# **Comdata Integration** – Quick Guide (v10x)

### **Overview**

This quick guide provides procedures for using the Comdata check processing functionality integrated in CMiC's Accounts Payable module.

## Prerequisites

The following prerequisites are required prior to using Comdata:

- CMiC Comdata license. Please contact a CMiC Account Manager for more information.
- Comdata account or need to be an existing Comdata user.

## Setup

#### Set Up EFT File Format

EFT FILE FORMAT				💾 Save 🕞 Exit 🕡 🕐 🛆 🛛 🗸 🗸
SELECTION CRITERIA				
	Comdata File			
View 👻 🍸 🌇 Freeze 🖀 Detach 🖉 Sear	rch 🛛 🖶 Insert 📲 Insert Multip	ele 🖅 Delete 💩 Workflows 🛛 🔻	🔒 Report Options 🛛 🖛 🌇 Export	ECM Documents $  = \frac{Q}{66}$ User Extensions
* File Code File Description	Account Code	Customer Id.	Customer Code Word	
COMDATA_1 Comdata File 1 VC78	89	CMIC1	•••••	

Pgm: APEFTFM – EFT File Format; standard Treeview path: Accounts Payable > Setup > Global Tables > EFT Formats

Use the EFT File Format screen to set up the Electronic File Transfer (EFT) format for the banks from which EFT payments will be made.

In the Selection Criteria section of the screen, select "COMDATA" in the EFT Format drop-down menu.

In the File Definition section of the screen, the File Code and File Description fields are used to enter bankspecific EFT file format details specifying the record layout required by the bank. Enter "COMDATA\_1" in the File Code field and then provide a user-defined description in the File Description field.

NOTE: The File Code field is not a user-defined field and must contain "COMDATA\_1".

The Account Code, Customer Id, and Customer Code Word fields are used to enter Comdata-specific account details. Entering values other than those provided by Comdata will result in an error.

## Display [Comdata] Button on Prepare Checks Screen using Lite Editor

Prepare Che	ecks 2r	O Heck	O Print Check	Post Check Run		
ECTION CRITERIA						
Company C	MICTEST	CMiC				
Check Form Si	ngle Stub, Version 3					
Pay Run Group						
Selection Code						
	Use Voucher Bank Acc					
Company Code						
Department Code				Check	k Date	20
Bank Cash G/L Code				Curre	ency Code	
Bank Account Num						
Bank Account Num	By Job Code					
Bank Account Num	By Job Code	Assign Starting Check Number				
Bank Account Num	By Job Code	Assign Starting Check Number Vendor				

*Pgm:* APCHQPRE – Prepare Checks; standard Treeview path: Accounts Payable > Check > Print Checks – [Comdata] button

The [**Comdata**] button is located on the Prepare Checks screen in the Accounts Payable module and by default it is hidden. This button is made visible using Lite Editor.

PREPARE CHECKS				🖺 Save 🗃 🗸 🕡 👁 🚺 📿 📿
Prepare C	thecks 2nd	O Party Che	Lite Editor Remove Program Customizations	
SELECTION CRITERIA				
Company	CMICTEST	CMiC	Block Criteria Field Renumber Checks	Advanced
Check Form	Single Stub, Version 3	_		
Pay Run Group	× /	0		
Selection Code	* /		Field Widget CommandButton	
	Use Voucher Bank Acc		Row Pre Add Field	Row 🗍
Company Code	± /		m m	Row 🖸
Department Code	A (		Action Type Display Hidden Field	acid 🗔
Bank Cash G/L Code	A /		Hidden Field Comdata	pan
Bank Account Num				
	By Job Code		Position  After Before	ared
Minimum Amount	1	Assign S	Display O Position Field Prepare Checks	
Starting Check	A (	Vendor	Single Clear Save	
Ending Check		Vendor	Definition of the second secon	
	Group Checks By Sub-Cont	act		
	Prepare Checks		Move	
			Position () After () Before	
	2		Position Field	
				stamizations Add Field Union Save
				3

Displaying the [Comdata] button on the Prepare Checks screen using Lite Editor

After making the **[Comdata]** button visible on the Prepare Checks screen, checks can be prepared for a pay run group or a selection code. Both methods are described in the sections that follow. The main difference between the two methods is the procedure to be followed in Steps 1-2. The rest of the procedure to be followed in Steps 3-7 is basically the same for both methods, except for in Step 5, the Move To New Group/Selection pop-up window varies depending on whether it's launched for a selection code or pay run group.

The [**Comdata**] button becomes enabled once the checks are prepared and the 'EFT Payments' radio button is enabled in the Select Payments screen. The 'EFT Payments' radio button is discussed in more detail in the next section.

PREPARE CHECKS						💾 Save 🗐 🗢 🕃		D O
Info: Total 3 check(s) prepar	ed							
Prepare	Checks	2n	O Id Party Check	O Print Check	O Post Check	: Run		
SELECTION CRITERIA								
Company	CMICTEST		CMIC					
Check Form	Single Stub, Versi	on 3			*			
Pay Run Group								
Selection Code	NW		New enhancement 2 Co	mdata - Do Not Use				
	Use Voucher E	ank Acc						
Company Code								
Department Code						Check Date 29-Jan-2020	120	
Bank Cash G/L Code						Currency Code		
Bank Account Num								
	By Job Code							
Minimum Amount			Assign Starting Check N	umber				
Starting Check			Vendor					
Ending Check			Vendor					
	Group Checks	By Sub-Co	ntract					
	Renumber Ch	ecks	Comdata	Button is now enal	bled.			

## **Preparing Checks for a Selection Code**

#### Step 1: Create Payment Selection Code and Select Payments

SELECT	PAYMENTS									able Mode	Save 🗐 🗢 🛈 🛛	◎ ▲ ₽ 0
	Select Payments	O Create Payrun (	roups									
SELECTION	CRITERIA											
* Company	CMICTEST	EMIC		Hold	Vendor Adju	st Voucher Status Change Comp	liance Status					
PAYMENT			1 -	1	1 0							
ලි Search	i 🖶 Insert 🖈 Deleti	e 🗰 Previous 📫 Next 🍭	Workflows 💌 🖨	Report Options 🛛 👻 🖗 ECM Document	s   ▼ 중국 User Ex	tensions						
	* Selection	NW New enha	ncement 2 Comdata	Do Not Use								
	Currency	USD A US Dollar										
	User	EFT Payments     Non EFT Payments	ments O EFT and No	n EFT Payments 🔿 Third Party Payment I	Mode							
	Cut Off Date	29-jan-2020 🚯 🗌 Se	ect Only SC Vouchers									
	Check Date	29-jan-2020 🚯 🗌 Se	ect Only AP Vouchers									
	Next Pay Date	30-jan-2020 🚯 🗌 Se	ect AP Back Charges \	/ouchers								
	Invoice Series	🔺 🗌 Se	ect Material Only Vou	chers								
	Bank Account	A										
		Past Due Invoices Cur	rent Invoices 🗹 D	iscount Invoices  Force Discounts								
		Vendor Job Vendor	Class Vendor Pr	eferences Job Department S	elect Invoices							
SELECTED IN	NVOICES											
Add Invoid	ices											
View 🕶	Y 🛱 Freeze 🖷 D	etach 🔯 Search 👼 Insert	🛃 Insert Multiple	🕲 Workflows 🛛 👻 🖨 Report Option	ns 🛛 👻 🏬 Export	용 ECM Documents 🛛 👻 🖧 User E	ktensions					
Sel	Vendor	Vendor Name	Address	Address Name	Voucher	Invoice Number	Invoice Date	Due Date	Discount Date	Outstanding Amt	Discount Taken	Payment Amount
	A1ROOF A A1R	OOF			191454099	IV101	29-Jan-2020	28-Feb-2020	29-Jan-2020 🚯	2000.00	0.00	2000.00
	A1ROOF A1RO	DOF			191454101	IV102	29-Jan-2020	28-Feb-2020	29-Jan-2020	12500.00	0.00	12500.00
	ARROW ARRO	DW			191454103	IV103	29-Jan-2020	28-Feb-2020	29-Jan-2020	5000.00	0.00	5000.00
	BP2222 BP22	222			191454105	IV104	29-Jan-2020	28-Feb-2020	29-jan-2020	7800.00	0.00	7800.00

Pgm: PAYSEL – Select Payments; standard Treeview path: Accounts Payable > Payment > Select Payments

Use the Select Payments screen to create a one-time payment selection code. Select the 'EFT Payments' radio button and specify any other criteria by which to select invoices associated with the payment selection code. Click the [Add Invoices] button on the Select Payments screen to display the list of matching invoices and select which invoices to associate to the payment selection code. When finished, click on [Save].

Vendor information for the invoices selected under the selection code in the Select Payments screen defaults from the Maintain Vendors screen. For records to be validated in the Comdata screen, mandatory information must be entered for vendors in the Vendors tab and the Accounting tab of the Maintain Vendors screen.

The mandatory fields to be completed in the Vendors tab are shown in the screenshot below.

MAINTAIN VENDORS
Enter Company Code
SELECTION CRITERIA
Company CMICTEST 🔺 CMIC
DETAILS
Vendors Purchases Accounting Business Partner Address
🔯 Search 🖶 Insert 🧮 Delete 🔶 Previous 🌩 Next 🚳 Workflows 🖛 🕀 Report Options 🖛 😨 Import 🖉 Attachments 🗒 Notes 😵 ECM Documents 🖛 😪 User Extensions
* Business Partner A1ROOF A1ROOF
Payment Address1 Main St
Address2 Suite19
Address3 New York
State/Province NY A New York
Country US Zip/Postal Code 20198
Attention
Phone 1112223333 Fax
E-mail cmicoqats@cmic.ca
Web Site
* Status Terms V
Class
Terms NET30 A Net 30
1099 3 🔺 1099 Other
Preference
Alt. Add.
🖉 Active 📝 Report T5018 📄 One Time Vendor 📄 Use Pre-lien Compliance 📄 Special Terms and Conditions
Contacts Item List
* *

*Pgm: BPVENFM – Maintain Vendors; standard Treeview path: Accounts Payable > Setup > Maintain Vendors – Vendors tab* 

The mandatory fields to be completed in the Accounting tab are shown in the screenshot below.

MAINTAIN VENDORS				
Enter Company Code				
SELECTION CRITERIA				
Company CMICTEST	:			
DETAILS				
Vendors Purchases Account	nting Business Pa	artner Address		
* Currency	USD 🔺	US Dollar		
Invoice Series				
Distribution Type	General Distribution	<ul> <li>Multi Con</li> </ul>	np. Vouchers - Single C	heck
Retainage %		Discrete Ch	neck 📃 Prenote Fi	le
Voucher Status Def.	Normal	<ul> <li>Allow Training</li> </ul>	nsactions	
Third Party Payment Mode	•	EFT Payments EFT E-mail		
EFT/TPPM Distribution	E-Mail	•		
* Bank Code	BOA	Bank Of America	-	
* Bank Transit	10	Account Number 2223334448888	1	Suffix 54
Paymode Id				
A/P	00	Company Level	2000	Accounts Payable
Cash	00	Company Level	1000	Checking Account #1
Expenses	00	Company Level	6430	Miscellaneous Overhead Costs
Prepaid Expenses	00	Company Level	1720	Prepaid Expenses
Discount	00	Company Level	4960	Discounts Taken
Retainage	00	Company Level	2010	Retainage Payable
Tax1 Code	A		Exemption License#	
Tax2 Code			Exemption License#	
Tax4 Code			Exemption License#	
Tax5 Code			Exemption License#	
	Update EFT Info			

*Pgm: BPVENFM – Maintain Vendors; standard Treeview path: Accounts Payable > Setup > Maintain Vendors – Accounting tab* 

Although banking details are not requested or processed by Comdata, when the 'EFT Payments' radio button is selected on the Select Payments screen, a vendor's bank account details must also be completed in the Maintain Vendors screen. A valid bank account number can be entered in the Account Number field, or a dummy account number can be entered (e.g. #999999).

PREPARE CHECKS			///////////////////////////////////////		
Prepare	Checks 2r	od Party Check	Print Check	Post Check	k Run
SELECTION CRITERIA					
Company	CMICTEST	CMIC			
Check Form	Single Stub, Version 3				
Pay Run Group	<b>A</b>				
Selection Code	NW 🔺	New enhancement 2 Comdata -	Do Not Use		
	Use Voucher Bank Acc				
Company Code	<b>A</b>				
Department Code					Check Date 29-Jan-2020
Bank Cash G/L Code	<b>A</b>				Currency Code
Bank Account Num					
	By Job Code				
Minimum Amount		Assign Starting Check Number			
Starting Check	<b>A</b>	Vendor			
Ending Check	<b>A</b>	Vendor			
	Group Checks By Sub-Co	ntract			
	Prepare Checks	mdata			

#### Step 2: Generate Comdata Payment/Request File

*Pgm:* APCHQPRE – Prepare Checks; standard Treeview path: Accounts Payable > Check > Print Checks

On the Prepare Checks screen, enter/select the company and selection code, and check the 'Use Voucher Bank Acc' checkbox. Click on the [**Prepare Checks**] button.

PREPARE CHECKS				l l	Save	∮	D (	۵ (	ľ	0
Info: Total 3 check(s) prepar	ed									
Prepare (	Checks 2	O nd Party Check	O Print Check	O Post Check	Run					
SELECTION CRITERIA										
Company	CMICTEST A	CMIC								
Check Form	Single Stub, Version 3									
Pay Run Group										
Selection Code	NW	New enhancement 2 Comdata - De	o Not Use							
	Use Voucher Bank Acc									
Company Code	A									
Department Code	A				Check Date	29-Ja	n-2020		2	5
Bank Cash G/L Code					Currency Co	de				
Bank Account Num										
	By Job Code									
Minimum Amount		Assign Starting Check Number								
Starting Check		Vendor								
Ending Check		Vendor								
	Group Checks By Sub-Co	ontract								
	Renumber Checks	Comdata Butt	on is now enabled.							

The [**Prepare Checks**] button changes to [**Renumber Checks**]. A message appears at the top of the screen to indicate the total number of checks prepared and the [**Comdata**] button becomes enabled.

Click on the [**Comdata**] button to launch a pop-up window to initiate the payment/request file generation process.

Prepare C	hecks	O 2nd Party Check		Print C	Check Post Check F	Run						
ON CRITERIA												
Company	CMICTEST	CMiC	PREPA	RE CHECKS						E CONTRACTOR E	Save 🔝 🗸 (	
Check Form	Single Stub, Version 3											
Pay Run Group									C	ard number		Perpense fil
Selection Code	NW	New enhan	SEND CHEC	KS TO COMDATA				5.1	to	kens will on	lv	errors are
	Use Voucher Bank Acc		Company	CMICIESI	MIC	Pay Kun Group		Selection Code	b	e generated	if	indicated in
Company Code	A		•						n	o errors exis	t. 🔰	this column.
Department Code	A	-	-						-		_	_
ank Cash G/L Code	A	1	View 🕶	Y 🖪 Freeze	T Detach					+		+
Bank Account Num			Status	Vendor	Name	Invoice Number	Check #	Check Date	Amount	Card Number	Invoice Paid	Perpopre
	By Job Code		States	Tendor	That the	anvoice runiber	CIICCR	Check Dute	Amount	Token	Antoice Fuild	Response
		Assign Start	Valid	A1ROOF	A1ROOF	IV1001	90001276589	07-Feb-2020	2,000.00		N	
Starting Check		Vendor	Valid	A1ROOF	A1ROOF	IV1002	90001276589	07-Feb-2020	12,500.00		N	
Ending Check		Vendor	Valid	ARROW	ARROW	IV1003	90001276590	07-Feb-2020	5,000.00		N	
	Repumber Checks	Comdata	Valid	BP2222	BP2222	IV1004	90001276591	07-Feb-2020	7,800.00		N	
			<				_					
			Close	Generate Requ	Import Response File	Import Reconciliation F	ile Post Chee	cks Move to Ne	w Selection Code			
				-								

Pop-up window launched from [Comdata] button on Prepare Checks screen

Scroll the pop-up window's scrollbar to the right to display the Move column, as shown in the screenshot below.

Prepare	Thecks	O 2nd Party Check	k Print Check	Post Check R	tun						
ION CRITERIA											
Company	CMICTEST	A CMiC	PREPARE CHECKS							💾 Save 🗐 🗸 🕧 🕐	
Check Form	Single Stub, Version 3										
Pay Run Group		A								Boxes can be c	hecked
Selection Code	NW	A New enhan	SEND CHECKS TO COMDATA							based on invoid	ce paid
	Use Voucher Bank	Acc	Company CMICIESI CMiC		Pay Run Grou	p	Selection Code	NW		status to move	invoice
Company Code										to new selectio	n code.
Department Code											
Bank Cash G/L Code		A	View 🔻 🍸 🌇 Freeze 🖀 Deta	ch							+
Bank Account Num			Name	Toyoice Number	Check #	Chark Date	Amount	Card Number	Invoice Paid	Personne Error	Mar
	By Job Code		in a line	Invoice realider	CIICCK	Check Dute	Amount	Token	anvoice rune	Response error	
Minimum Amount		Assign Start	A1ROOF	IV1001	90001276589	07-Feb-2020	2,000.00		N		
Starting Check		A Vendor	A1ROOF	IV1002	90001276589	07-Feb-2020	12,500.00		N		
Ending Check		A Vendor	ARROW	IV1003	90001276590	07-Feb-2020	5,000.00		N		
	Group Checks By St	ub-Contract	BP2222	IV1004	90001276591	07-Feb-2020	7,800.00		N		
	Kenumber Checks	Comdata	¢								
			Close Generate Request File	Import Response File	Import Reconciliati	on File Post	Thecks Move to	New Selection Cor	de		

Pop-up window launched from [Comdata] button on Prepare Checks screen with horizontal scrollbar scrolled right to reveal hidden columns

All records must be valid in the Status column for the [Generate Request File] button to be enabled.

If mandatory fields are not entered properly in the Maintain Vendors screen, as discussed in the previous step, the [Generate Request File] button will not be enabled, as shown in the example below.

MAINTAIN VENDORS									Table Mode	Save D	Exit 🛈 🕐	A 12 O		
ompany CMICTEST A CMIC														
ETAILS														
Vendors Purchases Account	ing Business Partner Address													
🔯 Search 🖶 Insert 🖶 Delete	🛊 Previous 📫 Next 🛛 🖓 Workf	lows 🛛 🖛 🔒 Report Opt	ions 🖙 🛱 Im	iport 🖉 Atta	chments 🗏	Notes 🚱 E	CM Documents   + 5	User Extensions						
Business Partner BP2222	BP2222													
Payment Address1 Main St														
Address2 Suite19														
Address3 New York	field factories													
State/Province NY	A New Tork	Tin/Postal Code 2019	9											
Attention		Lipit Gran Court												
Phone 3336665858		Fax												
E-mail														
Web Site														
* Status	Terms 💟													
Class	PREPARE CHECKS		0000000	1000000	100000	000000			00000000	010000000	1000000	00000000	PSave all	00
Terms NET30													_	
1099 3			0	-	-									
Preference	Prepare C	Thecks	2nd Party Che	PREPAR	E CHECKS								Save D + ()	
Alt. Add.	Repo													
Contacts	Item	CMICTEST	CMIC	SEND CHECK	S TO COMDAT	TA CALC		Paul Russ Group		Selection Code NW				
	Check Form Paul Run Group	Single Stub, Version 3		Company [6	Macrest	C.WING		ray kun droup		Jelection code Inn				
	Selection Code	NW	New enhan											
		Use Voucher Bank Acc		View -	Y In Freez	er 🗐 Detach								
Missing mandatory	Company Code						-					Card Number		
email address!	Department Code			Status	Vendor		Name	Invoice Number	Check #	Check Date	Amount	Token	Invoice Paid	Respon
	Bank Account Num			Valid	A1ROOF	A1ROOF		IV1001	90001276589	07-Feb-2020	2.000.0	0	N	
		By Job Code		Valid	AIROOF	ATROOF		IV1002	90001276589	07-Feb-2020	12,500.00		N	
	Minimum Amount		Assign Start	Toyalid	RP2222	RP2222		191003	90001276590	07-Feb-2020	7,800.00		N	
-	Starting Check	-		e					101010100001		7,070.04			_
	Ending Check	Genue Overlag Data	Vendor	Close	Generate Rec	quest File	Import Response File	Import Reconciliation F	lie Past Che	the Move to New	Selection Code	1		
		Renumber Checks	Comdata	and a	1									
						Butt	on disabled du	e to invalid recor	d.					

Once all records are valid in the pop-up window, click on the [Generate Request File] button to generate the payment/request file.

PREPARE CHECKS				E	Save 📓 🗢	• • •	APO
Enter Company Code				*****			
Prepare (	Checks 2	O nd Party Check	O Print Che	Ck Post Check R	un		
SELECTION CRITERIA			-				
Company	CMICTEST	CMiC		Choose Helper Application	×	<	
Check Form	Single Stub, Version 3		Opening	0240000382 file		×	
Pay Run Group			You hav	VC789.CMIC1.PS00020.02072020.	.0240000382		
Selection Code	NW	New enhancement 2 Comdata - Do	, 🗋 ve	Send this item to:	•		
	Use Voucher Bank Acc		w	Internet Explorer			
Company Code	A		fre				
Department Code			What s	Office XML Handler			23
Bank Cash G/L Code			۲	Notenad			
Bank Account Num			0	- Inverse			
	By Job Code			Windows Photo Viewer			
Minimum Amount		Assign Starting Check Number					
Starting Check		Vendor		Snagit Editor		_	
Ending Check		Vendor				ncel	
	Group Checks By Sub-Co	ontract	-	Browse OK	Cancel		
	Renumber Checks	Comdata	-			2	

A pop-up window is launched, prompting the user to select in which program to open the payment/request file. After the payment/request file is generated, the file needs to be placed on Comdata's FTP server.

The following screenshot shows an example of the payment/request file open in Notepad.

Eile Edi	9.CMIC1.PS	00020.012920 View Helr	20.0406000221 -	Notepad					-	×
VC789 VC789 VC789 VC789 VC789 VC789 VC789	VC789 CMIC1 CMIC1 CMIC1 CMIC1 CMIC1 VC789	4 QATEST QATEST QATEST QATEST 4	A1ROOF A1ROOF ARROW BP2222	A1ROOF A1ROOF ARROW BP2222	CMICOATS@CMIC.CA CMICOATS@CMIC.CA RAJ.KUMAR@CMIC.CA CMICOATS@CMIC.CA	MAIN ST SUITE19 NEW YORK N MAIN ST SUITE19 NEW YORK N WYANDOTTE ST 1525 CHICAGO I MAIN ST SUITE19 NEW YORK N	NY 201 NY 201 IL 606 NY 201	222333454 222333454 222333454 21 555666454 28 666999898	5 5 9	^

Example of Payment/Request File in Notepad

The payment/request file is a tab delimited text file, which follows a specific pre-defined naming convention, as outlined in the Comdata Virtual Card AP-PS20-PS21 spreadsheet. The graphic below shows an example of the naming convention.



The account code and customer ID are defined on the EFT File Format screen.

NOTE: The payment/request file will only be generated if all entries under the code are valid.

Once the payment/request file is generated, the system links the selection code with Comdata processing.

When the code is linked to Comdata, the following three buttons become disabled, as shown in the following screenshots:

• [Renumber Checks] button on the Prepare Checks screen

PREPARE CHECKS					🖹 Save 📄	- I ()	Δ	Ŀ	0
Enter Company Code									
•		0	0	0					
Prepare 0	Thecks 2	nd Party Check	Print Check	Post Check	Run				
SELECTION CRITERIA									
Company	CMICTEST A	CMiC							
Check Form	Single Stub, Version 3								
Pay Run Group		]							
Selection Code	NW	New enhancement 2 Comdata - D	o Not Use						
	Use Voucher Bank Acc								
Company Code	A								
Department Code	A				Check Date	7-Feb-2020		6	
Bank Cash G/L Code		] [			Currency Cod	e			
Bank Account Num									
	By Job Code								
Minimum Amount		Assign Starting Check Number							
Starting Check		Vendor							
Ending Check		Vendor							
	Group Checks By Sub-C	ontract							
	Renumber Checks	Comdata							

• [**Print Checks**] button on the Print Checks screen

nter Company Code							
			0	•		0	
Prepare Checks		2nc	Party Check	Print Check		Post Check Run	
ELECTION CRITERIA							
* Company	CMICTEST		CMIC				
Pay Run Group Code							
* Selection	NW		New enhancement 2 Com	lata - Do Not Use	29-Jan-2020		
	Create E	FT File			Form		
	Create T	hird Pa	irty Paymode File		EFT File Format		
	EFT/TPP	M Distr	ibution		EFT File Code		
	Print Wai	ver File					
	Print SC V	laiver R	leport	Select S0	Waiver Report	SC Waiver Report 1	
Create EFT File	file						
Company Code							
Department Code							
Bank Cash G/L Code							
Bank Account Number							
Bank Account Description							
					and a second		
* Check Form	Single Stub,	Version	3		×		
* Language	English				~		
First Signature Name							
Chartlese Charles			A Ending Check				

• [Post] button on the Post Check Run screen

iter Company Code						
•		0	•		•	
Prepare Checks	2	Ind Party Check	Print Check		Post Check I	Run
LECTION CRITERIA						
* Company	CMICTEST	CMiC				
Pay Run Group Code						
* Selection	NW	New enhancement	2 Comdata - Do Not Use	29-Jan-2020		
	Use Voucher	Bank Account				
	By Job Code					
Company code						
Department Code				Posting Date	29-Jan-2020	120
Bank Cash G/L Code						
Currency Code						
Bank Account Num						
Check Release Date		Eb				
Check Reconciliation Date		Eb				
Batch		Journal CD	Posting Date			

Once the [Generate Request File] button is clicked, if the user attempts to unprepare the checks on the Unprepare Checks screen, an alert will be issued, as shown in the screenshot below.

PREPARE CHECK	S			
Company	CMICTEST		CMIC	
Pay Run Group				
Selection Code	NW		New enhancement 2 Comdata - Do Not Use	
Used In Pay Group				
Check Status				
Cash Company Code				
Cash Department Code				
Cash Account Code				
Cash Account Code	-			
	Bank Account I the one curren	Last Ch itly beii	ck Number will not be updated. If Pay Run Groups or Selections have been prepared after g unprepared, Then check numbers may be out of sequence.	
Notes		Ĩ	alert	
	Unprepare C	hecks	The code is linked to Comdata . Are you sure to continue?	
				No Yes

Pgm: APUNPRE – Unprepare Checks; standard Treeview path: Accounts Payable > Utilities > Unprepare Checks

#### Step 3: Import and Process Comdata Response File

After successfully generating the payment/request file, the user will receive a response file containing card number tokens from Comdata's FTP server. This file needs to be imported and processed.

Click on the [Comdata] button on the Prepare Checks screen.

When the selection code is linked to Comdata, the [**Import Response File**] button, the [**Import Reconciliation File**] button, and the [**Move to New Selection Code**] button become enabled in the pop-up window launched from the [**Comdata**] button on the Prepare Checks screen.

NOTE: The [Post Checks] button is still disabled.

			**********							
ND CHECKS TO	O COMDAT	A.								
ompany CMIC	CTEST	MiC	Pay Run Group		Selection Code NW	V				
View 👻 🔻	Freeze	🖶 🛅 Detach								
Status	Vendor	Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Resp	onse Erro
Valid A1	ROOF	A1ROOF	IV101	90001234149	29-Jan-2020	2,000.00		N		
Valid A1	ROOF	A1ROOF	IV102	90001234149	29-Jan-2020	12,500.00		N		
Valid AR	ROW	ARROW	IV103	90001234150	29-Jan-2020	5,000.00		N		
Valid BP	2222	BP2222	IV104	90001234151	29-Jan-2020	7,800.00		N		
A CONTRACTOR OF A CONTRACT							-			

Click the [Import Response File] button to import and process the response file containing the card number tokens.

PREPARE CHECKS	
IMPORT FILES	
Import File : Card Number	
Import	
Status	
Close	

Pop-up window launched from [Import Response File] button

Another pop-up window will appear to import the file. Click on the [Import] button.

P	REPARE CHECKS	۵ ۵ 🛛	
IM	Import File Choose File No file chosen		Import Close

Click on the [Choose File] button and browse to select the file to import.



Click the [Import] button to import the file.

The following screenshot shows an example of the response file open in Notepad.

//////////////////////////////////////	.VC789.PS0	0021.0129202	0.1510434791 - Notepa	be							-	×
File Edit	Format	View Help	)									
VC789	VC789	4										~
VC789	CMIC1	QATEST	A1ROOF	A1ROOF	CMICOATS@CMIC.CA	MAIN ST SUITE19	NEW YORK	NY	20198	2223334545		
VC789	CMIC1	QATEST	A1ROOF	A1ROOF	CMICOATS@CMIC.CA	MAIN ST SUITE19	NEW YORK	NY	20198	2223334545		
VC789	CMIC1	QATEST	ARROW	ARROW	RAJ.KUMAR@CMIC.CA	WYANDOTTE ST	1525 CHICAGO	IL	60601	5556664545		
VC789	CMIC1	QATEST	BP2222	BP2222	CMICOATS@CMIC.CA	MAIN ST SUITE19	NEW YORK	NY	20198	6669998989		
VC789	VC789	4										

Example of response file containing Comdata check numbers in Notepad

The response file containing the card number tokens is a tab delimited text file, which follows the response file naming convention PS00021:

#### ACCOUNTCODE.ACCOUNTCODE.PS00021.MMDDYYYY.HHMMNNNNNN

PREPARE CHECKS	1	▲	₽
IMPORT FILES Import File : Card Number Import Process			
Status Processed records 4 out of 0 successfully Close			

For example: VC789.VC789.PS00021.01292020.1510434791

Click on the [**Process**] button to process the file.

D CHECKS TO COM	IDATA								
pany CMICTEST	CMiC		Pay Run Grou	qu	Selection Code	NW			
							Card number t	tokens are updated.	
w - <b>Y E</b>	reeze 📲 Detach								
w <b> ▼ E</b> a F	reeze 📲 Detach Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error	M
A1ROOF	reeze 🚡 Detach Name	Invoice Number	Check # 90001234149	Check Date	Amount 2,000.00	Card Number Token 222U69A3j2	Invoice Paid	Response Error	
A1ROOF	reeze Detach Name	Invoice Number IV101 IV102	Check # 90001234149 90001234149	Check Date 29-jan-2020 29-jan-2020	Amount 2,000.00 12,500.00	Card Number Token 222U69A3J2 222U69A3J2	Invoice Paid N N	Response Error	
A1ROOF ARROW	reeze 🖷 Detach Name	Invoice Number IV101 IV102 IV103	Check # 90001234149 90001234149 90001234150	Check Date         29-jan-2020         20-jan-2020         20-jan-2020	Amount 2,000.00 12,500.00 5,000.00	Card Number Token 2222U69A3J2 2222U69A3J2 2222U69A3J2	Invoice Paid N N N	Response Error	

Once processing is complete, card number tokens will be updated, as shown in the screenshot above.

#### Step 4: Import and Process Reconciliation File

After the card number tokens have been processed, the next step is to import the reconciliation file from Comdata's FTP server and process it.

PREPA	RE CHECKS							💾 Save 📓 🗢 🚺 🕐	APO
SEND CHE	CMICTEST CMIC		Pay Run Grou	qu	Selection Code	NW			
View 👻	🍸 🌇 Freeze 🖀 Detact	h				Card Number			
	Name	Invoice Number	Check #	Check Date	Amount	Token	Invoice Paid	Response Error	Move
A1R	OOF	IV101	90001234149	29-Jan-2020	2,000.00	222U69A3J2	N		
A1R	DOF	IV102	90001234149	29-Jan-2020	12,500.00	222U69A3J2	N		
ARR	WC	IV103	90001234150	29-Jan-2020	5,000.00	222U69A3J4	N		
BP2	222	IV104	90001234151	29-Jan-2020	7,800.00	222U69A3H4	N		
<									>
Close	Generate Request File	Import Response File	mport Reconciliat	tion File Post	t Checks Move to	New Selection Co	de		
				Click to im	port reconciliation	n file and recon	cile checks.		

Click on the [**Import Reconciliation File**] button in the pop-up window launched from the [**Comdata**] button on the Prepare Checks screen to import the reconciliation file and reconcile the checks.

PREPARE CHECKS	ⓐ ▲ ₽	
IMPORT FILES		
Import File : Reconciliation		
Import Process		
Status		
Close		

Pop-up window launched from [Import Reconciliation File] button

Another pop-up window will appear to import the file. Click on the [Import] button.

Р	REPARE CHECKS	④ ▲ ₽	0
IM	Import File Choose File No file chosen	Import Close	
	Status		

Click on the [Choose File] button and browse to select the file to import.



Click the [Import] button to import the file.

The following screenshot shows an example of the reconciliation file open in Notepad.

UC789.VC789.AC00028.01302020.15013082 - Notepad File Edit Format View Help				- 🗆 X
VC789 VC789 CMIC1 04C7HR91WJ VC789 CMIC1 04C7HR91WK	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	000000         01302020         000000           02020         235959         01302020           02020         235959         01302020	00000007500         D           071012         000000780000         D           071012         0000005000000         D	569300909 569300908

Example of reconciliation file in Notepad

The reconciliation file is a tab delimited text file, which follows the reconciliation file naming convention AC00028:

#### ACCOUNTCODE.ACCOUNTCODE.AC00028.MMDDYYYY.HHMMNNNNNN

For example: VC789.VC789.AC00028.01302020.15013082

PREPARE CHECKS	
IMPORT FILES	
Import File : Reconciliation	
Import	
Status Processed records 2	
Close	

Click on the [Process] button to process the file.

CHECKS TO COMDATA								
pany CMICTEST CMIC	CMIC		n Group Selection Code NW					
v 🕶 🍸 🌇 Freeze 🖀 Det	ach		1		(c.			
v 🕶 🍸 🌇 Freeze 🖀 Det Name	ach	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error	Mov
v - Y 🛱 Freeze 🚡 Det Name	ach Invoice Number IV101	Check # 90001234149	Check Date 29-jan-2020	Amount 2,000.00	Card Number Token 222U69A3J2	Invoice Paid	Response Error	Mov
V V V IN Freeze Det Name A1ROOF	ach Invoice Number IV101 IV102	Check # 90001234149 90001234149	Check Date 29-Jan-2020 29-Jan-2020	Amount 2,000.00 12,500.00	Card Number Token 222U69A3j2 222U69A3j2	Invoice Paid N N	Response Error	Mov
N V V IN Freeze Det Name A1ROOF ARROW	ach Invoice Number IV101 IV102 IV103	Check # 90001234149 90001234149 90001234150	Check Date           29-jan-2020           29-jan-2020           29-jan-2020           29-jan-2020	Amount 2,000.00 12,500.00 5,000.00	Card Number Token 2222U69A3J2 2222U69A3J2 2222U69A3J4	Invoice Paid N N Y	Response Error	Mov

After reconciliation is processed, the values in the Invoices Paid column update based on payments made to the vendor. Records for reconciled checks will have a status of "Y", while records for unreconciled checks will have a status of "N", as shown in the screenshot above.

#### Step 5: Move Unreconciled Checks to a New Selection Code

CHECKS TO COMDATA Dany CMICTEST CMIC	CMICTEST CMIC		up	Selection Code	NW			
v 👻 🐺 🌇 Freeze 🖷 Deta	ich							
v 👻 🍸 🎼 Freeze 🖀 Deta Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error	
N - Y Fig Freeze Tig Deta Name	Invoice Number	Check # 90001234149	Check Date 29-jan-2020	<b>Amount</b> 2,000.00	Card Number Token 222U69A3j2	Invoice Paid	Response Error	
N V The Freeze The Deta Name A1ROOF	Involce Number IV101 IV102	Check # 90001234149 90001234149	Check Date 29-Jan-2020 29-Jan-2020	Amount 2,000.00 12,500.00	Card Number Token 222U69A3j2 222U69A3j2	Invoice Paid N N	Response Error	
N - Y R Freeze Deta Name A1ROOF ARROW	Involce Number V101 V102 V103	Check # 90001234149 90001234149 90001234150	Check Date           29-jan-2020         29-jan-2020           29-jan-2020         29-jan-2020	Amount 2,000.00 12,500.00 5,000.00	Card Number Token 222U69A3j2 222U69A3j2 222U69A3j4	Invoice Paid N N Y	Response Error	

Pop-up window launched from [Comdata] button on the Prepare Checks screen

If checks are reconciled and all records are set to "Y", then the [**Post Checks**] button becomes enabled and checks can be posted under the current selection code.

However, if some checks are unreconciled, the Invoices Paid column will contain records with a status of "N", as shown in the screenshot above.

Unreconciled checks with a status of "N" can be grouped and moved to a new selection code so that those checks can eventually be posted when the invoices are completely paid. Once unreconciled checks are removed, the remaining reconciled checks with a status of "Y" can be grouped and posted under the current selection code.

The Move column and the [**Move to New Selection Code**] button are used to move unreconciled checks to a new selection code. When records are set to "N" in the Invoices Paid column, the checkboxes in the Move column and the [**Move to New Selection Code**] button become enabled if the current selection code is linked to Comdata.

PREPARE CHECKS							💾 Save 🗐 🗸 🕡 🥐	
ND CHECKS TO COMDATA								
ompany CMICTEST CMIC	ST CMIC		Pay Run Group Selection Code NW					
Tiew 👻 🕎 🌇 Freeze 🖷 De	tach							
Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error	Move
A1ROOF	IV101	90001234149	29-Jan-2020	2,000.00	222U69A3J2	N		
A1ROOF	IV102	90001234149	29-Jan-2020	12,500.00	222U69A3J2	N		
ARROW	IV103	90001234150	29-Jan-2020	5,000.00	222U69A3J4	Y		
BP2222	IV104	90001234151	29-Jan-2020	7,800.00	222U69A3H4	Y		
<								
lose Generate Request File	Import Response File	mport Reconcilia	tion File Post	Checks Move to	New Selection Co	de		

For example, as shown in the screenshot above, the first two records with an Invoice Paid status of "N" can be moved to a different selection code by checking the first two checkboxes in the Move column and clicking on the [Move to New Selection Code] button.

OVE TO NEW G	ROUP/SELECTIO	N	
View - Y	Freeze 🖷	Detach	
Company	Old Code	New Code	

Pop-up window launched from [Move to New Selection Code] button for selection codes

Clicking the [**Move to New Selection Code**] button launches a pop-up window, as shown in the screenshot above. To close this pop-up window and return to the Prepare checks screen, click on the [**Close**] button. Otherwise, to move unreconciled checks to a new selection code, enter a new selection code in the New Code field of the pop-up window and click on the [**Move**] button.

PREPA	REC	HECKS	① ▲ □	
Selection	Code 0	1 already exists	for Company Code CMICTEST	
NOVE TO I	NEW G	ROUP/SELECTIO	N	
View 🕶	Ŧ	Freeze	Detach	
Com	pany	Old Code	New Code	
CMICTE	ST	NW	01	

In the event a duplicate selection code exists, an error will be issued as shown in the screenshot above.

OVE TO NEW G	ROUP/SELECTIC	N
View • Y	Freeze	Detach
Company	Old Code	New Code
CMICTEST	NW	SW

Upon entering a new selection code in the New Code field and clicking on the [**Move**] button, the system will move the unreconciled checks from the old (original) selection code to the newly created selection code.

**NOTE**: The payment records will contain the same data as before. The only difference is that they will be using a new selection code.

When processing is complete, the system will return to the Prepare Checks screen.

ayment Sel	ection List	
Search		Advanced
Match 🔘	All O Any	
Code	•	
Description	1	
		Search Reset
Code	Description	
01	AP Payment Selection 01	
6	TEST	
	Mound from code NW	

Pop-up window launched from Selection Code field on the Prepare Checks screen

The new selection code will be available in the pop-up window launched from the Selection Code field on the Prepare Checks screen. The newly created code will have a meaningful system-generated description, which indicates under which original selection code it was created.

**NOTE**: The new selection code will be linked to Comdata. If users wish to choose a different payment method, the check can be unprepared.

CHECKS TO COMDATA		Pay Run Gro	up	Selection Code	NW				Move checkl disable record Paid c	colum boxes ed wh Is in Ir olumn	in en a nvoi hav
									a statu	15 01	· ·
👻 🍸 🖬 Freeze 🖷	Detach								_		
🔹 🍸 🖺 Freeze 🖷 Name	Detach Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Res	ponse Er	ror		K
ARROW	Detach Invoice Number IV103	Check # 90001234150	Check Date	Amount 5,000.00	Card Number Token 222U69A3J4	Invoice Paid Y	Res	ponse Er	ror		N
ARROW BP2222	Detach Invoice Number IV103 IV104	Check # 90001234150 90001234151	Check Date 29-jan-2020 29-jan-2020	Amount 5,000.00 7,800.00	Card Number Token 222U69A3J4 222U69A3H4	Invoice Paid Y Y	Res	ponse Er	ror		N
ARROW BP2222	Detach Invoice Number IV103 IV104	Check # 90001234150 90001234151	Check Date 29-Jan-2020 29-Jan-2020	Amount 5,000.00 7,800.00	Card Number Token 222U69A3J4 222U69A3H4	Invoice Paid Y Y	Res	ponse Er	ror		•

Now that unreconciled checks with an Invoice Paid status of "N" have been moved to a new selection code, only reconciled checks with an Invoice Paid status of "Y" remain under the original selection code. At this point, the checkboxes in the Move column become disabled. The [**Post Checks**] button will become enabled and the checks can be posted.

NOTE: The [Post Checks] button will only be enabled if all the records have Invoice Paid status of "Y".

#### Step 6: Post Checks

When all checks under the selection code are reconciled and have an Invoice Paid status set to "Y", the [**Post Checks**] button becomes enabled and checks can be posted.

Click on the [Post Checks] button to launch a pop-up window to post checks.

PREPARE CHECKS	٢	♪	ľ
POST CHECK Posting Date 31-Jan-2020			
Batch Print Reports Immediately Close Post			

Pop-up window launched from [Post Checks] button

Enter the posting date and check the 'Print Reports Immediately' checkbox (optional).

On successful posting, the system will return the batch number and reports to print, if the 'Print Reports Immediately' box is checked.

PREPARE CHECKS	
POST CHECK	
Posting Date 31-Jan-2020	
Batch 2928603	
Batch successfully posted	
Print Reports Immediately	
Close Post	

Step 7: Process and Post Previously Unreconciled Checks Moved to New Selection Code in Step 5

PREPARE CHECKS					///////////////////////////////////////
Prepare C	Checks 2	O	O Print Check	Post Check	Run
SELECTION CRITERIA					
Company	CMICTEST A	CMIC			
Check Form	Single Stub, Version 3				
Pay Run Group	A				
Selection Code	\$w 🔺	Moved from code NW			
-	Use Voucher Bank Acc				
Company Code	<b>A</b>				
Department Code	A				Check Date 03-Feb-2020
Bank Cash G/L Code	A				Currency Code
Bank Account Num					
	By Job Code				
Minimum Amount		Assign Starting Check Num	ber		
Starting Check		Vendor			
Ending Check		Vendor			
	Group Checks By Sub-C	ontract			
	Renumber Checks	Comdata			

Pgm: APCHQPRE – Prepare Checks; standard Treeview path: Accounts Payable > Check > Print Checks

**NOTE**: This step contains procedures for processing and posting the new selection code that was created in Step 5 to move unreconciled checks from the original selection code. It summarizes importing and processing the reconciliation file (as described in Step 4) and posting checks (as described in Step 6).

Select the new selection code (created in Step 5) from the Selection Code field on the Prepare Checks screen. Next, click on the [**Comdata**] button.

PREPARE CHECKS							💾 Save 🗃 マ 🛈 🕐 /	A P O
SEND CHECKS TO COMDATA Company CMICTEST CMic Pay Run Group Selection Code SW								
Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error	Move
A1ROOF	IV101	90001234149	29-Jan-2020	2,000.00	222U69A3J2	N		
A1ROOF	IV102	90001234149	29-Jan-2020	12,500.00	222U69A3J2	N		
<			<u> </u>					>
Close Generate Request File Import Response File Import Reconciliation File Post Checks Move to New Selection Code								

Pop-up window launched from [Comdata] button on the Prepare Checks screen

Click on the [**Import Reconciliation File**] button in the pop-up window launched from the [**Comdata**] button to import the second reconciliation file provided from the Comdata FTP server and process the file.

//////////////////////////////////////					- 🗆 ×
File Edit Format View Help					
VC789 VC789 CMIC1 04C7HR9277	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10000 02042020 000000 235959 02042020	00000007500 D 091719 000001450000	D	583981520

The screenshot above shows an example of the second reconciliation file open in Notepad. It is the same file as the one in Step 4 in terms of file format but with different records. This file contains the records of the previously unreconciled checks from Step 5.

PREPARE CHECKS	
IMPORT FILES	
Import File : Reconciliation	
Import	
Status Processed records 1	
Close	

Click on the [Process] button to process the file.

PREP	ARE CHECKS	///////////////////////////////////////						💾 Save 🗐 マ 🕻 🤇		₽ Q
SEND CHE	SEND CHECKS TO COMDATA Company CMICTEST CMIC Pay Run Group Selection Code SW									
View 🕶	🍸 🛱 Freeze 🖷 Detach	n								
	Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error		Move
A1	ROOF	IV101	90001276540	03-Feb-2020	2,000.00	222U72T3R4	Y			
A1F	ROOF	IV102	90001276540	03-Feb-2020	12,500.00	222U72T3R4	Y			
<					·					>
Close	Close Generate Request File Import Response File Import Reconciliation File Post Checks Move to New Selection Code									

The previously unreconciled checks are now reconciled. Since all records are now set to "Y" in the Invoices Paid column, the [**Post Checks**] button becomes enabled and the checks can now be posted.

PREPARE CHECKS	ⓐ ▲ ₽
POST CHECK	
Posting Date 05-Feb-2020	
Batch	
Close Post	

Pop-up window launched from [Post Checks] button

PREPARE C	HECKS	<u>ن</u> ۵	ľ
POST CHECK Posting Date Batch	05-Feb-2020 3026318 Batch successfully posted Print Reports Immediately Close Post		

## **Preparing Checks for a Pay Run Group**

The main difference between preparing checks for a selection code, as opposed to preparing checks for a pay run group, is the procedure to be followed in Steps 1-2. The rest of the procedure to be followed in Steps 3-7 is basically the same for both methods, except for in Step 5, the Move To New Group/Selection pop-up window varies depending on whether it's launched for a selection code or pay run group.

#### Step 1: Select Payments and Create Pay Run Group

Pay run groups are used to group and pay posted vouchers associated with different payment selection codes of companies in the system using a single company's bank account. If preparing checks for a pay run group, intercompany account setup is required.

In the screenshots below, the parent company "CMICTEST" has inter-company accounts set up for one of its subsidiary companies, "BCCC" and vice versa, so that checks can be prepared for vendors under both companies.



*Pop-up window launched from [Inter-Company Setup] button on the Maintain Companies screen; standard Treeview path: General Ledger > Setup > Company Setup* 

0	MAINTAIN COMPANIES	* Cempany Code BECC BEGRESSION DATS COMPANY	DARO
El General Leriner		Subsidiary Company - BCCC	
El Setup			
Set User Defaults	COMPANY DETAIL		
Company Serup	Search Que Workflows   * 🖓 Report Options   * 🖉 Attachments 🗐 No		
Maintain Accounts			
Maintain Budgets	Company Code BCCC REGRESSION OATS COMPANY	State Mundates   TV     2   Taxas	
E Local Tables	Consultations Descention Country		
Hi Global lables	Ceneral Information Departments Security		
El Transactions El Pariord End	Street SPRING CREEK PKWY	Phone Number 222 333 4444 Cable	
E Logs	Suite		
E Query	City PLANO		
Reports	Country US	COMPANY SETUP D A 🛛	
El Utilities			
IB Accounts Payable	Phone Number 222 333 4444		
E Accounts Receivable	Fax Number	INTER-COMPANY ACCOUNT	
III Job Costing	* Chart of Accounts CMICTES * CMIC	View * Y To Freeze To Detach Search Sinsert Multiple Delete Co Workflows * *	
IBI Subcontract Management	* Consolidation Code All		
E lob Biling		*Comp *Transfer Dept *Transfer Revenue Dept Revenue Recovery Dept	
E Work Order Billing	* currency USD A US Donar	Account	
Requisitions	Reporting Currency 1	CMICTEST A 00 A 1000 A 00 A 4000 A 00 A 1000 A	
E Purchase Order	Reporting Currency 2		
I Inventory	Reporting Currency 3	Transfer Account Checking Account #1	
Equipment Costing	* Geral Year 2020 8 * Current Barled	Revenue Account Construction Revenue	
III Preventive Maintenance III Material Sales	Alarma Case Data 200	Recovery Account Checking Account #1	
III US Payroll	· Income Close Dept		
International Payroll	Concession of the local division of the loca		
Human Resources	Company Detail		
Dpportunity Management		VAT Registration Established	
I Imaging		Web Star	
El Workflow			
ID BUSINESS Intelligence			
IE System		Contact Nerve	
-		T019 Registration Code	
		Company Loga	
		Investations	
		Name and a second s	
			5 C
		Children Company Serup Children	Y.

*Pop-up window launched from [Inter-Company Setup] button on the Maintain Companies screen; standard Treeview path: General Ledger > Setup > Company Setup* 

NOTE: All the companies under the pay run group must use the same chart of accounts.

In addition, the parent company must have the 'Multi-company Vouchers – Single Check' checkbox unchecked on the Check tab of the AP Control File, as shown in the screenshot below.

AP CONTROL FILE		Table Mod	e 🎬 Save 🕞 Exit 👔 🕐 🛆 🛛 🖓 🔘
SELECTION CRITERIA Company CMICTEST	Copy Control File		
System Defaults Voucher Check	Accounting Other		
* Name Of Check EFT Stub Printing Report	Single Stub, Version 3 v Automatically Start Check Posting Program After Printing EFT Defaults 1 EFT Payment per page v Description on the start of the start		
* Voucher Payment Type Default EFT File Format EFT File Code		Default ACH Email	Send a Copy of EFT to E-mail Address Below
* Order Checks By	Vendor Code v  Int Zero Checks Use Check Release Feature Automatically Populate Check Release Date		Allow Duplicate Check Numbers Use Voucher Bank Cash Account
	* Automatically Populate Check Reconciliation Date     Summarize Retainage Invoices     Track 1099 Information     * Multi-company Vouchers - Single Check     Group Checks By Joint Payee Name     Group Checks By Sub-Contact		Use Accounts Payable Check Allow Pre-Dated Checks Check And Post Date In The Same GL Period Warn If User Is Null In Payment Selection Entry Default Value For T5018 In Vendor Maintenance Record Unprepared Checks As Wasted
	User in Payment Selection is the one who posted the Voucher		Use Invoice Date As Cutoff Date For Payment Selection

*Pgm:* APCTRLFM – AP Control File; standard Treeview path: Accounts Payable > Setup > Local Tables > Control File Options – Check tab

All the vendors must be defined under each company involved in the payment. For example, all the vendors under company CMICTEST must be defined under company BCCC as well and vice versa.

C 0	BUSINESS PARTNER MAINTENANCE							
General Ledger	Enter The Also Known As (AKA) Name Of This Business Partner. This Field Is Not Required And Is Used For Custom Reporting Only. This Name Is Printed On The 1099 Form.							
Accounts Payable     Setup								
Set User Defaults	🔯 Search 🖶 Insert 🤯 Delete 🐗 Previous 🗰 Next 🕲 Workflows 🍬 🐣 Report Options 🏴 🕅 Import 🖉 Attachments 🗒 Notes 🎡 ECM Documents 🍬 🖧 User Extensions							
Maintain Usiness ranners Maintain Vendors Business Partner Code A1ROOF A1ROOF								
Local Tables								
Global Tables	Business Partner Address Bank Company							
Voucher								
Payment								
Check	View 👻 👖 Freeze 🕤 Detach 🖾 Insert 🛍 Insert Multiple 🚳 Workflows 💌 🗎 Report Options 💌 🛄 Export 🖉 ECM Documents 🔍 💑 User Extensions							
1 Logs								
Query	Comp Code Comp Name Vendor Lustomer							
Reports	CMICLES I and BCCC are both							
Utilities	BCCC A REGRESSION OATS COMPANY Z C defined under vendor A1ROOF.							
Accounts Receivable								
Subcontract Management								
Change Management	Process.							
Job Billing								
Work Order Billing								

*Pgm: BPBPFM – Business Partner Maintenance; standard Treeview path: Accounts Payable > Setup > Maintain Business Partners – Company tab* 

Vendors can be defined for both companies at once using the Company tab on the Business Partner Maintenance screen. For example, the screenshot above shows the vendor A1ROOF with both CMICTEST and BCCC defined. This process must be followed for all vendors involved in the payment.

As shown in the following screenshots, selection codes have been set up for the two companies:

- Selection code N for company CMICTEST.
- Selection code E for company BCCC.

SELECT PAYMENTS								Table Mode	🖹 Save 📓 🗸 🕧	⑨▲₽
O Select Payments Create Payrun Groups										
SELECTION CRITERIA										
* Company CMICTEST A CMIC Hold V	ndor Adju	st Voucher Status Change Com	pliance Status							
PAYMENT										
🗊 Search 🚓 Insert 🚓 Delete 🐗 Previous 🗰 Next 🗞 Workflows 💌 😁 Report Options 🔍 🌳 🔓 ECM Documents	। ৺ র ও User Ex	tensions								
* Selection N New Enhancement Comdata Group - DO NOT USE										
Currency USD A US Dollar										
	- 4-									
Vion EPI Payments Vion EPI Payments EPI and Non EPI Payments O Third Party Payments N	ode									
Cut Off Date 05-Feb-2020										
Check Date 05-Feb-2020 🔯 🗌 Select Only AP Vouchers										
Next Pay Date 06-Feb-2020 🖏 🔲 Select AP Back Charges Vouchers										
Invoice Series Select Material Only Vouchers										
Bank Account										
Past Due Invoices V Current Invoices Discount Invoices Force Discounts										
Vendor Job Vendor Class Vendor Preferences Job Department Sel	ect Invoices									
SELECTED INVOICES										
Add Temples										
Add Invoices										
View 💌 🍸 🎼 Freeze 📆 Detach 🔯 Search 🖶 Insert 🏙 Insert Multiple 💿 Workflows 💌 🗃 Report Options	V Export	မှု ECM Documents 👻 ပိုဒ္ဒ User	Extensions							
Sel Vendor Vendor Name Address Address Name	Voucher	Invoice Number	Invoice Date	Due Date	Discount Date	Outstanding Amt	Discount Taken	Payment Amount	Selected Amt	
A1ROOF A A1ROOF	191697253	IV201	05-Feb-2020	06-Mar-2020 🕃	05-Feb-2020	458932.00	0.00	458932.00	458932.00	
A1ROOF A1ROOF	191697255	IV202	05-Feb-2020	06-Mar-2020	05-Feb-2020	7580.12	0.00	7580.12	7580.12	
BP2222 BP2222	191697257	IV203	05-Feb-2020	06-Mar-2020	05-Feb-2020	589.36	0.00	589.36	\$89.36	
BP3333 BP3333	191697259	TV204	05-Feb-2020	06-Mar-2020	05-Feb-2020	8000.00	0.00	8000.00	8000.00	
									475101.48	

*Pgm:* PAYSEL – Select Payments; standard Treeview path: Accounts Payable > Payment > Select Payments

Selection code N was created for the parent company CMICTEST and four invoices have been selected for three vendors.

SELECT PAYMENTS		Table Mode	≝s=∞	þ
O Select Payments Create Payrun Groups				_
SELECTION CRITERIA				
Company BCCC     A REGRESSION OATS COMPANY Hold Vendor Adjust Voucher Status Change Compilance Status				
PAYMENT				
🗊 Search 🐺 Insert 🐺 Delete 🏘 Previous 🏟 Next 🚳 Workflows 🛛 🖛 Beport Options 🖉 🥵 ECM Documents 🖉 🖧 User Extensions				
Selection E New Enhancement Comdata Group - DO NOT USE				
Currency USD A US Dellar				
User  User  ET Payments Non EFT Payments O EFT Paym				
Cut Off Date 05-Feb-2020 0 to Select Only SC Vouchers				
Check Date   05-Feb-2020   06   Select Only AP Vouchers				
Next Pay Date 06-Fab-2020 🚯 🔲 Select AP Back Charges Vouchers				
Invoice Series A Select Material Only Vouchers				
Bank Account				
Past Due Invoices 🗹 Current Invoices 💭 Discount Invoices 🗌 Force Discounts				
Vendor job Vendor Class Vendor Preferences job Department Select Involces				
SECTO INVOLCES				
View + Y 🔯 Freize 🖫 Detach 🔯 Search 🚓 Insert 📓 Insert Multiple 🚳 Workflows + 🖗 Report Options + 😨 Echt Documents + 🖧 User Extensions				
				ī.
Vender Vender Name Address Address Name Voucher Invoice Number Invoice Date Discourt	Date Outstanding Amt Discount Taken	Payment Amount	Selected Amt	2
AGON A ARGON 191997256 h205 A 05-Feb-202 6 05-Man-2020 5 05-Feb-20 2 89393 89393 9 99399 9 99393 9 99399 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 99393 9 993939 9 993939 9 99393 9 99393 9 993939 9 993939 9 99393 9 993939 9 99399	20 3 5822.00 0.0	5822.00	5822.00	4
Image: Contract of the state of t	20 72965.00 0.00	78965.00	78965.00	
			85245.00	
<				>

Pgm: PAYSEL – Select Payments; standard Treeview path: Accounts Payable > Payment > Select Payments

Selection code E was created for the subsidiary company BCCC and invoices have been selected for three vendors.

Once the selection codes have been created with the associated invoices to be paid, a pay run group can be created to group and pay the invoices from the two companies.

AP PAYRUN GROUP MAINTENANCE Table Mode	Save Save	1	1	▲ 🛛	0
Select Payments Create Payrun Groups					
SELECTION CRITERIA					
CMICTEST A CMIC					
PAY GROUP					
🔯 Search 🖶 Insert 🤠 Delete 🐗 Previous 🏟 Next 🗞 Workflows 🖙 🖨 Report Options 🖙 🖓 ECM Documents 🖙 🖧 User Extensions					
GL Department 00 GL Account 1000 Bank Bank Name GGL Occurrency USD Currency USD Check Date 05-Feb-2020					
Payment Mode 💿 EFT Payments 🔿 Non EFT Payments 🔿 EFT and Non EFT Payments 🔿 Third Party Payment Mode					
PAY SELECTIONS					
View 🕶 🕎 🌇 Freeze 🕋 Detach 🛛 🖾 Search 🚓 Insert 🚮 Insert Multiple 🚓 Delete 🚳 Workflows 🖙 😁 Report Options 🖙 🖫 Export 🚱	ECM Documer	nts  +	50 U	ser Exte	nsions
* Company Name * Selection Name					
CMICTEST     CMIC     N     New Enhancement Comdata Group -       BCCC ▲     REGRESSION OATS COMPANY     E     ▲     New Enhancement Comdata Group -					

*Pgm:* PASELGRP – AP Payrun Group Maintenance; standard Treeview path: Accounts Payable > Payment > Select Payments

On the AP Payrun Group Maintenance screen, create a group code and associate the payment selection codes. In the screenshot above, a group code "NE" was created for the parent company "CMICTEST" to include selection codes "N" and "E".

PREPARE CHECKS				
Checked:Use Voucher Bank	Cash Account For Check			
	al a sha			-O
Prepare	LNECKS 2	по Рагту Спеск Р	rint Check Post	
SELECTION CRITERIA				
Company	CMICTEST	CMiC		
Check Form	Single Stub, Version 3			A
Pay Run Group	NE			
Selection Code	A			
	Use Voucher Bank Acc	Leave this box unchecke	d.	
Company Code	CMICTEST	CMiC		
Department Code	00	Company Level		Check Date 05-Feb-2020
Bank Cash G/L Code	1000	Bank Name		Currency Code USD
Bank Account Num	999999999	Not Specified		
	By Job Code			
Minimum Amount		Assign Starting Check Number	302	2
Starting Check	A	Vendor		
Ending Check	A	Vendor		
	Group Checks By Sub-Co	ntract		
	Prepare Checks Co	mdata		

#### Step 2: Generate Comdata Payment/Request File

Pgm: APCHQPRE – Prepare Checks; standard Treeview path: Accounts Payable > Check > Print Checks

On the Prepare Checks screen, enter/select the company and pay run group, and leave 'Use Voucher Bank Acc' unchecked. Click on the [**Prepare Checks**] button.

PREPARE CHECKS					Ľ	Bave ■ マ ① ⑦ ▲ 12 0
Info: Total 6 check(s) prepar	ed					
Prepare (	Checks	2n	O d Party Check	O Print Check	O Post Chec	k Run
SELECTION CRITERIA						
Company	CMICTEST		CMiC			
Check Form	Single Stub, Versi	ion 3				1
Pay Run Group	NE					
Selection Code						
	Use Voucher 8	Bank Acc				
Company Code	CMICTEST		CMiC			
Department Code	00		Company Level			Check Date 05-Feb-2020
Bank Cash G/L Code	1000		Bank Name			Currency Code USD
Bank Account Num	999999999		Not Specified			
	By Job Code					
Minimum Amount			Assign Starting Check N	umber	302	
Starting Check			Vendor			
Ending Check			Vendor			
	Group Checks	By Sub-Cor	ntract			
	Renumber Ch	ecks	Comdata 🖌 🗕 🖪	utton is now enabled	•	

The [**Prepare Checks**] button changes to [**Renumber Checks**]. A message appears at the top of the screen to indicate the total number of checks prepared and the [**Comdata**] button becomes enabled.

Click on the [**Comdata**] button to launch a pop-up window to initiate the payment/request file generation process.

PREPA	RE CHECK	s						💾 Save 📓 🗢	00	
ND CHEC	KS TO COMD	ATA								
ompany	CMICTEST	CMiC	Pay Run Group N	E	Selection Code					
View 🕶	Y In Free	eze 📲 Detach		_			Card Number			
Status	Vendor	Name	Invoice Number	Check #	Check Date	Amount	Token	Invoice Paid		Response E
Valid	A1ROOF	A1ROOF	IV201	90001276548	05-Feb-2020	458,932.00		N		
Valid	A1ROOF	A1ROOF	IV202	90001276548	05-Feb-2020	7,580.12		N		
Valid	BP2222	BP2222	IV203	90001276550	05-Feb-2020	589.36		N		
Valid	BP3333	BP3333	IV204	90001276552	05-Feb-2020	8,000.00		N		
	ARGON	ARGON	IV205	90001276549	05-Feb-2020	5,822.00		N		
Valid	-		2000	90001276551	05-Feb-2020	458.00		N		
Valid Valid	BP3333	BP3333	10206	50001270551						
Valid Valid Valid	BP3333 BP7777	BP3333 BP7777	IV206 IV207	90001276553	05-Feb-2020	78,965.00		N		

Pop-up window launched from [Comdata] button on Prepare Checks screen

Scroll the pop-up window's scrollbar to the right to display the Move column, as shown in the screenshot below.

HECKS TO COMDATA								
any CMICTEST CMiC		Pay Run Gro	NE NE	Selection Code				
	-							
Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response Error	Мо
A1ROOF	IV201	90001276548	05-Feb-2020	458,932.00		N		
A1ROOF	IV202	90001276548	05-Feb-2020	7,580.12		N		
3P2222	IV203	90001276550	05-Feb-2020	589.36		N		
PT Autonologi	IV204	90001276552	05-Feb-2020	8,000.00		N		
3P3333			05-Feb-2020	5,822.00		N		
BP3333 ARGON	IV205	900012/6549						
8P3333 ARGON 8P3333	IV205 IV206	90001276549	05-Feb-2020	458.00		N		

Pop-up window launched from [Comdata] button on Prepare Checks screen with horizontal scrollbar scrolled right to reveal hidden columns

All records must be valid in the Status column for the [Generate Request File] button to be enabled.

Once all records are valid in the pop-up window, click on the [Generate Request File] button to generate the payment/request file.

A pop-up window is launched, prompting the user to select in which program to open the payment/request file.

The procedure from this point forward is the same as that for preparing checks for a selection code.

# Steps 3 – 7: Follow Steps 3 – 7 in Preparing Checks for a Selection Code

Follow Steps 3 - 7 in *Preparing Checks for a Selection Code* section in this quick guide as the procedures for both methods are the same. If required, additional details and screenshots are provided below to help guide the user through the process for pay run groups.

#### Additional Details for Pay Run Group

Importing and processing the reconciliation file in Step 4 for a pay run group is the same procedure as for a selection code. Moving unreconciled payments for pay run groups is also similar to Step 5. When payments are processed under a pay run group code, users will be given the same option of selecting unreconciled payments and moving them to a new pay run group code.

Payments can be moved from one pay run group code to a new pay run group code by selecting unreconciled records with a status of "N" and clicking on the [Move to New Selection Code] button.

PREPARE C	нескя			0 A D
		N		
View • Y	rreeze 🖷	Detach		
Company	New Group	Old Code	New Code	
Dece	AUTCODOA			
Move Close	AUTGRPUT	E		This column will be visible. New group codes are system generated.

Pop-up window launched from [Move to New Selection Code] button for pay run groups

The screenshot above shows records from the pay run group NE being moved to a new group, AUTGRP01.

The new group code is a system-generated 8-character code, AUTGRP\*\*, where the asterisk (\*) represents a placeholder for the numbers in the string. For example, the first group code will be "AUTGRP01", and the next code will increment by 01, so it will be "AUTGRP02". If "AUTGRP11" already exists, the next group code generated will be "AUTGRP12".

Since one group code may consist of multiple selection codes, if records are selected from two different selection codes, the pop-up window will list two records so two new selection codes can be entered.

PREPARE O	нескя									
Selection Code 0	1 already exists	for Company C	ode CMICTEST							
MOVE TO NEW G	DVE TO NEW GROUP/SELECTION									
View 🕶 🍸	View 👻 🍸 🌇 Freeze 🖷 Detach									
Company	New Group	Old Code	New Code							
CMICTEST	AUTGRP01	N	01							
BCCC	AUTGRP01	E								
Move Clos	e									

In the event a duplicate selection code exists, an error will be issued as shown in the screenshot above.

PREPARE C	HECKS				<i>(i)</i>	Δ	l
OVE TO NEW G	ROUP/SELECTIO	N					
View 🕶 🔻	🌇 Freeze 🖷	Detach					
Company	New Group	Old Code	New Code				
CMICTEST	AUTGRP01	N	S				
DCCC	AUTGRP01	E	W	1			

A new selection code can be defined for each company, as shown in the screenshot above.

C 0	PREPARE CHECKS					
E General Ledger	n					
E Accounts Payable			- Comment		-	
🖽 Setup	Prepare	Checks 2nd	P. Payment Gr	bup List		120
Voucher						
E Payment	SELECTION CRITERIA		⊻ Search			Advanced
Select Payments	Company	CMICTEST	Ch Match (			
Hold Vendor	Check Form	Single Stub, Version 3				
Adjust Voucher Status			Coo	e		
Process Pre-Liens	Pay Kun Group		Descriptio	n		
Adjust Held Voucher Status	Selection Code	A	Cratu			
Update Date Sensitive Compliance		Use Voucher Bank Acc	Statu	3		
El Check	Company Code	A				Search Reset
Print Checks	Descention Code	1.1				
Enter Manual Checks	Department Code		Code	Description		14
Print Check Register	Bank Cash G/L Code	A	AUTGRPD	1 Created Group from NE	Prepared	
Void Charles	Bank Account Num		NE	Comdata Group New	Prepared	
Wasted Checks		By Job Code				
Release Check	Aliaimum Amazint					
Reconcile Checks	Minimum Amount		150			
Print Check List	Starting Check	<u>A</u>	/ei			
E Logs	Ending Check	A	/ei			
Ouery		Group Checks By Sub-Com	Ta			
I Reports		Prepare Checks	da			
1 Utilities		riepare encena				
Accounts Receivable						
Job Costing						
Subcontract Management						
Change Management						
🗉 Job Billing						
🗄 Work Order Billing						OK Cancel
Requisitions						
Purchase Order						

Pop-up window launched from Pay Run Group field on the Prepare Checks screen

A new pay run group code "AUTGRP01" is created with a meaningful system-generated description, which indicates under which original group code it was created. The new pay run group code will be available in the pop-up window launched from the Pay Run Group field on the Prepare Checks screen.

impany CMICTEST CMIC	h	Pay Run Grou	up NE	Selection Code				Move colu checkboxe disabled w records in Paid colum status of "Y	nn s are hen all Invoice n have a (".
Name	Invoice Number	Check #	Check Date	Amount	Card Number Token	Invoice Paid	Response	Error	Move
BP2222	IV203	90001276550	05-Feb-2020	589.36	222U72Y4X2	Y			
ARGON	IV205	90001276549	05-Feb-2020	5,822.00	222U72Y4Y4	Y			
BP7777	IV207	90001276553	05-Feb-2020	78,965.00	222U72Y4Y7	Y			
BP7777	IV207 Import Response File	90001276553 mport Reconciliat	05-Feb-2020	78,965.00	222U72Y4Y7 New Selection Co	de			L

The original parent group code NE is now ready to be posted. This procedure is the same as Step 6. As all the records have a status of "Y" in the Invoice Paid column, the checkboxes in the Move column are disabled and the [**Post Checks**] button is enabled.

PREPA	RE CHECKS							💾 Save 📓 🗢 👔	
SEND CHEC	KS TO COMDAT	A MiC	Pay Run Group A	UTGRP01	Selection Code				
View 🕶	Y 🖪 Freez	e 🖀 Detach					Card Number		
Status	Vendor	Name	Invoice Number	Check #	Check Date	Amount	Token	Invoice Paid	Response Erro
Valid	A1ROOF	A1ROOF	IV201	90001276548	05-Feb-2020	458,932.00	222U72Y4X6	N	
Valid	A1ROOF	A1ROOF	IV202	90001276548	05-Feb-2020	7,580.12	222U72Y4X6	N	
Valid	BP3333	BP3333	IV204	90001276552	05-Feb-2020	8,000.00	222U72Y4X9	N	
Valid	BP3333	BP3333	IV206	90001276551	05-Feb-2020	458.00	222U72Y4X9	N	
<									>
Close	Generate Req	uest File Import Response File	Import Reconciliation F	ile Post Che	to Net to Net	ew Selection Code			

Pop-up window launched from [Comdata] button on the Prepare Checks screen

Processing and posting the new pay run group code AUTGRP01 can now be completed. Importing and processing the reconciliation file is the same process as described in Step 7.

C789.V	C789.AC	00028.020620	20.15232568 - Notepa	d								- 🗆 ×
File Edit	Format	View Help	p									
V	/C789	CMIC1	04C7HR929D	A1ROOF	XXXXXXXXXXXXXXX5767	02062020	235959	02062020	112243	000009000000	D	583993613
V	/C789	CMIC1	04C7HR929D	A1ROOF	XXXXXXXXXXXXX5767	02062020	235959	02062020	112243	000009000000	D	583993613
V	/C789	CMIC1	04C7HR929D	A1ROOF	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	02062020	235959	02062020	112243	000009000000	D	583993613
V	/C789	CMIC1	04C7HR929D	A1ROOF	XXXXXXXXXXXXX5767	02062020	235959	02062020	112243	000009000000	D	583993613
V	/C789	CMIC1	04C7HR929D	A1ROOF	XXXXXXXXXXXXXXXX5767	02062020	235959	02062020	112243	000009000000	D	583993613
V	/C789	CMIC1	04C7HR929D	A1ROOF	XXXXXXXXXXXXX5767	02062020	235959	02062020	112243	000001651212	D	583993613
V	/C789	CMIC1	04C7HR929H	BP3333	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	02062020	235959	02062020	112243	000000845800	D	583993616

The screenshot above shows an example of the reconciliation file for group code AUTGR01 open in Notepad. Once the file is processed, pay run group code AUTGR01 can be posted. It will be a different batch than that of pay run group code NE.

## **Transferring Files Between CMiC and Comdata**



Example of FTP window used to transfer files from CMiC's local server to Comdata's remote server

File Transfer Protocol (FTP) is used for transferring files from CMiC's local server to Comdata's remote server. Users log in to the FTP server using credentials provided by Comdata.

Request files are placed in a folder allocated by Comdata to CMiC. Response and reconciliation files are retrieved from the same folder.

# **Frequently Asked Questions**

## FAQs

#### Can more than one reconciliation file be uploaded per check run?

No. Only one reconciliation file can be imported per check run. The reconciliation file contains all the checks in the CMiC check selection.

#### Can reconciliation files be combined into one file?

Comdata generates one reconciliation file for each CMiC check selection each day. The file contains the check information for the vendors that were paid.

#### Can a reconciliation file cover more than one check run?

There is a file generated for each CMiC check selection, so Comdata does not include other check selections.

#### Can one payment out of the group be voided?

To remove a check from the CMiC check selection, use the Unprepare Checks screen to unprepare the check (standard Treeview path: *Accounts Payable > Utilities > Unprepare Checks*). On the Select Payments screen (standard Treeview path: *Accounts Payable > Payment > Select Payments*), locate the payment selection code and remove the voucher to be voided from the selection code.

If the check that was removed from the CMiC check selection was included in the Comdata file, contact Comdata to have the check removed from the reconciliation file.

All other changes will be manual in both CMiC and Comdata.

#### How can the check run be posted if the card number token is never processed by the vendor?

Remove the check for the vendor who was not paid into a new CMiC check selection, then post the reconciled checks in CMiC.