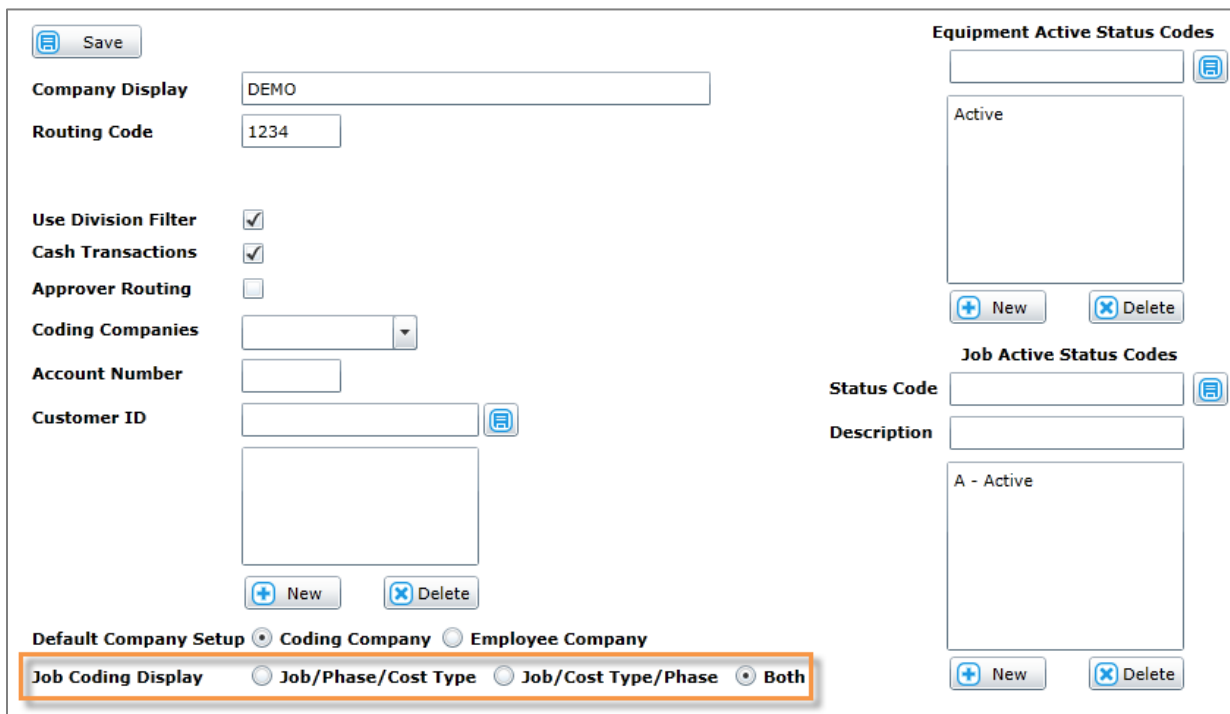


CEMS Release Notes v. 20

Release 20 for the Comdata Expense Management System (CEMS) is available on 11/18, and includes the following enhancements:

- **Change Billing Period Email Notifications.** These emails notify all CEMS user levels of uncoded and unapproved transactions in a billing period, so they can be aware of users that are not meeting the company's billing deadlines. This change prompts the emails to send for a specified number of days after a billing period ends and to send without displaying a full list of all users that receive the emails.
- **Edit Job Coding Display.** To eliminate any coding confusion for cardholders, Administrators can now configure the display of the Job coding type in CEMS (Job/Phase/Cost Type, Job/Cost Type/Phase, or both). This is done via a new **Job Coding Display** field on the Settings page (**Administration > Setup/Administration > Settings**). Any changes to this field will be displayed in the **Coding Type** field on the Transaction Coding window.



The screenshot displays the CEMS Settings page. On the left, there is a 'Save' button and several input fields: 'Company Display' (containing 'DEMO'), 'Routing Code' (containing '1234'), 'Use Division Filter' (checked), 'Cash Transactions' (checked), 'Approver Routing' (unchecked), 'Coding Companies' (a dropdown menu), 'Account Number' (empty), and 'Customer ID' (empty). Below these fields are 'New' and 'Delete' buttons. At the bottom left, there is a 'Default Company Setup' section with two radio buttons: 'Coding Company' (selected) and 'Employee Company' (unselected). Below this is a 'Job Coding Display' section with three radio buttons: 'Job/Phase/Cost Type' (unselected), 'Job/Cost Type/Phase' (unselected), and 'Both' (selected). This entire 'Job Coding Display' section is highlighted with an orange border. On the right side of the page, there are two sections: 'Equipment Active Status Codes' and 'Job Active Status Codes'. Each section has a 'Status Code' input field, a 'Description' input field, and a list of status codes. The 'Equipment Active Status Codes' section shows 'Active' in the list. The 'Job Active Status Codes' section shows 'A - Active' in the list. Both sections have 'New' and 'Delete' buttons.

- **Fix System Issues.** The following issues have been corrected:
 - Corrected an issue where the screen went blank after updating the GL Code page
 - Corrected issue with the GL account structure in the Sage 300 accounting file
 - Corrected an issue with count on the Queue column of the CEMS home page
 - Corrected an issue with the Coder/Approver Report to accurately reflect the user role setup
 - Removed the **Save Customer Data** checkbox, an internal debugging function, from the Settings page
- **Remove Special Export from Explorer Sync Tool.** The Explorer Export tool has been updated to remove the Special Export feature and to send the company and cost type information during the main export. This change allows customers using the Explorer integration to send all coding values in a single process via the main export feature.
- **Send Uploaded Images to Cardholder's Queue.** Images uploaded to CEMS through the mobile application will be placed in the cardholder's queue if a transaction match is not found, regardless if the transaction's date falls in an existing billing period or not.
- **Sync with CGC (Computer Guidance) ERP System.** Users of the Computer Guidance ERP system can now sync their data with CEMS. Adjustments have been made to the export tool to allow for easy movement of large data records.

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.