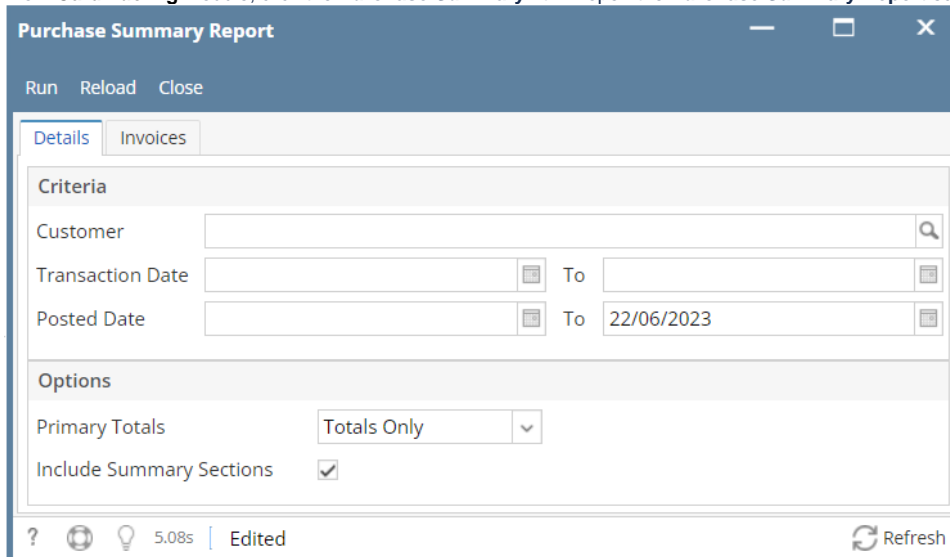


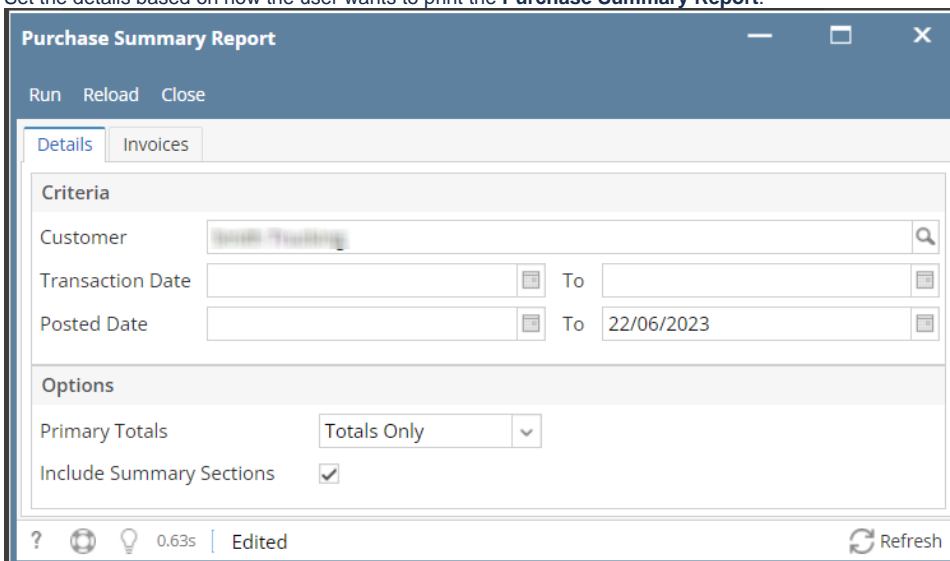
How to Print Purchase Summary

1. From **Card Fueling** module, click the **Purchase Summary**. It will open the **Purchase Summary Report** screen.



The screenshot shows the 'Purchase Summary Report' window. At the top, there are buttons for 'Run', 'Reload', and 'Close'. Below these are two tabs: 'Details' (selected) and 'Invoices'. The 'Criteria' section contains three rows of input fields: 'Customer' with a search icon, 'Transaction Date' with a calendar icon, and 'Posted Date' with a calendar icon. The 'Options' section has a 'Primary Totals' dropdown set to 'Totals Only' and a checked 'Include Summary Sections' checkbox. The bottom status bar shows a help icon, a globe icon, a lightbulb icon, a timer at '5.08s', the word 'Edited', and a 'Refresh' button with a circular arrow icon.

2. Set the details based on how the user wants to print the **Purchase Summary Report**.



This screenshot is identical to the previous one, but the 'Customer' field in the 'Criteria' section now contains the text 'Card Fueling'. The timer in the bottom status bar has updated to '0.63s'.

3. Click the **Run** button. Report will be generated.

Purchase Summary Report

Run Reload Close

Details Invoices

Criteria

Customer

Transaction Date To

Posted Date To

Options

Primary Totals

Include Summary Sections ☒

? 0.63s Edited Refresh

Purchase Summary Report

Run Reload Close

Details Invoices

✉ Email 🖨 Print Export View Filter (F3)

<input type="checkbox"/>	Customer Number	Customer Name	Status	Email
<input type="checkbox"/>	1000000000	Smith Trading	Ready	<input checked="" type="checkbox"/>

? 0.63s Edited Refresh

4. Click the **Reload** button to refresh the data.

Purchase Summary Report

Run Reload Close

Details Invoices

✉ Email 🖨 Print Export View Filter (F3)

<input type="checkbox"/>	Customer Number	Customer Name	Status	Email
<input type="checkbox"/>	1000000000	Smith Trading	Ready	<input checked="" type="checkbox"/>

? 0.63s Edited Refresh

5. Select the target record. Click the **Email** button. A pop-up message will display for the status of the email.

Purchase Summary Report

Run Reload Close

Details Invoices

Email Print Export View Filter (F3)

<input checked="" type="checkbox"/>	Customer Number	Customer Name	Status	Email
<input checked="" type="checkbox"/>	0000000000	00000 / Trucking	Ready	<input checked="" type="checkbox"/>

? 0.63s Edited Refresh



6. Select the target record. Click the **Print** button.

Purchase Summary Report

Run Reload Close

Details Invoices

Email Print Export View Filter (F3)

<input checked="" type="checkbox"/>	Customer Number	Customer Name	Status	Email
<input checked="" type="checkbox"/>	0000000000	00000 / Trucking	Ready	<input checked="" type="checkbox"/>

? 0.63s Edited Refresh

Report Viewer - Purchase Summary Report

Archive Close

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irely

Purchase Summary
Run Date: 06/22/2023

Bill To: 00000 / Trucking
00000 / Trucking
00000 / Trucking

Department: Unknown - Unknown

Vehicle	Date	Odsm	Mps	Card	Product	Qty	Price	Total
Miscellaneous: No Starting Odometer								
Fuel CPM:	Total Miles: 0	Avg. MPG: 0	# Trans: 7	77.000	487.97			
Miscellaneous: Job #1 No Starting Odometer								
Fuel CPM:	Total Miles: 0	Avg. MPG: 0	# Trans: 2	13.000	36.13			
Miscellaneous: Job #3 No Starting Odometer								

Activate Windows
Go to Settings to activate Windows

On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

7. Select the target record. Click the **Export** button.

