

# Comdata Expense Management System (CEMS) Product Update Guide

Version 4.1/4.2

Release Date: 2/23/2013

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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.

BURDEN

E EQUIP

FUEL EXP

LABOR MATERIAL

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G

м о CONSUMABLES

G&A OVERHEAD

OTHER EXPENSE

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-

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TRAVEL PAY

Trans Date

Post Date

999

Prod Code

Coding Typ

Company

Cost Type

GL Account

Phase

Job

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.

Amount \$29.07	
Coding Type	Job
Company	DEMO
Job	Z999-SALES   Overhead for Sales
Cost Type	C CONSUMABLES
Phase	TM Billable
GL Account	1050 Petty Cash - Houston
Amount	\$29.67

(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			
Account	5200 - COGS Mat	terials Expense			
Amount	\$69.00				
Job	0106-001BT - Contract Laborer				
Cost Type M - MATERIAL					
Cost Type	M - MATERIAL				
	M - MATERIAL 2000 - TM Non-bi	llable			
		llable			

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

GLAccount	JobNum	JobPhase	JobCostType I	quipmentNum	CostCategory	Notes
001150						Approved
005000	950	502502502502	S			
006100				12-F204	FUEL	
006100				12-F204	FUEL	
000001	950	501	Α			
000001	960	004	В			
000001	950	502	E			
001130						Split Trans
001150						Split Trans
005020	950	501	M			Test
005020	950	0123456789aBc	IVI			Test
006100				10 D62	ELIEI	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.

Home Query	Reporting	Misc	Admir	nistration 🤇	Help						
				c	CardHolde	er Listing					
Billing Period	7/31/2011	-			Fine	d CardHold	er				×
Company	All	•			Sta	tus	All		•	🔀 Expo	rt
Name	_		Card	Emp ID	Count	Attach	Rev	Apprv	Status	Total	•
Abshier, Samue	el		3270	001576	6	3	6	2	Posted	\$1,549.81	
Alonso, Jaime M	4.		3104	000006	22	19	22	0	Posted	\$1,061.82	

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

Contents 🗈 Index 🔍 S	earch 🗉 Clossary 🖷 Print Navigation Bar		Alternative Search - Search . Go			
×	Navigation Dai		Home > CEMS User Guide			
CEMS User Guide						
Setup	Comdata CEMS User Guide	Help Content	000 000 000			
CEMS Basics		Help Content				
Administrator Functions	Welcome to the Comdata Expense Management System!					
Adding Transactions	The Consider Evenese Unconsent Ovelans is an enforcement of the end	surface designed to interacts fully with	husur company to construction EDD collumns. OFUD allows your Constraint MasterCond			
Reviewing Transactions	cardholders to quickly and easily allocate card purchases to expense categories such		h your company's construction ERP software. CEMS allows your Comdata MasterCard usiness units.			
Approving Transactions						
Reporting	Please note that the system is not designed to produce payment amounts to Comdata	but rather to allocate Comdata card tr	ansaction amounts and properly debit those amounts to their appropriate accounts.			
PDF version of this guide	CEMS provides a simple, streamlined interface for you to:					
	Access and enhance transaction data					
	Create records for cash expenses					
TOC	Perform expense coding					
	<ul> <li>Generate reports and exports</li> </ul>					
	If you would rather read this manual as a PDF, select this link. To download the free Ac	obe Reader for viewing PDF files, use	this line Koose reader *			
			© Comdata Corporation 1998-2012. All rights reserved.			

**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).

(continued on the next page)

- **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."

	Transaction GL Coding					
Coding Type Company	Job	Delete	Code To Job	Amount \$60.39	Account 005042	
Job 950 Cost Type E Phase 501 GL Account 0050 Amount \$60.		Accommodations&Logistics OUT EQUIP RENT Cotulia RV Park JOBS - OUTSIDE EQUIP RENTA	Impo	rt w	lachments	

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>	G/L Description	Internal Order	Sub Account	FuelType
1011	CASH IN BANK - GENERAL -	01000000000	01700	HDT
4010	REVENUE-CONSTRUCTION	01000000000	01700	HGT
5010	SALARIES-EXEMPT OT	123456789012	03700	ODT
4010	REVENUE-CONSTRUCTION	01000000000	01800	OGN

#### COMDATA

# 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 Numbe**r. 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	
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	CATE 6/08/12 ND SIZO 10228502
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	Thank you for Joining on at Checker's! 2-MAST 20000000000005 2514 523444: 45 0400 N02193 FE-4014 548 MA BAR
	SUBTOTAL \$ 23.66 TIP \$
	CUSTOMER COPY

#### **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.