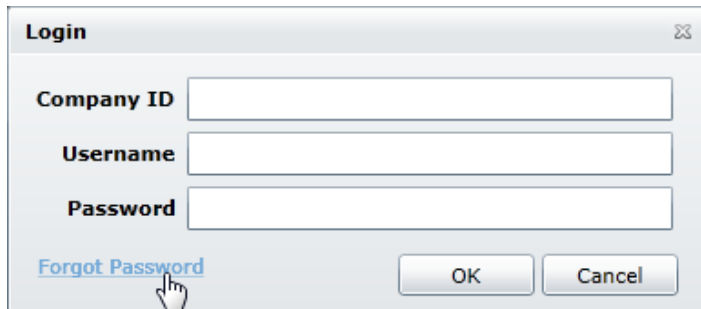


CEMS Release Notes v.17

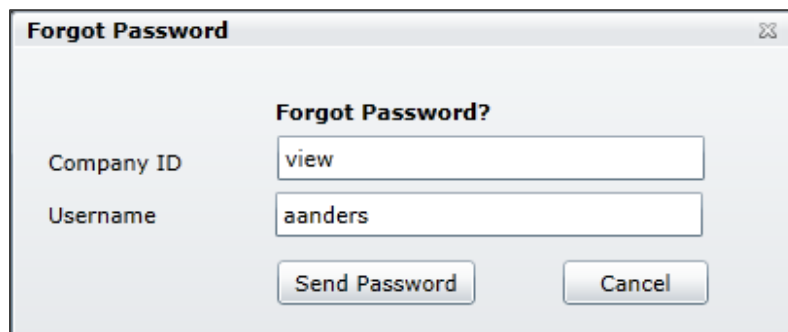
Release 17 for the Comdata Expense Management System (CEMS) is available on 7/15, and includes the following enhancements:

- **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.

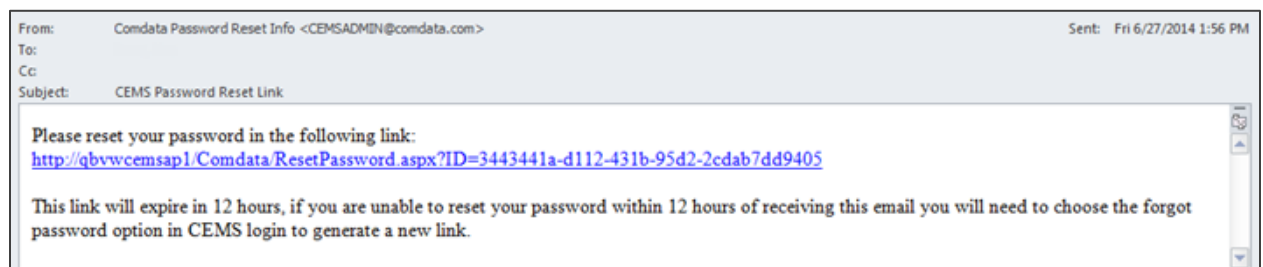
1. Select **Forgot Password** on the CEMS login page.



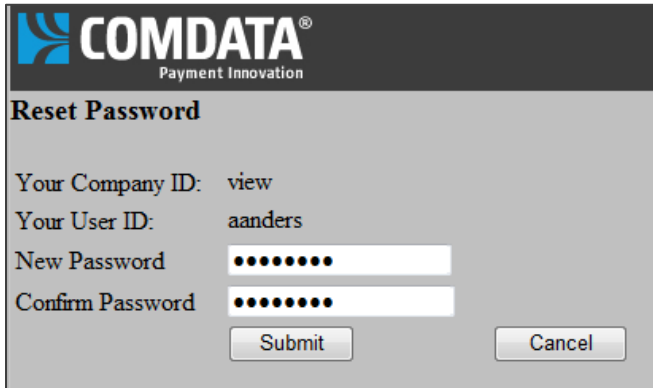
2. Enter your company ID and user name and then select **Send Password**. The password reset link will be sent to the email address associated with your login information.



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



4. 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.

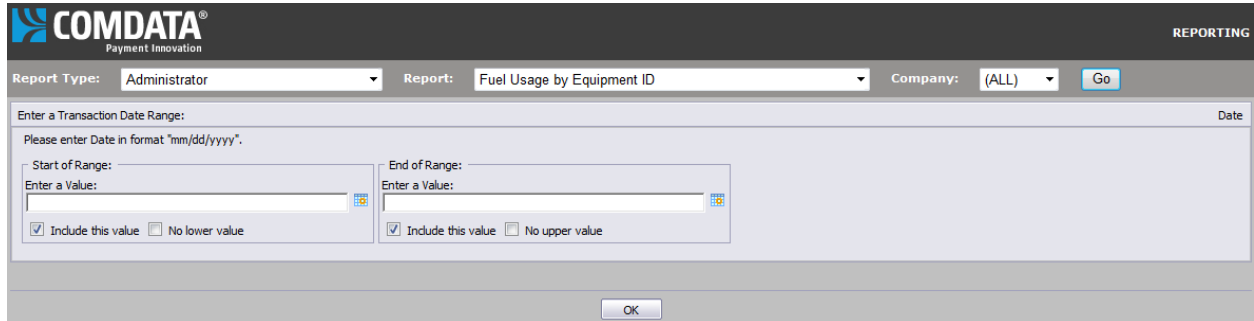


Guidelines


- 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
 - 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.



Report example.



COMDATA®

Payment Innovation

Fuel Usage by Equipment ID

Date Range: 02/04/2014 - 02/04/2014

Print Date & Time: 6/25/2014 11:21:14AM

Company: (ALL)

Tran ID	Card Num	Merchant Name	Transaction Date	City	State	MCC	Quantity	Amount															
Equipment :EID1																							
73	xxx1001	Nell	2/4/14	Brentwood	TN	5541	30.00	\$99.90															
<div>Transaction Product Details</div> <table> <tr> <th>ProductCode</th> <th>ProductDescription</th> <th>ProductQuantity</th> <th>ProductPrice</th> <th>ProductTotalCost</th> </tr> <tr> <td>U00</td> <td>UNL REG</td> <td>30.00</td> <td>\$3.33</td> <td>\$99.90</td> </tr> </table>									ProductCode	ProductDescription	ProductQuantity	ProductPrice	ProductTotalCost	U00	UNL REG	30.00	\$3.33	\$99.90					
ProductCode	ProductDescription	ProductQuantity	ProductPrice	ProductTotalCost																			
U00	UNL REG	30.00	\$3.33	\$99.90																			
Equipment :EID1 Totals:							30.00	\$99.90															
Equipment :EID2																							
40	xxx1001	Nell	2/4/14	Brentwood	TN	5541	10.00	\$33.30															
<div>Transaction Product Details</div> <table> <tr> <th>ProductCode</th> <th>ProductDescription</th> <th>ProductQuantity</th> <th>ProductPrice</th> <th>ProductTotalCost</th> </tr> <tr> <td>U27</td> <td>D2 LS</td> <td>10.00</td> <td>\$3.33</td> <td>\$33.30</td> </tr> <tr> <td>U00</td> <td>UNL REG</td> <td>20.00</td> <td>\$3.33</td> <td>\$66.60</td> </tr> </table>									ProductCode	ProductDescription	ProductQuantity	ProductPrice	ProductTotalCost	U27	D2 LS	10.00	\$3.33	\$33.30	U00	UNL REG	20.00	\$3.33	\$66.60
ProductCode	ProductDescription	ProductQuantity	ProductPrice	ProductTotalCost																			
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
MCC	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.