



eCMS' Virtual Credit Cards and Expense Track Powered by Comdata

Grant Cowles – Director of Southwest Construction



PAYMENTS

WHY TALK ABOUT THIS?

Payments impact your company. When done well, payments can be a positive asset.



KEY ISSUES IN CONSTRUCTION PAYMENTS

Questions to Start Critically Thinking about Payments

What is your Payment Strategy? Do you have a Payment Program?

What's the objective of your AP department?

Who makes your payment decisions? Who influences your payment decisions?

Do you ever plan or discuss your payment strategy?

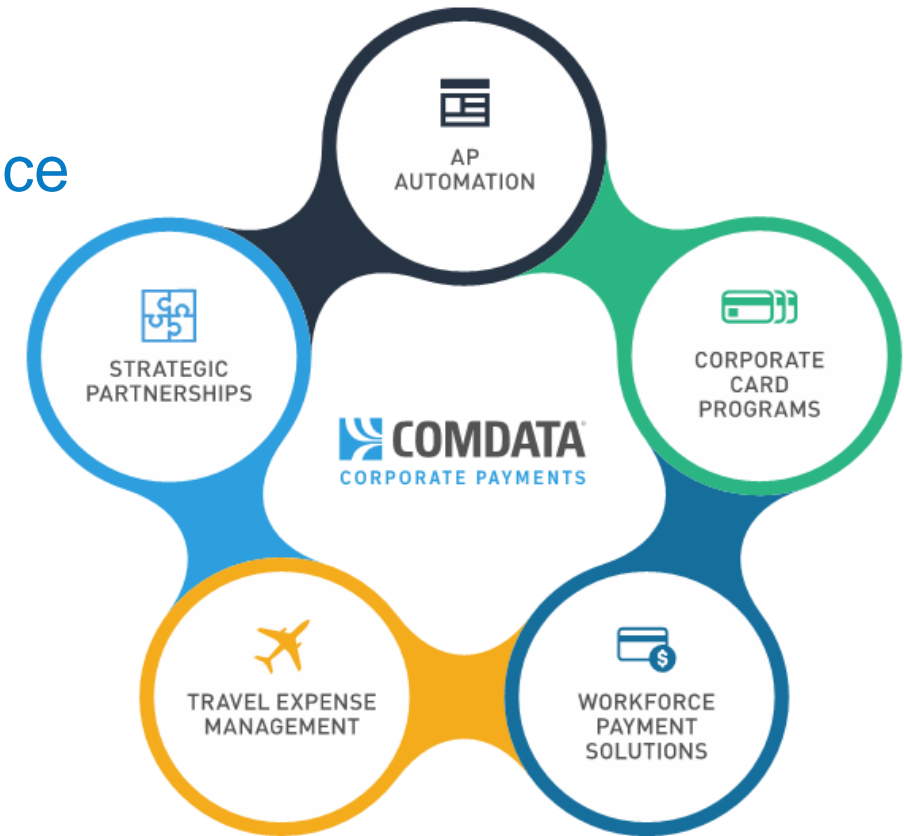
What tools do you have as an AP Department?

What considerations affect your payment program?

How much do your payments cost? How much do your payments earn?

AGENDA

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



TECHNOLOGY, NOT TREASURY

We are a pure payments company. Because we control all core functions in-house, we are able to deliver better solutions with greater speed and customization.



Solely Focused on Payments

We focus all R&D and innovation on creating better payment technology and services.



Bank Agnostic

Maintain flexibility in treasury relationships without interrupting your card programs.



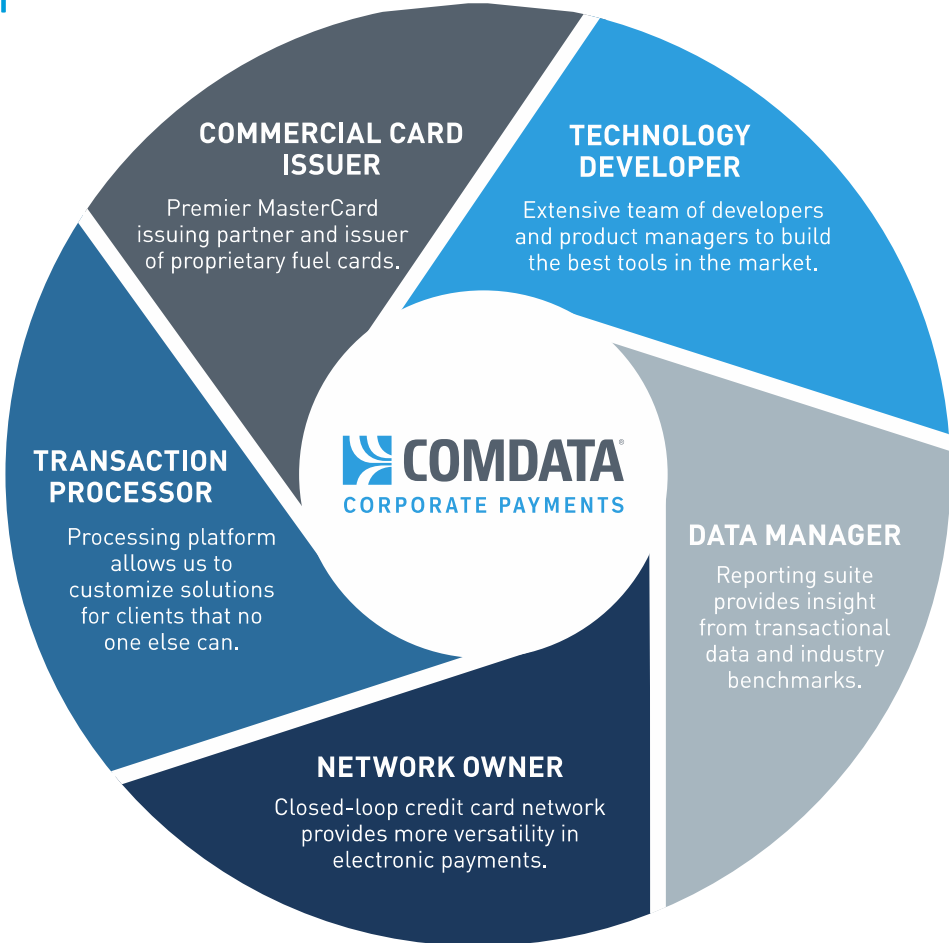
Unique in the Market

No other provider has the same comprehensive suite of solutions and in-house capabilities as Comdata.



We Build Programs

Our competitors sell products. We have a consultative model designed to build world-class programs.



QUICK FACTS

Comdata is one of the largest payment companies in the world dating back to 1969.

#1

Commercial Mastercard issuer in North America

8,000+

Employees

1.9 BILLION

B2B transactions managed annually

\$80 BILLION

In B2B Volume

500,000+

Clients



COMDATA CONSTRUCTION OVERVIEW

- **2,900+ Contractor Clients**
 - 40% of the Top ENR Contractors
- **Enable over \$4B in annual construction credit spend**
 - Represents 51% of total construction industry credit spend
- **Construction Focused Team from Design to Implementation to Support**
- **Construction-specific Products**
- **Industry Trade Associations and Partnerships, including CFMA, ABC, AGC, and NUCA**

Construction ERP Partners

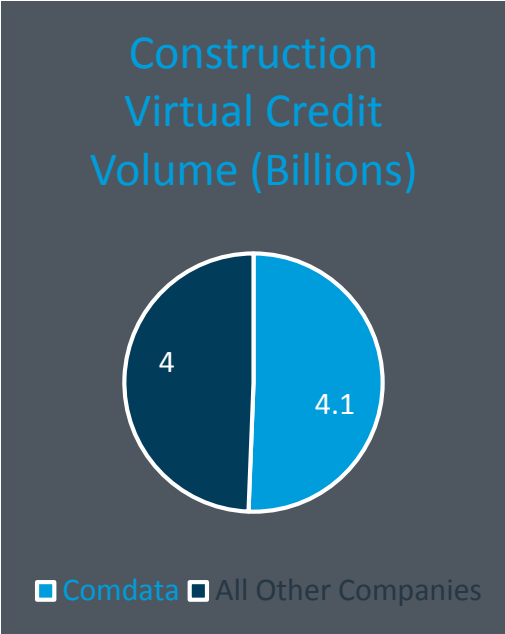
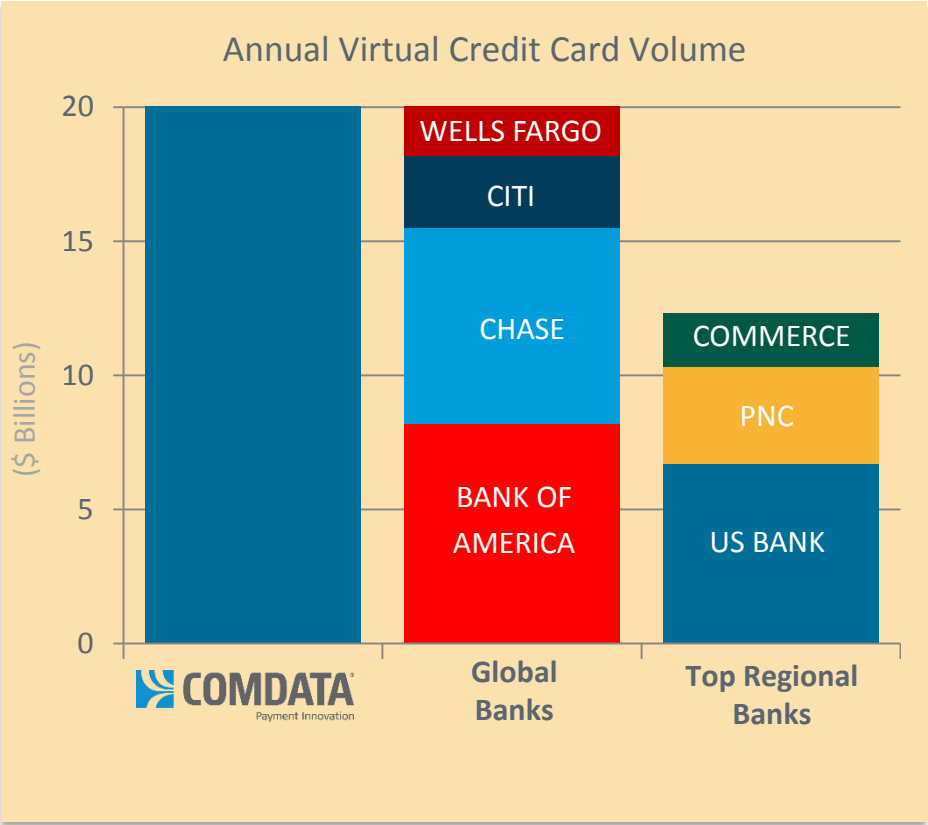
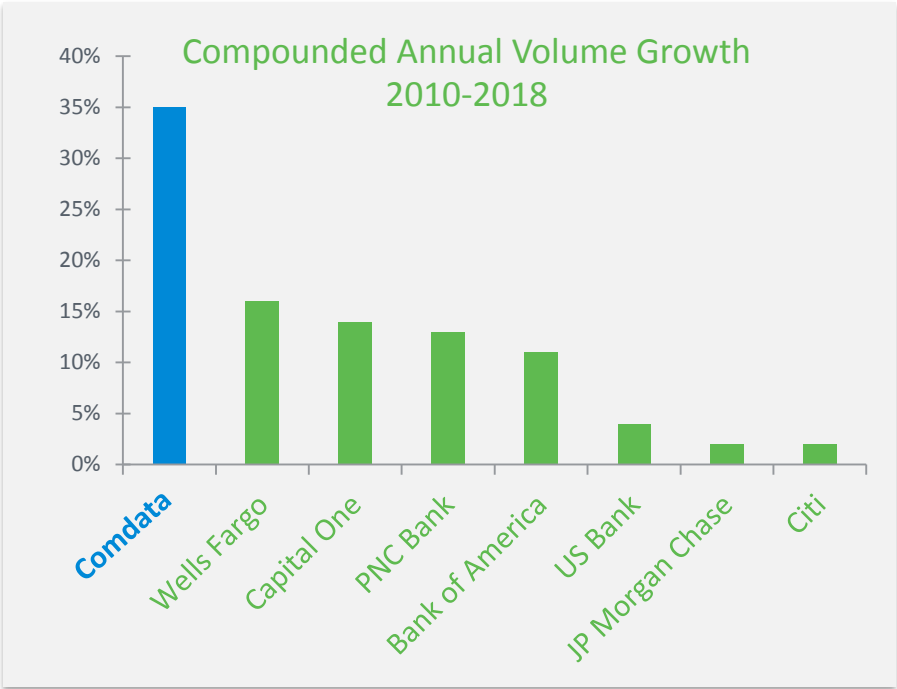
- Accubuild
- CMiC
- Computer Guidance eCMS
- COINS
- ComputerEase
- Dexter + Chaney Spectrum
- Epicor
- Explorer
- Great Plains
- J.D. Edwards
- Management Suite
- Oracle
- Quickbooks
- SAP
- Sage 300 & 100 / Timberline
- StreetSmarts
- Viewpoint Vista

Comdata is Proud to Partner with over 2,900 Contractors



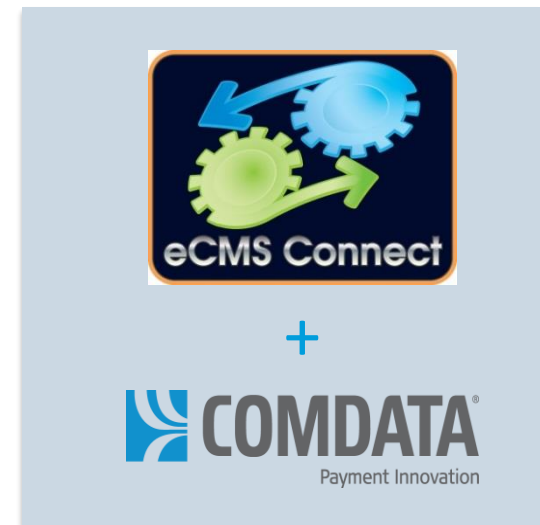
LARGEST VIRTUAL CREDIT CARD ISSUER

Comdata continues to be the fastest growing, largest overall, and largest in construction industry.



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eCMS CONNECT FOR COMDATA

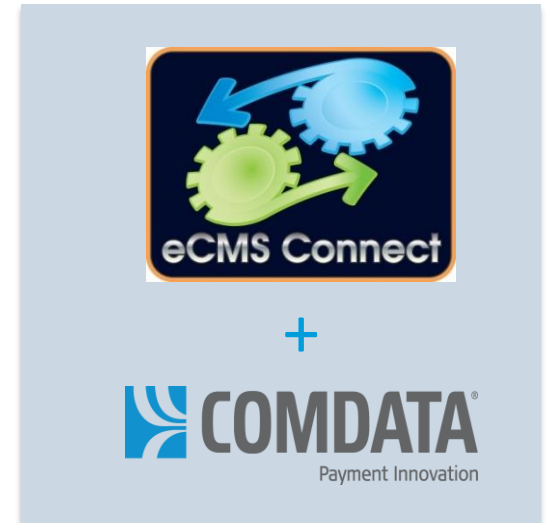
Comdata and Computer Guidance Partnership since 2010

- Solutions
 - AP Automation with Virtual Credit Cards
 - Expense Management System with Synced Mobile Tool
- Seamless Integration Via Web Services Between Comdata and eCMS
- Payments Can Be Scheduled or Run on Demand
- Automated Reconciliation Process Tailored Specifically for eCMS



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ELECTRONIC PAYMENT WITH A VIRTUAL CREDIT CARD

What is a Virtual Credit Card?

- ✓ An electronic payment to your vendor for invoices
- ✓ Uses a 16-digit Comdata MasterCard number
- ✓ Mastercard number is for a single use – it is a new number created for one payment with the exact payment amount
- ✓ Is automatically generated and sent via email
- ✓ Includes detailed payment information and remittance advice
- ✓ Is accurate, immediate, and secure
- ✓ Integrates into normal AP workflow, just like a check or ACH
- ✓ Earns cash back on every dollar paid



30%+

Annual
Growth

Virtual Credit Card volume grew to over \$124B in 2018. Construction spend was \$8B.

DETAILED REMITTANCE INFORMATION FOR VENDOR

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

WHY USE A VIRTUAL CREDIT PAYMENT?



✓ Monthly Cash Rebates



✓ Cost Savings – reduce checks and manual labor

RISK FREE

✓ No Fees, Costs, or Minimums

Comdata makes money when you make money

WHY DO VENDORS ACCEPT?



Vastly easier accounts receivable process



Buyer preference



Preferred supplier status



Faster payment and settlement



Guaranteed payment



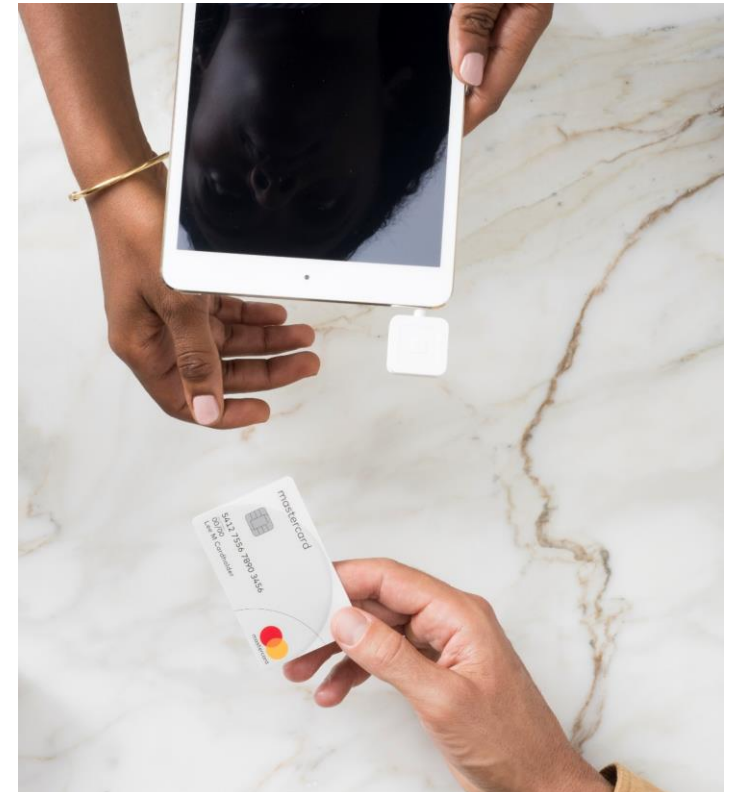
Detailed remittance information



Prevents fraud and mistakes

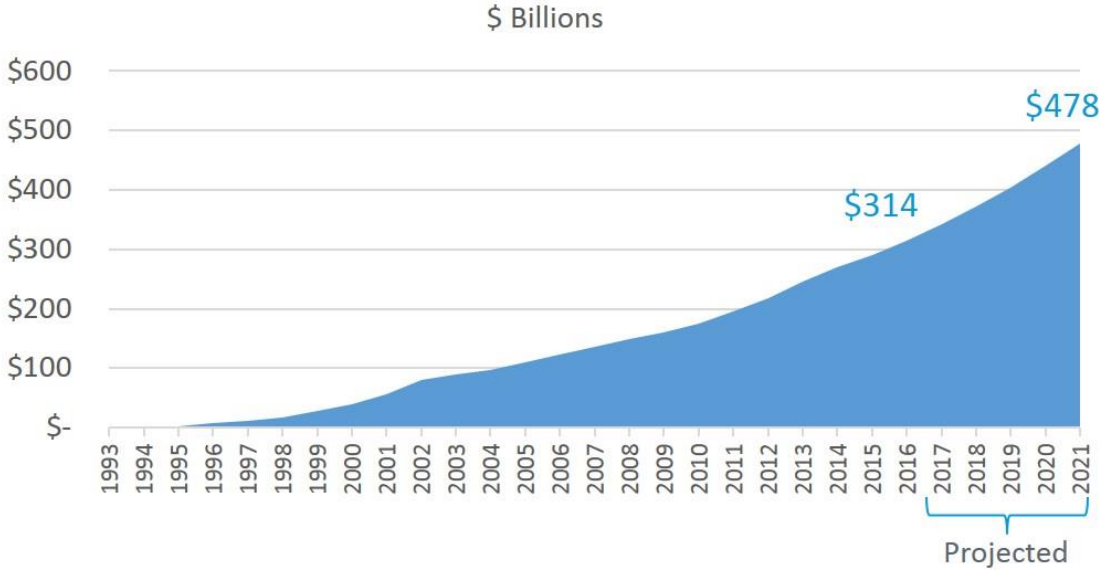


Many other reasons – but the simple fact is many do!



RISE IN B2B CREDIT CARD SPEND

Historical and projected B2B credit card spend (Mastercard only)



\$523 Billion
IN B2B CREDIT CARD PAYMENTS
IN US & CANADA IN 2018
(Excludes fleet and small business)

RISE IN VIRTUAL CREDIT CARD PAYMENTS

Changes in contractor payment options in last 4 years

- Checks: **DOWN 21%**
- ACH: **UP 41%**
- Wire/Cash: **DOWN 5%**
- Purchasing Cards: **UP 43%**
- Virtual Cards: **UP 290%**

So Why are Contractors Using Virtual Cards Much More?

According to recent RPMG survey of 1,178 virtual card users...

KEY ISSUES IN CONSTRUCTION PAYMENTS

PAYMENT COSTS AND CONSIDERATIONS

- \$ - Actual Costs
- Labor Costs
- Rebate
- Cash Float
- Control
- Fraud
- Mistakes
- Speed
- Reconciliation
- ERP Integration
- Acceptance

ADDITIONAL VARIABLES

- Ability to track supplier payment receipt
- Ability to send remittance info
- Low volume or high volume restrictions
- Timing of settlement
- Other fees (e.g. annual or banking fees)
- How to resolve payment disputes
- Training requirements
- Refunds/returns process
- Process to “set up” vendor
- Vendor preference
- Discounts
- Lien Waivers
- Joint Checks

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**Virtual Cards
win on:**

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- Ⓜ Discounts
- ✓ Lien Waivers
- ✓ Joint Checks

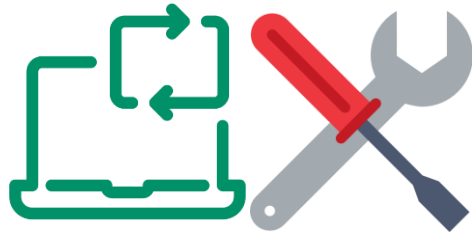
MAXIMIZING A VIRTUAL CREDIT CARD PROGRAM

1. Cash Value




$$\text{Spend} \times \text{Rebate Percentage} = \text{Cash Back}$$

2. Process Value



$$\text{Automation/Setup/Management} = \text{Process Value}$$

COMDATA'S UNIQUE ENROLLMENT FEATURES




Large Database of Current Vendors
800k+ vendors enrolled



Vendor Enrollment Calls
We call your vendors




Strategic Vendor Support Services
Emails and calls to remind vendors of payment. On-call troubleshooting.



Spend Escalator to Continually Enroll New Vendors
Automatically ID and Enroll



PayForYou Service
We make all manual payments



ComdataDirect Network
Custom interchange option

Comdata has the Experience, User Base, Invested Resources, and Dedication to Enroll All Available Spend

COMDATA MAXIMIZES SPEND



Comdata's advanced vendor enrollment process and services allow our clients to enroll more eligible spend and maintain high levels of spend. RPMG and McKinsey Survey found:

THE COMDATA PREMIUM
3x

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

- Larger User Base and Vendor Database
- Better Integration – Easier to Use
- Advanced Vendor Enrollment
- Strategic Enrollment Options
- Automated Ongoing Enrollment

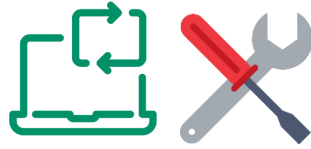


Sources: McKinsey & Co and RPMG Benchmark Report

MAXIMIZING REBATE %

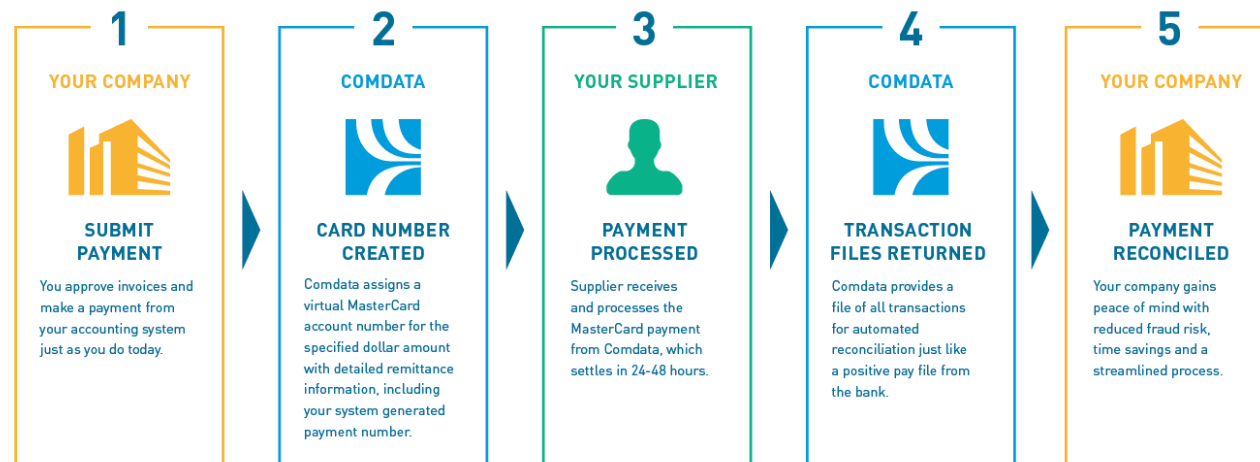
- ✓ Rebate options to fit your priorities
- ✓ High standard rebate – .75% to 1.7%
- ✓ Full rebate information
- ✓ 0 fees, costs, or minimums, no matter what
- ✓ Effective rebate that is far superior to nearly every competitor
- ✓ Rebate paid monthly. Available as statement credit, bank deposit, or load onto prefunded cards

eCMS INTEGRATION



Seamless virtual credit payments using eCMS

- No extra software or programs
- One 30-minute call is all that's typically needed to test and troubleshoot
- Step 1: Turn on Comdata virtual credit card application in eCMS
- Step 2: Flag credit-accepting vendors as default Comdata vendors
- Step 3: Continue AP processes as normal. Comdata payments sent to Comdata.



BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

So you have a Virtual Credit Card program.

How do you grow that program and ensure you are maximizing its potential?

BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

First, how do you compare to average virtual credit card programs – the “floor”

- On average, they spend the equivalent of 2.6% of revenue through virtual credit cards
- 80% of virtual credit card programs add more vendors than lose vendors each year, growing at an average of 8.6% per year.

Second, how do you compare to “best practice” construction virtual credit card programs

- Huge difference in spend among construction companies. 20% of companies represent 82% of spend
- These top companies spend 8x the spend of similar-sized companies,
- On average, 18% of revenue is virtual credit card. Comdata’s top contractors will often spend 30% or more of revenue.
- On average, 31% of their suppliers are paid with virtual credit card
- Their average transaction amount is 62% higher (\$5,368 v. \$3,312)
- Their virtual credit card program grows an average of 12.2% per year
- On average, they spend \$2,238 in monthly virtual spend per employee

3 Types of Best Practices

1. Growth Drivers

2. Supplier Strategies

3. Organizational Awareness

BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

Growth Drivers – Capturing existing available spend

- **Expand *Scope* of Vendors**
 - Types/industries of eligible vendors
 - Expand upper limit for VC purchases – use high dollar transactions!
- **Expand *Focus* on Rich Areas**
 - Increase amount of spend in high-accepting categories, such as capital assets, supplies, inventory, technology, and services (including professional services, advertising, telecoms, food, utilities, insurance, etc.)
 - Mandate certain types of purchases be made by virtual credit
 - Regularly examine payment activity for missed opportunities

BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

Supplier Strategies – Expanding the number of suppliers who accept

- Target suppliers who accept virtual credit
- Directly contact suppliers to assist in enrollment of virtual credit
- Have senior leadership reach out to suppliers
- Incentivize Suppliers to Accept
 - Communicate that you are directing purchases to virtual credit acceptors
 - Switch suppliers due to lack of acceptance
 - Reduce payment terms for virtual card acceptors
 - Extend payment terms for non virtual card acceptors
- Have a clear virtual credit on-boarding process for new suppliers
- Have a process for suppliers to self-enroll
- Help suppliers seek and obtain lower interchange rates
- ...

BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

Supplier Strategies - Continued

- Standardize payment terms for each method of payment
- Include virtual card acceptance policy in RFPs or supplier renewal contracts
- Integrate virtual credit with dynamic discounting strategies
- Persist and repeat (best practice is at least annually)
- If supplier says they will stop accepting, engage to find solution
 - Utilize Credit Card network rules when necessary – *“Honor All Cards”*
- Bonuses for AP staff who enroll new vendors

BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

Organizational Awareness

Best Practice organizations had a higher perception of value of virtual credit cards across the nearly all metrics, whereas lower performing programs believe virtual card not best for certain criteria.

Payment Criterion	Is EAP the "First Choice" to Satisfy Payment Criterion? (and the Percentage Identifying EAP as First Choice)		If Not EAP, What is the "First Choice" for Payment Criterion?
	Best Practice	Needs Improvement	
Incentives and rebates	Yes (96%)	Yes (90%)	N/A
Ability to track supplier payment receipt	Yes (61%)	Yes (55%)	N/A
Ability to cost-effectively transmit remittance information to supplier	Yes (59%)	Yes (43%)	N/A
Per-transaction charges	Yes (48%)	Yes (35%)	N/A
Other bank fees	Yes (44%)	Yes (36%)	N/A
Ability to support low volume purchase activity	Yes (40%)	Yes (49%)	N/A
Ability to support high volume purchase activity	Yes (60%)	No (34%)	ACH
Security of payment	Yes (62%)	No (38%)	ACH
Minimization of activities to support extension of credit by supplier	Yes (39%)	No (22%)	ACH
Ability to control spending	Yes (47%)	No (29%)	ACH
Ease of payment reconciliation	Yes (39%)	No (26%)	ACH
Minimized likelihood of errors, corrections, or rework to complete payment	Yes (45%)	No (33%)	ACH
Quickest method to transmit payment	Yes (58%)	No (44%)	ACH
Ability to control timing of settlement	Yes (47%)	No (36%)	ACH
Ability to integrate information into accounting/ERP software	Yes (41%)	No (28%)	Check
Ability to resolve payment disputes	Yes (41%)	No (29%)	Check
Technology investment required	Yes (42%)	No (30%)	Check

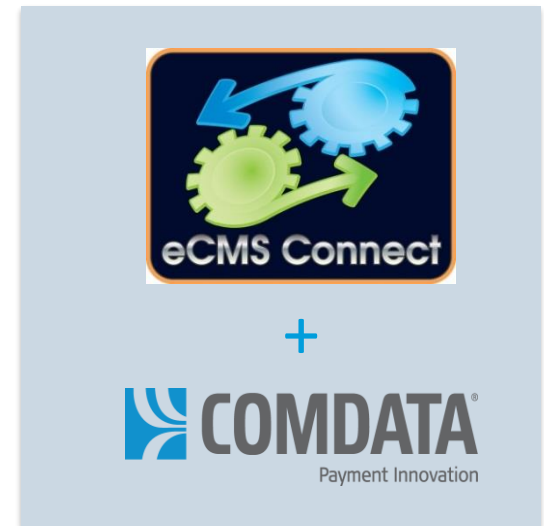
BEST PRACTICES FOR VIRTUAL CREDIT CARD PROGRAMS

Organizational Awareness –entire company participates to expand VC

- Regularly report rebate revenue to executives
- Include rebate revenue as budget line. Treat like any other revenue, with growth objectives and accountability.
- Bonuses and parties for meeting rebate objectives
- Allocate staff time to virtual credit card program (.67 FTE v. .36 FTE) (*note: companies who commit this 2x personnel time have 4x spend on average*)
- Support administrator attendance at user conferences
- Ongoing method of training organization about virtual credit card
- Set internal performance measurement and benchmarks
- Compare virtual card program against similar organizations
- Top management fully and openly supports virtual credit
- Internally audit and review virtual credit spend

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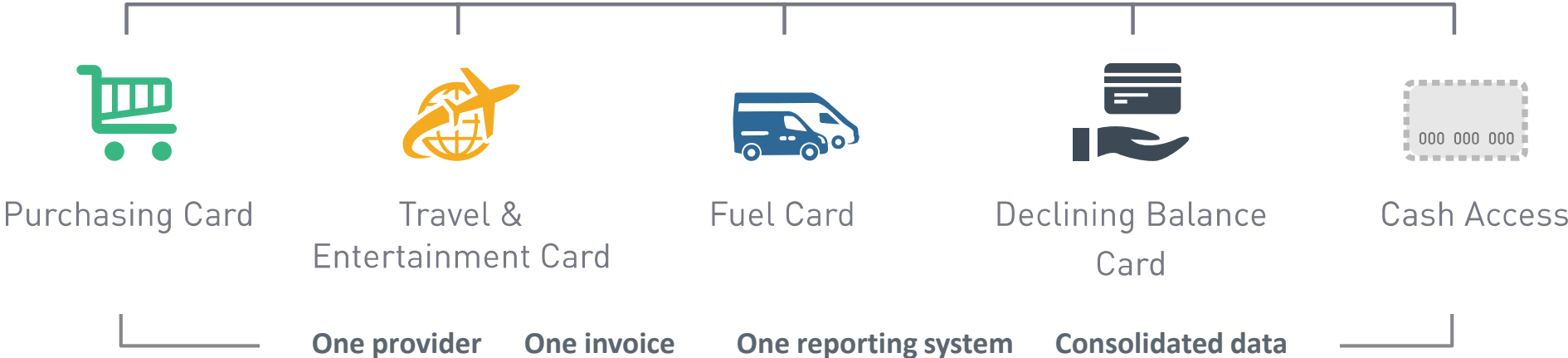
COMDATA CORPORATE CARD: ONE CARD FOR MULTIPLE PROGRAMS



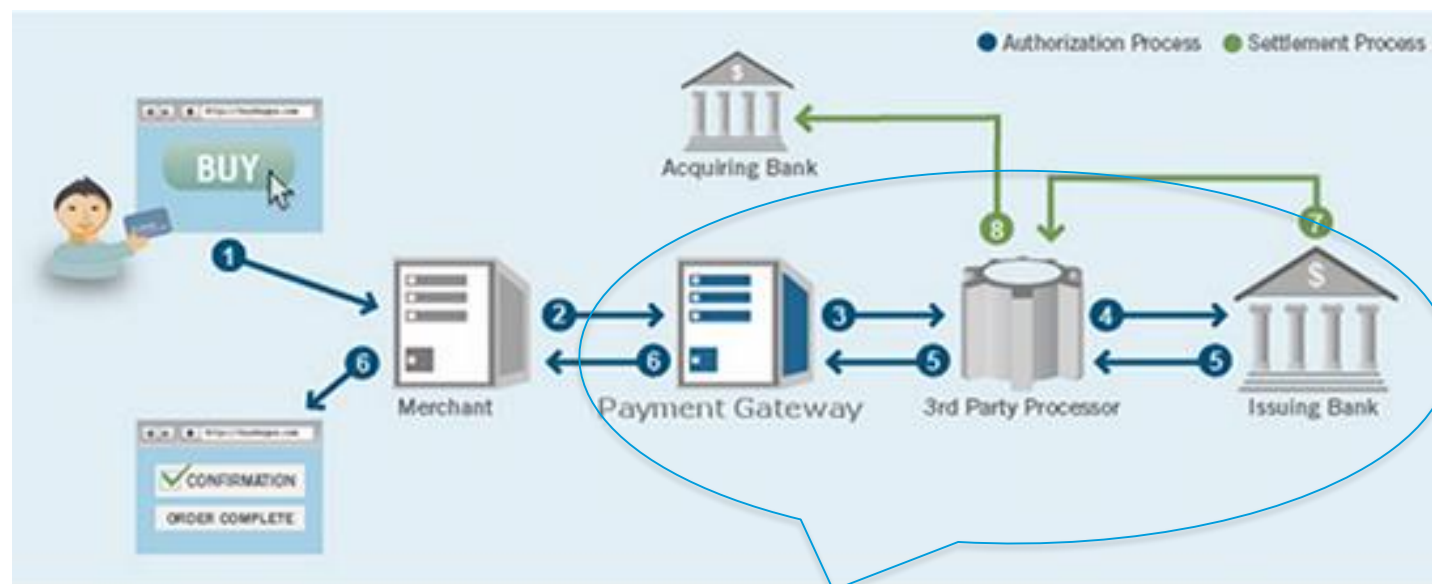
Comdata's Corporate MasterCard® delivers multiple functions on one piece of plastic.



ONE CARD MAY BE USED AS:



COMDATA – UNIQUE CREDIT CARD CONTROLS



Comdata is the Issuer *and* Processor (unlike every bank who is only the Issuer).

This means real-time access to the authorization process:

MORE CONTROLS AND INFO AVAILABLE

CARD CONTROLS

Because Comdata processes transactions on our own platform, we offer the capability to build customizable rules using any combination of 180 parameters.

- Merchant Name
- Merchant State
- Merchant ZIP
- Comdata Account Code
- Acquiring Institution
- Amount
- Merchant ID
- Card Issuance Date
- Currency Code
- Comdata Customer ID
- Expiration Date
- Merchant Category Code
- Card Number
- Point of Service Entry Mode
- Response Code
- AVS Response Code
- CVC2 Response Code
- Terminal ID
- Date and Time
- Driver ID

Examples of control strategies:

Limit activity

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

Instant notification

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

Replace PO System Using Instant Notifications

COMDATA FUEL FEATURES

The road to more savings.



Fuel at thousands of locations nationwide with the universal acceptance of MasterCard and Comdata's Proprietary Network.

Fuel and vehicle maintenance discounts

- **Percentage Rebate** on all purchases.
- **Automatic discounts of \$0.02 to \$0.12** on every gallon at our nationwide network of 30,000+ retail fuel locations
- **Additional custom discounts** available for your program, negotiated and processed on your behalf.
- Fuel Savings mobile application.



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

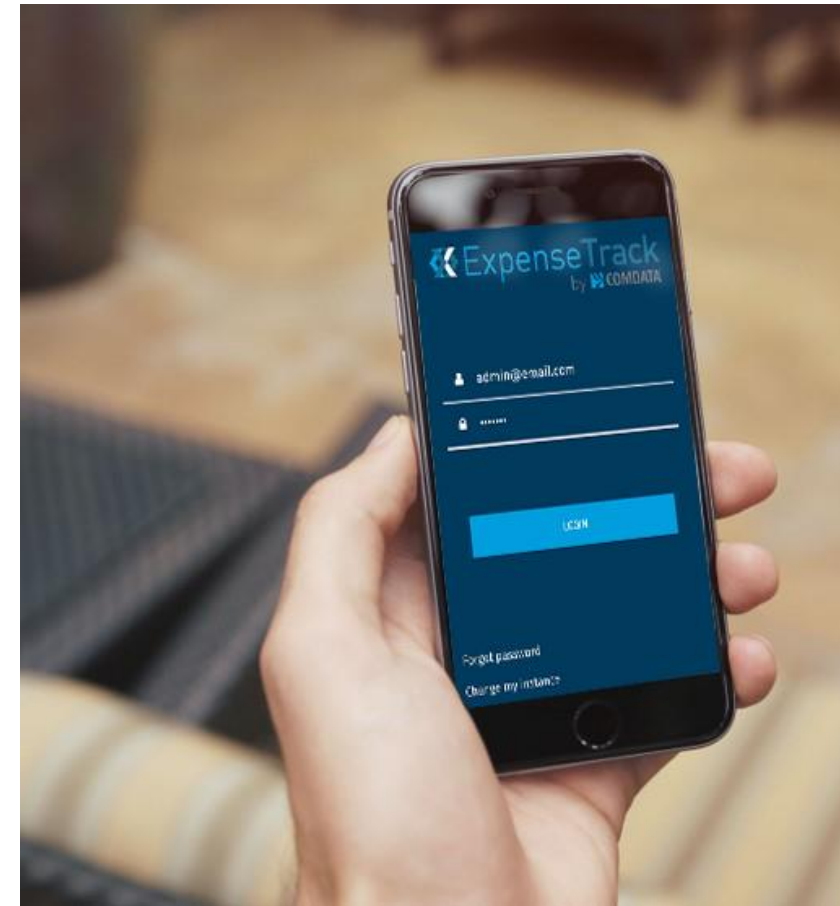
Comdata Network

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

AVG \$0.06 Discount

Specific expense management system built for Comdata construction customers.

- ✓ Capture and submit receipts with digital image
- ✓ Pulls eCMS' current chart of accounts cost coding
- ✓ Perform expense coding at time of transaction
- ✓ Create and submit expense reports
- ✓ Fully functional on mobile app or any browser
- ✓ Supervisor review and approval on app or browser
- ✓ Receipt, notes, and coding for transaction feed into eCMS



ExpenseTrack **CARDHOLDER MOBILE APP**

by COMDATA

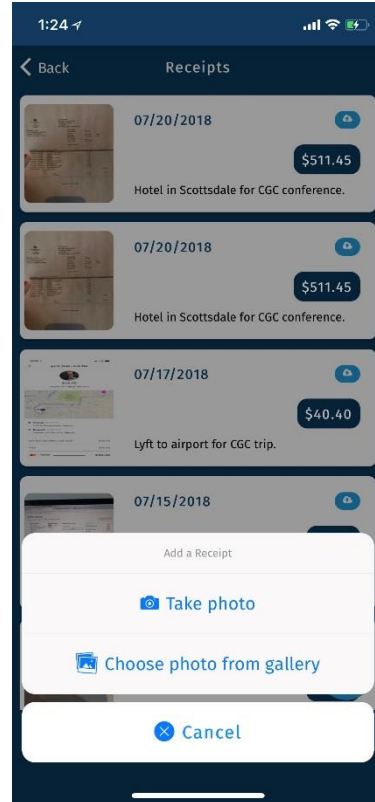
1

Open App,
Select
Capture
Receipt.



2

Attach
Photo of
Receipt.

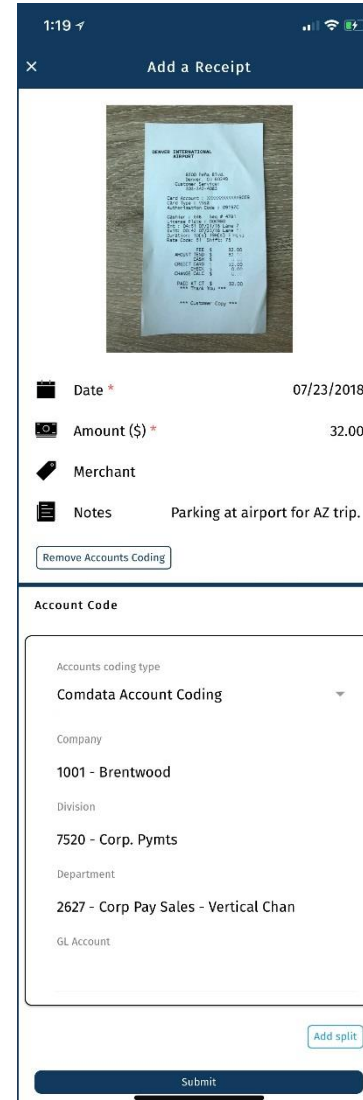


3

Input
Amount,
Notes, and
Job Cost Info.

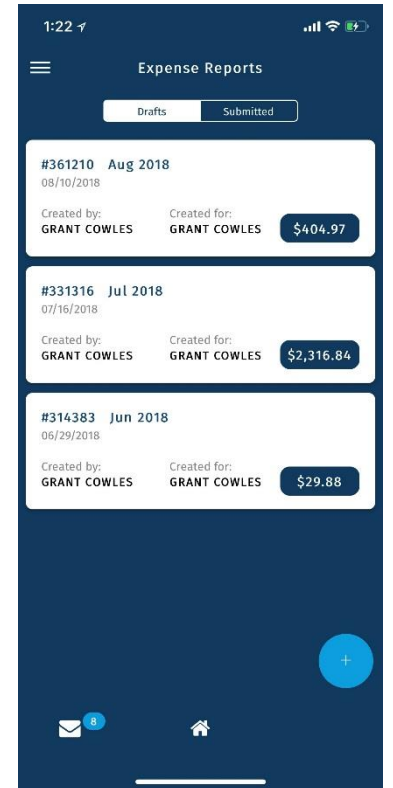
If desired, job costing can be defaulted or coded/edited later by an administrator.

Receipt image, notes, and coding are matched with card transaction data and added to draft Expense Reports.



4

Submit
Expense
Report.

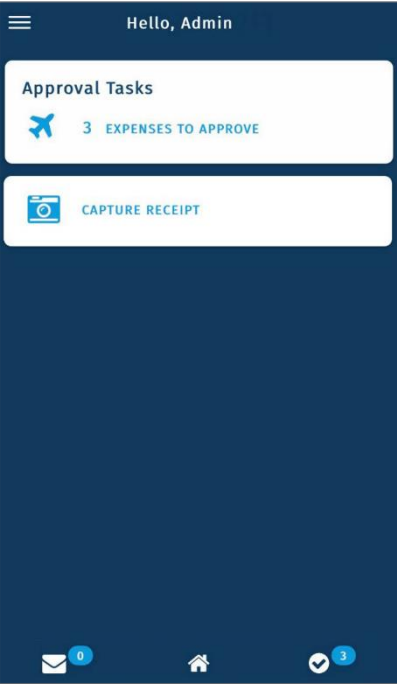


ExpenseTrack **APPROVER MOBILE APP**

by

1

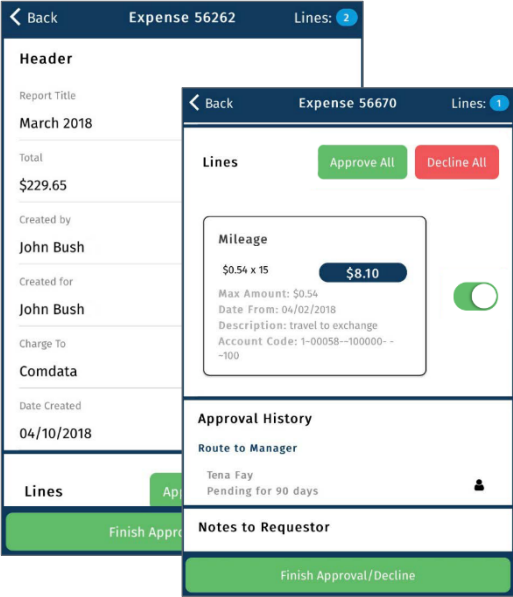
Open App



From mobile app dashboard, approver selects Approvals

2

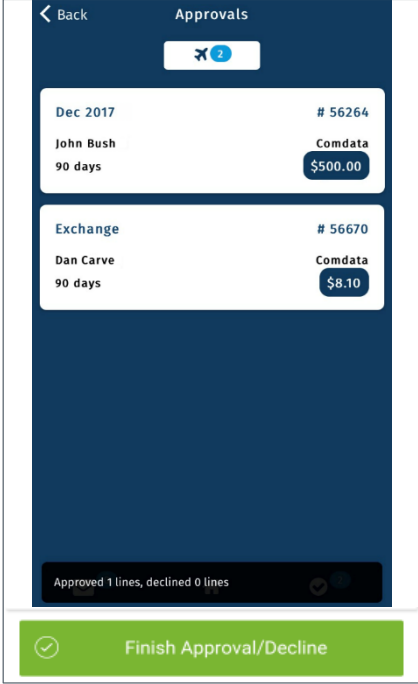
Review Report



Approver reviews the report, including requested by, total, line items, and additional approvers

3

Approve Report



Once reviewed, the approver sends the report for reconciliation

ExpenseTrack NATIVE eCMS INTEGRATION

by COMDATA

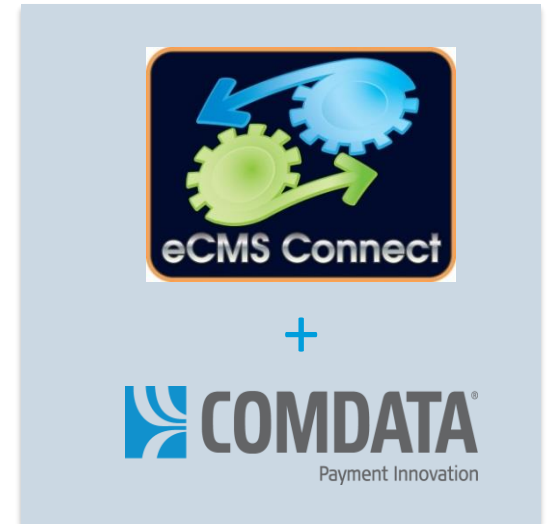


Expense Track is fully synced with eCMS and provides eCMS upload and reconciliation file.

- Pulls information automatically from eCMS to provide current job cost coding fields
- When expense reports are submitted and approved, the expenses and expense report information (including job cost coding, notes, and photo of receipt) are exported into eCMS.

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Arizona Pipeline Case Study



About Arizona Pipeline



Family owned, founded in 1979 – No, HQ is not in Arizona. Currently making a successful transition from the 2nd to the 3rd generation of Moyers family owners.

- Utility Specialty Trade Contractor – Most often acting as a General Contractor
 - Major contracts with several public utility companies
 - Natural Gas Pipeline – Mainline Expansion & Multi-Year Service & Maintenance Contracts
 - Electrical Infrastructure – Expansion/Repair & Multi-Year Service & Maintenance Contracts
 - Low Voltage (Telephone & Cable TV) Infrastructure – Expansion/Repair & Maintenance
- Revenue: Approx. \$200 Million through 10 Operational Divisions in 3 States (AZ, CA, NV)
- Employees: Between 1,200 and 1,600

Arizona Pipeline Case Study

Our Approach to A/P Automation

Objectives:

- 1) Achieve the highest possible rebate from COMDATA
- 2) Maintain good relationships with our vendors and suppliers

Keys to the Success of Our Program:

- 1) There needs to be “something in it” for the vendor/supplier
 - APC standard payment terms are 60-days
 - We promise our COMDATA vendors/suppliers 45-day terms
 - We also control what COMDATA’s enrollment team says – NO “Hard Sell”
- 2) The unique and strong customer service provided by the COMDATA team
 - NOBODY else signs up your vendors for you as comprehensively as Comdata
 - Compare with competitors:
 - AMEX – Rebates are based on Annual Spend & are paid at year-end; “Claw-back” provision; Only “One off” vendor enrollment support. They are now more competitive with the rebate & vendor fees.
 - US Bank – Acts too much like a bank; No native integration; Rebates are also based on Annual Spend.
 - Neither utilizes true Virtual Card payments; You are simply processing credit card transactions.

Arizona Pipeline Case Study

Spend Highlights



Averages Over the Last 24 Months ▶ Average Transaction Spend Per Month **\$1,341,616** ▶ Average Number of Transactions Per Month **318**

Last 24 Months

Last 12 Months

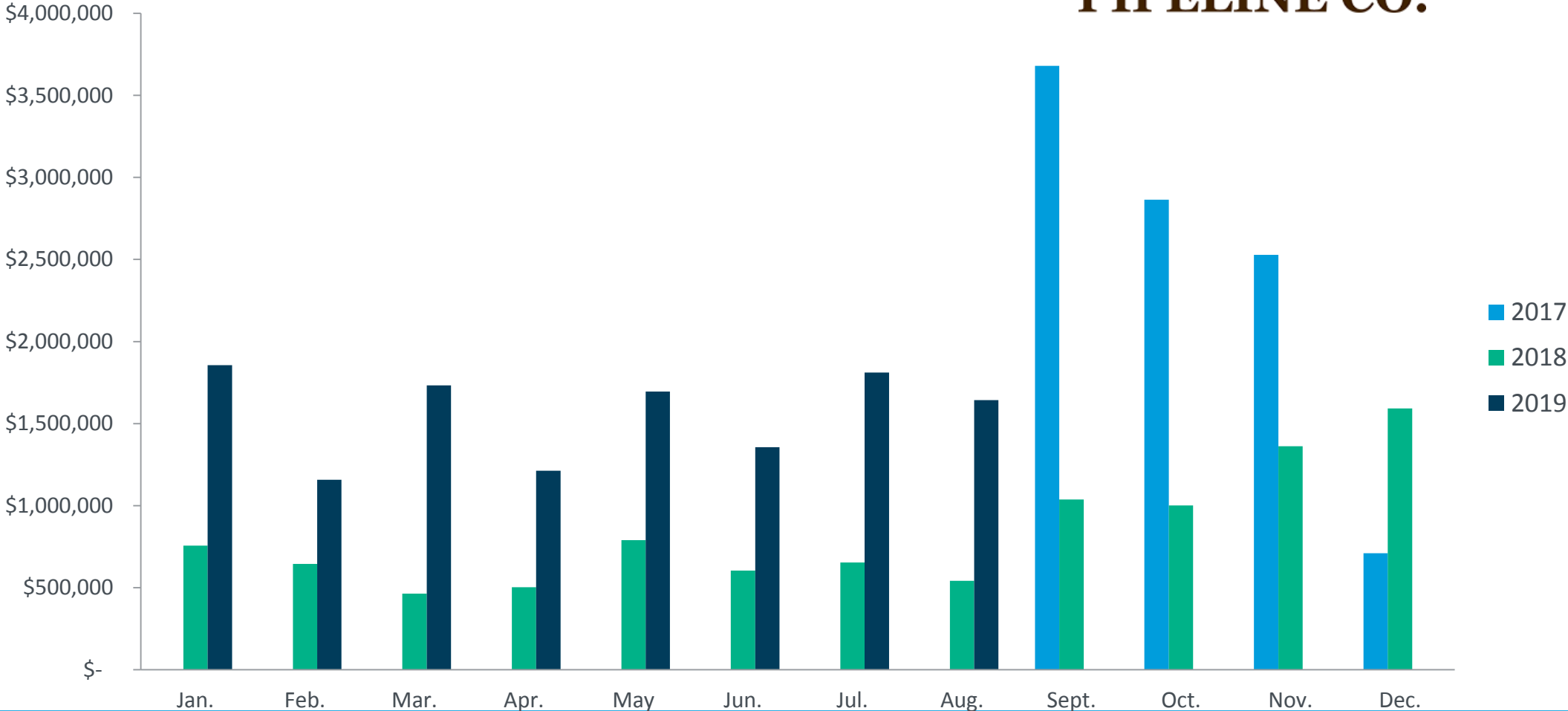
August 2019

Last 24 Months		Last 12 Months		% Change	August 2019	
AVG Per Month		AVG Per Month				
Total Spend: \$32,198,791	\$1,341,616	Total Spend: \$17,457,482	\$1,454,790	8%	Total Spend: \$1,642,877	
# Transactions: 7,623	318	# Transactions: 4,304	337	13%	# Transactions: 289	

Arizona Pipeline Case Study



Month-to-Month Spend Comparison



Arizona Pipeline Case Study

Invoice Size Analysis



Last 24 Months – Transaction Summary by Spend Range

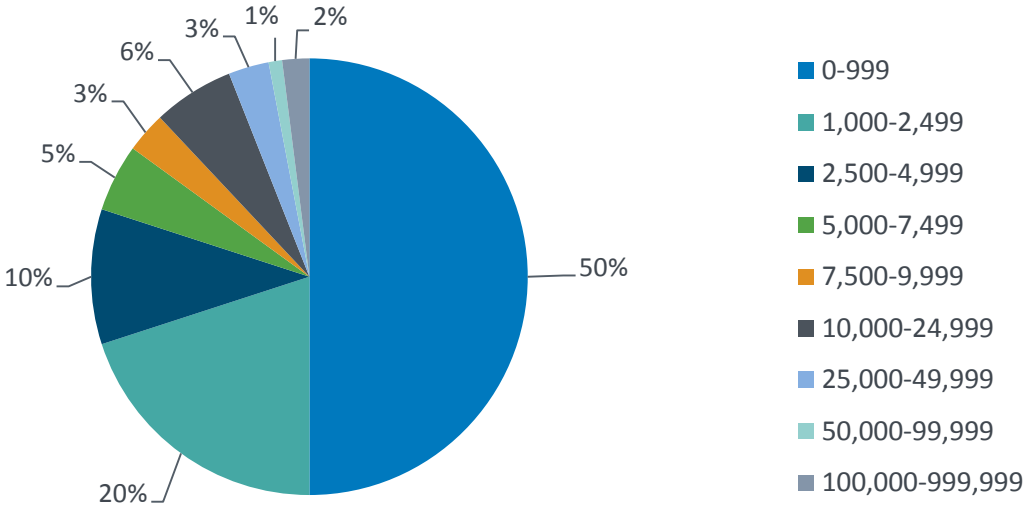
Size of Invoice	0-999	1,000-2,499	2,500-4,999	5,000-7,499	7,500-9,999	10,000-24,999	25,000-49,999	50,000-99,999	100,000-999,999
Spend Amount	1,593,898	2,252,949	2,580,797	2,040,892	1,587,407	5,357,995	5,987,296	5,853,164	4,942,394
# Trx	3,513	1,398	782	328	198	399	185	88	123

Check Elimination & Process Efficiencies

~ 87% transactions under \$5k invoice size

Rebate

~ 83% dollar volume over \$5k invoice size



Arizona Pipeline Case Study

Top Vendors Last 24 Months

Top 30 Vendors



Vendor	Total AMT	# Trans	Vendor	Total AMT	# Trans
• UNITED RENTALS	4,397,874	75	• PAPE D.W.	284,921	11
• TRENCH PLATE RENTAL CO	3,597,376	83	• TRENCH SHORE RENTALS	274,796	47
• AHERN	1,825,181	52	• VERIZON WIRELESS	257,422	6
• OLDCASTLE PRECAST	1,734,049	52	• RIGHT OF WAY	249,358	32
• CROSS COUNTRY PIPELINE	1,402,405	32	• ADVANCED PERFORMANCE	241,470	41
• R AND I HOLIDINGS	953,100	32	• TRENCH SHORING COMPANY	238,635	9
• TRAFFIC MANAGEMENT	871,428	84	• TT TECHNOLOGIES	237,150	22
• CASHMAN EQUIPMENT	545,967	34	• HANSON W	228,432	43
• MILE HIGH EQUIPMENT	490,651	14	• LIBERTY GMC	228,432	43
• GRANITE CONSTRUCTION	464,512	76	• AIRGAS WEST	228,430	62
• SUNBELT RENTALS	425,550	64	• PHILS FLEET TIRE SERVICE	196,662	81
• TAHOE WESTERN ASPHALT	385,907	35	• REBEL 1	196,592	88
• CINDERLITE TRUCKING	366,394	81	• LES SCHWAB TIRES	185,543	72
• WORLDWIDE MACHINERY	336,394	16	• CRAFCO	181,224	33
• LABOR MAX STAFFING	294,117	36	• DF DRUMM	180,878	18
• PRO PIPE SERVICES	288,004	40	• RAIN FOR RENT	176,345	23


Arizona Pipeline Case Study

The Real Benefit to Arizona Pipeline



 **Total Spend:**
\$32,198,791

 **# Transactions:**
7,623

 **Estimated Savings**

Estimated Money Back: \$321,987

Check Savings: \$37,122

Total Value: \$359,109

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

Arizona Pipeline Case Study

Our Use of Comdata's Corporate Card Program

Beginning in 2017, Arizona Pipeline began utilizing Comdata Corporate Cards.

Fuel Cards – As noted, Comdata is the largest fuel card program in the country.

- Previously we allowed our divisions to use whatever fuel program they preferred.
- We discontinued the use of other card programs and put everyone on the COMDATA fuel card.
 - More consistent fuel pricing and discounts.
 - Complete and consolidated reporting of on-road and off-road fuel usage by State and location.

Purchasing or P-Cards

- Previously we primarily used AMEX cards for incidental purchases (Limited card distribution).
- We now utilize the Comdata P-Cards for these purchases...and to a greatly expanded extent.
 - Cards can be limited as to vendor, transactions per day, week, month, dollar volume, etc., etc.
 - They are “Smart Cards” and allow significant control over Point-Of-Sale expenditures.

AND...we get a rebate on the spend from these Corporate Card Programs.

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

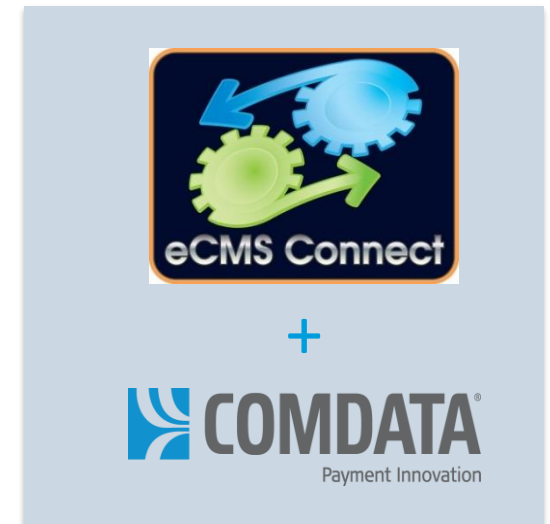
Spotlight on Comdata's Expense Track & Purchasing Card program

- 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



AGENDA

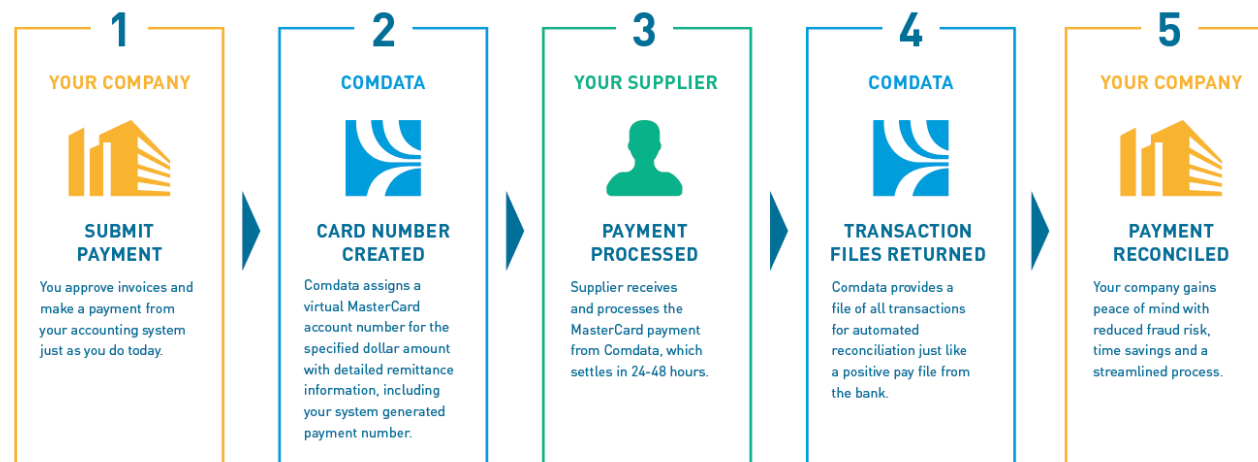
- Comdata Overview
- Partnership & Integration with Computer Guidance
- Integrated Virtual Payments
- Corporate Card & Expense Management
- Case Studies
- eCMS v.4.1 Migration and Configuration



eCMS INTEGRATION

Seamless virtual credit payments using eCMS

- No extra software or programs
- One 30-minute call is all that's typically needed to test and troubleshoot
- Step 1: Turn on Comdata virtual credit card application in eCMS
- Step 2: Flag credit-accepting vendors as default Comdata vendors
- Step 3: Continue AP processes as normal. Comdata payments sent to Comdata.





Implementing the Comdata-eCMS Interface



Implementing the Comdata-eCMS Interface

Modification Description

- This modification allows our customers to use the convenience of Comdata's payment processor and virtual credit cards integrated seamlessly with eCMS.
- This eCMS-Comdata interface provides an additional Accounts Payable EFT choice.



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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.

Grant Cowles | Director of Southwest Construction

303.917.8794 | gcowles@Comdata.com



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Implementing the Comdata-eCMS Interface

Modification System Requirement

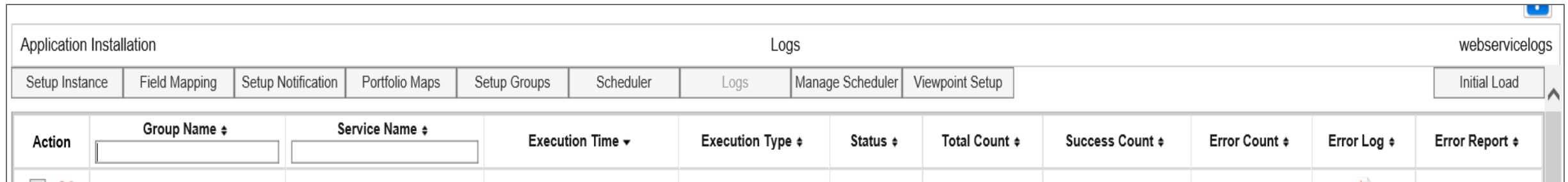
- Requires eCMS v.4.1
- All Service Pack and Fix Pack release levels include this modification.

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 '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 ↕

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 Initial Load

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

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

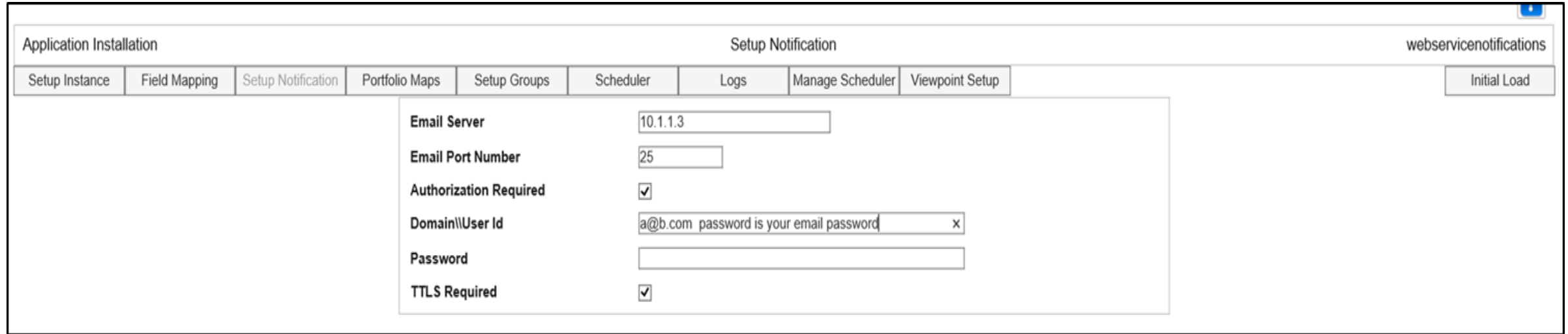
Enable Notification: If you want to enable email notifications, check this box.

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 web application window titled "Application Installation" with a sub-tab "Setup Notification". The window contains a navigation menu with tabs: "Setup Instance", "Field Mapping", "Setup Notification", "Portfolio Maps", "Setup Groups", "Scheduler", "Logs", "Manage Scheduler", "Viewpoint Setup", and "Initial Load". The "Setup Notification" tab is active, displaying a configuration form with 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"/> x
Password	<input type="password"/>
TTLS 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.

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.







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 Setup Portfolio Maps webserviceportfolios

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">• 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
 	eCMS	PMWeb	eCMS	<ul style="list-style-type: none">• 37/000 4.1 Quick Quality Builders• 01/000 CGC Construction Corp
 	Prolog	Prolog	QA_400	<ul style="list-style-type: none">• 17/000 Prolog Company DoNotUse

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.



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Implementing the Comdata–eCMS Interface

Enter the Group definition on Add or Edit.

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): This email address will receive the confirmation emails. 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.

















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

- Group Name:** A dropdown menu with '---Create New Group---' selected, and a text input field containing 'Comdata'.
- Portfolio Name:** A dropdown menu with 'Comdata' selected.
- Available Services:** A dropdown menu with 'COMDATA - Virtual Card' selected.
- URL/Path:** A text input field containing:
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):** A text input field with a scroll bar. Below it is the instruction: 'Define multiple email addresses separated by comma(,) or semicolon(;)'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

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



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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	<input type="text"/> Minutes (1-1439)
Start Time	5:00 am
End Time	5:00 am
Active	<input type="checkbox"/>

Implementing the Comdata–eCMS Interface

Define the Comdata Schedule (*continued*).

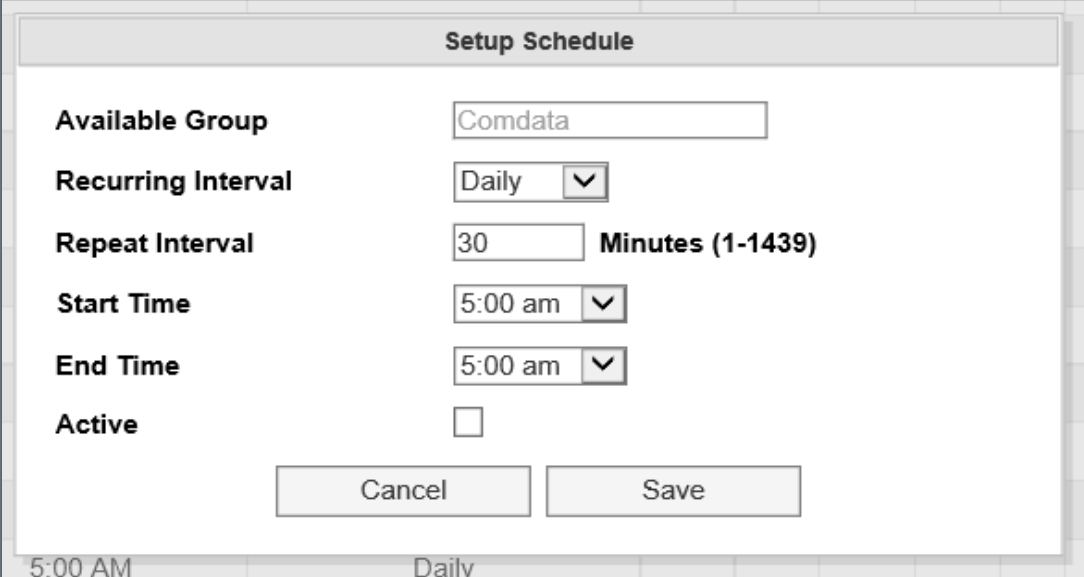
Recurring Interval: Select *Daily*, *Weekly*, or *Monthly*. *Daily* is for every day. *Weekly* allows selection of which day(s) of the week to run the process. *Monthly* allows selection of the day of the month to run the process.

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.



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:**

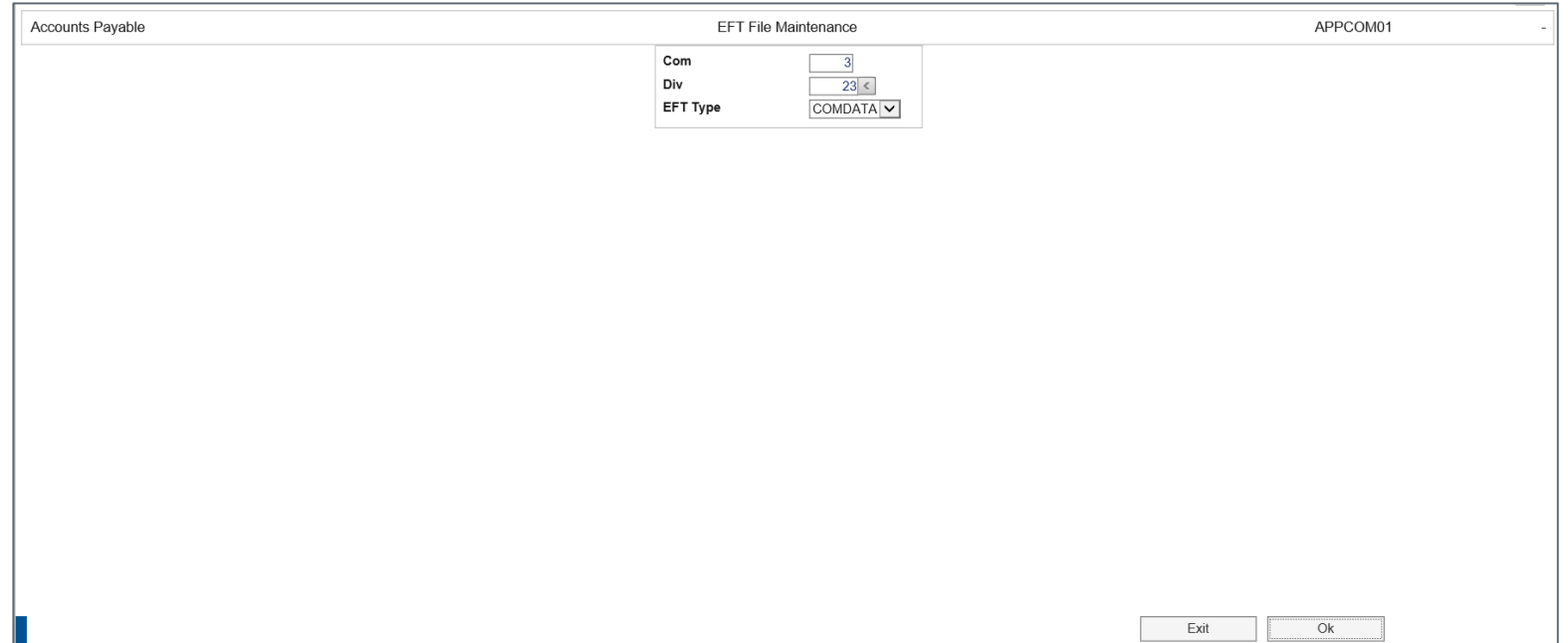
Buttons: Cancel, Save

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'. The 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, there are two buttons labeled 'Exit' and 'Ok'.



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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
Account Number:	<input type="text"/>	Vendor Data Format:	<input type="text"/>

Electronic Funds Transfer

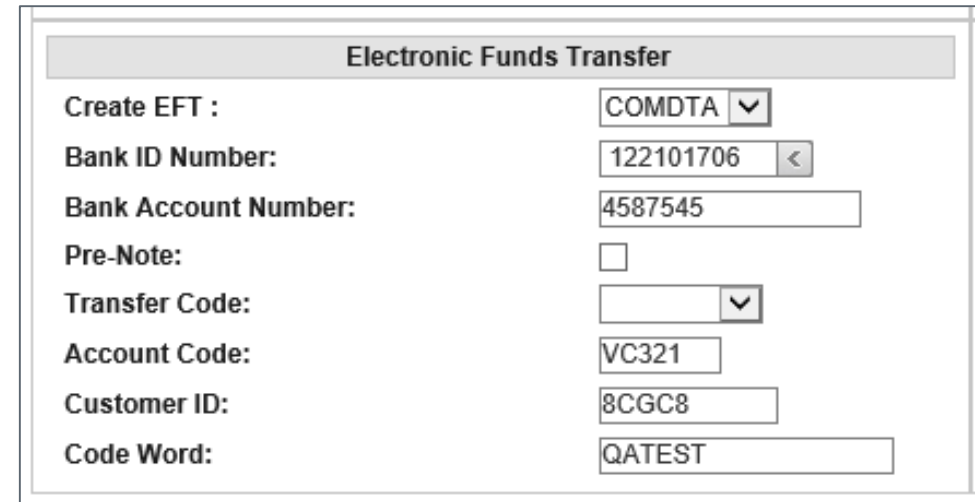
Create EFT :	COMDTA ▾
Bank ID Number:	122101706 ▾
Bank Account Number:	4587545
Pre-Note:	<input type="checkbox"/>
Transfer Code:	<input type="text"/>
Account Code:	VC321
Customer ID:	8CGC8
Code Word:	QATEST

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).



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"/>	Distribution Type
Title:	<input type="text" value="Comdata"/>	Extension:	<input type="text" value="0"/>	Print: <input type="checkbox"/> Purchasing: <input type="checkbox"/>
Salutation:	<input type="text"/>	Fax:	<input type="text" value="0"/> <input type="text" value="0"/>	E-Mail: <input type="checkbox"/> Payables: <input type="checkbox"/>
E-Mail Address:	<input type="text" value="somename@somecompany.com"/>	Cell:	<input type="text" value="0"/> <input type="text" value="0"/>	Fax: <input type="checkbox"/> Subcontract: <input type="checkbox"/>
		Home:	<input type="text" value="0"/> <input type="text" value="0"/>	Project: <input type="checkbox"/>
		Other:	<input type="text" value="0"/> <input type="text" value="0"/>	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.



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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.



Smarter Construction. Cloud ERP.



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.

DATE 10/13/17		APP026	03 023 QA 4.1	TIME 7.33	PAGE 1								
CASH REQUIREMENTS 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					



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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 03610 Comdata Vendor 3	548913	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



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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		



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