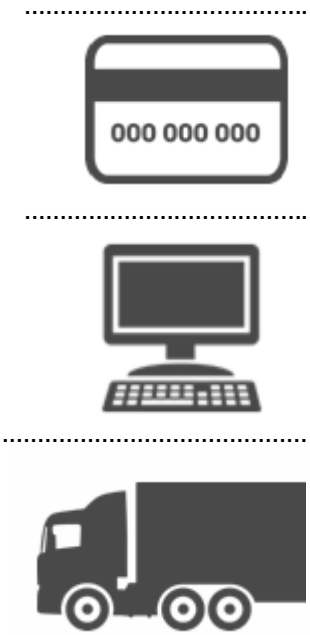
Comdata Expense Management System (CEMS)

User Guide

last updated 11/17/2015



Disclaimer

The information furnished herein by Comdata is proprietary and confidential and is intended for Comdata customers and/or for Comdata internal use. It should not be duplicated, published, or disclosed in whole or in part without the prior written permission of Comdata.

Table of Contents

1. **CEMS User Guide** **5**

Setup 6
Setting Up the Export Tool 7
Integrate with Spectrum and Viewpoint ERP 10
Integrate with Explorer ERP 17
Integrate with Sage 300 ERP 22
Integrate with Computer Guidance (CGC) ERP 32
CEMS Basics 39
User Roles 39
Navigating CEMS 40
Administrator Functions 49
Setting Up Users 50
Setting Up Billing Periods 57
Setting Up GL Accounts 67
Configuring your Company Settings 71
Moving Transactions 77
Importing GL Files 80
Mapping Coding Types 82
Setting Up E-Mail Notifications 84
Adding Transactions 85
Adding Cash Transactions 86
Attaching Receipts from a Computer 87
Uploading Receipts from a Mobile Phone 91
Reviewing Transactions 97
Coding Transactions 98
Mass Coding Transactions 105
Disputing Transactions 106
Grouping Transactions 108
Splitting Transactions 110
Approving Transactions 112
Approval Steps 113
Routing to Approver 114
Mass Approving 116
Reporting 117
Cardholder Reports 118
Administrator Reports 121
Cardholder Query 142

2. **Glossary** **145**

CEMS User Guide

Welcome to the Comdata Expense Management System!

The Comdata Expense Management System (CEMS) is an online expense coding and reporting system designed to integrate fully with your company's construction ERP software. CEMS allows your Comdata MasterCard cardholders to quickly and easily allocate card purchases to expense categories such as accounting, jobs, equipment, and business units.

Please note that the system is not designed to produce payment amounts to Comdata, but rather to allocate Comdata MasterCard transaction amounts and properly debit those amounts to their appropriate accounts.

CEMS provides a simple, streamlined interface for you to:

- Access and enhance transaction data
- Create records for cash expenses
- Perform expense coding
- Generate reports and exports

Setup

Setting up your CEMS account entails the following steps from start to finish:

- Calling your Comdata Customer Relations Representative (CRR) and providing your Company Code (Tenant ID)
- Receiving a call back (typically in three days) from your CRR. At this point, you can install your export tool
- Setting up and configuring the export tool
- Scheduling your export sync with CEMS using the Windows Task Scheduler
- Receiving the link to the CEMS website from your CRR

Please read the following topic for more information on installing the export tool. For more information on setting up your CEMS account after you have access to the site, see the Administrator Functions section of this guide.

Setting Up the Export Tool

The export tool is a simple and efficient software program for exporting your company data into CEMS. Downloading the export tool is necessary to create the two-way interface between your company and Comdata.

Note: If you are not using an ERP system for syncing, disregard this section. Other users will need to manually import their company data via an import feature within CEMS. Please see the section Importing for more information.

Installation Requirements

You will need to install the latest version of .NET Framework in order to use the export tool. You must have one of the following operating systems installed on your computer in order for .NET to install:

- Windows 7 family
- Windows Server 2008 R2 family
- Windows Server 2008 Server Core R2 with Service Pack 1 or later
- Windows Vista family
- Windows Server 2008 family
- Windows XP Home or Microsoft Windows XP Professional, both with Service Pack 3 or later
- Windows Server 2003 family with Service Pack 2 or later

Windows 2003 users must install the Windows Imaging Component (WIC):

32 bit - http://www.microsoft.com/en-us/download/details.aspx?id=32

64 bit - http://www.microsoft.com/en-us/download/details.aspx?id=1385

Windows Server 2008 R2 Server Core users must turn on the following operating system features:

.NET Framework 2.0. Use one of the following ocsetup commands:

- start /w ocsetup NetFx2-ServerCore
- start /w ocsetup NetFx2-ServerCore-WOW64

Windows 32-bit on Windows 64-bit (WOW64). Use the following ocsetup command:

- start /w ocsetup ServerCore-WOW64

If you meet all the necessary requirements, you are ready to download .NET Framework. Copy and paste the following link into your web browser: https://expensemanagement.comdata.com/downloads/dotNetFx40_Full_x86_x64.exe.

Press **Enter** on your keyboard. Then, run the application and follow the online instructions to install the program.

Installation

Now, you are ready to install the export tool. Depending on your ERP system, you will need to follow a different process for installing the export tool. Choose the appropriate link below:

- Viewpoint and Spectrum
- Explorer
- Sage 300
- Computer Guidance (CGC)

Setting Up Windows Scheduler

The Microsoft Task Scheduler is a free tool that comes when Windows is installed on your computer. You can use the Task Scheduler to specify a convenient time for your export tool to run. To access the tool:

For Windows 98, NT, and 2000 users, select **My Computer > Control Panel > Scheduled Tasks**.

For Windows Server 2008 users, open the Server Manager and navigate through the console tree to **Server Manager > Configuration > Task Scheduler**.

For Windows XP and Server 2003 users, select **Start Menu > Settings > Control Panel > Scheduled Tasks**

After accessing your version of the task scheduler, you will need to:

- Create the task name and description
- Specify that the task runs daily and select the time of day
- Locate and select the CEMS export.exe file from your computer
- Run the program in silent mode by typing ***/s*** in the Add Arguments field.

The last window in the task scheduler will be a summary of the task you created. For additional setup options, select the open properties check box. Review the task information and select **Finish**.

Setting the Task Scheduler

Access the properties window by right-clicking the task from your list of scheduled tasks. It is recommended that you apply the following settings:

- Set the program to run whether you are logged in or not
- Select **Run** with highest priority
- Set the program to run no longer than one hour
- Do not limit the program to running only when the computer is idle
- Allow the task to run on demand and force the task to stop running if it runs longer than one hour

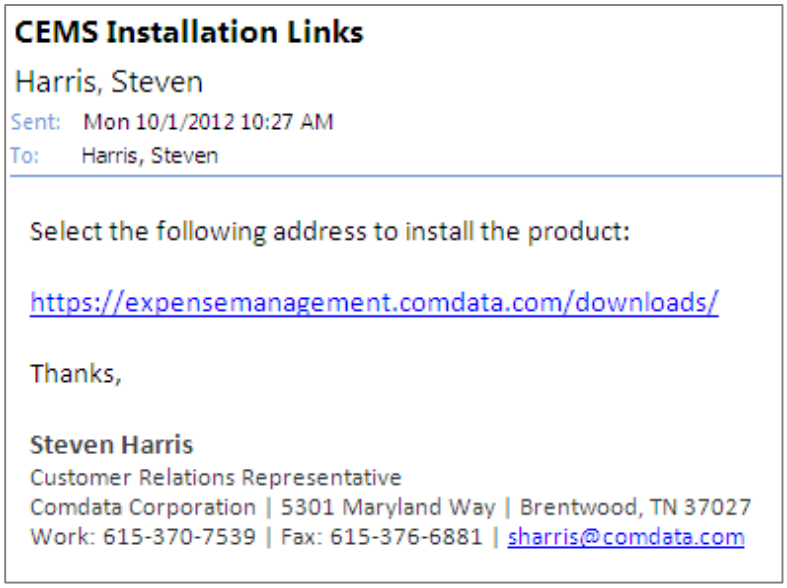
You can also set the task to run as a system account. It is recommended that you choose this option so that the task will run even if a user's account is removed.

Integrate with Spectrum and Viewpoint ERP

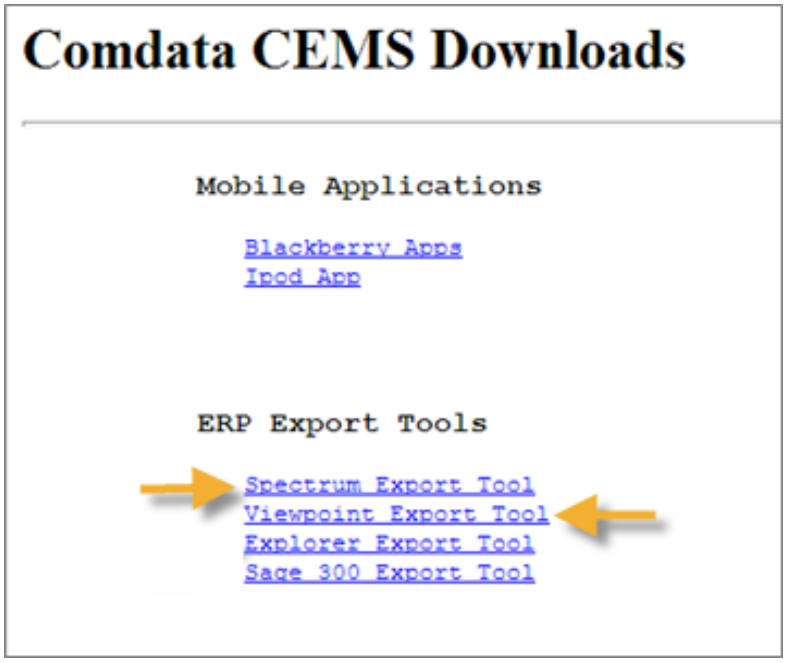
If you are using a Viewpoint or Spectrum ERP system, follow these steps to sync with CEMS. Note that Viewpoint and Spectrum screens are similar, but this example will use Viewpoint screens.

1. You should receive a link to the Comdata CEMS download page from your CRR. See the image example below.

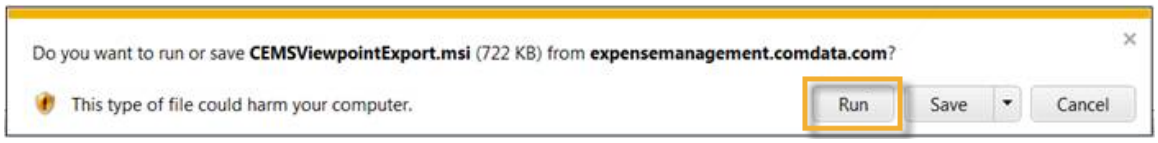
Note: The export tool should be installed behind your server's firewall. It needs to be in a location where your ERP system is accessible.



2. Select either Spectrum Export Tool or Viewpoint Export Tool.



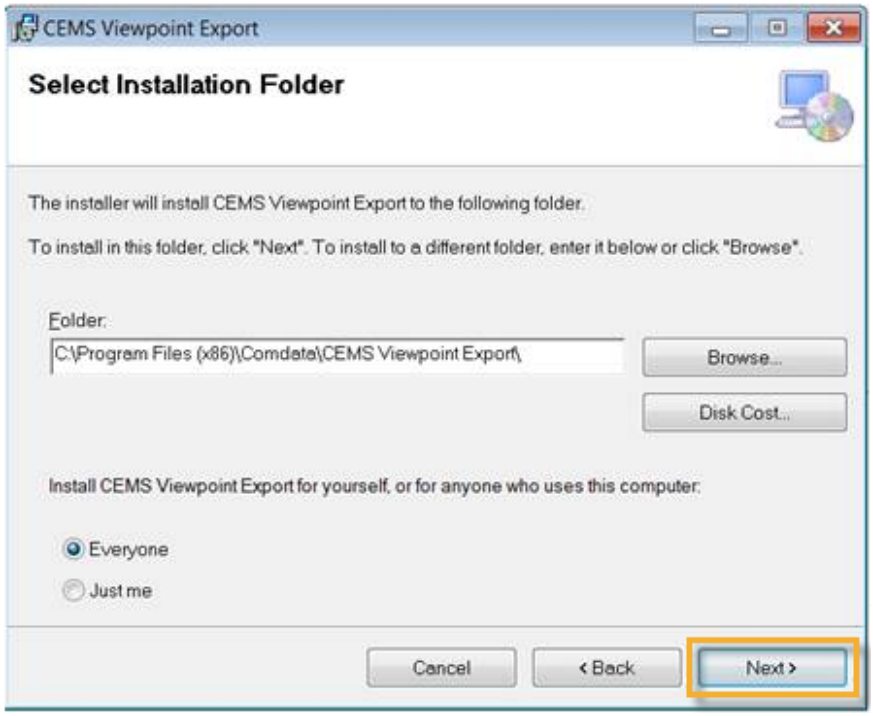
3. You will be asked to run or save the program. Select **Run**.



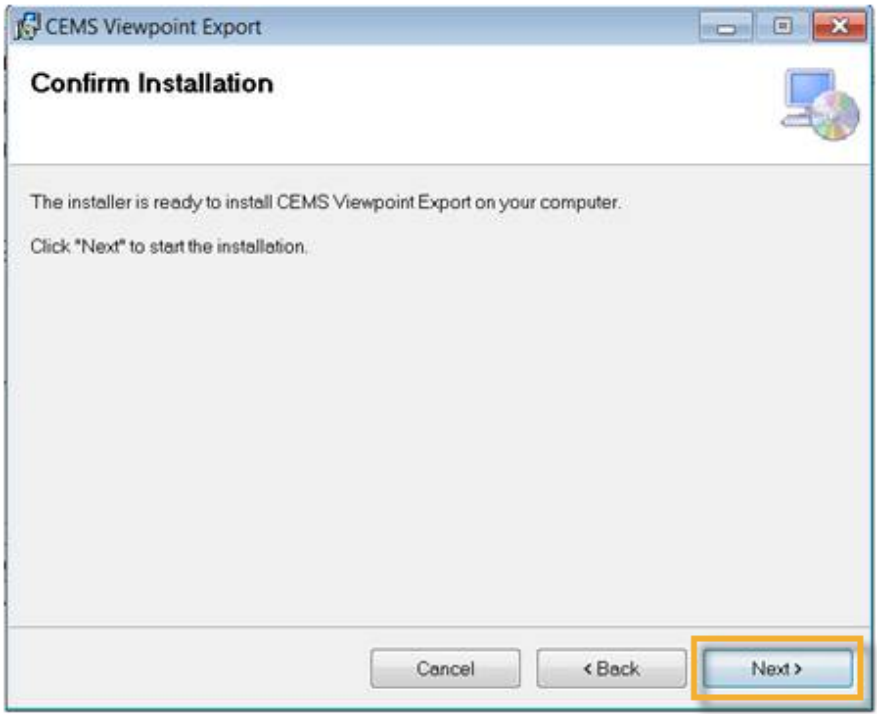
You may see a security warning window open. Bypass this by selecting **Run** again.

4. When the software finishes running, the Export Setup Wizard opens. Select **Next**.

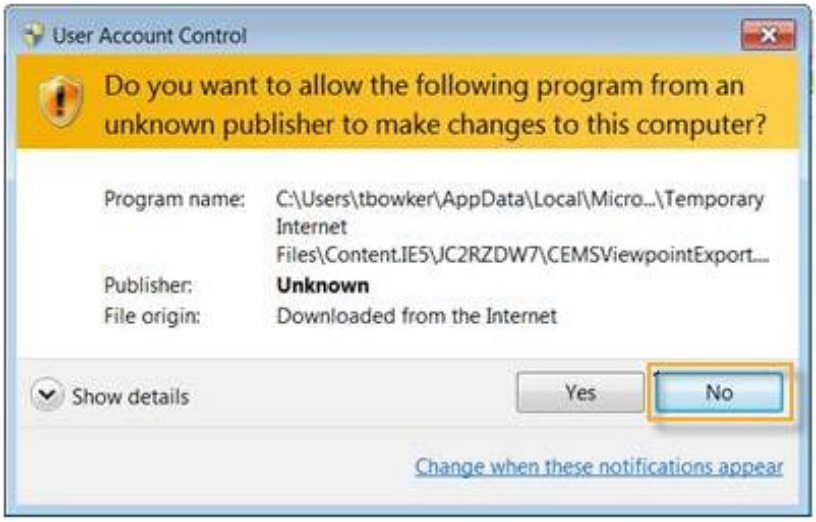
5. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



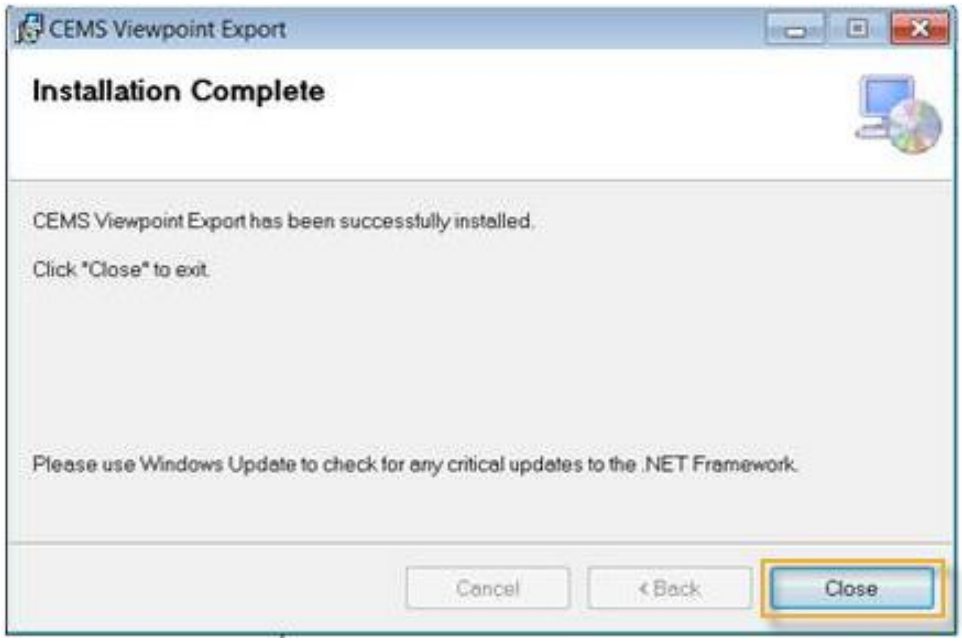
6. Select **Next** again to begin installation.



7. Select **Yes** to start installation.



8. Once installation is complete, select **Close**.



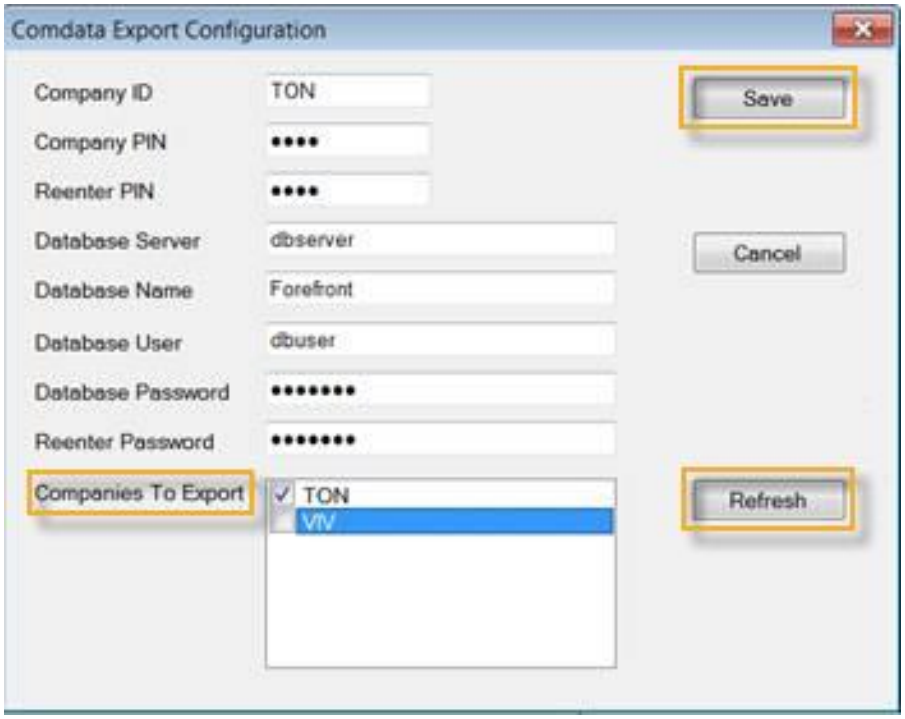
9. Locate and open the Export Tool shortcut created in your specified download location.

10. Select **File > Configuration**.

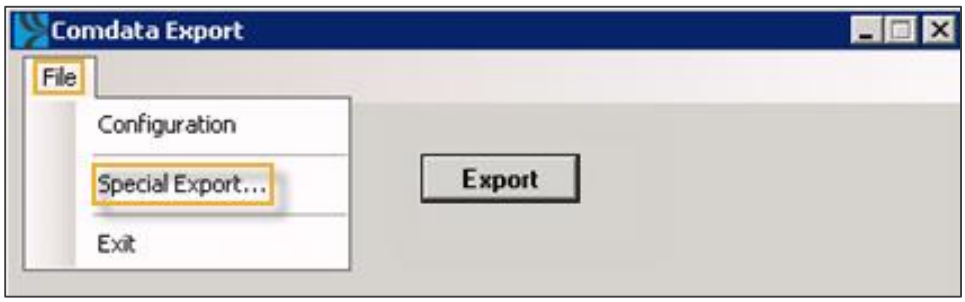
11. Complete each field using the table below the image.

Field	Description	Notes
Company ID	Provided by Comdata	
Company PIN	Provided by Comdata	
Reenter PIN	Same Company PIN keyed above	
Database Server	The Spectrum or Viewpoint database server name	This can be an IP address, WINS, or DNS name
Database Name	Enter the database server name for connection to Spectrum or Viewpoint	The default name "Forefront" is correct. However, it can be anything that you named it.
Database User	The Spectrum or Viewpoint database username set up by your ERP manager	Non-administrator users will have read-only access to their assigned tables.
Database Password	Password for the Spectrum or Viewpoint ERP login account	
Reenter Password	Same database password keyed above	

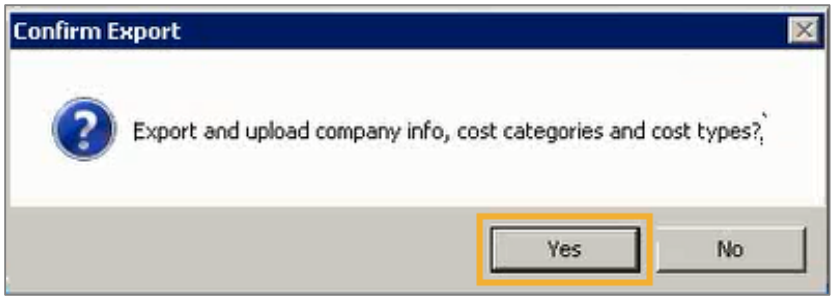
12. Select **Refresh**. The system will reach out to the database server and pull all the databases you have on file. They will populate in the Companies to Export field. Select the checkbox next to each valid entry. Select **Save** when finished.



13. Select **File > Special Export**.



14. Select **Yes** to upload your Companies, Job Cost Types, and Equipment Cost Categories. A success message displays upon completion.



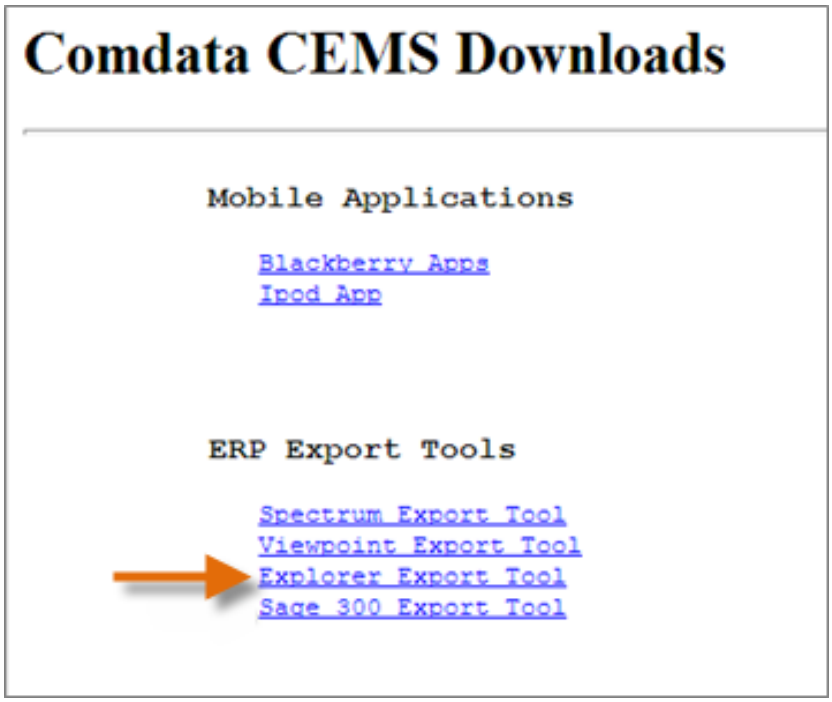
15. Select **Export** to upload your remaining data. A success message should display upon completion. Your ERP is now synced with CEMS.

Integrate with Explorer ERP

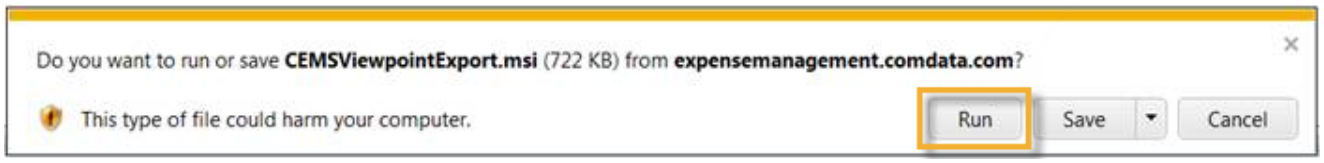
If you are using the Explorer ERP system, you will need to follow the steps below to sync with CEMS.

1. Open the CEMS download page at:
https://expensemanagement.comdata.com/downloads/

2. Select Explorer Export Tool.

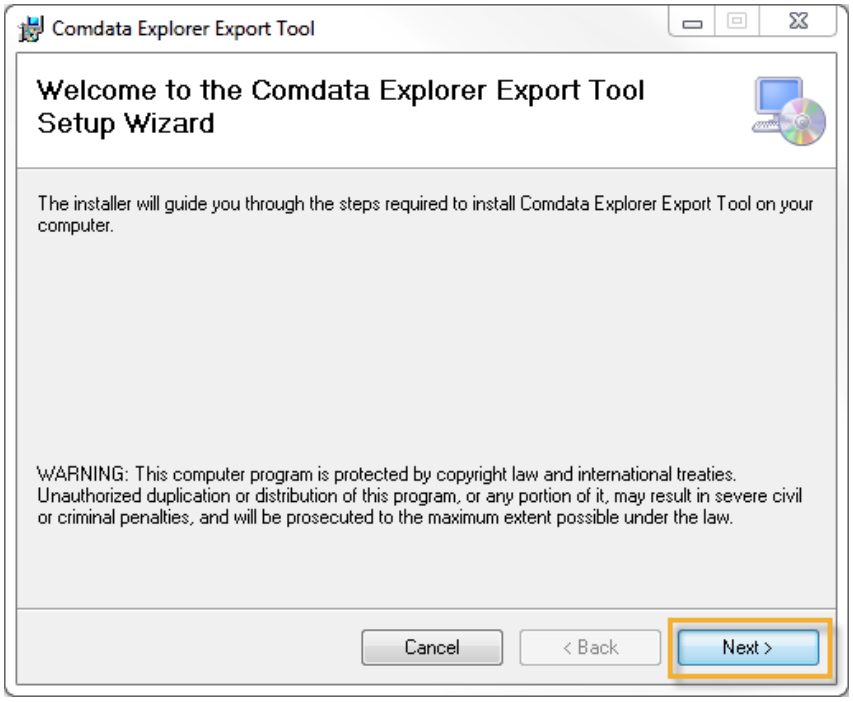


3. You will be asked to run or save the export tool. Select **Run**.

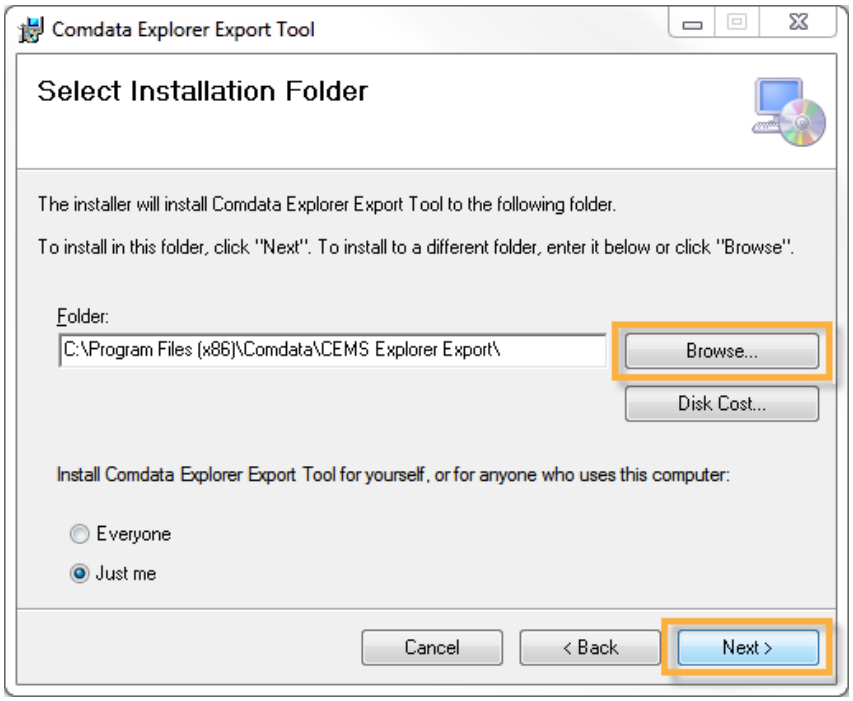


You may see a security warning window open. Bypass it by selecting **Run** again.

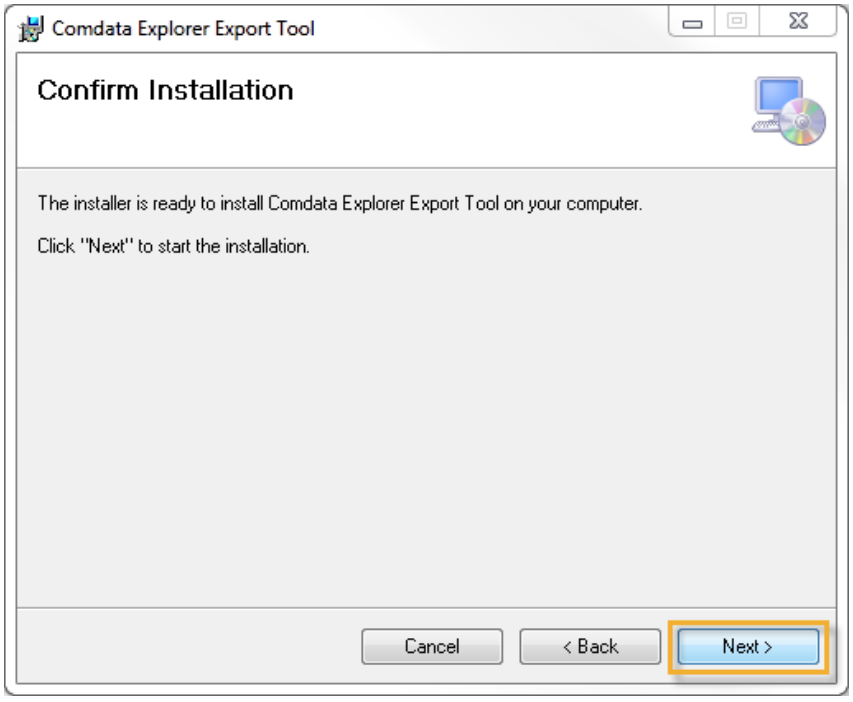
4. When the software finishes running, the Explorer Export Wizard displays. Select **Next**.



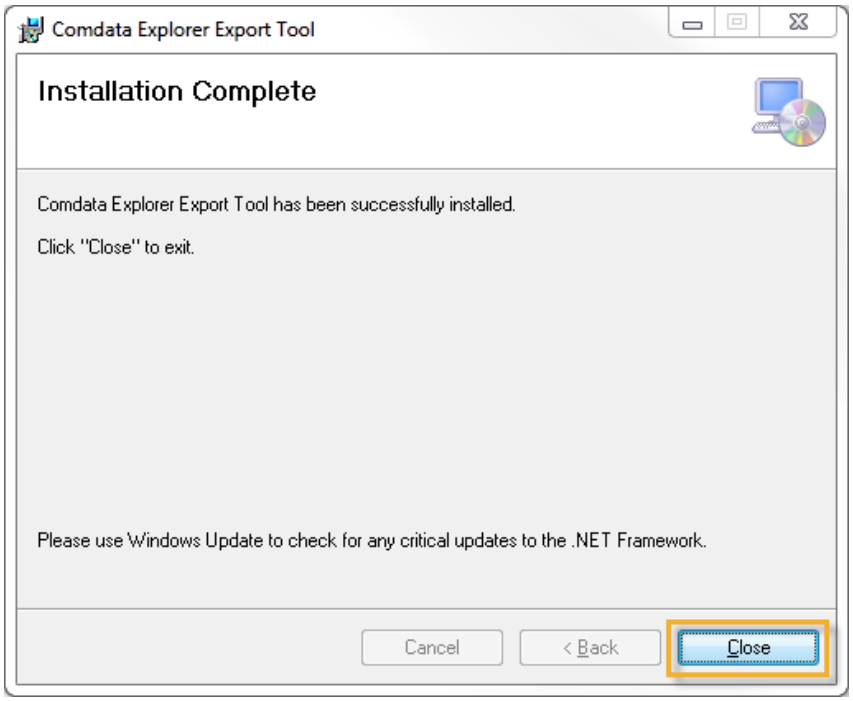
5. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



6. Select **Next** to begin installation.

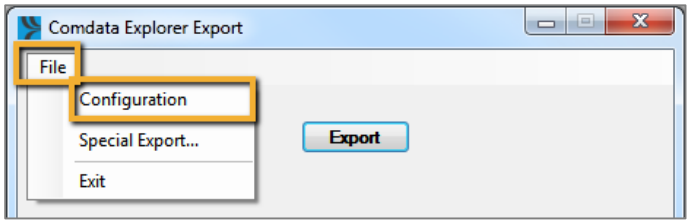


7. Once installation is complete, select **Close**.

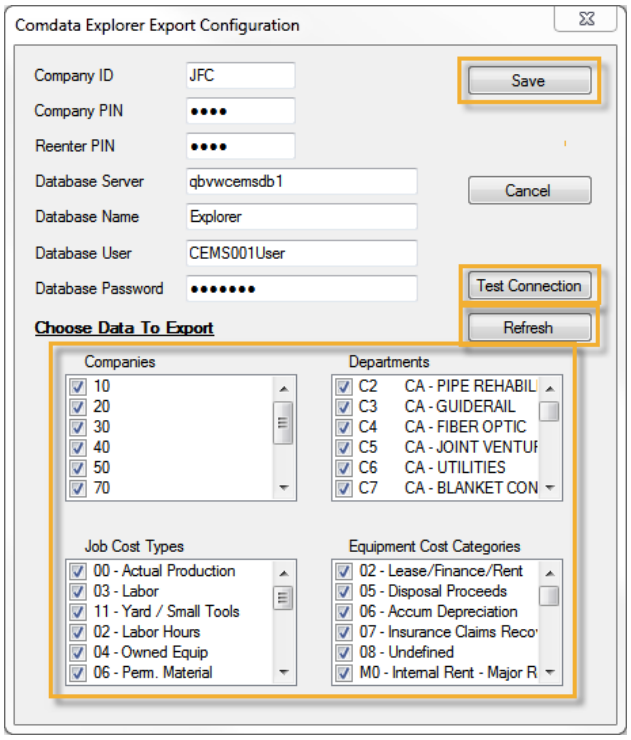


8. Locate and open the Explorer Export Tool shortcut created in your specified download location.

9. Select **File > Configuration**.

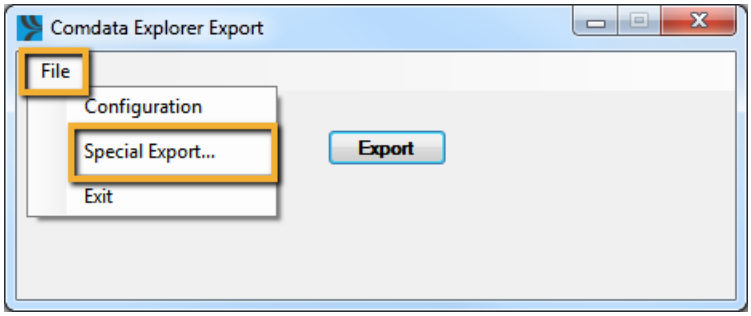


10. Complete each field on the configuration window. Then, select **Test Connection** to test the ERPs database connectivity. If no problems occur, select **Refresh**. The system will reach out to the server and pull all databases you have on file, which will populate in the Choose Data to Export field. Select the check box next to the left of all valid entries.

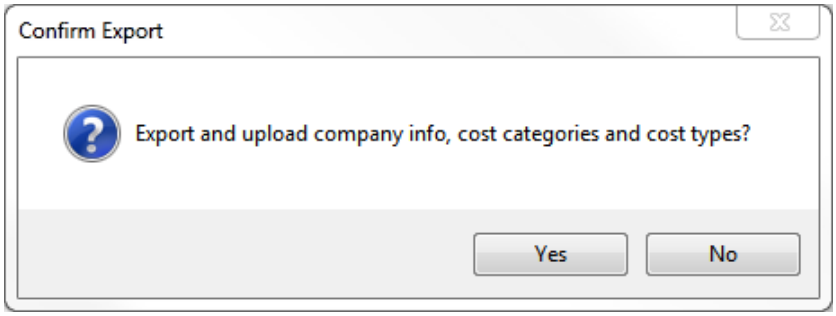


Field	Description
Company ID	Provided by Comdata
Company PIN	Provided by Comdata
Reenter PIN	Re-enter the Pin provided by Comdata
Database Server	Enter the database server name for connection to Explorer
Database User	Enter the user ID for connection to Explorer
Database Password	Enter the password for connection to Explorer

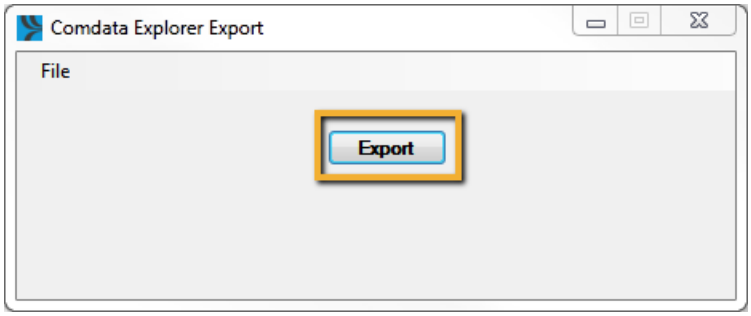
11. Select **File > Special Export**.



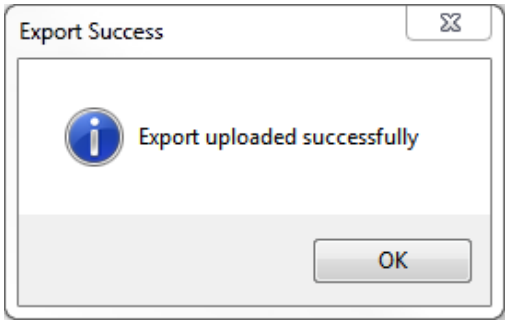
12. Select **Yes** to upload your Companies, Job Cost Types, and Equipment Cost Categories. A success message displays upon completion.



13. Select **Export** to upload your remaining data (Department, Equipment, General Ledger Accounts, Jobs, and Phases (Cost Codes)).



A success message displays upon completion. Your Explorer ERP is now synced with CEMS.



Integrate with Sage 300 ERP

If you're using the Sage 300 ERP system, you will need to follow these steps to sync with CEMS.

Assumptions

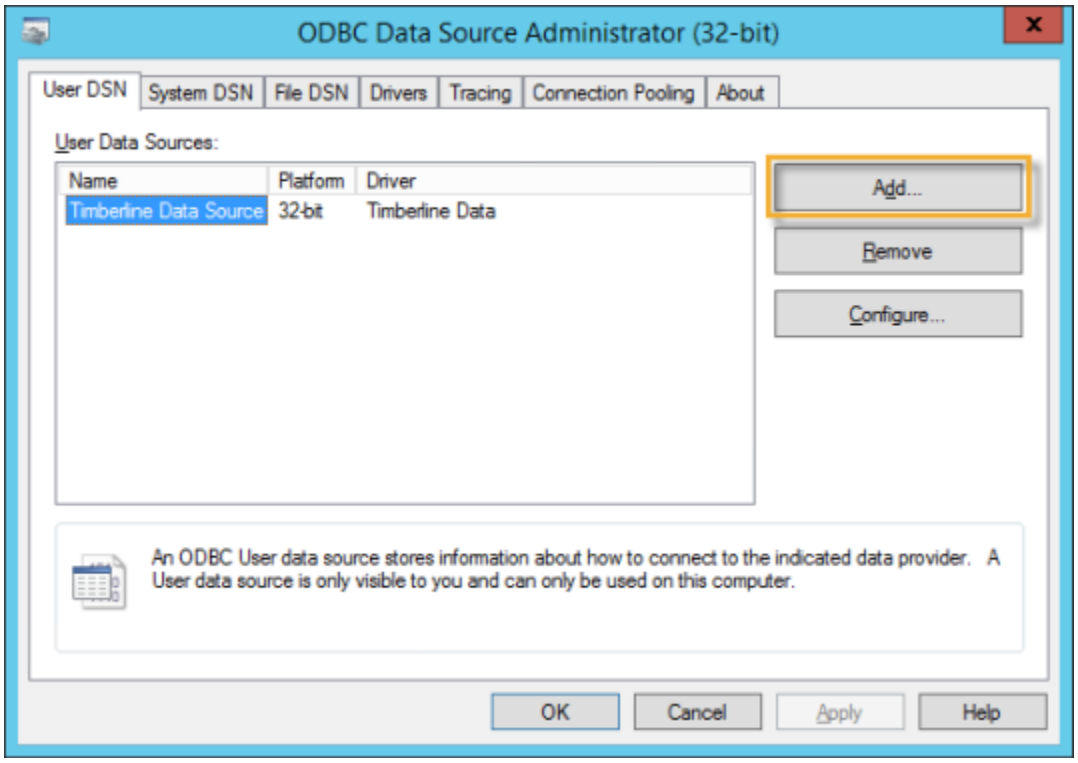
- Companies are defined in your system via GL Prefixes
- GL Prefixes are set up on each Job or in the Default Cost Account field
- GL Prefixes are set up on each piece of Equipment (if you have the module) or in the Default Cost Account field

Configure the ODBC Connection

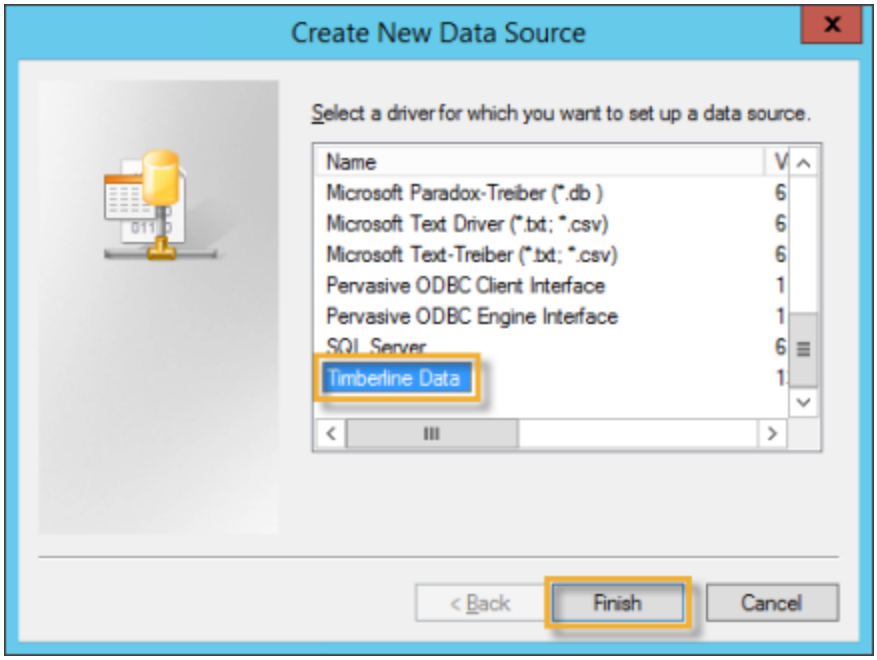
****These steps must be done on the server running Sage 300****

1. Open ODBC Data Sources from the Administrative Tools.

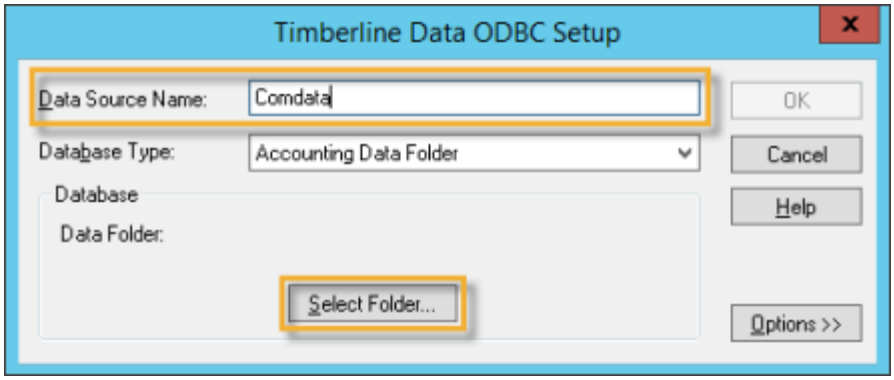
2. Select **Add**.



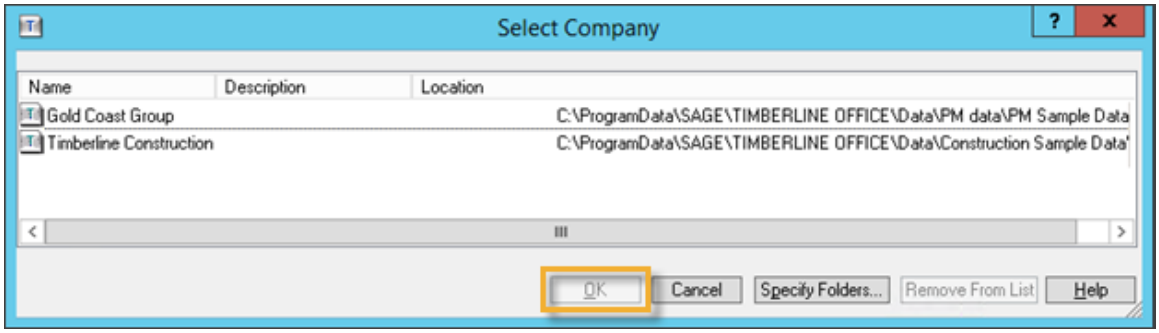
3. Select **Timberline Data** and then select **Finish**.



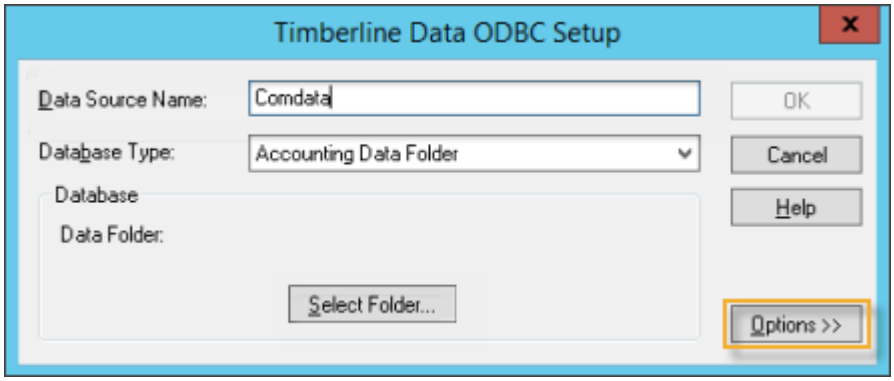
4. Enter the Data Source Name, which can be any name you prefer. Then, select **Select Folder**.



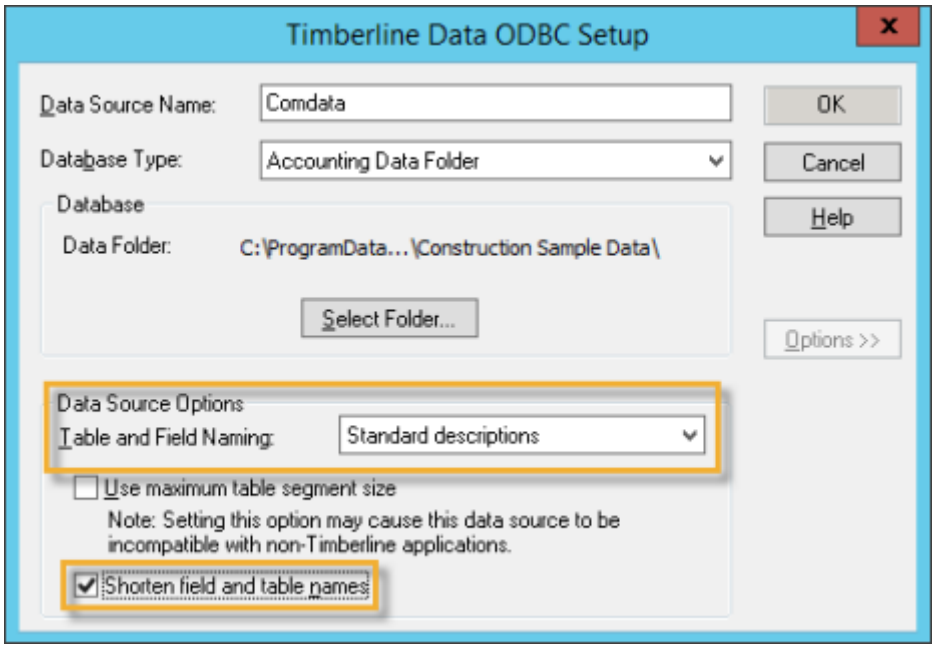
5. Choose the company you want to sync with CEMS. Then, select **OK**.



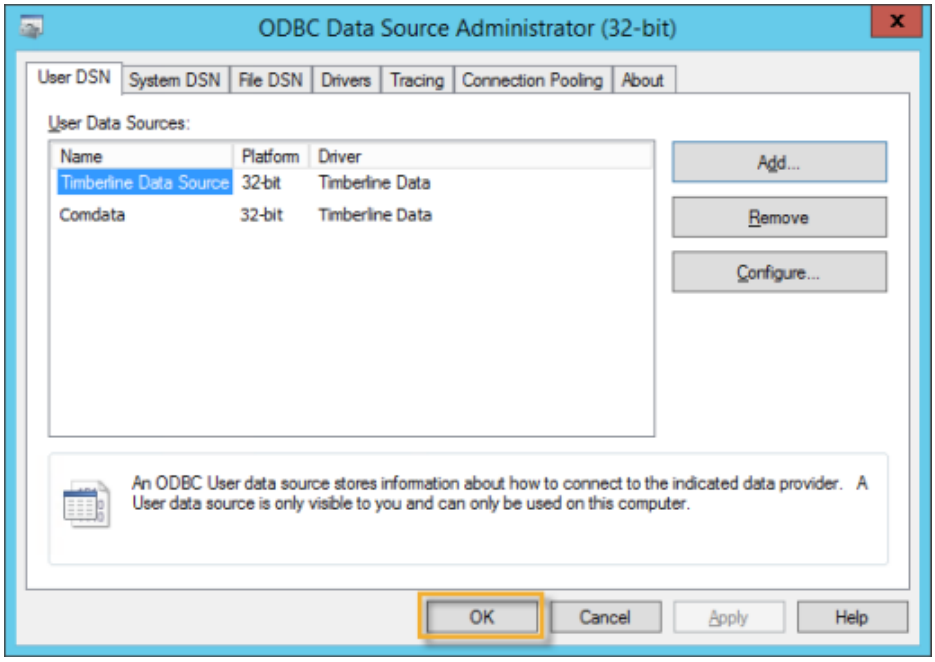
6. Return to the Timberline Data ODBC Setup window and select **Options**.



7. Select **Standard descriptions** under the **Table and Field Naming** drop-down. Then, select the **Shorten field and table names** check box. Select **OK** when finished.



8. Select **OK** again to save and exit ODBC connection.



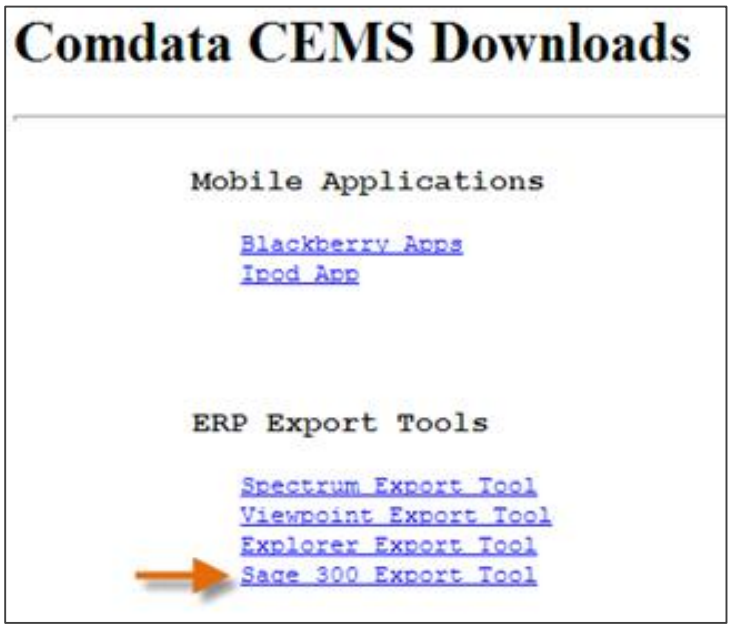
Install the Comdata Export Tool

****These steps must be done on the server running Sage 300.****

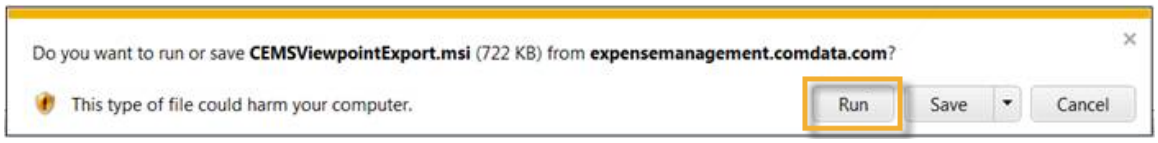
1. In order to establish connection, log in as an administrator to the Sage 300 server.

2. Open the CEMS download page at:
https://expensemanagement.comdata.com/downloads/

3. Select **Sage 300 Export Tool**.

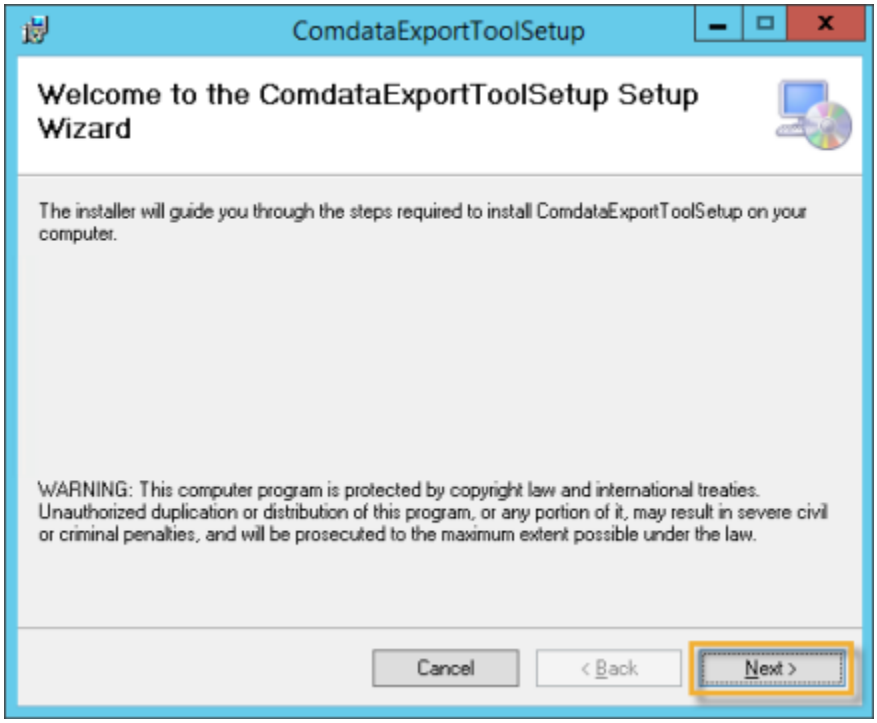


4. You will be asked to save or run the export tool. Select **Run**.

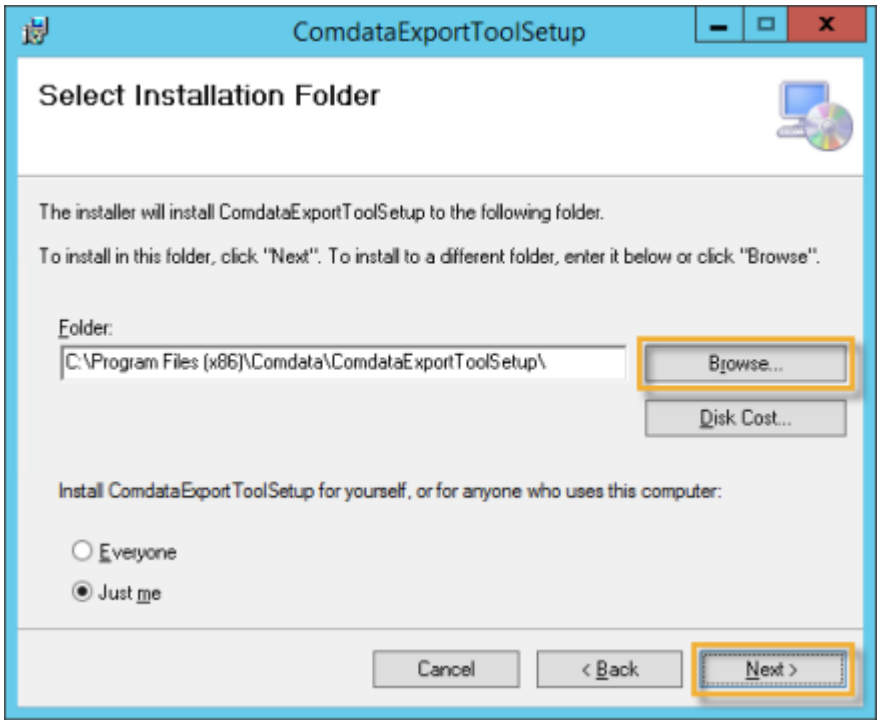


You may see a security warning window open. Bypass this by selecting **Run** again.

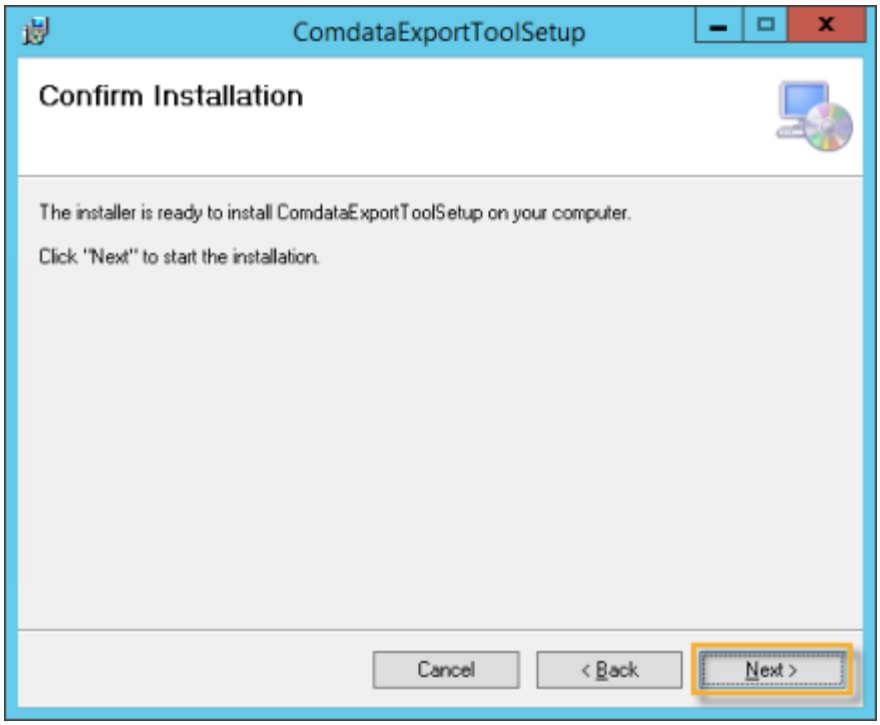
5. When the software finishes running, you will see the Export Setup Wizard. Select **Next**.



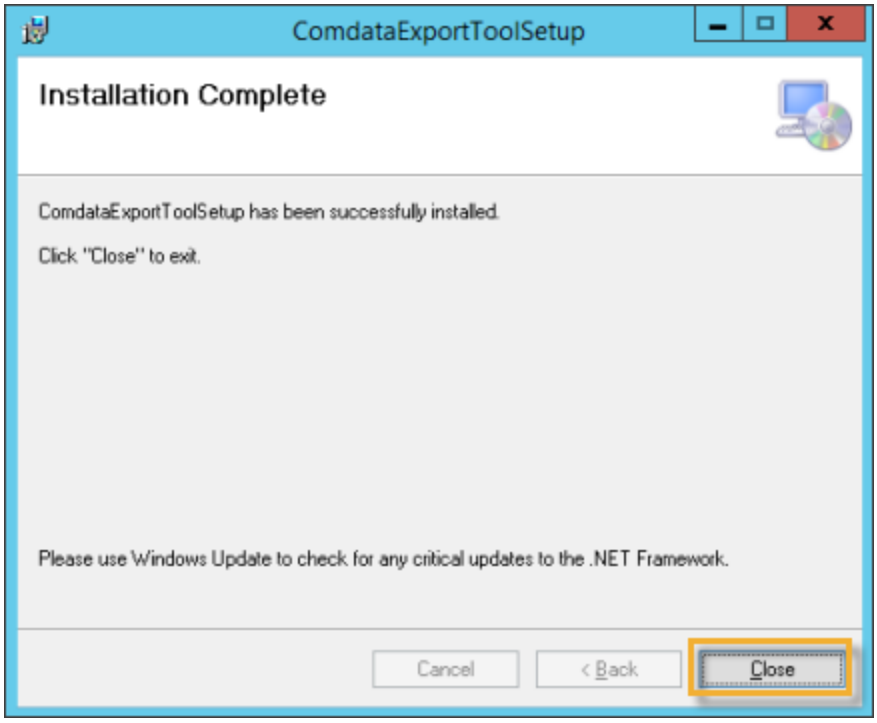
6. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next.**



7. Select **Next** to begin installation.

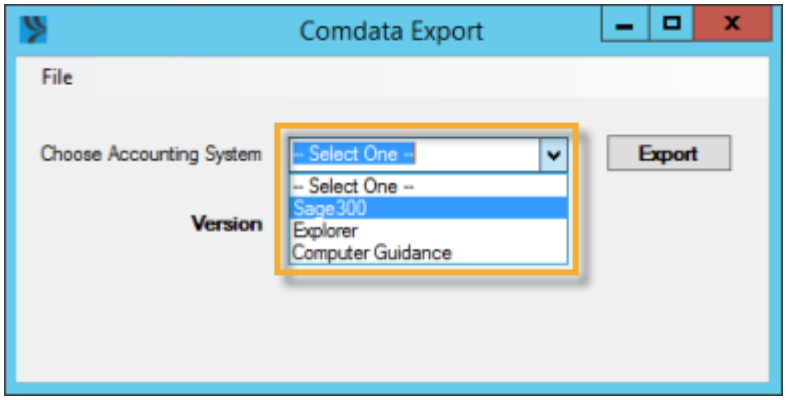


8. Once installation is complete, select **Close**.

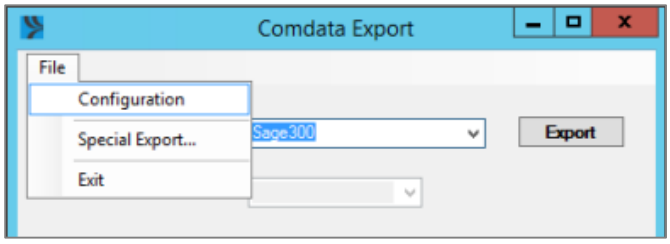


9. Locate and open the Export Tool shortcut created in your specified download location.

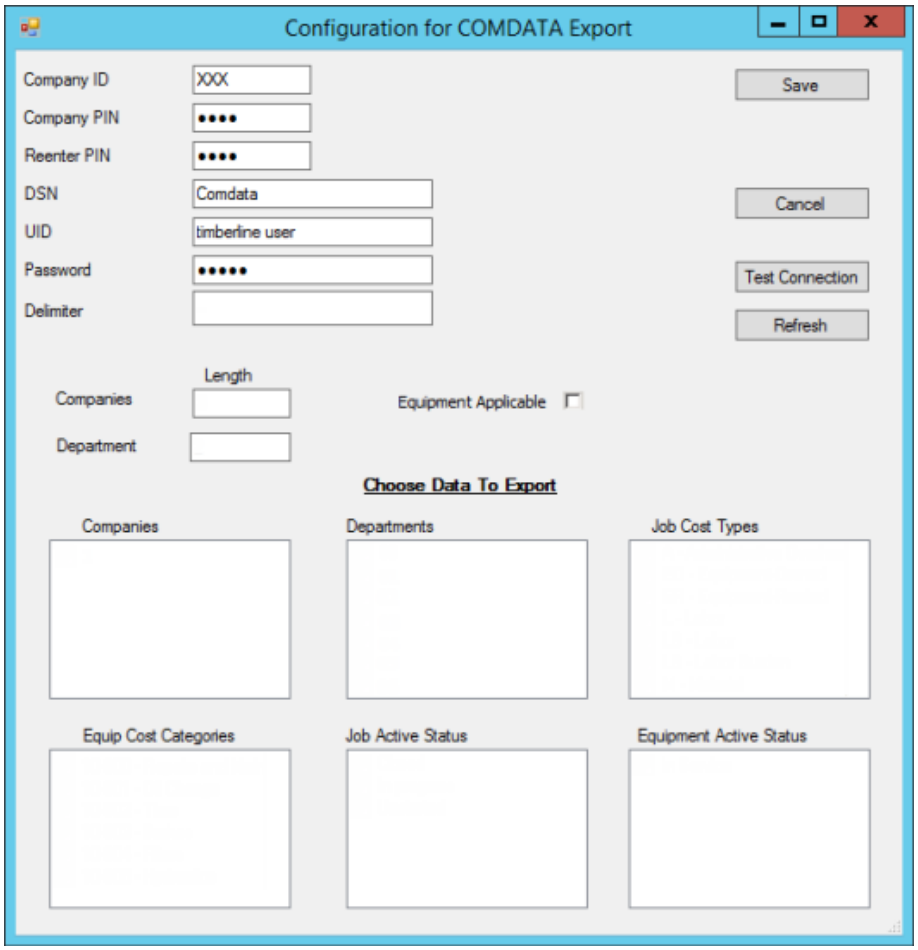
10. Select Sage 300 from the Choose Accounting System drop-down.



11. Select **File > Configuration**.



12. Complete all fields up to **Password**. See the table below with field descriptions.



Field	Description
Company ID	Provided by Comdata
Company PIN	Provided by Comdata
Reenter PIN	Re-enter the PIN provided by Comdata
DSN	Enter the database name for connection to Sage 300 (usually Timberline Data Source)

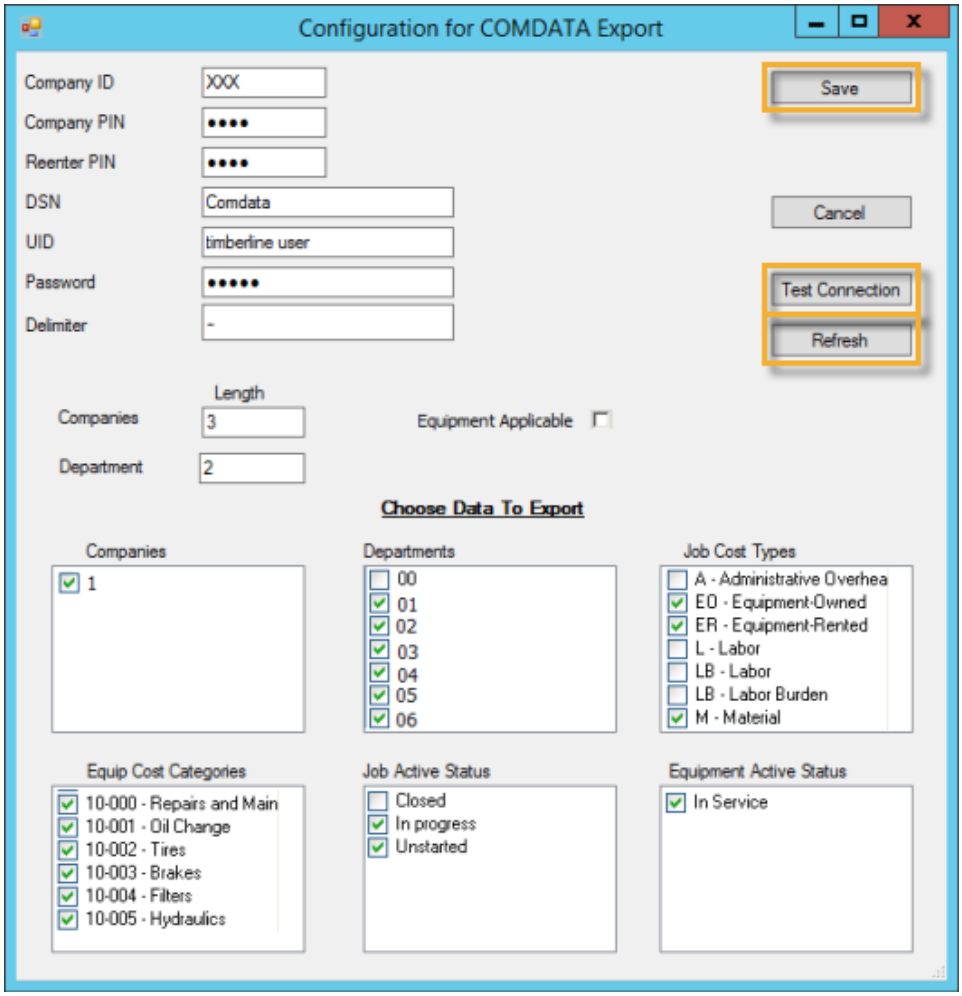
Field	Description
UID	Enter the user ID for administrator access to Sage 300
Password	Enter the password for the user that has administrator access to Sage 300
Delimiter	Enter your prefix delimiter. This is the delimiter set up in Sage for your GL prefixes. Commonly a dash (-).
Equipment Applicable	Select this box to include Equipment and Equipment cost categories in the export tool. This can only be done if the Equipment module is active in Sage 300.
Length	**Companies:** Enter the number of characters for prefix A (Company) **Department:** Enter the number of characters for prefix AB (Division or Department). This field can be left blank if your company doesn't have a prefix AB used for coding.

13. Select **Test Connection** to verify that the connection information is entered correctly.

14. The message, "Connection successful" should display. Select **OK**. If you receive an error, verify that the user ID and password are correct.

15. Complete the Delimiter, Companies and Department fields.

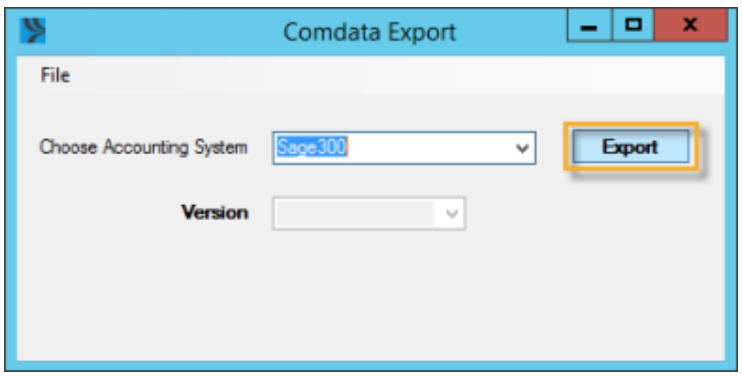
16. Select **Refresh**. The system will reach out to the database and pull all databases you have on file.



16. Select the check box next to each valid entry.

17. Select **Save** to store changes.

18. Return to the Comdata Export Tool and select **Export** to begin uploading your coding data to CEMS. Once you receive a success message upon completion, your Sage 300 ERP is fully synced with CEMS.



Integrate with Computer Guidance (CGC) ERP

Follow the steps below to sync with CEMS using the Computer Guidance ERP system.

Assumptions

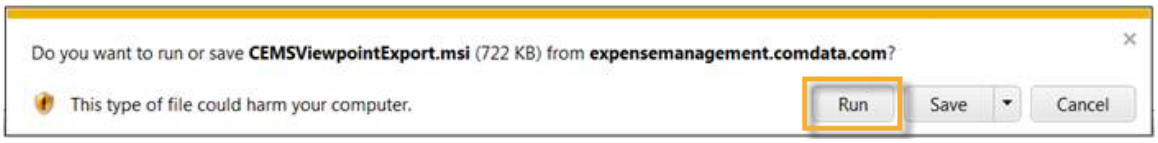
- The Comdata update for Computer Guidance has been installed
- The ODBC connection has been setup

Installing the Comdata Export Tool

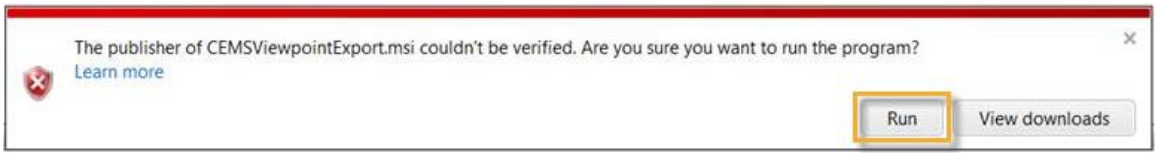
1. Open the CEMS download page at: https://expensemanagement.comdata.com/downloads/

2. Select **Computer Guidance**.

3. You will be asked to save or run the export tool. Select **Save**.

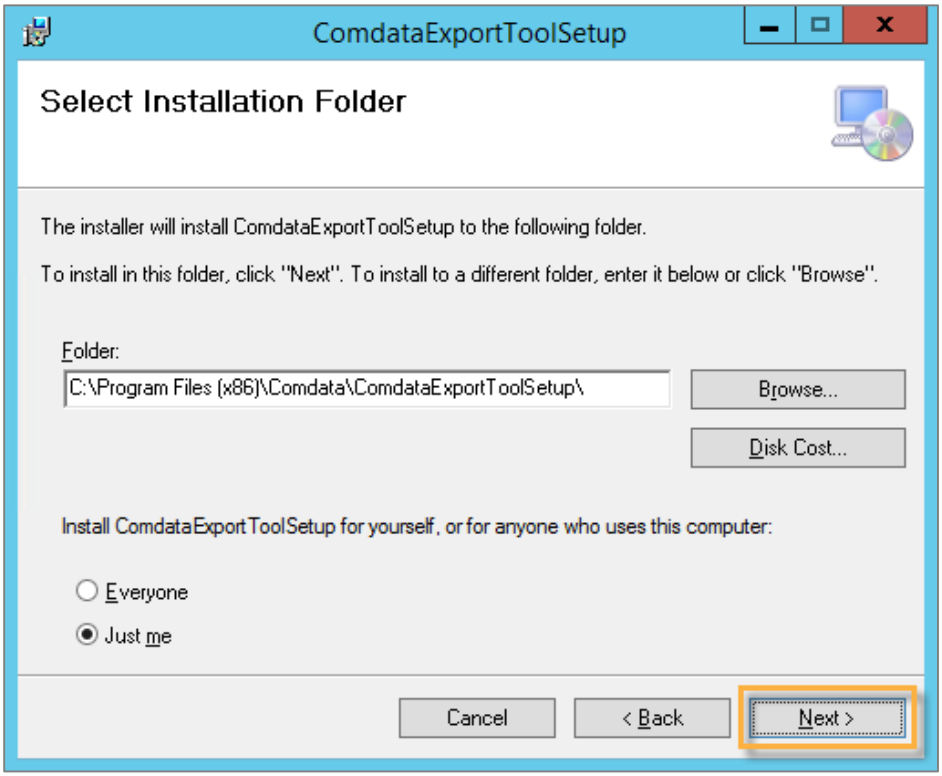


You may see a security warning window open. Bypass this by selecting **Run**.

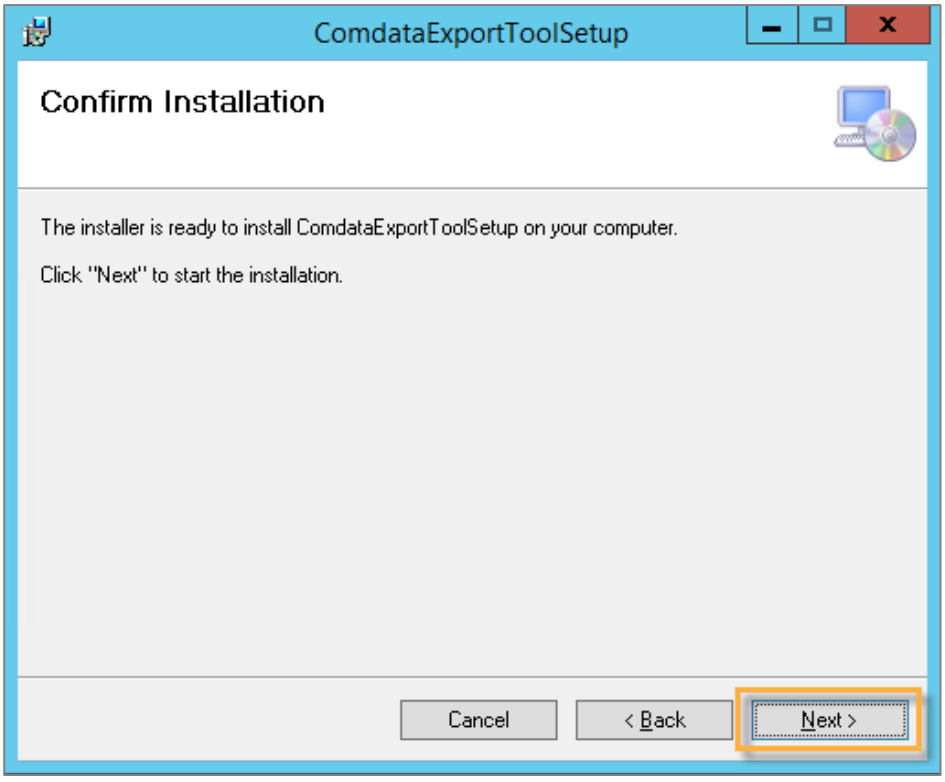


4. When the software finishes running, you will see the Export Setup Wizard window. Select **Next**.

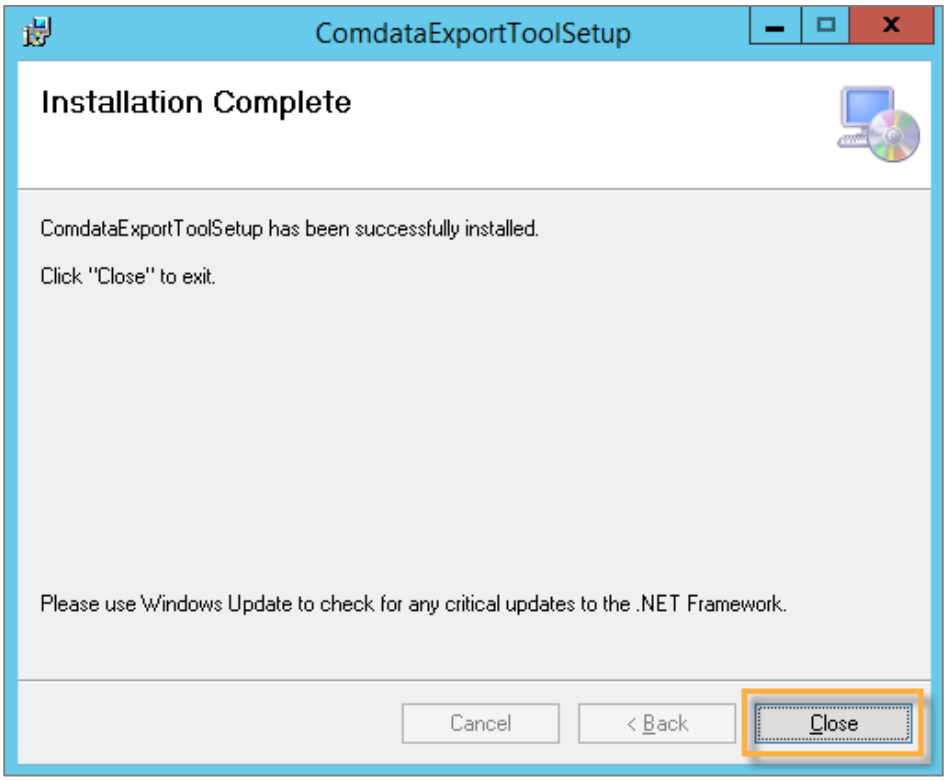
5. Choose your installation location. Either use the default folder or select **Browse** to locate a different folder on your computer. Then, use the radio buttons to determine who will use the export tool on the current computer. Select **Next**.



6. Select **Next** to begin installation.

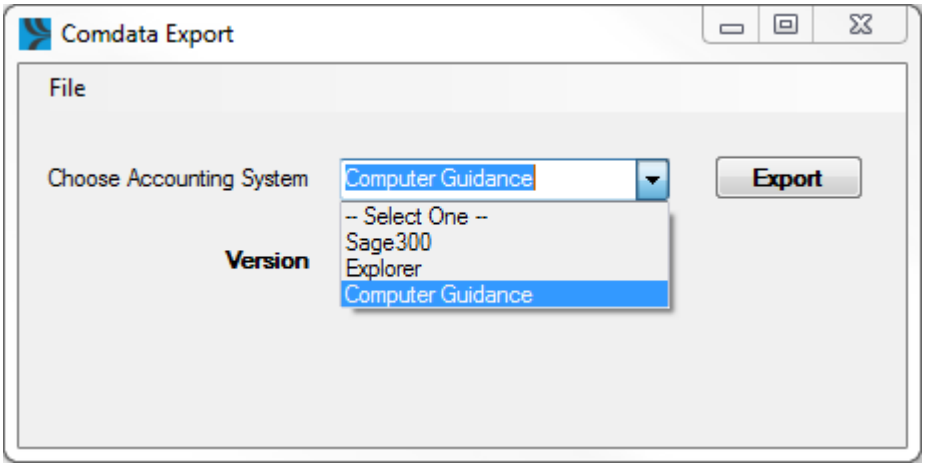


7. Once installation is complete, select **Close**.

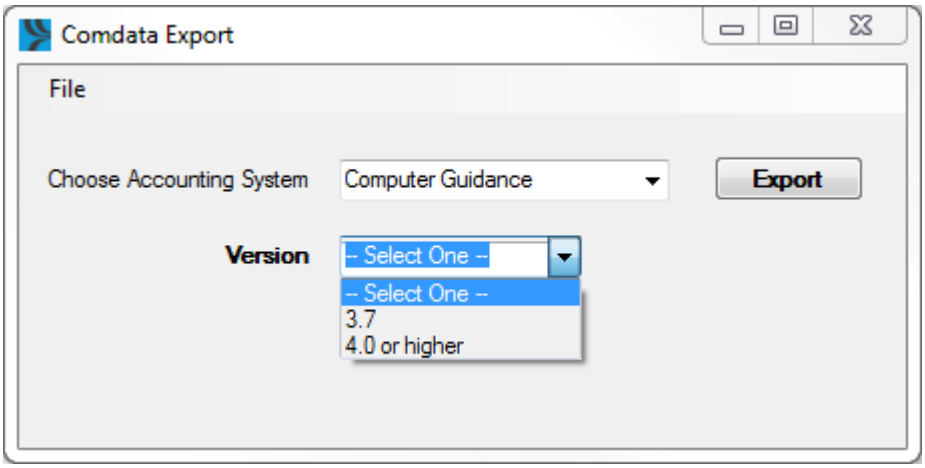


8. Locate and open the Export Tool shortcut created in your specified download location.

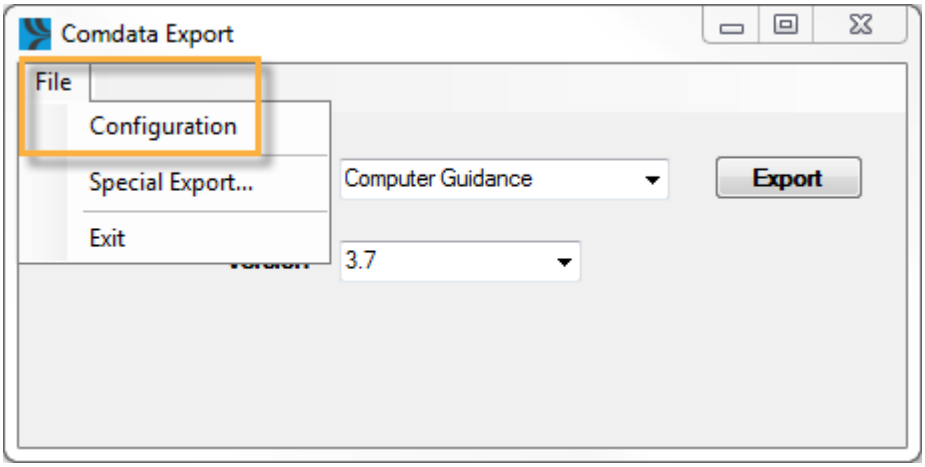
9. Select **Computer Guidance** from the Choose Accounting System drop-down.



10. Select the appropriate version of Computer Guidance from the Version drop-down.



11. Select **File > Configuration**.

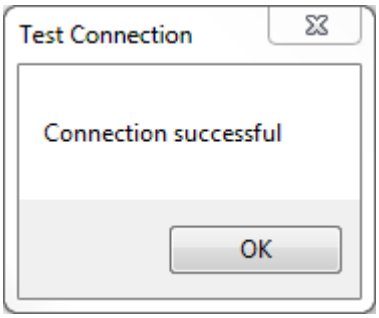


12. Complete all fields up to **Password**. See the table below with field descriptions.

Field	Description
Company ID	Provided by Comdata
Company PIN	Provided by Comdata
Reenter PIN	Re-enter the PIN provided by Comdata
DSN	Enter the ODBC connection name for Computer Guidance
UID	Enter the user ID for administrator access to Computer Guidance
Password	Enter the password for the user that has administrator access to Computer Guidance

13. Select **Test Connection** to verify that the connection information is entered correctly.

14. The message, "Connection successful" should display. Select **OK**. If you receive an error, verify that the user ID and password are correct.

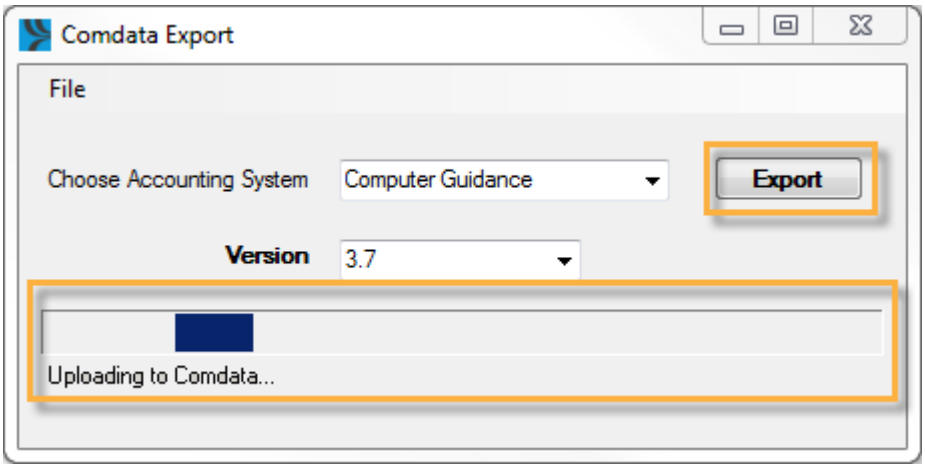


15. Select **Refresh**. The system will reach out to the database and pull all databases you have on file.

16. Select the check box next to each valid entry.

17. Select **Save** to store changes.

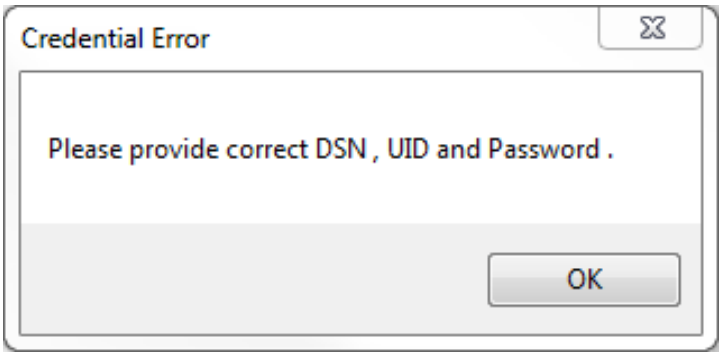
18. Return to the Comdata Export Tool and select **Export** to begin uploading your coding data to CEMS. Once you receive a success message upon completion, your Sage 300 ERP is fully synced with CEMS.



Troubleshooting Errors

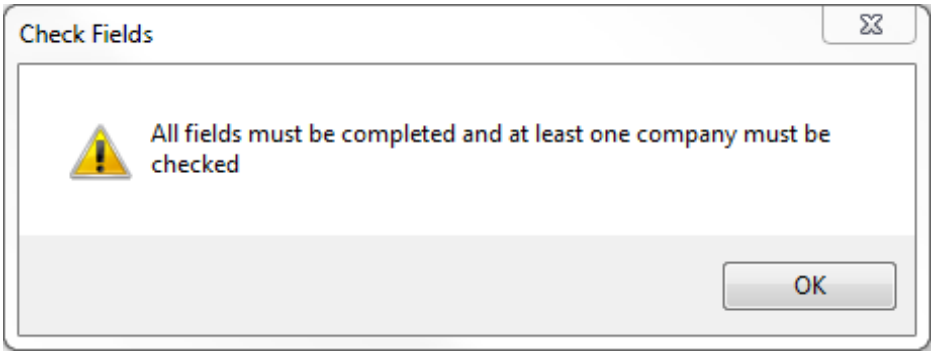
Take note of the following error messages:

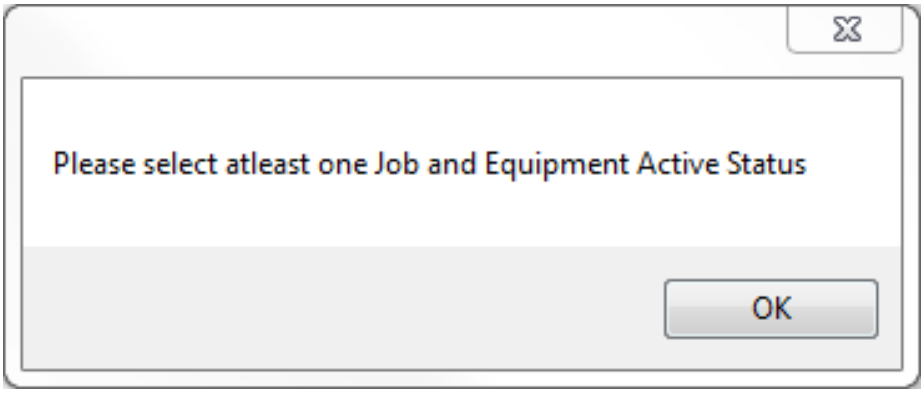
- If the Test Connection or Refresh functions fail, you will receive the following error message:



  To resolve, check your user ID and password and try again.

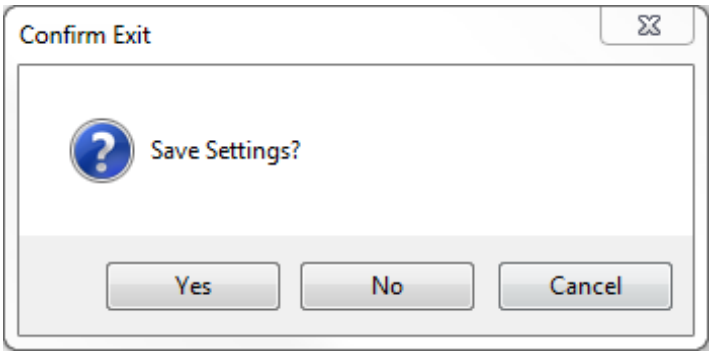
- If you receive one of the following messages, you may have missed a piece in configuration. The error messages specifically explain what needs to be corrected.





(continued on next page)

- If you exit the Export Tool without saving the settings, the following message will display. Select **Yes** to save and exit, select **No** to exit without saving, and select **Cancel** to return to the Export Tool:



CEMS Basics

User Roles

There are four user roles in CEMS:

- Administrator
- Approver
- Coder
- Cardholder

Each role has its own privileges and responsibilities. Read below for a brief description of each.

Administrator

The administrator has access to all functionalities in CEMS, which means they can perform the duties of all user roles. In addition, administrators can add, edit, and remove users; access the system settings, implement and configure the application for their company, manage users, export data needed by the corporate accounting system, access and run reports, and assign specific roles to users.

Approver

The main responsibility of an approver is to review, approve and, if needed, reject transactions. An approver can code transactions, approve transactions for all of their assigned cardholders, access and run reports and queries on cardholders, and review expenditures.

Coder

The main responsibility of a coder is to code transactions. A coder can also access and run the same reports and queries as administrators.

Cardholder

The main responsibility of a cardholder is to manage their own account. A cardholder can code transactions for their card and run reports and queries on themselves.

Navigating CEMS

Logging in

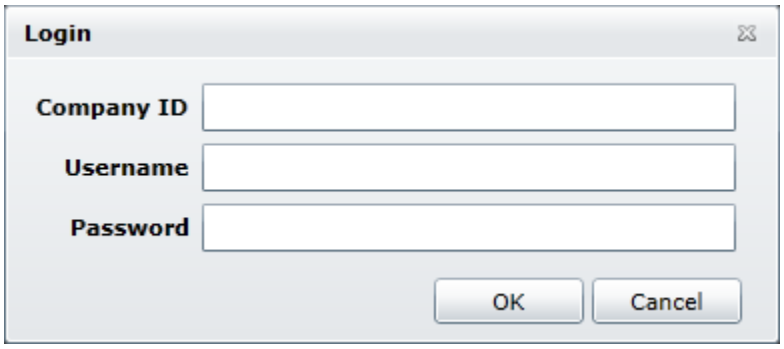
Your Comdata Customer Relations Representative (CRR) will provide you with the link to the website as well as your login information after initial setup.

Steps

1. Launch your browser.

2. Enter the URL provided for you in the browser's address bar. Then, press **Enter** on your keyboard.

3. Enter your login information in the appropriate fields.



Company ID: Your CEMS configured Tenant ID.

Username: Provided by your CRR. Case sensitive.

Password: Provided by your CRR. Case sensitive.

4. Select **OK.**

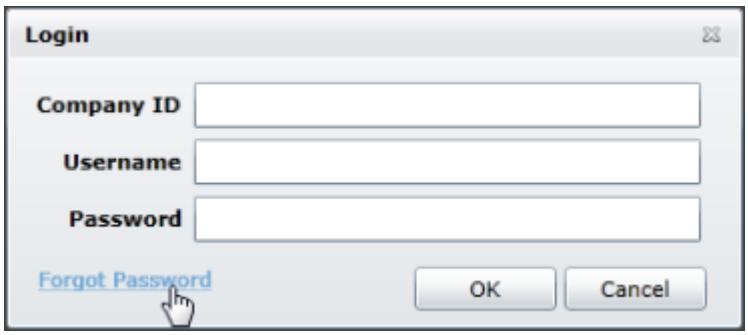
You will not be prompted to change your password upon logging in for the first time, but it is recommended to do so for security reasons. After three unsuccessful attempts to log in, your user profile will be locked. If this occurs or you forget your login information, contact your CRR.

If you are logged in and remain inactive for 60 minutes, the system will automatically log you out.

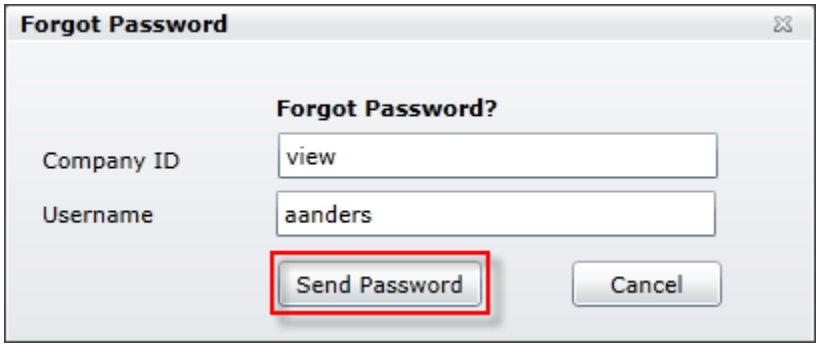
Resetting Your Password

If you forget your password, you can generate an email to yourself with a password reset link. Follow these steps:

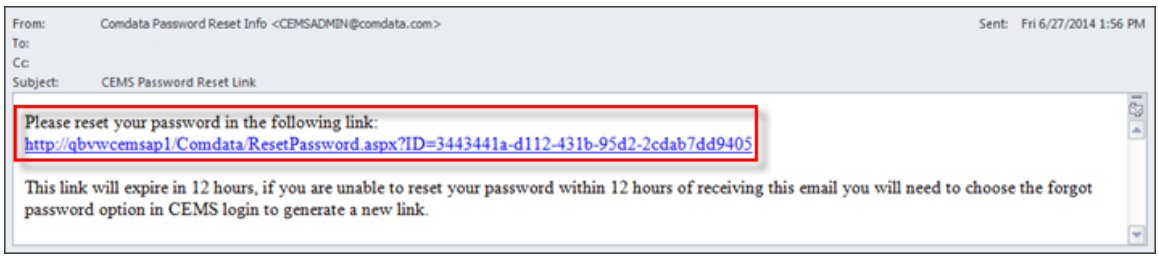
1. Select **Forgot Password** on the CEMS login page.



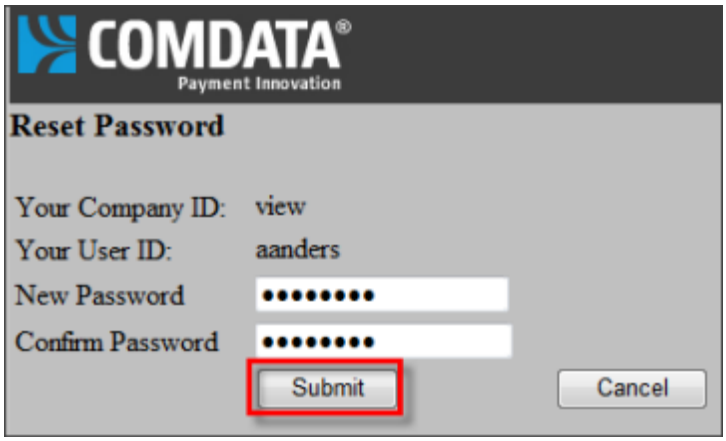
2. Enter your company ID and user name and then select **Send Password**. The password reset link will be sent to the email address associated with your login information.



3. Check your email for a message titled CEMS Password Reset Link. Select the URL within the message.



4. The CEMS Reset Password page opens. Enter a new password twice for confirmation, and select **Submit**. Then, use your new password to log in to CEMS.



Guidelines

- The password reset link can only be successfully used once. If you've already reset your password, selecting the link again will open an error message stating: *"You have already reset your password using this URL."*
- The password reset link expires within 12 hours after the email is sent. If the link expires, you will need to select **Forgot Password** again.
- New passwords must be at least six characters in length.

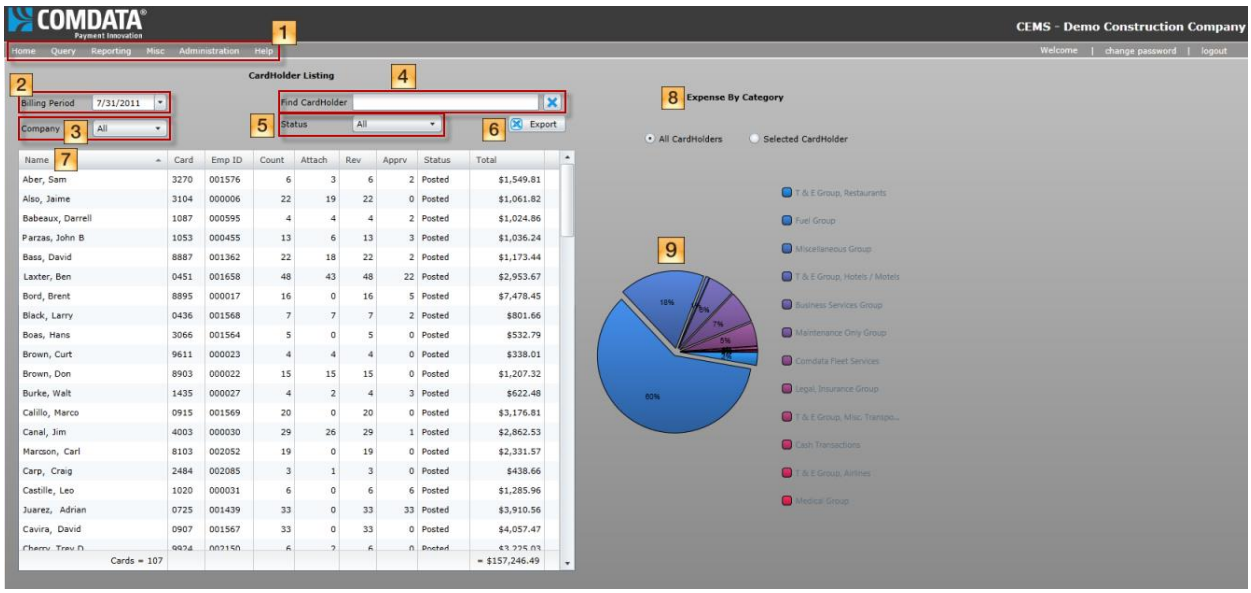
Navigating the Home Page

After successfully logging in, you will be taken to your home page. The home page displays summary information on cardholders and cardholder transactions. You have the ability to:

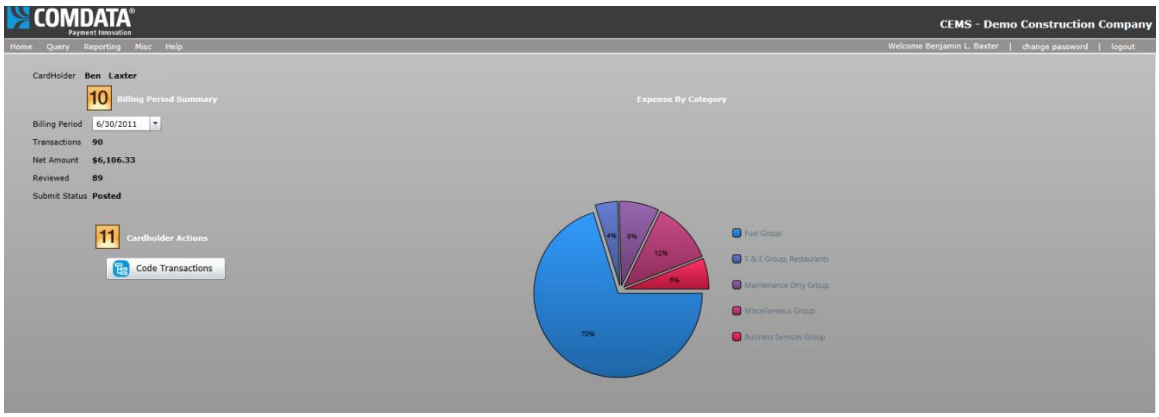
- Review user, account, and transaction activity
- Download reports and exports
- View dashboard by all cardholders or select cardholders by Category, Billing Periods, and Status

Note: Special characters cannot be entered in any data field in CEMS (for example: &^*@$%!~:\=_). The @ symbol is permitted in e-mail address fields only.

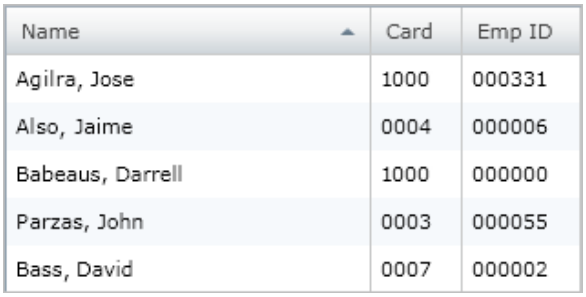
Example one: A home page for administrators, coders, and approvers

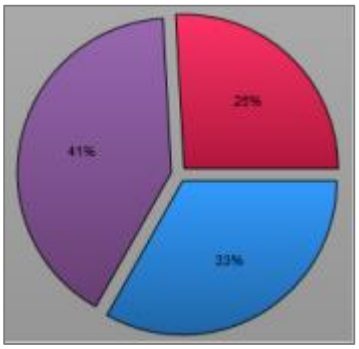
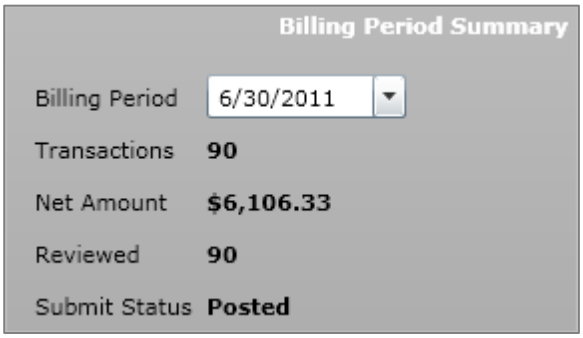
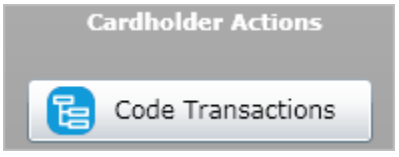


Example two: A home page for cardholders



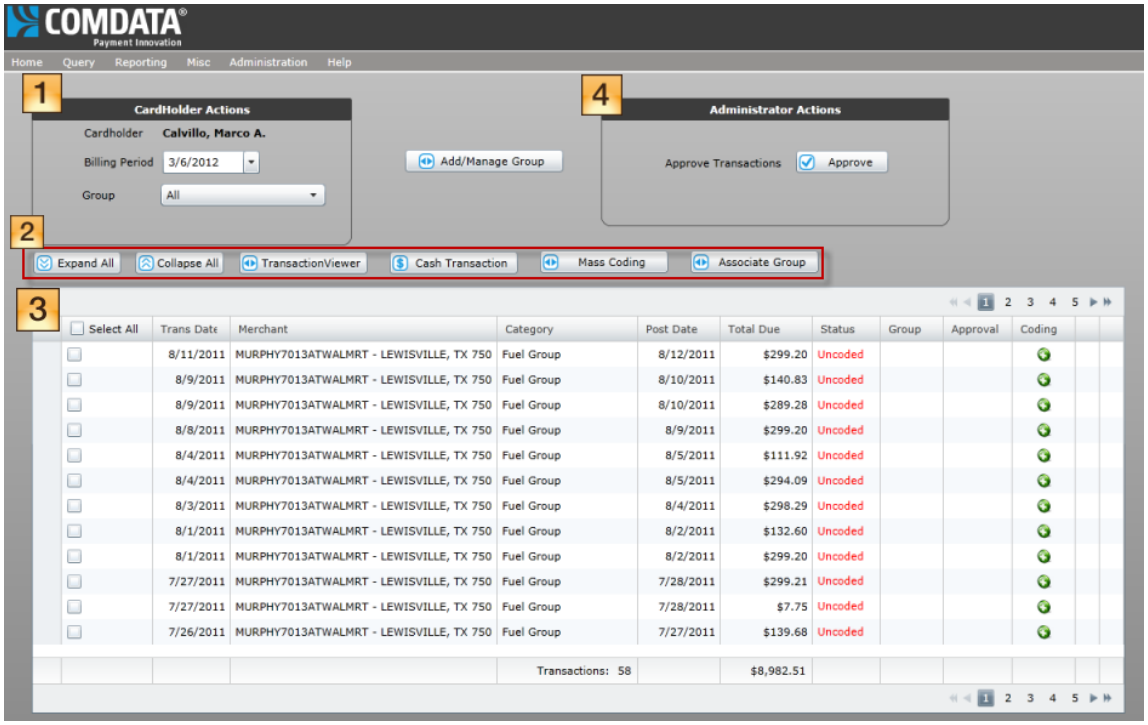
See table describing each field on next page

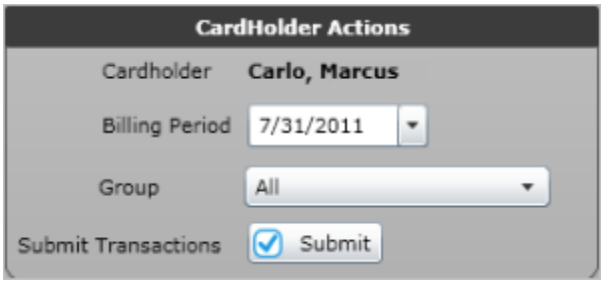
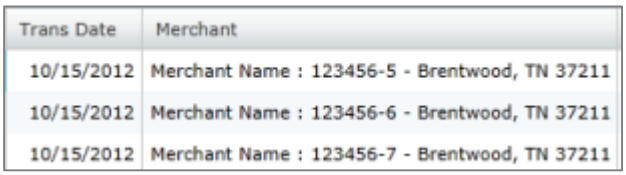
Features	Close-up Image	Description
1. Menu Bar	 	**Home:** Returns you to the home page **Query:** Allows you to query a cardholder **Reporting:** Allows you to pull cardholder and/or administrator reports **Misc:** View a list of default codes **Administration:** Allows you to perform administrator-only functions (administrators only). **Help:** Links you to the CEMS online help manual
2. Billing Period		Select a billing period to review.
3. Find Cardholder		Enter a cardholder's name to search for them. The **X** button resets the field.
4. Company		Search for expense reports by company.
5. Status		Search for expense reports by their status.
6. Export		Allows you to export the data shown on the dashboard into an Excel document
7. Cardholder Listing Dashboard		A table showing a list of all expense reports in the selected billing period. Select a cardholder by double-clicking their name.

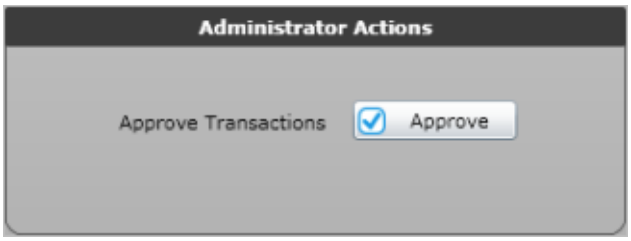
Features	Close-up Image	Description
8. Expense By Category		Allows you to view expenses by a category. If you select **All Cardholders**, the pie chart below will display data for all cardholders in the selected billing period. If you choose **Selected Cardholder**, the pie chart will display data on the cardholder you select from the dashboard.
9. Pie Chart		Depicts the expenses by category for all cardholders in the selected billing period or a selected cardholder
10. Billing Period Summary		This section displays the number of transactions, the net amount, number of reviewed transactions, and status of the expense report for the selected billing period.
11. Cardholder Actions		Select the **Code Transactions** button to begin coding all transactions for the selected billing period.

Cardholder Transaction Coding Page

Selecting a cardholder from the home page opens the Cardholder Transaction Coding page. This page displays all of the cardholder's transactions for the selected billing period.



Features	Close-up Image	Description
1. Cardholder Actions		Use this section to select a different billing period for your cardholder or select **Submit** to submit transactions in reviewed status.
2. Menu Options		Use these buttons to perform coding and approval functions.
3. Cardholder Transaction Dashboard		Displays all transactions in the selected billing period.

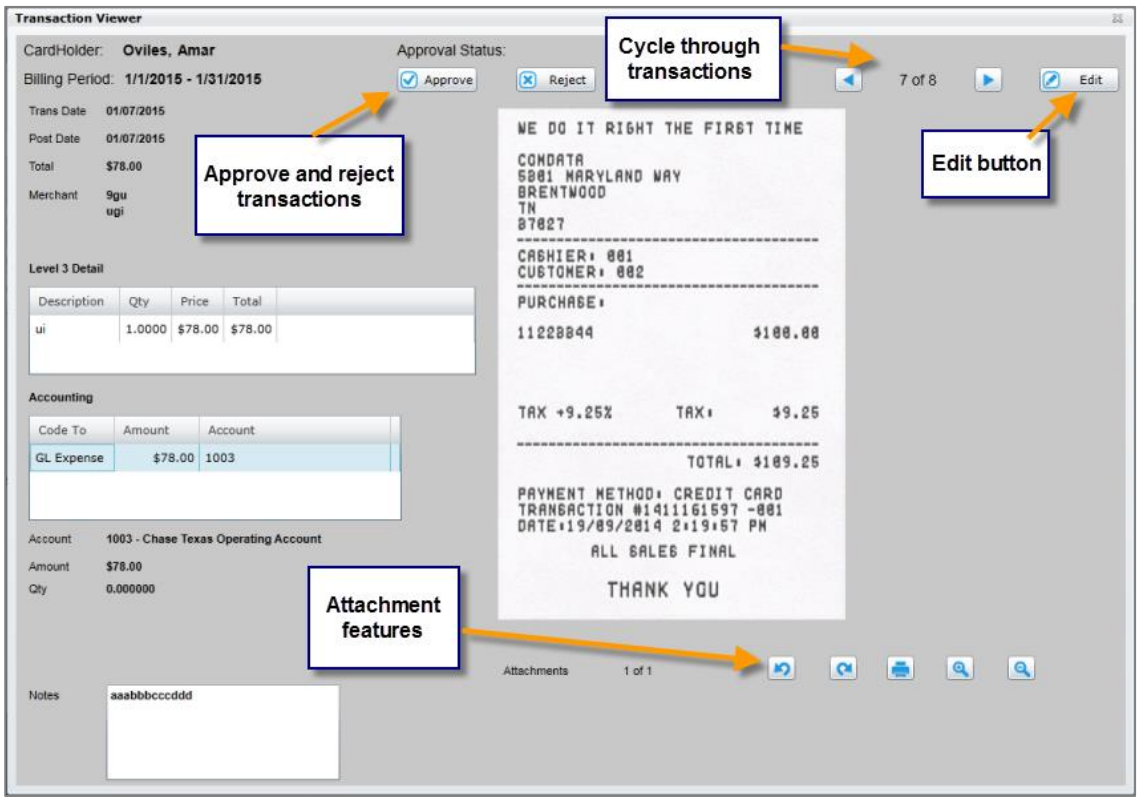
Features	Close-up Image	Description
4. Administrator Actions		This box only displays for administrators and approvers. Use the **Approve** button to approve reviewed or submitted transactions.

Transaction Viewer Window

Selecting the **TransactionViewer** button opens the Transaction Viewer window which displays additional transaction information.

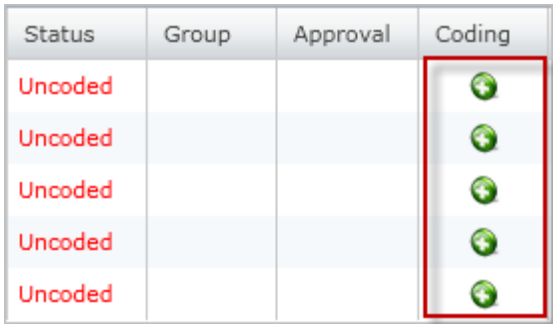
The buttons at the top of the window are used to approve or reject a transaction (approvers and administrators only). Use the scroll buttons at the top cycle through all transactions under the cardholder in the current billing period. To make changes to a transaction, select **Edit** in the top right corner. The options at the bottom of the window allow you to scroll through all transactions with attachments. You can also rotate, print, and zoom in and out of the attachment.

Note: To view a specific transaction, select the check box next to the transaction in the dashboard and then select **TransactionViewer**.

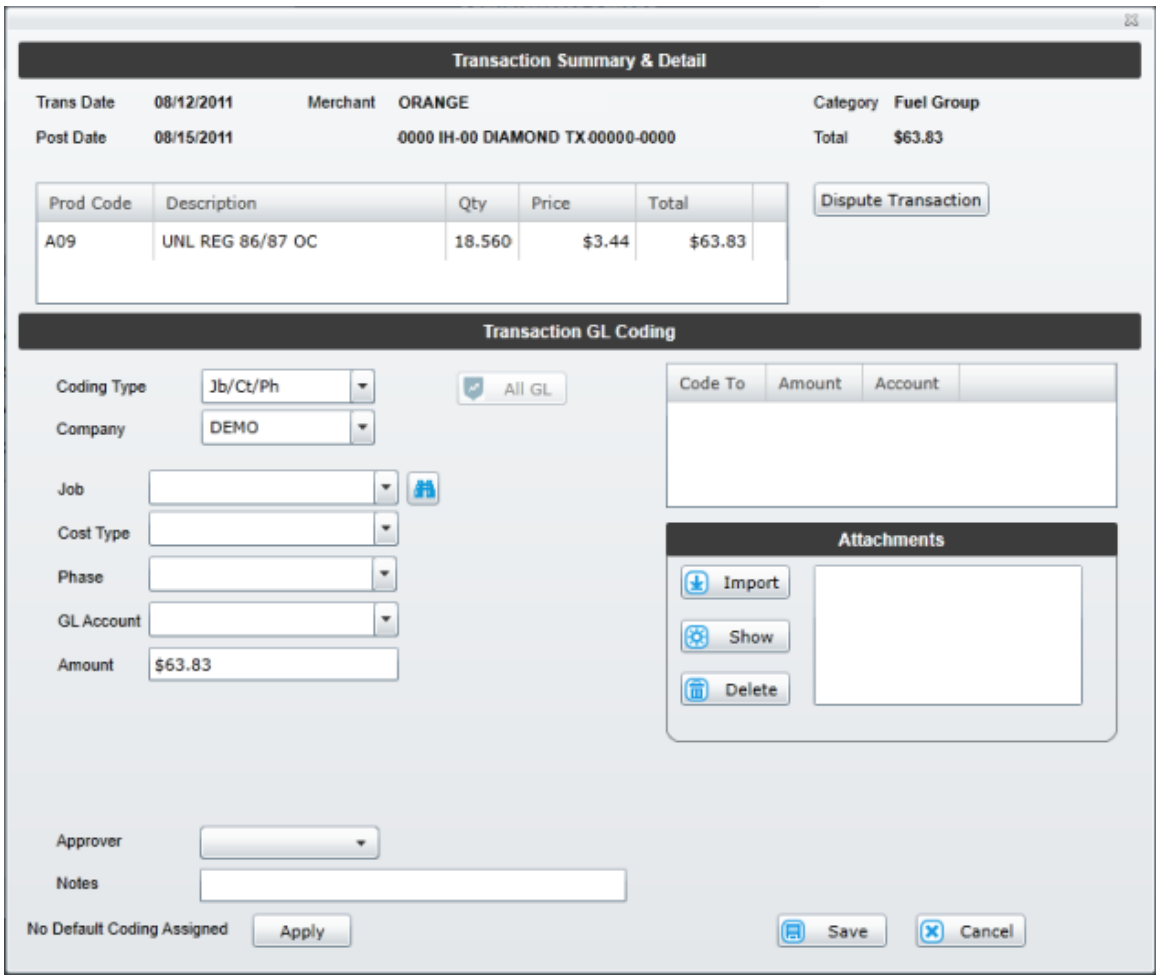


Transaction Coding Window

Select the **Edit** button in the Transaction Viewer to open the Transaction Coding window. You can also access this window by selecting the green icon under the coding column on the Cardholder Transaction Coding page. In the Transaction Coding window, you can view a small summary of a transaction and code it for review. You can also use this window to dispute a transaction and import a receipt from your computer. For more information, see the section Coding.



Transaction Coding Window.



Administrator Functions

The CEMS administrator role has access to all functions in CEMS, meaning they can perform all of the functions at each access level. The administrator can also make changes for their company within CEMS, such as adding, editing, and removing employees and users, configuring the company's settings within CEMS, managing users, exporting data and importing data, accessing and running reports, and assigning specific roles to users. This section demonstrates how to configure the application for your company’s expense reporting needs.

This section describes the following administrator functions:

- Setting Up Users
- Setting Up Billing Periods
- Setting Up GL Accounts
- Configuring your Company Settings
- Moving Transactions
- Importing GL Files
- Mapping Coding Types
- Setting Up E-mail Notifications

Setting Up Users

As an administrator, you have responsibility for setting up individuals in your organization with one of the four CEMS user roles: Administrator, Approver, Coder, or Cardholder.

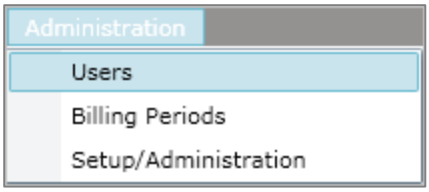
Creating an employee record

Normally, your employees will be automatically entered in CEMS through a CD00009 file sent from Comdata. This file is sent with the AC29 file (transaction information) on a daily basis, keeping your employee database constantly updated. Should you need to manually add an employee, you can use the following process.

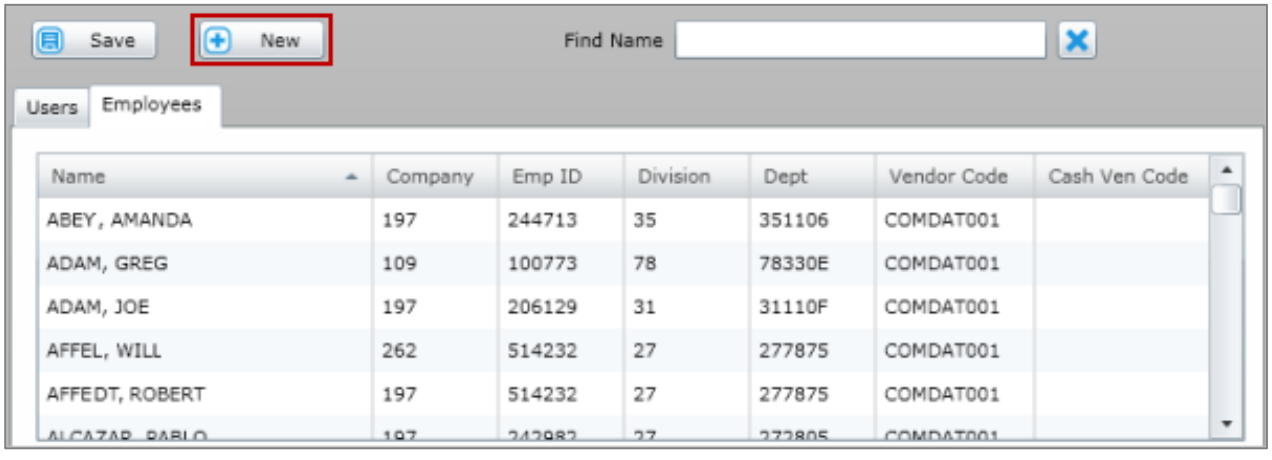
Note: Records sent through the CD00009 file display employee names in all capital letters. Records that you manually set up are displayed in the format you entered them.

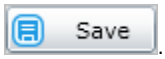
Steps

1. Select **Administration > Users** from the main menu bar.



2. Select the Employees tab. All of your employees currently loaded into CEMS will populate. Select **New**.

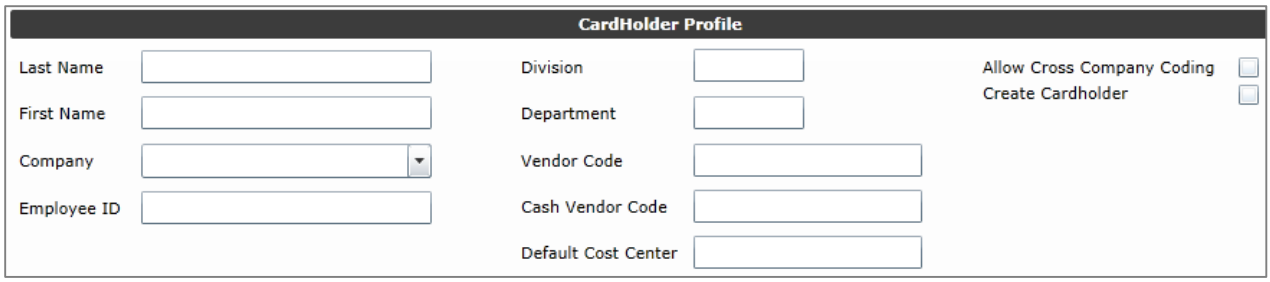


3. In the Cardholder Profile section at the bottom of the page, complete each field as necessary then select **Save** 

. The employee record is now created. The next step is to assign them a user role.

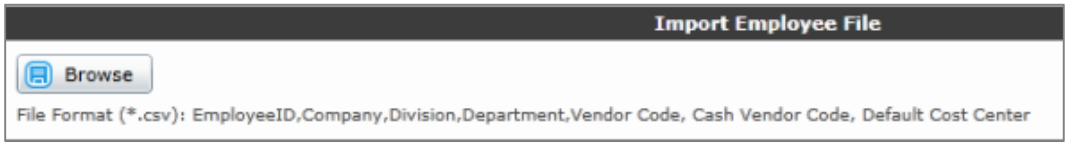
Note: You can go back and update an existing employee's information at any time. The updated employee profile will retain any associated transaction or coding data. You cannot change the employee's company or employee ID if they have coded transactions.

Check the **Create Cardholder** box when adding an employee record to identify the employee as a non-Comdata cardholder. This is user will be responsible for entering out-of-pocket cash expenses in CEMS.



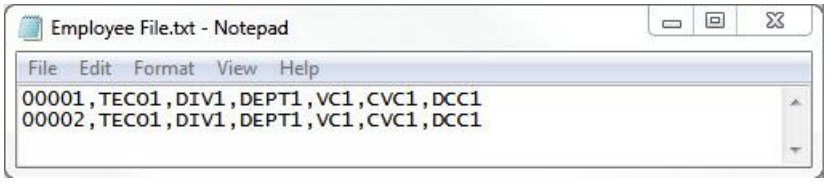
Bulk Update Employee Data

The Import Employee file section offers the ability to update multiple existing employee profiles at once. The values you can update include company, Employee ID, Division, Department, Vendor Code, Cash Vendor Code, and Default Cost Center.



1. Select **Browse**.
2. Select the file from your computer. The file must be in the comma-separated (.csv) format and organized as follows: Employee ID (00001), Company, Division, Department, Vendor Code, Cash Vendor Code, Default Cost Center.

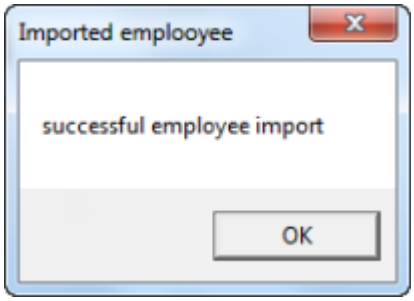
Example



The updated values in the file (excluding Company and Employee ID, which are not updatable) must observe the following requirements.

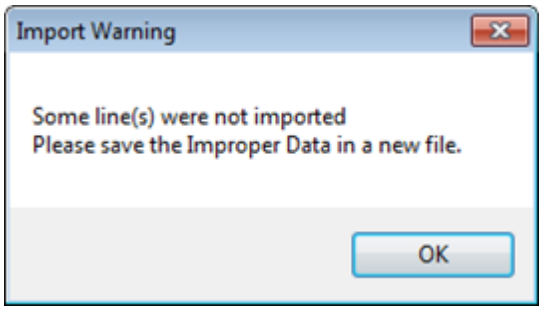
Field	Maximum Characters	Allow Blank (Y/N)
Division	5	Y
Department	6	Y
Vendor Code	10	Y
Cash Vendor Code	10	Y
Default Cost Center	10	Y

You should receive a success message after import.



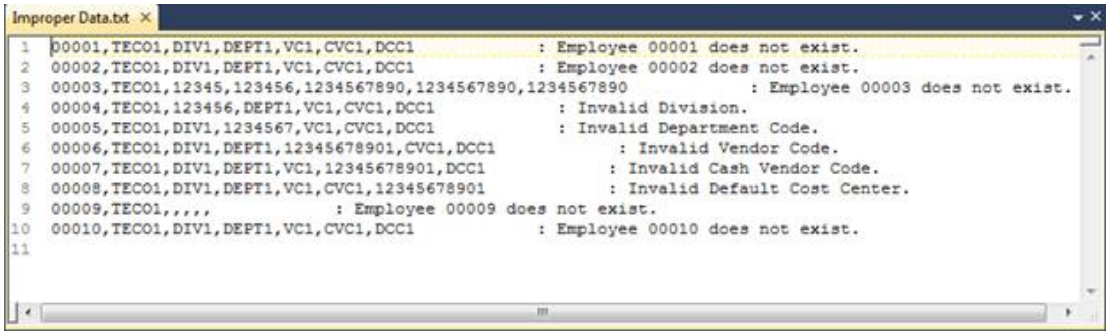
If your import file contains both valid and invalid employee records, CEMS generates an improper data file. To review this file, select **Save Improper Data** after you have imported.

Warning message



Save Improper Data.

The improper data file contains brief explanations for your failed imports.

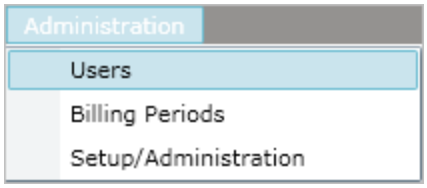


Creating a New User From the Cardholder List

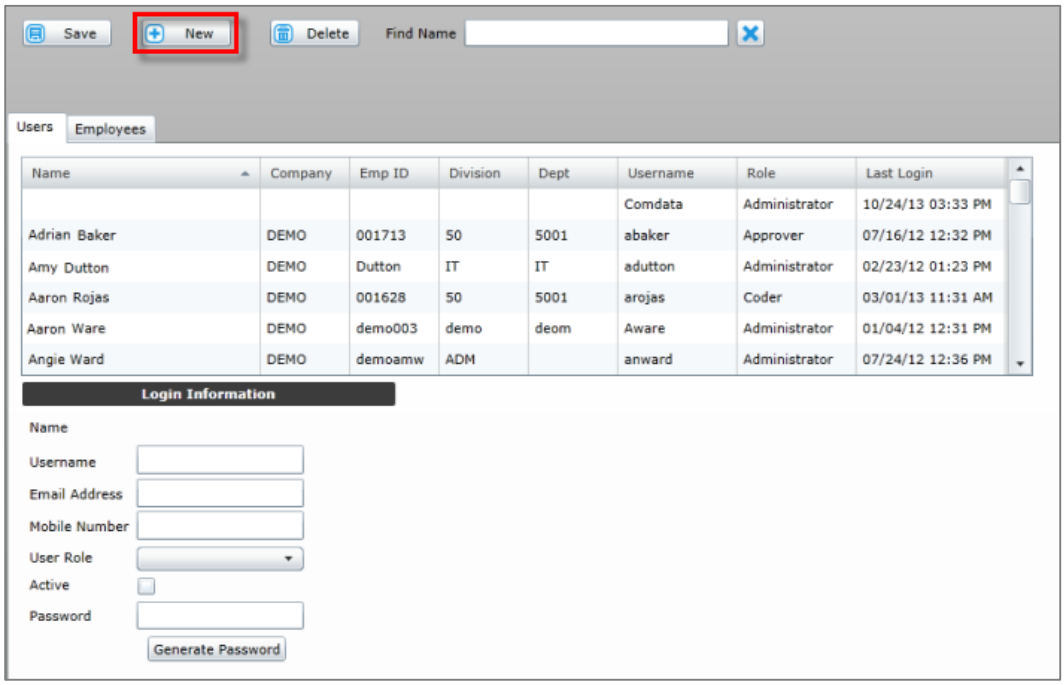
Once an employee record is added to CEMS, you must assign them a user role before they can access the system.

Steps

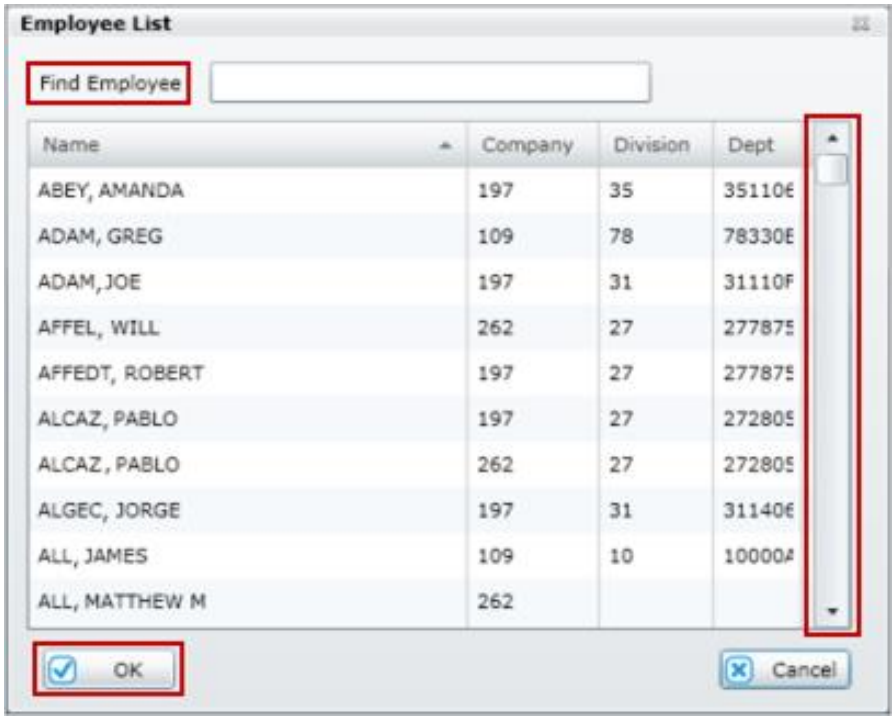
1. Select **Administration > Users** from the main menu bar.



2. The page opens with the **Users** tab automatically selected. Select **New** to open a list of all your employees.

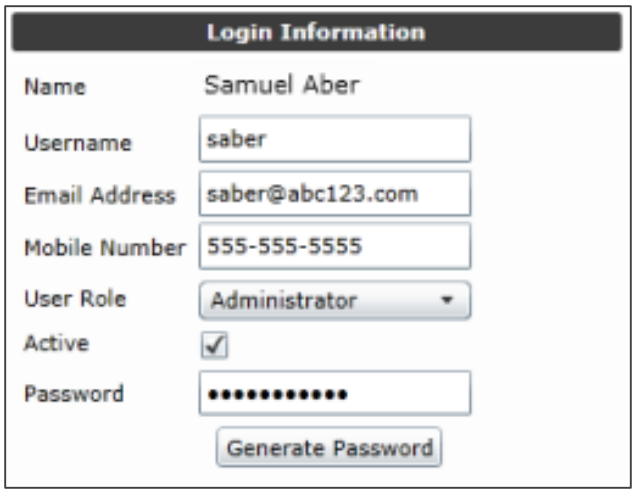


3. On the Employee List window, type the employee's name in the Find Employee field or use the scroll bar to search for them. Once you find the employee, select **OK**.

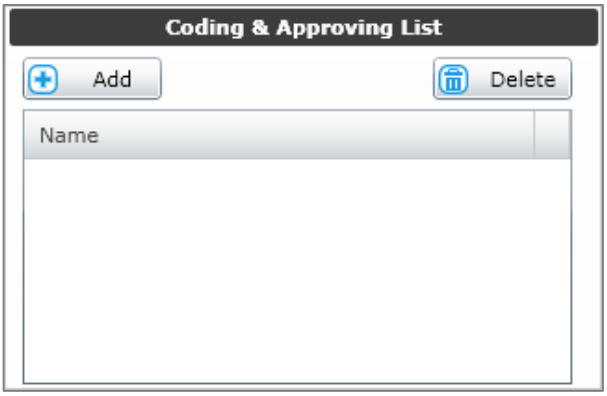


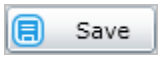
4. The Login Information section at the bottom of the page will populate with the cardholder's name and information.

Enter the following information for the new user.



(see table describing each field on next page)

Field	Description
Name	This field will automatically populate with the first name, last name, and middle initial (if applicable) of the employee you chose.
Username	Create a user name for your new user. Typically, a user name will consist of the first letter in the new user's first name and their entire last name. However, you can make any user name you wish.
Email Address	Enter the user's e-mail address.
Mobile Number	Enter a convenient phone number for the user.
User Role	Use the drop-down menu to select the user's role. If you select either Coder or Approver as the user role, the Coding & Approving List will display to the right.  Select the **Add** button to open the Employee List window (same as step 3 above) and add cardholders for your approver or coder. **Note:** The system requires you to save changes for the user you are setting up before adding to the Coding & Approving List.
Active	Select this check box if you want the user to be active upon creation.
Password	Create a password for the new user or select **Generate Password**. Please be aware that if you select **Generate Password**, the password will not be automatically e-mailed to the user. The password will be copied into a clipboard which can be pasted into an e-mail for the user.

5. Select **Save**  when finished. The new user is now set up in the system.

Note: If the employee record was not marked as **Create Cardholder** (see step 3) 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. This user will be responsible for entering out-of-pocket cash expenses in CEMS.

The user will be saved in the system and can begin adding cash transactions. 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

Setting Up Billing Periods

Setting up billing periods is a way to group transactions in CEMS. This feature will help you keep track of your transactions and review them accordingly. During your initial setup for CEMS, the current and previous billing months will automatically be created for you. You will need to manually setup other billing periods.

Transactions will automatically populate in the billing period depending on the date range you create. For example, if you create a billing period with the start date 3/1/2013 and end date 3/30/2013, any transaction that falls in that date range will appear in the billing period.

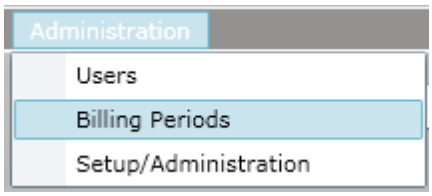
Billing periods are viewable to all user roles, but only an administrator may create and modify billing periods.

Creating a Billing Period

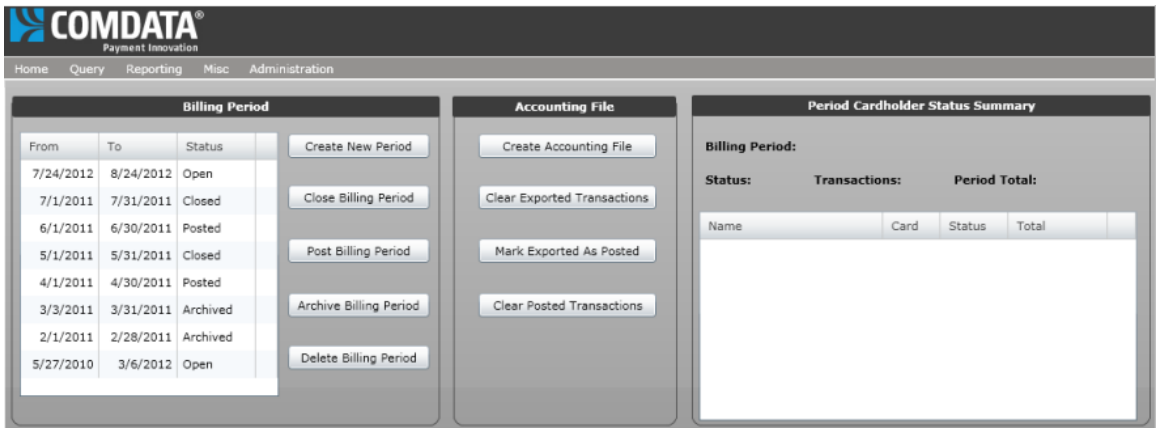
The following steps describe how to create a billing period.

Steps

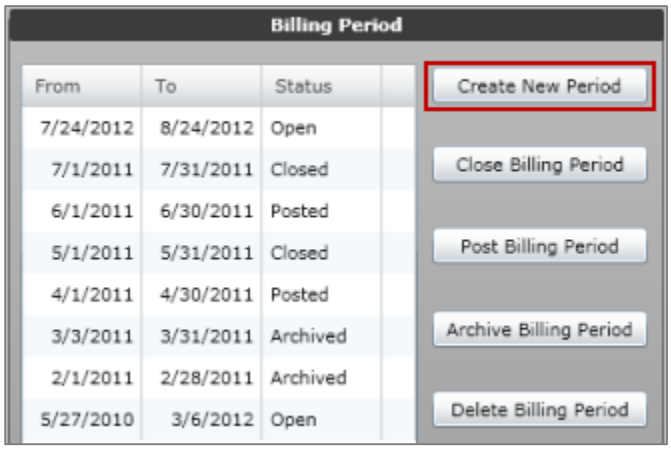
1. Select **Administration > Billing Periods** from the main menu bar.



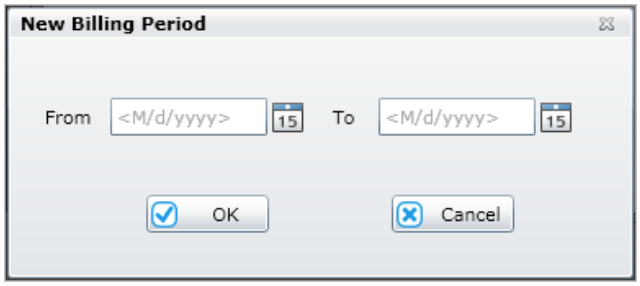
2. Locate the Billing Period section on the left side of the page.



3. Select **Create New Period**.

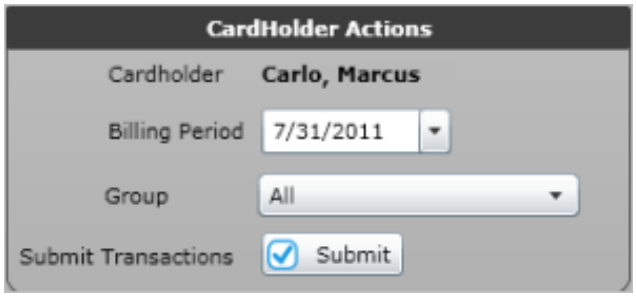


4. In the New Billing Period window, select the **From** and **To** dates and then select **OK**.



Note: You can make a billing period as long or short as it needs to be. However, the billing period you create cannot overlap with an existing period. For example, if you have a billing period that starts at 10/1/2014 and ends at 10/7/2014, then you cannot make a billing period that starts at 10/5/2014 and ends at 10/10/2014. Each new billing period must start the day after the last one ended.

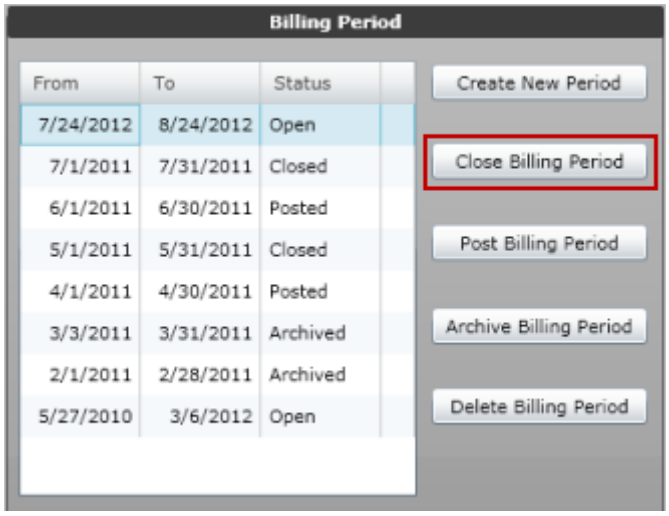
Once you have a defined billing period, it will be available in all operations that require you to search by a date. For example, when you access a Cardholder's Transaction Coding page, you can choose a different billing period from the **CardHolder Actions** box. All transactions that fall under the dates you specify will appear in the billing period you create and will be listed by cardholder name.



Closing Billing Periods

Select an open billing period and then select **Close Billing Period**. Once a billing period has been closed, no new transactions can be added. However, coders, approvers, and cardholders may still code and approve transactions in a closed billing period. Selecting this option simply states that the transactions are ready for review and approval.

Note: You cannot add cash transactions to a closed billing period. See the section Cash Transactions for more information.



Submitting Transactions

Once a billing period has been closed, a submit button will appear on the Cardholder Transaction Coding page.

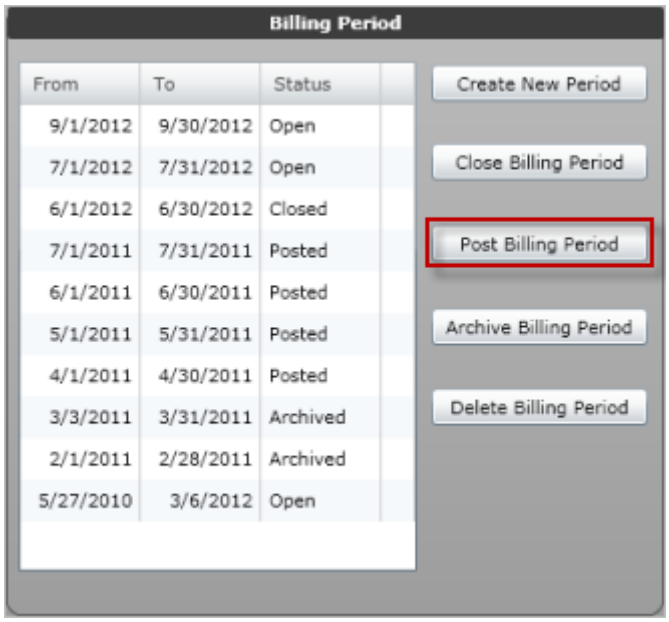
Selecting the submit button will change all the cardholder's reviewed transactions in the billing period to the submitted status. All transactions must be in reviewed status and have proper coding.

The submitted status is similar to the reviewed status except that you cannot make changes to the transaction. The submitted status indicates that the transaction is fully ready to be reviewed by an approver. If a transaction is in reviewed status, users may make additional changes. If the transaction is submitted, it should remain untouched by all users except the approver.

Status	Group	Approval	Coding
Submitted			
Submitted			
Submitted			
Submitted			

Posting Billing Periods

Once a billing period has been closed, you can now post the transactions. Select a closed billing period and then select **Post Billing Period**.

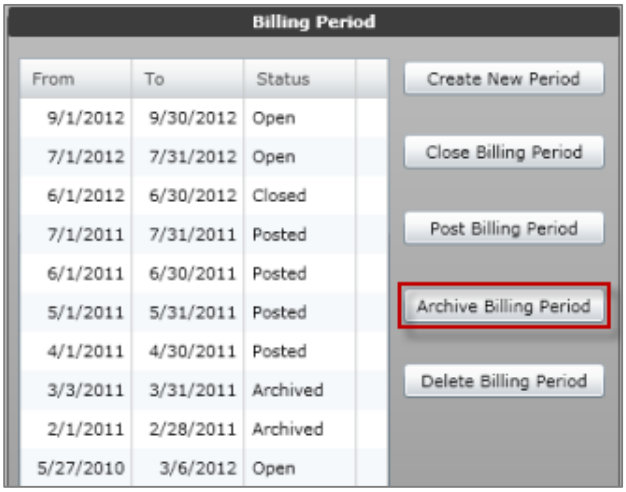


Posting a billing period updates all transactions for every cardholder as posted. Selecting this option simply indicates that the transactions have all been approved and are ready to be exported back to your ERP. Therefore, you should only post a billing period after all of the transactions have been approved. Otherwise, you run the risk of creating inaccuracies in your company's finances.

Reminder: A billing period must be closed before you can select this option.

Archiving Billing Periods

Archiving a billing period saves it for your records. Once you archive a billing period, it will only be available on the billing period and query pages. You cannot make any additions or changes to an archived billing period.

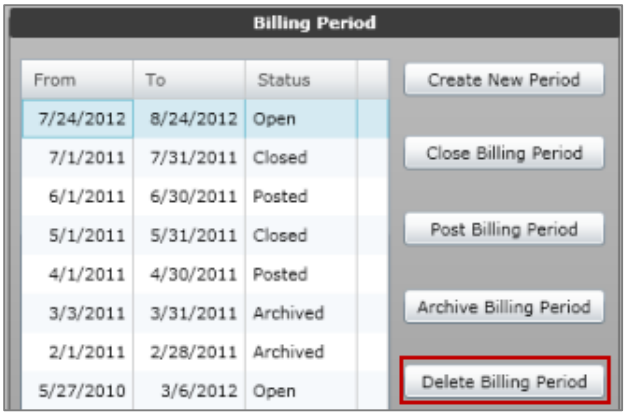


Deleting Billing Periods

To delete a billing period, select one from the list and then select **Delete Billing Period**. Once you delete a billing period, it will disappear from the list of periods, but the transactions will remain in CEMS. Simply create another billing period to re-group the transactions. A billing period does not need to be in a specific status in order for it to be deleted.

This option is especially useful if you want to remove transactions from one billing period and re-group them in another.

Note: You cannot remove one transaction at a time from a billing period. If you notice only a few transactions are in the wrong billing period, or if you want to change the date range, you must select the delete option to remove all transactions and start over.

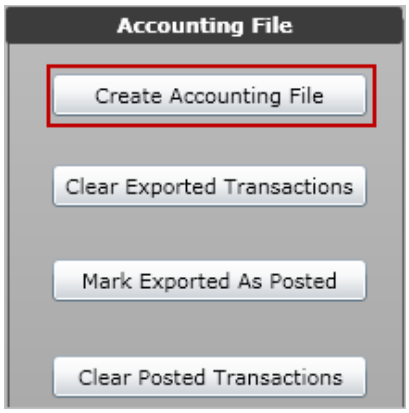


Creating an Accounting File

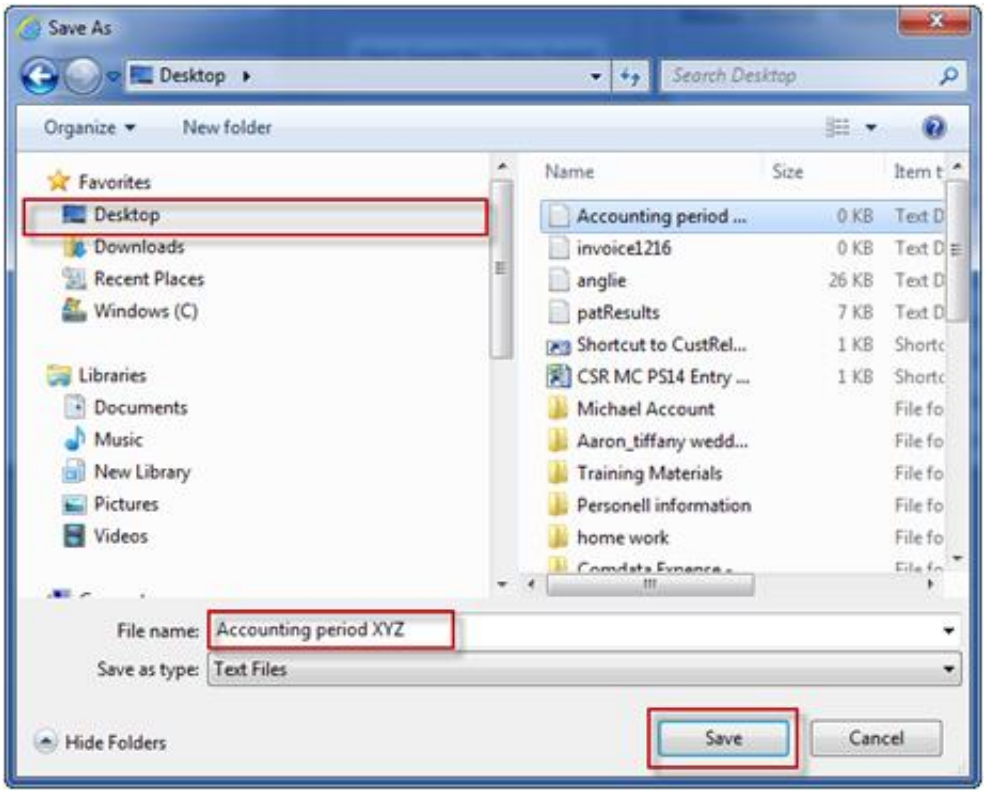
An accounting file is used to export transaction data from CEMS back to your ERP. Creating the accounting file downloads a text document that holds all transaction data in a specified time period. Depending on your ERP system, the format of the file may be different.

Steps

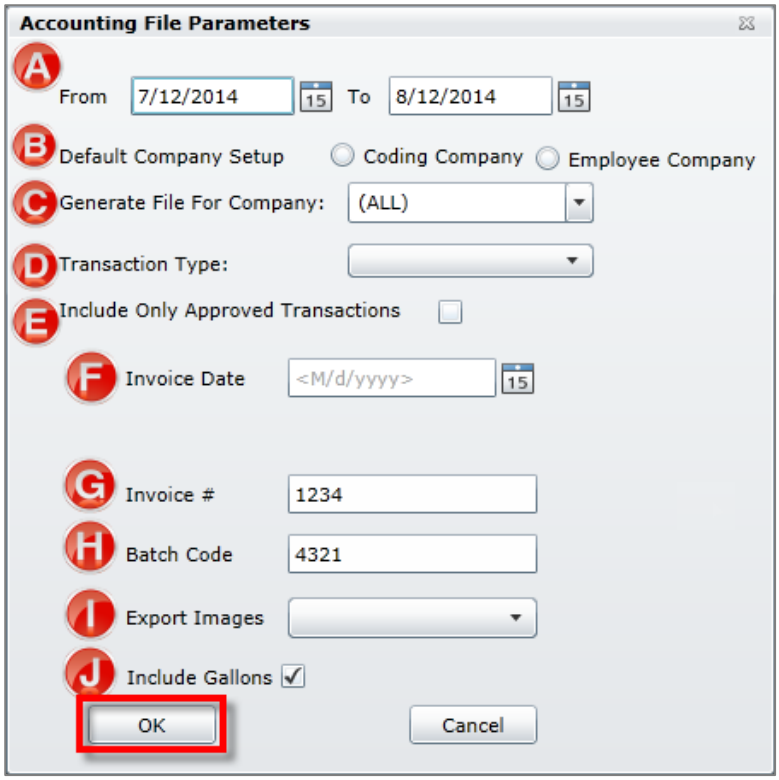
1. On the Billing Periods page, select a billing period and then select **Create Accounting File**.



2. Enter a name for the accounting file and locate a destination on your computer. Then, select **Save**.



3. The Accounting File Parameters window opens. Complete each field accordingly. Select **OK** when finished.



A. Select the date range of transactions you want to export.

B. Select the default company setup: Coding Company or Employee Company. Select **Coding Company** to export transactions coded to the company selected in the **Generate File For Company** field. Select **Employee Company** to export all transactions for cardholders with the company chosen in the **Generate File For Company** field in their Employee record in CEMS.

C. Select the appropriate company.

D. Select the type of transactions to export: All Transactions, Cash Only or Card Only.

E. Select the check box if you want to export only approved transactions.

F. Select the date of the invoice.

G. Enter the invoice number.

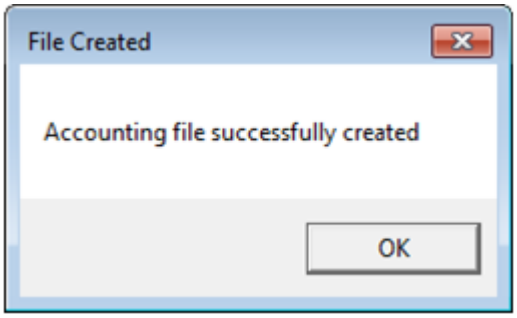
H. Enter the batch code.

I. Use this option to export any attached receipt images to a zip file for record keeping. The zip file is password protected, which can be retrieved from the download window. Use the drop-down to select **1 Per Transaction** to include only the first image associated with a transaction or select **All Trans Images** to include all images. Selecting one of these options will also display the name of the receipt image in the accounting file.

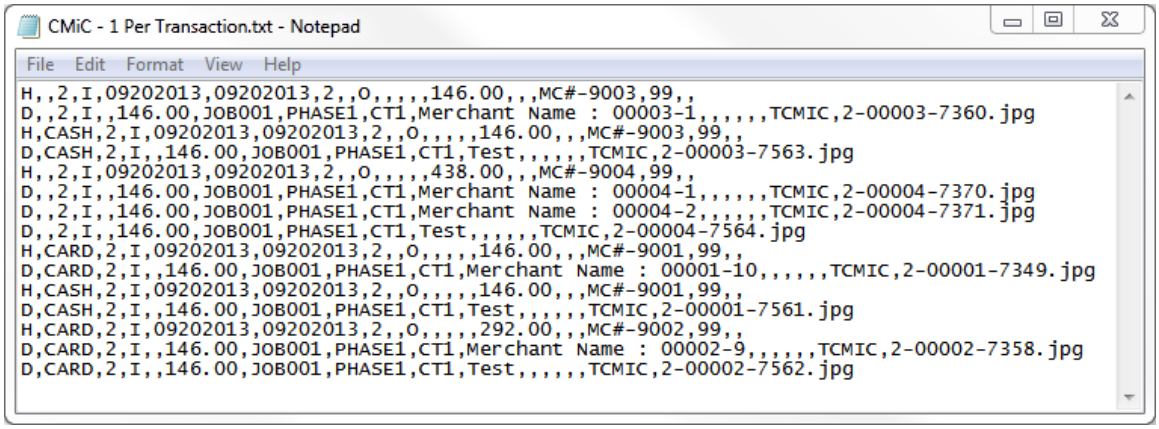
J. Select this option to include the gallons from fuel purchases in the export file.

Note: For CMiC and Viewpoint ERP users, the title of the image file is displayed at the end of the accounting file.

If successful, you should receive the following message: "Accounting file successfully created."

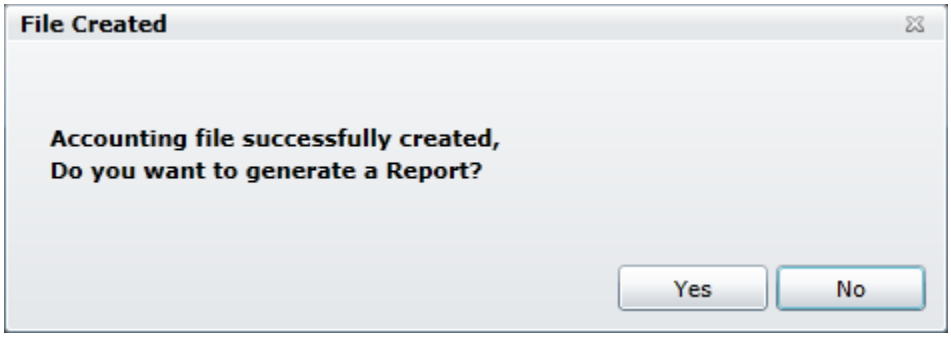


Example of Accounting File



Running an Accounting File Export Report

After selecting **OK** on the Accounting File Parameters window, you will be prompted to run a report on the accounting file.



If you select **Yes**, a report will generate displaying all of the information in the exported accounting file. This is helpful in clearly seeing all your exported data.

The fields in the Accounting File Export Report include:

- Cardholder
- Card Number
- GL Account
- Equipment
- Business Unit
- Sub Job Number
- Image File Name
- Company
- Merchant Name
- Job Number
- Cost Code
- Subledger
- Notes
- Default Cost Center
- Transaction ID
- Vendor Code
- Phase Code
- Cost Category
- Subledger Type
- Invoice Number
- Transaction Date
- Amount
- Job Cost Type
- Gallons Project
- Extra
- Invoice Date

Finishing the Accounting File Export

The Accounting File window includes the following additional options:

Clear Exported Transactions

If you notice a mistake when you first create the accounting file, select this option to delete it and start over.

Mark Exported as Posted

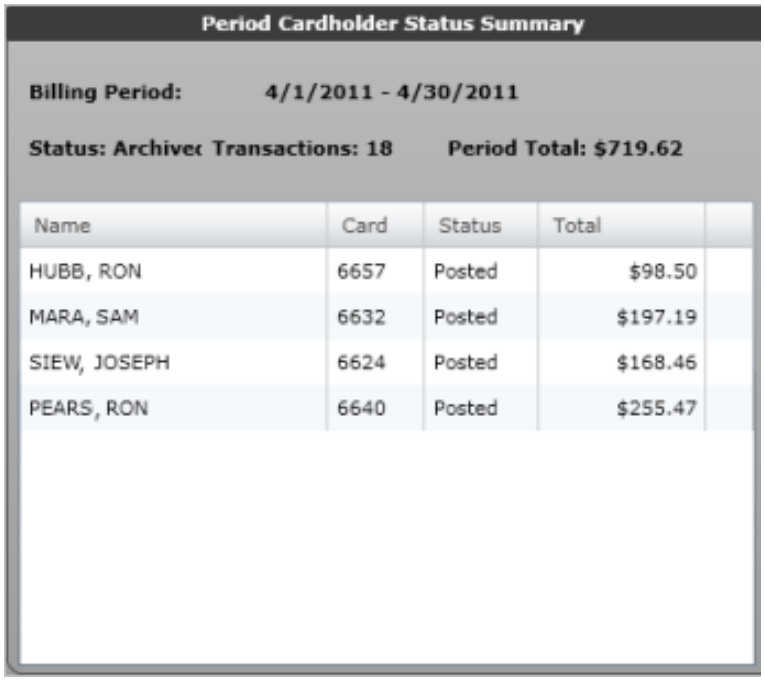
After you have successfully exported the accounting file, select this option to mark all transactions as posted.

Clear Posted Transactions

If you notice the wrong transactions have been marked as posted, select this option to clear all posted transactions and start over.

Viewing the Period Cardholder Status Summary

When you select a billing period, all cardholders and their expense reports will populate in this section. The Period Cardholder Status Summary is similar to the dashboard on the home page, but is purely for viewing. You cannot view any additional information by selecting a cardholder's name.



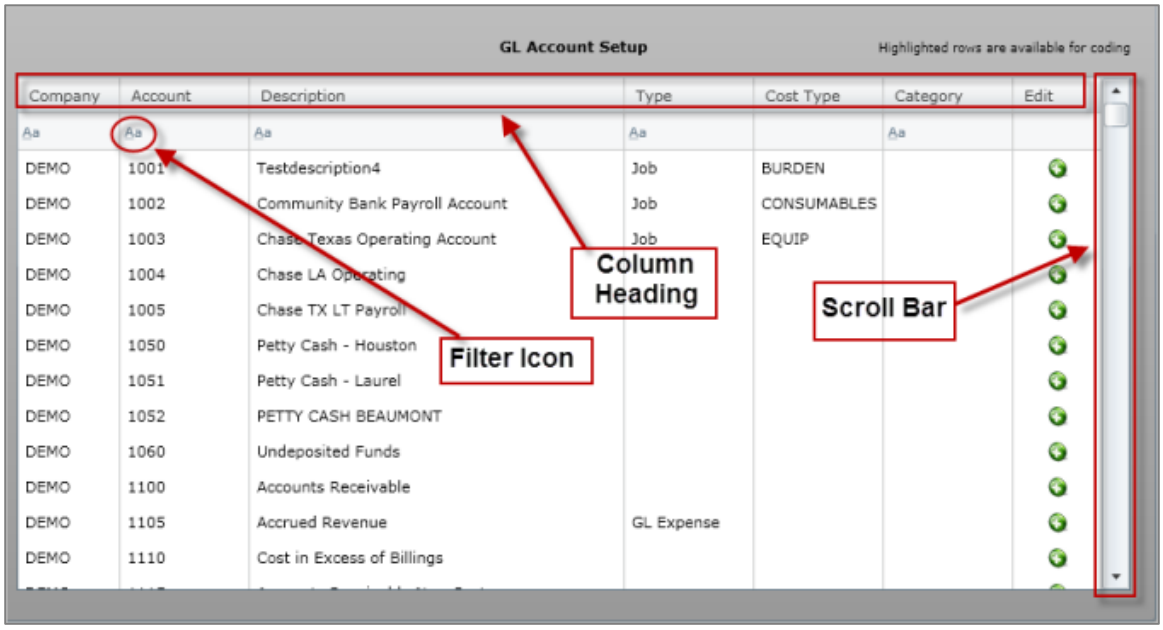
Setting Up GL Accounts

During the initial sync of CEMS and your ERP, your company's entire chart of accounts will be imported into CEMS. You will need to determine what coding structure should be applied to the account codes.

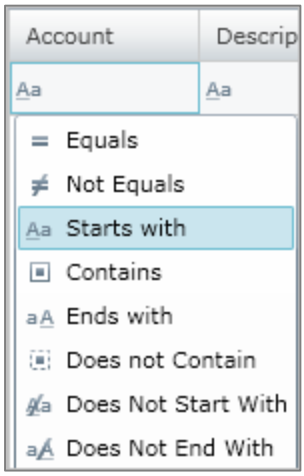
Steps

1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > GL Accounts**.

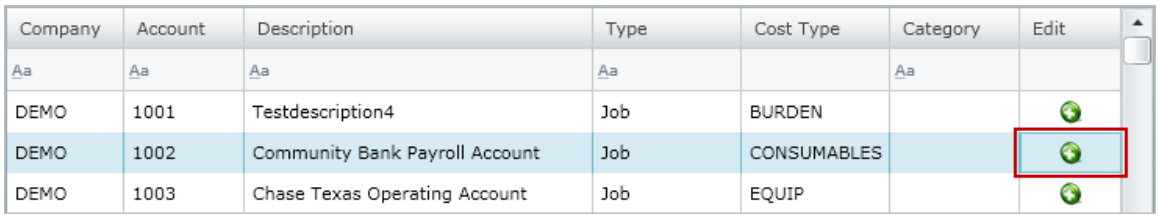
The GL Account Setup page provides several options for searching and editing a GL account.



Navigation option	Description
Column heading	Select an individual column heading (Description, Account, Company, etc.) to sort account codes in ascending or descending order for that column.

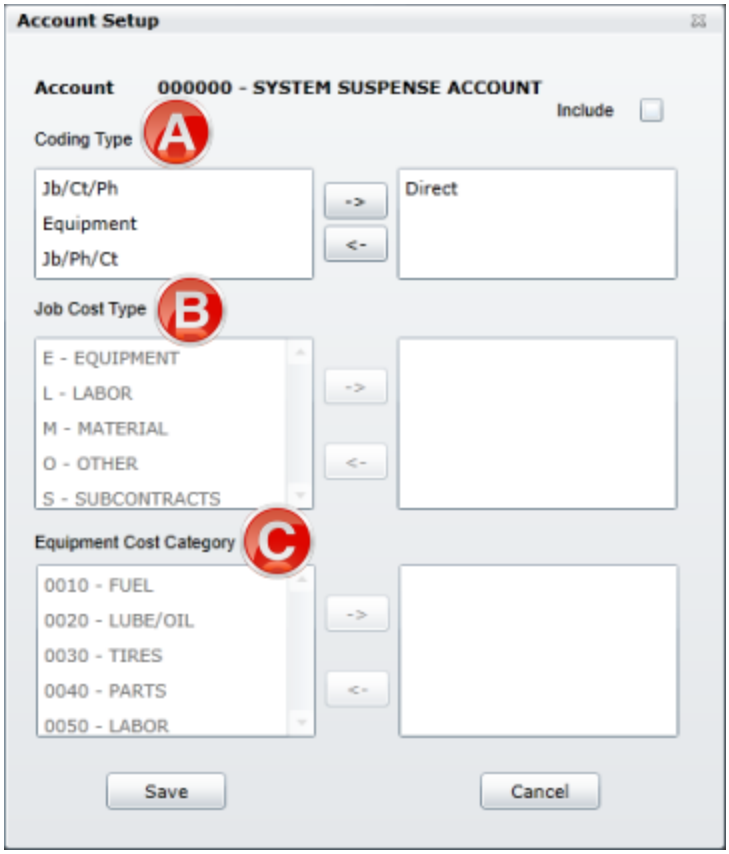
Navigation option	Description
Filter icon	Select this icon under a specific column to open a list of filtering options. 
Scroll bar	Use the scroll bar to move through the list of account codes.

2. Select a GL code and then select the **edit icon** to open the Account Setup window.



Company	Account	Description	Type	Cost Type	Category	Edit
Aa	Aa	Aa	Aa		Aa	
DEMO	1001	Testdescription4	Job	BURDEN		
DEMO	1002	Community Bank Payroll Account	Job	CONSUMABLES		
DEMO	1003	Chase Texas Operating Account	Job	EQUIP		

3. Use the Account Setup window to assign coding types, job cost types, and equipment cost categories to the GL code. Each value moved to the right box will be assigned to the GL code.



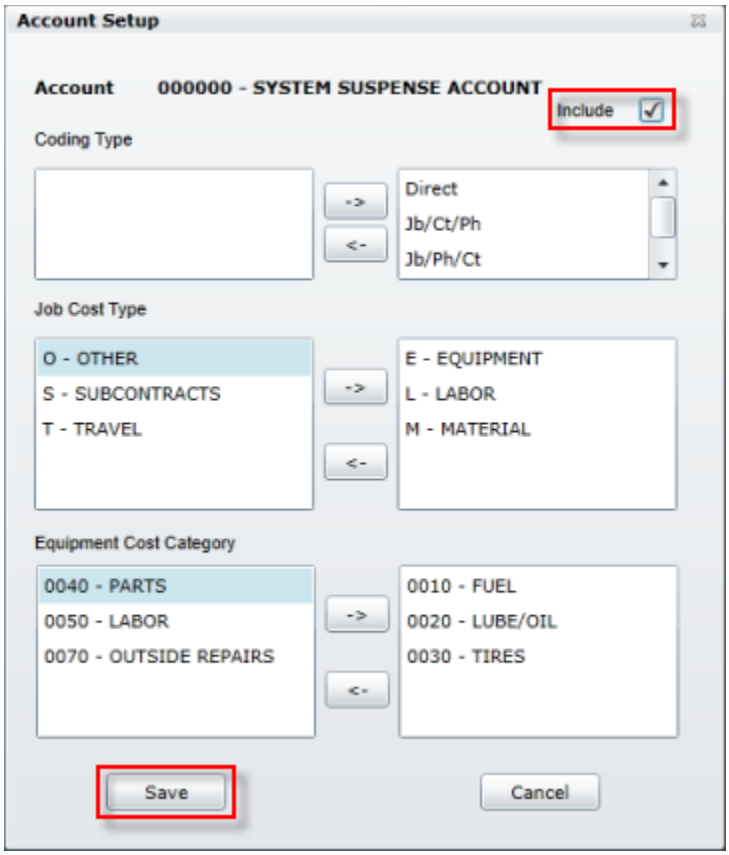
A. Select the appropriate coding type(s).

B. Select the job cost type(s). Note that this section is only available if you selected Jb/Ct/Ph or Jb/Ph/Ct under Coding Type.

C. Select your equipment cost category(ies). Note that this section is only available if you selected Equipment under Coding Type.

4. Select the **Include** check box and then select **Save** to apply the coding structure to the GL code.

Note: You can go back and uncheck the Include check box to remove the GL code. This will also remove a cardholder's default coding value if it is applied.



Coders

Once a GL code has been set up, any user with coding privileges can select from the available coding types whenever they manually code a transaction under that GL account. The same coding types can be selected when mass coding multiple transactions. For more information, see the section Coding Transactions.

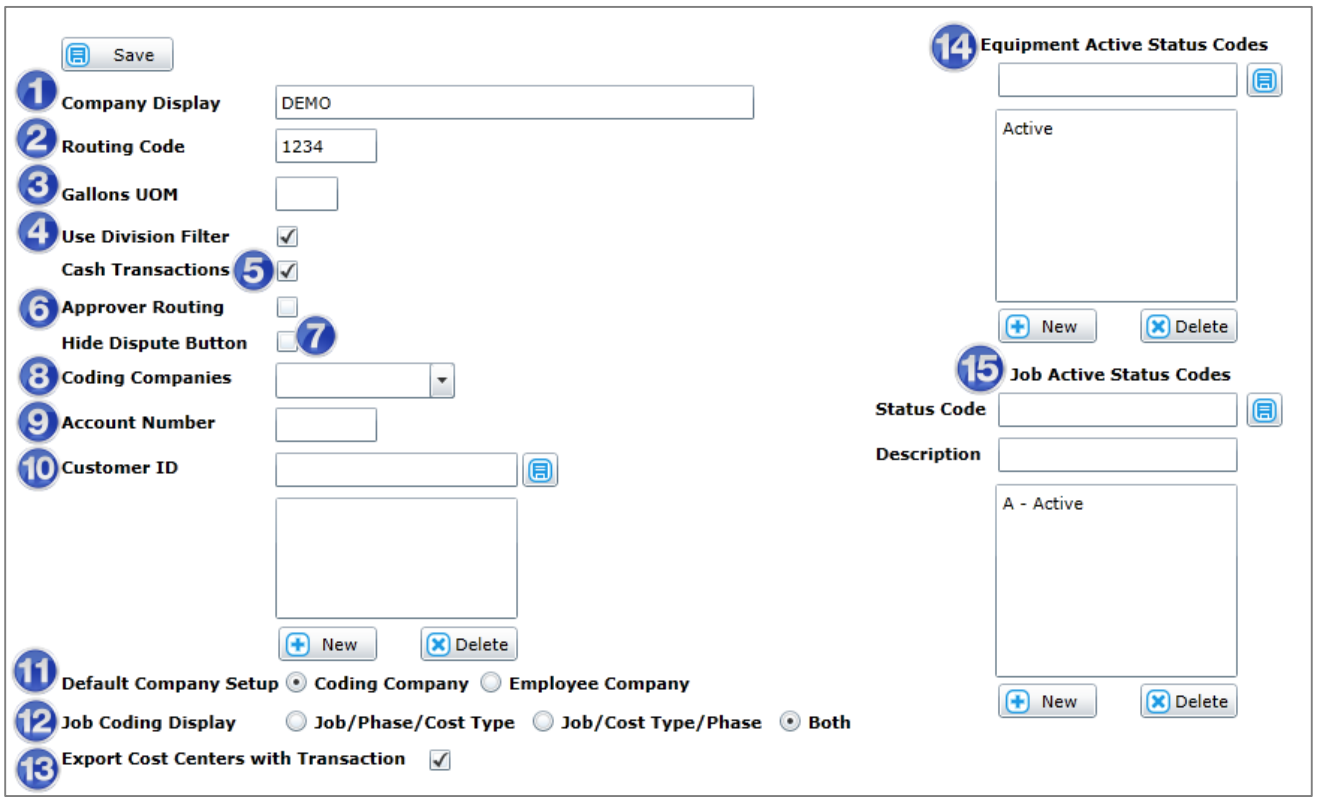
Configuring your Company Settings

As an administrator, you have the ability to configure your company's settings in CEMS via the Settings tab under the Setup/Administration link.

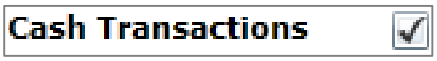
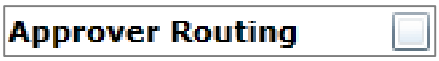
Steps

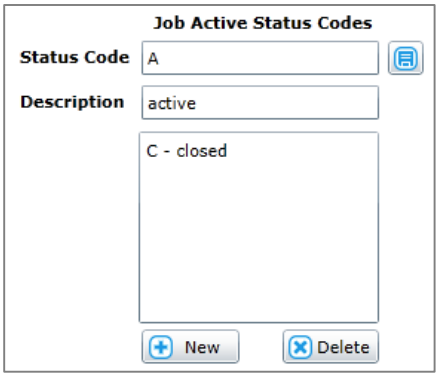
1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > Settings**.

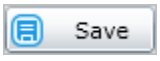
You have the options described below for configuring your company's settings.



(see field descriptions on next page)

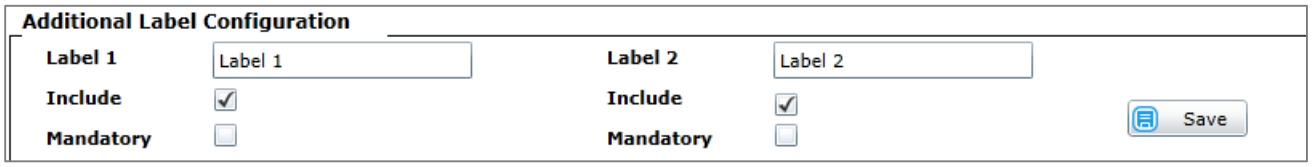
Field name	Image	Description
1. Company Display		This field pre-populates with the name of your company. This is how your company's name will display in CEMS. You can change the display however you please.
2. Routing Code		The code used by your company to route invoices to the appropriate approver.
3. Gallons UOM		(Spectrum ERP users only) Allows you to export quantities in the accounting file and to assign them a UOM (unit of measure).
4. Use Division Filter		Select this check box to limit employees to only seeing their division.
5. Cash Transactions		Select this check box to allow users to enter cash transactions on the Cardholder Transaction Coding page.
6. Approver Routing		Select this check box to allow users to route transactions to a specific approver.
7. Hide Dispute Button		Select this option to remove the Dispute button on the Transaction Coding window. This can help prevent confusion on the dispute process for cardholders.
8. Coding Companies		Use the drop-down menu to select your company's code.
9. Account Number		This is the Comdata account number associated with your account.
10. Customer ID		Once you select a company code, the box will auto-populate with Customer IDs. Select **New** to create a new customer ID. Then, select the **Save** button to the right.

Field name	Image	Description
11. Default Company Setup		This field sets the default selection for the Default Company Setup field on the Accounting File Paramater window.
12. Job Coding Display		Allows you to specify the Job coding type to display in CEMS (Job/Phase/Cost Type, Job/Cost Type/Phase, or both).
13. Equipment Active Status Codes		The Equipment Active Status Codes field is used to display the status of your ERP system. To enter a new status, type the status into the field and select the save button to add it to the list. Or, select **New** and type the status in and select **Save**. Select a status from the list by double-clicking it and selecting **Save**. If you would like to delete a status, select a status and then select **Delete**.
14. Job Active Status Codes		The Job Active Status Codes field is used to display the status of your job codes. Select **New** and then enter the status code (any alpha character) and the description. Then, select the save button . Once settings are saved, select Save at the top of the page. Select a status from the list and then select **Delete** to permanently remove it.

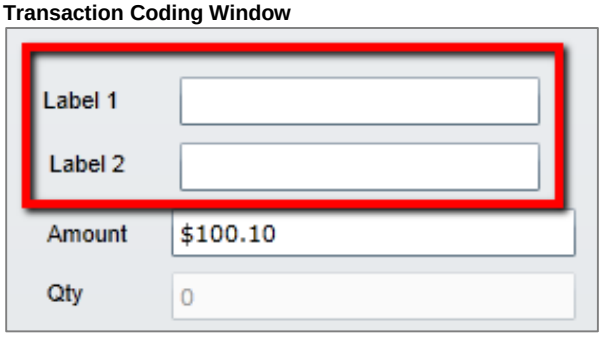
2. Select **Save**  when finished. The new settings will be saved for your company.

Custom ERP Fields

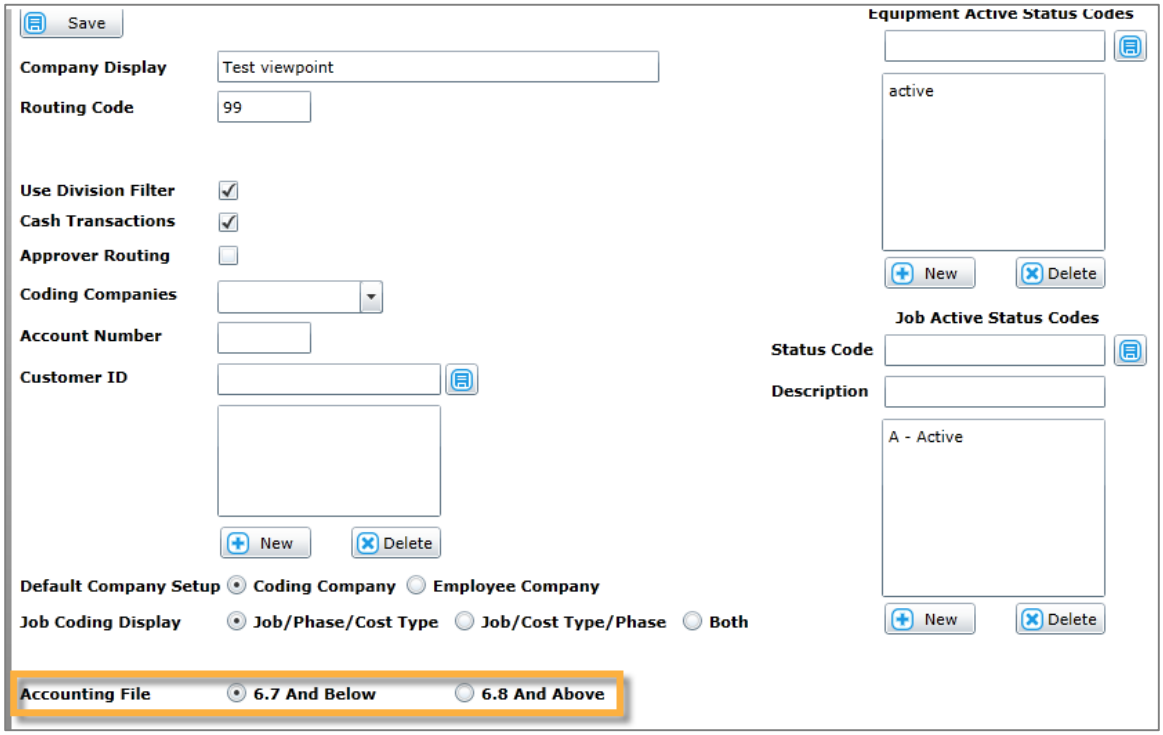
A section titled **Additional Label Configuration** displays for *Viewpoint ERP users only*. This section allows you to include up to two customizable coding fields on the Transaction Coding window that can be designated as mandatory or optional.



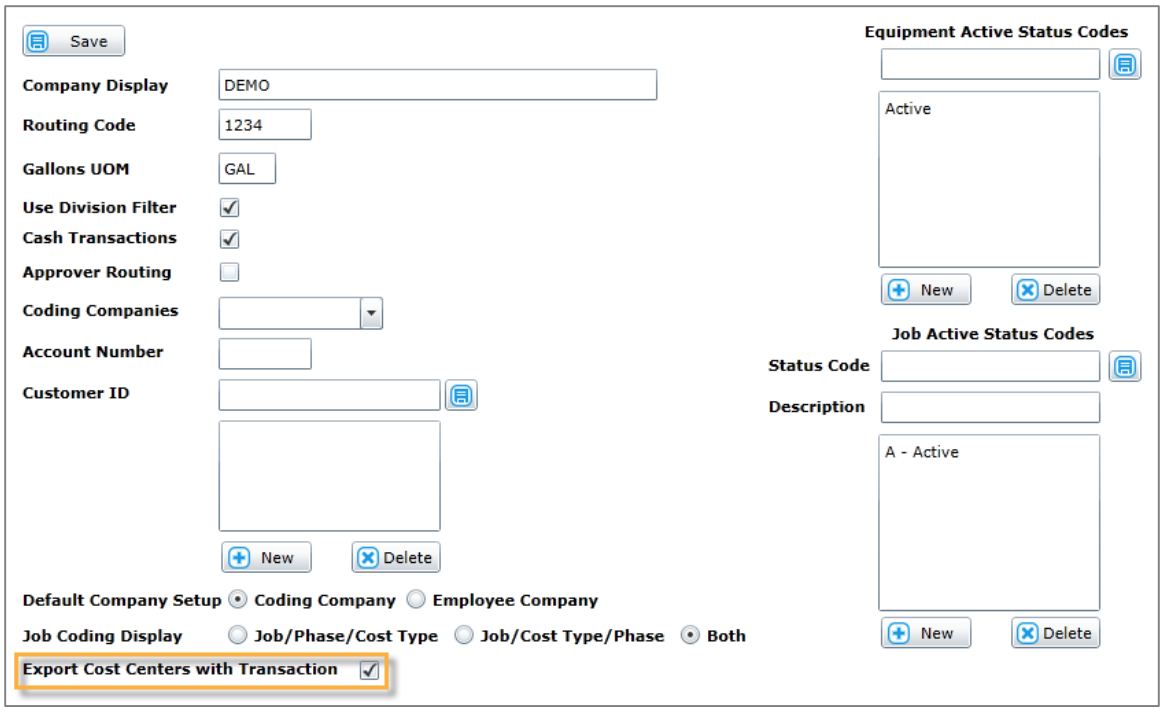
Transaction Coding Window



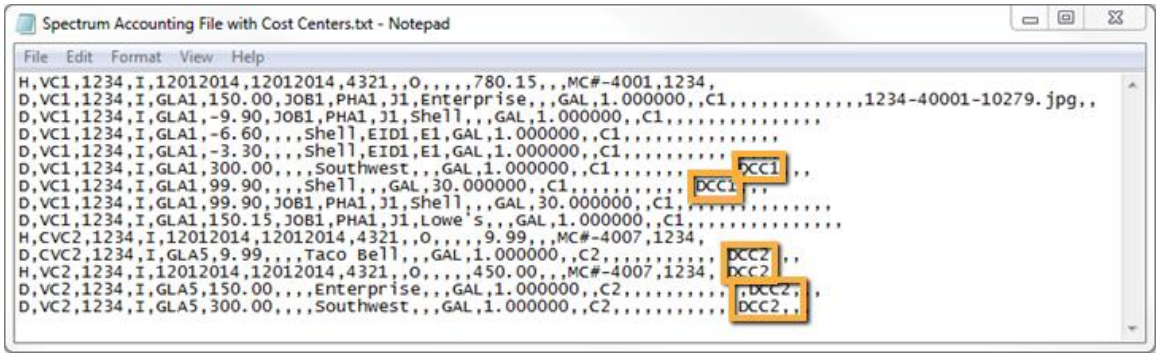
Viewpoint users can also select an option to export accounting files on any version of Viewpoint. Select either **6.7 and Below** or **6.8 and Above**, depending on your version of Viewpoint, so you can accurately export accounting files.



In addition, a radio button titled **Export Cost Centers with Transaction** displays for *Spectrum ERP users only*. This field allows you to export a cardholder's cost centers with an accounting file.

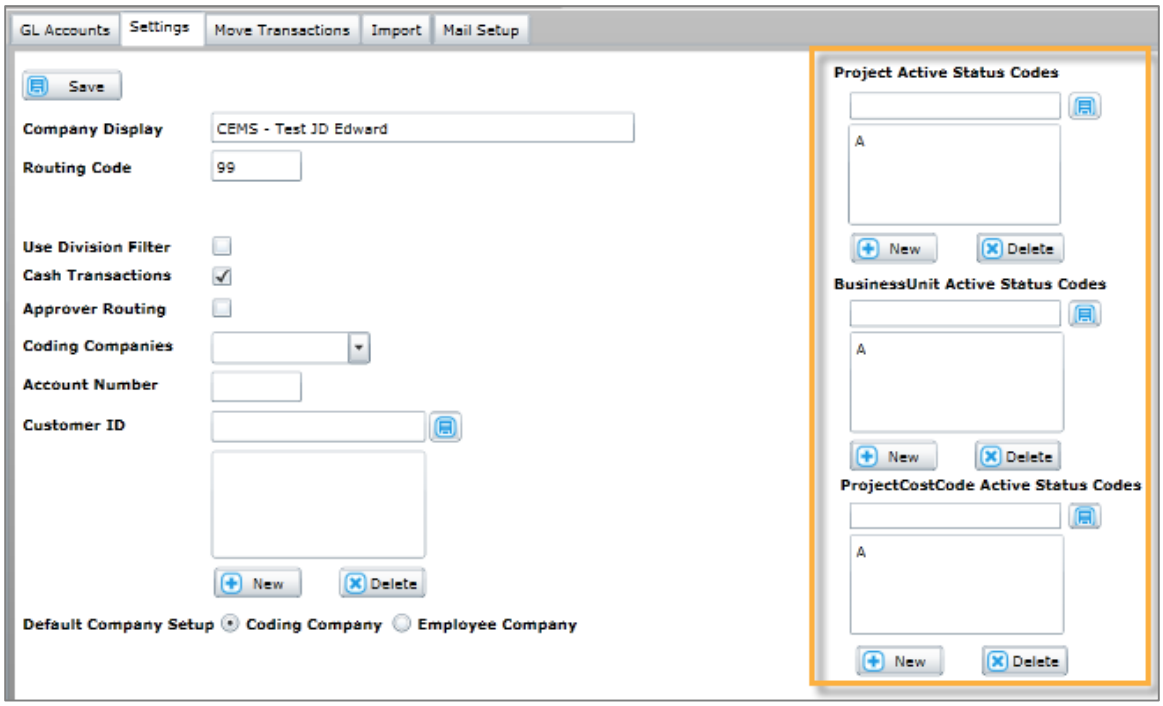


With this option selected, the cost center code will display in the exported accounting file's last header row. See the section Creating an Accounting File for more information on accounting files.

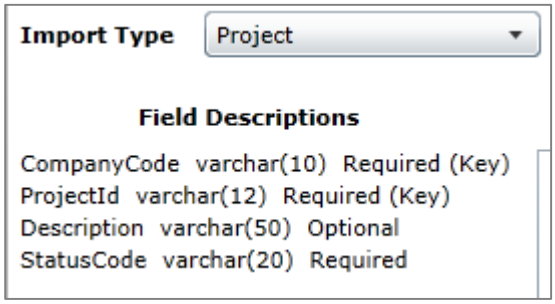


Three additional fields display for JD Edwards ERP users (see image below) that provide the ability to add statuses to the Project, Business Unit, and Cost Code coding values. A **StatusCode** field is also available on the Import page for each coding value.

These fields function similarly to the **Equipment Active Status Codes** and **Job Active Status Codes** fields. Select **New** and then enter the status code (any alpha character) and the description. Then, select the save button . Once settings are saved, select **Save** at the top of the page. Select a status from the list and then select **Delete** to permanently remove it.



Note: To start using the status codes in CEMS for any or all of the coding values listed, contact your Comdata Representative and specify which status you would like to assign to the codes for active, then Comdata can make all of them active in the system from the backend. Once that is done and you want to deactivate a Project, Business Unit or Cost Code, upload a file with the codes laid out as shown on the import screen with a status that is not the same as the active code chosen.



Moving Transactions

This tab allows you to associate orphaned transactions with a cardholder and merge cardholder transactions. See below for steps on how to perform these functions.

Access this page from the CEMS home page by selecting **Administration > Setup/Administration > Move Transactions**.

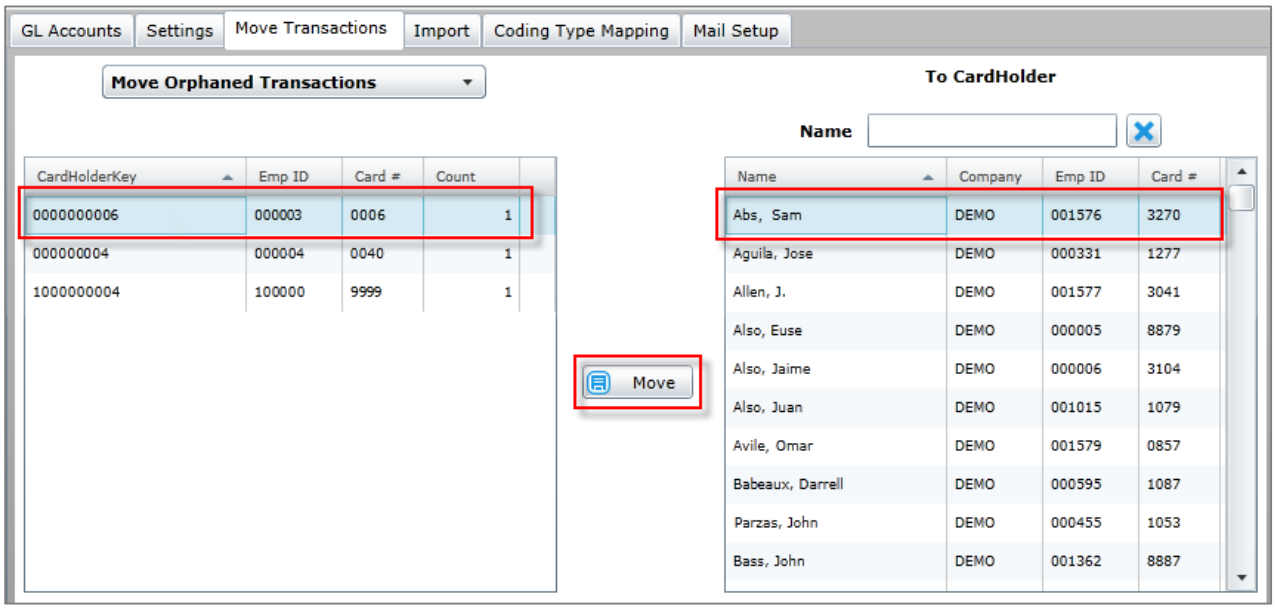
Moving Orphaned Transactions to a Cardholder

An orphaned transaction is any transaction not tied to a cardholder. This can occur if a card is lost or stolen.

Steps

1. Move Orphaned Transactions is the default option when you first access this screen. The left field will populate with all orphaned transactions. Select the transaction you want to move and then select the appropriate cardholder in the right field.

e



2. Select **Move**

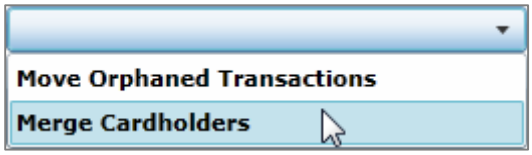
. The orphaned transaction will now appear under the cardholder you selected.

Merging Cardholders

Use this option to combine all transactions from a cardholder account into one. This is useful in the event of card or employee number changes. Be aware that this action cannot be undone.

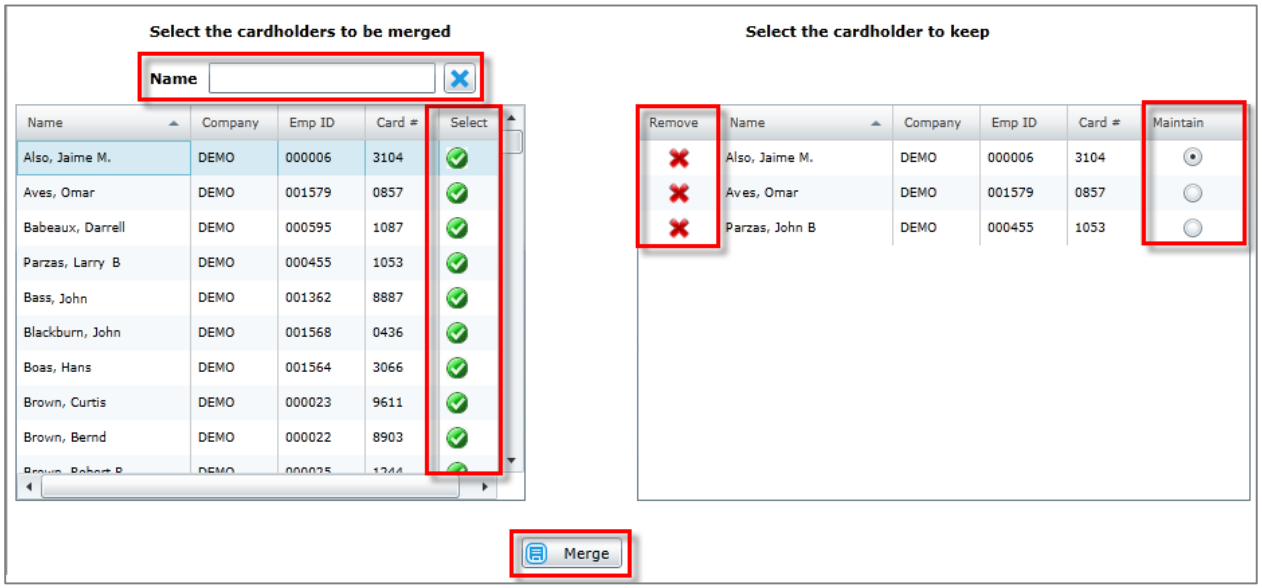
Steps

1. Select **Merge Cardholders** from the drop-down.



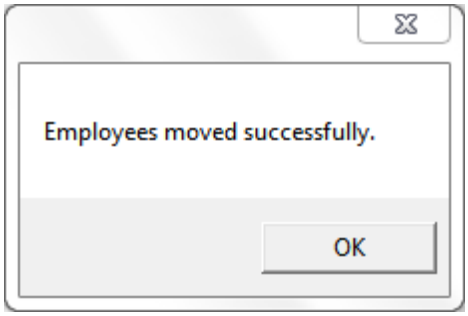
2. Select the cardholders you want to merge from the left field. Use the radio buttons in the right field to select the cardholder to merge accounts into (to keep). Remove cardholders from the right field by selecting the red **X** button.

You can search for a specific cardholder using the **Name** field. This is a smart search tool that pulls matching results even if you enter as few as one letter.

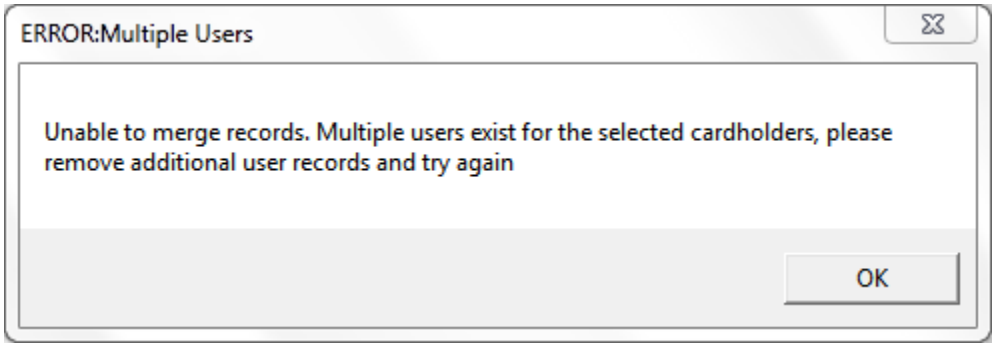


3. Select **Merge** at the bottom of the page when ready. You will be asked to confirm your action. Select **No** to close the window.

If you selected **Yes**, a success message displays to confirm completion.



Note: You cannot merge cardholders that are set up as CEMS users.

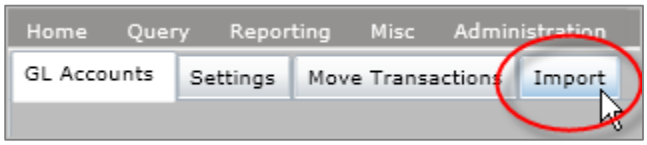


Importing GL Files

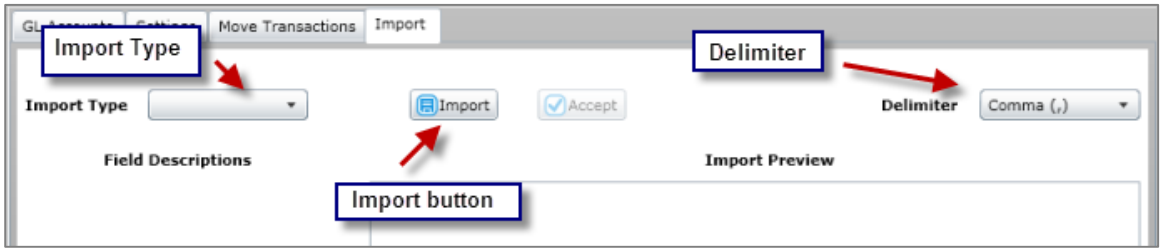
The importing feature allows you to import your company's general ledger accounting structure into CEMS for easy expense coding.

Steps

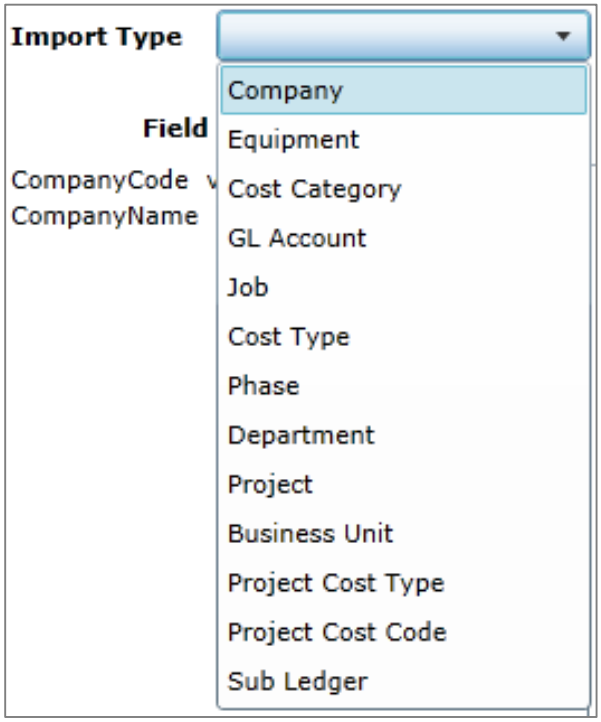
1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > Import**.



The Import Preview page opens.



2. Select the type of expense code (**Import Type**) for the file you are importing from these available options:



3. Use the Delimiter drop-down menu

to select the appropriate delimiter type for the file you will upload. The options are **Comma** (csv), **Colon**, **Semicolon**, **Vertical Bar**, or **Asterisk**.

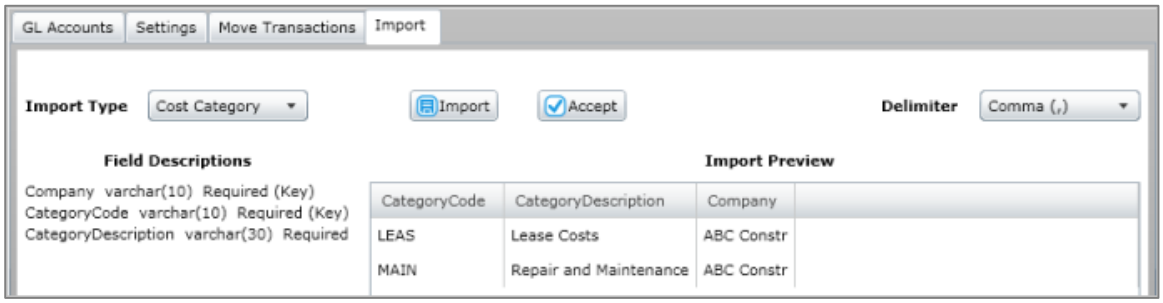
4. Select the **Import button**

to upload your file layout to the Import Preview panel. The file must be an Excel document. Select **Accept**

to save the previewed file to your expense coding options in CEMS.

Note: The file you upload must have the fields in the order shown under the Field Descriptions. The field order displayed under Import Preview may be different.

Example: Import for Cost Category



TROUBLESHOOTING FILE UPLOADS

If your file fails to upload to the Import Preview, or if you cannot accept the files to save, be sure:

- You have selected the correct file delimiter type (ex., Comma for a CSV file).
- The file you are uploading is not also open in your spreadsheet software.
- There are no additional fields in your file beyond the fields specified for that Import Type.

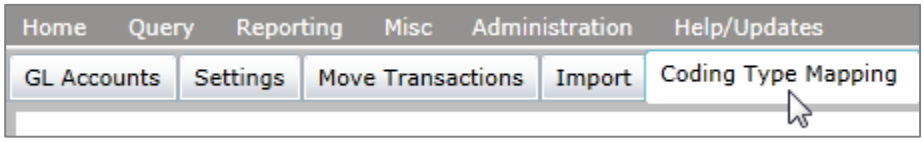
Mapping Coding Types

This option allows you to specify which cost types and cost categories apply in CEMS (GL coding type not included).The coding values applied or excluded on this tab will be reflected on the GL Accounts tab. Coding values can be excluded mid-billing cycle, as this will not affect historically coded transactions. However, if a user tries to edit a coded transaction after coding values have changed, they will receive an error message.

Follow the steps below to learn how to use this function.

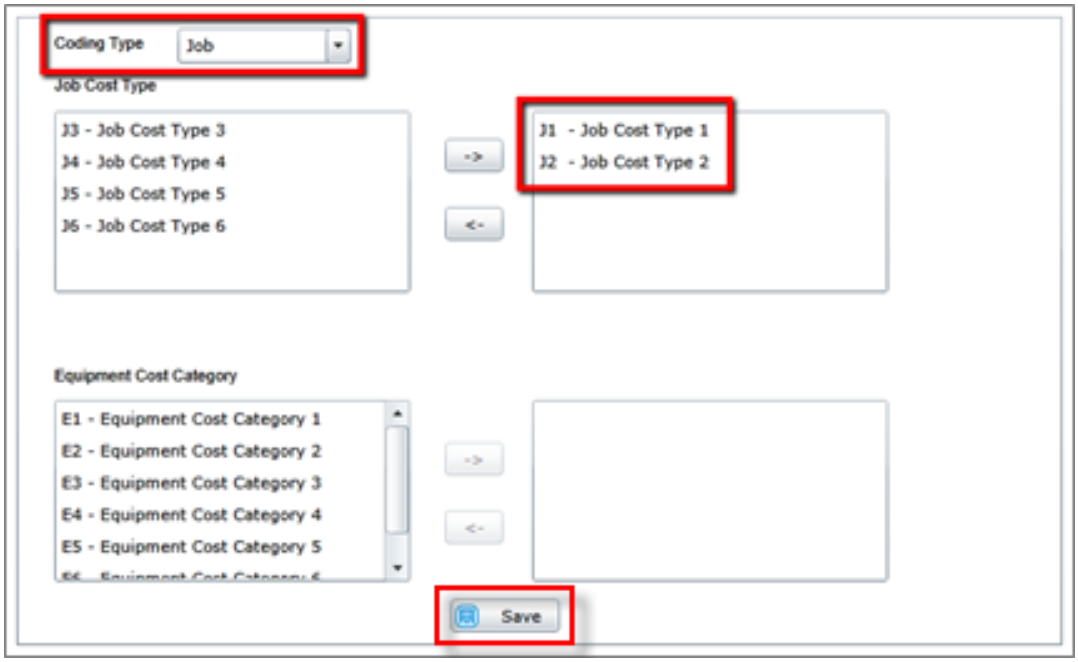
Steps

1. Access this feature from the CEMS home page by selecting **Administration > Setup/Administration > Coding Type Mapping**.

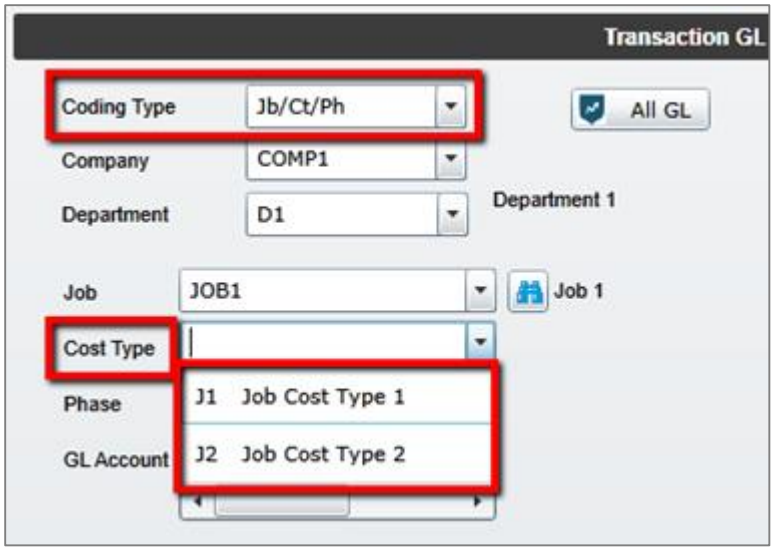


2. Select the Job coding type to begin including Job cost types. Select the Equipment coding type to begin including Equipment cost categories. Use the arrow icons to move the values you want to include from left to right. Select **Save** when finished.

Note: The Job coding type applies to both Jb/Ct/Ph and Jb/Ph/Ct.



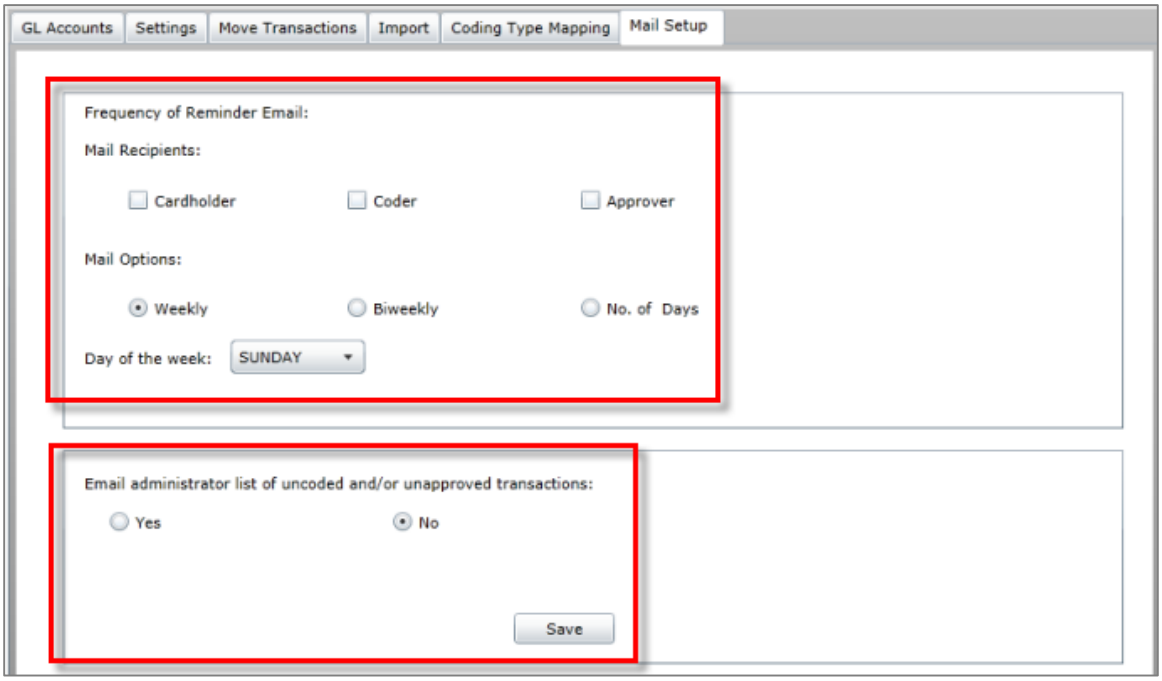
3. Open an uncoded transaction coding window. Notice that only the cost type values you selected are available for the selected coding type.



Setting Up E-Mail Notifications

This option provides the ability to set up email notifications to remind users of uncoded and/or unapproved transactions in a billing period.

To access this feature from the CEMS home page, select **Administration > Setup/Administration > Mail Setup**. Follow the guidelines below the screen shot.



Guidelines

- In the top section, specify which user(s) will receive notifications e-mails (cardholders, coders, and/or approvers). Then, select the frequency of e-mails. If weekly or bi-weekly, select the day(s) of the week the notification will be sent. If number of days, enter the number of days that must pass before notification is sent.
- As an administrator, you can select to receive notifications in the bottom section. A number of days must be entered for administrators. Weekly and bi-weekly notifications only apply to cardholders, coders, and approvers.
- The email will be sent out for the number of days specified after the billing period expires. Emails are also only sent once to the requested user.

Adding Transactions

All transactions are automatically added into CEMS through an AC29 file, which comes from Comdata and shows all of your company's daily Comdata MasterCard transactions. This happens on a nightly basis so that your company's transactional information is always updated in CEMS.

You can associate additional details with any transaction in CEMS. Receipts can be attached to any transaction using your computer or mobile phone. Receipt images are very valuable in that they help you keep a physical record of the transaction.

This section will explain in detail how to perform each of the following functions:

Note: The AC29 file includes Comdata MasterCard transactions only. Cash transactions must be entered manually.

- Adding Cash Transactions
- Attaching Receipts (Computer)
- Attaching Receipts (Mobile)

Adding Cash Transactions

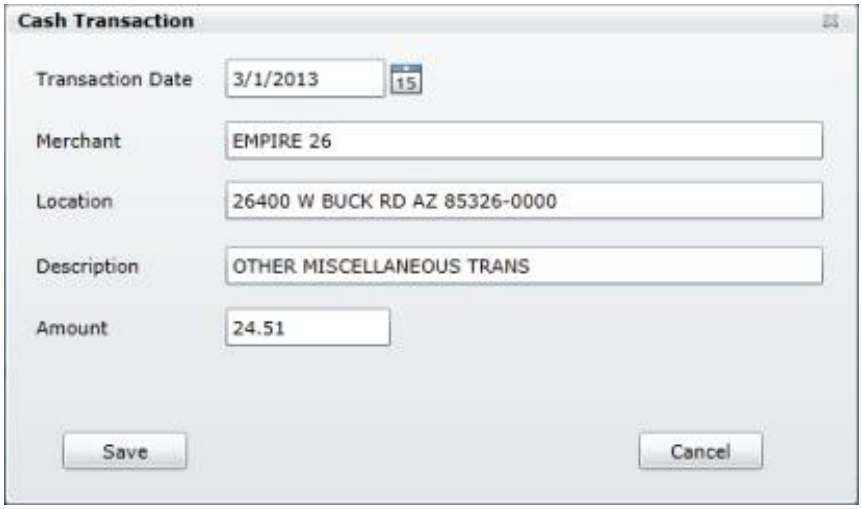
Anytime a cardholder uses cash to make a purchase, it must be recorded manually in CEMS. This function is available to cardholders and can be done multiple times in a day. If the billing period is closed, cash transactions will be prohibited.

Steps

1. Access the Cardholder Transaction Coding page and select the **Cash Transaction**

button.

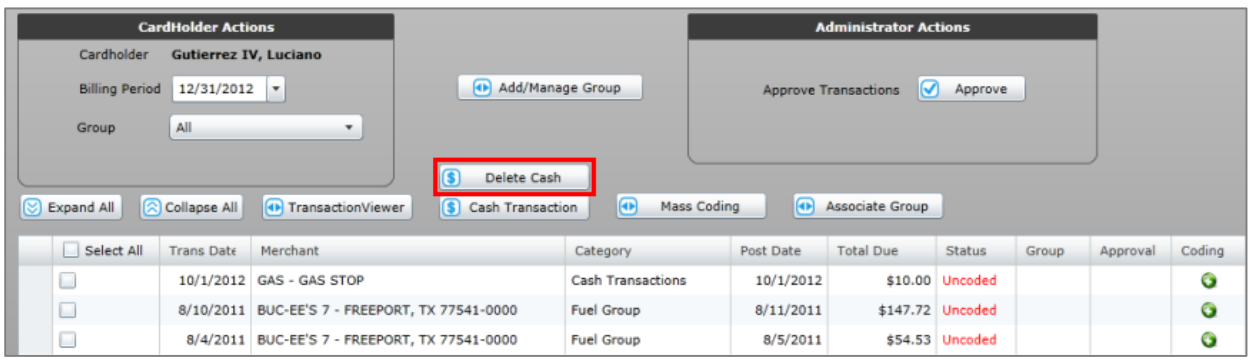
2. On the Cash Transaction window, enter all the information on the transaction and select **Save**.



3. The Transaction Coding window opens. You can either code the transaction or select **Cancel** to leave the transaction as un-coded.

Deleting Cash Transactions

You can remove unnecessary cash transactions using the **Delete Cash** button. This button only displays if there are uncoded cash transactions. Please be aware that this option removes all uncoded cash transactions, instead of individual ones.

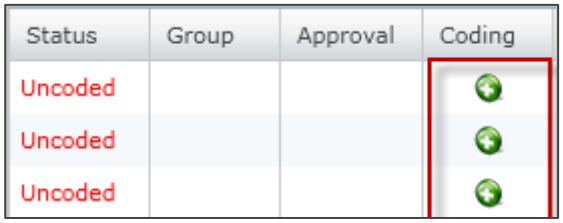


Attaching Receipts from a Computer

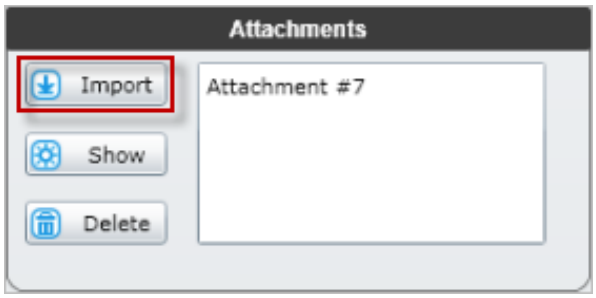
CEMS provides the ability to upload receipt images from your computer and match the receipt to a transaction based on the date and dollar amount.

Steps

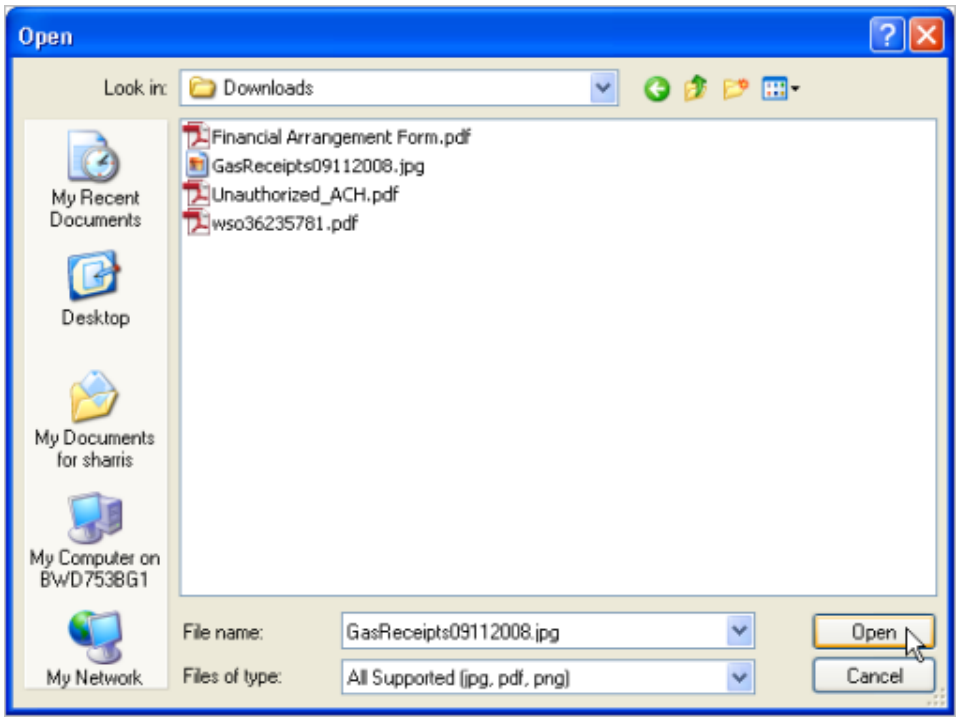
1. Select a transaction from the Cardholder's Transaction Coding page, then select the green icon in the far right column.



2. On the Transaction Coding window, select **Import** under the Attachments box.

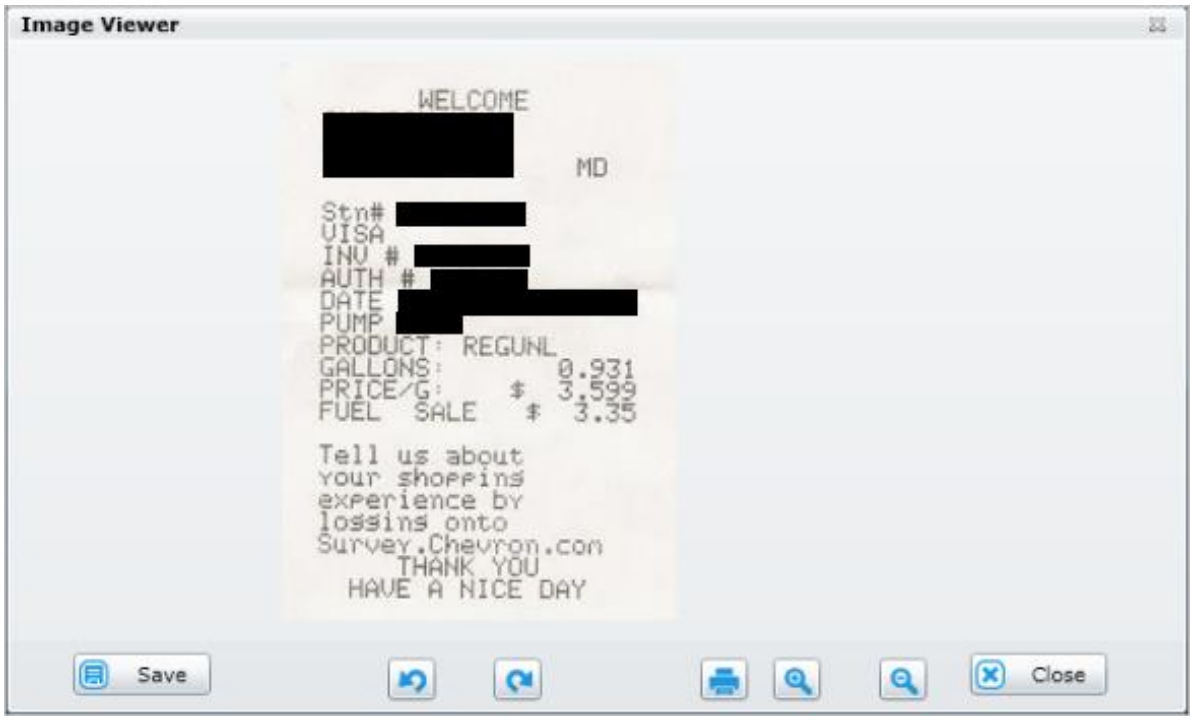


3. Browse your computer for a receipt image. Then, select **Open**.

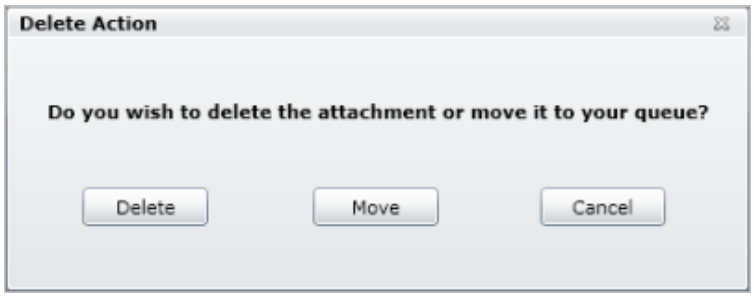


The receipt will then show up in the Attachments box as Attachment # X (x being the number of the attachment). The number is based on the amount of receipts already uploaded under the cardholder. For example, if the cardholder has six receipts already uploaded, the next receipt will show as Attachment #7. Once the image shows up in Attachments, it is automatically saved to the transaction.

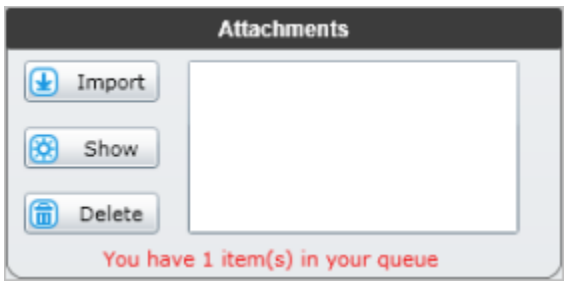
4. Select **Show** to open the Image Viewer. This window allows you to preview and adjust how the receipt is displayed in CEMS. Use the options at the bottom of the window (rotate, zoom, and print) to make changes to the image. Select **Save** to save changes or **Close** to return to the Transaction Coding window without saving.



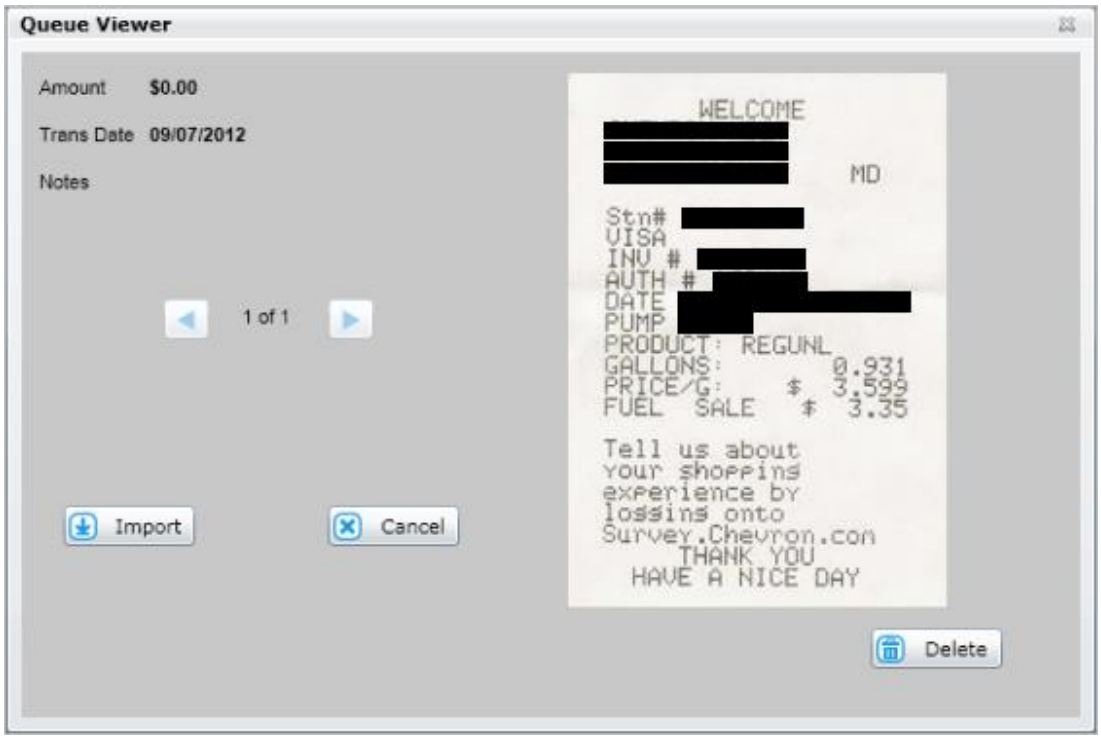
If you select **Delete** under Attachments, you will be asked if you want to delete the image or move it into your queue by selecting **Move**.



By selecting **Move**, a red link stating "You have x item(s) in your queue" (x being the number of items) displays. Select it to open up the Queue Viewer.



The Queue Viewer window contains all items in your queue. You can either import an item back to the transaction or completely delete it. If you import the item back to the transaction, it will return to the attachments box.



Checking for Queued Images

If you're an Administrator user, you can determine which cardholders have queued images from the Cardholder Dashboard on the CEMS home page. The Queue column displays the number of images for each cardholder. This number applies to images uploaded from a computer and the mobile application.

Name	Card	Employee	Count	Attach	Queue	Reviewed
Bab, Darrell	8888	000999	4	4	0	0
Parzas, John B	3333	000555	13	6	0	0
Black, Larry	4000	008888	43	35	0	2

Uploading Receipts from a Mobile Phone

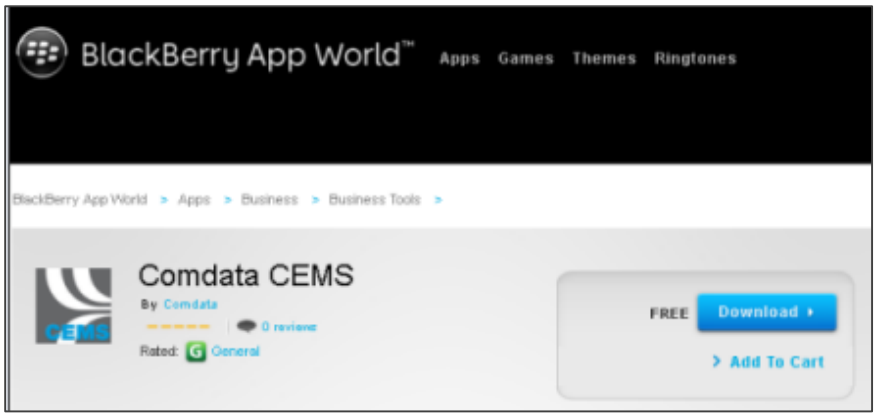
The CEMS mobile application allows you to upload transaction receipts to CEMS using a mobile smart phone. Please note that the mobile application is only available to BlackBerry OS v. 5, 6, 7, Android, and iPhone users.

Installing the CEMS mobile application

Follow the steps below to download the application using each type of device.

Steps for BlackBerry (OS v. 5, 6, 7) users

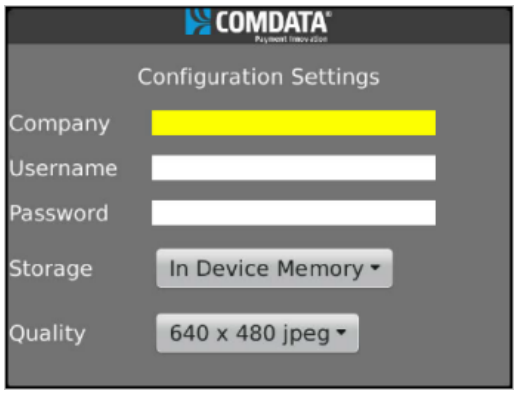
1. Download the Comdata CEMS application from BlackBerry App World.



2. Follow the steps to run the Comdata CEMS application on your phone.

3. Add your account details as follows:

   i. Press your BlackBerry's menu ( ) key.
   ii. Select **Configuration**.
   iii. Complete the Company, Username, and Password fields.
   iv. Use the drop-down menus to select your storage location and the quality your images will appear in.



You are now ready to start using the application.

Steps for iPhone users

1. Download the Comdata CEMS application from the Apple App Store.

2. Follow the steps to run the Comdata CEMS application on your phone.

3. Add your account details as follows:
   i. Open your iPhone's Settings menu.
   ii. Select the Comdata CEMS application.
   iii. Complete the Company ID, User Name, and Password fields.

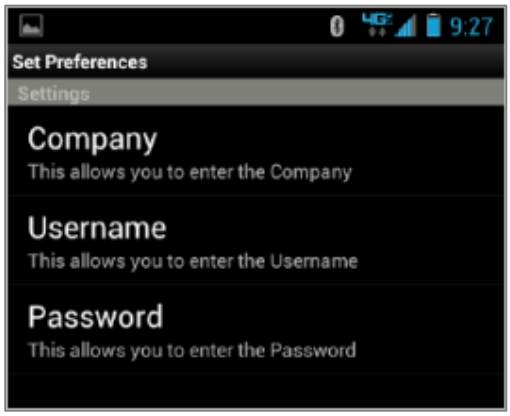
You are now ready to start using the application.

Steps for Android users

1. Download the Comdata CEMS Android application from the Google Play Store.

2. Follow the steps to run the Comdata CEMS application on your phone.

3. Add your account details as follows:
   i. While the application is running, press your phone's menu ( ) button.
   ii. Select **Settings**.
   iii. Complete the Company, Username, and Password fields.



You are now ready to start using the application.

How to Upload Receipt Images

After you download the application, you can start uploading receipts to transactions in CEMS.

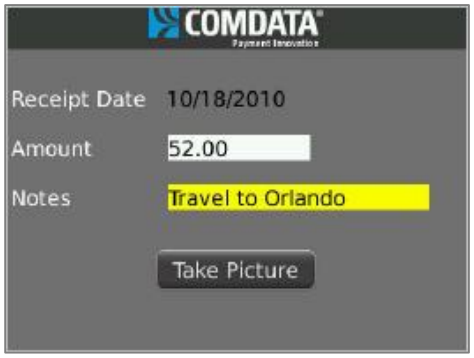
When you upload a receipt image, CEMS will check to see if the posted amount you entered in the application matches an existing transaction amount. If a match is not found, the image will go into the image queue. However, if the posted amount doesn't match an existing transaction, CEMS will check for a discounted amount. If the posted amount plus the discount amount matches an existing transaction amount, the image will automatically attach to the transaction, rather than going into the image queue.

If a match isn't found at all, the image will go into the cardholder's queue, regardless if the transaction's date fall in an existing billing period or not.

Note: This example is for Blackberry phones. The Android and iPhone applications are similar.

Steps

1. Open the application and enter the following information: the receipt date, amount, and notes (optional).

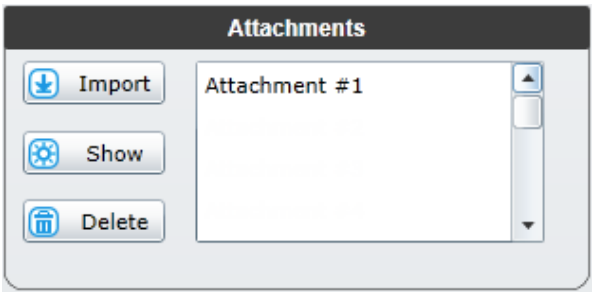


2. Select the **Take Picture** button and take a picture of the receipt.

3. If you are satisfied with the image, select **Save** or press the menu button (BlackBerry image). The receipt and transaction will automatically upload to CEMS.

=

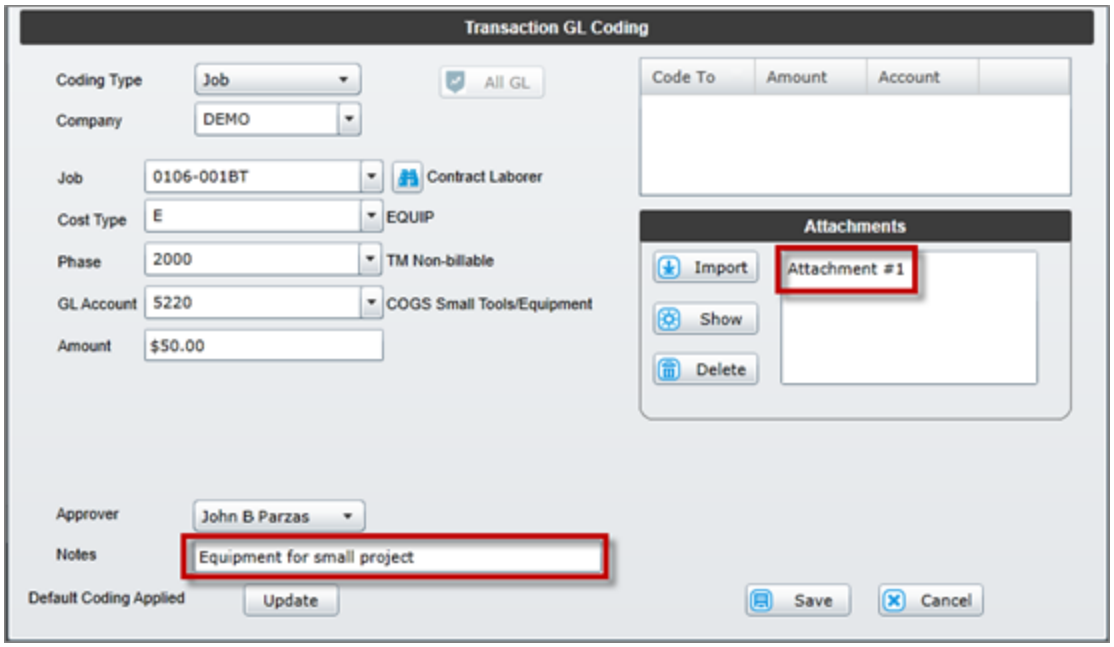
4. A message stating, “Upload Successful” generates to confirm your upload. Log in and verify that the receipt image attached to the transaction. Remember, if a match is not found for the posted amount in CEMS, the image will automatically move to the image queue, regardless if the transaction’s date falls in an existing billing period or not.



Importing Receipt Notes

The CEMS mobile application allows you to add notes to your receipt images. These notes can be any additional information an administrator, coder or approver may need to know about the transaction.

When you upload a receipt with notes, they will be matched to the appropriate record in CEMS in the Transaction Coding window. Administrators and coders can edit or append the imported notes.



Please be aware of the following scenarios:

- If the date or transaction amount for the uploaded receipt image does not match an available transaction, the image will be placed in the queue viewer. In this case, you will need to manually add the receipt from the document queue to the transaction. See the topic Attaching Receipts from a Computer for related steps.
- Notes cannot be imported to transactions that have already been coded.
- Notes imported with receipts will not overwrite existing notes in the coding window. If the transaction already has notes in the transaction coding window, the image receipt will be moved to the queue viewer.

Reviewing Transactions

When a transaction enters CEMS, it can be reviewed and coded by any user with access to that cardholder's transactions. A user with the cardholder user role can review and code only their own transactions, while coders and approvers can review and code transactions for all their assigned cardholders. An administrator can review and code all transactions under the company profile.

Once a transaction is coded, its status will change to reviewed. The reviewed status means that the transaction has been reviewed; the reviewer believes that the correct coding has been applied, and the transaction is ready to be verified by an approver or administrator.

The following topics in this section describe the general process of applying coding to a transaction:

- Coding Transactions
- Mass Coding Transactions
- Disputing Transactions
- Grouping Transactions
- Splitting Transactions

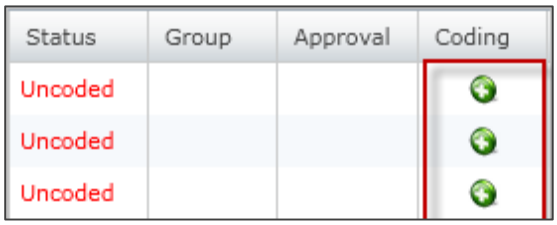
Coding Transactions

Coding a transaction is the process of associating a transaction with GL accounting codes. For example, a user might code a transaction to a specific coding type (job, equipment, GL expense, and business unit), company, job, cost type, phase (billable or non-billable), GL account (if applicable), or amount. The general process for coding transactions is described below.

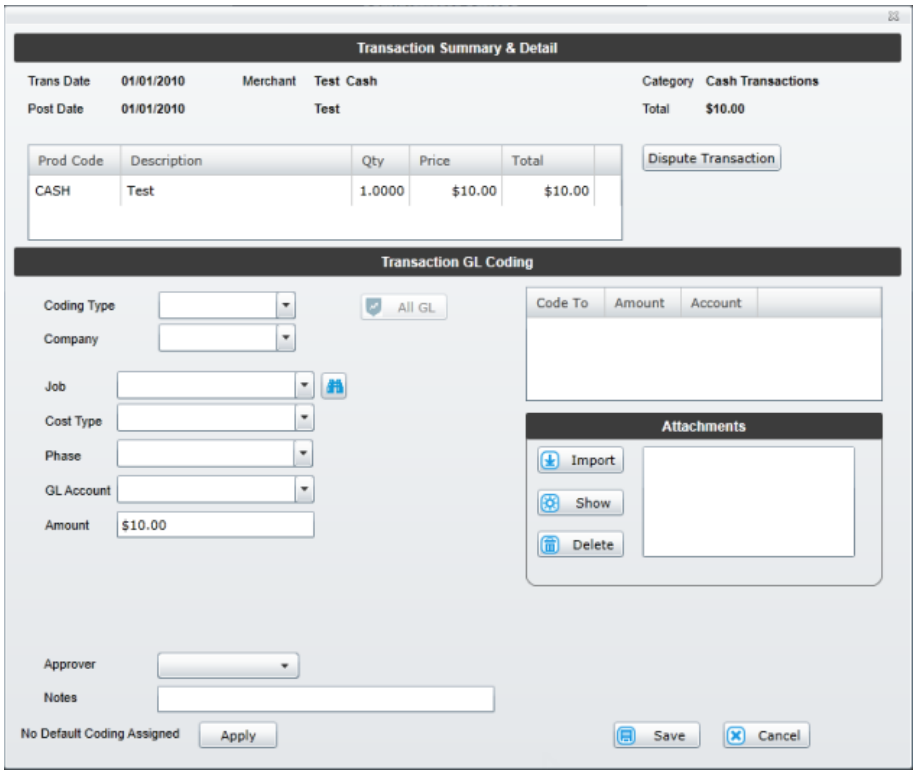
See these steps below for the following additional topics related to coding transactions: Un-Coding Transactions, Default Coding, Airline and Rental Car Transactions, and Loading GL Accounting Codes.

Steps

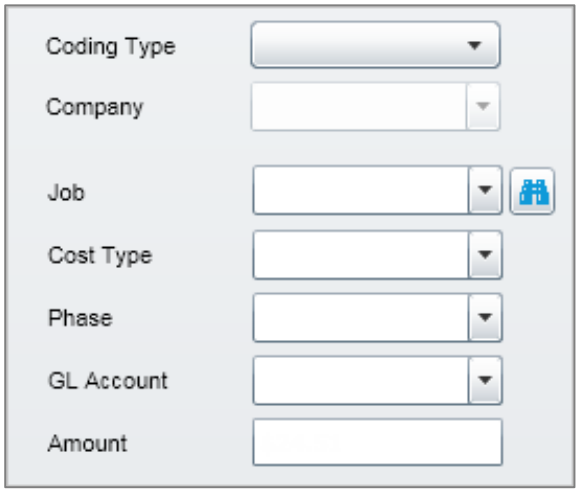
1. On the Cardholder Transaction Coding page, select an un-coded transaction from the dashboard and select the green icon in the coding column.



The Transaction Coding window will open. In order for a transaction to go into reviewed status, it must be coded in this window under the Transaction GL Coding section.

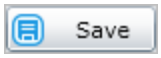


2. Code the transaction. Complete the list in the order that the fields appear.



Note: There are six coding types: Jb/Ct/Ph (Job, Cost Type, Phase), Jb/Ph/Ct (Job, Phase, Cost Type), Equipment, GL Expense, Business Unit, and Sub Account. Depending on your ERP system and the coding types available to your company, the coding structures may be different.

Also note that the GL codes displayed are heavily dependent on your company value. If cross-company coding is selected, only the GL codes for the selected company will display.

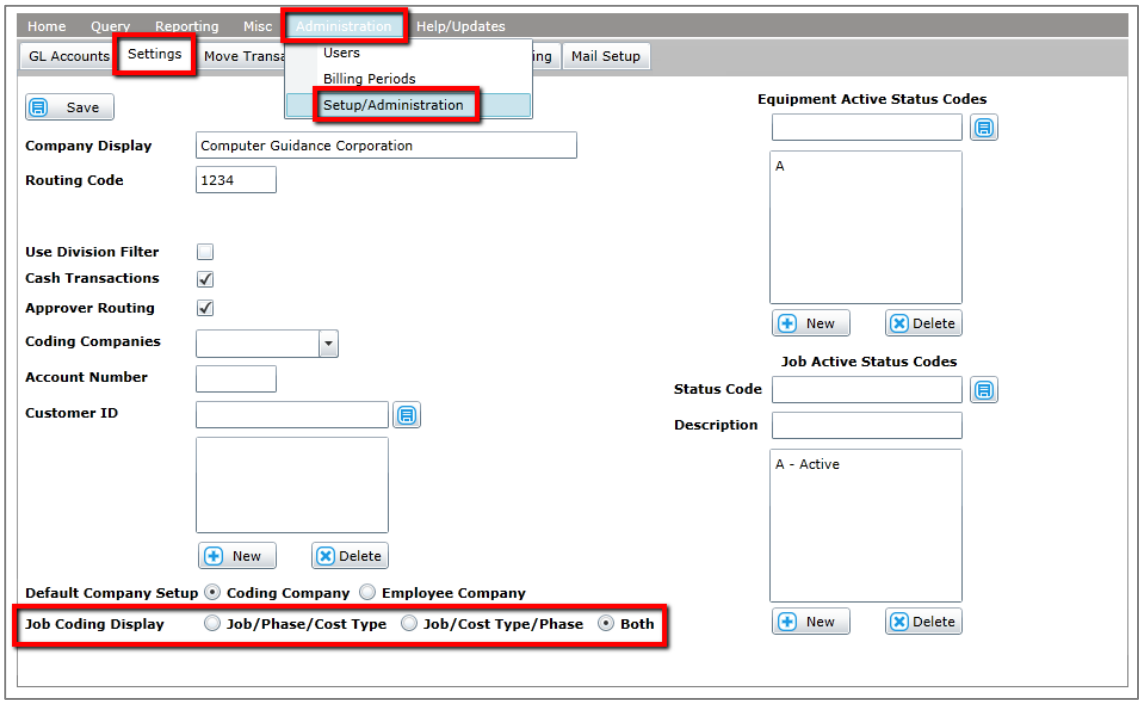
3. Select **Save**  when finished. The transaction is now ready to be approved.

Trans Date	Merchant	Category	Post Date	Total Due	Status
7/31/2012	TIRE RECYCLING	Cash Transactions	7/31/2012	$45.00	Reviewed

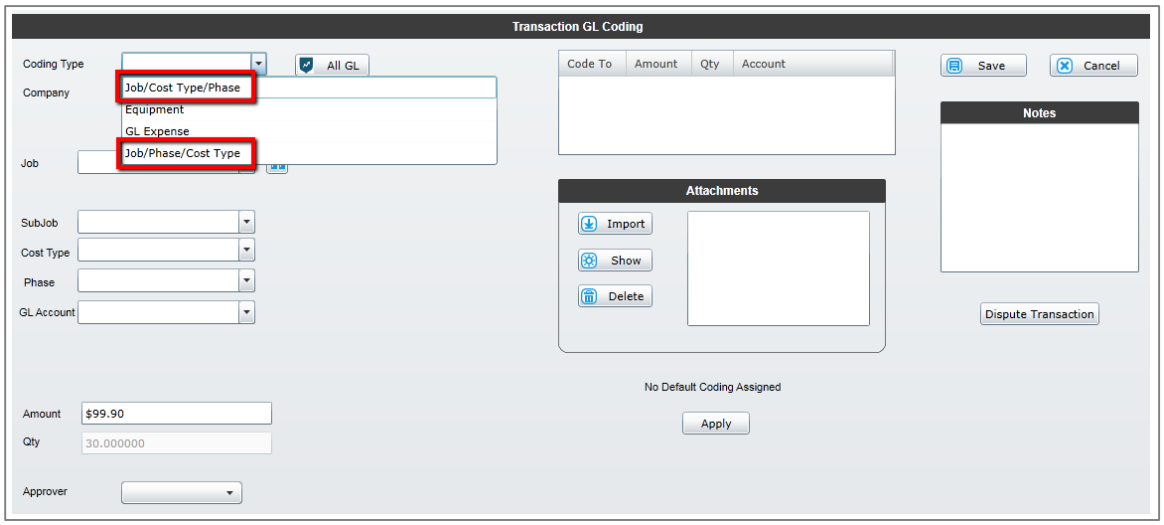
Configuring the Job Coding Display

Administrator users can configure the display of the Job coding type under the **Coding Type** drop-down. The configuration settings can be found on the Settings page (**Administration > Setup/Administration > Settings > Job Coding Display**). The default setting is **Both**, which means your users will be able to choose Job/Phase/Cost Type or Job/Cost Type/Phase during coding on both the Transaction Coding and Mass Coding windows.

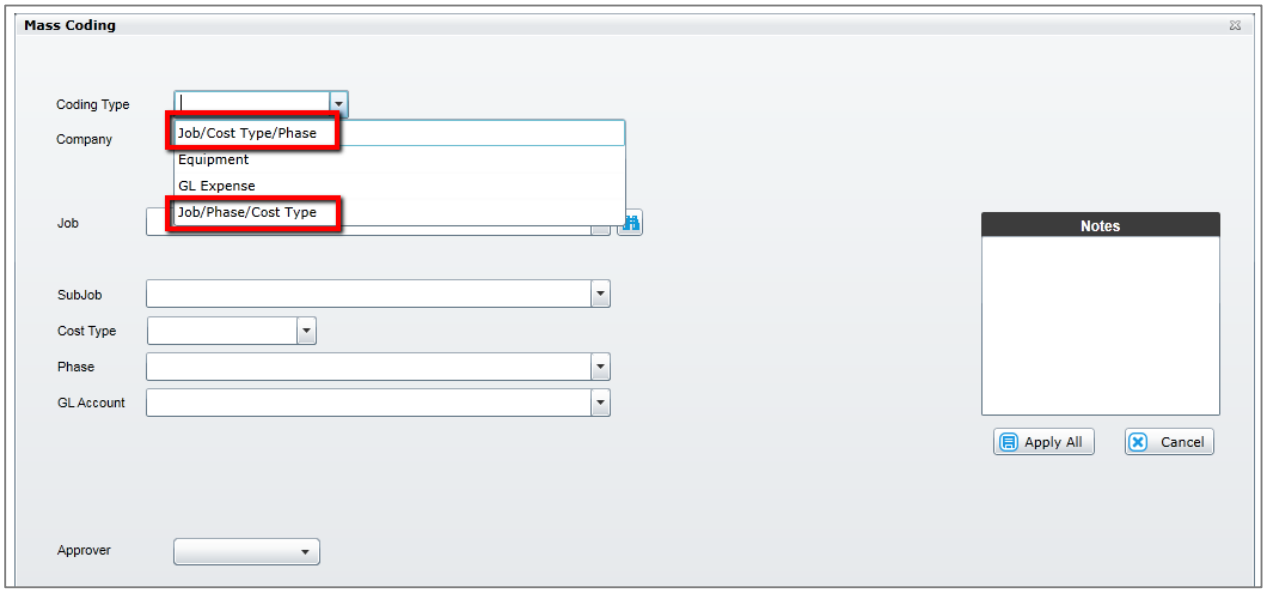
You can restrict users to only one Job coding type by selecting either the **Job/Phase/Cost Type** or **Job/Cost Type/Phase** radio buttons. Be sure to select **Save** when finished.



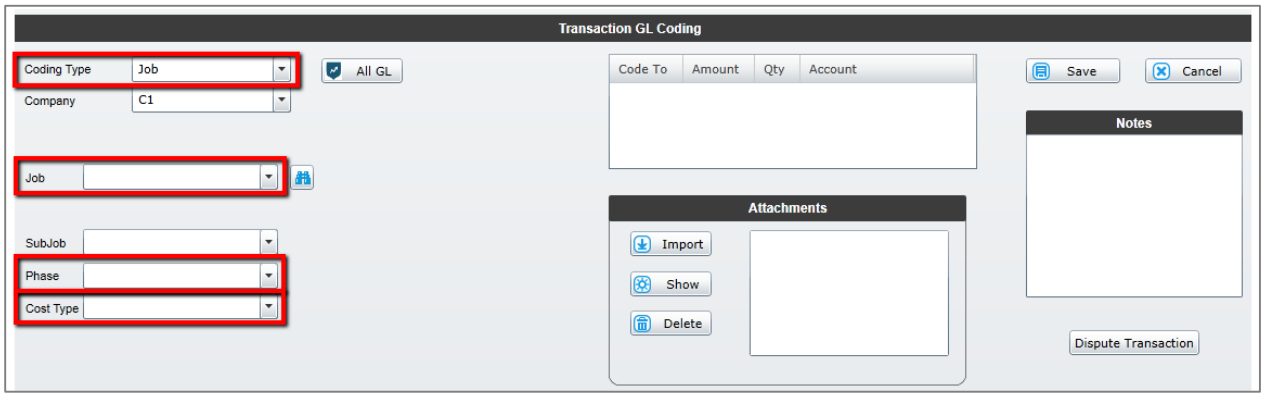
Example of Transaction Coding Window with Both



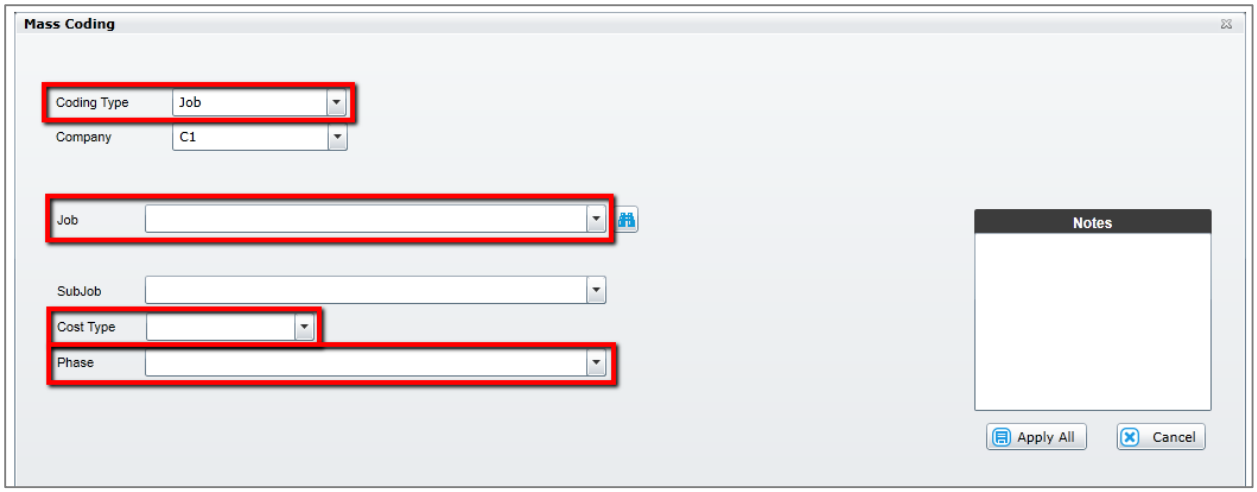
Example of Mass Coding Window with Both



Example of Transaction Coding with Only One Coding Type Selected

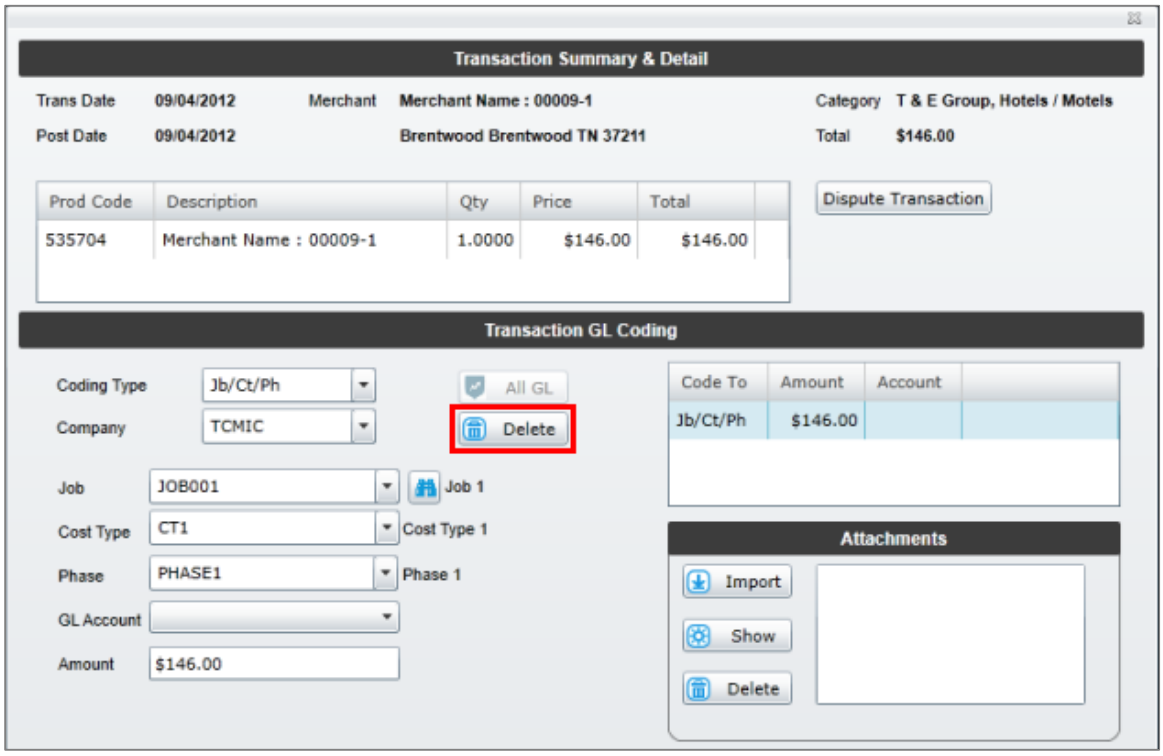


Example of Mass Coding Window with Only One Coding Type Selected

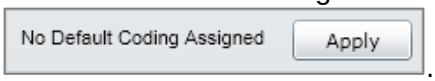


Un-coding Transactions

If you notice the coding is incorrect on a transaction and want to un-code it, simply select **Delete** on the Transaction Coding window. All coding for the transaction will be cleared and the status will return to un-coded.



Default Coding

You can assign a default coding structure to every transaction entered under a cardholder. First, set up your coding structure in the Transaction GL Coding section and then select **Apply** at the bottom of the window 

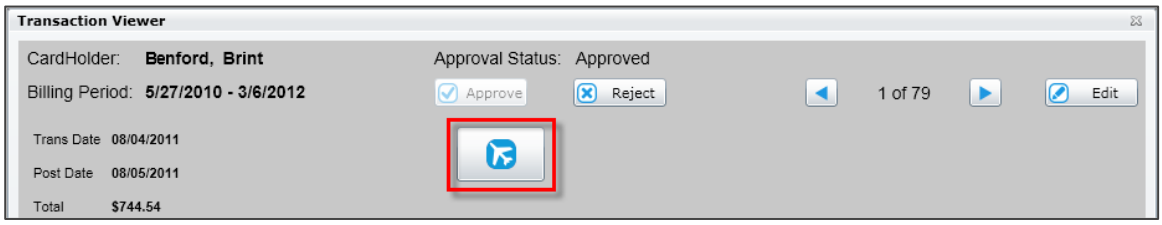
.

The default coding will be applied to the cardholder. Then select **Save** to save the coding structure for that transaction. Every new transaction that enters CEMS under this cardholder will have this coding structure applied. If you would like to remove default coding, select **Misc** from the main menu bar on your home page to open the Default Coding page. You should see a list of all the default coding structures you have applied. Select one and select **Delete** to permanently remove it.

Airline and Rental Car Transactions

Transactions indicated as rental or airline purchases by the MasterCard addenda data will display a new button on the Transaction Viewer and Transaction Coding window.

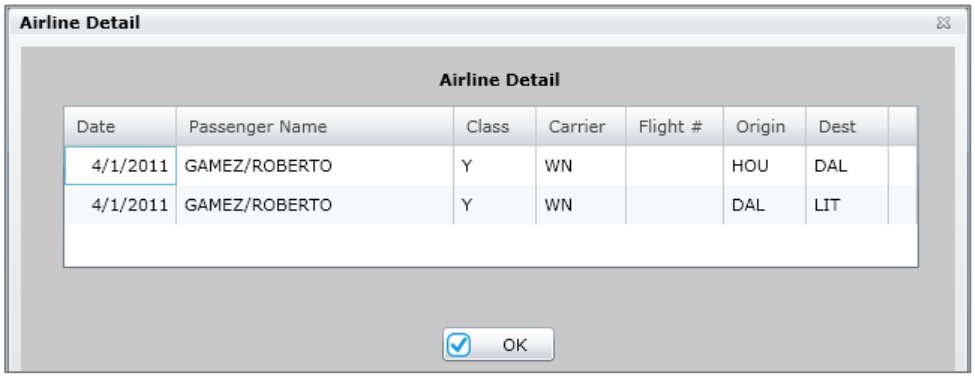
Airline button



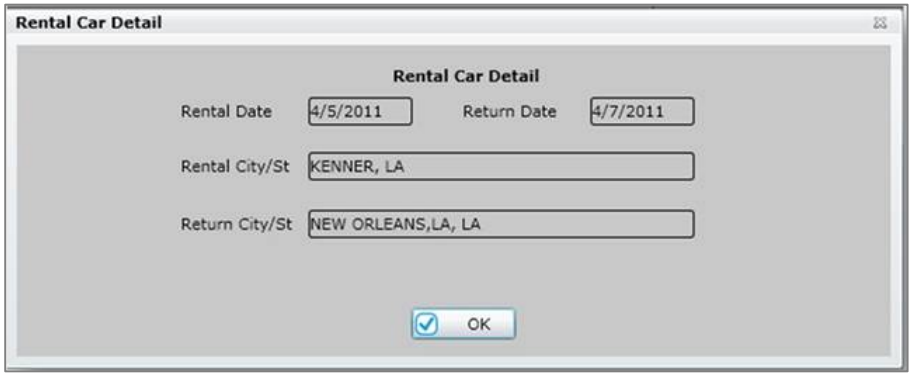
Rental Car button

Select either button to open a window with additional details on the transaction.

Airline Detail



Rental Car Detail



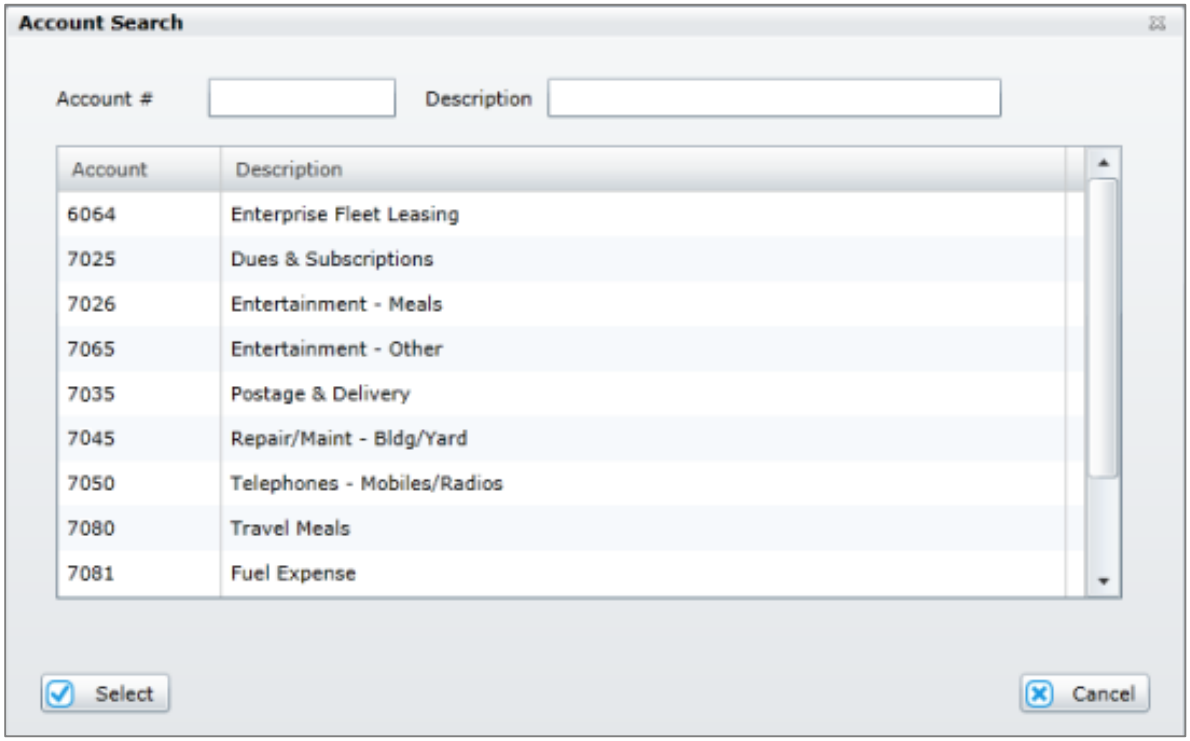
Loading GL Accounting Codes

When you open a new coding session, the system loads only those GL accounts set up for your default company code, which display when you select the GL Account drop-down option. If you are set up for cross-company coding (i.e., the Cross Company Coding function is enabled), you have the option to import all available company codes and GL accounts using the **All GL** button on the transaction coding window.

If you are not set up for cross-company coding (i.e., the Cross Company Coding function is disabled), the **All GL** button will be unavailable.

With the GL Expense coding type, a search icon

displays next to the **GL Account** drop-down. Select this icon to open a window used to quickly search for a GL account.



The Account Search window only displays the account codes for your default company code until you select the **ALL GL** button. If you have not selected the **All GL** button, and try to search for an account code that is not in your default, you will receive an error message.

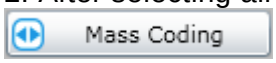
Mass Coding Transactions

The Mass Coding feature allows you to code multiple cardholder transactions simultaneously. To use this feature, follow the steps below.

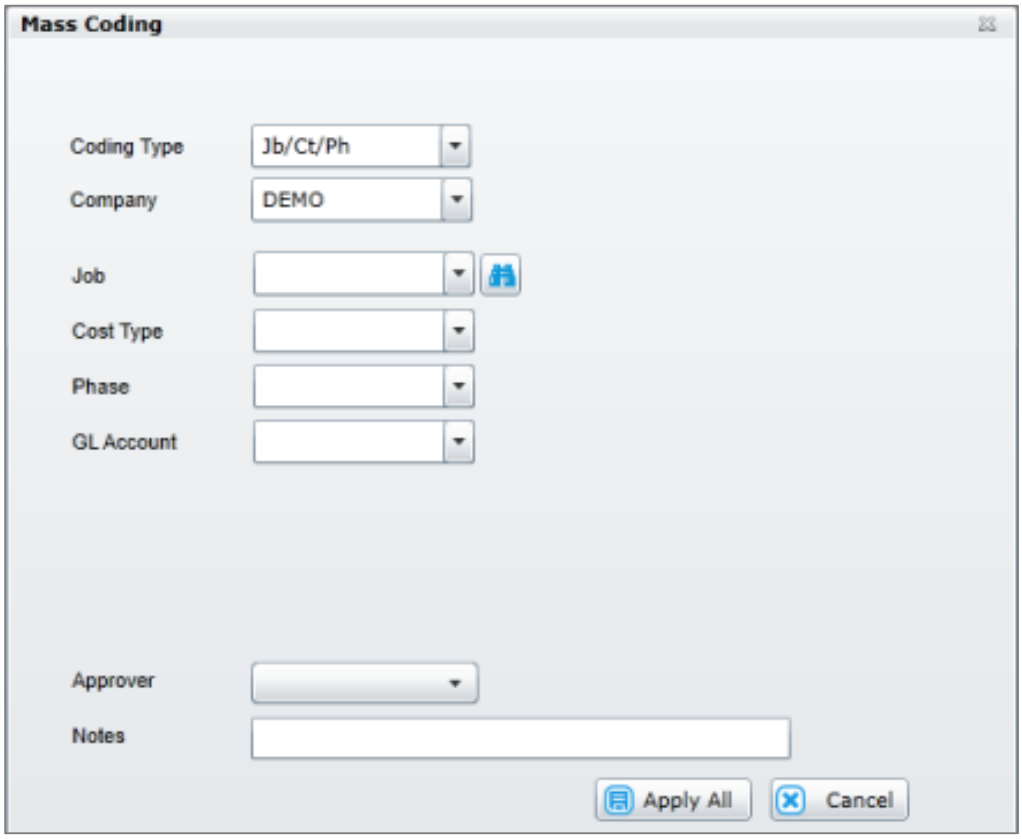
Steps

1. On the Cardholder Transaction Coding page, select any number of un-coded transactions. If necessary, you can select transactions from multiple pages of the list.

2. After selecting all of your desired transactions, select **Mass Coding**



to open the Mass Coding window. Complete all of the coding fields as you would on the Transaction Coding window. The notes field is optional.



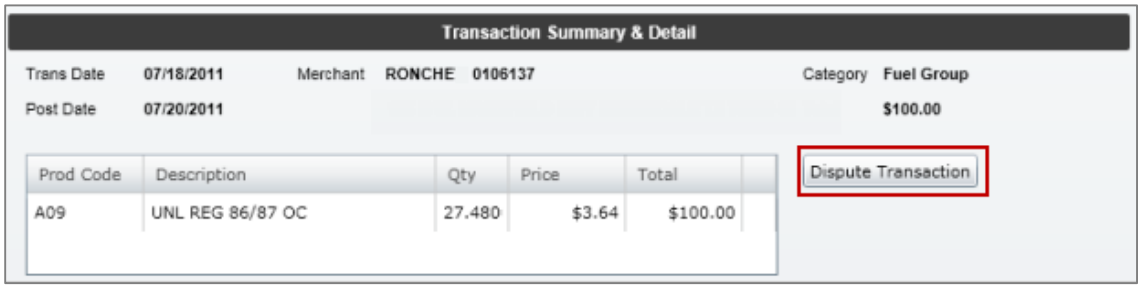
3. Select **Apply All** when finished. The specified coding applies to all transactions you selected.

Disputing Transactions

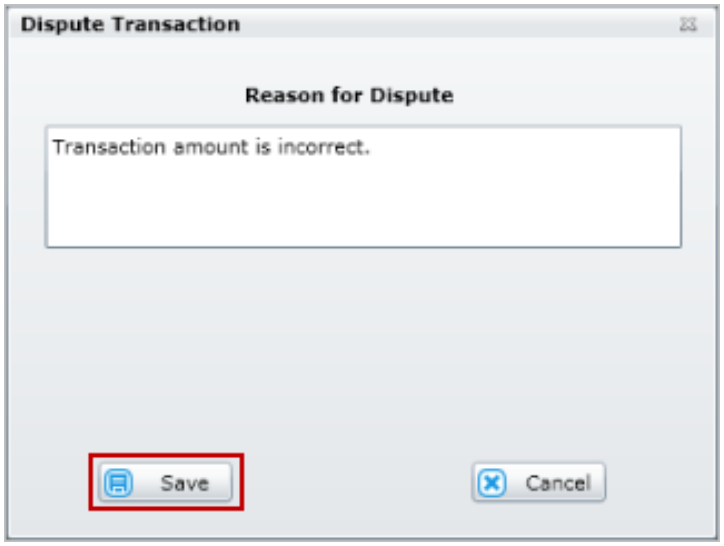
A transaction under review can be marked disputed to indicate that it should be investigated further. Disputing a transaction only applies a caution flag to the listing. It does not prevent a transaction from being coded or approved. But, you cannot dispute an approved transaction.

Steps

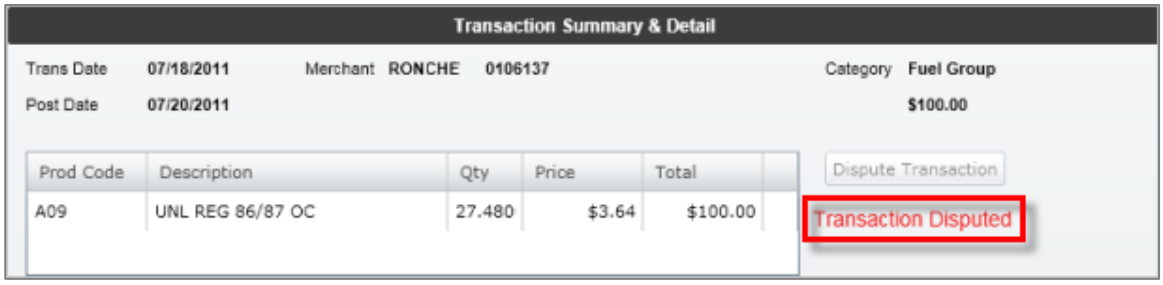
1. Select **Dispute Transaction** on the Transaction Coding window.



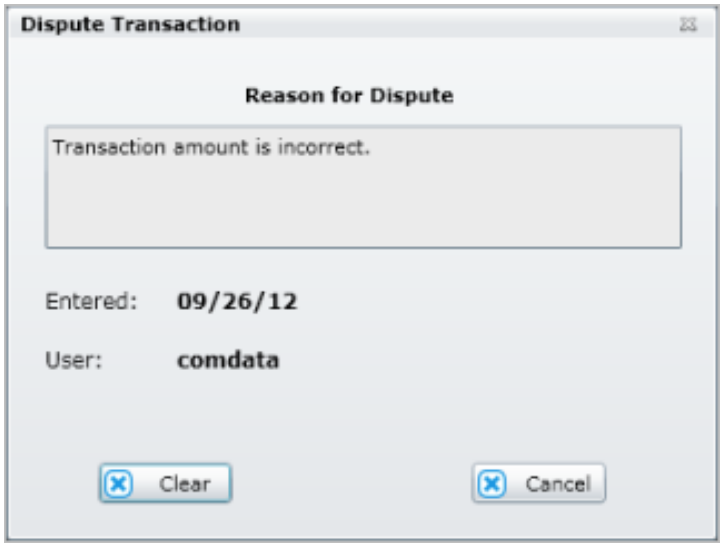
2. On the Dispute Transaction window, enter your reason for the dispute and select **Save**.



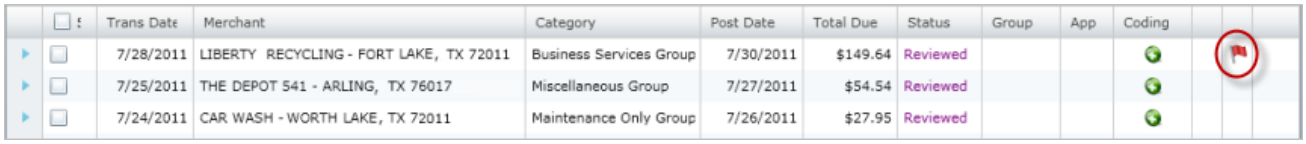
3. A red hyperlink stating "Transaction Disputed" displays.



Select the red link to open the Dispute Transaction window again. You can either clear the dispute or leave it as is. If you select **Clear**, the transaction is removed from disputed status.



If you code or approve a disputed transaction, a red flag will appear next to it on the Cardholder Transaction Coding page.

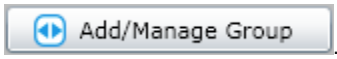


	Trans Date	Merchant	Category	Post Date	Total Due	Status	Group	App	Coding
	7/28/2011	LIBERTY RECYCLING - FORT LAKE, TX 72011	Business Services Group	7/30/2011	$149.64	Reviewed			
	7/25/2011	THE DEPOT 541 - ARLING, TX 76017	Miscellaneous Group	7/27/2011	$54.54	Reviewed			
	7/24/2011	CAR WASH - WORTH LAKE, TX 72011	Maintenance Only Group	7/26/2011	$27.95	Reviewed			

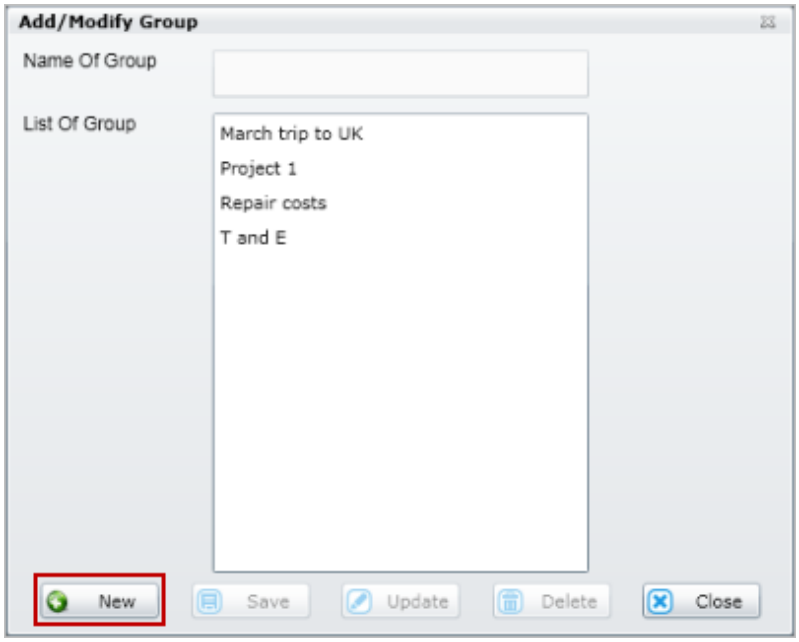
Grouping Transactions

The Grouping Transactions feature allows you to create a group of related transactions such as expenses for a project or a business trip.

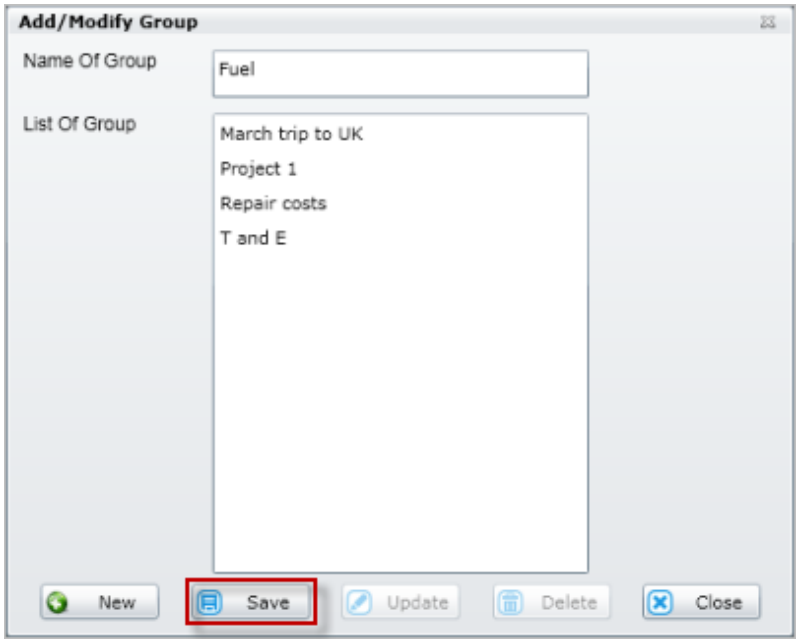
Steps

1. On the Cardholder Transaction Coding page, select **Add/Manage Group** 

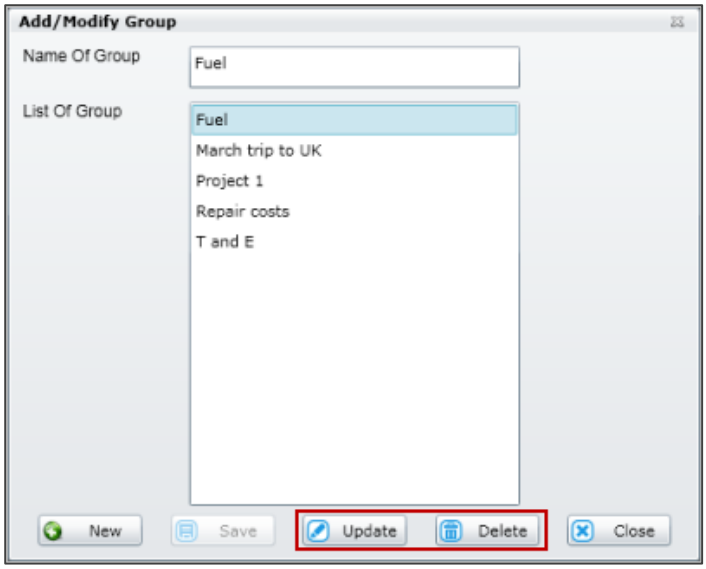
. In the Add/Modify Group window, select **New**.



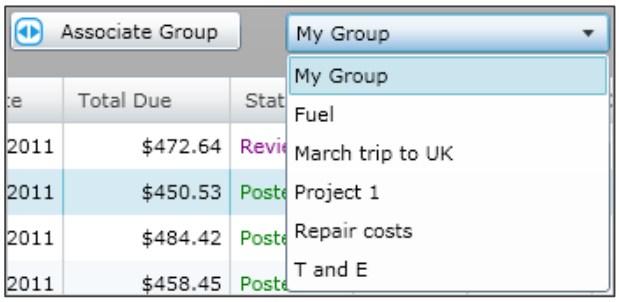
2. The Name of Group field becomes available. Enter your group's name and select **Save**.



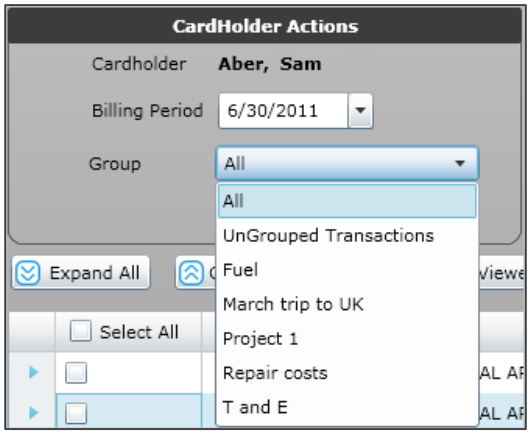
Previously created groups display in the List Of Group field. Update the group by changing the name or deleting it.



3. Close the Add/Modify Group window to return to the Cardholder Transaction Coding page. Select the transactions you would like to display in your group and select **Associate Group**. Then, select a group from the **My Group** drop-down menu.



The group name will now display in the Group column on the Cardholder Transaction Coding page. To filter your list of transactions to items in one group only, select the name of the group from the **Group** list under **CardHolder Actions**.



Splitting Transactions

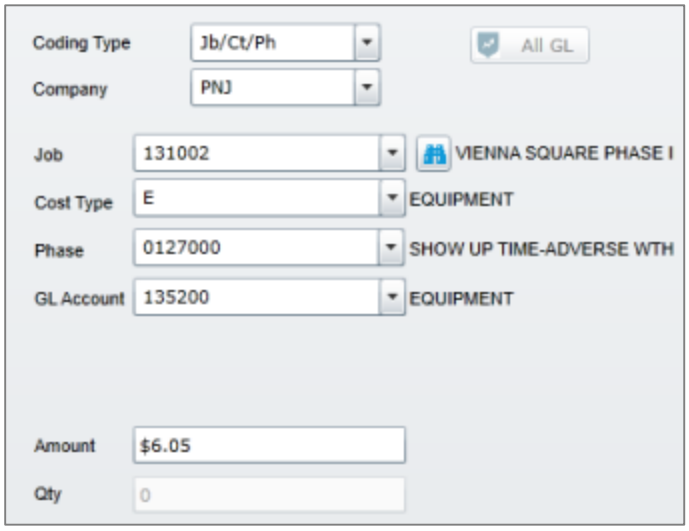
In addition to coding transactions, the Transaction Coding window provides options to split the coding of a transaction to multiple coding types. You can also apply the same coding type multiple times with different coding values. This is useful for allocating transaction amounts.

Applying Multiple Coding Types

To apply multiple coding types to a transaction, you must split the amount of the transaction. Different portions of the transaction amount can be applied to different coding types and coding values.

Steps

1. Open a transaction and begin coding.

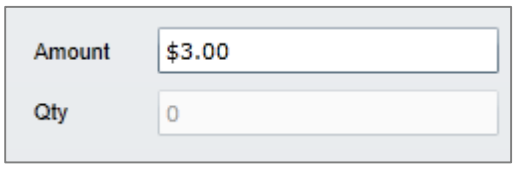


2. Look at the amount of the transaction in the Transaction Summary & Detail at the top of the window. Enter a portion of that amount in the **Amount** field (for example: 1/2, 3/4. etc.).

Example 1.

Prod Code	Description	Qty	Price	Total	Type
999	OTHER MISCELLANEOUS TRAN	1.000000	$6.05	$6.05	Product

Example 2.



3. Select **Save** when finished. Notice that the coding fields reset and the remaining amount displays in the **Amount** field. Do this for as many coding types as necessary. Each coding you apply stacks up to the right of the coding fields.

Code To	Amount	Qty	Account
Jb/Ct/Ph	$3.00	0.000000	365200
GL Expense	$3.05	0.000000	001051

This action also applies to the gallon quantity for transactions under the Fuel Group category. Alter the price and quantity of fuel to split the coding types. This is useful for allocating gallons in your ERP system.

Example 1.

Prod Code	Description	Qty	Price	Total	Type
A09	UNL REG 86/87 OC	20.050000	$3.20	$64.16	Fuel

Example 2.

Code To	Amount	Qty	Account
Jb/Ct/Ph	$32.00	10.050000	315200
Equipment	$32.16	10.000000	006010

Approving Transactions

Once a transaction has been coded and is in reviewed status, it is ready for final review by an approver or administrator. By approving a transaction, the reviewer indicates that the coding on the transaction is deemed to be correct. Following approval, the transaction can be changed to posted status and exported back to your ERP system.

It is the approver's responsibility to ensure that all of the information on the transaction is correct and compatible with your company's financial record keeping.

This section of the guide describes the following aspects of the approval process:

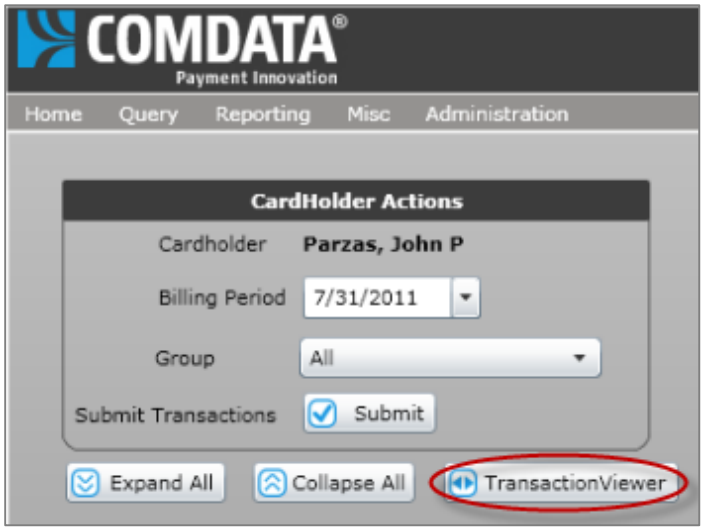
- Approval Steps
- Routing to Approver
- Mass Approving

Approval Steps

The basic process of approving transactions is simple. See the following steps.

Steps

1. Access a Cardholder Transaction Coding page and select a transaction to review. Select the **TransactionViewer** button.



2. Review the transaction information and determine if it can be approved or rejected. If you select **Approve**, the transaction will be flagged as approved on the Transaction Listing Dashboard. Selecting **Reject** flags the transaction as rejected and prompts you to enter the reason for rejection. Details you enter on the rejection are saved with the transaction.

Routing to Approver

Approver Routing allows you to select from a list of designated approvers assigned to a cardholder's profile instead of having the system default to a single approver. When the Approver Routing feature is activated, a new drop-down menu labeled **Approver** appears in the Transaction Coding window. The menu lists all individuals assigned to approve the cardholder's transactions. Cardholders with approval privileges can route to themselves.

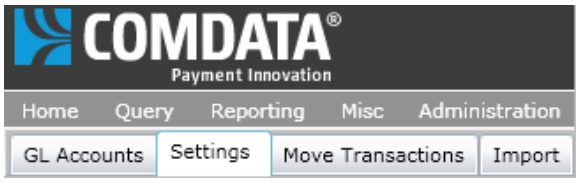
Approver Routing: administrator steps

If you are an administrator, you will need to decide if Approver Routing should be turned on for your company. If you turn on Approver Routing, it will be available to every cardholder in your company.

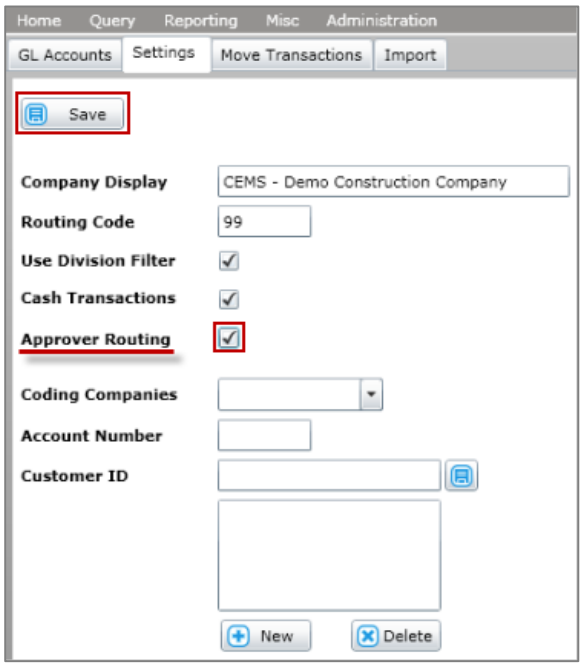
Steps

1. From the main menu bar, select **Administration > Setup/Administration**.

2. Select the Settings tab.



3. Select the **Approver Routing** check box and then select **Save**. Approver Routing is now turned on for all cardholders.

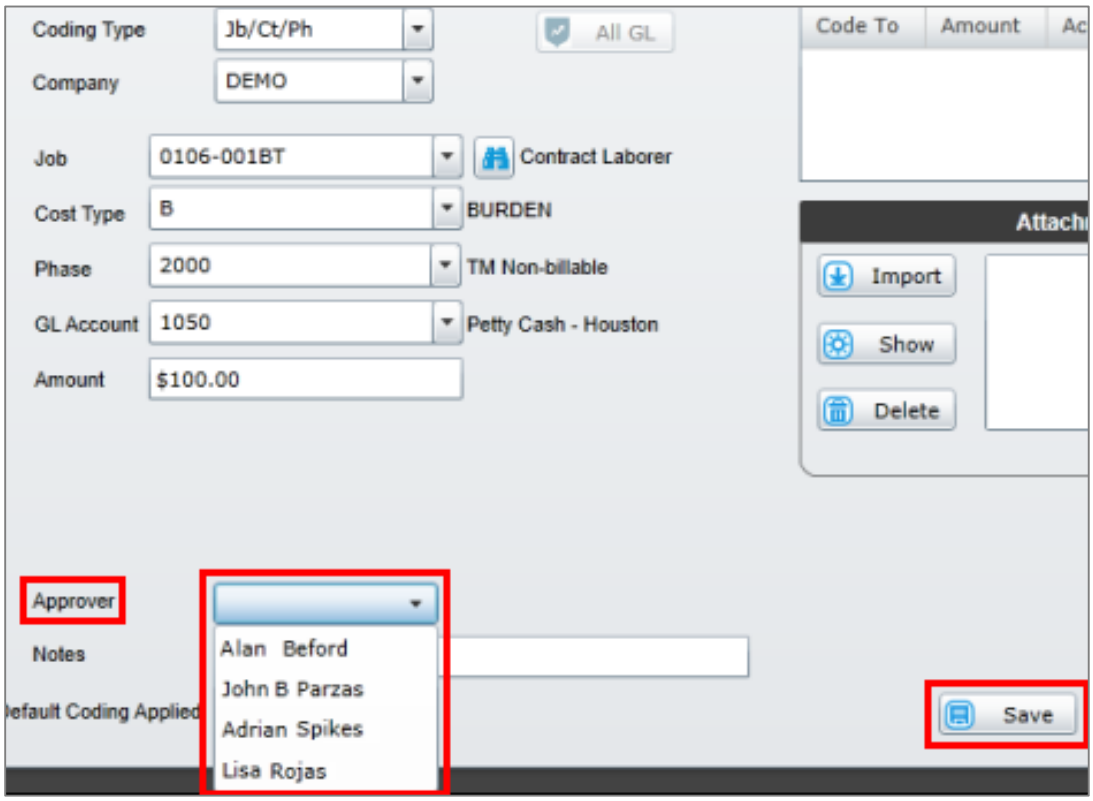


Approver Routing: steps

Once the administrator turns on Approver Routing, anyone with coding privileges will see the new **Approver** drop-down menu in the Transaction Coding window. If the name of the desired approver is not listed, the user should contact an administrator to verify that their name has been added to that Approver's Coding & Approving List.

Steps

1. After you have coded a transaction, select an approver and then select **Save**.



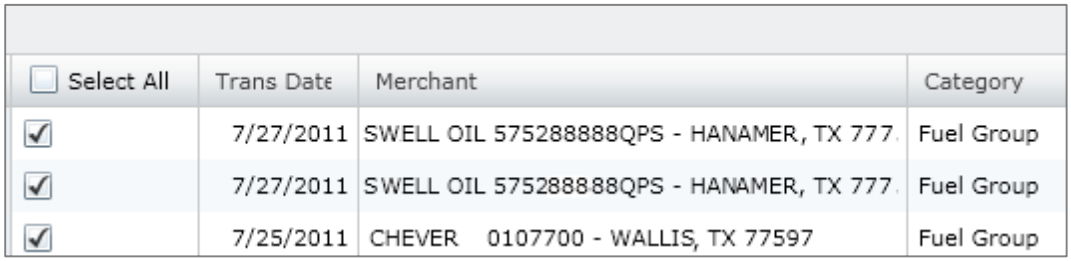
Mass Approving

Mass Approval allows you to approve multiple transactions at once. Using the feature is simple.

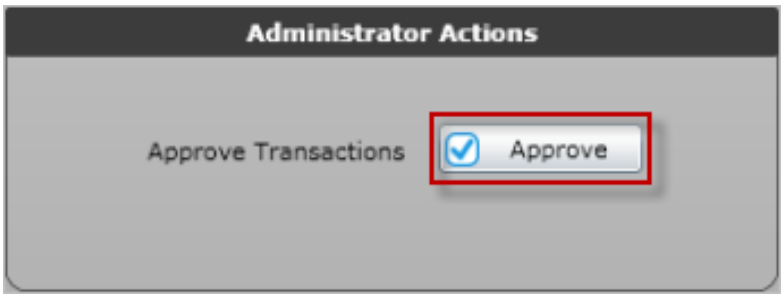
Note: Mass Approving is only available to approvers and administrators.

Steps

1. Select any number of transactions from the Cardholder Transaction Coding page. Make sure they are coded and in reviewed or submitted status. If necessary, you can select transactions from multiple pages of the list.



2. Select the **Approve** button located under Administrator Actions. All the selected transactions will change to approved status.



Reporting

CEMS offers two categories of reports: cardholder reports and administrator reports. Cardholder reports are available to all users and are mainly used for viewing a cardholder's transaction activity in a given billing period. A separate cardholder report, Transactions Coded with Receipt Images, is available to view transactions with attached receipts.

A variety of reports are available to administrators and coders. See that section of the guide below.

All users have the option to run a Cardholder Query, which pulls detailed information on a cardholder's transactional data that can be exported into a Microsoft Excel document. With the Cardholder Query, the user's transactions are divided into regular and fuel transactions.

This section of the guide includes the following topics:

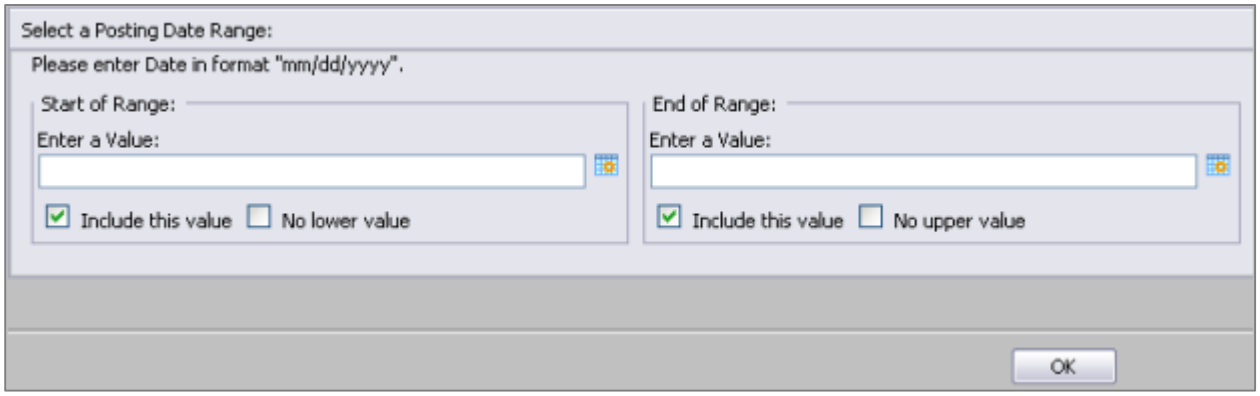
- Cardholder Reports
- Administrator Reports
- Cardholder Query

Cardholder Reports

There are two reports under Cardholder Report (**Reporting tab > Report Type: Cardholder**):

- Cardholder Statement
- Cardholder Statement - Coded
- Transactions Coded with Receipt Images

For each report, you will need to designate a date range.



Cardholder Statement

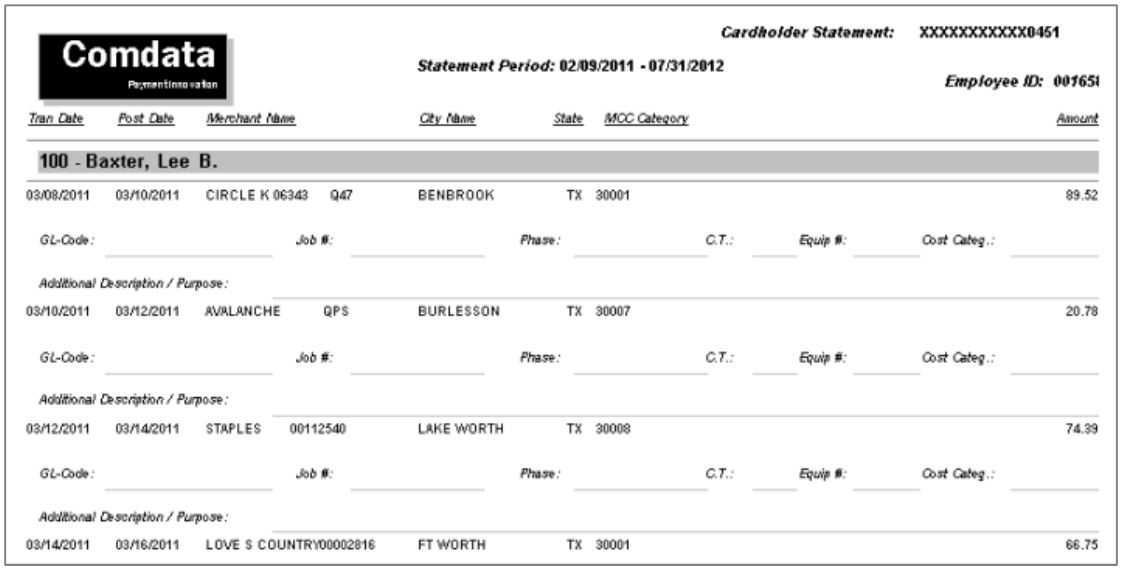
The Cardholder Statement Report is used to generate a list of statements in a given date range.

Steps

1. Select Cardholder and Cardholder Statement and then select **Go**.

2. Select a posting date range. Designate the range of statements you would like to view and select **OK**. The screen populates with a list of every statement in the selected date range. A total of transactions displays at the bottom of the report as well as a line for the cardholder's and approver's signature.

Example of a Cardholder Statement.



Comdata
PaymentInnovation

Cardholder Statement: XXXXXXXXXX0451

Statement Period: 02/09/2011 - 07/31/2012

Employee ID: 00165

Tran Date	*Post Date*	*Merchant Name*		*City Name*	*State*	*MCC Category*	*Amount*
100 - Baxter, Lee B.							
03/08/2011	03/10/2011	CIRCLE K 06343	Q47	BENBROOK	TX	30001	89.52
GL-Code:		*Job #:*		*Phase:*		*C.T.:*	*Equip #:*	*Cost Categ.:*
Additional Description / Purpose:							
03/10/2011	03/12/2011	AVALANCHE	QPS	BURLESSON	TX	30007	20.78
GL-Code:		*Job #:*		*Phase:*		*C.T.:*	*Equip #:*	*Cost Categ.:*
Additional Description / Purpose:							
03/12/2011	03/14/2011	STAPLES	00112540	LAKE WORTH	TX	30008	74.39
GL-Code:		*Job #:*		*Phase:*		*C.T.:*	*Equip #:*	*Cost Categ.:*
Additional Description / Purpose:							
03/14/2011	03/16/2011	LOVE S COUNTRY\00002816		FT WORTH	TX	30001	66.75

Cardholder Statement - Coded

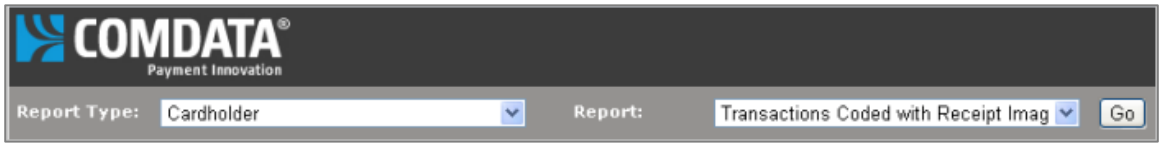
Similar to the Cardholder Statement, this report includes only coded transactions in the specified date range.

Transactions Coded with Receipt Images

This report allows you to view all transactions with an attached receipt in a selected date range.

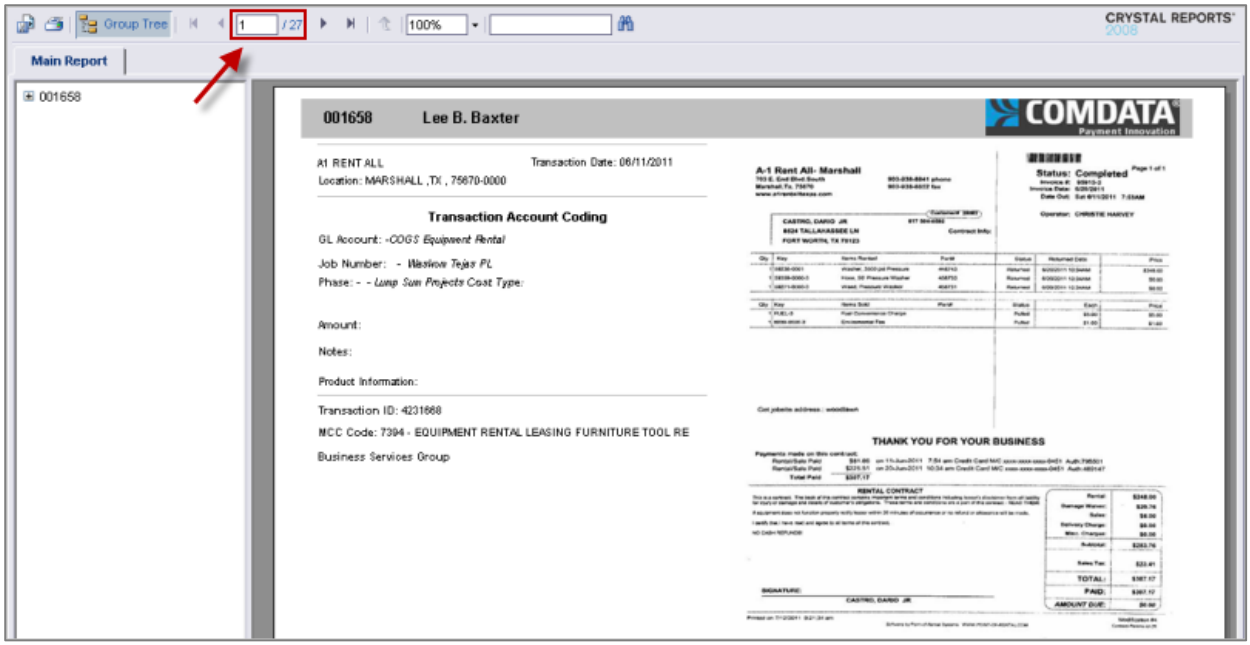
Steps

1. Select Cardholder and Transactions Coded with Receipt Images. Then select **Go**.



2. Select a posting date range. Designate the range of statements you would like to view and select **OK**.

3. The screen populates with every transaction with an attached receipt in the date range you selected. Use the scroll button at the top to view all of the receipts.



Administrator Reports

The following reports are available only to administrators and coders (**Reporting tab > Report Type: Administrator**).

Note: For reports including the company value, you can select a specific company or include all companies available to you.

Report Name	Description	Role Accessible	Filter Criteria	Field List
Business Unit Transaction by Date - Excel Format	A report of all transactions coded by the business unit coding type by a specific date range. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Employee ID Name Merchant Name City State Zip Transaction Date Posted Date Transaction Amount Allocation Project Description Business Desc Cost Type Description Cost Code Description GL Account SubLedger SubLedger Desc Status Import Status Approval Status Approval Date Approver Name Account Code Customer ID Control Number Group Name
Cardholder Account Listing	A list of all cardholder accounts.	Administrator and Coder	N/A	Employee ID Name Role Division Department Code Last Login Date

Report Name	Description	Role Accessible	Filter Criteria	Field List
Cardholder Statement	A list of statements for every cardholder.	Administrator, Cardholder and Coder	Transaction Posted Start Date Transaction Posted End Date	Cardnumber (header) Employee ID (header) Statement Date Range (header) Transaction Date Posted Date Merchant Name City Name State MCC Category Transaction Amount Number of Transactions (summary)
Coder Approver Grouping	A grouping of Coders and Approvers with their assigned Cardholders.	Administrator and Coder	Company Code Select Role Select Employee Selected Employee	Company Employee ID Last Name First Name Role Division
Default Coding by Cardholder	A report of every Cardholder who has default coding.	Administrator and Coder	Company Code	CardNumber Company Employee ID MCC Number Type Company GLAccount Job Number Job Phase C.T. Equipment Number Equipment Cost Category
Fleet - Diesel Fuel Tax by State (on-road diesel fuel tax report by state)	A report of the tax on diesel fuel in every state in your company's network.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction ID Cardnumber Cardholder Lastname Date Code (product) Product Description Vehicle Number State MCC Quantity Price Total

Report Name	Description	Role Accessible	Filter Criteria	Field List
Fleet - Fuel Usage by Cardholder - Excel Format	A report of all fuel transactions by cardholders. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Employee ID Name (cardholder) Transaction ID Cardnumber Merchant Name Transaction Date Posted Date Code (product) Product Description Vehicle ID State Quantity Price Total
Fleet - Fuel Usage by Cardholder	A report of all fuel transaction by cardholders.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Transaction ID Cardnumber Merchant Name Date Code (product) Product Description Vehicle ID State MCC Quantity Price Total
Fleet - Fuel Usage by Vehicle ID	A report of the amount of fuel used by each vehicle.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Transaction ID Cardnumber Code (product) Product Description State MCC Quantity Price Total
Fuel Purchase Top 15 Percent *Grouped by Employee and Division	A list of the top 15% of non-diesel fuel purchases by cardholder.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Date Merchant Name Quantity State Code (product) Product Description Gallons Amount

Report Name	Description	Role Accessible	Filter Criteria	Field List
Fuel Usage by Equipment ID	A list of all fuel transactions coded to an Equipment ID	Administrator and Coder	Start Date End Date	Transaction ID Card Number Merchant Name Transaction Date City State MCC (Merchant Category Code) Quantity Amount Equipment ID Product Code Product Description Product Quantity Product Price Product Total Cost
GL Account Code List	A list of all GL account codes.	Administrator and Coder	Active Records Only All Records	GL Account Code Account Description Code Type Equipment Category Code Equipment Category Description
High Dollar Transactions *Grouped by Employee ID and Division	Allows you to search transactions by a dollar amount. For example, if you enter 100 as the amount, a detailed list will generate showing all transactions at $100.00 or more.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Amount	Date Merchant Name City State Description Total Due

Report Name	Description	Role Accessible	Filter Criteria	Field List
Meals and Entertainment	Allows you to search all meals and entertainment transactions by a dollar amount. For example, if you enter 100 as the amount, a detailed list will generate showing all M&E transactions at $100.00 or more.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Amount	Date Merchant Name City State Description Total Due
Orphaned Transactions	A list of all orphaned transactions. These are transactions that are not tied to a cardholder account.	Administrator and Coder	N/A	Cardnumber Posted Date Merchant Name City State Cardholder Key (group header) Employee ID (group header) Transaction Amount Cardholders (footer) Transactions (footer) Grant Total (footer)

Report Name	Description	Role Accessible	Filter Criteria	Field List
Sub Account Transaction by date by company	A report of all transactions with sub account coding type by date range and by company.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Import Status Status	Account Code CustId Last Name (cardholder) First Name (cardholder) Card # Employee ID Post Date Transaction Date Control Number Transaction ID Merchant Type Coded Company Default Company Default Division GL Account GL Description Internal Order Sub Account Fuel Type Gallon Amount Approve Group Name

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date by Company - Excel Format	A report of transaction activity by date and company. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Import Status - Posted, Imported, Not Flagged Status - Reviewed, Uncoded	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Employee ID Posted Date Transaction Date Control Number ID Amount Merchant Type Coded Coded Detail Default Code Default G/L (code) G/L Description Job Number Job Phase Phase Description CT Import Status Equipment ID Approve Status Group Name

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date - by Cardholder - Excel Format	A detailed report of all cardholders and their transactions in a specified date range. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Status - Reviewed, Uncoded	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Employee ID Posted Date Control Number ID Amount Merchant Name Type (coding) Coded (company) Coded (cost center) Default (company) Default (cost center) G/L Account G/L Description Job Number Phase Phase Description CT (cost type) Import Status Equipment ID Approval Status Group Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date - by Cardholder by Company - Excel Format	A detailed report of all cardholders and their transactions and their company. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Status (Reviewed, Uncoded)	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Posted Date Transaction Date Control Number ID Amount Merchant Name Type (coding) Coded (company) Coded (cost center) Default (company) Default (cost center) G/L Account G/L Description Job Number Phase Phase Description CT (cost type) Import Status Equipment ID Approval Status Group Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Activity by Date - Excel Format	A detailed report of all transactions in a specified date range. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Import Status - Posted, Imported, Not Flagged Status - Reviewed, Uncoded	Account Code Customer ID Last Name (cardholder) First Name (cardholder) Cardnumber Employee ID Posted Date Transaction Date Control Number ID Amount Merchant Name Type (coding) Coded (company) Coded (cost center) Default (company) Default (cost center) G/L Account G/L Description Job Number Job Phase Phase Description CT (cost type) Import Status Equipment ID Approval Status Group Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction by Date - by Cardholder - Excel Format	A report of all transactions that occurred in a specified date range for each cardholder.	Administrator and Coder	From Date End Date	Transaction Date ID Post Date Type Company Division GL GL Description Job Phase Phase Description CT Status Equip ID Merchant Approve amount Card # Company Division Last Name First Name Department Department Description
Transaction by Date - Excel Format	A report of transactions that occurred in a specified date range	Administrator and Coder	From Date End Date Import Status: Posted - Transaction Posted, Imported - Transaction Imported but not Posted, Not Flagged - Transaction Not Flagged as Posted or Imported	Transaction Date ID Post Date Type Company Division GL GL Description Job Number Job Phase Phase Description CT Status Equipment ID Merchant Approve Amount Card # Company Division Last Name First Name Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Coding by Cardholder		Administrator and Coder	From Date End Date	Type Company Division G/L G/L Description Job Number Phase Equipment ID Merchant City State Transaction Date Amount Department Department Description
Transaction Coding by Cardholder and Approver	A report of all coded transactions by the Cardholder and Approver.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Type (coding) Company Code Division G/L Account G/L Description Job Phase Phase Description Job Type Equipment ID Merchant Name Date Approval Status Approval Date Amount Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Coding by Cardholder with Notes	A report of coded transactions with attached notes.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Type (coding) Company Code Division G/L Account G/L Description Job Phase Phase Description Cost Type (job) Equipment ID Merchant Name Transaction Date Amount Notes Department Department Description
Transaction Coding by Cardholder	A report of coded transactions for every cardholder.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Type (coding) Company Division G/L Account G/L Description Job Number Phase Code Phase Description Equipment ID Merchant Name City State Transaction Date Amount

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Coding by Date - Excel Format	A report of coded transactions by their posted date range.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Date Company Code ID Posted Date Type (coding) Division G/L Account G/L Description Job Number Phase Phase Description Job Cost Type Equipment ID Merchant Name City State Amount Cardnumber Last Name (cardnumber) First Name (cardnumber)
Transaction Exception Coding - Cross Company		Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date ID Type (coding) Company Code Department (division) Employee ID Code Co. G/L Account Code G/L Description Job Number Phase Code Merchant Name Status Amount

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Export	A detailed report of all transactions that were exported back to the ERP system.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Import Status - Approved, Not Approved	Account Code Company Employee Customer ID Cardnumber Last Name (cardholder) First Name (cardholder) Employee ID Division Employee Vendor Code Cash Vendor Code Department Code Transaction ID Transaction Date Control Number Posted Date Employee ID Transaction Vehicle Number Reporting Level Merchant Code Merchant Name Merchant Address Merchant City Merchant State Merchant Zip Merchant Chain Merchant Group MCC Number Merchant Card Acceptor Status Is Checked? Approval Status Approval Use Approval Date Disputed? Import Status Group Name Group ID Auto Transaction? Amount Coded Coding Type Company Coded Division Coded G/L Account Job Number Job Phase Job Cost Type Equipment Number Cost Category (equipment) Work Order Notes

Report Name	Description	Role Accessible	Filter Criteria	Field List
				Job Phase Job Cost Type Equipment Number Cost Category (equipment) Work Order Notes Project Business Unit Project Cost Type Project Cost Code Sub Ledger Sub Ledger Type Invoiced? Invoice Date Credit or Debit Transaction Amount Department Department Description
Transaction Listing - Disputed	A list of all disputed transactions.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction ID Transaction Date Posted Date Merchant Name Merchant City Merchant State Cardnumber Cardholder Name Type Reason Total Due
Transaction Listing by Cardholder	A list of all transactions by cardholder.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Report Type - Detail or Summary	Summary Cardholder Name Number of Cards Number of Transactions Total Due Detail Transaction ID Transaction Date Posted Date Merchant Name Cardnumber Total Due

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Listing by MCC	A list of transactions by their Merchant Category Code.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Detail or Summary Report Report Value	Transaction ID Transaction Date Posted Date Merchant Name Cardnumber Cardholder Name Total Due
Transaction Listing	A detailed listing of all transactions in a given date range.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction ID Transaction Date Posted Date Merchant Name Merchant City State Cardnumber Cardholder Name MCC MCC Category Total Due
Transaction Summary by MCC	A summary of all transactions by their MCC.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	MCC Number Category Total Due

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transaction Uncoded by Date - by Cardholder - Excel Format	A report of transactions that are in uncoded status by cardholder. This report can be exported to a Microsoft Excel format.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date ID Posted Date Type (coding) Company Code Division G/L Account G/L description Job Number Phase Code Phase Description CT (cost type) Status Equipment ID Merchant Name Approval Status Amount Cardnumber Company Code (default) Division (default) Last Name (cardholder) First Name (cardholder)
Transaction Uncoded by Date - Excel Format	A report of transactions that are in uncoded status by a specified date range.	Administrator and Coder	Import Status - Posted, Imported, Not Flagged	Transaction Date ID Posted Date Type (coding) Company Code Division G/L Account G/L description Job Number Phase Code Phase Description CT (cost type) Status Equipment ID Merchant Name Approval Status Amount Cardnumber Company Code (default) Division (default) Last Name (cardholder) First Name (cardholder)

Report Name	Description	Role Accessible	Filter Criteria	Field List
Transactions Coded with Receipt Images by Job number	Allows you to pull a transactions coded with receipt images report by one or more job number.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Company Code Job Number	Merchant Name Transaction Date Location Cost Type GL Account Amount Notes Product Information Transaction ID MCC Code
Transactions Coded with Receipt Images of Sub Account	Allows you to pull a transactions coded with receipt images report by the sub account coding type.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date Company Code	Transaction Date Location GL Account Internal Order Sub Account Fuel Type Gallons Amount Product Information Transaction ID MCC Code
Transactions Coded with Receipt Images	A report of all coded transactions with receipt images attached.	Administrator, Cardholder, and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date Employee ID Division	Cardholder Name Employee ID Transaction Date Merchant Name Merchant City Merchant State Merchant Zip GL Account Code Job Number Phase Code Cost Type (job) Amount Notes Transaction ID MCC Code MCC Description Receipt Image(s) Department Department Description

Report Name	Description	Role Accessible	Filter Criteria	Field List
Travel - Airline Detail	A summary report of all airline transactions.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Key Posted Date Merchant Merchant City Flight Number Origin Destination Carrier Class Travel Date Amount Passenger Name MCC Number
Travel - Airline Summary	A report of all airlines used and how much money was spent with each airline. This report also shows a total of all money spent on airlines.	Administrator and Coder	Company Code Transaction Posted Start Date Transaction Posted End Date	Airline Number of Cardholders Amount
Travel - Hotel Detail	A report of all cardholders and their hotel expenses.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date Posted Date Hotel Name City State Zip MCC Code Amount Cardholder Name (grouped) Cardholder Amount (grouped summary per cardholder)

Report Name	Description	Role Accessible	Filter Criteria	Field List
Uncoded Transaction by Date by Cardholder - Excel Format	Lists all uncoded transactions within a specified date range.	Administrator and Coder	Transaction Posted Start Date Transaction Posted End Date	Transaction Date Employee ID Post Date Type CT Status Equipment ID Merchant Approve Amount Card number Company Division Last Name First Name
User Listing Report	A list of every user and their respective roles.	Administrator and Coder	N/A	Company Code Last Name (cardholder) First Name (cardholder) Employee ID Division Department Code Role User Name Status

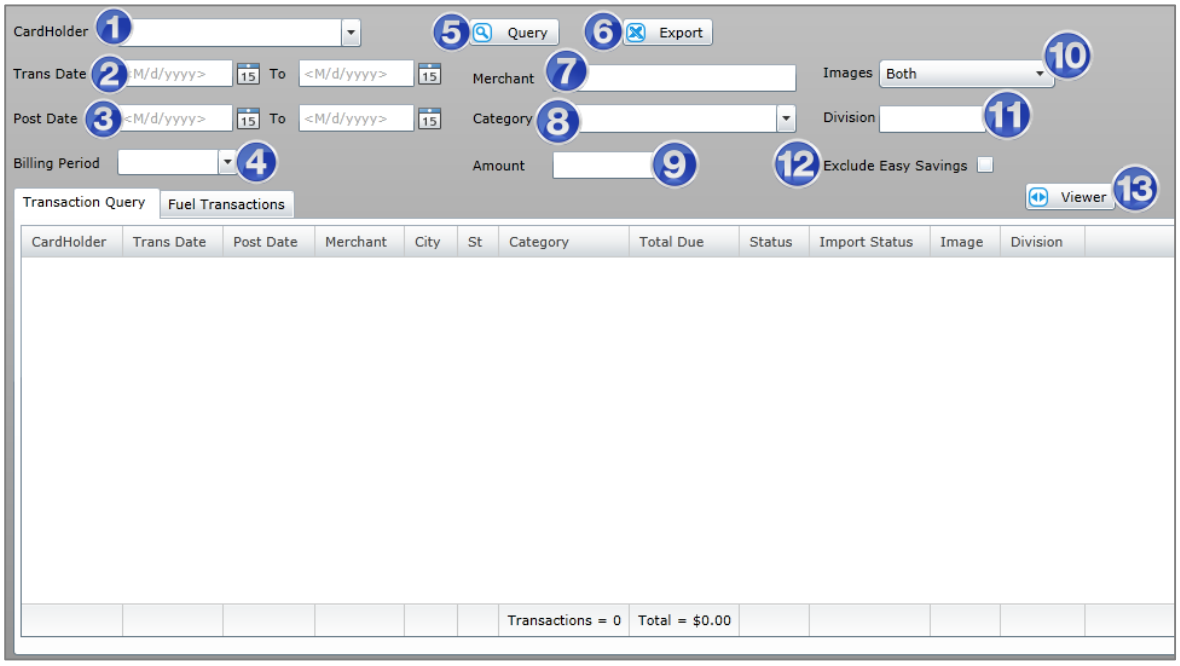
Cardholder Query

The Transaction Query page allows you to pull specific, detailed information on a cardholder's transactional data. Transactions are sorted into regular and fuel transactions. The data can be exported into a Microsoft Excel document for your records. Cardholders can run queries on themselves.

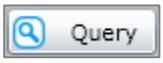
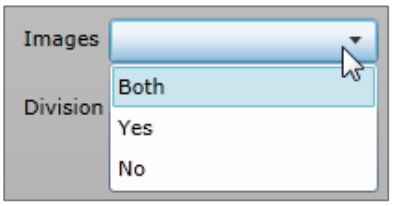
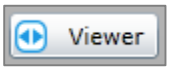
Steps

1. Select **Query** from the main menu bar.

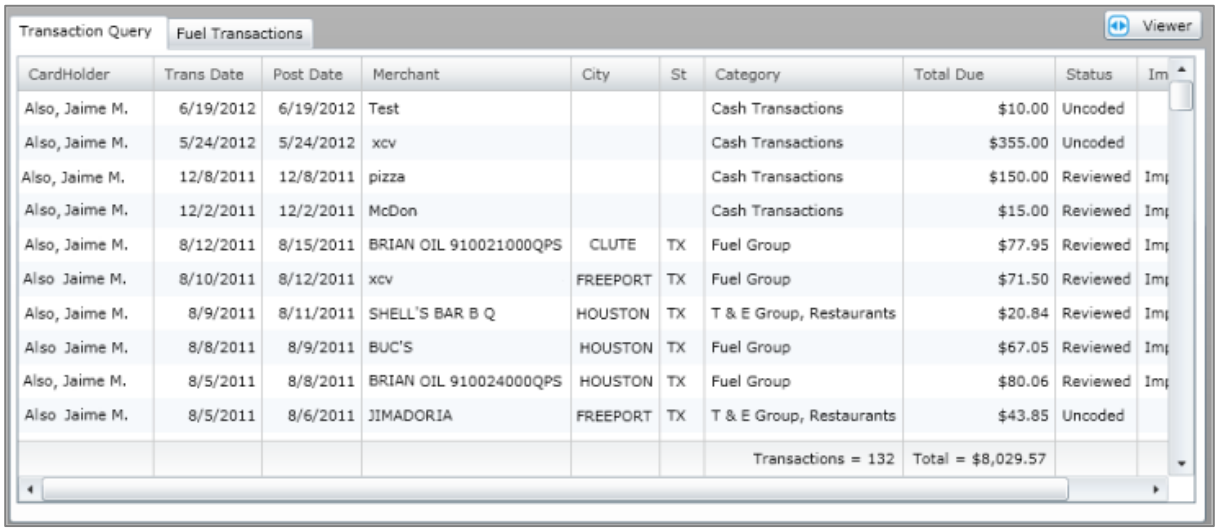
The Transaction Query page opens. Note that some fields are not required.



Field	Image	Description
1. Cardholder		Select a cardholder. If you are logged in as a cardholder, only your name will display.
2. Trans Date		Enter the date range of transactions to view.
3. Post Date		Enter the date range of the transaction postings to view.

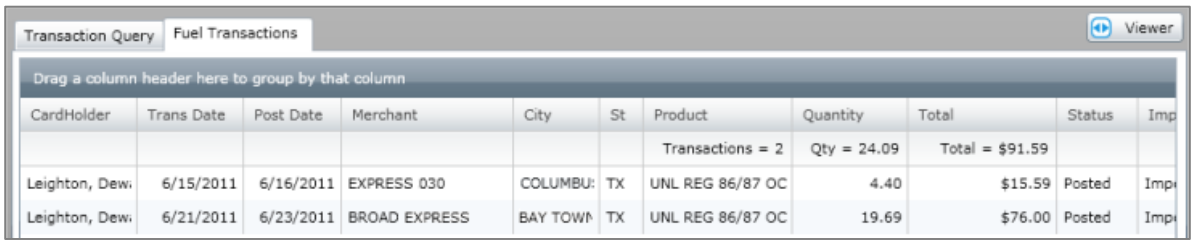
Field	Image	Description
4. Billing Period		Use this option in place of selecting a post date
5. Query		Runs a query
6. Export		Exports your query results to an Excel document.
7. Merchant		Not required. If you know the name of a specific merchant, enter it here.
8. Images		Not required. Used to filter your query results by either transactions with an image, without, or both.
9. Category		Not required. Select a category code.
10. Division		Not required. Enter the cardholder's division code to filter results by their division.
11. Amount		Not required. If you know the amount of the transaction you would like to query, enter it here.
12. Exclude Easy Savings		Use to filter out easy savings transactions from the query results
13. Viewer		Opens the Transaction Viewer window.

2. Fill out the necessary information and run a query. Once you run a query, the transaction information displays in the dashboard. The Transaction Query tab shows all transactions for a selected date range.



CardHolder	Trans Date	Post Date	Merchant	City	St	Category	Total Due	Status	Im
Also, Jaime M.	6/19/2012	6/19/2012	Test			Cash Transactions	$10.00	Uncoded	
Also, Jaime M.	5/24/2012	5/24/2012	xcv			Cash Transactions	$355.00	Uncoded	
Also, Jaime M.	12/8/2011	12/8/2011	pizza			Cash Transactions	$150.00	Reviewed	Imp
Also, Jaime M.	12/2/2011	12/2/2011	McDon			Cash Transactions	$15.00	Reviewed	Imp
Also, Jaime M.	8/12/2011	8/15/2011	BRIAN OIL 910021000QPS	CLUTE	TX	Fuel Group	$77.95	Reviewed	Imp
Also Jaime M.	8/10/2011	8/12/2011	xcv	FREEPORT	TX	Fuel Group	$71.50	Reviewed	Imp
Also, Jaime M.	8/9/2011	8/11/2011	SHELL'S BAR B Q	HOUSTON	TX	T & E Group, Restaurants	$20.84	Reviewed	Imp
Also Jaime M.	8/8/2011	8/9/2011	BUC'S	HOUSTON	TX	Fuel Group	$67.05	Reviewed	Imp
Also, Jaime M.	8/5/2011	8/8/2011	BRIAN OIL 910024000QPS	HOUSTON	TX	Fuel Group	$80.06	Reviewed	Imp
Also Jaime M.	8/5/2011	8/6/2011	JIMADORIA	FREEPORT	TX	T & E Group, Restaurants	$43.85	Uncoded	
						Transactions = 132	Total = $8,029.57		

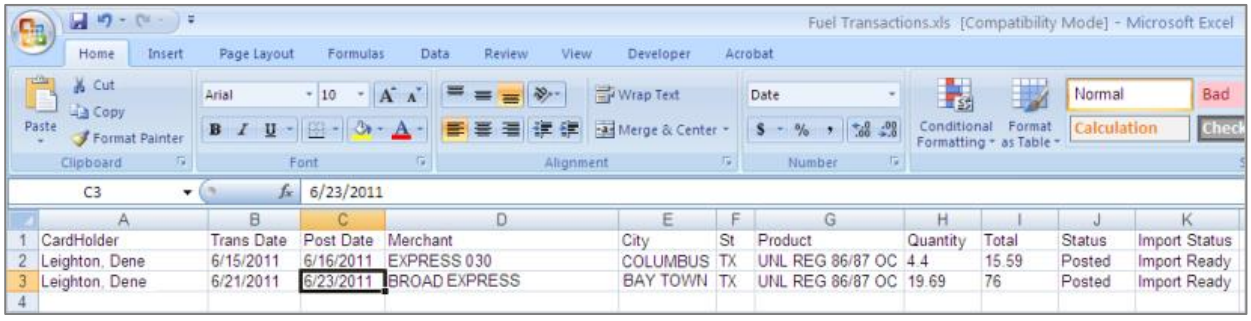
The Fuel Transactions tab lists only the fuel transactions for a selected date range.



CardHolder	Trans Date	Post Date	Merchant	City	St	Product	Quantity	Total	Status	Imp
						Transactions = 2	Qty = 24.09	Total = $91.59		
Leighton, Dew	6/15/2011	6/16/2011	EXPRESS 030	COLUMBU	TX	UNL REG 86/87 OC	4.40	$15.59	Posted	Imp
Leighton, Dew	6/21/2011	6/23/2011	BROAD EXPRESS	BAY TOWN	TX	UNL REG 86/87 OC	19.69	$76.00	Posted	Imp

If you would like to save your query, select the **Export**

button. This gives you the option to export all data in the query into an Excel document.



	A	B	C	D	E	F	G	H	I	J	K
1	CardHolder	Trans Date	Post Date	Merchant	City	St	Product	Quantity	Total	Status	Import Status
2	Leighton, Dene	6/15/2011	6/16/2011	EXPRESS 030	COLUMBUS	TX	UNL REG 86/87 OC	4.4	15.59	Posted	Import Ready
3	Leighton, Dene	6/21/2011	6/23/2011	BROAD EXPRESS	BAY TOWN	TX	UNL REG 86/87 OC	19.69	76	Posted	Import Ready
4											

Glossary

A

AC29: A file sent from Comdata on a daily basis. This file contains your company's transactional data.

Account Number: Your Comdata account number. This number should be associated with your CEMS account.

Accounting File: A file of all your transactions that are ready to exported back to your ERP. Please ensure these files have been reviewed, approved, and posted to create accuracy in your financials.

B

Billing Period: A billing period is a group of transactions that occur under a specified length of time.

C

CD00009: A file sent from Comdata on a daily basis. This file contains all of your company's employee's information as well as new employees.

CEMS: Comdata Expense Management System. An online expense coding and reporting system designed to integrate fully with your company's construction ERP software. CEMS allows your Comdata MasterCard cardholders to quickly and easily allocate card purchases to expense categories such as accounting, jobs, equipment, and business units.

CRR: Customer Relations Representative, a Comdata agent responsible for assisting customers with their accounts.

E

ERP: Enterprise Resource Planning, a business integration software that allows you to manage your company's expenses.

G

GL Account: An account for recording transactions related to a company's assets, liabilities, owners' equity, revenue, and expenses.

M

MCC: Merchant Category Code, a four-digit value that MasterCard assigns to classify a particular type of merchant.

P

Product Code: A code sent from the merchant that defines the transaction type.

T

TRR: Technical Relations Representative, a Comdata agent responsible for assisting customers with technical related issues.