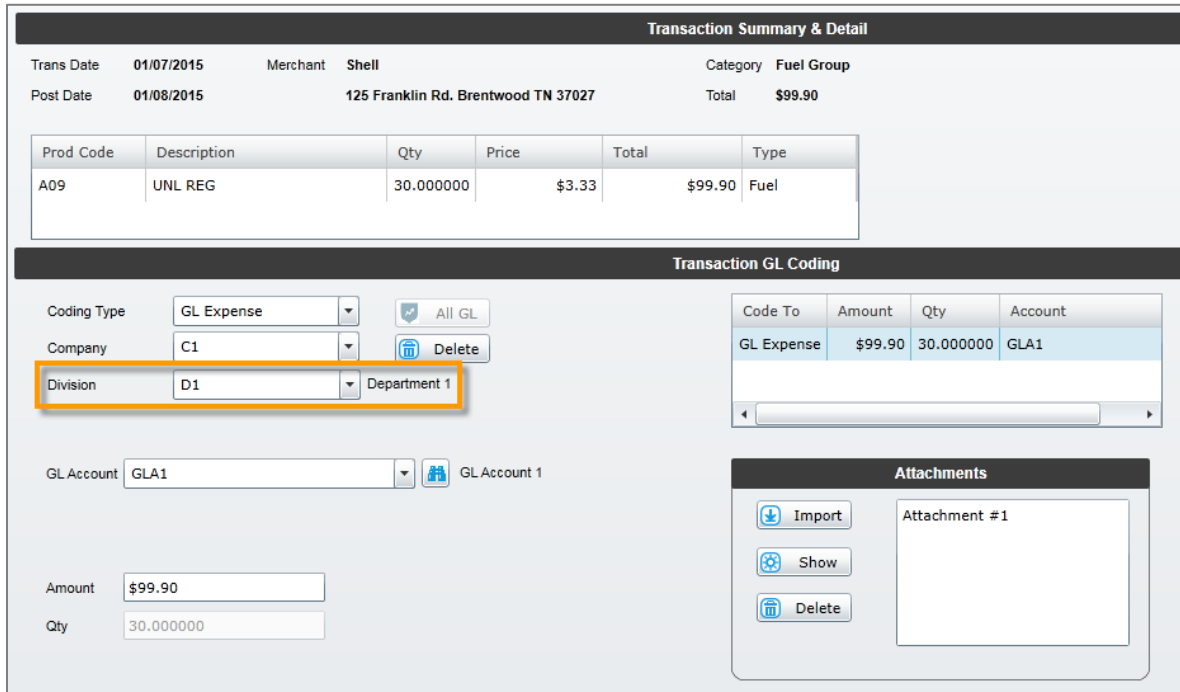


CEMS Release Notes v. 23

Release 23 for the Comdata Expense Management System (CEMS) is available on 2/17, and includes the following enhancements:

- **Change Department Label to Division (CGC ERP Only).** This item changes the label “Department” to “Division” on all appropriate screens in CEMS (Transaction Coding, Mass Coding, Import page, etc.). This change eliminates confusion on the term “Department” for users coding by Division.

Example 1.



Transaction Summary & Detail

Trans Date	01/07/2015	Merchant	Shell	Category	Fuel Group
Post Date	01/08/2015	125 Franklin Rd. Brentwood TN 37027		Total	\$99.90

Prod Code	Description	Qty	Price	Total	Type
A09	UNL REG	30.000000	\$3.33	\$99.90	Fuel

Transaction GL Coding

Coding Type: GL Expense

Company: C1

Division: D1 (highlighted with orange box)

GL Account: GLA1

Amount: \$99.90

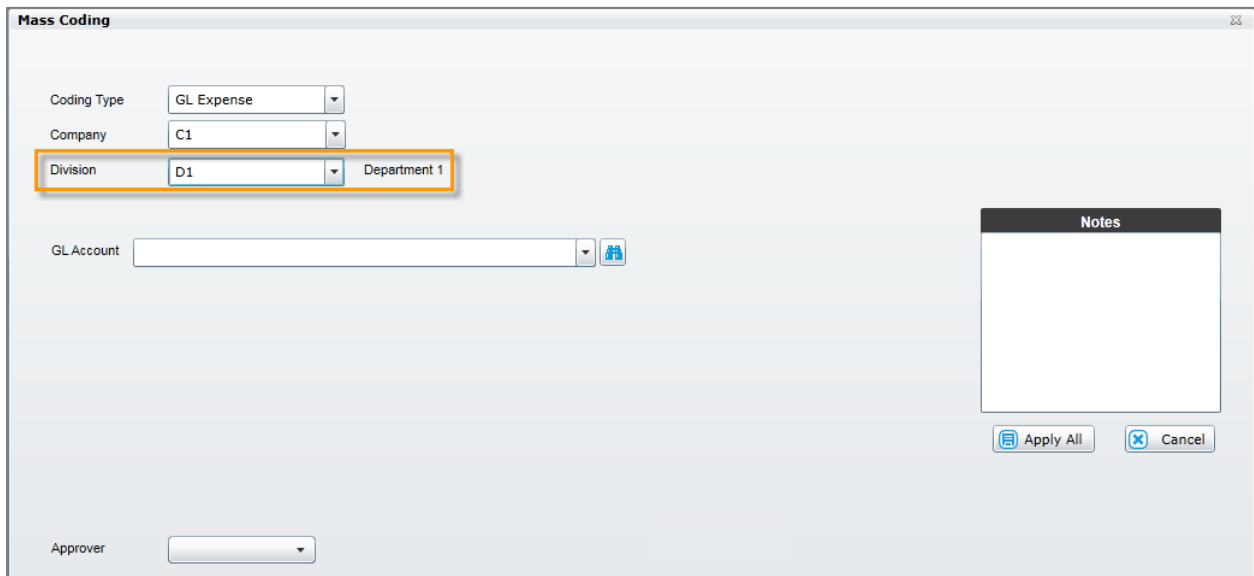
Qty: 30.000000

Code To	Amount	Qty	Account
GL Expense	\$99.90	30.000000	GLA1

Attachments

Attachment #1

Example 2.



Mass Coding

Coding Type: GL Expense

Company: C1

Division: D1 (highlighted with orange box)

GL Account:

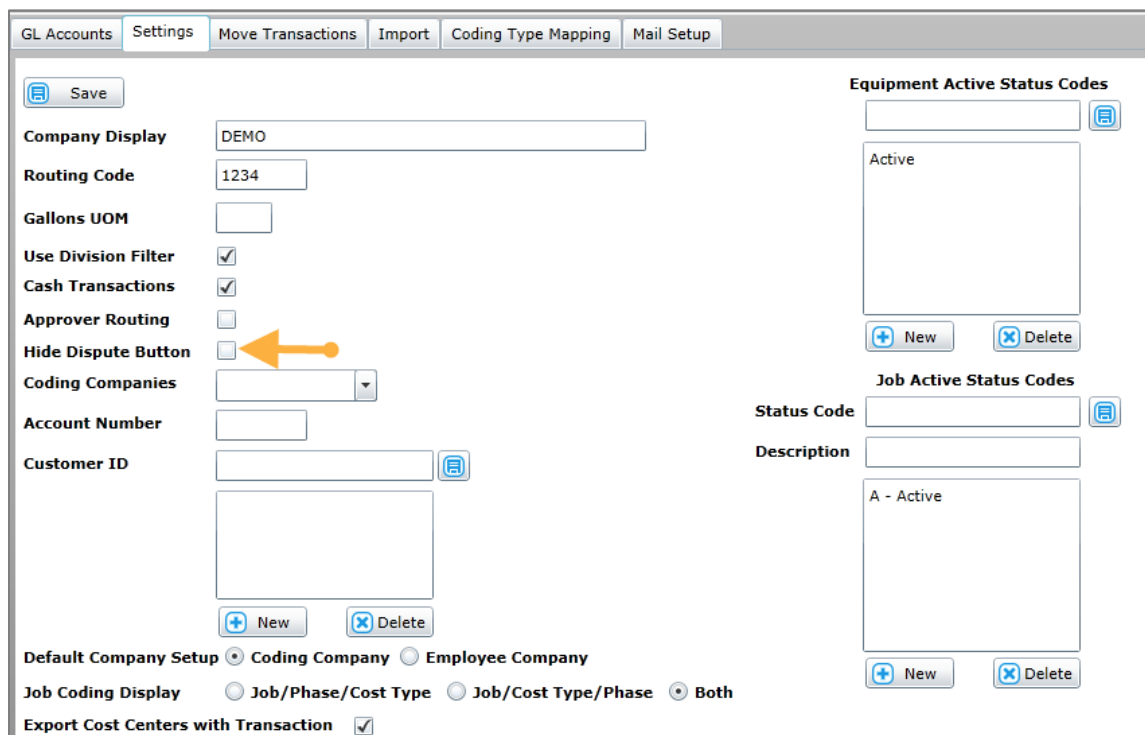
Amount:

Qty:

Approver:

Notes

- **Hide Dispute Button.** Administrators now have the option to hide the **Dispute** button so that cardholders do not confuse this button with the dispute process. A new option titled **Hide Dispute Button** has been added to the Settings page to enable this feature.



The screenshot shows the 'Settings' tab in the CEMS application. The 'Hide Dispute Button' checkbox is located under the 'Approvers Routing' section and is highlighted with an orange arrow. The 'Equipment Active Status Codes' section shows a list with 'Active' and buttons for 'New' and 'Delete'. The 'Job Active Status Codes' section shows a list with 'A - Active' and buttons for 'New' and 'Delete'. The 'Default Company Setup' section includes radio buttons for 'Coding Company' and 'Employee Company', and a checkbox for 'Export Cost Centers with Transaction'.

- **Resolve System Issues.** The following issues have been resolved:
 - Users with over 10 transactions received an error message when adding cash transactions
 - CEMS experienced display issues on Windows 8 touchscreen
 - Users were required to scroll to see the full **Job Cost Type** description on the Transaction Coding window. The full description now displays without the need to scroll.
 - The **Save** button was disappearing on the Transaction Coding window for coded transactions
 - System issues occurred when merging multiple cardholder 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/Updates** link in the CEMS menu bar.