

SedonaOffice®

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Comdata Integration

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PERENNIAL SOFTWARE

Comdata provides an electronic solution, using virtual credit cards, to pay invoices on vendors. Through the SedonaOffice integration you will be able to select the invoices you would like to pay and, with a single click of the mouse, upload these invoices for payment. You will then reconcile these payments and post the resulting transactions to SedonaOffice.

Virtual Card: an electronic representation of a credit card with a sixteen digit card number and expiration date. Vendors run the virtual card exactly like a standard credit card to pay invoices in their system. These are single use card numbers and cannot be reloaded or reused.

***Note:** Before configuring or using the Comdata integration in SedonaOffice, you must contact your Comdata representative to obtain account credentials and establish your Comdata approved vendor listing. Once you have these items, you can continue with configuring and using the integration. If you do not have a Comdata representative call Comdata at (800) 833-8640 for more information.*

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Configuration

Determining Which User Groups Need Access to Comdata Integration

Within the SedonaSetup application, under **Users**, select an employee that will use the Comdata integration.

The screenshot shows the 'Users' configuration window in SedonaSetup. The window title is 'Users' and it contains several fields for user information. The 'User Code' is 'ATestUser', 'First' is 'Test', and 'Last' is 'User'. Below these fields is a 'User Groups' section with a list of user groups and their descriptions. A red arrow points to the 'Accounting Clerk' group, which is checked. Other groups include Admin, Admin Assistant, Administration, Administrator, AP Query Only, Data Entry Job, and Dealers.

User Code	OP	ATestUser	User, Test	TestUser	N
User Code		ATestUser			
Password					
Confirm Password					
Description		TestUser			
Last Login		12:00:00 AM			
First		Test			
Middle Initial					
Last		User			
E-Mail					
User Groups					
User Group	Description				
<input checked="" type="checkbox"/> Accounting Clerk	Accounting Clerk				
<input type="checkbox"/> Admin	Admin				
<input type="checkbox"/> Admin Assistant	Admin Assistant				
<input type="checkbox"/> Administration	Administration				
<input type="checkbox"/> Administrator	Administrator				
<input type="checkbox"/> AP Query Only	AP Query Only				
<input type="checkbox"/> Data Entry Job	Data Entry Job				
<input type="checkbox"/> Dealers	Dealers				

The red arrow above identifies the **User Group** or Groups that this employee is a member of. Use this process for each of your employees and determine which **User Group** or Groups will need access to Comdata Integration. Once you have that listing, you will need to enable Comdata Integration for each of these User Groups.

Enabling User Group Access to Comdata Integration

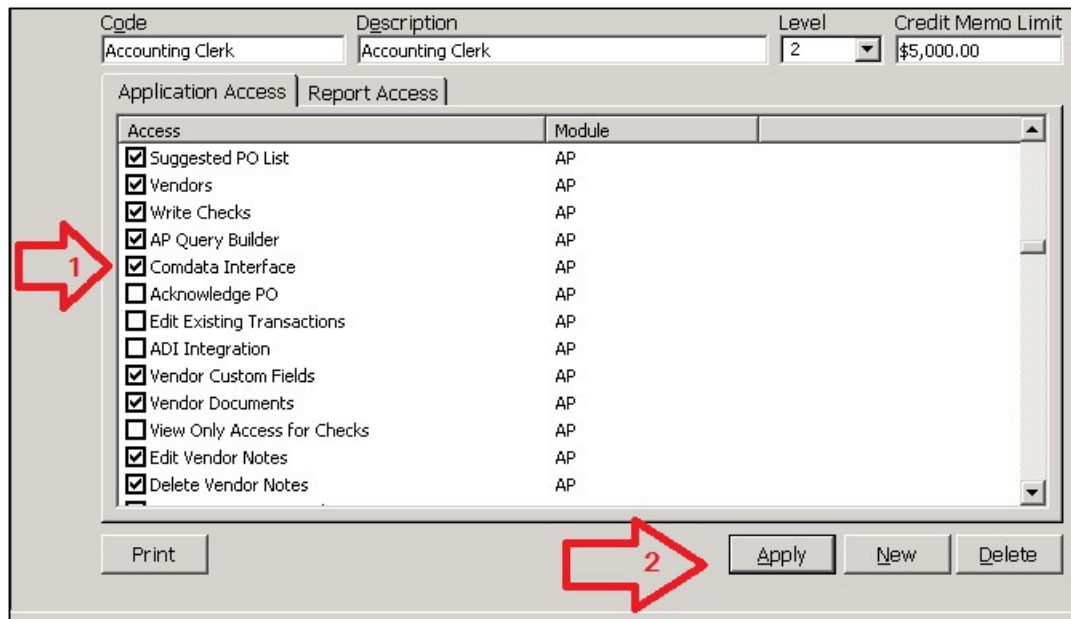
Now that you have the listing of User Groups, you can enable Comdata Integration for each of these User Groups.

Select the User Group section of SedonaSetup.

The screenshot shows the 'User Groups' configuration window in SedonaSetup. The window title is 'User Groups' and it contains a list of user groups. The 'Accounting Clerk' group is selected. Other groups include Admin, Admin Assistant, Administration, Administrator, AP Query Only, Data Entry Job, and Dealers.

User Groups	OP	Accounting Clerk	Admin	Admin Assistant	Administration	Administrator	AP Query Only	Data Entry Job	Dealers
User Groups	OP	Accounting Clerk	Admin	Admin Assistant	Administration	Administrator	AP Query Only	Data Entry Job	Dealers
Level		2							
Credit Limit		\$5,000.00							

In the Application Access tab, scroll down to the AP section and locate the line item for “Comdata Interface”. Make sure that this box is checked and click Apply.



Repeat this process for each [User Group](#) you wish to enable.

Exit SedonaSetup.

Running the Comdata Integration for the First Time

Sign in to the SedonaOffice application using a **User** that has had one or more of their **User Groups** enabled for Comdata Interface.

Important: If the user was already signed into SedonaOffice when you changed the permissions, that user will need to log out and then back in to load the changes you made.

Expand the Accounts Payable section of the main tree. You should see an option for Comdata Interface. Double click on this option.



The Comdata Integration main screen should load.



If this loads successfully, all files are correctly installed and you are ready to input the company credentials that Comdata provided.

Entering the Comdata Company Credentials

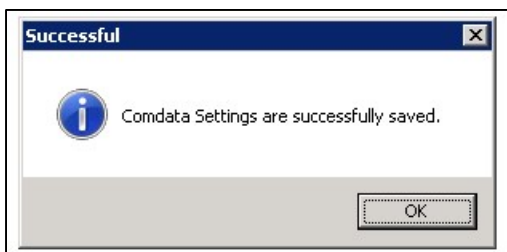
Click the Comdata option from the toolbar and select “Settings”.

A screenshot of the "Comdata Settings" dialog box. The dialog has a blue title bar and contains several input fields and a dropdown menu. The fields are arranged in two columns. The first column contains: Account Code (1234), Service Endpoint Url (https://w6.connectdata.com/cows2.0/Services/VirtualCard0210), Service Namespace (http://cows0210.comdata.com/VirtualCard0210/), Username (Test), and Password (*****). The second column contains: Customer ID (2345), Service Endpoint Url (VCWS) (https://w6.connectdata.com/VCWS), Service Namespace (VCWS) (http://vc.comdata.com/main/), Username (VCWS) (Test), Password (VCWS) (*****), and Bank Account (1013). At the bottom of the dialog are "Save" and "Close" buttons.

Enter the Account Code, Customer ID, Username, Password, Username (VCWS) and Password (VCWS) exactly as provided by Comdata. Be sure to **key** in the information - **do not copy and paste** - doing so risks added spaces or control characters which prevent the application from communicating with Comdata. Select the bank account that Comdata will use to post payments.

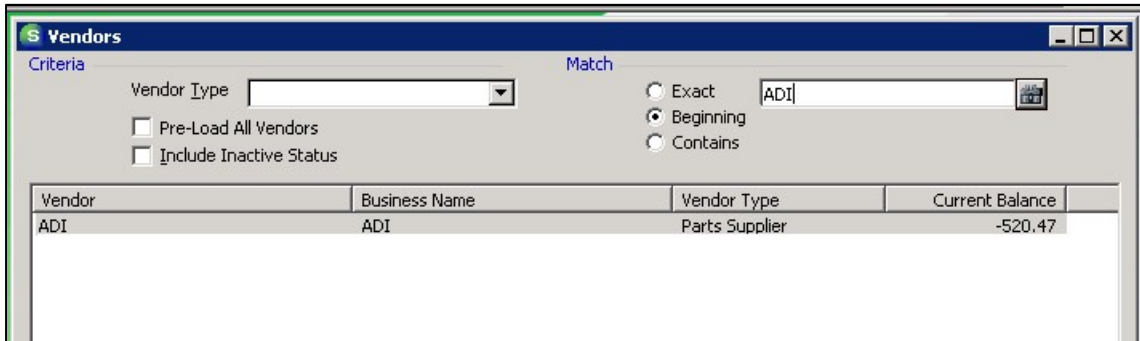
Important: It is recommended that you setup a special bank account specifically for Comdata usage. For more assistance establishing a bank account in SedonaOffice, please review the online help or contact SedonaOffice support.

Once you have all of the options filled out, click [Save](#). Click [OK](#) at the prompt and then click [Close](#).

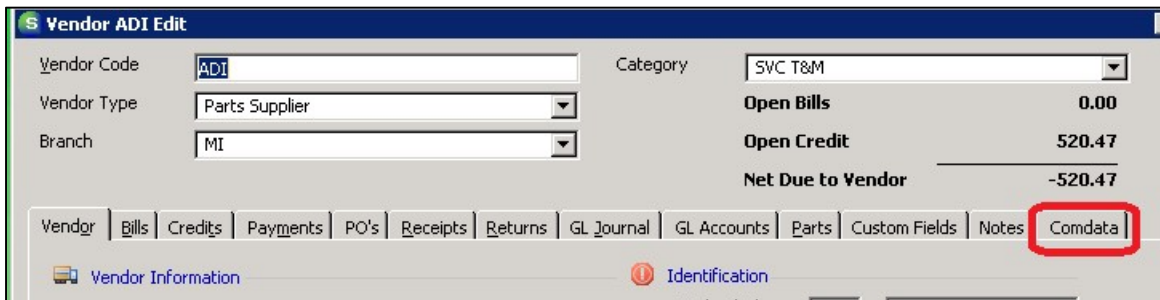


Configuring Vendors for Comdata Use

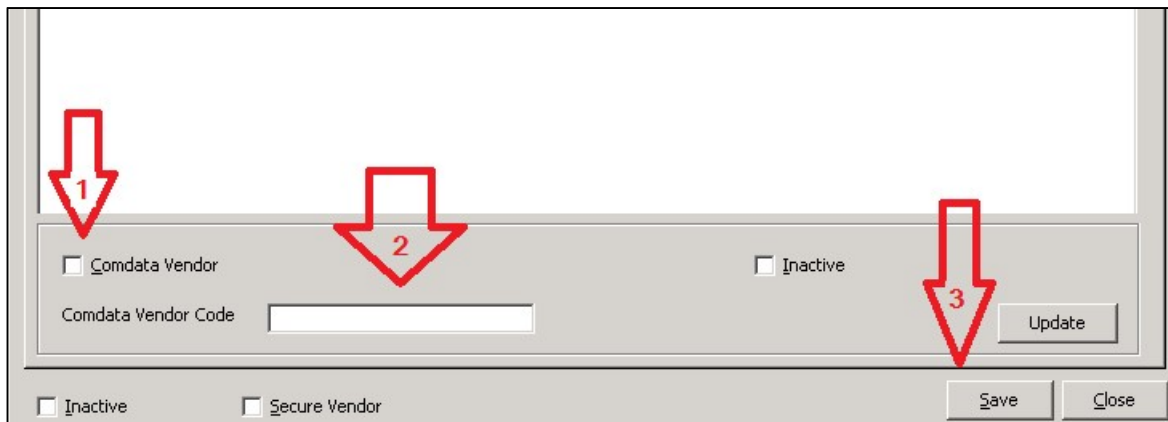
Minimize the Comdata Integration Window. In the SedonaOffice application click Vendors. Search on and select one of the vendors that you will submit payments to through the Comdata integration.



Right click "Vendor Information" and select "Edit Vendor".



Click on the tab for "Comdata". Check the box indicating that this is a Comdata vendor. Enter the Comdata vendor code from the approved vendor listing. Click Save.



Once you complete these steps, the vendor is configured for use with Comdata Integration. All invoices available to pay (net due > \$0) are eligible for electronic payment!

Repeat this process for each vendor on the approved vendor listing. Once you have completed that step, you are ready to use the Comdata Integration.

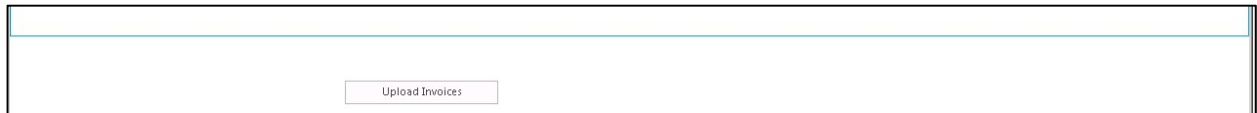
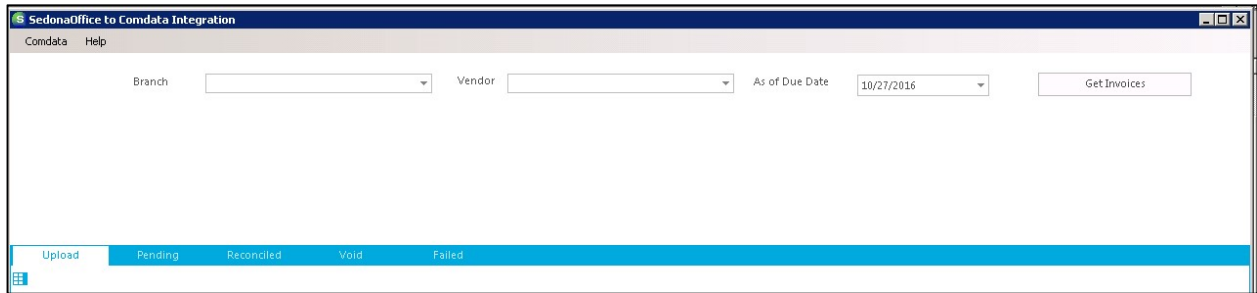
Using the SedonaOffice to Comdata Integration

Now that you have the credentials entered into the Comdata Setup and your vendors configured for use with Comdata, you are ready to begin making electronic payments. The payment process is divided into three segments: Upload, Reconcile and Post.

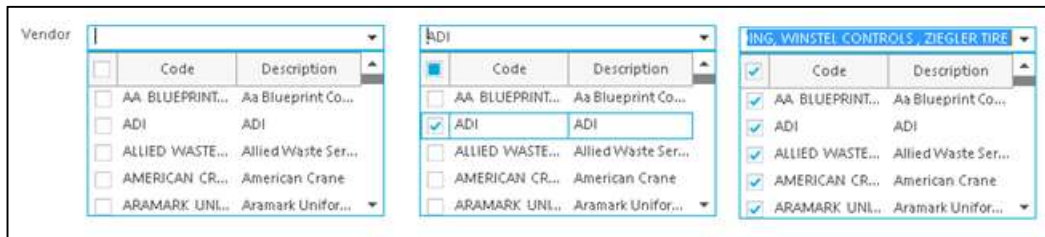
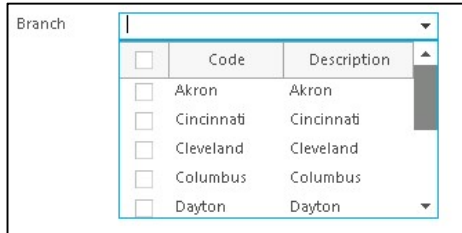
Uploading Invoices for Payment

Open the Comdata Integration window (either restore the window if it is minimized or follow the process outlined in “Running Comdata Integration for the First Time”).

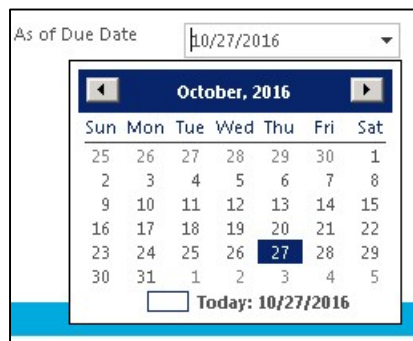
At the top you are presented with options for Branch, Vendor, Due Date and a button for “Get Invoices”. In the middle are tabs for “Upload”, “Pending”, “Reconciled”, “Void” and “Failed”. Finally, near the bottom there is a button for “Upload Invoices”. The white space in the center is where the invoice queue will display.



The options for Branch, Vendor and Due Date allow the user to filter the invoices in the queue by those selections. For Branch and Vendor, click the drop down arrow and then check/uncheck the specific items desired. If you want to select/deselect “All”, click the box at the top of the listing. *Note: the default for Branch selection is “ALL”, so you need not enter into this box unless you want to filter branches from the listing.*



The “As of Due Date” will restrict invoices to those that have a due date equal or less than the date selected. You can manually input the date or click the drop down arrow and select from a calendar.



Once you have these three items set to the desired values, click the box for “Get Invoices”. All of the invoices that match the criteria will display.

Upload	Pending	Reconciled	Void	Failed						
<input type="checkbox"/>	Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount	
<input type="checkbox"/>	Skyworks	409278-0015	08/31/2016	09/30/2016	\$491.01	\$491.01	Net 30 Days	08/31/2016	\$0.00	
<input type="checkbox"/>	Trombold Equip...	CL-6603	09/03/2016	10/03/2016	\$750.00	\$750.00	Net 30 Days	09/03/2016	\$0.00	
<input type="checkbox"/>	Mel's Auto Glass	63582	09/08/2016	10/08/2016	\$379.00	\$379.00	Net 30 Days	09/08/2016	\$0.00	
<input type="checkbox"/>	ADI	HSDWV101	09/14/2016	10/14/2016	\$163.45	\$163.45	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	HATJV401	09/14/2016	10/14/2016	\$142.50	\$142.50	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	H5JCL201	09/14/2016	10/14/2016	\$109.20	\$109.20	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	H5LHU101	09/14/2016	10/14/2016	\$272.99	\$272.99	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	H5KPK001	09/14/2016	10/14/2016	\$194.95	\$194.95	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	H5PKD501	09/14/2016	10/14/2016	\$158.36	\$158.36	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	H5FVW201	09/14/2016	10/14/2016	\$413.96	\$413.96	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	H5JLN501	09/14/2016	10/14/2016	\$305.99	\$305.99	Net 30 Days	09/14/2016	\$0.00	
<input type="checkbox"/>	ADI	ZKFK1401	09/14/2016	10/14/2016	\$121.90	\$121.90	Net 30 Days	09/14/2016	\$0.00	

Upload Invoices

92 invoices found.

At this point you need to determine which invoices will be uploaded for payment. If you need to change the Branch section, Vendor section and/or Due Date selected you will need to click “Get Invoices” again.

Selecting Invoices

The check boxes on the left side indicate if an invoice will be uploaded or not - checked indicates upload while unchecked indicates skip. You can check/uncheck the boxes singly or check/uncheck the very top box to affect “All”. You can sort the columns by clicking the column name and you can filter the columns by entering values into the empty space directly below the column name. Specific functionality of the columns will be covered at a later date.

Once you have checked all of the invoices you want to upload, click the “Upload Invoices” button. You should receive an acknowledgement indicating the number of invoices uploaded and success. If you receive a failure message, consult the section on “Failed Invoice Upload”. You will receive a confirmation email from Comdata indicating receipt of the requests and that the virtual cards are created.

Once invoices have been uploaded, you will need to wait for the associated vendor to use the virtual payment card so that you can reconcile the invoice payment.

Reconciling Virtual Card Payments

Now that you have uploaded invoices for payment, click the tab titled “Pending”.

Upload	Pending	Reconciled	Void	Failed										
<input type="checkbox"/>	Uploaded Date	Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount	Card Number	Card Balance	Card Status	
<input type="checkbox"/>	10/14/2016	Tomco Systems	62112	09/12/2016	10/12/2016	\$170.00	\$170.00	Net 30 Days	09/12/2016	\$0.00	5567660285821...	\$170.00	ACTIVE	

This screen displays the list of invoices that have been uploaded to Comdata for payment, but have not received acknowledgment that the vendor used the associated virtual card. Click the “Check Status” button. The application contacts Comdata and receives the status of the payments listed.

You should perform this process, as convenient, throughout the day. There is no expectation of how long a specific vendor would take to receive the virtual card information and then use that card.

If there has been no activity, the invoice remains in this section. If the virtual card has been used, the item will disappear from this section and move to the “Reconciled” section for posting.

Posting Payments to SedonaOffice

Click on the tab labeled “Reconciled”.

Upload	Pending	Reconciled	Void	Failed										
<input type="checkbox"/>	Uploaded Date	Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount	Card Number	Card Balance	Card Status	
<input type="checkbox"/>	10/14/2016	WeilerWelding	01564796	08/31/2016	09/30/2016	\$152.94	\$152.94	Net 30 Days	08/31/2016	\$0.00	5567660285823...	\$0.00	5567660285823...	
<input type="checkbox"/>	10/14/2016	WeilerWelding	01564335	08/31/2016	09/30/2016	\$28.52	\$28.52	Net 30 Days	08/31/2016	\$0.00	5567660285823...	\$0.00	5567660285823...	
<input type="checkbox"/>	10/14/2016	J.L. Industries C/...	51-0465631	09/01/2016	10/01/2016	\$3646.44	\$3646.44	Net 30 Days	09/01/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Cliff Hardware	340758	09/02/2016	10/02/2016	\$7.19	\$7.19	Net 30 Days	09/02/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Cliff Hardware	340687	09/02/2016	10/02/2016	\$84.30	\$84.30	Net 30 Days	09/02/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Security Equipm...	785328	09/02/2016	10/02/2016	\$612.00	\$612.00	Net 30 Days	09/02/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Winstel Controls	806102	09/02/2016	10/02/2016	\$210.58	\$210.58	Net 30 Days	09/02/2016	\$0.00	5567660285823...	\$0.00	5567660285823...	
<input type="checkbox"/>	10/14/2016	Cliff Hardware	340891	09/03/2016	10/03/2016	\$51.59	\$51.59	Net 30 Days	09/03/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Beavercreek Ren...	92167-1	09/06/2016	10/06/2016	\$101.41	\$101.41	Net 30 Days	09/06/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Security Equipm...	786191	09/06/2016	10/06/2016	\$42.00	\$42.00	Net 30 Days	09/06/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	
<input type="checkbox"/>	10/14/2016	Winstel Controls	806116	09/06/2016	10/06/2016	\$124.49	\$124.49	Net 30 Days	09/06/2016	\$0.00	5567660285823...	\$0.00	5567660285823...	
<input type="checkbox"/>	10/14/2016	Beavercreek Ren...	91927-1	09/07/2016	10/07/2016	\$288.23	\$288.23	Net 30 Days	09/07/2016	\$0.00	5567660285821...	\$0.00	5567660285821...	

Posting Date:

This section contains all of the invoices associated to a virtual card that has been used by the vendor. The final step of the process is Post. Posting loads the item to SedonaOffice so that the payment is reflected on the invoice and the balance due for the vendor reduced. Select the invoices you want to post, enter a Posting Date and then click the Post button. The application will create an AP check for each virtual card indicating the amount of the virtual card and the invoices paid by that card. You can review this information from within SedonaOffice by accessing the related vendor and selecting the Payments section. You can also review all of the transactions for a vendor by editing the vendor and clicking the Comdata tab.

Coming Soon

[Handling Failed Transactions](#)

[Processing Voids](#)

[Comdata Specific Functions in SedonaOffice](#)

Bill Pay – allows exclusion of Comdata vendors

Bills – Indicate Comdata pending status

Remittance Reporting for Comdata Vendors

How to view Comdata checks

[Using the Column Filter Options](#)