

Comdata Expense Management System (CEMS) Product Update Guide

Version 9

Release Date: 8/27/2013

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Overview

Release 9 for the Comdata Expense Management System (CEMS) includes the following enhancements:

- **Bulk Update Employee Data.** Company administrators can now bulk import updates to employee profiles.
- **Export Receipt Images.** Administrators can now export receipt images from CEMS into a downloadable zip file.
- **Limit Coding Options by ERP.** This enhancement removes unused coding options under Coding and Mass Coding based on your ERP system.

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.

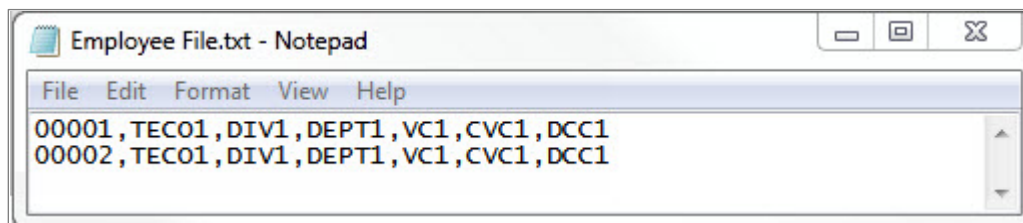
You can also refer to the online CEMS user guide available through the **Help** link in the menu bar.

Bulk Update Employee Data

Company administrators now have the ability to bulk import updates to their employee profiles. This process updates those values saved under **Administration > Users > Employees**, including Company, Employee ID, Division, Department, Vendor Code, Cash Vendor Code, and Default Cost Center. *This option allows updates to existing employee records only.* The values Company and Employee ID cannot be updated via the file upload.

Guidelines

- The file upload option is available under the employee administration tab:
Administration > Users > Employees tab > Import Employee File.
- Update files must be in comma-separated (.csv) format and organized as follows:
Employee ID (00001), Company, Division, Department, Vendor Code, Cash Vendor Code, Default Cost Center
Employee ID (00002), Company, Division, Department, Vendor Code, Cash Vendor Code, Default Cost Center
Employee ID (00003), ...

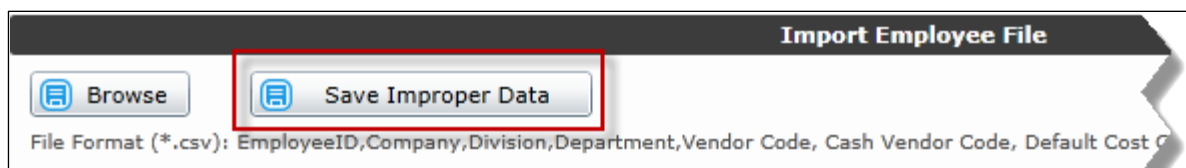
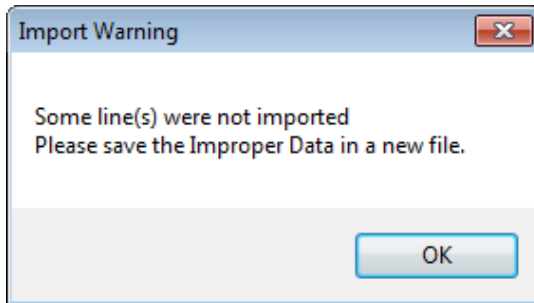


- The updatable values in the file (excluding Company and Employee ID, which are not updatable) must observe the following requirements:

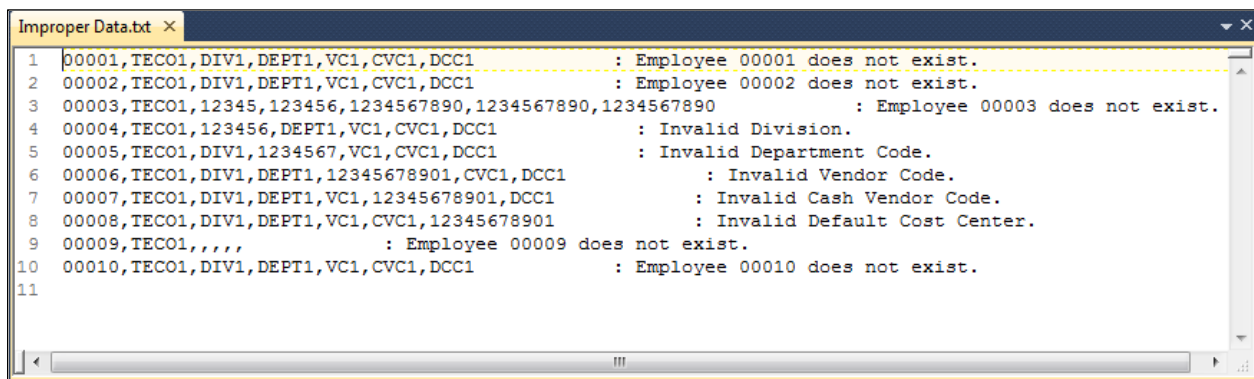
Field	Maximum Characters	Allow Blank (Y/N)
Division	5	Y
Department	6	Y
Vendor Code	10	Y
Cash Vendor Code	10	Y
Default Cost Center	10	Y

(continued on the next page)

- 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** if you see this option when importing.

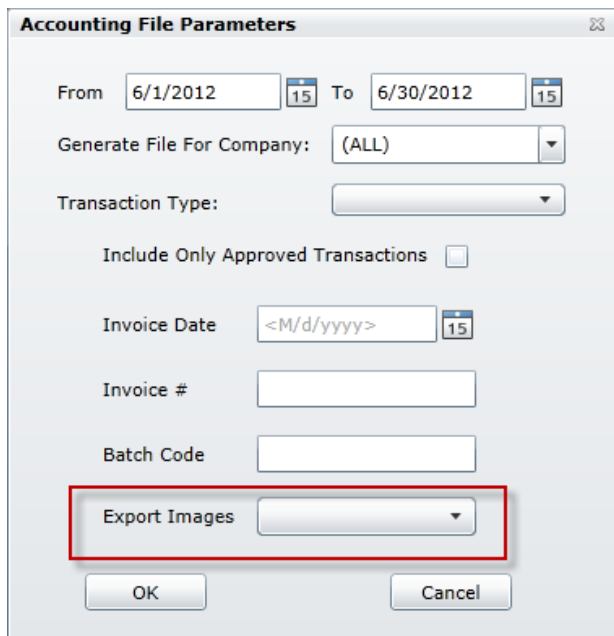


The improper data file contains detailed explanations for your failed imports.



Export Receipt Images

Company administrators now have the ability to export their receipt images from CEMS into a downloadable zip file for record keeping. This new feature is available under your accounting file export options (**Accounting File Parameters > Export Images**). Receipt images are named in the export file using the following convention: *Invoice Number-Last 4 Digits of Card-Transaction ID-Sequence Number (for transactions with multiple receipt images)*.



The image shows a screenshot of the 'Accounting File Parameters' dialog box. It contains several fields and options for configuring an accounting file export. The 'From' date is set to 6/1/2012 and the 'To' date is 6/30/2012. The 'Generate File For Company' dropdown is set to '(ALL)'. The 'Transaction Type' dropdown is empty. There is an unchecked checkbox for 'Include Only Approved Transactions'. The 'Invoice Date' field shows a date picker with the date 6/15. The 'Invoice #' and 'Batch Code' fields are empty. The 'Export Images' dropdown is highlighted with a red rectangle. At the bottom are 'OK' and 'Cancel' buttons.

Guidelines

- When generating an accounting file, select **1 Per Transaction** under **Export Images** to include only the first image associated with a transaction in the output file. Select **All Trans Images** to include all images.
- The zip file containing images is password protected. Your password is shown in the download window that provides the download link for your zip file. You may want to copy down this password.
- For Spectrum ERP users, the accounting file created with your receipt export contains the filename for the first image associated with each transaction. Image filenames are not currently shown in the accounting file for other ERP systems.

Limit Coding Options by ERP

To make coding easier, this enhancement removes your unused coding options under Coding and Mass Coding based on your particular ERP. This applies if you use one of the following ERP systems: CMiC, JD Edwards, Spectrum, or Viewpoint.

See below for the coding options available by ERP system.

CMiC

Job
Jb/Ph/Ct
GL Expense
Equipment

JD Edwards

Business Unit

Spectrum

Job
Equipment
GL Expense
Jb/Ph/Ct

Viewpoint

Job
Jb/Ph/Ct
GL Expense
Equipment

Minor Enhancements

Add Equipment Coding to Transaction Export Report (for CMiC ERP users only). To benefit CMiC users, this item adds the equipment coding values used in that ERP system to the Transaction Export Report. The values added to the report are Equipment Number, Cost Category, and Work Order.

Fix: Phase Code Syncing (for Spectrum ERP users only). This item corrects an issue preventing Spectrum ERP users from syncing with CEMS due to phase code values.

Update CEMS Logo on Cardholder Account Listing Report. This item completes the update to all CEMS reports implemented in Release 8.