How to Export Account

Note: Make sure to setup the network connection before exporting.

Click here to view how to setup network connection.

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

Search Accounts										
Close										
Account: Vehicle Cards Account: Network XRef										
🗅 Open Selected 😓 New 🕒 Export - 🔟 Columns - 🖹 View - 🛞 Export Account 🛞 Import Card 🛞 Export Card										26 records
Account Number Contains										
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Pr
100710000ar	House Physics and	-20100-011	7676 North Trucking Way	Fort Wayne	IN	46815	\checkmark	DS1	IC01	PPROFILE1 ^
10011000001	Charles Physical	1001177-00	4235 Schwartz Road	New Haven	IN	46774	\checkmark	No Discount	м	Local FW II
10011000381	Cipal Feat Vegeta	1001107-128	200 East Berry St., Suite 42	Fort Wayne	IN	46802	~	Monthly Volume Discounts	м	
10071001101	(map) (the Proofing		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	×	Monthly Volume Discounts	BW	
10071001101	18977101124		1564 West Main St	Fort Wayne	IN	46804		No Discount	BW	

2. In Account search screen, click Export Account toolbar button. this will open the Export Account screen.

Account Vehicle Cards Account Network XRef											
🗋 Open Selected 🗋 New 🕞 Export - 🔟 Columns - 🛞 View - 🛞 Export Account 🛞 Import Card 🛞 Export Card 🕼 Export Card											26 records
Account Number v Contains v + Add Filter - Clear Filters											
	Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
E	1001100000	1940 Turne	20100-011	7676 North Trucking Way	Fort Wayne	IN	46815	\checkmark	DS1	IC01	PPROFILET
E	1001100000	Services.	10001000	4235 Schwartz Road	New Haven	IN	46774	~	No Discount	м	Local FW I
E	1001100510	Star March 1997	1001107-1201	200 East Berry St., Suite 42	Fort Wayne	IN	46802	~	Monthly Volume Discounts	м	
E	10011001101	AND BEFORE AND		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	~	Monthly Volume Discounts	BW	
	1001100110	ART NUMBER	31111-111	1564 West Main St	Fort Wayne	IN	46804		No Discount	BW	

Export Account			
Export Close			
Details			
Network:		~	
? 🗊 🎖 Ready			

- Select Network of Account to be exported then click Export toolbar button. Export message will be displayed stating export status and details. Click OK button.
- 4. Verify exported file on the specified directories on Network Connection Setup.