



Comdata Expense Management System (CEMS)

User Guide

last updated 10/26/2016



Disclaimer

The information furnished herein by Comdata is proprietary and confidential and is intended for Comdata customers and/or for Comdata internal use. It should not be duplicated, published, or disclosed in whole or in part without the prior written permission of Comdata.

Table of Contents

1. CEMS User Guide	5
Setup	6
Setting Up the Export Tool	7
Integrate with Spectrum and Viewpoint ERP	10
Integrate with Explorer ERP	17
Integrate with Sage 300 ERP	22
Integrate with Computer Guidance (CGC) ERP	32
CEMS Basics	39
User Roles	39
Navigating CEMS	40
Administrator Functions	49
Setting Up Users	50
Reviewing Accounting File Download History	57
Setting Up Billing Periods	58
Setting Up GL Accounts	69
Configuring your Company Settings	73
Moving Transactions	83
Importing GL Files	86
Mapping Coding Types	88
Setting Up E-Mail Notifications	90
Adding Transactions	91
Adding Cash Transactions	92
Attaching Receipts from a Computer	93
Uploading Receipts from a Mobile Phone	97
Reviewing Transactions	105
Coding Transactions	106
Mass Coding Transactions	113
Disputing Transactions	114
Grouping Transactions	116
Splitting Transactions	118
Approving Transactions	120
Approval Steps	121
Routing to Approver	122
Mass Approving	124
Reporting	125
Cardholder Reports	126
Administrator Reports	129
Cardholder Query	150
2. Glossary	153

CEMS User Guide

Welcome to the Comdata Expense Management System!

The Comdata Expense Management System (CEMS) is an online expense coding and reporting system designed to integrate fully with your company's construction ERP software. CEMS allows your Comdata MasterCard cardholders to quickly and easily allocate card purchases to expense categories such as accounting, jobs, equipment, and business units.

Please note that the system is not designed to produce payment amounts to Comdata, but rather to allocate Comdata MasterCard transaction amounts and properly debit those amounts to their appropriate accounts.

CEMS provides a simple, streamlined interface for you to:

- Access and enhance transaction data
- Create records for cash expenses
- Perform expense coding
- Generate reports and exports

Setup

Setting up your CEMS account entails the following steps from start to finish:

- Calling your Comdata Customer Relations Representative (CRR) and providing your Company Code (Tenant ID)
- Receiving a call back (typically in three days) from your CRR. At this point, you can install your export tool
- Setting up and configuring the export tool
- Scheduling your export sync with CEMS using the Windows Task Scheduler
- Receiving the link to the CEMS website from your CRR

Please read the following topic for more information on installing the export tool. For more information on setting up your CEMS account after you have access to the site, see the Administrator Functions section of this guide.

Setting Up the Export Tool

The export tool is a simple and efficient software program for exporting your company data into CEMS. Downloading the export tool is necessary to create the two-way interface between your company and Comdata.

Note: If you are not using an ERP system for syncing, disregard this section. Other users will need to manually import their company data via an import feature within CEMS. Please see the section [Importing](#) for more information.

Installation Requirements

You will need to install the latest version of .NET Framework in order to use the export tool. You must have one of the following operating systems installed on your computer in order for .NET to install:

- Windows 7 family
- Windows Server 2008 R2 family
- Windows Server 2008 Server Core R2 with Service Pack 1 or later
- Windows Vista family
- Windows Server 2008 family
- Windows XP Home or Microsoft Windows XP Professional, both with Service Pack 3 or later
- Windows Server 2003 family with Service Pack 2 or later

Windows 2003 users must install the Windows Imaging Component (WIC):

32 bit - <http://www.microsoft.com/en-us/download/details.aspx?id=32>

64 bit - <http://www.microsoft.com/en-us/download/details.aspx?id=1385>

Windows Server 2008 R2 Server Core users must turn on the following operating system features:

.NET Framework 2.0. Use one of the following ocsetup commands:

- start /w ocsetup NetFx2-ServerCore
- start /w ocsetup NetFx2-ServerCore-WOW64

Windows 32-bit on Windows 64-bit (WOW64). Use the following ocsetup command:

- start /w ocsetup ServerCore-WOW64

If you meet all the necessary requirements, you are ready to download .NET Framework. Copy and paste the following link into your web browser:
https://expensemanagement.comdata.com/downloads/dotNetFx40_Full_x86_x64.exe.

Press **Enter** on your keyboard. Then, run the application and follow the online instructions to install the program.

Installation

Now, you are ready to install the export tool. Depending on your ERP system, you will need to follow a different process for installing the export tool. Choose the appropriate link below:

- [Viewpoint and Spectrum](#)
- [Explorer](#)
- [Sage 300](#)
- [Computer Guidance \(CGC\)](#)

Setting Up Windows Scheduler

The Microsoft Task Scheduler is a free tool that comes when Windows is installed on your computer. You can use the Task Scheduler to specify a convenient time for your export tool to run. To access the tool:

For Windows 98, NT, and 2000 users, select **My Computer > Control Panel > Scheduled Tasks**.

For Windows Server 2008 users, open the Server Manager and navigate through the console tree to **Server Manager > Configuration > Task Scheduler**.

For Windows XP and Server 2003 users, select **Start Menu > Settings > Control Panel > Scheduled Tasks**

After accessing your version of the task scheduler, you will need to:

- Create the task name and description
- Specify that the task runs daily and select the time of day
- Locate and select the CEMS export.exe file from your computer
- Run the program in silent mode by typing **/s** in the Add Arguments field.

The last window in the task scheduler will be a summary of the task you created. For additional setup options, select the open properties check box. Review the task information and select **Finish**.

Setting the Task Scheduler

Access the properties window by right-clicking the task from your list of scheduled tasks. It is recommended that you apply the following settings:

- Set the program to run whether you are logged in or not
- Select **Run** with highest priority
- Set the program to run no longer than one hour
- Do not limit the program to running only when the computer is idle
- Allow the task to run on demand and force the task to stop running if it runs longer than one hour

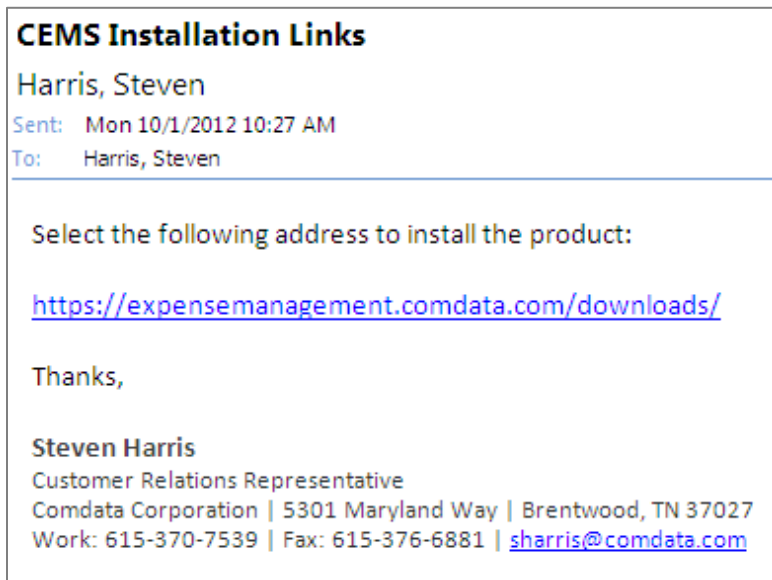
You can also set the task to run as a system account. It is recommended that you choose this option so that the task will run even if a user's account is removed.

Integrate with Spectrum and Viewpoint ERP

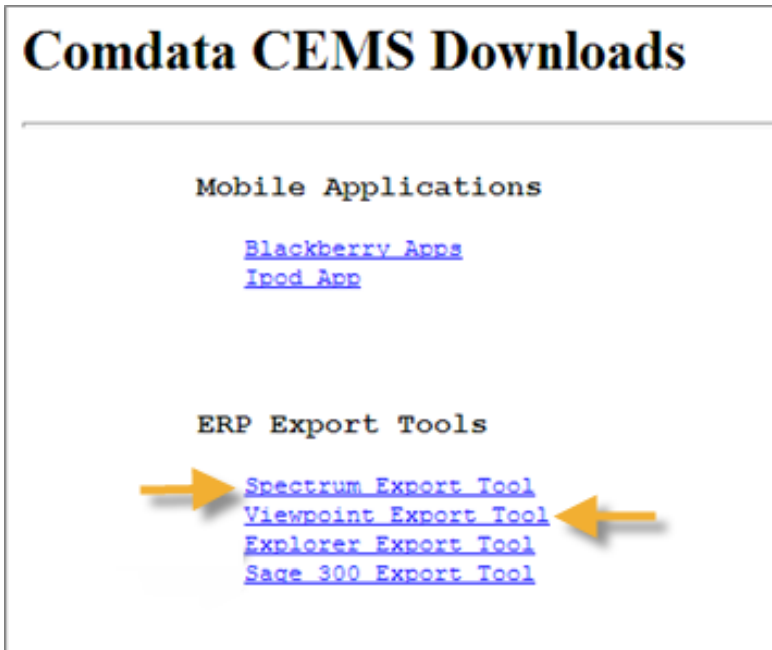
If you are using a Viewpoint or Spectrum ERP system, follow these steps to sync with CEMS. Note that Viewpoint and Spectrum screens are similar, but this example will use Viewpoint screens.

1. You should receive a link to the Comdata CEMS download page from your CRR. See the image example below.

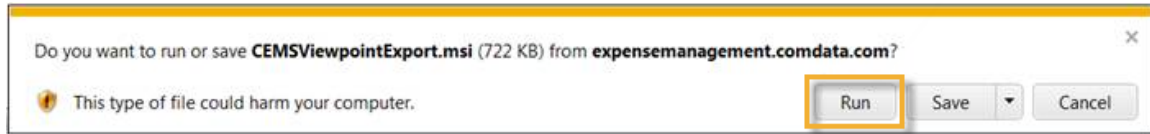
Note: The export tool should be installed behind your server's firewall. It needs to be in a location where your ERP system is accessible.



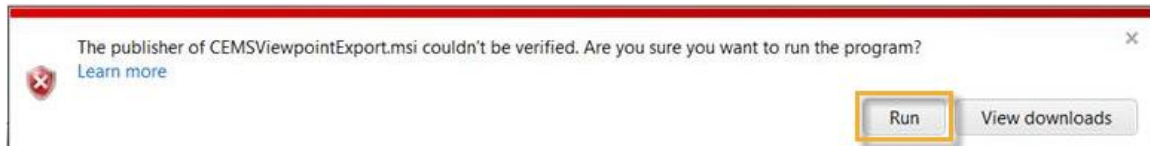
2. Select either Spectrum Export Tool or Viewpoint Export Tool.



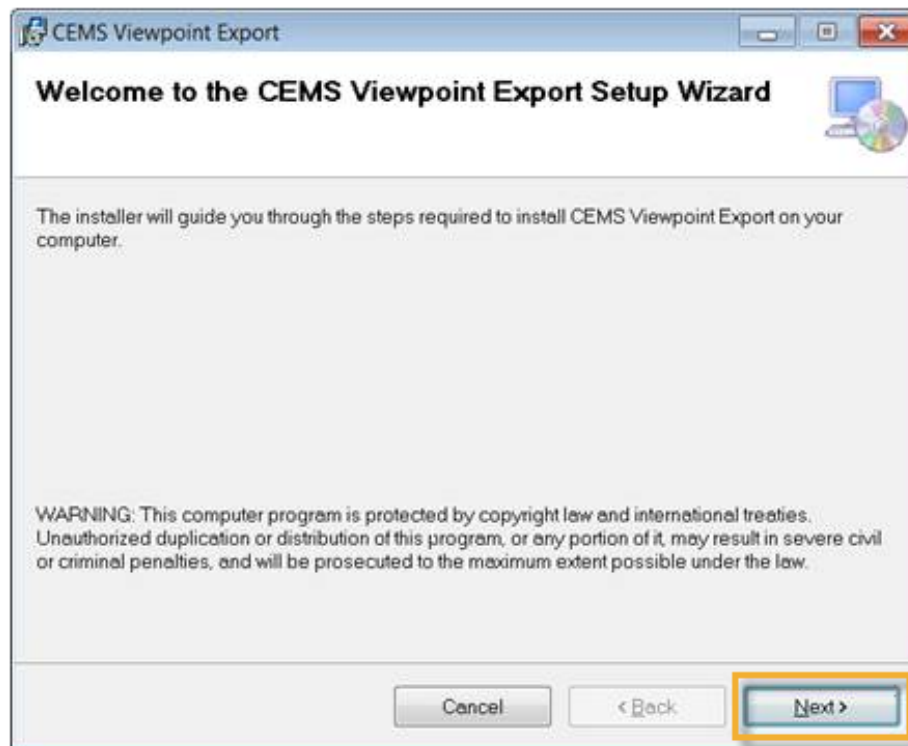
3. You will be asked to run or save the program. Select **Run**.



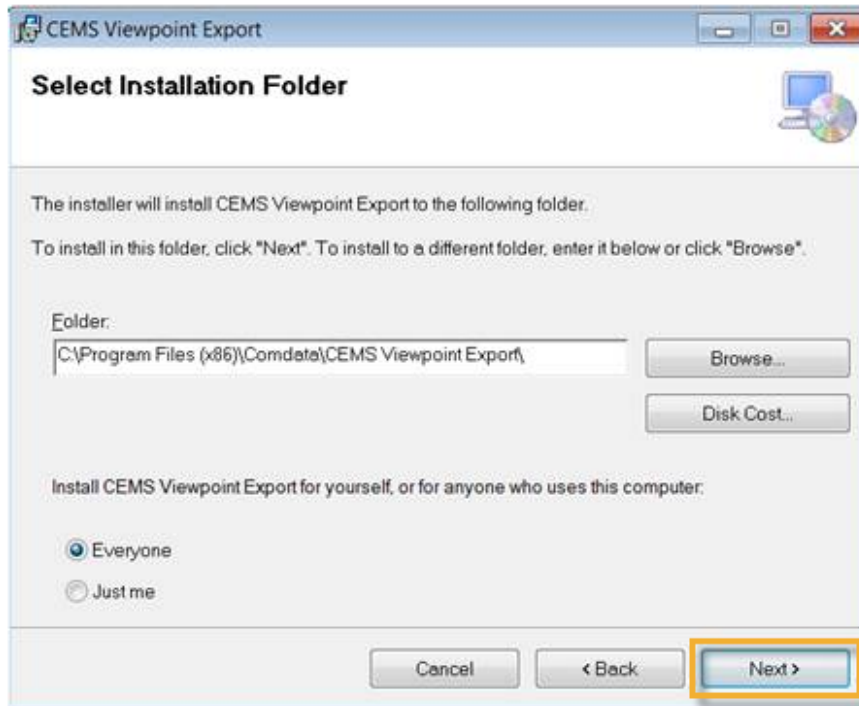
You may see a security warning window open. Bypass this by selecting **Run** again.



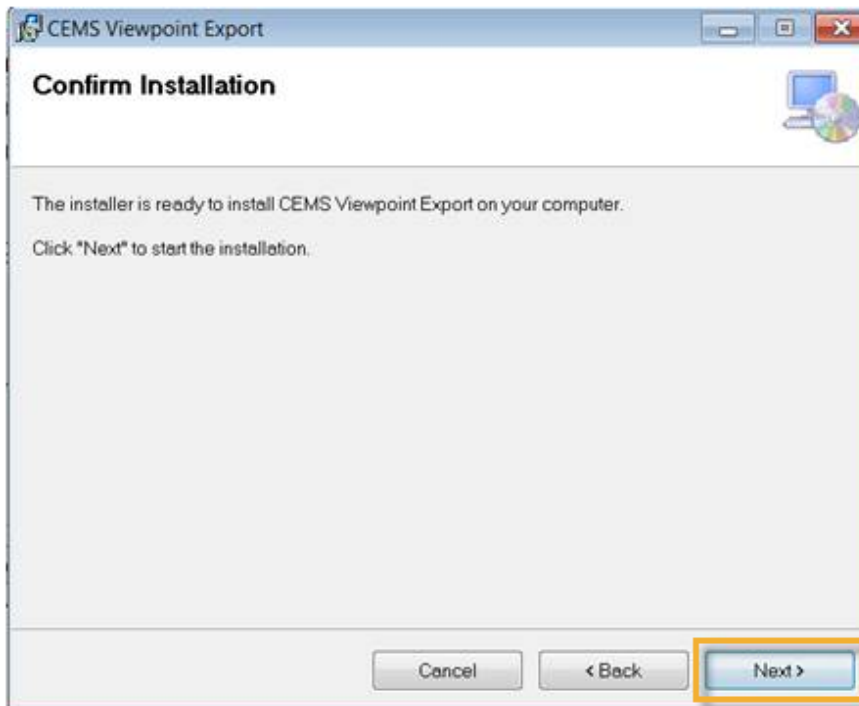
4. When the software finishes running, the Export Setup Wizard opens. Select **Next**.



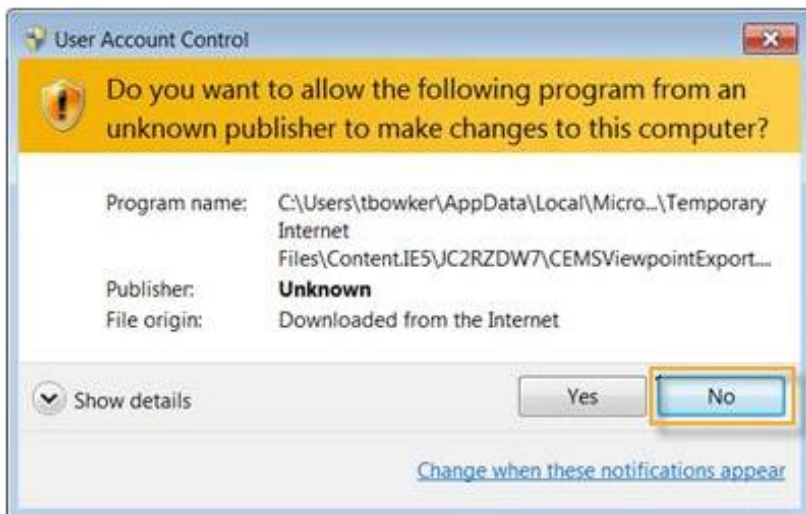
5. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



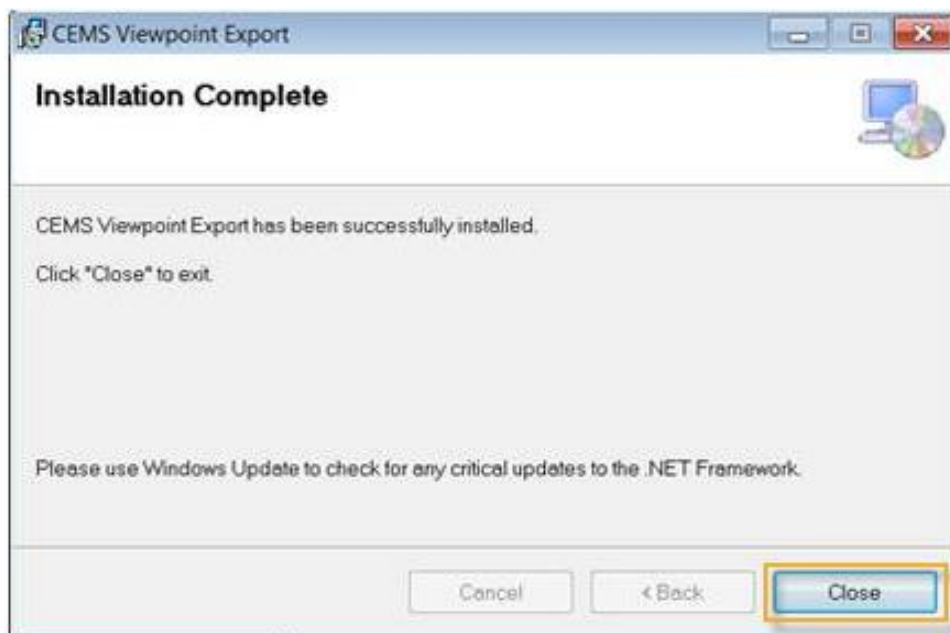
6. Select **Next** again to begin installation.



7. Select **Yes** to start installation.



8. Once installation is complete, select **Close**.



9. Locate and open the Export Tool shortcut created in your specified download location.

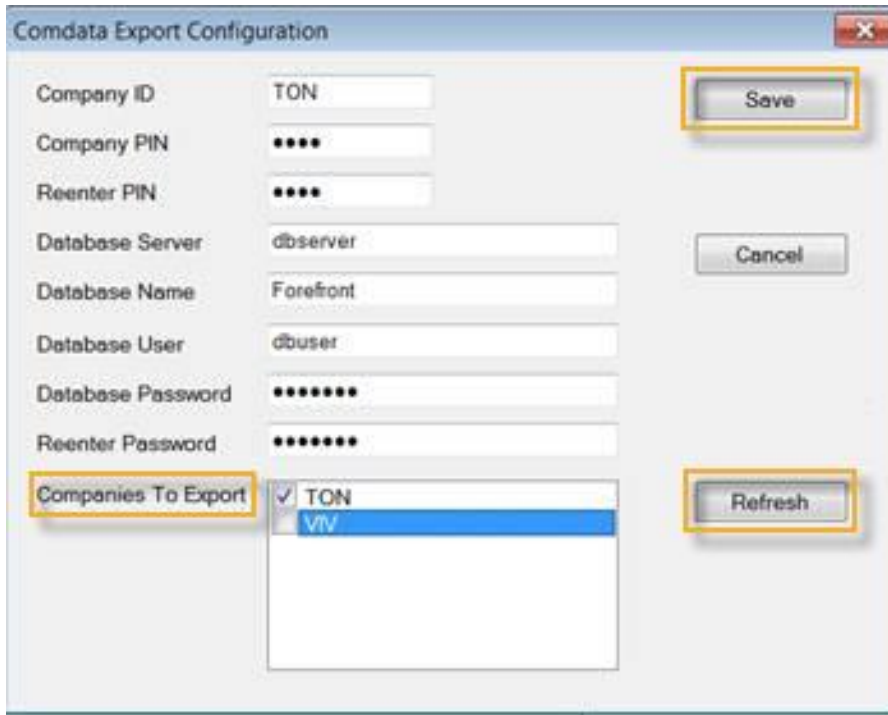
10. Select **File > Configuration**.



11. Complete each field using the table below the image.

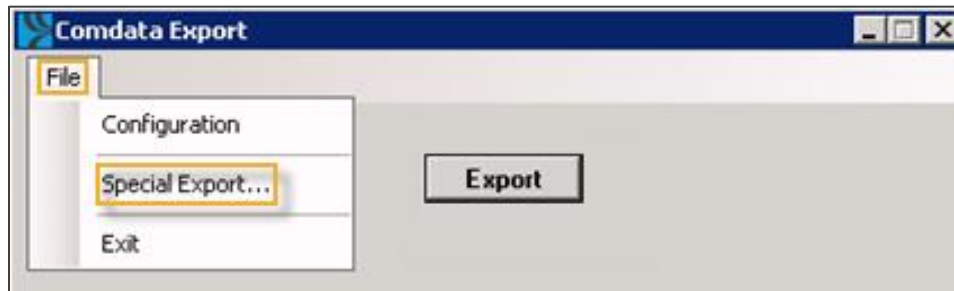
Field	Description	Notes
Company ID	Provided by Comdata	
Company PIN	Provided by Comdata	
Reenter PIN	Same Company PIN keyed above	
Database Server	The Spectrum or Viewpoint database server name	This can be an IP address, WINS, or DNS name
Database Name	Enter the database server name for connection to Spectrum or Viewpoint	The default name "Forefront" is correct. However, it can be anything that you named it.
Database User	The Spectrum or Viewpoint database username set up by your ERP manager	Non-administrator users will have read-only access to their assigned tables.
Database Password	Password for the Spectrum or Viewpoint ERP login account	
Reenter Password	Same database password keyed above	

12. Select **Refresh**. The system will reach out to the database server and pull all the databases you have on file. They will populate in the Companies to Export field. Select the checkbox next to each valid entry. Select **Save** when finished.

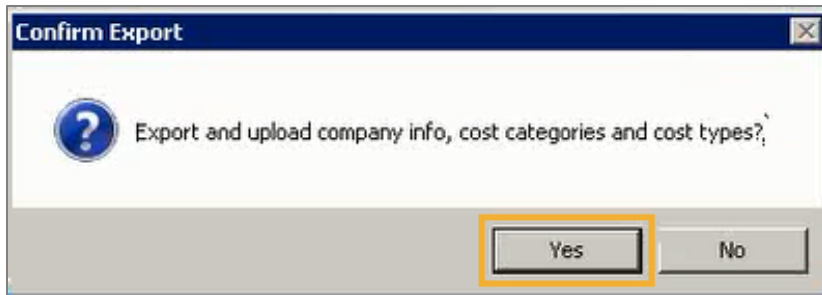


The screenshot shows the 'Comdata Export Configuration' dialog box. It contains several input fields: Company ID (TON), Company PIN (masked with dots), Reenter PIN (masked with dots), Database Server (dbserver), Database Name (Forefront), Database User (dbuser), Database Password (masked with dots), and Reenter Password (masked with dots). Below these fields is a 'Companies To Export' list box containing two entries: 'TON' (checked) and 'VIV'. To the right of the dialog are three buttons: 'Save' (highlighted with a yellow box), 'Cancel', and 'Refresh' (highlighted with a yellow box).

13. Select File > Special Export.



14. Select **Yes** to upload your Companies, Job Cost Types, and Equipment Cost Categories. A success message displays upon completion.



15. Select **Export** to upload your remaining data. A success message should display upon completion. Your ERP is now synced with CEMS.



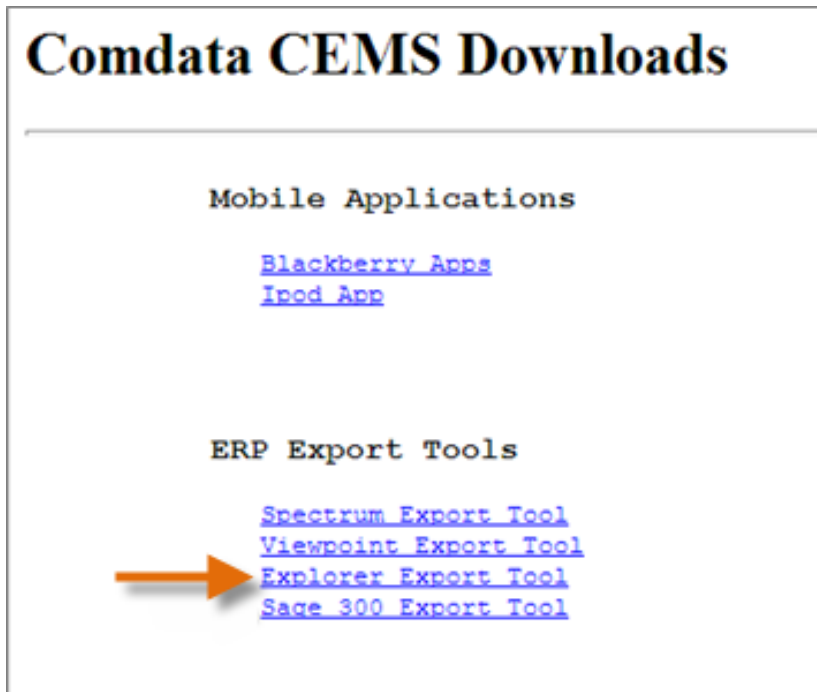
Integrate with Explorer ERP

If you are using the Explorer ERP system, you will need to follow the steps below to sync with CEMS.

1. Open the CEMS download page at:

<https://expensemanagement.comdata.com/downloads/>

2. Select Explorer Export Tool.



3. You will be asked to run or save the export tool. Select **Run**.



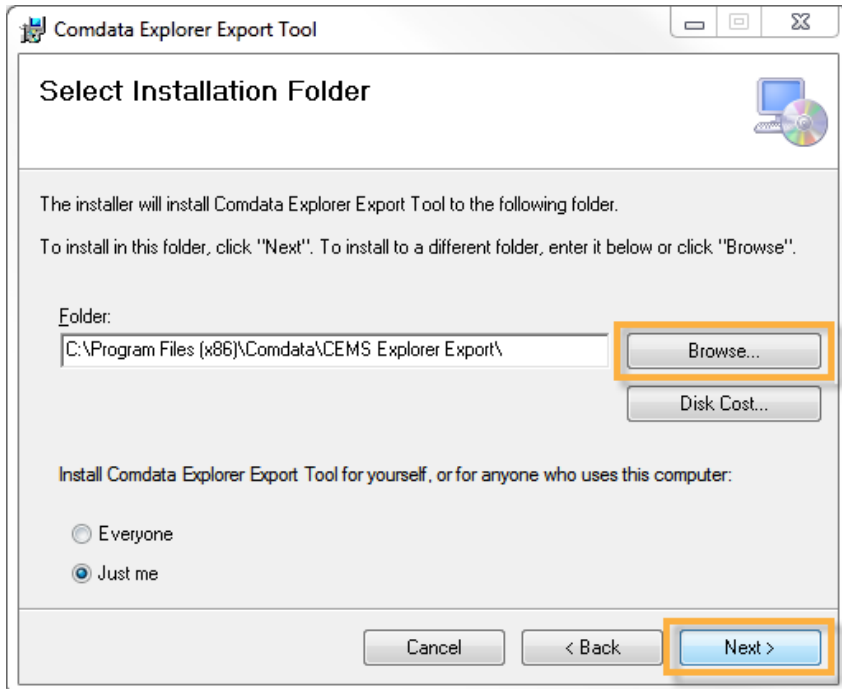
You may see a security warning window open. Bypass it by selecting **Run** again.



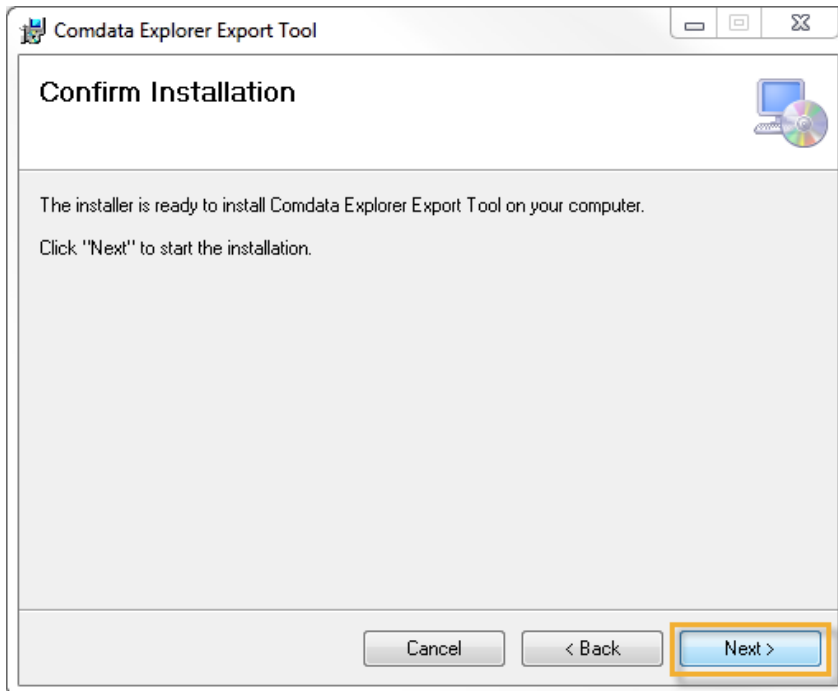
4. When the software finishes running, the Explorer Export Wizard displays. Select **Next**.



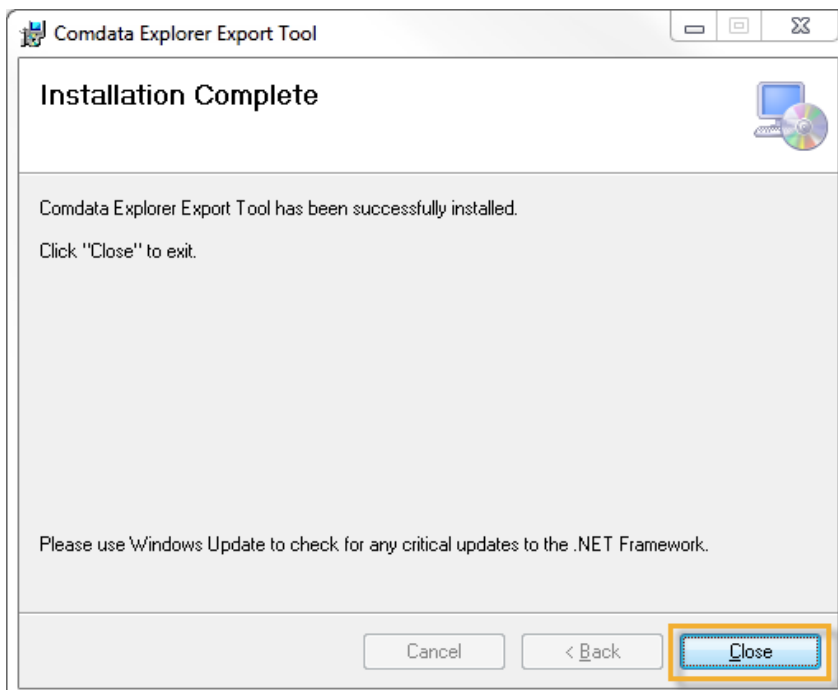
5. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



6. Select **Next** to begin installation.

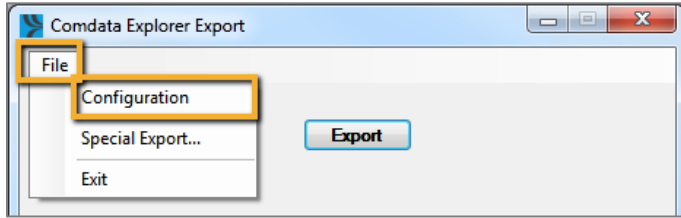


7. Once installation is complete, select **Close**.

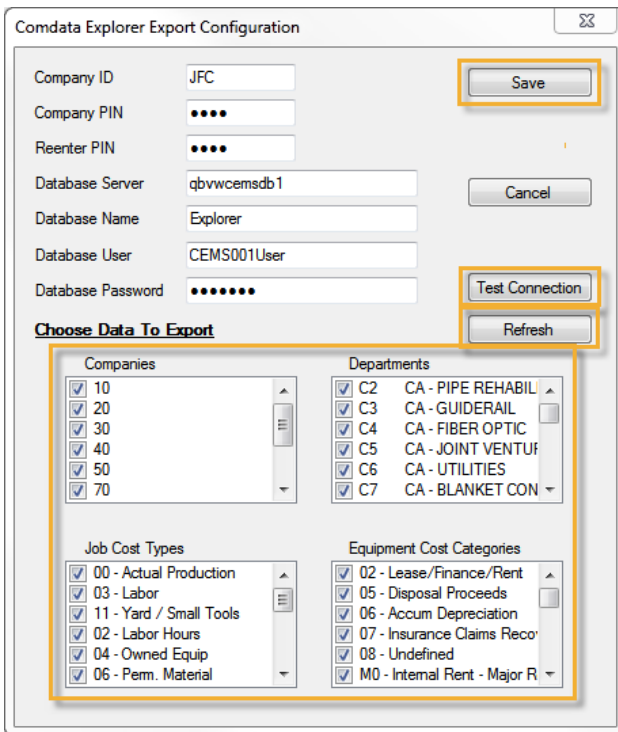


8. Locate and open the Explorer Export Tool shortcut created in your specified download location.

9. Select **File > Configuration**.

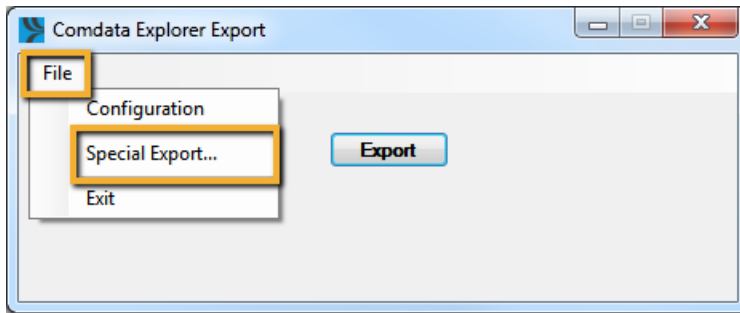


10. Complete each field on the configuration window. Then, select **Test Connection** to test the ERPs database connectivity. If no problems occur, select **Refresh**. The system will reach out to the server and pull all databases you have on file, which will populate in the Choose Data to Export field. Select the check box next to the left of all valid entries.

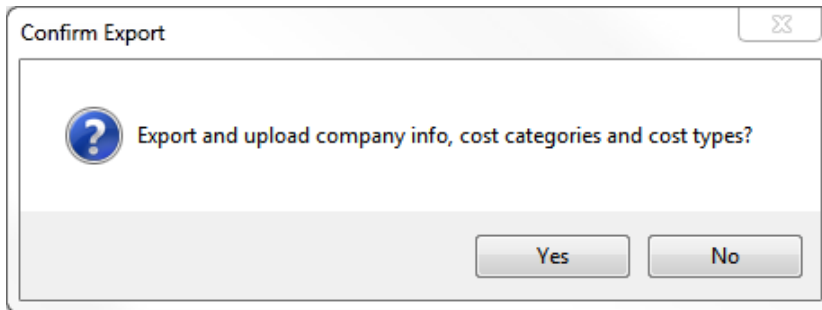


Field	Description
Company ID	Provided by Comdata
Company PIN	Provided by Comdata
Reenter PIN	Re-enter the Pin provided by Comdata
Database Server	Enter the database server name for connection to Explorer
Database User	Enter the user ID for connection to Explorer
Database Password	Enter the password for connection to Explorer

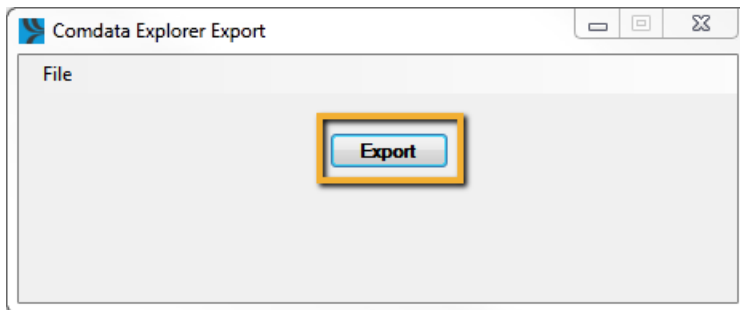
11. Select **File > Special Export**.



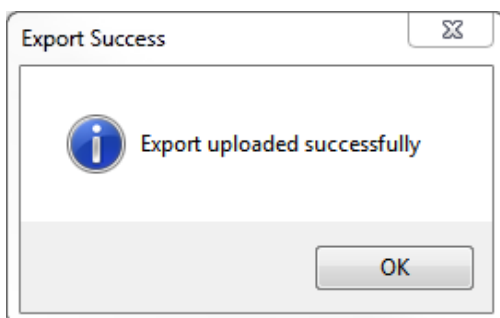
12. Select **Yes** to upload your Companies, Job Cost Types, and Equipment Cost Categories. A success message displays upon completion.



13. Select **Export** to upload your remaining data (Department, Equipment, General Ledger Accounts, Jobs, and Phases (Cost Codes)).



A success message displays upon completion. Your Explorer ERP is now synced with CEMS.



Integrate with Sage 300 ERP

If you're using the Sage 300 ERP system, you will need to follow these steps to sync with CEMS.

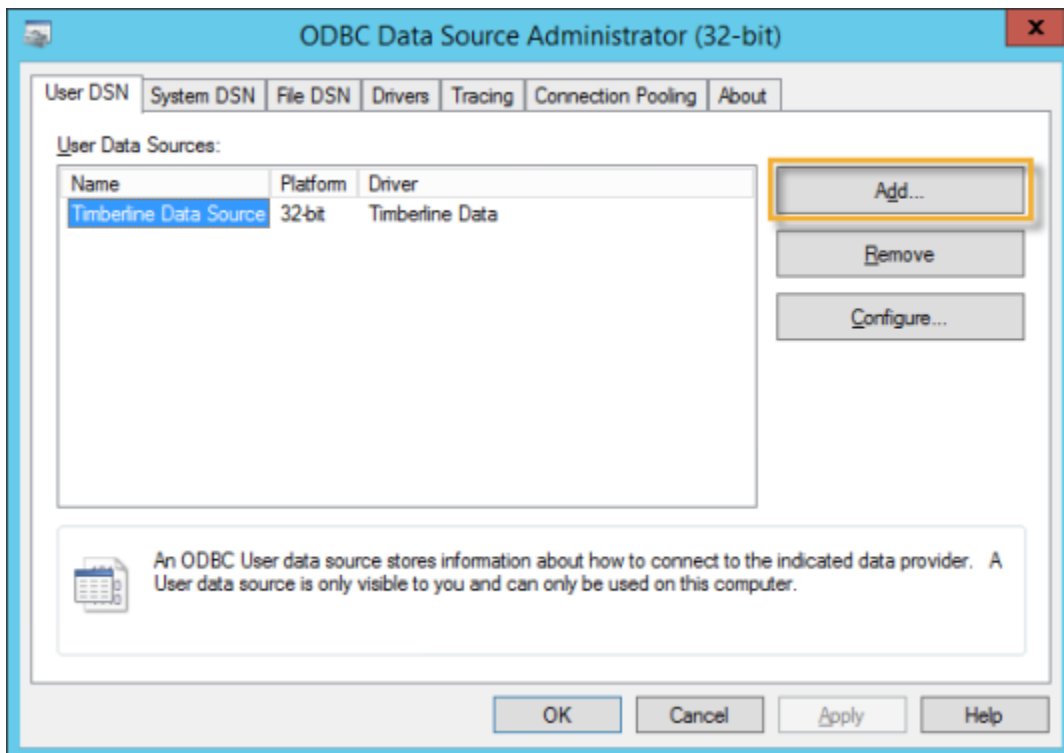
Assumptions

- Companies are defined in your system via GL Prefixes
- GL Prefixes are set up on each Job or in the Default Cost Account field
- GL Prefixes are set up on each piece of Equipment (if you have the module) or in the Default Cost Account field

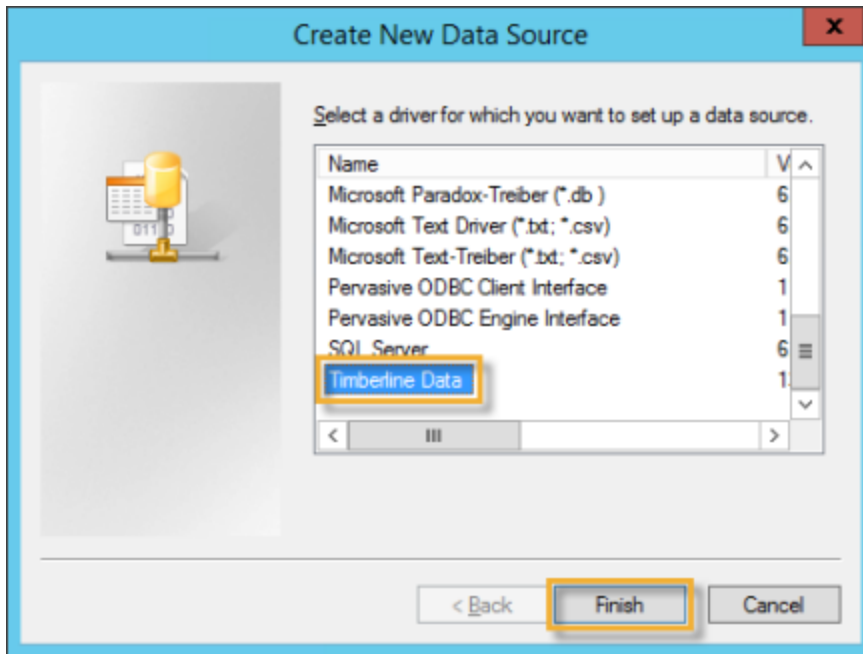
Configure the ODBC Connection

****These steps must be done on the server running Sage 300****

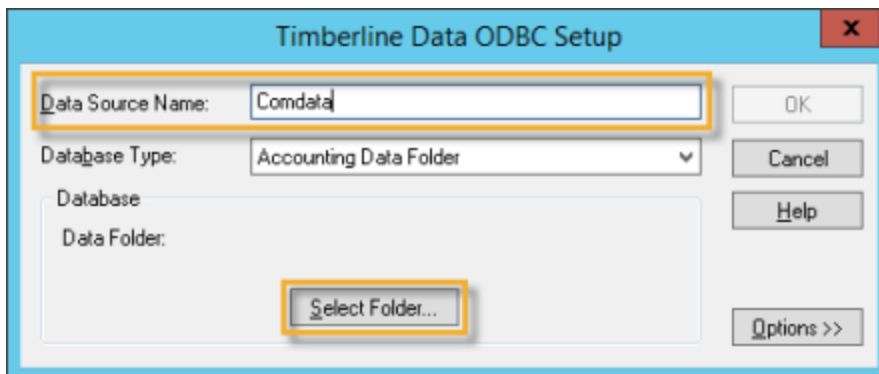
1. Open ODBC Data Sources from the Administrative Tools.
2. Select **Add**.



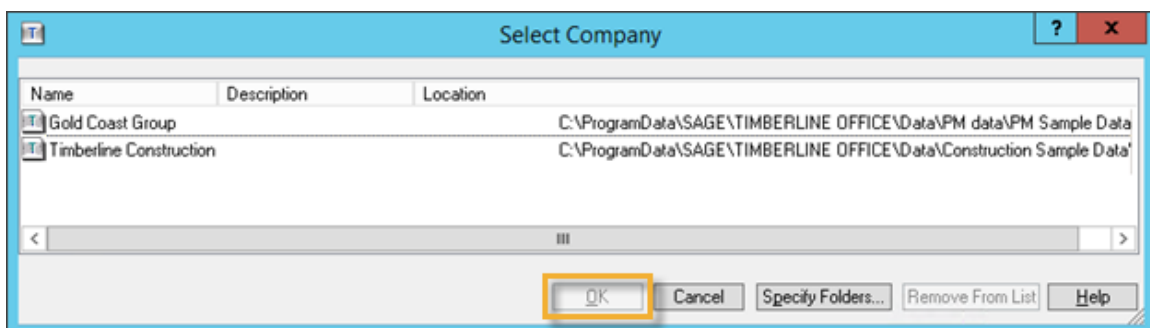
3. Select **Timberline Data** and then select **Finish**.



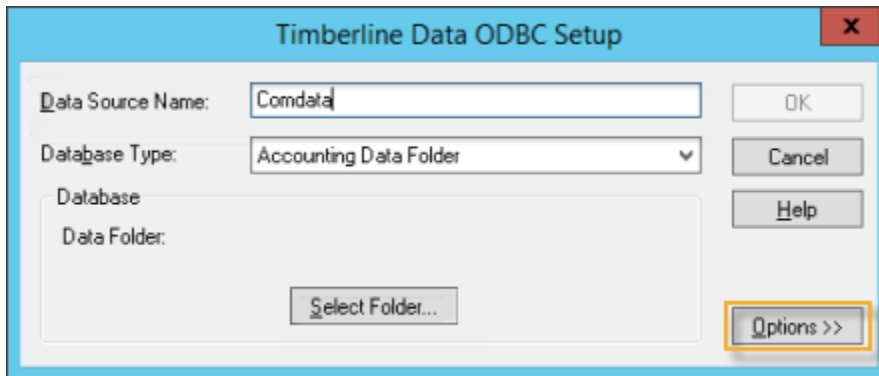
4. Enter the Data Source Name, which can be any name you prefer. Then, select **Select Folder**.



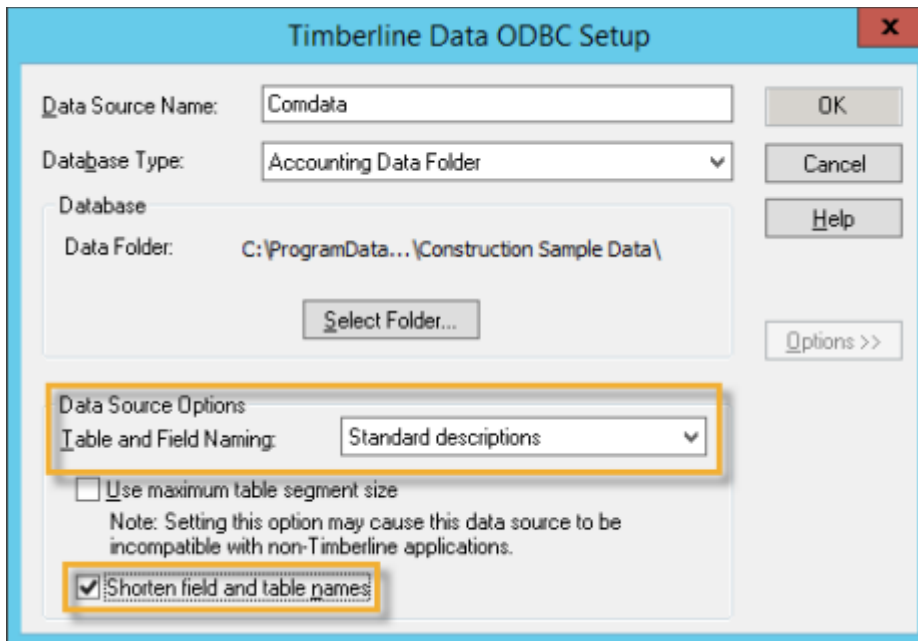
5. Choose the company you want to sync with CEMS. Then, select **OK**.



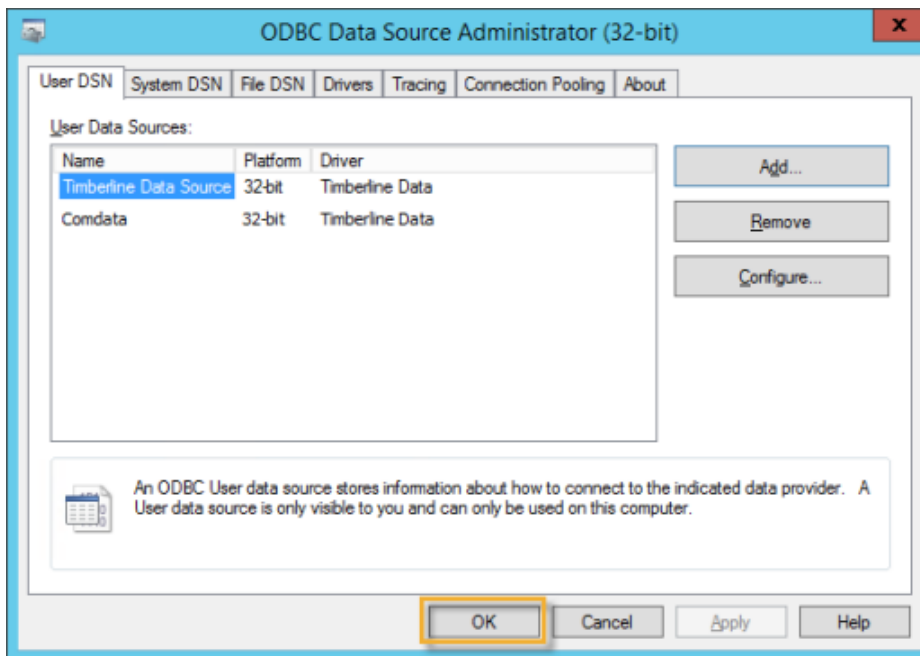
6. Return to the Timberline Data ODBC Setup window and select **Options**.



7. Select **Standard descriptions** under the **Table and Field Naming** drop-down. Then, select the **Shorten field and table names** check box. Select **OK** when finished.



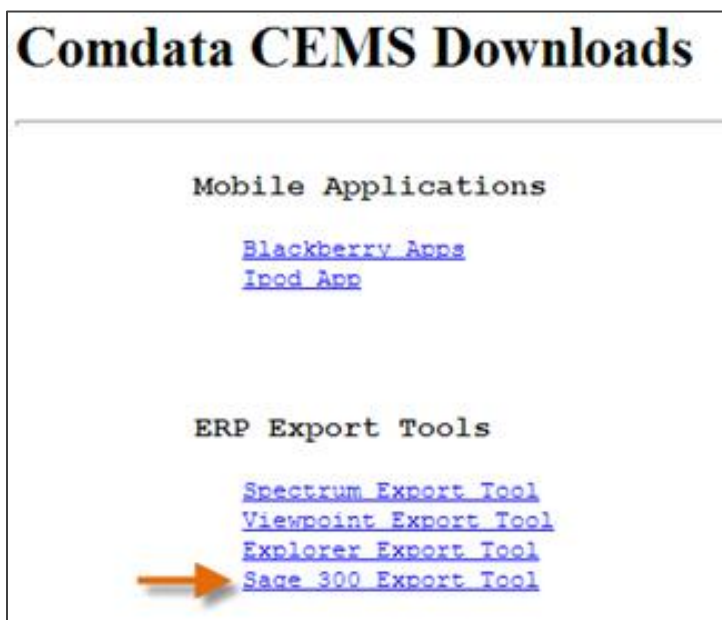
8. Select **OK** again to save and exit ODBC connection.



Install the Comdata Export Tool

****These steps must be done on the server running Sage 300.****

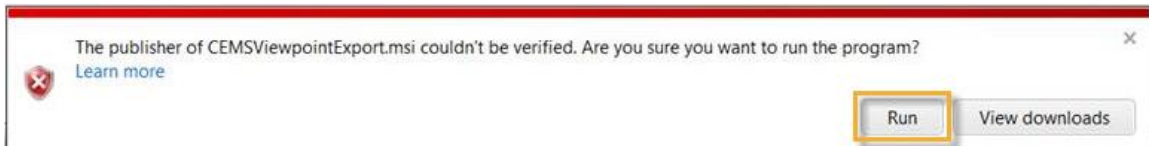
1. In order to establish connection, log in as an administrator to the Sage 300 server.
2. Open the CEMS download page at:
<https://expensemanagement.comdata.com/downloads/>
3. Select **Sage 300 Export Tool**.



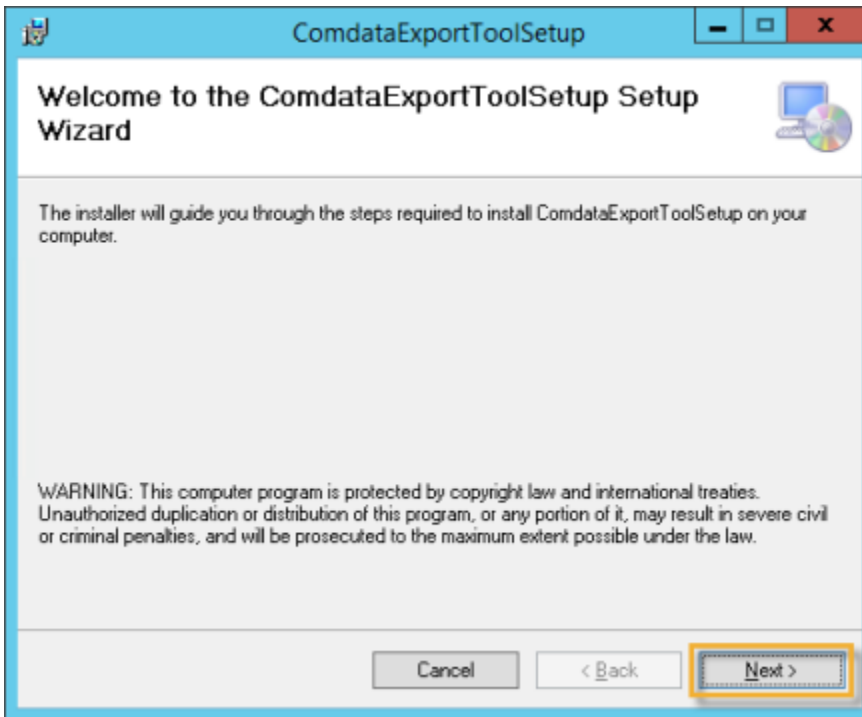
4. You will be asked to save or run the export tool. Select **Run**.



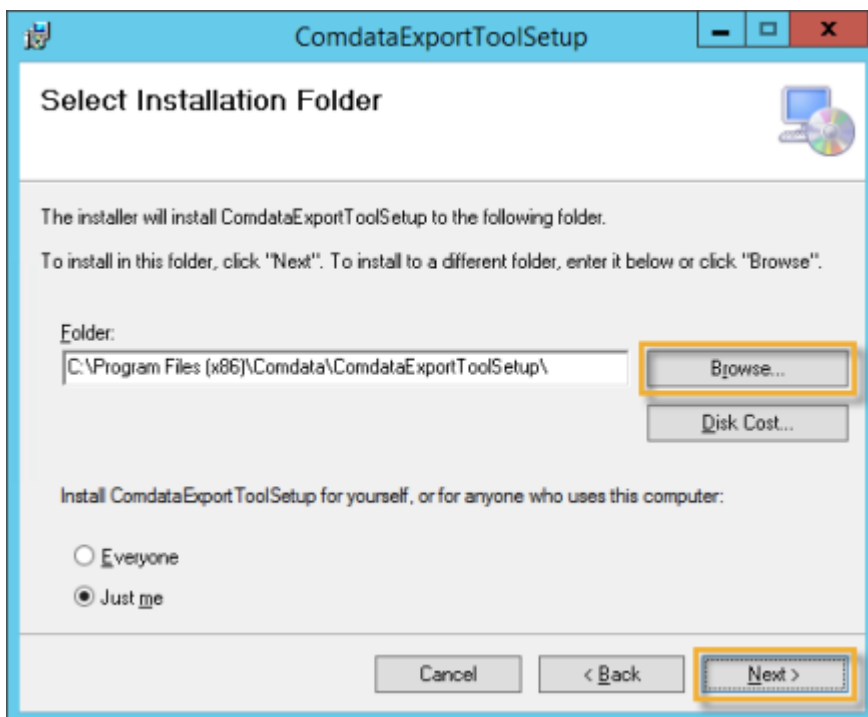
You may see a security warning window open. Bypass this by selecting **Run** again.



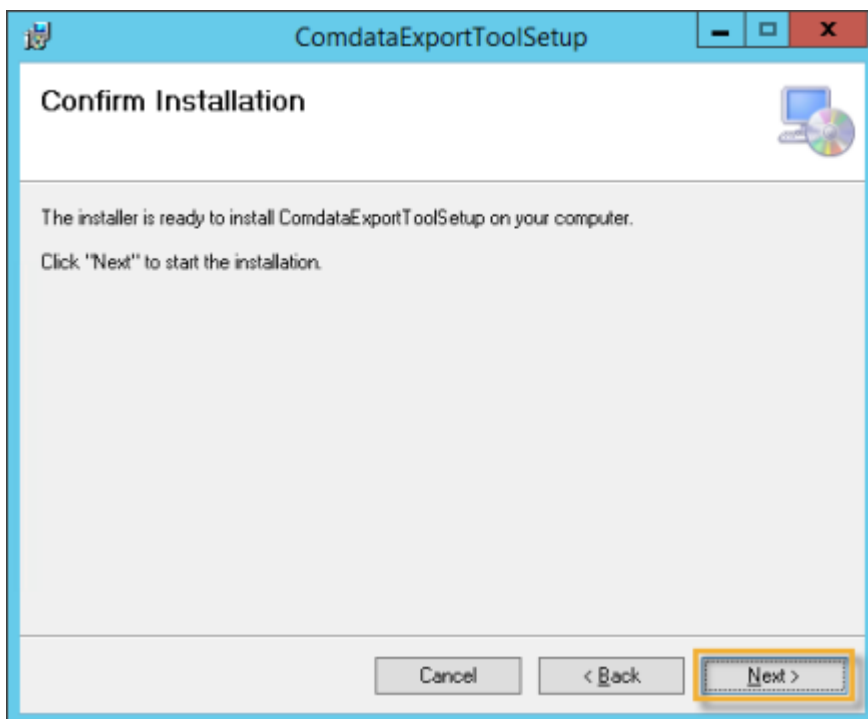
5. When the software finishes running, you will see the Export Setup Wizard. Select **Next**.



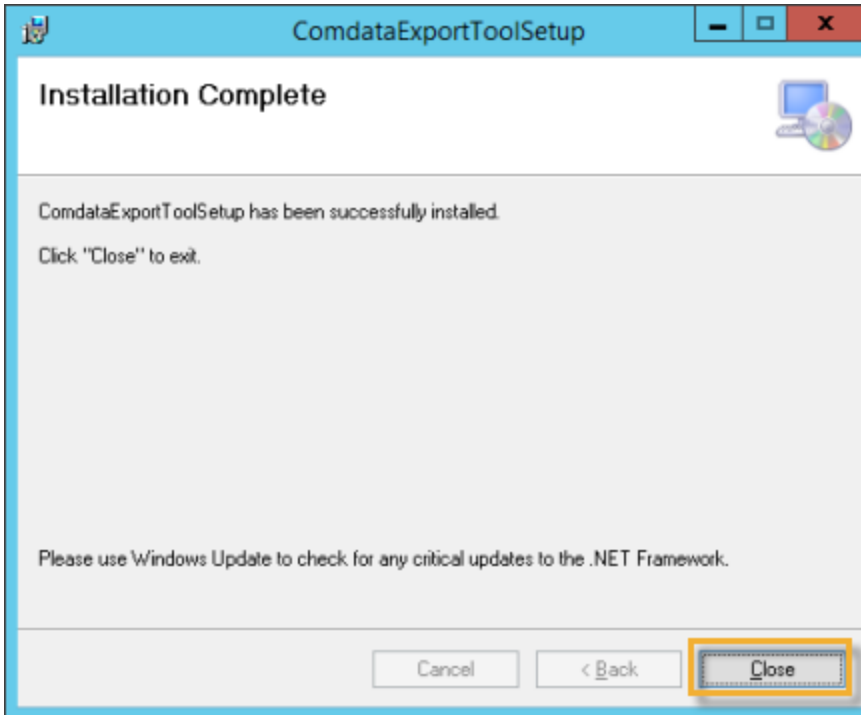
6. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



7. Select **Next** to begin installation.



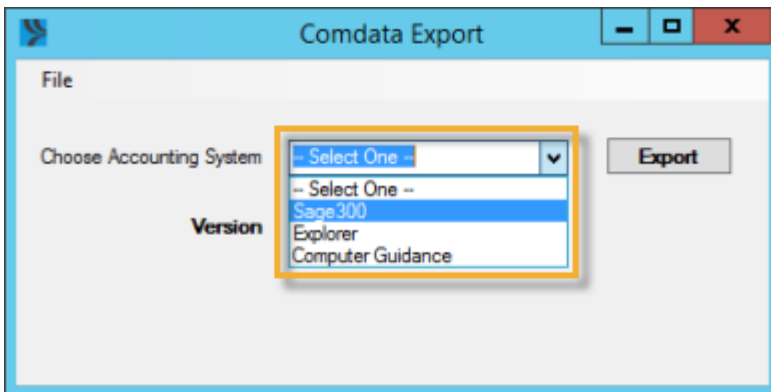
8. Once installation is complete, select **Close**.



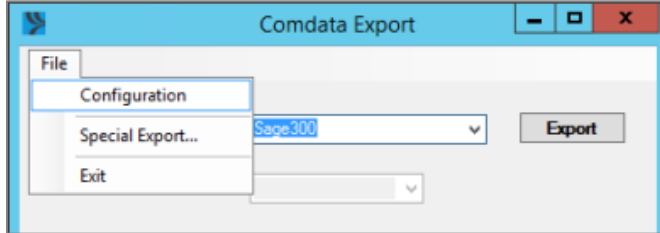
9. Locate and open the Export Tool shortcut created in your specified download location.



10. Select Sage 300 from the Choose Accounting System drop-down.



11. Select **File > Configuration**.



12. Complete all fields up to **Password**. See the table below with field descriptions.

Field	Description
Company ID	Provided by Comdata
Company PIN	Provided by Comdata
Reenter PIN	Re-enter the PIN provided by Comdata
DSN	Enter the database name for connection to Sage 300 (usually Timberline Data Source)

Field	Description
UID	Enter the user ID for administrator access to Sage 300
Password	Enter the password for the user that has administrator access to Sage 300
Delimiter	Enter your prefix delimiter. This is the delimiter set up in Sage for your GL prefixes. Commonly a dash (-).
Equipment Applicable	Select this box to include Equipment and Equipment cost categories in the export tool. This can only be done if the Equipment module is active in Sage 300.
Length	Companies: Enter the number of characters for prefix A (Company) Department: Enter the number of characters for prefix AB (Division or Department). This field can be left blank if your company doesn't have a prefix AB used for coding.

13. Select **Test Connection** to verify that the connection information is entered correctly.

14. The message, "Connection successful" should display. Select **OK**. If you receive an error, verify that the user ID and password are correct.

15. Complete the Delimiter, Companies and Department fields.

16. Select **Refresh**. The system will reach out to the database and pull all databases you have on file.

Configuration for COMDATA Export

Company ID: XXX

Company PIN: ****

Reenter PIN: ****

DSN: Comdata

UID: timberline user

Password: *****

Delimiter: -

Companies: 3

Department: 2

Equipment Applicable:

Choose Data To Export

Companies: 1

Departments: 00, 01, 02, 03, 04, 05, 06

Job Cost Types: A - Administrative Overhea, ED - Equipment-Owned, ER - Equipment-Rented, L - Labor, LB - Labor, LB - Labor Burden, M - Mateial

Equip Cost Categories: 10-000 - Repairs and Main, 10-001 - Oil Change, 10-002 - Tires, 10-003 - Brakes, 10-004 - Filters, 10-005 - Hydraulics

Job Active Status: Closed, In progress, Unstarted

Equipment Active Status: In Service

Buttons: Save, Cancel, Test Connection, Refresh

16. Select the check box next to each valid entry.

17. Select **Save** to store changes.

18. Return to the Comdata Export Tool and select **Export** to begin uploading your coding data to CEMS. Once you receive a success message upon completion, your Sage 300 ERP is fully synced with CEMS.

Comdata Export

File

Choose Accounting System: Sage300

Version: []

Export

Integrate with Computer Guidance (CGC) ERP

Follow the steps below to sync with CEMS using the Computer Guidance ERP system.

Assumptions

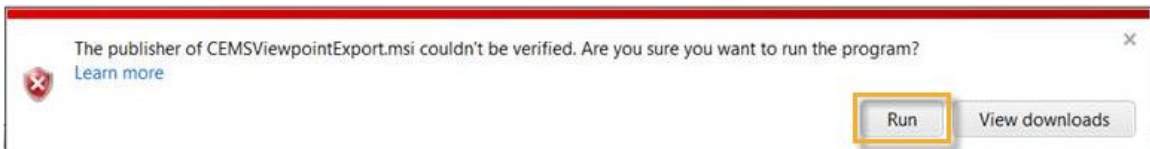
- The Comdata update for Computer Guidance has been installed
- The ODBC connection has been setup

Installing the Comdata Export Tool

1. Open the CEMS download page at: <https://expensemanagement.comdata.com/downloads/>
2. Select **Computer Guidance**.
3. You will be asked to save or run the export tool. Select **Save**.



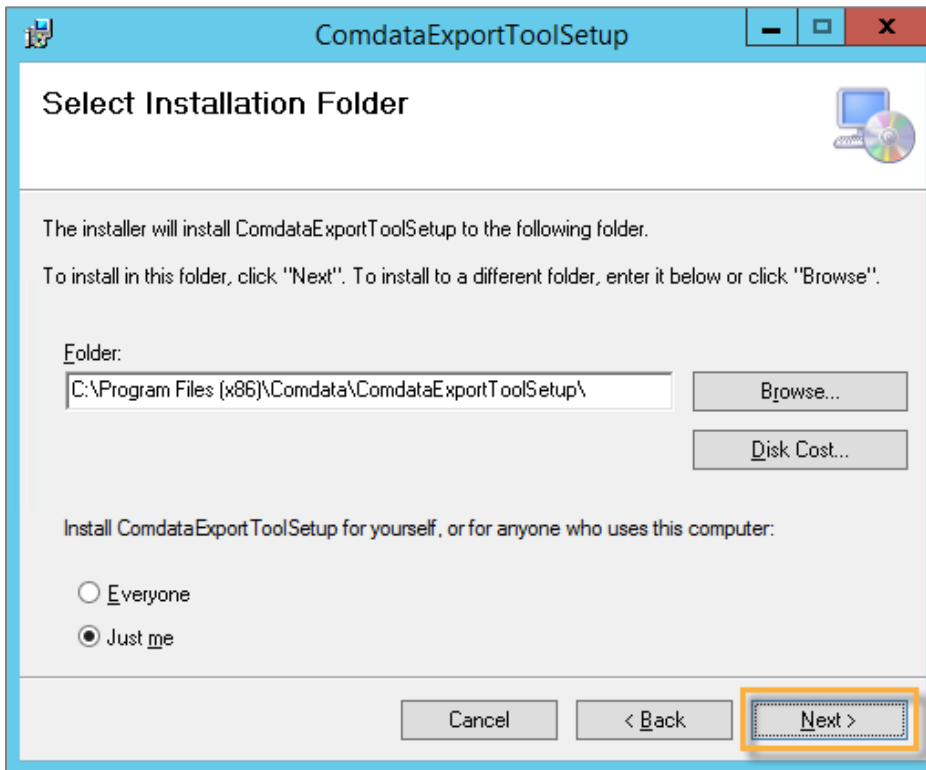
You may see a security warning window open. Bypass this by selecting **Run**.



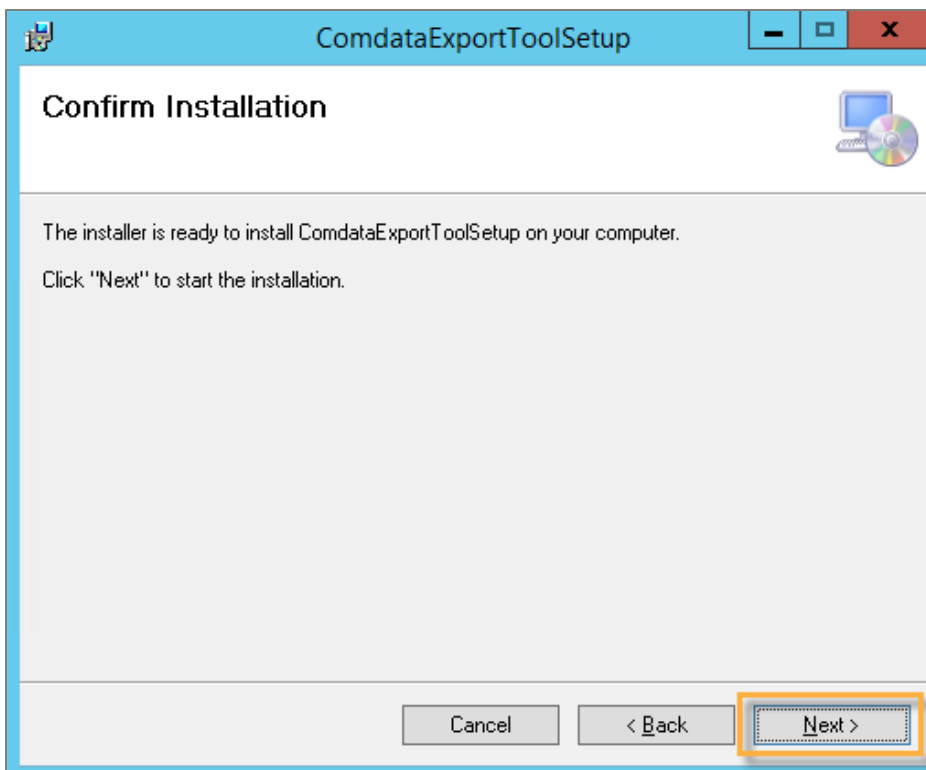
4. When the software finishes running, you will see the Export Setup Wizard window. Select **Next**.



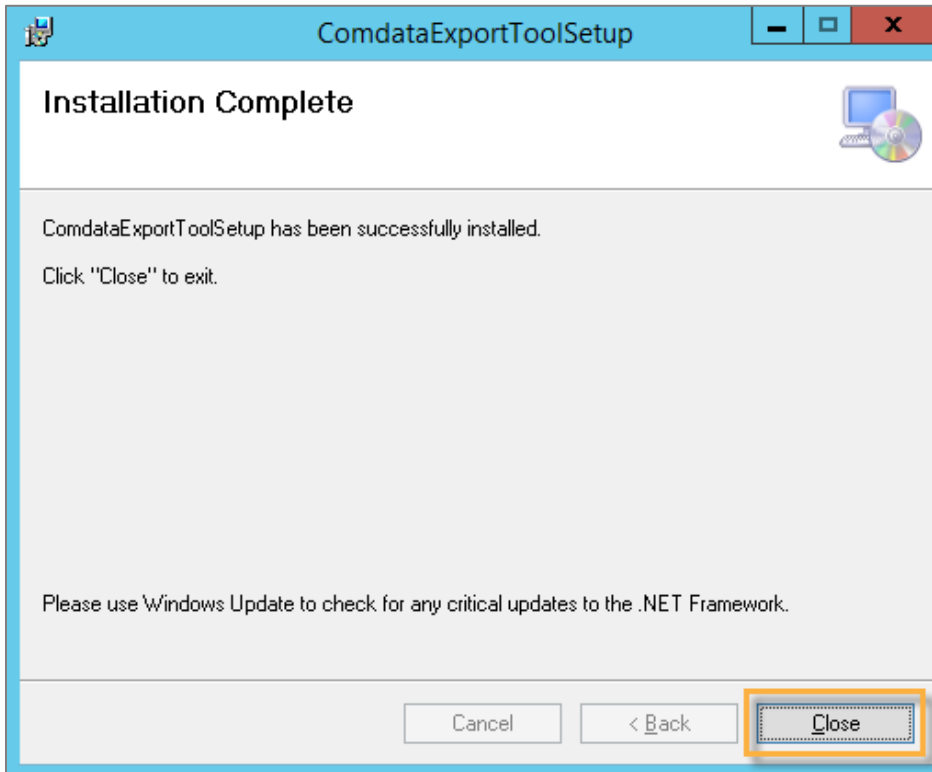
5. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



6. Select **Next** to begin installation.



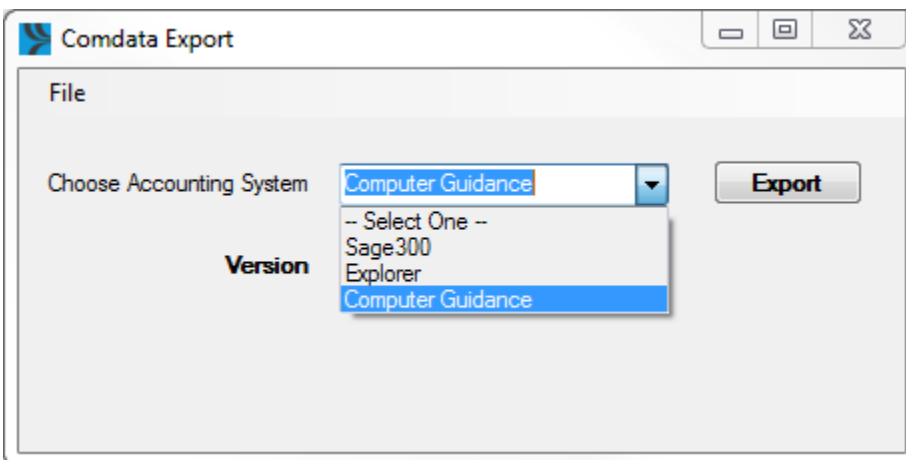
7. Once installation is complete, select **Close**.



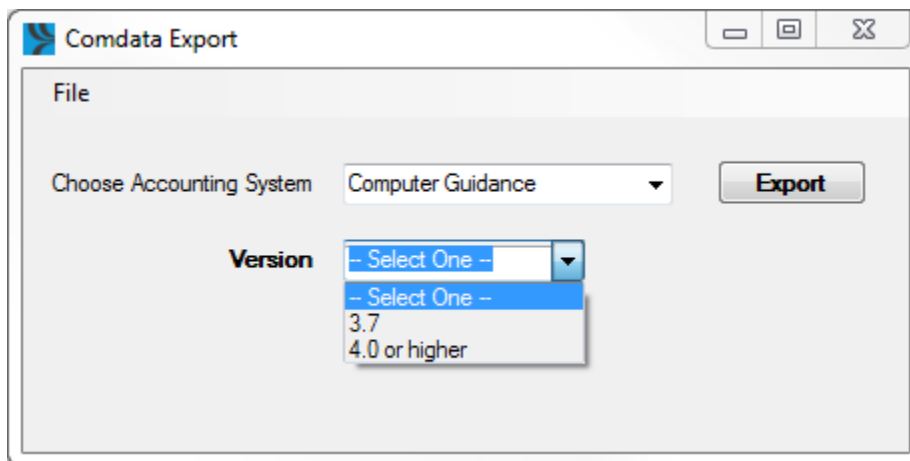
8. Locate and open the Export Tool shortcut created in your specified download location.



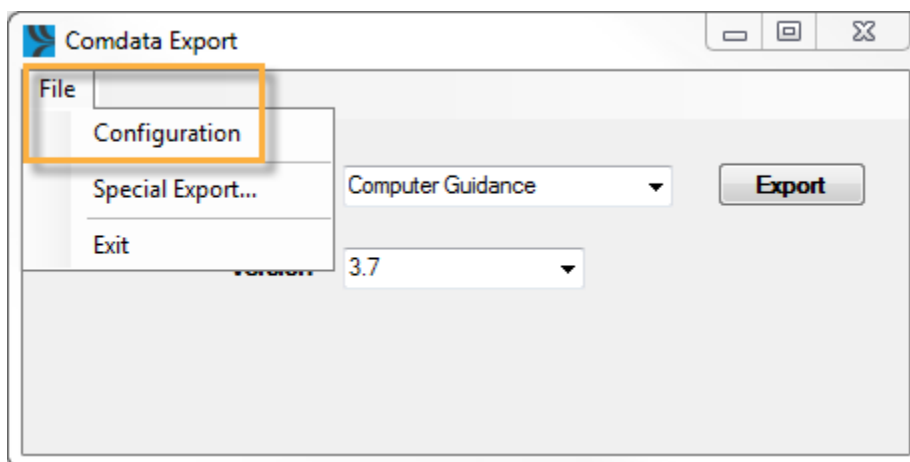
9. Select **Computer Guidance** from the Choose Accounting System drop-down.



10. Select the appropriate version of Computer Guidance from the Version drop-down.



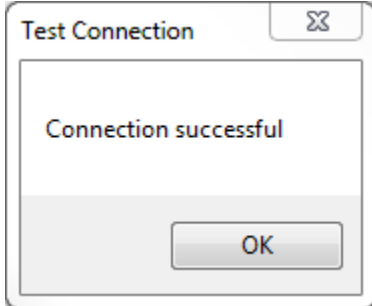
11. Select **File > Configuration**.



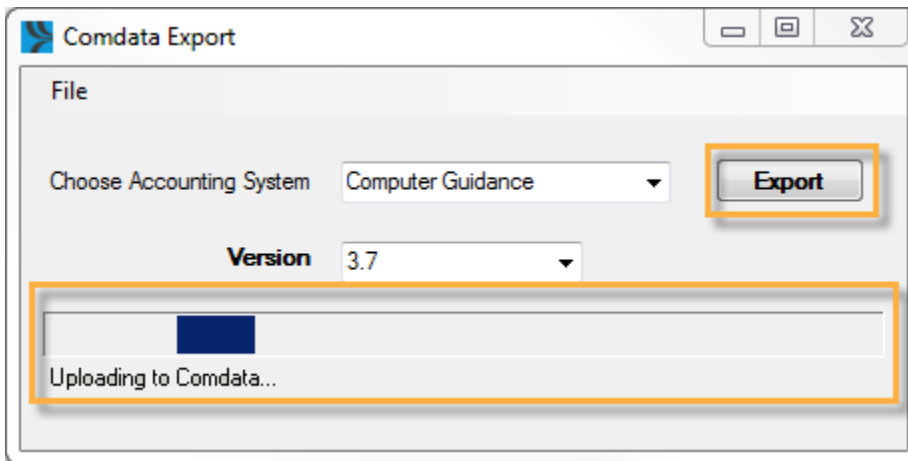
12. Complete all fields up to **Password**. See the table below with field descriptions.

Field	Description
Company ID	Provided by Comdata
Company PIN	Provided by Comdata
Reenter PIN	Re-enter the PIN provided by Comdata
DSN	Enter the ODBC connection name for Computer Guidance
UID	Enter the user ID for administrator access to Computer Guidance
Password	Enter the password for the user that has administrator access to Computer Guidance

13. Select **Test Connection** to verify that the connection information is entered correctly.
14. The message, "Connection successful" should display. Select **OK**. If you receive an error, verify that the user ID and password are correct.



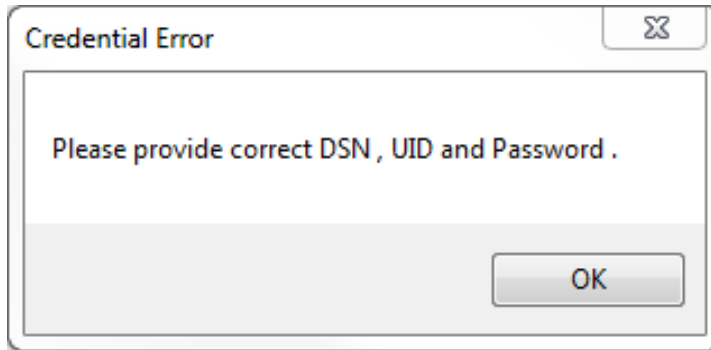
15. Select **Refresh**. The system will reach out to the database and pull all databases you have on file.
16. Select the check box next to each valid entry.
17. Select **Save** to store changes.
18. Return to the Comdata Export Tool and select **Export** to begin uploading your coding data to CEMS. Once you receive a success message upon completion, your Sage 300 ERP is fully synced with CEMS.



Troubleshooting Errors

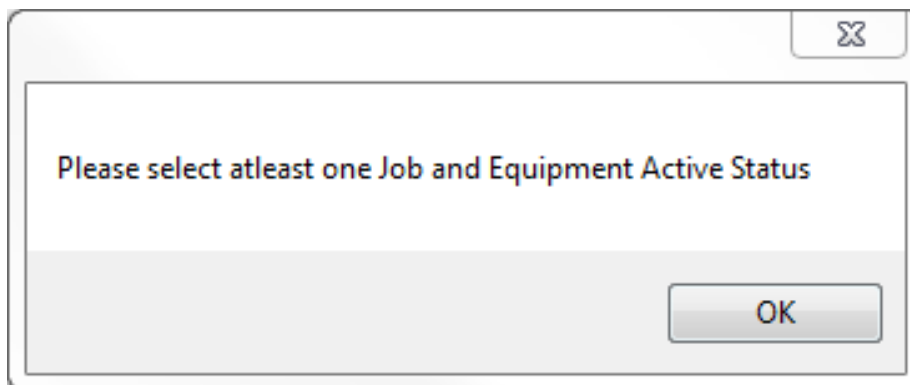
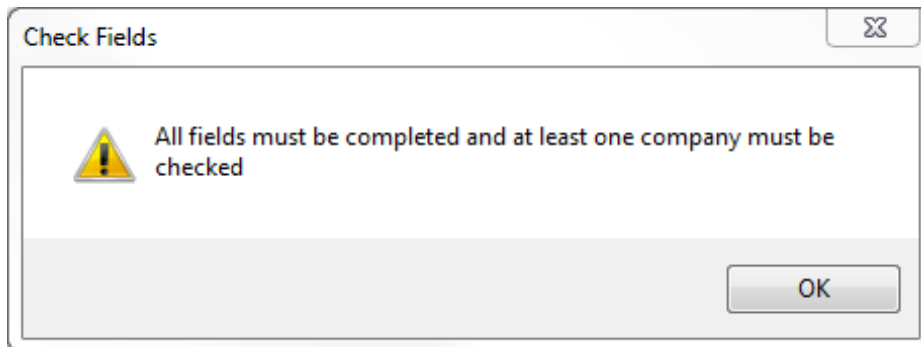
Take note of the following error messages:

- If the Test Connection or Refresh functions fail, you will receive the following error message:



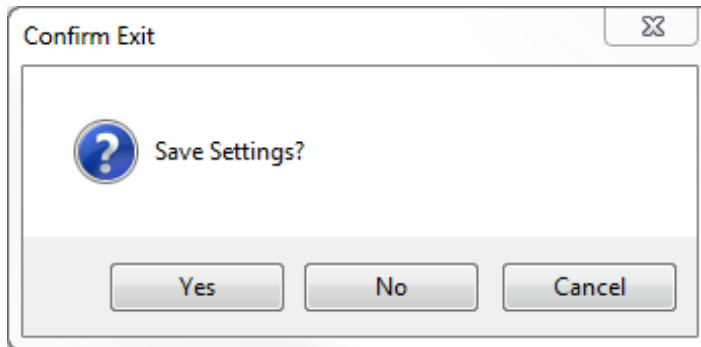
To resolve, check your user ID and password and try again.

- If you receive one of the following messages, you may have missed a piece in configuration. The error messages specifically explain what needs to be corrected.



(continued on next page)

- If you exit the Export Tool without saving the settings, the following message will display. Select **Yes** to save and exit, select **No** to exit without saving, and select **Cancel** to return to the Export Tool:



CEMS Basics

User Roles

There are four user roles in CEMS:

- Administrator
- Approver
- Coder
- Cardholder

Each role has its own privileges and responsibilities. Read below for a brief description of each.

Administrator

The administrator has access to all functionalities in CEMS, which means they can perform the duties of all user roles. In addition, administrators can add, edit, and remove users; access the system settings, implement and configure the application for their company, manage users, export data needed by the corporate accounting system, access and run reports, and assign specific roles to users.

Approver

The main responsibility of an approver is to review, approve and, if needed, reject transactions. An approver can code transactions, approve transactions for all of their assigned cardholders, access and run reports and queries on cardholders, and review expenditures.

Coder

The main responsibility of a coder is to code transactions. A coder can also access and run the same reports and queries as administrators.

Cardholder

The main responsibility of a cardholder is to manage their own account. A cardholder can code transactions for their card and run reports and queries on themselves.

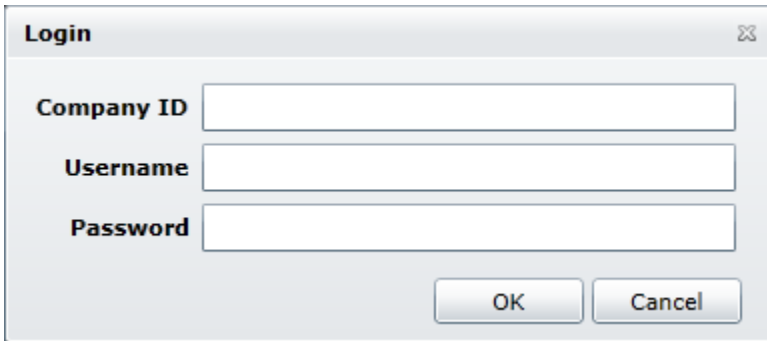
Navigating CEMS

Logging in

Your Comdata Customer Relations Representative (CRR) will provide you with the link to the website as well as your login information after initial setup.

Steps

1. Launch your browser.
2. Enter the URL provided for you in the browser's address bar. Then, press **Enter** on your keyboard.
3. Enter your login information in the appropriate fields.



The image shows a standard Windows-style dialog box titled "Login". It has a close button (an 'X' icon) in the top right corner. The dialog contains three text input fields, each with a label to its left: "Company ID", "Username", and "Password". Below the input fields, there are two buttons: "OK" and "Cancel".

Company ID: Your CEMS configured Tenant ID.

Username: Provided by your CRR. Case sensitive.

Password: Provided by your CRR. Case sensitive.

4. Select **OK**.

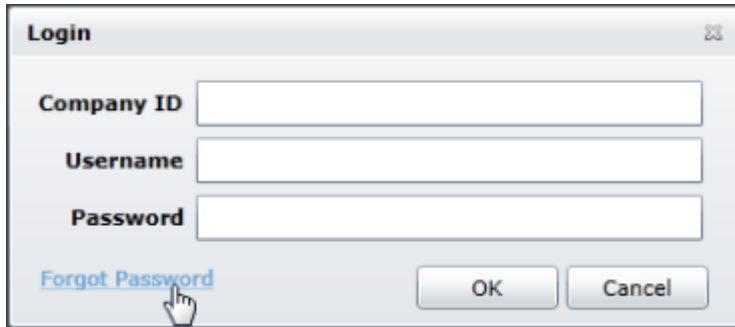
You will not be prompted to change your password upon logging in for the first time, but it is recommended to do so for security reasons. After three unsuccessful attempts to log in, your user profile will be locked. If this occurs or you forget your login information, contact your CRR.

If you are logged in and remain inactive for 60 minutes, the system will automatically log you out.

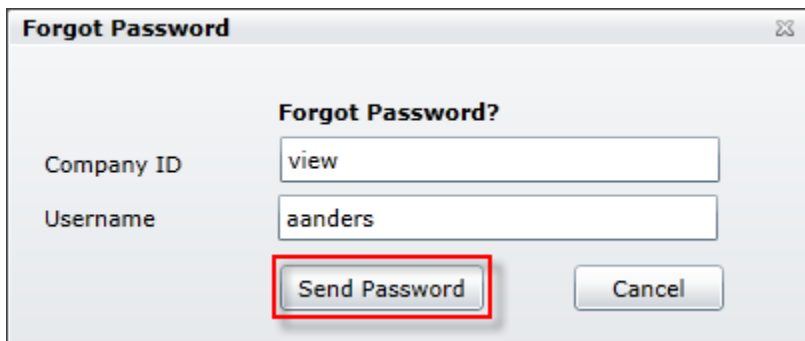
Resetting Your Password

If you forget your password, you can generate an email to yourself with a password reset link. Follow these steps:

1. Select **Forgot Password** on the CEMS login page.



2. Enter your company ID and user name and then select **Send Password**. The password reset link will be sent to the email address associated with your login information.



3. Check your email for a message titled CEMS Password Reset Link. Select the URL within the message.



4. The CEMS Reset Password page opens. Enter a new password twice for confirmation, and select **Submit**. Then, use your new password to log in to CEMS.

COMDATA
Payment Innovation

Reset Password

Your Company ID: view

Your User ID: aanders

New Password: [masked]

Confirm Password: [masked]

Guidelines

- The password reset link can only be successfully used once. If you've already reset your password, selecting the link again will open an error message stating: *"You have already reset your password using this URL."*
- The password reset link expires within 12 hours after the email is sent. If the link expires, you will need to select **Forgot Password** again.
- New passwords must be at least six characters in length.

Navigating the Home Page

After successfully logging in, you will be taken to your home page. The home page displays summary information on cardholders and cardholder transactions. You have the ability to:

- Review user, account, and transaction activity
- Download reports and exports
- View dashboard by all cardholders or select cardholders by Category, Billing Periods, and Status

Note: Special characters cannot be entered in any data field in CEMS (for example: &^*@\$%!~:\= _). The @ symbol is permitted in e-mail address fields only.

Example one: A home page for administrators, coders, and approvers

The screenshot displays the CEMS home page for administrators. The main section is the 'CardHolder Listing' table, which contains the following data:

Name	Card	Emp ID	Count	Attach	Rev	Apprv	Status	Total
Aber, Sam	3270	001576	6	3	6	2	Posted	\$1,549.81
Aiso, Jaime	3104	000006	22	19	22	0	Posted	\$1,061.82
Babeaux, Darrell	1087	000595	4	4	4	2	Posted	\$1,024.86
Parzas, John B	1053	000455	13	6	13	3	Posted	\$1,036.24
Bass, David	8887	001362	22	18	22	2	Posted	\$1,173.44
Laxter, Ben	0451	001658	48	43	48	22	Posted	\$2,953.67
Borel, Brent	8895	000017	16	0	16	5	Posted	\$7,478.45
Black, Larry	0436	001568	7	7	7	2	Posted	\$801.66
Boas, Hans	3066	001564	5	0	5	0	Posted	\$532.79
Brown, Curt	9611	000023	4	4	4	0	Posted	\$338.01
Brown, Don	8903	000022	15	15	15	0	Posted	\$1,207.32
Burke, Walt	1435	000027	4	2	4	3	Posted	\$622.48
Callilo, Marco	0915	001569	20	0	20	0	Posted	\$3,176.81
Canal, Jim	4003	000030	29	26	29	1	Posted	\$2,862.53
Marason, Carl	8103	002052	19	0	19	0	Posted	\$2,331.57
Carp, Craig	2484	002085	3	1	3	0	Posted	\$438.66
Castille, Leo	1020	000031	6	0	6	6	Posted	\$1,285.96
Juarez, Adrian	0725	001439	33	0	33	33	Posted	\$3,910.56
Cavira, David	0907	001567	33	0	33	0	Posted	\$4,057.47
Cherry, Tracy D	0874	001550	6	3	6	0	Posted	\$1,275.03
Cards = 107								= \$157,246.49

The 'Expense By Category' pie chart shows the following distribution:

Category	Percentage
Fuel Group	85%
T & E Group, Restaurants	10%
T & E Group, Notes / Motels	3%
Miscellaneous Group	2%
Business Services Group	1%
Maintenance Only Group	1%
Camdata Fleet Services	1%
Legal, Insurance Group	1%
T & E Group, Misc. Transp...	1%
Cash Transactions	1%
T & E Group, Airlines	1%
Medical Group	1%

Example two: A home page for cardholders

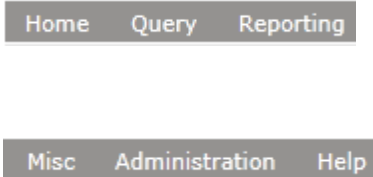





The screenshot displays the CEMS home page for cardholders. The main section is the 'Billing Period Summary' for cardholder Ben Laxter, which includes the following data:


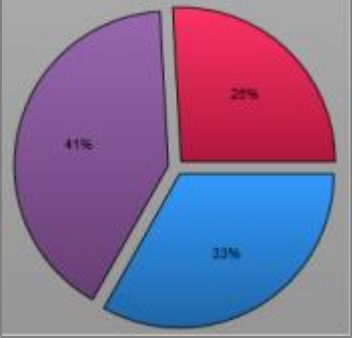
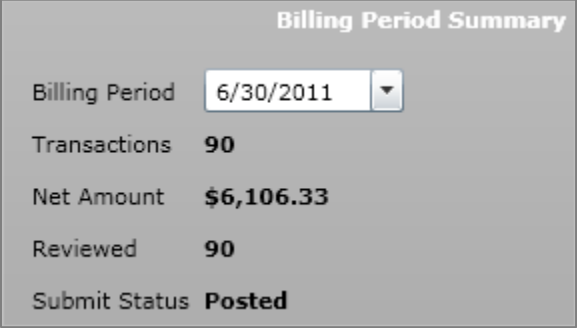
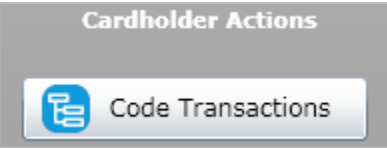
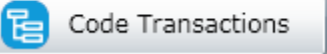
Field	Value
Billing Period	6/30/2011
Transactions	90
Net Amount	\$6,106.33
Reviewed	89
Submit Status	Posted

The 'Expense By Category' pie chart shows the following distribution:

Category	Percentage
Fuel Group	70%
T & E Group, Restaurants	12%
Maintenance Only Group	8%
Miscellaneous Group	6%
Business Services Group	4%

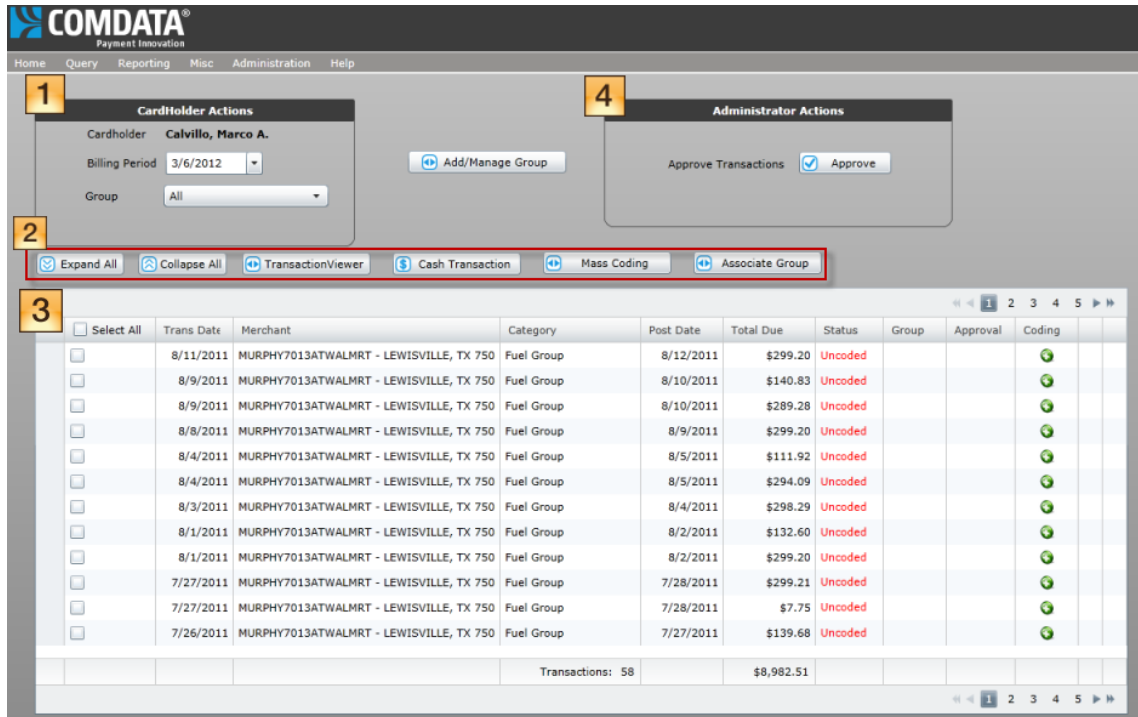
See table describing each field on next page

Features	Close-up Image	Description																		
1. Menu Bar		<p>Home: Returns you to the home page</p> <p>Query: Allows you to query a cardholder</p> <p>Reporting: Allows you to pull cardholder and/or administrator reports</p> <p>Misc: View a list of default codes</p> <p>Administration: Allows you to perform administrator-only functions (administrators only).</p> <p>Help: Links you to the CEMS online help manual</p>																		
2. Billing Period		Select a billing period to review.																		
3. Find Cardholder		Enter a cardholder's name to search for them. The X button resets the field.																		
4. Company		Search for expense reports by company.																		
5. Status		Search for expense reports by their status.																		
6. Export		Allows you to export the data shown on the dashboard into an Excel document																		
7. Cardholder Listing Dashboard	<table border="1" data-bbox="435 1608 1011 1885"> <thead> <tr> <th>Name</th> <th>Card</th> <th>Emp ID</th> </tr> </thead> <tbody> <tr> <td>Agilra, Jose</td> <td>1000</td> <td>000331</td> </tr> <tr> <td>Also, Jaime</td> <td>0004</td> <td>000006</td> </tr> <tr> <td>Babeaus, Darrell</td> <td>1000</td> <td>000000</td> </tr> <tr> <td>Parzas, John</td> <td>0003</td> <td>000055</td> </tr> <tr> <td>Bass, David</td> <td>0007</td> <td>000002</td> </tr> </tbody> </table>	Name	Card	Emp ID	Agilra, Jose	1000	000331	Also, Jaime	0004	000006	Babeaus, Darrell	1000	000000	Parzas, John	0003	000055	Bass, David	0007	000002	A table showing a list of all expense reports in the selected billing period. Select a cardholder by double-clicking their name.
Name	Card	Emp ID																		
Agilra, Jose	1000	000331																		
Also, Jaime	0004	000006																		
Babeaus, Darrell	1000	000000																		
Parzas, John	0003	000055																		
Bass, David	0007	000002																		

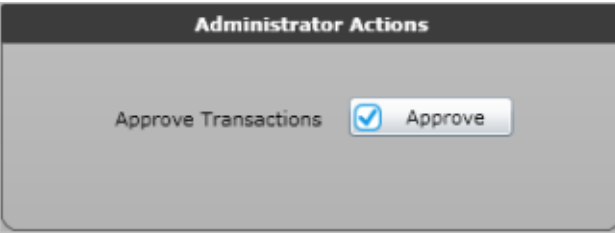
Features	Close-up Image	Description
8. Expense By Category	 <p style="text-align: center;">Expense By Category</p> <p> <input checked="" type="radio"/> All CardHolders <input type="radio"/> Selected CardHolder </p>	<p>Allows you to view expenses by a category. If you select All Cardholders, the pie chart below will display data for all cardholders in the selected billing period. If you choose Selected Cardholder, the pie chart will display data on the cardholder you select from the dashboard.</p>
9. Pie Chart	 <p>A pie chart with three segments: a purple segment representing 41%, a red segment representing 20%, and a blue segment representing 33%.</p>	<p>Depicts the expenses by category for all cardholders in the selected billing period or a selected cardholder</p>
10. Billing Period Summary	 <p style="text-align: center;">Billing Period Summary</p> <p>Billing Period <input type="text" value="6/30/2011"/></p> <p>Transactions 90</p> <p>Net Amount \$6,106.33</p> <p>Reviewed 90</p> <p>Submit Status Posted</p>	<p>This section displays the number of transactions, the net amount, number of reviewed transactions, and status of the expense report for the selected billing period.</p>
11. Cardholder Actions	 <p style="text-align: center;">Cardholder Actions</p> <p> Code Transactions</p>	<p>Select the Code Transactions button to begin coding all transactions for the selected billing period.</p>

Cardholder Transaction Coding Page


Selecting a cardholder from the home page opens the Cardholder Transaction Coding page. This page displays all of the cardholder's transactions for the selected billing period.



Features	Close-up Image	Description								
1. Cardholder Actions		Use this section to select a different billing period for your cardholder or select Submit to submit transactions in reviewed status.								
2. Menu Options		Use these buttons to perform coding and approval functions.								
3. Cardholder Transaction Dashboard	<table border="1"> <thead> <tr> <th>Trans Date</th> <th>Merchant</th> </tr> </thead> <tbody> <tr> <td>10/15/2012</td> <td>Merchant Name : 123456-5 - Brentwood, TN 37211</td> </tr> <tr> <td>10/15/2012</td> <td>Merchant Name : 123456-6 - Brentwood, TN 37211</td> </tr> <tr> <td>10/15/2012</td> <td>Merchant Name : 123456-7 - Brentwood, TN 37211</td> </tr> </tbody> </table>	Trans Date	Merchant	10/15/2012	Merchant Name : 123456-5 - Brentwood, TN 37211	10/15/2012	Merchant Name : 123456-6 - Brentwood, TN 37211	10/15/2012	Merchant Name : 123456-7 - Brentwood, TN 37211	Displays all transactions in the selected billing period.
Trans Date	Merchant									
10/15/2012	Merchant Name : 123456-5 - Brentwood, TN 37211									
10/15/2012	Merchant Name : 123456-6 - Brentwood, TN 37211									
10/15/2012	Merchant Name : 123456-7 - Brentwood, TN 37211									

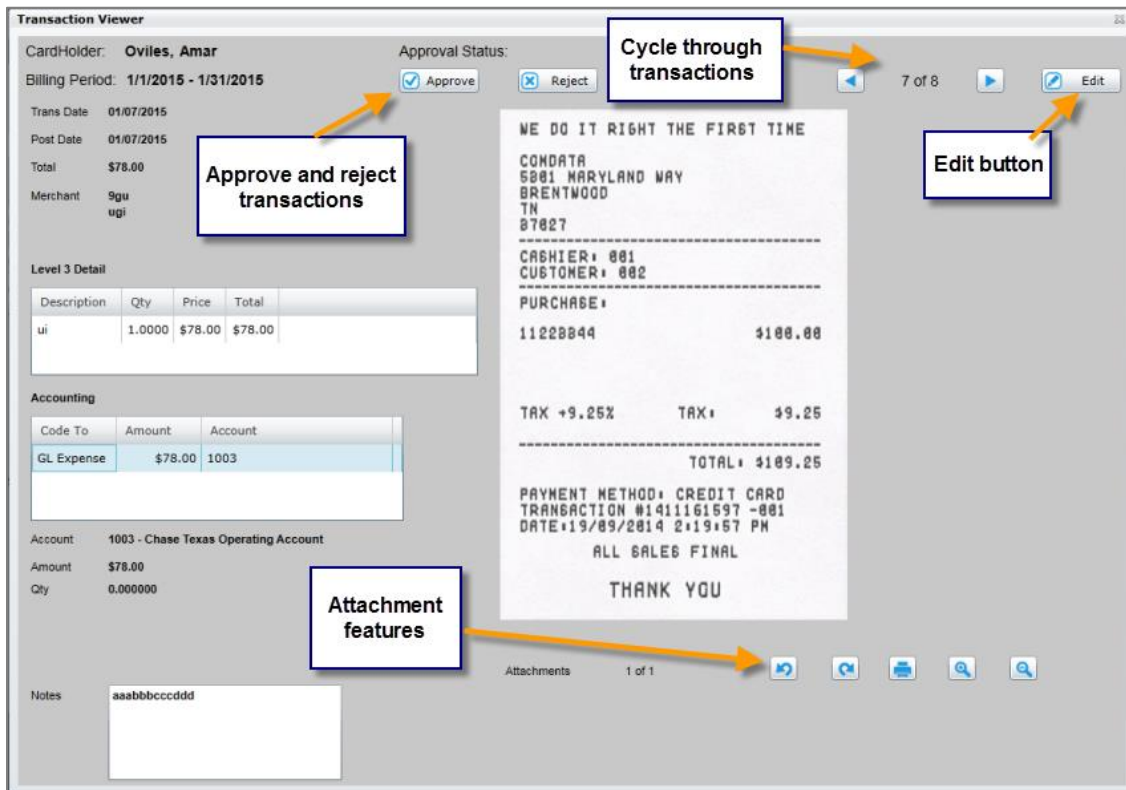
Features	Close-up Image	Description
<p>4. Administrator Actions</p>		<p>This box only displays for administrators and approvers. Use the Approve button to approve reviewed or submitted transactions.</p>

Transaction Viewer Window

Selecting the **TransactionViewer**  TransactionViewer button opens the Transaction Viewer window which displays additional transaction information.

The buttons at the top of the window are used to approve or reject a transaction (approvers and administrators only). Use the scroll buttons at the top cycle through all transactions under the cardholder in the current billing period. To make changes to a transaction, select **Edit** in the top right corner. The options at the bottom of the window allow you to scroll through all transactions with attachments. You can also rotate, print, and zoom in and out of the attachment.






Note: To view a specific transaction, select the check box next to the transaction in the dashboard and then select **TransactionViewer**.



The screenshot shows the Transaction Viewer interface for CardHolder: Oviles, Amar. It includes a top navigation bar with 'Approve' and 'Reject' buttons, and a 'Cycle through transactions' button. A callout 'Approve and reject transactions' points to the 'Approve' button. A callout 'Cycle through transactions' points to the navigation buttons. A callout 'Edit button' points to the 'Edit' button. The main area displays a receipt image with a callout 'Attachment features' pointing to the bottom toolbar. The receipt details include: WE DO IT RIGHT THE FIRST TIME, COMDATA, 5881 MARYLAND WAY, BRENTWOOD, TN, 37827, CASHIER: 881, CUSTOMER: 882, PURCHASE: 11228844 \$188.88, TAX +9.25% TAX: \$9.25, TOTAL: \$189.25, PAYMENT METHOD: CREDIT CARD, TRANSACTION #1411161597 -881, DATE: 19/09/2014 2:19:57 PM, ALL SALES FINAL, THANK YOU.

Transaction Coding Window

Select the **Edit** button in the Transaction Viewer to open the Transaction Coding window. You can also access this window by selecting the green icon under the coding column on the Cardholder Transaction Coding page. In the Transaction Coding window, you can view a small summary of a transaction and code it for review. You can also use this window to dispute a transaction and import a receipt from your computer. For more information, see the section [Coding](#).

Status	Group	Approval	Coding
Uncoded			
Uncoded			
Uncoded			
Uncoded			
Uncoded			

Transaction Coding Window.

Transaction Summary & Detail


Trans Date	08/12/2011	Merchant	ORANGE	Category	Fuel Group
Post Date	08/15/2011		0000 IH-00 DIAMOND TX 00000-0000	Total	\$63.83

Prod Code	Description	Qty	Price	Total	
A09	UNL REG 86/87 OC	18.560	\$3.44	\$63.83	<input type="button" value="Dispute Transaction"/>

Transaction GL Coding

Coding Type: All GL

Company:

Job: 

Cost Type:

Phase:

GL Account:

Amount:

Approver:

Notes:

No Default Coding Assigned

Code To	Amount	Account

Attachments

Administrator Functions

The CEMS administrator role has access to all functions in CEMS, meaning they can perform all of the functions at each access level. The administrator can also make changes for their company within CEMS, such as adding, editing, and removing employees and users, configuring the company's settings within CEMS, managing users, exporting data and importing data, accessing and running reports, and assigning specific roles to users. This section demonstrates how to configure the application for your company's expense reporting needs.

This section describes the following administrator functions:

- [Setting Up Users](#)
- [Setting Up Billing Periods](#)
- [Setting Up GL Accounts](#)
- [Configuring your Company Settings](#)
- [Moving Transactions](#)
- [Importing GL Files](#)
- [Mapping Coding Types](#)
- [Setting Up E-mail Notifications](#)

Setting Up Users

As an administrator, you have responsibility for setting up individuals in your organization with one of the four CEMS user roles: Administrator, Approver, Coder, or Cardholder.

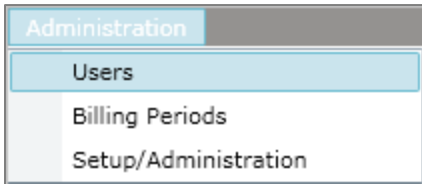
Creating an employee record

Normally, your employees will be automatically entered in CEMS through a CD00009 file sent from Comdata. This file is sent with the AC29 file (transaction information) on a daily basis, keeping your employee database constantly updated. Should you need to manually add an employee, you can use the following process.

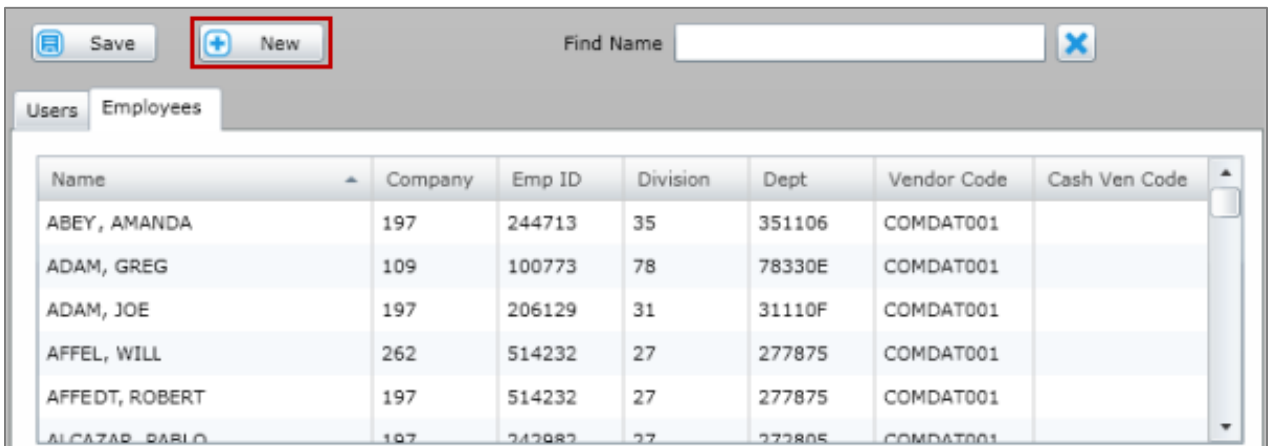
Note: Records sent through the CD00009 file display employee names in all capital letters. Records that you manually set up are displayed in the format you entered them.


Steps

1. Select **Administration > Users** from the main menu bar.



2. Select the Employees tab. All of your employees currently loaded into CEMS will populate. Select **New**.



3. In the Cardholder Profile section at the bottom of the page, complete each field as necessary then select **Save**  Save. The employee record is now created. The next step is to assign them a user role.


Note: You can go back and update an existing employee's information at any time. The updated employee profile will retain any associated transaction or coding data. You cannot change the employee's company or employee ID if they have coded transactions.

Check the **Create Cardholder** box when adding an employee record to identify the employee as a non-Comdata cardholder. This is user will be responsible for entering out-of-pocket cash expenses in CEMS.

CardHolder Profile			
Last Name	<input type="text"/>	Division	<input type="text"/>
First Name	<input type="text"/>	Department	<input type="text"/>
Company	<input type="text"/>	Vendor Code	<input type="text"/>
Employee ID	<input type="text"/>	Cash Vendor Code	<input type="text"/>
		Default Cost Center	<input type="text"/>
		Allow Cross Company Coding	<input type="checkbox"/>
		Create Cardholder	<input type="checkbox"/>

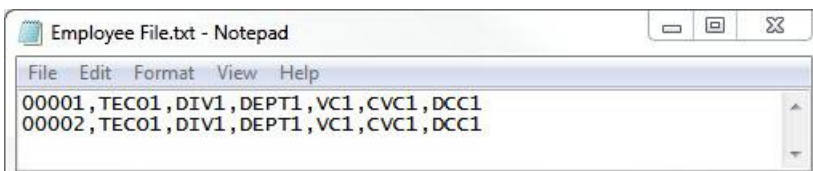
Bulk Update Employee Data

The Import Employee file section offers the ability to update multiple existing employee profiles at once. The values you can update include company, Employee ID, Division, Department, Vendor Code, Cash Vendor Code, and Default Cost Center.

Import Employee File
 Browse
File Format (*.csv): EmployeeID,Company,Division,Department,Vendor Code, Cash Vendor Code, Default Cost Center

1. Select **Browse**.
2. Select the file from your computer. The file must be in the comma-separated (.csv) format and organized as follows: Employee ID (00001), Company, Division, Department, Vendor Code, Cash Vendor Code, Default Cost Center.

Example

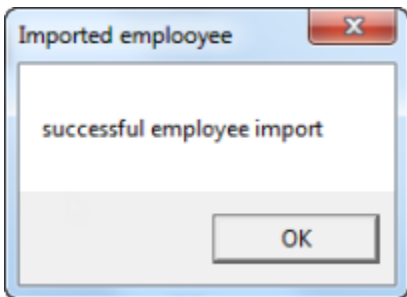


```
Employee File.txt - Notepad
File Edit Format View Help
00001,TECO1,DIV1,DEPT1,VC1,CVC1,DCC1
00002,TECO1,DIV1,DEPT1,VC1,CVC1,DCC1
```

The updated values in the file (excluding Company and Employee ID, which are not updatable) must observe the following requirements.

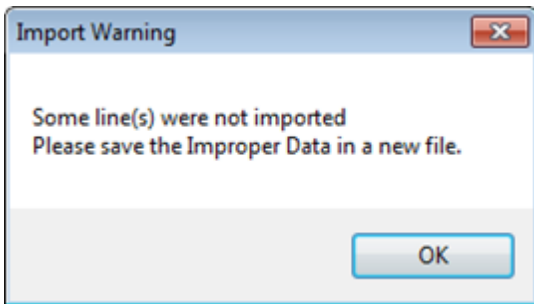
Field	Maximum Characters	Allow Blank (Y/N)
Division	5	Y
Department	6	Y
Vendor Code	10	Y
Cash Vendor Code	10	Y
Default Cost Center	10	Y

You should receive a success message after import.

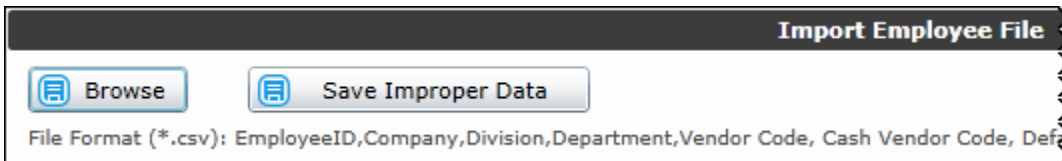


If your import file contains both valid and invalid employee records, CEMS generates an improper data file. To review this file, select **Save Improper Data** after you have imported.

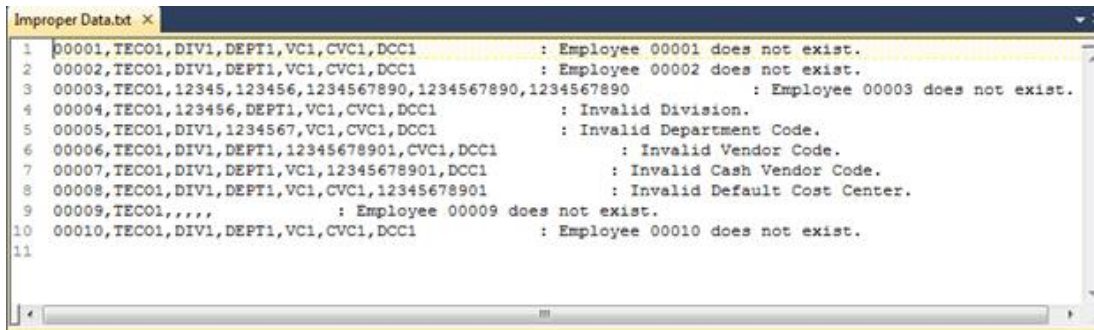
Warning message



Save Improper Data.



The improper data file contains brief explanations for your failed imports.



```

1 00001,TECO1,DIV1,DEPT1,VC1,CVC1,DCC1 : Employee 00001 does not exist.
2 00002,TECO1,DIV1,DEPT1,VC1,CVC1,DCC1 : Employee 00002 does not exist.
3 00003,TECO1,12345,123456,1234567890,1234567890,1234567890 : Employee 00003 does not exist.
4 00004,TECO1,123456,DEPT1,VC1,CVC1,DCC1 : Invalid Division.
5 00005,TECO1,DIV1,1234567,VC1,CVC1,DCC1 : Invalid Department Code.
6 00006,TECO1,DIV1,DEPT1,12345678901,CVC1,DCC1 : Invalid Vendor Code.
7 00007,TECO1,DIV1,DEPT1,VC1,12345678901,DCC1 : Invalid Cash Vendor Code.
8 00008,TECO1,DIV1,DEPT1,VC1,12345678901 : Invalid Default Cost Center.
9 00009,TECO1,,,, : Employee 00009 does not exist.
10 00010,TECO1,DIV1,DEPT1,VC1,CVC1,DCC1 : Employee 00010 does not exist.
11

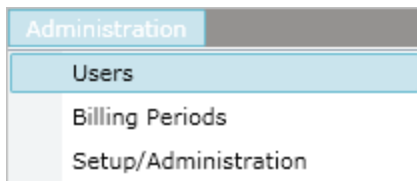
```

Creating a New User From the Cardholder List

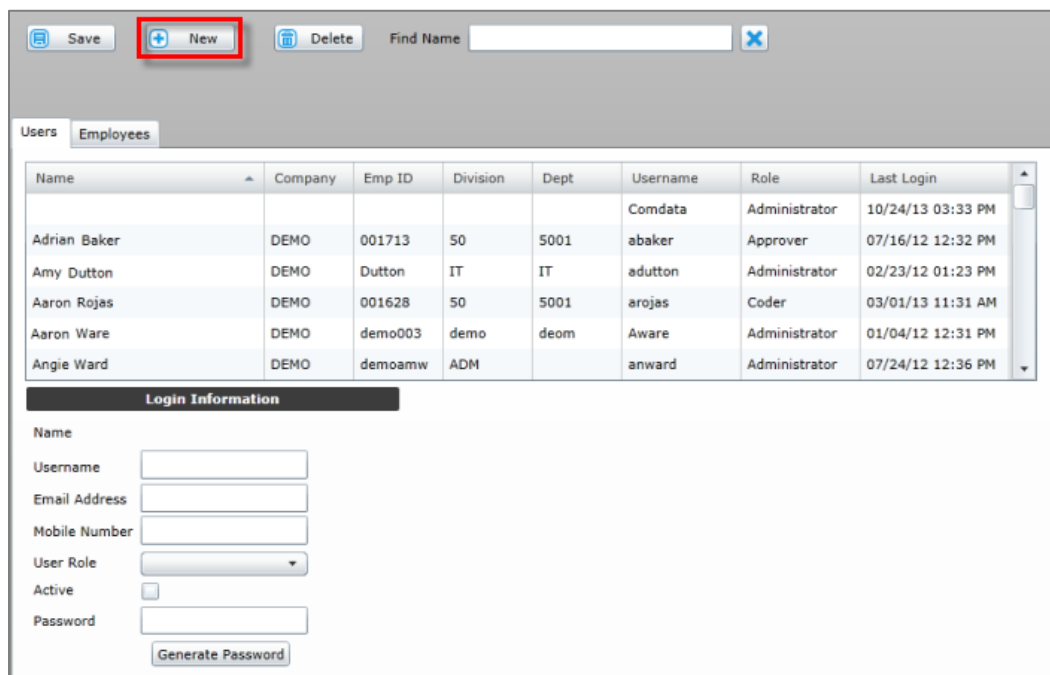
Once an employee record is added to CEMS, you must assign them a user role before they can access the system.

Steps

1. Select **Administration > Users** from the main menu bar.



2. The page opens with the **Users** tab automatically selected. Select **New** to open a list of all your employees.



Name	Company	Emp ID	Division	Dept	Username	Role	Last Login
					Comdata	Administrator	10/24/13 03:33 PM
Adrian Baker	DEMO	001713	50	5001	abaker	Approver	07/16/12 12:32 PM
Amy Dutton	DEMO	Dutton	IT	IT	adutton	Administrator	02/23/12 01:23 PM
Aaron Rojas	DEMO	001628	50	5001	arojas	Coder	03/01/13 11:31 AM
Aaron Ware	DEMO	demo003	demo	deom	Aware	Administrator	01/04/12 12:31 PM
Angie Ward	DEMO	demoamw	ADM		anward	Administrator	07/24/12 12:36 PM

Login Information

Name

Username

Email Address

Mobile Number

User Role

Active

Password

3. On the Employee List window, type the employee's name in the Find Employee field or use the scroll bar to search for them. Once you find the employee, select **OK**.

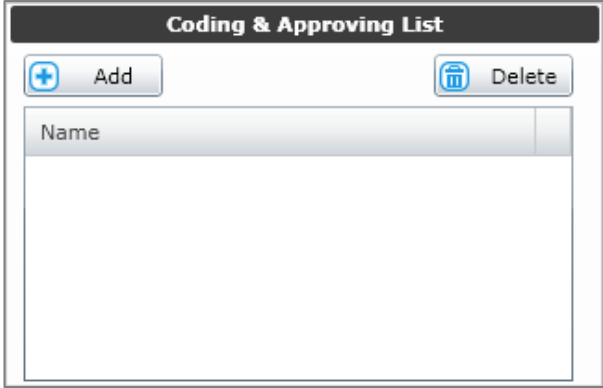
Name	Company	Division	Dept
ABEY, AMANDA	197	35	35110E
ADAM, GREG	109	78	78330E
ADAM, JOE	197	31	31110F
AFFEL, WILL	262	27	27787E
AFFEDT, ROBERT	197	27	27787E
ALCAZ, PABLO	197	27	27280E
ALCAZ, PABLO	262	27	27280E
ALGEC, JORGE	197	31	31140E
ALL, JAMES	109	10	10000A
ALL, MATTHEW M	262		

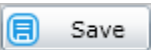
4. The Login Information section at the bottom of the page will populate with the cardholder's name and information.

Enter the following information for the new user.

Login Information	
Name	Samuel Aber
Username	saber
Email Address	saber@abc123.com
Mobile Number	555-555-5555
User Role	Administrator
Active	<input checked="" type="checkbox"/>
Password	••••••••
	<input type="button" value="Generate Password"/>

(see table describing each field on next page)

Field	Description
Name	This field will automatically populate with the first name, last name, and middle initial (if applicable) of the employee you chose.
Username	Create a user name for your new user. Typically, a user name will consist of the first letter in the new user's first name and their entire last name. However, you can make any user name you wish.
Email Address	Enter the user's e-mail address.
Mobile Number	Enter a convenient phone number for the user.
User Role	<p>Use the drop-down menu to select the user's role. If you select either Coder or Approver as the user role, the Coding & Approving List will display to the right.</p>  <p>Select the Add button to open the Employee List window (same as step 3 above) and add cardholders for your approver or coder. Note: The system requires you to save changes for the user you are setting up before adding to the Coding & Approving List.</p>
Active	Select this check box if you want the user to be active upon creation.
Password	Create a password for the new user or select Generate Password . Please be aware that if you select Generate Password , the password will not be automatically e-mailed to the user. The password will be copied into a clipboard which can be pasted into an e-mail for the user.

5. Select **Save**  when finished. The new user is now set up in the system.

Note: If the employee record was not marked as **Create Cardholder** (see step 3) and the user is set up with the Cardholder user role, a confirmation window displays. Read the User Confirmation window and select **Yes** if the user is meant to be a non-Comdata cardholder. This user will be responsible for entering out-of-pocket cash expenses in CEMS.



The user will be saved in the system and can begin adding cash transactions. Their card number will display as CASH in the Cardholder Listing.

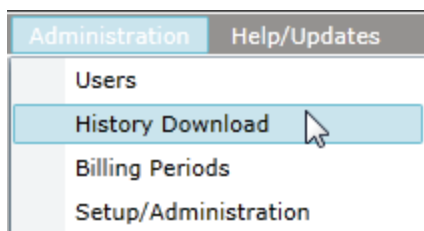
Name	Card	Employee	Count	Attach	Queue	Reviewed	Approved	Status	Total
Aviles, Omar	0857	001579	8	2	17	7	1	Reviewed	\$404.00
Joanna, Gibson	CASH	200002	7	1	0	1	1	Open	\$1,447.00
mango, jammy	CASH	200011	3	0	0	1	0	Reviewed	\$1,400.00
Mitchell, James	CASH	m00001	1	0	0	0	0	Open	\$100.00

Reviewing Accounting File Download History

The History Download page contains a 30-day history of all your downloaded accounting files. This page also contains access to any image zip files you downloaded in the background when the accounting file was generated. Use this page to keep track of your accounting file downloads and their associated images.

Steps

1. Select **Administration > History Download** from the menu bar.



2. Review your download history. If you selected **Download Images in Background** when the accounting file was generated, you can retrieve your save images from this page. Click the **Download Images** link to save the image zip file and use the password in the Password column to open the file once it is downloaded.

Billing Period From	Billing Period To	Zip File Name	User Name	DownloadImages	Accounting File Created Date	Password	
8/15/2014	8/16/2014	msoqzmdc.zip	comdata	Download Images	6/3/2016 10:21:00 AM	zs\$+dISE	
8/15/2014	8/16/2014	xbyxhpc.zip	comdata	Download Images	6/3/2016 10:23:49 AM	Q%B5@XiN	
8/15/2014	8/16/2014	0pglmjq5.zip	comdata	Download Images	6/3/2016 10:25:43 AM	oDJ+Pax@	

Setting Up Billing Periods

Setting up billing periods is a way to group transactions in CEMS. This feature will help you keep track of your transactions and review them accordingly. During your initial setup for CEMS, the current and previous billing months will automatically be created for you. You will need to manually setup other billing periods.

Transactions will automatically populate in the billing period depending on the date range you create. For example, if you create a billing period with the start date 3/1/2013 and end date 3/30/2013, any transaction that falls in that date range will appear in the billing period.

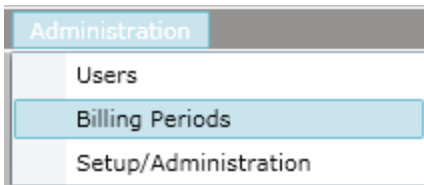
Billing periods are viewable to all user roles, but only an administrator may create and modify billing periods.

Creating a Billing Period

The following steps describe how to create a billing period.

Steps

1. Select **Administration > Billing Periods** from the main menu bar.



2. Locate the Billing Period section on the left side of the page.

 A screenshot of the CEMSDATA web application interface. The top navigation bar includes 'Home', 'Query', 'Reporting', 'Misc', and 'Administration'. The main content area is divided into three panels:

- Billing Period**: A table with columns 'From', 'To', and 'Status'. It lists several billing periods with their respective dates and statuses (Open, Closed, Posted, Archived). To the right of the table are buttons for 'Create New Period', 'Close Billing Period', 'Post Billing Period', 'Archive Billing Period', and 'Delete Billing Period'.
- Accounting File**: A panel with buttons for 'Create Accounting File', 'Clear Exported Transactions', 'Mark Exported As Posted', and 'Clear Posted Transactions'.
- Period Cardholder Status Summary**: A panel with a sub-section 'Billing Period:' and a table with columns 'Status', 'Transactions', and 'Period Total:'. Below this is a table with columns 'Name', 'Card', 'Status', and 'Total'.

3. Select **Create New Period**.

Billing Period			
From	To	Status	
7/24/2012	8/24/2012	Open	Create New Period
7/1/2011	7/31/2011	Closed	Close Billing Period
6/1/2011	6/30/2011	Posted	Post Billing Period
5/1/2011	5/31/2011	Closed	Archive Billing Period
4/1/2011	4/30/2011	Posted	Delete Billing Period
3/3/2011	3/31/2011	Archived	
2/1/2011	2/28/2011	Archived	
5/27/2010	3/6/2012	Open	

4. In the New Billing Period window, select the **From** and **To** dates and then select **OK**.

New Billing Period ✖

From To

OK
 Cancel

Note: You can make a billing period as long or short as it needs to be. However, the billing period you create cannot overlap with an existing period. For example, if you have a billing period that starts at 10/1/2014 and ends at 10/7/2014, then you cannot make a billing period that starts at 10/5/2014 and ends at 10/10/2014. Each new billing period must start the day after the last one ended.

Once you have a defined billing period, it will be available in all operations that require you to search by a date. For example, when you access a Cardholder's Transaction Coding page, you can choose a different billing period from the **CardHolder Actions** box. All transactions that fall under the dates you specify will appear in the billing period you create and will be listed by cardholder name.

CardHolder Actions

Cardholder **Carlo, Marcus**

Billing Period ▼

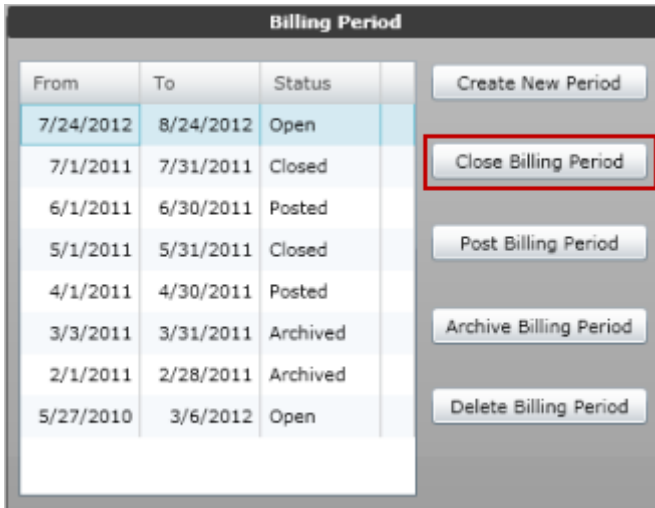
Group ▼

Submit Transactions Submit

Closing Billing Periods

Select an open billing period and then select **Close Billing Period**. Once a billing period has been closed, no new transactions can be added. However, coders, approvers, and cardholders may still code and approve transactions in a closed billing period. Selecting this option simply states that the transactions are ready for review and approval.

Note: You cannot add cash transactions to a closed billing period. See the section [Cash Transactions](#) for more information.







Submitting Transactions

Once a billing period has been closed, a submit button will appear on the Cardholder Transaction Coding page.



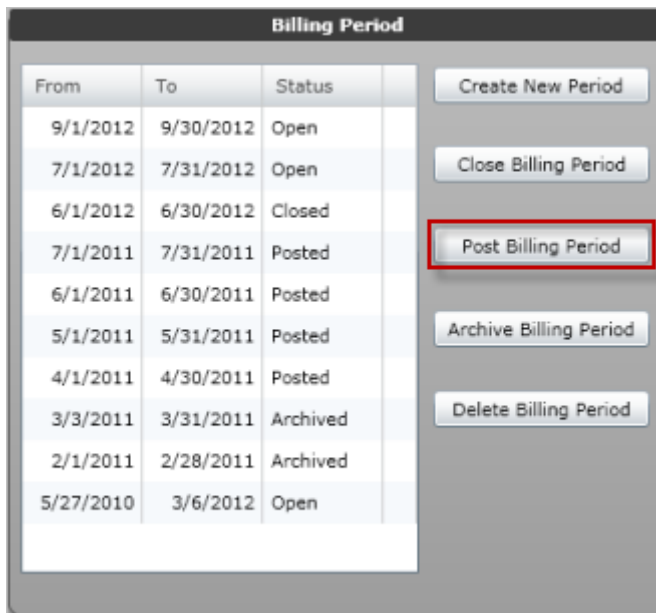
Selecting the submit button will change all the cardholder's reviewed transactions in the billing period to the submitted status. All transactions must be in reviewed status and have proper coding.

The submitted status is similar to the reviewed status except that you cannot make changes to the transaction. The submitted status indicates that the transaction is fully ready to be reviewed by an approver. If a transaction is in reviewed status, users may make additional changes. If the transaction is submitted, it should remain untouched by all users except the approver.

Status	Group	Approval	Coding
Submitted			
Submitted			
Submitted			
Submitted			

Posting Billing Periods

Once a billing period has been closed, you can now post the transactions. Select a closed billing period and then select **Post Billing Period**.



From	To	Status
9/1/2012	9/30/2012	Open
7/1/2012	7/31/2012	Open
6/1/2012	6/30/2012	Closed
7/1/2011	7/31/2011	Posted
6/1/2011	6/30/2011	Posted
5/1/2011	5/31/2011	Posted
4/1/2011	4/30/2011	Posted
3/3/2011	3/31/2011	Archived
2/1/2011	2/28/2011	Archived
5/27/2010	3/6/2012	Open

Buttons on the right side of the interface:

- Create New Period
- Close Billing Period
- Post Billing Period** (highlighted with a red box)
- Archive Billing Period
- Delete Billing Period

Posting a billing period updates all transactions for every cardholder as posted. Selecting this option simply indicates that the transactions have all been approved and are ready to be exported back to your ERP. Therefore, you should only post a billing period after all of the transactions have been approved. Otherwise, you run the risk of creating inaccuracies in your company's finances.

Reminder: A billing period must be closed before you can select this option.

Archiving Billing Periods

Archiving a billing period saves it for your records. Once you archive a billing period, it will only be available on the billing period and query pages. You cannot make any additions or changes to an archived billing period.

Billing Period			
From	To	Status	
9/1/2012	9/30/2012	Open	Create New Period
7/1/2012	7/31/2012	Open	Close Billing Period
6/1/2012	6/30/2012	Closed	Post Billing Period
7/1/2011	7/31/2011	Posted	Archive Billing Period
6/1/2011	6/30/2011	Posted	Delete Billing Period
5/1/2011	5/31/2011	Posted	
4/1/2011	4/30/2011	Posted	
3/3/2011	3/31/2011	Archived	
2/1/2011	2/28/2011	Archived	
5/27/2010	3/6/2012	Open	

Deleting Billing Periods

To delete a billing period, select one from the list and then select **Delete Billing Period**. Once you delete a billing period, it will disappear from the list of periods, but the transactions will remain in CEMS. Simply create another billing period to re-group the transactions. A billing period does not need to be in a specific status in order for it to be deleted.

This option is especially useful if you want to remove transactions from one billing period and re-group them in another.

Note: You cannot remove one transaction at a time from a billing period. If you notice only a few transactions are in the wrong billing period, or if you want to change the date range, you must select the delete option to remove all transactions and start over.

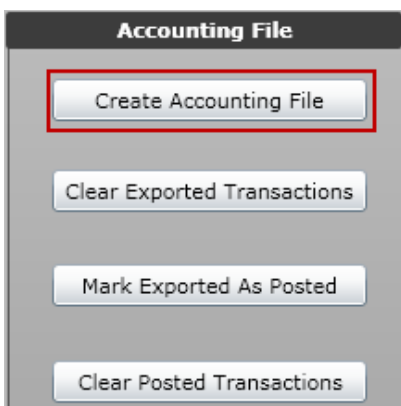
Billing Period			
From	To	Status	
7/24/2012	8/24/2012	Open	Create New Period
7/1/2011	7/31/2011	Closed	Close Billing Period
6/1/2011	6/30/2011	Posted	Post Billing Period
5/1/2011	5/31/2011	Closed	Archive Billing Period
4/1/2011	4/30/2011	Posted	Delete Billing Period
3/3/2011	3/31/2011	Archived	
2/1/2011	2/28/2011	Archived	
5/27/2010	3/6/2012	Open	

Creating an Accounting File

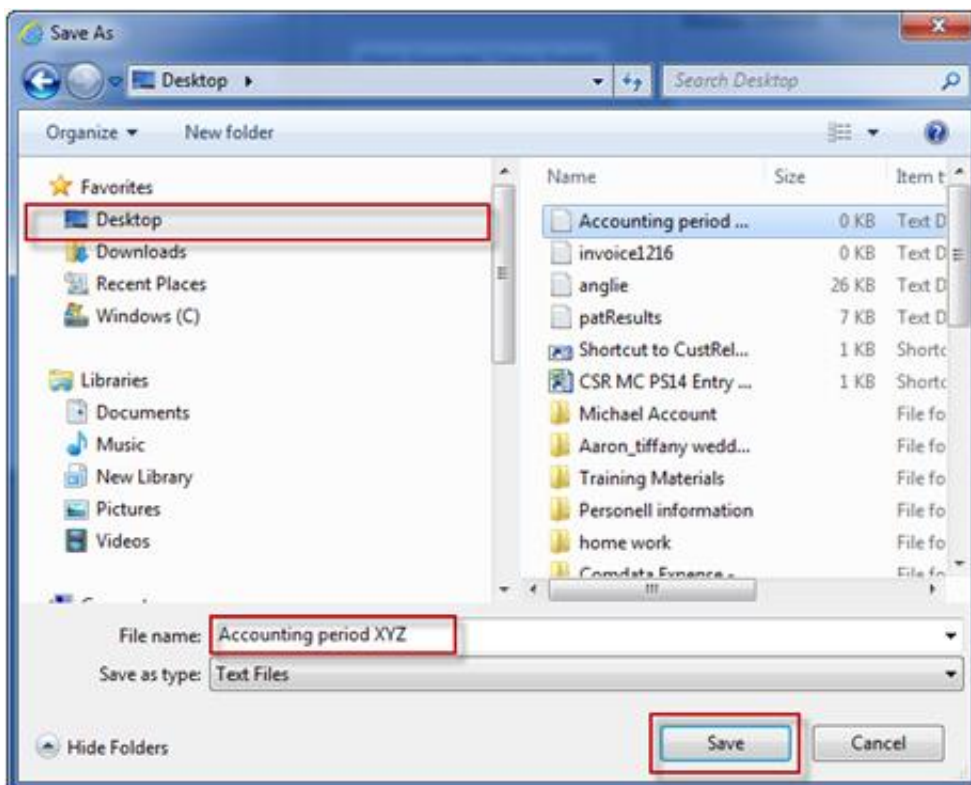
An accounting file is used to export transaction data from CEMS back to your ERP. Creating the accounting file downloads a text document that holds all transaction data in a specified time period. Depending on your ERP system, the format of the file may be different.

Steps

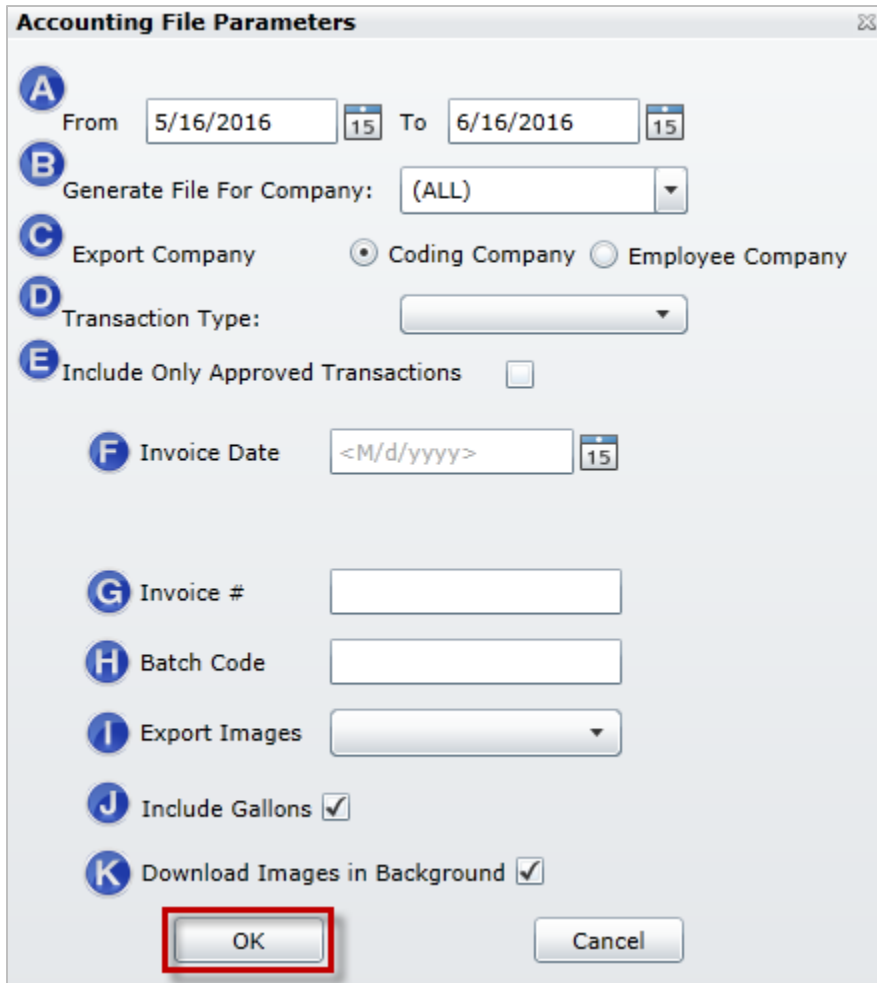
1. On the Billing Periods page, select a billing period and then select **Create Accounting File**.



2. Enter a name for the accounting file and locate a destination on your computer. Then, select **Save**.



3. The Accounting File Parameters window opens. Complete each field accordingly. Select **OK** when finished.

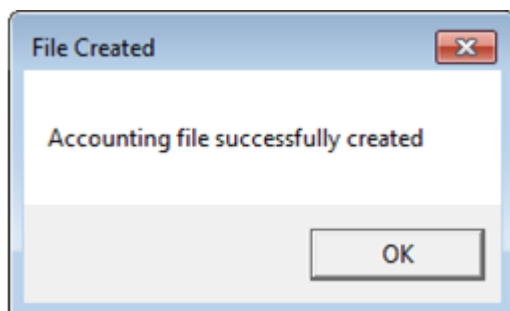


- A. Select the date range of transactions you want to export.
- B. Select the default company setup: Coding Company or Employee Company. Select **Coding Company** to export transactions coded to the company selected in the **Generate File For Company** field. Select **Employee Company** to export all transactions for cardholders with the company chosen in the **Generate File For Company** field in their Employee record in CEMS.
- C. Select the appropriate company.
- D. Select the type of transactions to export: All Transactions, Cash Only or Card Only.

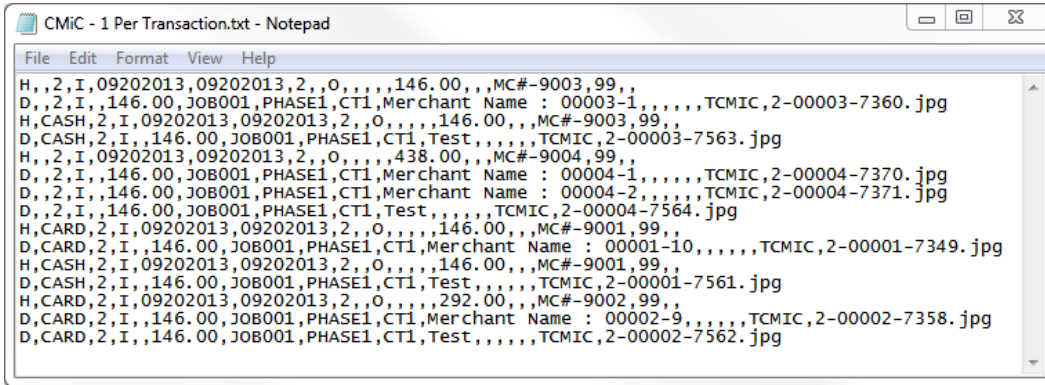
- E. Select the check box if you want to export only approved transactions.
- F. Select the date of the invoice.
- G. Enter the invoice number.
- H. Enter the batch code.
- I. Use this option to export any attached receipt images to a zip file for record keeping. The zip file is password protected, which can be retrieved from the download window. Use the drop-down to select **1 Per Transaction** to include only the first image associated with a transaction or select **All Trans Images** to include all images. Selecting one of these options will also display the name of the receipt image in the accounting file.
- J. Select this option to include the gallons from fuel purchases in the export file.
- K. Use this option to download any transaction images in the billing period separate from the accounting file. You will receive an email notification when the images are ready and can download them from the History Download page.

Note: For CMiC and Viewpoint ERP users, the title of the image file is displayed at the end of the accounting file.

If successful, you should receive the following message: "Accounting file successfully created."

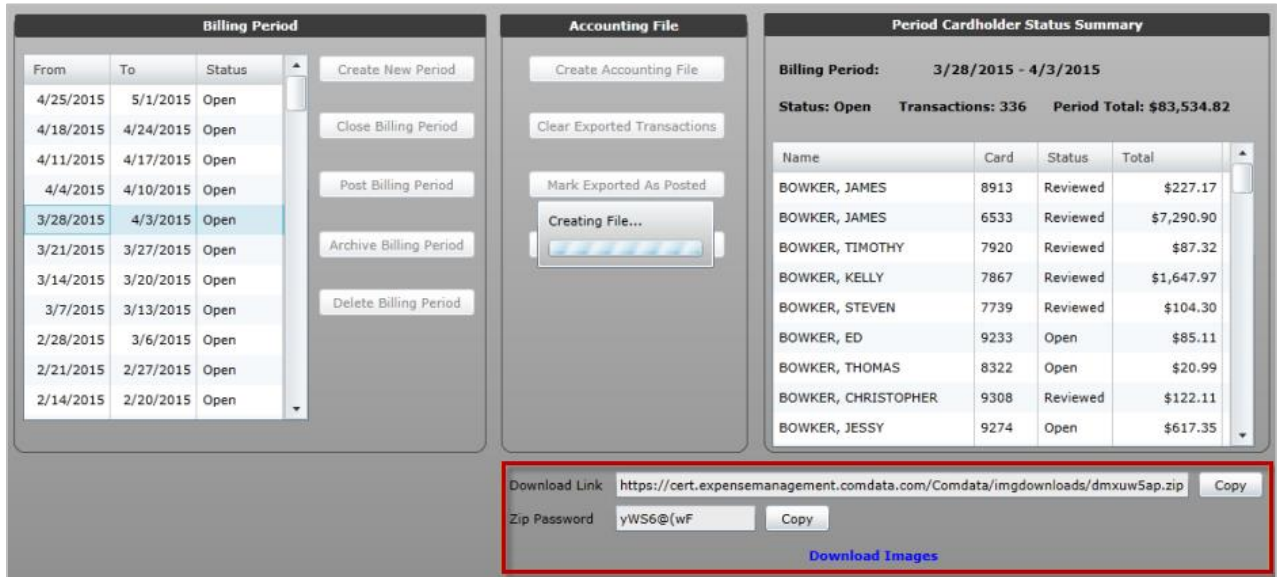


Example of Accounting File



Download Transaction Images

If transactions contain attached images in the billing period, you can download the images into a zip file separate from the accounting file. This process prevents any possible timeout issues that can occur if the billing period contains a large amount of transaction images.

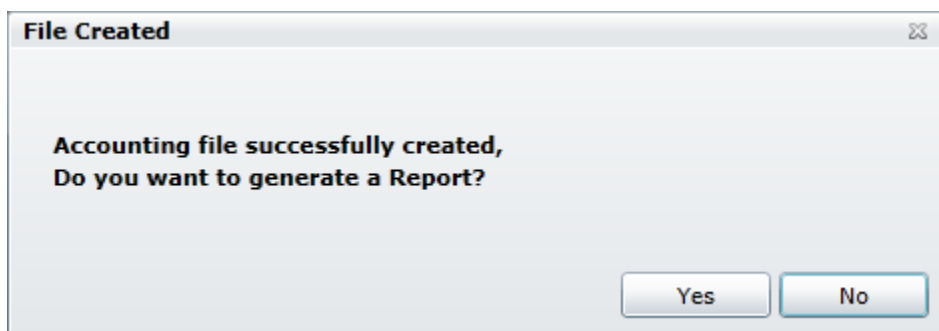


- **Download Link:** Use the download link to access the image zip file. Click **Copy** to copy the link to another location of your choosing.
- **Zip Password:** Use the password to open the zip file once it is downloaded. This may be a system-generated password or one entered in the Password for Images field on the Settings page. Click **Copy** to move the password to another location of your choosing.
- **Download Images:** Click **Download Images** to download the zip file.

Note: In order for these fields to display, do not select the **Download Images in Background** check box on the Accounting File Parameters window.

Running an Accounting File Export Report

After selecting **OK** on the Accounting File Parameters window, you will be prompted to run a report on the accounting file.



If you select **Yes**, a report will generate displaying all of the information in the exported accounting file. This is helpful in clearly seeing all your exported data.

The fields in the Accounting File Export Report include:

- Cardholder
- Card Number
- GL Account
- Equipment
- Business Unit
- Sub Job Number
- Image File Name
- Company
- Merchant Name
- Job Number
- Cost Code
- Subledger
- Notes
- Default Cost Center
- Transaction ID
- Vendor Code
- Phase Code
- Cost Category
- Subledger Type
- Invoice Number
- Transaction Date
- Amount
- Job Cost Type
- Gallons Project
- Extra
- Invoice Date

Finishing the Accounting File Export

The Accounting File window includes the following additional options:

Clear Exported Transactions

If you notice a mistake when you first create the accounting file, select this option to delete it and start over.

Mark Exported as Posted

After you have successfully exported the accounting file, select this option to mark all transactions as posted.

Clear Posted Transactions

If you notice the wrong transactions have been marked as posted, select this option to clear all posted transactions and start over.

Viewing the Period Cardholder Status Summary

When you select a billing period, all cardholders and their expense reports will populate in this section. The Period Cardholder Status Summary is similar to the dashboard on the home page, but is purely for viewing. You cannot view any additional information by selecting a cardholder's name.

Period Cardholder Status Summary				
Billing Period:		4/1/2011 - 4/30/2011		
Status: Archived		Transactions: 18	Period Total: \$719.62	
Name	Card	Status	Total	
HUBB, RON	6657	Posted	\$98.50	
MARA, SAM	6632	Posted	\$197.19	
SIEW, JOSEPH	6624	Posted	\$168.46	
PEARS, RON	6640	Posted	\$255.47	

Setting Up GL Accounts

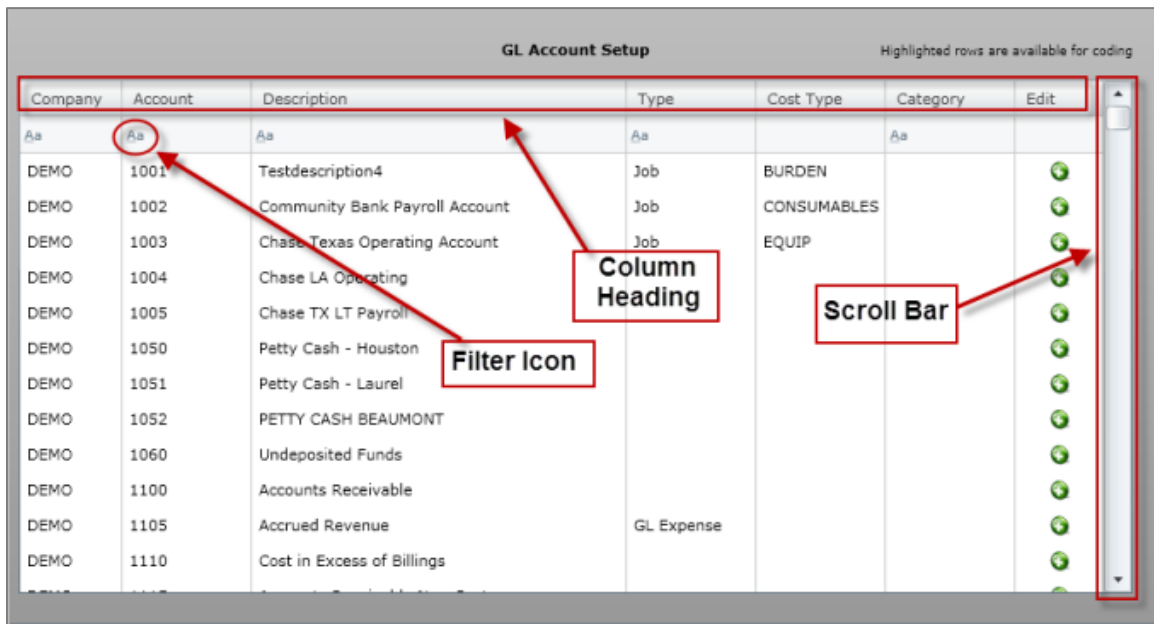
During the initial sync of CEMS and your ERP, your company's entire chart of accounts will be imported into CEMS. You will need to determine what coding structure should be applied to the account codes.

Steps

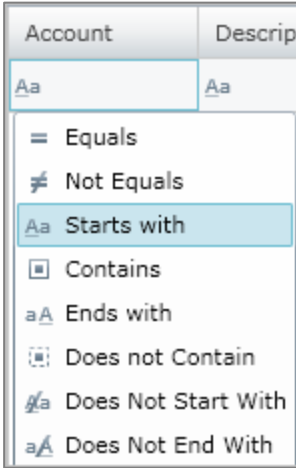
1. Access this feature from the CEMS home page by selecting [Administration > Setup/Administration > GL Accounts](#).






The GL Account Setup page provides several options for searching and editing a GL account.



Navigation option	Description
Column heading	Select an individual column heading (Description, Account, Company, etc.) to sort account codes in ascending or descending order for that column.

Navigation option	Description
Filter icon	<p>Select this icon under a specific column to open a list of filtering options.</p> 
Scroll bar	Use the scroll bar to move through the list of account codes.

2. Select a GL code and then select the **edit icon** to open the Account Setup window.

Company	Account	Description	Type	Cost Type	Category	Edit
Aa	Aa	Aa	Aa		Aa	
DEMO	1001	Testdescription4	Job	BURDEN		
DEMO	1002	Community Bank Payroll Account	Job	CONSUMABLES		
DEMO	1003	Chase Texas Operating Account	Job	EQUIP		

3. Use the Account Setup window to assign coding types, job cost types, and equipment cost categories to the GL code. Each value moved to the right box will be assigned to the GL code.

Account Setup

Account 000000 - SYSTEM SUSPENSE ACCOUNT Include

Coding Type **A**

Jb/Ct/Ph
Equipment
Jb/Ph/Ct

-> Direct
<-

Job Cost Type **B**

E - EQUIPMENT
L - LABOR
M - MATERIAL
O - OTHER
S - SUBCONTRACTS

->
<-

Equipment Cost Category **C**

0010 - FUEL
0020 - LUBE/OIL
0030 - TIRES
0040 - PARTS
0050 - LABOR

->
<-

Save Cancel

- A. Select the appropriate coding type(s).
- B. Select the job cost type(s). Note that this section is only available if you selected Jb/Ct/Ph or Jb/Ph/Ct under Coding Type.
- C. Select your equipment cost category(ies). Note that this section is only available if you selected Equipment under Coding Type.

4. Select the **Include** check box and then select **Save** to apply the coding structure to the GL code.

Note: You can go back and uncheck the Include check box to remove the GL code. This will also remove a cardholder's default coding value if it is applied.

The screenshot shows a dialog box titled "Account Setup" with the following fields and options:

- Account:** 000000 - SYSTEM SUSPENSE ACCOUNT
- Include:** (highlighted with a red box)
- Coding Type:** A list box containing "Direct", "Jb/Ct/Ph", and "Jb/Ph/Ct".
- Job Cost Type:** A list box containing "O - OTHER", "S - SUBCONTRACTS", and "T - TRAVEL".
- Equipment Cost Category:** A list box containing "0040 - PARTS", "0050 - LABOR", and "0070 - OUTSIDE REPAIRS".
- Buttons:** "Save" (highlighted with a red box) and "Cancel".

Coders

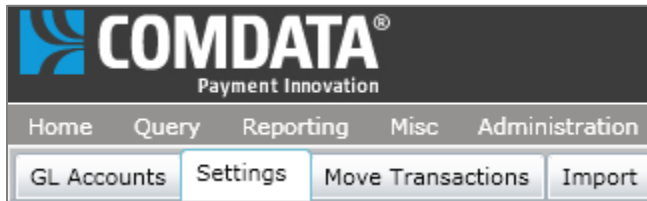
Once a GL code has been set up, any user with coding privileges can select from the available coding types whenever they manually code a transaction under that GL account. The same coding types can be selected when mass coding multiple transactions. For more information, see the section [Coding Transactions](#).

Configuring your Company Settings

As an administrator, you have the ability to configure your company's settings in CEMS via the Settings tab under the Setup/Administration link.

Steps

1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > Settings**.



You have the options described below for configuring your company's settings.

Save

Company Display

Routing Code

Use subjob phase filtering

Use Division Filter **Approver Routing**

Cash Transactions **Hide Dispute Button**

Transactions Paging **Download Images in Background**

Password for images

Coding Companies ▼

Account Number

Customer ID

Default Company Setup **Coding Company** **Employee Company**

Job Coding Display **Job/Phase/Cost Type** **Job/Cost Type/Phase** **Both**

Equipment Active Status Codes

Job Active Status Codes

Status Code






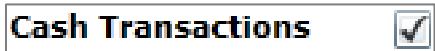
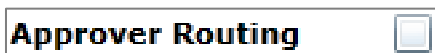
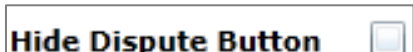
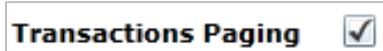
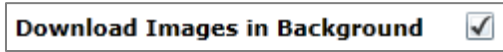
Description



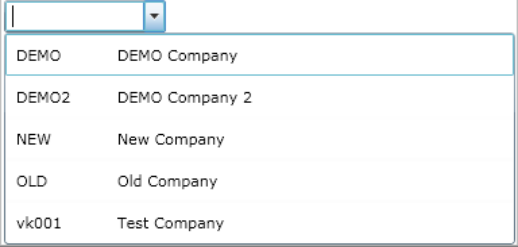

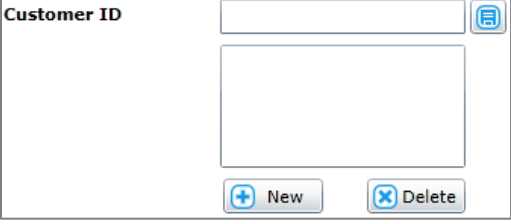

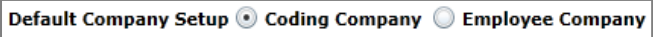
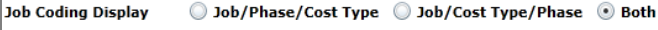
Phase Code Active Status

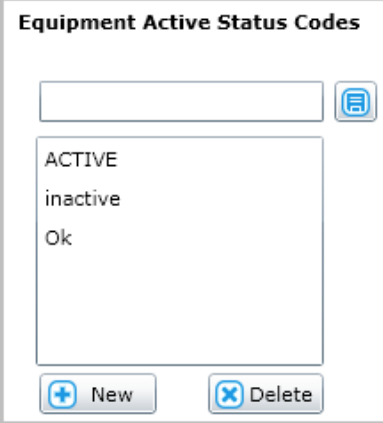

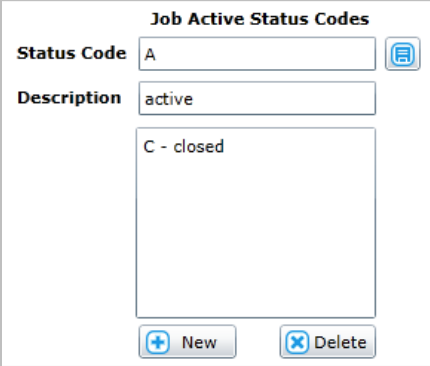

Status Code

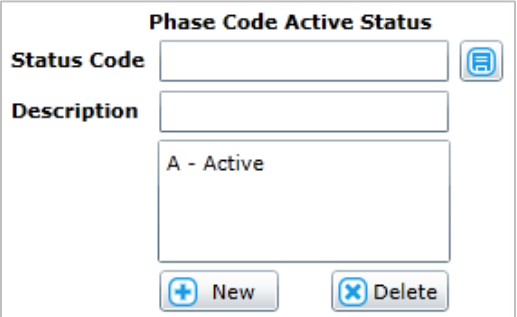

Description


(see field descriptions on next page)

Field name	Image	Description
Company Display		This field pre-populates with the name of your company. This is how your company's name will display in CEMS. You can change the display however you please.
Routing Code		The code used by your company to route invoices to the appropriate approver.
Use Subjob Phase Filtering		(CGC ERP users only) Allows users to filter their Phase codes by Subjobs. Selecting this check box prompts the sync tool to populate the Phase drop-down on the coding windows (Transaction Coding and Mass Coding) with Phase code data based on the selected Job/Subjob combination.
Gallons UOM		(Spectrum ERP users only) Allows you to export quantities in the accounting file and to assign them a UOM (unit of measure).
Use Division Filter		Select this check box to limit employees to only seeing their division.
Cash Transactions		Select this check box to allow users to enter cash transactions on the Cardholder Transaction Coding page.
Approver Routing		Select this check box to allow users to route transactions to a specific approver.
Hide Dispute Button		Select this option to remove the Dispute button on the Transaction Coding window. This can help prevent confusion on the dispute process for cardholders.
Transactions Paging		Displays the pagination option on the Transactions Coding page. Uncheck the box to display all of a cardholder's transactions on one page.
Download Images in Background		Defaults the Download Images in Background check box on the Accounting File Parameters window.

Field name	Image	Description
Password for Images		Enter a password that can be used to open the image zip files downloaded from the Account File Parameters window or History Download page. If this field is left blank, a system-generated password will be used.
Coding Companies	 	Use the drop-down menu to select your company's code.
Account Number		This is the Comdata account number associated with your account.
Customer ID		Once you select a company code, the box will auto-populate with Customer IDs. Select New to create a new customer ID. Then, select the Save button  to the right.
Default Company Setup		This field sets the default selection for the Default Company Setup field on the Accounting File Paramater window.
Job Coding Display		Allows you to specify the Job coding type to display in CEMS (Job/Phase/Cost Type, Job/Cost Type/Phase, or both).

Field name	Image	Description
<p>Equipment Active Status Codes</p>		<p>Allows you to display only Active Equipment codes on the Transaction Coding window. Enter the status code that means active for your Equipment codes (Example: A - Active) and then select the save button . Or, select New and type the status in and select Save.</p> <p>Select a status from the list by double-clicking it and selecting Save. To delete a status, select a status and then select Delete.</p>
<p>Job Active Status Codes</p>		<p>Allows you to display only active Job codes on the Transaction Coding window. Enter the status code and description that means active for your Job codes (Example: A - Active) and then select the save button . Or, select New and type that status in and select Save.</p> <p>Select a status from the list by double-clicking it and selecting Save. To delete a status, select a status and then select Delete.</p>

Field name	Image	Description
Phase Code Active Status		<p>Allows you to display only active Phase codes on the Transaction Coding window. Enter the status code and description that means active for your Phase codes (Example: A - Active) and then select the save button . Or, select New and type that status in and select Save. Select a status from the list by double-clicking it and selecting Save. To delete a status, select a status and then select Delete.</p> <p>Note: Displays Cost Code Active Status for COINS ERP users.</p>

2. Select **Save**  Save when finished. The new settings will be saved for your company.

Custom ERP Fields

A section titled **Additional Label Configuration** displays for *Viewpoint ERP users only*. This section allows you to include up to two customizable coding fields on the Transaction Coding window that can be designated as mandatory or optional.

Additional Label Configuration			
Label 1	<input type="text" value="Label 1"/>	Label 2	<input type="text" value="Label 2"/>
Include	<input checked="" type="checkbox"/>	Include	<input checked="" type="checkbox"/>
Mandatory	<input type="checkbox"/>	Mandatory	<input type="checkbox"/>
			<input type="button" value="Save"/>

Transaction Coding Window

Label 1	<input type="text"/>
Label 2	<input type="text"/>
Amount	<input type="text" value="\$100.10"/>
Qty	<input type="text" value="0"/>

Viewpoint users can also select an option to export accounting files on any version of Viewpoint. Select either **6.7 and Below** or **6.8 and Above**, depending on your version of Viewpoint, so you can accurately export accounting files.

<input type="button" value="Save"/>		Equipment Active Status Codes	
Company Display	<input type="text" value="Test viewpoint"/>	<input type="text"/>	
Routing Code	<input type="text" value="99"/>	active	
Use Division Filter	<input checked="" type="checkbox"/>	<input type="button" value="+ New"/> <input type="button" value="X Delete"/>	
Cash Transactions	<input checked="" type="checkbox"/>	Job Active Status Codes	
Approver Routing	<input type="checkbox"/>	Status Code	<input type="text"/>
Coding Companies	<input type="text"/>	Description	<input type="text"/>
Account Number	<input type="text"/>	A - Active	
Customer ID	<input type="text"/>	<input type="button" value="+ New"/> <input type="button" value="X Delete"/>	
<input type="button" value="+ New"/> <input type="button" value="X Delete"/>			
Default Company Setup	<input checked="" type="radio"/> Coding Company <input type="radio"/> Employee Company		
Job Coding Display	<input checked="" type="radio"/> Job/Phase/Cost Type <input type="radio"/> Job/Cost Type/Phase <input type="radio"/> Both		
Accounting File	<input checked="" type="radio"/> 6.7 And Below <input type="radio"/> 6.8 And Above		

In addition, a radio button titled **Export Cost Centers with Transaction** displays for *Spectrum ERP users only*. This field allows you to export a cardholder's cost centers with an accounting file.

The screenshot shows a configuration window with the following elements:

- Save** button at the top left.
- Company Display**: DEMO
- Routing Code**: 1234
- Gallons UOM**: GAL
- Use Division Filter**:
- Cash Transactions**:
- Approver Routing**:
- Coding Companies**: [Dropdown menu]
- Account Number**: [Text field]
- Customer ID**: [Text field]
- Default Company Setup**: Coding Company, Employee Company
- Job Coding Display**: Job/Phase/Cost Type, Job/Cost Type/Phase, Both
- Export Cost Centers with Transaction**: (highlighted with an orange box)
- Equipment Active Status Codes**: Section with a list area (containing 'Active') and **New** / **Delete** buttons.
- Job Active Status Codes**: Section with **Status Code** and **Description** fields, a list area (containing 'A - Active'), and **New** / **Delete** buttons.

With this option selected, the cost center code will display in the exported accounting file's last header row. See the section [Creating an Accounting File](#) for more information on accounting files.

```

File Edit Format View Help
H,VC1,1234,I,12012014,12012014,4321,,0,,,,780.15,,,MC#-4001,1234,
D,VC1,1234,I,GLA1,150.00,JOB1,PHA1,J1,Enterprise,,,GAL,1.000000,,C1,,,,,,1234-40001-10279.jpg,,
D,VC1,1234,I,GLA1,-9.90,JOB1,PHA1,J1,Shell,,,GAL,1.000000,,C1,,,,,,
D,VC1,1234,I,GLA1,-6.60,,,Shell,EID1,E1,GAL,1.000000,,C1,,,,,,
D,VC1,1234,I,GLA1,-3.30,,,Shell,EID1,E1,GAL,1.000000,,C1,,,,,,
D,VC1,1234,I,GLA1,300.00,,,Southwest,,,GAL,1.000000,,C1,,,,,,
D,VC1,1234,I,GLA1,99.90,,,Shell,,,GAL,30.000000,,C1,,,,,,
D,VC1,1234,I,GLA1,99.90,JOB1,PHA1,J1,Shell,,,GAL,30.000000,,C1,,,,,,
D,VC1,1234,I,GLA1,150.15,JOB1,PHA1,J1,Lowe's,,,GAL,1.000000,,C1,,,,,,
H,CVC2,1234,I,12012014,12012014,4321,,0,,,,9.99,,,MC#-4007,1234,
D,CVC2,1234,I,GLA5,9.99,,,Taco Bell,,,GAL,1.000000,,C2,,,,,,
H,VC2,1234,I,12012014,12012014,4321,,0,,,,450.00,,,MC#-4007,1234,
D,VC2,1234,I,GLA5,150.00,,,Enterprise,,,GAL,1.000000,,C2,,,,,,
D,VC2,1234,I,GLA5,300.00,,,Southwest,,,GAL,1.000000,,C2,,,,,,
    
```

Default Cost Center Column

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Image File Name</u>	<u>Default Cost Center</u>
1234	12/10/2014		DCC1
1234	12/10/2014		DCC1
1234	12/10/2014		DCC1
1234	12/10/2014		DCC2

Active Status Codes

When you sync your data to CEMS, all code values (Equipment, Jobs, Phases) are pulled into the system, no matter their status. Note that coding by inactive code values can cause inconsistency and inaccuracy issues with your transaction coding. Therefore, it is a best practice to use the Active Status Codes fields to filter out inactive codes in CEMS.

For example, if you want to code only by active Phase Codes, enter the appropriate Status Code and Description in the Phase Code Active Status field and then select the save button. The Status Code is usually a letter, while the description is a spelling out of the letter (Example: A - Active). However, the Status Code and Description should be assigned during your first sync. Then, Comdata will keep record of your assigned Status Codes in back-office database table.

If your Status Code for active Phase Codes changes, select **New** and enter the updated value. Be sure to delete any previous Status Codes to prevent confusion.

The screenshot displays a configuration page with the following elements:

- Save** button at the top left.
- Company Display** field: Phillips and Jordan
- Routing Code** field: 05
- Gallons UOM** field: (empty)
- Use Division Filter**:
- Cash Transactions**:
- Approver Routing**:
- Hide Dispute Button**:
- Transactions Paging**:
- Coding Companies**: (dropdown menu)
- Account Number** field: (empty)
- Customer ID** field: (empty)
- New** and **Delete** buttons for the Customer ID field.
- Default Company Setup**: Coding Company, Employee Company
- Job Coding Display**: Job/Phase/Cost Type, Job/Cost Type/Phase, Both
- Export Cost Centers with Transaction**:
- Equipment Active Status Codes** section:
 - Field: (empty)
 - Text: ACTIVE, ACTIVE NOT LISTED
 - New** and **Delete** buttons
- Job Active Status Codes** section:
 - Status Code** field: (empty)
 - Description** field: A - Active
 - New** and **Delete** buttons
- Phase Code Active Status** section (highlighted with an orange border):
 - Status Code** field: (empty)
 - Description** field: A - Active
 - New** and **Delete** buttons

In this example, when the user set up and performed their sync, a Status Code of A was assigned to active Phase Codes and I was assigned to inactive Phase Codes. Therefore, only the A (Active) Phase Codes will display for coding.

Note: If a Status Code of **C** is assigned to a Phase Code, it will not display for coding even if **C** is meant for active.

Tenant ID	Company	Job Number	Phase Code	Cost Type	Description	Status Code	Sub Job Number
VIEW	AV1	JOB 1	5230	J1	Excavation	A	NULL
VIEW	AV1	JOB 1	RE01	J2	Reclass Thru	A	NULL
VIEW	AV1	501203	73246836	J3	Mining	I	NULL


Access the Transaction Coding window and notice that Mining does not display for coding, as it is an inactive Phase Code.

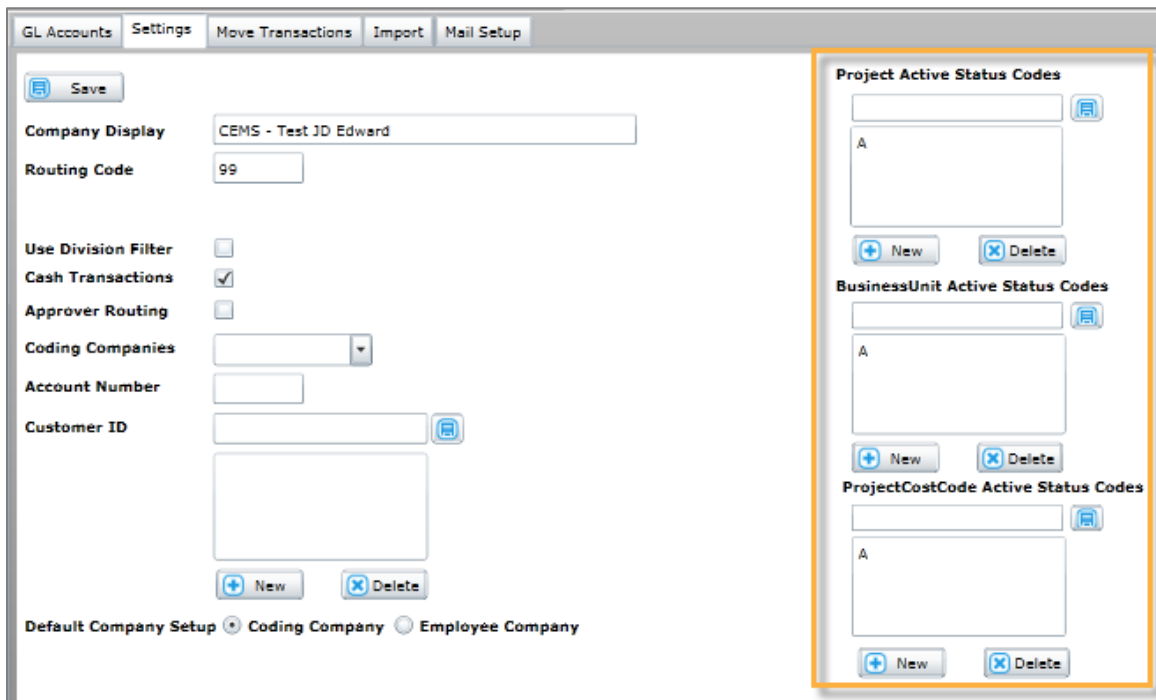
The screenshot shows the 'Transaction GL Coding' window. The 'Coding Type' is set to 'Job/Cost Type/Phase'. The 'Company' is 'AVI'. The 'Job' is '501203' with the description 'ESG SUPPORT SERVICES'. The 'Cost Type' dropdown is open, showing '5230 EXCAVATION' and 'RE01 RECLASS THRU 3/31/12'. The 'Phase' dropdown is also open, showing 'RE01 RECLASS THRU 3/31/12'. The 'Amount' is '\$658.00' and 'Qty' is '0'. The 'Attachments' section has 'Import', 'Show', and 'Delete' buttons. The 'Notes' section is empty. The 'Dispute Transaction' button is at the bottom right.

Note: There is not a **Description** field for the **Equipment Active Status Code** field. However, it functions that same of the other Active Status Code fields, just without the ability to enter a description.

JD Edwards Active Status Codes

If you're using a JD Edwards ERP, you have the ability to include active statuses for Project, Business Unit, and Cost Code coding values. A StatusCode field is also available on the Import page for each coding value.

These fields function similarly to the **Equipment Active Status Codes** and **Job Active Status Codes** fields. Select **New** and then enter the status code (any alpha character) and the description. Then, select the save button . Once settings are saved, select **Save** at the top of the page. Select a status from the list and then select **Delete** to permanently remove it.



Note: To start using the status codes in CEMS for any or all of the coding values listed, contact your Comdata Representative and specify which status you would like to assign to the codes for active, then Comdata can make all of them active in the system from the backend. Once that is done and you want to deactivate a Project, Business Unit or Cost Code, upload a file with the codes laid out as shown on the import screen with a status that is not the same as the active code chosen.

Import Type Project

Field Descriptions

CompanyCode varchar(10) Required (Key)
 ProjectId varchar(12) Required (Key)
 Description varchar(50) Optional
 StatusCode varchar(20) Required

Moving Transactions

This tab allows you to associate orphaned transactions with a cardholder and merge cardholder transactions. See below for steps on how to perform these functions.

Access this page from the CEMS home page by selecting [Administration > Setup/Administration > Move Transactions](#).

Moving Orphaned Transactions to a Cardholder

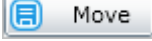
An orphaned transaction is any transaction not tied to a cardholder. This can occur if a card is lost or stolen.

Steps

1. Move Orphaned Transactions is the default option when you first access this screen. The left field will populate with all orphaned transactions. Select the transaction you want to move and then select the appropriate cardholder in the right field.

CardHolderKey	Emp ID	Card #	Count
0000000006	000003	0006	1
000000004	000004	0040	1
1000000004	100000	9999	1

Name	Company	Emp ID	Card #
Abs, Sam	DEMO	001576	3270
Aguila, Jose	DEMO	000331	1277
Allen, J.	DEMO	001577	3041
Also, Euse	DEMO	000005	8879
Also, Jaime	DEMO	000006	3104
Also, Juan	DEMO	001015	1079
Avile, Omar	DEMO	001579	0857
Babeaux, Darrell	DEMO	000595	1087
Parzas, John	DEMO	000455	1053
Bass, John	DEMO	001362	8887

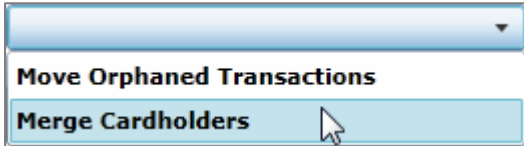
2. Select **Move** . The orphaned transaction will now appear under the cardholder you selected.

Merging Cardholders

Use this option to combine all transactions from a cardholder account into one. This is useful in the event of card or employee number changes. Be aware that this action cannot be undone.

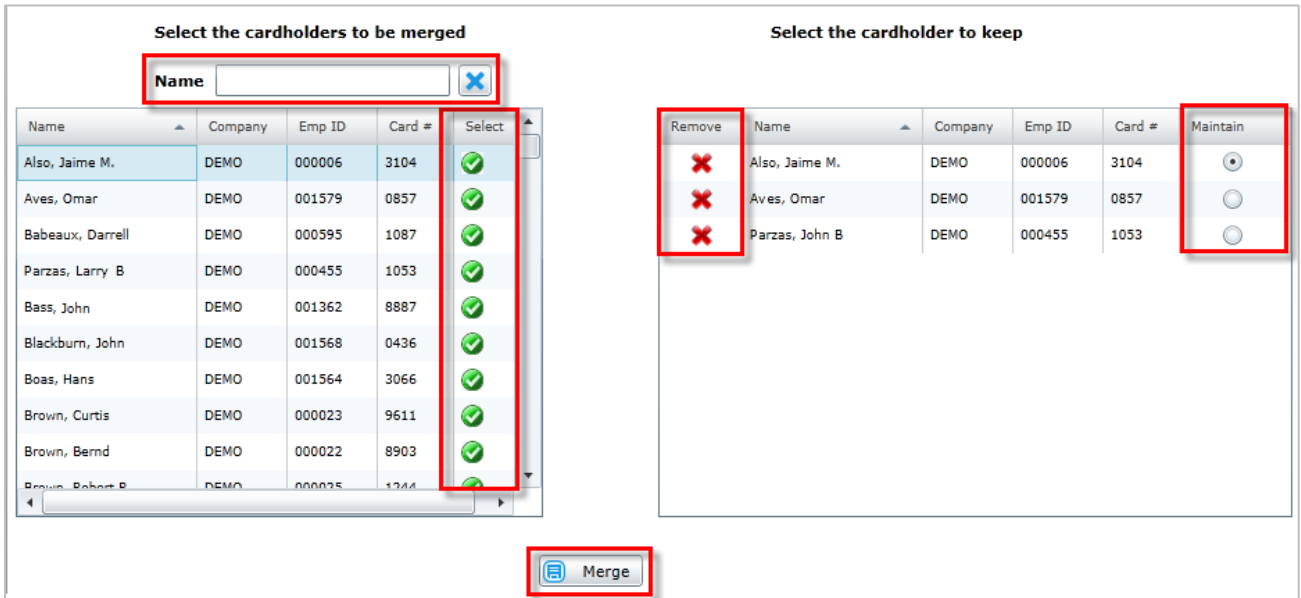
Steps

1. Select **Merge Cardholders** from the drop-down.



2. Select the cardholders you want to merge from the left field. Use the radio buttons in the right field to select the cardholder to merge accounts into (to keep). Remove cardholders from the right field by selecting the red **X** button.

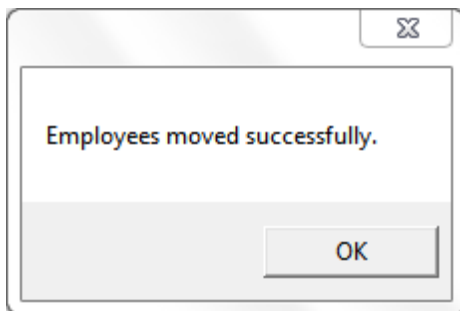
You can search for a specific cardholder using the **Name** field. This is a smart search tool that pulls matching results even if you enter as few as one letter.



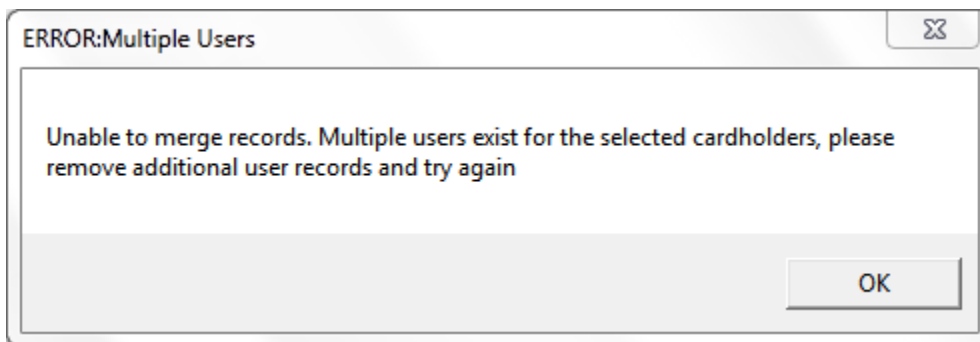
3. Select **Merge** at the bottom of the page when ready. You will be asked to confirm your action. Select **No** to close the window.



If you selected **Yes**, a success message displays to confirm completion.



Note: You cannot merge cardholders that are set up as CEMS users.

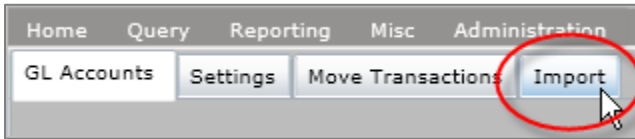


Importing GL Files

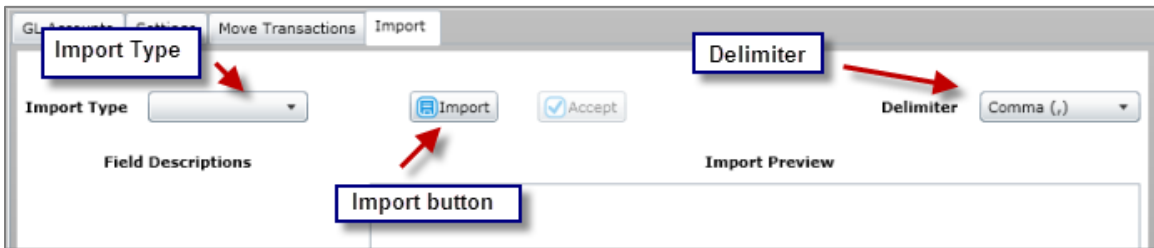
The importing feature allows you to import your company's general ledger accounting structure into CEMS for easy expense coding.

Steps

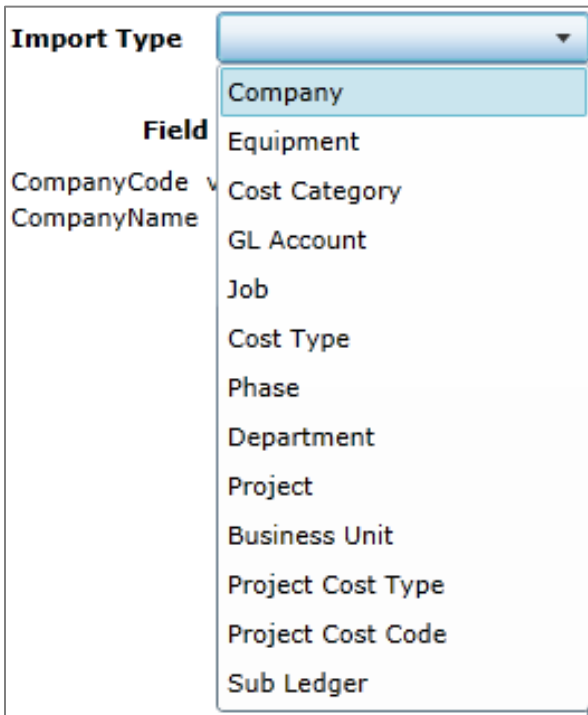
1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > Import**.






The Import Preview page opens.



2. Select the type of expense code (**Import Type**) for the file you are importing from these available options:

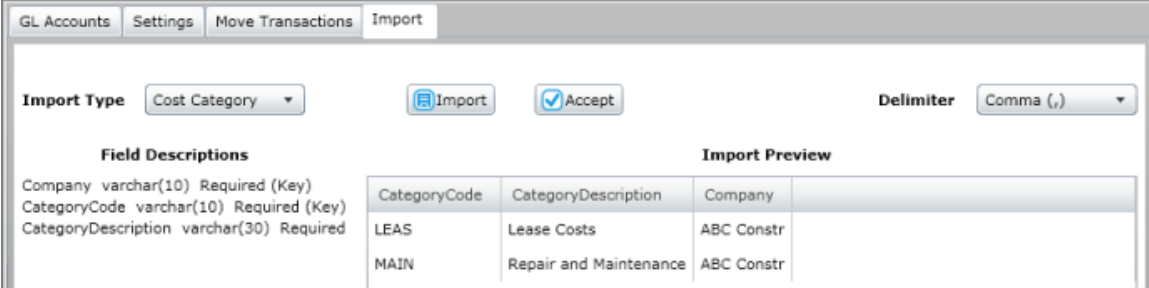


3. Use the Delimiter drop-down menu  to select the appropriate delimiter type for the file you will upload. The options are **Comma** (csv), **Colon**, **Semicolon**, **Vertical Bar**, or **Asterisk**.

4. Select the **Import button**  to upload your file layout to the Import Preview panel. The file must be an Excel document. Select **Accept**  to save the previewed file to your expense coding options in CEMS.

Note: The file you upload must have the fields in the order shown under the Field Descriptions. The field order displayed under Import Preview may be different.

Example: Import for Cost Category



The screenshot shows the 'Import' tab in the CEMS interface. The 'Import Type' is set to 'Cost Category'. The 'Delimiter' is set to 'Comma (,)'.

Field Descriptions:

Company	varchar(10)	Required (Key)
CategoryCode	varchar(10)	Required (Key)
CategoryDescription	varchar(30)	Required

Import Preview:

CategoryCode	CategoryDescription	Company
LEAS	Lease Costs	ABC Constr
MAIN	Repair and Maintenance	ABC Constr

TROUBLESHOOTING FILE UPLOADS

If your file fails to upload to the Import Preview, or if you cannot accept the files to save, be sure:

- You have selected the correct file delimiter type (ex., Comma for a CSV file).
- The file you are uploading is not also open in your spreadsheet software.
- There are no additional fields in your file beyond the fields specified for that Import Type.

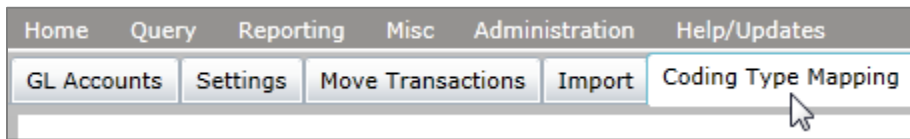
Mapping Coding Types

This option allows you to specify which cost types and cost categories apply in CEMS (GL coding type not included). The coding values applied or excluded on this tab will be reflected on the GL Accounts tab. Coding values can be excluded mid-billing cycle, as this will not affect historically coded transactions. However, if a user tries to edit a coded transaction after coding values have changed, they will receive an error message.

Follow the steps below to learn how to use this function.

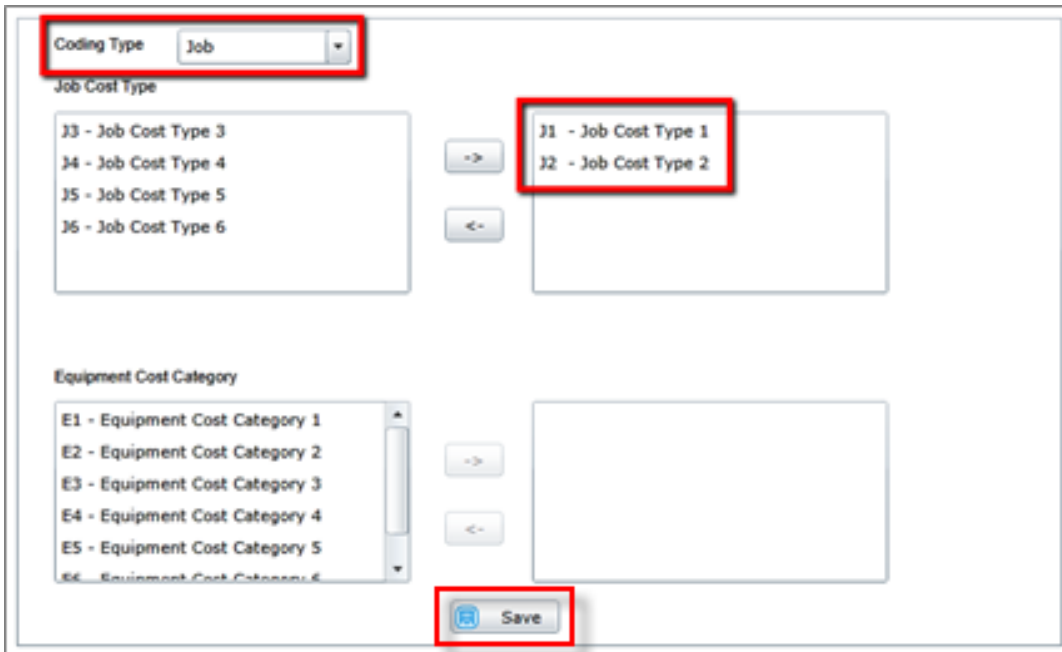
Steps

1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > Coding Type Mapping**.



2. Select the Job coding type to begin including Job cost types. Select the Equipment coding type to begin including Equipment cost categories. Use the arrow icons to move the values you want to include from left to right. Select **Save** when finished.

Note: The Job coding type applies to both Jb/Ct/Ph and Jb/Ph/Ct.



3. Open an uncoded transaction coding window. Notice that only the cost type values you selected are available for the selected coding type.

The screenshot shows the 'Transaction GL' window with the following fields and values:

- Coding Type:** Jb/Ct/Ph (highlighted with a red box)
- Company:** COMP1
- Department:** D1 (Department 1)
- Job:** JOB1 (Job 1)
- Cost Type:** (highlighted with a red box, dropdown menu open)
- Phase:** J1 Job Cost Type 1 (highlighted with a red box)
- GL Account:** J2 Job Cost Type 2 (highlighted with a red box)

The dropdown menu for 'Cost Type' is open, showing the following options:

- J1 Job Cost Type 1
- J2 Job Cost Type 2

Setting Up E-Mail Notifications

This option provides the ability to set up email notifications to remind users of uncoded and/or unapproved transactions in a billing period.

To access this feature from the CEMS home page, select **Administration > Setup/Administration > Mail Setup**. Follow the guidelines below the screen shot.

Guidelines

- In the top section, specify which user(s) will receive notifications e-mails (cardholders, coders, and/or approvers). Then, select the frequency of e-mails. If weekly or bi-weekly, select the day(s) of the week the notification will be sent. If number of days, enter the number of days that must pass before notification is sent.
- As an administrator, you can select to receive notifications in the bottom section. A number of days must be entered for administrators. Weekly and bi-weekly notifications only apply to cardholders, coders, and approvers.
- The email will be sent out for the number of days specified after the billing period expires. Emails are also only sent once to the requested user.

Adding Transactions

All transactions are automatically added into CEMS through an AC29 file, which comes from Comdata and shows all of your company's daily Comdata MasterCard transactions. This happens on a nightly basis so that your company's transactional information is always updated in CEMS.

You can associate additional details with any transaction in CEMS. Receipts can be attached to any transaction using your computer or mobile phone. Receipt images are very valuable in that they help you keep a physical record of the transaction.

This section will explain in detail how to perform each of the following functions:

Note: The AC29 file includes Comdata MasterCard transactions only. Cash transactions must be entered manually.

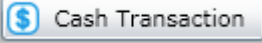
- [Adding Cash Transactions](#)
- [Attaching Receipts \(Computer\)](#)
- [Attaching Receipts \(Mobile\)](#)

Adding Cash Transactions

Anytime a cardholder uses cash to make a purchase, it must be recorded manually in CEMS. This function is available to cardholders and can be done multiple times in a day. If the billing period is closed, cash transactions will be prohibited.

Steps

1. Access the Cardholder Transaction Coding page and select the **Cash Transaction**

 button.

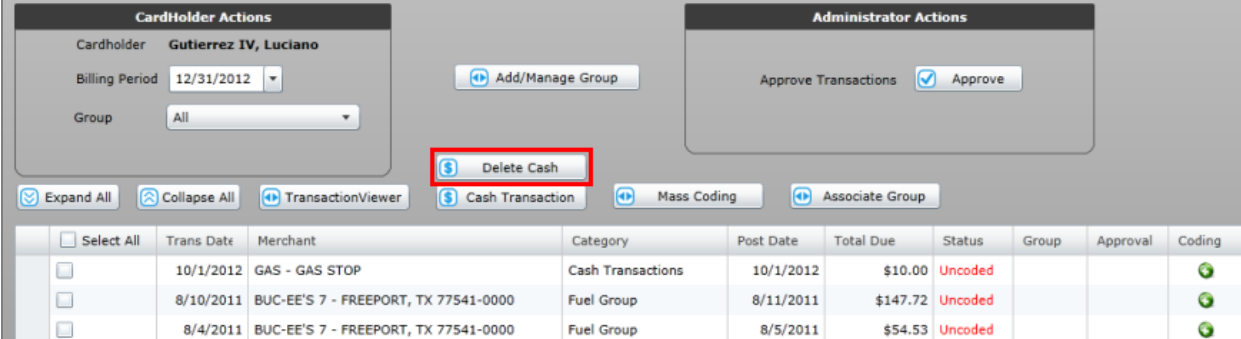
2. On the Cash Transaction window, enter all the information on the transaction and select **Save**.






3. The Transaction Coding window opens. You can either code the transaction or select **Cancel** to leave the transaction as un-coded.

Deleting Cash Transactions

You can remove unnecessary cash transactions using the **Delete Cash** button. This button only displays if there are uncoded cash transactions. Please be aware that this option removes all uncoded cash transactions, instead of individual ones.






	Trans Date	Merchant	Category	Post Date	Total Due	Status	Group	Approval	Coding
<input type="checkbox"/>	10/1/2012	GAS - GAS STOP	Cash Transactions	10/1/2012	\$10.00	Uncoded			
<input type="checkbox"/>	8/10/2011	BUC-EE'S 7 - FREEPORT, TX 77541-0000	Fuel Group	8/11/2011	\$147.72	Uncoded			
<input type="checkbox"/>	8/4/2011	BUC-EE'S 7 - FREEPORT, TX 77541-0000	Fuel Group	8/5/2011	\$54.53	Uncoded			

Attaching Receipts from a Computer

CEMS provides the ability to upload receipt images from your computer and match the receipt to a transaction based on the date and dollar amount.

Steps

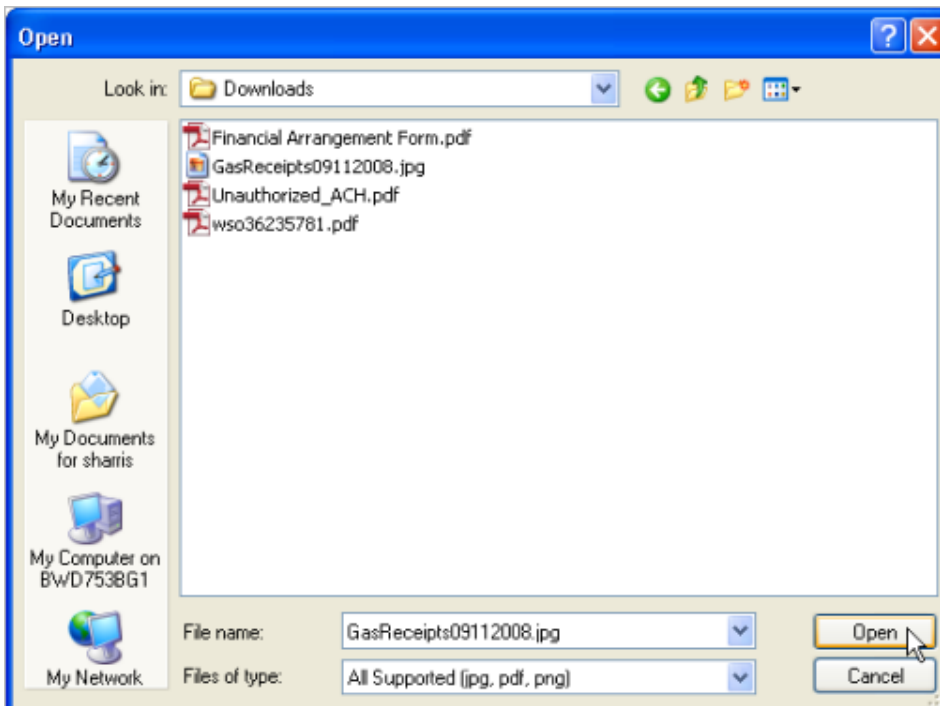
1. Select a transaction from the Cardholder's Transaction Coding page, then select the green icon in the far right column.

Status	Group	Approval	Coding
Uncoded			
Uncoded			
Uncoded			

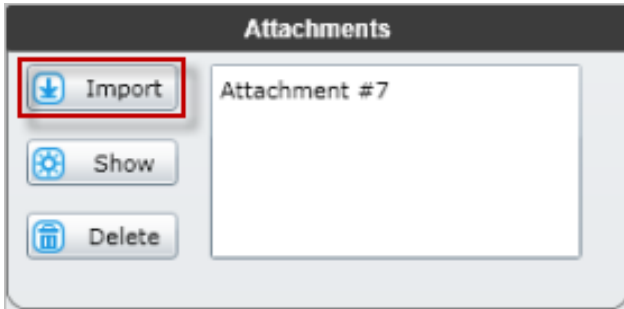
2. On the Transaction Coding window, select **Import** under the Attachments box.



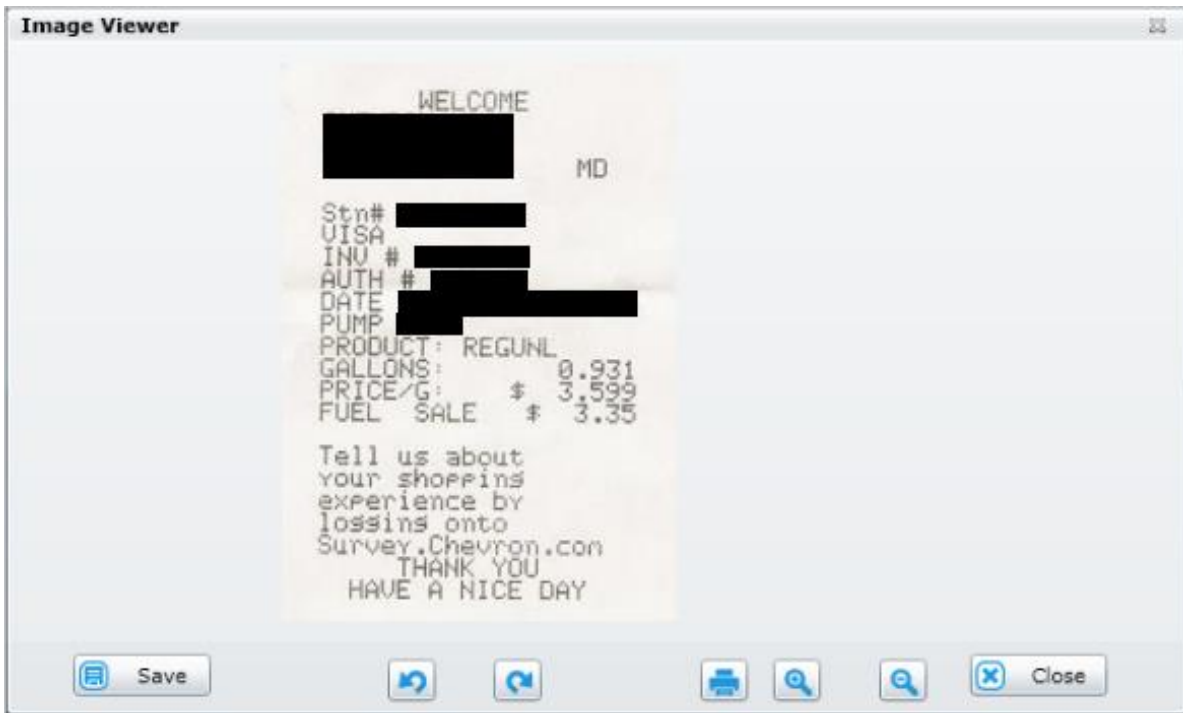
3. Browse your computer for a receipt image. Then, select **Open**.



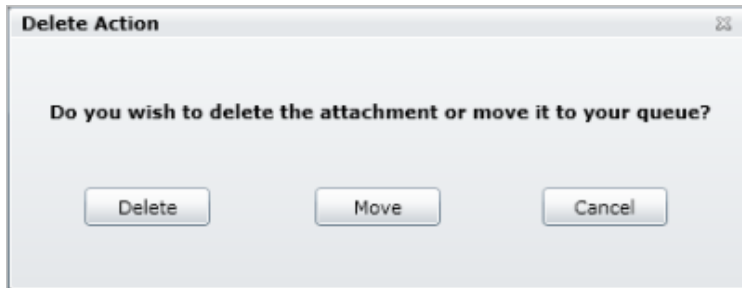
The receipt will then show up in the Attachments box as Attachment # X (x being the number of the attachment). The number is based on the amount of receipts already uploaded under the cardholder. For example, if the cardholder has six receipts already uploaded, the next receipt will show as Attachment #7. Once the image shows up in Attachments, it is automatically saved to the transaction.



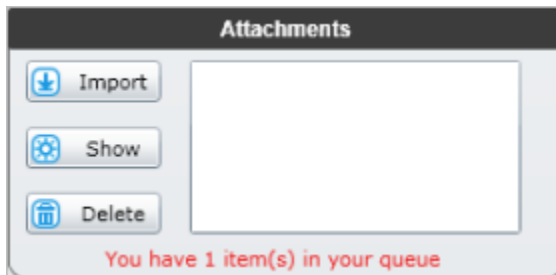
4. Select **Show** to open the Image Viewer. This window allows you to preview and adjust how the receipt is displayed in CEMS. Use the options at the bottom of the window (rotate, zoom, and print) to make changes to the image. Select **Save** to save changes or **Close** to return to the Transaction Coding window without saving.



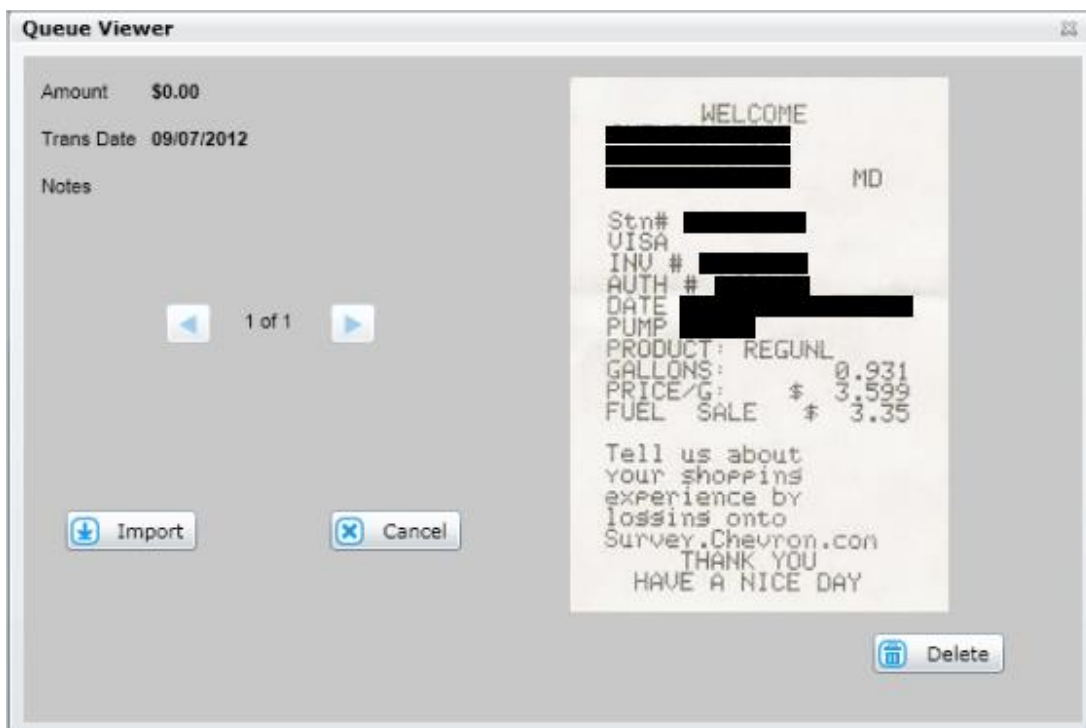
If you select **Delete** under Attachments, you will be asked if you want to delete the image or move it into your queue by selecting **Move**.



By selecting **Move**, a red link stating "You have x item(s) in your queue" (x being the number of items) displays. Select it to open up the Queue Viewer.



The Queue Viewer window contains all items in your queue. You can either import an item back to the transaction or completely delete it. If you import the item back to the transaction, it will return to the attachments box.



Checking for Queued Images

If you're an Administrator user, you can determine which cardholders have queued images from the Cardholder Dashboard on the CEMS home page. The Queue column displays the number of images for each cardholder. This number applies to images uploaded from a computer and the mobile application.

Name ▲	Card	Employee	Count	Attach	Queue	Reviewed
Bab, Darrell	8888	000999	4	4	0	0
Parzas, John B	3333	000555	13	6	0	0
Black, Larry	4000	008888	43	35	0	2

Uploading Receipts from a Mobile Phone

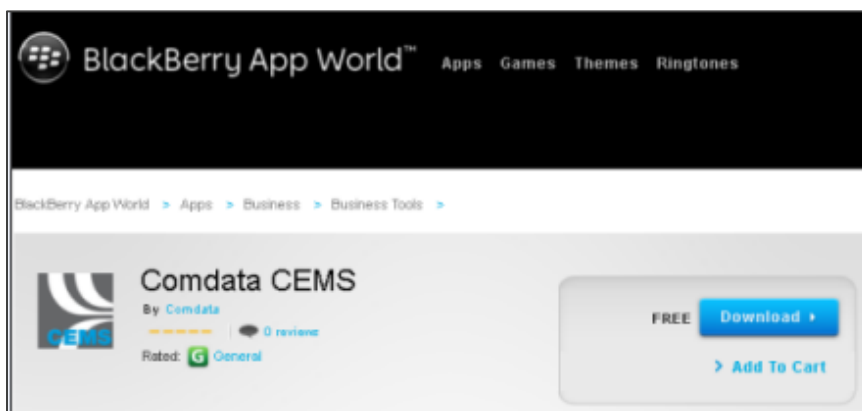
The CEMS mobile application allows you to upload transaction receipts to CEMS using a mobile smart phone. Please note that the mobile application is only available to BlackBerry OS v. 5, 6, 7, 7.1 or later, Android, and iPhone users.


Installing the CEMS mobile application

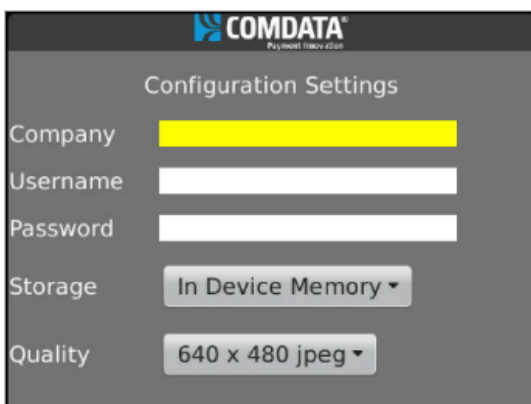
Follow the steps below to download the application using each type of device.

Steps for BlackBerry (OS v. 5, 6, 7, or 7.1) users

1. Download the Comdata CEMS application from BlackBerry App World.



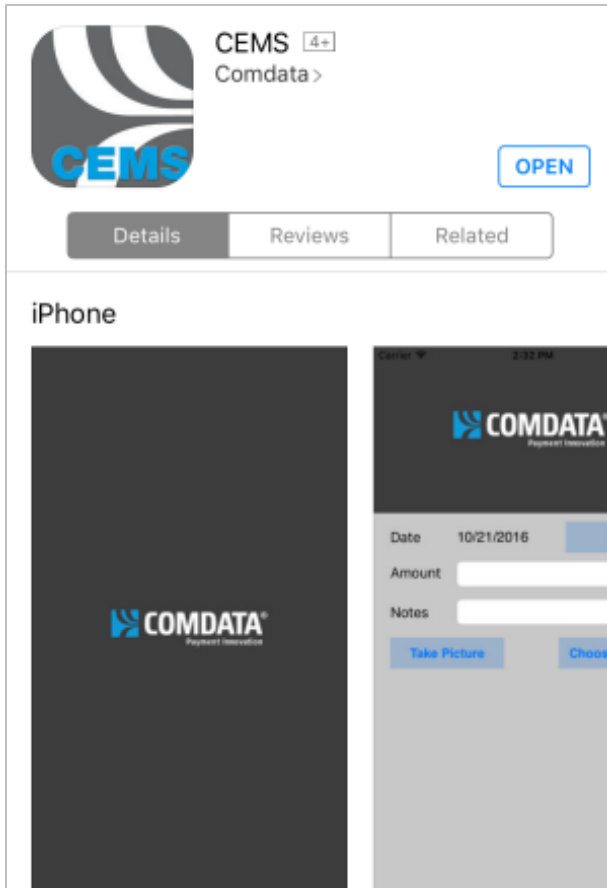
2. Follow the steps to run the Comdata CEMS application on your phone.
3. Add your account details as follows:
 - i. Press your BlackBerry's menu () key.
 - ii. Select **Configuration**.
 - iii. Complete the Company, Username, and Password fields.
 - iv. Use the drop-down menus to select your storage location and the quality your images will appear in.



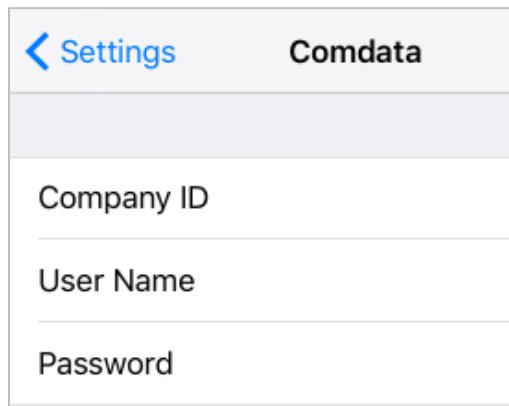
You are now ready to start using the application.

Steps for iPhone/iPad users

1. Download the Comdata CEMS application from the Apple App Store.



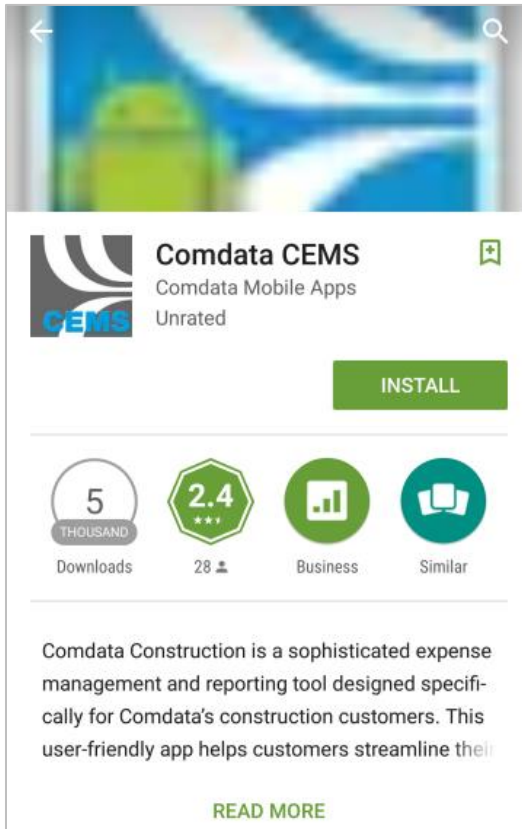
2. Follow the steps to download the Comdata CEMS application on your phone.
3. Add your account details as follows:
 - i. Open your iPhone's Settings menu.
 - ii. Select the Comdata CEMS application.
 - iii. Complete the Company ID, User Name, and Password fields.



You are now ready to start using the application.


Steps for Android users

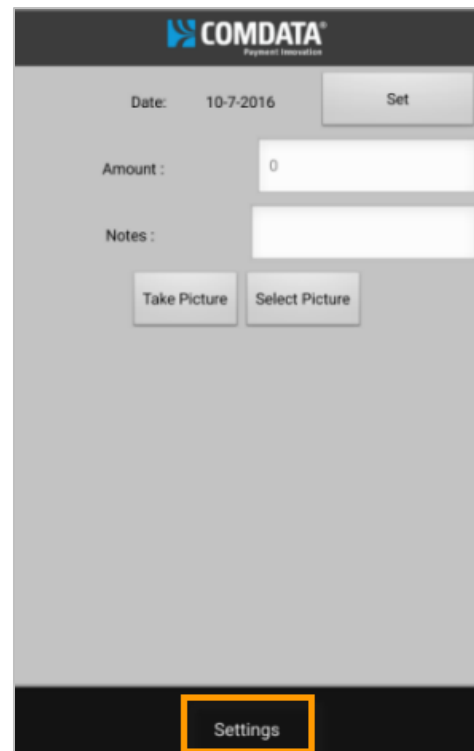
1. Download the Comdata CEMS Android application from the Google Play Store.



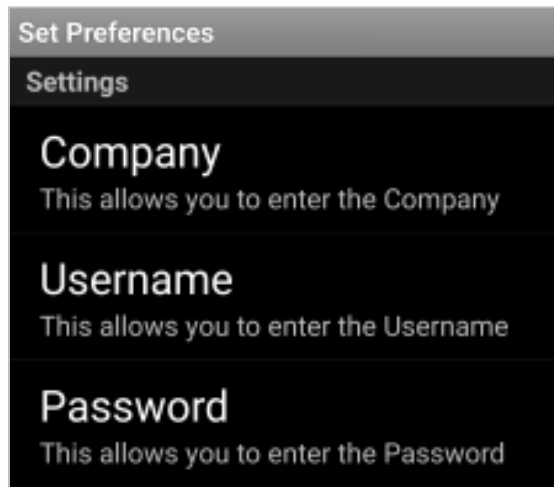
2. Follow the steps to run the Comdata CEMS application on your phone.

3. Open the app and follow these instructions to load your account details:

- i. While the application is open on the home screen, hold your phone's back button ().
- ii. The **Settings** button displays. Press **Settings**.



- iii. Complete the **Company**, **Username**, and **Password** fields with the same login credentials you use for the CEMS website. When finished, press the back button again to return to the Home screen.



You are now ready to start using the application.

Uploading Receipt Images

After you download the application, you can start uploading receipts to transactions in CEMS.

When you upload a receipt image, CEMS will check to see if the posted amount you entered in the application matches an existing transaction amount. If a match is not found, the image will go into the image queue. However, if the posted amount doesn't match an existing transaction, CEMS will check for a discounted amount. If the posted amount plus the discount amount matches an existing transaction amount, the image will automatically attach to the transaction, rather than going into the image queue.

If a match isn't found at all, the image will go into the cardholder's queue, regardless if the transaction's date fall in an existing billing period or not.

Note: This example is for Android phones. Functionality is similar on Blackberry and iPhone devices.

Steps

1. On the application's home screen, select the date of the transaction and then enter the receipt amount and any notes (optional). Ensure you have already entered your company ID, username, and password (see steps above).
2. Press the **Take Picture** button and take a picture of the receipt with your phone's camera feature. If you already have a receipt picture on your phone, press **Select Picture** to locate and select it.



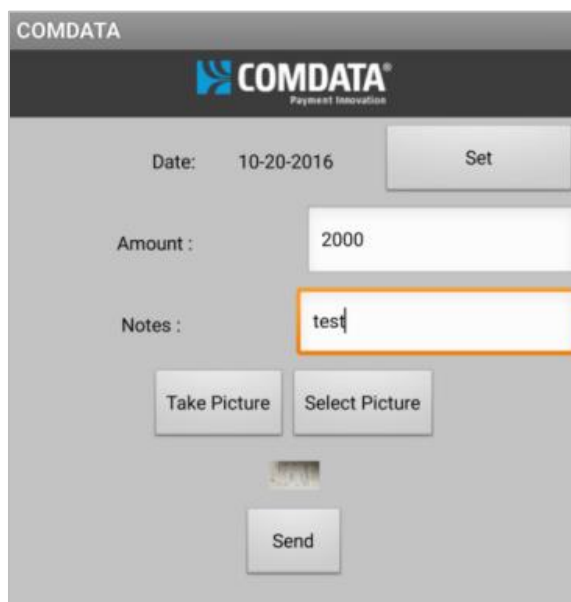
The screenshot shows the COMDATA mobile application interface. At the top, the text 'COMDATA' is displayed. Below it is the COMDATA logo with the tagline 'Payment Innovation'. The interface includes the following fields and buttons:

- Date:** 10-20-2016, with a 'Set' button to its right.
- Amount:** 2000, with a text input field.
- Notes:** test, with a text input field highlighted by an orange border.
- Take Picture** and **Select Picture** buttons at the bottom.

3. Take the picture. If you are satisfied with the image, press **OK** or press **Retry** to take another picture.



4. Pressing **OK** returns you to the home screen where you can see your selected picture. Press **Send** to upload the image to CEMS. Note that you will receive an error message if your company ID, username, and password information is not entered or incorrect.



5. A message stating, "Upload Successful" generates to confirm your upload. Log in and verify that the receipt image attached to the transaction. Remember, if a match is not found for the posted amount in CEMS, the image will automatically move to the image queue, regardless if the transaction's date falls in an existing billing period or not.



Importing Receipt Notes

The CEMS mobile application allows you to add notes to your receipt images. These notes can be any additional information an administrator, coder or approver may need to know about the transaction.

When you upload a receipt with notes, they will be matched to the appropriate record in CEMS in the Transaction Coding window. Administrators and coders can edit or append the imported notes.

The screenshot displays the 'Transaction GL Coding' interface. It features several input fields and buttons. The 'Coding Type' is set to 'Job', 'Company' to 'DEMO', 'Job' to '0106-001BT', 'Cost Type' to 'E', 'Phase' to '2000', 'GL Account' to '5220', and 'Amount' to '\$50.00'. The 'Notes' field contains the text 'Equipment for small project'. The 'Attachments' section includes an 'Import' button and a list with one item, 'Attachment #1'. The 'Approver' field is set to 'John B Parzas'. At the bottom, there are 'Update', 'Save', and 'Cancel' buttons.

Please be aware of the following scenarios:

- If the date or transaction amount for the uploaded receipt image does not match an available transaction, the image will be placed in the queue viewer. In this case, you will need to manually add the receipt from the document queue to the transaction. See the topic [Attaching Receipts from a Computer](#) for related steps.
- Notes cannot be imported to transactions that have already been coded.
- Notes imported with receipts will not overwrite existing notes in the coding window. If the transaction already has notes in the transaction coding window, the image receipt will be moved to the queue viewer.

Reviewing Transactions

When a transaction enters CEMS, it can be reviewed and coded by any user with access to that cardholder's transactions. A user with the cardholder user role can review and code only their own transactions, while coders and approvers can review and code transactions for all their assigned cardholders. An administrator can review and code all transactions under the company profile.

Once a transaction is coded, its status will change to reviewed. The reviewed status means that the transaction has been reviewed; the reviewer believes that the correct coding has been applied, and the transaction is ready to be verified by an approver or administrator.

The following topics in this section describe the general process of applying coding to a transaction:

- [Coding Transactions](#)
- [Mass Coding Transactions](#)
- [Disputing Transactions](#)
- [Grouping Transactions](#)
- [Splitting Transactions](#)




Coding Transactions

Coding a transaction is the process of associating a transaction with GL accounting codes. For example, a user might code a transaction to a specific coding type (job, equipment, GL expense, and business unit), company, job, cost type, phase (billable or non-billable), GL account (if applicable), or amount. The general process for coding transactions is described below.

See these steps below for the following additional topics related to coding transactions: [Un-Coding Transactions](#), [Default Coding](#), [Airline and Rental Car Transactions](#), and [Loading GL Accounting Codes](#).

Steps

1. On the Cardholder Transaction Coding page, select an un-coded transaction from the dashboard and select the green icon in the coding column.

Status	Group	Approval	Coding
Uncoded			
Uncoded			
Uncoded			

The Transaction Coding window will open. In order for a transaction to go into reviewed status, it must be coded in this window under the Transaction GL Coding section.

Transaction Summary & Detail

Trans Date	01/01/2010	Merchant	Test Cash	Category	Cash Transactions
Post Date	01/01/2010	Test		Total	\$10.00

Prod Code	Description	Qty	Price	Total	
CASH	Test	1.0000	\$10.00	\$10.00	Dispute Transaction

Transaction GL Coding

Coding Type

Company

Job

Cost Type

Phase

GL Account

Amount

Approver


Notes

No Default Coding Assigned

Code To	Amount	Account


Attachments

2. Code the transaction. Complete the list in the order that the fields appear.

Coding Type	<input type="text"/>
Company	<input type="text"/>
Job	<input type="text"/> 
Cost Type	<input type="text"/>
Phase	<input type="text"/>
GL Account	<input type="text"/>
Amount	<input type="text"/>

Note: There are six coding types: Jb/Ct/Ph (Job, Cost Type, Phase), Jb/Ph/Ct (Job, Phase, Cost Type), Equipment, GL Expense, Business Unit, and Sub Account. Depending on your ERP system and the coding types available to your company, the coding structures may be different.

Also note that the GL codes displayed are heavily dependent on your company value. If cross-company coding is selected, only the GL codes for the selected company will display.

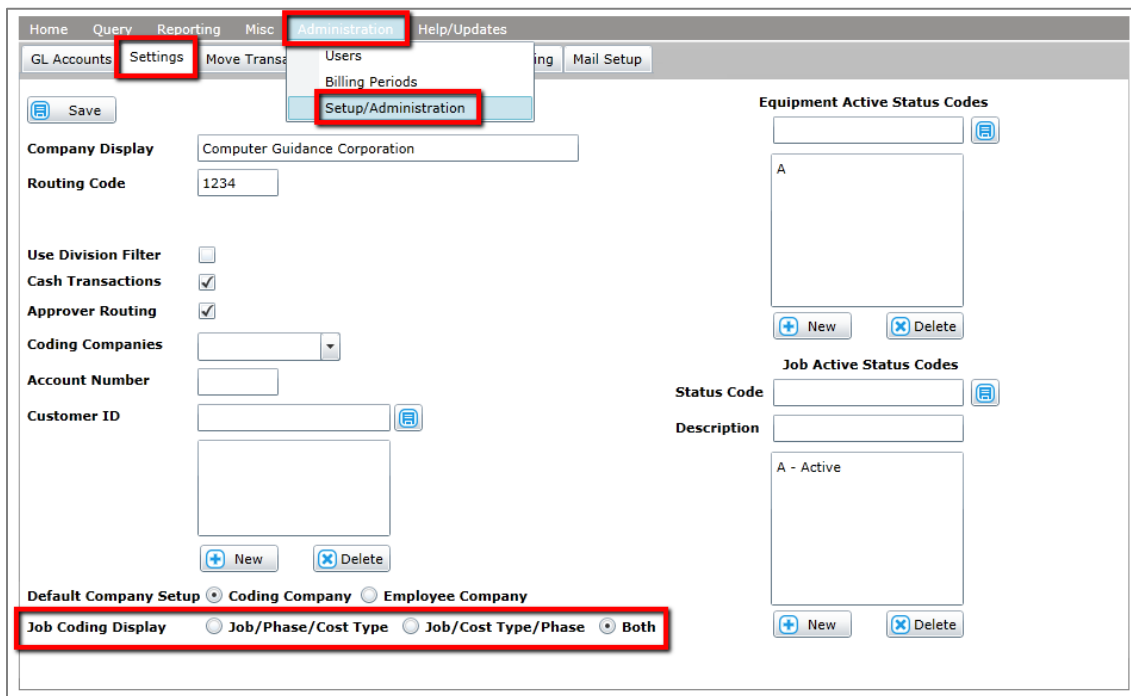
3. Select **Save**  Save when finished. The transaction is now ready to be approved.

Trans Date	Merchant	Category	Post Date	Total Due	Status
7/31/2012	TIRE RECYCLING	Cash Transactions	7/31/2012	\$45.00	Reviewed

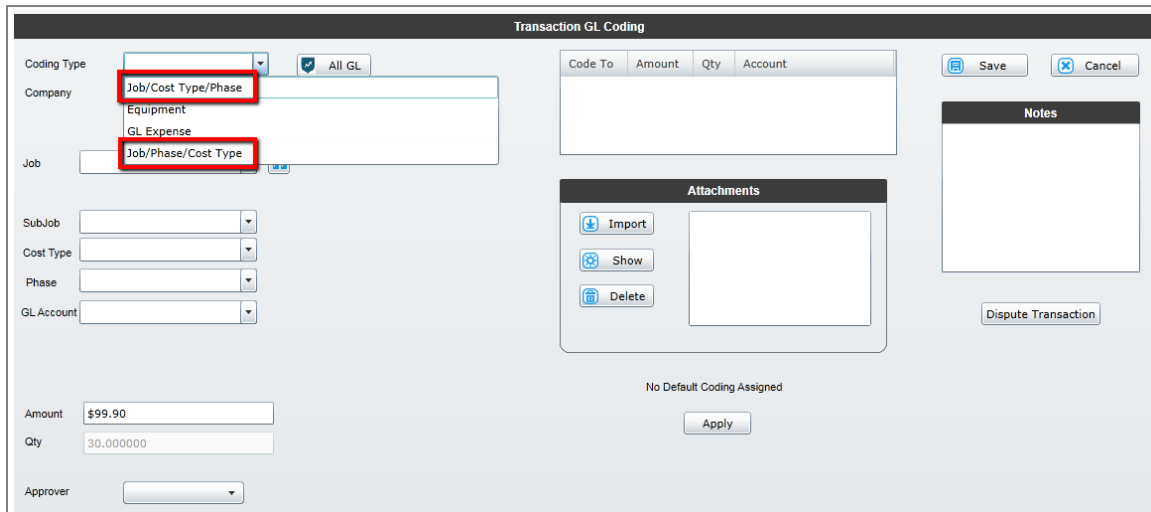
Configuring the Job Coding Display

Administrator users can configure the display of the Job coding type under the **Coding Type** drop-down. The configuration settings can be found on the Settings page (**Administration > Setup/Administration > Settings > Job Coding Display**). The default setting is **Both**, which means your users will be able to choose Job/Phase/Cost Type or Job/Cost Type/Phase during coding on both the Transaction Coding and Mass Coding windows.

You can restrict users to only one Job coding type by selecting either the **Job/Phase/Cost Type** or **Job/Cost Type/Phase** radio buttons. Be sure to select **Save** when finished.



Example of Transaction Coding Window with Both



Example of Mass Coding Window with Both

Mass Coding

Coding Type: [Dropdown]

Company: [Job/Cost Type/Phase] (highlighted), Equipment, GL Expense

Job: [Job/Phase/Cost Type] (highlighted)

SubJob: [Dropdown]

Cost Type: [Dropdown]

Phase: [Dropdown]

GL Account: [Dropdown]

Approver: [Dropdown]

Buttons: Apply All, Cancel

Notes: [Text Area]

Example of Transaction Coding with Only One Coding Type Selected

Transaction GL Coding

Coding Type: Job (highlighted)

Company: C1

Job: [Dropdown] (highlighted)

SubJob: [Dropdown]

Phase: [Dropdown] (highlighted)

Cost Type: [Dropdown] (highlighted)

Buttons: All GL, Save, Cancel

Code To	Amount	Qty	Account

Attachments: Import, Show, Delete

Notes: [Text Area]

Dispute Transaction

Example of Mass Coding Window with Only One Coding Type Selected

Mass Coding

Coding Type: Job (highlighted)

Company: C1

Job: [Dropdown] (highlighted)

SubJob: [Dropdown]

Cost Type: [Dropdown] (highlighted)

Phase: [Dropdown] (highlighted)

Approver: [Dropdown]

Buttons: Apply All, Cancel

Notes: [Text Area]

Un-coding Transactions

If you notice the coding is incorrect on a transaction and want to un-code it, simply select **Delete** on the Transaction Coding window. All coding for the transaction will be cleared and the status will return to un-coded.

The screenshot shows the 'Transaction Summary & Detail' window. At the top, it displays transaction details: Trans Date (09/04/2012), Merchant (Brentwood Brentwood TN 37211), Category (T & E Group, Hotels / Motels), and Total (\$146.00). Below this is a table with one row: Prod Code (535704), Description (Merchant Name : 00009-1), Qty (1.0000), Price (\$146.00), and Total (\$146.00). A 'Dispute Transaction' button is located to the right of the table. The bottom section is 'Transaction GL Coding', which includes various dropdown menus for Coding Type (Jb/Ct/Ph), Company (TCMIC), Job (JOB001), Cost Type (CT1), and Phase (PHASE1). The 'Delete' button is highlighted with a red box. To the right, there is a table for 'Code To' with columns for Amount and Account, showing a value of \$146.00 for Jb/Ct/Ph. An 'Attachments' section at the bottom right contains 'Import', 'Show', and 'Delete' buttons.

Default Coding

You can assign a default coding structure to every transaction entered under a cardholder. First, set up your coding structure in the Transaction GL Coding section and then select **Apply** at the bottom of the window

This is a small screenshot showing the bottom of the Transaction GL Coding window. It displays the text 'No Default Coding Assigned' next to an 'Apply' button.

The default coding will be applied to the cardholder. Then select **Save** to save the coding structure for that transaction. Every new transaction that enters CEMS under this cardholder will have this coding structure applied. If you would like to remove default coding, select **Misc** from the main menu bar on your home page to open the Default Coding page. You should see a list of all the default coding structures you have applied. Select one and select **Delete** to permanently remove it.

The screenshot shows the 'Default Coding' page. At the top, there are menu items: Home, Query, Reporting, Misc. A 'Delete' button is visible. Below is a table with the following data:

MCC	MCC Description	Category	Coding Type	Company	Job	Phase	Cost Type	Equipment	Category	Account	Description
5542	FUEL DISPENSER AUTOMATED	Fuel Group	Job	DEMO	Z999-EQUIP	2000	F			5460	COGS Fuel Job Costed

Airline and Rental Car Transactions

Transactions indicated as rental or airline purchases by the MasterCard addenda data will display a new button on the Transaction Viewer and Transaction Coding window.

Airline button

Transaction Viewer


CardHolder: **Benford, Brint** Approval Status: Approved

Billing Period: **5/27/2010 - 3/6/2012** Approve Reject 1 of 79 Edit

Trans Date 08/04/2011

Post Date 08/05/2011

Total \$744.54



Rental Car button

Transaction Summary & Detail

Trans Date 08/02/2011 Merchant CARWASH #002 Category Fuel Group

Post Date 08/03/2011 0000 BUSINESS CENTER S PEA TX 00584-00C Total \$97.14

Prod Code	Description	Qty	Price	Total
999	OTHER MISCELLANEOUS TRANS	1.0000	\$185.10	\$185.10

Dispute Transaction 

Select either button to open a window with additional details on the transaction.

Airline Detail

Airline Detail

Date	Passenger Name	Class	Carrier	Flight #	Origin	Dest
4/1/2011	GAMEZ/ROBERTO	Y	WN		HOU	DAL
4/1/2011	GAMEZ/ROBERTO	Y	WN		DAL	LIT

OK

Rental Car Detail

Rental Car Detail

Rental Date Return Date

Rental City/St

Return City/St

OK

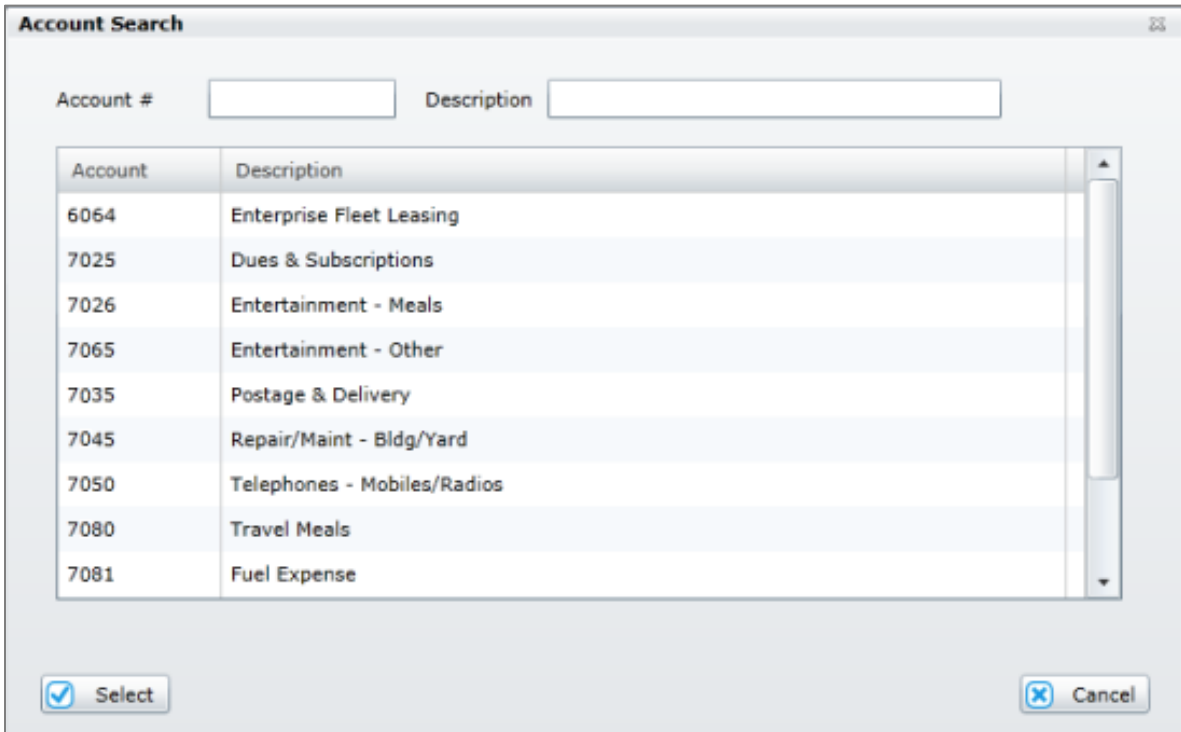
Loading GL Accounting Codes

When you open a new coding session, the system loads only those GL accounts set up for your default company code, which display when you select the GL Account drop-down option. If you are set up for cross-company coding (i.e., the Cross Company Coding function is enabled), you have the option to import all available company codes and GL accounts using the **All GL** button on the transaction coding window.

If you are not set up for cross-company coding (i.e., the Cross Company Coding function is disabled), the **All GL** button will be unavailable.



With the GL Expense coding type, a search icon displays next to the **GL Account** drop-down. Select this icon to open a window used to quickly search for a GL account.



The Account Search window only displays the account codes for your default company code until you select the **ALL GL** button. If you have not selected the **All GL** button, and try to search for an account code that is not in your default, you will receive an error message.

Mass Coding Transactions

The Mass Coding feature allows you to code multiple cardholder transactions simultaneously. To use this feature, follow the steps below.

Steps

1. On the Cardholder Transaction Coding page, select any number of un-coded transactions. If necessary, you can select transactions from multiple pages of the list.

<input type="checkbox"/> Select All	Trans Date	Merchant	Category
<input checked="" type="checkbox"/>	7/27/2011	SWELL OIL 575288888QPS - HANAMER, TX 777	Fuel Group
<input checked="" type="checkbox"/>	7/27/2011	SWELL OIL 575288888QPS - HANAMER, TX 777	Fuel Group
<input checked="" type="checkbox"/>	7/25/2011	CHEVER 0107700 - WALLIS, TX 77597	Fuel Group

2. After selecting all of your desired transactions, select **Mass Coding**



to open the Mass Coding window. Complete all of the coding fields as you would on the Transaction Coding window. The notes field is optional.

Mass Coding ✖

Coding Type:

Company:

Job:

Cost Type:

Phase:

GL Account:

Approver:

Notes:

3. Select **Apply All** when finished. The specified coding applies to all transactions you selected.

Disputing Transactions

A transaction under review can be marked disputed to indicate that it should be investigated further. Disputing a transaction only applies a caution flag to the listing. It does not prevent a transaction from being coded or approved. But, you cannot dispute an approved transaction.

Steps

1. Select **Dispute Transaction** on the Transaction Coding window.

Transaction Summary & Detail					
Trans Date	07/18/2011	Merchant	RONCHE 0106137	Category	Fuel Group
Post Date	07/20/2011				\$100.00
Prod Code	Description	Qty	Price	Total	
A09	UNL REG 86/87 OC	27.480	\$3.64	\$100.00	Dispute Transaction

2. On the Dispute Transaction window, enter your reason for the dispute and select **Save**.

Dispute Transaction

Reason for Dispute

Transaction amount is incorrect.

Save
 Cancel

3. A red hyperlink stating "Transaction Disputed" displays.

Transaction Summary & Detail					
Trans Date	07/18/2011	Merchant	RONCHE 0106137	Category	Fuel Group
Post Date	07/20/2011				\$100.00
Prod Code	Description	Qty	Price	Total	
A09	UNL REG 86/87 OC	27.480	\$3.64	\$100.00	Transaction Disputed

Select the red link to open the Dispute Transaction window again. You can either clear the dispute or leave it as is. If you select **Clear**, the transaction is removed from disputed status.

If you code or approve a disputed transaction, a red flag will appear next to it on the Cardholder Transaction Coding page.

<input type="checkbox"/>	Trans Date	Merchant	Category	Post Date	Total Due	Status	Group	App	Coding	
<input type="checkbox"/>	7/28/2011	LIBERTY RECYCLING - FORT LAKE, TX 72011	Business Services Group	7/30/2011	\$149.64	Reviewed				
<input type="checkbox"/>	7/25/2011	THE DEPOT 541 - ARLING, TX 76017	Miscellaneous Group	7/27/2011	\$54.54	Reviewed				
<input type="checkbox"/>	7/24/2011	CAR WASH - WORTH LAKE, TX 72011	Maintenance Only Group	7/26/2011	\$27.95	Reviewed				

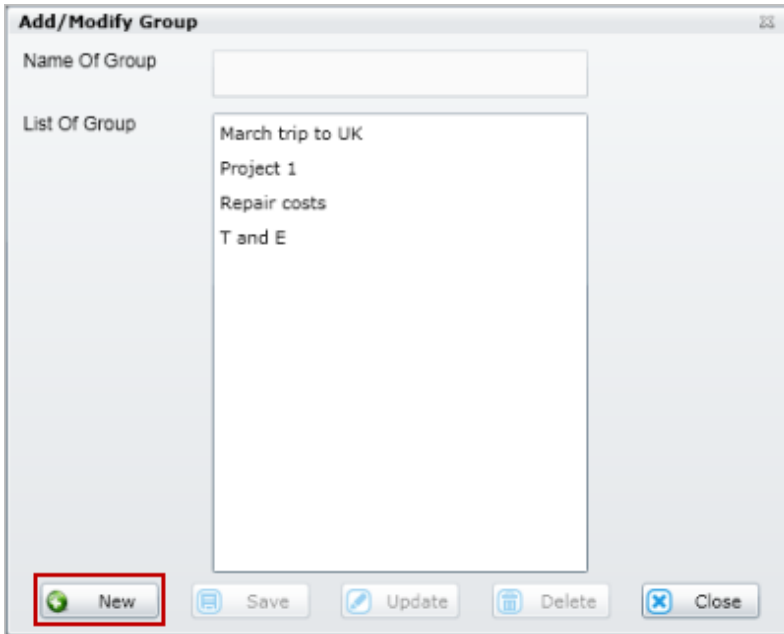
Grouping Transactions

The Grouping Transactions feature allows you to create a group of related transactions such as expenses for a project or a business trip.

Steps

1. On the Cardholder Transaction Coding page, select **Add/Manage Group**

. In the Add/Modify Group window, select **New**.

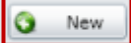
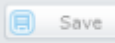





Add/Modify Group

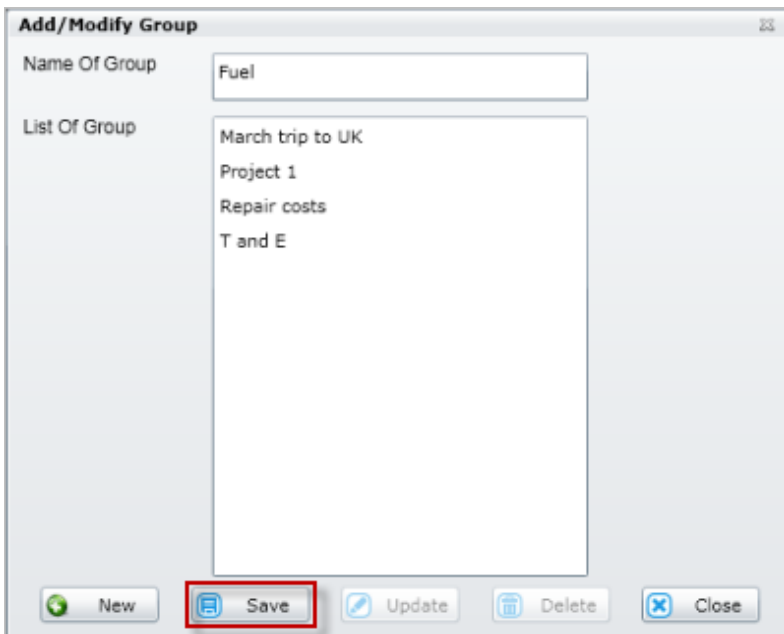
Name Of Group

List Of Group

- March trip to UK
- Project 1
- Repair costs
- T and E

2. The Name of Group field becomes available. Enter your group's name and select **Save**.


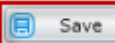





Add/Modify Group

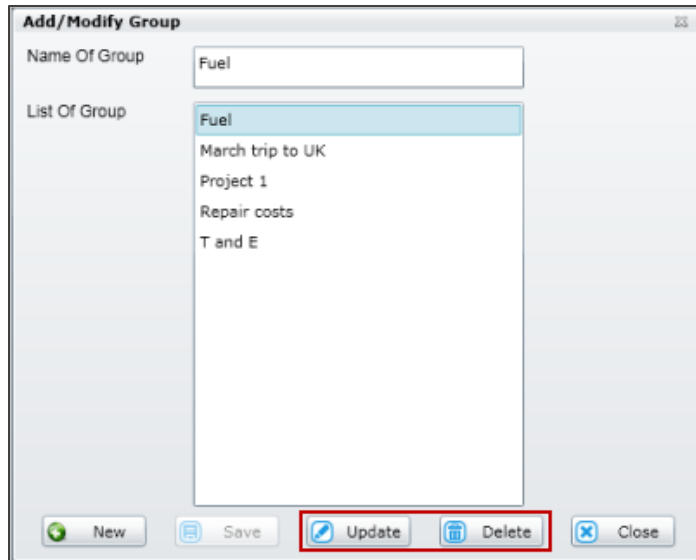
Name Of Group

List Of Group

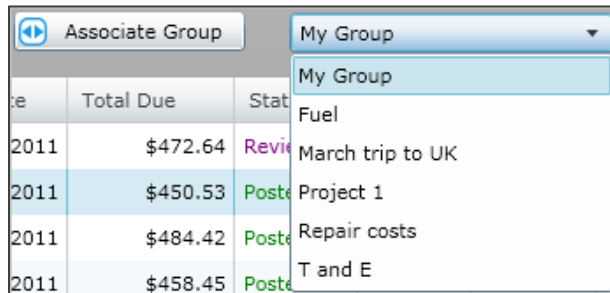
- March trip to UK
- Project 1
- Repair costs
- T and E

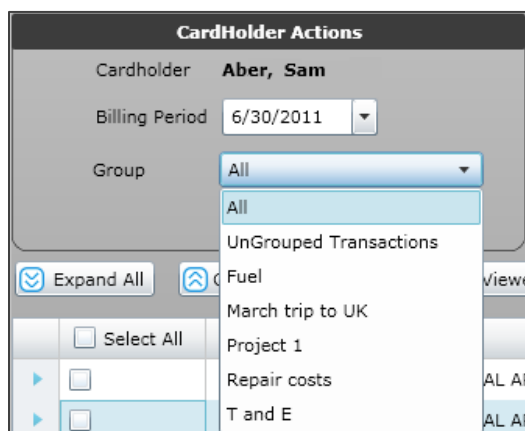
Previously created groups display in the List Of Group field. Update the group by changing the name or deleting it.



3. Close the Add/Modify Group window to return to the Cardholder Transaction Coding page. Select the transactions you would like to display in your group and select **Associate Group**. Then, select a group from the **My Group** drop-down menu.



The group name will now display in the Group column on the Cardholder Transaction Coding page. To filter your list of transactions to items in one group only, select the name of the group from the **Group** list under **CardHolder Actions**.



Splitting Transactions

In addition to coding transactions, the Transaction Coding window provides options to split the coding of a transaction to multiple coding types. You can also apply the same coding type multiple times with different coding values. This is useful for allocating transaction amounts.

Applying Multiple Coding Types

To apply multiple coding types to a transaction, you must split the amount of the transaction. Different portions of the transaction amount can be applied to different coding types and coding values.

Steps

1. Open a transaction and begin coding.

The screenshot shows the Transaction Coding window with the following fields and values:

- Coding Type: Jb/Ct/Ph
- Company: PNJ
- Job: 131002
- Cost Type: E
- Phase: 0127000
- GL Account: 135200
- Amount: \$6.05
- Qty: 0

Additional information visible in the window includes an 'All GL' button, a building icon, and the text 'VIENNA SQUARE PHASE I', 'EQUIPMENT', and 'SHOW UP TIME-ADVERSE WTH'.

2. Look at the amount of the transaction in the Transaction Summary & Detail at the top of the window. Enter a portion of that amount in the **Amount** field (for example: 1/2, 3/4. etc.).

Example 1.

Prod Code	Description	Qty	Price	Total	Type
999	OTHER MISCELLANEOUS TRAN	1.000000	\$6.05	\$6.05	Product

Example 2.

The screenshot shows the Transaction Coding window with the following fields and values:

- Amount: \$3.00
- Qty: 0

3. Select **Save** when finished. Notice that the coding fields reset and the remaining amount displays in the **Amount** field. Do this for as many coding types as necessary. Each coding you apply stacks up to the right of the coding fields.

Code To	Amount	Qty	Account
Jb/Ct/Ph	\$3.00	0.000000	365200
GL Expense	\$3.05	0.000000	001051

This action also applies to the gallon quantity for transactions under the Fuel Group category. Alter the price and quantity of fuel to split the coding types. This is useful for allocating gallons in your ERP system.

Example 1.

Prod Code	Description	Qty	Price	Total	Type
A09	UNL REG 86/87 OC	20.050000	\$3.20	\$64.16	Fuel

Example 2.

Code To	Amount	Qty	Account
Jb/Ct/Ph	\$32.00	10.050000	315200
Equipment	\$32.16	10.000000	006010

Approving Transactions

Once a transaction has been coded and is in reviewed status, it is ready for final review by an approver or administrator. By approving a transaction, the reviewer indicates that the coding on the transaction is deemed to be correct. Following approval, the transaction can be changed to posted status and exported back to your ERP system.

It is the approver's responsibility to ensure that all of the information on the transaction is correct and compatible with your company's financial record keeping.

This section of the guide describes the following aspects of the approval process:

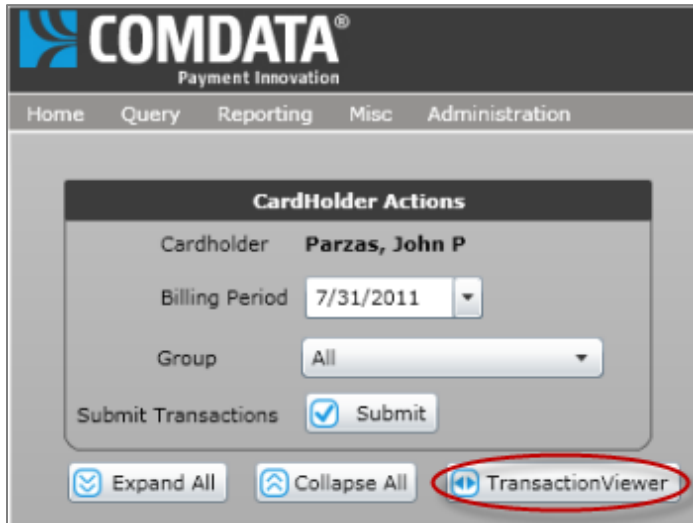
- [Approval Steps](#)
- [Routing to Approver](#)
- [Mass Approving](#)

Approval Steps

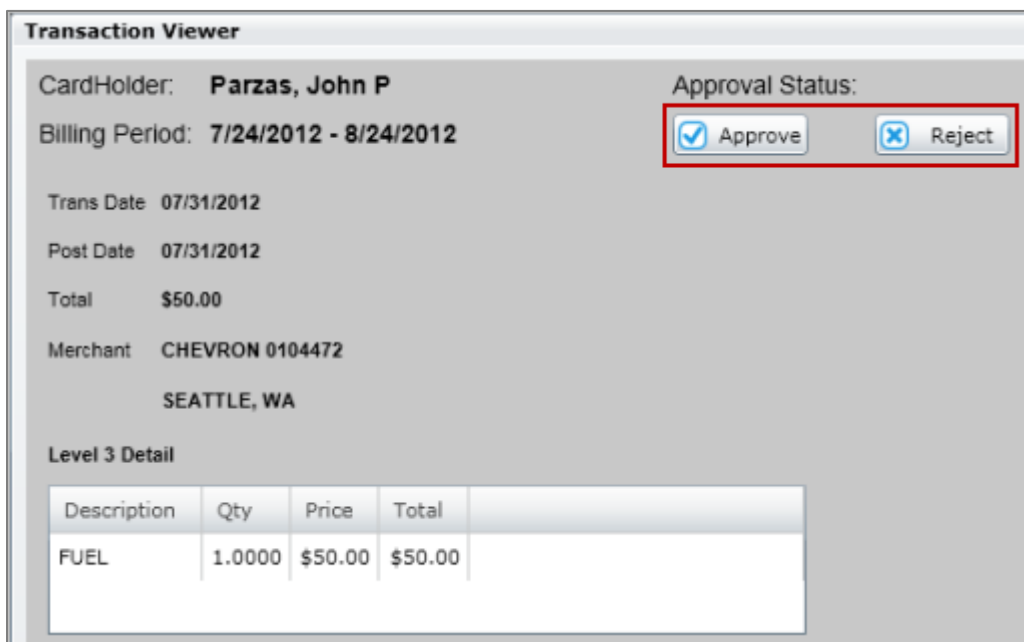
The basic process of approving transactions is simple. See the following steps.

Steps

1. Access a Cardholder Transaction Coding page and select a transaction to review. Select the **TransactionViewer** button.



2. Review the transaction information and determine if it can be approved or rejected. If you select **Approve**, the transaction will be flagged as approved on the Transaction Listing Dashboard. Selecting **Reject** flags the transaction as rejected and prompts you to enter the reason for rejection. Details you enter on the rejection are saved with the transaction.



Routing to Approver

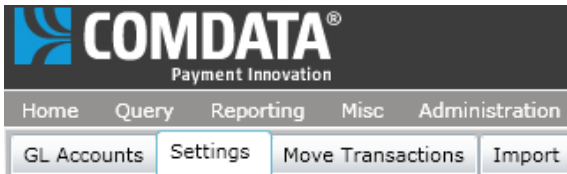
Approver Routing allows you to select from a list of designated approvers assigned to a cardholder's profile instead of having the system default to a single approver. When the Approver Routing feature is activated, a new drop-down menu labeled **Approver** appears in the Transaction Coding window. The menu lists all individuals assigned to approve the cardholder's transactions. Cardholders with approval privileges can route to themselves.

Approver Routing: administrator steps

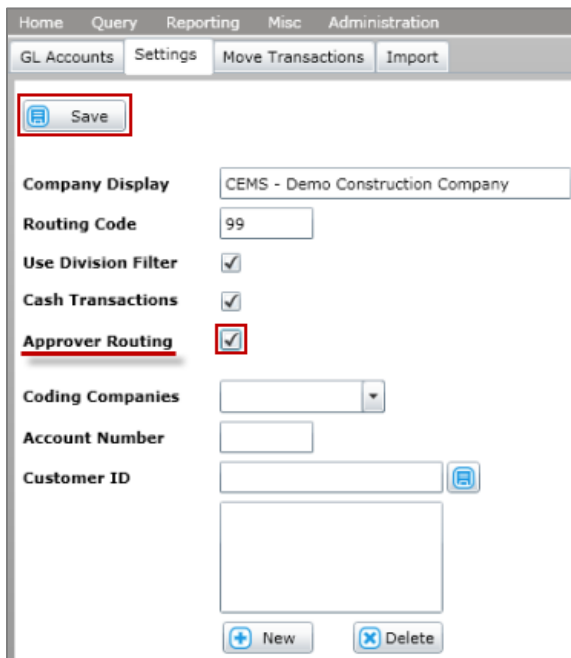
If you are an administrator, you will need to decide if Approver Routing should be turned on for your company. If you turn on Approver Routing, it will be available to every cardholder in your company.

Steps

1. From the main menu bar, select **Administration > Setup/Administration**.
2. Select the Settings tab.



3. Select the **Approver Routing** check box and then select **Save**. Approver Routing is now turned on for all cardholders.



Approver Routing: steps

Once the administrator turns on Approver Routing, anyone with coding privileges will see the new **Approver** drop-down menu in the Transaction Coding window. If the name of the desired approver is not listed, the user should contact an administrator to verify that their name has been added to that Approver's Coding & Approving List.

Steps

1. After you have coded a transaction, select an approver and then select **Save**.

The screenshot displays the Transaction Coding window with the following fields and controls:

- Coding Type:** Jb/Ct/Ph (dropdown)
- Company:** DEMO (dropdown)
- Job:** 0106-001BT (dropdown), Contract Laborer (icon)
- Cost Type:** B (dropdown), BURDEN (text)
- Phase:** 2000 (dropdown), TM Non-billable (text)
- GL Account:** 1050 (dropdown), Petty Cash - Houston (text)
- Amount:** \$100.00 (text)
- Approver:** A dropdown menu is open, showing a list of names: Alan Beford, John B Parzas, Adrian Spikes, and Lisa Rojas. The label "Approver" is highlighted with a red box.
- Save:** A button with a floppy disk icon and the text "Save" is highlighted with a red box.
- Attachments:** A panel on the right with buttons for Import, Show, and Delete.
- Notes:** A text area below the Approver dropdown.
- Default Coding Applied:** A checkbox at the bottom left.

Mass Approving

Mass Approval allows you to approve multiple transactions at once. Using the feature is simple.

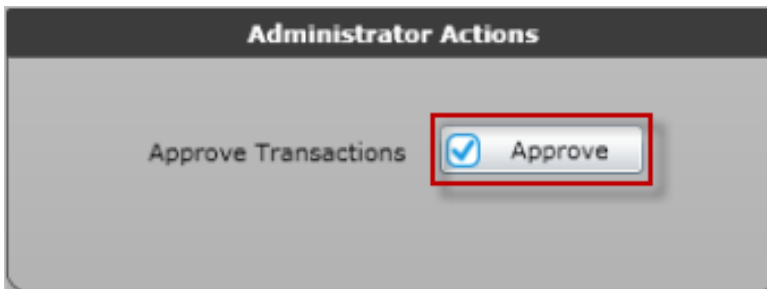
Note: Mass Approving is only available to approvers and administrators.

Steps

1. Select any number of transactions from the Cardholder Transaction Coding page. Make sure they are coded and in reviewed or submitted status. If necessary, you can select transactions from multiple pages of the list.

<input type="checkbox"/> Select All	Trans Date	Merchant	Category
<input checked="" type="checkbox"/>	7/27/2011	SWELL OIL 575288888QPS - HANAMER, TX 777	Fuel Group
<input checked="" type="checkbox"/>	7/27/2011	SWELL OIL 575288888QPS - HANAMER, TX 777	Fuel Group
<input checked="" type="checkbox"/>	7/25/2011	CHEVER 0107700 - WALLIS, TX 77597	Fuel Group

2. Select the **Approve** button located under Administrator Actions. All the selected transactions will change to approved status.



Reporting

CEMS offers two categories of reports: cardholder reports and administrator reports. Cardholder reports are available to all users and are mainly used for viewing a cardholder's transaction activity in a given billing period. A separate cardholder report, Transactions Coded with Receipt Images, is available to view transactions with attached receipts.

A variety of reports are available to administrators and coders. See that section of the guide below.

All users have the option to run a Cardholder Query, which pulls detailed information on a cardholder's transactional data that can be exported into a Microsoft Excel document. With the Cardholder Query, the user's transactions are divided into regular and fuel transactions.

This section of the guide includes the following topics:

- [Cardholder Reports](#)
- [Administrator Reports](#)
- [Cardholder Query](#)

Cardholder Reports

There are two reports under Cardholder Report (**Reporting tab > Report Type: Cardholder**):

- [Cardholder Statement](#)
- [Cardholder Statement - Coded](#)
- [Transactions Coded with Receipt Images](#)

For each report, you will need to designate a date range.

Cardholder Statement

The Cardholder Statement Report is used to generate a list of statements in a given date range.

Steps

1. Select Cardholder and Cardholder Statement and then select **Go**.

2. Select a posting date range. Designate the range of statements you would like to view and select **OK**. The screen populates with a list of every statement in the selected date range. A total of transactions displays at the bottom of the report as well as a line for the cardholder's and approver's signature.

Example of a Cardholder Statement.

Comdata Payment Innovation		Cardholder Statement: XXXXXXXXXXXX0451				Employee ID: 001651
Statement Period: 02/09/2011 - 07/31/2012						
<u>Tran Date</u>	<u>Post Date</u>	<u>Merchant Name</u>	<u>City Name</u>	<u>State</u>	<u>MCC Category</u>	<u>Amount</u>
100 - Baxter, Lee B.						
03/08/2011	03/10/2011	CIRCLE K 06343 Q47	BENBROOK	TX	30001	89.52
GL-Code: _____ Job #: _____ Phase: _____ C.T.: _____ Equip #: _____ Cost Categ.: _____						
<i>Additional Description / Purpose:</i>						
03/10/2011	03/12/2011	AVALANCHE QPS	BURLESSON	TX	30007	20.78
GL-Code: _____ Job #: _____ Phase: _____ C.T.: _____ Equip #: _____ Cost Categ.: _____						
<i>Additional Description / Purpose:</i>						
03/12/2011	03/14/2011	STAPLES 00112540	LAKE WORTH	TX	30008	74.39
GL-Code: _____ Job #: _____ Phase: _____ C.T.: _____ Equip #: _____ Cost Categ.: _____						
<i>Additional Description / Purpose:</i>						
03/14/2011	03/16/2011	LOVE S COUNTRY00002816	FT WORTH	TX	30001	66.75

Cardholder Statement - Coded

Similar to the Cardholder Statement, this report includes only coded transactions in the specified date range.

Transactions Coded with Receipt Images

This report allows you to view all transactions with an attached receipt in a selected date range.

Steps

1. Select Cardholder and Transactions Coded with Receipt Images. Then select **Go**.

COMDATA®
Payment Innovation

Report Type: Report:

2. Select a posting date range. Designate the range of statements you would like to view and select **OK**.

3. The screen populates with every transaction with an attached receipt in the date range you selected. Use the scroll button at the top to view all of the receipts.

The screenshot displays a software interface for viewing receipts. At the top, a navigation bar shows a scroll button labeled '1 / 27', which is highlighted with a red arrow. The main content area shows a receipt for transaction 001658, dated 06/11/2011, for customer Lee B. Baxter. The receipt includes a header with the COMDATA logo and 'Payment Innovation'. Below the header, there is a section for 'Transaction Account Coding' with details such as 'GL Account: -COGS Equipment Rental' and 'Job Number: - Waxiwe Tejas PL'. The receipt also lists 'A-1 Rent All- Marshall' and 'A-1 Rent All- Marshall' with associated contact information. A table of items is provided, showing item descriptions, quantities, and prices. The receipt concludes with a 'THANK YOU FOR YOUR BUSINESS' message and a summary of payments made on the card, including a total paid amount of \$227.17. A 'RENTAL CONTRACT' section is also present, detailing terms and conditions. The interface includes a 'Main Report' sidebar on the left and a 'CRYSTAL REPORTS' logo in the top right corner.

Administrator Reports

The following reports are available only to administrators and coders ([Reporting tab > Report Type: Administrator](#)).

Note: For reports including the company value, you can select a specific company or include all companies available to you.

Report Name	Description	Role Accessible	Filter Criteria	Field List
Business Unit Transaction by Date - Excel Format	A report of all transactions coded by the business unit coding type by a specific date range. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Employee ID Name Merchant Name City State Zip Transaction Date Posted Date Transaction Amount Allocation Project Description Business Desc Cost Type Description Cost Code Description GL Account SubLedger SubLedger Desc Status Import Status Approval Status Approval Date Approver Name Account Code Customer ID Control Number Group Name
Cardholder Account Listing	A list of all cardholder accounts.	Administrator and Coder	N/A	Employee ID Name Role Division Department Code Last Login Date

Report Name	Description	Role Accessible	Filter Criteria	Field List
Cardholder Statement	A list of statements for every cardholder.	Administrator, Cardholder and Coder	Transaction Posted Start Date Transaction Posted End Date	Cardnumber (header) Employee ID (header) Statement Date Range (header) Transaction Date Posted Date Merchant Name City Name State MCC Category Transaction Amount Number of Transactions (summary)
Coder Approver Grouping	A grouping of Coders and Approvers with their assigned Cardholders.	Administrator and Coder	Company Code Select Role Select Employee Selected Employee	Company Employee ID Last Name First Name Role Division
Default Coding by Cardholder	A report of every Cardholder who has default coding.	Administrator and Coder	Company Code	CardNumber Company Employee ID MCC Number Type Company GLAccount Job Number Job Phase C.T. Equipment Number Equipment Cost Category
Fleet - Diesel Fuel Tax by State (on-road diesel fuel tax report by state)	A report of the tax on diesel fuel in every state in your company's network.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction ID Cardnumber Cardholder Lastname Date Code (product) Product Description Vehicle Number State MCC Quantity Price Total

Report Name	Description	Role Accessible	Filter Criteria	Field List
Fleet - Fuel Usage by Cardholder - Excel Format	A report of all fuel transactions by cardholders. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Employee ID Name (cardholder) Transaction ID Cardnumber Merchant Name Transaction Date Posted Date Code (product) Product Description Vehicle ID State Quantity Price Total
Fleet - Fuel Usage by Cardholder	A report of all fuel transaction by cardholders.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Transaction ID Cardnumber Merchant Name Date Code (product) Product Description Vehicle ID State MCC Quantity Price Total
Fleet - Fuel Usage by Vehicle ID	A report of the amount of fuel used by each vehicle.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Transaction ID Cardnumber Code (product) Product Description State MCC Quantity Price Total
Fuel Purchase Top 15 Percent *Grouped by Employee and Division	A list of the top 15% of non-diesel fuel purchases by cardholder.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Date Merchant Name Quantity State Code (product) Product Description Gallons Amount

Report Name	Description	Role Accessible	Filter Criteria	Field List
Fuel Usage by Equipment ID	A list of all fuel transactions coded to an Equipment ID	Administrator and Coder	Start Date End Date	Transaction ID Card Number Merchant Name Transaction Date City State MCC (Merchant Category Code) Quantity Amount Equipment ID Product Code Product Description Product Quantity Product Price Product Total Cost
GL Account Code List	A list of all GL account codes.	Administrator and Coder	Active Records Only All Records	GL Account Code Account Description Code Type Equipment Category Code Equipment Category Description
High Dollar Transactions *Grouped by Employee ID and Division	Allows you to search transactions by a dollar amount. For example, if you enter 100 as the amount, a detailed list will generate showing all transactions at \$100.00 or more.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Amount	Date Merchant Name City State Description Total Due

Report Name	Description	Role Accessible	Filter Criteria	Field List
Meals and Entertainment	Allows you to search all meals and entertainment transactions by a dollar amount. For example, if you enter 100 as the amount, a detailed list will generate showing all M&E transactions at \$100.00 or more.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Amount	Date Merchant Name City State Description Total Due
Orphaned Transactions	A list of all orphaned transactions. These are transactions that are not tied to a cardholder account.	Administrator and Coder	N/A	Cardnumber Posted Date Merchant Name City State Cardholder Key (group header) Employee ID (group header) Transaction Amount Cardholders (footer) Transactions (footer) Grant Total (footer)

Report Name	Description	Role Accessible	Filter Criteria	Field List
Sub Account Transaction by date by company	A report of all transactions with sub account coding type by date range and by company.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Import Status Status	Account Code CustId Last Name (cardholder) First Name (cardholder) Card # Employee ID Post Date Transaction Date Control Number Transaction ID Merchant Type Coded Company Default Company Default Division GL Account GL Description Internal Order Sub Account Fuel Type Gallon Amount Approve Group Name

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date by Company - Excel Format	A report of transaction activity by date and company. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Import Status - Posted, Imported, Not Flagged Status - Reviewed, Uncoded	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Employee ID Posted Date Transaction Date Control Number ID Amount Merchant Type Coded Coded Detail Default Code Default G/L (code) G/L Description Job Number Job Phase Phase Description CT Import Status Equipment ID Approve Status Group Name

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date - by Cardholder - Excel Format	A detailed report of all cardholders and their transactions in a specified date range. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Status - Reviewed, Uncoded	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Employee ID Posted Date Control Number ID Amount Merchant Name Type (coding) Coded (company) Coded (cost center) Default (company) Default (cost center) G/L Account G/L Description Job Number Phase Phase Description CT (cost type) Import Status Equipment ID Approval Status Group Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date - by Cardholder by Company - Excel Format	A detailed report of all cardholders and their transactions and their company. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Status (Reviewed, Uncoded)	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Posted Date Transaction Date Control Number ID Amount Merchant Name Type (coding) Coded (company) Coded (cost center) Default (company) Default (cost center) G/L Account G/L Description Job Number Phase Phase Description CT (cost type) Import Status Equipment ID Approval Status Group Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date - Excel Format	A detailed report of all transactions in a specified date range. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Import Status - Posted, Imported, Not Flagged Status - Reviewed, Uncoded	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Employee ID Posted Date Transaction Date Control Number ID Amount Merchant Name Type (coding) Coded (company) Coded (cost center) Default (company) Default (cost center) G/L Account G/L Description Job Number Job Phase Phase Description CT (cost type) Import Status Equipment ID Approval Status Group Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction by Date - by Cardholder - Excel Format	A report of all transactions that occurred in a specified date range for each cardholder.	Administrator and Coder	From Date End Date	Transaction Date ID Post Date Type Company Division GL GL Description Job Phase Phase Description CT Status Equip ID Merchant Approve amount Card # Company Division Last Name First Name Department Department Description
Transaction by Date - Excel Format	A report of transactions that occurred in a specified date range	Administrator and Coder	From Date End Date Import Status: Posted - Transaction Posted, Imported - Transaction Imported but not Posted, Not Flagged - Transaction Not Flagged as Posted or Imported	Transaction Date ID Post Date Type Company Division GL GL Description Job Number Job Phase Phase Description CT Status Equipment ID Merchant Approve Amount Card # Company Division Last Name First Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Coding by Cardholder		Administrator and Coder	From Date End Date	Type Company Division G/L G/L Description Job Number Phase Equipment ID Merchant City State Transaction Date Amount Department Department Description
Transaction Coding by Cardholder and Approver	A report of all coded transactions by the Cardholder and Approver.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Type (coding) Company Code Division G/L Account G/L Description Job Phase Phase Description Job Type Equipment ID Merchant Name Date Approval Status Approval Date Amount Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Coding by Cardholder with Notes	A report of coded transactions with attached notes.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Type (coding) Company Code Division G/L Account G/L Description Job Phase Phase Description Cost Type (job) Equipment ID Merchant Name Transaction Date Amount Notes Department Department Description
Transaction Coding by Cardholder	A report of coded transactions for every cardholder.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Type (coding) Company Division G/L Account G/L Description Job Number Phase Code Phase Description Equipment ID Merchant Name City State Transaction Date Amount

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Coding by Date - Excel Format	A report of coded transactions by their posted date range.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Date Company Code ID Posted Date Type (coding) Division G/L Account G/L Description Job Number Phase Phase Description Job Cost Type Equipment ID Merchant Name City State Amount Cardnumber Last Name (cardnumber) First Name (cardnumber)
Transaction Exception Coding - Cross Company		Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date ID Type (coding) Company Code Department (division) Employee ID Code Co. G/L Account Code G/L Description Job Number Phase Code Merchant Name Status Amount

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Export	A detailed report of all transactions that were exported back to the ERP system.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Import Status - Approved, Not Approved	Account Code Company Employee Customer ID Cardnumber Last Name (cardholder) First Name (cardholder) Employee ID Division Employee Vendor Code Cash Vendor Code Department Code Transaction ID Transaction Date Control Number Posted Date Employee ID Transaction Vehicle Number Reporting Level Merchant Code Merchant Name Merchant Address Merchant City Merchant State Merchant Zip Merchant Chain Merchant Group MCC Number Merchant Card Acceptor Status Is Checked? Approval Status Approval Use Approval Date Disputed? Import Status Group Name Group ID Auto Transaction? Amount Coded Coding Type Company Coded Division Coded G/L Account Job Number Job Phase Job Cost Type Equipment Number Cost Category (equipment) Work Order Notes

Report Name	Description	Role Accessible	Filter Criteria	Field List
				Job Phase Job Cost Type Equipment Number Cost Category (equipment) Work Order Notes Project Business Unit Project Cost Type Project Cost Code Sub Ledger Sub Ledger Type Invoiced? Invoice Date Credit or Debit Transaction Amount Department Department Description
Transaction Listing - Disputed	A list of all disputed transactions.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction ID Transaction Date Posted Date Merchant Name Merchant City Merchant State Cardnumber Cardholder Name Type Reason Total Due
Transaction Listing by Cardholder	A list of all transactions by cardholder.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Report Type - Detail or Summary	Summary Cardholder Name Number of Cards Number of Transactions Total Due Detail Transaction ID Transaction Date Posted Date Merchant Name Cardnumber Total Due

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Listing by MCC	A list of transactions by their Merchant Category Code.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Detail or Summary Report Report Value	Transaction ID Transaction Date Posted Date Merchant Name Cardnumber Cardholder Name Total Due
Transaction Listing	A detailed listing of all transactions in a given date range.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction ID Transaction Date Posted Date Merchant Name Merchant City State Cardnumber Cardholder Name MCC MCC Category Total Due
Transaction Summary by MCC	A summary of all transactions by their MCC.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	MCC Number Category Total Due

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Uncoded by Date - by Cardholder - Excel Format	A report of transactions that are in uncoded status by cardholder. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date ID Posted Date Type (coding) Company Code Division G/L Account G/L description Job Number Phase Code Phase Description CT (cost type) Status Equipment ID Merchant Name Approval Status Amount Cardnumber Company Code (default) Division (default) Last Name (cardholder) First Name (cardholder)
Transaction Uncoded by Date - Excel Format	A report of transactions that are in uncoded status by a specified date range.	Administrator and Coder	Import Status - Posted, Imported, Not Flagged	Transaction Date ID Posted Date Type (coding) Company Code Division G/L Account G/L description Job Number Phase Code Phase Description CT (cost type) Status Equipment ID Merchant Name Approval Status Amount Cardnumber Company Code (default) Division (default) Last Name (cardholder) First Name (cardholder)

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transactions Coded with Receipt Images by Job number	Allows you to pull a transactions coded with receipt images report by one or more job number.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Company Code Job Number	Merchant Name Transaction Date Location Cost Type GL Account Amount Notes Product Information Transaction ID MCC Code
Transactions Coded with Receipt Images of Sub Account	Allows you to pull a transactions coded with receipt images report by the sub account coding type.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Company Code	Transaction Date Location GL Account Internal Order Sub Account Fuel Type Gallons Amount Product Information Transaction ID MCC Code
Transactions Coded with Receipt Images	A report of all coded transactions with receipt images attached.	Administrator, Cardholder, and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Employee ID Division	Cardholder Name Employee ID Transaction Date Merchant Name Merchant City Merchant State Merchant Zip GL Account Code Job Number Phase Code Cost Type (job) Amount Notes Transaction ID MCC Code MCC Description Receipt Image(s) Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Travel - Airline Detail	A summary report of all airline transactions.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Key Posted Date Merchant Merchant City Flight Number Origin Destination Carrier Class Travel Date Amount Passenger Name MCC Number
Travel - Airline Summary	A report of all airlines used and how much money was spent with each airline. This report also shows a total of all money spent on airlines.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Airline Number of Cardholders Amount
Travel - Hotel Detail	A report of all cardholders and their hotel expenses.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date Posted Date Hotel Name City State Zip MCC Code Amount Cardholder Name (grouped) Cardholder Amount (grouped summary per cardholder)

Report Name	Description	Role Accessible	Filter Criteria	Field List
Uncoded Transaction by Date by Cardholder - Excel Format	Lists all uncoded transactions within a specified date range.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date Employee ID Post Date Type CT Status Equipment ID Merchant Approve Amount Card number Company Division Last Name First Name
User Listing Report	A list of every user and their respective roles.	Administrator and Coder	N/A	Company Code Last Name (cardholder) First Name (cardholder) Employee ID Division Department Code Role User Name Status

Cardholder Query

The Transaction Query page allows you to pull specific, detailed information on a cardholder's transactional data. Transactions are sorted into regular and fuel transactions. The data can be exported into a Microsoft Excel document for your records. Cardholders can run queries on themselves.





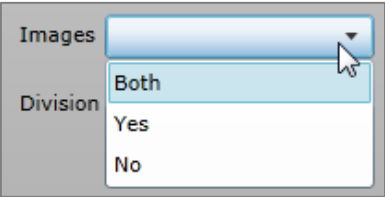



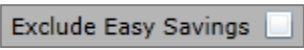
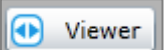
Steps

1. Select **Query** from the main menu bar.



The Transaction Query page opens. Note that some fields are not required.

Field	Image	Description
1. Cardholder		Select a cardholder. If you are logged in as a cardholder, only your name will display.
2. Trans Date		Enter the date range of transactions to view.
3. Post Date		Enter the date range of the transaction postings to view.

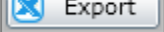
Field	Image	Description
4. Billing Period		Use this option in place of selecting a post date
5. Query		Runs a query
6. Export		Exports your query results to an Excel document.
7. Merchant		Not required. If you know the name of a specific merchant, enter it here.
8. Images		Not required. Used to filter your query results by either transactions with an image, without, or both.
9. Category		Not required. Select a category code.
10. Division		Not required. Enter the cardholder's division code to filter results by their division.
11. Amount		Not required. If you know the amount of the transaction you would like to query, enter it here.
12. Exclude Easy Savings		Use to filter out easy savings transactions from the query results
13. Viewer		Opens the Transaction Viewer window.

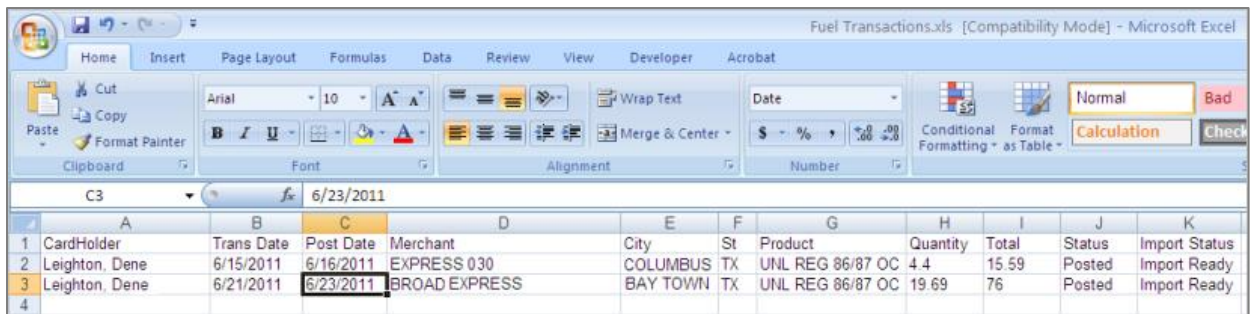
2. Fill out the necessary information and run a query. Once you run a query, the transaction information displays in the dashboard. The Transaction Query tab shows all transactions for a selected date range.

CardHolder	Trans Date	Post Date	Merchant	City	St	Category	Total Due	Status	Im
Also, Jaime M.	6/19/2012	6/19/2012	Test			Cash Transactions	\$10.00	Uncoded	
Also, Jaime M.	5/24/2012	5/24/2012	xcv			Cash Transactions	\$355.00	Uncoded	
Also, Jaime M.	12/8/2011	12/8/2011	pizza			Cash Transactions	\$150.00	Reviewed	Imp
Also, Jaime M.	12/2/2011	12/2/2011	McDon			Cash Transactions	\$15.00	Reviewed	Imp
Also, Jaime M.	8/12/2011	8/15/2011	BRIAN OIL 910021000QPS	CLUTE	TX	Fuel Group	\$77.95	Reviewed	Imp
Also Jaime M.	8/10/2011	8/12/2011	xcv	FREEPOR	TX	Fuel Group	\$71.50	Reviewed	Imp
Also, Jaime M.	8/9/2011	8/11/2011	SHELL'S BAR B Q	HOUSTON	TX	T & E Group, Restaurants	\$20.84	Reviewed	Imp
Also Jaime M.	8/8/2011	8/9/2011	BUC'S	HOUSTON	TX	Fuel Group	\$67.05	Reviewed	Imp
Also, Jaime M.	8/5/2011	8/8/2011	BRIAN OIL 910024000QPS	HOUSTON	TX	Fuel Group	\$80.06	Reviewed	Imp
Also Jaime M.	8/5/2011	8/6/2011	JIMADORIA	FREEPOR	TX	T & E Group, Restaurants	\$43.85	Uncoded	
Transactions = 132							Total = \$8,029.57		

The Fuel Transactions tab lists only the fuel transactions for a selected date range.

CardHolder	Trans Date	Post Date	Merchant	City	St	Product	Quantity	Total	Status	Imp
Transactions = 2							Qty = 24.09	Total = \$91.59		
Leighton, Dew.	6/15/2011	6/16/2011	EXPRESS 030	COLUMBU	TX	UNL REG 86/87 OC	4.40	\$15.59	Posted	Imp
Leighton, Dew.	6/21/2011	6/23/2011	BROAD EXPRESS	BAY TOWN	TX	UNL REG 86/87 OC	19.69	\$76.00	Posted	Imp

If you would like to save your query, select the **Export**  button. This gives you the option to export all data in the query into an Excel document.



1	CardHolder	Trans Date	Post Date	Merchant	City	St	Product	Quantity	Total	Status	Import Status
2	Leighton, Dene	6/15/2011	6/16/2011	EXPRESS 030	COLUMBUS	TX	UNL REG 86/87 OC	4.4	15.59	Posted	Import Ready
3	Leighton, Dene	6/21/2011	6/23/2011	BROAD EXPRESS	BAY TOWN	TX	UNL REG 86/87 OC	19.69	76	Posted	Import Ready

Glossary

A

AC29: A file sent from Comdata on a daily basis. This file contains your company's transactional data.

Account Number: Your Comdata account number. This number should be associated with your CEMS account.

Accounting File: A file of all your transactions that are ready to be exported back to your ERP. Please ensure these files have been reviewed, approved, and posted to create accuracy in your financials.

B

Billing Period: A billing period is a group of transactions that occur under a specified length of time.

C

CD00009: A file sent from Comdata on a daily basis. This file contains all of your company's employee's information as well as new employees.

CEMS: Comdata Expense Management System. An online expense coding and reporting system designed to integrate fully with your company's construction ERP software. CEMS allows your Comdata MasterCard cardholders to quickly and easily allocate card purchases to expense categories such as accounting, jobs, equipment, and business units.

CRR: Customer Relations Representative, a Comdata agent responsible for assisting customers with their accounts.

E

ERP: Enterprise Resource Planning, a business integration software that allows you to manage your company's expenses.

G

GL Account: An account for recording transactions related to a company's assets, liabilities, owners' equity, revenue, and expenses.

M

MCC: Merchant Category Code, a four-digit value that MasterCard assigns to classify a particular type of merchant.

P

Product Code: A code sent from the merchant that defines the transaction type.

T

TRR: Technical Relations Representative, a Comdata agent responsible for assisting customers with technical related issues.