

# Corpay

## AP Gateway Guide

Microsoft Dynamics GP Domestic Version

### Disclaimer

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Corpay<sup>^</sup>

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## Revision Table

| DATE    | VERSION     | AUTHOR    | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------|-------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02/2023 | 10.07.20.GP | Kay Scott | <ul style="list-style-type: none"> <li>Rebranded</li> <li>Updated existing content</li> <li>Added new content</li> </ul>                                                                                                                                                                                                                                                                                                           |
| 08/2023 | 10.07.21.GP | Kay Scott | <ul style="list-style-type: none"> <li>Added the My Profile Page section</li> <li>Updated the Roles &amp; Permissions Page section</li> <li>Removed the Configure Conditional Approvals Page section</li> <li>Updated the Vendor Page section</li> </ul>                                                                                                                                                                           |
| 11/2023 | 10.07.22.GP | Kay Scott | <ul style="list-style-type: none"> <li>Updated the following sections based on new features: <ul style="list-style-type: none"> <li>Roles &amp; Permissions Page</li> <li>Vendors Page</li> <li>Payments Page</li> </ul> </li> <li>Updated contact email addresses for support teams</li> </ul>                                                                                                                                    |
| 03/2024 | 10.07.23    | Kay Scott | <ul style="list-style-type: none"> <li>Added content related to the payment File Status progress indicator in the Payments Page in AP Gateway section</li> <li>Updated the Print Check payment method flow in the Payment Method Flows section</li> <li>Updated the file name</li> </ul>                                                                                                                                           |
| 05/2024 | 10.07.24    | Kay Scott | <ul style="list-style-type: none"> <li>Updated the Payment Methods table and Payment Method Flows section</li> <li>Updated ACH details based on ACH delay requirement changes</li> </ul>                                                                                                                                                                                                                                           |
| 06/2024 | 10.07.25    | Kay Scott | <ul style="list-style-type: none"> <li>Added details about the Print Check Voiding feature to the History Page and Roles &amp; Permissions Page sections</li> <li>Updated the AP Gateway login screen screenshot in the Accessing AP Gateway section</li> <li>Added vendor address requirement information to the Payments Page in AP Gateway and Processing Errors in Payment Batch Files sections</li> </ul>                     |
| 10/2024 | 10.07.26    | Kay Scott | <ul style="list-style-type: none"> <li>Updated the Payment Methods, Payment Method Flows, and Frequently Asked Questions sections to align with new vendor payment timelines</li> <li>Updated the Date and Processed column descriptions in the History table</li> <li>Added Resend Remittance instructions to the History Page section</li> <li>Added instructions for unarchiving vendors to the Vendors page section</li> </ul> |

|         |          |             |                                                                                                                                           |
|---------|----------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------|
|         |          |             | <ul style="list-style-type: none"> <li>Added confirmation screenshots to Refunding and Reissuing Print Check Payments sections</li> </ul> |
| 07/2025 | 10.07.27 | Hanna Alemu | <ul style="list-style-type: none"> <li>Updated content per the new procedure for unsettled card payments</li> </ul>                       |

# Welcome

Corpay takes pride in the simplicity of AP Gateway, our business-to-business payment solution. AP Gateway is a Corpay product that allows users to process payment files in a variety of configurations and using Enterprise Resource Planning (ERP) integrations such as Microsoft Dynamics GP. AP Gateway's integration with Microsoft Dynamics GP transforms how companies manage Accounts Payable by simplifying the workflow into a single step. With Microsoft Dynamics GP, companies save time and money by streamlining their Accounts Payable process, securing payments, and increasing visibility. In this guide, you will learn how to navigate and use the features and functions in AP Gateway's Microsoft Dynamics GP integration for domestic companies.

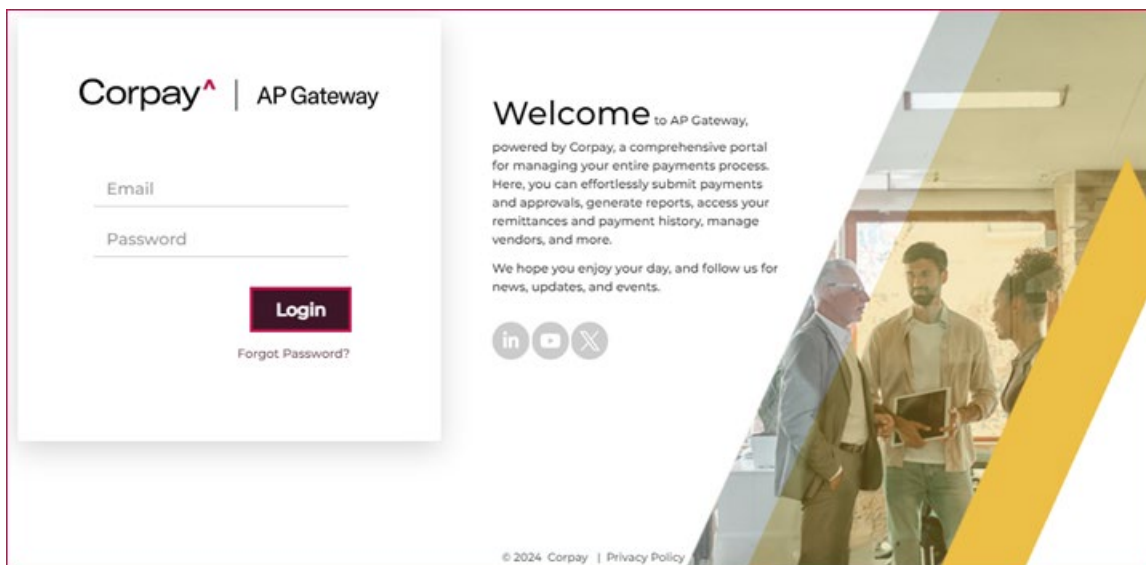
## AP Gateway Navigation

In this section, you will learn how to access and navigate AP Gateway.

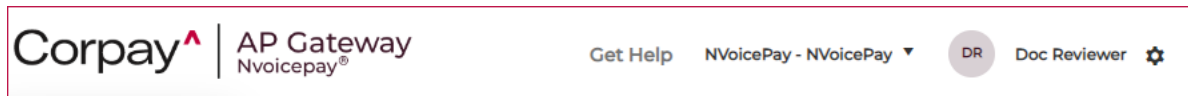
### Accessing AP Gateway

To access AP Gateway:

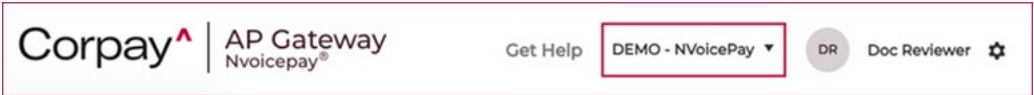
1. Open [AP Gateway](#).
2. On the *AP Gateway login* screen, enter an **Email address** and **Password** in the *Email* and *Password* fields.
3. Click the **Login** button.



## AP Gateway Banner

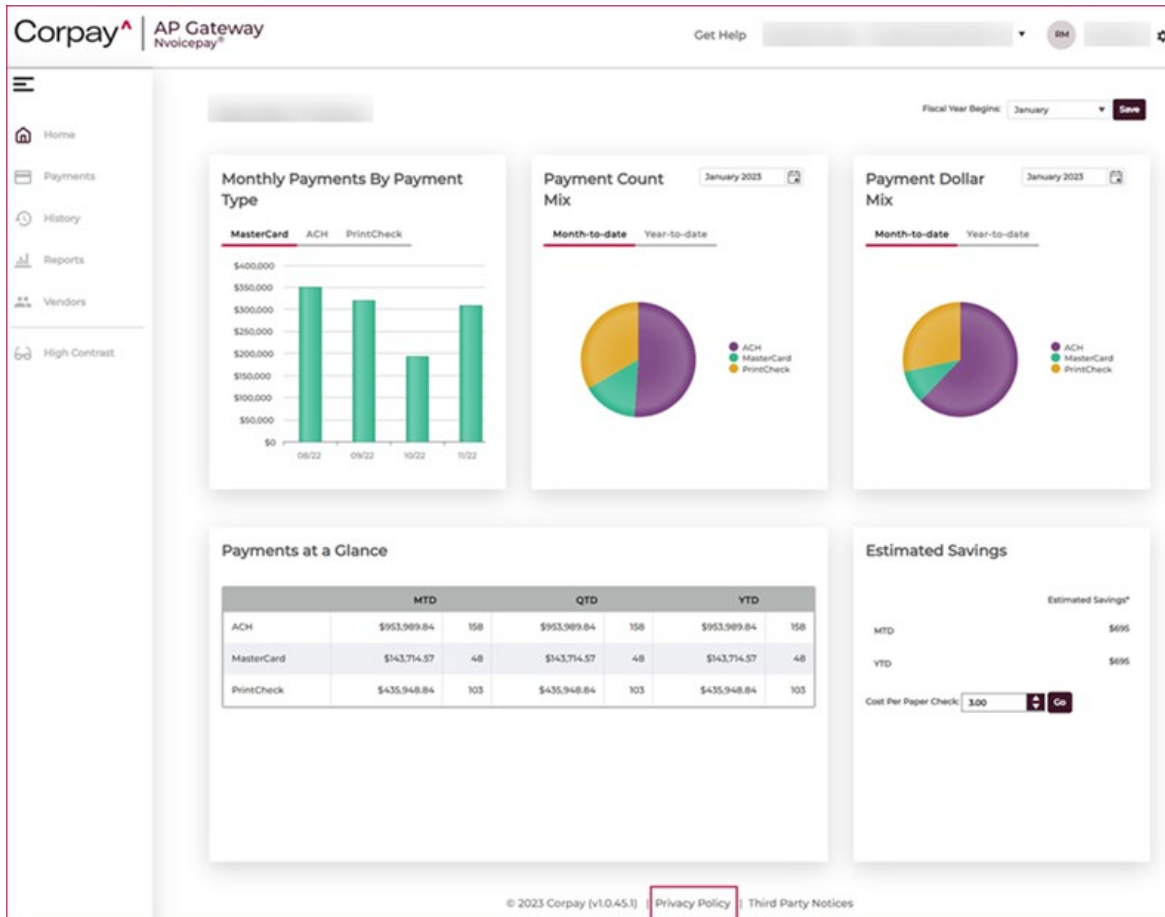


The following table describes the menu items in the AP Gateway banner:

| MENU             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get Help         | Click the <b>Get Help</b> menu to open the Customer Support Center page that contains contact information for Customer Support as well as links to helpful resources.                                                                                                                                                                                                                                                                                      |
| Company Selector | <p>The Company Selector drop-down contains the name of the company you are working under in AP Gateway. If your organization has multiple companies and you have access to those companies, click the <b>Company Selector</b> drop-down to select a different company to work under. In the example screenshot below, the name of the company is Demo - NVoicePay.</p>  |
| Banner Avatar    | <p>If a user has a display name listed in their user account, the <b>Banner Avatar</b> contains the initials of their display name. If a user does not have a display name, the Banner Avatar contains the first letter of their email address.</p>                                                                                                                   |
| Username         | <p>Click the <b>username</b> or <b>gear</b> icon to access the <a href="#">Accounts</a> page, <a href="#">Roles &amp; Permissions</a> page, and to log off AP Gateway.</p>                                                                                                                                                                                             |

## Privacy Policy

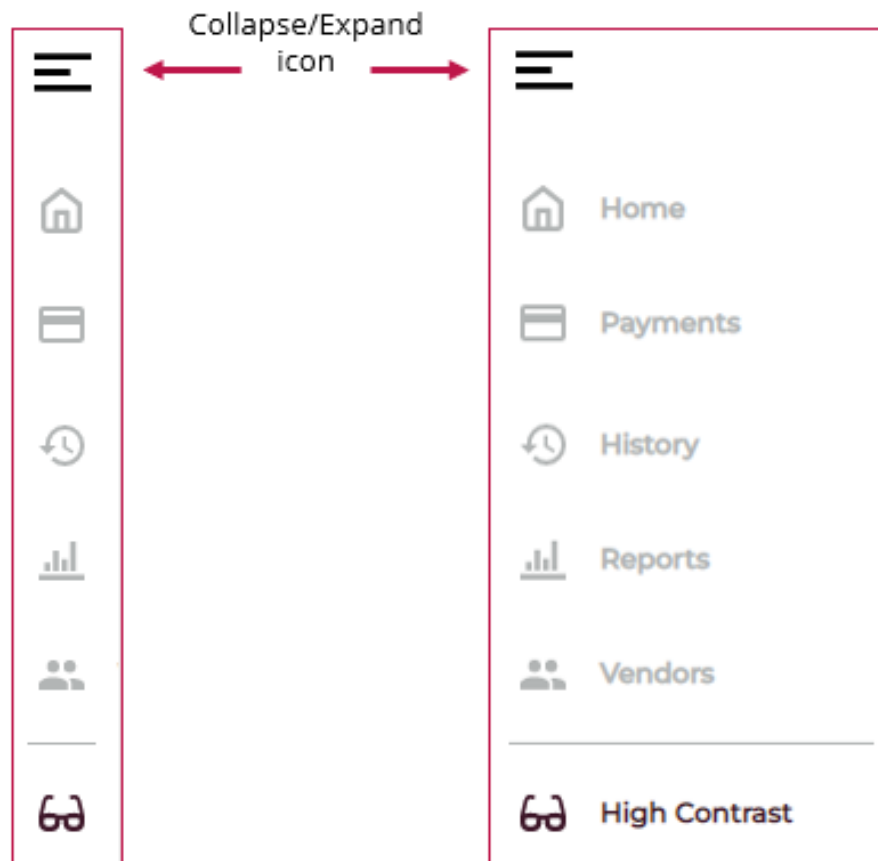
Click the **Privacy Policy** link at the bottom of any page in AP Gateway to access the Fleetcor U.S. Privacy Policy which applies to FleetCor Technologies, Inc. and its U.S. subsidiaries, divisions, affiliates, and operations that link to or otherwise provide notice of this Privacy Policy, including, but not limited to, Cambridge Mercantile Corp. (U.S.A), Cambridge Mercantile Corp. (Nevada), Comdata Inc., Comdata Network, Inc. of California, Comdata TN, Inc., Corpay One, Inc., and Nvoicepay, Inc. (collectively, “FleetCor,” “we,” “our,” or “us”).



## AP Gateway Features

### Collapse/Expand

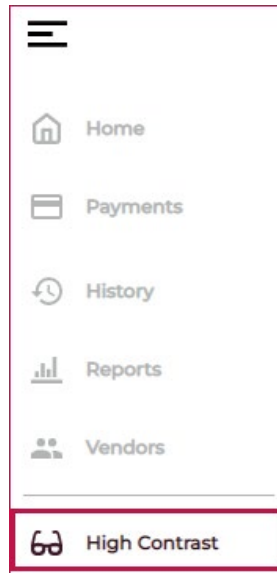
The collapse/expand icon in the left-side navigation pane only displays the icons for each page or the full menu when selected.



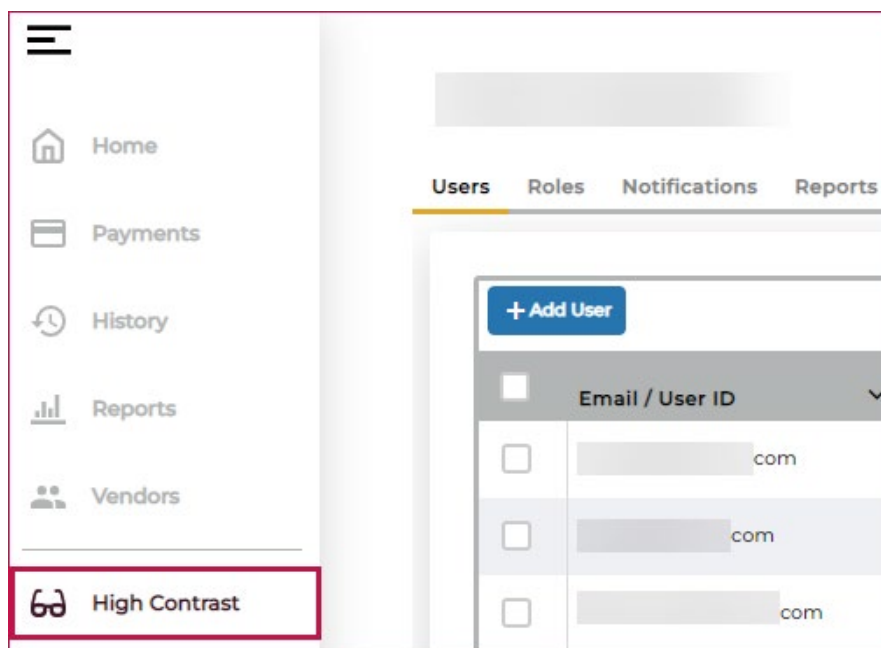
**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your left-side navigation pane may be different from the pages in the image above.

## High Contrast

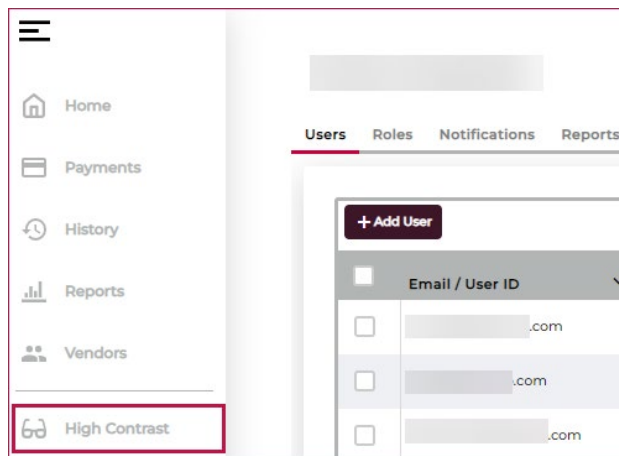
The High Contrast link in the left-side navigation pane enables or disables high contrast mode on each page in AP Gateway. High contrast mode is an accessibility feature that uses a limited color palette with contrasting colors to make a user interface easier to use.



Select the **High Contrast** link to enable high contrast mode. Enabling high contrast mode changes the default color palette to the high contrast color palette which is blue and yellow.



Select the **High Contrast** link again to disable high contrast mode. Disabling high contrast mode changes the high contrast color palette back to the default color palette. High Contrast changes are saved between logins.



## Sorting, Filtering, and Grouping

Many of the tables in AP Gateway can be sorted and filtered to quickly organize data and only display information that is needed. Multiple columns can be filtered at once and individual columns can be sorted while filters are enabled. Filter icons are raspberry when enabled and black when disabled. Users can also group similar information together in the [History table](#) using the grouping feature making the information in the table easier to consume. The sorting and filtering features are disabled when the grouping feature is used, and grouping is only available on the [History page](#).

To sort a table by the information in a column:

1. Click a **column header** once to sort the table in ascending order based on the column information. In the example image, the table on the *Payments* page is sorted in ascending order based on the *File Name* column. The File Name column header contains an **↑** icon.

The screenshot shows a table on the Payments page. The 'File Name' column header is highlighted with a red box and contains an upward arrow icon, indicating it is sorted in ascending order. The table has columns for File Name, Date, File Status, Processing Details, Return File, and Processed. There are three rows of data. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '20 Rows per page'.

| File Name ↑                       | Date       | File Status | Processing Details   | Return File              | Processed                         |
|-----------------------------------|------------|-------------|----------------------|--------------------------|-----------------------------------|
| 01_... Print Check Test File.txt  | 10/05/2022 | Approved    | <a href="#">View</a> | <a href="#">Download</a> | <a href="#">Mark as Processed</a> |
| 01_... InvoiceID (No Address).txt | 10/07/2022 | Error       | <a href="#">View</a> |                          |                                   |
| 01_... InvoiceID.txt              | 10/06/2022 | Approved    | <a href="#">View</a> | <a href="#">Download</a> | <a href="#">Mark as Processed</a> |

2. Click a **column header** twice to sort the table in descending order based on the column information. In the example image, the table on the *Payments* page is sorted in descending order based on the *File Name* column. The File Name column header contains an ↓ icon.

| File Name ↓                   | Date       | File Status | Processing Details   | Return File              | Processed                         |
|-------------------------------|------------|-------------|----------------------|--------------------------|-----------------------------------|
| 01_InvoiceID.txt              | 10/06/2022 | Approved    | <a href="#">View</a> | <a href="#">Download</a> | <a href="#">Mark as Processed</a> |
| 01_InvoiceID (No Address).txt | 10/07/2022 | Error       | <a href="#">View</a> |                          |                                   |
| 01_Print Check Test File.txt  | 10/05/2022 | Approved    | <a href="#">View</a> | <a href="#">Download</a> | <a href="#">Mark as Processed</a> |

Page 1 of 1 | 20 Rows per page | 1 - 3 of 3 items

3. Click the **column header** until the ↑ or ↓ no longer displays to remove sorting from the table.

To filter a table by the information in a column (if applicable):

1. In a *column header*, click the **Filter** ▼ icon.
2. In the *Filter* dialog, select the **checkbox(s)** or enter a **keyword** or **phrase** in the *Search* box.
3. Click the **Filter** button.

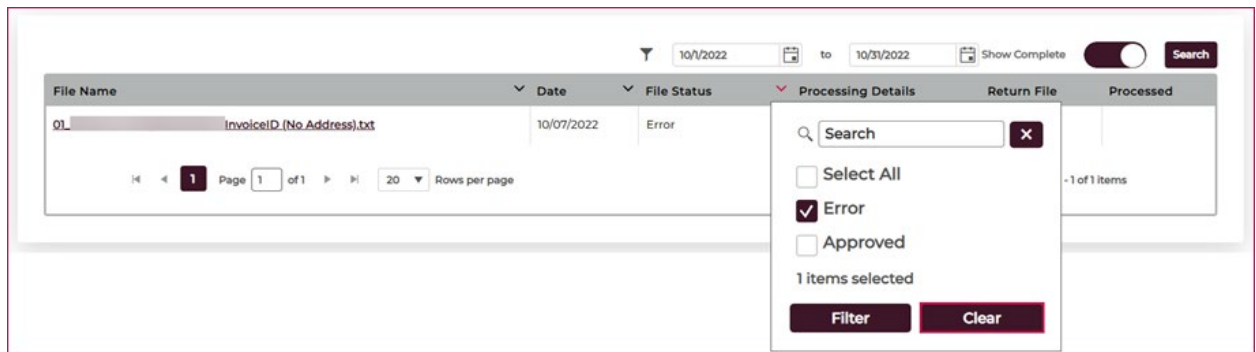
| File Name                     | Date       | File Status | Processing Details | Return File | Processed                         |
|-------------------------------|------------|-------------|--------------------|-------------|-----------------------------------|
| 01_InvoiceID (No Address).txt | 10/07/2022 | Error       |                    |             | <a href="#">Mark as Processed</a> |
| 01_InvoiceID.txt              | 10/06/2022 | Approved    |                    |             | <a href="#">Mark as Processed</a> |
| 01_Print Check Test File.txt  | 10/05/2022 | Approved    |                    |             |                                   |

Page 1 of 1 | 20 Rows per page | 1 - 3 of 3 items

**NOTE:** Since filter options vary based on the type of data being displayed in a table, the checkboxes and search filtering options may not be available for all tables in AP Gateway.

To remove the filter from the table:

1. In the *column header* that contains the filter, click the **Filter** icon.
2. Click the **Clear** button.



To group the [History table](#) by a column header:

1. On the [History page](#), locate the **column header** to group the History table by.
2. Drag and drop the **column header** in the *Drag a column header and drop it here to group by that column field*.

Drag a column header and drop it here to group by that column

| Vendor Name |             |          |                  |          |                      |          |                  |          |  |
|-------------|-------------|----------|------------------|----------|----------------------|----------|------------------|----------|--|
| Date        | Vendor Name | Vendor # | Paid by Customer |          | Invoiced by Supplier |          | Paid to Supplier |          |  |
|             |             |          | Amount           | Currency | Amount               | Currency | Amount           | Currency |  |
| 10/6/2022   |             |          | 4.50             | USD      | 4.50                 | USD      | 4.50             | USD      |  |
| 10/6/2022   |             |          | 3.50             | USD      | 3.50                 | USD      | 3.50             | USD      |  |
| 10/6/2022   |             |          | 2.50             | USD      | 2.50                 | USD      | 2.50             | USD      |  |
| 10/6/2022   |             |          | 1.50             | USD      | 1.50                 | USD      | 1.50             | USD      |  |
| 10/6/2022   |             |          | 1.50             | USD      | 1.50                 | USD      | 1.50             | USD      |  |
| 9/27/2022   |             |          | 501.50           | USD      | 501.50               | USD      | 501.50           | USD      |  |
| 9/24/2022   |             |          | 455.71           | USD      | 455.71               | USD      | 455.71           | USD      |  |

3. The information in the table is now grouped by the column header.

↑ Vendor Name

|                                          |             | Vendor   |        | Paid by Customer |        | Invoiced by Supplier |        | Paid to Supplier |            |  |
|------------------------------------------|-------------|----------|--------|------------------|--------|----------------------|--------|------------------|------------|--|
| Date                                     | Vendor Name | Vendor # | Amount | Currency         | Amount | Currency             | Amount | Currency         | Remittance |  |
| Vendor Name: Total: \$455.71 Count: 1    |             |          |        |                  |        |                      |        |                  |            |  |
| 9/24/2022                                |             |          | 455.71 | USD              | 455.71 | USD                  | 455.71 | USD              |            |  |
| Vendor Name: Total: \$72.38 Count: 1     |             |          |        |                  |        |                      |        |                  |            |  |
| 9/23/2022                                |             |          | 72.38  | USD              | 72.38  | USD                  | 72.38  | USD              |            |  |
| Vendor Name: Total: \$3,029.03 Count: 14 |             |          |        |                  |        |                      |        |                  |            |  |
| 10/6/2022                                |             |          | 4.50   | USD              | 4.50   | USD                  | 4.50   | USD              |            |  |
| 10/6/2022                                |             |          | 3.50   | USD              | 3.50   | USD                  | 3.50   | USD              |            |  |

4. Click the  in the *column header* to remove it from the *Drag a column header and drop it here to group by that column* field and return the table to its original settings.

**NOTE:** The History table cannot be grouped by the Remittance column.

Pagination

The [Payments](#), [Approvals](#) (if applicable), [History](#), [Reports](#), and [Vendors](#) pages use pagination to divide information into separate pages to avoid overloading users with information on one page as well as to provide a convenient and easy way to browse and return to specific information.

◀ ◁ 1 Page 1 of 1 ▷ ▶

20 Rows per page

10

20

50

100

500

## AP Gateway Accounts

In this section, you will learn about the payment methods offered by Corpay, along with the Accounts, Roles & Permissions, My Profile, and Modify Locations pages in AP Gateway.

**NOTE:** The visibility of all information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, some information may not be visible to you or may only be available in a view only format.

### Payment Methods

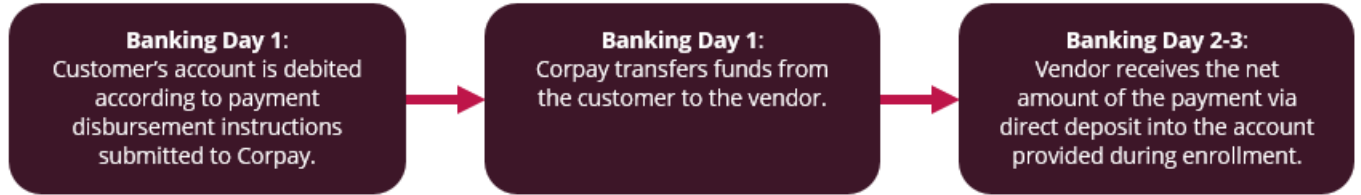
Corpay offers multiple payment methods to vendors such as Mastercard, CorpayCard, ACH, and Print Check. During the onboarding process, Corpay confirms the customer's vendors' payment acceptances, then determines the default payment method for each vendor by matching their payment acceptances to the customer's most preferred payment method. The most common order of preferred payment methods is listed in the table below.

| ORDER OF PREFERENCE | PAYMENT METHOD | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                   | CorpayCard     | <ul style="list-style-type: none"><li>• Corpay's private-label Accounts Payable card that is ideal for vendors who:<ul style="list-style-type: none"><li>○ want to pay lower card processing fees.</li><li>○ do not have a master merchant account with Mastercard.</li></ul></li><li>• Vendors receive secure payment remittances via email, one banking day after payments are approved in AP Gateway.</li><li>• Payments are deposited into vendor bank accounts within 2-3 banking days after payment remittance emails are sent to vendors.</li><li>• Cash rebates are available to customers.</li><li>• Daily reports match the payment instructions received by Corpay from the customer.</li><li>• Customers can view the payment remittances sent to vendors in AP Gateway.</li></ul> |
| 2                   | Mastercard     | <ul style="list-style-type: none"><li>• Vendors receive secure payment remittances via email, one banking day after payments are approved in AP Gateway.</li><li>• The secure payment remittances contain</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

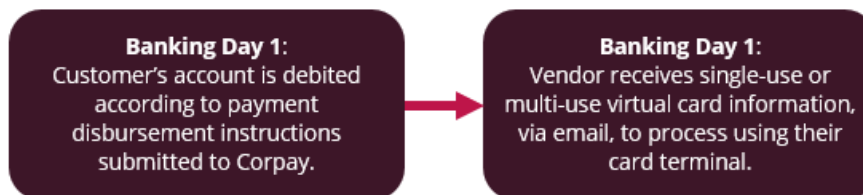
| ORDER OF PREFERENCE | PAYMENT METHOD       | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                      | <p>virtual card numbers for single-swipe (single-use) or multi-swipe (multi-use) virtual cards that are preloaded with the approved payment amounts.</p> <ul style="list-style-type: none"> <li>• Vendors who receive single-swipe virtual cards can only process the virtual card once in their merchant card processor to deposit the preloaded payment amount in their account.</li> <li>• Whereas vendors who receive multi-swipe virtual cards can process the virtual card multiple times in their merchant card processor until the full amount of the preloaded payment is deposited in their account.</li> <li>• Cash rebates are available to customers.</li> <li>• Daily reports match the payment instructions received by Corpay from the customer.</li> <li>• Corpay oversees card reconciliation.</li> </ul> |
| 3                   | ACH (Direct Deposit) | <ul style="list-style-type: none"> <li>• Vendors receive secure payment remittances via email, one banking day after payments are approved in AP Gateway.</li> <li>• Payments are issued to vendors from Corpay within 1-5 banking days after they are approved in AP Gateway, and it typically takes an additional 1-2 banking days for bank processing.</li> <li>• Daily reports match the payment instructions received by Corpay from the customer.</li> <li>• Customers can view the payment remittances sent to vendors in AP Gateway.</li> </ul>                                                                                                                                                                                                                                                                     |
| 4                   | Print Check          | <ul style="list-style-type: none"> <li>• All print checks are mailed to vendors with positive payee service using USPS First Class mail.</li> <li>• Vendors receive print checks in the mail according to the USPS First Class mail delivery schedule in their area. Delivery times are longer for print checks sent internationally.</li> <li>• Customers can view images of printed and cashed checks in AP Gateway.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |

## Payment Method Flows

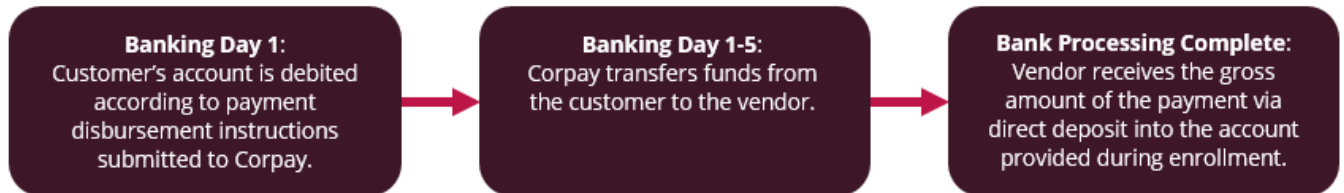
### CorpayCard



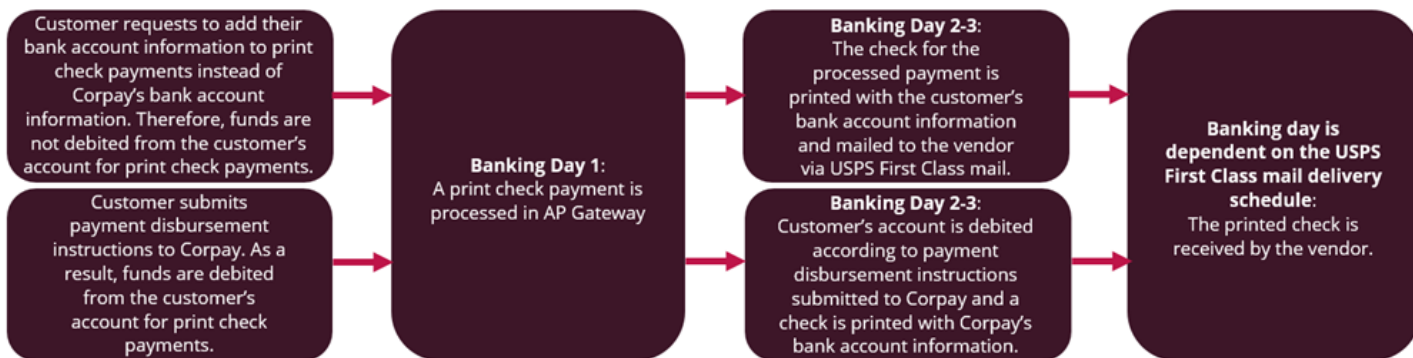
### Mastercard



### ACH



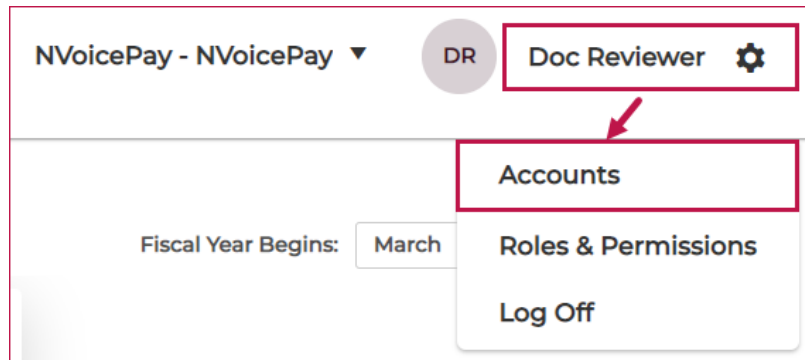
### Print Check



## Accounts Page

The Accounts page contains information about the customer's bank and credit card accounts along with the priority order of their payment methods.

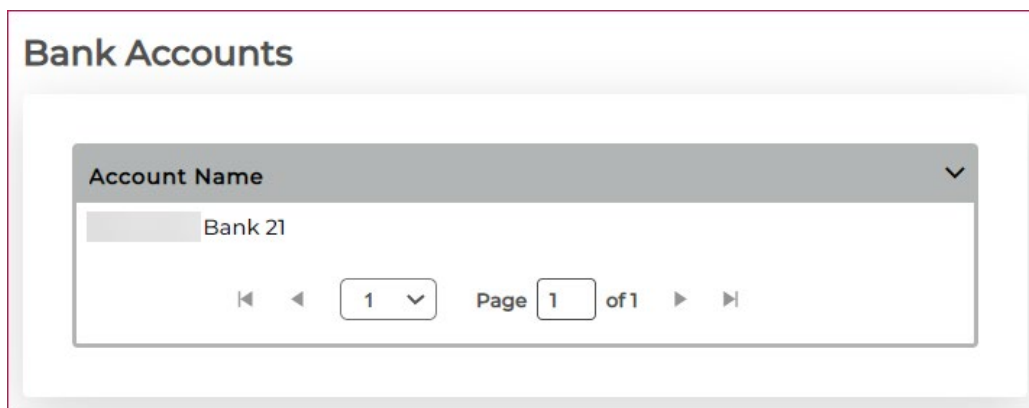
To access the Accounts page, click the **username** or **gear** icon in the *AP Gateway banner* then select the **Accounts** menu item.



**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your menu may be different from the pages in the image above.

## Bank Accounts

The Bank Accounts tile contains the current bank account attached to a customer's account in AP Gateway. If a customer uses CorpayCard, ACH, or Print Check as a payment method, Corpay debits funds from a specified account in the Bank Accounts list to pay vendor payments on their behalf.



## Credit Card Accounts

The Credit Card Accounts tile contains a list of Mastercard transactions. If a customer uses Mastercard as a payment method, Corpay debits funds from the bank account listed on the Bank Accounts tile to pay vendor payments on their behalf.

| Credit Card Accounts |                |            |
|----------------------|----------------|------------|
| Card Name            | Account Number | Expiration |
| MasterCard           | xxxx           | xx/xxxx    |
| Page 1 of 1          |                |            |
| 10 Rows per page     |                |            |

Click the **Card Name** in the *Credit Card Accounts* list to see additional information. Click the **Back** button to return to the Accounts page.

Back

Credit Card Name [redacted]\_USD\_US N

Credit Card Type CreditCardMC

Card Number xxxx

Expiration Date xx/xxxx

Cardholder Company NVoicePay

Cardholder Name

Card Statement Address 8905 SW Nimbus Ave Ste 240

Address Line 2

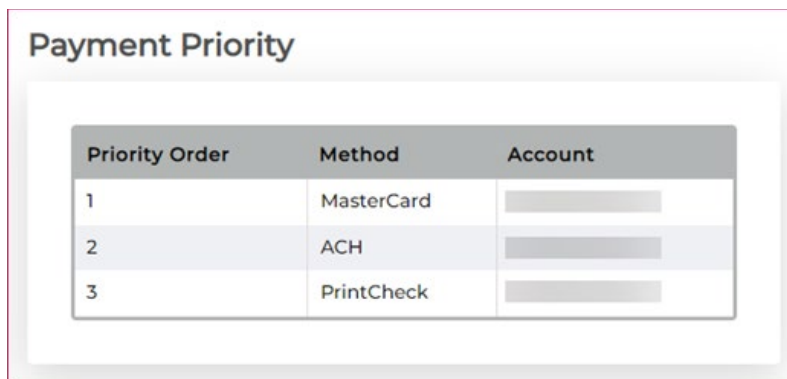
City Beaverton

State OR Zip 97008

**NOTE:** Bank and Credit Card Account information is provided separately on the Accounts page for reporting purposes only. All vendor payments are debited from the bank account attached to a customer's account in AP Gateway.

## Payment Priority

The Payment Priority tile contains a list of payment methods and accounts for a customer. The payment methods and accounts are listed in the order they are to be used for vendor payments.

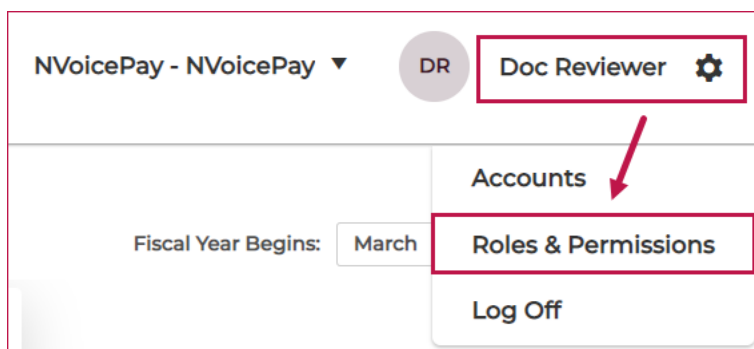


| Priority Order | Method     | Account |
|----------------|------------|---------|
| 1              | MasterCard |         |
| 2              | ACH        |         |
| 3              | PrintCheck |         |

## Roles & Permissions Page

In AP Gateway, users with the Manage Users permission can use the Roles & Permissions page to manage user accounts, roles, permissions, notifications, and reports for an organization. The visibility of all information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, some information on the Roles & Permissions page may not be visible to you or may only be available in a view only format if you do not have the Manage Users permission.

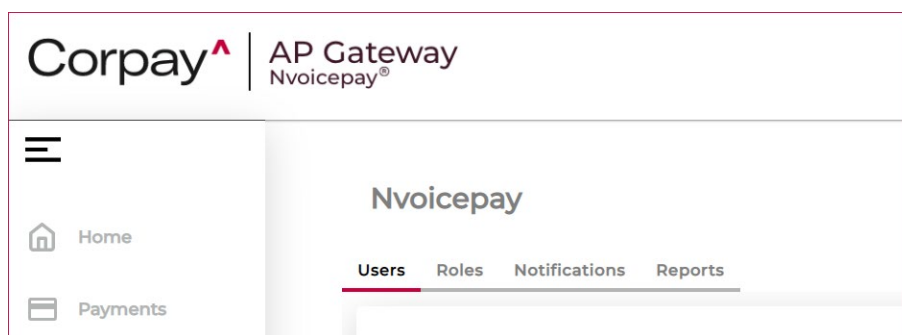
To access the Roles & Permissions page, click the **username** or **gear** ⚙ icon in the *AP Gateway banner* then select the **Roles & Permissions** menu item.



**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your menu may be different from the pages in the image above.

The Roles & Permissions page contains the following tabs:

- **[Users](#)**: Use to create or manage individual user accounts for an organization.
- **[Roles](#)**: Use to create or manage roles that can be applied to individual user accounts.
- **[Notifications](#)**: Use to create or manage user email addresses to receive automated email notifications from AP Gateway.
- **[Reports](#)**: Use to create Notifications, Permissions, Roles, Locations (if applicable), Admins, ValidateApprovals, AllPermissions, and ConditionalApprovalRules reports for an organization. Available report types are based on company configuration. As a result, the type of reports that are available on your Reports tab may be different from the reports listed above.



## Users

Users within an organization are assigned roles or permissions based on the AP Gateway functions they use. These roles and permissions can be updated by users with the Manage Users permission on the Users tab. The Users tab contains a table of information and actions to manage user accounts in an organization. Users can rearrange the columns in the Users table as well as sort and filter all columns except the Actions column.

The screenshot shows the 'Users' tab in the Nvoicepay interface. It features a table with the following columns: Email / User ID, Display Name, Role, Created, Modified, Last Login, Active, Locked, and Actions. There are four rows of user data. The 'Actions' column contains icons for edit, lock, and delete. A search bar is located at the top right of the table.

|                          | Email / User ID | Display Name | Role        | Created                                 | Modified                                | Last Login             | Active | Locked | Actions |
|--------------------------|-----------------|--------------|-------------|-----------------------------------------|-----------------------------------------|------------------------|--------|--------|---------|
| <input type="checkbox"/> |                 |              | Admin       | 09/28/2022 10:23:44 AM                  | 09/28/2022 10:33:36 AM                  | 09/28/2022 11:28:30 AM | true   | No     |         |
| <input type="checkbox"/> |                 |              | Admin       | 09/21/2021 03:13:25 PM                  |                                         | 10/07/2021 01:17:28 PM | true   | No     |         |
| <input type="checkbox"/> |                 |              | None        | backfillUserData 05/08/2020 12:10:38 PM | backfillUserData 03/09/2022 10:19:30 AM | 08/23/2022 01:46:32 PM | true   | No     |         |
| <input type="checkbox"/> |                 |              | Super Admin | 08/19/2022 10:07:13 AM                  |                                         | 11/02/2022 07:51:15 PM | true   | No     |         |

## Users Table

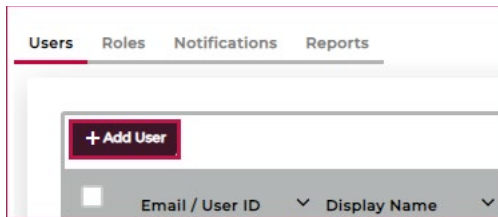
The following table contains descriptions of the column headers and actions in the Users table:

| NAME           | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email/User ID  | The Email/User ID column contains the email or user ID used by a user to log in to AP Gateway.                                                                                                                                                                                                                                                                                                    |
| Display Name   | The Display Name column contains the name that displays in the AP Gateway banner for a user account if the user has a display name configured.                                                                                                                                                                                                                                                    |
| Role           | The Role column contains the role assigned to a user account. See the <a href="#">Using Roles in AP Gateway</a> section for more information about roles.                                                                                                                                                                                                                                         |
| Created        | The Created column contains the date and time a user account was created, as well as which user created the user account.                                                                                                                                                                                                                                                                         |
| Modified       | The Modified column contains the date and time a user account was last modified, as well as which user modified the account.                                                                                                                                                                                                                                                                      |
| Last Login     | The Last Login column contains the date and time of a user's last login.                                                                                                                                                                                                                                                                                                                          |
| Active         | The Active column contains yes or no to indicate if a user account is active (in use). The Users table is filtered to only display active users by default. In the <i>Active</i> column header, click the <b>Filter</b> icon then click the <b>Clear</b> button to display active and inactive users in the <i>Users</i> table.                                                                   |
| Locked         | The Locked column contains yes or no to indicate if a user account is locked due to multiple failed login attempts.                                                                                                                                                                                                                                                                               |
| View           | The View  action is used to see the details, role, and permissions for the selected user account. See the <a href="#">Viewing User Account Details</a> section for instructions.                                                                                                                               |
| Edit           | The Edit  action is used to modify the selected user account. This action is only available for users with the Manage Users permission. See the <a href="#">Editing User Accounts</a> section for instructions.                                                                                                |
| Reset Password | The Reset Password  action is used to send a reset password request to the selected user's email. This action is only available for users with the Manage Users permission. See the <a href="#">Sending Reset Password Requests</a> section for instructions.                                                  |
| Disable/Enable | The Disable/Enable  action is used to disable or enable the selected user account. User accounts cannot be deleted due to audit requirements. This action is only available for users with the Manage Users permission. See the <a href="#">Disabling and Enabling User Accounts</a> section for instructions. |
| Search         | The Search box is used to quickly find specific user accounts.                                                                                                                                                                                                                                                                                                                                    |

## Adding User Accounts

Users with the Manage Users permission can add new user accounts to an organization.

1. On the *Users* tab, click the **+ Add User** button.



2. Complete each **field** in the [Create User dialog](#).
3. Click the **Save** button.

A screenshot of the 'Create User' dialog box. The dialog has a title bar with 'Create User' and a close button. It contains several input fields: 'Organization' (a dropdown menu with 'NVoicePay' selected), 'Display Name', 'Job Title', 'Email Address', 'Confirm Email', 'Phone Number', and 'User Role' (a dropdown menu with 'Select Role...' selected). To the right of these fields is a list of checkboxes for permissions: 'Batch Approver', 'Payment Approver', 'View Organization Reports', 'View Standard Remittance Artifacts', 'View Sensitive Remittance Artifacts', 'View Only', 'No Approvals', 'Disable Payments', 'Disable Approvals', 'Disable History', 'Disable Reports', 'Disable Vendors', 'Disable Invoices', and 'Void Checks'. Below these is a section titled 'Permissions Authorized (Set all that apply)' with checkboxes for 'Manage Users', 'Manage Payment Accounts', 'Manage Vendors', and 'Manage File Uploads'. At the bottom right are 'Save' and 'Cancel' buttons.

4. A message displays confirming the user account was created successfully.

**NOTE:** When a new user account is added to an organization, an email is sent to the user from AP Gateway inviting them to complete their account setup.

## Create User Dialog

The following table contains descriptions of the fields in the Create User dialog:

| NAME                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization           | The Organization field is pre-populated with the organization of the logged in user. Users with the Admin role can edit the Organization field. See <a href="#">Using Roles in AP Gateway</a> for more information about roles.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Display Name           | If a Display Name is entered in the Display Name field, it will appear next to the gear  icon in the AP Gateway banner instead of the email address the user uses to log in. A display name is not required.                                                                                                                                                                                                                                                                                                                                                                         |
| Job Title              | The Job Title field is optional and used for reference only. It does not impact the new user's role or permissions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Email Address          | The Email Address field is required, because it is the email the new user will use to log in to AP Gateway. It cannot be changed after the user account is created.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Confirm Email          | The Email Address must be re-entered in the Confirm Email field to prevent typos.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Phone Number           | A phone number can be entered in the Phone Number field for reference, but it will not be used in AP Gateway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| User Role              | In the User Role drop-down, a default or custom role (if applicable) can be selected and assigned to a user account or the None option can be selected. The None option allows permissions not designated by a specific role to be assigned to a user. If a <i>default</i> or <i>custom role</i> is selected, the permissions assigned to that role will be checked in the <i>Permissions Authorized (From Role)</i> section. If <i>None</i> is selected, choose the <b>permission(s)</b> to assign to the user in the <i>Permissions Authorized (From Role)</i> section. See the <a href="#">Using Roles in AP Gateway</a> section for more information about roles. |
| Permissions Authorized | The Permissions Authorized section changes automatically depending on which role is selected in the User Role drop-down. Permissions in this section can only be modified when None is selected in the User Role drop-down. See the <a href="#">Using Permissions in AP Gateway</a> section for more information about permissions.                                                                                                                                                                                                                                                                                                                                   |

## Using Permissions in AP Gateway

Permissions dictate what a user can and cannot do in AP Gateway. The following table describes the permissions that can be assigned to a user account:

| PERMISSION                           | DESCRIPTION                                                                                                                                                                                          |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manage Users                         | Allows users to add new user accounts, edit existing user permissions, request user password resets, enable or disable user accounts, and add, delete, or modify custom roles.                       |
| Manage Payment Accounts              | Allows users to request changes to customer bank accounts.                                                                                                                                           |
| Manage Vendors                       | Allows users to upload vendor lists and show or hide vendors on the Vendors page.                                                                                                                    |
| Manage File Uploads                  | Allows users to upload payment files and exclude payments with error file statuses. Users with this permission cannot view the details of a payment after it has been uploaded.                      |
| Batch Approver                       | Allows users to view, approve, and void payment batches (if applicable for their organization) as well as place payment batches on hold. This permission does not allow individual payment approval. |
| Payment Approver                     | Allows users to view, approve, exclude, and void individual payments as well as place individual payments on hold.                                                                                   |
| View Organization Reports            | Allows users to view the reports created within their organization as well as to create and delete reports.                                                                                          |
| View Standard Remittance Artifacts   | Allows users to view remittances without sensitive bank information if the customer is configured for artifacts.                                                                                     |
| View Sensitive Remittances Artifacts | Allows users to view all remittances, including those with bank information if the customer is configured for artifacts.                                                                             |
| No Approvals                         | Does not allow the Approver permission to be assigned to a user. This permission should be used if approvals are not required for payments submitted in AP Gateway.                                  |
| View Only                            | Allows users to view payment history and reports only. This permission disables buttons and actions in AP Gateway and does not allow other permissions to be assigned to a user.                     |
| Disable Payments                     | Allows users to suspend the payment processing functionality and remove the <a href="#">Payments page</a> from the <a href="#">left-side navigation pane</a> .                                       |
| Disable Approvals                    | Allows users to suspend the approval process and remove the <a href="#">Approvals page</a> from the <a href="#">left-side navigation pane</a> .                                                      |
| Disable History                      | Allows users to suspend the recording of user actions in AP Gateway and removes the <a href="#">History page</a> from the <a href="#">left-side navigation pane</a> .                                |
| Disable Reports                      | Allows users to deactivate report generation and access as well as remove the <a href="#">Reports page</a> from the <a href="#">left-side navigation pane</a> .                                      |

| PERMISSION           | DESCRIPTION                                                                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disable Vendors      | Allows users to deactivate vendor related functionalities and remove the <a href="#">Vendors page</a> from the <a href="#">left-side navigation pane</a> .                                                                                   |
| Disable Invoices     | Allows users to deactivate the creation, processing, and management of invoices.                                                                                                                                                             |
| Disable Credit Model | Allows users to suspend the functionality of the credit assessment tool and remove the <a href="#">Credit Summary page</a> from the <a href="#">left-side navigation pane</a> if the company is configured to use the Credit Model feature.  |
| Void Checks          | Allows users to void and reissue or refund a print check payment after it has been processed in AP Gateway and sent to a vendor. However, if the vendor has processed the print check payment, it cannot be voided and reissued or refunded. |
| Approve FX Rate      | Allows users to approve and lock a transaction rate for an international payment. This permission is only available to organizations that are configured to make international payments.                                                     |
| View FX Rate         | Allows users to view international payments that require a transaction rate approval and lock. This permission is only available to organizations that are configured to make international payments.                                        |

## Using Roles in AP Gateway

Permissions can be assigned to a user account individually or by assigning roles. There are five default roles available in AP Gateway: A/P, Approver, Admin, Super Admin, and View Only. Each role has a specific set of permissions. Default roles cannot be modified or deleted and only one role can be assigned to a user at a time. If the default roles in AP Gateway do not fit an organization, users with the Manage Users permission can create custom roles with the appropriate permissions. Custom roles can be modified or deleted. See [Adding Custom Roles](#) or [Editing Custom Roles](#) for instructions.

The following table describes the default roles that can be assigned to a user account:

| ROLE     | PERMISSIONS                                                                                                                                                                                                                              |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A/P      | <ul style="list-style-type: none"> <li>Manage Vendors</li> <li>Manage File Uploads</li> <li>View Organization Reports</li> <li>View Standard Remittance Facts</li> <li>Void Checks</li> <li>View FX Rate (international only)</li> </ul> |
| Approver | <ul style="list-style-type: none"> <li>Batch Approver</li> <li>Payment Approver</li> <li>View Organization Reports</li> <li>View Standard Remittance Facts</li> <li>View Sensitive Remittance Facts</li> <li>Void Checks</li> </ul>      |

| ROLE        | PERMISSIONS                                                                                                                                                                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | Approve FX Rate (international only)<br>View FX Rate (international only)                                                                                                                                                                                                      |
| Admin       | Manage Users<br>Manage Payment Accounts<br>Manage Vendors<br>Manage File Uploads<br>View Organization Reports<br>View Standard Remittance Facts<br>View Sensitive Remittance Facts<br>Void Checks<br>Approve FX Rate (international only)<br>View FX Rate (international only) |
| Super Admin | All Admin permissions, plus the Batch Approver and Payment Approver permissions                                                                                                                                                                                                |
| View Only   | View Only                                                                                                                                                                                                                                                                      |

## Viewing User Account Details

All users can view user account details in an organization.

1. In the *Users* table, click the **View**  action for the user account to view.
2. Review the **information** in the *User Details* dialog.
3. Click the **Close** button.

User Details

Organization

Partnership Integrations

Display Name

QA Automation

Job Title

Corpay

Email Address

@invoicepay.com

Phone Number

User Role

Super Admin

Permissions Authorized (From Role)

Manage Users

Manage Payment Accounts

Manage Vendors

Manage File Uploads

Batch Approver

Payment Approver

View Organization Reports

View Standard Remittance Artifacts

View Sensitive Remittance Artifacts

View Only

No Approvals

Disable Payments

Disable Approvals

Disable History

Disable Reports

Disable Vendors

Disable Invoices

Void Checks

Close

## Editing User Accounts

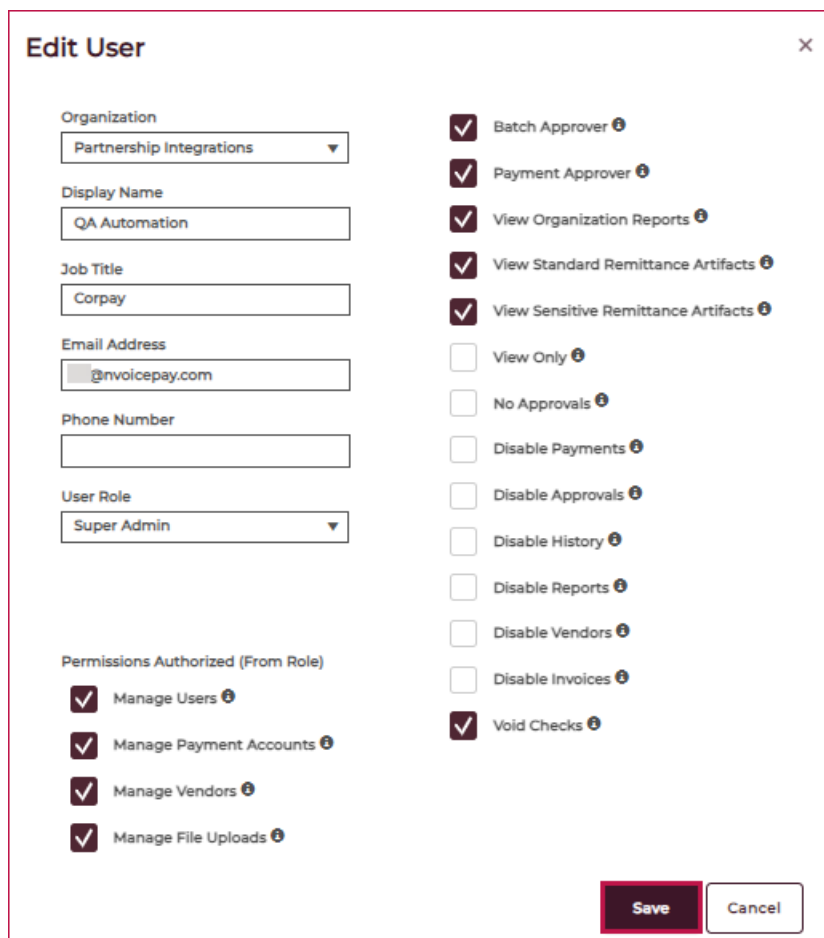
Users with the Manage Users permission can edit individual user accounts or multiple user accounts at once.

To edit a single user account:

1. In the *Users* table, click the **Edit**  action for the user account to edit.
2. In the *Edit User* dialog, make the desired **updates**. If **None** is selected in the *User Role* drop-down, individual permissions can be selected in the *Permissions Authorized (From Role)* section.

**NOTE:** The Edit User dialog contains the same fields to edit as the [Create User dialog](#) that opens when [adding a user account](#). The Email Address and Locations (if applicable) fields cannot be modified.

3. Click the **Save** button.



**Edit User** [X]

Organization  
Partnership Integrations ▼

Display Name  
QA Automation

Job Title  
Corpay

Email Address  
@invoicepay.com

Phone Number

User Role  
Super Admin ▼

Permissions Authorized (From Role)

- ☒ Manage Users ⓘ
- ☒ Manage Payment Accounts ⓘ
- ☒ Manage Vendors ⓘ
- ☒ Manage File Uploads ⓘ

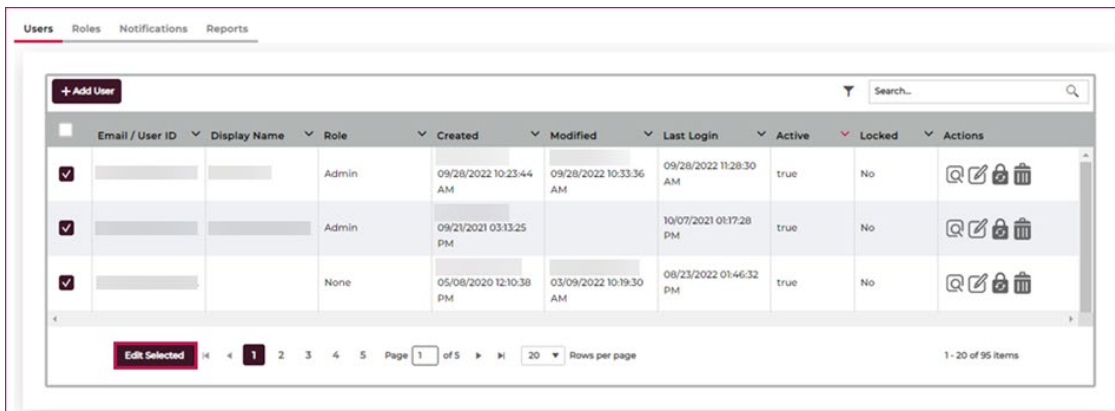
- ☒ Batch Approver ⓘ
- ☒ Payment Approver ⓘ
- ☒ View Organization Reports ⓘ
- ☒ View Standard Remittance Artifacts ⓘ
- ☒ View Sensitive Remittance Artifacts ⓘ
- ☐ View Only ⓘ
- ☐ No Approvals ⓘ
- ☐ Disable Payments ⓘ
- ☐ Disable Approvals ⓘ
- ☐ Disable History ⓘ
- ☐ Disable Reports ⓘ
- ☐ Disable Vendors ⓘ
- ☐ Disable Invoices ⓘ
- ☒ Void Checks ⓘ

**Save** **Cancel**

4. A message displays confirming the user account was updated successfully.

To edit multiple user accounts at once:

1. In the *Users* table, select the **checkboxes** for the user accounts to edit.
2. Click the **Edit Selected** button at the bottom of the page.



3. In the *Edit Users (Batch)* dialog, edit the **Job Title** and/or the **User Role** fields. If *None* is selected in the *User Role* drop-down, *individual permissions* can be selected in the *Permissions Authorized* section.

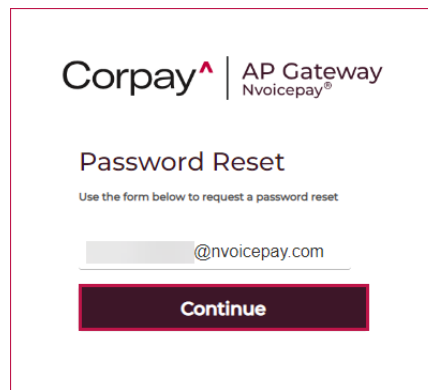
**NOTE:** Only the Job Title field and User Role drop-down can be modified. The selected user accounts are listed in the *Users To Edit* field.

4. Click the **Save** button.
5. A message displays confirming the user accounts were updated successfully.  
**NOTE:** An inactive user account can be modified; however, the changes made will not reactivate the account.

## Sending Reset Password Requests

Users with the Manage Users permission can send reset password requests to users that will allow them to change the password they use to log in to AP Gateway.

1. In the *Users* table, click the **Reset Password**  action for the user account to send the reset password request to.
2. On the *Password Reset* form, verify the **email address** is correct.
3. Click the **Continue** button.

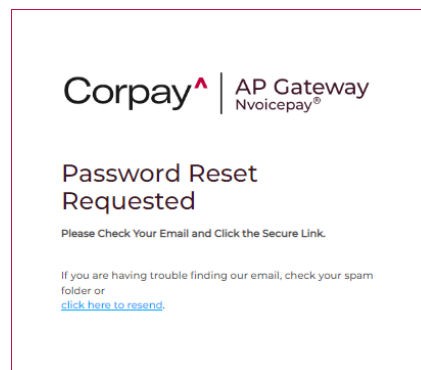


Corpay<sup>^</sup> | AP Gateway  
Nvoicepay<sup>®</sup>

**Password Reset**  
Use the form below to request a password reset

**Continue**

4. A message displays confirming the password reset was requested. The user will receive an email with a secure link to change their AP Gateway password.



Corpay<sup>^</sup> | AP Gateway  
Nvoicepay<sup>®</sup>

**Password Reset Requested**  
Please Check Your Email and Click the Secure Link.

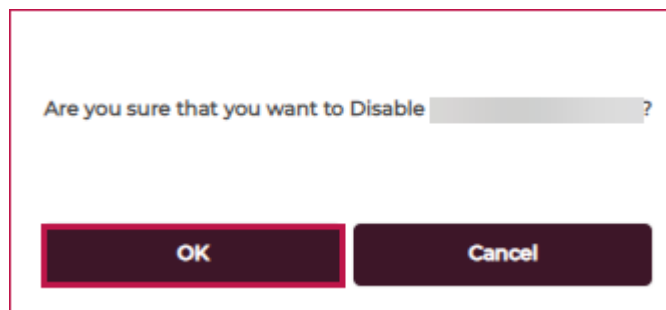
If you are having trouble finding our email, check your spam folder or [click here to resend](#).

## Disabling and Enabling User Accounts

Users with the Manage Users permission can disable and enable user accounts.

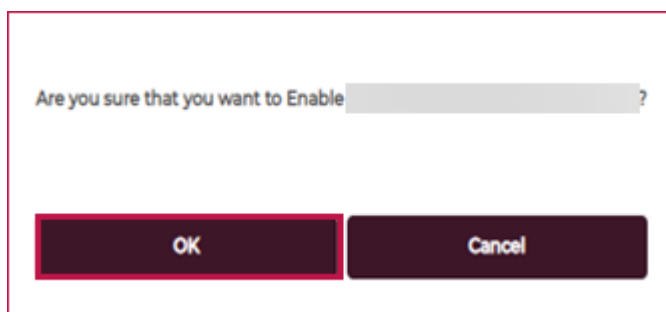
To disable an active user account:

1. In the *Users* table, click the **Disable/Enable**  action for the active user account to disable.
2. In the *Are you sure that you want to Disable [Email Address/User ID]* dialog, click the **OK** button.



To enable an inactive user account:

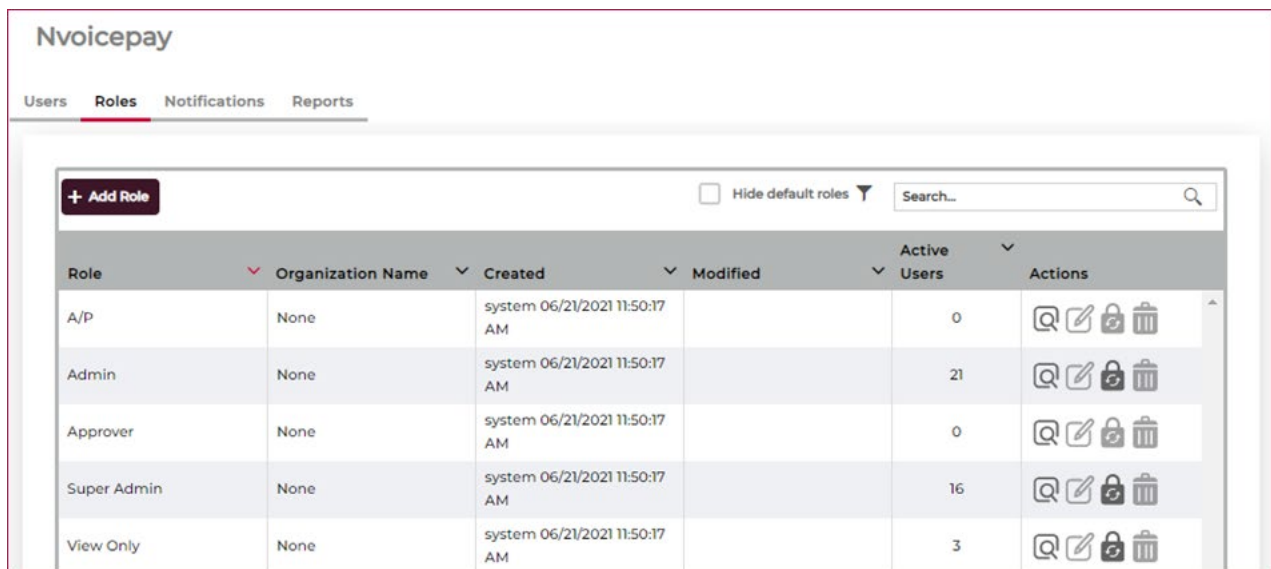
1. In the *Users* table, click the **Disable/Enable**  action for the inactive user account to enable.
2. In the *Are you sure that you want to Enable [Email Address/User ID]* dialog, click the **OK** button.



3. A message displays confirming the user account was enabled.

## Roles

[Permissions](#) can be assigned to a user account individually or by assigning roles. There are five default roles available in AP Gateway: A/P, Approver, Admin, Super Admin, and View Only. On the Roles tab, users with the Manage Users permission can assign default roles to user accounts or create custom roles if the default roles do not fit the needs of the organization. See [Using Roles in AP Gateway](#) to learn more about default roles and [Adding Custom Roles](#) for instructions on how to create custom roles. The Roles tab contains a table of information and actions to manage user roles in an organization. Users can rearrange the columns in the Roles table as well as sort and filter all columns except the Actions column.

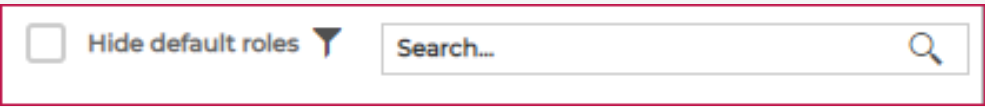


| Role        | Organization Name | Created                       | Modified | Active Users | Actions                                                                                                                                                                                                                                                           |
|-------------|-------------------|-------------------------------|----------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A/P         | None              | system 06/21/2021 11:50:17 AM |          | 0            |          |
| Admin       | None              | system 06/21/2021 11:50:17 AM |          | 21           |          |
| Approver    | None              | system 06/21/2021 11:50:17 AM |          | 0            |    |
| Super Admin | None              | system 06/21/2021 11:50:17 AM |          | 16           |    |
| View Only   | None              | system 06/21/2021 11:50:17 AM |          | 3            |    |

## Roles Table

The following table contains descriptions of the column headers and actions in the Roles table:

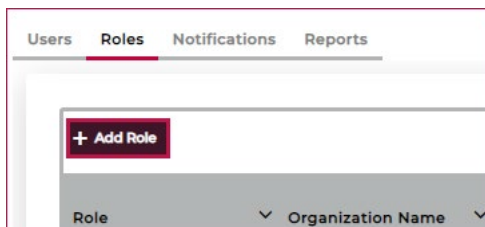
| NAME              | DESCRIPTION                                                                                                                                                                                                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role              | The Role column contains the name of each role.                                                                                                                                                                                                                                               |
| Organization Name | All roles within an organization are listed in the Roles table. If an organization has multiple companies and custom roles, the Organization Name column will contain the name of the companies associated with the custom roles. For default roles, None is listed as the Organization Name. |
| Created           | The Created column contains the date and time a role was created, as well as which user created the role.                                                                                                                                                                                     |
| Modified          | The Modified column contains the date and time a role was last modified, as well as which user modified the role.                                                                                                                                                                             |

| NAME               | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Users       | The Active Users column contains the number of active users a role is assigned to.                                                                                                                                                                                                                                                                                                   |
| View               | The View  action is used to see the details of a role, including the permissions and which users the role is assigned to. See the <a href="#">Viewing Role Details</a> section for instructions.                                                                                                    |
| Edit               | The Edit  action is used to modify a custom role. Default roles cannot be modified. See the <a href="#">Editing Custom Roles</a> section for instructions.                                                                                                                                          |
| Move               | The Move  action is used to move users from one role to another role. Only users within the organization of the logged in user can be moved to a different role. This action is usually done before deleting a role. See the <a href="#">Moving Users to Another Role</a> section for instructions. |
| Delete             | The Delete  action is used to delete a custom role. A role can only be deleted after moving all active users assigned to the role to another role. Default roles cannot be deleted. See the <a href="#">Deleting Roles</a> section for instructions.                                                |
| Hide default roles | The Hide default roles checkbox is used to display or hide default roles in the <i>Roles</i> table. See <a href="#">Using Roles in AP Gateway</a> to learn more about default and custom roles.                                                                                                                                                                                      |
| Search             | The Search box is used to quickly find specific roles in the <i>Roles</i> table.<br>                                                                                                                                                                                                             |

## Adding Custom Roles

Users with the Manage Users permission can create custom roles for an organization if the default roles do not contain the permissions needed for a user account.

1. On the *Roles* tab, click the **+ Add Role** button.



- 2. Complete each **field** in the *Create Custom Role* dialog.
- 3. Click the **Save** button.

Create Custom Role

Organization

Partnership Integrations

Role Name

Permissions Authorized

☐ Manage Users

☐ Manage Payment Accounts

☐ Manage Vendors

☐ Manage File Uploads

☐ Batch Approver

☐ Payment Approver

☐ View Organization Reports

☐ View Standard Remittance Artifacts

☐ View Sensitive Remittance Artifacts

☐ View Only

☐ No Approvals

☐ Disable Payments

☐ Disable Approvals

☐ Disable History

☐ Disable Reports

☐ Disable Vendors

☐ Disable Invoices

☐ Void Checks

Save

Cancel

- 4. A message displays confirming the role was added successfully.

Create Custom Role Dialog

The following table contains descriptions of the fields in the Create Custom Role dialog:

| NAME         | DESCRIPTION                                                                                                                                                                       |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization | The Organization field is pre-populated with the organization of the logged in user.                                                                                              |
| Role Name    | The Role Name field contains the name of the new custom role. The Role Name must be unique to the organization and cannot be the same as a default role or any other custom role. |

| NAME                   | DESCRIPTION                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | The Role Name should be descriptive and reflect the unique set of permissions it will contain.                                                                                                                        |
| Permissions Authorized | The Permissions Authorized section contains permissions that dictate what users with this role can do in AP Gateway. See the <a href="#">Using Permissions in AP Gateway</a> section to learn more about permissions. |

## Viewing Role Details

All users can view role details in an organization.

1. In the *Roles* table, click the **View**  action for the role to view.
2. Review the information in the *Role Details* dialog.
3. Click the **Close** button.

Role Details

Organization

None

Role Name

A/P

Users in Role (Changes made here are not saved)

Permissions Authorized (From Role)

☐ Manage Users ⓘ

☒ Manage Vendors ⓘ

☒ Manage File Uploads ⓘ

☐ Batch Approver ⓘ

☐ Payment Approver ⓘ

☒ View Organization Reports ⓘ

☒ View Standard Remittance Artifacts ⓘ

☐ View Sensitive Remittance Artifacts ⓘ

☐ View Only ⓘ

☐ No Approvals ⓘ

☐ Disable Payments ⓘ

☐ Disable Approvals ⓘ

☐ Disable History ⓘ

☐ Disable Reports ⓘ

☐ Disable Vendors ⓘ

☐ Disable Invoices ⓘ

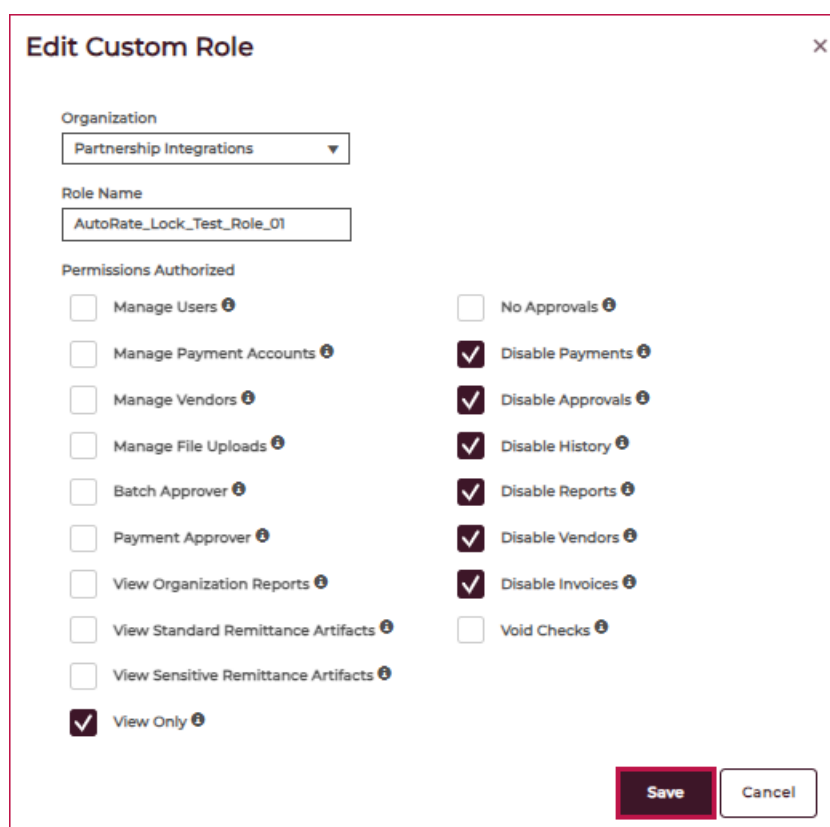
☒ Void Checks ⓘ

Close

## Editing Custom Roles

Users with the Manage Users permission can edit custom roles on the Roles tab. Default roles cannot be modified. Changes made to a custom role's permissions are automatically applied to all user accounts with the custom role assigned.

1. In the *Roles* table, click the **Edit**  action for the role to edit.
2. In the *Edit Custom Role* dialog, make the desired **updates**.
3. Click the **Save** button.



**Edit Custom Role** [X]

Organization  
Partnership Integrations

Role Name  
AutoRate\_Lock\_Test\_Role\_01

Permissions Authorized

|                                                                |                                                         |
|----------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Manage Users ⓘ                        | <input type="checkbox"/> No Approvals ⓘ                 |
| <input type="checkbox"/> Manage Payment Accounts ⓘ             | <input checked="" type="checkbox"/> Disable Payments ⓘ  |
| <input type="checkbox"/> Manage Vendors ⓘ                      | <input checked="" type="checkbox"/> Disable Approvals ⓘ |
| <input type="checkbox"/> Manage File Uploads ⓘ                 | <input checked="" type="checkbox"/> Disable History ⓘ   |
| <input type="checkbox"/> Batch Approver ⓘ                      | <input checked="" type="checkbox"/> Disable Reports ⓘ   |
| <input type="checkbox"/> Payment Approver ⓘ                    | <input checked="" type="checkbox"/> Disable Vendors ⓘ   |
| <input type="checkbox"/> View Organization Reports ⓘ           | <input checked="" type="checkbox"/> Disable Invoices ⓘ  |
| <input type="checkbox"/> View Standard Remittance Artifacts ⓘ  | <input type="checkbox"/> Void Checks ⓘ                  |
| <input type="checkbox"/> View Sensitive Remittance Artifacts ⓘ |                                                         |
| <input checked="" type="checkbox"/> View Only ⓘ                |                                                         |

**Save** **Cancel**

4. A message displays confirming the role was updated successfully.

## Moving Users to Another Role

Users with the Manage Users permission can change the role assigned to user accounts by moving users from one role to another.

1. In the *Roles* table, click the **Move**  action for the role from which to move users.

2. In the *Move Users from Role* dialog:
  - a. Select the **user(s)** to move in the *Users to Move* field.
  - b. Select the **role** to move the user(s) to in the *To Role* drop-down.
  - c. If None is selected in the *To Role* drop-down, choose the **permission(s)** to assign to the user(s) in the *Permissions Authorized (Set all that apply)* section. If a role is selected in the *To Role* drop-down, the permissions assigned to that role will be selected in the *Permissions Authorized (From Role)* section automatically. These permissions cannot be edited.
3. Click the **Move Users** button.

**Move Users from Role**

Users To Move: @corpay.com X

To Role: A/P

From Role: Super Admin

Permissions Authorized (From Role)

|                                                                          |                                                   |
|--------------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Manage Users ⓘ                                  | <input type="checkbox"/> No Approvals ⓘ           |
| <input type="checkbox"/> Manage Payment Accounts ⓘ                       | <input type="checkbox"/> Disable Payments ⓘ       |
| <input checked="" type="checkbox"/> Manage Vendors ⓘ                     | <input type="checkbox"/> Disable Approvals ⓘ      |
| <input checked="" type="checkbox"/> Manage File Uploads ⓘ                | <input type="checkbox"/> Disable History ⓘ        |
| <input type="checkbox"/> Batch Approver ⓘ                                | <input type="checkbox"/> Disable Reports ⓘ        |
| <input type="checkbox"/> Payment Approver ⓘ                              | <input type="checkbox"/> Disable Vendors ⓘ        |
| <input checked="" type="checkbox"/> View Organization Reports ⓘ          | <input type="checkbox"/> Disable Invoices ⓘ       |
| <input checked="" type="checkbox"/> View Standard Remittance Artifacts ⓘ | <input checked="" type="checkbox"/> Void Checks ⓘ |
| <input type="checkbox"/> View Sensitive Remittance Artifacts ⓘ           |                                                   |
| <input type="checkbox"/> View Only ⓘ                                     |                                                   |

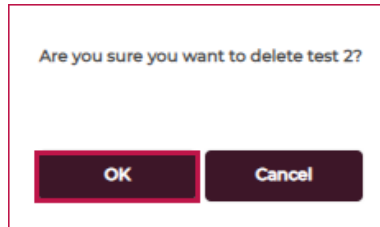
✓ Move Users    ✕ Cancel

4. A message displays confirming the user(s) were moved to the new role successfully.

## Deleting Roles

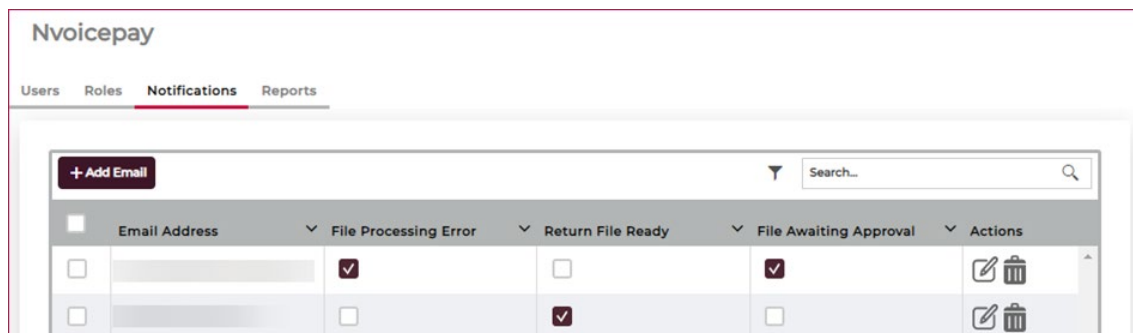
Users with the Manage Users permission can delete custom roles on the Roles tab. Default roles cannot be deleted.

1. In the *Roles* table, click the **Delete**  action for the role to delete.
2. In the *Are you sure you want to delete [Name of role]* dialog, click the **OK** button.



## Notifications

The Notifications tab contains a table of information and actions to manage email notifications for an organization. Users with the Manage Users permission can view, create, and modify user email addresses to receive three types of automated notifications from AP Gateway: File Processing Error, Return File Ready, and File Awaiting Approval. Users can rearrange the columns in the Notifications table as well as sort and filter all columns except the Actions column.



## Notifications Table

The following table contains descriptions of the column headers and actions in the Notifications table:

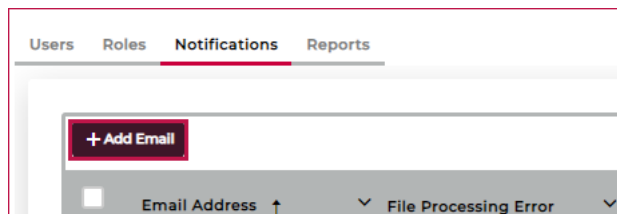
| NAME                  | DESCRIPTION                                                                                                         |
|-----------------------|---------------------------------------------------------------------------------------------------------------------|
| Email Address         | The Email Address column contains the email addresses that receive notification emails from AP Gateway.             |
| File Processing Error | The File Processing Error column contains checkboxes that determine if the email address in the Email Address field |

| NAME                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | <p>receives File Processing Error email notifications when an error occurs during the processing of their payment file. If the checkbox is selected, the email address receives File Processing Error email notifications. If the checkbox is not selected, the email address does not receive File Processing Error email notifications.</p> <p>Error examples: an unexpected file format is used, required data is missing, duplicate invoices are in the payment file</p>                                                                                                                             |
| Return File Ready      | <p>The Return File Ready column contains checkboxes that determine if the email address in the Email Address field receives Return File Ready email notifications when a payment return file is ready for download or consumption by the organization's Enterprise Resource Planning (ERP) system. If the checkbox is selected, the email address receives Return File Ready email notifications. If the checkbox is not selected, the email address does not receive Return File Ready email notifications. This notification email type is only available for organizations that use return files.</p> |
| File Awaiting Approval | <p>The File Awaiting Approval column contains checkboxes that determine if the email address in the Email Address field receives File Awaiting Approval email notifications when a payment file is processed and ready to be approved. If the checkbox is selected, the email address receives File Awaiting Approval email notifications. If the checkbox is not selected, the email address does not receive File Awaiting Approval email notifications. This notification email type is only available for organizations that perform approvals in AP Gateway.</p>                                    |
| Edit                   | <p>The Edit  action is used to modify the selected email address. See the <a href="#">Editing Notification Emails</a> section for instructions.</p>                                                                                                                                                                                                                                                                                                                                                                   |
| Delete                 | <p>The Delete  action is used to delete the selected email address. See the <a href="#">Deleting Notification Emails</a> section for instructions.</p>                                                                                                                                                                                                                                                                                                                                                                |
| Search                 | <p>The Search box is used to quickly find specific email addresses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

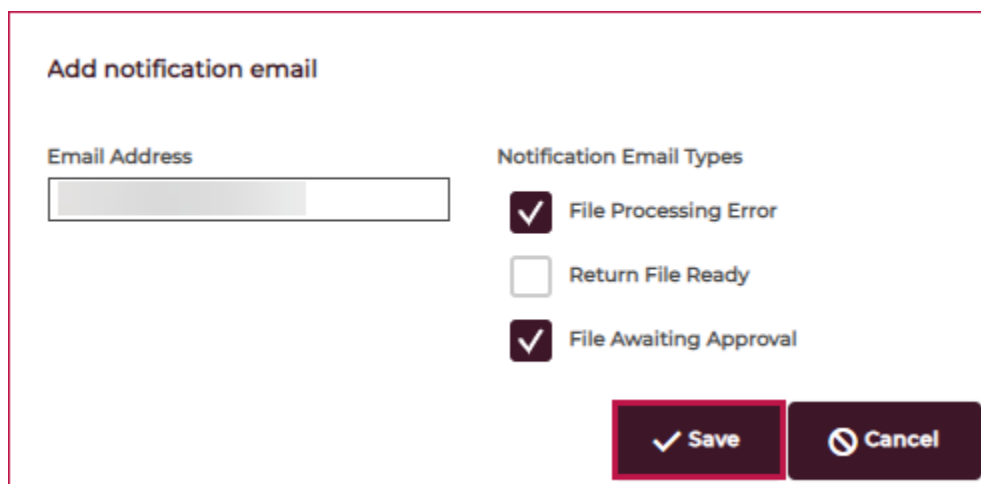
## Adding Notification Emails

Users with the Manage Users permission can add new user email addresses to the Notifications table that will receive notification emails from AP Gateway.

1. On the *Notifications* tab, click the **+ Add Email** button.



2. In the *Add notification email* dialog:
  - a. Enter the user's **email address** in the *Email Address* field.
  - b. Select the **checkbox** for each of the Notification Email Types to send to the email address.
  - c. Click the **Save** button.



3. A message displays confirming the email address was created successfully.

## Editing Notification Emails

Users with the Manage Users permission can edit individual or multiple email addresses at once.

To edit a single email address:

1. In the *Notifications* table, click the **Edit**  action for the email address to edit.

2. In the *Edit Email* dialog, make the desired **changes**.
3. Click the **Save** button.

**Edit Email**

Email Address

Notification Email Types

- ☒ File Processing Error
- ☐ Return File Ready
- ☒ File Awaiting Approval

**Save** **Cancel**

4. A message displays confirming the email address was updated successfully.

To edit multiple email addresses at once:

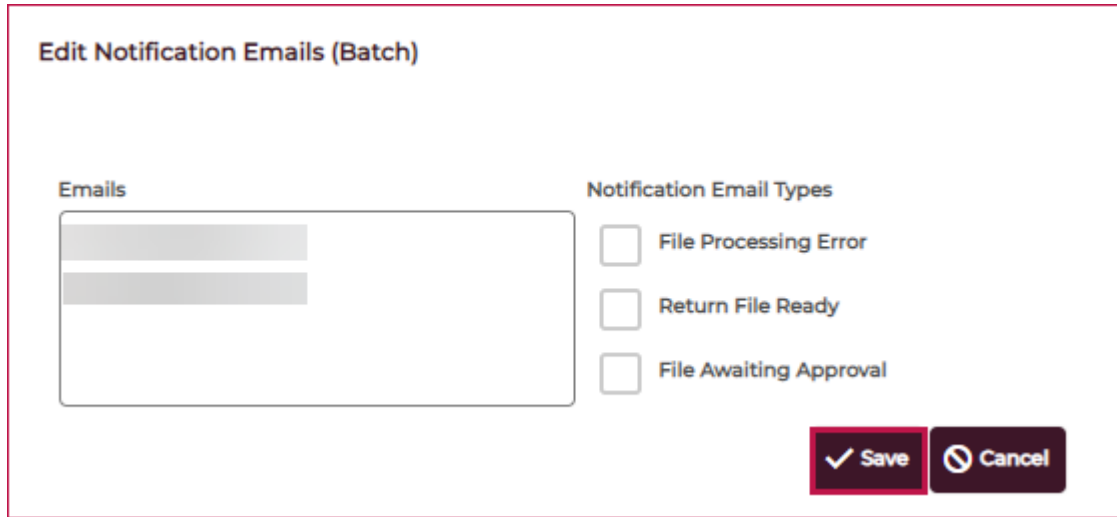
1. In the *Notifications* table, select the **checkboxes** for the email addresses to edit.
2. Click the **Edit Selected** button at the bottom of the page.

|                                     | Email Address | File Processing Error               | Return File Ready                   | File Awaiting Approval              | Actions |
|-------------------------------------|---------------|-------------------------------------|-------------------------------------|-------------------------------------|---------|
| <input checked="" type="checkbox"/> |               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |         |
| <input checked="" type="checkbox"/> |               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |         |

**Edit Selected** Page 1 of 1 20 Rows per page 1 - 2 of 2 items

3. In the *Edit Notification Emails (Batch)* dialog, make the desired **edits**.

4. Click the **Save** button.



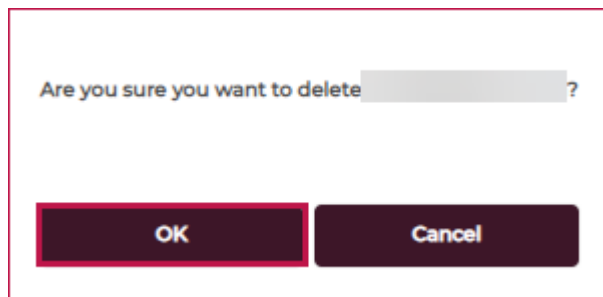
The screenshot shows a dialog box titled "Edit Notification Emails (Batch)". It contains two main sections: "Emails" on the left, which is a list box with two empty rows, and "Notification Email Types" on the right, which has three checkboxes: "File Processing Error", "Return File Ready", and "File Awaiting Approval". At the bottom right, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a close icon).

5. A message displays confirming that all email addresses were updated successfully.

### Deleting Notification Emails

Users with the Manage Users permission can delete email addresses on the Notifications tab to stop sending email notifications to the users.

1. In the *Notifications* table, click the **Delete**  action for the email address to delete.
2. In the *Are you sure you want to delete [email address]* dialog, click the **OK** button.



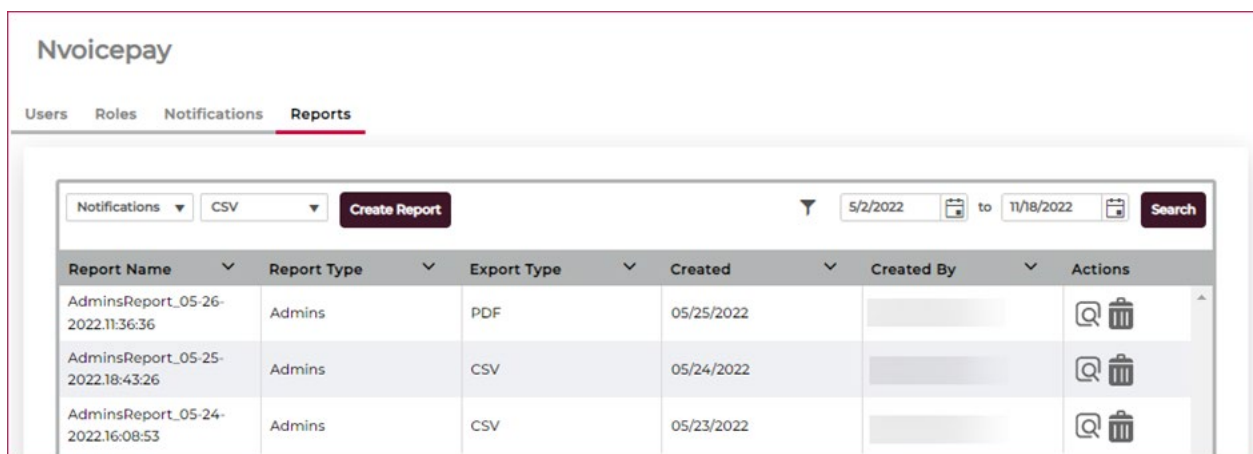
The screenshot shows a confirmation dialog box with the text "Are you sure you want to delete [redacted] ?". At the bottom, there are two buttons: "OK" and "Cancel".

3. A message displays confirming the email address was deleted successfully.

## Reports

The Reports tab contains a table of information and actions to manage user access reports for an organization. In the Reports table, users with the Manage Users permission can view existing [Notifications](#), [Permissions](#), [Roles](#), Locations (if applicable), Admins, ValidateApprovals (if applicable), AllPermissions, and ConditionalApprovalRules (if applicable) reports as well as create new ones. Users can also rearrange the columns in the Reports table as well as sort and filter all columns except the Actions column.

**NOTE:** Available report types are based on company configuration. As a result, the type of reports that are available on your Reports tab may be different from the reports listed above.



| Report Name                      | Report Type | Export Type | Created    | Created By | Actions                                                                                                                                                                     |
|----------------------------------|-------------|-------------|------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AdminsReport_05-26-2022.11:36:36 | Admins      | PDF         | 05/25/2022 |            |       |
| AdminsReport_05-25-2022.18:43:26 | Admins      | CSV         | 05/24/2022 |            |       |
| AdminsReport_05-24-2022.16:08:53 | Admins      | CSV         | 05/23/2022 |            |   |

## Reports Table

The following table contains descriptions of the column headers and actions in the Reports table:

| NAME        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Name | The Report Name column contains the name of a report.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Report Type | <p>The Report Type column contains the type of report. Based on an organization's configuration, there are 1-5 types of reports that can be created.</p> <ul style="list-style-type: none"><li><a href="#">Notifications</a>: Reports containing all user email addresses that receive notification emails and the notification email types they receive.</li><li><a href="#">Permissions</a>: Reports containing all user email addresses, roles information, user account information,</li></ul> |

| NAME        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p>and permissions assigned to each user within the organization.</p> <ul style="list-style-type: none"> <li>• <b>Roles:</b> Reports containing all roles, number of active users, and permissions for an organization.</li> <li>• <b>Locations:</b> Reports containing user email addresses and the locations they manage. Locations only displays in the Report Type drop-down for organizations that have multiple locations with location specific information.</li> <li>• <b>Admins:</b> Reports containing information about all admins within an organization.</li> <li>• <b>ValidateApprovals:</b> Reports containing details about the Conditional Approval rules used within an organization.</li> <li>• <b>AllPermissions:</b> Reports containing all organization information, user email addresses, roles information, user account information, and permissions information.</li> <li>• <b>ConditionalApprovalRules:</b> Reports containing the rule name, rule type, minimum amount, maximum amount, vendor ID, number of required approvers, and available approvers for all conditional approval rules used by an organization.</li> </ul> <p><b>NOTE:</b> Available report types are based on company configuration. As a result, the type of reports that are available on your Reports tab may be different from the reports listed above.</p> |
| Export Type | The Export Type column contains the file type of a report. Reports can be created in a CSV or PDF file type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Created     | The Created column contains the date and time a report was created.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Created By  | The Created By column contains the user who created a report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| View        | The View  action is used to download a report. See the <a href="#">Viewing Reports</a> section for instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Delete      | The Delete  action is used to delete a report. See the <a href="#">Deleting Reports</a> section for instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Creating Reports

Users with the View Organization Reports permission can create user access reports for an organization.

1. In the *Reports* table, select the **type of report** to create in the *Report Type* drop-down.

The screenshot shows the Nvoicepay interface with the 'Reports' tab selected. A dropdown menu is open for 'Report Type', showing options: 'ConditionalApprovalRules', 'Permissions', and 'AllPermissions'. The 'Create Report' button is visible.

| Report Type              |
|--------------------------|
| ConditionalApprovalRules |
| Permissions              |
| AllPermissions           |

2. Select the **file type** for the report in the *Export Type* drop-down.
3. Click the **Create Report** button.

The screenshot shows the Nvoicepay interface with the 'Reports' tab selected. A dropdown menu is open for 'Export Type', showing options: 'PDF' and 'CSV'. The 'Create Report' button is visible.

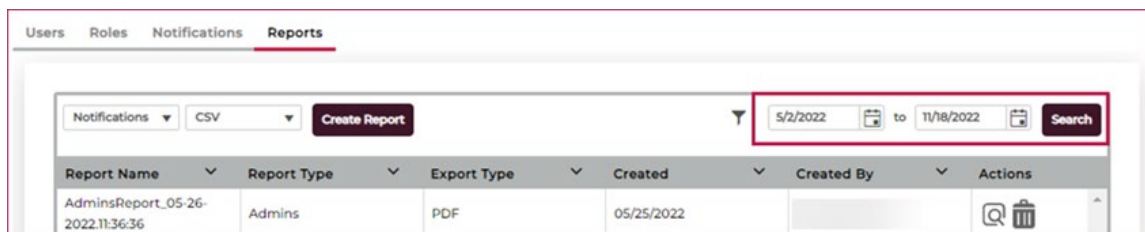
| Report Name                      | Type   | Export Type | Created    | Created By | Actions |
|----------------------------------|--------|-------------|------------|------------|---------|
| AdminsReport_05-26-2022.11:36:36 | Admins | PDF         | 05/25/2022 |            | 🔍 🗑️    |
| AdminsReport_05-25-2022.18:43:26 | Admins | CSV         | 05/24/2022 |            | 🔍 🗑️    |
| AdminsReport_05-24-2022.16:08:53 | Admins | CSV         | 05/23/2022 |            | 🔍 🗑️    |

4. A message displays confirming the report was created.

## Searching Reports

All users can search existing user access reports for an organization to view.

1. On the *Reports* tab, use the **date pickers** to select a **date range** you would like to see existing reports for. The date pickers default to the current date.
2. Click the **Search** button to populate the existing reports for the selected time period in the *Reports* table.



## Viewing Reports

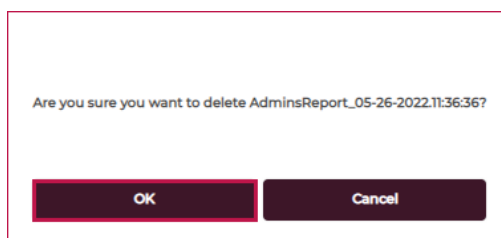
All users can download existing user access reports for an organization to view.

1. In the *Reports* table, click the **View**  action for the report to view.
2. The report will automatically download to your device.

## Deleting Reports

Users with the View Organization Reports permission can delete existing user access reports.

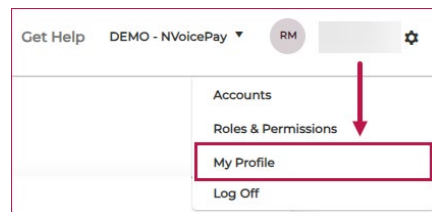
1. In the *Reports* table, click the **Delete**  action for the report to delete.
2. In the *Are you sure you want to delete [Name of report]* dialog, click the **OK** button.



## My Profile Page

The My Profile page is used to change user passwords, security questions and answers, as well as default companies. The visibility of all information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, some information on the My Profile page may not be visible to you or may only be available in a view only format.

To access the My Profile page, click the **username** or **gear** ⚙ icon in the [AP Gateway banner](#) then select the **My Profile** menu item.



**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your menu may be different from the pages in the image above.

## Changing Passwords

All users can change their password on the My Profile page.

To change your password:

1. On the *My Profile* page, locate the **Change My Password** tile.

A screenshot of the 'My Profile' page in a demo environment. The page title is 'DEMO'. There are three main tiles: 'Change My Password', 'Change My Question and Answer', and 'Change My Default Company'. The 'Change My Password' tile is highlighted with a red rectangular box. It contains the following text: 'Use the form below to change your password.', 'New passwords are required to be between 8 and 100 characters in length. Passwords must also include one alpha and one numeric character. Optional special characters .!@#%&\*()-~/\_- are also allowed.', and three input fields labeled 'Current password', 'New password', and 'Confirm new password'. Below the fields is a 'Change Password' button. The other two tiles also have similar forms for changing security questions and default companies.

2. In the *Current password* field, enter your **password**.
3. In the *New password* field, enter a **new password**. The new password should meet the following requirements:
  - a. Contains at least 8 characters.
  - b. Contains at least one alpha character and one numeric character.
  - c. Does not exceed 100 characters.
  - d. Can contain the optional special characters: ] \_ [ ! @ # \$ ^ ( ) - + \ / : , . ~
4. In the *Confirm new password* field, reenter the **new password**.
5. Click the **Change Password** button.

**Change My Password**

Use the form below to change your password.

New passwords are required to be between 8 and 100 characters in length. Passwords must also include one alpha and one numeric character. Optional special characters ] \_ [ ! @ # \$ ^ ( ) - + \ / : , . ~ are also allowed.

Current password

New password

Confirm new password

**Change Password**

## Updating Security Questions and Answers

All users can change their security question and answer on the My Profile page.

To change your security question and answer:

1. On the *My Profile* page, locate the **Change My Question and Answer** tile.

DEMO

### Change My Password

Use the form below to change your password.

New passwords are required to be between 8 and 100 characters in length. Passwords must also include one alpha and one numeric character. Optional special characters !, @, #, \$, %, ^, \*, &, ~, ~, ~ are also allowed.

Current password

New password

Confirm new password

**Change Password**

### Change My Question and Answer

Use the form below to change your Question and Answer.

Current password

New Question

New Answer

**Change Question and Answer**

### Change My Default Company

Use the form below to change your Default Company.

Default Company

DEMO ▼

**Change Default Company**

2. In the *Current password* field, enter your **password**.
3. In the *New Question* field, enter a **new question**.
4. In the *New Answer* field, enter the **answer** to the new question.
5. Click the **Change Question and Answer** button.

### Change My Question and Answer

Use the form below to change your Question and Answer.

Current password

New Question

New Answer

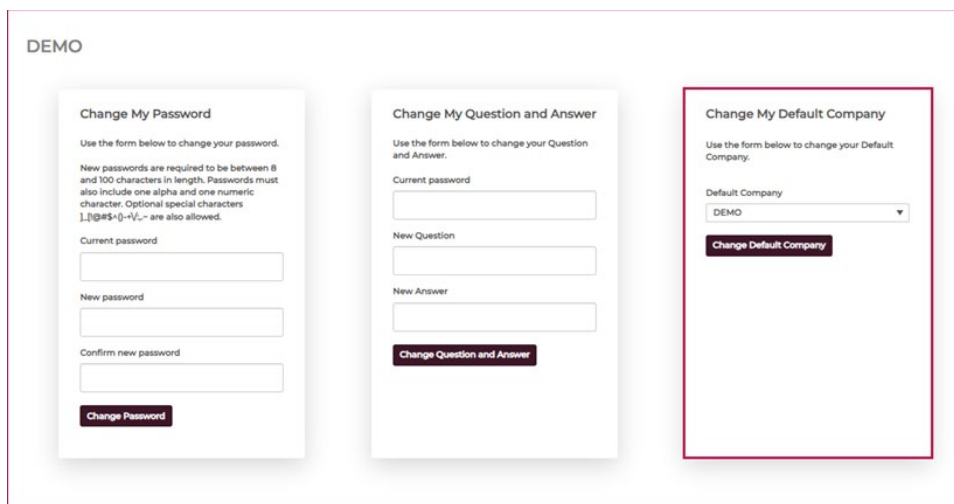
**Change Question and Answer**

## Updating Default Companies

In organizations with multiple locations, users can change their default company on the My Profile page. When a default company is selected, its information automatically loads in AP Gateway when the user logs in and the name of the company is listed in the Company Selector drop-down. See the [AP Gateway Banner](#) section to learn more about the Company Selector drop-down.

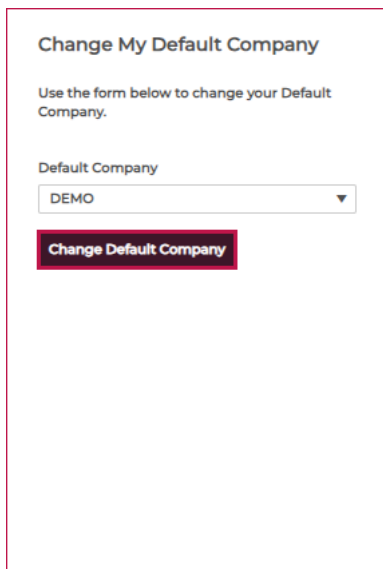
To change your default company:

1. On the *My Profile* page, locate the **Change My Default Company** tile.



The screenshot shows three tiles on a 'DEMO' page. The third tile, 'Change My Default Company', is highlighted with a red border. It contains a dropdown menu for 'Default Company' with 'DEMO' selected and a 'Change Default Company' button.

2. In the *Default Company* drop-down, select a **company** to make the default company on the user account.
3. Click the **Change Default Company** button.



This is a close-up of the 'Change My Default Company' form. It includes a title, instructions, a dropdown menu for 'Default Company' (currently showing 'DEMO'), and a 'Change Default Company' button.

**NOTE:** The *Change My Default Company* tile is only available for users within organizations with multiple locations.

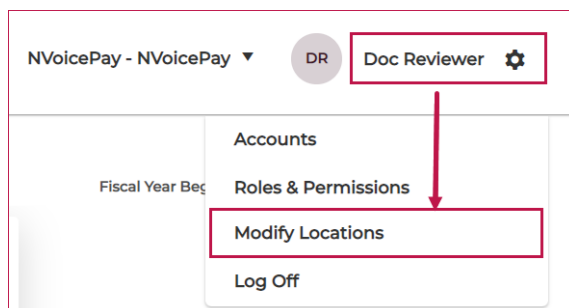
## Modify Locations Page

If an organization has multiple locations and is configured to use the Modify Locations feature, users with the Manage Users permission can assign users to different locations on the Modify Locations page. Once users are assigned to a location, they can view, modify, and/or approve payments if the Can View and/or Can Modify permissions are enabled on their account.

**NOTE:** The Modify Locations page is only available if a company is configured to use the feature. Contact the Technical Support team at 877-974-1752 or [techsupport@corpay.com](mailto:techsupport@corpay.com) to request configuration.

The screenshot shows the 'Location Permission Editor' interface. At the top, there are dropdown menus for 'User' (set to 'All') and 'Locations' (set to 'All'). Below these are buttons for 'Save changes' and 'Cancel changes'. The main area contains a table with columns: 'User Email', 'Location ID', 'Can View', and 'Can Modify'. The first row shows 'abcdef@testtesttest.com' for Location ID '302', with 'Can View' and 'Can Modify' both set to 'false'. Below this table is a section for 'Rule Type' with 'Min Amount' and 'Max Amount' fields, currently displaying 'No approval rules for user and location'. At the bottom, there is a pagination bar showing 'Page 0 of 0' and 'Rows per page' set to '10'.

To access the Modify Locations page, click the **username** or **gear** ⚙ icon in the *AP Gateway banner* then select the **Modify Locations** menu item.



**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your menu may be different from the pages in the image above.

## Assigning Locations to a User

To assign a location to a user:

1. On the *Modify Locations* page, select the **user's email address** in the *User* drop-down.
2. In the *Locations* drop-down, select the **location** you would like to assign to the user.

The screenshot shows the 'Location Permission Editor' window. At the top, there are two dropdown menus: 'User' and 'Locations'. The 'User' dropdown is set to 'abcdef@testtesttest.com' and the 'Locations' dropdown is set to '330'. Below these are two buttons: 'Save changes' and 'Cancel changes'. A table displays the current permissions for the selected user and location. The table has four columns: 'User Email', 'Location ID', 'Can View', and 'Can Modify'. The first row shows 'abcdef@testtesttest.com', '330', 'false', and 'false'. Below the table is a section for 'Rule Type', 'Min Amount', and 'Max Amount', which currently shows 'No approval rules for user and location'. At the bottom, there is a pagination control showing 'Page 0 of 0' and 'Rows per page 10'.

3. In the *Can View* column, click **false** then select the **checkbox** to enable the user to view payment files.
4. In the *Can Modify* column, click **false** then select the **checkbox** to enable the user to modify payment files.

This screenshot shows the same 'Location Permission Editor' window after the permissions have been updated. The 'Can View' and 'Can Modify' columns now show 'true' and a checked checkbox, respectively. The 'Rule Type', 'Min Amount', and 'Max Amount' section remains the same, showing 'No approval rules for user and location'. The pagination control at the bottom now shows 'Page 1 of 1' and 'Rows per page 20'.

5. Click the **Save changes** button.

**NOTE:** Enabling the Can View and Can Modify permissions in the Location Permission Editor is optional.

## Editing Permissions For a Location

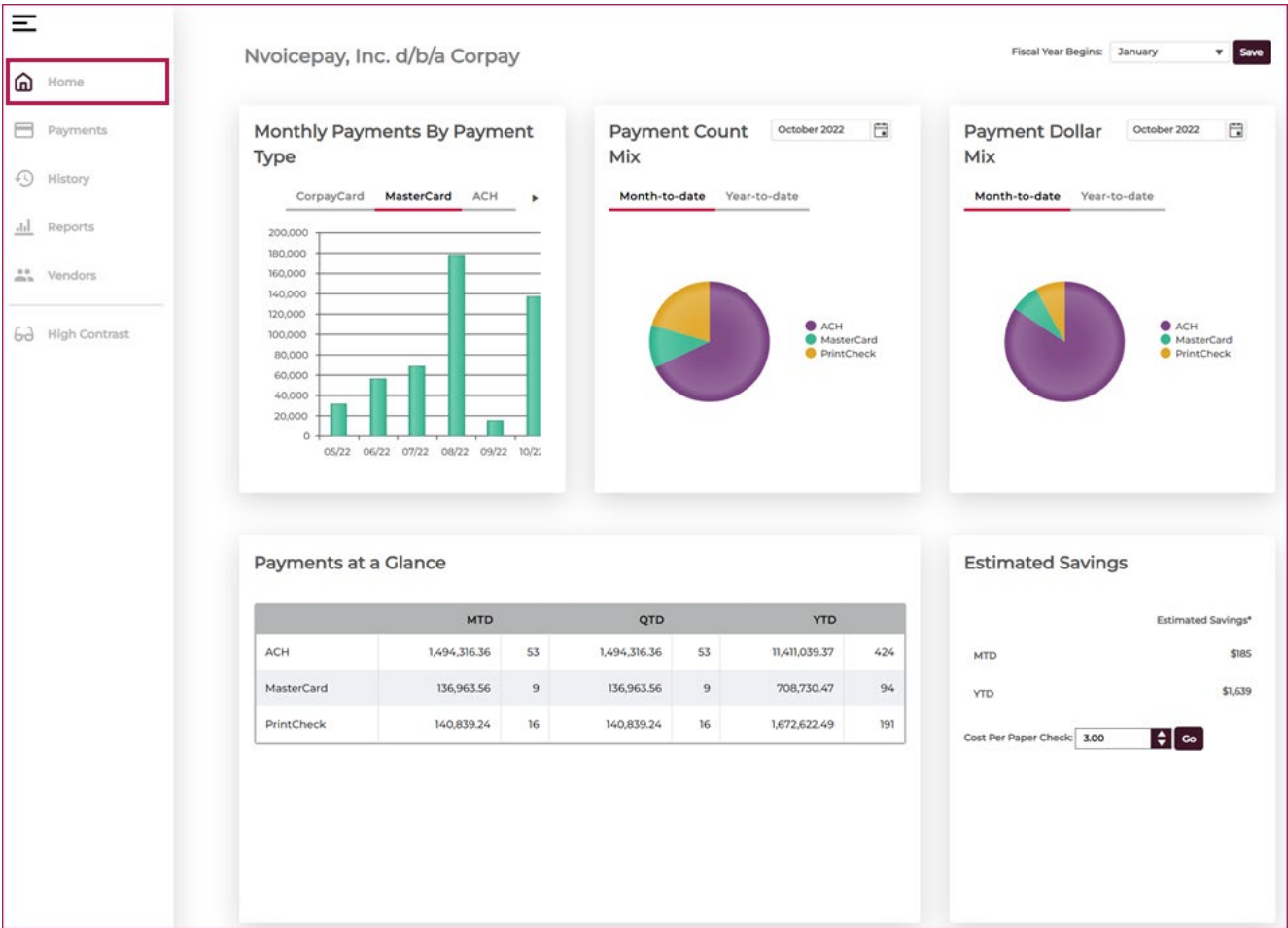
To edit a user's permissions for a location:

1. On the *Modify Locations* page, select the **user's email address** in the *User* drop-down.
2. Click **true** or **false** in the *Can View* or *Can Modify* column then select the **checkbox** to enable or disable the permission.
3. Click the **Save changes** button.

The screenshot shows the 'Location Permission Editor' interface. At the top, there are two dropdown menus: 'User' (labeled with a red circle 1) and 'Locations'. The 'User' dropdown is set to 'abcdef@testtesttest.com' and the 'Locations' dropdown is set to '330 -'. Below these are two buttons: 'Save changes' (labeled with a red circle 3) and 'Cancel changes'. A table with four columns is shown: 'User Email', 'Location ID', 'Can View', and 'Can Modify' (labeled with a red circle 2). The table has one row with the values 'abcdef@testtesttest.com', '330', 'true', and a checked checkbox. Below the table is a section for 'Rule Type', 'Min Amount', and 'Max Amount', which is currently empty and displays 'No approval rules for user and location'. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '1 - 1 of 1 items'.

# Home Page

The Home page contains tiles that illustrate your company’s payment statistics on a monthly, quarterly, and yearly basis. For first time users, the Home page is blank until the first payment is made to a vendor.



**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the information on your Home page may be different from the image above.

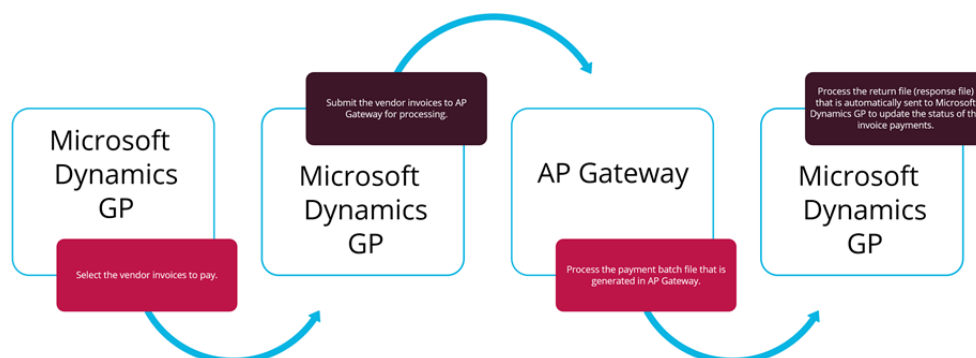
The following table describes the tiles on the Home page:

| TILE                             | DESCRIPTION                                                                                                                                                           |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly Payments By Payment Type | In the <i>Monthly Payments by Payment Type</i> tile, click the <b>CorpayCard, MasterCard, ACH, PrintCheck, VendorExchange, IACH, IDIRECT, or IWIRE</b> tab to analyze |

| TILE                 | DESCRIPTION                                                                                                                                                                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | the distribution of each payment type. The available payment types are based on a company's configuration.                                                                                                                                                                       |
| Payment Count Mix    | In the <i>Payment Count Mix</i> tile, select the <b>Month-to-date</b> or <b>Year-to-date</b> tab to track the number of payments made through AP Gateway during the current month or year by payment type. Use the <b>date picker</b> to filter the pie chart by month and year. |
| Payment Dollar Mix   | In the <i>Payment Dollar Mix</i> tile, click the <b>Month-to-date</b> or <b>Year-to-date</b> tab to track the payment amounts made through AP Gateway during the current month or year by payment type. Use the <b>date picker</b> to filter the pie chart by month and year.    |
| Payments at a Glance | In the <i>Payments at a Glance</i> tile, select the <b>Month-to-date</b> , <b>Quarter-to-date</b> , or <b>Year-to-date</b> tab to analyze the total amount of payments made through AP Gateway on a monthly, quarterly, or yearly basis.                                         |
| Estimated Savings    | In the <i>Estimated Savings</i> tile, enter the price of one paper check in the <b>Cost Per Paper Check</b> field then click the <b>Go</b> button to view your estimated savings per month and year based on the entered amount.                                                 |

## Processing Payments

Microsoft Dynamics GP is an integrated Enterprise Resource Planning solution (ERP) that is used along with AP Gateway to process vendor payments. In Microsoft Dynamics GP, users select vendor invoices to pay then submit them automatically to AP Gateway for processing. A payment batch file containing the vendor invoices is generated and processed in AP Gateway then a return file (response file) is automatically sent to Microsoft Dynamics GP. Users must then process the return file (response file) in Microsoft Dynamics GP to update the status of the invoice payments. In this section, you will learn how to process vendor invoices for payment using Microsoft Dynamics GP and AP Gateway.



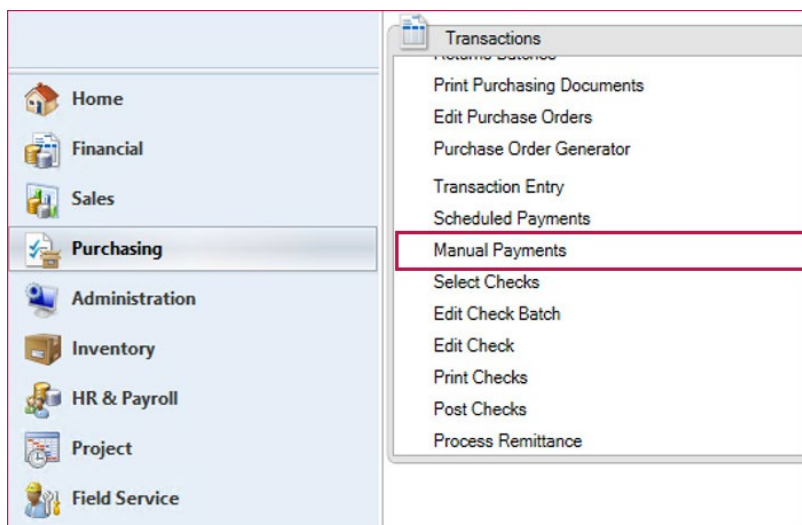
**NOTE:** The visibility of the pages described in this section is based on roles and permissions assigned to users by a company as well as company configuration. As a result, some pages may not be visible to you or may only be available in a view only format.

## Submitting Invoices in Microsoft Dynamics GP

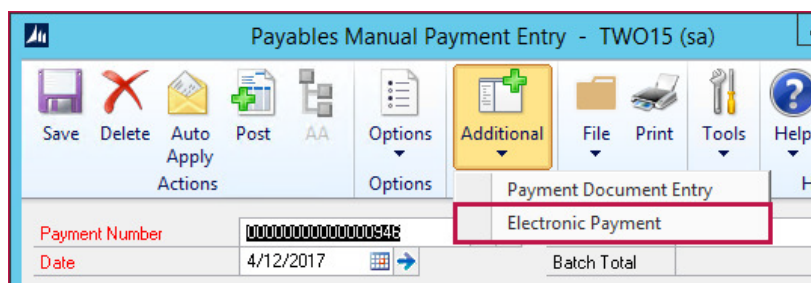
To process payments in AP Gateway, users must first submit vendor invoices in Microsoft Dynamics GP.

To submit vendor invoices in Microsoft Dynamics GP for payment:

1. Log in to **Microsoft Dynamics GP**.
2. In the *Microsoft Dynamics GP* window, click the **Purchasing** module then select the **Manual Payments** transaction in the *Transactions* pane.



3. In the *Payables Manual Payment Entry* window, click the **Additional** menu then select the **Electronic Payment** menu item.



- On the *Select Invoices* tab, click the **checkbox** for each invoice you would like to pay or click the **checkbox** in the *column header* to select all of the invoices at once.

|                                     | Invoice #  | Vendor ID | Vendor Name | Invoice Date    | Due Date     | Invoice Am |
|-------------------------------------|------------|-----------|-------------|-----------------|--------------|------------|
| <input checked="" type="checkbox"/> | TEST INV10 |           |             | 4/12/2017 12... | 5/12/2017... |            |
| <input type="checkbox"/>            | TEST INV   |           |             | 4/12/2017 12... | 4/12/2017... |            |
| <input type="checkbox"/>            | QUEUE      |           |             | 4/12/2017 12... | 4/12/2017... |            |
| <input type="checkbox"/>            | AB3        |           |             | 4/12/2017 12... | 1/1/1900...  |            |

- Click the **Submit Selected** button.

|            |             |         |      |
|------------|-------------|---------|------|
| 2017 12... | 1/1/1900... | -24.87  | 0.00 |
| 017 12...  | 1/1/1900... | -400.00 | 0.00 |

s: 57      Amount Selected: \$300.00

**NOTE:** See the [Processing Payment Batch Files in AP Gateway](#) section for instructions on how to approve, place on hold, cancel, and export payment batch files. See the [Processing Individual Payments in AP Gateway](#) for instructions on how to approve, place on hold, and exclude individual payments.

## Payments Page in AP Gateway

Once the vendor invoices are submitted in Microsoft Dynamics GP, a payment batch file containing the invoices is generated in AP Gateway. Payment batch files contain the information needed to pay a vendor, such as their name, address, payment amount, etc. Vendor addresses must meet the requirements listed in the [Vendor Address Requirements](#) table. Once a payment batch file is generated in AP Gateway, it is added to the Payments table on the Payments page with an *Awaiting Approval* status and the information within the payment batch file is parsed into a Payment Batch Details table and a Payments Summary table on the [Payment Batch Details page](#). Users with the Payment Approver permission can then [approve](#), [exclude](#), or [place on hold](#)

the individual payments within the payment batch file and users with the Batch Approver permission can [approve](#), [place on hold](#), or [cancel](#) the entire payment batch file.

| File Name        | Date       | File Status       | Payments Needing Action | Processing Details | Return File | Processed         |
|------------------|------------|-------------------|-------------------------|--------------------|-------------|-------------------|
| PrintCheck.xml   | 10/12/2023 | Approved          | 1                       | View               | Download    | Mark as Processed |
| PrintCheck.xml   | 10/12/2023 | Awaiting Approval | 1                       | View               |             |                   |
| PrintCheck.xml   | 10/12/2023 | Awaiting Approval | 1                       | View               |             |                   |
| PrintCheck.xml   | 10/12/2023 | Awaiting Approval | 1                       | View               |             |                   |
| PrintCheck.xml   | 10/04/2023 | Approved          |                         | View               | Download    | Mark as Processed |
| NVPCard_Test.xml | 09/28/2023 | Approved          |                         | View               | Download    | Mark as Processed |
| NVPCard_Test.xml | 09/28/2023 | Approved          | 2                       | View               | Download    | Mark as Processed |
| NVPCard_Test.xml | 09/28/2023 | Approved          | 2                       | View               | Download    | Mark as Processed |

**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your left-side navigation pane and the information on your Payments page may be different from the image above.

## Vendor Address Requirements

All vendor addresses in payment batch files must meet the address requirements listed in the table below.

| FIELD            | REQUIRED/OPTIONAL | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Country          | Required          | <p>The Country field must contain an ISO 2-character code such as CA. It cannot be blank or spelled out like Canada. Latin 1 printable characters 32 – 255 (except 42, 92, *, and \) are allowed as well as extended ASCII characters such as but not limited to:</p> <ul style="list-style-type: none"> <li>ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖØÙÚÛÜÝÞ</li> <li>ßàáâãäåæçèéêëìíîïðñóôõöøùúûüýþÿ</li> </ul> |
| Street Address 1 | Required          | <p>Latin 1 printable characters 32 – 255 except 42, 92, *, and \ are allowed in the Street 1 field as well as extended ASCII characters such as but not limited to:</p> <ul style="list-style-type: none"> <li>ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖØÙÚÛÜÝÞ</li> <li>ßàáâãäåæçèéêëìíîïðñóôõöøùúûüýþÿ</li> </ul>                                                                                               |
| City             | Required          | <p>The City field can contain a comma. However, escapes (\), asterisks (*), and carriage returns are not allowed. Latin 1</p>                                                                                                                                                                                                                                                                   |

| FIELD | REQUIRED/OPTIONAL | DESCRIPTION                                                                                                                                                                                                                                                                                                                                         |
|-------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                   | printable characters 32 – 255 except 42, 92, *, and \ are allowed as well as extended ASCII characters such as but not limited to: <ul style="list-style-type: none"> <li>ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖØÙÚÛÜÝÞ</li> <li>ßàáâãäåæçèéêëìíîïðñòóôõöøùúûüýþ</li> </ul>                                                                                        |
| State | Optional          | The State field cannot exceed 33 characters when combined with the City field. Latin 1 printable characters 32 – 255 except 42, 92, *, and \ are allowed as well as extended ASCII characters such as but not limited to: <ul style="list-style-type: none"> <li>ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖØÙÚÛÜÝÞ</li> <li>ßàáâãäåæçèéêëìíîïðñòóôõöøùúûüýþ</li> </ul> |
| Zip   | Required          | The Zip field can only contain alphanumeric characters, spaces, or hyphens. Escapes (\), asterisks (*), and carriage returns are not allowed.                                                                                                                                                                                                       |

If a payment batch file is submitted with vendor addresses that do not meet the above requirements, the submission will fail, and the following information will display on the Invalid tab:

- One or more of the following error messages:
  - Invalid Columns: City
  - Invalid Columns: State
  - Invalid Columns: Zip
  - Invalid Columns: Street 1
  - Invalid Columns: Country
- The invalid value (from the payment batch file) in red with an asterisk.

| Nvoicepay International                                         |                        |                   |           |       |
|-----------------------------------------------------------------|------------------------|-------------------|-----------|-------|
| NVP_Intl_IWIRE_Address_Validation_City_State.xlsx What do I do? |                        |                   |           |       |
| Invalid Payable                                                 |                        |                   |           |       |
| <input type="checkbox"/> Excluded                               | Error Status           | Street 1          | City      | State |
| <input type="checkbox"/>                                        | Invalid Columns: City  | 2180 Yonge Street | **Toronto | ON    |
| <input type="checkbox"/>                                        | Invalid Columns: City  | 2180 Yonge Street | *Toronto* | ON    |
| <input type="checkbox"/>                                        | Invalid Columns: State | 2180 Yonge Street | Toronto   | **ON  |
| <input type="checkbox"/>                                        | Invalid Columns: State | 2180 Yonge Street | Toronto   | *ON*  |
| <input type="checkbox"/>                                        | Invalid Columns: State | 2180 Yonge Street | Toronto   | *\ON  |
| <input type="checkbox"/>                                        | Invalid Columns: State | 2180 Yonge Street | Toronto   | *ON\  |

See the [Processing Errors in Payment Batch Files](#) section for instructions on how to resolve a payment batch file submission error by excluding an invoice from the file or voiding and resubmitting the file.

## Payments Table

The following table contains descriptions of the column headers and actions in the Payments table:

| NAME        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Name   | The File Name column contains links to payment files. Click a <b>payment file</b> link to download a copy of the payment file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Date        | The Date column contains the date when a payment file was generated in AP Gateway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| File Status | <p>The File Status column contains statuses for payment batch files along with File Status progress indicators that gradually fill with a maroon color as payment batch files are uploading to display the progress of the upload. A File Status progress indicator only displays beside the <i>Pending</i> and <i>In Process</i> file statuses during the upload process. Once the upload is complete, the File Status progress indicator disappears leaving the final status of the payment batch file only.</p> <p>File Statuses:</p> <ul style="list-style-type: none"> <li>• <b>Pending:</b> A payment file is being processed. This status occurs before the Awaiting Approval status and is typically seen when processing large payment files. A File Status progress indicator also displays in the File Status column while a payment batch file is pending.</li> <li>• <b>In Process:</b> A payment file is being processed. During this state, payment files may encounter errors that require users to review, fix, or exclude payment(s) in the file before it can be processed. A File Status progress indicator also displays in the File Status column while a payment batch file is in process.</li> <li>• <b>Approved:</b> For companies that do not require approvals or if all approvals are completed, this status indicates that a payment file has been approved.</li> <li>• <b>Awaiting Approval:</b> For companies that require approvals, this status indicates that a payment file</li> </ul> |

| NAME                    | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p>needs approval. After a payment that is awaiting approval is reviewed, it can transition to voided, approved, or on hold, or remain in an awaiting approval state if no one approves the payment file or a second approval is required (if applicable) before the payment file can be processed.</p> <ul style="list-style-type: none"> <li>• <b>Error:</b> An error occurred while processing a payment file due to duplicate invoice IDs for the same vendor ID in the file, missing vendor address information, etc. Users must review the payment file and exclude payment(s), resubmit, or void the payment file.</li> <li>• <b>Processing Error:</b> An error occurred while processing a payment file due to the payment file being corrupt, data in the payment file affecting the payment file parser, or the format of the payment file is not allowed. Users must fix the payment file and resubmit it for processing.</li> <li>• <b>Voided:</b> A payment file has been canceled.</li> <li>• <b>On Hold:</b> A payment file has been placed on hold.</li> </ul> <p><b>NOTE:</b> The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the file statuses in your File Status column may be different from the file statuses listed above.</p> |
| Payments Needing Action | The Payments Needing Action column contains the number of payments in the payment file that require approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Processing Details      | <p>The Processing Details column contains View buttons to access the Payment Batch Details page for a payment file. Click the <b>View</b> button to open the Payment Batch Details page. On the Payment Batch Details page, users with the Batch Approver permission can approve payment batch files and users with the Payment Approver permission can approve individual payments.</p> <p><b>NOTE:</b> If the File Status is <i>Error</i>, click the <b>View</b> button for the payment batch file to see details about the error. See <a href="#">Processing Errors in Payment Batch Files</a> for more information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Return File             | Return files contain payment information and are automatically sent to Microsoft Dynamics GP once payment batch files are approved in AP Gateway. Users must then process the return files in Microsoft Dynamics GP to post the payments. See <a href="#">Processing Return Files (Response Files) in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| NAME                           | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | <p><a href="#">Microsoft Dynamics GP</a> for step-by-step instructions on how to process return files.</p> <p><b>NOTE:</b> Return files are referred to as response files in Microsoft Dynamics GP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Processed                      | <p>If an organization is configured to use return files, the Processed column contains Mark as Processed and Mark as Unprocessed buttons. These buttons are used to send information from AP Gateway to an organization's integrated ERP. The buttons change automatically once a payment file is approved if no other approvals are required. In some cases, these buttons may need to be manually changed to queue return files for resubmission to an ERP.</p> <p><b>NOTE:</b> These buttons should only be used if you are aware of the ERP specific process to reprocess return files or if Corpay's Technical Support team directs you to do so.</p>                                         |
| Date Pickers and Show Complete | <p>To search for payment files submitted during a specific period of time, select the <b>date range</b> in the <i>Date Pickers</i> then click the <b>Search</b> button. If the Show Complete toggle is enabled, approved payment files will be included in the search results that display in the Payments table. If the Show Complete toggle is disabled, approved payments will not be included in the search results. The Date Pickers allow searches for up to one year and the Show Complete toggle only works when a search is done. If more than a year is selected in the Date Pickers, an error message will display. Also, payment files processed before 8/1/15 are not searchable.</p> |

## Payment Batch Details Page

The Payment Batch Details page contains information about the payments included in a payment batch file. In the *Payments* table, click the **View** button in the *Processing Details* column for a payment batch file to open the Payment Batch Details page. On the Payment Batch Details page, users with the Batch Approver permission can approve, place on hold, or cancel a payment batch file and users with the Payment Approver permission can approve, exclude, or place on hold individual payments within a payment batch file.

## Configurations

The Payment Batch Details page displays in a Batch Approver or Payment Approver view based on an organization's configuration and a user's [permissions](#).

## Batch Approver View

Payment Batch Details

invoices.xml

Date: 12/30/2022  
Status: Approved

Export

Payment Summary table

| Method     | Account    | Count | Settlement Amount |
|------------|------------|-------|-------------------|
| ACH        |            | 83    | \$400,272.31      |
| MasterCard | MasterCard | 20    | \$53,843.02       |
| PrintCheck |            | 51    | \$207,419.04      |
| Total      |            | 154   | \$661,534.37      |

Payment Batch Details table

| Vendor Name | Vendor # | Amount     | Invoices | Remittance | Reference ID | Scheduled  | Status | Payment Method | Payment Account |
|-------------|----------|------------|----------|------------|--------------|------------|--------|----------------|-----------------|
|             |          | \$1,467.50 | 1        |            | A023120      | 12/30/2022 | Paid   | ACH            |                 |
|             |          | \$525.00   | 1        |            | P012619      | 12/30/2022 | Paid   | PrintCheck     |                 |
|             |          | \$3,536.00 | 1        |            | P012620      | 12/30/2022 | Paid   | PrintCheck     |                 |
|             |          | \$3,280.00 | 2        |            | A023121      | 12/30/2022 | Paid   | ACH            |                 |

1 - 20 of 154 items

Selected 0 payments Selected amount total \$0.00

## Payment Approver View

Payment Batch Details

customerapiuploaded\_7/17/2020 10:26 PM

Date: 7/17/2020  
Status: Awaiting Approval

Export

Payment Summary table

| Method            | Account | Count | Settlement Amount |
|-------------------|---------|-------|-------------------|
| Awaiting Approval |         | 2     | \$600.00          |
| Total             |         | 0     | \$0.00            |

Payment Batch Details table

Payments I Can Approve Payments Needing Action All Payments

| Vendor #                            | Vendor Name | Amount   | Remittance | Reference  | Check Date | Scheduled  | Status                  | Payment Method | Account | Location |
|-------------------------------------|-------------|----------|------------|------------|------------|------------|-------------------------|----------------|---------|----------|
| <input checked="" type="checkbox"/> |             | \$600.00 |            | 8100000006 | 07/17/2020 | 07/17/2020 | Awaiting First Approver | PrintCheck     |         |          |
| <input type="checkbox"/>            |             | \$0.00   |            | 8100000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver | PrintCheck     |         |          |

1 - 2 of 2 items

Selected 1 payment Selected amount total \$600.00

Approve Exclude Hold

Undo Exclude Undo Hold

The following table describes the format of each view:

| VIEW             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TABS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Approver   | In the Batch Approver view, the Payment Summary and Payment Batch Details tables display. Users with the Batch Approver permission can use the <a href="#">Approve Batch</a> , <a href="#">Hold Batch</a> , or <a href="#">Cancel Batch</a> buttons to process payment files and the <a href="#">Exclude</a> , <a href="#">Hold</a> , <a href="#">Undo Exclude</a> , and <a href="#">Undo Hold</a> buttons to process individual payments in a payment file.                                                                           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Payment Approver | <p>In the Payment Approver view, the Payments I Can Approve, Payments Needing Action, and All Payments tabs display along with the Payment Summary and Payment Batch Details tables. The Payment Batch Details table displays on all three tabs.</p> <p><b>NOTE:</b> The payment information that displays on the Payments I Can Approve tab is determined by the locations a user has access to. If a user does not have access to a location, the payments for that location will not display on the Payments I Can Approve tab.</p> | <ul style="list-style-type: none"> <li>• <b>Payments I Can Approve:</b> On the Payments I Can Approve tab, users with the Payment Approver permission can use the <a href="#">Approve</a>, <a href="#">Exclude</a>, <a href="#">Hold</a>, <a href="#">Undo Exclude</a>, and <a href="#">Undo Hold</a> buttons to process individual payments within a payment file.</li> <li>• <b>Payments Needing Action:</b> On the Payments Needing Action tab, users with the Payment Approver permission can view information about the payments that need action in a payment file.</li> <li>• <b>All Payments:</b> On the All Payments tab, users with the Payment Approver permission can view information about all payments in a payment file.</li> </ul> |

## Payment Summary Table

The following table describes the column headers in the Payment Summary table:

| COLUMN HEADER | DESCRIPTION                                                                                             |
|---------------|---------------------------------------------------------------------------------------------------------|
| Method        | The Method column contains the payment method used by a customer to pay vendor payments through Corpay. |
| Account       | The Account column contains a customer's account that is debited by Corpay to pay vendor payments.      |

| COLUMN HEADER     | DESCRIPTION                                                                                                                              |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Count             | The Count column contains the number of payments in a payment batch (payment file) per method and account.                               |
| Settlement Amount | The Settlement Amount column contains the total amount of payments in the generated payment batch (payment file) per method and account. |

## Payment Batch Details Table

The following table describes the column headers in the Payment Batch Details table:

| COLUMN HEADER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor Name   | The Vendor Name column contains the name of a vendor who is receiving payment(s) from Corpay on behalf of a customer.                                                                                                                                                                                                                                                                                     |
| Vendor #      | The Vendor # column contains the account number for a vendor in AP Gateway.                                                                                                                                                                                                                                                                                                                               |
| Amount        | The Amount column contains the amount paid to Corpay by a customer for a vendor's invoice(s).                                                                                                                                                                                                                                                                                                             |
| Invoices      | The Invoice column contains the number of vendor invoices included in the payment file.                                                                                                                                                                                                                                                                                                                   |
| Remittance    | The Remittance column contains a proof of payment sent to a vendor when an invoice is paid. Click the <b>Remittance</b> icon (paper icon) to view a copy of the remittance (Electronic Payment Advice) in a separate tab.                                                                                                                                                                                 |
| Reference ID  | The Reference ID column contains a unique identifier for a payment file. Click the <b>Reference ID</b> link to open the <a href="#">Payment Details and Invoices page</a> .                                                                                                                                                                                                                               |
| Scheduled     | The Scheduled column contains the date a vendor is scheduled to receive payment from Corpay on behalf of a customer.                                                                                                                                                                                                                                                                                      |
| Status        | The Status column contains the status of a payment. Status options depend on the configuration of a customer's account. Examples are In Process, Submitted, Paid, Awaiting Approver 1, Awaiting Approver 2, and Approved. Hover over the <b>person</b> icon to view the email address of the user who approved or paid the payment as well as the date they approved or paid the payment (if applicable). |

| Status                                                                                         | Payment Method | Payment Account     |
|------------------------------------------------------------------------------------------------|----------------|---------------------|
| In Process  | PrintCheck     | Citizens State Bank |
| In Process  | PrintCheck     | Citizens State Bank |
| David_Test_02@ com 12/1/2022                                                                   |                |                     |
| 1 - 2 of 2 items                                                                               |                |                     |

| COLUMN HEADER   | DESCRIPTION                                                                                                                                        |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Payment Method  | The Payment Method column contains the method of payment used by Corpay to pay a vendor. See <a href="#">Payment Methods</a> for more information. |
| Payment Account | The Payment Account column contains the customer's account that is used to pay a vendor. See <a href="#">Accounts</a> for more information.        |

## Payment Details and Invoices Page

On the Payment Batch Details page, click a **Reference ID** link for a payment to open the Payment Details and Invoices page in a separate tab. The Payment Details and Invoices page can also be accessed by clicking the Reference ID link on the [History Page](#).

### Nvoicepay

#### Payment Details

Vendor Number:  
Vendor Name:  
Payment Date:  
Reference Number:  
Payment Method:  
Payment Account:  
Payment Amount:

newvendorwevenevereverseenbeforeever  
Bob  
3/11/2025  
PN1294488  
PrintCheck  
West Coast Bank  
\$703.46

Exclude Payment

#### Invoices

| Invoice #                            | Invoice Date | Invoice Amount | Comments | View Attachment                 |
|--------------------------------------|--------------|----------------|----------|---------------------------------|
| a89fc880-629b-4ee3-aa7a-1267ade11fdc | 01/25/2025   | \$703.46       |          | <a href="#">View Attachment</a> |

1

Page 1 of 1

20

Rows per page

1 - 1 of 1 items

#### Invoice Images

| Invoice #                            | Line # | FileName |
|--------------------------------------|--------|----------|
| a89fc880-629b-4ee3-aa7a-1267ade11fdc | 1      | inv.pdf  |

1

Page 1 of 1

20

Rows per page

1 - 1 of 1 items

## Payment Details Pane

The Payment Details pane contains information about the payment file. The following table describes the fields in the Payment Details pane:

| PAYMENT DETAILS PANE   |                                                                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| FIELD                  | DESCRIPTION                                                                                                                                          |
| Vendor Number          | The Vendor Number field contains the account number for a vendor in AP Gateway.                                                                      |
| Vendor Name            | The Vendor Name field contains the name of a vendor who is receiving payment(s) from Corpay on behalf of a customer.                                 |
| Payment Date           | The Payment Date field contains the date a vendor received payment from Corpay on behalf of a customer.                                              |
| Scheduled Payment Date | The Scheduled Payment Date field contains the date a vendor is scheduled to receive payment from Corpay on behalf of a customer.                     |
| Reference Number       | The Reference Number field contains the unique identifier for a payment file.                                                                        |
| Payment Method         | The Payment Method field contains the method of payment used by Corpay to pay a vendor. See <a href="#">Payment Methods</a> for more information.    |
| Payment Account        | The Payment Account field contains the customer's account that is used by Corpay to pay a vendor. See <a href="#">Accounts</a> for more information. |
| Payment Amount         | The Payment Amount field contains the amount paid to a vendor.                                                                                       |

## Invoices Pane

The Invoices pane contains a detailed breakdown of the invoices within a payment file. The following table describes the column headers in the table on the Invoices pane:

| INVOICES PANE  |                                                                                                                                                                                                                                                                   |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FIELD          | DESCRIPTION                                                                                                                                                                                                                                                       |
| Invoice #      | The Invoice # column contains the unique number assigned to an invoice. Invoices are created by vendors and issued to customers towards the end of a transaction. They contain details about the product(s) or service(s) provided by the vendor to the customer. |
| Invoice Date   | The Invoice Date column contains the date an invoice was sent to a customer from a vendor.                                                                                                                                                                        |
| Invoice Amount | The Invoice Amount column contains the amount of an invoice.                                                                                                                                                                                                      |

| FIELD           | DESCRIPTION                                                                                                                                                                                                                                                                                           |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PO Number       | The PO Number column contains purchase order numbers which are unique numbers assigned to purchase orders. Purchase orders are created by customers and issued to vendors at the beginning of a transaction. They contain details about the product(s) or service(s) being purchased from the vendor. |
| Comments        | The Comments column contains notes that are added to a vendor's remittance to associate an invoice with a received payment. Comments include information such as an account number and a description of the purchased goods or services.                                                              |
| View Attachment | The View Attachment column contains a link to view the invoices for each payment in the payment batch file.                                                                                                                                                                                           |

### Invoices Images Pane

The Invoices images pane contains a link to view the invoices for each payment in the payment batch file.

| INVOICE IMAGES PANE |                                                                                   |
|---------------------|-----------------------------------------------------------------------------------|
| FIELD               | DESCRIPTION                                                                       |
| Invoice #           | The Invoice # column contains a hyperlinked unique number assigned to an invoice. |
| Line #              | The Line # column contains the line number for each invoice.                      |
| FileName            | The FileName column contains the file name assigned to the attached invoice.      |

## Processing Payment Batch Files in AP Gateway

### Approving Payment Batch Files

To approve a payment batch file:

1. In the *Payments* table, click the **View** button for a payment file that is awaiting approval.

| Payments      |            |                   |                    |             |                                        |
|---------------|------------|-------------------|--------------------|-------------|----------------------------------------|
| <b>Upload</b> |            | 4/1/2022          | to                 | 11/1/2022   | Show Complete <input type="checkbox"/> |
| <b>Search</b> |            |                   |                    |             |                                        |
| File Name     | Date       | File Status       | Processing Details | Return File | Processed                              |
|               | 10/07/2022 | Error             | <b>View</b>        |             |                                        |
|               | 09/22/2022 | Awaiting Approval | <b>View</b>        |             |                                        |
|               | 09/22/2022 | Awaiting Approval | <b>View</b>        |             |                                        |
|               | 09/22/2022 | Processing Error  |                    |             |                                        |
|               | 09/21/2022 | Awaiting Approval | <b>View</b>        |             |                                        |
|               | 09/21/2022 | Awaiting Approval | <b>View</b>        |             |                                        |
|               | 09/21/2022 | Error             | <b>View</b>        |             |                                        |
|               | 09/21/2022 | Awaiting Approval | <b>View</b>        |             |                                        |

2. On the *Payment Batch Details* page, click the **Approve Batch** button.

Payment Batch Details

Date: 2/9/2023  
Status: Awaiting Approval

**Approve Batch** Hold Batch Cancel Batch

| Method     | Account    | Count | Settlement Amount |
|------------|------------|-------|-------------------|
| MasterCard | MasterCard | 1     | \$367.73          |
| Total      |            | 1     | \$367.73          |

| Vendor Name | Vendor # | Amount   | Invoices | Remittance | Reference ID | Scheduled | Status | Payment Method | Payment Account |
|-------------|----------|----------|----------|------------|--------------|-----------|--------|----------------|-----------------|
|             |          | \$367.73 | 2        |            | E003807      | 2/9/2023  |        | MasterCard     | MasterCard      |

Page 1 of 1 Rows per page 20 1 - 1 of 1 items

Selected 0 payments Selected amount total \$0.00

Exclude Hold

- The status of the payment file changes to Approved and the Approve Batch, Hold Batch, Cancel Batch, Exclude, Hold, Undo Exclude, and Undo Hold buttons are removed.

**NOTE:** See [Processing Return Files \(Response Files\) in Microsoft Dynamics GP](#) for instructions on how to process return files in Microsoft Dynamics GP once payments are approved in AP Gateway.

## Placing Payment Batch Files on Hold

To place a payment batch file on hold:

- In the *Payments* table, click the **View** button for a payment file that is awaiting approval.

Payments

Upload 4/1/2022 to 11/1/2022 Show Complete Search

| File Name | Date       | File Status       | Processing Details   | Return File | Processed |
|-----------|------------|-------------------|----------------------|-------------|-----------|
|           | 10/07/2022 | Error             | <a href="#">View</a> |             |           |
|           | 09/22/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/22/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/22/2022 | Processing Error  |                      |             |           |
|           | 09/21/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/21/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/21/2022 | Error             | <a href="#">View</a> |             |           |
|           | 09/21/2022 | Awaiting Approval | <a href="#">View</a> |             |           |

- Click the **Hold Batch** button on the *Payment Batch Details* page.

Payment Batch Details

Date: 2/9/2023  
Status: Awaiting Approval

[Approve Batch](#) [Hold Batch](#) [Cancel Batch](#)

| Method     | Account    | Settlement Count | Settlement Amount |
|------------|------------|------------------|-------------------|
| MasterCard | MasterCard | 1                | \$367.73          |
| Total      |            | 1                | \$367.73          |

| Vendor Name | Vendor # | Amount   | Invoices | Remittance | Reference ID | Scheduled | Status | Payment Method | Payment Account |
|-------------|----------|----------|----------|------------|--------------|-----------|--------|----------------|-----------------|
|             |          | \$367.73 | 2        |            | E003807      | 2/9/2023  |        | MasterCard     | MasterCard      |

Page 1 of 1 20 Rows per page 1 - 1 of 1 items

Selected 0 payments. Selected amount total \$0.00

[Exclude](#) [Hold](#)

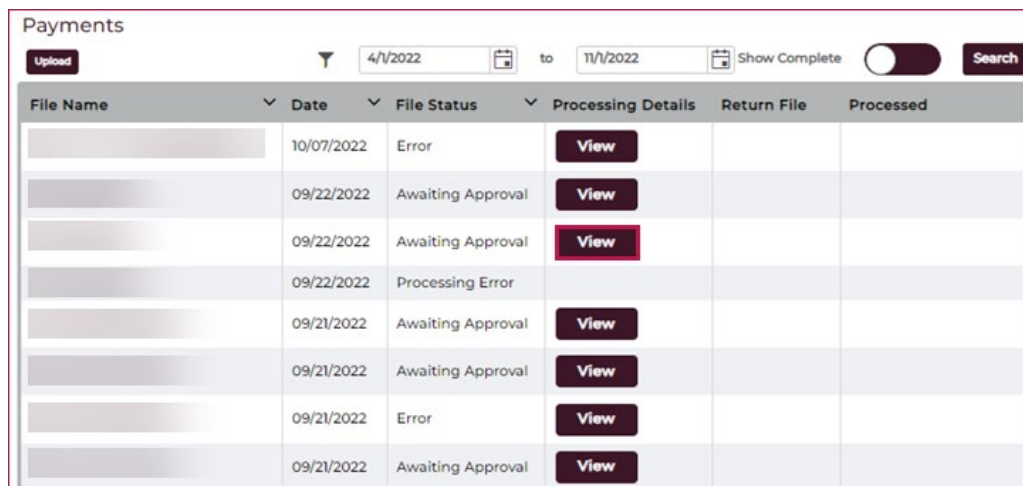
3. The status of the payment batch changes to On Hold and the Hold Batch button is removed.

See the [Undoing Holds](#) section for instructions on how to remove holds from payments in a payment file.

## Canceling (Voiding) Payment Batch Files

To cancel a payment batch file:

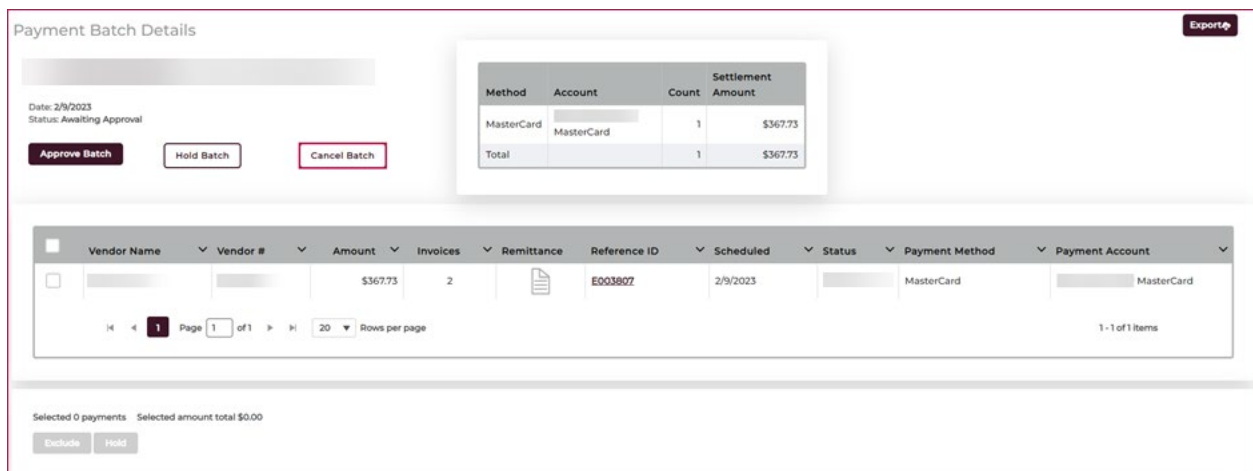
1. In the *Payments* table, click the **View** button for a payment file that is on hold or awaiting approval.



The screenshot shows the 'Payments' table with columns: File Name, Date, File Status, Processing Details, Return File, and Processed. The table contains several rows of payment data. The 'View' button in the 'Processing Details' column for the row dated 09/22/2022 with status 'Awaiting Approval' is highlighted with a red box.

| File Name | Date       | File Status       | Processing Details   | Return File | Processed |
|-----------|------------|-------------------|----------------------|-------------|-----------|
|           | 10/07/2022 | Error             | <a href="#">View</a> |             |           |
|           | 09/22/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/22/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/22/2022 | Processing Error  |                      |             |           |
|           | 09/21/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/21/2022 | Awaiting Approval | <a href="#">View</a> |             |           |
|           | 09/21/2022 | Error             | <a href="#">View</a> |             |           |
|           | 09/21/2022 | Awaiting Approval | <a href="#">View</a> |             |           |

2. On the *Payment Batch Details* page, click the **Cancel Batch** button.



The screenshot shows the 'Payment Batch Details' page. It includes a summary table for the batch, buttons for 'Approve Batch', 'Hold Batch', and 'Cancel Batch' (highlighted with a red box), and a detailed table of payments. The 'Cancel Batch' button is highlighted with a red box.

Date: 2/9/2023  
Status: Awaiting Approval

[Approve Batch](#) [Hold Batch](#) [Cancel Batch](#)

| Method     | Account    | Count | Settlement Amount |
|------------|------------|-------|-------------------|
| MasterCard | MasterCard | 1     | \$367.73          |
| Total      |            | 1     | \$367.73          |

| Vendor Name | Vendor # | Amount   | Invoices | Remittance | Reference ID | Scheduled | Status | Payment Method | Payment Account |
|-------------|----------|----------|----------|------------|--------------|-----------|--------|----------------|-----------------|
|             |          | \$367.73 | 2        |            | E003807      | 2/9/2023  |        | MasterCard     | MasterCard      |

Selected 0 payments Selected amount total \$0.00

[Exclude](#) [Hold](#)

3. The status of the payment batch changes from On Hold or Awaiting Approval to Void Complete.

## Exporting Payment Batch Files

To export a payment batch file:

1. In the *Payments* table, click the **View** button for a payment file.
2. On the *Payment Batch Details* page, click the **Export** button to download a copy of the payment file in CSV format.

The screenshot shows the 'Payment Batch Details' page. At the top left, it says 'invoices.xml' and 'Date: 1/20/2023 Status: Approved'. On the top right is an 'Export' button. In the center is a summary table:

| Method       | Account | Count     | Settlement Amount  |
|--------------|---------|-----------|--------------------|
| ACH          |         | 3         | \$3,641.39         |
| MasterCard   |         | 5         | \$2,669.39         |
| PrintCheck   |         | 5         | \$7,999.65         |
| <b>Total</b> |         | <b>13</b> | <b>\$14,310.43</b> |

Below the summary table is a detailed table with columns: Vendor Name, Vendor #, Amount, Invoices, Remittance, Reference ID, Scheduled, Status, Payment Method, and Payment Account. One row is visible with values: \$550.00, 1, P012630, 1/20/2023, Submitted, PrintCheck.

## Processing Errors in Payment Batch Files

Payment batch files that fail to process when submitted to AP Gateway due to missing information or incorrect formatting display an *Error* file status on the Payments page. Users can resolve *Error* statuses by excluding the invalid invoices and resubmitting the payment batch file or voiding the payment batch file and resubmitting it to AP Gateway.

To process an Error status by excluding an invoice from a payment batch file:

1. In the *Payments* table, click the **View** button for a payment batch file with an Error status.

| Payments                                                  |            |             |                      |
|-----------------------------------------------------------|------------|-------------|----------------------|
| Upload                                                    |            | 9/23/2023   |                      |
| File Name                                                 | Date       | File Status | Processing Details   |
| <a href="#">NVP_ACH_Abdu_k8s_test_10_20.xlsx</a>          | 10/20/2023 | Approved    | <a href="#">View</a> |
| <a href="#">NVP_ACH_Carson_k8s.xlsx</a>                   | 10/19/2023 | Approved    | <a href="#">View</a> |
| <a href="#">NVP_ACH_Abdu_k8s.xlsx</a>                     | 10/18/2023 | Approved    | <a href="#">View</a> |
| <a href="#">NVP International (VCard_MC Vendors).xlsx</a> | 10/18/2023 | Error       | <a href="#">View</a> |
| <a href="#">NVP_ACH_Abdu.xlsx</a>                         | 10/18/2023 | Approved    | <a href="#">View</a> |

2. The payment batch file opens on a separate page with two tabs: Invalid and Payable. On the *Payable* tab, review the **list of invoices without errors** in the payment batch file.
3. On the *Invalid* tab, select one or multiple **invoice(s)** to exclude from the payment batch file.
4. Click the **Save Changes & Resubmit File** button to resubmit the invoices for payment on the *Payable* tab.

| Excluded                            | Error Status                                                   | Invoice ID   | Vendor ID | Vendor Name |
|-------------------------------------|----------------------------------------------------------------|--------------|-----------|-------------|
| <input checked="" type="checkbox"/> | Invalid Columns: Vendor ID, Vendor Name, Invoice Amount To Pay | 20230824014D | *         | *           |

Page 1 of 1 | 100 Rows per page | 1 - 1 of 1 items

**Save Changes & Resubmit File** **Void Entire File**

5. Submit a **new payment batch file** with the corrected information for the invoice(s) that were previously excluded. See [Submitting Invoices in Microsoft Dynamics GP](#) for instructions.

To process an Error status by voiding and reuploading a payment batch file:

1. In the *Payments* table, click the **View** button for a payment batch file with an Error status.

| Payments                                                  |            |             |                    |
|-----------------------------------------------------------|------------|-------------|--------------------|
| Upload                                                    |            | 9/23/2023   |                    |
| File Name                                                 | Date       | File Status | Processing Details |
| <a href="#">NVP_ACH_Abdu_k8s_test_10_20.xlsx</a>          | 10/20/2023 | Approved    | <b>View</b>        |
| <a href="#">NVP_ACH_Carson_k8s.xlsx</a>                   | 10/19/2023 | Approved    | <b>View</b>        |
| <a href="#">NVP_ACH_Abdu_k8s.xlsx</a>                     | 10/18/2023 | Approved    | <b>View</b>        |
| <a href="#">NVP International (VCard_MC Vendors).xlsx</a> | 10/18/2023 | Error       | <b>View</b>        |
| <a href="#">NVP_ACH_Abdu.xlsx</a>                         | 10/18/2023 | Approved    | <b>View</b>        |

2. On the *Invalid* tab, click the **Void Entire File** button.

Invalid Payable

Excluded

|                                     | Error Status                                                   | Invoice ID   | Vendor ID | Vendor Name |
|-------------------------------------|----------------------------------------------------------------|--------------|-----------|-------------|
| <input checked="" type="checkbox"/> | Invalid Columns: Vendor ID, Vendor Name, Invoice Amount To Pay | 20230824014D | *         | *           |

1 Page 1 of 1 100 Rows per page 1 - 1 of 1 items

Save Changes & Resubmit File Void Entire File

3. Correct the **information in the payment batch file** based on the Error Status then resubmit the **payment batch file**. See [Submitting Invoices in Microsoft Dynamics GP](#) for instructions.

## Processing Individual Payments in AP Gateway

### Approving Individual Payments

To approve an individual payment:

1. In the *Payments* table, click the **View** button for a payment file that is awaiting approval.

Payments

Upload 7/17/2020 to 7/30/2020 Show Complete Search

| File Name                              | Date       | File Status       | Payments Needing Action | Processing Details | Return File | Processed |
|----------------------------------------|------------|-------------------|-------------------------|--------------------|-------------|-----------|
|                                        | 07/22/2020 | Awaiting Approval | 5                       | View               |             |           |
|                                        | 07/22/2020 | Awaiting Approval | 5                       | View               |             |           |
|                                        | 07/22/2020 | Awaiting Approval | 5                       | View               |             |           |
| customerapiuploaded_7/22/2020 12:16 AM | 07/21/2020 | Awaiting Approval | 5                       | View               |             |           |
| customerapiuploaded_7/17/2020 10:26 PM | 07/17/2020 | Awaiting Approval | 3                       | View               |             |           |
|                                        | 07/17/2020 | Error             |                         | View               |             |           |

1 Page 1 of 1 20 Rows per page 1 - 14 of 14 items

2. On the *Payment Batch Details* page, select one or multiple **payments** in the table. In the example image, one payment is selected.
3. Click the **Approve** button.

Payment Batch Details  
customerapiuploaded\_7/17/2020  
10:26 PM  
Date: 7/17/2020  
Status: Awaiting Approval

Export

| Method            | Account | Count | Settlement Amount |
|-------------------|---------|-------|-------------------|
| PrintCheck        |         | 1     | \$600.00          |
| Awaiting Approval |         | 1     | \$61.00           |
| Total             |         | 1     | \$600.00          |

Payments I Can Approve   Payments Needing Action   All Payments

| Vendor #                            | Vendor Name | Amount  | Remittance | Reference | Check Date | Scheduled  | Status                  | Payment Method | Account | Location |
|-------------------------------------|-------------|---------|------------|-----------|------------|------------|-------------------------|----------------|---------|----------|
| <input checked="" type="checkbox"/> |             | \$61.00 |            | 810000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver | PrintCheck     |         |          |

1 of 1 Page 1 of 1 20 Rows per page 1 - 1 of 1 items

Selected 1 payment   Selected amount total \$61.00

Approve   Exclude   Hold   Undo Exclude   Undo Hold

4. A message displays stating the payment, or payments are being approved. Remain logged in until all items are submitted.
5. A second message displays confirming the approval was successful.
6. The status of the payment or payments changes from Awaiting Approval to Approved with a user  icon.

Payment Batch Details  
customerapiuploaded\_7/17/2020  
10:26 PM  
Date: 7/17/2020  
Status: Awaiting Approval

Export

| Method     | Account | Count | Settlement Amount |
|------------|---------|-------|-------------------|
| PrintCheck |         | 2     | \$661.00          |
| Total      |         | 2     | \$661.00          |

Payments I Can Approve   Payments Needing Action   All Payments

| Vendor #                 | Vendor Name | Amount   | Remittance | Reference | Check Date | Scheduled  | Status                                                                                       | Payment Method | Account | Location |
|--------------------------|-------------|----------|------------|-----------|------------|------------|----------------------------------------------------------------------------------------------|----------------|---------|----------|
| <input type="checkbox"/> |             | \$600.00 |            | 810000004 | 07/17/2020 | 07/17/2020 | Approved  | PrintCheck     |         |          |
| <input type="checkbox"/> |             | \$61.00  |            | 810000005 | 07/17/2020 | 07/17/2020 | Approved  | PrintCheck     |         |          |

1 of 1 Page 1 of 1 20 Rows per page 1 - 2 of 2 items

Exclude   Hold

**NOTE:** See [Processing Return Files \(Response Files\) in Microsoft Dynamics GP](#) for instructions on how to process return files in Microsoft Dynamics GP once payments are approved in AP Gateway.

## Placing Individual Payments on Hold

To place an individual payment on hold:

1. In the *Payments* table, click the **View** button for a payment file that is awaiting approval.

Payments

Upload 7/17/2020 to 7/30/2020 Show Complete ☐ Search

| File Name                              | Date       | File Status       | Payments Needing Action | Processing Details   | Return File | Processed |
|----------------------------------------|------------|-------------------|-------------------------|----------------------|-------------|-----------|
|                                        | 07/22/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
|                                        | 07/22/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
|                                        | 07/22/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
| customerapiuploaded_7/22/2020 12:16 AM | 07/21/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
| customerapiuploaded_7/17/2020 10:26 PM | 07/17/2020 | Awaiting Approval | 3                       | <a href="#">View</a> |             |           |
|                                        | 07/17/2020 | Error             |                         | <a href="#">View</a> |             |           |

Page 1 of 1 20 Rows per page 1 - 14 of 14 items

2. On the *Payment Batch Details* page, select one or multiple **payments** in the table. In the example image, one payment is selected.
3. Click the **Hold** button.

Payment Batch Details

customerapiuploaded\_7/17/2020 10:26 PM

Date: 7/17/2020  
Status: Awaiting Approval

Export

| Method            | Account | Count | Settlement Amount |
|-------------------|---------|-------|-------------------|
| PrintCheck        |         | 1     | \$600.00          |
| Awaiting Approval |         | 1     | \$61.00           |
| Total             |         | 1     | \$600.00          |

Payments I Can Approve Payments Needing Action All Payments

| Vendor #                            | Vendor Name | Amount  | Remittance | Reference | Check Date | Scheduled  | Status                  | Payment Method | Account | Location |
|-------------------------------------|-------------|---------|------------|-----------|------------|------------|-------------------------|----------------|---------|----------|
| <input checked="" type="checkbox"/> |             | \$61.00 |            | 810000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver | PrintCheck     |         |          |

Page 1 of 1 20 Rows per page 1 - 1 of 1 items

Selected 1 payment Selected amount total \$61.00

Approve Exclude Hold Undo Exclude Undo Hold

4. A message displays stating the payment, or payments are being placed on hold. Remain logged in until all items are submitted.
5. A second message displays confirming the hold was successful.
6. The status of the payment or payments changes from Awaiting Approval to On Hold - Approved.

## Undoing Holds

To undo a hold:

1. In the *Payments* table, click the **View** button for a payment file that is on hold.
2. On the *Payment Batch Details* page, select one or multiple **payments** in the table. In the example image, one payment is selected.
3. Click the **Undo Hold** button.

Payment Batch Details  
customerapiuploaded\_7/17/2020 10:26 PM

Date: 7/17/2020  
Status: Awaiting Approval

**Approve Batch** **Hold Batch** **Cancel Batch**

| Method            | Account | Count    | Settlement Amount |
|-------------------|---------|----------|-------------------|
| PrintCheck        |         | 1        | \$600.00          |
| Excluded          |         | 1        | \$0.00            |
| Awaiting Approval |         | 2        | \$71.00           |
| On Hold           |         | 1        | \$64.00           |
| <b>Total</b>      |         | <b>1</b> | <b>\$600.00</b>   |

Payments I Can Approve Payments Needing Action **All Payments**

| <input type="checkbox"/>            | Vendor # | Vendor Name | Amount   | Remittance | Reference | Check Date | Scheduled  | Status                            | Payment Method | Account |
|-------------------------------------|----------|-------------|----------|------------|-----------|------------|------------|-----------------------------------|----------------|---------|
| <input checked="" type="checkbox"/> |          |             | \$64.00  |            | 850000005 | 07/17/2020 | 07/17/2020 | On Hold - Awaiting First Approver | PrintCheck     |         |
| <input type="checkbox"/>            |          |             | \$600.00 |            | 850000005 | 07/17/2020 | 07/17/2020 | Approved                          | PrintCheck     |         |
| <input type="checkbox"/>            |          |             | \$41.00  |            | 850000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver           | PrintCheck     |         |
| <input type="checkbox"/>            |          |             | \$10.00  |            | 850000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver           | PrintCheck     |         |

Page 1 of 1 Rows per page

Selected 1 payment Selected amount total

**Approve** **Exclude** **Hold** **Undo Exclude** **Undo Hold**

4. A message displays stating the hold is being removed. Remain logged in until all items are submitted.
5. A second message displays confirming the hold was removed successfully.

## Excluding Payments

To exclude a payment from a payment file:

1. In the *Payments* table, click the **View** button for a payment file that is awaiting approval.

Payments

Upload 7/17/2020 to 7/30/2020 Show Complete ☐ Search

| File Name                              | Date       | File Status       | Payments Needing Action | Processing Details   | Return File | Processed |
|----------------------------------------|------------|-------------------|-------------------------|----------------------|-------------|-----------|
|                                        | 07/22/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
|                                        | 07/22/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
|                                        | 07/22/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
| customerapiuploaded_7/22/2020 12:16 AM | 07/21/2020 | Awaiting Approval | 5                       | <a href="#">View</a> |             |           |
| customerapiuploaded_7/17/2020 10:26 PM | 07/17/2020 | Awaiting Approval | 3                       | <a href="#">View</a> |             |           |
|                                        | 07/17/2020 | Error             |                         | <a href="#">View</a> |             |           |

1 - 14 of 14 items

2. On the *Payment Batch Details* page, select one or multiple **payments** to exclude in the table. In the example image, one payment is selected.
3. Click the **Exclude** button.

Payment Batch Details

customerapiuploaded\_7/17/2020 10:26 PM

Date: 7/17/2020  
Status: Awaiting Approval

Export

| Method            | Account | Count | Settlement Amount |
|-------------------|---------|-------|-------------------|
| PrintCheck        |         | 1     | \$600.00          |
| Awaiting Approval |         | 1     | \$61.00           |
| Total             |         | 1     | \$600.00          |

Payments I Can Approve Payments Needing Action All Payments

| Vendor #                            | Vendor Name | Amount  | Remittance | Reference  | Check Date | Scheduled  | Status                  | Payment Method | Account | Location |
|-------------------------------------|-------------|---------|------------|------------|------------|------------|-------------------------|----------------|---------|----------|
| <input checked="" type="checkbox"/> |             | \$61.00 |            | 8100000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver | PrintCheck     |         |          |

1 - 1 of 1 items

Selected 1 payment Selected amount total \$61.00

Approve Exclude Hold

Undo Exclude Undo Hold

4. A message displays stating the payment, or payments are being excluded from the batch. Remain logged in until all items are submitted.
5. A second message displays confirming the exclusion was successful.

## Undoing Exclusions

To undo an exclusion and add a payment back to a payment file:

1. On the *Payment Batch Details* page, select one or multiple **payments** to remove the exclusion from in the table. In the example image, one payment is selected.
2. Click the **Undo Exclude** button.

Payment Batch Details  
customerapiuploaded\_7/17/2020 10:26 PM

Date: 7/17/2020  
Status: Awaiting Approval

Approve Batch Hold Batch Cancel Batch

| Method            | Account | Count | Settlement Amount |
|-------------------|---------|-------|-------------------|
| PrintCheck        |         | 1     | \$600.00          |
| Excluded          |         | 1     | \$0.00            |
| Awaiting Approval |         | 2     | \$71.00           |
| On Hold           |         | 1     | \$64.00           |
| Total             |         | 1     | \$600.00          |

Payments I Can Approve Payments Needing Action **All Payments**

| Vendor #                            | Vendor Name | Amount   | Remittance | Reference | Check Date | Scheduled  | Status                            | Payment Method | Account |
|-------------------------------------|-------------|----------|------------|-----------|------------|------------|-----------------------------------|----------------|---------|
| <input checked="" type="checkbox"/> |             | \$62.00  |            | #00000005 | 07/17/2020 | 07/17/2020 | Excluded                          | PrintCheck     |         |
| <input type="checkbox"/>            |             | \$64.00  |            | #00000005 | 07/17/2020 | 07/17/2020 | On Hold - Awaiting First Approver | PrintCheck     |         |
| <input type="checkbox"/>            |             | \$600.00 |            | #00000005 | 07/17/2020 | 07/17/2020 | Approved                          | PrintCheck     |         |
| <input type="checkbox"/>            |             | \$60.00  |            | #00000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver           | PrintCheck     |         |
| <input type="checkbox"/>            |             | \$10.00  |            | #00000005 | 07/17/2020 | 07/17/2020 | Awaiting First Approver           | PrintCheck     |         |

Page 1 of 1 20 Rows per page

Selected 1 payment Selected amount total

Approve Exclude Hold **Undo Exclude** Undo Hold

3. A message displays stating the exclusion is being undone. Remain logged in until all items are submitted.
4. A second message displays confirming the exclusion was undone successfully.

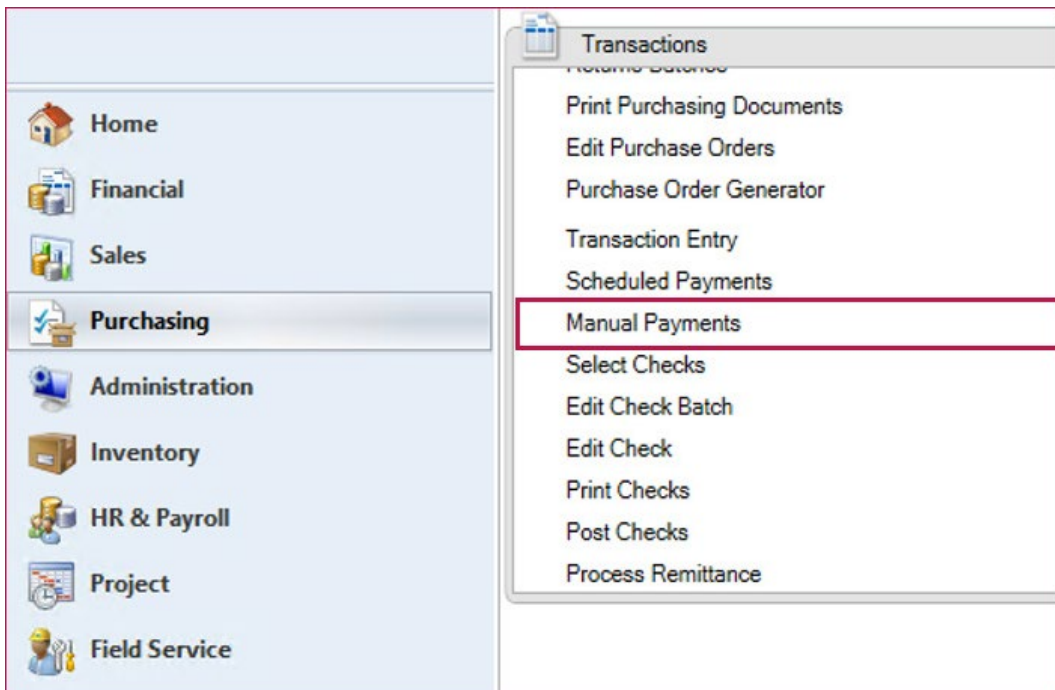
## Processing Return Files (Response Files) in Microsoft Dynamics GP

Once a payment batch file is approved in AP Gateway, a return file (response file) is automatically sent to Microsoft Dynamics GP for processing. Return files are referred to as response files in Microsoft Dynamics GP and they must be processed to post vendor payments.

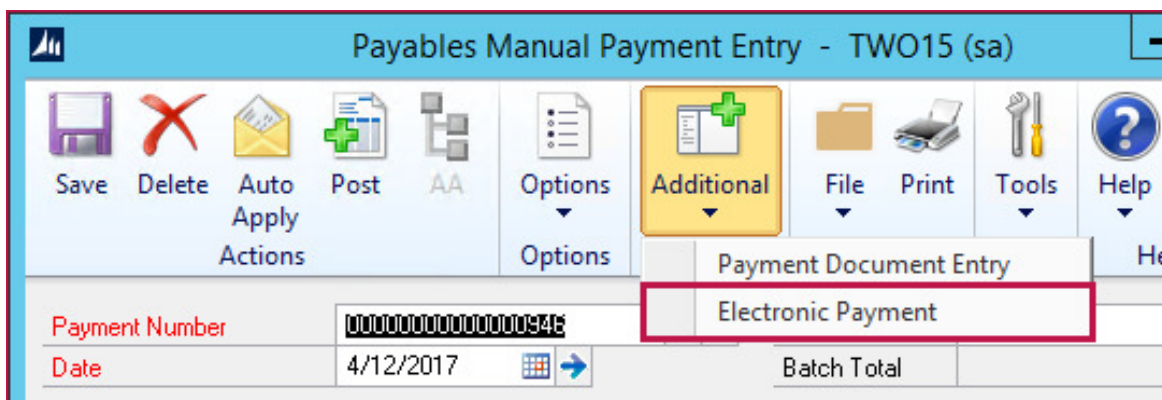
To process a response file:

1. Log in to **Microsoft Dynamics GP**.

2. In the *Microsoft Dynamics GP* window, click the **Purchasing** module then select the **Manual Payments** transaction in the *Transactions* pane.



3. In the *Payables Manual Payment Entry* window, click the **Additional** menu then select the **Electronic Payment** menu item.



- Click the **Process Payments** tab. If the response file is not listed, click the **Refresh** button. Response files are generated in Microsoft Dynamics GP several minutes after a payment batch file is approved in AP Gateway.

nvoicepay

Help

Select Invoices On Hold Process Payments Payment Accounts Unposted Batches

Parameters

From: Thursday , April 4, 2019

To: Thursday , April 4, 2019

Refresh

Posting Date: Thursday , April 4, 2019

| File Received | Response File Name |
|---------------|--------------------|
| 4/4/2019      | 040419_invoices.x  |

Selected File

-- None selected --

Process File

Mark As Processed

Print Summary

Process Selected

Payments Errors

| PaymentDate | ReferenceNumber | PaymentAmount | PaymentMethod | PaymentStatus |
|-------------|-----------------|---------------|---------------|---------------|
| 04/4/2019   | 00123456        | 231.00        | ACH           |               |
| 04/4/2019   | 00123457        | 86.00         | ACH           |               |

- Select the **response file** then click the **Process File** button.

nvoicepay

Help

Select Invoices On Hold Process Payments Payment Accounts Unposted Batches

Parameters

From: Thursday , April 4, 2019

To: Thursday , April 4, 2019

Refresh

Posting Date: Thursday , April 4, 2019

| File Received | Response File Name |
|---------------|--------------------|
| 4/4/2019      | 040419_invoices.x  |

Selected File

-- None selected --

Process File

Mark As Processed

Print Summary

Process Selected

Payments Errors

| PaymentDate | ReferenceNumber | PaymentAmount | PaymentMethod | PaymentStatus |
|-------------|-----------------|---------------|---------------|---------------|
| 04/4/2019   | 00123456        | 231.00        | ACH           |               |
| 04/4/2019   | 00123457        | 86.00         | ACH           |               |

6. A status dialog displays containing a summary of the posting process.

## Approvals Page

The Approvals page is only visible for organizations that are configured to use the approval process view. Users with the Payment Approver permission can view and approve or exclude individual payment files on the Approvals page. However, batch payment files should only be approved on the Payments page. See [approve batch payments](#) for more information.

Organizations that are not configured to use the Approvals page should use the [Payments page](#) to approve all payments.

The Approvals page contains two tabs:

- Payments I Can Approve: Contains all payments that require approval
- Payments Needing Action: Contains payments that are on hold or require further approval

| Vendor # | Vendor Name | Amount     | Remittance | Reference | Check Date | Scheduled  | Submitted By | Status                  | Payment Method | Account |
|----------|-------------|------------|------------|-----------|------------|------------|--------------|-------------------------|----------------|---------|
|          |             | \$1,065.44 |            | E005301   | 08/20/2015 | 08/20/2015 |              | Awaiting First Approver | MasterCard     |         |
|          |             | \$4,067.00 |            | E005319   | 08/20/2015 | 08/20/2015 |              | Awaiting First Approver | MasterCard     |         |
|          |             | \$1,300.21 |            | E005320   | 08/20/2015 | 08/20/2015 |              | Awaiting First Approver | MasterCard     |         |
|          |             | \$1,700.00 |            | E005325   | 08/20/2015 | 08/20/2015 |              | Awaiting First Approver | MasterCard     |         |

Selected 0 payments Selected amount total \$0.00

Approve

**NOTE:** The Approvals tables on the *Payments I can Approve*, and *Payments Needing Action* tabs contain the same information. Columns may vary based on a company's configuration.

## Approvals Table

The following table contains descriptions of the column headers in the Approvals tables on the Payments I Can Approve and Payments Needing Action tabs:

| NAME           | DESCRIPTION                                                                                                                                                                                                                                                       |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor #       | The Vendor # column contains the account number for a vendor in AP Gateway.                                                                                                                                                                                       |
| Vendor Name    | The Vendor Name column contains the name of a vendor who is receiving payment(s) from Corpay on behalf of a customer.                                                                                                                                             |
| Amount         | The Amount column contains the amount of a payment to a vendor.                                                                                                                                                                                                   |
| Remittance     | The Remittance column contains the proof of payment sent to a vendor when an invoice is paid. Click the <b>Remittance</b> icon (paper icon) to view a copy of the remittance (Electronic Payment Advice) in a separate tab.                                       |
| Reference      | The Reference column contains the unique identifier for a payment file. Click the <b>Reference</b> link to open the Payment Details and Invoices pages in a separate tab. See the <a href="#">Payment Details and Invoices Page</a> section for more information. |
| Check Date     | The Check Date column contains the date a check was printed.                                                                                                                                                                                                      |
| Scheduled      | The Scheduled column contains the slated date of a payment to a vendor.                                                                                                                                                                                           |
| Submitted By   | The Submitted By column contains the name of the person who submitted the payment for approval.                                                                                                                                                                   |
| Status         | The Status column contains the status of a payment. Options are Awaiting First Approver, Awaiting Second Approver, On Hold - Awaiting First Approver, or On Hold - Awaiting Second Approver.                                                                      |
| Payment Method | The Payment Method column contains the method of payment used to pay a vendor. See <a href="#">Payment Methods</a> for more information.                                                                                                                          |
| Account        | The Account column contains the bank account used to pay a vendor.                                                                                                                                                                                                |
| Batch          | The Batch column contains a unique identifier for the payment batch (payment file) that includes the payment.                                                                                                                                                     |
| Batch Date     | The Batch Date column contains the date when the payment batch (payment file) was generated in AP Gateway.                                                                                                                                                        |

## Approval Report Types

The following table describes the reports that can be exported from the Approvals page:

| REPORT TYPE      | DESCRIPTION                                                                                                                                                                                                    |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Needing Approval | The Needing Approval report contains the Vendor #, Vendor Name, Amount, Reference number, Check Date Scheduled date, Submitted By, and Payment Method/Account information for all payments that need approval. |

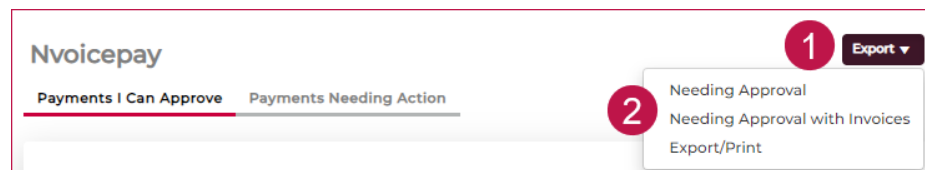
| REPORT TYPE                    | DESCRIPTION                                                                                                                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Needing Approval with Invoices | The Needing Approval with Invoices report contains the Vendor #, Vendor Name, Invoice Number, Invoice Date, Reference number, Payment Method/Account, and Amount information for all payments that need approval. |
| Export/Print                   | The Export/Print option downloads a Needing Approval report in CSV format to print.                                                                                                                               |

## Exporting Payment Reports

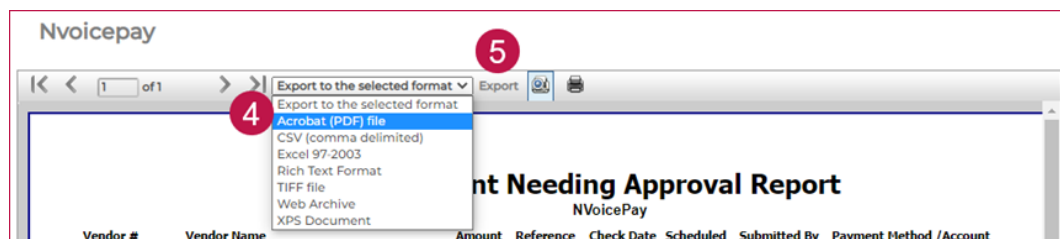
Use the Export button to export a Payments Needing Approval report, Payments Needing Approval with Invoices report, or a Conditional Payments Needing Approval report to download and print.

To export a report:

1. On the *Approvals* page, click the **Export** drop-down.
2. In the *Export* drop-down, select the **type of report** to export.



3. The report opens in a separate tab.
4. In the *Export to the selected format* drop-down, select the **format** (e.g., Acrobat (PDF) file, CSV (comma delimited), Excel 97-2003, Rich Text Format, TIFF file, Web Archive, XPS Document) to export the report in.
5. Click the **Export** link.



6. The report automatically downloads to your computer.

## Approving Payments

To approve a payment:

1. On the *Payments I Can Approve* tab, select the **payment(s)** to approve in the *Approvals* table.
2. Click the **Approve** button.

|                                     | Vendor # | Vendor Name | Amount   |
|-------------------------------------|----------|-------------|----------|
| <input checked="" type="checkbox"/> |          |             | \$340.00 |
| <input checked="" type="checkbox"/> |          |             | \$150.85 |
| <input type="checkbox"/>            |          |             | \$1.48   |

Selected 2 payments Selected amount total \$490.85

**Approve** **Exclude**

3. A message displays stating that two payments are being approved. Remain on the **Payments I can Approve** tab until the payment approvals are submitted
4. A message displays confirming the payments were approved successfully.

## Excluding Payments

The Exclude feature is only available if a company is configured to exclude payments.

To exclude a payment from a batch:

1. On the *Payments I Can Approve* tab, select the **payment(s)** to exclude in the *Approvals* table.
2. Click the **Exclude** button.

|                                     | Vendor # | Vendor Name | Amount   |
|-------------------------------------|----------|-------------|----------|
| <input checked="" type="checkbox"/> |          |             | \$340.00 |
| <input checked="" type="checkbox"/> |          |             | \$150.85 |
| <input type="checkbox"/>            |          |             | \$1.48   |

Selected 2 payments Selected amount total \$490.85

**Approve** **Exclude**

3. A message displays stating that two payments are being excluded from the batch. Remain on the **Payment I Can Approve** tab until the payment exclusions are submitted
4. A message displays confirming the payments were excluded from the batch successfully.

## Payment Details and Invoices

The Payment Details and Invoices page contains information about the payment batch and invoices for each payment included in the payment batch. Click a **Reference** link in any tab on the Approvals page to open the Payment Details and Invoices page in a separate tab.

The following table contains descriptions of the fields and column headers on the Payment Details and Invoices page:

| PANE            | FIELD                  | DESCRIPTION                                                                                   |
|-----------------|------------------------|-----------------------------------------------------------------------------------------------|
| Payment Details | Vendor Number          | The Vendor Number field contains a vendor's account number.                                   |
| Payment Details | Vendor Name            | The Vendor Name field contains the name of the vendor receiving the payment.                  |
| Payment Details | Payment Date           | The Payment Date field contains the date a payment was made to a vendor.                      |
| Payment Details | Scheduled Payment Date | The Scheduled Payment Date field contains the date a payment is slated for release. Scheduled |

| PANE            | FIELD            | DESCRIPTION                                                                                                                                                                                                                                                                   |
|-----------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                  | payments are released after final approval, despite the scheduled date.                                                                                                                                                                                                       |
| Payment Details | Reference Number | The Reference Number field contains a unique identifier for a payment batch.                                                                                                                                                                                                  |
| Payment Details | Payment Method   | The Payment Method field contains the method of payment used to pay a vendor. See <a href="#">Payment Methods</a> for more information.                                                                                                                                       |
| Payment Details | Payment Account  | The Payment Account field contains the bank account used to pay a vendor.                                                                                                                                                                                                     |
| Payment Details | Payment Amount   | The Payment Amount field contains the amount of a payment.                                                                                                                                                                                                                    |
| Invoices        | Invoice #        | The Invoice # column contains the unique number assigned to an invoice. Invoices are created by vendors and issued to customers towards the end of a transaction. They contain details about the product(s) or service(s) provided by the vendor to the customer.             |
| Invoices        | Invoice Date     | The Invoice Date column contains the date the invoice was sent to a customer from a vendor.                                                                                                                                                                                   |
| Invoices        | Invoice Amount   | The Invoice Amount column contains the amount of the invoice.                                                                                                                                                                                                                 |
| Invoices        | Comments         | The Comments column contains information that is included in the Comments section of a vendor's remittance to help associate an invoice with a received payment. Comments include information such as an account number and a description of the purchased goods or services. |

## Reporting

In this section, you will learn how to view, generate, and export reports as well as reissue and refund print check payments in AP Gateway.

## History Page

All payments made in the last 30 days are listed on the History page by default. Users with the View Organization Reports permission can generate and export payments needing approval reports, invoices by batch reports, and all payments reports on the History page. Users with the Void Checks permission can also reissue and refund print check payments on the History page.

| Date       | Vendor Name | Vendor # | Amount     | Remittance | Reference ID | Processed | Check # | Payment Method | Payment Account       | Batch                                        | Actions |
|------------|-------------|----------|------------|------------|--------------|-----------|---------|----------------|-----------------------|----------------------------------------------|---------|
| 5/2/2024   |             |          | \$991.00   |            | E000408      |           |         | MasterCard     | Mastercard VCN Credit | Viewpoint_MultiLine.xlsx                     | ...     |
| 12/28/2023 |             |          | \$1,691.00 |            | E000405      |           |         | MasterCard     | Mastercard VCN Credit | Test_Uploadfile-Original.xml                 | ...     |
| 12/28/2023 |             |          | \$991.00   |            | E000404      |           |         | MasterCard     | Mastercard VCN Credit | Test_Upload.xml                              | ...     |
| 12/20/2023 |             |          | \$1,500.00 |            | E000402      |           |         | MasterCard     | Mastercard VCN Credit | Test_Batch_3Lines_Uploadfile.xml             | ...     |
| 12/20/2023 |             |          | \$600.00   |            | E000403      |           |         | MasterCard     | Mastercard VCN Credit | Test_Batch_3Lines_Uploadfile.xml             | ...     |
| 12/20/2023 |             |          | \$500.00   |            | E000401      |           |         | MasterCard     | Mastercard VCN Credit | Test_Batch_3Lines_Uploadfile.xml             | ...     |
| 10/23/2023 |             |          | \$500.00   |            | P009947      |           |         | PrintCheck     |                       | PaymentInvoiceFiles_QAutomation_Invoices.xml | ...     |
| 10/20/2023 |             |          | \$500.00   |            | P009946      |           |         | PrintCheck     |                       | PaymentInvoiceFiles_QAutomation_Invoices.xml | ...     |

**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your left-side navigation may be different from the image above.

## History Table

The following table contains descriptions of the column headers and actions in the History table:

| NAME        | DESCRIPTION                                                                                                           |
|-------------|-----------------------------------------------------------------------------------------------------------------------|
| Date        | The Date column contains the date a payment is fully approved or submitted by a customer in AP Gateway.               |
| Vendor Name | The Vendor Name column contains the name of a vendor who is receiving payment(s) from Corpay on behalf of a customer. |
| Vendor #    | The Vendor # column contains the account number for a vendor in AP Gateway.                                           |
| Amount      | The Amount column contains the amount paid to Corpay by a customer for a vendor's invoice(s).                         |

| NAME            | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Remittance      | The Remittance column contains a proof of payment sent to a vendor when an invoice is paid. Click the <b>Remittance</b> icon (paper icon) to view a copy of the remittance (Electronic Payment Advice) in a separate tab. For Print Check payments, the remittance is a voided copy of the issued check.                                                                                 |
| Reference ID    | The Reference ID column contains a unique identifier for a payment file. Click the <b>Reference ID</b> link to open the Payment Details and Invoices page. See the <a href="#">Payment Details and Invoices Page</a> section for more information.                                                                                                                                       |
| Processed       | The Processed column contains the date when a payment is received by a vendor. For print check payments, users can select a date in the Processed column to access images of the cashed checks.                                                                                                                                                                                          |
| Check #         | The Check # column contains a unique number that identifies a check.                                                                                                                                                                                                                                                                                                                     |
| Payment Method  | The Payment Method column contains the method of payment used to pay a vendor. See <a href="#">Payment Methods</a> for more information.                                                                                                                                                                                                                                                 |
| Payment Account | The Payment Account column contains the bank account used to pay a vendor. See <a href="#">Bank Accounts</a> for more information.                                                                                                                                                                                                                                                       |
| Batch           | The Batch column contains a unique identifier for the payment batch file (payment file) that includes the payment.                                                                                                                                                                                                                                                                       |
| Actions         | In the <i>Actions</i> column, click the <b>Ellipsis</b> *** action then select the <b>Resend Remittance</b> option to resend a remittance to a vendor.                                                                                                                                                                                                                                   |
| Date Pickers    | To view a vendor's payment history, select the <b>date range</b> in the <i>Date Pickers</i> then click the <b>View</b> button. The Date Pickers allow searches for up to seven years.                                                                                                                                                                                                    |
| Void Checks     | Click the <b>Void checks</b> button to reissue or refund print check payments after they are processed in AP Gateway and sent to vendors. If a print check payment has been processed by a vendor, it cannot be voided and reissued or refunded. See the <a href="#">Reissuing Print Check Payments</a> or <a href="#">Refunding Print Check Payments</a> sections for more information. |

To view the payment history for a specific date range:

1. On the *History* page, select the **date range** in the *date pickers*.
2. Click the **View** button.

| Date      | Vendor Name | Vendor # | Amount   | Remittance | Reference ID | Processed | Check # | Payment Method | Payment Account | Batch                    |
|-----------|-------------|----------|----------|------------|--------------|-----------|---------|----------------|-----------------|--------------------------|
| 1/13/2023 |             |          | \$345.65 |            | E005037      |           |         | MasterCard     |                 | 30113095445_invoices.xml |
| 1/13/2023 |             |          | \$322.50 |            | E005036      |           |         | MasterCard     |                 | 30113095445_invoices.xml |
| 1/13/2023 |             |          | \$205.00 |            | A023360      |           |         | ACH            |                 | 30113095445_invoices.xml |

## Payment Report Types

The following table contains descriptions of the reports that can be generated on the History table:

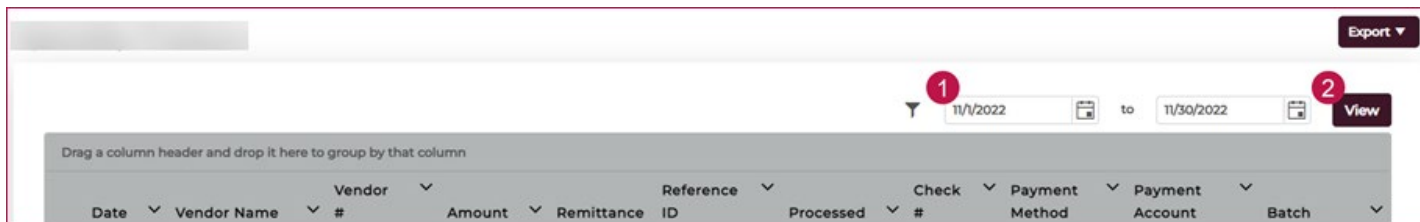
| REPORT TYPE              | DESCRIPTION                                                                                                                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payments Report          | The Payments Report contains the Status, Vendor #, Vendor Name, Amount, Reference number, Processed status, Check #, and Payment Method/Account for all payments during a specified date range.                                                                                                          |
| Invoices By Batch Report | The Invoices By Batch Report contains the Status, Vendor #, Vendor Name, Invoice Number, Reference number, Payment Method/Account, and Amount for vendor invoices by batch during a specified date range.                                                                                                |
| Export/Print             | The Export/Print option downloads a Payments Needing Approval report that contains the Vendor Number, Vendor Name, Amount, Reference number, Check Date, Scheduled Date, Submitted By, Status, Payment Method, and Payment Account for all payments that need to be approved for a specified date range. |

## Exporting Payment Reports

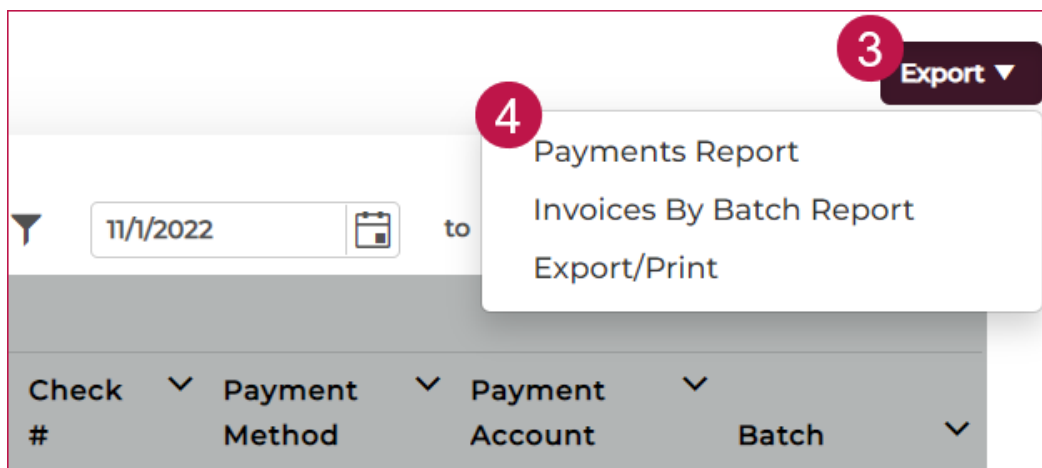
On the History page, use the Export drop-down to export a Payments Report, Invoices by Batch report, or an all payments report to download and print.

To export a report for a specific period of time:

1. On the *History* page, select a **date range** in the *date pickers*.
2. Click the **View** button.

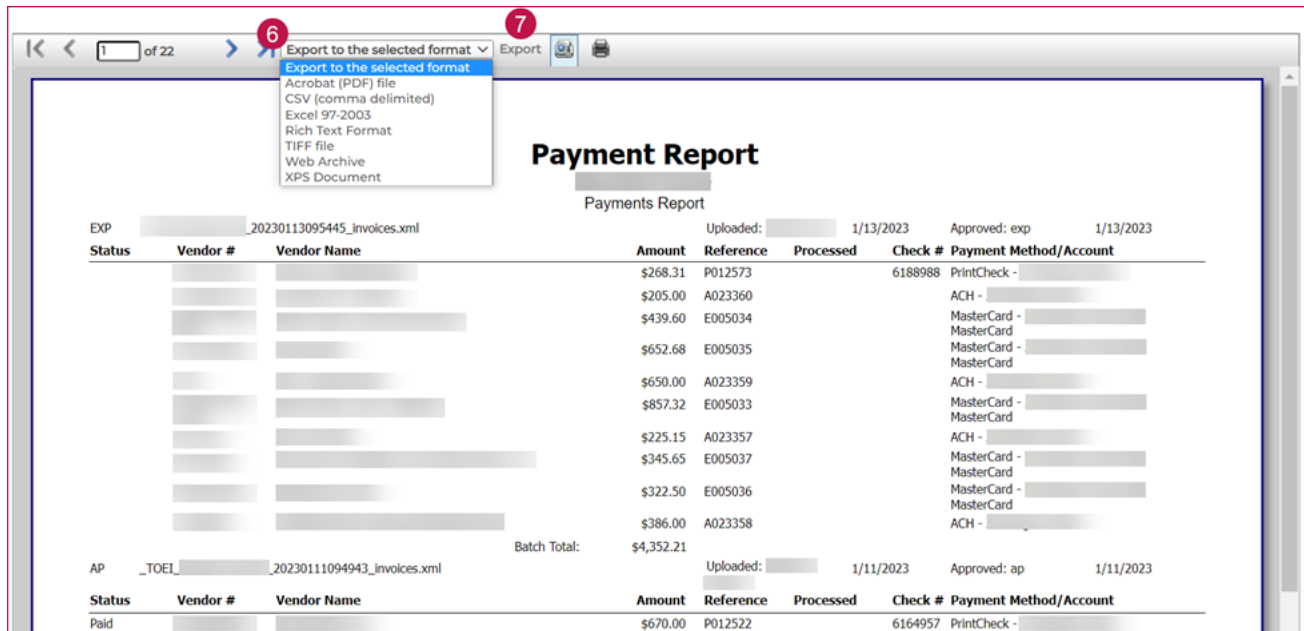


3. Click the **Export** drop-down.
4. Select the **type of report** to export.



5. The report opens in a separate tab.
6. In the *Export to the selected format* drop-down, select the **format** (e.g., Acrobat (PDF) file, CSV (comma delimited), Excel 97-2003, Rich Text Format, TIFF file, Web Archive, XPS Document) to export the report in.

7. Click the **Export** link.



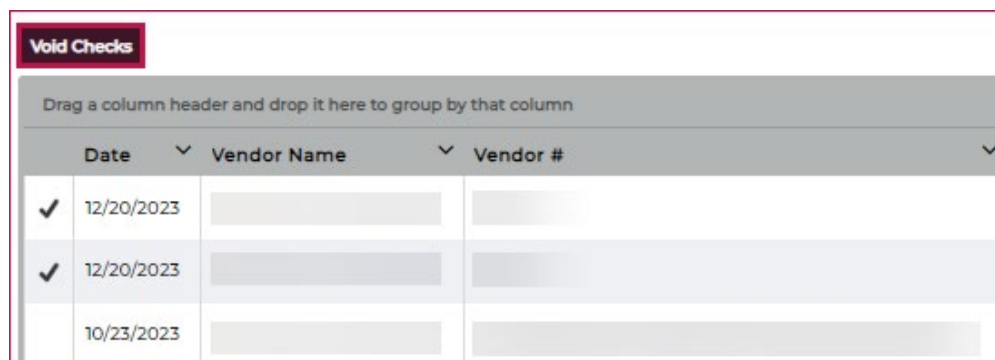
8. The report automatically downloads to your computer.

## Reissuing Print Check Payments

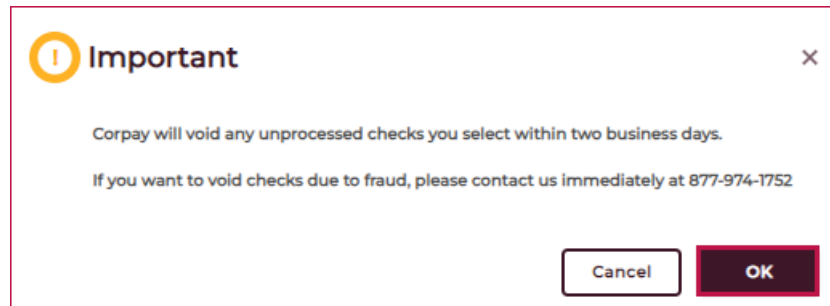
On the History page, users with the Void Checks permission can use the Void check button to reissue print check payments that have not been processed by a vendor.

To reissue a print check payment to a vendor:

1. On the *History* page, click the **Void Checks** button.



2. In the *Important* dialog, read the **message** then click the **OK** button.



3. Notice that all unprocessed print checks now display in the table.
4. Optional: In the *date pickers*, update the **date range** then click the **Search** button to display unprocessed print checks for a specified date range, in the table.
5. In the *table*, select **one or multiple checkboxes** or select the **Select All** checkbox in the *column header* for the print check payments to reissue. One or more print check payments must be selected to enable the Next button.

Void Checks

Next

Cancel

Vendor Number

X

Invoice Number

X

Invoice An

Drag a column header and drop it here to group by that column

| <input checked="" type="checkbox"/> | Date       | Vendor Name | Vendor # | Amount   | Remittance | Reference ID            | Processed | Check # | Payment Method |
|-------------------------------------|------------|-------------|----------|----------|------------|-------------------------|-----------|---------|----------------|
| <input checked="" type="checkbox"/> | 10/23/2023 |             |          | \$500.00 |            | <a href="#">P009947</a> |           | 6976594 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/20/2023 |             |          | \$500.00 |            | <a href="#">P009946</a> |           | 6976595 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/16/2023 |             |          | \$500.00 |            | <a href="#">P009943</a> |           | 6976564 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/13/2023 |             |          | \$500.00 |            | <a href="#">P009941</a> |           | 6976563 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/4/2023  |             |          | \$500.00 |            | <a href="#">P009934</a> |           | 6976537 | PrintCheck     |

1

Page 1 of 1

20

Rows per page

6. Click the **Next** button.

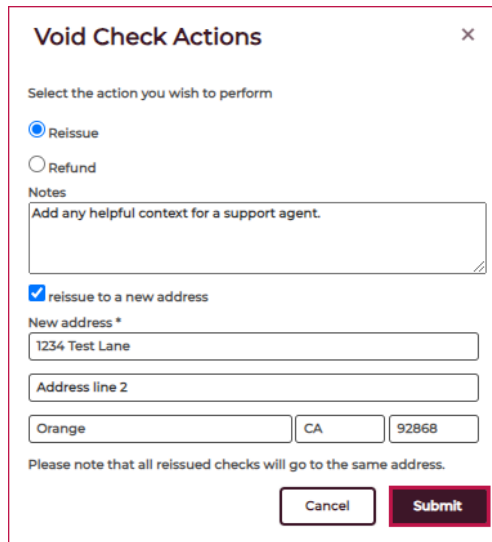
| <input checked="" type="checkbox"/> | Date       | Vendor Name | Vendor # |
|-------------------------------------|------------|-------------|----------|
| <input checked="" type="checkbox"/> | 10/23/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/20/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/16/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/13/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/4/2023  |             |          |

7. Complete the Void Check Actions dialog.

- Select the **Reissue** option.
- Optional: In the *Notes* field, enter **important details** that may be helpful to the support agent who will be reissuing the print check payment.
- If you would like to reissue the print check payment to an address that is different from the address included in the original payment submission, select the **reissue to a new address** checkbox, then enter the **new address** in the *New address* fields.
  - Address line 1
  - Address line 2
  - City
  - State
  - Zip

**NOTE:** If a new address is not entered in the New address fields, the reissued check(s) will be sent to the same address that was included in the original payment submission.

- d. Click the **Submit** button.



The dialog box is titled "Void Check Actions" and contains the following elements:

- A close button (X) in the top right corner.
- A label: "Select the action you wish to perform".
- Two radio buttons: "Reissue" (selected) and "Refund".
- A "Notes" section with a text area and a label: "Add any helpful context for a support agent."
- A checked checkbox labeled "reissue to a new address".
- Form fields for "New address \*":
  - "1234 Test Lane" (Address line 1)
  - "Address line 2" (empty)
  - "Orange" (City)
  - "CA" (State)
  - "92868" (Zip)
- A note: "Please note that all reissued checks will go to the same address."
- Two buttons at the bottom: "Cancel" and "Submit".

8. A message displays confirming the reissue request was submitted successfully and you will receive an update by email within two business days.

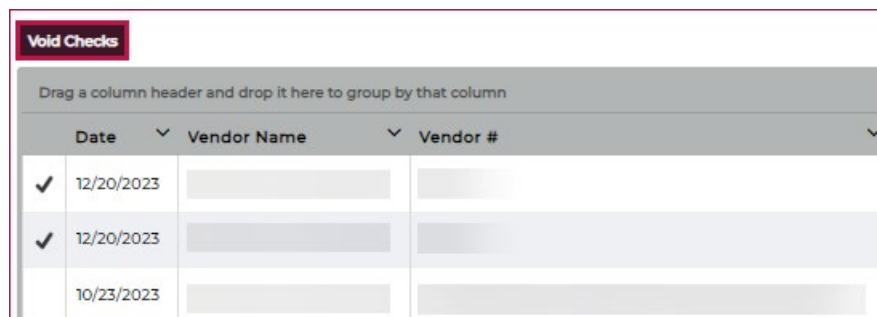
**NOTE:** A Payment Reissue Report can be generated on the Reports page to view a summary of all payments that have been reissued after the original payment submissions. Reissued payments will not display in a Payment Reissue Report until 1 – 2 business days after a reissue request is submitted using the Void Checks button. See the [Generating Reports](#) section for instructions on how to generate a Payment Reissue Report.

## Refunding Print Check Payments

On the History page, users with the Void Checks permission can use the Void check button to refund print check payments that have not been processed by a vendor.

To refund a print check payment to a vendor:

1. On the *History* page, click the **Void Checks** button.



The image shows a "Void Checks" button and a table with the following data:

| Drag a column header and drop it here to group by that column |            |             |          |
|---------------------------------------------------------------|------------|-------------|----------|
|                                                               | Date       | Vendor Name | Vendor # |
| ✓                                                             | 12/20/2023 |             |          |
| ✓                                                             | 12/20/2023 |             |          |
|                                                               | 10/23/2023 |             |          |

2. Notice that all unprocessed print checks now display in the table.
3. Optional: In the *date pickers*, update the **date range** then click the **Search** button to display all unprocessed print checks for a specified date range, in the table.
4. In the *table of unprocessed print checks*, select **one or multiple checkboxes** or select the **Select All** checkbox in the *column header* for the print check payments to refund. One or more print check payments must be selected to enable the Next button.

Void Checks **Next** Cancel

Vendor Number  Invoice Number  Invoice Amount

Drag a column header and drop it here to group by that column

| <input checked="" type="checkbox"/> | Date       | Vendor Name | Vendor # | Amount   | Remittance | Reference ID | Processed | Check # | Payment Method |
|-------------------------------------|------------|-------------|----------|----------|------------|--------------|-----------|---------|----------------|
| <input checked="" type="checkbox"/> | 10/23/2023 |             |          | \$500.00 |            | P009947      |           | 6976594 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/20/2023 |             |          | \$500.00 |            | P009946      |           | 6976595 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/16/2023 |             |          | \$500.00 |            | P009943      |           | 6976564 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/13/2023 |             |          | \$500.00 |            | P009941      |           | 6976563 | PrintCheck     |
| <input checked="" type="checkbox"/> | 10/4/2023  |             |          | \$500.00 |            | P009934      |           | 6976537 | PrintCheck     |

1 Page 1 of 1 20 Rows per page

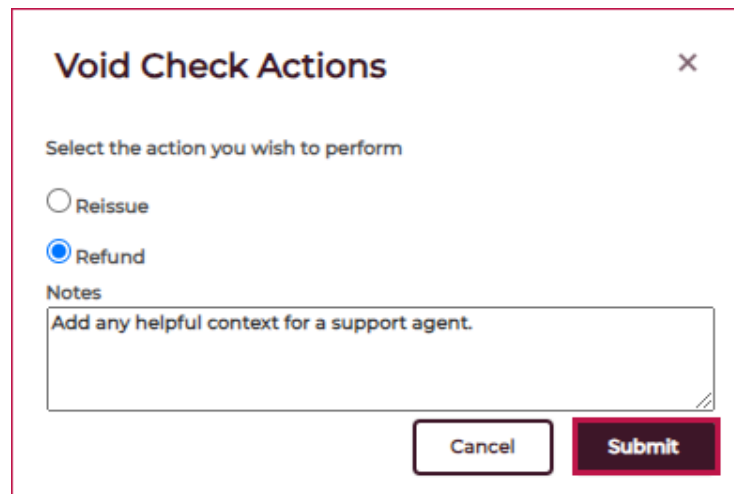
5. Click the **Next** button.

Void Checks **Next** Cancel

Drag a column header and drop it here to group by that column

| <input checked="" type="checkbox"/> | Date       | Vendor Name | Vendor # |
|-------------------------------------|------------|-------------|----------|
| <input checked="" type="checkbox"/> | 10/23/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/20/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/16/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/13/2023 |             |          |
| <input checked="" type="checkbox"/> | 10/4/2023  |             |          |

6. Complete the Void Check Actions dialog.
  - a. Select the **Refund** option.
  - b. Optional: In the *Notes* field, enter **important details** that may be helpful to the support agent who will be refunding the print check payment.
  - c. Click the **Submit** button.



**Void Check Actions** [X]

Select the action you wish to perform

☐ Reissue

☒ Refund

Notes

Add any helpful context for a support agent.

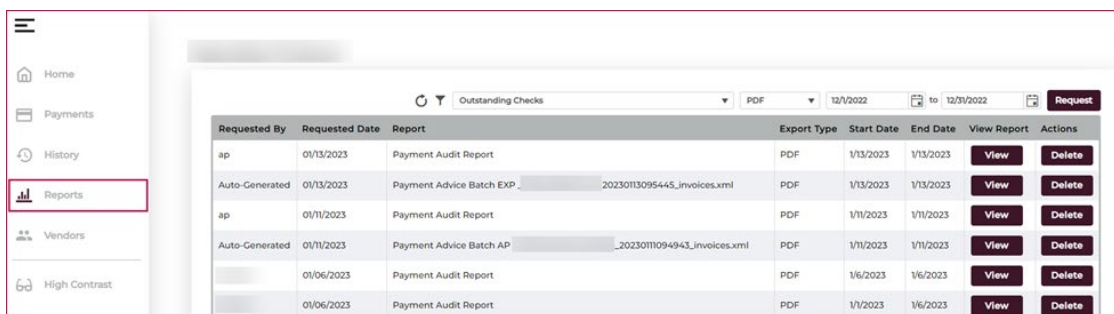
Cancel Submit

7. A message displays confirming the refund request was submitted successfully and you will receive an update by email within two business days.

**NOTE:** A Payment Refund Report can be generated on the Reports page to view a summary of all payments that have been refunded. Refunded payments will not display in a Payment Refund Report until 1 – 2 business days after a refund request is submitted using the Void Checks button. See the [Generating Reports](#) section for instructions on how to generate a Payment Refund Report.

## Reports Page

After payments are approved on the [Payments page](#), an Electronic Payment Advice (remittance) is auto generated for each payment and stored on the Reports page. Users with the View Organization Reports permission can then view an Electronic Payment Advice or generate additional reports for specific dates on the Reports page. See the [Report Types](#) table to learn about the types of reports that can be generated.



| Requested By   | Requested Date | Report                                               | Export Type | Start Date | End Date  | View Report          | Actions                |
|----------------|----------------|------------------------------------------------------|-------------|------------|-----------|----------------------|------------------------|
| ap             | 01/13/2023     | Payment Audit Report                                 | PDF         | 1/13/2023  | 1/13/2023 | <a href="#">View</a> | <a href="#">Delete</a> |
| Auto-Generated | 01/13/2023     | Payment Advice Batch EXP 20230113095445_invoices.xml | PDF         | 1/13/2023  | 1/13/2023 | <a href="#">View</a> | <a href="#">Delete</a> |
| ap             | 01/11/2023     | Payment Audit Report                                 | PDF         | 1/11/2023  | 1/11/2023 | <a href="#">View</a> | <a href="#">Delete</a> |
| Auto-Generated | 01/11/2023     | Payment Advice Batch AP 2023011094943_invoices.xml   | PDF         | 1/11/2023  | 1/11/2023 | <a href="#">View</a> | <a href="#">Delete</a> |
|                | 01/06/2023     | Payment Audit Report                                 | PDF         | 1/6/2023   | 1/6/2023  | <a href="#">View</a> | <a href="#">Delete</a> |
|                | 01/06/2023     | Payment Audit Report                                 | PDF         | 1/1/2023   | 1/6/2023  | <a href="#">View</a> | <a href="#">Delete</a> |

**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your left-side navigation may be different from the image above.

## Reports Table

The following table contains descriptions of the column headers and actions in the Reports table:

| NAME           | DESCRIPTION                                                                                  |
|----------------|----------------------------------------------------------------------------------------------|
| Requested By   | The Requested By column contains the user who requested the report.                          |
| Requested Date | The Requested Date column contains the date the report was requested.                        |
| Report         | The Report column contains the type of report.                                               |
| Export Type    | The Export Type column contains the format the report was exported in.                       |
| Start Date     | The Start Date column contains the first day of the specified date range for the report.     |
| End Date       | The End Date column contains the last day of the specified date range for the report.        |
| View Report    | In the <i>View Report</i> column, click the <b>View</b> button to save a copy of the report. |

| NAME                         | DESCRIPTION                                                                                                                                                                                        |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Actions                      | In the <i>Actions</i> column, click the <b>Delete</b> button to delete the requested report.                                                                                                       |
| Refresh                      | Click the <b>Refresh</b>  icon to refresh the Reports table.                                                      |
| <a href="#">Report Types</a> | The Report Types drop-down contains twelve types of reports that can be generated on the Reports page. See the Report Types table for descriptions of each available report type.                  |
| Report Formats               | The Report Formats drop-down contains the available formats the reports can be generated in: <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• XLSX</li> <li>• CSV</li> </ul> |
| Date Picker                  | To generate a report for a specific period of time, select the <b>date range</b> in the <i>Date Pickers</i> then click the <b>Request</b> button.                                                  |

## Report Types

The following table contains descriptions of the reports that can be generated on the Reports page:

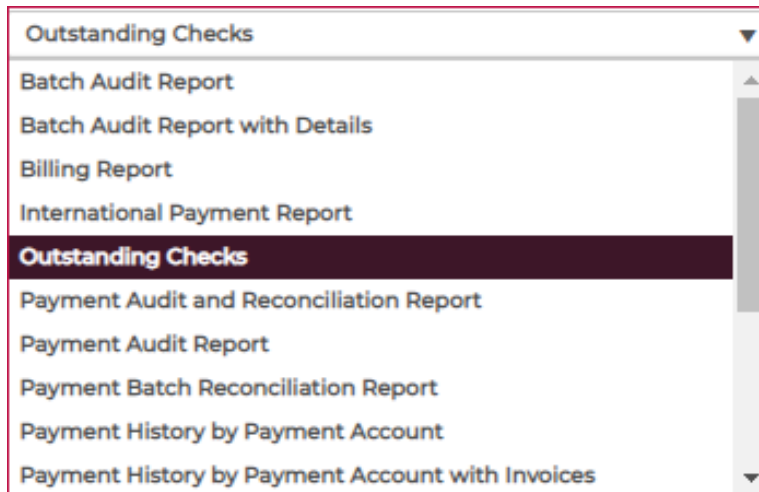
| REPORT TYPE                     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Audit Report              | The Batch Audit Report provides the username and date information for each payment batch file submission or cancellation. If a customer does not approve payments in batches, the report will contain the username and date for each approval.                                                                                                                                                              |
| Batch Audit Report with Details | The Batch Audit Report with Details provides information about payments that are excluded from a payment batch along with username and date information for each payment batch file submission, approval, and cancellation.                                                                                                                                                                                 |
| Billing Report                  | The Billing Report provides a breakdown of payments processed by payment method. This report should correspond with the payments included in a customer's monthly bill. This report can be generated for the previous month 7-10 days after the start of the next month. If the report does not contain any information, check again later. The information is included in the report when it is available. |
| Outstanding Checks              | The Outstanding Checks report provides information about checks that have not been cashed.                                                                                                                                                                                                                                                                                                                  |
| Payment Audit Report            | The Payment Audit Report provides the username, vendor,                                                                                                                                                                                                                                                                                                                                                     |

| REPORT TYPE                                      | DESCRIPTION                                                                                                                                                                                                                                         |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | and date information for each payment submission or exclusion. For customers who do payment approvals (i.e., approving payments individually), this report contains the username and date associated with each approval.                            |
| Payment Audit and Reconciliation Report          | The Payment Audit and Reconciliation Report provides the same information as the Payment Audit report for fully approved payments plus the funding date for each payment (i.e., the date the payment was debited from the customer's bank account). |
| Payment Batch Reconciliation Report              | The Payment Batch Reconciliation Report provides the payment history for all vendors paid in each payment batch.                                                                                                                                    |
| Payment History by Payment Account               | The Payment History by Payment Account report provides the payment history for vendors grouped by payment account.                                                                                                                                  |
| Payment History by Payment Account with Invoices | The Payment History by Payment Account with Invoices report provides the same information as the Payment History by Payment Account report plus invoice-level details.                                                                              |
| Payment History by Vendor                        | The Payment History by Vendor report provides vendor payment history grouped by vendor name and vendor number.                                                                                                                                      |
| Payment History by Vendor (Summary)              | The Payment History by Vendor (Summary) report provides a summary of all payments to each vendor within a given date range.                                                                                                                         |
| Payment Reconciliation                           | The Payment Reconciliation report provides the payment history for all vendors from the selected payment account(s). This report should match payment details from the customer's bank account.                                                     |
| Payment Reconciliation with Invoices             | The Payment Reconciliation with Invoices report provides the same information as the Payment Reconciliation report plus invoice-level details.                                                                                                      |
| Payment Refund Report                            | The Payment Refund Report provides a summary of all payments that have been refunded.                                                                                                                                                               |
| Payment Reissue Report                           | The Payment Reissue Report provides a summary of all payments that have been reissued after the original submission of the payment.                                                                                                                 |
| Unprocessed Nvoicepay MasterCard Transactions    | The Unprocessed Nvoicepay MasterCard Transactions report provides information about Mastercard payments that have not been processed by vendors.                                                                                                    |

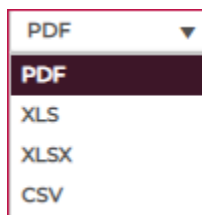
## Generating Reports

To generate a report:

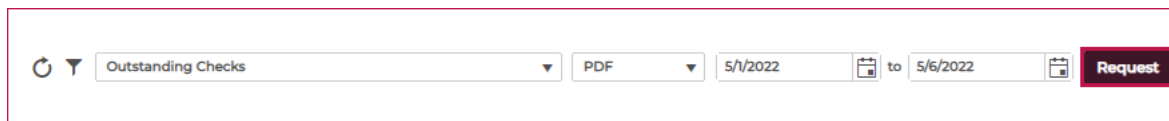
1. Select the **type of report** to generate in the *Report Types* drop-down.



2. Select the **format** for the report in the *Report Formats* drop-down.



3. Select the desired **date range** in the *date pickers*.
4. Click the **Request** button.



5. Locate the **report** in the *Reports table* then wait a few seconds for the View button to display in the *View Report* column.

6. Click the **View** button in the View Report column.

Nvoicepay

Outstanding Checks PDF 5/1/2022 to 5/6/2022 Request

| Requested By    | Requested Date | Report                             | Export Type | Start Date | End Date  | View Report | Actions       |
|-----------------|----------------|------------------------------------|-------------|------------|-----------|-------------|---------------|
| Nvoicepay Admin | 12/05/2022     | Outstanding Checks                 | PDF         | 5/1/2022   | 5/6/2022  | <b>View</b> | <b>Delete</b> |
| Nvoicepay Admin | 12/05/2022     | Payment History by Payment Account | CSV         | 3/1/2022   | 6/30/2022 | <b>View</b> | <b>Delete</b> |
| Nvoicepay Admin | 12/05/2022     | Batch Audit Report                 | XLS         | 6/1/2022   | 9/30/2022 | <b>View</b> | <b>Delete</b> |
| Nvoicepay Admin | 12/05/2022     | Outstanding Checks                 | PDF         | 9/1/2022   | 12/5/2022 | <b>View</b> | <b>Delete</b> |

Page 1 of 1 20 Rows per page 1 - 4 of 4 items

7. Print or save the **report** to the desired location.

## Deleting Reports

To delete a report:

1. In the report's *Actions* column, click the **Delete** button.

Nvoicepay

Outstanding Checks PDF 5/1/2022 to 5/6/2022 Request

| Requested By    | Requested Date | Report                             | Export Type | Start Date | End Date  | View Report | Actions       |
|-----------------|----------------|------------------------------------|-------------|------------|-----------|-------------|---------------|
| Nvoicepay Admin | 12/05/2022     | Outstanding Checks                 | PDF         | 5/1/2022   | 5/6/2022  | <b>View</b> | <b>Delete</b> |
| Nvoicepay Admin | 12/05/2022     | Payment History by Payment Account | CSV         | 3/1/2022   | 6/30/2022 | <b>View</b> | <b>Delete</b> |
| Nvoicepay Admin | 12/05/2022     | Batch Audit Report                 | XLS         | 6/1/2022   | 9/30/2022 | <b>View</b> | <b>Delete</b> |
| Nvoicepay Admin | 12/05/2022     | Outstanding Checks                 | PDF         | 9/1/2022   | 12/5/2022 | <b>View</b> | <b>Delete</b> |

Page 1 of 1 20 Rows per page 1 - 4 of 4 items

2. In the *Confirmation* dialog, click the **OK** button.

says

Are you sure you want to delete this record?

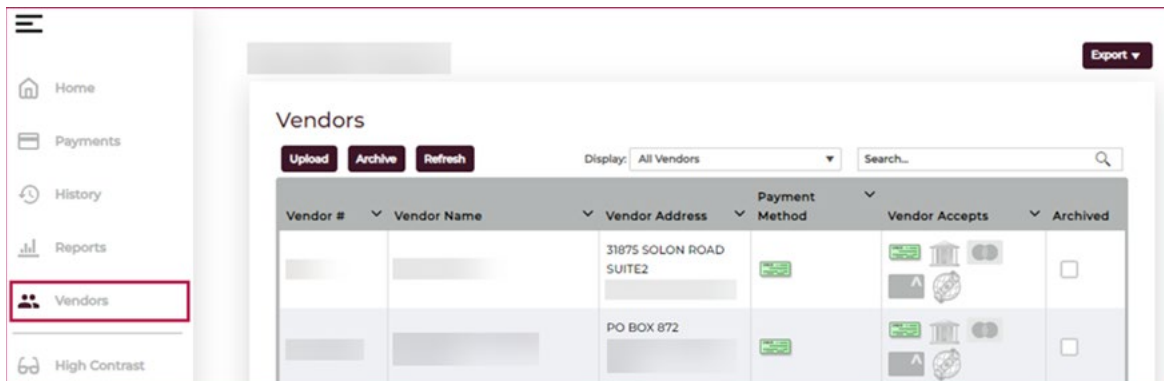
**OK** Cancel

# Vendor Management

In this section, you will learn how to view and manage Vendor information in AP Gateway.

## Vendors Page

Users with the Manage Vendors permission can upload and manage vendor information on the Vendors page.



**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your left-side navigation may be different from the image above.

## Vendors Table

The following table contains descriptions of the column headers and actions in the Vendors table:

| NAME           | DESCRIPTION                                                                                                                                          |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor #       | The Vendor # column contains the vendor number provided by the customer's Enterprise Resource Planning (ERP) system.                                 |
| Vendor Name    | The Vendor Name column contains the name of the vendor receiving the payment.                                                                        |
| Vendor Address | The Vendor Address column contains the address of the vendor.                                                                                        |
| Payment Method | The Payment Method column contains the type of payment used by a customer to pay a vendor. See <a href="#">Payment Methods</a> for more information. |
| Vendor Accepts | The Vendor Accepts column contains the payment methods accepted by the vendor. Options are Print Check, Mastercard, CorpayCard, ACH, and             |

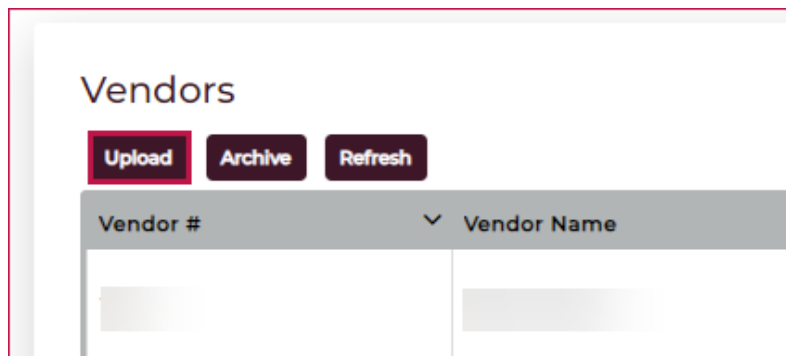
| NAME     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                           |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | International.                                                                                                                                                                                                                                                                                                                                                        |
| Archived | Checkboxes in the Archived column are selected for vendor accounts that are archived and deselected for vendor accounts that are not archived. The Vendors page displays information for vendors who are not <a href="#">archived</a> by default.                                                                                                                     |
| Upload   | Click the <b>Upload</b> button to open the Upload File dialog, download the Vendor List Template, and upload new vendor lists.                                                                                                                                                                                                                                        |
| Archive  | Click the <b>Archive</b> button to select vendor accounts in the Vendors table to archive.                                                                                                                                                                                                                                                                            |
| Refresh  | Click the <b>Refresh</b> button to populate changes to the Vendors table.                                                                                                                                                                                                                                                                                             |
| Display  | Click the <b>Display</b> drop-down then select one of the following: <ul style="list-style-type: none"> <li>• <b>All Vendors:</b> Displays active and archived vendors in the Vendors table.</li> <li>• <b>Active:</b> Displays only active vendors in the Vendors table.</li> <li>• <b>Archived:</b> Displays only archived vendors in the Vendors table.</li> </ul> |
| Search   | Use the <b>Search</b> box to quickly find specific user accounts.                                                                                                                                                                                                                                                                                                     |
| Export   | Click the <b>Export</b> drop-down to generate reports for the Current Company and All Companies within the organization.                                                                                                                                                                                                                                              |

## Uploading Vendor Lists

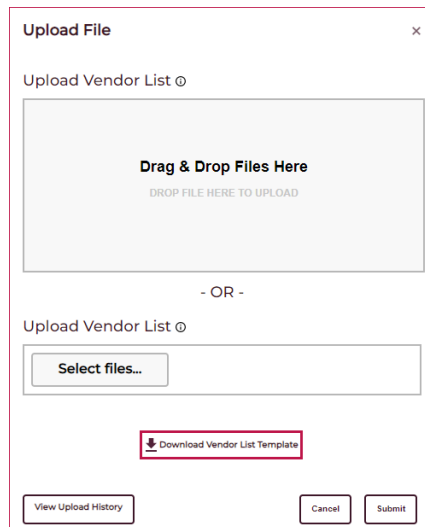
New vendors can be added to AP Gateway by uploading a vendor list. On the Vendors page, use the **Upload** button to download a Vendor List template containing the required column headers that can be used to easily create a vendor list. Vendor lists must be in an XLSX or CSV file format to upload. Once the vendor list is created, use the Upload button to upload the vendor list.

To download the Vendor List Template:

1. Click the **Upload** button on the *Vendors* page.



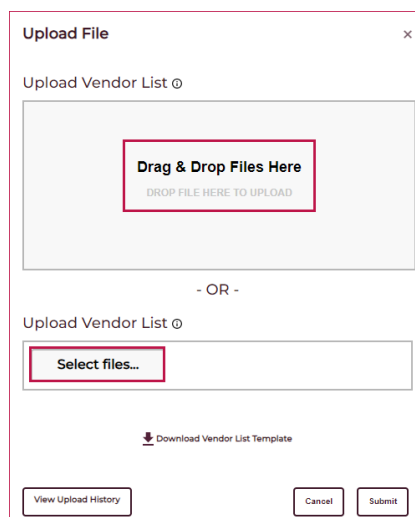
2. In the *Upload File* dialog, click the **Download Vendor List Template** link. The template will automatically download to your computer.



3. Open the **template** and enter your **vendor information**.
4. Save your new **vendor list** then upload the **vendor list** to the Upload File dialog.

To upload a vendor list:

1. Click the **Upload** button on the *Vendors* page.
2. In the *Upload File* dialog, drag and drop the **vendor list** into the first *Upload Vendor List* field *OR* click the **Select files...** button in the second *Upload Vendor List* field then Locate and select the **vendor list** file to upload.



3. Click the **Submit** button.

Upload File

Upload Vendor List

Drag & Drop Files Here

DROP FILE HERE TO UPLOAD

- OR -

Upload Vendor List

Select files...

Done

VendorList.xlsx  
File(s) failed to upload.

Download Vendor List Template

View Upload History

Cancel

Submit

4. A message displays stating the vendor list was successfully uploaded.

## Viewing Vendor Upload History

To view the previously uploaded vendor lists:

1. Click the **Upload** button on the *Vendors* page.
2. In the *Upload File* dialog, click the **View Upload History** button.

Upload File

Upload Vendor List

Drag & Drop Files Here

DROP FILE HERE TO UPLOAD

- OR -

Upload Vendor List

Select files...

Done

VendorList.xlsx  
File(s) failed to upload.

Download Vendor List Template

View Upload History

Cancel

Submit

3. On the *Vendor Upload History* page, view the **information** in the table.
4. Click the **name of a vendor list file** in the *File Name* column to automatically download a copy of the file.
5. Click the **Vendors** button to return to the *Vendors* page.

## Vendor Upload History Table

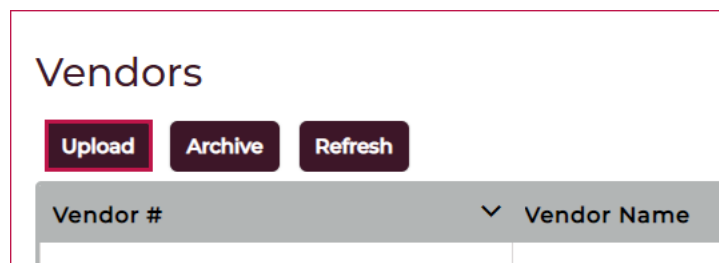
The following table contains descriptions of the column headers in the Upload History table:

| NAME      | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date      | The Date column contains the date when the vendor list file was uploaded in AP Gateway.                                                                                                                                                                                                                                                                                                                                                                                                    |
| User      | The User column contains the email address for the user who uploaded the vendor list file in AP Gateway.                                                                                                                                                                                                                                                                                                                                                                                   |
| File Name | The File Name column contains the name of the vendor list file that was uploaded in AP Gateway.                                                                                                                                                                                                                                                                                                                                                                                            |
| Status    | <p>The Status column contains the following statuses for the vendor list file:</p> <ul style="list-style-type: none"> <li>• <b>Pending:</b> The vendor list file upload needs to be reviewed by Corpay to ensure the information is correct and to manually complete the upload.</li> <li>• <b>Complete:</b> The vendor list file upload has been processed by Corpay and the vendors are listed in the <a href="#">Vendors table</a> on the main <a href="#">Vendors page</a>.</li> </ul> |

## Uploading Hidden Vendor Lists

To upload a hidden vendor list:

1. On the *Vendors* page, click the **Upload** button.



2. In the *Upload File* dialog, click the **View Upload History** button.

Upload File

Upload Vendor List ⓘ

Drag & Drop Files Here

DROP FILE HERE TO UPLOAD

- OR -

Upload Vendor List ⓘ

Select files...

Download Vendor List Template

View Upload History

Cancel Submit

3. Click the **Upload Hidden** button on the *Vendor Upload History* page.

Vendor Upload History

Vendors Upload Hidden

Date

4. In the *Upload File* dialog, drag and drop the **vendor list** into the first *Upload Vendor List (Hidden)* field *OR* click the **Select files...** button in the second *Upload Vendor List (Hidden)* field then locate and select the **vendor list** file to upload.

Upload File

Upload Vendor List (Hidden) ⓘ

Drag & Drop Files Here

DROP FILE HERE TO UPLOAD

- OR -

Upload Vendor List (Hidden) ⓘ

Select files...

Cancel

Submit

5. Click the **Submit** button.

### Upload File

Upload Vendor List (Hidden) ⓘ

**Drag & Drop Files Here**

DROP FILE HERE TO UPLOAD

- OR -

Upload Vendor List (Hidden) ⓘ

Select files...

ⓘ Done

VendorList.xlsx  
File(s) failed to upload.

↺ ↻

Cancel

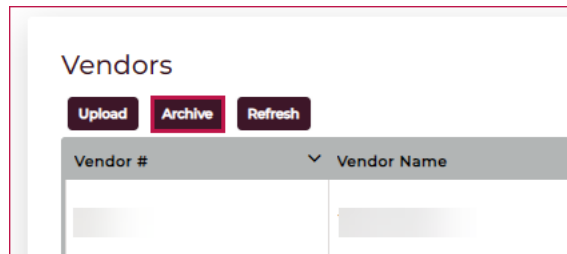
Submit

6. A message displays stating the hidden vendor list was successfully uploaded.

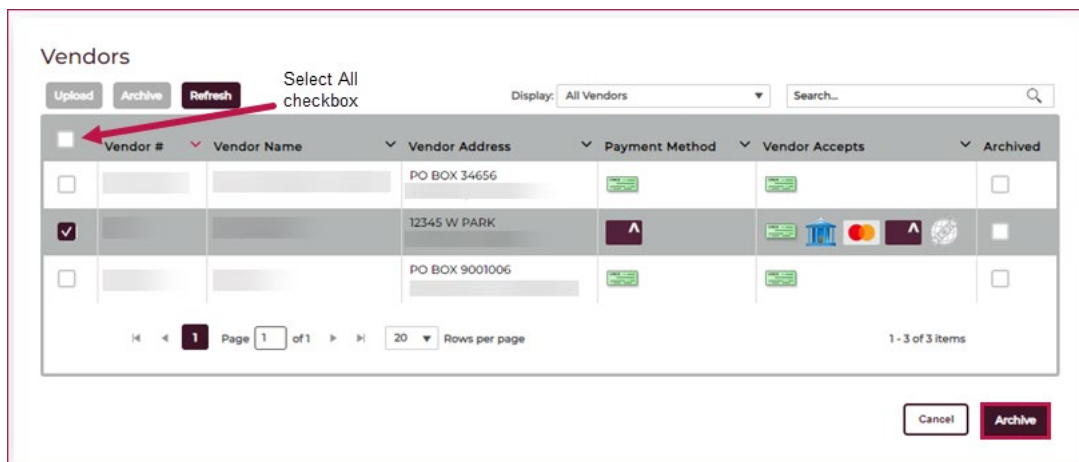
## Archiving Vendors

To archive vendors:

1. Click the **Archive** button on the *Vendors* page.



2. In the *Vendors* table, select **one or multiple checkboxes** or select the **Select All** checkbox in the *column header* for the vendor accounts to archive.
3. Click the **Archive** button at the bottom of the *Vendors* page.



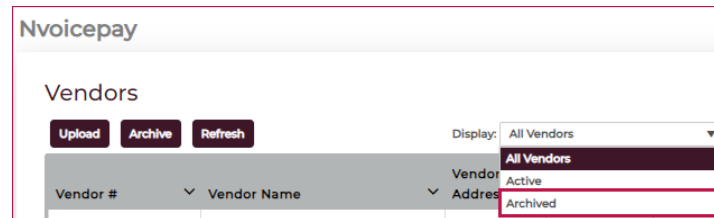
4. A message displays stating the vendor account(s) were archived successfully.

**NOTE:** Archived vendor accounts are not included in the *Vendors* table by default. Select the **Archived** option in the *Display* drop-down to display archived vendor accounts.

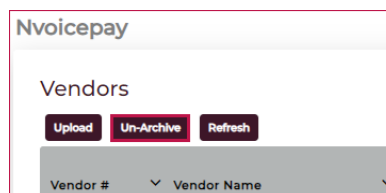
## Unarchiving Vendors

To unarchive vendors:

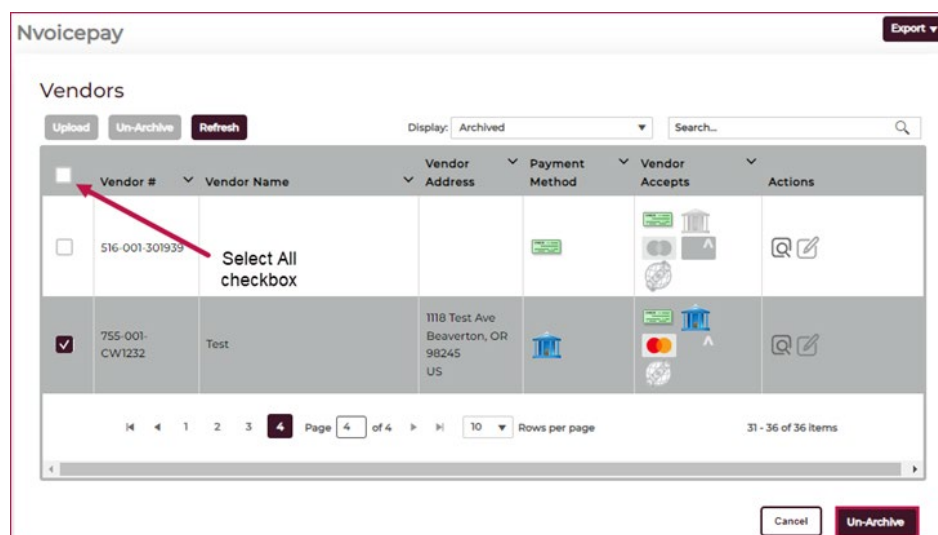
1. On the *Vendors* page, click the **Display** drop-down then select the **Archived** option.



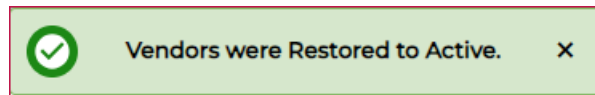
2. Selecting the Archived option changes the Archive button to Un-Archive. Click the **Un-Archive** button.



3. In the *Vendors* table, select **one or multiple checkboxes** or select the **Select All** checkbox in the *column header* for the vendor accounts to unarchive.
4. Click the **Un-Archive** button at the bottom of the *Vendors* page.



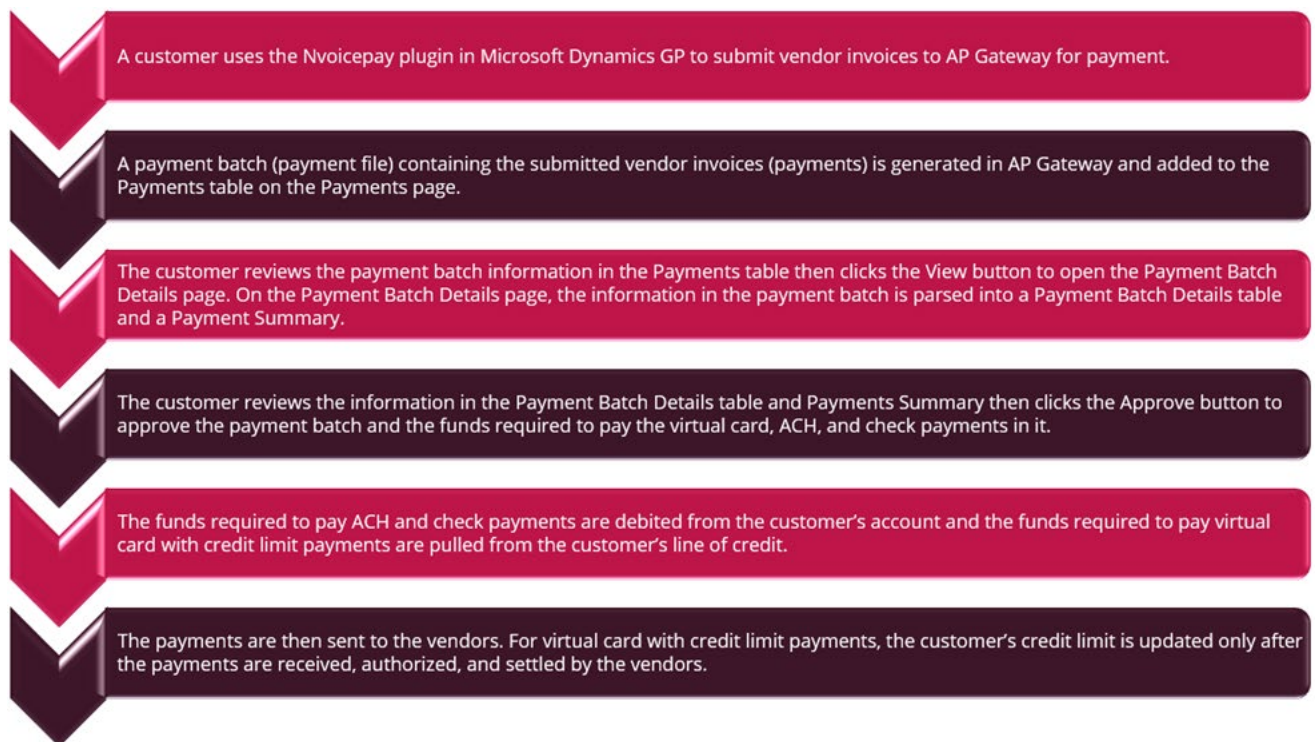
5. A message displays confirming the vendors were restored to active.



## Credit Line Model Payments

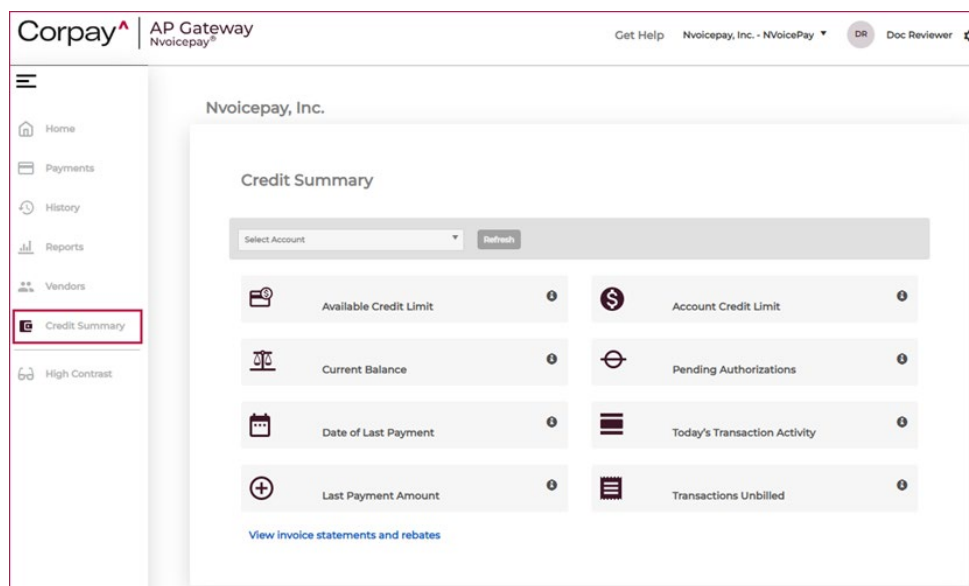
The Credit Line Model feature in AP Gateway allows qualifying companies to pay vendors using virtual cards funded by a Corpay line of credit. With Credit Line Model payments, Corpay processes vendor payments using a company's line of credit instead of debiting funds from the company's bank account. Corpay also sends a statement to the company periodically. In this section, you will learn about the Credit Summary page that is only available to users within a company that has a line of credit with Corpay.

## Process



## Credit Summary Page

The Credit Summary page contains information about a company's line of credit with Corpay such as their credit limit, balance, and payments. The Credit Summary page is only visible if a company has a line of credit with Corpay.

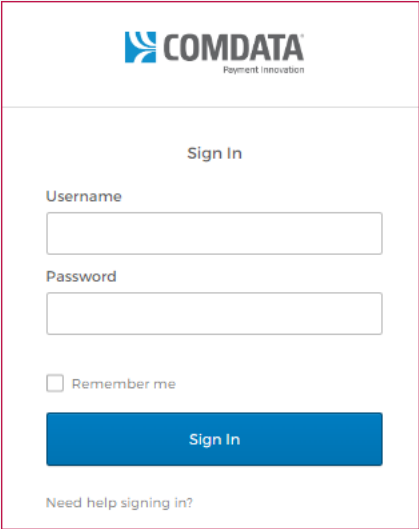


**NOTE:** The visibility of pages and information in AP Gateway is based on roles and permissions assigned to users by a company as well as company configuration. As a result, the pages in your left-side navigation may be different from the image above.

## Credit Summary Table

The following table contains descriptions of the actions and fields on the Credit Summary page:

| NAME           | DESCRIPTION                                                                                                                                                                                                                                                                                        |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select Account | If an organization has multiple accounts with a line of credit, the Select Account drop-down contains the account number and account name for each account. Selecting an account in the Select Account drop-down updates the fields on the Credit Summary page with real time data on the account. |
| Refresh        | The Refresh button refreshes the Credit Summary page to display the latest account information. When the page is refreshed, a message displays with the date and time the page was last updated. The date is in Pacific Daylight Time (PDT).                                                       |

| NAME                                | DESCRIPTION                                                                                                                                                                                                                                                   |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| View invoice statements and rebates | <p>The View invoice statements and rebates link takes a user to the iConnectData site where they can log in to view their company's statement and rebate history.</p>       |
| Information                         | <p>The Information ⓘ icons display tooltips with descriptions for each field on the Credit Summary page. The fields and their tooltips are listed below.</p>                                                                                                  |
| Available Credit Limit              | <p>The Available Credit Limit field contains the amount available to spend (after transactions that are unbilled or pending authorization).</p>                                                                                                               |
| Account Credit Limit                | <p>The Account Credit Limit field contains the approved credit limit for a customer's account.</p>                                                                                                                                                            |
| Current Balance                     | <p>The Current Balance field contains the net balance due of any invoices, minus any payments or credits received, as of yesterday. A positive value indicates a balance due on the account, while a negative value indicates overpayment on the account.</p> |
| Pending Authorizations              | <p>The Pending Authorizations field contains the transactions that are in pending or authorized status (not settled or posted by the merchant). This amount is reflected in the Available Credit Limit.</p>                                                   |
| Date of Last Payment                | <p>The Date of Last Payment field contains the date the last payment was posted to a customer's account.</p>                                                                                                                                                  |
| Today's Transaction Activity        | <p>The Today's Transaction Activity field contains the transactions posted to a customer's account today.</p>                                                                                                                                                 |
| Last Payment Amount                 | <p>The Last Payment Amount field contains the amount of the last payment posted to a customer's account.</p>                                                                                                                                                  |
| Transaction Unbilled                | <p>The Transaction Unbilled field contains the transactions that have posted but have not yet been billed. This amount is reflected in the Available Credit Limit.</p>                                                                                        |

# Frequently Asked Questions

In this section, you will find answers to the most frequently asked questions about AP Gateway.

## General Questions

### Q: What is covered during customer onboarding?

During customer onboarding, Corpay's Technical Support team covers the following:

- Functions and features
- Available reports
- Approving a payment batch
- Vendor management

### Q: How do Mastercard payments work?

Mastercard payments are processed like traditional card transactions. Payments are available within 24 hours after the final approval in AP Gateway. Virtual card information is then sent to the vendor in a secure email. If payments are not processed by the vendor within 30 days and if the entire amount of the card is available, Corpay is going to refund the card as a print check. And if partial payments were made and the card was partially used, Corpay is going to reissue the partial card amounts back to the customer at the date of expiration of the card.

### Q: What is the cut-off time to approve payments and when are the payments released?

See the following payment approval and release schedule:

| DAY APPROVED | TIME APPROVED (ET) | RELEASED  |
|--------------|--------------------|-----------|
| Monday       | Before 6pm         | Tuesday   |
|              | After 6pm          | Wednesday |
| Tuesday      | Before 6pm         | Wednesday |
|              | After 6pm          | Thursday  |
| Wednesday    | Before 6pm         | Thursday  |
|              | After 6pm          | Friday    |
| Thursday     | Before 6pm         | Friday    |
|              | After 6pm          | Monday    |
| Friday       | Before 6pm         | Monday    |
|              | After 6pm          | Tuesday   |

|          |            |         |
|----------|------------|---------|
| Saturday | Before 6pm | Tuesday |
|          | After 6pm  | Tuesday |
| Sunday   | Before 6pm | Tuesday |
|          | After 6pm  | Tuesday |

**NOTE:** National and bank holidays may cause a delay in payment.

**Q: Once a payment has been approved and released, how long does it take for the vendor to receive the payment?**

- **CorpayCard:** The vendor will receive payment, via direct deposit, 2-3 banking days after the payment is approved in AP Gateway.
- **Mastercard:** The vendor will receive a remittance containing single-use or multi-use virtual card information, via secure email, one banking day after the payment is approved in AP Gateway. The vendor can then process the payment using their merchant card processor.
- **ACH:** Payments are issued to vendors from Corpay within 1-5 banking days after they are approved in AP Gateway, and it typically takes an additional 1-2 banking days for bank processing.
- **Print Check:** Print Checks are mailed to vendors within 2-3 banking days after payments are approved in AP Gateway and they are delivered to vendors according to the USPS First Class mail delivery schedule in the vendor's area. Delivery times are longer for print checks sent internationally.

## Vendor Questions

**Q: What information is needed from vendors to set up payment terms?**

Vendors must provide their payment method preference, banking information (for ACH), and email address to receive remittances. Additional information such as a phone number, accounts receivable contact information, and fax numbers will expedite any follow-up on unprocessed payments. Due to security and compliance policies, vendors cannot be enrolled using deposit slips, handwritten banking information, or banking information typed directly in the body of an email. Corpay accepts banking information in one of the following formats:

- A copy of a voided check.
  - The address and name must match Corpay's records.

- The address and name must be bank-imprinted not handwritten.
- A bank letter with the vendor's banking information.

### Q: What information is included in remittances?

Remittance information may vary because it is based on the information that is provided by a customer during onboarding. Remittances may contain:

- Customer Information
- Vendor Information
- Payment amount
- Reference number
- Payment ID
- Invoice number
- Account number
- Virtual card details for Mastercard payments

### Q: What happens when a check becomes stale after it is sent to a vendor?

If a vendor does not cash a check within 60 days after the issue date, the check becomes stale, and the payment is voided and automatically refunded to the customer. If a vendor presents a stale check to the bank, the check will bounce.

## Payment Questions

### Q: How do I void a payment in AP Gateway?

Payment batch files can be canceled (voided) if there are errors in the file. Individual payments within a payment batch file can only be excluded from a payment batch file. See the following sections for more information:

- [Canceling \(Voiding\) Payment Batch Files](#): Instructions on voiding payment batch files.
- [Excluding Payments](#): Instructions on excluding individual payments from a payment batch file.
- [Reissuing Print Check Payments](#): Instructions on how to void and reissue print check payments that have been processed in AP Gateway and sent to vendors.
- [Refunding Print Check Payments](#): Instructions on how to void and refund print check payments that have been processed in AP Gateway and sent to vendors.

If the payment is in a closed month, contact the Technical Support team for assistance at 877-974-1752 or [techsupport@corpay.com](mailto:techsupport@corpay.com).

### Q: How do I void a returned uncashed check?

To void a returned uncashed check:

1. Write **VOID** across the front of the check.
2. Scan the **check**.

3. Email the **scanned check image** to Corpay's Payment Modifications team at [paymentmodification@corpay.com](mailto:paymentmodification@corpay.com) with a request to void the payment.

### **Q: How do I stop a check payment?**

All requests to stop check payments must be sent in writing (via email) to Corpay's Payment Modifications team at [paymentmodification@corpay.com](mailto:paymentmodification@corpay.com). This ensures that Corpay is acting in accordance with your company's payment instructions.

### **Q: Why did a check for a payment that was placed on hold become stale?**

Checks are printed with an expiration date of 60 days after the printed date. If a submitted payment is placed on hold, the date will not change. If an on-hold payment is nearing the 60-day mark, it is recommended to void the payment and resubmit it to change the expiration date.

### **Q: What is an unprocessed virtual card payment?**

If a vendor receives a virtual card payment and does not authorize and settle it, the payment is considered unprocessed. Since virtual cards expire after 30 days, Corpay contacts vendors by email and phone to remind them that they have up to 30 days after the virtual payment is sent to authorize and settle the payment. When a card expires, if the entire amount of the card is available, Corpay is going to reissue it as a print check. And if the card was partially used, Corpay is going to refund the partial card amounts back to the customer at the date of expiration of the card.

### **Q: Can a virtual card be canceled?**

Virtual cards can only be canceled if:

- the customer calls Corpay's Payment Support team to cancel the payment before it is processed.
- the vendor calls Corpay's Payment Support team and requests to not receive payments via virtual card.

### **Q: What happens if virtual card is canceled?**

If a virtual card is canceled, it is flagged void/cancel in AP Gateway and the customer receives an email notification. The customer must then resubmit the payment for processing in AP Gateway using a different payment method.

## **Customer Support**

In this section, you will learn when and how to contact Corpay's Technical and Vendor Support teams. You will also find Corpay's hours of operation and holiday schedule.

### **Technical Support**

For customer support, contact the Technical Support team at 877-974-1752 or [techsupport@corpay.com](mailto:techsupport@corpay.com).

## Vendor Support

For vendor support, contact the Vendor Support team at 877-626-6332 or [vendorsupport@corpay.com](mailto:vendorsupport@corpay.com). The Vendor Support team assists vendors only.

## Corpay Hours of Operation

Business hours are Monday – Friday, 6:00 a.m. - 5:00 p.m. Pacific time.

For assistance after business hours, leave a voicemail and a representative will return your call the next business day.

Corpay Headquarters closes in observation of the holidays listed in the table below.

| HOLIDAY                      | DATE                      |
|------------------------------|---------------------------|
| New Years' Day               | January 1st               |
| Memorial Day                 | Last Monday in May        |
| US Independence Day          | July 4th                  |
| Labor Day                    | First Monday in September |
| US Thanksgiving              | Last Thursday in November |
| Friday after US Thanksgiving | Last Friday in November   |
| Christmas Day                | December 25th             |