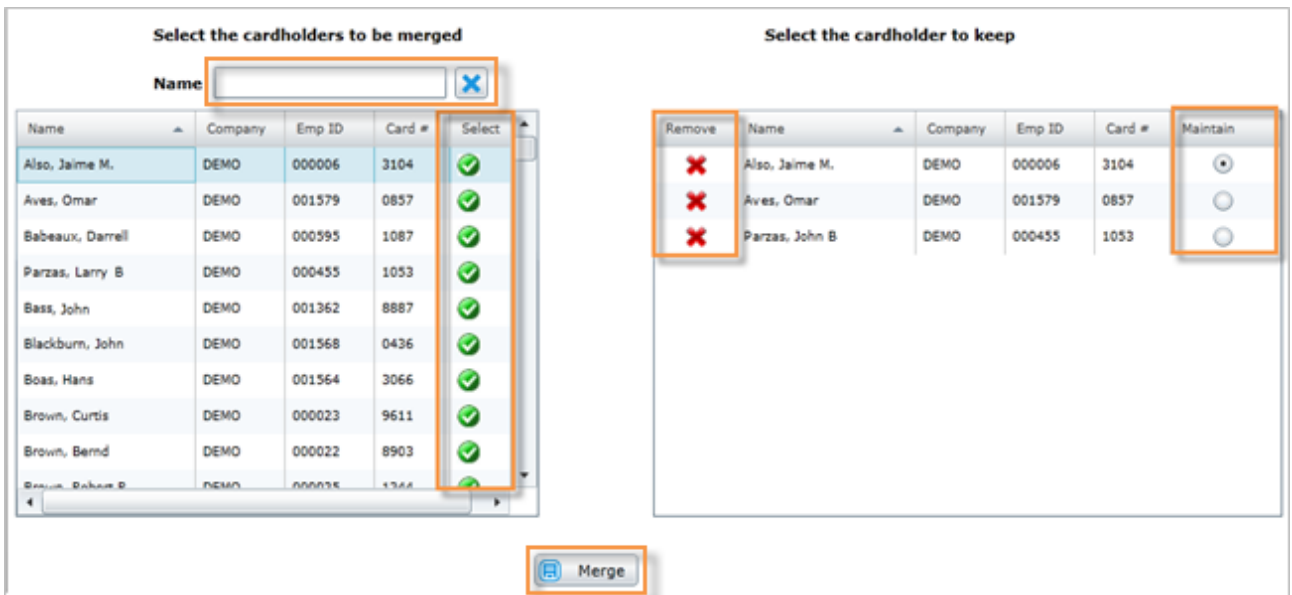


## CEMS Release Notes v.16

Release 16 for the Comdata Expense Management System (CEMS) is available on 6/17, and includes the following enhancements:

- Add Option to Merge Cardholders.** Administrators can now merge cardholder accounts in CEMS (**Administration > Setup/Administration > Move Transactions > Merge Cardholders**). This option combines all cardholder account transactions into one account. This is useful in case of card or employee number changes. See the guidelines below. Please be aware that this action cannot be undone.
  - Select the cardholders you want to merge in the left field. Use the radio buttons in the right field to select the cardholder to merge accounts into (to keep). Use the red X buttons to remove cardholders from the right field.

Use the **Name** field to search for a specific cardholder. This is a smart search tool that will pull matching results even if you enter as few as one letter.



**Select the cardholders to be merged**

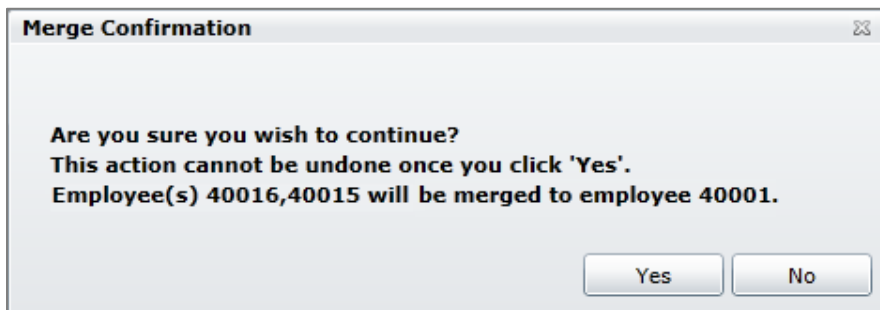
Name

Name	Company	Emp ID	Card #	Select
Also, Jaime M.	DEMO	000006	3104	<input checked="" type="radio"/>
Aves, Omar	DEMO	001579	0857	<input checked="" type="radio"/>
Babeaux, Darrell	DEMO	000595	1087	<input checked="" type="radio"/>
Parzas, Larry B	DEMO	000455	1053	<input checked="" type="radio"/>
Bass, John	DEMO	001362	8887	<input checked="" type="radio"/>
Blackburn, John	DEMO	001568	0436	<input checked="" type="radio"/>
Boas, Hans	DEMO	001564	3066	<input checked="" type="radio"/>
Brown, Curtis	DEMO	000023	9611	<input checked="" type="radio"/>
Brown, Bernd	DEMO	000022	8903	<input checked="" type="radio"/>
Brown, Robert R	DEMO	000035	1344	<input checked="" type="radio"/>

**Select the cardholder to keep**

Remove	Name	Company	Emp ID	Card #	Maintain
<input checked="" type="checkbox"/>	Also, Jaime M.	DEMO	000006	3104	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	Aves, Omar	DEMO	001579	0857	<input type="radio"/>
<input checked="" type="checkbox"/>	Parzas, John B	DEMO	000455	1053	<input type="radio"/>

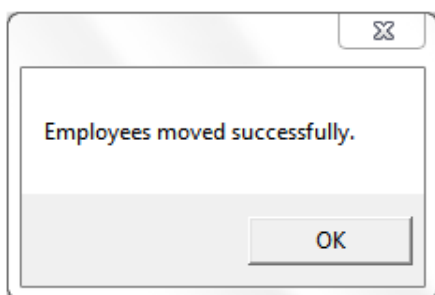
- Select **Merge** at the bottom of the page when you're ready. You will be asked to confirm your action.



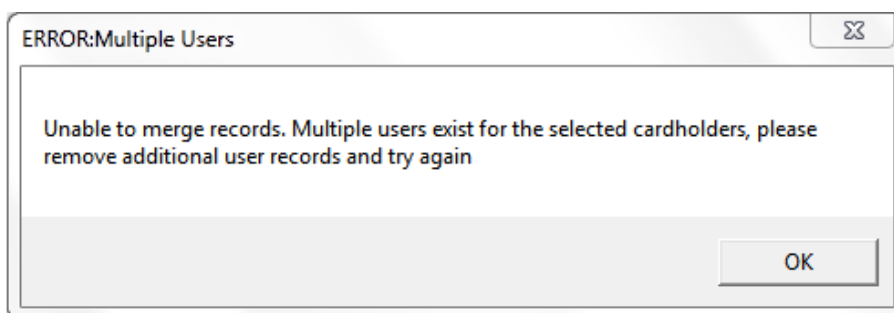
**Merge Confirmation**

Are you sure you wish to continue?  
 This action cannot be undone once you click 'Yes'.  
 Employee(s) 40016,40015 will be merged to employee 40001.

If you selected **Yes**, a success message displays to confirm completion. Once merged, the combined cardholders are removed from CEMS and their transactions, no matter the status, are added to the maintained cardholder.



**Note:** Cardholders that are setup as CEMS users cannot be merged.



- **Fix System Issues.** Several issues have been corrected for this release:
  - Corrected issue where the Transactions Uncoded by Date by Cardholder Excel report was displaying incorrect totals
  - Corrected issue where the Transaction Export report was not displaying unapproved transactions when this filter is selected
  - Corrected issue where all fuel transaction related reports were not displaying all cardholder fuel transactions
  - Corrected issue where default coding was failing for equipment coding values
  - Removed Fuel Usage by Equipment ID report as it is not ready for release
  - Corrected issues for the Transactions Coded with Receipt Images by Job Number report; Coders were being prompted for tenant ID, Coders did not have access to assigned jobs, and fixed invalid parameter error.

If you have questions about these new features or any other component of CEMS, please contact your Comdata Customer Relations Representative (CRR) at 1-800-749-7174.

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