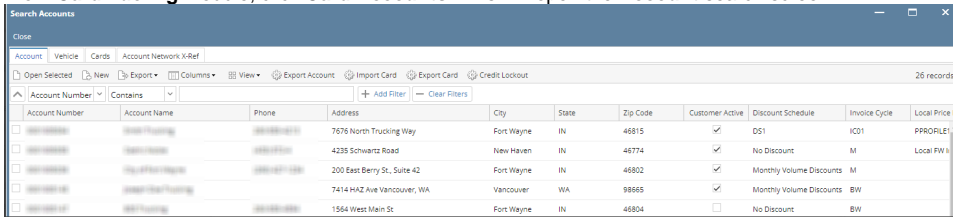


How to Add a Miscellaneous on Card Account

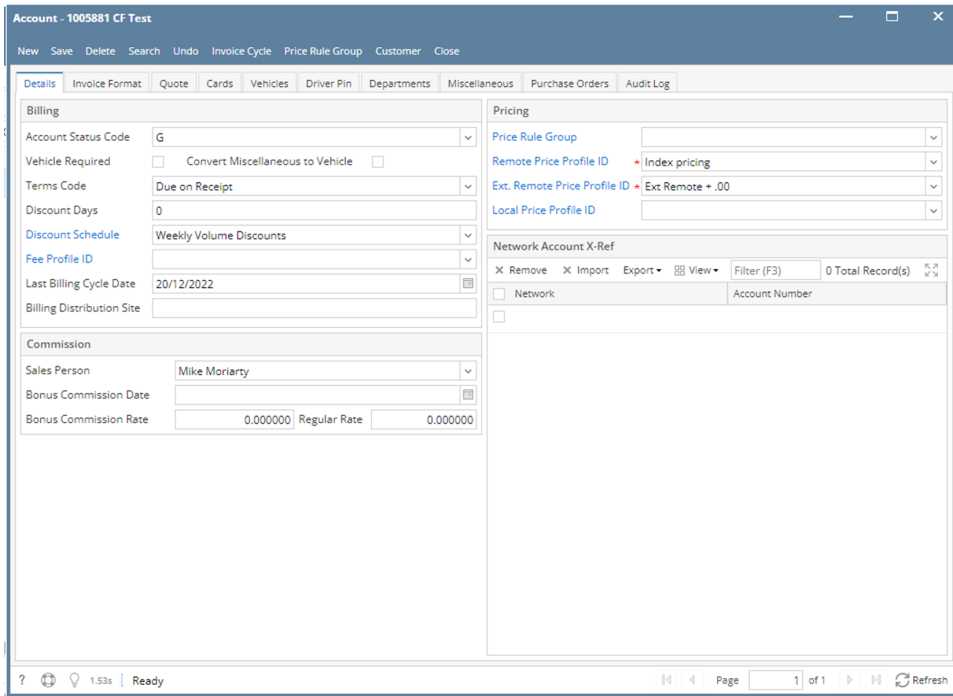
1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



The screenshot shows the 'Search Accounts' window with a table of card accounts. The table has columns for Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price Profile. There are 26 records in total.

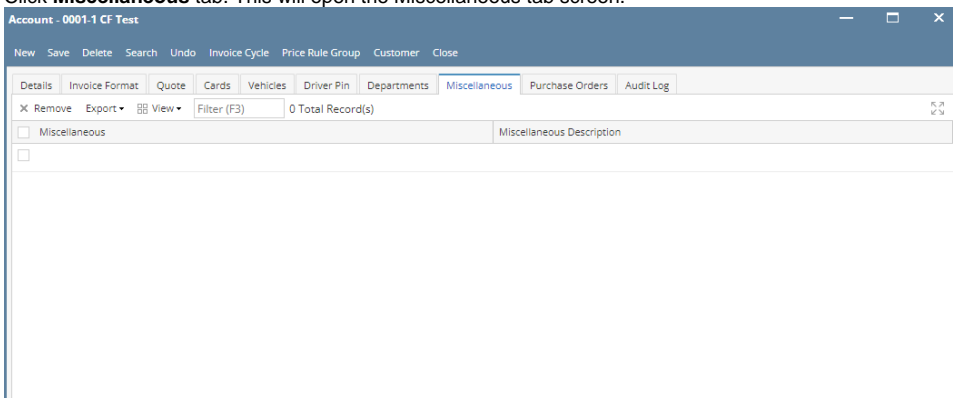
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005881	Card Fueling	408-881-1111	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE...
1005882	Card Fueling	408-881-1111	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW...
1005883	Card Fueling	408-881-1111	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
1005884	Card Fueling	408-881-1111	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
1005885	Card Fueling	408-881-1111	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.
[blocked URL](#)



The screenshot shows the 'Account - 1005881 CF Test' window. The 'Billing' tab is active, showing fields for 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), and Pricing (Price Rule Group, Remote Price Profile ID: Index pricing, Ext. Remote Price Profile ID: Ext Remote + .00, Local Price Profile ID). The 'Network Account X-Ref' section shows a table with columns for Network and Account Number, and a 'Filter (F3)' button. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

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



The screenshot shows the 'Account - 0001-1 CF Test' window. The 'Miscellaneous' tab is active, showing a table with columns for Miscellaneous and Miscellaneous Description. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

4. Fill in the **Miscellaneous** and **Miscellaneous Description** columns. Add more entries as needed.

Account - 0001-1 CF Test

New Save Delete Search Undo Invoice Cycle Price Rule Group Customer Close

Details Invoice Format Quote Cards Vehicles Driver Pin Departments **Miscellaneous** Purchase Orders Audit Log

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

Miscellaneous	Miscellaneous Description
<input checked="" type="checkbox"/>	Miscellaneous Test
<input type="checkbox"/>	

5. Click **Save** toolbar button.