## How to Add a Card Fueling Card

1. From Card Fueling module, click Card Accounts. Display the Account search screen and existing CF Accounts.

Search Accounts									-	
Close										
Account Vehicle Car	ds Account Network X-Ref									
🗋 Open Selected 🛛 🔒 Ne	ew 🕞 Export 🔹 🥅 Columns 🔹	음 View • 《아 Export Ad	count 🔅 Import Card 🔅 Export Car	d 🌐 Credit Lockout						26 reco
Account Number	Contains Y		+ Add Filter - Clear Fil	ters						
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Pri
1897189888	CANADA PER LA COMPANY	1001001411	7676 North Trucking Way	Fort Wayne	IN	46815	>	DS1	IC01	PPROFIL
10011000081	(Sealth / Notice	10001000	4235 Schwartz Road	New Haven	IN	46774	$\checkmark$	No Discount	м	Local FV
1001100000	Suddie Open	1001107-120	200 East Berry St., Suite 42	Fort Wayne	IN	46802	~	Monthly Volume Discounts	м	
10071003100	page that having		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	~	Monthly Volume Discounts	BW	
1001100314	1887 Provide		1564 West Main St	Fort Wayne	IN	46804		No Discount	BW	

2. Select a CF Account then click Open Selected button. This will display the CF Account detail screen and focus should be on Cards tab.

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3. To create Card on CF Account, enter required values: Network ID, Card Number, Card Description, Card PIN Number and Last Used Date on grid then click on Save.

1	Account - 0001-1 CF Test	:						—	>
	New Save Delete Se	arch Undo Invoice Cycle	Price Rule Group Customer	Close					
¢	Details Invoice Format	t Quote Cards Vehicl	es Driver Pin Departments	Miscellaneous Purc	hase Orders	Audit Log			
	+ Add 🗋 Open 🗙	Remove Add To Encoding	De-Activate Card 🛛 🔒 Locked	월 Unlocked Export ◄	🗄 View 🗸	Filter (F3)	0 Total Record(s)		K ⊮
	Network ID	Card Number	Card Description	Card Pin Number	Card Type		Entry Code	Department	
	CF Network	1023298	CF Test Description	1401	Driver Card				
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4. Another way to create Card on CF Account is to click on Add grid button and fill out complete Card details. Created Card will also be displayed on Card grid upon saving.

Account Cards - 3234123						– ×
New Save Delete Undo C	Card Type Close					
Details Audit Log						
Card Details			Encoding			
Network ID *	CF Network	~	Card Locked			
Card Number: Auto Assign	3234123		Card Pin Number	1232		
Card Description	CF Test Description 2		Card Notation			
Card Active			Expiration Date			
Card Type	Driver Card	$\sim$	Validation Code			
Card Issue Date +	24/01/2023		Cards Issued			0
Date Last Used			Card Limit Code			0
Card for Own Use	Hold Card Transactions		Card Fuel Code			0
Expense Item		Q,	Card Tier Code			
Department		$\sim$	Card Odometer Code			
Default Vehicle No		$\sim$	Card WC Code			
Default Driver Pin		$\sim$	Card X Ref			
Comment			Entry Code			~
			Auth Code			~
? (D) Q 2.63s [ Saved				Page 1	of 1 🕨 🕅	

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	New	Save Delete Se	arch Undo Invoice Cycle	Price Rule Group Customer	Close						
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	+	Add 🗋 Open 🗙	Remove Add To Encoding	De-Activate Card 🛛 👜 Locked	Unlocked Export <del>-</del>	🔠 View 🕶	Filter (F3)		2 Total Record(s)		トフレン
		Network ID	Card Number	Card Description	Card Pin Number	Card Type		Entr	y Code	Department	
;	~	CF Network	3234123	CF Test Description 2	1232	Driver Card					
1		CF Network	1023298	CF Test Description	1401	Driver Card					
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