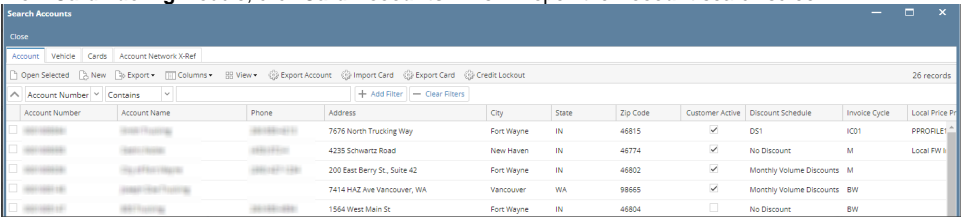


How to Add a Department on Card Account

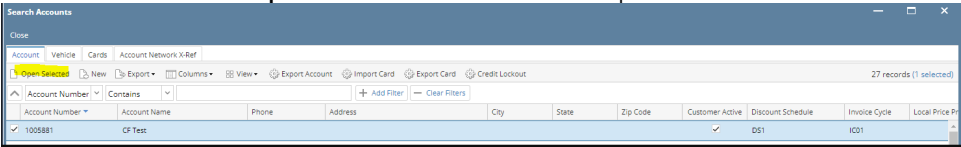
1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



The screenshot shows the 'Search Accounts' window with a table of card accounts. 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
1005881	CF Test		7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRIORLE
1005882	CF Test		4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW
1005883	CF Test		200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
1005884	CF Test		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
1005885	CF Test		1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	

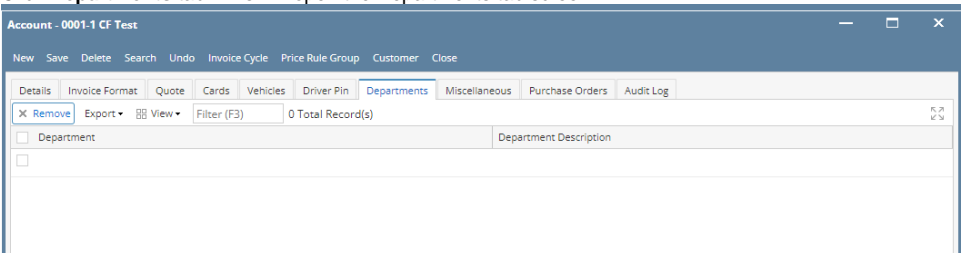
2. Select a card account. Click **Open Selected** toolbar button. This will open the selected card account.



The screenshot shows the 'Search Accounts' window with the first record 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
1005881	CF Test						✓	DS1	IC01	

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



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Departments' tab selected. The 'Department' and 'Description' columns are visible.

Department	Description
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4. Fill in the **Department** and **Description** columns. Add more departments if needed.
5. Click **Save** toolbar button.