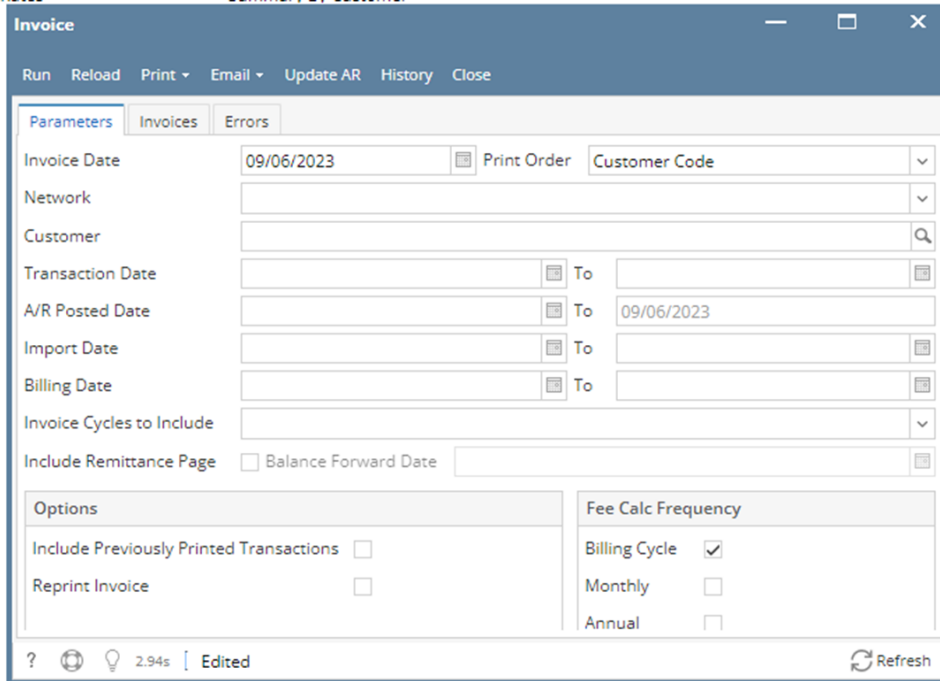


How to Generate Card Fueling Invoice

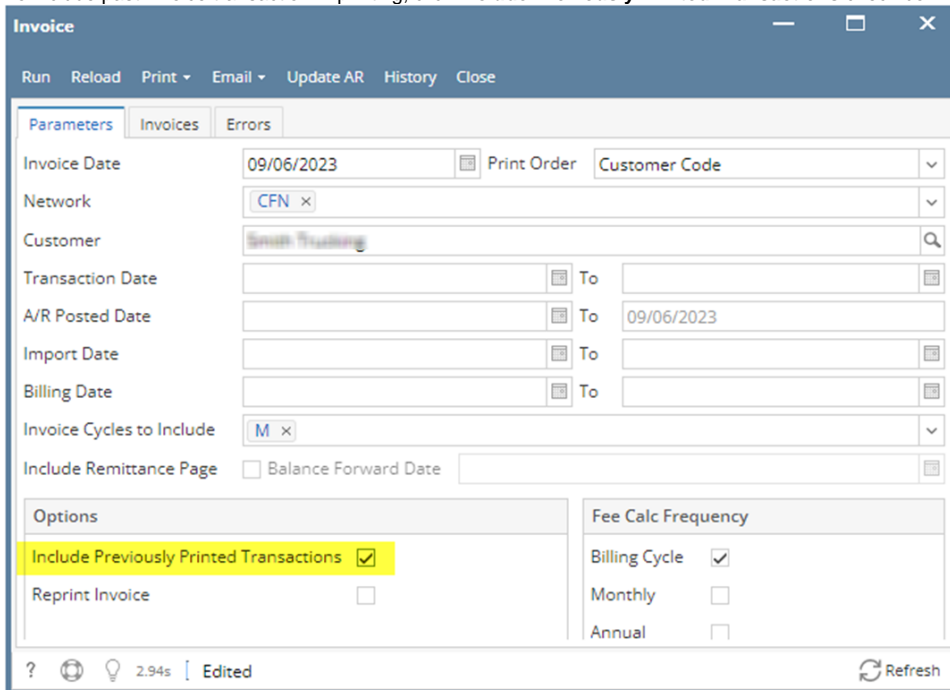
1. From **Card Fueling** module, click **Invoice** menu. Invoice screen will be displayed.
Invoice Date will have a default value equivalent to current date while **Print Order** will have a default value of Customer Code.
Billing Cycle check box is also checked by default.



The screenshot shows the 'Invoice' window with the 'Parameters' tab selected. The 'Invoice Date' is set to 09/06/2023, and 'Print Order' is set to Customer Code. The 'Billing Cycle' checkbox is checked. The 'Options' section shows 'Include Previously Printed Transactions' and 'Reprint Invoice' are unchecked. The 'Fee Calc Frequency' section shows 'Billing Cycle' is checked, and 'Monthly' and 'Annual' are unchecked.

Parameters	
Invoice Date	09/06/2023
Network	
Customer	
Transaction Date	To
A/R Posted Date	To 09/06/2023
Import Date	To
Billing Date	To
Invoice Cycles to Include	
Include Remittance Page	<input type="checkbox"/> Balance Forward Date
Options	
Include Previously Printed Transactions	<input type="checkbox"/>
Reprint Invoice	<input type="checkbox"/>
Fee Calc Frequency	
Billing Cycle	<input checked="" type="checkbox"/>
Monthly	<input type="checkbox"/>
Annual	<input type="checkbox"/>

2. Fill up any of the fields to filter the invoice results according to your requirement. Please see sample below.
3. To include past invoice transaction in printing, click **Include Previously Printed Transactions** check box.



The screenshot shows the 'Invoice' window with the 'Parameters' tab selected. The 'Network' is set to CFN, and the 'Customer' is set to Smith Trucking. The 'Billing Cycle' checkbox is checked. The 'Options' section shows 'Include Previously Printed Transactions' is checked. The 'Fee Calc Frequency' section shows 'Billing Cycle' is checked, and 'Monthly' and 'Annual' are unchecked.

Parameters	
Invoice Date	09/06/2023
Network	CFN
Customer	Smith Trucking
Transaction Date	To
A/R Posted Date	To 09/06/2023
Import Date	To
Billing Date	To
Invoice Cycles to Include	M
Include Remittance Page	<input type="checkbox"/> Balance Forward Date
Options	
Include Previously Printed Transactions	<input checked="" type="checkbox"/>
Reprint Invoice	<input type="checkbox"/>
Fee Calc Frequency	
Billing Cycle	<input checked="" type="checkbox"/>
Monthly	<input type="checkbox"/>
Annual	<input type="checkbox"/>

4. To calculate the necessary **Fee** to be included on the customer invoices, click on the desired **Fee Calc Frequency**.

Invoice

RunReloadPrintEmailUpdate ARHistoryClose

ParametersInvoicesErrors

Invoice Date09/06/2023Print OrderCustomer Code

NetworkCFN

CustomerSmart Trunking

Transaction DateTo

A/R Posted DateTo09/06/2023

Import DateTo

Billing DateTo

Invoice Cycles to IncludeM

Include Remittance PageBalance Forward Date

Options

Include Previously Printed TransactionsReprint Invoice

Fee Calc Frequency

Billing CycleMonthlyAnnual

2.94sEdited

Refresh

5. Click **Run** button to generate invoice data. Once done, focus will be on **Invoices** tab showing the filter results.

Invoice

Run Reload Print Email Update AR History Close

Parameters Invoices Errors

Invoice Date 09/06/2023 Print Order Customer Code

Network CFN

Customer Smart Trucking

Transaction Date To

A/R Posted Date To 09/06/2023

Import Date To

Billing Date To

Invoice Cycles to Include M

Include Remittance Page ☐ Balance Forward Date

Options

Include Previously Printed Transactions ☒

Reprint Invoice ☐

Fee Calc Frequency

Billing Cycle ☒

Monthly ☐

Annual ☐

? 2.94s Edited Refresh

Invoice

Run Reload Print Email Update AR History Close

Parameters Invoices Errors

☒ Select All ☐ Clear All Email Print Export View Filter (F3)

<input type="checkbox"/> Customer Number	Customer Name	Status	Email	Customer Active
<input type="checkbox"/> 0001	Smart Trucking	Ready	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

? 2.94s Edited Refresh