



## eCMS Connect for Comdata

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Jeff Moryn – Parsons Electric

Tori Weissenberger – J.F. Brennan Company, Inc

THE GLOBAL LEADER IN PAYMENT INNOVATION



## AGENDA

- Who is Comdata?
- Partnership & Integration with Computer Guidance
- Integrated Virtual Payments
- Corporate Card & Expense Management
- Case Studies
- eCMS v.4.1 Migration and Configuration

# QUICK FACTS

**#1** Largest fuel card provider in N. America

**#1** The largest Virtual MasterCard issuer in N. America

**1969** Legacy of innovation dating back to 1969

**8,000+** Employees worldwide

**51%** of Total Construction Spend

**2,900+** Construction companies

**Forbes**  
The World's Most Innovative Companies

**FORTUNE**  
**1000**

*A decade-long run of high growth thanks to our specialized focus on payments technology and data solutions – not credit lines and treasury.*



**STANDARD**  
**& POOR'S 500**

Annual Revenue (\$ millions)

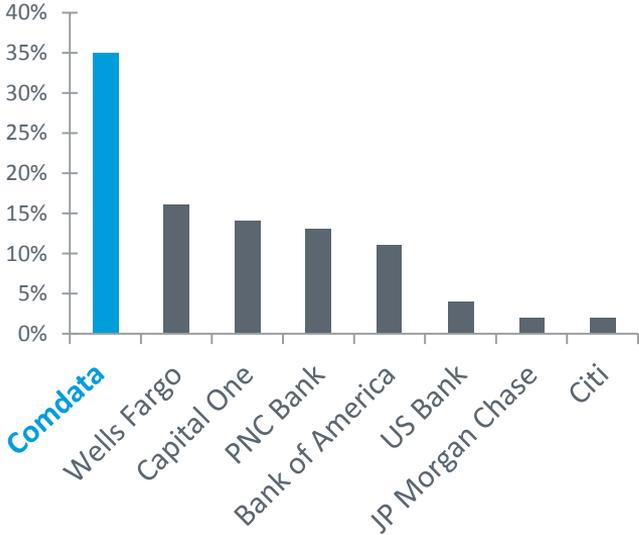
# Industry Leading Partners



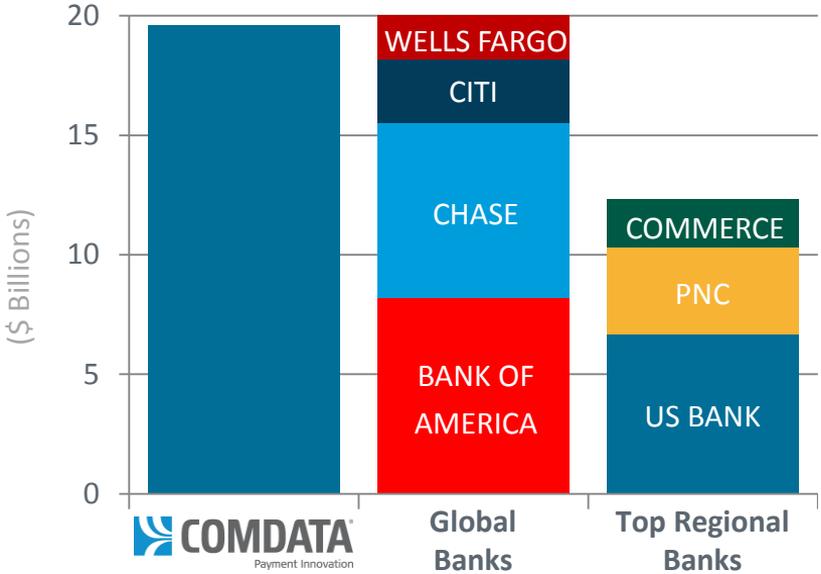
# A GLOBAL LEADER IN E-PAYABLES

Our focus on building world-class electronic AP programs for clients has allowed us to become a Top 10 issuer with as much ePayables volume as the Top 4 global banks combined.

Compounded Annual Volume Growth  
2010-2015



Annual Virtual Credit Card Volume



# COMPREHENSIVE SOLUTIONS

We deliver world-class payment programs to clients by offering the widest breadth of solutions in the market.



### AP AUTOMATION

-  Integrated Payables Platform
-  Buyer Initiated Payments
-  Virtual Card for AP



### CROSS-BORDER PAYMENTS

-  Integrated International Invoice Payments
-  FX Hedging Strategies
-  Currency Conversion



### CORPORATE CARD PROGRAMS

-  Purchasing Cards
-  Fuel Cards
-  Corporate Multi Cards



### TRAVEL EXPENSE MANAGEMENT

-  Travel & Entertainment Cards
-  Virtual Card for Travel
-  Per Diem & Reimbursement Cards



### WORKFORCE PAYMENT SOLUTIONS

-  Payroll Cards
-  Corporate Disbursement Cards
-  Prepaid Corporate Spending Cards

Easier Reconciliation • Monthly Rebates on Spending • Higher Margins • Increased Working Capital & Float • Increase Security  
Enhance Controls • Reduce Costs • Insight from Spending Data • Process Efficiency • Eliminate Paper Checks • Reduce 1099 Reporting

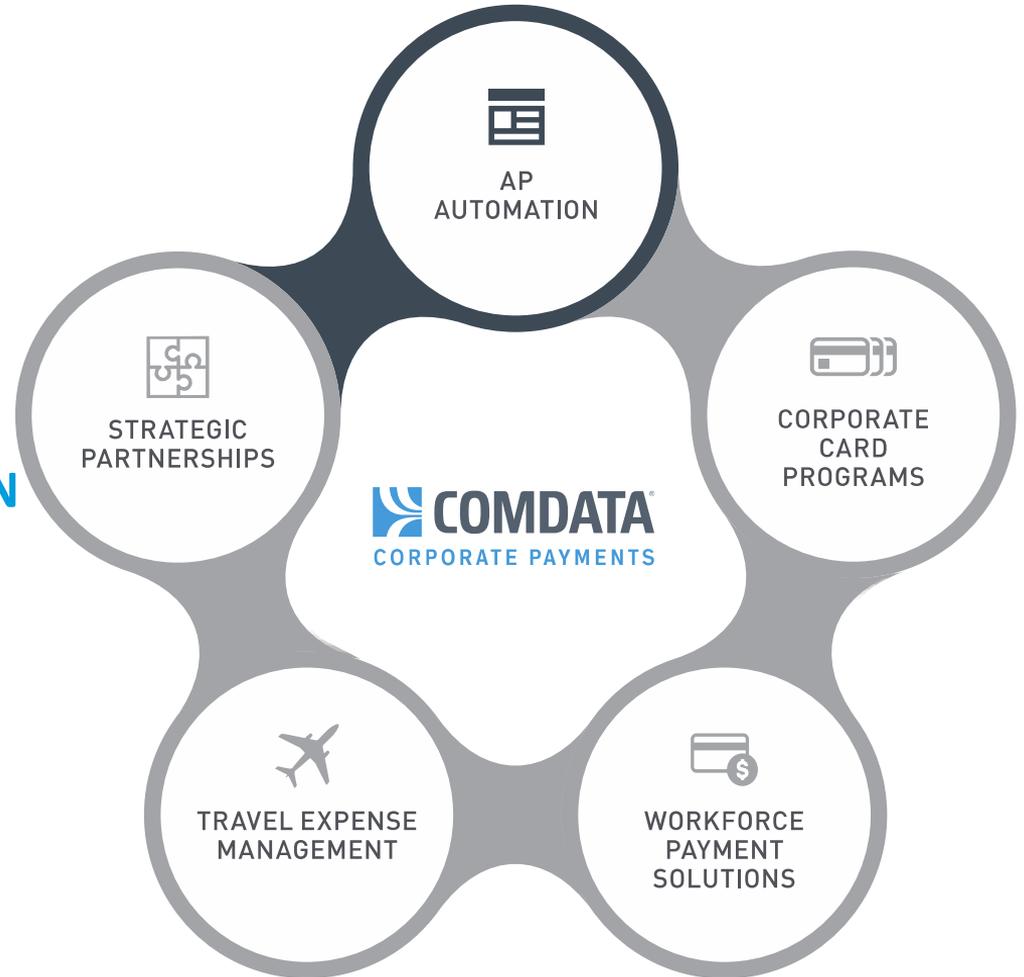
## eCMS Connect for Comdata

### Comdata and Computer Guidance Partnership since 2010

- Solutions
  - A/P Automation with Virtual Card Interface
  - Expense Control with Expense Management System
- Seamless Integration Via Web Services between Comdata and eCMS
- Integration Can Be Scheduled or Run On Demand
- Automated Reconciliation Process tailored specifically for eCMS
- Improved Accuracy and Control Over Disbursements Process



## ECMS CONNECT / AP AUTOMATION



# VIRTUAL CREDIT CARDS ARE THE KEY COMPONENT OF AP AUTOMATION

Implement virtual credit cards through ConnectPay or as a stand-alone program.



## What is a Virtual Credit Card?

- It's like a check or ACH, but better
- A 16-digit Comdata MasterCard account number used to transmit funds through the MasterCard network
- Single-use account good for the exact payment amount
- Safe, secure and timely supplier funding with electronic remittance advice
- Integrates into normal AP workflow as another payment type
- Leverages existing vendor pay cycle (terms)



**REDUCE PAPER CHECKS**



Virtual account spending is growing 30%+ annually. (RPMG)

# Detailed Remittance Information is a Commonly Realized Benefit for Vendor Acceptance

Payment advisories with settlement instructions are delivered via mail or email to meet the unique relationships between buyers and suppliers.

## Sample Vendor Remittance Advice

Electronic Payment Advisory from <YOUR COMPANY NAME> - NO ACTION REQUIRED

FROM: YOUR COMPANY NAME  
ADDRESS  
CITY, STATE, ZIP  
PHONE  
FAX  
EMAIL

To: SUPPLIER <NAME>  
SUPPLIER FAX #: <FAX>  
PAYMENT #: <INVOICE #>

The invoice(s) listed below have been authorized by <COMPANY NAME> on <DATE> to be charged to the following MasterCard number for the Total Net Amount Paid.

MASTERCARD# XXXXXX1234567890 EXP: <DATE> Security Code: <CODE>

Invoice Date:	Invoice Number:	Gross Amount Paid:	Discount Amount:	Net Amount Paid:
05/13/2016	12345	\$40.00	\$0.00	\$40.00
07/31/2016	678	\$400.00	\$100.00	\$300.00
09/30/2016	91011	\$2,150.00	\$300.00	\$1,850.00
10/31/2016	12134	\$795.00	\$0.00	\$795.00

Comments: <CUSTOMIZABLE BY CUSTOMER>

**Total Net Amount Paid: \$2,985.00**

Additional comments:  
We recommend that you process the MasterCard number shown above once for the full total Net Paid amount. If you have questions about this remittance advice or processing the payment, please contact <COMPANY NAME> using the contact information shown above.

A CTX 820 file version of the payment detail above is attached for your convenience. If your financial system is set up to receive CTX flat files, simply import the attached data instead of manually entering remittance information. Some field mapping may be required. For more details, [click here](#).

Please contact <YOUR COMPANY'S CONTACT INFORMATION> at <EMAIL> or <PHONE> if you have any questions regarding this payment.

one vendor

one MasterCard account number

one expiration date

one payment amount

CTX 820 file version of payment detail for automated vendor A/R reconciliation

“Detailed remittance advice information” and “faster payments” are the **most commonly realized benefits of the card acceptance.\***

\*Kaiser Associates/Comdata. “Market Perceptions of Card Use in B2B Transaction”

# THE VALUE OF VIRTUAL CARDS

Generate strategic benefits across your financial operations.



### Turn accounts payable into a revenue generator

Because payments are delivered through a credit card network, you earn money-back rebates on spending.



### Minimize costs

Reduce costs associated with printing, postage, processing, check fraud and labor.



### Easier administration

Virtual cards are easier and faster to process than paper checks thanks to automated processing and reconciliation – similar to ACH.



### Enhanced security

Reduce the risk of check fraud and gain the security of single-use cards that are locked down using system controls.



### Leverage terms and float

Use credit and billing cycles to extend DPO without changing terms with your vendors.



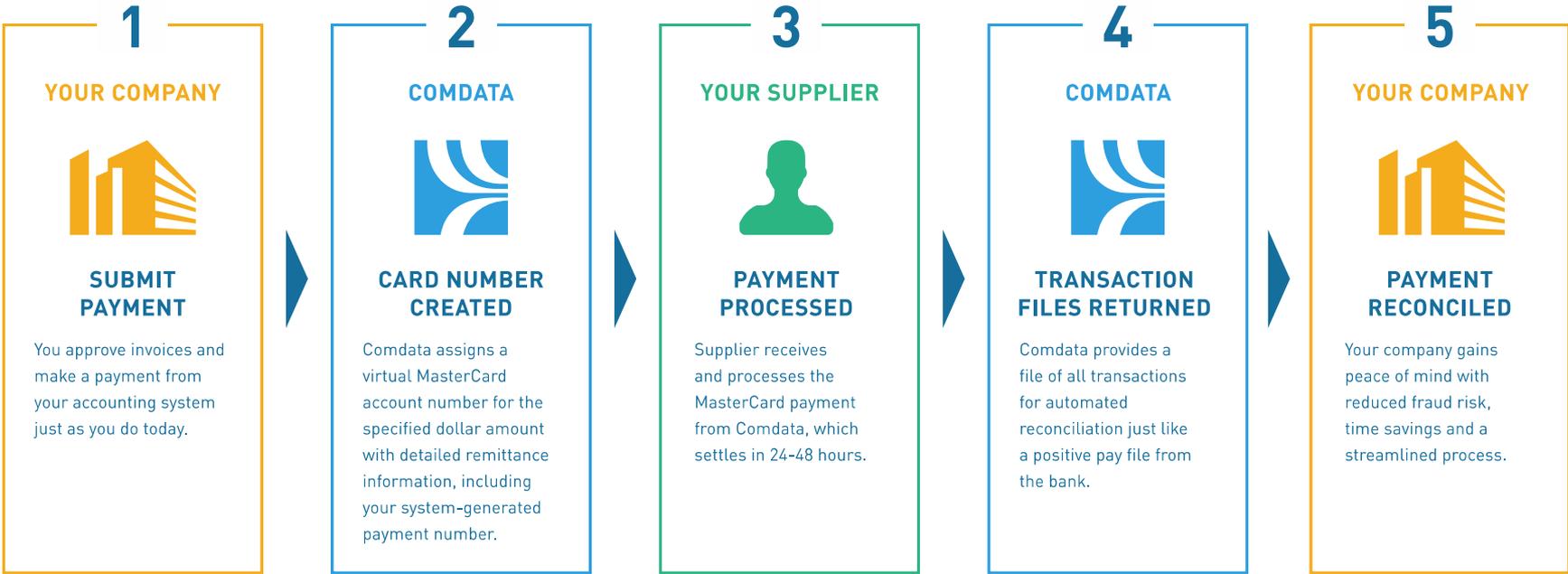
Percentage of CFOs who said they are actively seeking to increase their use of virtual credit cards.  
(PayStream Advisors)



The average cost paying an invoice with a paper check.  
(PayStream Advisors)

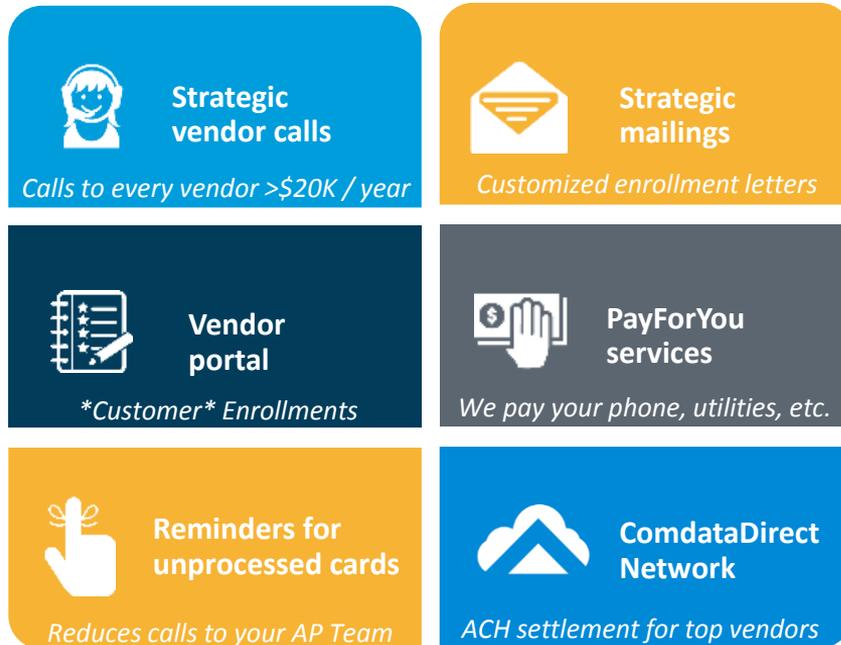
# HOW A VIRTUAL CARD TRANSACTION WORKS

Pay single or batched invoices with a secure electronic payment.



## PROVEN VENDOR ENROLLMENT APPROACH

How we enable our customers to achieve 3x more spend than the industry average (*RPMG / McKinsey*):



- In-house vendor enrollment team of over 86 associates; thousands of customers enrolling
- Database of >1 million enrolled vendors
- Target 100% of AP vendor file
- Strategic calls to all vendors >\$20K spend
- Custom enrollment letters / check stuffers
- *PayForYou* - online / phone payment of your utility, telecom and facility services bills
- *ComdataDirect* – Direct ACH settlement to your top strategic vendors with fee less than half of MasterCard interchange
- *Spend Escalator* - Continuous enrollment campaigns for life of program

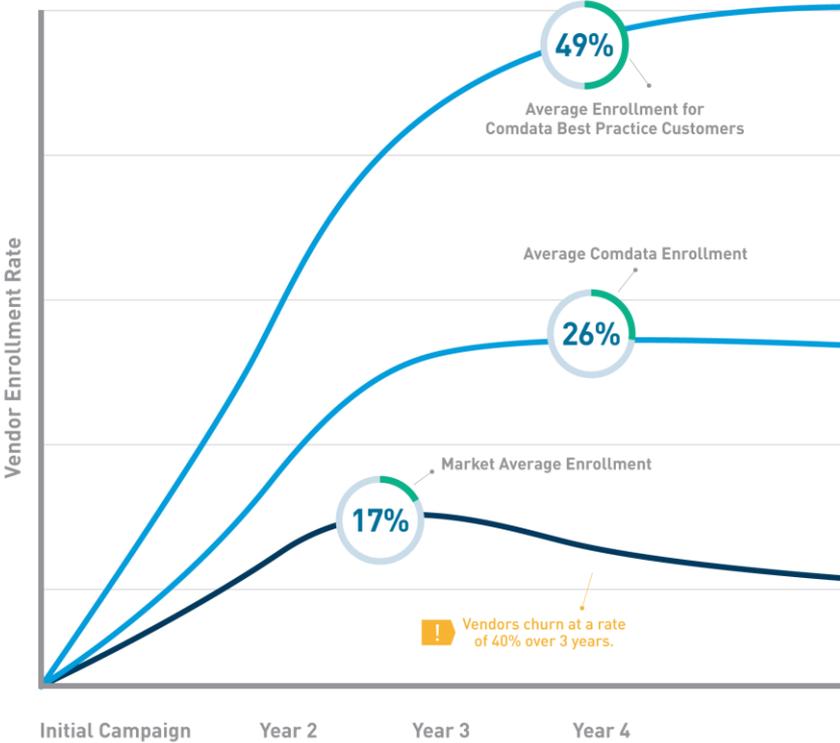
# THE COMDATA PREMIUM

The typical AP program dwindles over time. Our advanced process and services allow our clients to build sustainable, world-class payment programs.

**THE  
COMDATA  
PREMIUM**  
**3x**

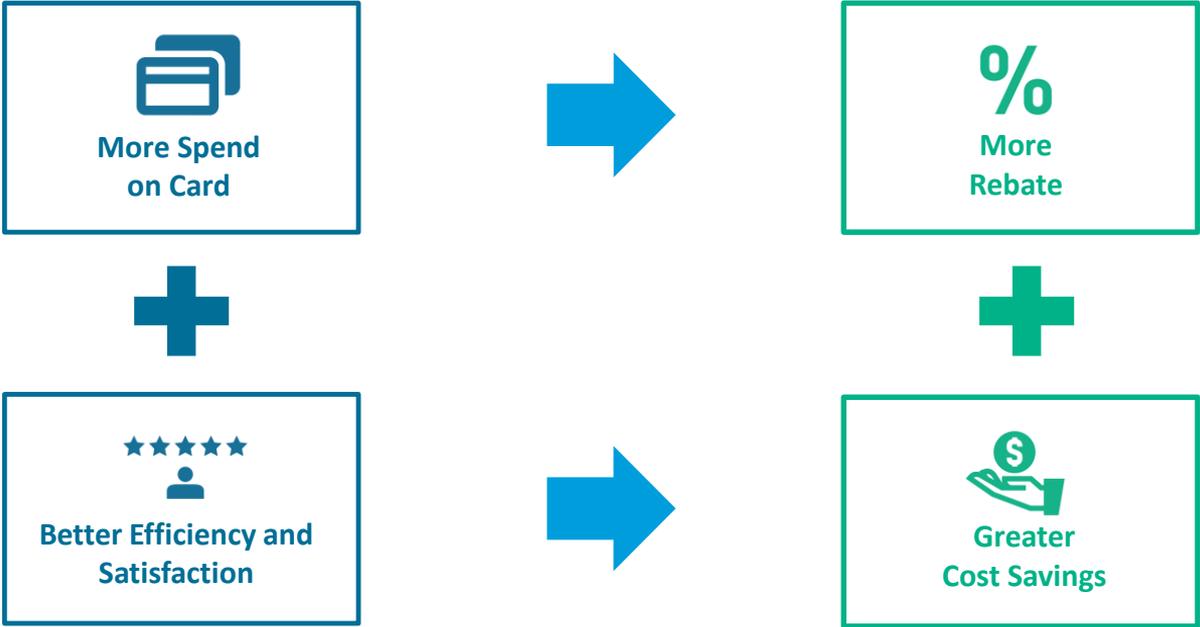
More rebate revenue, fewer checks and more cost reduction through:

- Better Integration
- Implementation Support
- Advanced Vendor Enrollment
- Ongoing Consultation and Support



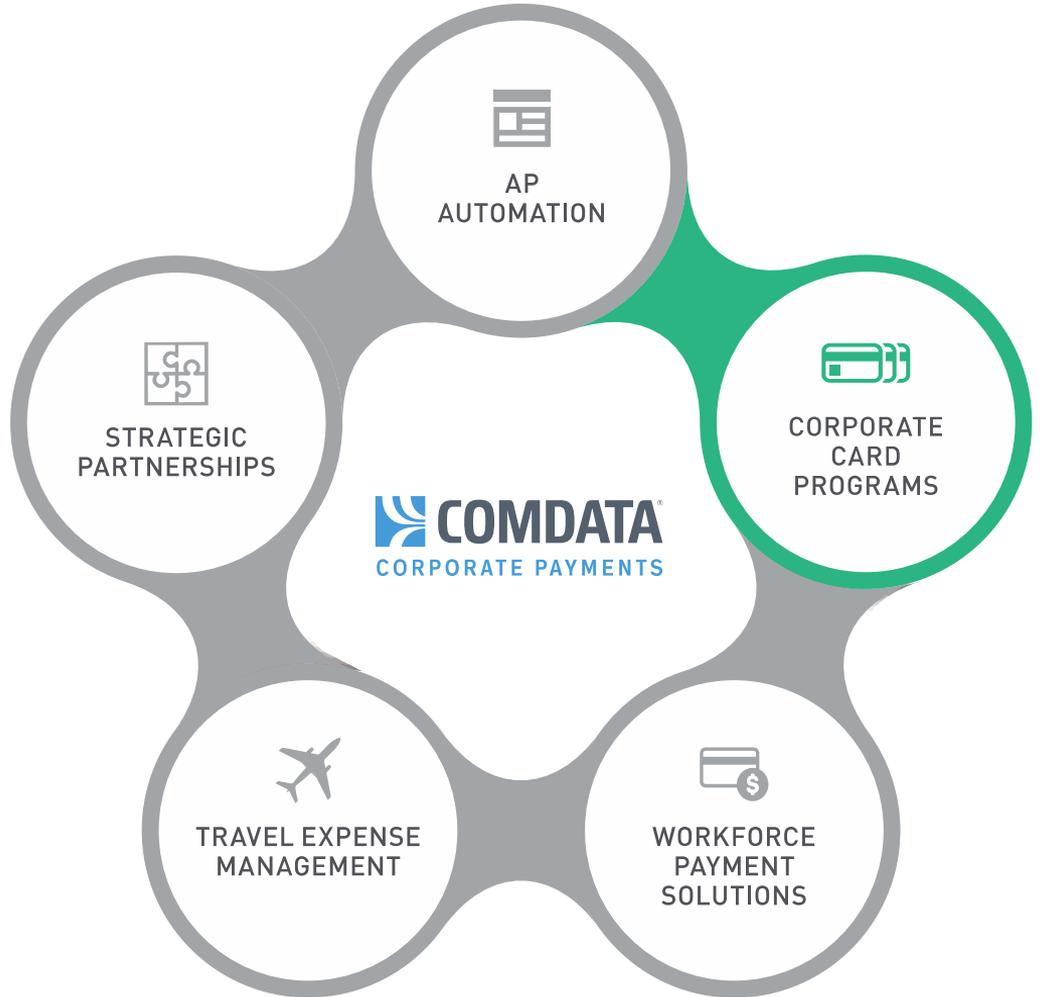
Sources: McKinsey & Co and RPMG Benchmark Report

# WHAT DOES IT ALL MEAN?



**Data Confirms Comdata Offers a Premium Solution Relative to the Market**

## CORPORATE CARD / EXP MGMT



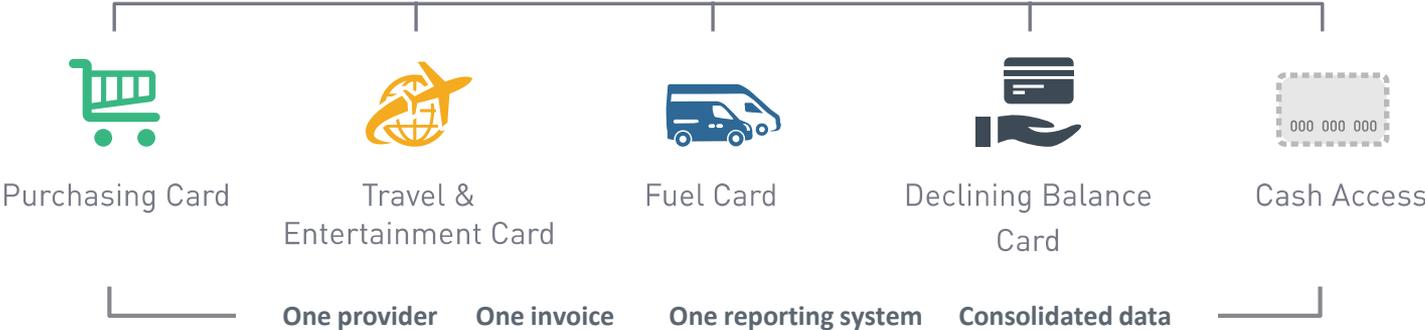
# COMDATA CORPORATE CARD: ONE CARD FOR MULTIPLE PROGRAMS



Comdata's Corporate MasterCard® delivers all of the features of a purchasing card, T&E card and fuel card on one piece of plastic.



### ONE CARD MAY BE USED AS:



## CARD CONTROLS

Because Comdata processes transactions on its own platform, we offer the capability to utilize over 180 customizable business rules to adhere to corporate policies

- **Restrict cards to fuel-only or fuel and Purchasing**
- **Block locations, days, and times**
- **Set daily, cycle, and transactions limits**
- **Assign cards by driver or vehicle**
- **One-time Overrides**
- **Instant notification on activity at merchants over a defined amount**
- **Report on attempts at prohibited merchants**
- **Text Message Alerts – Admin & Cardholder**
- **Cost to Jobs, Equipment and General Ledger**

### Examples of control strategy:

#### Limit activity

- At approved merchants only
- By geographical area
- By day of the week, hours, holidays
- After number of declines
- Based on amount range

#### Instant notification

- On inactive cards
- On off-hours activity
- On attempts at prohibited merchants
- On cards in watch list
- On specific declines
- On activity at merchants over a defined amount

# COMDATA CORPORATE CARD: FUEL

The road to more savings.



**Fuel at thousands of locations nationwide** with the universal acceptance of MasterCard and Comdata Proprietary



**Fuel and vehicle maintenance discounts**

- One of the **largest fuel and repair discount networks** in the United States
- **Automatic discounts of \$0.01 to \$0.06** on every gallon at our nationwide network of 30,000+ retail fuel locations



**Consolidate all fuel purchases**, including retail, mobile and bulk, into a single program and single invoice to more effectively manage expenses



**Receive detailed transaction data and visibility into spend** with powerful real-time data as well as Level 3 transaction reporting

## Single Card Solution



### MasterCard Network

- Retail Fuel
- Maintenance
- T&E
- Purchasing

**AVG \$0.03 Discount**

### Comdata Network

- Truck Stops
- Card Locks
- Mobile Fuel
- Bulk Fuel

**AVG \$0.06 Discount**

# Expense Track: Construction Expense Reporting

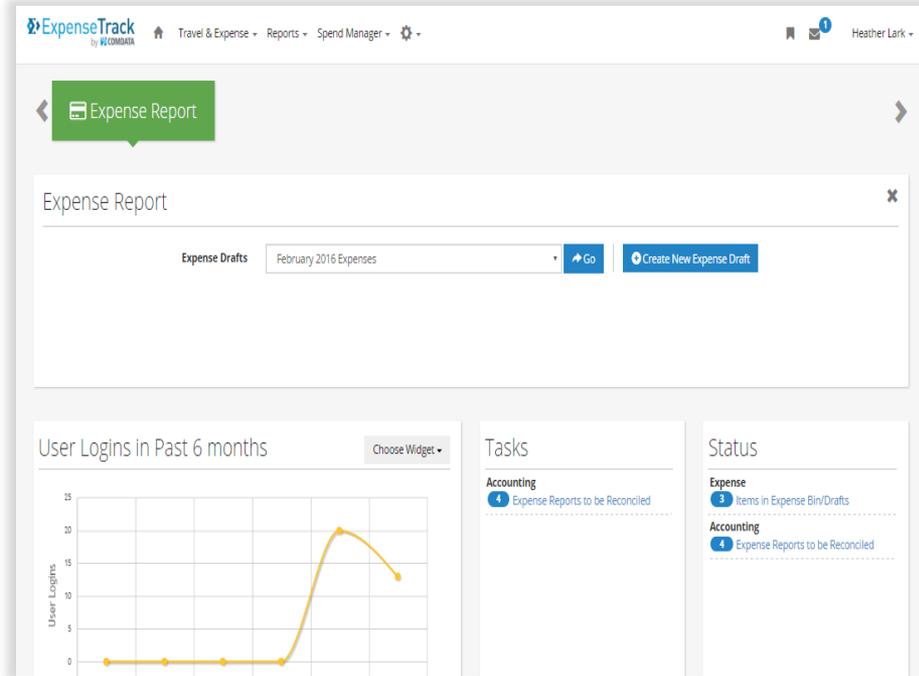
Allows cardholders to quickly and easily allocate card purchases to expense categories such as GLs, jobs, equipment, and business units.

## ADMINISTRATOR BENEFITS

- Shorter time to review, approve and reconcile reports
- Minimize lost receipts
- More employees' reports submitted on time
- Easy to identify and reviewing policy violations
- Quickly correct inaccurate reports

## CARDHOLDER BENEFITS

- Shorter reimbursement times
- Automated report creation and receipt submission
- Increased productivity
- Easier approval process

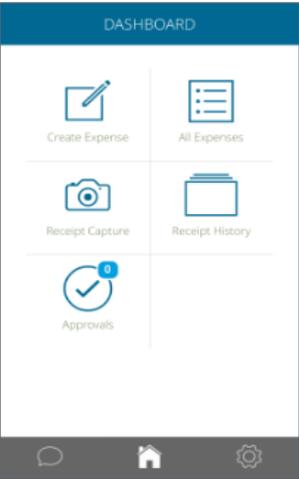


# EXPENSE TRACK: CARDHOLDER MOBILE APP

The mobile app allows cardholders to track and report expenses on-the-go in three quick steps.

1

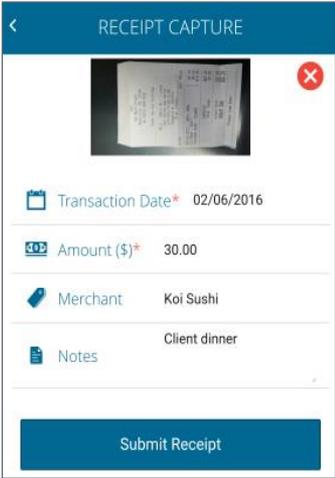
Open App



From mobile dashboard, cardholder selects Create Expense

2

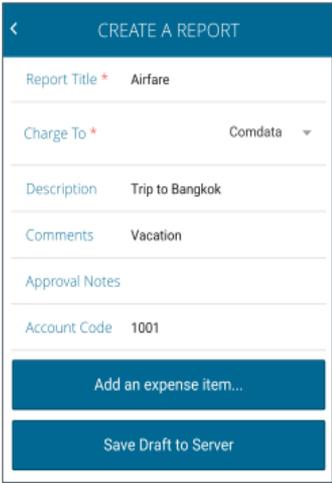
Take Photo of Receipts



Cardholder captures receipt images through mobile app; system attaches receipt to card transaction

3

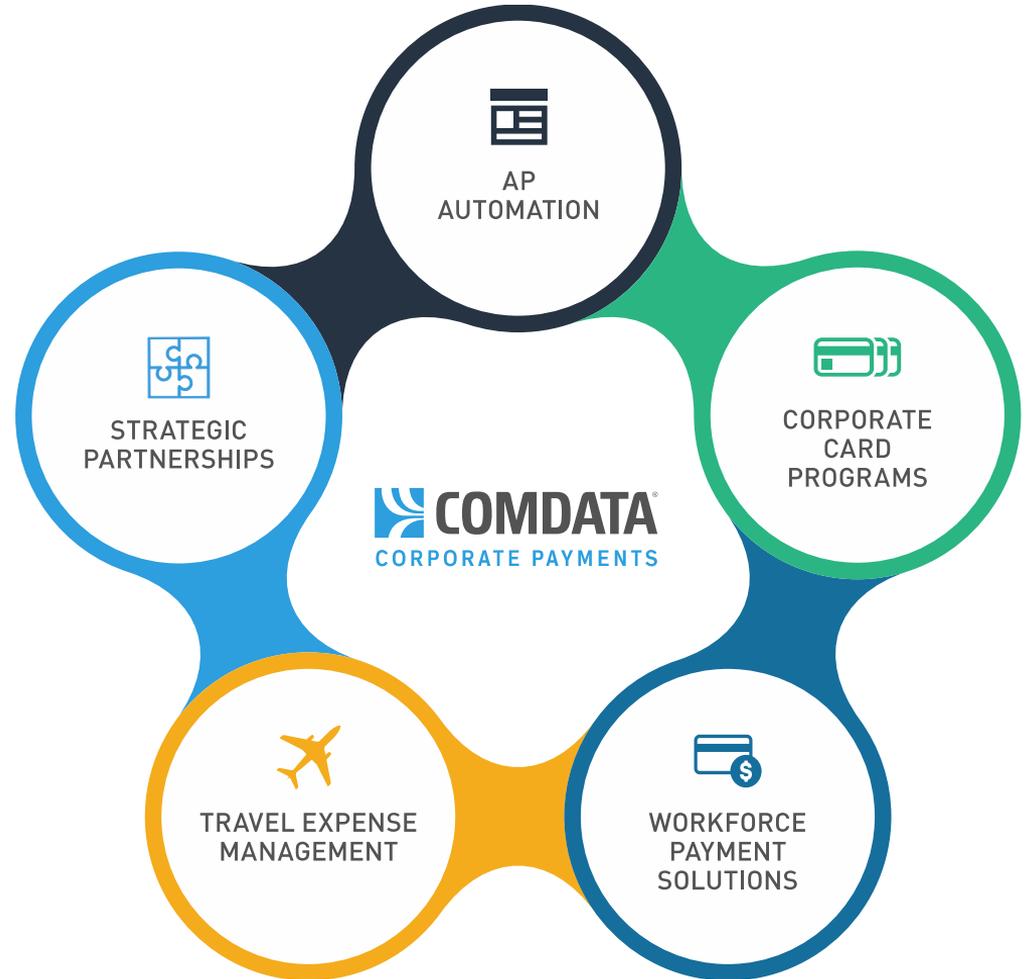
Submit Report



Cardholder names the report, provides description, comments and GL code

## CASE STUDIES

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## Parsons Electric Case Study



**Company:** Parsons Electric

**Industry:** Specialty Contractor

**Construction Services:** Parsons Electric delivers electrical services, electrical construction, technical services, technology solutions, engineered solutions and more from design, installation, and service and maintenance.

**Corporate Headquarters:** Minneapolis, MN

Ranked #62 on 2018's ENR 600 list

## Parsons Electric Case Study

**Challenges:** Parsons Electric had historically fulfilled all of their vendor payments with checks and ACH. However, this check payment process demanded manual reconciliation, incremental printing and mailing expenses, as well as the potential to experience lost checks, late payments and check fraud. As part of an internal study, Parsons calculated they were spending an estimated \$4-5 per check, including the cost of the employee and the expenses associated production and postage.

In addition, there was no security against double charging or incorrect charges by the vendor, and Parsons had no bank or payment processing solution integrated with their ERP. And, although their existing ACH component was instant, trackable and easily reconcilable, there were still benefits that Parsons Electric knew they were leaving on the table.

Parsons Electric looked into a number of credit card payment solutions over the years, but never got the enrollment or participation they hoped. When the company's desire to implement a truly successful automated expense management solution led them to Comdata, that's when the potential benefits of a virtual payment system finally met their expectations.

## Parsons Electric Case Study

**Solutions:** Comdata's virtual payment system offered out-of-the-box integration with eCMS, Parsons Electric's existing ERP from Computer Guidance Corporation. Beyond that, Comdata would lead the implementation process and maintain the program over time through extensive collaboration with Parsons' vendors from enrollment to solution selection and delivery.

Today, eCMS Connect for Comdata provides Parsons Electric with a virtual payment system where vendors are paid by contractors with a Comdata payment card. These transactions are automatically recorded in eCMS, and tracked and reconciled on the company's financial statements. Payment terms for vendors are flexible and can be made more favorable as directed by Parsons.

Payment selection is the same for ACH or live checks, and any invoices to Comdata vendors generate an electronic file that is pushed to Comdata through an automatic FTP process. Invoices are marked as paid in eCMS open payables. As an added bonus, an invoice payable to Comdata for the amount of the check run is automatically posted to open payables, and reconciliation of Comdata vendor payments is completed without manual intervention during the send/receive process.

# Parson Electric Case Study



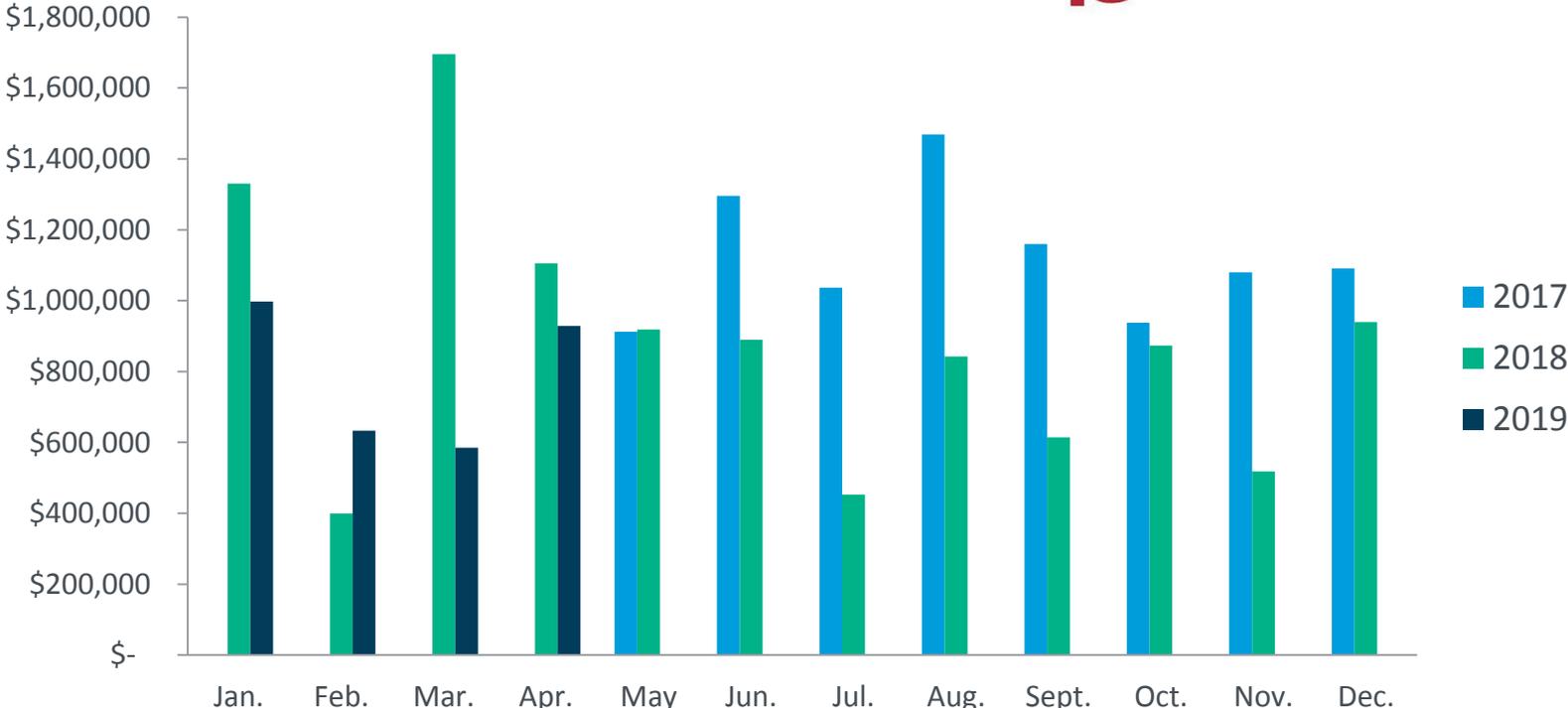
## Spend Highlights



Last 24 Months		Last 12 Months			April 2019					
	AVG Per Month		AVG Per Month	% Change		AVG Per Month	% Change			
Total Spend:	\$22,704,963	\$946,040	Total Spend:	\$9,193,439	\$766,120	-19%	Total Spend:	\$928,985	\$928,985	-2%
# Transactions:	5,013	209	# Transactions:	2,278	190	-9%	# Transactions:	219	219	4%
# Cards:	4,063	207	# Cards:	1,981	165	-20%	# Cards:	216	216	4%

# Parson Electric Case Study

## Month-to-Month Spend Comparison



# Parson Electric Case Study

## Invoice Size Analysis



Last 24 Months – Transaction Summary by Spend Range

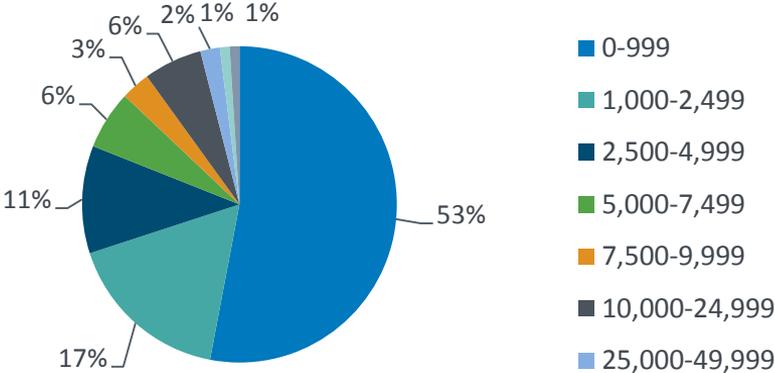
Size of Invoice	0-999	1,000-2,499	2,500-4,999	5,000-7,499	7,500-9,999	10,000-24,999	25,000-49,999	50,000-99,999	100,000-999,999
Spend Amount	892,536	1,410,307	2,060,681	1,696,182	1,130,493	4,939,369	3,717,746	2,768,376	4,089,272
# Trx	2,636	874	571	274	130	320	111	42	55

Check Elimination & Process Efficiencies

~ 81% transactions under \$5k invoice size

Rebate

~ 81% dollar volume over \$5k invoice size



# Parson Electric Case Study

## Top Vendors Last 24 Months



### Top 30 Vendors

Vendor	Total AMT	# Trans	Vendor	Total AMT	# Trans
• UNTD RNTLS 180214	1,862,446	101	• FELHABER LARSON FENLON	245,590	23
• STAFF ELECTRIC CO INC	1,571,731	25	• PDU CABLES	222,304	20
• ACCU-TECH CORPORATION	1,470,907	70	• COMPUTER GUIDENCE CORP	220,857	9
• SIEMENS INDUSTRY INC	1,363,784	21	• RABEY ELECTRIC COMPANY	213,707	26
• HARMAN PROFESSIONAL	1,208,346	42	• MOORE ELECTRICAL SERVICE	211,035	18
• IDEACOM MID-AMERICA IN	634,280	25	• ULINE *SHIP SUPPLIES	209,790	84
• HILTI INC	622,156	99	• ASTEA INTERNATIONAL INC	201,805	22
• GB TECHNOLOGIES	592,143	18	• UNTD RNTLS 180214	176,895	4
• CSC 1889	579,965	91	• INVENTORY SALES COMPAN	132,571	4
• API SUPPLY INC	565,345	100	• HILTI INC	58,710	5
• VERUS CORPORATION	532,174	46	• CSC - 1889	48,232	5
• CEN CAL FIRE SYSTEMS I	513,979	44	• CBI WHOLESALE ELECTRIC	40,126	2
• INVENTORY SALES COMPAN	469,552	30	• ULINE *SHIP SUPPLIES	37,367	5
• BEAUPRE AERIAL EQUIPME	399,041	52	• VERUS CORPORATION	34,246	4
• ELECTRONIC DESIGN COMP	372,247	14	• API SUPPLY INC	33,316	5
• SHURE INC	327,127	53	• PROCESS MEASUREMENT CO	30,589	5
• ACCU-TECH CORP-VT	292,825	16	• JAYHAWK FIRE SPRINKLER	23,380	1

# Parson Electric Case Study



## The Real Benefit to Parson Electric

 **Total Spend:**  
**\$22,704,963**

 **# Transactions:**  
**5,013**

 **Estimated Savings**

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Estimated Money Back: \$227,050

Check Savings: \$25,767

**Total Savings: \$252,817**

- + Improved DPO
- + Increased Controls
- + Increased Security
- + Reduced Bank Fees
- + Reduced 1099s
- + Efficient AP Process

## J.F. Brennan Case Study



**Company:** J.F. Brennan Company, Inc

**Industry:** Specialty contractor

**Construction Services:** environmental, marine construction, dam construction, harbor management, railroad construction, & commercial diving services

**Corporate Headquarters:** La Crosse, WI

## J.F. Brennan Case Study

### Spotlight on Comdata's Expense Track & Purchasing Card program

- Currently have 200 cardholders and over 3,000 transactions flowing through the system each month with more to come.
- Estimated to be saving about **80 hours per month** in processing time - were all paper and manual entry prior to rolling out ET.
- “Expense Track has been very successful for us and well embraced across the company.” – Tori Weissenberger, Financial Systems Analyst for J.F. Brennan





# Implementing the Comdata-eCMS Interface

Modification – 2018



# Implementing the Comdata-eCMS Interface

## Modification Description

- CGC is pleased to offer another third-party interface to the eCMS database. This modification allows our customers to use the convenience of Comdata's payment processor and cards integrated seamlessly with eCMS.
- This document shows how to implement the new eCMS-Comdata interface as an additional Accounts Payable EFT choice.

# Implementing the Comdata-eCMS Interface

## Modification Licensing Requirements

- The customer must enter into an agreement with both CGC and Comdata to use this interface.
  - **To make the CGC agreement:** Contact your Account Manager. When complete, CGC will activate the eCMS Comdata license on your system.
  - **To make the Comdata agreement:** Contact Comdata. When complete, Comdata will provide a user ID and password and their services.

Matt Butler | VP – Construction

Comdata, Inc. | 5301 Maryland Way | Brentwood, TN

P 615.376.8704 | M 615.512.2453 | mbutler@comdata.com



Smarter Construction. Cloud ERP.



# Implementing the Comdata-eCMS Interface

## Modification System Requirement

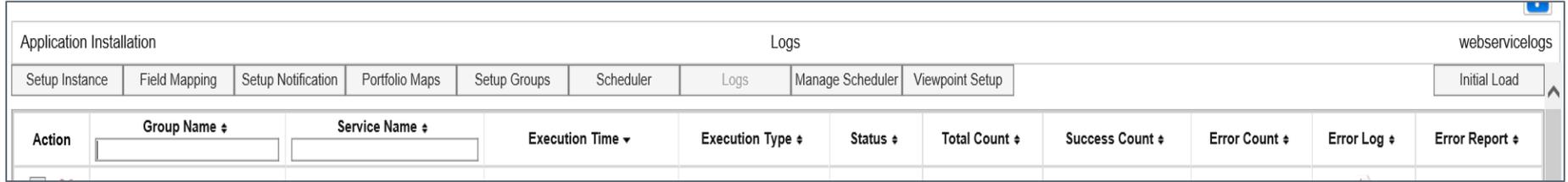
- Requires eCMS v.4.1
- All Service Pack and Fix Pack release levels include this modification.

# Implementing the Comdata–eCMS Interface

## Set up the eCMS Connect Interface Connection to Comdata

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

The eCMS Connect Interface for Comdata requires entries for Instance, Notification, a Portfolio Map, a Group, and a Scheduler. This is accomplished using the various tabs of eCMS Connect.



The screenshot displays the 'Application Installation' section of the eCMS Connect Setup interface. The 'Logs' tab is selected, showing a table with columns for Action, Group Name, Service Name, Execution Time, Execution Type, Status, Total Count, Success Count, Error Count, Error Log, and Error Report. The table is currently empty. The interface also includes a navigation bar with tabs for Setup Instance, Field Mapping, Setup Notification, Portfolio Maps, Setup Groups, Scheduler, Logs, Manage Scheduler, and Viewpoint Setup. An 'Initial Load' button is visible in the top right corner.

Action	Group Name	Service Name	Execution Time	Execution Type	Status	Total Count	Success Count	Error Count	Error Log	Error Report
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# Implementing the Comdata–eCMS Interface

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 webserviceinstances

Setup Instance

Setup Instance | Field Mapping | Setup Notification | Portfolio Maps | Setup Groups | Scheduler | Logs | Manage Scheduler | Viewpoint Setup | Initial Load

Action	Instance Name ▲	Application Name ▼	URL ▼	User Id ▼	Email Sender ▼	Notification ▼
 	Comdata	Comdata	https://w8cert.icconnectdata.com/VCWS	VCWSCGC		N
 	PMWeb	eCMS	h		rbrown@computerguidance.com	Y
 	Prolog	Prolog	http://prologsvr	admin	qa400-prolog@computerguidance.com	Y
 	Trimble	VisionLink	https://www.myvisionlink.com	api_8136	dlorzel@computerguidance.com	Y
 	Web2 Contact Sync	eCMS			rbrown@computerguidance.com	Y

# Implementing the Comdata–eCMS Interface

Define the Comdata instance.

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

The screenshot shows a 'Setup Instance' dialog box with the following fields and values:

- Instance Name:** Comdata
- Application Name:** Comdata (dropdown)
- URL:** https://w8cert.icconnectdata.com/VCWS  
Example - http://{server\_name}
- User Id:** vcwscgc
- Password:** (empty)
- Email Sender:** (empty)
- Enable Notification:**

Buttons: Cancel, Save

**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.

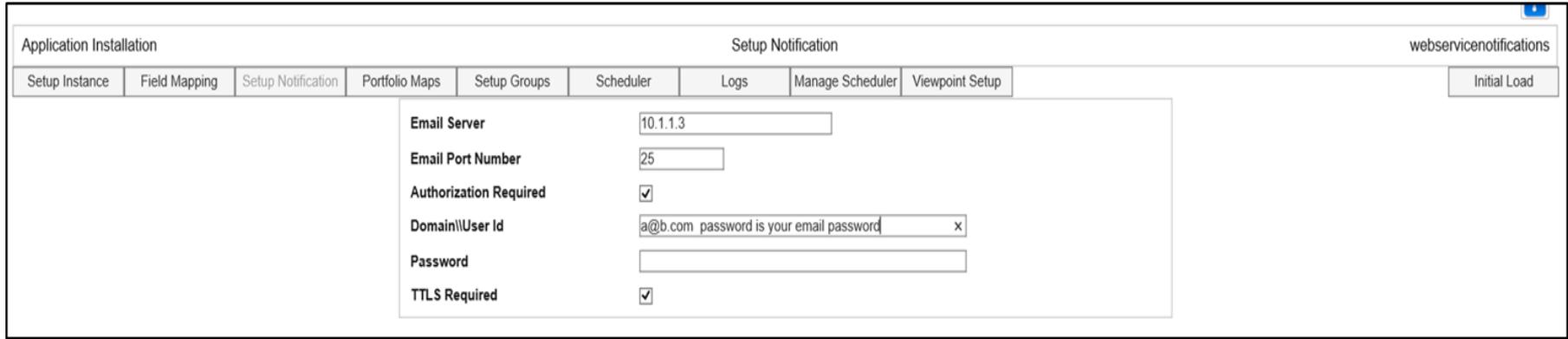
**Enable Notification:** If you want to enable email notifications, check this box.

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

# Implementing the Comdata–eCMS Interface

Select the **Setup Notification** tab.

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



The screenshot shows a software interface with a tabbed menu at the top. The 'Setup Notification' tab is selected. Below the tabs, there is a form with the following fields:

Application Installation	Setup Notification	webservicenotifications							
Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup	Initial Load
Email Server	10.1.1.3								
Email Port Number	25								
Authorization Required	<input checked="" type="checkbox"/>								
Domain\User Id	a@b.com password is your email password x								
Password									
TLS Required	<input checked="" type="checkbox"/>								

**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.

**TLS 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.

# Implementing the Comdata–eCMS Interface

Select the **Portfolio Map** tab.

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

Application Installation webserviceportfolios

Setup Portfolio Maps

Setup Instance | Field Mapping | Setup Notification | **Portfolio Maps** | Setup Groups | Scheduler | Logs | Manage Scheduler | Viewpoint Setup Initial Load

Action	Application Name ▲	Instance Name ▲	Portfolio Name ▲	Companies
 	Comdata	Comdata	Comdata	<ul style="list-style-type: none"><li>• 03/023 QA 4.1</li><li>• 03/000 Computer Guidance Support</li><li>• 12/000 Mini &amp; Construction 4.1</li><li>• 12/006 CQ Company Division6</li><li>• 12/008 Mini Company</li><li>• 12/012 Mini Construction</li></ul>
 	eCMS	PMWeb	eCMS	<ul style="list-style-type: none"><li>• 37/000 4.1 Quick Quality Builders</li><li>• 01/000 CGC Construction Corp</li></ul>
 	Prolog	Prolog	QA_400	<ul style="list-style-type: none"><li>• 17/000 Prolog Company DoNotUse</li></ul>

# Implementing the Comdata–eCMS Interface

- On add, select the Comdata **Application - Instance Name** and the Comdata **Portfolio Name** from the dropdowns.
- On edit, there is no action required.

**Setup Portfolio Maps**

**Application - Instance Name** Comdata - Comdata

**Portfolio Name** Comdata

**Company**

**Available Companies**

00/001	
01/000	CGC Construction Corp
01/001	company 1 div 001
01/002	company 1 div 002
01/003	Phoenix Construction
01/004	test penhall conversion
01/005	Construction Management System
01/007	Southwest Construction

**Selected Companies**

03/023	QA 4.1
03/000	Computer Guidance Support
12/000	Mini & Construction 4.1
12/006	CQ Company Division6
12/008	Mini Company
12/012	Mini Construction

Cancel Save

The **Company** section is not used for Comdata. All companies are able to use the Comdata interface whether selected here or not. Any company entries made here will be ignored.

# Implementing the Comdata–eCMS Interface

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.

# Implementing the Comdata–eCMS Interface

Enter the Group definition on Add or Edit.

**Setup Group**

**Group Name** ---Create New Group---  
Comdata

**Portfolio Name** Comdata

**Available Services** COMDATA - Virtual Card

**URL/Path**  
For Trimble - /APIService/CATDataTopics/{feed\_no}/{queue\_name}/{type}/{record\_no}  
For PMWeb - \cms\ap\invoice.csv  
For Web2 - /tools/import/orgcontact.aspx?b=ecms

**Email Recipient(s)**  
Define multiple email addresses separated by comma(,) or semicolon(,;)

Cancel Save

**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 - Virtual Card*.

**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.

# Implementing the Comdata–eCMS Interface

Select the **Scheduler** tab.

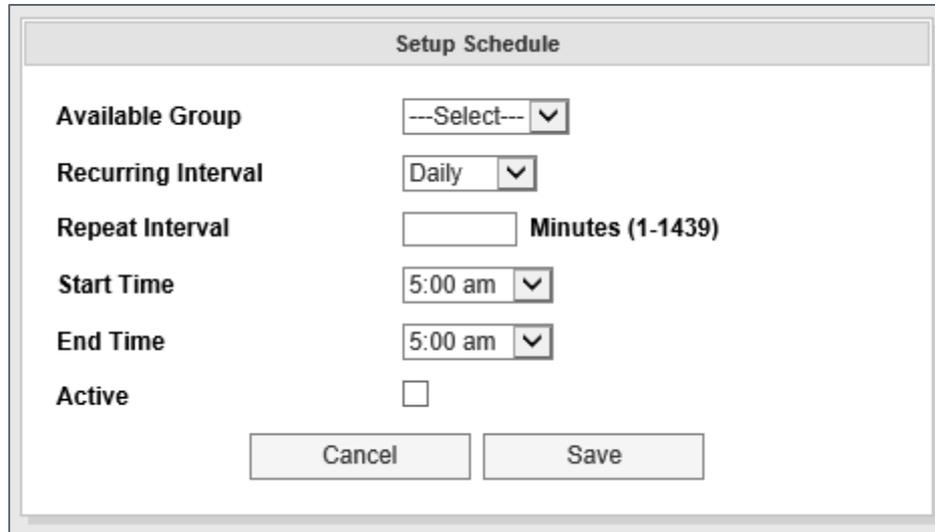
- To create a new schedule click the **Add** button (lower right).
- To edit or delete, click the *Edit record* or *Delete record* **Action** button.
- To run the process on demand (ad hoc), click the *Run ad hoc job* **Action** button.
- To view the job logs of prior runs of this process, click the *View logs* **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	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 ↓		
   	JC BKN	5:00 AM	6:00 AM	Daily									1439	Y		
   	JC Dict IDI	5:00 AM	5:00 AM	Daily									1439	N		
   	Job Dictionary	5:00 AM	5:00 AM	Daily									1439	N		
   	PC2 Import	5:00 AM	7:00 AM	Daily									60	N		

# Implementing the Comdata–eCMS Interface

## 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.



**Setup Schedule**

**Available Group** ---Select--- ▾

**Recurring Interval** Daily ▾

**Repeat Interval**  **Minutes (1-1439)**

**Start Time** 5:00 am ▾

**End Time** 5:00 am ▾

**Active**

Cancel Save

# Implementing the Comdata–eCMS Interface

Define the Comdata Schedule (*continued*).

The screenshot shows a 'Setup Schedule' dialog box with the following fields and values:

- Available Group:** Comdata
- Recurring Interval:** Daily
- Repeat Interval:** 30 Minutes (1-1439)
- Start Time:** 5:00 am
- End Time:** 5:00 am
- Active:**

Buttons: Cancel, Save

Status bar: 5:00 AM, Daily

**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.

# Implementing the Comdata–eCMS Interface

## Set up Comdata Vendor Default Values

eCMS Menu Path: *A/P > Maintenance > Comdata Vendor Default Values*

- Optionally set up **company level** default values to be used when maintaining Comdata vendor EFT information.
- *NOTE:* Available after eCMS v.4.1 SP2 Fix Pack 5. FP5 customers can request a manual installation of this feature.
- Select **EFT Type** *COMDATA* and click OK to maintain the values.

The screenshot shows a software window titled "Accounts Payable" with a sub-window titled "EFT File Maintenance" for user "APPCOM01". The "EFT File Maintenance" window contains three input fields: "Com" with the value "3", "Div" with the value "23", and "EFT Type" with a dropdown menu set to "COMDATA". At the bottom right of the window are "Exit" and "Ok" buttons.

# Implementing the Comdata–eCMS Interface

Define the Company Level Comdata EFT Default Values.

- The internal **EFT Type** for Comdata is “D” as displayed in the heading.
- Any values provided here will populate corresponding Comdata type EFT blank values during vendor maintenance.

Accounts Payable	EFT File Maintenance	APPCOM02
EFT Type D		
<b>Account code</b>	<input type="text" value="VC321"/>	
<b>Customer Id</b>	<input type="text" value="8CGC8"/>	
<b>Code Word</b>	<input type="text" value="QATEST"/>	
<b>Bank ID Number</b>	<input type="text" value="122101706"/> <	
<b>Bank Account Number</b>	<input type="text" value="4587545"/>	

## Account Code, Customer Id and Code Word:

- These values are issued by Comdata. Work with your Comdata representative to get these values for each of your companies.
- The values are unique per company, not per vendor.
- Values must be entered in uppercase (all caps).

**Bank ID Number:** Select the Bank ID Number from the dropdown list or type in the number.

**Bank Account Number:** Enter your bank account number that is to be used for the Comdata transit point.

Press Enter or click the **OK** button to keep changes; click **Previous** or **Exit** to ignore; click **Delete** to remove the Comdata record.

# Implementing the Comdata–eCMS Interface

## Set up Comdata Vendors

eCMS Menu Path: *A/P > Maintenance > Vendor Master*

- Create a new vendor or update an existing vendor. Comdata is defined on the **General 2** and **Contacts** tabs.

Accounts Payable Vendor Maintenance Mode: Update XAP05204 APPM10 - 1

Vendor Number: 3610 Vendor Name: Comdata Vendor Status: ACTIVE

General General 2 Contacts Balances

Payables Control Account:	<input type="text"/>	Intercompany Vendor:	<input type="checkbox"/>
Cash Account (A or B):	A	Separate Checks by Invoice:	<input type="checkbox"/>
Proprietor Name:	<input type="text"/>	Direct Sales Exceed \$5000:	<input type="checkbox"/>
State Abbreviation:	<input type="text"/>	Second Tin Notice:	<input type="checkbox"/>
State ID Number:	<input type="text"/>	Independent Contractor:	<input type="checkbox"/>
Country Name:	<input type="text"/>	Halt Code:	0
Currency Rate Type:	<input type="text"/>	County Code:	0
Account Number:	<input type="text"/>	Vendor Data Format:	<input type="text"/>

**Electronic Funds Transfer**

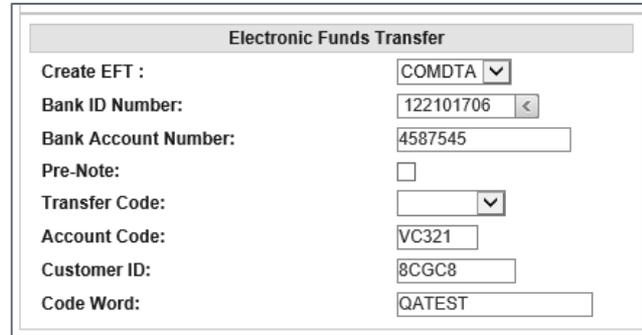
Create EFT :	COMDTA
Bank ID Number:	122101706
Bank Account Number:	4587545
Pre-Note:	<input type="checkbox"/>
Transfer Code:	<input type="text"/>
Account Code:	VC321
Customer ID:	8CGC8
Code Word:	QATEST

Previous Delete Exit Ok

# Implementing the Comdata–eCMS Interface

Select the **General 2** tab.

- Set up Comdata in the Electronics Funds Transfer section of the screen.
- If the COMDTA EFT values for **Bank ID Number**, **Bank Account Number**, **Account Code**, **Customer ID** or **Code Word** are blank when Enter is pressed or the OK button is clicked, the values will be populated from the Comdata Vendor Default Values if it has been defined (see instructions above).



Electronic Funds Transfer	
Create EFT :	COMDTA ▼
Bank ID Number:	122101706 <
Bank Account Number:	4587545
Pre-Note:	<input type="checkbox"/>
Transfer Code:	▼
Account Code:	VC321
Customer ID:	8CGC8
Code Word:	QATEST

**Create EFT:** Select *COMDTA* from the dropdown.

**Bank ID Number:** Leave blank for default, select the Bank ID Number from the dropdown list or enter the number.

**Bank Account Number:** Leave blank for default or enter your bank account number that is to be used for the Comdata transit point.

**Account Code, Customer Id and Code Word:** Leave blank for defaults or enter the values issued by Comdata. The values must be exact in all caps and match the company/division provided by Comdata. If they are not correct, the transactions will not succeed.

Press Enter or click the **OK** button to keep changes; click **Previous** or **Exit** to ignore changes.

# Implementing the Comdata–eCMS Interface

Select the **Contacts** tab.

- Create a contact for use by Comdata. You may have other contacts, as well.

Accounts Payable		Vendor Maintenance		XAP05601	APPM10 - 1		
Vendor: 3610		Vendor Location: 0		Vendor Name: Comdata Vendor		Status: ACTIVE	
General	General 2	Contacts	Balances				
<b>Contact:</b> Comdata Admin				<b>Phone:</b> 0 0		<b>Distribution Type</b>	
<b>Title:</b> Comdata				<b>Extension:</b> 0		<b>Print:</b> <input type="checkbox"/>	
<b>Salutation:</b>				<b>Fax:</b> 0 0		<b>Purchasing:</b> <input type="checkbox"/>	
<b>E-Mail Address:</b> somename@somecompany.com				<b>Cell:</b> 0 0		<b>E-Mail:</b> <input type="checkbox"/>	
				<b>Home:</b> 0 0		<b>Payables:</b> <input type="checkbox"/>	
				<b>Other:</b> 0 0		<b>Fax:</b> <input type="checkbox"/>	
						<b>Subcontract:</b> <input type="checkbox"/>	
						<b>Project:</b> <input type="checkbox"/>	
						<b>Delete:</b> <input type="checkbox"/>	

**Contact:** Enter `textstring1<space>textstring2`, similar to a first and last name with a single space between. The two text strings can be any value, but cannot contain a space or any special characters, just letters and numbers. The value is case insensitive.

**Title:** Enter “Comdata”. The value is case insensitive.

**E-Mail Address:** An email address is required, but used only for informational purposes. It needs to be formatted as a valid email address, but does not have to be an existing address.

No other Contact information fields are required.

Press Enter or click the **OK** button to keep changes; click **Previous** or **Exit** to ignore changes.

# Implementing the Comdata–eCMS Interface

## Process Invoices for Comdata Vendor(s)

Invoice entry and payment processing for Comdata vendors are handled like any other vendor.

### Enter the invoices for the vendors, including Comdata vendor invoices.

eCMS Menu Path: *A/P > Processing > Enter Invoices*

- Enter invoices using the normal invoice entry methods.
- If you use A/P batch entry or other A/P invoice import processes, you can still use them as normal., including invoices for Comdata vendors.



# Implementing the Comdata–eCMS Interface

Select the invoices to be paid, including Comdata vendor invoices.

eCMS Menu Path: *A/P > Processing > Cash Disbursement 1 Pay Select*

- Review the Cash Disbursements report, as usual. Any selected Comdata vendor invoices will be on the report.

-----VENDOR-----		INVOICE		GROSS	DISCOUNT	PAID	WITHHOLDING	NET	Job	DUE	SEP	SEL	DO
NO.	NAME	LOC NUMBER	G/L NUMBER	AMOUNT	AMOUNT	TO-DATE	AMOUNT	AMOUNT	Number	DATE	CHK	NO.	NOT
											PAY		
03610	Comdata Ve	10131701	0100.00000.000	8,595.14		.00	.00	8,595.14		10/13/17	N	6546	..
			0155.00000.000	8,595.14		.00		8,595.14					
			Sub Job TOTALS	8,595.14		.00		8,595.14					
			Job Number TOTALS	8,595.14		.00		8,595.14					
			VENDOR PMT	8,595.14		.00		8,595.14					

# Implementing the Comdata–eCMS Interface

## Process the checks

eCMS Menu Path: *A/P > Processing > Cash Disbursement 2 Checks*

- Since Comdata vendor disbursements use EFT, no checks are created. If desired, you can create voided “checks” by checking the box for **Print EFT Void Check** on the Check Print screen to provide a “paper trail”.

Check Print APP20601

Check Date:	<input type="text" value="09/30/2017"/>
Manual Checks thru Date:	<input type="text" value="99/99/9999"/>
Checks by Job:	<input type="checkbox"/>
Company Name on Check:	<input checked="" type="checkbox"/>
Supplemental Check Stub:	<input checked="" type="checkbox"/>
Number Of Copies Of Stub:	<input type="text" value="1"/>
Print Sequence:	<input type="text" value="Vendor Number"/>
Print Check Report:	<input checked="" type="checkbox"/>
New Page/Vendor:	<input checked="" type="checkbox"/>
Single Check Printing:	<input type="checkbox"/>
Print EFT Void Check:	<input checked="" type="checkbox"/>
Job Queue:	<input type="checkbox"/>
Report Location:	<input type="text"/>

# Implementing the Comdata–eCMS Interface

## Post the Disbursement Transactions

eCMS Menu Path: *A/P > Processing > Cash Disbursement 3 Update*

- The update process produces a Comdata Register report (APP718) of any Comdata EFT transactions disbursed.
- This report can be archived if you have the Archival license.

```
03 023 QA 4.1
DATE 10/13/17    APP718    COMDATA REGISTER    JOURNAL DATE 10/13/2017    TIME 735.08    PAGE 1
CASH CO/DV 03 023 QA 4.1
BANK G/L 0100.00000.000

-----VENDOR-----
NUMBER NAME          BANK ACCOUNT#          GROSS AMOUNT          DISCOUNT AMOUNT          CHECK AMOUNT          CHECK NUMBER
BANK ID 122101706    548913
03610 Comdata Vendor 3          8,595.14          .00          8,595.14          577444
VENDOR TOTAL          8,595.14          .00          8,595.14
BANK TOTAL          8,595.14          .00          8,595.14
DIVISION CONTROL TOTALS          8,595.14          .00          8,595.14
COMPANY CONTROL TOTALS          8,595.14          .00          8,595.14

End Of Report
```

# Implementing the Comdata–eCMS Interface

## Transmit Comdata Transactions)

If you have set up the eCMS Connect Comdata Scheduler to run automatically, the accumulated Comdata transactions will be transmitted to Comdata on the next automatic run.

## Initiate Ad Hoc Transmission of Data

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

- You can manually initiate the transmission of the accumulated data to Comdata rather than waiting for the time(s) set up in the scheduler, or if the scheduler was not set up to run automatically (as shown in the **Active** column).
- When ready to transmit data to Comdata, click the *Run ad hoc job* **Action** button of the Comdata Scheduler Group.

Application Installation				Setup Schedule												webserviceschedule
Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup							Initial Load	
Action	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 ↓
   	A/P Cash Disbursements Payment					Daily									1	N
   	Actual Costs QA_400			5:00 AM	5:00 AM	Daily									120	N
   	Budget QA_400			5:00 AM	5:00 PM	Daily									120	N
   	Comdata			5:00 AM	5:00 AM	Daily									30	N

<http://support.computerguidance.com/support/>

<http://cgportal.computerguidance.com/>

# Q&A

# THANK YOU FOR ATTENDING!



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