FOR EXTERNAL USE

Corpay

Release Notes – 12/11/24

Contents

Corpay Production Release Notes

Corpay is pleased to announce the release of the following items on December 11th, 2024.

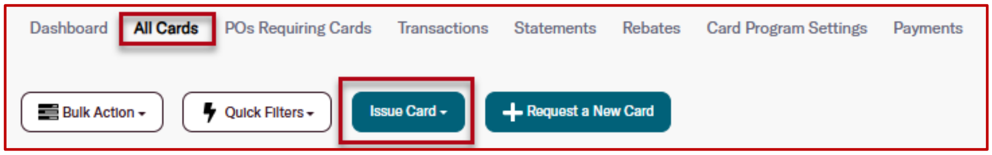
NOTE: *The visibility of the following improvements depends on your enabled modules and company configuration. Consequently, some of the following improvements may not be visible to you.*

OVERVIEW – CORPAY COMPLETE

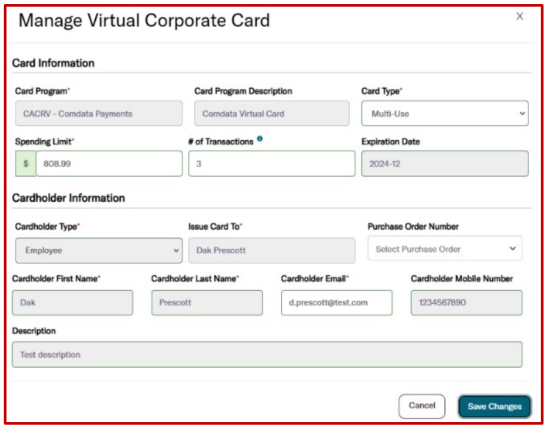
Card

Improvements

- With this improvement, the team improved the Corpay Complete user experience by creating a new report, *Virtual Card Reconciliation Report- Transactions*. The new report shows card and transaction data, which card admins and accountants can use to reconcile virtual card issuance and purchases.
- With this deployment, two new reports, Virtual Card Listing Report - Summary and Virtual Card Listing Report- Details, were created. The new reports show summary and detail level card data, respectively, for virtual cards issued through Corpay Complete.
- With this deployment, the team improved the user experience for Corpay Complete Admin users by offering the ability to issue one-off virtual cards in Corpay Complete. This capability is available for customers who have the virtual card program set up. With this improvement, a new option *Issue Virtual Card* will display on the **All Cards** grid within the **Cards** module. Virtual cards can be either single use or multi use and be issued to employees or to vendors. Cards issued to vendors can be sent via remittance email directly to the vendor email address entered during card creation.



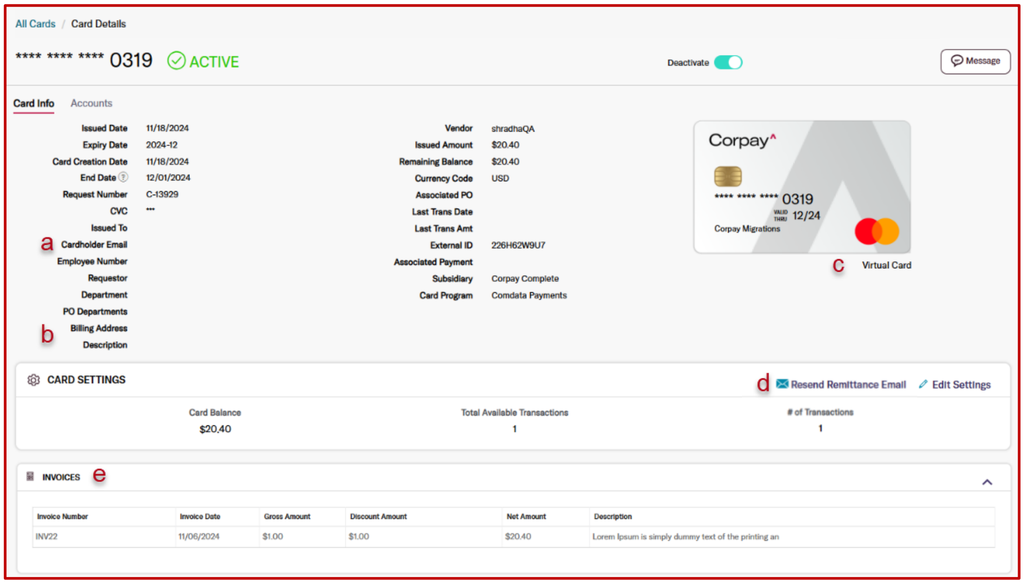
- With this improvement, a new report, *Virtual Card Reconciliation Report - Cards*, was created. This report shows card-level data that card admins and accountants use to reconcile virtual card issuance.
- With this deployment, Virtual cards can now be edited via the *Edit Settings* button on the **Card Details** page. Users with Admin role can update the S*pending Limit, Number of Transactions, Email Address,* and *Vendor Number* when editing virtual cards. Changes made will reflect on the **Card Details** page after they are saved.



- This improvement is part of the team's effort to enhance Virtual Card Capabilities in Corpay Complete. With this update, the **Card Details** page has been updated including the following changes:
    a. *Cardholder Email* was added to the Card Info section (for virtual cards).
    b. Fields in the *Card Info* section were rearranged to better utilize the space. So, longer fields like *Description* and *Billing Address* are now at the bottom of the section.
    c. A card type indicator was added under the card image so it's easier to identify what kind of card it is.

d. The *Card Settings* section will show a *Resend Remittance Email* option for virtual cards issued to vendors, where admins can resend the card details via email by using an existing vendor email address or adding a new one.

e. A new *Invoices section* will display with the invoice details linked to the card (only for virtual cards issued to vendors).



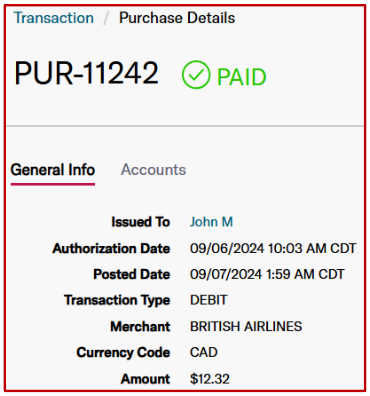
Issues

- Fixed an issue where *Posted Date* and *Posted Amount* were missing from virtual card transactions on the **Transactions** grid and **Transaction Detail** pages.
- Fixed an issue where admin users that had access to the *Edit Accounts* button on the *Accounts* tab of the **Purchase Details** page could not edit the accounts when approving a purchase.
- Fixed an issue on the **Cards Dashboard** where the *Cards Near Zero Balance* and *Cards Fully Used* metrics in the *Stats* tab were not showing the correct counts.
- Fixed an issue on the **Cards Dashboard** where *New Declined Transactions*, *New Authorized Transactions*, and *Low Card Balance* were not refreshing on a regular basis.

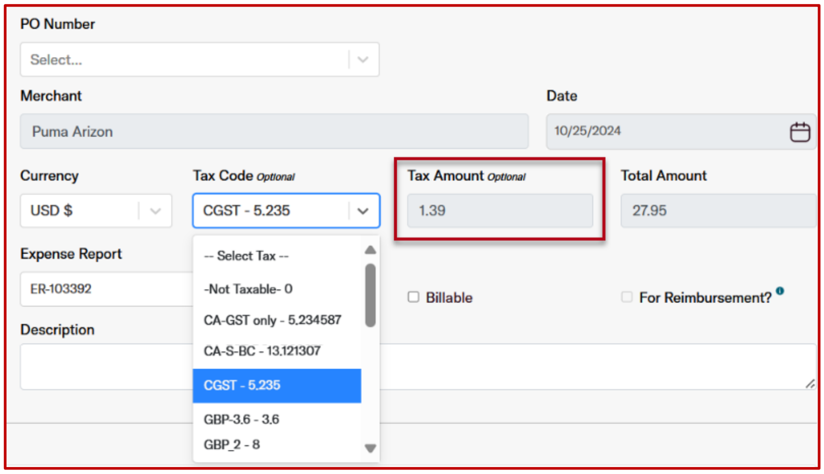
Expense

Improvements

- With this deployment, the team updated the Expense Item Date to align with the Posted Date if the expense item was created from a card purchase the Date of Purchase. The improvement will allow users to submit the correct expenses that aligns with the billing period when they submit expense reports. Previously the Expense Date used the Authorized Date, which resulted in reconciliation issues.



- With this change, the team updated the *Tax Amount* field on the **Edit Expense Item** page to no longer be editable for nonreimbursable expense items created from card purchases. This improvement will ensure that the expense total amount matches the purchase total correctly.



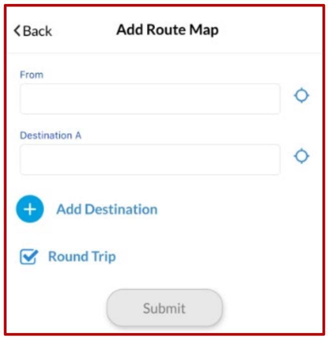
Issues

- Fixed an issue on the **Expense Report Details** page where hovering over an expense item with a policy violation showed “â€¢” instead of a bullet point in the tooltip message.
- Fixed sorting and filtering issues on the **Expense Reports** grid for the *External ID*, *PO Number*, *Project*, *Due Date*, *Outstanding Balance*, *Subsidiary*, *Description*, and *Currency Code* columns.
- Fixed sorting and filtering issues on the **Expenses** grid for the *Subsidiary*, *Project*, and *Receipt Attached* columns.
- Fixed an issue where *Business Unit* wasn't displaying on expense-related reports in the **Reports** module.
- Fixed an issue where editing an expense item always set the expense item back to *NEW* status.

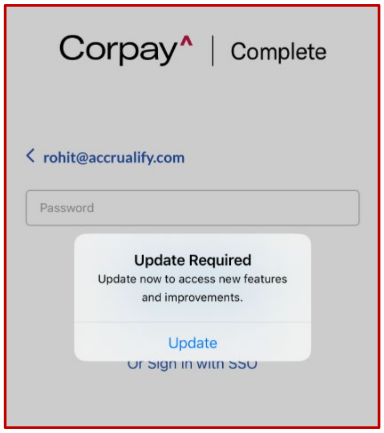
Mobile App

Improvements

- With this deployment, the team improved the user experience by adding a new *Round Trip* option when creating a Mileage expense item on the mobile app. Corpay Complete mobile app users should now be able to set a round trip when they add mileage expenses on the app. Previously, users had to re-enter all of their addresses a second time to capture the return trip. This improvement makes the mobile app experience consistent with the recently added Google Maps integration on web that includes the option to set a round trip.



- With this deployment, the *Show More/Show Less* toggle on forms in the mobile app was removed. This will allow all fields to display on one scrollable page instead of having to tap the *Show More* option to see everything.
- The text on the **Update Required** popup on the mobile app that prompts users to update to the newest version of the app was updated. The "Will Update Later" option was removed from the popup to allow users to update the app before using it again. The improvement will allow users to get the latest bug fixes and improvements.



- With this deployment, receipts in the mobile app will now be uploaded in the background. The improvement allows users to navigate to other parts of the app while waiting for a receipt to upload if the network connection is slow, rather than being stuck on a loading icon until the receipt loads.

Issues

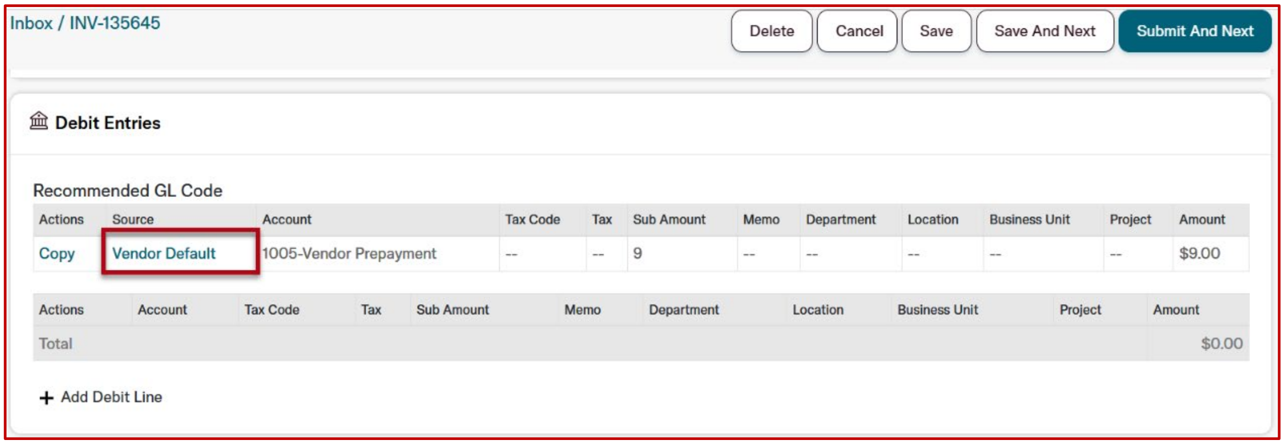
- Fixed an issue in the mobile app where the Transaction Limit details table displayed when editing cards that have no transaction or daily/monthly limits.
- Fixed an issue in the mobile app where payment data didn't populate in the **Payments Approval** tab.
- Fixed an issue on the mobile app where the *Save* button was hidden by the keyboard on the **Fraud Alerts** page on iOS devices.

- Fixed an issue in the mobile app where users uploading receipts to the **Purchase Details** page would get stuck on a loading icon for the new attachment.
- Fixed an issue in the mobile app where the **Create Expense Item** options were still visible even if the *Hide Create Expense Button* company setting was enabled.
- Fixed an issue in the mobile app where if a user uploaded multiple attachments on the **Purchase Details** page and then tried to delete it, after deleting the attachment an infinite loading icon is displayed.
- Fixed an issue in the mobile app where card/expense receipts linked to PO receipts couldn't be deleted.
- Fixed an issue in the mobile app that caused duplicate expense items to be created when editing an expense from a filtered list view.
- Fixed an issue on Android devices where form pages wouldn't scroll when holding on one of the input fields while attempting to scroll.
- Fixed an issue in the mobile app where users couldn't search or filter by a negative amount on the **Your Transactions** tab.
- Fixed several filtering issues on the **Your Cards** tab in the mobile app.
- Fixed an issue on the mobile app where receipts would get stuck in *Processing* status if the app was closed immediately after uploading the receipt image.

Invoice Automation and Purchase Order

Improvements

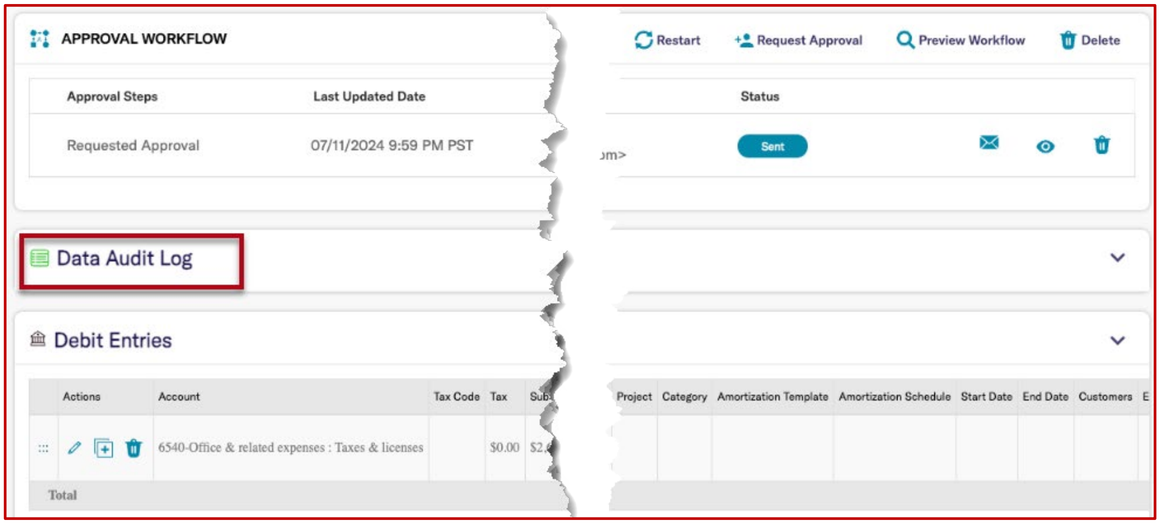
- With this deployment, the team made updates to expose the *GL Recommendations* in the approval view. The change will assist invoice approvers with coding invoices by exposing GL suggestions.



- With this deployment, the team improved the Corpay Complete user experience by allowing clients to set the posted date default, which reduces the number of clicks a user has to take to submit an invoice.
- With this change, for Invoice users completing an invoice form for a client where *Default Posted Date* is the same as *Invoice Date*, when the *Posted Date* is blank and the Invoice Date is selected (by OCR or human), the posted date then defaults to the invoice date value. When the *Default Posted Date* is the same as the *Due Date*, the *Posted Date* will then default to the due date value. In the scenario that the *Default Posted Date* is set up as No Default, the posted date will not have a default. Please note that a user should be able to update the posted date and this update to the posted date should not update the invoice/due date.
- With this deployment, the team is improving the Corpay Complete vendor experience by updating the w9 form to be current. Vendor users in the Vendor Portal who try to access the W9 form should now see the updated 2024 W9.
- With this update, the team improved users' reporting experience in Corpay Complete **Reports** module by displaying custom fields on the invoice outbound report. The custom fields created for a client should now display on the line level of the report.
- With this deployment, the team made updates to the **Credit Memos Details** page to improve the

grid by lining up the header of the invoice and purchase order grid as expected. Users should now see the *Credit Memo Line Total* column underneath the Credit Memo line title (instead of the invoice line item header).

- With this deployment, *Data Audit Log* panel was added to the **Approvals** module on the **Invoice Approval Details** page. Users will now see the audit log of the current invoice in a new *Data Audit Log* panel between the *Approval Workflow* and *Debit Entries*. This improvement will help approvers to see who invoices were sent from.



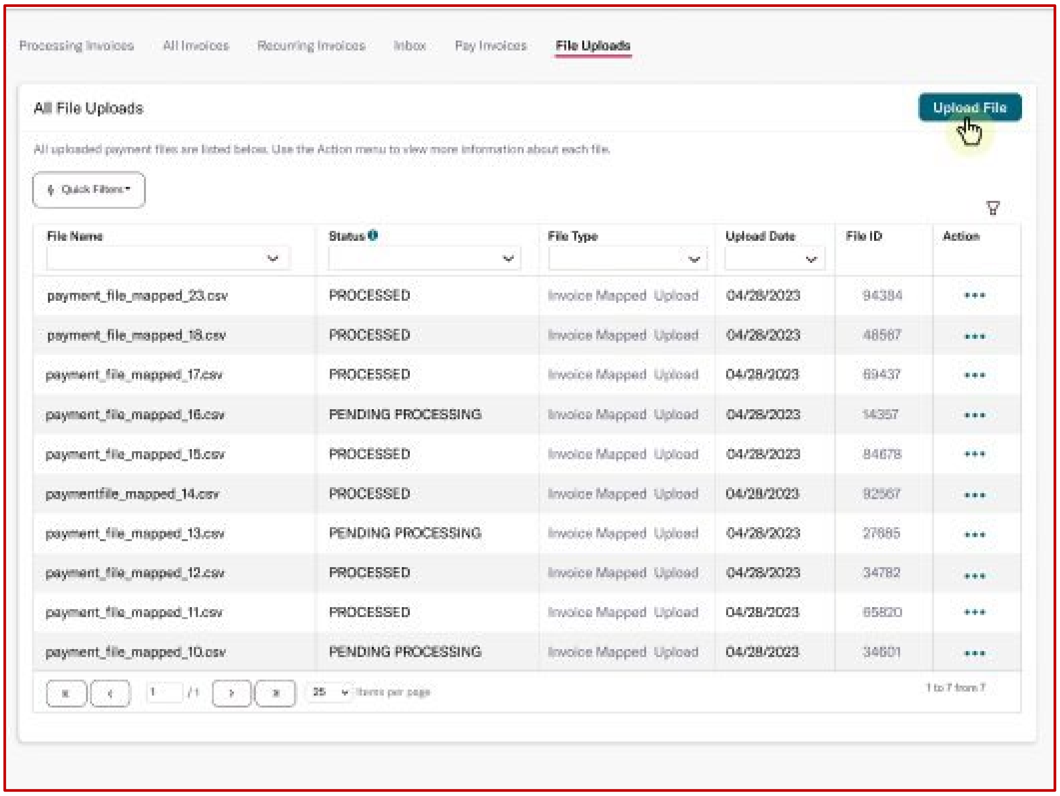
Issues

- Fixed pagination and consistent sorting issues in the **Invoice Inbox**. The fix improves the user experience in the Invoice Inbox by paginating the results so that the page loads faster.
- Fixed an issue in the new Invoice Inbox view to ensure all configurable fields are available.
- Fixed an issue where invoices being converted to a credit memo were not created with the assets pulled over.
- Fixed an issue where PDF images in the Invoice Upload queue were getting cut out on zooming in.

Payments Automation

Improvements

- With this deployment, the team updated the *Bulk Uploader 2.0* to match the new File Uploads. This change will provide users a consistent upload experience.



Issues

- Resolved an issue where remittance documents were displaying the net amount instead of gross amount when discounts were applied.

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