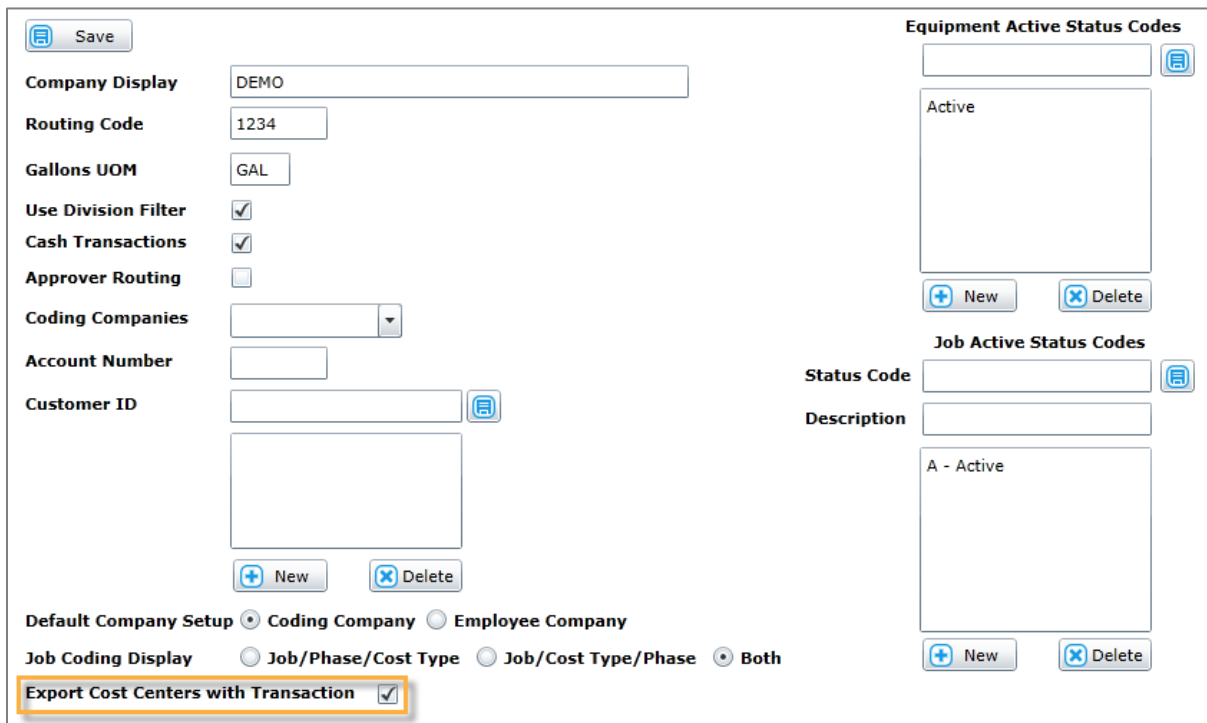


CEMS Release Notes v. 21

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

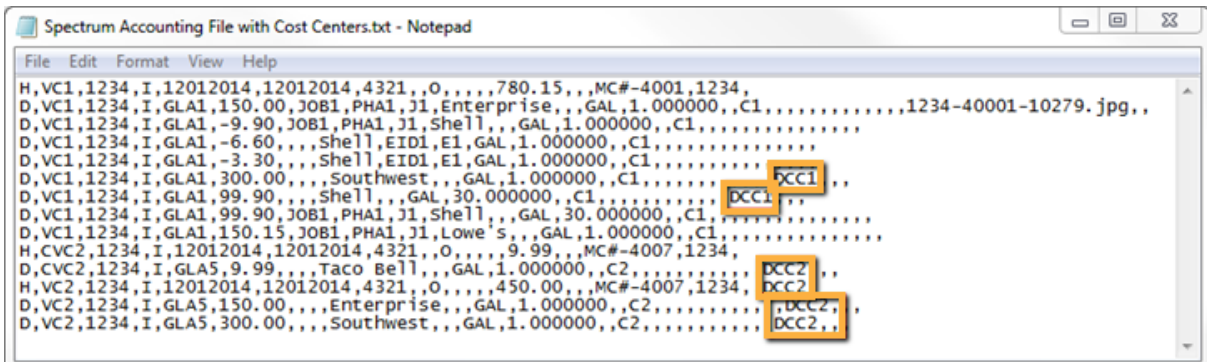
- Add Cost Center to Spectrum Accounting File.** CEMS Administrators using the Spectrum export tool can now export a cardholder's cost center with the accounting file. This eliminates the need to manually modify the file to add cost centers prior to import.

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



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.

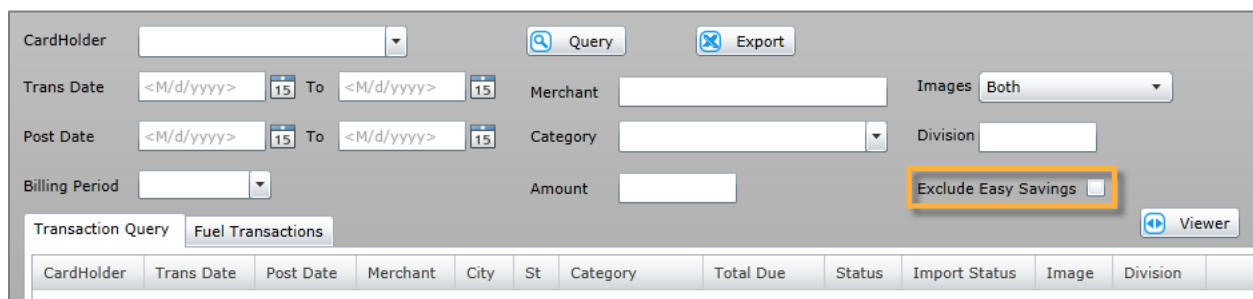
Accounting File Export File.



Accounting File Export Report.

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Image File Name</u>	<u>Default Cost Center</u>
1234	12/10/2014		DCC1
1234	12/10/2014		DCC1
1234	12/10/2014		DCC1
1234	12/10/2014		DCC2

- **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.



The screenshot shows the CEMS Query interface. At the top, there are fields for CardHolder, Trans Date, Post Date, Billing Period, Merchant, Category, Amount, Images, and Division. Below these fields are buttons for 'Query' and 'Export'. A checkbox labeled 'Exclude Easy Savings' is highlighted with an orange box. At the bottom, there is a 'Transaction Query' section with tabs for 'Transaction Query' and 'Fuel Transactions', and a 'Viewer' button.

- **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:
 - 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
 - Transaction Listing Disputed report displaying cleared transactions
 - Unable to split coding on Easy Savings transactions
 - 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.