Comdata Expense Management System (CEMS)
Product Update Guide

Version 4.1/4.2

Release Date: 2/23/2013

Disclaimer

Contents of this Guide

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)

2

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

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

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.
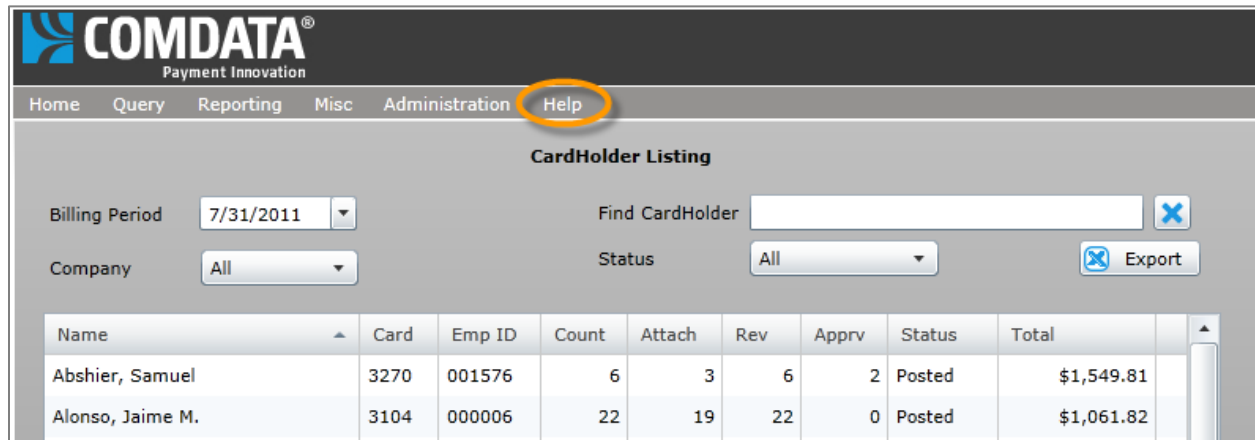
The online help guide offers a number of navigation and printing options.
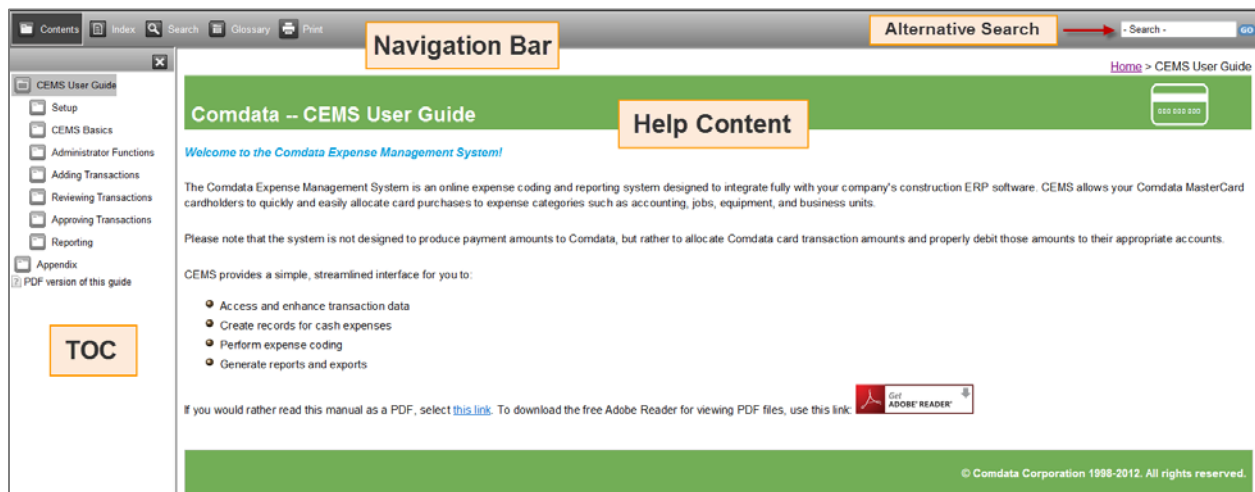
Navigation Bar: The navigation bar features tools that can be used to search and print help content.

- **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).

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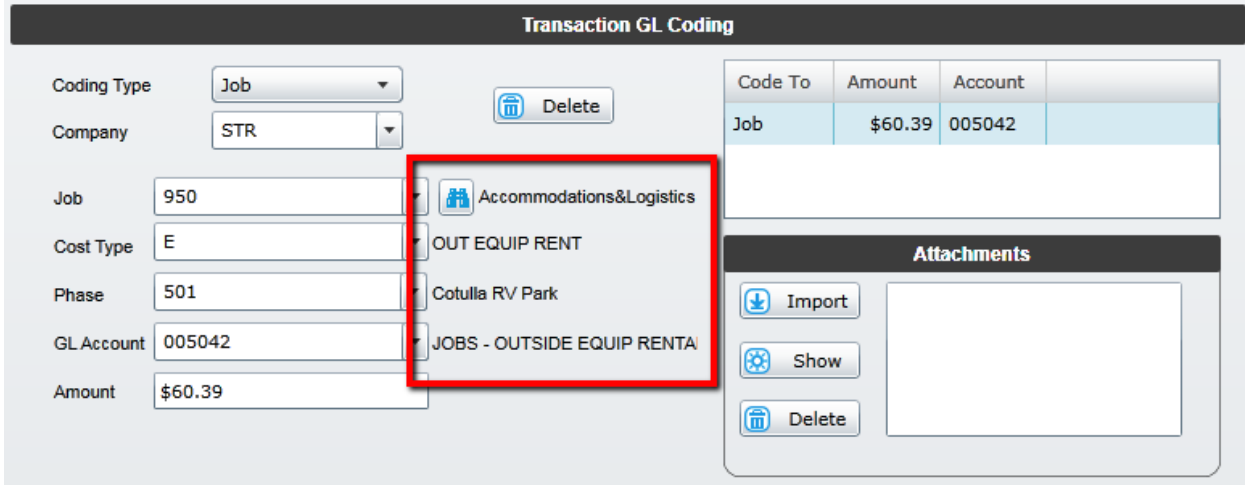
Help Content: When you select a help topic, it will display in this frame.

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."
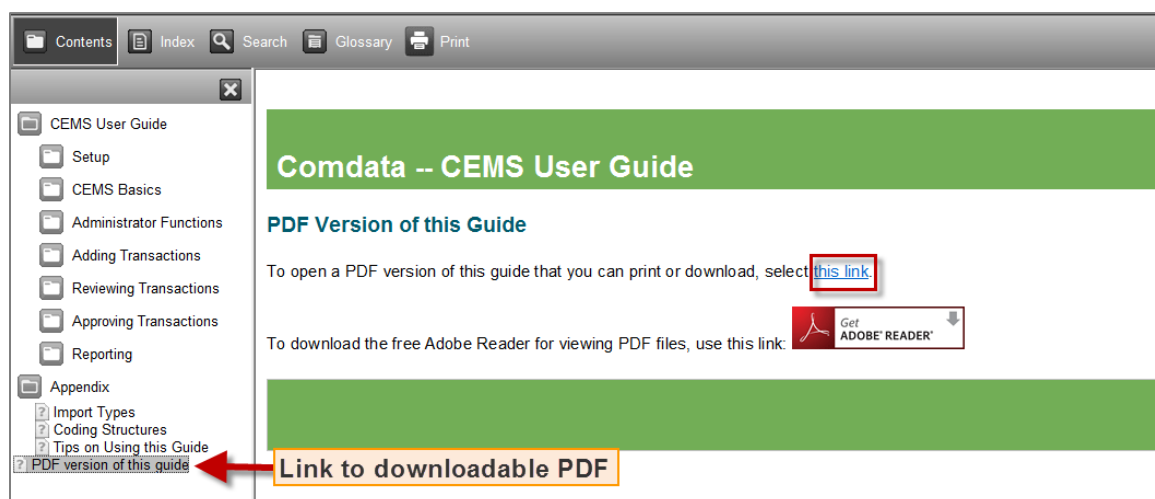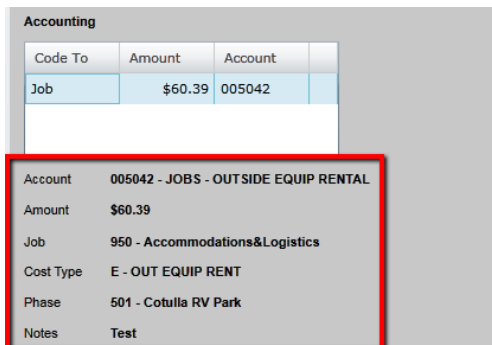
Standardize Coding Type Fields

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.

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.

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.

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.