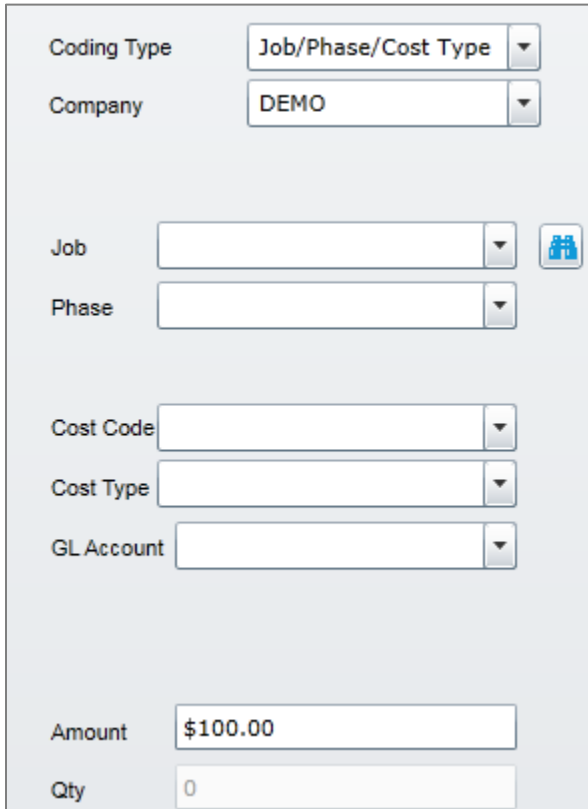


CEMS Release Notes v. 22

Release 22 for the Comdata Expense Management System (CEMS) is available on 1/21, and includes the following enhancements:

- **Add COINS ERP to CEMS Coding.** Users of the COINS ERP system can now sync their data with CEMS. COINS users will have the following fields available for coding:
 - **Direct:** Company, Department, GL Account
 - **Job:** Company, Job, Phase, Cost Code, Cost Type, GL Account



The screenshot shows a web form for coding expenses. It includes the following fields and controls:

- Coding Type:** A dropdown menu currently set to "Job/Phase/Cost Type".
- Company:** A dropdown menu currently set to "DEMO".
- Job:** A text input field with a dropdown arrow and a small blue icon to its right.
- Phase:** A text input field with a dropdown arrow.
- Cost Code:** A text input field with a dropdown arrow.
- Cost Type:** A text input field with a dropdown arrow.
- GL Account:** A text input field with a dropdown arrow.
- Amount:** A text input field containing the value "\$100.00".
- Qty:** A text input field containing the value "0".

- **Equipment:** Company, Equipment, Cost Category

- Add Status Fields for JD Edwards Coding.** This item adds the ability for JD Edwards users to add statuses to the Project, Business Unit, and Cost Code coding values. Three new fields have been added to the Settings page to enable this feature and a new **StatusCode** field has been added to the Import page for each coding value.

GL Accounts

Settings

Move Transactions

Import

Mail Setup

Save

Company Display

CEMS - Test JD Edward

Routing Code

99

Use Division Filter

☐

Cash Transactions

☒

Approver Routing

☐

Coding Companies

Account Number

Customer ID

New

Delete

Default Company Setup

☒ Coding Company

☐ Employee Company

Project Active Status Codes

A

New

Delete

BusinessUnit Active Status Codes

A

New

Delete

ProjectCostCode Active Status Codes

A

New

Delete

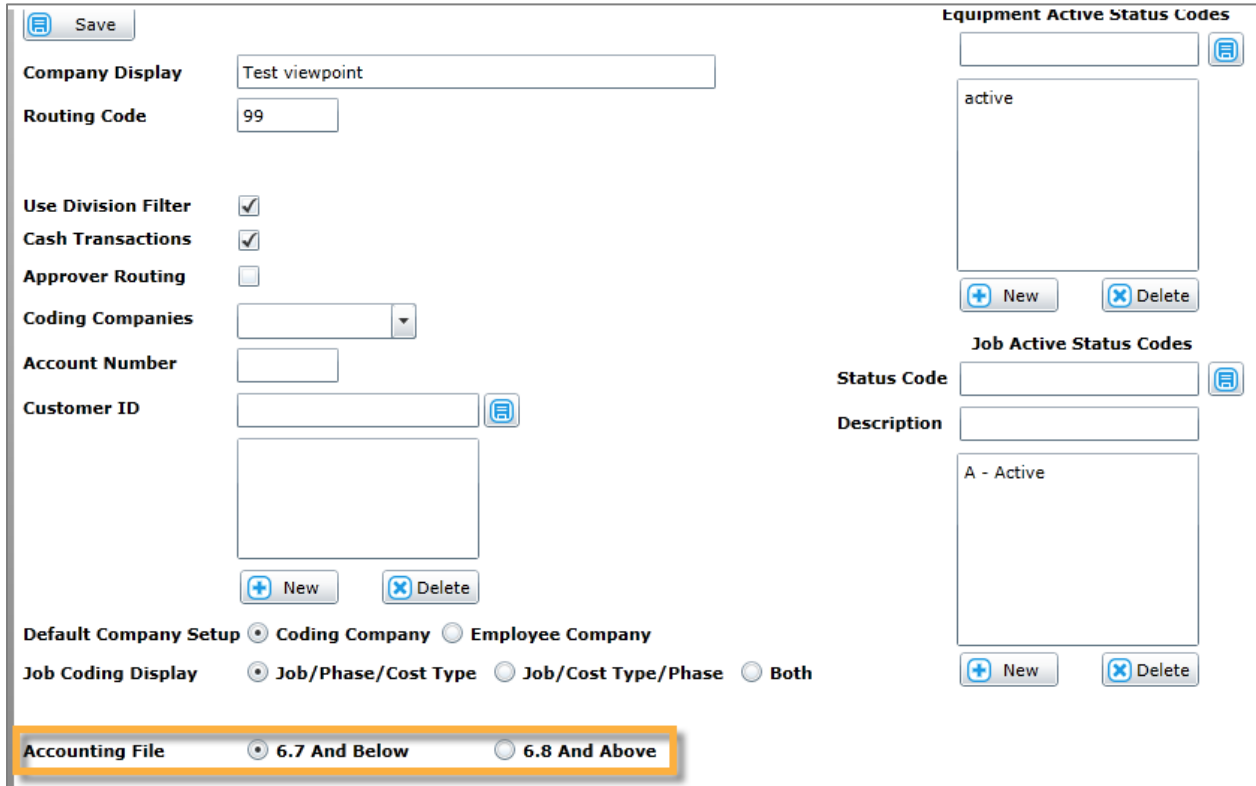
Note: If you would like to start using the status codes in CEMS for any or all of the coding values listed, contact your Comdata Representative and specify which status you would like to assign to the codes for active, then Comdata can make all of them active in the system from the backend. Once that is done and you want to deactivate a Project, Business Unit or Cost Code, upload a file with the codes laid out as shown on the import screen with a status that is not the same as the active code chosen.

Import Type Project

Field Descriptions

CompanyCode varchar(10) Required (Key)
ProjectId varchar(12) Required (Key)
Description varchar(50) Optional
StatusCode varchar(20) Required

- Modify Viewpoint Export File to Use all Versions.** Viewpoint ERP users can now export accounting files on any version of Viewpoint without issue. This can be done via two new options on the Settings page (**Version 6.7 And Below** and **Version 6.8 And Above**). This change accommodates for different file formats needed by different versions of Viewpoint.



The screenshot shows the CEMS Settings page. The 'Accounting File' section at the bottom is highlighted with an orange border. It contains two radio buttons: '6.7 And Below' (selected) and '6.8 And Above'.

Other visible settings include:

- Company Display:** Test viewpoint
- Routing Code:** 99
- Use Division Filter:** ☒
- Cash Transactions:** ☒
- Approver Routing:** ☐
- Coding Companies:** [Dropdown menu]
- Account Number:** [Text field]
- Customer ID:** [Text field]
- Default Company Setup:** ☒ Coding Company ☐ Employee Company
- Job Coding Display:** ☒ Job/Phase/Cost Type ☐ Job/Cost Type/Phase ☐ Both
- Equipment Active Status Codes:** [List with 'active' entry]
- Job Active Status Codes:** [List with 'A - Active' entry]

Note: The default setting is **6.7 and Below**. If you are using **6.8 and Above**, you can change the setting in CEMS and update the import layout as specified below:

- Change the 'RecKey' description in both the APHB and APLB (identifier 1000) from Record Key to RecordKey (remove the space)
- If you will be exporting notes, set the Notes (APLB 270) position to 21
Import Template – APHB Record (see next page):

Grid	Info	Record Types	Template Detail	Notifications								
	RecordType	Identifier	Column Name	Description	User Default Value	Overwrite Import Value	Use Viewpoint Default	Cross Reference	Record Column	Format Info	Prompt on Import	Nullable
						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	0	Co	Company		<input type="checkbox"/>	<input checked="" type="checkbox"/>		3		<input type="checkbox"/>	<input type="checkbox"/>
	APHB	10	BatchId	Batch ID		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	15	BatchSeq	Batch Sequence		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	20	BatchTransType	Batch Transaction Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	25	APTrans	AP Transaction		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	30	VendorGroup	Vendor Group		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	35	Vendor	Vendor	175	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	40	APRef	AP Reference		<input type="checkbox"/>	<input type="checkbox"/>		6		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	45	Description	Description		<input type="checkbox"/>	<input checked="" type="checkbox"/>		7		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	50	InvDate	Invoice Date		<input type="checkbox"/>	<input type="checkbox"/>		8	M/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
	APHB	55	DiscDate	Discount Date		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	60	DueDate	Due Date		<input type="checkbox"/>	<input checked="" type="checkbox"/>			MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
	APHB	65	InvTotal	Invoice Total		<input type="checkbox"/>	<input type="checkbox"/>		10		<input type="checkbox"/>	<input type="checkbox"/>
	APHB	70	HoldCode	Hold Code		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	75	PayControl	Pay Control		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	80	PayMethod	Pay Method (C/E)	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	85	PrePaidProcYN	PrePaid Processed (N)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	90	PrePaidYN	PrePaid (Y/N)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	95	CMCo	CM Company		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	100	CMAcct	CM Account		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	105	PrePaidChk	PrePaid Check		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	110	PrePaidDate	PrePaid Date		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	115	PrePaidMth	PrePaid Month		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	116	SeparatePayYN	Separate Payment (Y/N)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	120	V1099YN	Vendor 1099 (Y/N)	N	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	125	V1099Type	Vendor 1099 Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	130	V1099Box	Vendor 1099 Box		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	135	PayOverrideYN	Payment Override (Y/N)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APHB	140	PayName	Payment Name		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	145	PayAddress	Payment Address		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	150	PayCity	Payment City		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	155	PayState	Payment State		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	157	PayCountry	Pay Country		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	160	PayZip	Payment State		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	165	PayAddInfo	Payment Additional Info		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	170	Notes	Notes		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	900	ReleaseRetgFlag	Release Retainage Indicator		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	902	DistributeTaxFlag	Distribute Tax on Split		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APHB	1000	RecKey	RecordKey		<input type="checkbox"/>	<input type="checkbox"/>		2		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Import Template APLB (see next page):

Grid	Info	Record Types	Template Detail	Notifications								
	RecordType	Identifier	Column Name	Description	User Default Value	Overwrite Import Value	Use Viewpoint Default	Cross Reference	Record Column	Format Info	Prompt on Import	Nullable
						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	0	Co	Company		<input type="checkbox"/>	<input checked="" type="checkbox"/>		3		<input type="checkbox"/>	<input type="checkbox"/>
	APLB	5	Mth	Month		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	10	BatchId	Batch ID		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	15	BatchSeq	Batch Sequence		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	20	APLine	AP Line		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	25	BatchTransType	Batch Transaction Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	30	LineType	Line Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>		4		<input type="checkbox"/>	<input type="checkbox"/>
	APLB	35	PO	Purchase Order		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	40	POItem	Purchase Order Item		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	43	POItemLine	PO Item Distribution		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	45	ItemType	Purchase Order Line Type		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	50	SL	SubContract		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	55	SLItem	SubContract Item		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	60	JCCo	Job Cost Company		<input type="checkbox"/>	<input checked="" type="checkbox"/>		7		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	65	Job	Job		<input type="checkbox"/>	<input type="checkbox"/>		8		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	70	PhaseGroup	Phase Group		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	75	Phase	Phase		<input type="checkbox"/>	<input type="checkbox"/>		9		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	80	JCCType	Job Cost Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>		10		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	85	EMCo	Equipment Company		<input type="checkbox"/>	<input type="checkbox"/>		11		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	90	WO	Work Order		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	95	WOItem	Work Order Item		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	100	Equip	Equipment		<input type="checkbox"/>	<input type="checkbox"/>		12		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	105	EMGroup	Equipment Group		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	110	CostCode	Cost Code		<input type="checkbox"/>	<input type="checkbox"/>		13		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	115	EMCType	Equipment Cost Type		<input type="checkbox"/>	<input type="checkbox"/>		14		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	120	CompType	Component Type		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	125	Component	Component		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	130	INCo	IN Company		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	135	Loc	Location		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	140	MatlGroup	Material Group		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	145	Material	Material		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	150	GLCo	General Ledger Company		<input type="checkbox"/>	<input checked="" type="checkbox"/>		15		<input type="checkbox"/>	<input type="checkbox"/>
	APLB	155	GLAcct	General Ledger Account		<input type="checkbox"/>	<input checked="" type="checkbox"/>		16		<input type="checkbox"/>	<input type="checkbox"/>
	APLB	160	Description	Description		<input type="checkbox"/>	<input type="checkbox"/>		6	STRIPL" &	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	165	UM	Unit of Measure		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	170	Units	Units		<input type="checkbox"/>	<input checked="" type="checkbox"/>		20		<input type="checkbox"/>	<input type="checkbox"/>
	APLB	175	UnitCost	Unit Cost		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	180	ECM	(E=1/C=100/M=1000)		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	185	VendorGroup	Vendor Group		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	190	Supplier	Supplier		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	195	PayType	Payment Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	198	PayCategory	Pay Category		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	200	GrossAmt	Gross Amount		<input type="checkbox"/>	<input type="checkbox"/>		17		<input type="checkbox"/>	<input type="checkbox"/>
	APLB	205	MiscAmt	Miscellaneous Amount		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	210	MiscYN	Miscellaneous (Y/N)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	215	TaxGroup	Tax Group		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	220	TaxCode	Tax Code		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	225	TaxType	Tax Type		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	230	TaxBasis	Tax Basis	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	235	TaxAmt	Tax Amount	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	240	Retainage	Retainage		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	245	Discount	Discount		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	250	BurUnitCost	Burden Unit Cost		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	255	BECM	Burden (E=1/C=100/M=1000)		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	260	SMChange	Stored Material Chg (N/Y)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	265	PaidYN	Paid (N)		<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	APLB	270	Notes	Notes		<input type="checkbox"/>	<input type="checkbox"/>		21		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	285	SMCo	SM Company		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	290	SMWorkOrder	SM Work Order		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	295	Scope	SM Work Order Scope		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	300	SMCostType	SM Cost Type		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	305	SMJCCostType	SM JC Cost Type		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	310	SMPhaseGroup	SM Phase Group		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APLB	1000	RecKey	RecordKey		<input type="checkbox"/>	<input type="checkbox"/>		2		<input type="checkbox"/>	<input checked="" type="checkbox"/>
*						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Resolve System Issues.** The following issues have been resolved:
 - Email notifications not triggering for Approvers if Approver Routing is flagged
 - Transaction Coding window freezes when changing the Coding Type to Job
 - Accounting File not exporting correctly for Sage 300 ERP users
 - Sage 300 ERP is marking all jobs as closed after syncing completes

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.