

Comdata Expense Management System (CEMS) Product Update Guide

Version 12

Release Date: 2/13/2014

Disclaimer

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

Contents of this Guide

Overview ...	1
Launch Explorer ERP Integration ...	2
Set Up E-mail Notifications ...	5
Set Valid Cost Types ...	6
Minor Enhancements ...	7

Overview

Release 12 for the Comdata Expense Management System (CEMS) includes the following enhancements:

- **Launch Explorer ERP Integration.** Customers using the Explorer ERP system are now able to sync with CEMS. The Job/Ct/Phase, Job/Phase/Ct, Equipment and Direct GL Expense with Department coding types are included and the export file will contain fields matching the invoice specifications.
- **Set up E-mail Notifications.** This enhancement allows Administrators to set up e-mail notifications for uncoded and unapproved transactions in a billing period.
- **Set Valid Cost Types.** This enhancement allows Administrators to specify which cost types and cost categories apply to each coding type for their company.

In addition, this release includes a number of minor enhancements. See the section [Minor Enhancements](#) at the end of this guide.

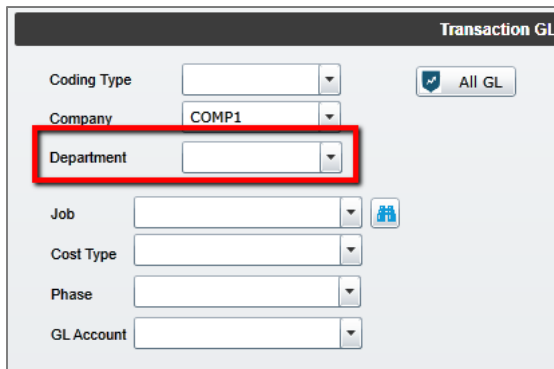
If you have questions regarding these new features or any component of CEMS, please contact your Comdata Customer Relations Representative (CRR) at 1-800-749-7174.

You can also refer to the online CEMS user guide available through the **Help/Updates** link in the CEMS menu bar.

Launch Explorer ERP Integration

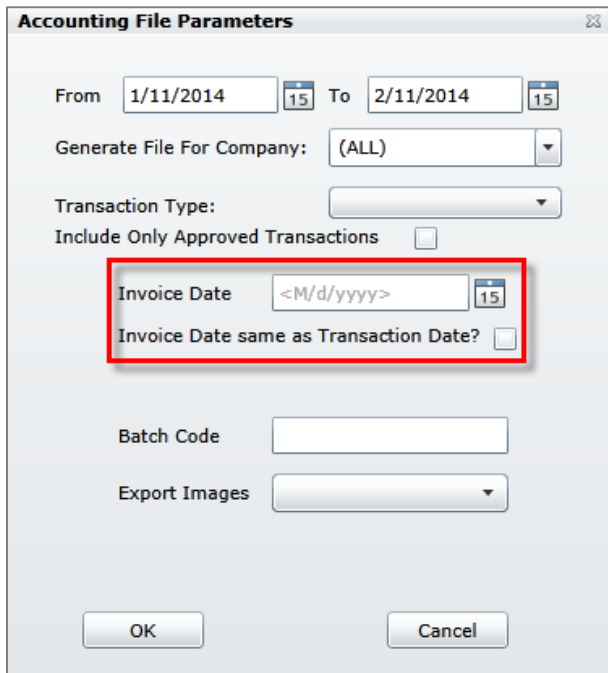
This enhancement enables Explorer ERP users to sync their data with CEMS. The following points are important to note as you begin using CEMS to manage your expense management:

- Department will display as a coding option across all coding types and on all coding screens. This option must be enabled by a Comdata internal associate.



The image shows a 'Transaction GL' form with several dropdown menus. The 'Department' dropdown is highlighted with a red rectangle. Other fields include 'Coding Type', 'Company' (set to 'COMP1'), 'Job', 'Cost Type', 'Phase', and 'GL Account'. There is also an 'All GL' button.

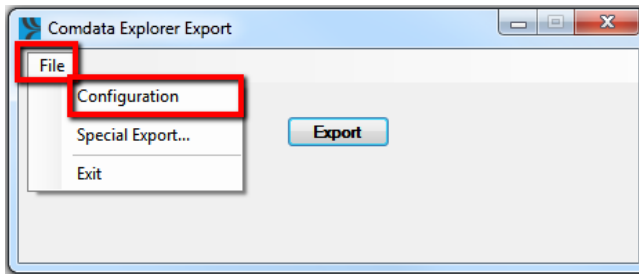
- The Accounting File Parameters window includes an **Invoice Date same as Transaction Date?** checkbox. If this option is checked, the export file will contain an invoice per cardholder and vendor per transaction date. If unchecked, the export file will contain an invoice per cardholder and vendor using the specified invoice data.



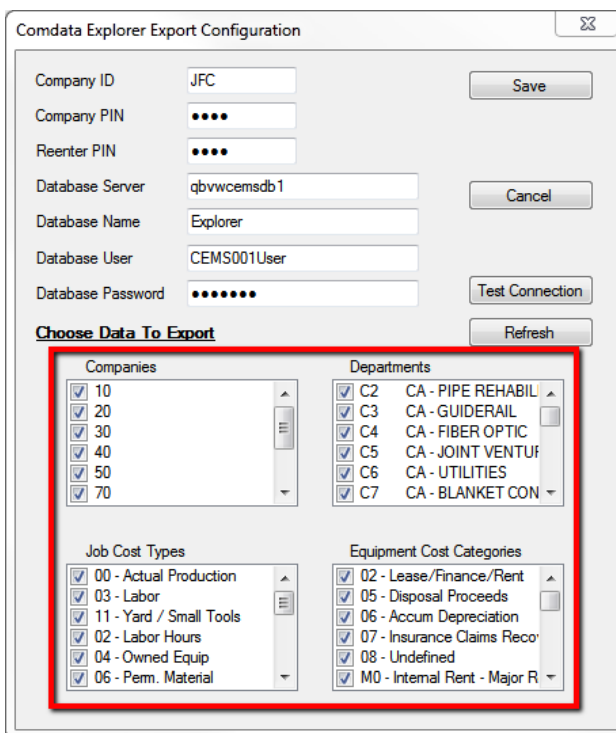
The image shows the 'Accounting File Parameters' dialog box. It contains fields for 'From' and 'To' dates (1/11/2014 to 2/11/2014), 'Generate File For Company' (set to '(ALL)'), 'Transaction Type', and an 'Include Only Approved Transactions' checkbox. The 'Invoice Date' field is highlighted with a red rectangle and contains the text '<M/d/yyyy>'. Below it is the checkbox 'Invoice Date same as Transaction Date?'. Other fields include 'Batch Code' and 'Export Images'. 'OK' and 'Cancel' buttons are at the bottom.

- Companies, Departments, General Ledger Accounts, Jobs, Phases (Cost Codes), Job Cost Types, Equipment, and Equipment Cost Categories are included in the export configuration so that these values are exported to CEMS during sync.

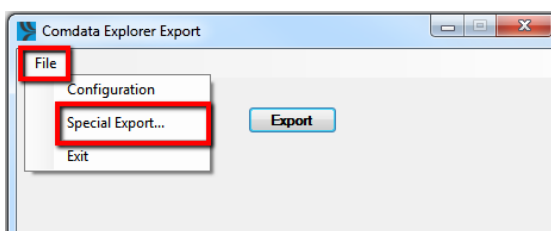
- Once the sync tool is installed on your computer, the export process is as follows:
 - Open the Comdata Explorer Export tool and select **File > Configuration**.



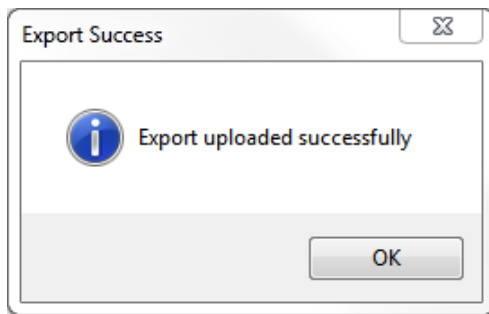
- Complete each field on the Configuration window. Select **Test Connection** to test the ERP's database connectivity. If there are no problems, select **Refresh**. The system will reach out to the database server and pull all databases you have on file.
- Select the checkbox next to the left of all valid entries. Then, select **Save**.



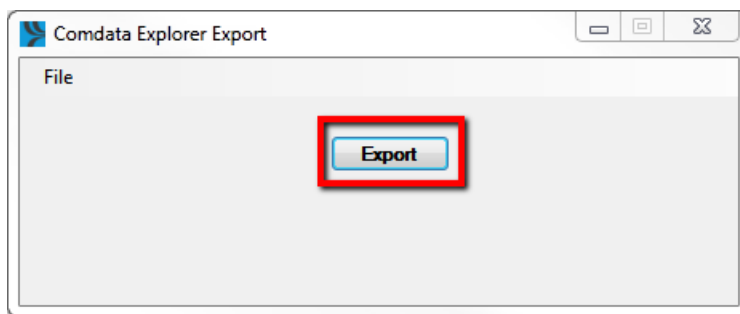
- Return to the Comdata Explorer Export tool and select **File > Special Export**. Select **Yes** on the Confirm Export window. This uploads the Companies, Departments, Job Cost Types, and Equipment Cost Categories selected above.



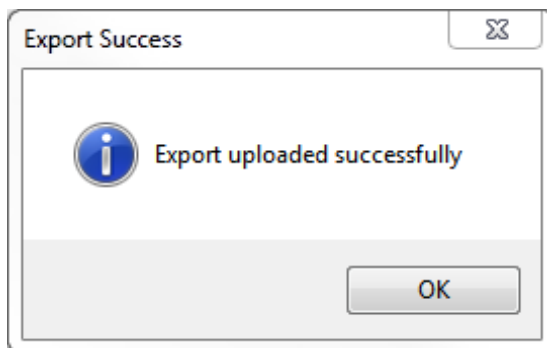
5. You should receive a success message upon completion.



6. To upload your remaining data (Equipment, General Ledger Accounts, Jobs, and Phases (Cost Codes)), select **Export**.

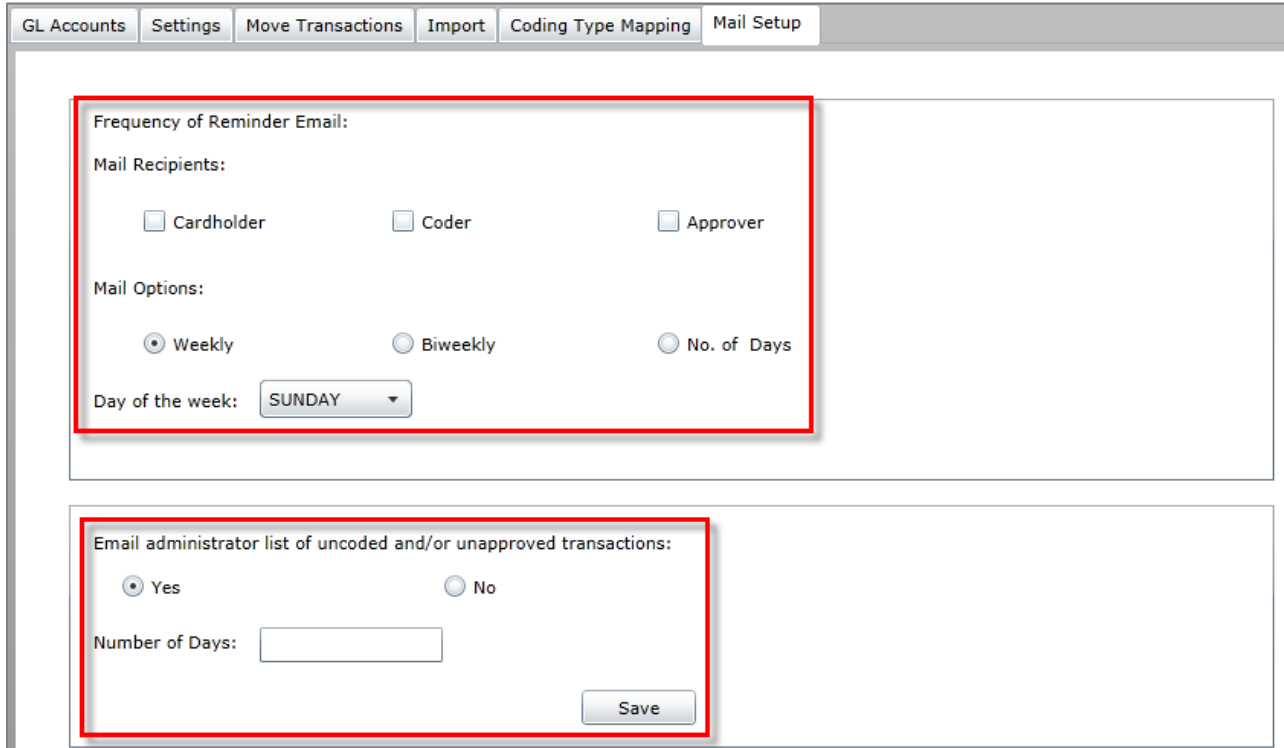


7. You should receive a success message upon completion. Your Explorer ERP is now fully synced with CEMS.



Set Up E-mail Notifications

Company administrators now have the ability to set up e-mail notifications to remind users of uncoded and/or unapproved transactions in a billing period. This new feature is available under the administrator setup options (**Administration > Setup/Administration > Mail Setup**).



Guidelines

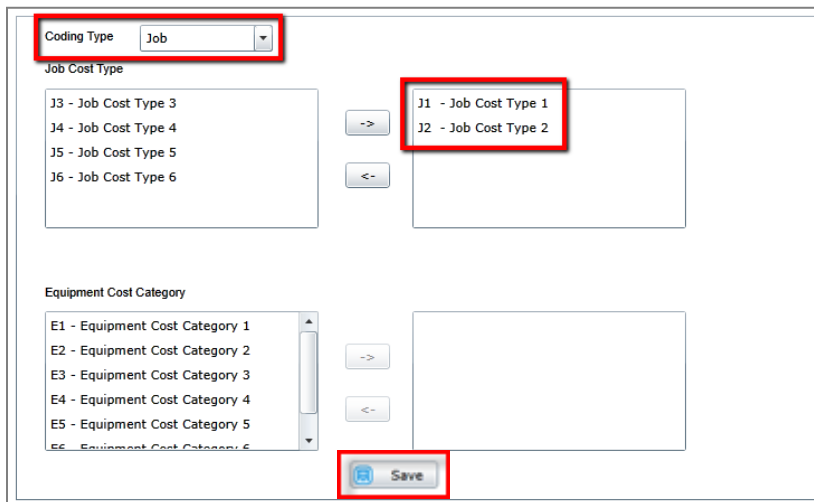
- Specify which user will receive notifications (cardholder, coder, and/or approver) and how often (weekly, bi-weekly, or number of days). If weekly or bi-weekly, select the day(s) of the week the notification will be sent. If number of days, enter the number of days that must pass before notification is sent.
- Administrators can select to receive notifications at the bottom of the screen. A number of days must be entered for administrators. Weekly and bi-weekly notifications only apply to cardholders, coders, and approvers.

Set Valid Cost Types

Company administrators now have the ability to specify which cost types and cost categories apply in CEMS (GL coding type not included).

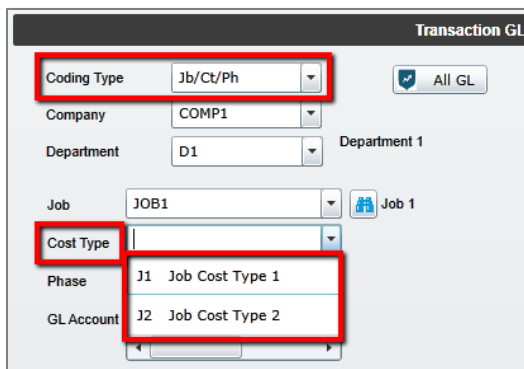
This new feature is available under the administrator setup options (**Administration > Setup/Administration > Coding Type Mapping**). On the new Coding Type Mapping tab, select a Coding Type and start moving the cost types and categories you want to include from left to right. Select **Save** when finished.

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



The screenshot shows the 'Coding Type Mapping' interface. At the top, the 'Coding Type' dropdown is set to 'Job'. Below it, there are two main sections: 'Job Cost Type' and 'Equipment Cost Category'. In the 'Job Cost Type' section, a list on the left contains 'J3 - Job Cost Type 3', 'J4 - Job Cost Type 4', 'J5 - Job Cost Type 5', and 'J6 - Job Cost Type 6'. A list on the right contains 'J1 - Job Cost Type 1' and 'J2 - Job Cost Type 2'. Arrows between the lists allow for moving items. In the 'Equipment Cost Category' section, a list on the left contains 'E1 - Equipment Cost Category 1' through 'E6 - Equipment Cost Category 6'. A list on the right is currently empty. At the bottom right, a 'Save' button is highlighted with a red box.

Now, open an uncoded transaction coding window. Notice that only the cost type values you selected are available for the coding type.



The screenshot shows the 'Transaction GL' window. At the top, the 'Coding Type' dropdown is set to 'Jb/Ct/Ph'. Below it, there are fields for 'Company' (COMP1), 'Department' (D1), 'Job' (JOB1), and 'Job 1'. The 'Cost Type' dropdown is highlighted with a red box, and its list of options is also highlighted with a red box. The options are 'J1 Job Cost Type 1' and 'J2 Job Cost Type 2'. The 'GL Account' field is also visible.

Note: Each cost type excluded from coding will be removed in GL Account Setup. For example, say GL Account 1 is set up for Job cost Type 1, 2, and 3 and excludes Job Cost Type 4, 5, and 6. If we include Job Cost Type 1 and 2 on the Coding Type Mapping tab, Job Cost Type 4, 5, and 6 will be removed from GL Account 1. Job Cost Type 3 will remain, as it was already associated to GL Account 1, but will not display as a coding option.

Minor Enhancements

Add Auditor User Role. To allow auditors access to the CEMS application, an Auditor user role has been created. This role has read-only access to all functions in CEMS.

Add Gallons to Export File. To include transaction gallons data in the export file, a new option, **Include Gallons**, has been added to the Accounting File Parameters window.

Fix: Correct Export File. The export file has been fixed to adhere to specified parameters for the transaction types and approved transactions.

Fix: Enhance Transaction Loading Time. This fix enables a cardholder's transaction listing to load faster no matter the amount of transactions and attachments. The load time has been increased to an approximate six seconds.