

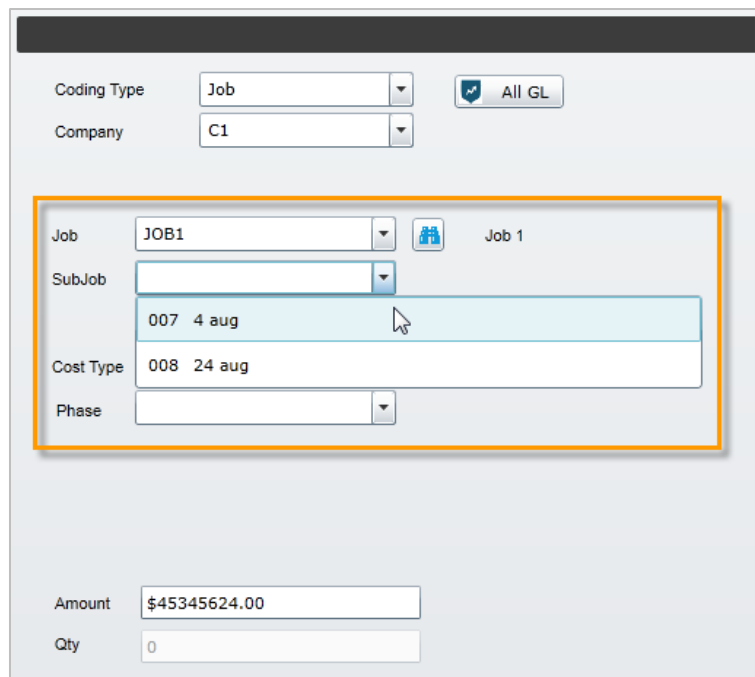
CEMS Release Notes v.36

Release 36 for the Comdata Expense Management System (CEMS) is available on 10/5 and includes the following enhancements:

- **Code Multiple Subjobs in Computer Guidance (*released 8/21*)**. This item allows Computer Guidance (CGC) ERP users to code multiple Subjobs to the Job expense type. When a CGC user accesses the Transaction Coding or Mass Coding window and selects Job as a coding type, multiple Subjobs will be available under the **SubJob** drop-down based on the selected Job. There is not a limit to the number of Subjobs that can populate. This change helps CGC users to access all of their available Subjobs for expense coding.

- **Transaction Coding window:**

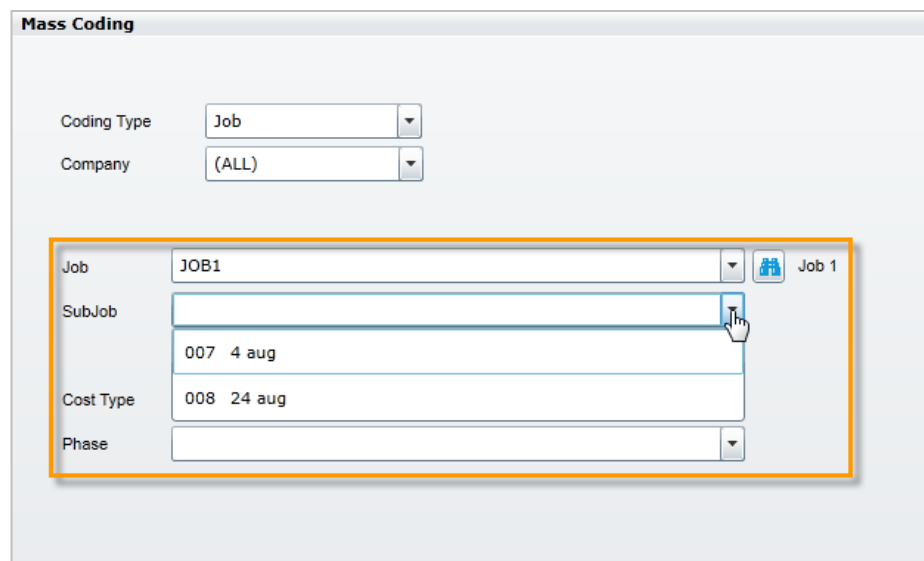
SubJob drop-down populates multiple values based on the Job selection.



The screenshot shows the Transaction Coding window. At the top, there are dropdowns for 'Coding Type' (set to 'Job') and 'Company' (set to 'C1'), along with an 'All GL' button. Below these, a section is highlighted with an orange border. It contains a 'Job' dropdown set to 'JOB1', a 'SubJob' dropdown with a list of options including '007 4 aug' and '008 24 aug', a 'Cost Type' dropdown set to '008 24 aug', and a 'Phase' dropdown. To the right of the 'Job' dropdown is a 'Job 1' label. At the bottom of the window, there are fields for 'Amount' (\$45345624.00) and 'Qty' (0).

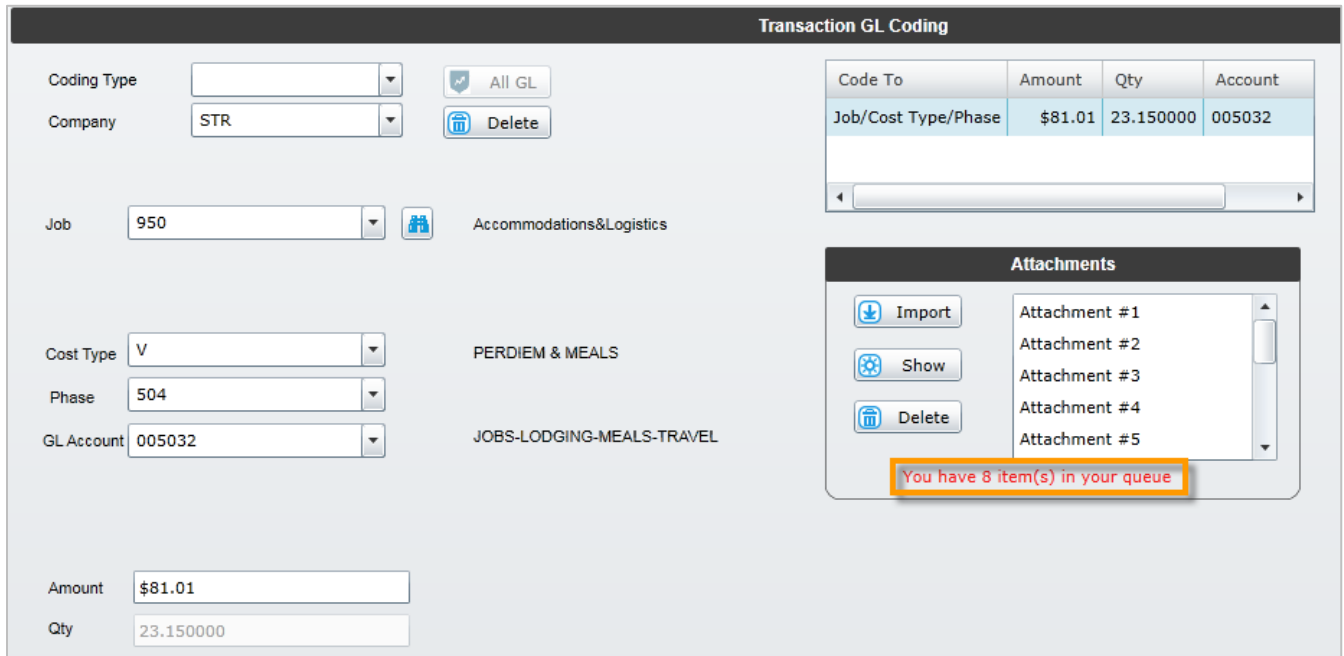
- **Mass Coding window:**

SubJob drop-down populates multiple values based on the Job selection.



The screenshot shows the Mass Coding window. At the top, there are dropdowns for 'Coding Type' (set to 'Job') and 'Company' (set to '(ALL)'). Below these, a section is highlighted with an orange border. It contains a 'Job' dropdown set to 'JOB1', a 'SubJob' dropdown with a list of options including '007 4 aug' and '008 24 aug', a 'Cost Type' dropdown set to '008 24 aug', and a 'Phase' dropdown. To the right of the 'Job' dropdown is a 'Job 1' label.

- Enhance Image Queue Performance.** This item corrects an issue in the Image Queue on the Transaction Coding window where users with 10 or more images experienced loading problems. When users opened the Image Queue and tried to page through each of their images, the images either loaded slowly or not at all. This change corrects the issue so that the Image Queue works as expected.
- On the Transaction Coding window, click **You have x item(s) in your queue** to open the Queue Viewer window. This option displays only if you have queued images.



Transaction GL Coding

Coding Type: [Dropdown] All GL
 Company: STR Delete

Job: 950 Accommodations&Logistics

Cost Type: V PERDIEM & MEALS
 Phase: 504
 GL Account: 005032 JOBS-LODGING-MEALS-TRAVEL

Amount: \$81.01
 Qty: 23.150000

Code To	Amount	Qty	Account
Job/Cost Type/Phase	\$81.01	23.150000	005032

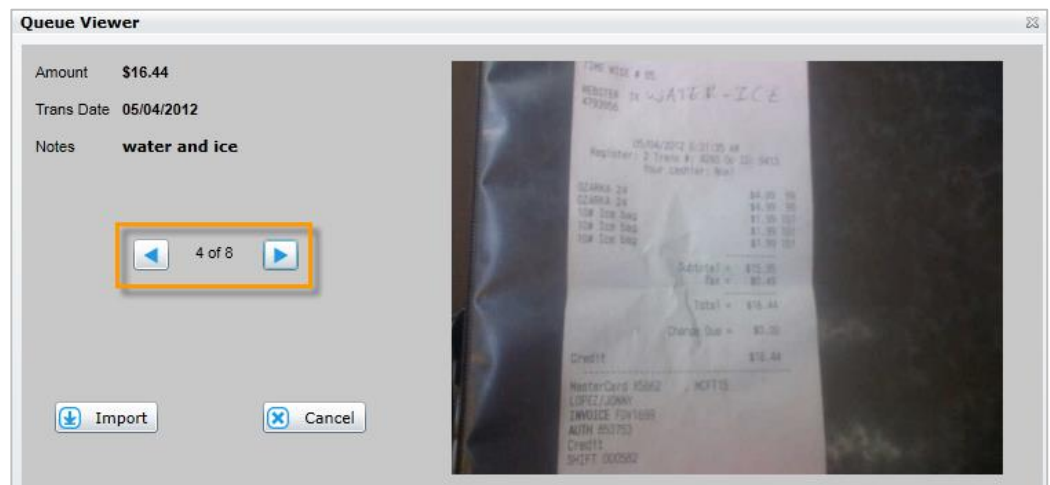
Attachments

Import Show Delete

Attachment #1
 Attachment #2
 Attachment #3
 Attachment #4
 Attachment #5

You have 8 item(s) in your queue

- In the Queue Viewer window, use the left and right arrows to scroll through your images. Each image should load successfully with no issues.



Queue Viewer

Amount: \$16.44
 Trans Date: 05/04/2012
 Notes: water and ice

4 of 8

Import Cancel

THE MUSE & CO.
 1000101 10 WATER-ICE
 05/04/2012 8:21:05 AM
 Register: 2 Item #: 8242 02 9403
 Your cashier: Bob

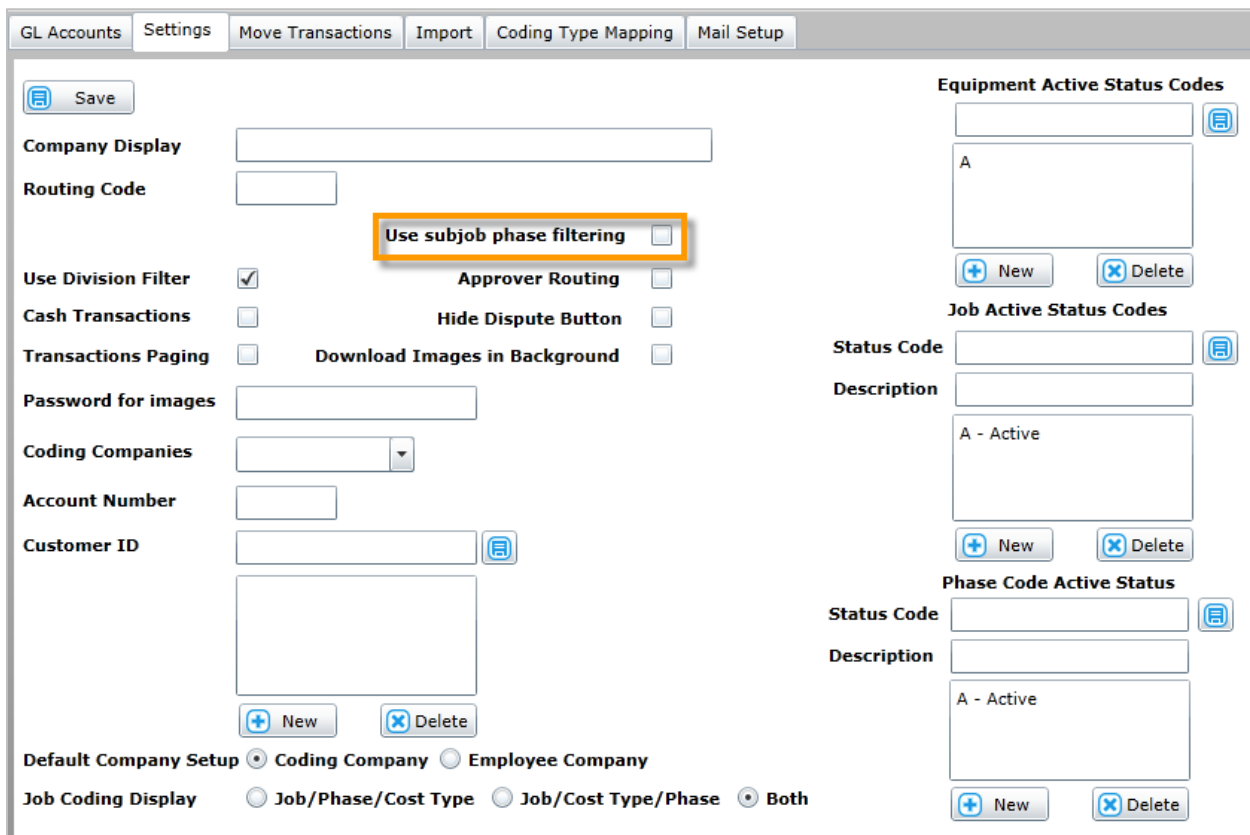
024900-20	\$4.00	10
024900-20	\$4.00	10
100 200 Bag	\$1.00	10
100 200 Bag	\$1.00	10
100 200 Bag	\$1.00	10
Subtotal =	\$10.00	
Tax =	\$0.40	
Total =	\$10.40	
Change Due =	\$0.00	
Credit =	\$10.40	

MasterCard 05062 MORTIS
 LOPEZ/JANET
 TRAVELER ADVISOR
 AUTH 050703
 Credit
 SHIFT 000500

- **Filter Phase Codes by Subjob.** This item allows Computer Guidance (CGC) users to filter their Phase codes by Subjobs in CEMS. With this change, the **Phase** drop-down on the coding windows (Transaction Coding and Mass Coding) will populate values based on the selected Job/Subjob. This applies to both the Job/Phase/Cost Type and Job/Cost Type/Phase coding types. This change helps CGC users see valid Phase codes in CEMS.

As part of this change, a new field has been added to the Settings page:

- **Use Subjob Phase Filtering (CGC only):** This option prompts the sync tool to populate the **Phase** drop-down on the Transaction Coding and Mass Coding windows to pull Phase code data based on the selected Job/Subjob combination. Unselecting this option will prompt the sync tool to pull Phase code values with Jobs only.



The screenshot shows the 'Settings' tab in the CEMS application. The 'Use subjob phase filtering' checkbox is highlighted with an orange box. The page includes tabs for GL Accounts, Settings, Move Transactions, Import, Coding Type Mapping, and Mail Setup. The Settings section contains various configuration options for company display, routing, filters, and status codes.

Settings Page Configuration:

- Company Display:** [Text Field]
- Routing Code:** [Text Field]
- Use subjob phase filtering:** ☒ (highlighted)
- Use Division Filter:** ☒
- Cash Transactions:** ☐
- Transactions Paging:** ☐
- Password for images:** [Text Field]
- Coding Companies:** [Dropdown Menu]
- Account Number:** [Text Field]
- Customer ID:** [Text Field]
- Approver Routing:** ☐
- Hide Dispute Button:** ☐
- Download Images in Background:** ☐
- Equipment Active Status Codes:** [List Box with 'A', New, Delete buttons]
- Job Active Status Codes:** [List Box with 'A - Active', New, Delete buttons]
- Phase Code Active Status:** [List Box with 'A - Active', New, Delete buttons]
- Default Company Setup:** ☒ Coding Company ☐ Employee Company
- Job Coding Display:** ☐ Job/Phase/Cost Type ☐ Job/Cost Type/Phase ☒ Both

- **Resolve System Issues (released 9/7).** This item corrects the following CEMS issues:
 - Corrected an issue where users could not mass code transactions to the Job coding type because the GL Account drop-down did not display any values. The GL Account drop-down will now populate values as expected.
 - Corrected an issue where users could not auto-attach receipts if the cardholder had two cards assigned to two different companies. This issue caused the attachment icon on the Transaction Coding page to not display.
 - Corrected an issue where receipt images did not display in the Image Queue on the Transaction Coding window even though images were attached to the transaction.

These items are scheduled to deploy on Wednesday, October 5 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.