Comdata Expense Management System (CEMS)
Product Update Guide

Version 7

Release Date: 7/2/2013

Disclaimer

Contents of this Guide

Overview

Release 7 for the Comdata Expense Management System (CEMS) includes the following enhancements:

- **Add Subledgers by Company Code.** For customers doing business unit coding, this release adds the capability to enter subledger values, which can be segmented by company code.
- **Allow Multiple Cash Transactions Daily.** With this release, cardholders have the ability to enter multiple cash transactions in a given day.
- **Select Coding Type under GL Code.** *Applies to CMIC, Spectrum, and Viewpoint ERPs.* This release adds the capability to set up multiple coding types under the same GL code. See page 2 for details.
- **Select Company for Administrator and Coder Reports.** This release adds the capability for Administrator- and Coder-level users to specify the company values included in reports. See page 4 for details.
- **Update Viewpoint Export Format.** *Applies to Viewpoint ERP only.* This release corrects the Header Record and Line Items elements in the approved Viewpoint Accounting File export.

If you have questions regarding these new features or any other 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** link in the menu bar.
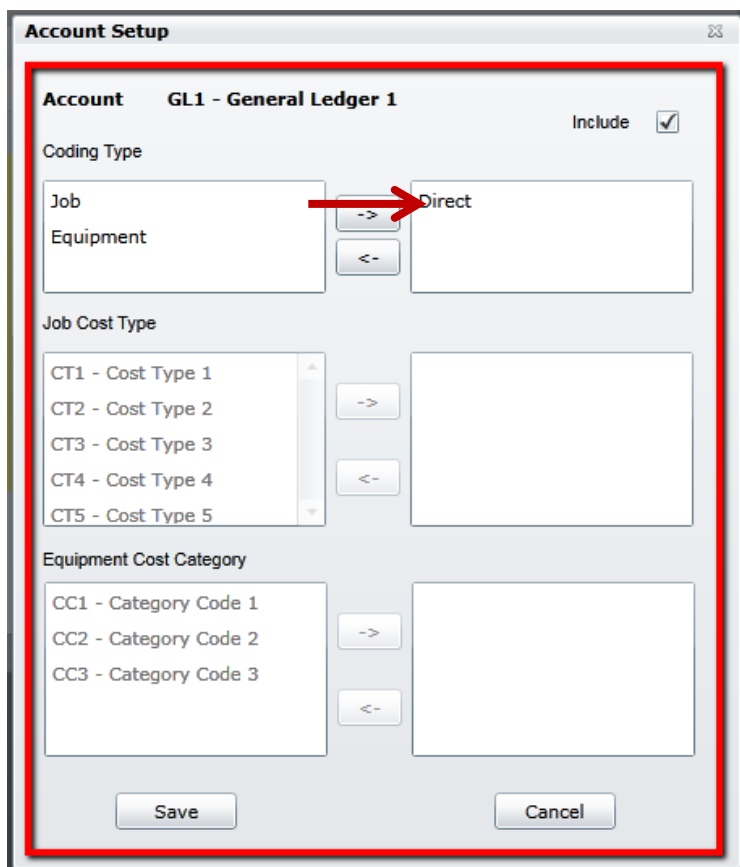
Select Coding Type Under GL Code

Applies to CMIC, Spectrum, and Viewpoint ERPs.

With this release, customers using the above ERP systems can set up multiple coding types (GL Expense, or **Direct**; **Job**; or **Equipment**) under the same GL code. For example, a GL code can be configured to allow coders to select either Job or Equipment for the coding type when coding an individual transaction. This feature also works with mass coding.

Step 1. For Administrators

Open the new Account Setup window for the GL code you want to configure (**Administration > Setup/Administration > select the green Edit icon for a GL code**). To select which coding types will be available for this GL code, use the arrow icon (->) to move the desired coding types to the right side of the window.
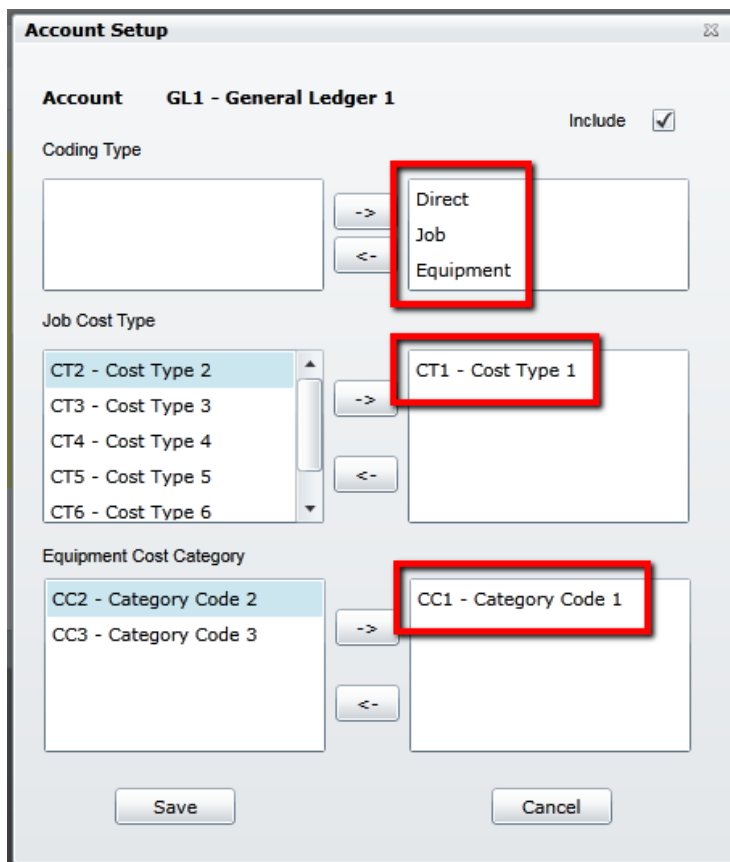
Under the Account Setup window, you can also specify Job Cost Types or Equipment Cost Categories for the Job and Equipment coding types. See the image on the next page.

Step 2.   For Coders

Once a GL code has been set up for this feature, you can select from the available coding types whenever you manually code a transaction under that GL account. The same coding types can be selected when mass coding multiple transactions.

Select Company for Administrator and Coder Reports

With this release, Administrator- and Coder-level users can now specify the company values included in reports. Selecting **ALL** will include all available company values.

Administrator reports

Coder reports