

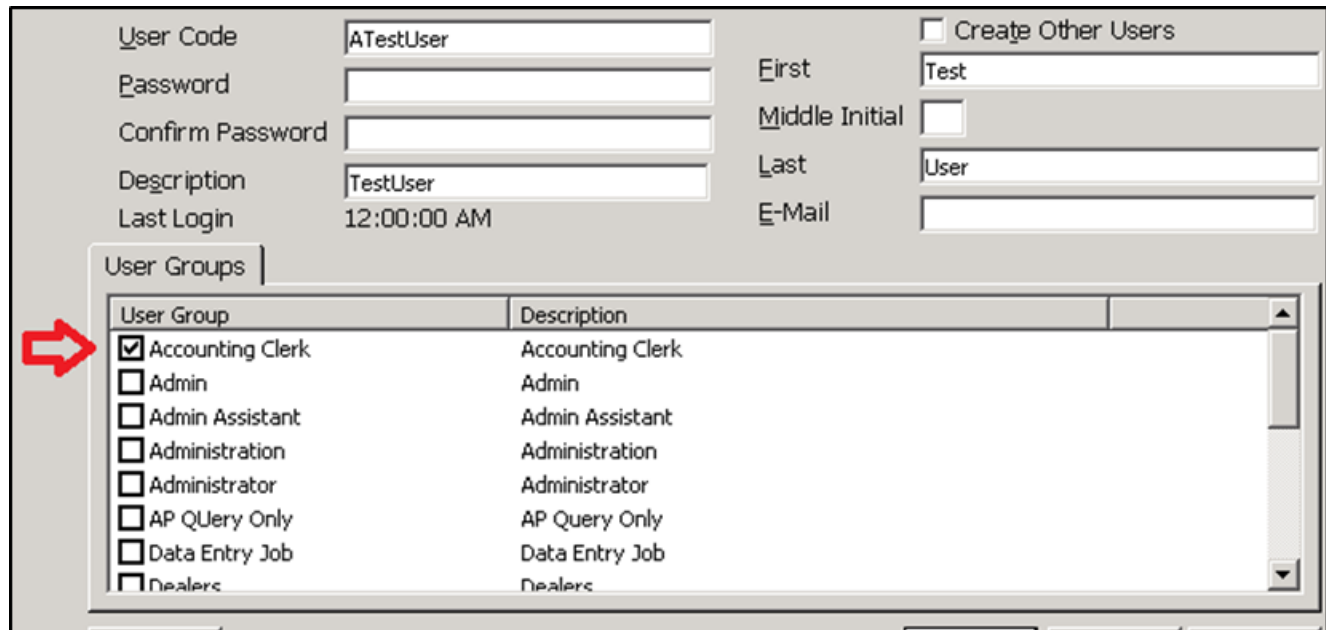
Comdata Setup

Last Modified on 09/26/2025 2:45 pm EDT

Before being able to use the Comdata Interface, there are items that must be completed in SedonaSetup.

User Group Security

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



The screenshot shows the SedonaSetup application interface. At the top, there are several input fields for user configuration: **User Code** (containing 'ATestUser'), **Password**, **Confirm Password**, **Description** (containing 'TestUser'), **Last Login** (containing '12:00:00 AM'), **First** (containing 'Test'), **Middle Initial** (empty), **Last** (containing 'User'), **E-Mail** (empty), and a checkbox for **Create Other Users**. Below these fields is a section titled **User Groups**. A red arrow points to the first checkbox in this section, which is checked. The **User Groups** section contains a table with two columns: **User Group** and **Description**.

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.

Code	Description	Level	Credit Memo Limit
Accounting Clerk	Accounting Clerk	2	\$5,000.00

Application Access		Report Access
Access	Module	
<input checked="" type="checkbox"/> Suggested PO List	AP	
<input checked="" type="checkbox"/> Vendors	AP	
<input checked="" type="checkbox"/> Write Checks	AP	
<input checked="" type="checkbox"/> AP Query Builder	AP	
<input checked="" type="checkbox"/> Comdata Interface	AP	
<input type="checkbox"/> Acknowledge PO	AP	
<input type="checkbox"/> Edit Existing Transactions	AP	
<input type="checkbox"/> ADI Integration	AP	
<input checked="" type="checkbox"/> Vendor Custom Fields	AP	
<input checked="" type="checkbox"/> Vendor Documents	AP	
<input type="checkbox"/> View Only Access for Checks	AP	
<input checked="" type="checkbox"/> Edit Vendor Notes	AP	
<input checked="" type="checkbox"/> Delete Vendor Notes	AP	

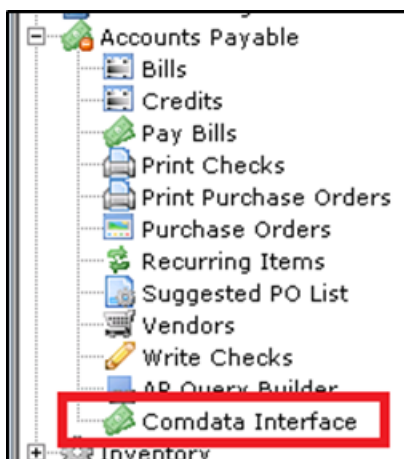
Repeat this process for each User Group you wish to enable.

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.

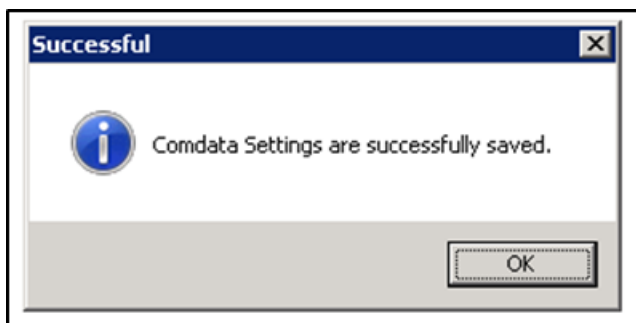
Entering the Comdata Company Credentials

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

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.

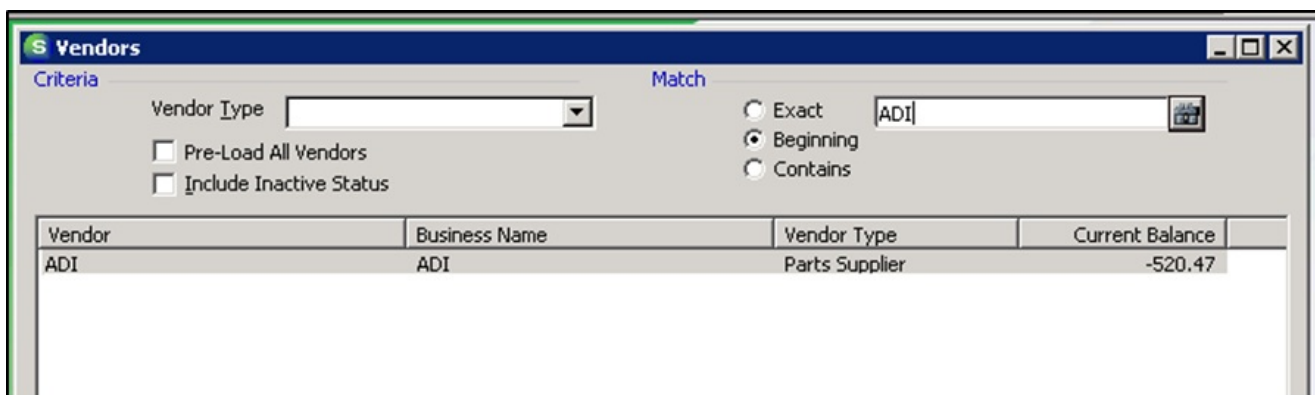
Important: It is recommended that you setup a special bank account specifically for Comdata usage. For more assistance establishing a bank account in SedonaOffice, please review the online help or contact SedonaOffice support.

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

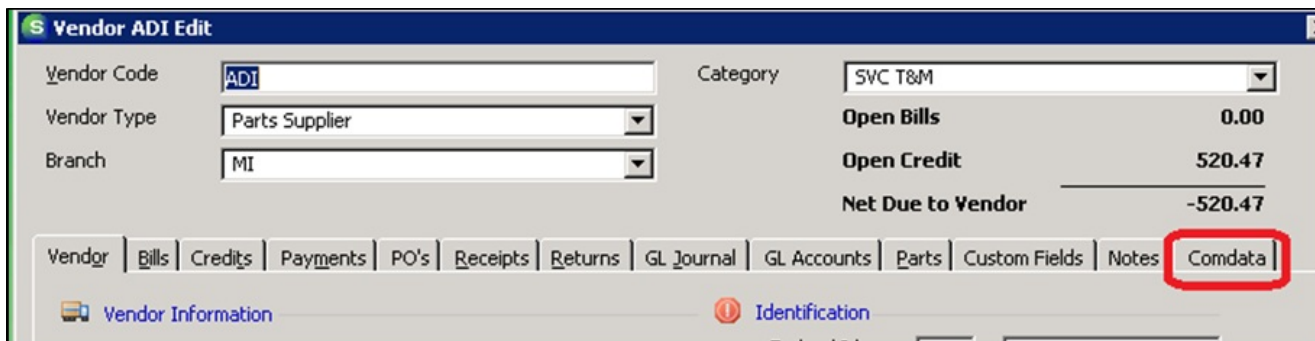


Configuring Vendors for Comdata Use

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.

The screenshot shows a vendor configuration form with the following elements:

- Step 1:** A red arrow points to the ☐ Comdata Vendor checkbox.
- Step 2:** A red arrow points to the Comdata Vendor Code text input field.
- Step 3:** A red arrow points to the button.
- Other Form Elements:**
 - ☐ Inactive checkbox.
 - ☐ Inactive checkbox (bottom left).
 - ☐ Secure Vendor checkbox (bottom left).
 - button (bottom right).
 - button (bottom right).

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.