

CEMS Release Notes v.33

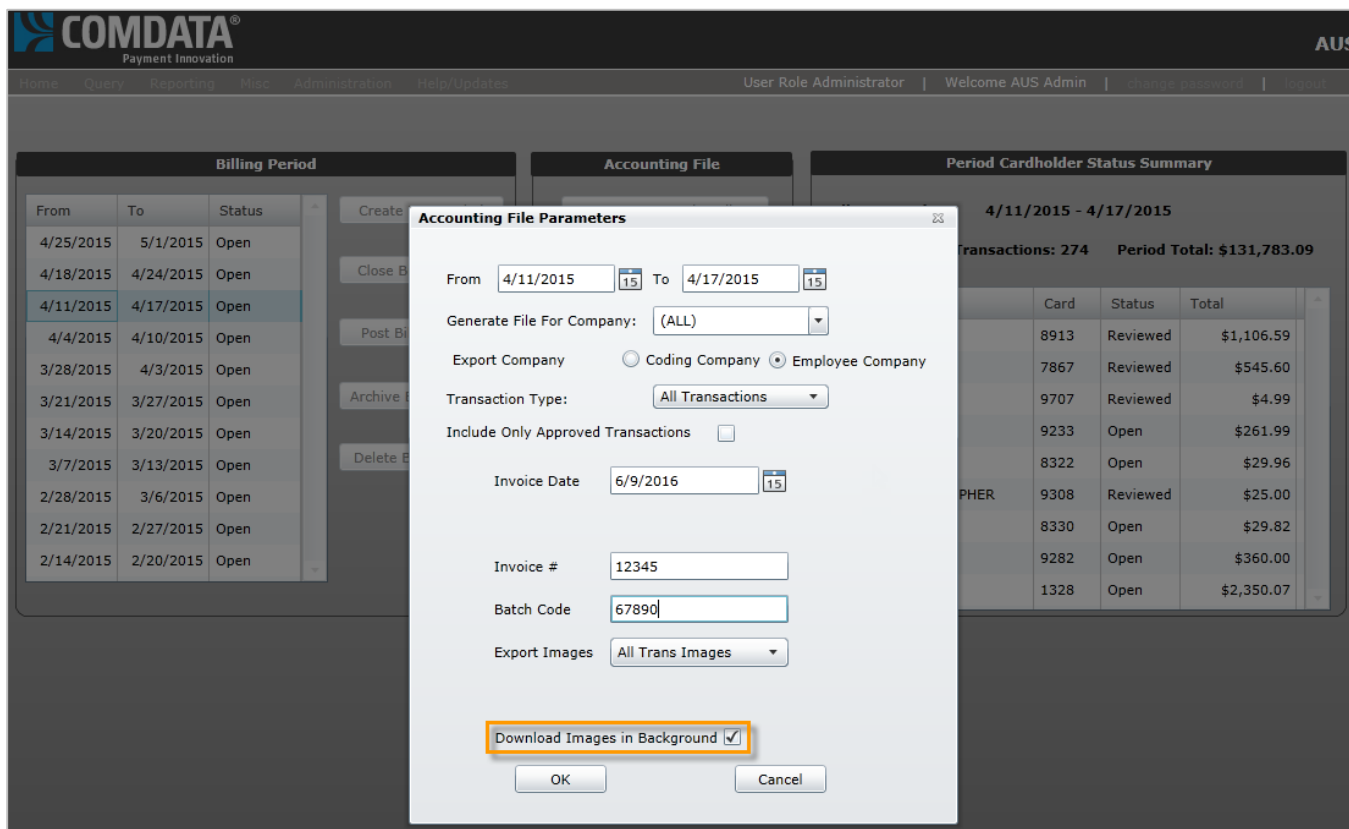
Release 33 for the Comdata Expense Management System (CEMS) is available on 6/19, and includes the following enhancements:

- **Add Grand Total to Accounting File Reports.** This item adds a **Grand Total** field to all accounting file reports. The **Grand Total** field is a sum of all cardholder transaction amounts in the file and allows customers to see this level of information.
- **Download Accounting Files with Images.** This item allows Administrators to download images attached to transactions as a separate process when generating an accounting file. Admins will be notified via email when the images can be downloaded. This change helps alleviate timeout issues when running accounting files for billing periods with a large number of transaction images.

As part of this feature, the following changes have been added in CEMS:

- **Updated Accounting File Parameters Window.** Added a **Download Images in Background** check box to the Accounting File Parameters window. Selecting this check box prompts the system to save any transaction images in the accounting file into a zip file that can be accessed from the History Download page (*see page 3*). A batch job will run in the background to save the image zip file. The accounting file will continue to generate as normal.

Note that a value from the **Export Images** drop-down must be selected to use this feature.

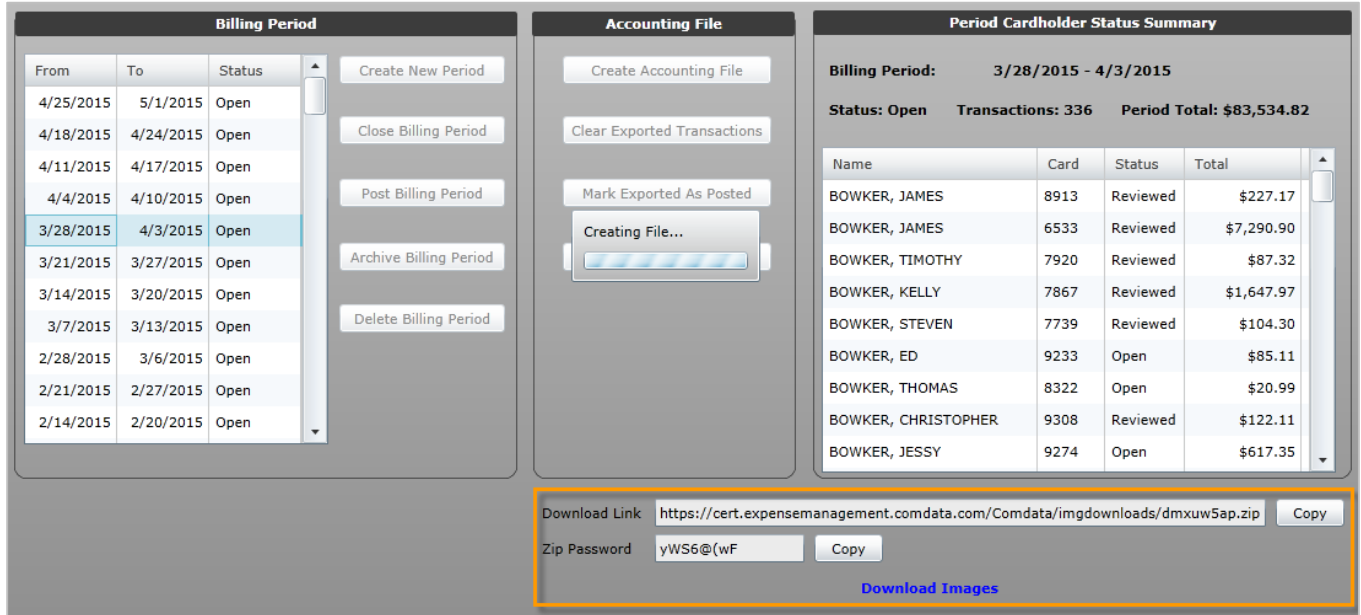


The screenshot shows the 'Accounting File Parameters' window in the COMDATA system. The window is open over a background interface that includes a 'Billing Period' table, an 'Accounting File' section, and a 'Period Cardholder Status Summary' table. The 'Accounting File Parameters' window has the following fields and options:

- From:** 4/11/2015 (calendar icon)
- To:** 4/17/2015 (calendar icon)
- Generate File For Company:** (ALL) (dropdown)
- Export Company:** ☐ Coding Company ☒ Employee Company
- Transaction Type:** All Transactions (dropdown)
- Include Only Approved Transactions:** ☐
- Invoice Date:** 6/9/2016 (calendar icon)
- Invoice #:** 12345
- Batch Code:** 67890
- Export Images:** All Trans Images (dropdown)
- Download Images in Background:** ☒ (highlighted with an orange box)
- Buttons:** OK, Cancel

The background interface shows a 'Billing Period' table with columns 'From', 'To', and 'Status'. The 'Accounting File' section has buttons for 'Create', 'Close B', 'Post B', 'Archive', and 'Delete B'. The 'Period Cardholder Status Summary' table shows a period of 4/11/2015 - 4/17/2015 with 274 transactions and a total of \$131,783.09. The table lists card numbers, status, and totals.

If **Download Images in Background** is not selected, a **Download Link** and **Zip Password** field and **Download Images** button display. You can either use the download link or click **Download Images** to save the image zip file. Use the password to open the image zip file once it is downloaded. Click **Copy** to copy the link or password to a location of your choosing.



Billing Period

From	To	Status
4/25/2015	5/1/2015	Open
4/18/2015	4/24/2015	Open
4/11/2015	4/17/2015	Open
4/4/2015	4/10/2015	Open
3/28/2015	4/3/2015	Open
3/21/2015	3/27/2015	Open
3/14/2015	3/20/2015	Open
3/7/2015	3/13/2015	Open
2/28/2015	3/6/2015	Open
2/21/2015	2/27/2015	Open
2/14/2015	2/20/2015	Open

Accounting File

Period Cardholder Status Summary

Billing Period: 3/28/2015 - 4/3/2015

Status: Open **Transactions:** 336 **Period Total:** \$83,534.82

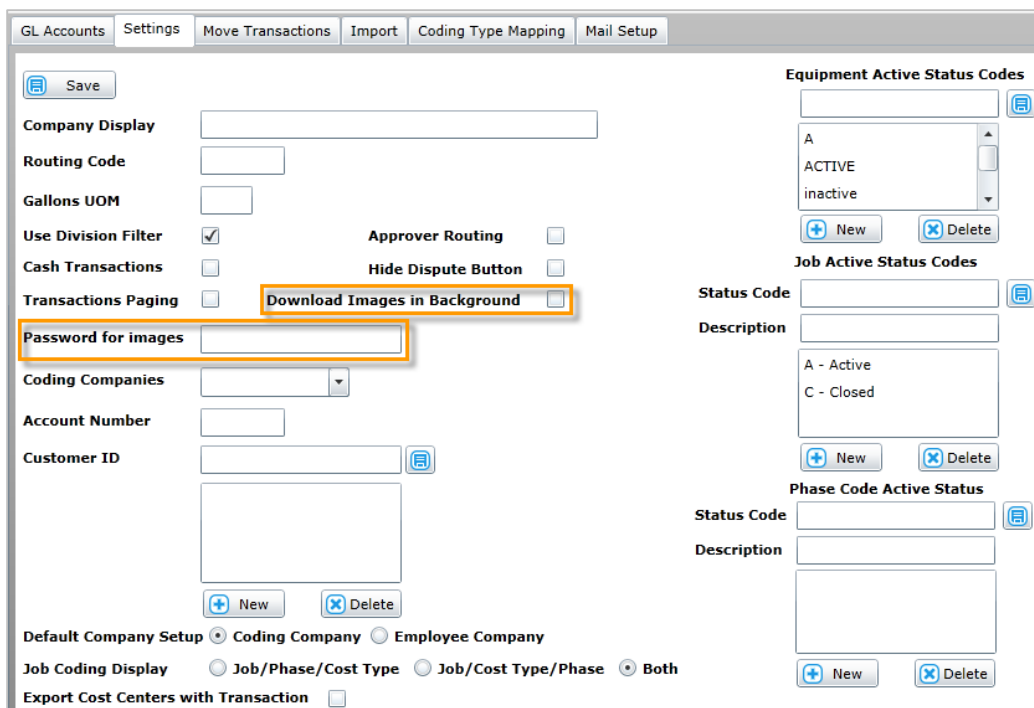
Name	Card	Status	Total
BOWKER, JAMES	8913	Reviewed	\$227.17
BOWKER, JAMES	6533	Reviewed	\$7,290.90
BOWKER, TIMOTHY	7920	Reviewed	\$87.32
BOWKER, KELLY	7867	Reviewed	\$1,647.97
BOWKER, STEVEN	7739	Reviewed	\$104.30
BOWKER, ED	9233	Open	\$85.11
BOWKER, THOMAS	8322	Open	\$20.99
BOWKER, CHRISTOPHER	9308	Reviewed	\$122.11
BOWKER, JESSY	9274	Open	\$617.35

Download Link: <https://cert.expensemanagement.comdata.com/Comdata/imgdownloads/dmxuw5ap.zip> **Copy**

Zip Password: yWS6@wF **Copy**

Download Images

- **Updated Settings Page.** Added a **Download Images in Background** check box and **Password for Images** field to the Settings page. Selecting **Download Images in Background** defaults the same check box on the Accounting File Parameter window to selected. The **Password for Images** field is used to enter a password for encrypting the image zip files. If this field is left blank, a system-generated password will be used.



Settings

Company Display

Routing Code

Gallons UOM

Use Division Filter ☒ **Approver Routing** ☐

Cash Transactions ☐ **Hide Dispute Button** ☐

Transactions Paging ☐ **Download Images in Background** ☒

Password for images

Coding Companies

Account Number

Customer ID

Default Company Setup ☒ Coding Company ☐ Employee Company

Job Coding Display ☐ Job/Phase/Cost Type ☐ Job/Cost Type/Phase ☒ Both

Export Cost Centers with Transaction ☐

Equipment Active Status Codes

A
ACTIVE
inactive

New **Delete**

Job Active Status Codes

Status Code

Description

A - Active
C - Closed

New **Delete**

Phase Code Active Status

Status Code

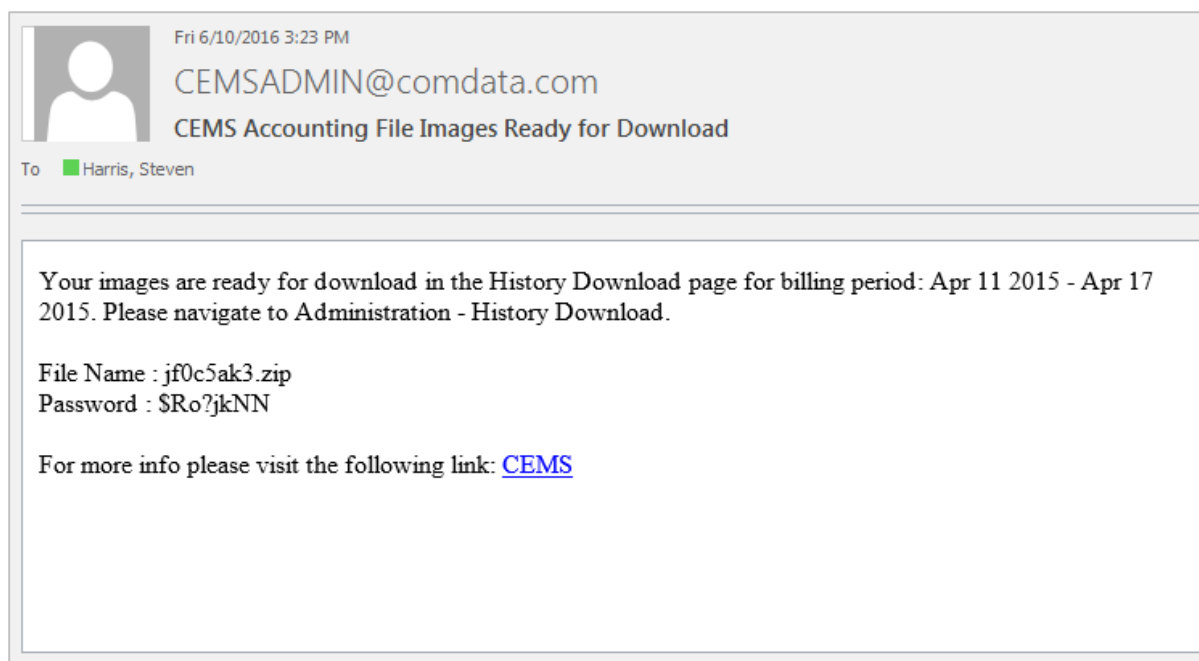
Description

New **Delete**

- **History Download Page.** Added a History Download page (**main menu > Administration > History Download**) which contains a 30 day history of all downloaded accounting files and zip images including the link to the file and password to open the file once it is downloaded. If **Download Images in Background** was selected on the Accounting File Parameter window, the saved images can be found here. Click **Download Images** to save the image zip file.

COMDATA® Payment Innovation							
Home	Query	Reporting	Misc	Administration	Help/Updates	User Role Administrator	Welcome AUS Admin
Billing Period From	Billing Period To	Zip File Name	User Name	DownloadImages	Accounting File Created Date	Password	
4/11/2015	4/17/2015	jf0c5ak3.zip	comdata	Download Images	6/9/2016 3:32:44 PM	\$Ro?jkNN	

- **Email Notifications.** If you generate an accounting file with **Download Images in Background** selected, you will receive an email notification as soon as the images are available. The email provides the zip file name, password, and a link to CEMS. Log in to CEMS and access the History Download page to download your images.



These items are scheduled to deploy on Sunday, June 19 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.