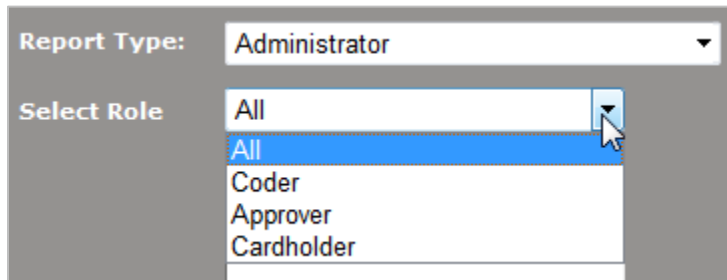


CEMS Release Notes v.25

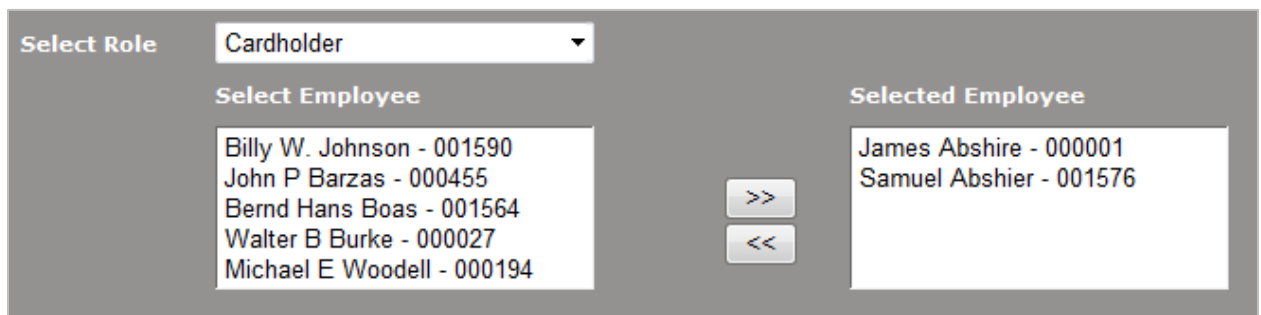
Release 25 for the Comdata Expense Management System (CEMS) is available on 4/8, and includes the following enhancements:

- **Add New Parameters to Coder Approver Grouping Report.** The following parameters have been added to the Coder Approver Grouping report:
 - **Role Type (required).** Options include All, Coder, Approver, and Cardholder. Users can select one or select **All** to include all roles.



The screenshot shows a web interface with two dropdown menus. The first menu, labeled 'Report Type:', has 'Administrator' selected. The second menu, labeled 'Select Role', has a dropdown arrow next to it. The dropdown list is open, showing four options: 'All' (highlighted in blue), 'Coder', 'Approver', and 'Cardholder'.

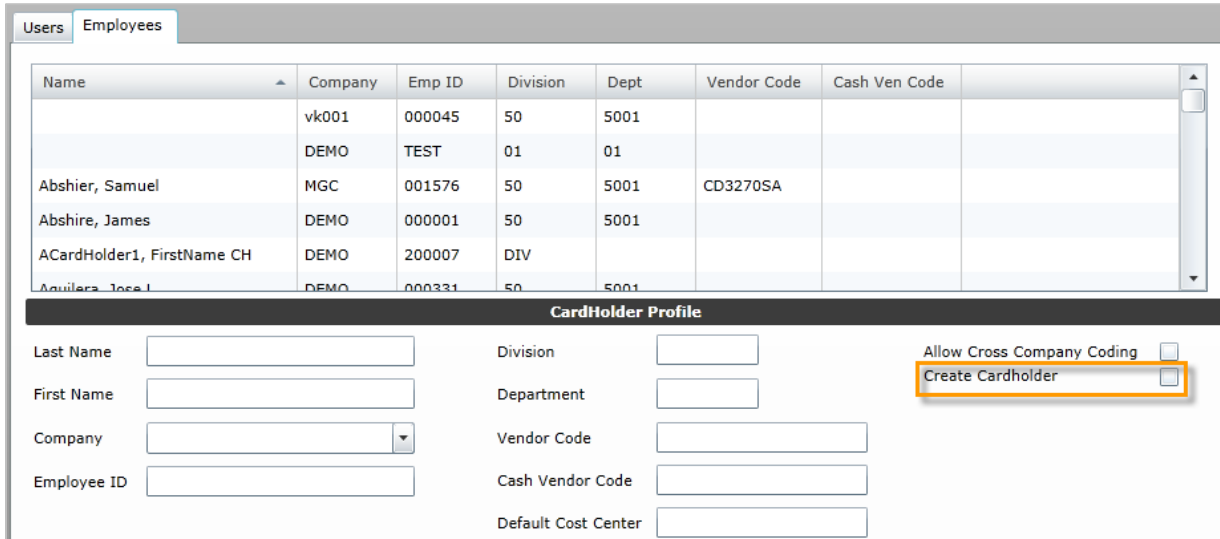
- **Select Employee (not required).** Displays all users with the selected role. You can then move the users to the **Selected Employee** field to run the report on specific users.



The screenshot shows a web interface for selecting employees. On the left, under the heading 'Select Employee', there is a list of five names and IDs: Billy W. Johnson - 001590, John P Barzas - 000455, Bernd Hans Boas - 001564, Walter B Burke - 000027, and Michael E Woodell - 000194. To the right of this list are two buttons: '>>' and '<<'. On the far right, under the heading 'Selected Employee', there is a box containing two names and IDs: James Abshire - 000001 and Samuel Abshier - 001576. The 'Select Role' dropdown at the top is set to 'Cardholder'.

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.



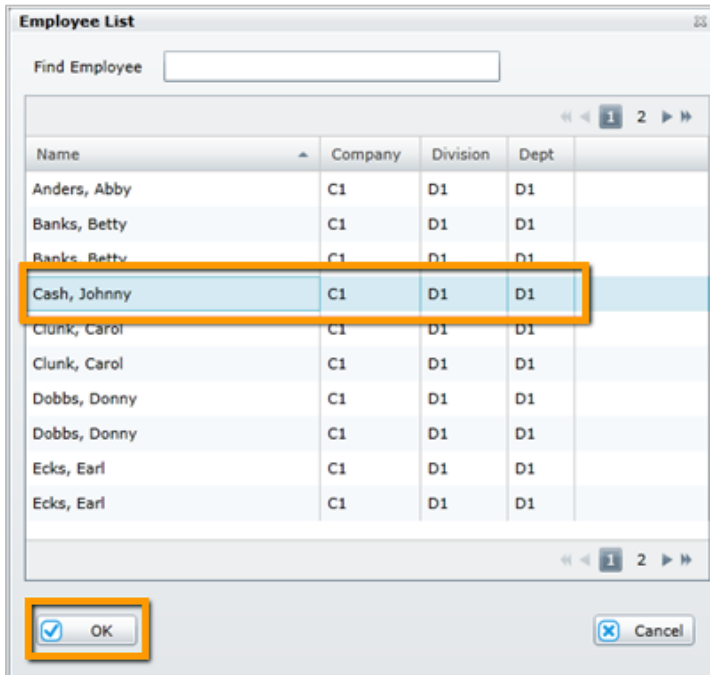
The screenshot shows the 'Employees' tab in the CEMS application. It features a table with columns: Name, Company, Emp ID, Division, Dept, Vendor Code, and Cash Ven Code. Below the table is the 'CardHolder Profile' form, which includes fields for Last Name, First Name, Company, Employee ID, Division, Department, Vendor Code, Cash Vendor Code, and Default Cost Center. Two checkboxes are present: 'Allow Cross Company Coding' and 'Create Cardholder', both of which are highlighted with orange boxes.

Name	Company	Emp ID	Division	Dept	Vendor Code	Cash Ven Code
	vk001	000045	50	5001		
	DEMO	TEST	01	01		
Abshier, Samuel	MGC	001576	50	5001	CD3270SA	
Abshire, James	DEMO	000001	50	5001		
ACardHolder1, FirstName CH	DEMO	200007	DIV			
Aguilera, Jose L	DEMO	000331	50	5001		

CardHolder Profile

Last Name: Division: Allow Cross Company Coding: ☐
 First Name: Department: **Create Cardholder: ☒**
 Company: Vendor Code:
 Employee ID: Cash Vendor Code:
 Default Cost Center:

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

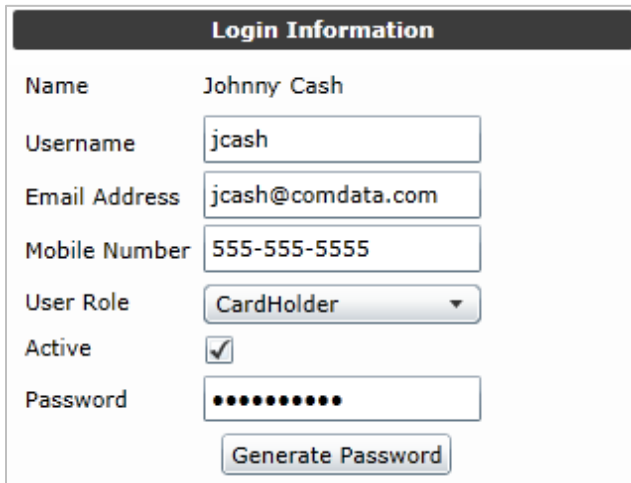


The screenshot shows the 'Employee List' dialog box. It has a search field 'Find Employee' and a table with columns: Name, Company, Division, and Dept. The row for 'Cash, Johnny' is highlighted with an orange box. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted with an orange box.

Name	Company	Division	Dept
Anders, Abby	C1	D1	D1
Banks, Betty	C1	D1	D1
Banks, Betty	C1	D1	D1
Cash, Johnny	C1	D1	D1
Clunk, Carol	C1	D1	D1
Clunk, Carol	C1	D1	D1
Dobbs, Donny	C1	D1	D1
Dobbs, Donny	C1	D1	D1
Ecks, Earl	C1	D1	D1
Ecks, Earl	C1	D1	D1

OK Cancel

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



Login Information

Name Johnny Cash

Username

Email Address

Mobile Number

User Role

Active ☒

Password

- 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.



User Confirmation

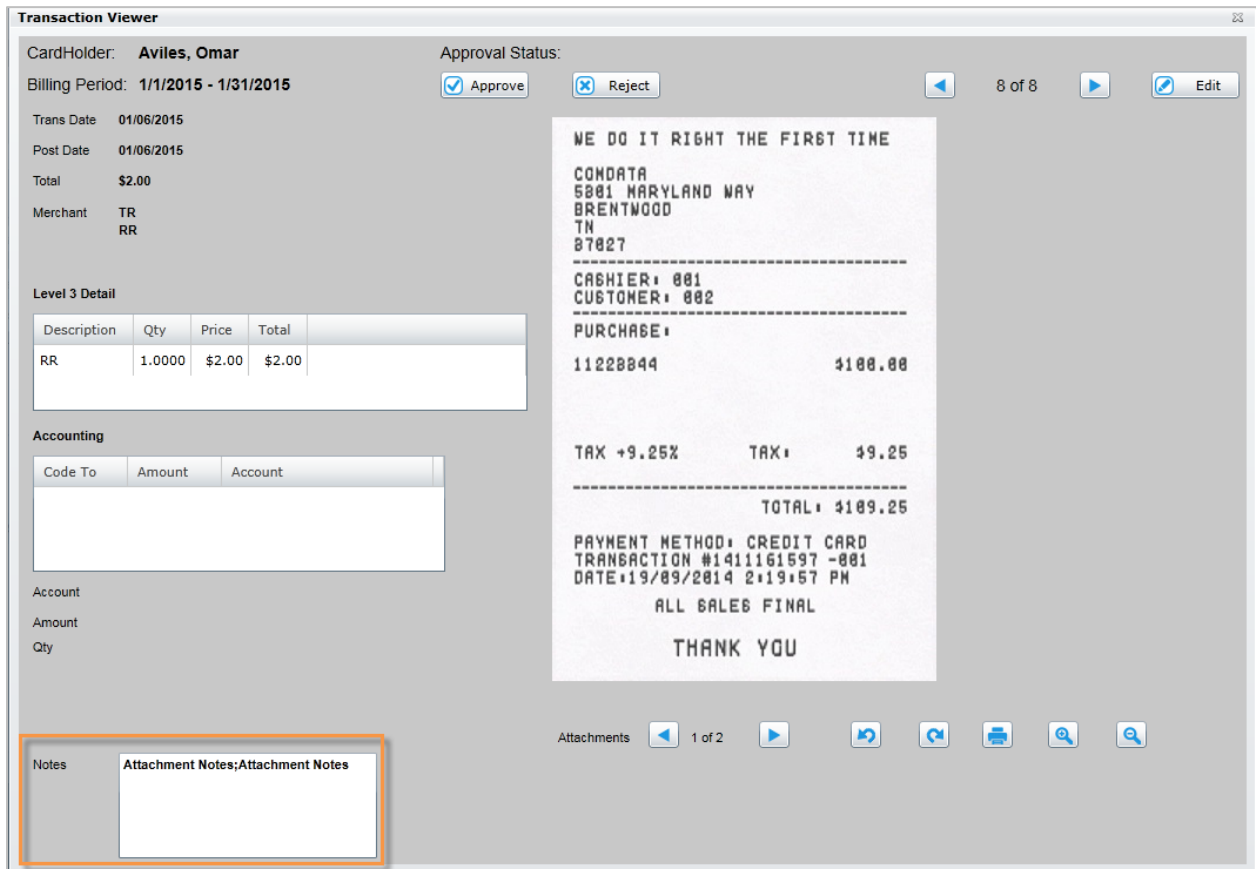
The employee record linked to this user is not currently setup to enter out of pocket cash transactions. Would you like to set this employee up as a user that enters out of pocket cash transactions for reimbursement?

- 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.



Transaction Viewer

CardHolder: **Aviles, Omar** Approval Status: ☒ Approve ☐ Reject 8 of 8 Edit

Billing Period: 1/1/2015 - 1/31/2015

Trans Date: 01/06/2015
Post Date: 01/06/2015
Total: \$2.00
Merchant: TR
RR

Level 3 Detail

Description	Qty	Price	Total
RR	1.0000	\$2.00	\$2.00

Accounting

Code To	Amount	Account

Account
Amount
Qty

Notes Attachment Notes; Attachment Notes

Receipt:

WE DO IT RIGHT THE FIRST TIME

COMDATA
5881 MARYLAND WAY
BRENTWOOD
TN
37027

CASHIER: 001
CUSTOMER: 002

PURCHASE:

11228844 \$100.00

TAX +9.25% TAX: \$9.25

TOTAL: \$109.25

PAYMENT METHOD: CREDIT CARD
TRANSACTION #1411161597 -001
DATE: 19/09/2014 2:19:57 PM
ALL SALES FINAL

THANK YOU

Attachments 1 of 2

- **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.