



Corpay Complete Virtual Card Program User Guide

Version 1.1

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Version Number	Date Revised	Reason For Revision
1.0	07/02/2025	Initial Creation
1.1	12/26/2025	Added Virtual Cards Reports section

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Virtual Card Program Overview

Corpay Complete is a comprehensive spend management platform that integrates multiple financial processes into a single, easy-to-use system. It offers customization options and seamless integrations with Enterprise Resource Planning (ERP) systems.

Corpay Complete gives admins the ability to issue one-off virtual cards through a Virtual Card Program. Virtual cards can be used for bill payments to vendors or issued to employees for T&E/Procurement purposes. The system gathers essential data such as the card amount, expiration date, card type (single or multi-use), email options, and Purchase Order (PO) number. For single-use cards, it will ask if the amount must be exact, while for multi-use cards, it will allow specifying the number of transactions.

In addition to the above capabilities, the Corpay Complete system supports editing virtual cards, including changing status, updating card details, showing authorized and used amounts, and resending remittance emails. Cards issued to vendors are sent via remittance email directly to the vendor email address added during card creation. Customers need to have a virtual card program set up to be able to use this capability.

Purpose

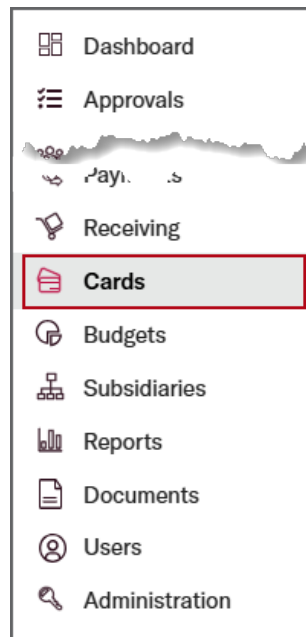
The **Virtual Card Program (VCAP) User Guide** provides instructions on navigating Corpay Complete VCAP capabilities within the Cards module. This includes issuing, viewing, and editing virtual cards, as well as viewing virtual card transactions, resending remittance emails, and accessing invoice information for virtual card transactions.

IMPORTANT

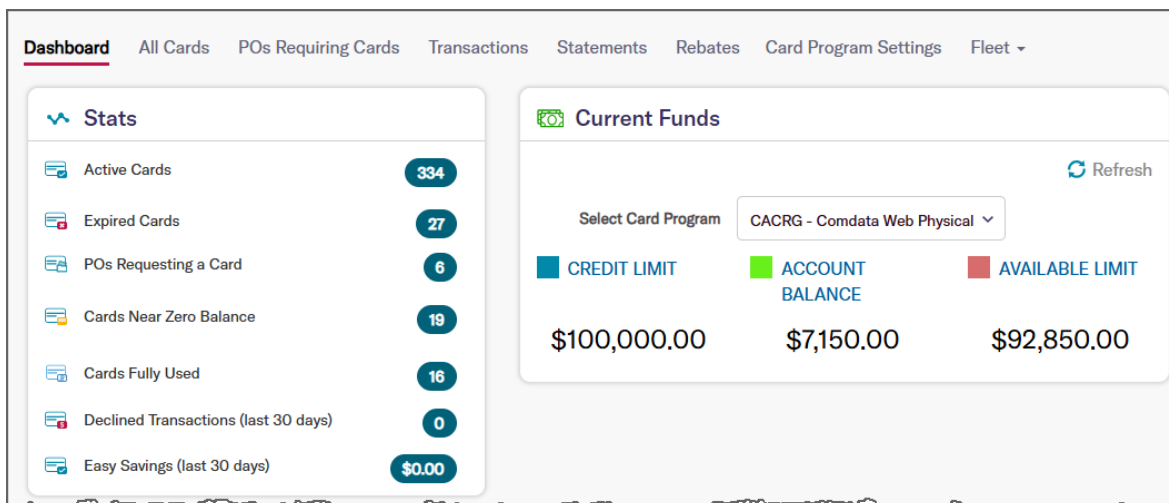
For details on the Cards module, please review the [**Corpay Complete Cards Module User Guide**](#), which serves as a comprehensive user guide for navigating and using the **Cards module** within the Corpay Complete platform. The user guide explains how to manage physical and ghost cards, view and track transactions, and maintain card profiles. The guide covers tasks such as ordering a card, blocking a card, enabling a temporary spending limit, and reviewing card activity.

Access the Cards Module

1. Log in to [Corpay Complete](#).
2. Click the **Cards** module from the left-side navigation pane.



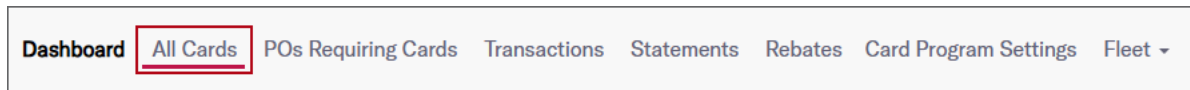
3. The **Cards** module will display.



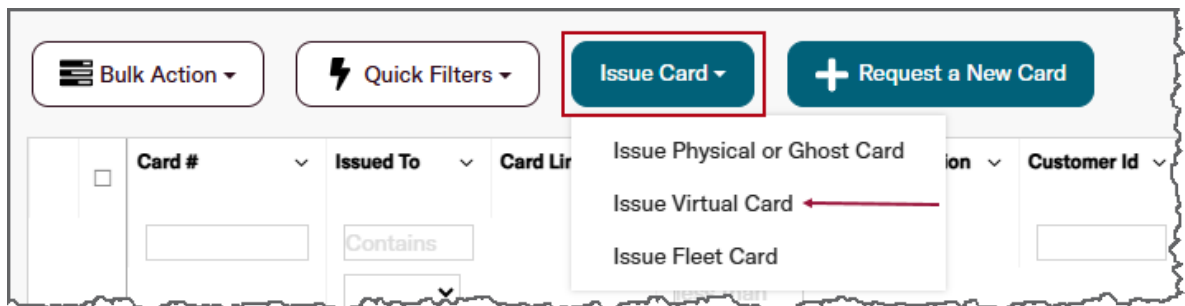
Issuing Virtual Cards

Complete the following steps to **issue a virtual card**. Required fields are denoted with a red asterisk. Available and visible fields depend on **Company configuration** and **Admin permissions**.

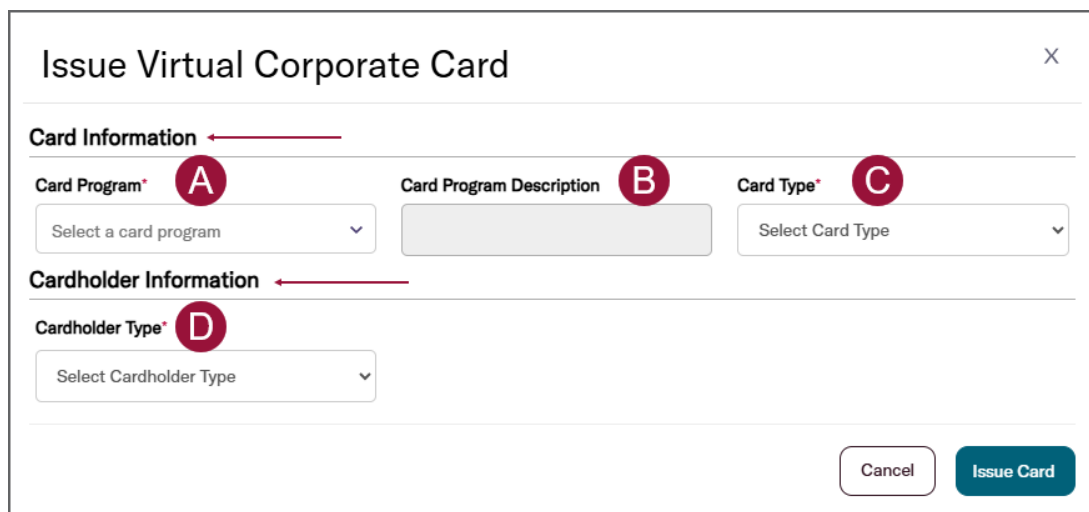
1. In the **Cards** module, click the **All Cards** tab.



2. Click the **Issue Card** drop-down button, and select the **Issue Virtual Card** option.



3. Within the **Virtual Corporate Card** window, complete the fields under the **Card Information** section and **Cardholder Information** section:

A screenshot of the 'Issue Virtual Corporate Card' form. The form is titled 'Issue Virtual Corporate Card' and has a close button (X) in the top right corner. It is divided into two sections: 'Card Information' and 'Cardholder Information'. The 'Card Information' section contains three fields: 'Card Program*' (marked with a red circle A), 'Card Program Description' (marked with a red circle B), and 'Card Type*' (marked with a red circle C). The 'Cardholder Information' section contains one field: 'Cardholder Type*' (marked with a red circle D). At the bottom right of the form, there are two buttons: 'Cancel' and 'Issue Card'.

Under the **Card Information** section:

- A. **Card Program** – Use the drop-down menu to select the virtual card program you want to issue a card under.
- B. **Card Program Description** – This field automatically populates based on the selected card program.
- C. **Card Type** – From the drop-down menu, select the **Single-Use** or **Multi-Use** option.
 - If **Multi Use** card type is selected, users will need to complete the **Spending Limit**, **Number of Transactions**, and **Expiration Date** information as required.

The screenshot shows a form titled "Issue Virtual Corporate Card" with a close button (X) in the top right corner. Under the "Card Information" section, there are three fields: "Card Program*" with a dropdown menu showing "CACRV - Comdata Payments", "Card Program Description" with a text box containing "Comdata Virtual Card", and "Card Type*" with a dropdown menu showing "Multi-Use". Below these, a red box highlights three fields: "Spending Limit*" with a text box containing "\$ 0", "# of Transactions" with a text box containing "1", and "Expiration Date" with a text box containing "YYYY-MM".

- If **Single Use** card type is selected, users will need to complete the **Total Spending Limit**, **Expiration Date** and **Exact Amount Only** checkbox as required.

The screenshot shows a form titled "Issue Virtual Corporate Card" with a close button (X) in the top right corner. Under the "Card Information" section, there are three fields: "Card Program*" with a dropdown menu showing "CACRV - Comdata Payments", "Card Program Description" with a text box containing "Comdata Virtual Card", and "Card Type*" with a dropdown menu showing "Single-Use". Below these, a red box highlights two fields: "Total Spending Limit*" with a text box containing "\$ 0" and "Expiration Date" with a text box containing "YYYY-MM". At the bottom, there is a checkbox labeled "Exact Amount Only" which is currently unchecked.

Under the **Cardholder Information** section:

D. **Cardholder Type** – Select **Employee** or **Vendor** from the drop-down list.

- If **Employee** is selected, users will need to complete the **Issue Card To**, **Purchase Order Number**, **Cardholder First Name**, **Cardholder Last Name**, **Cardholder Email**, **Cardholder Mobile Number**, and **Description** fields, as applicable. Required fields are indicated by a red asterisk after the field name.

The screenshot shows a form titled "Cardholder Information" with the following fields and controls:

- Cardholder Type***: A dropdown menu with "Employee" selected. A red arrow points to the asterisk.
- Issue Card To***: A dropdown menu with "Select a contact" selected. A blue help icon is to the right.
- Purchase Order Number**: A dropdown menu with "Select Purchase Order" selected.
- Cardholder First Name***: A text input field.
- Cardholder Last Name***: A text input field.
- Cardholder Email***: A text input field.
- Cardholder Mobile Number**: A text input field.
- Description**: A large text area.
- Buttons**: "Cancel" and "Issue Card".

- If **Vendor** is selected, users will need to complete the **Vendor Number**, **Location Code**, **Vendor Name**, and **Vendor Email** fields under the **Cardholder Information** section, as applicable.

The screenshot shows a form titled "Cardholder Information" with the following fields and controls:

- Cardholder Type***: A dropdown menu with "Vendor" selected. A red arrow points to the asterisk.
- Vendor Number***: A text input field. A blue help icon is to the right.
- Location Code***: A text input field. A blue help icon is to the right.
- Vendor Name***: A text input field.
- Vendor Email***: A text input field.
- Send Card Details via Email**: A checked checkbox with a blue help icon to the right.

IMPORTANT



The **Send Card Details via Email** checkbox is selected by default. When checked, vendors will get a remittance email with a link to the full card number after the card is issued, as well as some of the other information entered during card creation.




Under the **Invoice Information** section, click the **+ Add Invoice** button and complete the required and known fields, as applicable.

Invoice Information Total Net Invoice Amount: \$0.00

Information to link invoices to this card must be manually entered below. Use the **+ Add Invoice** button to add invoices and complete the fields below. Up to 11 invoices can be added.

When entered, the total net amount of all invoices will be used as the spending limit for the card.

Invoice 1  

Invoice Number*	Invoice Date*	Invoice Due Date*	Payment Number	Payment Date
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text" value="mm/dd/yyyy"/> 	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 
Gross Amount*	Discount Amount*	Net Amount	Purchase Order Number	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	
Invoice Description				
<input type="text"/>				

+ Add Invoice

IMPORTANT

Please note that if invoices are added, the net total of all the invoices will be used for the spending limit of the card.

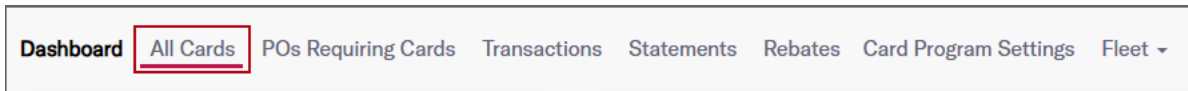
- Once any Invoices (as required by your company) are added, and you have verified all fields are filled out correctly, click **Issue Card** to create the new Virtual Card.

Viewing Virtual Cards

Corpay Complete offers card customers the ability to view the card and transaction details for one-off virtual cards and virtual cards generated from their ERP by sending a PS20 file to iCD via SFTP. 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.

To view virtual cards:

- Log into [Corpay Complete](#) via your web browser.
- In the **Cards** module, click the **All Cards** tab.



- Within the **All Cards** grid, under the **Card Program Type** column, Virtual cards, as well as Physical, Ghost, and Fleet cards can be viewed.

A screenshot of the 'All Cards' grid in the Corpay Complete system. The grid has columns for Card #, Issued To, Account Code, Status, Card Program Type, Card Program Name, Profile ID, Issued Date, and Action. The 'Card Program Type' column is highlighted with a red box. The grid shows several rows of cards, including FLEET VEHI..., VIRTUAL, PHYSICAL, GHOST, and VIRTUAL.

Card #	Issued To	Account Code	Status	Card Program Type	Card Program Name	Profile ID	Issued Date	Action
**** * 3498	Pratiksha	A-CR1	ACTIVE	VIRTUAL	Comdata Pa...	000 - CUSTOM	07/23/2025	View, Email, Edit
**** * 5402	Pratiksha	A-CR1	ACTIVE	VIRTUAL	Comdata Pa...	000 - CUSTOM	07/23/2025	View, Email, Edit
**** * 3498	Pratiksha	A-CR1	ACTIVE	PHYSICAL	Comdata We...	000 - CUSTOM	07/23/2025	View, Email, Edit
**** * 3498	Pratiksha	A-CR1	ACTIVE	GHOST	Comdata We...	000 - CUSTOM	07/23/2025	View, Email, Edit
**** * 3498	Pratiksha	A-CR1	ACTIVE	VIRTUAL	Comdata Pa...	000 - CUSTOM	07/23/2025	View, Email, Edit

- A. Users can search or filter applicable data using the text search filter and sorting capabilities in the **All Cards grid** columns.

Card #	Issued To	Available Balance	Customer Id	Account Code	Status	Card Program Type	Card Program Name	Employee Number	Issued Date	Action
<input type="text"/>	Contains	greater th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/dd/yyyy	
	<input type="text"/>	less than							mm/dd/yyyy	

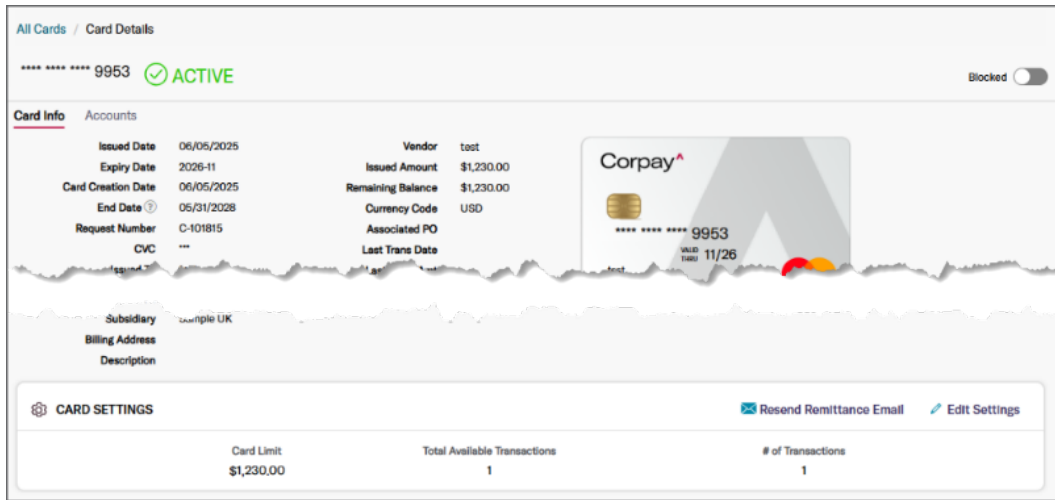
- B. If the card is issued to a non-Corpay Complete user, the **Issued To** field will show the cardholder's name in plain text.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id
<input type="text"/>	Contains	<input type="text"/>	greater th	<input type="text"/>	<input type="text"/>
	<input type="text"/>		less than		
**** * 56	Vendor56	\$99,980.00	\$99,980.00	2027-04	CACRV
**** * *	Test	\$79.00	\$79.00		CACRV
**** * *	test	\$1,230.00	\$1,230.00	2026-11	CACRV
**** * * 4696	Staples	\$52.88	\$52.88	2025-11	CACRV
**** * * 6527	Dinesh Cor...	\$400.50	\$400.50	2025-04	CACRV

4. Select the **Card Number** under the **Card #** column to view card details for the applicable virtual card.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code
<input type="text"/>	Contains	<input type="text"/>	greater th	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		less than			
**** * * 8173	Pratiksha S...	\$63,210.00	\$63,210.00	2025-09	CACRV	A-CR1
**** * * 9841	Hanna Ale...	\$0.01	\$0.01	2025-09	CACRV	A-CR1
**** * * 5436	Pratiksha S...	\$67,543.00	\$67,543.00	2025-08	CACRV	A-CR1

5. Within the **Card Details** page, you can view detailed card information for the applicable virtual card.



Editing Virtual Cards

Corpay Complete offers card admin users of the platform the ability to edit Virtual Cards. This allows Card admins to update the Spending Limit, Number of Transactions, Email Address, and Vendor Number associated with virtual cards. Users can also view or edit the card status. Any changes as a result of edits will reflect on the **Card Details** page after they are saved.

Follow the steps below to edit Virtual Cards:

1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.

- Select the **Card number** under the **Card #** column to view card details for the applicable virtual card.

<input type="checkbox"/>	Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code
<input type="checkbox"/>	**** * 8173	Pratiksha S...	\$63,210.00	\$63,210.00	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 9841	Hanna Ale...	\$0.01	\$0.01	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 5436	Pratiksha S...	\$67,543.00	\$67,543.00	2025-08	CACRV	A-CR1

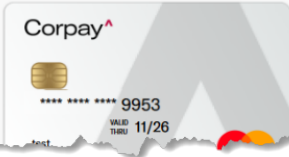
- On the **Card Details** page, click the **Edit Settings** icon.

All Cards / Card Details

**** * 9953 ✔ ACTIVE Blocked

Card Info Accounts

Issued Date	06/05/2025	Vendor	test
Expiry Date	2026-11	Issued Amount	\$1,230.00
Card Creation Date	06/05/2025	Remaining Balance	\$1,230.00
End Date	05/31/2028	Currency Code	USD
Request Number	C-101815	Associated PO	
CVC	***	Last Trans Date	



Subsidiary: Sample UK
Billing Address: Description

CARD SETTINGS Resend Remittance Email Edit Settings

Card Limit	Total Available Transactions	# of Transactions
\$1,230.00	1	1

5. On the **Edit Virtual Corporate Card** window, complete all fields as applicable and click the **Save Changes** button.

Edit Virtual Corporate Card

Card Information

Card Program* Card Program Description Card Type*

CACRV - Comdata Payments Comdata Virtual Card Single-Use

Total Pending Limit* Expiration Date

Description

Cancel Save Changes

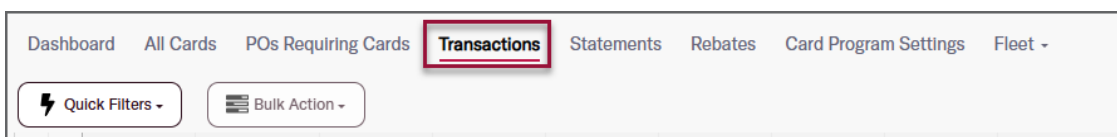
IMPORTANT

After the edits are saved, the user will be taken back to the **Card Details** page, and any updated fields should reflect the updated/new values.

Viewing Virtual Card Transactions

To view transactions created for virtual cards:

1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **Transactions** tab at the top of the page.



- The **Transactions** grid displays the virtual card transactions along with the physical and ghost card transactions. Select the drop-down option from the **Card Program Type** column to easily pick between Physical, Ghost, Fleet, and Virtual program types to view only those transactions.

	Purchase#	Card #	Merchant	Posted Amount	Authorized Amount	Posted Date	Authorized Date	Status	Card Program	Card Program Type	Customer ID
	Contains		Contains	greater th	greater th	mm/dd/yyyy	mm/dd/yyyy				
		**** * 9...		\$1,223.33	\$1,223.33	04/22/2023...	04/21/2023...	CLEARED	Comdata W...	VIRTUAL	CACRG
		**** * 89...	BOBS DON...	\$1,223.33	\$1,223.33	04/22/2023...	04/21/2023...	CLEARED	Comdata W...	GHOST	CACRG
		**** * 9...	BOBS DON...	\$1,223.33	\$1,223.33	04/22/2023...	04/21/2023...	CLEARED	Comdata W...	PHYSICAL	CACRG

- Select the applicable card number in the **Card #** column to view transaction details for the selected virtual card.

	Purchase#	Card #	Merchant	Posted Amount	Authorized Amount	Posted Date	Authorized Date
	Contains		Contains	greater th	greater th	mm/dd/yyyy	mm/dd/yyyy
		**** * 9...	BOBS DON...	\$1,223.33	\$1,223.33	04/22/2023...	04/21/2023...
		**** * 9...	BOBS DON...	\$1,223.33	\$1,223.33	04/22/2023...	04/21/2023...
		**** * 89...	BOBS DON...	\$1,223.33	\$1,223.33	04/22/2023...	04/21/2023...

5. The above action opens the **Card Details** page. Transaction details can be viewed under the **Transactions** section.

All Cards / Card Details

**** * 0316 ACTIVE [show number](#)

TRANSACTIONS Filter by Cleared

Purchase #	Trans Type	Date	Merchant	Category	Status	Amount	Actions
	DEBIT		Urban Outfitters Inc.	5542	CLEARED	\$437.11	View
	CREDIT		Prime Digital Systems	5542	CLEARED	\$206.96	View
	DEBIT	03/06/2025	Urban Outfitters Inc.	5542	CLEARED	\$103.60	View

[View All](#)

Viewing Virtual Card Details

Corpay Complete offers Admin users the ability to view Card Details for Virtual Cards. Follow the steps below to view virtual card details.

1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.

- Select the **Card number** under the **Card #** column to view card details for the applicable virtual card.

<input type="checkbox"/>	Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code
<input type="checkbox"/>	**** * 8173	Pratiksha S...	\$63,210.00	\$63,210.00	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 9841	Hanna Ale...	\$0.01	\$0.01	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 5436	Pratiksha S...	\$67,543.00	\$67,543.00	2025-08	CACRV	A-CR1

- Within the **Card Details** page:

- Users can view detailed card information for the applicable virtual card.

Column 1 (See field descriptions on the next page.)

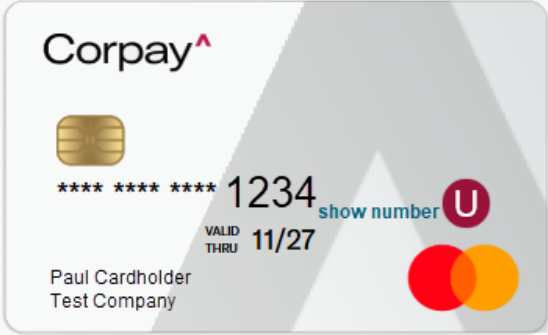
Card Info	Accounts
A Issued Date	09/03/2024
B Expiry Date	2027-11
C Card Creation Date	09/03/2024
D End Date ?	11/30/2027
Request Number	C-10562
E CVC	***
F Issued To	Paul Cardholder
G Cardholder Email	pcardholder@testcompany.com
H Employee Number	12345678
Requestor	
Department	
PO Departments	
I Subsidiary	Test Company
J Billing Address	5301 Maryland Way, Brentwood, TN 37027
K Description	

Card Info	Accounts
Issued Date	03/27/2024
Expiry Date	2027-11
Card Creation Date	03/27/2024
End Date ?	11/30/2027
L Deactivation Date	01/22/2025
Request Number	C-10562

- A. **Issued Date** – The date the card was ordered.
- B. **Expiry Date** – The card's expiration date.
- C. **Card Creation Date** – The date the card was created.
- D. **End Date** – This field will be populated for cards attached to a purchase order.
 - Customers can set this date when issuing a PO.
 - The card will be automatically blocked once the end date has passed.
- E. **CVC** – (Card Verification Code) The security code used to verify the card's legitimacy during a transaction. For physical cards, this number is found on the back of the card.
- F. **Issued To** – The name of the person the card is assigned to.
- G. **Cardholder Email** – The cardholder's email address.
- H. **Employee Number** – The cardholder's employee number.
- I. **Subsidiary** – The name of the subsidiary, if applicable.
- J. **Billing Address** – The address the card was sent to.
- K. **Description** – Any relevant clarifications attached to the card, if needed.
- L. **Deactivation Date** – Certain views/permissions may display this field.
 - The date in this field will **initially match the expiration date**.
 - Once the card is **deactivated in Corpay Complete**, this field will show the Corpay Complete **deactivation date**.

Columns 2 and 3

Vendor	
M Issued Amount	\$20,000.00
N Remaining Balance	\$964.82
O Currency Code	USD
P Associated PO	
Q Last Trans Date	03/27/2025 8:09 AM CDT
R Last Trans Amt	\$1,396.87
S External ID	
Associated Payment	
Misc #1	
Misc #2	
T Card Program	Physical Cards



Physical Card

- M. **Issued Amount** – The overall limit on the card.
- N. **Remaining Balance** – The amount of money available on the card for use.
- O. **Currency Code** – The three-letter code that represents the card's currency.
- P. **Associated PO** – The PO number, if one is attached to the card.
- Q. **Last Trans Date** – The date the card was last used.
- R. **Last Trans Amt** – The amount of the last successful transaction.
- S. **External ID** – The alphanumeric code assigned to the card which allows internal users to look up the card without giving the full card number.
- T. **Card Program** – The type of card: virtual, ghost, or physical.

- U. **Show Number** – With proper role and approvals, users can click **Show Number** on the card image and will be able to see the **full card number**, for both Ghost and Physical cards. **Agents should NOT click this link.**



- For virtual cards issued to vendors, users can view the Invoice details under the **Invoices** section. Invoice details include those added when issuing a virtual card to a vendor (i.e., Invoice Number, Invoice Date, Gross Amount, Discount Amount, Net Amount, and Description for each invoice associated with the card).

INVOICES					
Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Amount	Description
INV22	11/06/2024	\$1.00	\$1.00	\$20.40	Lorem Ipsum is simply dummy text of the printing an

IMPORTANT

This section is visible only for virtual cards issued to vendors through Corpay Complete.

Resending Remittance Emails

Corpay Complete offers Admin users the ability to resend remittance emails for vendor virtual cards. Follow the steps below to resend remittance emails within the Cards module.

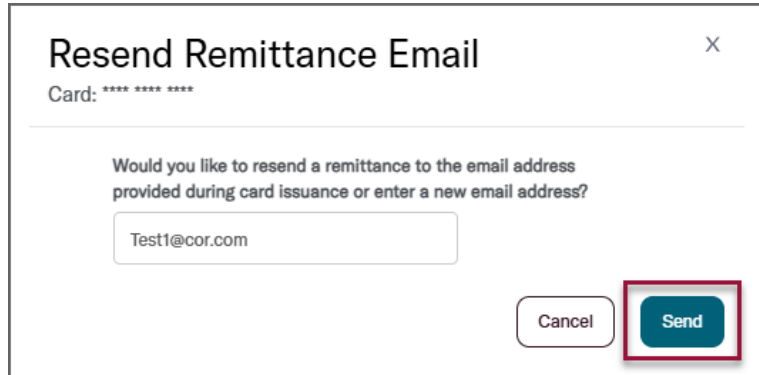
1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.
3. Select the **Card number** under the **Card #** column to view card details for the applicable virtual card.

<input type="checkbox"/>	Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code
<input type="checkbox"/>	**** * 8173	Pratiksha S...	\$63,210.00	\$63,210.00	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 9841	Hanna Ale...	\$0.01	\$0.01	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 5436	Pratiksha S...	\$67,543.00	\$67,543.00	2025-08	CACRV	A-CR1

4. Within the **Card Details** page, under the **Card Settings** section, click the **Resend Remittance Email** button.

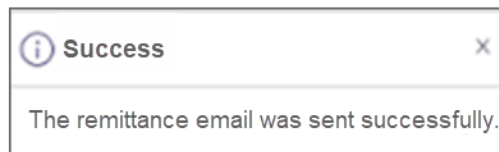
CARD SETTINGS			<input type="button" value="Resend Remittance Email"/>	<input type="button" value="Edit Settings"/>
Card Limit	Total Available Transactions	# of Transactions		
\$1,230.00	1	1		

5. A window with the existing cardholder email address populated in a text box will display, asking the user to confirm if they want to resend the email to that address or if they want to key in a new email. Make the selection as applicable and click **Send**.



The image shows a dialog box titled "Resend Remittance Email" with a close button (X) in the top right corner. Below the title, it says "Card: **** *". A horizontal line separates the title from the main content. The main content asks: "Would you like to resend a remittance to the email address provided during card issuance or enter a new email address?". Below this question is a text input field containing "Test1@cor.com". At the bottom right of the dialog, there are two buttons: "Cancel" and "Send". The "Send" button is highlighted with a red rectangular border.

6. Once the user clicks the **Send** button, they will be returned to the **Card Details** page with a success toast in the upper right corner.



Accessing Invoice Information for Virtual Card Transactions

For Virtual Cards issued to vendors, Corpay Complete offers users the ability to view invoice details for card transactions. Follow the steps below to access invoice information within the Cards module.

1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.

3. Within the **All Cards** grid, key in the invoice number you wanted to open in the **Invoice Number** field. This will display all invoice records in Corpay Complete matching the number keyed in.

Card #	Issued To	Card Program Name	Issued Date	Invoice Number	Act
<input type="checkbox"/>	<input type="text"/> Contains <input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Inv"/>	<input type="button" value="+"/>
<input type="checkbox"/>	**** * 4696	VENDOT	Comdata Pa...	06/25/2025	INV-001, IN... <input type="button" value="🔍"/>
<input type="checkbox"/>	**** * 4696	Staples	Comdata Pa...	04/25/2025	INV-106452 <input type="button" value="🔍"/>

4. Click on the **Card number** under the **Card #** column for the applicable **Invoice Number**.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Customer Id	Account Code	
<input type="checkbox"/>	<input type="text"/> Contains <input type="text"/>	<input type="text"/>	<input type="text" value="greater th"/> <input type="text" value="less than"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	**** * 8173	Pratiksha S...	\$63,210.00	\$63,210.00	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 9841	Hanna Ale...	\$0.01	\$0.01	2025-09	CACRV	A-CR1
<input type="checkbox"/>	**** * 5436	Pratiksha S...	\$67,543.00	\$67,543.00	2025-08	CACRV	A-CR1

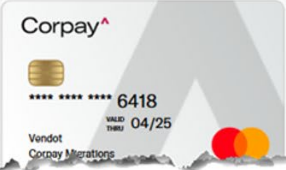
5. The above action opens the **Card Details** page. You can view the invoice details under the **Invoices** section.

All Cards / Card Details

**** * 6418 ACTIVE Deactivate

Card Info Accounts

Issued Date	11/13/2024	Vendor	Vendot
Expiry Date	2025-04	Issued Amount	\$7,880.00
Card Creation Date	11/13/2024	Remaining Balance	\$7,880.00
End Date	04/01/2025	Currency Code	USD
Request Number	C-13783	Associated PO	
CVC	***	Last Trans Date	
Issued To	Vendot	Last Trans Amt	



INVOICES

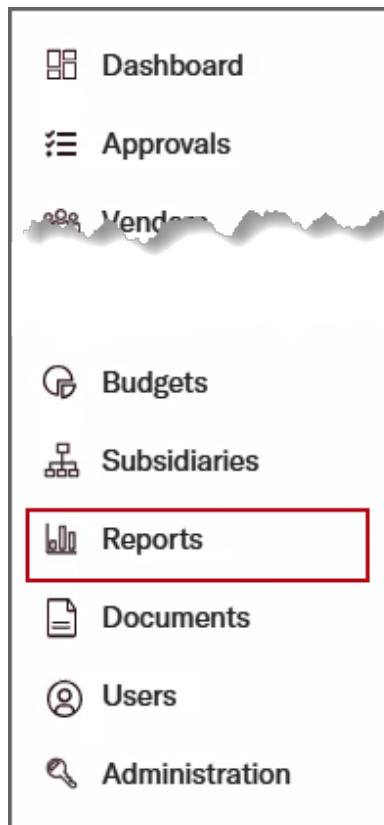
Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Amount	Description
INV-100	11/13/2024	\$8,000.00	\$120.00	\$7,880.00	Invoice description

Virtual Card Reports

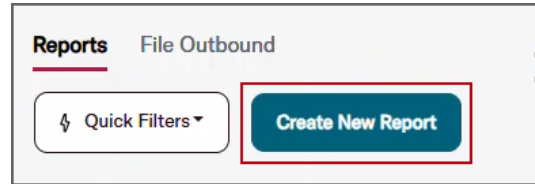
Virtual Card Listing Detail Report

Follow the steps below to create and run the **Virtual Card Listing Detail Report**:

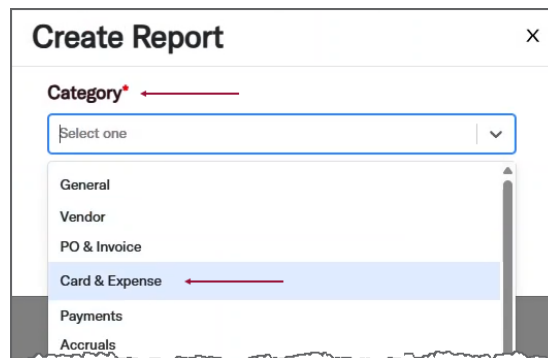
1. Log in to [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



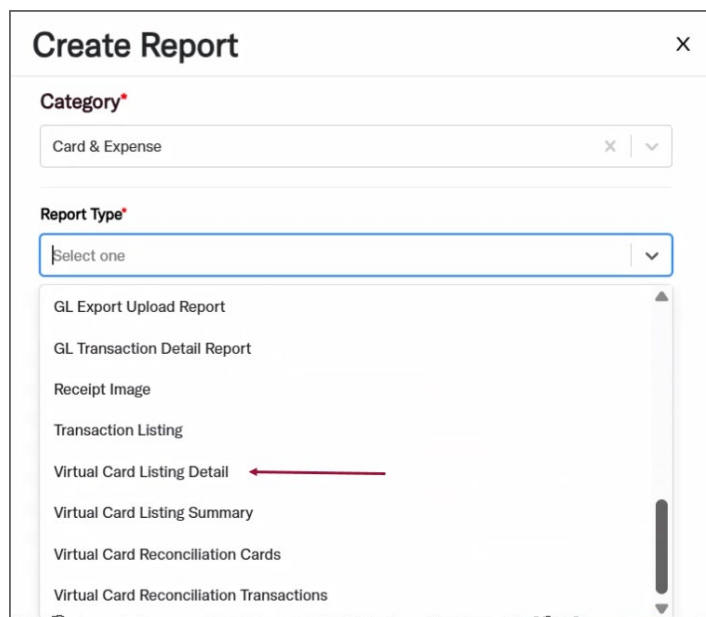
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



- In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



- In the **Report Type** drop-down, select the **Virtual Card Listing Detail** option.



6. Use the following **Virtual Card Listing Detail Filters** to customize your report:

Virtual Card Listing Detail Filters

Start Date*

A

End Date*

B

Account Codes

C | v

Issued To

D | v

Vendor Number

E

Vendor Name

F

Minimum Card Amount

G

Maximum Card Amount

H

Export Preferences

Export Format*

I v

Export Destination*

J v

K Exclude Header Description

Reports cannot exceed 1,000,000 records.

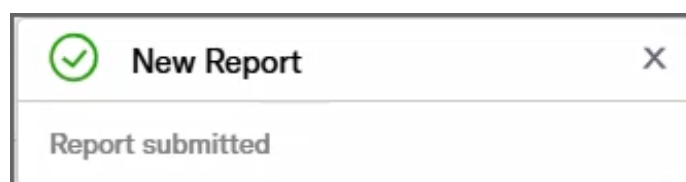
A. **Start Date** – Select the beginning date of the date range used to return virtual card records in the report.


- B. **End Date** – Select the ending date of the date range used to return virtual card records in the report.
- C. **Account Codes** – Select one or more account codes to limit the report results to cards associated with specific accounts.
- D. **Issued To** – Search for or select the cardholder name to return only virtual cards issued to specific users.
- E. **Vendor Number** – Enter the vendor’s unique identification number to filter results to cards associated with that vendor.
- F. **Vendor Name** – Enter the vendor name to filter the report results to cards associated with that vendor.
- G. **Minimum Card Amount** – Enter the minimum card amount to include only cards with amounts equal to or greater than the value entered.
- H. **Maximum Card Amount** – Enter the maximum card amount to include only cards with amounts equal to or less than the value entered.
- I. **Export Format** – Select the file format for the report output (for example, CSV).
- J. **Export Destination** – Select how the report will be delivered, such as downloading directly to your device.
- K. **Exclude Header Description** – Check this box to remove column header descriptions from the exported report file.


7. Click the **Create** button to generate and export the data.
















8. You will receive a success message confirming a new report has been submitted.



- From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated. Refresh the page to see the status change.as the page does not automatically refresh.

Reports File Outbound Access ReportQ 

Quick Filters Create New Report Existing Reports Recurring Reports Select Month/Year 

ID	Name	Template Name	Creation Date ↓	Filters Used	Status	Actions
104367	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104366	Virtual Card Reconciliation Transactions	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , post...	COMPLETED	 
104365	Virtual Card Reconciliation Cards	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104360	Virtual Card Listing Summary	Virtual Card Listing Sum...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104359	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , issu...	COMPLETED	 
49104	GL Transaction Detail Report	GL Transaction Detail R...	08/01/2025	end date: 2025-7-31T07:00:00.00...	COMPLETED	 

- Download the report from the **Report** window.

Report #104359: Virtual Card Listing Detail X

File Name	Creation Date
virtual_card_listing_detail_20251226155835.xlsx	12/26/2025

Cancel
Download

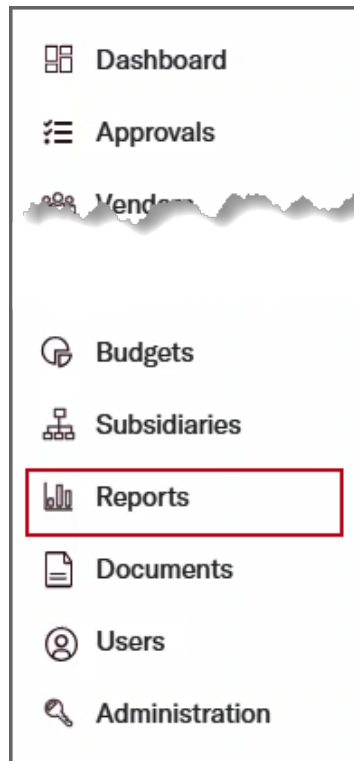
Note: See below for a sample Virtual Card Listing Detail Report.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Virtual Card Listing Detail											
2	Account C	Company	Customer	Card Prog	Card Num	Card Toke	Cardholde	Cardholde	Vendor Na	Vendor Nu	Payment N	Virtual Ca
3	A-CR1	Corpay Mij	CACRV	Comdata	-		geet	78y77	geet	78y77	PAY-67526	8542545,
4	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L43E6	Pratiksha-	u6873627	Pratiksha-	u687362763		INV-6892
5	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L43E6	Test user	Pratiksha				
6	A-CR1	Corpay Mij	CACRV	Comdata	-		Test user	Pratiksha				
7	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L42N3	Invoice pa	6754	Invoice pa	6754		INV-0908
8	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L42L7	Test user	Pratiksha				
9	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L42C3	Test user	Pratiksha				
10	A-CR1	Corpay Mij	CACRV	Comdata	-		Test user	Pratiksha				
11	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226K93H9	Test user	Pratiksha				
12	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226K23M4	Test user	Pratiksha				
13	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226K23C3	Test user	Pratiksha				
14	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L34M2	Test user	Pratiksha				

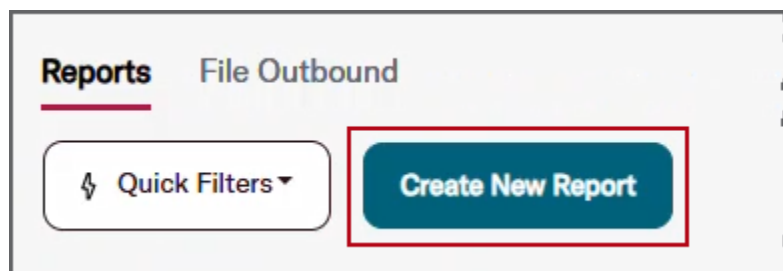
Virtual Card Listing Summary Report

Follow the steps below to create and run the **Virtual Card Listing Summary Report**:

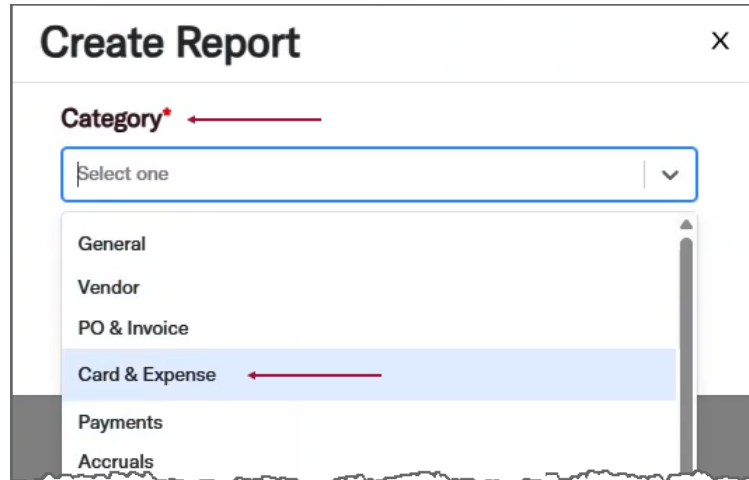
1. Log in to [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



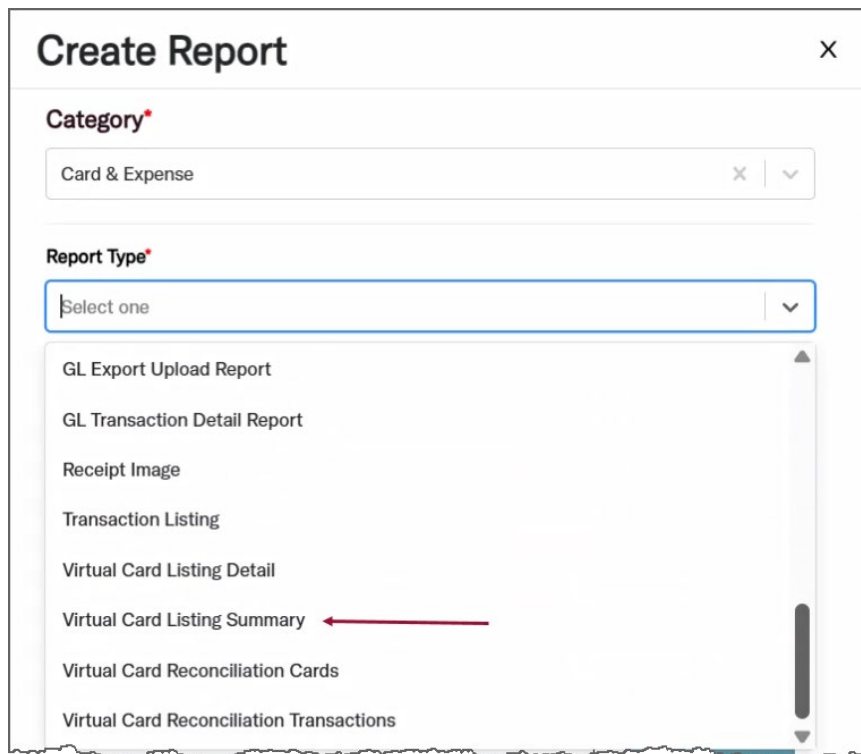
3. From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **Virtual Card Listing Summary** option.



6. Use the following **Virtual Card Listing Summary Filters** to customize your report:

Virtual Card Listing Summary Filters

Start Date*

A

End Date*

B

Account Codes

C | v

Issued To

D | v

Vendor Number

E

Vendor Name

F

Minimum Card Amount

G

Maximum Card Amount

H

Export Preferences

Export Format*

I | v

Export Destination*

J | v

K Exclude Header Description

Reports cannot exceed 1,000,000 records.

A. **Start Date** – Select the beginning date of the date range used to return virtual card records in the report.

- B. **End Date** – Select the ending date of the date range used to return virtual card records in the report.
- C. **Account Codes** – Select one or more account codes to limit the report results to cards associated with specific accounts.
- D. **Issued To** – Search for or select the cardholder name to return only virtual cards issued to specific users.
- E. **Vendor Number** – Enter the vendor’s unique identification number to filter results to cards associated with that vendor.
- F. **Vendor Name** – Enter the vendor name to filter the report results to cards associated with that vendor.
- G. **Minimum Card Amount** – Enter the minimum card amount to include only cards with amounts equal to or greater than the value entered.
- H. **Maximum Card Amount** – Enter the maximum card amount to include only cards with amounts equal to or less than the value entered.
- I. **Export Format** – Select the file format for the report output (for example, CSV).
- J. **Export Destination** – Select how the report will be delivered, such as downloading directly to your device.
- K. **Exclude Header Description** – Check this box to remove column header descriptions from the exported report file.

11. Click the **Create** button to generate and export the data.

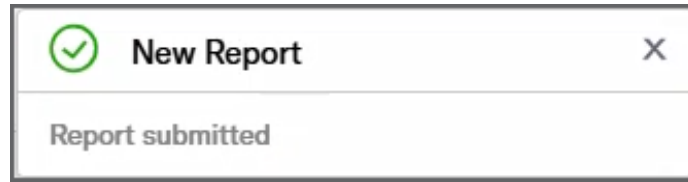



Exclude Header Description

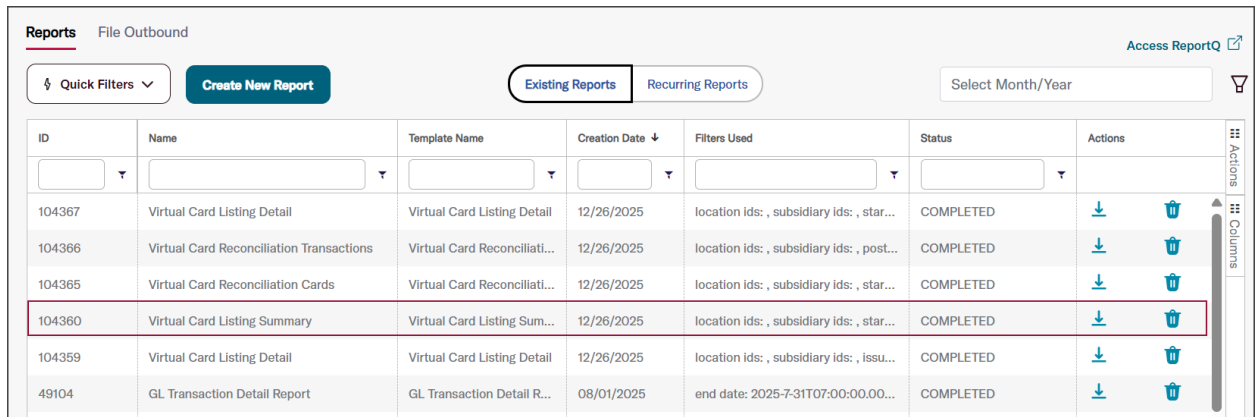
Reports cannot exceed 1,000,000 records.













Cancel Create

12. You will receive a success message confirming a new report has been submitted.

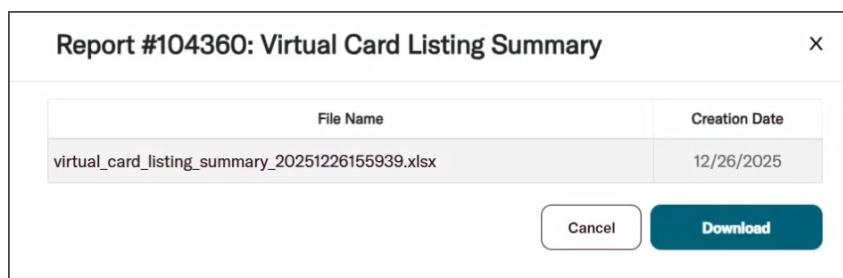


13. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated. Refresh the page to see the status change.as the page does not automatically refresh.

A screenshot of the Reports grid interface. The grid has columns for ID, Name, Template Name, Creation Date, Filters Used, Status, and Actions. The row for ID 104360 is highlighted with a red border. The Actions column for this row shows a download icon and a trash icon.

ID	Name	Template Name	Creation Date ↓	Filters Used	Status	Actions
104367	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104366	Virtual Card Reconciliation Transactions	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , post...	COMPLETED	 
104365	Virtual Card Reconciliation Cards	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104360	Virtual Card Listing Summary	Virtual Card Listing Sum...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104359	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , issu...	COMPLETED	 
49104	GL Transaction Detail Report	GL Transaction Detail R...	08/01/2025	end date: 2025-7-31T07:00:00.00...	COMPLETED	 

14. Download the report from the **Report** window.



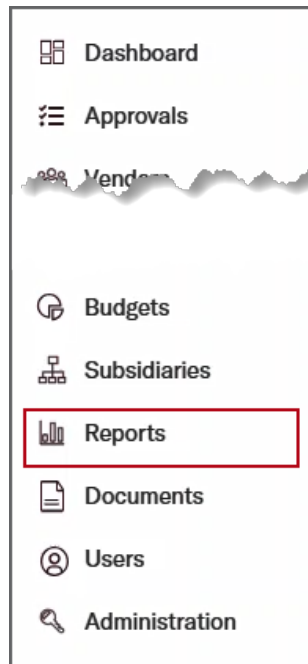
Note: See below for a sample Virtual Card Listing Detail Report.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Virtual Card Listing Detail											
2	Account C	Company	Customer	Card Progi	Card Num	Card Toke	Cardholde	Cardholde	Vendor Na	Vendor Nu	Payment N	Virtual Ca
3	A-CR1	Corpay Mij	CACRV	Comdata	-		geet	78y77	geet	78y77	PAY-6752	8542545
4	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L43E6	Pratiksha-	u6873627	Pratiksha-	u687362763		INV-6892
5	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L43E6	Test user	Pratiksha				
6	A-CR1	Corpay Mij	CACRV	Comdata	-		Test user	Pratiksha				
7	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L42N3	Invoice pa	6754	Invoice pa	6754		INV-0908
8	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L42L7	Test user	Pratiksha				
9	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L42C3	Test user	Pratiksha				
10	A-CR1	Corpay Mij	CACRV	Comdata	-		Test user	Pratiksha				
11	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226K93H9	Test user	Pratiksha				
12	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226K23M4	Test user	Pratiksha				
13	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226K23C3	Test user	Pratiksha				
14	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L34M2	Test user	Pratiksha				
15	A-CR1	Corpay Mij	CACRV	Comdata	**** *	226L27U4	Test user	Pratiksha				

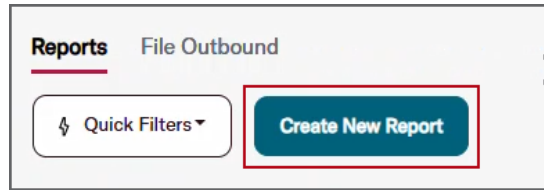
Virtual Card Reconciliation Cards Report

Follow the steps below to create and run the **Virtual Card Reconciliation Cards Report**:

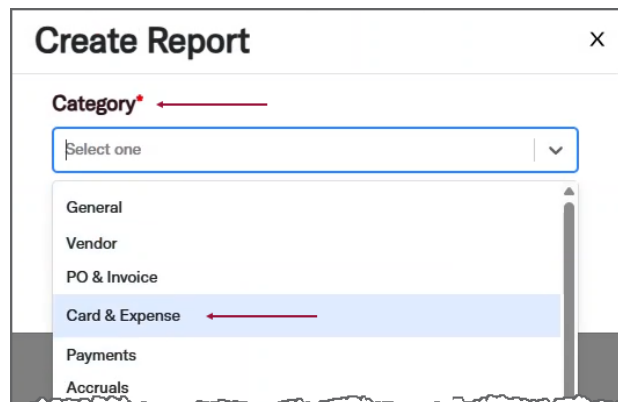
1. Log in to [Corpay Complete](#).
2. From the left-side navigation pane, click on the **Reports** module.



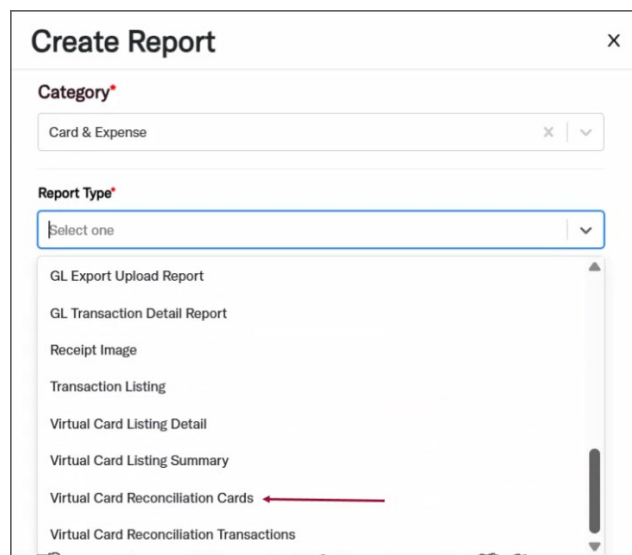
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



- In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



- In the **Report Type** drop-down, select the **Virtual Card Reconciliation Cards** option.



6. Use the following **Virtual Card Reconciliation Cards Filters** to customize your report:

Virtual Card Reconciliation Cards Filters

Account Codes

A

Issued To

B

Start Date*

C

End Date*

D

Export Preferences

Export Format*

E

Export Destination*

F

G Exclude Header Description

Reports cannot exceed 1,000,000 records.

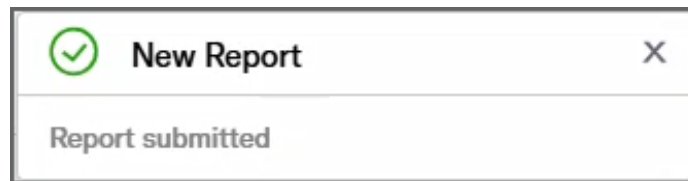
- A. **Account Codes** – Select one or more account codes to limit the reconciliation report to virtual cards associated with specific accounts.
- B. **Issued To** – Search for or select the cardholder name to include only reconciliation records for cards issued to specific users.
- C. **Start Date** – Select the beginning date of the date range used to return virtual card reconciliation records.
- D. **End Date** – Select the ending date of the date range used to return virtual card reconciliation records.
- E. **Export Format** – Select the file format for the reconciliation report output (for example, CSV).

- F. **Export Destination** – Select how the reconciliation report will be delivered, such as downloading directly to your device.
- G. **Exclude Header Description** – Check this box to remove column header descriptions from the exported reconciliation report file.













7. Click the **Create** button to generate and export the data.



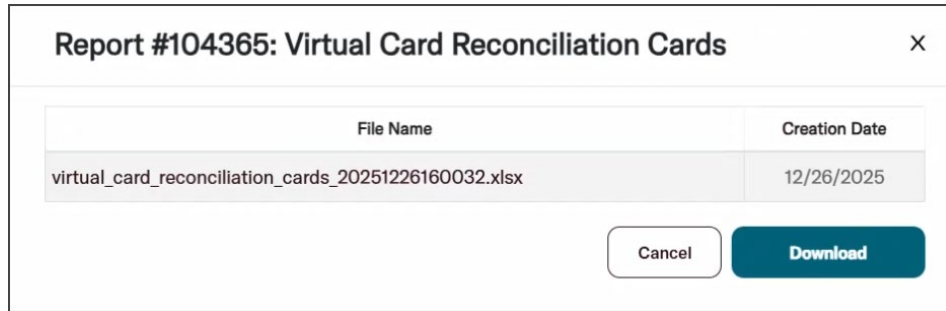
8. You will receive a success message confirming a new report has been submitted.



9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.

ID	Name	Template Name	Creation Date ↓	Filters Used	Status	Actions
104367	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104366	Virtual Card Reconciliation Transactions	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , post...	COMPLETED	 
104365	Virtual Card Reconciliation Cards	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104360	Virtual Card Listing Summary	Virtual Card Listing Sum...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104359	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , issu...	COMPLETED	 
49104	GL Transaction Detail Report	GL Transaction Detail R...	08/01/2025	end date: 2025-7-31T07:00:00.00...	COMPLETED	 

10. Download the report from the **Report** window.



Note: See below for a sample **Virtual Card Reconciliation Cards** report.

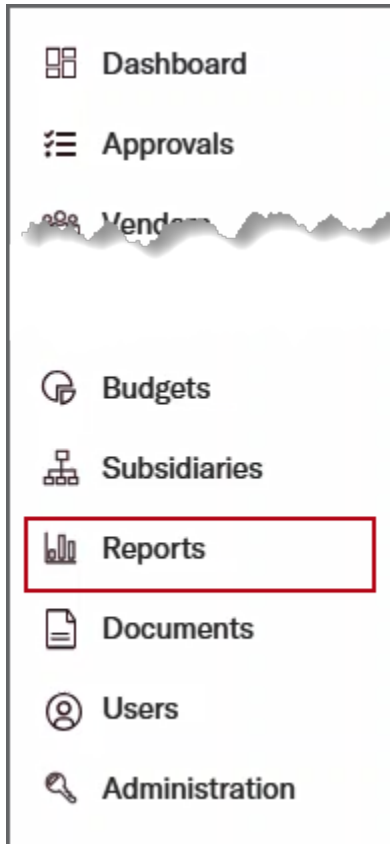
	A	B	C	D	E	F
1	VC Reconciliation Cards					
2						
3	Account Code	Company Name	Customer ID	Card Program Name	Card Number	Cardholder Last Name
4	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
5	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
6	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
7	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
8	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
9	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
10	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
11	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
12	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
13	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
14	A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
15						

Virtual Card Reconciliation Transaction Report

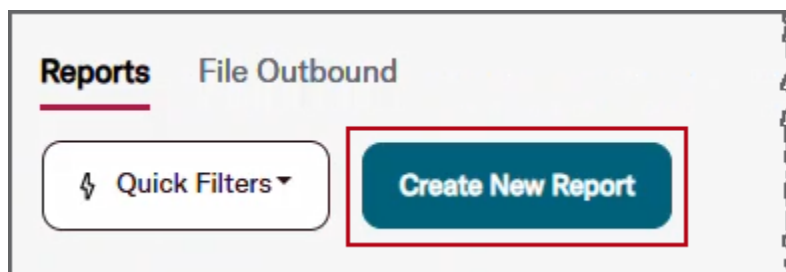
Follow the steps below to create and run the **Virtual Card Reconciliation Transaction Report**:

1. Log in to [Corpay Complete](#).

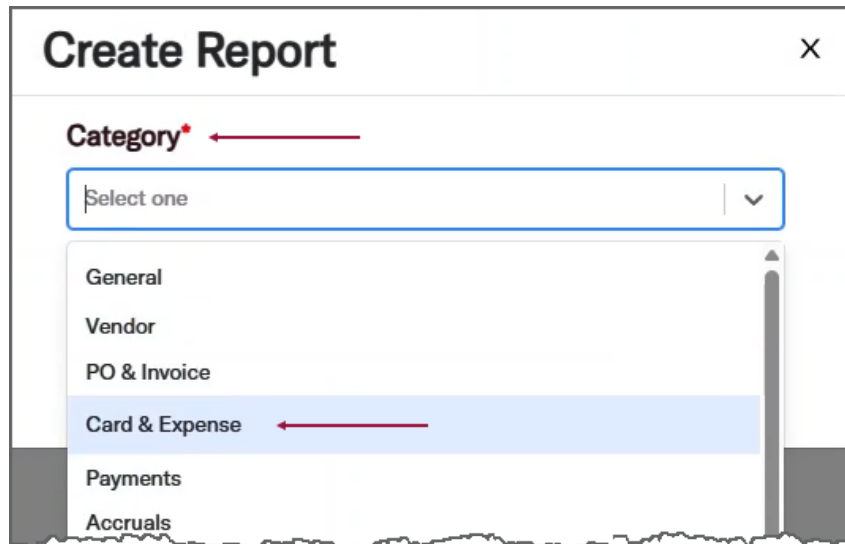
- From the left-side navigation pane, click on the **Reports** module.



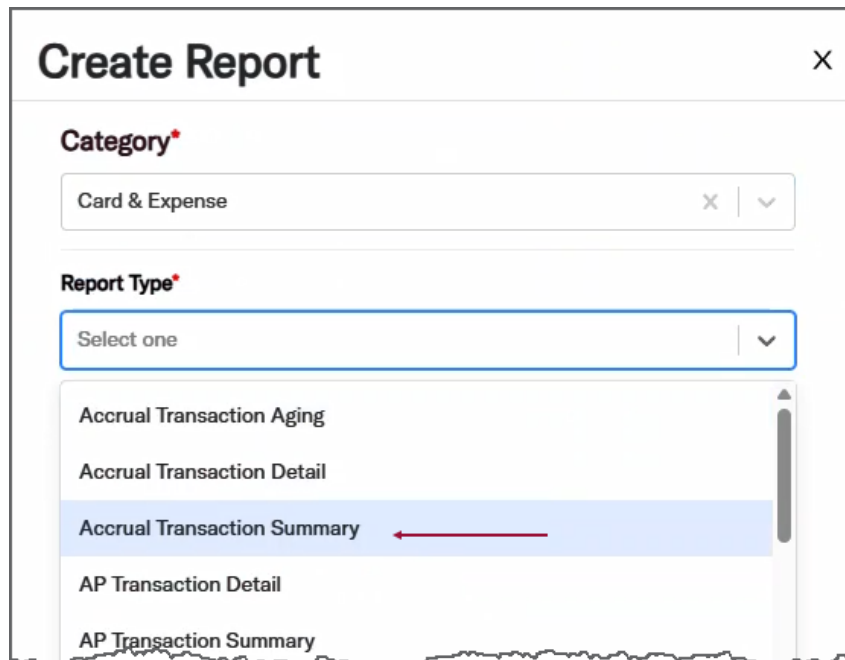
- From the **Reports** tab, click the **Create New Report** button at the top right of the screen.



4. In the **Create Report** window, select the **Card & Expense** option from the **Category** drop-down list.



5. In the **Report Type** drop-down, select the **Virtual Card Reconciliation Transaction** option.



6. Use the following **Virtual Card Reconciliation Transaction Filters** to customize your report:

Virtual Card Reconciliation Transactions Filters

Account Code
A Select

Customer ID
B Select

Posted Date From*
C mm/dd/yyyy

Posted Date To*
D mm/dd/yyyy

Export Preferences

Export Format*
E csv

Export Destination*
F download

G Exclude Header Description

Reports cannot exceed 1,000,000 records.

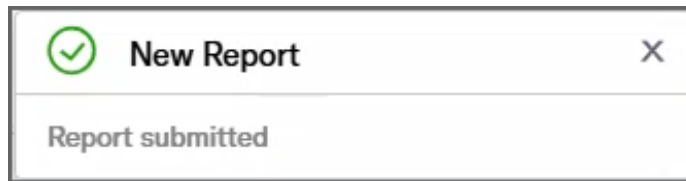
Cancel Create

- A. **Account Code** – Select the account code to filter the reconciliation transactions report to transactions associated with a specific account.
- B. **Customer ID** – Select the customer ID to limit the report results to transactions associated with a specific customer.
- C. **Posted Date From** – Select the beginning posted date to define the start of the date range for returned reconciliation transactions.
- D. **Posted Date To** – Select the ending posted date to define the end of the date range for returned reconciliation transactions.
- E. **Export Format** – Select the file format for the reconciliation transactions report output (for example, CSV).
- F. **Export Destination** – Select how the reconciliation transactions report will be delivered, such as downloading directly to your device.


G. **Exclude Header Description** – Check this box to remove column header descriptions from the exported reconciliation transactions report file.


7. Click the **Create** button to generate and export the data.














8. You will receive a success message confirming a new report has been submitted.




9. From the **Reports** grid, under the **Actions** column, click on the  icon to download the report you generated.

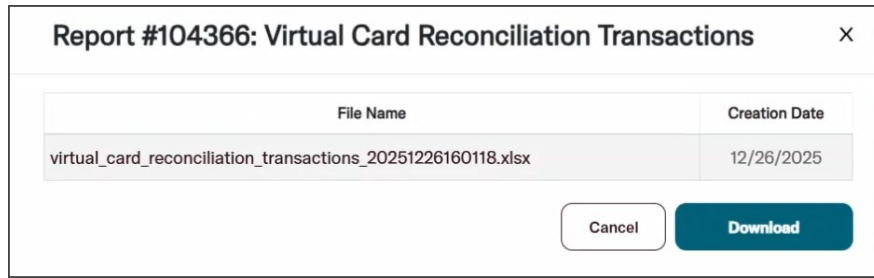
Reports File Outbound Access ReportQ 

Quick Filters Create New Report Existing Reports Recurring Reports Select Month/Year 

ID	Name	Template Name	Creation Date ↓	Filters Used	Status	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
104367	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104366	Virtual Card Reconciliation Transactions	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , post...	COMPLETED	 
104365	Virtual Card Reconciliation Cards	Virtual Card Reconciliati...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104360	Virtual Card Listing Summary	Virtual Card Listing Sum...	12/26/2025	location ids: , subsidiary ids: , star...	COMPLETED	 
104359	Virtual Card Listing Detail	Virtual Card Listing Detail	12/26/2025	location ids: , subsidiary ids: , issu...	COMPLETED	 
49104	GL Transaction Detail Report	GL Transaction Detail R...	08/01/2025	end date: 2025-7-31T07:00:00.00...	COMPLETED	 

 Columns

10. Download the report from the **Report** window.



Note: See below for a sample **Virtual Card Reconciliation Transaction** report.

Account Code	Company Name	Customer ID	Card Program Name	Card Number	Cardholder Last Name
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 7000	Vendor Test
A-CR1	Corpay Migrations	CACRV	Comdata Payments test 2	**** * 6700	Test user

Card Statuses

The following table details the **card statuses** in Corpay Complete.

Status	Definition
Pending	The card is awaiting approval.
Active	The card has been fully activated and ready to use.
Inactive	The card is permanently inactive and cannot be used for purchases.
Approved	The Card has been approved.
Rejected	The card has been rejected.
Blocked	The card is blocked and cannot be used for purchases. The card can be re-activated.
Tmp-Blocked	The card is temporarily blocked for a specified timeframe and cannot be used for purchases.