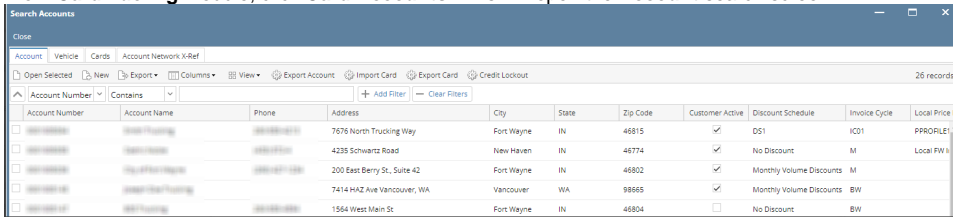


# How to Add a Purchase Order on Card Account

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

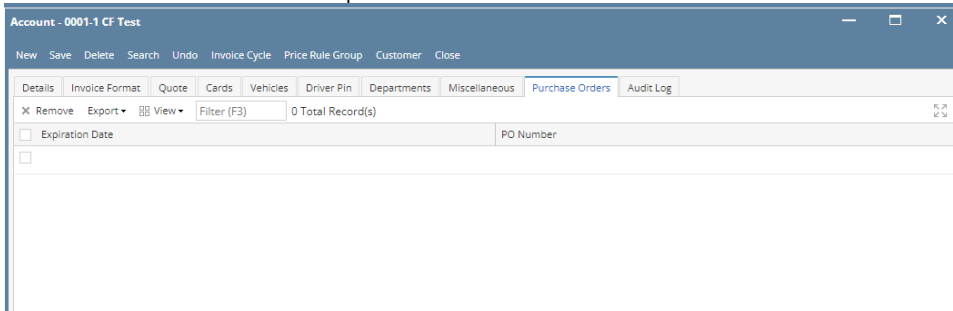


The screenshot shows the 'Search Accounts' window with a table of card accounts. The table has columns for Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price. There are 26 records in total.

| Account Number | Account Name | Phone      | Address                     | City       | State | Zip Code | Customer Active | Discount Schedule        | Invoice Cycle | Local Price |
|----------------|--------------|------------|-----------------------------|------------|-------|----------|-----------------|--------------------------|---------------|-------------|
| 00000001       | Card Fueling | 0000000000 | 7676 North Trucking Way     | Fort Wayne | IN    | 46815    | ✓               | DS1                      | IC01          | PPRORLE...  |
| 00000002       | Card Fueling | 0000000000 | 4235 Schwartz Road          | New Haven  | IN    | 46774    | ✓               | No Discount              | M             | Local PW... |
| 00000003       | Card Fueling | 0000000000 | 200 East Berry St, Suite 42 | Fort Wayne | IN    | 46802    | ✓               | Monthly Volume Discounts | M             |             |
| 00000004       | Card Fueling | 0000000000 | 7414 HAZ Ave Vancouver, WA  | Vancouver  | WA    | 98665    | ✓               | Monthly Volume Discounts | BW            |             |
| 00000005       | Card Fueling | 0000000000 | 1564 West Main St           | Fort Wayne | IN    | 46804    | ✗               | No Discount              | BW            |             |

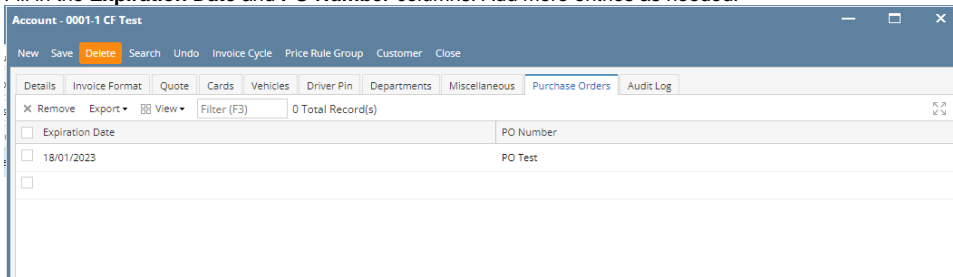
2. Select a card account and click **Open Selected** toolbar button. This will open the selected card account.  
[blocked URL](#)

3. Click **Purchase Orders** tab. This will open the **Purchase Orders** tab screen.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Purchase Orders' tab selected. The window has a toolbar with buttons for New, Save, Delete, Search, Undo, Invoice Cycle, Price Rule Group, Customer, and Close. Below the toolbar, there are tabs for Details, Invoice Format, Quote, Cards, Vehicles, Driver Pin, Departments, Miscellaneous, Purchase Orders, and Audit Log. The 'Purchase Orders' tab is active, showing a table with columns for Expiration Date and PO Number. The table is currently empty, and the status bar indicates 0 Total Record(s).

4. Fill in the **Expiration Date** and **PO Number** columns. Add more entries as needed.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Purchase Orders' tab selected. The window has a toolbar with buttons for New, Save, Delete, Search, Undo, Invoice Cycle, Price Rule Group, Customer, and Close. Below the toolbar, there are tabs for Details, Invoice Format, Quote, Cards, Vehicles, Driver Pin, Departments, Miscellaneous, Purchase Orders, and Audit Log. The 'Purchase Orders' tab is active, showing a table with columns for Expiration Date and PO Number. The table now contains one entry: Expiration Date: 18/01/2023, PO Number: PO Test. The status bar indicates 0 Total Record(s).

5. Click **Save** toolbar button.