

eCMS User Guide

Comdata ExpenseTrack

Enhancement Description

This change provides a way for Comdata ExpenseTrack to be implemented.

Enhancement Licensing Requirements

Normal eCMS licensing applies; no additional licenses are required.

System Requirements

Requires eCMS v.4.1 Service Pack 2, FP7 or later.

CSP Reference: #1801384 – APP 180010

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webserviceLogs

Setup Instance

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Scheduler

Logs

Manage Scheduler

Viewpoint Setup

Initial Load

Action	Group Name 	Service Name 	Execution Time 	Execution Type 	Status 	Total Count 	Success Count 	Error Count 	Error Log 	Error Report 
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Select the **Setup Instance** tab.

To create a new Instance click the **Add** button (lower right). To edit or delete, click the **Action** button.

Application Installation

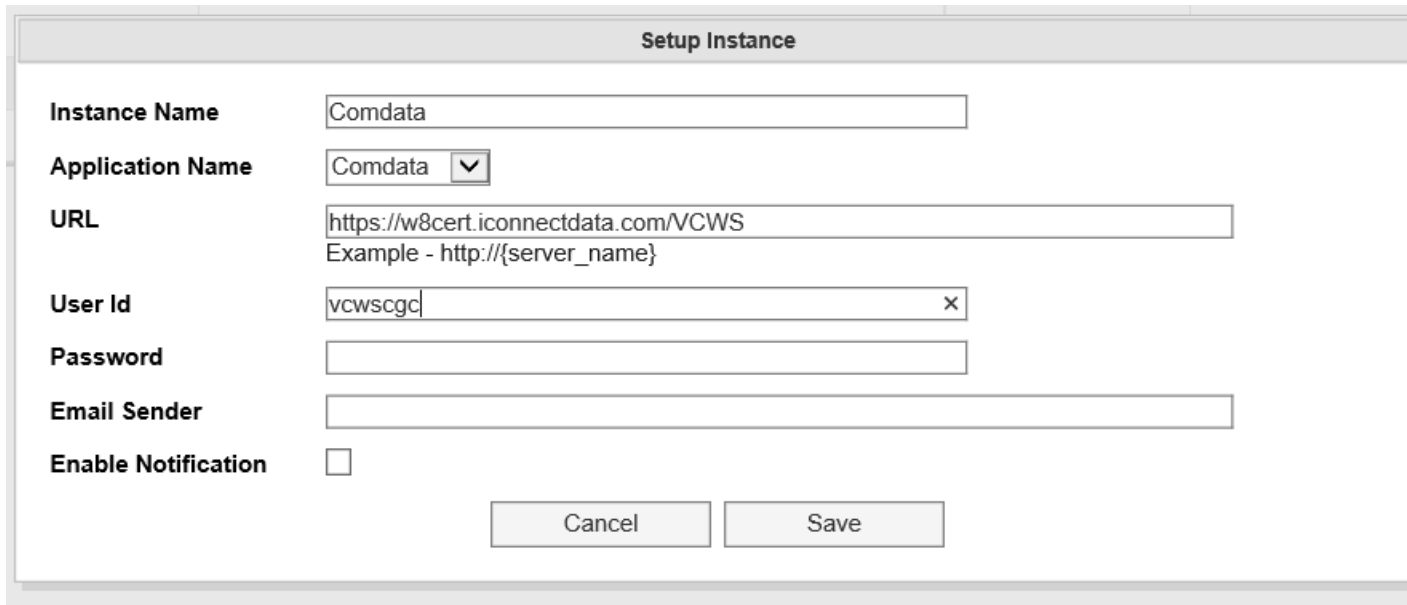
Setup Schedule

webserviceschedule

Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup	Initial Load							
Action	Portfolio Name ▲ <div></div>	Scheduler Group ▲ <div></div>	Start Time (hrs) ↓ <div></div>	End Time (hrs) ↓ <div></div>	Recurring Interval ↓ <div></div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Day of the Month ↓ <div></div>	Repeat Interval (mins) ↓ <div></div>	Active ↓	
<div><div></div><div></div><div></div><div></div></div>	Comdata	comdata	5	5:00	Daily									15	N	
<div><div></div><div></div><div></div><div></div></div>	Comdata	Comdata Expense	null:null	-	Daily									0	N	
<div><div></div><div></div><div></div><div></div></div>	Comdata	Comdata Reconciliation	5	5:00	Daily									480	N	
<div><div></div><div></div><div></div><div></div></div>	DEV_400	DEV_400_Subcontract	5	5:00	Daily									1	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	A/P Cash Disbursements Payment	Not Set	-	Daily									1	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	Bukola JC Dict TEST	11:35	-	Weekly		✓							0	Y	
<div><div></div><div></div><div></div><div></div></div>	eCMS	DAE CRON	15,20,25:15	-	Daily									15	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	HCSS Tmp Imp	2:15	-	Daily									5	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	JC Dic IDI	5	5:00	Daily									1439	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	JC Dictionary	0:00	-	Daily									0	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	JD-PEGGY	0:00	-	Daily									0	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	Job Dictionary	0:00	-	Daily									0	Y	
<div><div></div><div></div><div></div><div></div></div>	eCMS	PMWeb Budget	5	5:00	Daily									10	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	PMWeb New S/C	5	5:00	Daily									60	N	
<div><div></div><div></div><div></div><div></div></div>	eCMS	PMWeb S/C	5	5:00	Daily									60	N	
															Add	Exit

Define the Comdata instance.

On add, enter a descriptive **Instance Name** and select **Comdata** from the **Application Name** dropdown.

A screenshot of a "Setup Instance" dialog box. It contains several input fields: "Instance Name" with the value "Comdata", "Application Name" with a dropdown menu showing "Comdata", "URL" with the value "https://w8cert.icconnectdata.com/VCWS" and a hint "Example - http://{server_name}", "User Id" with the value "vcwscgc", "Password" (empty), "Email Sender" (empty), and "Enable Notification" (unchecked checkbox). At the bottom are "Cancel" and "Save" buttons.

Setup Instance	
Instance Name	Comdata
Application Name	Comdata ▼
URL	https://w8cert.icconnectdata.com/VCWS Example - http://{server_name}
User Id	vcwscgc x
Password	
Email Sender	
Enable Notification	<input type="checkbox"/>
<div>Cancel Save</div>	

URL: There are two URLs available to use. For your testing phase, use the Test URL. Once the configuration setup is confirmed and you are ready to produce live transactions, change this value to the Production URL.

- Test: <https://w8cert.icconnectdata.com/VCWS>
- Production: <https://w6.icconnectdata.com/VCWS>

User Id and **Password:** Supplied by Comdata.

Email Sender: This address will be used as the "From" when notification emails are sent.

Enable Notification: If you want to enable email notifications, check this box.

Click the **Save** button to add/keep changes; **Cancel** to ignore

Select the **Setup Notification** tab.

This setup is used by all eCMS Connect processes. Change only if necessary or not yet set up.

Application Installation		Setup Notification						
Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup
		<div> <div>Email Server</div> <div>10.1.1.3</div> </div> <div> <div>Email Port Number</div> <div>25</div> </div> <div> <div>Authorization Required</div> <div><input type="checkbox"/></div> </div> <div> <div>Domain\User Id</div> <div></div> </div> <div> <div>Password</div> <div></div> </div> <div> <div>TTLS Required</div> <div><input type="checkbox"/></div> </div>						

Email Server and **Email Port Number**: Enter the IP address or DNS name of your network email server and the port it uses.

Authorization Required: Check this box if your email system requires authorization.

Domain\User Id and **Password**: When authorization is required, enter the authorized domain IP address or DNS name and the user id to use. Also provide the password for the user.

TTLS Required: If your email system is using Transport Layer Security for the authentication protocol, check this box.













Click the **Save** button to keep changes; **Exit** to ignore

Select the **Setup Group** tab.

To create a new group click the **Add** button (lower right). To edit or delete, click the **Action** button.

Edit can also be done using the Add button *Setup Group* popup window by selecting an existing group.

Delete can also be done using the **Delete Group** button (lower right) by selecting the group to delete from the list displayed and confirming the deletion request

Application Installation						Setup Group			webservicegroups	
Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup	Initial Load	
Action	Group Name ▲	Portfolio Name ▼	Webservice Name ▼	Email Recipient(s) ▼	Webservice URL ▼	Send Test Mail				
 	JC BKN	eCMS	Job Cost Dictionary	bnoe@computerguidance.com	132					
 	JC Dict IDI	eCMS	Job Cost Dictionary	bnoe@computerguidance.com	141					
 	Job Dictionary	eCMS	Job Cost Dictionary	rbrown@computerguidance.com	132					
 	PC2 Import	eCMS	Web2 Org Import	sashek@computerguidance.com	/tools/import/orgcontact.aspx?b=ecms					

An option is available to test the email notification distribution. Click the **Send Test Mail** button for the group then check with all the people set up as notification email recipients on the group to verify they received the test email.

Enter the Group definition on Add or Edit.

Group Name	<div>---Create New Group---</div> <div>Comdata - Expense</div>
Portfolio Name	<div>Comdata</div>
Available Services	<div>COMDATA - Expense Track</div>
FTP Server	<div>cert.transfer.comdata.com:50039</div>
Server User Id	<div>VC321</div>
Server Password	<div>0\$ea8iW2U-B8Cr</div>
Source Folder	<div>/Inbox/CGC*.txt</div> <div>Example - /Inbox/CGC*.txt</div>
Email Recipient(s)	<div></div> <div>Define multiple email addresses separated by comma(,) or semicolon(;)</div>

Group Name: To add, select “---Create New Group---” from the dropdown then enter a descriptive name for the new group. To edit, pick a group name from the dropdown.

Portfolio Name: On add, select the Comdata portfolio map.

Available Services: On add, select *COMDATA – ExpenseTrack*.

URL/Path: Not used for Comdata.

Email Recipient(s): Enter zero or more valid email address(es). If notification is enabled for the Comdata Instance, an email will be sent to the email address(es) every time the scheduler is run. If no address is entered, no email will be sent.

Click the **Save** button to keep changes; **Cancel** to ignore.

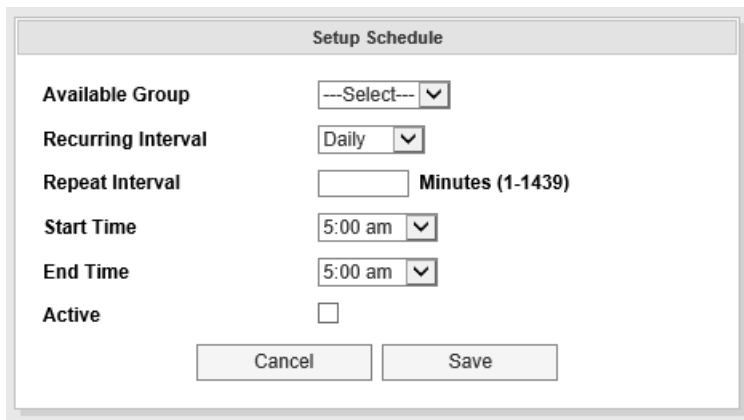
[illegible]

Define the Comdata Schedule

The Comdata Schedule specifies when the Comdata interface information should be uploaded and downloaded. When the schedule is active, the process will be run automatically.

On add, select the **Comdata Available Group**.

On edit, the **Available Group** name will already be shown, and not selectable.



The 'Setup Schedule' dialog box contains the following fields and controls:

- Available Group:** A dropdown menu with the text '---Select---' and a downward arrow.
- Recurring Interval:** A dropdown menu with the text 'Daily' and a downward arrow.
- Repeat Interval:** A text input field followed by the label 'Minutes (1-1439)'.
- Start Time:** A dropdown menu with the text '5:00 am' and a downward arrow.
- End Time:** A dropdown menu with the text '5:00 am' and a downward arrow.
- Active:** An unchecked checkbox.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

Recurring Interval: Select *Daily*, *Weekly*, or *Monthly*. *Daily* is for every day. *Weekly* allows selection of which day(s) of the week to run the process. *Monthly* allows selection of the day of the month to run the process.

Repeat Interval: If you want the process to run one time on the specified day, leave blank. Otherwise specify how many minutes to wait before the next run.

Start Time and **End Time:** Select the hours the scheduler is to run the job. If the *End Time* is the same as the *Start Time*, the process will repeat running as defined by the Repeat Interval for all 24 hours of the day. The example shows running the job every 30 minutes all day, every day when activated.

Active: To have the scheduler run automatically, check this box. Unchecked, only manual ad hoc running will be available. Click the **Save** button to keep changes; **Exit** to ignore.

Go to Setup Instance.



The image shows a 'Setup Instance' dialog box with the following fields and controls:

















Setup Instance	
Instance Name	<input type="text" value="Comdata"/>
Application Name	<input type="text" value="Comdata"/> ▼
URL	<input type="text" value="https://w6cert.icconnectdata.com/VCWS"/> Example - http://{server_name}
User Id	<input type="text" value="VCWSCGC2"/>
Password	<input type="password"/>
Email Sender	<input type="text" value="comdataap@computerguidance.com"/>
Enable Notification	<input checked="" type="checkbox"/>
<div><input type="button" value="Cancel"/> <input type="button" value="Save"/></div>	

Importing expense records

eCMS Menu Path: *Admin > Application Installation > eCMS Connect Setup*

When expense records are ready to import

Scheduler; Run Adhoc job

Application Installation						Setup Schedule										webserviceschedul	
Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup								Initial Load	
Action	Portfolio Name ▲	Scheduler Group ▲	Start Time (hrs) ▴	End Time (hrs) ▴	Recurring Interval ▴	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Day of the Month ▴	Repeat Interval (mins) ▴	Active ▴		
   	Comdata	Comdata	5	5:00	Daily									720	N		
   	Comdata	Comdata Expense	null:null	Not Used	Daily									0	N		
   	eCMS	A/P Cash Disbursements Payment		:00	Daily									1	N		
   	eCMS	FTP EFS	5	5:00	Daily									480	N		

Ran a query on APTXWKC to see records. This is not required – it is a way to verify data has been imported.

Line	2	3	4	5	6	7	8	9	10	11	12	13
	APT	Record	Src	Com	Src	Div	Group	Sequence	Pay	Vendor	Record	Invoice
	Record	Status	No	No	No	No	No	No	Select	No	Code	Description
	Id											
000001	11,182	A	62	117	1	0	0	22,741	1			
000002	11,183	A	62	117	2	0	0	22,741	1			
000003	11,184	A	62	118	3	0	0	22,741	1			
000004	11,185	A	62	118	4	0	0	22,741	1			
000005	11,186	A	62	118	5	0	0	22,741	1			
000006	11,187	A	62	119	6	0	0	22,741	1			
000007	11,188	A	62	119	7	0	0	22,741	1			
000008	11,189	A	62	119	8	0	0	22,741	1			
000009	11,190	A	62	119	9	0	0	22,741	1			
000010	11,191	A	62	119	10	0	0	22,741	1			
000011	11,192	A	62	215	11	0	0	22,741	1			
000012	11,193	A	62	215	12	0	0	22,741	1			
000013	11,194	A	62	215	13	0	0	22,741	1			
000014	11,195	A	62	215	14	0	0	22,741	1			
000015	11,196	A	62	222	15	0	0	22,741	1			
000016	11,197	A	62	222	16	0	0	22,741	1			
000017	11,198	A	62	222	17	0	0	22,741	1			