Using the Comdata Interface

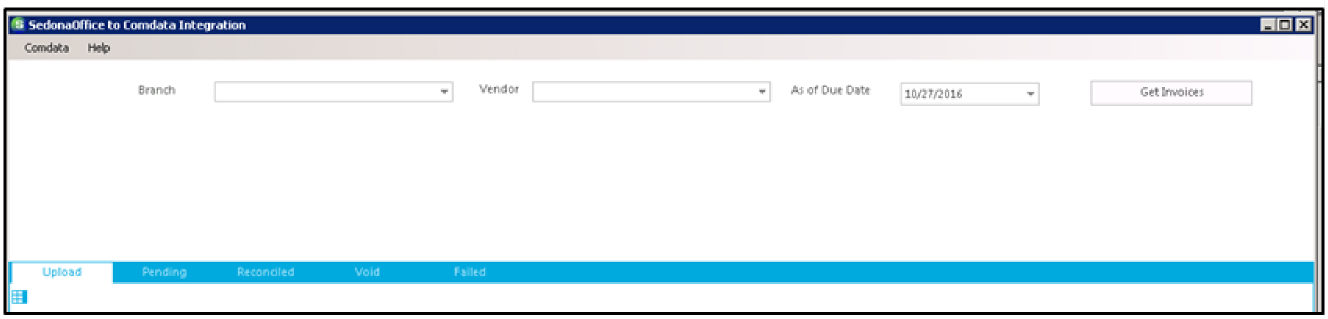
Last Modified on 09/26/2025 2:58 pm EDT

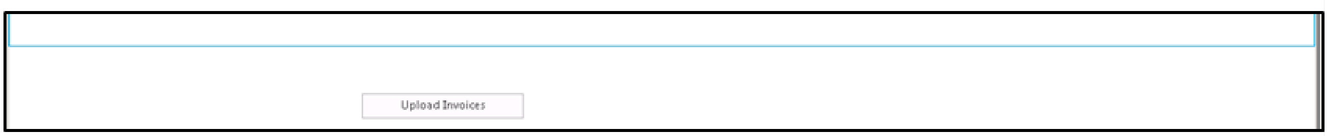
Now that you have the credentials entered into the Comdata Setup and your vendors configured for use with Comdata, you are ready to begin making electronic payments. The payment process is divided into three segments: Upload, Reconcile and Post.

Uploading Bills for Payment

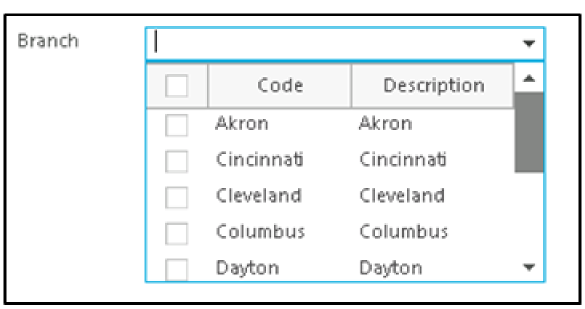
Open the Comdata Integration window (either restore the window if it is minimized or follow the process outlined in "Running Comdata Integration for the First Time").

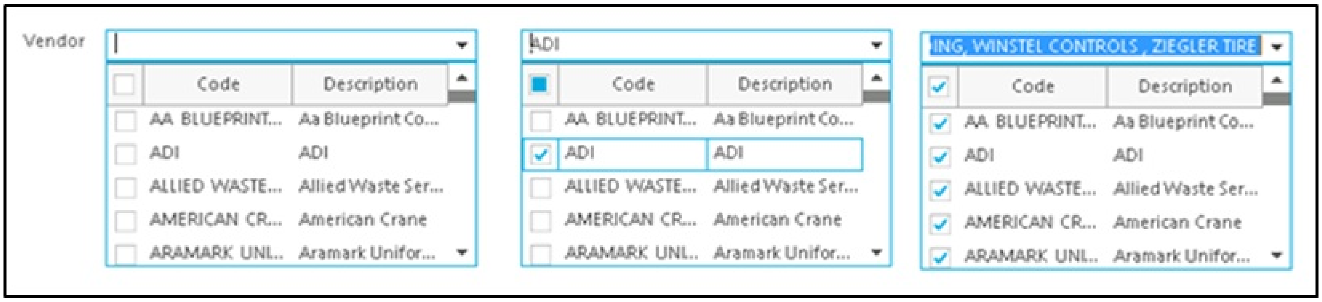
At the top you are presented with options for Branch, Vendor, Due Date and a button for "Get Invoices". In the middle are tabs for "Upload", "Pending", "Reconciled", "Void" and "Failed". Finally, near the bottom there is a button for "Upload Invoices". The white space in the center is where the invoice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





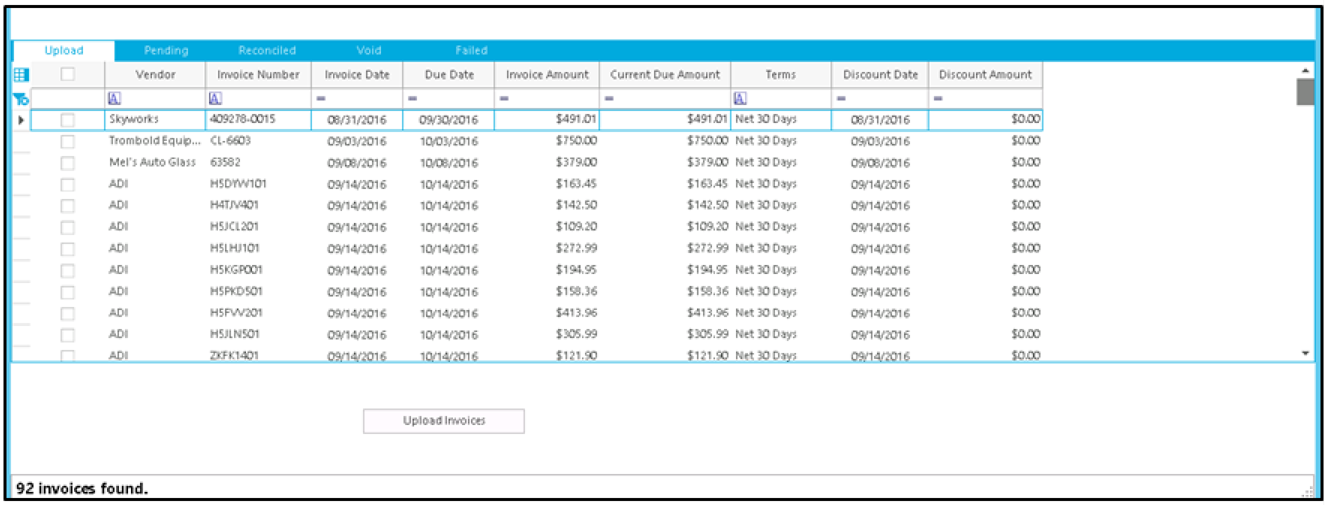
The options for Branch, Vendor and Due Date allow the user to filter the invoices in the queue by those selections. For Branch and Vendor, click the drop down arrow and then check/uncheck the specific items desired. If you want to select/deselect "All", click the box at the top of the listing. *Note: 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.



Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount
Skyworks	409278-0015	08/31/2016	09/30/2016	$491.01	$491.01	Net 30 Days	08/31/2016	$0.00
Trombold Equip...	CL-6603	09/03/2016	10/03/2016	$750.00	$750.00	Net 30 Days	09/03/2016	$0.00
Mel's Auto Glass	63582	09/08/2016	10/08/2016	$379.00	$379.00	Net 30 Days	09/08/2016	$0.00
ADI	H5DYW101	09/14/2016	10/14/2016	$163.45	$163.45	Net 30 Days	09/14/2016	$0.00
ADI	H4TJV401	09/14/2016	10/14/2016	$142.50	$142.50	Net 30 Days	09/14/2016	$0.00
ADI	H5JCL201	09/14/2016	10/14/2016	$109.20	$109.20	Net 30 Days	09/14/2016	$0.00
ADI	H5LHJ101	09/14/2016	10/14/2016	$272.99	$272.99	Net 30 Days	09/14/2016	$0.00
ADI	H5KGP001	09/14/2016	10/14/2016	$194.95	$194.95	Net 30 Days	09/14/2016	$0.00
ADI	H5PKD501	09/14/2016	10/14/2016	$158.36	$158.36	Net 30 Days	09/14/2016	$0.00
ADI	H5FVV201	09/14/2016	10/14/2016	$413.96	$413.96	Net 30 Days	09/14/2016	$0.00
ADI	H5JLN501	09/14/2016	10/14/2016	$305.99	$305.99	Net 30 Days	09/14/2016	$0.00
ADI	ZKFK1401	09/14/2016	10/14/2016	$121.90	$121.90	Net 30 Days	09/14/2016	$0.00

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 Bills

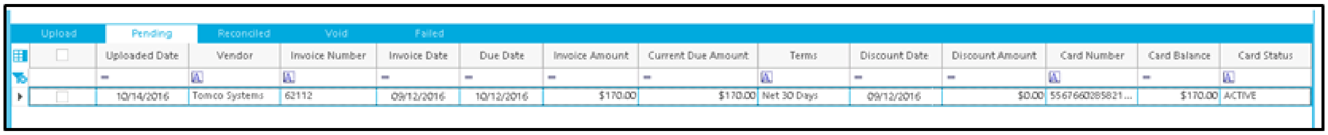
The check boxes on the left side indicate if an invoice will be uploaded or not - checked indicates upload while unchecked indicates skip. You can check/uncheck the boxes singly or check/uncheck the very top box to affect "All". You can sort the columns by clicking the column name and you can filter 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”.



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
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

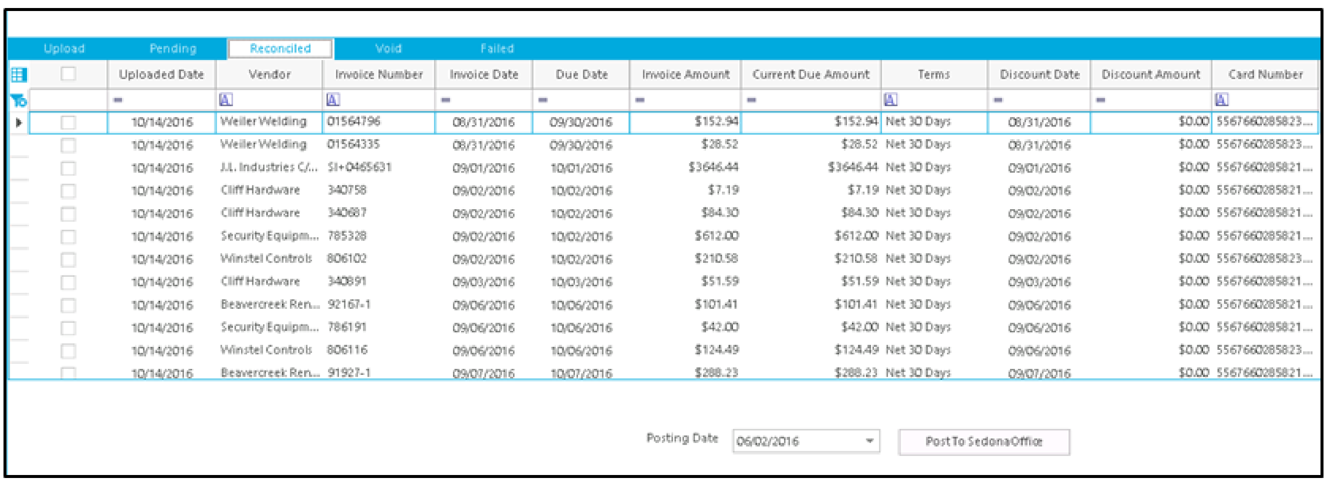
This screen displays the list of invoices that have been uploaded to Comdata for payment, but have not received acknowledgment that the vendor used the associated virtual card. Click the “Check Status” button. The application contacts Comdata and receives the status of the payments listed.

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.

Reconciling Virtual Card Payments

Click on the tab labeled “Reconciled”.



Uploaded Date	Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount	Card Number
10/14/2016	Weller Welding	01564796	08/31/2016	09/30/2016	$152.94	$152.94	Net 30 Days	08/31/2016	$0.00	5567660285823...
10/14/2016	Weller Welding	01564335	08/31/2016	09/30/2016	$28.52	$28.52	Net 30 Days	08/31/2016	$0.00	5567660285823...
10/14/2016	J.L. Industries C/...	SI+0465631	09/01/2016	10/01/2016	$3646.44	$3646.44	Net 30 Days	09/01/2016	$0.00	5567660285821...
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...
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...
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...
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...
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...
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...
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...
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...
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...

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.