CEMS Release Notes v.19

Release 19 for the Comdata Expense Management System (CEMS) is available on 10/23, and includes the following enhancements:

- **Add Image Queue Count to Dashboard.** A new column titled "Queue" has been added to the Cardholder Dashboard on the CEMS homepage. The Queue column displays the number of images in a cardholder's queue, which helps Administrators identify cardholders with queued images.

Name		Card	Employee	Count	Attach	Queue	Reviewed
Babineaux, Darrell	▲	1087	000595	4	4	0	0
Barzas, John P		1053	000455	13	6	0	0
Blackburn, Larry		0436	001568	43	35	0	2

- **Add New Report: Accounting File Export.** Users now have an option to run a report after exporting an accounting file. This new report, titled Accounting File Export, displays all the information in the exported accounting file, so users can see all of the exported data.

  The fields in this report include:

o Cardholder	o Company	o Transaction ID
o Transaction Date	o Card Number	o Merchant Name
o Vendor Code	o Amount	o GL Account
o Job Number	o Phase Code	o Job Cost Type
o Equipment	o Cost Code	o Cost Category
o Gallons Project	o Business Unit	o Subledger
o Subledger Type	o Extra	o Sub Job Number
o Notes	o Invoice Number	o Invoice Date
o Image File Name		

- **Auto-Attach Images for Discount Transactions.** When a receipt image is uploaded to CEMS using the mobile application, the system will now check for a discounted amount if a match is not found for the posted amount. If the posted amount plus discount matches the transaction amount in CEMS, the image will auto-attach to the transaction, rather than going into queue.

- **Fix System Issues.** The following issues have been corrected:

  o Cardholder data was missing in the Cardholder Statement - Coded report

  o Error message displayed after clicking the Cash Transaction button

  o Error message "Phase Sync Fail" displayed during ERP sync

  o Default coding button has been moved on the coding screen so that it is not mistakenly set when saving the coding

  o Expand All button on the Transaction Coding page was not showing all coding values when selected

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.