

CEMS Release Notes v. 31.3


Release 31.3 for the Comdata Expense Management System (CEMS) is available on 3/2, and includes the following enhancements:

- **Add Phase Code Status Filtering.** This item adds a **Phase Code Active Status** field to the Settings page in CEMS (**Cost Code Active Status** if COINS ERP). This field functions the same as the **Equipment Active Status Codes** and **Job Active Status Codes** fields.

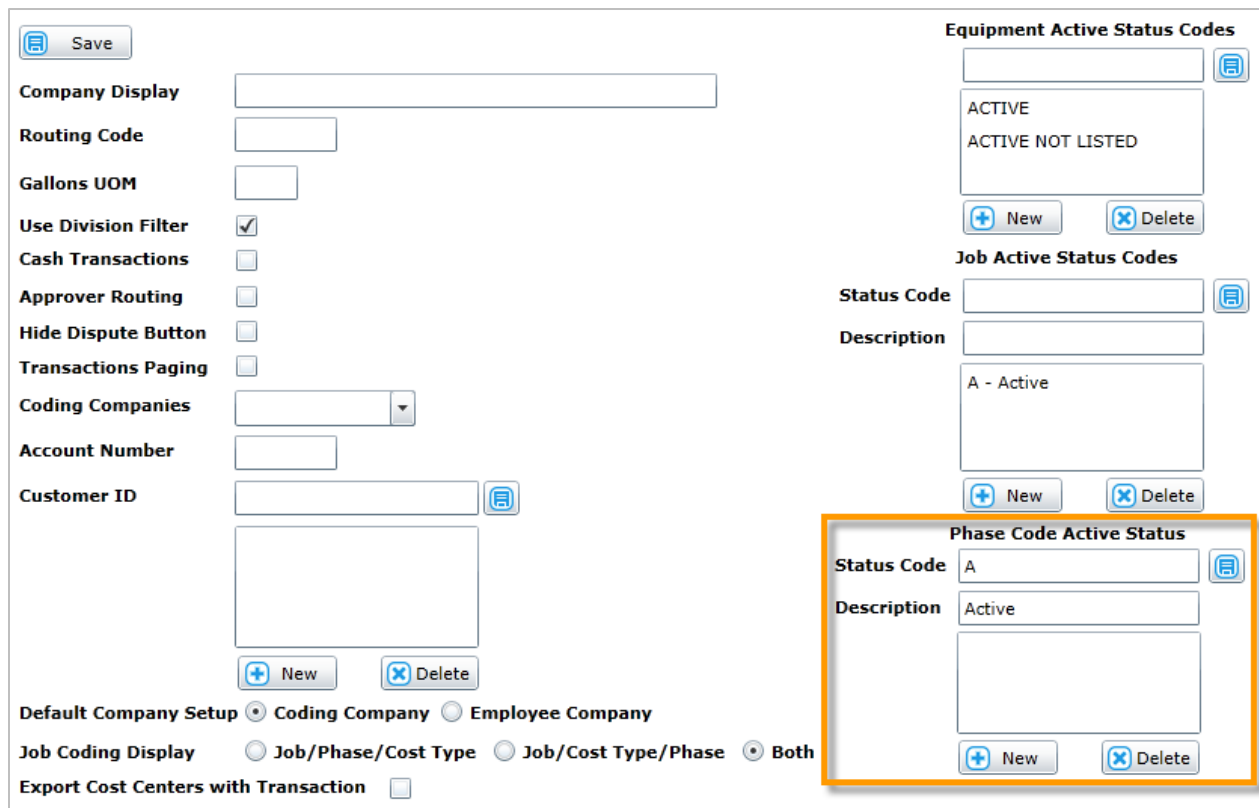
This change allows Administrators to filter out all non-active Phase Codes from CEMS, so that only active Phase Codes are used in coding. Administrators must enter in this field the status code that means “active” for their Phase Codes (example: A – Active). Once applied, only the active Phase Codes will be available for coding on the Transaction Coding window.

Note: This change excludes JD Edwards ERP users.

Follow the steps below to include only active phase codes in your coding.

1. Enter an active status code and then select the save button (). This will be the value you assigned during sync to identify an active Phase Code (Example: A - Active). Select **New** to enter a different active status code. This is beneficial if the active value changes. If you add a new status code, ensure to delete any previous values. Select **Save** when finished.

Settings page



The screenshot displays the CEMS Settings page. On the left, there are various configuration options including Company Display, Routing Code, Gallons UOM, Use Division Filter (checked), Cash Transactions, Approver Routing, Hide Dispute Button, Transactions Paging, Coding Companies (dropdown), Account Number, and Customer ID. At the bottom, there are radio buttons for Default Company Setup (Coding Company selected), Job Coding Display (Both selected), and a checkbox for Export Cost Centers with Transaction.

On the right side, there are three sections for status codes:

- Equipment Active Status Codes:** Includes a text input field, a list showing "ACTIVE" and "ACTIVE NOT LISTED", and "New" and "Delete" buttons.
- Job Active Status Codes:** Includes a "Status Code" input field, a "Description" input field, a list showing "A - Active", and "New" and "Delete" buttons.
- Phase Code Active Status:** This section is highlighted with an orange box. It includes a "Status Code" input field with the value "A", a "Description" input field with the value "Active", and "New" and "Delete" buttons.

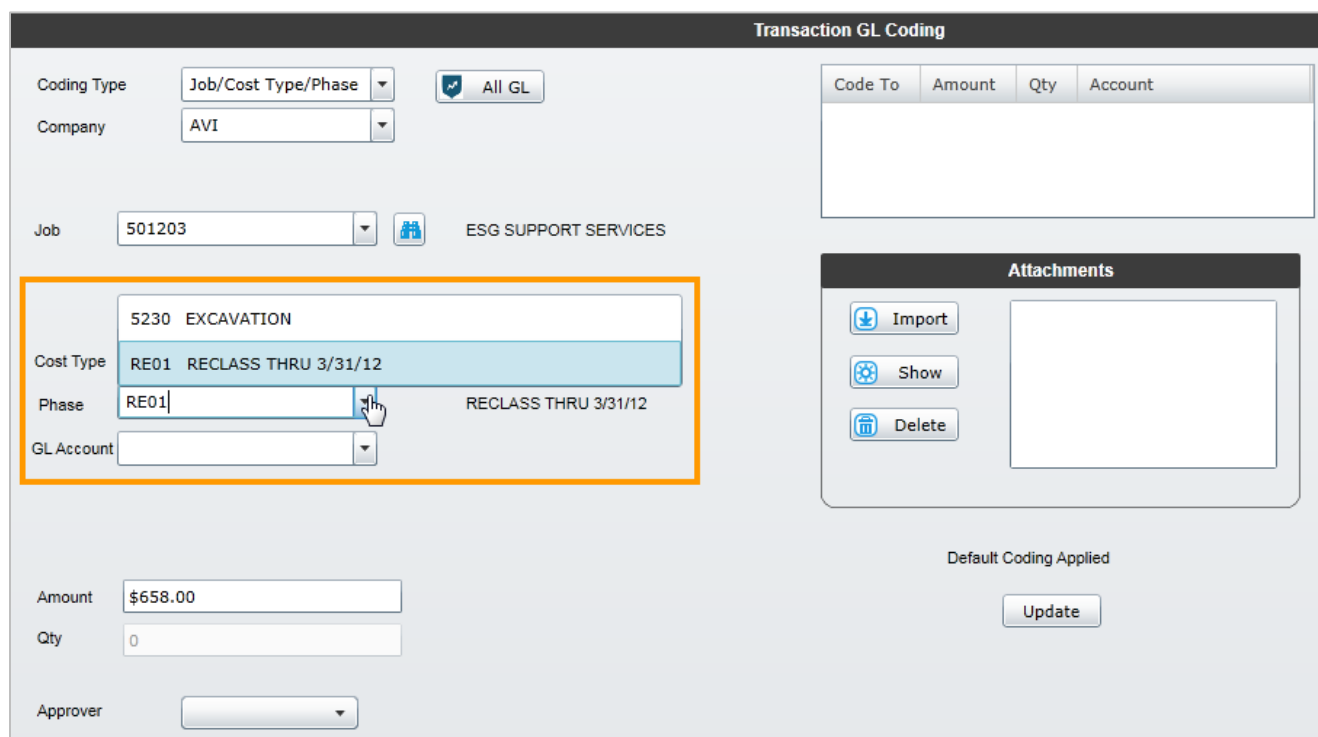
- For this example, when the user setup and performed their sync, a status code of **A** was assigned to active Phase Codes and a status code of **I** was assigned to inactive Phase Codes. Therefore, only the Phase Codes with an **A** value will display for coding.

Back-Office Database

Tenant ID	Company	Job Number	Phase Code	Cost Type	Description	Status Code	Sub Job Number
VIEW	AVI	501203	5230	J1	Excavation	A	NULL
VIEW	AVI	501203	RE01	J2	Reclass Thru	A	NULL
VIEW	AVI	501203	73246836	J3	Mining	I	NULL

- Access the Transaction Coding window and notice that Mining does not display for coding, as it is an inactive Phase Code.

Note: If a status code of **C** is assigned to a Phase Code, it will not display for coding even if **C** is meant for active.



Transaction GL Coding

Coding Type: Job/Cost Type/Phase

Company: AVI

Job: 501203

Cost Type: 5230 EXCAVATION
 RE01 RECLASS THRU 3/31/12

Phase: RE01 RECLASS THRU 3/31/12

GL Account:

Amount: \$658.00

Qty: 0

Approver:

Code To: Amount Qty Account

Attachments

Default Coding Applied

These items are scheduled to deploy Wednesday, March 3 with no expected system downtime.

If you have questions about these new features or any other component of CEMS, please contact your Comdata Account Manager at 1-800-282-0012.

You can also refer to the online CEMS user guide available through the **Help/Updates** link in the CEMS menu bar.