FOR EXTERNAL USE

Corpay

Release Notes – 09/20/24

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Corpay Release Notes

Corpay is pleased to announce the release of the following items on September 20th, 2024:

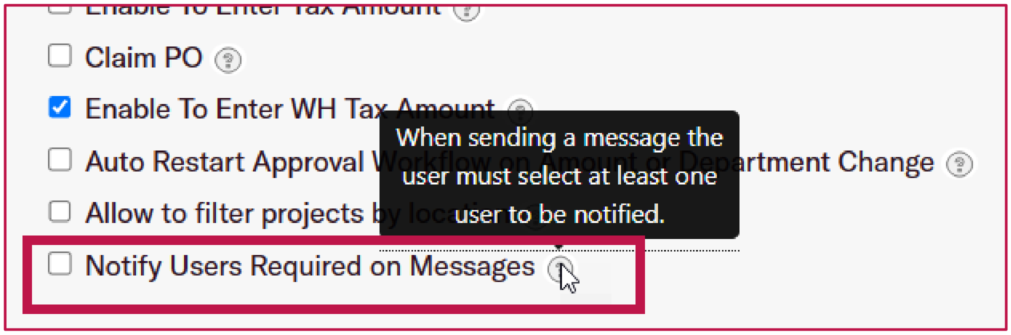
Overview - Corpay Complete

Invoice Automation and Purchase Order

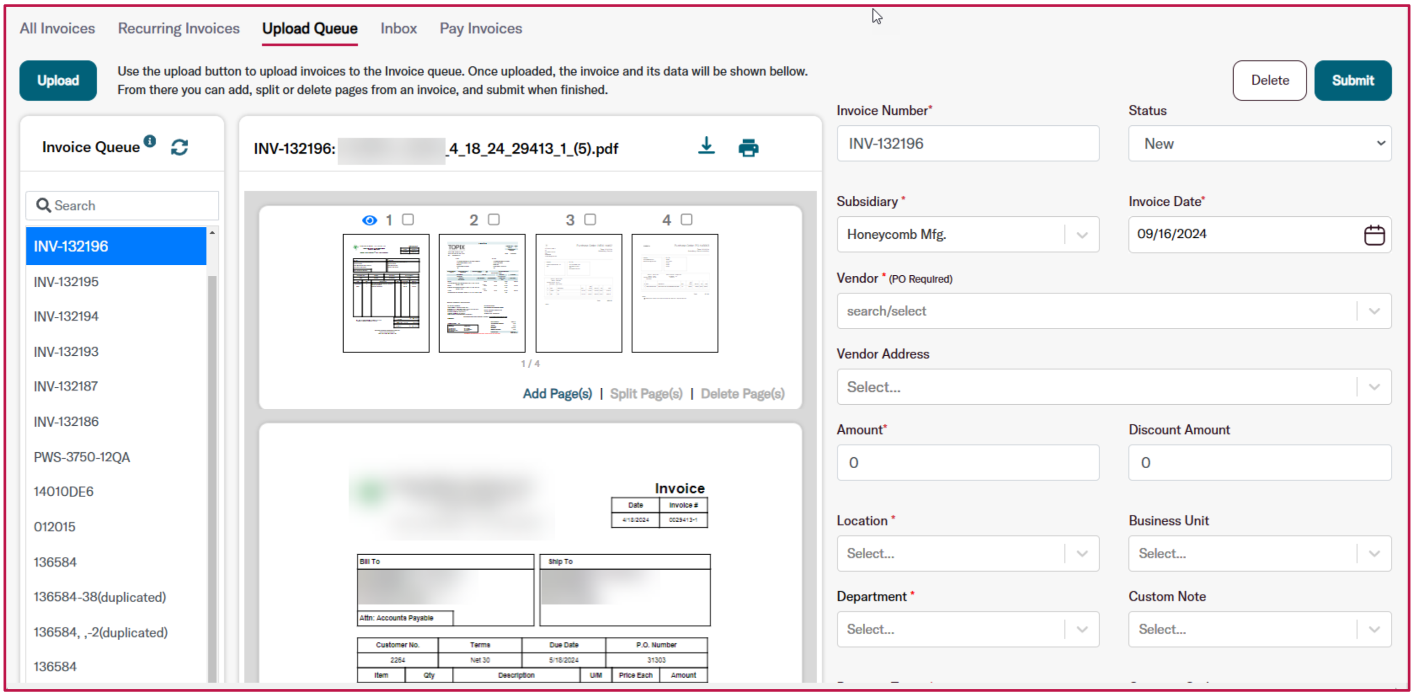
Improvements

- A new company setting has been added to make **Notify Users** a mandatory field on the *Message* feature. This enhancement ensures that users are always informed about important updates and changes.

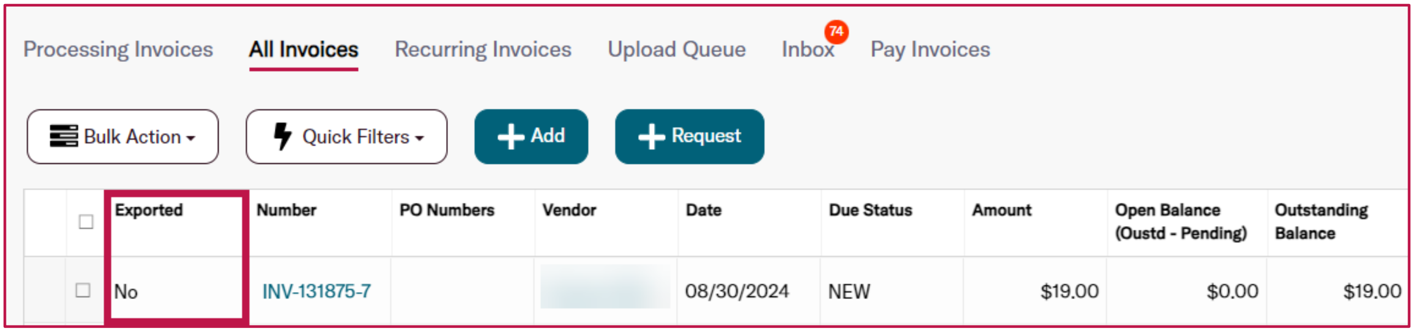
  To enable this feature, select the **Notify Users Required on Messages** checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *General* Tab.



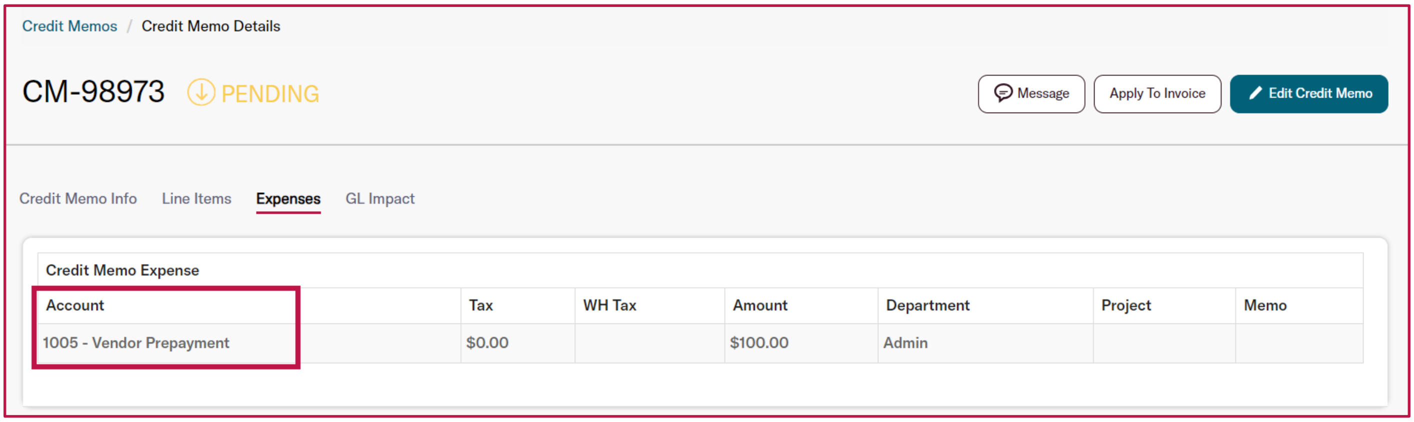
- A new **Upload Queue** tab has been introduced for Invoice Automation customers. This feature allows users to efficiently process multiple invoices simultaneously by uploading or emailing a single file that contains multiple invoices from different vendors or customers. After the invoice file is uploaded, Corpay Complete uses Optical Character Recognition (OCR) to automatically generate new invoices from the PDF. Users can add or delete pages with the **Add Page(s)** and **Delete Page(s)** buttons, while the **Split Page(s)** button lets them divide selected pages into individual invoices.



- A new **Exported** column has been added to the *All Invoices* and *Processing Invoices* tables. This column helps users see if an invoice has been posted (exported) to their ERP or not.



- On the *Credit Memo Details* page, Invoice Automation users can now see both the account number and the account name in the Accounts column on the *Expense* tab. This improvement enhances the clarity and usability of the *Credit Memo Details* page.



Issues

- An issue was fixed so that the correct **Address Type** is shown on the *Vendor Details* page for each address.
- Multiple usability issues have been resolved on the new *Add Subsidiary* and *Edit Subsidiary* pages.

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Payments Automation

Improvements

- A new **Payment Run Summary By Vendor** panel has been added to the *Review New Payment Run* page. This panel provides visibility to the total spend by vendor as users verify a payment run for submission.

Payment Run Summary By Vendor

Vendor Name	Total Count of Invoices	Invoice Totals	Estimated Debit Date
[illegible]	1	$499.00 (USD)	
[illegible]	1	$779.00 (USD)	
[illegible]	1	$467.00 (USD)	
[illegible]	1	$612.00 (USD)	
Total	428	$268,477.85 (USD)	

- An additional fail-safe has been put in place to ensure that payment runs process automatically per customer settings. This improvement adds an extra layer of reliability to the payment processing system.
- The logic for calculating the estimated payment date for checks has been revised to align with the current USPS delivery time guidelines.

Issues

- An issue was resolved that was preventing the *Payment Runs* table from showing the time zone in the customer's configured preference.
- A problem was fixed where remittance emails had incorrect formatting and were unreadable.
- Several issues related to the Enhanced Payment Scheduling feature were addressed.
- An issue was resolved where refunded payments were displaying the original Payment Date. Additionally, a different issue was resolved where the issued check/Mastercard number were not displaying.
- An issue was resolved where the columns set for the *Credit Memo Inbox* were not being retained.

- The timing for displaying **Payment Methods** in Corpay Complete has been updated.

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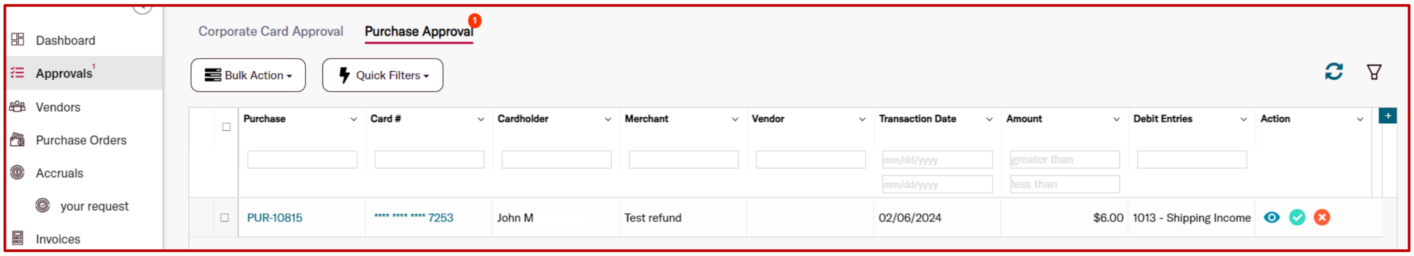
Card

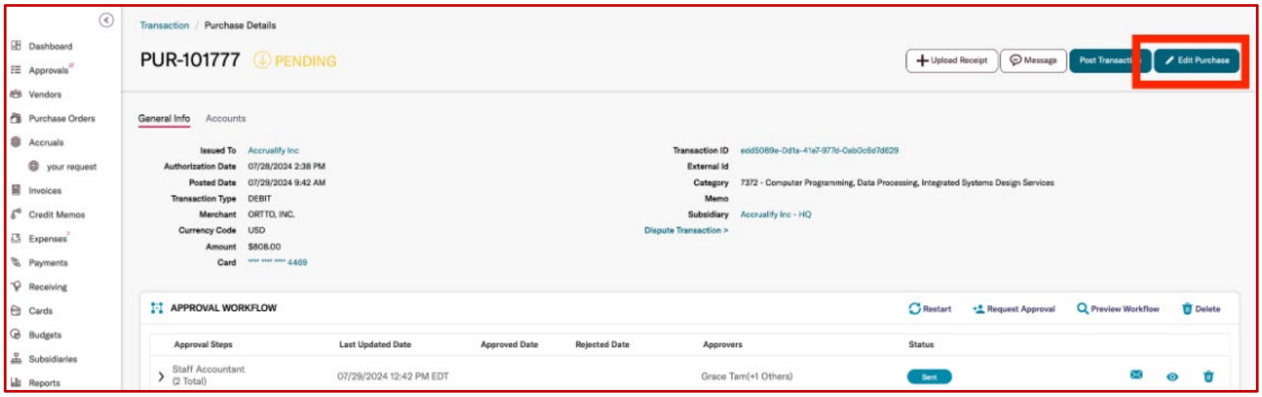
Improvements

- With this improvement, Card purchase approvers are now able to view the GL Account assigned to the purchase when working through their approval queue. With this update, the Debit Entries column is now added to the Purchase Approval grid in the Approvals module, which will enable approvers to easily see the GL Accounts associated with the purchases in their approval queue.

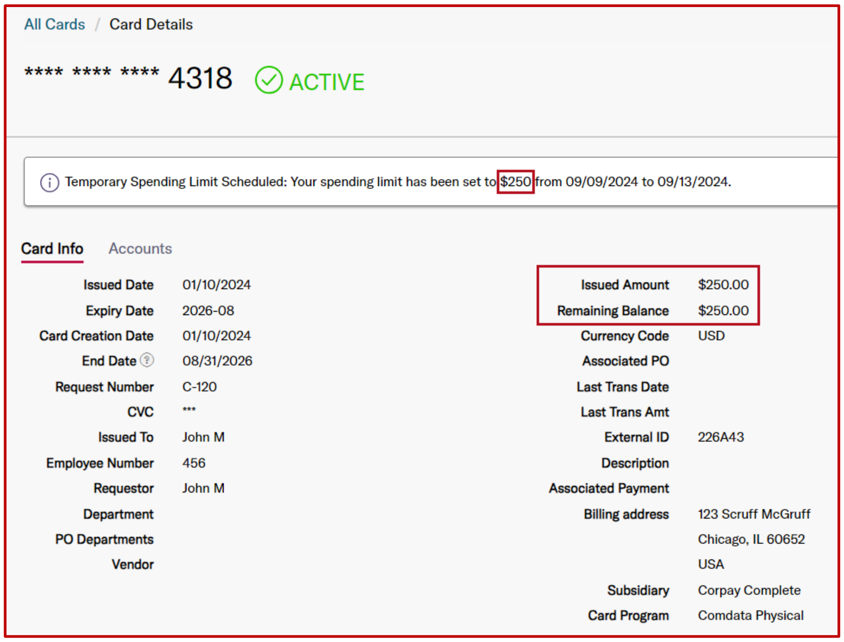


- This update was introduced per customers' request to have the ability to use MCC defaults on their card purchases similar to how it works on the expense side. With this improvement, a new company setting "Use MCC Default Coding for Card Purchases" has been added. When enabled, the categories assigned to MCC groups on the Administration > MCC Defaults page will be used to assigned GL Accounts to card purchases that fall under that MCC group.
- With this update, a new company setting, "Allow staff users to edit GL coding on card purchases," was created to allow staff users to adjust the GL coding when editing card

transactions in Pending status before the first approver completes their approval. Previously, only admin user roles could have access to this functionality.



- For cards with an active temporary spending limit, users with access to the Card module will now see the Issued Amount and Remaining Balance fields reflecting the total amount and remaining amount of the temporary spending limit. This update will improve the user experience as the new fields will reflect the correct totals based on the temporary spending limit instead of the original issued amount when the card was created.



Issues

- Fixed a bug where cards weren't loading in the Vendor Portal.

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Expense

Improvements

- With this improvement, a new Expense User Information Report was added under the Card & Expense category in the Reports module. The Expense User Information report contains the following details for users with expense module user roles assigned.

- First Name
- Last Name
- Display Name
- Employee ID
- Card Number
- User Email Address
- Phone
- Location
- Status (Active/Inactive)
- Manager Name
- Manager Email Address
- Delegates
- Created Date
- Last Login

- With this improvement, a new Expense Transaction Coding Report was added under the Card & Expense category in the Reports module. The report contains coding details for expense items, as well as related transaction data for expenses created from card purchases.
  - First Name
  - Last Name
  - Email
  - Employee ID

- Merchant Name
- Merchant City
- Merchant State
- Expense Report Number
- Transaction Date
- Posted Date
- Amount
- Expense Description
- Expense Status
- Reviewed Date
- Approver
- Approver ID
- Approved Date
- Company (metadata field)
- GL Account (metadata field)
- Job (metadata field)
- Phase (metadata field)
- Cost Type (metadata field)

Issues

- Fixed a bug on the Expense Report Details and Expense Approval Details pages where the debit accounts on the GL Impact tab were not displaying.

- Fixed a bug where expense items with the same currency as the assigned currency conversion policy were showing $0 as the total amount when being edited.

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