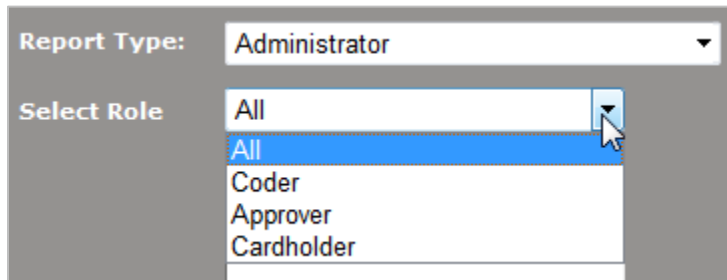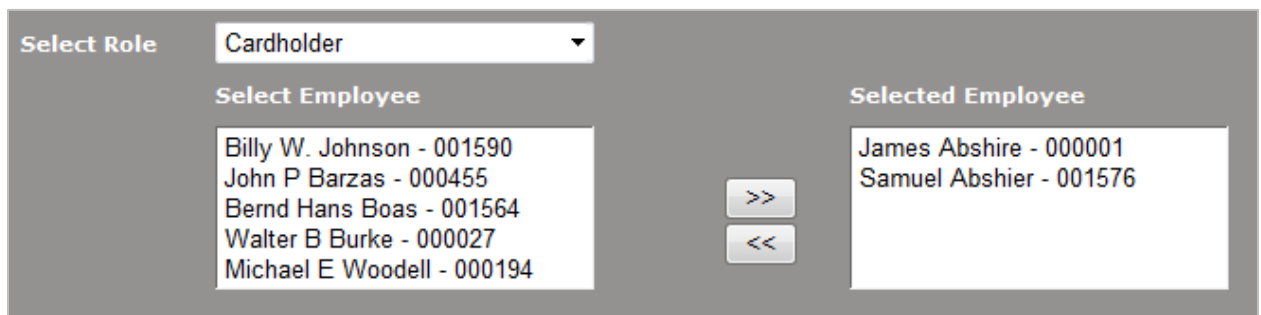# CEMS Release Notes v.25

Release 25 for the Comdata Expense Management System (CEMS) is available on 4/8, and includes the following enhancements:

- **Add New Parameters to Coder Approver Grouping Report.** The following parameters have been added to the Coder Approver Grouping report:

  o **Role Type (required).** Options include All, Coder, Approver, and Cardholder. Users can select one or select **All** to include all roles.
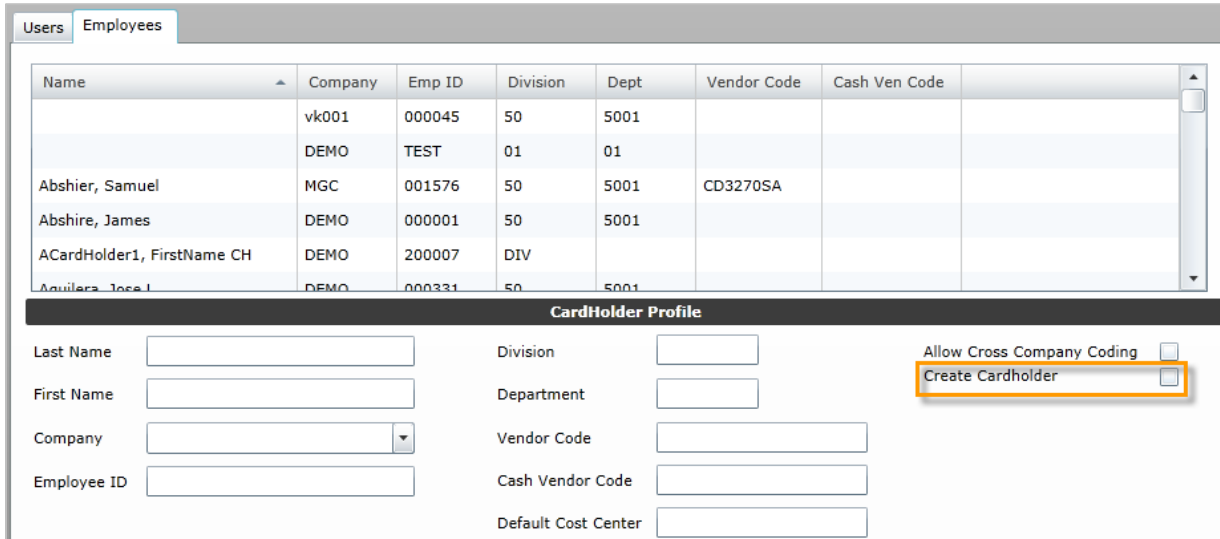

  o **Select Employee (not required).** Displays all users with the selected role. You can then move the users to the **Selected Employee** field to run the report on specific users.

  This change reduces the manual work needed by Administrators to identify users set up as Coders and Approvers.

- **Add Non-Comdata Cardholders to CEMS.** Administrator users can now add non-Comdata cardholders to CEMS. This change allows customers to use CEMS for out-of-pocket expenses and all other company expenses. Follow the quick steps below:

  1. A new checkbox titled **Create Cardholder** has been added to the Employees tab (**CEMS > Administration > Users > Employees tab**). Check this box when adding an employee record to identify the employee as a non-Comdata cardholder.
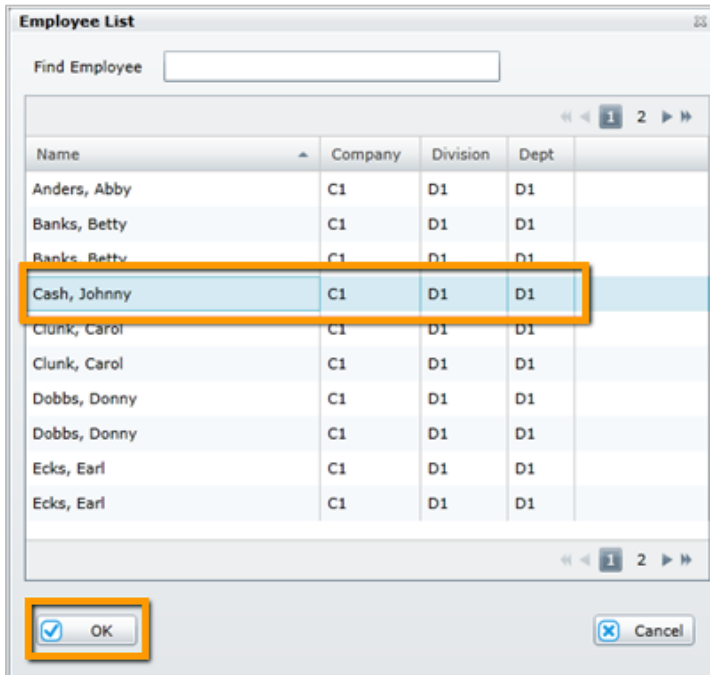

  2. Once the employee record is saved, select **New** on the **User** tab, and then select the new employee record.

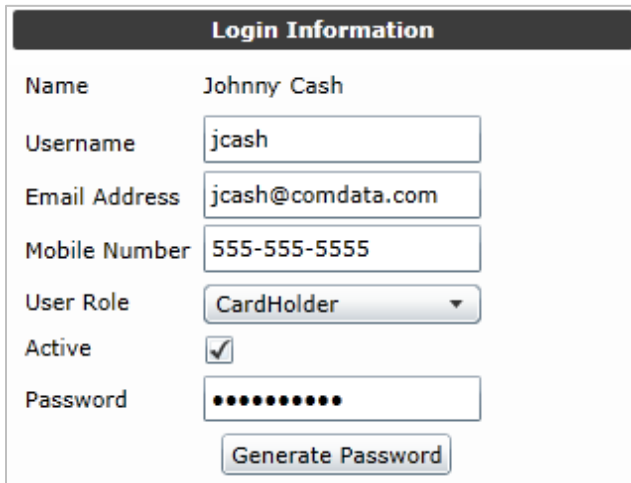3. Enter the non-Comdata cardholder's information and select **Save** at the top of the page.

4. If the employee record is not marked as **Create Cardholder** (in step 1) and the user is set up with the Cardholder user role, a confirmation window displays. Read the User Confirmation window and select **Yes** if the user is meant to be a non-Comdata cardholder.
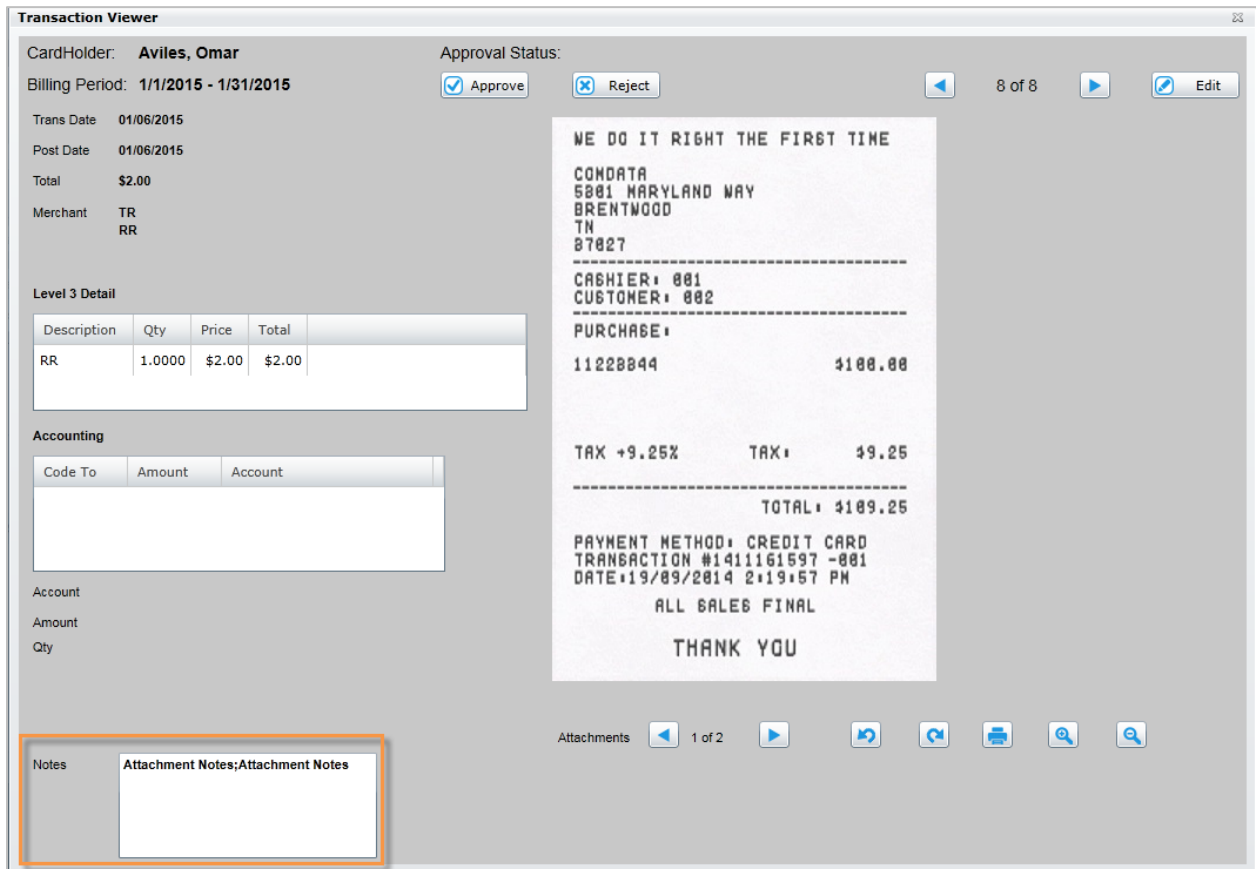
5. The non-Comdata cardholder user will be saved and can begin adding cash transactions into CEMS. Their card number will display as CASH in the Cardholder Listing.

Name		Card	Employee	Count	Attach	Queue	Reviewed	Approved	Status	Total
Aviles, Omar	▲	0857	001579	8	2	17	7	1	Reviewed	$404.00
Joanna, Gibson		CASH	200002	7	1	0	1	1	Open	$1,447.00
mango, jammy		CASH	200011	3	0	0	1	0	Reviewed	$1,400.00
Mitchell, James		CASH	m00001	1	0	0	0	0	Open	$100.00

- **Improve Notes Field Functionality.** This item allows users to modify the Transaction Coding window (deleting a transaction, changing a transactions status, etc.) without affecting any attached notes. Users can also now add or modify notes through the Transaction Viewer window.

  Note: This change moves the notes field to the transaction level as opposed to the original coding level. Multiple notes can be added to the transaction as well as approval notes.

- **Resolve System Issues.** The following issues have been resolved:
  - The CGC (Computer Guidance) Sync Tool was pulling Job Statuses from the wrong field
  - Users with over 10 transactions received an error message when adding cash transactions
  - GL codes were not showing in the CGC accounting file
  - Customers were experiencing issues with scheduling syncs for Viewpoint
  - Customers experienced and unexpected time out issue with the Explorer Sync Tool
  - Customers were experiencing issues with scheduling syncs for Sage 300
  - Double-quotes were needed on data values in the CGC accounting file

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.