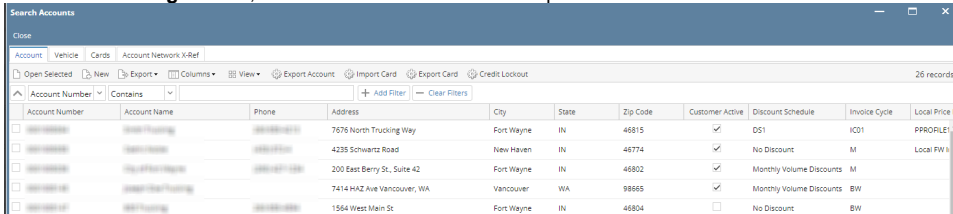


# How to Export Account

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

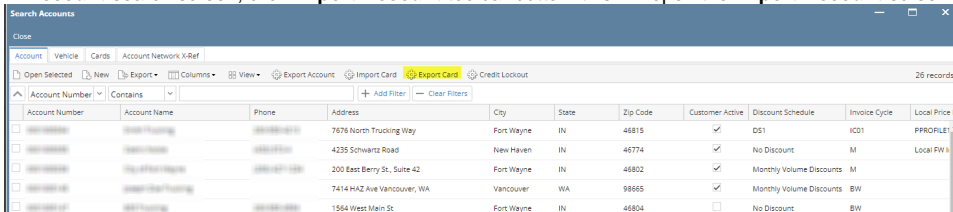
Click [here](#) to view how to setup network connection.

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

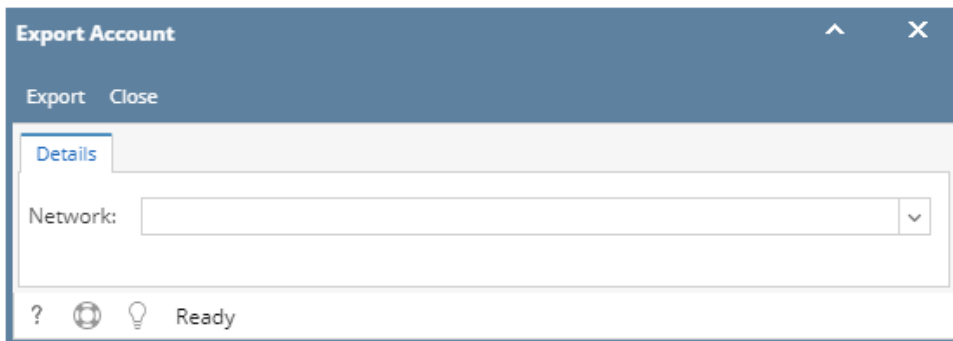


Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
46818888	Card Fueling	46818888	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPROPRIE
46818888	Card Fueling	46818888	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local FW
46818888	Card Fueling	46818888	200 East Berry St., Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
46818888	Card Fueling	46818888	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
46818888	Card Fueling	46818888	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 Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
46818888	Card Fueling	46818888	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPROPRIE
46818888	Card Fueling	46818888	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local FW
46818888	Card Fueling	46818888	200 East Berry St., Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
46818888	Card Fueling	46818888	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
46818888	Card Fueling	46818888	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	



**Export Account**

Export Close

**Details**

Network:

? Ready

3. 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](#).