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Corpay Release Notes

Corpay is pleased to announce the release of the following items on 10/11/24, 10/14/24, and 10/16/24:

Overview - Corpay Complete

Invoice Automation and Purchase Order







Improvements

Deployment Date: 10/16/24

- A new **Customer Account Number** field has been added to the invoice forms for file integration customers to streamline identification and management of customer accounts. To enable this feature, select the **Show Customer Account Number** checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *Invoice* tab.

The screenshot shows the 'Header Level' settings page. It is divided into three columns of settings. The 'Show Customer Account Number' checkbox is checked and highlighted with a red arrow. Other settings include 'Location Required', 'Payment Run', 'Company Requestor Required', 'Default Invoice Status' (set to PENDING), 'Allow Use Tax', 'Allow Invoice Line Items', and 'Show Prior Period'.

Setting	Status
Hide header level business unit	<input type="checkbox"/>
Location Required	<input checked="" type="checkbox"/>
Attachments required	<input type="checkbox"/>
Workflow Name Required	<input type="checkbox"/>
Payment Run	<input checked="" type="checkbox"/>
Pay After Due Date	<input type="checkbox"/>
Hide Categories	<input checked="" type="checkbox"/>
Company Requestor Required	<input checked="" type="checkbox"/>
Show business unit by subsidiary	<input type="checkbox"/>
Hide Multiple vendor/expense corp card	<input type="checkbox"/>
Default Invoice Status:	PENDING
Do not show invoice number	<input type="checkbox"/>
Do not inherit vendor subsidiary	<input checked="" type="checkbox"/>
Default Invoice status to Vendor Portal	NEW
Hide discount details	<input type="checkbox"/>
Hide service start date	<input type="checkbox"/>
Hide service end date	<input type="checkbox"/>
Hide header level location	<input type="checkbox"/>
Hide requestor field	<input checked="" type="checkbox"/>
Hide Force Sync with ERP flag	<input checked="" type="checkbox"/>
Hide Kept on hold flag	<input type="checkbox"/>
Hide Flag not to push	<input type="checkbox"/>
Hide reference number field	<input type="checkbox"/>
Reference number required	<input type="checkbox"/>
Hide submit all data button	<input type="checkbox"/>
Make service start date required at header level	<input type="checkbox"/>
Allow Use Tax	<input checked="" type="checkbox"/>
Use Tax Credit Account:	
Allow Invoice Line Items	<input checked="" type="checkbox"/>
Hide Debit Account	<input type="checkbox"/>
Hide header level department	<input type="checkbox"/>
Department Required	<input type="checkbox"/>
Inherit department from requestor	<input type="checkbox"/>
Show Prior Period	<input checked="" type="checkbox"/>
Prior Period Required	<input type="checkbox"/>
Establish the date range for the prior period	<input type="checkbox"/>
Show Posted Date and make it a required field	<input type="checkbox"/>
Show Fiscal Period	<input type="checkbox"/>
Show Customer Account Number	<input checked="" type="checkbox"/>

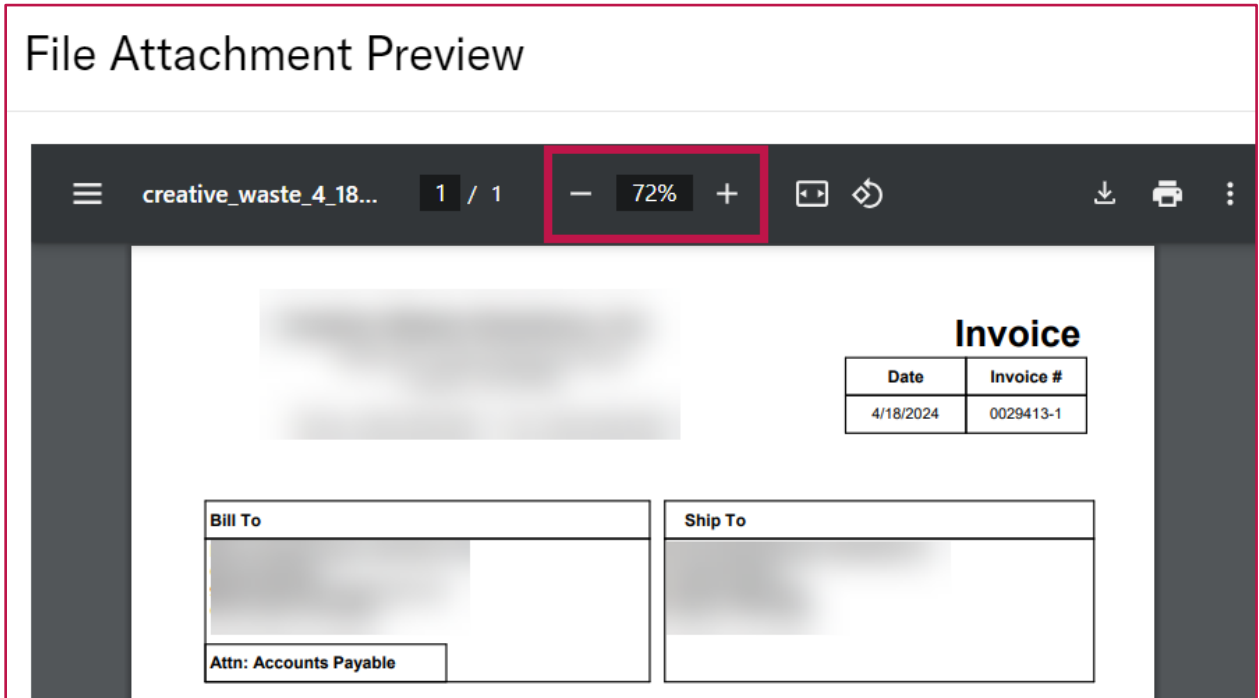
Vendor* (PO Required)	
<input type="text" value="Sample Inc123"/>	
Vendor Address	
<input type="text" value="search/select"/>	
Amount*	Payment Terms*
<input type="text" value="0"/>	<input type="text" value="Net 15"/>
Discount Amount	Currency Code
<input type="text" value="0"/>	<input type="text" value="USD \$"/>
Service Start Date	Due Date*
<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="18/10/2024"/> 
Service End Date	Submit Date
<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="dd/mm/yyyy"/> 
Posting Period	Discount Expire Date
<input type="text" value="Select..."/>	<input type="text" value="dd/mm/yyyy"/> 
Prior Period	Department 1
<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="Select..."/>
Customer Account Number	Budget(S)_Test
<input type="text" value="12345"/>	<input type="text" value="Select..."/>

- Email field validation on **Add Vendor** and **Request Vendor** forms has been improved. This update ensures that email addresses entered are correctly validated, reducing errors.
- The **Item Name** field on the *Line Item* tab now supports real-time search functionality, allowing users to search and filter products as they type. Additionally, users can add new items directly from the **Item Name** field if the desired item is not found during the search.

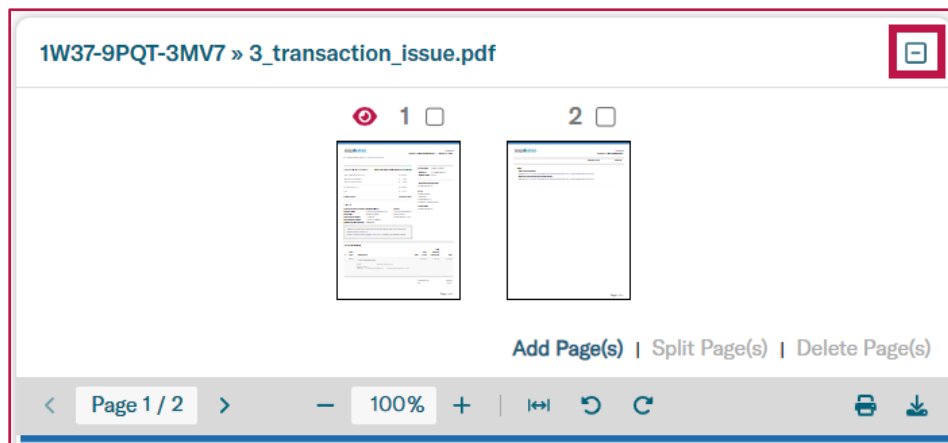
ITEM 1 + 🗑

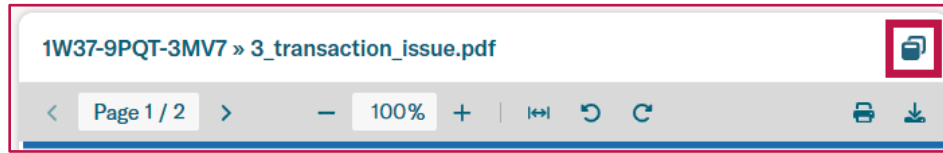
Item Name*	Tax Code	Unit	Qty	Unit Price	Tax	Total
a	-- Select Tax --	Select...				0
ACC00001		WH Tax Code		Custom wh tax amount		
ACC00002		Select...				
ACC00003		Rebate Amount				
ACC00004						
ACC00005		Warehouse*		Payer/Payor ? idk		
ACC00006		Select...		Select...		
ACC00007		Grant		Secondary Category		
ACC00008		-- Select Grant --		Select...		
Select...						

- Invoice Automation customers can now use zoom functionality when reviewing an invoice on the *Invoice Details* page.



- To provide a cleaner and more organized view, Invoice Automation customers can now collapse or expand the **Thumbnail Carousel** when reviewing an invoice on the *Upload Queue* tab.





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Issues

Deployment Date: 10/16/24

- A problem with the *Documents* table has been resolved, ensuring that the date columns in the CSV export align with the time zone of the dates shown in the *Documents* table.
- An issue on the *Recurring Invoices* table has been fixed so the system will automatically turn off any scheduler when the **End Date** is before to the current date. This update prevents outdated schedules from running.
- The problem on the *Upload Queue* tab has been resolved, ensuring that the Service Start Date and Service End Date fields are mandatory if the Make service start date required at header level and Make service end date required at header level checkboxes are checked in company settings.

General PO Request Purchase Order Invoice Budget Payment Vendor Credit Memo Product Item Corpay

Header Level

Hide header level business unit ⓘ
 Location Required ⓘ
 Attachments required ⓘ
 Workflow Name Required ⓘ
 Payment Run ⓘ
 Pay After Due Date ⓘ
 Hide Categories ⓘ
 Company Requestor Required ⓘ
 Show business unit by subsidiary ⓘ
 Hide Multiple vendor/expense corp card ⓘ

Default Invoice Status:

PENDING

Do not show invoice number ⓘ
 Do not inherit vendor subsidiary ⓘ
 Pay with PO Associated ⓘ

Default Invoice status to Vendor Portal

NEW

Hide discount details ⓘ
 Hide service start date ⓘ
 Hide service end date ⓘ
 Hide header level location ⓘ
 Hide requestor field ⓘ
 Hide Force Sync with ERP flag ⓘ
 Hide Kept on hold flag ⓘ
 Hide Flag not to push ⓘ
 Hide reference number field ⓘ
 Reference number required ⓘ
 Hide submit all data button ⓘ
 Make service start date required at header level ⓘ
 Make service end date required at header level ⓘ

- An issue on the *Upload Queue* tab has been fixed so the **Reference Number** field is marked as mandatory if the **Reference number required** checkbox is selected in company settings.

General PO Request Purchase Order **Invoice** Budget Payment Vendor Credit Memo

Header Level

- Hide header level business unit
- Location Required
- Attachments required
- Workflow Name Required
- Payment Run
- Pay After Due Date
- Hide Categories
- Company Requestor Required
- Show business unit by subsidiary
- Hide Multiple vendor/expense corp card

Default Invoice Status: PENDING

Default Invoice status to Vendor Port: NEW

- Hide discount details
- Hide service start date
- Hide service end date
- Hide header level location
- Hide requestor field
- Hide Force Sync with ERP flag
- Hide Kept on hold flag
- Hide Flag not to push
- Hide reference number field
- Reference number required

- When a purchase order has multiple vendors, the phrase **Multiple Vendors** will now appear in the *Vendor* column on the *Purchase Orders* table. Also, all vendors will now be listed on the *Purchase Order Approval Details* page.

Purchase Orders / PO-2245

PO-2245
(MULTIPLE VENDOR)

Requestor: N/A

Message Download PDF Edit PO Reject Approve

Vendor ID	Address	Date	Terms	Card Required	
		, USA	01/10/2024	Net 15	No
			01/10/2024	Net 15	No
Start Date	End Date	Department	Location	Currency Code	Subsidiary
		N/A	01: San Francisco : QA Hold	SGD	Honeycomb Mfg.

- An issue has been fixed so users can create *Invoice Listing* reports and *Credit Memo Listing* reports

from their respective tables.

- An issue on the Vendor module has been fixed so the vendor's email is correctly saved when adding a new vendor location.
- An issue has been fixed so the **Reference Number** field is marked as mandatory on the *Invoice Approval Details* page if the **Reference number required** checkbox is selected in company settings.
- An issue has been fixed so the *Reference Number* field is marked as mandatory in the invoice Draft section if the **Reference number required** checkbox is selected in company settings.

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Payments Automation

Improvements

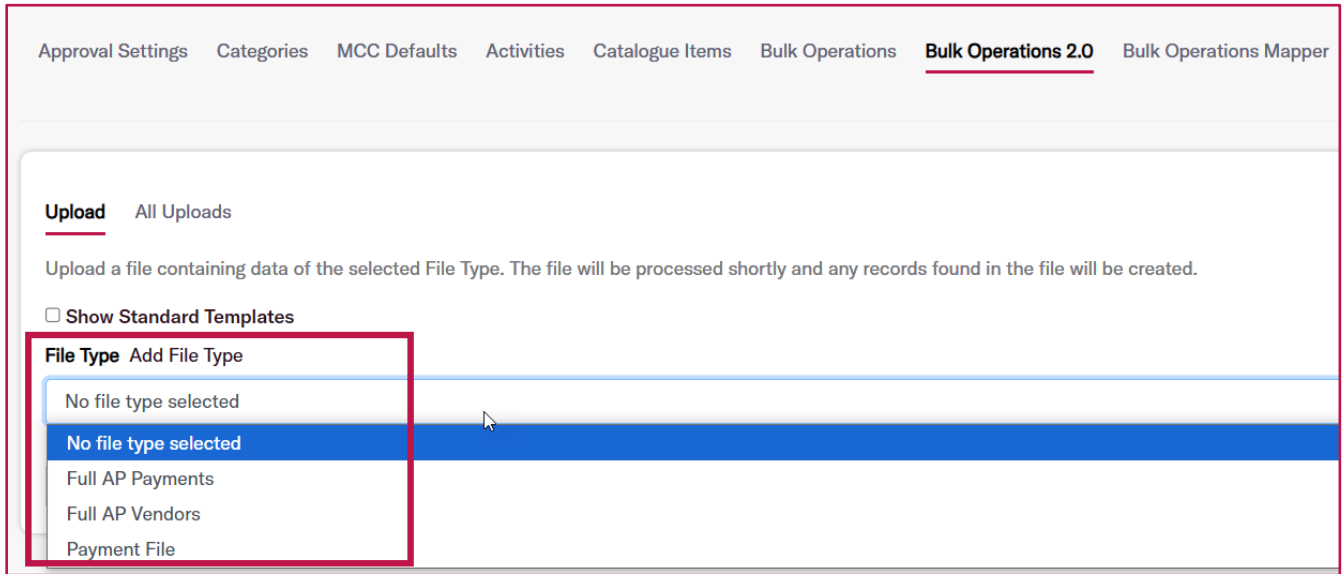
Deployment Date: 10/11/24

- For this enhancement, **invoice.amount** will represent the **net amount**, and **invoice.amount_disc** will be displayed on the Full AP remittance without requiring any additional calculations against **invoice.amount** during the file integration process.
- Multiple values are now supported in the Approval Workflow Custom Field Triggers.

- A **Client Vendor ID** column has been added to the *Nvoicepay Vendor Listing* report.

Deployment Date: 10/16/24

- The *Bulk Action* drop-down > **Submit All For Payment Run** process was updated to align with the **Submit Selected For Payment Run** option to create a more consistent user experience.
- The display of payment files in the *Bulk Operations 2.0* > **File Type** drop-down has been updated. This enhancement ensures that payment templates align with outbound configuration settings.



- The recurring *Payment Listing* report has been enhanced to include all dates in the future and the last 365 days.

Create Scheduled Report

Category*
Payments

Report Type*
Payment Listing

Payment Listing Filters

Schedule Date Range

- Past 1 Day
- Past 7 Days
- Past 30 Days
- Past 90 Days
- Past 180 Days
- Past 365 Days
- Current Week
- Past 1 Day + All Future Dates
- Past 7 Days + All Future Dates
- Past 30 Days + All Future Dates
- Past 90 Days + All Future Dates
- Past 365 Days + All Future Dates

Issues

Deployment Date: 10/14/24

- An issue was resolved where the **Purchase Order Approval** workflow was not locating the associated account.

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Card

Improvements

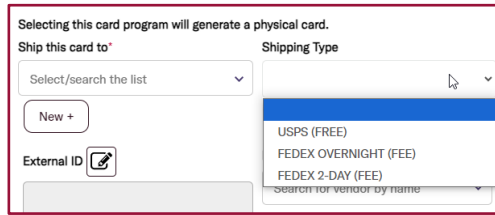
Deployment Date: 10/16/24

- With this improvement, virtual cards created via PS20 file are now visible in the Corpay Complete **Cards** module. Virtual cards will display on the **All Cards** grid, along with physical and ghost cards. New columns for **Vendor Number** and **Invoice Number** were also added to the **All Cards** grid.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code	Status	Card Program Type	Card Program Name	Profile ID	Employee Number	Issued Date	Action	Vendor Number	Invoice Number
**** * 1024		\$33.00	\$33.00	2024-02	CACRV	A-CR1	ACTIVE	VIRTUAL	Comdata Pa...			08/10/2023			
**** * 3619	Card Holder	\$1.00	\$1.00	2026-08	CACRG	A-CR1	ACTIVE	PHYSICAL	Comdata Ph...	001 - DEFAULT ...	966	08/17/2023			
**** * 3627	Card Holder	\$100.00	\$100.00	2026-08	CACRG	A-CR1	ACTIVE	GHOST	Comdata G...		967	08/17/2023			

The change also allows virtual card transactions to display on the **Transactions** grid, and a new **Vendor Number** column was added. Currently, these are view only, and the ability to edit these virtual cards will come later in later enhancements. Please note that if the virtual card was issued to a cardholder who is not a Corpay Complete user, then the **Issued To** field in both the **All Cards** and **Transactions** grids will show the cardholder's name in plain text.

- With this improvement, a new 2-day shipping type, *FedEx 2-Day*, was added as a shipping option on the **Issue Corporate Card** form and the bulk upload template when issuing physical cards. This shipping type option is introduced in addition to the existing shipping options when issuing or requesting a new physical card and ensures that Corpay Complete aligns with Corpay's business policy.



- With this improvement, a new **Rebates** grid was added to the **Cards** module where rebate statements can be easily filtered and viewed. Previously, rebate statements were attached to card statements, but the statement periods were often different, and the amounts didn't align. *Please note that Rebate statements issued prior to July 2024 will still be attached to the card statement, while anything from July 2024 onward will be stored in the **Rebates** grid. The **Rebates** grid will only be visible for users who have permission to view card statements.*

Dashboard All Cards POs Requiring Cards Transactions Statements **Rebates** Card Program Settings Payments

Quick Filters

<input type="checkbox"/>	Account Code	Month	Year	Document	Actions
<input type="checkbox"/>	A-CR1	7	2023		
<input type="checkbox"/>	W-11E	5	2023		

Expense

Improvements

Deployment Date: 10/16/24

- With this improvement, a new **Receipt Image Report** was added under the Card & Expense

category in the **Reports** module. The PDF report contains receipt details for expense items as well as the receipt images. The Receipt Images report includes the following fields in PDF format:

- Expense Report Number
 - Expense Report Name
 - Description
 - Created For (Employee Name)
 - Employee ID
 - Category
 - Location
 - Address
 - Amount
 - Merchant Name
 - Merchant Address
 - Transaction ID
 - MCC Code
 - GL Account
 - Receipt Attachment File Name
 - Receipt Image
- With this improvement, a new company setting "Create Expense Items for selected Ghost Card Program purchases" was created to allow companies to prevent expense items from being

automatically created for selected ghost card programs. The update helps card admins to be able to determine which transactions get pushed to the Expenses module.

Expense Items

- Enforce Policy Violations ?
- Hide tax fields ?
- Tax code required ?
- Show Department ?
- Department Required ?
- Inherit Employees Department ?
- Show Subsidiary ?
- Description required ?
- Per Diem item required ?
- Show Billable ?
- Show Reimbursable ?
- Show Location ?
- Location Required ?
- Enable Split Expenses ?
- Show PO Number ?
- Hide Create Expense Button ?
- Show business unit for expense item ?
- Business Unit Required ?
- Show projects for expense items ?
- Project Required ?
- Hide expense report dropdown in the expense items form ?
- Default expense report dropdown in the expense items form to New Expense Report ?
- Default to User-level Policy for all Expense Items ?
- Automatically Create Expense Items from Purchases ?

Default Policy for Expense Items from Purchases:

Test policy x | v

Default Category for Expense Items from Purchases: ?

General x | v

Automatically Create Expense Items from Selected Ghost Card Programs: ?

Ghost Card Test Program 1 x Ghost Card Test Program 2 x | v

- Users with location-level permissions now have the ability to access dashboard data and reports limited to their assigned locations. With this improvement, in addition to **Payments** and **Invoices**, the *location_readonly_staff* and *location_edit_admin* roles can restrict dashboard and report data to the locations assigned to the user. The change will allow users to view data specific to their areas of responsibility and without seeing data for other areas of the business.

Issues

Deployment Date: 10/16/24

- Fixed an issue where users could add reimbursable expenses to nonreimbursable expense

reports/add nonreimbursable expenses to reimbursable expense reports via the **Add Expense** button on the **Expense Report Details** page.

- Fixed an issue where users were able to save expense items without selecting a value for required custom fields.
- Fixed an issue where metadata fields weren't displaying correctly on the **GL Impact** table in the **Expense Report Details** page.
- Fixed an issue where the Email option for the *Unapproved Expense Report Approval Reminder* notification in the **User Profile** couldn't be selected.
- Fixed an issue where the *Save as Draft* button was missing on the **Create Expense Item** and **Edit Expense Item** pages.

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Mobile App

Issues

Deployment Date: 10/16/24

- Fixed an issue in the mobile app where expense items couldn't be edited when creating an expense report on iOS devices.
- Fixed an issue on the mobile app where users could add reimbursable expenses to nonreimbursable expense reports/add nonreimbursable expenses to reimbursable expense reports via the *Add Expense* button on the **Expense Report Details** page.

- Fixed an issue the mobile app where route maps couldn't be deleted from mileage expense items, and mileage expense items couldn't be created from the **Expense Report Details** page.
- Fixed an issue on the mobile app where the *Receipt Attached* filter on the **Expense Reports** tab was not accessible on Android devices.
- Fixed an issue on the mobile app where approved payments weren't clearing from the approval queue.
- Fixed an issue on the mobile app where the app would crash when attempting to upload a receipt to a transaction on Android devices.
- Fixed an issue on the mobile app where additional attachments uploaded from the **Receipt Detail** page were not showing on the related **Purchase Detail** page.

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