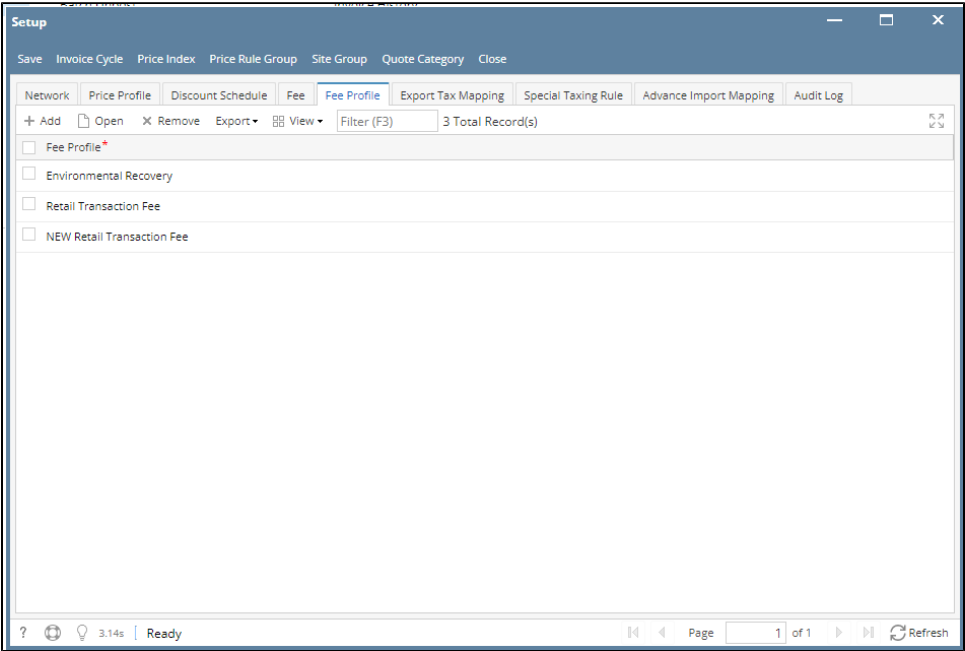
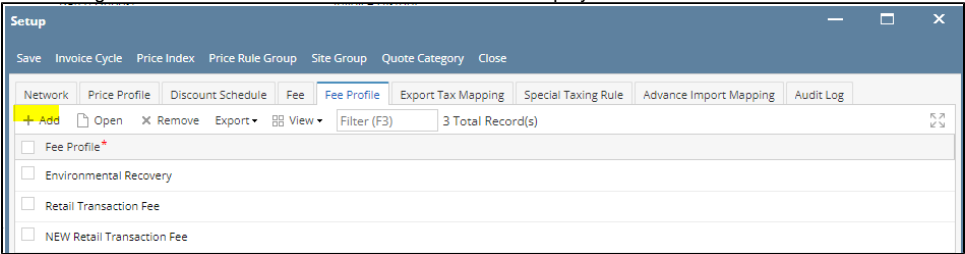


How to Create a Fee Profile

- 1. From **Card Fueling** module, click **Setup**. The **Setup** screen will be displayed.
Click **Fee Profile** tab screen.



- 2. Click **Add** grid button. The **Fee Profile** detail screen will be displayed.



Fee Profile -

New Save Delete Search Undo Close

Details Audit Log

Fee Profile ID * Fee Invoice Format *

Description

☐ Remove

 0 Total Record(s)

<input type="checkbox"/> Fee Id	Description	Start Date	End Date
<input type="checkbox"/>			

? 1.47s Ready Page 1 of 1 Refresh

3. Enter/Select the following required fields: **Fee Profile ID**, **Description**, **Fee Invoice Format**.
 Enter/Select **Fee** on the grid to be included on the **Fee Profile**.

Fee Profile - FEE PROFILE TEST

New Save Delete Search Undo Close

Details Audit Log

Fee Profile ID * Fee Invoice Format *

Description

☐ Remove

 1 Total Record(s)

<input type="checkbox"/> Fee Id	Description	Start Date	End Date
<input checked="" type="checkbox"/> FEE1	TEST	03/10/2023	03/31/2023
<input type="checkbox"/>			

? 1.47s Ready Page 1 of 1 Refresh

4. Click **Save** toolbar button. The **Fee Profile** name will append on the screen title.
 Then click the **Close** toolbar button or **X** button.

Fee Profile - FEE PROFILE TEST

New **Save** Delete Search Undo Close

Details Audit Log

Fee Profile ID: * FEE PROFILE TEST Fee Invoice Format: * Detail

Description: TEST

X Remove Export View Filter (F3) 1 Total Record(s)

<input type="checkbox"/>	Fee Id	Description	Start Date	End Date
<input checked="" type="checkbox"/>	FEE1		03/10/2023	03/31/2023
<input type="checkbox"/>				

? 1.47s Saved Page 1 of 1 Refresh

5. In the **Fee Profile** tab screen, the created **Fee Profile** will be listed.

Setup

Save Invoice Cycle Price Index Price Rule Group Site Group Quote Category Close

Network Price Profile Discount Schedule Fee **Fee Profile** Export Tax Mapping Special Taxing Rule Advance Import Mapping Audit Log

+ Add Open X Remove Export View Filter (F3) 4 Total Record(s)

<input type="checkbox"/>	Fee Profile *
<input type="checkbox"/>	Environmental Recovery
<input type="checkbox"/>	Retail Transaction Fee
<input type="checkbox"/>	NEW Retail Transaction Fee
<input type="checkbox"/>	FEE PROFILE TEST

? 3.14s Ready Page 1 of 1 Refresh