



## Accounting Virtual Credit Card Payments

AC (7.107)  
Rev. # 0.1

Date 05/15/2023  
Page 1 of 2

### Purpose:

The purpose of this Standard Operating Procedure is to identify the steps to process virtual credit card payments.

### Procedure:

- 1) Identify the vendors set up to receive virtual credit card payments.
  - A) These vendors, usually supplier vendors, accept credit card payments.
  - B) These vendors have provided Comdata required information to receive virtual credit card payments.
    - i) Company name
    - ii) Contact Person
    - iii) Email Address
    - iv) Phone Number
- 2) Check to make sure vendor is set up properly to receive virtual credit card payments.
  - A) Go to accounts payable module -> Setup.
  - B) Select appropriate vendor.
  - C) Go to custom fields tab.
  - D) Confirm Comdata Email
    - i) donotsend@comdata.com
- 3) Select vendors to pay in a separate batch that receive virtual credit card payments.
  - A) Go to accounts payable module -> Tasks -> Select invoices to pay -> Onscreen list.
  - B) Select invoice to pay box pops up.
  - C) Click on Conditions tab -> Index -> AP-Vendor Custom Fields -> OK -> Comdata Email -> Not Equal To -> OK -> OK -> Start.
  - D) Select appropriate vendor by vendor number or vendor name.
    - i) Select vendor invoice.
    - ii) Click on Detail on tab.
    - iii) Change bank account from 1040 to Comdata for each invoice selected.
  - E) Calculate the total dollar amount to be paid by vendor and by grand total.
- 4) Process payment
  - A) Go to accounts payable module.
  - B) Select Reports -> Invoice Registers -> Invoices selected for payment.
  - C) Print Report
  - D) Select Tasks
  - E) Print Checks
    - i) Select default for batch.
    - ii) A/P checks – Comdata for description.
    - iii) Date is today's date.
  - F) Click Okay.
  - G) Box Pops up.



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Page 2 of 2

- i) Bank Account – Click F4 and select Comdata v-card.
- ii) Starting Check – Next check in sequence
- iii) Check date – Todays date.
- H) Select printer and then check the box to print to file.
- I) Click start.
- J) Save to “Comdata. Prn”.
- K) Next save to “Payment report 165.prn”.
  - i) The number “165” must be changed to the next number in sequence before you click on save.  
Example 165,166,167 and so on.
- 5) Upload to Comdata.
  - A) Go to the desktop and select Comdata upload application.
  - B) Select JECAct
  - C) Select checks to upload.
  - D) Close application.
  - E) Check email to confirm the upload is successful.