

How to Encode Cards

1. Prior to the process, verify this setup first.
 - a. From **Card Fueling**, click **Setup**. Then Select and Open target **Network**.
 - b. In **Details Tab**, verify **Card Encoding Integration**. This must be enabled

Network - PP NETWORK

New Save Delete Search Undo Close

Network ID: PP-NETWORK Description: PP-NETWORK-7277 Network Type: Fuel/Trade

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

Network Participant ID:
 Linked Network Cards:
 Post Foreign Sales to AR/Inventory: ☒
 Foreign A/R Customer:
 Remote A/R Location:
 Sub Distributor Site:
 Link Network ID:
 Import Path:
 Import Mapping for Trans:
 Advance Import Mapping for Trans:
 Import Mapping for Cards:
 Import Mapping for Network Cost:
 ISO:
 Account Length:
 Card Length:
 Next Auto-Assign Card #:

Network Fees

Foreign Fee per Gallon for FT: 0.000000
 Remote Fee per Trans: 0.000000
 Remote Fee per Gallon: 0.000000
 Communication Fee Monthly Charge: 0.000000
 Communication Fee Per Gal: 0.000000

Remote Transaction Taxes

SST from In state Sites-pass to Exempt customers: ☒
 FET-DO NOT pass to exempt customers: ☐
 SET-DO NOT pass to exempt customers: ☐
 LC Tax-DO NOT pass to exempt customers: ☐
 Allow Exemptions on Ext Remote/Retail Trans: No
 Select LC code:
Card Encoding Integration: ☒
 Global Card Expiration Date:

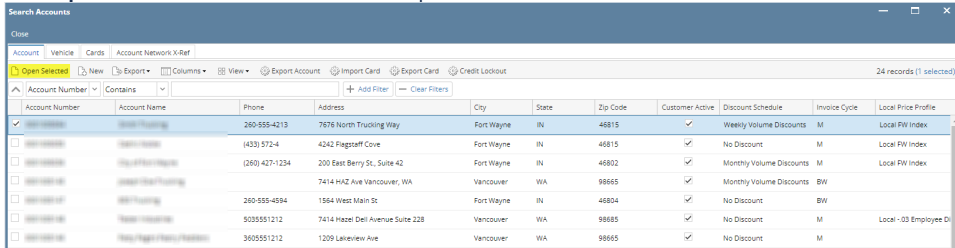
2. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
100-100000	100-100000	260-555-4213	7676 North Trucking Way	Fort Wayne	IN	46815	☒	Weekly Volume Discounts	M	Local PW Index
100-100000	100-100000	(433) 572-4	4242 Flagstaff Cove	Fort Wayne	IN	46815	☒	No Discount	M	Local PW Index
100-100000	100-100000	(260) 427-1234	200 East Berry St, Suite 42	Fort Wayne	IN	46802	☒	Monthly Volume Discounts	M	Local PW Index
100-100000	100-100000	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	☒	Monthly Volume Discounts	BW		
100-100000	100-100000	260-555-4594	1564 West Main St	Fort Wayne	IN	46804	☒	No Discount	BW	
100-100000	100-100000	5035551212	7414 Hazel Dell Avenue Suite 228	Vancouver	WA	98665	☒	No Discount	M	Local -03 Employee Di
100-100000	100-100000	3605551212	1209 Lakeview Ave	Vancouver	WA	98665	☒	No Discount	M	

3. In **Account** search screen, select the account to be opened. This will highlight the row and check the corresponding checkbox before the Account Number.

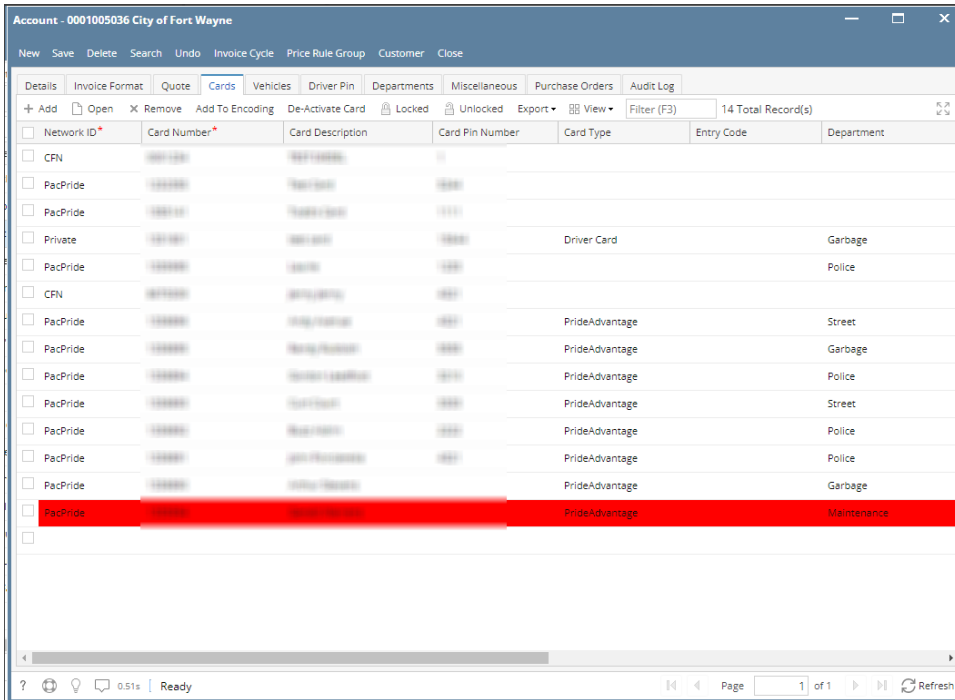
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
☒ 100-100000	100-100000	260-555-4213	7676 North Trucking Way	Fort Wayne	IN	46815	☒	Weekly Volume Discounts	M	Local PW Index
☐ 100-100000	100-100000	(433) 572-4	4242 Flagstaff Cove	Fort Wayne	IN	46815	☒	No Discount	M	Local PW Index
☐ 100-100000	100-100000	(260) 427-1234	200 East Berry St, Suite 42	Fort Wayne	IN	46802	☒	Monthly Volume Discounts	M	Local PW Index
☐ 100-100000	100-100000	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	☒	Monthly Volume Discounts	BW		
☐ 100-100000	100-100000	260-555-4594	1564 West Main St	Fort Wayne	IN	46804	☒	No Discount	BW	
☐ 100-100000	100-100000	5035551212	7414 Hazel Dell Avenue Suite 228	Vancouver	WA	98665	☒	No Discount	M	Local -03 Employee Di
☐ 100-100000	100-100000	3605551212	1209 Lakeview Ave	Vancouver	WA	98665	☒	No Discount	M	

4. Click **Open Selected** toolbar button. This will open the selected card account. **Cards** tab will be the default tab.



The 'Search Accounts' window displays a list of accounts with columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price Profile. The 'Open Selected' button is highlighted in the toolbar.

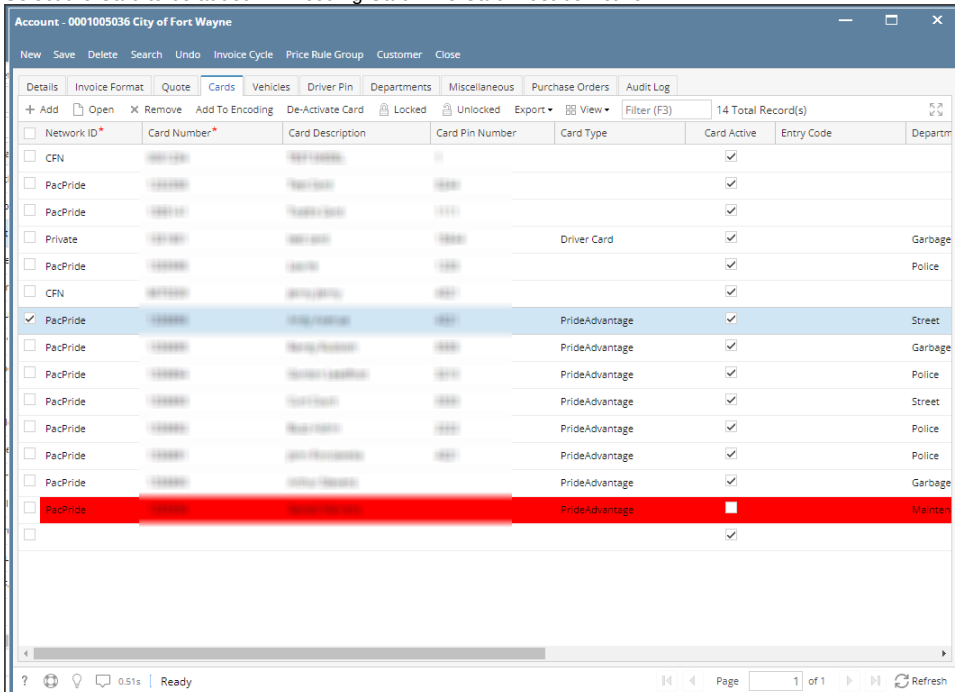
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
0001005036	City of Fort Wayne	260-555-4213	7676 North Trucking Way	Fort Wayne	IN	46815	✓	Weekly Volume Discounts	M	Local PW Index
0001005036	City of Fort Wayne	(433) 572-4	4242 Flagstaff Cove	Fort Wayne	IN	46815	✓	No Discount	M	Local PW Index
0001005036	City of Fort Wayne	(260) 427-1234	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	Local PW Index
0001005036	City of Fort Wayne		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
0001005036	City of Fort Wayne	260-555-4594	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	
0001005036	City of Fort Wayne	5035551212	7414 Hazel Del Avenue Suite 228	Vancouver	WA	98665	✓	No Discount	M	Local - 03 Employee O
0001005036	City of Fort Wayne	3605551212	1209 Latview Ave	Vancouver	WA	98665	✓	No Discount	M	



The 'Account - 0001005036 City of Fort Wayne' window displays the 'Cards' tab with columns: Network ID, Card Number, Card Description, Card Pin Number, Card Type, Entry Code, and Department. The 'Open' button is highlighted in the toolbar.

Network ID	Card Number	Card Description	Card Pin Number	Card Type	Entry Code	Department
CFN	0001005036	Card Description	1234			
PacPride	0001005036	Card Description	1234			
PacPride	0001005036	Card Description	1234			
Private	0001005036	Card Description	1234	Driver Card		Garbage
PacPride	0001005036	Card Description	1234			Police
CFN	0001005036	Card Description	1234			
PacPride	0001005036	Card Description	1234	PrideAdvantage		Street
PacPride	0001005036	Card Description	1234	PrideAdvantage		Garbage
PacPride	0001005036	Card Description	1234	PrideAdvantage		Police
PacPride	0001005036	Card Description	1234	PrideAdvantage		Street
PacPride	0001005036	Card Description	1234	PrideAdvantage		Police
PacPride	0001005036	Card Description	1234	PrideAdvantage		Police
PacPride	0001005036	Card Description	1234	PrideAdvantage		Garbage
PacPride	0001005036	Card Description	1234	PrideAdvantage		Maintenance

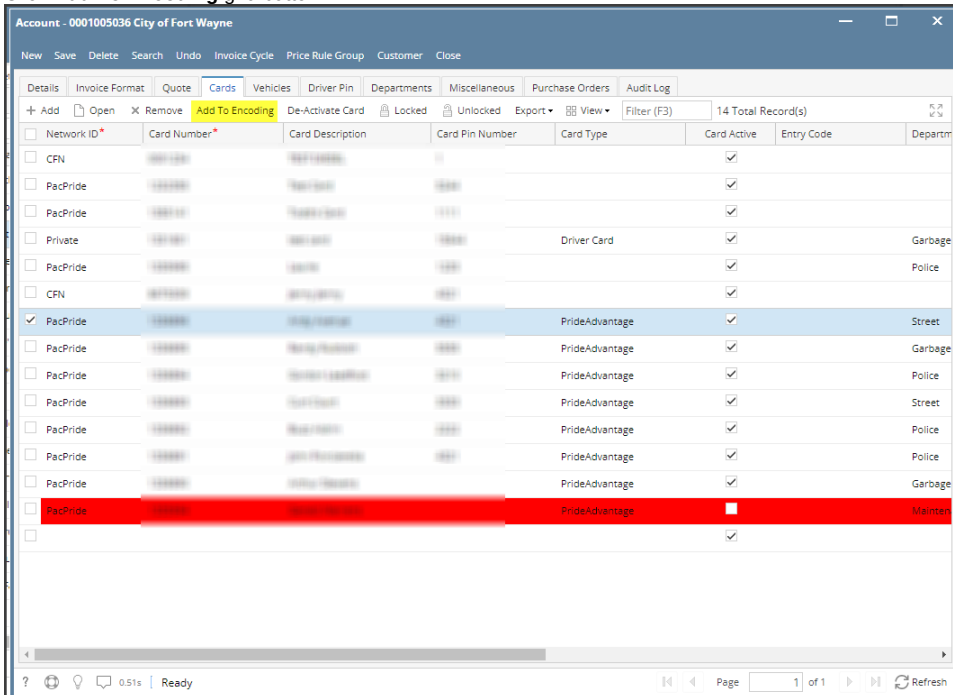
5. Select the Card to be added in Encoding Card. The Card must be Active.



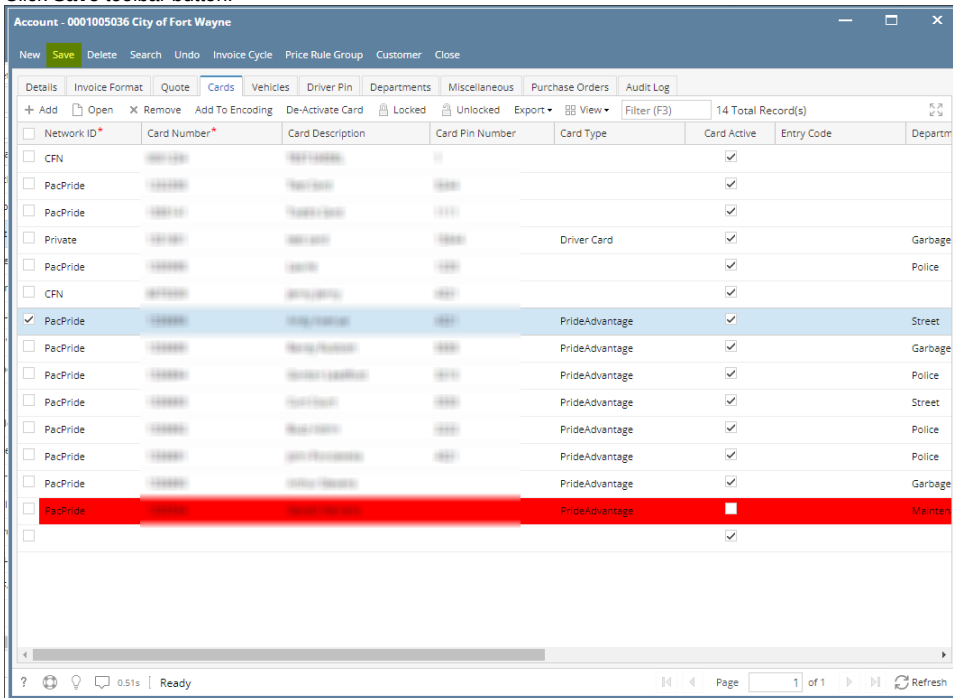
The 'Account - 0001005036 City of Fort Wayne' window displays the 'Cards' tab with columns: Network ID, Card Number, Card Description, Card Pin Number, Card Type, Card Active, Entry Code, and Department. The 'Open' button is highlighted in the toolbar.

Network ID	Card Number	Card Description	Card Pin Number	Card Type	Card Active	Entry Code	Department
CFN	0001005036	Card Description	1234		✓		
PacPride	0001005036	Card Description	1234		✓		
PacPride	0001005036	Card Description	1234		✓		
Private	0001005036	Card Description	1234	Driver Card	✓		Garbage
PacPride	0001005036	Card Description	1234		✓		Police
CFN	0001005036	Card Description	1234		✓		
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Street
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Garbage
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Police
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Street
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Police
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Police
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Garbage
PacPride	0001005036	Card Description	1234	PrideAdvantage	✓		Maintenance

6. Click **Add To Encoding** grid button.

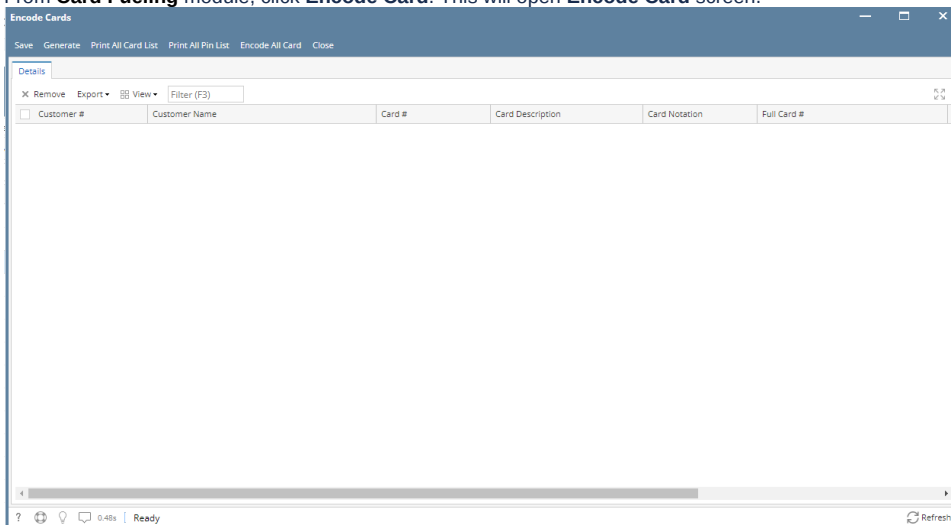


7. Click **Save** toolbar button.

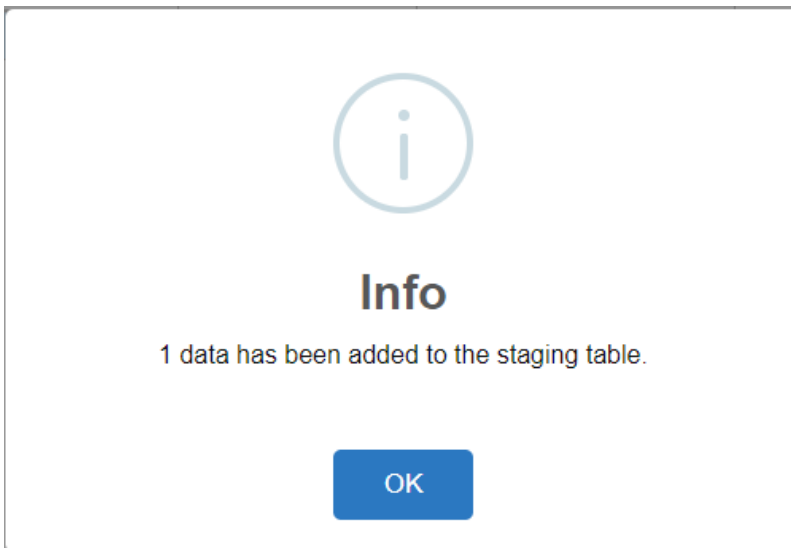
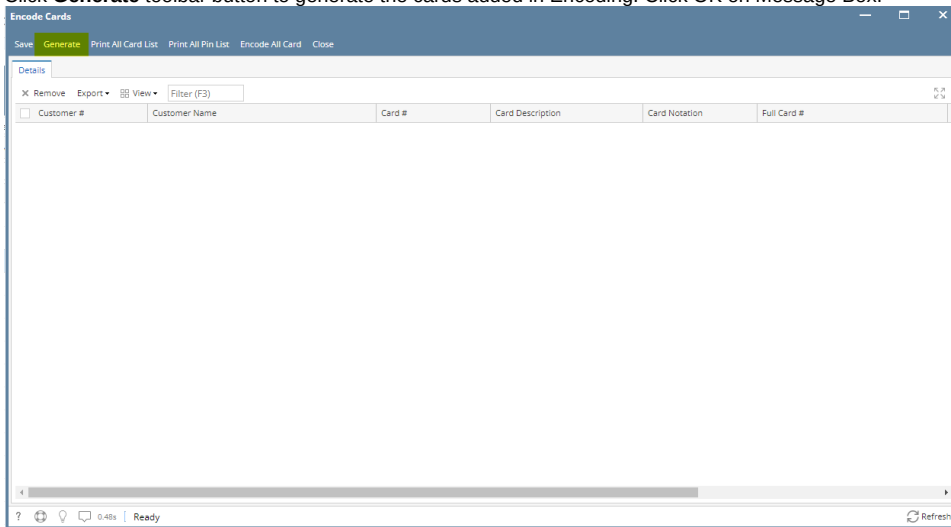


Verify Encode Card

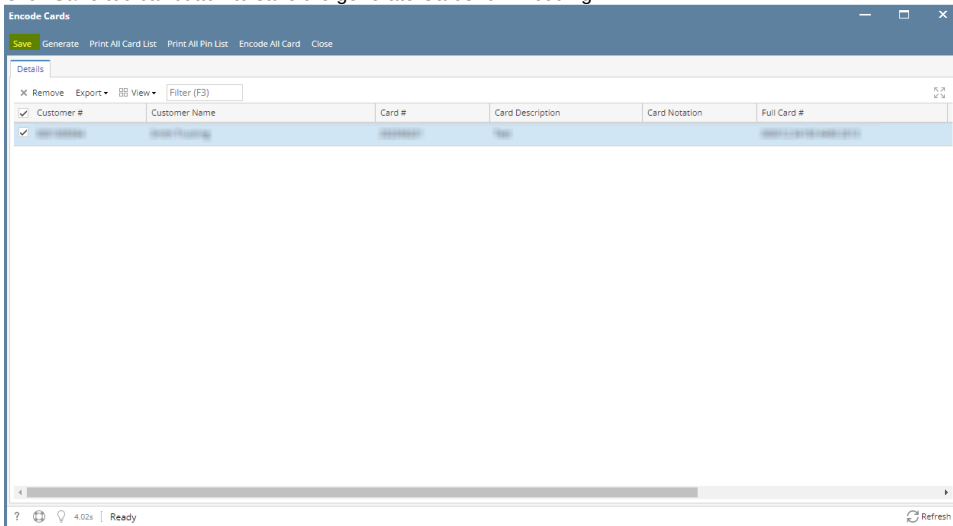
1. From **Card Fueling** module, click **Encode Card**. This will open **Encode Card** screen.



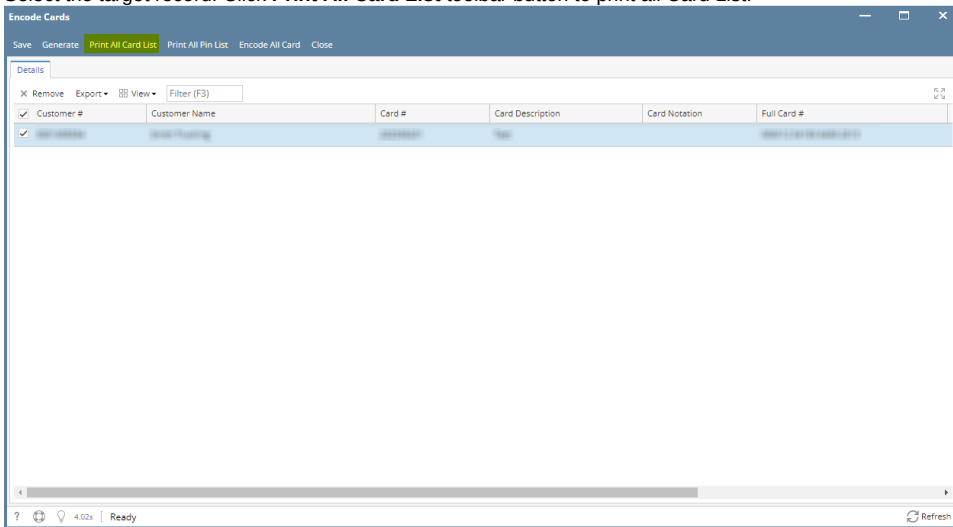
2. Click **Generate** toolbar button to generate the cards added in Encoding. Click OK on Message Box.



3. Click **Save** toolbar button to save the generate Cards for Encoding.

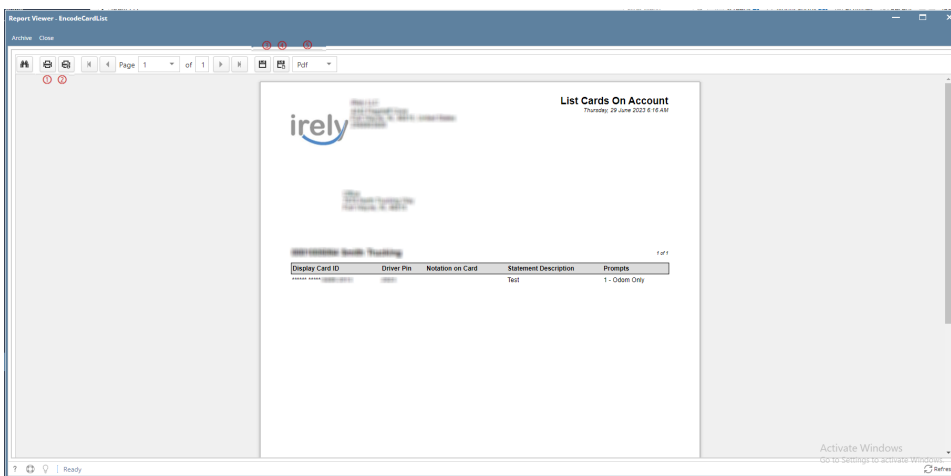
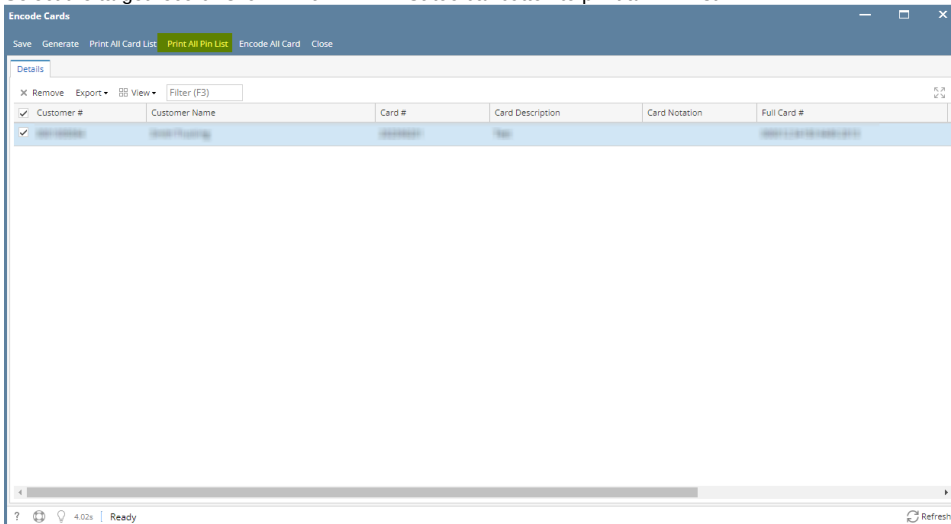


4. Select the target record. Click **Print All Card List** toolbar button to print all Card List.



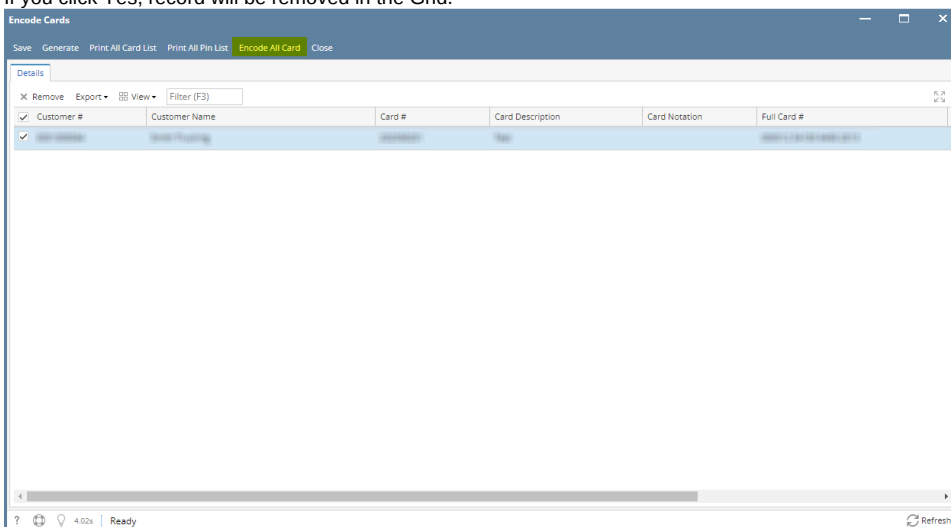
On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

- Select the target record. Click **Print All Pin List** toolbar button to print all Pin List.



On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

- Select the target record. Click **Encode All Card** toolbar button to encode all Cards. Click Yes on the Message Box if you want to continue the encoding. Else, No.
If you click Yes, record will be removed in the Grid.





Warning

Did Card Print and Encode OK?

Yes

No

Encode Cards

Save

Generate

Print All Card List

Print All Pin List

Encode All Card

Close

Details

X Remove

Export

View

Filter (F3)

☐ Customer #	Customer Name	Card #	Card Description	Card Notation	Full Card #
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4.02s

Ready

Refresh