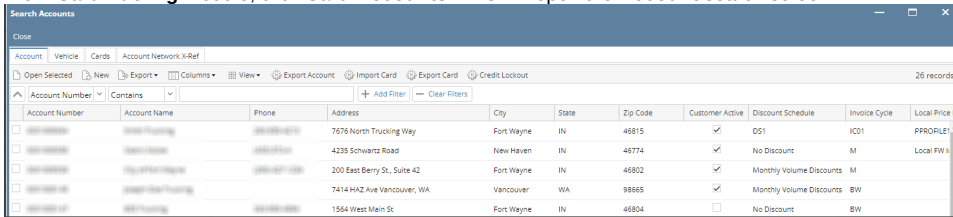


How to Delete a Miscellaneous on Card Account

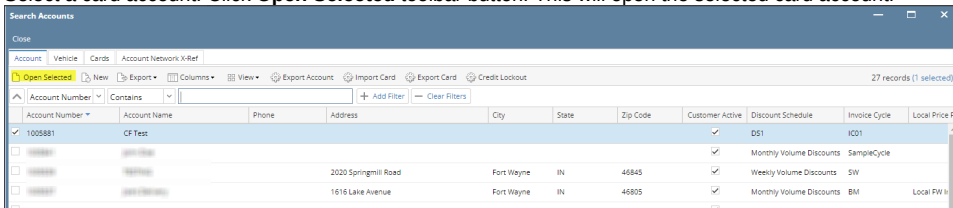
1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



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. The first three rows are highlighted in blue.

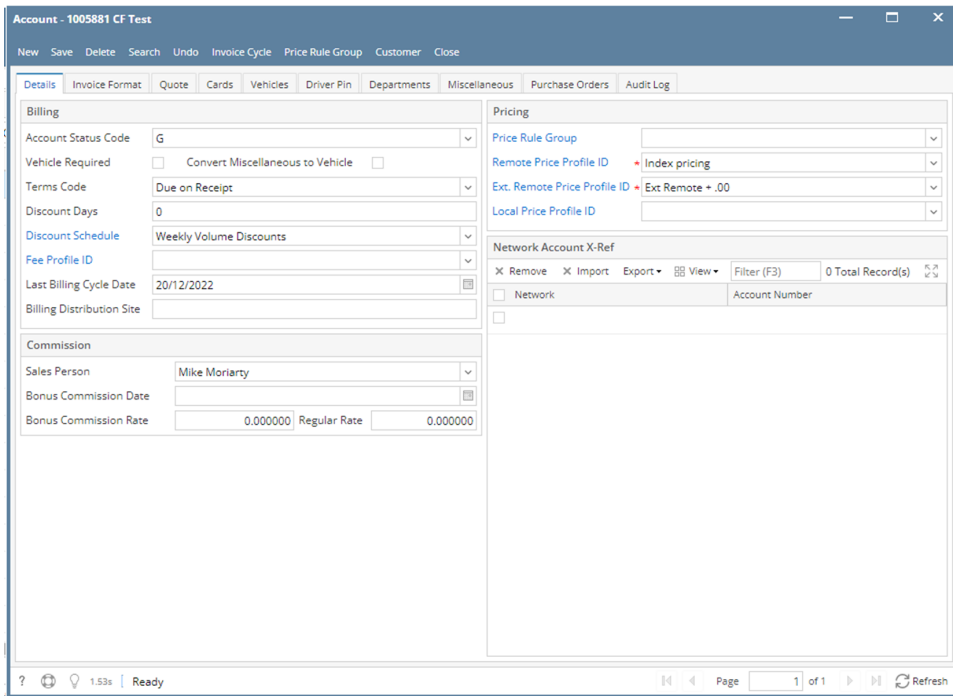
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005881	CF Test	(317) 444-1111	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE...
1005882	CF Test	(317) 444-1111	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW...
1005883	CF Test	(317) 444-1111	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	

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. The table shows 27 records, with the first one selected.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Profile
1005881	CF Test	(317) 444-1111					✓	DS1	IC01	



The screenshot shows the 'Account - 1005881 CF Test' window with the 'Details' tab selected. The window contains 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:

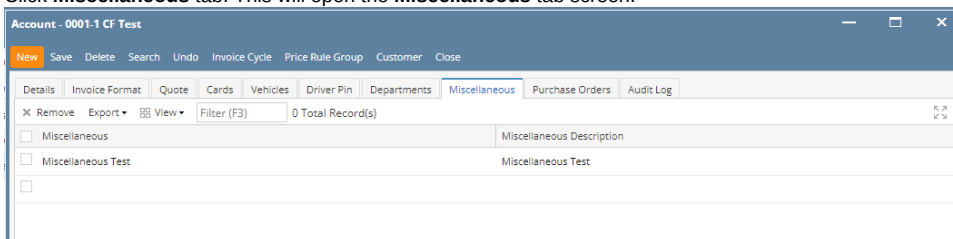
Network Account X-Ref

- Remove: X Import: X Export: X View: X 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

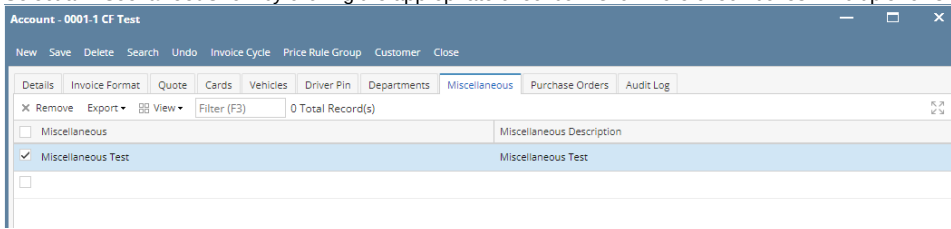
3. Click **Miscellaneous** tab. This will open the **Miscellaneous** tab screen.



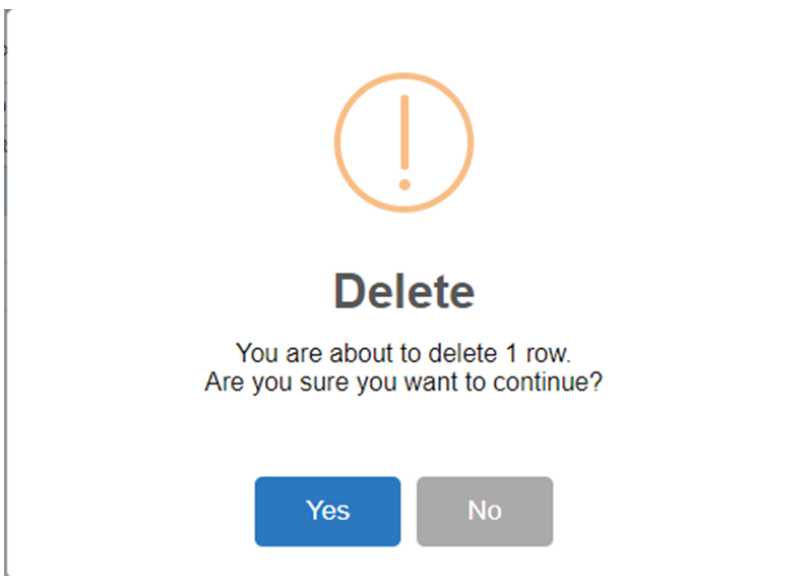
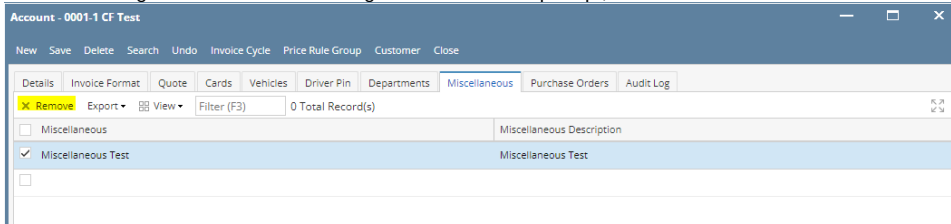
The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Miscellaneous' tab selected. The window displays a table of miscellaneous items.

Miscellaneous	Miscellaneous Description
☐ Miscellaneous	Miscellaneous Description
☐ Miscellaneous Test	Miscellaneous Test
☐	

4. Select a **Miscellaneous** row by clicking the appropriate checkbox. Click more check boxes if multiple rows will be deleted.



5. Click **Remove** grid button. Delete message confirmation will prompt, click **Yes** button. Selected **Miscellaneous** will be removed from the grid area.



6. Click **Save** toolbar button.