Corpay Complete

Purchase Orders Module

User Guide

Version 1.0

Version	Date	Description of Changes
1.0	04/16/2026	Initial Release

Table of Contents

Overview

Corpay Complete is a spend management platform that brings purchasing, invoicing, approvals, and payments into a single system.

This guide explains how to create, review, and manage purchase orders within the module. Platform-wide navigation features, including grids, filters, messaging, documents, and record history, are documented in the **Corpay Complete Navigation and Core Features User Guide**.

Module Overview

The Purchase Orders module enables Companies to create, review, and manage purchase orders within Corpay Complete. A purchase order represents an authorized commitment to purchase goods or services from a Vendor prior to invoicing.

The module provides visibility into purchase order amounts, statuses, and related activity throughout their lifecycle. Purchase orders can be associated with invoices and other downstream records, supporting structured purchasing and spend control within the platform.

Purchase orders interact with other modules in Corpay Complete, including Invoices, Receiving, Accruals, and Payments. These relationships support downstream processes such as invoice matching, receipt tracking, and payment processing. Related activity is visible throughout the purchase order lifecycle, including on the Purchase Order Details page, where users can review associated invoices, receipts, accruals, and other linked records.

Configuration and Roles Overview

The visibility of fields, tabs, pages, and actions in the Purchase Orders module is determined by a Company's configuration and the roles assigned to users.

Company configuration defines how purchase orders function within Corpay Complete, including enabled features, integrations, and workflow behavior. Configuration may also include integrations with external systems, such as ERP platforms, which can affect available fields, data, and processing behavior. User roles determine what actions a user can perform, such as creating, editing, submitting, or reviewing purchase orders.

As a result, certain features described in this guide may not be visible or editable for all users. Permissions, access levels, and Company configuration should be considered when reviewing this guide.

Access the Purchase Orders Module

Access to the **Purchase Orders** module follows the same left-hand navigation patterns used across Corpay Complete. Select the **Purchase Orders** module from the left-side navigation pane to open the primary workspace.

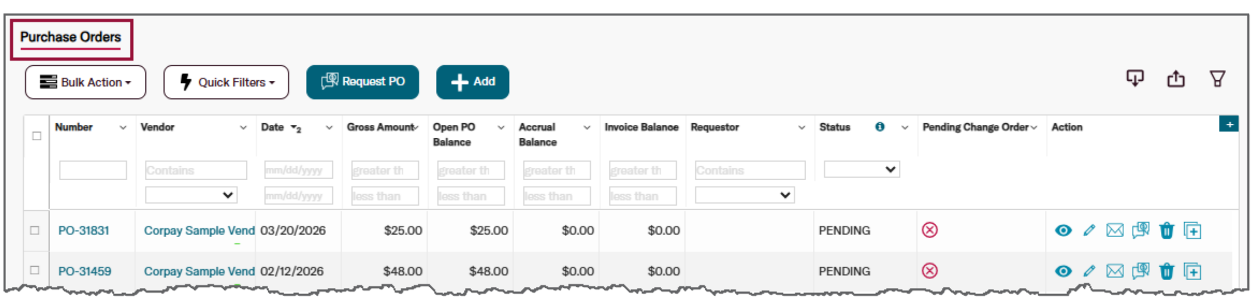
The Purchase Orders module uses the same grid-based layout and interaction patterns found throughout the platform, including **filtering, sorting, column controls, and export options**. These tools behave consistently across modules and are not unique to purchase orders.

For detailed information about navigation, grid behavior, and shared platform features, refer to the **Corpay Complete Navigation and Core Features User Guide**.

Purchase Orders Tab

The **Purchase Orders** tab is the primary workspace for **viewing and managing purchase orders** in Corpay Complete. From this tab, users can review purchase order status, open balances, and access purchase order details.

Each row in the grid represents a single purchase order. While certain actions are available directly from the grid, most purchase order activity occurs on the **Purchase Order Details** page, which is accessed from this tab.



Action Area

The **Action Area** appears at the top of the **Purchase Orders** tab and contains controls for **creating, managing, filtering, and exporting purchase orders** displayed in the **Purchase Orders** grid. Available options depend on user role and Company configuration.

A. **Bulk Action:** The **Bulk Action** drop-down allows users to **perform actions on multiple selected purchase orders**. Available actions depend on user permissions and Company configuration.

- **Accrual Blast: Generates accrual entries** for the **remaining uninvoiced amounts** on selected purchase orders.
- **Create/Reset Approval Workflow: Creates a new approval workflow** or **restarts an existing one**.
- **Send/Resend PO Link To Vendor: Sends or resends the purchase order link** to the Vendor.
- **Create Invoices: Creates invoices** from selected purchase orders.

B. **Quick Filters:** The **Quick Filters** drop-down **applies predefined filters** to the **Purchase Orders** grid. Filters **remain active until they are cleared**.

- **Clear Filters: Removes all active filters** from the grid.
- **Reset Grid:** Restores the grid to its **default state**.
- **Top Open PO Balances Sort: Sorts the grid by open purchase orders** with the highest remaining balances.
- **Negative PO Balances: Sorts the grid** by purchase orders with **negative balances**.
- **No Vendor Specified:** Displays **purchase orders without a Vendor**.
- **No Requestor Specified:** Displays **purchase orders without a requestor**.
- **This Month, This Year, This Quarter, and Last Quarter:** Displays purchase orders created during the selected time period.

C. **Request PO:** The **Request PO** button allows staff users to submit a request for a new purchase order. Selecting this button opens the **Request a New Purchase Order** page, where required details are entered and submitted for approval. If **Punchout** is enabled, users can also initiate a purchase order request by selecting a Vendor from the **Build From Catalog** option. A purchase order is created only after the request is approved, based on the Company's approval workflow.

D. **+ Add:** The **+ Add** button allows admin users to **create a purchase order directly**. Selecting this button opens the **Add Purchase Order** page and allows the user to create a purchase order without submitting a request. This option is available only to users with the appropriate permissions.

E. **Export Purchase Orders:** This **Export Purchase Orders** option automatically **generates a PO Listing report** that users can access in the **Reports** module.

F. **Import Purchase Orders:** The **Import Purchase Orders** option allows authorized users to **create purchase orders in bulk** using an import process.

Purchase Orders Grid

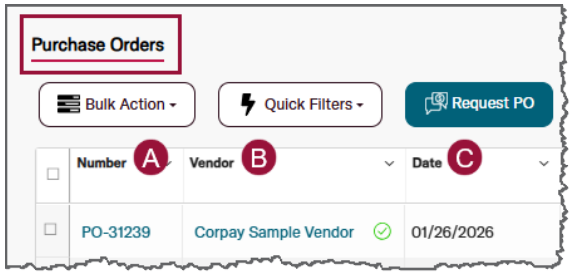
The **Purchase Orders** grid **displays purchase orders and related information** used to track their status and financial activity throughout the purchasing lifecycle. It provides visibility into **purchase order details**, **balances**, and **related activity** such as accruals and invoices.

This section describes selected purchase order fields that commonly appear in the grid and how they relate to purchase order status, balances, and follow-up actions. From the grid, users can review purchase orders and navigate to the **Purchase Order Details** page for additional information or updates.

General grid behavior, including filtering, sorting, column visibility, and pagination is consistent across Corpay Complete and is documented in the **Corpay Complete Navigation and Core Features User Guide**.

Identify and Locate a Purchase Order

The following fields help identify a purchase order and provide essential context before reviewing status or balances.



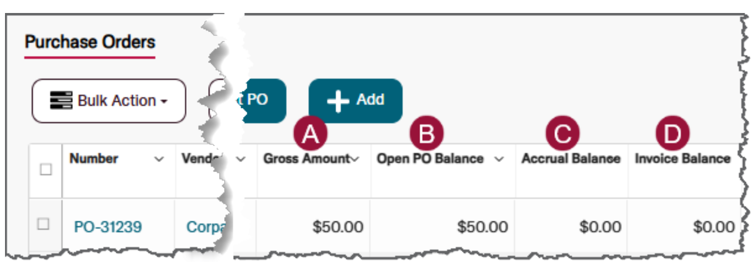
A. **Number:** Uniquely **identifies the purchase order in Corpay Complete**. Click the **Number** link to open the **Purchase Order Details** page, where users can review line items, approvals, balances, and related activity.

B. **Vendor:** Identifies the **Vendor associated with the purchase order**. Click the **Vendor** link to open the **Vendor Details** page.

C. **Date:** Indicates **when the purchase order was created or issued**, depending on Company configuration. This date helps place the purchase order in the context of approvals, financial activity, and reporting periods.

Review Purchase Order Balances

The following columns provide visibility into the financial activity associated with each purchase order.



A. **Gross Amount:** Displays the **total approved amount of the purchase order**. This amount reflects the full value of the purchase order before invoices, accruals, or other activity are applied.

B. **Open PO Balance:** Displays the **remaining available balance on the purchase order after accruals and invoices** have been applied.

C. **Accrual Balance:** Displays the **remaining balance associated with accruals linked to the purchase order**. This column reflects accrual activity recorded against the purchase order.

D. **Invoice Balance:** Displays the **remaining balance associated with invoices linked to the purchase order**. This column reflects invoice activity applied to the purchase order.

Review Purchase Order Status and Actions

The following columns and icons provide visibility into the purchase order's lifecycle and available actions.

A. **Status:** Displays the **current state of the purchase order** within its lifecycle, such as Draft, Pending, Approved, Open, Active, or Closed. This column helps users determine whether the purchase order can be edited, requires approval, or is finalized.

B. **Action Column:** The **Action** column contains icons that **enable users to perform tasks directly from the grid**. Icon availability depends on the purchase order's status and user permissions.

- **Edit PO Request:** Click the **Edit PO Request** icon to **modify a purchase order**. This icon is available when the purchase order is in a Draft or Pending status.
- **Add Invoice:** Click the **Add Invoice** icon to **create and link an invoice to the selected purchase order**. This icon is available when the purchase order is in an Open or Approved status.
- **Log New Receipt:** Click the **Log New Receipt** icon to **record goods or services received** against the purchase order. This icon is available when the purchase order is in an Open or Closed status.
- **Duplicate:** Click the **Duplicate** icon to **create a new purchase order using the selected purchase order as a template**. This icon is available regardless of purchase order status.

Purchase Order Details Page

The **Purchase Order Details** page is the **central record for an individual purchase order**. Users review this page to confirm the following:

- What the purchase order authorizes.
- How the purchase order is financially coded.
- Whether the purchase order is approved, open, closed, or pending update.
- How much of the authorized amount has been invoiced, received, or remains available.

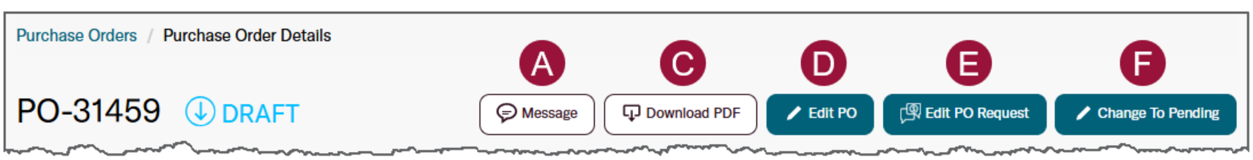
Before approving, invoicing, receiving, or making updates, **users should verify that the information on this page is accurate and complete**.

The page is organized into header sections and tabs that display purchase order details, financial allocation, and related invoices, receipts, accruals, and budgets. Available fields and actions depend on user roles, permissions, purchase order status, and Company configuration.

Action Buttons

The action buttons at the top of the Purchase Order Details page allow users to take action based on the purchase order's status and their assigned permissions. Not all buttons are available at all times.

Before selecting an action, confirm the purchase order's current status and review the page to ensure the action is appropriate.



A. **Message: Opens the Messages dialog** for the purchase order. Use this option to communicate with internal users or the Vendor regarding the purchase order. For messaging behavior and notifications, refer to the **Corpay Complete Navigation and Core Features User Guide**.
B. **Send PO:** Opens the **Send Purchase Order** dialog, where users can **select a Vendor contact to receive a copy of the purchase order**. Only Vendor contacts associated with the selected Vendor are available. Before sending, confirm that Vendor information and purchase order details are accurate.
C. **Download PDF: Automatically downloads a PDF copy** of the purchase order. Use this option to retain or share a formal version of the purchase order for documentation or Vendor communication.

D. **Edit PO: Opens the Edit Purchase Order page**. This option is available only when the purchase order is in an editable status.

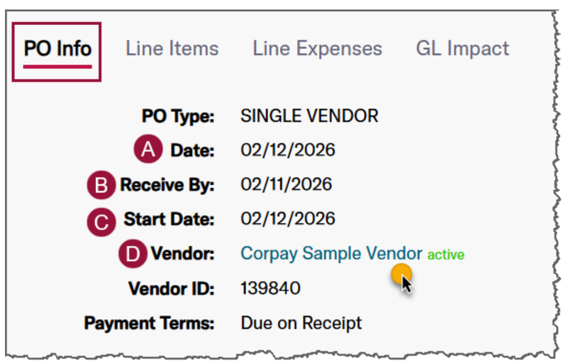
E. **Edit Purchase Order Request: Opens the Edit Purchase Order page** while the purchase order is still in the request or approval stage.

F. **Change To Pending: Changes the purchase order status to Pending**. Use this option to move a Draft or editable purchase order into a Pending status for review or approval.

PO Info Tab

Vendor and Date Information

This section defines the Vendor for the purchase order and the key dates that determine when it applies.



A. **Date:** Indicates **when the purchase order was issued** and **determines how it is tracked** for reporting and period review.

B. **Receive By:** Indicates **when goods or services are expected**. If this date passes without a receipt of items or services, follow-up may be required.

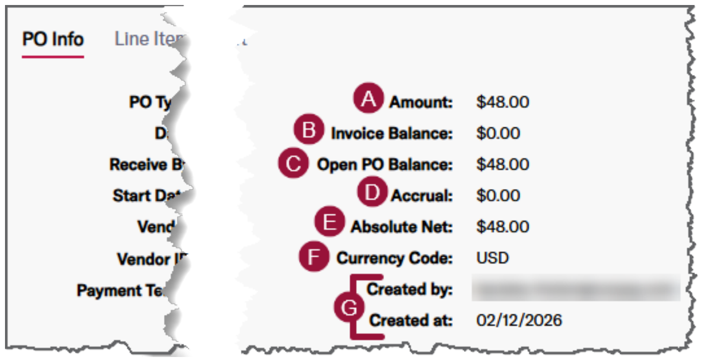
C. **Start Date:** Defines **when the service period begins**. This field may be used to align service-based spend with reporting periods, depending on Company configuration.

D. **Vendor:** Identifies **to whom the purchase order is issued**. The selected Vendor determines who can invoice against the purchase order and receive payment. Click the **Vendor name** to open the **Vendor Details** page for additional information. Confirm that the correct Vendor is selected before approving or sending the purchase order.

Fields such as **PO Type**, **Vendor ID**, and **Payment Terms** provide structural and reference information. Review these fields if there are questions about the transaction type or billing terms.

Authorized Amount and Financial Details

This section reflects the financial details of the purchase order and how the authorized value is being used.



A. **Amount:** Displays the **total authorized value of the purchase order**. This amount defines the maximum value that can be invoiced against the purchase order.

B. **Invoice Balance:** Displays the **amount already applied to the purchase order through invoicing**. Review this field to understand how much of the authorized value has been used.

C. **Open PO Balance:** Displays the **remaining amount available for invoicing**. If the **Open PO Balance** is **lower than the amount of a new invoice**, the invoice **may not fully match**, and the purchase order should be reviewed and updated as needed.

D. **Accrual:** Displays any **accrued amount associated with the purchase order**. Accruals represent recognized cost before invoicing and support financial reporting and period-based accounting.

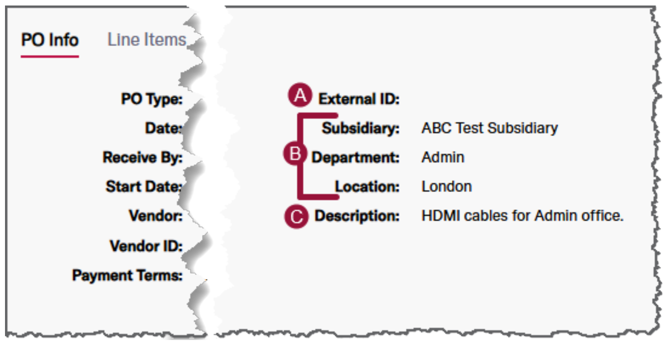
E. **Absolute Net:** Displays the **net value associated with the purchase order**. This value supports accounting and reporting and may differ from the total Amount depending on configuration.

F. **Currency Code:** Indicates the **currency in which the purchase order is issued**. This field affects reporting and payment processing in multi-currency environments.

G. **Created by and Created at:** Identify **who created the purchase order** and **when it was created**. Use these fields to support internal review, ownership clarification, or audit requests.

Financial Coding and Description

This section defines how the purchase order is identified and categorized for reporting and integration.



A. **External ID:** Displays the **unique identifier associated with the purchase order in an external system**, if applicable. This field supports ERP integration and record tracing.

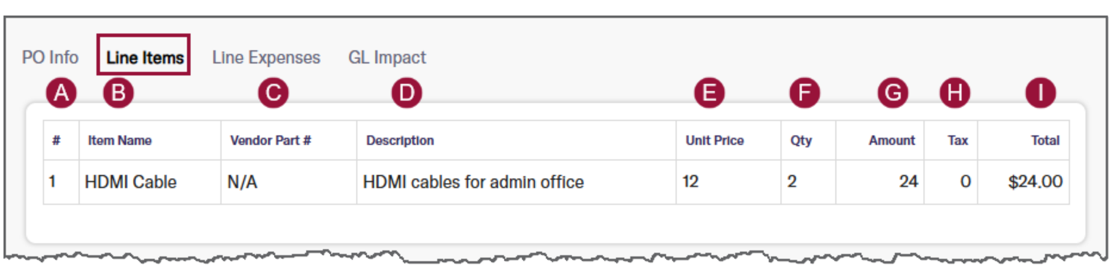
B. **Subsidiary, Department, and Location:** These fields determine **how the purchase order is classified within the Company's financial structure**. Confirm these values before approval to ensure the spend is recorded under the correct entity, department, and location. Incorrect coding may require reclassification after approval.

C. **Description:** Provides **context for internal review and Vendor communication**. Ensure the description clearly reflects what is being purchased.

Line Items Tab

The **Line Items** tab defines **what is authorized for purchase and at what price**. It establishes the approved quantities and unit pricing that determine the purchase order amount and serves as the basis for review, approval, and matching.

This information is presented in a grid. Each row represents one authorized item or service and includes its quantity, unit price, and calculated total. Together, the rows build the overall Amount shown on the PO Info tab.



A. **#:** Displays the **line number for each item** in the **Line Items** grid. This number differentiates line items and supports reference when reviewing, discussing, or matching specific lines.

B. **Item Name:** Identifies what was **authorized on the purchase order**. Review this field to confirm the correct goods or services were approved.

C. **Vendor Part:** Displays the Vendor's **part number** or other **Vendor-specific identifier**, when applicable. This field may be used to support item identification or reference information defined by the Company.

D. **Description:** Provides **additional details** about the authorized item. Clear descriptions reduce approval questions and support accurate invoice matching.

E. **Unit Price:** Establishes the **approved price per unit**. If an invoice exceeds this amount, the purchase order should be reviewed and may require updates.

F. **Qty:** Establishes the **approved quantity**. Invoicing beyond this quantity may create a variance.

G. **Amount:** Displays the **authorized value for the line based on Unit Price and Qty**. This represents the approved spend for that item before tax.

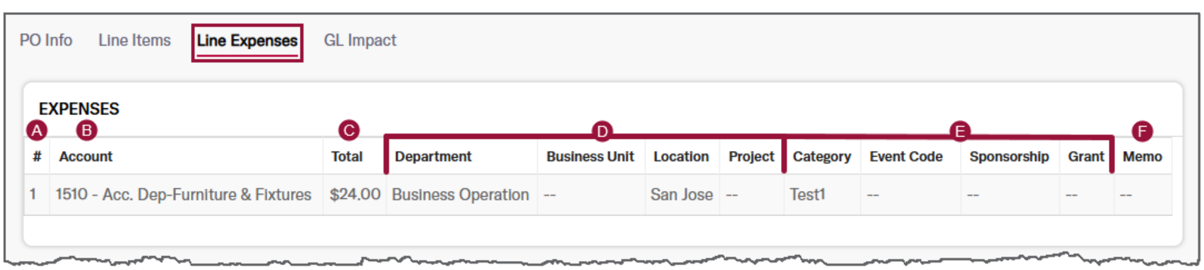
H. **Tax:** Displays **tax applied to the line item**, based on configuration. Tax affects the total authorized commitment and should be reviewed if discrepancies arise.

I. **Total:** Displays the **full authorized value for the line item**, including tax when applicable. Line totals roll up into the overall purchase order Amount shown on the PO Info tab.

Line Expenses Tab

The **Line Expenses** tab defines **how the authorized purchase order amount is allocated within the Company's accounting structure**. While the **Line Items** tab establishes what was approved, this tab determines **where the expense is recorded** for reporting, budgeting, and integration.

This information is presented in a grid. Each row assigns part or all of a purchase order line to the appropriate financial accounts and classifications.



A. **#:** Identifies the **purchase order line linked to the financial allocation**. This supports clarity when multiple items are included on a purchase order.

B. **Account:** Defines the **GL account where the expense will be recorded**.

C. **Total:** Displays the **portion of the purchase order amount allocated to that account**.

D. **Department, Business Unit, Location, Project**: These fields **classify the expense within the Company's financial structure**. These columns determine how the spend is reported, tracked, and reviewed internally.

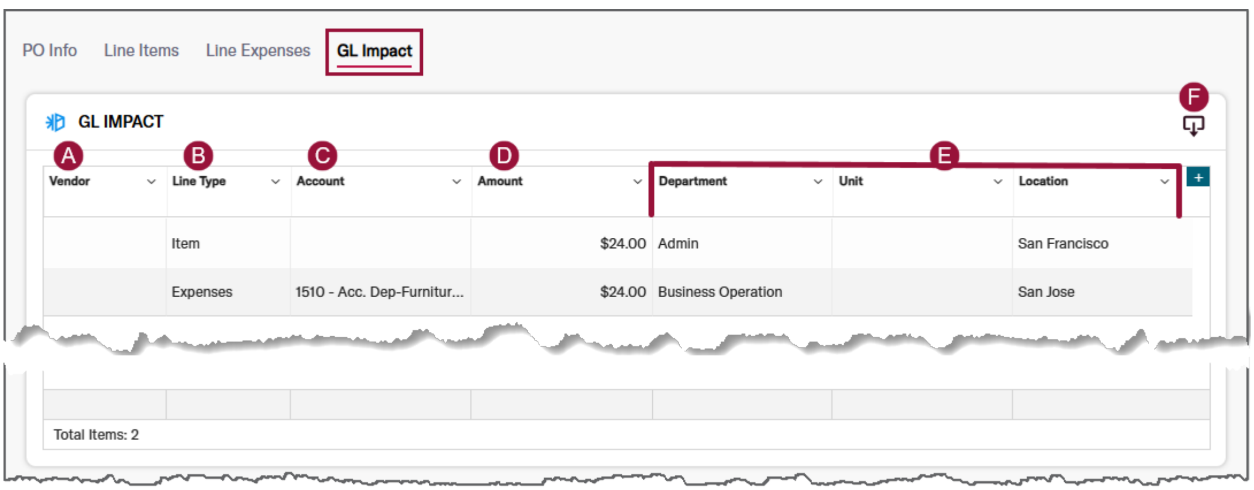
E. **Category, Event Code, Sponsorship, Grant:** These fields **support additional tracking requirements**, such as event-based spend, sponsored initiatives, or grant-funded activity. Availability of columns depends on Company configuration.

F. **Memo**: Provides **additional context** about the financial allocation to support internal review or reporting.

GL Impact Tab

The **GL Impact** tab shows how the **purchase order will be posted based on its line items and expense allocations**. Use this tab to confirm that the accounts, amounts, and classifications are structured correctly before posting or synchronization.

This information is presented in a grid. Each row represents a posting line generated from the purchase order.



A. **Vendor:** Identifies **the Vendor associated with the posting**. Confirming the Vendor ensures the financial impact aligns with the correct transaction record.

B. **Line Type:** Indicates whether the **posting originates from a purchase order item** or **an expense allocation**. This helps verify that each component of the purchase order is generating the expected accounting impact.

C. **Account:** Displays the **GL account that will be impacted**. Review this field to ensure the purchase order is coded to the correct account before posting.

D. **Amount:** Displays the **value that will post to the account**. Verify that the amounts align with the approved totals and expense allocations.

E. **Department, Unit, Location:** Displays the **organizational dimensions tied to the posting**. These values determine how the expense will appear in internal reporting and must align with the intended financial ownership of the purchase.

F. **Export Current View:** Use the **Export Current View** icon to **download the displayed posting structure** for reconciliation, internal review, or audit support.

Approval Workflow

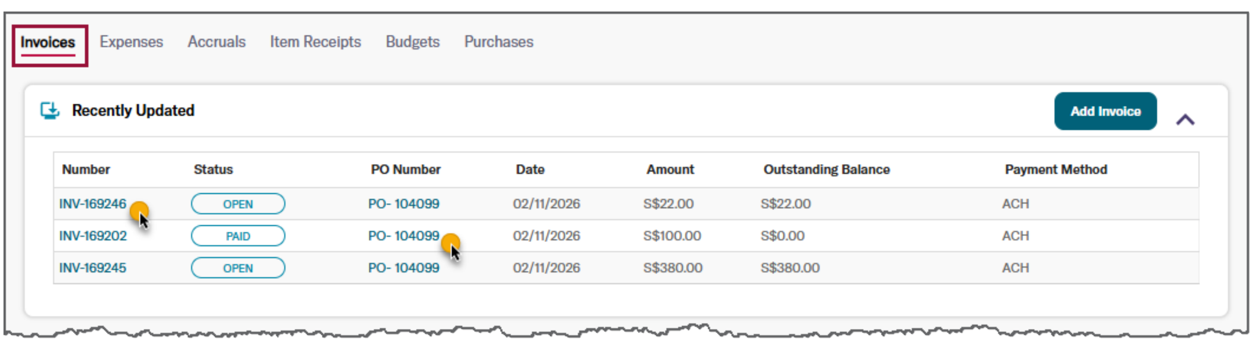
The Approval Workflow section **controls whether the purchase order is authorized to proceed**. A purchase order must be approved before it becomes active and available for invoicing, receiving, or related activity.

Use this section to confirm the approval status, identify pending approvers, and verify that the purchase order has completed the required review process before taking further action.

Refer to the **Approval Workflow Tasks** section for information on creating or updating approval workflows.

Invoices Tab

The **Invoices** tab displays **invoices associated with the purchase order**. Both the **Number** and **PO Number** fields are hyperlinks. Clicking the invoice **Number** link opens the **Invoice Details** page, while clicking the **PO Number** link opens the **Purchase Order Details** page.

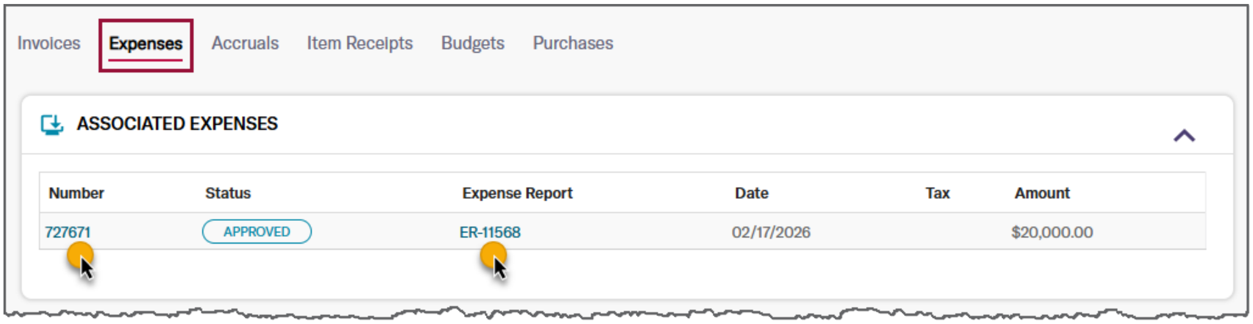


As invoices are matched and processed, they **reduce the available balance of the purchase order**. Reviewing this tab helps users evaluate how much of the original commitment has been billed and whether remaining funds exist.

Authorized users can use the **Add Invoice** button to create and associate a new invoice directly with the purchase order.

Expenses Tab

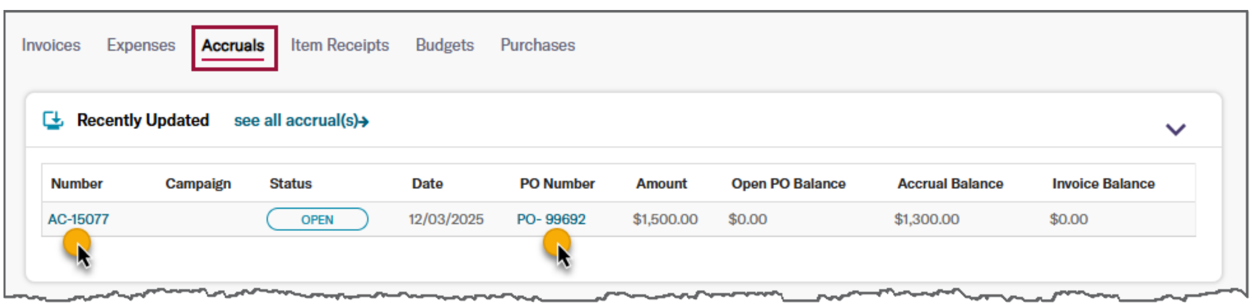
The **Expenses** tab displays **expense items associated with the purchase order**. Both the **Number** and **Expense Report** fields are hyperlinks. Clicking the **Number** link opens the **Expense Item Details** page, while clicking the **Expense Report** link opens the **Expense Report Details** page.



This tab provides visibility into expense activity tied to the purchase order, including the status and amount of each expense item. Reviewing this information helps ensure that expense-based spend connected to the purchase order is tracked alongside other related activity.

Accruals Tab

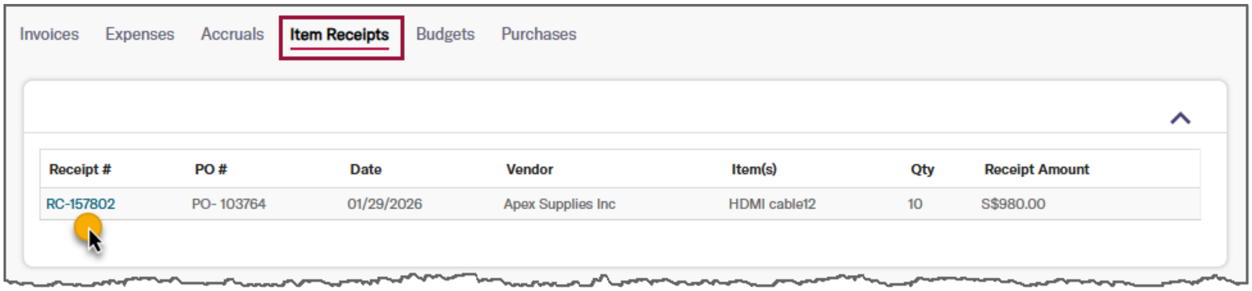
The **Accruals** tab displays **accrual records associated with the purchase order**. The **Number** field is a hyperlink that opens the **Accrual Details** page, and the **PO Number** link opens the **Purchase Order Details** page. Click the **see all accrual(s)** link to open the **Accruals** tab.



This tab provides visibility into accrued amounts tied to the purchase order, including the status and amount of each accrual. Reviewing this information helps ensure that committed spend is reflected accurately, even if an invoice has not yet been received, and allows users to track accrual activity alongside invoices, expenses, and other related records.

Item Receipts Tab

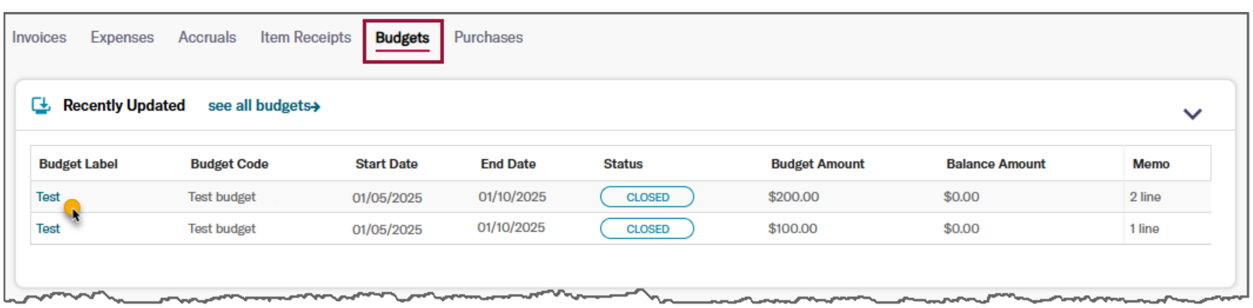
The **Item Receipts** tab displays **receipt records associated with the purchase order**. The **Receipt #** field is a hyperlink that opens the **Receipt Details** page.



This tab provides visibility into receiving activity tied to the purchase order, including the date, Vendor, items received, quantities, and receipt amount. Reviewing this information helps confirm that goods or services have been received as expected and allows users to track receiving activity alongside invoices, expenses, accruals, budgets, and other related records.

Budgets Tab

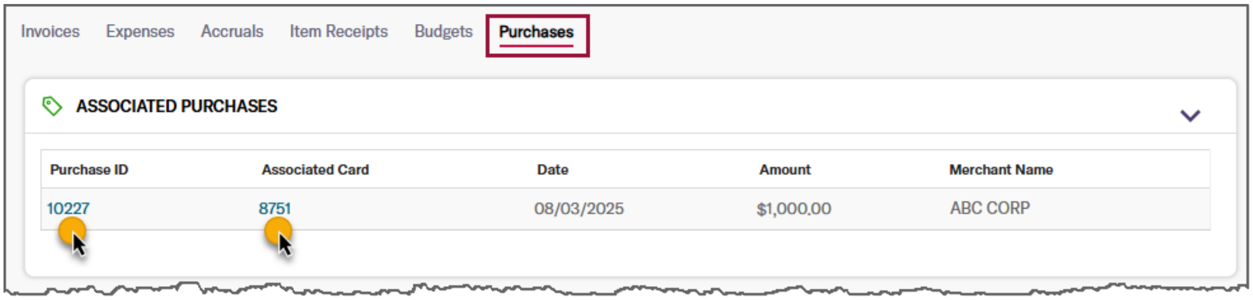
The **Budgets** tab displays **budget records associated with the purchase order**. The **Budget Label** field is a hyperlink that opens the **Budget Details** page. Click the **see all budgets** link to open the **Budgets** page.



This tab provides visibility into the budgets connected to the purchase order, including the budget period, status, total budget amount, and remaining balance. Reviewing this information helps users understand how the purchase order aligns with budget limits and supports monitoring of available funds alongside other related activity.

Purchases Tab

The **Purchases** tab displays **purchase transactions associated with the purchase order**. The **Purchase ID** field is a hyperlink that opens the **Purchase Details** page, and the **Associated Card** link opens the **Card Details** page.



This tab provides visibility into card-based purchases tied to the purchase order, including the transaction date, amount, and merchant. Reviewing this information helps ensure that card spend connected to the purchase order is tracked alongside invoices, expenses, accruals, receipts, and budgets.

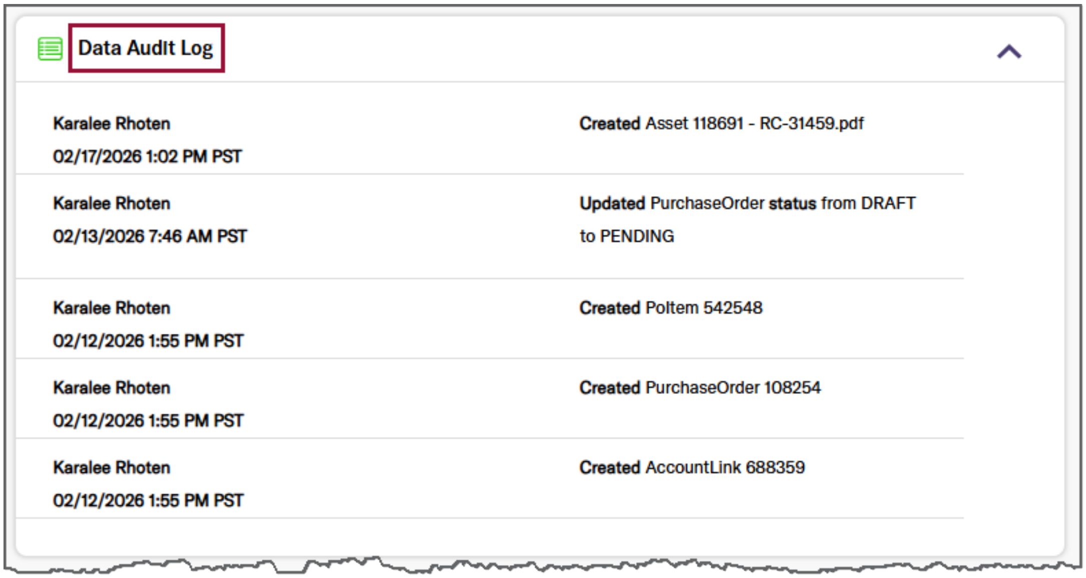
Documents

The **Documents** section contains **files associated with the purchase order**. In the context of purchase orders, these attachments typically provide supporting justification for the request, such as quotes, contracts, or scope documentation.

Because purchase orders represent a financial commitment, maintaining documentation directly on the record supports review, audit visibility, and continuity throughout the purchase order lifecycle.

Data Audit Log

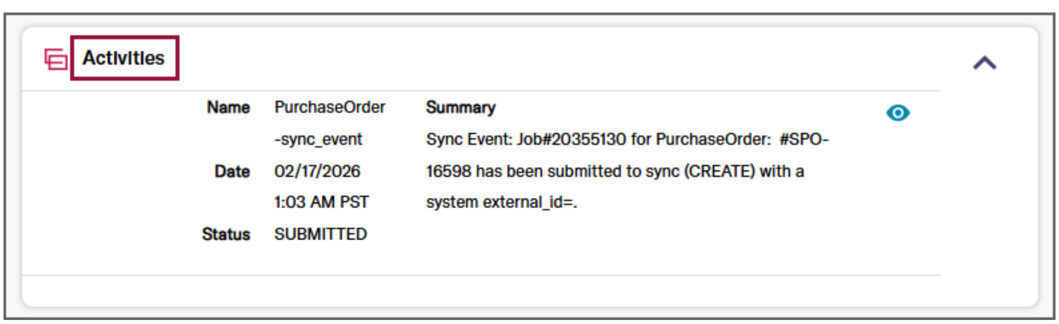
The **Data Audit Log** provides a **chronological record of changes made to the purchase order**, including status updates and field-level modifications that occur as the purchase order progresses through review and processing.



For purchase orders, this log supports internal controls by preserving a traceable history of how the purchase order evolved over time.

Activities

The **Activities** section summarizes **significant events related to the purchase order**, such as workflow progression or integration updates. While the **Data Audit Log** captures detailed field changes, Activities provide a higher-level view of lifecycle movement.



In the context of purchase orders, this section helps users understand how the request progressed from creation through review and into downstream financial processes.

Purchase Order Tasks

This section describes how to complete common purchase order tasks, including **creating**, **editing**, **revising**, and **managing purchase orders** throughout their lifecycle. Purchase orders must be in a **Pending status to be updated**.

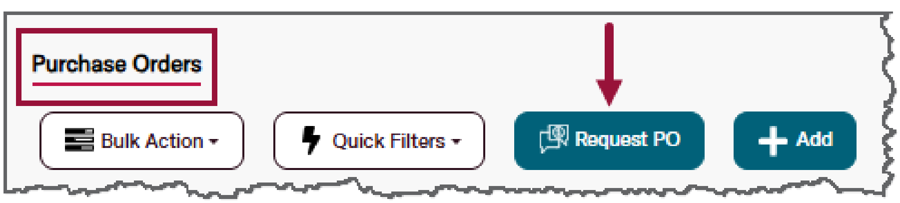
The availability of certain actions depends on purchase order status and user permissions. Before performing a task, confirm that the purchase order is in the appropriate status and that the required access is available.

Request a Purchase Order

Use this procedure to request a purchase order using the **Request PO** button for standard (non-Punchout) purchase orders. This workflow is typically used by staff to initiate a purchase order that routes through the configured approval process. For information on requesting a purchase order through Punchout, refer to the **Create a Purchase Order Using Punchout** section.

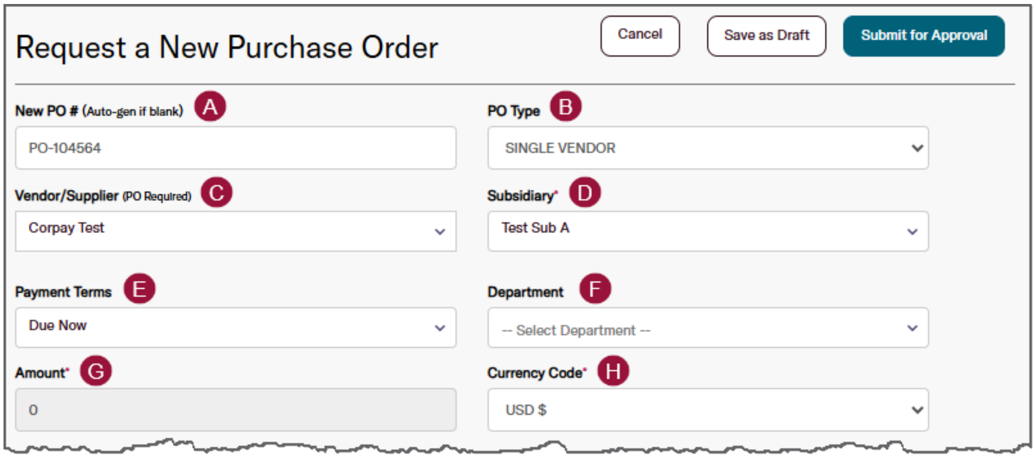
Field visibility and **whether a field is required** may vary based on Company configuration and user permissions.

1. Navigate to the **Purchase Orders** tab and click the **Request PO** button.



2. Complete the following steps on the **Request a New Purchase Order** page:

   The header section defines **ownership, approval routing, and financial coding** for the purchase order.



For fields requiring selection, begin **typing in the field to filter available options**, then **choose the appropriate value** from the list that appears.

A. **New PO #:** Review the automatically generated **PO number** and update it only if required by Company policy.

B. **PO Type:** Select the appropriate **PO Type** to define how the purchase order will be **structured and processed**:

   - **Single Vendor:** Used when the purchase order is issued to **one Vendor**.
   - **Multiple Vendors:** Used when the purchase order includes items fulfilled by **multiple Vendors**.
   - **Expense Reimbursement:** Used when the purchase order supports **reimbursement to an employee** rather than payment to a Vendor.
   - **Corporate Card:** Used when the purchase order will be **paid using a physical or virtual card**.

C. **Vendor/Supplier:** Select the **Vendor/Supplier supplying the goods or services**, as this determines invoice matching and payment processing.

D. **Subsidiary:** Select the **Subsidiary responsible for the purchase order** to ensure proper financial reporting and approval routing.

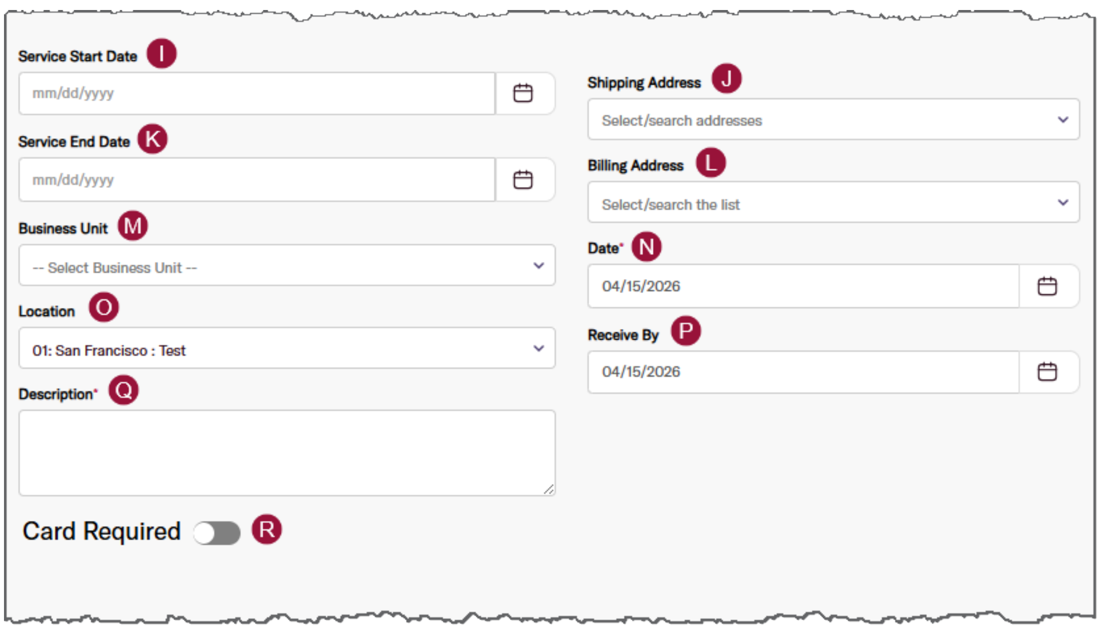
E. **Payment Terms:** Select the **Payment Terms** to define when associated invoices are **expected to be paid**.

F. **Department:** Select the **Department** associated with the purchase order for reporting and approval purposes.

G. **Currency Code:** Confirm the **Currency Code** before entering line items to ensure amounts are calculated correctly.

H. **Amount:** The **Amount** field updates automatically based **on line items and expenses** and cannot be edited directly.

This section captures **service timing**, **delivery details**, and **logistical information** associated with the purchase order.



I. **Service Start Date:** Key in the date when the **service period begins**, if applicable. This field may be used to define the timeframe of the purchase order, depending on Company configuration.

J. **Shipping Address:** Select the **Shipping Address** where **goods should be delivered**.

K. **Service End Date:** Key in the **date** when the **service period ends**, if applicable. This field may be used to define the timeframe of the purchase order, depending on Company configuration.

L. **Billing Address:** Select the **Billing Address** associated with the purchase order to ensure invoice alignment.

M. **Business Unit:** Select the **Business Unit** associated with the purchase order for reporting purposes.

N. **Date:** Key in the **purchase order date** to reflect when the transaction is initiated. This field is required and **defaults to the current date** but may be adjusted if necessary.

O. **Location:** Select the **Location** associated with the purchase order, if required for financial tracking or approval routing.

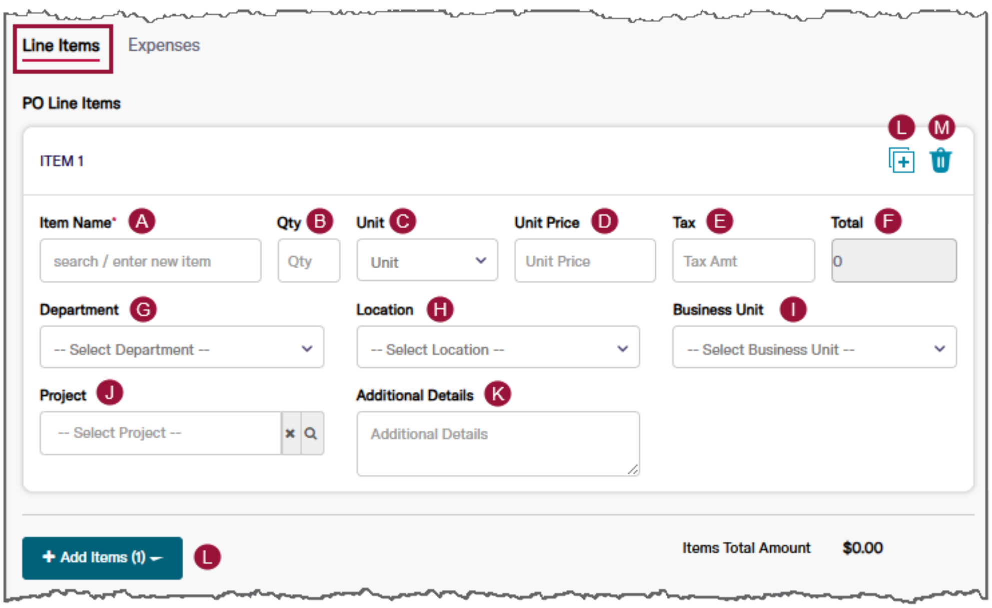
P. **Receive By:** Key in the expected **date** to indicate **when goods or services should be delivered**.

Q. **Description:** Key in a brief **description** of the purchase order.

R. **Card Required:** Enable the **Card Required** toggle if the purchase order should be paid using a **physical or virtual card**. When enabled, the purchase order will follow the card payment workflow once approved.

Line Items Tab

Use the **Line Items** tab to define the **goods or services** included in the purchase order. The details entered here determine the total amount and support invoice matching and approval review.



A. **Item Name:** Key in a clear **description of the good or service** so approvers and invoice matching can identify what is being requested. This field is required.

B. **Qty:** Key in the **quantity** to ensure the total amount and any future invoice comparisons align with what was requested.

C. **Unit:** Select the **unit of measure** to clarify how the quantity should be interpreted and reviewed.

D. **Unit Price:** Key in the **price per unit** so the system can calculate the total and support invoice comparison.

E. **Tax:** Key in the applicable **tax amount**, if required.

F. **Total:** This field updates automatically based on the **Qty**, **Unit Price**, and **Tax** fields. Review this amount to confirm accuracy before submitting the purchase order.

G. **Department:** Select the **Department** to ensure the expense is coded correctly for reporting and approval routing.

H. **Location:** Select the **Location** if required for financial tracking or reporting.

I. **Business Unit:** Select the **Business Unit** to align the line item with the appropriate reporting structure.

J. **Project:** Select the **Project**, if applicable, to track the purchase against a specific initiative or budget, depending on Company configuration.

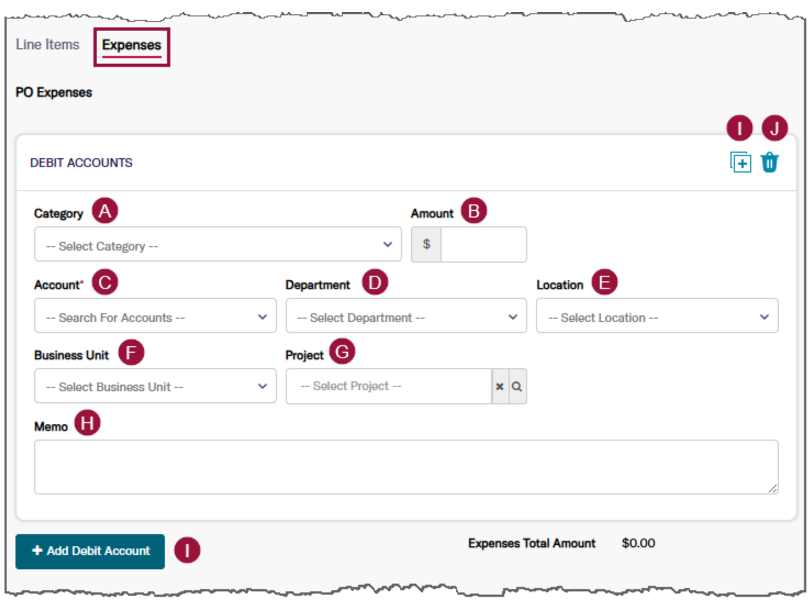
K. **Additional Details:** Key in **additional information** that may help approvers understand the scope or purpose of the line item.

L. **Add Line Item:** Click the **+ Add Line Item** button or **Add Line Item** icon to **add another line item**. Each additional line allows entry of the same required and optional fields.

M. **Delete:** Click the **Delete** icon to **remove a line item** from the purchase order.

Expenses Tab

Use the **Expenses** tab to assign **accounting details for the purchase order**. The information entered here determines how the expense is coded for reporting and ERP integrations.



A. **Category:** Select the **expense category** to indicate the type of cost.

B. **Amount:** Key in the **expense amount**.

C. **Account:** Select the appropriate **debit GL Account** to ensure the expense is coded correctly for reporting and ERP synchronization. **This field is required**.

D. **Department:** Select the **Department** to route approvals appropriately and support departmental reporting.

E. **Location:** Select the **Location** if your Company uses **location-level tracking**.

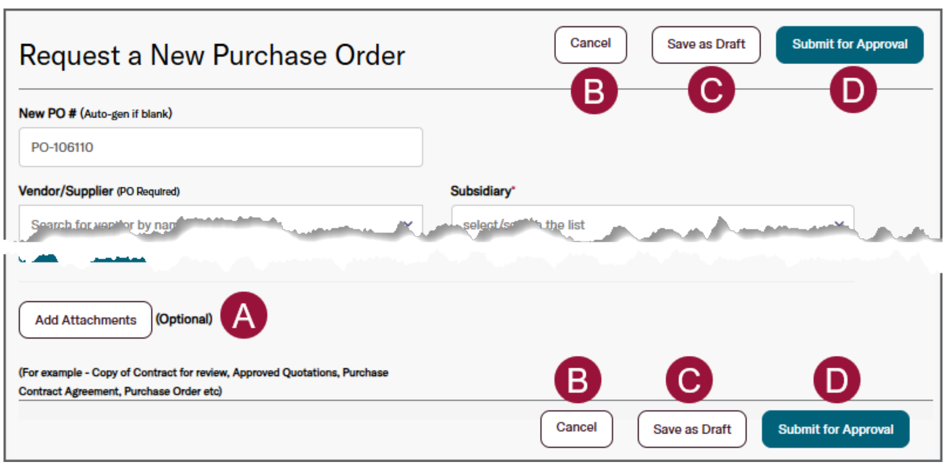
F. **Business Unit:** Select the **Business Unit** to align the expense with the appropriate reporting structure.

G. **Project:** Select the **Project**, if applicable, to track the expense against a specific initiative or budget, depending on Company configuration.

H. **Memo:** Key in any **additional information** that may assist approvers or accounting reviewers.

I. **Add Debit Account:** Click the **+ Add Debit Account** button or the **Add Debit Account** icon to **add another expense line**. Each additional line allows entry of the same accounting fields.

J. **Delete:** Click the **Delete** icon to **remove an expense line** from the purchase order.



A. **Add Attachments:** Click **Add Attachments** to upload supporting documentation, such as contracts or approved quotations. Attachments provide additional context for approvers and recordkeeping.

B. **Cancel:** Click **Cancel** to exit the page without saving changes.

C. **Save as Draft:** Click **Save as Draft** to save the purchase order without initiating the approval workflow. The purchase order is stored in Draft status and can be edited and submitted later.

D. **Submit for Approval:** Click **Submit for Approval** to send the purchase order through the configured approval workflow. Once submitted, the purchase order routes to the designated approvers.

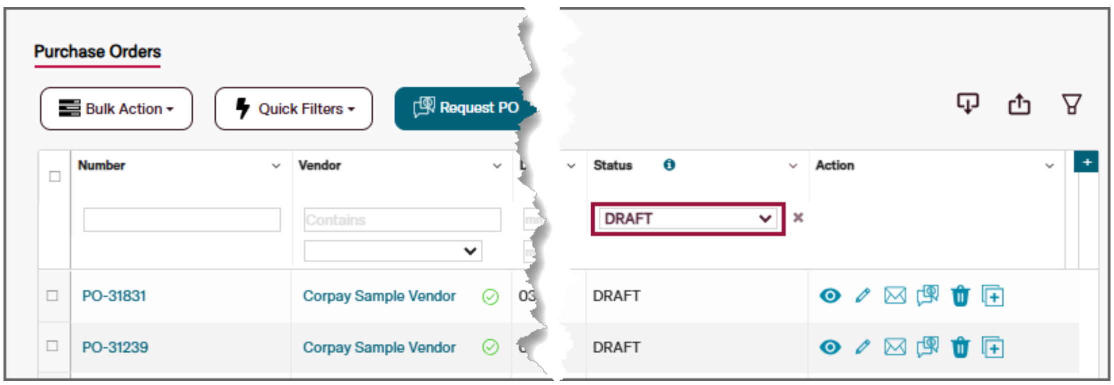
Locate a Draft Purchase Order

Draft purchase orders can be accessed from the **Purchase Orders** tab.

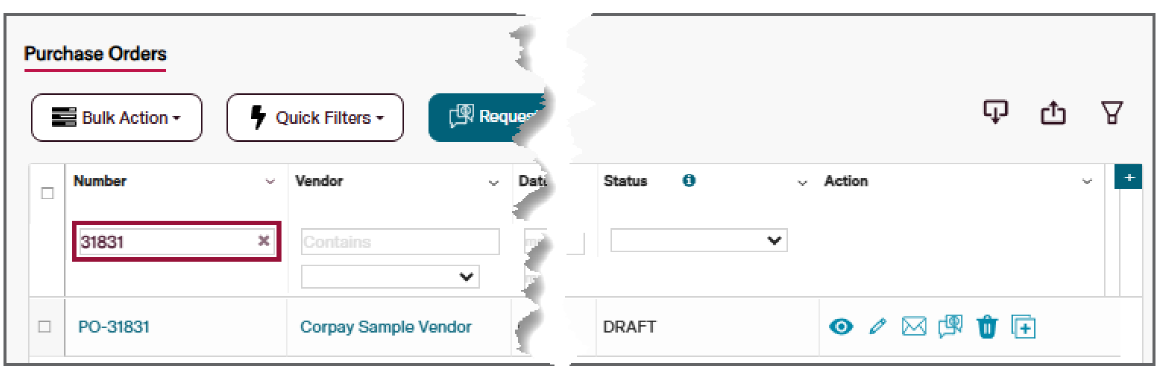
To locate a draft purchase order:

1. Use one of the following options to locate the Draft purchase order in the **Purchase Orders** grid on the **Purchase Orders** tab.

- Filter the **Purchase Orders** grid by **Status = Draft**, or

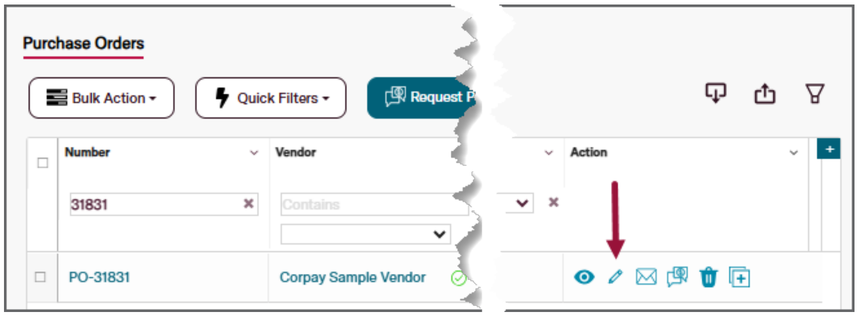


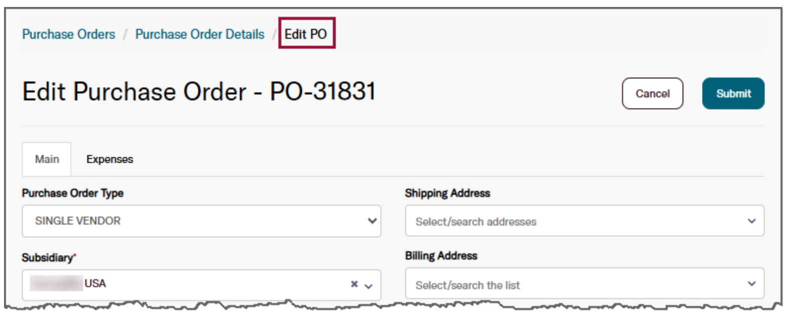
- Search for the purchase order using the **Number filter**.



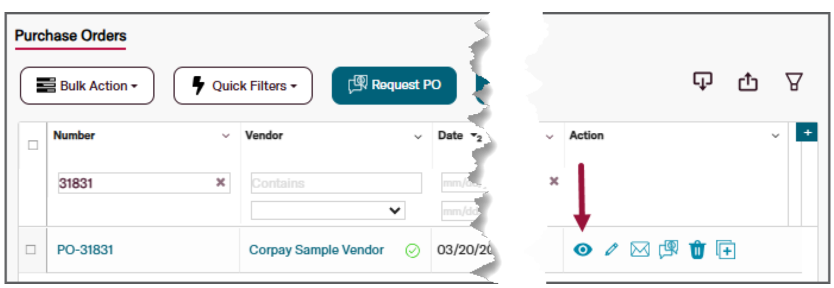
2. Choose one of the following options:

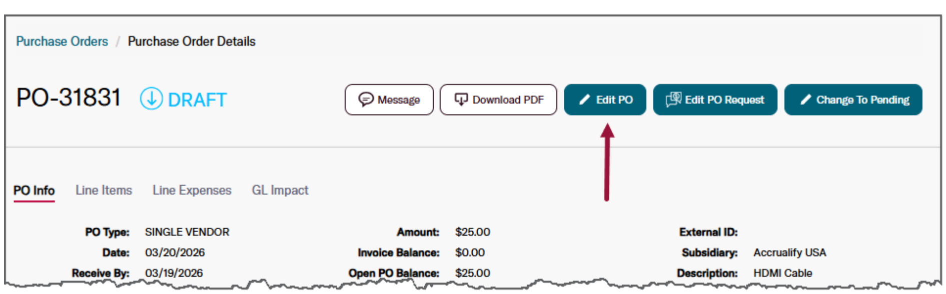
- Click the **Edit** icon in the **Action** column to open the **Edit Purchase Order** page.





- Click the **View** icon in the **Action** column to open the **Purchase Order Details** page. Then, click **Edit PO** to continue working on the draft.



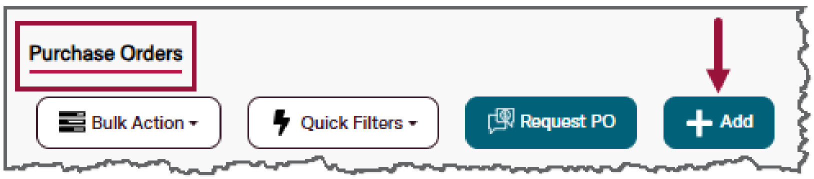


Add a Purchase Order

Use this procedure to add a purchase order directly using the **+ Add** button. This option is typically available to users with permissions to create purchase orders **without using the Request a Purchase Order workflow.**

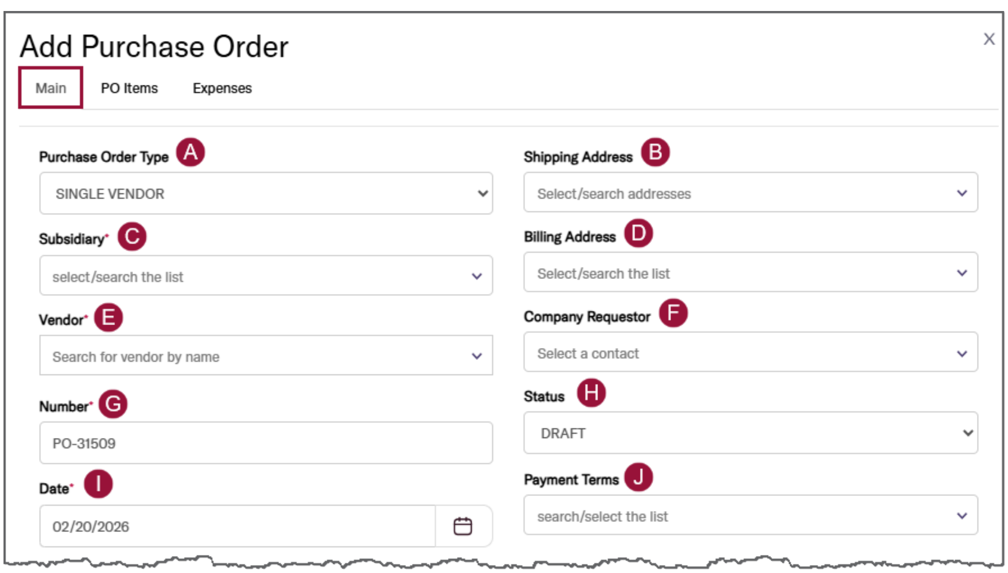
Field visibility and **whether a field is required** may vary based on Company configuration and user permissions.

1. From the **Purchase Orders** tab, click the **+ Add** button.



2. Complete the following steps on the **Main** tab of the **Add Purchase Order** dialog:

   These fields establish **ownership**, **Vendor association**, and **administrative details** for the purchase order.



A. **Purchase Order Type:** Select the appropriate **Purchase Order Type** to define how the purchase order will be structured and processed.

B. **Shipping Address:** Select the **Shipping Address** where **goods should be delivered**.

C. **Subsidiary:** Select the **Subsidiary** responsible for the purchase order to ensure **proper reporting and approval routing**.

D. **Billing Address:** Select the **Billing Address** associated with the purchase order for invoice alignment.

E. **Vendor:** Select the **Vendor** to **ensure accurate invoice matching** and **payment processing**. This field is required.

F. **Company Requestor:** Select the **Company Requestor** to identify the **individual associated with the purchase order**.

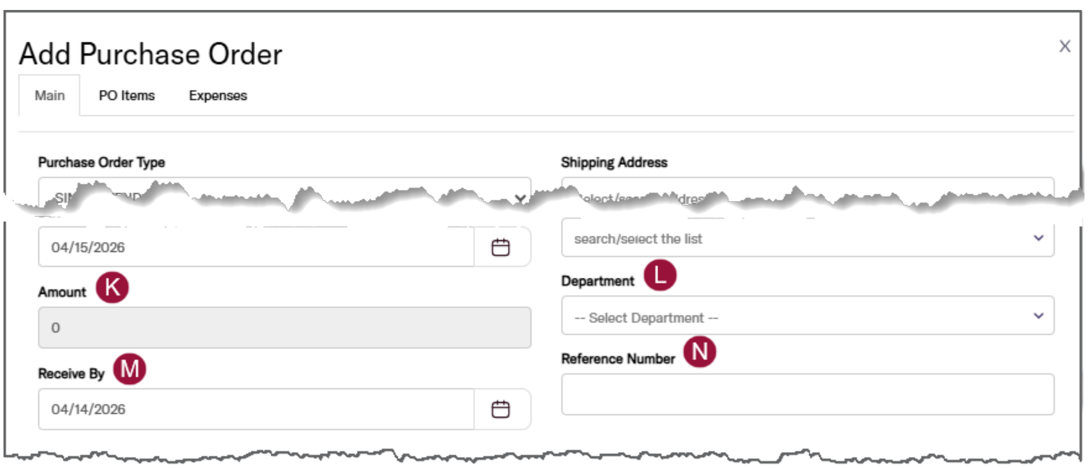
G. **Number:** Review the automatically generated **purchase order number** or update it according to Company policies. This field is required.

H. **Status:** Select the appropriate purchase order **Status**. The default status is **Draft**.

I. **Date:** This field is required. Key in the **purchase order date**. The field defaults to the current date but may be adjusted if needed.

J. **Payment Terms:** Select the applicable **Payment Terms** to define when **associated invoices are expected to be paid**.

These fields define the **purchase order date**, **payment expectations**, and **internal reference details**.



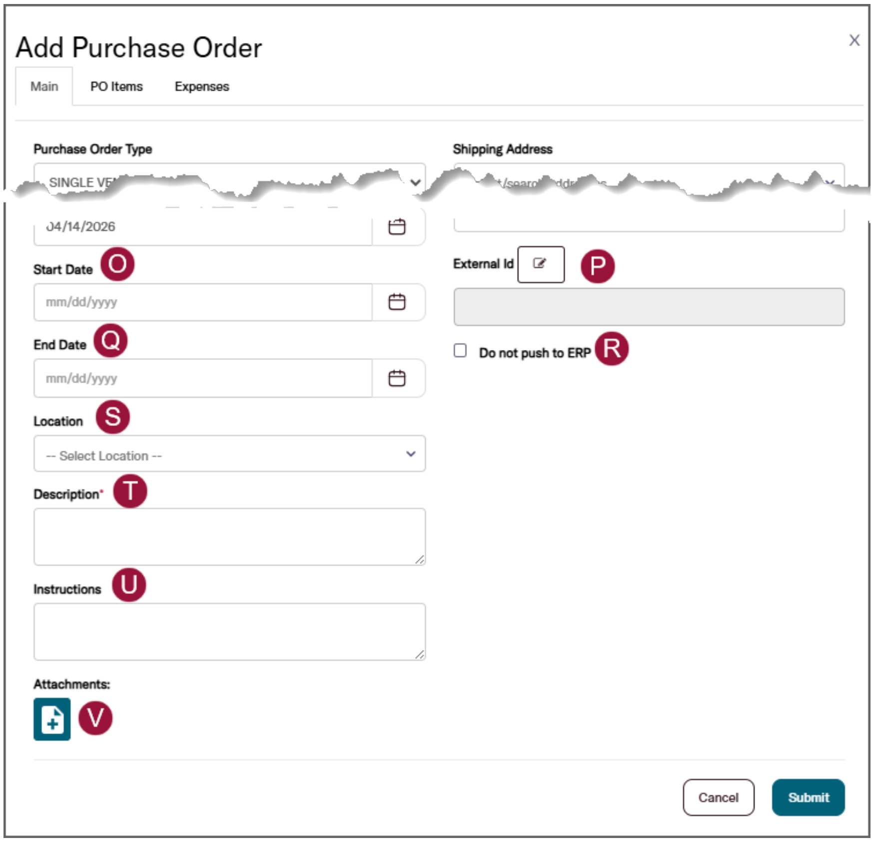
K. **Amount:** This field is automatically calculated based on the entries in the **PO Items** and **Expenses** tabs and cannot be edited directly. Review this value to confirm the total purchase order amount before submission.

L. **Department:** Select the **Department** to ensure the purchase order is coded correctly for reporting and approval routing.

M. **Receive By:** Key in the expected receipt date to indicate **when goods or services should be delivered**.

N. **Reference Number:** Key in a **reference number** if additional tracking or external documentation is required.

These fields capture **service timing**, **integration settings**, and **supporting information** for the purchase order.



O. **Start Date:** Key in the **date when the service period begins**, if applicable, to define the timeframe of the purchase order.

P. **External Id:** This field typically populates from the ERP system and is disabled by default. **Modify this value only if necessary**, as **changes may affect ERP synchronization and integration**.

Q. **End Date:** Key in the **date when the service period ends**, if applicable.

R. **Do not push to ERP:** Select this option to **prevent the purchase order from being synchronized to the ERP**.

S. **Location:** Select the **Location** associated with the purchase order for reporting or approval purposes, if required.

T. **Description:** Key in a **description** of the purchase order to provide context for approvers and reviewers.

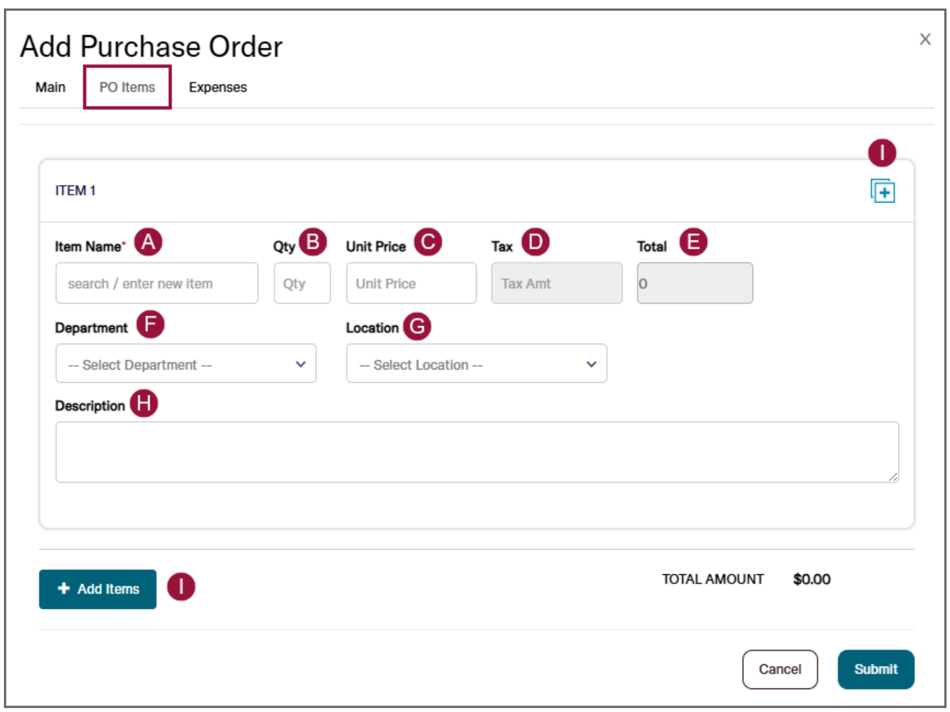
U. **Instructions:** Key in any **special instructions** related to fulfillment or processing of the purchase order.

V. **Attachments:** Click the **Attachments** icon to upload supporting documentation related to the purchase order.

3. Click the **PO Items** tab, then click the **+ Add Items** button.

4. Complete the following steps on the **PO Items** tab:

   The **PO Items** tab defines what is being purchased and determines the total purchase order amount.



A. **Item Name:** Identifies the **product or service being requested**. Clear naming helps approvers quickly understand the request and supports invoice matching.

B. **Qty:** Specifies the **quantity being requested**. This value directly impacts the total amount and is referenced during invoice comparison.

C. **Unit Price:** Defines the **cost per unit**. Combined with quantity, it determines the line total and affects budget review.

D. **Tax:** Displays the **calculated tax amount** for the line item. This field is system-generated and ensures the total reflects the full expected cost.

E. **Total:** Displays the **total cost** for the line item. This field updates automatically based on the **Qty**, **Unit Price**, and **Tax** fields.

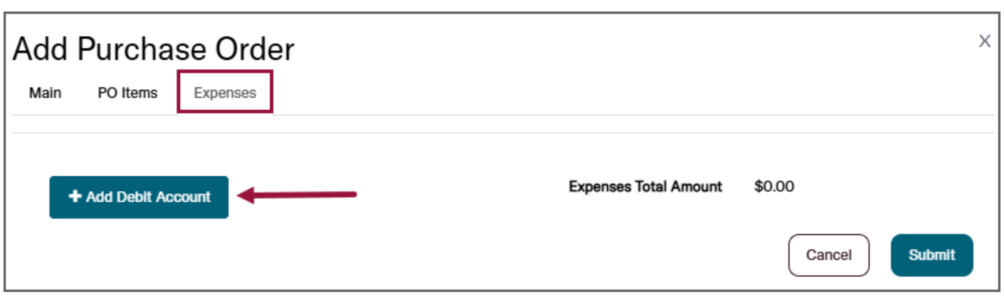
F. **Department:** Identifies the **department** responsible for the purchase. Accurate coding supports reporting and budget tracking.

G. **Location:** Identifies the **location** associated with the purchase. This supports reporting and operational visibility.

H. **Description:** Provides **additional details** about the item.

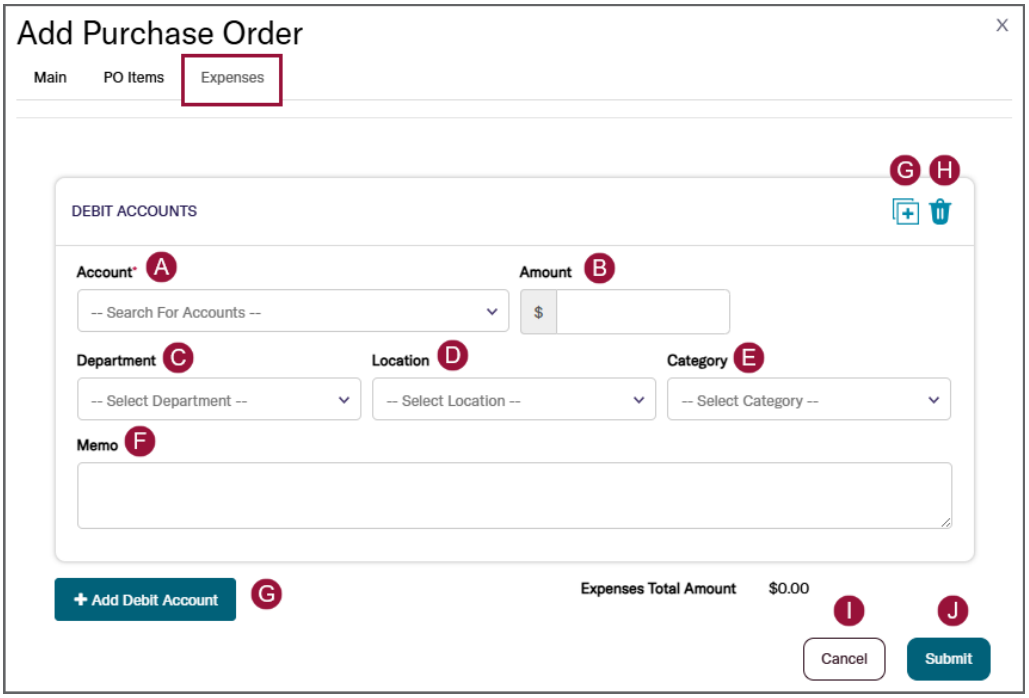
I. **Add Items:** Click the **+ Add Items** button or the **Add Items** icon to add additional line items. Each new item creates a separate entry and requires all applicable fields to be completed again.

5. Click the **Expenses** tab, then click the **+ Debit Account** button.



6. Complete the following steps on the **Expenses** tab:

The **Expenses** tab defines how the purchase order is coded financially. Information entered here determines which general ledger accounts and cost centers are impacted.



A. **Account:** Identifies the **debit account that will be charged**. Accurate account selection ensures proper financial reporting and downstream ERP integration.

B. **Amount:** Specifies the **dollar amount assigned to the selected account**. This amount contributes to the overall purchase order total and must align with the goods or services being requested.

C. **Department:** Identifies the **department** responsible for the expense. Proper coding supports reporting, budget tracking, and approval routing.

D. **Location:** Identifies the **associated location** for the expense. This supports operational visibility and subsidiary-level reporting where applicable.

E. **Category:** Defines the **expense category** for classification purposes. Accurate categorization improves reporting accuracy and spend analysis.

F. **Memo:** Provides **additional context** related to the expense coding.

G. **Add Debit Account:** Click the **+ Add Debit Account** button or **Add Debit Account**  icon to **add an additional debit account entry**. Each new entry requires completion of all applicable fields and allows the purchase order amount to be allocated across multiple accounts if needed.

H. **Delete: Removes the selected debit account entry**. Use this option if an account was added in error.

I. **Cancel: Closes the Add Purchase Order dialog** without submitting the request. Unsaved changes **will not be retained**.

J. **Submit: Submits the purchase order** after all required information is completed and initiates the approval workflow.

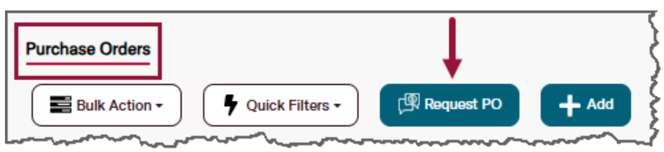
Create a Purchase Order Using Punchout

The **Punchout feature** enables users to **create purchase orders by selecting items from supported Vendor catalogs**. Instead of manually entering line items, users access a Vendor's catalog, select items, and return those items to Corpay Complete to generate a purchase order.

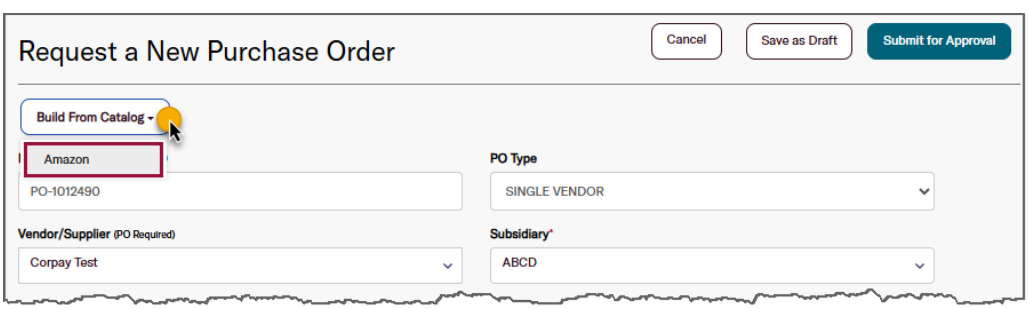
Vendor catalog items are only available when the Punchout integration has been configured for a supported Vendor, such as Amazon Business or Office Depot. If Punchout is not enabled, the **Build From Catalog option will not be available**.

---

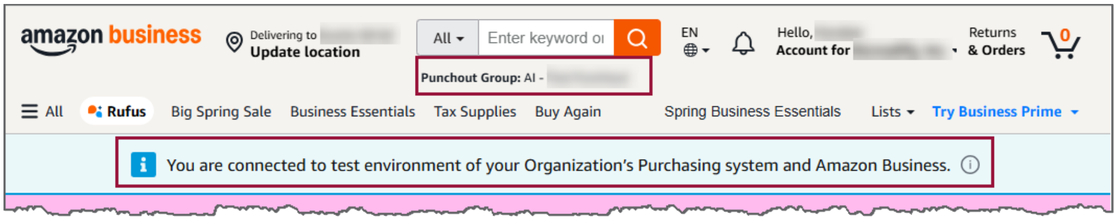
1. On the **Purchase Orders** tab, click the **Request PO** button.



2. On the **Request a New Purchase Order** page, click the **Build From Catalog** drop-down and choose a Vendor. In this example, Amazon will be shown.



3. The Vendor’s shopping cart will open.



4. Select the **items to purchase** and complete checkout through the Vendor’s shopping cart.

5. The selected items are **automatically returned to Corpay Complete** and added to the purchase order.

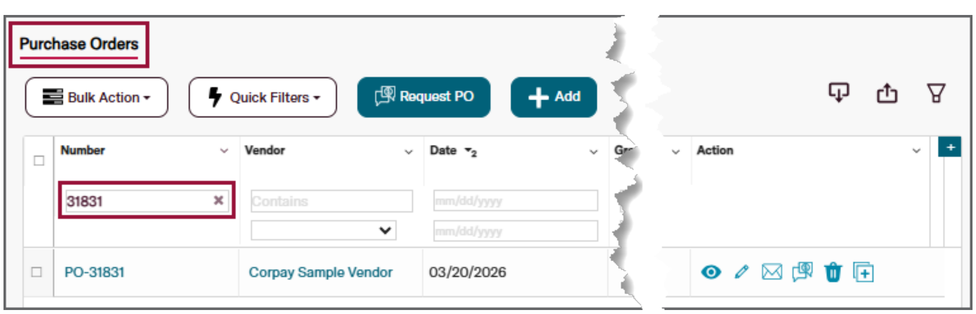
6. Review the purchase order details, complete any required fields, and click **Submit for Approval**.

After the purchase order is approved, the Vendor fulfills the order and ships the items to the specified address. The Vendor’s invoice is automatically sent to the **invoice Inbox** for review and matching against the purchase order.

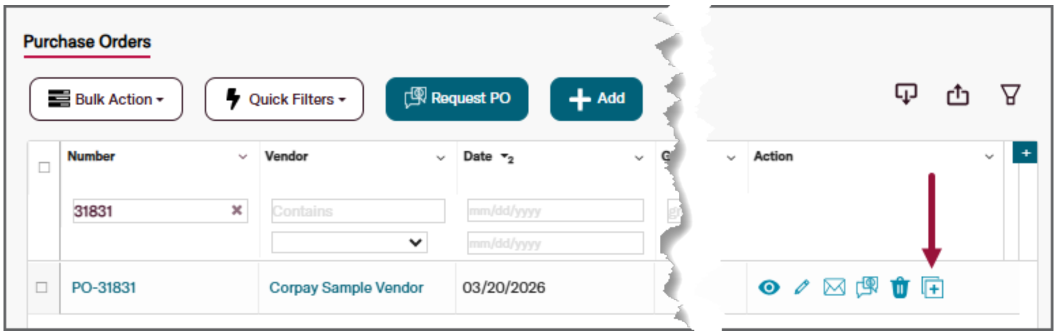
Duplicate a Purchase Order

Use this procedure to create a **new purchase order using an existing purchase order as a template**.

1. On the **Purchase Orders** tab, locate the purchase order in the **Purchase Orders** grid using **filter fields**.

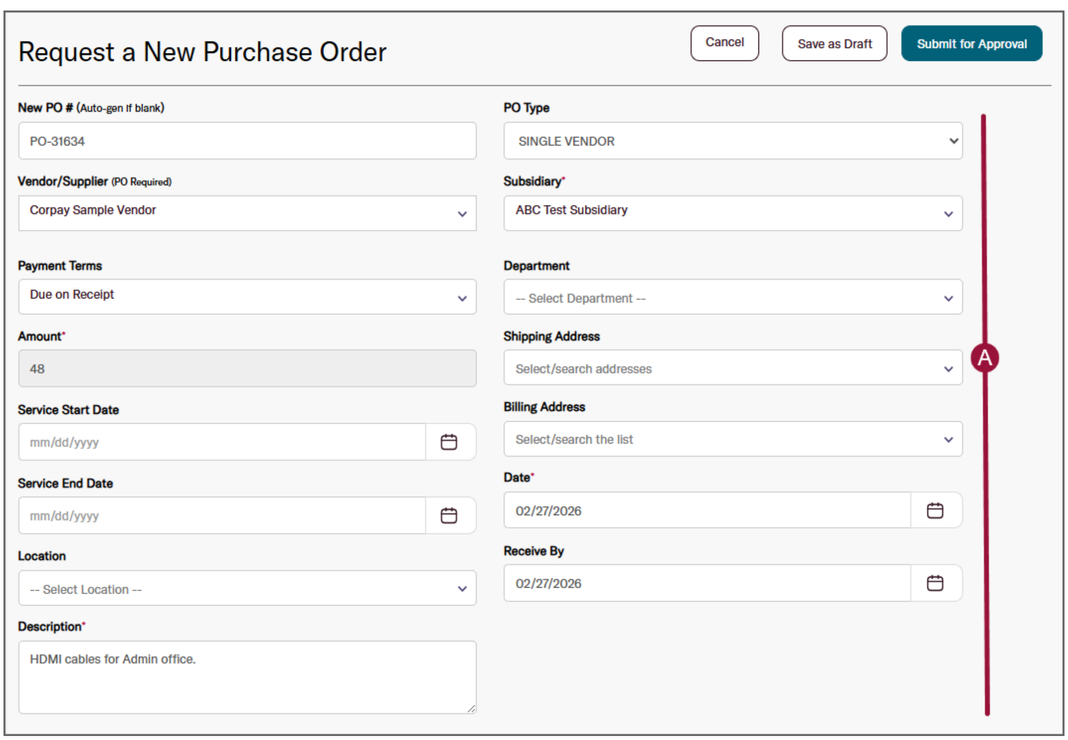


2. Click the **Duplicate** icon in the **Action** column to open the **Request a New Purchase Order** page populated with the **copied details from the original purchase order**. A new purchase order number is generated automatically. All other information from the original purchase order is copied into the new record.

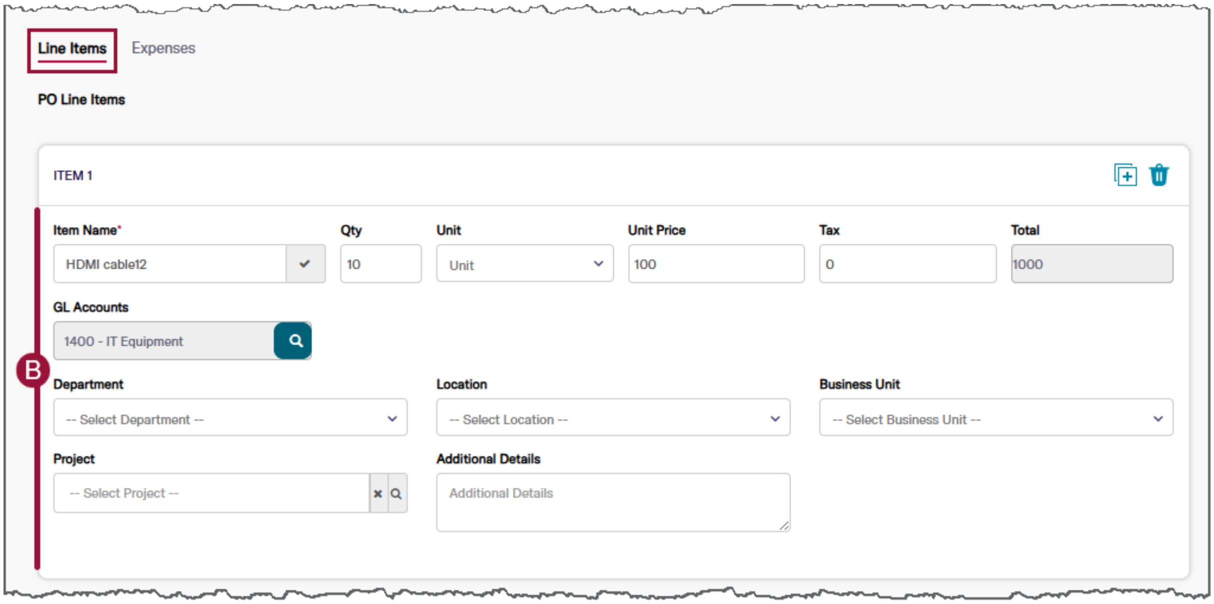


3. Before submitting, **review each section and tab** and **update the copied information** as needed. Remove or modify any information that should not carry forward from the original purchase order:

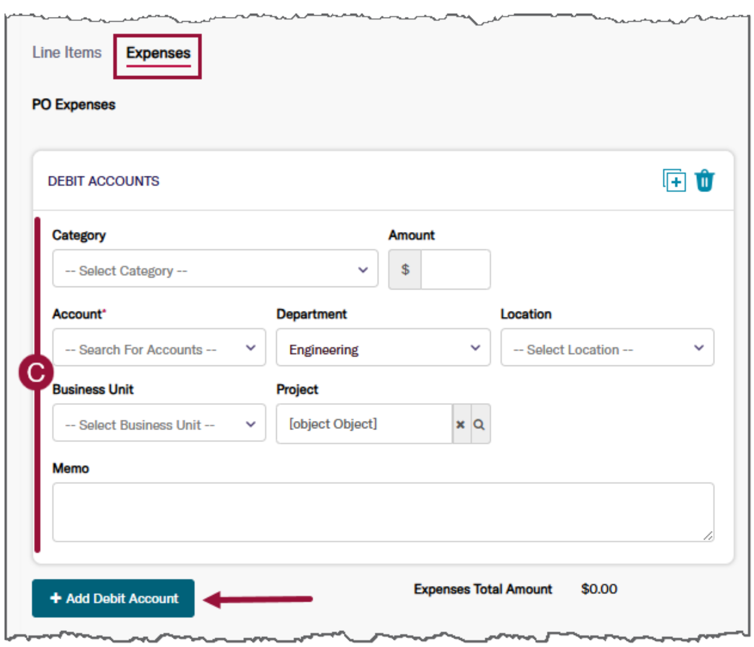
   A. **Header Section:** Review the **Vendor**, **dates**, **description**, and any other header-level information to ensure the purchase order reflects the new transaction.



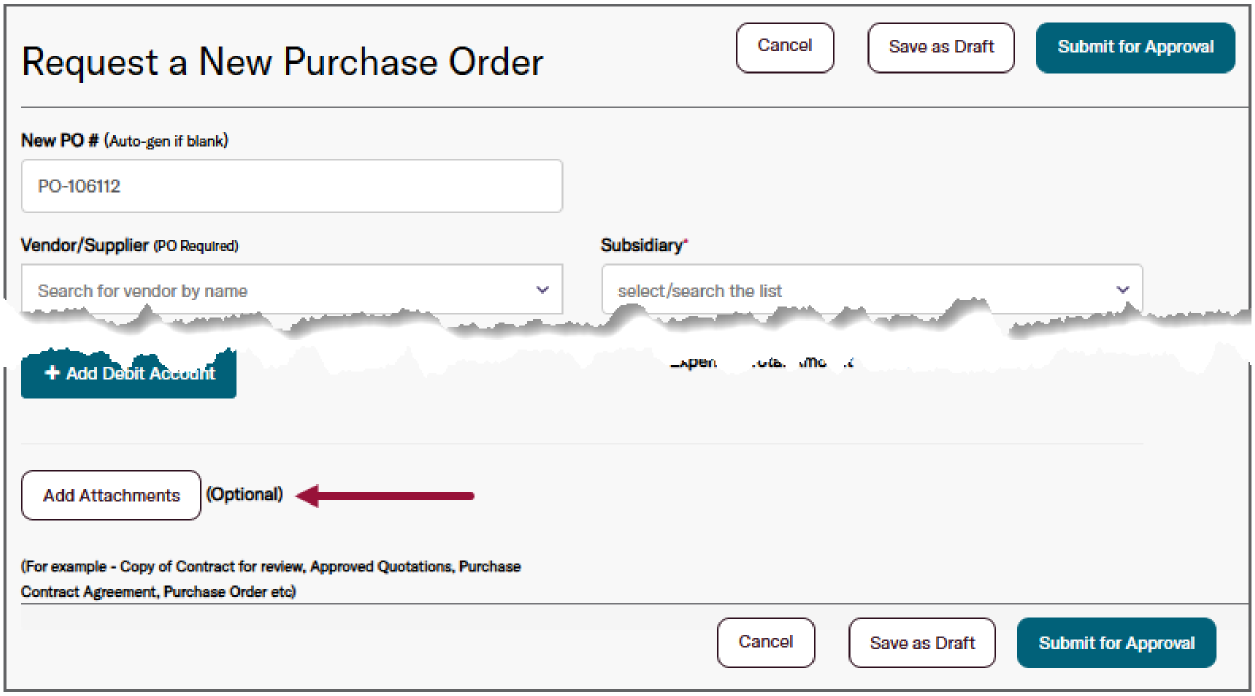
B. **PO Items Tab:** Confirm that quantities, pricing, and item details are accurate. Adjust any line items that should not carry forward.



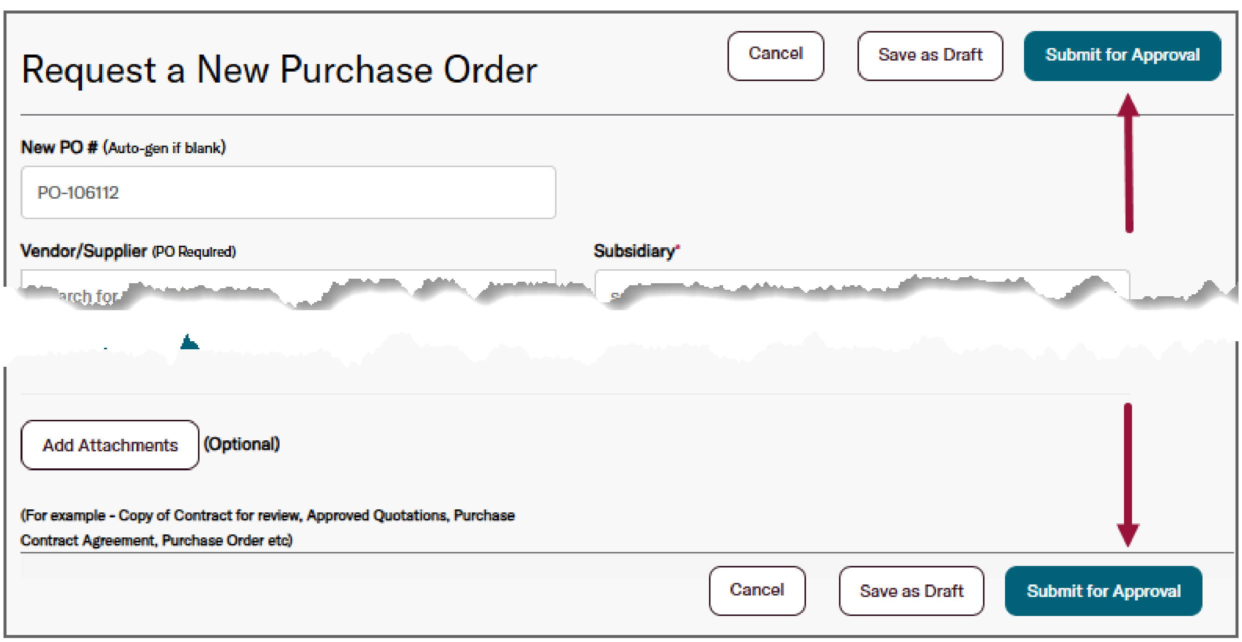
C. **Expenses Tab:** Expense allocations **do not carry over from the original purchase order** and must be re-entered. Click **+ Add Debit Account** button and then **key in the required account and financial coding** for the new purchase order. Complete the debit account fields following the standard expense allocation workflow.



4. Click **Add Attachments** to **upload supporting documentation**, such as contracts or approved quotations.



5. Click **Submit for Approval** to **submit the new purchase order** through the configured workflow.

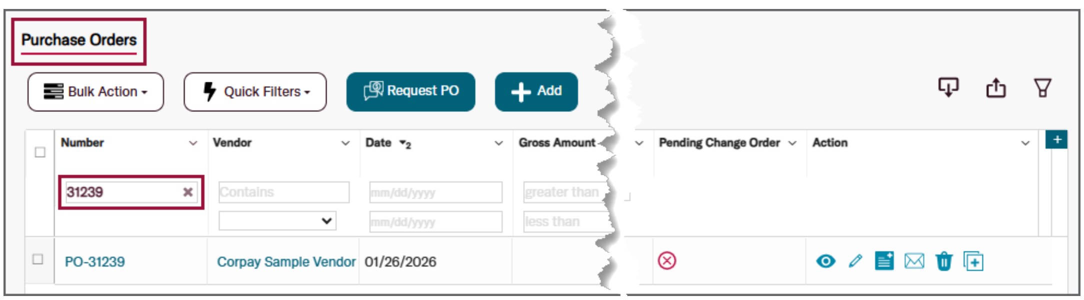


Edit a Purchase Order

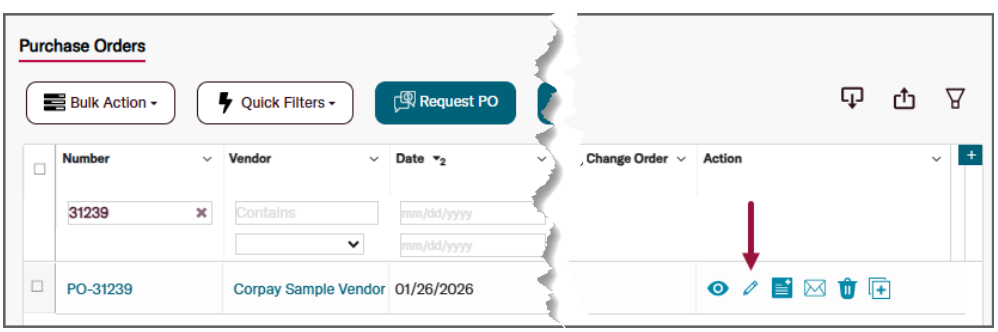
Use this procedure to **modify an existing purchase order**. The fields and tabs available when editing are the same as those described in the **Request a Purchase Order** and **Add a Purchase Order** sections.

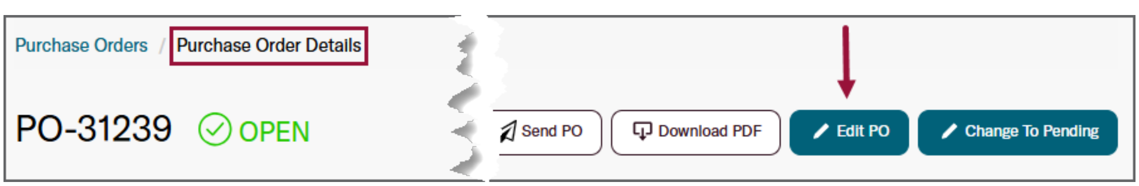
The availability of the Edit option **depends on purchase order status and user permissions**. If the purchase order is in an approval workflow, editing it may restart or update the workflow, depending on Company configuration.

1. On the **Purchase Orders** tab, locate the purchase order in the **Purchase Orders** grid using **filter fields**, if needed.

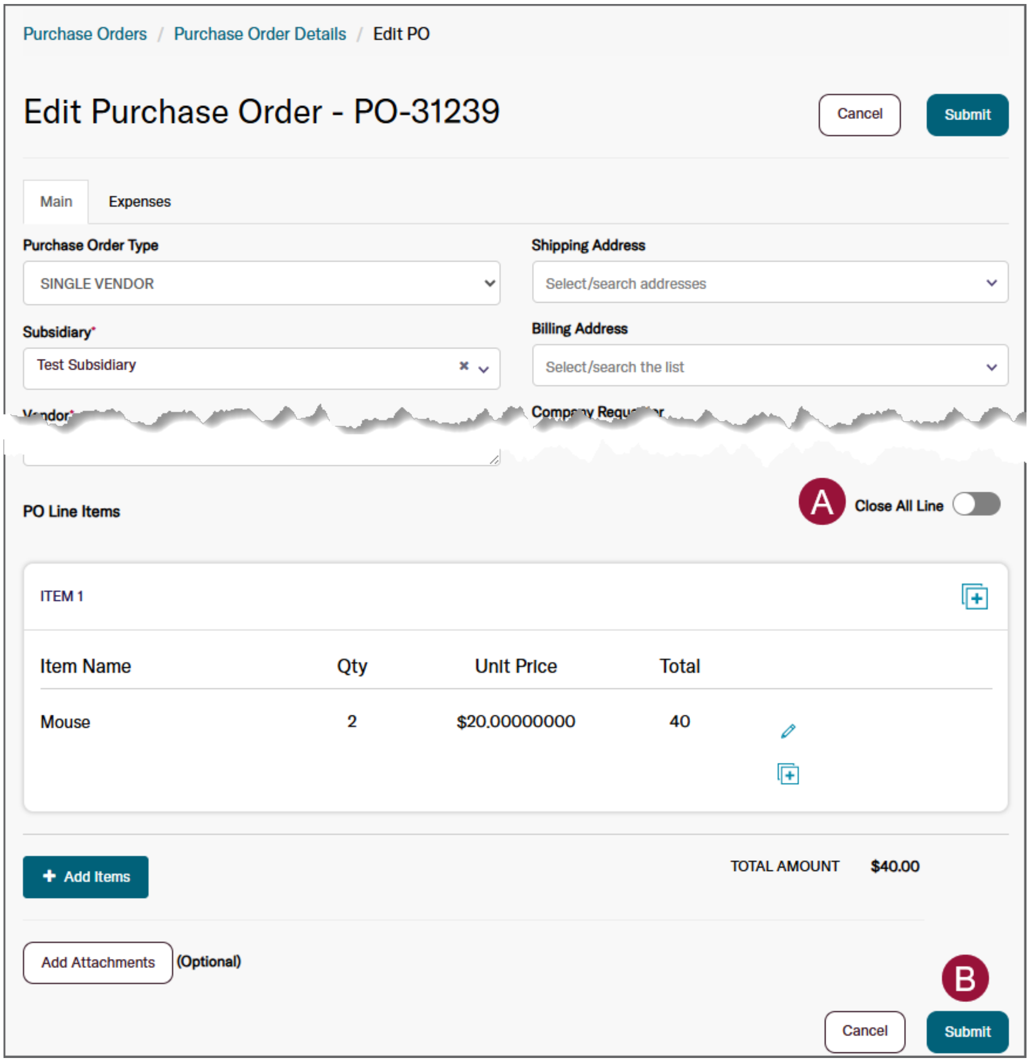


2. Click the **Edit** icon in the **Action** column or open the **Purchase Order Details** page and click the **Edit PO** button.





3. Update the necessary fields on the **Main** tab, **Line Items** tab, or **Expenses** tab.



A. Enable the **Close All Line** toggle to **close all open line items** on the purchase order and **prevent additional activity against the remaining balance**. This is typically used when the purchase order is complete and no further invoices or receipts should be applied.

B. Click the **Submit** button to save changes.

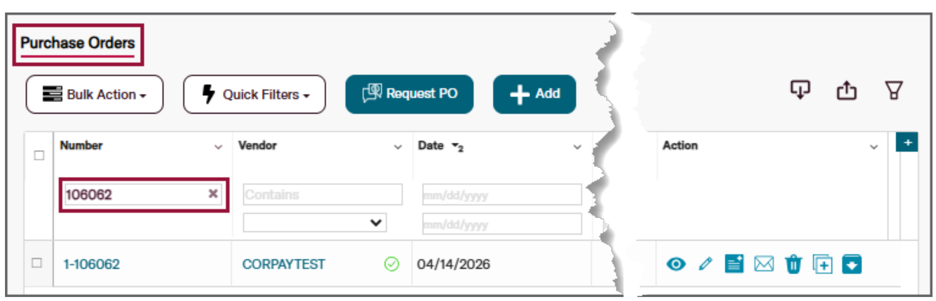
4. After saving the changes, review the **Purchase Order Details** page to confirm that all **updates are accurate** and that the **status reflects the intended next step** in the purchase order lifecycle.

Log a Receipt

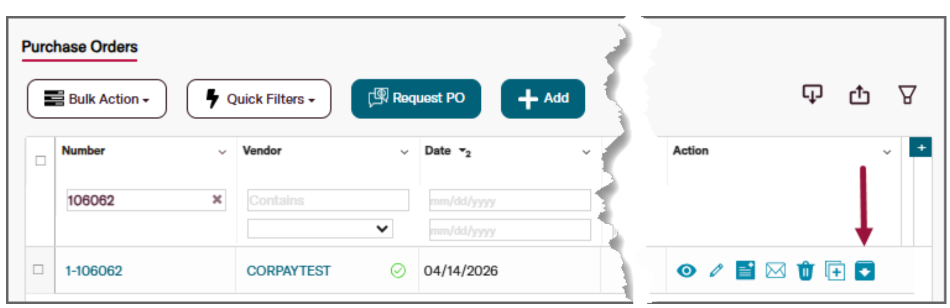
Use this procedure to **record goods or services received against a purchase order**. Logging a receipt captures what was received and updates the associated purchase order. It may also support matching workflows, depending on Company configuration.

> The **Log New Receipt** option is available only when the **Receiving module is enabled** for the Company. Receipts may also be captured through other intake methods, such as email, depending on Company configuration.

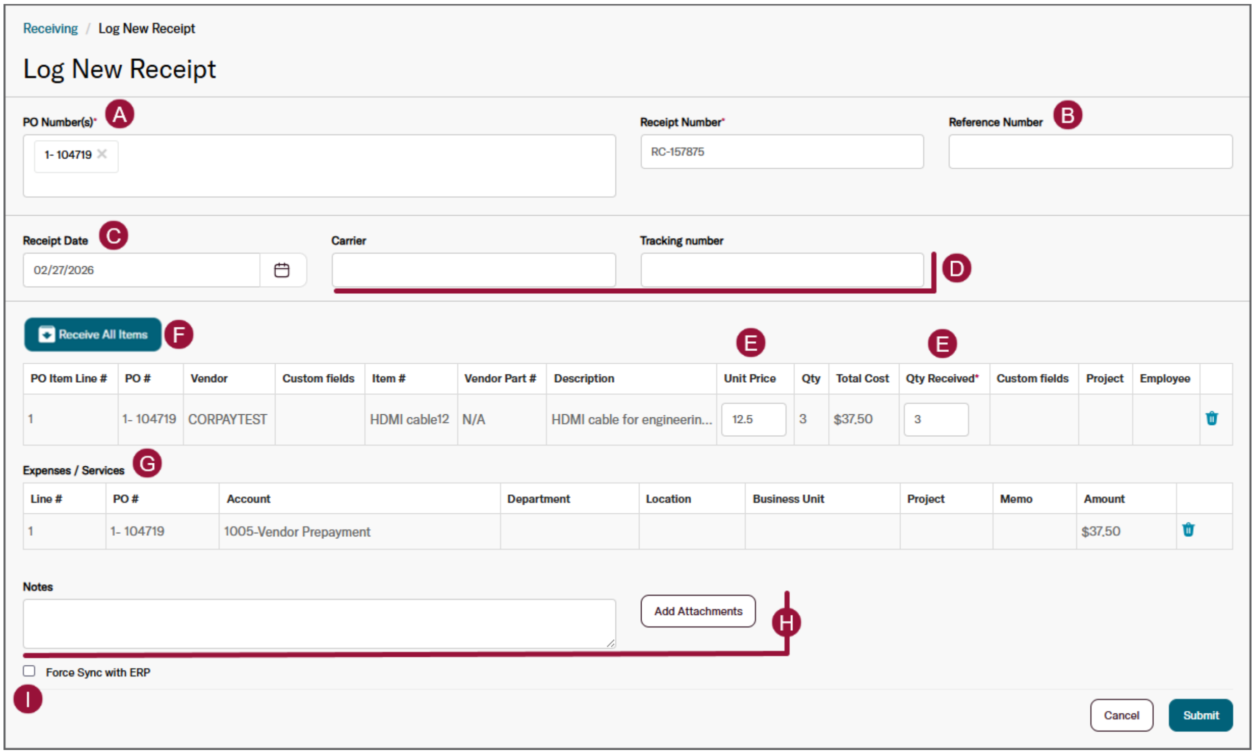
1. On the **Purchase Orders** tab, locate the purchase order in the **Purchase Orders** grid.



2. Click the **Log New Receipt** icon in the **Action** column of the **Purchase Orders** grid.



3. The **Log New Receipt** page opens in the **Receiving** module. Complete the following steps on the **Log New Receipt** page:



A. **PO Number(s):** Confirm that the **correct purchase order is listed** so the receipt is applied to the intended record.

B. **Reference Number:** Key in a **reference number**, if applicable, to support internal tracking or reconciliation.

C. **Receipt Date:** Key in the **date the goods or services were received** to ensure accurate reporting and matching.

D. **Carrier and Tracking Number:** Key in **shipping information**, if applicable, to document delivery details.

E. **Qty Received and Unit Price:** Key in the required **Qty Received** for each item. Record only the **quantity actually received**.

- If delivery is partial, key in the **quantity received and record additional receipts** as remaining items are delivered.
- **Do not key in a quantity greater than the remaining authorized quantity**.
- If necessary, update the **Unit Price** to **reflect the actual price at time of receipt**. Changes to Unit Price **may affect matching workflows and financial reporting** and should align with approved purchase order terms.

F. **Receive All Items:** Click the **Receive All Items** button to **populate the remaining quantity** for all listed line items when the full outstanding amount has been received. The button becomes enabled after entering or updating quantities in the **Qty Received** field.

G. **Expenses / Services:** Review any **associated service allocations** to ensure they align with the received goods or services.

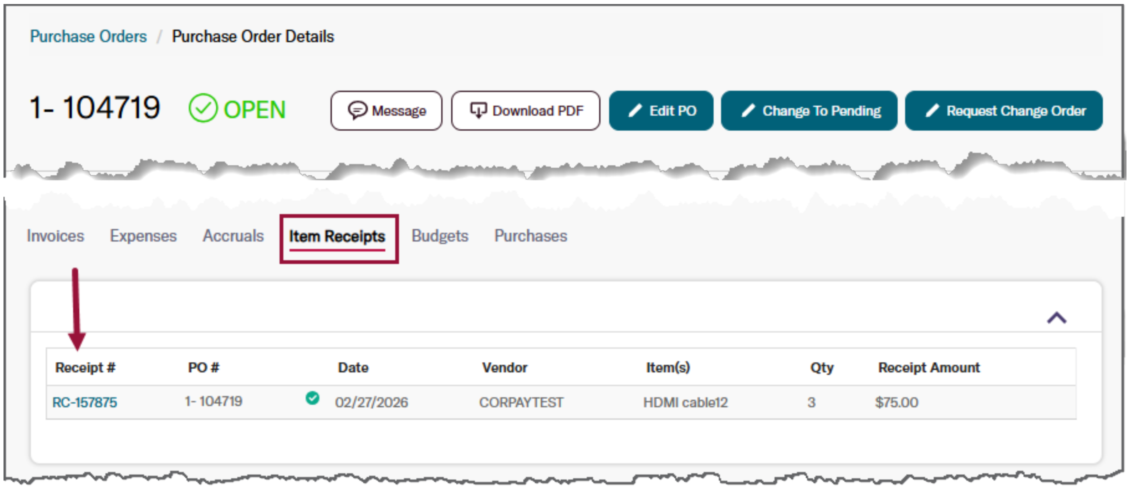
H. **Notes and Add Attachments: Key in notes** or **upload supporting documentation**, such as packing slips or delivery confirmations, to support audit and reconciliation.

I. **Force Sync with ERP:** Select this option only when the receipt must be synchronized to the ERP **outside of the standard integration process**.

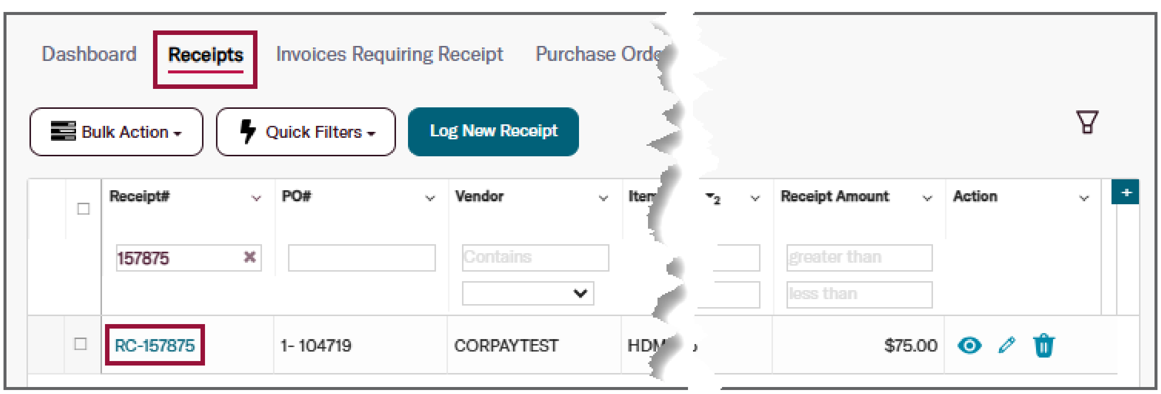
J. **Cancel:** Click the **Cancel** button to **exit the page without saving the receipt**.

4. After confirming all information is accurate, click **Submit** to record the receipt.

5. The receipt will be displayed on the **Item Receipts** tab on the **Purchase Order Details** page. Click the **Receipt #** link to open the **Receipt Details** page.



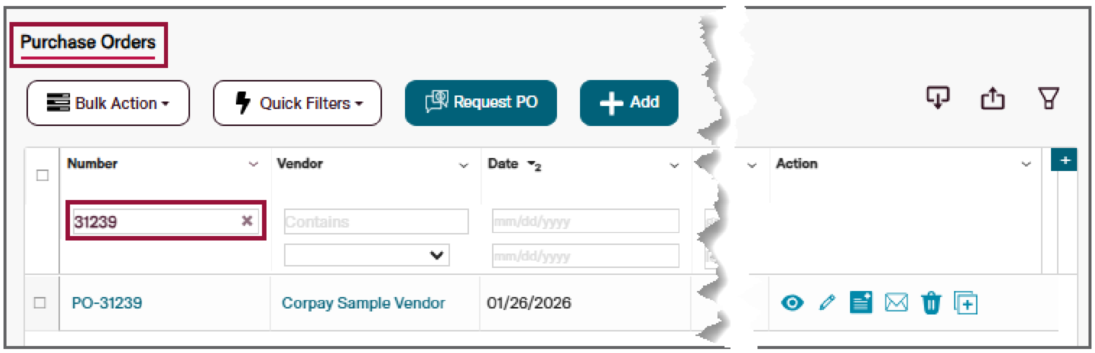
6. Users can also view and edit the receipt from the **Receipts** tab in the **Receiving** module.



Add an Invoice to a Purchase Order

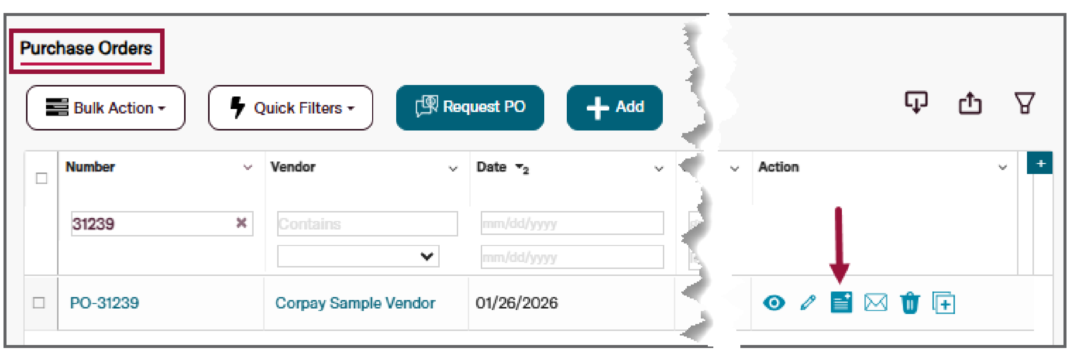
Use this procedure to **create a new invoice from a purchase order** and **link it to that purchase order**.

1. On the **Purchase Orders** tab, locate the purchase order in the **Purchase Orders** grid.

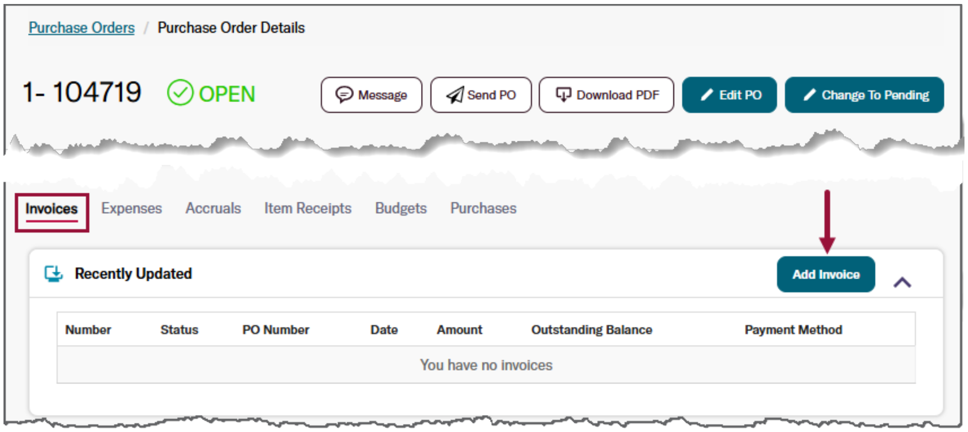


2. Confirm that the purchase order status is **Open**, and then add the invoice using one of the following options:

A. **Purchase Orders Grid:** Click the **Add Invoice** icon in the **Action** column of the **Purchase Orders** grid.



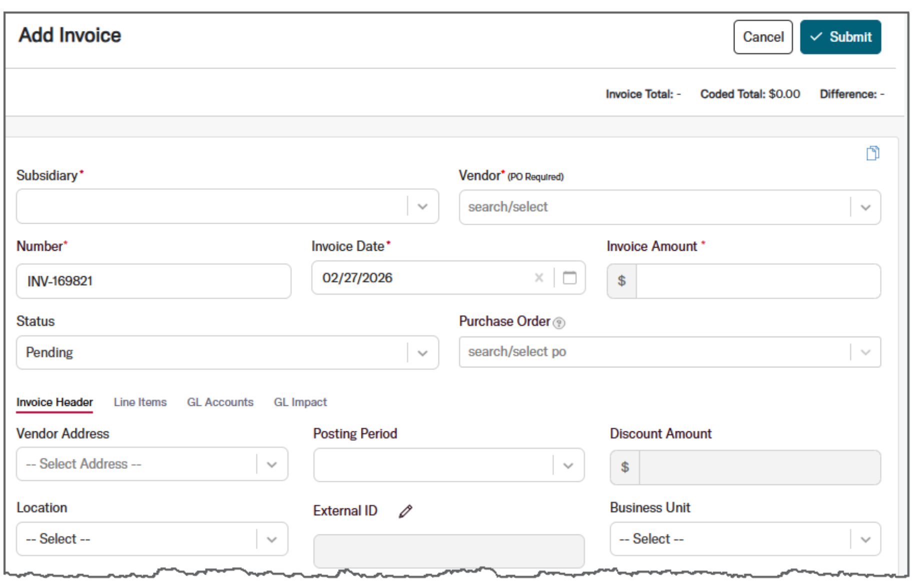
B. **Purchase Order Details Page:** Open the **Purchase Order Details** page, scroll down to the **Invoices** tab, and click the **Add Invoice** button.



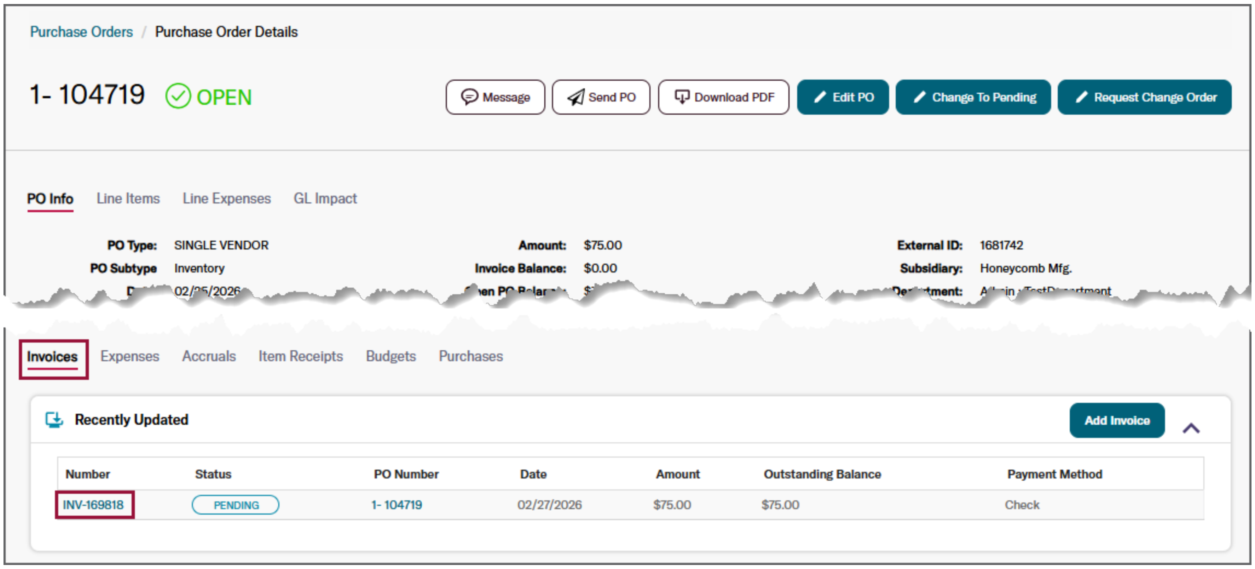
Both options open the **Add Invoice** page with the purchase order information pre-populated.

3. Key in the invoice details on the **Add Invoice** page as outlined in the **Create an Invoice Manually** section of the **Corpay Complete Invoices Module User Guide**.

If a **Warning** dialog indicates that the invoice amount may have changed, **review the invoice Line Items tab** and **update pricing at the unit price level**.
Changes made at the header level do not update the values used for purchase order matching.



4. Once submitted, the invoice is linked to the purchase order and reflected on the **Invoices** tab of the **Purchase Order Details** page. If two-way or three-way matching is enabled, the invoice is evaluated against the purchase order and any related receipts according to the configured matching rules



Matching Considerations

When an invoice is added to a purchase order, it may be evaluated using **two-way or three-way matching**, depending on Company configuration.

Two-way matching compares the **invoice to the purchase order** to confirm that amounts, quantities, and pricing align.

Three-way matching includes an **additional comparison to receipt records** to confirm that goods or services were received before the invoice is approved.

If differences exist between the invoice and the purchase order or receipt, the system may flag the discrepancy, prevent automatic approval, or require additional review based on configured matching rules.

Common scenarios that may require review include:

- The invoice exceeds the remaining purchase order balance.
- The invoiced quantity exceeds the approved quantity.
- A required receipt has not been recorded.

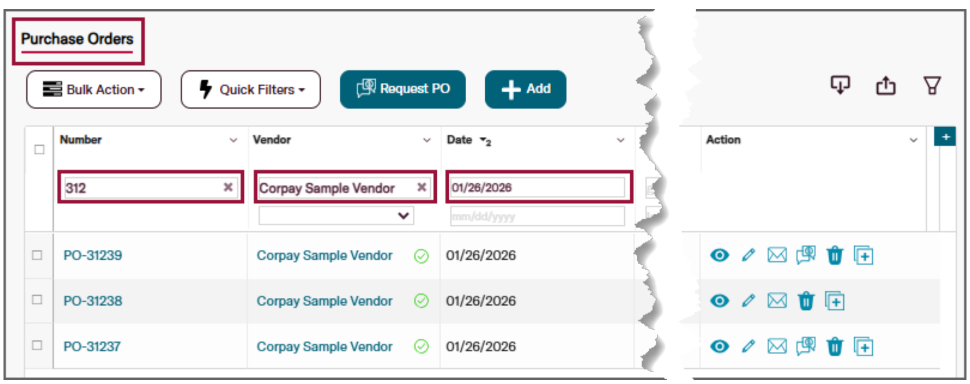
When discrepancies occur, users should review the purchase order, invoice, and any related receipts to determine whether a correction is needed or the purchase order should be reviewed and updated before proceeding.

Export Purchase Orders

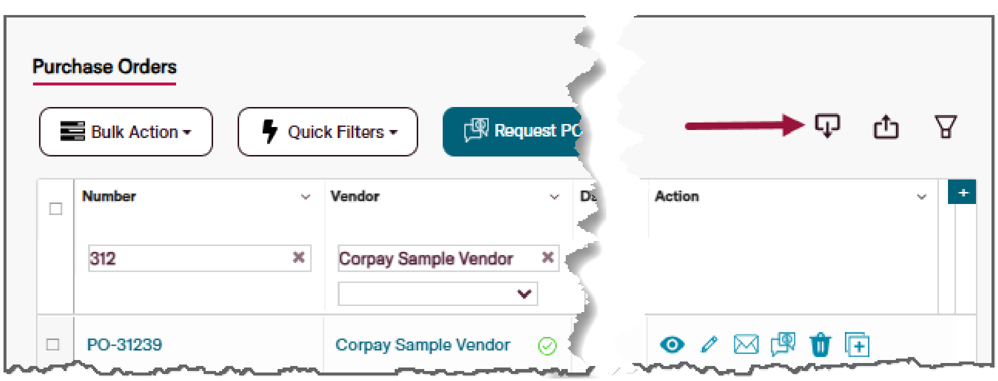
The **Export Purchase Order** icon generates a **PO Listing** report in the **Reports** module based on the current grid view and any applied filters. Use this action to produce a report of purchase orders for review, reconciliation, or distribution.

1. Navigate to the **Purchase Orders** tab.

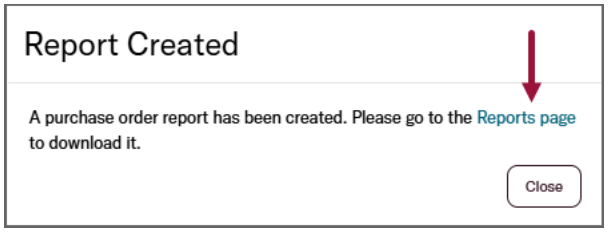
2. In the **Purchase Orders** grid, apply any filters needed to refine the grid results.



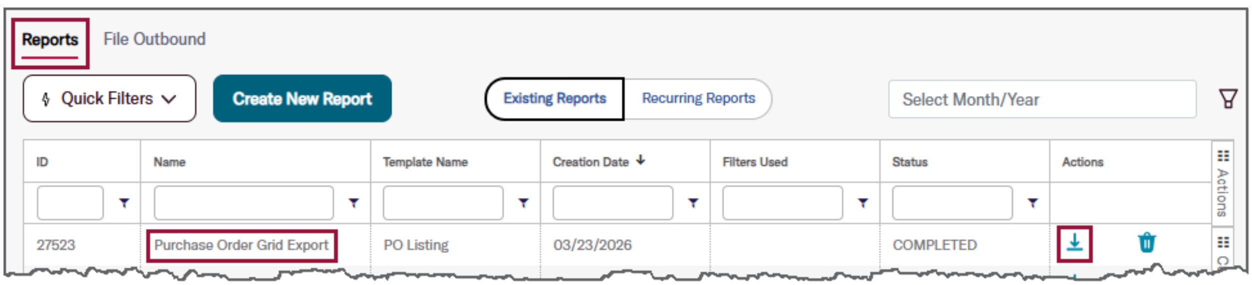
3. Click the **Export Purchase Order** icon in the **Action Area**.



4. Click the **Reports page** link in the **Report Created** dialog to open **the Purchase Order Grid Export** report in the **Reports** module.



5. In the **Reports** module, click the **Download** ⤓ icon to download the report to your browser's download folder.



Approval Workflow Tasks

Use this section to manage approval workflows for purchase orders. **Approval workflows define which users must review and approve a purchase order before it can proceed.**

Although approval workflows are configured at the Company level, **users can create, restart, and update workflows directly from the Purchase Orders module**. These actions are typically performed when approval routing needs to be initiated, corrected, or adjusted during the lifecycle of a purchase order.

Purchase orders must be in a **Draft** or **Pending** status to create or restart an approval workflow.

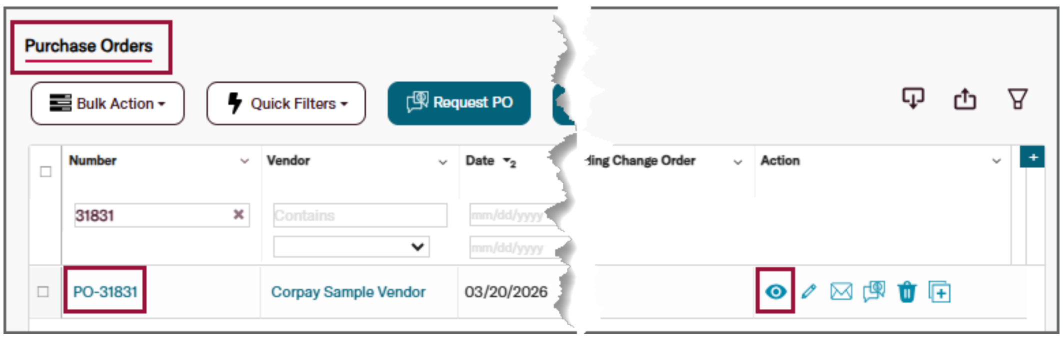
Approval workflows may be configured at the Company level. If workflows are not configured, users can still send approval requests to individual approvers. However, **restarting an approval workflow requires that a workflow is configured**. When an approval workflow is restarted, the system applies the configured workflow and approvers.

Create an Approval Workflow

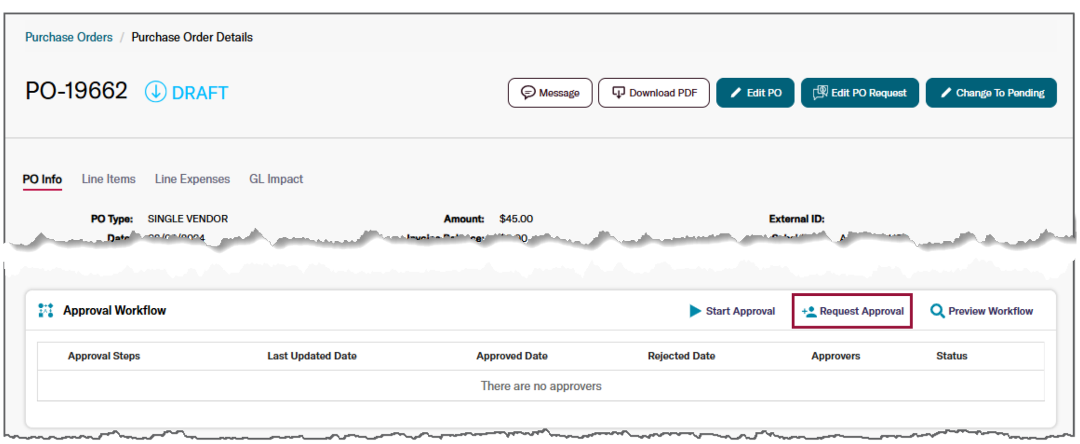
Use this procedure to **create a new approval workflow** for a purchase order.

1. Navigate to the **Purchase Orders** tab.

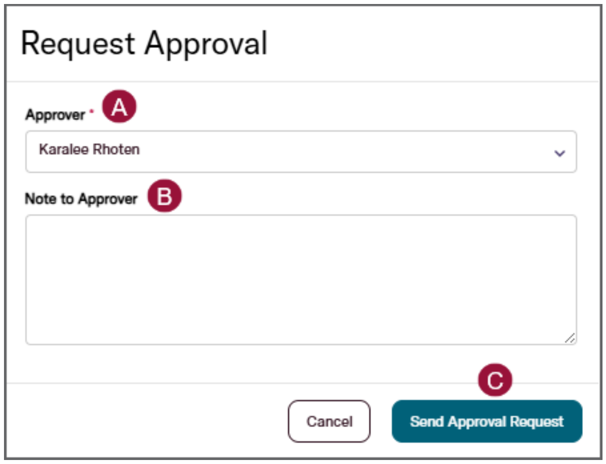
2. Click the purchase order **Number** or **View** icon to open the **Purchase Order Details** page.



3. On the **Purchase Order Details** page, click **Request Approval** in the **Approval Workflow** section.



4. Complete the following steps in the **Request Approval** dialog:



   A. Select an **approver** from the **Approver** drop-down.

   B. Key in an **optional note** in the **Note to Approver** field.

   C. Click **Send Approval Request**.

The approval workflow is created, and approval requests are sent to the selected approvers.

Restart an Approval Workflow

Use this procedure to **restart an approval workflow** for one or more purchase orders.

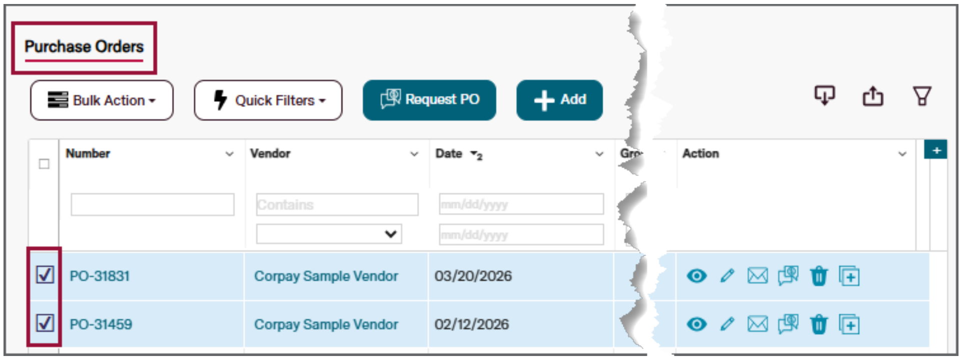
Restarting a workflow **resends approval requests to all approvers** in the workflow.

From the Purchase Orders Grid

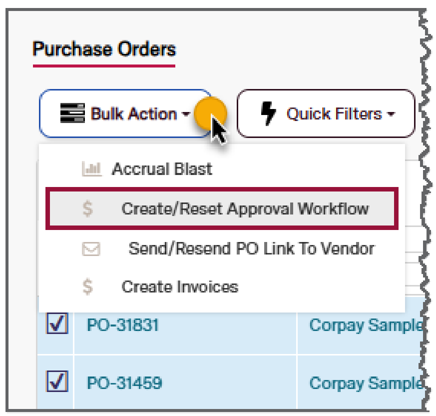
Use this method to restart approval workflows for **one or more purchase orders directly from the Purchase Orders grid**.

1. Navigate to the **Purchase Orders** tab.

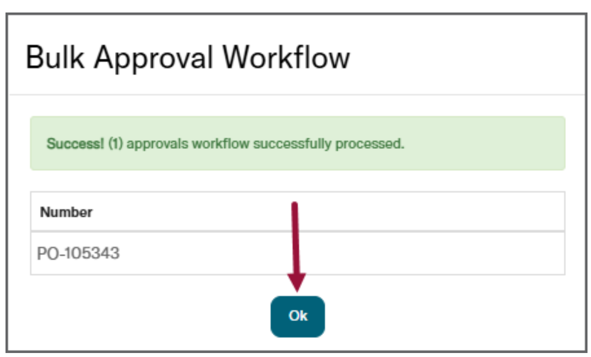
2. Select the **checkbox** next to one or more purchase orders.



3. Click the **Bulk Action** drop-down and select **Create/Reset Approval Workflow**.



4. Click **Ok** in **Bulk Approval Workflow** dialog.



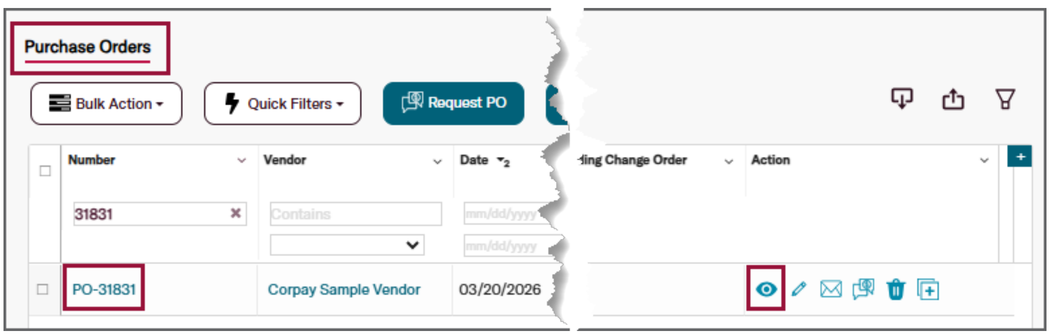
The approval workflow is restarted, and approval requests are resent.

From the Purchase Order Details Page

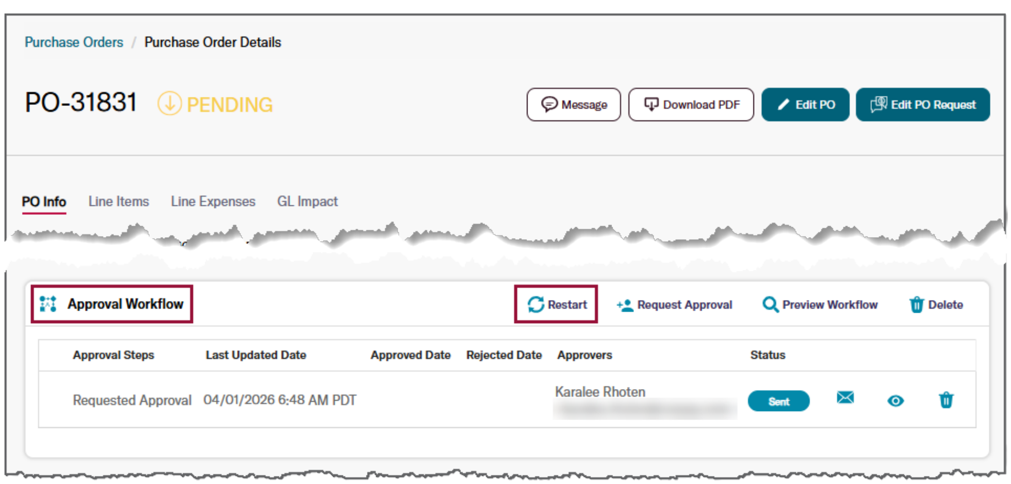
Use this method to restart the approval workflow for a **single purchase order from the Purchase Order Details page**.

1. Navigate to the **Purchase Orders** tab.

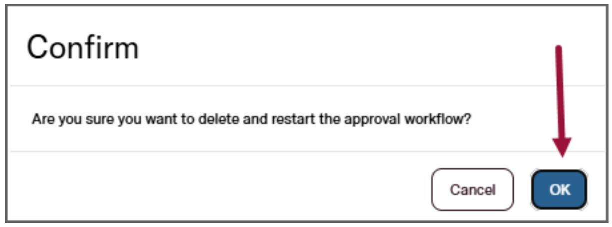
2. Click the purchase order **Number** or **View** icon to open the **Purchase Order Details** page.



3. Click **Restart** in the **Approval Workflow** section.



4. Click **OK** in the confirmation dialog.



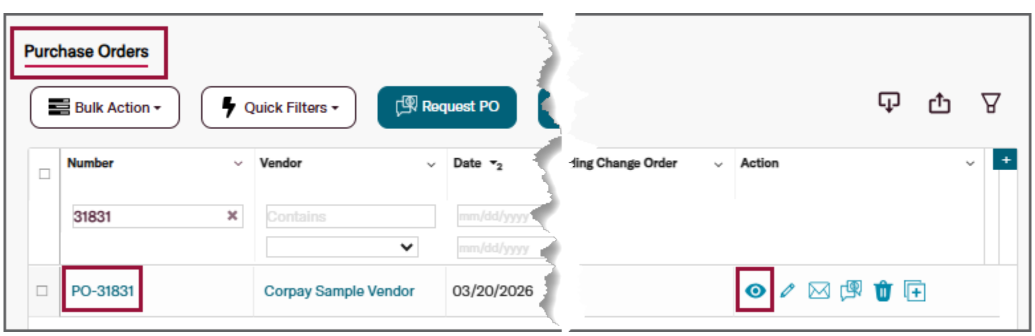
Approval requests are resent.

Update an Approval Workflow

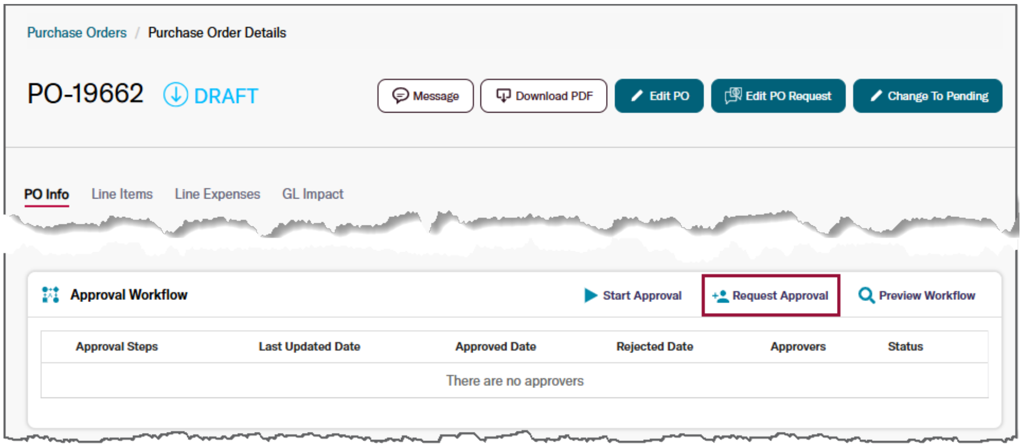
Use this procedure to modify an existing approval workflow by adding or removing approvers **without restarting or resending approval requests to all approvers in the workflow**. This process **affects only the selected approvers**.

1. Navigate to the **Purchase Orders** tab.

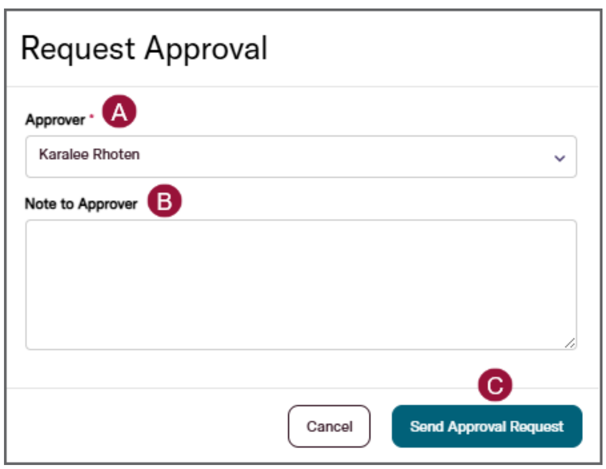
2. Click the purchase order **Number** or **View** icon to open the **Purchase Order Details** page.



3. Click **Request Approval** in the **Approval Workflow** section.



4. Complete the following steps in the **Request Approval** dialog:



A. Select an **approver** from the **Approver** drop-down.

B. Key in an **optional note** in the **Note to Approver** field.

C. Click **Send Approval Request**.

The approval workflow is updated, and approval requests are sent to the selected approvers.

Purchase Order Statuses

The following statuses indicate where a purchase order is in its lifecycle and what actions can be performed. Understanding these statuses helps users determine whether a purchase order can be edited, approved, or used for receiving and invoicing.

Status	Definition
Draft	The purchase order has been created but not submitted for approval. It can be edited and submitted when ready.
Pending	The purchase order has been submitted and is waiting for approval. It may not be editable depending on Company settings.
Rejected	The purchase order was reviewed and rejected. It must be updated and resubmitted before it can proceed.
Approved	The purchase order has been approved. It is authorized and may move to an Open or Active status for use.
Open	The purchase order is approved and available for use. Invoices and receipts can be applied against it.
Active	The purchase order is Open and has associated activity, such as invoices or receipts applied to it.
Closed	The purchase order is complete, and no further activity can be applied.

The **Open/Pending** option in the **Status** filter displays both **Open** and **Pending** purchase orders. It is **not a separate purchase order status**.

Reports Module for Purchase Orders

Purchase order reports help users monitor open commitments, track purchase order activity, and support reconciliation and audit processes.

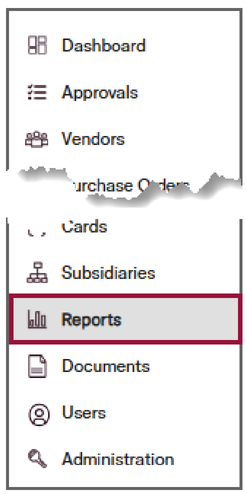
Reports are generated per user instance, meaning reports created by one user are not visible to other users. Depending on the selected destination and report type, reports may download immediately or be generated in the **Existing Reports** grid for later access.

Reports **cannot exceed 1,000,000 records**. If a report exceeds this limit, refine the report filters, such as date range or Vendor, and try again.

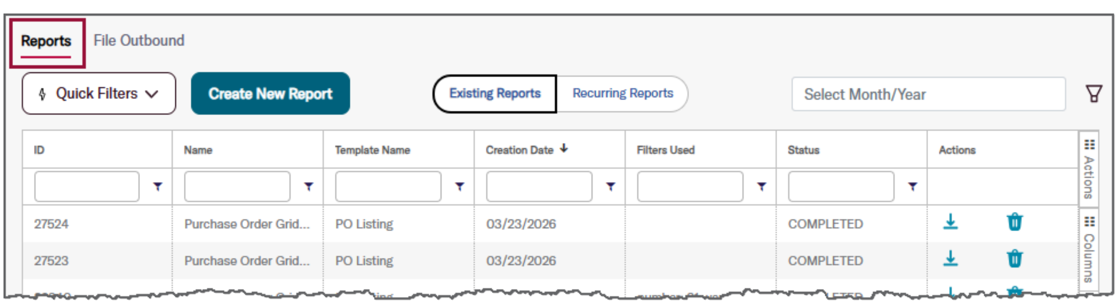
Access the Reports Module

This section describes how to **access the Reports module** in Corpay Complete.

1. Click the **Reports** module in the left-side navigation pane.



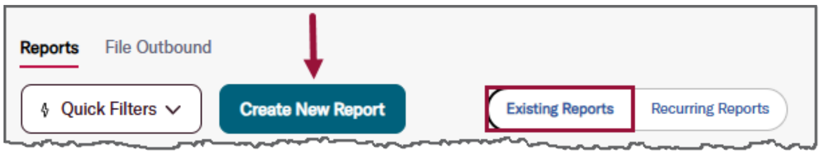
2. The **Reports** tab will display.



Create a Report

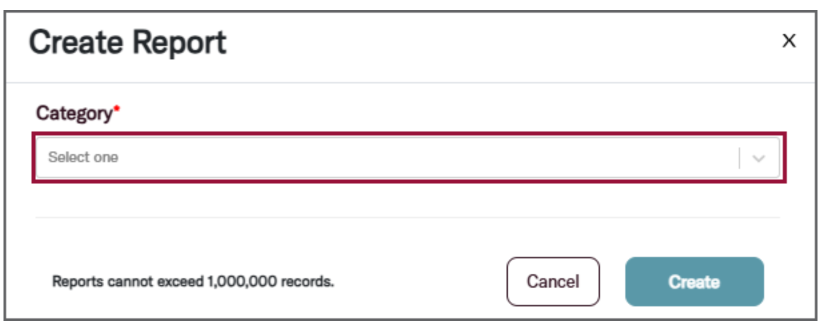
Use this procedure to **generate a purchase order report** for review, reconciliation, or analysis.

1. From the **Reports** module, click **Create New Report** on the **Existing Reports** tab.

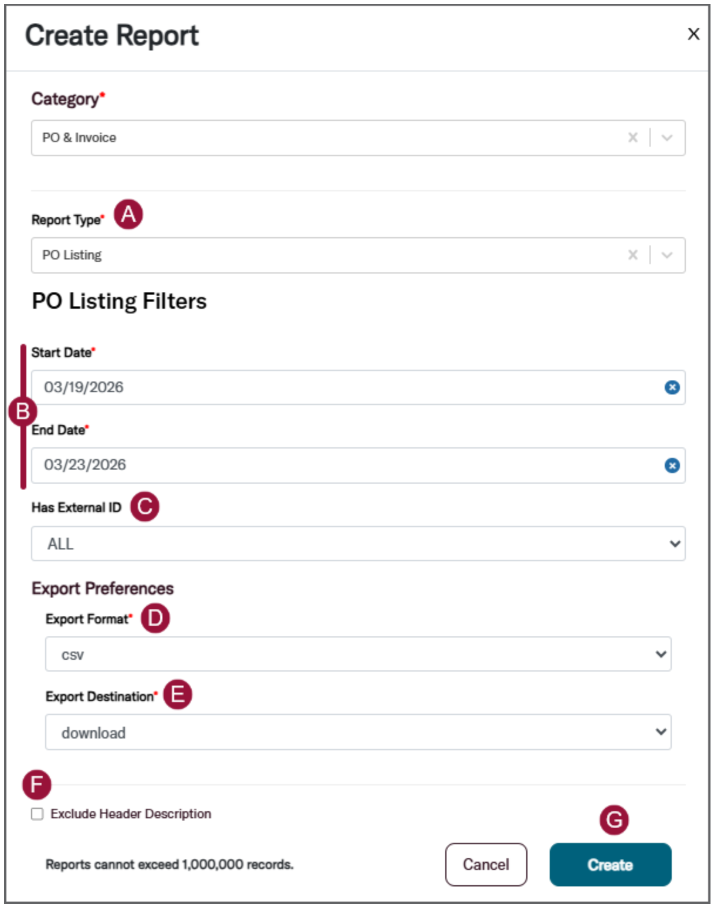


2. On the **Create Report** dialog, select **PO & Invoice** from the **Category** drop-down. The dialog will expand automatically.

The fields available in the **Create Report dialog vary depending on the selected Report Type**. The following example uses the **PO Listing** report to illustrate common options.



3. Complete the following fields in the **Create Report** dialog:



A. **Report Type**: Select the report based on the level of detail required. For example:

- Use **summary reports** to review **high-level purchase order activity**.
- Use **detail reports** to review **line-level information**, such as items or expenses.
- Use **open or balance-focused reports** to **track outstanding commitments**.

B. **Start Date and End Date:** Define the **reporting period** using the **Start Date** and **End Date** fields.

C. **Filters:** Apply filters such as **external ID** or **purchase order status** to **narrow the results to relevant records**. Filter availability depends on the type of report.

D. **Export Format:** Select the **export format** (CSV or XLSX). Export format availability depends on the type of report.

E. **Destination:** Select how the report will be delivered:

- **Download:** The report is downloaded directly to your device or made available in the Existing Reports grid.

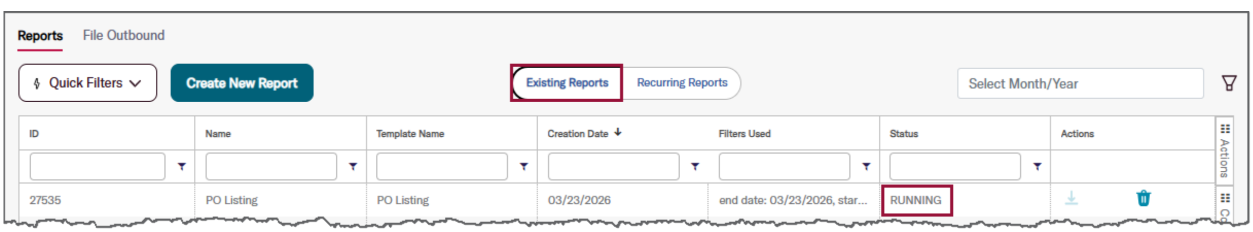
- **Email:** The report is sent to one or more email addresses.

- **Secure File Transfer Protocol (SFTP):** The report is delivered to a configured SFTP location, if enabled for your Company.

F. **Exclude Header Description: Removes column headers from the report**. In most cases, it is recommended to **leave this option unchecked** so that reports remain easy to read and interpret.

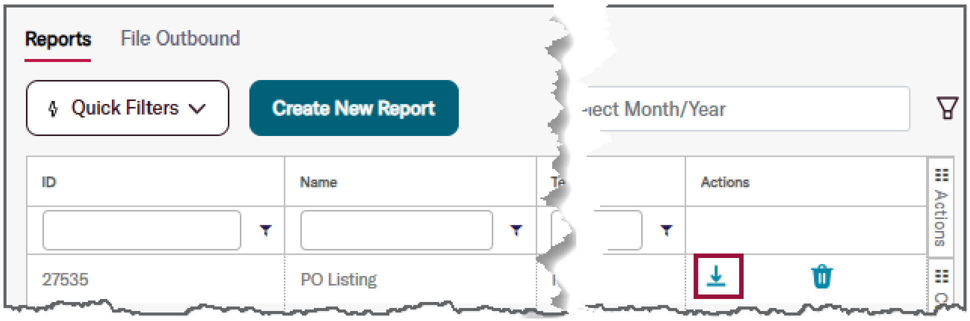
G. Click **Create** to generate the report.

4. The report will appear in the **Existing Reports** grid and display a status of **Running** while it is being generated. Generation time varies based on data volume and may take several minutes to complete.



Users may need to refresh the page for the report status to update to Completed.

5. Once the status changes to **Completed**, the report is delivered using the selected export destination. Users can also click the **Download** icon in the **Existing Reports** grid to download the report directly.



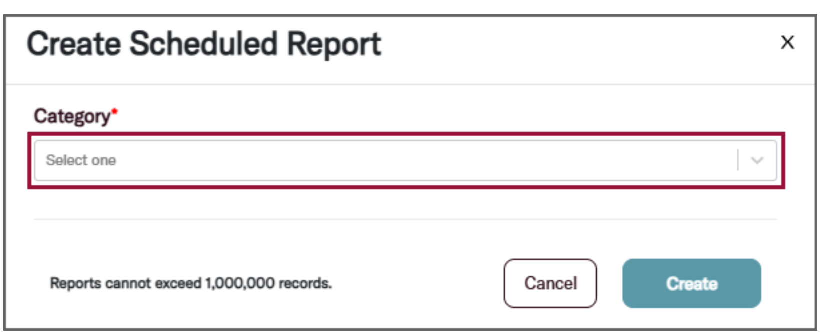
Create a Recurring Report

Recurring reports allow users to schedule reports that run automatically at a defined frequency. Use this procedure to schedule a purchase order report that runs automatically at a defined frequency.

Scheduled reports are managed in the **Recurring Reports** grid. Each time a recurring report runs, the generated report is delivered using the selected export destination and is also available in the **Existing Reports** grid, where it can be downloaded.

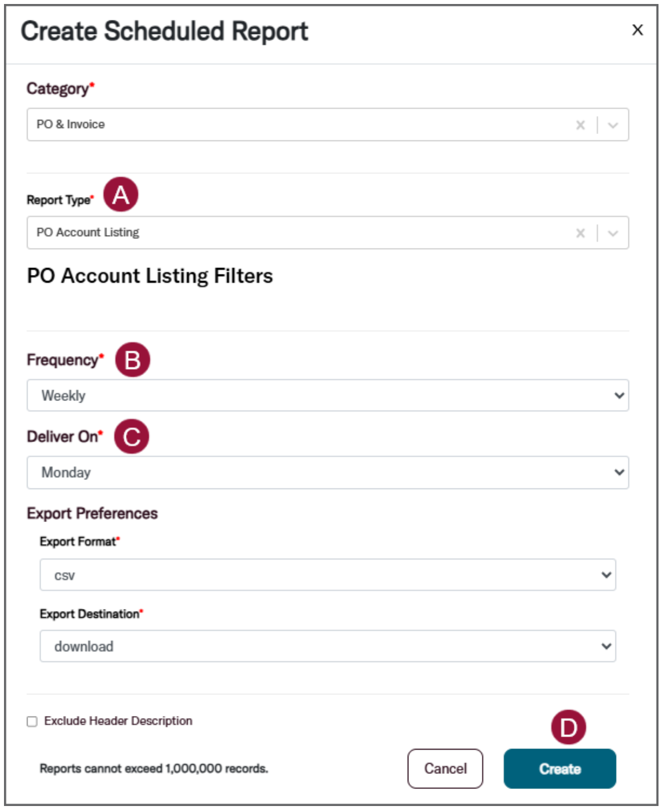
From the Reports module, select the **Recurring Reports** tab and click **Schedule Recurring Report**.

1. On the **Create Scheduled Report** dialog, select **PO & Invoice** from the **Category** drop-down. The dialog will expand automatically.



2. Configure the report using the same fields described in **Create a Report**, including **Report Type**, date range, filters, and export options.

3. In addition, complete the following scheduling fields:



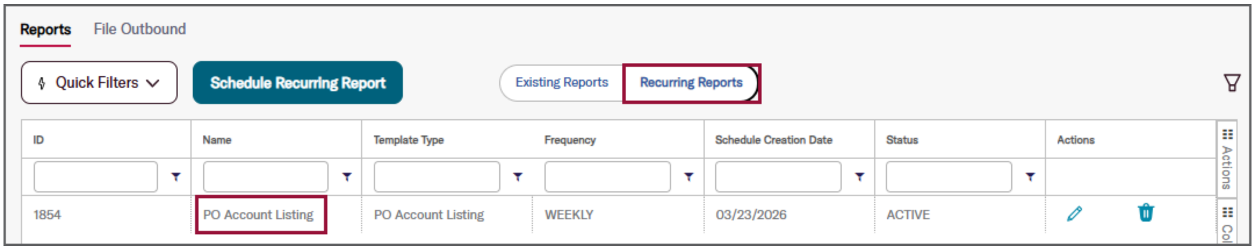
A. **Report Type**: Select the **type of report** to be created.

B. **Frequency:** Select **how often** the report should run (daily, weekly, or monthly).

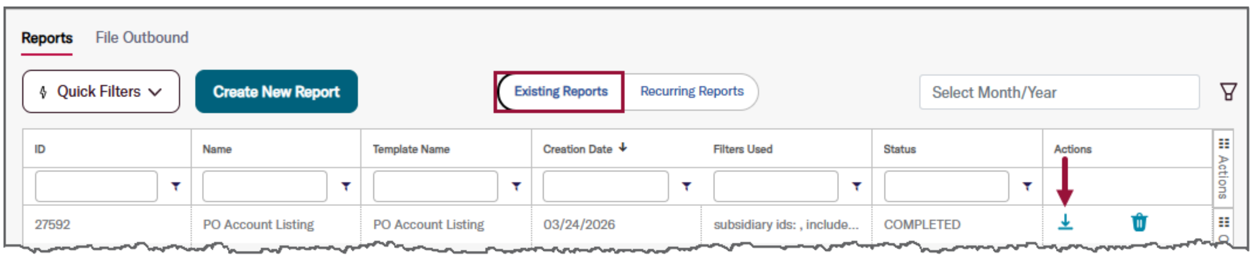
C. **Delivery Timing:** Select **when the report should be generated** based on the selected frequency.

D. Click **Create** to schedule the report.

4. The report will appear in the **Recurring Reports** grid and will run automatically based on the selected schedule.



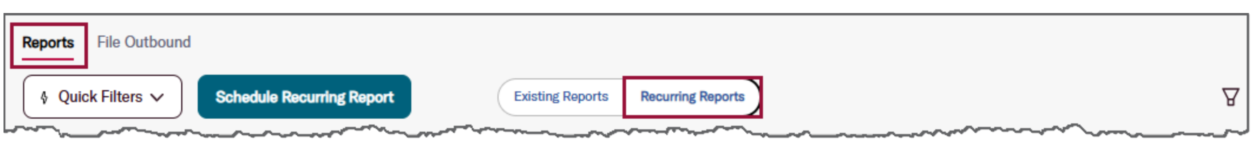
5. Each time the report runs, a new report is generated, delivered using the selected destination, and made available in the **Existing Reports** grid, where it can be downloaded.



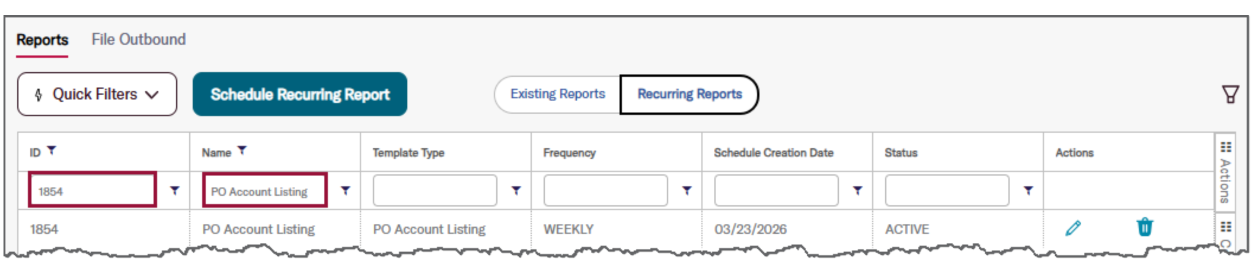
Edit a Recurring Report

Use this procedure to update an existing recurring report.

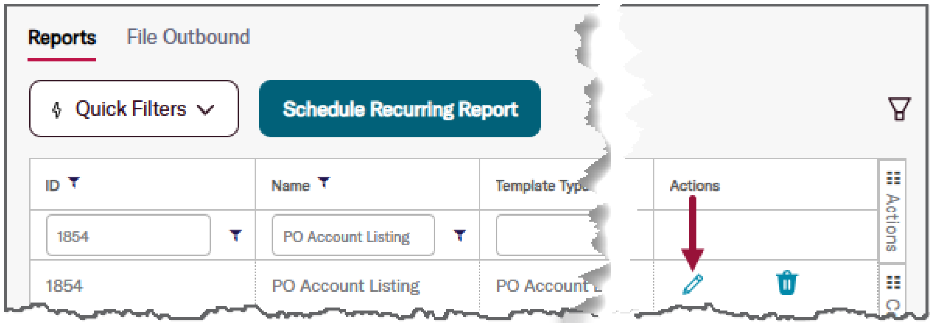
1. From the **Reports** module, click the **Recurring Reports** tab.



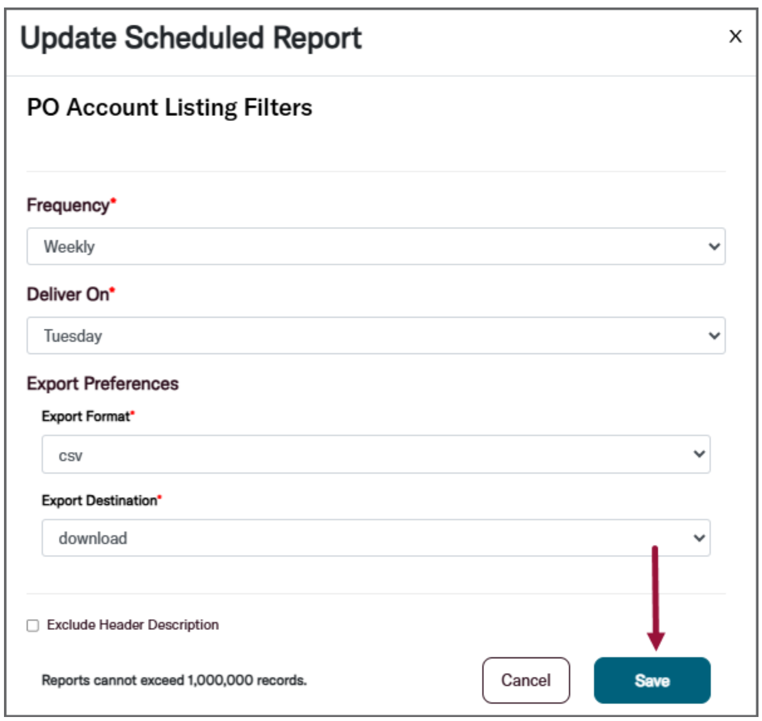
2. Locate the report in the **Recurring Reports** grid using the **filter fields** as needed.



3. Click the **Edit** icon in the **Actions** column.



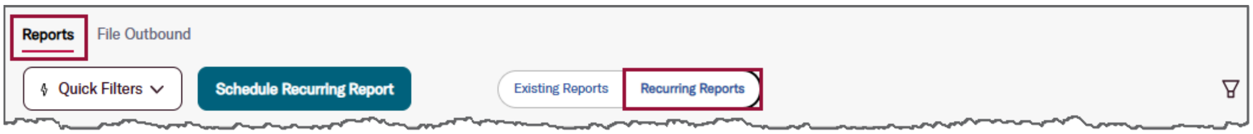
4. In the **Update Scheduled Report** dialog, revise the report settings as needed, such as frequency, filters, or export options. Then, click **Save** to apply the changes.



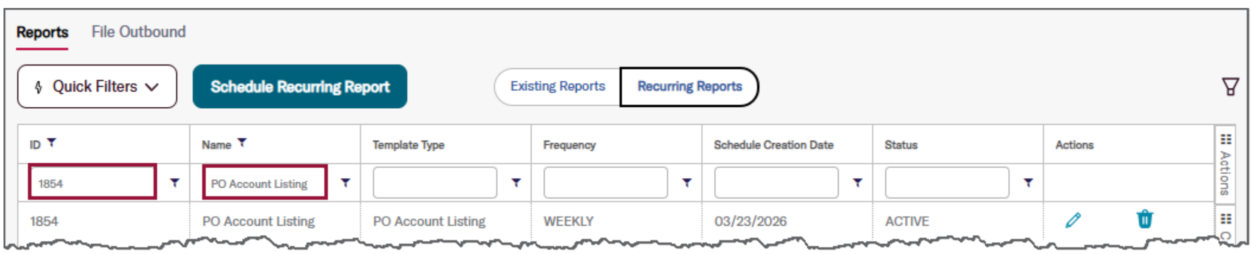
Delete a Recurring Report

Complete the following steps to delete a recurring report.

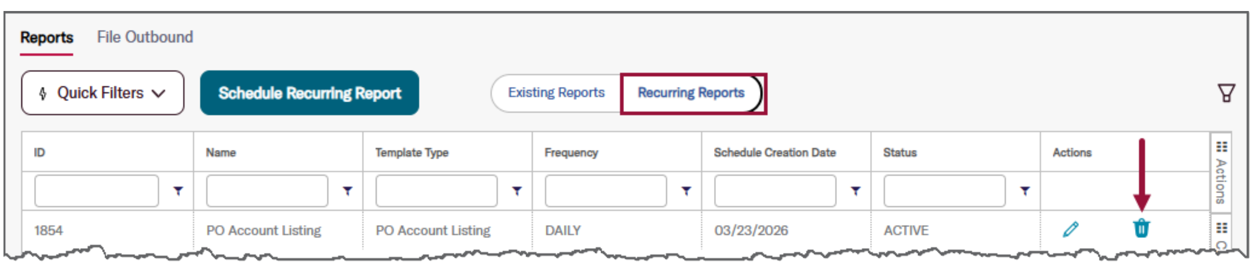
1. From the **Reports** module, click the **Recurring Reports** tab.



2. Locate the report in the **Recurring Reports** grid using the **filter fields** as needed.



3. Click the **Delete** icon in the **Actions** column.



The recurring report is deleted and will no longer be generated or delivered. Previously generated reports remain available on the **Existing Reports** grid.

Available Purchase Order Reports

The following table describes the reports available for purchase orders and related invoice activity.

Report availability and associated data depend on user roles and Company configuration. As a result, some reports may not be visible or accessible.

Report Type	Description	Export Format
Invoice A/P Aging	Provides a breakdown of outstanding invoices over time to support accounts payable tracking.	CSV, XLSX
Invoice Detailed Listing	Provides a detailed list of invoices, including item and expense lines, for a selected time period or status.	CSV, XLSX
Invoice Item Listing	Provides details about invoice line items, including quantities ordered, received, and billed.	CSV, XLSX
Invoice Listing	Provides a general overview of invoices based on selected filters such as date or status.	CSV, XLSX
Line Item Aggregate Listing	Provides aggregated purchase order line item data, including quantities and amounts, along with matched invoice fulfillment information.	CSV, XLSX
Line Item Match Listing	Provides detailed purchase order line item data along with matched invoice fulfillment details. This report may include duplicate lines when multiple invoices fulfill a single line item.	CSV, XLSX
Open PO Listing	Displays purchase orders in an open status, including total amounts and open balances, along with related invoices and receipts.	CSV, XLSX
PO Account Listing	Provides detailed information about purchase orders and their associated accounts.	CSV, XLSX
PO Expenses	Provides details about purchase order expense lines for a selected time period.	CSV, XLSX
PO Item Listing	Provides details about purchase order items, including quantities ordered, received, and billed.	CSV, XLSX

Report Type	Description	Export Format
PO Listing	Provides a detailed list of purchase orders. This report includes fewer filter options than the Invoice Listing report.	CSV, XLSX
Purchase Order Detail Listing	Provides detailed information about purchase orders, including item and expense lines.	CSV, XLSX
Receipt Listing	Provides details about receipts and the associated purchase order line items, filtered by receipt date.	CSV, XLSX

Roles and Permissions

Access to purchase order functionality is controlled by a combination of **user roles** and **Company configuration**. These settings determine which fields, actions, and pages are visible, as well as what tasks users can perform within the Purchase Orders module.

As a result, not all users will have access to the same features. Some users may be able to create or edit purchase orders, while others may be limited to viewing or approving them.

Role Types

Purchase order access is typically managed through the following role types.

Procurement Roles

Procurement roles are specifically designed for purchase order workflows. These roles define how users interact with purchase orders, including creating, editing, and approving purchase orders.

- **procurement_limited:** Can create, view, and edit purchase orders and submit requests for approval.
- **procurement_special:** Can create, view, edit, and delete purchase orders, and manage approval workflows.
- **procurement_approver_with_edit:** Can approve purchase orders and make edits during the approval process.

Manager Roles

Manager roles provide broader access to purchase orders and are typically assigned to users responsible for reviewing and managing purchase order activity.

- **manager_po:** Can create, edit, delete, approve, and manage purchase orders and approval workflows.
- **manager_po_readonly:** Can view purchase orders but cannot make changes.

Admin Roles

Admin roles provide full access to purchase order functionality and are typically assigned to users responsible for system oversight and configuration.

- **admin_po:** Full access to create, edit, delete, and manage purchase orders and workflows.
- **admin_po_readonly:** Can view purchase orders without making changes.
- **application_admin:** Full system access, including all purchase order functionality.
- **universal_admin:** Full access across all modules, including complete control over purchase orders.

Staff Roles

Staff roles provide limited access and are generally used for submitting or reviewing purchase orders.

- **staff_read_purchase_order:** Can view purchase orders assigned to the user.
- **staff_edit_purchase_accounts:** Can update financial account information on purchase orders.

Role Behavior

Users may be assigned multiple roles. The combination of assigned roles determines the actions a user can perform.

For example, depending on assigned roles, a user may be able to:

- Request or create a purchase order.
- Edit or update purchase order details.
- Approve or reject purchase orders.
- Perform related actions, such as managing purchase order updates or logging receipts.

Additional Information

For a complete list of roles and permissions, including detailed definitions and configuration options, refer to the **Corpay Complete Roles and Permissions** article in the **Corpay Complete Knowledge Base**.