Corpay Quarter 2-2024

Release Notes

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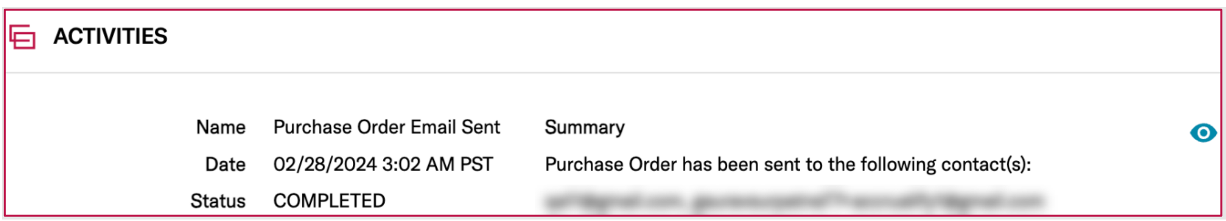
The Corpay Q2-2024 release is available and includes the following items that were released by Corpay during the second quarter of 2024:

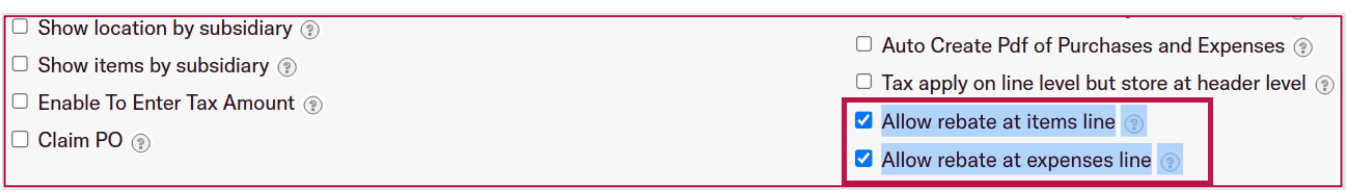
CORPAY COMPLETE DEPLOYED ITEMS

Invoice Automation and Purchase Order Improvements

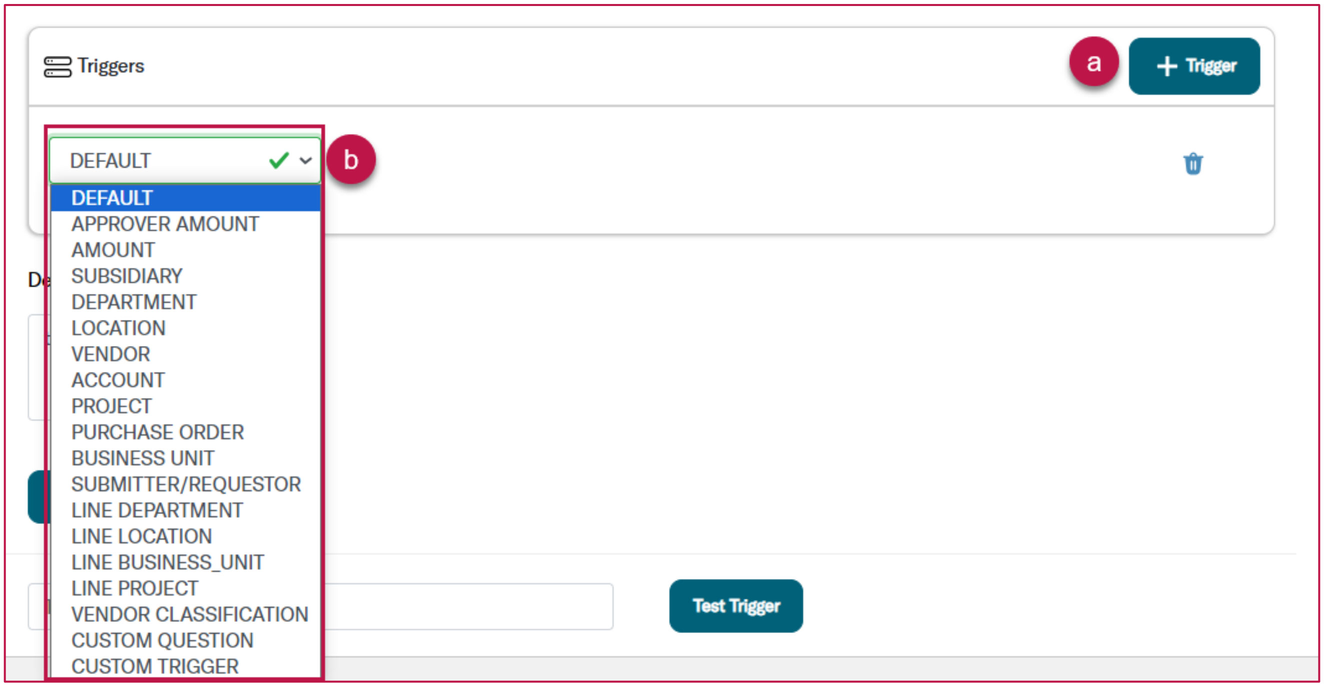
- A log was added to the *Activities* pane on the *Purchase Order Details* page for operations admin users that indicates whether an approved purchase order has been sent to a vendor. This enhancement enables operations admin users to track and verify purchase orders.



- Users may now employ enhanced rebate functionality to apply line-level positive or negative rebate amounts to invoices, purchase orders, and credit memos. To enable this functionality, select the **Allow rebate at items level** checkbox and **Allow rebate at expenses line** checkbox on the *Settings* page > *Company Default* tab > *General* tab.

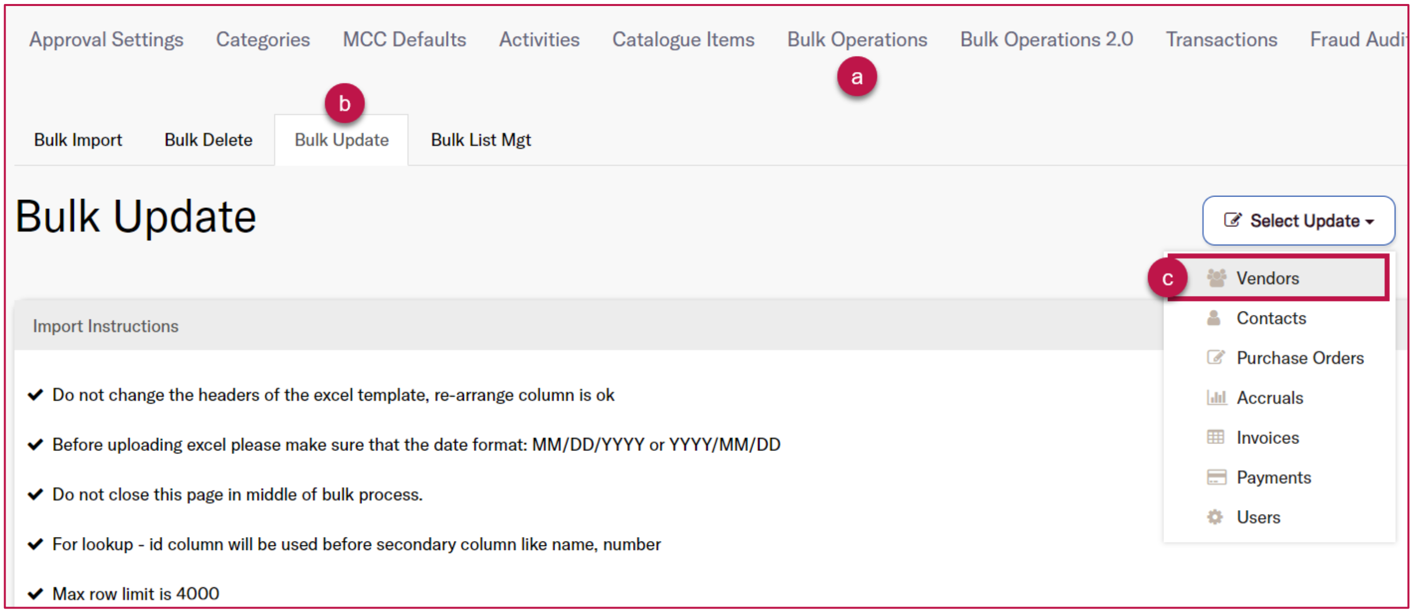


- The Approval Workflow configuration was improved so that users can add triggers for project, business unit, and other custom fields. This functionality is available on the *Administration* page > *Approval Settings* tab > *Triggers* pane.



- When using the Punchout feature for purchase orders, catalog items are now created in a **New** status and include default tax and GL account information based on company defaults. This enhancement enables users to update catalog items on purchase orders with a *Status* of **Pending** before they are synchronized to the ERP system.
- Previously, existing vendor GL accounts were not displaying on the *Vendor Details* page for Punchout users. This issue has been resolved and GL accounts display as expected.
- The address section in the *Edit Vendor* form was removed as users can already add or edit addresses on the *Addresses* tab of the *Vendor Details* page.
- When an invoice is processed via OCR, the *Department* drop-down will be automatically populated if the invoice includes a shipping address.
- Previously, users could not edit credit memo fields if the credit memo was created using the **Convert to Credit Memo** feature. With this deployment, credit memo fields may be edited after they are created from an invoice.

- The *Scheduled Payments* and *Rejected Vendors* links in the *Stats* panel were updated to display correct data, which ensures that customers may resolve issues promptly. Previously, these links did not show accurate information.
- Previously, an “is not valid” message displayed under the *Workflow* drop-down when customers submitted a credit memo from the *Invoice Inbox*. This issue has been resolved and customers may select a *Workflow* and submit credit memos without issue.
- When a customer creates a new report from the *Reports* tab, new reports will now display at the top of the *Reports* table and be automatically sorted in ascending order by *Creation Date*.
- Previously, when non-business operations users created an *Invoice Listing* report and applied filters, the filters did not function properly. With this update, filters function as expected for all users when generating an *Invoice Listing* report.
- The *Add Credit Memo* form was updated so that tax codes are set correctly based on the selection in the *Nexus* field (region). Previously, when customers updated the *Nexus* field, the *Tax Code* drop-down failed to display tax codes associated with the selected region.
- Customers may now update multiple vendor debit accounts using the *Bulk Operations* > *Bulk Update* feature. To update vendor debit accounts, select **Vendors** from the *Select Update* drop-down.



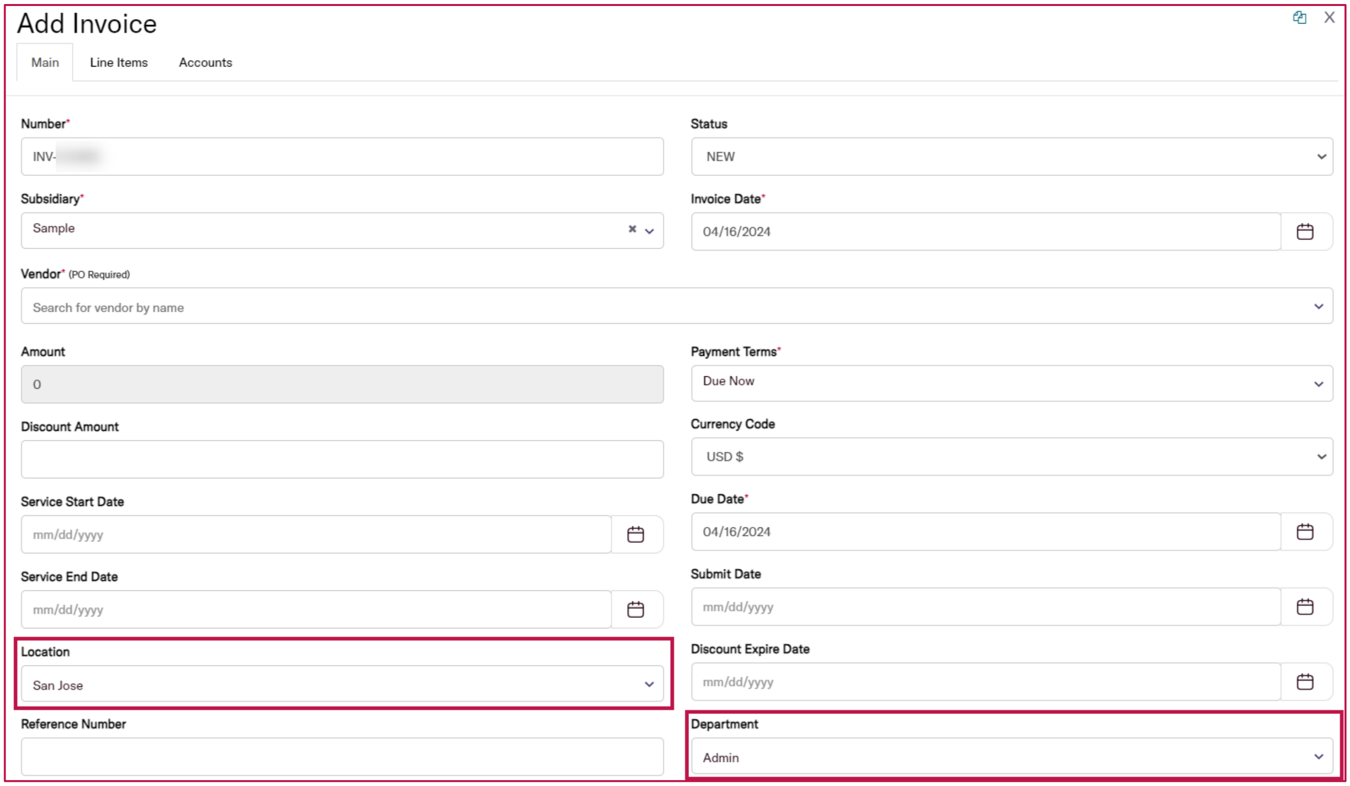
- Previously, the *Posting/Prior Period* column in the *All Invoices* table showed incorrect dates. This issue has been resolved and the *Posting/Prior Period* column displays the correct data from the invoice.
- Invoices in Corpay Complete are now sent with receipt links to the Made2Manage (M2M) ERP. This enhancement enables synchronization with M2M because M2M does not allow bills that are missing receipts.
- All OCR parsers (i.e., Corpay Complete, Amazon, and Photon) will now use the vendor from the purchase order when creating an invoice. Previously, OCR-generated invoices did not list the correct vendor.
- 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.

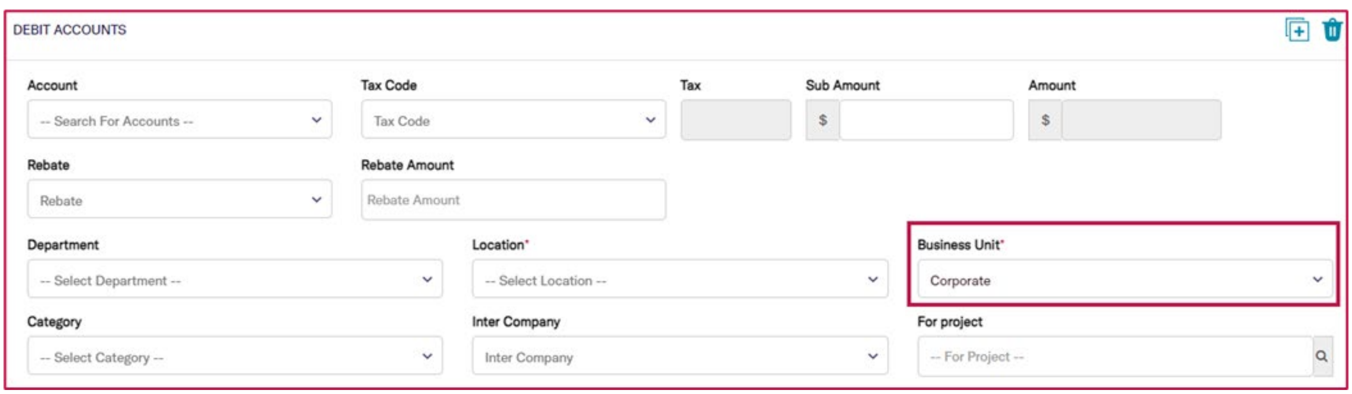
- Customers can now filter invoices by entering a full or partial debit account in the *Debit Entries* column in the *All Invoices* table. This enhancement makes it easier to locate invoices in the *All Invoices* table.

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		

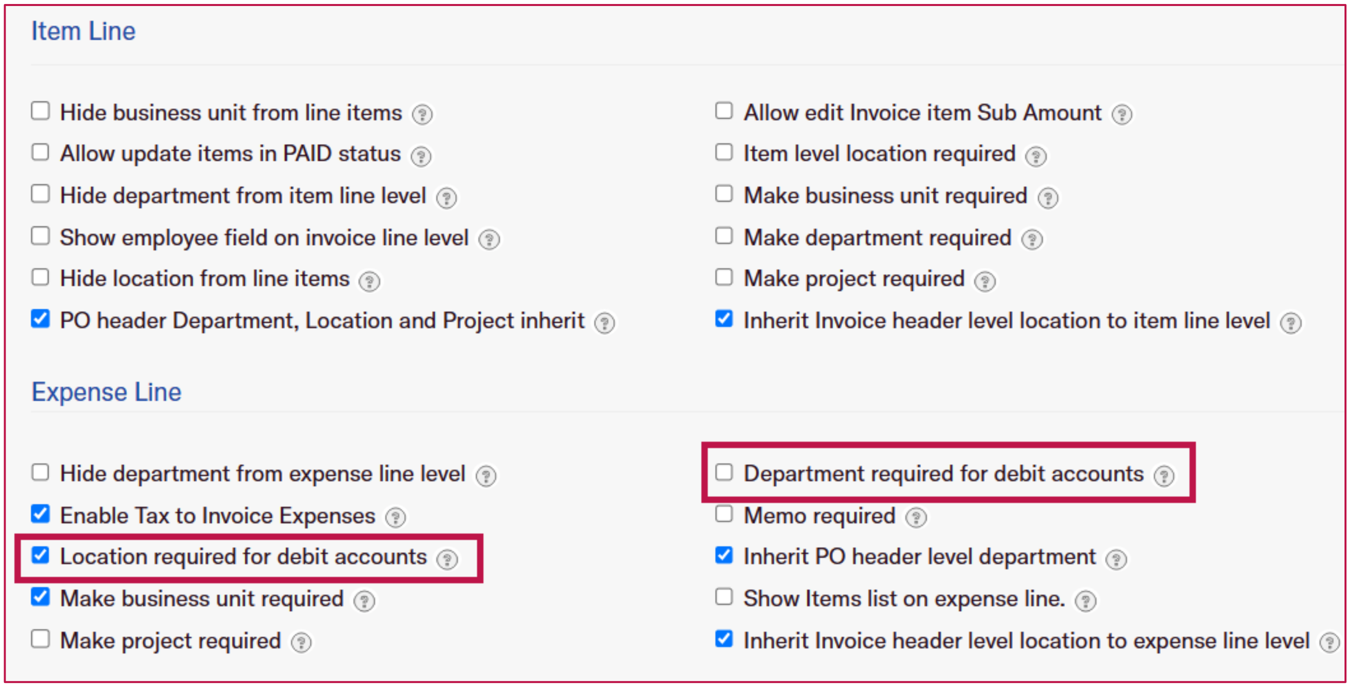
Total Items: 527 (Showing Items: 47)

- 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.

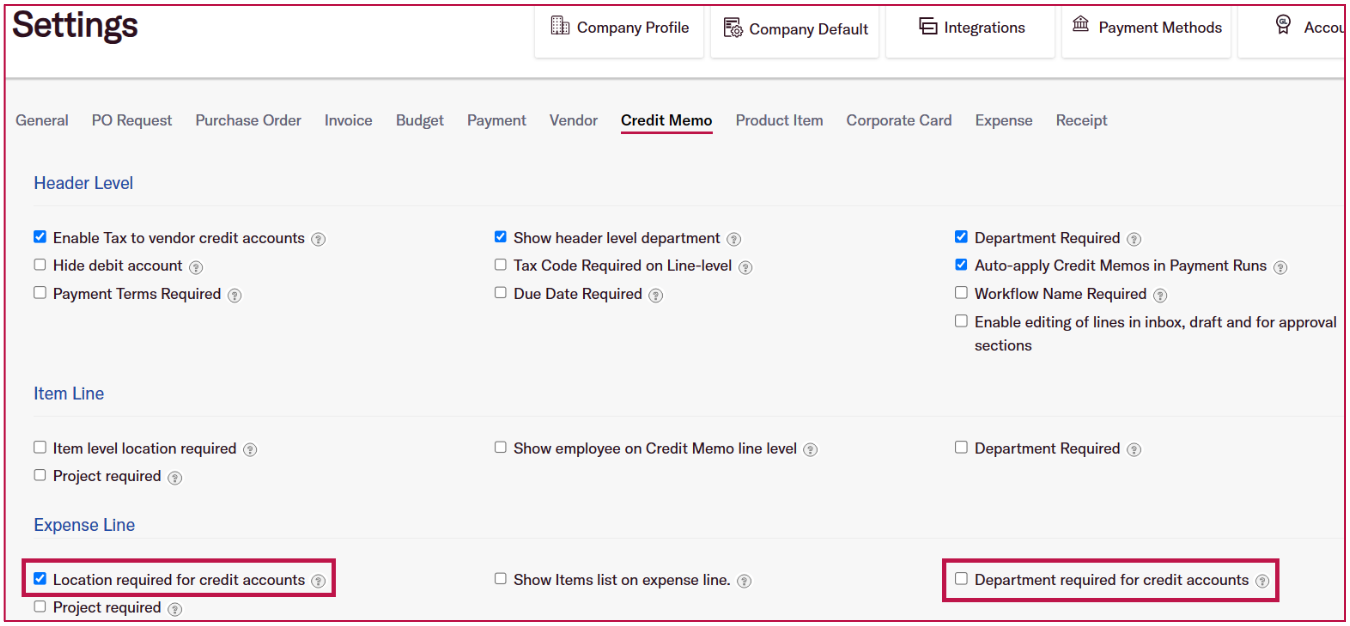




- A new company setting was created that gives customers the option of making the *Department* and/or *Location* fields required on the *Edit Invoice* form for debit accounts. To enable this new functionality, navigate to the *Administration* page > *Settings* tab > *Company Defaults* page > *Invoice*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



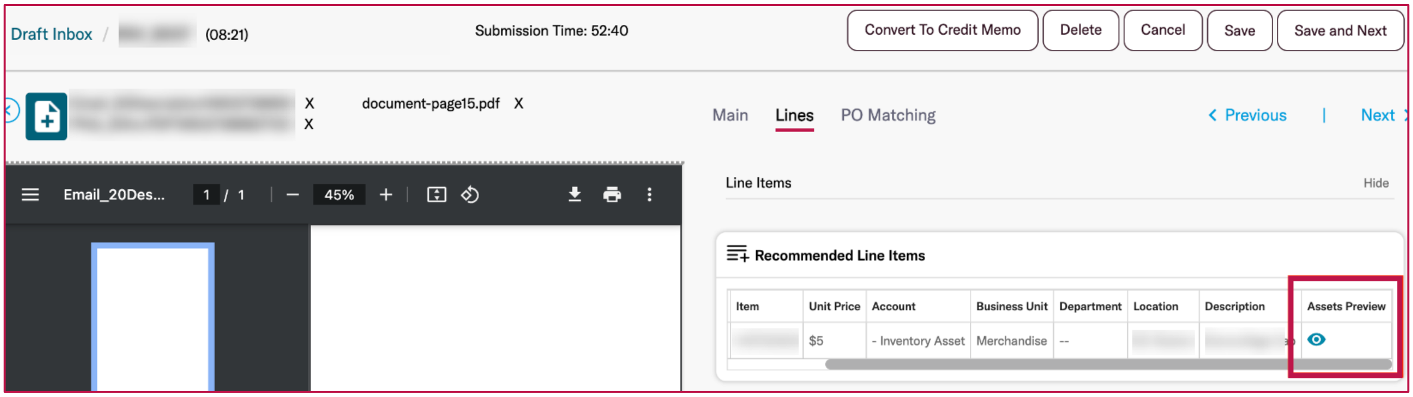
- Rebates were implemented in the *Invoice Inbox*, which enables processing teams to apply rebates to line items while reviewing new invoices. To apply rebates from the *Invoice Inbox*, add or edit an invoice line item and enter a rebate.

- 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.

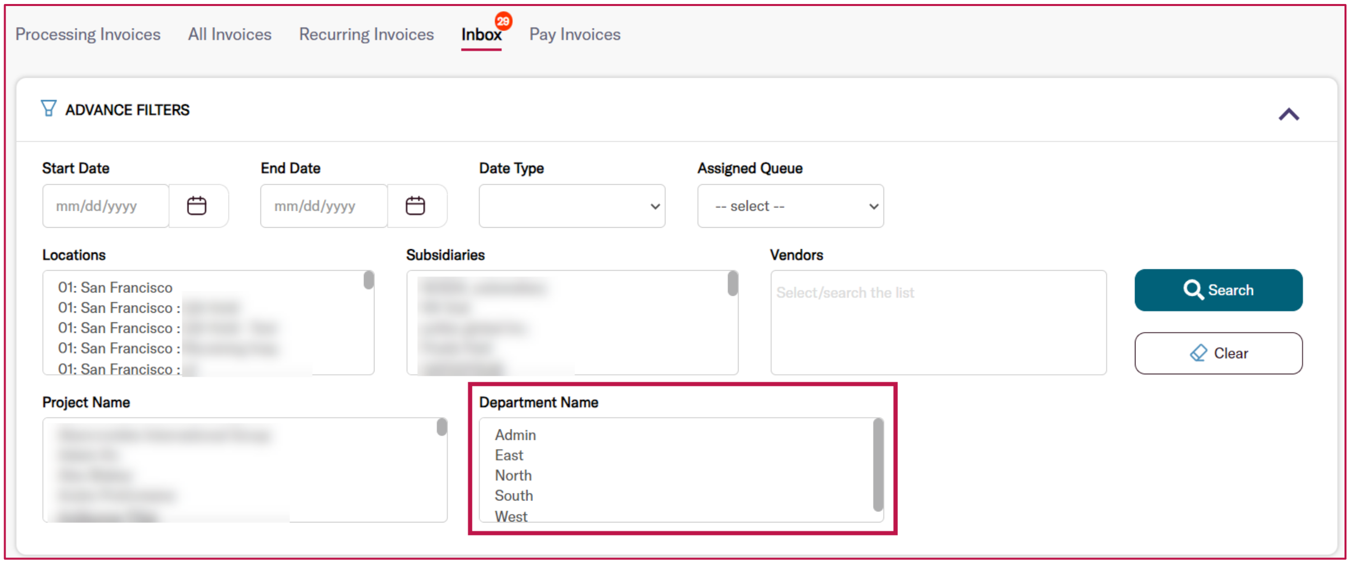
- The *Stats* pane on the *Main Dashboard* page was updated to ensure that customers can see correct counts and be directed to the respective table by clicking a link.

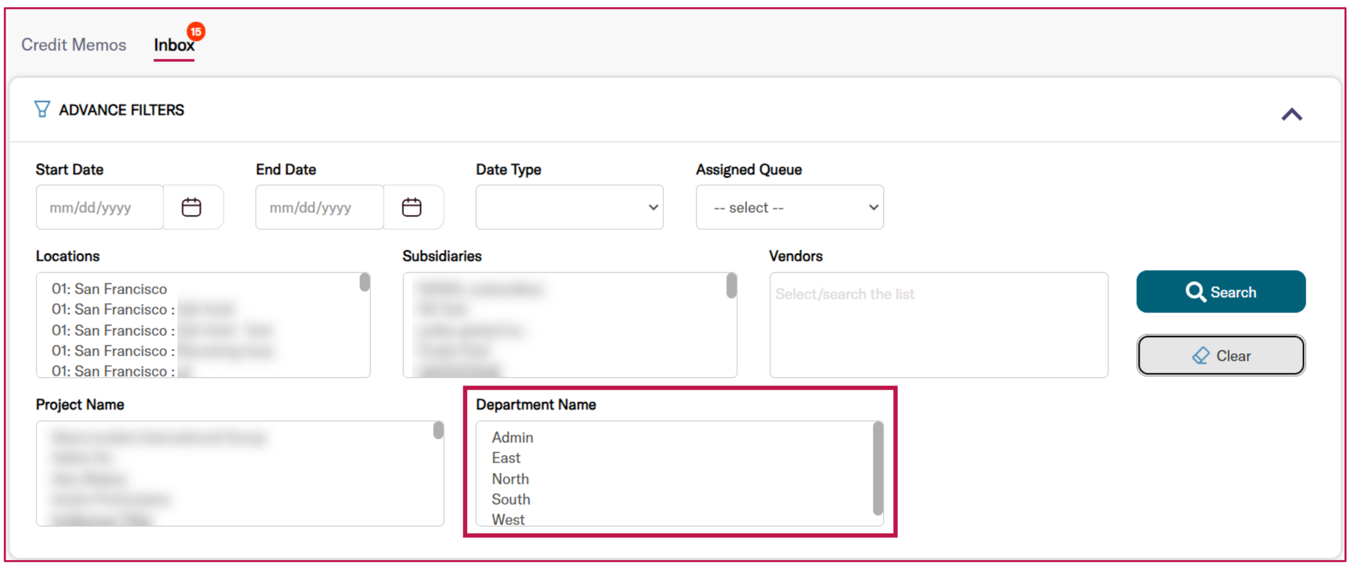
- When customers viewed a check payment that had a **Cleared** status with the check image attached, the check image preview failed to display. Now, all check image previews display as expected after selecting the check number.

- 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.

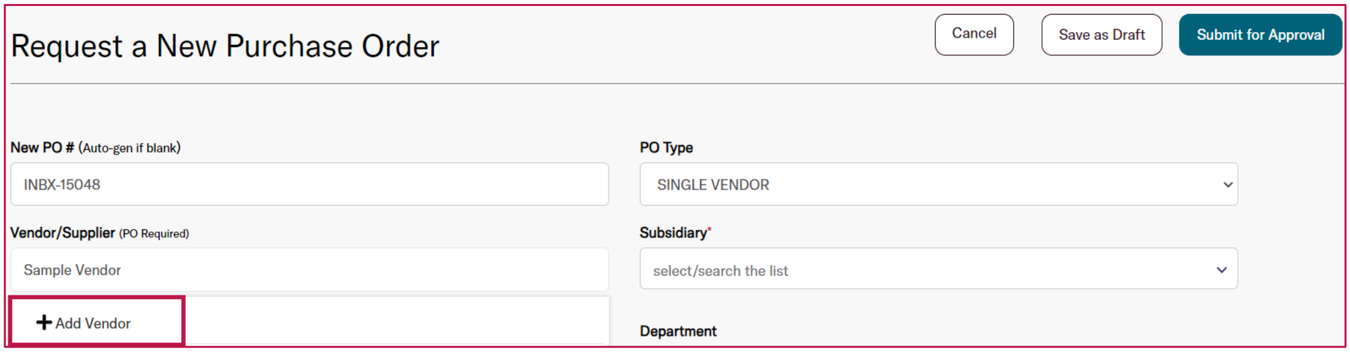


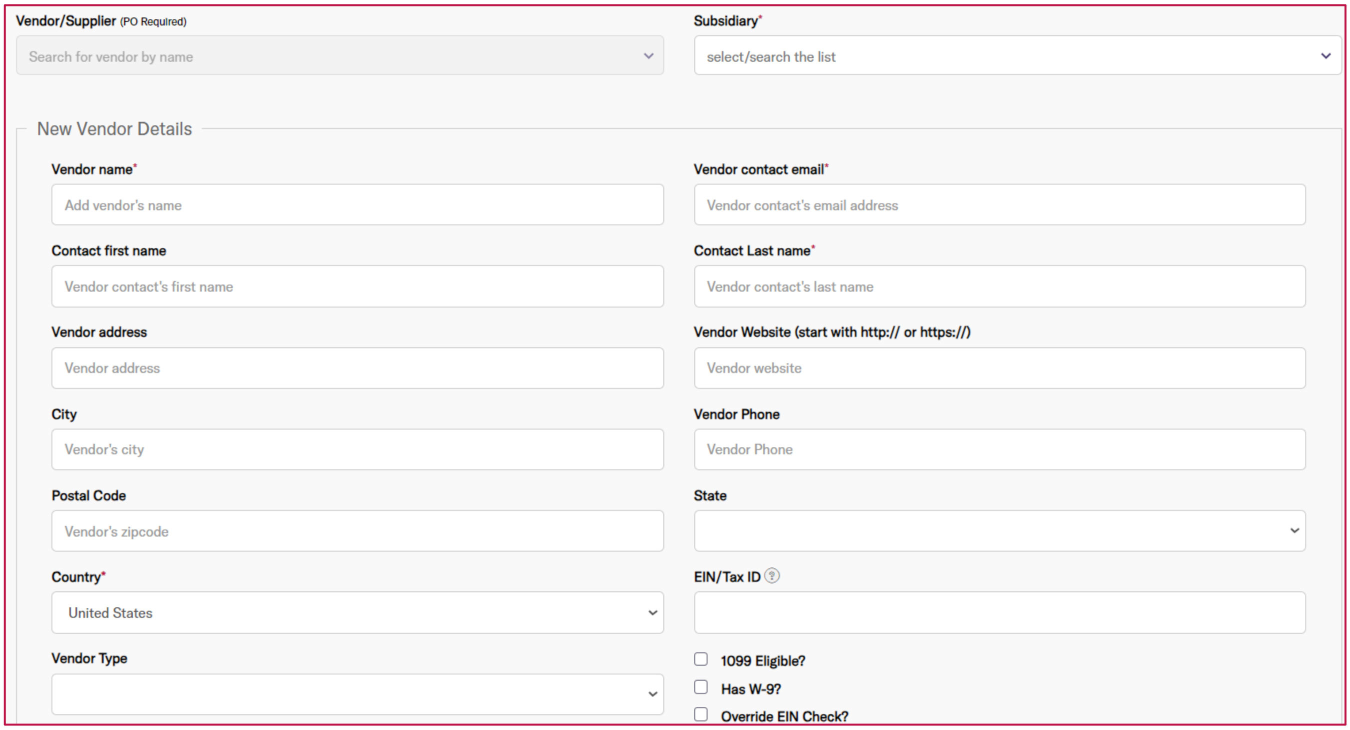
- The Invoices module was updated so that the *End Date* column on the *Recurring Invoices* table matches the *Service End Date* field in *Add Recurring Invoice* and *Edit Recurring Invoice* forms. Previously, the *End Date* column did not align with the *Service End Date* field which prevented invoices from being created on the correct date.
- Previously, 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.
- 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.



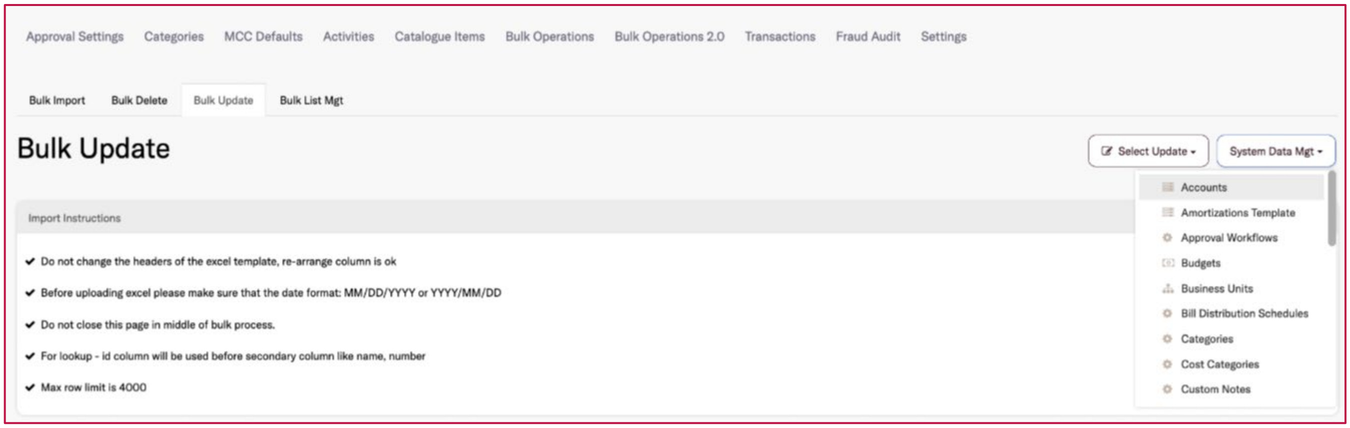


- When requesting a purchase order on the *Request a New Purchase Order* page, users will now be notified if a vendor does not exist after entering the vendor's name in the *Vendor/Supplier* field. If the vendor is not in the Corpay Complete vendor database, users may select the **+Add Vendor** button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

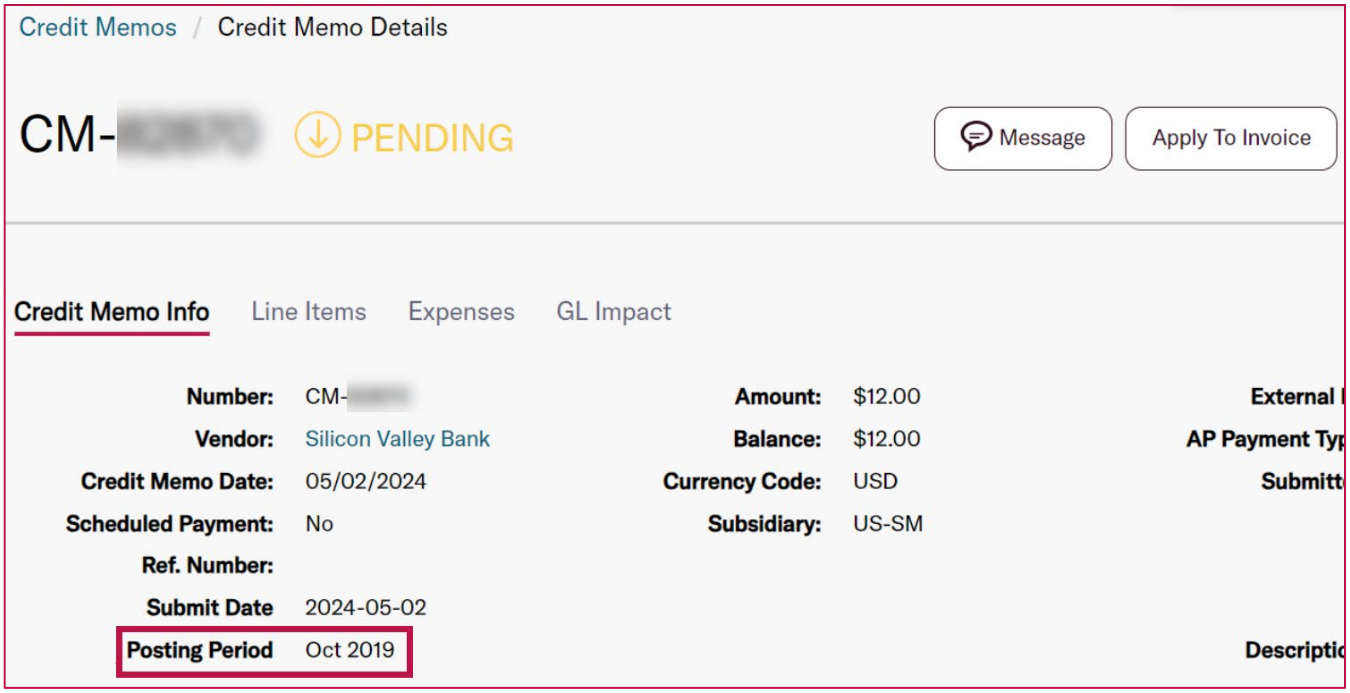




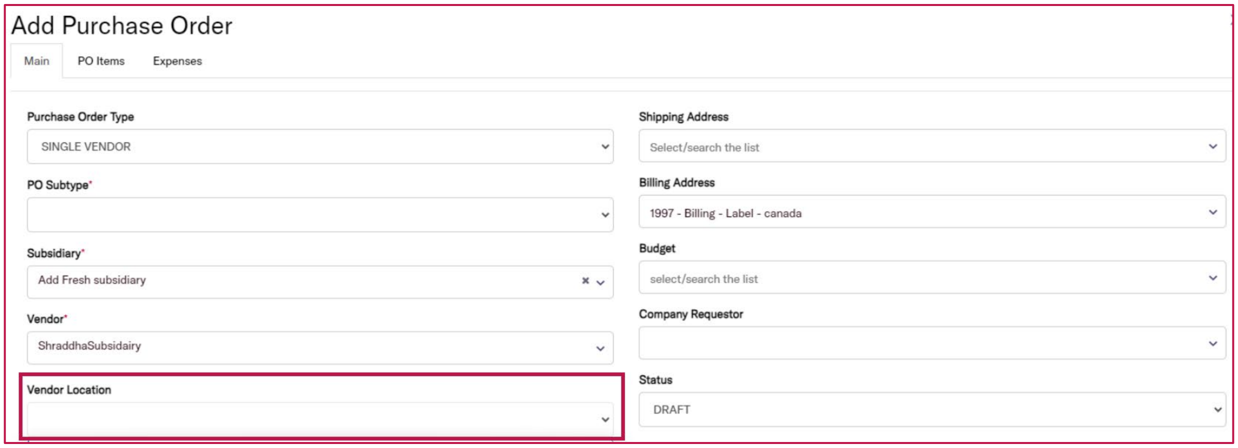
- When users upload a new **Accounts** template on the *Bulk Operations* tab > *Bulk Update* tab, they can set *Discount not applicable* to **True** to skip the debit line amount from discount calculation. This enhancement helps users determine which debit lines should have the discount calculation applied.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

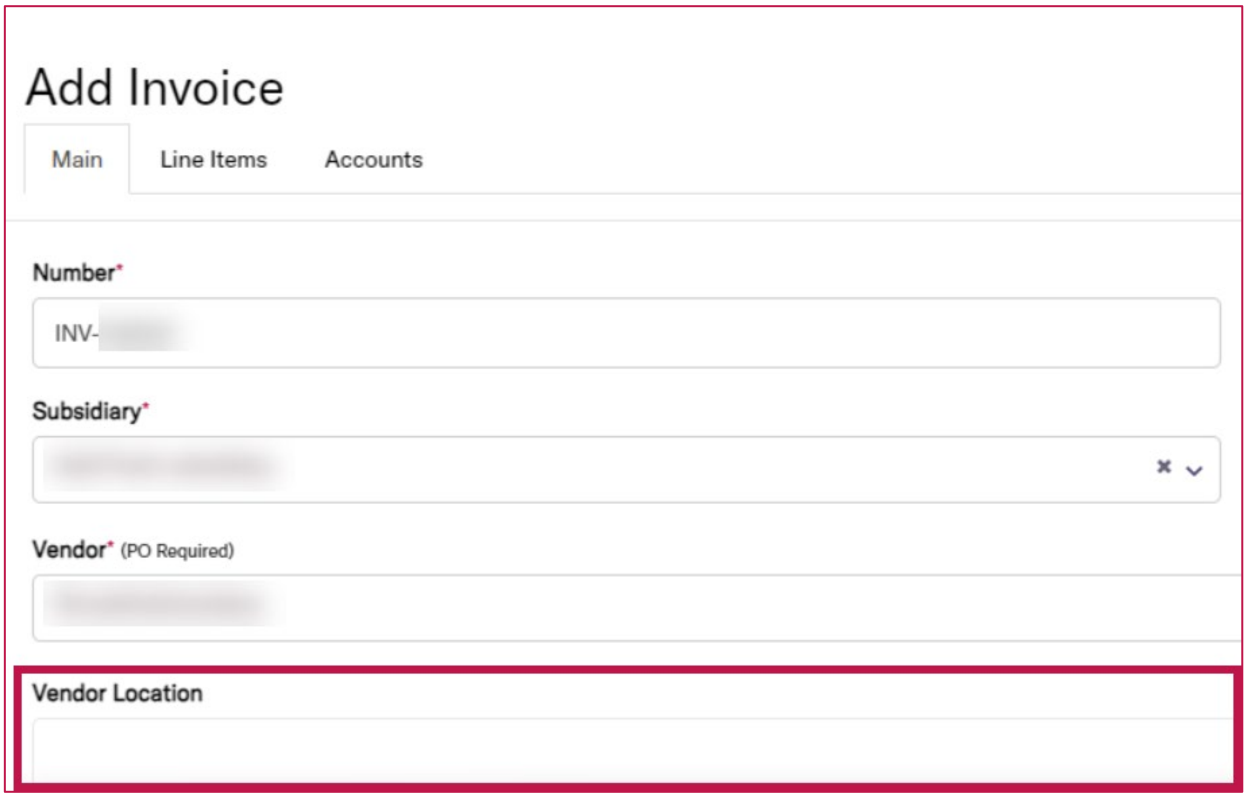


- Previously, if a purchase order in one currency (e.g., ZMW) was linked to an invoice in a different currency (e.g., USD) on the *Add Invoice* form, the *Open PO Balance* was incorrect. With this deployment, the *Open PO Balance* is calculated correctly when linking purchase orders to invoices in a 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.



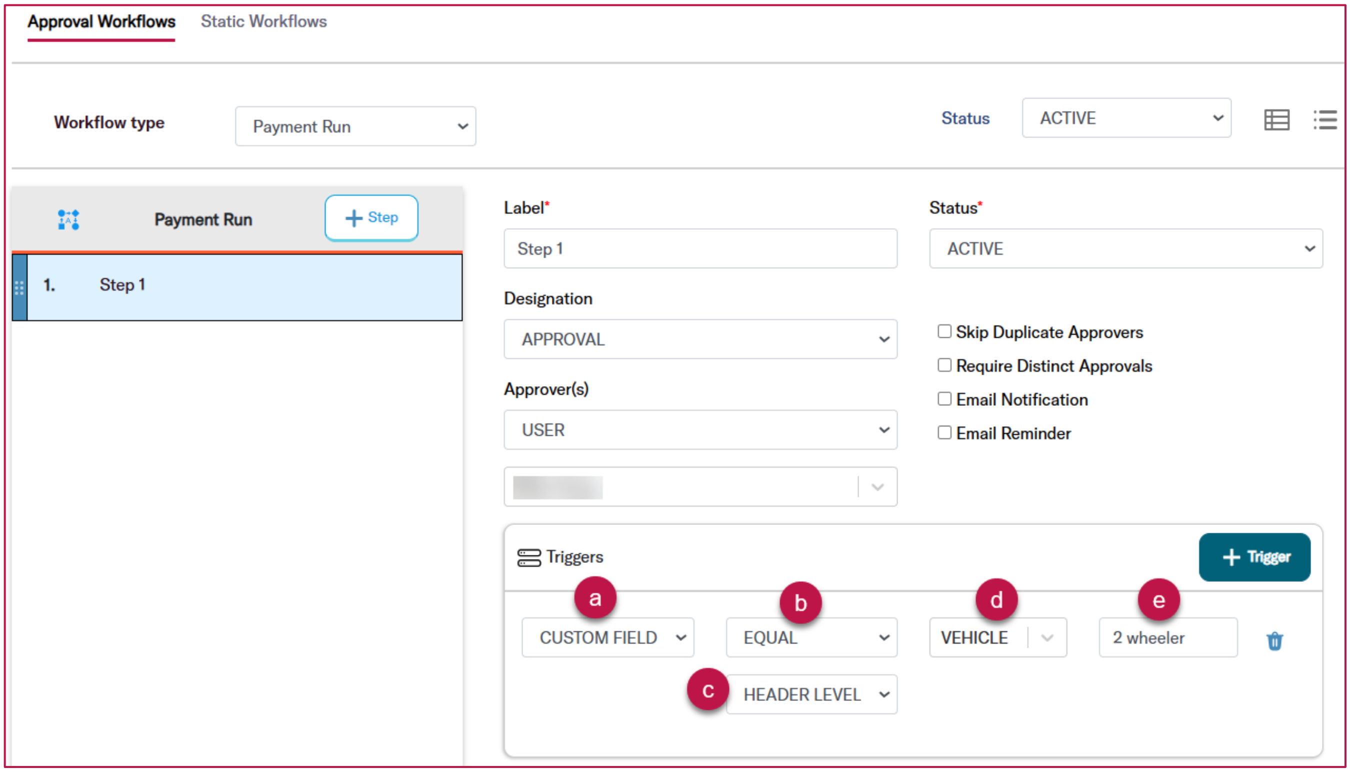
- On the *Add Invoice* form, the *Vendor Address* drop-down was updated so that users can choose a single vendor address. Previously, all addresses appeared to be selected in the *Vendor Address* drop-down. This issue has been resolved.
- When users create a new *PO Item Listing* report, the report will 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.



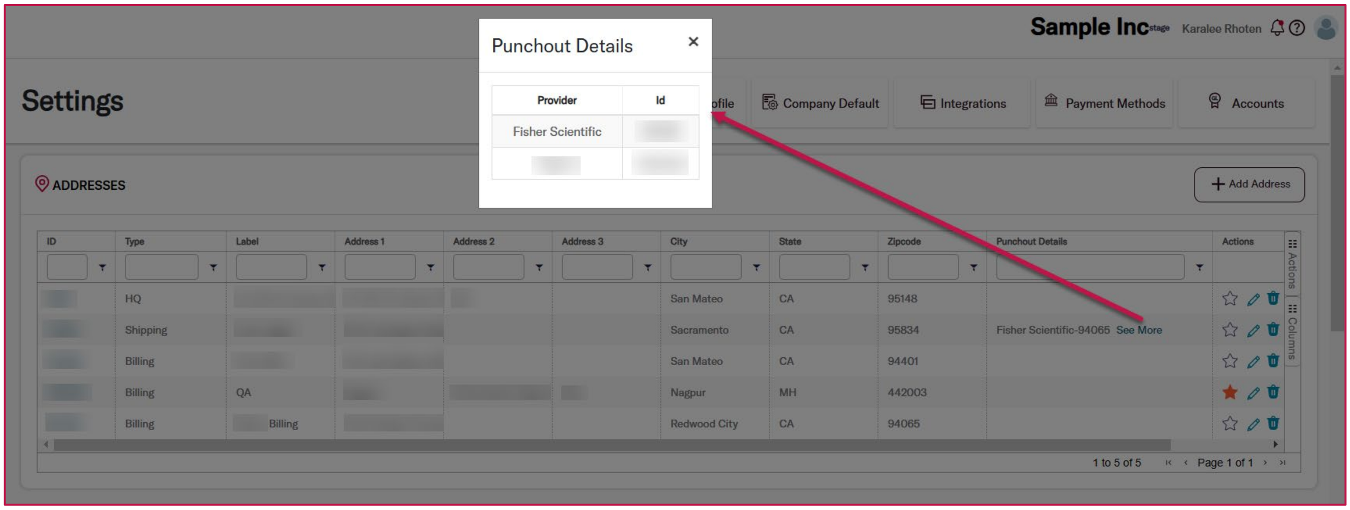


- Previously, the *Data Audit Log* was not capturing vendor activity correctly. With this update, the *Data Audit Log* records vendor activity as expected. Additionally, when users create a new Audit Log report from the Reports module, they will only see rows with valid change data.

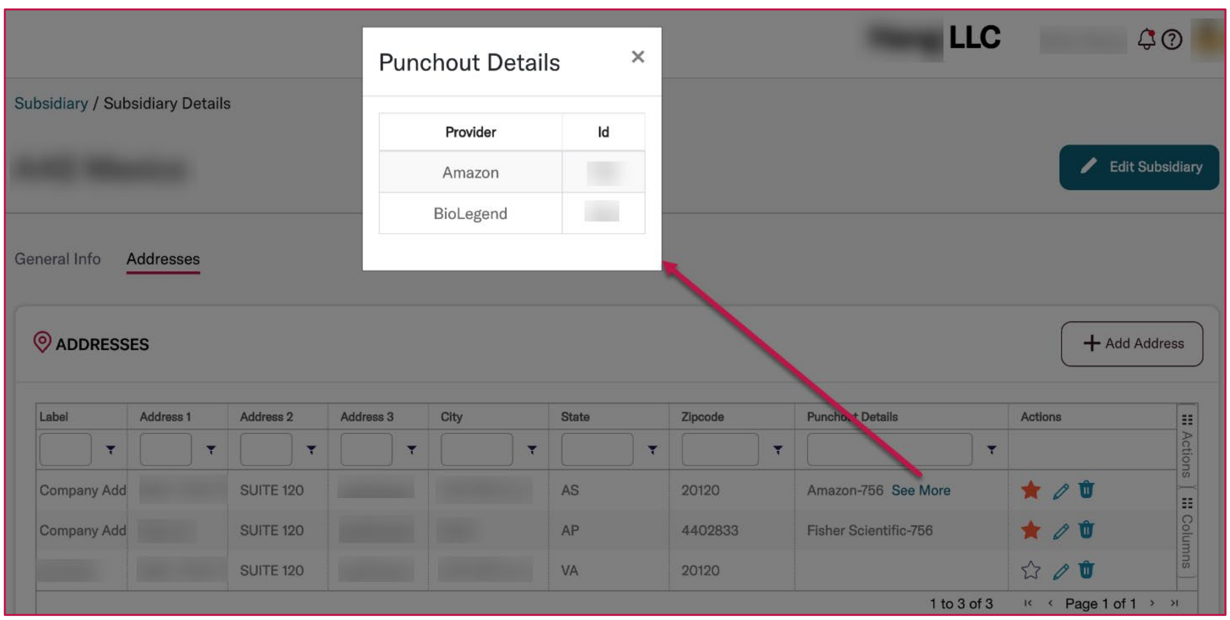
- Users can now set triggers for specific custom field values to route approvals for custom fields to the desired user. For example, if a **header-level Custom Field** on a payment run is **equal** to **Vehicle** and the value of the *Vehicle* field is **2-wheeler**, the approval will be routed to the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



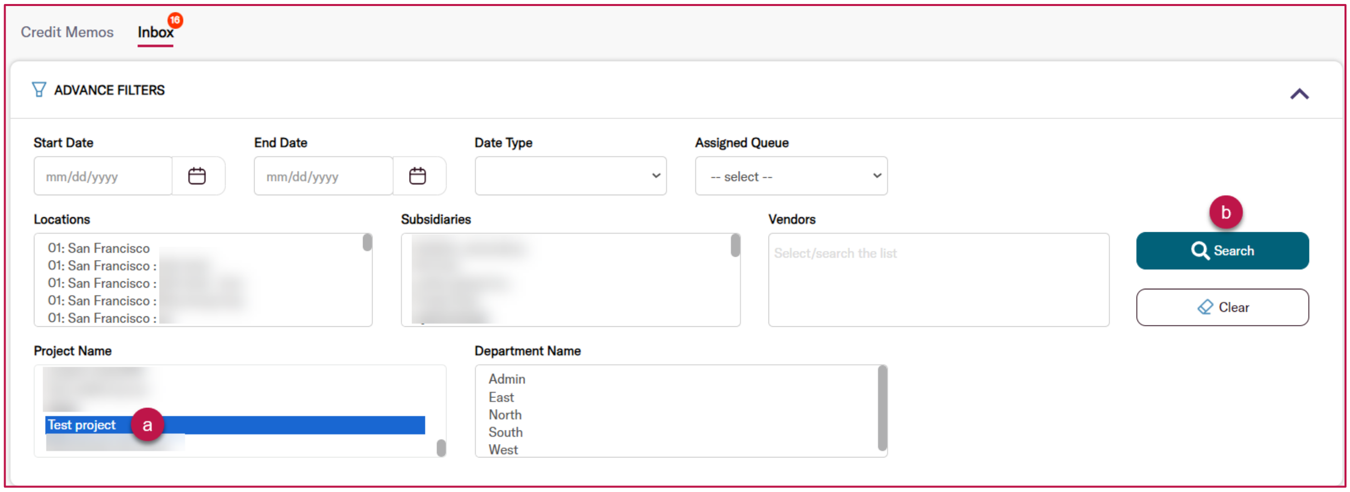
- Users were unable to apply rebates to their credit memos at the line and expense level to ensure data was correctly synchronized to their ERP systems. This issue was resolved, and rebates may be applied to credit memos without issue.
- To help purchase order customers who use Corpay Complete Punchout,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



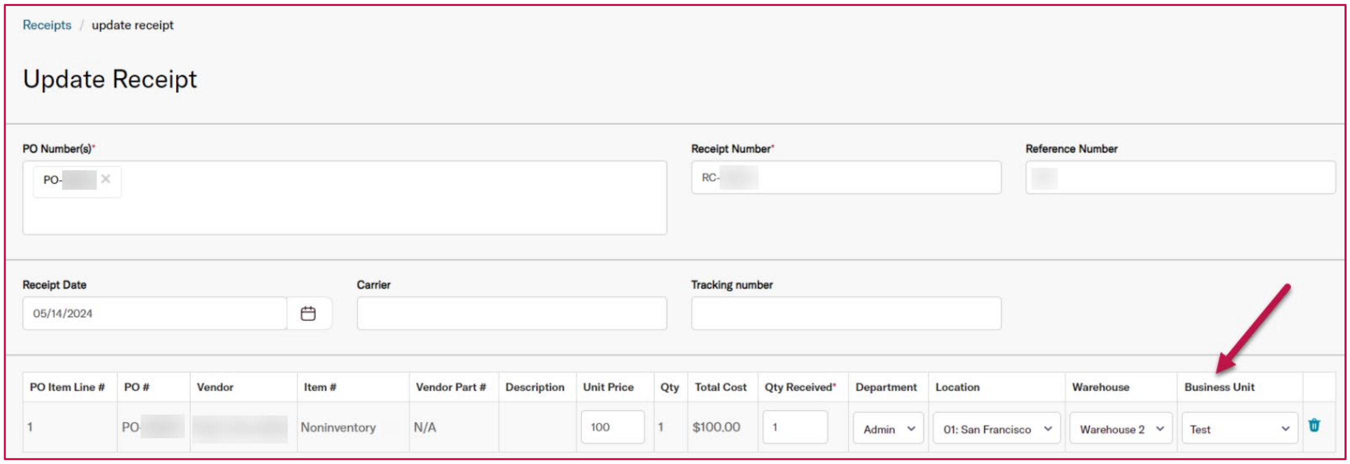
- The **Vendor Name** (Provider) and **Id** were added to a *Punchout Details* dialog on the *Subsidiaries* module > *Subsidiary Details* page > *Addresses* tab. To access the *Punchout Details* dialog, click the **See More** link in the *Punchout Details* column.



- 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.



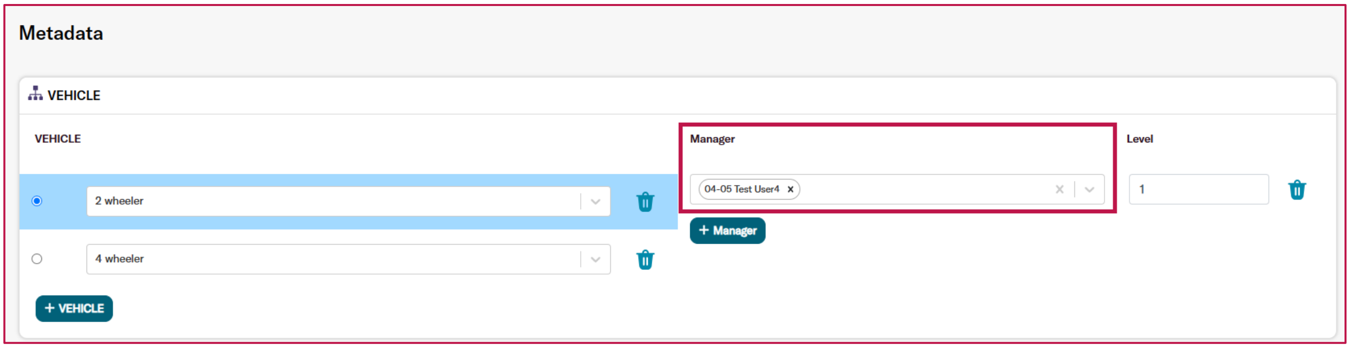
- Users may now view and update the line-level *Business Unit* field on the *Update Receipt* form.



  - 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.

- 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

- Previously, the *Payment Method* filter in the *Pay Invoices* grid was not functioning correctly. This issue has been resolved and users may filter invoices by payment method in the *Pay Invoices* grid.
- Full AP customers can now review fully refunded payments so that payment modification history can be tracked. Corpay Complete will reflect refunds after a payment refund is complete, and the payment record and associated invoices will return to an **Open** status.
- Corpay Complete now indicates when a payment is reissued. The payment record will be updated with information about the new payment, and the payment history will retain the data for the original payment.

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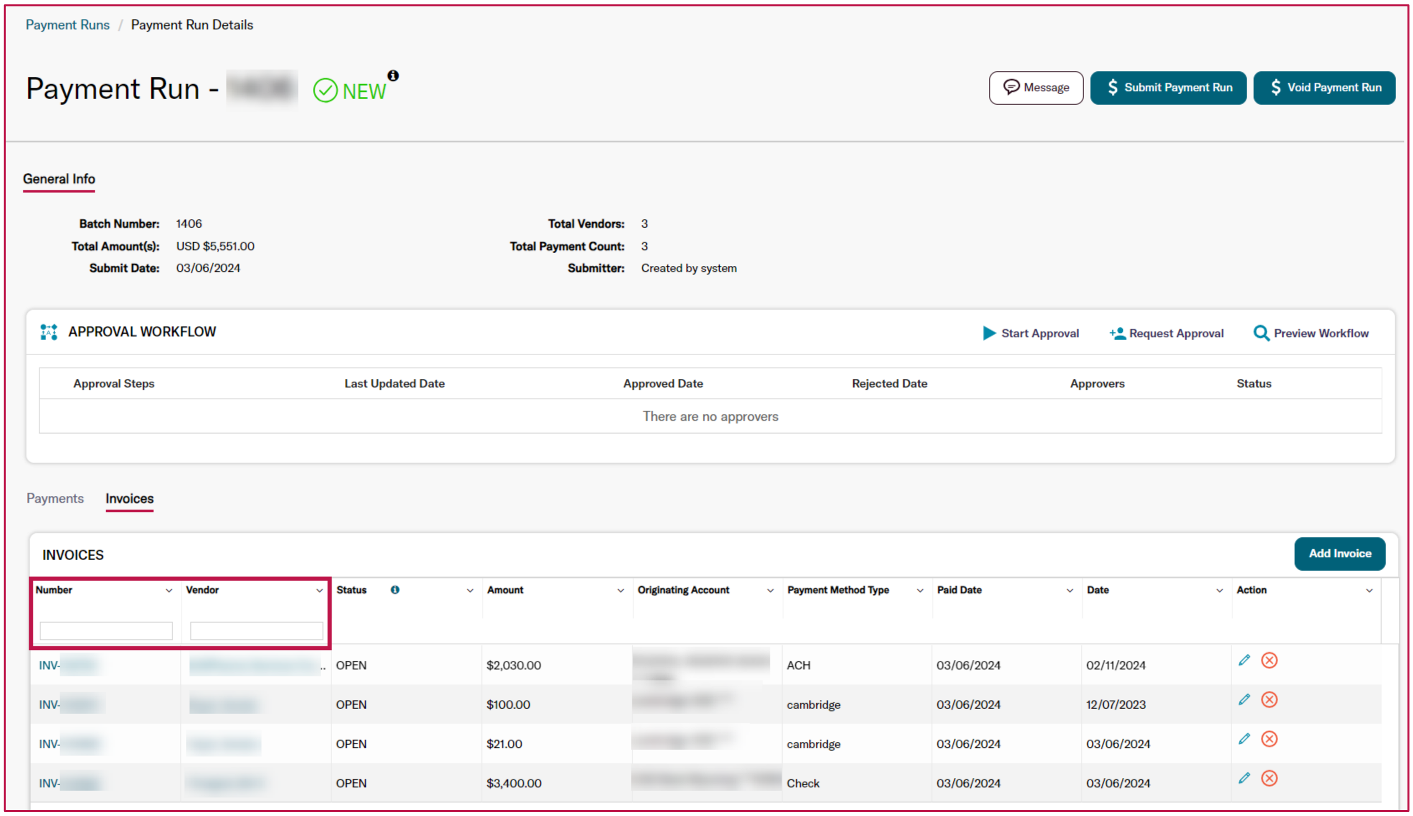
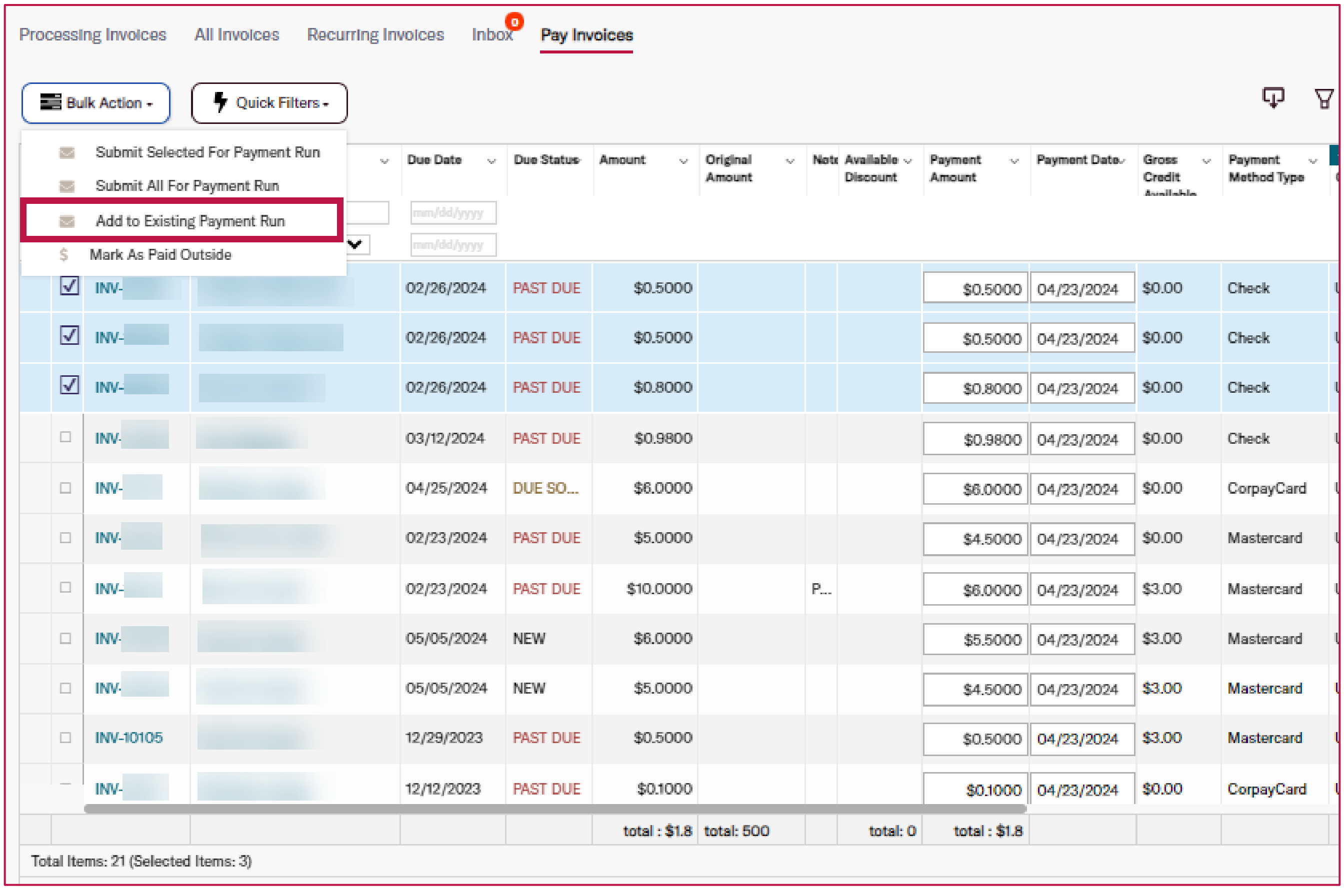
- Users can now view *Linked Payment Method* information on the *Customer Details* page in the Vendor Portal. This enhancement gives Vendor Portal users an additional way to locate vendor payment information.
- Previously, after selecting **Submit All for Payment Run** on the *Pay Invoices* grid, the *Estimated Debit Date* tabs were displaying the current date for Full AP users without calculating the payment cutoff time of 4:00 PM PST. With this deployment, the *Estimated Debit Date* tabs now include calculations for payment date, including payment cutoff, and payment method. Payments issued before the payment cutoff time are sent for processing on the same business day while payments issued after the payment cutoff time are sent the next business day.
- On the *Payment Methods* tab of the *Vendor Details* page, Full AP users will now only see Full AP payment methods or check methods that were created for new vendors. This enhancement improves the Corpay Complete user experience by providing additional clarity around vendors' payment methods.
- When payments admin or business operations users reject or open a payment run with a **Rejected** status, they can now select **Reset Payment Run** instead of creating a new one. After resetting the payment run, the following actions will occur:
  - The payment run *Status* will change from **Rejected** to **New**.
  - The unsubmitted draft payments in the payment run will be voided.
  - The voided payments will no longer display on the *Payment Run Details* page.
  - The audit log will display all updates.
- Users may now search for invoices associated with a payment run on the *Payment Run Approval Details* page. To search for an invoice, navigate to the *Payment Run Details* page and select the *Invoices* tab. Next, enter the **invoice number** in the *Number* field or **vendor**

name in the *Vendor* field. This enhancement enables users to easily find invoice(s) and take action as needed.



- After customers reset a payment run, payments from the previously voided or failed payment run will no longer display on the *Payment Run Details* page. This enhancement clarifies which payments will be submitted with the new (reset) payment run and prevents confusion about what invoices are being paid.
- A new **Add to Existing Payment Run** option was added to the *Bulk Action* drop-down on the *Pay Invoices* tab that enables customers to add one or more invoices to an existing payment run. Previously, users could only add one invoice at a time to an existing payment run from the *Invoice Details* page.



- To maintain and uphold the user experience in Corpay Complete, the *Payment Method* filter on the *Pay Invoices* tab will be hidden until an underlying issue is addressed.
- Previously, when a processing error was received for Corpay Payments Automation, the payment *Status* did not update to **Failed**. This issue has been resolved and payment statuses automatically change to **Failed** when a processing error is received.
- A defect was resolved that prevented customers from seeing the details in the *Payment Run Schedule* pane on the *Payment Run Approval Details* page.
- A permission check has been added to prevent unauthorized users from editing payment runs. Now, users with the following roles can edit payment runs:
  - application_admin

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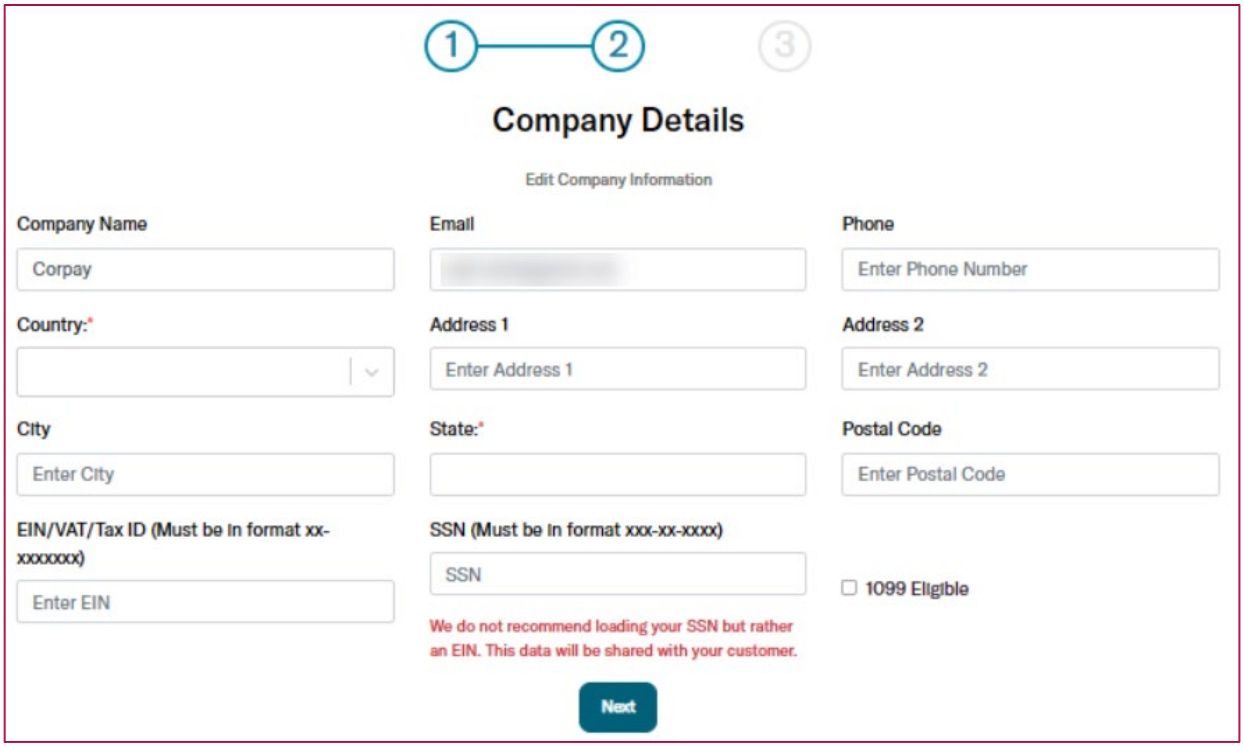
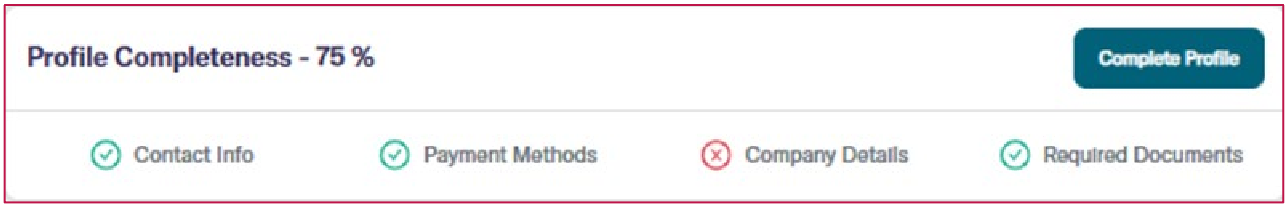
  - admin
  - local_admin
  - payment_admin
  - root
  - special_ap_role
  - super_admin
  - super_admin_without_payment
  - universal_admin

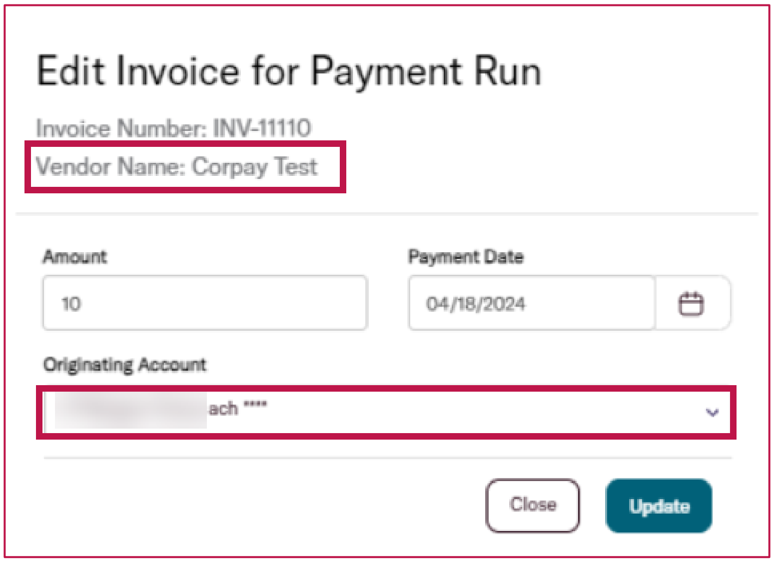
- Previously, the Approvals total was incorrect on the **Approvals** menu item in the left-side navigation pane. With this deployment, the Approvals total displays how many approvals are outstanding for the current user.
- Based on customer feedback, the vendor setup wizard in the Vendor Portal will 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.



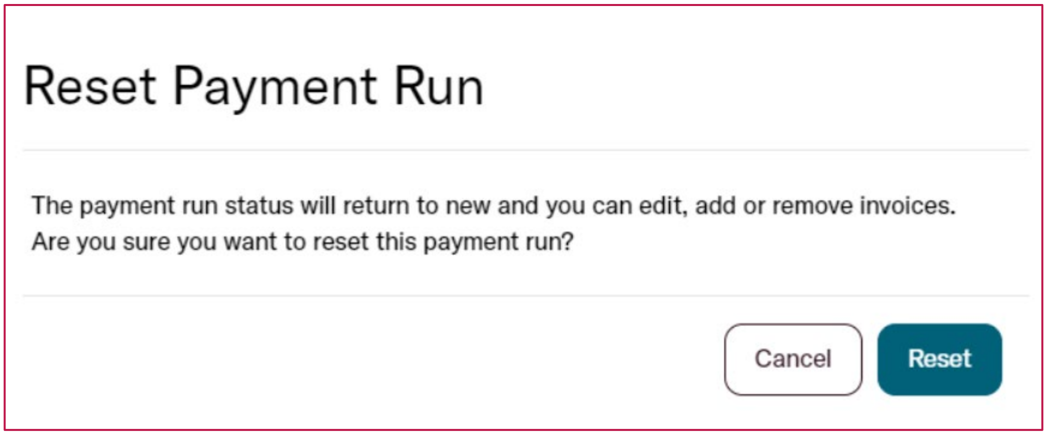
- The following enhancements were made to the Vendor Portal:
  - The **Bank Info for Payments** label was changed to **Payment Methods** in the *Profile Completeness* pane on the *Dashboard* page.
  - If a vendor only has Corpay customers, **Payment Methods** is marked as **complete**.
  - If all customers 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.



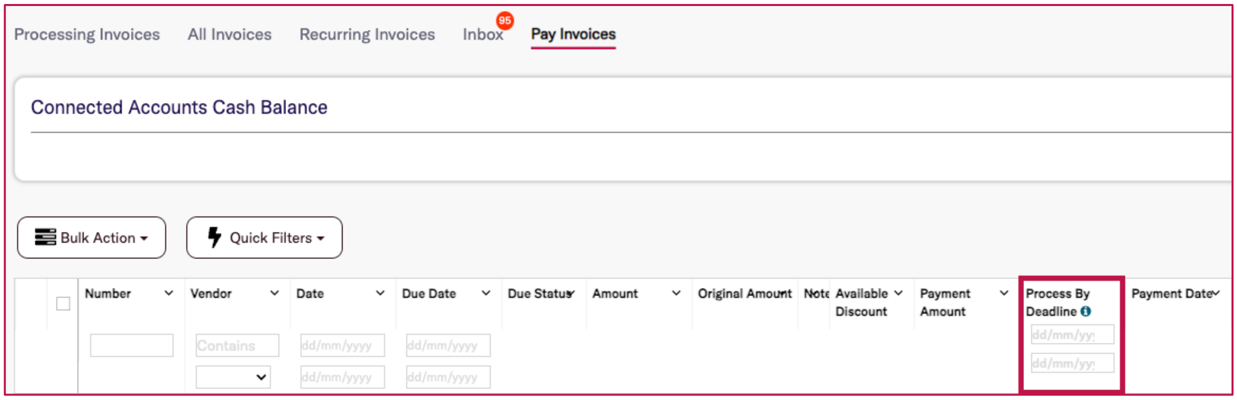
- When payments admin or business operations users select the **Reset Payment** button on a payment run, a new confirmation message displays. The new confirmation message offers additional details about what happens when a payment run is reset and what options are available.

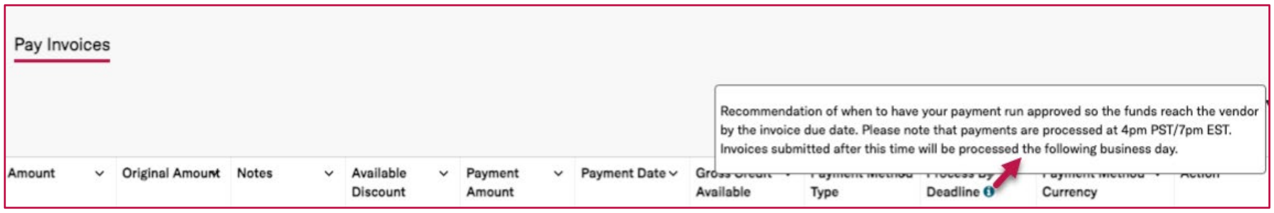


- To give customers additional insight into payments, Corpay Complete will now reflect when a payment is reissued. The payment record will be updated with the information for the new payment, and the payment history will retain the data for the original payment.
- The **Submit Pay now** button was previously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

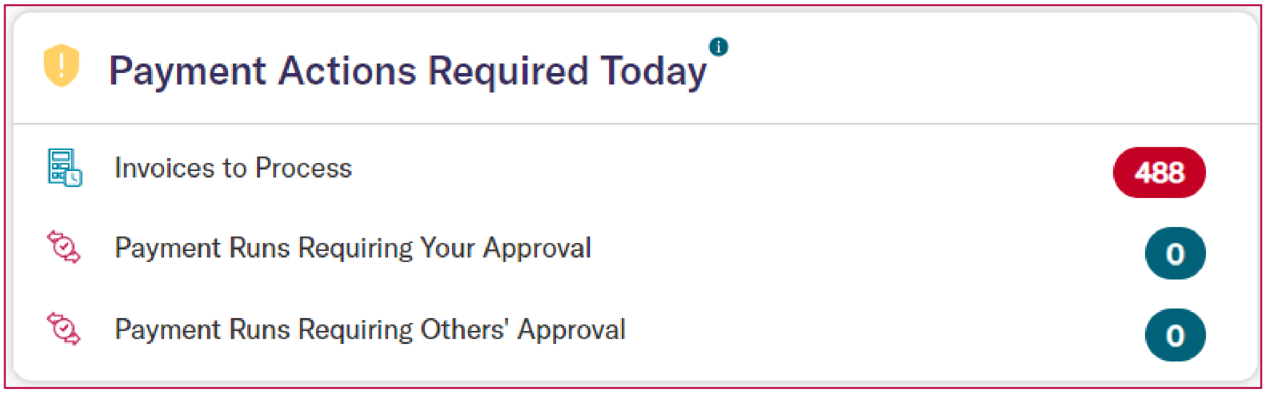




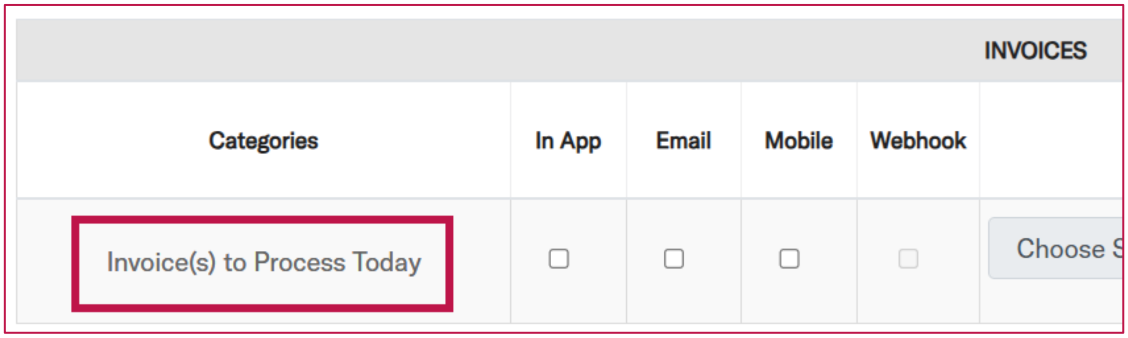
- The following enhancements were made to the *Immediate Action Required* pane on the *Main Dashboard* page:
  - The Immediate Action Required pane was renamed to the Payment Actions Required Today.
  - The **Invoices to Pay** label was changed to an **Invoices to Process** label. This row applies to 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**.



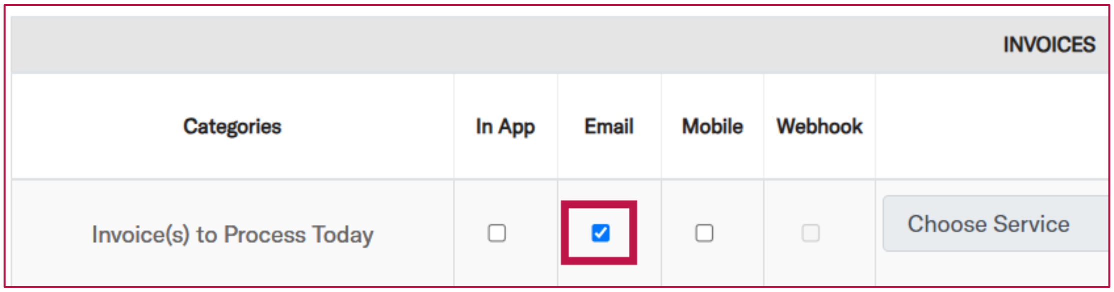
  - A new **Payment Run Approval Required Today** option was added under the *Payments* section.

PAYMENTS					
Categories	In App	Email	Mobile	Webhook	
Payment Failed	☑	☑	☐	☐	Choose Service
Payment Partially Refunded	☑	☐	☐	☐	Choose Service
Payment Run Creation Error	☑	☑	☐	☐	Choose Service
Payment Run Processed Error	☑	☑	☐	☐	Choose Service
Payment Run Approval Required Today	☐	☐	☐	☐	Choose Service

- 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.

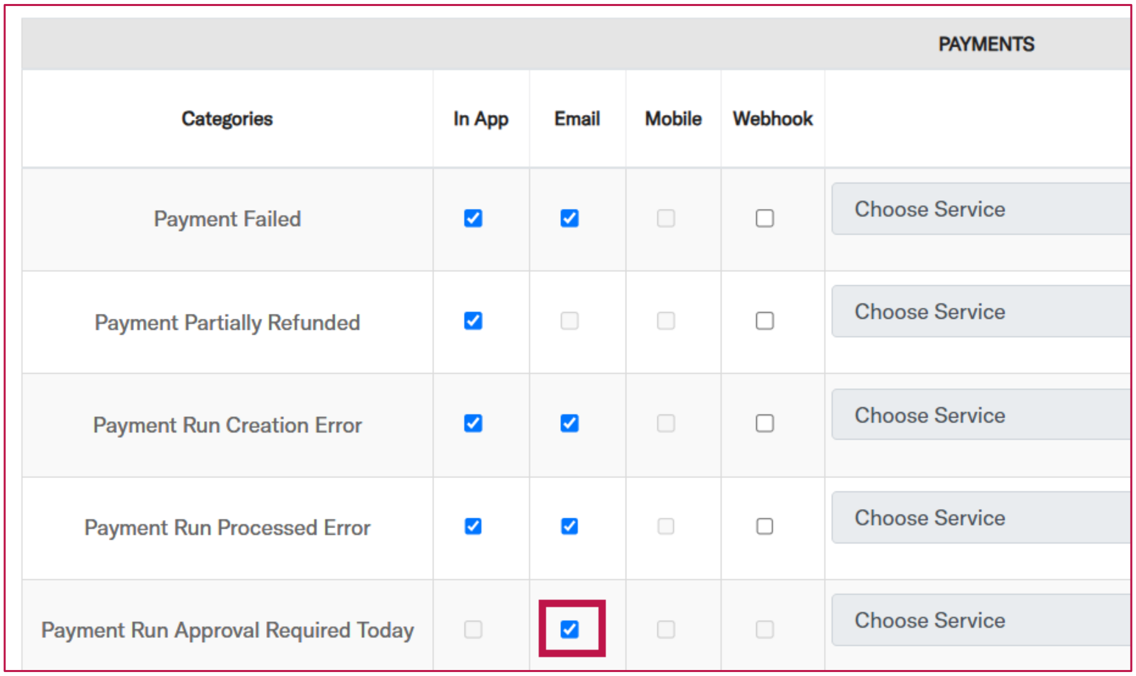
  To enable this feature, click the **Banner Avatar** to access your *Profile* page, scroll to the *Alerts* > *Invoices* pane and click the **Email** checkbox in the *Invoice(s) to Process Today* row.

Corpay



- 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.

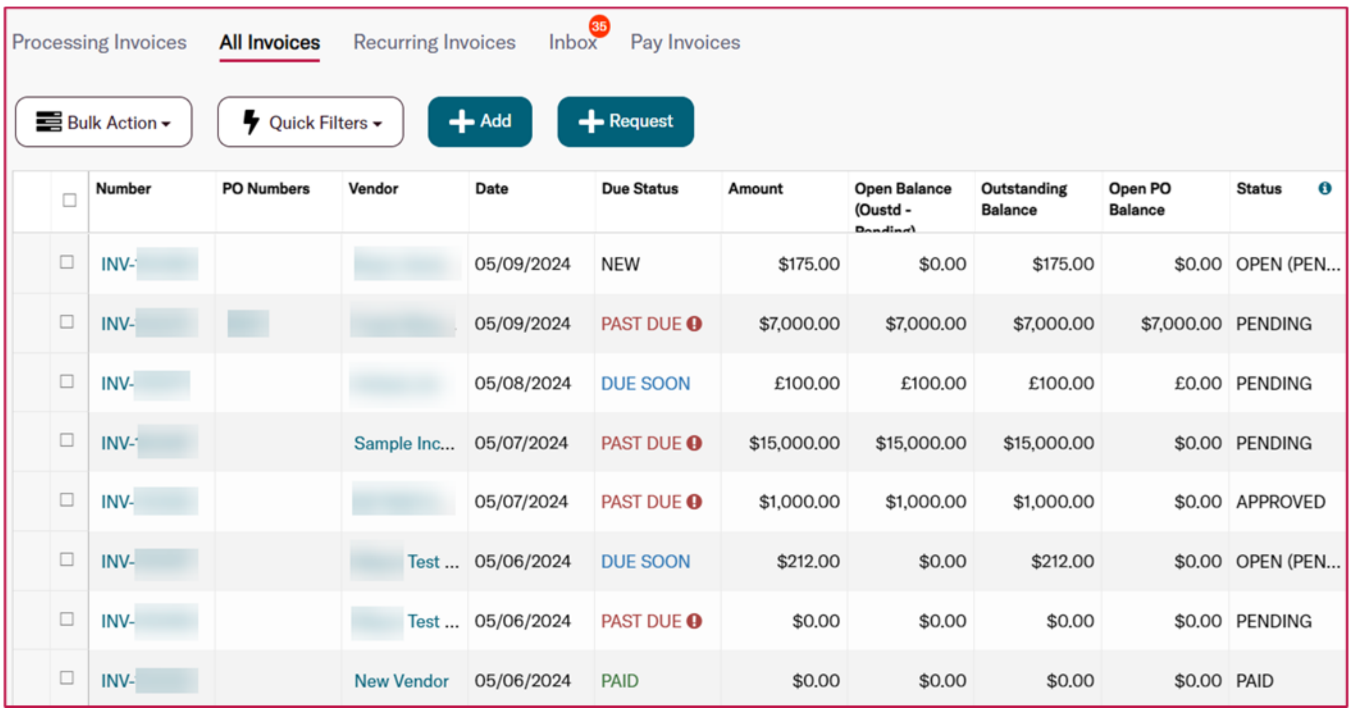
- The following updates were made to the *Due Status* column in the *Processing Invoices*, *All Invoices*, and *Pay Invoices* tables:
  - **Due Soon:** This label was updated to reflect invoices that have a *Due Date* that is within one to seven business days.

- **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:

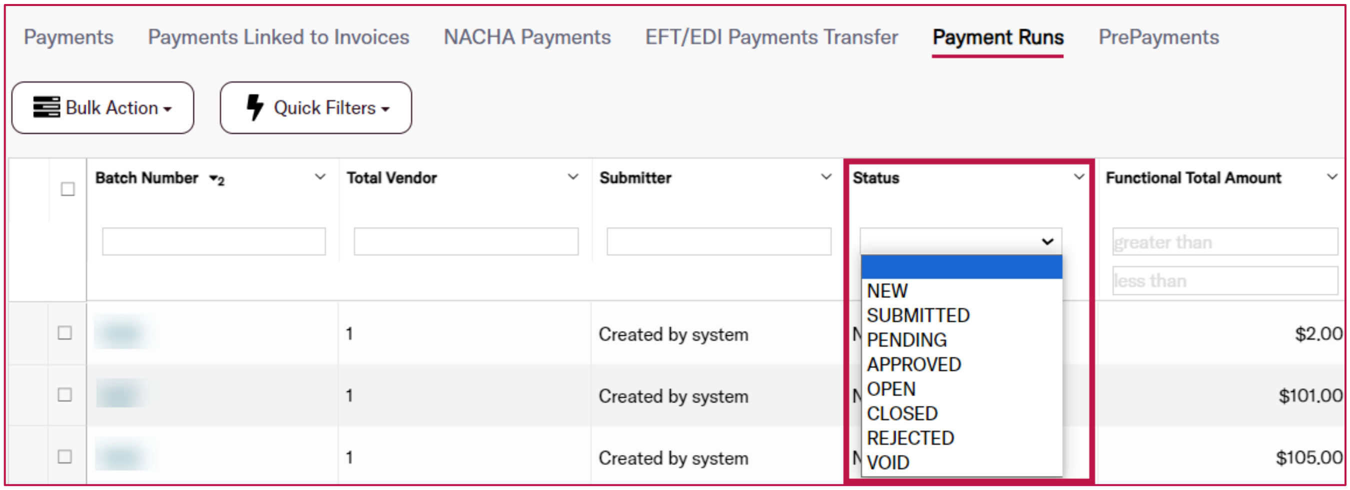
- **Due Today:** This label is for invoices that have a *Due Date* of the current date.
- **Paid:** This label is for paid invoices.

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

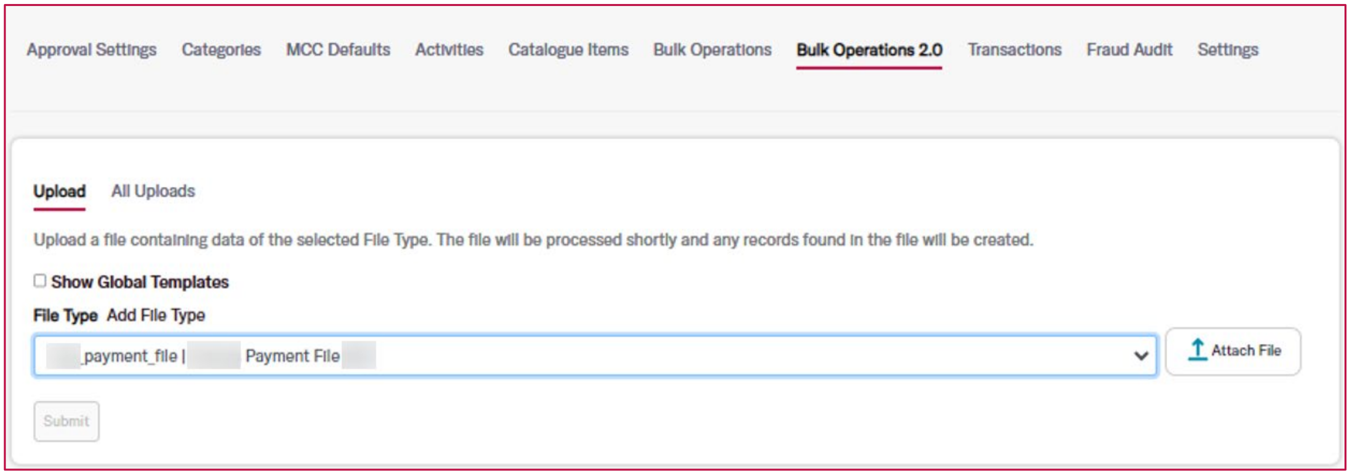


- The **Status** filter on the *Payment Runs* table was changed from text entry to a drop-down list. The new drop-down includes an option for each distinct payment run status.

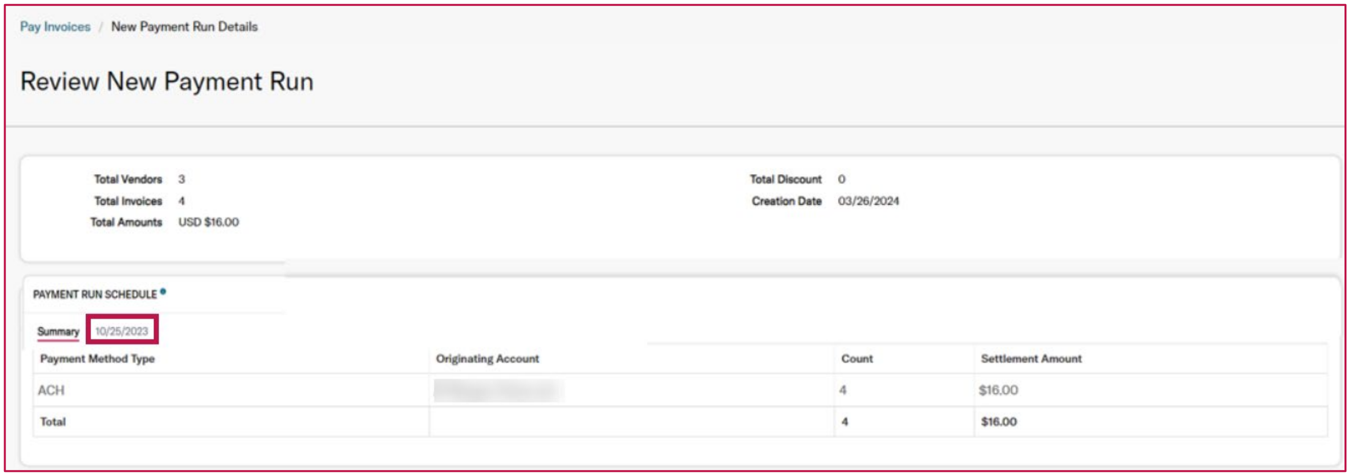
Corpay



- 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.



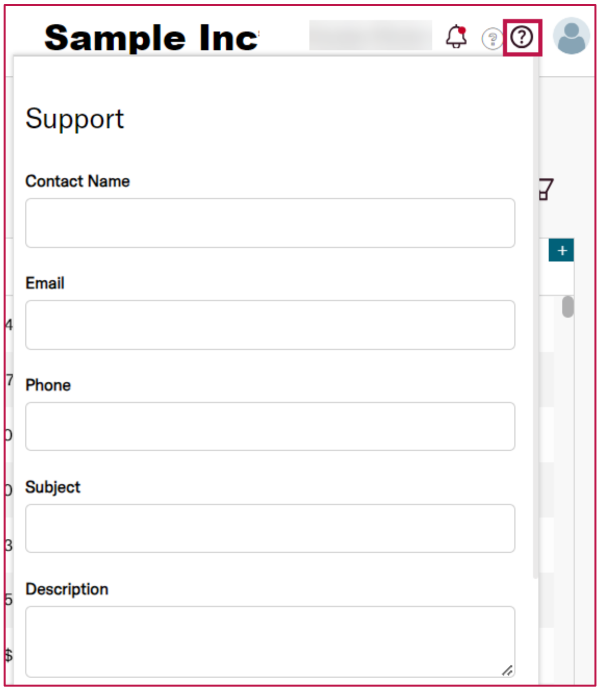
- The **Estimated Debit Date** is now included on the *Payment Run Summary* pane on the *Review New Payment Run* page. This enhancement lets users plan their cashflow accordingly.



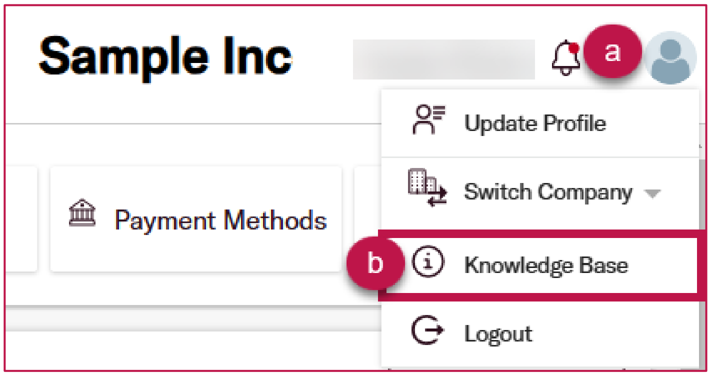
- Previously, the **Payment Settlement Date** was missing from the Full AP *Payment History* tab. Also, the *Payment History* tab did not display the *Payment Date* for refunded and reissued payments. This issue has been resolved and all dates now display as expected.
- Previously, users could select 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.

Corpay

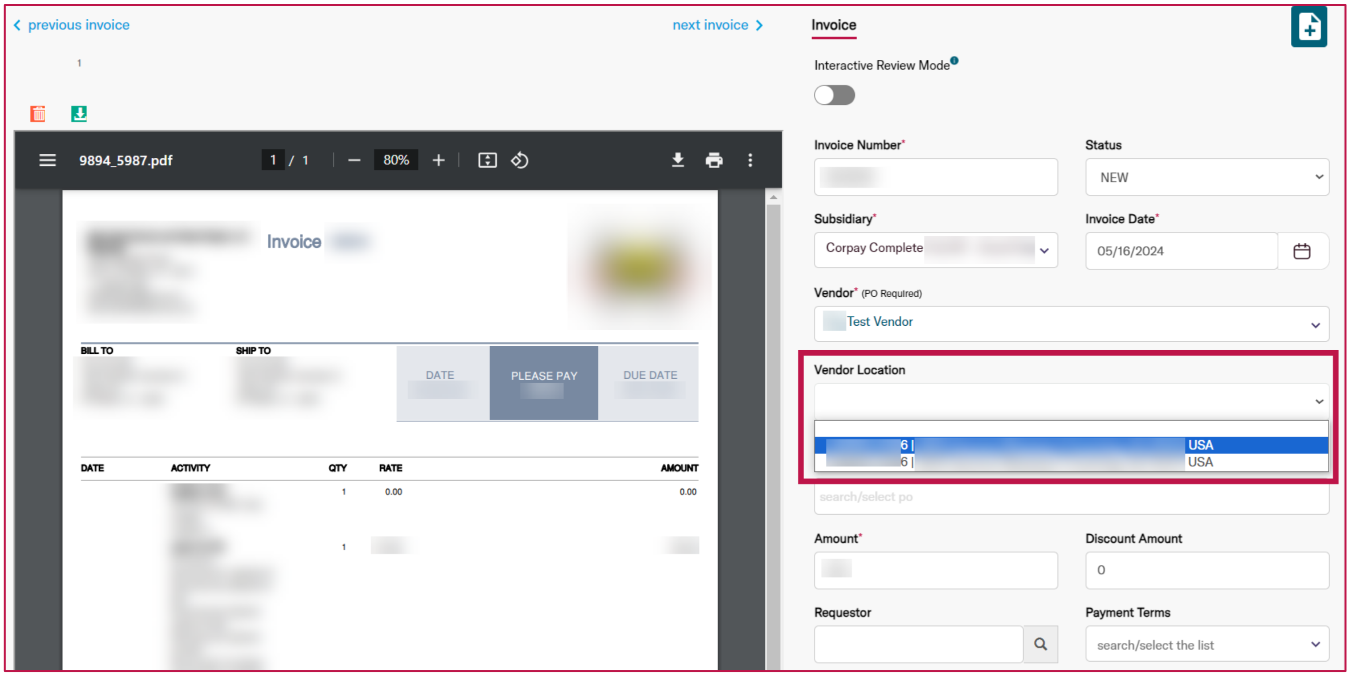
- When a payment has been successfully processed and sent for a Full AP user, an email notification will now be sent to the listed vendor contact in Corpay Complete. Upon receipt of the email, the vendor contact may log in to the Vendor Portal, review the remittance, and process the payment. This enhancement 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.
- 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**.

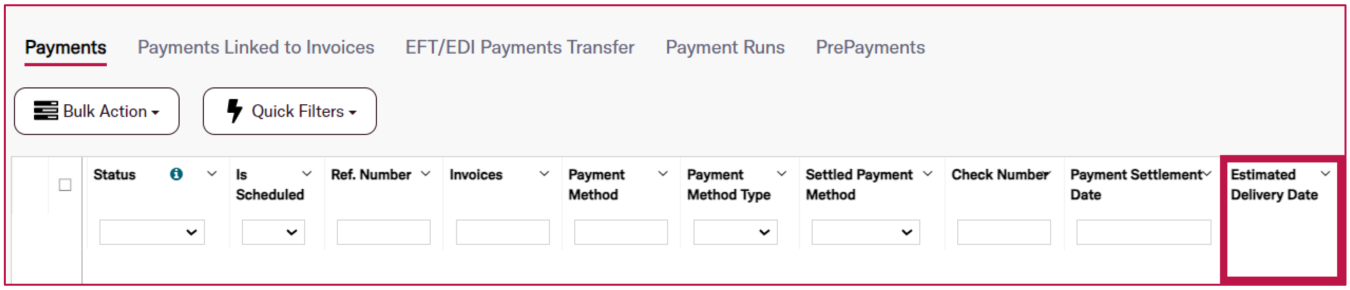


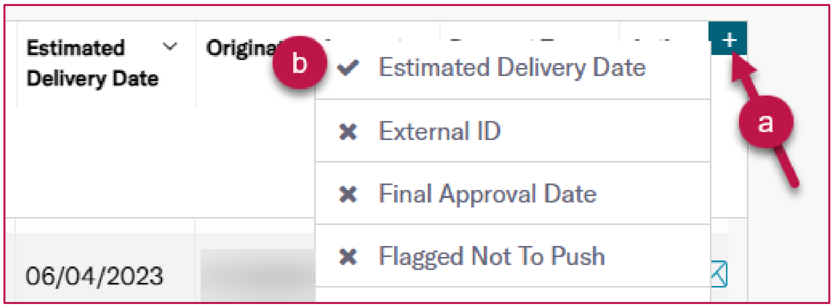
- When a vendor has multiple locations, users may now click the *Vendor Location* drop-down to choose a specific location and address in the invoice *Inbox*. This enhancement ensures that users can route payments to the correct address.



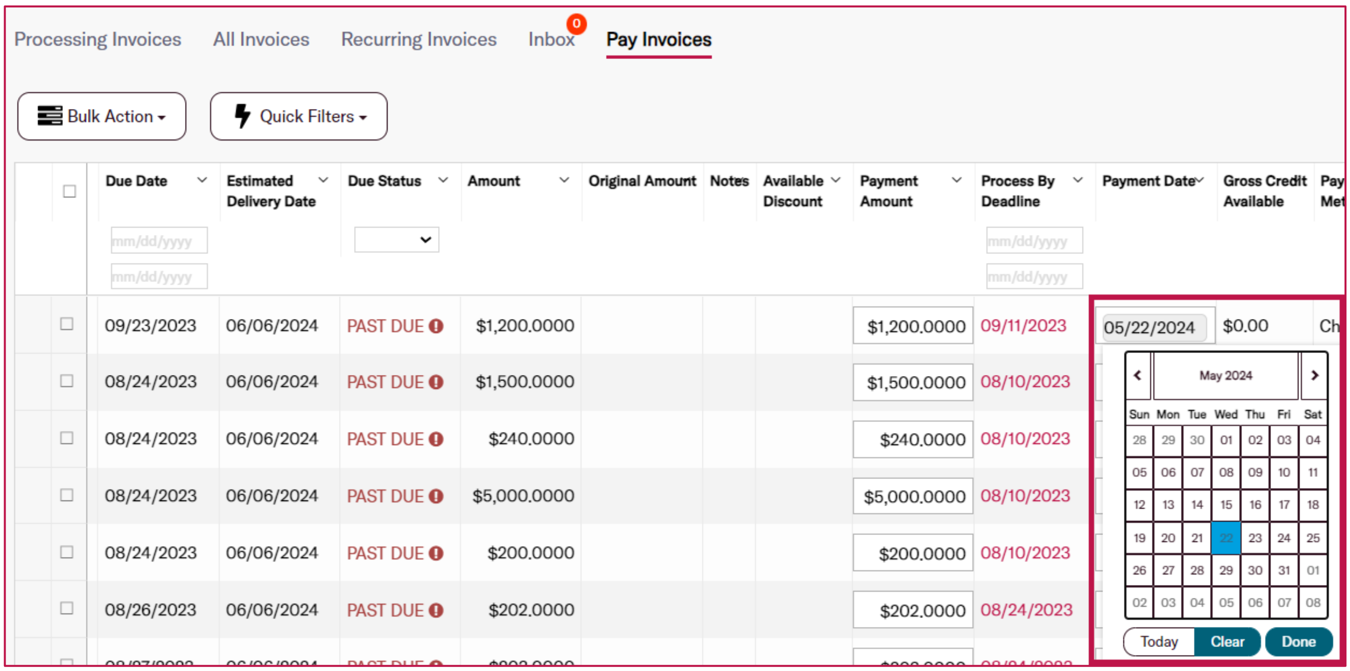
- A new *Estimated Delivery Date* column is now available to users in the *Pay Invoices* and *Payments* tables. The *Estimated Delivery Date* column helps users gauge when payments will arrive while scheduling payments and after a payment is sent.

  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.



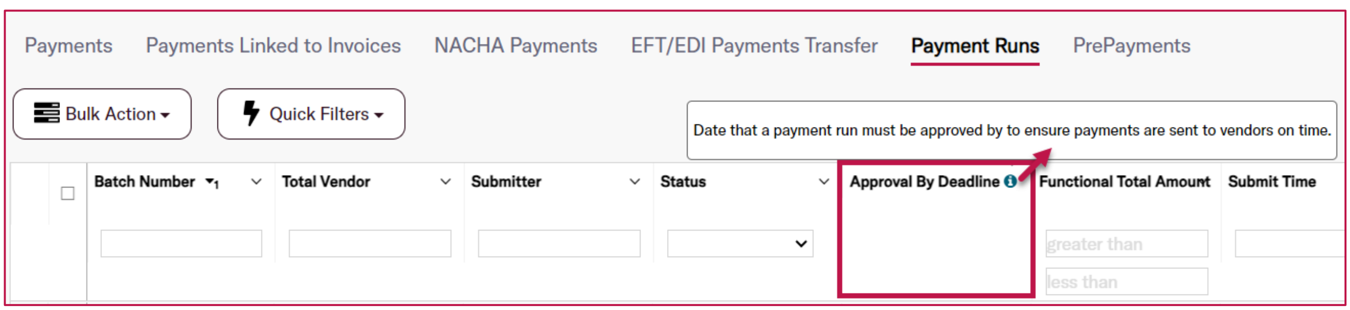


- The *Payment Date* field on the *Pay Invoices* tab has been changed to a **date picker**. This update is designed to prevent typographical errors that may cause payment delays.

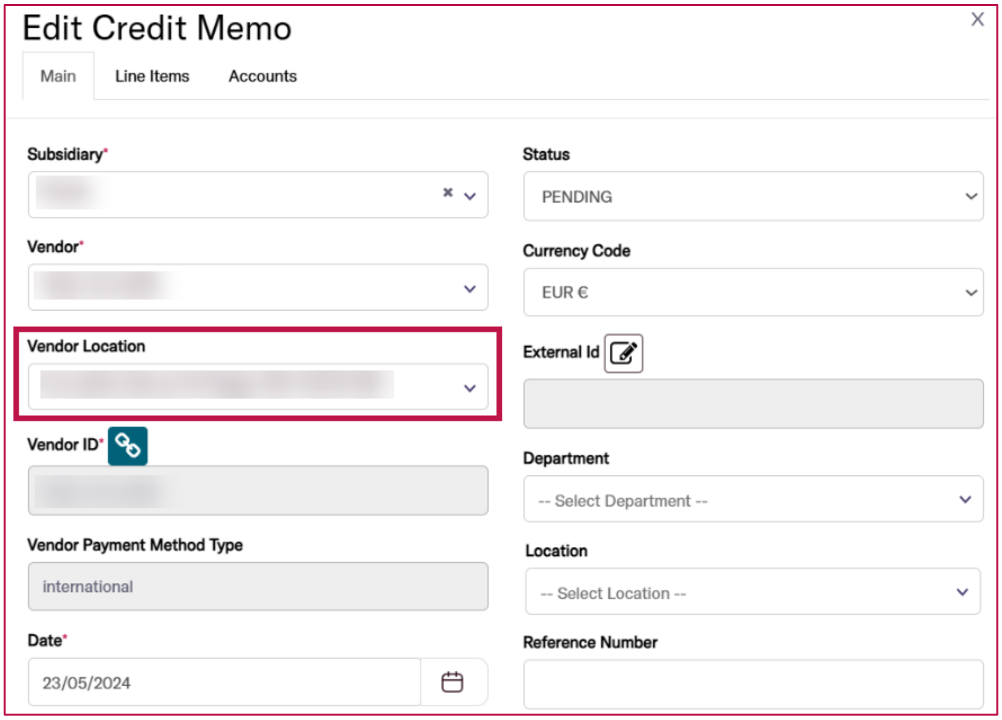


- If a vendor has multiple locations, users may select the **Vendor Location** drop-down on the credit memo *Inbox* to select the desired location. With this enhancement, users can verify that credit is applied to the correct vendor location.
- The *Address Listing* report was updated to include the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

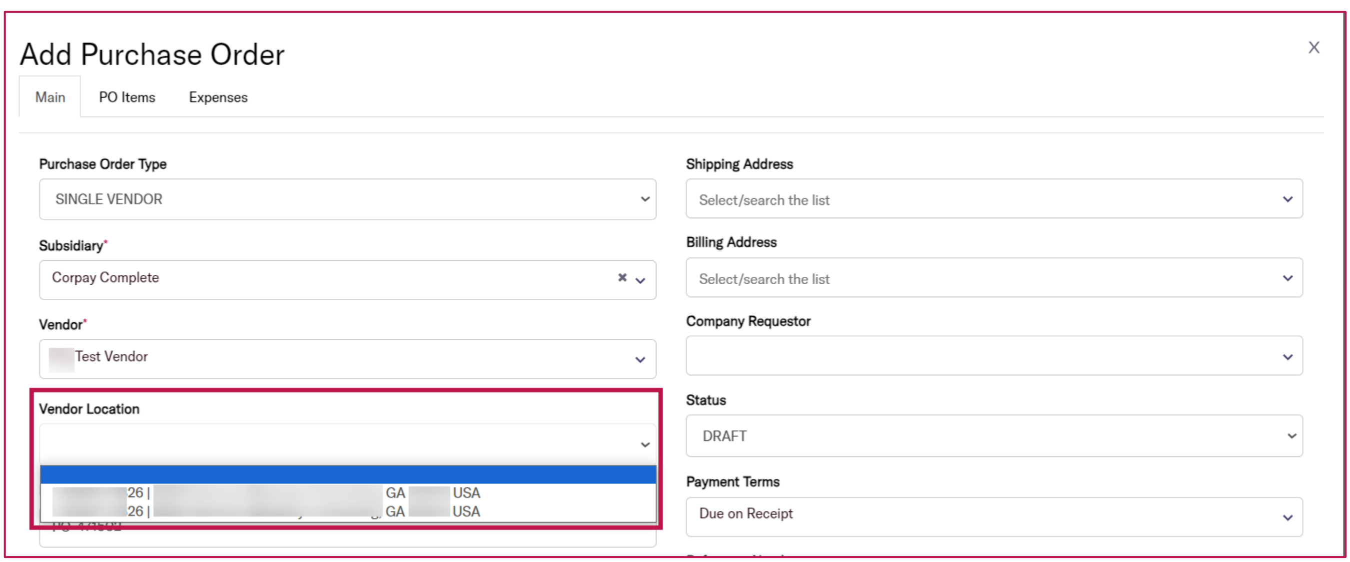
- The *Payment Run Listing* report was updated to include the **Vendor Address**. This update makes it easy to identify totals when a vendor has more than one location where payments are received.
- The following updates were made to the *Payment Run* and *Payment Run Approval* tables:
    - The **Requires 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.



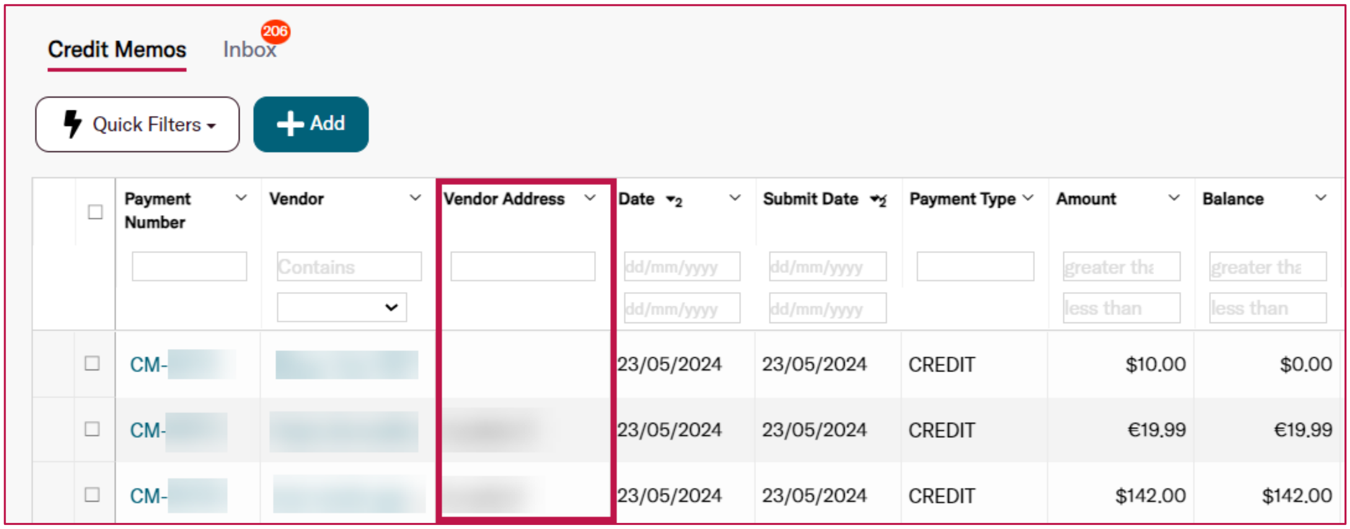
- The tooltip for the **Process By Deadline** column was improved for clarity and user experience.
- The *Vendor Listing* report was updated to include vendor locations, so that users can easily pull a listing of all the locations where their vendors receive payments.
- Users can click the *Vendor Location* 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.

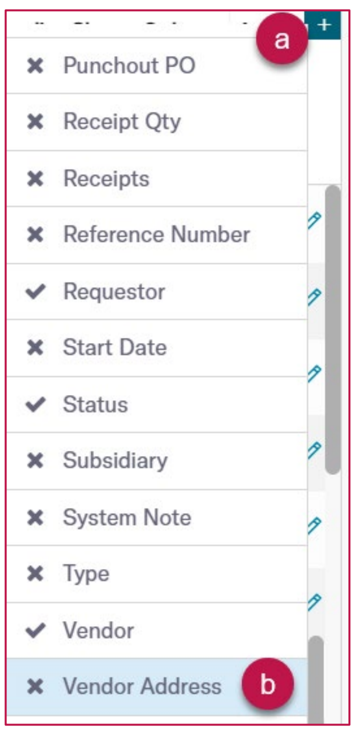


- The **Vendor Location** drop-down is now available on the *Request a New Purchase Order*, *Add Purchase Order*, and *Edit Purchase Order* forms. This enhancement enables users to select a vendor location and address for vendors with multiple locations.



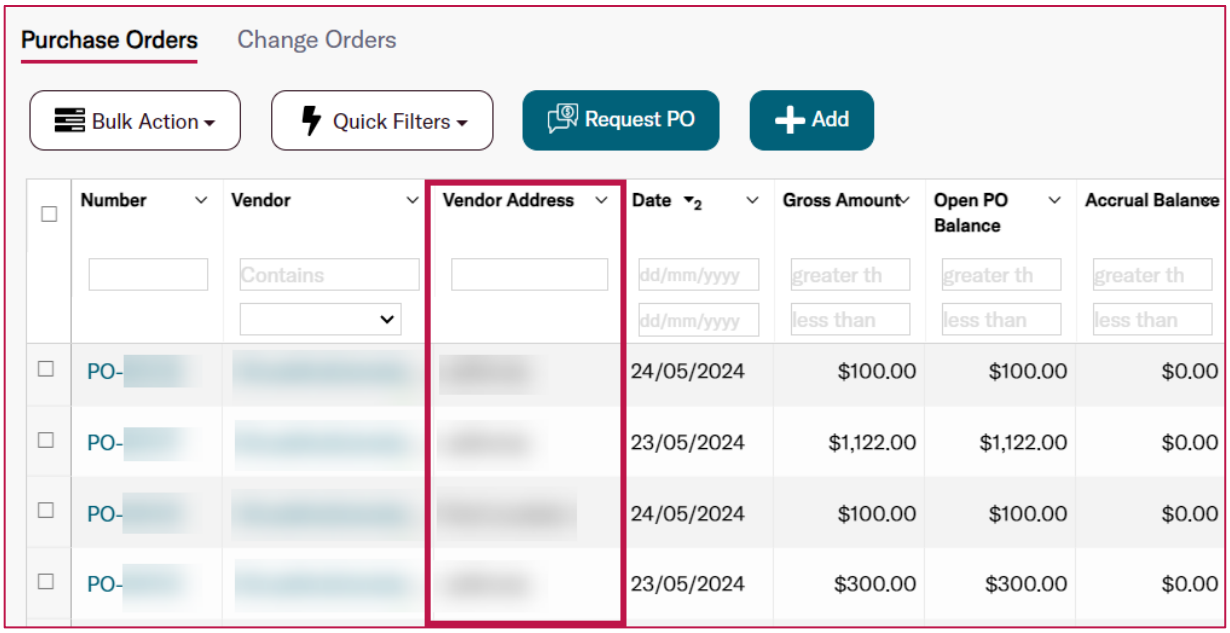
- A new *Vendor Address* column was added to the credit memo tables. This enhancement helps users ensure that credit is applied to the correct vendor location. To add the *Vendor Address* column to the *Credit Memos* or *Inbox* tables, select the **column editor** + icon in the upper right corner of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

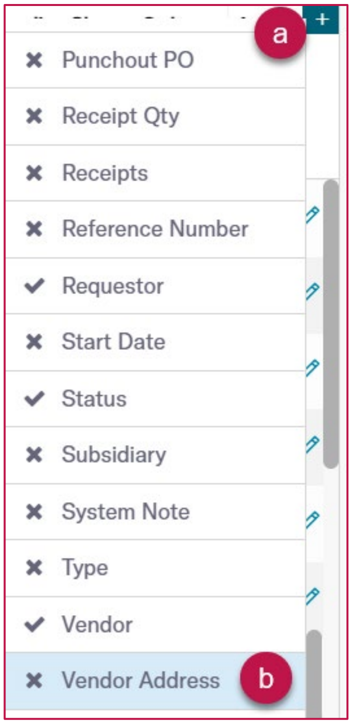




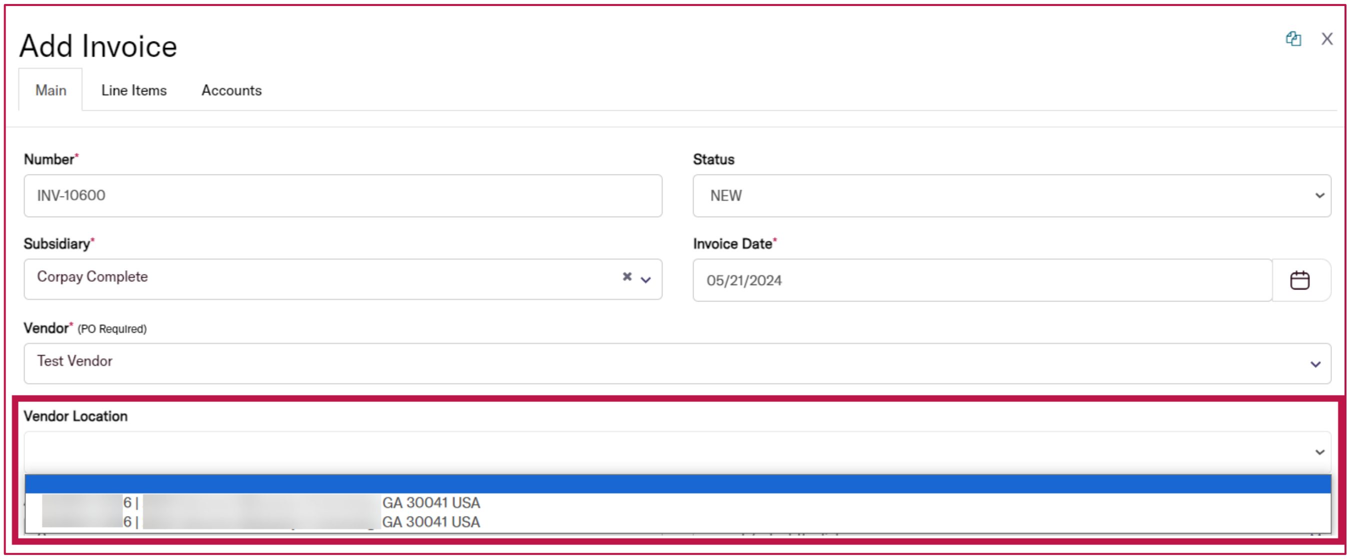
Corpay

- 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.

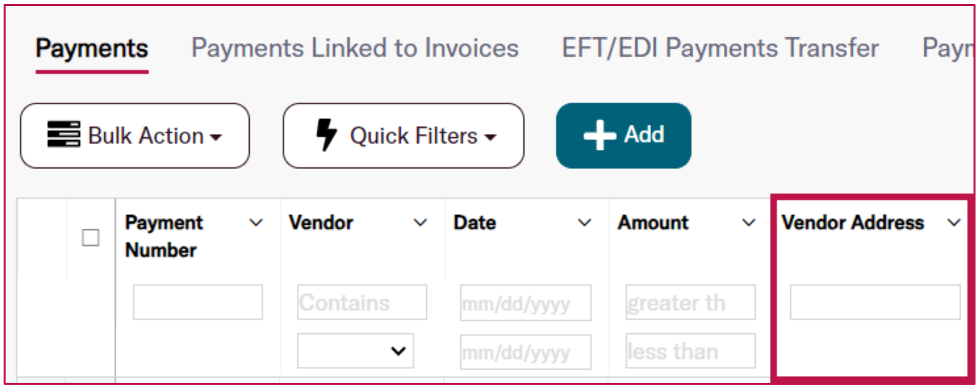




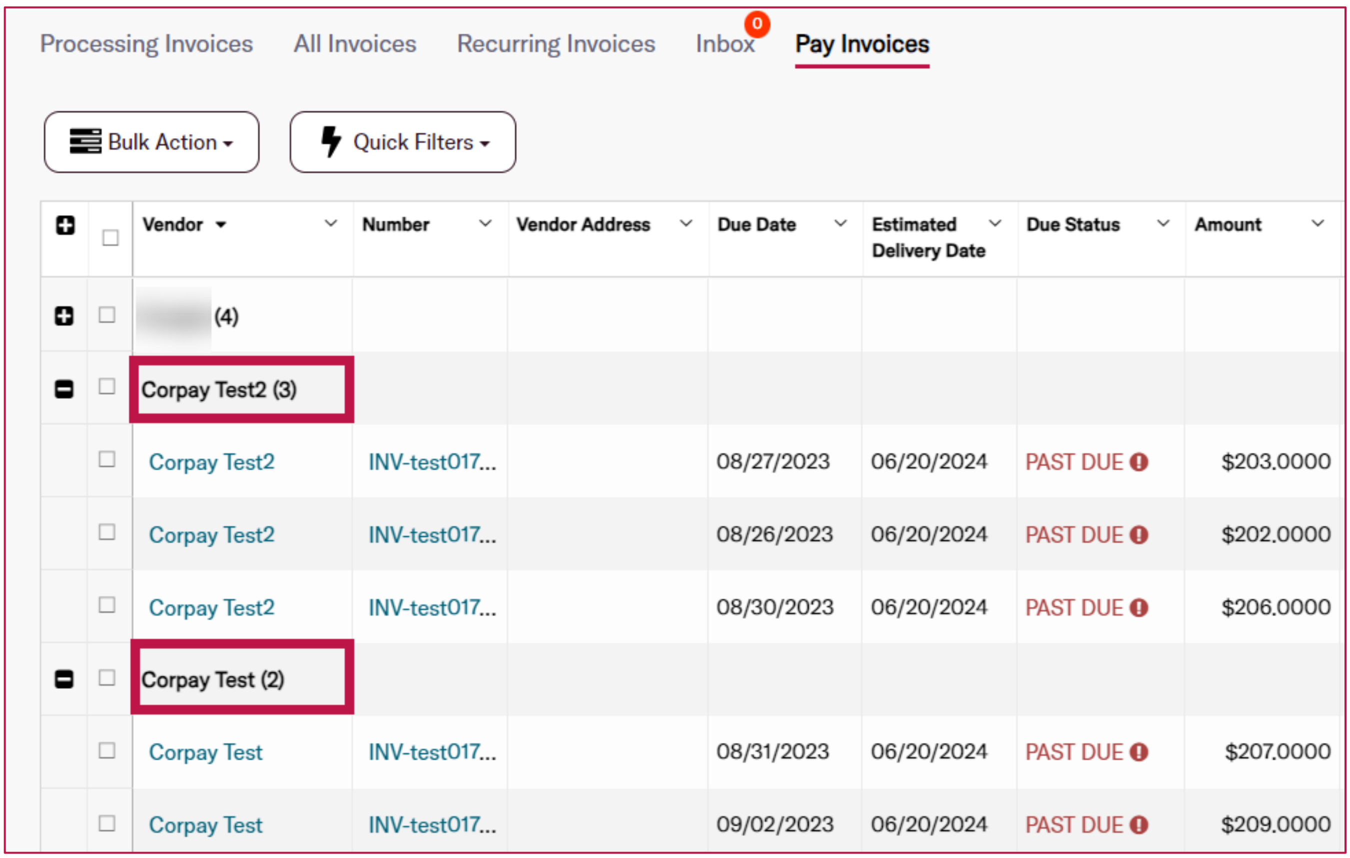
- On the *Add Vendor Location* and *Edit Vendor Location* forms, the **Location Name** field is no longer required for vendor locations. Whenever **Location Name** is displayed in Corpay Complete, locations without a name will default to **Address Line 1**.
- When a vendor has multiple locations, users 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.



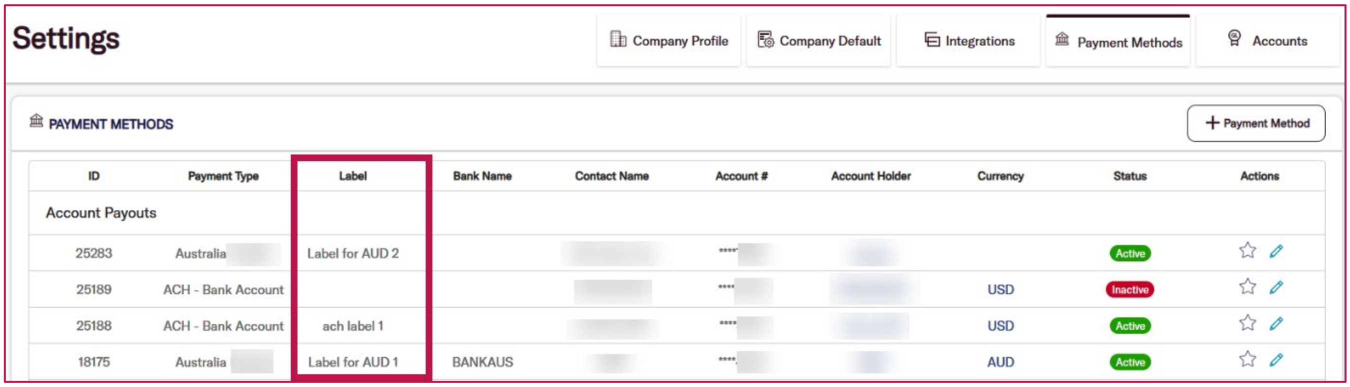
- The **Source Document ID** column on the *Processing Invoices* and *All Invoices* tables now correctly displays the proper Source Document ID for invoices created from a file upload.
- The **Vendor** column on the *Pay Invoices* tab can now be sorted alphabetically, resolving a previous issue with 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**.

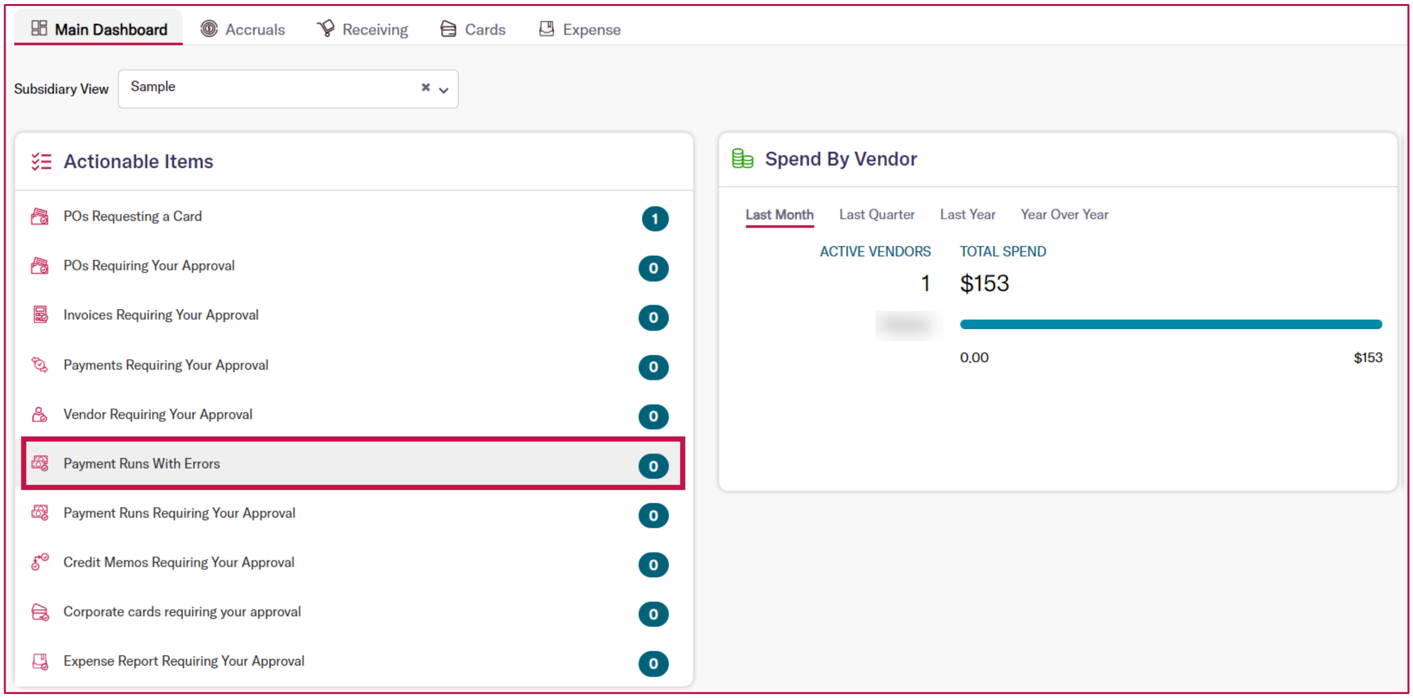


- When a payment method has a label, the label will be exposed across Corpay Complete. Users will now see payment method Labels on the *Payment Methods* page in addition to the invoice, expense report, and payment forms. This enhancement includes adding a new **Label** column to the *Payment Methods*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



- 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.

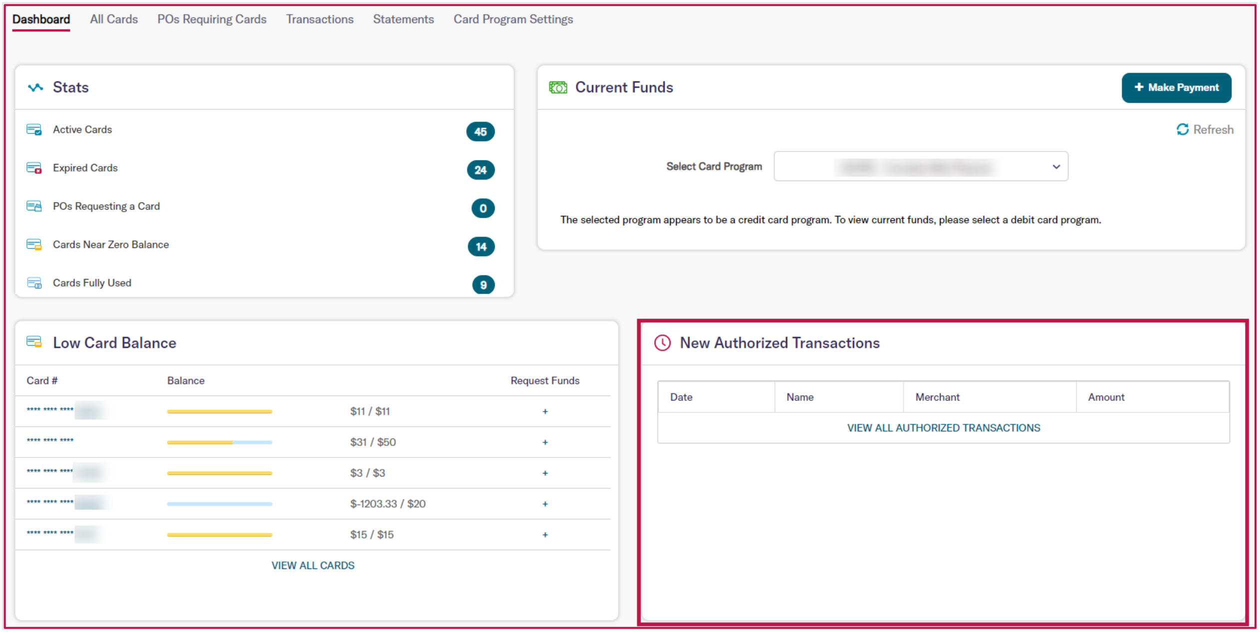
- Permissioned users now have the option to void payment runs that fail during processing. To void a failed payment run, select the payment run with a **Failed** status and then click the **Void Payment Run** button. After selecting Ok on the confirmation dialog, the following actions occur:
  - The 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.

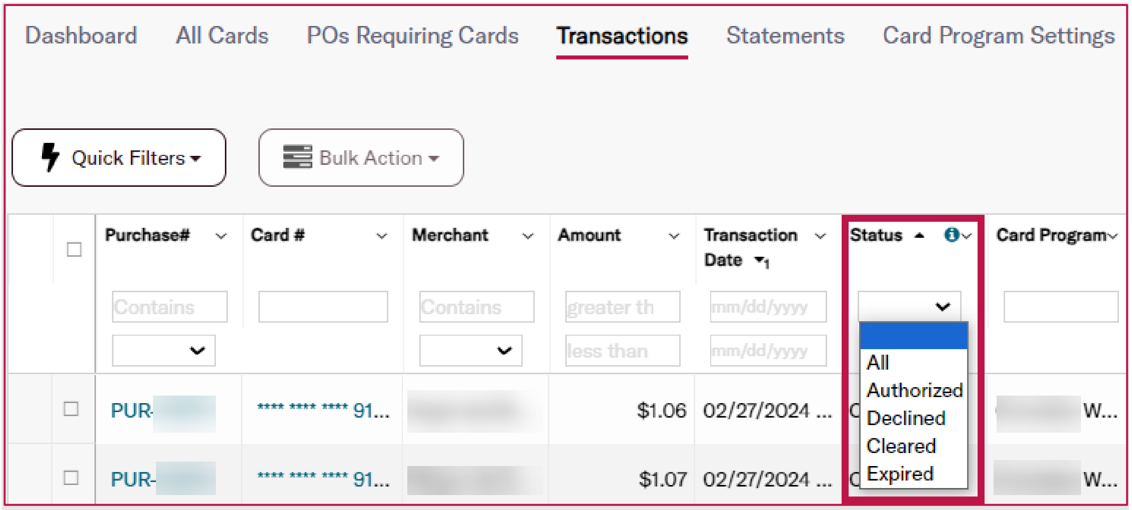


- The following updates were to the *Payment Run Details* page for payment runs that fail during processing:
  - A new **Error Status** column was added to the *Payment Run Details* page > *Invoices* table.
  - An error message displays at the top of the page.
  - Error messages are shown on individual 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.

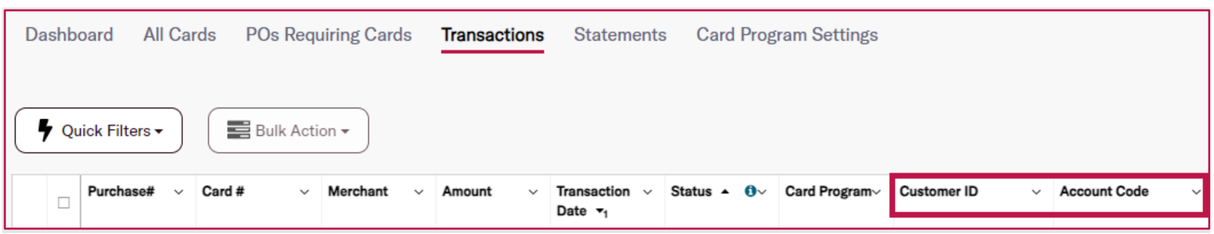
Card Improvements

- Card admin users can now edit the billing address on physical and ghost cards through the *Edit Settings* form on the *Card Details* page. Additionally, card admin users may select an optional billing address when issuing a new card on the *Issue Corporate Card* form.
- In the *Card Profile* drop-down on the *Request a Corporate Card* form, the label for **Off Profile** was changed to **Custom** to clarify its meaning and purpose. Additionally, users may now choose **Custom** as the Card Profile for physical card requests. Previously, **Off Profile** was only available for virtual card types.
- On the *Cards Dashboard*, the *New Pending Transactions* section was changed to *New Authorized Transactions*. Also, the **Pending** option was removed from the *Status* filter on the *Transactions* grid.

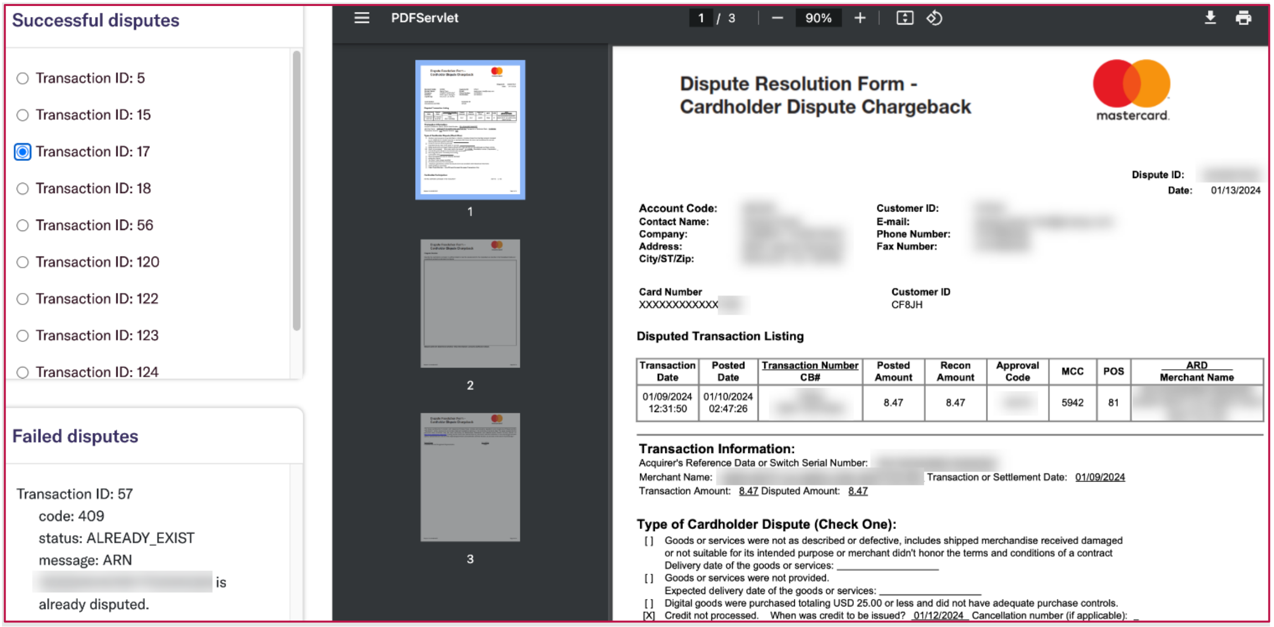




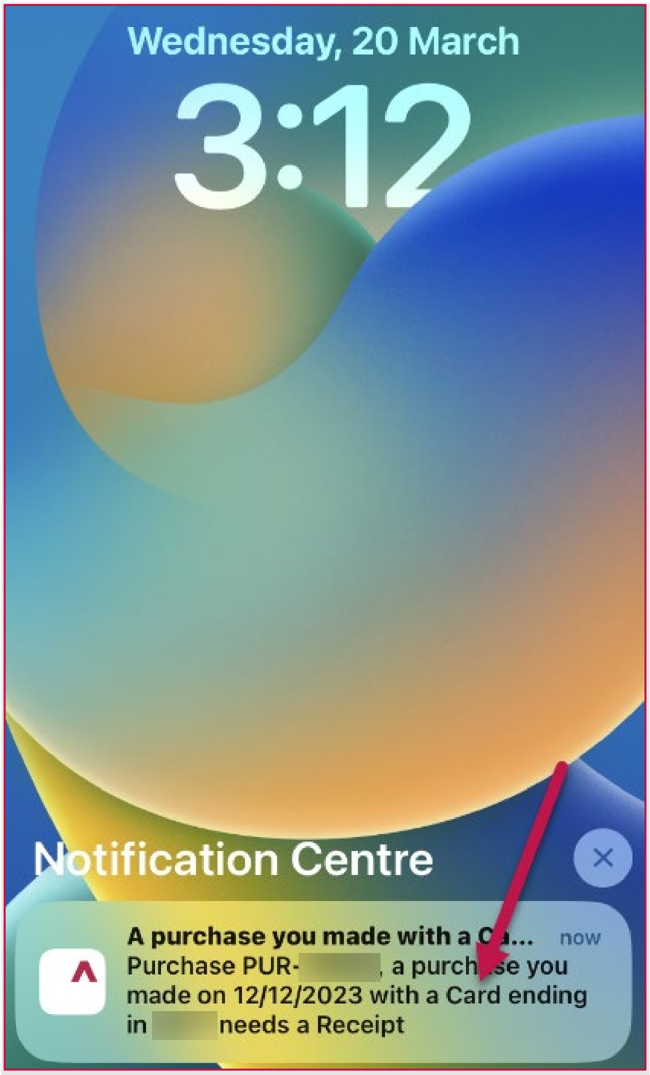
- Users may now view the *Customer ID* and *Account Code* from Card Program Settings in the *Transactions* grid.



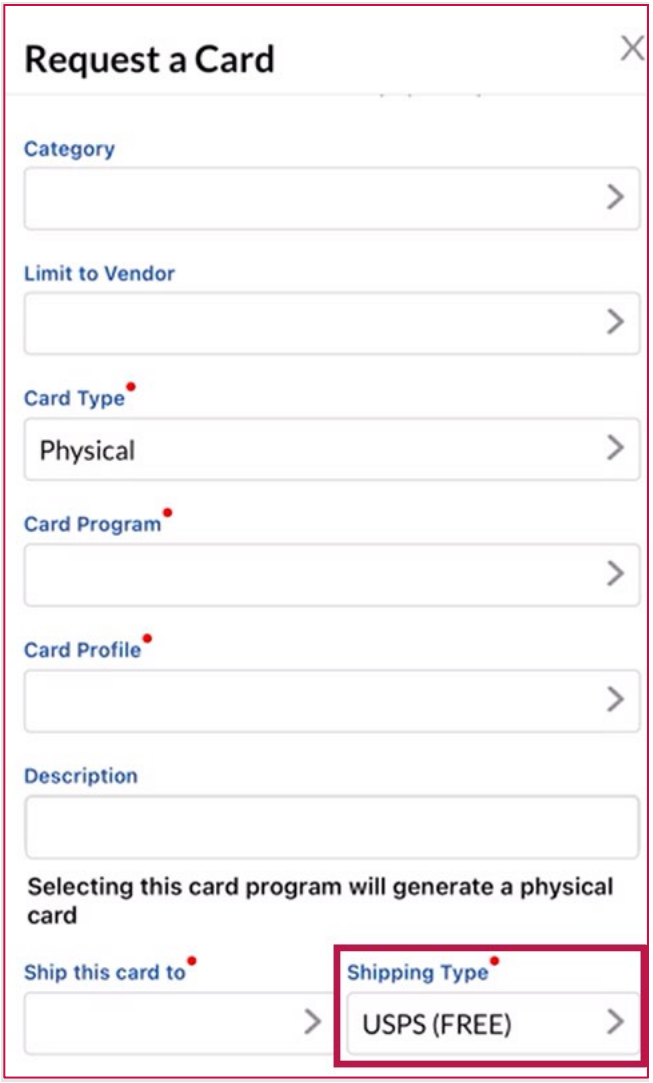
- In the dispute workflow, users will now be taken to the Dispute Detail PDF(s) for the transaction(s) on which they have filed a dispute. On this page, users can view all pages of the PDF, download, and print as needed.



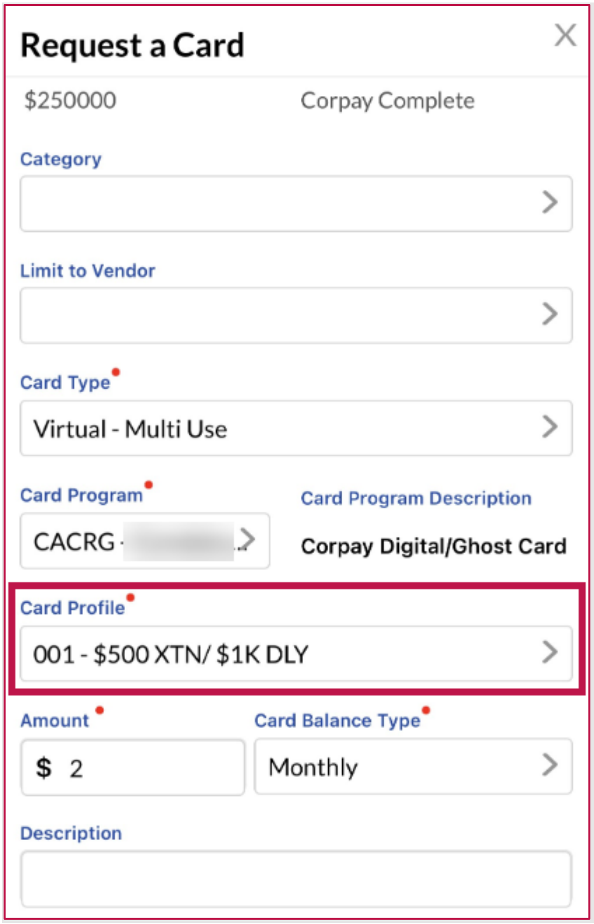
- In the Corpay Complete Mobile App, push notifications were updated to say **Card** instead of **Virtual Card** since both physical and virtual card types may be in use.



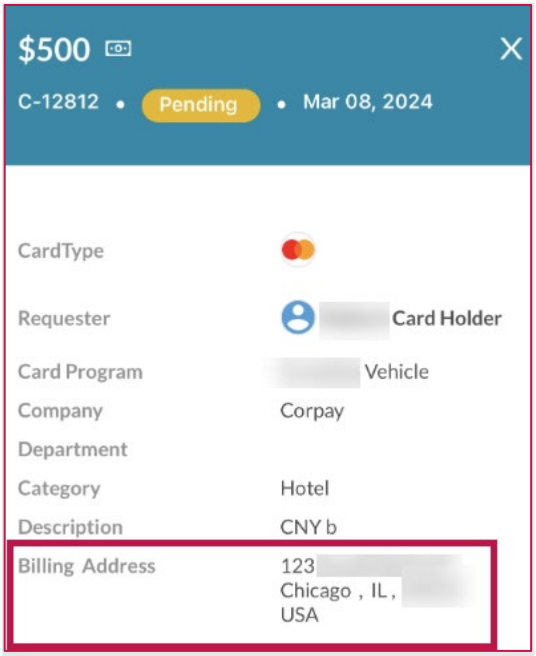
- On the *Request a Card* form in the Corpay Complete Mobile App, the *Shipping Type* drop-down was updated to only show valid options for the selected card type.



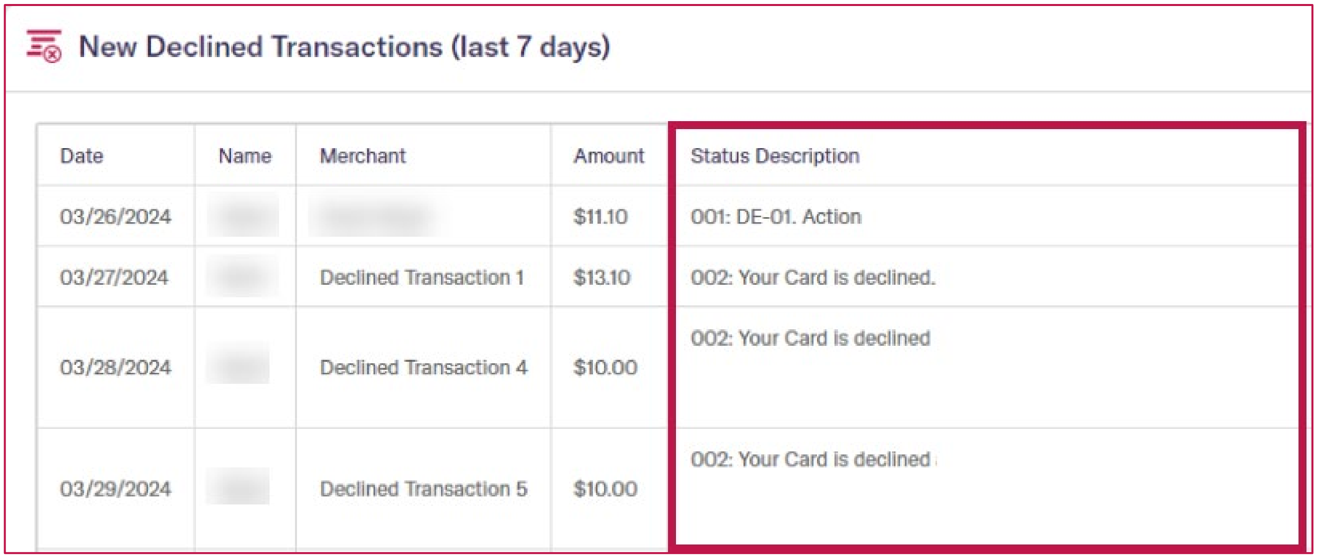
- In the Corpay Complete Mobile App, users can now select a *Card Profile* when requesting a new ghost card. Previously, the profile selection was only available for physical card types.



- The billing address will now display when viewing card details in the Corpay Complete Mobile App.



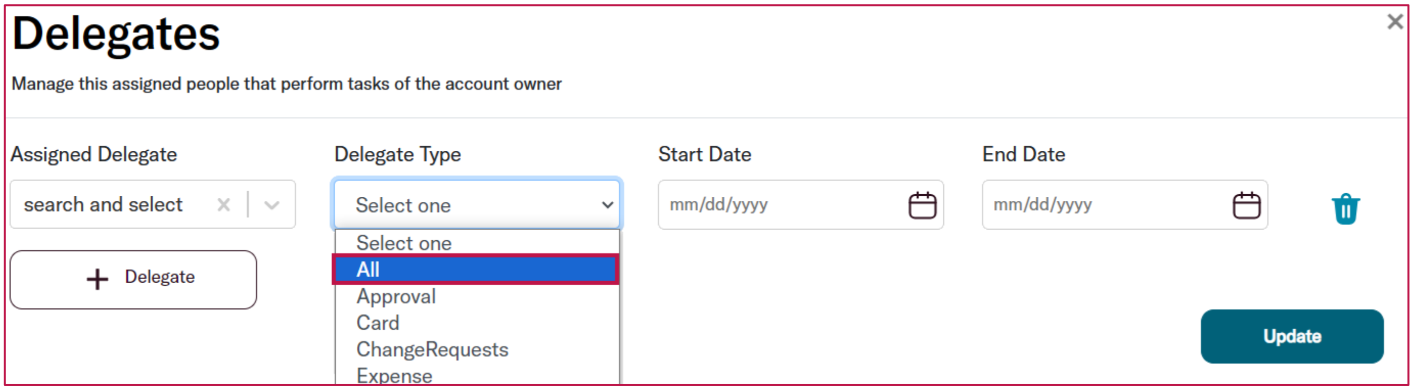
- Previously, several filters in the *Transactions* grid were not functioning as expected, including the *Purchase Number*, *Merchant*, and *Transaction Date* filters. With this deployment, all filters perform correctly.
- Previously, users were directed to an incorrect page after exiting the Fraud Alerts *Set Up Delivery Method* page in the Corpay Complete Mobile App. With this deployment, users will be directed to the *Fraud Alerts Details* page.
- Previously, entering an invalid email address during login caused an infinite loading screen in the Corpay Complete Mobile App. Now, if an incorrect email is entered during login, users will now see a validation message.
- Previously, loading icons failed to display correctly on Android devices in the Corpay Complete Mobile App. With this update, loading icons display properly regardless of mobile device.
- On the *Cards Dashboard*, a *Status Description* column has been added to the *New Declined Transactions* section, which displays the decline reason for each transaction.



New Declined Transactions (last 7 days)

Date	Name	Merchant	Amount	Status Description
03/26/2024			$11.10	001: DE-01. Action
03/27/2024		Declined Transaction 1	$13.10	002: Your Card is declined.
03/28/2024		Declined Transaction 4	$10.00	002: Your Card is declined
03/29/2024		Declined Transaction 5	$10.00	002: Your Card is declined

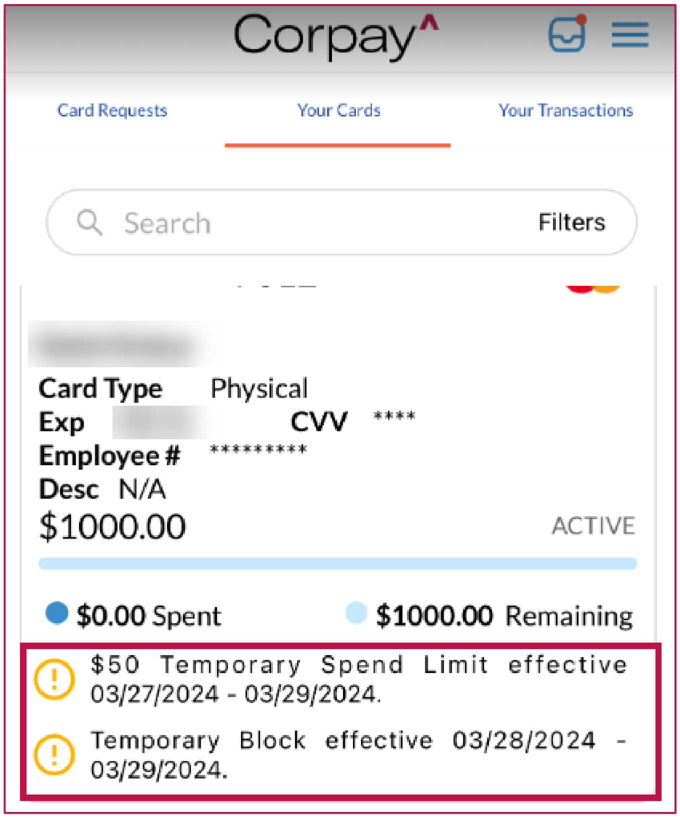
- A new **All** option was added to the *Delegate Type* drop-down when assigning a delegate through the *User Profile* or on the *Edit User* pages. Previously, each *Delegate Type* had to be added multiple times because the *Delegate Type* drop-down only allowed a single selection.



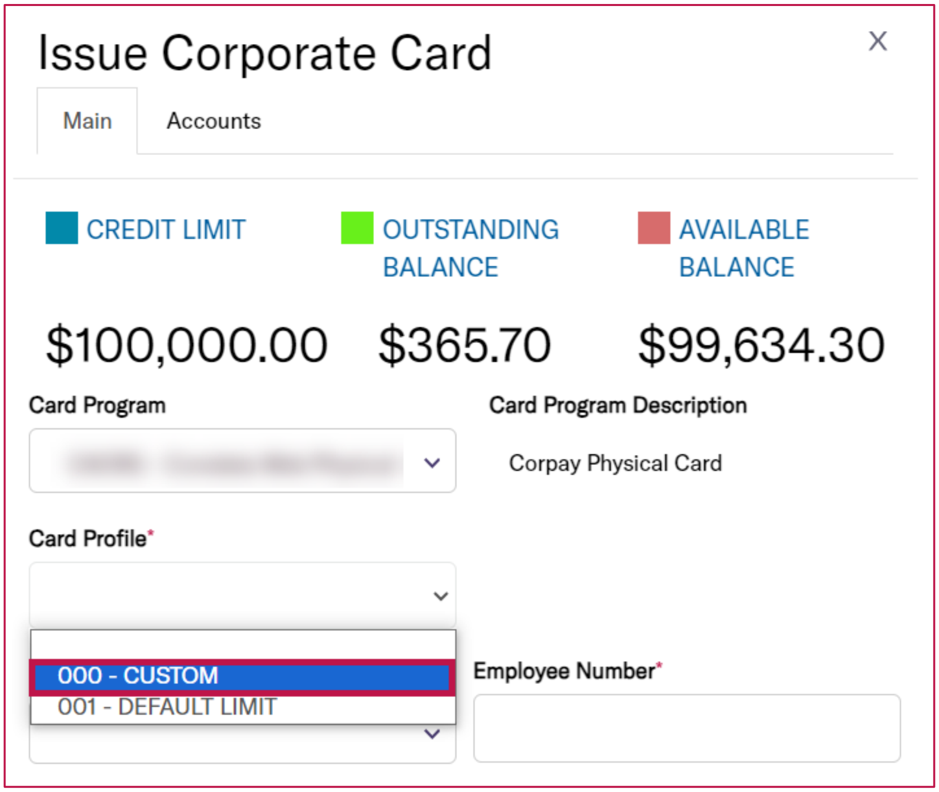
- Previously, customers could not save their phone number when setting up Fraud Alerts in the Corpay Complete Mobile App. This issue has been fixed and customers may create Fraud Alerts without issue.
- In the Corpay Complete Mobile App, the **Accrualibot** was renamed to **CorpayBot** on chat

and inbox notifications. Also, the robot icon for **CorpayBot** was updated to reflect Corpay branding.

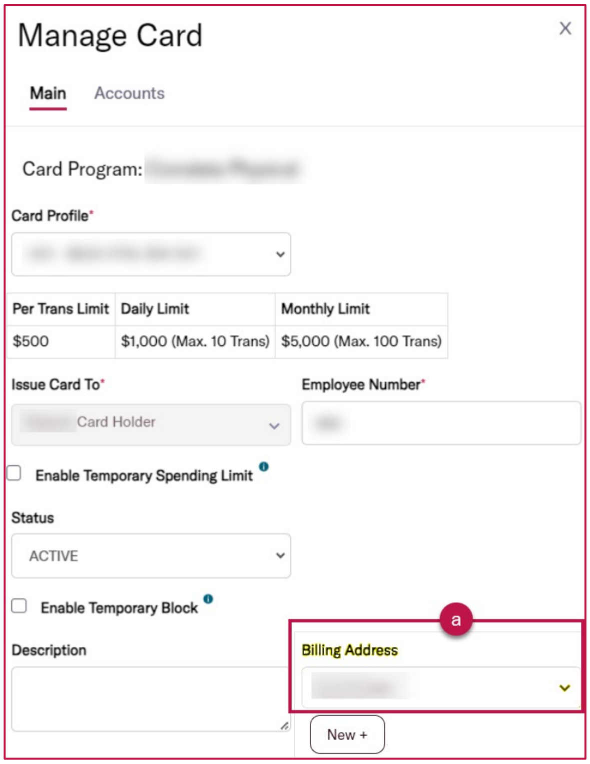
- Cardholders can now see if their card has a temporary block or temporary spending limit in the Corpay Complete Mobile App. Previously, cardholders could not view this information in the Mobile App, which made it difficult to know how many charges could be submitted to a card. With this enhancement, customers can also see if they have been given a one-time spending limit from the *Card Details* page.

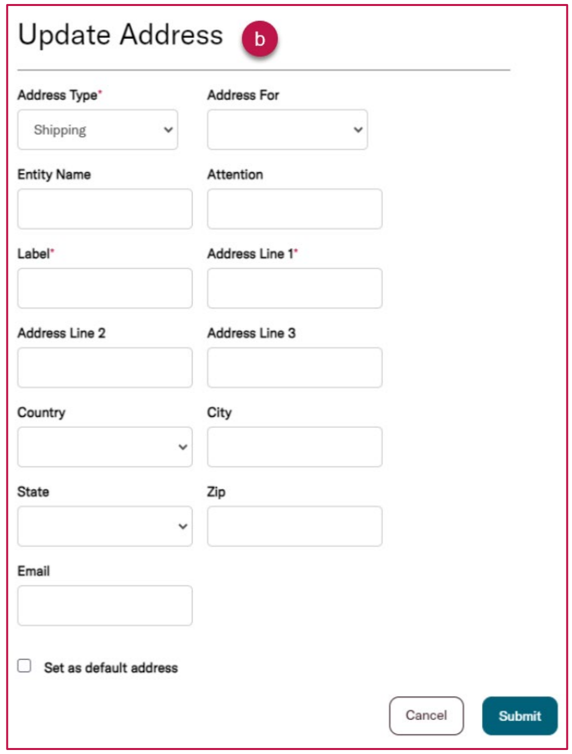


- In the Corpay Complete Mobile App, customers can now select **Custom** (formerly **Off Profile**) from the *Card Profile* drop-down for new physical card requests.



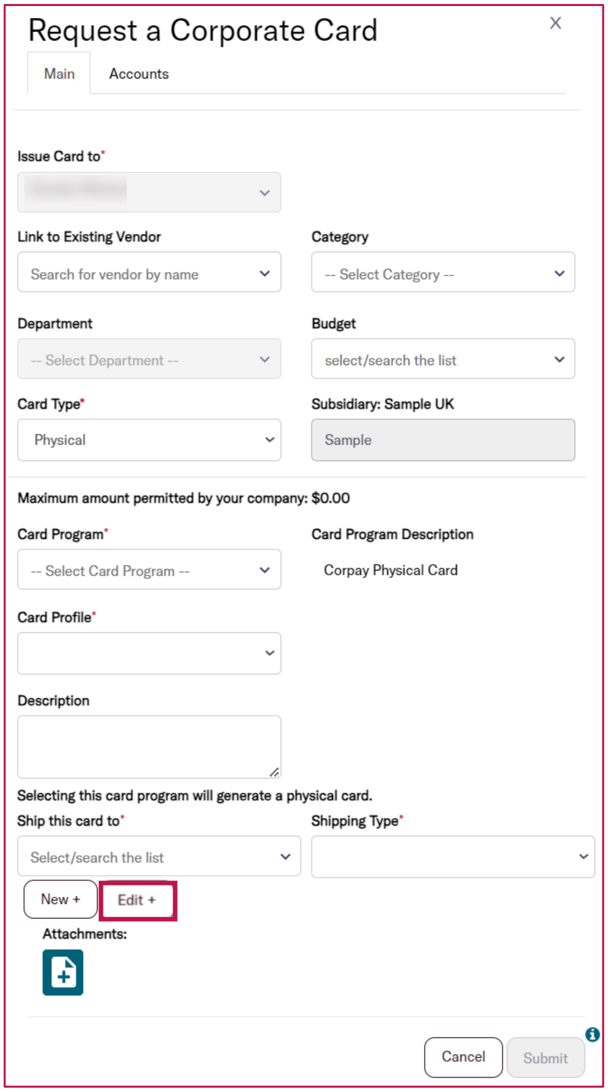
- Card admin users can now update the *Card Type*, *Card Balance Type*, and *Spending Limit* fields for **Off Profile** and **Custom** ghost cards. This enhancement gives card admin users additional options when managing ghost cards.
- The *Terms of Service* link on the Corpay Complete Mobile App login page was updated so that customers are directed to the new Corpay URL.
- 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.



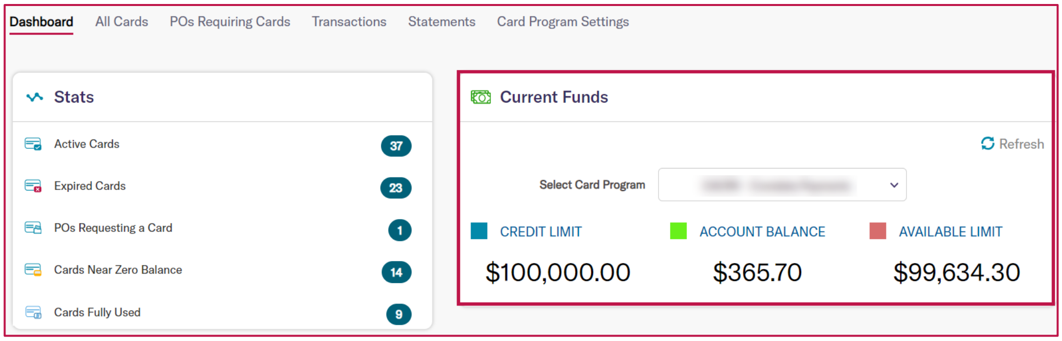


- In the *Request a Corporate Card* form, a new **Edit** button was added to the *Ship this card to* field that enables users to edit their personal addresses.

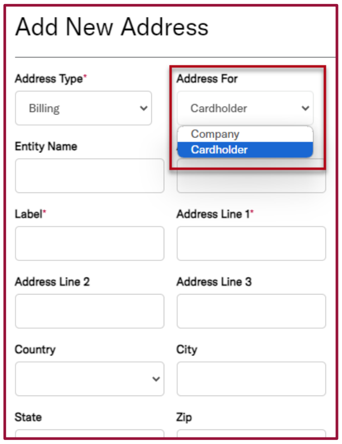
  NOTE: Addresses set at the company level cannot be edited by card requestors.



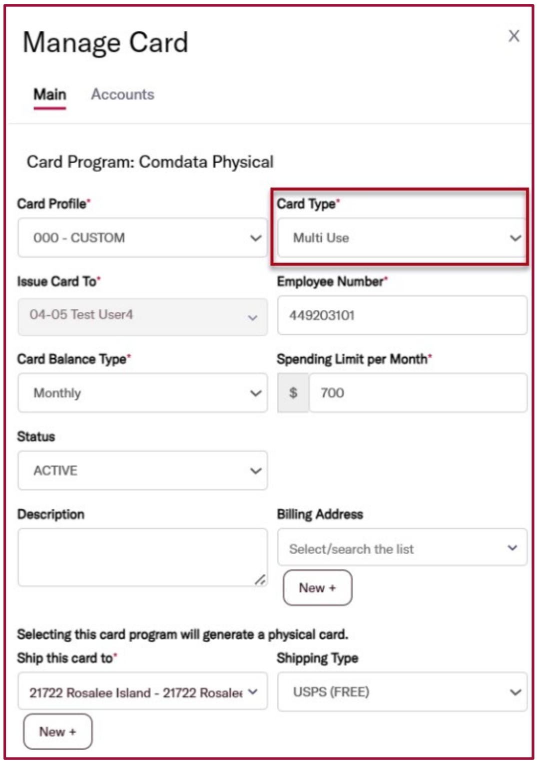
- The *Credit Limit*, *Account Balance*, and *Available Limit* fields in the *Current Funds* pane in the *Cards Dashboard* was updated to show more relevant data and clearer labeling for both credit and prefunded card programs.



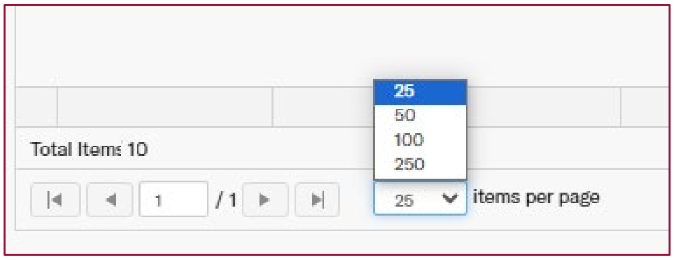
- Date range indicators were added to multiple sections of the Cards dashboard to clarify what data is being displayed. The improvement helps card users to clearly understand what date ranges apply to each of the data sets when they are looking at the Cards Dashboard. Users will now see the date range listed on each section and will easily know if the data is from the last 30 days, 60 days, etc.
- 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 go in to add or edit the address on a card, their only options were to add/edit the address for the company or for their own user profile. With this update, admins can now add/edit addresses that will be linked to the cardholder instead.



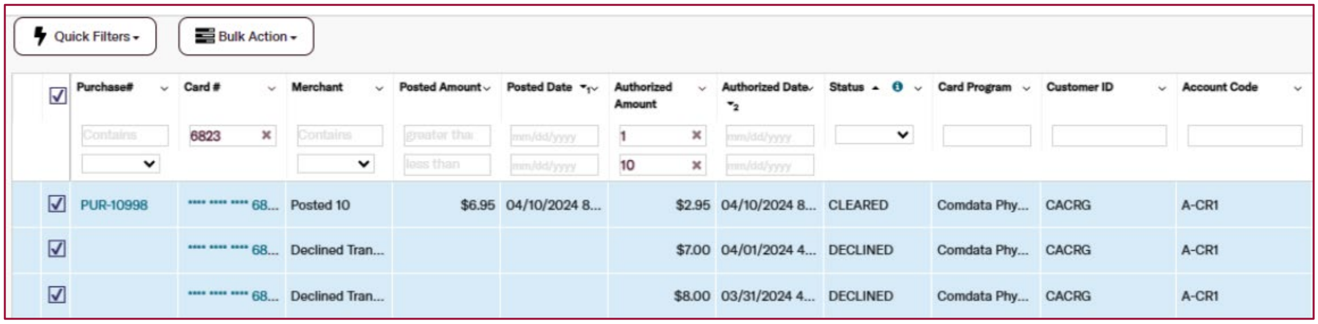
- With this improvement, the Single-Use option for physical card types is no longer available when requesting or creating a new card. Removing the option was relevant because the single-use option would be better suited for a virtual card. It also enhances efficiency since it helps to avoid wasting card stock on one-time purchases that can otherwise be served by using virtual cards.



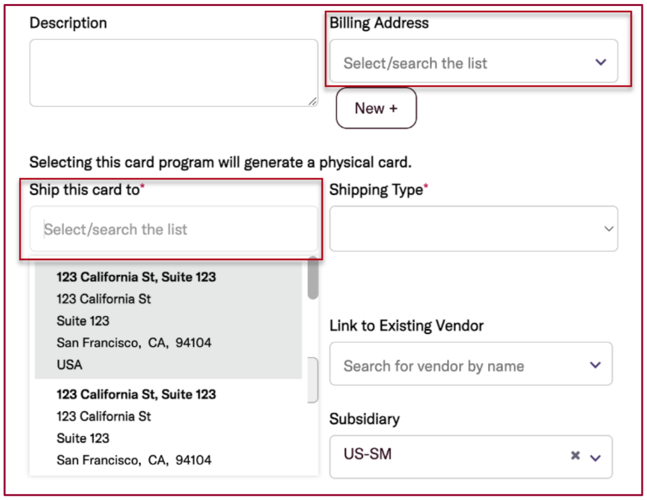
- With this change, the UI on the Add Funds modal for prefunded Stripe card programs is now updated to only allow whole numbers. Prior to the update, adding decimal places caused an error that prevented funds from being added to the card.
- Card users can now view up to 250 records on the Transactions grid. Before the update, this was limited to 100 records. When viewing the Transactions grid and scroll to the bottom of the page, users should now have options for 25, 50, 100, and 250 in the items per page dropdown selection



- With this update, card users can now see the Transactions grid 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 grid had only one date and one amount field that changes based on the transaction status.



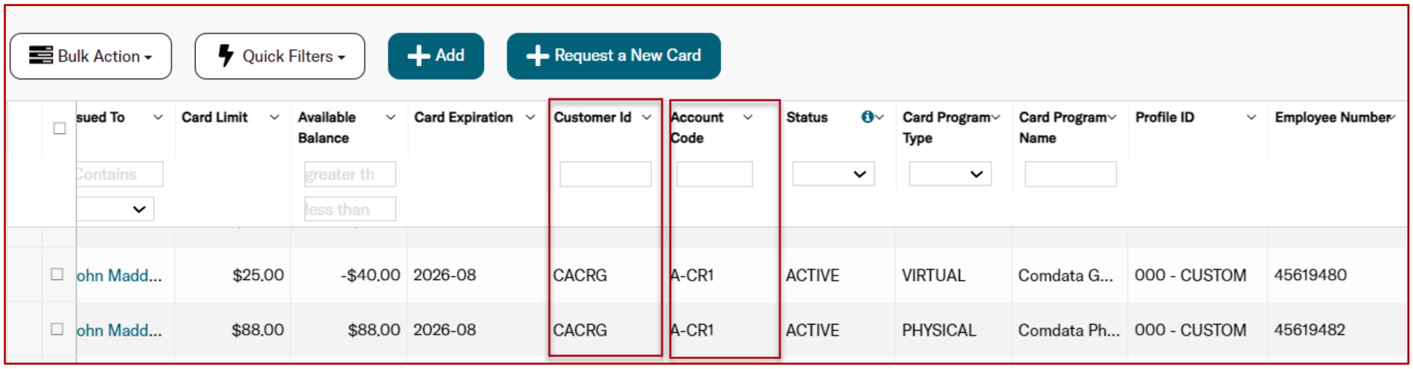
- With this update, users will now see the full street address in the "Ship this card to" and "Billing Address" dropdowns when adding, requesting, or editing a card. Before the update, only the location name, city, zip code, and country were visible.



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

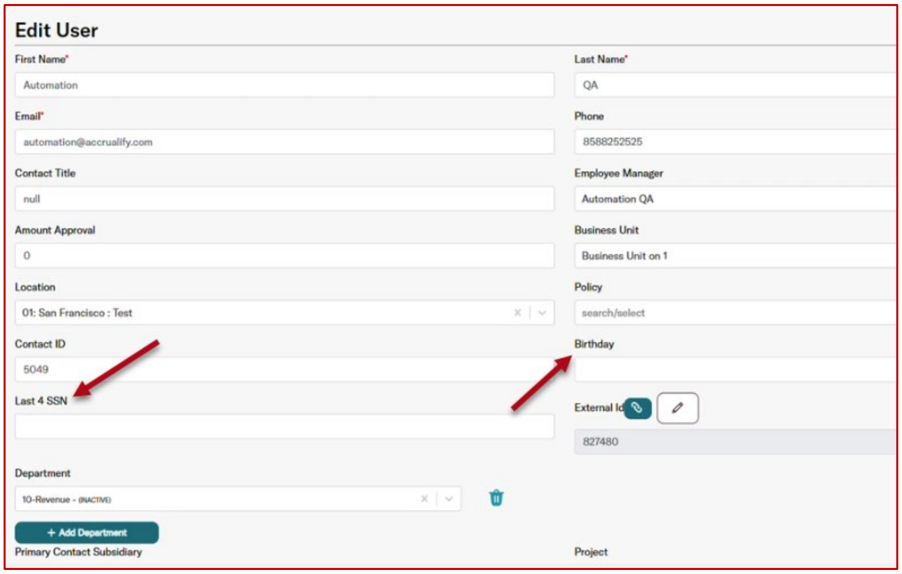
- With this improvement, user profiles that have been locked after multiple failed login attempts to Corpay Complete can now be unlocked by admin users via a new Unlock User button on the User Details page. Previously, users had to contact customer support to have their account unlocked since there was no way for admin users to unlock user accounts in Corpay Complete in the event that users attempted to login too many times with an incorrect password and have their account locked.

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

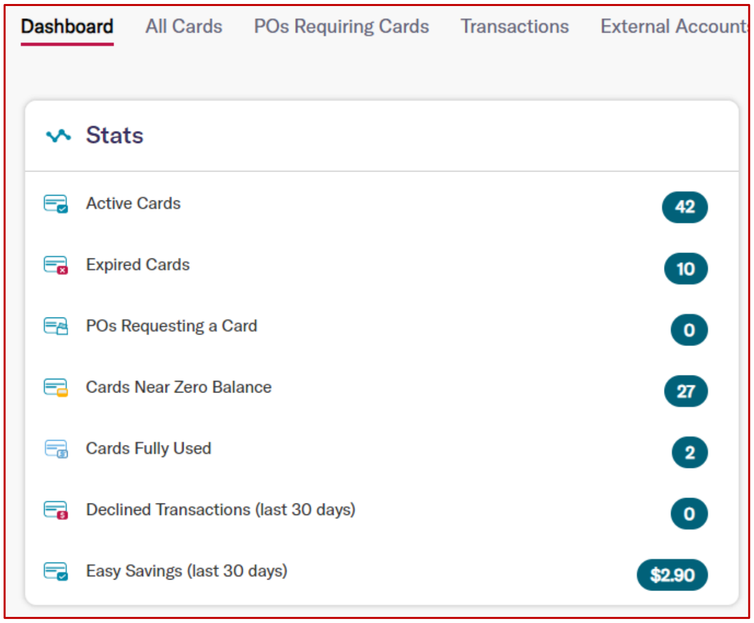


- With this improvement, the Date of Birth (MM/DD) and last 4 digits of SSN fields were added as optional fields on the user creation page in Corpay Complete. Because the Support team uses these fields, the change will allow team members to verify the identity of users calling after-hours.

Corpay



- 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 discounts over the last month. Currently, this information is visible only on the Transactions grid after users filter on Merchant name starting with RBT, which most users would not know to do. The change will, therefore, 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

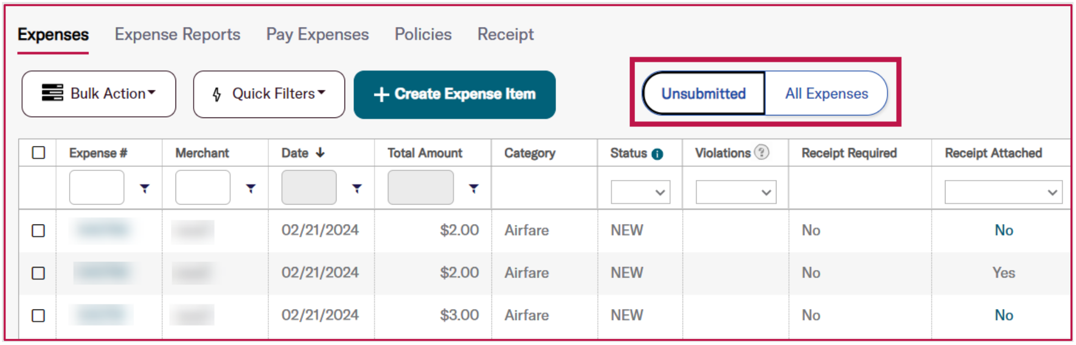
  > Cardholder name does not meet minimum character limit requirements to issue the card. Both first and last name must be at least 3 characters.

- Fixed a bug where the Replace Card button was missing from the Card Details page for physical and ghost cards.
- 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 bug where certain features within the Cards module were not displaying for users with legacy admin roles assigned.
- 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.
- 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.

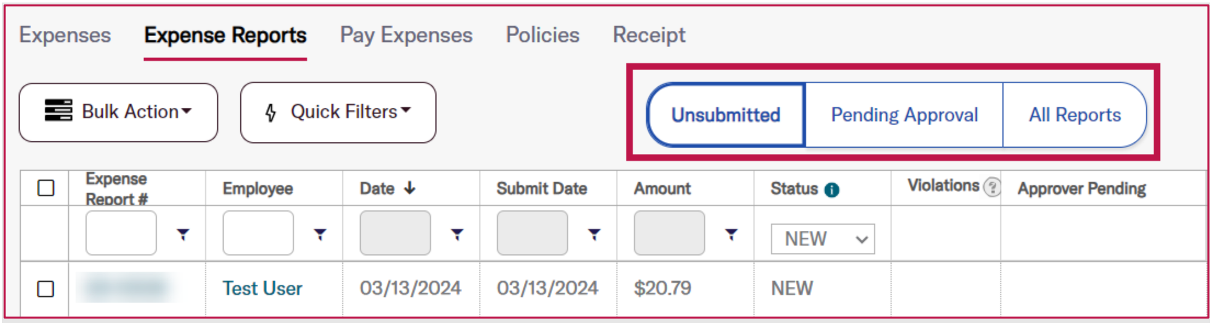
Expense Improvements

- To simplify navigation in the *Expenses* grid, new *Unsubmitted* and *All Expenses* tabs were added to the top of the grid. The *Unsubmitted* tab displays all expense items that have not yet been linked to an expense report, and the *All Expenses* tab shows an unfiltered view of all expense items. By default, the *Expenses* grid will show the *Unsubmitted* tab.

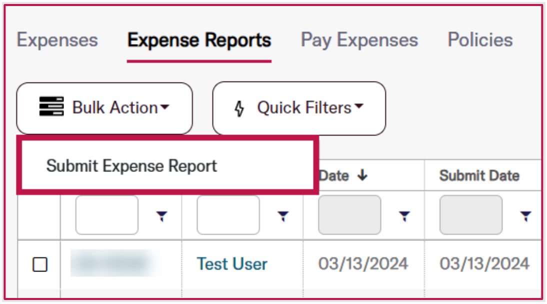


Corpay

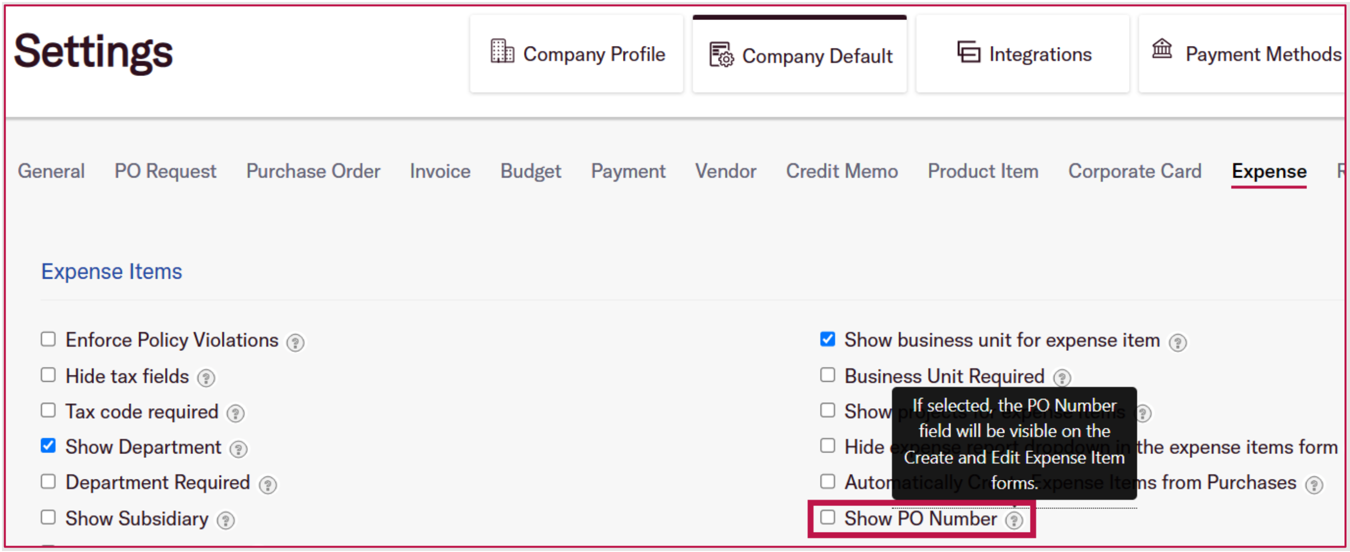
- To streamline navigation on the *Expense Reports* grid, the existing tabs at the top of the grid (i.e., *Draft*, *Inbox*, and *All Reports*) were updated to *Unsubmitted*, *Pending Approval*, and *All Reports*. By default, the *Expense Reports* grid displays the *Unsubmitted* tab.
    - The *Unsubmitted* tab displays all expense reports that have not been submitted for approval.
    - The *Pending Approval* tab shows all expense reports submitted for approval.
    - The *All Reports* tab displays an unfiltered view of all expense reports.



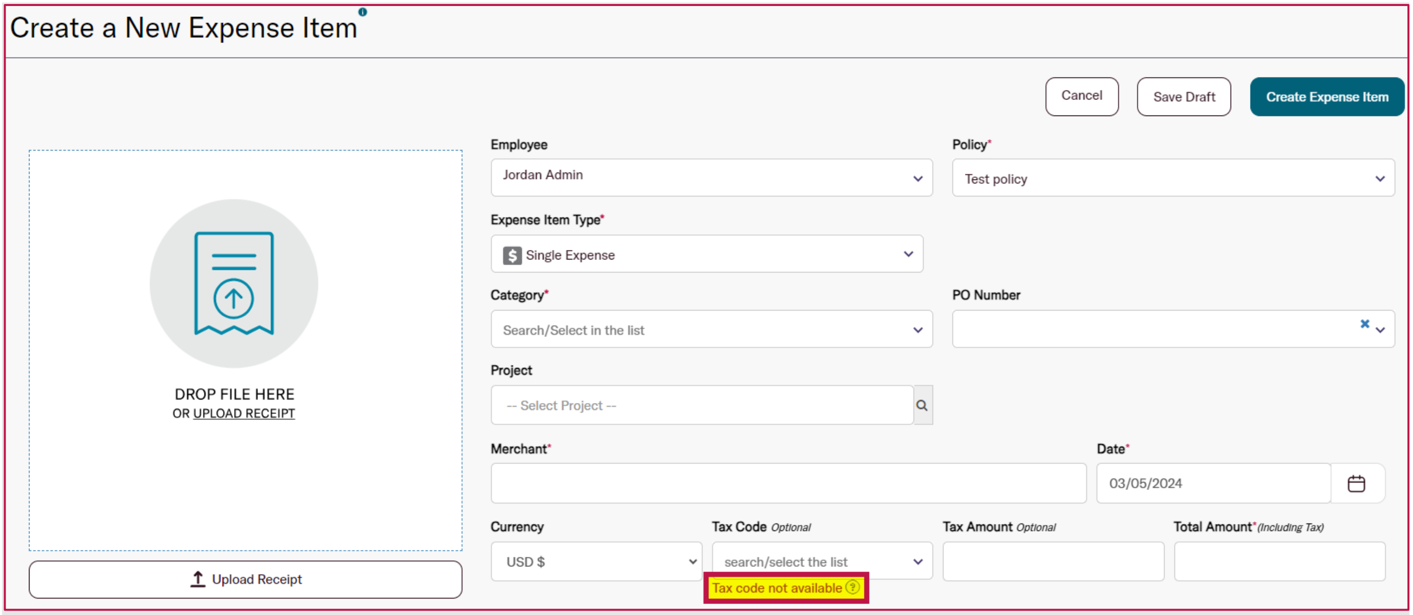
- On the *Expense Reports* grid, the **Create/Reset Approval Workflow** option in the *Bulk Actions* drop-down was removed because it was creating confusion for users. Users may still reset approval workflows on expense reports that have a **Pending** status from the *Expense Report Details* page. Additionally, a new **Submit Expense Reports** option was added to the *Bulk Action* drop-down enabling users to select multiple expense reports from the grid view and submit them for approval. Expense reports must be in a **New** status and have no policy violations to use the new **Submit Expense Reports** option.



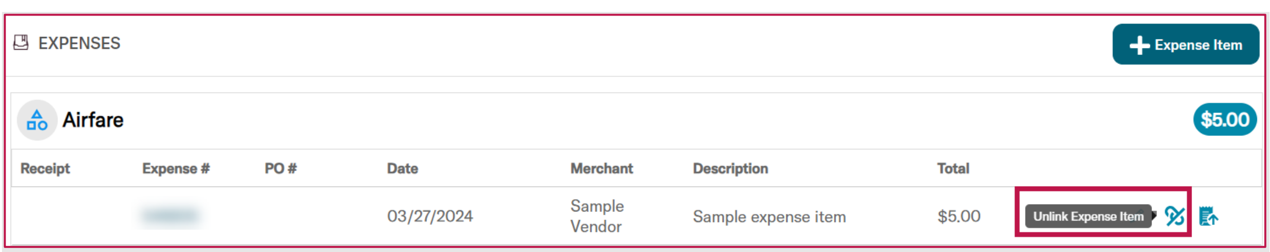
- A new company setting was added that allows users to show or hide the *PO Number* field on the *Create a New Expense Item* and *Edit Expense Item* forms. For companies that are not using purchase order numbers on expenses, this enhancement simplifies the workflow and eliminates confusion for users who do not have information to enter in the field.

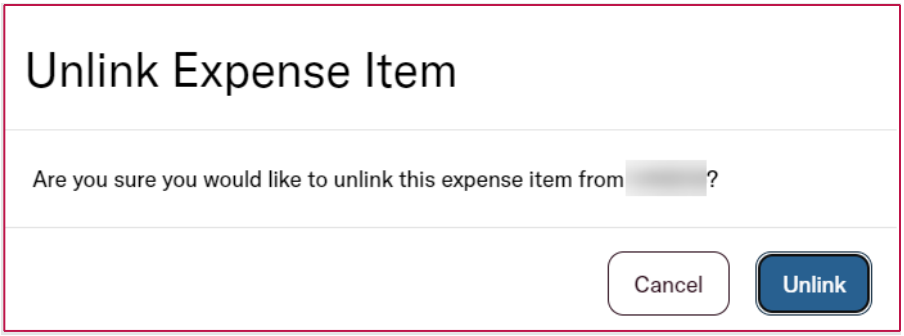


- On the *Create a New Expense Item* and *Edit Expense Item* forms, the *Tax Code* field had a message that said, “Tax code not available.” This message created confusion for users who thought they were missing required expense item information. To simplify the expense item workflow, this text was removed.

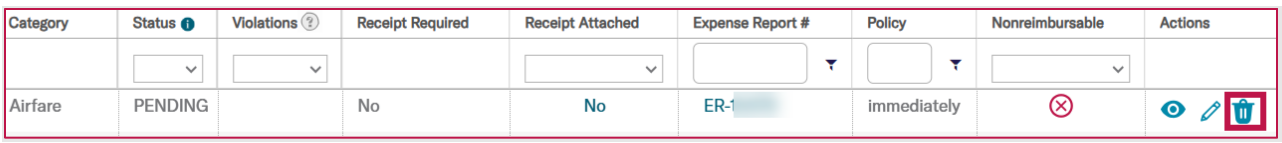


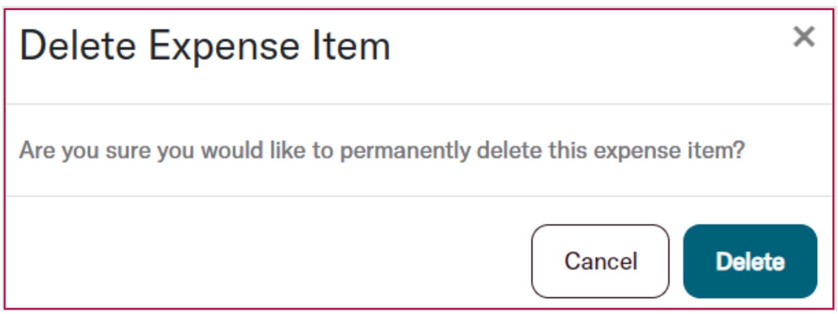
- The Receipt Required email notification was updated to include the date, amount, and transaction merchant. The email now also includes information on what users need to do next to attach their receipt.
- When selecting the **Unlink** action on an expense item on the *Expense Report Details* page, the Unlink Expense Item dialog text has been updated to clarify the **Unlink** action and how to finish unlinking the expense item and expense report.



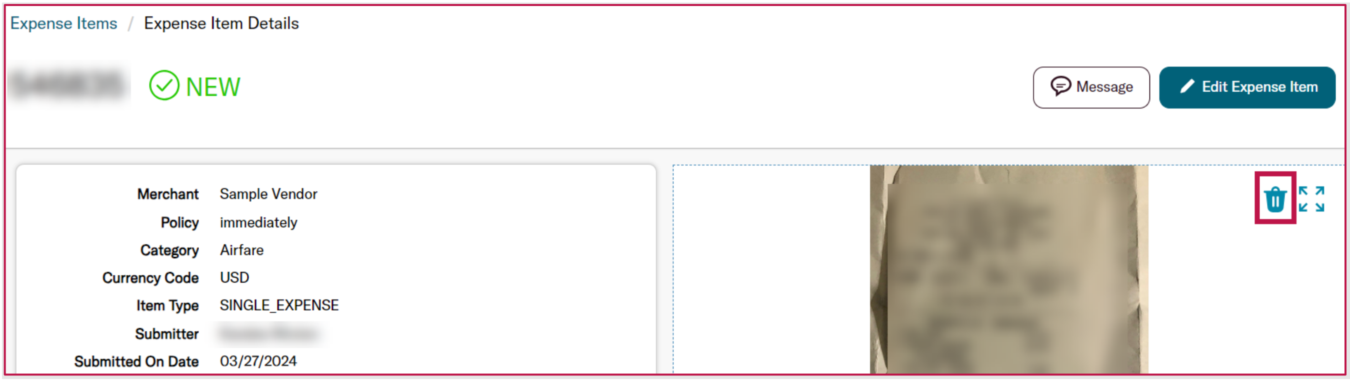


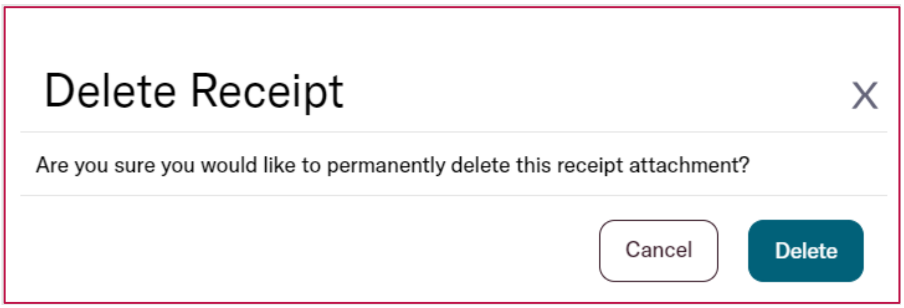
- When selecting the **Delete** action on an expense item in the *Expenses* grid, the Delete Expense Item dialog text has been updated to clarify the **Delete** action and how to proceed.



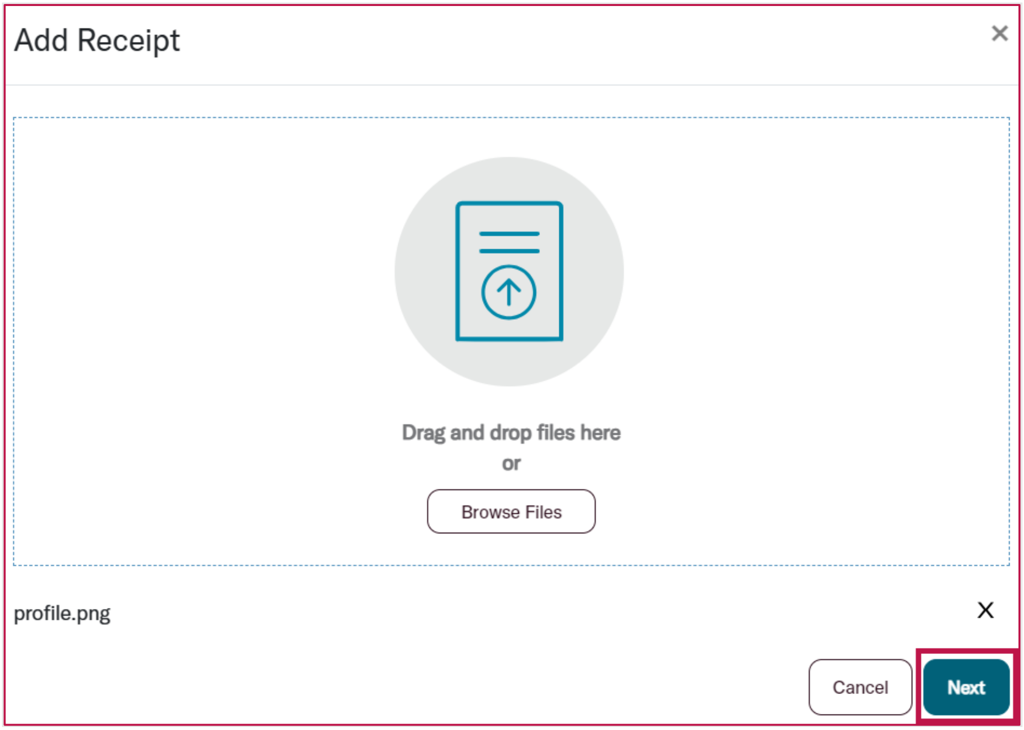


- When deleting a receipt from the *Receipt Queue*, *Matched Receipts*, *Expense Item Details*, or *Edit Expense Item* pages, the Delete Expense Item dialog text has been updated for consistency across all workflows. Additionally, the new dialog text clarifies the **Delete** action and how to continue.

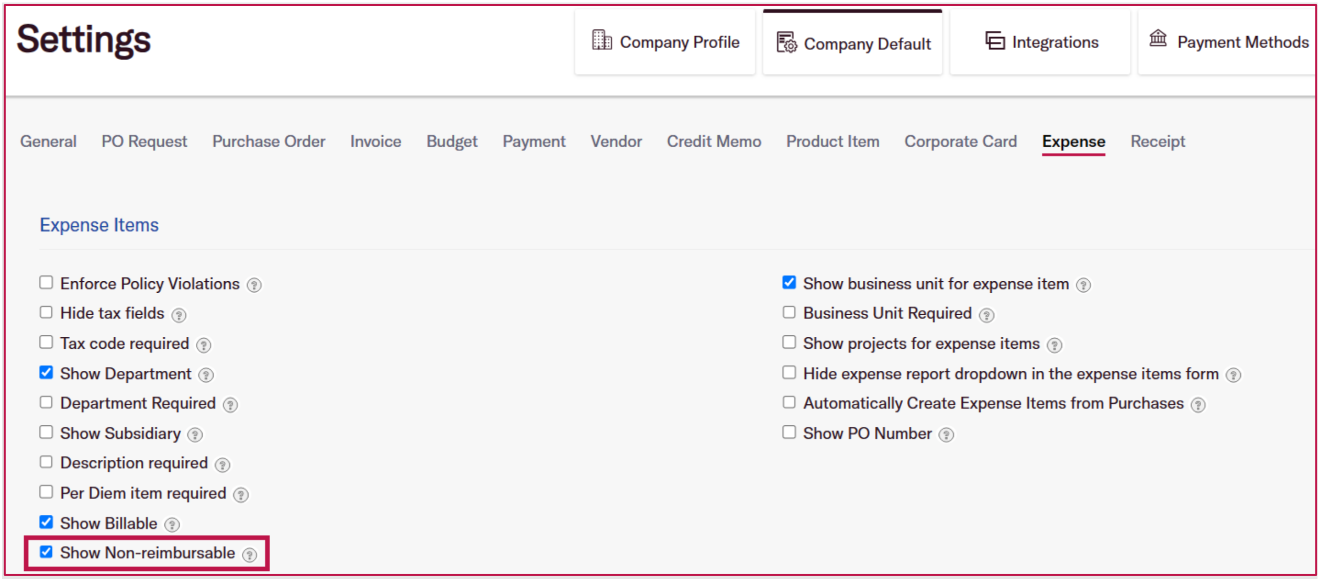


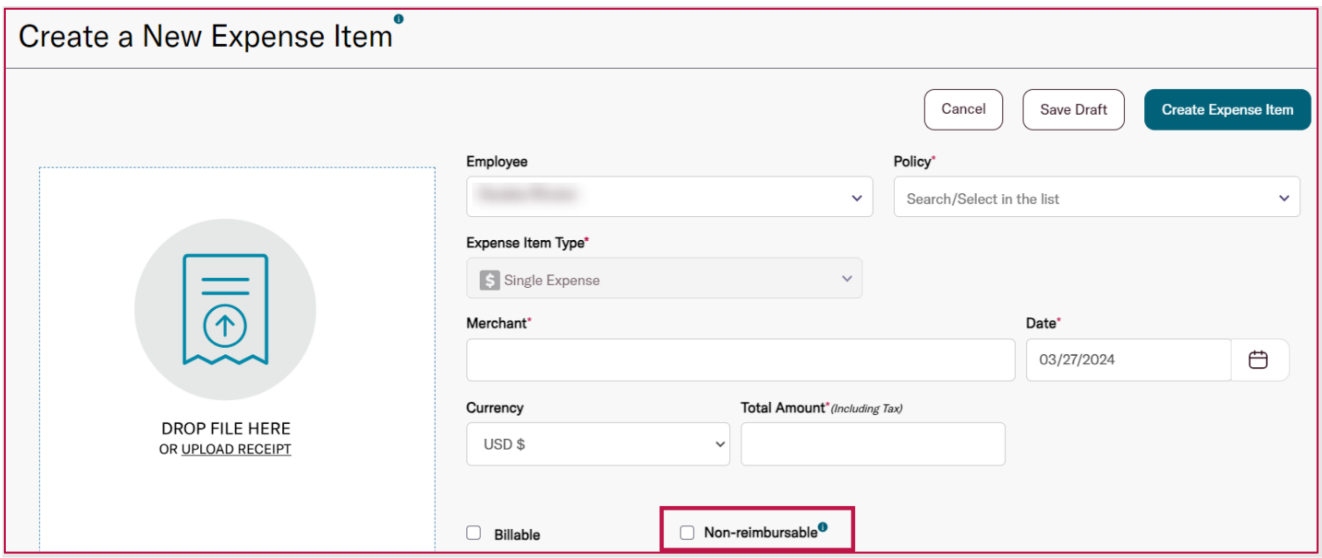


- When users click the **+Add New Receipt** button on the *Receipts* tab, the **Done** button on the *Add Receipt* dialog has been updated to say **Next**. This enhancement ensures that users know that there is another step in the workflow after a receipt image is added.

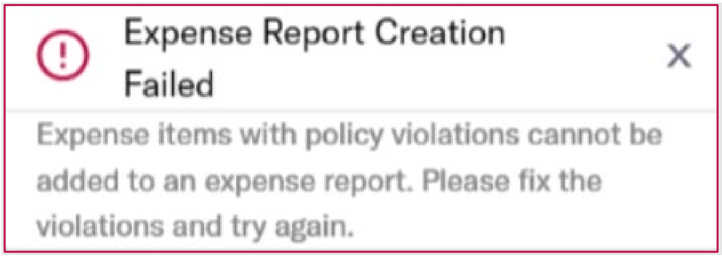


- The **Show Non-reimbursable** setting on the *Administration* page > *Settings* tab > *Company Default* tab > *Expense* tab will now only apply to admin users. When the **Show Non-reimbursable** checkbox is selected, the **Non-reimbursable** checkbox will display on the *Create a New Expense Item* page for admin users. This change prevents staff users from manually creating non-reimbursable expenses for card transactions that have not automatically generated expense items yet.

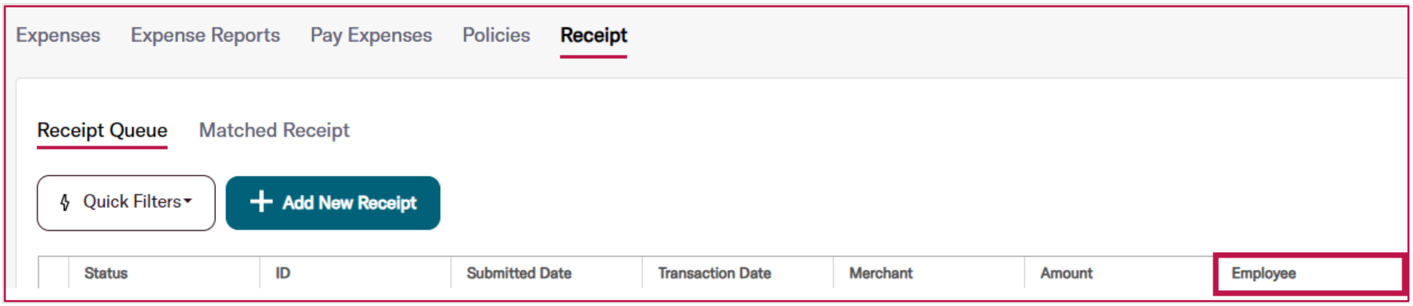




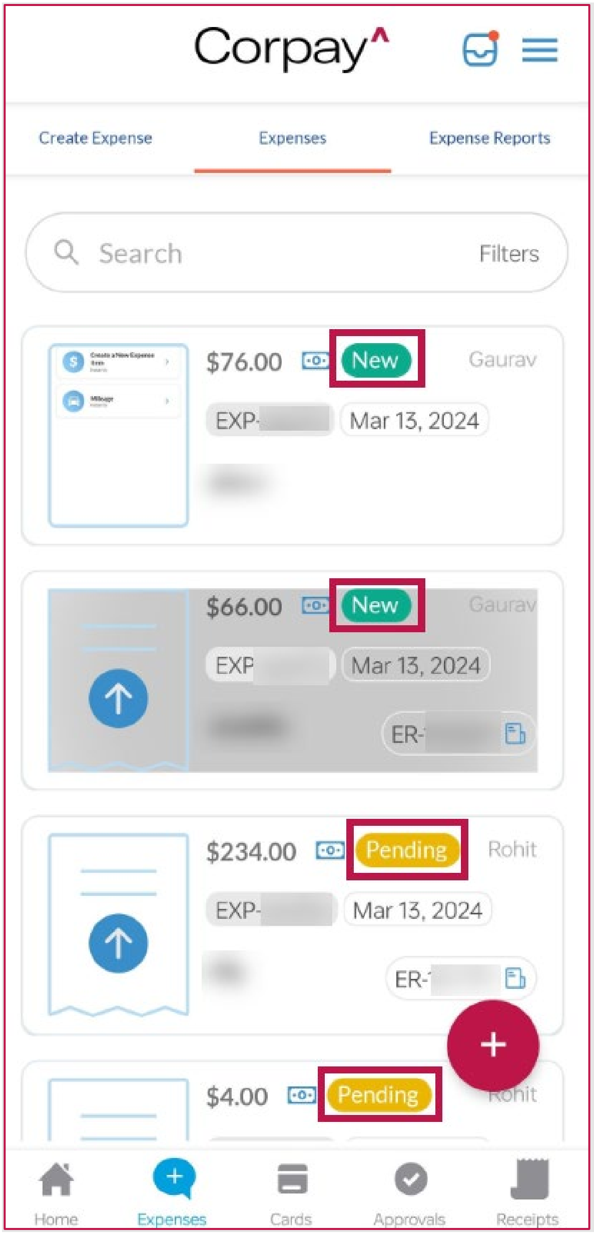
- When the **Enforce Policy Violations** setting is active and users attempt to use the **Create Expense Report** option from the *Bulk Action* drop-down in the *Expenses* grid, an updated error message will display. The new message clarifies the policy violation(s) and what needs to be done to submit the expense report.



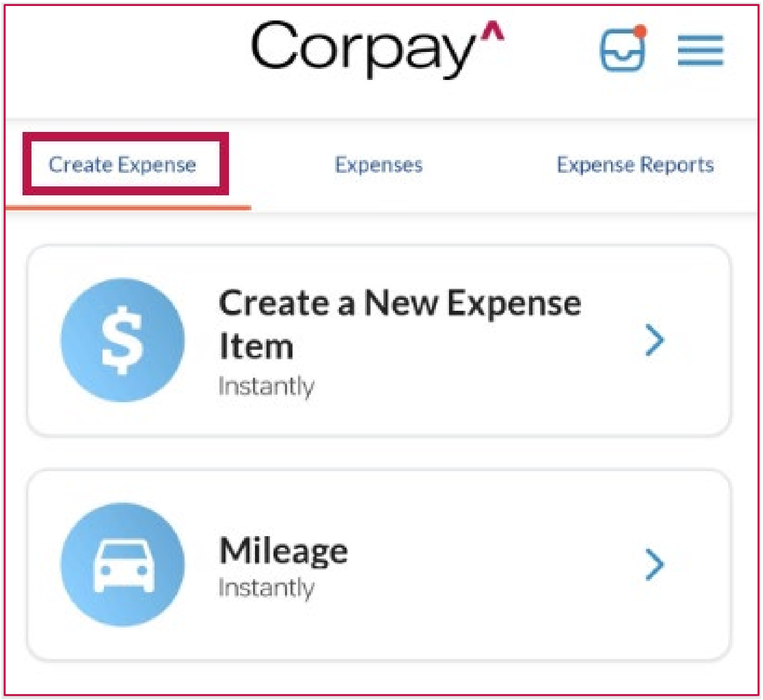
- To improve visibility for admin and delegate users, an *Employee* column was added in the *Receipt Queue* grid that displays the name of the user who uploaded each receipt.



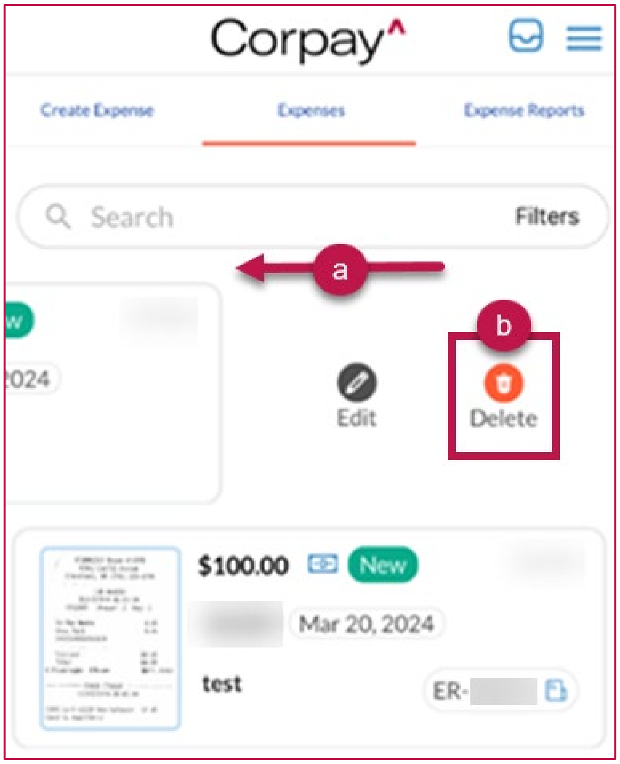
- In the Corpay Complete Mobile App, statuses on the *Expenses*, *Expense Reports*, and *Transactions* pages now include color coding to make it easier to differentiate between each status when scrolling on the list view.



- In the Corpay Complete Mobile App, the *New Expense* tab was updated to a *Create Expense* tab to create consistency with Corpay Complete Web.

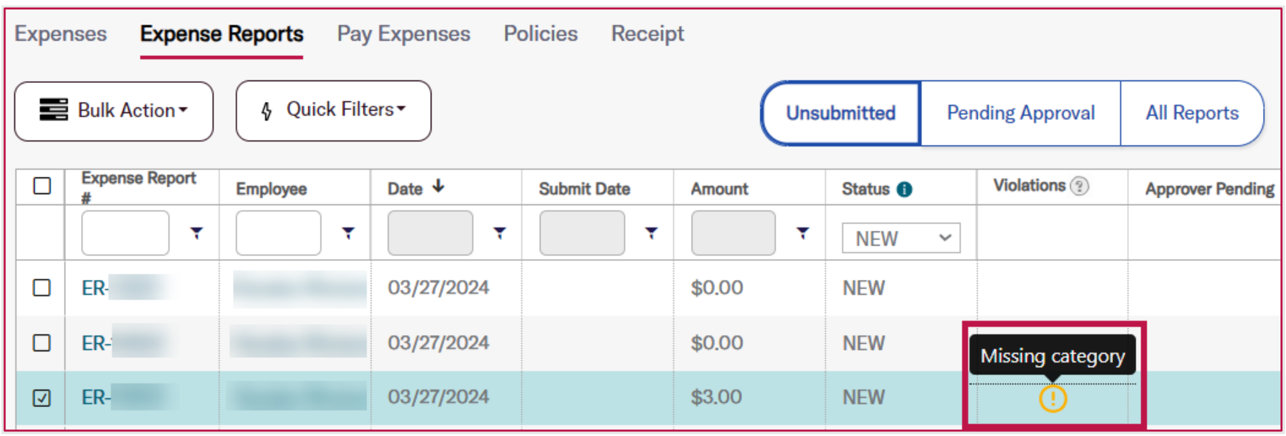


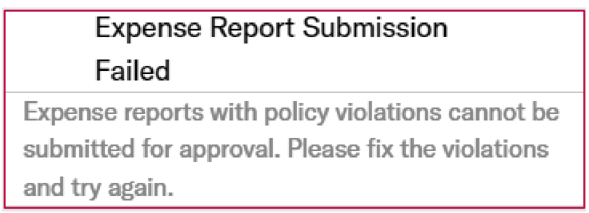
- After creating a new expense item in the Corpay Complete Mobile App, a new success message displays. The message indicates the expense item number and makes it clearer that users must submit an expense report after creating an expense item.
- In the Corpay Complete Mobile App, users can now only delete reimbursable expenses that have a **New**, **Draft**, and **Rejected** status. The **Delete** action can be found in the *Expenses* list after swiping left on a reimbursable expense. This enhancement creates consistency between Corpay Complete Web and the Corpay Complete Mobile App while preventing users from deleting an expense linked to a card purchase or one that has already been submitted for approval.



- On the *Expenses* tab in the Corpay Complete Mobile App, users can now filter expense items based on whether or not a receipt has been attached.
- After a user uploads a receipt in the Corpay Complete Mobile App, the **Add Receipt** button is now disabled while the new receipt is loading. Once the first receipt has been loaded, users can upload additional receipts. This update inhibits duplicate receipt entries and prevents receipts from becoming stuck in a **Processing** status.
- Previously, expense policies with a value in the *PO Required Amount* field caused policy violations on expenses exceeding that amount, even if the expense item was not associated with a purchase order. This issue has been resolved.
- Previously, updates were not saved when using the **Edit** action on the *Expense Reports* grid. With this deployment, all updates save as expected.

- Previously, the **Unlink Receipt** button was displaying on the *Receipt Details* page for receipts that had not been linked to a card purchase or expense item. This issue has been resolved, and the **Unlink Receipt** button only displays for receipts that are linked to an expense item.
- Previously, users could submit expense reports with no category associated with the linked expense item(s), even though *Category* was a required field. With this deployment, users cannot submit expense reports if expense item(s) are missing the *Category* field when it is set as required.

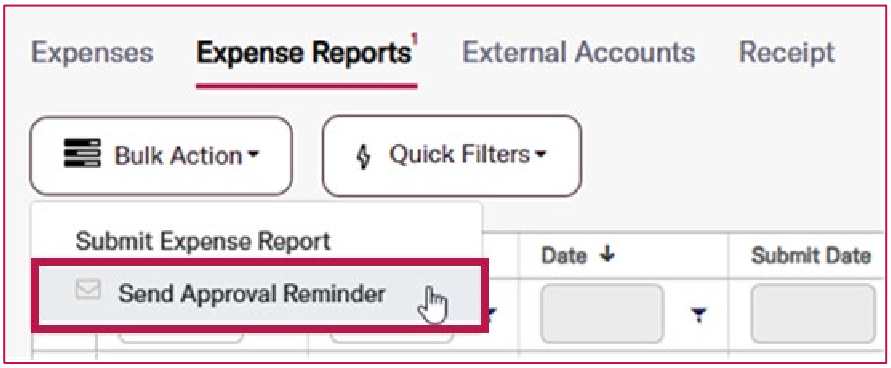




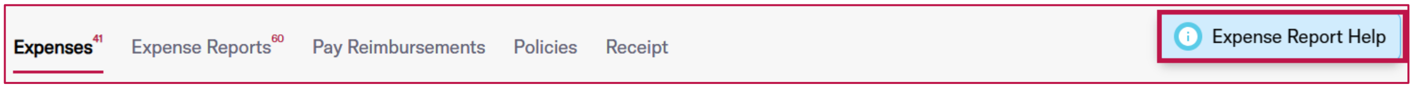
- Previously, the *Submit Date* on the *Expense Reports* grid was populating for unsubmitted expense reports. This issue has been solved.
- Previously, users could not submit new card requests because the **Submit** button was not enabled. With this deployment, users may submit new card requests without issue.

- In the Corpay Complete Mobile App, the swipe left to submit an expense item option in the *Expenses* list was removed. This update prevents users from submitting expenses more than once and creates consistency with the expense item workflow in Corpay Complete Web.
- Previously, the **Create Expense Report** button stayed open on the *Expenses* page in the Corpay Complete Mobile App after expense items had been added to an expense report. With this deployment, the **Create Expense Report** button closes after submitting items to an expense report.
- Previously, after users entered a destination on the *Mileage Expense* form and clicked the **Done** button on the keyboard in the Corpay Complete Mobile App, the keyboard did not close. This issue has been resolved.
- Previously, in the Corpay Complete Mobile App, certain PDF files could not be uploaded as receipts on Android devices. With this deployment, all PDF files may be uploaded without issue.
- Previously, users could create and submit expense reports with policy violations in the Corpay Complete Mobile App, even when the **Enforce Policy Violations** setting was active. This issue has been resolved, and users may not submit expense reports with policy violations if the **Enforce Policy Violations** setting is selected.
- If a customer adds a new *Payment Method* to their user profile, the new payment method will now automatically be applied to existing expense reports that have a *Status* of **New** or **Pending**. Previously, admin users had to open users' existing expense reports and manually associate the new payment method.
- A new **Send Approval Reminder** option was added to the *Bulk Action* drop-down on the *Expense Reports* table. This enhancement enables users to select multiple expense reports

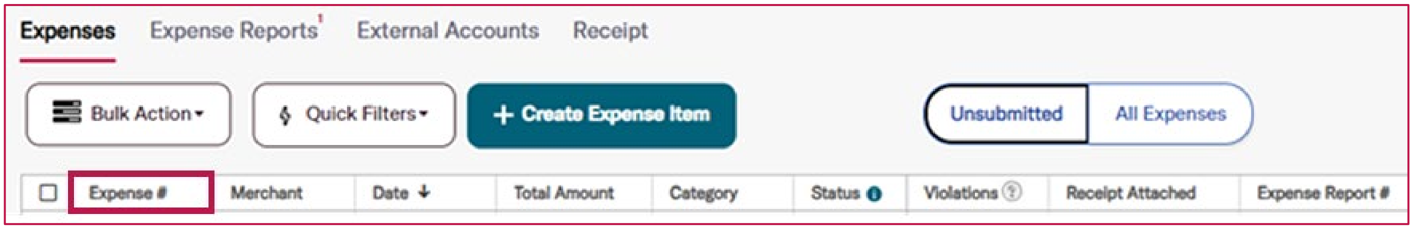
and send out reminder notifications to all pending approvers.

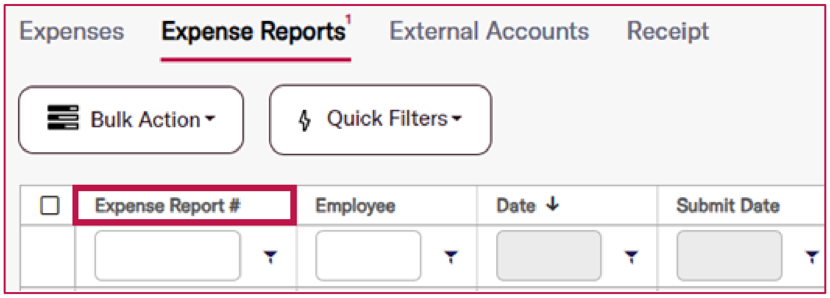


- A new *Expense Report Help* link was added to the upper-right corner of the Expenses module tabs. The *Expense Report Help* link directs customers to new articles in the Corpay Complete Zendesk Help Center that provide step-by-step instructions on how to create and submit expense reports in both Corpay Complete Web and the Corpay Complete Mobile App.

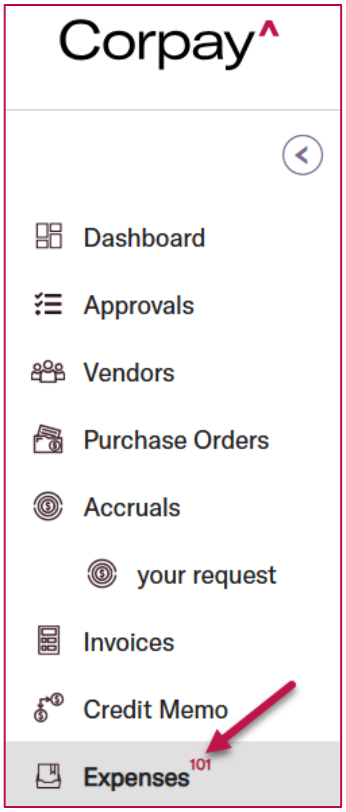


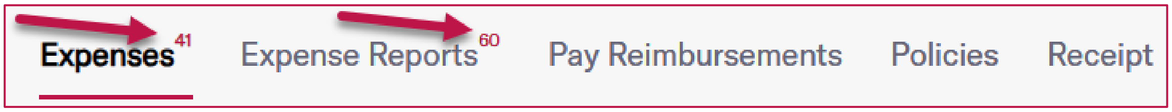
- On the *Expenses* table, the *Number* column label was updated to a new *Expense #* label to clarify what this column means. On the *Expense Reports* table, the *Expense #* column label was updated to a new *Expense Report #* to create consistency with the *Expense Report #* column in the *Expenses* table.





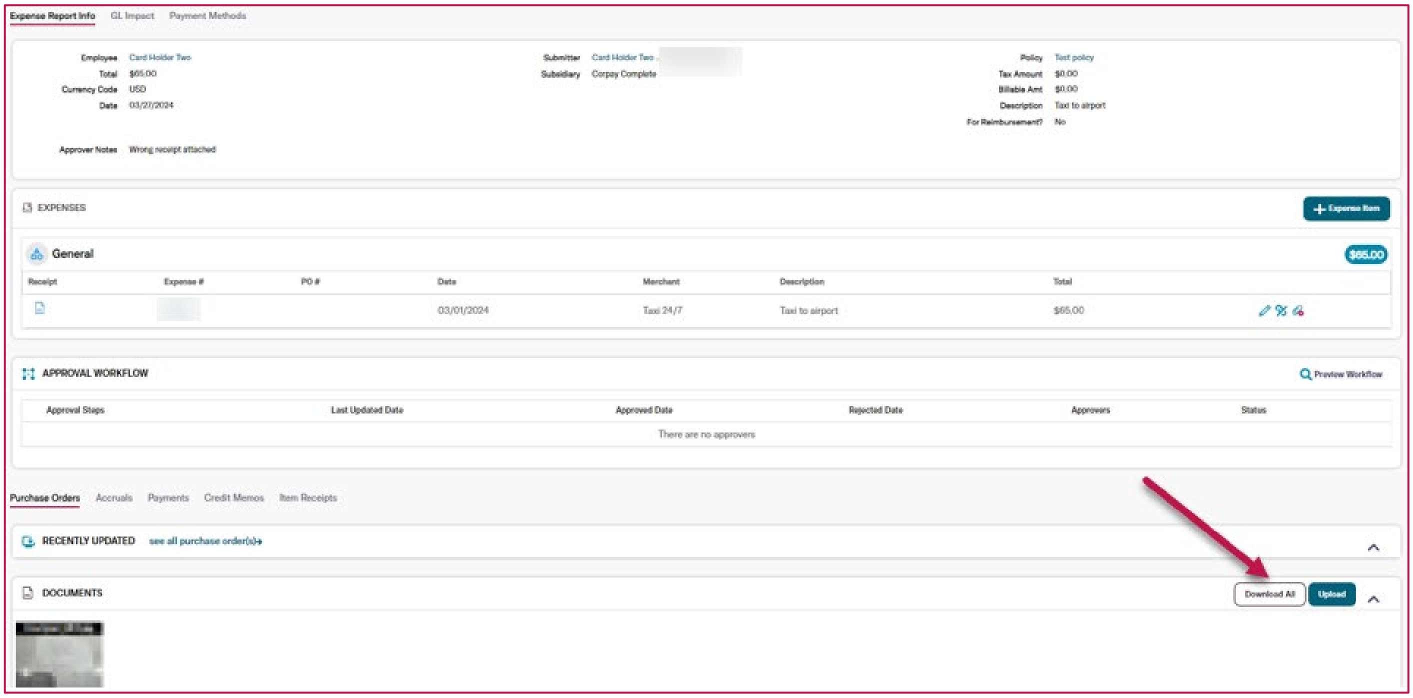
- If a customer selected a *Policy* on the *Create a New Expense Item* or *Edit Expense Item* forms and the **Convert Expense Items to the Policy's functional currency (USD)** setting was active, an additional currency conversion line, fields, and a message about conversion rates displayed even if the expense item was set to USD. This enhancement eliminates confusion around conversions by removing the conversion rates message and additional fields when no conversion is required.
- The **Expenses** menu item in the left-side navigation pane was updated with the count of unsubmitted expense items and expense reports, like the **Approvals** menu item. Additionally, a new badge was added with the count of unsubmitted expense items and expense reports to the *Expenses* and *Expense Report* tabs.





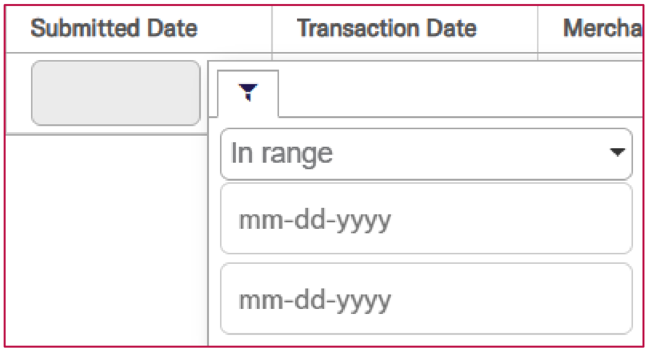
- The text on the second page of the *Add Receipt* dialog was updated to simplify the receipt workflow and be more consistent with other areas of Corpay Complete. This enhancement includes the following improvements:
  - The text "Provide a note for the receipt you are uploading." was changed to "Provide a description for the receipt you are uploading."
  - The *Add Receipt Note* field was relabeled to read *Description*.
  - If no text is entered in the *Description* field, a "This field is required" message will display.
- A **Download All** button was added to the *Documents* section of the *Expense Report Details*

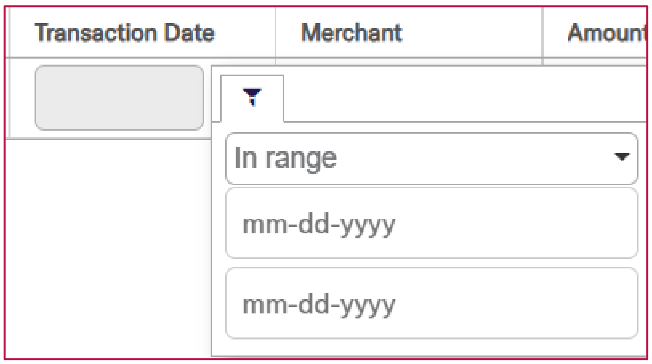
page that enables users to package all attached receipts into a single zip file that can be downloaded and viewed. This enhancement helps users easily download multiple receipt attachments from an expense report without the need to download each one individually.

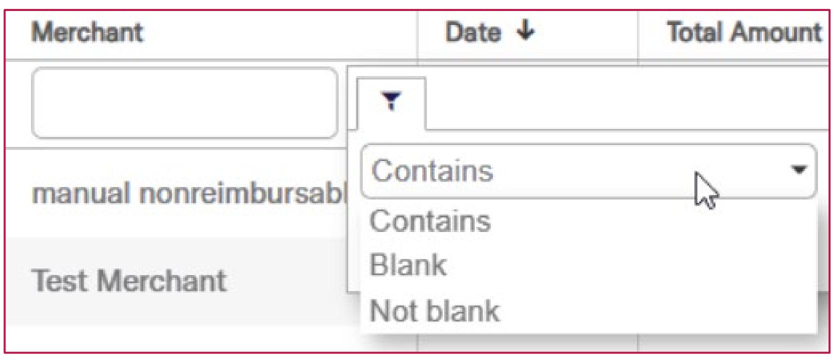


- Previously, the **+** button on the *Expenses* list that allows users to create a new expense report or add items to an existing report was cut off at the bottom of the page for Android users in the Corpay Complete Mobile App. This defect has been resolved and the **+** button displays properly.
- New *Submitted Date*, *Transaction Date*, *Merchant*, and *Amount* filters were added to the *Receipt Queue* table. This enhancement gives customers a simple way to extract and view data in the *Receipt Queue*.

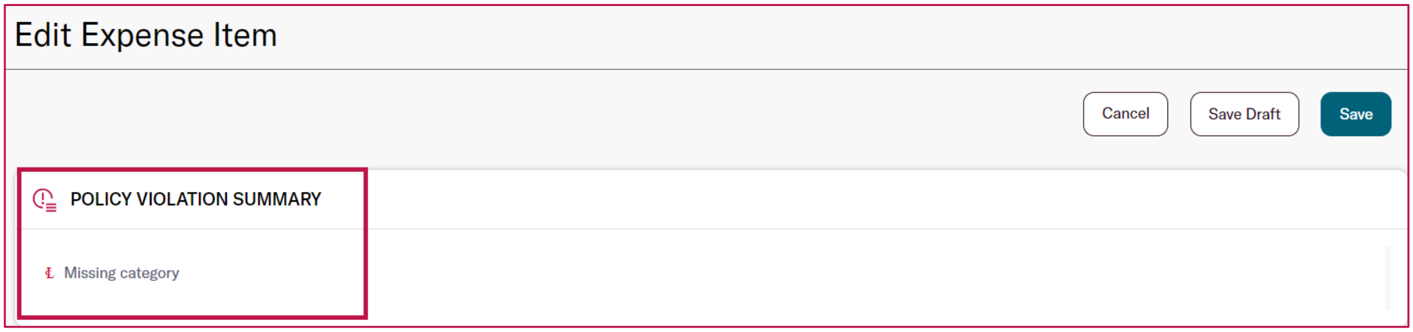
Corpay



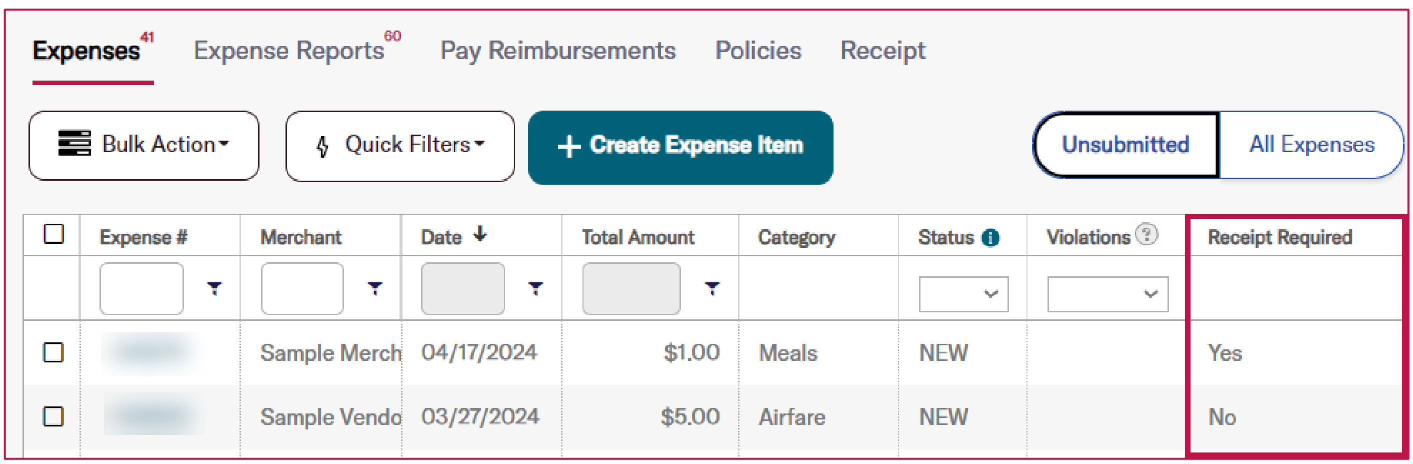




- On the *Edit Expense Item* page, the *Policy Violation Summary* pane will now show at the top of the page. This enhancement makes it easier for users to view and correct policy violations on expense items.



- The *Receipt Required* column in the *Expenses* table is now aligned with the associated expense policy. Expenses linked to policies requiring a receipt will always show **Yes** in the *Receipt Required* column while policies that do not require receipts will always show **No**. Previously, the *Receipt Required* field would update based on whether a receipt had been attached.



- On the *Administration* page > *Settings* tab > *Accounts* tab, the **Expense Report Debit Accounts** and **Expense Report Credit Accounts** were relabeled to clearly differentiate between reimbursable and non-reimbursable expenses.

Account Type	Account
Invoice Debit Accounts	[illegible]
Invoice Credit Accounts	[illegible]
Payment Debit Accounts	[illegible]
Payment Credit Accounts	[illegible]
Discount Debit Accounts	[illegible]
Discount Credit Accounts	[illegible]
Purchase Order Debit Accounts	[illegible]
Card Debit Accounts	[illegible]
Card Credit Accounts	[illegible]
Card Payment Postpaid Debit Accounts	[illegible]
Reimbursable Expense Report Debit Accounts	Test Account 1
Reimbursable Expense Report Credit Accounts	Test Account 1

- 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.

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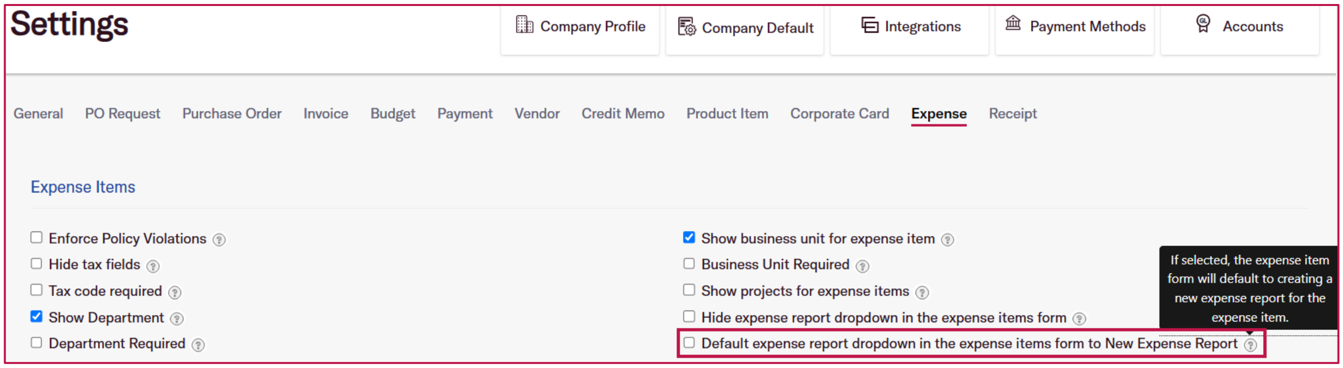
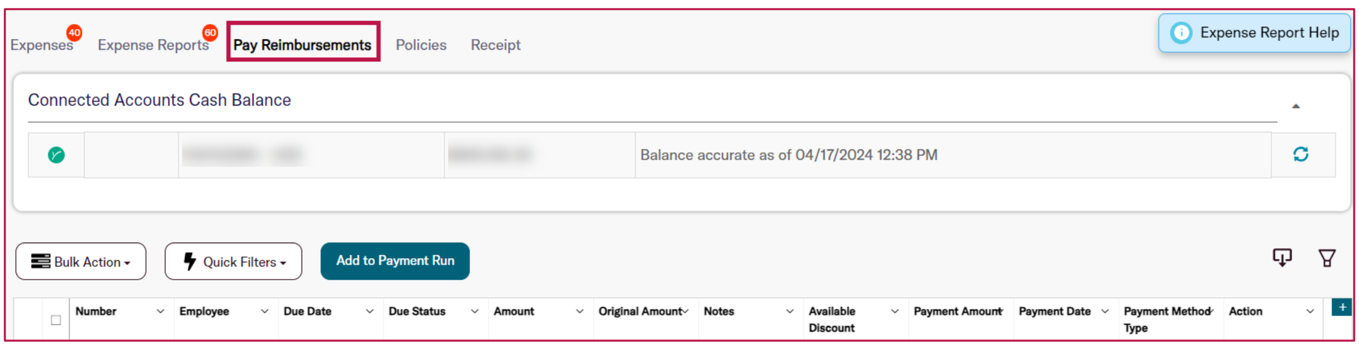
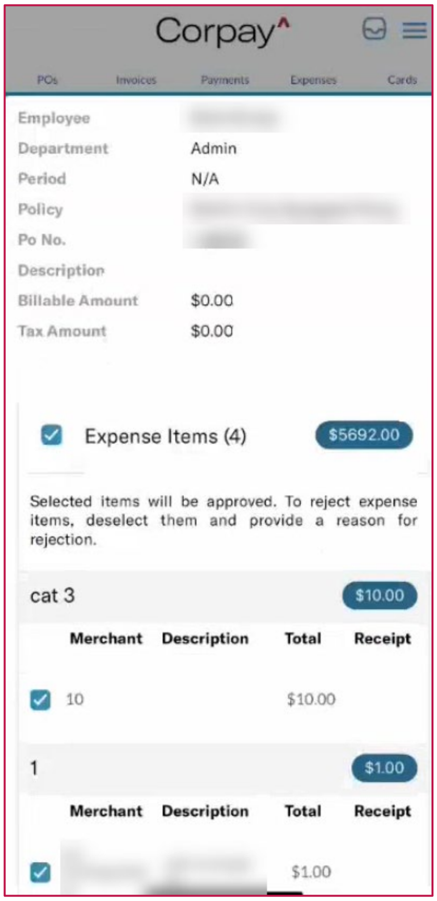
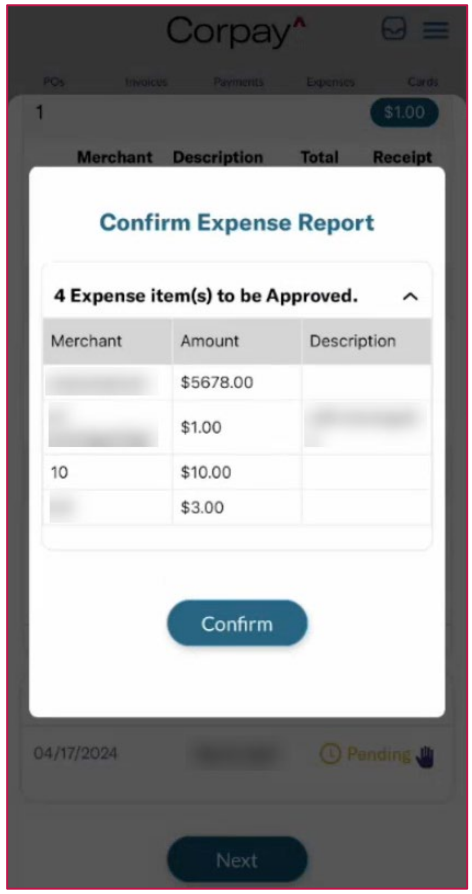


- The *Pay Expenses* tab was renamed to *Pay Reimbursements* to help customers better understand the purpose of the table. Additionally, non-reimbursable expense reports no longer display on the *Pay Reimbursements* tab because they will not be paid to the requestor. The **Pay Now** and **Queue Payment**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

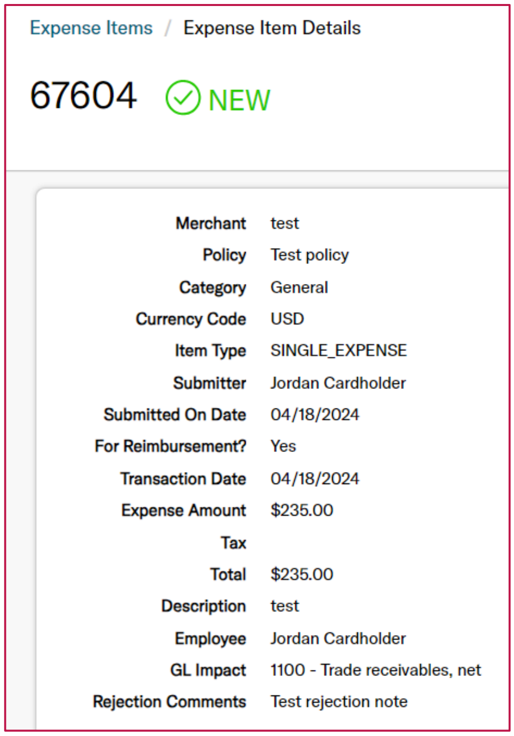


- Approvers may now approve and reject individual expense items from an expense report in the Corpay Complete Mobile App. Users may swipe the Expense Report left, and then tap Approve or Reject will approve/reject the entire expense report. Users may also approve or reject individual expense items from 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.

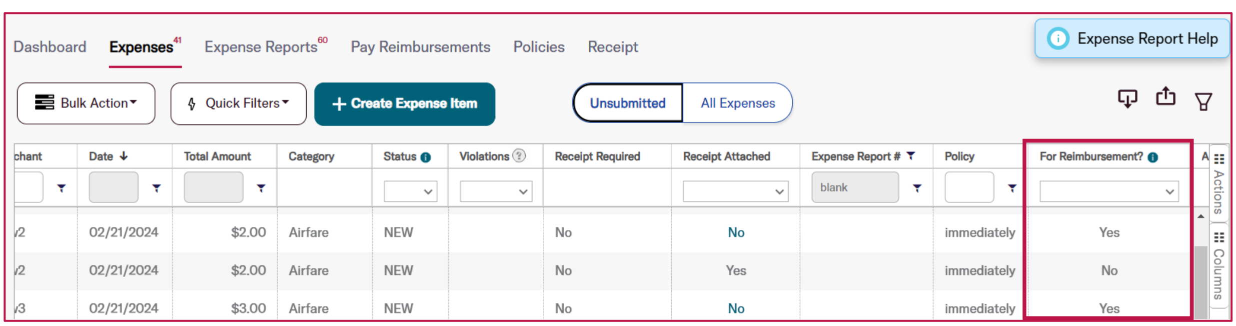


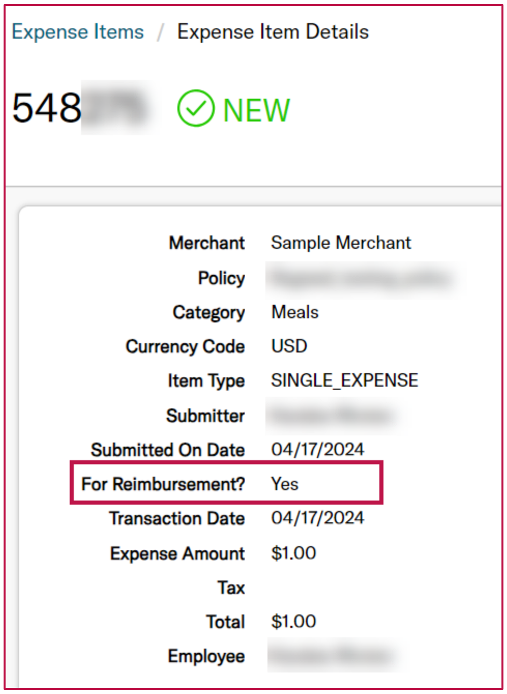


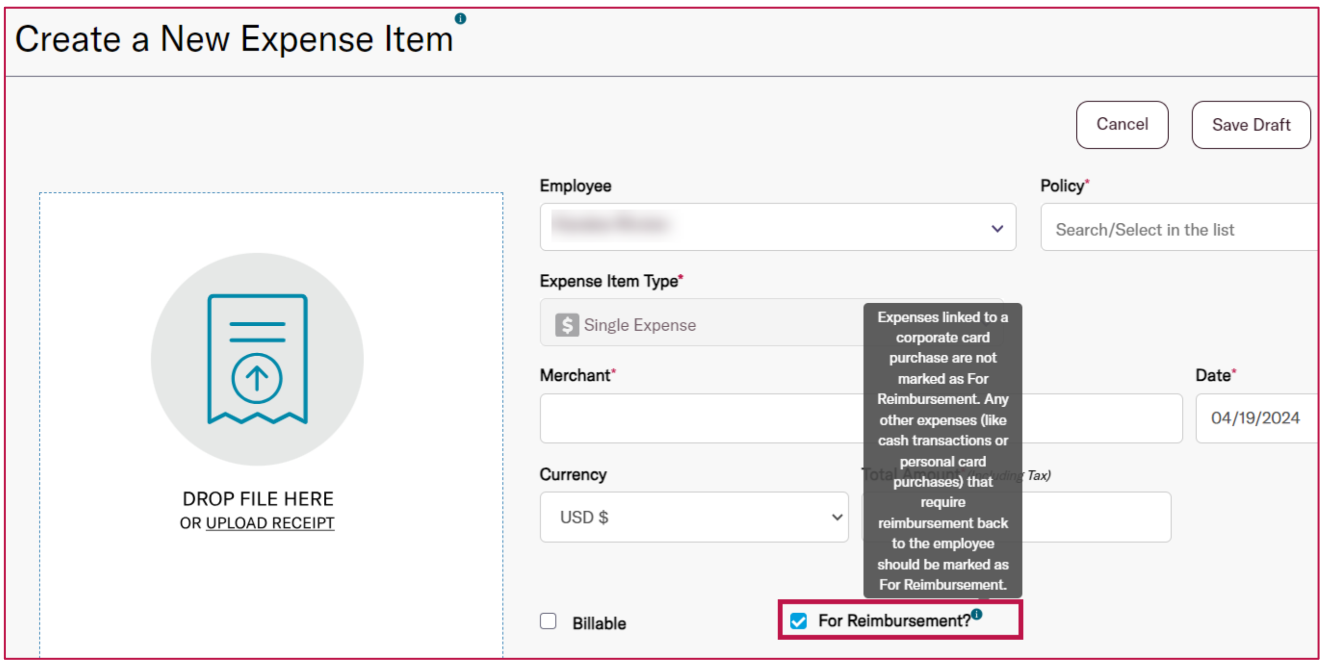
- As part of the new expense approval workflow where approvers can approve or reject individual expense items from an expense report, the rejection comments entered by an approver will display on the *Expense item Detail* page for those expenses. The rejection comments will be removed after the expense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



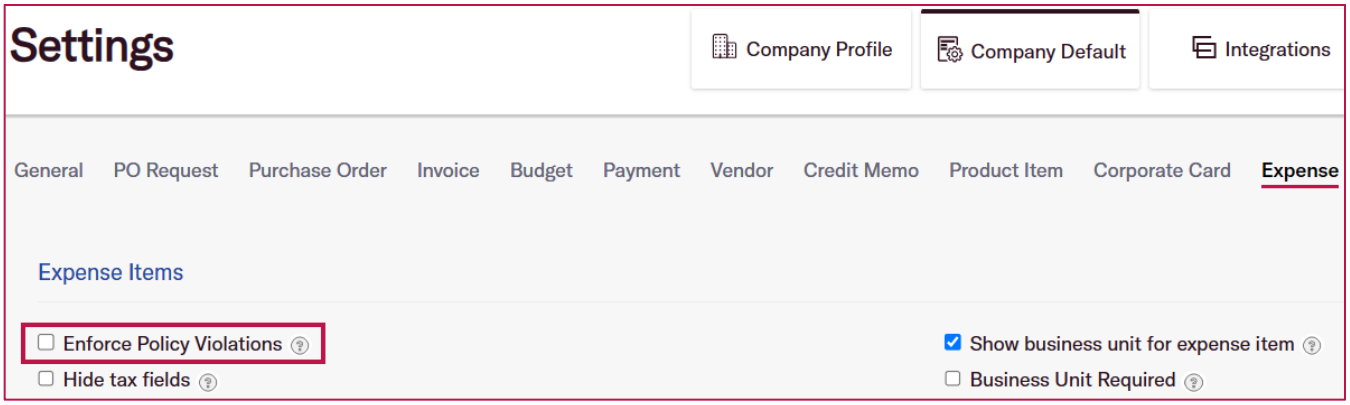
- The *Nonreimbursable* column in the *Expenses* and *Expense Reports* tables was renamed to *For Reimbursement?* with an updated tooltip to clarify the meaning of this field. Also, the green checkmark and red X icons were replaced with **Yes** and **No** in the new *For Reimbursement?* column. Finally, 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?*.



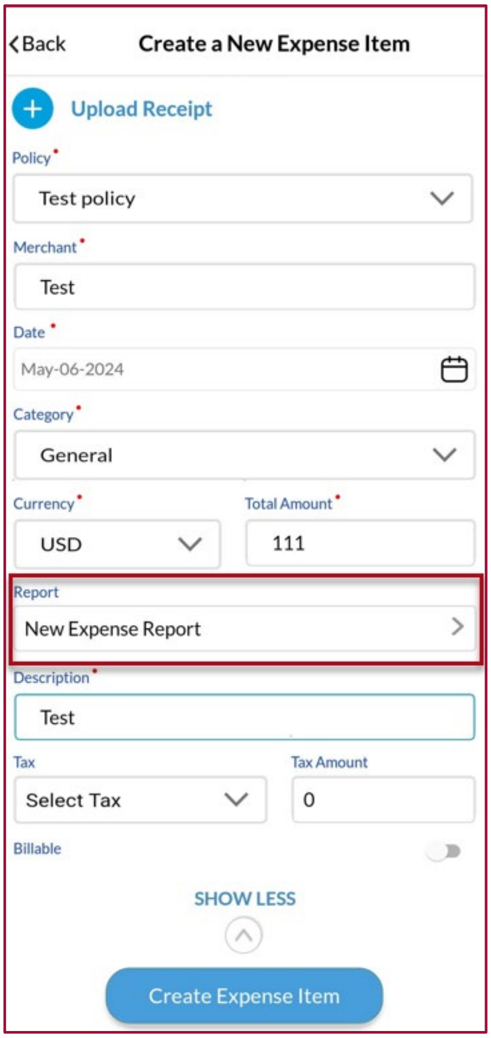




- The **Enforce Policy Violations** setting was updated to create additional consistency around how policy violations are enforced. If enabled, customers can create expense items with violations, but cannot add them to expense reports or submit them for approval until policy violations have been corrected. If **Enforce Policy Violations** is disabled, customers can create expense items and expense reports with violations and submit them for approval without any 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, navigate to the *Administration* page > *Settings* tab > *Company Defaults* tab > *Expense* tab > *Expense Items* pane and select the **Enforce Policy Violations** checkbox.



- 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 determine the default. This improvement to the mobile application is now consistent with the web functionality.



- With this improvement, our team added 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) – *see screenshot below*.

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

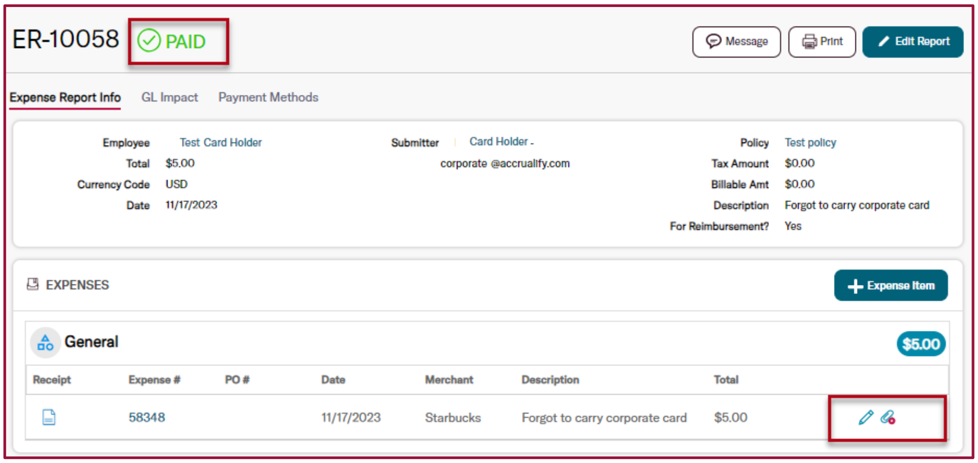
If you have any questions, please reach out to your company administrator."

- This should also be displayed as an in app and push notification with the following message:

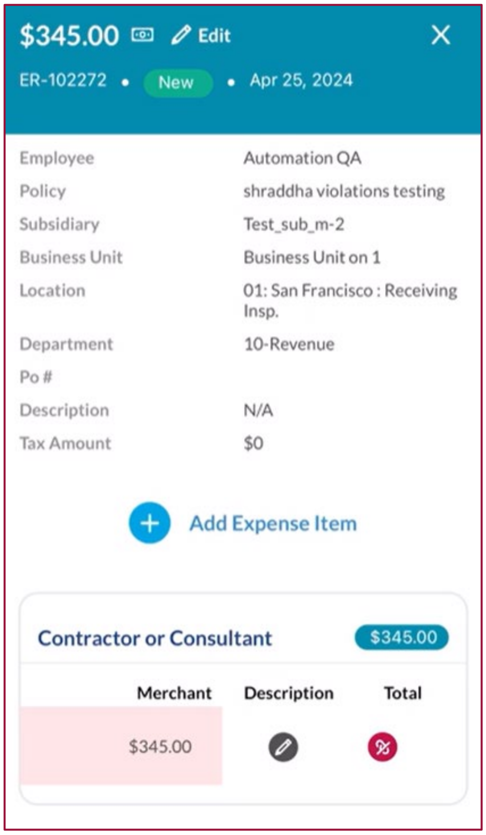
  "[# of rejected items] expense item(s) were rejected from expense report ER-XXXXX.

  These items have been returned to your Expenses queue in **NEW** status."

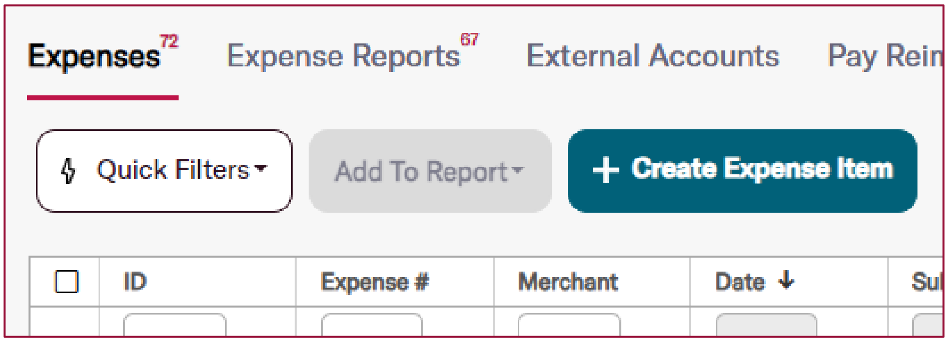
- With this improvement, Expense items can only be unlinked from an expense report if they are in New or Pending status. Previously, expense users were able to unlink expense items from expense reports in any status, even those that have been approved and paid. This change will enable users to only be 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.

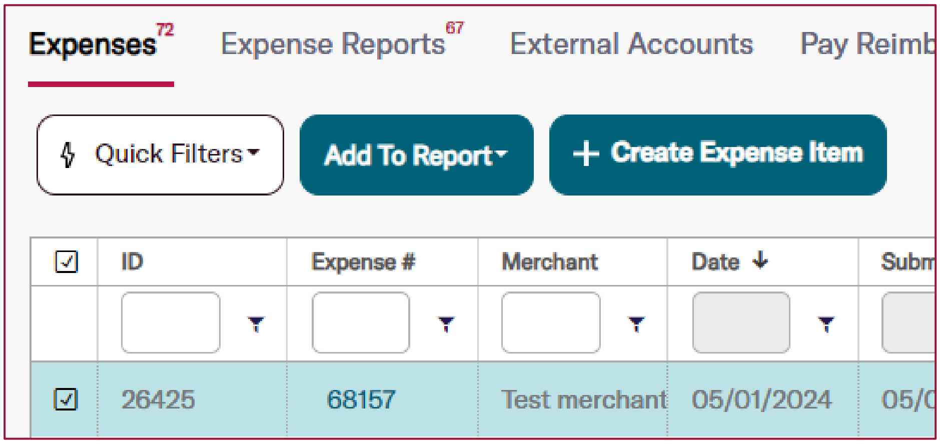


- Expense users on the mobile app can now unlink expense items from an expense report by swiping right on the expense item on the Expense Report Details page and tapping the new Unlink button. Unlinked expenses will be removed from the expense report and return to the user's Expense queue in New status.

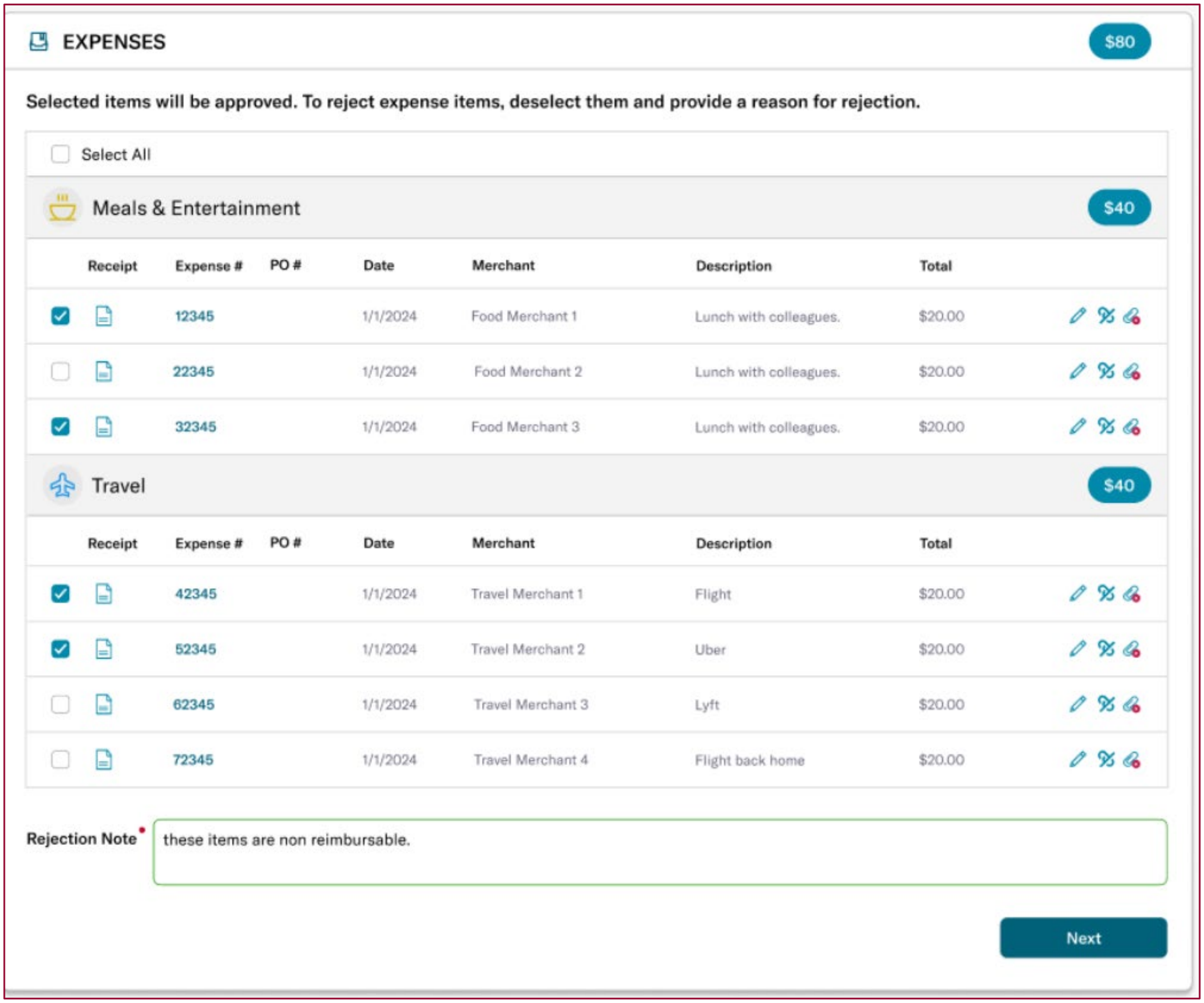


- With this update, the statuses on the Approval Workflow section of the Expense Report Details page are updated to ensure that users can more clearly understand the statuses where their reports are in the approval workflow. Accordingly, on the Expense Report Details and Expense Report Approval Detail pages, "*Sent*" is renamed to "*Pending Approval*"; "*Viewed*" is renamed to "*Pending Approval*"; and "*New*" is renamed to "*Next to Approve*" in the Approval Workflow section.
- With this update, the Bulk Actions dropdown on the Expenses grid has been relabeled to "Add to Report" and is now a blue primary action button instead of a white secondary action on the grid. 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.

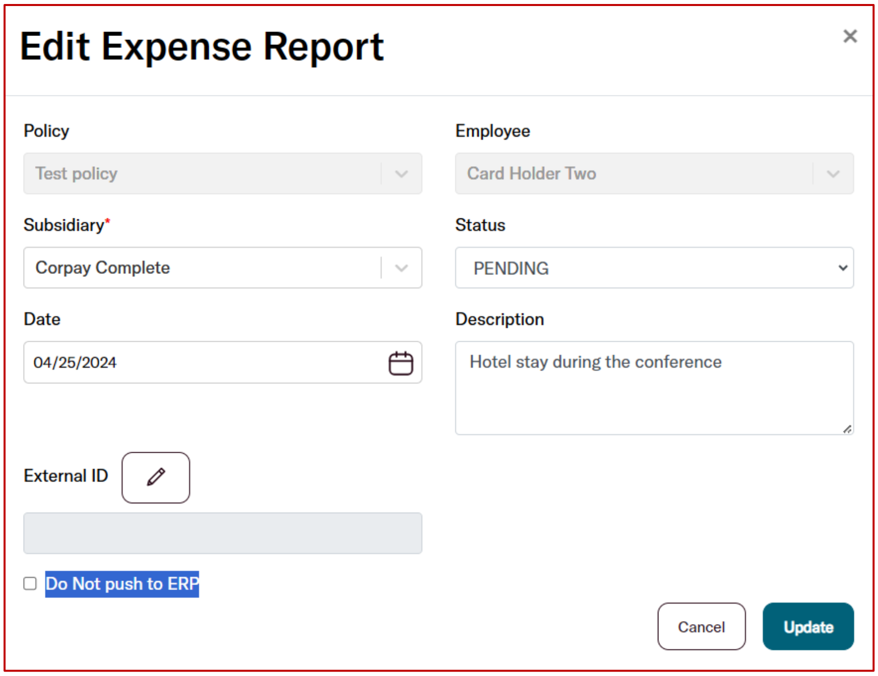




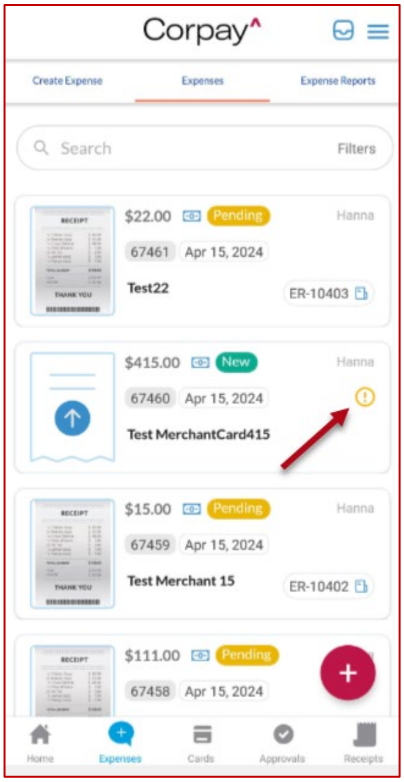
- Approvers using the Corpay Complete web application can now approve and reject individual expense items from an expense report. Approvers still have the option to fully approve or fully reject an expense report from the approval summary list, but if they view the approval details there is now an option 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 New status to correct and resubmit as needed.

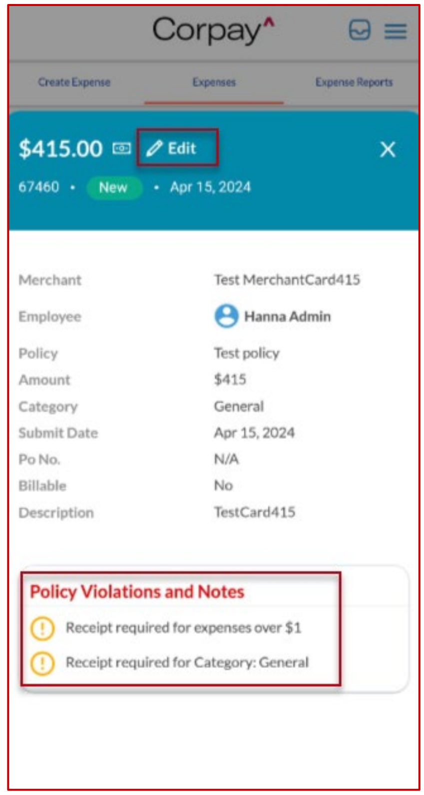


- On the mobile app, the expense items on the Expenses tab are now automatically sorted by Creation Date (descending).
- With this improvement, when editing an expense report from the Expense Reports grid, the "Do Not push to ERP" box is unchecked by default for nonreimbursable reports. Previously, the Do Not push to ERP box is checked by default for nonreimbursable expense reports and had to be manually unchecked for each nonreimbursable expense report to ensure they were exported properly to the ERP.

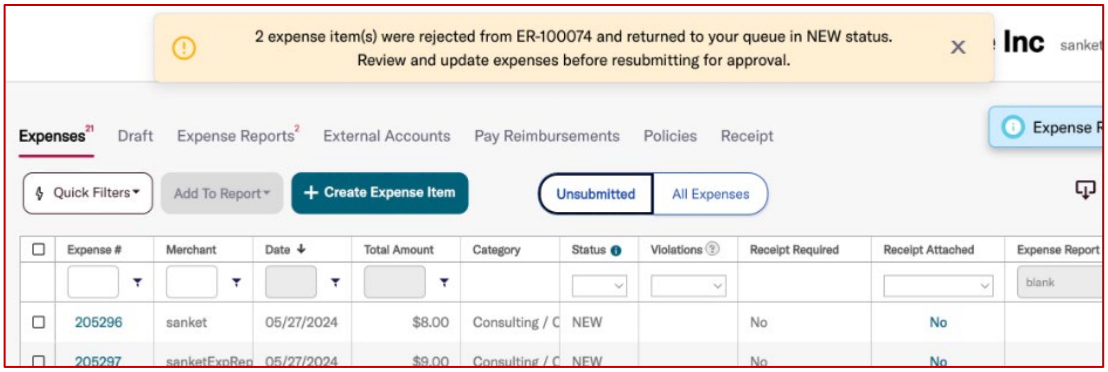


- With this improvement, if an expense has a policy violation, mobile app users can now tap on the Policy Violations and Notes section in the Expense Item Details page and be taken directly to the edit form so they can make any needed changes on the expense. This change will make the mobile app experience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

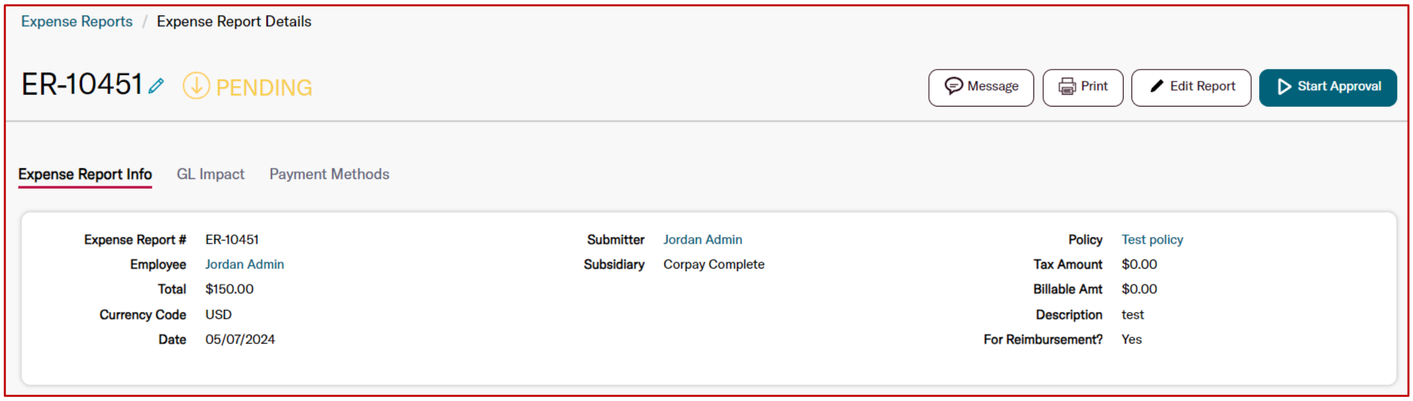




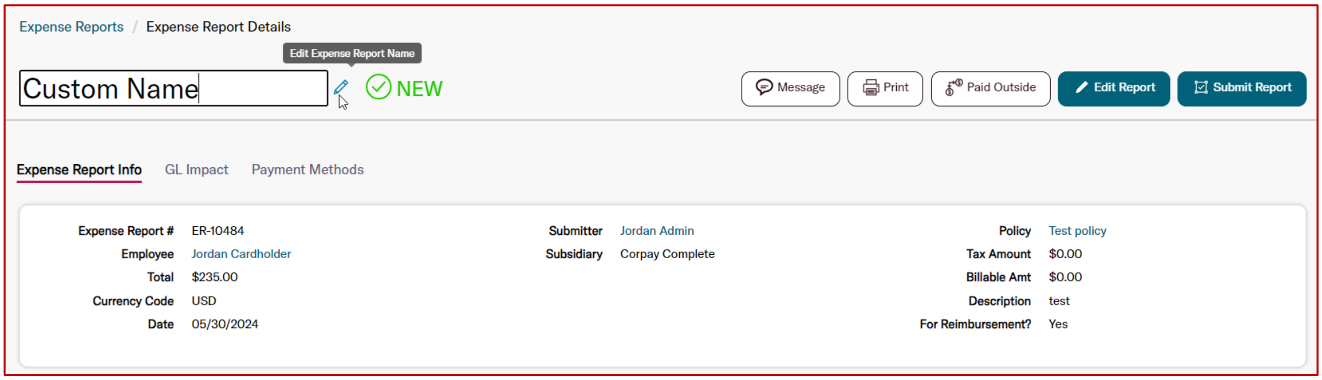
- As part of the new approval workflow where individual expense items can be approved or rejected from an expense report, a new banner message was added to the requestor's Expenses grid if any of their expense items were rejected. This banner message will only show on the first login after the expenses 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.

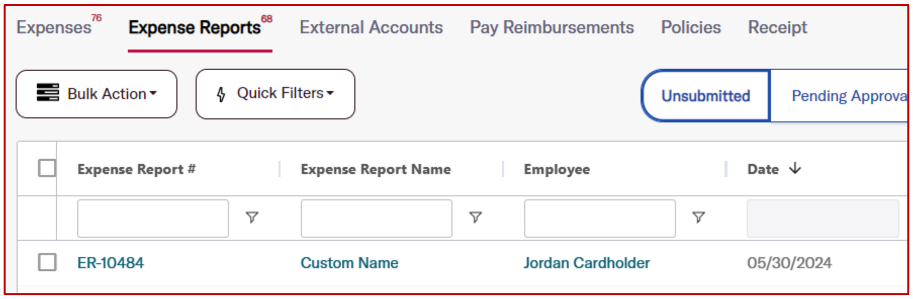


- When expense approvers select a report from the Expense Reports grid that requires their approval, they will now be able to click on a new Start Approval button on the Expense Report Details page that will launch the approval workflow where they can approve or reject the expense items within the report.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

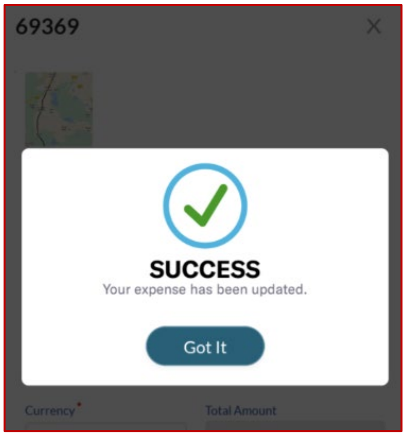


- This improvement will allow expense users to be able to edit the name of the report on the Expense Report Details page, which helps them to know what expenses are being tracked within. A new column, Expense Report Name, was also added to the Expense Reports grid so users can easily see the custom names 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.
- With this improvement, we added a new "All" option 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 dropdown only allowed for one selection at a time.
- 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.
- 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 the mobile app where the Subsidiary field was not displaying on the Expense Report Detail page, and the Subsidiary dropdown was blank when editing an expense item.
- 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 didn't automatically clear off of 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 and Edit Expense Item forms.
- Fixed a bug where the Employee filter on the Expenses grid wasn't working correctly for certain user roles.
- Fixed a bug where the original currency amount wasn't 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 2 expense items from an expense report.
- 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 grid where the Account Code filter was not working correctly.
- Fixed filter issue on the Expenses grid 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 grids were displaying at the end of the grid 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 didn't populate when viewing the Policies grid.
- 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.
- Fixed a bug on Android devices where the mobile app would crash when adding a route map for Mileage expense items.
- 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 didn't automatically clear off of an expense item after manually matching a receipt.
- Fixed a bug on the mobile app where currency validation errors were not displaying correctly when editing expense items.
- Previously, when customers edited a receipt without a *Transaction Date*, Corpay Complete Web would crash. Now, customers may edit receipts without any 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.
- 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.

