Corpay Quarter 3-2024

Release Notes

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Corpay Release Notes

The Corpay Q3-2024 release is available and includes the following items that were released by Corpay during the third quarter of 2024:

CORPAY COMPLETE DEPLOYED ITEMS

Invoice Automation and Purchase Order

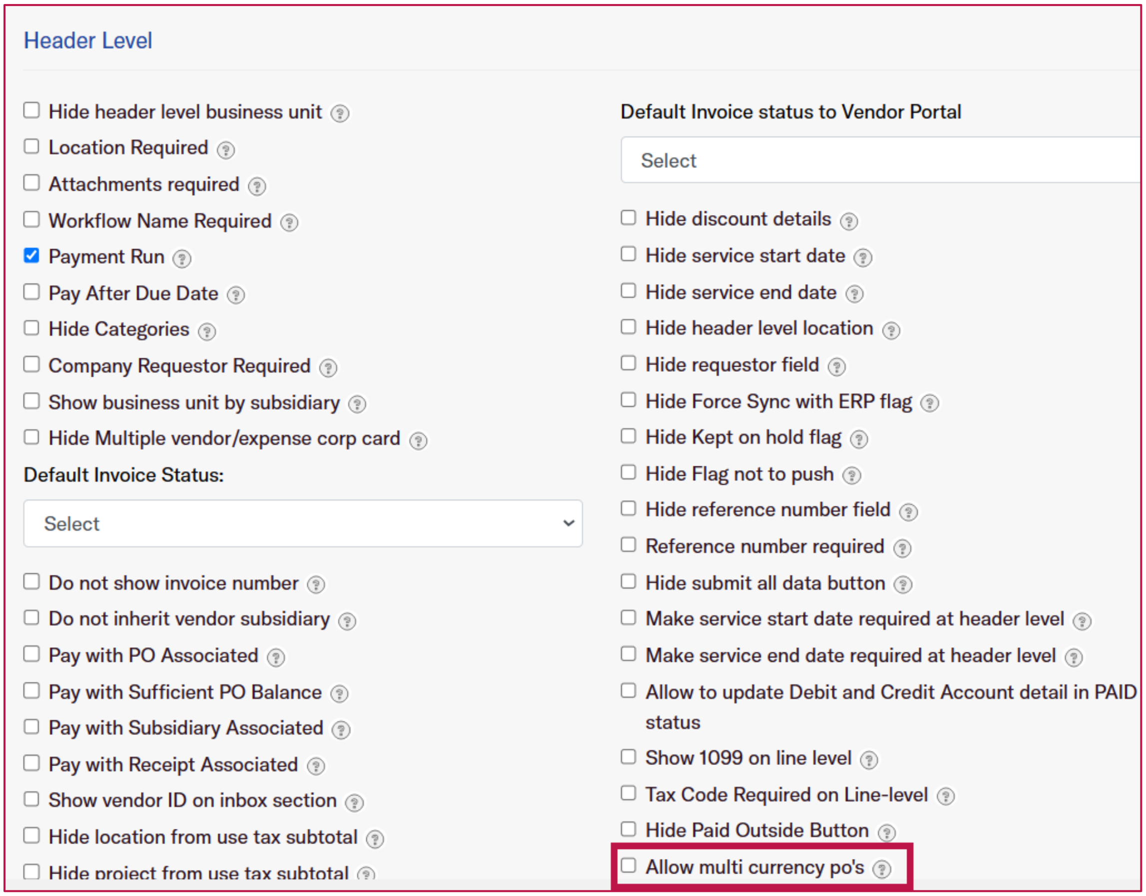
Improvements

Deployment Date: 7/11/24

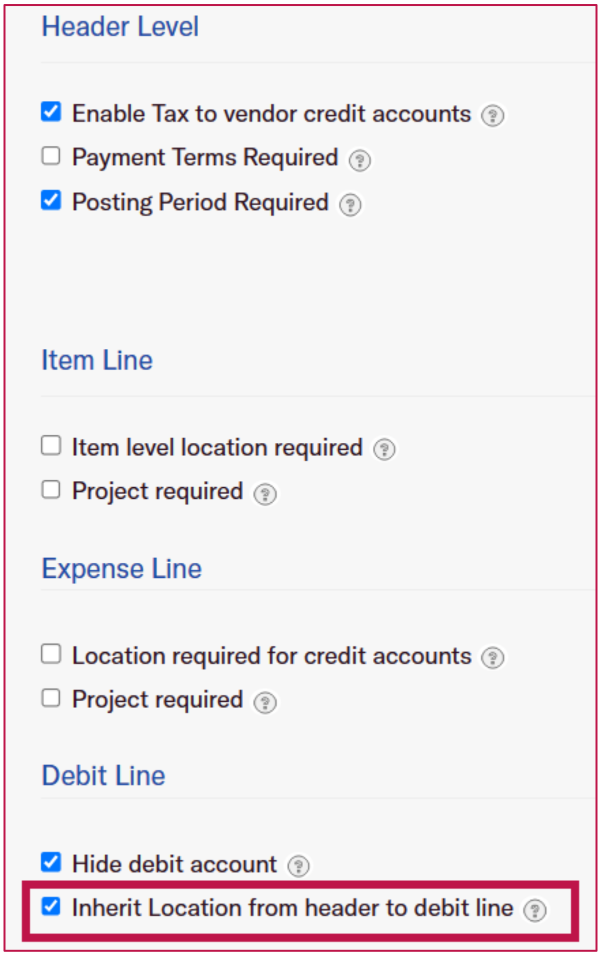
- If **Additional Coding Fields** are present on the purchase order forms, they will now display on the *Line Item Match Listing* report to provide a more accurate representation of data.
- When **Additional Coding Fields** are present on the purchase order forms, these fields will now display on the *Line Item Aggregate Listing* report to give customers an improved data representation.

Deployment Date: 7/25/24

- A new feature was added to provide multi-currency support for invoice to purchase order matching. With this enhancement, users can link an invoice to a purchase order in a different currency on the *Add Invoice* or *Edit Invoice* forms. To enable this feature, navigate to the *Administration* module > *Settings* tab > *Company Default* tile > *Invoice* tab and select the **Allow multi-currency po's** checkbox.



- A new **Inherit Location from header to debit line** company setting was added that inherits the header location to the debit line on the *Add Credit Memo* and *Edit Credit Memo* forms. To enable this feature, navigate to the Administration module > *Settings* tab > *Company Default* tile > *Credit Memo* tab and select the **Inherit Location from header to debit line** checkbox.



- **Item Receipt Sync Error** information was added to the *Transaction Sync Error Listing* report.
- Three new columns (Business Units, Project, and Debit Entries) columns were added to the *Pay Invoices* grid in the Invoices module. Users can select the **+** icon on the grid to show or hide these columns.
- A new FYI email was created for approvers when an invoice is rejected and returned to the invoice processing team for review.


FYI: Invoice INV–
Returned

Dear

Invoice INV– was rejected and has been returned to the requestor for re-submission. The reason for the rejection is listed below and can also be found in the 'Messages' section of the Invoice. This Invoice may need approval from you again if it is amended and re-submitted.

Date Submitted:
07/09/2024
Amount:
$0.00
Rejection Reason:
Invoice QA REJECT

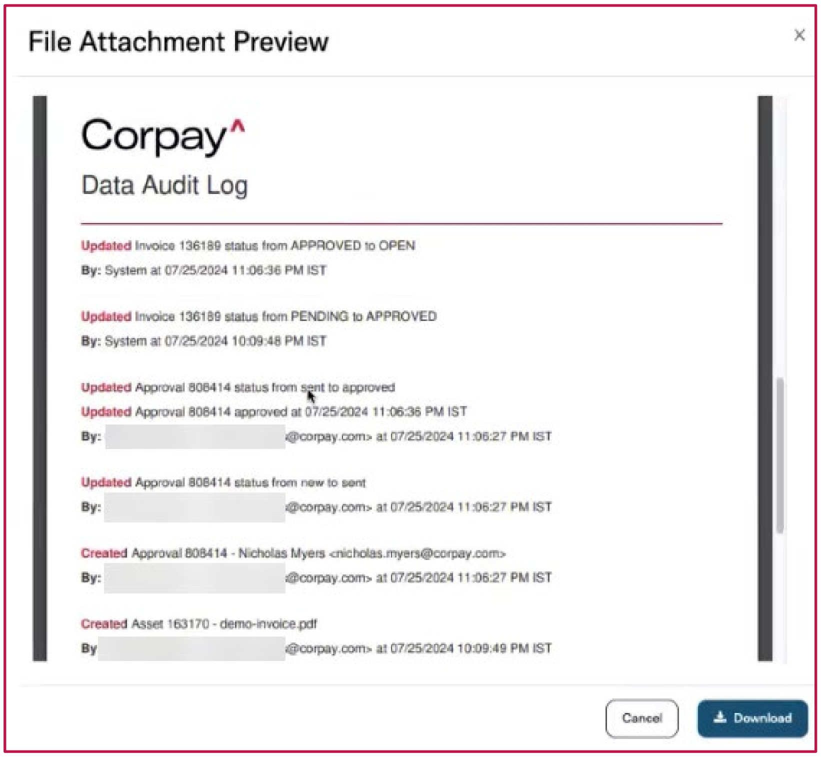
If you have any questions, please email your finance team or for any technical difficulties please email accountmanagement@corpay.com.

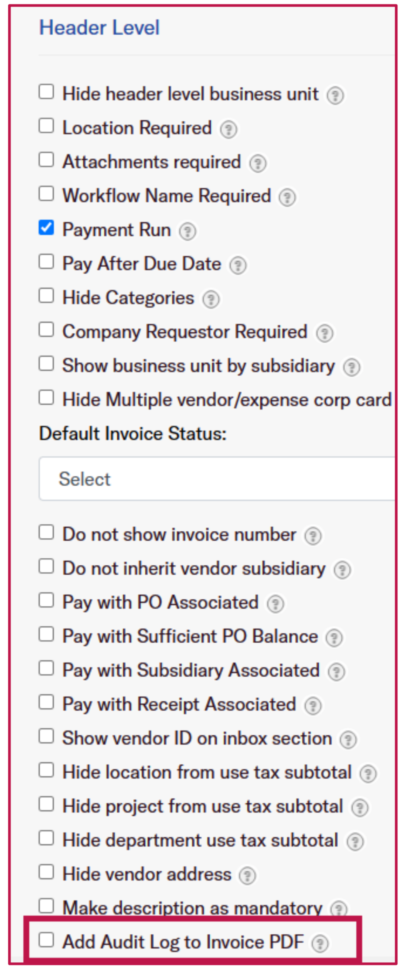
- A new **Tax Schedule** column was added to the *Catalog Item Listing* report.

Deployment Date: 8/8/24

- Users may now add **Audit Log** entries to the PDF of their **Approved** invoices so they can review activity history without having to log in to Corpay Complete. In the following example, the Audit Log was appended to an invoice after it moved to an **Approved** status.

  To enable this feature, navigation to the *Administration* module > *Settings* tab > *Company Default* tile > *Invoices* tab and check the **Add Audit Log to Invoice PDF** checkbox. Note that this feature is not retroactive, meaning **Audit Logs** will not be added to invoice PDFs that were approved before the **Add Audit Log to Invoice PDF** checkbox was selected.

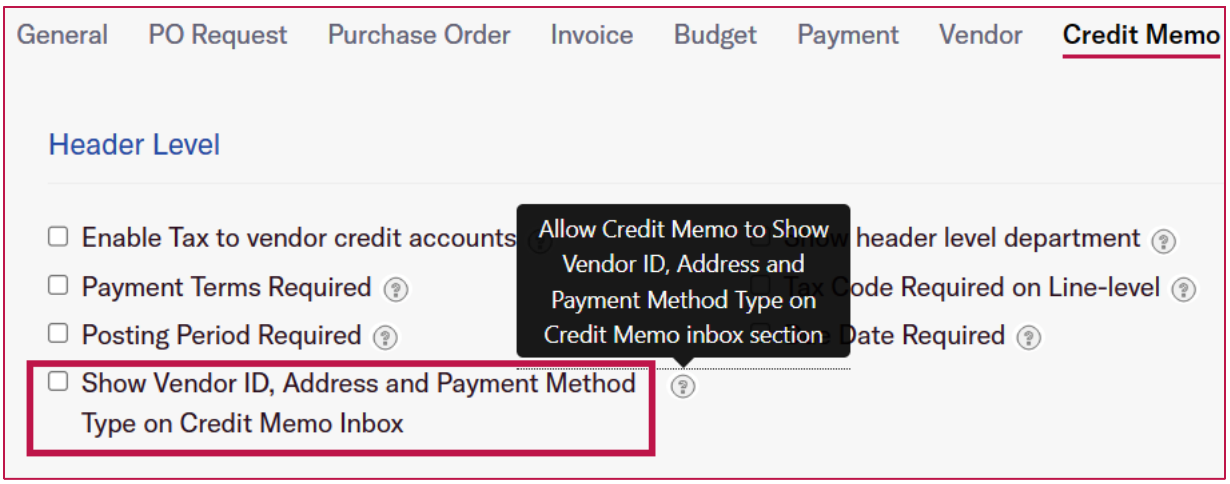




- With this enhancement, implementation team can configure Default Coding for custom fields using an admin form. The new default custom fields will then be visible on all invoice, purchase order, payment, expense, and credit memo forms.
- With this enhancement, users can inherit free text (non-catalog) items from a purchase order to an invoice. This setting is enabled by default and can be disabled by selecting the **Disable free**

text items checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *General* tab.

- The **Edit Credit Memo** form of the *Credit Memo Inbox* was aligned with the **Edit Invoice** form of the *Invoice Inbox* by adding standard fields and action buttons to make the user experience consistent across both modules. These updates include adding a new **Show Vendor ID, Address and Payment Method Type on Credit Memo Inbox** setting on the *Administration* module > *Settings* tab > *Company Default* tile > *Credit Memo* tab.



Deployment Date: 8/22/24

- The user interface for the *Subsidiary Details* page has been improved to display manager assignments for custom fields such as **Department**, **Location**, **Business Unit**, **Job**, and **Equipment**, in a grid format. This enhancement brings cohesion and improves page load times, making it easier for users to see subsidiary details quickly.
- With this enhancement, users will now see a summary of validation errors in a new pop-up after

clicking the **Submit** button on the *Credit Memo* form. Previously, users had to scan the form to locate validation errors.

Your credit memo could not be requested.

Review the following list of incorrect or missing information and their respective screens:

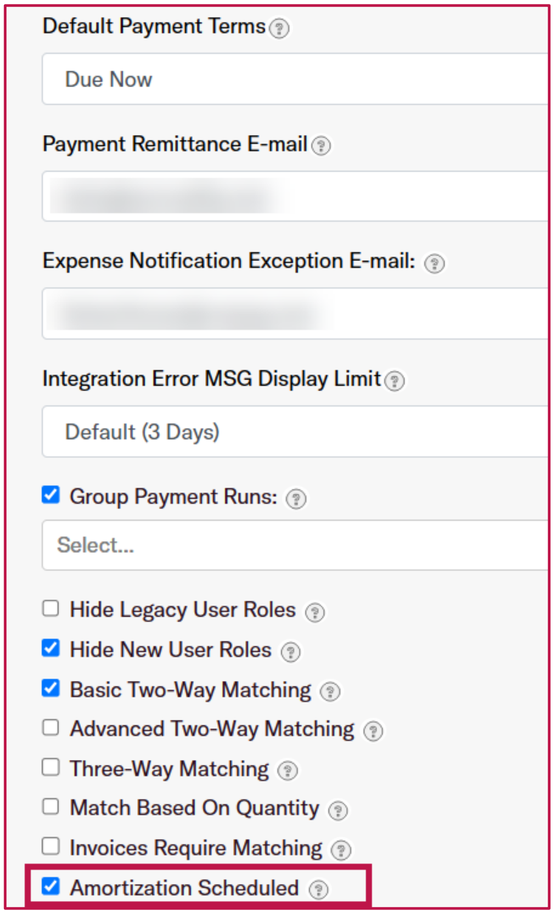
	Field	Error Type
Main	Vendor Id Vendor Payment Terms Posting Period Department Workflow Name Subsidiary Date Number Due Date	This field is required This field is required This field is required This field is required This field is required This field is required This field is required This field is required This field is required This field is required
Credit Items	Item Name Department Location Project	This field is required This field is required This field is required This field is required
Expenses	Account Department Location Project Account	This field is required This field is required This field is required This field is required This field is required

- Custom field columns were added to the *Invoice Detailed Listing* report. The *Invoice Detailed Listing* report will only display custom fields that are specific to each customer.

Deployment Date: 9/10/24

- **Additional Coding Fields** were added to the *Add Recurring Invoice* and *Edit Recurring Invoice* forms. This enhancement enables customers to use custom fields on their recurring invoices.

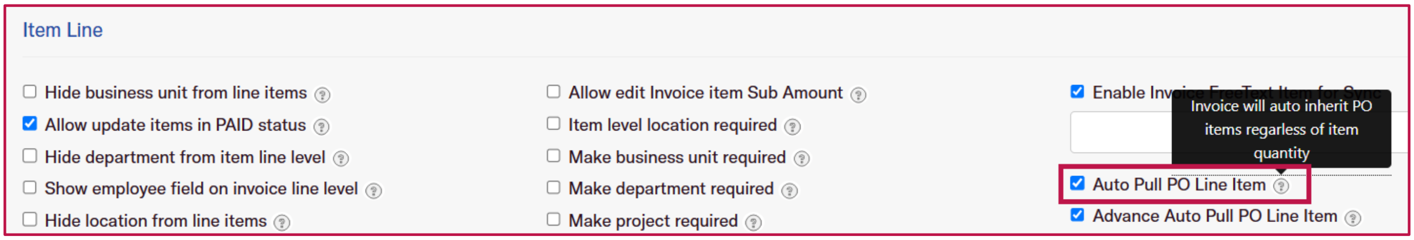
- If the **Amortization Scheduled** option is active on the *Administration* module > *Settings* tab > *Company Default* tile > *General* tab, the **Amortization Template** field is now required if a user selects the **Start Date** and **End Date** on any invoice form.

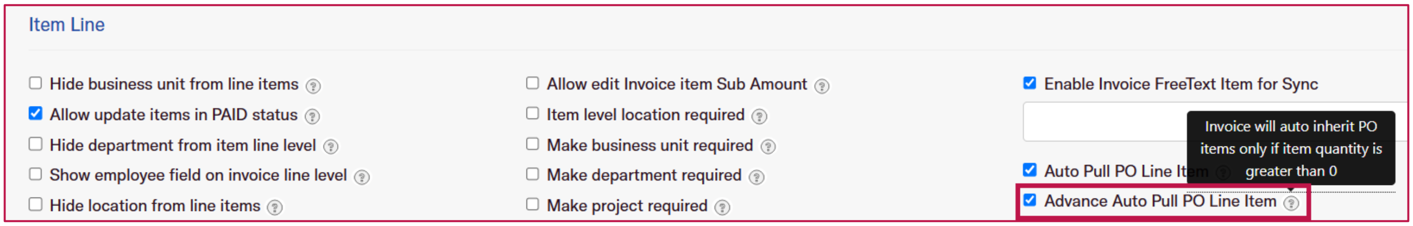


- Users may now inherit free text (non-catalog) items from a purchase order on the *Add Invoice* and *Edit Invoice* forms.

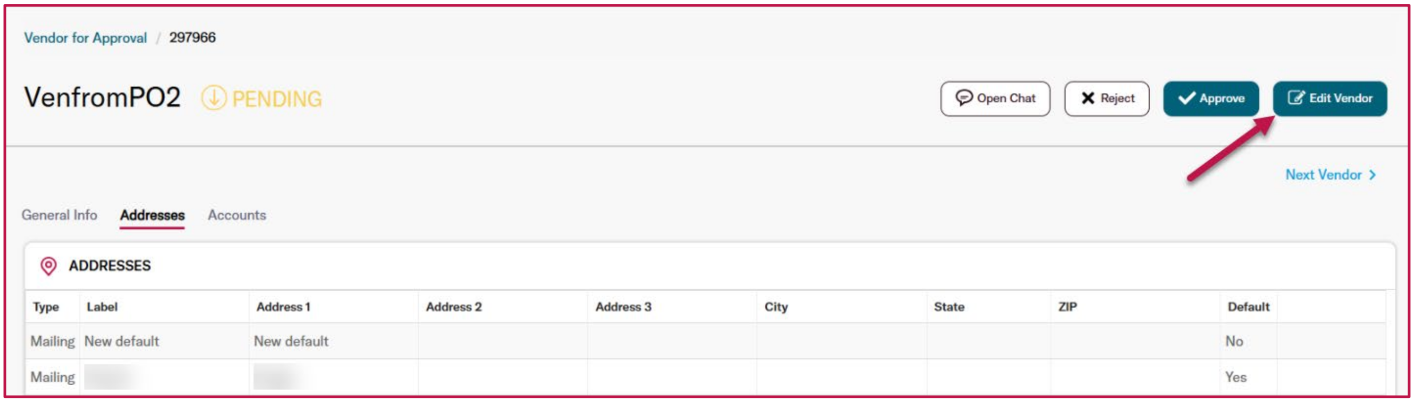
  To automatically inherit purchase order items regardless of item quantity, select the **Auto Pull**

PO Line Item checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *Invoice* tab. To only inherit purchase order items if the item quantity is greater than zero (0), select the **Advance Auto Pull PO Line Item** checkbox.





- Vendor approvers can now update vendor information such as addresses and accounts directly from the *Vendor Approval Details* page by clicking the **Edit Vendor** button.



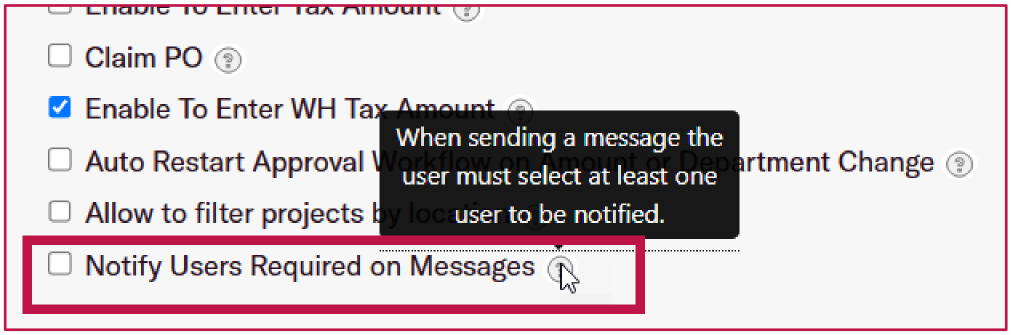
Corpay

- A new **ERP EXTRACT** integration type has been added to the *Integrations* pane so that Implementation teams can tag customer's ERPs for file-based customers. After selecting **ERP EXTRACT** from the *Application Type* drop-down on the *Save Credentials* dialog, users can select the customer's ERP from the *ERP* drop-down.
- A newly developed *Document* Listing *Report* now allows users to export a CSV file, which includes a comprehensive list of all documents uploaded to Corpay Complete.
- A new **Final Approver** column has been added to the *PO Listing Report*.
- Blackbaud customers will now see a new **Receive By** field on the *Receiving* module > *Receipt Details* page with data populated from the Blackbaud ERP.

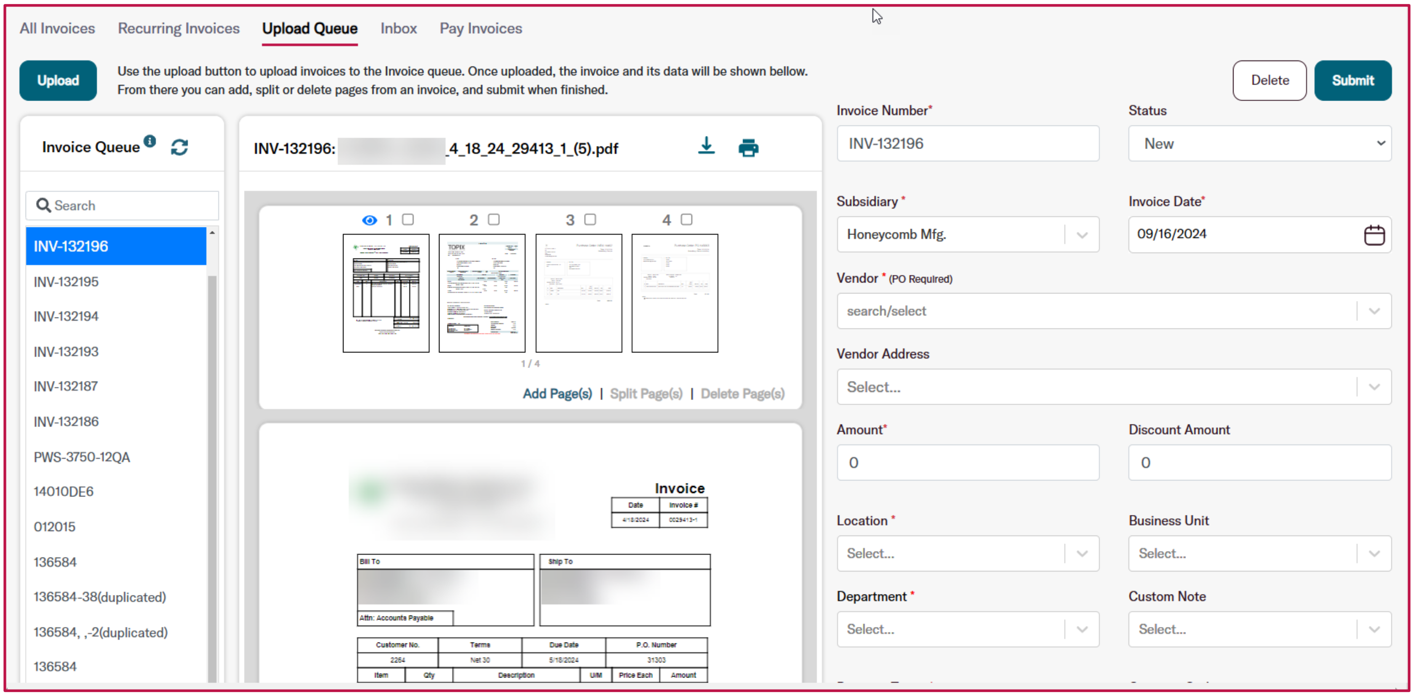
Deployment Date: 9/20/24

- 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.

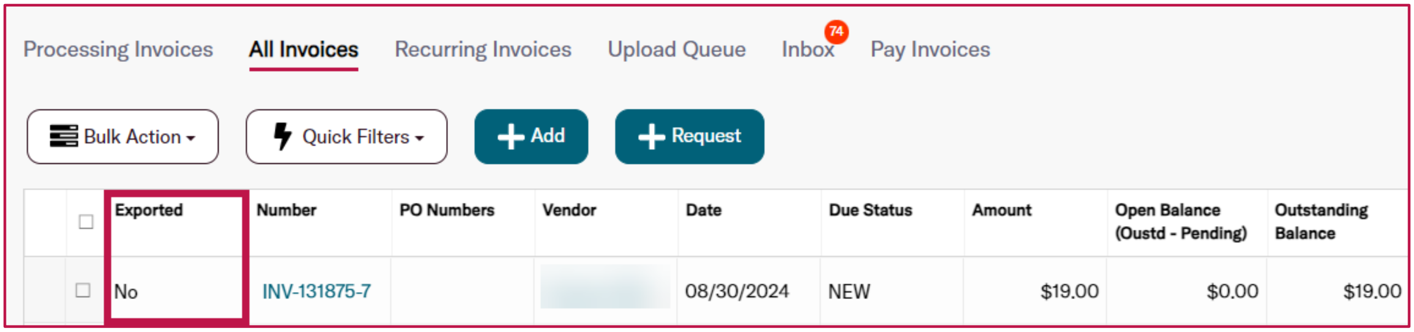
  To enable this feature, select the **Notify Users Required on Messages** checkbox on the *Administration* module > *Settings* tab > *Company Default* tile > *General* Tab.



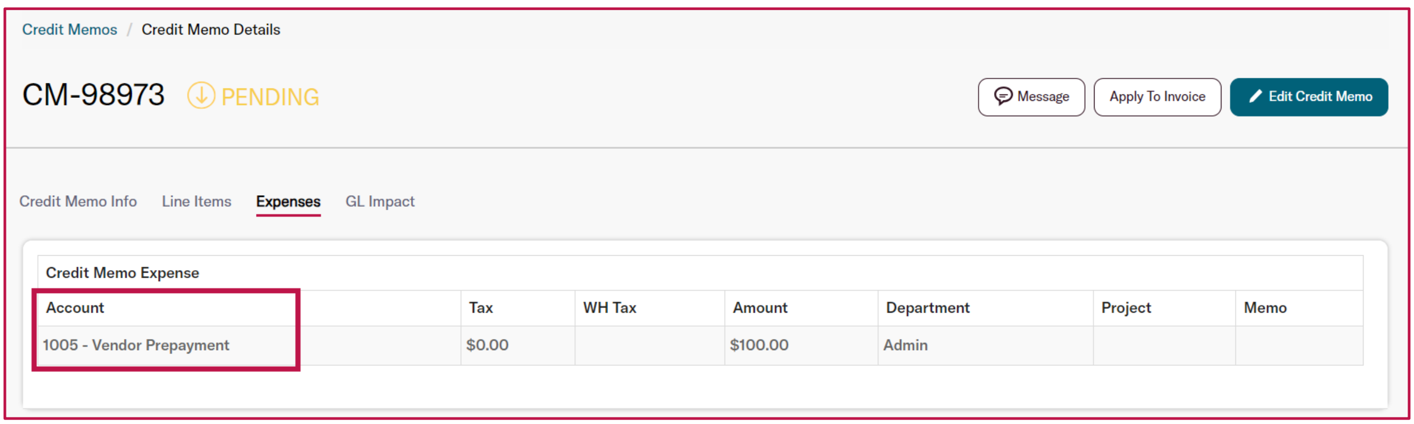
- A new **Upload Queue** tab has been introduced for Invoice Automation customers. This feature allows users to efficiently process multiple invoices simultaneously by uploading or emailing a single file that contains multiple invoices from different vendors or customers. After the invoice file is uploaded, 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* grids. 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

Deployment Date: 7/25/24

- A new **Matched PO Line #** column was added to the *Invoice Details Listing* report to help customers reconcile the purchase order line items or expense line items to the invoice lines in the report.

Deployment Date: 9/10/24

- The *Main Dashboard* page was updated to ensure that correct information displays in the **Stats** pane.
- An issue on the *Update Profile* page > Addresses grid was fixed, ensuring the grid now properly refreshes and reloads after an address is deleted.
- A problem was resolved to limit the decimal places for unit prices on both the Purchase Order and Credit Memo forms.

Deployment Date: 9/20/24

- 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.

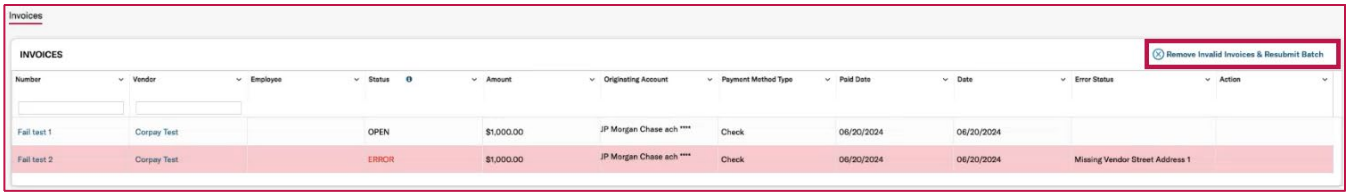
Payments Automation

Improvements

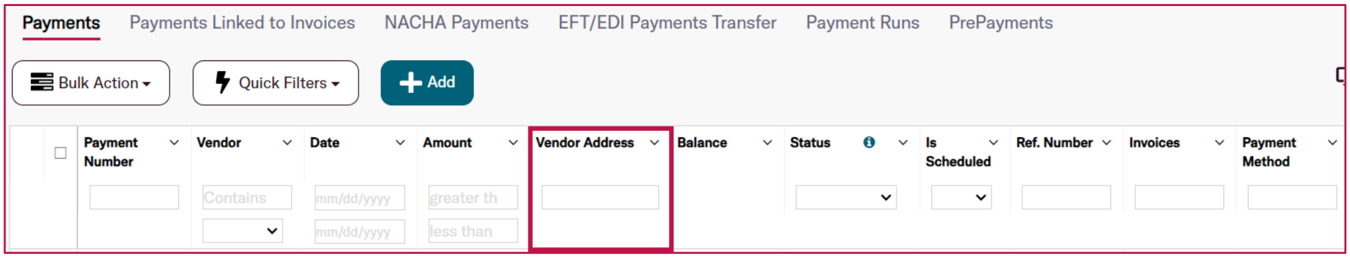
Deployment Date: 7/11/24

- If a payment run processing fails, users can now choose to exclude invoices that cause errors and send them again for Full AP processing. To exclude a failed invoice and resubmit it to a payment run, navigate to the **Invoices** tab on the *Payment Run Details* page. Next, click the

Remove Invalid Invoices & Resubmit Batch button.

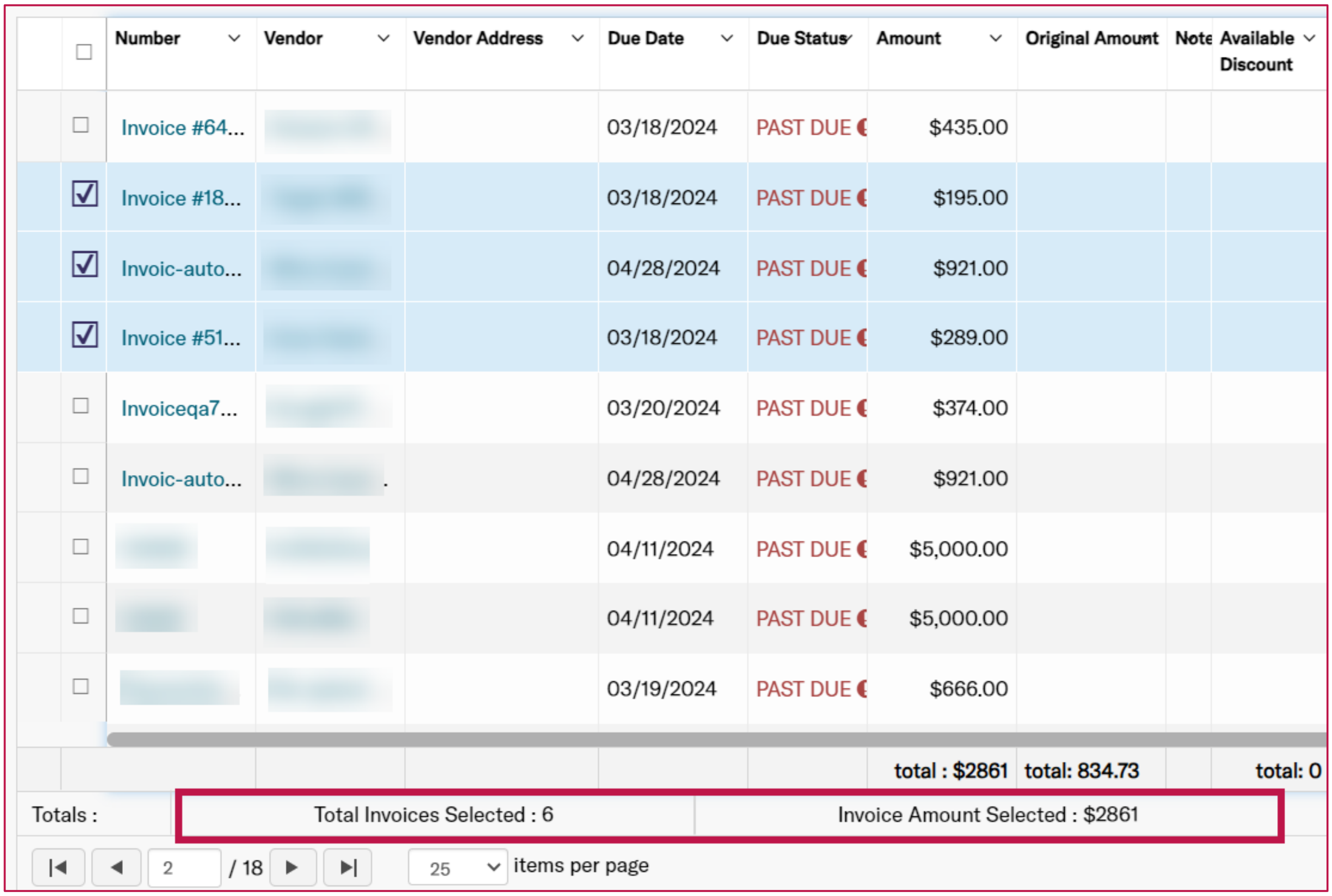


- The following improvements were made to the *Invoice Details* page > *Payment Actions* drop-down > **Add to Payment Run** dialog:
    - The color of the **Create Payment Run** button was changed to blue to make it more visible.
    - The grid size now automatically adjusts to the number of displayed batches to reduce scrolling.
- A new **Vendor Address** column is now optionally available on the *Payments* grid, which is beneficial when a vendor has multiple locations.

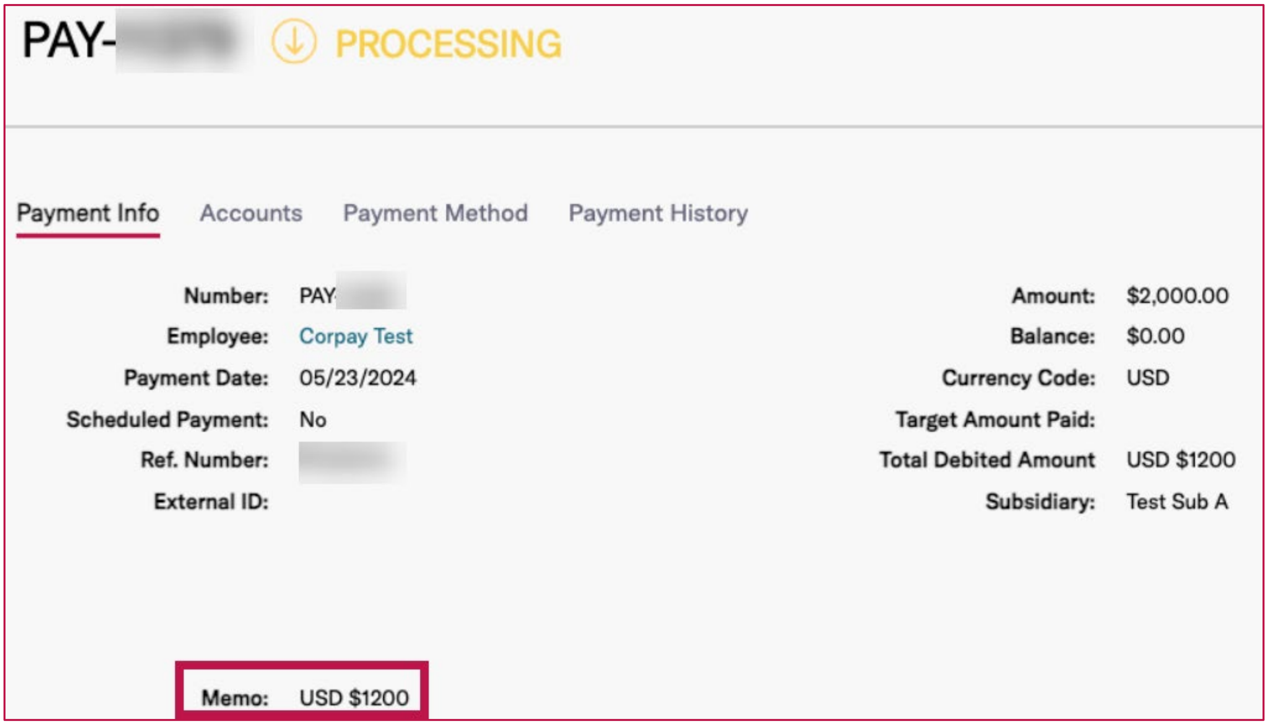


Deployment Date: 7/25/24

- A running total of the number of selected invoices and the total of selected invoices now displays at the bottom of the *Pay Invoices* grid. This enhancement prevents users from having to keep up with totals from each page as they are selecting invoices for a payment run. In the following example, the new feature provides the number of selected invoices (six, with three from the first page and three from the second page) and a sum of the selected invoices ($2,861).



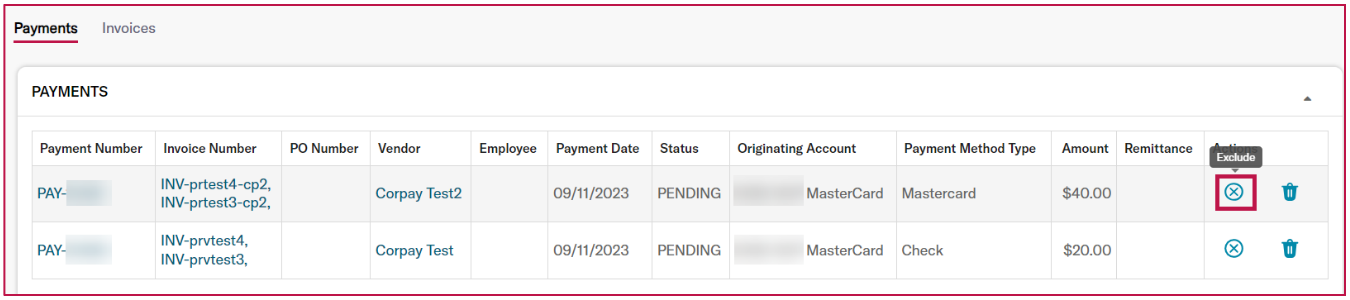
- File integration customers may now send encrypted files to Corpay for an additional layer of protection. Encrypted files and customer keys will be managed within Corpay Complete.
- When a payment run is closed or voided, the **Approval by Deadline** column will no longer appear in red. This update will prevent users from thinking action is required.
- The debit total for a payment batch will now be exposed in the **Memo** field of a payment object to simplify the reconciliation process.



- A new **Reset Grid** option was added to the *Quick Filters* drop-down on the *Pay Invoices* tab. Users may use the new **Reset Grid** option to now reset the *Pay Invoices* grid when filters, grouping, etc. have been applied. Previously, each column had to be reset individually.

Deployment Date: 8/8/24

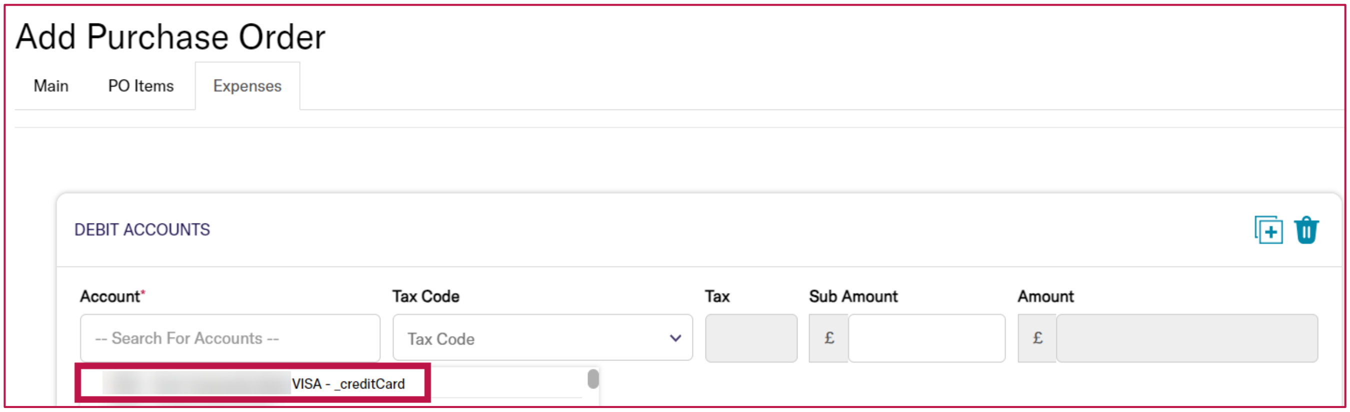
- For ease of use, file integration customers may include updates to their vendor data within their Vendor and Payment files.
- Previously, users could only approve or reject a full payment run batch. Users may now exclude individual payment(s) and send the others for processing using the new **Exclude** button on the *Payment Run Approval Details* page. Invoices connected to excluded payments will be returned to the Invoices module where they may be edited or added to a different payment run.



- Because the **Void** option is now available for payment runs, the **Delete** option has been removed.
- File integration customers may now send negative invoices within their files for credit memos.

Deployment Date: 8/22/24

- Corpay Complete users can now select credit card accounts when adding or editing purchase orders, credit memos, invoices, and other items. This update enables users to add the correct GL coding to their objects in Corpay Complete.



- Credit memos are now included in payment batch files for payments-only customers so that credits are applied when payments are issued to vendors.

Deployment Date: 9/10/24

- To make payment statuses clearer, when a payment run has been approved, but is awaiting processing, it will remain in an **Approved** status until the processing date.

Deployment Date: 9/20/24

- 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

Deployment Date: 7/11/24

- Improvements were made so that error messages do not display on the *Payment Run Details* page when there are 1500+ invoices.
- The *Unprocessed NVP Mastercard Transactions* report was updated so that the report status is accurately presented. Previously, the report remained in a **New** status throughout processing.

Deployment Date: 7/25/24

- The option to delete a Full AP payment has been removed from Corpay Complete. Users will have an option to exclude unwanted payments from batches soon.
- When a refund is issued, the **Payment Date** will now be updated. This enhancement ensures that customer ERPs are updated correctly when refunds occur after the closing period for the original payment.
- An issue was resolved on the *Vendors* grid where the **Created By** column was showing the **Created Date** instead of the name of the person who created the vendor.
- A problem that caused some users to receive numerous approval emails about the same payment run was resolved.

Deployment Date: 8/8/24

- An issue was resolved that prevented discounts from being passed to Full AP payments when payment runs were submitted for processing.
- An issue was fixed that prevented vendor contacts from receiving email notifications for their

payments.

Deployment Date: 8/22/24

- An issue that users encountered after selecting the **Save for Later** button in the *Review New Payment Run* confirmation dialog has been fixed.
- Creating jobs to retrieve Full AP vendor details led to errors if the report was not yet prepared. This issue has been fixed.

Deployment Date: 9/10/24

- An issue has been resolved where the **Invoices** grid on the *Payment Details* page failed to show the applied discount for Full AP customers.
- A problem was fixed where the *Invoice Details* page did not show applied discounts for Full AP customers.
- A problem has been resolved which occasionally caused the creation of payments to fail during large batch processing.
- An issue was resolved that was preventing the *Payment Runs* grid from showing the customer's configured time zone preference.

Deployment Date: 9/20/24

- An issue was resolved that was preventing the *Payment Runs* grid 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.

Deployment Date: 9/27/24

- An issue was resolved where payment statuses were not updated if the *Payment Method* was **Inactive**.

Card

Improvements

Deployment Date: 7/11/24

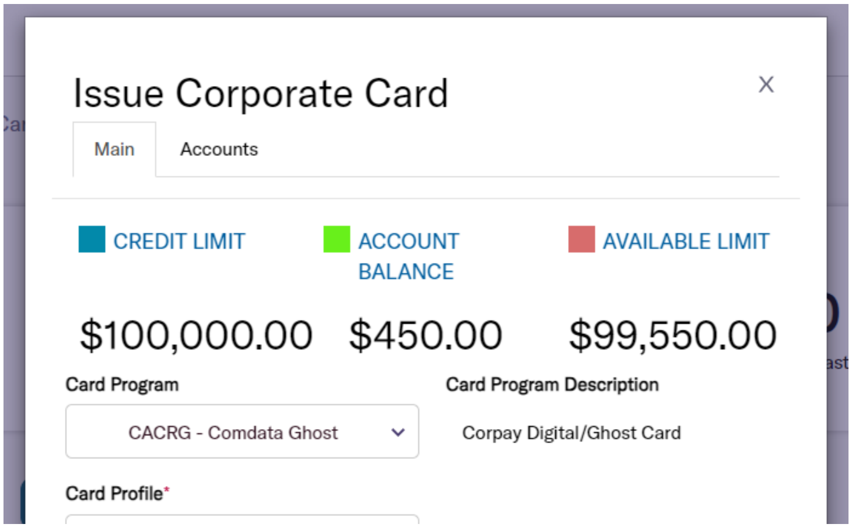
- With this improvement, a new configuration is added in Active Admin that allows the implementation team to enable/disable Receipts functionality for card-only customers. This prevents legacy card-only customers from losing functionality while new customers must have Expense to use receipt functionality. This new Receipts module configuration will be disabled by default and must be enabled during implementation for Expense customers.
- With this change, the External Accounts tab was removed from the Card and Expense modules

since the Add External Account functionality is no longer valid.

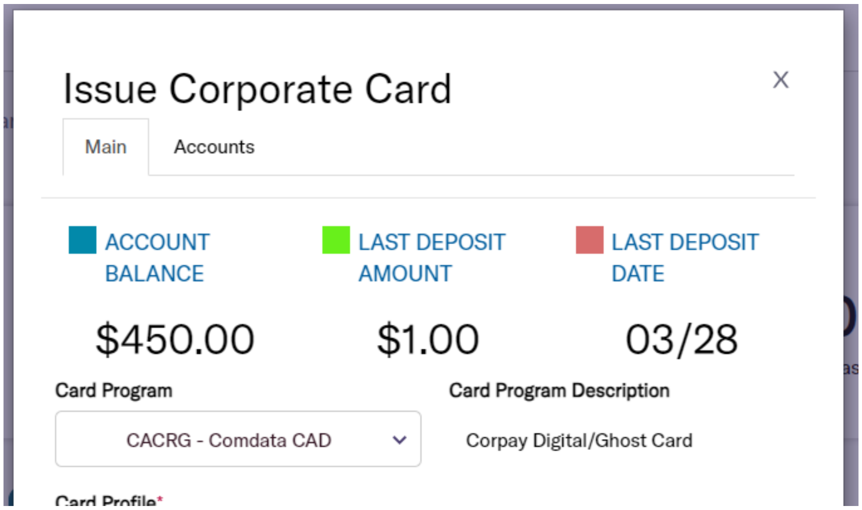
Deployment Date: 7/25/24

- With this change, cards blocked for fraud reasons in Corpay Complete will now have *inactive* status instead of *blocked.* Cards in inactive status due to fraud are locked and can only be reactivated by the Risk team. Cards in Blocked status, however, can be unblocked by card admins in Corpay Complete.
- Labels in the Add Card form are now updated to align the limit and balance information on the Issue Corporate Card form with the data on the Current Funds section of the Cards Dashboard. The change will allow users to view more relevant information as Credit programs will see Credit Limit, Account Balance, and Available Limit, while Pre-funded programs will see Account Balance, Last Deposit Amount, and Last Deposit Date.

Credit:

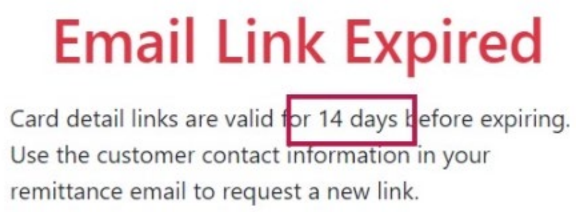


Prefunded:



- With this change, accountmanagement@corpay.com is removed from Card and Expense email notifications. Instructions to contact accountmanagement@corpay.com are also removed from all Card and Expense notifications, and instead, users are advised to reach out to their company administrator with any questions. This change will avoid receiving excess-volume support tickets.

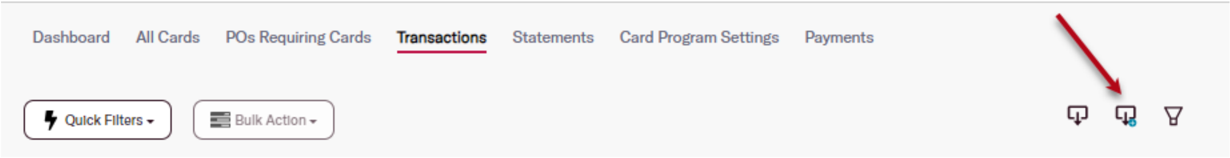
- With this change, the verbiage on the vendor remittance emails has been updated to display expiration timing based on the parameter used for Card UI. This improves the user experience as it helps to clarify when card detail links are active or have expired.



Deployment Date: 8/8/24

- With this change, the *Card Bulk Upload* template was updated to make it easier for internal and external users to determine which fields are required. The *Help* tab was also expanded in the template to include additional definitions and examples for each field.
- With this change, the statement-generated email that goes out to card admins when a card invoice is issued is updated. The change includes updating the text on the *Card Statement Ready to Review* email notification to include the amount and due date of the statement.
- With this improvement, an email notification that goes out to cardholders when they have used 80% of their credit limit is added.

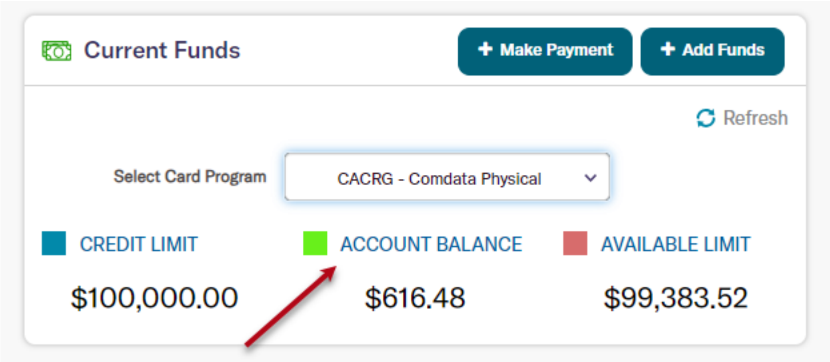
- With the update, an email notification will go out to cardholders if their transaction is declined. The email notification includes the date, merchant, and amount of the declined purchase.
- With this change, the *Card Issued* email that goes out to card admins when a new card is issued is updated to show the subject line as "*New Card has been Issued*." The email template is also updated to include instructions on enrolling for Alerts and Notifications.
- This change considers the need to tailor the welcome email sent to new Corpay Complete users based on their user groups. Accordingly, our welcome email templates now have three different versions for the following user groups: card-only admins, card-only staff, and all other users.
- With this improvement, a new *Export All* option was added to the *Transactions* grid. This new option allows card admins to export all transactions from the *Transactions* grid into one file as a report instead of being limited to 250 records or one page of results at a time in the *Transactions* grid view. The report includes all filters applied to the Transactions grid, as well as the columns and column order present in the Transactions view. This change is highly beneficial to internal and external users because it eases up the manual process of exporting large amounts of data.



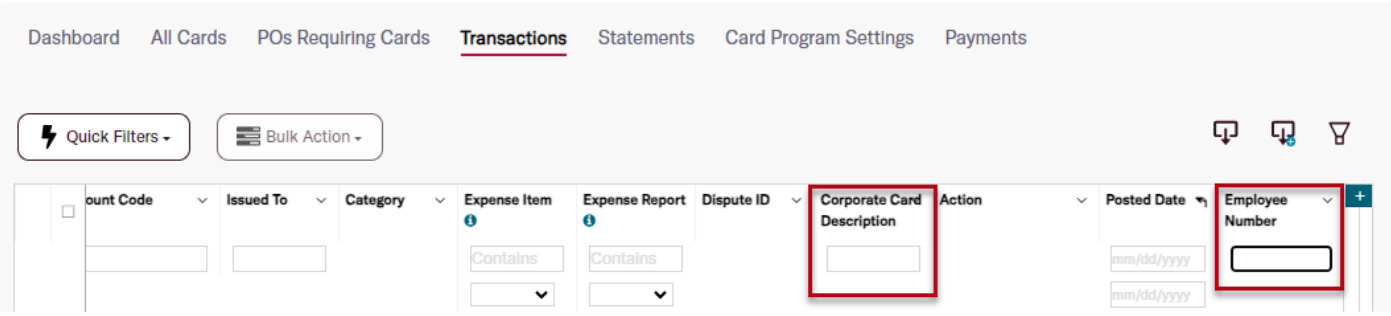
Deployment Date: 8/22/24

- With this improvement, the *User Bulk Upload* Template is updated. The change will improve the user experience as it makes it easier to tell which fields are required. A *Help* tab was added to the template to include more detail around formatting for each field, as well as an *Access* tab that has examples of common user role combinations for system access.

- With this improvement, the team added a new reminder email for new card-only admin users who haven't logged into Corpay Complete after being invited to the system. This applies when card admins do not log into Corpay Complete within 48 hours of receiving their welcome email. The reminder will repeat every 48 hours until the card admin logs in.
- With this improvement, the *Account Balance* field in the *Current Funds* section of the Cards Dashboard is now a clickable link. When selected, users will be taken to a filtered view of the Transactions grid to see the purchases that make up the balance. Previously, users were able to see their account balance on the *Cards Dashboard*, but they were not able to see what was making up that balance unless they navigated to the Transactions grid and tried to apply the same filters as the dashboard.



- This improvement is in place per feedback received from customers. With this change, a search filter and sorting capabilities were added to the *Card Description* and *Employee Number* fields on the All Cards and Transactions grids. Previously, these fields were present on both grids but could only be used for sorting.



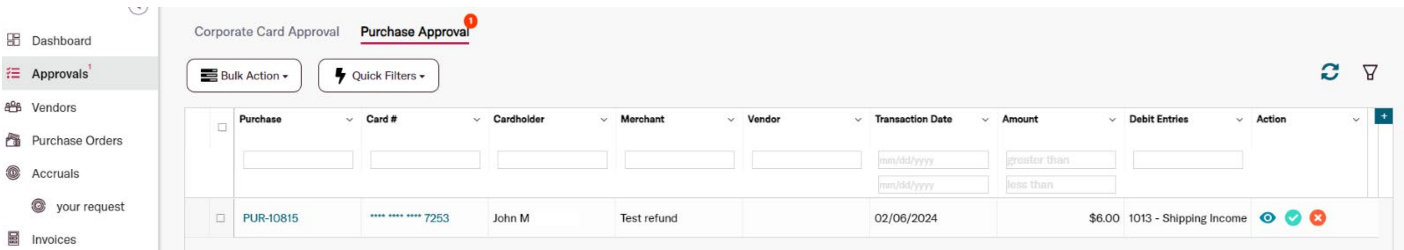
- With this change, a new email notification for card admin users was added. The email notification alerts users when a monthly rebate statement is attached to their card invoice in Corpay Complete.

Deployment Date: 9/9/24

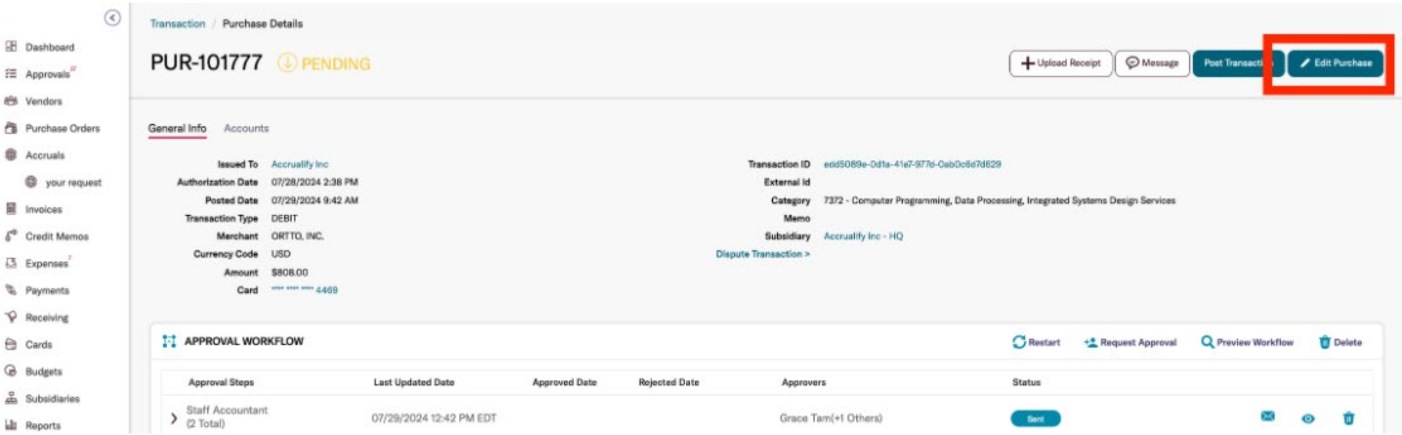
- With this update, purchasing profiles will now be automatically pulled into Corpay Complete as soon as the card program is created. This improvement will help the Implementation team process as team members no longer have to wait for the nightly job or manually run it in Corpay Complete.

Deployment Date: 9/20/24

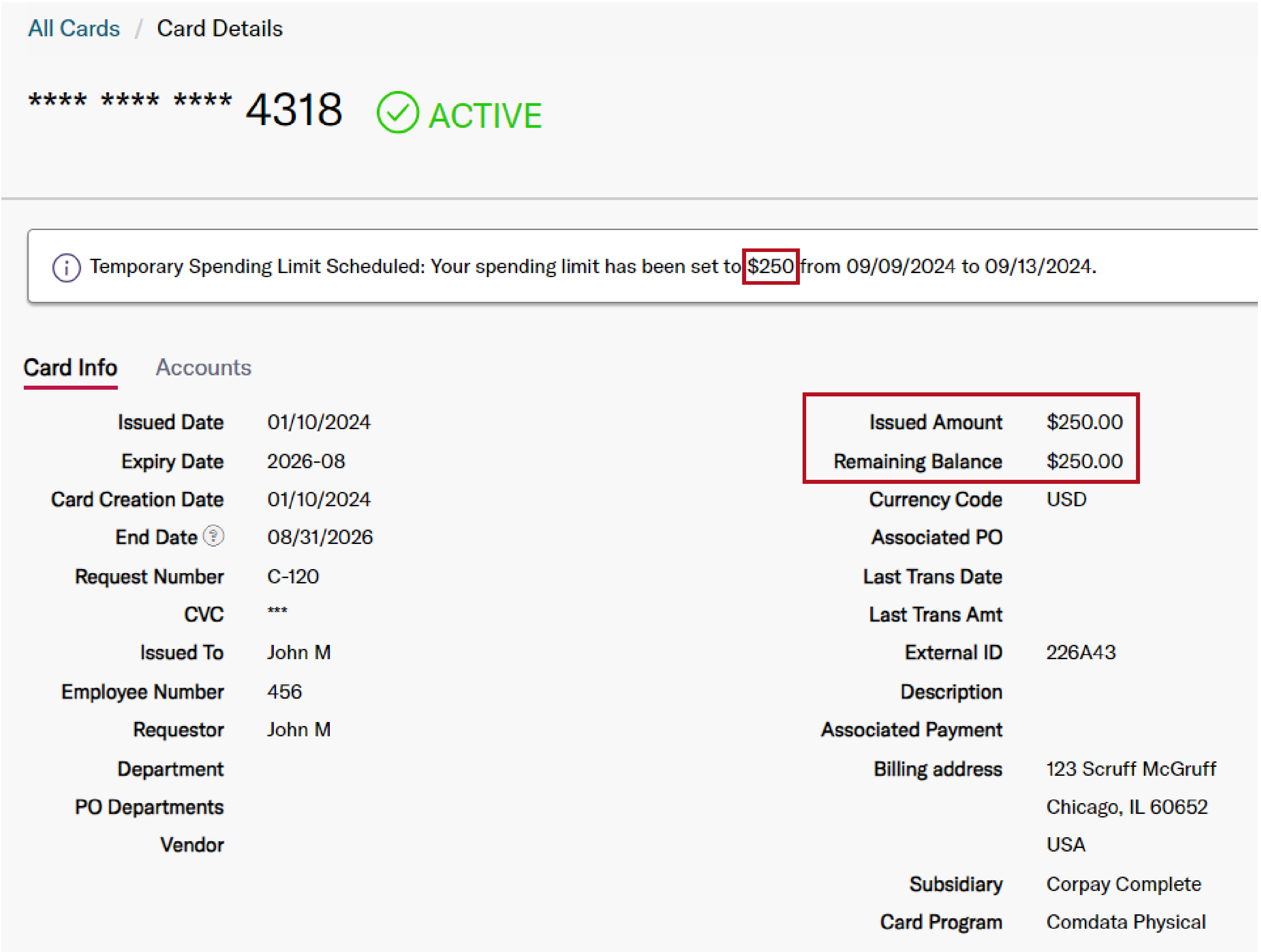
- With this improvement, Card purchase approvers are now able to view the GL Account assigned to the purchase when working through their approval queue. With this update, the Debit Entries column is now added to the Purchase Approval grid in the Approvals module, which will enable approvers to easily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

Deployment Date: 7/11/24

- This improvement fixed a bug where admin users were unable to select a cardholder's shipping address when ordering a new physical card on their behalf.
- Fixed a bug on the Transactions grid where the Message action was not working properly.

- Fixed a bug where the Posted Date was being replaced with the current date in the Excel output when choosing the "Export all data as CSV" option from the Transactions grid.

Deployment Date: 8/22/24

- Fixed a display issue on the Issue Corporate Card form and Current Funds section of the Cards Dashboard where values over 7 characters were overlapping and difficult to read.
- Fixed a bug where messages couldn't be sent via the Internal Chat while on the Transactions grid.

Deployment Date: 9/9/24

- Fixed a bug that prevented cards from being successfully created on the Purchase Order Details page.

Deployment Date: 9/20/24

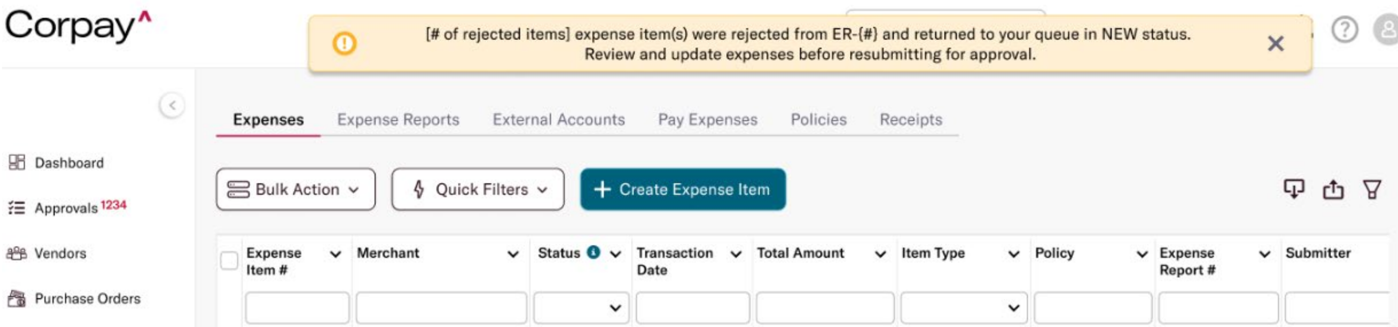
- Fixed a bug where cards weren't loading in the Vendor Portal.

Expense

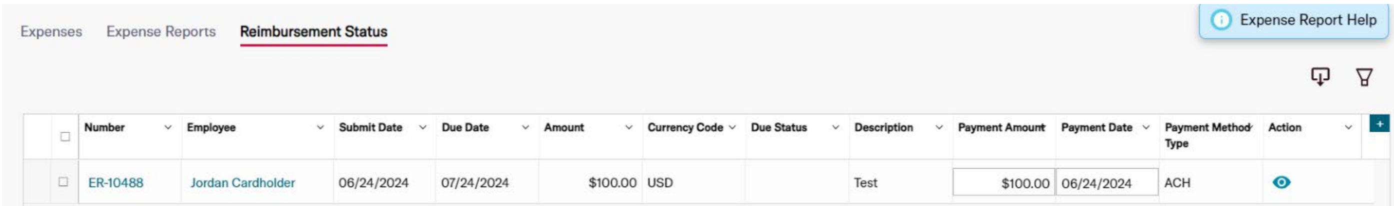
Improvements

Deployment Date: 7/11/24

- This change is part of the new approval workflow where individual expense items can be approved or rejected from an expense report. With this improvement, a new banner message was added to the requestor's Expenses grid if any of their expense items were rejected. This banner message will only show on the first login after the expenses were rejected, and will also be visible as a notification under the bell icon in the toolbar.



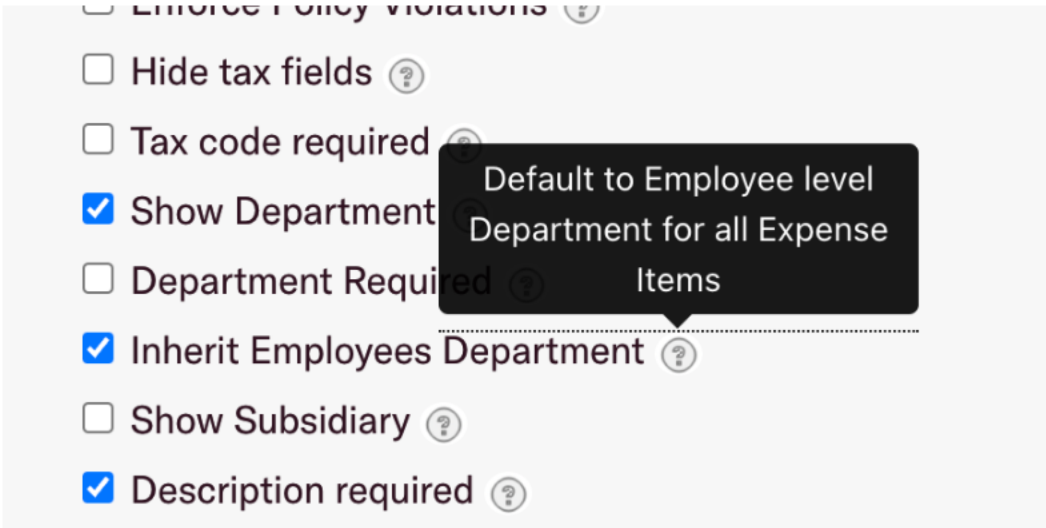
- With this improvement, a new grid, Reimbursement Status, was added to the Expense module for staff users. The Reimbursement Status grid improves the user experience as it allows users to view the status of their reimbursement requests so they can more easily track if they have been paid or not.



- Expense users are now able to email receipts directly to their Receipt Queue in Corpay Complete via a company-specific email inbox. Previously, users had to login to the web or mobile app and manually upload their receipts. With this change, emailed receipts will display in the user's Receipt Queue to be matched or manually attached to an expense item. Please note that this feature needs to be configured in the Integrations Settings to be used.

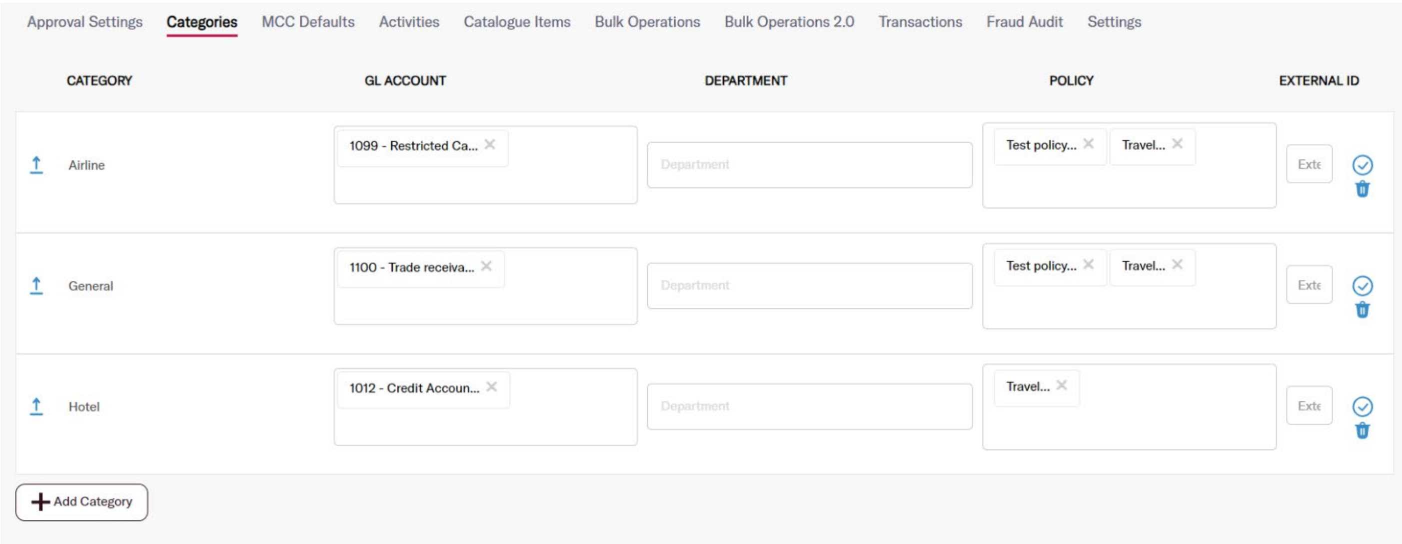
- With this change, nonreimbursable expense reports will now go to Closed status once they have been fully processed. Previously, they would remain in Open status indefinitely. Expense report statuses Open and Pending have been renamed as Approved and Pending Approval to ensure that users understand the statuses more clearly whenever their expense reports are in the workflow.
- With this change, categories can no longer be disabled on expense policies. Categories are required for all expense items because the category is where the expense item gets its Debit Account information. The change aims to prevent issues with calculating debit entries/GL Impact for the expense since it is based on Category.
- With this improvement, the Pay Reimbursements grid was moved to React, and the default column order was updated. This change aims to simplify the reimbursement payment workflow for admin users.
- This change will fix a bug where a correct balance amount was not being applied in the Add payment form from the Expense Report details page. With this improvement, the correct balance will now show on the Add Payment form when a user clicks on Add Payment on the Expense Report Details page.
- This change allows users to add and remove columns from the GL Impact table within the Expense Report Details page by clicking the + icon on the right side of the table. This is the same functionality as the one already available for the GL Impact tab in Invoices and POs.
- With this change, a new company setting, "Inherit Employee Department", was added that when

enabled, defaults the Department field to the department assigned at the user level for an expense item. If no user-level department is assigned, then the Department field will be blank.



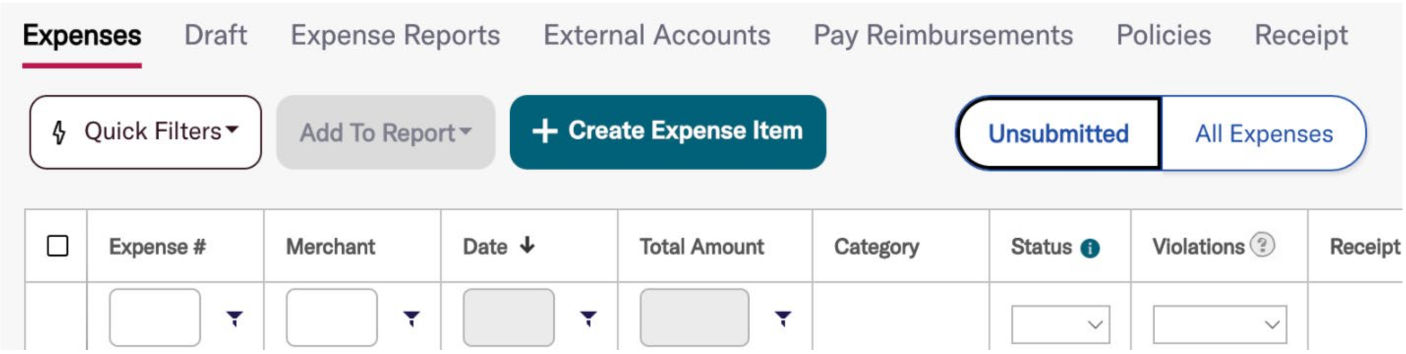
Deployment Date: 7/25/24

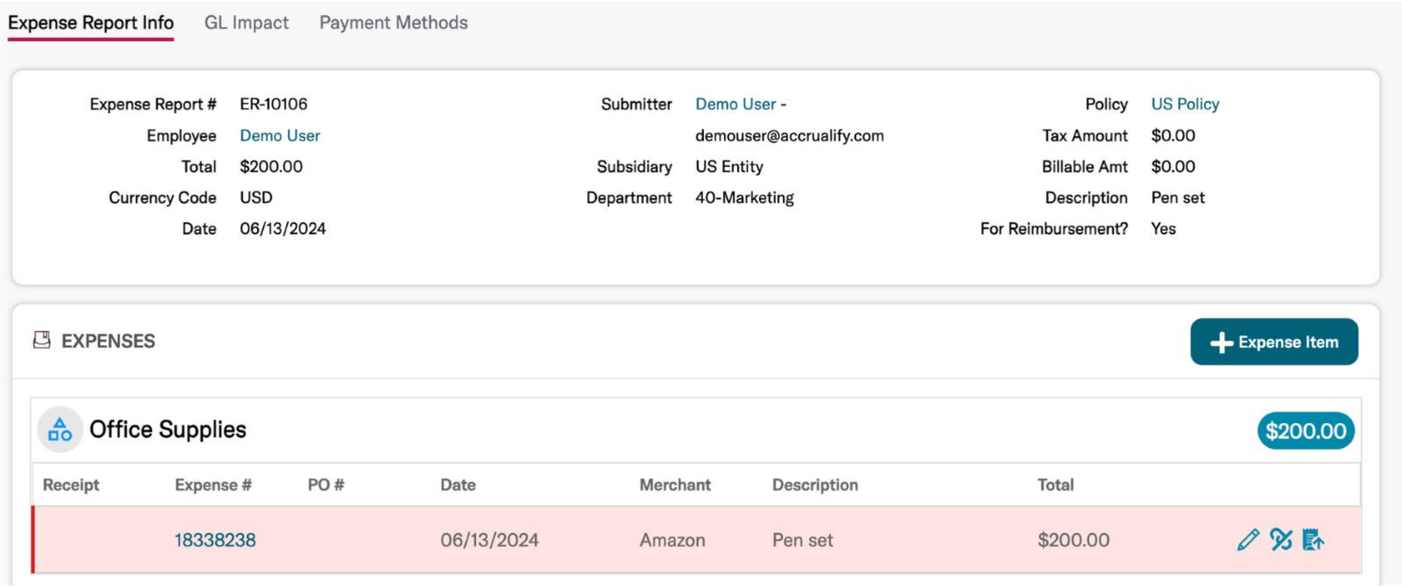
- With this change, Admin users can now assign an expense policy to a category from the Category Administration page. The change will improve users' experience as it allows them to quickly link their new Category to the Expense Policies.



Deployment Date: 8/8/24

- With this change, a new *Hide Create Expense Button* company setting was added that enables/disables the option to manually create expense items throughout the application. This change is relevant because all expenses should be coming through automatically from the cleared transactions. For this reason, a new company setting (under expense) was added to hide the create expense button from the following screens. *Please note that this new setting is more dependent on the customer's expense process, whether or not they want to allow users to submit reimbursable expenses using their own card/cash or if they are restricted to only using company cards at all times.*





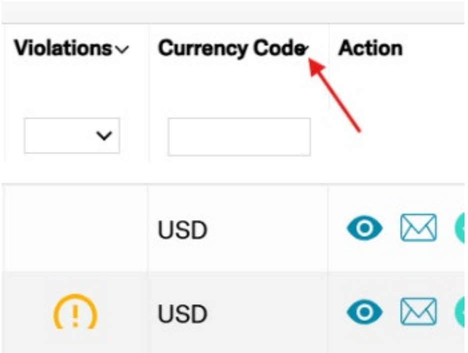
- With this improvement, the text on the *PO Approval Detail* screen was updated to say "Card Required" instead of "Vcard Required"

Deployment Date: 9/9/24

- With this improvement, we added a new Expense Transaction Detail Report under the Card &

Expense category in the Reports module. This report was originally built in ExpenseTrack for construction customers and has now been replicated in Corpay Complete. The updated report contains details for expense items, as well as related transaction data for expenses created from card purchases. This improvement involves recreating several reports that are required to migrate Corpay Expense Track customers to Corpay Complete.

- With this update, a new Expense Approver Detail Report was added under the Card & Expense category in the Reports module. This report was originally built in ExpenseTrack for construction customers and has now been replicated in Corpay Complete. The report contains details for expense approvals and approval status.
- With this improvement, Currency Code was added as a column to the Expenses grid in the Approvals module. Previously, Expense Approvers approved expenses in different currencies without the ability to view the expense report currency in the expense approvals view. This update will improve the user experience for expense approvers as they now have the option to add Currency Code to the expense approval grid so they can more easily differentiate between expense reports.



- With this update, a grid view was added to the GL Impact section when approving an Expense Report. This will ensure consistency with other parts of the application.

Deployment Date: 9/20/24

- With this improvement, a new Expense User Information Report was added under the Card & Expense category in the Reports module. This report was originally built in ExpenseTrack for construction customers and has now been replicated in Corpay Complete. 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. This report was originally built in ExpenseTrack for construction customers and has now been replicated in Corpay Complete. 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)

- With this change, a new user role, “dashboard_reports_readonly,” was created to allow users a view only access to the Dashboard and Reports modules in Corpay Complete.
- With this update, the Create Expense Item and Edit Expense Item pages were moved to React.

Issues

Deployment Date: 7/11/24

- Users can now add new categories directly from the Categories tab on the Policy Settings page. Previously, this could only be done through the Administration module.
- Fixed a bug where the For Reimbursement? field on the Expense Item Details page was not showing the correct value.
- Fixed a bug on the Expense Item Details page where the linked Purchase Number for expenses created from card purchases was not displaying.

Deployment Date: 7/25/24

- Fixed a bug where the *For Reimbursement?* checkbox on the Expense item detail edit page showed the wrong value when editing an expense item.

- Fixed a bug where changes made to columns (adding, removing, rearranging) on the Expenses and Expense Reports grids were reverted when leaving and returning to the grid.
- Fixed a bug on the Expenses grid where setting the filter to No on the Receipt Attached column displayed results where receipts were attached.

Deployment Date: 8/8/24

- Fixed a bug where inactive categories could be selected when adding categories to an expense policy via the *Edit Policy* page.
- Fixed a bug where the *Accounts* tab was blank on the *Expense Approval Details* page.
- Fixed a bug on the Expenses grid where selecting all records using the checkbox in the upper left corner of the grid resulted in a No Expense Item Selected error when trying to create an expense report from the Add To Report dropdown.

Deployment Date: 8/22/24

- Fixed a bug where the admin_expensereport_readonly user role gave staff-level access instead of admin access.
- Fixed a bug on the Expenses grid where the Add to Report option was enabled when no expenses were selected.
- Fixed a bug where no success or failure message was displayed when adding expenses to an expense report using the Add to Report option on the Expenses grid.
- Fixed a bug where new expense items created from the Expense Report Details page did not

correctly inherit the Expense Report Number and For Reimbursement? values from the expense report.

Deployment Date: 9/9/24

- Fixed a bug where required fields were missing in the back end when creating expense items from card purchases, which caused the job to run slower than expected.

Deployment Date: 9/20/24

- The Create Expense Report job that automatically creates expense reports from expense items and expense items from card purchases has been updated to run for each company as its own job. Previously, bad data in one company would cause the job to fail for all companies using this feature.
- 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.

Mobile App

Improvements

Deployment Date: 7/11/24

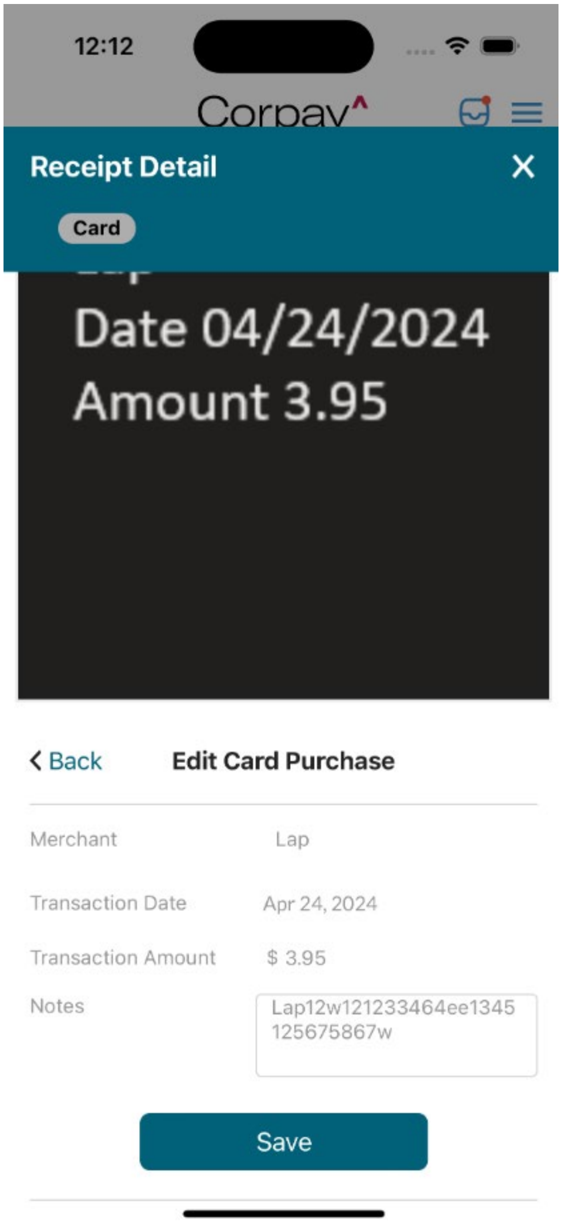
- This change was implemented in the mobile application to ensure that it is aligned with the web application, where Category is always enabled on the mobile app for all expense items to ensure debit entries/GL Impact are calculated correctly.

Deployment Date: 7/25/24

- This improvement involves push notifications in the mobile app for declined transactions. With the change, push notifications for adding a receipt to a card purchase will no longer be sent when card transactions are declined.

Deployment Date: 8/8/24

- With this update, data from receipts matched to authorized card transactions will now populate in the *Receipt Detail* page on the mobile app.



- With this change, the backend framework for mobile push notifications was updated to prevent delays in sending them out.

Deployment Date: 9/9/24

- This improvement involves upgrading the gradle plugin to update the Android platform to Android 14. Updating the app platform to Android 14 ensures that we remain in compliance with the Android app store requirements so we can continue to push updates to our mobile app.

Issues

Deployment Date: 7/11/24

- Fixed a bug where "Supporting Document" was automatically populating in the Description field when attaching a receipt to an expense item on the mobile app.
- This improvement fixed a bug on the mobile app where entering an amount longer than 4 digits caused display issues on the Card Request form. The issue had caused the Card balance Type field to not align properly when entering more than 5 digits of an amount on the Request Card form.
- Fixed a bug in the mobile app where tapping the Back button from the Edit Expense Item page was taking users back to the Expenses list instead of the Expense Item Details page.
- Fixed a bug in the mobile app where Project was showing as a required field for Mileage expense items, even though it was not marked as required per the company default settings.
- Fixed a bug on the mobile app where receipts would get stuck in Processing status if the app was closed immediately after uploading the receipt image.
- Fixed a bug in the mobile app where the card status wasn't updating correctly when approved by a delegate user.
- Fixed mobile display bugs on the Expenses list where the Edit option and Status pill did not

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always display correctly.

- Fixed a bug in the mobile app where the currency exchange codes were showing as "null".
- Fixed a bug on the mobile app where Category was not displaying on the Create and Edit Expense Item pages.
- Fixed a bug on the mobile app where receipts couldn't be manually linked to card purchases.
- Fixed a display issue for Android devices where the text in multiple fields on the Card Request form overlapped the selection icon.

Deployment Date: 7/25/24

- Fixed a bug in the mobile app where users without the Receipts module could still access the Receipt Queue via Inbox notifications.
- This change to the mobile app fixed a display issue for Android devices where the loading icon was showing in different sizes when loading and viewing different types of receipt files.
- Fixed a bug in the mobile app where Mileage expense items couldn't be submitted if the Project field was empty, even if Project wasn't required.
- Fixed a display bug on the mobile app where tapping the Edit and Delete buttons on the Expenses tab would incorrectly cause a shadow effect (a gray highlight).
- Fixed a bug where the mobile app would at times crash when uploading an attachment in the Receipt Queue.
- Fixed a bug on the mobile app where an internal server error would appear when saving a Mileage expense item.
- Fixed a bug in the mobile app where the Category field didn't show as a required field when

creating an expense item from the Receipt Details page.

Deployment Date: 8/8/24

- Fixed a bug on Android devices where "Supporting Document" populated twice in the *Description* field when creating an expense item from the *Receipt Details* page.
- Fixed a bug in the mobile app where typing * to do a global search in any of the search fields caused the app to crash.

Deployment Date: 8/22/24

- Fixed a bug on the mobile app where the badge count on the app icon wasn't updating when push notifications were cleared from the Notification Center or Status Bar on iOS devices.
- Fixed a bug where the mobile app would crash during the Payment Approval workflow.
- Fixed a bug on the mobile app where the stats on the Home page were collapsed by default instead of expanded.
- Fixed a bug in the mobile app where receipts added to expense items from the Receipt Queue couldn't be deleted when editing the expense item.
- Fixed a bug on the mobile app where the currency symbol wasn't displaying on the amount for card purchases or receipt details when manually linking a receipt.
- Fixed a bug on the mobile app where expenses with large amounts couldn't be edited from the Expense Item Detail page because the amount overlapped the Edit button.

Deployment Date: 9/9/24

- Fixed an intermittent bug on the mobile app where the right side of the app interface is cut off on Android devices.

Deployment Date: 9/20/24

- Fixed a bug on the mobile app where expense items with the same currency as the assigned currency conversion policy were showing $0 as the total amount when being edited.
- Fixed an intermittent bug on the mobile app where the API for the Transactions list filter was breaking and causing internal errors.
- Fixed a bug in the mobile app where the number of expenses showing in the stats on the Home tab were incorrect.
- Fixed a bug in the mobile app where Merchant Name switched between uppercase and lowercase on various pages throughout the Card and Expense tabs.
- Fixed a bug on the mobile app where unlinked receipts were still showing in the Matched Receipt queue and would only disappear after the queue was manually refreshed.

