

Comdata Expense Management System (CEMS) Product Update Guide

Version 6.2

Release Date: 6/10/2013

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Overview

This latest update to the Comdata Expense Management System (CEMS) includes the following enhancements:

Allow Edits to Employee Information. To reduce your need to make support calls, this enhancement allows your company administrator to edit employee information (e.g., first name, last name, employee ID).

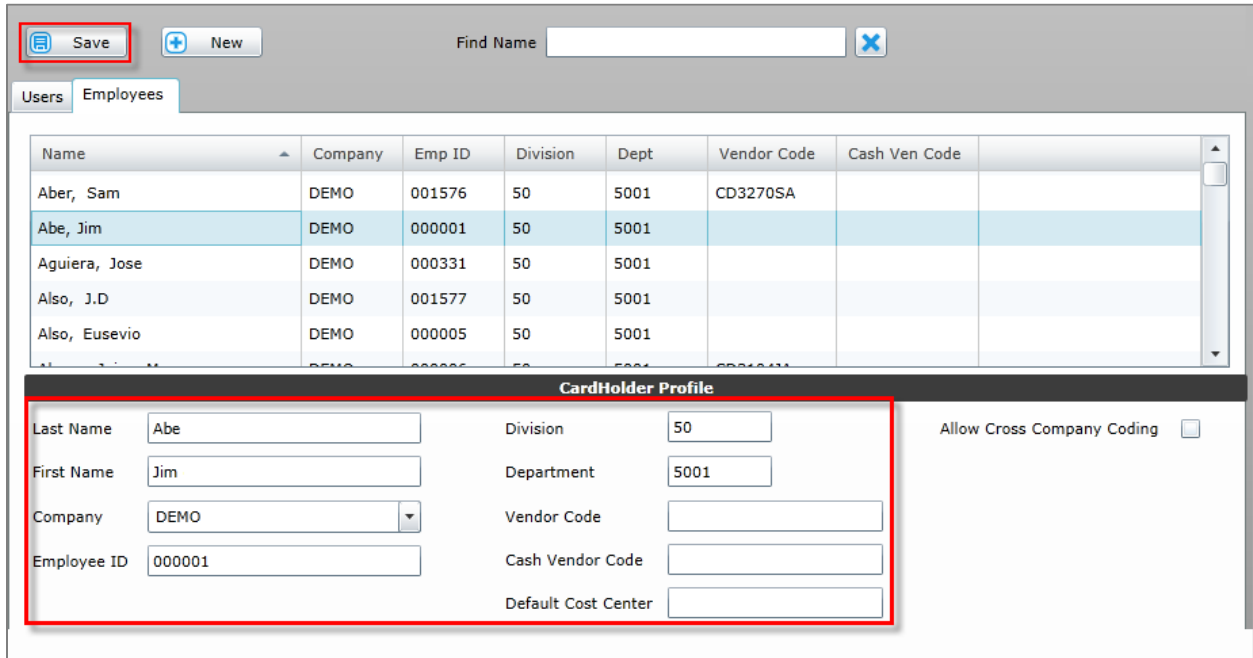
Delete Cash Transactions. To allow you to remove erroneous cash transactions, this enhancement adds a Delete Cash option to the Transaction Listing page.

In addition, several minor enhancements are included in this release. Please see the [Minor Enhancements](#) section of this document for more information.

If you have questions about any component of CEMS, please contact your Comdata Customer Relations Representative (CRR) at 1-800-749-7174. You can also refer to the online user guide available through **Help** in the CEMS menu bar.

Allow Edits to Employee Information

To reduce your need to make support calls, this enhancement allows your company administrator to edit employee information (e.g., first name, last name, employee ID). The updated employee profile will retain any associated transaction or coding data.



The screenshot shows the CEMS software interface. At the top, there are buttons for 'Save' (highlighted with a red box) and 'New'. Below these is a 'Find Name' search bar. The main area is divided into two tabs: 'Users' and 'Employees'. The 'Employees' tab is active, displaying a table of employee information. Below the table is the 'CardHolder Profile' form, which is also highlighted with a red box. The form contains the following fields:

Name	Company	Emp ID	Division	Dept	Vendor Code	Cash Ven Code
Aber, Sam	DEMO	001576	50	5001	CD3270SA	
Abe, Jim	DEMO	000001	50	5001		
Aguiera, Jose	DEMO	000331	50	5001		
Also, J.D	DEMO	001577	50	5001		
Also, Eusevio	DEMO	000005	50	5001		

The 'CardHolder Profile' form includes the following fields:

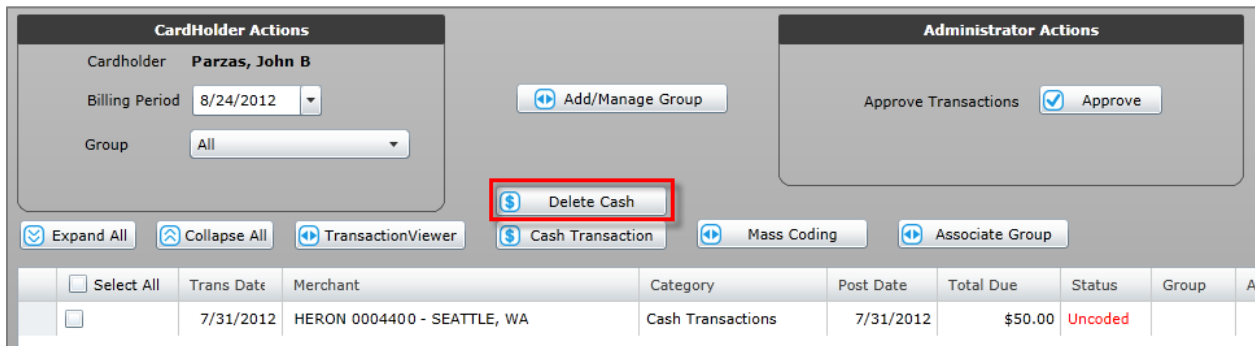
- Last Name: Abe
- First Name: Jim
- Company: DEMO (dropdown menu)
- Employee ID: 000001
- Division: 50
- Department: 5001
- Vendor Code: (empty field)
- Cash Vendor Code: (empty field)
- Default Cost Center: (empty field)
- Allow Cross Company Coding: ☐

- You can change any field under CardHolder Profile. Be sure to select **Save**.
- All transaction and coding data – coded, uncoded, approved, etc. – stays with the employee's updated profile.
- You cannot change the Company or Employee ID field if the user has coded transactions.

Delete Cash Transactions

This enhancement allows you to remove erroneous cash transactions using a new Delete Cash option on the Transaction Listing page. This option deletes *all uncoded* cash transactions for the cardholder.

Note: For this feature to be available, you must be using the **Cash Transactions** option under Settings.



CardHolder Actions

Cardholder: **Parzas, John B**

Billing Period: 8/24/2012

Group: All

Administrator Actions

Approve Transactions ☒ Approve

Buttons: Add/Manage Group, Delete Cash (highlighted), Cash Transaction, Mass Coding, Associate Group, Expand All, Collapse All, TransactionViewer

	Select All	Trans Date	Merchant	Category	Post Date	Total Due	Status	Group	A
<input type="checkbox"/>		7/31/2012	HERON 0004400 - SEATTLE, WA	Cash Transactions	7/31/2012	\$50.00	Uncoded		

- The **Delete Cash** button only displays on a cardholder's Transaction Listing page if they have uncoded cash transactions.
- You cannot select specific uncoded transactions. The **Delete Cash** button removes all of the cardholder's uncoded cash transactions.

Minor Enhancements

Display Full Job Descriptions. To allow you to view your full imported job descriptions, this enhancement updates fields on the Import and Coding pages and in the Transaction Coded with Receipt Images report. The fields now display up to 25 characters.

Export Transactions by Payment Type. Due to demand for specific export files for cash and card transactions, this enhancement adds a Transaction Type option to the Accounting File Parameters window. The export options are All Transactions, Cash Only, and Card Only.

Import by Department ID. *CMiC ERP only.* For CMiC ERP users, the system now preserves GL coding structures that use different codes under multiple department IDs.