FOR EXTERNAL USE

Corpay

Release Notes – 11/7/24

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Corpay Production Release Notes

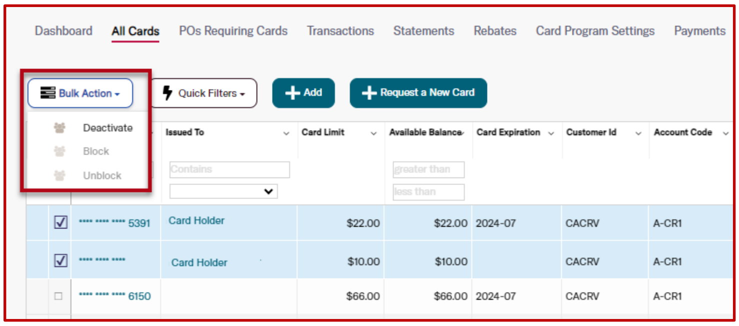
Corpay is pleased to announce the release of the following items on November 7th, 2024.

OVERVIEW – CORPAY COMPLETE

Card

Improvements

- With this improvement, new *Block* and *Unblock* bulk actions were added to the **All Cards** grid. The update will give admins the ability to block and unblock multiple cards at the same time instead of opening each card individually. Previously, Card admins needed to go into each card individually to be able to block or unblock cards.

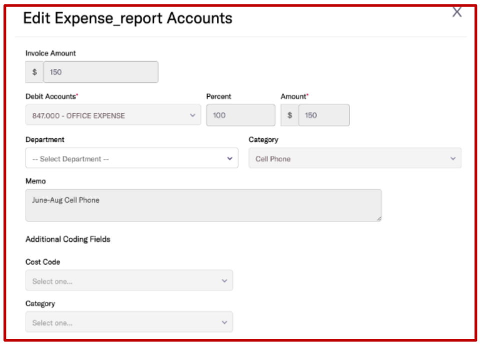


- With this improvement, the *Issued To* field on the *Card Bulk Upload* template was separated into *Cardholder First Name* and *Cardholder Last Name.* The improvement will allow cards to be issued to users with multiple first or last names.

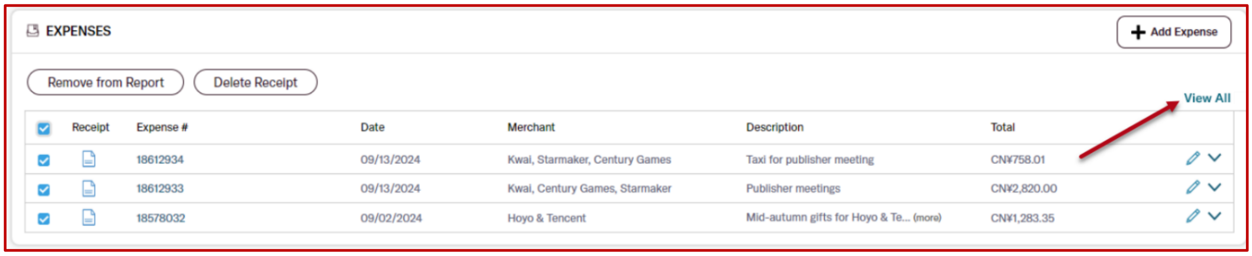
Expense

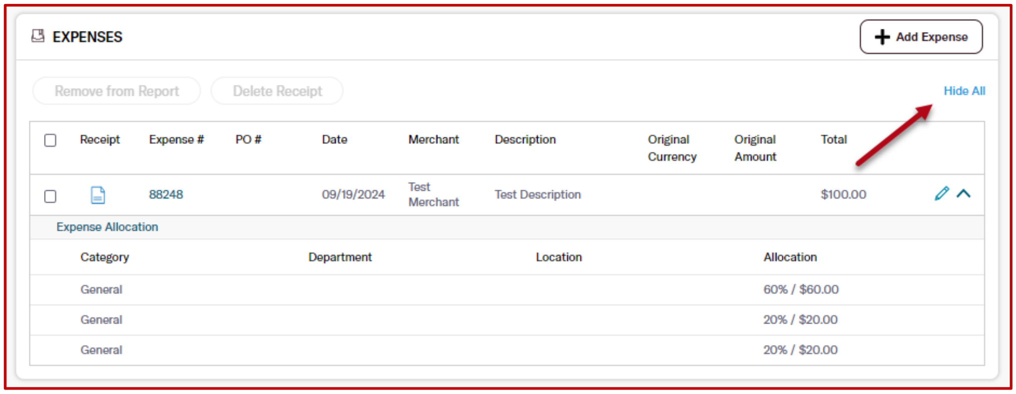
Improvements

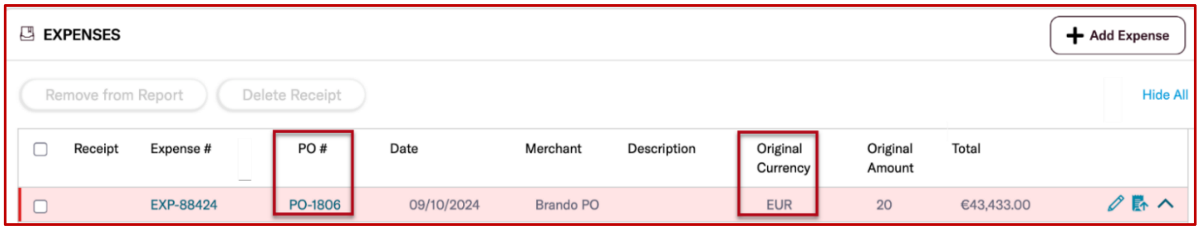
- With this improvement, Expense admins now have the ability to edit the **GL Impact** debit and credit entries on the **Expense Report Details** page.



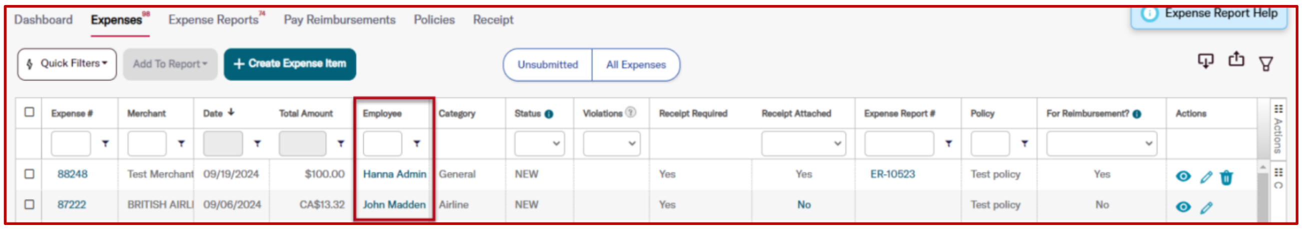
- With this improvement, all expenses on the **Expense Report Details** and **Expense Approval Details** pages are now expanded by default. A *View All/Hide All* option was added so all expense records can be expanded or collapsed at the same time. The *PO Number* and *Original Currency* fields were also added back to the *Expenses* view. The change will make it is easier for users to see all of the allocation information without expanding each individual expense.



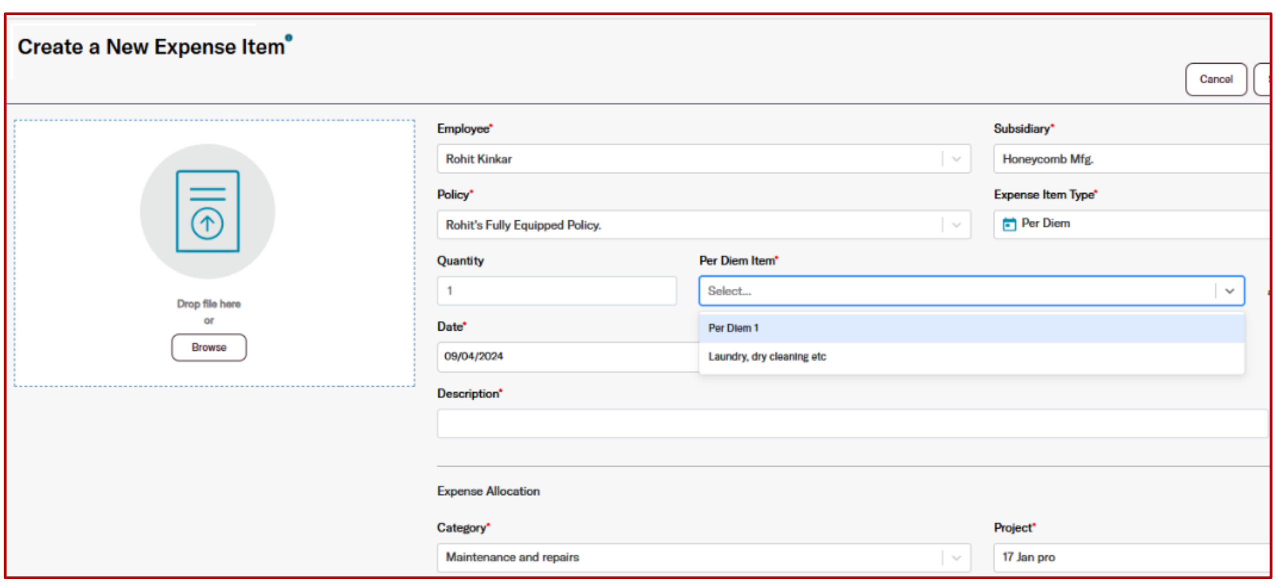




- With this improvement, Employee column was added as a default column in the Expenses grid. Previously, Employee was not a default field and users had to add it to be able to see who owns the expense. The change will allow expense users to easily see and determine which employee the expenses in the Expenses grid belong to.



- With this improvement, when creating a Per Diem expense item, the Per Diem Item dropdown on the **Create a New Expense Item** page will now show all available options, and the Category will populate based on the item selected. Previously, users had to select a category first for the Per Diem Item list to generate. If there is a default category assigned for Per Diem expenses, the *Category* field will automatically populate with the default value when creating the expense and limit the Per Diem Item options based on the default category. Users can change the category as needed if a different Category or Per Diem Item needs to be selected.



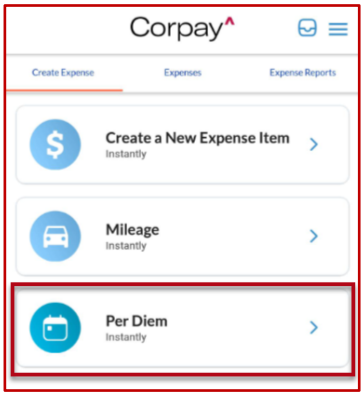
Issues

- Fixed an issue where an "Unknown error occurred" message was showing when deleting an expense item, even though the expense was successfully deleted.
- Fixed an issue where expense reports weren't correctly inheriting the Business Unit and Location from the user.
- Fixed an issue where split coding allocations weren't clearing out when the policy on the expense item was changed.
- Fixed an issue where some currency codes weren't displaying in the Currency dropdown on the Create and Edit Expense Item pages.
- Fixed an issue where text and number-based metadata field values were not removed if they were cleared and saved in the Split Expense modal.
- Fixed an issue in the Split Expense modal where the Amount field had a leading 0 that couldn't be deleted.
- Fixed an issue where Description wasn't showing as a required field when creating or editing an expense item if the category in the expense policy requires a description.

Mobile App

Improvements

- With this improvement, Per Diem has been added as an option when creating a new expense item in the mobile app. Previously, Single Expense Item and Mileage were the only options when creating an expense item. This update will ensure the mobile app features align with web functionality.



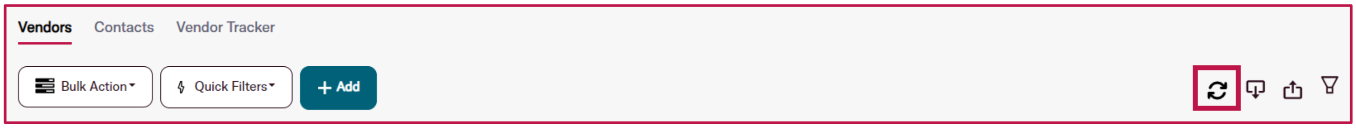
Issues

- Fixed an issue in the mobile app where new expense items couldn't be unlinked from an expense report on the Expense Report Details page.
- Fixed an issue in the mobile app where the card balance on the Card Details page wasn't displaying in the correct format.
- Fixed an issue in the mobile app where the currency symbol was displaying in front of the Expense Number, Transaction Date, and Merchant Name in the Receipt Details view when manually linking a receipt to an expense.
- Fixed an issue on the mobile app where Description wasn't showing as a required field when creating or editing an expense item if the category in the expense policy requires a description.
- Fixed an issue in the mobile app where the keyboard blocked the Percent and Amount fields when adding split allocations for expense items on iOS devices.
- Fixed an issue in the mobile app where the Issued To and Status filter weren't working correctly on the Card Requests tab.
- Fixed an issue on the mobile app where global search filters on the Card Requests tab did not return the correct results if the page was refreshed.
- Fixed an issue in the mobile app where applying a date filter on the Transactions list resulted in an "Enter proper date" error message on iOS devices.

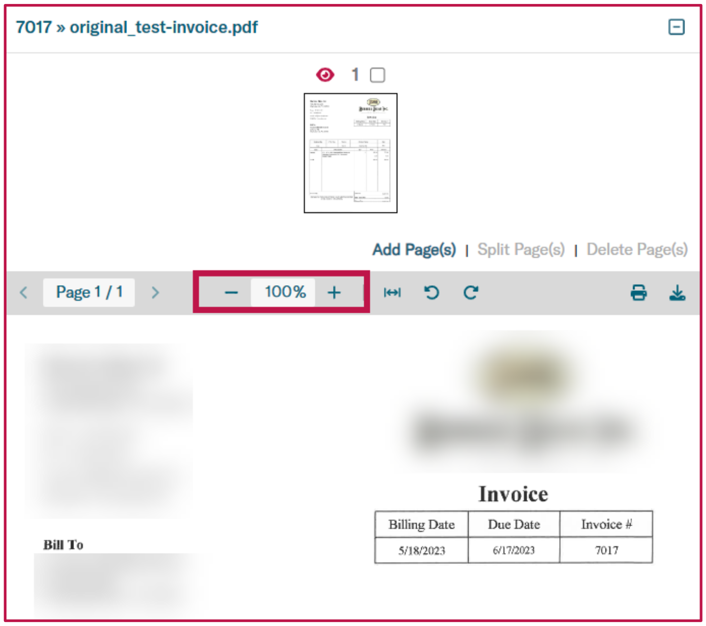
Invoice Automation and Purchase Order

Improvements

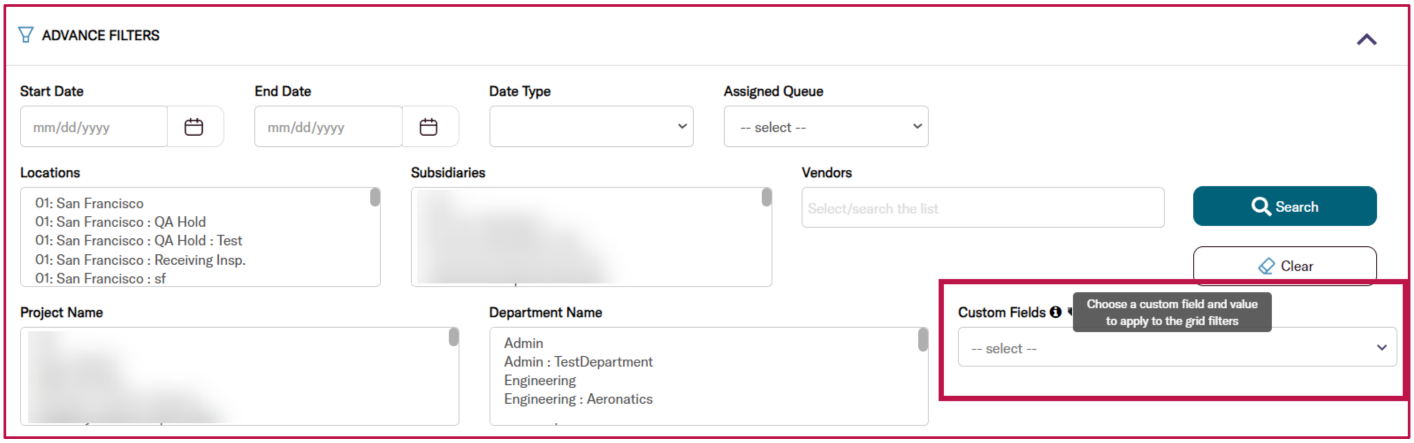
- A **Skip** button has been added to the **Add Vendor Contact** step on the **Add Vendor** form. This addition provides users with the option to skip adding a vendor contact if needed.
- The **Item Display** name has been updated so that it is inherited from the **Item Name** if the **Item Display** name is left blank.
- A refresh cache button has been added to the *Vendors* grid so that it is aligned with the other grids on the application.



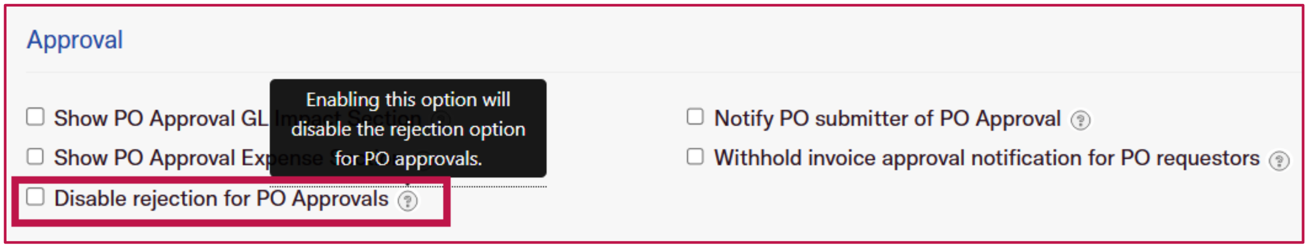
- Zoom functionality has been added to the invoice image on the **Upload Queue** tab for Invoice Automation customers. This enhancement allows users to zoom in on invoice images for better visibility.



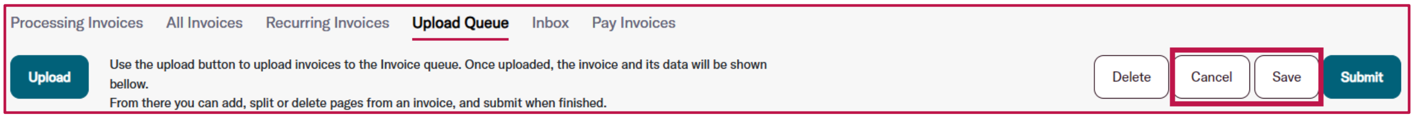
- Custom fields have been added as one of the **Advance Filters** in the invoice *Inbox* to allow users to filter their invoices more effectively.



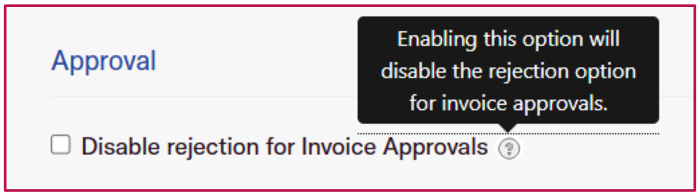
- A new **Disable rejection for PO Approvals** company setting has been added to disable the ability to reject PO approvals. To enable this option, check the **Disable rejection for PO Approvals** checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *Purchase Order* tab.



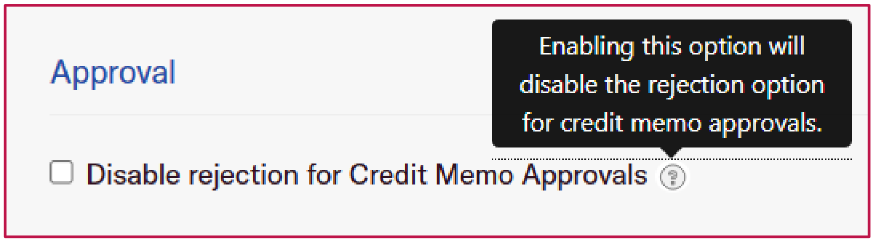
- **Save** and **Cancel** buttons have been added on the *Upload Queue* tab, allowing users to adjust their invoices before submitting them for approval.



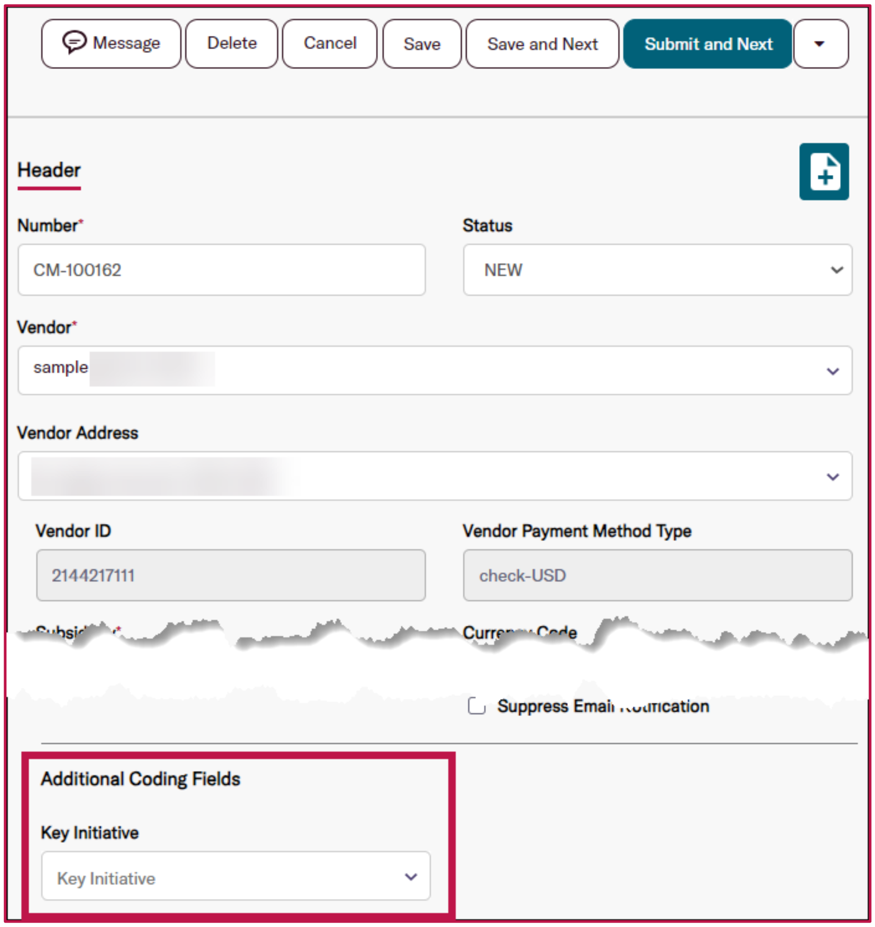
- A new **Disable rejection for Invoice Approvals** company setting has been added to disable the ability to reject invoice approvals. To enable this option, check the **Disable rejection for Invoice Approvals** checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *Invoice* tab.



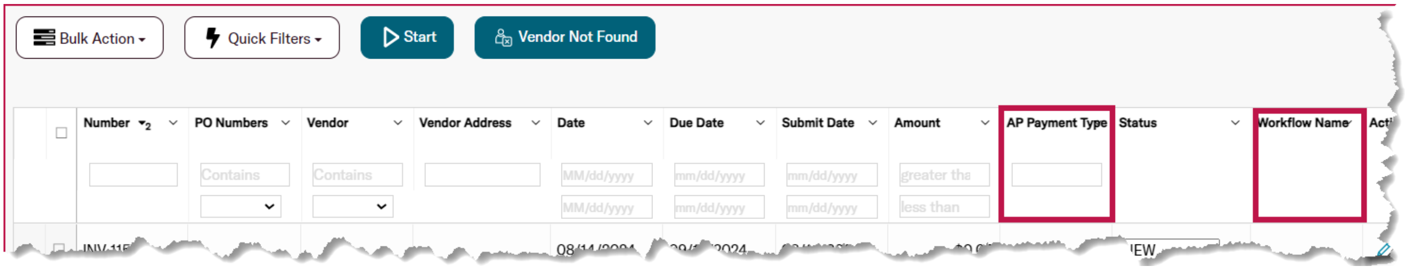
- A new company setting now enables users to disable rejection of credit memo approvals. To activate this feature, check the **Disable rejection for Credit Memo Approvals** checkbox under the *Administration* module > *Settings* tab > *Company Default* tile > *Credit Memo* tab.



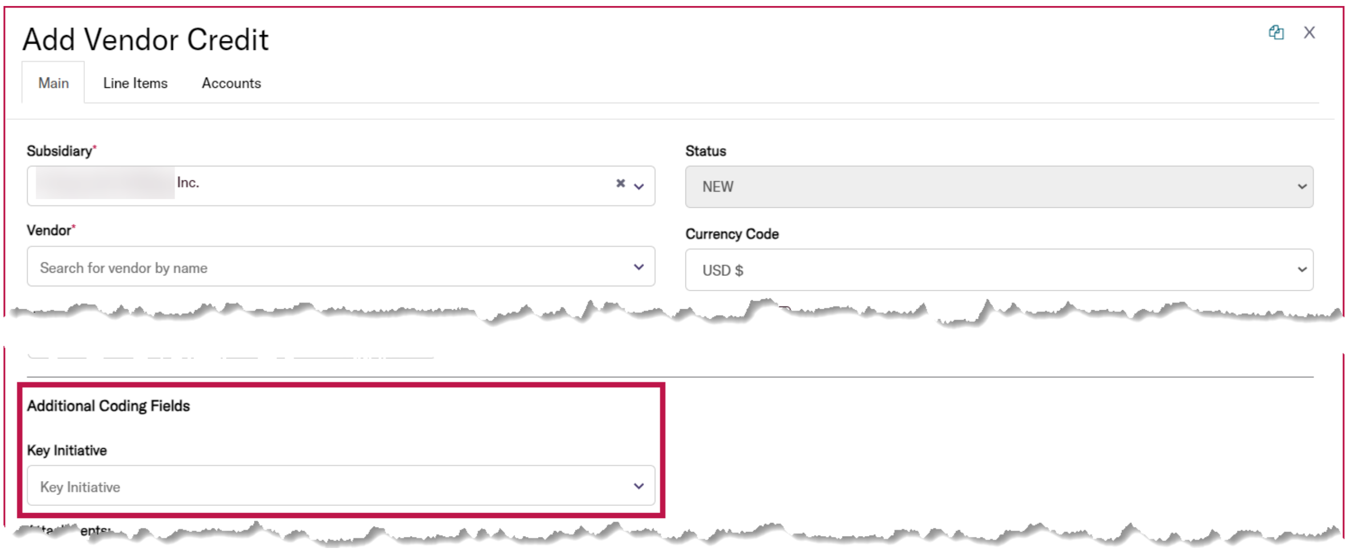
- Custom fields have been added to the **Line Item** section of the credit memo *Inbox*. This addition allows users to view more detailed information about each line item in their credit memos.



- Custom fields have been added to the invoice *Inbox* grid. When custom fields are configured, users may filter, add, and remove custom fields from the invoice *Inbox* grid.



- Custom fields have been introduced to the **Add Credit Memo** and **Edit Credit Memo** forms.



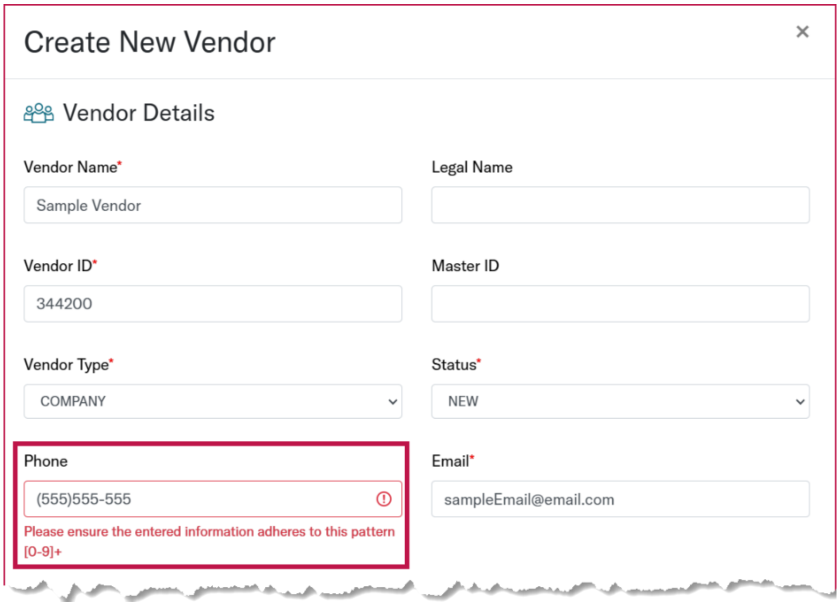
- A new feature has been added to the **invoice Inbox** that shows a confirmation dialog whenever there is a change in the amount. This enhancement ensures that users are aware of any changes to the amount, reducing errors and improving the overall user experience.

  Enhancements have been made to the **Upload Queue** to resolve font consistency and scrollbar problems.

Issues

- The behavior of the **Next Invoice** and **Previous Invoice** buttons in the invoice *Inbox* has been fixed. This ensures that users can navigate through their invoices more efficiently.
- An issue has been fixed so that the **Do not auto-close the budget** company setting is working correctly.
- An issue has been fixed so that staff users can see the **Company Profile** page in a read-only state.

- An issue has been resolved on the **Upload Queue** so that users can choose a different vendor address than what was originally selected.
- An issue with **Date** filters under *Advance Filters* on the invoice *Inbox* tab has been corrected.
- An issue has been fixed on the *Add Subsidiary* form so that the **Level** field is defaults to one (1) each time a manager is added for a **Department**, **Location**, or any other custom fields.
- The functionality of the **Next Credit Memo** and **Previous Credit Memo** buttons in the credit memo *Inbox* has been corrected.
- An issue has been corrected that was causing the **Add Invoice** form to become unresponsive when line items or accounts were added.
- An issue has been resolved to ensure custom fields on the purchase order item line level are properly populated from customers' ERPs, ensuring accurate display of relevant metadata.
- An issue has been resolved where drop-down fields in the **Edit Vendor** form were incorrectly automatically populating with browser data.
- An issue has been resolved where attachments were not visible in the **Documents** section of the *Recurring Invoice Details* page.
- A warning message has been added for incorrect phone number formats on the **Create New Vendor** and purchase order **Add Vendor** forms to prevent submission errors.

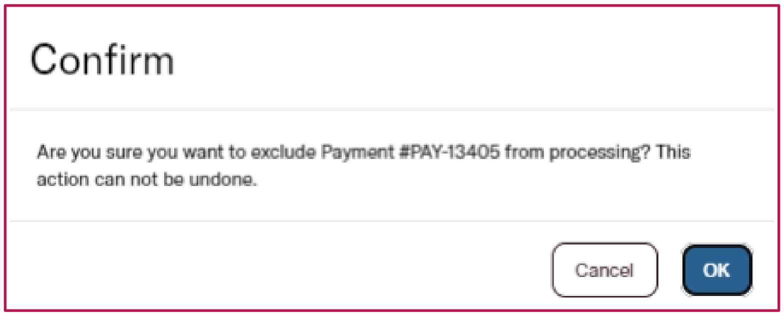


- A problem has been resolved to ensure that when the currency of an invoice or its associated purchase order is changed, the conversion rate is updated, and all purchase order balances are recalculated.
- Several issues have been addressed in the *AP Aging* report to ensure all functionality performs as expected.
- An issue has been resolved where the **Subsidiary** drop-down was not populating on the *Request Invoice* form.

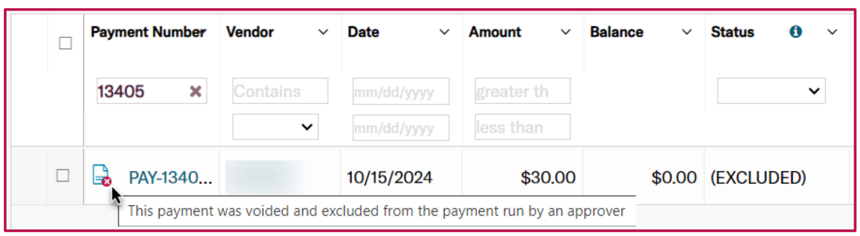
Payments Automation

Improvements

- Enhancements have been made to the existing **Exclude** process, allowing exclusions at the payment or payment run level. This update includes the following features:
  - When a customer selects **Exclude** on a payment, a confirmation dialog modal displays.

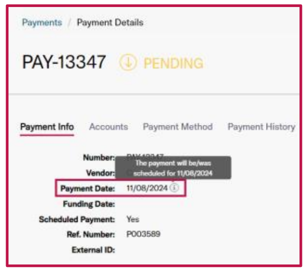


- After selecting **OK** on the confirmation dialog, the payment status changes to **Void (Excluded)** and displays in red.
- The **Data Audit Log** updates with the username/timestamp and "Payment XXX - Voided (Excluded)."
- In the *Payment* grids, the icon now displays with a blocked symbol and includes the following tooltip indicating that the payment was voided and excluded.

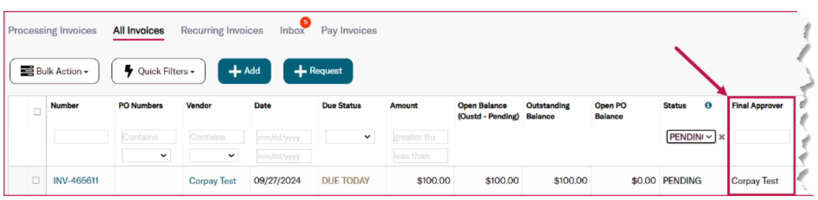


- The **Payments** dashboard has been enhanced to only include virtual card payments to vendors that are not inactive or expired, and the sorting capabilities have been updated.
- Sorting and ordering has been added to the *Payments* and *Payment Runs* grids to give users additional flexibility.
- The vendor setup email has been reworded to contain only relevant information to ensure the email is clear and concise.
- The invoice logic has been updated to not create a negative payment amount on an invoice that has been modified. Instead, an error message will be returned.
- **Location**, **Workflow Name**, and **Posting Period** columns have been added to the *Credit Memo* grid. This addition provides users with more detailed information about their credit memos.

- **The Payment Date** within the Payments module has been revised to show the latest approval date while preserving the original funding date. This enhancement provides users with more accurate payment information, helping them to better manage their payment.



- A **Final Approver** column has been added to the Invoices grids. To add the **Final Approver** column, click the column **editor** icon and select **Final Approver**. Once added, users can filter invoices by the final approver.



Issues

- An issue has been resolved with ERP synchronizing when a payment ID linked to an invoice was not updating.
- An issue has been fixed where the **Payment Run Summary by Vendor** grid was not populating on the *Payment Run Review* page.
- An issue where columns in the **Payments** and **Payment Run Approval** grids were not sorting correctly has been fixed.
- A problem has been resolved where payment runs were not included in the daily reminder emails.

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