

How to Delete a Miscellaneous on Card Account

1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

The 'Search Accounts' window displays a table of accounts with the following columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price Profile. The table contains 26 records. The first few rows are:

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005881	CF Test	202-123-4567	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE1
1005882	CF Test	202-123-4568	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW1
1005883	CF Test	202-123-4569	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
1005884	CF Test	202-123-4570	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
1005885	CF Test	202-123-4571	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	

2. Select a card account. Click **Open Selected** toolbar button. This will open the selected card account.

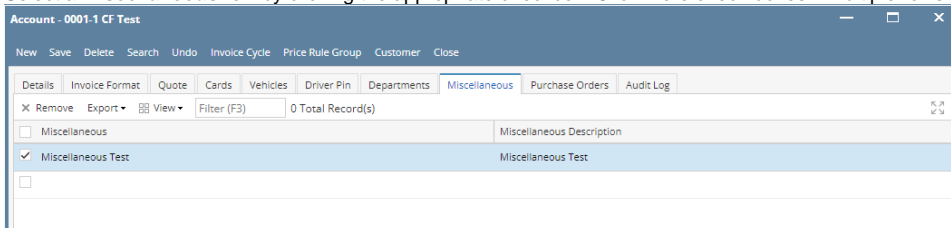
The 'Search Accounts' window shows the same table as before, but now the first record (Account Number 1005881) is selected. The 'Open Selected' button in the toolbar is highlighted.

The 'Account - 1005881 CF Test' window displays the 'Details' tab. The 'Billing' section includes fields for Account Status Code (G), Vehicle Required (Convert Miscellaneous to Vehicle), Terms Code (Due on Receipt), Discount Days (0), Discount Schedule (Weekly Volume Discounts), Fee Profile ID, Last Billing Cycle Date (20/12/2022), and Billing Distribution Site. The 'Pricing' section includes Price Rule Group, Remote Price Profile ID (Index pricing), Ext. Remote Price Profile ID (Ext Remote +.00), and Local Price Profile ID. The 'Network Account X-Ref' section shows a table with columns for Network and Account Number, currently empty. The 'Commission' section includes Sales Person (Mike Moriarty), Bonus Commission Date, and Bonus Commission Rate (0.000000). The status bar at the bottom shows '1.53s Ready' and 'Page 1 of 1'.

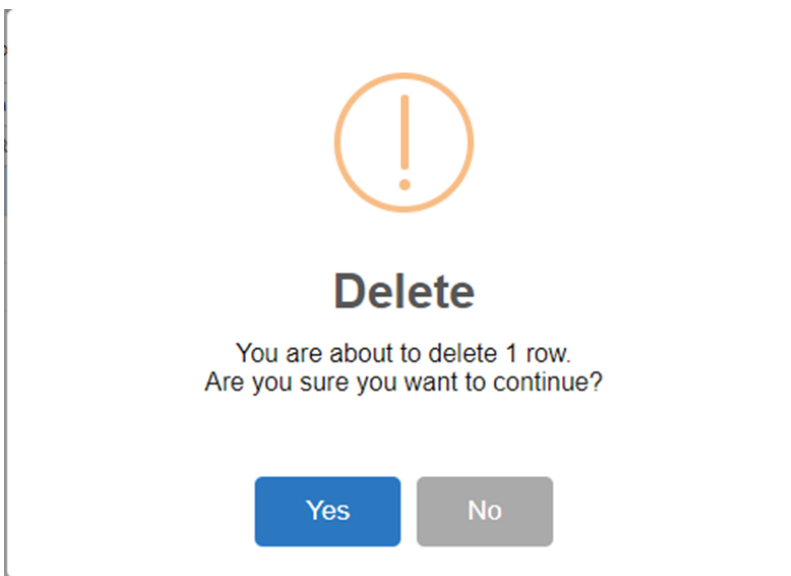
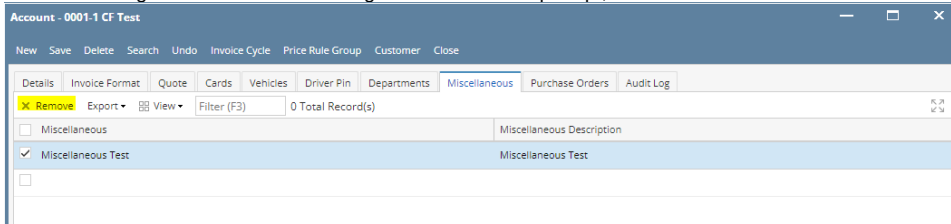
3. Click **Miscellaneous** tab. This will open the **Miscellaneous** tab screen.

The 'Account - 0001-1 CF Test' window displays the 'Miscellaneous' tab. It shows a table with columns for Miscellaneous and Miscellaneous Description. The table is currently empty. The status bar at the bottom shows '0 Total Record(s)'.

4. Select a **Miscellaneous** row by clicking the appropriate checkbox. Click more check boxes if multiple rows will be deleted.



5. Click **Remove** grid button. Delete message confirmation will prompt, click **Yes** button. Selected **Miscellaneous** will be removed from the grid area.



6. Click **Save** toolbar button.