

CEMS Release Notes v. 21

Release 21 for the Comdata Expense Management System (CEMS) is available on 12/11, and includes the following enhancements:

• Add Cost Center to Spectrum Accounting File. CEMS Administrators using the Spectrum export tool can now export a cardholder's cost center with the accounting file. This eliminates the need to manually modify the file to add cost centers prior to import.

To enable this function, select the **Export Cost Centers with Transaction** radio button on the Settings page.

🗐 Save		E	quipment Active Status Codes
Company Display	DEMO		
Routing Code	1234		Active
Gallons UOM	GAL		
Use Division Filter	\checkmark		
Cash Transactions	\checkmark		
Approver Routing			New Delete
Coding Companies			
Account Number		Status Code	Job Active Status Codes
Customer ID			
		Description	
			A - Active
	New Delete		
Default Company Setu	p 💿 Coding Company 🔘 Employee Company		
Job Coding Display	◯ Job/Phase/Cost Type ◯ Job/Cost Type/Phase ⊙ Both		🕂 New 🔀 Delete
Export Cost Centers w	ith Transaction 🖌		

Selecting this option displays the cost center code in the last header row of the accounting file and in the new **Default Cost Center** column of the Accounting File report.

Accounting File Export File.

Spectrum Accounting File with Cost Centers.txt - Notepad	_ 0	23
File Edit Format View Help		
H,VC1,1234,I,12012014,12012014,4321,0,,780.15,,MC#-4001,1234, D,VC1,1234,I,GLA1,150.00,JOB1,PHA1,J1,Enterprise,,GAL,1.000000,C1,,1234-40001-10 D,VC1,1234,I,GLA1,-9.90,JOB1,PHA1,J1,Shell,,GAL,1.000000,C1,, D,VC1,1234,I,GLA1,-3.30,,Shell,EID1,EI,GAL,1.000000,C1,, D,VC1,1234,I,GLA1,-3.30,,Shell,EID1,EI,GAL,1.000000,C1,, D,VC1,1234,I,GLA1,99.90,,Shell,,GAL,30.000000,C1,, D,VC1,1234,I,GLA1,99.90,JOB1,PHA1,J1,Shell,,GAL,30.000000,C1,, D,VC1,1234,I,GLA1,99.90,JOB1,PHA1,J1,Shell,,GAL,1.000000,C1,, D,VC1,1234,I,GLA1,99.90,JOB1,PHA1,J1,Shell,,GAL,1.000000,C1,, D,VC1,1234,I,GLA1,99.90,JOB1,PHA1,J1,Shell,,GAL,1.000000,C1,, D,VC1,1234,I,GLA1,99.90,JOB1,PHA1,J1,Shell,,GAL,1.000000,C1,, D,VC1,1234,I,GLA5,99.91,JC14,4221,0,,9.99,MC#-4007,1234, D,CVC2,1234,I,12012014,12012014,4321,0,,450.00,MC#-4007,1234, D,VC2,1234,I,GLA5,J50.00,,Enterprise,JGAL,1.000000,C2,,DCC2, D,VC2,1234,I,GLA5,J300.00,,Southwest,GAL,1.000000,C2,,DCC2,)279.jpg.,	*



	Accounting File Export Report.								
Invoice Date	<u>Image File Name</u>	Default Cost Center							
12/10/2014		DCC1							
12/10/2014									
12/10/2014		DCC1							
12/10/2014		DCC2							
	12/10/2014 12/10/2014 12/10/2014	12/10/2014 12/10/2014 12/10/2014							

 Filter Out Easy Savings Transactions. A new checkbox titled Exclude Easy Savings has been added to the Query page. This checkbox allows CEMS Administrators to remove easy savings transactions from their cardholder query results.

CardHolder			-		9	Query	🗙 Export					
Trans Date	<m d="" yyyy=""></m>	15 To	<m d="" yyyy=""></m>	15	Mer	chant			Images Both		•	
Post Date	<m d="" yyyy=""></m>	15 To	<m d="" yyyy=""></m>	15	Cat	egory		•	Division			
Billing Period			Amount			Exclude Easy Savings						
Transaction Query Fuel Transactions												
CardHolder	Trans Date	Post Date	Merchant	City	St	Category	Total Due	Status	Import Status	Image	Division	

- Modify CGC Export Tool to Transmit Large Data. The CGC (Computer Guidance) sync tool
 has been modified to export large data sets. This change decreases the time needed to
 export a CGC user's data into CEMS.
- **Resolve System Issues.** The following issues have been resolved:
 - o Unable to apply a GL code when performing mass coding
 - GL codes were not displaying on the Transaction Coding window, even though they are included in coding
 - o Transaction Listing Disputed report displaying cleared transactions
 - o Unable to split coding on Easy Savings transactions
 - o Image file names were not showing in exported accounting files for Viewpoint

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/Updates** link in the CEMS menu bar.