Corpay Release Notes - 06/06/24

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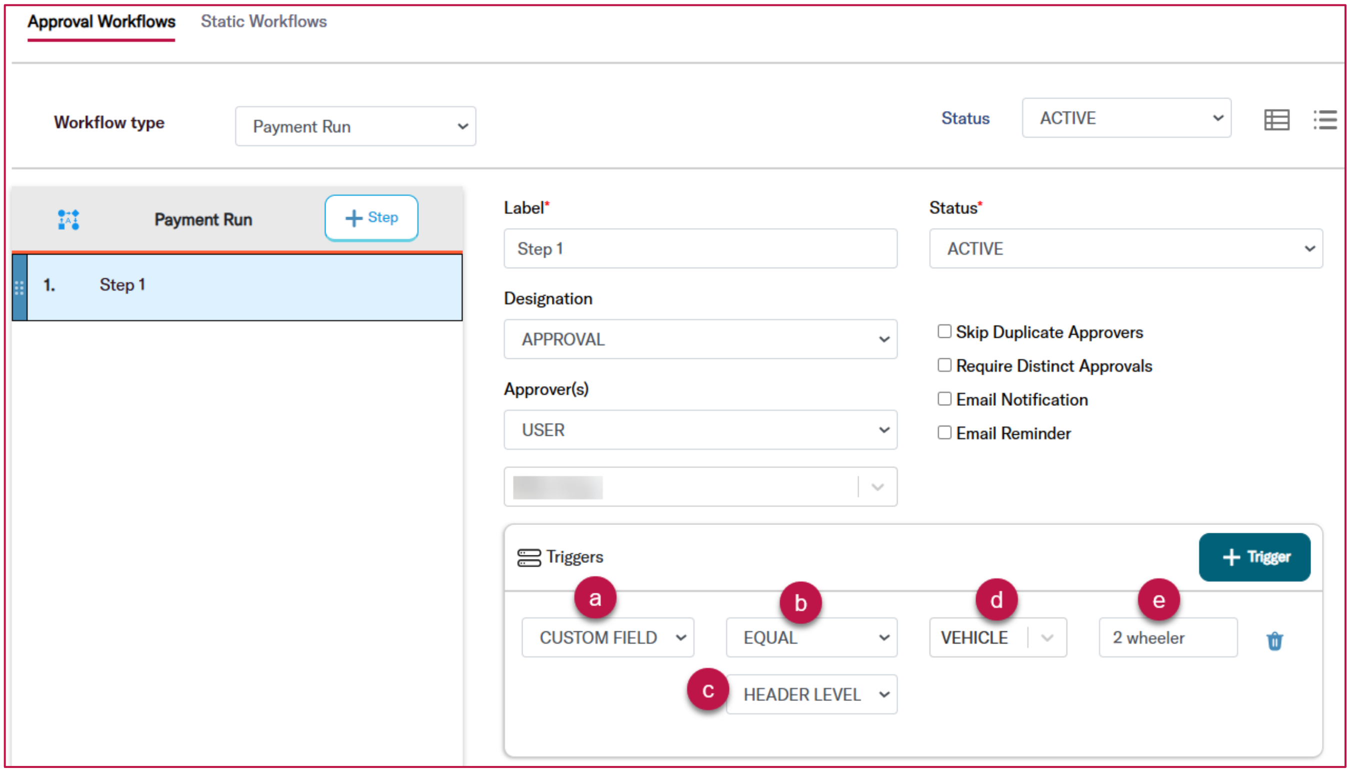
The following items were released by Corpay on June 6th, 2024.

Corpay Complete Improvements

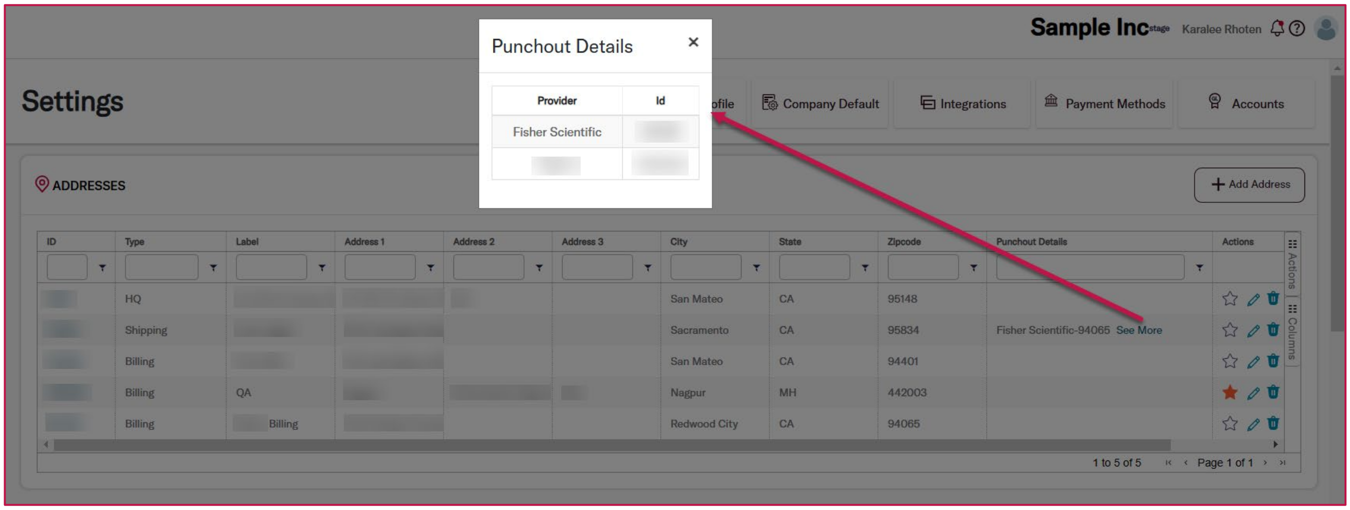
Invoice Automation and Purchase Order Improvements

- Users can now set triggers for specific custom field values to route approvals for custom fields to the desired user. For example, if a **header-level Custom Field** on a payment run is **equal** to **Vehicle** and the value of the *Vehicle* field is **2-wheeler**, the approval will be routed to the listed approver(s).

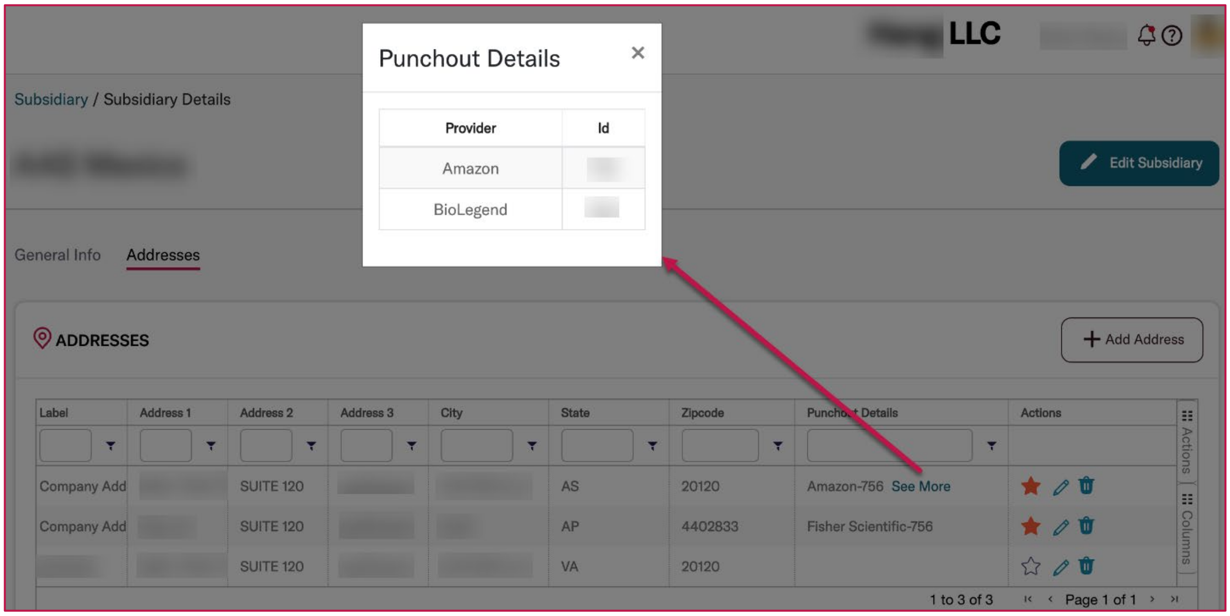


- Users were unable to apply rebates to their credit memos at the line and expense level to ensure data was correctly synchronized to their ERP systems. This issue was resolved, and rebates may be applied to credit memos without issue.
- To help purchase order customers who use Corpay Complete Punchout, the following updates were made:

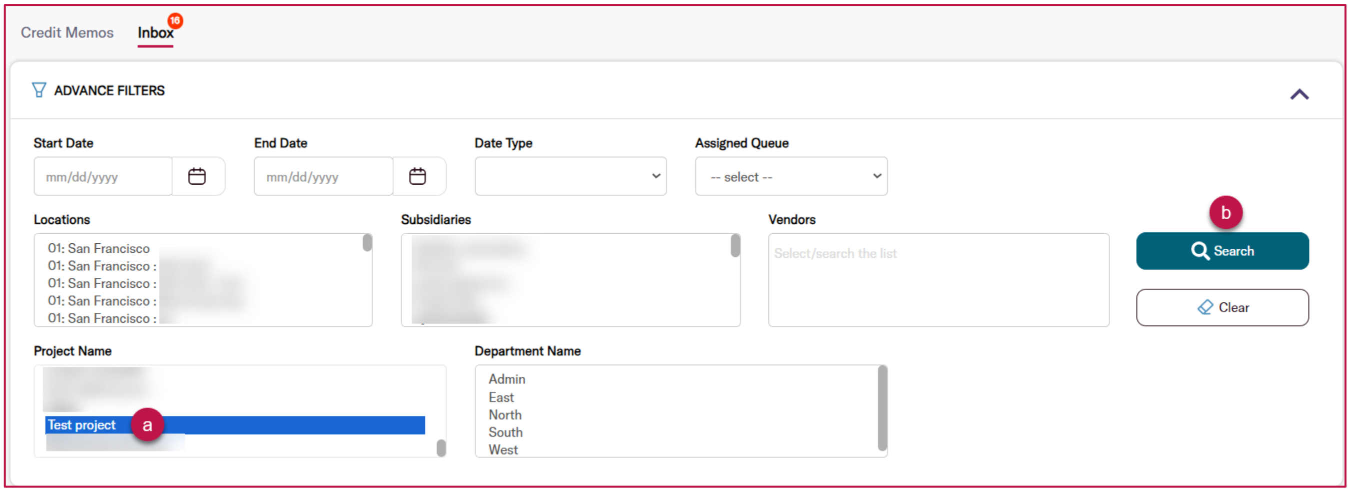
- The **Vendor Name** (Provider) and **Id** were added to a *Punchout Details* dialog on the *Administration* module > *Settings* tab > *Company Profile* tile > *Address* table. To access the *Punchout Details* dialog, click the **See More** link in the *Punchout Details* column.



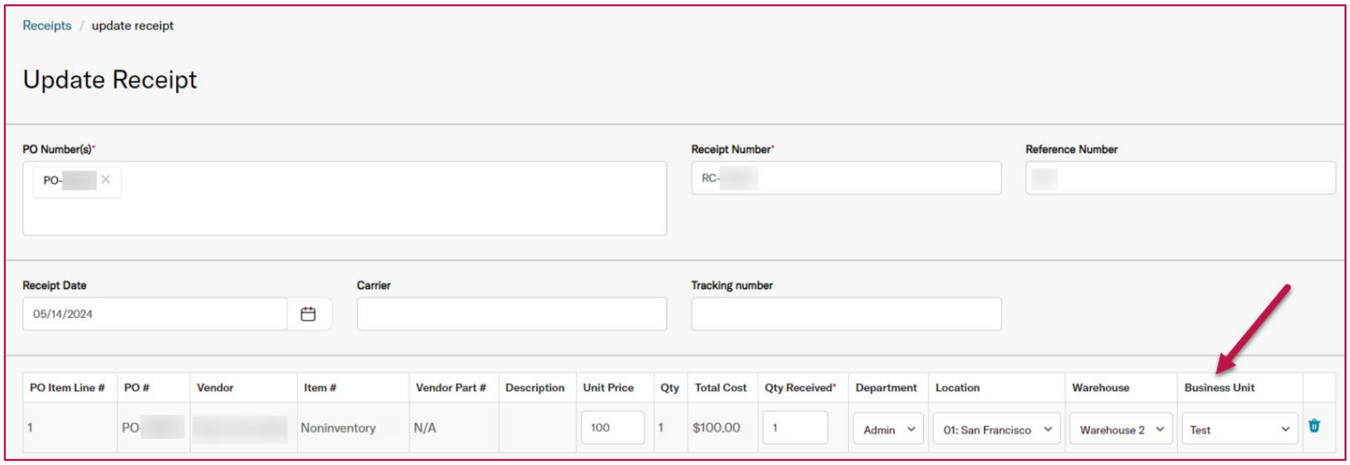
- The **Vendor Name** (Provider) and **Id** were added to a *Punchout Details* dialog on the *Subsidiaries* module > *Subsidiary Details* page > *Addresses* tab. To access the *Punchout Details* dialog, click the **See More** link in the *Punchout Details* column.



- Users can now filter credit memos that are associated with a specific project at the line level on the credit memo *Inbox*. To filter credit memos by line-level project, select a **project** from the *Project Name* field and then click the **Search** button.



- Users may now view and update the line-level *Business Unit* field on the *Update Receipt* form.

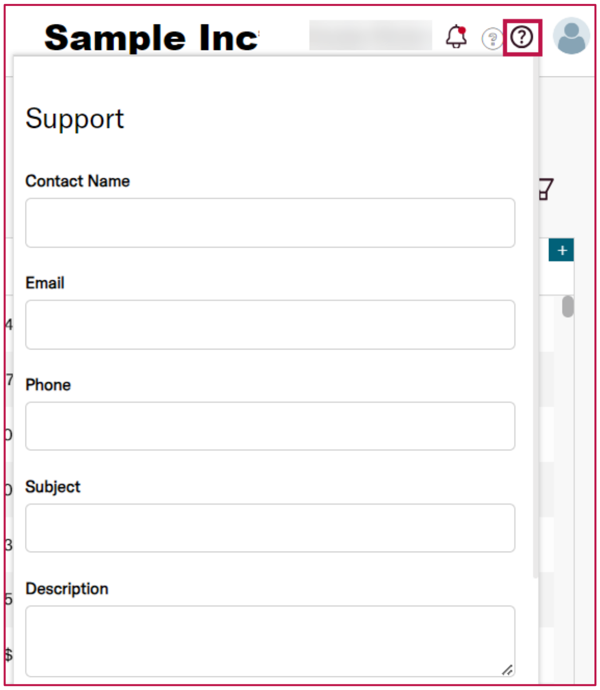


- Previously, users could not add a debit entry on the *Edit Invoice* form regardless of the **Hide invoice debit lines** setting. With this deployment, users may add a debit entry unless the **Hide invoice debit lines** setting is enabled.

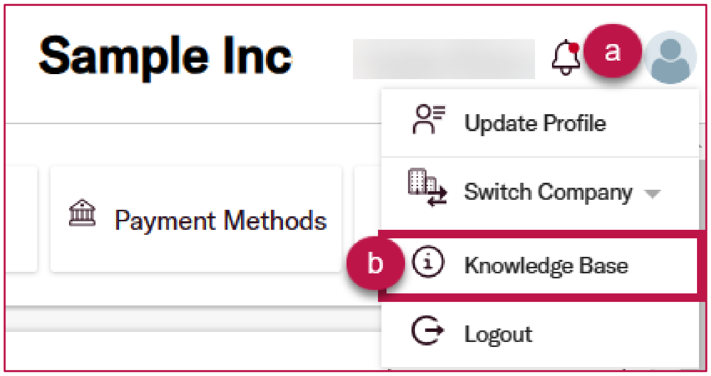
Payments Automation Improvements

- The **Need Help?** pane was removed from the Vendor Portal dashboard to direct users to the correct method of requesting support. This enhancement also streamlines the process of accessing the Corpay Complete Knowledge Base.

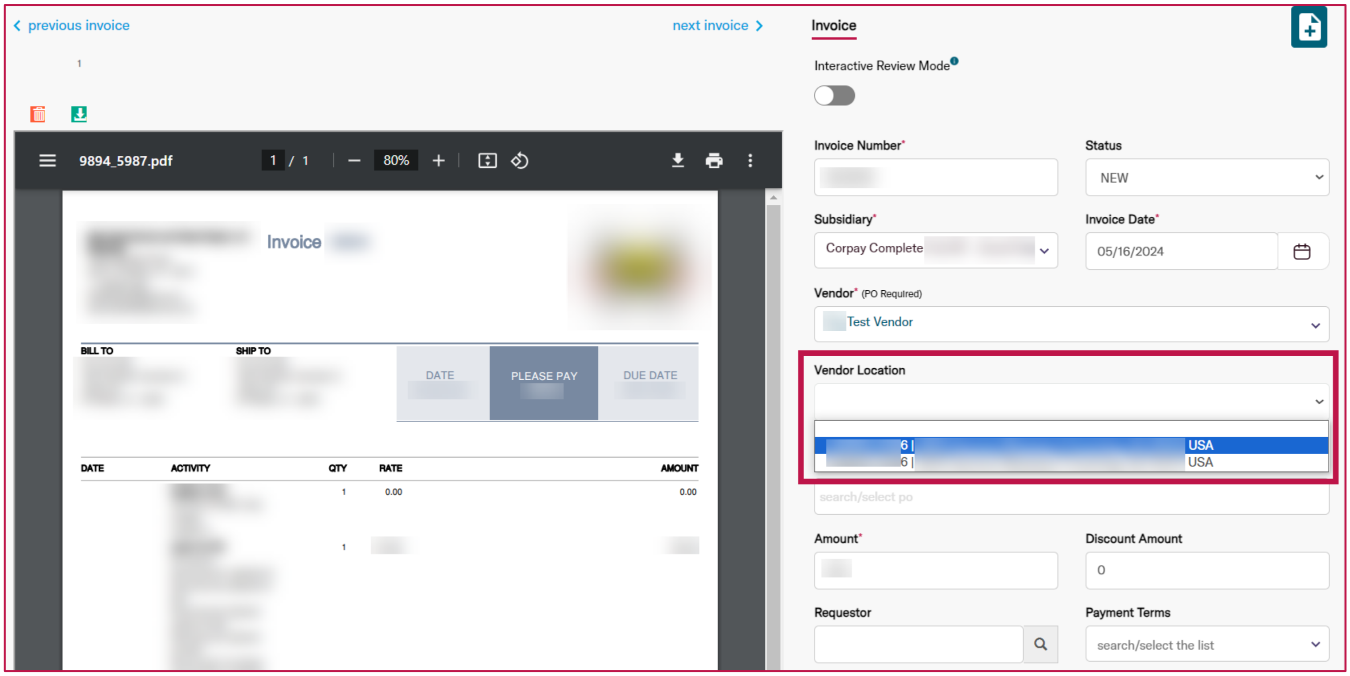
- To contact Corpay Complete Support, click the **Support** icon ⓘ in the upper right corner of your screen.



- To access the Corpay Complete Knowledge Base, click the **Banner Avatar** in the upper right corner of your screen and then select **Knowledge Base**.

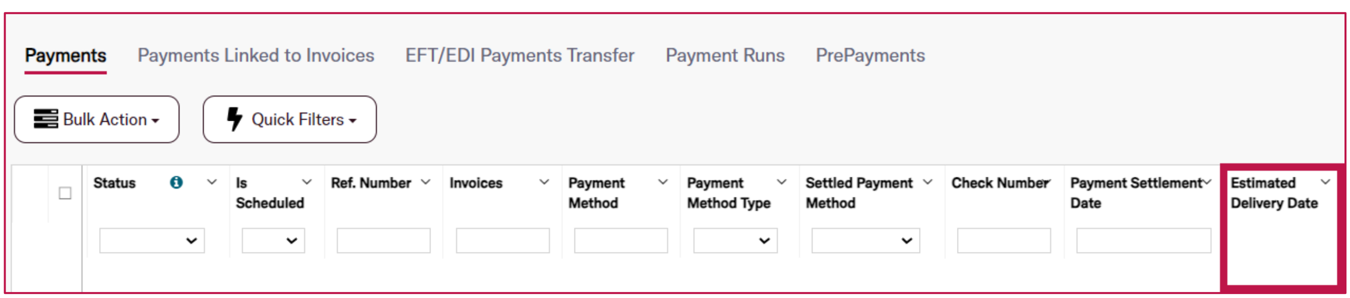


- When a vendor has multiple locations, users may now click the *Vendor Location* drop-down to choose a specific location and address in the invoice *Inbox*. This enhancement ensures that users can route payments to the correct address.



- A new *Estimated Delivery Date* column is now available to users in the *Pay Invoices* and *Payments* tables. The *Estimated Delivery Date* column helps users gauge when payments will arrive while scheduling payments and after a payment is sent.

  To add the *Estimated Delivery Date* column to the *Pay Invoices* or *Payments* tables, select the **column editor** + icon in the upper right corner of the current table and select the *Estimated Delivery Date* column.



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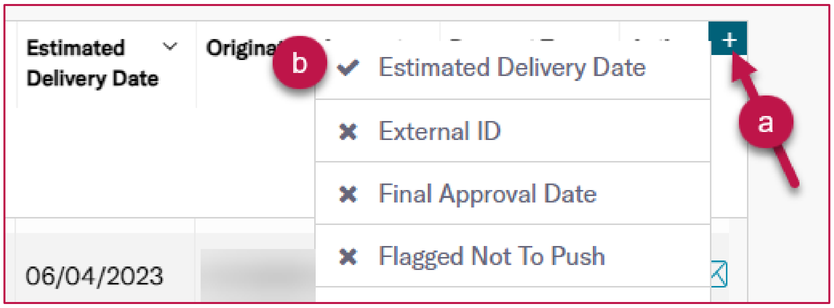
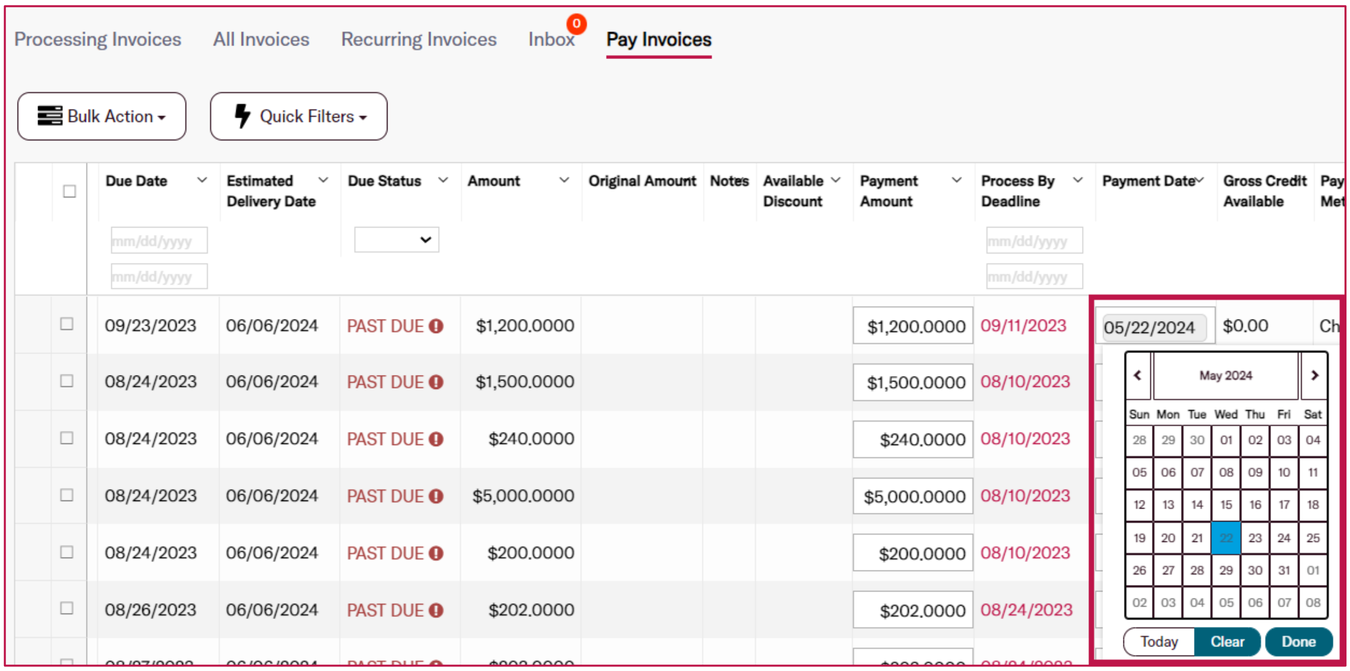


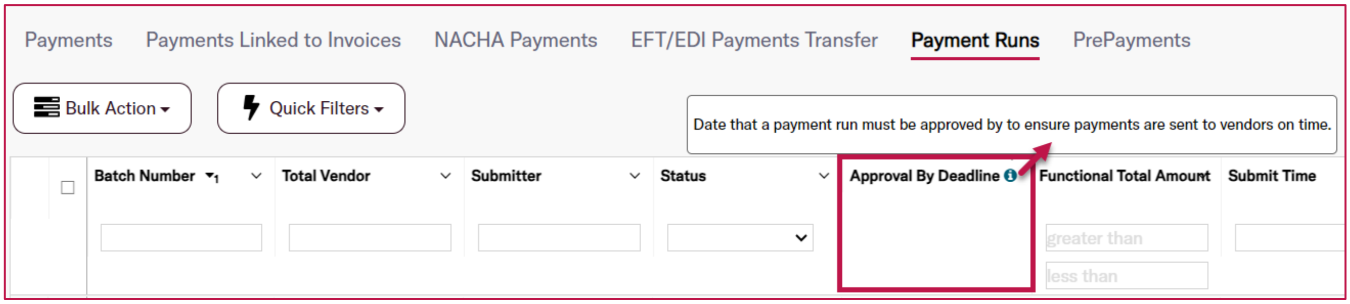
- The *Payment Date* field on the *Pay Invoices* tab has been changed to a **date picker**. This update is designed to prevent typographical errors that may cause payment delays.



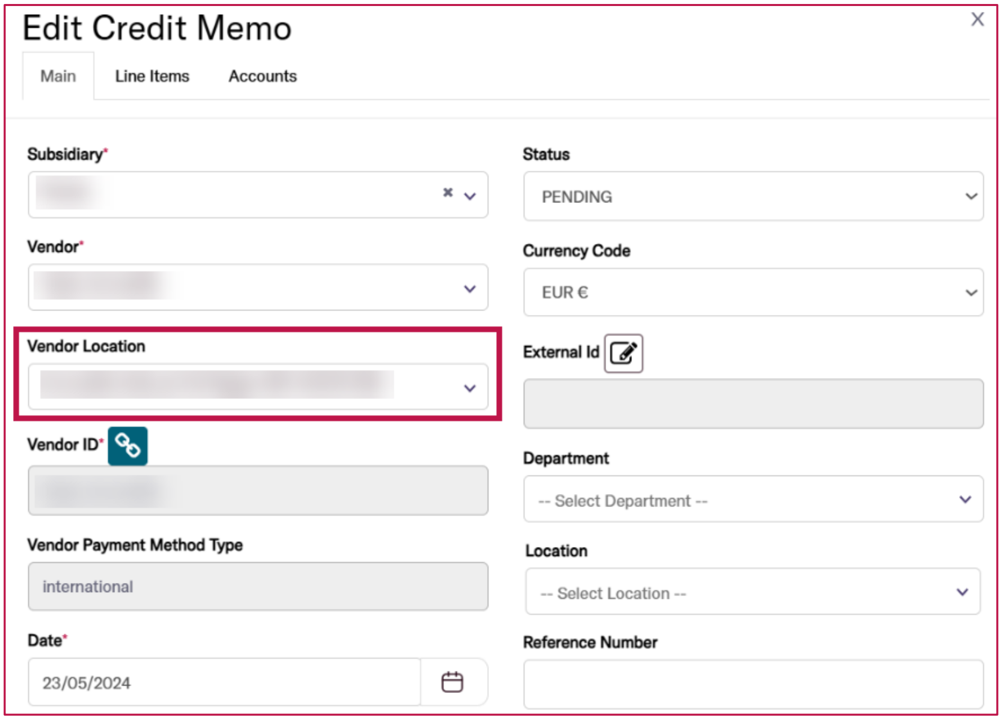
- If a vendor has multiple locations, users may select the **Vendor Location** drop-down on the credit memo *Inbox* to select the desired location. With this enhancement, users can verify that credit is applied to the correct vendor location.
- The *Address Listing* report was updated to include the vendor **Location Name**. This enhancement makes locations identifiable when a vendor has multiple locations where they receive payments.
- The *Payment Run Listing* report was updated to include the **Vendor Address**. This update makes it easy to identify totals when a vendor has more than one location where payments

are received.

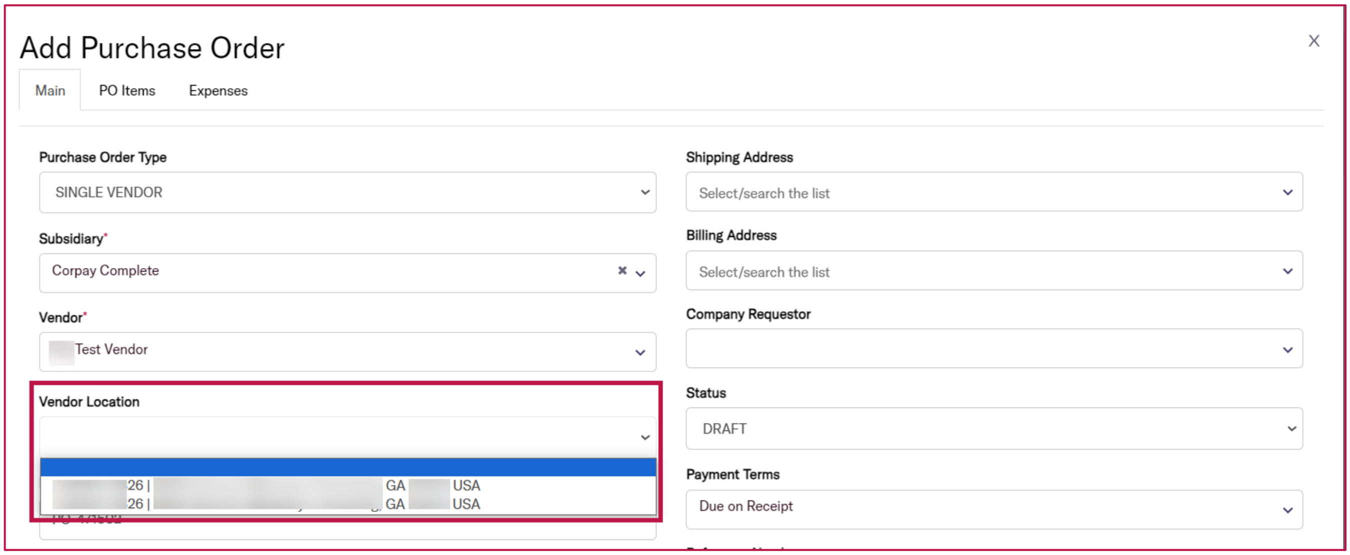
- The following updates were made to the *Payment Run* and *Payment Run Approval* tables:
    - The **Requires Immediate Approval** column label was changed to **Approval by Deadline**. The Approval by Deadline column includes a tooltip explaining its meaning.
    - The **Approval by Deadline** column will include the oldest **Process by Deadline** of all invoices in the payment run.
    - When the **Approval by Deadline** is in the past, the date will be in red and include an alert icon.
    - By default, the table is sorted by **Approval by Deadline**, oldest to newest.
    - Users may filter payments and payment runs by the **Approval by Deadline** column.



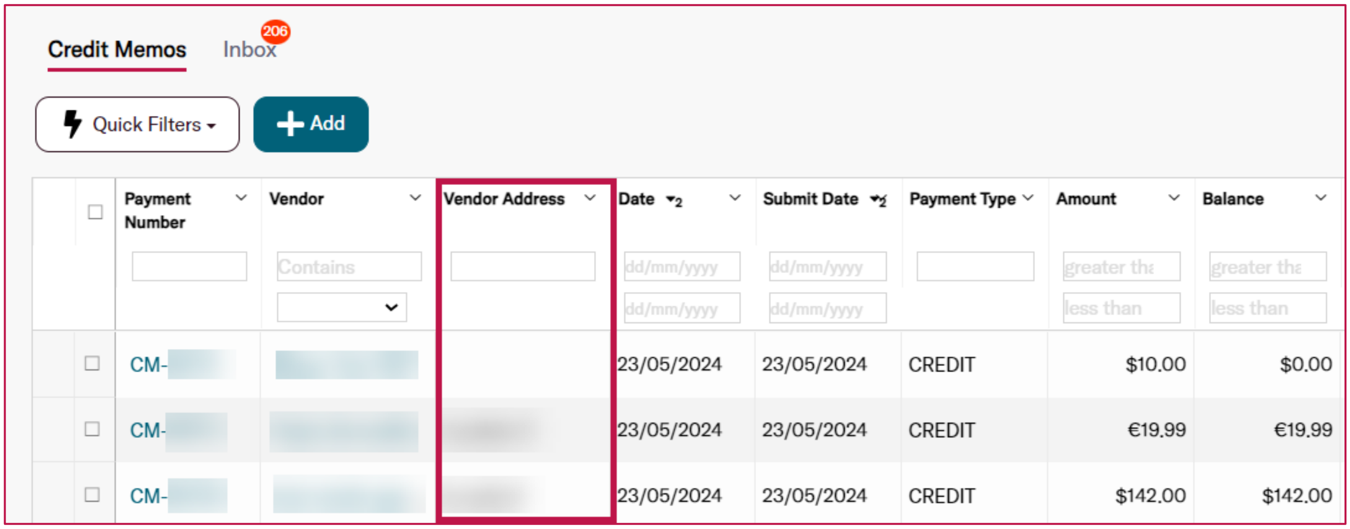
- The tooltip for the **Process By Deadline** column was improved for clarity and user experience.
- The *Vendor Listing* report was updated to include vendor locations, so that users can easily pull a listing of all the locations where their vendors receive payments.
- Users can click the *Vendor Location* drop-down to choose a location on the *Add Credit Memo* and *Edit Credit Memo* forms for vendors with multiple locations. This enhancement helps users connect credit memos to the correct vendor location.

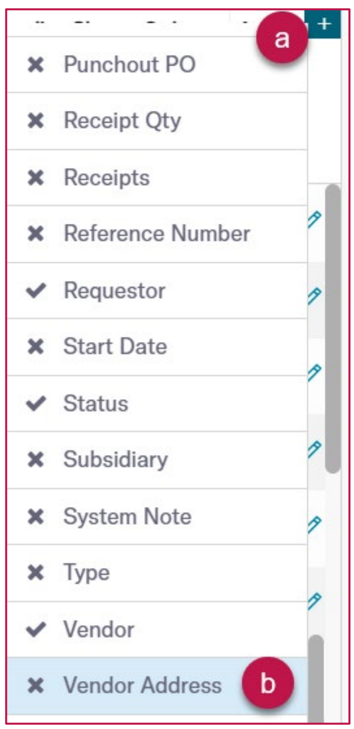


- The **Vendor Location** drop-down is now available on the *Request a New Purchase Order*, *Add Purchase Order*, and *Edit Purchase Order* forms. This enhancement enables users to select a vendor location and address for vendors with multiple locations.



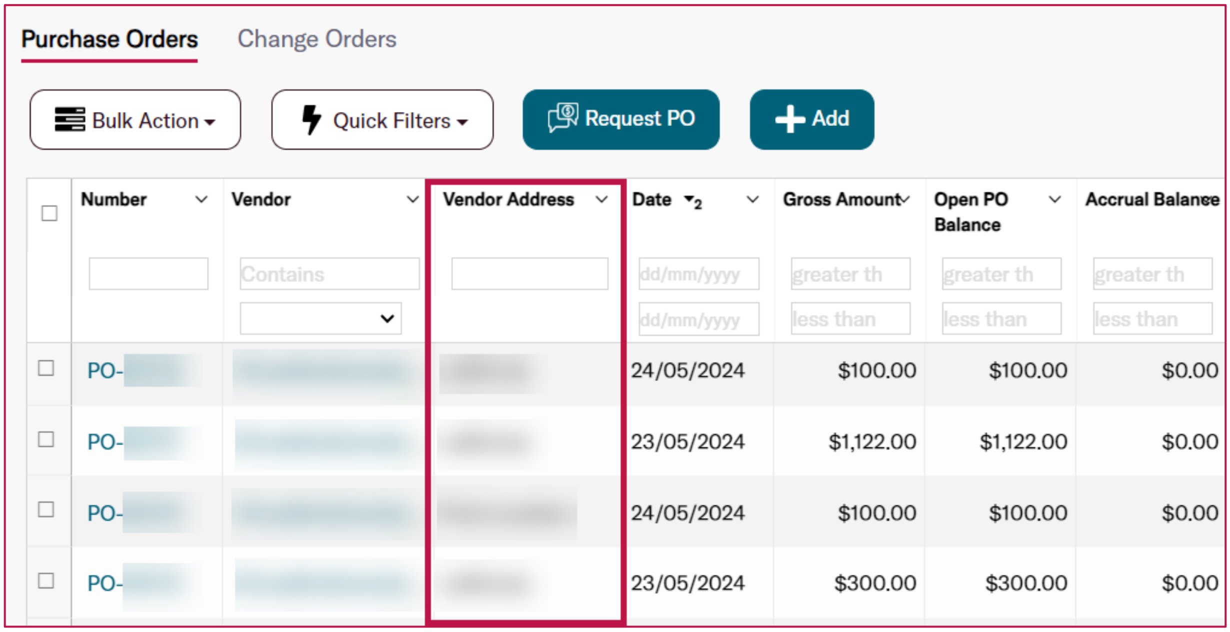
- A new *Vendor Address* column was added to the credit memo tables. This enhancement helps users ensure that credit is applied to the correct vendor location. To add the *Vendor Address* column to the *Credit Memos* or *Inbox* tables, select the **column editor** + icon in the upper right corner of the current table and select the *Vendor Address* column.

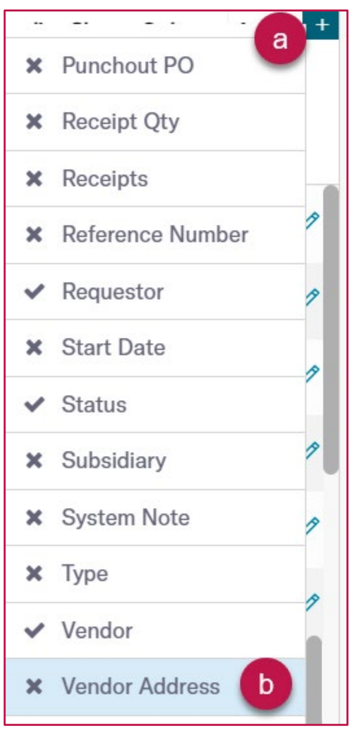




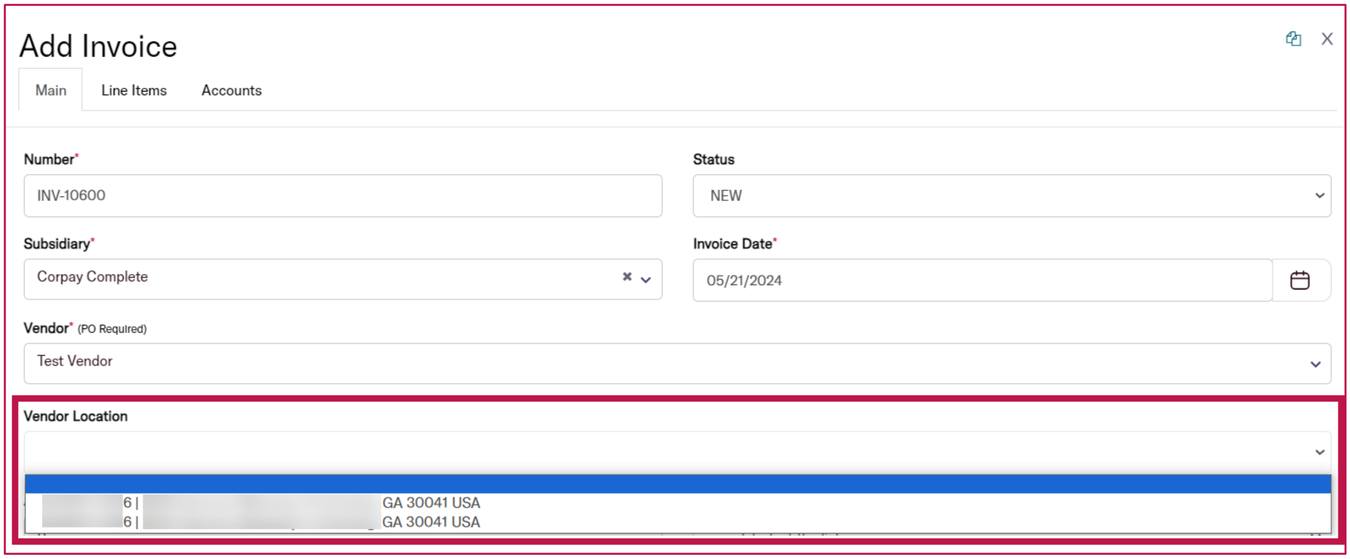
- A new *Vendor Address* column was added to the purchase order tables. This enhancement helps users ensure that credit is applied to the correct vendor location. To add the *Vendor*

Address column to the *Purchase Orders* or *Change Orders* tables, select the **column editor** + icon in the upper right corner of the current table and select the *Vendor Address* column.



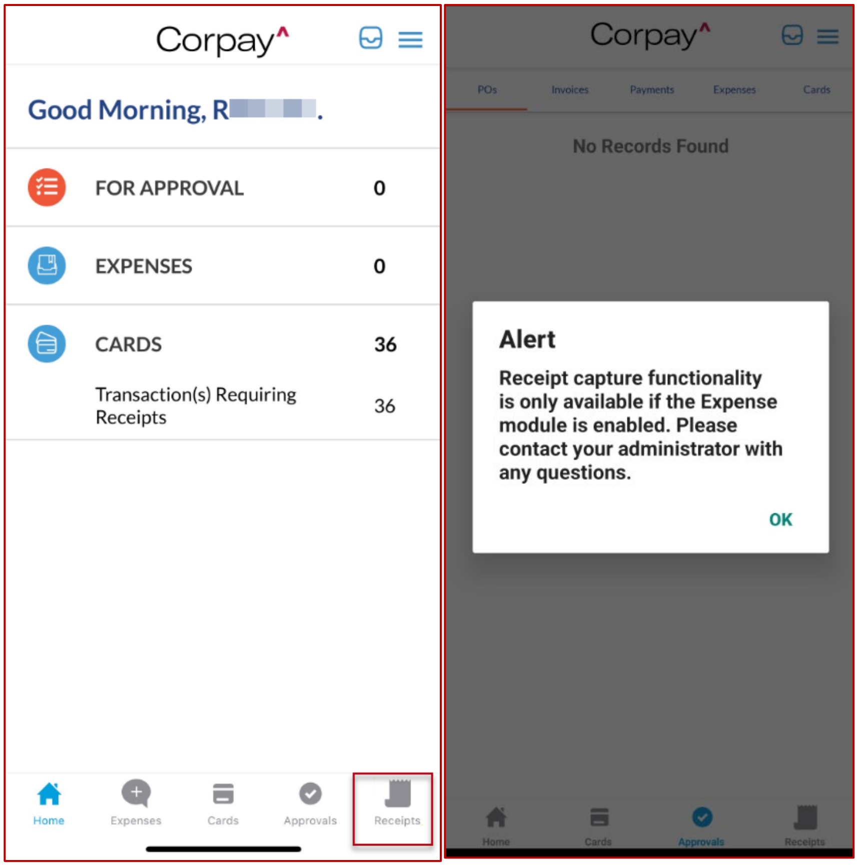


- On the *Add Vendor Location* and *Edit Vendor Location* forms, the **Location Name** field is no longer required for vendor locations. Whenever **Location Name** is displayed in Corpay Complete, locations without a name will default to **Address Line 1**.
- When a vendor has multiple locations, users can click the *Vendor Location* drop-down to choose a location on the *Add Invoice* and *Edit Invoice* forms. This enhancement enables users to verify that their invoices are associated with the correct vendor location.

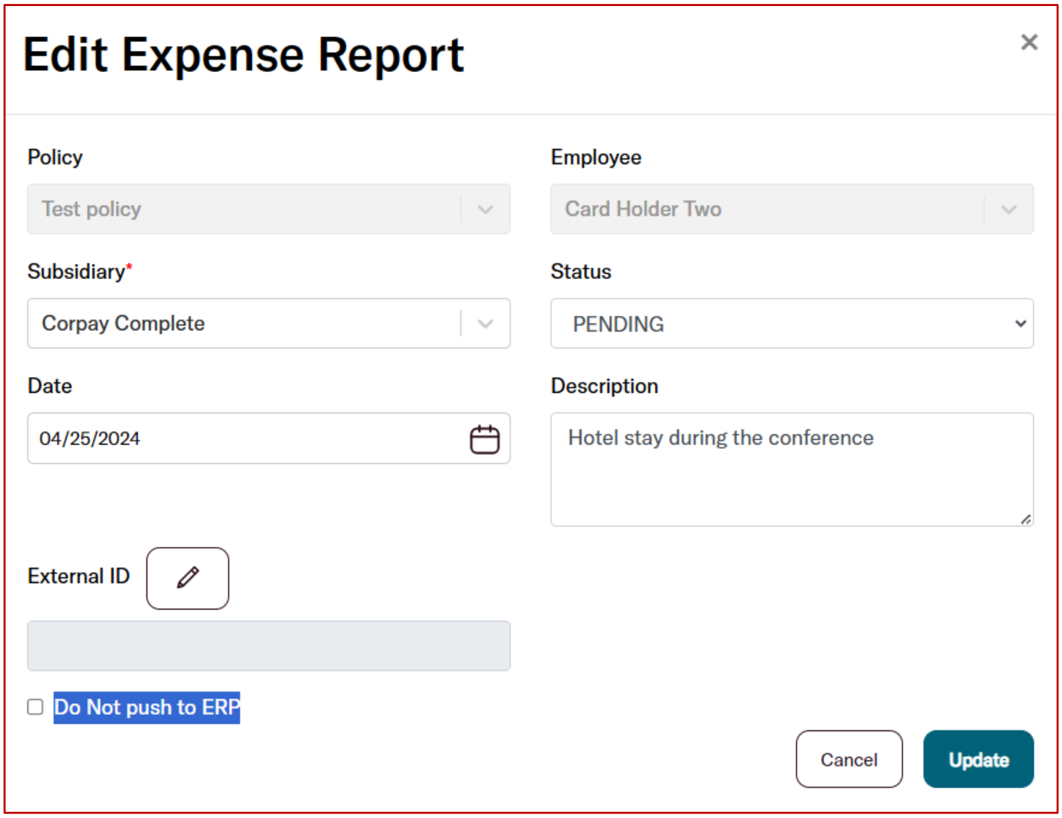


Expense Improvements

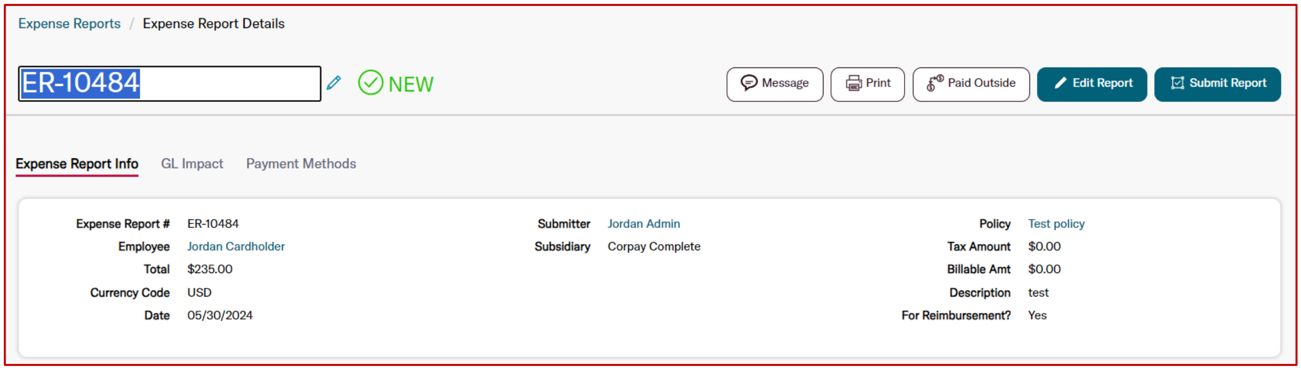
- With this change, users of Corpay Complete that do not use the expense module will not be able to use the receipts module in the mobile application. Users that do not have the Expense module can no longer upload receipts via the *Receipts* tab in the mobile app. If a card-only user navigates to the *Receipts* tab, they will see the following message: “Receipt capture functionality is only available if the Expense module is enabled. Please contact your administrator with any questions.”



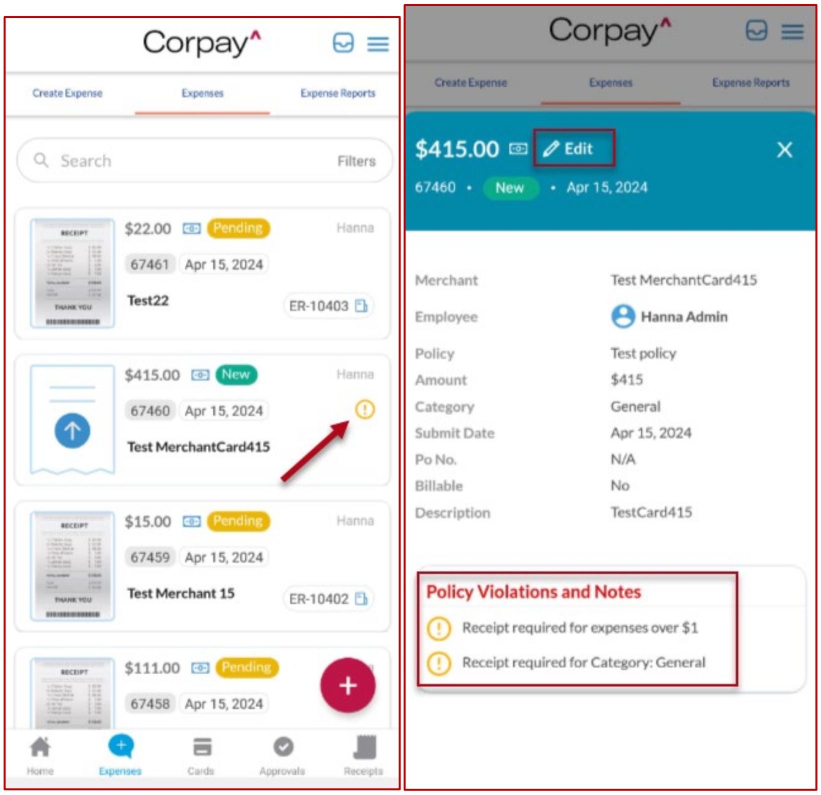
- With this improvement, when editing an expense report from the *Expense Reports* table, the **Do Not push to ERP** checkbox is unchecked by default for non-reimbursable reports. Previously, the **Do Not push to ERP** checkbox was checked by default for non-reimbursable expense reports and had to be manually unchecked for each non-reimbursable expense report to ensure they were exported properly to the ERP.



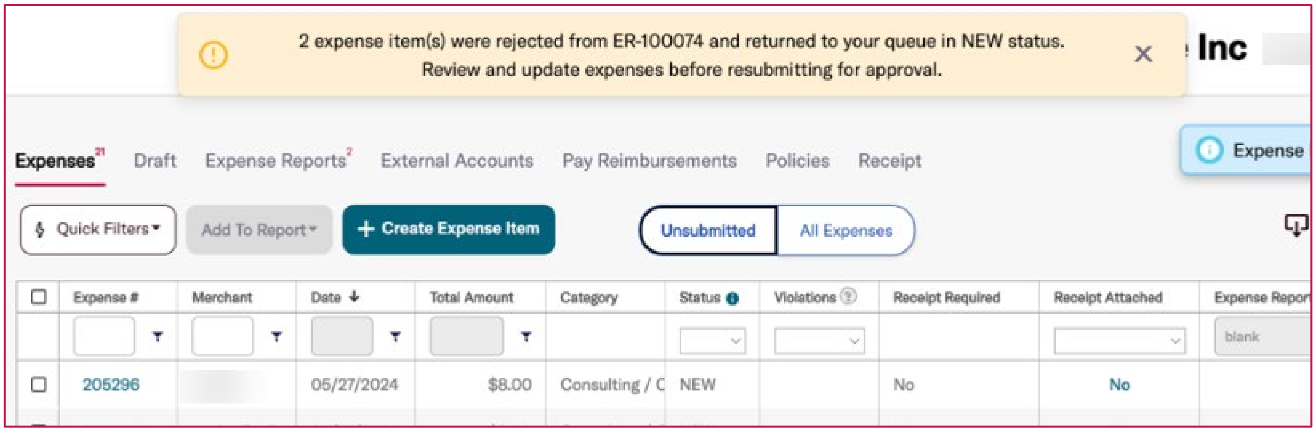
- This improvement will allow expense users to edit the name of a report, which helps them to know what expenses are being tracked within. The change will improve the user experience because the previous process that the expense report number was automatically being assigned to their reports did not give them any indication of what was in the report.



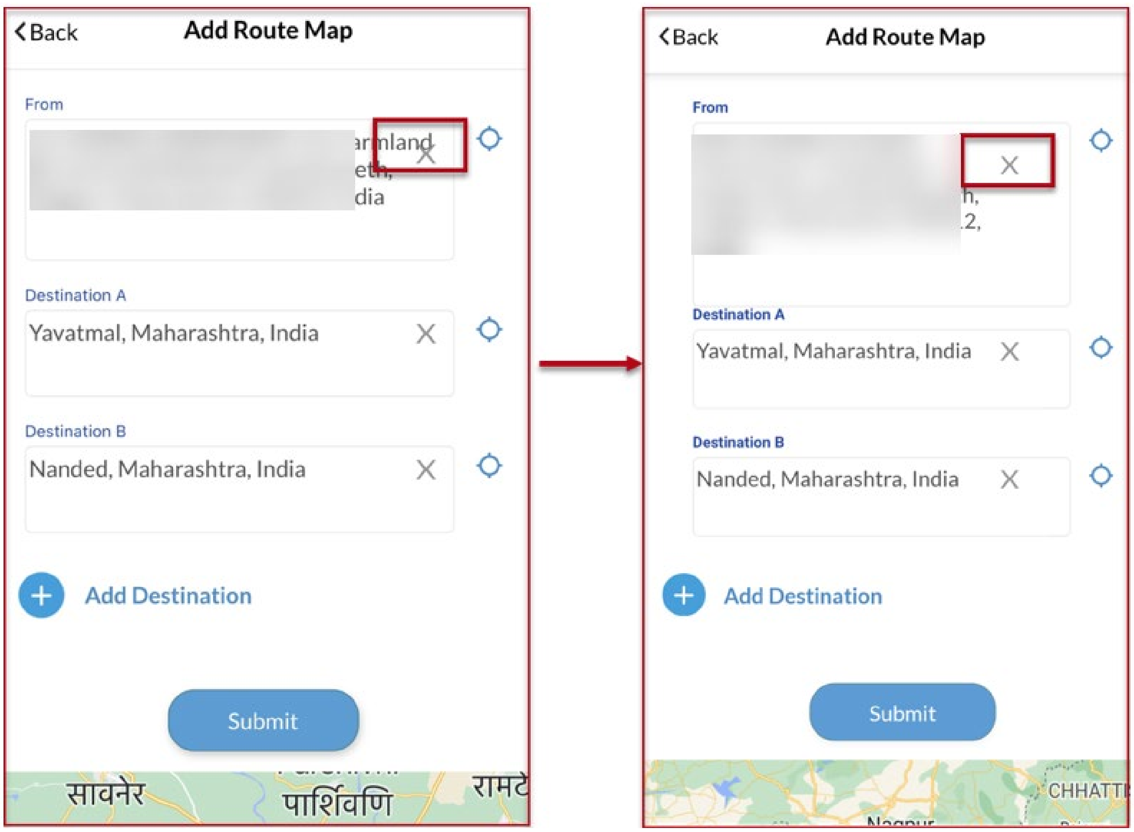
- With this improvement, if an expense has a policy violation, mobile app users can now tap on the **Policy Violations and Notes** section in the *Expense Item Details* page and be taken directly to the edit form so they can make any needed changes on the expense. This change will make the mobile app experience consistent with the web app.



- As part of the new approval workflow where individual expense items can be approved or rejected from an expense report, a new banner message was added to the requestor's *Expenses* table if any of their expense items were rejected. This banner message will only show on the first login after the expenses were rejected and will also be visible as a notification under the bell icon in the toolbar. The change improves the user experience as it helps expense users to easily know whether any of their expense items were rejected and returned to their queue.



- Fixed a display issue for iOS devices where the **X** icon was overlapping the text when entering an address on the Route Map for Mileage expense items.



- Fixed a display issue for Pixel devices where some text was getting cut off when adding a receipt to an expense item.

- Fixed a bug on Android devices where the mobile app would crash when adding a route map for Mileage expense items.
- Fixed a bug where certain features within the Cards module were not displaying for users with legacy admin roles assigned.
- Fixed a bug when users are navigating between expenses using the next/previous options on the *Expense Item Details* page and refreshing the page would take them back to the first expense item they viewed in the series. With this fix, users can refresh the page and stay on the same expense item.
- Fixed a bug in the mobile app where missing receipt violations did not automatically clear from an expense item after manually matching a receipt.
- Fixed a bug on the mobile app where the loading icon was not displaying properly when opening attachments in the *Matched Receipt* queue.
- Fixed a bug on the mobile app where currency validation errors were not displaying correctly when editing expense items.

Card Improvements

- This improvement allows card users to be able to see the authorized amount and posted amount when they view the *Transaction Details* page. Previously, users could see the **Authorization Date** and **Posted Date**, but there was only one **Amount** field. The amount value was also cut off for amounts ending in 0. The improvement will allow the **Authorized Amount/Date** and **Posted Amount/Date** to display on the *Transaction Details* page. Amounts ending in 0 will display the full value, instead of cutting off the 0.

- With this improvement, user profiles that have been locked after multiple failed login attempts to Corpay Complete can now be unlocked by admin users via a new **Unlock User** button on the *User Details* page. Previously, users had to contact customer support to unlock their account because admin users could not unlock user accounts in Corpay Complete if users' accounts become locked after logging in too many times with an incorrect password.

