



Deltek

Deltek + ComputerEase

Integration Guide for Bill & Pay

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Overview

This guide describes procedures on how to integrate ComputerEase with Bill & Pay to use the Accounts Receivable feature of ComputerEase.

Scope

This guide applies to ComputerEase 22.1.6 and later.

Intended Audience

This guide is for system administrators who install and configure ComputerEase with Bill & Pay.

Prerequisites

Install ComputerEase (CE) Live

To sync invoices and payments with Bill & Pay, you must install and run ComputerEase (CE) Live on your server.

To install CE Live:

1. On your server machine, go to your ComputerEase directory.
2. Open celivesetup to display the Setup - CELive window, and then click **Next**.
3. Specify the location of your installation folder, and then click **Next**.
4. Specify the location of your start menu folder. If you don't want a start menu folder, select the **Don't Create a Start Menu folder** check box. And then, click **Next**.
5. Optional: Select the **Create a desktop icon** check box, and then click **Next**.
6. Click **Install**.
7. Optional: Select the **Launch CELive Admin** check box.
8. Click **Finish**.

Bill & Pay Configuration

Bill & Pay Payment Processing

The Accounts Receivables parameters should be configured to enable Bill & Pay payment processing.

Enable Bill & Pay Payment Processing

To enable Bill & Pay payment processing:

1. Open ComputerEase and in the System Menu pane, click **Configure » System Parameters » Accounts Receivable Parameters**.
2. On the Setup dialog box, click the Third Party tab.
3. In the Bill and Pay section, select the **Enabled** check box, and then enter your user ID and password from your Infintech or i3 Merchant Solutions welcome email.

Note: The user ID and password you must use is the first set of credentials provided in the welcome email.

4. Click **Save**.
5. Open CELive and verify that the server status is running.
6. Click **Settings...** and select the **Enable Bill Pay Sync** check box.
7. Click **OK**.

Bill & Pay Data Sync

After CE Live is installed and running with Bill & Pay enabled, CE Live will regularly sync your customers and invoices from ComputerEase to Bill & Pay. If CE Live is not running, data will not be synced until CE Live is restarted.

Configure Data Sync Frequency from ComputerEase to Bill & Pay

If there are payments not made through Bill & Pay, the payment must be entered directly into ComputerEase. These payments are then synced so the invoices are reflected in Bill & Pay. By default, data between ComputerEase and Bill & Pay is synced every 10 minutes.

To configure the frequency of the data sync:

1. On your server machine, go to your celive_service directory and open the celive configuration settings file.
2. Locate the BillandPaySyncInterval line and edit the numerical value to your preferred frequency in seconds.
3. Save your changes.

Import Bill & Pay Payments to ComputerEase

If there are payments made through Bill & Pay outside of ComputerEase, you must manually sync the data from Bill & Pay to ComputerEase by importing Bill & Pay payments.

To import Bill & Pay payments to ComputerEase:

1. Open ComputerEase and in the System Menu pane, click **Accounts Receivable » Apply Payments**.
2. In the Apply Payments dialog box, click **Get Payments**.
3. In the Import New Payments dialog box, enter the following information:

Field name	Description
Processed Thru	Specify the ending date for payments. By default, the ending date is the current system date.
Post To	Specify the general ledger period when your imported payments will be posted.

4. Click **Ok**.
5. In the Information dialog box, click **Ok**.
6. In the Import Payments from Bill & Pay dialog box, click **Save**.

Data Sync Log Files

At the end of each day, a log file for your data sync is created. You can view this log file by going to the logs folder of your company directory on your server machine.

Appendix: If You Need Assistance

If you need assistance installing, implementing, or using Deltek + ComputerEase, Deltek makes a wealth of information and expertise readily available to you.

Deltek + ComputerEase Customer Corner

The Customer Corner is a support website for Deltek + ComputerEase customers who are current on their Enhancements and Maintenance Package.

The following are some of the many options that the Customer Corner provides:

- [Monthly Advanced Training classes](#)
- [Twice-a-week *Meet the Expert* sessions](#)
- [Submit a support ticket](#)
- [Request a training appointment](#)
- Access product documentation from the following Documentation Lists:
 - [ComputerEase 22.1 GA Documentation List](#)
 - [ComputerEase 21 GA Documentation List](#)
 - [ComputerEase 20 GA Documentation List](#)
- [Utilize Payroll Services' forms, calculators, and more](#)
- [Request a custom report for your Deltek + ComputerEase solution](#)
- Learn about the many Deltek + ComputerEase offerings to include the CPA Partner Program, Payroll Services, and our Deltek Marketplace Partners

Attention: For more information regarding Deltek + ComputerEase Customer Corner, refer to the online help available from the Web site.

Access Deltek + ComputerEase Customer Corner

To access the Deltek + ComputerEase Customer Corner:

1. Go to <https://www.construction-software.com/customer-corner/>.
2. Enter your Customer Corner **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Having Trouble Logging In?** button on the login screen for help.

Deltek Support Center

The Deltek Support Center is a support website for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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