## How to Open a Card Fueling Account

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

Search Accounts										
Account Vehicle Care	ds Account Network X-Ref									
🗅 Open Selected 🛛 🔒 Ne	w 🕒 Export 🔹 🥅 Columns 🔹	88 View • 🛛 🛞 Export Ac	count 🛞 Import Card 💮 Export Card	🛞 Credit Lockout						26 records
Account Number V Contains V + Add Filter - Clear Filters										
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
10011000001	CONTRACTOR OF STREET, S	100100-011	7676 North Trucking Way	Fort Wayne	IN	46815	~	DS1	IC01	PPROFILE
100110000001	Chapter / Name	10001000	4235 Schwartz Road	New Haven	IN	46774	×	No Discount	м	Local FW I
10011000381	(Sp) of fact (Sp) as	100010211284	200 East Berry St., Suite 42	Fort Wayne	IN	46802	1	Monthly Volume Discounts	м	
0.0001000.000	(map) that Public		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	1	Monthly Volume Discounts	BW	
0 100710011F	18877 (LINE)	-00100-000	1564 West Main St	Fort Wayne	IN	46804		No Discount	BW	_

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

□ ×

Sea	irch Accounts										^
Clo											
Ao	Account Vehicle Carls Account Network XRef										
D	Open Selected 🛛 🗋 New	🕒 Export • 🔛 Columns • 🛞 Vie	ew • 🛞 Export Accor	unt 🛞 Import Card 🛞 Export Card 🛞 Cr	redit Lockout						24 records (1 selected)
^	Account Number 🗠 Co	ontains Y		+ Add Filter - Clear Filters							
$\langle$	Account Number	Account Name 🔺	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
2	1005921	Customer-T1977					12345		Weekly Volume Discounts	TM	<u>^</u>
	1007 1035 147	HR TWING	26/55-69/	1564 West Main St	Fort Wayne	IN	46804	~	No Discount	BW	
	1007 1001 101	10000		800 Hi Way 99	Vancouver	WA	98661	~	No Discount	м	Posted + 0
	1000300	NUMBER OF STREET		1900 Northwest 97th Avenue	Doral	PL .	33172	~	No Discount	W	
	10071081181	st Hyrae Harray, Inc.		4242 FLAGSTAFF COVE	FORT WAYNE	IN	46815	~	Weekly Volume Discounts	w	

3. Click Open Selected toolbar button. This will open the selected card account.

0												
~	Account Vehicle Cards Account Network X-Ref											
D	Open Selected 🛛 🕒 New	🕒 Export • 🛛 Columns • 🐰 Vie	w • 🛞 Export Accou	nt 🛞 Import Card 🛞 Export Card 🛞 Cri	edit Lockout						24 records (1 selected)	
Account Number (v) Contains v) + Add Filter (- Clear Filters												
<	Account Number	Account Name 🔺	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile	
2	1005921	Customer-T1977					12345		Weekly Volume Discounts	тм	<u>^</u>	
	1007 1005 147	HR TWING	3611551-6591	1564 West Main St	Fort Wayne	IN	46804	~	No Discount	BW		
	(007103515)	1.01010		800 Hi Way 99	Vancouver	WA	98661	~	No Discount	м	Posted + 0	
	1000000	INTERNET AND ADDRESS OF TAXABLE		1900 Northwest 97th Avenue	Doral	PL.	33172	~	No Discount	W		
	100710031121	AT TRACK PARTY, INC.		4242 FLAGSTAFF COVE	FORT WAYNE	IN	46815	×	Weekly Volume Discounts	w		

Account - 1005921 Custon New Save Delete Sear	ter-11977	ce Rule Group Customer							×		
Details Invoice Format	Quote Cards Vehicles	Driver Pin Departmen	ts Miscella	neous P	urchase Orders	Audit Log					
Billing				Pricing							
Account Status Code	G	Price Rule Group									
Vehicle Required	Convert Miscellaneous	to Vehicle		Remote Price Profile ID * Index pricing							
Terms Code	Due on Receipt		~	Ext. Rem	ote Price Profile	ID * Ext Remote	+ .00		~		
Discount Days	0			Local Price	e Profile ID				~		
Discount Schedule	Weekly Volume Discounts		~	Network	Account X-Ref						
Fee Profile ID			~			Export - 88 Vie	w • Filter (F3)	0 Total Record(s)	57		
Last Billing Cycle Date	20/12/2022			Network				Account Number			
Billing Distribution Site											
Commission											
Sales Person	Mike Moriarty		~								
Bonus Commission Date											
Bonus Commission Rate	0.000000	Regular Rate	0.000000								
? 🔘 🖓 1.53s [ Rea	dy						Page	1 of 1 🕨 🕅 💭	Refresh		