

## **CEMS Release Notes v.17**

Release 17 for the Comdata Expense Management System (CEMS) is available on 7/15, and includes the following enhancements:

- Automate Forgot Password Process. You will now receive an email with a password reset link anytime you select Forgot Password on the CEMS login page. This is done in an effort to automate the process for retrieving lost passwords.
  - 1. Select Forgot Password on the CEMS login page.

Login	22
Company ID	
Username	
Password	
Forgot Password	OK Cancel

2. Enter your company ID and user name and then select **Send Password**. The password reset link will be sent to the email address associated with your login information.

Forgot Password		23
	Forgot Password?	
Company ID	view	
Username	aanders	
	Send Password Cancel	

**3.** Check your email for a message titled **CEMS Password Reset Link**. Select the URL within the message.

						_
	From:	Comdata Password Reset Info <cemsadmin@comdata.com></cemsadmin@comdata.com>	Sent:	Fri 6/27/2014 1:5	56 PI	и
	To:					
	Cc					
	Subject:	CEMS Password Reset Link				
Please reset your password in the following link: <u>http://qbvwcemsap1/Comdata/ResetPassword.aspx?ID=3443441a-d112-431b-95d2-2cdab7dd9405</u> This link will expire in 12 hours, if you are unable to reset your password within 12 hours of receiving this email you will need to choose the forgot password option in CEMS login to generate a new link.		e the forgot	1 29			
					7	ł.



 The CEMS Reset Password page opens. Enter a new password twice for confirmation, and select Submit. Then, use your new password to log in to CEMS.

Reset Password				
Your Company ID:	view			
Your User ID:	aanders			
New Password	•••••			
Confirm Password	•••••			
	Submit	Cancel		

## Guidelines

- The password reset link can only be successfully used once. If you've already reset your password, selecting the link again will open an error message stating:
  *"You have already reset your password using this URL."*
- The password reset link expires within 12 hours after the email is sent. If the link expires, you will need to select **Forgot Password** again.
- New passwords must be at least six characters long
- Fix System Issues. Several issues have been corrected for this release:
  - Transactions by Date & ID Excel report was duplicating numbers
  - Transactions Coded with Receipt Images report was only returning data if a value is entered in the Employee ID field, when this field is optional
  - Disputed Transaction flag not resetting when coding is deleted for a disputed transaction
  - o Transactions split between companies were not exporting into the second company file
  - Fuel reports not displaying all fuel product code transactions
  - Modified Spectrum export file to import without error on both supported version (v13 and v14)
  - Accept button not working when importing the Project Cost Type file on the Import page
  - Cardholder Statement not showing split transactions if the report is pulled by a Cardholder



• New Report: Fuel Usage by Equipment ID. CEMS Administrators now have access to a new report titled Fuel Usage by Equipment ID. The report displays the transactions coded to an Equipment ID for a specified date range. See an example below.

## Date Range Parameter to Generate Report.

			REPORTING
Report Type: Administrator 🗸	Report: Fuel Usage by Equipment ID	▼ Company: (ALL) ▼ Go	
Enter a Transaction Date Range:			Date
Enter a Value:	nd of Range: ter a Value: Include this value I No upper value		
	ОК		

## Report example.

4	<b>CO</b>				age by Equipr <sub>ge: 02/04/2014</sub> - 02/0			Prin		: 6/25/2014 11:21:14AM INY: (ALL)
Tran ID	Card Num	Merchant Name	Transactio	on Date	City	State	MCC	Quantity	Amount	
Equipmen 73	nt :EID1 xxx1001	Nell	2/4/14		Brentwood	TN	5541	30.00	\$99.90	
	Г — -			Transaction P	roduct Details					<u> </u>
	ProductCo	ode	ProductDescription		ProductQuantity	Product	Price	ProductTotal	Cost	
	U00		UNL REG		30.00	\$3	33	\$99.	90	
Equipme	nt :EID1 Tota	ls:						30.00	\$99.90	
Equipmen 40	t :EID2 xxx1001	Nell	2/4/14		Brentwood	TN	5541	10.00	\$33.30	
				Transaction P	roduct Details					
	ProductCo	ode	ProductDescription		ProductQuantity	Product	Price	ProductTotal	Cost	
	U27		D2 LS		10.00	\$3	33	\$33.	30	
	U00		UNL REG		20.00	\$3.	33	\$66.	60	_

Values Displayed		
Transaction ID	Card Number	Merchant Name
Transaction Date	City	State
МСС	Quantity	Amount
Product Code	Product Description	Product Quantity
Product Price	Product Total Cost	

If you have questions about 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.