



Corpay Complete Invoices Module User Guide

Version 1.9

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Version	Date	Description of Changes
1.0	07/25/2025	Initial Release
1.1	08/18/2025	Added note about availability of Projects, Business Unit, Department, and Location fields. New Add Fields to Line Items section added. Added Locate a Vendor-Specific Invoice and Locate an ERP Synchronized Invoice sections.
1.2	01/2/2026	Updates to Inbox Tab, Invoice Creation, Reports Module for Invoices, and Administration Module for Invoices sections. Added General Navigation, Duplicate Invoices, Payments, and Credit Memos sections. Added Data Audit log to the Invoice Inbox Details page and new invoice_ap_previewer role.
1.3	01/26/2026	Added Recurring Invoice Details section.
1.4	02/24/2026	Updated the Duplicate Invoices section. Removed General Navigation Features section; all general navigation features are now discussed in the Corpay Complete Navigation and Core Features User Guide.
1.5	04/13/2026	Updated the Create an Invoice Manually, Upload an Invoice to the invoice Inbox, Edit an Invoice, Link an Invoice to a Purchase Order, and Inbox Details Page sections. Procedures were moved to a new Invoice Tasks section. Added a new Invoice Form section.
1.6	04/24/2026	Updated Invoice Details section. Added Posted Date and Ext. Payment Number fields. Updated Invoice Form and Line Items sections to reflect manual amount entry and editable line item quantities. Updated Pay Invoices section for blank Due Date support.

1.7	04/30/2026	Updated invoice procedures and improved clarity of form guidance.
1.8	06/03/2026	Added new Invoice, Credit Memo, and Payment Grouping Fields section. Improved clarification of payment grouping behavior and reference fields. Updated Inbox Tab, including new Processing Uploads section. Updated Upload Invoice to Invoice Inbox procedure.
1.9	07/17/2026	Updated Duplicate Invoices and File Upload Details Page sections. Renamed the Bulk Import of Invoices from the File Uploads Tab to Upload a File from the File Uploads tab.

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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.

The **Invoices** module in Corpay Complete helps users manage invoices efficiently, ensuring that all invoices are tracked and processed correctly. It includes features for viewing, paying, and marking invoices as paid, both individually and in bulk. Additionally, the module integrates with other functions within Corpay Complete, such as the **Payments** module, to provide a seamless experience for managing financial transactions.

This guide focuses on **Invoices module-specific functionality**. Platform-wide navigation, grid behavior, filtering and sorting, column visibility tools, pagination, document management, messaging, and audit history are covered in the [Corpay Complete Navigation and Core Features User Guide](#).

Module Overview

The **Invoices Module User Guide** shows users how to navigate the **Invoices** module, create and manage invoices, view and edit invoice details, generate invoice reports, and manage invoice user roles.

Configuration and Roles Overview

The visibility of fields, tabs, and information in Corpay Complete is determined by a Company's configuration and the roles assigned to users. Refer to the [Roles and Permissions](#) section of this guide for more information about invoice roles and permissions.

Company configuration also depends on whether users make payments through their financial institution (**Direct Banking**) or Corpay makes payments on behalf of users (**Payment Automation**).

As a result, certain pages, information, and features may not be accessible, or the information may be available in a view-only format. These permissions, access levels, and configuration settings should be considered when reviewing this user guide.

Invoice Creation

The procedures for accessing and modifying invoices may differ based on the source of the invoice:

- **ERP Sync invoice:** This is the most common way invoices are created. Invoices are automatically generated based on the user's ERP activity.
- **Manually Created Invoice:** This approach is typically used when an invoice must be generated quickly. Users have two options for creating an invoice manually:
 - **Add Invoice:** Administrators or authorized users can add invoices directly using the **+Add** button on the **All Invoices** tab.
 - **Request Invoice:** Staff users can use the **+Request** button on the **All Invoices** tab to request the creation of an invoice. This option is for users who cannot add invoices directly but need to start the process.
- **Vendor-created invoice:** Vendors have several methods of creating and submitting invoices:
 - **Email Alias:** For this method, Vendors submit invoices to an email alias that pushes invoice attachments into Corpay Complete for initial processing using Optical Character Recognition (OCR). After scanning is complete, new invoices display in the invoice **Inbox** for processing.
 - **Vendor Portal:** After setting up their **Vendor Portal** account, Vendors can submit invoices by clicking the **Submit Invoice** button on the **Vendor Portal Dashboard** page.
 - **Electronic Data Interchange:** Electronic Data Interchange (EDI) is a method that enables vendors to submit invoices electronically. This submission method enables limitless lines of data, faster processing, and increased accuracy.
- **Customer-emailed invoices:** This process uses OCR, where a user sends a PDF invoice to a designated email address. The OCR technology creates an invoice for addition to Corpay Complete. Invoices sent by email must be received by **5:00 PM Pacific Time (PT)** to be processed the next day.
- **Bulk Uploads:** Invoices can also be created in bulk using the following features:
 - **Import Invoices:** The **Import Invoices** feature allows users to import multiple invoices concurrently by uploading the invoice data in bulk. A template is provided to ensure that all necessary information is accurately recorded.
 - **Bulk Operations:** This method involves importing and updating records separately. Users need to specify whether they are creating new records or updating existing ones.
 - **File Uploads/Bulk Operations 2.0:** This newer version of **Bulk Operations** combines the import and update processes into a single step. The system automatically checks the records being managed and determines whether to create new records or update existing ones based on the data provided. Users can select either standard file or customized file templates. Customized templates need to be configured by the Corpay Implementations Team before they can be used.

Duplicate Invoices

Corpay Complete evaluates invoices for duplicates to help prevent duplicate processing and duplicate payments. This validation helps protect Customers from unintentionally processing or paying the same invoice more than once.

Duplicate Invoice Evaluation

Corpay Complete evaluates invoices for duplicates using the following fields:

- Invoice Number
- Vendor ID
- Company ID

These fields are always considered when determining whether an invoice is a duplicate.

Company administrators can also control whether the invoice Reference Number is included in duplicate evaluation. This behavior is managed through the **Include reference number in duplicate definition** setting in the Company's invoice configuration.

- When this setting is **disabled**, invoices with the same **Invoice Number, Company ID, and Vendor ID are treated as duplicates, even if the Reference Number differs.**
- When this setting is **enabled**, the **Reference Number is included in the evaluation.** In this case, invoices with different Reference Numbers may be treated as unique, even if the Invoice Number, Company ID, and Vendor ID are the same.

This configuration allows Companies to align duplicate validation with how the Reference Number is used within their organization.

Duplicate Invoice Detection Behavior

Duplicate invoice logic applies when invoices are created through multiple entry points, including API integration, the invoice Inbox, manual invoice creation, and payment file uploads.

The way Corpay Complete handles a possible duplicate depends on the invoice entry point. For example, invoices submitted to the invoice Inbox may be marked as duplicates and assigned a duplicate sequence in the invoice number, such as INV222-1 (duplicated) or INV222-2 (duplicated).

Payment file uploads have different duplicate handling because a payment file can create invoices and prepare those invoices for payment processing from the same upload. Payment file uploads are the only entry point where users can bypass the duplicate definition and allow a possible duplicate invoice to continue processing.

Invoice, Credit Memo, and Payment Grouping Fields

Corpay Complete uses **multiple identifiers to support invoice and credit memo tracking, payment grouping, reconciliation, and payment processing workflows**. Some identifiers are used for business tracking purposes, while others determine how invoices and credit memos are grouped and processed for payment. These fields help Companies track invoices and credit memos, group related transactions into the same payment, and improve payment reconciliation.

For example, a Company may enter a purchase order number in the **Reference Number** field to **track an invoice internally**, while using the **External Payment Number** field to ensure that **related invoices and credit memos are paid together** in the same payment.

Depending on Company configuration and enabled payment features, these **fields may appear throughout invoice, credit memo, payment, payment run, and export workflows**.

Tracking References

Invoice Reference Number

The invoice **Reference Number** provides an **internal or external business reference used for tracking and reporting**, such as a purchase order number, receipt number, or contract number. This value **does not control payment grouping**.

Depending on Company configuration, the invoice Reference Number may also be included in duplicate invoice evaluation. For more information, refer to the [Duplicate Invoice Evaluation](#) section of this guide.

Payment Grouping References

External Payment Number

The External Payment Number identifies invoices and credit memos that should be grouped into the same payment when the Group Invoices by External Payment Number setting is enabled. This value also supports payment reconciliation across related transactions. Invoices and credit memos may first be grouped into individual payments using External Payment Number logic, and those payments may later be processed together within a payment run.



The External Payment Number grouping functionality is only available when the **External Payment Number feature and the Group Invoices by External Payment Number setting are enabled** for the Company.

The **Group Invoices by External Payment Number** setting is configured on the **Administration module > Settings tab > Company Default tile > Payment tab**.

Payment Processing Field

Purchaser Account Number

The **Purchaser Account Number** identifies the **account associated with the purchaser** during payment processing. This value may be used when a Vendor manages multiple Customer or billing accounts. If a value is not provided with the invoice, the **system uses the value stored on the Vendor record instead**. If both values are present, the **Purchaser Account Number provided with the invoice takes precedence**. This field is not entered on the Invoice Form.

Invoice Form

The **Invoice Form** is the **primary invoice coding workspace** in the Invoices module. It is used to create, review, and edit invoices and is accessible from the [Add Invoice](#) dialog, the [Inbox Details](#) page, and the [Edit Invoice](#) dialog.

The form provides a **consolidated workspace** where **invoice header details, line items, and accounting information can be viewed and updated**. As line items are coded, the system automatically aggregates the total coded amount and displays any variance between the invoice header amount and the total coded value. These amounts update dynamically as changes are made, allowing users to monitor coding progress before the invoice advances to approval and payment processing.



The Invoice Form is organized into sections for readability. These section headings group related fields and may not match the exact labels shown in the user interface.

Invoice Identification and Context

These fields define **who the invoice belongs to, how it is identified, and the total amount being processed**. Accurate completion supports approval routing, reporting, matching, and Payment processing.

The screenshot shows the 'Add Invoice' form with the following fields and labels:

- A**: Subsidiary (dropdown menu)
- B**: Vendor (PO Required) (search/select dropdown menu)
- C**: Number (text input, value: INV-363790)
- D**: Invoice Date (date picker, value: 03/05/2026)
- E**: Invoice Amount (text input, value: \$ 0)
- F**: Status (dropdown menu, value: New)
- G**: Purchase Order (search/select po dropdown menu)

The form has a 'Cancel' button and a 'Submit' button in the top right corner.

- A. **Subsidiary:** Identifies the **subsidiary responsible for the invoice**. This selection affects reporting, approval routing, and financial posting. This field may be required depending on Company configuration.
- B. **Vendor (PO Required):** Identifies the **Vendor that issued the invoice**. The selected Vendor determines matching eligibility, payment terms, and downstream payment processing. This field is required before the invoice can be submitted.
- C. **Number:** Displays the **Vendor's invoice number**. This value is used for duplicate detection, reporting, and ERP synchronization.
- D. **Invoice Date:** Indicates **when the Vendor issued the invoice**. This field is required and affects due date calculation and aging reports.
- E. **Invoice Amount:** Represents the **total amount billed by the Vendor at the header level**. This value reflects the Vendor invoice total and must match the total of the coded line items before submission. As line items are entered, the system automatically aggregates the coded total and updates the Invoice Amount accordingly. If automated extraction is unavailable or inaccurate, users may **key in the invoice amount manually** to ensure processing can continue.
- F. **Status:** Displays the **invoice's status**. Status determines whether the invoice can be edited, submitted, or processed further.
- G. **Purchase Order:** Associates the **invoice with an existing purchase order** when applicable. Linking enables matching against authorized amounts and supports controlled spend management.

Invoice Header

These fields provide additional classification, payment timing, service period, and system context for the invoice. Field visibility and editability depend on Company configuration and user role.

General Classification and Payment Setup

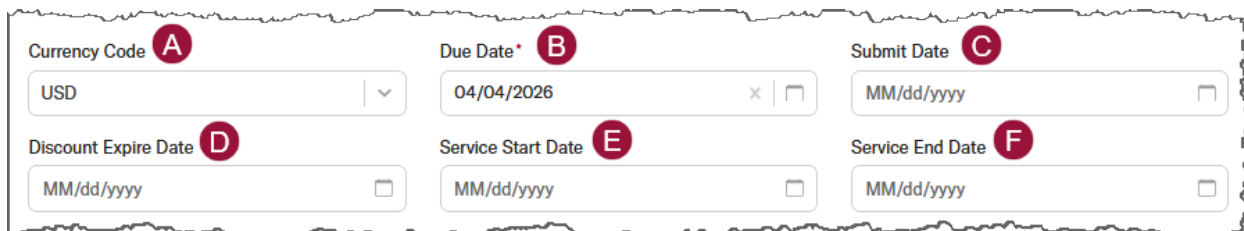
These fields establish how the invoice is classified within the Company structure and define the core payment terms and routing context.

The screenshot shows the 'Invoice Header' tab of a software interface. The 'Invoice Header' tab is selected and highlighted with a red box. Below the tab are several fields, each labeled with a red letter in a circle: A (Vendor Address), B (Discount Amount), C (Location), D (External ID), E (Business Unit), F (Bill Distribution Schedule), G (Requestor), H (Department), and I (Payment Terms). The fields are arranged in a grid-like fashion. Vendor Address, Discount Amount, and Location are in the first row. External ID, Business Unit, and Bill Distribution Schedule are in the second row. Requestor, Department, and Payment Terms are in the third row. The fields are mostly dropdown menus or text boxes with a dollar sign and zero for the discount amount.

- A. **Vendor Address:** Identifies the **Vendor remit or billing address** associated with the invoice. Accurate selection supports proper payment routing and record alignment.
- B. **Discount Amount:** Represents any **early payment discount** applied at the invoice level. This amount affects the total eligible for payment.
- C. **Location:** Classifies the **invoice by operational location**, when applicable. This field supports reporting and financial segmentation.
- D. **External ID:** Displays the **unique identifier** assigned to the invoice **once it has been synchronized to the ERP system**. If this field is blank, the invoice has not yet been synchronized.
- E. **Business Unit:** Associates the invoice with a **specific business unit** for reporting and approval routing.
- F. **Bill Distribution Schedule:** Identifies a **predefined billing schedule** when invoices are distributed over time. This field supports structured accounting allocation when configured.
- G. **Requestor:** Identifies the **individual who requested the invoice**. This field provides ownership context and supports internal review and approval routing.
- H. **Department:** Identifies the **department responsible for the invoice**. This classification determines how the expense is reported and routed for approval.
- I. **Payment Terms:** Defines **when payment is due** and determines **how the Due Date is calculated**. This field is required before the invoice can be submitted.

Timing and Service Period

These fields define when the invoice is due and identify the service period associated with the billed expense.



The screenshot shows a form with six fields, each labeled with a red circle and a letter:

- A** Currency Code: A dropdown menu showing "USD".
- B** Due Date: A date field showing "04/04/2026" with a clear (x) and calendar icon.
- C** Submit Date: A date field showing "MM/dd/yyyy" with a calendar icon.
- D** Discount Expire Date: A date field showing "MM/dd/yyyy" with a calendar icon.
- E** Service Start Date: A date field showing "MM/dd/yyyy" with a calendar icon.
- F** Service End Date: A date field showing "MM/dd/yyyy" with a calendar icon.

- A. **Currency Code:** Defines the currency in which the invoice is issued. This affects reporting and Payment processing in multi-currency environments.
- B. **Due Date:** Indicates when payment is due. This date drives aging and payment scheduling and is required before the invoice can be submitted.
- C. **Submit Date:** Indicates when the invoice was submitted. This supports tracking and audit review.
- D. **Discount Expire Date:** Indicates the last date on which an early payment discount can be applied. This date helps determine eligibility for discounted payment.
- E. **Service Start Date:** Indicates when the billed service period begins. This supports period-based accounting and reporting alignment.
- F. **Service End Date:** Indicates when the billed service period ends. Together with the Service Start Date, this defines the coverage period of the invoice.

Accounting Reference and System Controls

These fields provide accounting references, posting context, and system-level controls that affect integration and workflow behavior.



The **Reference Number** is used for **business tracking** and **does not affect payment processing**. The **External Payment Number** is used to **group invoices and credit memos into a single payment** when the **Group Invoices by External Payment Number** setting is enabled.

The image shows a screenshot of an invoice form with a torn paper border. The form contains the following fields and options:

- Prior Period (A):** A date input field with the placeholder "MM/dd/yyyy" and a calendar icon.
- Reference Number (B):** A text input field.
- External Payment Number (C):** A text input field.
- Posted Date* (D):** A date input field with the placeholder "MM/dd/yyyy" and a calendar icon.
- Force Sync with ERP (E):** A checkbox.
- Kept On Hold (F):** A checkbox.
- Do not push to ERP (G):** A checkbox.

- A. **Prior Period:** Identifies **the accounting period** to which the expense should be attributed when different from the invoice date.
- B. **Reference Number:** Provides a **business reference for the invoice**, such as a purchase order number, receipt number, contract number, or other internal tracking value. This field is used for **identification and reporting purposes** and is **not used to group invoices for payment**.
- C. **External Payment Number:** Displays the **External Payment Number** associated with the invoice. This value is typically provided by the Customer and is used to **group invoices and credit memos into a single payment** when the **Group Invoices by External Payment Number** setting is enabled. It also supports reconciliation across related transactions.
- D. **Posted Date:** Indicates the **date the invoice is posted for accounting purposes**. This field determines the financial reporting period and is required before the invoice can be finalized.
- E. **Force Sync with ERP:** Forces **synchronization of the invoice with the ERP outside of the standard integration schedule**. This option should be used only when necessary.
- F. **Kept On Hold:** Indicates that the **invoice is intentionally prevented from progressing**. Invoices on hold will not advance to payment until the hold is removed.
- G. **Do Not Push to ERP:** Prevents the **invoice from being synchronized to the ERP system**. This setting may be used in exception scenarios or controlled environments.

Description and Supporting Information

These fields allow users to provide contextual details and attach supporting documentation before submitting the invoice for approval or Payment processing.

The screenshot shows a form titled 'Description and Supporting Information'. It contains three main sections: 1. 'Description' (A) with a large text input field. 2. 'Attachments' (B) with a blue square icon containing a white upward arrow. 3. 'Additional Coding Fields' (C) with a label 'GL_ACCOUNT' and a corresponding text input field.

- A. **Description:** Provides **internal context for the invoice**, such as purpose, special handling notes, or approval guidance. Information entered here supports review and reporting and may be included in ERP synchronization depending on Company configuration.
- B. **Attachments:** **Displays and manages supporting documents** associated with the invoice, such as invoice files, receipts, or related correspondence. Attachments become part of the invoice record and support approval transparency and audit requirements.
- C. **Additional Coding Fields:** Displays **Company-specific custom fields** used for enhanced financial classification or ERP integration. Field availability and whether completion is required depend on Company configuration.

Line Items

The Line Items tab **defines the goods or services being billed** and determines how the invoice amount is distributed for matching, approval, and financial reporting. Each row represents a distinct billed item and may be linked to a purchase order when matching is enabled. Changes made here affect invoice totals and downstream accounting behavior.

Users can update line item details, including quantity and unit price, as needed during invoice creation or editing. This supports corrections when Vendor-provided information changes and reduces the need to recreate invoices.

Invoice Header		Line Items		GL Accounts		GL Impact													
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
					Unit Price	Qty	Unit	Tax	Total	Item	Description	Account	Department	Location	Business Unit	Project			
					\$0	1	Ea	\$0.00	\$0.00	HDMI cable12	HDMI cable	IT Equipment							
Total:					\$0.00														
+ ADD LINE ITEM																			

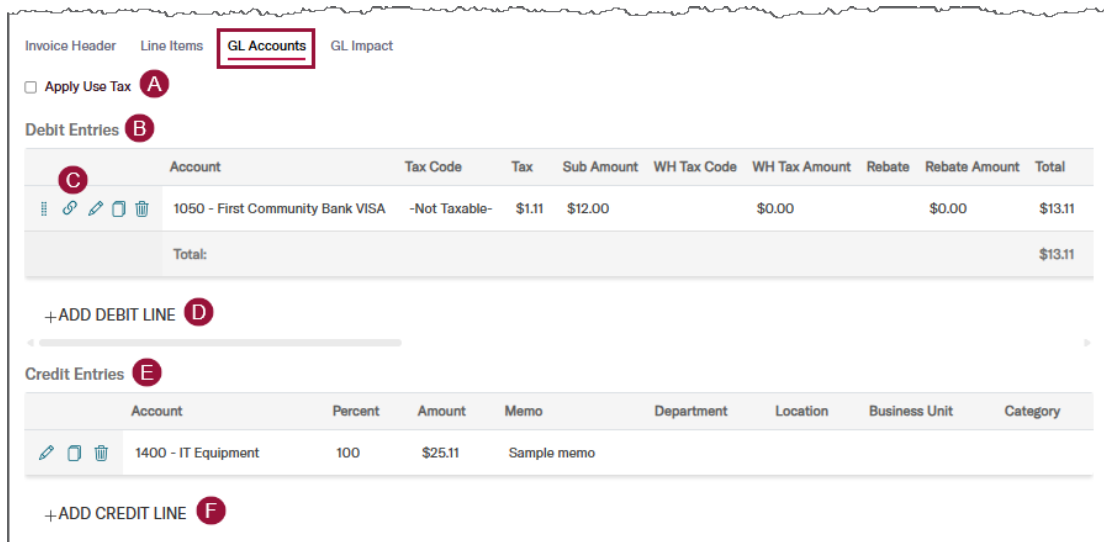
- A. **Drag Handle** : Allows users to **reorder line items within the grid**. Adjusting the sequence does not affect totals but may improve clarity for review or matching.
- B. **Link PO Item** : Associates the **invoice line item with a corresponding purchase order line**. Linking supports two-way or three-way matching and helps validate quantities, pricing, and authorized amounts.
- C. **Edit**  / **Save** : Displays as an **Edit icon by default**. When selected, the line item becomes editable and the icon changes to a **Save** icon. Selecting Save applies the updates to the line item and recalculates totals as needed.
- D. **Duplicate** : Creates a **copy of the selected line item**. This is commonly used when multiple items share similar pricing or coding but require separate quantities or descriptions.
- E. **Delete** : **Removes the selected line item** from the invoice. Deleting a line item updates the invoice total and may affect matching or approval validation.
- F. **Unit Price**: Displays the **price per unit** for the line item. This value, combined with quantity and tax, determines the line total.
- G. **Qty**: Displays the **quantity billed** for the line item. Quantity impacts the calculated total and is used during purchase order matching when enabled.
- H. **Unit**: Identifies the **unit of measure** associated with the quantity, such as Each (Ea) or Package (Pkg). This field provides context for how the quantity is interpreted.
- I. **Tax**: Displays the **tax amount** associated with the line item when enabled. Tax settings depend on Company configuration and may affect the calculated total.
- J. **Total**: Displays the **calculated total** for the line item based on **Unit Price**, **Qty**, and **Tax**. This amount contributes to the overall invoice total.
- K. **Item**: Identifies the **billed good or service**. This field supports reporting, matching, and account defaulting when configured.
- L. **Description**: Provides **additional details** about the line item. This information supports approval review and reporting clarity.
- M. **Account**: Identifies the **general ledger account** assigned to the line item. This field determines how the expense is recorded and reported.
- N. **Department**: Classifies the **line item by department** for reporting and approval routing purposes. Availability depends on Company configuration.
- O. **Location**: Classifies the **line item by operational location** when enabled. This supports financial segmentation and reporting.

- P. **Business Unit:** Associates the **line item with a specific business unit** for reporting and internal financial tracking.
- Q. **Project:** Associates the **line item with a project or initiative** when enabled. This supports project-based tracking and reporting.
- R. **+ Add Line Item:** Adds a new line item to the invoice. Each additional line allows entry of pricing, quantity, and financial coding details and updates the invoice total accordingly.

GL Accounts

The GL Accounts tab defines **how the invoice posts to the general ledger** and **ensures that debit and credit entries are properly structured** before approval, synchronization, or Payment processing. Entries on this tab determine the financial impact of the invoice and must balance prior to submission.

The grids on this tab use the same **Action** icons described on the [Line Items tab](#) of this guide, including the **Drag Handle** , **Edit**  / **Save** , **Duplicate** , and **Delete**  icons. These icons function consistently and allow users to manage individual posting lines. When purchase order matching is enabled, a **Link PO Expense**  icon may also appear.



Invoice Header Line Items **GL Accounts** GL Impact

☐ Apply Use Tax **A**

Debit Entries **B**

Account	Tax Code	Tax	Sub Amount	WH Tax Code	WH Tax Amount	Rebate	Rebate Amount	Total
    1050 - First Community Bank VISA	-Not Taxable-	\$1.11	\$12.00		\$0.00		\$0.00	\$13.11
Total:								\$13.11

+ADD DEBIT LINE **D**

Credit Entries **E**

Account	Percent	Amount	Memo	Department	Location	Business Unit	Category
   1400 - IT Equipment	100	\$25.11	Sample memo				

+ADD CREDIT LINE **F**

- A. **Apply Use Tax:** When enabled, this option applies **use tax to the invoice based on configured tax rules**. Selecting this checkbox automatically calculates the applicable tax and updates related debit entries. Availability of this checkbox depends on Company configuration.

- B. **Debit Entries:** The Debit Entries grid **displays expense or asset accounts impacted by the invoice**. Each row represents a debit posting line and includes financial classification fields such as Department, Location, Business Unit, Project, and Category when enabled. The total of all debit entries contributes to the overall invoice posting amount.
- C. **Link PO Expense** : Associates the debit entry with a **corresponding purchase order expense line**. Linking supports matching validation and ensures the invoice is applied to the appropriate authorized expense.
- D. **+ Add Debit Line:** Adds a new debit posting line to the grid. Each additional line requires appropriate account and classification details.
- E. **Credit Entries:** The **Credit Entries** grid displays the **offsetting liability or revenue accounts** associated with the invoice, most commonly Accounts Payable. Entries may be defined using either Percent or Amount. When Percent is entered, the Amount updates automatically. When Amount is entered, the Percent recalculates accordingly. Total credit amounts must equal total debit amounts before the invoice can be finalized.
- F. **+ Add Credit Line:** Adds a new credit posting line to the grid. Credit totals must balance with debit totals prior to submission.

GL Impact

The **GL Impact** tab provides a **system-generated view of how the invoice will post to the general ledger**. It reflects the final debit and credit structure derived from the **Line Items** and **GL Accounts** tabs and displays the complete accounting impact of the invoice.

Invoice Header Line Items GL Accounts GL Impact											
GL Impacts											
#	ID ↓	Account Type	Account	Tax	Item Name	Amount	Business Unit	Department	Location	Project	Columns
1	6989227	Credit	2001-Account...	\$0.00		\$1,200.00		Admin	01: San Franci...		
2	6989226	Item	6110-Interest ...	\$0.00	Test item A	\$100.00		Admin			
3	6989225	Expense	1005-Vendor ...	\$0.00		\$100.00		Admin	01: San Franci...		
4	6989224	Expense	6120-Meals & ...	\$0.00		\$1,000.00		Admin	01: San Franci...		

This tab is **read-only and is intended for validation and audit review**. It allows users to confirm that accounts, amounts, and financial classifications such as Department, Location, Business Unit, and Project are structured correctly before approval or ERP synchronization.

Each row represents a posting line and includes the Account Type, Account number, Tax amount when applicable, and the calculated posting Amount. Total debit and credit values must balance for the invoice to proceed.

Column visibility may be adjusted using the **Columns** button. For more information about column controls and grid behavior, refer to the [Corpay Complete Navigation and Core Features User Guide](#).

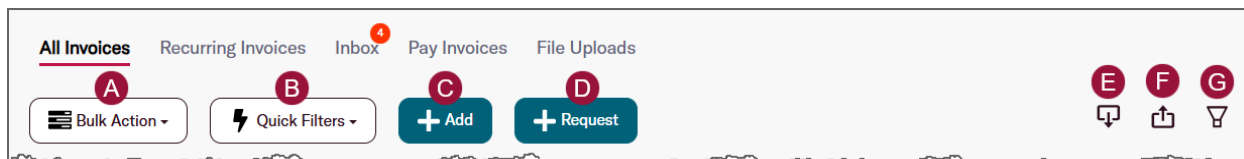
Changes to posting results must be made in the [GL Accounts](#) or [Line Items](#) tabs.

All Invoices Tab

The **All Invoices** tab is the central workspace for managing every invoice in Corpay Complete. Use it to view, add, edit, or organize invoices and perform key actions like updating approvals, creating exports, or viewing synchronizations.

Action Area

The top of the **All Invoices** tab contains several action buttons.



- A. **Bulk Action:** Click the **Bulk Action** drop-down to choose from the following options:
- **Create/Reset Approval Workflow:** Click this option to **create or reset an approval workflow**.
 - **Refresh all invoices:** This option **refreshes all invoice data** in the **All Invoices** grid.
 - **Send Approval Reminder:** This option sends an **approval reminder** to approvers.
 - **Force Sync Invoice to ERP:** This option **forces a synchronization** to the user's ERP.
- B. **Quick Filters:** Click the **Quick Filters** drop-down to choose from the following options:
- **Clear Filters:** This option clears all filters from the **All Invoices** grid.
 - **Reset Grid:** This option resets the **All Invoices** grid to its default state.
 - **No PO Specified:** This option filters the **All Invoices** grid by invoices **without a purchase order** attached to them.

- **No Vendor Specified:** This option filters the **All Invoices** grid by invoices that **do not have a Vendor**.
 - **Outstanding:** This option filters the **All Invoices** grid by **outstanding (unpaid) invoices**.
 - **This Month:** This option filters the **All Invoices** grid by invoices from the **current month**.
 - **This Year:** This option filters the **All Invoices** grid by invoices from the **current year**.
 - **This Quarter:** This option filters the **All Invoices** grid by invoices from the **current quarter**.
 - **Last Quarter:** This option filters the **All Invoices** grid by invoices from the **previous quarter**.
- C. **+ Add:** Click the **+ Add** button to [create a new invoice manually](#) via the **Add Invoice** dialog.
- Note:** The **+ Add** button is only available to invoice users with an administrator role.
- D. **+ Request:** Click the **+ Request** button to **request a new invoice** via the **Add Invoice** dialog.
- Note:** The **+ Request** button is typically used by staff users to request a new invoice.
- E. **Export Invoices:** Click the **Export Invoices**  icon to **export invoices** to a comma-separated value (CSV) file.
- F. **Import Invoices:** Click the **Import Invoices**  icon to **import invoices in bulk** using the provided Excel template.
- Note:** Refer to the [Import Invoices in Bulk](#) section to learn more about this feature.
- G. **Toggle Filter:** Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.

All Invoices Grid

This section describes the columns in the **All Invoices** grid.

Invoice Identification and Financial Overview

This section describes the columns used to identify invoices, review payment grouping information, and monitor invoice balances and due status.

	A	B	C	D	E	F	G	H	I	J
	Number	Vendor	PO Numbers	Reference Number	External Payment Number	Date	Due Status	Amount	Open Balance (Oustd - Pending)	Outstanding Balance
☐	INV-649967-01	Testfrgh5001		TRUYTY56766	TRUYTY56766	05/12/2026		\$100.00	\$0.00	\$98.00

- A. **Number:** This column displays the **invoice number**. Click the **Number** link to open the **Invoice Details** page.

- B. **Vendor:** This column displays the **Vendor's name**. Click the **Vendor Name** link to open the **Vendor Details** page.
- C. **PO Numbers:** This column displays the **purchase order number(s)**. Click the **PO Numbers** link to open the **Purchase Order Details** page.
- D. **Reference Number:** Provides an **internal or external business reference used for tracking and reporting**, such as a purchase order number or contract number. This value does not control payment grouping.
- E. **External Payment Number:** Identifies **invoices and credit memos that should be grouped into the same payment** when the **Group Invoices by External Payment Number** setting is enabled. This value also supports payment reconciliation across related transactions.
- F. **Date:** This column displays the **invoice creation date**.
- G. **Due Status:** This column displays the **invoice's status**.
- **New:** This status indicates a **Payment Date** that is **greater than seven business days** from the current date.
 - **Due Soon:** This status indicates a **Payment Date** that is within **one to seven business days** from the current date.
 - **Due Today:** This status is based on the **automatically calculated payment date**.
 - **Past Due:** This status indicates that the **Due Date** has passed.
 - **Paid:** This status is for **paid invoices**:
 - **Paid (Pending):** This status means that the payment has been **generated** for the invoice but is pending payment approval.
 - **Paid (Approved):** This status means that the payment has been **approved**.
 - **Paid:** This status means that the Vendor has **received the payment**.
- H. **Amount:** This column displays the **invoice amount**.
- I. **Open Balance (Oustd – Pending):** This column displays the **open balance of the invoice**, which is calculated by subtracting the **Outstanding Balance** from the **Pending Balance**.
- J. **Outstanding Balance:** This column displays the invoice's **outstanding balance**.

Workflow, Payment, and Processing Information

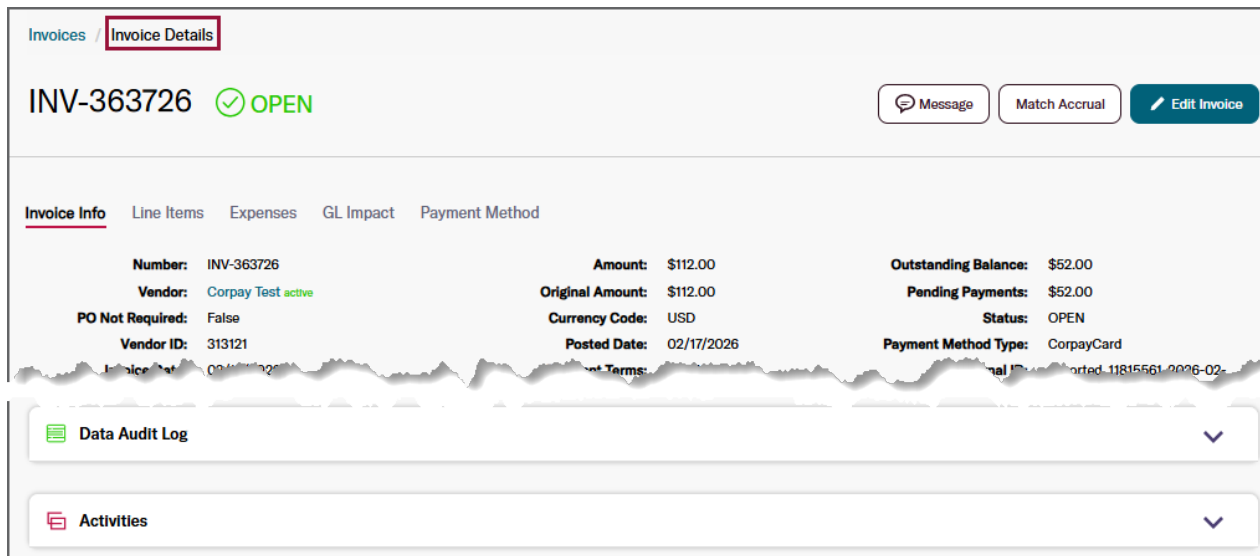
This section describes the columns used to review invoice workflow status, payment method details, ERP synchronization information, approvals, and available actions.

K	L	M	N	O	P	Q	R
Open PO Balance	Status	External ID	Payment Method Type	Final Approver	Final Approval Date	Action	+
\$0.00	OPEN (PENDL...	5676uy6u7678...	Check			    	

- K. **Open PO Balance:** This column displays the **balance of open purchase orders** connected to the invoice.
- L. **Status:** This column displays the **status of the invoice**. Refer to the [Invoice Status Meanings](#) section for more information about invoice statuses.
- M. **External ID:** This column displays the **unique identifier** that is created once the **invoice is synchronized to the ERP system**. If the field is blank, it means that the invoice has not been synchronized to the ERP or has not been synchronized yet.
- N. **Payment Method Type:** This column displays the **type of payment method** that was or will be used to **pay the invoice**.
- O. **Final Approver:** This column displays the **name of the person** who has or will have the **ultimate authority to approve the invoice**.
- P. **Final Approval Date:** This column displays the **date the final approval was received** for the invoice.
- Q. **Action:** This column displays the following **Action** icons. The availability of icons depends on the invoice's status.
- **View:** Click the **View**  icon to **open the [Invoice Details page](#)**.
 - **Edit:** Click the **Edit**  icon to **open the Edit Invoice dialog**.
 - **Message:** Click the **Message**  icon to **send a message to another user or to a Vendor**.
 - **Delete:** Click the **Delete**  icon to **delete the invoice**.
 - **Submit for Payment Approval:** Click the **Submit for Payment Approval**  icon to **submit the invoice for payment approval**.
Note: This icon will only be displayed for **Direct Banking** customers.
 - **Log New Receipt:** Click the **Log New Receipt**  icon to open the **Log New Receipt** page, where users can upload a receipt for the invoice.
- R. **Column Editor:** Use the **Column Editor**  to **adjust visible columns** or **export invoice data**.

Invoice Details

The **Invoice Details** page is where users can review detailed information about an invoice, including line items, expenses, general ledger (GL) impact, payment methods, approval workflows, and credit memos.



Invoices / Invoice Details

INV-363726 ✓ OPEN Message Match Accrual Edit Invoice

Invoice Info Line Items Expenses GL Impact Payment Method

Number:	INV-363726	Amount:	\$112.00	Outstanding Balance:	\$52.00
Vendor:	Corpay Test active	Original Amount:	\$112.00	Pending Payments:	\$52.00
PO Not Required:	False	Currency Code:	USD	Status:	OPEN
Vendor ID:	313121	Posted Date:	02/17/2026	Payment Method Type:	CorpayCard

Data Audit Log ▼

Activities ▼



The Invoice Details page also includes shared platform sections such as **Documents**, **Data Audit Log**, and **Activities**. These sections function consistently across Corpay Complete. For information about how these sections record activity, display history, or manage attachments, refer to the [Corpay Complete Navigation and Core Features User Guide](#).

Invoice Info

The **Invoice Info** tab contains detailed information about the invoice, including payment information, status, and due dates.

Invoice Identification and Core Details

This section describes the invoice identification and core details on the **Invoice Info** tab.

The screenshot shows the 'Invoice Info' tab selected, with other tabs like 'Line Items', 'Expenses', 'GL Impact', and 'Payment Method' visible. The details are as follows:

Label	Field	Value
A	Number	INV-28-Q11-001
B	Vendor	Testtrfgh5001 active
C	PO Not Required	False
D	Vendor ID	[Redacted]
E	Invoice Date	04/28/2026
F	Due Date	
G	Service Date	
H	Subsidiary	Test Sub B
I	Reference Number	Inv-Ref-Number-001
J	Last Payment	PAY-214676
K	Last Payment Date	05/03/2026

- A. **Number:** Displays the **invoice number**.
- B. **Vendor:** Displays the **Vendor's name**. Click the **Vendor** link to open the **Vendor Details** page.
- C. **PO Not Required:** Indicates if a purchase order is **not required** for the invoice. If a purchase order **is required**, the field will display **True**.
- D. **Vendor ID:** Displays the **unique identifier for the Vendor**.
- E. **Invoice Date:** Contains the **date an invoice was sent** to a Customer from a Vendor.
- F. **Due Date:** Displays the **invoice due date**.
- G. **Service Date:** Displays the **date of service** provided by the invoice.
- H. **Subsidiary:** Displays the **subsidiary** with which the invoice is associated.
- I. **Reference Number:** Displays the **Reference Number used for business tracking**. This value is separate from payment grouping and **does not determine how invoices are combined into payments**.
- J. **Last Payment:** Displays the **latest payment number** on the invoice if applicable. Click the **Last Payment** link to open the **Payment Details** page.
- K. **Last Payment Date:** Displays the **date of the last payment** for the invoice if applicable.

Status, Submission, and Payment Information

The following fields provide status, submission, and payment information for the invoice.

A Amount:	\$20.00	I Outstanding Balance:	\$0.00
B Original Amount:	\$20.00	J Pending Payments:	\$0.00
C Currency Code:	USD	K Discount Expired Date:	05/08/2026
D Payment Terms:	1% 10 Net 30	L Status:	PAID
E Payment Run(s):	42126	M Payment Method Type:	Check
F Submit Date:	05/03/2026	N External ID:	
G Requestor:		O Description:	A discount of 0.2 has been applied.
H Purchaser Account Number:		P Vendor Address:	
		Q Ext. Payment Number:	EXT_pay_number-001

- A. **Amount:** Displays the invoice amount, minus partial payments or Vendor credits.
- B. **Original Amount:** Displays the original invoice amount.
- C. **Currency Code:** Displays the three-letter currency code for the invoice.
- D. **Payment Terms:** Displays the Vendor's payment terms for the invoice.
- E. **Payment Run(s):** Displays the payment run number(s) associated with the invoice. Click a **Payment Run(s)** link to open the **Payment Run Details** page.
- F. **Submit Date:** Displays the date the invoice was submitted to Corpay Complete.
- G. **Requestor:** Displays the name of the user who requested the invoice, when applicable. This field is blank for invoices submitted via email or ERP.
- H. **Purchaser Account Number:** Identifies the purchaser account used during payment processing. If a value is **not provided with the invoice, the system uses the value stored on the Vendor record instead**. If both values are present, the **Purchaser Account Number provided with the invoice takes precedence**. This field is not entered on the Invoice Form.
- I. **Outstanding Balance:** Displays the remaining amount to be paid on the invoice. If a partial payment has been made, this amount may differ from the original invoice amount.
- J. **Pending Payments:** Displays the amount scheduled for payment, when applicable.

- K. **Discount Expired Date:** Indicates the last date an early payment discount can be applied. After this date, the discount is no longer available.
- L. **Status:** Displays the current status of the invoice.
- M. **Payment Method Type:** Displays the type of payment method used or selected for the invoice.
- N. **External ID:** Displays the Customer's external ID from the ERP.
- O. **Description:** Displays the invoice description.
- P. **Vendor Address:** Displays the Vendor address associated with the invoice.
- Q. **Ext. Payment Number:** Displays a **payment reference from an external system**, when available. This value may be used to **support payment grouping or reconciliation**. Users with appropriate permissions can update this field when editing the invoice.

Line Items

The **Line Items** tab helps users manage and view individual line items within an invoice. It is used to review invoice components to verify the details of each transaction.

If users have enabled two-way or three-way matching, a **matching variance percentage** will display at the top of the **Line Items** grid. The **matching variance percentage** is based on the **Matching Variance (%)** in the **Administration** module > **Settings** tab > **Company Default** tile.

Invoice Line Items

The **Invoice Line Items** grid displays any line items associated with the invoice, and whether they have been linked to purchase orders or receipts.

Matching Variance : 20%

Invoice Line Items

A	B	C	D	E	F	G	H	I	J								
Action	PO Line #		Item #	Unit Price	Qty	Amount	Tax	Total	Custom Fields								
	1	 	pqr	\$100.00	1	\$100.00		\$100.00	<table><tr><th>Item Number</th><th>Project Name</th><th>Bike Company</th><th>User Name</th></tr><tr><td>--</td><td>project op</td><td>Royal Enfield</td><td>1</td></tr></table>	Item Number	Project Name	Bike Company	User Name	--	project op	Royal Enfield	1
Item Number	Project Name	Bike Company	User Name														
--	project op	Royal Enfield	1														
Total								\$100.00									

- A. **Action:** This column aligns with the **Action** column in the **PO Line Items** grid.
- B. **PO Line #:** This column contains the **serial number assigned to each line item** on a purchase order. For instance, if a purchase order has four line items, each line item would be numbered sequentially from 1 to 4.

- C. **Icons:** If a Company has **three-way matching enabled**, meaning a purchase order, invoice, and receipt must match, icons will display in this column.
- **No Match:** If an invoice **has not been matched** with a **purchase order** the **No Match**  icon will display.
 - **Match:** If there is a **match** between the **purchase order and invoice**, the **Match**  icon will display.
 - **Receipt:** If there is a **match** between the **purchase order, invoice, and receipt**, the **Receipt**  icon will display.
- D. **Item #:** This column displays the **name of the line item**.
- E. **Unit Price:** This column displays the **line item's unit price**.
- F. **Qty:** This column displays the **number of line items**.
- G. **Amount:** This column displays the **amount of the line item**.
- H. **Tax:** This column displays the **tax on the line item** if applicable.
- I. **Total:** This column displays the **total amount** of the line item, which is calculated based on the **Amount, Qty, and Tax** fields.
- J. **Custom Fields:** The **Custom Fields** area displays any **custom fields** associated with the line item. These fields will vary depending on Company configuration.

PO Line Items

The **PO Line Items** grid displays the purchase order line items that are connected to invoice line items and indicates whether these purchase order line items have been linked to the invoice.

PO Line Items											A Purchase Order Search				
B	C	D	E	F	G	H	I	J	K	L	M				
Action	PO Line #	PO #	Item #	Unit Price	Qty	Billed	Received	Amount	Tax	Total	Custom Fields				
	1	PO-12832	pqr	\$100.00	1	1	1	\$100.00	\$0.00	\$100.00	Item Number	Project Name	User Name	Dependent List	User Number
											--	project op	1	test B	1

- A. **Purchase Order Search:** Click the **Purchase Order Search** link to open the **Purchase Order Lookup** dialog, where users can find related purchase orders to link to the invoice.
- B. **Action:** This column is used to **link or unlink a purchase order line item** to an invoice. Click the **Link**  icon to **link a purchase order line item**. Click the **Unlink**  icon to **unlink a purchase order line item**.
- C. **PO Line #:** This column contains the **serial number assigned to each line item** on a purchase order.

- D. **PO #:** This column displays the **purchase order number**.
- E. **Item #:** This column displays the **name of the purchase order line item**.
- F. **Unit Price:** This column displays the **unit price** for the **purchase order line item**.
- G. **Qty:** This column displays the **number of purchase order line items**.
- H. **Billed:** This column displays the **number of items billed** for the purchase order line item.
- I. **Received:** This column displays the **number of items** received for the purchase order line item.
- J. **Amount:** This column displays the **amount of the purchase order line item**.
- K. **Tax:** This column displays the **tax on the purchase order line item** if applicable.
- L. **Total:** This column displays the **total amount** of the purchase order line item, which is calculated based on the **Amount**, **Qty**, and **Tax** fields.
- M. **Custom Fields:** The **Custom Fields** area displays any **custom fields** associated with the purchase order line item. These fields will vary depending on Company configuration.

Outstanding PO Line Items

The **Outstanding PO Line Items** grid displays purchase order line items that have not been linked to the invoice.

Outstanding PO Line Items									
A	B	C	D	E	F	G	H	I	J
#	PO #	PO Issuance Date	Item #	Unit Price	Qty	Received	Amount	Tax	Total
1	PO-81987	Jan 13, 2025	Book	\$200.00	2	--	\$400.00	\$0.00	\$400.00

- A. **#:** This column contains the **serial number assigned to each line item** on a purchase order.
- B. **PO #:** This column displays the **purchase order number**.
- C. **PO Issuance Date:** This column displays the **date** when the **purchase order was issued**.
- D. **Item #:** This column displays the **name** of the purchase order line item.
- E. **Unit Price:** This column displays the **unit price** for the purchase order line item.
- F. **Qty:** This column displays the **number** of purchase order line items.
- G. **Received:** This column displays the **number of items that were received** for the purchase order line item.
- H. **Amount:** This column displays the **amount** of the purchase order line item.
- I. **Tax:** This column displays the **tax** on the purchase order line item if applicable.
- J. **Total:** This column displays the **total amount** of the purchase order line item, which is calculated based on the **Amount**, **Qty**, and **Tax** fields.

Expenses

The **Expenses** tab is used to view and manage expenses associated with an invoice.

Invoice Info Line Items **Expenses** GL Impact Payment Method

Invoice Expenses							PO Expenses						
Account	Tax	WH Tax	Amount	Department	Project	Memo	PO #	Account	Amount	Received Amount	Billed Amount	Memo	
 61 Meals & Entertainment	\$0.00		\$300.00	Engineering	TEST ABC	test	PO- 12712	61 Meals & Entertainment	\$300.00		\$300.00	test	

Unlinked Purchase Order Expenses

PO #	Received	Account	Tax	Sub Amount	Amount	Received Amount	Billed Amount	Memo
Records not found!								

Invoice Expenses

The **Invoice Expenses** grid displays expenses associated with the invoice, and whether they have been linked to purchase order expenses.

Invoice Info Line Items Expenses GL Impact Payment Method								
Invoice Expenses								
A	B	C	D	E	F	G	H	
	Account	Tax	WH Tax	Amount	Department	Project	Memo	
✖	6120-Meals & Entertainment	\$0.00		\$300.00	Engineering	TEST ABC	test the data	

- A. **Status:** This column indicates whether the expense line item has been linked to the invoice or if it requires review.
- B. **Account:** This column displays the **account** associated with the invoice expense. It includes the **GL code** and the **description of the code**.
- C. **Tax:** This column displays the **tax** associated with the invoice expense.
- D. **WH Tax:** This column displays the **withholding tax** if applicable. Note that this column may not display depending on Company configuration.
- E. **Amount:** This column displays the **amount** of the invoice expense.
- F. **Department:** This column displays the **department** associated with the invoice expense.
- G. **Project:** This column displays the **project** associated with the invoice expense.
- H. **Memo:** This column displays any **notes or additional information** about the invoice expense.

PO Expenses

The **PO Expenses** grid displays the purchase order expenses that are connected to the invoice.

PO Expenses						
PO #	Account	Amount	Received Amount	Billed Amount	Memo	
PO- 12712	6120 - Meals & Entertainment	\$300.00		\$300.00	test the data	

- A. **PO #:** This column displays the **number of the purchase order** that is linked to the invoice expense.
- B. **Account:** This column displays the **account** associated with the purchase order expense. It includes the **GL code** and the **description of the code**.
- C. **Amount:** This column displays the **amount** of the purchase order expense.
- D. **Received Amount:** This column displays the **amount received** from the purchase order.
- E. **Billed Amount:** This column displays the **billed amount** for the purchase order expense.
- F. **Memo:** This column displays **additional information** about the purchase order expense.
- G. **Action:** This column is used to **link or unlink a purchase order expense** to an invoice. Click the **Link**  icon to **link an expense**. Click the **Unlink**  icon to **unlink an expense**.

Unlinked Purchase Order Expenses

The **Unlinked Purchase Order Expenses** grid displays purchase order expenses not linked to invoice expenses.

Unlinked Purchase Order Expenses								
PO #	Received	Account	Tax	Sub Amount	Amount	Received Amount	Billed Amount	Memo
Records not found!								

- A. **PO #:** This column displays the **purchase order number**.
- B. **Received:** This column displays the **number of purchase order expense items** received from the purchase order.

- C. **Account:** This column displays the **account** associated with the purchase order expense. It includes the **GL code** and the **description of the code**.
- D. **Tax:** This column displays the **tax** for the purchase order expense if applicable.
- E. **Sub Amount:** This column displays the **subtotal** for the purchase order. Note that this column may not display depending on Company configuration.
- F. **Amount:** This column displays the **purchase order amount**.
- G. **Received Amount:** This column displays the **amount received** from the purchase order.
- H. **Billed Amount:** This column displays the **billed amount** for the purchase order.
- I. **Memo:** This column displays **additional information** about the purchase order.

GL Impact

The **GL Impact** tab is used to ensure that debit entries and GL impacts are calculated correctly. This tab is essential for maintaining accurate financial records and ensuring that all transactions are correctly documented in the general ledger.

Visible columns in the **Accounts** grid on the **GL Impact** tab depend on selections made in the **Column Editor**.

ID	Account Type	Account	Tax	Amount	Department	Business Unit	Location	Project
	Debit Account	62 - Consulting/contract...		\$0.00				
	Credit Account	20 - Accounts Payable 2		\$200.00			01: San Francisco	

Total Items: 2

- A. **ID:** This column displays the **unique identifier** for the GL account.
- B. **Account Type:** This column displays the **type of GL account**.
- C. **Account:** This column displays the **GL account**. It includes the **GL code** and the **description of the code**.
- D. **Tax:** This column displays the **tax** for the GL account if applicable.
- E. **Amount:** This column displays the **amount** for the GL account.

F. **Department:** This column displays the **department** connected with the GL account.



To use this field, **Departments** must be imported using **Bulk Operations** for SFTP, or via **API integration** if retrieving data from ERPs through API access.

G. **Business Unit:** This column displays the **business unit** connected with the GL account.



To use this field, **Business Units** must be imported using **Bulk Operations** for SFTP, or via **API integration** if retrieving data from ERPs through API access.

H. **Location:** This column displays the **location** connected with the GL account.



To use this field, **Locations** must be imported using **Bulk Operations** for SFTP, or via **API integration** if retrieving data from ERPs through API access.

I. **Project:** This column displays the **project** connected with the GL account.



To use this field, **Projects** must be imported using **Bulk Operations** for SFTP, or via **API integration** if retrieving data from ERPs through API access.

J. **Column Editor:** Use the **Column Editor**  to **adjust visible columns** or **export GL account data**.

K. **Export Current View:** Click the **Export Current View**  icon to **download the visible data** in the **Accounts** grid into a CSV file. Hidden columns are not included in the CSV file.

L. **Edit Accounts:** Click the **Edit Accounts** button to open the **Edit Invoice Accounts** dialog.

Edit Invoice Accounts

This section describes the **Edit Invoice Accounts** dialog, which is accessed by clicking the **Edit Accounts** button on the **GL Impact** tab.

The screenshot shows the 'Edit Invoice Accounts' dialog box. It features two main sections for editing accounts. The top section is for debit accounts, with fields for 'Invoice Amount' (A), 'Debit Accounts*' (B), 'Percent' (C), 'Amount*' (D), 'Location' (E), 'Category' (F), and 'Memo' (G). Below this is a '+ Add Account' button (H). The bottom section is for credit accounts, with fields for 'Credit Accounts*' (I), 'Percent' (J), 'Amount*' (K), 'Location' (L), 'Category' (M), and 'Memo' (N). Below this is another '+ Add Account' button (O). At the bottom right are 'Cancel' (P) and 'Save' (Q) buttons. Red lettered circles A through Q are placed over the corresponding UI elements.

- A. **Invoice Amount:** This field displays the **invoice amount** for the expense.
- B. **Debit Accounts:** This field displays the **debit account** for the expense. It includes the **GL code** and the **description of the code**.
- C. **Percent:** This field displays the **percentage of the payment** that is to be assigned to the debit account. The **debit account Amount** automatically updates when a value is entered into this field.
- D. **Amount:** This field displays the **amount of the payment** that is to be assigned to the debit account. The **debit account Percent** automatically updates when a value is entered into this field.
- E. **Location:** This field displays the **location** that is associated with the debit account.
- F. **Category:** This field displays the **category** that is associated with the debit account.
- G. **Memo:** This field displays **additional information or notes** about the debit account.
- H. **+ Add Account:** Click the **+ Add Account** button to **add another debit account** to the expense.

- I. **Credit Accounts:** This field displays the **credit account** for the expense. It includes the **GL code** and the **description of the code**.
- J. **Percent:** This field displays the **percentage of the payment** that will be allocated to the credit account. The **credit account Amount** automatically updates when a value is entered into this field.
- K. **Amount:** This field displays the **amount of the payment** that will be allocated to the credit account. The **credit account Percent** automatically updates when a value is entered into this field.
- L. **Location:** This field displays the **location** that is associated with the credit account.
- M. **Category:** This field displays the **category** that is associated with the credit account.
- N. **Memo:** This field displays **additional information or notes** about the credit account.
- O. **+ Add Account:** Click the **+ Add Account** button to **add another credit account**.
- P. **Cancel:** Click the **Cancel** button to **close** the **Edit Invoice Accounts** dialog **without saving changes** made to the debit and credit accounts.
- Q. **Save:** Click the **Save** button to **save changes** to the debit and credit accounts.

Custom/Additional Coding Fields

If a Company is configured for custom and additional coding fields, and those fields are found on an invoice, the **Custom/Additional Coding Fields** panels display information about those custom fields. These sections include information about **Key Initiatives** and specific data that is linked to an invoice.

Note: The information in the **Custom/Additional Coding Fields** panels will vary depending on Company configuration.

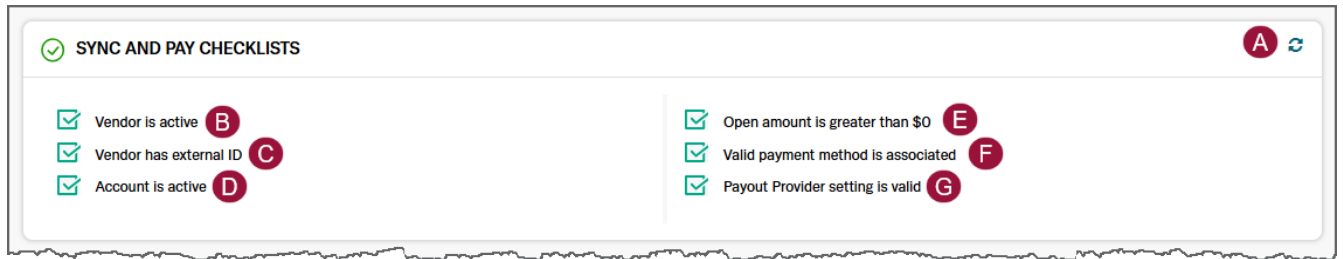
The screenshot shows two stacked panels within a window titled "Custom/ Additional Coding Fields".

The top panel, titled "Custom/ Additional Coding Fields", contains a single field labeled "Key Initiative:" with the value "201908" displayed below it.

The bottom panel, titled "Additional Coding Fields", contains several fields with their respective values:

- "Car Company:" with value "Audi"
- "Cars:" with value "A6"
- "Meta Text:" with value "testing"
- "Meta Date:" with value "2025-3-28"
- "Meta Num:" with value "47"
- "200 Options:" with value "103"

Sync and Pay Checklists



The **Sync and Pay Checklists** panel ensures that all required information is added to Corpay Complete so invoices can be synchronized with ERP systems and Vendors can receive timely payments.

- A. **Refresh Checklist:** Click the **Refresh Checklist**  icon to **refresh** the information in the **Sync and Pay Checklists** panel, such as after updating a Vendor's payment method.
- B. **Vendor is Active:** If the **Vendor is active** in Corpay Complete, a green check  will display. If the **Vendor is inactive**, a red x  will display.
- C. **Vendor has external ID:** If the **Vendor has an external ID** from the ERP, a green check  will display. If **no external ID exists**, a red x  will display.
- D. **Account is active:** If the **payout account**, or account from which funds are withdrawn, is active, a green check  will display. If the **payout account is inactive**, a red x  will display.
- E. **Open amount is greater than \$0:** If the **open amount on the invoice is greater than \$0**, a green check  will display. If the **open amount is less than \$0**, a red x  will display.
- F. **Valid payment method is associated:** If a **valid payment method** is associated with the Vendor, a green check  will display. If the Vendor **has an invalid payment method**, a red x  will display.
- G. **Payout provider setting is valid:** If the **payout provider setting is valid**, a green check  will display. If the **payout provider setting is invalid**, a red x  will display.

Approval Workflow

In Corpay Complete, users can have unique approval workflows for invoices. These approval workflows dictate the user(s) who must review and approve the invoice prior to issuing a payment.

Approval workflows are configured in the **Administration** module, but individual approval workflows can be modified in the **Approval Workflow** panel of the **Invoice Details** page.

The screenshot shows the 'APPROVAL WORKFLOW' panel. It contains several fields and buttons:

- Approval Steps** (labeled A): A dropdown menu showing 'Requested Approval'.
- Last Updated Date** (labeled B): A text field showing '04/08/2025 9:00 AM EDT'.
- Approved Date** (labeled C): A text field.
- Rejected Date** (labeled D): A text field.
- Approvers** (labeled E): A text field showing 'Corpay Test2' and '<corpaymptest2@corpay.com>'.
- Status** (labeled F): A dropdown menu showing 'Sent'.
- Buttons** (labeled J, K, L, M): 'Restart', 'Request Approval', 'Preview Workflow', and 'Delete'.
- Other buttons** (labeled G, H, I): 'Send', 'Email', and 'Trash'.

Note: This section defines the fields in the **Approval Workflow** panel. For help **creating, restarting, or updating** an approval workflow, see the following:

- Click [here](#) to **Create / Restart an Approval Workflow**.
- Click [here](#) to **Update an Approval Workflow**.

- A. **Approval Steps:** This field contains the Company's **internal name** for the approval workflow.
- B. **Last Updated Date:** This field contains the **last time** the account was **updated**. Typically, this is the date when the invoice was sent for approval, as this process is considered an update.
- C. **Approved Date:** This field contains the **date** the invoice was **approved** by the listed approver(s).
- D. **Rejected Date:** This field contains the **date** the invoice was **rejected** by the listed approver(s).
- E. **Approvers:** This field contains the **approvers** included in the workflow. If multiple approvers are listed, **all must approve the invoice** before it can be processed in Corpay Complete.
- F. **Status:** Clicking the **Status** link opens the **Approval Details** dialog. It displays the **approver name and email**, the **date** the approver **email was sent** or the **date** the invoice was **approved/rejected**, the **status**, and any **notes**.

The 'Approval Details' dialog box displays the following information:

- Approver:** Corpay Test
(approved by Corpay Test)
- Date:** 01/14/2025 11:47 AM EST
- Status:** Approved
- Notes:** No notes available.

○ **Status Options:**

- **Sent:** This **Status** means that **an approval email was sent** for the invoice. The approver will automatically get a reminder email every seven days to approve the invoice.
- **Approved:** This **Status** means that the invoice was **approved**.
- **Rejected:** This **Status** means that the invoice was **rejected**.

G. **Resend Request:** Click the **Resend Request**  icon to **send another approval email notification** to the approver.

H. **View:** Click the **View**  icon to open the **Approval Details** dialog. This is the same information that is displayed when clicking a **Status** in the **Status** column.

I. **Delete:** Click the **Delete**  icon to **delete the listed approver**. Users are first asked to confirm deletion of the approver on the **Confirm** dialog. After clicking **OK**, the approver is deleted.

Confirm

Are you sure you want to delete this approver?

CancelOK

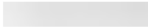
J. **Restart:** Click this button to **restart the entire approval workflow**.

- After clicking **OK** on the **Confirm** dialog, a **Reset success** message will display.
- All approvers in the workflow will receive an email notification requesting invoice approval, initiating the approval process again.

K. **Request Approval:** Click this button to open the **Request Approval** dialog, which enables users to **select an additional approver or add one** if none exists.

L. **Preview Workflow:** Click this button to open the **Workflow Preview** dialog, which **displays all approval steps** in the approval workflow.

Workflow Preview

Approval Steps	Approvers
Step 1	Test 
Step 2	Corpay Test 

M. **Delete:** Click the **Delete**  icon to **delete the entire workflow**. The **Confirm** dialog will display, asking if the user wants to delete the entire approval workflow.

- If the user clicks **OK**, the **approval workflow is deleted**.

Note: Staff users do not have access to the **Delete** icon. Deleting an approval workflow from an invoice will not change Company settings for automatically configured approval workflows.

Confirm

Are you sure you want to delete the approval workflow?

CancelOK

Purchase Orders

The **Purchase Orders** tab displays information about purchase orders that are linked to the invoice.

Purchase Orders							
RECENTLY UPDATED see all purchase order(s)							
Number	Status	Date	Applied Amount	Gross PO Balance	Open PO Balance	Accrual Balance	Invoice Balance
PO- 12792	OPEN	04/10/2025	\$100.00	\$50.00	\$50.00	\$0.00	\$150.00

- A. **see all purchase order(s):** Click the **see all purchase order(s)** link to open the **Purchase Orders** grid.
- B. **Number:** This column displays the **purchase order number**. Click the **Number** link to open the **Purchase Order Details** page.
- C. **Status:** This column displays the **status of the purchase order**.
- D. **Date:** This column displays the **purchase order submission date**.
- E. **Applied Amount:** This column displays the amount of the purchase order that was **applied to the invoice**.
- F. **Gross PO Balance:** This column displays the **gross purchase order balance**.
- G. **Open PO Balance:** This column displays the **open purchase order balance**.
- H. **Accrual Balance:** This column displays the **balance of the accrual** that is connected to the purchase order.

- I. **Invoice Balance:** This column displays the **invoice balance**.

Accruals

The **Accruals** tab displays information about accruals that are connected to the invoice.

Purchase Orders

Accruals

Payments

Credit Memos

Item Receipts

Budgets

Transactions

RECENTLY UPDATED

[see all accrual\(s\)](#)

Number	Campaign	Status	Date	PO Number	Amount	Open PO Balance	Accrual Balance	Invoice Balance
AC-13612		CLOSED	10/23/2024	PO-3287	\$23.00	\$42.00	\$0.00	\$0.00

- A. **see all accruals:** Click the **see all accruals** link to open the **Accruals** grid. The **Accruals** grid will display all accruals associated with the invoice.
- B. **Number:** This column displays the **accrual number**. Click the **Number** link to open the **Accrual Details** page.
- C. **Campaign:** This column displays the **campaign number** associated with the accrual if present. Click the **Campaign** link to open the **Campaign Details** page.
- D. **Status:** This column displays the **accrual status**.
- E. **Date:** This column displays the **accrual date**.
- F. **PO Number:** This column displays the **number of the purchase order** associated with the accrual. Click the **PO Number** link to open the **Purchase Order Details** page.
- G. **Amount:** This column displays the **accrual amount**.
- H. **Open PO Balance:** This column displays the **open balance** of the **associated purchase order**.
- I. **Accrual Balance:** This column displays the **accrual balance**.
- J. **Invoice Balance:** This column displays the **invoice balance**.

Payments

The **Payments** tab displays payments associated with the invoice.

Purchase Orders	Accruals	Payments	Credit Memos	Item Receipts	Budgets	Transactions
Recently Updated see all payment(s) →						
Payment Number	Payment Method Type	Status	Date	Applied Amount	Reference Number	
PAY-110492	Mastercard	VOID	05/30/2025	\$10.00	E000317	
PAY-111648	Mastercard	PROCESSING	06/25/2025	\$10.00	E000328	

- A. **see all payments:** Click the **see all payments** link to open the **Payments** grid, where users can review all payments associated with the invoice.
- B. **Payment Number:** This column displays the **payment number**. Click the **Payment Number** link to open the **Payment Details** page.
- C. **Payment Method Type:** This column displays the **type of payment method** used for the payment, such as **Mastercard®** or **Check**.
- D. **Status:** This column displays the **status of the payment**, such as **Processing** or **Void**. Refer to the **Payment Statuses** section of the [Corpay Complete Payments Module User Guide](#) for more information about payment statuses.
- E. **Date:** This column displays the **date when a payment was created**.
- F. **Applied Amount:** For Card payments, the **Applied Amount** reflects how much of the invoice was charged to the Card. If the invoice is paid by other methods (e.g., ACH, check), the field still represents the portion of the invoice that has been covered by the payment.
- G. **Reference Number:** This column displays the payment's **reference number**, which is used for **tracking and reconciliation**. The **Reference Number** on payment records **refers to the payment transaction itself, not the invoice Reference Number**. If a Customer does not provide a payment reference number, the system generates one automatically.

Credit Memos

The **Credit Memos** tab displays all credit memos associated with the invoice. This tab may be empty if no credit memos are applied to the invoice.

Purchase Orders	Accruals	Payments	Credit Memos	Item Receipts	Budgets	Transactions
Recently Updated		see all credit memo(s) →		Add Credit Memo		
Payment Number	Status	Date	Applied Amount	Reference Number		
CM-48417	APPLIED	02/24/2025	\$85.00			
CM-114221	APPLIED	08/19/2025	\$14.00			

- A. **see all credit memos:** Click the see all credit memos link to open the **Credit Memos** grid where users can **view all credit memos connected to the invoice and Vendor**.
- B. **Add Credit Memo:** Click the **Add Credit Memo** button to open the **Add Vendor Credit** dialog, where users can add a new credit memo.



Credit memos added using the **Add Credit Memo** button in this section will not appear on the remittance.

- C. **Payment Number:** This column displays the credit memo number. Click the **Payment Number** link to open the **Credit Details** page.
- D. **Status:** This column displays the **status** of the credit memo.
- E. **Date:** This column displays the **credit memo date**.
- F. **Applied Amount:** This column displays the **amount** of the credit memo that has been **applied to the invoice**.
- G. **Reference Number:** This column displays the **reference number** for the credit memo.

Item Receipts

The **Item Receipts** tab displays information about receipts that are connected to an invoice.

Purchase Orders	Accruals	Payments	Credit Memos	Item Receipts	Budgets	Transactions
A	C	C	D	E	F	G
Receipt #	PO #	Date	Vendor	Item(s)	Qty	Receipt Amount
RC-153888	4-12805	✓ 04/11/2025	Pratiksha-001	Multiple	2	\$544.00

H Add Receipt

- A. **Receipt #:** This column displays the **receipt number**. Click the **Receipt #** link to open the **Receipt Details** page.
- B. **PO #:** This column contains the **number of the purchase order** associated with the receipt. A green checkmark indicates that the item receipt was received.
- C. **Date:** This column displays the **receipt date**.
- D. **Vendor:** This column displays the **name of the Vendor** from the receipt.
- E. **Item(s):** This column displays the **number of items** from the receipt.
- F. **Qty:** This column displays the **quantity of items** from the receipt.
- G. **Receipt Amount:** This column displays the **receipt amount**.
- H. **Add Receipt:** Click the **Add Receipt** button to open the **Log New Receipt** page, where users can add a new receipt to the invoice and purchase order.

Budgets

The **Budgets** tab contains information about budgets that are connected to the invoice.

Purchase Orders	Accruals	Payments	Credit Memos	Item Receipts	Budgets	Transactions
B	C	D	E	F	G	H
Budget Label	Budget Code	Start Date	End Date	Status	Budget Amount	Balance Amount
Testing Budget	2345234325	09/10/2023	03/27/2024	CLOSED	\$10,000,000.00	\$0.00

RECENTLY UPDATED [see all budgets](#)

- A. **see all budgets:** Click the **see all budgets** link to open the **Budgets** grid, where users can review all budgets.
- B. **Budget Label:** This column displays the **budget label**. Click the **Budget Label** link to open the **Budget Details** page.
- C. **Budget Code:** This column displays the **Customer-specific coding** for the budget.

- D. **Start Date:** This column displays the **start date** of the budget.
- E. **End Date:** This column displays the **end date** of the budget.
- F. **Status:** This column displays the **status** of the budget.
- G. **Budget Amount:** This column displays the **budget amount**.
- H. **Balance Amount:** This column displays the **balance of the budget**.

Transactions

The **Transactions** tab displays information about transactions related to the invoice.

A	B	C	D	E	F	G	H
Transaction ID	Trans Type	Purchase #	Date	Merchant	Category	Status	Amount

- A. **Transaction ID:** This column displays the **unique identifier** for the transaction.
- B. **Trans Type:** This column displays the **type of transaction**.
- C. **Purchase #:** This column displays the **purchase number** for the transaction.
- D. **Date:** This column displays the **transaction date**.
- E. **Merchant:** This column displays the **merchant** associated with the transaction.
- F. **Category:** This column displays the **category** associated with the transaction.
- G. **Status:** This column displays the **transaction status**.
- H. **Amount:** This column displays the **transaction amount**.

Invoice Status Meanings

Corpay Complete provides multiple invoice statuses to let users know where each invoice exists in the invoice processing timeline. These statuses are outlined in the following table.

Status	Definition
Active	The Active status means that the invoice has been approved or has an open balance.

Status	Definition
Approved	The Approved status means that the invoice has been approved by approvers.
Closed	The Closed status means that the invoice has been closed, either because it does not require payment or was created mistakenly.
Draft	The Draft status means that the invoice is in a draft state and has not been sent to approvers.
New	The New status means that a Vendor or administrator user recently added the invoice. Note: The New status is not pushed to ERP systems.
Open	The Open status means that the invoice was approved with an open balance and is waiting to be connected to a purchase order or accrual.
Paid	The Paid status means that the invoice has been paid.
Paid (Processing)	The Paid (Processing) status means that a payment has been made against the invoice, but the payment is still in transit or still pending.
Payable	The Payable process does not display in the Status column of the All Invoices grid. If Payable is selected from the Status drop-down, invoices with a status of Open will display.
Pending	For Companies that use invoice approval workflows, the Pending status means that the approval workflow has started but not all approvals have been received.
Rejected	The Rejected status means that an approver or administrator user has rejected the invoice.
Unpaid	The Unpaid status does not display in the Status column of the All Invoices grid. If Unpaid is selected from the Status drop-down menu, invoices with a status of Open or Pending will display.

Recurring Invoices Tab

The **Recurring Invoices** tab is where users can create, view, edit, and delete recurring invoices.

Recurring invoices are useful for Customers who have regular, ongoing payments. These invoices can automate payments like subscriptions, rent, or utility bills, which can save time and reduce administrative tasks. Corpay Complete allows customization of recurring invoices by setting the frequency, amount, and end date to meet specific business requirements.

All Invoices

Recurring Invoices

Inbox

Pay Invoices

File Uploads

Quick Filters

+ Add

On/Off	Vendor	Name	Frequency	# Invoices Created	Next Creation Date	End Date	Amount	Actions
Off	Test Vendor	Invoice-111	MONTHLY	0		06/27/2024	\$100	
Off	Corpay Test	My recurring invoice	WEEKLY	31		09/30/2024	\$100	

Recurring Invoices Grid

The **Recurring Invoices** grid is where users can view and edit existing recurring invoices and add new ones.

All Invoices

Recurring Invoices

Inbox

Pay Invoices

File Uploads

Quick Filters

+ Add

On/Off	Vendor	Name	Frequency	# Invoices Created	Next Creation Date	End Date	Amount	Actions
Off					mm-dd-yyyy	mm-dd-yyyy		
Off	Test Vendor	Invoice-111	MONTHLY	0		06/27/2024	\$100	
Off	Corpay Test	My recurring invoice	WEEKLY	31		09/30/2024	\$100	

A. **Quick Filters:** Select the **Quick Filters** drop-down to choose from the following options:

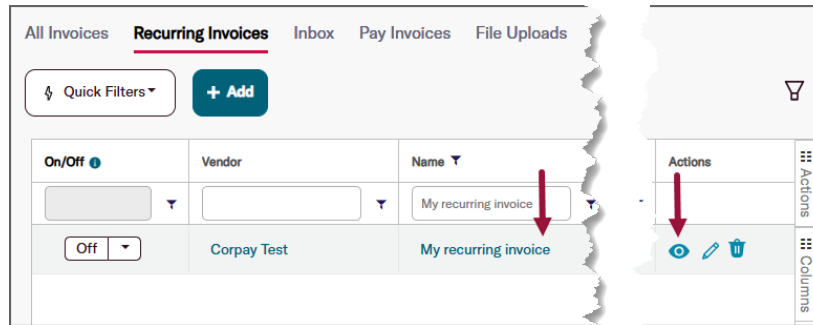
- **Clear Filters:** Click **Clear Filters** to clear all filters from the **Recurring Invoices** grid.
- **Reset Grid:** Click **Reset Grid** to reset the **Recurring Invoices** grid to its default state.

- B. **+ Add:** Click the **+ Add** button to **add a new recurring invoice**.
- C. **Toggle Filter:** Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.
- D. **On/Off:** Select the **On/Off** toggle to **turn recurring invoices on or off**.
- Note:** Existing invoices that are turned off **will still be viewable** but **future invoices will not be generated**.
- E. **Vendor:** This column displays the **Vendor's name**. Click the **Vendor** link to open the **Vendor Details** page.
- F. **Name:** This column displays the **name of the recurring invoice**. Click the **Name** link to open the **Recurring Invoices Details** page.
- G. **Frequency** – This column displays the **frequency** for the recurring invoice.
- H. **# Invoices Created:** This column displays the **total number of invoices** that have been created for the recurring invoice.
- I. **Next Creation Date:** This column displays the **next date** when invoices will be generated.
- J. **End Date:** This column displays the **date** when the **recurring invoices will stop**.
- K. **Amount:** This column displays the **invoice amount**.
- L. **Actions (column):** This column displays the following options:
- **View:** Click the **View**  icon to **open the Recurring Invoices Details** page.
 - **Edit:** Click the **Edit**  icon to **edit the invoice** on the **Edit Recurring Invoice** page.
 - **Delete:** Click the **Delete**  icon to **delete the recurring invoice**.
- M. **Actions (button):** Use the **Actions** button to **clear filters** or **export data** from the grid.
- N. **Columns (button):** Use the **Columns** button to adjust which columns are visible in the grid.

Recurring Invoice Details Page

This section describes how to navigate the Recurring Invoices Details page and explains the information available across its tabs.

The Recurring Invoices Details page is accessed from the **Recurring Invoices** grid by clicking the **Name** link or **View** icon in the **Actions** column.



Recurring Invoice / Recurring Invoices

Recurring - My recurring invoice

[Edit Invoice](#)

Invoice Info | Line Items | Expenses | GL Impact | Payment Method

Vendor	Corpay Test	Amount	\$25	Frequency	WEEKLY
Vendor ID	Corpay Test	Currency Code	USD	Start Date	01/23/2026
Subsidiary	Test 54	Payment Method Type		End Date	02/27/2026
		Payment Terms	Due on receipt	Next Invoice Date	01/26/2026
		Submit Date	01/23/2026		
		Submitter	Karalee Rhoten -		
			at 01/23/2026		
		Submitter Type	COMPANY		
		Requestor			

Invoice Info Tab

The **Invoice Info** tab displays general information about the recurring invoice.

Note: To edit information on the **Invoice Info** tab, click the **Edit Invoice** button.

Recurring Invoice / Recurring Invoices

Recurring - My recurring invoice

Invoice Info Line Items Expenses GL Impact Payment Method

B Vendor Corpay Test

C Vendor ID Corpay Test

D Subsidiary Test 54

E Amount \$25

F Currency Code USD

G Payment Method Type

H Payment Terms Due on receipt

I Submit Date 01/23/2026

J Submitter Karalee Rhoten -

K Submitter Type COMPANY

L Requestor

M Frequency WEEKLY

N Start Date 01/23/2026

O End Date 02/27/2026

P Next Invoice Date 01/26/2026

A Edit Invoice

A. **Edit Invoice:** Click the **Edit Invoice** button to open the **Edit Recurring Invoice** page.

Note: This button is available on all tabs on the **Recurring Invoices Details** page.

B. **Vendor:** This field displays the **Vendor's name**. Click the **Vendor** link to open the **Vendor Details** page.

C. **Vendor ID:** This field displays the **unique identifier** for the Vendor.

D. **Subsidiary:** This field displays the **subsidiary** for the Vendor.

E. **Amount:** This field displays the **recurring invoice amount**.

F. **Currency Code:** This field displays the **currency code** for the recurring invoice.

G. **Payment Method Type:** This field specifies the **payment method type** to be used for the recurring invoice.

H. **Payment Terms:** This field displays the **payment terms** for the recurring invoice.

I. **Submit Date:** This field displays the **submission date** for the recurring invoice.

- J. **Submitter:** This field displays the **name and email address** of the person who created the recurring invoice, along with the **creation date**.
- K. **Submitter Type:** This field will either say **Company** or **Vendor**. Invoices submitted through the **Vendor Portal** will always say Vendor.
- L. **Requestor:** If the recurring invoice was **requested by a staff user**, their **name** will display in this field.
- M. **Frequency:** This field displays the **frequency** of the recurring invoice:
- Weekly
 - Monthly
 - Quarterly
- N. **Start Date:** This field displays the **start date** for the recurring invoice.
- O. **End Date:** This field displays the **end date** for the recurring invoice, if any.
- P. **Next Invoice Date:** This field displays the **date when the next invoice will be created** for the recurring invoice.

Line Items Tab

The **Line Items** tab displays information about line items for the recurring invoice.



To edit information on the **Line Items** tab, click the **Edit Invoice** button. Then, click the **Line Items** tab on the **Edit Recurring Invoice** page.

Invoice Info					
Line Items					
Expenses					
GL Impact					
Payment Method					
A					
B C D E F					
Item #	Unit Price	Qty	Amount	Tax	Total
5002--Material	\$158.25	1	\$158.25	\$12	\$170.25

- A. **Item #:** This column displays the **item number** and **name**.
- B. **Unit Price:** This column displays the **unit price** for the line item.
- C. **Qty:** This column displays the **quantity** of the line item.
- D. **Amount:** This column displays the line item's **amount**, which is calculated based on the **Unit Price** and **Qty** fields.
- E. **Tax:** This column displays the **tax** on the line item.
- F. **Total:** This column displays the **total amount of the line item**, which is calculated based on the **Amount** and **Tax** fields.

Expenses Tab

The **Expenses** tab records the accounts funding the invoice. The entries on the **Expenses** tab are created during the invoice creation process.



To edit information on the **Expenses** tab, click the **Edit Invoice** button. Then, click the **Accounts** tab on the **Edit Recurring Invoice** page.

Invoice Info Line Items Expenses GL Impact Payment Method							
A	B	C	D	E	F	G	H
Account Type	Account	Tax	Amount	Department	Business Unit	Location	memo
Debit Account	-Vendor Prepayment	\$0	\$90				

- A. **Account Type:** This column displays the **type of account** for the expense.
- B. **Account:** This column displays the **account** associated with the invoice expense. It includes the **GL code** and the **description of the code**.
- C. **Tax:** This column displays the **tax** associated with the invoice expense.
- D. **Amount:** This column displays the **amount** of the invoice expense.
- E. **Department:** This column displays the **department** associated with the invoice expense.
- F. **Business Unit:** This column displays the **business unit** associated with the invoice expense.
- G. **Location:** This column displays the **location** associated with the invoice expense.
- H. **memo:** This column displays **additional notes or information** about the invoice expense.

GL Impact Tab

The **GL Impact** tab provides a detailed view of how invoice payments affect the general ledger (GL), ensuring financial accuracy and transparency across departments, business units, and locations.



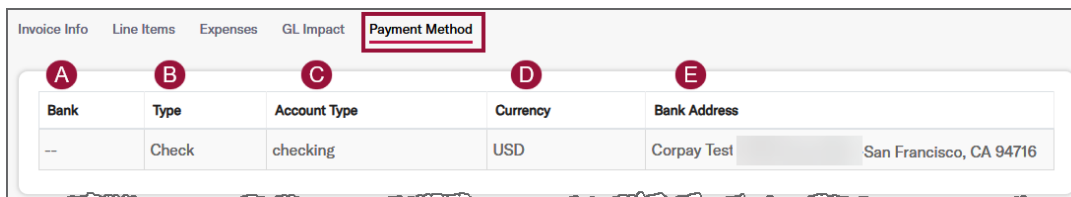
To edit information on the **GL Impact** tab, click the **Edit Invoice** button. Then, click the **Accounts** tab on the **Edit Recurring Invoice** page.

Invoice Info Line Items Expenses GL Impact Payment Method								
A	B	C	D	E	F	G	H	I
Account Type	Account	Amount	Department	Business Unit	Location	Project	Category	memo
Debit Account	-Manufacturing Expenses	\$170.25	Manufacturing	Services	01: San Francisco	Parking Lot Construction		Parking lot expenses
Credit Account	-Accounts Payable	\$170.25	Manufacturing	Services	01: San Francisco		TESTEXPENSE CATEGORY	

- A. **Account Type:** This column displays the **type of GL account**.
- **Debit Account:** This field displays the general ledger account used for **debit entries** associated with the recurring invoice.
 - **Credit Account:** This field displays the general ledger account used for **credit entries** associated with the recurring invoice.
- B. **Account:** This column displays the **GL code** and the **description of the code**.
- C. **Amount:** This column displays the **invoice amount**.
- D. **Department:** This column displays the **department** to which the invoice is connected.
- E. **Business Unit:** This column displays the **business unit** to which the invoice is connected.
- F. **Location:** This column displays the **location** to which the invoice is connected.
- G. **Project:** This column displays the **project** associated with the invoice.
- H. **Category:** This column displays the category associated with the invoice.
- I. **memo:** This column displays **additional notes or information** about the invoice expense.

Payment Method Tab

The **Payment Method** tab allows users to view the payment information that was or will be used to pay the recurring invoice. This information is obtained from the vendor's designated payment method.



A	B	C	D	E
Bank	Type	Account Type	Currency	Bank Address
--	Check	checking	USD	Corpay Test
				San Francisco, CA 94716

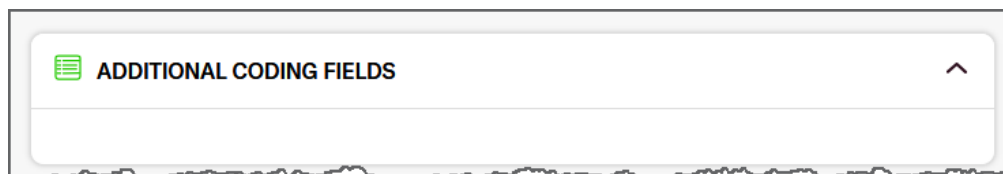
- A. **Bank:** This column displays the name of the bank or financial institution used to pay the invoice.
- B. **Type:** This column displays the type of payment method.
- C. **Account Type:** This column displays the type of account.
- D. **Currency:** This column displays the currency for the payment method.
- E. **Bank Address:** This column displays the address of the bank or financial institution.

Additional Coding Fields

If a Company is configured for custom and additional coding fields, and those fields are found on an invoice, the **Additional Coding Fields** panel displays information about those custom fields.

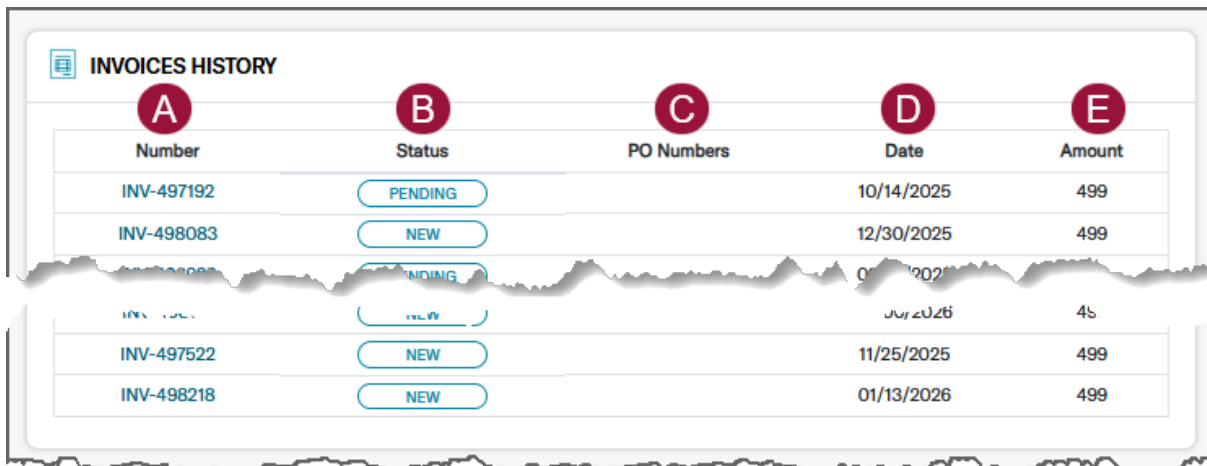


The information in the **Additional Coding Fields** panel will vary depending on Company configuration.



Invoices History

The **Invoices History** tab shows a list of all invoices that were created from the recurring invoice.



The screenshot shows a table titled "INVOICES HISTORY". Above the table, five callout letters in red circles are positioned: A above the Number column, B above the Status column, C above the PO Numbers column, D above the Date column, and E above the Amount column. The table has five columns: Number, Status, PO Numbers, Date, and Amount. The rows show invoice data with status buttons like "PENDING" and "NEW".

Number	Status	PO Numbers	Date	Amount
INV-497192	PENDING		10/14/2025	499
INV-498083	NEW		12/30/2025	499
INV-498083	PENDING		01/13/2026	499
INV-497522	NEW		11/25/2025	499
INV-498218	NEW		01/13/2026	499

- A. **Number:** This column displays the **invoice number**. Click the **Number** link to open the **Invoice Details** page.
- B. **Status:** This column displays the **status of the invoice**.
- C. **PO Numbers:** This column displays the **purchase order number(s)** that are connected to the invoice if applicable.
- D. **Date:** This column displays the **date when the invoice was created**.
- E. **Amount:** This column displays the **invoice amount**.

Inbox Tab

The invoice **Inbox** tab and **Inbox Details** pages serve as a centralized platform for uploading, managing, and processing invoices. These pages are used to review and process invoices that have a status of **New**.

When invoice files are uploaded, they first display in the **Processing Uploads** area of the **Inbox** tab, where users can monitor upload progress, review processing statuses, and identify newly uploaded files before invoice review begins. Depending on a Company's **Auto Start Invoice Workflow** settings, new invoices are automatically submitted to the default approval workflow or remain in the invoice Inbox until they are processed.



This document provides information about the new invoices **Inbox**, which may not be visible to all Companies. These differences are due to Company-specific configuration settings that determine which features are enabled. For any inquiries about gaining access to the new invoice **Inbox**, contact the **Corpay Complete Support Team** at accountmanagement@corpay.com.

Number	PO Numbers	Vendor	Vendor Address	Date	Due Date	Submit Date	Amount	Status	Workflow Name	Action
INV-18514				04/28/2025	05/28/2025	04/28/2025	\$0.00	NEW		
INV-18513				04/28/2025	05/28/2025	04/28/2025	\$0.00	NEW		
118465				03/24/2025	04/23/2025	03/24/2025	\$8,850.00	NEW		

- Invoices appear on the **All Invoices** page when their status changes to **Pending**.
- An invoice is available on the **Pay Invoices** tab when the invoice status changes to **Open**, and the Vendor has a valid payment method on file.

Advance Filters

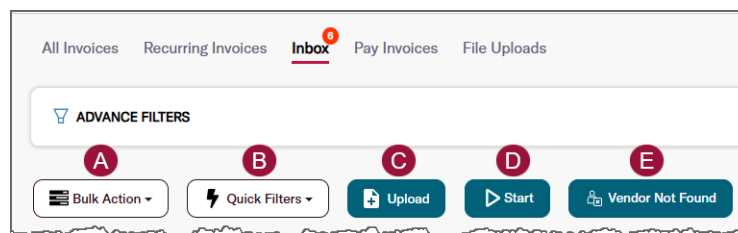
The **Advance Filters** panel is where users can apply advanced filters to search for invoices in the **Inbox** grid.

- A. **Show/Hide:** Click the **Show**  icon to **show the Advance Filters** panel. Click the **Hide**  icon to **hide the Advance Filters** panel again.
- B. **Start Date:** Click the **calendar widget**  to search for invoices with a specific **start date**.
- C. **End Date:** Click the **calendar widget**  to search for invoices with a specific **end date**.
- D. **Date Type:** Select the **Date Types** drop-down to filter invoices by a specific **date type**:
- **Invoice Date**
 - **Due Date**
 - **Submit Date**
- E. **Assigned Queue:** Select the **Assigned Queue** drop-down to search for invoices in a specific **Inbox** queue.
- F. **Locations:** Click a **location** to filter invoices by location.
- Note:** Hold the CTRL key and click to select multiple locations.
- G. **Subsidiaries:** Click a **subsidiary** to filter invoices by subsidiary.
- Note:** Hold the CTRL key and click to select multiple subsidiaries.
- H. **Vendors:** Key in a **Vendor name** to filter invoices by Vendor.
- I. **Project Name:** Click a **project name** to filter invoices by project.
- Note:** Hold the CTRL key and click to select multiple projects.

- J. **Department Name:** Click a **department name** to filter invoices by department.
Note: Hold the CTRL key and click to select multiple departments.
- K. **Custom Fields:** If custom fields are enabled, use the **Custom Fields** drop-down to filter by **value**.
- L. **Search:** Click **Search** to apply the selected filters and display the relevant invoices in the **Inbox** grid.
- M. **Clear:** Click **Clear** to clear all **Advance Filters**.

Action Area

The top of the **Inbox** tab contains several action buttons.



- A. **Bulk Action:** Select the **Bulk Action** drop-down to:
- **Create or reset** an approval workflow.
 - **Force synchronization** to the connected ERP system.
- B. **Quick Filters:** Select the **Quick Filters** drop-down to:
- **Clear all filters** in the **Inbox** grid.
 - **Reset** the **Inbox** grid to its default state.
- C. **Upload:** Click the **Upload** button to **upload invoice files**. The following file types are supported in Corpay Complete:
- PDF
 - Excel (XLSX)
 - CSV
 - Image (PNG, JPG)
 - Text
- After upload, files begin processing automatically and display in the **Processing Uploads** grid until processing is complete and the invoices become available for review.
- D. **Start:** Click the **Start** button to **access the first invoice** in the **Inbox Details** page queue.

- E. **Vendor Not Found:** Click the **Vendor Not Found** button to **view invoices without an associated Vendor** in the **Inbox** grid.
- F. **Export Invoices:** Click the **Export Invoices**  icon to **export invoices** from the **Inbox** grid to a CSV file.
- G. **Toggle Filter:** Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.

Processing Uploads Grid

The **Processing Uploads** grid displays **uploaded invoice files and their processing statuses after upload**. This area allows users to **monitor upload progress, review processing results, and identify newly uploaded files** before invoices become available for review in the invoice Inbox.



Corpay Complete processes each uploaded file as a separate invoice. One uploaded file creates one invoice record in the invoice Inbox. If an invoice consists of multiple pages stored as separate files, combine the files into a single document before uploading.

All Invoices Recurring Invoices Inbox Pay Invoices File Uploads				
 ADVANCE FILTERS 				
Processing Uploads 2 Processing A B C D E  Next refresh in 3s				
File Name	Status	Status Timestamp	Actions	
INV-12345-14.pdf	Processing	05/20/2026 10:18 AM		
INV-54321-11.pdf	Processing	05/20/2026 10:18 AM		

While uploads are processing, the Processing Upload grid refreshes automatically so users can monitor progress in near real time. Users can remain on the Inbox tab to monitor progress or return later to continue invoice review.

If processing cannot be completed, the uploaded file remains visible in the Processing Uploads grid with a Failed status and related processing details. Users can review the failure information, retry the upload, or delete the file before uploading a corrected version if needed.

- A. **File Name:** This column displays the **name of the uploaded invoice file**.
- B. **Status:** This column displays the **current processing status** of the uploaded invoice file. If processing fails, additional status details may display to help identify the issue.
- C. **Status Timestamp:** This column displays the **date and time** of the most recent processing status update for the uploaded invoice file.

- D. **Actions:** This column displays available actions for the uploaded invoice file.
- **Retry:** Click the **Retry**  icon to **attempt processing the uploaded file again** after a failed upload.
 - **Delete:** Click the **Delete**  icon to **remove** the uploaded file from the Processing Uploads grid. Users may delete files that are still processing or remove uploads that failed before uploading the file again if needed.
- E. **Auto-Refresh Status:** This column displays the **automatic refresh status** for the Processing Uploads area while uploads are processing. Auto-refresh may pause when processing is complete or when an upload fails.

Inbox Grid

The **Inbox** grid allows users to view, select, and filter invoices that are ready for processing. Newly uploaded invoices may temporarily display highlighted in green in the Inbox grid to help users identify recent uploads during processing and review.

A

B

C

D

E

F

G

H

I

J

K

L

Number	PO Numbers	Vendor	Vendor Address	Date	Due Date	Submit Date	Amount	Status	Workflow Name	Action	
INV-18501				04/11/2025	04/10/2025	04/28/2025	\$200.00	NEW			
INV-18362				04/22/2025	04/22/2025	04/22/2025	\$2,000.00	NEW			

</

- A. **Number:** This column displays the **invoice number**.
- B. **PO Numbers:** This column displays the **purchase order number(s)** associated with the invoice.
- C. **Vendor:** This column displays the **Vendor's name**.
- D. **Vendor Address:** This column displays the **Vendor's address**.
- E. **Date:** This column displays the **date** from the invoice.
- F. **Due Date:** This column displays the **invoice's due date**.
- G. **Submit Date:** This column displays the **date** when the invoice was **submitted to Corpay Complete**.
- H. **Amount:** This column displays the **invoice amount**.
- I. **Status:** This column is used to change the **status of the invoice**.
- **Approved**
 - **Open**
 - **Paid**

- **Closed**
- **Rejected**

Note: Only invoices with a status of **New** display in the invoice **Inbox**.

- J. **Workflow Name:** This column displays the **name of the approval workflow** for the invoice.
- K. **Action:** This column contains the following action icons:
- **Edit:** Click the **Edit**  icon to **open the Inbox Details** page.
 - **Message:** Click the **Message**  icon to **send a message** to someone in the Company or to a Vendor.
 - **Delete:** Click the **Delete**  icon to **delete the invoice**.
- L. **Column Editor:** Use the **Column Editor**  to **adjust visible columns** or **export invoice data**.
- M. **Pagination:** Use the **pagination controls** to view and manage information in the **Inbox** grid.
- N. **Item Count:** Use the **Item Count** to review how many items are displaying in the **Inbox** grid.

Optical Character Recognition (OCR)

Corpay Complete uses Optical Character Recognition (OCR) technology to extract information from invoice files that are uploaded or received by email. When an invoice enters the Inbox, OCR automatically scans the document and identifies details such as the invoice number, Vendor name, invoice date, due date, and amount.

OCR supports multiple invoice formats, including scanned and non-standard layouts, ensuring that invoice data is captured accurately regardless of the Vendor's invoice design.

If a **purchase order (PO) number** is not detected, Corpay Complete automatically searches for alternative identifiers, such as **Customer Reference Number**, **Customer Order Number**, or **Requisition Number**, to help match the invoice to the correct record.

During processing, the full invoice image is embedded in Corpay Complete so that users can review the document and verify the extracted details directly from the Inbox Details page.

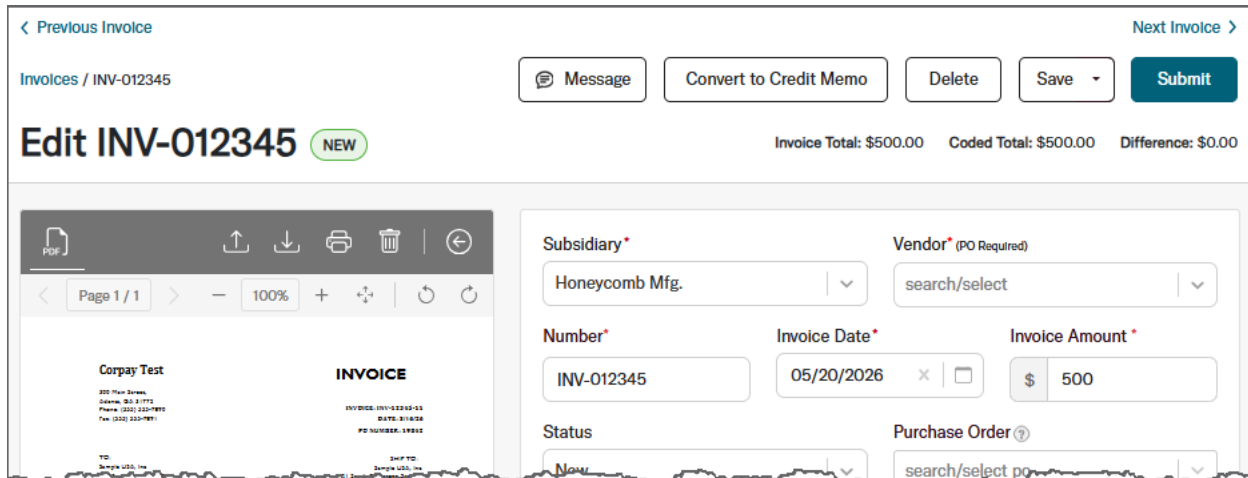
Note: OCR results may vary depending on the clarity of the uploaded document and Company configuration.

Inbox Details Page

The **Inbox Details** page is accessed by clicking the **Start** button or **Edit**  icon from the **Inbox** tab.

This page is the **primary workspace used to review, validate, and prepare invoices submitted to the invoice Inbox**. It presents invoice details and, when available, invoice documents alongside the **Invoice Form**, allowing users to verify extracted data, complete required fields, and prepare the invoice for approval and Payment processing.

The layout follows a consistent structure, with page-level notifications and controls appearing first, followed by document review tools, the Invoice Form, and supporting panels used to manage workflow and track changes.



< Previous Invoice

Invoices / INV-012345

Message Convert to Credit Memo Delete Save Submit

Edit INV-012345 NEW

Invoice Total: \$500.00 Coded Total: \$500.00 Difference: \$0.00

PDF

Page 1 / 1 100%

Corpay Test

INVOICE

200 Main Street,
Chicago, IL 60611
Phone: (312) 333-1111
Fax: (312) 333-1111

INVOICE: INV-012345-01
DATE: 05/20/2026
PO NUMBER: 10001

SHIP TO:
Chicago, IL, USA

Subsidiary* Honeycomb Mfg.

Vendor* (PO Required) search/select

Number* INV-012345

Invoice Date* 05/20/2026

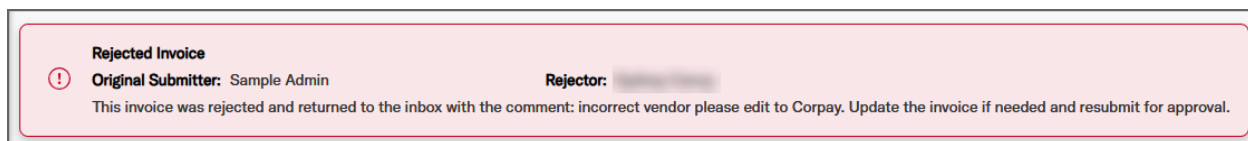
Invoice Amount* \$ 500

Status None

Purchase Order* search/select po

Rejected Invoice Notice

If an invoice is rejected and returned to the invoice **Inbox** by an approver, a **Rejected Invoice** notification displays at the top of the **Inbox Details** page. This notification identifies what must be corrected before the invoice can be resubmitted.



Rejected Invoice

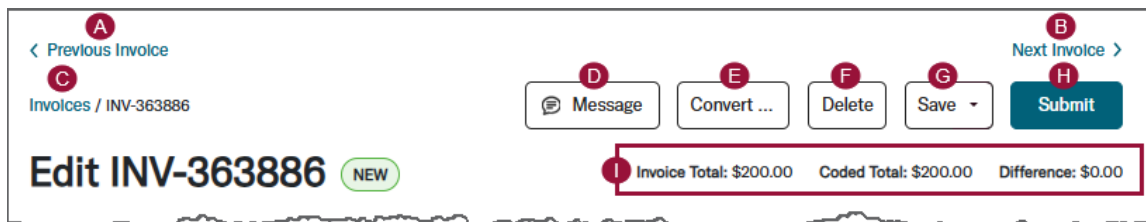
Original Submitter: Sample Admin

Rejector: [redacted]

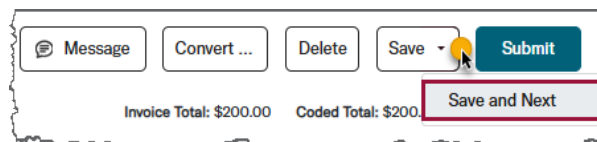
This invoice was rejected and returned to the inbox with the comment: incorrect vendor please edit to Corpay. Update the invoice if needed and resubmit for approval.

Action Area

The **Action Area** at the top of the **Inbox Details** page contains controls used to manage invoices.



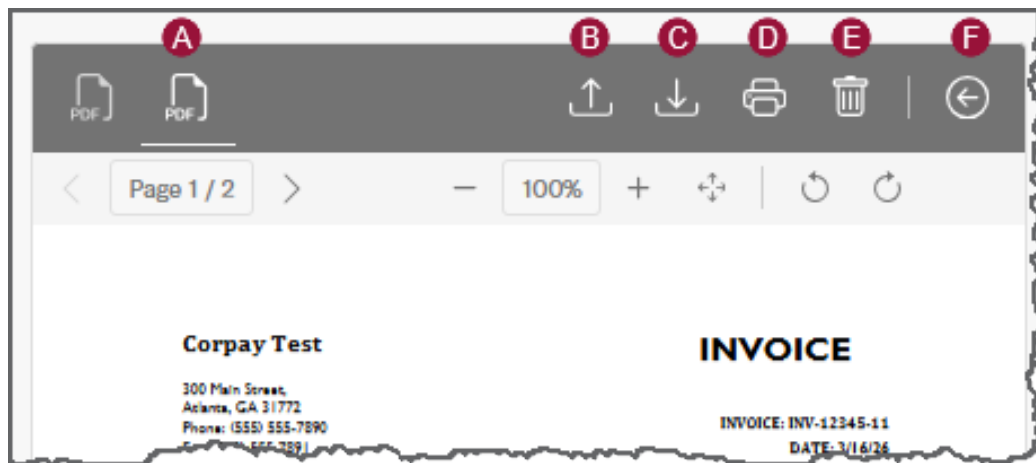
- A. **Previous Invoice:** Displays the **previous invoice in the queue**, allowing users to move backward without returning to the Inbox grid.
- B. **Next Invoice:** Displays the **next invoice in the queue**.
- C. **Invoices:** **Returns to the Inbox tab**, where users can view and select invoices from the grid.
- D. **Messages:** **Opens the Messages panel** for the invoice, where users can view or send messages related to the invoice.
- E. **Convert to Credit Memo:** **Converts the current invoice into a credit memo** for further processing.
- F. **Delete:** **Deletes the invoice** from the Inbox. This action **deletes the invoice record and should be used with caution**.
- G. **Save:** **Saves changes made to the invoice without submitting it** for approval or payment processing.
 - Clicking the **Save** drop-down and then clicking **Save and Next** saves changes and moves to the next invoice in the queue.



- H. **Submit:** **Saves changes and submits the invoice** for approval or further processing based on Company configuration.
- I. **Invoice Totals Summary:** Displays the **Invoice Total**, **Coded Total**, and **Difference** amounts for the invoice. These values **update automatically as invoice coding changes** and help users **verify that coded amounts match the invoice total** before submission.

Document Manager

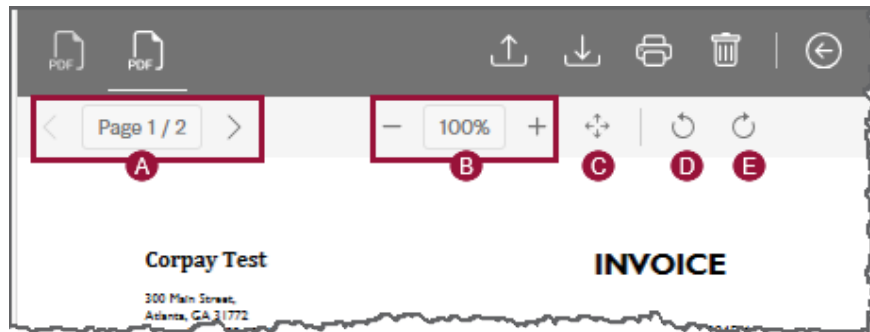
The **Document Manager** provides **access to invoice documents associated with the record**, when available. From this section, users can review, upload, download, print, or remove invoice files. The available actions may vary depending on the file type and how the invoice was created.



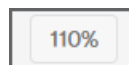
- A. **File Icon:** The **File icon**  indicates the **document type** and **allows navigation between pages**. A line beneath the icon identifies the file that is currently displayed.
- B. **Attach File:** Click the **Attach File**  icon to **upload** one or more invoice files.
- C. **Download:** Click the **Download**  icon to **download** the invoice file(s).
- D. **Print:** Click the **Print**  icon to **print** the invoice file(s).
- E. **Delete:** Click the **Delete**  icon to **delete** the invoice file(s).
- F. **Collapse/Extend:** Click the **Collapse**  icon to **collapse** the **Document Manager**. When it is collapsed, click the **Expand**  icon to **view** the **Document Manager** again.

PDF Page Manager

When an invoice document is in PDF format, the **PDF Page Manager** provides tools for **navigating and adjusting the document** within the **Document Viewer**. From this section, users can move between pages, adjust the view, and manage individual pages as needed.



- A. **Pagination:** Pagination controls allow users to **move between pages** in the **Document Viewer** when an invoice contains multiple pages:
- The **Previous Page** < icon displays the **previous page** in the document.
 - The **Page X of X** field displays the **current page** and **total number of pages** in the document.
 - The **Next Page** > icon displays the **next page** in the document.
- B. **Zoom:** Zoom controls **adjust the size of the document** within the Document Viewer, allowing users to increase or decrease the level of detail shown on the screen:
- The **Zoom Out** – icon **reduces** the size of the PDF in the **Document Viewer**.
 - The **Zoom Percent** field displays the **current zoom level** applied to the document.



- The **Zoom In** + icon **increases** the size of the PDF in the **Document Viewer**.
- C. **Fit Window:** The **Fit Window** ⇄ icon adjusts the document size to **fit within the visible area of the Document Viewer**.
- D. **Rotate Counter Clockwise:** The **Rotate Counter Clockwise** ↶ icon **rotates the PDF counterclockwise**.
- E. **Rotate Clockwise:** The **Rotate Clockwise** ↷ icon **rotates the PDF clockwise**.

Document Viewer

The **Document Viewer** displays the invoice document when one is available. It provides a visual reference for reviewing invoice details alongside the [Invoice Form](#) and reflects any adjustments made using the [PDF Page Manager](#).

Corpay Test
300 Main Street,
Atlanta, GA 31772
Phone: (555) 555-7890
Fax: (555) 555-7891

INVOICE

INVOICE: INV-12345-11
DATE: 3/16/26
PO NUMBER: 19842

TO:
Sample USA, Inc
321 South Evergreen Street,
Atlanta, GA 31772
555.555.0100

SHIP TO:
Sample USA, Inc
321 South Evergreen Street,
Atlanta, GA 31772
555.555.0100

NO.	DESCRIPTION	QTY	PRICE	AMOUNT
112	Axle Front Wheel	1	19.40	19.40
4865	Spokes	3	6.88	20.64

Invoice Form

The **Invoice Form** appears on the **Inbox Details** page and is the **primary workspace used to review and code invoices** uploaded to the invoice **Inbox**. The structure and field behavior are the same as those described in the **Invoice Form** section earlier in this guide. [Refer to that section](#) for detailed information about invoice header fields, line items, general ledger coding, and validation behavior.

Some information in the form may be populated automatically using Corpay's OCR technology. Extracted data points typically include the Vendor name, invoice number, invoice date, and invoice amount. Users should review these values carefully and correct any information that is incomplete or inaccurate before submitting the invoice. If the invoice amount is not populated or is incorrect, it can be keyed in manually.

Depending on two-way or three-way matching settings, invoices may be matched with purchase orders and receipts at the header level, line level, or both, depending on Company configuration.

Approval Workflow

The **Approval Workflow** panel displays the **approval structure associated with the invoice** and **shows the current status of each approval step**. Authorized users may review the workflow and take actions such as adding or removing approvers depending on permissions and Company configuration.

For more information about approval workflow behavior and notifications, refer to the [Create/Restart an Approval Workflow](#) and [Update an Approval Workflow](#) sections.

Data Audit Log

The **Data Audit Log** panel records a chronological history of changes made to the invoice, including field updates and system-generated events. This information provides traceability and supports audit review.

For more information about how the Data Audit Log records and displays activity, refer to the [Corpay Complete Navigation and Core Features User Guide](#).

Pay Invoices Tab

The Pay Invoices tab is the primary workspace for reviewing and managing invoices that are ready for payment. From this tab, users can evaluate invoice balances, review available funding sources when applicable, and prepare invoices for approval or payment processing.

Invoices can be submitted individually or in groups for approval, included in a payment run, or updated as needed before processing. This includes adjusting payment amounts, modifying scheduled payment dates, and changing the payment method.

All Invoices

Recurring Invoices

Inbox

Pay Invoices

File Uploads

Bulk Action

Quick Filters

Number	Vendor	Due Date	Due Status	Amount	Payment Amount	Payment Date	Available Credits	Estimated Delivery Date	Payment Method Type	Process By Deadline	Payment Method Currency	Action
	Contains	mm/dd/yyyy								mm/dd/yyyy	mm/dd/yyyy	
		mm/dd/yyyy								mm/dd/yyyy		
Stage_reg-1...	NEW-ven-p091	07/21/2025	PAST DUE	\$10.00	\$10.00	09/15/2025	\$1340	10/01/2025	Check	07/02/2025	USD	
INV_Reg08...	NEW-ven-0808-nt	08/21/2025	PAST DUE	\$100.00	\$100.00	09/15/2025	\$625	10/01/2025	Check	08/04/2025	USD	
Totals :				Total Invoices Selected : 0		Invoice Amount Selected :		Payment Amount Selected :				
				total :		total :						

101 - 125 of 129 items

Invoice Payment Requirements

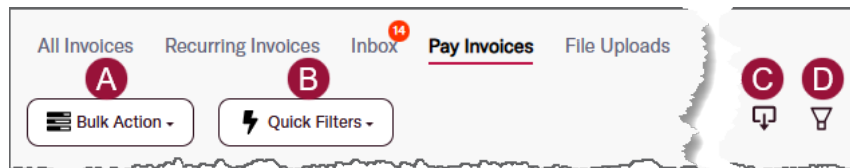
The following requirements must be met before an invoice is eligible for payment on the **Pay Invoices** tab.

- The Vendor payment information must be entered at either the Vendor level or the invoice level.
- The Vendor must have an **Active** status.
- If an approval workflow is applied, all required approvals must be received.
- If the invoice is linked to a purchase order, the invoice must not exceed the total amount of the purchase order.

Depending on Company configuration, invoices may be submitted for payment without a Due Date. When this setting is enabled, the system does not assign a default value and processes the invoice with a blank Due Date.

Action Area

The **Action** area at the top of the **Pay Invoices** tab includes several features.



A. **Bulk Action:** Click the **Bulk Action** drop-down to pay multiple invoices.

- Select one of the following options if payments are processed through the Customer's financial institution (**Direct Banking**):
 - **Apply Credit and Pay:** If a Vendor has available credit memos, users can **apply all or specific credit memos** to the selected invoices. If the balance of the credit memo(s) does not cover the sum of the invoices, the remaining balance can be paid using the Vendor's preferred payment method, such as card or check.
 - **Submit Selected For Payment:** Select invoice(s) in the **Pay Invoices** grid, then choose this option to **submit selected invoices for payment**.
 - **Submit Selected For Payment Run:** Select invoice(s) in the **Pay Invoices** grid, then choose this option to **submit selected invoices for a payment run**.
 - **Submit All For Payment:** Choose this option to **submit all invoices for payment**.
 - **Submit All For Payment Run:** Choose this option to **submit all invoices for a payment run**.

- **Mark As Paid Outside:** Select invoice(s) in the **Pay Invoices** grid, then choose this option to mark the invoice(s) as **paid outside of Corpay Complete**.
- Select one of the following options if Corpay makes payments on your Company's behalf (**Payment Automation**):
 - **Submit Selected For Payment Run:** Choose this option to **submit selected invoices for a payment run**.
 - **Submit All For Payment Run:** Choose this option to **submit all invoices for a payment run**.
 - **Add to Existing Payment Run:** Select invoice(s) in the **Pay Invoices** grid, then choose this option to **submit selected invoices to an existing payment run**.
 - **Mark As Paid Outside:** Select invoice(s) in the **Pay Invoices** grid, then choose this option to mark invoice(s) as **paid outside of Corpay Complete**.
- B. **Quick Filters:** Click the **Quick Filters** drop-down to **clear all filters** from the **Pay Invoices** grid or **reset the grid** to its default state.
- C. **Export:** Click the **Export**  icon to **export the contents** of the **Pay Invoices** grid to a CSV file.
- D. **Toggle Filter:** Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.

Pay Invoices Grid

The **Pay Invoices** grid shows all invoices ready for payment.

Note: Invoices for Vendors that have been marked as **Paid Outside** do not display in the **Pay Invoices** grid.

Invoice Overview and Payment Timing

This section describes the columns used to identify invoices, review due dates and payment timing, and monitor invoice amounts and discounts.

All Invoices Recurring Invoices Inbox ²⁷ Pay Invoices File Uploads									
Bulk Action ▾		Quick Filters ▾							
A	B	C	D	E	F	G	H	I	
Number ▾	Vendor ▾	Due Date ▾	Due Status ▾	Estimated Delivery Date ⓘ	Amount ▾	Original Amount ▾	Available Discount ▾	External Payment Number ▾	
☐	return_file_test_...	Test_Pay ven-5			06/02/2026	\$100.00		\$5.00	

- A. **Number:** This column displays the **invoice number**. Click the invoice **Number** link to open the **Invoice Details** page.

- B. **Vendor:** This column displays the **Vendor's name**. Click the Vendor **Name** link to open the **Vendor Details** page.
- C. **Due Date:** This column displays the **invoice's due date**.
- D. **Due Status:** This column displays the **due status** of the invoice:
- **New:** The invoice was **created within the last seven days**.
 - **Due Soon:** The invoice **due date is within seven days**.
 - **Due Today:** The invoice is **due today**.
 - **Past Due:** The **due date** for the invoice **has passed**.
- E. **Estimated Delivery Date:** This column displays the **estimated date** when the **vendor should receive the payment**.
- Note:** Delivery dates are estimated due to potential system failures and varying USPS delivery schedules.
- F. **Amount:** This column displays the **invoice amount**.
- G. **Original Amount:** This column displays the **original amount** of the invoice if applicable.
- H. **Available Discount:** This column displays the **available discount amount** for the invoice.
- I. **External Payment Number:** Identifies **invoices and credit memos that should be grouped into the same payment** when the **Group Invoices by External Payment Number** setting is enabled. This value also supports payment reconciliation across related transactions.

Payment Processing and Actions

This section describes the columns used to review payment scheduling information, available credits, payment method details, and invoice actions.

J	K	L	M	N	O	P	Q
Payment Amount	Process By Deadline	Payment Date	Available Credits	Payment Method Type	Payment Method Currency	Action	+
\$100.00		05/14/2026	\$ 30	Check	USD	 	

- J. **Payment Amount:** This column displays the **payment amount**.
- K. **Process By Deadline:** This column contains a **recommendation of when to approve the payment run(s)** so that funds reach the Vendor by the invoice **Due Date**.
- L. **Payment Date:** This column displays the **date** when the **payment is scheduled to be processed** based on the selected **Payment Method Type**.
- M. **Available Credits:** This column displays the **available credits** for the invoice.

- N. **Payment Method Type:** This column displays the **type of payment method** that will be used for the payment.
- O. **Payment Method Currency:** This column displays the **currency for the payment method**.
- P. **Action:** The **Action** column displays the following options:
- **View:** Click the **View**  icon to **open** the **Invoice Details** page.
 - **Delete:** Click the **Delete**  icon to **delete** the invoice.
 - **Submit for Payment Approval:** Click the **Submit for Payment Approval** icon to submit the invoice for payment approval.
- Note: Submit for Payment Approval** icons vary depending on the invoice **Payment Method Type**. These icons are only available to **Direct Banking** Customers.
- **Check** 
 - **Virtual Card** 
 - **ACH** 
 - **Cross-Border** 
- Q. **Column Editor:** Use the **Column Editor**  to **adjust visible columns** or **export invoice data**.

Pay Invoices Grid – Totals

The bottom of the **Pay Invoices** grid includes a **Totals** row that gives users additional information when paying invoices.

☐	Number	Vendor	Vendor Address	Due Date	Due Status	Amount	Available Discount	Payment Amount	Payment Date	Available Credits	Estimated Delivery
						total : \$300	total: 0	total : \$300			
Totals :		Total Invoices Selected : 3		Invoice Amount Selected : \$300		Payment Amount Selected : \$300					
First Previous		2 / 2		Next Last		25 items per page		26 - 32 of 32 items			

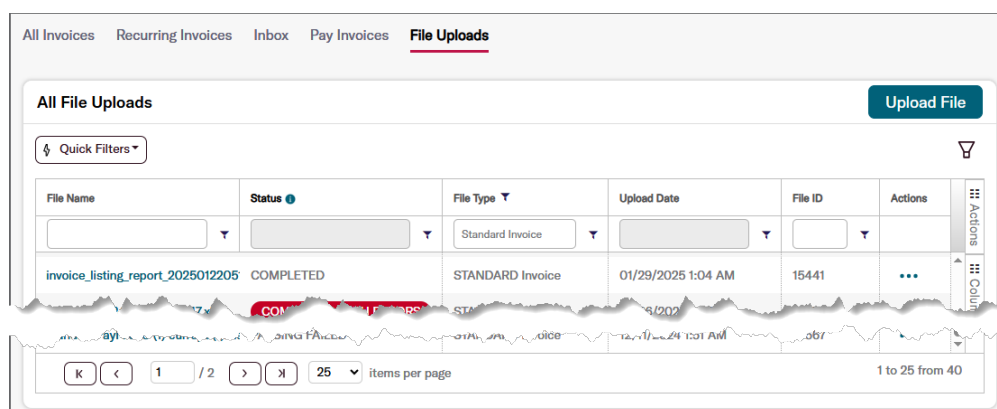
- A. **Total Invoices Selected:** This row displays the **total number of invoices** selected across multiple pages.
- B. **Invoice Amount Selected:** This row displays the **total amount of invoices** selected across multiple pages.
- C. **Payment Amount Selected:** This row displays the **total payment amount** of selected invoices across multiple pages.

File Uploads Tab

The **File Uploads** tab allows users to upload structured files and review file processing results. Available file types depend on Company configuration and include payment files and invoice files.

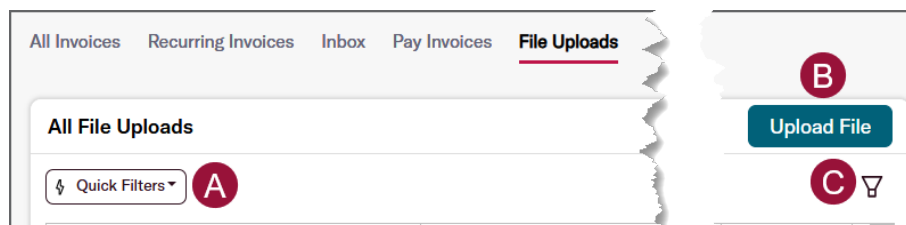
Payment files can create invoice-related records from the same upload and, depending on Company configuration, may also support payment run creation. Invoice files create invoice records that follow the Company's standard invoice review, approval, and payment workflow after they are created.

Users can select either standard file templates or customized file templates. Customized file templates must be configured by the Corpay Implementations Team for the Company before they can be used in Corpay Complete.



Action Area

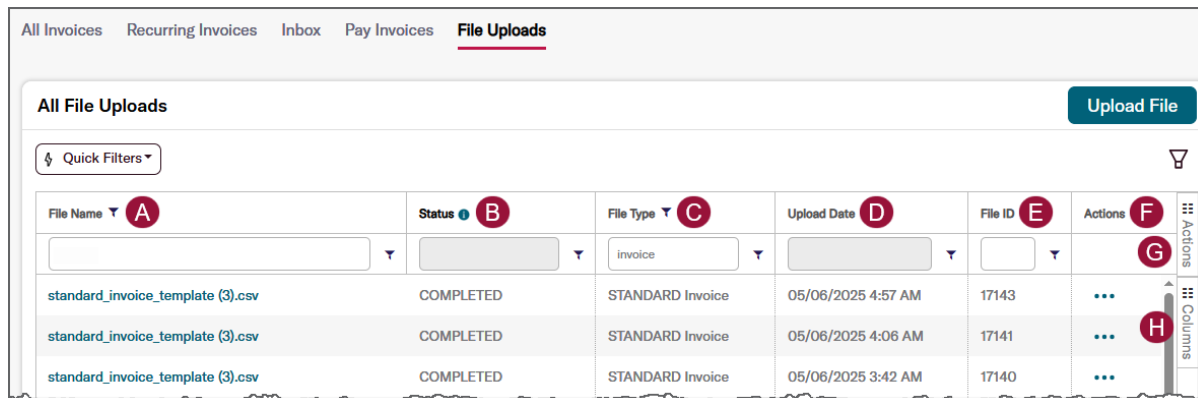
The top of the **File Uploads** tab contains several features.



- A. **Quick Filters:** Select the **Quick Filters** drop-down to **clear all filters** from the **File Uploads** grid or **reset the grid** to its default state.
- B. **Upload File:** Click the **Upload File** button to upload an invoice or payment file.
- C. **Toggle Filter:** Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.

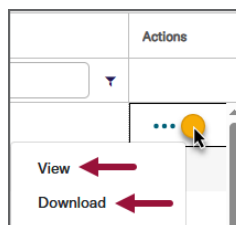
All File Uploads Grid

The All File Uploads grid displays files that have been uploaded to Corpay Complete, including invoice files, payment files, and Vendor files.



File Name A	Status B	File Type C	Upload Date D	File ID E	Actions F
		invoice			... G
standard_invoice_template (3).csv	COMPLETED	STANDARD Invoice	05/06/2025 4:57 AM	17143	...
standard_invoice_template (3).csv	COMPLETED	STANDARD Invoice	05/06/2025 4:06 AM	17141	... H
standard_invoice_template (3).csv	COMPLETED	STANDARD Invoice	05/06/2025 3:42 AM	17140	...

- A. **File Name:** This column displays the **name of the uploaded file**. Click the **File Name** link to download a copy of the file.
- B. **Status:** This column displays the processing **status** of the uploaded file.
- C. **File Type:** This column displays the **template or file type** used for the upload.
- D. **Upload Date:** This column displays the date and time when the file was uploaded.
- E. **File ID:** This column displays a **unique identifier** for the file upload.
- F. **Actions (column):** Select the **ellipses ...** icon in the **Actions** column to choose from the following options:
 - Click **View** to **open the File Details** page.
 - Click **Download** to **download** a copy of the uploaded file.



- G. **Actions (button):** Use the **Actions** button to **clear filters** or **export data** from the grid.
- H. **Columns (button):** Use the **Columns** button to **adjust which columns are visible** in the grid.

File Details Page

The **File Details** page is accessed by selecting the ellipses icon and clicking **View** in the **Actions** column of the **All File Uploads** grid. This page **displays processing results for the uploaded file**, including created records, records with exceptions, and possible duplicate invoices that require review.

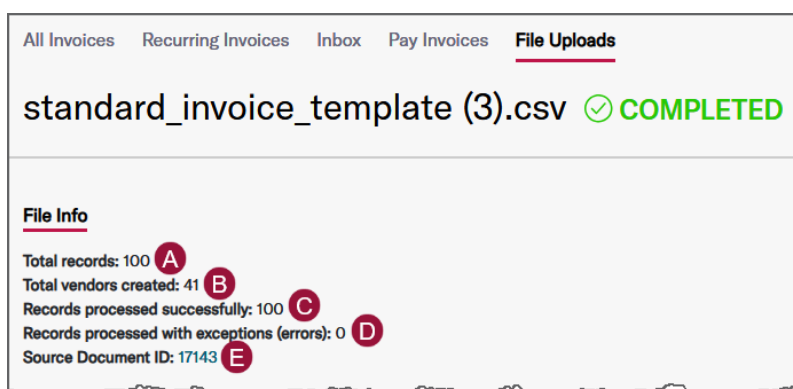
The File Details page displays the **Possible Duplicates** grid when **duplicate invoices are identified during payment file processing**. Invoice files create invoice records that follow the standard invoice review, approval, and payment workflow.

The File Details page changes based on the type of uploaded file and the file processing results. For payment files, the page also changes based on whether possible duplicate invoices are identified during processing. Depending on the file type and processing results, the page displays one or more of the following grids:

- The **File Items grid only**, when no duplicate invoices are identified during file processing.
- The **Possible Duplicates** grid displays imported invoices from a payment file that were identified as possible duplicates.
- Both the **Possible Duplicates grid and the File Items grid** display when the uploaded payment file contains both possible duplicate invoices and other processed records or records with exceptions.

File Info Tab

The **File Info** tab contains a summary of the information that was created from the uploaded file.



- A. **Total Records:** This field displays the **total number of records** in the uploaded file.
- B. **Total vendors created:** This field displays the **total number of Vendors that were created** if applicable.

- C. **Records processed successfully:** This field displays the **number of records that were successfully processed** from the uploaded file.
- D. **Records processed with exceptions (errors):** This field displays the **number of records that could not be processed** because of errors.
- E. **Source Document ID:** Click the **Source Document ID** link to **download a copy** of the original invoice file.

File Items Grid

The **File Items** grid displays the processing results for invoices in the uploaded file. When duplicate invoices are identified during import, the **File Items** grid displays below the **Possible Duplicates** grid and continues to provide the standard import results for the uploaded records.

The screenshot shows the 'File Items' grid interface. At the top right is a 'Sort' button (A). Below it is a 'Quick Filters' drop-down menu (B). To the right of the grid is a 'Toggle Filter' icon (C). The grid has columns: 'Row # ↑' (D), 'Record Identifier' (E), 'Alerts' (F), 'Invoice Number' (G), 'Invoice External ID' (H), 'Vendor ID' (I), and 'Actions' (J). On the far right is a vertical 'Columns' menu (K). The grid contains three rows of data. The first row shows 'Vendor Created' in the Alerts column. The second row shows 'Invoice Created' in the Alerts column. The third row shows 'Credit Memo Created' in the Alerts column. At the bottom of the grid is a pagination bar (L) showing '1 / 2' items per page, '25' items per page, and '1 to 25 from 42'.

Row # ↑	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Actions
1	24rwd3454tr5	Vendor Created	Inv-2110-pol1a1		24rwd3454tr5	...
1	Inv-2110-pol1a1	Invoice Created	Inv-2110-pol1a1		24rwd3454tr5	...
8	Inv-2110-pol1a8	Invoice Created	Inv-2110-pol1a8		24rwd3454tr5	...

- A. **Sort:** Select the **Sort** drop-down to filter the **File Items** grid by records with **exceptions** or to display **all records** simultaneously.
- B. **Quick Filters:** Click the **Quick Filters** drop-down to **clear all filters** from the **File Items** grid or **reset the grid** to its default state.
- C. **Toggle Filter:** Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.
- D. **Row #:** This column displays the **row number** of the record in the uploaded file.
- E. **Record Identifier:** This column displays the **unique identifier** for the record.
- F. **Alerts:** The Alerts icon displays specific information about the record, such as whether an invoice or credit memo was created.
- G. **Invoice Number:** This column displays the **invoice number** associated with the record.
- H. **Invoice External ID:** This column displays the **external ID** from the invoice.

- I. **Vendor ID:** This column displays the **unique identifier for the Vendor**.
- J. **Actions (column):** Select the **ellipses ...** in the **Actions** column to open the **Invoice Details** page for the associated invoice.
- K. **Actions (button):** Use the **Actions** button to **clear filters** or **export data** from the grid.
- L. **Columns (button):** Use the **Columns** button to **adjust which columns are visible** in the grid.

Possible Duplicates Grid

When duplicate invoices are identified during **payment file processing**, the **Possible Duplicates** grid displays imported invoices alongside the existing invoices that triggered **duplicate detection**. This view allows users to compare invoice information and determine whether each imported invoice should continue through payment processing.

Possible Duplicates

A Bulk Actions 2 **B** Quick Filters

C	D Invoice Number	E Vendor	F Invoice Date	G Invoice Amount	H Original Invoice
☒	INV-qaw-00p00007		06/24/2026	\$10.00	INV-qaw-00p07
☐	INV-qaw-00p00006		06/24/2026	\$10.00	INV-qaw-00p06
☒	INV-qaw-00p00004		06/24/2026	\$10.00	INV-qaw-00p04
☐	INV-qaw-00p00002		06/24/2026	\$10.00	INV-qaw-00p02
☐	INV-qaw-00p00002		06/24/2026	\$10.00	INV-qaw-00p02
☐	INV-qaw-00p00001		06/24/2026	\$10.00	INV-qaw-00p01

1-6 of 6 items

- A. **Bulk Actions:** The **Bulk Actions** drop-down becomes available after one or more invoices are selected in the **Possible Duplicates** grid. Select the **Bulk Actions** drop-down to choose one of the following options for the selected duplicate invoices:
 - **Process Selected Invoice(s):** Processes the selected duplicate invoices so they can continue through payment run processing.
 - **Reject Selected Invoice(s):** Rejects the selected duplicate invoices and excludes them from further processing. A rejection reason is required.

- B. **Quick Filters:** Select the **Quick Filters** drop-down to **reset or clear all filters** from the **Possible Duplicates** grid.
- C. **Select All:** Select the **Select All** checkbox to **select all invoices** displayed in the **Possible Duplicates** grid. Clearing the checkbox removes all selections.
- D. **Invoice Number:** This column displays the **invoice number** from the invoice or payment file.
- E. **Vendor:** This column displays the **Vendor** associated with the invoice or payment file.
- F. **Invoice Date:** This column displays the **invoice date** from the invoice or payment file.
- G. **Invoice Amount:** This column displays the **invoice amount** from the imported invoice.
- H. **Original Invoice:** This column displays the **invoice number of the existing invoice that matches the imported duplicate invoice**. Click the **Original Invoice** link to open the **Invoice Details** page for the existing invoice.

Invoice Tasks

This section contains step-by-step procedures for common invoice-related actions in Corpay Complete. Earlier sections of this guide describe the structure, fields, tabs, and workflow behavior of the Invoices module. Those sections provide **foundational context for how invoices function** within the system, while the procedures below outline **how specific tasks are completed**.

Create an Invoice Manually

Manual invoice creation is used when an invoice is **not received through ERP sync, OCR, Vendor Portal, or bulk upload** and must be entered directly into Corpay Complete.

This task uses the same fields and tabs described in the [**Invoice Form**](#) section of this guide.

Manual creation is typically used when:

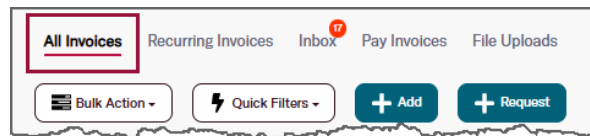
- An invoice must be entered urgently.
- The ERP is not integrated or synchronization is delayed.
- The invoice is internal.
- A correction or exception invoice must be created.

Depending on role and Company policy, invoices may be created using the **+ Add** or **+ Request** button.

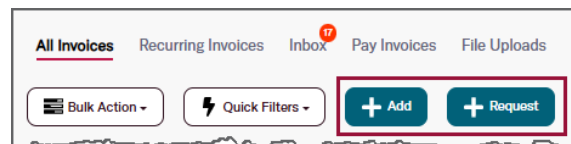


Access to the **+ Add** button requires an invoice administrator role, such as **admin_invoice**, **invoice_special**, or **invoice_limited_no_pay**. Users who see both **+ Add** and **+ Request** should follow Company policy when selecting an option. Refer to the [Roles and Permissions](#) section for additional details.

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



2. Click the **+ Add** button (Administrator users) or **+ Request** button (Staff users).



3. Complete required fields such as **Vendor, Invoice Number, and Invoice Date**. If applicable, link one or more purchase orders before proceeding. Required fields are indicated with a red asterisk.

Add Invoice Cancel Submit

Subsidiary* Test Sub B **Vendor* (PO Required)** Corpay Test2

Number* INV-363985 **Invoice Date*** 03/13/2026 **Invoice Amount*** \$ 12.5

Status New **Purchase Order** search/select po

- Complete the fields on the **Invoice Header** tab, such as payment terms, due date, department, location, and other classification or accounting fields as required by Company configuration.

- Click the **Line Items** tab, and key in pricing, quantity, and required financial classifications. Use the **+ Add Line Item** button to enter additional rows as needed. The **Invoice Amount** field automatically updates based on the total of the line items. If line items are not used, key in the Vendor invoice total in the **Invoice Amount** field.

Unit Price	Qty	Unit	Tax	Total	Item	Description	Account	Department	Location	Business Unit	Project
\$11	1	Ea	\$0.00	\$11.00	hdmi wire1	qa1	Payroll Liabilities				
Total:				\$11.00							

+ ADD LINE ITEM

- Click the **GL Accounts** tab and key in required debit and credit entries. Click the **+ Add Debit Line** and/or **+Add Credit Line** buttons to add additional entries. Ensure totals balance before submission.

Invoice Header Line Items **GL Accounts** GL Impact

☐ Apply Use Tax

Debit Entries

	Account	Tax Code	Tax	Sub Amount	WH Tax Code	WH Tax Amount	Rebate	Rebate Amount	Total
   	1050 - First Community Bank VISA	-Not Taxable-	\$1.11	\$12.00		\$0.00		\$0.00	\$13.11
	Total:								\$13.11

+ADD DEBIT LINE 

Credit Entries

	Account	Percent	Amount	Memo	Department	Location	Business Unit	Category
  	1400 - IT Equipment	100	\$25.11	Sample memo				

+ADD CREDIT LINE 

- Review the **GL Impact** tab to confirm the calculated posting structure reflects the intended accounting impact.

Invoice Header Line Items GL Accounts **GL Impact**

GL Impacts

#	ID ↓	Account Type	Account	Tax	Columns
1	7062075	Credit	1400-IT Equipment	\$0.00	
2	7062074	Item	1400-IT Equipment	\$0.00	
3	7062073	Expense	1050-First Community Ba...	\$1.11	

8. Attach supporting documentation if required using the upload option in the **Attachments** area of the **Add Invoice** form.

The screenshot shows the 'Add Invoice' form. At the top right are 'Cancel' and 'Submit' buttons. The form contains several fields: 'Subsidiary*' (dropdown), 'Vendor* (PO Required)' (search/select dropdown), 'Number*' (text field with 'INV-363986'), 'Invoice Date*' (date field with '03/13/2026'), and 'Invoice Amount*' (text field with '\$ 0'). Below these is a 'Description' text area. The 'Attachments:' section features a blue upload icon, which is highlighted by a red arrow. Below the attachments is the 'Additional Coding Fields' section, which includes a 'GL_ACCOUNT' text field.

9. If Company configuration includes **Additional Coding** fields, complete those fields as required.

This screenshot shows the same 'Add Invoice' form, but with a red rectangular box highlighting the 'Additional Coding Fields' section. This section includes the 'GL_ACCOUNT' text field. The 'Attachments' upload icon is also visible above the highlighted section.

10. Review the invoice to confirm that the **Invoice Amount** reflects the **Vendor invoice total** and that all required fields are complete.

The screenshot shows the 'Add Invoice' form with the following fields and values:

- Subsidiary***: Test Sub B
- Vendor* (PO Required)**: Corpay Test
- Number***: INV-363986
- Invoice Date***: 03/13/2026
- Invoice Amount***: \$ 44 (highlighted with a red box)
- Status**: New
- Purchase Order?**: search/select po

Buttons: Cancel, Submit

11. Click **Submit** to create or request the invoice.

The screenshot shows the 'Add Invoice' form with the following fields and values:

- Subsidiary***: Test Sub B
- Vendor* (PO Required)**: Corpay Test
- Number***: INV-363986
- Invoice Date***: 03/13/2026
- Invoice Amount***: \$ 44
- Status**: New
- Purchase Order?**: search/select po

Buttons: Cancel, Submit (highlighted with a red arrow)

Additional fields below the main form:

- Description**: (empty text area)
- Attachments**: (upload icon)
- Additional Coding Fields**: GL_ACCOUNT (empty text field)

After submission, the invoice follows the Company's configured workflow.

- For Staff users, the invoice routes through the configured invoice approval workflow.
- For Administrator users, the approval workflow may be bypassed, and the invoice may proceed directly to payment if all the following conditions are met:
 - The Vendor is **active**.
 - The Vendor has an **active payment method**.
 - The invoice Status is **Open**.

Depending on Company configuration, the invoice may also route to the **Inbox** for review before further processing.

When creating an invoice manually, users select the invoice status, which determines where the invoice appears in the system. Depending on Company configuration, a default status may be applied automatically. For example, if the status is set to New, the invoice appears in the invoice Inbox rather than on the All Invoices tab.

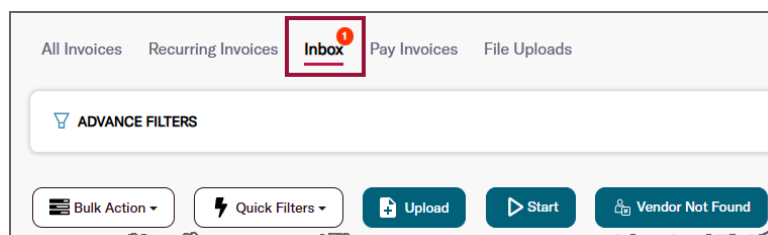
Upload an Invoice to the Invoice Inbox

This section describes how to upload an invoice to the invoice **Inbox**. Uploaded invoice files are processed and then become available for review in the invoice Inbox.

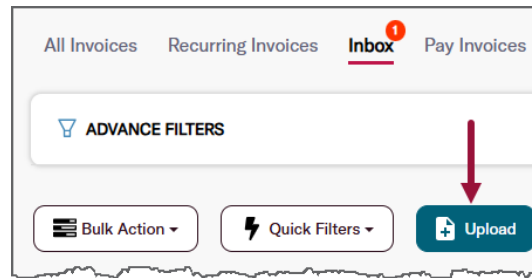


Refer to the [Invoice Form](#) section of this guide for detailed information about fields, tabs, and validation behavior.

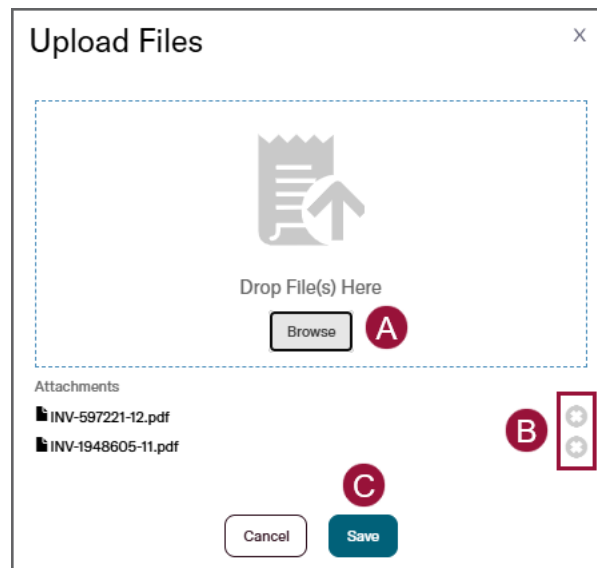
1. In the **Invoices** module, click the **Inbox** tab.



2. Click the **Upload** button.



3. In the **Upload Files** dialog, complete the following steps:



- A. Drag and drop or click **Browse** to select the **invoice file** to be uploaded.
- B. Click the **Remove**  icon to remove the invoice from the upload.
- C. Click the **Save** button.

- The uploaded file(s) display in the **Processing Uploads** grid while processing occurs. Processing statuses update automatically while the files are processing.

ADVANCE FILTERS

Processing Uploads

2 Processing

Next refresh in 4s

File Name	Status	Status Timestamp	Actions
INV-1948605-11.pdf	Processing	05/20/2026 11:40 AM	
INV-597221-12.pdf	Processing	05/20/2026 11:40 AM	

Bulk Action

Quick Filters

Upload

Start

Vendor Not Found

- If processing fails, the uploaded file displays a **Failed** status in the **Processing Uploads** grid. Users can click the **Retry** icon to retry the upload or click the **Delete** icon to delete the upload if needed.

Processing Uploads

2 Failed

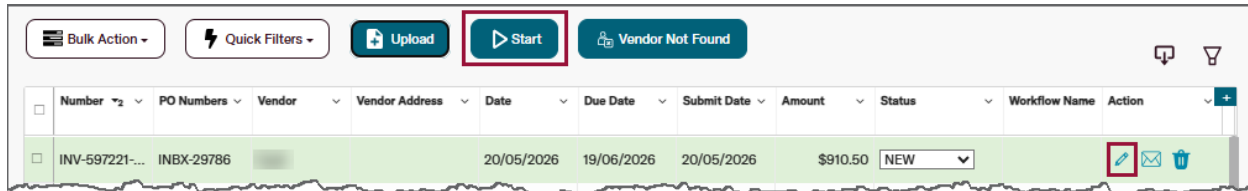
Auto-refresh paused

File Name	Status	Status Timestamp	Actions
INV-1948605-11.pdf	Failed No active INVOICE_AUTOMATION profile_setting for company 21907	05/20/2026 11:44 AM	
INV-597221-12.pdf	Failed No active INVOICE_AUTOMATION profile_setting for company 21907	05/20/2026 11:44 AM	

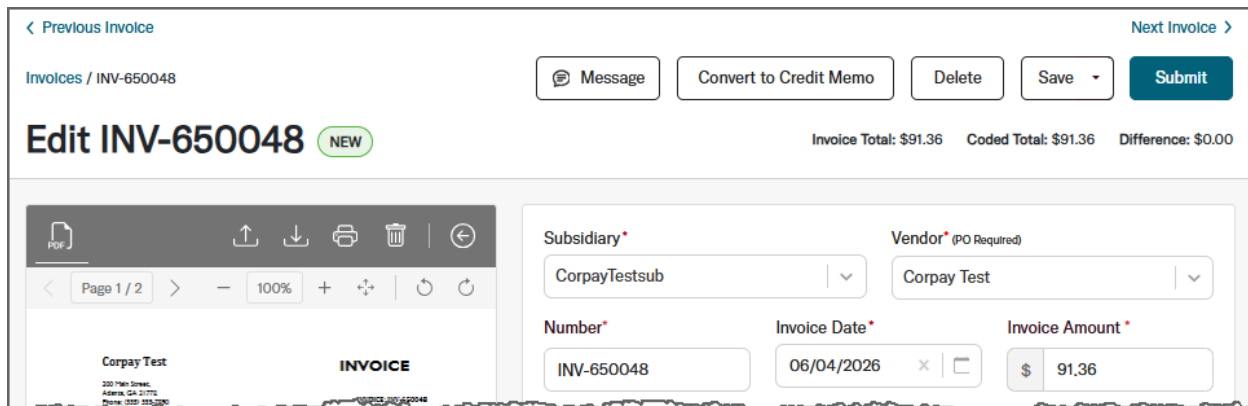
- After processing is complete, the invoice becomes available in the **Inbox** grid for review. Newly uploaded invoices temporarily display highlighted in green to help users identify recent uploads.

	Number	PO Numbers	Vendor	Vendor Address	Date	Due Date	Submit Date	Amount	Status	Action
☐	INV-54321-11				16/03/2026	15/04/2026	20/05/2026	\$91.36	NEW	
☐	INV-12345-11	22-16842			16/03/2026	15/04/2026	20/05/2026	\$40.04	NEW	

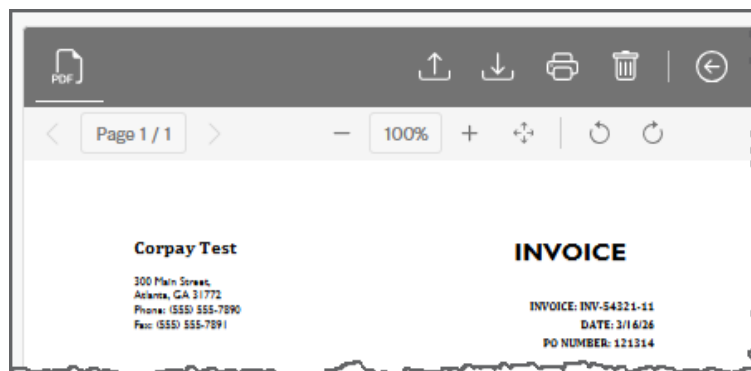
7. Click the **Start** button to review all invoices or the **Edit**  icon in the **Action** column to review the uploaded invoice.



8. The invoice is displayed on the Inbox Details page.



9. If an invoice document is available, review it in the Document Viewer. Use the Document Manager to upload, download, print, or remove files as needed. When the document is in PDF format, the PDF Page Manager can be used to navigate between pages and adjust the document view.



10. Review invoice details such as Vendor, Invoice Number, Invoice Date, and Invoice Amount. Update values as needed to ensure accuracy.

This screenshot shows the 'Invoice Details' form. It contains the following fields:

- Subsidiary***: Test Sub A
- Vendor* (No PO Required)**: Corpay Test 3
- Number***: INV-54321-11
- Invoice Date***: 03/16/2026
- Invoice Amount***: \$ 91.36
- Status**: New
- Purchase Order?**: search/select po

11. Click the Invoice Header tab and complete required fields such as payment terms, due date, and other classification or accounting fields required by Company configuration.

This screenshot shows the 'Invoice Header' tab. It contains the following fields and options:

- Vendor Address**: Test - Sacramento
- Discount Amount**: \$ 0
- Location**: (empty)
- Business Unit**: (empty)
- Bill Distribution Schedule**: -- Select Bill Distribution Schedule --
- Requestor**: (empty)
- Department**: (empty)
- Payment Terms***: Due on receipt
- Currency Code**: USD
- ☐ Kept On Hold
- ☐ Do not push to ERP
- Description**: (empty text area)

12. Continue reviewing the invoice in the **Line Items** tab to verify quantities, pricing, and any purchase order matching. Update or match line items as needed.

Invoice Header

Line Items

GL Accounts

GL Impact

	Unit Price	Qty	Unit	Tax	Total	Item	Description	Account	Department	Location	Business Unit	Project
	\$19.4	4	Ea	\$0.00	\$77.60	BIC00011	Summer Item - Bike	Inventory Asset				
Total:					\$77.60							

+ ADD LINE ITEM

13. Next, review the **GL Accounts** tab to confirm that debit and credit entries are accurate and that the invoice is properly coded.

Invoice Header

Line Items

GL Accounts

GL Impact

Debit Entries

	Account	Total	Memo	Department	Location	Business Unit	Project	Category
	1005 - Vendor Prepayment	\$91.36		Admin	01: San Francisco			
	Total:	\$91.36						

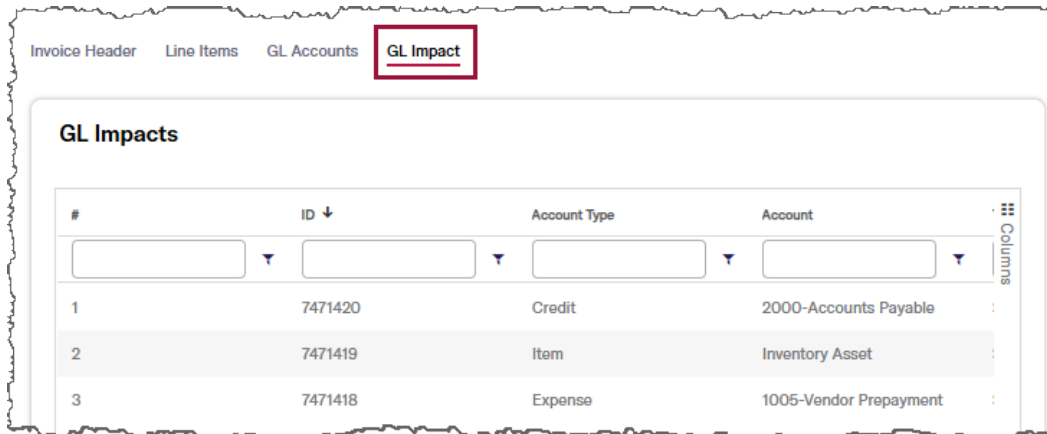
+ ADD DEBIT LINE

Credit Entries

	Account	Percent	Amount	Memo	Department	Location	Business Unit	Category
	2000 - Accounts Payable	100	\$168.96		Engineering			

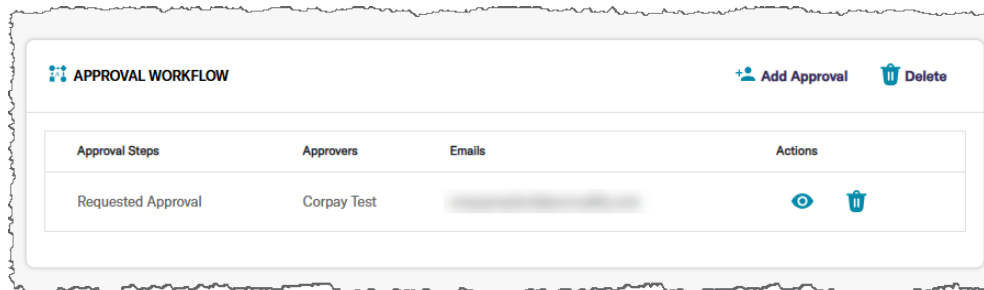
+ ADD CREDIT LINE

14. Review the **GL Impact** tab to confirm that the calculated posting structure reflects the intended accounting impact.



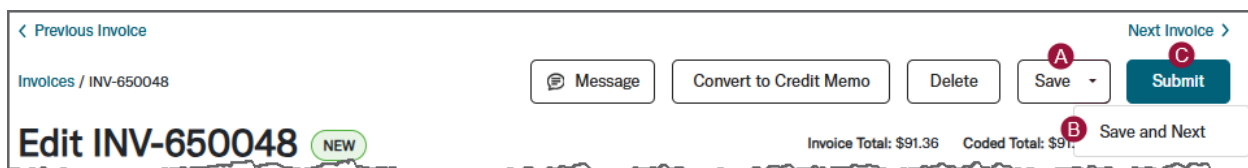
#	ID	Account Type	Account
1	7471420	Credit	2000-Accounts Payable
2	7471419	Item	Inventory Asset
3	7471418	Expense	1005-Vendor Prepayment

15. Review the **Approval Workflow** panel to confirm that the invoice is routed to the appropriate approvers. Authorized users may update the workflow by adding or removing approvers as needed. For more information about approval workflow behavior and available actions, refer to the [Create/Restart an Approval Workflow](#) and [Update an Approval Workflow](#) sections.



Approval Steps	Approvers	Emails	Actions
Requested Approval	Corpay Test		 

16. After reviewing the invoice, choose one of the following options:



< Previous Invoice

Invoices / INV-650048

Message Convert to Credit Memo Delete Save Submit

Next Invoice >

Edit INV-650048 NEW

Invoice Total: \$91.36 Coded Total: \$91.36 Save and Next

- A. **Save** to retain changes without submitting the invoice.
- B. **Save and Next** to save changes and continue to the next invoice in the queue.
- C. **Submit** to submit the invoice for approval or further processing.

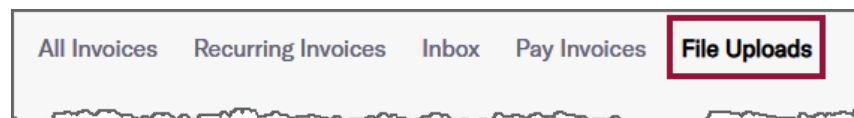
17. If an approval workflow is configured, the invoice status changes to **Pending**. If no approval workflow is required, the invoice status changes to **Open**, and the invoice becomes available for payment when all payment requirements are met.

Upload a File from the File Uploads Tab

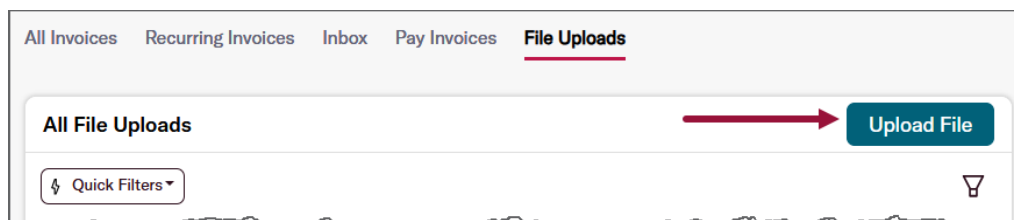
This section describes how to upload a file from the File Uploads tab. Invoice files and payment files can both create invoices in Corpay Complete.

Payment files are commonly used when invoices are created and prepared for payment run processing from the same upload. Invoice files create invoices that follow the standard invoice review, approval, and payment run workflow after they are created.

1. In the **Invoices** module, click the **File Uploads** tab.



2. On the **File Uploads** page, click the **Upload File** button.



3. Complete the following steps in the **Upload File** dialog:

The 'Upload File' dialog box contains the following elements:

- A:** A checked checkbox labeled 'Show Default Templates'.
- B:** A 'File Type' dropdown menu currently showing 'STANDARD Payment File'.
- E:** A central area with a document icon and the text 'Drag and drop file or' above a 'Browse' button. Below this, it lists 'Accepted file types: .xlsx, .csv, .xml, .txt'.
- C:** A link labeled 'Import Template: standard_payment_file'.
- F:** An 'Upload' button.

- A. Click the **Show Default Templates** checkbox if a **standard template** will be used.
- B. Select the **File Type** drop-down and click the **desired template**. In the previous example, **Standard Payment** is selected.
- C. Click the **Import Template** link to **download** the desired template.
Note: This option may not be displayed depending on the selected template.
- D. Complete the information in the template.
Note: This step is not shown below because it occurs outside of the **Upload File** dialog.
- E. Click the **Browse** button or **drag and drop** the completed file into the **Upload File** dialog.
- F. After the file is attached, click the **Upload** button.

4. The **Saved** dialog will display, and the file will begin processing.

The 'Saved' dialog box shows a green checkmark icon and the text 'Document Uploaded Successfully'.

5. The file will display one of the following status messages:

- **Pending Processing:** The file is being processed in Corpay Complete.
- **Completed:** The file was processed successfully.
- **Completed with Errors:** Some records in the file could not be processed because of errors.
- **Possible Duplicates:** The file contains one or more records that were identified as possible duplicate invoices and require review.
- **Possible Duplicates + Errors:** The file contains one or more records that were identified as possible duplicate invoices, and additional records in the file could not be processed because of errors.

6. To review the file upload details, select the **ellipses** ... icon in the **Actions** column, and click **View**.

The screenshot shows the 'All File Uploads' interface. At the top right is an 'Upload File' button. Below it is a 'Quick Filters' dropdown. The main table has columns: File Name, Status, File Type, Upload Date, File ID, and Actions. The first row shows 'standard_payment' with a grey status box and 'payment' file type. The second row shows 'standard_payment_file_template' with a 'COMPLETED' status, 'STANDARD Payment File' type, '07/01/2026 6:00 AM' upload date, and '27839' file ID. The 'Actions' column for the second row is expanded, showing a 'View' button (highlighted with a red box) and a 'Download' button. A yellow circle highlights the ellipsis icon in the Actions column.

File Name	Status	File Type	Upload Date	File ID	Actions
standard_payment		payment		27839	
standard_payment_file_template	COMPLETED	STANDARD Payment File	07/01/2026 6:00 AM	27839	View Download

7. On the **File Details** page, review the file details using the following options:

The screenshot shows the 'File Uploads' section of a software interface. At the top, there are navigation tabs: 'All Invoices', 'Recurring Invoices', 'Inbox', 'Pay Invoices', and 'File Uploads'. Below the tabs, the filename 'standard_payment_file_template.csv' is displayed with a green checkmark and the word 'COMPLETED'. Under the 'File Info' section, the following details are listed: 'Total records: 37', 'Total vendors created: N/A', 'Records processed successfully: 37', 'Records processed with exceptions (errors): 0', 'Source Document ID: 27839' (labeled with a red circle 'A'), and 'Payment Run: 42554' (labeled with a red circle 'B'). Below this is a 'File Items' table with a 'Sort' button. The table has columns: 'Row #', 'Record Identifier', 'Alerts', 'Invoice Number', 'Invoice External ID', 'Vendor ID', 'Vendor Location ID', and 'Actions'. The first two rows of data are visible. The 'Actions' column for the first row has an ellipsis icon (labeled with a red circle 'C') and a 'View' button. A red box labeled 'D' highlights the filter fields at the top of the table.

Row #	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Vendor Location ID	Actions
1	INV-1qwert34411	Invoice Created	INV-1qwert34411		Ven_reg-0904-...		...
2	INV-1qwert34412	Credit Memo Created	INV-1qwert34412		Ven_reg-0904-...		View

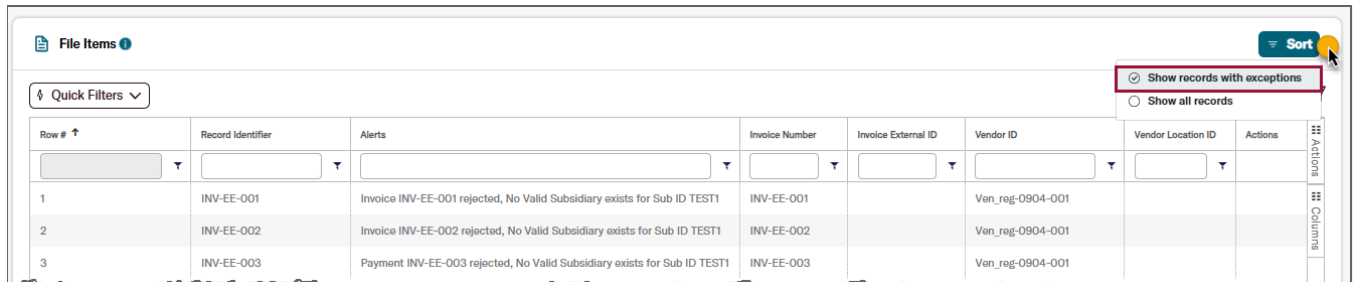
- A. Click the **Source Document ID** link to **download a copy** of the original file.
- B. Click the **Payment Run** link to open the **Payment Run Details** page. This field will not display if a payment run is not created from the uploaded file.
- C. Select the **ellipses** ... icon in the **Actions** column and click **View** to open the **Invoice Details** or **Credit Memo Details** page.



The **Invoice Details** page appears only if an invoice was successfully created.

- D. Use the **filter fields** to **locate a specific record** in the **File Items** grid.

8. If there are errors in the uploaded file, they will display at the top of the **File Items** grid. Users can also select the **Sort** drop-down and click **Show records with exceptions** to filter the grid by item exceptions.



File Items

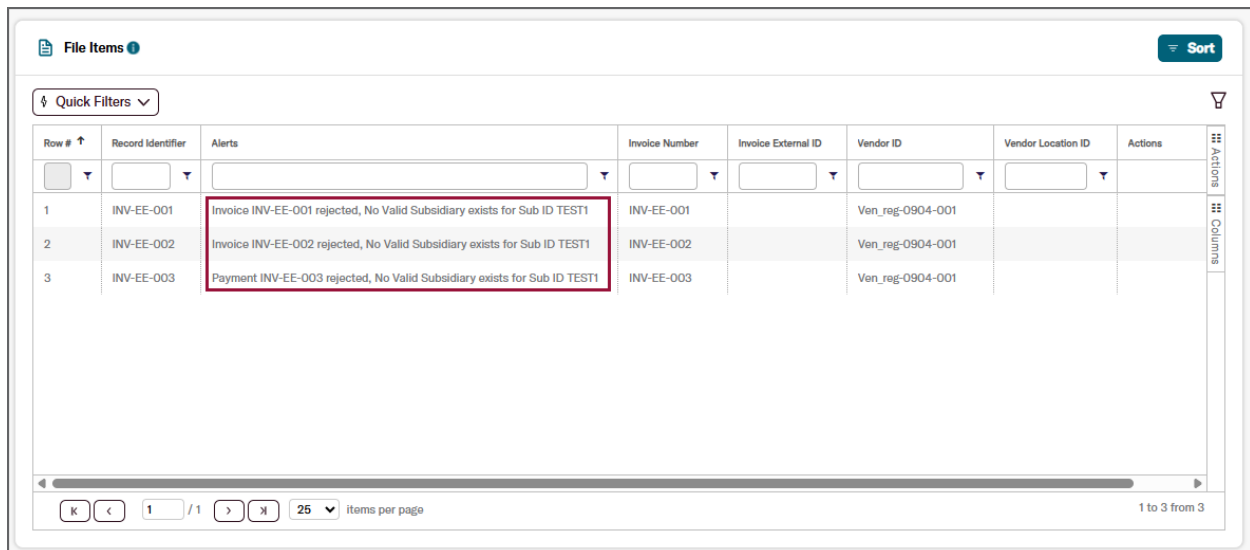
Quick Filters

Sort

Show records with exceptions
Show all records

Row #	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Vendor Location ID	Actions
1	INV-EE-001	Invoice INV-EE-001 rejected, No Valid Subsidiary exists for Sub ID TEST1	INV-EE-001		Ven_reg-0904-001		
2	INV-EE-002	Invoice INV-EE-002 rejected, No Valid Subsidiary exists for Sub ID TEST1	INV-EE-002		Ven_reg-0904-001		
3	INV-EE-003	Payment INV-EE-003 rejected, No Valid Subsidiary exists for Sub ID TEST1	INV-EE-003		Ven_reg-0904-001		

9. Review the information in the **Alerts** column, correct the necessary details in the CSV file, and upload the invoice file.



File Items

Quick Filters

Sort

Alerts

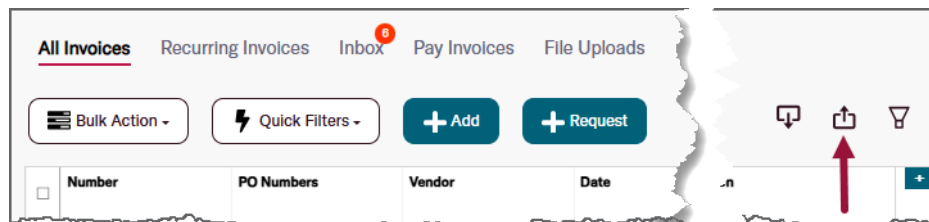
Row #	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Vendor Location ID	Actions
1	INV-EE-001	Invoice INV-EE-001 rejected, No Valid Subsidiary exists for Sub ID TEST1	INV-EE-001		Ven_reg-0904-001		
2	INV-EE-002	Invoice INV-EE-002 rejected, No Valid Subsidiary exists for Sub ID TEST1	INV-EE-002		Ven_reg-0904-001		
3	INV-EE-003	Payment INV-EE-003 rejected, No Valid Subsidiary exists for Sub ID TEST1	INV-EE-003		Ven_reg-0904-001		

1 / 1 25 items per page 1 to 3 from 3

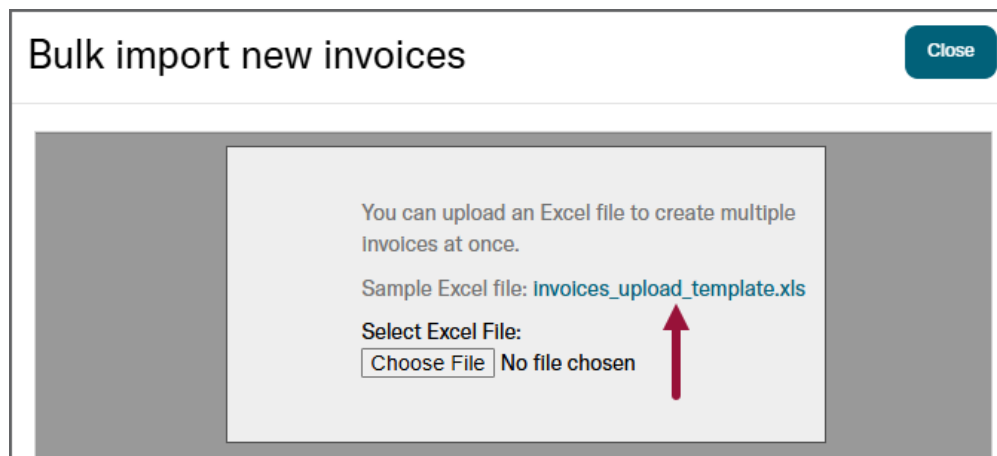
Import Invoices in Bulk

The **Import Invoices** feature enables users to upload multiple invoices by uploading the invoice information in bulk. A template is included to facilitate the process and ensure all necessary information is captured. This section explains how to use the **Import Invoices** feature to import new invoices in bulk into Corpay Complete.

1. On the **All Invoices** tab, click the **Import Invoices**  icon.

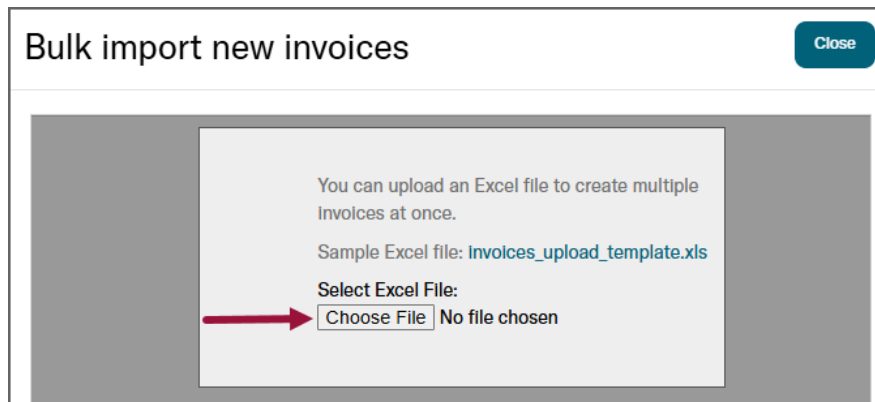


2. In the **Bulk import new invoices** dialog, click the [invoices_upload_template.xls](#) link to download the **invoices_upload_template**.



3. Locate and open the downloaded **invoices_upload_template**.
4. In the **invoices_upload_template**, key in the **information for each new invoice** to be imported.
5. Save the **completed invoices_upload_template** to your device.

6. In the **Bulk import new invoices** dialog, click the **Choose File** button.

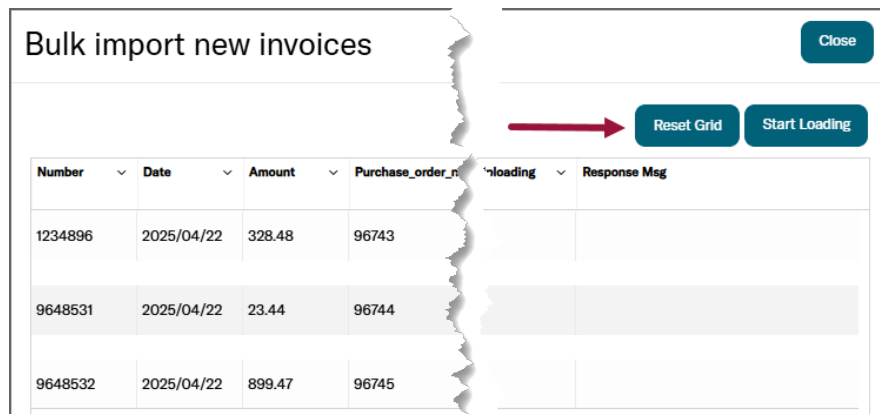


7. The invoices from the **invoices_upload_template** will display in the **Bulk Import new invoices** dialog.

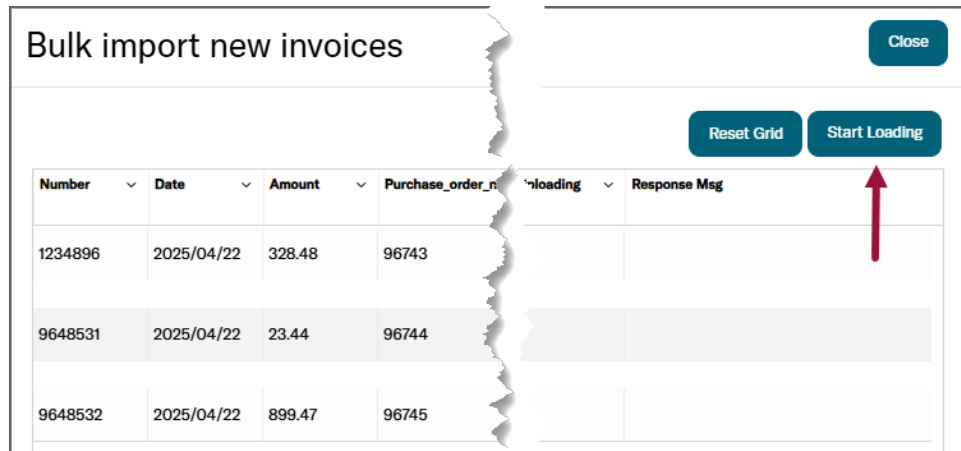
The screenshot shows the "Bulk import new invoices" dialog with a table of imported invoices. The table has columns: Number, Date, Amount, Purchase_order_n, Terms, Vendor_id, Status, and Due_date. There are three rows of data. To the right of the table are buttons for "Reset Grid" and "Start Loading".

Number	Date	Amount	Purchase_order_n	Terms	Vendor_id	Status	Due_date
1234896	2025/04/22	328.48	96743	NET 25	313121		2025/05/17
9648531	2025/04/22	23.44	96744	NET 25	313121		2025/05/17
9648532	2025/04/22	899.47	96745	NET 25	313121		2025/05/17

8. If the invoice information is incorrect, update the **invoices_upload_template** file, and then click the **Reset Grid** button to upload the file again.



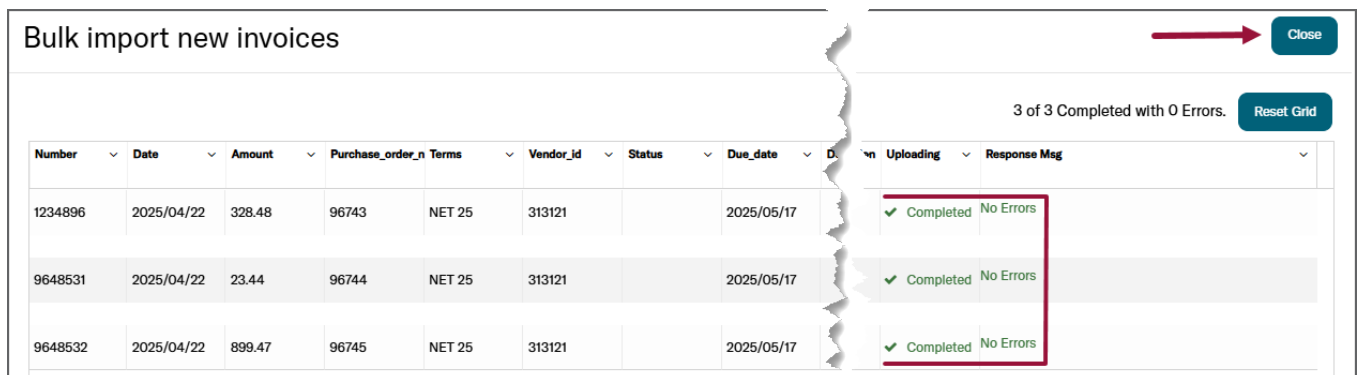
9. If the invoice information is correct, click the **Start Loading** button.



Number	Date	Amount	Purchase_order_n	Uploading	Response Msg
1234896	2025/04/22	328.48	96743		
9648531	2025/04/22	23.44	96744		
9648532	2025/04/22	899.47	96745		

10. The invoice data will begin uploading.

11. If the invoice data is uploaded successfully, the **Uploading** column will display a **Completed** ✓ icon and the **Response Msg** column will indicate that the invoice(s) were created. Click the **Close** button to return to the **All Invoices** tab.



Number	Date	Amount	Purchase_order_n	Terms	Vendor_id	Status	Due_date	Uploading	Response Msg
1234896	2025/04/22	328.48	96743	NET 25	313121		2025/05/17	✓ Completed	No Errors
9648531	2025/04/22	23.44	96744	NET 25	313121		2025/05/17	✓ Completed	No Errors
9648532	2025/04/22	899.47	96745	NET 25	313121		2025/05/17	✓ Completed	No Errors

12. If there are errors in the new information, the **Uploading** column will display an **Error**  icon and the **Response Msg** column will indicate the problem with the invoice data.

Bulk import new invoices							Close		
Double click on cell to Edit and enter Valid Data							0 of 3 Completed with 3 Errors. Reset Grid Resume Loading		
▼	Date	Amount	Purchase_order_number	Terms	Vendor_id	Status	Description	Uploading	Response Msg
	2025/04/22	328.48	96743	NET 25	313121	New		 Error	status is not included in the list,
	2025/04/22	23.44	96744	NET 25	313121	New		 Error	status is not included in the list,
	2025/04/22	899.47	96745	NET 25	313121	New		 Error	status is not included in the list,

13. **Double-click the cell** containing an error to enable editing and correct the issue with the invoice data. Repeat this procedure for each cell that requires updating, then click the **Resume Loading** button.

Bulk import new invoices

Double click on cell to Edit and enter Valid Data

Number	Date	Amount	Purchase_order_n	Terms	Vendor_id	Status	Due_date	Description	Uploading	Response Msg
88556644	2025/04/22	65.11	96743	NET 25	313121	New	2025/05/17		 Error	status is not included in the list,
4488512	2025/04/22	75.96	96744	NET 25	313121	New	2025/05/17		 Error	status is not included in the list,
3362485	2025/04/22	21.88	96745	NET 25	313121	New	2025/05/17		 Error	status is not included in the list,

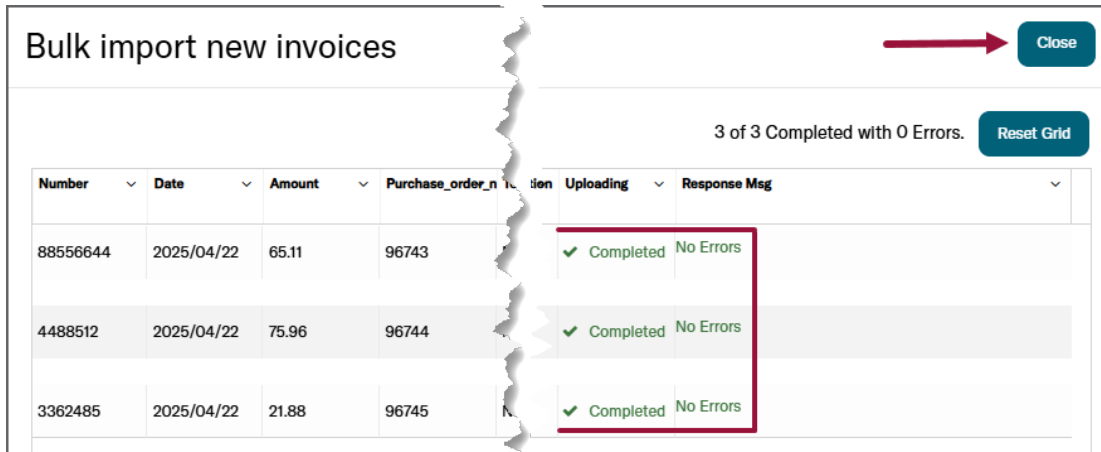
Close

0 of 3 Completed with 3 Errors.

Reset Grid

Resume Loading

14. The invoice data will be uploaded again. Once the invoice data is successfully uploaded, the **Uploading** column will display a **Completed** ✓ icon and the **Response Msg** column will indicate that the invoice was created. Click the **Close** button to return to the **All Invoices** tab.

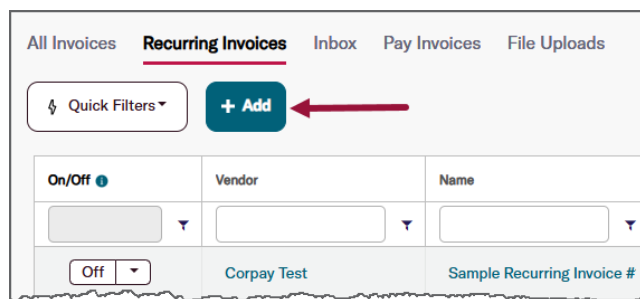


Number	Date	Amount	Purchase_order_n	Uploading	Response Msg
88556644	2025/04/22	65.11	96743	✓ Completed	No Errors
4488512	2025/04/22	75.96	96744	✓ Completed	No Errors
3362485	2025/04/22	21.88	96745	✓ Completed	No Errors

Create a Recurring Invoice

This section describes how to create a recurring invoice in Corpay Complete.

1. On the **Recurring Invoices** tab, click the **+ Add** button.



All Invoices **Recurring Invoices** Inbox Pay Invoices File Uploads

Quick Filters **+ Add**

On/Off Vendor Name

Off Corpay Test Sample Recurring Invoice #

2. The **Add Recurring Invoice** page will display. Stay on the **Main** tab and complete the required fields.

The screenshot shows the 'Edit Recurring Invoice' form with the following fields and labels:

- Main** (tab, highlighted with a red box)
- Line Items** (tab)
- Accounts** (tab)
- Name*** (A): Text input field containing 'Sample Recurring Invoice'.
- Amount*** (B): Text input field containing '125'.
- Vendor* (PO Required)** (C): Drop-down menu showing 'Corpay Sample Vendor'.
- Payment Terms*** (D): Drop-down menu showing 'Due on Receipt'.
- Subsidiary*** (E): Drop-down menu showing 'Test Subsidiary'.
- Service Start Date*** (F): Date picker showing '01/21/2025'.
- Service End Date*** (G): Date picker showing '04/21/2025'.
- Frequency*** (H): Drop-down menu showing 'MONTHLY'.
- Day Of Month*** (H): Drop-down menu showing '1'.
- Location**: Drop-down menu showing '-- Select Location --'.
- Reference Number**: Text input field containing '123456'.
- Company Requestor** (K): Text input field containing 'Karalee Rhoten'.
- Submit Date** (L): Date picker showing '01/21/2025'.
- Discount Amount** (M): Text input field containing '0'.
- Discount Expire Date** (N): Date picker showing 'mm/dd/yyyy'.

Note: Required and visible fields vary based on Company configuration.

A. **Name** – Key in the **name** of the recurring invoice.

B. **Amount** – Key in the recurring invoice **amount**.

Note: Depending on Company configuration, this field may populate from the **Line Items** tab and be disabled from editing.

C. **Vendor** – Key in text to search or select a **Vendor** from the drop-down.

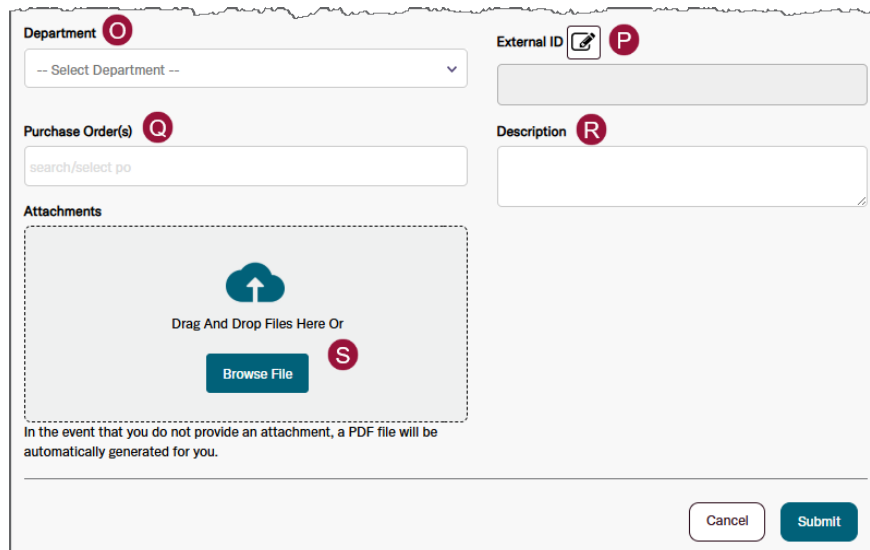
D. **Payment Terms** – Select the **Vendor's payment terms** from the drop-down. This field may populate automatically depending on Company configuration.

E. **Subsidiary** – This field populates based on the selected Vendor. Key in text to search or select the drop-down to choose a different **subsidiary**.

F. **Service Start Date** – Click the **date picker** , and select a **service start date**.

G. **Service End Date** – Click the **date picker** , and select a **service end date**.

- H. **Frequency** – Select the drop-down to choose a **Frequency** for the recurring invoice. The invoice will be created automatically based on this setting:
- **Weekly** – If **Weekly** is selected, the following drop-down will be displayed:
 - **Day Of Week** – Select the drop-down to choose a day of the week when the recurring invoice will be created.
 - **Monthly** – If **Monthly** is selected, the following drop-down will be displayed:
 - **Day Of Month**: Select the drop-down to choose a day when the recurring invoice will be created.
 - **Quarterly** – If **Quarterly** is selected, the recurring invoice will be created every quarter.
- I. **Location** – Key in text to search, then select a **location**.
- J. **Reference Number** – Key in the **reference number** for the invoice.
- K. **Company Requestor** – Key in text to search, then select the **person** who is **requesting the recurring invoice**.
- L. **Submit Date** – Click the **date picker**  , then select a **submit date**.
- M. **Discount Amount** – Key in a **discount amount**.
- N. **Discount Expire Date** – Click the **date picker**  , then select a **discount expiration date**.



The screenshot shows a web form for creating a recurring invoice. It includes several input fields and a file upload section. The fields are labeled with letters in red circles: O for Department, P for External ID, Q for Purchase Order(s), R for Description, and S for Attachments. The Attachments section features a dashed box with a cloud upload icon and a 'Browse File' button. At the bottom, there are 'Cancel' and 'Submit' buttons. A note at the bottom of the Attachments section states: 'In the event that you do not provide an attachment, a PDF file will be automatically generated for you.'

Department **O**

-- Select Department --

External ID **P**

Purchase Order(s) **Q**

search/select po

Description **R**

Attachments **S**

Drag And Drop Files Here Or

Browse File

In the event that you do not provide an attachment, a PDF file will be automatically generated for you.

Cancel Submit

- O. **Department** – Key in text to search or select a **department** from the drop-down.
- P. **External ID** – This field **automatically populates after synchronizing the invoice** to the ERP system.

- Q. **Purchase Order(s)** – Begin typing the **purchase order number**, then select the desired **purchase order** from the search results. Repeat this process for each purchase order to be connected to the invoice.
- R. **Description** – Key in an invoice **description**.
- S. **Attachments** – Drag and drop or click **Browse File** to add invoice **attachments**. If an attachment is not added, an invoice PDF file will be automatically generated.
3. Click the **Line Items** tab, then click the **+ Add Items** button and complete the required fields.

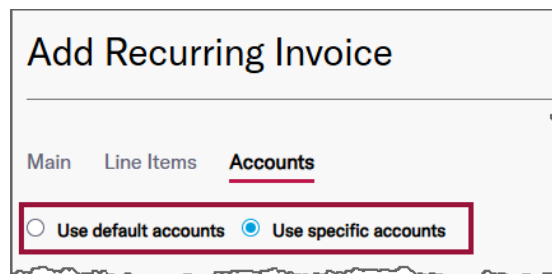
The screenshot displays the 'Line Items' tab of an invoice system. At the top, it shows 'Main', 'Line Items' (selected), and 'Accounts' tabs. Below the tabs, it states 'Invoice Item Expense Total: \$170.25' and 'Total Invoice Amount: \$170.25'. The main form area is titled 'ITEM 1' and contains several input fields with red letter labels: A (Item Name), B (Unit), C (Qty), D (Unit Price), E (Tax), F (Total), G (Account), H (Department), I (Location), J (Business Unit), K (Project), and L (Description). The 'Item Name' field is populated with '5002--Material'. The 'Unit' is 'Unit', 'Qty' is '1', 'Unit Price' is '158.25', and 'Tax' is '12'. The 'Total' field shows '\$170.25'. The 'Account' is '6600 - Manufacturing Expenses - _expense'. The 'Department' is 'Manufacturing', 'Location' is '01: San Francisco', and 'Business Unit' is 'Services'. The 'Project' is 'Parking Lot Construction' and the 'Description' is 'Parking lot expenses.'. At the bottom left is a '+ Add Items' button. At the bottom right, a summary table shows 'Subtotal' as '\$158.25' and 'Tax' as '\$12.00'.

Item Name	Unit	Qty	Unit Price	Tax
5002--Material	Unit	1	158.25	12

Field	Value
Total	\$170.25
Subtotal	\$158.25
Tax	\$12.00

- A. **Item Name** – Key in text to search, then select an **item name**. The **Unit Price** and **Total** fields may populate automatically depending on Company configuration.
- B. **Unit** – Select a **unit** from the drop-down.
- C. **Qty** – Key in a line item **quantity**.
- D. **Unit Price** – Depending on Company configuration, this field may populate based on the selected **Item Name**. Otherwise, key in the **Unit Price**.
- E. **Tax** – Key in a **tax** for the invoice item. This field may populate automatically depending on Company configuration.

- F. **Total** – The **Total** field populates based on the **Qty**, **Unit Price**, **Tax Code**, and **Rebate** fields.
 - G. **Account** – Depending on Company configuration, this field may populate based on the selected **Item Name**. If this field is editable, key in text to search or use the drop-down to select a different **account**.
 - H. **Department** – Key in text to search or use the drop-down to select a different **department**.
 - I. **Location** – Key in text to search or use the drop-down to select a **location**.
 - J. **Business Unit** – Select the drop-down and choose a **business unit**.
 - K. **Project** – Key in text to search, then select a **project** from the search results.
 - L. **Description** – Key in a **description** for the line item.
 - M. **+ Add Items** – Click the **+ Add Items** button or **+ Add Items**  icon to add another line item.
 - N. **Delete** – Click the **Delete**  icon to delete a line item.
4. Click the **Accounts** tab and then choose one of the following options:



The screenshot shows a web form titled "Add Recurring Invoice". Below the title are three tabs: "Main", "Line Items", and "Accounts". The "Accounts" tab is selected and underlined. Below the tabs, there are two radio buttons. The first radio button is labeled "Use default accounts" and is currently unselected. The second radio button is labeled "Use specific accounts" and is currently selected, indicated by a blue dot. A red rectangular box highlights both radio buttons.

Note: Depending on Company configuration, these options may not be available.

- A. Click the **Use default accounts** radio button to use the default accounts configured for your Company.
- B. Click the **Use specific accounts** radio button to configure specific accounts.

5. If the **Use specific accounts** option is available and selected, complete the following fields in the **Debit Accounts** panel:

The screenshot shows the 'Accounts' tab in a software interface. At the top, there are tabs for 'Main', 'Line Items', and 'Accounts'. Below the tabs, it says 'Invoice Item Expense Total: \$170.25' and 'Total Invoice Amount: \$170.25'. The 'DEBIT ACCOUNTS' panel is open, showing several fields for input. Each field is labeled with a letter in a red circle: A for Account, B for Percent, C for Amount, D for Department, E for Location, F for Business Unit, G for Category, H for Project, and I for Memo. There is also a button labeled J at the bottom left. The fields are arranged in a grid-like fashion, with some having search icons or drop-down arrows. The 'Amount' field has a dollar sign icon. The 'Project' field has a search icon. The 'Memo' field is a larger text area. The button at the bottom left is labeled '+ Debit Accounts'.

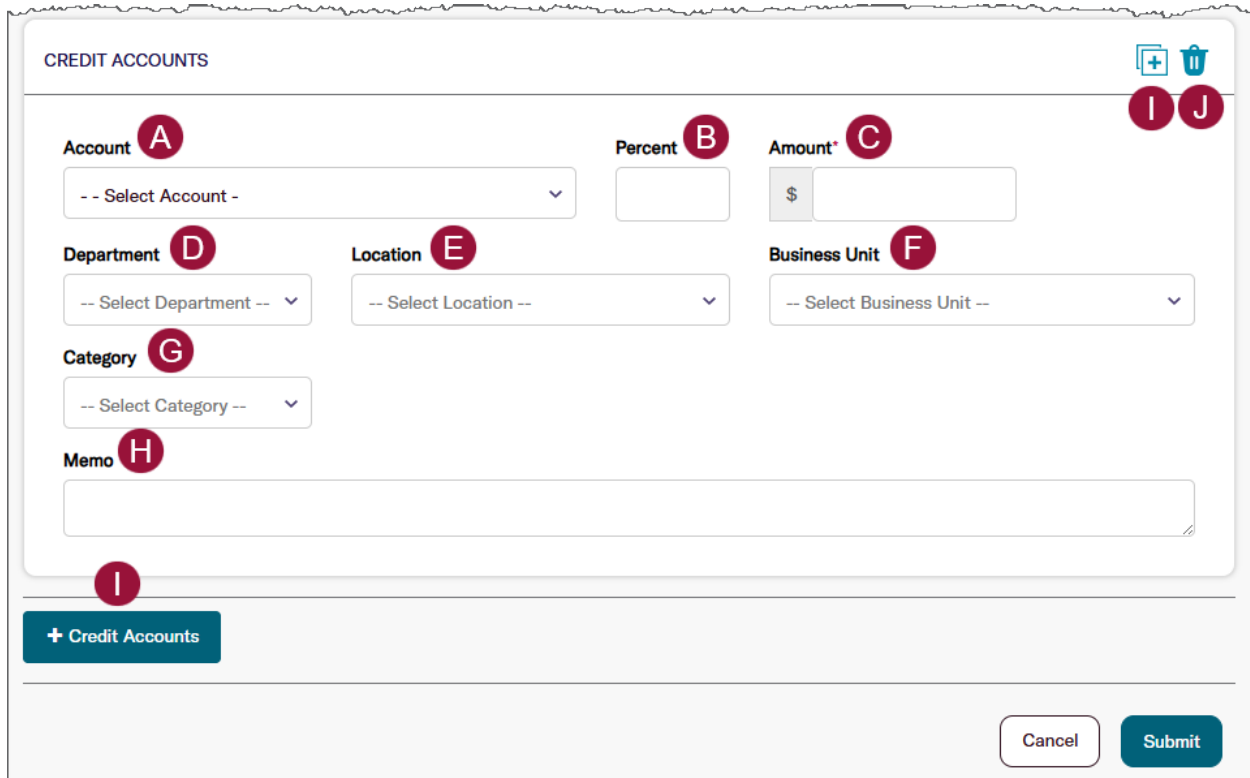
Note: Additional fields may display in the **Debit Accounts** panel depending on Company configuration.

- A. **Account** – Begin typing to search or use the drop-down to select a **debit account**.
- B. **Percent** – Key in a **percentage** for the debit account. If a percentage is entered, the **Amount** field will automatically populate.
- C. **Amount** – Key in an **amount** for the debit account. If an amount is entered, the **Percent** field will automatically populate.
- D. **Department** – Key in text to search or use the drop-down to select a **department**.
- E. **Location** – Key in text to search or use the drop-down to select a **location**.
- F. **Business Unit** – Key in text to search or use the drop-down to select a **business unit**.
- G. **Category** – Key in text to search or use the drop-down to select a **category**.
- H. **Project** – Key in text to search, then select a **project**.
- I. **Memo** – Key in an optional debit account **memo**.

J. **+ Debit Accounts** – Click the **+ Debit Accounts**  icon or **+ Debit Accounts** button to add another debit account. Ensure the values in the **Percent** fields equal **100**.

K. **Delete** – Click the **Delete**  icon to delete a debit account.

6. If the **Use specific accounts** option is available and selected, complete the following fields in the **Credit Accounts** panel:



The screenshot shows the 'CREDIT ACCOUNTS' panel. At the top right are icons for adding (+) and deleting (trash) accounts, labeled I and J. The main form contains several fields: 'Account' (A) is a dropdown menu; 'Percent' (B) is a text input; 'Amount*' (C) is a text input with a dollar sign; 'Department' (D) is a dropdown menu; 'Location' (E) is a dropdown menu; 'Business Unit' (F) is a dropdown menu; 'Category' (G) is a dropdown menu; and 'Memo' (H) is a large text area. At the bottom left is a '+ Credit Accounts' button (I), and at the bottom right are 'Cancel' and 'Submit' buttons.

A. **Account** – Key in text to search or use the drop-down to select a **credit account**.

B. **Percent** – Key in a **percentage** for the credit account. If a **percentage** is entered, the **Amount** field will automatically populate.

C. **Amount** – Key in an **amount** for the credit account. If an **amount** is entered, the **Percent** field will automatically populate.

D. **Department** – Key in text to search or use the drop-down to select a **department**.

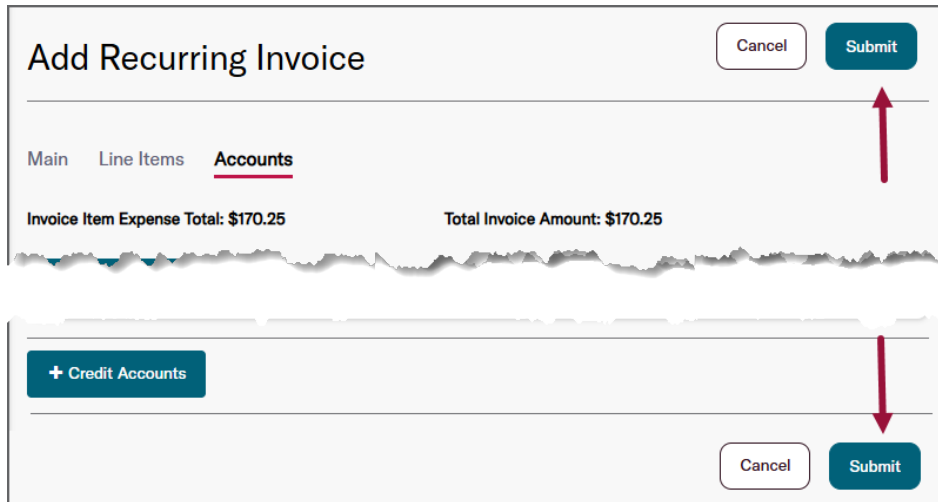
E. **Location** – Key in text to search or use the drop-down to select a **location**.

F. **Business Unit** – Key in text to search or use the drop-down to select a **business unit**.

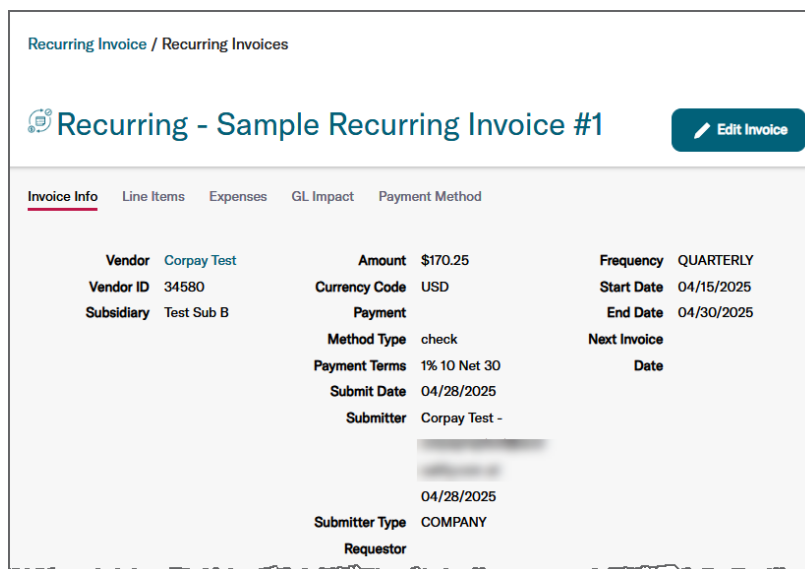
G. **Category** – Key in text to search or use the drop-down to select a **category**.

- H. **Memo** – Key in an **optional memo** for the credit account.
- I. **+ Credit Accounts** – Click the **+ Credit Accounts** button or **+ Credit Accounts**  icon to add another credit account. Ensure the values in the **Percent** field(s) equal **100**.
- J. **Delete** – Click the **Delete**  icon to **delete the credit account**.

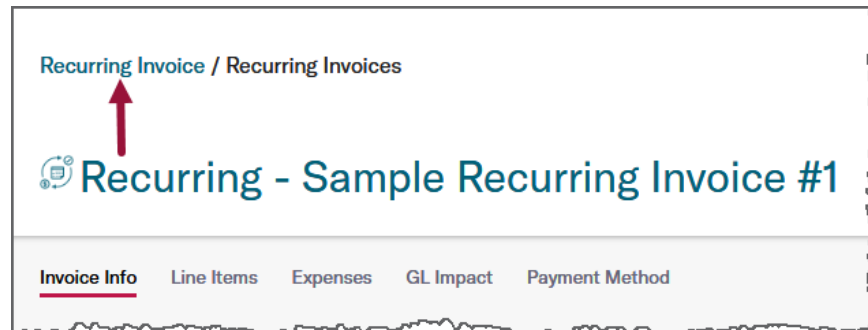
7. Click the **Submit** button to **create the recurring invoice**.



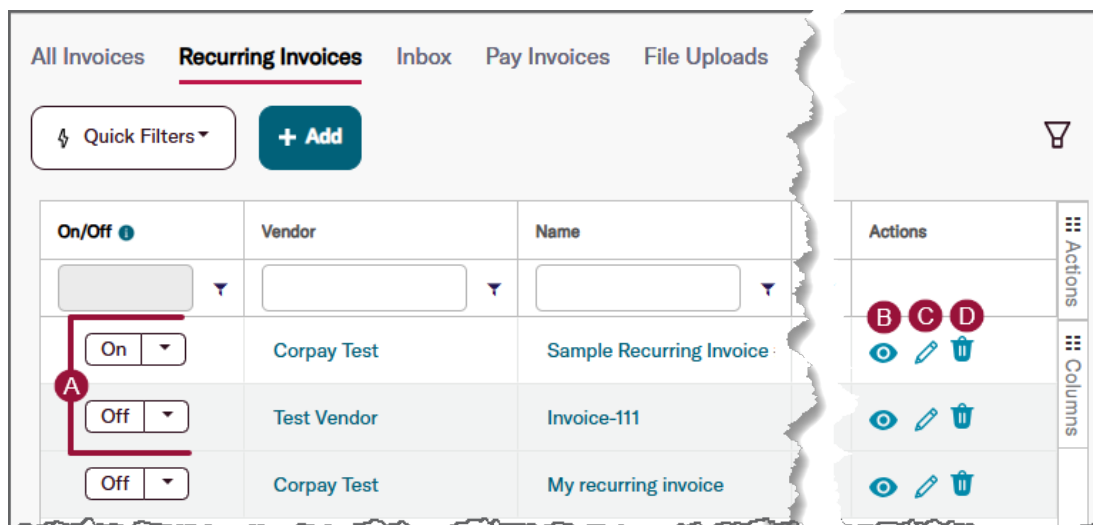
8. The **Recurring Invoices Details** page will display.



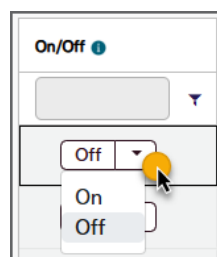
9. Click the **Recurring Invoice** link at the top of the **Recurring Invoices Details** page.



10. On the **Recurring Invoices** tab, choose from the following options:



- A. **On/Off** – Select this drop-down to **turn recurring invoices on or off**. When recurring invoices **are turned off**, existing invoices remain accessible, but no new invoices will be created.



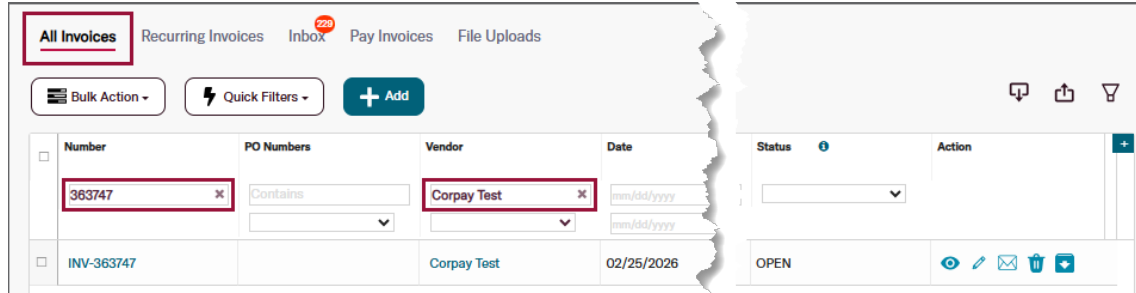
- B. **View** – Click the **View**  icon to **open** the **Recurring Invoices Details** page.
- C. **Edit** – Click the **Edit**  icon to **edit the invoice** on the **Edit Recurring Invoice** page.
- D. **Delete** – Click the **Delete**  icon to **delete the recurring invoice**.

Edit an Invoice

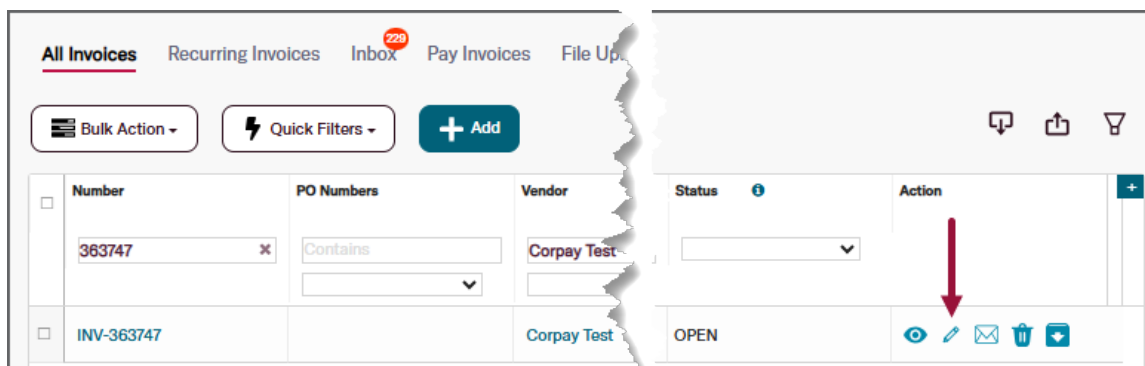
Invoices are edited using the same form described in the [Invoice Form](#) section of this guide. Although the page title and entry point may differ depending on where the invoice is accessed, **the form itself remains the same**. The fields, tabs, and validation behavior function consistently across **invoice creation, Inbox processing, and editing**.

Access to invoice editing is available from several locations within Corpay Complete. Users must have access to the **Edit Invoice** button on the **Invoice Details** page or the **Edit**  icon in the **Action** column of a grid. This procedure explains how to edit an invoice from the **All Invoices** tab.

1. On the **All Invoices** tab in the **Invoices** module, locate the invoice in the **All Invoices** grid using the **filter fields**.



2. Click the **Edit**  icon in the **Action** column.



3. On the **Edit Invoice** page, update the required fields. Use the Invoice Header tab, Line Items tab, and GL Accounts tab as needed.

Edit Invoice Cancel ✓ Submit

Subsidiary* Vendor* (PO Required)

Number* Invoice Date* Invoice Amount*

Status Purchase Order ⓘ

Invoice Header Line Items GL Accounts GL Impact

Vendor Address Discount Amount Location

Additional Coding Fields

GL_ACCOUNT

4. Click **Submit** to save the changes.

Edit Invoice Cancel ✓ Submit

Subsidiary* Vendor* (PO Required)

Number* Invoice Date* Invoice Amount*

Status Purchase Order ⓘ

Invoice Header Line Items GL Accounts GL Impact

Vendor Address Discount Amount Location

Additional Coding Fields

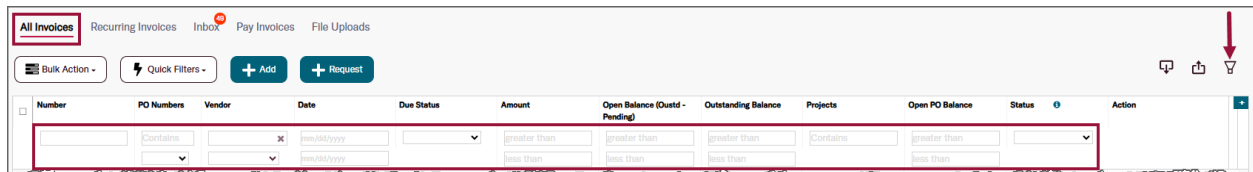
GL_ACCOUNT

Search for an Invoice

This section describes how to locate an invoice on the **All Invoices** tab.

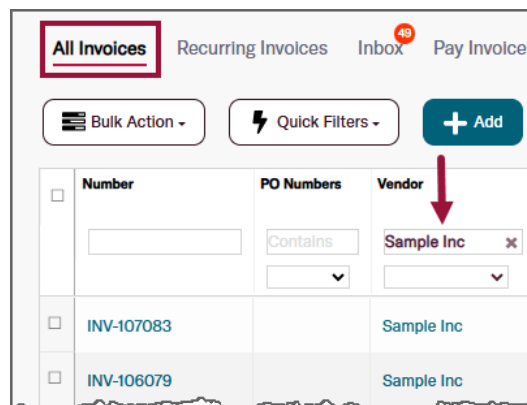
Note: This process can be used to find invoices on other tabs in Corpay Complete.

1. On the **All Invoices** tab, ensure that the **Toggle Filter**  icon is selected to display the filter fields.



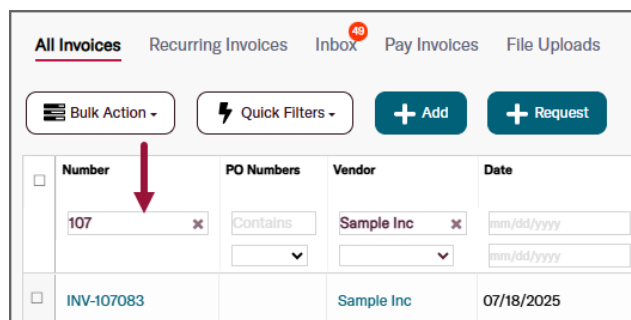
The screenshot shows the 'All Invoices' tab selected. A red box highlights the filter fields at the top of the table, which include: Number, PO Numbers, Vendor, Date, Due Status, Amount, Open Balance (Outd - Pending), Outstanding Balance, Projects, Open PO Balance, Status, and Action. A red arrow points to the 'Toggle Filter' icon in the top right corner.

2. To find an invoice by **Vendor name**, key in a partial or full **Vendor name** in the **Vendor filter field**.



The screenshot shows the 'All Invoices' tab. A red box highlights the 'Vendor' filter field. A red arrow points to the 'Vendor' filter field, which contains the text 'Sample Inc'. Below the filter field, a list of invoices is shown, including 'INV-107083' and 'INV-106079', both associated with 'Sample Inc'.

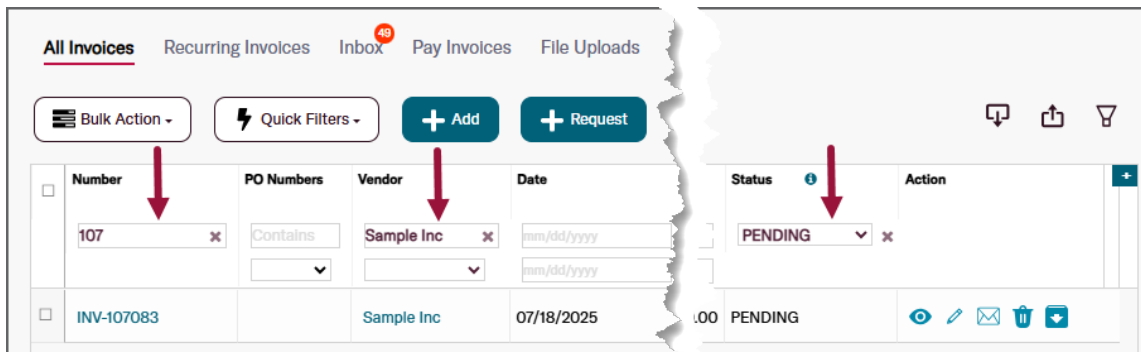
3. To find an invoice by **invoice number**, enter a partial or full **invoice number** in the **Number filter field**.



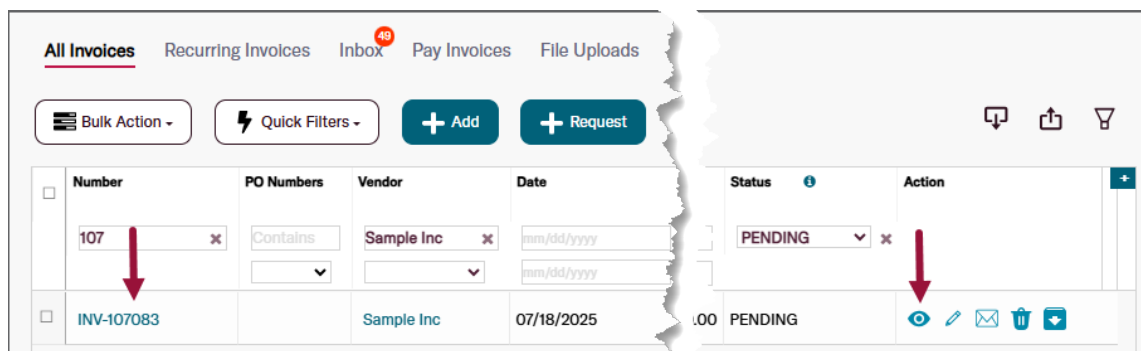
The screenshot shows the 'All Invoices' tab. A red box highlights the 'Number' filter field. A red arrow points to the 'Number' filter field, which contains the text '107'. Below the filter field, a list of invoices is shown, including 'INV-107083', which is associated with 'Sample Inc' and has a date of '07/18/2025'.

4. Repeat this process for each **filter field** as needed to locate the desired invoice.

Note: Users can utilize multiple **filter fields** to simplify the search process.



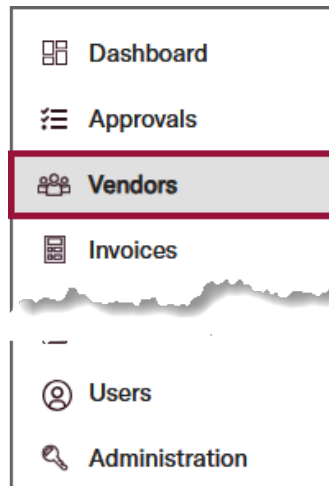
5. After the invoice is located, click the invoice **Number** link or **View**  icon to open the **Invoice Details** page.



Locate a Vendor-Specific Invoice

Rather than searching through all invoices to locate one specific Vendor and invoice, users can use the **Vendor Details** page to quickly **locate any invoice associated with that Vendor**.

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

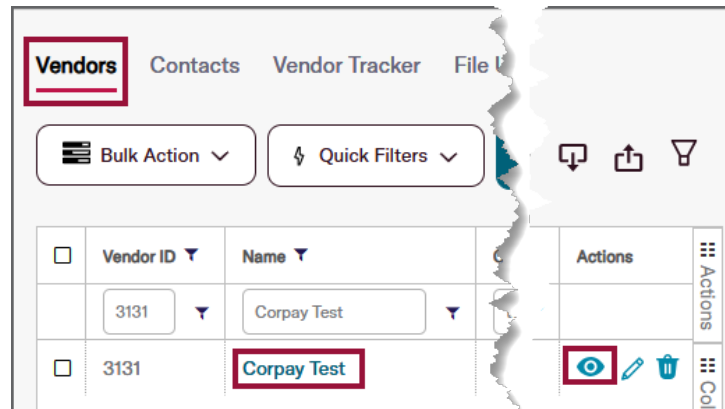


2. On the **Vendors** tab, use the **filter fields** to locate the Vendor. Users can search by fields like **Vendor ID**, **Name**, **Company Email**, and **Vendor Type**. Partial values are accepted in text fields.

The screenshot shows the 'Vendors' tab interface. At the top, there are tabs for 'Vendors', 'Contacts', 'Vendor Tracker', and 'File Uploads'. Below the tabs are buttons for 'Bulk Action', 'Quick Filters', and '+ Add'. On the right side, there are icons for refresh, print, share, and a dropdown arrow. The main part of the interface is a table with the following columns: Vendor ID, Name, Company Email, Total Payment Paid, Open PO Balance, Invoice Balance, Status, Vendor Type, Source Document, and Actions. The first row of the table has the following values: 3131, Corpay Test, test@test.com, \$0, \$0, \$1,000, ACTIVE, COMPANY, 13207. The second row of the table has the following values: 3131, Corpay Test, test@test.com, \$0, \$0, \$1,000, ACTIVE, COMPANY, 13207. The 'Actions' column for the second row contains icons for view, edit, delete, and a dropdown arrow.

☐	Vendor ID ▼	Name ▼	Company Email ▼	Total Payment Paid	Open PO Balance	Invoice Balance	Status	Vendor Type	Source Document	Actions
☐	3131 ▼	Corpay Test ▼	test@test.com ▼							
☐	3131	Corpay Test	test@test.com	\$0	\$0	\$1,000	ACTIVE	COMPANY	13207	

- Click the **Name** link or **View**  icon to open the **Vendor Details** page.



- On the **General Info** tab of the **Vendor Details** page, scroll down to the **Invoices** tab to see **all invoices associated with the Vendor**. The most recent invoices display at the top of the list.

Vendors / Vendor Details

Corpay Test ✔ ACTIVE Message Edit Vendor

General Info | Addresses | Payment Methods | Vendor Contacts | Vendor Locations | Internal Contacts | Accounts

Legal Name: Corpay Test EIN/Tax ID/VAT ID: Website:

Invoices | Payments | Credit Memos | Purchase Orders | Corporate Cards | Purchases | Accruals | Campaigns

Recently Updated Add Invoice

Number	Status	PO Number	Date	Amount	Outstanding Balance	Payment Method
INV-10585	OPEN		04/11/2025	\$100.00	\$100.00	Check
INV-10561	OPEN		03/19/2025	\$100.00	\$100.00	Check
INV-10560	PAID		03/19/2025	\$20.00	\$0.00	Check
INV-10559	OPEN		03/19/2025	\$100.00	\$100.00	Check
INV-10557	OPEN		03/17/2025	\$1,000.00	\$1,000.00	Check
INV-10551-2	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10551-1	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10551	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10550	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10549	OPEN		03/12/2025	\$122.00	\$122.00	Check

[View all](#)

5. If the Vendor has **multiple invoices** and the desired invoice is **not visible**, click the **View all** button at the bottom of the **Invoices** grid.

Vendors / Vendor Details

Corpay Test ✓ ACTIVE Message Edit Vendor

General Info | Addresses | Payment Methods | Vendor Contacts | Vendor Locations | Internal Contacts | Accounts

Legal Name: Corpay Test **EIN/Tax ID/VAT ID:** **Website:**

Invoices | Payments | Credit Memos | Purchase Orders | Corporate Cards | Purchases | Accruals | Campaigns

Recently Updated Add Invoice

Number	Status	PO Number	Date	Amount	Outstanding Balance	Payment Method
INV-10585	OPEN		04/11/2025	\$100.00	\$100.00	Check
INV-10561	OPEN		03/19/2025	\$100.00	\$100.00	Check
INV-10560	PAID		03/19/2025	\$20.00	\$0.00	Check
INV-10559	OPEN		03/19/2025	\$100.00	\$100.00	Check
INV-10557	OPEN		03/17/2025	\$1,000.00	\$1,000.00	Check
INV-10551-2	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10551-1	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10551	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10550	OPEN		03/17/2025	\$122.00	\$122.00	Check
INV-10549	OPEN		03/12/2025	\$122.00	\$122.00	Check

[View all](#)

6. The **All Invoices** tab will display with the **All Invoices** grid **automatically filtered** by the **selected Vendor**.

All Invoices | Recurring Invoices | **Inbox** | Pay Invoices | File Uploads

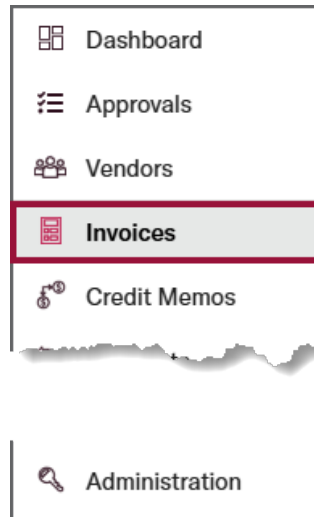
Bulk Action Quick Filters + Add + Request

	Number	PO Numbers	Vendor ID	Vendor	Date	Due Status	Amount
☐		Contains		Corpay Test	mm/dd/yyyy		greater than
☐	INV-10585		299581	Corpay Test	04/11/2025	PAST DUE	\$100.00
☐	INV-10561		299581	Corpay Test	03/19/2025	PAST DUE	\$100.00
☐	INV-10560		299581	Corpay Test	03/19/2025	PAID (PROCESS)	\$20.00

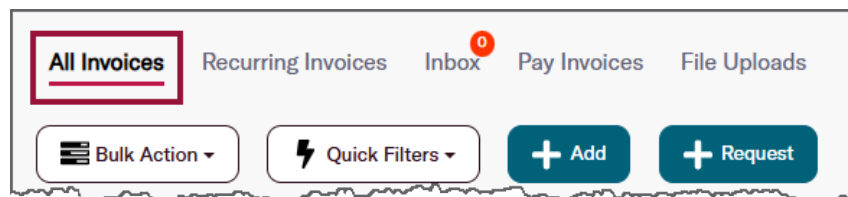
Locate an ERP Synchronized Invoice

This section describes how to locate an invoice that has been synchronized to an ERP.

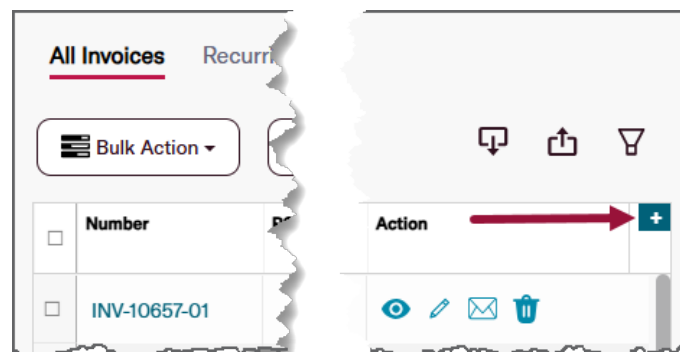
1. Click the **Invoices** module in the left-side navigation pane.



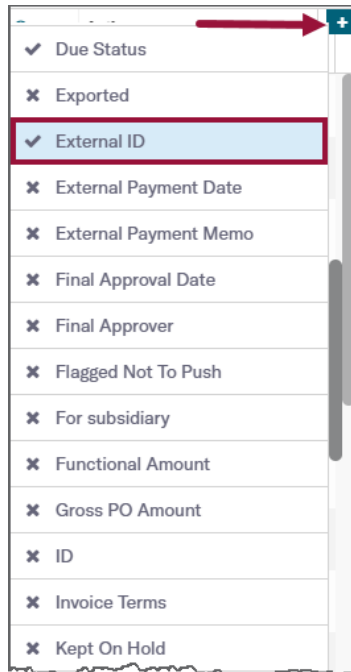
2. In the **Invoices** module, click the **All Invoices** tab.



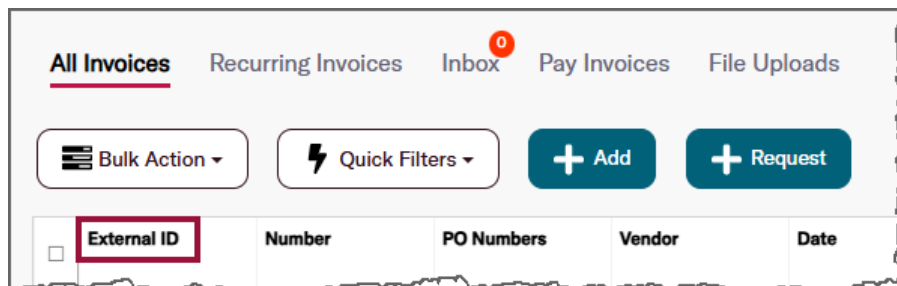
3. Click the **Column Editor**  on the far right of the **All Invoices** grid.



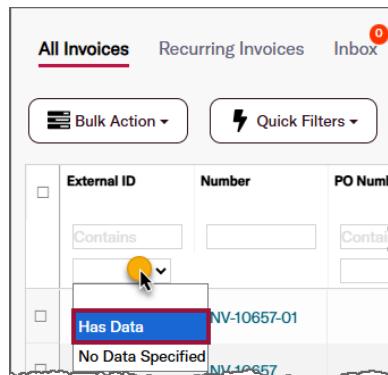
4. From the **Column Editor** selection list, click **External ID**. Click anywhere on the **All Invoices** grid to exit the **Column Editor**.



5. The **All Invoices** grid will display the **External ID** column.

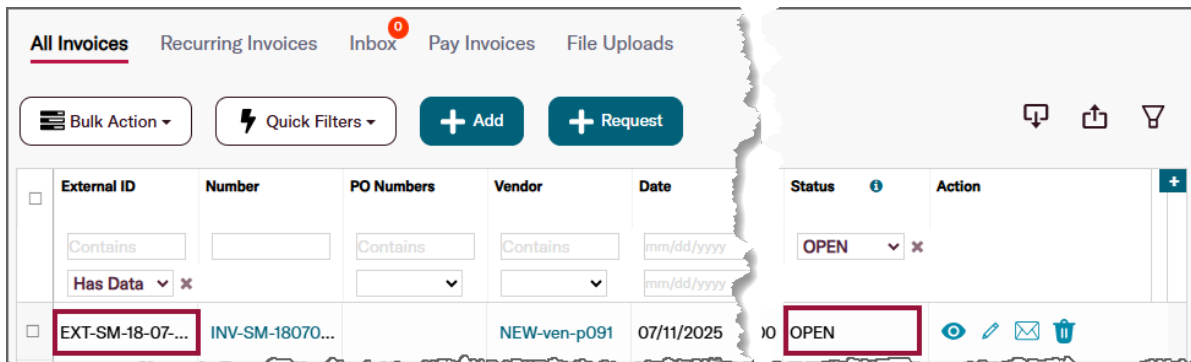


- Click the **Data** drop-down in the **External ID** column and select **Has Data** to display invoices with external IDs.



- Observe the following information in the **All Invoices** grid:

- Invoices with an **External ID** and an **Open** or **Paid Status** are ERP synchronized invoices.



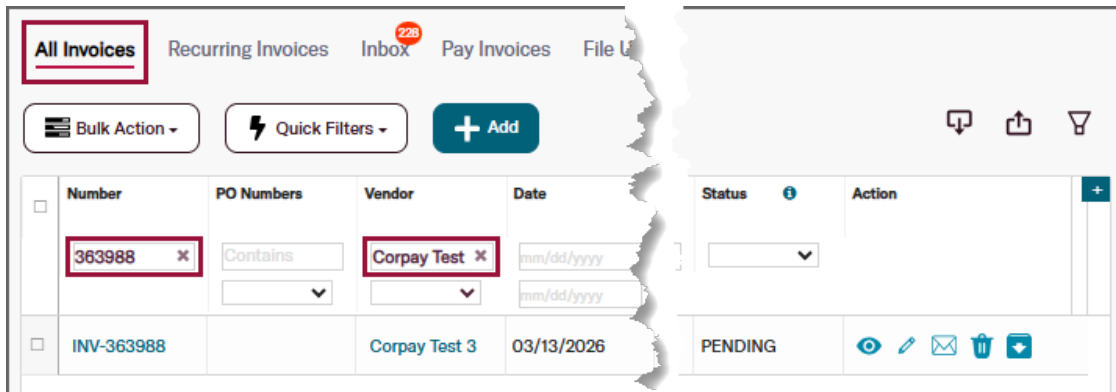
Link an Invoice to a Purchase Order

This section describes how to link an invoice with an existing purchase order in Corpay Complete.

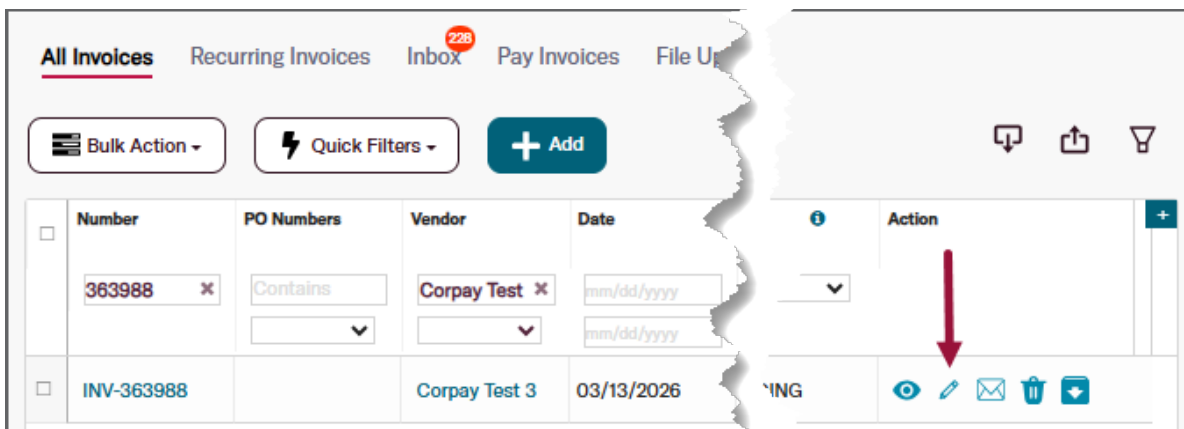


Purchase orders must have a **status of Open** and **match the Vendor** on the invoice to be linked.

1. On the **All Invoices** tab in the **Invoices** module, locate the invoice in the **All Invoices** grid using the **filter fields**.



2. Click the **Edit**  icon in the **Action** column.

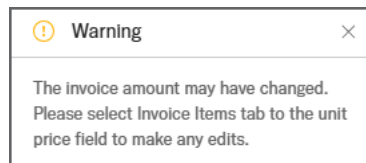


- On the **Edit Invoice** page, locate the **Purchase Order** field. Key in the purchase order number and select the desired purchase order from the search results.

The screenshot shows the 'Edit Invoice' form with the following fields and values:

- Subsidiary***: Test Sub A
- Vendor* (No PO Required)**: Corpay Test 3
- Number***: INV-363988
- Invoice Date***: 03/13/2026
- Invoice Amount***: \$ 104
- Status**: Pending
- Purchase Order**: 105 (dropdown menu is open)
- Invoice Header** (selected tab):
 - Vendor Address**: Test - Sacramento
 - Discount Amount**: \$ 0
- Purchase Order Search Results** (dropdown menu):
 - PO-105142 - Corpay Test 3
 - Amount: \$154 / Balance: \$154
 - Date: 03/13/2026 Status: OPEN
 - Description: Sample PO

- The system may display a **Warning** dialog if pricing differences exist between the invoice and purchase order. Review the **Unit Price** field on the **Line Items** tab to make any necessary adjustments.



5. In the **amount to deduct from PO** field, key in the amount to apply to the purchase order.

The screenshot shows the 'Edit Invoice' form with the following fields and values:

- Subsidiary***: Test Sub A
- Vendor* (No PO Required)**: Corpay Test 3
- Number***: INV-363988
- Invoice Date***: 03/13/2026
- Invoice Amount***: \$ 181
- Status**: Pending
- Purchase Order?**: PO-105142
- Amount to deduct from PO**: \$ amount to deduct from PO... (highlighted with a red box)

Buttons: Cancel, Submit

6. Click the **Submit** button.

The screenshot shows the 'Edit Invoice' form with the following fields and values:

- Subsidiary***: Test Sub A
- Vendor* (No PO Required)**: Corpay Test 3
- Number***: INV-363988
- Invoice Date***: 03/13/2026
- Invoice Amount***: \$ 181
- Status**: Pending
- Purchase Order?**: PO-105142
- Amount to deduct from PO**: \$ 100 (highlighted with a red box)

Buttons: Cancel, Submit (highlighted with a red arrow)

- The purchase order number is displayed on the **Invoice Details** page and in the **All Invoices** grid. Click the purchase order number from either location to open the **Purchase Order Details** page.

Invoices / Invoice Details

INV-363988 ⬇️ PENDING

Invoice Info

Line Items

Expenses

GL Impact

Number:

INV-363988

Vendor:

Corpay Test 3 active

PO Not Required:

True

Vendor ID:

313667

Invoice Date:

03/13/2026

Due Date:

03/13/2026

Service Date:

Subsidiary:

Test Sub A

Purchase Orders:

PO-105142 ➡️

All Invoices

Recurring Invoices

Inbox 228

Pay Invoices

Bulk Action ▾

Quick Filters ▾

+ Add

□

Number

PO Numbers

Reference Number

Balance

Status ⓘ

Action

363988 ✕

Contains ▾

\$154.00

PENDING

👁

✎

✉

🗑

➡

Link an Invoice to an Accrual

This section describes how to link an invoice with an existing accrual in Corpay Complete.



Invoices can only be linked with **accruals that have the same Vendor**.

1. On the **All Invoices** tab, locate the invoice in the **All Invoices** grid using the **filter fields**.

	Number	Vendor	PO Numbers	Date	Due	Action
☐	142038	Sample	Contains	mm/dd/yyyy		
☐	INV-142038	sample		03/05/2025	PAY	    

2. Click the **View**  icon in the **Action** column.

	Number	Vendor	PO Numbers	Date	Due	Action
☐	142038	Sample	Contains	mm/dd/yyyy		
☐	INV-142038	sample		03/05/2025	PAY	    

3. On the **Invoice Details** page, click the **Match Accrual** button.

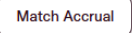
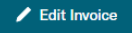
Invoice Details

INV-142038 ✓ OPEN

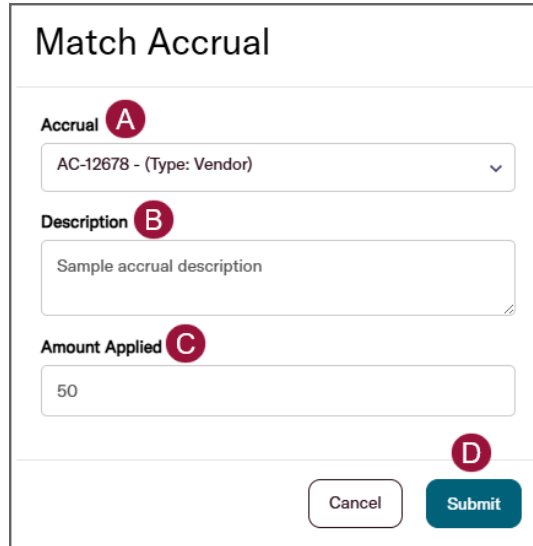
Invoice Info | Line Items | Expenses | GL Imp

Number: INV-142038
Vendor: sample vendor active

Balance: \$1,000.00
Payments: \$1,000.00

 Message  Match Accrual  Edit Invoice

4. In the **Match Accrual** dialog, complete the following steps:

The image shows a 'Match Accrual' dialog box. It has a title bar at the top. Below the title, there are three input fields. The first field is labeled 'Accrual' with a red circle 'A' next to it, and it contains a dropdown menu with the text 'AC-12678 - (Type: Vendor)'. The second field is labeled 'Description' with a red circle 'B' next to it, and it contains the text 'Sample accrual description'. The third field is labeled 'Amount Applied' with a red circle 'C' next to it, and it contains the number '50'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red circle 'D'.

- A. Select the **Accrual** drop-down and click the **desired accrual** from the search results.
- B. Key in a **description** in the **Description** field.
- C. Key in the **amount to be applied to the invoice** in the **Amount Applied** field.

Note: The **Amount Applied** cannot exceed the invoice amount.

- D. Click the **Submit** button.

5. The invoice and accrual will be linked.

Create/Restart an Approval Workflow

This section describes how to create or restart an invoice approval workflow from the **All Invoices** grid.

Note: While this section describes how to create an approval workflow from the **All Invoices** grid, the process is similar in other locations in Corpay Complete.

IMPORTANT
Invoices must have a status of Draft , New , Pending , or Submitted to have an approval workflow created or reset.

1. On the **All Invoices** grid, select the **checkboxes** to the left of the invoices requiring a new approval workflow or approval workflow reset.

The screenshot shows the 'All Invoices' tab in a software interface. At the top, there are tabs for 'All Invoices', 'Recurring Invoices', 'Inbox' (with a red badge showing '24'), 'Pay Invoices', and 'File Uploads'. Below the tabs are four buttons: 'Bulk Action' (with a list icon), 'Quick Filters' (with a lightning bolt icon), '+ Add', and '+ Request'. The main area is a table with columns: 'Number', 'Vendor', 'PO Numbers', and 'Date'. The first row of the table is highlighted in light blue and contains three invoices, each with a checked checkbox in the first column. The invoices are: INV-12197-1, INV-89347, and INV-5555, all from 'Corpay Test' with a date of 04/29/2025. A red box highlights the first column of the table, specifically the checkboxes for the three selected invoices.

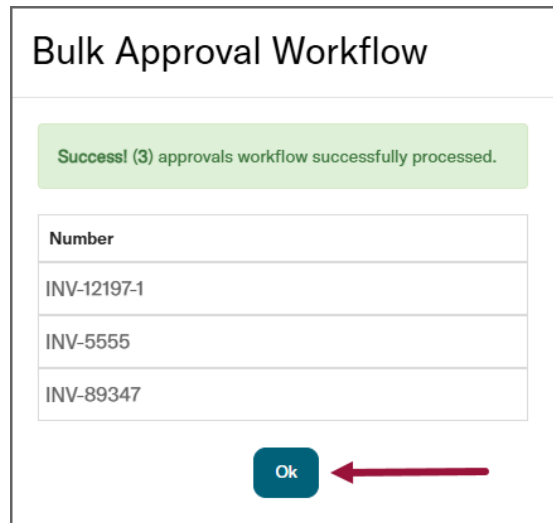
	Number	Vendor	PO Numbers	Date
☐		Corpay Test	Contains	mm/dd/yyyy
☒	INV-12197-1	Corpay Test		04/29/2025
☒	INV-89347	Corpay Test		05/05/2025
☒	INV-5555	Corpay Test		04/29/2025

2. Select the **Bulk Action** drop-down and click **Create/Reset Approval Workflow**.

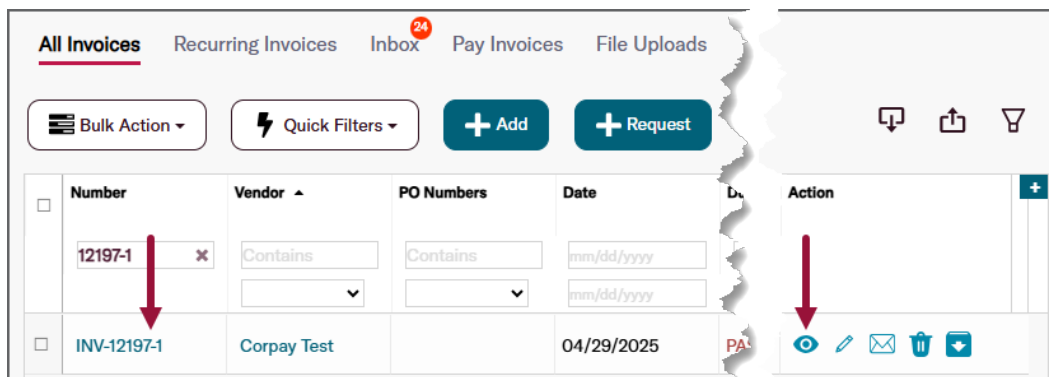
The screenshot shows the 'Bulk Action' dropdown menu open. The menu is located below the 'Bulk Action' button. The first option, 'Create/Reset Approval Workflow', is highlighted with a red box. Other options in the menu include 'Refresh all invoices', 'Send Approval Reminder', and 'Force Sync Invoice to ERP'. The background shows the 'All Invoices' tab and the 'Inbox' tab with a red badge showing '24'.

- Create/Reset Approval Workflow
- Refresh all invoices
- Send Approval Reminder
- Force Sync Invoice to ERP

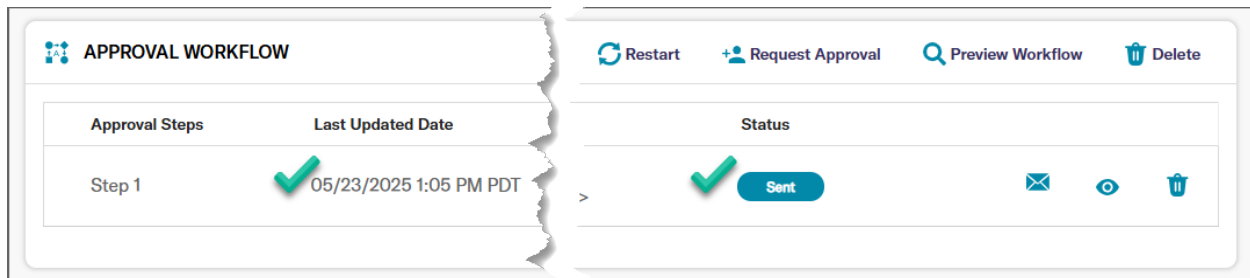
3. Click **Ok** in the **Bulk Approval Workflow** dialog.



4. To verify the status of the approval notifications, click the invoice **Number** link or **View** icon to open the **Invoice Details** page.



5. Scroll down to the **Approval Workflow** panel. The **Last Updated Date** will have changed to the current date, and the status will have changed to **Sent**.

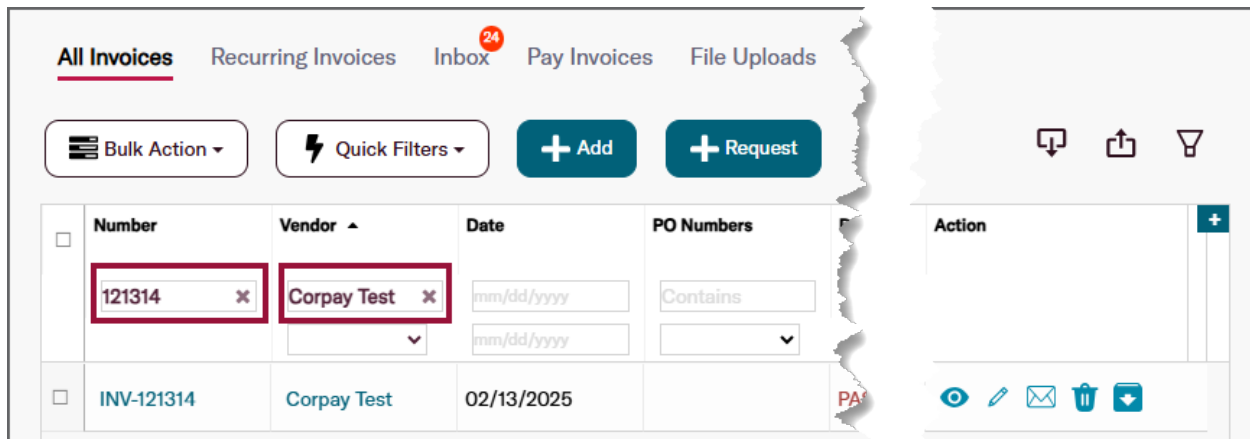


Update an Approval Workflow

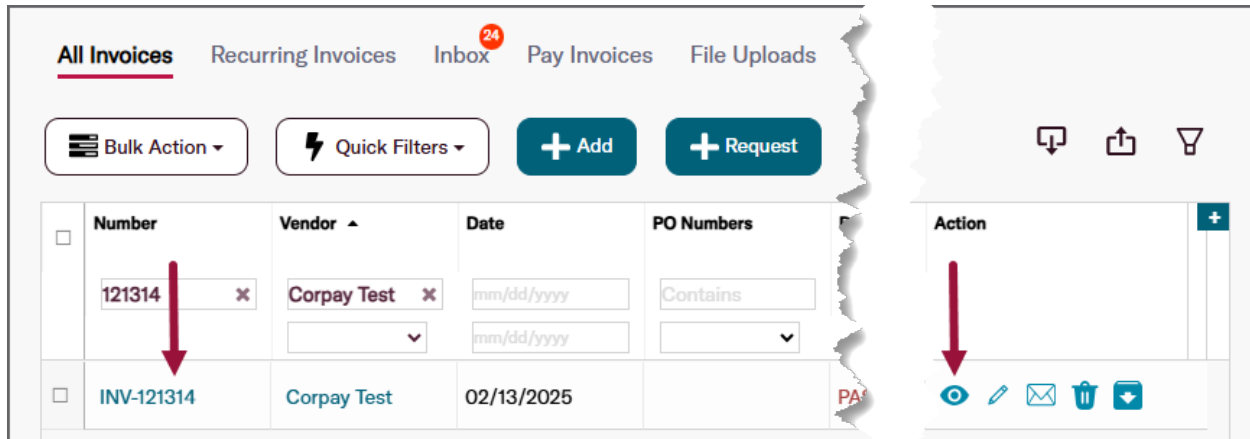
This section describes how to update an invoice approval workflow from the **All Invoices** tab.

Note: While this section describes how to update an approval workflow from the **All Invoices** tab, the process is similar in other locations in Corpay Complete.

1. From the **All Invoices** tab, locate the desired invoice in the **All Invoices** grid using the **filter fields**.

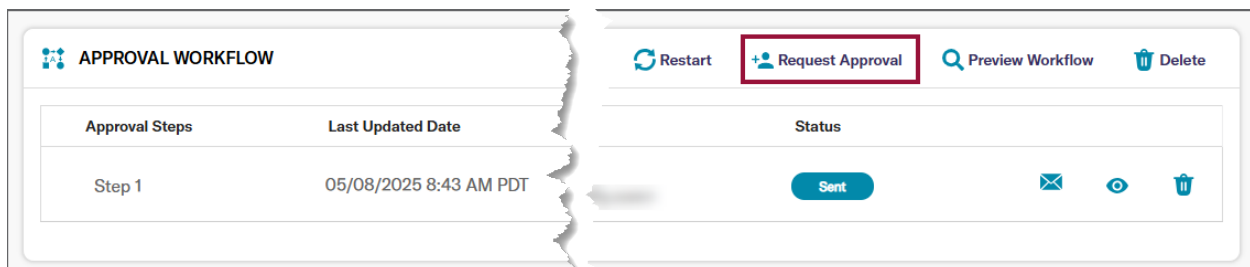


2. Click the invoice **Number** link or **View**  icon to open the **Invoice Details** page.



The screenshot shows the 'All Invoices' page with a navigation bar at the top containing 'All Invoices', 'Recurring Invoices', 'Inbox' (with a red badge '24'), 'Pay Invoices', and 'File Uploads'. Below the navigation bar are buttons for 'Bulk Action', 'Quick Filters', '+ Add', and '+ Request'. The main table has columns: 'Number', 'Vendor', 'Date', 'PO Numbers', and 'Action'. A red arrow points to the 'Number' column header, and another red arrow points to the 'View' icon (eye) in the 'Action' column of the first row. The first row contains the invoice number 'INV-121314', vendor 'Corpay Test', date '02/13/2025', and a 'PAID' status.

3. On the **Invoice Details** page, scroll down to the **Approval Workflow** panel and click **Request Approval**.



The screenshot shows the 'APPROVAL WORKFLOW' panel. On the left, there is a table with 'Approval Steps' and 'Last Updated Date'. The first step is 'Step 1' with a date of '05/08/2025 8:43 AM PDT'. On the right, there is a 'Status' section with a 'Sent' button and icons for email, view, and delete. A red box highlights the '+ Request Approval' button in the top right corner of the panel.

Apply a Credit Memo to an Invoice

This section describes how to apply a credit memo to an invoice.



This procedure is only applicable when there are **available credit memos** from a Vendor. Otherwise, the **Apply Credit** option will not display in the **Payment Actions** drop-down.

1. On the **All Invoices** tab, locate the invoice in the **All Invoices** grid using the **filter fields**.

The screenshot shows the 'All Invoices' tab in a software interface. At the top, there are tabs for 'All Invoices', 'Recurring Invoices', 'Inbox' (with a red badge '13'), 'Pay Invoices', and 'File Uploads'. Below the tabs are buttons for 'Bulk Action', 'Quick Filters', '+ Add', and '+ Request'. A grid of invoices is displayed below. The first row of the grid has filter fields for 'Number' (containing '228693'), 'Vendor' (containing 'Corpay Test'), 'PO Numbers' (containing 'Contains'), and 'Date' (containing 'mm/dd/yyyy'). A red arrow points to the 'Number' filter field. The second row of the grid shows the invoice details: 'INV-228693', 'Corpay Test', and '05/07/2025'.

2. Click the invoice **Number** link or **View**  icon in the **Action** column.

The screenshot shows the 'All Invoices' tab. The grid has columns for 'Number', 'Vendor', 'PO Num', and 'Action'. The first row of the grid has filter fields for 'Number' (containing '228693'), 'Vendor' (containing 'Corpay Test'), and 'PO Num' (containing 'Contains'). A red arrow points to the 'Number' filter field. The second row of the grid shows the invoice details: 'INV-228693', 'Corpay Test', and '05/07/2025'. In the 'Action' column, there is a red arrow pointing to the 'View' icon (an eye icon).

3. On the **Invoice Details** page, select the **Payment Actions** drop-down and click **Apply Credit**.

The screenshot shows the 'Invoice Details' page. At the top, there is a breadcrumb 'Invoices / Invoice Details'. Below it, the invoice number 'INV-228693' is displayed next to a green checkmark and the word 'OPEN'. To the right of the invoice number are buttons for 'Payment Actions' and 'Edit Invoice'. Below the 'Payment Actions' button is a dropdown menu with two options: 'Apply Credit' and 'Paid Outside'. A red arrow points to the 'Apply Credit' option. Below the dropdown menu is a section for 'Invoice Info' with tabs for 'Invoice Info', 'Line Items', 'Expenses', and 'GL Impact'. The 'Invoice Info' tab is selected. It shows the following information: 'Number: INV-228693', 'Vendor: Corpay Test active', and 'PO Not Required: False'.

4. Complete the following steps in the **Apply Credit** dialog:

The screenshot shows a dialog box titled "Apply Credit". It contains three input fields: a "Credit Memos" drop-down menu with the placeholder text "Select a credit memo..." and a red circle 'A' next to it; a "Description" text field with a red circle 'B' next to it; and an "Amount Applied" text field with a red circle 'C' next to it. At the bottom right of the dialog are two buttons: "Cancel" and "Submit", with a red circle 'D' next to the "Submit" button.

- A. Select the **Credit Memos** drop-down and click the **credit memo to be applied**.

Note: Only credit memos linked to the same Vendor will display in the **Credit Memos** drop-down.

- B. Key in an optional **description** in the **Description** field.

- C. Key in the **amount to be applied** to the invoice from the credit memo in the **Amount Applied** field.

Note: The **Amount Applied** cannot exceed the amount of the **invoice** or **credit memo**.

- D. Click the **Submit** button.

5. The **Credit Apply** dialog will display, and the **Outstanding Balance** will reflect the **Amount Applied** from the credit memo.

Credit Apply

×

Credit Memo Number CM-52760 updated

All Invoices					
Recurring Invoices					
Inbox ¹³					
Pay Invoices					
File Uploads					
Bulk Action Quick Filters + Add + Request					
	Number	Vendor	Amount	Outstanding Balance	Date
☐	228693	Corpay Test	greater than		mm/dd/yyyy
			less than		mm/dd/yyyy
☐	INV-228693	Corpay Test	\$500.00	\$450.00	05/07/2025

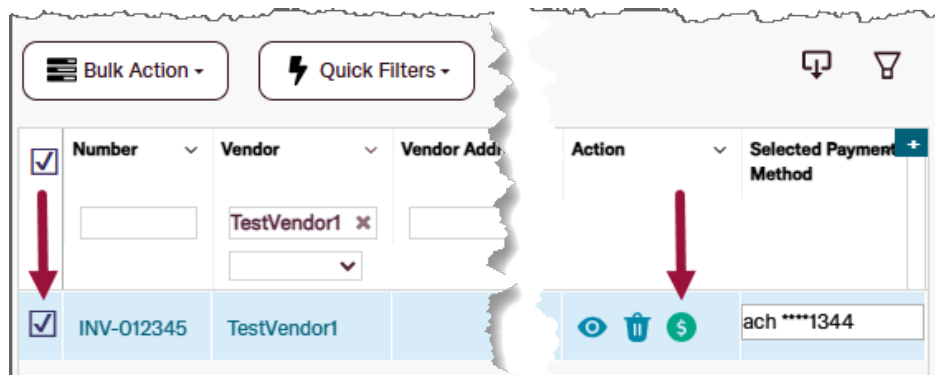
Pay a Single Invoice

This section describes how to pay a single invoice from the **Pay Invoices** tab.

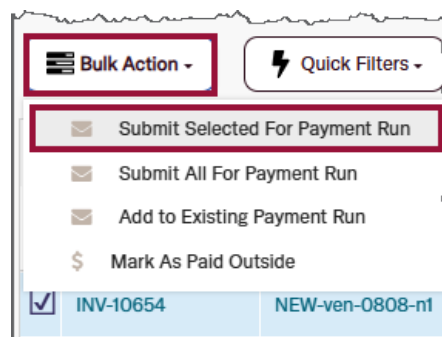
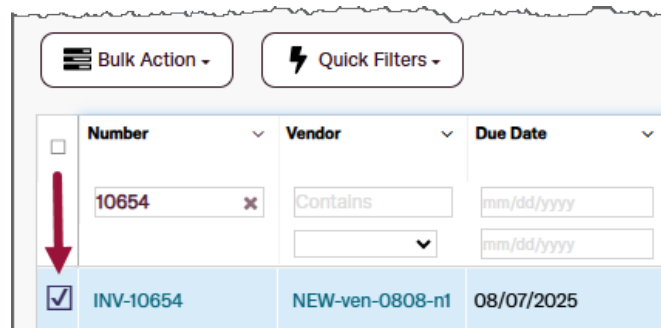
1. Use the **filter fields** to locate the invoice to be paid in the **Pay Invoices** grid on the **Pay Invoices** tab.

All Invoices					
Recurring Invoices					
Inbox ⁰					
Pay Invoices					
File Uploads					
Bulk Action Quick Filters					
	Number	Vendor	Due Date	Due Amount	Action
☐	10654	Contains	mm/dd/yyyy		
			mm/dd/yyyy		
☐	INV-10654	NEW-ven-0808-n1	08/07/2025		USD

2. Select the checkbox(es) to the left of the invoice(s) and choose one of the following options based on how payments are made at your Company:
 - If payments are made through your Company's financial institution, select the appropriate **Submit for Payment Approval**     icon in the **Action** column.



- If Corpay makes payments on your Company's behalf, select the **checkbox** to the left of the invoice to be paid. Next, select the **Bulk Action** drop-down and click **Submit Selected For Payment Run**.



3. Complete the following steps in the **Confirm Invoice for Payment** dialog:

Confirm Invoice For Payment Approval
#INV-144147

Payment Amount **A** Payment Date **B**

\$ 20 05/09/2025

+ Add More **C**

Note: Payment approval workflow detected. This invoice will be submitted for payment approval.
It will be released for payment at the final approval date.

Cancel Submit **D**

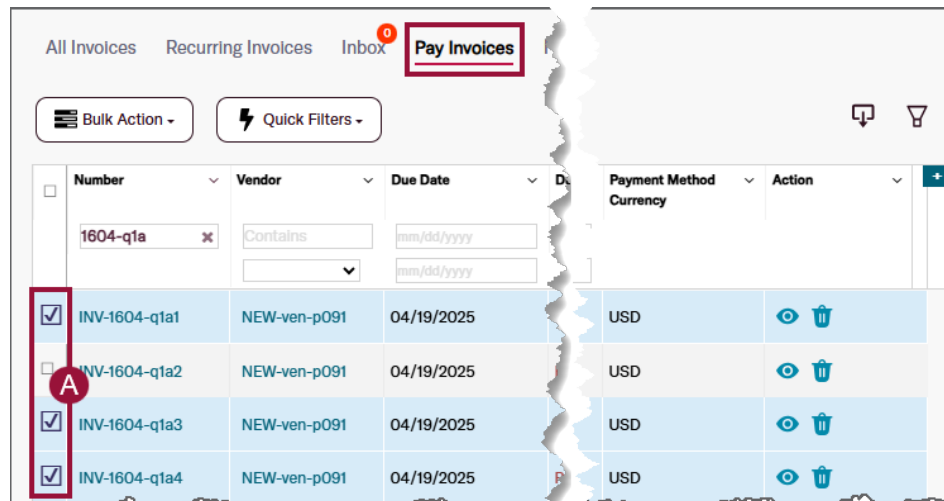
- A. Confirm the **payment amount** in the **Payment Amount** field.
- B. Verify the **payment date** in the **Payment Date** field, which displays the current business date by default. To schedule a **future payment date**, click the **date picker**  and select a **different date**.
- C. Select the **Add More** button to **schedule multiple payments** against the invoice.
- D. Click the **Submit** button.
4. If a payment workflow is detected, the payment(s) will be automatically submitted for approval. If a payment workflow is not configured, the payment(s) will be automatically scheduled for payment on the scheduled payment date(s).

Submit Multiple Invoices to a Payment Run

This section explains how to submit multiple invoices for payment through a payment run.

1. Choose one of the following options in the **Pay Invoices** grid:

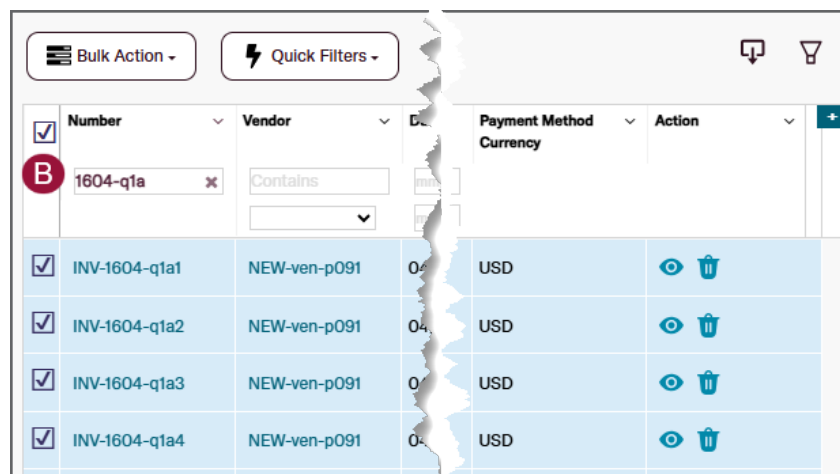
- A. In the **Pay Invoices** grid, select the **checkboxes** to the left of the invoices to be paid.



The screenshot shows the 'Pay Invoices' grid in a software interface. At the top, there are tabs for 'All Invoices', 'Recurring Invoices', 'Inbox', and 'Pay Invoices' (which is highlighted with a red box). Below the tabs are buttons for 'Bulk Action' and 'Quick Filters'. The grid has columns for 'Number', 'Vendor', 'Due Date', 'Payment Method', 'Currency', and 'Action'. A search bar for 'Number' contains '1604-q1a'. The grid lists four invoices, each with a checkbox in the first column. A red box labeled 'A' highlights these checkboxes, which are all checked. The invoices are: INV-1604-q1a1, INV-1604-q1a2, INV-1604-q1a3, and INV-1604-q1a4, all from vendor NEW-ven-p091 with a due date of 04/19/2025 and payment method USD.

	Number	Vendor	Due Date	Payment Method	Currency	Action
☒	INV-1604-q1a1	NEW-ven-p091	04/19/2025	USD		
☒	INV-1604-q1a2	NEW-ven-p091	04/19/2025	USD		
☒	INV-1604-q1a3	NEW-ven-p091	04/19/2025	USD		
☒	INV-1604-q1a4	NEW-ven-p091	04/19/2025	USD		

- B. Click the **Select All** checkbox at the top of the **Pay Invoices** grid to select all invoices for payment.



The screenshot shows the same 'Pay Invoices' grid, but now the 'Select All' checkbox at the top left of the grid is checked, indicated by a red box labeled 'B'. The individual checkboxes for each invoice are no longer visible, as they are all selected.

☒	Number	Vendor	Due Date	Payment Method	Currency	Action
☒	INV-1604-q1a1	NEW-ven-p091	04/19/2025	USD		
☒	INV-1604-q1a2	NEW-ven-p091	04/19/2025	USD		
☒	INV-1604-q1a3	NEW-ven-p091	04/19/2025	USD		
☒	INV-1604-q1a4	NEW-ven-p091	04/19/2025	USD		

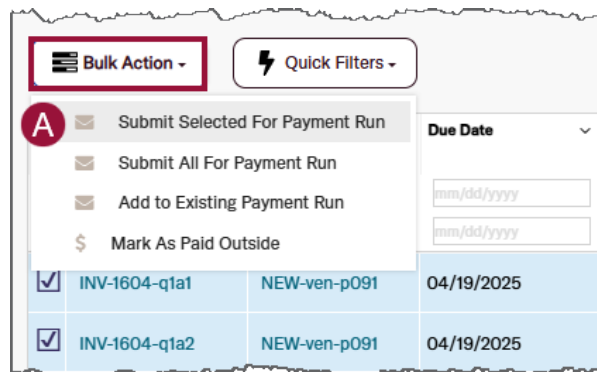
2. Select the **Bulk Action** drop-down and choose from the following options:

Note: The options in the **Bulk Action** drop-down will vary depending on whether the Company is **Direct Banking** or **Payment Automation**.

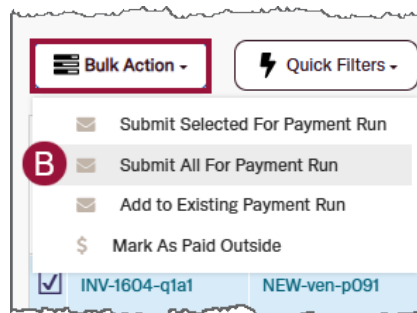
- A. To submit **selected invoices** for payment, click **Submit Selected For Payment Run**.



To ensure credit memos are applied correctly, users must use the **Submit All for Payment Run** button (**option B**) when submitting invoices that include credit memos. Using any other option may prevent credit memos from being applied during payment processing.



- B. To submit **all invoices** for payment, click **Submit All For Payment Run**.



3. Complete the following steps on the **Review New Payment Run** page:

Pay Invoices / New Payment Run Details

Review New Payment Run

Total Vendors: 1
Total Invoices: 2
Total Amounts: USD \$6,530.00

Credit Applied: 0
Total Discount: 0
Creation Date: 05/12/2025

Number	Vendor	Due Date	Estimated Delivery Date	Due Status	Amount	Payment Amount	Process By Deadline	Payment Date	Available Credits	Payment Method Type	Payment Method Currency	Action
Exclude this inv...	Corpay Test	12/28/2024	05/29/2025	PAST DUE	\$3,265.0000	\$3,265.0000	12/10/2024	05/12/2025	\$ 9543	Check	USD	X Remove
Exclude this inv...	Corpay Test	01/27/2025	05/29/2025	PAST DUE	\$3,265.0000	\$3,265.0000	01/08/2025	05/12/2025	\$ 9543	Check	USD	X Remove
					total : \$6530	total : \$6530						

Total Items: 2

[Cancel Payment Run](#)

[Add More Invoices](#) [Save for Later](#) [Submit for Approval](#)

1 - 2 of 2 items

A. Review the **payment amounts** in the **Payment Amount** column.

B. Review the **payment dates** in the **Payment Dates** column.

C. Click the **X Remove** button in the **Action** column to **remove a payment** from the payment run.

D. Click the **Add More Invoices** button to **add additional invoices** to the payment run. The **Pay Invoices** grid will display, enabling users to select invoices to add. Click the **+ Add to Payment Run** button, then click the **Review Payment Run** button to return to the **Review New Payment Run** page.

E. Click the **Save for Later** button to **save the payment run** as a draft.

F. Click the **Submit for Approval** button to submit the payment run for approval and payment.

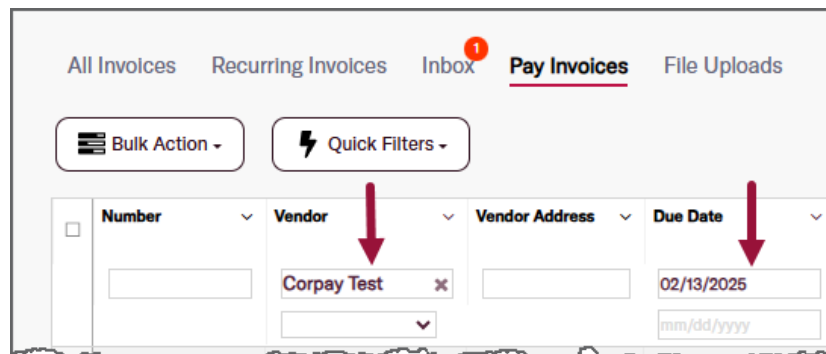
G. Click the **Cancel Payment Run** button to **cancel the payment run**. The invoices will be released and available for payment on the **Pay Invoices** tab.

4. If the **Submit for Approval** button is selected, the invoices will be automatically submitted to the approval workflow and then processed after all approvals have been received.

Pay Invoices Externally from Corpay Complete

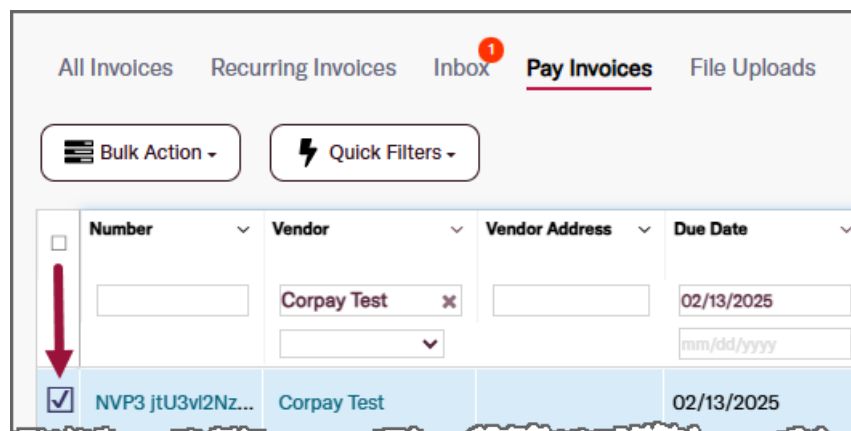
Corpay Complete offers the option of marking invoices as paid externally from Corpay Complete. This feature is described in the following section.

1. Use the **filter fields** to locate the invoices that need to be **marked as paid externally** in the **Pay Invoices** grid.



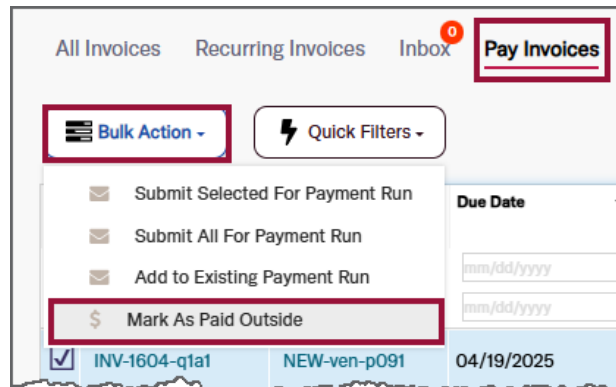
The screenshot shows the 'Pay Invoices' tab selected in the top navigation bar. Below the navigation bar are two buttons: 'Bulk Action' and 'Quick Filters'. Below these buttons is a grid of filter fields. The fields are: 'Number' (with a dropdown arrow), 'Vendor' (with a dropdown arrow and a red arrow pointing to the 'Corpay Test' value), 'Vendor Address' (with a dropdown arrow), and 'Due Date' (with a dropdown arrow and a red arrow pointing to the '02/13/2025' value). The 'Due Date' field also has a placeholder text 'mm/dd/yyyy' below it.

2. Select the **checkbox(es)** to the left of the relevant invoices in the **Pay Invoices** grid.



The screenshot shows the 'Pay Invoices' tab selected in the top navigation bar. Below the navigation bar are two buttons: 'Bulk Action' and 'Quick Filters'. Below these buttons is a grid of filter fields. The fields are: 'Number' (with a dropdown arrow), 'Vendor' (with a dropdown arrow and a red arrow pointing to the 'Corpay Test' value), 'Vendor Address' (with a dropdown arrow), and 'Due Date' (with a dropdown arrow and a red arrow pointing to the '02/13/2025' value). The 'Due Date' field also has a placeholder text 'mm/dd/yyyy' below it. Below the filter fields is a table with one row. The first column of the table has a checkbox with a red arrow pointing to it. The other columns of the table are: 'Number' (with the value 'NVP3 jtU3vi2Nz...'), 'Vendor' (with the value 'Corpay Test'), and 'Due Date' (with the value '02/13/2025').

3. Select the **Bulk Actions** drop-down and click **Mark As Paid Outside**.



4. Complete the following steps in the **Bulk Paid Outside** dialog:

The screenshot shows the 'Bulk Paid Outside' dialog box. It has a title bar 'Bulk Paid Outside'. Below the title bar, there are four main fields: 'Invoice:' with a dropdown menu showing 'INV-1604-q1a3', 'Amount:' with a text input field containing '100', 'Payment Date:' with a text input field containing '09/15/2025' and a calendar icon, and 'Memo:' with a text input field containing 'Paid via check'. At the bottom left, there is a checkbox labeled 'Do Not Push to ERP' which is checked. At the bottom right, there are two buttons: 'Close' and 'Submit'.

- A. In the **Amount** field, confirm the **invoice amount** or key in a new one.
- B. Confirm the **payment date** in the **Payment Date** field or use the **date picker**  to select a different date.
- C. Key in a **short description** of how the invoice was paid in the **Memo** field.

Note: To make the **Memo field optional**, click the **Do not require paid outside memo** checkbox on the **Administration** module > **Settings** page > **Company Default** tile > **Invoice** tab.

The screenshot shows the 'Settings' page with the 'Company Default' tile selected. The 'Invoice' tab is active. Under the 'Header Level' section, the 'Do not require paid outside memo' checkbox is highlighted with a red box. Other visible options include 'Hide header level business unit', 'Hide location from use tax subtotal', 'Hide project from use tax subtotal', 'Hide department use tax subtotal', 'Allow multiple PO's', 'Do not filter PO links by subsidiary', and 'Default Invoice status to Vendor Portal'.

- D. Check or uncheck the **Do Not Push to ERP** box depending on if the payment should be **pushed/not pushed** to the associated ERP.
 - E. Click the **Submit** button.
5. The **External Payment Submitted** dialog will display, and the associated payment will have a status of **Cleared** on the **Payments** tab.

The screenshot shows the 'Payments' tab with a table of payment records. A red arrow points to the 'Status' column, which shows 'CLEARED' for the payment PAY-39651.

Payment Number	Vendor	Date	Amount	Balance	Status	Is Scheduled
PAY-39651	Corpay Test	05/12/2025	\$263.00	\$0.00	CLEARED	No

Extract Invoice Data for ERPs

Corpay Complete streamlines the use of structured files for interfacing with ERP systems through the **Data Extract** feature. This section guides users through the process of extracting and managing invoice posting files from Corpay Complete for use in Company ERP systems.



Users must have the **admin_data_extract** user role to use and view the **Data Extract** feature.

The **Data Extract** feature is available in two locations in Corpay Complete. Click the following links to learn more about using the feature in each location:

- [**Create a Data Extract from the Invoices Module**](#) – Use the **Invoices** module to **extract specific invoices**.
- [**Create a Data Extract from the Reports Module**](#) – Use the **Reports** module to **extract all eligible invoices**.

Note: Users may also extract all invoices from the **Invoices** module.

Prerequisites

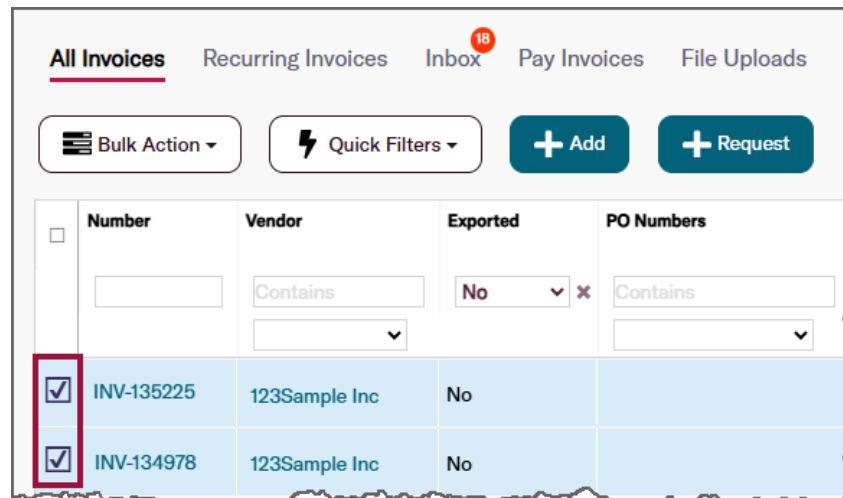
Review the following prerequisites before using the **Data Extract** feature:

- Companies must have **valid Corpay Complete ERP integration settings** before using the **Data Extract** feature so that the exported files are correctly configured.
- Invoices must have a status of **Open** or **Paid** to be exported from Corpay Complete to a Company's ERP.
- Ensure invoices have not been previously exported from Corpay Complete. To verify, add the **Exported** column to the **All Invoices** grid via the **Column Editor**. Invoices marked **No** in the **Exported** column are eligible for export using the **Data Extract** feature.

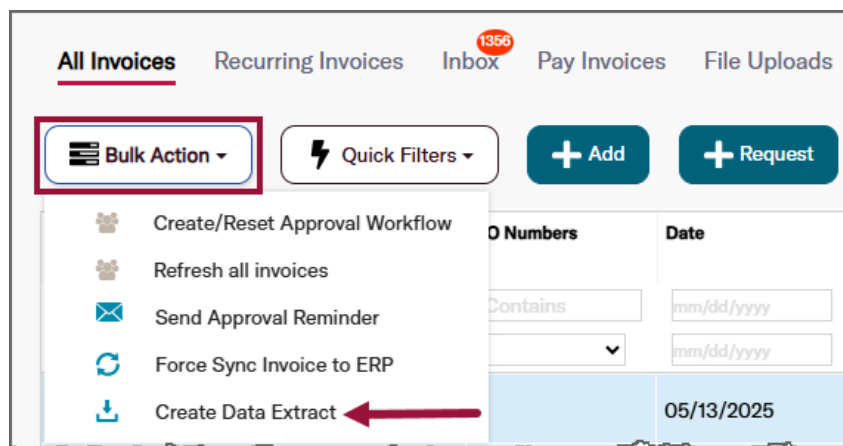
Create a Data Extract from the Invoices Module

This section describes how to extract invoice files from the **Invoices** module for use in ERPs.

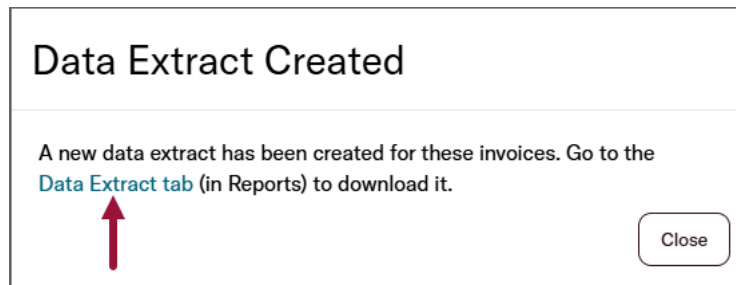
1. On the **All Invoices** tab, select one or more invoices from the **All Invoices** grid.



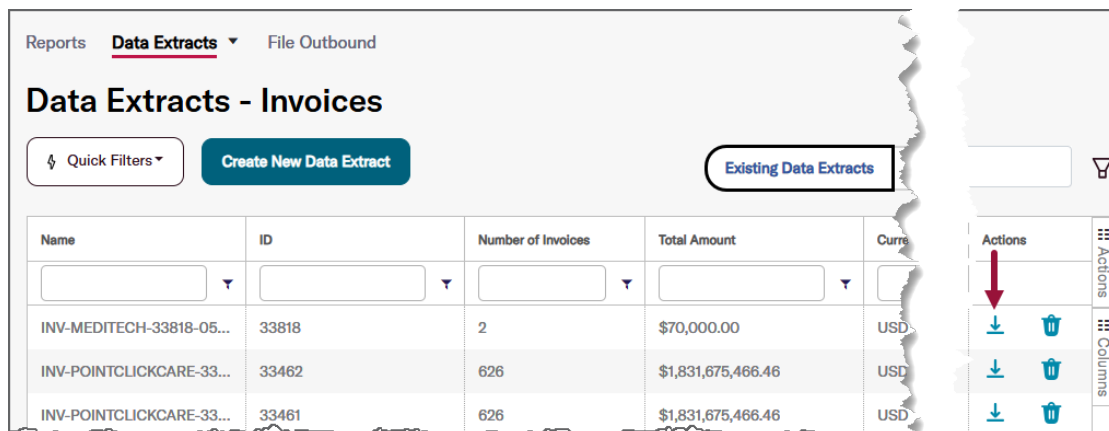
2. Select the **Bulk Action** drop-down and click **Create Data Extract**.



3. The **Data Extract Created** dialog will display. Click the **Data Extract tab** link in the dialog to open the **Data Extracts** tab in the **Reports** module.



4. In the **Data Extracts** grid, click the **Download**  icon in the **Actions** column.



A screenshot of the "Data Extracts - Invoices" grid. The grid has columns: Name, ID, Number of Invoices, Total Amount, and Currency. There are three rows of data. The "Actions" column is on the right, containing a download icon (a blue arrow pointing down) and a trash icon. A red arrow points to the download icon in the first row of the "Actions" column.

Name	ID	Number of Invoices	Total Amount	Currency	Actions
INV-MEDITECH-33818-05...	33818	2	\$70,000.00	USD	 
INV-POINTCLICKCARE-33...	33462	626	\$1,831,675,466.46	USD	 
INV-POINTCLICKCARE-33...	33461	626	\$1,831,675,466.46	USD	 

5. In the **Data Extract Download** dialog, review the extract details, then click the **Download** button to download the invoice data.

Data Extract Download

ID	Vendor Name	Date	Amount	Currency Code	GL Account
INV-135721	Test	11/27/2024	\$1,608.75	USD	Inventory Asset
INV-133973	Vendor	11/27/2024	₹300.00	INR	2000 - Accounts Payable
INV-135739	Test	11/27/2024	\$249.00	USD	6085 - Furniture & Fixtures Expense
INV-135777	Vendor	11/27/2024	\$4,000.00	USD	6130 - Miscellaneous Expense
INV-135779	Test	11/27/2024	\$2,000.00	USD	1090 - Undeposited Funds
INV-135790	Vendor	10/31/2024	\$2,147.00	USD	2001 - Accounts Payable 2
INV-133971	Test	11/28/2024	\$10,000.00	USD	2001 - Accounts Payable 2
INV-135945	Vendor	12/01/2024	\$2,032.88	SGD	2001 - Accounts Payable 2

Page Size: 50 1 to 8 of 8 Page 1 of 1

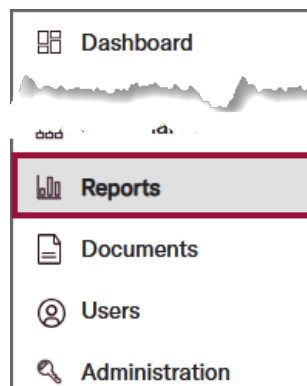
Cancel Download

6. Invoices will be downloaded as **CSV**, **Excel**, or **text files** based on Company settings. If enabled, a **Zip folder** containing **invoice images** will also be available.

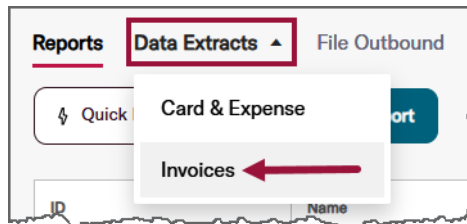
Create a Data Extract from the Reports Module

This section describes how to create a data extract from the **Reports** module.

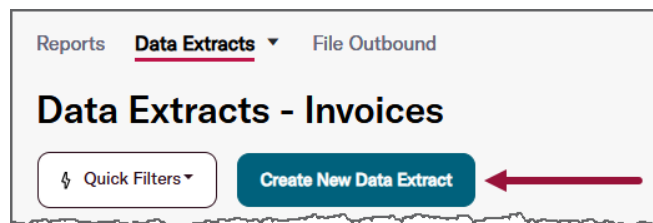
1. Click the **Reports** module from the left-side navigation pane.



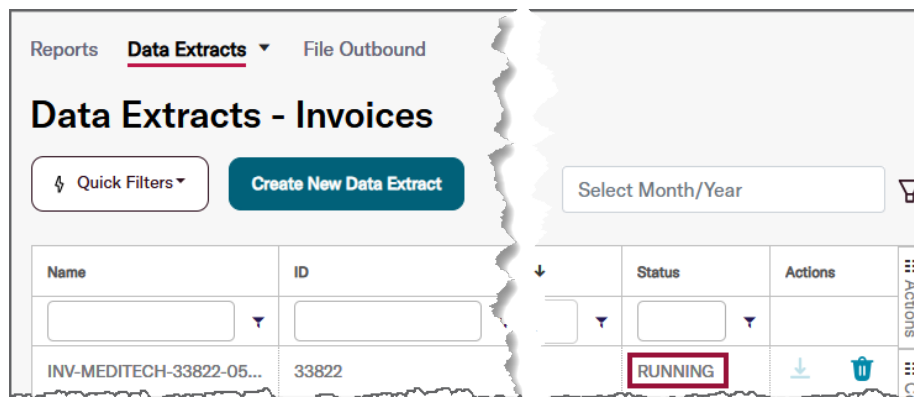
2. In the **Reports** module, select the **Data Extracts** drop-down, then click **Invoices**.



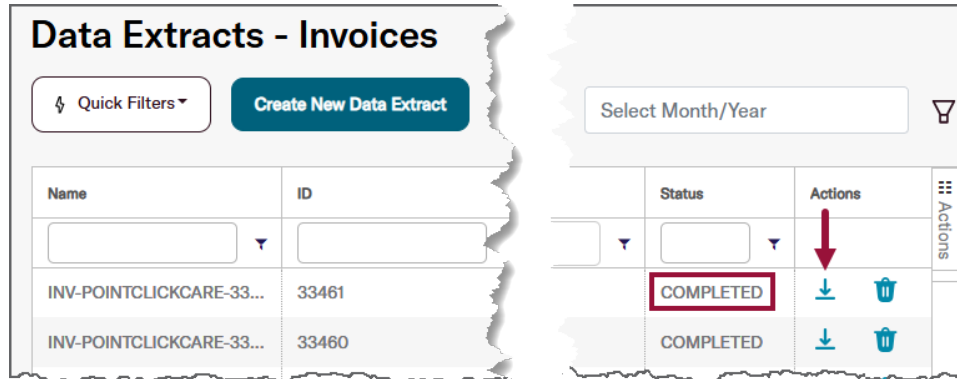
3. On the **Existing Data Extracts** tab, select the **Create New Data Extract** button.



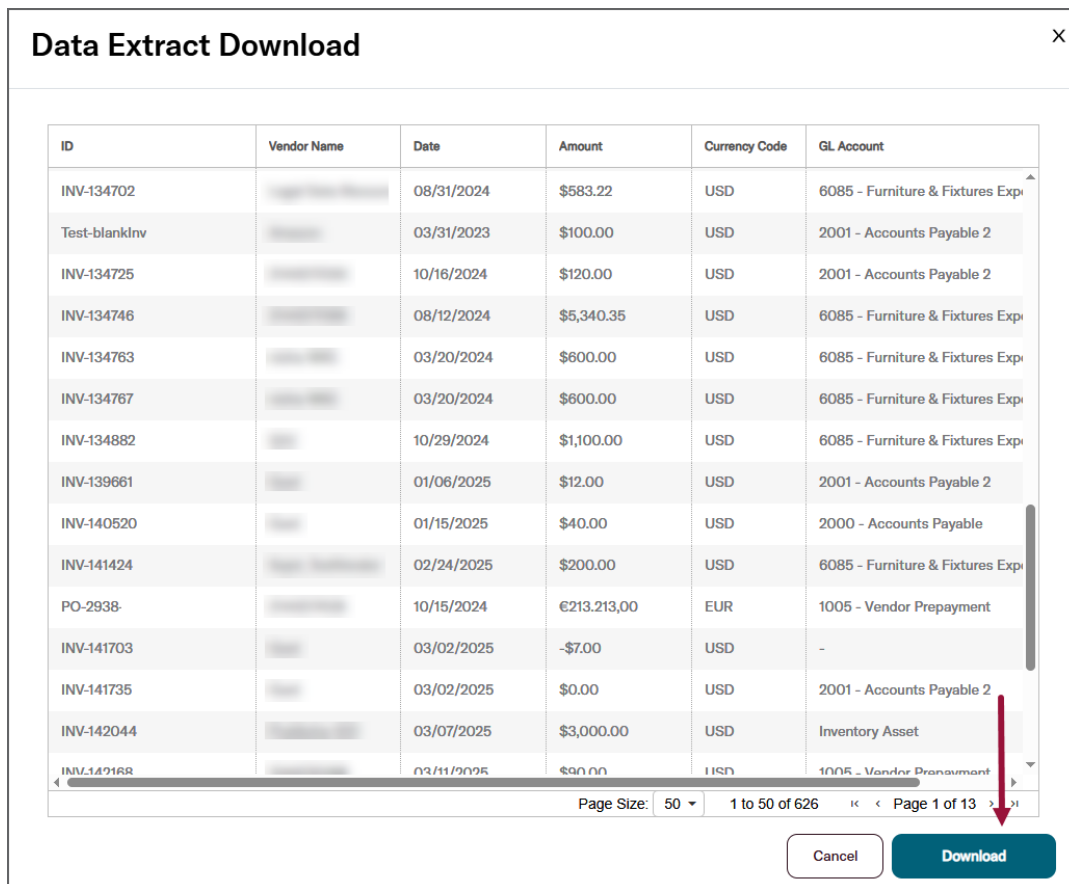
4. The data extract **will begin processing**. This process may take several minutes depending on the number of invoices in the extract.



5. When the **Status** changes to **Completed**, click the **Download**  icon in the **Actions** column.



6. In the **Data Extract Download** dialog, review the extract details, then click the **Download** button to download the invoice data.



- Invoices will be downloaded as **CSV**, **Excel**, or **text files** based on Company settings. If enabled, a **Zip folder** containing invoice images will also be available.

Reports Module for Invoices

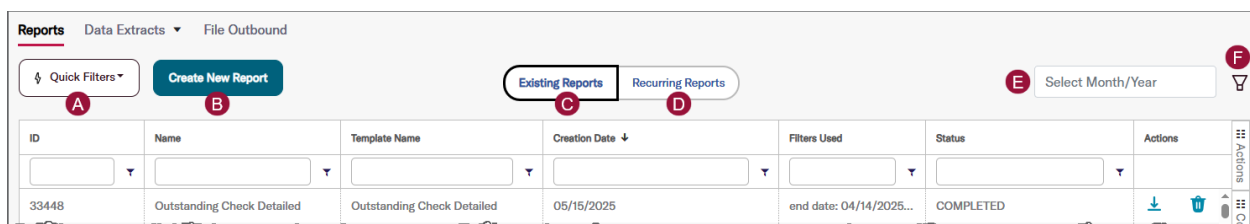
Invoice reports in Corpay Complete simplify tracking and payment of invoices. These reports provide detailed information about various invoice activities, helping users manage financial transactions more effectively. Users can generate standard reports, or they can create customized reports.

Note: Reports are **per user** instance. A report pulled by one user will not carry over to other users.

Reports Tab

The **Reports** tab is where users can create, locate, and download existing and recurring reports.

Note: The tabs that display at the top of the **Reports** module may vary depending on Company configuration and roles assigned to users.



- Quick Filters** – Click this drop-down to **clear all filters** from the **Existing Reports** grid or **reset the grid** to its default state.
- Create New Report** – Click this button to [create or run a new report](#).
- Existing Reports** – Click this button to **view and download** previously run reports.
- Recurring Reports** – Click this button to open the **Recurring Reports** tab or to [schedule a recurring report](#).

E. **Date Filter** – Click the **Date Filter** and select a month and year to **filter reports** in the **Existing Reports** grid by the specified date.

F. **Toggle Filter** – Use the **Toggle Filter**  icon to **show or hide filter fields** in the grid.

Existing Reports Grid

The **Existing Reports** grid contains all one-time reports created by a user.

ID A	Name B	Template Name C	Creation Date  D	Filters Used E	Status F	Actions G	H
							
33448	Outstanding Check Detailed	Outstanding Check Detailed	05/15/2025	end date: 04/14/2025...	COMPLETED	 	
33445	Outstanding Check Detailed	Outstanding Check Detailed	05/15/2025	end date: 02/13/2025,...	COMPLETED	 	
33438	Outstanding Check Detailed	Outstanding Check Detailed	05/15/2025	end date: 02/13/2025,...	COMPLETED	 	

A. **ID** – This column displays the **ID number** of the report.

B. **Name** – This column displays the **name** of the report.

C. **Template Name** – This column displays the **name of the template** used to generate the report.

D. **Creation Date** – This column displays the **date the report** was created.

E. **Filters Used** – This column displays the **filters** used when generating the report such as **Start Date**, **End Date**, and **Vendor**.

F. **Status** – This column displays the **status** of the report:

- **Pending / Running** – The report is in the process of **generating**.
- **Completed** – The report is complete and **ready for download**.

G. **Actions** – This column displays the following **Actions** for the report:

- **Download** – Click the **Download**  icon to **download** the report.
- **Delete** – Click the **Delete**  icon to **delete** the report.

- H. **Actions (button)** – Use the **Actions** button to **clear filters** or **export data** from the grid.
- I. **Columns (button)** – Use the **Columns** button to **adjust which columns are visible** in the grid.

Recurring Reports Grid

The **Recurring Reports** grid contains a list of recurring reports that are scheduled to run at a specific frequency and be delivered at a certain time.

Reports

Data Extracts

File Outbound

Quick Filters

Schedule Recurring Report

Existing Reports

Recurring Reports

ID	Name	Template Type	Frequency	Schedule Creation Date	Status	Actions
1163	Invoice Listing	Invoice Listing	DAILY	05/06/2025	ACTIVE	 
1196	Invoice Detailed Listing	Invoice Detailed Listing	DAILY	05/07/2025	ACTIVE	 
1023	Outstanding Check Detailed	Outstanding Check Detailed	DAILY	03/02/2025	ACTIVE	 

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- A. **Quick Filters** – Click this drop-down to **clear all filters** from the grid or **reset the grid** to its default state.
- B. **Schedule Recurring Report** – Click this button to **schedule a recurring report**.
- C. **Toggle Filter** – Use the **Toggle Filter**  icon to **show or hide filter fields**.
- D. **ID** – The **ID number** of the report.
- E. **Name** – The **name** of the report.
- F. **Template Type** – The **template type** used to create the report.
- G. **Frequency** – The **frequency** of the report: **daily**, **weekly**, or **monthly**.
- H. **Schedule Creation Date** – The **date** the report is **scheduled to generate**.
- I. **Status** – The **status** of the report:
- **Active** – The report is **currently being generated** using the specified filters.
 - **Inactive** – The report is **no longer being generated**.
- J. **Actions** – This column contains the following **Actions** icons:
- **Edit** – Click the **Edit**  icon to **edit** the scheduled report.
 - **Delete** – Click the **Delete**  icon to **delete** the scheduled report.
- K. **Actions (button)** – Use the **Actions** button to **clear filters** or **export data** from the grid.
- L. **Columns (button)** – Use the **Columns** button to **adjust which columns are visible** in the grid.

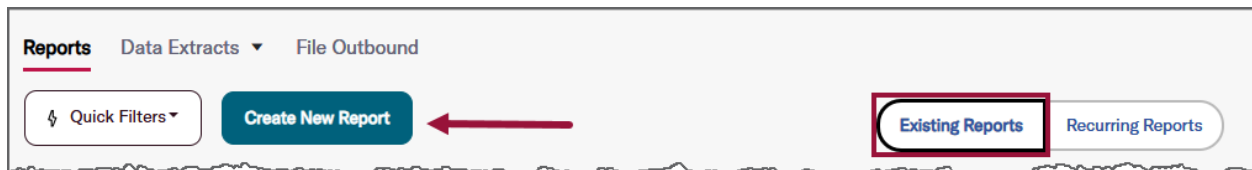
Create a Report

This section describes how to create a one-time report.



Reports cannot exceed **1,000,000 records**. If a report exceeds the record limit, refine the report parameters and try again.

1. On the **Existing Reports** tab of the **Reports** page, click the **Create New Report** button.



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

3. Complete the following fields:

Create Report

Category*

PO & Invoice

Report Type* A

Invoice Detailed Listing

Invoice Detailed Listing Filters

Date Type* B

INVOICE DATE

Start Date* C

05/01/2025

End Date* D

05/15/2025

Note: Required fields are noted with a red asterisk.

- A. **Report Type** – Select the type of report to be created. In the following example, an **Invoice Detailed Listing** report will be shown.

Note: Available fields in the **Create Report** dialog will vary depending on the selected **Report Type**.

- B. **Date Type** – Select the **Date Type** drop-down to filter the report by a specific **date type**:
- **Invoice Date**
 - **Submit Date**
- C. **Start Date** – Click the **Start Date** field and use the **calendar widget** to select a **start date** for the invoice report.
- D. **End Date** – Click the **End Date** field and use the **calendar widget** to select an **end date** for the invoice report.

The screenshot shows a form for generating a report. It includes the following fields and options:

- Vendor (E):** A search bar containing "Corpay Test".
- Invoice Status (F):** A dropdown menu currently set to "PENDING".
- Has External Date (G):** A dropdown menu currently set to "FALSE".
- Export Preferences:**
 - Export Format* (H):** A dropdown menu set to "CSV".
 - Export Destination* (I):** A dropdown menu set to "download".
- Exclude Header Description (J):** An unchecked checkbox.
- Buttons:** "Cancel" and "Create" buttons at the bottom right.

- E. **Vendor** – Start typing to search, then select a **Vendor**.
- F. **Invoice Status** – Select the drop-down to **filter the report** by a specific invoice status:
- **All**
 - **New**
 - **Pending**
 - **Open**
 - **Closed**
 - **Rejected**
- G. **Has External Date** – Click the **Has External Date** drop-down to filter the report by whether the invoice has an external date.

Note: This functionality relates to whether the invoice was paid externally from Corpay Complete.

- **True** – The invoice **has** an external date.
- **False** – The invoice **does not have** an external date.

H. **Export Format** – Select an export format for the report:

Note: The availability of export formats may vary depending on the selected report.

- **CSV**
- **XLSX**

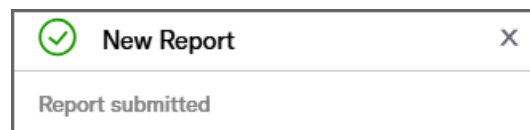
I. **Export Destination** – Select an **export destination** for the report:

- **Download** – The report will be **automatically downloaded** to the designated web downloads folder.
- **Email** – If **Email** is selected, a field to key in the **email address(es)** will display and the report will be **emailed to the specified email address(es)**.
- **SFTP** – This option is used for **secure file-transfer protocol (SFTP)**. Select this option if the Company has a valid integration setting for SFTP.

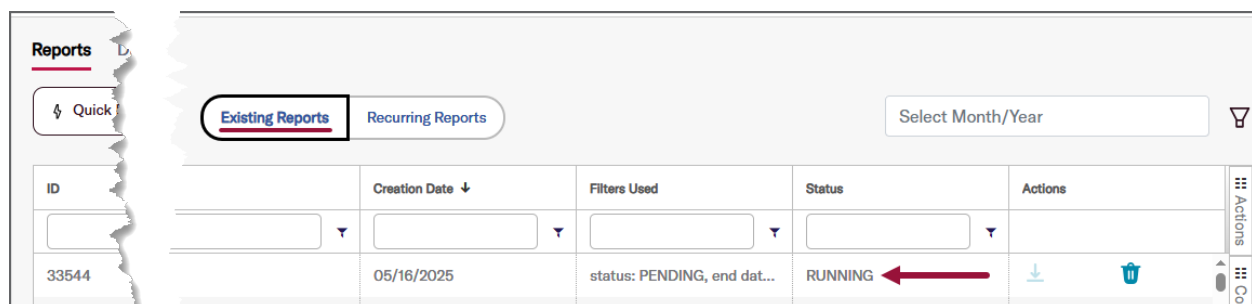
J. **Exclude Header Description** – This checkbox **excludes column headers** on the report. Corpay does not recommend checking this box.

K. **Create** – Click the **Create** button to generate the report. A report may take anywhere from one to ten minutes depending on the Company account and the amount of data in the filters.

4. The **New Report** dialog will display.



5. The **Existing Reports** tab will display, and the report will begin generating. Users may need to refresh their screens for the status to change to **Completed**.



6. Once the status changes to **Completed**, the report will be delivered as specified in the **Export Destination**.

Note: Reports can be downloaded at any time after their completion using the **Download**  icon in the **Actions** column.

Schedule a Recurring Report

This section describes how to schedule a recurring report that runs at a specific frequency and is delivered at a certain time.

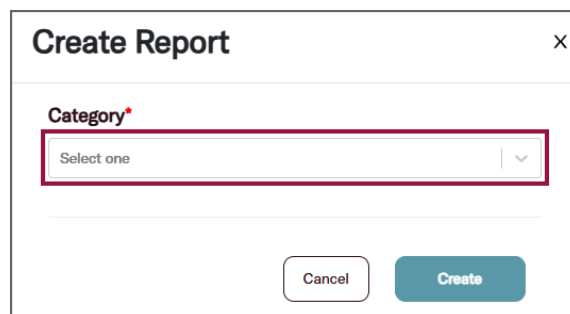


Reports cannot exceed **1,000,000 records**. If a report exceeds the record limit, refine the report parameters and try again.

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



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

A screenshot of the 'Create Report' dialog box. It has a title bar with a close button (X). The main content area has a label 'Category*' above a drop-down menu. The drop-down menu is open, showing 'Select one' as the current selection. Below the drop-down are two buttons: 'Cancel' and 'Create'.

3. Complete the following fields:

Create Scheduled Report X

Category*

PO & Invoice X v

Report Type* A

Invoice Listing X v

Invoice Listing Filters

Date Type* B

INVOICE DATE v

Schedule Date Range* C

Past 7 Days v

Vendor D

Corpay Test X v

Invoice Status E

PENDING v

Note: Required fields are indicated with a red asterisk.

- A. **Report Type** – Select the type of report to be created. In the following example, an **Invoice Listing** report will be shown.

Note: Visible fields in the **Create Scheduled Report** dialog will vary depending on the selected **Report Type**.

- B. **Date Type** – Select the **Date Type** drop-down to filter the report by a specific **date type**:
- **Invoice Date**
 - **Submit Date**
- C. **Schedule Date Range** – Select the **date range** for the report.
- D. **Vendor** – Start typing to search, then select a **Vendor**.
- E. **Invoice Status** – Select the drop-down to filter the report by a specific **invoice status**.

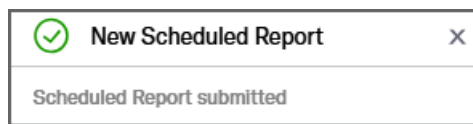
The screenshot shows a report configuration form with the following elements:

- Has External Date** (F): A dropdown menu currently set to **FALSE**.
- Frequency** (G): A dropdown menu currently set to **Monthly**.
- End of month?** (H): A checkbox that is checked.
- Export Preferences** section:
 - Export Format** (I): A dropdown menu currently set to **CSV**.
 - Export Destination** (J): A dropdown menu currently set to **download**.
- Exclude Header Description** (K): An unchecked checkbox.
- Buttons** (L): **Cancel** and **Create** buttons.

- F. **Has External Date** – Click the **Has External Date** drop-down to filter the report by whether the invoice has an external date.
- **True** – The invoice **has** an external date.
 - **False** – The invoice **does not have** an external date.
- G. **Frequency** – Select a **frequency** for the report to be delivered: **Daily**, **Weekly**, or **Monthly**.
- H. **End of Month** – If a **Monthly** frequency is chosen, click the **End of month?** checkbox to have the report delivered at the end of the month.
- I. **Export Format** – Select an **export format** for the report:
- Note:** The availability of export formats may vary depending on the selected report.
- **CSV**
 - **XLSX**
- J. **Export Destination** – Select an export destination for the report:
- **Download** – The report will be **automatically downloaded** to the designated web downloads folder.

- **Email** – If **Email** is selected, a field to key in the **email address(es)** will display and the report will be **emailed to the specified email address(es)**.
 - **SFTP** – This option is used for **SFTP**. Select this option if the Company has a valid integration setting for SFTP.
- K. **Exclude Header Description** – This checkbox **excludes column headers** on the report. Corpay does not recommend checking this box.
- L. **Create** – Click the **Create** button to schedule the recurring report.

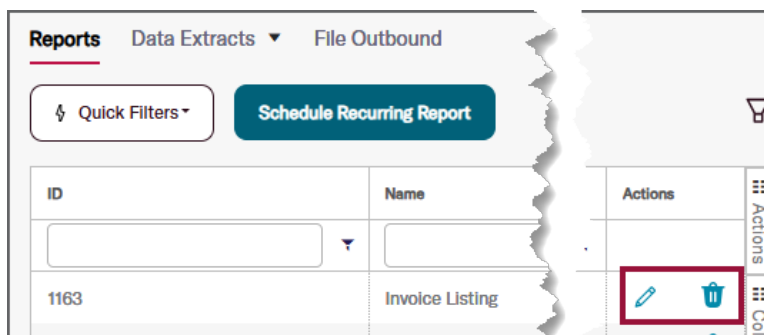
4. The **New Scheduled Report** dialog will display.



5. The new report will display in the **Recurring Reports** grid, and the report will be delivered on the specified date.

Reports Data Extracts File Outbound							
Quick Filters		Schedule Recurring Report		Existing Reports Recurring Reports			
ID	Name	Template Type	Frequency	Schedule Creation Date	Status	Actions	
1163	Invoice Listing	Invoice Listing	DAILY	05/06/2025	ACTIVE	 	

6. To **edit or delete** the report, click the **Edit**  icon or **Delete**  icon in the **Actions** column.



Available Reports in the Invoices Module

The following table provides descriptions of the standard reports that are available to Companies in Corpay Complete.

Report Type	Description	Export Format
Invoice A/P Aging	The Invoice A/P Aging report provides a detailed breakdown of outstanding invoices over specific periods. This report helps users track and manage their accounts payable by showing the age of each invoice.	CSV, XLSX
Invoice Detailed Listing	The Invoice Detailed Listing report provides a more detailed list of invoices specific to a time period or status. The report includes item(s) or expense line(s) for each invoice.	CSV, XLSX
Invoice Item Listing	The Invoice Item Listing report provides details on invoice items filtered by date and date type. The report includes information about the quantity ordered, received, and billed for each item.	CSV, XLSX
Invoice Listing	The Invoice Listing report contains a general overview of invoices specific to a time period or status.	CSV, XLSX
Line Item Aggregate Listing	The Line Item Aggregate Listing report lists line items specific to a purchase order date, purchase order status, or Vendor. The report provides each line's purchase order details, including quantity, unit price, and line total. It also provides matched invoice fulfillment information, such as quantity, unit price, and line total. Unlike the Line Item Match Listing report, this report aggregates invoice quantities and amounts.	CSV, XLSX
Line Item Match Listing	The Line Item Match Listing report lists line items specific to a purchase order date, purchase order status, or Vendor. The report provides purchase order details for each line item, including quantity, unit price, and line total. It also provides matched invoice fulfillment information, such as quantity, unit price, and line total. Note: This report will duplicate lines if a line item is fulfilled by more than one invoice.	CSV, XLSX

Report Type	Description	Export Format
Open PO Listing	The Open PO Listing report contains purchase orders in an open status specific to a time period. It includes the total amounts and open balances for the purchase order and its linked invoices and receipts.	CSV, XLSX
PO Account Listing	The PO Account Listing report provides detailed information about purchase orders and their associated accounts. This report is designed to help users track and manage their purchase orders by providing a comprehensive overview of the accounts linked to each purchase order.	CSV, XLSX
PO Expenses	The PO Expenses report contains details about purchase order expense lines specific to a time period.	CSV, XLSX
PO Item Listing	The PO Item Listing report details items on a purchase order for a specific time period, status, or department. It includes the quantity ordered, received, and billed for each item.	CSV, XLSX
PO Listing	The PO Listing report provides a detailed list of all purchase order information. Note: This report includes fewer filter options than the Invoice Listing report.	CSV, XLSX
Purchase Order Detail Listing	The Purchase Order Detail Listing report provides detailed information on purchase orders for a specific period, including items or expense lines for each order.	CSV, XLSX
Receipt Listing	The Receipt Listing report provides a detailed list of receipts and the linked, received purchase order line items, filtered by receipt date.	CSV, XLSX

Administration Module for Invoices

Roles and Permissions

This section provides information about roles and permissions in the **Invoices** module. Refer to [Corpay Complete Roles and Permissions](#) in the Corpay Complete Knowledge Base for a **complete list of roles and permissions**, as well as a downloadable Excel file.

Roles and Permissions Overview

Corpay Complete has various payment roles such as **staff**, **manager**, and **administrator** roles, each with specific permissions and responsibilities.

Invoice Roles

- **invoice_special:** This is an admin-level invoice role for paying and approving. Users may pay invoices and modify their workflow. They may also access the invoice **Inbox** to view, delete, and edit invoices in a **New** status.
- **invoice_limited_no_pay:** This is an admin-level invoice role for adding, editing, and deleting invoices. Users may access the invoice **Inbox** to view and edit invoices in a **New** status.
- **invoice_limited:** This is an admin-level invoice role for paying invoices. Users may access the invoice **Inbox** to view and edit invoices in a **New** status. Additionally, the role allows read-only viewing of all payments.
- **invoice_no_inbox:** This is an admin-level invoice role that grants access to everything **admin_invoice** does, minus paying invoices and editing an invoice's status. Users do not have access to the invoice **Inbox**.
- **invoice_approver_with_edit:** Users with this role can edit invoices they are approving. Once the invoice is approved, it may not be edited.
- **invoice_inbox_no_status:** This is an admin-level invoice **Inbox** role. Users may view, edit, and delete invoices in a **New** status from the invoice **Inbox**. The role gives a limited view of non-Inbox invoices (list only).

- **ap_clerk_inbox_only:** This is an admin-level invoice **Inbox** role. Users may view and edit invoices in a **New** status from the invoice **Inbox**. The role gives a limited view of non-**Inbox** invoices (list only).
- **invoice_ap_previewer:** This role enables users to preview invoice approval workflows in the invoice **Inbox** without the ability to delete or restart them. It should be used with another role that allows invoice **Inbox** access, like `admin_invoice_inbox` and `admin_invoice_readonly` to ensure secure and appropriate access for users involved in invoice approval workflows.

Staff Roles

- **staff_read_invoice:** This role enables users to **view invoices** owned by the user.
- **staff_request_invoice:** This role enables users to **request a new invoice** in a **Pending** status

Manager Roles

- **manager_invoice:** This role gives users the ability to view, add, delete, edit, request, submit, edit attachments, edit statuses, pay, and reset invoice approval workflows.
- **manager_invoice_readonly:** This role gives users the ability to view invoices owned by the user and those created by users in the same department.

Administrator Roles

- **admin_invoice:** This role gives users the ability to view, add, delete, edit, request, submit, edit attachments, edit statuses, pay, and reset invoice approval workflows.
- **universal_admin:** This role gives users full access to Corpay Complete. In the **Invoices** module, users can view, add, delete, edit, request, submit, edit attachments, edit statuses, pay, and reset invoice approval workflows.
- **application_admin:** This role gives users full access to Corpay Complete. In the **Invoices** module, users can view, add, delete, edit, request, submit, edit attachments, edit statuses, pay, and reset invoice approval workflows.

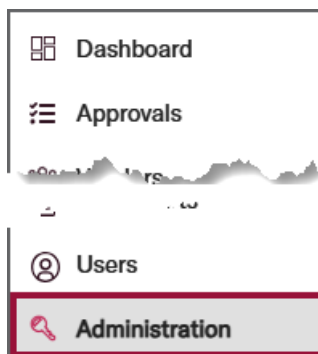
Configure Auto Start Invoice Approval Settings

Corpay Complete includes an **Auto Start Invoice Workflow** setting to streamline the approval and processing of invoices. This feature enables a Company to determine when invoice approval workflows begin for invoices with a status of **New**.

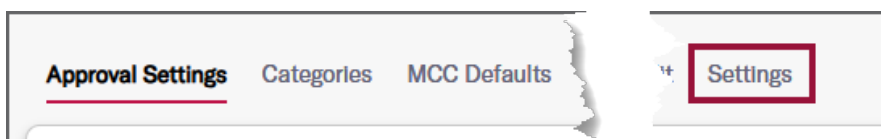
View or Update Auto Start Invoice Workflow Setting

This section describes how to view or update the **Auto Start Invoice Workflow** setting for a Company.

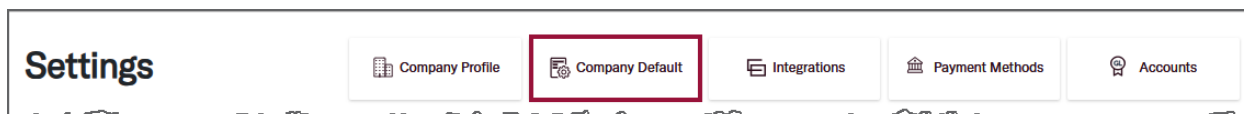
1. Select the **Administration** module from the left-side navigation pane.



2. Click the **Settings** tab.



3. On the **Settings** page, click the **Company Default** tile.



4. The **General** tab will display by default. On the **General** tab, **observe or modify** the **Auto Start Invoice Workflow** drop-down.

The screenshot displays the 'General' tab of a software interface. At the top, a navigation bar includes tabs for 'General', 'PO Request', 'Purchase Order', 'Invoice', 'Budget', 'Payment', 'Vendor', 'Credit Memo', 'Product Item', and 'Corporate'. The 'General' tab is active. Below the navigation bar, there are several settings sections:

- Allow Only Company Currency Code:** A checkbox is checked. Below it, a multi-select box contains 'USD', 'EUR', 'AED', and 'CAD', each with an 'x' to remove it. A close button 'x' and a dropdown arrow are on the right.
- Foreign currency support:** A checkbox is checked.
- Crypto currency support:** A checkbox is unchecked.
- Functional Currency:** A dropdown menu is set to 'USD'.
- Company Timezone:** A dropdown menu is set to 'America/Los_Angeles'.
- Bearer of Payment Fee(s):** An empty dropdown menu.
- Auto Start Invoice Workflow:** A dropdown menu is open, showing a list of options: 'Same Day', '1 Business Days', '2 Business Days', '5 Business Days', '10 Business Days', and 'Do Not Start'. The first option, 'Same Day', is highlighted in blue. A mouse cursor is pointing at the dropdown arrow of this menu.

- If the **Auto Start Invoice Workflow** has been updated, click the **Submit** button in the lower right corner of the page.

The screenshot displays the 'General' settings tab for invoice management. Key sections include:

- Currency Settings:** 'Allow Only Company Currency Code' is checked with a list of currencies (USD, EUR, AED, CAD). 'Foreign currency support' is also checked, while 'Crypto currency support' is unchecked. 'Functional Currency' is set to USD.
- Company Timezone:** Set to 'America/Los_Angeles'.
- Bearer of Payment Fee(s):** A dropdown menu.
- Auto Start Invoice Workflow:** Set to '2 Business Days'.
- Subsidiary default:** Set to 'Test Sub A'.
- Payment Scheduling Window:** Set to 'Invoice Due Date'.
- Matching Variance (%):** Set to 'Select'.
- Matching Variance Amount:** An empty input field.
- Default AP Team:** Set to 'search/select'.
- Expense Amount Limit Without PO:** An empty input field.
- Default Payment Terms:** An empty input field.

A red arrow points to the **Submit** button located in the bottom right corner of the form.

Available Auto Start Invoice Workflow Settings

The following table explains each **Auto Start Invoice Workflow** setting in Corpay Complete.

Auto Start Setting	Definition
Same Day	The invoice approval workflow will start automatically on the same day that it is created.
1 Business Day	The invoice approval workflow will start automatically after one business day .
2 Business Days	The invoice approval workflow will start automatically after two business days .
5 Business Days	The invoice approval workflow will start automatically after five business days .
10 Business Days	The invoice approval workflow will start automatically after ten business days .
Do Not Start	The invoice approval workflow must be started manually .

Add Data Audit Logs to Invoice PDFs

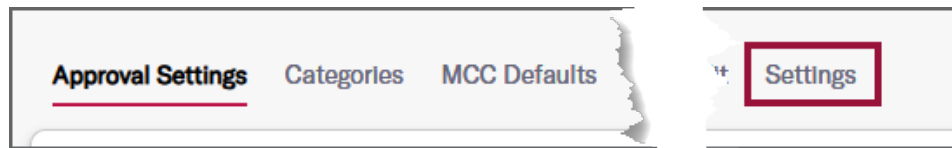
Corpay Complete gives users the option to append data audit logs, or invoice histories, to the end invoice PDFs that are ready for payment. This functionality permits users to examine the activity history of invoices without needing to log into Corpay Complete. Incorporating data audit logs within invoice PDFs serves as a built-in auditing tool for invoice approvers.

For more information about the Data Audit Log, including how activity is recorded and displayed within Corpay Complete, refer to the [Corpay Complete Navigation and Core Features User Guide](#).

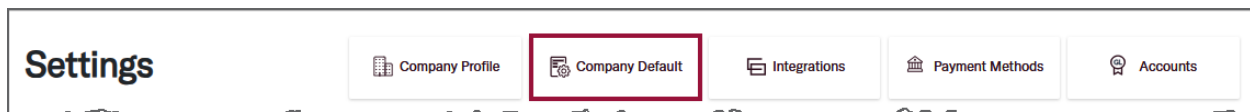
Note: Invoices must be in an **Approved**, **Open**, or **Paid** status for the appended data audit log to appear on the invoice PDF.

This section describes how to add data audit logs to the end of invoice PDFs.

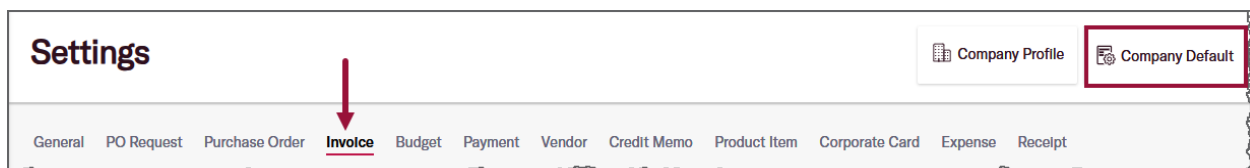
1. In the **Administration** module, click the **Settings** tab.



2. On the **Settings** page, click the **Company Default** tile.



3. On the **Company Default** page, click the **Invoice** tab.



4. Under the **Header** section, click the **Add Audit Log to Invoice PDF** checkbox.

The screenshot shows the 'Header Level' section of the 'Invoice' tab. The 'Add Audit Log to Invoice PDF' checkbox is checked and highlighted with a red arrow. Other checkboxes include 'Hide header level business unit', 'Location Required', 'Attachments required', 'Workflow Name Required', 'Payment Run', and 'Pay After P Date'.

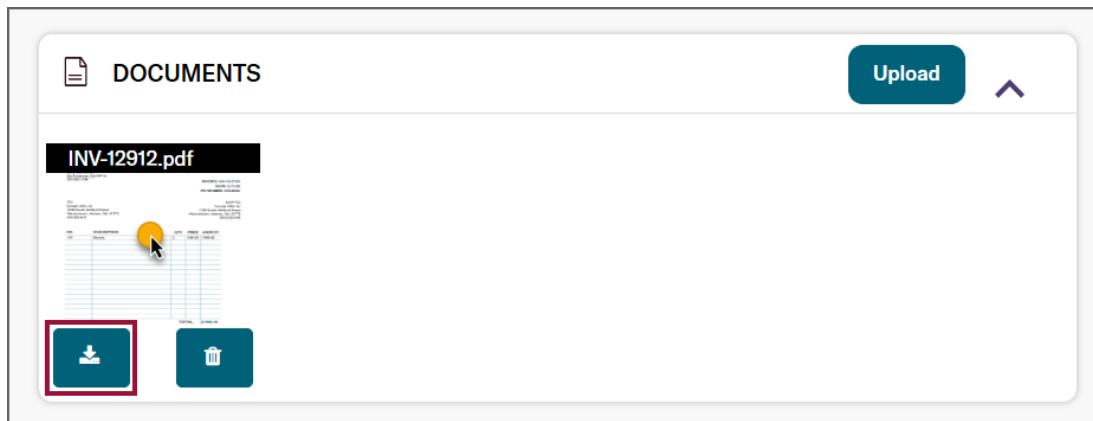
5. Click the **Submit** button at the bottom right corner of the page.

The screenshot shows the 'Invoice' tab with various sections: 'Header Level', 'Default Invoice status to Vendor Portal', 'Approval', and 'Submit'. The 'Submit' button is located at the bottom right corner and is highlighted with a red arrow. The 'Header Level' section includes checkboxes for 'Hide header level business unit', 'Location Required', 'Attachments required', 'Workflow Name Required', 'Payment Run', and 'Pay After P Date'. The 'Default Invoice status to Vendor Portal' section has a dropdown menu. The 'Approval' section has a checkbox for 'Disable rejection for Invoice Approvals'.

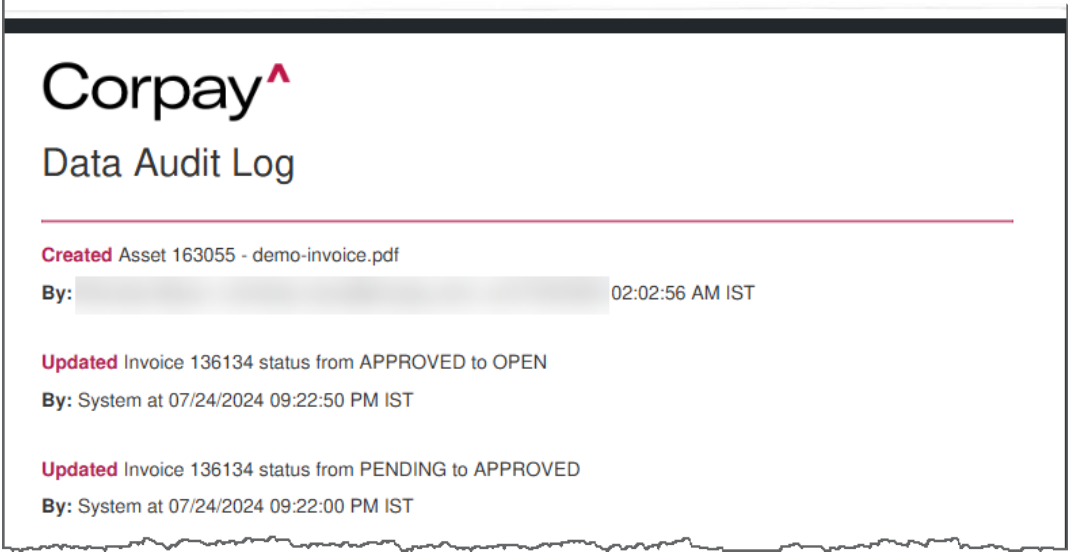
6. When an invoice status changes to **Approved**, **Open**, or **Paid**, scroll down to the **Documents** panel on the **Invoice Details** page, and then click the **Expand**  icon.



7. Hover over the document in the **Documents** panel and click the **Download**  icon.



8. Open the invoice PDF from your designated web downloads folder. The **Data Audit Log** information will be appended to the end of the invoice.

Sample Bikes, Inc	INVOICE
100 Main Street	
	

The screenshot shows the Corpay Data Audit Log interface. It includes a header with the Corpay logo and the title 'Data Audit Log'. Below the header, there are three entries in the log:

- Created** Asset 163055 - demo-invoice.pdf
By: [redacted] 02:02:56 AM IST
- Updated** Invoice 136134 status from APPROVED to OPEN
By: System at 07/24/2024 09:22:50 PM IST
- Updated** Invoice 136134 status from PENDING to APPROVED
By: System at 07/24/2024 09:22:00 PM IST

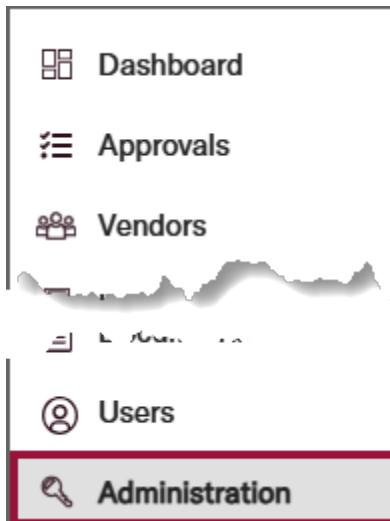
Add Fields to Line Items

Customers have the option of adding different fields to Corpay Complete to capture additional financial information. These fields include:

- **Tax:** When enabled, users can key in the **tax amount** purchase orders, invoices and invoice expenses.
- **Withholding Tax Amount:** When enabled, users can key in or change the **withholding (WH) tax amount** on invoices and credit memos.
- **For Business Unit:** When activated, the **For Business Unit** field appears on invoices, purchase orders, and credit memos at both the expense line and item line.
- **For Location:** When activated, the **For Location** field displays on invoices, purchase orders, and credit memos at both the expense line and item line.
- **For Project:** When activated, the **For Project** field displays on invoices, purchase orders, and credit memos at both the expense line and item line.

Complete the following steps to add additional fields to line items.

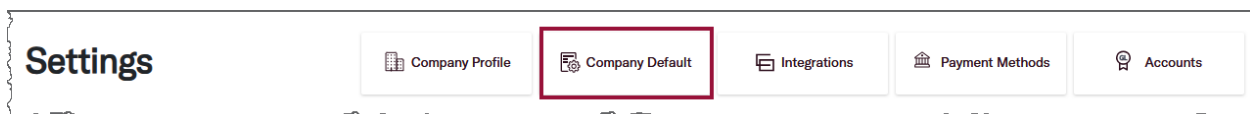
1. Click the **Administration** module in the left-side navigation pane.



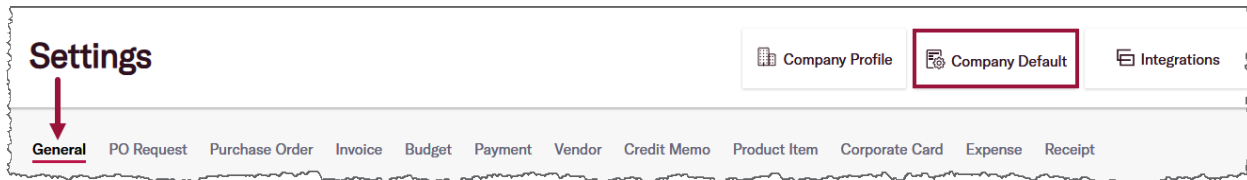
2. In the **Administration** module, click the **Settings** tab.



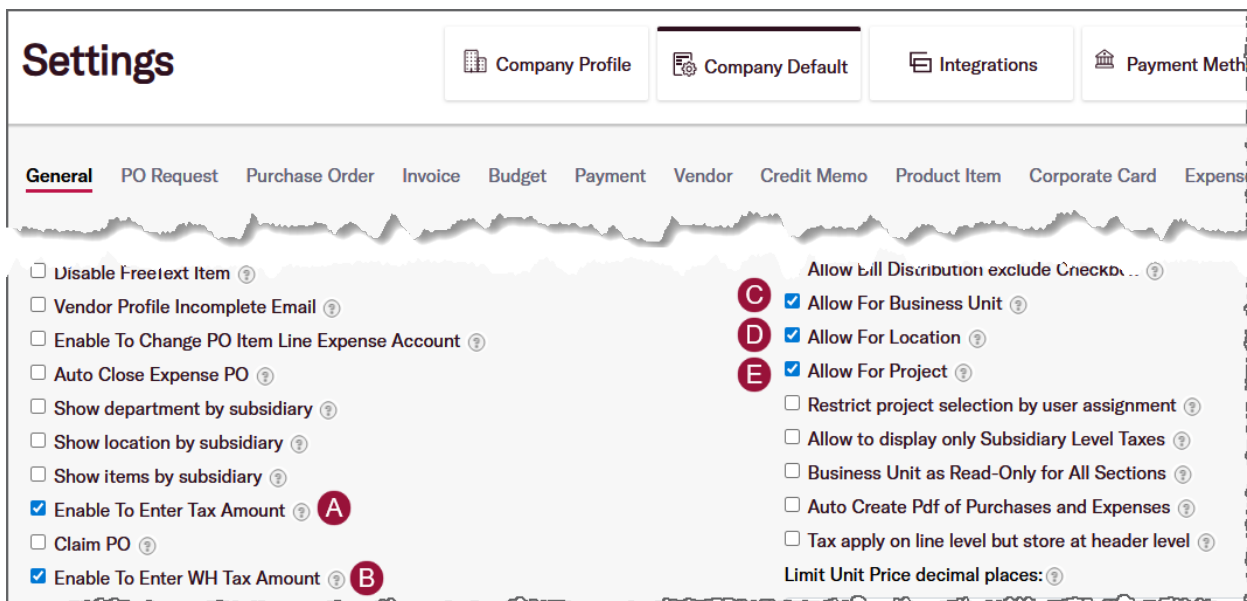
3. On the **Settings** page, click the **Company Default** tile.



4. Ensure the **General** tab is selected on the **Company Default** page.



5. Complete the following steps on the **General** tab:



- A. Click the **Enable To Enter Tax Amount** checkbox to enable the **Tax** field.
- B. Click the **Enable to Enter WH Tax Amount** to enable the **WH Tax Amount** field.
- C. Click the **Allow For Business Unit** checkbox to enable the **For Business Unit** field.
- D. Click the **Allow For Location** checkbox to enable the **For Location** field.
- E. Click the **Allow For Project** checkbox to enable the **For Project** field.

6. Scroll to the bottom of the page and click the **Submit** button.

Settings

Company Profile

Company Default

Integrations

Payment Methods

Accounts

General

PO Request

Purchase Order

Invoice

Budget

Payment

Vendor

Credit Memo

Product Item

Corporate Card

Expense

Receipt

Allow rebate at expenses line

Limit Unit Price decimal places:

4

Notes

Submit