



# 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.

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# Implementing the Comdata-eCMS Interface

## Modification System Requirement

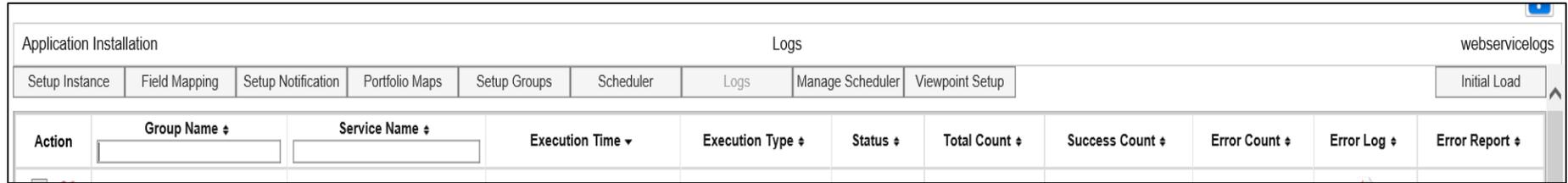
- Requires eCMS v.4.1
- All Service Pack and Fix Pack release levels include this modification.

# 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.

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 Setup Instance webserviceinstances

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 for configuring email notifications. At the top, there are several tabs: 'Setup Instance', 'Field Mapping', 'Setup Notification' (which is selected), 'Portfolio Maps', 'Setup Groups', 'Scheduler', 'Logs', 'Manage Scheduler', and 'Viewpoint Setup'. In the top right corner, there is a button labeled 'Initial Load' and the text 'webservicenotifications'. The main configuration area contains the following fields:

Email Server	<input type="text" value="10.1.1.3"/>
Email Port Number	<input type="text" value="25"/>
Authorization Required	<input checked="" type="checkbox"/>
Domain\User Id	<input type="text" value="a@b.com password is your email password"/>
Password	<input type="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.

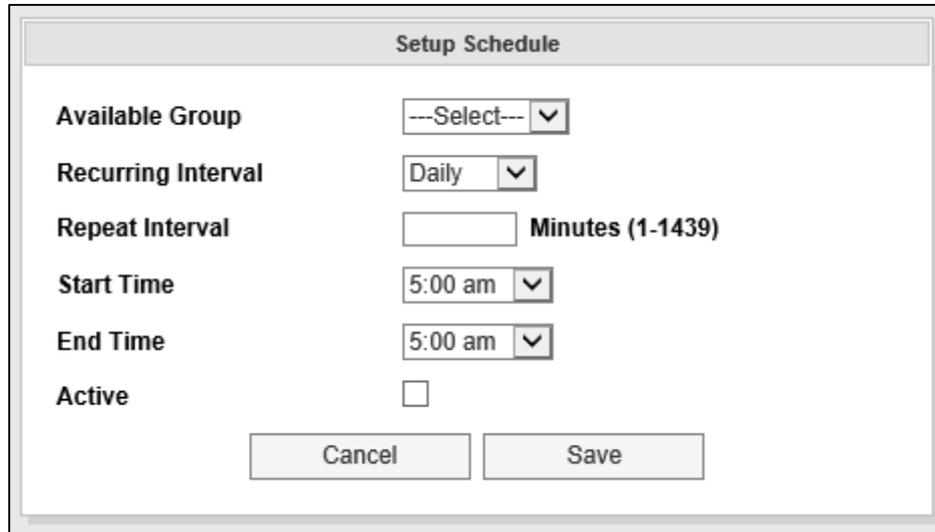
- To create a new schedule click the **Add** button (lower right).
- To edit or delete, click the *Edit record* or *Delete record* **Action** button.
- To run the process on demand (ad hoc), click the *Run ad hoc job* **Action** button.
- To view the job logs of prior runs of this process, click the *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 "EFT File Maintenance" for user "APPCOM01". The dialog 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, there 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		
Account code	<input type="text" value="VC321"/>	
Customer Id	<input type="text" value="8CGC8"/>	
Code Word	<input type="text" value="QATEST"/>	
Bank ID Number	<input type="text" value="122101706"/> <	
Bank Account Number	<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 <input type="text"/>
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 <input type="text"/>
Pre-Note:	<input type="checkbox"/>
Transfer Code:	<input type="text"/>
Account Code:	VC321 <input type="text"/>
Customer ID:	8CGC8 <input type="text"/>
Code Word:	QATEST <input type="text"/>

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).

The screenshot shows a form titled "Electronic Funds Transfer" with the following fields and values:

Field	Value
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
Contact:	<input type="text" value="Comdata Admin"/>	Phone:	<input type="text" value="0"/> <input type="text" value="0"/>
Title:	<input type="text" value="Comdata"/>	Extension:	<input type="text" value="0"/>
Salutation:	<input type="text"/>	Fax:	<input type="text" value="0"/> <input type="text" value="0"/>
E-Mail Address:	<input type="text" value="somename@somecompany.com"/>	Cell:	<input type="text" value="0"/> <input type="text" value="0"/>
		Home:	<input type="text" value="0"/> <input type="text" value="0"/>
		Other:	<input type="text" value="0"/> <input type="text" value="0"/>
		Distribution Type	
		Print:	<input type="checkbox"/>
		Purchasing:	<input type="checkbox"/>
		E-Mail:	<input type="checkbox"/>
		Payables:	<input type="checkbox"/>
		Fax:	<input type="checkbox"/>
		Subcontract:	<input type="checkbox"/>
		Project:	<input type="checkbox"/>
		Delete:	<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-----      BANK      GROSS      DISCOUNT      CHECK      CHECK
NUMBER NAME      ACCOUNT#      AMOUNT      AMOUNT      AMOUNT      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/>