

How to Open 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 the 'Account' tab selected. The toolbar includes 'Open Selected', 'New', 'Export', 'Columns', 'View', 'Export Account', 'Import Card', 'Export Card', and 'Credit Lockout'. The table below lists several accounts with columns for Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price Profile.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005921	Customer-T1977					12345	✓	Weekly Volume Discounts	TM	
1005921	100 Trucking	100-100-1000	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	
1005921	100 Trucking	100-100-1000	800 Hi Way 99	Vancouver	WA	98661	✓	No Discount	M	Posted = 0
1005921	100 Trucking	100-100-1000	1900 Northwest 97th Avenue	Doral	FL	33172	✓	No Discount	W	
1005921	100 Trucking	100-100-1000	4242 FLAGSTAFF COVE	PORT WAYNE	IN	46815	✓	Weekly Volume Discounts	W	

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**.

The screenshot shows the 'Search Accounts' window with the first account selected. The 'Open Selected' button in the toolbar is highlighted. The table below shows the same data as the previous screenshot, but the first row is highlighted.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005921	Customer-T1977					12345	✓	Weekly Volume Discounts	TM	
1005921	100 Trucking	100-100-1000	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	
1005921	100 Trucking	100-100-1000	800 Hi Way 99	Vancouver	WA	98661	✓	No Discount	M	Posted = 0
1005921	100 Trucking	100-100-1000	1900 Northwest 97th Avenue	Doral	FL	33172	✓	No Discount	W	
1005921	100 Trucking	100-100-1000	4242 FLAGSTAFF COVE	PORT WAYNE	IN	46815	✓	Weekly Volume Discounts	W	

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

The screenshot shows the 'Search Accounts' window with the 'Open Selected' button highlighted in the toolbar. The table below shows the same data as the previous screenshots.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005921	Customer-T1977					12345	✓	Weekly Volume Discounts	TM	
1005921	100 Trucking	100-100-1000	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	
1005921	100 Trucking	100-100-1000	800 Hi Way 99	Vancouver	WA	98661	✓	No Discount	M	Posted = 0
1005921	100 Trucking	100-100-1000	1900 Northwest 97th Avenue	Doral	FL	33172	✓	No Discount	W	
1005921	100 Trucking	100-100-1000	4242 FLAGSTAFF COVE	PORT WAYNE	IN	46815	✓	Weekly Volume Discounts	W	

The screenshot shows the 'Account - 1005921 Customer-T1977' window with the 'Details' tab selected. The window displays various fields for account information, including Billing, Pricing, Network Account X-Ref, and Commission.

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:

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

- Remove: X Remove X Import Export View Filter (F3) 0 Total Record(s)
- Network: ☐ Account Number:

Commission

- Sales Person: Mike Moriarty
- Bonus Commission Date:
- Bonus Commission Rate: 0.000000 Regular Rate 0.000000