AutoFueling Cardlock Billing System Version 10.0 OPERATOR'S MANUAL

2-20-14

NOTE: You can open bookmarks to go directly to specific pages, or use the Edit-> Find to search for specifics, for example, customer number or customer.

Table of Contents

Getting Acquainted

This section will assist you in learning how to get around in this manual, on the tailor menus, and in the program screens. It also includes some information on the basics of network fueling.

The Operator's Manual

The Manual is divided into sections.

Getting Acquainted. This first section is titled "Getting Acquainted" because it contains information that we think will be helpful for you to have as you begin because it applies across several functional areas. Here is a preview of the pages that follow:

"The Right Moves" is a chart that tells you how to use keyboard keys, screen "buttons" and mouse-clicks. Use it to get where you want to go, on menus and on the screens for file maintenance, activities and report requests. Until the moves come naturally, you might want to keep a copy of this chart near your computer.

Adding, changing and deleting records are step-by-step directions for working with the screens that are grouped together as "File Maintenance."

Data Details give some guidelines for making the best use of "generic" fields such names, addresses, phone numbers and dates.

Globals - a concept you may already know from your Pacific Pride (CFN) operations. We stretch your power to tailor the software in an almost infinite variety of ways with the use of global fields. By entering asterisks, zeros, or spaces (as directed) in fields such as customer, region, and product, you can include all the customers, or regions, or products on file in whatever report or process you are working on. This capability is especially useful for tailoring pricing to serve marketing needs.

"What kind of transaction is it anyway?!?!?" is a pictorial representation of our favorite network fueling friends: the local sale (domestics), the foreign sale (foreigns) and the foreign purchase (remotes). Even longtime cardlock operators sometimes get a bit confused. We hope this will help you remember.

File Maintenance
(and file lists) For each file in the software, you will find one or more pages that show the maintenance screen(s) with details about the information you will be entering on them. These files contain your permanent records, in contrast to transactions, which are saved for a period of time and then are purged. The records in maintenance files are added, changed and deleted individually. For many files, the essential records come pre installed with the software, and may never be added to, changed, or deleted. Example: State/Province files.

Activities
The activities are arranged in sequence to match the menu, which also happens to be the approximate sequence that you will use on a regular basis.

Accounts Receivables Activities and Reports menu.

Balancing
gives you details and worksheets to perform several balancing tasks which are essential for insuring that your numbers are good.

The Menus

The AutoFueling Cardlock software menu system includes:
- menu bars (or action bars) that displays across the top of the screen,
- drop-down menus that display when you make a selection from the menu bar,
- and pop-up menus that display when you make a selection from a drop down a menu that offers yet another layer of choices.

The Cardlock primary menu bar offers these choices, and each has its own drop-down menu:

- **File Maintenance** (group files according to logic as much as possible)

- **List Files** (which follow the pattern set by File Maintenance. File lists are usually just that - simple lists, one line for each record on the file)

- **Activities** (which are in approximately the sequence you perform them. These activities join transactions to the permanent record and process them together.)

- **Reports** (Unlike lists, reports usually combine information from multiple files. Calculations may be performed, and data is often summarized.)

- **Periodic** (once-in-a-while activities)

- **Add-ons** (for additional modules such as interfaces, not used by everyone)

- **Show User** and **Help** not normally used.

▼ Select an option on the menus by mouse-clicking, by keying in the first letter of your selection (sometimes more than once), or using the cursor keys to highlight your selection. The drop-down and pop-up menus display when you drag your mouse-cursor across their entry points.

Names, Addresses, Phones & Dates

Names

Most names (company, card, host, region, product) will be printed/displayed exactly as they are input.

Customer Name is the exception. It is likely that you will have some customers with first and last names (e.g., Bill Smith Trucking; Ted D. Bear). Convention and convenience have us sort by last name + first names, but print as first name + last names. To accommodate this standard while requiring you to input the name only once, AFS software uses a "sort name" technique. We use the Customer Name you input to create a "sort name" that will then be used for look-ups and for sequencing customers for reports. And we reformat the name you input in order to print/display it as expected. For this to work, these guidelines should be followed:

1. The part of the name which is to be used for alphabetizing should appear first. Words and initials should be separated by single spaces.

This name	should be input as
Ted D. Bear	Bear, Ted D
Bill Smith Trucking	Smith Trucking, Bill
Whirlygig Corporation	Whirlygig Corporation

2. Commas should only be used when parts of the name are to be manipulated.

Ted D. Bear, Jr.	Bear Jr, Ted D
Bill Smith Trucking, Inc.	Smith Trucking Inc, Bill
Whirlygig Corporation, Inc.	Whirlygig Corporation Inc.

▲To comply with US Postal Service guidelines, we have also eliminated periods in our examples.

Addresses

In most cases, AFS software allows you to input two address lines between the name line and the city/state/zip line. The second line is intended for additional delivery information (e.g., dept., bldg., room, suite, etc.). If you want to carry both a street address and a PO Box, we advise adopting the standard of putting the street address into address line one and the PO Box into address line. The post office will normally deliver mail to the line that is just above the city/state/zip line.

Zip/Postal Codes

Zip/postal code will be printed exactly as input. If you input Zip + 4, you will probably want to separate the parts with a hyphen.

Phone Numbers and Fax Numbers

Phone numbers will be printed exactly as input, so you will need to include any punctuation and spacing you need. We advise adopting a standard format to use throughout your data base. Some possibilities:

573-4321 ext. 224
360 573-4321 XT 224
(360) 573-4321 ex 224
1-360-573-4321 224
1.360.573.4321

Dates

For ease of entry, all AutoFueling software prompts for dates in MMDDYY format (i.e., June 4, 2000 would be input as 060400, December 31, 2001 as 123101). The software will automatically format the dates appropriately when they are printed on reports.

Email Addresses

Enter these just as you would if you were using them. (This is how they will appear on reports.)

Web Site URLs

Enter these, also, just as you would if you were using them.

Backing up your system is like buying insurance

When you back up your system every day, you are insuring against the unexpected things that happen, having the least amount of impact on you and your business life.

There are many back up stories to be told in the naked city and most of them are very ugly. Recreating weeks of work on your system is time consuming and not much fun. So when you think about not backing up, think about if you would drive your car without car insurance.

To back up using tapes:

> If you transfer every day, (and we think this is wise) we recommend you have five tapes. Label them Monday through Friday. Write the date on the tape you back up to and take the tape off premises. Replace worn tapes often. Clean your tape drive regularly. Keep tapes in a controlled temperature. Verify back up has been performed. Corrupt data means your back up will become useless. Make sure you balance gallons and a/r so you will know immediately if your data has become corrupt.
> And finally, make sure you know how to restore from your back-up. And make sure that you keep your back up tape at a different location than your computer.

Back up to a CD/Zip drive

> See the Instructions that should come with your backup software or consult a technician.

Backing up your system is ca$h in the bank

All about Oil - Pricing and Taxes

On the Pacific Pride controller:

▼ Enter a selling price for oil that includes sales tax (if you have sales tax).

▼ In Master File Maintenance & Listing, Maintain Host file, the flag for Include transfer cost in non fuel transactions should be set to YES. The price of the transaction will include the transfer cost which is the seller's retail price less a predetermined markdown.

NOTE: Pacific Pride does not provide any tax rates for oil.

In AutoFueling:

▼Set up and maintain a sales tax rate for oil. Otherwise, AutoFueling will use the first fuel product sales tax rate it finds for the transaction and the transaction will be flagged with a warning message "Gasoline tax record used for sales tax." This is only a warning. The transaction will post.

▼If you want AFS to calculate the portion of the total price that is sales tax, (There are no other taxes on oil.) Set the flag in your Company Master. "Calculate sales tax on non fuel products? to YES.
The only reason to do this is if you have tax-exempt customers who purchase oil.

NOTE: You are responsible for paying any sales tax that you have invoiced and collected on oil.

A Closer Look at Dates

Kind of date	What it means
Booking	This is the end of the month date for the accounting period during which the transactions were posted to Accounts Receivable. Use the booking date when running month-end reports. **You will not be able to balance volume reports unless they are run with the booking date.**
Month ending	The same as booking
A/R due	Payment is due on this date. The A/R due date is equal to the transaction date plus the number of days set up in the terms code for the customer.
Transaction	Date of the purchase
Effective or Start	The transaction date you want your report to begin
Ending	The transaction date you want your report to end
From and thru	The same as Effective or Start and Ending
Invoice due	The date that the invoice is to be paid.
Scheduled Statement	The date for the current cycle code, except if you are rerunning statements. Then it will be for the date you choose.
Discount due	Your customer should pay by this date to receive a prompt pay discount, if you offer one. The discount due date defaults to the current computer date plus 10 days.

Date range code	Enter a code in the date range code field ONLY if you are selecting from and thru dates. The codes you can select from are: T - report based on a transaction date B - report transactions based on the booking date of the start and ending dates used. You must specify a month ending date for a report to print. S - report transactions based on the statement scheduled dates for from and thru dates. P - report transactions based on the actual printed statement date. N - no date ranges. Use this option ONLY when a single booking date is selected.
Document Date	The date of the most recent purchase appearing on an invoice
ICB	Inter-company billing dates. Network settlement dates.

Sometimes, you just have to wait your turn... A few do's and don'ts to read while you are waiting.

For Multi and Single user systems running AFS software

> 1. If you are **processing** statements, no one else should post transactions or cash.
> 2. If you are downloading cards, no one else should order or cut cards off.
> 3. If you are posting transactions, no one should run the edit/print report.
> 4. Do not go to lunch, well, you can go, but not while you have a customer, card, price etc. up on your screen.
> 5. If you are running a backup, ask everyone to stay out of your system.

AND some tasks you CAN do at 2+ workstations:
> 1. Run Initial statements (NOT the same cycle)
> 2. Run Customer Purchase History
> 3. Enter and post cash
> 4. Run un invoiced transactions (NOT the same customer)
> 5. Reprint statements (NOT the same customer)

DON'T FORGET! WAIT your turn when there is a record/file lockup. The other person must release the record/file before you can act. Ctrl-alt-delete WILL mess things up.

> ▲If you are unsure that your system has locked up, WAIT, don't touch the keys, and then....... WAIT some more.

Setting up new records

Some data items are not available to be maintained; they are displayed for your information only. For each maintainable data item, you can press F1 or click "Help" to display a brief description of that field and sometimes additional details to help you decide what to enter.

To maintain records, you will move around on the screen, entering the data you want. Press F4 or click Update after you enter the last field on a screen. If you change your mind at any point, press Esc to return to the first field. Then you can start over, or you can press Esc a second time to exit the screen.

Click on the tab to go to the next screen. You can go back and forth by clicking on the appropriate tab. Just remember, if you change any data, to F4 or Update to save.

Working with single-screen records

> 1. From the File Maintenance menu, select which kind of record you want to set up.
>
> 2. Company Number 1 is the default.   Press Tab or Enter to move to the next field.
>
> 3. Enter information for each field as prompted. If you have questions about what should be entered, you can press F1 for on-line help. This will give you a brief description of the field and how the information in it will be used. You can also press F2 for many fields to select the information you want and it will be entered into the field automatically. Finally, you can refer to the pages in this manual that will describe the specific records you are working with. (For this, see FILE MAINTENANCE.)
>
> 4. After you have entered the last piece of information on the screen, press F4 or click Update to instruct the program to create this new record. Once the record has been created, you can change it or delete it as needed.   See the pages that follow for help on changing and deleting records.
>
> 5. Repeat steps two through four for each additional record that you want to add to this file. When you have finished, press Esc at the first prompt to return to a menu.

Working with multi screen records

▲The Company Master, Customers, and Cards are records that contain so many fields that they need several screens to maintain them all. The procedure for working with these records is just like working with single-screen records EXCEPT you must click F4 or Update on each succeeding screen in the series until the last one; from there it will take you back to the first screen and the opportunity to work with another record.

CAUTION When you are creating a new customer, card and in the very rare occasion, a new company record, you must F4/Update through the entire series of screens in order for that new record to be created. If you Escape out early when entering a new record, the data that you have typed in the preceding screens will be lost!

▲These steps are similar to entering data for single screen records, but expanded for multi screen records.

1. From the File Maintenance menu, select which kind of record you want to set up.

2. Company Number defaults to #1. Press Enter to move to the next field.

3. Enter information for each field as prompted. Remember, for many fields you can press F1 for on-line help, F2 to select the information you want to be entered into the field automatically, and you can refer to the pages in this manual for more information on the specific records you are working with.

4. After you have entered the last piece of information on the screen, click Update to go to the next screen.

5. Repeat steps three and four until you have completed all the screens in the series. When you get to the last screen, the new record will be created after your Update. Press exit or Esc, ready to start another record.

6. When you have entered all the new records you want, press Esc to return to a menu. Otherwise, return to step two and proceed as before.

Changing an existing record
Making changes to existing single-screen records

1. From the File Maintenance menu, select which kind of record you want to change.

2. Company Number defaults to #1.

3. Enter the "key fields" that are prompted.

4. When the record you want to change appears, Tab (or Enter) past fields to get to the field you want to change (or point and click).

5. Enter the new information and press Enter.   Repeat, Tabbing or Entering through the fields until you have entered all the information you want for this record.

6. When you have no more changes to make to this record, press F4 or click Update to update it.

7. Repeat steps two through six for any other records on this file that you want to change. When you have finished, press Esc to return to a menu.

Making changes to existing multi screen records

▲When you are working with an existing multi screen record, you will only need to F4/Update on the screen where you want to make changes, and any screens before that (the ones you had to go through to get where you want to be). Once you have updated the last field, you can freely Esc out without loss of data.

Deleting an Existing Record

1. From the File Maintenance menu, select which kind of record you want to delete.

2. Company Number defaults to #1.

3. Enter the "key fields" that are prompted.

4. When the record you want to delete appears, press F6 or click Delete.

CAUTION
Once a record is deleted, it cannot be retrieved.

There is **no "Recycle Bin"** in this software

so ....
use
the delete button

carefully

CAUTION: When you delete inactive customers, if there is no A/R history for the customer, all supporting related customer records are also deleted: cards, tax overrides, card/customer discounts, pricing, messages and late messages.

THE RIGHT MOVES

Keys on the keyboard

Key on keyboard	Button on screen	What will happen
Escape	Exit	You will lose information and you will go to the first field on the screen.
Escape Escape	Exit Exit	You will lose any information you have just entered, and you will go back to the menu where you started
F1	Help	Help for the field your curser is on
F2	Lookup	Lookup a record
F4	Select	After you have the lookup record displayed on your screen, this will retrieve the indicated record.
F4	Select	When you are printing lists, this will start processing.
F4	Update	**Save information** on a maintenance screen. If you are working in a set of maintenance screens, you have to save the information on each screen. On the last screen in a set, when you press F4/Update you will return to the first field on the first screen.
F6	Delete	Record will be deleted
Tab		You will move to the next field
Enter		You will move to the next field (required in the key box)
Shift/Tab		You will move back one field
Button F4 on every screen to the last one		You will save entered information on multi screens and you will return to the first field on the first screen
Click on menu bar		You will go to the selected menu or screen
ALT/ 1st letter of menu choice on menu bar		You will go to the selected menu or screen
1st letter of menu choice on drop down menu		Curser will go to the selected menu or screen
Page Up	Previous	The previous record will be displayed.
Page Down	Next	The next record will be displayed.
	Tabs	Single click routes between programs. If you tab to a program and the tabs disappear, simply press Escape to go to the tab that you started at.

Key on keyboard	Button on screen	What will happen
	Radio Buttons	Choose one of these options. When you click a button, a small black dot will indicate your selection.

It's a WHAT kind of transaction?
Get to know your Sales and Purchases inside out.

Your Customer

Your Site

LOCAL SALE
(DOMESTICS)
- You supply fuel
- You set the price
- You invoice customer
- You are responsible for taxes
- PacPride(CFN) is not involved except sending your transactions thru the switch

Not your customer

Your Site
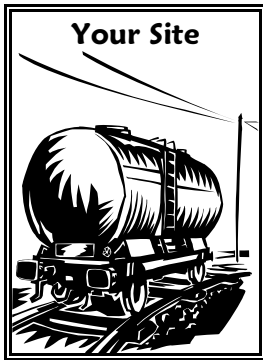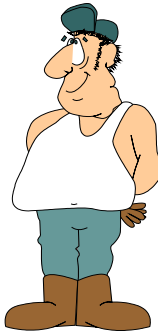
FOREIGN SALE
(FOREIGNS)
- You supply fuel
- PacPride (CFN) pays you transfer price (OPIS) thru EFT
- You are responsible for "normal" taxes.

Your Customer

NOT your Site
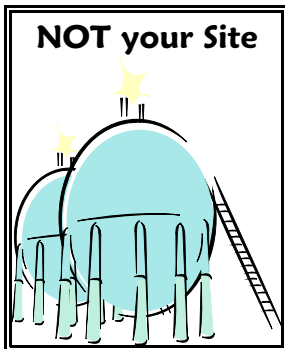
FOREIGN PURCHASE
(REMOTES)
- You set the price
- You invoice customer
- You pay PacPride (CFN) transfer price (OPIS) thru EFT
- You are responsible for "exceptional" taxes.

Being responsible for taxes, means you collect, remit and file for refunds.

Printing

You have the option to print all reports to a Windows printer EXCEPT anything that will be printed on a form.

For example: Labels, Statement/Invoices (unless using blank paper to print) and Delivery Tickets in our Heating Oil module cannot be printed to a Windows printer.

See the "Reports - how to look at them", for more information and views of the print screens.

Customer Inquiry

| Main | Sales/Billing Info. | Aging Reports | Notes | Cards |

Customer A/R Inquiry

Company `1` AutoFueling Systems
Customer `8` Smith & Sons Trucking Company PDX

Customer Contact Information

Contact	George Smith	E-Mail smithtrucking@pacifier.com
Address 1	12396 SW Macadam Drive	Phone 503-922-7856
Address 2		Fax 503-922-7857
City/St	Portland OR 93361	

Credit Information

Cutoff?	
Stmt. Cycle	WK 4 times per month/Weekly
Credit Flag	N New Account - Review for 3 months
Credit Terms	S Net 15
Credit Limit	4000
Highest Balance	1258.44

Setup Date
Last Credit Check 01/01/02
Average Days to Pay

Credit Comments
Set up for Group Volume discount

A/R Information

Write-Off?	NO
Previous Balance	
S-T-D Invoices	
S-T-D Payments	
S-T-D Adjustments	
Current Balance	
Last Payment	09/03/03
Last Disc. Offered	gals
X =	
Last Purchase	193.55 05/21/02

| Exit | Help | LookUp | Update | | Previous | Next |

This screen is available from all main menus to give you easy access to the information you need most when a customer calls. Many of the fields are available to be updated. One click on the Tab can bring up all the sales and billing information for this customer. Another click will bring up the A/R Aging Reports request window, the Customer Notes Maintenance, or the Cards Maintenance.

NOTE: You should only have the window open with a record active in it while you are working with that customer. Close the screen immediately when finished. Leaving the window open with a customer active makes that record unavailable to other users.

Balancing

This section of the Manual focuses on Balancing. This is one of the most important set of tasks you can do for your company. Making certain that EVERYTHING is in balance ensures that your company is invoicing all money due to them. Balancing regularly can prevent small problems from becoming colossal problems.

(Oh the stories we could tell . . .)

Balancing Accounts Receivables

To do this balancing you will need:

     1. A/R Aging that you print every month.
     2. A/R Transaction Journal that automatically prints every month when
          you run month-end.
     3. A/R Balancing worksheet (Optional, master copy follows)

     ▲"Crossfoot" on the A/R Transaction Journal is the combined total
amount of invoices, payments and adjustments.

     ▲ Add the Crossfoot on the current A/R Transaction Journal to last
month's Accounts Receivable Aging total, and this should equal your
current month's Account Receivable Aging total.

     ▲ When you have balanced these amounts, you know that your payments,
invoices and adjustments have been correctly handled by you and the
system.

Example:		A/R Total
Write in the beginning A/R balance from Aging for	Dec 31	$5,000
Write in the Crossfoot total from A/R Transaction Journal	Jan 31	+ $3,000
Add to get the A/R balance for	Jan 31	= $8,000
Write in the Crossfoot total for	Feb 28	- <$2,000>
Add to get the A/R Aging balance for	Feb 28	= $6,000
Write in the Crossfoot total for	Mar 31	+ $9,000
Add to get the A/R Aging balance for	Mar 31	= $15,000

It's as easy as one, two, three....
You balance when

---

① Your last month's
    A/R Aging total $5,000

---

added to

---

② This month's
    A/R Transaction Journal
    Crossfoot total $4,000

---

equals

---

③ This month's
    A/R Aging total $9,000

Worksheet

Write in the A/R Aging total for	Dec 31	
Write in the Crossfoot total for	Jan 31	
Add to get the A/R Aging total for	Jan 31	
Write in the Crossfoot total for	Feb 28	
Add to get the A/R Aging total for	Feb 28	
Write in the Crossfoot total for	Mar 31	
Add to get the A/R Aging total for	Mar 31	
Write in the Crossfoot total for	April 30	
Add to get the A/R Aging total for	April 30	
Write in the Crossfoot total for	May 31	
Add to get the A/R Aging total for	May 31	
Write in the Crossfoot total for	June 30	
Add to get the A/R Aging total for	June 30	
Write in the Crossfoot total for	July 31	
Add to get the A/R Aging total for	July 31	
Write in the Crossfoot total for	Aug 31	
Add to get the A/R Aging total for	Aug 31	
Write in the Crossfoot total for	Sept 30	
Add to get the A/R Aging total for	Sept 30	
Write in the Crossfoot total for	Oct 31	
Add to get the A/R Aging total for	Oct 31	
Write in the Crossfoot total for	Nov 30	
Add to get the A/R Aging total for	Nov 30	
Write in the Crossfoot total for	Dec 31	
Add to get the A/R Aging total for	Dec 31	

⚖️ Balancing gallons transferred

The purpose of doing this balancing, is to make certain that all gallons imported from the network reach AFS billing.

AutoFueling Daily Balancing Worksheet		
Date: Monday August 1, 2012	Time: 6:30am	
	# Transactions	# Gallons
Get the totals from the network "Editing & Posting pages" Write each local billing quantity on a separate line and then add together and record the total in the shaded TOTAL #1 box.	15	300
	10	300
	2	200
	3	400
TOTAL 1	30	1300
Get the total from the AutoFueling "Import" report. Write the total gallons on the shaded TOTAL #2 box.		
TOTAL 2	30	1300
Get the total from the AutoFueling "Post Cardlock Transactions " Write the gallons for foreign sales (Foreigns), Local Sales (Domestics) and Foreign Purchases (Remote Transactions) on their assigned lines. Add together and record the total on the shaded TOTAL #3 box	Foreign sales (Foreigns) — 10 / 500	
	Local sales (Domestics) — 15 / 500	
	Foreign Purchases (Remote Transactions) — 5 / 300	
TOTAL 3	30	1300

When: TOTAL 1 = TOTAL 2 = TOTAL 3....YOU HAVE BALANCED!!!!
CAUTION: If these figures do not match, do not proceed, call AFS for advice.

Gallons transferred worksheet

The purpose of doing this balancing, is to make certain that all gallons imported from the network reach AFS billing.

AutoFueling Daily Balancing Worksheet		
Date:	Time:	
	#Transaction	# Gallons
Get the totals from the network "Editing & Posting pages"		
Write each local billing quantity on a separate line and then add together and record the total in the shaded TOTAL #1 box.		
TOTAL 1		
Get the total from the AutoFueling "Import" report. Write the total gallons on the shaded TOTAL #2 box.		
TOTAL 2		
Get the total from the AutoFueling "Post Cardlock Transactions " — Foreign sales (Foreigns)		
Write the gallons for foreign sales, Local Sales (Domestics) and Foreign Purchases (Remote Transactions) on their assigned lines. Add together and record the total on the shaded TOTAL #3 box — Local sales (Domestics)		
Foreign Purchases (Remote Transactions)		
TOTAL 3		

When: TOTAL 1 = TOTAL 2 = TOTAL 3…. YOU HAVE BALANCED!!!!
CAUTION: If these figures do not match, do not proceed, call AFS for advice.

ICB Balancing

(Inter-company billing balancing)

PREMIER EDITION

It is possible to balance totals from AFS to your Pacific Pride Inter-company billing report

> if you have had a successful switch on the 1st and the 16th of the month AND you run the Foreign Sales Summary and the Foreign Purchases Summary reports on the 2nd and the 17th day of the month following each successful switch.

> To include the entire month's transactions do Step 1 and Step 2

Step 1. On the 17th of the month
For transactions from the 1st to the 15th of a month:
Run a Foreign Sales Summary report found in Cardlock/Reports/Volume Reports
Run a Foreign Purchases Summary report found in Cardlock/Reports/Volume Reports
Enter the 15th in both the Start Dates and the End Dates
Select "ICB Date" for Date Range Code.

Step 2. On the 2nd of the month
For transactions from 16th to the last day of a month:
Run a Foreign Sales Summary report
Run a Foreign Purchases Summary report
Enter the last day of the previous month in both the Start Dates and End

Date Range Code
> Select "ICB Date"

NOTE: Totals on these reports should match the totals on your ICB report

unless

> a franchisee has a transaction dated on or before the ICB cutoff date processed on the 16th or the 1st, but they do not make a switch call before midnight.
>
> The controller assigns the ICB date, but the switcher is the final arbiter. If you receive a transaction after the 16th/1st, the ICB date is changed and the transaction is switched back to the controller to update its history record. The change IS NOT posted into the local billing file. Therefore, you will be out of balance by the amounts of those transactions.

File Maintenance

"File Maintenance" is the adding, changing and deleting of data which is stored in the records that make up a set of files. This section gives you detailed information about the core data that you will collect and keep up-to-date. This data is the "fuel" that makes your software perform. File by file. We will describe what data is needed and how it needs to be entered for maximum results.

> ▼ "PREMIER EDITION" under the file name denotes this file as one that is only accessible through the PREMIER EDITION menus.

> ▼For each file, you will find one or more pages that give
>   1. any distinguishing characteristics about this file;
>   2. an image of the screens you will use to add new records to the file

> ▼ You will find help for all data, some help will be on the screens, some by clicking the Help button and yet more in this manual.

"File Lists" will list the data you have stored in your records. In general the menus to request "Lists" run parallel to the File Maintenance menus and sub menus.

Customers Main Screen

Customer Number

> Enter up to 6 digits. To find the last used number, enter all 9's, then press Page UP or click Previous.

Bill-to Customer

> This field is used in Wholesale Distribution

External Customer Number

> This field can be used as a cross reference for an outside accounting numbering system.

Sort Name

> Display only - It is generated automatically and will be displayed here the next time you call up this customer.

Customer Name, Address, City/ST/Zip
> See "Names, Addresses, Phones & Dates"in the "Getting Acquainted" section for details.

Fax Number
> Enter the customer's fax number here.

E-mail Address and Web Site
> Enter the customer's email address here. If you want this customer to receive their statements and reports via email, after you have filled in the email address, go to the Customer Maintenance, statements screen and check the box that says E-mail. All email addresses entered will receive statements and reports.
> You can enter email addresses up to 160 spaces.
> Use a semi-colon to separate email addresses, no spaces.

Print Labels
> This box is checked by default so that you are able to print labels for this customer whenever you run a batch of labels.

New Customer Label
> This box is checked by default so that you can print labels for new customers only. Uncheck this box when this customer is no longer a new customer.
> Print labels from the menu option Cardlock, List Files, Customer Lists, Address Lists and Labels.
>
> ▲ When entering a new customer, Update to save the information you have entered and to go to the next screen.

Enable Web Access
> Web Access only - see Web Access instructions

Web Access Action
> Web Access only - see Web Access instructions

Customers Credit Information

Credit Limit (RECOMMENDED)

> We strongly recommend you enter a credit limit.

> ▲ Credit control reports won't print without it, which may result in lost revenue.

Max card Gals/Cycle
> Enter the maximum number of gallons, per customer's card, per cycle, you want this customer to be able to fuel. Any amount over this will be reported on the Customer Exception Report. The transaction's Edit and Post will report exception occurs and accumulate and report quantity or dollar amounts that have been exceeded.

Card uses/day

You can set a general policy in the Company File Maintenance to report any cards that exceed x uses per day. This policy can be overridden here at customer level, or at card level in card file maintenance. If both customer and card levels are entered, card level will override customer level.

Max Transaction $ Amount

If you want this customer to have a maximum $ amount that they can purchase, enter that amount here. If they purchase over that limit, the transactions will error on the edit/print list. You can decide which action to take at that time.

Write-off Account

Check this button if the credit department determines that the customer's balance is likely to be uncollectible, or has been turned over to a debt collection agency. This will enable selective A/R Aging reporting.

Credit Flag (Premier Edition)

You can select a credit flag for this customer to be automatically cut off if any of the following happens with their account.
They go over their credit limit, enter #
Their account is past 30 days, enter %
or past 60 days, enter &
or past 90 days, enter @

Or you can enter a credit flag code of your choosing to place a watch on their account.

▲ Set up new credit flags in Accounts Receivable, File Maintenance.
Use the Look-up to see the options available. (Page up and down to see ALL selections)

Credit Terms

Select from Lookup, according to your company policy.
Enter V here if your customer pays by Visa. This will cause the terms on the statement to read VISA, and will generate an "automatic pay" report to be prepared. You can print this report from the Reports menu and use it when you process visa payments.
Enter $ if this customer is a prepaid customer. The credit limit is the amount the customer must maintain in their account.

Customer Class

> AFS is the default code setup with this system.
> Premier Edition users can define additional classes for use in Cardlock pricing.
> See the pages on Customer Class Pricing in this manual.

SIC Code (Standard Industry Classification code)

> Premier Edition users can create Aging Reports and Sales Reports for customers selected on the basis of their SIC Codes.

Deposit Amount and Date

> If this customer paid a deposit, enter the amount and date here. Deposits can be entered at a later date also. A transaction will be generated automatically for posting to the customer's account; thereafter, this field is for information only. If you elect to use the default deposit in the Company Master that will show here when adding new customers.

Setup Amount and Date

> If this customer paid a setup fee, enter the amount and date here and it will be treated the same as a "Deposit" amount.

Refund Amount and Date

> Not applicable to a new customer
> Enter the amount and date here when a deposit is refunded. Then make a manual adjustment entry to their account.

Credit Comments

> Describe this customer's creditworthiness, to flag the account for action, etc. You can print these comments on the A/R Aging reports.

> ▲ Comments can also be updated in the Customer Inquiry screen.

> ▲ If you are entering a new customer, Update to go to the next screen.

ACH EFT Data - See Automatic Check Handling/EFT for help with this feature.
Set up the EFT bank information in your Company Maintenance information screen first.

Bank Routing #

> Enter the customer's bank routing number.

Bank Account #

> Enter the customer's bank account number.

ACH Account Type

> Your bank will be able to help with this selection.

ACH Days to Pay

> Enter the number of days after the statement that this amount should be debited from this customer's bank account.

Prepay customers

You can set up a customer to have a Prepaid amount on their account, which they must maintain. Their statement will show how much they must pay to maintain this amount.

You can keep tabs on their account by looking at their customer inquiry screen to see what their balance is. If you have a lot of customers on Prepay, you can run the Prepay/Automatic Pay customer audit report or run an aging to check on these accounts.

> NOTE: "Prepay" is not the same as "deposit." Deposit is intended as a one-time payment, to be refunded when the customer closes the account. See Company and Customer Maintenance in the manual for details on deposits.

To set up a Prepay Customer, go to Customer File Maintenance, and from the Credit Tab:

Credit Limit

　　Enter the Prepay amount.

Credit Flag

　　Enter a credit flag that describes this customer's account.
　　▲See more on Credit flags in Customer File Maintenance, Credit
　　Information.
　　If you want this customer to be automatically cutoff when their A/R
　　balance is greater than zero, enter a # sign here. (They have used all their
　　Prepaid amount and they now owe money)

Credit Terms

　　Enter the $ sign to signify this is a Prepaid Account.

　　▲ Enter a credit comment to remind you what is happening with this
　　customer.

　　▲ When a customer sends a payment for an account that is set up as
　　prepay, enter the amount as a normal cash receipt. This should create a
　　credit balance on the customer's account and the operator will apply the
　　open credits against purchases. The statement will reflect not only the
　　current balance, but also indicates the amount the customer must remit to
　　get back to the committed prepay balance.

Prompt Pay discount will be calculated on Pre Pay accounts.

Customers Statements, Salespersons

Statement Cycle Code

Press F2 or click Lookup for a list. The code you enter will determine this customer's billing frequency.

Invoice Grouping

Choose from **Driver**, **Vehicle** or **Misc. Keyboard**

Choose **Driver** to show transactions grouped by vehicle/driver/date. This clearly shows each driver's activity. Remember it will only offer MPG calculations at the vehicle total level. Odometer readings will not work for this selection.

Choose **Vehicle** to show transactions for each vehicle in date/time order. A running calculation for MPG will be allowed on each line. Odometer readings will work for this selection.

Choose **Misc. Keyboard** to treat Type 1 driver cards as dual cards by using Misc. Keyboard entries as vehicle numbers.

If you select Misc. Keyboard Invoice Grouping you must enter VEHICLE as the Misc. Keyboard Description in order for odometers to work.

NOTE: You must have already selected the ALT invoice format in the Company Master statement screen to make this work.

Misc. Keyboard Description

If this customer has Misc. Keyboard enabled on cards, Misc. Keyboard will appear on the invoice as a description. You can enter an overriding description to appear on the invoices here such as Job Number, Employee Number or Vehicle.

Number of Extra Copies

Enter the number of EXTRA invoice sets, (statement, invoice, vehicle summary) to print for this customer.

Assess Finance Charges

Check if you want to assess finance charges on balances older than the due date, at a rate specified in the company master.

Finance Charge Override %

If you want to override the standard finance charge, which defaults for this customer, enter the rate as a percentage here. The default is setup in the Company Master.

Create Statement

Check if you want to print both statement and invoice. Leave blank to print only the invoice.

Create Vehicle Summary

Check to print the Vehicle Summary for this customer at statement time.

Create Department Summary

Premier Edition only

If you want to print a Department Summary Report for this customer, select YES here.

▲ You must enter the Department name/number in the maintenance screen for each Type 1 and Type 2 cards belonging to this department. This is useful if your customer wants to know how much each department has purchased.

Invoice by Department

Choose from the drop down menu;

No Dept Invoice
No Page Break
Page Break

Page Break or No Page Break must be selected to activate department summaries.

NOTE: This only works for Customers using the narrow laser Invoice formats. Custom invoices, wide Invoice and Alt. Invoice formats are not supported.

The Page Break option will produce a new page of the invoice with each new department processed and the grand total of invoice amounts will also be on a separate page. This allows the invoice to broken up by departments and distributed to those departments.

Create Misc. Keyboard Summary

Check to print a Misc Keyboard Summary for this customer at the same time you print a statement for them.

Create Magnetic media

Premier Edition only

Default is No.
CSV Delimited: Use this choice to be able to import this file into a spreadsheet.
3 Char Site to produce a Magnetic Invoice for this customer.

▲Refer to the "Magnetic Invoice" section in the Manual for details.

E-Mail customer reports

Check if you want to be able to do this.
This field determines how statement reports, uninvoiced transactions, and customer purchase history reports will be routed to the customer.
If E-mail is checked, enter the E-mail address on Screen 1 of Customer Maintenance.

Salesperson # and Name
> Enter/Select the primary salesperson's number who is responsible for this customer's account. If you do not have any other salesperson's setup, OR you are not using Premier Edition software, you must use # 99 House Account (already setup in your system) as a default. There is no rate associated with #99 House Account.

Initial Rate for Salesperson #1
For Premier Edition Users only
> Initial and Follow-on rates for Salespersons are typically used only if there is a split commission. Use this to override the sales persons' standard rate setup. Enter the commission rate as a decimal amount.
> ▲ Enter zero or blank if you are not a Premier Edition user.

Follow-on rate
For Premier Edition Users only
> Enter the commission rate as a decimal amount.
> ▲ Enter zero or blank if you are not a Premier Edition user.

Salesperson #2
For Premier Edition Users only
> Enter the second sales person's number who is responsible for this customer's account.
> ▲ Enter zero or blank if you are not a Premier Edition user.

Initial Rate - Salesperson #2
For Premier Edition Users only
> Enter the commission rate as a decimal amount.
> ▲ Enter zero or blank if you are not a Premier Edition user.

Follow-on rate
For Premier Edition Users only
> Enter the commission rate as a decimal amount.
> ▲ Enter zero or blank if you are not a Premier Edition user.

Commission Effective or Setup Date

For Premier Edition Users only

> This is the date you want the salesperson to start receiving commissions on this customer's purchases. If the customer has House Salesman #99 assigned and there is no commission, the date is when the customer was setup.

Commission based on Card Issue Date

For Premier Edition Users only

> Choose Yes if you want the salesperson to receive commission based on the date new cards are issued to, and used by this customer.
> If you choose No, the date entered above will be the default.

> ▲ If you are entering a new customer, Update to save your information and go to the next screen.

Customers Prompt Pay Volume Discounts

Override the default prompt pay volume discount here. The default is set up in the statement cycle code maintenance.

| Main | Credit | Statement | Discount | Misc | Delivery | CardMaint | TaxOverride | Notes |

Company Number 01   AUTOFUELING SYSTEMS

Customer Number 000003   Vancouver School District

Prompt Pay Volume Discounts

Overrides for this customer   Defaults for MO   Statement Cycle

Discount Type	Minimum Volume	Discount Amount	Discount Type	Minimum Volume	Discount Amount
Gallon	1		Gallon	1	0.01000
				250	0.01500
				500	0.02000
				1000	0.02500
				1750	0.03000
				2500	0.04000
				5000	0.05000

Premier Edition only

Volume Group Number

| Exit | Help | Lookup | Update |

Discount Type

         Choose how to apply the discount rate:
         Gallons = cents per gallon
         PCT   = percent of total sales
         None   = does not apply

Minimum Volume

Enter the minimum volume a customer must buy to be offered the prompt pay discount entered in the next box. This will override the prompt pay schedule you have set up in the Statement Cycle Code Maintenance located in Cardlock, File Maintenance, Cycles & Messages, Statement Cycles.

▲ If you do not want this customer to receive any discount, enter one in the minimum volume field and blank out the discount amount. This will also override the default discount set up in the Statement Cycle Code Maintenance.

Discount Amount

Enter, with decimal, the amount of the discount you are offering at the above volume level.

▲ Prompt pay discounts are calculated on each transaction, so there may be differences due to rounding on the statement.

▲ Prompt pay volume discounts are retained in the system for 2 periods only. If you reprint a statement past 2 cycles the prompt pay discount will not show.

Volume Group Number
Premier Edition Feature

If you have assigned this customer to a volume discount group, enter their assigned group number here. The combined volume of the group will be used to calculate the prompt pay discount for this customer. When you delete the group number from this screen, the customer will be deleted from the group volume maintenance program and will no longer receive the group discount or show on the volume group summary report.

▲ You can have different rates for each customer in the group, but all customers in the group must be on the same billing cycle. Look at the manual pages on Volume Group Discounts for more information.

▲ If you are entering a new customer, Update to go to the next screen.

Customers Miscellaneous Information

Misc. Codes

Premier Edition

> Setup Misc. Codes in File Maintenance first. Then you can enter up to five of these codes per customer. Once you've assigned codes to customers, you can run aging reports and sales history reports, selecting all customers with the same code.
>
> Click on Lookup to see codes already in the system or enter new Miscellaneous codes in Cards & Customer File Maintenance, Customer Misc. Codes Maintenance.

Follow up Tickler Code

Premier Edition

Enter a letter of your choice to identify a tickler code. A Tickler code report will print for the following month when month-end reports print. If you are running a month end for April, a tickler report for May will print.
You can also print/display a list of Tickler Codes entered for each customer by month. Go to Lists, Customer Lists, Customer Tickler List and enter the month desired.

Tax ID's

Tax ID numbers entered here will show on the corresponding tax report.

Customer/Card Tax Overrides

The Tax Overrides feature provides a way to override tax rules and rates that would otherwise be applicable.

This feature can be used for any customers who are exempt from any taxes. For example, cities, counties, school districts, farms etc.

You can apply an override to ALL cards for the customer entered by clicking on Customer Override.

CAUTION: Use this only if ALL the cards for this customer are eligible for the same exemption on the same product class.
Otherwise, click on Card Override and enter each individual card for each tax override for each product class.

Product Line

Use the Lookup to see the selections you have entered into your system for Product Line. See additional information on setting up product lines in your system and how to use them in the File Maintenance, Product & Pricing, Product Lines.

▲The whole set of tax codes you enter must match a tax code combination in the Tax Definitions file. You can press the Lookup button at any time in the series to select the combination you want. If you are unsure which Tax Definition to use, you could look up another customer you know is similar, tax-wise or print a list of tax codes you have set up to see a sample of the format you might use.
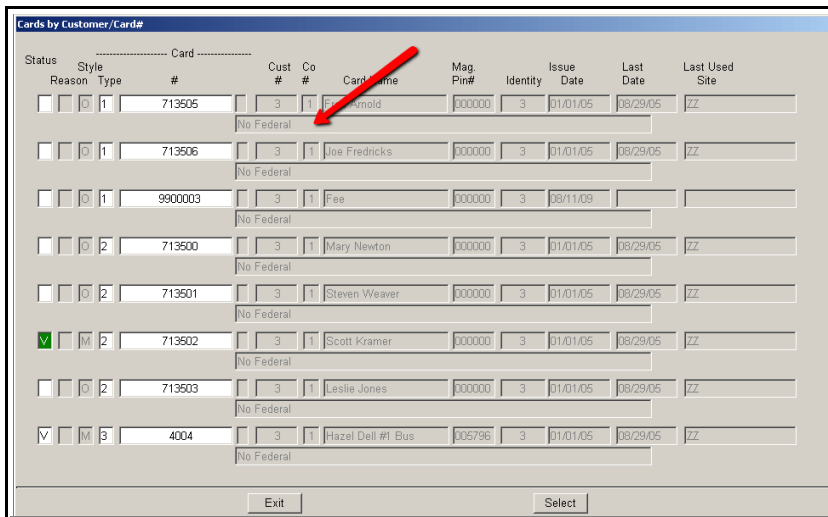
Excise Tax Codes

For each tax flag, select,
Y = let this tax apply
N = overrides/omit this tax
V = Variances
L = Michigan limited volume exemption
. = No tax in effect

Description

When a valid tax combination is entered or selected, the description will be displayed.

NOTE: Tax overrides can be viewed for all cards by selecting the Lookup while your curser is on the Card Number field.

Global Tax File Changes

If your network does not change taxes through a daily download then you can use the global tables to insert/change tax rates.
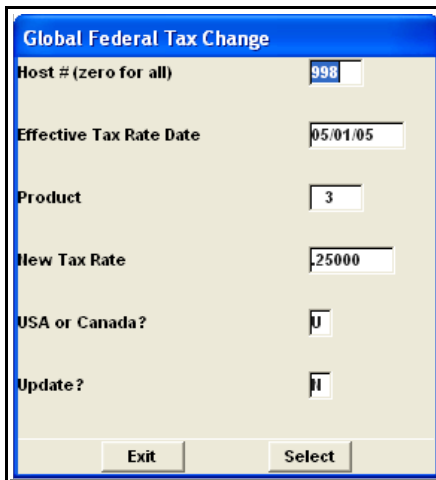
From Cardlock, File Maintenance, Tax Files, Global Tax File Changes.
Select the Tax you wish to change and enter the appropriate information in the screen that you have selected.
You can enter N for update to look at the changes you are about to make. After you have checked them out for accuracy then go back and change the update field to Y to post changes. Sample of report follows.

```
2010/05/27 11:06:31                        Global Federal Tax Rate Change                                    Page:    1

Host Site  Address        Prod        UM   Eff.    Fed      State     State    County    City    ------- Sales Tax --------
  # Code                   # Name            Date   Excise   Excise    Other     Tax      Tax     State    Cou  City  Prepaid
                                                                                                 F/S Margin

State:  AL  Alabama

 998 ZY      **          AL    3 DIESEL   G 05/01/05IY .25000 IY .17000 IY .02000 IY .01000        RN 4.000
         AutoFueling Systems

Total number of records:      1


State:  CA  California

 998 ZW      **          CA    3 DIESEL   G 05/01/05IY .25000 IY .18000                            IY 7.750            0.06500
         AutoFueling Systems

Total number of records:      1


State:  OR  Oregon

 998 ZV      **          OR    3 DIESEL   G 05/01/05IY .25000 RY .24000
         AutoFueling Systems

Total number of records:      1


State:  WA  Washington

 998 ZZ     12366 N.E. H WA   3 DIESEL   G 05/01/05IY .25000 IY .23000                             RN 7.600
         AutoFueling Systems
 998 ZZZ     **          WA   3 DIESEL   G 05/01/05IY .25000 IY .23000     .02000                  RN 7.600
         AutoFueling Systems

Total number of records:      2


Total number of records:      5
```

Customer Notes

Keep a running log of interactions with your customers.

This critical information will be available to your employees for credit and sales follow-up.

Type

> Enter a one character user-defined type code. (Suggestions for this code are C=Credit, S=Sales).

Look at your notes in the Customer Note Maintenance program by using the Previous & Next Keys, or the Look-Up.

From File Lists, you can display or print a full or selective list of the customer notes that have been entered in the system.
You can print customer notes in date range order

Prompt Pay Volume Discount Group Maintenance

PREMIER EDITION

Prompt Pay Volume Discount Grouping is used to encourage indirect marketing to smaller accounts that have a logical relationship. It provides an incentive for owners of a number of businesses to combine together and buy from one vendor (you!). It allows for separate billings under a single umbrella corporation while consolidating volumes for discount purposes.
The Prompt Pay Volume Discount is entirely separate from product pricing.

Group Number

> Enter the number and name of the group.
>
> ▲ Customers in a Volume Group must share a common statement cycle.
>
> ▲ Assign the customers you want placed in this group by entering the group number in the customer's Prompt Pay Discount file maintenance screen. If you delete the group number from the customer's file maintenance, their number will be automatically deleted here too.

▲ If you want the group to get a different prompt pay discount than is setup for the statement cycle they are assigned, you can
1. Set up a cycle just for that group with their own prompt pay discount or,
2. In customer maintenance, for every customer in the group, override the prompt pay discount.

▲ The discount allowed for each customer is calculated after every customer's purchased gallons are added into their group total during statement/invoice processing.

▲ The discount earned is printed at the top of each customer's statement, but it is not calculated into the actual transaction prices. Discount amounts **are not entered into the system until posted with a cash receipt**. (This is the prompt pay part of the volume discount.) Until then, the discount is simply a memo item printed on the statement and invoice.

▲ Customers will show in the group volume screen following statement runs.

▲ Group volumes can only be reprinted on a current and one prior statement.

▲ When you use the lookup in the volume group maintenance program, it will show all active customers first that are by default a group of one. Volume group customers will follow.

Cards Main

New cards must be set up here before a transaction can be processed and billed to the appropriate customer. And, the customer must be set up before a card can be set up. Enter the data on the first screen, and click update to get to the next screen.

Card Type

> Type 1 card works alone. Type 1 cards can be restricted to certain fuels. Type 2 card is commonly called a Driver card. It is used with a Type 3 vehicle card.
> Type 3 card is commonly called a Vehicle card. It must be used with a Type 2 card. Restrictions are set up on the Type 3 card. If you restrict the Type 2 and Type 3 cards, only the restrictions they share in common will be allowed.

Card Number

For a type 1 or type 2 card, enter a number up to 18 digits.
For Pacific Pride (CFN) Type 1 and Type 2 cards, enter a number from the preassigned block of numbers provided to you by PPSI (CFN). Captive and proprietary cards can be assigned any number up to 8 digits. For type 3 cards, enter any number between 1 and 9999. For Network cards, enter the number that came with the card.

Card Check Digit Enter 0 for Pacific Pride and CFN (This field only used by Voyager)

Card Style

Choose from:

Magnetic - The only card that can be downloaded to PacPride, all others are blocked.
Network (PP) (See info at the end of this document)
Complete (Universal)
Both Mag & Optical
Fleetwide
Voyager

Card Unique?

This field indicates whether this card number is unique across all customers.
For Type 1 cards, this must be set to Yes
For Type 2 cards in a dual card arrangement, this is typically set to Yes.
For Type 3 cards in a dual card arrangement, this is typically set to No because it is NOT unique only to this customer.
For Type 3 cards in a Floating Pin arrangement, this is typically set to Yes because it is unique for all customers.

Host Number

> The host number this card and customer belong to will default. If you have multiple host numbers, make sure the host number that defaulted is the correct one.

Identity

> The card "identity" is composed of 6 digits. We recommend you use the A/R customer number for this field, and this is supplied automatically, but you can change it prior to ordering the cards. For Pacific Pride transactions, the identity must match the identity included in the transactions.

Pin Number

> For reference only. Entering the PIN number will give you the ability to print it out on the card assignment and restriction list. (If security is a concern, you may specify NO PRINTING of PIN numbers on that list.)

Maximum Volume per Cycle

PREMIER EDITION

> At the customers' request you may enter the maximum gallons allowed to be purchased by this card within a statement cycle. The AFS CARD USAGE EXCEEDING ALLOCATION report which prints as part of final posting, lists cards that have exceeded the maximum volume setup. This will signal you to take corrective action.

Card Uses/Day

> Enter a number up to 99. If this card is used more than the number entered here, it will also report on the AFS Card Usage Exceeding Allocation report.

Maximum Trans $ Amount

> If you want this card to have a maximum $ amount that can be purchased, enter that amount here. If the purchase goes over this limit, the transaction will error on the edit/print list. You can decide which action to take at that time.

Expected MPG

> You can enter the expected Miles per Gallon for this vehicle. If the actual MPG is different from the expected, a variance figure will print on the invoice.

License State and Number

Enter/Select the 2 character state code in which the vehicle is licensed. If included it will be printed on the invoice.
Enter the License Plate number of this vehicle. If included it will be printed on the invoice. This does not apply to the type 2 cards.

Department Number

If a department name or number is entered here, it will print on the card line on the customer's invoice. Department numbers can be assigned to Driver cards and Vehicle cards.

Date Issued

Enter the date this card was issued as MM.DD.YY, 062299.

▼ Last Used, At Site, Previous Odometer Reading, Current Odometer Readings are Display only fields.

Comments

Enter additional comments about this card. These comments will print on the card assignment list.

Permit Information

State, Number, Expire Date
If this card has a diesel permit enter/select the 2 character state code that issues the permit, the number and the expiration date.

Usage

Information on this card, including last product purchased.

NETWORK and UNIVERSAL CARDS

Pacific Pride Network cards are ordered online from Pacific Pride. After you receive the card, enter the card in AFS Cardlock Card File Maintenance. Any changes or deletions are also entered online from Pacific Pride and then also entered into AFS Cardlock Card File Maintenance. You cannot download Network cards from the AFS system.

To enter a Pacific Pride Network card go to the File Maintenance, Card Assignment, Main card screen. In the Card Style field enter Network(PP).

Enter any other pertinent information that you want on the first Main Card screen and then Update.

▼ The customer's information for the Network card will default from the first Main card screen.

You can enter anything else about this card on the Mag Limits or Restrictions screens **for your reference only** as this card is not uploaded or downloaded.
Network Cards cont.
Online Update Order Info
DO NOT ENTER ANYTHING IN THIS BOX.

Cards Magnetic Main Screen

Magnetic cards can be ordered, validated, invalidated or changed here. To send to Pacific Pride, request the download from AutoFueling to Pacific Pride from Cardlock Activities.

If you are entering a new Magnetic card, begin by entering the card information on the File Maintenance, Card Assignment, Main card screen. In the Card Information box select Magnetic in the Card Style field.

Restriction group sequence
> The default is 1. This field is used to set unique use parameters by card number for different fuel categories.

Example #1: The same card number may have different parameters for gas and diesel. This feature allows the driver to carry only one card.
> If you are ordering a card with unique parameters for different products, enter 1 for the first product restriction parameter. Enter 2, 3 and on for additional product restriction records tied to this card number.

Example #2: A card ordered with a 25-gallon limit for no lead gasoline and Seq. # 2, defining diesel as having no restrictions.

Restrictions
> Enter the Pacific Pride category number for the product you want the customer to be able to purchase. Use the Lookup for help choosing a restriction category.

Online Update Order Info
Reference
> The reference field will be defaulted from the previous screen. It is the reference name/number associated with the card.

Update Action

> **No action** - You want to change information on the screen only and you are not going to download that change to Pacific Pride.
> **Add online only** - You want to make a change and download it to Pacific Pride.
> **Order only** - You want to order cards and download to Pacific Pride but you do not want to assign the cards to anyone.
> **Invalidate** - You want to invalidate this card online.
> **Validate** - You want to validate this card online.
> **Update online** - You want to change information online.

> > If you choose Update Action:
> > Invalidate
> > Validate
> > No Action
> > Update online
> > You will only be able to enter the Reason Code for these actions. The rest of the fields will be greyed out. Choose a reason code from the Lookup that fits your action.

> > If you choose Update Action:
> > Add online and order
> > Order only
> > You will need to fill out all the fields and reason codes.

▲Before you perform the download to send your changes or orders to Pacific Pride, you can look at the cards that you have ordered or invalidated/validated, by selecting from Lists, Card Lists menu, Pac Pride Mag Cards to Download or Invalidate/validates to Download. You can make corrections in the card file maintenance screens and run the report again to see the correction.

If you are using the block of magnetic cards in the 8,000,000 range

> These cards ARE MAGNETIC ONLY
> They can be Type 1 or 2 (Type 3 is a 4 digit number so this card range cannot be used for Type 3 cards)
> Enter cards in AFS card file maintenance as magnetic only. When all fields are filled use the Enter Update Online option and then download order information to Pacific Pride.

If you are ordering new magnetic cards one at a time.

> In AFS card maintenance enter the card and select Add online and Order.
> Don't forget to check printouts from both AFS and Pacific Pride.

If you want to order a block of cards to be assigned to customers later

> On the Pacific Pride controller, use the order only option.

If you want to assign cards from a block of cards that you have previously ordered.
> In AFS, enter the cards in card file maintenance and select update online only and download.

If you want to change the identity of a magnetic card.
> On the Pacific Pride controller, retrieve the card and request identity change and update that to the online system.
> In AFS change the identity and select No Action so this is not downloaded to Pacific Pride.

If you want to change the customer number of a magnetic card.
> In AFS, delete card from old customer and add to new customer. Select No Action so nothing is downloaded to the controller.
> On the Pacific Pride controller, retrieve each card and request Identity change and select Update only option.

If the card has already been entered on the Pacific Pride controller.
> In AFS, enter the card and choose the No Action option.

Concurrent Trans?

Leave Blank for this card to use the default flag in the AutoFueling host file.
Enter Yes if you want this card to be able to fill two or more vehicles at once.
Otherwise choose NO

Use Pride Net Retail?

Choose Yes if this card can be used at a Pride Net Retail site. Otherwise choose No.

Cards   Mag-Limits Screen

Enter any limits for this card. If you need help with this, please consult your Pacific Pride manual.

Cards   Mag-Restrictions Screen

Enter any restrictions for this card here. If you need help with this, please consult your Pacific Pride manual.

Customer/Card Price Discounts

Use this screen to offer discounts from your normal selling price for selected customers or individual cards.

▲ If you want to enter a discount for **all** cards for this customer, click on Customer Discount and fill in the information for the customer. If the discount is for an individual card, click on Card Discount and fill in the card information.

▲ The include/exclude feature makes' it possible for you to target specific sites for discounting. This discount will be applied to the "normal" price at the time the transaction is final posted. This creates the unit price that will show on the AFS Transaction Edit and on the customer's invoice.

CAUTION:
This discounted price is honored no matter when the customer pays you.
Be especially cautious when using this feature in conjunction with a special pricing AND/OR the prompt-pay discount.

Discount/Gallon

Enter a discount here only if you are selecting Include Discount.
Leave blank if you are selecting Exclude Discount.
Exclude Discount is used to omit discounts and is always used in combination with Include Discount entries.

Example:
You want a discount of two cents on gas at all sites **except** sites 17 and 18.

Set up the two-cent discount for all sites:
    Site = ********************
    Product class = Gas
    Include
    Discount = .02
Then set up two more entries:
    First entry, to exclude discounts at Site 17:
        Site = 17
        Product class = Gas
        Exclude
        Discount = .02
    Second entry, to exclude discounts at Site 18:
        Site = 18
        Product class = Gas
        Exclude
        Discount = .02
Enter the discount amount per gallon in decimals

Customer Class Codes

PREMIER EDITION

This feature makes promotional or special pricing for a group of customers a breeze to set up.

▲ Each customer must be assigned a class in customer maintenance. The default class is AFS. If you want to create additional classes you must set them up here first, then assign the customers, in customer file maintenance, to the new class.

To set up
1. Enter the class for this group of customers, for example "NEW" for New Customers.
2. Enter a price record for "NEW" customer class in File Maintenance selling prices, omitting customer number.
3. Assign customers to the "NEW" class in Customer file maintenance.

Customer Class Codes Maintenance	
Company Number * 1	AutoFueling Systems
Class Code * NEW	

Class Code Information

Description	New Customer Accounts
Price Expiration Date	05/31/02 Expiration Processed
New Customer Class	DLR

☑ Automatically replace Customers' Class on first edit after expiration

| Exit | Help | LookUp | Update | Delete | Previous | Next |

▲ When you have completed the steps, the customer's transactions automatically will be priced using the "NEW" price you have entered in pricing.

Remember. The other pricing rules still apply.
For example, if you created a class price record for a region, and the customer purchased outside the region, global pricing will be used unless you created a class price record for a global region.

Price Expiration Date

If you enter a date here, when that date has passed, the program will no longer use the price you have set up for the class code. If you do not enter a date, transactions will be priced this way until this record is deleted or a date is entered.

Expiration Processed - display only

This is the date the expiration date was processed by the software. In order to allow some time for lagging transactions to be processed, the software waits 10 after the expiration date to reassign the class codes.

New Customer Class

If you enter a price expiration date, you can enter a new customer class code.
The new code must already exist and it cannot be global (***). If you do not enter a new customer class code here, the program will use the global price (***)

▲ A warning will print on the first transaction with this class price, after the expired date, that says "Class Pricing Record Expired, Standard Pricing Substituted."

Automatically Replace Customers' Classes on the first edit after expiration

If you want the program to automatically assign a new class, enter the new class in New Customer Class field and check the box to automatically replace customers' class on the first edit/print after the expiration date.

▲ A message will print on the first transaction for each customer who has been reassigned to a new class saying, "Notification of class change to customers' record."

▲ Print a Customer Quick List by Customer Class to see who is assigned to which class.

Customer Misc. Codes

PREMIER EDITION

Customer Misc Codes has also been added to the Accounts Receivable menu. After you have assigned Customer Misc. Codes, you can now run the Volume by Customer by Misc Code.

Create a miscellaneous code as a way to track customers. Aging Reports can be run by miscellaneous codes.

Set up a code here and then assign that code to the customers of your choosing in their Cardlock file maintenance on the Misc screen.

Customer/Card Usage Exceptions

PREMIER EDITION

Cardlock, File Maintenance, Cards & Customers, Cust/ Card, Cust/Card Usage Exceptions. Enter the exceptions you want to monitor for a customer or card.

After you enter the rules in this screen, you can print a list of all usage exception's rules from the Lists menu.

When transactions are posted, you will be prompted to print a report of usage exceptions. The report will show the transactions that have exceeded the parameters you have set up. This report is intended to be run daily, so this is an excellent time to do this.

Or you can print a Customer/Card Usage Exception report from Cardlock ➜Reports

Customer Number
> You must enter a customer number

Hours Allowed

Enter the from and through hours you want to allow purchases for this customer or card.

Example: From 10 Through 20 will mean from 10am through 8pm and any other transaction that is recorded in the next 59 minutes up to 8.59pm

Restrict Holidays

Enter Y(es) or leave blank for No. If you select Y(es), these holidays will be restricted:

New Years Day
Independence Day
Veterans Day
Christmas Day
Martin Luther King's birthday (3rd Monday in January)
Washington's birthday (3rd Monday in February)
Memorial Day (5th Monday in May unless there is no 5th Monday then 4th Monday is used)
Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October)
Thanksgiving (4th Thursday in November)

Odometer

Enter Y(es) to say odometer must be present or leave blank

Misc Keyboard

Enter Y(es) to say Misc Keyboard must be present or leave blank

Start Date

Authorized beginning date of card. If entered program will show which transactions occurred before this date.

Expiration Mo/Year

Expiration date of card. If entered program will show transactions which occurred after the last day of this month.

Product Categories Allowed

Set up your own product categories in Cardlock, File Maintenance, Products & Pricing, Reporting Product Categories. These can be the same as those in use by Pacific Pride/CFN, or build your own groupings of products. Then you can include the category in this exception report.

Example: If you wanted to track BioDiesel use separate from traditional diesel, you would set up a BioDiesel category, including all the blends available.

Max Tran Qty

Enter a transaction quantity you want to report on the Usage Exception Report if the quantity is exceeded.

Max Period Qty

Enter a quantity you want to report on the Usage Exception report if quantity is exceeded in the period set below.

Max Period Amt.

Enter a dollar amount you want to report on the Usage Exception report if amount is exceeded in the period set below.

Reset each

Mark with an X the period you want to report for the quantity and amount you entered above.

After you have printed your Customer/Card Usage Exceptions, print a customer history report to see the details of the exceptions for each transaction.
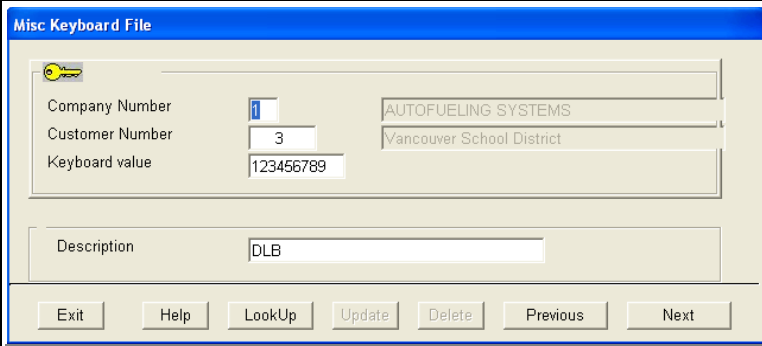
```
2007/08/07 11:31:56    Cust/card Usage Exceptions Report    01/01/05 Thru 02/02/05                                Page:    1

                                                                            Period      Period        Period
Co Customer    Name                           Card #      Name              End Date    Quantity      Amount
 1        2 Fircrest Carpet Cleaning                                        01/15/05     189.200

Exceptions Found:

          Max Period Quantity           Driver:  600002-1          Date: 2005/01/17  7.22  ZZ

 1        2 Fircrest Carpet Cleaning                                        01/31/05     161.250

Exceptions Found:

          Max Period Quantity           Driver:  600002-1          Date: 2005/02/02  7.21  ZZ
```

This is a sample of the Customer/Card Usage Exceptions report. In the screen above, it was selected to report on customer #2 when they purchased over 150 gallons a period. The period would be reset every 15th and 31st of the month.

Miscellaneous Keyboard File

You can find this screen in Cardlock, File Maintenance, Cards & Customers.

If your customers use the Misc Keyboard entry, you can enter a description here to be able to associate their entry with a description. This description will appear on invoices, Misc Keyboard Summary, Customer Purchase History and Un invoiced reports.

NOTE: This will work ONLY on Portrait Laser statement format.

This is how the entry on the previous page will appear if you have checked this customer to print a Miscellaneous Keyboard Summary Report in their Customer File Maintenance.

```
AUTOFUELING SYSTEMS              01-000003        *** MISC. KEYBOARD SUMMARY REPORT ***  06/30/05    Page  1
7414 NE HAZEL DELL AVE
VANCOUVER, WA  98665


Vancouver School District
Don Holland
82900 NW 7th St
PO Box 211167
Vancouver, WA  97661




Misc      State  Product        Tax Type      ....Units.... Unit   Ex-Tax    Federal   State     State    Local    Amount
                                              Fuel   N/Fuel Meas   Amount    Excise    Excise    Other    Excise

                     Misc. Kybd:       0

          WA   DIESEL    No Federal    2,240.13         GAL    2,402.17             515.28                       2,917.45
          WA   NL PREM   No Federal      302.22         GAL      443.06              66.51                         509.57
_____

                     DLB 123456789

          WA   NL PREM   No Federal       22.28         GAL       29.40               4.90                         34.30
_____

               ********** M I S C .   K E Y B O A R D   T O T A L S **********

          WA   DIESEL    No Federal    2,240.13              2,402.17             515.28                       2,917.45
          WA   NL PREM   No Federal      324.50                472.46              71.41                         543.87
```

Create Assigned Card Blocks

PREMIER EDITION

If you get blocks of card numbers from your network, here is a way to enter and keep track of those card numbers in your AutoFueling software.

From Cards/Cust File Maintenance menus, Create Assigned Card Blocks will let you create a block of cards, with card numbers of up to eight digits. (18 digits are allowed) The system will also show a warning message if you enter a card number outside any block of assigned numbers that you have entered. This will only be a warning and the system will allow you to enter the card.

You can print or display a list of entered blocks of card numbers from the Cardlock List menu.

Network Affiliate
> This field is used for description only. It is not used to determine the network. The host number record is used to determine the network.
> You can enter multiple blocks of cards for multiple host numbers

NOTE: The host number in the card assignment file must match the host number in the defined block of card numbers.

Salespersons

The AutoFueling System requires you to have at least one salesperson set up here. If you have Model A but do not want to use the commission feature, use the House Account Salesperson #99.

(Other models will use the default #99 House Account. No commission is associated with the House Account #99 and therefore there is no commission report.)

> ▲ A customer must have the Salesperson assigned in customer maintenance at the time the transaction is final posted.

> ▲ Salespersons' records are not retroactive as the salesperson number is recorded as part of the transaction.

> ▲ When changing or adding new salespersons to customer records, it is best to change them at the end of a month, prior to any final posting, or change them on the day they are effective. (**Transactions are assigned to salespersons on the day they are posted**. If you reassign a customer to a different salesperson, prior transactions are not reassigned to the new salesperson.)

Commission Method

Choose the basis for this salespersons' commission.
Select from:
Cents/Gallon
Sales Percent
Profit Percent
None

Initial Period

Enter the number of months you want the initial commission rate to be effective. The calculation of commissions is based on full months only.

Initial Rate

Enter in cents per gallon, the rate you want the salesperson to receive for the initial period entered. If the rate is 2.5 cents per gallon, enter 0.025.

Follow-on Rate

Enter in cents per gallon, the rate you want the salesperson to receive, after the initial period is over. There is no expiration of the Lifetime Rate. The rate can be changed or left blank if this salesperson no longer earns commission.
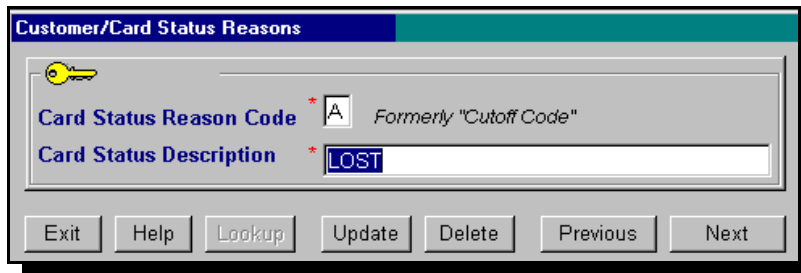
Status

Choose from Active or Terminated.

Customer/Card Status Reasons

Your system is installed with approximately 20 card status reason codes. You can enter additional card status reason codes here.

CAUTION: Reason code "#" is already programmed for Automatic Cutoff. Do not use it for any other kind of reason.

Card Status Reason Code
> Enter a numeric or alpha code and the Card Status Description.

Customer Department Setup

PREMIER EDITION

You can setup departments for your customers and have the total purchases listed by Department on the Department Summary which will print after the customer's statement.

Step One is to select Yes in the field in the Customer File Maintenance screen
Create dept summary?
If you select Vehicle sub totals, your Department summary will be totaled by Department, then by Vehicle.

Step Two is to enter the department name or number on each card belonging to the customer for each department. Departments are usually assigned to Vehicle cards but there is no reason you cannot assign to driver cards if desired.

Cards/Cust.   Show User   Help

| Main | Mag-Main | Mag-Limits | Mag-Restr. | Tax Over. |

Company Number * 01   AUTOFUELING SYSTEMS
Customer Number *   3   Vancouver School District
Card Type 3 Veh
Card Number   4004   Hazel Dell #1 Bus
Card Check Digit

Card Information

Card Style * Magnetic   Card Unique? NO
Host Number *   998   AutoFueling Systems
Identity   00003   Pin Number   5796
Max Volume/Cycle   Card use/day
Max Tran $ Amount
Expected MPG
License State   License #
Department Number   TRANSPORT
Date Issued   01/01/05

Comment 1
Comment 2

Permit Information

State   Number   Expire Date

Usage

Last Used   08/29/05
at Site   ZZ
Previous Odometer
Current Odometer

| Exit | Help | Lookup | Update | Delete | Previous | Next |

Sample of Department Summary report.

```
  AUTOFUELING SYSTEMS                 01-000003          *** DEPARTMENT SUMMARY REPORT ***      06/30/05    Page  1
  7414 NE HAZEL DELL AVE
  VANCOUVER, WA  98665


      Vancouver School District
      Don Holland
      82900 NW 7th St
      PO Box 211167
      Vancouver, WA  97661




Dept      State   Product    Tax Type ....Units.... Unit      Ex-Tax   Federal   State    State    Local     Amount
                                       Fuel  N/Fuel Meas      Amount   Excise   Excise   Other     Excise

Department: ADMIN

      WA  NL PREM   No Federal    210.661          GAL       308.01            46.34              354.35


Department: MAINTENANCE

      WA  NL PREM   No Federal    113.924          GAL       164.45            25.07              189.52


Department: TRANSPORT

      WA  DIESEL    No Federal  2,240.362          GAL     2,402.17           515.28            2,917.45


          **********  D E P A R T M E N T   T O T A L S **********
      WA  NL PREM   No Federal    324.585                   472.46            71.41              543.87
      WA  DIESEL    No Federal  2,240.362                 2,402.17           515.28            2,917.45
```

Company Information An Overview

The Company Information File contains a wide range of information, codes and indicators to influence programs downstream by supplying **parameters,** that is, pieces of information that will direct the program to perform certain actions such as sorting by name or number, selecting or deselecting, making calculations, and more.

Once company records have been tailored to the company, and daily operations have begun, they will be rarely changed. Because of the number of fields on each record, four screens are used for Company Master File Maintenance.

The Main screen deals with general information about the company: name, address and other contact information. Also displayed, but not updateable, are the AutoFueling modules that have been installed for this company.

The Statement screen deals with parameters that control statement processing for this company

Tax ID etc. has various tax id's and miscellaneous processing control fields for this company.

Last Purge has purging control parameters and displays "last used" numbers for various documents that are produced by the programs for this company.

Here are some details about specific pieces of data on the Company Master File:

Company Number 1 (Default)
There will always be at least one record on this file, Company number 1. For many businesses, this will be the only record and the only "Company" entity. Others may have two or more, and up to 99 are allowed. Company 1 is set up as part of the AutoFueling installation. It may be changed but not deleted.

Finance Charges
Finance charges are levied based on controls in the Company record, a yes/no flag and a rate. This cannot be overridden in the Customer Maintenance. If you enter Yes in the Company record however, you can enter yes in the Customer record and then you are able to enter a different finance charge rate than is in the Company record. If the rate is zero, no charges will be calculated, regardless of the flags.

Late Message

A standard late message is supplied on the Late Message file at installation. It can be rewritten to reflect your company policy.

Statement Format

AutoFueling offers four different formats for your statement/invoice/vehicle summary document: narrow and wide for matrix printers and narrow and wide for laser printers.

FORMS:

For many years now, AutoFueling has been offering statement forms and envelopes. By combining the usage of many customers, we are able to obtain - and pass on - a good price. If you are not already purchasing your cardlock forms from us, we hope you will call us for prices. 800-671-4014

For laser output, the software supports Hewlett-Packard laser printers running under WindowsXP or higher ®. To ensure that statement reporting prints properly and precisely, the software sets printer spacing and font. Because we cannot predict the true compatibility of non H. P. printers, we exempt them from our normal support commitment. Some may work without incident, others will present thorny support problems. If you are using a non H.P. printer, you will need to call a local technician for support.

Accounting Interface File

This file is used to transfer data from AutoFueling software to other accounting systems.

Default Deposit

For Cardlock only. Some cardlock operators charge a deposit fee for new customers. The default amount input here into the Company record will be supplied on the customer's maintenance screen when a new customer is being set up. It may be overridden by another amount, including zero, at that time. As part of the set up, a one-time Deposit A/R transaction will be generated automatically and the deposit will show on the customer's first statement. Be sure to enter and apply the check your customer gives you as payment for this deposit.

Minimum Fuel Price

For Cardlock only. This feature provides a safety net, protecting from inadvertent underpricing. The default value is 50 cents. Any prices that fall below this minimum will be flagged on the Transaction Edit List.

Non-fuel State Tax

> This feature enables the calculating and reporting of state sales tax on non-fuel products, since these amounts are not provided by the network as they are for fuel products. The software will use the first fuel product tax rate if there is no tax record present for the non-fuel product. You will gain the most value out of this feature, however, if you maintain accurate sales tax rate records for each non-fuel product at each dispensing site. Be aware that some states have different sales tax rates for fuel and non-fuel products, so it is important to research the tax rules at the sites where your customers are likely to purchase.

Last Cost or Average Cost

> For Wholesale Distribution only. The choice input here will control which cost, last or average, is applied to sales transactions.

Purge Schedule   (PREMIER EDITION)

> In order to optimize computer storage, it is a good thing to periodically purge records from some files. STANDARD EDITION users purges transaction records automatically after 18 months.

> For Premier Edition users, this feature allows you to specify how many months you want to retain each kind of record listed. If no entries are made here (i.e. blanks or zeros), all records will be retained indefinitely. Once the schedule (i.e. number of months) are specified here, records will be checked for age and purged automatically as part of month-end processing. Whether you choose to purge automatically or not, you always have the option to purge records directly from the Periodic menu.

> Cardlock Transactions. When cardlock transactions are purged, you will lose the capability to print those transactions on invoices or volume summaries.

A/R records:

> When A/R transactions are purged, only those that are fully applied (or applied to) are removed. All un-applied transactions remain. The A/R transactions, once purged, will no longer be available for reports. You can, at your discretion, prevent or postpone this by leaving payment amounts un-applied

Tax records:

> The software automatically retains the most recent tax record for each product, regardless of its effective date. (Believe it or not, some tax rates remain unchanged for long periods of time!) We recommend keeping tax records for at least three months back.

Remember, once records are purged, they are no longer available for reporting (i.e. on invoices, statements, volume reports, etc.)

Company File Main

Your software is delivered with Company 1 already set up. It cannot be deleted.

At least one company record, with Company Number 1, must be set up in the company information maintenance. This will be the primary processing company. The company name and address associated with Company 1 will appear on your customer's statement unless you are using forms preprinted with that information.

▲ You can set up 98 additional companies.

Company Name

Enter the Company Name exactly as you wish to see it printed on customers' statements. This name will print at the top of most internal reports also.

Address

Enter the Company Address exactly as you wish to see it printed on the customer's statements. See "Notes on Names, etc." for details.

Phones

Enter this company's phone number with spaces and punctuating, exactly as you wish to see it printed.

Examples:
.......(503) 289-0386
.......503 298 0386
.......1 (503) 298-0396 ext 333

Fax

Enter this company's fax number with spaces and punctuation, exactly as you wish to see it printed. See examples above.

E-mail Addresses for: Accounting, Sales, Genl. Business

Enter the company's E-mail address for respective departments exactly as you would like to see it printed and check the appropriate box if you want it printed on the statements.

Web Site Address

Enter the company's Web Site Address as you would like to see it printed and check the box if you want it printed on the statements.

▲ Software Modules Installed are for Display Only

Multiple Companies

You have purchased another host and want to run two separate companies with two different host numbers. Here is a step by step setup process.

1. Company #2 Master in File Maintenance, Enter File Maintenance, Utility File Maintenance.

2. Company #2 Default G/L Accounts in Utility File Maintenance.

3. Company #2 customer class code AFS in Utility File Maintenance.

4. Company #2 Salesperson(s) with different numbers than Company #1. House and/or commissioned in File Maintenance, Enter File Maintenance.

5. Company #2 Statement cycle codes in File Maintenance, Enter File Maintenance.

6. Company #2 pricing in File Maintenance, Enter File Maintenance.

Remember:

1. Conversion and final transaction post will process for both companies at the same time.

2. Run statements for each company separately for each cycle code.

3. All reports have to be run separately for each company.

4. You will run month-end ONE TIME ONLY and BOTH companies will process. So be sure you have everything posted for BOTH companies before selecting run month-end. Separate month-end reports will print for each company at this time.

Company Information Statement

Assess Finance Charges

Check the box if you want to assess a finance charge to past due accounts.

▲ This can be overridden for any customer individually in their customer file maintenance.

Enter the annual percentage rate you want to use to assess finance charges on past due accounts. Example: 18 = 18 percent (%) APR.

▲ Finance charges are applied as follows:
The program looks for all invoices over 30 days old (from the statement date) that have not been paid and the interest rate from the customer or statement cycle file. The program then looks for how many statement periods there are in a year and divides the interest rate by the number of periods to get a rate per cycle. That rate is charged to the unpaid amount.

Example: Monthly customers set up with 18% finance charge would be charged 1.5% on any balances unpaid and over 30 days old.
Look at the Finance Charge Report to see the finance charge information posted to A/R.

Default Cycle Code

Enter the Statement Cycle Code that will default when a new customer is being set up.
(You will be able to override it)

Statement page size/format?

Choose the form that you are using for statements/invoices.
Wide Matrix 11 3/4 X 8 ½ continuous form
Narrow Matrix 8 ½ X 11 continuous form
Landscape Laser (Wide) (PPSI logo only) 11 X 8 single sheets
Portrait Laser (Narrow) 8 ½ X 11 single sheet

▲ AFS supports most Hewlett Packard Laser Printers. Spacing is set to 16.67 characters per inch and font style to "Line Printer."

▲You can buy your forms and statements from AFS. Call for prices or to place an order.

Sequence Type

Choose how you want the statements to print, by number, name or zip code. You can reset this option at any time and reprint statements if you wish.

Print aged balances

Choose "YES" to print the aged totals on statements for "30 days, 60 days, more than 90 days past due."

Choose "C Statement Cycle" to print the aged totals on statements for the statement cycle you are processing.

For example: If you are processing weekly statements, aging will show 7, 14 and 21 days. If you are processing semimonthly, aging will show 15, 30 and 45 days.

OR choose no.

Print Credit Limit

Enter YES here to print your customer's credit limit on their statement.

Check the appropriate boxes if you want the following options:

Print zero balance statements

Calculate Prompt Pay Volume Discount on Credit Balance

Your statement forms are preprinted with your Company Name and Address. Therefore, you do not want the AFS program to print the information.

Mag Invoice CSV Date Style

Select the date style you want to appear on your Mag invoices. This will affect all customers.

Card uses/day - (PREMIER EDITION)

You can set a general policy in the Company File Maintenance to report any cards that exceed x uses per day. This policy can be overridden here at customer level, or at card level in card file maintenance. If both customer and card levels are entered, card level will override customer level.

Maximum Transaction $ Amount

If an amount is entered here, all extended transaction amounts for all customers must be less than the amount entered. The transaction will be in error on the Edit/Print List if it goes over the extended amount. You can post the transaction that is in error by checking the box in the Maintain Hold File screen called Post Trans. Greater than Max. $ Allowed.

Diskette Drive

Enter YES if have a diskette drive on your CPU and you copy Magnetic invoices to a disk.

If you enter NO, you will not get the reminders on your screen to insert a diskette for your magnetic invoice customers.

ACH EFT Options

You can setup your customers for EFT payment by first entering your bank information on this screen. The second part of this is to go to the customers you want to be on EFT and enter their bank information on the Credit Screen.

ACH ID

This will be given to you by your bank

ACH Last Date Proc

Internal use only

ACH Count (A-Z)

Internal use only

Company Information Tax ID etc.

TAX ID's for Fed, State, County, City, Other

You can enter any of the respective Id's in the corresponding box.

Foreign Sales (Foreigns) Cust#

Enter the number you have assigned to the Foreign Sales (Foreigns) customer. This will enable you to post Foreign Sales (Foreigns) into your A/R. See the manual for more details on 'How to set up Foreign Sales (Foreigns) to post into the A/R."

Default Cash Reference

>This default will show on the Cash/Adjustments Entry screen.
>For example: Type in **Chk #** and this will be your default reference.

Default Host Number

(Cardlock only)

>Enter the default host number for this company. This number will be supplied as the owning company when new cards are setup, and as the default option for reports that select by host number. In all cases you may override this default.

Network

>This will have been preassigned to indicate your network affiliation.

Network Software Level

>This field will be updated upon instructions from AFS.

Default Deposit

>This amount entered here will be supplied as the default deposit amount when you set up a new customer. (It can be overridden.)
>**Leave this field blank if you do not want to routinely charge a deposit to a new customer.**
>This deposit is posted to the customer's master record and shows on the first statement. It stays on the account until a refund is applied in the customer master record. A deposit transaction is generated and the assumption is made that a payment will be applied immediately through cash receipts to clear the deposit. **This deposit is not the same as a prepay account.** (See the Prepay account setup manual pages for more on this)

Minimum Fuel Price

(Cardlock only)

>Enter an amount that will be used as a safety net when cardlock transactions are priced.

Current Booking Date

>**CAUTION.**   This field is updated by the system when month-end is processed. DO NOT change it unless you have been advised to do so by AFS support.

Default Printer
> Enter your default printer in this field.

Report Non-Fuel Sales Tax
> on products like oil and accessories.

Check the appropriate boxes for the following choices:

Post C/L Transactions to Interface File and create an Ascii file for transferring data to another accounting system.

A/R in Interface File Check this if you checked Post C/L Transactions to Interface File and you want to include payments, discounts etc. along with purchase transactions.

Company Information Last Purge

Month to reset Sales amounts

Choose the calender month that will be the last month of the "FISCAL" year for Sales Analysis Reporting. (Normally 12 -December)

Records to Purge

Enter the number of months you want to retain or leave blank if you do not want to purge automatically.

Cardlock Transactions.

After the number of months specified here has passed, fueling transactions will be purged when month-end is run.

▲ After you purge transactions, you cannot rerun invoices or volume summaries for that period.

▲ Enter zero if you do not want to purge transactions automatically.

▲ You can purge data as needed from the menu.
Account Receivable records (invoices, payments and adjustments with zero balances).

▲ After the number of months specified here has passed, transactions that have been fully "applied" (e.g., invoices paid in full) will be purged when month-end is run.

▲ "Un applied" amounts will not be purged.

Tax Records
This field cannot be updated.

Cardlock Sales History
Enter the number of months you want to retain sales history.

Date of Last Purge is Display Only. This will display the last purged date for the respective records.

Last Used Document Numbers is Display Only

G/L Chart of Accounts

General ledger accounts will be used by the AutoFueling System for preparation of the accounting journals. If budgets are entered, this screen can also be used to compare budgeted amounts with actual amounts.   On this screen, Open Balance and Actual Amounts are for DISPLAY ONLY. They are not maintainable.

G/L Default Accounts for Cardlock

General Ledger accounts that will be used by the AutoFueling System for preparation of the accounting journals must be set up twice, first in "G/L Chart of Accounts," and here in G/L Default Accounts.
This forges the accounting connections that will enable the system to automatically generate G/L distribution transactions.

To allow for customization, this program follows the general model for "global" data that is common throughout the system.

States & Provinces

This file of State and Province postal codes is provided as part of the software installation and will rarely need maintaining.

State Number is for Future Use

Hosts

The HOST file contains all network hosts.

For Pacific Pride and CFN networks, the host number, name, city and state are automatically updated as part of the network transaction processing.
All other information must be maintained manually.

Host Number

> Up to 4 digits are used for Pacific Pride and 3 digits are used for CFN. For other networks there are up to 6 digits available. If you are setting up a non network Host, do not use any number that is reserved for your network. To find the last used number, enter 999999 then press Page Down or click Previous.

Network Affiliation
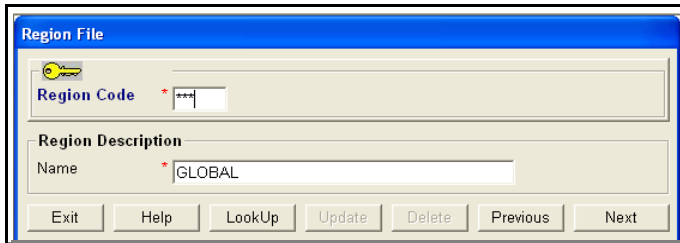
> Choose your network from the list that is supplied.

Concurrent Trans? Pacific Pride only.

> The default is NO. If set to Yes, this will indicate whether a magnetic card is to allow concurrent transactions. The controller program that posts imported Mag card records defaults to the Yes/No indicator as set in the Controller's host file. If the value is not set, the default is NO.

Regions for Pricing

PREMIER EDITION

▲ A region code for each state is provided as part of AutoFueling Cardlock installation.

▲ A "Global region" with a code of "***" is also provided to allow for default pricing when no other pricing rules apply.

▲ When a new site is created, it will automatically be assigned a region that corresponds to the state in which it resides unless it is overridden. Every site must be assigned to a region for pricing purposes.

▲ The user may set up and assign additional region codes to "map" specific geographic areas for specific product/price combinations.

Reporting Product Categories

Use this screen to set up categories of products that then can be reported on the exception report as a group instead of individually.

It would be wise and make things clearer to use different category numbers for the Reporting Category that your network uses for their product numbers.

After you have set up your reporting product categories here, you can use those categories in the Exception Reporting screen.

Product Authorization Profiles

This screen is used by NBS customers.
It can be found in Cardlock, File Maintenance, Products & Pricing.

Enter the products that you want to allow. If no products are entered, then all products are allowed.

Sites

The Site File contains information about the sites in the network. For PacPride and CFN, the basic information is provided automatically for new sites as part of the exchange of information with their network. For Voyager Foreign Purchases, the basic information is derived from transactions.

For all other networks, Captive or Proprietary sites that are **not part of the network**, you must set up a record for each one here.

Site Code

      Enter up to 18 characters to identify the site. Pacific Pride uses up to 15 characters. CFN uses 6 digits. All CFN 6 digits must be entered.

      ▲ Do not duplicate any codes in use by your network.

Site Address
> This field is provided by Pacific Pride/CFN for their network sites. For non network sites, enter the street address for that site as you want to see it printed on the customer invoice.

Price Region
> Enter/select the retail price region to which this site belongs. If you are not region pricing, enter the state where this site is located (the default).
>
> ▲ Region pricing is a Premier Edition feature. For Standard Edition, Region code can only be the Site's State code.

Cost Region
> ▲ Actual Cost Module only

Site Type
> Enter/Select one of these:
>> N = Network - Active network site, or any other site for which you want tax calculations.
>> G = Global - Site code must be 18 asterisks. Use G to price all sites with one price.
>> C = Captive - a non network site with no tax reporting, no tax details, no transfer price/OPIS and no minimum pricing rule.
>> R = Retail - Select Retail if this site will be priced as a Retail priced site. (See more information on Retail pricing in the section on Selling Prices in this manual).

IP Vision Location
> If you have our IP Vision interface add-on, record the location code for this site.

Proprietary Card Justify
For use with Proprietary Sites
> Default is Not Specified
> The prompt entered here instructs the transaction import from the PetroVend which style of numbering to use.
> Right Justify means the card numbers are to the right of any zeroes
> Left Justify means the card numbers are to the left of any zeroes or blanks.

Captive Site (Only) Default Tax Codes.

Enter a set of tax flags if this is a Captive Site. The tax flags entered must agree with a set of tax flags in the Tax Definition File.

▲ Normally, for Captive sites, the Federal, State and local jurisdiction's flags are set to No.

Selling Prices

PREMIER EDITION Selling Prices screen
>Pricing by time of day is a Premier feature.
>See below for more information on how this works.

Notes on pricing:
>▲ Selling Price records can be created for any combination of region/site/customer class/customer and product depending on the software model you have chosen. (Region pricing is a Premier feature.)
>
>▲ These combinations range from the very specific (Customer number to the least specific, Global).
>
>▲ Each pricing record can contain up to ten prices, each with an effective date and time for each price.

▲ When all ten prices are filled, continue by entering the newest price over the oldest price. The oldest price will be deleted.

Site Type
Choose from these Site types:
> Global - Any site type
> Network
> Retail
> X-Captive

The site type lets you discern the price based on the characteristics of the site.

Customer Class (PREMIER)
Use this feature to give a group of customers a special price. Set up the Customer Class and then assign the customers to that class in their File Maintenance screen. (See Manual Pages on Customer Class for more detail)

Effective Date
The effective date will not change any transactions that have been final posted.

The effective dates must be earlier than transaction dates in order to be processed with that pricing record.

Time of day (PREMIER)
Encourage your customers to buy at the times of day that will be most beneficial to you. Enter up to three different prices for three different times with the same effective date.

How time works
The effective time of the price is entered in 24hr military time.
NOTE: Midnight 2-1-03 is entered as 00.01 with a date of
2-2-03 or 11.59 on 2-1-03. (The entry for midnight cannot be 00.00 or
24.00)

Price Types

Unit

When entering unit pricing, **always enter the full-tax price**. If the customer is tax exempt, and you have entered a tax override for the customer, taxes are subtracted from the net price when the transaction is posted. U will show by the Unit cost on the Edit/Print transaction report to signify this is a Unit price.

Margin

Enter a margin that will be added onto the transfer price. M will show by the Unit Cost on the Edit/Print transaction report to signify this is a Margin price.

% Markup

Enter a percentage that you want to use to calculate the $ per gallon margin. This margin percent will be calculated on the transfer price minus any taxes.
(Remember that the Unit Cost displayed on the Edit/Print Transaction Report includes relevant taxes).
% will show by the Unit Cost on the Edit/Print transaction report to signify this is a % price.
NOTE: When entering the % in the price field, enter 10% as .10

Retail Plus or Minus

If you select Retail, the price amount entered will be added or subtracted from the "retail" price on any transaction which includes the retail price when imported. Enter the minus sign before the price to subtract from the price. Example -0.03 would be entered to lower the price 3 cents from the retail price. Enter 0 for the price to stay the same as entered on the transaction.
R will show by the Retail Price on the Edit/Print transaction report to signify this is a Retail price.

Special Pricing

▲ Zero

To set a price at $0.00, enter the unit price as 99.99999
        Note: If you have tax override's setup or a price discount, this will
        affect your zero price.
▲ Transfer cost

To set a price at transfer cost/OPIS, enter a margin price of .00001 with no rounding.

Round Type

The price you enter has 5 places after the decimal. If you want to force a three decimal value, then select truncate.

Value

If you select Truncate and want the price to end in 9 enter .00900 here.
For example: Without Truncate price might be 2.00345.
Enter Truncate and Value .00900. Price would be 2.009. Truncated value adjusts up, never down.

How the program searches for a price for a transaction

▲ The program can perform up to 24 searches for a price.
 It will search for the first match it can find where the information associated with the transaction agrees with a Price Record.

If any price is entered by site type, the program will look for a price record for that site type that the transaction came from. If a retail site type price record is not found, the global site type records are searched.

▲ If a match is found, the program stops the search.

The program looks at the date and time on the Price Record to make sure it is on or before the transaction date and time.
If it is, the program will use that price record.

▲ When the program finds a price record that matches, the program stops the search. If the transaction date is older than the earliest price entered in the price record, you will get an error # 8 "Transaction Older than earliest Price" on the Edit/Print Transaction report.

▲ If the program cannot find a match after performing 24 searches, you will get an error #5 that says "Price Record not Found" on the Edit/Print Transaction report.

 ▲ Check pricing you have entered by printing an Audit List from the Cardlock Lists menu.

STANDARD EDITION **Selling Prices Screen**

The STANDARD edition selling price's screen is similar to PREMIER with these exceptions.
STANDARD does not have the Time of Day pricing feature.
Region code must be entered as *** .
Customer class must be entered as ***.

Version 9 will allow the same site type selection as PREMIER and you can also select Retail +/- for a price type.

CAUTION: If you Delete on the Selling Prices screen, the whole record will be deleted.

How the AutoFueling program prices a transaction from selling price records setup in your system

The AFS Program will make up to 12 searches in the Selling Price records to price a transaction with the Site Type Retail.

EXAMPLE #1 Selling Price Record (Site Type Retail)
This is an example of how a price for a Retail site type might be entered in your system. This would be a "Global" price for product #1021 with zero (blank) markup on the Retail price (Retail +-)

If a Selling Price record is not found after 12 Retail site type searches, the program begins 12 more searches for any other Global Site Type Selling Price records.

Selling Prices

Company Number	*	1	AutoFueling Systems	
Site Type	*	*-Global ▼		
Region Code	*	***	GLOBAL	
Site Code	*	******************	ALL SITES IN THIS REGION	
Customer Class	*	***	Global Class for Pricing	
Customer Number				
Product Number	*	1	UNLEADED REGULAR GASOLINE	

Prices

Effective Date	Time-1	Price-1	Time-2	Price-2	Time-3	Price-3	Price Type	Round Type	Value
01/01/00		0.10000					Margin ▼	Truncate ▼	.00900
01/01/02		0.10000					Margin ▼	Truncate ▼	.00900
							▼	▼	
							▼	▼	
							▼	▼	
							▼	▼	
							▼	▼	
							▼	▼	
							▼	▼	
							▼	▼	
							▼	▼	

Exit	Help	Lookup	Update	Delete	Previous	Next

EXAMPLE 2 Selling Price Record (Site Type Global)

This is an example of a price set up for any customer in a global (any) class buying product #1 at any site type, at any site within any region. (Pricing for Foreign Purchase) This pricing will use a cost markup (margin) of 10 cents per gallon.

EXAMPLE 3 (Site Type Global)
This is an example of a selling price setup for any customer in any class, buying product #1 at site ZZ in WA region. (Pricing by site)

After the selling price record is found that matches all the information in the transaction (company, site type, region code, site code, customer class, customer number and product number) the program will check the date and time of the entries in the price record to see that it is on or before the transaction date and time. If it is, the transaction will be priced with this price record. If it is not on or before the transaction date and time, an error will appear on the edit/print that says "#8 Transaction older than earliest price" (See manual for help with this).

> The program also looks for a price discount. If one is set up for the customer or card in this transaction, the selling price will be reduced by the amount of the discount.

If a selling price record match cannot be found, you will see an error code on the edit/print that says "#5 Price Record Not Found". (See manual for help with this).

Product Lines

Product lines are used to group products.

Your system is installed with default product lines which are the same as product classes: Accessories, Diesel, Gasoline and Oil.

▲ You may create additional product line codes here, and then assign the product line to each product in the product maintenance screen.

For example: You could create:
one product line for on-road diesel products (ON)
and another product line for off-road diesel products (OF).
then,
in Product File Maintenance,
change On-road Diesel #3, 11, 19, 20 to Product Line ON
Change Off-road Diesel #25, 28, 38 and 41 to Product Line OFF.
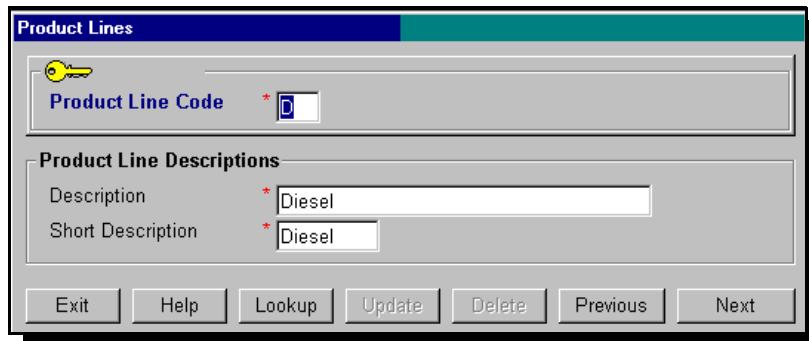
▲ You will now be able to select tax reports to include only on-road diesel products or only off-road diesel products.

Products

There must be a Product Code in this file for each product to be invoiced.

You can enter up to 6 digits for a product code.   (Pacific Pride users, enter up to 4 digits) CFN, NBS and Voyager enter up to 2 digits. 5 and 6 digit codes are usually specified when advised by AFS.

Product Number

> When adding a new number, be sure to use a number that is outside of the range of product numbers reserved by your network.

Short Name

> Enter up to eight characters to describe the product. This abbreviated name will be used wherever space is limited and the full product name will not fit.

Product Line

You can group products at another level by using Product Line.
For example, you could include #2, #1 and Premium diesel as the On road Diesel Line. Likewise you could include several Off road Diesel products as an Off road Diesel Line. You can select Tax reports by Product class and/or Product line. If you do not enter anything in this field, it will default to the class.

Network Markup/Down

If a Foreign Sales/Foreigns margin is added to the transfer cost/OPIS price of this product, select Markup.

If a Foreign Sales/Foreigns margin is subtracted from the selling price of this product, select Markdown.

Enter the amount of the Markup or Markdown as a positive amount. (No minus signs)

Re price product in AutoFueling

Check this box if you want this product to be repriced by the Autofueling software. Leave unchecked if you want to retain the price developed through your network.

▲If your network provides a transfer cost/OPIS price for the product, you can re price with margins.

Retail Markup/Down

This is used only where there is a retail price available in the transaction.
PacPride has a retail price for Network and Universal sites.
CFN has a retail price available on Fleetwide cards.
NBS and Voyager is always a retail price.

Late Fee Messages

You can customize late fee messages for one or all of your customers. Or you can use the standard late fee message that is installed with your software.

Late Fees Message

Company Number * 01   AUTOFUELING SYSTEMS
- ● All Customers
- ○ Statement Cycle Code *
- ○ Customer Number *

Messages

Line 1	NOTE: A late charge of 18.000% ANNUAL PERCENTAGE RATE is
Line 2	charged on balances after 30 days. You may be held
Line 3	responsible for legal fees and court costs if legal action
Line 4	is required for collection.

Exit   Help   LookUp   Update   Delete   Previous   Next

The late fee messages you enter here will appear on your customer's statement.

Statement Cycles

The most common statement cycles are pre installed with the software:

WK = Weekly
SM = Semi-Monthly
BW = Bi-Weekly
MO = Monthly.

The above cycles are generated automatically by your AFS software.

The software allows for nearly total flexibility in designing statement cycles. You can use this capability to tailor cycles to meet the needs of special customers.

If you enter a statement cycle that has specific dates, please note:

> One date must be entered in the first box from the end of the last calendar year. The last box on the screen must contain the first date of the next calendar year.
> The calendar(s) must be set up before processing your first statement run.

> If you have more dates than can fit in this screen, enter as many as will fit, then when it gets close to the last date entered, redo the calendar and enter the rest of the dates. In the first box on the screen enter the last date processed for this cycle. In the last box enter the first date of the next calendar year.

NOTE: It is important to keep all dates for one year until all invoicing has been completed.

Min Finance Charge

> Enter the minimum amount you want this customer to pay, if assessed a finance charge.

Min Finance Charge Balance

> Enter the minimum overdue balance you want to assess finance charges on.

Discount Days

> Payment should be made within this number of days for the customer to receive the prompt pay discount.

Maximum Card Gallons

> Enter the maximum quantity per transaction to allow on all cards for this cycle code. Card Usage over Maximum Allowed report will print automatically as part of the transaction post.

NOTE: Maximum quantities entered on cards will override customers and customers will override statement cycles.

Volume Discount

> Type
> Cardlock feature
> You must enter at least one volume and discount rate for type to apply.
> If you enter NONE, no discount will be applied.
> Percent of Invoice $
> Enter % of the invoice total that you want the customers on this statement cycle to receive as a discount.

Day of Month Cut off

For a non weekly cycle: Enter one or more numbers to indicate cutoff dates. Use 31 to represent the last day of the month. If there are fewer than 31 days, the software will automatically adjust.

Day of Week Cut off

For weekly cycles: choose the day of the week to cut off billing; for all other cycles, choose NONE.

NOTE: Day of the Month and Day of the Week are mutually exclusive.

Discount Volume

This is the minimum volume that must be purchased for a discount to take effect.

Discount Rate

The discount rate that will be applied for this minimum discount volume. Examples of "automatic last day of the month handling" when "31" is entered . . .

Last day of the month for   January will be 1/31
                              February will be 2/28
                              March will be 3/31
                              April will be 4/30 and so on.

Statement Messages

You can find this screen in Cardlock, File Maintenance, Cycles and Messages, Statement Messages.

This screen allows you to create 2-line messages that will be printed in the body of the customers' statements, invoices and vehicle summaries. Enter the message on the document you want it to appear.
Check the box for the customers you want to receive the messages.

      1. all customers
      2. all customers with statement cycle code.
      3. a single customer.

      ▲The messages that you set up will remain on file until you change or delete them.

      ▲ Change messages by typing over the old message.

Email Subjects

If you are using email to send reports, you can customize the subject by entering it here. If you leave this blank our standard AFS email subject will be supplied.

If you want the customer's number to be inserted in the subject, enter %cust% where you would like the number to appear.

State & Province Tax Defaults

This is your master set of tax defaults. They are set up as part of your installation.

> CAUTION: Probably, you will never have to change these, but if you do, make sure you are accurate about what taxes you are changing or adding.

> ▲ If you do add a tax, be sure a tax rate in Tax Detail by Site maintenance exists.

Note: Federal Other and State Other 2 are used by CFN and Proprietary Sites only. PacPride does not provide tax rates for Federal Other and State Other 2.

The column named Product Line to the right of Product Class is used to combine similar taxed products. The example used here is OF. Any of the off road products that are taxed the same way and set up in Product maintenance with OF as the product line, will use this OF tax default. (See Product File Maintenance also)
If you enter a Product Number, you must enter the Product Line associated with the Product Number.

Tax Detail by Site

Some networks provide tax changes automatically through the daily download.

▲ Each product for each site code in the network must have a tax detail by site record. By having the Tax Detail by Site record date sensitive, AutoFueling Systems will recognize tax rates based upon fueling dates of the transactions.

▲ IF you have non network sites, captive or exclusive sites, you will need to update these records manually when taxes change or new sites are set up.

CAUTION: Enter a new Tax Detail by Site record with the date the change is effective. Be careful not to change an existing tax record.

Tax Detail by Site

Site Code	1A	109 S. 1st Street	AZ
Product Number	* 1	UNLEADED REGULAR GASOLINE	
Effective Date	10/01/97		

Site Information

Supplier/Location	
UM	Gal
Vendor Number	
Conversion Factor	* 1.000000

Tax Details

	Rate	ICB/Ref	In-Price
Federal Excise Tax	.18400	ICB	Yes
Federal Tax-2		ICB	Yes
State Excise Tax	.18000	ICB	Yes
State Tax Other		.	.
State Tax-3		.	.
County Tax-1		.	.
City Tax-1		.	.
State Sales-Tax %	5.000	Ref	No
County Sales-Tax %			
City Sales-Tax %			
Prepaid Sales Tax			
F/S S/Tax Margin			

Exit   Help   LookUp   Update   Delete   Previous   Next   0

Product Number

Enter the product code that exists at the site as assigned by Pacific Pride/CFN. Refer to the transfer price/OPIS list provided by your network for a list of the products that are dispensed at the site.

Effective Date

> When adding a new tax detail record, enter the site code, product code and the effective date then press command key four or Update to instruct the system that you are entering a new tax record.

Conversion Factor

> Enter the conversion factor that when multiplied by the Unit of Measure will equal gallons.
> Example: For quarts, the factor entered would be 4.0.
>   For liters, the factor entered would be 3.785. ????
> ▲ Be sure to enter the decimal point.

Tax Rate

> Enter the tax rate for each of the governmental entities.
> Example: 5% = .05.

ICB/Settlement Ref

> Select ICB/Settlement or Reference.
>
> ▲ Generally the ICB/Settlement states that the tax is included in the PPSI/CFN Transfer/OPIS price and is charged on the product for full tax customers.
>
> ▲ If you select Reference, in some cases, the above tax may pertain but the tax is not included in the transfer/OPIS price. This option must be taken separately for each state, depending on the tax rules in effect for each product.
>
> ▲ Most federal and state taxes are ICB/Settlement.

In-Price

> Select "Yes" if the tax is to be included in the selling price.
> Select "No" if the tax is not included in the transfer/OPIS price.
>
> ▲ Most federal and state taxes should be "Yes."
>
> ▲ If the ICB/Settlement Ref is ICB/Settlement and the In-Price is set to "No," the transaction edit will add the tax to the net price.
>
> ▲Tax rates are available from the Transfer/OPIS price list provided by your network.

NOTE: The F/S S/Tax Margin field is not used at this time.

Tax Definitions

Find this screen in Cardlock, File Maintenance, Tax File Maintenance, Tax Files. AutoFueling Systems pre installs a wide combination of tax rules for each state. **CAUTION:** If you are going to enter a new tax rule, check first to see that the tax rule is not already here. If it is not, begin by entering the State for which the new rule will apply.

Apply Before Sales Tax

> This needs to be set to reflect whether the excise tax is sales taxable. This value needs to be set regardless whether the excise tax is applied or not.

Effective Date

> Enter the date this tax rule is in effect.
> **CAUTION:** Always check for the most recent tax rule before adding a newer one.

Tax Variance

> The variance to apply to the standard tax rate. Enter an amount in this field only when the tax rule indicates a variance tax.

Volume less than Federal Excise

> Use when you have specified a limit tax. Enter the value at which the limit tax is to be ignored.
>
> For example: If there is a tax exemption for less than 100 gallons, enter 100. If a transaction has more than 100 gallons, the default rules for the state in which the site is located and the default will be used instead of the limit tax rule.

Generate Tax Detail by State

This screen is used by our customers who are required to manually enter their tax rates.

You can find this screen in Cardlock, File Maintenance, Tax File Maintenance, Tax Files.

PacPride Card Setup to Upload to WEX-Web

1. New PacPride cards must be set up before a transaction can be processed. Follow the normal instructions to enter the driver card with a card style of Network or Complete.

Card Type
Enter Type 1 or 2. WEX-Web will only work for Driver cards (Type 1 and Type 2).

Card Style
Enter Complete (Universal) or Network

2. When you have entered all the information for this card, update the final
   screen.

3. Go back into the first screen and bring up the card. Click on the WEX-Web tab.

4. If this is the first time using WEX-Web for this card, enter all information where
   prompted. (Middle initial not required) It is necessary to reconcile pre-
   existing WEX online cards.

The Update WEX-Web Services box that is checked says you want
to request to update the WEX online server when the update
button is clicked on the screen.

If the Update WEX-Web Services box is not checked, the WEX Web
is not updated.

5. If you want to change the Status (A/T) of a driver card you will see a
   confirmation box that says Status Results: Active or Terminated.

6. When you enter a new WEX- Web driver card that is NOT a pre-existing WEX
       online card then the card will be created via the WEX-Web and the
       response will be WEX-Web Created Results: Success

Click OK when you see the Ping success message and the next message will confirm
you have successfully sent updated card information except for the Status change
and the Created change mentioned above.
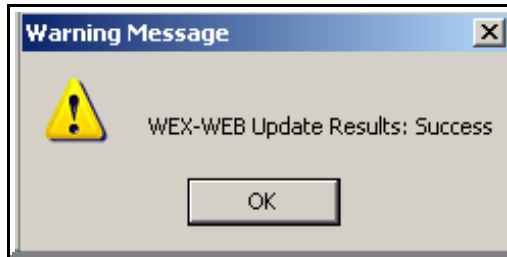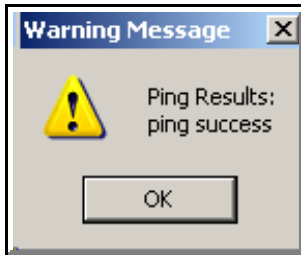
       If you are not successful, you will get a failed message. If this happens, the
       record will not be updated and the screen will remain the same. Try the
       update again as failure usually indicates problems with internet
       connections.

NOTE: It is possible to get a failure message for conflicts with WEX online data
entry rules. For example, the WEX account is not correct or there is no name
information.

Lists

Cards by Card Number

From the Cardlock Lists Menu, Card Lists you can print a list of cards by Card Number with the options entered on this screen.

Cards by Customer #

Company Number	1
Customer Number	6
Include cards not used since	
Include only cards with discounts	N
Include (I)nvalid, (V)alid or (A)ll cards	A
Include Pin Numbers	N
Include Card Tax Codes/Discounts?	Y
Include (A)ll, or a specific card style: (M)agnetic, (N)etwork, (F)leetwide, (C)omplete, (V)oyager	A
Create CSV file? (Y/N)	N

Exit   Select

```
2013/10/15 16:36:10                    Cards by Customer Number for Company Number  1                              Page:    1
Card style: All card styles
For All Cards
_____

Customer Number & Name            ------ Card  Number / Name ------                        Host  Ident     Issued  Last used

        Dept#/Name         License#   Comment                         Comment

        State Site    PrdCls#  Fed   State St-Oth County City SlsTax    Site Prod Cls  I/E Type  AMT                Cutoff

        Catg Authorized

        6 Battleground Construction    1          600016 0 Ed Franklin                        998    6      05/01/05
        6 Battleground Construction    1          600017 0 Rose Franklin                      998    6      05/01/05
        6 Battleground Construction    1          600018 0 Joe                                998    6      05/01/05
          888          WA  T908746U
        6 Battleground Construction    1          600019 0 Fred                               998    6      05/01/05
          888          WA  P456765Y                                                                                06/05/07
        6 Battleground Construction    1          600020 0 Jack                               998    6      05/01/05
          888          WA  W698767U
        6 Battleground Construction    1          600021 0 Craig                              998    6      05/01/05
          888          WA  H356467B
        6 Battleground Construction    1          600022 0 Tom                                998    6      05/01/05
          222          WA  G098787C
        6 Battleground Construction    1          600023 0 Ellis                              998    6      05/01/05
          222          WA  L324332V
        6 Battleground Construction    1          600024 0 Joe N.                             998    6      05/01/05
          222          WA  L324332V
        6 Battleground Construction    1          600025 0 Albert                             998    6      05/01/05
          222          WA  T343543M
        6 Battleground Construction    1          600026 0 Ryan                               998    6      05/01/05
          222          WA  Q850767B
        6 Battleground Construction    1          600027 0 Gordon                             998    6      05/01/05
          444          WA  K534244L
        6 Battleground Construction    2          600028 0 Rod                                998    6      05/01/05
          444
        6 Battleground Construction    2          600029 0 Jeff                               998    6      05/01/05
          444
        6 Battleground Construction    2          600030 0 Dave                               998    6      05/01/05
          444
```

Cards by Customer Name

From the Cardlock Lists Menu, Card Lists you can print a list of cards by Customer Name with the options entered on this screen.

```
2013/10/15 16:51:43                      Cards by Customer Name for Company Number  1                              Page:   1
Card style: All card styles
For All Cards
_____

Customer Number & Name              ------ Card  Number / Name ------              Host  Ident       Issued Last used

        Dept#/Name          License # Comment                           Comment

        State Site      PrdCls#  Fed   State St-Oth County City SlsTax      Site Prod Cls  I/E Type  AMT                    Cutoff

        Catg Authorized

     9 B&A Landscaping             2            512001 0 Joe Brumley                   998     9      01/01/05 08/27/05
     9 B&A Landscaping             2            512002 0 Jeff Albertson               998     9      01/01/05 08/29/05
     9 B&A Landscaping             3              4010 0 Backhoe                       998     9      01/01/05 08/10/05
     9 B&A Landscaping             3              4011 0 Joe's truck                   998     9      01/01/05 08/27/05
                      WA  P778655E
     9 B&A Landscaping             3              4012 0 Jeff's truck                  998     9      01/01/05 08/29/05
                      WA  K900234B

     6 Battleground Construction   1            600016 0 Ed Franklin                   998     6      05/01/05
     6 Battleground Construction   1            600017 0 Rose Franklin                 998     6      05/01/05
     6 Battleground Construction   1            600018 0 Joe                           998     6      05/01/05
         888          WA  T908746U
     6 Battleground Construction   1            600019 0 Fred                          998     6      05/01/05
         888          WA  P456765Y                                                                             06/05/07
     6 Battleground Construction   1            600020 0 Jack                          998     6      05/01/05
         888          WA  W698767U
     6 Battleground Construction   1            600021 0 Craig                         998     6      05/01/05
         888          WA  H356467B
     6 Battleground Construction   1            600022 0 Tom                           998     6      05/01/05
         222          WA  G098787C
     6 Battleground Construction   1            600023 0 Ellis                         998     6      05/01/05
         222          WA  L324332V
```

Cards by Customer

From the Cardlock Lists Menu, Card Lists, you can print a list of cards by Customer Number with the options entered below.

Cards by Customer #

Company Number	1
Customer Number	
Include cards not used since	
Include only cards with discounts	N
Include (I)nvalid, (V)alid or (A)ll cards	A
Include Pin Numbers	N
Include Card Tax Codes/Discounts?	Y
Include (A)ll, or a specific card style: (M)agnetic, (N)etwork, (F)leetwide, (C)omplete, (V)oyager	A
Create CSV file? (Y/N)	N

Exit   Select

```
2012/05/03 16:14:46          Cards by Customer Number for Company Number  1      For All Cards              Page:   1

Customer Number & Name          ------ Card  Number / Name ------          Host   Ident     Issued  Last used

    Dept#/Name        License#   Comment                       Comment

    State Site   PrdCls#  Fed   State St-Oth County City SlsTax    Site Prod Cls  I/E Type  AMT              Cutoff

    Catg Authorized

   7 Smith & Sons Trucking Compan 1        600003 0 George Smith           998    7       01/01/05
       DEPT 1        WA  995GBR
   7 Smith & Sons Trucking Compan 1        600004 0 Richard Smith          998    7       01/01/05
       DEPT 1        WA  920CAH
   7 Smith & Sons Trucking Compan 2        600005 0 Frank Gonzales         998    7       01/01/05 08/25/05
       DEPT 2
   7 Smith & Sons Trucking Compan 2        600006 0 John Harrison          998    7       01/01/05 08/21/05
       DEPT 2
   7 Smith & Sons Trucking Compan 2        600007 0 Ron Lindsey            998    7       01/01/05 08/24/05
       DEPT 3
   7 Smith & Sons Trucking Compan 2        600008 0 Roger Sawyer           998    7       01/01/05 08/30/05
       DEPT 3
   7 Smith & Sons Trucking Compan 3          3000 0 #1 1998                998    7       01/01/05 08/25/05
   7 Smith & Sons Trucking Compan 3          3001 0 #2 1996                998    7       01/01/05 08/21/05
   7 Smith & Sons Trucking Compan 3          3002 0 #3 1997                998    7       01/01/05 08/24/05
   7 Smith & Sons Trucking Compan 3          3003 0 #4 1990                998    7       01/01/05
   7 Smith & Sons Trucking Compan 3          3012 0 #4 2001                998    7       01/01/05 08/30/05
   7 Smith & Sons Trucking Compan 3          3013 0 REFER                  998    7       01/01/05 08/29/05
                                                                  F
Total number of cards:     12
```

PacPride Magnetic Cards

From the Cardlock Lists Menu, Card Lists, you can print a list of PacPride Magnetic cards showing restrictions for one or all customers. You can also create a CSV file.

PacPride Mag Card Restrictions

From the Cardlock, Lists Files Menu, you can run a list of PacPride Mag card restrictions.

Magnetic Card Order List to be Downloaded

From the Lists Menu, Card Lists, print magnetic card orders that are ready to be downloaded. If you want to list each customer's card on a separate page, change the default.

PacPride Mag Cards to Download

Print Each Customer's cards on separate Page: N

Exit   Select

```
2012/03/07 11:47:01                        Pacific Pride Magnetic Cards to Download                          Page:      1

Act Card Co Cust#  Ident  --- Card ---- Reference            Notes               Pin Start Expire Seq Ord Odom Misc   Issue
    Stat  #                Tp    #  CkD                                           #  Mo/Yr Mo/Yr  #  Qty      Keybd   Type
           Host#                                                                                   ---- Maximums ----
                  Restriction Categories        ------ Day of Week/Time of Day Authorization ------  Tran PerQty PerAmt Margin

                                                                                                  --------- When to Reset -------
                                                                                                  Tr Day Su Mo Tu We Th Fr Sa ICB

      3 Vancouver School District        82900 NW 7th St             Don Holland                  360-259-6391
                                                          Requested By: Claudia Merritt            Fax: 360-259-6577

0   V   1     3      3 1   713504  Sara Michaels                                5789 09/23/08  9/11  1   1 Y    Y     N
                                   Sun A A A A A A A A A A A A A A A A A A A A A A A
                    998            Mon A A A A A A A A A A A A A A A A A A A A A A A A N  N  N  N  N  N  N  N   N
                                   Tue A A A A A A A A A A A A A A A A A A A A A A A
                                   Wed A A A A A A A A A A A A A A A A A A A A A A A
                                   Thu A A A A A A A A A A A A A A A A A A A A A A A
                                   Fri A A A A A A A A A A A A A A A A A A A A A A A
                                   Sat A A A A A A A A A A A A A A A A A A A A A A A Holidays A

Number of Customer cards      1

Number of cards       1
```

Update PacPride Magnetic Cards Expiration Date

Update one or all your expiring PacPride Mag cards at the same time. Find this screen in Cardlock, File Maintenance, Cards & Customers.

Fill out this screen with the options you want, then you can print a list by leaving the last field blank. If all is good on the list you can download to PacPride and update online. Or Update and Order.

Update PP Mag Cards Exp Date

Company number:	1
Customer numbers	
From:	11
Thru:	20
Month-year range of expiration dates	
(Enter each as MMYY):	
From:	505
Thru:	510
Last date used (MMDDYY)	
From:	
Card style ('A' for 'all'):	A
New expiration date (enter as MMYY):	515
To update expr. date:	
Enter U (update) or O (order) or	
A (Add Online and Order) or	
Enter blank to list only:	

Exit   Select

NOTE: Invalid customers and cards will be excluded.
Expiration dates for Network cards will be updated but online action will not be changed.

```
2012/03/27 14:01:01              Expiring PacPride Mag Cards to be Updated or Replaced                    Page:    1

Company number:  1   Company name: AUTOFUELING SYSTEMS
Expiration date range from  5/05 thru  5/12
Cards last used since
Card style selected: All
Action: No action taken
_____

Customer Number & Name

     ------ Card ------    Reference                Notes              Pin   Expire Seq Ord Odom Misc  Re-   Limits Auths Issue
Act  Style Type  Number                                                Nbr   Mo/Yr  Nbr Qty       Keybd sets                Type
          Product Restrictions

     3 Vancouver School District

     M    1      713504 Sara Michaels                                  5789  9/11   1       Y    Y    N    N     Y      N
N    M    3        4004 Hazel Dell #1 Bus                              5796  1/12   1   1   N    N    N    N     Y

Number of cards for customer:     2
```

Print a list first to see which cards are going to be updated.
Product restriction categories will print on a second detail line if there are any.

PacPride Magnetic Cards to Expire

From the Cardlock Lists Menu, Card Lists, print a list of Pacific Pride magnetic
cards and Network cards due to expire by the from/thru month and year selected.
This will show cards due to expire through the current month.

NOTE: Invalidated cards and customers will not list.

Card style
>   Default is A for All cards
>   M for PacPride Magnetic Blue cards
>   N for Network cards

```
PacPride Mag Cards to Expire

Company number:                              1

Month-year range of expiration dates
(Enter each as MMYY):

        From:                              105
        Thru:                              112

Card style ('A' for 'all'):                 A

            Exit              Select
```

```
2012/03/07 11:33:23              PacPride Mag Cards to Expire                         Page:    1

Month-year range from  1/05 thru  1/12
Card style selected: All
_____

Co  Customer                        -------- Card ---------- Name                    Expire    Last
 #                                  Type   Card Nbr CkD                              Mo/Yr   Used

 1      2 Fircrest Carpet Cleaning      1     600000    James Dunn                   9/10  08/27/05
 1      2 Fircrest Carpet Cleaning      1     600001    Nancy Dunn                   3/11  08/28/05
 1      2 Fircrest Carpet Cleaning      1    8888888    test                        6/05
 1      3 Vancouver School District     1     713504    Sara Michaels               9/11  08/26/05
 1      3 Vancouver School District     3       4004    Hazel Dell #1 Bus           1/12  08/29/05
 1      7 Smith & Sons Trucking Company 2     600005    Frank Gonzales              6/10  08/25/05

Total records      6
```

Assigned Card Blocks

From the Lists Menu, Card Lists, print a list of card blocks that you have received from PacPride.


```
2012/05/10 15:20:31                    Assigned card blocks                    Page:      1
_____
Co Host    Name                               Network
 #    #                                        Affiliate          From Card         Thru Card

 1     998 AutoFueling Systems                 PPSI                  530001            530050

Number of records      1
```

Card Utilization Report

From the Cardlock Lists Menu, Card Lists, print a list of how many cards are used or never used.

Card Order History List

From the Lists Menu, Card Lists, print a list for one customer or all customers to show the date cards were ordered and by whom. History of cards will be recorded from the time Version 7 was installed.

Card Order History

Company ⬚1

Customer (zero for all) ⬚

Exit   Select

```
2012/03/07 11:23:50                    Card Order History                          Page:    1

Co/Customer

         Card                   Date & Time  Nat  Mag  Key    Operator
Typ      Number  Ckd  Name        Ordered    Int  Opt  -bd Odom       Who Requested      Reason Ordered

1      2 Fircrest Carpet Cleaning      James Dunn                     WK

L         600001 0 Nancy Dunn     03/02/12 15.02  N    M    Y   Y
L        8888888 0 test           08/22/08 16.16       M    Y   N cpm        cpm              L UPDATING INFO-CHNG N

Number of card orders for this customer      2

1      6 Battleground Construction     Ed Franklin                   MO

L         600016 0 Ed Franklin    10/25/04 16.34  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600017 0 Rose Franklin  10/25/04 16.34  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600018 0 Joe            08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600019 0 Fred           08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600020 0 Jack           08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600021 0 Craig          08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600022 0 Tom            08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600023 0 Ellis          08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600024 0 Joe N.         08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600025 0 Albert         08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600026 0 Ryan           08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer
L         600027 0 Gordon         08/15/08 14.16  N    0    Y   Y CPMDEMO    cpm              0 New customer
2         600028 0 Rod            08/15/08 14.16  N    0    Y   Y CPMDEMO    cpm              0 New customer
2         600029 0 Jeff           08/15/08 14.16  N    0    Y   Y CPMDEMO    cpm              0 New customer
2         600030 0 Dave           08/15/08 14.16  N    0    Y   Y CPMDEMO    cpm              0 New customer
2         600031 0 Archie         08/15/08 14.16  N    0    Y   Y CPMDEMO    cpm              0 New customer
3           4008 0 1990 GMC       08/15/08 14.16  N    0    Y   Y CPMDEMO    cpm              0 New customer
3           4009 0 2000 FORD      08/15/08 14.16  N    0    Y   Y CPMDEMO    CPM              0 New customer

Number of card orders for this customer     18

Number of card orders for all customers     20
```

Customer/Card Tax Overrides List

From the Lists Menu, Card Lists, Customer/Card Tax Overrides List. You can list all cards with exemptions or list cards with a particular exemption, i.e. OR State exemptions PUC.

To make a specific selection, such as a federal exempt list, enter N in the Fed field and leave the others blank.

To select Oregon taxable Diesel cards, enter Y in the State field, enter OR in the State code and D in the product class field.

To select dyed diesel product 25, you would enter the product number without tax flags since they will typically be NNNNNN or NNNNNY.

Sample of printed report

```
2012/03/07 11:26:46                     Customer/Card Tax Overrides                              Page:    1

           Tax Flags Selected: Fed=      State=      State-Other=      County=      City=      Sales Tax=


  -------  Card ------  Ck                          Site              Pr    Product        Fed  State  Co Ci  Sales
 Type       Number      Name         St   License # Code         Cls  Ln    #   Descr      Exc  Exc/Oth Excise  Tax

Company   1    Customer      3  Vancouver School District

  0              0 0                 WA            ****************** D   **       No Federal  N    Y  Y    Y  Y    N
  0              0 0                 WA            ****************** G   **       No Federal  N    Y  Y    Y  Y    N


  Total records:      2
```

Customer/Card Discounts

From the Cardlock, Lists Menu, Customer Lists, print a list of customer and cards that you have assigned a price discount.

Company Master

From the Cardlock Lists Menu, Company Control Files, print a list of companies and their information that you have set up in your AFS Cardlock Billing/


```
2012/05/08 11:11:03                        Company Master                         Page:    1
_____

Co Company Name & Address
 #      WebSite & E-mails

 1 AUTOFUELING SYSTEMS
   7414 NE HAZEL DELL AVE

   VANCOUVER                 WA  98665       USA
   http://www.autofueling.com
   admin@mekos.com
   support@mekos.com



Number of records:      1
```

Chart of Accounts

From the Cardlock Lists Menu, Company Control Files, print a list showing the accounts set up in your AFS Cardlock billing.
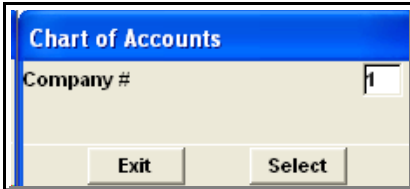

```
Company    1              AutoFueling Systems

Account #     Type   Account Name

1010          A     Cash
1090          A     Accounts Receivable
1120          A     Note Receivable
1150          A     Accounts Receivables
1170          A     Cardlock - F/S Accounts Receivables
1200          A     Gasoline Inventory
1210          A     Diesel Inventory
1220          A     Propane Inventory
1230          A     Oil, Filters & Grease Inventory
1240          A     Heating Oil Inventory
1250          A     Resale Parts Inventory
1300          A     F/P Inventory Clearing
1400          A     Equipment
1450          A     Trucks
1600          A     Accumulated Depreciation
2010          L     Accounts Payable
2050          L     Cardlock - F/P Accounts Payable
2100          L     Creditline Payable
2120          L     Customer Deposits
2140          L     Federal Excise Tax Payable
2150          L     State Sales Tax Payable
2180          L     State Motor Fuel Tax - Dsl & Gas
2190          L     Cardlock - Taxes Clearing Account
2220          L     Accrued Salaries
2400          L     Payroll Tax Payable
2800          L     Customer Deposits
2950          L     Note Payable
3500          Q     Corporate Stock
3750          Q     Retained Earnings
4010          R     Cardlock Sales - Local Gas
4011          R     Cardlock Sales - F/P Gas
4012          R     Cardlock Sales - F/S Gas
```

Default G/L Accounts

From the Cardlock Lists Menu, Company Control Files, print a list showing the General Ledger accounts that will be used by the AutoFueling System for preparation of the accounting journals.

States and Provinces

From the Cardlock Lists Menu, Company Control Files, print a list showing the states and provinces set up in your AutoFueling System.

```
STPRLS01 - States and Provinces                    [X]

    (i)   You have selected to run this query.
          Continue?

              [ OK ]        [ Cancel ]
```
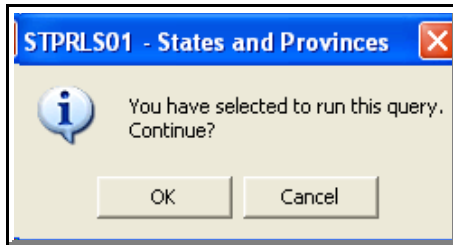
```
2012/05/08 11:32:56        States and Provinces              Page    1



State   State                                        Country
Code   Number   Short Name      Full Name             Code

 AB     00     Alberta         Alberta                CAN
 AK     00     Alaska          Alaska                 USA
 AL     00     Alabama         Alabama                USA
 AR     00     Arkansas        Arkansas               USA
 AZ     00     Arizona         Arizona                USA
 BC     00     Brit. Columbia  Brit. Columbia         CAN
 CA     00     California      California             USA
 CO     00     Colorado        Colorado               USA
 CT     00     Connecticut     Connecticut            USA
 DC     00     Dist. Columbia  Dist. Columbia         USA
 DE     00     Delaware        Delaware               USA
 FL     00     Florida         Florida                USA
 GA     00     Georgia         Georgia                USA
 HI     00     Hawaii          Hawaii                 USA
 IA     00     Iowa            Iowa                   USA
 ID     00     Idaho           Idaho                  USA
 IL     00     Illinois        Illinois               USA
 IN     00     Indiana         Indiana                USA
 KS     00     Kansas          Kansas                 USA
 KY     00     Kentucky        Kentucky               USA
 LA     00     Louisiana       Louisiana              USA
 LB     00     Labradon        Labradon               CAN
 MA     00     Massachussetts  Massachussetts         USA
```

Customer List by Name

From the Cardlock Lists Menu, Address Lists and Labels, Customer, you can print a list of Customers by Name with the options entered on this screen. This is a very detailed list.

Customer List by Number

From the Cardlock Lists Menu, Address Lists and Labels, Customer, you can print a list of Customers by Number with the options entered on this screen. This is a very detailed list.

Customer Quick List by Name

From the Cardlock, Lists Files Menu, Address Lists and Labels, Customer, you can print a list of customers by name showing the information you select from this screen.

```
Customer Quick List, by Name
Enter company number                              [1]

Cycle code to select (blank for all)              [ ]

Customer class to select (blank for all)          [ ]

Valid (V), invalid (I), or all (A) customers?     [A]

Salesperson to select (blank for all)             [ ]

Miscellaneous code to select (blank for all)      [ ]

Include email addresses?                          [N]

Create CSV file? (Y/N)                            [N]


              Exit              Select
```

```
2013/10/15 11:17:48                         Customer Quick List, by Name                              Page:    1
              Selection options: All cycles; All classes; Valid customers only;   All misc codes; All salesperson codes
_____

Cust#  Name                      Address              City             State/Zip Phone#         Cls/Cycl Sls
         Contact                                      BillTo  OtherCust              MiscCodes

Company:  1

     9 B&A Landscaping           31577 Evenrude Way   Battleground     WA 98603 360-693-7211     AFS MO 99
         Joe Brumley & Jeff Albertson                                                    NL

     6 Battleground Construction 725 West Grange Rd   Battleground     WA 98605 360-993-5678     AFS MO  1
         Ed Franklin             PO Box 28766                                             NL

  1009 Bishop, Glen              893341 Wilkinson Rd  Vancouver        WA 95446 360 895-6402     HOP HO 99
         Glen Bishop                                     1009
```

Customer Quick List by Number

From the Cardlock, Lists Files Menu, Address Lists and Labels, Customer, you can print a list of customers by number showing the information you select from this screen.

Customer Quick List by Zip

From the Cardlock, Lists Files Menu, Address Lists and Labels, Customer, you can print a list of customers by zip code showing the information you select from this screen.

Customer Quick List by Zip

Field	Value
Enter company number	1
Cycle code to select (blank for all)	
Customer class to select (blank for all)	
Valid (V), invalid (I), or all (A) customers?	V
Salesperson to select (blank for all)	
From zip code	98684
Through zip code	99664
Miscellaneous code to select (blank for all)	
Include email addresses?	N
Create CSV file? (Y/N)	N

Exit   Select

```
2013/10/15 11:34:04                    Customer Quick List, by Zip Code                          Page:    1
          Selection Options: All cycles; All classes; Valid customers only;   All misc codes; All salesperson codes;
                                        Zip codes from 98684 up to 99664

Cust#  Name                      Address             City              State/Zip Phone#          Cls/Cycl Sls
       Contact                                       BillTo   OtherCust              MiscCodes
Company:  1

  1000 Owens, Sarah              123970 N First Ave   Vancouver         WA 98743  360 675-9654    HOP HO 99
       Sarah Owens                                    1000                        SP TP

  1008 Vancouver Funeral Home    7678 Oakbrook Way    Vancouver         WA 99645  360 892-5409    HOP HO 99
       Sam Wolfe                                      1008


  Customers listed:     2
```

Customer X-Reference

From the Cardlock, Lists Files Menu, Address Lists and Labels, Customer, you can print a list to see customers by number or by name on the same list.

Customer X-Reference

Enter Company Number [1]

| Exit | | Select |

```
2012/05/08 13:39:31          Customer X-Reference              Page:      1

Cust#  Name                           Name                          Cust#

    2  Fircrest Carpet Cleaning       B&A Landscaping                   9
    3  Vancouver School District      Battleground Construction         6
    4  Huckleberry Farm               Bishop, Glen                   1009
    5  Vancouver Flower Express       Cross, Larry                   1010
    6  Battleground Construction      Fircrest Carpet Cleaning          2
    7  Smith & Sons Trucking Company  Foreign Sales                  9999
    8  Smith & Sons Trucking Company PDX  Huckleberry Farm              4
    9  B&A Landscaping                Jones, Ed                      1005
 1000  Owens, Sarah                   Michaels, Jim                  1001
 1001  Michaels, Jim                  Norquist, John                 1002
 1002  Norquist, John                 Old Town Sausage Co            1007
 1003  Stanley, Kim                   Owens, Sarah                   1000
 1004  Wheeler, Katherine             Smith & Sons Trucking Company     7
 1005  Jones, Ed                      Smith & Sons Trucking Company PDX  8
 1006  Swanson, Mike                  Stanley, Kim                   1003
 1007  Old Town Sausage Co            Swanson, Mike                  1006
 1008  Vancouver Funeral Home         Test Canada address            77777
 1009  Bishop, Glen                   Test Canada address            88888
 1010  Cross, Larry                   Vancouver Flower Express          5
 9999  Foreign Sales                  Vancouver Funeral Home         1008
77777  Test Canada address            Vancouver School District         3
88888  Test Canada address            Wheeler, Katherine             1004

Total Customers =      22
```

Labels

Where do I find labels?

Select this menu option from Cardlock➜ Lists Files ➜ Address Lists & Labels ➜ Customer to select the kinds of labels you want.

```
Customer  Show User  Help
   Customer List by Name
   Customer List by Number
   Customer Quick List, by Name
   Customer Quick List, by Number
   Customer Quick List by Zip
   Customer X-Reference
   1-up Labels by Name (Matrix)
   1-up Labels by Zip (Matrix)
   1-up Labels by SIC (Matrix)
   3-up Labels by Name (Matrix)
   3-up Labels by Zip (Matrix)
   3-up Labels by SIC (Matrix)
   3-up Labels by Name (Laser)
   3-up Labels by Zip (Laser)
   3-up Labels by SIC (Laser)
```

PREMIER EDITION can print 3-up Labels and 1-up Labels by name, zip or SIC number.

You can further select the names you want to print on those labels:
▲ Customer or Sales Contact name & Address
▲ New Customer labels only (requested in customer maintenance first) and the ability to change the New Customer flag to No after printing new customer labels.
▲ Include Phone Number
▲ Miscellaneous code (requested in customer maintenance first)
▲ Sales person
▲ Select last purchase Before or After - Enter A and effective date to include only customers with last purchase date beyond entered date. Enter B and effective date to include only customers with last purchase date prior to entered date.

STANDARD EDITION can print 1-up Labels by name.

NOTE: The customer must be entered in Customer File Maintenance with the Label Flag set to yes.

```
3-up Labels by Name (Laser)
Company #                                              1

Enter C to print Customer Name & Address               C
   or S to print Sales Contact Name & Address

Enter Y to print New Customer Labels only              N
Enter Y to set Customer New Label Flag to No           N

Include Phone Number                                   N

Select Miscellaneous code (blank for all)              [   ]

Select salesperson (blank for all)                     [   ]

Select Last Purchase B)efore or A)fter        B    020105

              Exit                    Select
```

What kind of labels do you use?

      To print 3-up labels on a laser printer use Avery labels # 8460
      (1" x 2 5/8" label printed at 16.67 CPI, standard AFS setting for Lasers).

      To print 3-up labels on a dot matrix printer use Avery labels #4031
      (15/16" x 3 ½")

      To print 1-up labels on a dot matrix printer use Avery labels #4013
      (1" x 3 ½") label. They can be printed at 12 CPI or higher.

Customer Notes

From the Cardlock, Lists Files Menu, Customer Lists, you can print any notes that you have entered for customers. You can also select the options in this screen to run the report.

Customer Tickler List

From the Cardlock, Lists Files Menu, Customer Lists, enter a month to see all customers that you have marked with a miscellaneous code in their File Maintenance to trigger some kind of action on your part.
You can also print a list of Miscellaneous codes that you have set up in Cardlock Customer File maintenance.

Customer Tickler List

Enter Month   3

Exit   Select

```
2012/05/08 14:02:20              Customer Tickler List for March                        Page#   1

                                                                                 Date of Last
Co   Cust Name                       Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec  Payment    Purchase
 #    #   Address

 1    2  Fircrest Carpet Cleaning            X       X           X           X    08/24/05  08/28/05
         4735 NE Walker Rd
         PO Box 992
         Vancouver                 WA 97346
 1    9  B&A Landscaping                     X       X           X           X    08/11/05  08/29/05
         31577 Evenrude Way
         Battleground WA    98603


Customers Listed:      2
```

Group Discount Customers
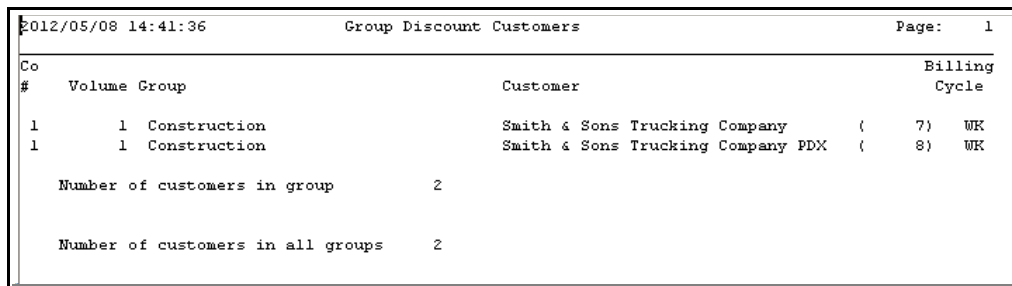
From the Cardlock, Lists Files Menu, Customer Lists, run a list of all customers who are in a group so they receive a group volume discount.


```
2012/05/08 14:41:36              Group Discount Customers                    Page:    1

Co                                                                        Billing
#    Volume Group                         Customer                          Cycle

1        1  Construction                  Smith & Sons Trucking Company      (    7)   WK
1        1  Construction                  Smith & Sons Trucking Company PDX  (    8)   WK

     Number of customers in group         2


     Number of customers in all groups    2
```

Customer Deposits

From the Cardlock, Lists Files Menu, Customer Lists, Customer Deposits.

Customers No Activity Since Report

From Cardlock, List File, Customer Lists, run this report by Customer Name or Number to list the customers who have not purchased since a date entered.

Note: LTD means Life to Date

Customers Ceased Buying Report

From Cardlock, List Files, Customer Lists, run this report to see which customers purchased for a period you select and then did not purchase for the next period you select.

Customers with all Cards Cutoff
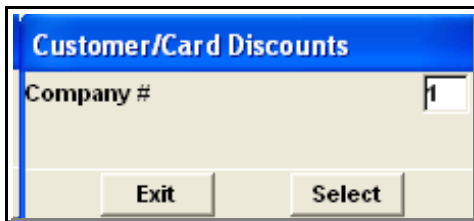
From the Cardlock, Lists Files Menu, Customer Lists, run a list of customers who have all their cards cutoff.


```
2012/05/08 15:09:44                          Customers with all Cards Cut Off                              Page:   1
_____
Company  # 1

Customer #      7 Name Smith & Sons Trucking Company              Cutoff Reason.......BANKRUPT
Last Statement End Balance $   4,544 22  Last Purchase Date...08/30/05     Cutoff Code D Date..05/08/12
Period to Date Purchases.. $             Last Purchase Amount.$     303.66
Period to Date Adjustments $             Last Payment Date....11/20/08
Period to Date Payment.... $       0.50- Last Payment Amount..$       0.50
Current Balance........... $   4,543 72  Credit Limit.........$  10,000

                                                        Month to Date Sales.$   9,024.28
                                                        Year to Date Sales..$  58,929.17
                                                        Last Year Sales.....$

Number of Customers Printed     1
```

Customer/Card Discounts

From the Cardlock, Lists Menu, Customer Lists, print a list of customer and cards that you have assigned a price discount.
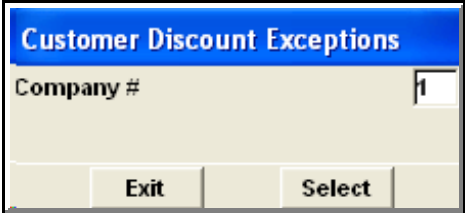
Customer Discount Exceptions

From the Cardlock, Lists Files Menu, Customer Lists, run a list of customers set up with discount exceptions.

Customer Discount Exceptions

Company #   [1]

Exit   Select

```
2012/05/08 15:38:31                    Customer Discount Exceptions                      Page   1

Co# Cust Class, # and Name

   Site      Site   Site              Site City            State
   Type  Reg Host#  Code                                   I/E Comment

1  DLR        4  Huckleberry Farm
   *    ***    998 ZZ                 Vancouver            WA  I


Number of Records printed      1
```

Cutoff/Reinstatement Codes

From the Cardlock, Lists Files Menu, Customer Lists, you can print a list of cutoff and reinstatement codes set up in your Cardlock system.
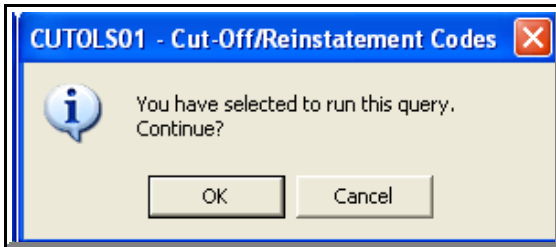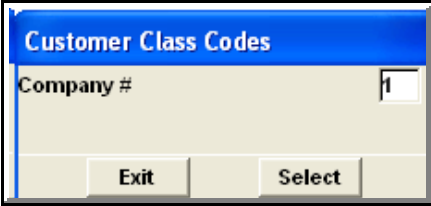

```
2012/05/08 16:37:18        Cut-Off/Reinstatement Codes           Page      1


Cutoff/                                      Network
Reinst.         Description                  Reason
Code

   #      Automatic Credit Cutoff
   1      REINSTATED - UPDATED INFO
   2      REINSTATED - ACCT PAID
   3      REINSTATED - CUSTOMER'S REQUEST
   4      REINSTATED - CARD LOCATED
   5      REINSTATED - OTHER/MISC
   A      LOST
   B      STOLEN
   C      CREDIT
   D      BANKRUPT
   E      AT CUSTOMER'S REQUEST
   F      AT CUSTOMER'S REQ - OUT OF BUSINESS
   G      AT CUST'S REQ - UNHAPPY W/ SERVICE
   H      AT CUSTOMER'S REQUEST - NOT USING
   I      RETURNED MAIL - UNABLE TO CONTACT
   J      OUT OF BUSINESS
   K      UPDATING INFORMATION - NEW OWNER
   L      UPDATING INFO-CHNG NAME OF BUSINESS
   M      UPDATING INFO - REVIEW CRED/NEW APP
   N      TELEPHONE DISCONNECT
   O      New customer
   V      CONVERSION 7/87

Number of Records Printed     22
```

Customer Class Codes

From the Cardlock, Lists Files Menu, Customer Lists,


```
2012/05/08 16:44:02            Customer Class Codes                      Page    1

Co  Class                                     Expiration  Expiration  New Class   Automatic
 #  Code          Description                     Date      Processed  to Assign    Update?

 1  ***    Global Class for Pricing
 1  AFS    AFS CLASS CODE
 1  DLR    Dealers
 1  GOV    Government Accounts
 1  HOP    Heating Oil/Propane
 1  NEW    New Customer Accounts

Number of Records Printed     6
```

Customer Miscellaneous Codes

From the Cardlock, Lists Files Menu, Customer Lists.
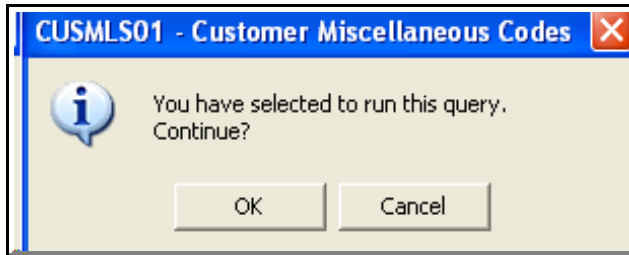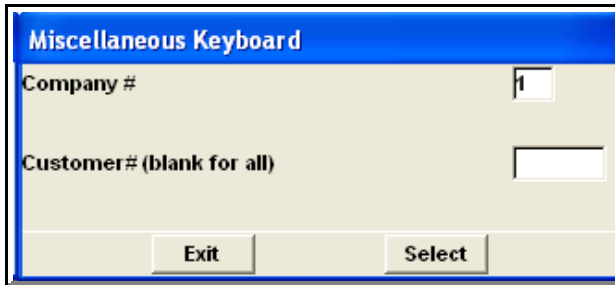

```
2012/05/08 16:48:16          Customer Miscellaneous Codes          Page    1


Misc                                       Short
Code   Long Description                    Description

 NL    Send Newsletter                     Newsletter
 SP    Service Plan                        Svc Plan
 TP    Tank Plan                           Tank Plan

Number of Records Printed     3
```

Miscellaneous Keyboard

From the Cardlock, Lists Files Menu, Customer Lists, run a list of all customers who have a Miscellaneous keyboard description setup.

Customer/Card Usage Exceptions Info

From the Lists Menu, Customer Lists, you can print a list of all exceptions you have set up.

Card Usage > X times per day

From the Cardlock, Lists Menu, Customer Lists, print a list to show the number of times cards were used per day within the date range. This report is triggered by an entry in the company, customer or card record(s) indicating a maximum expected number of uses per day. If the value is zero, it is considered unlimited.

```
Card usage > x times/day

  Company Number    [01]    AUTOFUELING SYSTEMS

  From Date        [01/01/00]

  Through Date     [123111]

  Exit      Help      LookUp      Update
```

```
2012/03/29 12:32:07                Card usage > x times/day                              Page:    1

From Date:  01/01/00  Through Date:   12/31/11

Co Customer                      Date        Card                      Allowed    #    Quantity  Uses
#  #      Name                   Card Use     #    Type                Purchases Uses    Used    Source

1      2 Fircrest Carpet Cleaning   01/05/11     600002 1 Archie Brown         1      2     20.000  Card
1      2 Fircrest Carpet Cleaning   02/05/11     600002 1 Archie Brown         1      2     20.040  Card
1      2 Fircrest Carpet Cleaning   03/05/11     600002 1 Archie Brown         1      2     20.241  Card
1      2 Fircrest Carpet Cleaning   04/05/11     600002 1 Archie Brown         1      2     20.444  Card
1      2 Fircrest Carpet Cleaning   05/05/11     600002 1 Archie Brown         1      2     20.853  Card
1      2 Fircrest Carpet Cleaning   05/15/11     600000 1 George Lucas         1      2     32.500  Card
1      7 Smith & Sons Trucking Company 05/30/11  600008 2 Roger Sawyer         2      3    341.518  Company
1      7 Smith & Sons Trucking Company 05/31/11  600008 2 Roger Sawyer         2      3    351.176  Company

Total number of records:      8
```

Host List

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list of all network hosts.

Pricing Regions

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list of all pricing regions.

REGNLS01 - Pricing Regions List

You have selected to run this query. Continue?

OK   Cancel
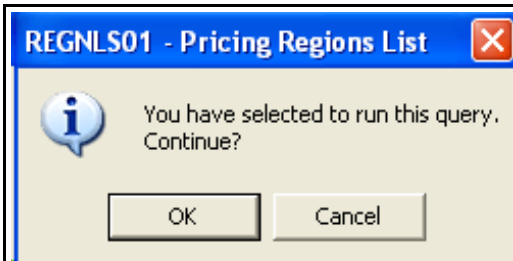
```
2012/05/10 10:16:34    Pricing Regions List        Page    1


Region
Code     Name

***      GLOBAL
AB       ALBERTA
AL       Alabama
AR       Arkansas
AZ       Arizona
BC       BRITISH COLUMBIA
CA       CALIFORNIA
CO       Colorado
CT       Connecticut
DE       Delaware
FL       Florida
GA       Georgia
IA       Iowa
ID       IDAHO
IL       Illinois
IN       Indiana
KS       Kansas
KY       Kentucky
LA       Louisiana
MB       MANITOBA
MD       Maryland
ME       Maine
MI       Michigan
MN       Minnesota
MO       Missouri
MS       Mississippi
MT       MONTANA
NB       New Brunswick
NC       North Carolina
```

Site List

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list of all sites, selecting fields to view the list with the information you want to see.

Sites by Host

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list of sites, selecting fields to view the list with the information you want to see.

Sites by Host

State to select, or blank for all States	
Host to select, or blank for all hosts	998
Region to select, or blank for all	
Network type, or blank for all	N
Site status to report: Active/Terminated	A
Print all sites, or totals only?	A

Exit   Select

```
2014/01/13 10:18:54                 Sites by Host Name                    Page   1
_____

Site   Site Address                                            Regn  Netwk
Code                                                           Code  Type
                                                                          Stat

Host    998  AutoFueling Systems           Vancouver          WA 98663

****              W/D Global Site                             ***   N    A
                  W/D & HO Global Site  WA
990000            Environmental fee                            WA    N    A
                  Test  WA
BULK              Bulk Plant, 6168 NE HWY 99                   WA    N    A
                  Vancouver  WA  98665            CLARK
ZZ                12366 N.E. Highway 99                        WA    N    A
                  Vancouver  WA  98665            Clark
Number of sites for    998  AutoFueling Systems           4
--------------------------------------------------------------------------------

Total Number of Hosts      1            Number of Sites     4
```

Price Audit List

From the Cardlock, Lists Files Menu, Products & Pricing, run a list of all pricing you have set up in your AutoFueling billing software, beginning with the least specific to the most specific prices.


```
2012/05/10 10:31:30                          Price Audit List                                    Page   1


Co   Regn          Site                Cust.                              Effective        Price  Price  Rounding
#    Code & Name   Code & Address      Class  Cust# & Name   Product# & Name   Date and Time   Amount Type Methd.Value
 Site
 Type

1 * *** GLOBAL     ******************   ***                     2 MIDGRADE   01/01/02        0.12000   M   T .00900

1 * *** GLOBAL     ******************   ***                     3 NL PREM    01/01/02        0.14000   M   T .00900

1 * *** GLOBAL     ******************   ***                    19 DIESEL     01/01/02        0.11000   M   T .00900

1 * *** GLOBAL     ******************   ***                    20 PREM DSL   01/01/02        0.15000   M   T .00900

1 * *** GLOBAL     ******************   ***                   101 LUB OILS   01/01/02        2.25000   U

1 * *** GLOBAL     ******************   ***                  1002 OFFROAD    01/01/02        0.25000   M   T .00900

1 * *** GLOBAL     ******************   ***                  1021 OFFDIESL   01/01/02        0.25000   M   T .00900

1 * *** GLOBAL     ******************   AFS                     1 NO LEAD    01/01/02        0.10000   M   T .00900

1 * WA  WASHINGTON 990000              ***         990000 Fee              01/01/05        1.25000   U

1 * WA  WASHINGTON 999999              ***                     1 NO LEAD    03/23/04        0.05000   U

1 * WA  WASHINGTON ZZ                  ***                     1 NO LEAD    01/01/02        0.10000   M   T .00900
                   12366 N.E. Highw                                             6.00  0.12000
                                                                                8.50  0.11000

1 * WA  WASHINGTON ZZ                  ***                     3 NL PREM    01/01/02        0.12000   M   T .00900
                   12366 N.E. Highw                                             6.00  0.17000
                                                                                8.50  0.15000

1 * WA  WASHINGTON ZZ                  ***                    19 DIESEL     01/01/02        0.12000   M   T .00900
                   12366 N.E. Highw                                             6.00  0.15000
                                                                                8.50  0.13500
```

Product Lines

From the Cardlock, Lists Files Menu, Products & Pricing, run a list of all product lines.
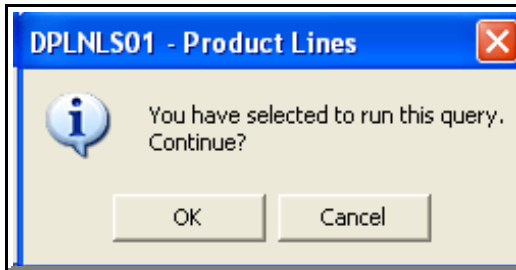

```
2012/05/10 10:54:32        Distribution Product Line List        Page    1

Product    Short           Full
Line       Description     Description

  **       Global          Global Product Line

  A        Acc/Misc        Accessory/Misc

  D        Diesel          Diesel

  G        Gas             Gas

  O        Oil             Oil

  OF       DYED DSL        DYED OFFROAD DIESEL

  ON       ON ROAD         ON ROAD DIESEL


Number of Records Printed        7
```

Product List

From the Cardlock, Lists Files Menu, Products & Pricing, Pricing, run a list of products.

PacPride Product Master List

From the Cardlock, Lists Files Menu, Products & Pricing, Pricing, run a master list of PacPride products.
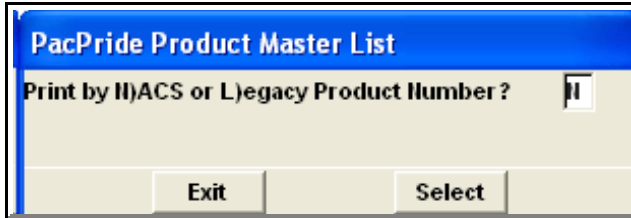

```
2012/05/10 11:37:25                    PacPride Product Master List                              Page:    1

NACS NACS Description              PPSI Short       Long Description          Prod  Restr. USA  Can      Can Markup Use
Prod                                   Prod Description                      Class Catg   U/M  Conv.    U/M Down   PP?

   1 Unleaded Regular                 2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
   2 Unleaded Plus                   18 MID-GRADE   NO LEAD MID-GRADE GAS      F    12     G   3.78537  L          Y
   3 Unleaded Super                   4 PREMIUM     PREMIUM NO LEAD GASOLINE   F     4     G   3.78537  L          Y
   4 Unleaded 4                       2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
   5 Unleaded 5                       2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
   6 Gas / Methanol 1                 2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
   7 Gas / Methanol 2                 2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
   8 Gas / Methanol 3                 2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
   9 Gas / Methanol 4                 2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
  10 Gas / Methanol 5                 2 NO LEAD     NO LEAD GASOLINE           F     2     G   3.78537  L          Y
  11 Gas / Ethanol 1                 52 UNL 5.7%    UNLEADED 5.7% ETHANOL      F     2     G   3.78537  L          Y
  12 Gas / Ethanol 2                 55 MID 5.7%    MID-GRADE 5.7% ETHANOL     F    12     G   3.78537  L          Y
  13 Gas / Ethanol 3                 58 PREM 5.7%   PREMIUM 5.7% ETHANOL       F     4     G   3.78537  L          Y
  14 Gas / Ethanol 4                 51 UNL 8%      UNLEADED 8.2-7.7% ETHANOL  F     2     G   3.78537  L          Y
  15 Gas / Ethanol 5                 54 MID 8%      MID-GRADE 8.2-7.7% ETHANOL F    12     G   3.78537  L          Y
  16 Methanol / Leaded                1 NL W/LEAD   NO LEAD WITH LEAD SUB      F     1     G   3.78537  L          Y
  17 Ethanol / Leaded                 1 NL W/LEAD   NO LEAD WITH LEAD SUB      F     1     G   3.78537  L          Y
  18 Leaded                          13 LEAD PREM   LEADED PREMIUM             F     4     G   3.78537  L          Y
  19 Regular Diesel #2                3 #2 DIESEL   #2 DIESEL                  F     3     G   3.78537  L          Y
  20 Premium Diesel #2               19 PRM DSL #2  PREMIUM DIESEL #2          F    11     G   3.78537  L          Y
  21 Diesel #1                       11 #1 DIESEL   #1 DIESEL                  F    11     G   3.78537  L          Y
  22 Compressed Natural Gas          27 CNG         COMPRESSED NATURAL GAS     F    19     G   3.78537  L          Y
  23 Liquid Propane Gas              26 PROPANE     PROPANE RESTRICTED         F    18     G   3.78537  L          Y
  24 Liquid Natural Gas              29 LNG         LIQUIFIED NATURAL GAS      F    19     G   3.78537  L          Y
  25 M-85                             1 NL W/LEAD   NO LEAD WITH LEAD SUB      F     1     G   3.78537  L          Y
  26 E-85                            40 E-85        E-85                       F     1     G   3.78537  L          Y
```

Cycle File List
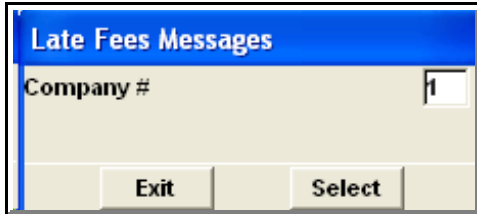
From the Cardlock, Lists Files Menu, Cycles & Messages, run a list of all statement cycles set up in your AutoFueling Systems software.


```
2012/05/10 11:56:56                    Cycle File List                        Page:   1
_____

Company  1 AUTOFUELING SYSTEMS

Cycle                      Min. on Min.  Discount  Day-of-Week  Day-of-Month   Discount       Max Gals
Code   Description         F/C    Bal.    Days      Cutoff       Cutoff         Table          Cycle

FS     Foreign Sales                                             15 31          None

HO     Heating Oil         0.50  10.00                           31             None

M$     ACH Customers                                             31             None

MO     Monthly             0.50  10.00    10                     31             Cents per Gal.
                                                                                   1   0.01000
                                                                                 250   0.01500
                                                                                 500   0.02000
                                                                                1000   0.02500
                                                                                1750   0.03000
                                                                                2500   0.04000
                                                                                5000   0.05000

WK     4 times per month/Weekly  0.50  10.00  7        8 15 23 31              Cents per Gal.
                                                                                 500   0.01000
                                                                                1500   0.02000
                                                                                2500   0.03000
                                                                                4000   0.04500

WS     Weekly, Sunday cutoff  0.75  75.00  3    Sunday                         Cents per Gal.
                                                                                 500   0.00650
                                                                                1000   0.00750

Total Number of Cycles       6
```

Late Fees Messages

From the Cardlock, Cycles & Messages, run a list of late fees messages set up in your AutoFueling software.

Statement Messages

From the Cardlock, Cycles & Messages, run a list of statement messages set up in your AutoFueling software.


```
2012/05/10 12:21:08                    Statement Messages                      Page:    1


Company  1 AUTOFUELING SYSTEMS


Cycle Code:       Customer

STATEMENT MESSAGE                                       Thank you for your business!
                                       Need more cards? Call us to order them for you.

INVOICE MESSAGE                        If you let us know your expected MPG for each card,
                                           your invoice will show actual vs expected

VEHICLE SUMMARY MESSAGE                      Call us for a list of Pacific Pride sites


Stmnt/Invoice Email Subj.
Uninvoiced Email Subject
Purchase Hist. Email Subj.


Cycle Code: FS      Customer

STATEMENT MESSAGE                               Thank you for your business!
                                       Need more cards? Call us to order them for you

INVOICE MESSAGE                        If you let us know your expected MPG for each card,
                                           your invoice will show actual vs expected

VEHICLE SUMMARY MESSAGE                      Call us for a list of Pacific Pride sites


Stmnt/Invoice Email Subj.
Uninvoiced Email Subject
Purchase Hist. Email Subj.
```

Terms Codes

From the Cardlock, Cycles & Messages, run a list of terms codes set up in your AutoFueling Systems software.
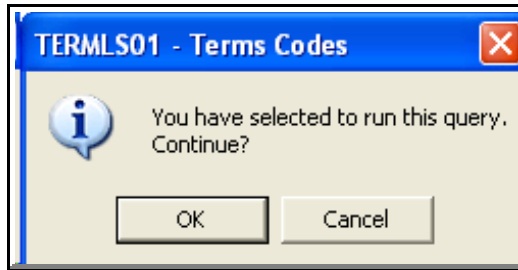

```
2012/05/10 12:28:00                      Terms Codes                          Page:    1
_____
                            P = A/P                            ------ Revolving Accounts -------
Terms         Description   R = A/R   Disc    Due      Disc   Y/  Min  Min            Revert  #
Code                        B = Both  Days    Days      %     N   Amt   %    Penalty Terms  Late

   $          Prepay        R          10      10                                               0
   2          2% 10th/Net 30 R         10      30      2.000
   5          Due on receipt P                  5
   A          Test          P          10      30
   S          Net 15        R          10      15
   V          VISA          P                  10                                               0
   W          Net 7         R           7       7

Number of records printed:    7
```

State Tax Defaults

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list of State tax defaults.

```
TXDFLS01 - State Tax Defaults

You have selected to run this query.
Continue?

    OK          Cancel
```
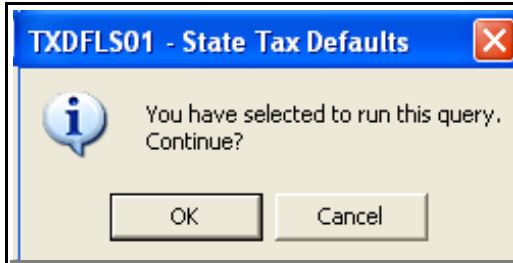
```
2012/05/10 12:33:51              State Tax Defaults                    Page:     1


State                                 Product        Fed  St-2   Ci  Sales Tax
Code   Tax Description                Cls Ln Code              St.-3 Co    St Co Ci


 AB   Alberta                         G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 AK   Alaska                          G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 AL   Alabama                         G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 AR   Arkansas                        G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 AZ   Arizona                         G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 BC   Brit. Columbia                  G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 CA   California                      G  **          Y   Y   Y    Y Y  Y
                                      D  **          Y   Y   Y    Y Y  Y

 CO   Colorado                        G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N

 CT   Connecticut                     G  **          Y   Y   Y    Y Y  N
                                      D  **          Y   Y   Y    Y Y  N
```

Tax Detail by Site

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list Tax detail by Site.


```
2012/05/10 15:46:10                          Tax Detail by Site                                Page:    1

--- Product ---  UM   Eff.     Fed       State     State     County     City    --------- Sales Tax ---------   F/S Margin
Number   Name         Date    Excise    Excise    Other      Tax        Tax    State   County  City Prepaid

Host:  998    Site: ZY                  **                            AL

     1 NO LEAD   G  10/01/97 IY .18400  IY .16000  IY .02000  IY .01000        RN 4.000
    19 DIESEL    G  10/01/97 IY .24400  IY .17000  IY .02000  IY .01000        RN 4.000
  1000 REGULAR   G  03/25/94 IY .18400  IY .23000                             RN 7.900
  1021 OFFDIESL  G  02/28/97 Y          Y          IY .02000  IY .01000        IY 8.000


Host:  998    Site: ZW                  **                            CA

     1 NO LEAD   G  04/01/00 IY .18400  IY .18000                             IY 7.750              0.08500
     3 NL PREM   G  04/01/00 IY .18400  IY .18000                             IY 7.750              0.08500
    19 DIESEL    G  04/01/00 IY .24400  IY .18000                             IY 7.750              0.06500
  1000 REGULAR   L  09/16/87                                                                        0.20202
  1002 OFFROAD   G  04/01/00 Y          Y                                     IY 7.750              0.06500


Host:  998    Site: ZV                  **                            OR

     1 NO LEAD   G  10/01/97 IY .18400  IY .24000
    19 DIESEL    G  10/01/97 IY .24400  RY .24000
    32 OFF DSL   G  02/27/98 Y          Y
  1000 REGULAR   G  01/01/96 IY .18300  IY .24000


Host:  998    Site: ZZ           12366 N.E. Highway 99              WA

     1 NO LEAD   G  10/01/97 IY .18400  IY .23000                             RN 7.600
     3 NL PREM   G  01/18/91 IY .20100  IY .22000                             RN 7.600
    19 DIESEL    G  10/01/97 IY .24400  IY .23000                             RN 7.600
  1000 REGULAR   G  01/01/96 IY .18300  IY .23000                             RN 7.600
  1021 OFFDIESL  G  02/28/97 Y          Y                                     IY 7.600
```

Tax Detail by Site

From the Cardlock, Lists Files Menu, Hosts & Sites, run a list Tax detail by Site with Host Name..

Tax Detail by Site w/Host Name

Host # (zero for all)	998
State Code (blank for all)	WA
Product code (blank for all)	

Exit   Select

```
2012/05/10 12:50:41                          Tax Detail by Site                                    Page:    1

Host  Site   Address      Prod       UM   Eff.     Fed      State     State    County    City    ------- Sales Tax --------
 #    Code                 #  Name         Date     Excise   Excise    Other     Tax      Tax    State   Cou  City  Prepaid
                                                                                                 F/S Margin

State:  WA  Washington

 998  RZG                  1 NO LEAD    04/01/09IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  1 NO LEAD    04/01/10IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  1 NO LEAD    10/01/10IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  1 NO LEAD    04/01/12IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  2 MIDGRADE   04/01/09IY .18300 IY .37500 I                        R  7.600
      Highway 99,    WA Test 1
 998  RZG                  2 MIDGRADE   04/01/10IY .18300 IY .37500 I                        R  7.600
      Highway 99,    WA Test 1
 998  RZG                  2 MIDGRADE   10/01/10IY .18300 IY .37500 I                        R  7.600
      Highway 99,    WA Test 1
 998  RZG                  2 MIDGRADE   04/01/12IY .18300 IY .37500 I                        R  7.600
      Highway 99,    WA Test 1
 998  RZG                  3 NL PREM    04/01/09IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  3 NL PREM    04/01/10IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  3 NL PREM    10/01/10IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                  3 NL PREM    04/01/12IY .18300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
 998  RZG                 19 DIESEL     04/01/09IY .24300 IY .37500 I                        R  7.900
      Highway 99,    WA Test 1
```

Tax Definitions

From the Cardlock, Lists Files Menu, Tax File Lists, Tax Files run a list of Tax Definitions.
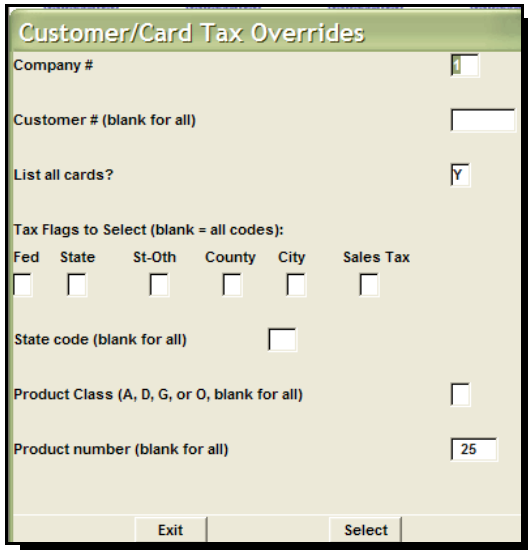

```
2012/05/10 13:38:13                        Tax Definitions                                    Page:    1


Site          ---Product--        Eff.  Fed  St-2   Ci  St Co Ci Fed  St S2 Co Ci  ------- Variances/Volume Less Than ---------
Code          Cls Ln    #         Date   St    Co   Sales Tax  B4   B4 B4 B4 Fed.   State  State-2  County   City    S/Tax


State:  WA  Washington

*************** D **       No Taxes 01/01/02 N  N  N  N  N  N       N  N  N  N  N
*************** D **       Sales ta 01/01/00 N  N  N  N  N  Y       N  N  N  N  N
*************** D **       No Tax   01/01/91 N  N  N  Y  Y  N       N  N  N  N  N
*************** D **       Sales Tx 01/01/91 N  N  N  Y  Y  Y       N  N  N  N  N
*************** D **       Ex Fed   01/01/91 Y  N  Y  Y  N         N  N  N  N  N
*************** D **       Ex-Fed   01/01/91 N  Y  N  Y  Y  Y       N  N  N  N  N
*************** D **       No Feder 01/01/91 N  Y  Y  Y  Y  N
*************** D **       Fed+SlsT 01/01/00 Y  N  N  N  N  Y
*************** D **       Fed Only 01/01/91 Y  N  N  Y  Y  N       N  N  N  N  N
*************** D **       Fed+Sls  01/01/91 Y  N  N  Y  Y  Y       N  N  N  N  N
*************** D **       No ST Ot 01/01/91 Y  Y  N  Y  Y  N       N  N  N  N  N
*************** D **       Ex Other 01/01/91 Y  Y  N  Y  Y  Y       N  N  N  N  N
*************** D **       FULL TAX 01/01/02 Y  Y  Y  Y  Y  N       N  N  N  N  N
*************** G **       No Taxes 01/01/02 N  N  N  N  N  N
*************** G **       No Tax   01/01/91 N  N  N  Y  Y  N       N  N  N  N  N
*************** G **       Sales Tx 01/01/91 N  N  N  Y  Y  Y       N  N  N  N  N
*************** G **       Ex Fed   01/01/91 N  Y  N  Y  Y  N       N  N  N  N  N
*************** G **       Ex-Fed   01/01/91 N  Y  N  Y  Y  Y       N  N  N  N  N
*************** G **       No Feder 01/01/91 N  Y  Y  Y  Y  N
*************** G **       No Tax   01/01/91 N  N  N  N  N  N  N  N
*************** G **       No Tax   01/01/91 N  N  N  Y  Y  N  N  N
*************** G **       Fed Only 01/01/91 Y  N  N  Y  Y  N       N  N  N  N  N
*************** G **       Fed+Sls  01/01/91 Y  N  N  Y  Y  Y       N  N  N  N  N
*************** G **       No ST Ot 01/01/91 Y  N  N  Y  Y  N       N  N  N  N  N
*************** G **       Ex Other 01/01/91 Y  N  N  Y  Y  Y       N  N  N  N  N
*************** G **       FULL TAX 01/01/02 Y  Y  Y  Y  Y  N       N  N  N  N  N

   Total number of records:    26
```

Customer/Card Tax Overrides List

From the Lists Menu, Card Lists, Customer/Card Tax Overrides List. You can list all cards with exemptions or list cards with a particular exemption, i.e. OR State exemptions PUC.

To make a specific selection, such as a federal exempt list, enter N in the Fed field and leave the others blank.

To select Oregon taxable Diesel cards, enter Y in the State field, enter OR in the State code and D in the product class field.

To select dyed diesel product 25, you would enter the product number without tax flags since they will typically be NNNNNN or NNNNNY.

Sample of printed report

```
2012/03/07 11:26:46                    Customer/Card Tax Overrides                          Page:   1

            Tax Flags Selected: Fed=     State=     State-Other=    County=    City=    Sales Tax=


 ------- Card ------ Ck                          Site           Pr   Product      Fed State Co Ci Sales
 Type       Number    Name        St  License #  Code       Cls Ln   #   Descr    Exc Exc/Oth Excise  Tax

Company  1    Customer    3  Vancouver School District

 0              0 0             WA          ****************** D  **      No Federal  N   Y  Y   Y  Y   N
 0              0 0             WA          ****************** G  **      No Federal  N   Y  Y   Y  Y   N


 Total records:     2
```

Cardlock Activities
"Standard Operating Procedures" for Daily and Periodic Work

This section of the Operator's Manual focuses on the work that needs to be done on a regular basis - daily, monthly, and so forth. It includes detailed instructions for exporting transactions, editing and posting, balancing, running statements and more.

E-mail Statements, Magnetic Invoices, Uninvoiced Transactions and Customer Purchase History Reports

PREMIER EDITION

File Maint ➜ Cards/Cust ➜ Customers

1. Enter the customer's email address in the Customer Maintenance Main window. You can enter as many email addresses as will fit on the line. Enter a semi colon between each email address.

2. Check "Email customer reports" on the Customer-Statements window.

> ▲The software assumes the e-mail statement is in addition to the printed statement.
>
> For customers who are satisfied with e-mail only, you can assign them to a special statement cycle code created for this purpose (e.g., EM=E-mail monthly, ES, EW, etc.). If you want, print a file copy, or if you do not want a printed copy, display to the end of the statements and exit out of the print job.

3. Run statements (etc.) as usual. In addition to the usual output, the software will send the statement (etc.) document as attachments in text format and HTML format to your customer. The e-mail message will contain instructions for printing the text version. The customers will be able to choose the format they prefer. Emails are stored in the Email directory underneath AutoFueling data directory.

> Technical note: This capability requires the installation of Mapiland software, which is provided as part of the Version 7 update. Outlook needs to be active/open but is not provided by AFS.

Importing Transactions with a Network Connection

There are different ways that your AFS billing system can be set up to communicate with the Pacific Pride controller. Blast software, network connection, C.D's and thumb drives. This section will show you how to transfer gallons from Pacific Pride to AFS with a network connection and how to make sure all of those gallons are billed. If you need some help with the connection you are working with, please call AFS.

The Pacific Pride switch has completed.
What's next?

1. Exit the switch
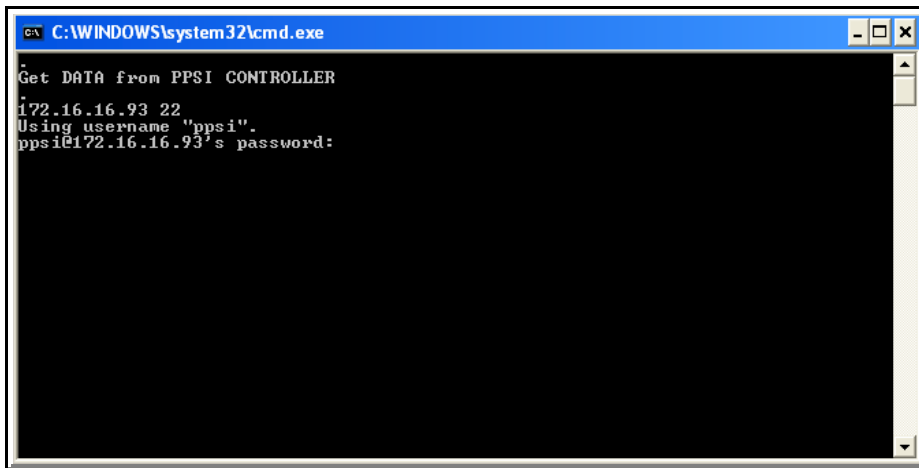
▲ Check the Pacific Pride controller monitor.
It will say "WAITING 17:00"

▲ Exit Blast:
Ctrl C ➜ Esc ➜ Esc ➜ YES

▲ Read any messages from Pacific Pride and take appropriate action.

▲ Review the Pacific Pride Communication File Listing report titled "Editing & Posting Activity, Summary of Petrovend Activity." This prints as part of the switch.
All message numbers should be 1 or 65.
All errors will have an explanation at the end of the report.

▲ Call Pacific Pride for help in clearing any and all errors before proceeding.

▲ Save this report to use for balancing gallons transferred from network to AFS.

▲ Leave the screen at the Main Menu:

Note: Network connection must be maintained at all times. If interrupted, Pacific Pride WILL NOT RESET automatically.

```
┌────────────────────────────────────────────────────────┐
│                     CAUTION:                            │
│              Always!  Let processing finish.            │
│                                                         │
└────────────────────────────────────────────────────────┘
```

2. Import PacPride Transactions

From the AFS Cardlock menu, Activities, select Import PacPride
Transactions.

The screen will look like this:

You will be prompted for a password. Enter the Pacific Pride password and press
enter

You will be prompted again for a password. Enter the pass word again and press
enter.

Select Output device screen will show next. Select what you want to do with the
report Import Site Records. (Display, print or save to a file)

```
12/01/26 14:28:51                    Import Site Records                    Page:    1
_____
Host Site   Site Name                      Site   Act    Error
Nbr                                        State  Cd     Codes

 450  SHS   11837 Clay Pike Road            OH     A
 450  SHS   11837 Clay Pike Road            OH     C
  96  SHT   1716 South Canyon Road          WA     A
  96  SHT   1716 South Canyon Road          WA     C


       Total Records:       4
```

Sample of the Import Site Records report

```
12/01/26 14:48:31                          Import Tax Detail Records                          Page:    1
Host       Effective  Prod  Federal          State       State Other    County         City          Sales            Error
     Site  Date       Nbr   Tax     I/R PI   Tax    I/R PI Tax   PI I/R Tax    I/R PI  Tax   I/R PI  Tax    I/R PI  Codes

  96  SHB R 01/20/12    3   .24300  I    Y  .37500  I   Y .00000  I X  .00000         .00000         .07600  R    N  2

  96  SHB R 01/20/12    4   .18300  I    Y  .37500  I   Y .00000  I X  .00000         .00000         .07600  R    N  2

  96  SHB R 01/20/12   18   .18300  I    Y  .37500  I   Y .00000  I X  .00000         .00000         .07600  R    N  2

  96  SHT R 01/20/12    2   .18300  I    Y  .37500  I   Y .00000  I X  .00000         .00000         .08000  R    N

 450  R69 R 01/20/12    2   .18300  I    Y  .28000  I   Y .00000       .00000         .00000         .07000  R    N  2
 450  R69 R 01/20/12    3   .24300  I    Y  .28000  I   Y .00000       .00000         .00000         .07000  R    N  2

 450  R69 R 01/20/12    4   .18300  I    Y  .28000  I   Y .00000       .00000         .00000         .07000  R    N  2

 450  R69 R 01/20/12   18   .18300  I    Y  .28000  I   Y .00000       .00000         .00000         .07000  R    N  2

 450  R69 R 01/20/12    2   .18300  I    Y  .28000  I   Y .00000       .00000         .00000         .07000  R    N  2

 450  R69 R 01/20/12    3   .24300  I    Y  .28000  I   Y .00000       .00000         .00000         .07000  R    N  2
```

The next report is Import Tax Detail Records.
Once again you will be able to print, display or save this report.

3. Edit/Print Transactions

4. Post Error- Free Transactions.

**5. Select Print from the Print tab on the screen to print a list of your
        transactions.**
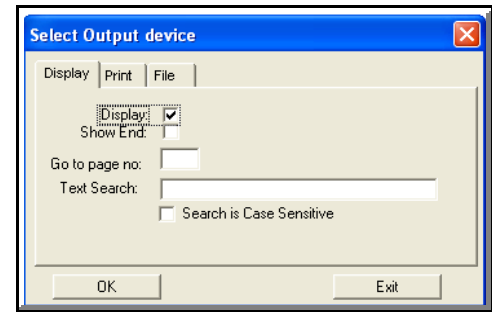
Edit/Print and Post Transactions

```
CAUTION:

Always!  Let processing finish.
If you're tempted to bail because something doesn't seem right, call us first.
```

Edit/ Print Transactions

ALWAYS **PRINT** THE EDIT!

ALWAYS **PRINT** THE EDIT! ALWAYS **PRINT** THE EDIT!

This is the only list of your transactions. The Transaction Post prints totals only.
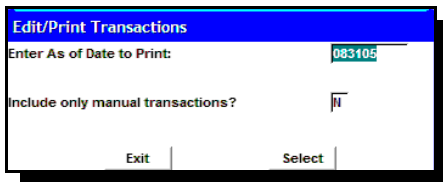
> ▲ Enter price changes **now**, before transactions are posted.

1. To print the Edit/Print Transaction report
> From the Cardlock menu
> ➜ Activities
> ➜ Edit/Print Transactions.

```
Edit/Print Transactions
Enter As of Date to Print:                    083105

Include only manual transactions?             N

          Exit              Select
```

The screen will look like this:

2. Enter As of Date to Print:
The default is the current booking date. (Make sure the default is the correct
booking date. If it is not, stop and call for technical help.) If you want to print
manually entered transactions only, change the default No to Yes.

▲ If you have more than one day's transactions to Edit/Print and you want to Edit/Print them one day at a time, do this.

      Enter the first day's transactions date in the Enter As of Date to Print.
      Post that day's transactions.
      Enter the next day's transactions date to Edit/Print.
      Post that day's transaction.

Of course you are making sure there are no errors and all your prices are good, aren't you? ☺

3. Select the print tab on the Output screen.

And click OK

The Edit/Print report will print now.

4. Check Prices on the Edit/Print
▲ Does your pricing look ok? If any prices look wrong, check your Retail Price Audit to make sure prices have been entered correctly. See the Pricing Section in this manual for more help. How about taxes? Do they look correct?

▲ Unit costs is unit price minus taxes. Unit price is selling price

5. Fix transactions flagged with an error code in the Maintain Hold Transactions screen . Look at the right-hand side of the "Transaction Edit/Print" report for error codes and warnings. In the Transaction Errors and Warnings section of the manual, you will find a list of error codes and instructions on how to fix transactions with errors.

▲ Transactions will not post that have an error. They wait in the Hold file and stay there until they are fixed. Transactions with warnings will post.

6. **After you have fixed any transactions with an error code,**
        print the Edit/Print report again. If there are no errors, the
        "Transaction Edit/Print" report will print this message at the end of the
        report:
        0 Invalid transactions
        0 Duplicate transactions

CAUTION! On the Edit/Print report, make sure the booking date is the current booking date and A/R due dates are correct. If they are not, call AFS for technical advice.

> **NOTE:** If you click on display instead of print when you run the Transaction Edit/Print, you MUST display to the end of the report by clicking GOPAGE from the top menu bar and entering 999. The program will only print those transactions that were displayed to your screen. If you have already displayed and printed the Edit/Print and only have a few of your transactions, simply run the Edit/Print again and this time select PRINT. Do not display the Edit.

7. **Post error-free Cardlock transactions**
        From the Cardlock menu
        ➜ Activities
        ➜ Post error-free Cardlock Transactions.

        ▲ Click OK to Post error-free Transactions

8. **Select Print, on the Select Output device screen to Print the Posting Report which will show totals posted and account allocations.**
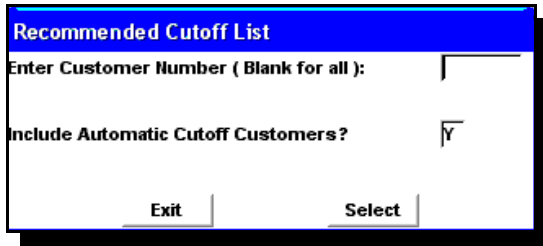
9. **Card Usage over Maximum Report**. Click OK to run or Cancel

10. **Card Usage X times a day report**. Select OK to run or Cancel

11. Recommended Cutoff List.

Leave the default Yes to Include Automatic cutoff customers on this list.

Recommended Cutoff List

Enter Customer Number (Blank for all):

Include Automatic Cutoff Customers?   Y

Exit   Select

▲ Check this list very carefully. Look to make sure that the customers on the list are ones that you want to automatically cutoff.

▲Exit now if you have customers that you do not want automatically cutoff.

If all is well, Click Select and then select the Print tab on the Select Output Device screen. Then exit the Recommended Cutoff List screen.

12. The Automatic Cutoff screen will show now.

Cancel this report if you do not want to begin the automatic process to cutoff those customers listed, otherwise select OK. Select the Print tab on the *Select Output Device* screen and the Automatic Customer Cutoff report will print. The customers on this list are now placed in a file awaiting the next time you export to your network.

CUSTBU01 - Automatic Customer Cutoff ❌

ⓘ You have selected to run this query.
   Continue?

OK   Cancel

---
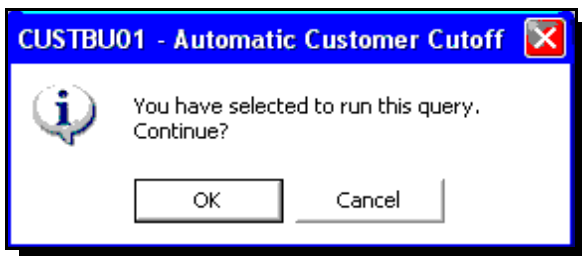
13. Balance the gallons imported

▲ Using the Daily Balancing Worksheet, confirm that the gallons from PacPride Controller "Editing & Posting Activity" **EQUAL** the "Post Cardlock Transactions" gallons. If you need instructions how to do this balancing, look in the Balancing Section of this manual.

If your totals do not match, recheck amounts from reports and recalculate totals. If still no match, CALL AFS!

Transaction Errors and Warnings

When the computer detects a problem with a transaction, it will print a message about the problem on the right-hand side of the Transaction Edit/Print report. There are two kinds of messages:

Transactions with Error messages will not post.
Transactions with Warning messages will post.

An explanation of the codes next to your transactions can be found at the end of the Transaction Edit/Print report. Sometimes transactions will have multiple errors/warnings. You will need to CORRECT ALL of the errors for the transaction to final post.

Error and Warning Number & Name	What caused it and how to fix it
Error #1. Bad Company Code	**CAUSE:** This occurs when system cannot find a company number associated with the customer who owns the card in this transaction. **CORRECTIVE ACTION:** If this transaction has been entered manually, check in Maintain Hold Transactions, to make sure that the correct company number has been entered. If this is not a manual transaction, check in Company Control Files, in File Maintenance, that the company information has been entered.
Error #2. Bad Customer Number	**CAUSE:** This occurs when the system cannot find the customer number who owns the card in this transaction. **CORRECTIVE ACTION:** If this transaction has been entered manually, check in Maintain Hold Transactions, to make sure that the correct customer number has been entered. If this is not a manual transaction, check in Customer File Maintenance to correct the customer number or setup the new customer number.

Error #3. Bad Site Code	**CAUSE:** This occurs when the system cannot find the site code for this transaction. **CORRECTIVE ACTION:** If this transaction has been entered manually, check in Maintain Hold Transactions, to make sure the correct site number has been entered. Site codes are maintained by PPSI (CFN) during the switch. If you have had problems with the transfer from your PPSI (CFN) controller (NCC), you can select to send the master file detail from the PPSI (CFN) controller (NCC) to your billing computer. See your PPSI (CFN) manual for help with this. After you resend the master file detail, run the Post cardlock transactions again to see if the error clears.
Error #4. Bad Driver Card Number	**CAUSE:** This occurs when the driver number cannot be located in the file. **CORRECTIVE ACTION:** If the card is entered correctly, but this transaction was entered manually, make sure the driver number in the manual transaction (look in maintain hold file transactions) matches the driver number in the card maintenance.
Error #5. Price Record Not Found	**CAUSE:** This occurs when a price cannot be located in the file for the product in the transaction. **CORRECTIVE ACTION:** In products and prices, make sure there is a price entered for this product.
Error #6. Trans. Exists in History	**CAUSE:** This occurs when transactions have been transferred a second time. Duplicate transactions will not post. **CORRECTIVE ACTION:** Go to Cardlock, Periodic menu, Remove Hold File Duplicates. You can run as an audit first and then run as update. NOTE: Always Show End if you look at the report, otherwise only those transactions on the screen will be deleted.
Error #7. Invalid SELL Host Number	**CAUSE:** Host numbers are maintained by PPSI (CFN) during the switch. **CORRECTIVE ACTION:** Look at Error Code Number 3. If you have entered this transaction manually, look in maintain hold file transactions and check to make sure the correct selling host number has been entered.

Error #8. Transaction Older Than Earliest Price	**CAUSE:** This occurs when the transaction cannot match with a price and date. **CORRECTIVE ACTION:** Look in maintain prices, if the price for this transaction has a date that is later than the transaction date, change to an earlier date. Example: Transaction date 2-01-01 Price date 2-2-01. Change the price date to 1-31-01. OR Print a price list audit to make sure there are no "half entered" price records. (This error also means the transaction could not find any price) Another clue to look for being the unit price and the cost price on the edit/print are the same.
Error #9. Bad Billing Cycle Code	**CAUSE:** This occurs when a cycle code has not been set up for this transaction. **CORRECTIVE ACTION:** If you have a billing cycle that is unique and is NOT maintained by the AFS software, you must set it up every year in maintain cycle codes.
Error #10. Default Tax Codes in STATE/PROVINCE Not Found	**CAUSE:** This occurs if NO default definition exists for this product. **CORRECTIVE ACTION:** Since AFS pre loads State default taxes, this should only occur if new product classes are created. If you need help, call AFS.
Error #11. Default Tax Record Not Found	**CAUSE:** See #10 **CORRECTIVE ACTION:** See #10
Error #12. Tax rates record not found	**CAUSE:** Tax Detail by Site Record (Rates) is not found for this product or site. **CORRECTIVE ACTION:** PPSI automatically downloads the tax rate information. Call AFS to help reload master file information from the PPSI controller.
Error #13. Bad Buying Host	**CAUSE:** Host numbers are maintained by PPSI (CFN) during the switch. **CORRECTIVE ACTION:** See Error code #7
Error #14. Vehicle Card not found for this customer	**CAUSE:** This occurs when the transaction cannot match a vehicle card in the file. **CORRECTIVE ACTION:** If the vehicle card is entered correctly in card assignment maintenance, but this transaction was entered manually, check all fields so they match exactly with the vehicle card setup in card assignment. Change the information entered in the manual transaction (in Maintain Hold File) to agree with the vehicle card setup.

Error #15. Invalid Host Combination	**CAUSE:** This "should never happen!" It indicates that neither buying nor selling host numbers are assigned to an A/R company. **CORRECTIVE ACTION:** Use the host maintenance program to post a company.
Error #16. Tax Override Def. Not Found	**CAUSE:** A tax definition has been deleted. **CORRECTIVE ACTION:** The tax flag combination shown next to the price must be created for the product or product class.
Error #17. Price Below Minimum Fuel Price	**CAUSE:** This occurs when the transaction selling price is 50 cents or below. **CORRECTIVE ACTION:** Print a Price Audit to see if there are any clues as to which price is wrong. If the transaction has been entered manually, in Maintain Hold File, check the cost entered.
Warning #18. Price below adjusted Cost	**CAUSE:** This may mean the selling price is lower than the transfer price (OPIS) (an approximate cost) Pacific Pride (CFN) has allocated for your site. Your actual cost may be much lower than the PPSI (CFN) allocated transfer price (OPIS). **CORRECTIVE ACTION:** Check your actual costs of product.
Warning #19. Customer has been Cut- Off	**CAUSE:** Customer has been cut-off **CORRECTIVE ACTION:** Check out why and reinstate customer if appropriate
Warning #20 Card has been Cut-Off	**CAUSE:** Card has been cut-off CORRECTIVE ACTION: Check out why and reinstate card if appropriate
Warning #21 Customer is over Credit Limit	**CAUSE;** Customer has purchased over their entered credit limit. **CORRECTIVE ACTION:** Research if you need to raise this customer's credit limit or cut him off.
Warning #22 Customer Account has been written off	**CAUSE:** Customer Account has been written off **CORRECTIVE ACTION:** Research why a card is being used when the customer's account is written off. Usually the card would be turned off.
Error #23. Transaction Date In Future	**CAUSE:** This occurs when the transaction date is after the booking date. Example, your booking date is June 30, your transaction date is July 4. **CORRECTIVE ACTION:** If you have not run month-end, run it. If you have run month-end, call AFS.
Error #24. Bad Product Code	**CAUSE**: This occurs when the transaction cannot match the product code. **CORRECTIVE ACTION:** In File Maintenance, Prod/Pricing, Products enter Product code.

Error #25. Cannot Assign Scheduled Statement Date	**CAUSE:** This occurs when the transaction cannot match a statement cycle code. **CORRECTIVE ACTION:** Look in the customers' maintenance file, make sure the customer has a statement cycle code. OR is this a unique cycle code setup? If you have a billing cycle that is custom and is NOT maintained by the AFS software, you must set it up every year in maintain cycle codes. Check that the current setup for this year is there.
Error #26. G/L Default Accounts Record Missing	**CAUSE:** These records are created as part of the initial software installation. This error implies one or more entries have been deleted. **CORRECTIVE ACTION:** In File Maintenance, add the missing record.
Error #27. Transaction missing Vehicle Number	**CAUSE:** This occurs when a manually entered transaction cannot match the vehicle number. **CORRECTIVE ACTION**: In Maintain Hold File, enter the correct vehicle number for the transaction.
Error #28. Vehicle Number in Transaction for Driver only card	**CAUSE:** This occurs when a manually entered transaction has a vehicle card number entered with a Type 1 card number. **CORRECTIVE ACTION**: In Maintain Hold file, enter a Type 2 card number in the transaction.
Warning #29 Gasoline tax record used for Sales tax	**CAUSE:** Gasoline tax record used for sales tax **CORRECTIVE ACTION:** The system only found a gasoline sales tax record and used it for this transaction.
Warning #30 Diesel tax record used for Sales Tax	**CAUSE:** Diesel tax record used for sales tax **CORRECTIVE ACTION:** The system only found a diesel tax record and used it for this transaction.
Warning #31 Alternate Tax Record used for Sales Tax	**CAUSE:** A Sales Tax record has not been entered in the system for a non-fuel product. The system will use the first Fuel Tax Record it finds for sales tax calculation. **CORRECTIVE ACTION:** This is a warning message and this transaction will post.
Error #32. Identity Does not match Card file	**CAUSE:** This occurs when the identity number in the transaction is different from the one set up in card maintenance. **CORRECTIVE ACTION**: If the transaction was manually entered, go into Maintain Hold File and change the identity in the transaction to agree with the one set up in card maintenance. If the transaction was not manually entered, change the set up in card maintenance to agree with transaction in the hold file.

Warning #33 Volume exceeds EX-Tax Limit	**CAUSE:** There is an exemption on excise tax for customers purchasing under a limit, defined in the Tax Default File **CORRECTIVE ACTION:** This customer has purchased over the limit, so he must pay the tax.
Error #34. Invalid Selling Site Host#	**CAUSE:** This occurs when the selling host number does not match the owning host number for the site where the product was purchased. **CORRECTIVE ACTION:** This will usually only happen in a manually entered transaction. Change selling host number to match the host number of the site where the purchase was made.
Warning #35. A Class Pricing record has expired and standard pricing substituted.	**CAUSE:** One or more Class Price records have expired. **CORRECTIVE ACTION:** Enter a new Class price record or allow the substituted price to be posted.
Error #36. Transactions Marked as DO NOT POST	**CAUSE:** The transaction has been checked Do Not Post in the Maintain Hold File screen. **CORRECTIVE ACTION:** Uncheck the box
Error #37. Transaction for Cut-Off Customer	**CAUSE:** The customer has been cutoff in AFS **CORRECTIVE ACTION:** Reinstate customer if appropriate
Error #38. Transaction for Cut- Off Card	**CAUSE:** The card has been cutoff in AFS **CORRECTIVE ACTION**: Reinstate card if appropriate. You can post this transaction by going to the Maintain Hold File transactions screen and checking the Post Invalidated Customer or Card transactions.
Error #39. Driver or Vehicle Must be Unique	**CAUSE:** This means both of these cards are not unique. Used by NBS customers to allow for specifying which card is the real card vs. the floating pin. **CORRECTIVE ACTION:** Make one of the cards unique.
Error #40. Vehicle Card Not Type 3	**CAUSE:** Vehicle card is not Type 3. **CORRECTIVE ACTION:** Make sure Type 3 is entered for this card number type.
Error #41. No Non-Unique Card for Trans. in dual card transactions only.	**CAUSE:** The secondary card is marked as Unique. **CORRECTIVE ACTION:** Set the secondary card # as Non Unique in the Card Assignment File.

Error #42. Card Conflict. Cannot determine Customer in dual card transaction	**CAUSE:** This transaction has two cards that are both defined as Unique and Non Unique and the correct customer cannot be determined. **CORRECTIVE ACTION:** To be able to find the customer number for this transaction, there must be a Unique and a Non Unique card entered and both must reference the same customer.
Error #43. Vehicle Amount Limit Exceeded	**CAUSE:** A transaction dollar limit was entered for this Vehicle # and the transaction is greater than this amount. **CORRECTIVE ACTION:** Raise the limit or zero to remove limit. Or in Hold File Maint. check the box marked Post Transactions greater than Maximum allowed.
Warning #44. Posting Vehicle Amount Limit Exceeded	**CAUSE:** When Post Transactions greater than Maximum allowed check box in Maintain Hold File Maint. has been checked. **CORRECTIVE ACTION:** Raise the limit or zero to remove limit.
Error #45. Driver Amount Limit Exceeded	**CAUSE:** A transaction dollar limit was entered for this Driver # and the transaction is greater than this amount. **CORRECTIVE ACTION:** Raise the limit or zero to remove limit. Or in Hold File Maint. check the box marked Post Transactions greater than Maximum allowed.
Warning #46. Posting Driver Amount Limit Exceeded	**CAUSE:** When Post Transactions greater than Maximum allowed check box in Maintain Hold File Maint. has been checked. **CORRECTIVE ACTION:** Raise the limit or zero to remove limit.
Error #47. Customer Amount limit Exceeded	**CAUSE:** A transaction dollar limit was entered for this Customer # and the transaction is greater than this amount. **CORRECTIVE ACTION:** Raise the limit or zero to remove limit. Or in Hold File Maint. check the box marked Post Transactions greater than Maximum allowed
Warning #48. Customer Amount Limit Exceeded	**CAUSE:** The Maximum transaction dollar amount that you have entered in the Customer File Maintenance has been exceeded **CORRECTIVE ACTION:** Raise the limit or zero to remove limit.
Error #49. Company Amount Limit Exceeded	**CAUSE:** A transaction dollar limit was entered for this Company # and the transaction is greater than this amount. **CORRECTIVE ACTION:** Raise the limit or zero to remove limit. Or in Hold File Maint. check the box marked Post Transactions greater than Maximum allowed

Warning #50. Posting Company Amount Limit Exceeded	**CAUSE:** The Maximum transaction dollar amount that you have entered in the Company Master Maintenance has been exceeded **CORRECTIVE ACTION:** Raise the limit or zero to remove limit.

Maintain Hold File Transactions

You can enter manual transactions here as well as correcting and deleting transactions.

Transactions with an error will be flagged on the right-hand side of your Edit/Print report with the error code, **but will not post and are placed in this Hold File**. This is where you correct those transactions with a technical error.
Remember, warning messages on transactions on the Edit/Print report will NOT prevent the transaction from posting.

To correct a transaction in error
▲ If you have posted all the transactions that did not have errors you can Click/Select Next to bring up the first transaction in the hold file. Or enter the data in the key fields at the top of the screen and click/select Enter to bring up a specific transaction.

▲ Use your tab key to get to the field you want to change. Click/select Update to post your change.
▲ After you have corrected the errors, run another Edit/Print.

▲ Post transactions.

How to enter a manual transaction

Sell Host
> Host number where transaction took place

Site Code
> Selling site code number

Time
> Optional

Transaction #
> Number assigned to this transaction

Seq#
> Transaction sequence number

Transaction Source
> Petrovend (site cardlock equipment), Manual or Admin

Card Type
> Enter/Select 1, 2 or 3

Card & Driver Number
> Enter card number and driver number

Vehicle Number
> Enter vehicle card number if this transaction was made with a dual card system.

Buy Host #
> Host number of Customer purchasing.

Card Identity
> Identity Number (AFS recommends using A/R number)

Misc Keyboard
> Enter if known

Odometer
> Enter if known

Do not Post Flag

Check this box if you DO NOT WANT THIS TRANSACTION TO POST.
When you want to post this transaction, you will need to uncheck this box.

Post Invalidated Cust or Card Transaction

Check this box if you want to do this

Post Trans. Greater than Maximum $ allowed

Check this box if you want to do this

Pump #

The number of a pump used

Product Number

Number of the product in the transaction

U/M

Choose from Gallons, (Qt or Each if not fuel)

Quantity

Enter the number of gallons in the transaction

Unit Price

If the product is priced through the AFS price file maintenance, leave this field blank. Otherwise, enter the selling price including all taxes. If the customer is set up to not pay all taxes, the taxes will be removed by the Edit/Print program. You can enter four digits before the decimal. For example XXXX.XXXXX

Unit Retail Price

Leave this blank. If you have customized add-on software, enter what you consider the "Posted Retail Price" including all taxes. You can enter four digits before the decimal. For example XXXX.XXXXX

Unit Cost

Transfer cost (OPIS) that is also shown on the AFS Import Transaction report and also on the Transaction Edit/Print report. You can enter four digits before the decimal. For example XXXX.XXXXX

Original Unit Transfer Cost

The same as Unit Cost unless you utilize the AFS Actual Cost Module. If you do, this is the network transfer/OPIS price.

Sales Tax in Cost

Sales tax included in the transfer cost (OPIS) for Foreign Sales (Foreigns) and Foreign Purchases (Remote Transactions)

Hose Number

Not used

Batch #

Assigned by PacPride for Foreign Purchases (CFN Remote Transactions) ICB Date, assigned by PacPride (Settlement date by CFN) for Foreign Purchases (Remote Transactions)

ICB Date

Assigned by PacPride for Foreign Purchases
Assigned by AFS in the CFN import transaction program. Applicable only to Foreign Sales and Foreign Purchases (Remotes). It is the settlement date for this transaction network.

Retail Site Sales If this transaction is a retail site transaction, fill in the fields in this box

Site Type

Enter R for Retail

Service Level

Not used at this time

Unit Retail Price

Enter the retail price

Retail Amount
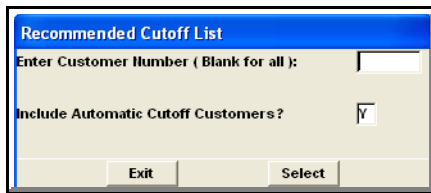
Not used at this time

Recommended Cutoff List

PREMIER EDITION

To appear on the Recommended Cutoff list, the customer must be set up in Customer Maintenance with a credit limit and a Credit Flag Code of $ AND the customer must have purchased over their credit limit.

Run this list from Cardlock, Activities, Recommended Cutoff List

▲ Enter Y to include Automatic Cutoff customers on this list. You can decide if you then want to run the Automatic Customers Cutoff which will generate a file AUTOMATICALLY that you will then download to Pacific Pride (CFN). (See manual pages on Automatic Customers Cutoff.)

▲ Run the Recommended Cutoff list every day after all transactions and cash payments have been posted to get the most current picture of your customers accounts.

▲ This list will show one or all customers that are recommended by the system to be cut off. It will enable your credit department to determine if this is the correct action for a customer.

Automatic Customer Cutoff

PREMIER EDITION

You can set up your customers to be automatically cut off when their account goes over their credit limit or their account is past due. If the customer goes past these limits, and you run the Automatic Customer Cutoff option, they are placed in a file waiting for the next time you run the export to Pacific Pride (CFN).

CAUTION: You can select the Automatic customer cutoff from the menu. When you post transactions and you select to run the Automatic Cut off, customers set up with an Automatic Cut Off flag will automatically be placed in a file, awaiting the next time you export to your network and they will be cut off. If you do not want this to happen automatically, cancel out of the report.

It is important to decide if you really want to have customers cut off automatically. If you are nervous about this, use the recommended cutoff feature in place of the automatic.

1. All transaction posting and cash posting must be up to date. (When you select the Post Transactions, the software will prompt you to print the Automatic and Recommended Cutoff Lists if any customers have exceeded their limits).

2. The customer must be set up in Customer Maintenance with a credit limit.

3. The customer must also be set up with a Credit Flag Code of # for Automatic Cutoff. You can also set up your customers to be automatically cut off for being past due on their account. Enter code "%" for 30 days, "&" for 60, and "@" for 90 days past due. (See manual pages on customer maintenance.) Or use the recommended cut off flag "$."

CAUTION: There is no Recommended Cut Off list for customers set up with 30, 60 or 90 days cut off flags. Once again, you have to be cautious using this feature, and if you are nervous about having customers automatically cut off, use the recommended cut off flag instead.

4. The customer has purchased over their credit limit OR their account is past due by 30, 60 or 90 days. This will depend on the flag you specified in their file maintenance.

5. Select OK from the Automatic Customer Cutoff screen and all customers' cards who meet the conditions above will be sent to an export file, ready to be exported to Pacific Pride (CFN).
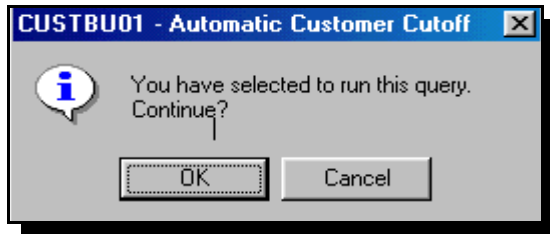
▲The # sign will be placed in the cards' reason code field that says this card was automatically cut off.

▲ If you run the cutoff and then change your mind about having a customer cutoff, reinstate the customer in Customer File Maintenance and run the export. Both cutoff and reinstatement can be in the same export file. The program will work with the reinstatement and disregard the cutoff.

6. Finally, use the Export option to send the list of customers' cards to Pacific Pride (CFN)

Hold File List

From Cardlock, Activities, print a Hold File List of un posted transactions any time you want to. You can print to see any transactions you have in the Hold File or display those transactions to your screen.
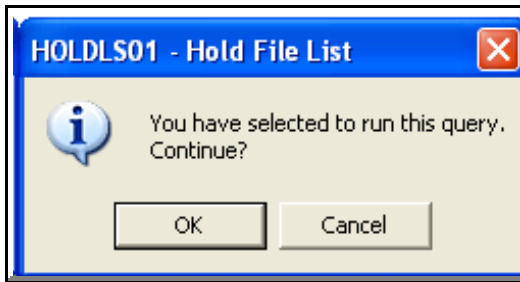
Customer Cutoffs/Reinstatements

You can cut off all cards for a customer at one time. If you cut off a customer's cards here, from this screen, the customer's cards must be re-validated here. After you have selected the customer to be cutoff, run the Export to Pacific Pride (CFN).

▲ After you fill out this screen and run the export, all cards for the customer you have entered, not already cut off, will be cut off in the switch. Magnetic cards will be cutoff once downloaded to PacPride. Network cards will be flagged and transactions that come through on these cards will be in error and will show in error on the Edit/Print.

▲ The Reason code you entered here will be placed in the card's cutoff reason code field. The date and time plus the operator's name will also show.

▲ If you want to send cutoffs to your sites immediately, you can do so. Consult your Pacific Pride (CFN) manual for further help with this process.

Export PacPride Magnetic Cards to PacPride with a Network connection

The export (download) feature in AFS lets you enter new Magnetic cards once and then export the card order to Pacific Pride. Otherwise, you would have to enter all new cards twice, once in AutoFueling and once on the Pacific Pride controller.

NOTE: Pacific Pride Magnetic Blue cards are the only cards you can download from the AFS billing to Pacific Pride.

You can export cutoffs, reinstated cards and card changes at the same time you order new cards.

▲ It is important to check all the reports that print, so you can look for, and correct errors.

▲ If you have more than one host, you will have to export separately for each host.

1. Enter new cards in Card Assignment File Maintenance or make changes to existing cards (See manual pages for more details).

2. Flag existing cards to order a duplicate in Card Assignment File Maintenance

3. Cutoff or reinstate cards in the Card Assignment File Maintenance

4. On your AFS billing computer, from Cardlock, Activities, select Export Cards to PacPride.

Be sure to do this before you set up the PacPride controller.
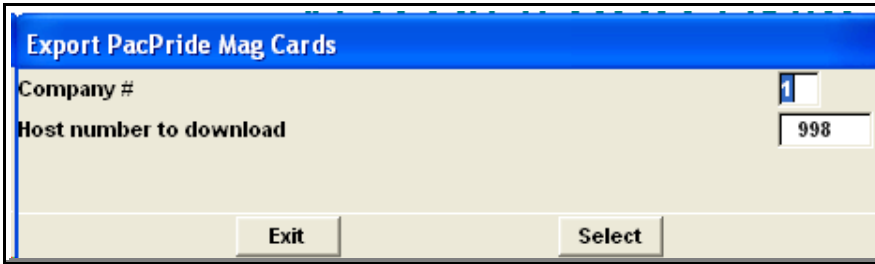
Click on Select
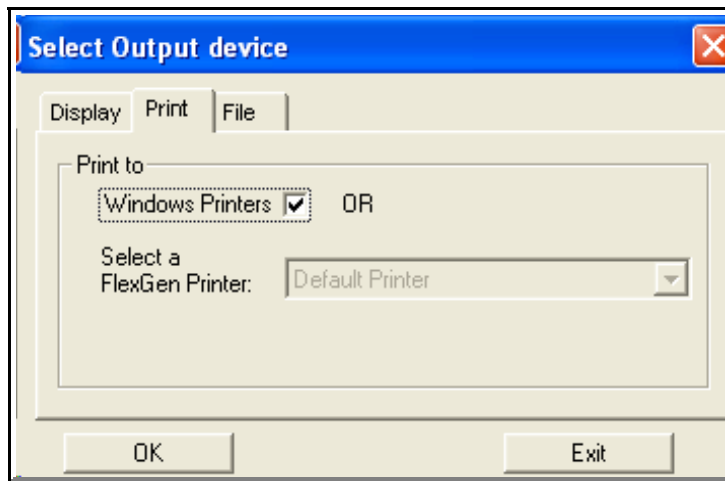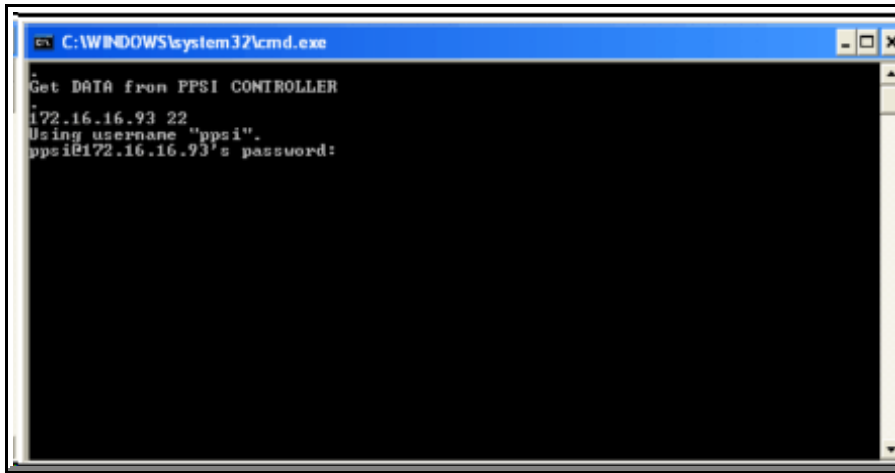
5. Select print to print the Export PacPride Magnetic card report.
   Check the report to make sure all is correct on the order.
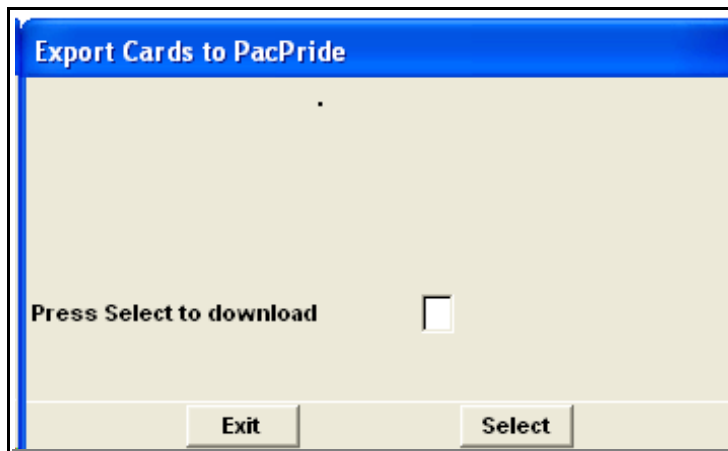
6. Click on Select to Print the Export Cards to PacPride and download the cards.

You will now see a screen similar to this:


```
C:\WINDOWS\system32\cmd.exe                                    - □ ×

Get DATA from PPSI CONTROLLER

172.16.16.93 22
Using username "ppsi".
ppsi@172.16.16.93's password:
```

7. You are prompted for a password. Enter the Pacific Pride password and press enter.

The Select Output device screen will show next. Select display, print or save to a file.

8. Set up the Pacific Pride controller to receive the export from AFS.

CAUTION: BE SURE TO PICK THE CORRECT MENU OPTIONS

From the Pacific Pride controller Main Menu:
Select: #6 Controller Accounting Computer Communications
and then:
Select: #5 Receive & Post Detail from Accounting Computer

9. At the Pacific Pride controller screen, enter specific instructions now for how you want Pacific Pride to ship your card order.

▲ See your Pacific Pride manual for help with this part. And don't forget to check your Pacific Pride reports in the morning to make sure your card order, cutoffs and reinstatements are listed.

10. If you have more than one host's cards to export.....go back to Step 1 and enter the second host's cards.

Meters to Sales Reconciliation

PREMIER EDITION

This is a simple way of making sure that gallons pumped according to the Petrovend (site cardlock equipment) match the gallons recorded on the pump meters.
From Cardlock, Activities, select Meter Reconciliation.

▲ All un posted transactions must be final posted prior to running this reconciliation.

Enter new readings in the Site Meter Readings screen

Site Code

This is the site code for the site you want to reconcile.

Pump #

Enter the pump # from which the meter reading was taken.

Product #

If the pump is on an (MPD) Multiple Product Dispenser, you must enter a product number.

Host

   Display only - the site belongs to this host.

New Reading Date

   The date the reading was done

New Reading Time

   The time in military format entered with a decimal point.

   ▲If a transaction processes with the same date and time you are using to reconcile, you could be off by that transaction amount.

   ▲ Always enter times that are not exactly on the hour. (8:59 instead of 9:00)

New Meter Reading

   You can enter only one digit after the decimal point. For example: Your reading is 21597.32. Enter 21597.3.

Prior 2 & Prior 3

   Display only, to show history

   Repeat for all of the sites, pumps and products you have readings for.

   ▲The first time you do this, you will need two days' readings to be able to reconcile.

To print the Meter Reconciliation Report

   When you have entered your readings, press ESC and the next screen you will see is this.

Press F4/Select to report all the site codes you have entered. You can display the variance report or print it.

Exit to return to a menu.

How to use the Meter to Sales Reconciliation report...
Do variances look much higher than you believe they should be?

1. Make sure ALL transactions have been final posted on the controller (NCC) and AutoFueling.

> ▲ To make sure you have no un posted transactions, run an AutoFueling Edit/Print Transactions from Cardlock, Activities.
> On the controller (NCC), run an Edit PV Transactions from Daily Processing.
> If these two reports show transactions and they are within the period of time you are reconciling, you will show a variance.

> ▲ Make sure the date and time of the Petrovend (site cardlock equipment) and the meters are the same. If they are different, you will show a variance.

> ▲ You can run the Meter Reconciliation Audit Report to look for missing or extra transactions to help you track down a variance. See manual pages on how to run this.

If you are still showing a variance, there may be a problem with the pump or the meter.

Initial A/R Statements & Invoices

Your statement/invoice/vehicle summary is a unique and powerful sales tool. You can set your customers to the billing cycle of their choice or yours. Monthly, semimonthly, weekly, 10 day and many more. Each time they are billed they will get three documents in one. The statement of account reflects beginning and ending balances and all A/R activity for the period. The invoice shows fuel transaction details. And (optionally), the vehicle summary report shows a summary of fuel purchases and taxes by vehicle. There are separate menu choices for initial printing of statements and reprinting one or more statements.

Before you process initial statements/invoices:

1. Complete all the daily processing tasks for the last day of this billing cycle.

2. Change any prices before transactions are final posted.

3. Final post transactions. Any transactions with dates after your billing cycle cutoff date will be placed in a hold file to wait for the next billing cycle to be processed.

NOTE: If you request initial statements and there are transactions in the hold file with a date before this statement cutoff date, you will get an error message that asks if you want to run these statements or exit out now to post transactions. You will also get this error message if your POSTFILE is not empty and if you have cash payments that have not been posted.

4. Final post all cash payments and adjustments.

5. Back up your system.

> ▲ Process initial statements/invoices, remembering to process each of the statement cycles you have set up to bill at this time.

How to process initial statements/invoices

> ▲ Initial means this is the first time you have processed this statement cycle for this date. If you want to reprint statements already processed, go to "How to reprint statements" in the manual.

This is the screen you will see for an initial statement run (the lower half of the screen is for reference only):

Statement Cycle
> This code will default to the default code that you have set up in your Company Master. If you are processing a different cycle than the one that displays, change it to the one you want to run.

If you have statement cycles that have not been processed, you will see the warning message shown. Click OK to see a list of past due statement cycles. Press ESC out of this screen and process the past due cycles first.

Sample of Past Due Statement Cycles Report.

```
2014/01/09 16:07:24                     Past-Due Cycle Codes                        Page    1
                                  For Which Statements Need to Be Run


Cycle                             Last Stmt
Code     Description                Date

  FS    Foreign Sales             08/15/05
  HO    Heating Oil               01/31/05
  M$    ACH Customers             01/31/05
  MO    Monthly                   06/30/05
  NA    Nacha                     06/30/05
  WK    4 times per month/Weekly  09/15/05
  WS    Weekly, Sunday cutoff     05/31/05
```

If you do not have any past due statement cycles then continue.
Statement Date

> Verify that the date is correct that is displayed by the computer.

CAUTION: If the Statement date is not correct, STOP and call AFS for advice

Discount Date
> Verify the date is correct. The default is today's date plus the number of
> days set up in your company master for a prompt pay, volume discount.
> Change the date to the date you want, if the date is not correct.

Send E-Mail?
> Check this box if you want statements to be emailed to your customers that
> you have selected to receive their statements by email. Leave unchecked if
> you do not want to email their statements.

Warning Message.

```
Statement/Invoice Reconcile
List customer detail?          N

        Exit          Select
```
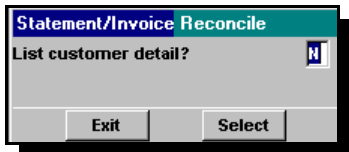
A warning message will show when you press UPDATE to run statements IF you
have transactions that have not been posted. Post transactions or click OK to
continue.

A second warning message will show IF you have A/R documents with a date
before this statement date that are un posted. Run an A/R Proof and then Post, or
click ok to continue.
CAUTION: Do not interrupt the processing of the statements. If you do, files can
be corrupted and data lost. ALWAYS let the processing complete.

▲ After statements/invoices have finished processing, if you assess finance charges, the Finance charge report will print.
NOTE: If you process initial statements more than one time, the second finance charges will not be posted to A/R. You will see an asterisk on the right that indicates this is a duplicate finance charge and will not be posted to A/R.

The Statement/Invoice Reconcile box will show on your screen.

▲ Leave the "List customer detail?" default at N and the report will show a total of all customers plus any customers where the A/R invoice total does not equal the invoice total. The difference amount will print in the differences' column.

▲ Choose display or print to look at the figures and make sure there is NO amount in the differences' column. If there is, finish your statement run, but do NOT mail the statements. Call AFS.
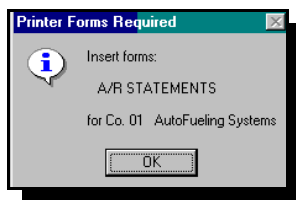
▲ If you change the "List customer detail?" default to Y, the report will list your customers individually showing their total gallons quantity, A/R Invoiced Amount and Transactions Invoiced Amount, also with a difference column. The same caution applies as noted above, call AFS if there is an
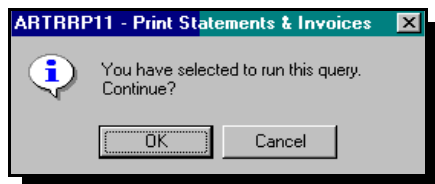
amount in this column.

▲ This report also lists the prompt pay discounts offered to your customers.

▲ Click/select Exit to leave the Statement/Reconcile box.

▲ The screen will prompt you to put statement paper in your printer, then click OK.

The screen will prompt you to print statements.

▲ Click/select OK to begin statement/invoice printing or click cancel to cancel the print job.

CAUTION: Remember, If you cancel now, you will need to REPRINT these statements, DO NOT request an initial run again. They have already INITIALLY processed.
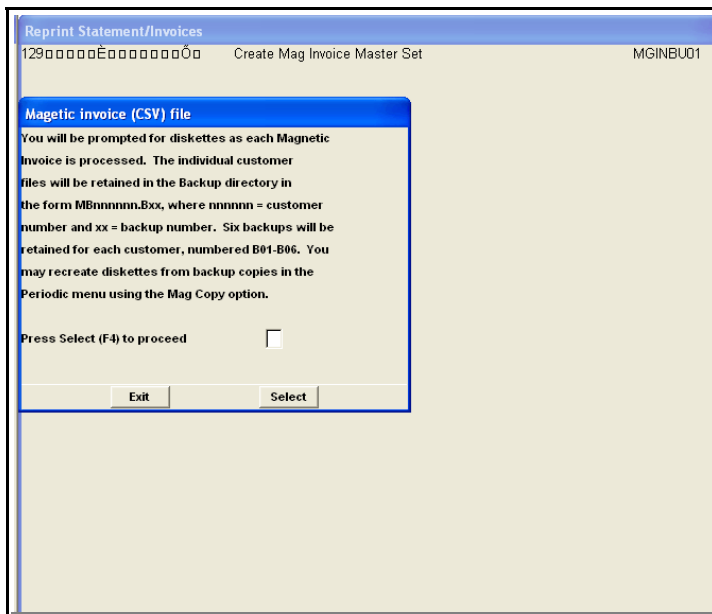
If you have set this customer up for Magnetic invoiceing, you will be prompted by the following screen to insert a diskette at this time to create a Magnetic invoice.

If you have set up this customer to receive emailed statements, this is the next screen you will see.

MAPILAND ACTIVEX EMAIL

Sending E-Mail

| Company Number | 1 |
| Customer Number | 3 |

Vancouver School District

NOTE: Microsoft will warn you that a program is trying to send email from your outlook. To continue with emailing, reply yes to allow the email to continue on the warning screen.

Reprint A/R Statements & Invoices

Statement Cycle

This field will default to the cycle setup in your Company Maintenance. Change to reprint other cycles.

Statement Date

This field will default to the last statement cycle processed. Change if this is not the date you want to reprint.

Discount Date

The default is today's date plus the number of days that you have set up in your company master for a prompt pay, volume discount. Change the date to the date you want, if the date is not correct.

Send E Mail?

Check this box if you want statements to be emailed to your customers that you have selected, and leave unchecked if you do not want statements to be emailed to those customers.

Send Fax?

Check this box **if you have enrolled in the fax program** and want these reprinted statements to be faxed to your customers that you have selected. Call AFS for more information on the fax program.

Statements reprinted by Customer Number or Zip Code

Enter the first customers' number you want to reprint and last customers' number. If you want to reprint one customer, enter their number in both the from and through fields. Leave blank to reprint all customers.

Statements reprinted by Customer Name

▲ If you are reprinting a range of customers, enter the first customer's sort name in the FROM field and the last customer sort name the THRU field.

▲ Remember to use capital letters for the sort names.

▲ If you are reprinting only one customer's statement, enter the full customer's sort name in the from and through fields using capital letters.
Example: AUTOFUELING SYSTEMS,
        through AUTOFUELING SYSTEMS.
The program will reprint all statements with the customer name of AutoFueling Systems.

▲ If you are reprinting more than one customer's statement, enter the first customer's sort name in the FROM field.
Example: AUTOFUELING SYSTEMS
        and the last customer's sort name in the THRU field
                MEKOS CORP.
The program will reprint all statements between and including AutoFueling Systems and Mekos Corporation.

▲ You can enter the through name as Mekosz. If there were more than one customer with the name Mekos, the program will reprint all of them. For example Mekos Corporation, Mekos United, Mekos Bros.

CAUTION: If you are going to escape out of the Reprint statements process, and this is a customer who receives their statement by email, remember to close Outlook so that the email will not be sent.

▲ Follow the instructions for doing the remainder of the steps to reprint statements in the manual pages for the Initial Statement run.

NOTE: Beginning odometers will only be correct on the last initial statement run. Prompt pay volumes will only print on the last initial statement run.

Magnetic Invoice

Improve your customer service! Use this feature to give your customers their transaction information whenever they want it. By providing their purchase data in a computer readable format, you will save them time and errors for those who enter their fuel purchases into another software system. More customer service means your customer will want to buy more of their fuel at your network sites.

▲ Set the flag in Customer File Maintenance to either, CSV delimited file or "Fixed ASCII". For most applications, we suggest the CSV format.

A CSV Comma Delimited file makes importing into spreadsheets and other software much easier. If you select this format, the Magnetic invoice will be named MAGINVC.CSV. Then, when the end user opens the file in Excel, for example, they will select a file named CSV file and open it as "Delimited."

A Fixed ASCII file is an alternative way of transporting data from one software program to another. The file will include one record for every transaction. Each Record includes the data one character after the other, separated by "carriage return and line feed codes at the end of each record.   The customer must already have the other software program that allows for "importing" of ASCII files. This program could be a spreadsheet or database package, or a vehicle management software package. Be sure to talk to your customer prior to setting them up for this feature so they understand what they are getting from you. Also see how to read an ASCII file format on the following page.

▲ In Company, File Maintenance, set the Diskette Drive? field to YES. If this field is set to NO, you will not receive the prompts to insert the disk to copy the customer's data to the diskette. In most cases, you will want to set the diskette drive to NO and set the customer to receive the file via email.

Print statements

AutoFueling will generate a file and, the screen will prompt you to insert a disk to copy the customer's data to the diskette.

If you change your mind and do not want to copy the file to the diskette, press enter and abort. The statement printing will continue to the next statement.

If you have more customers setup to receive a magnetic invoice, one by one, you will be prompted to insert a disk, after their statement prints.

If you are sending by email, press Selet to build and send the file.

To produce a magnetic invoice of a past statement:

Reprint the customer's statement and you will be prompted for the file the same way as if you were running an initial statement run.

Send the magnetic invoice (ASCII format) attached to an e-mail:
You and your customer must have access to the Internet. The file names on the diskette will be MAGINVC.DAT & MAGINVC.ASC. Initially, your customer will need to look at both files to see which format they want. You will probably only need to send them one of the two files. (MAGINVC.ASC is the most common)

This is the screen you will see when you run Un invoiced Customer Purchases Report, Initial Statements or Reprint Statements:

```
Create Cust Mag Invoices
You will be prompted for diskettes as each Magnetic Invoice
is processed.  The individual customer files will be
retained in the Backup directory in the form MGnnnnnn.Bxx,
where nnnnnn = customer number and xx = backup number.
Six backups will be retained for each customer, numbered
B01-B06. You may recreate diskettes from backup copies
in thePeriodic menu using the Mag Copy option


Press Select (F4) to proceed      ▊


          Exit                 Select
```

Select to continue

You will see this screen:

```
Insert diskette for customer # 00105

Press any key to continue.....
```

Insert a diskette and press any key to continue. If you are running a
Customer Purchases Un invoiced Report, and have selected more than one
customer, this prompt will repeat for each customer.

Processing will begin...

```
MAGINVC DAT       1,280  07-30-01 4:21p MAGINVC.DAT
MAGINVC ASC       1,290  07-30-01 4:21p MAGINVC.ASC
             2 FILE(S)         2.570 bytes
             0 dir(s)          1,131,520 bytes free


"Double check the contents of the diskette"


Press any key to continue...
```

When processing has completed for the last customer, press Escape to exit.

▲The AFS system will automatically keep six back up files of the magnetic
invoice in your backup directory for each customer in the form
Mbnnnnnn.Bxx, where nnnnnn = customer number and xx = backup
number.   This back up will be for each Magnetic invoice generated. You
can recover lost records from backup copies in the Periodic menu using the
Mag Copy option. Press Select to proceed. We suggest you keep a separate
back up copy for each customer for the entire statement period.

▲ You can E-mail Magnetic invoices. See the section in this manual on E-
mailing.

The following is the key to how to read the AFS magnetic invoice format. It contains information included on the customer invoice and vehicle summary. By requesting the magnetic invoice option in the customer master record, a diskette is prepared as part of each Invoice run and Un invoiced Transaction report.

The file is placed on a diskette in your PC's drive A: named MAGINVC.DAT (a "BINARY" file of 411 characters per record). A second file is created named MAGINVC.ASC.

From Position	to Description	
1		2-Record code: "TX"
3	8	Customer Number
9	14	Customer Number
15	20	Statement Date (MMDDYY)
21	38	Vehicle Card Number
39	58	Vehicle Name
59	76	Driver Card Number
77	96	Driver Name
97	114	Site (Fuel Location) Code
115	159	Site Name
160	165	Transaction Date (MMDDYY)
166	169	Transaction Time (HHMM)
170	175	Odometer Reading
176	185	Miscellaneous Keyboard Entry
186	191	Product Number
192	216	Product Name
217	225	Quantity [PIC S9(5)V999 TRAILING SEPARATE]
226	234	Sell price [PIC 9(4)V9(5)] No sign
235	243	Extended Amount (Quantity * Price) [PIC S9(6)V99 TRAILING SEPARATE]
244	250	Federal Road Tax [PIC S9(4)V99 TRAILING SEPARATE]
251	257	Federal Tax Z
258	264	State Road Tax [PIC S9(4)V99 TRAILING SEPARATE]
265	271	State Other Tax [PIC S9(4)V99 TRAILING SEPARATE]
272	278	State 3rd Tax [PIC S9(4)V99 TRAILING SEPARATE]
279	285	County Excise Tax [PIC S9(4)V99 TRAILING SEPARATE]
286	292	City Excise Tax [PIC S9(4)V99 TRAILING SEPARATE]
293	299	Misc Tax [PIC S9(4)V99 TRAILING SEPARATE]
300	306	State Sales Tax [PIC S9(4)V99 TRAILING SEPARATE]
314	320	City Sales Tax [PIC S9(4)V99 TRAILING SEPARATE]
321	328	Transaction Number PICX(8)
329	329	Transaction Sequence Number PIC 9
330	341	Department Number X(12)
342	396	Filler - For Future Use X(55)
397	407	Tax Code X(11) (FFSSSCCMSSS) Y-N Flags correspond to tax rates above
408	409	State Code
410	410	Carriage Return
411	411	Line Feed

If you choose the CSV format, fields will appear in a comma delimited format and fields with decimal places will have the decimal point inserted. Following is a list of CSV fields. The CSV file contains a header row with a sort description by each field.

Spreadsheet cell	CSV fields
A	Record Code
B	Cust. #
C	Cust #
D	Statement Date
E	Vehicle Number
F	Vehicle Name
G	Card Number
H	Name
I	Site Code
J	Site Name
K	Trans Date
L	Trans Time
M	Odom Reading
N	Misc. KeyBD
O	PC
P	Prod. Name
Q	Quantity
R	Price
S	Extended Price
T	Federal Tax
U	Fed 2 Tax
V	State Tax
W	Other Tax
X	State 3 Tax
Y	County Tax

Z	City Excise Tax
AA	Misc Tax
AB	State Sales Tax
AC	County Sales Tax
AD	City Sales Tax
AE	Trans #
AF	Tran Seq#
AG	Dept Code
AH	AFSTAX CODE
AI	State Code

A/R Cardlock Month End
and Year-End

CAUTION: Do not run month-end more than one time per month.
Please call AFS if you have a problem during the month-end process.

Here is how to run month-end and what happens when you do. Also, there are some suggestions for which reports to run and the reasons you may want to run, print and keep those reports.
Oh and yes, don't forget to back up and balance.

Before you run a month-end

1. Post all transactions, cash, and adjustments through the last billing day of the month.

2. BACKUP!

3. Process and print statements

▲ From the Month-end screen, you can select which reports you want to print at this time. These reports can be printed from the Report menu also.

▲ Print any other report that your company utilizes on a monthly basis.

Running month-end - what happens

CAUTION: When you run month end for one company, ALL companies are closed for the month.

▲ Purges are implemented at month end according to the times you have set up in the Company master or you can purge manually from the purge menu.

▲ Accounts Receivable totals are moved from the current month to the previous month.

▲ Year End
When you run the last month end in the year, year-end is automatically processed.

To get to the month end screen, click through this sequence:
➜ Accounts Receivable
➜ Activities
➜ A/R Month end

This is the screen you will see:

A/R-Cardlock Month End

Company Number * 1

PROCEED WITH CAUTION

1. Be certain you have completed all other sales related reporting.
2. Regardless of company number selected above, ALL companies will be closed.
3.. Exit now, if needed, to finish other tasks.

Month End Preview

Booking Date		Last A/R Purge
A/R Purge Months		Last Trans Purge
Transaction Purge		Last Tax Purge
Tax Purge Months		Last Bulk Purge
Bulk Hist Months		

Report Options

☑ A/R Transactions By Customer   ☑ GL Summary By Account
☑ A/R Transactions By Date   ☑ AR-GL Distribution Report

Exit | Help | Lookup | Update

Booking Date
Defaults to the current month to be closed.

CAUTION: If this date is wrong, do not run a month end, call AFS for advice

Accounts Receivables

Recurring A/R Charges

From the Accounts Receivable menu ➜ File Maintenance ➜ Recurring A/R Charges, you can set up a variety of recurring charges for a customer or an individual customer's card. When you process **initial statements**, you will be prompted to run a report that will generate recurring A/R charges. The charges you have entered in Recurring A/R Charges for your customers will post to the A/R account and show on their statement with the descriptions you have also entered.

Customer Number

> These charges will be applied to the customer number entered here.

Card Type/Number/Driver

> Enter a card number only if you want charges to apply to this card only. Otherwise, leave this field blank.

Charge Sequence #

> By entering a sequence number, you can have multiple charges for the same card or customer.

Type of Charge
Select from the following:
 Transaction fee - Flat fee
 Web Access fee - For Web Access users
 Network Access fee - Flat fee
 Retail Trans. F/P fee - Any transaction at a retail site classed as a F/P
 Other fixed fee - Flat fee

Description
 Enter a description of the recurring charge

Charge Method
 Enter/Select the method that the charge will be assessed
  Transaction Fee
  Fixed Amount
  Per Gallon Fee

Charge Cycle
 For future use

Start Date
 The software will assess charges on the billing cycle on or after the date entered here.

Ending Date
 The software will assess charges to the billing cycle that is processed on or before the date entered here.

Charge Rate
 Enter a recurring charge rate here for the customer number entered above or an individual card entered above. If Transaction Fee is chosen as the type of charge method, then the number of transactions will be multiplied by the amount entered here . If a Per Gallon fee is entered, number of gallons purchased will be multiplied by the amount entered here. If you entered Fixed Amount as the type of charge method, then that amount will appear on the statement.

Description
 The description you enter here will appear in the A/R reference field.

Charge Amount 1 Enter another recurring charge if desired

Description
 Enter the description of the recurring charge amount 1. This will also appear in the A/R reference field.

Charge Amount 2

Enter another recurring charge if desired.

Description

Enter the description of the recurring charge amount 2. This will also appear in the A/R reference field.

No Gen for 0 balance

Check in this box if you do not want to assess this charge if the customer has a zero balance.

After you have updated your recurring charge entry, the next time you process statements with the dates that you have entered here, you will be prompted to Create Recurring Charges. Select OK to continue.

```
2006/06/13 10:23:03                    Generate Recurring A/R Charges                        Page:    1
_____
--- Card ---                      Start    End   Chg Cyc                    Charge
Tp   Nbr Dvr Seq#                 Date     Date Tp Meth  Description         Rate/Amount  Description            Amount

Company/Customer:   1      7 Smith & Sons Trucking Company

             0                    05/01/05 05/31/05 T T   Per transaction fee      .10000  Per transaction fee         .70
Number of records     1                                                                                                .70
```

This is a sample of the report that will be processed and that you can print.
1-9-14

Sample of how the adjustment charge will show on the statement.

```
AutoFueling Systems                                      1-00007    STATEMENT OF ACCOUNT as of 05/31/05
6168 N.E. Highway 99, Suite 104
PO Box 2099                                         Make Check Payable to:
Vancouver, WA  98665                                    AutoFueling Systems

                                                    Balance                       1,278.93
360-695-0386                                        Discount (if paid by  6/07/05)
                                                        879.94/gals. @  .00500     4.41
                                                    Balance if discount earned   1,274.52

Smith & Sons Trucking Company
George Smith                                            TERMS: Net 7         Balance due by  6/07/05
9201 Thompson Lane                                  Smith & Sons Trucking Company
PO Box 16882
Vancouver, WA  98621                                R E M I T T A N C E Amount enclosed: $ _____
                                                    ... Detach Here ...

 Date                          Reference              Due Date     Charges       Credits        Balance


                               Balance Forward                                                2,489.24

05/30/05   Discount    2200    Chk# 9911                                          17.10CR      2,472.14
05/30/05   Payment     7200    Chk# 9911                                       2,472.14CR          .00
05/31/05   Adjustment  1401    Per transaction fee    06/07/05       .70                           .70
05/31/05   Adjustment  1501    Per transaction fee    06/07/05       .70                          1.40
05/31/05   Adjustment  1601    Per gallon fee         06/07/05     21.69                         23.09
05/31/05   Adjustment  1701    Per transaction fee    06/07/05       .70                         23.79
05/31/05   Invoice     215101                         06/07/05   1,255.14                      1,278.93




                          Thank you for your business!
                  Need more cards? Call us to order them for you

         sales@mekos.com  admin@mekos.com  support@mekos.com

         http://www.autofueling.com
```

Post Foreign Sales (Foreigns) into A/R How to set up

Foreign Sales (Foreigns) can be integrated into your Accounts Receivables by following these steps. When transactions are posted, the transfer price (OPIS), as received from the Pacific Pride (CFN) controller (NCC) becomes the Accounts Receivable amount. The transfer price (OPIS) minus the Foreign Sales (Foreigns) margin becomes the cost for the General Ledger and Volume reports.

1. Create a separate billing cycle for Foreign Sales (Foreigns) as shown below, with the days of the month cutoff set at 15 and 31. Do not enter a prompt pay discount.

> Go to: Cardlock ➜ File Maintenance ➜ Cycles and Messages ➜ Statement Cycles

2. Set up a Customer Record for Foreign Sales (Foreigns) (Use any unused customer number) as shown in the example below. "9999" is a good choice because it's easy to remember and will show on reports after "real" customers.

Go to: Cardlock ➜ File Maintenance ➜ Cards & Custs ➜ Customers File.
Set up your Foreign Sales (Foreigns) Customer record with:
> FS statement cycle
> #99 house salesperson
> NO prompt pay discount
> NO vehicle summary
> NO department summary
> NO finance charge

3. In the Company File Maintenance, enter the Foreign Sales (Foreigns) Customer number in the Foreign Sales (Foreigns) Customer # field (Screen 3).

4. Run statements twice a month for the statement cycle FS. You can display, send them to a file or print.

5. Twice per month enter and post payments, just like you do for customers, using the transfer price (OPIS) total from your ICB (Settlement) statement from Pacific Pride (CFN). If the A/R balance is not zero at this point, post a cash adjustment in the amount of the difference. If the difference is significant, you will need to investigate.

Customers Near/Over Credit Limit

Run this report from Accounts Receivable, Reports menu, to see all customers that are nearing or are over the percent of credit you choose.

Automatic Check Handling/EFT

You will need to co-ordinate with your bank first to get the setup for you to send them a file in NACHA format so that you can automatically draft the statement amount due from your customer's bank account. Your customers will of course need to provide all their bank and routing numbers and also give you permission to begin drafting the amounts automatically from their accounts.

1. From the Cardlock, File Maintenance, Company Control Files, Company File, Company Master Maintenance, go to the Statement screen and enter your bank's information.

Name of your bank
    Enter your bank name

Routing number
    Enter your bank's routing number

ACH ID
    Enter PPD

ACH Last Date Proc

 Leave blank. This field will be updated when the file is processed.

ACH Count

 Leave blank. This field will be updated by your bank.

Update the information you have entered.

2. Create a new statement cycle code in File Maintenance, Statement Cycles for the customers you want to process as ACH customers. Enter the new statement cycle code in each customer's Statement screen.

3. Enter your customer's email address. Their statement/invoice copy will be emailed to this address.

4. On the Customer's Credit Screen, assign a credit term to each customer. Choose from $, M, V or X.

5. Enter your customer's banking information.

Bank Routing #

Bank Account Number

ACH Account Type
> Choose from drop down menu, selecting the appropriate ACH account type. Ask your bank for help with this.

ACH Days to Pay
> Enter a number of days of your choosing.

Update entered information.

6. In File Maintenance Cycles/Messages you can enter a message for the cycle code
   you have chosen for ACH/EFT customers. An example shows below.
7. Run the Statement cycle for ACH customers when due.

Message File Maintenance

○ Message for All customers
◉ Message for all customers with Statement Cycle Code
○ Message for this customer only

Company Number	*	01	AUTOFUELING SYSTEMS
Cycle Code		M$	ACH Customers
Customer			

Messages

Statement

Please do not pay this amount due as it will be drafted from your account

Thank you

Invoice

Please do not pay this invoice as the amount due

will be drafted from your account. Thank you

Vehicle Summary

| Exit | Help | Lookup | Update | Delete | Previous | Next |

8. From A/R Reports, run Automatic Pay Customers/NACHA report to create a file.

Cycle Code

      Enter the cycle code you have set up for you ACH customers.

Show only current invoice

      Enter Y

Create ACH Download File

      Enter Y to create the file.

Click Select.

Display, print or save the Customers with Prepay/AutoPay Nacha interface report.

```
2012/05/14 12:30:17                    Prepay/Automatic Pay Customers with NACHA interface                Page:    1

Cust#   Name                   Credit      Last      Current    Last    Purchase        Y-T-D       Discount        Net
#                              Terms       PP Disc   Balance    Date    Amount          Sales       Amount          Payable

Company   1  AUTOFUELING SYSTEMS

     5 Vancouver Flower Express    V VISA
          Patsy Graham                            360-992-5555           N New Account - Review for 3 months


     7 Smith & Sons Trucking Compa $ Prepay              4,544.22  08/30/05    303.66      58,929.17               4,544.22
          George Smith                            360-542-8000           C Credit Watch
          Call George if account is past due

     Customers Listed:    2                                4,544.22                        58,929.17               4,544.22
```

This is a sample of the report that will print if selected.

9. When you exit the report screen this is the next screen you will see.
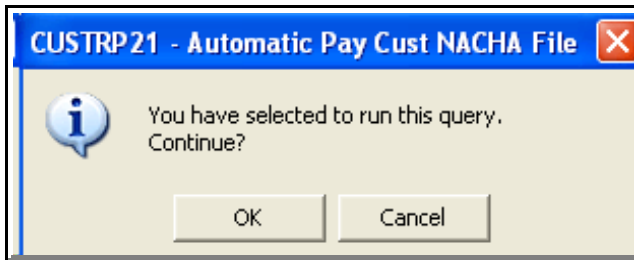
10. Click OK to run the query.

Your bank information will default from the information you entered on the Company File Maintenance Statement screen.

11. Select C to Create a file and Update on this screen to prepare the ACH file for your bank. The file is in NACHA format and you can locate the file where your AFS data is located, often on the server. File will be named NACHFILE-$M-053112.DAT. This file name will be needed when you access your bank's ACH system.

You can display the report before you save. The report will be titled "Create ACH File for Prepay/Automatic Pay Customers" and it will list all accounts and amounts.

12. You are now ready to co-ordinate with your bank to be able to import the NACHA file into their system.

NOTE: Remember to enter and post payments in your AFS system when you have verified the ACH amounts have been drafted to your bank.

Customers with all Cards Cutoff

From Accounts Receivables, Reports menu, run this list to see customers that have all their cards cut off.

```
Customers w/all Cards Cut Off
Company #                        1

        Exit            Select
```

```
2007/09/07 16:41:17                    Customers with all Cards Cut Off                           Page:   1

Company  # 1

Customer #    3 Name Vancouver School District                Cutoff Reason.......AT CUSTOMER'S REQUEST
Last Statement End Balance $   4,026 10  Last Purchase Date...08/23/05   Cutoff Code E Date..09/07/07
Period to Date Purchases.. $   2,890.12  Last Purchase Amount.$     83.83
Period to Date Adjustments $             Last Payment Date....08/11/05
Period to Date Payment.... $   4,026.10- Last Payment Amount..$   4,026.10
Current Balance........... $   2,890 12  Credit Limit.........$   5,000

                                                              Month to Date Sales.$   2,890.12
                                                              Year to Date Sales..$  24,898.55
                                                              Last Year Sales.....$

Number of Customers Printed     1
```

A/R Transactions by Customer

Run this report from Accounts Receivable, Reports menu. Create a CSV file or print this report to show a customer their history, listing all purchase totals and payments for a specific time period. Use Booking Dates for date range.

A/R Transactions by Date

Run this report from Accounts Receivable, Reports menu.

A/R-G/L Distribution Report

From Accounts Receivable menu, go to Reports, A/R G/L Distribution Report

Print a General Ledger Distribution Report for a selected booking date range. Your current booking date will default, but you can change the dates to the desired range. Remember, you will only be able to report how much history you have retained on your system.

When you run month-end the General Ledger Distribution Report will automatically print as one of the month-end reports. Print it quarterly for tax reporting.

```
2014/01/12 12:48:07               G/L Distribution Report                    Page:     1
                              For 08/31/05 through 08/31/05

                                                       Avg Price
                                            Quantity   /Cost        Amount

Company #   1  AUTOFUELING SYSTEMS
                           Foreign Purchases

   Product      19  DIESEL

Selling Price  - F/P                       4,832.702   1.80745      8,734.88
Transfer Cost  - F/P                       4,832.702   1.64704      7,959.65
Adjusted Cost  - F/P                       4,832.702   1.70172      8,223.90
Federal Excise - Collected                                         1,179.17
State Excise   - Collected                                         1,034.24
State Other    - Collected                                             2.40
Sales Tax -St  - Collected                                           165.76
Federal Excise - Per Tax Detail                                    1,179.17
State Excise   - Per Tax Detail                                      935.78
State Other    - Per Tax Detail                                        2.40

   Product    1002  OFFROAD

Selling Price  - F/P                          73.590   1.34529        99.00
Transfer Cost  - F/P                          73.590   1.15546        85.03
Adjusted Cost  - F/P                          73.590   1.15546        85.03

   Product    1021  OFFDIESL

Selling Price  - F/P                          68.766   1.41218        97.11
Transfer Cost  - F/P                          68.766   1.16744        80.28
Adjusted Cost  - F/P                          68.766   1.22182        84.02
Sales Tax -St  - Collected                                             3.74
```

Sample of Page One of G/L Distribution report

```
2014/01/12 13:06:50                    G/L Distribution Report                           Page:      3
                                  For 08/31/05 through 08/31/05

                                                              Avg Price
                                                Quantity      /Cost        Amount

Company #   1  AUTOFUELING SYSTEMS
                           Local Sites
ZZ                12366 N.E. Highway 9
   Product    1021  OFFDIESL

Selling Price  - L/S                              70.431      1.51254         106.53
Transfer Cost  - L/S                              70.431      1.10079          77.53
Adjusted Cost  - L/S                              70.431      1.20771          85.06
Sales Tax -St  - Collected                                                     7.52

                             Site Total

ZZ                12366 N.E. Highway 9
Selling Price  - L/S                           4,581.482     1.69202       7,751.97
Transfer Price - F/S                           3,277.599     1.58592       5,198.01
Transfer Cost  - L/S                           4,581.482     1.69648       7,772.41
Adjusted Cost  - L/S                           4,581.482     1.56211       7,156.77
Adjusted Cost  - F/S                           3,277.599     1.51623       4,969.59
Federal Excise - Collected                                                 1,191.08
State Excise   - Collected                                                 1,780.75
Sales Tax -St  - Collected                                                     7.52
Federal Excise - Per Tax Detail                                           1,814.31
State Excise   - Per Tax Detail                                           1,780.75

                           Product Recap

   Product      1  NO LEAD

Selling Price  - L/S                             573.570      1.94461       1,115.37
Transfer Price - F/S                             186.147      1.76097         327.80
Transfer Cost  - L/S                             573.570      1.82876       1,048.92
Adjusted Cost  - L/S                             573.570      1.82876       1,048.92
Adjusted Cost  - F/S                             186.147      1.69629         315.76
Federal Excise - Collected                                                   139.79
State Excise   - Collected                                                   174.73
Federal Excise - Per Tax Detail                                             139.79
State Excise   - Per Tax Detail                                             174.73
```

Sample of Page 3 of G/L Distribution report

```
2014/01/12 13:18:55              G/L Distribution Report              Page:     5
                         For 08/31/05 through 08/31/05

                                              Avg Price
                                   Quantity   /Cost       Amount

Company #   1  AUTOFUELING SYSTEMS
                        Company Totals

Selling Price  - F/P                4,975.058   1.79515     8,930.99
Selling Price  - L/S                4,581.482   1.69202     7,751.97
Transfer Price - F/S                3,277.599   1.58592     5,198.01
Transfer Cost  - F/P                4,975.058   1.63314     8,124.96
Transfer Cost  - L/S                4,581.482   1.69648     7,772.41
Adjusted Cost  - F/P                4,975.058   1.68701     8,392.95
Adjusted Cost  - L/S                4,581.482   1.56211     7,156.77
Adjusted Cost  - F/S                3,277.599   1.51623     4,969.59
Federal Excise - Collected                                  2,370.25
State Excise   - Collected                                  2,814.99
State Other    - Collected                                      2.40
Sales Tax -St  - Collected                                    177.02
Federal Excise - Per Tax Detail                             2,993.48
State Excise   - Per Tax Detail                             2,716.53
State Other    - Per Tax Detail                                 2.40


                        Invoiced

Invoiced                           12,627.624   1.69778    21,438.91
Cash Receipts                                              16,535.67-
Discounts Allowed                                              31.08-
Finance Charges                                               28.76
Customer Deposits                                             50.00
```

Sample of final page of G/L Distribution report

Selling price includes transfer cost from PacPride plus your markup via price records or 6 cents for Foreign Sales plus applicable taxes.

Taxes collected are taxes that have been collected from invoices.

Taxes per tax detail are "normally" charged taxes for this product and site.

A/R G/L Summary by Account

From the Accounts Receivable menu, Reports, you can run this General Ledger summary report.

A/R Cash/Adjustments Entry

A step by step guide on:

● how to enter payments and apply them to the correct invoices
● how to enter adjustments
● how to edit or delete payments or adjustments before they have been posted
● how to cross apply discounts, adjustments, prior payments without entering payment or adjustment
● How to access a list of payments and adjustments on a customer's account before final posting.
● how to post to accounts receivable

How to enter payments and apply them to the correct invoices

▲Partial payments are handled the same way as payments that are paid in full.

Step 1. Go to the first A/R Cash/Adjustments entry screen,
➜ Accounts Receivables ➜ Activities ➜ Cash/Adjustments Entry.

Step 2. Enter the payment

Customer Number

The customer whose money you have received

Sequence # (1 - 99)

This number will default to the next valid sequence number. Or you can enter an existing number. You can have up to 99 entries for one customer.

Transaction Date

The date of this payment. (The same as Due Date) Defaults to today.

Reference

Enter something to identify this payment, usually the check number. This field prints on the customer's statement.

▲ You can enter a default in the Company Master Maintenance, Default Cash Reference, that will show here. For example, enter "Chk #" in the default field in the Company Master Maintenance. Then all you have to do is add a check number when you enter a payment.

Check/Cash <CR>

Place curser on this field and click Lookup to see a list of A/R transactions. Enter the amount of the payment.

G/L Account Number

G/L Account number will default, or you can enter a different account number.

Discount <CR>

Enter the prompt pay volume discount that you want this customer to receive. The last discount offered is displayed above.

▲ Place curser on this field and click on Lookup to see a list of A/R transactions.

G/L Account Number

G/L Account number will default or enter a different account number.

OR Adjustment <DR>

Tab past this field. You have entered a payment, and you cannot enter an adjustment also. See the help on how to enter adjustments.

Step 3. Click Update to display a list of open A/R items.

Step 4. Select the invoices to pay. (Use your Page Up or Page Down key to view all invoices and use your mouse or tab to move the curser to a different invoice.)

```
A/R Cash/Adjustments Entry (2)

Company #      1
Customer #        4
Seq #          1                              Check Amount        510.15
Reference    Chk# 178934                      Discount
Date         05/15/02                         Adjustment

Apply      510.15-  to the documents below        Unapplied      510.15-

Lookup Open A/R Items by Date

                Document   Original      Amount      Document      Discounts
     Document #    Date     Amount      Applied      Balance   Offered    Taken
   I    2120  1  04/29/02    116.51                   116.51
   I    2128  1  05/07/02    263.40                   263.40
   F    2128  1  05/08/02      0.95                     0.95
   I    2135  1  05/15/02    128.79                   128.79
   F    2135  1  05/15/02      0.50                     0.50
   I    2143  1  05/22/02     80.04                    80.04
   F    2143  1  05/23/02      0.50                     0.50
   I    2151  1  05/29/02    121.42                   121.42
                    Exit                      Select

Check/Cash <CR>       510.15           1010      Cash
Discount <CR>                          4900      Discounts Allowed
    ---OR---
Adjustment <DR>                        9950      Misc Adjustments

A/R Amount      *     510.15-          1150      Accounts Receivables

   Exit      Help      Lookup   Update    Delete      Previous    Next
```

▲ Select invoices in the order you want the payment applied. For example if you want finance charges to be applied before invoices, you must select all the finance charges and then go to the first invoice you want to select.
I = Invoice
D = Prompt Pay Discount
F = Finance Charge
P = Payment

▲ If your customer is set up with a pre pay account, they should always have a credit balance. Remember. You cannot apply a payment to a payment. Leave the payment un applied if they have a credit balance. Ignore the warning "un applied credits remain" because they do, and it's ok.

▲ Select an invoice. An asterisk will show that you have selected it. You can undo any selection by highlighting the field with the cursor and selecting again.

▲ Repeat until you have selected all the invoices to be paid.

▲ Exit to go to the Cash/Adjustments entry screen 2.

NOTE: Payments should be posted with dates within the current statement cycle. If you have a payment for the next cycle, hold it until you run statements for the old cycle, then post into the new current statement cycle.

Step 5. In this screen, review how the payment has been applied.
  If you want to go back to the payment selection screen, press Look Up.
  Otherwise, Update now.

  ▲ ESC or Exit to get back to the first payment screen.

How to enter adjustments

Step 1. Go to the first A/R Cash/Adjustments entry screen just as if you were going to enter a payment.

Enter the adjustment with a minus if you want to deduct from the balance of this customer's account. If you are adjusting an amount, which will add to the balance enter the amount without the minus sign.

Step 2. Update to list open A/R items.

Step 3. Select the invoices you want to apply the adjustment to.

▲ Use your mouse, or tab to move the curser to different invoices. Select an invoice, an asterisk will show that you have selected this invoice. Repeat until you have selected all the invoices to apply this adjustment to. You can undo any selection by highlighting the field with the cursor and selecting again.

▲ Exit to go to Entry Screen 2.

Step 4. On this screen, review how the adjustment has been applied. If you want to go back to the payment selection screen, press Lookup now. Otherwise, Update.
ESC or Exit to get back to the first payment screen.

Enter all adjustments, then ESC or Exit to go back to the Accounts Receivable menu.

How to edit or delete payments and adjustments before they have been posted.

Step 1. Go to the first A/R Cash/Adjustments entry screen,

➜ Accounts Receivables
➜ Accounts Receivables
➜ Activities
➜ Cash/Adjustments Entry.

Step 2. From this screen, you can go to the payment or adjustment you want to change/delete, by clicking on the Next button. Or you can enter Customer number and click on the Lookup button and arrow down to select the payment or adjustment you wish to change/delete. To delete the entire payment press Enter thru the fields on the screen until the Delete button is highlighted. Click/Select Delete and answer Yes to the "Are You Sure" message.

If you want to change a field on this screen press Enter through the fields on the screen until you have the curser on the field you wish to change, then enter your change.

Steps 3. and 4. Follow the same steps to apply the amended amount as explained in entering payments or adjustments. If you deleted the entry, skip the updating steps and ESC or Exit to return to the menu.

How to cross apply discounts, adjustments, prior payments without entering payment or adjustment
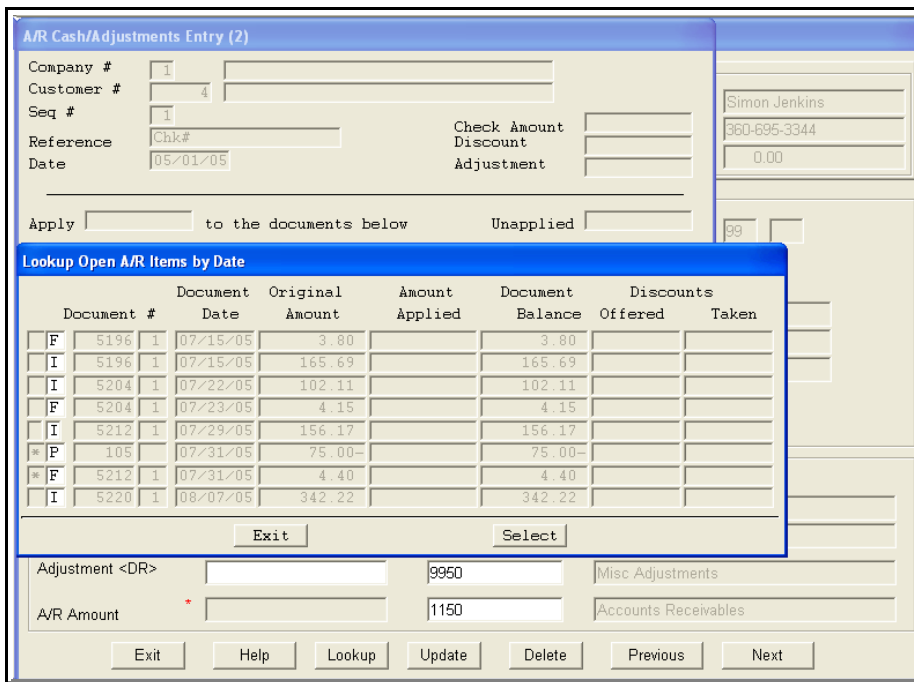
Press Update from the A/R Cash/Adjustments entry screen to get to the Lookup screen shown above. Select the un-applied payment and the documents you want to apply the payment to.

A/R Cash/Adjustments Entry (2)

Company #	1	
Customer #	4	
Seq #	1	
Reference	Chk#	Check Amount / Discount
Date	05/01/05	Adjustment

Simon Jenkins
360-695-3344
0.00

Apply [ ] to the documents below   Unapplied [ ]   99 [ ]

Lookup Open A/R Items by Date

	Document #	Document Date	Original Amount	Amount Applied	Document Balance	Discounts Offered	Taken
F	5196 1	07/15/05	3.80		3.80		
I	5196 1	07/15/05	165.69		165.69		
* I	5204 1	07/22/05	102.11		102.11		
F	5204 1	07/23/05	4.15		4.15		
I	5212 1	07/29/05	156.17		156.17		
* P	105	07/31/05	75.00–		75.00–		
* F	5212 1	07/31/05	4.40		4.40		
I	5220 1	08/07/05	342.22		342.22		

Exit   Select

Adjustment <DR>		9950	Misc Adjustments
A/R Amount	*	1150	Accounts Receivables

Exit   Help   Lookup   Update   Delete   Previous   Next

You can see how the un applied payment was applied in this screen.
If you are satisfied, press Exit. Don't forget to proof and post.

How to access a list of payments and adjustments on a customer's account before final posting.

Step 1. Go to A/R Cash Receipt Proof report,
➜ Accounts Receivables
➜ Activities
➜ Cash Receipts Proof Report

This is the screen you will see:

Cash Receipt Proof Report

List in E)ntry or C)ustomer name sequence?   E

Show application detail?   Y

Exit   Select

Step 2. You can select whether you want this report to list by the sequence that you entered the payments, or by customer names sequence.

▲If you want to see the list of all the items you have applied payment to, leave the Show application detail? (Y)es. If you change to (N)o, this report will list only the customer name and payment.

Step 3. Print or display the proof report. Check to see all payments or adjustments have been entered correctly.

How to Post A/R Payments and Adjustments.

Step 1. Go to the Post A/R batches entry screen,
➜ Accounts Receivables
➜ Activities
➜ Post A/R batches

Step 2. Click on OK to post or if you decide not to post, Exit.

Step 3. Click on the print tab to print this report.

Cash Receipt Approval Report

After you have entered your cash receipts, and before you post, you can request this report to see customers payments and balances. You can select to see them by Customer Name or by the order you entered the payments.


```
2012/04/12 11:18:11                    Cash Receipt Approval Report                          Page:    1

Customer                         Reference        Check    Discount  Adjustment    Total    Prior      New
   #   Name                                       Amount    Amount      Amount      A/R     Balance    Balance

Company:   1  AUTOFUELING SYSTEMS

     3 Vancouver School District                                        1.00-      1.00-   4,072.08   4,071.08
     4 Huckleberry Farm                           1.00                  1.00-      2.00-   2,635.39   2,633.39

Company totals                                    1.00                  2.00-      3.00-
```

Oops. Applied that payment to the wrong account?

Here is how to take a payment that has been posted to the wrong account and apply it to the correct account.

From the A/R menu, go into A/R Cash/Adjustments Entry
Create a new transaction, making a memo in the reference field to document what you are doing to the customer's account. Enter a MINUS check amount, just as shown above. DO NOT select an invoice to apply this to.

Create a second transaction and apply the payment to the correct customer and invoice(s). Run a proof report, check for accuracy and then final post both transactions.

Credit Flags Maintenance

Credit flags, used by your Accounts Receivable credit department, are set up here. Customers can be assigned a flag so that when the account reaches the level the flag is set for it will show on the aging report. The following flags are set up for you when your AutoFueling software is installed.

Credit flags: $ - Recommended cut off
                           C - Credit watch
                           N - New account - Review for three months
                           W - Write off in collections

If you have an automatic cut off flag entered in your customer's credit maintenance screen, when the account reaches the state the flag is set for, the customer's name will print on the Recommended cutoff list when the list is printed.

Automatic cut off flags: # - Credit Limit
                                 % - Past due 30 days
                                 & - Past due 60 days
                                 @ - Past due 90 days

▲ You can enter new non automatic cutoff flags. (Flags that are Automatic cut off are programmed.)

▲ After you have set up additional credit flags here, enter the appropriate flag in the customers' file maintenance screen.

NOTE: When you enter an automatic cutoff credit flag in the customers' file maintenance, they will be automatically cut off WHEN you run the Automatic cutoff program. See Automatic Cutoff in the manual pages for more details.

Past Due Letters

It will be helpful if you have some familiarity with how to merge documents in your word processing program before you use this feature.

We suggest creating levels of severity in your letters for you to mail on a continuing basis.   If you want to place specific dates in your letter, enter them in the letter before you merge. For example: Pay by **January 30**th or this account will be placed in collections.

From this screen, customers within a statement cycle, who have a balance on their account, that is past due are selected. You can specify how many days past due or how many cycles past due. (Run an aging by due date to see which customer and the amounts that will show on the merged letters.) Once you have selected the accounts, with the use of your word processor you can merge a past due letter to all customers selected. (Accounts with un applied amounts must be applied to produce expected results.) Current payments will be applied to show a true past due amount.

You can find this screen from the Accounts Receivable Menu, Activities.

Following is the process to select the customers and place them in a file.

1. In AutoFueling, in the Past Due Letters screen, enter the statement cycle code for the customers you want to evaluate for past due status.

2. Select which overdue customers will receive past due letters by entering either a specified number of past due statement cycles (one to 5), or a specified number of days overdue (six and up).

3. Click Update.

   AutoFueling will export, in a CSV formatted file, contact and accounting information for the customers in the cycle you have selected. The CSV file will be placed in **autofuel\data\reports.** The name of the file will be DUNLxxyy.CSV, (xx is input cycle or days past due, and yy is letter severity level you chose).
   For example:
   > The name of the file requested in the sample input screen will be named DUNL0201.CSV.

4. To open the file in EXCEL, save with a XLS extension. This file will be your data source for the merged letters.

5. Perform the merge. Your word processing program will create a letter for each customer on the DUNL file.

   ▲ The severity letters will only need to be created once but the DUNL Past Due file has to be created each time you want to merge a letter. Files are replaced, so make sure you have the letters you want before you run another past due selection that replaces the file.

Example #1 past due letter:

Mr. Joe Smith   August 22nd, 2012
ABC Customer
Address
City, State Zip

Dear Mr. Joe Smith

You account with AutoFueling Systems is past due. Our terms on your fuel account are net 15 days from the statement date. The account balance is $3,073.38. The amount past due is $1,618.20.

Please submit payment in the amount of $1,618.20. This payment needs to reach our Vancouver, "WA" office no later than noon September 30, 2005, or your service with AutoFueling Systems, will be interrupted.

Thank you,
Claudia Merritt, Credit

Example #2 past due letter:

Accounts Payable   August 22, 2012
ABC Customer
Address
City, State Zip

Dear Accounts Payable:

Effective this date, your Account #12345 with AutoFueling Systems, is **seriously
past due**. The balance is $10,094.56.

Satisfactory arrangements for payment must be made in writing within 10 days
from the date of this letter. If payment is not made in full, or satisfactory
arrangements for payments are not made by this date, further action will be taken
against you.

If you feel an error has been made, or if I can be of any assistance, please contact
me.

Sincerely,

Claudia Merritt
Credit Dept.

Names of fields that can be merged

"Company Name"
"Address Line 1"
"Address Line 2"
"City"
"State"
"Zip code"
"Contact Name"
"Account"

You can list up to thirty documents and document information by selecting the number document you want at the beginning of each of the following fields:
For example Document #1 fields would look like this:
"M 1 Balance Due "
"M ! Document Number"
"M 1 Document Type"
"M 1 Date"
"M 1 Reference"
"M 1 Quantity"
"M 1 Amount"
"M 1 Due Date"

Account balances based on aging periods:

Current Amt
Aged Date 1   Aged Amt 1
Aged Date 2   Aged Amt 2
Aged Date 3   Aged Amt 3
Aged Date 4   Aged Amt 4
Aged Date 5   Aged Amt 5
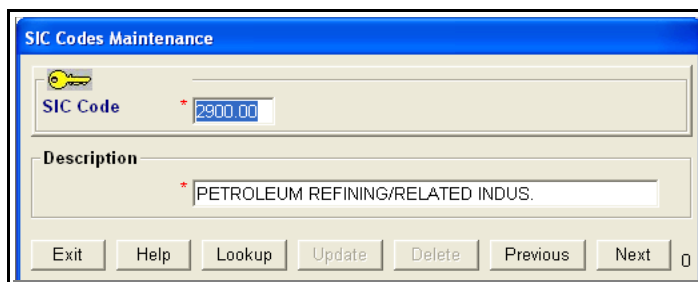
SIC Code Maintenance

AFS provide you with a list of basic SIC codes. You can expand or change these numbers to suit your needs.
Print a list from the Lists menu.
SIC Codes (Standard Industry Classification) are used to group customers by standard business groups. For group analysis, you can print an Aging report by SIC code.

NOTE: The two digits after the decimal are not used for reporting purposes.

Terms Codes Maintenance

The Credit Terms Codes used by your Accounts Receivable is set up here. Each customer is assigned a code. This will cause the associated terms description to be printed on customer invoices. AFS sets up a few standard terms codes when your software is installed.

NOTE: Minimum Payment and all the fields on the right-hand side of the screen are used for Heating Oil only.

Discount if paid within
> Used in Accounts Payable

Discount Percent
> Used in Accounts Payable

The fields on the right hand side of the screen are for future use and not used at this time.

List Payments by Date

From Accounts Receivables, Reports menu, run this list to see all payments entered by date.

List Payments by Date

Company Number:	1

Enter from posting date range (zero for all):

From:	
Through:	99/99/99

```
2007/07/13 10:27:38                         List Payments by Date                                    Page:    1

--- Post ---  Co#   Customer              Document#     Amount     Reference          Journal    Document Statement
 Date   Time                                                                         Date    #    Date     Date


Posting Date:  01/12/05       Posting Time:  14 35

01/12/05 14:35  1     4 Huckleberry Farm          5- 0      281.58- Check # 12817     01/31/05    1 01/12/05 01/15/05
Number of records          1                              281.58-


Posting Date:  01/14/05       Posting Time:  14 35

01/14/05 14:35  1     2 Fircrest Carpet Cleaning   4- 0      221.01- Check # 789       01/31/05    1 01/14/05 01/15/05
01/14/05 14:35  1     7 Smith & Sons Trucking Com  6- 0    2,111.55- Check # 9354      01/31/05    1 01/14/05 01/15/05
Number of records          2                            2,332.56-


Posting Date:  01/15/05       Posting Time:  14 35

01/15/05 14:35  1     8 Smith & Sons Trucking Com  7- 0      464.65- Check # 11352     01/31/05    1 01/15/05 01/15/05
Number of records          1                              464.65-


Posting Date:  01/19/05       Posting Time:  17 42

01/19/05 17:42  1     2 Fircrest Carpet Cleaning   8- 0       82.46- Check # 797       01/31/05    2 01/19/05 01/23/05
01/19/05 17:42  1     4 Huckleberry Farm           9- 0      113.63- Check # 12838     01/31/05    2 01/19/05 01/23/05
Number of records          2                              196.09-
```

Paid Finance Charges Report

Find this report from the Accounts Receivable menu, Reports section.

Reverse Posted Finance Charges

Go to the Accounts Receivable menu, Periodic to be able to reverse posted finance charges. It is advisable to run an Audit to look at the finance charges you are about to reverse before selecting the post.

The reversals are posted to the current statement cycle.

If you want to be able to reverse these charges in the last period, you will need to call AFS technical support for help. It is not recommended to do this without a technical support person.

```
Reverse Posted Fin. Charges

Enter Company Number:              1

Enter Cycle Code:                  WK

Enter Statement Date:              07/31/05

Place Reversed F/C in
     Cash Receipts Entry           Y

Audit/Post (A/P):                  A

          Exit              Select
```

```
2013/10/24 11:44:38                    Reverse Finance Charges                      Page:    1
_____

Audit/Post:  A          Statement Cycle: WK 4 times per mon        Effective: 07/31/05

Cust# Name                    Phone #          New                  Finance
                                               Balance              Charges

     4 Huckleberry Farm     360-695-3344     2,632.93                 4.40-
                    *** Active Total ***                              4.40-

Total Of Finance Charges to Reverse                                  4.40-

          * - Indicates Duplicate F/C on file That can't be Reversed.  This amount is ignored.
                    This amount is also excluded from the Totals.
```

A/R Transaction Purge
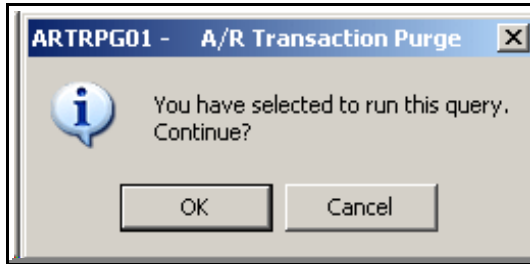
You will find this screen in Accounts Receivable, Periodic menu.
When you choose OK , all transactions that have a zero balance will be purged.
Zero balance transactions will be purged using the number of months you have
entered in your Company Master File Maintenance screen, Last Purge.

The example shows 12 months in the A/R records field. If your current booking
date is 08/31/13, A/R records would be purged thru 8/31/12.

Reports

Reports - How to look at them

You can:

1. display a report to the screen
2. look at the end of the report to see totals
3. enter a page number and go to that page
4. do a text search
5. print multiple copies of reports.

Here's how:

▲ Select a report from the Reports drop down menu.
▲ Fill in the fields as you want your information to be reported.

Select the report or list you want and fill in the fields the way you want to see the data:

Click Select
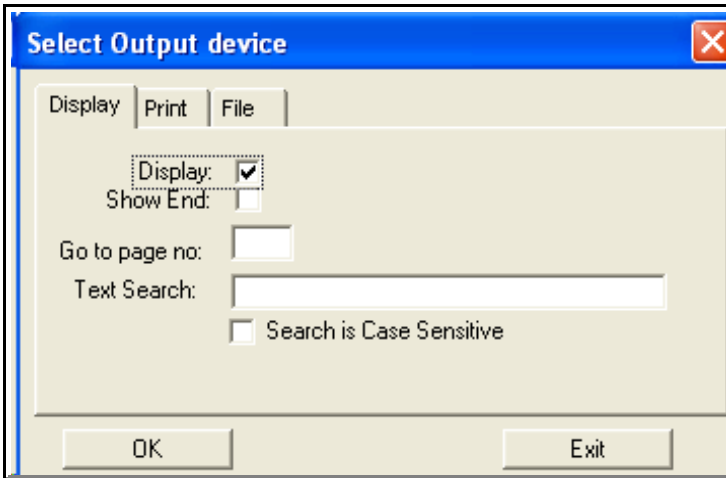
Select the Output Device you want. Display, Print or File.

If you stay on the display tab (screen default), you have three more choices:
  ▲ Show End: look at the end of the report to see totals.
  ▲ Go to page no: enter a page number and go to that page
  ▲ Text Search: enter text for the program to find

Make your choice and click OK. Press "ESC" when you have finished looking at the report.

If you want to print the report, click on the Print tab.
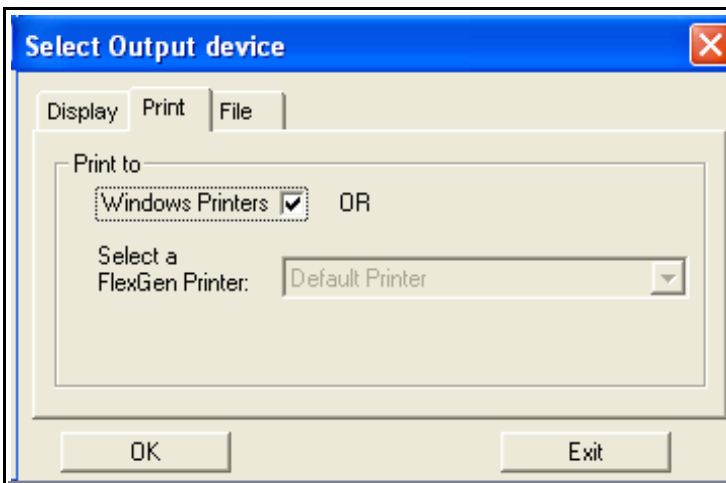
You have the option to print all reports to a Windows printer EXCEPT anything that will be printed on a form.

For example: Labels, Statement/Invoices (unless using blank paper to print) and Delivery Tickets in our Heating Oil module cannot be printed to a Windows printer.

With most reports you can print again after the initial print, as many times as you want by clicking "Yes" on the "This query has finished executing, do you want to execute it again" The screen will prompt how you want to view the report again, and select print if that is your choice.

Or save to a file.
We suggest you use a temporary file where you will always save your reports.
If you click on Browse you will see the Windows File Selection screen.
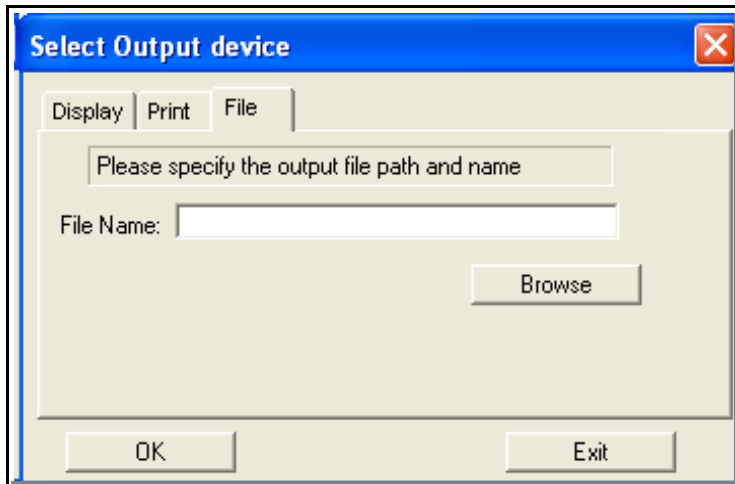
Exporting Reports to a CSV file

On many reports in Version 10, you will see a box that you can check to Create a CSV File.

In the screen, enter all the options you would like to view and check the CSV box. Select to run this report and display **TO THE END** of the report.

Your file will be placed in afs\data\exports and will look like the sample screen below. The name of the file will be <u>program</u> .CSV where "program" is the report's program identification you can find at the bottom of the report by V10

Each report with the same file name replaces a prior export, so if you want to save them, either copy them to a new folder or rename.

File name

A/R Aging Reports

What will I see on these reports?

The A/R Aging Reports shows accounts receivable activity for your customers.

This will include:
purchases (whether invoiced or not)
payments
credits and other adjustments
finance charges

And at the end of the report a cumulative total for:
un invoiced transactions
unpaid finance charges

How much detail will I see?

From the report selection screen you can select the A/R Aging in one of these detail levels.
Summary - net balances by aging period for each customer
Compressed Summary - a compressed version of the summary - 2 lines per customer
Detail - all open transactions
All Documents - all transactions in date order by aging group
Audit - all transactions grouped by invoices, payments, adjustments and finance charges
Totals only - net balances by aging group

▲ Multiple options let you customize the Aging reports to fit the needs of your credit people, salespersons, managers or customers.

Your customers who are current will be excluded from this report.

Earliest Doc Date to Include

> The report will include current entries beginning with the date entered here.

Include only customers with the Statement Cycle above plus these.

> If you check this box and enter Statement Cycle codes, the customers with the selected statement cycle codes only will show on this aging report. This feature will enable you to separate Heating Oil and Wholesale Distribution customers from your cardlock customers.

This is a prior period rerun

> If you check this box, the program attempts to recreate an old Aging Report using the date entered. Of course it will show accumulated transactions in the future column.

Include Future Document Amounts

> Leave this box unchecked if you are rerunning an aging report and you do not want to include future amounts.

Create CSV File

This check box will be available on the Detailed and Audit Aging reports only.

Email (Premier Edition only)

Send this report by email to this customer.

Customers with Credit balance only

Check here to print only credit balance customers.

▲ These options are available ONLY on the Summary report:
include only customers with balances older than this date
include only customers with balances over this amount
include only customers near or over their credit limit

✔ Show Customer Credit comments

Here is a sample **A/R Aging Summary Report**

If you have a large customer base, this report may print too many pages for you.

For balancing your Accounts Receivables, try printing the Compressed Summary report.

And here is a sample of the **Compressed Summary Report**

```
2006/08/24   15:56:29                 Aged Accounts Receivable - Compressed Summary Report                    Page   1

Aging Periods: WK 4 times per month/Weekly          Active and Writeoff Accounts                 Customer Number Sequence
Aging Date:    05/31/05   Aged by Document Date                                                           Comments: No
Reporting    % of Credit Limit        Reporting when invoices are older than        with balances over $

                        Last payment date              Net        Future      05/31/05     05/23/05     05/15/05     05/08/05
    ___Credit info_____   and amount    Quantity    Receivable   _____

    2 Fircrest Carpet Cleaning  08/24/05     121        328.35      249.35                                              79.00
      250 (W WK C) 99       443.56                                            360-777-9280   James Dunn
    3 Vancouver School District 08/11/05   2,075      3,224.69    3,224.69
      5,000 (A MO N) 99    4,026.10                                           360-259-6391   Don Holland
    4 Huckleberry Farm         08/11/05   1,503      2,471.24    1,758.63      121.92        80.54       129.29       380.86
      500 (5 WK N) 99       100.00                                            360-695-3344   Simon Jenkins
    5 Vancouver Flower Express                          50.00       50.00
      1,000 (V MO N) 99                                                       360-992-5555   Patsy Graham
    6 Battleground Construction                         50.00       50.00
      10,000 (A MO N)  1                                                      360-993-5678   Ed Franklin
    7 Smith & Sons Trucking Com 08/24/05   2,543      4,570.01    4,546.22       23.79
      10,000 ($ WK N)  1   4,452.88                                           360-542-8000   George Smith
    8 Smith & Sons Trucking Com 08/24/05     533        965.28      965.28
      4,000 ($ WK )  1      645.31                                            503-922-7856   George Smith
    9 B&A Landscaping          08/11/05     137        258.73      258.73
      500 (A MO N) 99       374.11                                            360-693-7211   Joe Brumley & Jeff Albertson
  990 Claudia                                           50.00       50.00
            (A WK ) 99
 9999 Foreign Sales           08/23/05     949        571.88      571.88
            (S FS ) 99    3,239.19

NOTE: Credit info. printed in this order: Credit limit, (Terms, Statement cycle, Credit flag), Salesperson; e.g."1,500 (A MO X) 3"

Active Accounts                            7,863                 11,724.78                   80.54                    459.86
                                                    12,540.18                   145.71                  129.29

         * % of Total *                                                        17.87%        9.88%       15.86%       56.40%


* Total All Accounts *                     7,863                 11,724.78                   80.54                    459.86
                                                    12,540.18                   145.71                  129.29

         * % of Total *                                                        17.87%        9.88%       15.86%       56.40%
```

AFS Cardlock V10.0 © Mekos Corporation   310

You can analyze unpaid accounts with the **Aged Receivable - Detail Report**. As you can see on the sample report below, all open transactions are listed and totaled.

You can elect to send this report to a CSV file on the Detailed Report option only.

```
2004/07/29   16:13:45                    Aged Accounts Receivable - Detail Report                                    Page   1

Aging Periods: WK 4 times per month/Weekly                                                          Customer #      7
Aging Date:    05/31/02  Aged by Document Date                                                      Comments: No


====================================================================================================================
    7 Smith & Sons Trucking Company          Last Payment 06/15/04   Credit Limit   4000          Avg Days To Pay     1
      George Smith                           Amount          15.00   High YTD                     Cycle              WK
      360-542-8000       Salesperson  1      P/P Vol Disc     4.40   High Bal     6134.24 03/23/02 Credit Flag,Terms  W,N
--------------------------------------------------------------------------------------------------------------------
Type  Doc Num   Doc Reference    Date   Due Date    Qty     Net A/R      Future   05/31/02   05/23/02   05/15/02   05/08/02

Inv    215101                 05/31/02 06/07/02     879    1,240.14               1,240.14

       7 Smith & Sons Trucking Company  Totals....   879    1,240.14               1,240.14
                                                          _____

                    Active Accounts Totals      879
                                                       1,240.14
                                                                        .00
                                                                              1,240.14
                                                                                        .00
                                                                                             .00
                                                                                                        .00
                                            Percent of Totals.................... 100%       %          %          %
                                                          _____

                    All Accounts Totals         879
                                                       1,240.14
                                                                        .00
                                                                              1,240.14
                                                                                        .00
                                                                                             .00
                                                                                                        .00
                                            Percent of Totals.................... 100%       %          %          %
                                                          _____

                    Uninvoiced Totals.........     0
                                                          .00


                    Total Unpaid Finance Charges.....       .00
```

Aged Accounts Receivables - All Documents Report

Run this report to research a trouble account. All transactions show in date order
by aging group with a net balance.
It is usually run for one customer at a time.

CAUTION: If you run this for all customers, it could be a very long report.

```
ARTRRP10   2004/07/29 16:06:20                     Mekos Corporation                        FlexGen4(6.2U)      Page:     1

                                              Aged Acccounts Receiv-All Docs

       Doc # Document    Original      Gallons Reference                                    Extended    Extended    Extended
             Date        Amount      Purchased                                              Amounts     Amounts     Amounts

_____ Original Document_____                              Running       Future &
Type   Doc#  Date       Amount     Quantity  Reference        Balance    05/31/02    05/23/02    05/15/02    05/08/02
       7 Smith & Sons Trucking Company  360-542-8000  Georg   15.00/Last payment   4,000/Credit limit (W WK N) Salesperson  1

Pmt       88 01/01/02     15.00-              Chk# test        15.00-
Set        2 01/05/02     15.00              Setup Fee
Dep        1 01/05/02     50.00              Deposit            50.00
Inv     2008 01/08/02  2,061.40    1,484.9                    2,111.40
Dis        1 01/14/02     14.85-             Check # 9354     2,096.55
Pmt        6 01/14/02  2,111.55-             Check # 9354       15.00-
Inv     2015 01/15/02  1,160.50      840.9                    1,145.50
Dis        3 01/20/02      8.41-             Check # 9373     1,137.09
Pmt       10 01/20/02  1,152.09-             Check # 9373       15.00-
Inv     2023 01/23/02  2,248.74    1,623.4                    2,233.74
Dis        5 01/27/02     16.23-             Check # 9385     2,217.51
Pmt       14 01/27/02  2,232.51-             Check # 9385       15.00-
Inv     2031 01/30/02    933.36      683.6                      918.36
Inv     2039 02/07/02  1,621.63    1,129.9                    2,539.99
Dis        8 02/08/02      3.42-             Chk# 9412        2,536.57
Pmt       22 02/08/02    929.94-             Chk# 9412        1,606.63
Inv     2046 02/15/02  1,695.94    1,217.2                    3,302.57
Dis        9 02/16/02     12.17-             Chk# 9501        3,290.40
Pmt       27 02/16/02  1,609.46-             Chk# 9501        1,680.94
```

Aged Accounts Receivables - Audit Report

This is the most detailed of the aging reports. All transactions show grouped by finance charges, invoices, payments and adjustments.
You would only run this report for one customer at a time.

```
2006/08/24   16:16:11                   Aged Accounts Receivable - Audit Report                                    Page   1

Aging Periods: WK 4 times per month/Weekly                                                              Customer #    7
Aging Date:    05/31/05    Aged by Document Date                                                        Comments: No

____ Original Document_____   __Applied Documents__                     Net        Future &
Type   Doc#   Date      Amount  Type  Doc#     Amount  Reference        Receivable    05/31/05    05/23/05    05/15/05    05/08/05

      7 Smith & Sons Trucking Company  360-542-8000  Georg     4,452.88/Last payment   10,000/Credit limit ($ WK N) Salesperson  1

Adj    1401 05/31/05    0.70                          Per transaction f     0.70        0.70

Adj    1501 05/31/05    0.70                          Per transaction f     0.70        0.70

Adj    1601 05/31/05   21.69                          Per gallon fee       21.69       21.69

Adj    1701 05/31/05    0.70                          Per transaction f     0.70        0.70

Dis     100 01/14/05   14.85-              14.85  Check # 9354             0.00

Dis     100 01/14/05   14.85  Inv  200801  14.85- Check # 9354             0.00

Dis     300 01/20/05    8.41-               8.41  Check # 9373             0.00

Dis     300 01/20/05    8.41  Inv  201501   8.41- Check # 9373             0.00

Dis     500 01/27/05   16.23-              16.23  Check # 9385             0.00

Dis     500 01/27/05   16.23  Inv  202301  16.23- Check # 9385             0.00

Dis     800 02/08/05    3.42-               3.42  Chk# 9412                0.00

Dis     800 02/16/05    3.42  Inv  203101   3.42- Chk# 9412                0.00

Dis     900 02/16/05   12.17-              12.17  Chk# 9501                0.00

Dis     900 02/16/05   12.17  Inv  203901  12.17- Chk# 9501                0.00

Dis    1100 02/23/05   16.43-              16.43  Chk# 9526                0.00
```

Aged Accounts Receivables - Totals Only

This gives you a snapshot of your Accounts Receivable. It is the most summarized of the aging reports, consisting of one line of net balances by aging group for active accounts and another line showing % of total in each aging period.

```
2004/07/30   09:37:36                  Aged Accounts Receivable - Totals Only Report                              Page   1

Aging Periods: WK 4 times per month/Weekly          Active and Writeoff Accounts
Aging Date:    05/31/02   Aged by Document Date

                                            Net         Future      05/31/02     05/23/02     05/15/02     05/08/02
                               Quantity   Receivable   _____

Totals for Active Accounts              5,872
                                         4,691.68
                                                          .00
                                                                    5,598.37
                                                                                  80.54
                                                                                             129.29
                                                                                                         1,116.52-
                               Percent of Totals.................. 96.39%       1.39%       2.23%         .00%


Totals for All Accounts.....................   5,872
                                         4,691.68
                                                          .00
                                                                    5,598.37
                                                                                  80.54
                                                                                             129.29
                                                                                                         1,116.52-
                               Percent of Totals.................. 96.39%       1.39%       2.23%         .00%


                Total Uninvoiced.....
                                         1,497.38-

                Total Unpaid F/C.............        2.45
```

Aging Reports of Finance Charges only.

You can find this report in either the Cardlock or Accounts Receivables Reports menu.

Sample of Finance charges only report.

```
2014/02/07   13:06:33          Aged Accounts Receivable - Finance Charges Only - Detail Report                    Page   1

Aging Periods: WK 4 times per month/Weekly                                                    Customer #      4
Aging Date:    09/15/05  Aged by Document Date                                                 Comments: No

================================================================================================================================
     4 Huckleberry Farm                    Last Payment 08/11/05   Credit Limit    500            Avg Days To Pay     194
     Simon Jenkins                         Amount        100.00    High YTD    2,644.30 09/15/05  Cycle                WK
     360-695-3344        Salesperson 99    P/P Vol Disc            High Bal    2,644.30 09/15/05  Credit Flag,Terms  5,N
--------------------------------------------------------------------------------------------------------------------------------
Type  Doc Num   Doc Reference   Date   Due Date     Qty    Net A/R     Future    09/15/05   09/08/05   08/31/05   08/23/05

F/C   212801   Finance Charge  05/08/05 05/13/05            .95                                                     .95
F/C   213501   Finance Charge  05/15/05 05/20/05            .50                                                     .50
F/C   214301   Finance Charge  05/23/05 05/28/05            .50                                                     .50
F/C   215101   Finance Charge  05/31/05 06/05/05            .50                                                     .50
F/C   515901   Finance Charge  06/08/05 06/13/05           1.42                                                    1.42
F/C   516601   Finance Charge  06/15/05 06/20/05           1.55                                                    1.55
F/C   517401   Finance Charge  06/23/05 06/28/05           1.67                                                    1.67
F/C   518101   Finance Charge  06/30/05 07/05/05           2.13                                                    2.13
F/C   518901   Finance Charge  07/08/05 07/13/05           3.25                                                    3.25
F/C   519601   Finance Charge  07/15/05 07/20/05           3.80                                                    3.80
F/C   520401   Finance Charge  07/23/05 07/28/05           4.15                                                    4.15
F/C   521201   Finance Charge  07/31/05 08/05/05           4.40                                                    4.40
F/C   522001   Finance Charge  08/08/05 08/13/05           5.69                                                    5.69
F/C   522701   Finance Charge  08/15/05 08/20/05           5.96                                                    5.96
F/C   523501   Finance Charge  08/23/05 08/28/05           6.36                                                    6.36
F/C   525801   Finance Charge  09/15/05 09/20/05           8.91                 8.91

      4 Huckleberry Farm            Totals....            51.74                 8.91                              42.83


                   Active Accounts Totals
                                                         51.74
                                                                    .00
                                                                               8.91
                                                                                          .00
                                                                                                     .00
                                                                                                                42.83
                                            Percent of Totals...................  17%        %          %         82%
```

How to rerun A/R Aging Reports

To make re running a prior aging report possible, the program must "un post" cash and adjustments that have been made since the effective date of the rerun. The program will place those cash payments and adjustments in the future column on the report. You can select not to include future amounts. Or to get the total of the prior aging report, deduct the future total amount from the A/R net receivable figure.

Enter all fields as you would for the most recent aging report with the exceptions of:

▲ Change the date to the period you want to rerun. The date must be valid for the "Aging periods based on" cycle code.

▲ Check the box "This a prior period rerun"

```
2007/06/04 11:49:25                      Aged Accounts Receivable-Summary Report                        Page   1

Aging Periods: MO Monthly                                            Prior Period Rerun              Customer #      3
Aging Date: 07/31/05 Aged by Document Date                                                           Comments: No

                                               Net           Future      07/31/05    06/30/05    05/31/05   04/30/05
                                Quantity     Receivable  _____

     3 Vancouver School District Don Holland      2,890.12    1,135.98-   4,026.10
        Last Pay:    4,026.10 08/11/05  360-259-6391
        Hi Bal.YTD:  4,851.62 08/08/05  Credit Limit:       5,000
        Hi Balance:  4,851.62 08/08/05  Average days to pay:
------------------------------------- A-MO-N  99


NOTE: Credit codes are printed in this order:Terms, Statement cycle, Credit flag, Salesperson; for example "A-MO-#   99"


Active Accounts                          4,548
                                              2,890.12
                                                         1,135.98-
                                                                     4,026.10
                                                                     100.00%         .00
                                                                                  .00%             .00
                                                                                               .00%             .00
         * % of Total *                                                                                      .00%


* Total All Accounts *                   4,548
                                              2,890.12
                                                         1,135.98-
                                                                     4,026.10
                                                                                    .00
                                                                                                  .00
                                                                                                                .00
         * % of Total *                                              100.00%      .00%          .00%          .00%


  * Total Uninvoiced *                   1,855
                                                         1,135.98-


  * Total Unpaid F/C *                                       .00
```

Customer Purchase History

This invoice-style report allows you to review or provide your customers with purchase history. You may select based on transaction date, accounting (booking) dates, or customer statement dates. Use this report to satisfy a customer's request to support their own tax reporting. The report should be selected based on statement dates so it will agree with the customer's original invoices. Give your customer their report in the format they want. Email, a diskette or printed report.

Date Range Code
> A date range code must be entered (None is not a code)

From Date
> Enter a date you want this report to select from. If you leave this field blank, the program will report all dates on record.

Magnetic Invoice
> If you want this report to create magnetic media, set this flag to either Ascii (three characters) or a CSV delimited file. (If you need additional help with this process, check out the Magnetic Invoice pages in this manual.) After the report prints, you will be prompted to insert a diskette.
> OR if you have this customer set up in Customer File Maintenance to receive this report via email, email will be sent.

An ASCII file (3char Site) is a standard way of transporting data from one software program to another. The file will include one record for every transaction. Each Record includes the data one character after the other, separated by a "hard return" code at the end of each record. This allows the customer to "import" the data into another software program. The customer must already have this "other" software program that allows for "importing" of ASCII files.

This program could be a spreadsheet or database package (like Lotus or Paradox), or a vehicle management software package. Be sure to talk to your customer prior to setting them up for this feature so they understand what they are getting from you. Also see how to read an ASCII file format on the following page.

A Comma Delimited file makes import into spreadsheets and word processors much easier. If you select this format, the Magnetic invoice will be named MAGINVC>CSV. Then, when the end user opens the file in Excel, for example, they will select a file named CSV file and open it as "Delimited."

```
Customer Purchase History
/ 04/07/30                    Create Mag Invoice Master Set              MG

Magetic invoice (CSV) file
You will be prompted for diskettes as each Magnetic
Invoice is processed.  The individual customer
files will be retained in the Backup directory in
the form MBnnnnnn.Bxx, where nnnnnn = customer
number and xx = backup number.  Six backups will be
retained for each customer, numbered B01-B06.  You
may recreate diskettes from backup copies in the
Periodic menu using the Mag Copy option.


Press Select (F4) to proceed                    □


          Exit                     Select
```
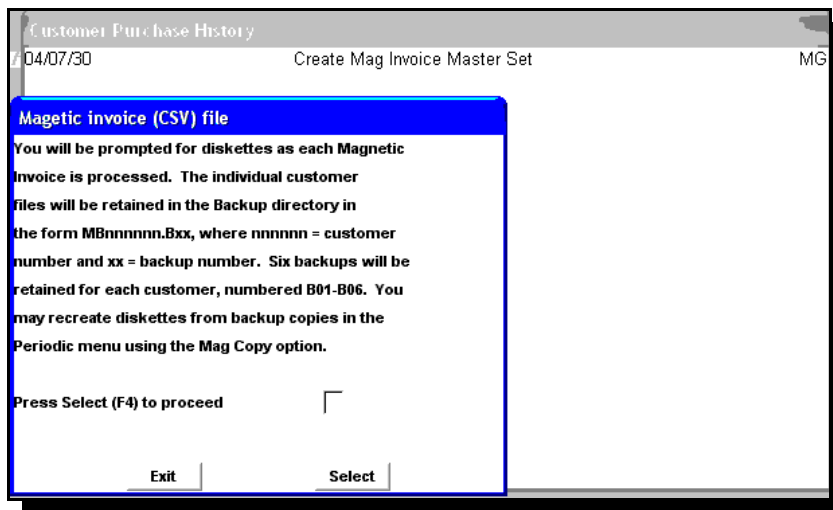
If you have selected Magnetic invoices on the Report options and this customer has been set up in their Customer File Maintenance, you will be prompted as shown here to create magnetic media for this customer.

Sample of Customer Purchase History Report

```
AUTOFUELING SYSTEMS                 01-    7           *** Customer Purchase History ***                    Page  1
7414 NE HAZEL DELL AVE
VANCOUVER, WA  98665                                  For the period of 04/30/05 Through 05/31/05


360-695-0386


Smith & Sons Trucking Company
George Smith
9201 Thompson Lane                            If you let us know your expected MPG for each card,
PO Box 16882                                      your invoice will show actual vs expected
Vancouver, WA  98621

       Card#  Name    Location of Purchase    Date  Time    ODOM   MPG  Product          Quantity  Discount   Price     Amount


        3000  #1 1998


        600005  Frank Gonzales                                                DEPT 2
MC:Olympia WA; 8450 Old Highway 99            04/25/05 13:19 530615         DIESEL   No ST 0  92.359 G          1.39900    129.21
        600007  Ron Lindsey                                                 DEPT 3
MC:Olympia WA; 8450 Old Highway 99            05/02/05 16:27 531315         DIESEL   No ST 0  99.899 G          1.42900    142.76
MC:Olympia WA; 8450 Old Highway 99            05/08/05 17:50 532031         DIESEL   No ST 0 102.188 G          1.43900    147.05
MC:Olympia WA; 8450 Old Highway 99            05/19/05 14:52 532798         DIESEL   No ST 0 109.472 G          1.42900    156.44
        600005  Frank Gonzales                                                DEPT 2
MC:Olympia WA; 8450 Old Highway 99            05/25/05 13:28 533458         DIESEL   No ST 0  94.206 G          1.42900    134.62
    Vehicle Totals   2,843 miles /  405.76 gals. =   7.01 MPG expected:  7.00 diff:    .01    498.124                     710.08


        3001  #2 1996


        600006  John Harrison                                                DEPT 2
2P:Sacramento CA; 7001 East Parkway           05/04/05  6:54 797880         DIESEL   All Tax 102.750 G          1.64900    169.43
ADU:Ramona CA; 1000 Olive Street              05/06/05 17:50 798583         DIESEL   All Tax 117.098 G          1.55900    182.56
2P:Sacramento CA; 7001 East Parkway           05/09/05 12:28 799208         DIESEL   All Tax 104.071 G          1.53900    160.17
ZZ:Vancouver WA; 12366 N.E. Highway 99        05/14/05  5:59 799889         DIESEL   No ST 0 113.415 G          1.43900    163.20
2P:Sacramento CA; 7001 East Parkway           05/16/05  5:42 800532         DIESEL   All Tax 107.027 G          1.55900    166.86
ADU:Ramona CA; 1000 Olive Street              05/18/05 16:54 801159         DIESEL   All Tax 104.403 G          1.55900    162.76
2P:Sacramento CA; 7001 East Parkway           05/21/05 11:58 801796         DIESEL   All Tax 106.080 G          1.54900    164.32
    Vehicle Totals   3,916 miles /  652.09 gals. =   6.01 MPG expected:  6.00 diff:    .01    754.844                   1,169.30
```

Selected Transactions List

Select this screen from Cardlock Reports

Version 8.1
Product Line or Products selections are added to this screen.
Time Range selection added to this screen

Product Line
OR
Product Number
> Select a product line or up to 5 product numbers.

Date Range Code
> Select from the drop down list of codes to select the transactions you want
> to view

From and Thru Date
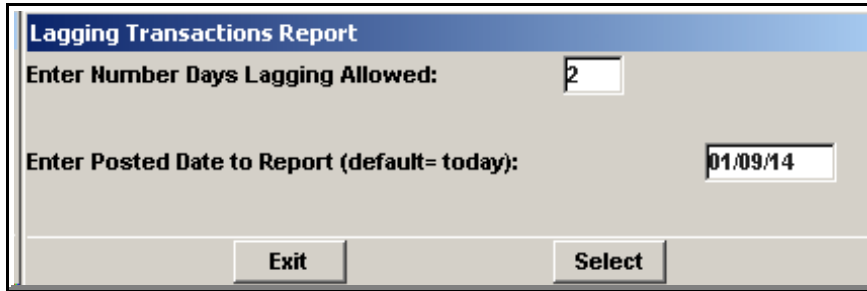Enter a beginning date for this report and an ending date.

Time Range
Enter the beginning time for this report and the ending time for the last transaction on the report.

Note: For Local Sales and Foreign Purchases the Unit Price is shown
For Foreign Sales the PacPride transfer price is shown.

```
2012/03/27 09:54:15                          List Selected Transactions                                    Page:      1

Sl Statmnt Co  Cust#  Transaction    Buy   Prod Quantity  Unit Cost Unit Price        Driver   Veh Extended Booking Unincd
Tp   Date  #            Date  Time   Host   #                                          Card      #   Amount   Date   Date

Selling Host:    998        Site Code:  ZZ

L 05/31/05  1        3 05/03/05  5:49    998    3   21.850   1.61115   1.50900         713504          32.97  05/31/05
L 05/31/05  1        3 05/03/05 16:48    998    3   15.738   1.62156   1.54900         713505          24.38  05/31/05
L 05/31/05  1        3 05/03/05  6:27    998    3   16.649   1.61116   1.55900         713506          25.96  05/31/05
L 05/31/05  1        3 05/04/05  5:29    998   19   51.765   1.29578   1.17900         713500 4004     61.03  05/31/05
L 05/31/05  1        3 05/04/05  5:28    998   19   55.948   1.30618   1.18900         713501 4005     66.52  05/31/05
L 05/31/05  1        3 05/04/05  5:43    998   19   55.146   1.29578   1.17900         713502 4006     65.02  05/31/05
L 05/31/05  1        3 05/04/05  5:48    998   19   71.924   1.29578   1.17900         713503 4007     84.80  05/31/05

Total Transactions:    7    Total Quantity:    289.020         Total Extended Amount:         360.68
```

Lagging Transactions Report

From the Cardlock, Reports Menu, Lagging Transactions
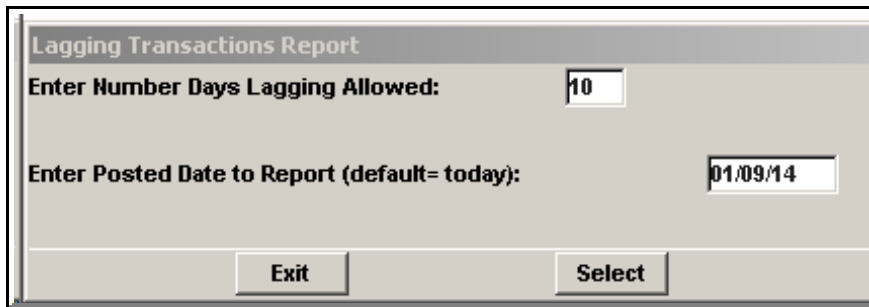
Example 1.

If you post daily
If you enter 2 in the Number Days Lagging Allowed box with a Posted Date of
1/9/14, the report will show all transactions posted with the transaction date
before 01/07/14.

Example 2.

If you do not post daily
In the second example, the last time you posted was on 01/01/14. Today is
01/09/14 and you have posted. The number of lagging days allowed will need to
take into account transactions with the date before 12/31/13 that have not been
posted on 01/01/14. Therefore we suggest you enter 10 in the Number Days
Lagging allowed.

Un-invoiced Customer Purchases

This invoice-styled report provides an important tool to keep your customers informed of their purchases prior to the actual invoice being delivered. An optional byproduct of the report can be the computer to computer magnetic invoice. Making this available to fleet operators will save them the manual effort of posting information into their vehicle maintenance software. As a result they will be encouraged to buy more and more from you.

▲ This report will print all of your customer's purchases that have been final posted, but have not been invoiced.

▲ The printed report will have the same format as the invoice and vehicle summary.

▲ Check the box that will report your customer's information the way they want to see it.

All un invoiced transactions

You want all un-invoiced transactions since the last statement, regardless if they have already appeared on a prior un invoiced report.

Un- invoiced Transactions not previously reported

> You want un invoiced transactions that have not previously appeared on an un invoiced report. Choose this selection for the customer who wants a regular report on their un invoiced transactions, and only wants to see transactions that they have not seen on a prior report.

Un-invoiced transactions previously reported from xx xx xx date thru xx xx xx date.

> If you check this box and enter a from and thru date, you can reprint a prior un invoiced report. It will include transactions that have appeared on a previous un invoiced report. You must use the dates you ran the un invoiced report the first time for this to process.

> ▲ Enter a customer number or up to 10 customer numbers. You cannot run this for all customers.

> ▲ Update

To create an Un invoiced Transaction report on a diskette:

> ▲ In Customer File Maintenance, set the customer up for Magnetic Invoice.

> ▲ Post transactions

> ▲ Select the Un invoiced Transaction Report

> ▲ Enter the customer number

> ▲ Check the "Not already selected" box (If you select ALL, the system will select all transactions since the last statement run. Most of your customers will not want to see transactions they have seen before.)

> ▲ Update and the Un invoiced report will print. The system will prompt you to insert a blank diskette. It will create a file to the diskette called MAGINVC.DAT and MAGINV.ASC (ASCII file format) or MAGINV.CSV (comma delimited file format)

An ASCII file (3char Site)

is a standard way of transporting data from one software program to another. The file will include one record for every transaction. Each Record includes the data one character after the other, separated by a "hard return" code at the end of each record. This allows the customer to "import" the data into another software program.

The customer must already have this "other" software program that allows for "importing" of ASCII files. This program could be a spreadsheet or database package (like Lotus or Paradox), or a vehicle management software package.

Be sure to talk to your customer prior to setting them up for this feature so they understand what they are getting from you.
Also see how to read an ASCII file format in the Magnetic Invoice section of this manual.

A Comma Delimited file

makes importing into spreadsheets and word processors much easier. If you select this format, the Magnetic invoice will be named MAGINVC.CSV. Then, when the end user opens the file in Excel, for example, they will select a file named CSV file and open it as "Delimited".

```
    AUTOFUELING SYSTEMS              01-    7           *** Uninvoiced Customer Purchases ***              Page  1
    7414 NE HAZEL DELL AVE
    VANCOUVER, WA  98665                                 Terms: Prepay               due 09/10/05


    360-695-0386


    Smith & Sons Trucking Company
    George Smith
    9201 Thompson Lane                                   If you let us know your expected MPG for each card,
    PO Box 16882                                              your invoice will show actual vs expected
    Vancouver, WA  98621

         Card#  Name    Location of Purchase    Date  Time    ODOM    MPG  Product          Quantity  Discount   Price    Amount


         3000  #1 1998                                             No opening odometer

         600005  Frank Gonzales                                                    DEPT 2
MC:Olympia WA; 8450 Old Highway 99         08/25/05 13:53 541477        DIESEL   NoSales  98.827 G         1.76900    174.82
    Vehicle Totals                                      expected:  7.00 diff:   7.00     98.827                       174.82

         3002  #3 1997                                             No opening odometer

         600007  Ron Lindsey                                                      DEPT 3
RI:Cottage Grove OR; 290 Palmer Avenue     08/24/05  5:56 688459        DIESEL   No Sale  65.548 G         1.89900    124.48
    Vehicle Totals                                      expected:  6.00 diff:   6.00     65.548                       124.48

         3012  #4 2001                                             No opening odometer

         600008  Roger Sawyer                                                     DEPT 3
AKE:Waterman IL; 9391 State Route 23        08/25/05  5:59 374157        DIESEL   No Sale  232.118 G        1.74900    405.97
KZ:Park City UT; Silvercreek Jct. I-80 & US 4 08/29/05  6:00 371037      DIESEL   No Sale  163.000 G        1.78900    291.61
I8:Boise ID; 3712 W. Chinden                08/30/05  5:57 376093        DIESEL   No Sale  173.621 G        1.74900    303.66
    Vehicle Totals   1,936 miles /  336.62 gals. =   5.75 MPG expected:  6.00 diff:    .25     568.739                1,001.24
```

Volumes by Customer

You can find this screen in Cardlock, Reports, Volume Reports.

This report will give you a quick view of the overall profitability of specific products for one or all of your customers. Run the report by customer number, class or by cycle code.

Select Booking Date to run transactions for the whole month OR Select a Date Range Code and select a Start Date and time and End Date and time.

Create Misc Codes and assign them to your customers to be able to run reports based on a selected Misc. Code.

Sample of report:

```
2012/03/08 11:23:41              Volumes by Customer Number - Detail Report with Recap                    Page   1
_____
Customer: 000007
Booking Date: 05/31/05
Date and Time Range from  0:00 on           thru 23:59 on          (          )
State Included/Excluded:       Customer Class:      Cycle:      Product Line:      Product Class:     Product Number:
Miscellaneous Code:

=============================================================================================================== Gross Profit
    7 Smith & Sons Trucking Company   1 David Page                         Quantity      Sales Amt         Cost   Amount    %
========================================================================

                                      D       19 DIESEL      4,818.695      7,052.34      6,522.90    529   7.5 %
                                      D     1002 OFFROAD         69.844         78.71         64.82     13  17.6 %
                                      D     1021 OFFDIESL        87.400        104.58         84.68     19  19.0 %
                                      Dsl    Totals..........  4,975.939      7,235.63      6,672.40    563   7.8 %

         7 Smith & Sons Trucking Company           Customer Totals........  4,975.939      7,235.63      6,672.40    563   7.8 %
```

Volumes by Site

Review sales and gross profits by individual locations. The Host number will default to your company master host. This report lists sales by product within a site, for all sites that are assigned to the selected Host number. If you have multiple hosts, run this report for each host. If you enter a host number that is not yours, the report will show all your customers purchases at that Host's site(s).
To see the Recap only, enter Summary in the Report level field.

Transaction Time Range
Select Booking Date to run transactions for the whole month OR Select a Date Range Code and select a Start Date and Time and End Date and Time.

```
2012/03/08 12:17:53                    Volumes By Site and Buying Host - Detail Report with Recap                Page   1
                                                       All Site Types
_____
Booking Date: 05/31/05
Date and Time Range from  0:00 on          thru 23:59 on          (          )
Host:    998 AutoFueling Systems
Site:              Site Type: A

================================================================================================= Gross Profit
Site ZZ             12366 N.E. Highway 99 Vancouver,WA          Quantity    Sales Amt       Cost  Amount    %
=======================================================================
                                   Gas       1 NO LEAD          81.289      115.56       111.48       4   3.5 %
                                   Gas       3 NL PREM         116.120      179.59       173.79       5   3.2 %
                                   Gas Class Totals..............  197.409    295.15     285.27       9   3.3 %
Buying Host    995 Test Host 3 - AmeriNet       Host Totals...........   197.409    295.15     285.27       9   3.3 %


                                   Dsl      19 DIESEL         1485.266    1,851.60    1,777.36      74   4.0 %
                                   Dsl Class Totals..............  1485.266  1,851.60   1,777.36      74   4.0 %
Buying Host    996 Test Host - Petro Canada     Host Totals...........  1485.266  1,851.60   1,777.36      74   4.0 %


                                   Dsl      19 DIESEL         1402.190    1,744.92    1,674.81      70   4.0 %
                                   Dsl Class Totals..............  1402.190  1,744.92   1,674.81      70   4.0 %
                                   Gas       1 NO LEAD          96.557      138.85       134.02       4   3.5 %
                                   Gas       3 NL PREM          95.725      148.23       143.44       4   3.2 %
                                   Gas Class Totals..............  192.282    287.08     277.46       9   3.4 %
Buying Host    997 Test 2                       Host Totals...........  1594.472  2,032.00   1,952.27      79   3.9 %


                                   Dsl      19 DIESEL         3087.265    3,868.20    3,477.44     390  10.1 %
                                   Dsl    1021 OFFDIESL         66.592       84.29       64.20      20  23.8 %
                                   Dsl Class Totals..............  3153.857  3,952.49   3,541.64     410  10.4 %
```

Foreign Sales Summary

You can find this report from Cardlock, Reports, Volume Reports. Run this report along with the Foreign Purchases summary and together they will help you to reconcile with the ICB report. See more information on reconciling to your ICB report in the manual pages on Balancing.

PacPride pays transfer price through ICB which includes taxes plus mark-up. Foreign Sales transfer price equals the sales amount on the Site Consolidated Tax Recap except when sales tax is charged on the retail selling price.

Sample of report.

```
2012/04/17 14:03:33                    Foreign Sales Summary                         Page    1


Booking Date: 08/31/05                              Host     998
Date Range from          thru          by


================================================================================= Transfer
Host    998 AutoFueling Systems            Product              Quantity           Price
=============================================

                                   1 NO LEAD                   85.116           149.60
                                   3 NL PREM                  121.545           231.68
                                   Gas Totals.................  206.661          381.28
   995 Test Host 3 - AmeriNet     Buying Host Totals...........  206.661          381.28

                                  19 DIESEL                 1,556.588         2,419.44
                                   Dsl Totals.................1,556.588         2,419.44
   996 Test Host - Petro Canada   Buying Host Totals...........1,556.588         2,419.44

                                  19 DIESEL                 1,309.898         2,023.42
                                   Dsl Totals.................1,309.898         2,023.42
                                   1 NO LEAD                  101.031           178.20
                                   3 NL PREM                  100.421           195.67
                                   Gas Totals.................  201.452          373.87
   997 Test 2                     Buying Host Totals...........1,511.350         2,397.29

                                  19 DIESEL                 2,866.486         4,442.86
                                   Dsl Totals.................2,866.486         4,442.86
                                   1 NO LEAD                  186.147           327.80
                                   3 NL PREM                  221.966           427.35
                                   Gas Totals.................  408.113          755.15
                                  Selling Host Totals...........3,274.599         5,198.01
```

Foreign Purchases Summary

Run this report along with the Foreign Sales summary and together they will help you to reconcile with the PacPride ICB report. See more information on reconciling to your ICB report in the manual pages on Balancing. This report shows the product total and where your customers purchased.

Volumes by Customer and Site

Find this screen in Cardlock, Reports, Volume Reports.
This report can be used by your sales staff to check on buying patterns of specific customers.

Version 8.1 New selections added to this Volume report:
From Customer Number Thru Customer
Customer Class
Cycle Code
Transaction Time Range
State/Province
Product Class
Product Line
Porduct Number
Misc Code.

Booking Date
> Enter a Booking Date to see transactions for the whole month OR select Date Range Code to be able to use the Transaction Time Range.

Sample of report

```
2012/04/17 15:02:11                    Volumes by Customer and Site                                      Page    1

Customer: 000007
Booking Date    08/31/05
Date and Time Range from  0:00 on          thru 23:59 on          (          )
Sequence        Customer Name
State Included/Excluded:        Customer Class:     Cycle:     Product Line:     Product Class:     Product Number:
Miscellaneous Code:
Site Codes:


==============================================================================================================
    7 Smith & Sons Trucking Company      Contact: George Smith                   1 David Page
      9201 Thompson Lane            Phone:    360-542-8000
      PO Box 16882                  Fax:      360-542-8023                                        Gross Profit
      Vancouver WA  98621                                       Quantity    Sales Amt      Cost   Amount    %
==============================================================================================================

                                  19 DIESEL             442.621       853.81      803.38       50    5.9 %
                       Dsl    Totals.....................  442.621       853.81      803.38       50    5.9 %
Site 2P         7001 East Parkway Sacramento, CA          442.621       853.81      803.38       50    5.9 %
                                  19 DIESEL             234.753       455.19      427.43       27    6.1 %
                       Dsl    Totals.....................  234.753       455.19      427.43       27    6.1 %
Site ADU        1000 Olive Street Ramona, CA             234.753       455.19      427.43       27    6.1 %
                                  19 DIESEL             802.384     1,407.52    1,326.62       80    5.7 %
                       Dsl    Totals.....................  802.384     1,407.52    1,326.62       80    5.7 %
Site AKE        9391 State Route 23 Waterman, IL         802.384     1,407.52    1,326.62       80    5.7 %
                                  19 DIESEL             367.949       664.12      656.30        7    1.2 %
                                1021 OFFDIESL            45.844        65.96       57.46        8   12.9 %
                       Dsl    Totals.....................  413.793       730.08      713.76       16    2.2 %
Site H2         15652 68th Avenue Coopersville, MI       413.793       730.08      713.76       16    2.2 %
                                  19 DIESEL             664.944     1,152.20    1,075.69       76    6.6 %
                                1021 OFFDIESL            22.922        31.15       26.56        4   14.7 %
                       Dsl    Totals.....................  687.866     1,183.35    1,102.25       81    6.9 %
Site I8         3712 W. Chinden Boise, ID                687.866     1,183.35    1,102.25       81    6.9 %
                                  19 DIESEL             815.568     1,454.35    1,359.80       94    6.5 %
                                1002 OFFROAD             73.590        99.00       85.03       13   14.1 %
                       Dsl    Totals.....................  889.158     1,553.35    1,444.83      108    7.0 %
```

Volumes by Salesperson and Customer

Find this screen in Cardlock, Reports, Volume Reports.
This report is useful for salespersons who want to see what their individual customers are buying. Also a helpful tool for sales management to see at a glance the volumes their salespeople are doing.

Version 8.1
New selection: Transaction Time Range

Select Booking Date to run transactions for the whole month OR Select Date Range Code and select a Start Date and time and End Date and time.

```
Booking Date:
Date and Time Range from  0:00 on 03/01/05 thru 23:59 on 03/15/05 (Transaction)

========================================================================================= Gross Profit
 Salesperson  1 David Page                        (C)           Quantity    Sales Amt       Cost      Amount    %
=================================================================================================

                                        19 DIESEL          2,258.390      3,229.41     2,987.69      241   7.5 %
                                      1002 OFFROAD             36.486         40.46        32.94        7  18.6 %
                                      1021 OFFDIESL            21.210         24.79        20.57        4  17.0 %
                                Dsl Totals................  2,316.086      3,294.66     3,041.20      253   7.7 %
         7 SMITH & SONS TR      Customer Totals...........  2,316.086      3,294.66     3,041.20      253   7.7 %

     1 David Page               Salesperson Totals........  2,316.086      3,294.66     3,041.20      253   7.7 %
```

```
Booking Date:
Date and Time Range from  0:00 on 03/01/05 thru 23:59 on 03/15/05 (Transaction)

========================================================================================= Gross Profit
 Salesperson  1 David Page                        (C)           Quantity    Sales Amt       Cost      Amount    %
=================================================================================================




=================================================================================================
    R E C A P   B Y   P R O D U C T   A N D   C L A S S,  1) FOR THIS COMPANY, AND 2) BY TYPE OF SALE
=================================================================================================

                                        19 DIESEL          2,258.390      3,229.41     2,987.69      241   7.5 %
                                      1002 OFFROAD             36.486         40.46        32.94        7  18.6 %
                                      1021 OFFDIESL            21.210         24.79        20.57        4  17.0 %
                                Dsl Totals................  2,316.086      3,294.66     3,041.20      253   7.7 %
 Company Totals      22 Transactions, Avg.Quantity  105.3   2,316.086      3,294.66     3,041.20      253   7.7 %

                                        19 DIESEL            288.628        402.00       366.71       35   8.8 %
                                Dsl Totals................    288.628        402.00       366.71       35   8.8 %
 Local Sales          4 Transactions, Avg.Quantity   72.2     288.628        402.00       366.71       35   8.8 %

                                        19 DIESEL          1,969.762      2,827.41     2,620.98      206   7.3 %
                                      1002 OFFROAD             36.486         40.46        32.94        7  18.6 %
                                      1021 OFFDIESL            21.210         24.79        20.57        4  17.0 %
                                Dsl Totals................  2,027.458      2,892.66     2,674.49      218   7.5 %
 Foreign Purchases   18 Transactions, Avg.Quantity  112.6   2,027.458      2,892.66     2,674.49      218   7.5 %
```

Volumes by Salesperson and Site

Find this screen in Cardlock, Reports, Volume Reports.
This report shows the quantity, sales and gross profit for purchases for a
salesperson's customers.

Select Booking Date to run transactions for the whole month OR select Date Range
Code and select a Start Date and time and End Date and time.

```
2012/04/17 15:21:03              Volumes by Salesperson and Site - Detail Report with Recap              Page   1

Booking Date:
Date and Time Range from  0:00 on 03/01/05 thru 23:59 on 03/15/05 (Transaction)
Salesperson: 99    Site: ZZ
==================================================================================================== Gross Profit
Salesperson 99 HOUSE ACCOUNT                                        Quantity    Sales Amt       Cost   Amount    %
====================================================================
                                        Dsl     19 DIESEL           875.303     1,001.64      892.10      109  10.9 %
                                        Dsl   1021 OFFDIESL          43.430        54.24       40.85       13  24.7 %
                                        Dsl    Totals...........    918.733     1,055.88      932.95      122  11.6 %
                                        Gas      1 NO LEAD          325.833       503.20      466.58       36   7.3 %
                                        Gas      3 NL PREM          312.247       505.42      460.14       45   9.0 %
                                        Gas    Totals...........    638.080     1,008.62      926.72       81   8.1 %
                                        Oil    101 LUB OILS           2.000         4.50        4.14             8.0 %
                                        Oil    Totals...........      2.000         4.50        4.14             8.0 %

 ZZ            12366 N.E. Highway 9; Vancouver,WA    Site Totals..  1,558.813    2,069.00    1,863.81      205   9.9 %

  99 HOUSE ACCOUNT                    Salesperson Totals............  1,558.813   2,069.00    1,863.81      205   9.9 %
```

```
2012/04/17 15:21:03              Volumes by Salesperson and Site - Detail Report with Recap              Page   2

Booking Date:
Date and Time Range from  0:00 on 03/01/05 thru 23:59 on 03/15/05 (Transaction)
Salesperson: 99    Site: ZZ
==================================================================================================== Gross Profit
Salesperson 99 HOUSE ACCOUNT                                        Quantity    Sales Amt       Cost   Amount    %
====================================================================


====================================================================================================
   R E C A P   B Y   P R O D U C T   A N D   C L A S S, 1) FOR THIS COMPANY, AND 2) BY TYPE OF SALE
====================================================================================================
                                        Dsl     19 DIESEL           875.303     1,001.64      892.10      109  10.9 %
                                        Dsl   1021 OFFDIESL          43.430        54.24       40.85       13  24.7 %
                                        Dsl    Totals...........    918.733     1,055.88      932.95      122  11.6 %
                                        Gas      1 NO LEAD          325.833       503.20      466.58       36   7.3 %
                                        Gas      3 NL PREM          312.247       505.42      460.14       45   9.0 %
                                        Gas    Totals...........    638.080     1,008.62      926.72       81   8.1 %
                                        Oil    101 LUB OILS           2.000         4.50        4.14             8.0 %
                                        Oil    Totals...........      2.000         4.50        4.14             8.0 %
Company Totals         52 Transactions, Avg.Quantity   30.0        1,558.813     2,069.00    1,863.81      205   9.9 %

Local Sales            52 Transactions, Avg.Quantity   30.0        1,558.813     2,069.00    1,863.81      205   9.9 %

Foreign Purchases         Transactions, Avg.Quantity    0.0                                                     .0 %
```

Volumes by SIC and Customer

Find this report in Cardlock, Reports, Volume Reports. If you assign SIC codes (standard industrial classifications) to your customers, this report will show you where your sales and gross profits are concentrated.

Version 8.1
New selection: Transaction Time Range

Select Booking Date to run transactions for the whole month OR select Date Range Code and select a Start Date and time and an End Date and time.

Sample of report.

```
2012/04/17 15:26:00          Volumes by SIC and Customer - Detail Report with Recap              Page   1

Booking Date:
Date and Time Range from  0:00 on 03/01/05 thru 23:59 on 03/15/05 (Transaction)
SIC Number:

==============================================================================================================
SIC Code  782 Landscape contractors                                                        Gross Profit
============================================================   Quantity    Sales Amt      Cost    Amount    %
                           1021 OFFDIESL      16.160       20.18      15.20        4   24.7 %
                        Dsl Totals.................    16.160       20.18      15.20        4   24.7 %
                              1 NO LEAD       74.645      115.31     107.20        8    7.0 %
                        Gas Totals.................    74.645      115.31     107.20        8    7.0 %
                            101 LUB OILS       2.000        4.50       4.14             8.0 %
                        Oil Totals.................     2.000        4.50       4.14             8.0 %
           9 B&A LANDSCAPING                  92.805      139.99     126.54       13    9.6 %

      SIC  Code  782    SIC Totals.................    92.805      139.99     126.54       13    9.6 %


==============================================================================================================
SIC Code 4213 Trucking                                                                     Gross Profit
============================================================   Quantity    Sales Amt      Cost    Amount    %
                             19 DIESEL     2,258.390    3,229.41   2,987.69      241    7.5 %
                           1002 OFFROAD       36.486       40.46      32.94        7   18.6 %
                           1021 OFFDIESL      21.210       24.79      20.57        4   17.0 %
                        Dsl Totals.................  2,316.086    3,294.66   3,041.20      253    7.7 %
           7 SMITH & SONS TR              2,316.086    3,294.66   3,041.20      253    7.7 %
                             19 DIESEL       596.990      843.33     774.20       69    8.2 %
                        Dsl Totals.................   596.990      843.33     774.20       69    8.2 %
           8 SMITH & SONS TR                 596.990      843.33     774.20       69    8.2 %

      SIC  Code 4213    SIC Totals.................  2,913.076    4,137.99   3,815.40      322    7.8 %
```

Volumes by Zip Code and Customer

You can find this report in Cardlock, Reports, Volume Reports. You can look at which geographic areas your sales come from. Perhaps this will point out opportunities for marketing efforts.

<u>Version 8.1</u>
New selection: Transaction Time Range

Select Booking Date to run transactions for the whole month OR select Date Range Code and select a Start Date and time and End Date and time.
Sample Report

Page 2 of sample report

```
2012/04/17 15:31:52                    Volumes by Zip Code and Customer - Detail Report with Recap

Booking Date:
Date and Time Range from  0:00 on 03/01/05 thru 23:59 on 03/15/05 (Transaction)
Zip Codes from 93361      thru 95580

================================================================================================= Gross Profit
Zip Code:  93361                                          Quantity      Sales Amt        Cost    Amount    %
======================================================

==================================================================================================
    R E C A P   B Y   P R O D U C T   A N D   C L A S S, 1) FOR THIS COMPANY, AND 2) BY TYPE OF SALE
==================================================================================================

                              19 DIESEL        596.990        843.33       774.20      69   8.2 %
                         Dsl   Totals.........  596.990        843.33       774.20      69   8.2 %
Company Totals      4 Transactions, Avg.Quantity  149.2   596.990        843.33       774.20      69   8.2 %

                              19 DIESEL        216.140        298.06       271.86      26   8.8 %
                         Dsl   Totals.........  216.140        298.06       271.86      26   8.8 %
Local Sales         1 Transactions, Avg.Quantity  216.1   216.140        298.06       271.86      26   8.8 %

                              19 DIESEL        380.850        545.27       502.34      42   7.9 %
                         Dsl   Totals.........  380.850        545.27       502.34      42   7.9 %
Foreign Purch       3 Transactions, Avg.Quantity  127.0   380.850        545.27       502.34      42   7.9 %
```

Sales and Gross Profit by Date

Run this report from Cardlock, Reports, Volume Reports.
This report lets you view sales and gross profit by date, and optionally, products for each business day. The gross profit amount assumes your laid in cost is close to the Pacific Pride transfer cost on each day.


```
2012/04/17 15:35:25                    Sales & Gross Profit by Day                              Page    1

Booking Date: 08/31/05

                ........ Foreign Sales ..........    ........ Local Sales .............    ..... Foreign Purchases ........
Day            Quantity    Trfr Price    Margin      Quantity      Sales      Margin       Quantity      Sales      Margin
                                                                    Amt                                   Amt

 8/02                                                 274.262      466.19      34.08        104.800      173.86      11.69
 8/03           227.307      346.34      11.37        138.081      251.49      15.58        240.025      413.54      28.19
 8/04           208.839      297.52      10.44        339.489      511.22      42.22        348.527      620.80      41.37
 8/05            25.105       48.92       1.26         21.876       43.07       2.64        190.517      365.84      22.20
 8/06                                                 141.676      260.03      23.29        125.228      242.82      14.81
 8/07                                                 146.024      297.83      18.71        231.860      415.34      24.01
 8/08           196.477      310.38       9.83        283.560      451.28      35.68        347.341      616.64      20.68
 8/09           271.434      434.04      13.58         16.374       32.08       1.96        248.894      456.98      28.69
 8/10            22.922       41.58       1.15        294.653      470.35      37.97        236.985      416.86      23.53
 8/11           144.563      235.67       7.23         77.662      157.64      10.07
 8/12           221.202      355.81      11.06        253.349      384.13      32.83
 8/13                                                  32.025       66.43       4.42        137.032      242.41      15.45
 8/14                                                 164.822      312.02      22.45        245.488      433.77      30.62
 8/15           142.993      224.09       7.15         56.759      110.62       6.21        157.139      277.98      18.36
 8/16           221.582      352.50      11.08                                              112.278      216.58      12.37
 8/17                                                 534.279      892.66      72.70        125.037      222.44      14.28
 8/18           126.586      198.38       6.33         20.740       45.19       3.14        358.017      650.77      43.96
 8/19           218.525      362.94      10.92        328.862      531.86      40.57        340.495      603.50      41.26
 8/20            17.464       31.02       0.87         55.908      114.13       7.03         52.743      100.16       6.22
 8/21                                                 105.934      203.07      14.58        243.219      465.42      27.26
 8/22                                                  26.197       57.61       4.50        206.292      368.50      21.93
 8/23                                                 311.057      498.53      40.00        173.653      304.15       7.78
 8/24           364.924      571.88      37.22        220.680      334.57      28.57         65.548      124.48       7.73
 8/25           257.276      425.97      26.23         84.278      164.36       9.38        330.945      580.79      35.29
 8/26           192.112      301.06      19.59        291.440      477.31      36.80
 8/27            28.380       50.41       2.90         46.118       94.89       6.48
 8/28                                                  22.922       49.95       3.48
 8/29           221.856      352.92      22.63        291.455      472.47      38.87        179.374      313.70      21.28
 8/30           165.052      256.58      16.83                                              173.621      303.66      19.08

Company Totals:
              3,274.599    5,198.01     227.67      4,580.482    7,750.98     594.21      4,975.058    8,930.99     538.04
```

Sales History by Customer

Find this screen in Cardlock, Reports, Sales History Reports.

This is a quantity-based report that shows volume by product, month and year.
Use the Customer Volume Summary to see the sales and gross profits of these
customers, and determine their profitability.
A very important tracking report. You can use it to identify customers who are
reducing their purchases, or increasing them. Of course, if they are increasing
purchases, a review of credit limits will be in order.

▲ To run the Sales History by Customer report only, make sure the Options for
reporting changes in volume fields are left blank.

Create a CSV file by checking the box.

```
2012/03/07 15:04:21                    Sales History by Customer Number                              Page    1

Date Range 01/01/05 thru 05/01/05        Customer State           Host                     Compare Date
Customer Range       3 thru      9       Misc. Code               Site                      Base Date
                                         Purchase State           Product                   For Percentage >           0%
                                                                                            Volume Change >       0 Gals
Company -   1 AUTOFUELING SYSTEMS                                                            Compare Type Decrease


========================================================================================================================
    3 Vancouver School District
        Don Holland                   360-259-6391
        99 HOUSE ACCOUNT              MO
                                                                                                      Total
Year                       JAN    FEB    MAR    APR    MAY    JUN    JUL    AUG    SEP    OCT    NOV    DEC    Quantity

2005     19 DIESEL       2,255  1,878  2,311  2,127                                                           8,574
Class D Totals          2,255  1,878  2,311  2,127                                                           8,574
2005      3 NL PREM        288    275    306    309                                                          1,179
Class G Totals            288    275    306    309                                                          1,179
2005 Totals             2,544         2,617                                                                  9,754
                               2,154         2,437
Customer Totals         2,544         2,617                                                                  9,754
                               2,154         2,437

========================================================================================================================
    4 Huckleberry Farm
        Simon Jenkins                 360-695-3344
        99 HOUSE ACCOUNT              WK
                                                                                                      Total
Year                       JAN    FEB    MAR    APR    MAY    JUN    JUL    AUG    SEP    OCT    NOV    DEC    Quantity

2005   1021 OFFDIESL       25     27     27     27                                                            106
Class D Totals            25     27     27     27                                                            106
2005      1 NO LEAD      165    171    172    174                                                            683
2005      3 NL PREM      142    128    149    151                                                            572
Class G Totals          307    299    322    326                                                          1,256
2005 Totals             332           350                                                                  1,363
                               326           353
Customer Totals         332           350                                                                  1,363
                               326           353
```

You can optionally make this an exception report to show only those who have
increased or decreased by a specified percentage within volume limits. I.e., report
customers who have decreased 10% but it must be at least 200 gallons.

To run a Change in volume report

From Date
> Enter a date you want this report to select from. If you leave this field
> blank, the program will report all dates on record.

Report Volume Changes
> Enter a minimum volume amount. Any quantities below this amount will
> be excluded from the report.

Type of change
> Choose Decrease or Increase. This indicates the kind of change to report for
> the percentage chosen in the dates specified.

Percentage Changes
> Enter the percentage change in whole numbers.

Base Date (MM.YY)
> The volume purchased in the month and year entered here is the volume
> the percentage change is based upon. It must be a month included in the
> date range specified.

Compare Date (MM.YY)

Enter the date through which you want the comparison made. It must be a month included in the date range specified.

Ie. If you want to compare Jan 03 percent change to May 03 volumes, you would enter 01.03 in the Base Date and 05.03 in the Compare Date.

Sales History by Salesperson

This is the same report as Sales History by Customer except it is grouped by salesperson.

> ▲ To run the Sales History by Salesperson report only, make sure the options for reporting changes in volume fields are blank.

Be sure to enter a date you want this report to select from. If you leave this field blank, the program will report all dates on record.

```
2012/04/19 10:03:00                    Sales History by Salesperson and Customer Name                          Page:    1

Selections: Date range  01/01/05 Through 05/01/05  Salesperson range   1 through  99
            Host#         Site                    Prod#
                                                  Customer State          Misc Cd          State where purchased
Compare            Base Date  0/00  For Percentage >    0%   Volume Change >      0 Gals  Compare Type Decrease

Year   Product      January        March         May          July      September      November          Total
                         February        April         June        August      October       December     Quantity

( 1)  1  David Page                            Commision: C  Method: C  Initial Rate 0.03000 # Periods   3 Lifetime Rate 0.00500
        7  Smith & Sons Trucking Company       WK  George Smith            360-542-8000

2005 D    19 DIESEL      4,487  4,217  4,516  4,561                                                          17,784
2005 D  1002 OFFROAD        65     52     67     68                                                             253
2005 D  1021 OFFDIESL       80     84     84     85                                                             334
    Class D Total:       4,632  4,353  4,669  4,716                                                          18,372
    2005 Total:          4,632         4,669                                                                 18,372
                                4,353         4,716
    Customer Total:      4,632         4,669                                                                 18,372
                                4,353         4,716

        8  Smith & Sons Trucking Company PDX   WK  George Smith            503-922-7856

2005 D    19 DIESEL        818    826    834    843                                                           3,322
    Class D Total:         818    826    834    843                                                           3,322
    2005 Total:            818           834                                                                  3,322
                                  826           843
    Customer Total:        818           834                                                                  3,322
                                  826           843

Salesperson Total        5,451         5,504                                                                 21,695
                                5,180         5,559
```

To run a Change in volume report

From Date
>   Enter a date you want this report to select from. If you leave this field
>   blank, the program will report all dates on record.

Report Volume Changes
>   Enter a minimum volume amount. Any quantities below this amount will
>   be excluded from the report.

Type of change
>   Choose Decrease or Increase. This indicates the kind of change to report for
>   the percentage chosen in the dates specified.

Percentage Changes
>   Enter the percentage change in whole numbers.

Base Date (MM.YY)
>   The volume purchased in the month and year entered here is the volume
>   the percentage change is based upon. It must be a month included in the
>   date range specified.

Compare Date (MM.YY)
>   Enter the date through which you want the comparison made. It must be a
>   month included in the date range specified.
>   Ie. If you want to compare Jan 03 percent change to May 03 volumes, you
>   would enter 01.03 in the Base Date and 05.03 in the Compare Date.
>   Don't forget the period in the middle of the month and year.

Sales History by Site

This report lets management take a longer view of the volume of product sales by site, month and year.

From Date

Enter a date you want this report to select from. If you leave this field blank, the program will report all dates on record.

Meter Reconciliation Audit

If you are showing a variance on your Meter Reconcile, run this report to check for extra or missing transactions.

Meter Reconciliation Audit

If you are showing a variance on your Meter Reconcile, run this report to check for extra or missing transactions.

Pre-Pay/Automatic Pay Customers Report

A report which shows which customers have been declared as either prepay or automatic pay (Visa, EFT, etc.)

Discounts Offered vs. Taken

Find this screen in Cardlock, Reports.

This report is a statistical view of the result of prompt pay discounts. It must be viewed over the long term because the taken discount follows the offer by a period of time that in many cases overlaps accounting periods. I.e., Discounts offered on the final billing cycle of a month, are not taken until the next month. Therefore, the basic assumption of this report assumes a consistency over a period of time.

Prompt Pay Volume Summary

You will find this report in Cardlock, Reports menu. Use this report to see the prompt pay discount that was offered to your customers. Run for each volume group or leave blank to see all customers. This is the same report that you are prompted to print when you process initial statements, so only current statement cycles are reported.

Salesperson Commission Report

AutoFueling Systems provides a compensation tracking program that allows assigning an initial rate for a set number of months and then an optional life time rate. The rate can be set as an amount per gallon sold or as a percentage of gross profit, allowing management flexibility in designing sales incentive programs. The starting effective date of the commission accrual can be deferred and can also be set to be started based on the issue date of individual cards. Set up your salespersons in file maintenance.

NOTE: The salesperson is assigned to transactions when the transactions are posted. The commission is calculated each time the Commission Report is run.

Customer Sales Ranking Report

Run a report to see which of your customers has the highest sales. See Year to Date, Month to Date and Last Year Sales figures for these customers.

From the Cardlock menus ➜ Reports ➜ Customer Sales Ranking

Customer Sales Ranking

Number of Customers to rank (50): 50

Exit   Select

Enter the number of customers you want to report on.

```
07/06/29 12:14:38                        Customer Sales Ranking Report                            Page:    1

Co.  Cust.                                              Y.T.D.    % of              M.T.D.      Last Year
Nbr   Nbr    Name                      Phone Number     Sales     Total    Rank     Sales         Sales

1       7 Smith & Sons Trucking Company 360-542-8000    57,606.54   40.7     1       7,701.65
          George Smith
1    9999 Foreign Sales                                 31,948.28   22.5     2       3,239.19
1       3 Vancouver School District     360-259-6391    24,898.55   17.6     3       2,890.12
          Don Holland
1       8 Smith & Sons Trucking Company PDX 503-922-7856 10,585.14   7.5     4       1,610.59
          George Smith
1       2 Fircrest Carpet Cleaning      360-777-9280     5,255.88    3.7     5         692.91
          James Dunn
1       4 Huckleberry Farm              360-695-3344     4,809.85    3.4     6         611.79
          Simon Jenkins
1       9 B&A Landscaping               360-693-7211     2,345.29    1.7     7         258.73
          Joe Brumley & Jeff Albertson
1    1007 Old Town Sausage Co           360 674-9200       714.69     .5     8
          Hal Abraham
1    1008 Vancouver Funeral Home        360 892-5409       714.69     .5     9
          Sam Wolfe
1    1005 Jones, Ed                     360 289-7882       541.51     .4    10
          Ed Jones

Sales for top    10 selected customers:                139,420.42   98.5            17,004.98

Total Sales for all    16  customers:                  141,683.10                   17,004.98
```

Sample of Customer Sales Ranking Report

How to read Tax Reports

Items on a tax report	What it means
Collected Tax	The amount of tax you collected from the customer. Totals are given at the product, product class (diesel, gas, accessories and oil) site and state levels.
Ex-tax amount	Sales amount minus all taxes
Exempt	A status granted to purchasers which gives them exemption from a certain tax. (Exempt tax amounts are shown as a minus amount on reports)
Excise Tax	A cents-per-unit tax that is levied by the federal and some state governments
Federal, State, State other, County/City, Sales Tax collected	The amount of tax collected from the customer. Foreign sales taxes are collected via ICB from the franchisee.
How taxed	How this product was taxed. Beside each product is a tax code and a description. All tax is the default tax unless it is overridden in the card or customer file.
Memo: F/S Transfer Price	Selling price you get paid thru PacPride/CFN for Foreign Sales. This will be different from Sales Amount because sales tax is based upon retail selling price.
Net tax	A net tax amount assumes taxes have not been prepaid. If the tax is prepaid and the net tax is zero, and tax has been collected from the customer, then no tax is due. If the tax is prepaid and the customer is tax exempt and tax has not been collected from the customer, then a refund is due.
Payable	Taxes that are owed
Ppd. (sales tax)	For future use

Prepaid tax	Tax that has been paid when fuel was delivered
Product	The product that has been purchased. If you want to track taxes on non fuel products, you must set the flag to yes in your company master.
Sales Quantity	Amount of a product purchased
Sales Amount	Total sales dollars with all taxes applicable for the tax code appearing by the product.
Sales Tax	A %-per-sales-amount tax levied by some state, counties, cities and other governmental entities.
Sales Taxable Amount	The total sales amount sales taxable at the tax rate for your location. This is usually a percentage rate vs. a per gallon tax rate. Some states charge the sales tax rate and apply federal or state tax to the calculation (tax on tax), and some states charge sales tax on the product only. NOTE: For California Prepaid tax to and from other CA franchisees, refer to the PacPride controller, Historical Reporting - print CA SG Report Schedule A and B for Prepaid Sales Tax items. In AutoFueling, run Foreign Purchase and Foreign Sales reports. Sales tax is computed by the taxable $ x sales tax rate. There may be a slight rounding difference when computing this from the total sales vs. transaction by transaction. It could be a penny difference up or down per transaction.
Tax Amount	Quantity x tax rate
Tax Code	A code in AFS that tells you how this product was taxed
Tax Flag	The same as Tax Code
Tax collected via ICB (Foreign Sales)	Amount of gallons, sales and tax in the PacPride transfer price for foreign sales that is paid via ICB. Any tax that has not been prepaid when the product was paid for, must be remitted. (In most states this would only include sales tax)
Tax I.D.	The identity number that is assigned to your customer by a government entity.

Tax paid via ICB (Foreign Purchases)	The amount of tax that was paid by your customer to other franchisees. This amount is deducted twice per month by PacPride according to the transfer prices on the controller. NOTE: All taxes will be paid through the PacPride ICB according to the transfer price for that site. See Net Tax and **Important** below for tax exempt sales for customers who purchased at a foreign site.
Tax Difference	The difference between the amount of tax that has been paid in the transfer cost and the amount of tax that has been collected from customers.
Tax Rate	Tax rate levied, set up in the Tax Detail by Site
Transfer tax	Tax that is included in the PacPride transfer price
IMPORTANT	Refer to the state summary totals to be sure you are claiming all tax refunds for taxes that have been paid to other franchisees (foreign purchases) by your tax exempt customer. The PacPride transfer price includes full taxes, regardless if your customer is tax exempt.

Customer Excise Tax Reports

If you have tax exempt customers, use this report to support your tax reporting. The reports you choose to print will depend on what kind of tax exemption your customers are allowed. From this screen you can check appropriate boxes to print reports for the following excise taxes: Federal, state, state other, county and city. In some situations this report is also used to indicate customers who pay tax when others are normally exempt (this is currently a state and local application).
You will be prompted on the screen for each report selected, to print the report, and then again if you want to reprint it.

Each report you select from this screen will print in turn.

```
2013/10/15 12:50:00                           Customer Federal Excise Report                              Page   1

Booking Date from 08/31/05 thru 08/31/05  Product Class        Products     Sites
Customers     from        1 thru 999999    Product Line
Customer Misc. Code
Tax Flag                   E (E=Exempt, P=Payable)
Sales Type(s)              L/S & F/P
All sites

(Transaction Detail if present)
(Selling Host & Site)                                          (Date, Time & Trans#)                Tax        Tax
                                                                                   Quantity        Rate      Amount

=================================================================================================================
      9 B&A Landscaping               31577 Evenrude Way                        360-693-7211
                                      Battleground, WA 98603
--------------- Sale Type L ----------------------------------------------------------------------------------
Product   1021 OFF ROAD DIESEL

                                              Product Totals...   1021 OFF ROAD DIESEL        17.464                .00
                                              Totals for Customer      9..........................  17.464  .........      .00

=================================================================================================================
      4 Huckleberry Farm              749 Sinclair Valley Rd PO Box 67917       360-695-3344
                                      Battleground, WA 98604                    92-754162196714
--------------- Sale Type L ----------------------------------------------------------------------------------
Product   1021 OFF ROAD DIESEL

                                              Product Totals...   1021 OFF ROAD DIESEL        30.045                .00
                                              Totals for Customer      4..........................  30.045  .........      .00

=================================================================================================================
      7 Smith & Sons Trucking Company 9201 Thompson Lane PO Box 16882           360-542-8000
                                      Vancouver, WA 98621                       92-098643164574
--------------- Sale Type L ----------------------------------------------------------------------------------
Product   1021 OFF ROAD DIESEL

                                              Product Totals...   1021 OFF ROAD DIESEL        22.922                .00
```

▲You will be prompted to print any other reports that you have checked on the
   Customer Excise Tax Report screen.

Customer Sales Tax Reports

This report is intended to support your claim for exempt sales taxes in cases when individual customers must be reported to state and local government jurisdictions.

Excise Tax Recap Report

The second report that was requested on the screen is the State Excise Tax Recap.

```
2013/10/15 14:34:45                     State Excise Tax Recap                                    Page   1
L/S & F/P                    Product Class            Tax Flag E           Booking Dates from 08/31/05 thru 08/31/05
                             Product Line             State    WA          Customers              1 thru  99999
                                                      All sites            Customer Misc. Code


=================================================================================================================
Sale Type L                                                          Quantity    Transfer   Collected      Tax
Selling Host:    998   Site: ZZ                                                     Tax        Tax      Difference
12366 N.E. Highway 99 Vancouver, WA
-----------------------------------------------------------------------------------------------------------------

                            1021 OFF ROAD DIESEL                       70.431


            WA Washington         State Totals..............................    70.431



Products:
Sites:
```

Sales Tax Recap

Site Consolidated Tax Recap

You will find this screen in Cardlock Reports, Tax Reports.

State Consolidated Tax Recap

From Cardlock, Reports, Tax Reports.

Oregon Seller Tax Report - DSL

You can find this report in Cardlock, Reports, Tax Reports.

List purchases made in Oregon by Booking date.
Leave Product Line blank to include all diesel products lines.
List individual transactions or totals.

```
2013/10/15 14:40:18                        Oregon Use Fuel Seller Tax Report                          Page    1
                                                  Diesel Only
For booking dates from 08/31/05  to  08/31/05
Product line: all
All sites
_____

(Transaction Detail if present)                                           Taxable      Ex-Tax       Total
(Selling Host & Site)                          (Date, Time, & Trans#)    Gallons Sold Gallons Sold Gallons Sold

===============================================================================================================
    7 Smith & Sons Trucking Company      9201 Thompson Lane PO Box 16882          360-542-8000
                                         Vancouver WA 98621
---------------------------------------------------------------------------------------------------------------

   152 RI              290 Palmer Avenue Cottage Grov 08/03/05  6:51 0002   Y YY YY N      68.231                 68.231
   152 RI              290 Palmer Avenue Cottage Grov 08/05/05  6:00 0005   Y YY YY N      55.669                 55.669
   152 RI              290 Palmer Avenue Cottage Grov 08/07/05  5:58 0484   Y YY YY N      53.578                 53.578
   152 RI              290 Palmer Avenue Cottage Grov 08/18/05  5:56 0146   Y YY YY N      63.180                 63.180
   152 RI              290 Palmer Avenue Cottage Grov 08/20/05  6:15 0003   Y YY YY N      52.743                 52.743
   152 RI              290 Palmer Avenue Cottage Grov 08/22/05  5:57 0014   Y YY YY N      51.293                 51.293
   152 RI              290 Palmer Avenue Cottage Grov 08/24/05  5:56 0049   Y YY YY N      65.548                 65.548

                                          Totals for Customer     7.....................     410.242                410.242

                                                                          -------------- -------------- --------------

    1 AUTOFUELING SYSTEMS              Company Totals          632455312                 410.242                410.242

                                                                          ============== ============== ==============
```

Card Order History List

From the Lists Menu, Card Lists, print a list for one customer or all customers to show the date cards were ordered and by whom. History of cards will be recorded from the time Version 7 was installed.

Card Order History

Company [1]

Customer (zero for all) [ ]

Exit   Select

```
2012/03/07 11:23:50                          Card Order History                                    Page:    1

Co/Customer

            Card                      Date & Time  Nat  Mag  Key    Operator
Typ        Number  Ckd  Name            Ordered    Int  Opt  -bd Odom        Who Requested      Reason Ordered

1       2 Fircrest Carpet Cleaning     James Dunn                    WK

L           600001 0 Nancy Dunn       03/02/12 15.02  N    M    Y   Y
L          8888888 0 test             08/22/08 16.16       M    Y   N cpm       cpm             L UPDATING INFO-CHNG N

Number of card orders for this customer    2

1       6 Battleground Construction    Ed Franklin                   MO

L           600016 0 Ed Franklin      10/25/04 16.34  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600017 0 Rose Franklin    10/25/04 16.34  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600018 0 Joe              08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600019 0 Fred             08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600020 0 Jack             08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600021 0 Craig            08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600022 0 Tom              08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600023 0 Ellis            08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600024 0 Joe N.           08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600025 0 Albert           08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600026 0 Ryan             08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer
L           600027 0 Gordon           08/15/08 14.16  N    O    Y   Y CPMDEMO   cpm             0 New customer
2           600028 0 Rod              08/15/08 14.16  N    O    Y   Y CPMDEMO   cpm             0 New customer
2           600029 0 Jeff             08/15/08 14.16  N    O    Y   Y CPMDEMO   cpm             0 New customer
2           600030 0 Dave             08/15/08 14.16  N    O    Y   Y CPMDEMO   cpm             0 New customer
2           600031 0 Archie           08/15/08 14.16  N    O    Y   Y CPMDEMO   cpm             0 New customer
3             4008 0 1990 GMC         08/15/08 14.16  N    O    Y   Y CPMDEMO   cpm             0 New customer
3             4009 0 2000 FORD        08/15/08 14.16  N    O    Y   Y CPMDEMO   CPM             0 New customer

Number of card orders for this customer    18

Number of card orders for all customers    20
```

Customer/Card Usage Exceptions Info

From the Lists Menu, Customer Lists, you can print a list of all exceptions you have set up.

Magnetic Card Order List to be Downloaded

From the Lists Menu, Card Lists, print magnetic card orders that are ready to be downloaded. If you want to list each customer's card on a separate page, change the default.

PacPride Magnetic Cards to Expire

From the Cardlock Lists Menu, Card Lists, print a list of Pacific Pride magnetic cards and Network cards due to expire by the from/thru month and year selected. This will show cards due to expire through the current month.

NOTE: Invalidated cards and customers will not list.

Card style
>   Default is A for All cards
>   M for PacPride Magnetic Blue cards
>   N for Network cards


```
2012/03/07 11:33:23                  PacPride Mag Cards to Expire                        Page:    1

Month-year range from  1/05 thru  1/12
Card style selected: All
_____

Co  Customer                          -------- Card ----------   Name                    Expire   Last
 #                                     Type    Card Nbr CkD                               Mo/Yr    Used

 1      2 Fircrest Carpet Cleaning      1       600000   James Dunn                       9/10  08/27/05
 1      2 Fircrest Carpet Cleaning      1       600001   Nancy Dunn                       3/11  08/28/05
 1      2 Fircrest Carpet Cleaning      1      8888888   test                            6/05
 1      3 Vancouver School District     1       713504   Sara Michaels                    9/11  08/26/05
 1      3 Vancouver School District     3         4004   Hazel Dell #1 Bus                1/12  08/29/05
 1      7 Smith & Sons Trucking Company 2       600005   Frank Gonzales                   6/10  08/25/05

Total records      6
```

Card Usage > X times per day

From the Cardlock, Lists Menu, Customer Lists, print a list to show the number of times cards were used per day within the date range. This report is triggered by an entry in the company, customer or card record(s) indicating a maximum expected number of uses per day. If the value is zero, it is considered unlimited.

Periodic

View Cardlock Transactions

Find this screen in Cardlock, Periodic menu.

Pricing and Taxes Inquiry

This inquiry screen will compute an estimated price based on the information you enter, so you can give your customer an ESTIMATED price for fuel at a site of their choice. This is meant to be a guide only and should be used with caution.

Quoting considerations:
✔How far ahead are you quoting?
✔When does the next Pacific Pride weekly transfer price change become effective?
✔Do you know the sales tax rules of the state you are estimating the price in?

IMPORTANT: If the transfer price does not change from the time of calculation until the transaction occurs, **and** there is no sales tax involved, the price will be actual. If you are quoting a Foreign Purchase price with sales tax, the price will be an estimate, but should normally be within about .01 per gallon.

From Cardlock menu ➜ Periodic ➜ Pricing and Taxes Inquiry

Site Code

Enter the site code where the fuel will be purchased.

Transaction Date

Enter the date the customer expects to pump the fuel or did pump the fuel.

Time

If you enter prices by time of day, you must enter a time here, with a period between hours and minutes to get the correct price record.

Product

Enter the product to be priced.

Sub Product

Blank, not currently used.

Company
> Defaults to #1

Customer
> Enter the customer number who the price is for.

Driver Card
> Enter the Card type and Card number.

Vehicle
> Enter the Vehicle number if appropriate (Software will look for discounts and tax exceptions)

Transfer price (OPIS)
> Enter the transfer price (OPIS) INCLUDING the Pacific Pride (CFN) Foreign Sales/Foreign Purchase (Foreign/Remote) margin.
>
> ▲ You can print a current transfer price (OPIS) from the Pacific Pride (CFN) controller (NCC) for the site you are pricing. Call Pacific Pride (CFN) if you need help to do this.

Estimated F/P (Remote Transactions) margin per gallon
> IMPORTANT NOTE: If you are estimating a price at a site other than your own, you must enter a margin amount here. On Foreign purchases, it is used to determine how much of the transfer price (OPIS) is sales tax, where applicable.

Show All Pricing Detail?
> Enter No.
> If you enter Yes, you will see how the software computes the price including all taxes.

Transaction Purge

Find this screen in Cardlock, Periodic menu.

Backup your system before beginning this purge.
NOTE: If you exit out of the purge once it has begun processing, you will need to restore.

Transaction Purge Selections
Purge transactions dated on or before.
> Enter date required

Limit Phase 1 session to
> Enter a time limit in hours as shown in the example on screen.

When the first phase begins, you will see the date of the transactions currently being purged in the lower left hand corner of your monitor. You can perform the first phase in multiple sessions. When the purge has reached the date entered or the time, the screen will go back to the menu.

When all transactions have been purged in the first phase, the purge will go into Phase 2 and Phase 3 automatically **and the time limit will be ignored**. You must allow the second and third phases to finish, so allow enough time if you see you are close to the end of your first phase. Remember, if you exit out before the purge has finished, you will need to restore.

The company master in Cardlock, File Maintenance displays the last date purged for your reference.

6-26-12

Purge Sales History

Find this screen in Cardlock, Periodic menu.
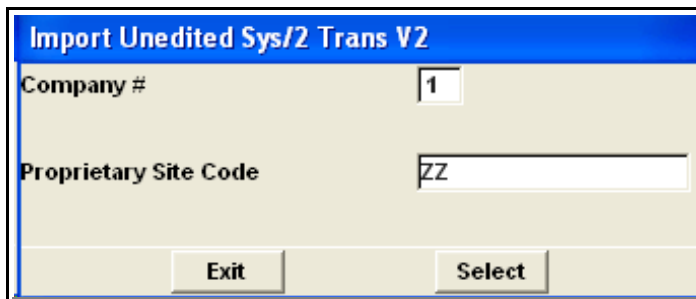
Backup your system before you begin the purge.

NOTE: Do not exit out of the purge once you have begun the process. You will have to restore if you do.

6-22-12

Import Unedited Sys/2 Transactions V2

Find this screen in Cardlock, Periodic menu.

Remove Hold File Duplicates

Click/Select Cardlock ➜ Periodic ➜ Remove Hold File Duplicates
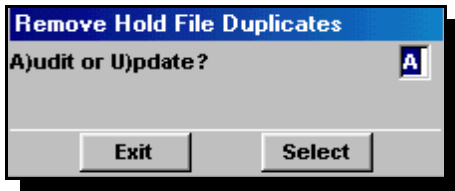
▲Duplicate transactions will not post, but they will not go away by themselves either. If you are looking at the edit/print report and it shows duplicate transaction error message #6, here is an easy way to delete all of them in one move from the Hold File.

CAUTION: It is advisable to run the Audit first, press select, display and check that the transactions are ALL Error #6 duplicates.

After you have made sure you have only duplicate transactions error #6 in the hold file, enter Update press Select to remove all transactions. Run a second edit/print report to make sure all duplicate transactions have been deleted.

Reprint Spooled Report

Here is the way to reprint those reports that print automatically, and, because they are programmed to print once, your printer jams.....and they are gone.....

From the Periodic menu, click on Reprint Spooled Reports.

> You can reprint:

> ▲Transaction Post by entering POSTBU01.B01

> ▲Import Transactions Report by entering LOCBBU06.B01

To be able to reprint the following two reports you must look in *Show User* menu option. Locate the first two characters of the Terminal #. Replace **XX** in the report name with the first two characters of the Terminal # when typing in the report names.

```
Current User Parameters

User Name      : qacpm
Host Software  : UNIX
Environment    : Graphical
Run Path       : ./
Work Path      : FG4WORK/
Source Path    :
Program Path   : modlib/
Extra Path     :
Terminal No.   : 18 Name: WINDOWS
Run Params     : TIO=_./;
Language Code  :
Def. Printer   : LJ8000
Path to Master:

               Continue: Yes
```
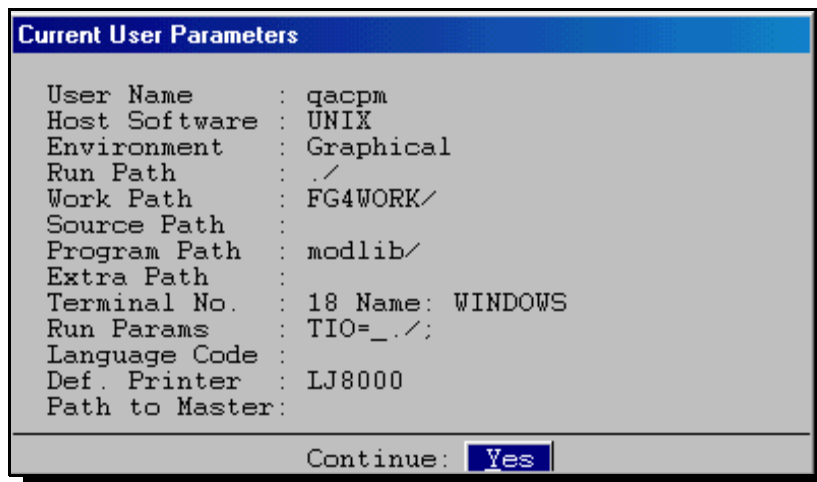
> ▲Accounts Receivable Post by entering ARBHBU**XX**.B01
> (Example: ARBHU18.B01)
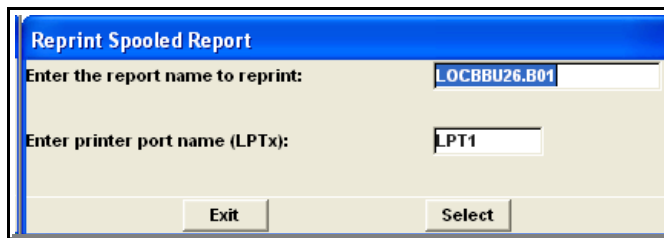
> ▲Finance Charges by entering ARTRBU**XX**.B01 (Example: ARTRBU18.B01)

▲The spooler holds the last 30 copies of the listed automatic reports. They are named with an extension of **Bnn** at the end of their file name. "nn" represents the sequence the reports were created in - in release order.

Examples: If you want to reprint the last Import Transaction Report, enter
LOCBBU26.**B01**, as shown in the screen.

If you want to reprint the Import Transaction Report BEFORE the last one,
enter
LOCBBU26.**B02** and so on, up to LOCBBU26.**B30**.

▲The host, tax and pricing information that are supplied by Pacific Pride (CFN) will not be reprinted when you reprint the Import Transactions Report.

Reprint Spooled Report

Enter the report name to reprint:	LOCBBU26.B01
Enter printer port name (LPTx):	LPT1

Exit   Select

Reset Booking/Statement Dates

STOP.

Please do not proceed. If you think you need to reset a date, you need technical assistance.

CALL AFS SUPPORT:
1- 800-671-4014.

Reverse Posted Transactions

WARNING: AFS strongly **suggest you call for technical assistance when reversing posted transactions.**

▲ We know you use your Edit/Print to check your prices and taxes before you post transactions. There are times however, when transactions get posted with the wrong price or the wrong tax. You can reverse posted transactions, change prices or make whatever corrections needed, and then post the corrected transactions.

Reversing posted transactions can get tricky when you are reversing to a different statement cycle or month-end.

Remember to call us for help if you want to
    reverse to a previous statement cycle period
    reverse to a prior month-end.
    Or you have already done it once and it has not worked

Before you begin, BACKUP your system.

> Click/Select Cardlock
> ➜ Periodic
> ➜ Reverse Posted Transactions

Did you backup your system?

Posted Date Range
> Enter the date you physically posted transactions.

Thru Date
> Defaults to from date

Transaction Date/Time Range
> Enter the beginning transaction date and time posted on the above date.
> Enter the ending transaction date and time posted on the above date.

Audit or Post Transactions
> ALWAYS choose the Audit first. You will want to check the transactions on the Audit list to make sure they are the transactions you want to reverse.

If the transactions on the Audit list are the ones you want to reverse, continue on:
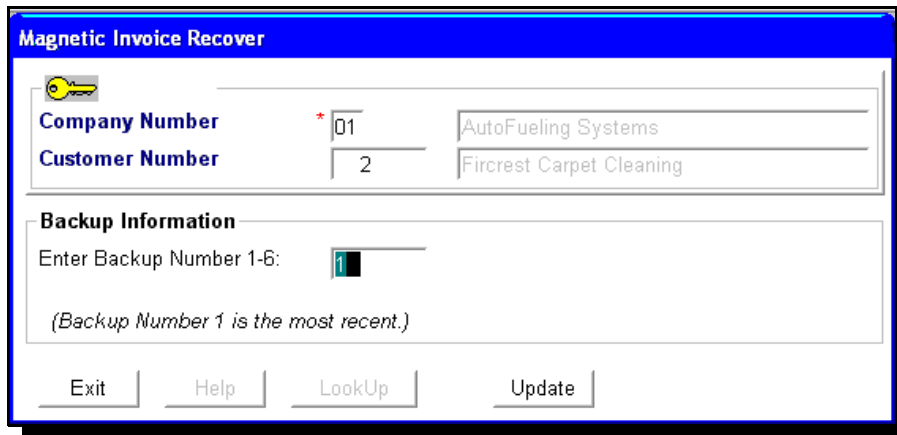
       1. Select the Post Transactions from this screen
       2. Make corrections, for example price changes etc.
       3. Select Edit & Print from Cardlock Activities
       4. Check corrections on transactions on the Edit/Print
       5. Select Post from Cardlock Activities

      ▲ Run a Customer Purchase History to see exactly how the transactions will appear on your customer's invoice. Three transactions will show on your customer's invoice, the original transaction, the reversal and the posted corrected transaction.

Magnetic Invoice Recover

To recover a Magnetic Invoice for a customer, go to the Cardlock menu, then

➜ Periodic ➜ Magnetic Invoice Recover.

▲Enter the customer number this magnetic invoice is for.

▲Enter the Back up Number. (1-6, with one being the most recent)

Reassign Salesperson in History

From the Cardlock menu,

➜ Periodic ➜ Cardlock Utility Functions ➜ Utilities ➜ Reassign Salesperson in History (Purged history)

```
Reassign Slsper in History
Old salesperson number     99
New salesperson number     3
From Date                  01/01/02
Through Date               01/31/02
Update?                    N

          Exit  |      Select  |
```
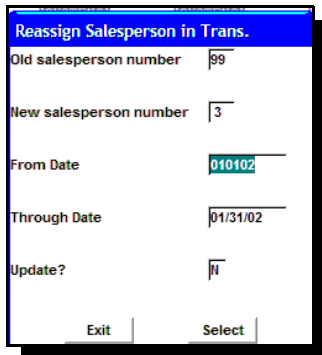
▲ You must enter a from and through date

▲ Leave the default NO to Update? until you have displayed the transactions. Make sure these are the ones you wish to change and then post by changing NO to YES. Of course if you do make a mistake, you can change back again but be careful as the salesperson may already have transactions that you do not wish to reassign.

Reassign Salesperson in Transaction

From the Cardlock menu,

> ➜ Periodic ➜ Cardlock Utility Functions ➜ Utilities ➜ Reassign Salesperson in Transactions

▲ You must enter a from and through date

▲ Leave the default NO to Update? until you have displayed the transactions. Make sure the transactions displayed are the ones you wish to change and then post by changing NO to YES. Of course, if you do make a mistake, you could change back again but be very careful as the salesperson could already have transactions that you don't want to reassign.

The report will look like this partial report. The second column will show transactions for a second salesperson that you have changed.

```
2007/05/08 15:43:37              Reassign Salesperson in Transactions                              Page:    1

Co   Customer                     Trans.   Salesperson                     Salesperson
#                                 Date     New#1  Old Name                 New #2   Old Name
1       2 Fircrest Carpet Cleaning     01/02/02    1 HOUSE ACCOUNT
1       2 Fircrest Carpet Cleaning     01/02/02    1 HOUSE ACCOUNT
1       2 Fircrest Carpet Cleaning     01/03/02    1 HOUSE ACCOUNT
1       9 B&A Landscaping              01/03/02    1 HOUSE ACCOUNT
1       9 B&A Landscaping              01/03/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/03/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/03/02    1 HOUSE ACCOUNT
1       4 Huckleberry Farm             01/03/02    1 HOUSE ACCOUNT
1    9999 Foreign Sales               01/03/02    1 HOUSE ACCOUNT
1    9999 Foreign Sales               01/03/02    1 HOUSE ACCOUNT
1    9999 Foreign Sales               01/03/02    1 HOUSE ACCOUNT
1    9999 Foreign Sales               01/03/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/03/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/04/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/04/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/04/02    1 HOUSE ACCOUNT
1       3 Vancouver School District    01/04/02    1 HOUSE ACCOUNT
1    9999 Foreign Sales               01/04/02    1 HOUSE ACCOUNT
1       2 Fircrest Carpet Cleaning     01/05/02    1 HOUSE ACCOUNT
1       2 Fircrest Carpet Cleaning     01/05/02    1 HOUSE ACCOUNT
```

How to Generate an Environmental Fee

From Cardlock, Add-Ons, Customized Customer Programs, 2nd menu tab (CMENRPTCUST) you will find the screen to generate a transaction for every customer that has one or more transactions waiting to be invoiced.

Before this can be done, the following must be setup in the AFS system:
1. Setup and assign a Miscellaneous code to be able to exclude customers assigned that code from generating this fee. Go to Accounts Receivable, File Maintenance, Cust.Misc. Codes Maint. to do this step.

2. Setup a site code with the number 99. Go to Cardlock, File Maintenance, Hosts & Sites, Sites to do this step.

3. Setup a product code with the number 99. Go to Cardlock, File Maintenance, Products & Pricing, Products to do this step.

4. Setup a card for each customer with the number of 99. Go to Cardlock,File Maintenance, Cards/Cust., Card Assignment File to do this step.

5. Setup a global price for the amount of the fee in Cardlock, File Maintenance, Products & Pricing, Selling Prices by Time of Day to complete this setup.

6. Enter the cycle code to be processed

7. Leave the default site, product and card number prefix as the default.

8. Enter the miscellaneous codes for any customers to be excluded.

9. Run an Audit to check for errors.

When run as an Update, the transactions are generated into the hold file. Edit and post the transactions.

Technical
Transaction Interface File Format

The following is the standard AFS transactions interface file for use with other computer software. The file is named IFTRFILE.DAT and resides in the \AUTOFUEL\DATA directory. This file is created and appended to if the following flag is turned on in the Company Master File, "Create Transaction Interface File?" = "Y". If this flag is turned on and the file does not exist, we create it. If it does exist, we append to the end of it. This means the user must delete the file after it has been successfully transferred. **Important:** The only recovery of this file once it has been deleted is to restore from a prior backup and re-post the data. This file is updated during the AFS Final Transaction Post. We recommend that backup files be kept of this file for easier recovery. It is a flat-asciii format. It can be viewed in any text editor.

Position	Element	Format	Comment
1	Trans. Class	X	S=foreign Sale, P=foreign Purchase, B or L=Local sale For Future use: R=cash Receipt, C=setup Charge, D= prompt pay Discount, F=Finance charge, T=deposiT, A=Adjustment to A/R, M=Misc charge/credit to A/R (Recurring Charges)
2	Site Host	9(6)	
8	Buy Host	9(6)	
14	Site Location	X(18)	
32	State/Province	XX	of site location
34	A/R Company Number	99	
36	Customer Number	9(6)	
42	Transaction Date	9(6)	mmddyy
48	Transaction Time	99999(4)	hhmm (24 hour clock)
52	Transaction Number	X(8)	
60	Transaction Sequence Number	9	
61	"Booking" Date	9(6)	mmddyy (accounting period)
67	A/R Date	9(6)	mmddyy (a/r cycle cutoff)
73	Pump Number	99	

75	Product Number	9(6)	
81	Quantity	9(5)V9(3)-	implied decimal, sign trailing
90	Selling Price	9(4)V9(5)	
99	Transfer Cost/Price	9(4)V9(5)	
108	Fed Excise Tax	9V9(5)-	Tax rates per gallon. They will be zero for applicable tax exemptions and on all foreign sales.
115	Fed Tax 2	9v9(5)-	
122	State Excise Tax	9V9(5)-	
129	State "Other" Tax	9V9(5)-	
136	State Tax 3	9V9(5)-	
143	County Excise Tax	9V9(5)-	
150	City Excise Tax	9V9(5)-	
157	Misc Tax	9V9(5)-	
164	State Sales Tax	9V9(5)-	
171	County Sales Tax	9V9(5)-	
178	City Sales Tax	9V9(5)-	
185	Tax Code	X(11)	FFSSSCCIIMXXX: F=Federal, S=State, C=County, I=City, M=Misc, X=3 levels of Sales Tax. Each value can be Y, N, V or L: Y=Tax charged, N=Not, V=Variance Rate, L=Limit Tax
196	Filler	X(314)	For Future Use. Set to spaces.
510	Format	X	T=purchase Transactions, P=Prompt pay, F=Finance charge, S=Setup fee, A=Adjustment
511	Carriage Return	X	For Use by Text Editors
512	Line Feed	X	For Use by Text Editors

There are three types of sales for the Pacific Pride Franchises and CFN Participants. Voyager marketers will have Local Sales and Foreign Purchases. Independent marketers who import 3rd party card sales in AutoFueling will have local and foreign sales.

Local Sales (L)
(Domestic)

> Company's customers purchase at Company's site location. Inventory is Company's. Income is the Selling Price x Qty. COGS comes from other software system: If not, the only other field available for cost is the transfer cost, see below, or the cost supplied in the AFS (optional) Actual Cost module.

Foreign Sales (S)
(Foreigns)

> Other Franchisee customers purchase at Company's site location. Inventory is Company's. Income is the Transfer Price (Transfer cost +/- the site operator's markup from cost or mark down from selling price). COGS comes from other software system? If not, see Transfer Price above. Company does not bill these to customers, comes through on PPSI/CFN ICB statement.

Foreign Purchases (P)
(Remotes)

> Company's customers purchase at other franchisees' location. Inventory is not Company's, so the Transfer Cost field should be used for the COGS and usually a separate G/L account from their other products. Income account will be the Selling Price, Company bills their customers for this amount x quantity.

Other terminology:

Transfer Cost vs. Transfer Price

> A cost derived usually from a public rack price publication (OPIS) which includes a published average cost of product and includes all taxes, freight and other costs for the location. For local sales this may not be the "true cost" for the fuel. Usually marketers use a "true cost" from another portion of their business (it is often close to their "true cost"). For foreign purchases, the transfer cost will be the franchisee's cost for the fuel, including taxes. The selling price is what the franchisee bills their customers. For foreign sales, it will actually be called the Transfer Price (transfer cost +/- the site operator's markup from cost or mark down from selling price) and will be the income account. The Transfer Cost has the markup/markdown margin removed (for non-fuel products the F/S margin will vary).

INDEX