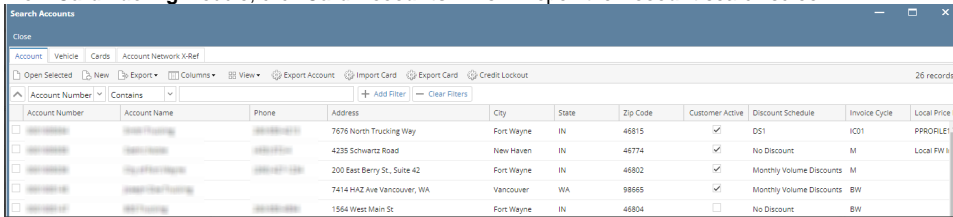


How to Delete a Card Fueling Account

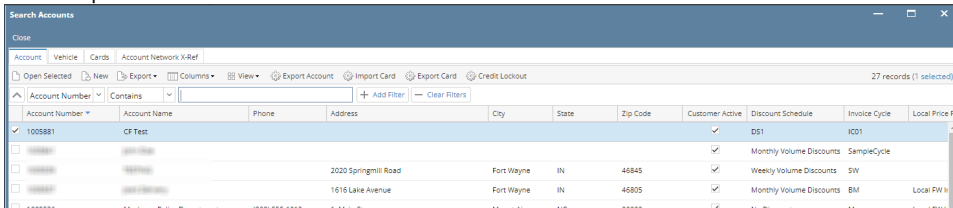
1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



The screenshot shows the 'Search Accounts' window with a table of accounts. The table has columns: Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price Profile. The first three rows are selected.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005881	CF Test	1005881	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE
1005882	CF Test	1005882	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW
1005883	CF Test	1005883	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	

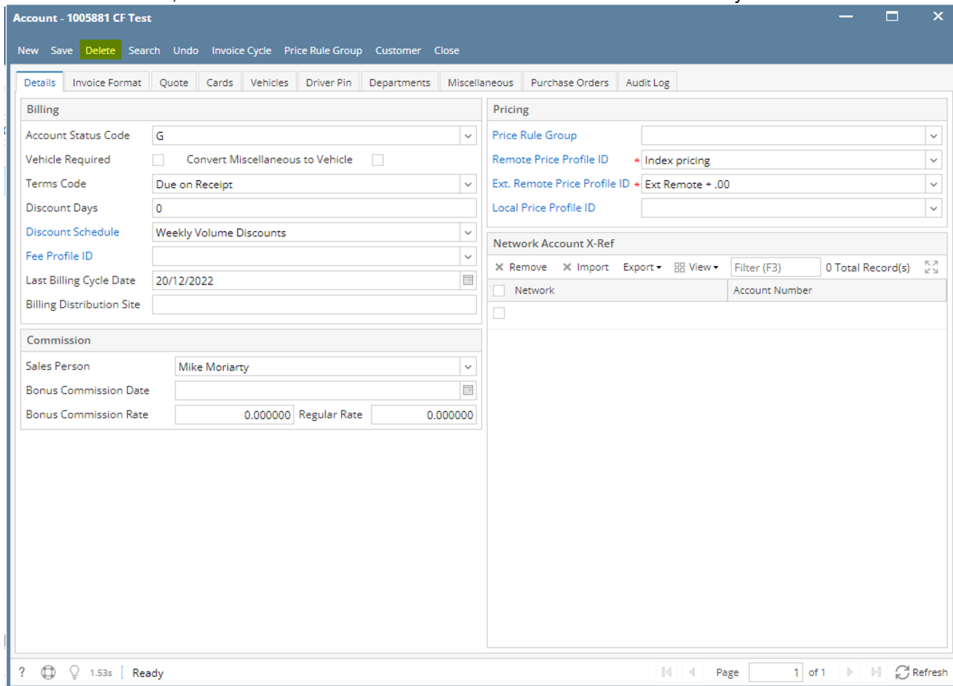
2. In **Account** search screen, select the account to be deleted then click **Open Selected** toolbar button. This will open the selected customer card account screen.



The screenshot shows the 'Search Accounts' window with the first account (1005881) selected. 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
✓ 1005881	CF Test	1005881	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE
1005882	CF Test	1005882	4235 Schwartz Road	New Haven	IN	46774	✓	Monthly Volume Discounts	SampleCycle	
1005883	CF Test	1005883	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Weekly Volume Discounts	SW	
1005884	CF Test	1005884	1616 Lake Avenue	Fort Wayne	IN	46805	✓	Monthly Volume Discounts	BM	Local PW

3. In **Account** screen, click **Delete** toolbar button. The customer card account will only be deleted one at a time.



The screenshot shows the 'Account - 1005881 CF Test' window. The 'Delete' button is highlighted in the toolbar. The window contains various tabs and fields for account details.

Account - 1005881 CF Test

Buttons: New, Save, **Delete**, Search, Undo, Invoice Cycle, Price Rule Group, Customer, Close

Tabs: Details, Invoice Format, Quote, Cards, Vehicles, Driver Pin, Departments, Miscellaneous, Purchase Orders, Audit Log

Billing

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

Billing Distribution Site:

Commission

Sales Person: Mike Moriarty

Bonus Commission Date:

Bonus Commission Rate: 0.000000 Regular Rate: 0.000000

Pricing

Price Rule Group:

Remote Price Profile ID: Index pricing

Ext. Remote Price Profile ID: Ext Remote + .00

Local Price Profile ID:

Network Account X-Ref

X Remove X Import Export View Filter (F3) 0 Total Record(s)

☐ Network Account Number

Note: If Account is being used in another screen (e.g. Transaction screen), Account cannot be deleted and an error message will be displayed.