

# **Comdata Expense Management System (CEMS) Product Update Guide**

**Version 4.1/4.2**

**Release Date: 2/23/2013**

## **Disclaimer**

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# Overview

This latest update to the Comdata Expense Management System (CEMS) expands our reporting options and improves user experience through the following enhancements:

- **Display Cost Type.** The cost type assigned to a transaction (e.g., **M**) is now displayed alongside the cost type description (e.g., **Materials**).
- **Online Help.** CEMS now features an online help guide accessible from the main navigation bar (**Help**). CEMS users can search for individual help topics, print a selection, or download the entire guide as a PDF.
- **Standardize Coding Type Fields.** To improve the usability of CEMS, the values entered for coding type (e.g., 10 – Equipment) will display consistently across the application and in reports.
- **Sub Account Coding Type.** A new coding type has been added: Job/Phase/Cost Type.
- **Transactions Coded with Receipts Images by Job Number.** Administrators and coders can now pull the Transactions Coded with Receipt Images report by job numbers.

For more details, including a list of minor enhancements, see the information that follows in this guide.

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 new online user guide for answers to your questions about CEMS. For more information, see the section of this guide on the help manual.

# Display Cost Type

This enhancement displays both the cost type and cost description values when you are coding and in your saved transaction records.

**Example.** The selection list displays the Cost Type and Cost Description values.

**Example.** The Cost Type and Cost Description values display after the transaction has been coded.

(continued on the next page)

**Example.** The Cost Type and Cost Description values display in the transaction viewer window.

Accounting

Code To	Amount	Account
Job	\$69.00	5200

Account5200 - COGS Materials Expense

Amount\$69.00

Job0106-001BT - Contract Laborer

Cost TypeM - MATERIAL

Phase2000 - TM Non-billable

Notes

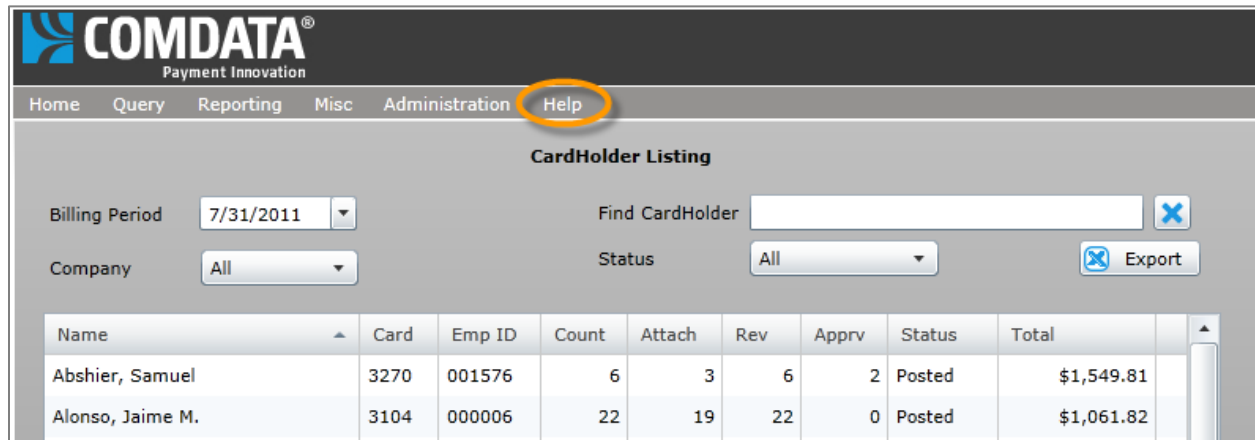
**Example.** The Transaction Export report only displays the Cost Type.

GLAccount	JobNum	JobPhase	JobCostType	EquipmentNum	CostCategory	Notes
001150						Approved
005000	950	502502502502	S			
006100				12-F204	FUEL	
006100				12-F204	FUEL	
000001	950	501	A			
000001	960	004	B			
000001	950	502	E			
001130						Split Trans
001150						Split Trans
005020	950	501	M			Test
005020	950	0123456789aBc	M			Test
006100				10 D62	FUEL	Fuel S10D6

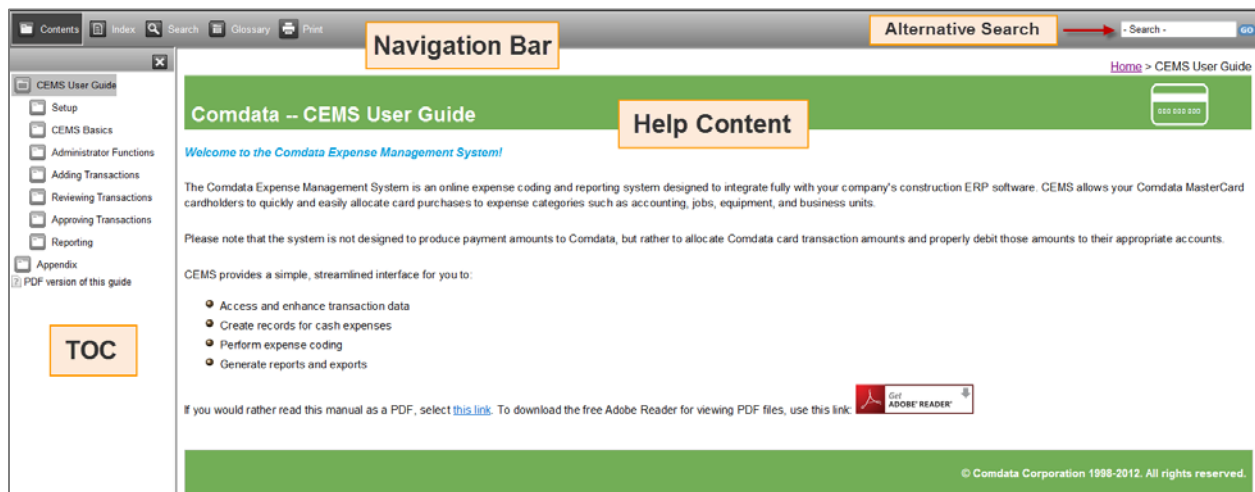
# Online Help

CEMS now features an online help manual that walks you through specific functions from setup to importing and exporting transactions. The online manual is designed to be intuitive and easy to navigate.

The manual can be accessed from a new link in the main menu options.



The online help guide offers a number of navigation and printing options.



**Navigation Bar:** The navigation bar features tools that can be used to search and print help content.

- **Contents:** Displays the table of contents listing all help topics in the guide.
- **Index:** An index of keywords for CEMS. Select a keyword to open its related topic(s).

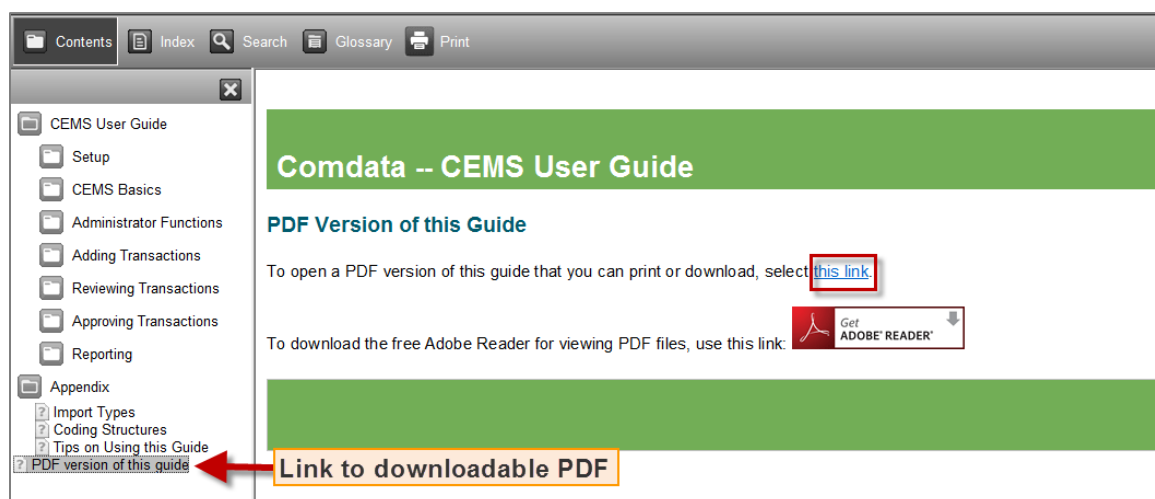
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- **Search:** Enter a search term to see its related topics. There is an alternative search field in the upper right corner.
- **Glossary:** A list of terms related to CEMS and their definitions.
- **Print:** Opens a dialogue box to print your current page.

**Table of Contents (TOC):** This frame displays all help topics within the guide. To view all the topics within the different sections of the guide, open the folder icons.

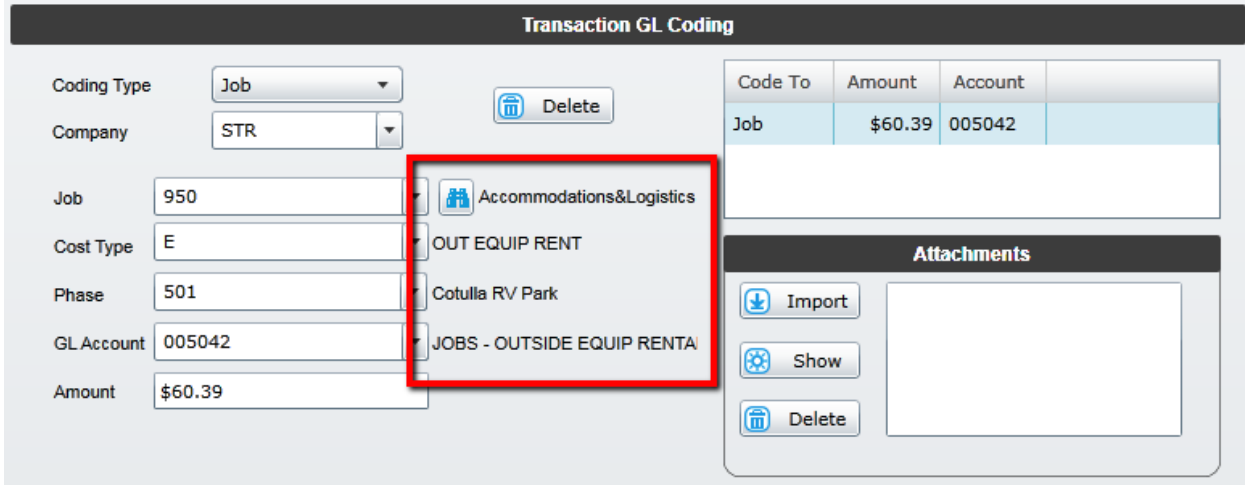
**Help Content:** When you select a help topic, it will display in this frame.

To download a printable PDF of the guide, use the link on the Welcome Page or open the topic titled “PDF Version of This Guide.”

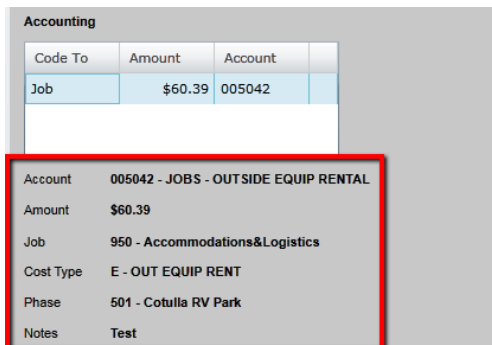


# Standardize Coding Type Fields

This enhancement makes the coding type values display consistently across the CEMS application. The format for the coding type values is “value – description.”



The same format will display on other pages and windows.



**Note:** For Business Unit type coding values, the descriptions will not be displayed. Only the account number, amount, and notes fields will display.



# Sub Account Coding Type

This enhancement adds a new coding type, Sub Account, that employs the following coding sequence: Coding Type (Sub Account), Company, GL Code, Internal Order, Sub Account, Fuel, and Gallons. The Gallons field originates from the quantity of gallons in the transaction data. The Fuel field is not dependent on any previous selections.

Coding Type

Sub Account

Company

TENPL

GL Code

1011

CASH IN BANK - GENERAL -

Internal Order

100

Sub Account

10800

MN Administration

Fuel

OGT

Off- Road GAS Taxed

Gallons

1.000000

Amount

\$146.00

With the addition of the Sub Account coding type, updates have been made to reporting. The **Transactions Coded with Receipt Images** and **Sub Account Transaction by Date by Company** reports now include the GL Account and Description, Internal Order, Sub Account, and Fuel Type values.


<u>G/L</u>	<u>G/L Description</u>	<u>Internal Order</u>	<u>Sub Account</u>	<u>FuelType</u>
1011	CASH IN BANK - GENERAL -	010000000000	01700	HDT
4010	REVENUE-CONSTRUCTION	010000000000	01700	HGT
5010	SALARIES-EXEMPT OT	123456789012	03700	ODT
4010	REVENUE-CONSTRUCTION	010000000000	01800	OGN

# Transactions Coded With Receipt Images by Job Number

This enhancement adds a new report for administrators and coders: **Transactions Coded with Receipt Images by Job Number**. This option matches the Transaction Coded with Receipt Images report but can be generated using one or more job numbers.

The job number is displayed on the report.

Transactions Coded With Receipt Images			COMDATA® Payment Innovation
2101	MAX	COOK	
BOB'S #300	Transaction Date: 06/19/2012		
Location: BEE, TX, 70000-0000			
Transaction Account Coding			
Job Number: 999 - OVERHEAD			
Phase: 000 - OVERHEAD			
Cost Type: V PERDIEM & MEALS			
GL Account : 005032 - JOBS-LODGING-MEALS-TRAVEL			
Amount: \$26.39			
Notes: Meal			
Product Information:			
Transaction ID: 4227971			
MCC Code: 5812 - EATING PLACES, RESTAURANTS			
T & E Group, Restaurants			



# Minor Enhancements

**Coder Access to Admin reports.** This enhancement gives coders access to administrator reports to review their coded transactions without requiring administrator permission.

**Department Values Added to Reports.** This enhancement adds the department values (Department Code and Department Name/Description) to the **Transaction Coding by Cardholder with Notes** and **Transaction Coding by Cardholder and Approver** reports.