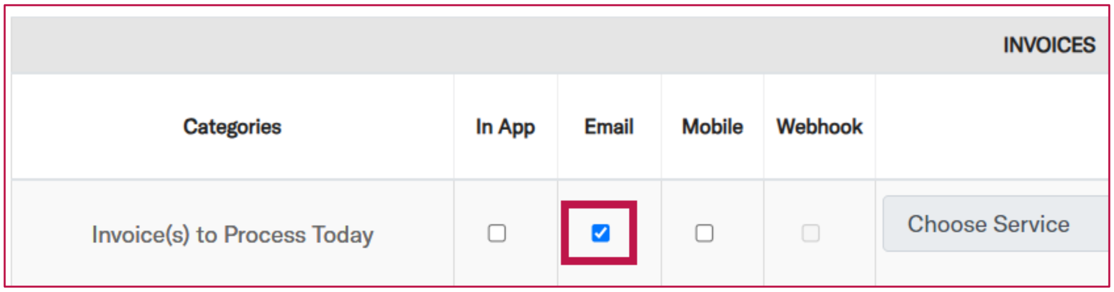


- A new **Payment Run Approval Required Today** option was added under the *Payments* section.



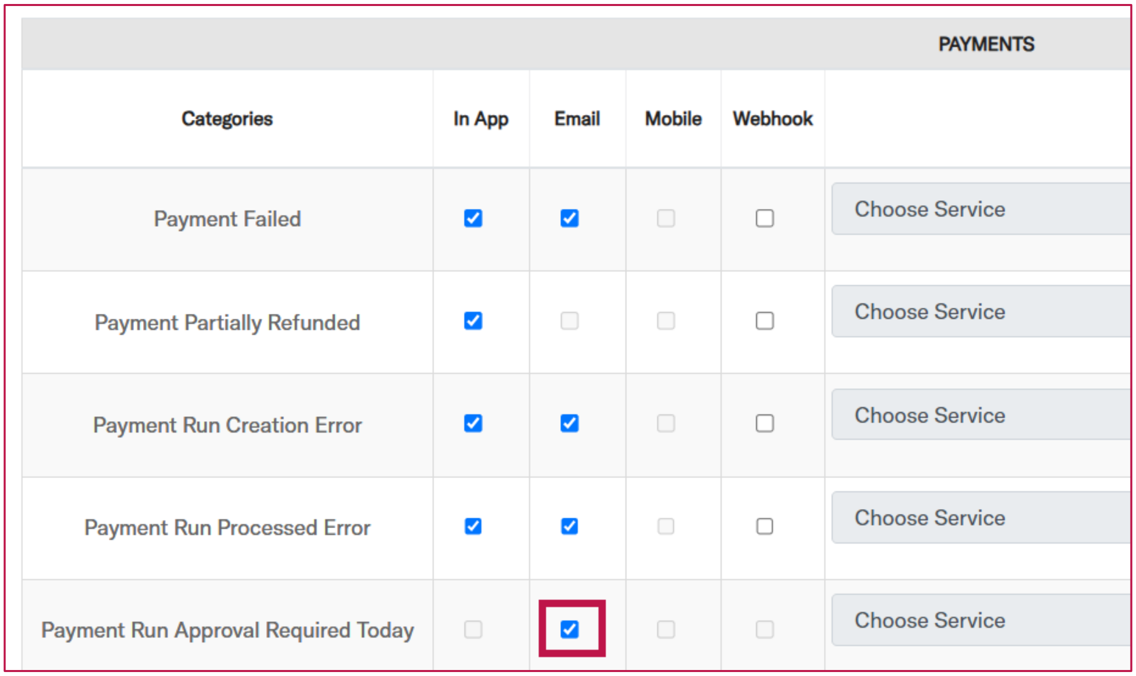
- For users who have enabled *Invoice(s) to Process Today* notifications, an email notification will be sent to submitters who have invoices with a *Process By Deadline* that is equal to or before the current date. This enhancement helps users avoid late fees for invoices by ensuring that all invoices are scheduled for payment.

  To enable this feature, click the **Banner Avatar** to access your *Profile* page, scroll to the *Alerts* > *Invoices* pane and click the **Email** checkbox in the *Invoice(s) to Process Today* row.



- When users enable the *Payment Run Approval Required Today* notifications, a new email notification will be sent to the **approver**. The email notification states that a submitted payment run is pending approval, and one or more invoices have a *Process By Deadline* equal to or before the current date. This enhancement helps users prevent late fees by ensuring that invoices are scheduled for payment.

  To enable this feature, click the **Banner Avatar** to access your *Profile* page, scroll to the *Alerts* > *Payments* pane, and click the **Email** checkbox in the *Payment Run Approval Required Today* row.



- When users enable the *Payment Run Approval Required Today* notifications, a new email notification will be sent to the **submitter** or **Accounts Payable** team. The enhanced email notification indicates that a submitted payment run is pending approval, and one or more invoices have a *Process By Deadline* equal to or before the current date.

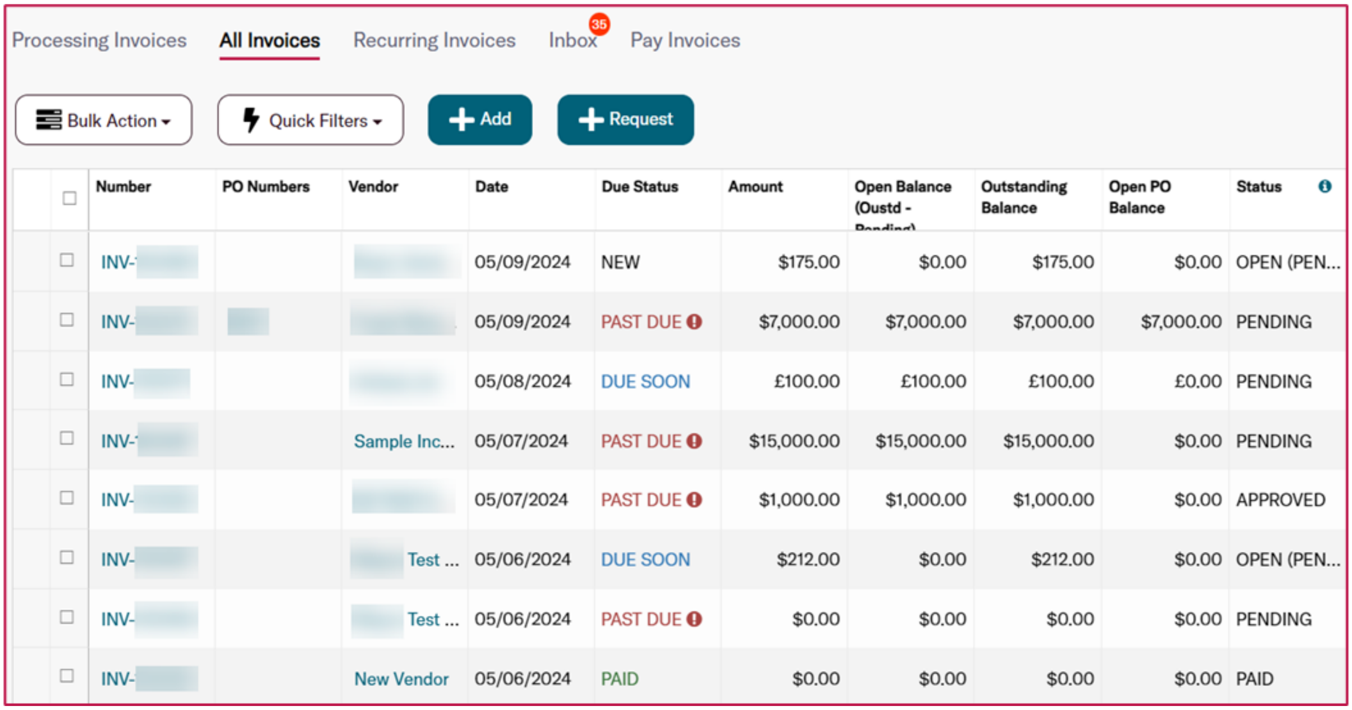
  To enable this feature, click the **Banner Avatar** to access your *Profile* page, scroll to the *Alerts* > *Payments* pane, and click the ***Email*** checkbox in the *Payment Run Approval Required Today* row.

- The following updates were made to the *Due Status* column in the *Processing Invoices*, *All Invoices*, and *Pay Invoices* tables:
  - **Due Soon:** This label was updated to reflect invoices that have a *Due Date* that is within one to seven business days.
  - **New:** This label was updated to reflect invoices that have a *Due Date* that is greater than seven business days.
  - **Past Due:** This label was updated with a new alert icon and indicates the invoice

Due Date has passed.

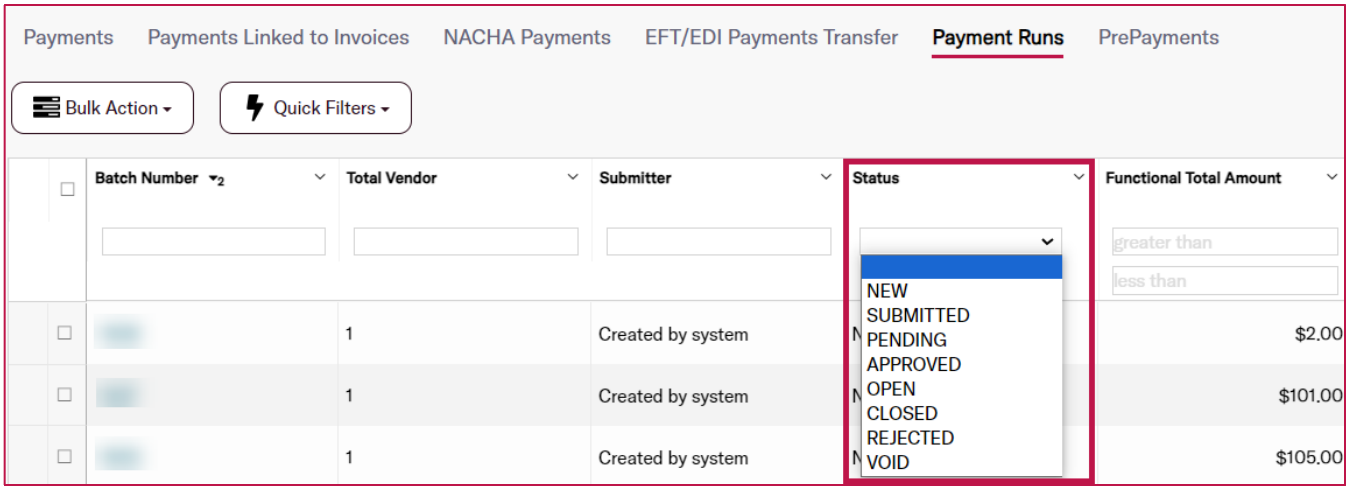
- The following labels remain unchanged in the *Due Status* column:
  - **Due Today:** This label is for invoices that have a *Due Date* of the current date.
  - **Paid:** This label is for paid invoices.

This enhancement ensures that each *Due Status* provides a clear indication of where an invoice is in its lifecycle.

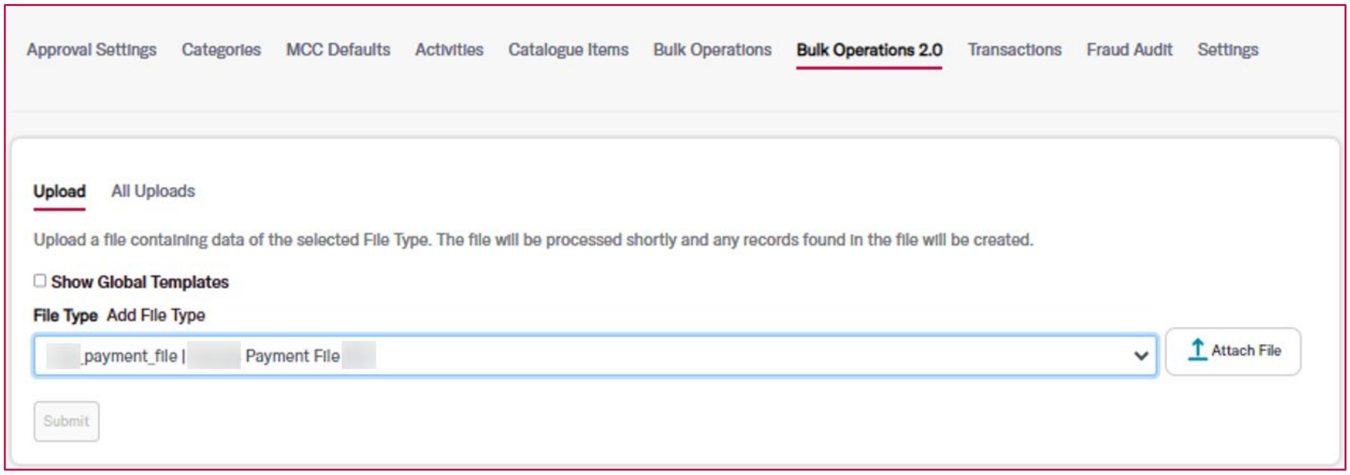


Number	PO Numbers	Vendor	Date	Due Status	Amount	Open Balance (Oustd - Pending)	Outstanding Balance	Open PO Balance	Status
INV-			05/09/2024	NEW	$175.00	$0.00	$175.00	$0.00	OPEN (PEN...
INV-			05/09/2024	PAST DUE	$7,000.00	$7,000.00	$7,000.00	$7,000.00	PENDING
INV-			05/08/2024	DUE SOON	£100.00	£100.00	£100.00	£0.00	PENDING
INV-		Sample Inc...	05/07/2024	PAST DUE	$15,000.00	$15,000.00	$15,000.00	$0.00	PENDING
INV-			05/07/2024	PAST DUE	$1,000.00	$1,000.00	$1,000.00	$0.00	APPROVED
INV-		Test ...	05/06/2024	DUE SOON	$212.00	$0.00	$212.00	$0.00	OPEN (PEN...
INV-		Test ...	05/06/2024	PAST DUE	$0.00	$0.00	$0.00	$0.00	PENDING
INV-		New Vendor	05/06/2024	PAID	$0.00	$0.00	$0.00	$0.00	PAID

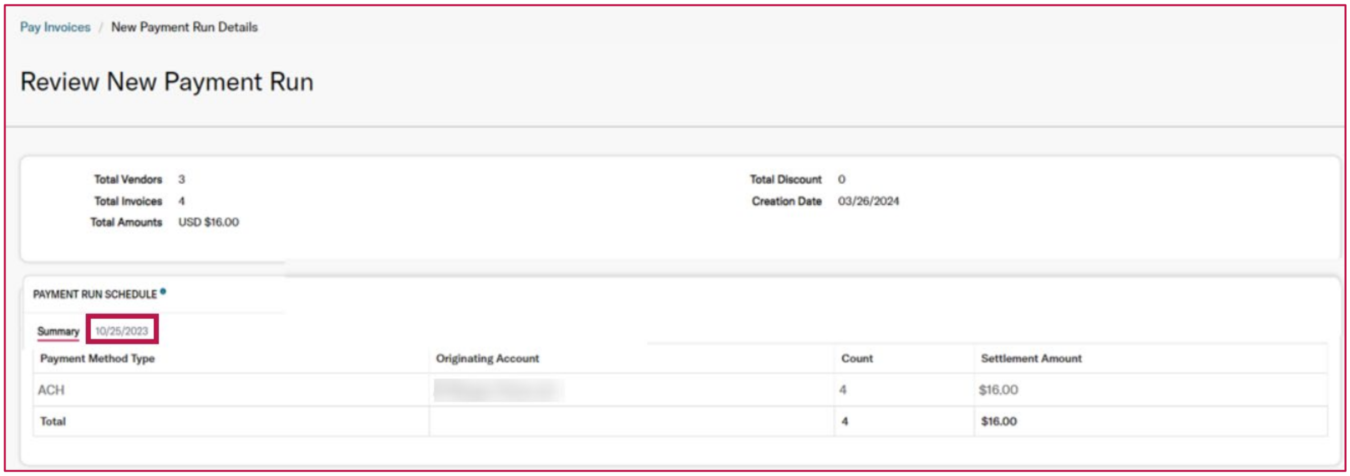
- The **Status** filter on the *Payment Runs* table was changed from text entry to a drop-down list. The new drop-down includes an option for each distinct payment run status.



- Previously, the *Credit Summary* pane on the *Payments Dashboard* was displaying for users who do not use credit for payments. With this deployment, the *Credit Summary* pane only displays for Credit Model users.
- New *Check Number* and *Card Number* columns were added to the *Payment History* tab for Full AP users. This enhancement gives users a reference point for original payments when a payment modification occurs.
- The following updates were made to the *Payment Methods by Vendor* pane on the Full AP *Payments Dashboard* to improve usability and presentation:
  - The **Total Vendors** font size was reduced to better align with the chart.
  - The chart now loads automatically when users open the *Payments Dashboard* page.
- With this enhancement, users can now include credit memos by sending an indicator and/or a negative invoice amount. Before this update, file integration users could only upload invoices for payment. This enhancement included adding a new *Credit Memo Indicator* column to the Invoice and Credit Memo Batch File Upload template. To upload a credit memo, navigate to the *Administration* module and select the *Bulk Operations 2.0* tab.



- The **Estimated Debit Date** is now included on the *Payment Run Summary* pane on the *Review New Payment Run* page. This enhancement lets users plan their cashflow accordingly.



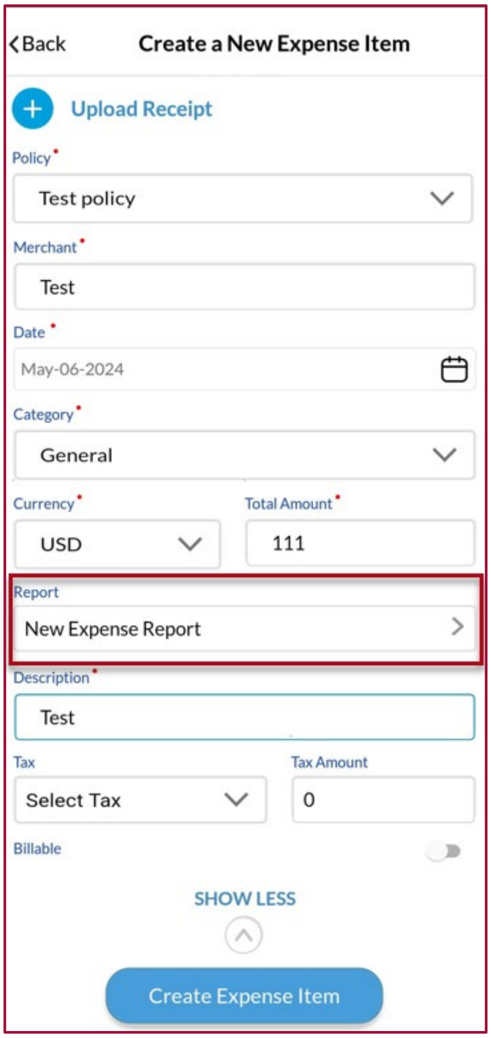
- Previously, the **Payment Settlement Date** was missing from the Full AP *Payment History* tab. Also, the *Payment History* tab did not display the *Payment Date* for refunded and reissued payments. This issue has been resolved and all dates now display as expected.
- Previously, users could select more than one default vendor location address on the *Vendor Details* page > *Vendor Locations* tab > *Add Vendor Location* dialog. With this deployment, only one vendor location may be chosen as the default.
- When a payment has been successfully processed and sent for a Full AP user, an email

notification will now be sent to the listed vendor contact in Corpay Complete. Upon receipt of the email, the vendor contact may log in to the Vendor Portal, review the remittance, and process the payment. This enhancement is only applicable to Full AP users and will not affect notifications that are sent to direct banking users.

- Previously, users had to manually select a **Void** status and check the **Force Sync with ERP** checkbox to trigger a synchronization to the ERP system for voided payments. This issue has been resolved and voided payments are automatically synchronized to ERPs when refund data is retrieved.
- Full AP file integration customers may now send images and other supplemental documentation via Secure File Transfer Protocol (SFTP). This enhancement helps customers create comprehensive records in Corpay Complete.
- Previously, the **Void** status was unavailable in the *Status* filter in the *Payments* table. Users may now select **Void** from the *Status* filter in the *Payments* table.
- Previously, when invoices and expenses were voided, their status did not revert to **Open**. This issue has been resolved and invoices and expenses now have an **Open** status after being voided.
- Previously, users could not save text in the *Custom Approvers Description* field. This problem has been fixed and the *Custom Approvers Description* field functions as expected.

Expense Improvements

- With this improvement, when a user creates a new expense item on the mobile app, the *Report* field will now default to **New Expense Report** if the setting is turned on. Otherwise, the *Report* defaults to **None**. The *Report* field takes into account the company expense settings to determining the default. This improvement to the mobile application is now consistent with the web functionality.



- With this improvement, users now have the option to automatically create and submit expense reports on a monthly basis. Previously, the only available options for users to create and submit expense reports were daily or weekly.
- With this improvement, expense users will now be notified if any of their expense items have been rejected during approval. As part of the new approval workflow where individual expense items can be approved or rejected from an expense report, a new email notification will be sent to requestors if any of their expense items were rejected and what the next steps are for the rejected item(s).

Subject: "Items from Expense Report ER-XXXXX have been rejected"
Message:
"Hello [User First Name],

[# of rejected items] expense item(s) were rejected from expense report ER-XXXXX. These items have been returned to your Expenses queue in NEW status.

Please click the link below to review and update your expenses before resubmitting for approval.

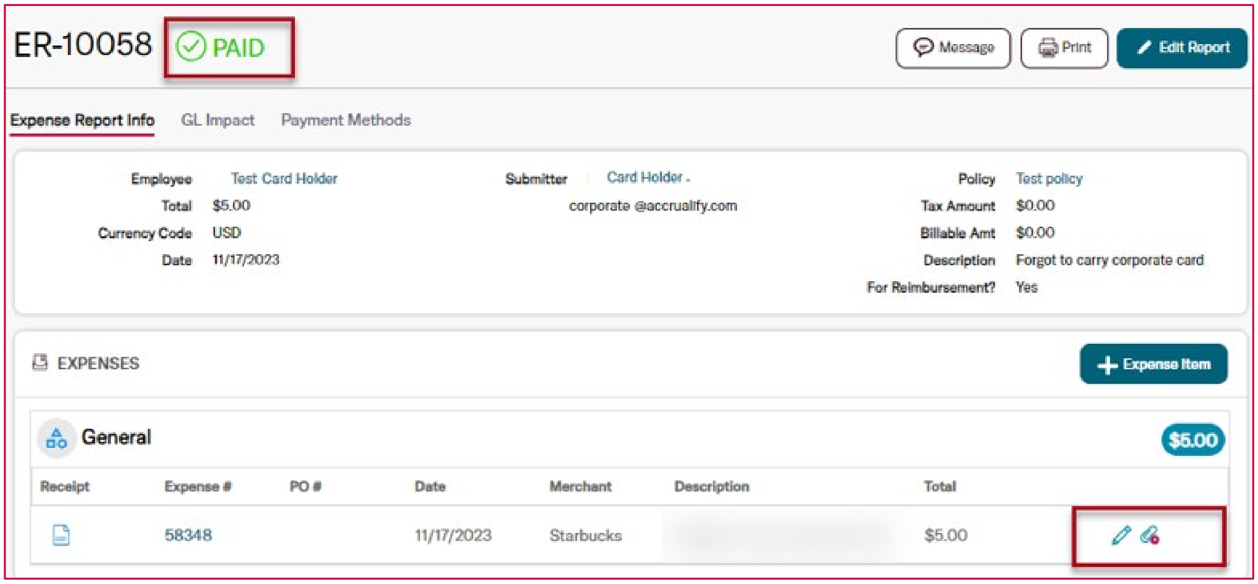
For More Details – Click Here

If you have any questions, please reach out to your company administrator."

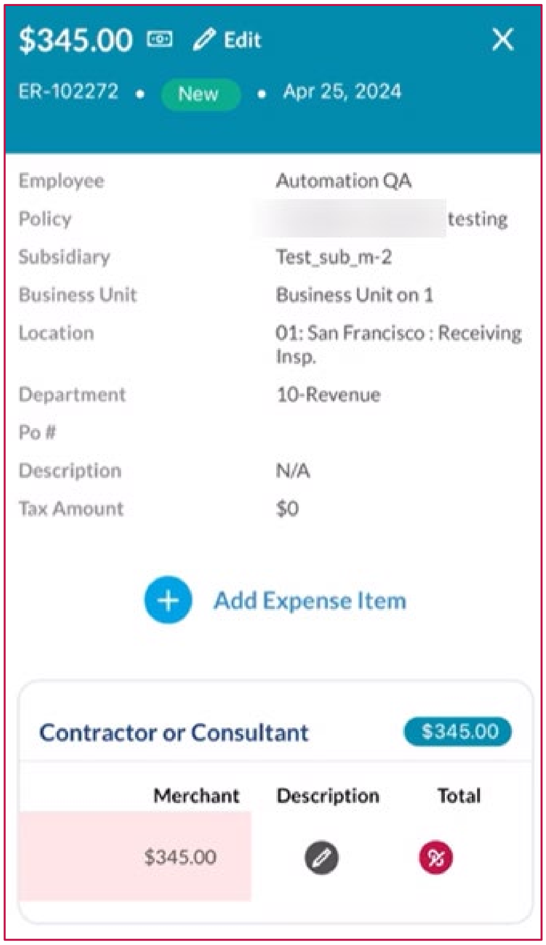
This notification will also display as an in-app and push notification with the following message:

> "[# of rejected items] expense item(s) were rejected from expense report ER-XXXXX. These items have been returned to your Expenses queue in NEW status."

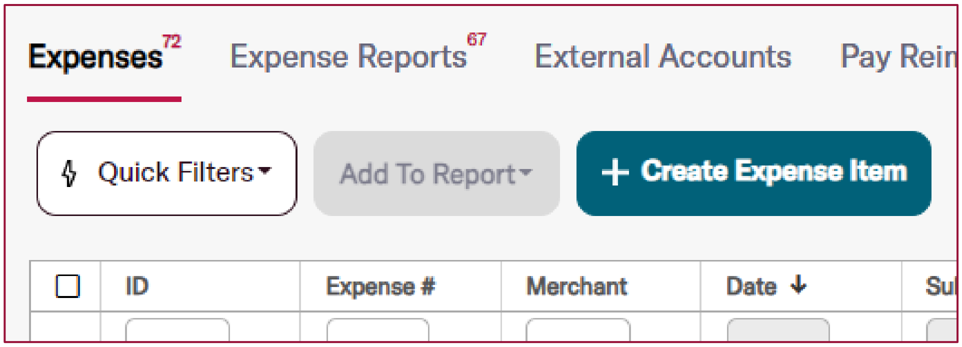
- With this improvement, expense items can only be unlinked from an expense report if they are in **New** or **Pending** status. Previously, expense users were able to unlink expense items from expense reports in any status, even those that have been approved and paid. This change will enable users to only be able to unlink expense items from expense reports in **New** or **Pending** status, and if the expense has been fully approved or paid, then the **Unlink** option will be hidden on the *Expense Report Details* page.

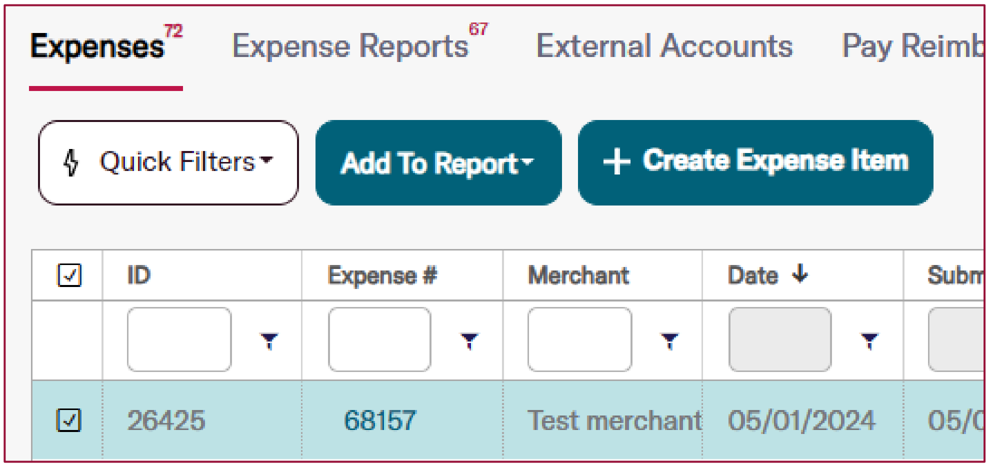


- Expense users on the mobile app can now unlink expense items from an expense report by swiping right on the expense item on the *Expense Report Details* page and tapping the new **Unlink** button. Unlinked expenses will be removed from the expense report and return to the user's Expense queue in **New** status.

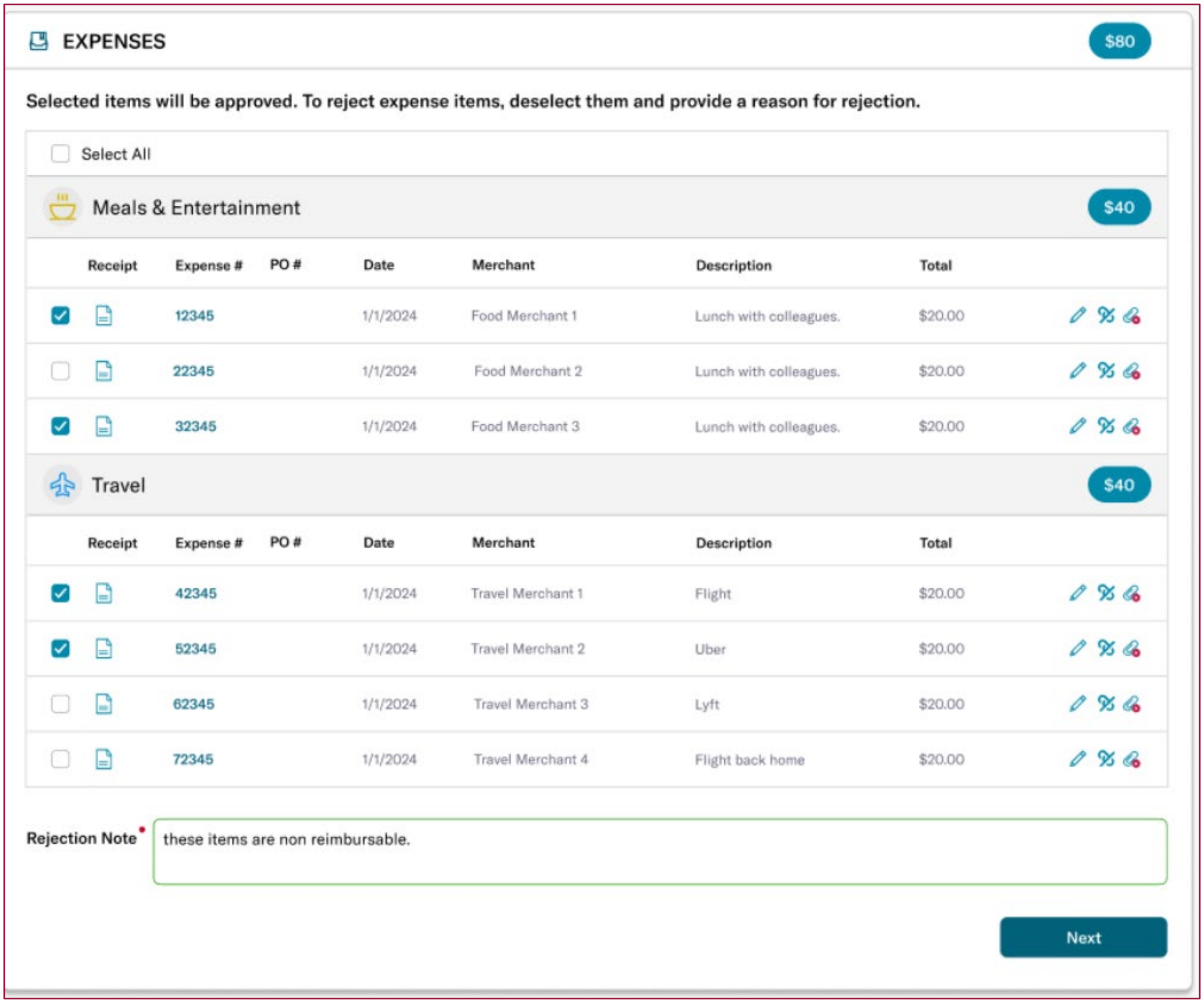


- With this update, the statuses on the Approval Workflow section of the *Expense Report Details* page were updated to ensure that users can clearly understand the statuses of their reports in the approval workflow. Accordingly, on the *Expense Report Details* and *Expense Report Approval Detail* pages, **Sent** was renamed to **Pending Approval**, **Viewed** was renamed to **Pending Approval**, and **New** was renamed to **Next to Approve** in the Approval Workflow section.
- With this update, the *Bulk Actions* drop-down on the *Expenses* table has been relabeled to *Add to Report* and is now a blue primary action button instead of a white secondary action on the table. The change will help users to better understand the expense item to expense report workflow. When users click the **Add to Report** button, they will see the options for **Create New Report** and **Add to Existing Report**.





- Approvers using the Corpay Complete web application can now approve and reject individual expense items from an expense report. Approvers still have the option to fully approve or fully reject an expense report from the approval summary list, but if they view the approval details there is now an option to select which expenses from the report they want to approve. Any expense items that are rejected 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.



- On the mobile app, the expense items on the *Expenses* tab are now automatically sorted by **Creation Date** (descending).
- Fixed a bug on the mobile app where the *Subsidiary* field was not displaying on the *Expense Report Details* page, and the *Subsidiary* drop-down was blank when editing an expense item.
- Fixed a bug on the mobile app where the success message after editing an expense item incorrectly said that the expense item had been successfully created. The message now indicates that the expense item was updated successfully.

- Fixed a bug where expense requestors would get an Unauthorized Access error message when attempting to view rejection notes entered by an approver on their expense report.
- Fixed a bug in the mobile app where the violation icon did not automatically clear from an expense item on the *Expenses* page after the violation was resolved.
- Fixed a bug on the mobile app where *Description* was set up as a required field but was not showing as required on the *Create Expense Item* and *Edit Expense Item* forms.
- Fixed a bug where the **Employee** filter on the *Expenses* table was not working correctly for certain user roles.
- Fixed a bug where the original currency amount was not displaying on the *Expense Report Details* page for expenses converted from another currency.
- Fixed a bug where credit account entries were not updating correctly when rejecting at least two expense items from an expense report.
- With this improvement, a new **All** option was added to the *Delegate Type* field when assigning a delegate through the mobile app. Previously, each delegate had to be added multiple times because the *Delegate Type* drop-down only allowed for one selection at a time.

Card Improvements

- With this improvement, the **Contact (you)** option in *Address For* field, which appeared when adding or editing a shipping or billing address on a card, was updated to **Cardholder**. Previously, when admins would add or edit the address on a card, their only options were to add or edit the address for the company or for their own user profile. With this update, admins can now add or edit addresses that will be linked to the cardholder.
- With this improvement, the **Single-Use** option for physical card types is no longer available when requesting or creating a new card. Removing the option was relevant because the **Single-Use** option would be better suited for a virtual card. This update also enhances efficiency since it avoids wasting card stock on one-time purchases that can otherwise be served by using virtual cards.
- With this change, the user interface on the **Add Funds** modal for prefunded Stripe card programs was now updated to only allow whole numbers. Prior to the update, adding decimal places caused an error that prevented funds from being added to the card.

- Card users can now view up to 250 records on the *Transactions* table. Before the update, this was limited to 100 records. When viewing the *Transactions* table and scrolling to the bottom of the page, users now have options for 25, 50, 100, and 250 in the items per page in the drop-down selection.
- Cards blocked due to fraud will now show a banner at the top of the *Card Details* page alerting users to the reason for the blocked status. Any card admin who manually changes the *Status* drop-down on a card to **Blocked** will see a warning message indicating that blocked cards can only be unblocked by customer support. Card admins can either confirm their selection or return to the form to make changes.
- With this update, card users can now see the *Transactions* table with separate columns for **Posted Date**, **Posted Amount**, **Authorized Date**, and **Authorized Amount** to provide better visibility for card purchases. Before the update, the *Transactions* table had only one date and one amount field that changes based on the transaction status.
- With this update, users will now see the full street address in the *Ship this card to* and B*illing Address* drop-downs when adding, requesting, or editing a card. Before the update, only the location name, city, zip code, and country were visible.
- Fixed a bug where the **Replace Card** button was missing from the *Card Details* page for physical and ghost cards.

