Corpay Release Notes - 06/20/24

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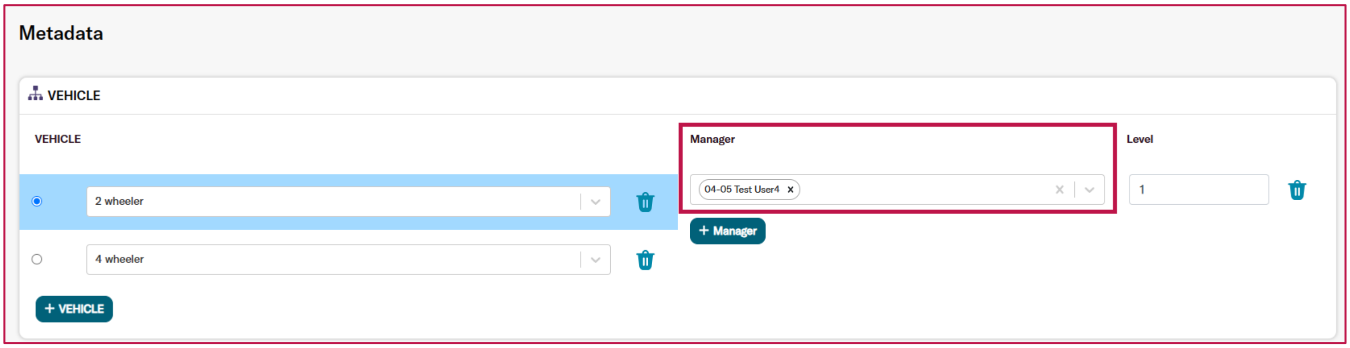
The following items were released by Corpay on June 20th, 2024.

Corpay Complete Improvements

Invoice Automation and Purchase Order Improvements

- Users may now select projects on the purchase order, invoice, and credit memo forms that are not linked to a location, which improves visibility and selection of standalone projects within Corpay Complete.
- The date range filter functionality on the credit memo Inbox was updated to ensure that it returns the correct results.
- Ops admin users can now upload manager assignments for any custom fields (e.g., job, equipment) on a subsidiary using the *Administration* module > **Bulk Operations 2.0** feature. This enhancement is especially beneficial for customers with multiple accounts and custom fields, as it saves time and effort when designating managers to custom fields. In the following example, a manager was assigned to the **2-wheeler** field on a subsidiary.

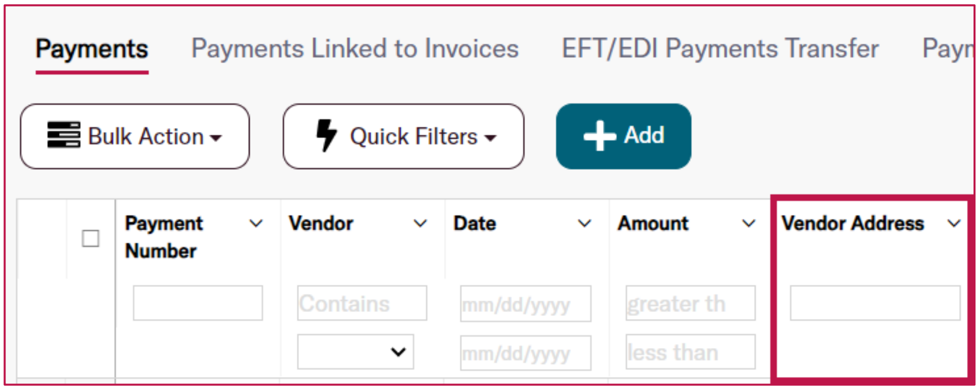


Payments Automation Improvements

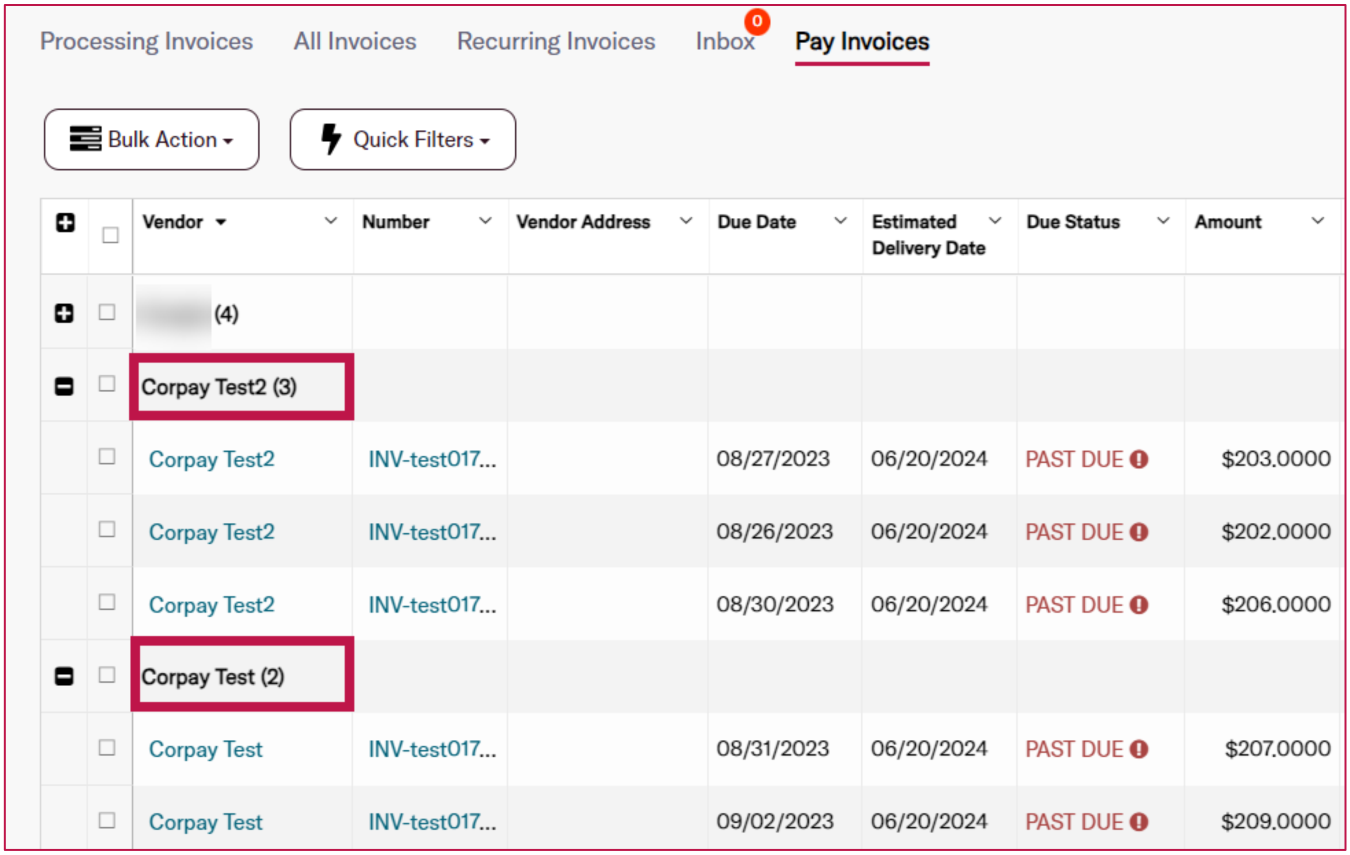
- The **Source Document ID** column on the *Processing Invoices* and *All Invoices* tables now correctly displays the proper Source Document ID for invoices created from a file upload.
  - The **Vendor** column on the *Pay Invoices* tab can now be sorted alphabetically, resolving a previous issue with this functionality.
  - Location names are now exposed on the *Add Invoice* and *Edit Invoice* forms when a vendor has multiple locations. This enhancement allows users to accurately associate invoices with

the appropriate location.

- A new **Vendor Address** column, which helps users send payments to the correct vendor location, has been added to the *Payments* table. To add this column, select the **column editor** icon in the upper right corner of the *Payments* table and choose the **Vendor Address** column.



- Vendor names now display when invoices are grouped, eliminating the need to expand each row to see the vendor name. To group invoices by vendor, select the icon in the *Vendor* column and select **Group**.

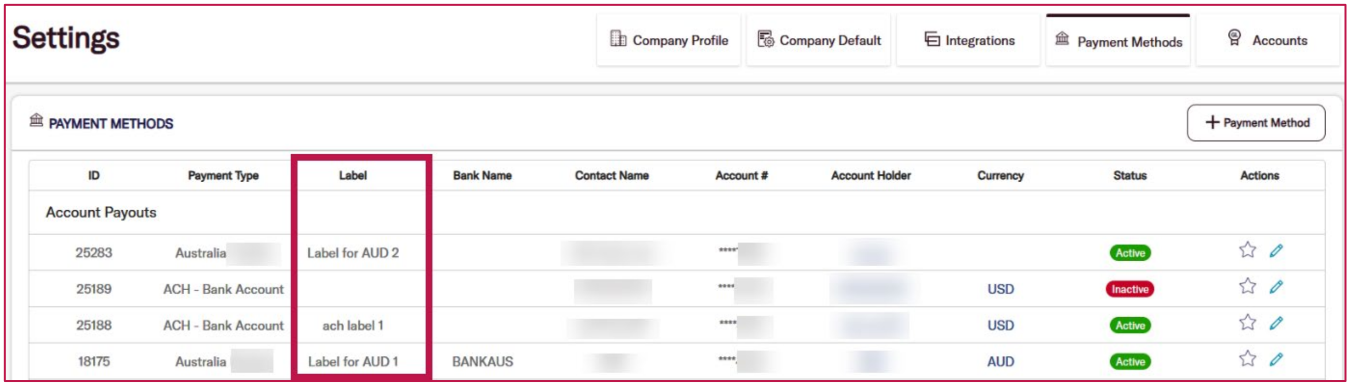


Processing Invoices | All Invoices | Recurring Invoices | Inbox 0 | Pay Invoices

Bulk Action | Quick Filters

	Vendor	Number	Vendor Address	Due Date	Estimated Delivery Date	Due Status	Amount
	(4)						
	Corpay Test2 (3)						
	Corpay Test2	INV-test017...		08/27/2023	06/20/2024	PAST DUE	$203.0000
	Corpay Test2	INV-test017...		08/26/2023	06/20/2024	PAST DUE	$202.0000
	Corpay Test2	INV-test017...		08/30/2023	06/20/2024	PAST DUE	$206.0000
	Corpay Test (2)						
	Corpay Test	INV-test017...		08/31/2023	06/20/2024	PAST DUE	$207.0000
	Corpay Test	INV-test017...		09/02/2023	06/20/2024	PAST DUE	$209.0000

- When a payment method has a label, the label will be exposed across Corpay Complete. Users will now see payment method Labels on the *Payment Methods* page in addition to the invoice, expense report, and payment forms. This enhancement includes adding a new **Label** column to the *Payment Methods* page to further streamline payment method identification.



Settings

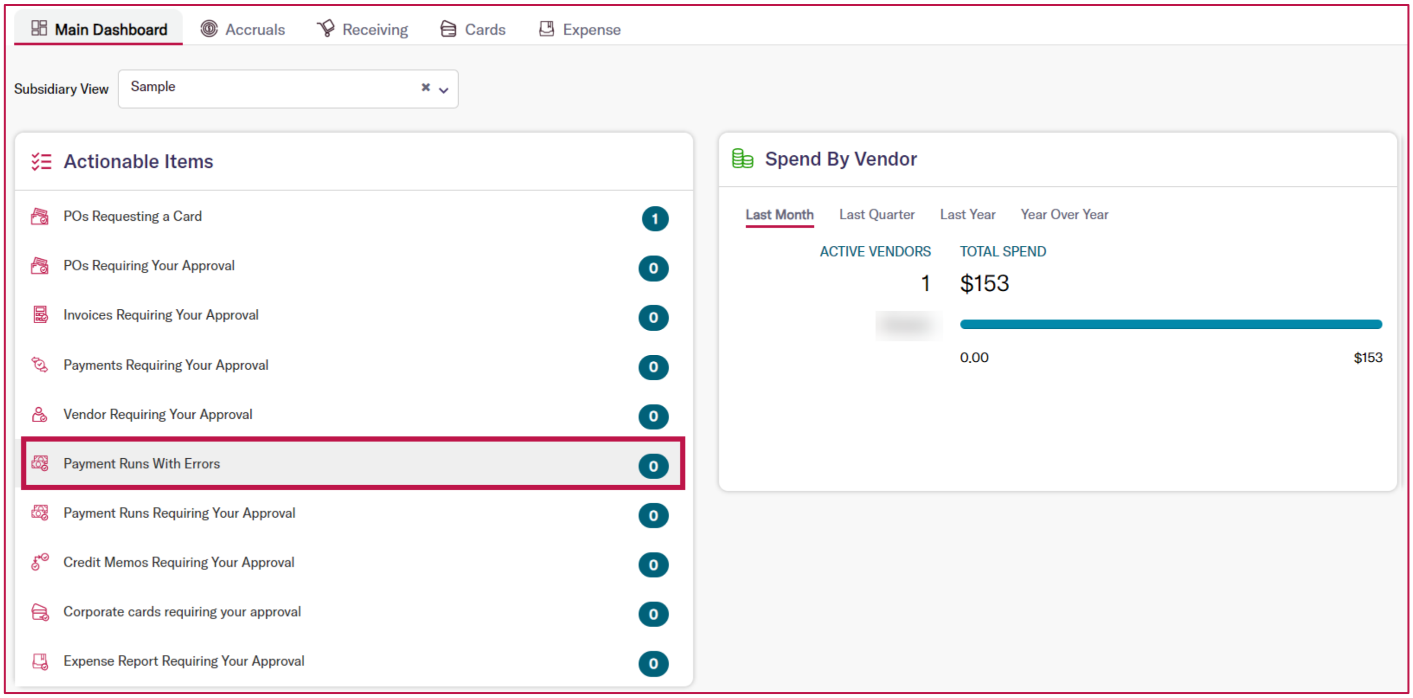
Company Profile | Company Default | Integrations | Payment Methods | Accounts

PAYMENT METHODS

+ Payment Method

ID	Payment Type	Label	Bank Name	Contact Name	Account #	Account Holder	Currency	Status	Actions
Account Payouts									
25283	Australia	Label for AUD 2			****			Active	
25189	ACH - Bank Account				****		USD	Inactive	
25188	ACH - Bank Account	ach label 1			****		USD	Active	
18175	Australia	Label for AUD 1	BANKAUS		****		AUD	Active	

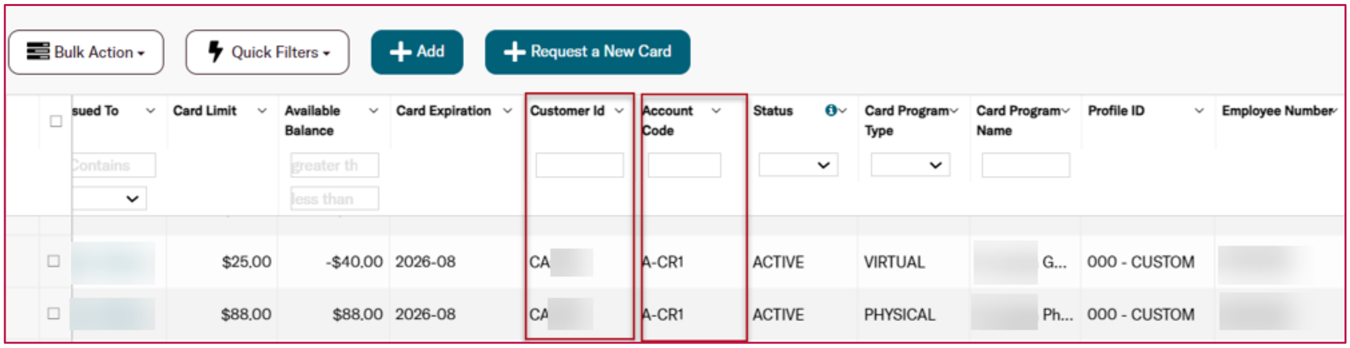
- To simplify reconciliation, Full AP customers will now process employee reimbursements through Corpay Complete. This enhancement simplifies the employee reimbursement process by enabling users to manage all payments from Corpay Complete.
- Full AP file integration users and the Corpay Complete support team will now be notified when an error occurs processing a file.
- The *Spend by Vendor Listing* report now includes a breakdown by location so users can easily gather totals when paying vendors who have multiple locations.
- Corpay Complete users now have the flexibility to route payments for approval based on subsidiary, department, project, business unit, location and/or vendor. To enable this feature, select the *Administration* module > *Company Defaults* tile > *Settings* tab > *General* tab > **Group Payment Runs** checkbox and select one or more options from the drop-down.
- When a payment run fails for a Full AP customer, failed payment runs are highlighted and display a Failed status in the *Payment Runs* table. This improvement makes it easier for users to view and correct issues with payment runs.
- Permissioned users now have the option to void payment runs that fail during processing. To void a failed payment run, select the payment run with a **Failed** status and then click the **Void Payment Run** button. After selecting Ok on the confirmation dialog, the following actions occur:
  - The payment run's status update from Failed to Void.
  - All invoices associated with the payment run are released and may be added to another payment run for future processing.
  - The system deletes the Approval Workflow.
  - Payments created by Corpay for Full AP customers are voided and no longer visible on the *Payment Run Details* page.
  - Updates to the payment run are recorded in the Audit Log.
- A new **Payment Runs With Errors** indicator was added to the *Main Dashboard* page to bring attention to errors that occur during payment run processing. If there are payment runs with errors, users may click the **Payment Runs With Errors** row to be automatically redirected to the *Payment Runs* table.



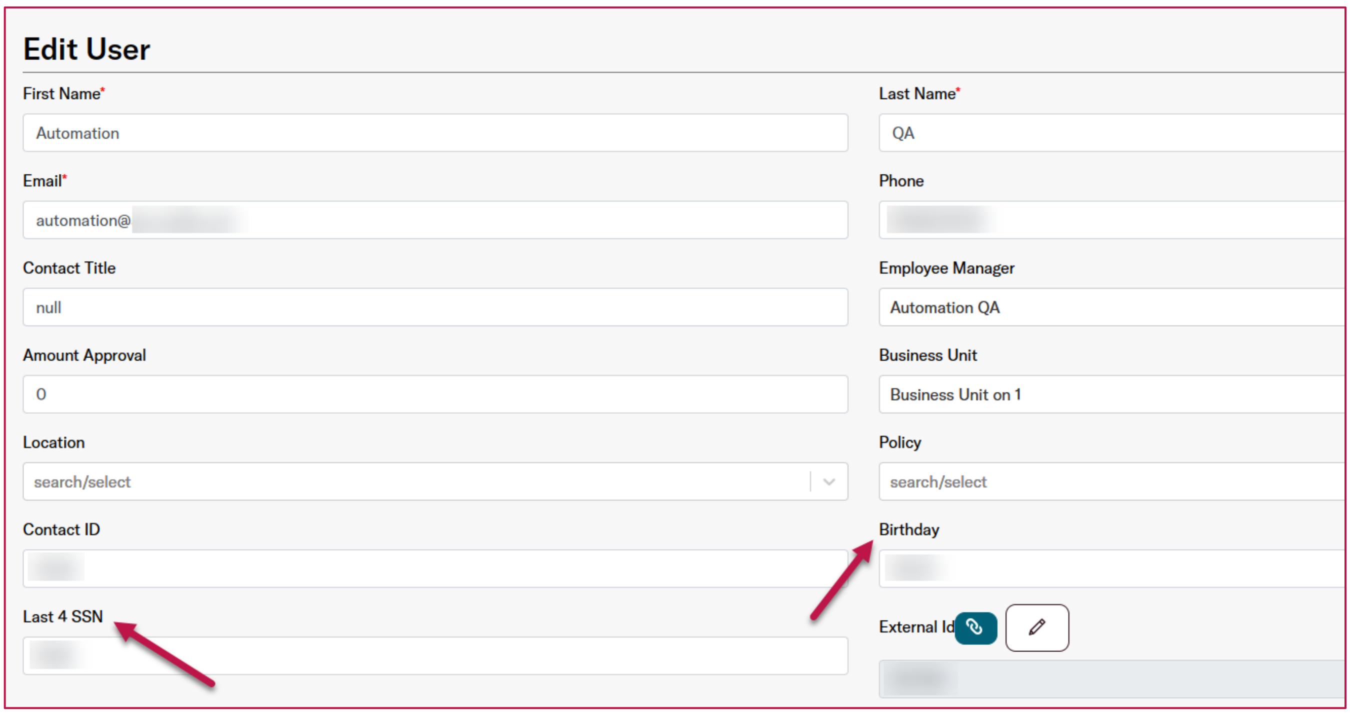
- The following updates were to the *Payment Run Details* page for payment runs that fail during processing:
  - A new **Error Status** column was added to the *Payment Run Details* page > *Invoices* table.
  - An error message displays at the top of the page.
  - Error messages are shown on individual invoice(s) in the **Error Status** column on the Invoices table.
  - Users may select the new **Remove Invalid Invoices & Resubmit Batch** button on the *Payment Run Details* > *Invoices* table to remove the failed invoices from the payment batch and create a new payment run.

Card Improvements

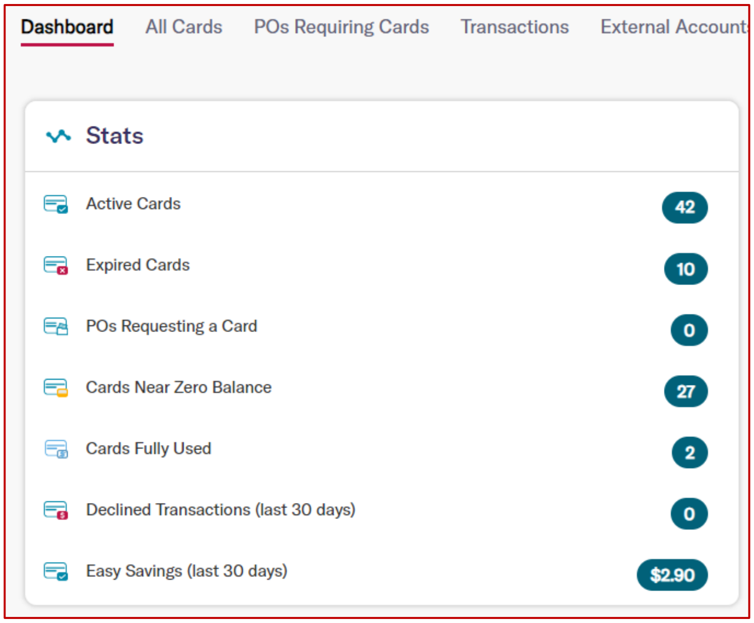
- With this improvement, **Account Code** and **Customer ID** were added as columns to the *All Cards* table. These columns also have filters and sorting capabilities like they currently do on the *Transactions* table. These fields are currently visible on the *Transactions* table and adding them for the cards view will improve the user experience.



- With this improvement, the **Birthday** (MM/DD) and **Last 4 digits of SSN** fields were added as optional fields on the user creation page in Corpay Complete. Because the Support team uses these fields, the change will allow team members to verify the identity of users calling after-hours.



- With this change, **Easy Savings (last 30 days)** were added to the **Stats** section of the *Cards Dashboard*. This improvement will allow users and admins to easily see the total amount of rebates over the last month. Currently, this information is visible only on the *Transactions* table after users filter on Merchant name starting with RBT, which most users would not know to do. The change will improve the user experience by making it easier for users to view the total of all rebate transactions for the cardholder in the last 30 days.



- This improvement addresses the limitation that when a card is added for a user whose name doesn't meet the character limit requirements, the card would not be generated, and there was no messaging in Corpay Complete showing that there was an issue. With this change, an error message with the content shown was added that appears during card creation if the cardholder's name doesn't meet the minimum or maximum character limits for card issuance.

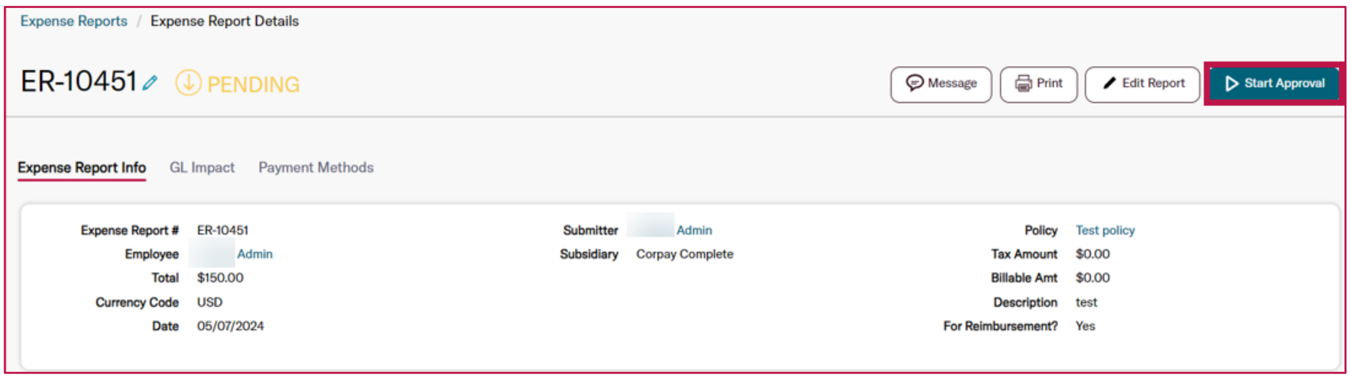
  Card Creation Failed
  Cardholder name does not meet minimum character limit requirements to issue the card. Both first and last name must be at least 3 characters.

- Fixed a bug in the mobile application where approval delegates were not seeing the correct card request information on the mobile app.
- Fixed a display bug on the *Cards Dashboard* where the **Card Spend by Vendor** section was misaligned and difficult to read at smaller window sizes.
- Fixed a display bug on Android devices where the **Card Program** name was getting cut off when requesting a new card.

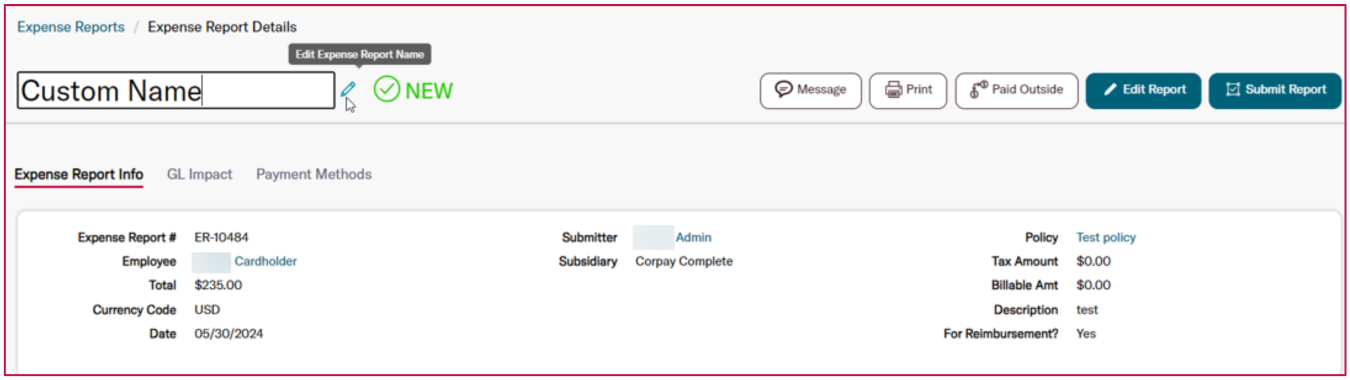
- Fixed a display issue on the *Cards Dashboard* where the table width in the *New Authorized Transactions* and *New Declined Transactions* sections was not fixed, causing a flickering effect when hovered over.

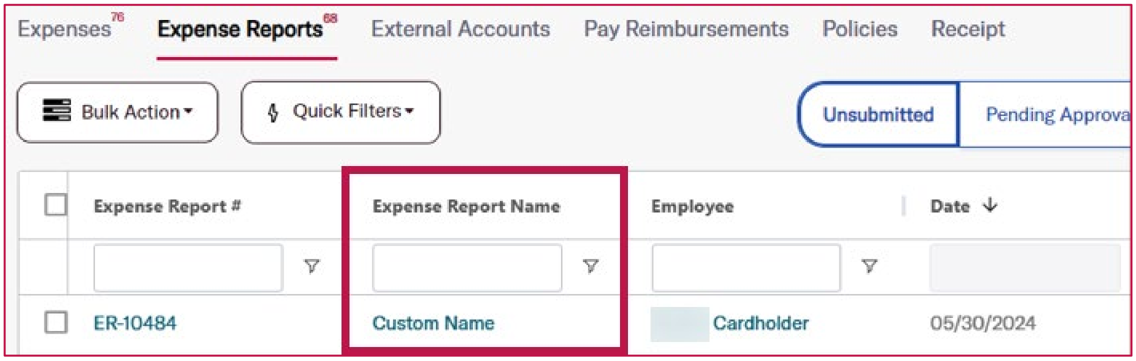
Expense Improvements

- When expense approvers select a report from the *Expense Reports* table that requires their approval, they will now be able to click on a new **Start Approval** button on the *Expense Report Details* page that will launch the approval workflow where they can approve or reject the expense items within the report. Previously, expense approvers had to open the Approvals module, select Expenses, then find the expense report they were previously viewing to begin the approval workflow.

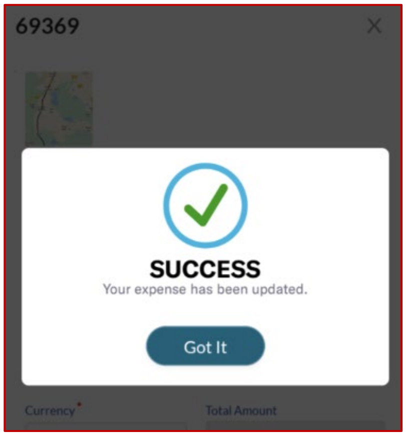


- This improvement will allow expense users to be able to edit the name of the report on the *Expense Report Details* page, which helps them to know what expenses are being tracked within. A new column, **Expense Report Name**, was also added to the *Expense Reports* table so users can easily see the custom names they have added to their reports. 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 is in the report.





- The correct success message indicating that an expense item has been updated now displays when editing an expense item from the *Expense Report Details* page in the mobile app. The change corrects the previous message that showed that an expense item was created.



- When mobile users receive a push notification prompting them to upload a receipt for a card transaction, they will now be taken directly to the Receipt Queue to upload their receipt instead of to the home page of the app. This improvement corrects the unintended behavior on mobile devices where the push notification took the user to the home page instead of somewhere they could upload the receipt.

- Previously, if companies had a policy assigned in the **Default Policy for Expense Items from Purchases** setting, it would override any policy set at the user level. We have now added a new setting, **Default to User-level Policy for all Expense Reports**, that when enabled defaults to the user-level policy for an expense item. If no user-level policy is assigned, then the company default will be used.
- If no mileage rate is set in an expense policy for the entered currency code, users will now see an error message when attempting to create their expense. Previously, the expense creation failed in the background, but nothing was displayed on the *Create a New Expense Item* page.
- Fixed a bug on the mobile app where the last digit of the expense report number was cut off when viewing the Expense Report Details page.
- Fixed a bug on the *Transactions* table where the **Account Code** filter was not working correctly.
- Fixed filter issue on the *Expenses* table where users had to repeatedly click into the search box to continue typing their filter criteria.
- Fixed a bug where the **PO #**, **Rejection Comments**, **Additional Fields**, and **Department** fields were not displaying properly on the *Expense Item Details* page.
- Fixed an error that prevented users from creating a payment for an approved expense report.
- Fixed a bug where the checkboxes on the *Receipt Queue* and *Matched Receipts* tables were displaying at the end of table instead of the first column.
- Fixed a bug on the mobile app where a loading icon didn't display when waiting for records to populate in the Receipt Queue.
- Fixed a bug in the mobile app where users were returned to the top of the *Transactions* list after opening and closing the Transaction Details for a record instead of being returned to the place in the list where they were last.
- Fixed a bug where a **Department** added to an expense policy did not populate when

viewing the *Policies* table.

- Fixed display bugs on some detail pages in the mobile app where the status name was cut off and extra white space was visible at the bottom of the screen.
- Fixed an iOS issue where Card and Expense stats weren't showing on the home page when logging into the mobile app for the first time.

