

# Comdata Integration – Quick Guide (v10x)

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## Overview

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

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## 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.

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## Setup

### Set Up EFT File Format

| * File Code | File Description | Account Code | Customer Id. | Customer Code Word |
|-------------|------------------|--------------|--------------|--------------------|
| COMDATA_1   | Comdata File 1   | VC789        | 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 bank-specific 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.

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

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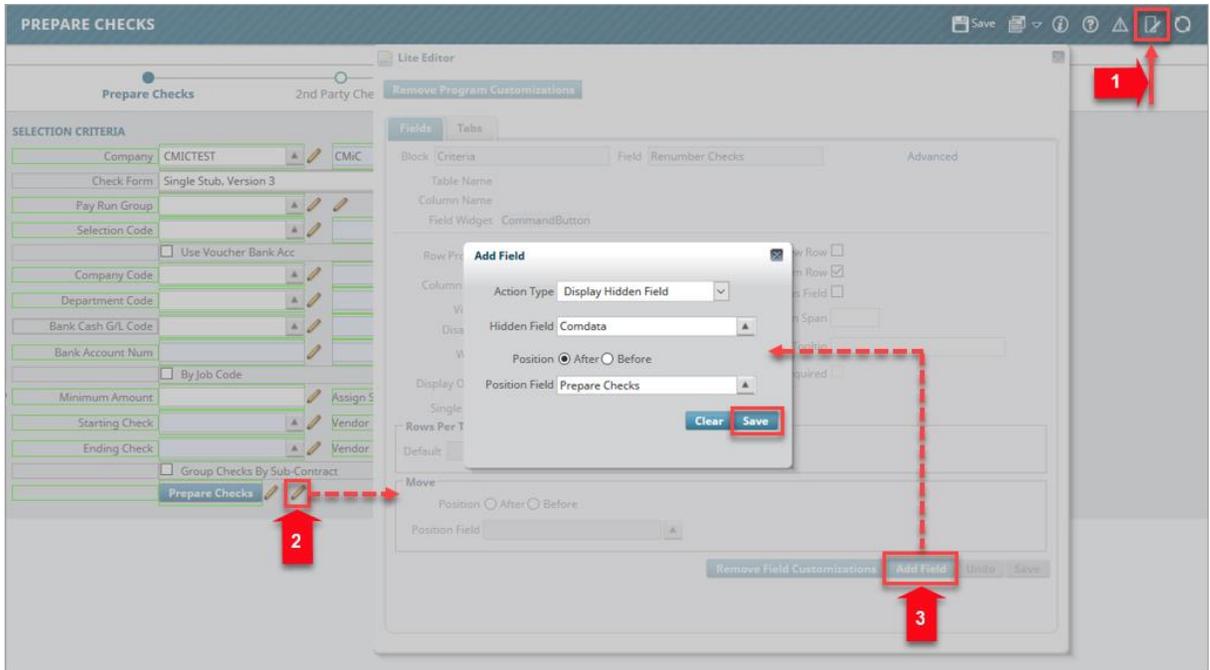
The Account Code, Customer Id, and Customer Code Word fields are used to enter Comdata-specific account details. Entering values other than those provided by Comdata will result in an error.

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

The screenshot shows the 'PREPARE CHECKS' screen with a progress bar at the top indicating four steps: 'Prepare Checks', '2nd Party Check', 'Print Check', and 'Post Check Run'. The 'Prepare Checks' step is currently active. Below the progress bar is the 'SELECTION CRITERIA' section, which contains various input fields and checkboxes. At the bottom of this section, there are two buttons: 'Prepare Checks' and 'Comdata'. The 'Comdata' button is highlighted with a red rectangular box, and a red arrow points to it from the right.

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

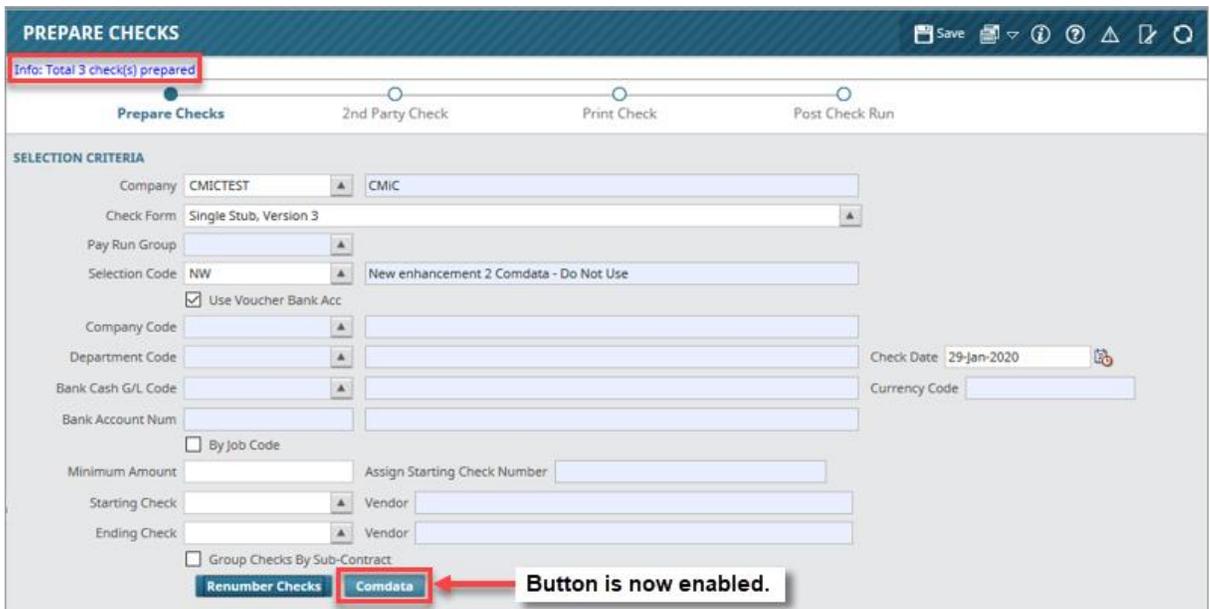
The [Comdata] button is located on the Prepare Checks screen in the Accounts Payable module and by default it is hidden. This button is made visible using Lite Editor.



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.



# Preparing Checks for a Selection Code

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

**SELECT PAYMENTS**

Select Payments Create Payrun Groups

**SELECTION CRITERIA**

\* Company: CMICTEST CMIC Hold Vendor Adjust Voucher Status Change Compliance Status

**PAYMENT**

\* Selection: NW New enhancement 2 Comdata - Do Not Use

Currency: USD US Dollar

User: **EFT Payments** Non EFT Payments Non EFT and Non EFT Payments Third Party Payment Mode

Cut Off Date: 29-Jan-2020 Select Only SC Vouchers

Check Date: 29-Jan-2020 Select Only AP Vouchers

Next Pay Date: 30-Jan-2020 Select AP Back Charges Vouchers

Invoice Series: Select Material Only Vouchers

Bank Account: Past Due Invoices Current Invoices Discount Invoices Force Discounts

Vendor Job Vendor Class Vendor Preferences Job Department Select Invoices

**SELECTED INVOICES**

Add Invoices

| Sel                                 | Vendor | Vendor Name | Address | Address Name | Voucher   | Invoice Number | Invoice Date | Due Date    | Discount Date | Outstanding Amt | Discount Taken | Payment Amount |
|-------------------------------------|--------|-------------|---------|--------------|-----------|----------------|--------------|-------------|---------------|-----------------|----------------|----------------|
| <input checked="" type="checkbox"/> | A1ROOF | A1ROOF      |         |              | 191454099 | IV101          | 29-Jan-2020  | 28-Feb-2020 | 29-Jan-2020   | 2000.00         | 0.00           | 2000.00        |
| <input checked="" type="checkbox"/> | A1ROOF | A1ROOF      |         |              | 191454101 | IV102          | 29-Jan-2020  | 28-Feb-2020 | 29-Jan-2020   | 12500.00        | 0.00           | 12500.00       |
| <input checked="" type="checkbox"/> | ARROW  | ARROW       |         |              | 191454103 | IV103          | 29-Jan-2020  | 28-Feb-2020 | 29-Jan-2020   | 5000.00         | 0.00           | 5000.00        |
| <input checked="" type="checkbox"/> | BP2222 | BP2222      |         |              | 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 | New York

Country: US | Zip/Postal Code: 20198

Attention:

Phone: 1112223333 | Fax:

E-mail: cmicoqats@cmic.ca

Web Site:

\* Status: Terms

Class:

Terms: NET30 | 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 CMICEST CMIC

**DETAILS**

Vendors Purchases **Accounting** Business Partner Address

\* Currency USD US Dollar

Invoice Series

Distribution Type General Distribution Multi Comp. Vouchers - Single Check

Retainage % Discrete Check Prenote File

Voucher Status Def. Normal Allow Transactions

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 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        |    |               |      | Exemption License#           |
| Tax2 Code        |    |               |      | Exemption License#           |
| Tax3 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).

## Step 2: Generate Comdata Payment/Request File

**PREPARE CHECKS**

Prepare Checks    2nd Party Check    Print Check    Post Check Run

**SELECTION CRITERIA**

Company: CMICTEST    CMIC

Check Form: Single Stub, Version 3

Pay Run Group: [Dropdown]

Selection Code: NW    New enhancement 2 Comdata - Do Not Use

Use Voucher Bank Acc

Company Code: [Dropdown]    Department Code: [Dropdown]    Check Date: 29-Jan-2020

Bank Cash G/L Code: [Dropdown]    Currency Code: [Dropdown]

Bank Account Num: [Dropdown]

By Job Code

Minimum Amount: [Text]    Assign Starting Check Number: [Text]

Starting Check: [Dropdown]    Vendor: [Text]

Ending Check: [Dropdown]    Vendor: [Text]

Group Checks By Sub-Contract

**Prepare Checks**    Comdata

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**    Save    [Icons]

Info: Total 3 check(s) prepared

Prepare Checks    2nd Party Check    Print Check    Post Check Run

**SELECTION CRITERIA**

Company: CMICTEST    CMIC

Check Form: Single Stub, Version 3

Pay Run Group: [Dropdown]

Selection Code: NW    New enhancement 2 Comdata - Do Not Use

Use Voucher Bank Acc

Company Code: [Dropdown]    Department Code: [Dropdown]    Check Date: 29-Jan-2020

Bank Cash G/L Code: [Dropdown]    Currency Code: [Dropdown]

Bank Account Num: [Dropdown]

By Job Code

Minimum Amount: [Text]    Assign Starting Check Number: [Text]

Starting Check: [Dropdown]    Vendor: [Text]

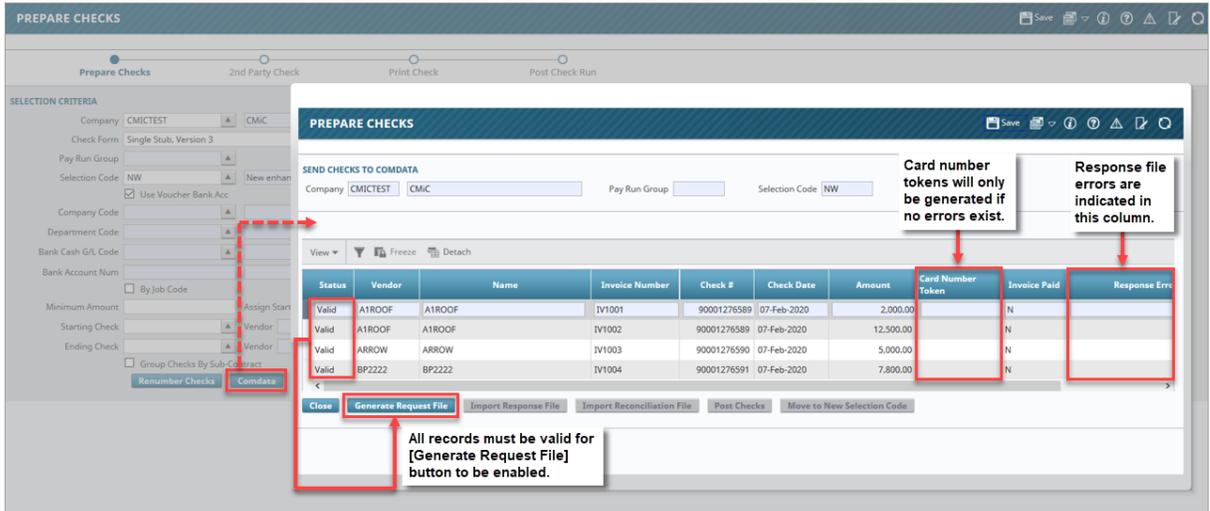
Ending Check: [Dropdown]    Vendor: [Text]

Group Checks By Sub-Contract

**Renumber Checks**    **Comdata**    Button is now enabled.

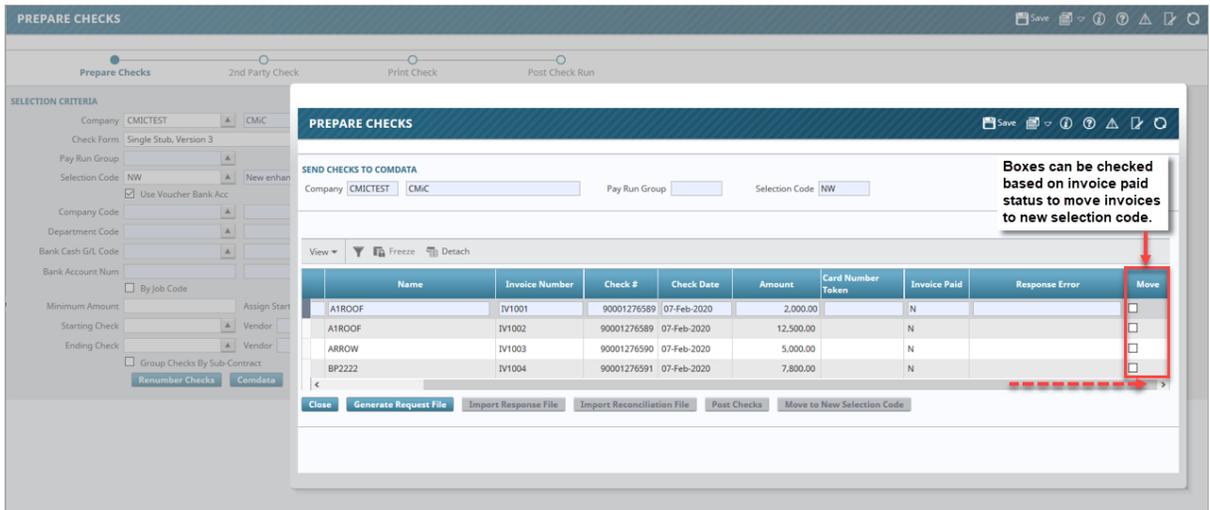
The [**Prepare Checks**] button changes to [**Renumber Checks**]. A message appears at the top of the screen to indicate the total number of checks prepared and the [**Comdata**] button becomes enabled.

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



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

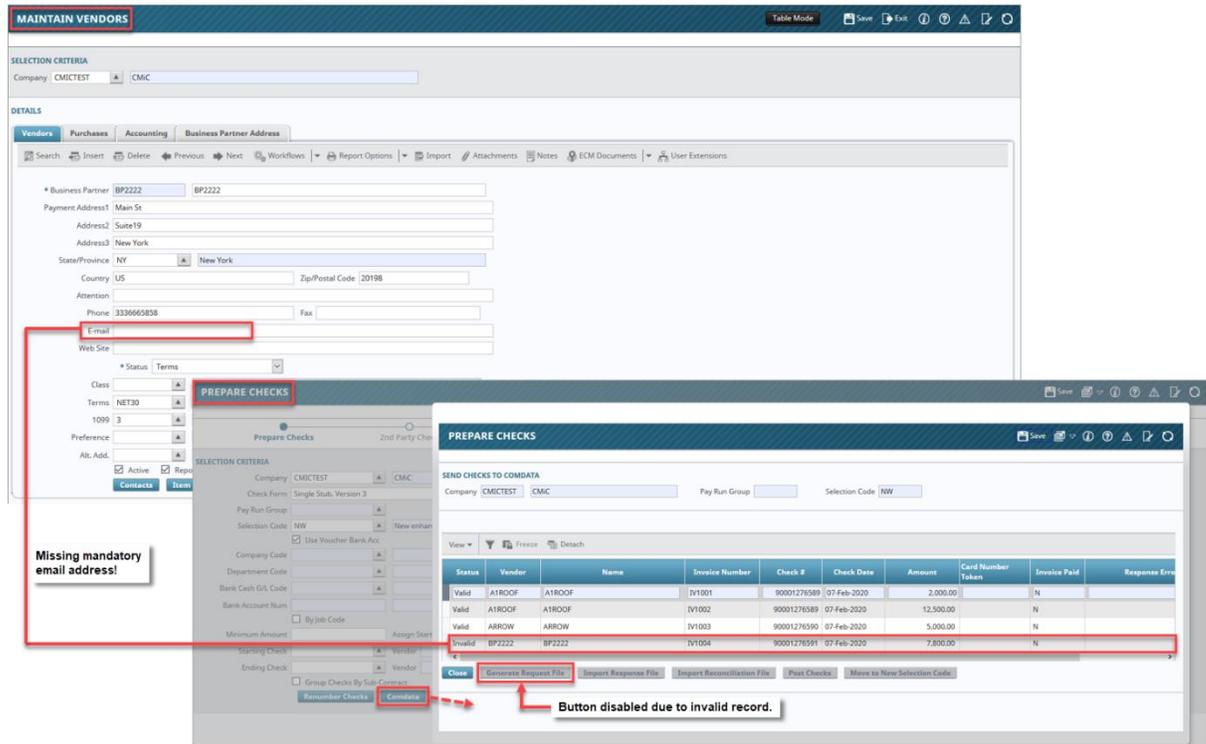
Scroll the pop-up window's scrollbar to the right to display the Move column, as shown in the screenshot below.



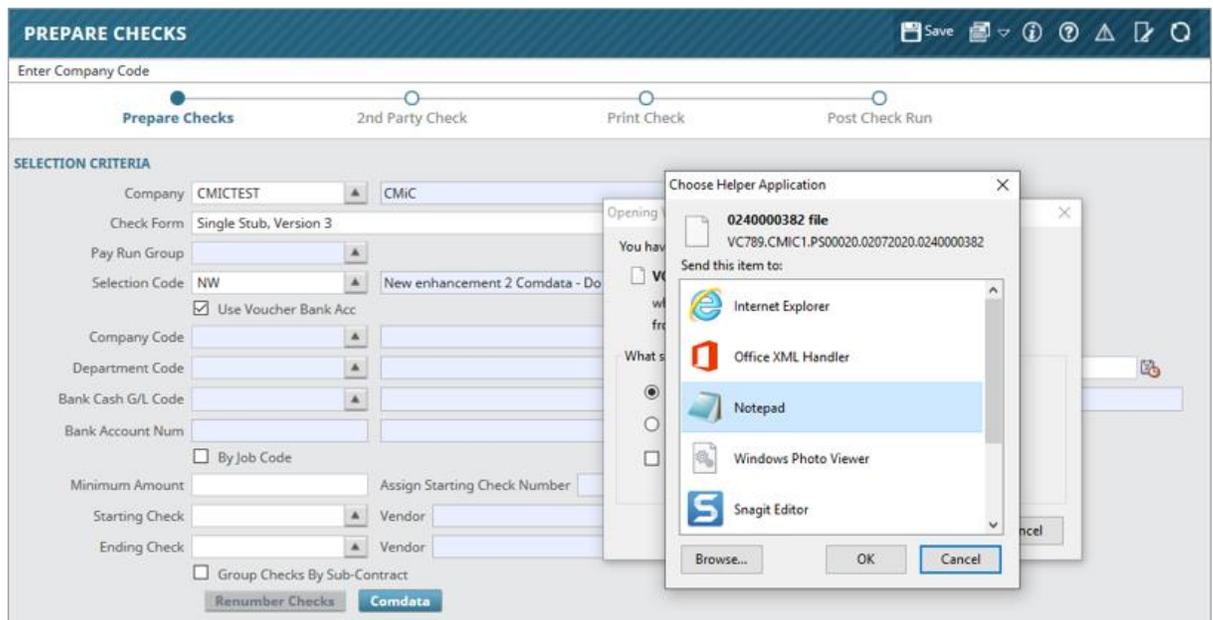
Pop-up window launched from [Comdata] button on Prepare Checks screen with horizontal scrollbar scrolled right to reveal hidden columns

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.



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. 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.

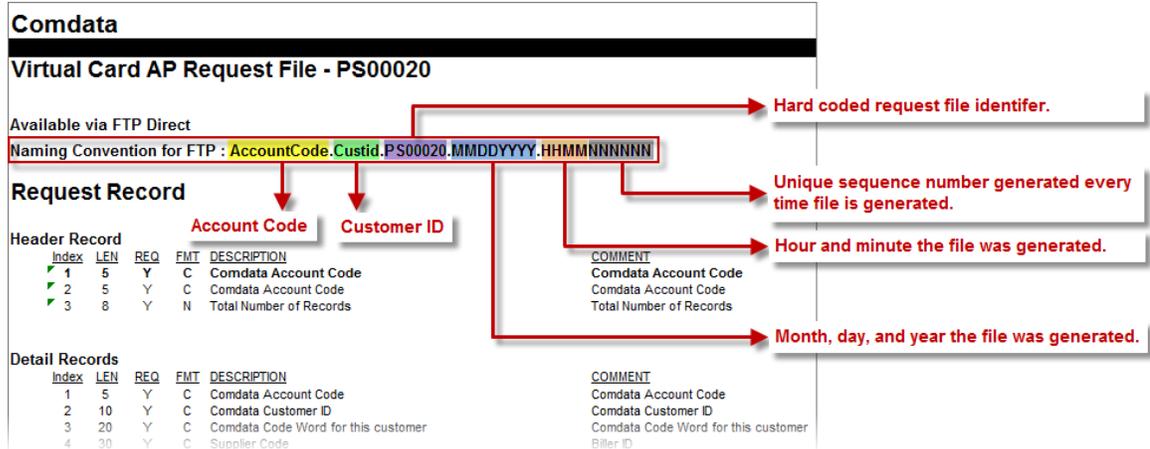
```

VC789.CMIC1.PS00020.01292020.0406000221 - Notepad
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 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

The screenshot shows the 'PREPARE CHECKS' screen. At the top, there is a breadcrumb trail: 'Prepare Checks' (active), '2nd Party Check', 'Print Check', and 'Post Check Run'. Below this is the 'SELECTION CRITERIA' section with various input fields. At the bottom of this section, there are two buttons: 'Renumber Checks' and 'Comdata'. The 'Renumber Checks' button is highlighted with a red rectangular box.

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

The screenshot shows the 'PRINT CHECK' screen. At the top, there is a breadcrumb trail: 'Prepare Checks', '2nd Party Check', 'Print Check' (active), and 'Post Check Run'. Below this is the 'SELECTION CRITERIA' section with various input fields. At the bottom of this section, there is a 'Print Checks' button highlighted with a red rectangular box.

- **[Post]** button on the Post Check Run screen

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.

*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.

The screenshot shows the 'PREPARE CHECKS' screen. At the top, there are fields for 'Company' (CMICTEST), 'CMIC', 'Pay Run Group', and 'Selection Code' (NW). Below this is a table with columns: Status, Vendor, Name, Invoice Number, Check #, Check Date, Amount, Card Number Token, Invoice Paid, and Response Error. The table contains four rows of data. Below the table, there are several buttons: 'Close', 'Generate Request File', 'Import Response File', 'Import Reconciliation File', 'Post Checks', and 'Move to New Selection Code'. A red box highlights the 'Import Response File' button, and a red arrow points to it with the text 'Click to import card number tokens.'

| Status | Vendor | Name   | Invoice Number | Check #     | Check Date  | Amount    | Card Number Token | Invoice Paid | Response Error |
|--------|--------|--------|----------------|-------------|-------------|-----------|-------------------|--------------|----------------|
| Valid  | A1ROOF | A1ROOF | IV101          | 90001234149 | 29-Jan-2020 | 2,000.00  |                   | N            |                |
| Valid  | A1ROOF | A1ROOF | IV102          | 90001234149 | 29-Jan-2020 | 12,500.00 |                   | N            |                |
| Valid  | ARROW  | ARROW  | IV103          | 90001234150 | 29-Jan-2020 | 5,000.00  |                   | N            |                |
| Valid  | BP2222 | BP2222 | IV104          | 90001234151 | 29-Jan-2020 | 7,800.00  |                   | N            |                |

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

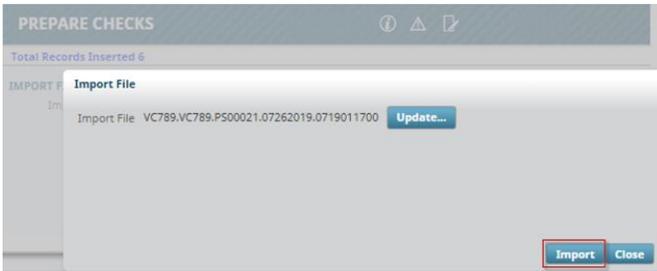
The screenshot shows the 'PREPARE CHECKS' screen with the 'IMPORT FILES' pop-up window. The window has a title bar 'PREPARE CHECKS' and a subtitle 'IMPORT FILES'. It contains the text 'Import File: Card Number' and two buttons: 'Import' and 'Process'. Below this is a 'Status' field and a 'Close' button.

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

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

The screenshot shows the 'PREPARE CHECKS' screen with the 'Import File' pop-up window. The window has a title bar 'PREPARE CHECKS' and a subtitle 'Import File'. It contains the text 'Import File: Choose File No file chosen' and two buttons: 'Import' and 'Close'. Below this is a 'Status' field and a 'Close' button.

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.

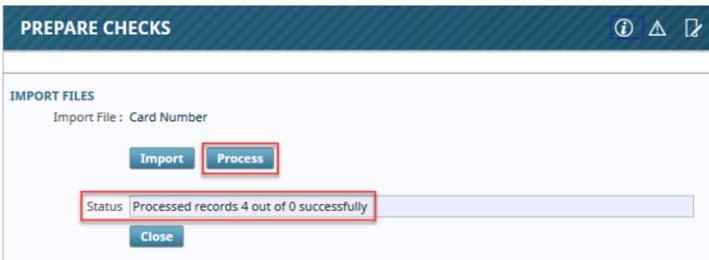


Example of response file containing Comdata check numbers in Notepad

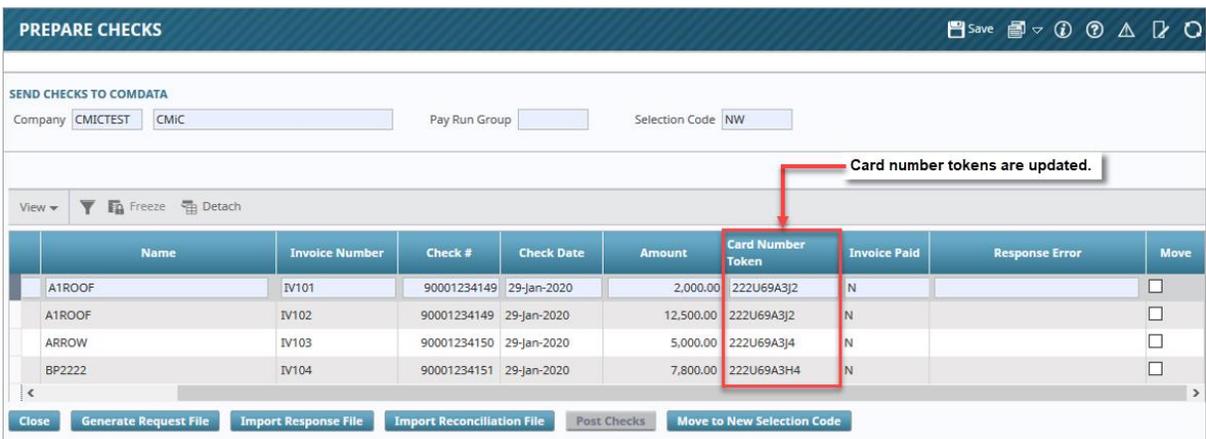
The response file containing the card number tokens is a tab delimited text file, which follows the response file naming convention PS00021:

ACCOUNTCODE.ACCOUNTCODE.PS00021.MMDDYYYY.HHMMNNNNNN

For example: VC789.VC789.PS00021.01292020.1510434791



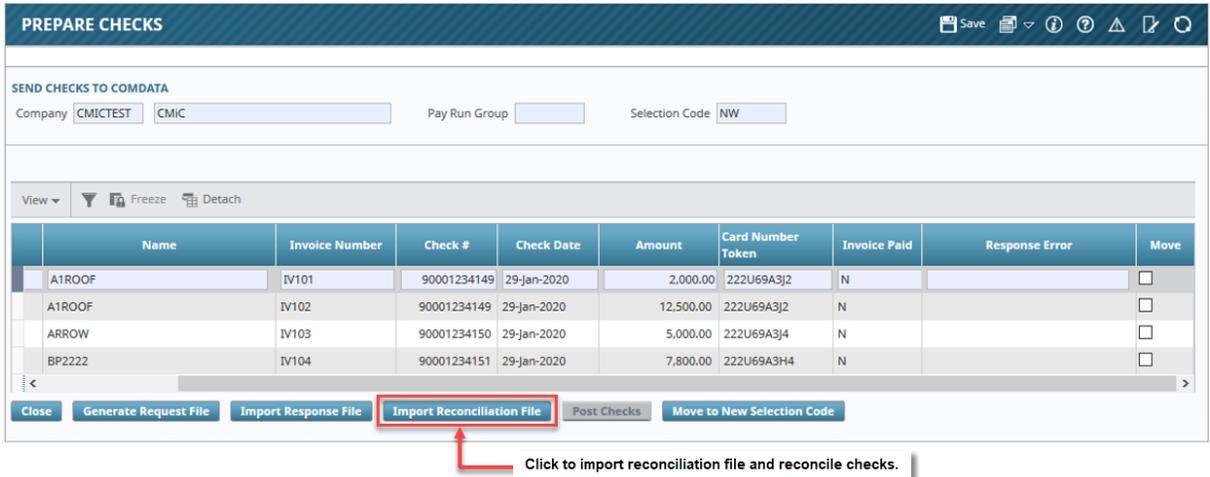
Click on the [**Process**] button to process the file.



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

## Step 4: Import and Process Reconciliation File

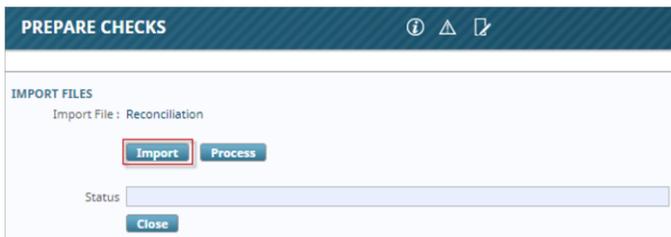
After the card number tokens have been processed, the next step is to import the reconciliation file from Comdata's FTP server and process it.



The screenshot shows the 'PREPARE CHECKS' interface. At the top, there are fields for 'Company' (CMICTEST), 'CMIC', 'Pay Run Group', and 'Selection Code' (NW). Below this is a table with columns: Name, Invoice Number, Check #, Check Date, Amount, Card Number Token, Invoice Paid, Response Error, and Move. The table contains four rows of check data. At the bottom of the screen, there are several buttons: 'Close', 'Generate Request File', 'Import Response File', 'Import Reconciliation File' (highlighted with a red box), 'Post Checks', and 'Move to New Selection Code'. A red arrow points from the 'Import Reconciliation File' button to a callout box that says 'Click to import reconciliation file and reconcile checks.'

| 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            |                | <input type="checkbox"/> |
| A1ROOF | IV102          | 90001234149 | 29-Jan-2020 | 12,500.00 | 222U69A3j2        | N            |                | <input type="checkbox"/> |
| ARROW  | IV103          | 90001234150 | 29-Jan-2020 | 5,000.00  | 222U69A3j4        | N            |                | <input type="checkbox"/> |
| BP2222 | IV104          | 90001234151 | 29-Jan-2020 | 7,800.00  | 222U69A3H4        | N            |                | <input type="checkbox"/> |

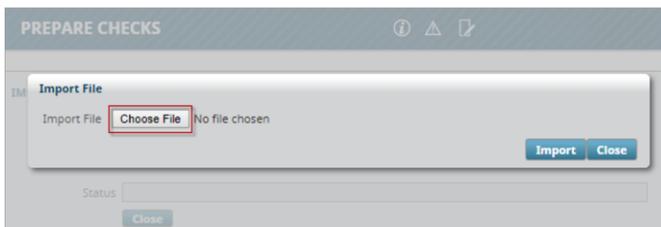
Click on the [**Import Reconciliation File**] button in the pop-up window launched from the [**Comdata**] button on the Prepare Checks screen to import the reconciliation file and reconcile the checks.



The screenshot shows the 'IMPORT FILES' pop-up window. It has a title bar 'PREPARE CHECKS' and a sub-header 'IMPORT FILES'. Below the sub-header, it says 'Import File : Reconciliation'. There are two buttons: 'Import' (highlighted with a red box) and 'Process'. Below these buttons is a 'Status' field and a 'Close' button.

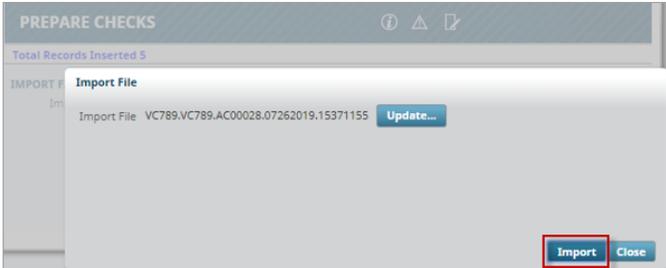
Pop-up window launched from [*Import Reconciliation File*] button

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



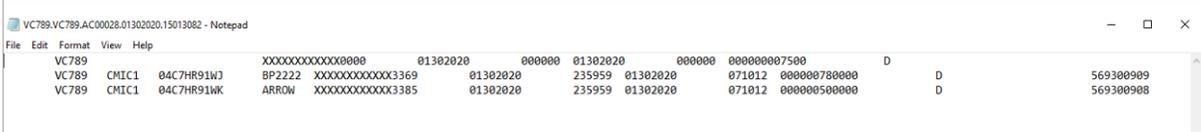
The screenshot shows the 'Import File' pop-up window. It has a title bar 'PREPARE CHECKS' and a sub-header 'Import File'. Below the sub-header, it says 'Import File : Choose File' and 'No file chosen'. There are two buttons: 'Choose File' (highlighted with a red box) and 'Import'. Below these buttons is a 'Status' field and a 'Close' button.

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.

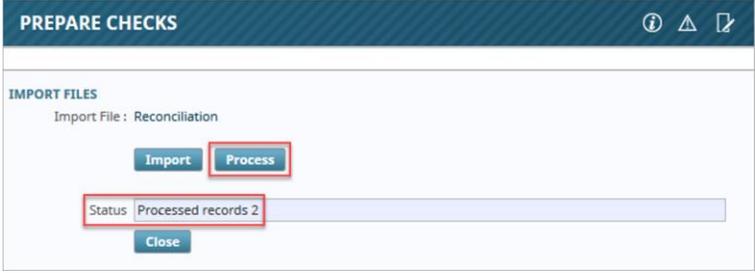


Example of reconciliation file in Notepad

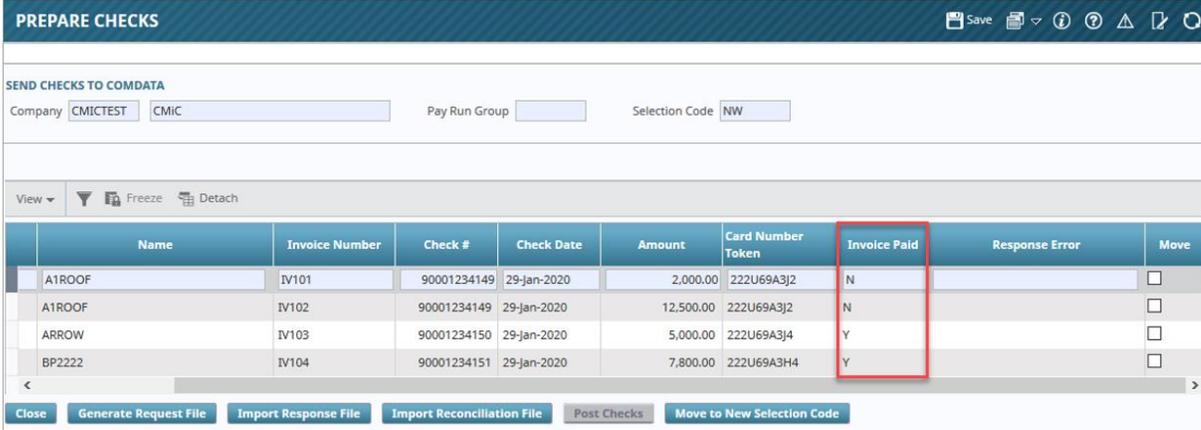
The reconciliation file is a tab delimited text file, which follows the reconciliation file naming convention AC00028:

ACCOUNTCODE.ACCOUNTCODE.AC00028.MMDDYYYY.HHMMNNNNNN

For example: VC789.VC789.AC00028.01302020.15013082



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



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

**PREPARE CHECKS** Save Print Help Refresh Close

SEND CHECKS TO COMDATA  
 Company   Pay Run Group  Selection Code

View Filter Freeze Detach

| 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            |                | <input type="checkbox"/> |
| A1ROOF | IV102          | 90001234149 | 29-Jan-2020 | 12,500.00 | 222U69A3J2        | N            |                | <input type="checkbox"/> |
| ARROW  | IV103          | 90001234150 | 29-Jan-2020 | 5,000.00  | 222U69A3J4        | Y            |                | <input type="checkbox"/> |
| BP2222 | IV104          | 90001234151 | 29-Jan-2020 | 7,800.00  | 222U69A3H4        | Y            |                | <input type="checkbox"/> |

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.

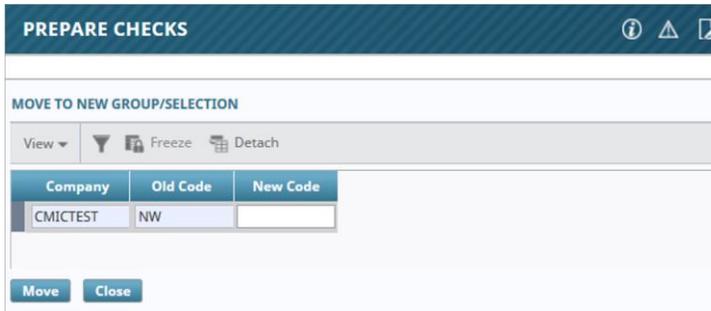
**PREPARE CHECKS** Save Print Help Refresh Close

SEND CHECKS TO COMDATA  
 Company   Pay Run Group  Selection Code

View Filter Freeze Detach

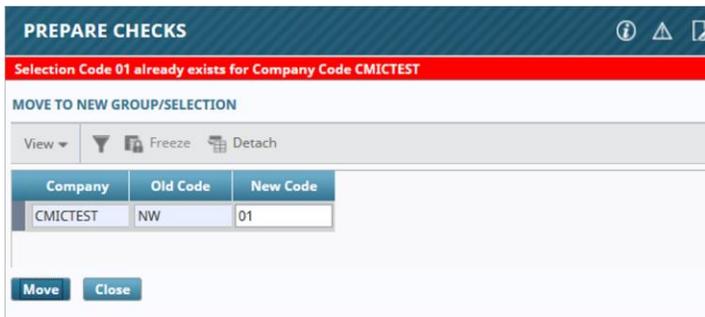
| Name   | Invoice Number | Check #     | Check Date  | Amount    | Card Number Token | Invoice Paid | Response Error | Move                                |
|--------|----------------|-------------|-------------|-----------|-------------------|--------------|----------------|-------------------------------------|
| A1ROOF | IV101          | 90001234149 | 29-Jan-2020 | 2,000.00  | 222U69A3J2        | N            |                | <input checked="" type="checkbox"/> |
| A1ROOF | IV102          | 90001234149 | 29-Jan-2020 | 12,500.00 | 222U69A3J2        | N            |                | <input checked="" type="checkbox"/> |
| ARROW  | IV103          | 90001234150 | 29-Jan-2020 | 5,000.00  | 222U69A3J4        | Y            |                | <input type="checkbox"/>            |
| BP2222 | IV104          | 90001234151 | 29-Jan-2020 | 7,800.00  | 222U69A3H4        | Y            |                | <input type="checkbox"/>            |

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.

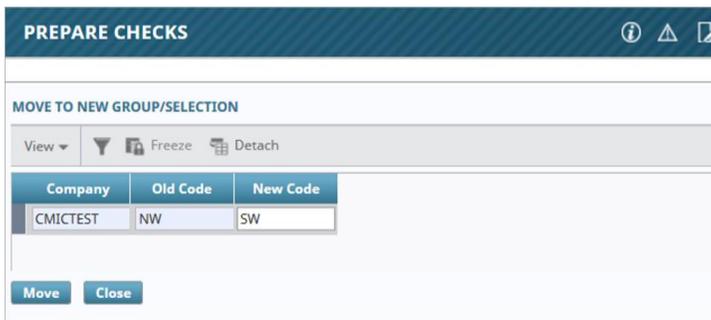


Pop-up window launched from [Move to New Selection Code] button for selection codes

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.



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



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.

**Payment Selection List**

Search Advanced

Match  All  Any

Code

Description

Search Reset

| Code | Description             |
|------|-------------------------|
| 01   | AP Payment Selection 01 |
| 6    | TEST                    |
| SW   | Moved from code NW      |

OK Cancel

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.

**PREPARE CHECKS** Save Print Help ? [Warning] [Refresh]

SEND CHECKS TO COMDATA

Company   Pay Run Group  Selection Code

View   Freeze  Detach

| Name   | Invoice Number | Check #     | Check Date  | Amount   | Card Number Token | Invoice Paid | Response Error | Move                     |
|--------|----------------|-------------|-------------|----------|-------------------|--------------|----------------|--------------------------|
| ARROW  | IV103          | 90001234150 | 29-Jan-2020 | 5,000.00 | 222U69A3J4        | Y            |                | <input type="checkbox"/> |
| BP2222 | IV104          | 90001234151 | 29-Jan-2020 | 7,800.00 | 222U69A3H4        | Y            |                | <input type="checkbox"/> |

Close Generate Request File Import Response File Import Reconciliation File Post Checks Move to New Selection Code

Move column checkboxes are disabled when all records in Invoice Paid column have a status of "Y".

[Post Checks] button is enabled as all records in Invoice Paid column have a status of "Y".

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**

**POST CHECK**

Posting Date: 31-Jan-2020

Batch: [Empty]

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 Checks 2nd Party Check Print Check Post Check Run

**SELECTION CRITERIA**

Company: CMICTEST CMIC

Check Form: Single Stub, Version 3

Pay Run Group: [Empty]

Selection Code: 5W Moved from code NW

Use Voucher Bank Acc

Company Code: [Empty]

Department Code: [Empty] Check Date: 03-Feb-2020

Bank Cash G/L Code: [Empty] Currency Code: [Empty]

Bank Account Num: [Empty]

By Job Code

Minimum Amount: [Empty] Assign Starting Check Number: [Empty]

Starting Check: [Empty] Vendor: [Empty]

Ending Check: [Empty] Vendor: [Empty]

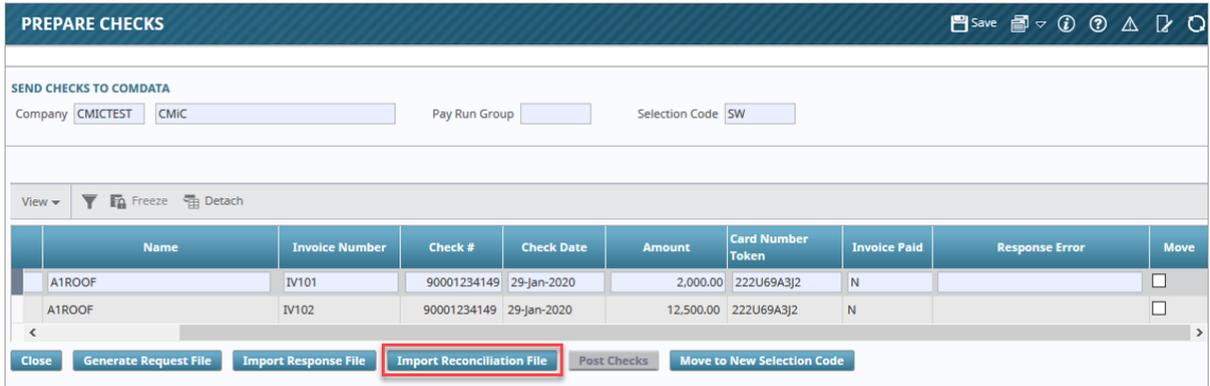
Group Checks By Sub-Contract

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.

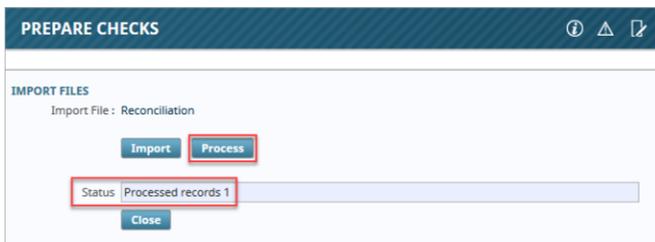


Pop-up window launched from **[Comdata]** button on the Prepare Checks screen

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.



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.



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

**PREPARE CHECKS** Save Print Info Warning Refresh

**SEND CHECKS TO COMDATA**

Company   Pay Run Group  Selection Code

View Filter Freeze Detach

| Name   | Invoice Number | Check #     | Check Date  | Amount    | Card Number Token | Invoice Paid | Response Error | Move                     |
|--------|----------------|-------------|-------------|-----------|-------------------|--------------|----------------|--------------------------|
| A1ROOF | IV101          | 90001276540 | 03-Feb-2020 | 2,000.00  | 222U72T3R4        | Y            |                | <input type="checkbox"/> |
| A1ROOF | IV102          | 90001276540 | 03-Feb-2020 | 12,500.00 | 222U72T3R4        | Y            |                | <input type="checkbox"/> |

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** Info Warning Refresh

**POST CHECK**

Posting Date  Calendar

Batch

Print Reports Immediately

*Pop-up window launched from [Post Checks] button*

**PREPARE CHECKS** Info Warning Refresh

**POST CHECK**

Posting Date  Calendar

Batch

Batch successfully posted

Print Reports Immediately

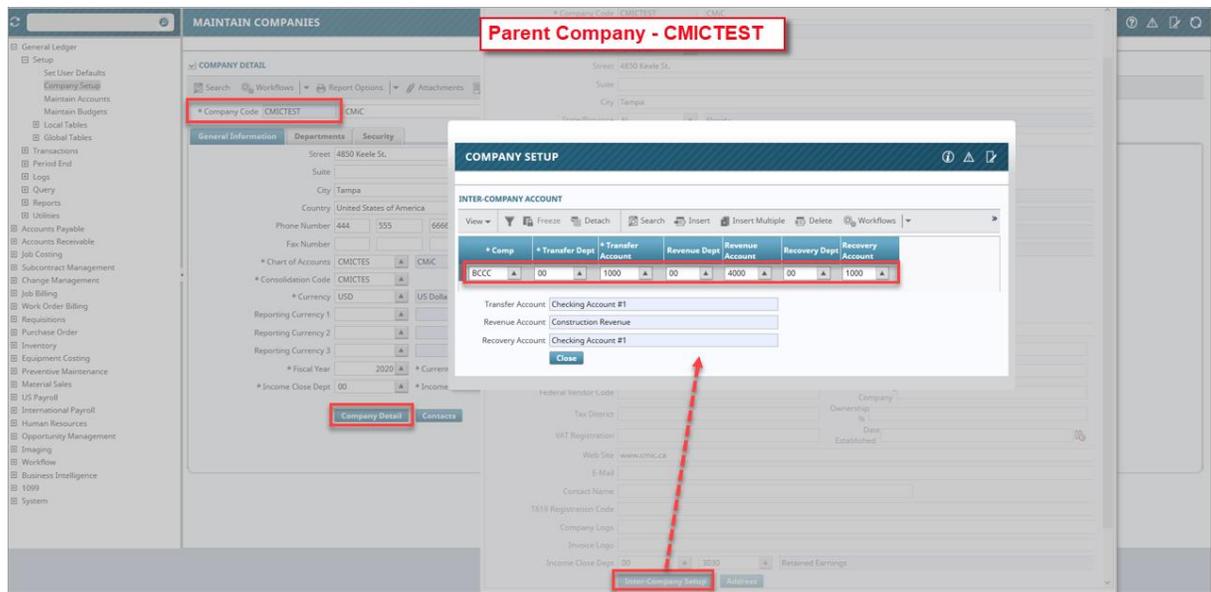
# Preparing Checks for a Pay Run Group

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.

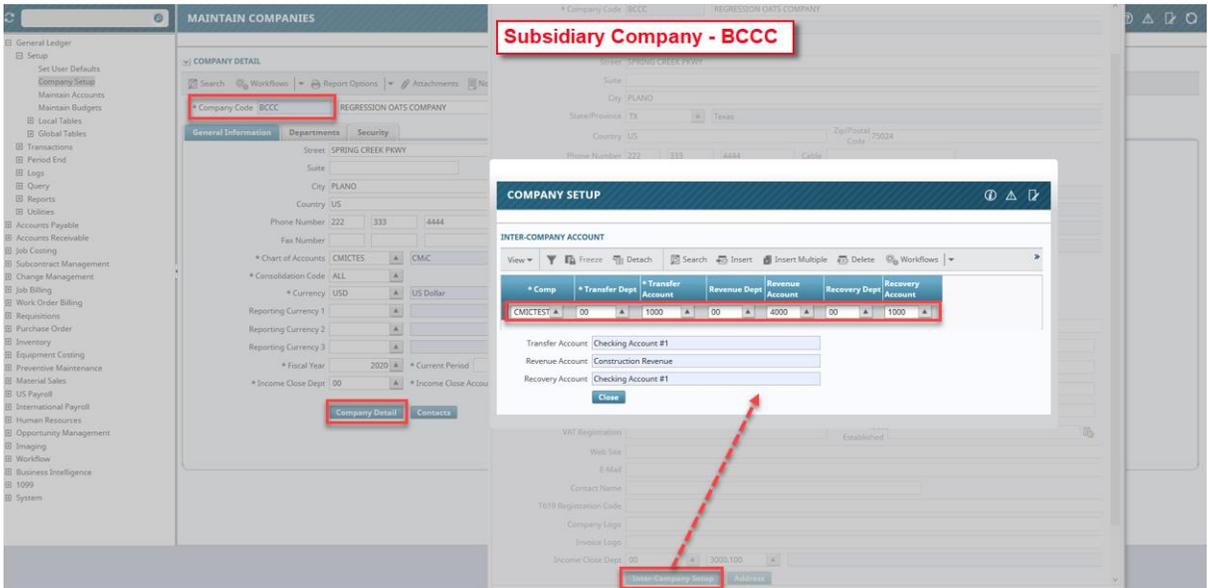
## Step 1: Select Payments and Create Pay Run Group

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, inter-company 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.



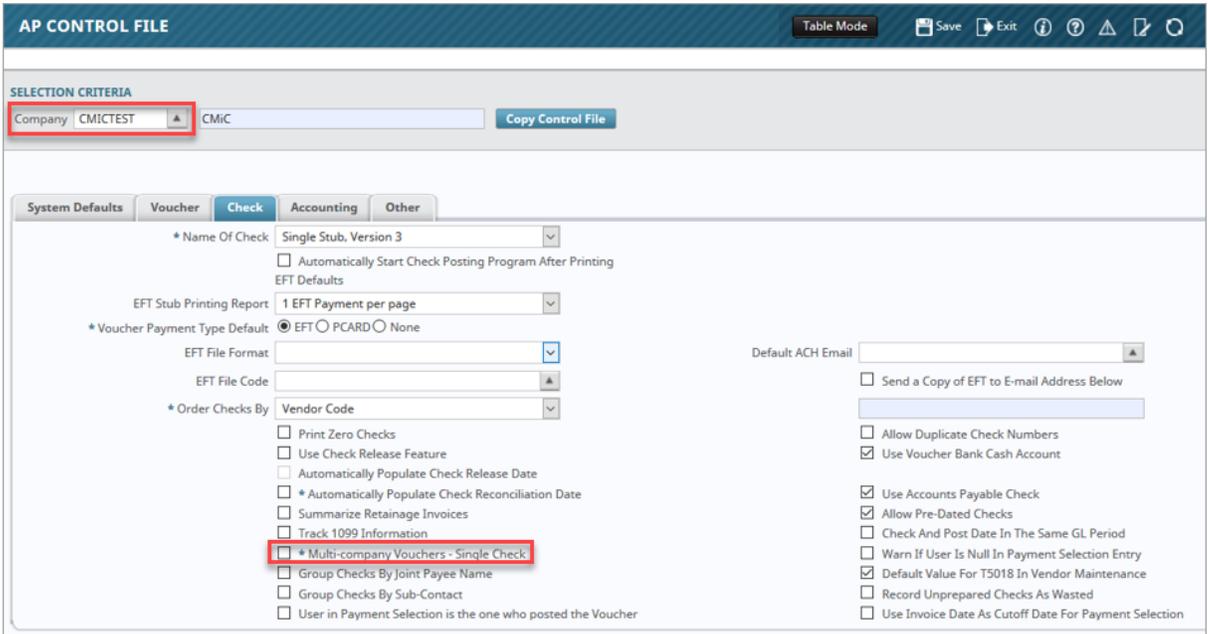
Pop-up window launched from [Inter-Company Setup] button on the Maintain Companies screen; standard Treview path: General Ledger > Setup > Company Setup



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

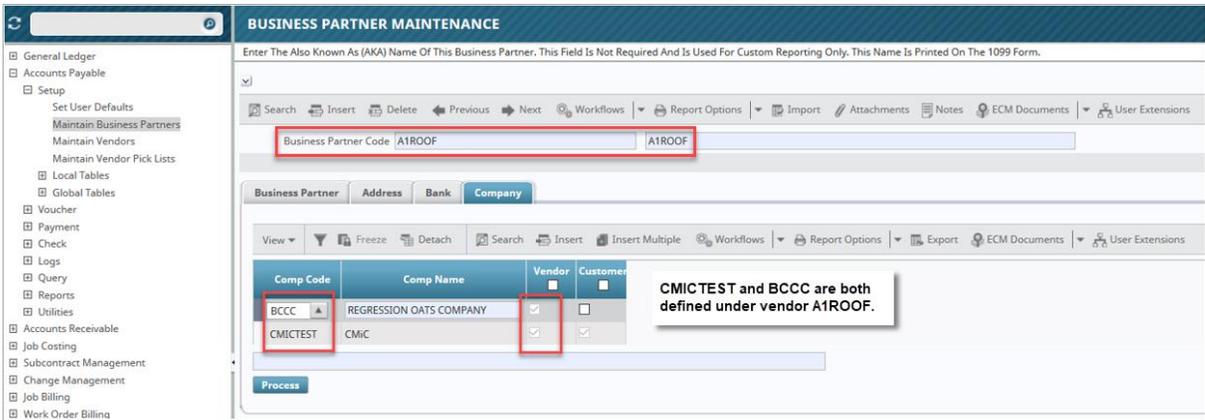
**NOTE:** All the companies under the pay run group must use the same chart of accounts.

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.



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.

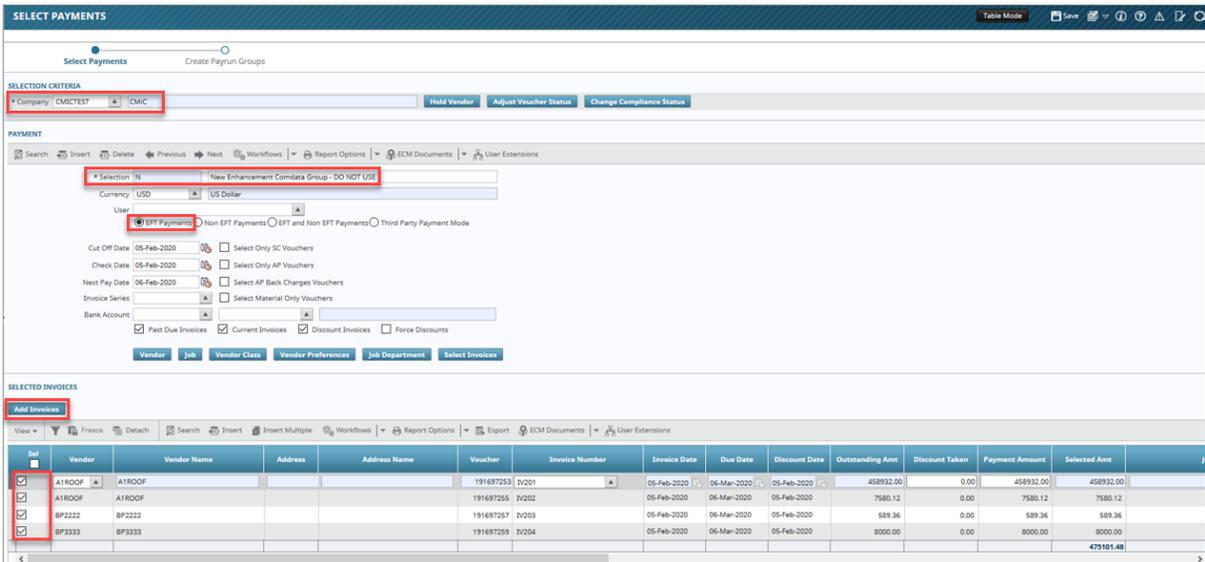


Pgm: BPBPFM – Business Partner Maintenance; standard Treeview path: Accounts Payable > Setup > Maintain Business Partners – Company tab

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.



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**

Select Payments | Create Payrun Groups

**SELECTION CRITERIA**

\* Company: BCCC | REGRESSION OATS COMPANY | Hold Vendor | Adjust Voucher Status | Change Compliance Status

**PAYMENT**

\* Selection: E | New Enhancement Comdata Group - DO NOT USE

Currency: USD | US Dollar

User:  EFT Payments |  Non EFT Payments |  EFT and Non EFT Payments |  Third Party Payment Mode

Cut Off Date: 05-Feb-2020 |  Select Only SC Vouchers

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 |  Current Invoices |  Discount Invoices |  Force Discounts

**SELECTED INVOICES**

| Vendor | Vendor Name | Address | Address Name | Voucher   | Invoice Number | Invoice Date | Due Date    | Discount Date | Outstanding Amt | Discount Taken | Payment Amount  | Selected Amt |
|--------|-------------|---------|--------------|-----------|----------------|--------------|-------------|---------------|-----------------|----------------|-----------------|--------------|
| ARGON  | ARGON       |         |              | 191697265 | I205           | 05-Feb-2020  | 06-Mar-2020 | 05-Feb-2020   | 5822.00         | 0.00           | 5822.00         | 5822.00      |
| BP3333 | BP3333      |         |              | 191697267 | I206           | 05-Feb-2020  | 06-Mar-2020 | 05-Feb-2020   | 458.00          | 0.00           | 458.00          | 458.00       |
| BP7777 | BP7777      |         |              | 191697269 | I207           | 05-Feb-2020  | 06-Mar-2020 | 05-Feb-2020   | 78965.00        | 0.00           | 78965.00        | 78965.00     |
|        |             |         |              |           |                |              |             |               |                 |                | <b>85243.00</b> |              |

Pgm: PAYSSEL – 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**

Select Payments | Create Payrun Groups

**SELECTION CRITERIA**

CMICTEST | CMIC

**PAY GROUP**

GL Department: 00

GL Account: 1000 | Checking Account #1 | Currency: USD

Bank: Bank Name

\* Group Code: NE | Comdata Group New

Check Date: 05-Feb-2020

Payment Mode:  EFT Payments |  Non EFT Payments |  EFT and Non EFT Payments |  Third Party Payment Mode

**PAY SELECTIONS**

| * 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”.

## Step 2: Generate Comdata Payment/Request File

**PREPARE CHECKS**

Checked: Use Voucher Bank Cash Account For Check

Prepare Checks    2nd Party Check    Print Check    Post Check Run

**SELECTION CRITERIA**

Company: CMICTEST    CMiC

Check Form: Single Stub, Version 3

Pay Run Group: NE

Selection Code: [Empty]

Use Voucher Bank Acc    **Leave this box unchecked.**

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: [Empty]    Assign Starting Check Number: 302

Starting Check: [Empty]    Vendor: [Empty]

Ending Check: [Empty]    Vendor: [Empty]

Group Checks By Sub-Contract

**Prepare Checks**    Comdata

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**    Save    [Icons]

**Info: Total 6 check(s) prepared**

Prepare Checks    2nd Party Check    Print Check    Post Check Run

**SELECTION CRITERIA**

Company: CMICTEST    CMiC

Check Form: Single Stub, Version 3

Pay Run Group: NE

Selection Code: [Empty]

Use Voucher 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: [Empty]    Assign Starting Check Number: 302

Starting Check: [Empty]    Vendor: [Empty]

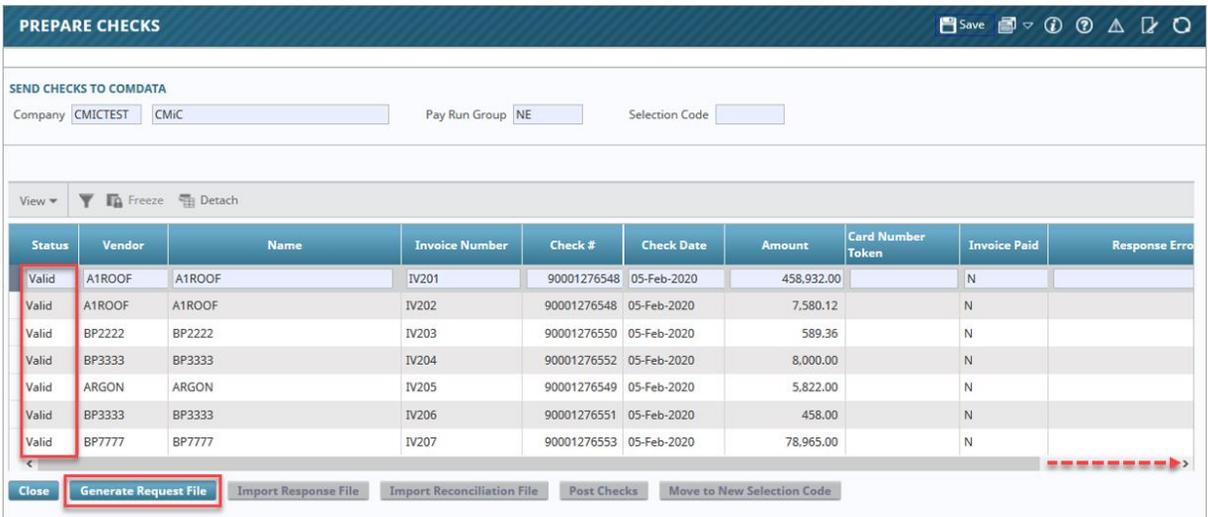
Ending Check: [Empty]    Vendor: [Empty]

Group Checks By Sub-Contract

**Renumber Checks**    **Comdata**    **Button is now enabled.**

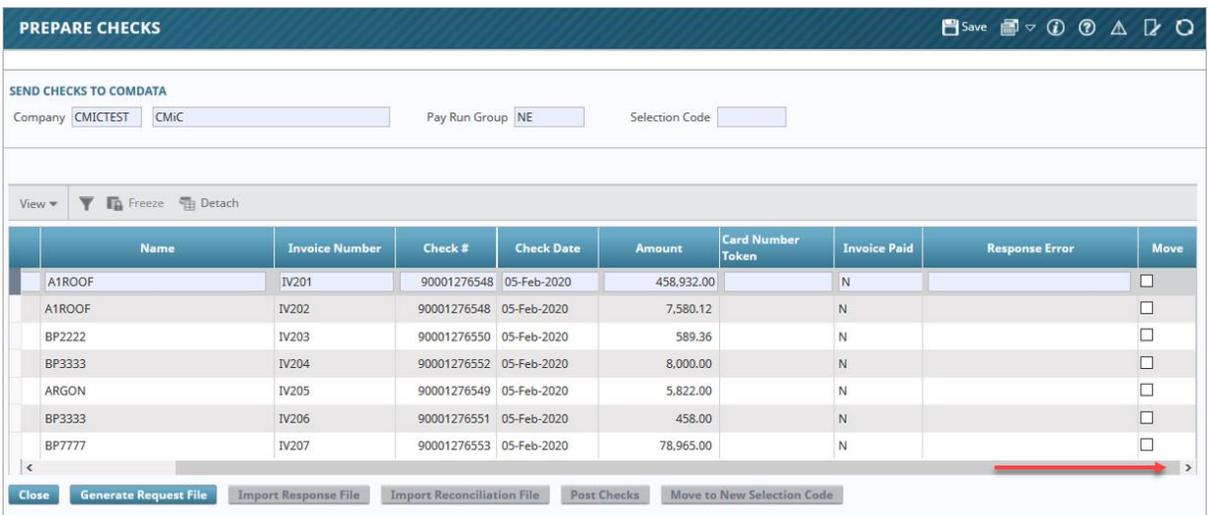
The **[Prepare Checks]** button changes to **[Renumber Checks]**. A message appears at the top of the screen to indicate the total number of checks prepared and the **[Comdata]** button becomes enabled.

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



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.



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.

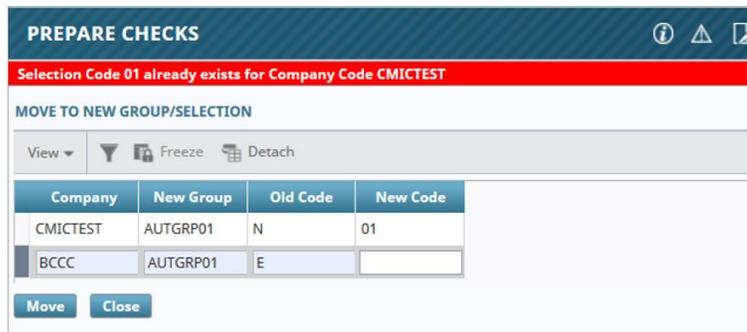


Pop-up window launched from *[Move to New Selection Code]* button for pay run groups

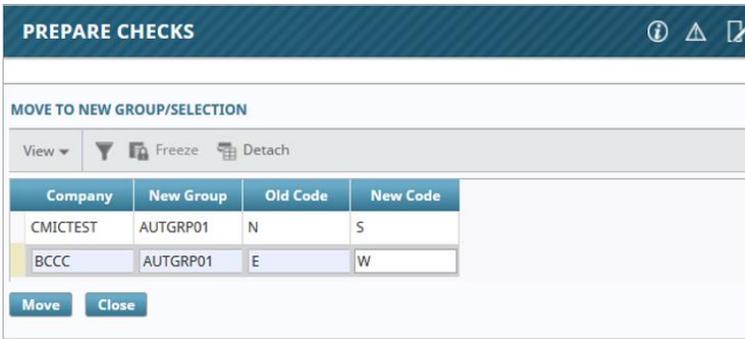
The screenshot above shows records from the pay run group NE being moved to a new group, AUTGRP01.

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”.

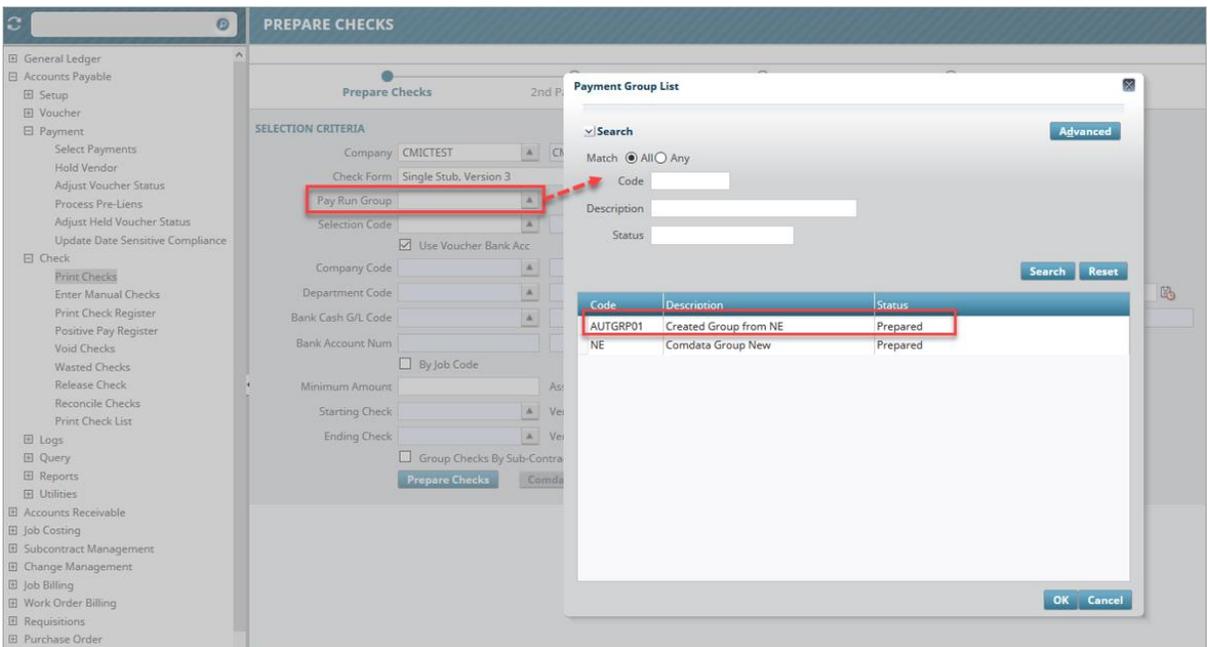
Since one group code may consist of multiple selection codes, if records are selected from two different selection codes, the pop-up window will list two records so two new selection codes can be entered.



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

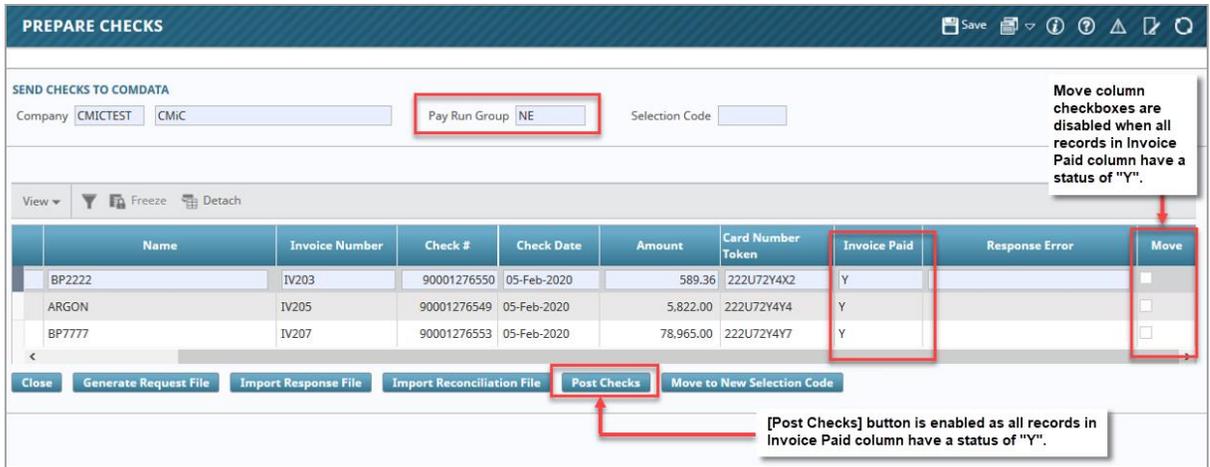


A new selection code can be defined for each company, as shown in the screenshot above.

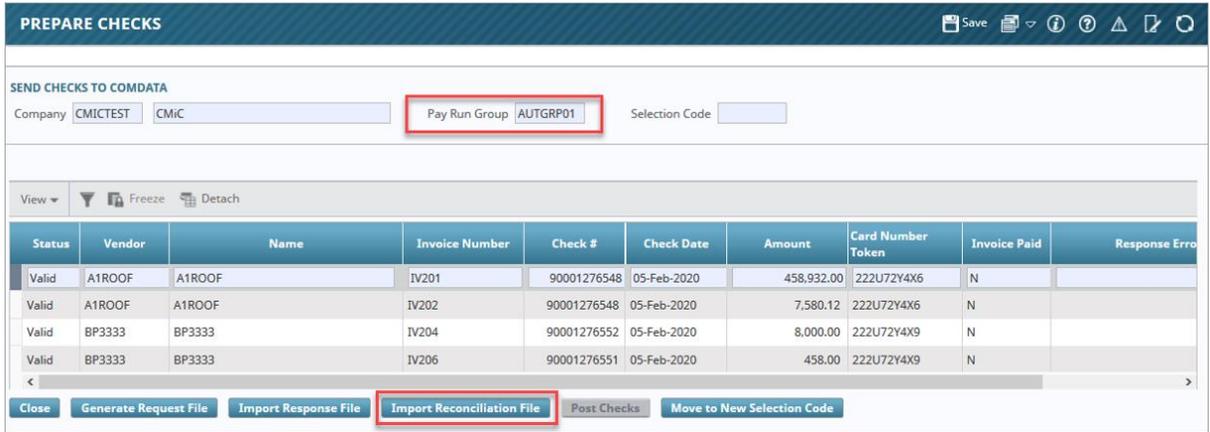


*Pop-up window launched from Pay Run Group field on the Prepare Checks screen*

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.

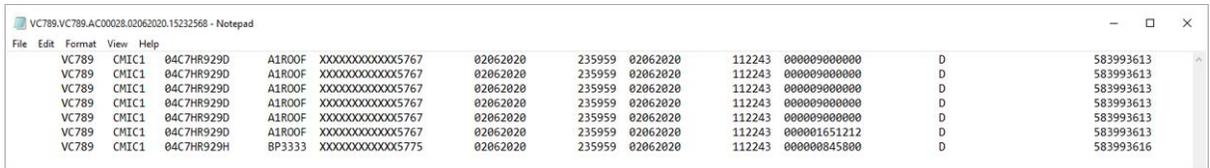


The original parent group code NE is now ready to be posted. This procedure is the same as Step 6. As all the records have a status of "Y" in the Invoice Paid column, the checkboxes in the Move column are disabled and the [Post Checks] button is enabled.



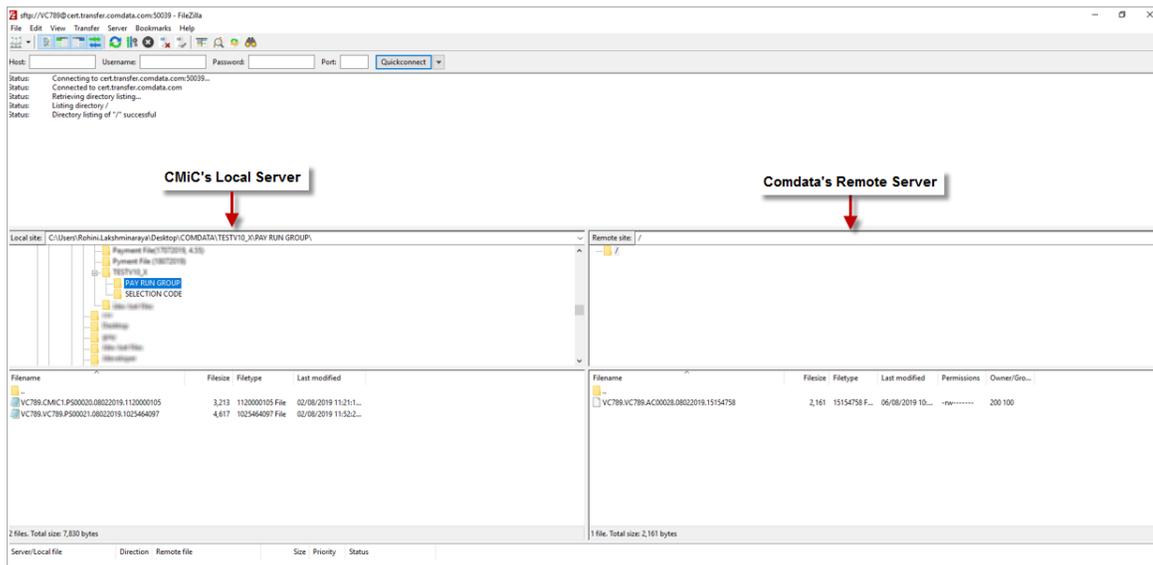
Pop-up window launched from [Comdata] button on the Prepare Checks screen

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.



The screenshot above shows an example of the reconciliation file for group code AUTGRP01 open in Notepad. Once the file is processed, pay run group code AUTGRP01 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

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## 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.