FOR EXTERNAL USE

Corpay

Release Notes – 10/11/24 – 10/16/24

Table of Contents

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:

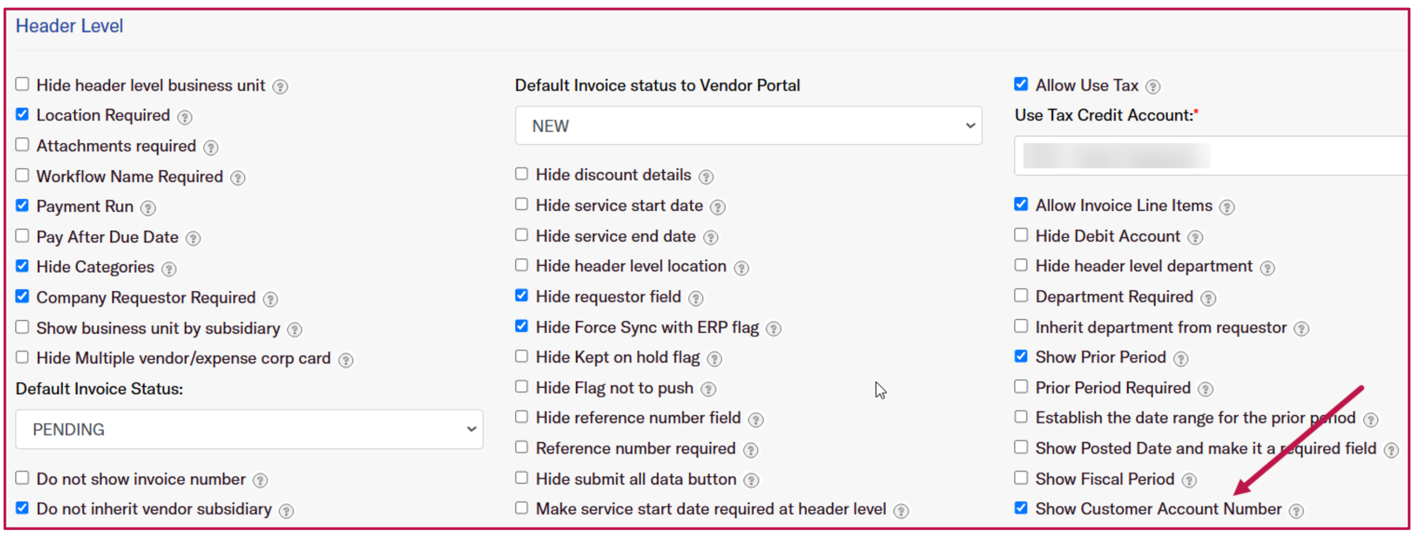
Overview - Corpay Complete

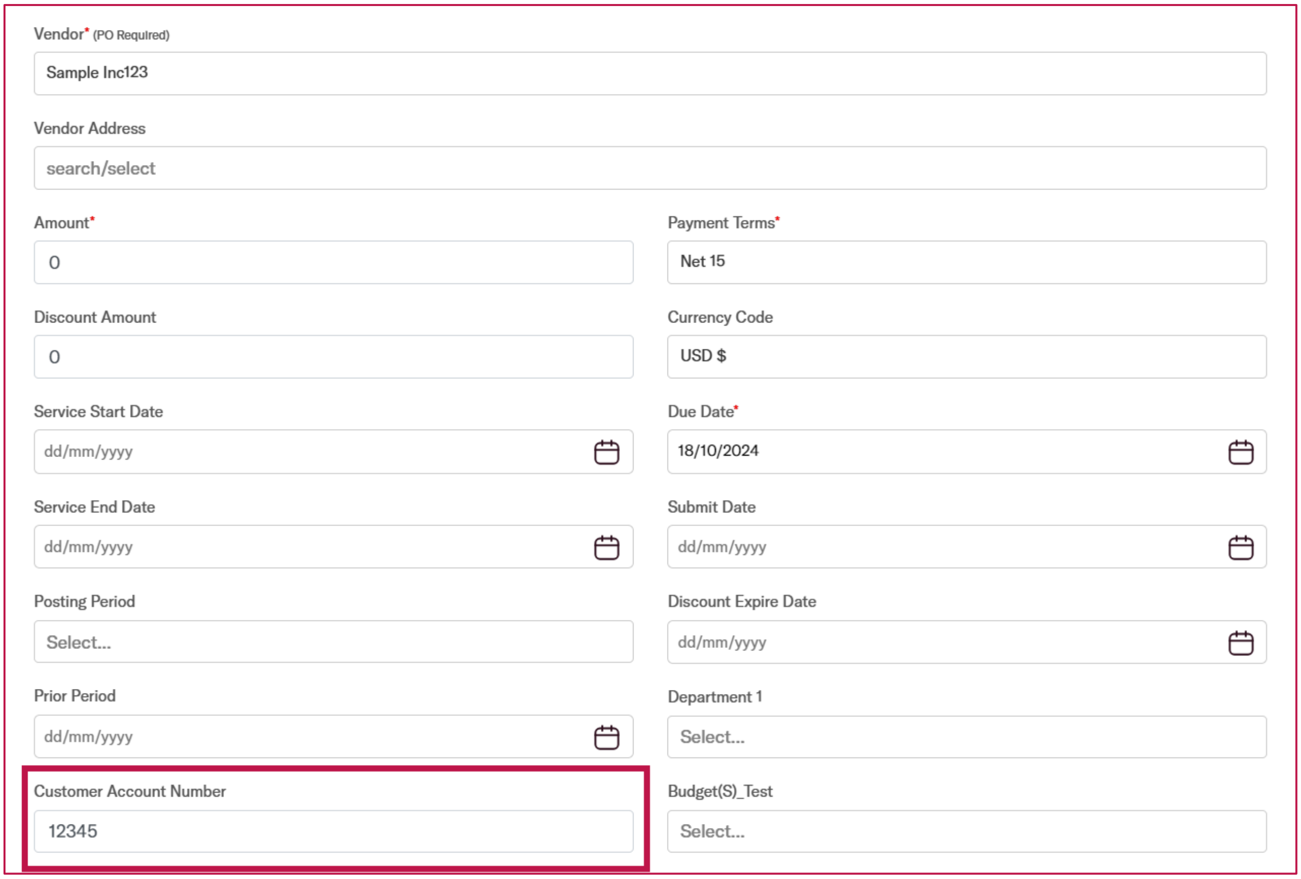
Invoice Automation and Purchase Order

Improvements

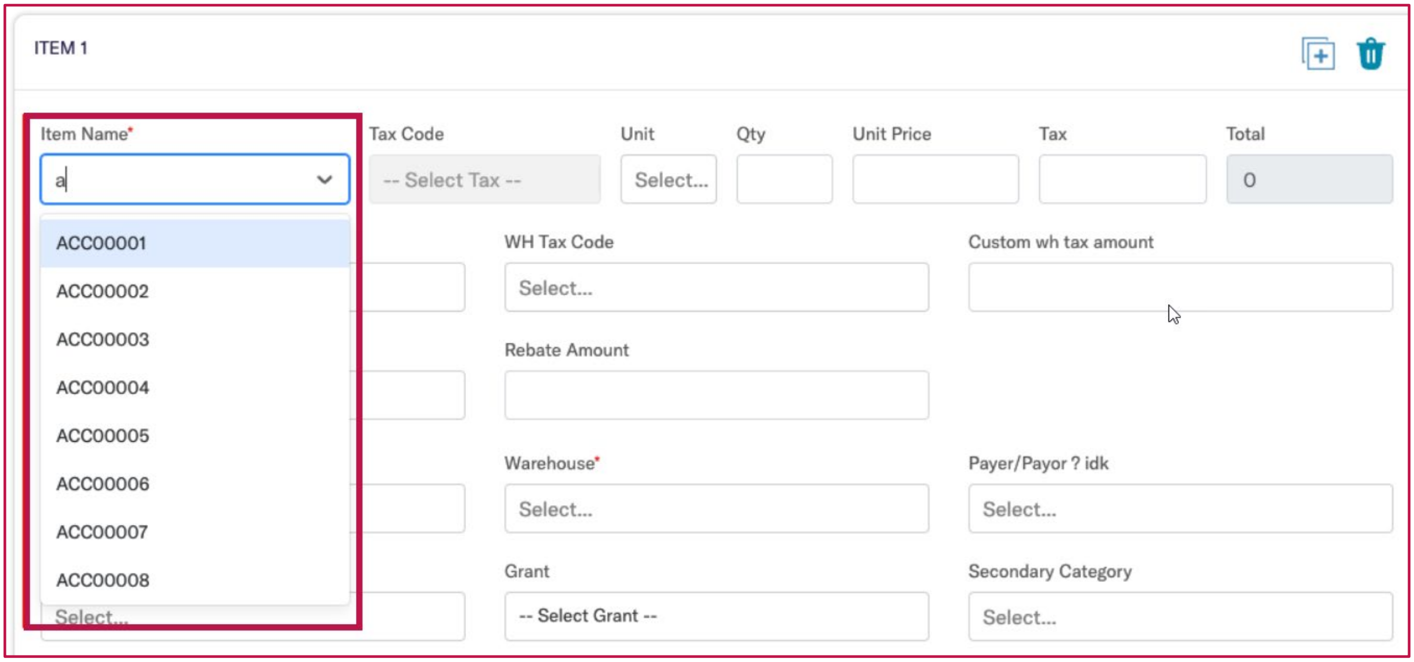
Deployment Date: 10/16/24

- 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.

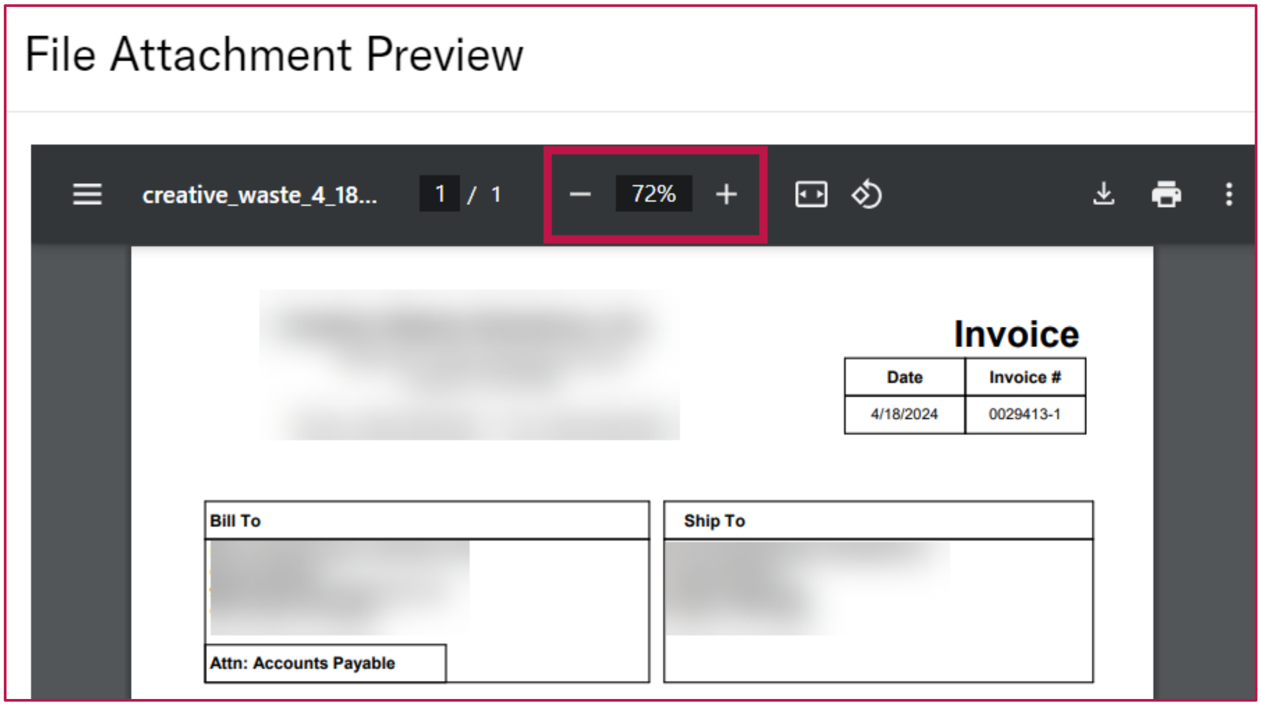




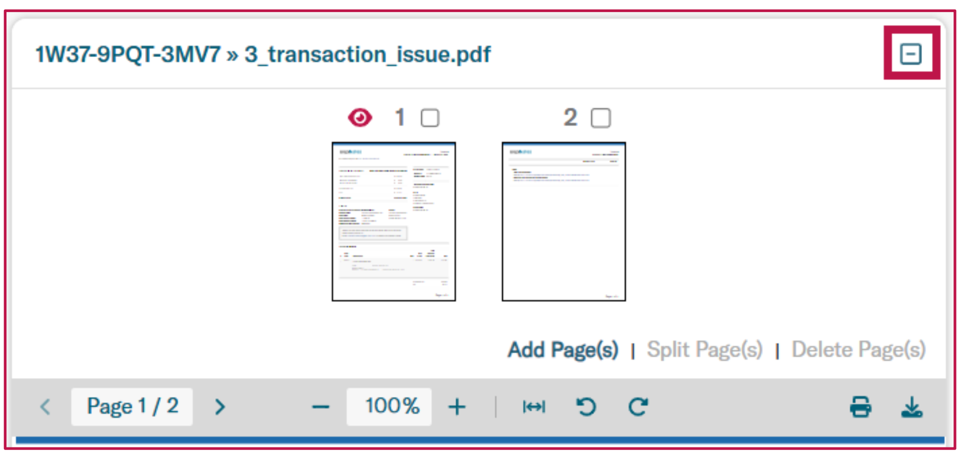
- Email field validation on **Add Vendor** and **Request Vendor** forms has been improved. This update ensures that email addresses entered are correctly validated, reducing errors.
- The **Item Name** field on the *Line Item* tab now supports real-time search functionality, allowing users to search 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.

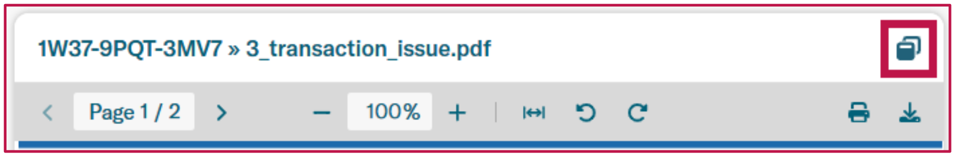

ITEM 1
Item Name*
a
ACC00001
ACC00002
ACC00003
ACC00004
ACC00005
ACC00006
ACC00007
ACC00008
Select...
Tax Code
-- Select Tax --
Unit
Select...
Qty
Unit Price
Tax
Total
0
WH Tax Code
Select...
Custom wh tax amount
Rebate Amount
Warehouse*
Select...
Payer/Payor ? idk
Select...
Grant
-- Select Grant --
Secondary Category
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.



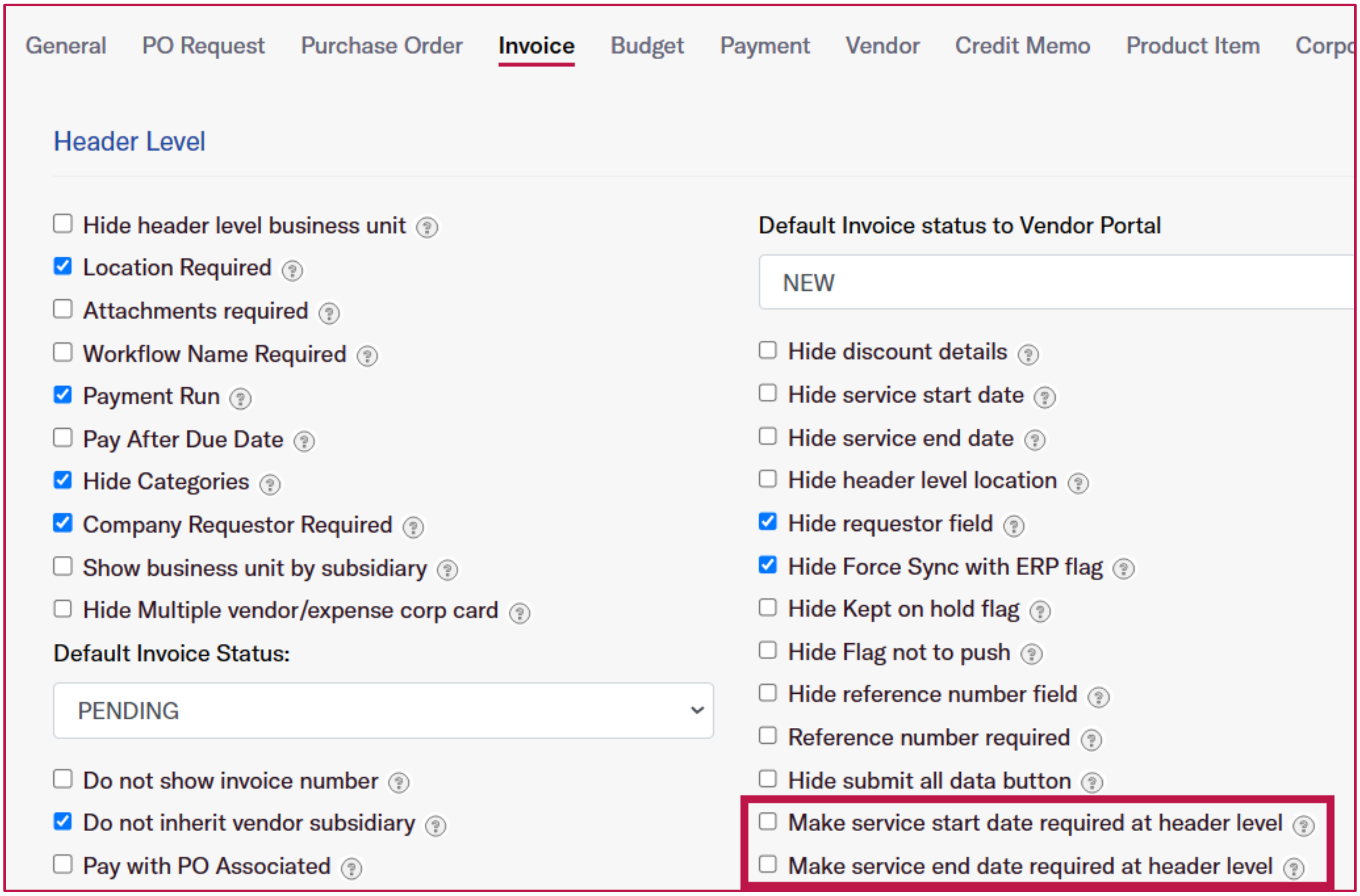


Back to the top

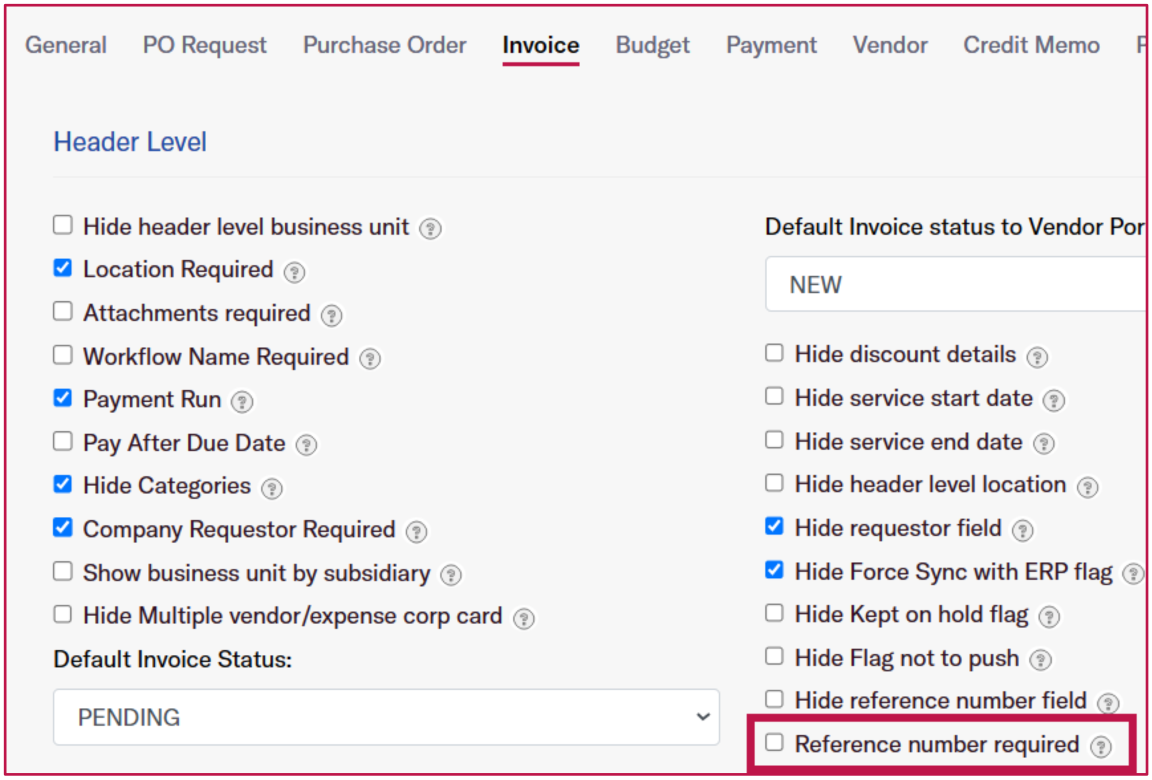
Issues

Deployment Date: 10/16/24

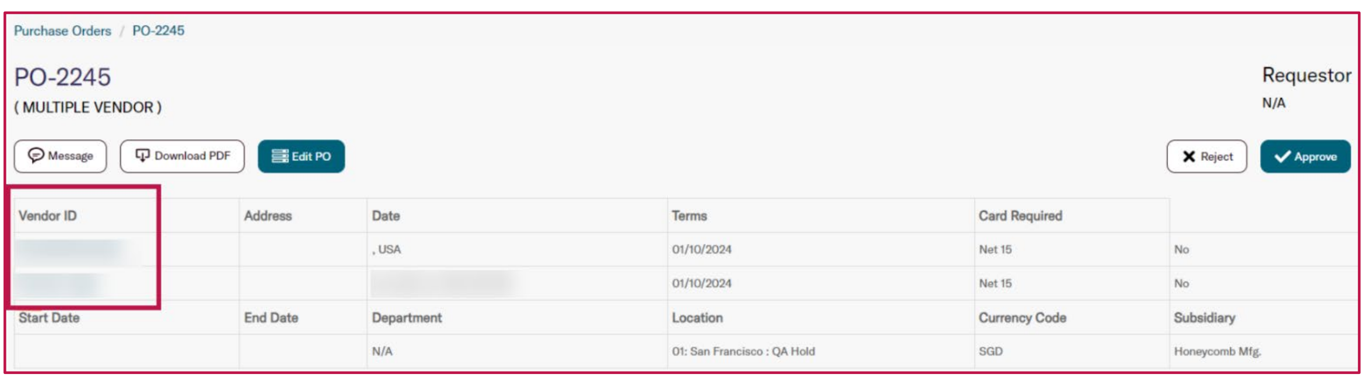
- A problem with the *Documents* table has been resolved, ensuring that the date columns in the CSV export align with the time zone of the dates shown in the *Documents* table.
- An issue on the *Recurring Invoices* table has been fixed so the system will automatically turn off any scheduler when the **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.



- 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.



- 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.



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

Corpay

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.

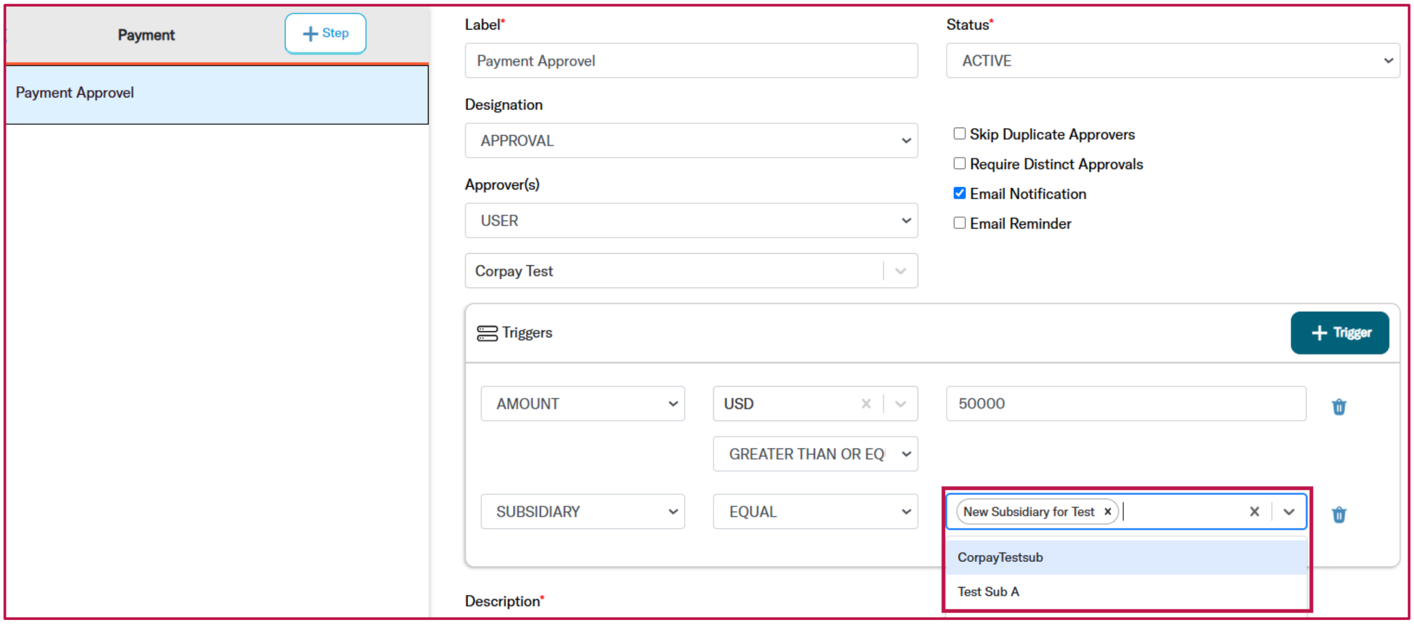
Back to the top

Payments Automation

Improvements

Deployment Date: 10/11/24

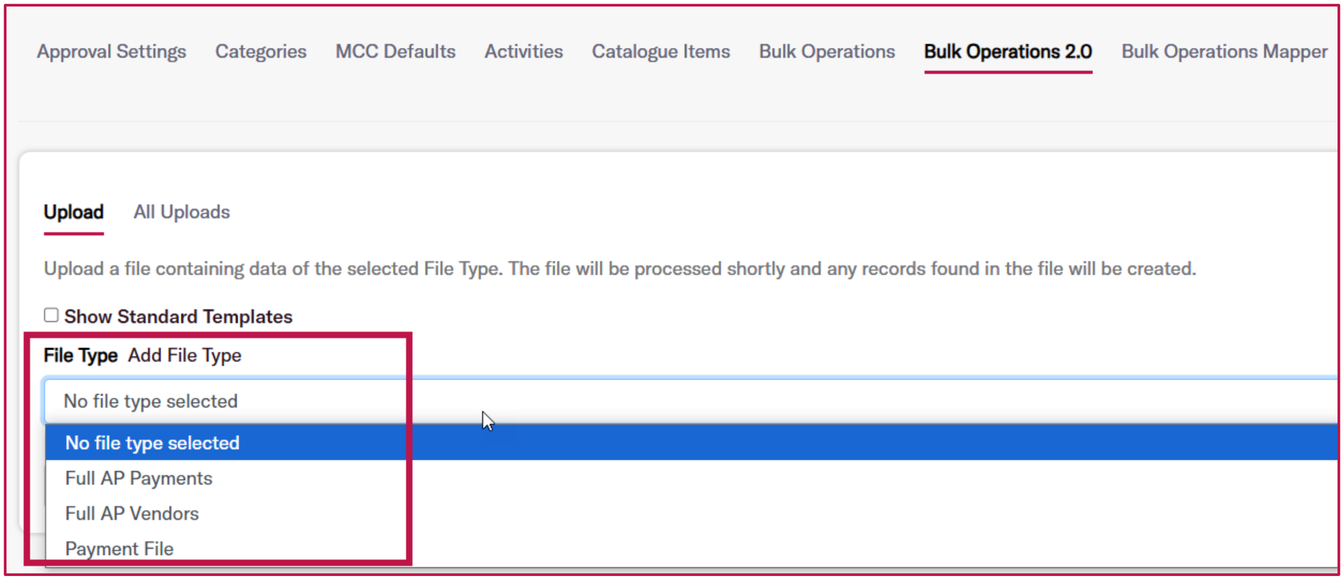
- For this enhancement, **invoice.amount** will represent the **net amount**, and **invoice.amount_disc** will be displayed on the Full AP remittance without requiring any additional calculations against **invoice.amount** during the file integration process.
- Multiple values are now supported in the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



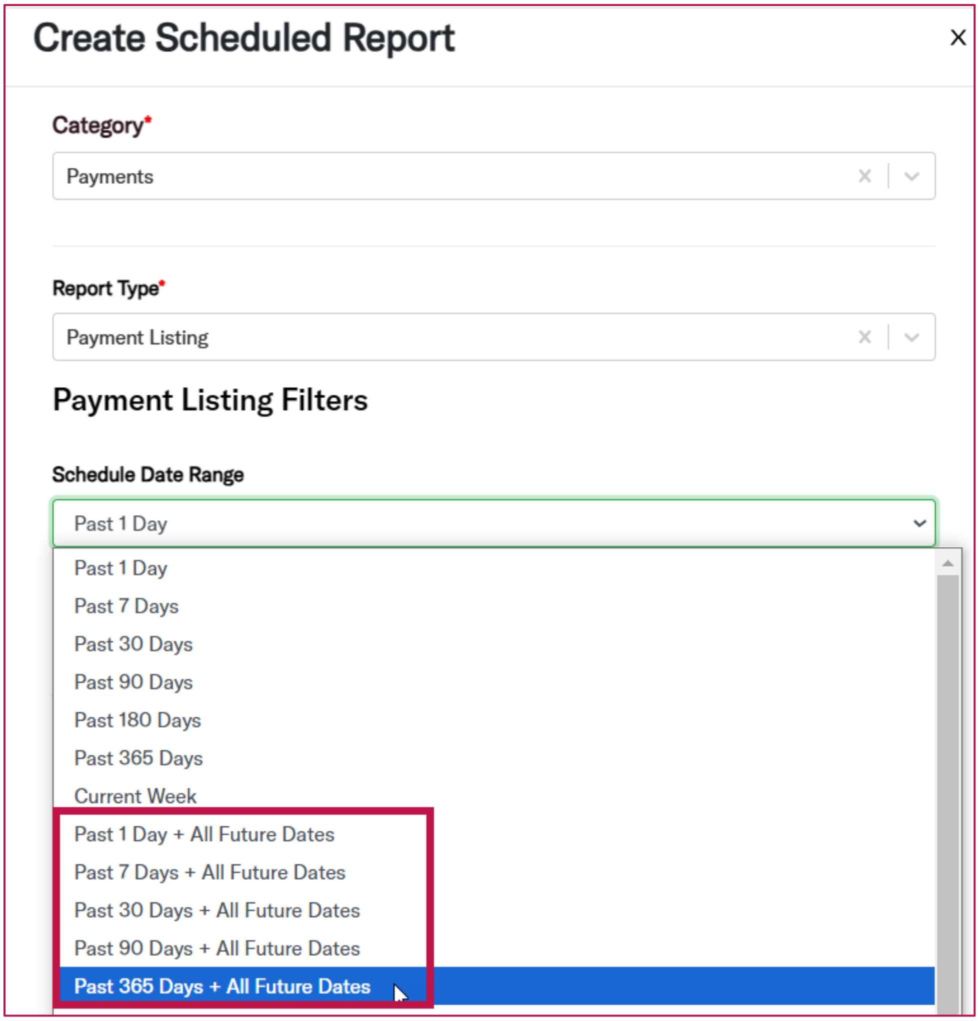
- A **Client Vendor ID** column has been added to the *Nvoicepay Vendor Listing* report.

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.



Issues

Deployment Date: 10/14/24

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

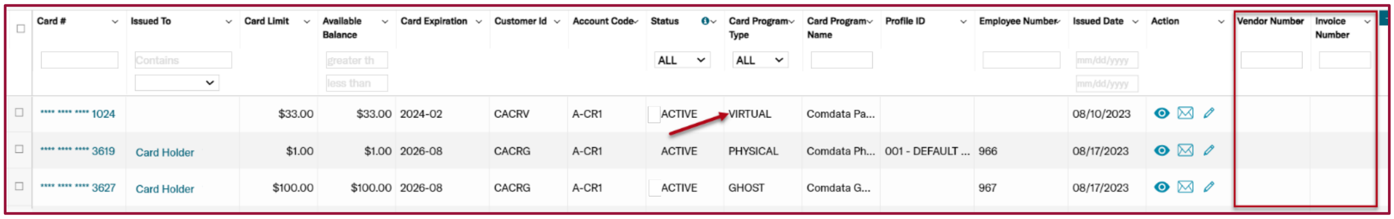
Back to the top

Card

Improvements

Deployment Date: 10/16/24

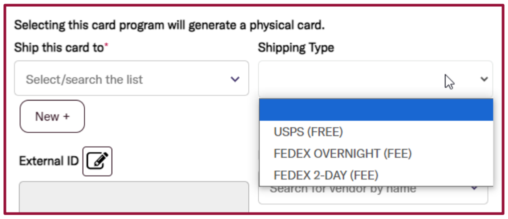
- With this improvement, virtual cards created via PS20 file are now visible in the Corpay Complete **Cards** module. Virtual cards will display on the **All Cards** grid, along with physical and ghost cards. New columns for ***Vendor Number*** and ***Invoice Number*** were also added to the **All Cards**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



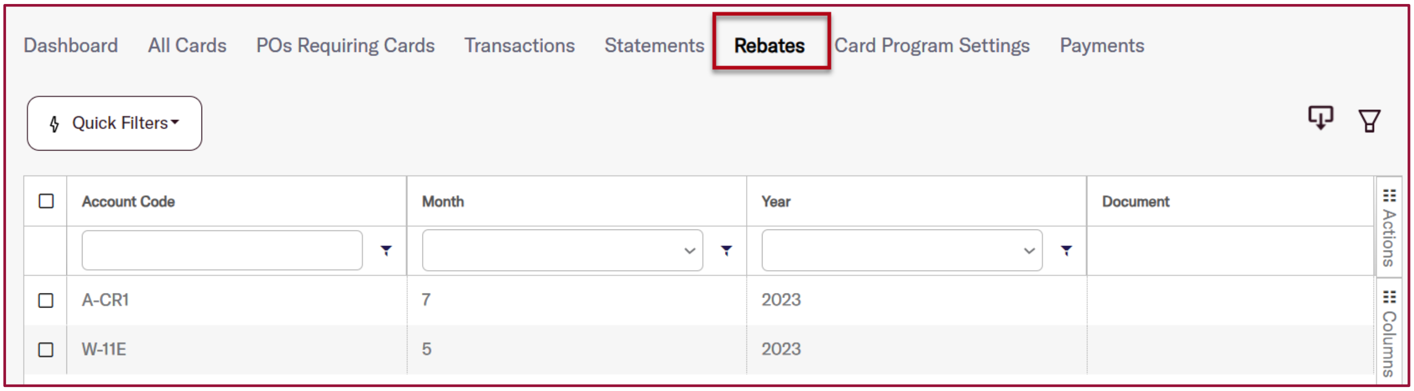
Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code	Status	Card Program Type	Card Program Name	Profile ID	Employee Number	Issued Date	Action	Vendor Number	Invoice Number
	Contains		greater th / less than				ALL	ALL				mm/dd/yyyy / mm/dd/yyyy			
**** **** **** 1024		$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.*



Expense

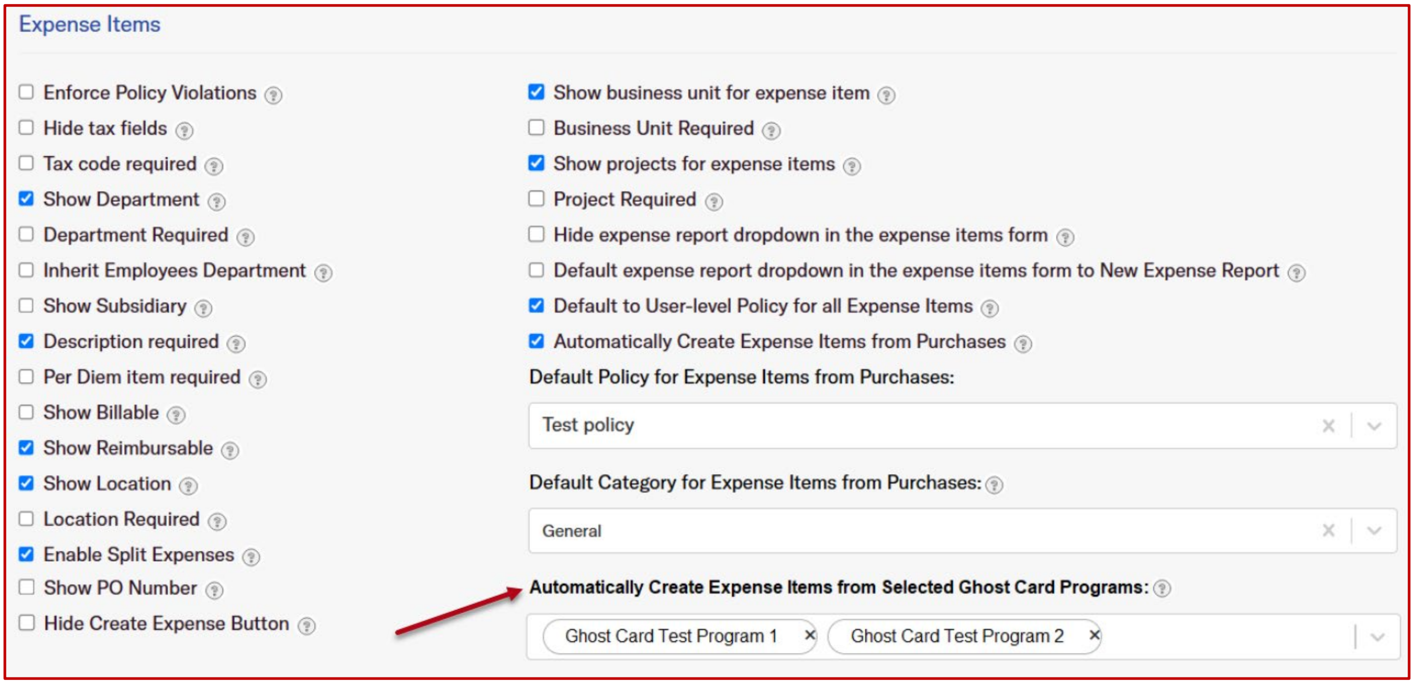
Improvements

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.



- 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.

Back to the top

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.

Back to the top

