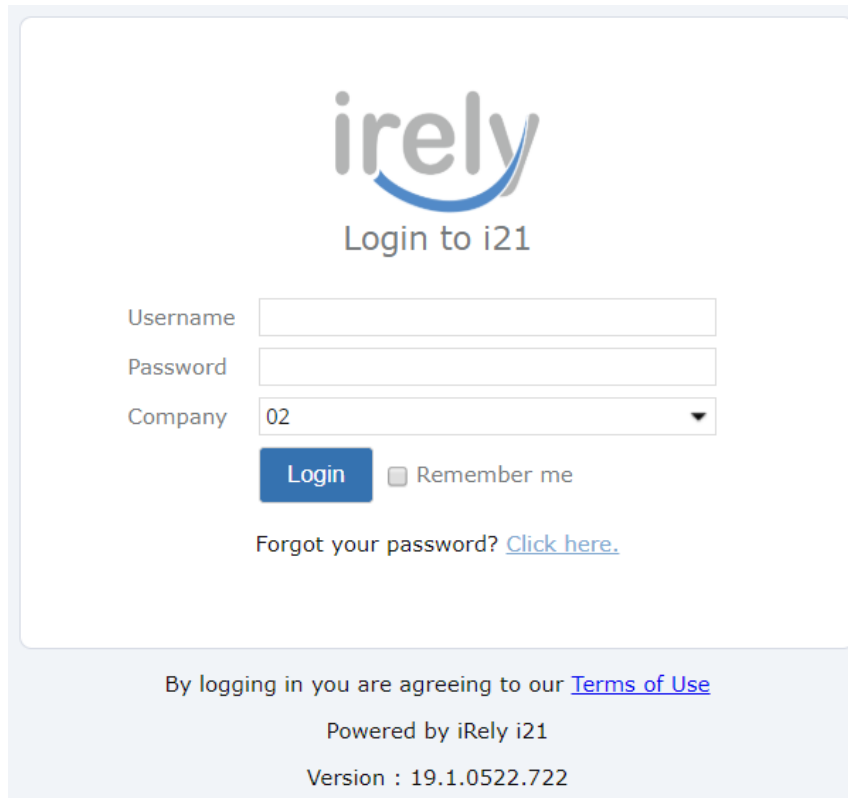


i21 PacPride Controller Sunset Overview

You can use the following [link](#) to register to re-watch the webinar where this training material was presented on 6/17/2020.

- - Upgrade Your Sites
 - As of Last week 60% of the Network sites have been updated and PacPride continues to plan for remaining sites to be updated by 7/1 in time for a cutover.
 - Contact your Account Manager if for any scheduling questions on when your sites will be upgraded if they have not been completed yet.
 - PacPride also recommends the following a day or two after their sites are upgraded.
 - Go onto pacpridenet.com, run a transaction report and make sure the products they dispense are correct.
 - If they are not, the site may not have been set up incorrectly or the transfer price set up is for a different product then they actually dispense.
 - They should email ConvCoorHelp@fleetcor.com attaching the report identifying the site and the product they expected to see.
 - We are here to help you support you and answer your questions at any time during this transition!
 1. We anticipate this to be a very busy time, and we will have multiple team members assisting on this transition.
 2. We recommend that all communications occur via helpdesk, or our general support email address of support@irely.com and to not email any iRely staff directly.
 3. This will help to ensure that any available resource can assist and know the current status of where you are at in this transition.
- - Optional - Update to version 19.1 or higher if on an older version i21 Card Fueling
 - This is optional, but recommended for additional error reporting on Tax X-Ref setup.
 - You can process the new PT files on version 18.3.
 - You can find your version on your i21 login screen.



irely

Login to i21

Username

Password

Company

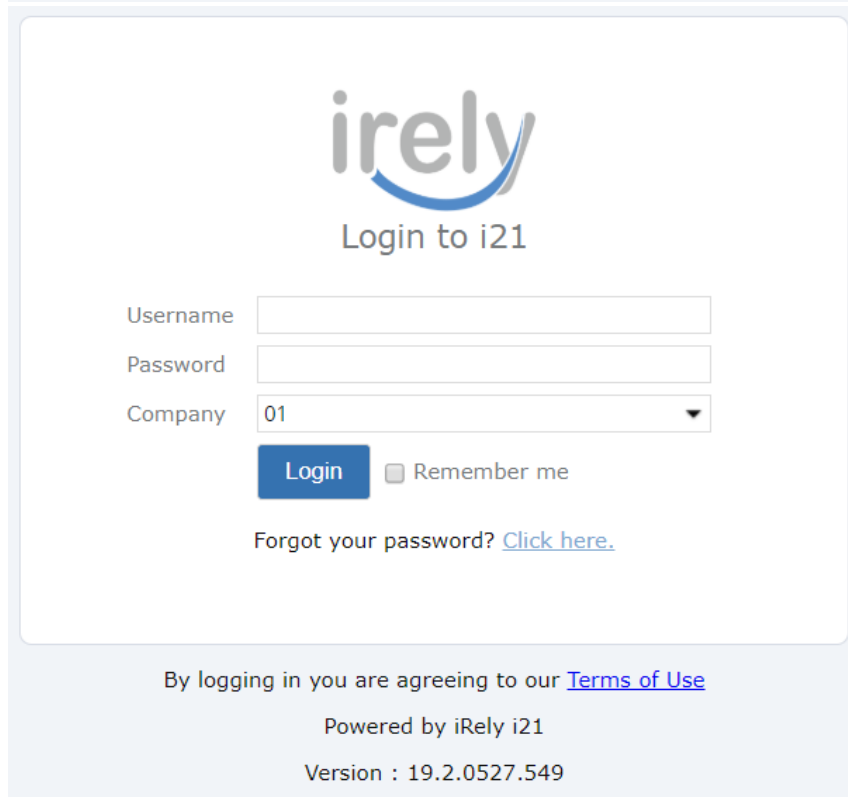
Login ☐ Remember me

Forgot your password? [Click here.](#)

By logging in you are agreeing to our [Terms of Use](#)

Powered by iRely i21

Version : 19.1.0522.722



irely

Login to i21

Username

Password

Company

Login ☐ Remember me

Forgot your password? [Click here.](#)

By logging in you are agreeing to our [Terms of Use](#)

Powered by iRely i21

Version : 19.2.0527.549

-
- **Familiarize yourself with this documentation and the timing of the steps that need to occur.**
- - Do not email any iRely staff directly. We anticipate this to be a very busy time, and we will have multiple team members assisting on this transition.
 - To ensure that any available resource can assist and know the current status of where you are at in this transition
 - We recommend that all communications occur via helpdesk, or our general support email address of support@irely.com
 - iRely will perform the following updates and notify you when complete and ready for you to verify the results
 - Update i21 Network Sites to new Site #
 - Update i21 Network Sites with new Host #
 - Update i21 Network Items with Leading Zeroes on Product Code
 - Add i21 Network State X-Ref

- Add Federal and State Environmental Tax Codes
- Add i21 Network Tax X-Ref for new Tax Codes

1. Select Card Fueling > Setup Menu
2. Select Network and Open PacPride record
3. Select Detail Tab

Network - PPSI

New Save Delete Search Undo Close

Network ID * PPSI Description PacPride Network Type * CFN 1

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

Network Participant ID 502,635,701 2

Post Foreign Sales to AR/Inventory ☐

Foreign A/R Customer PacPride Foreign Sales

Remote A/R Location Default

Sub Distributor Site

Link Network ID

Import Path

Import Mapping for Trans: * CFN 3

Advance Import Mapping for Trans:

Import Mapping for Cards: PacPride CSU 4

Import Mapping for Network Cost: Network Cost CFN 5

ISO

Account Length 0

Card Length 0

Next Auto-Assign Card #:

Network Fees

Foreign Fee per Gallon for FT 0.000000

Remote Fee per Trans 0.000000

Remote Fee per Gallon 0.000000

Communication Fee Monthly Charge 0.00

Communication Fee Per Gal 0.000000

Remote Transaction Taxes

SST from In state Sites-pass to Exempt customers ☒

FET-DO NOT pass to exempt customers ☐

SET-DO NOT pass to exempt customers ☐

LC Tax-DO NOT pass to exempt customers ☐

Allow Exemptions on Ext Remote/Retail Trans Yes

Select LC code

Card Encoding Integration ☐

Global Card Expiration Date

4.
 - a. #1 - Change Type of Network to "CFN"
 - b. #2 - Set New Participant Number
 - i. See Host x-ref provided by PacPride for your new host number.
 - c. #3 - Change Import Mapping for Trans to CFN
 - d. #4 - Change Import Mapping for Cards
 - i. This should not need changed if you are currently importing Cards, as the CSU format was already in the new format.
 - e. #5 - Change Import Mapping for Network Cost.
1. Select Card Fueling > Setup Menu
2. Select Network and Open PacPride record
3. Select Site Tab
4. Recommend searching for your Operated Sites and confirming that the Site Number Matches
 - a. All Active Sites with a matching record in the PacPride Site X-Ref will be assigned a new number.
 - b. Note any sites not included with PacPride X-ref will retain the old PacPride Alphabetic Site and are likely inactive.
5. New Remote/Extended Remote Sites will continue to be automatically added when a transaction occurs.
 - a. Note the PT file only has a Site State, and the other address fields will be blank.

Network - PacPride

New Save Delete Search Undo Close

Network ID * PacPride Description PacPride Network Type * CFN

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

+ Add Open X Remove Export View Filter (F3)

Site Name	Site Number	A/R Location	Site Group	Address	City	State	Site Type	Tax Group
PP-TX-NEW BRAUN (BCBK)	010033	PACIFIC PRIDE REMOTE PET...	PPADV	2760 N INTERSTATE 35	NEW BRAUNFELS	TX	Extended Remote	
PP-ID-KAMIAH (BDC2)	010123	PACIFIC PRIDE REMOTE PET...	PPADV	414 3RD ST	KAMIAH	ID	Extended Remote	
PP-CA-SACRAMENT (BNS3)	010139	PACIFIC PRIDE REMOTE PET...	PPADV	222 JIBBOM ST	SACRAMENTO	CA	Extended Remote	
PP-CA-LODI (BHBG)	010177	PACIFIC PRIDE REMOTE PET...	PPADV	14931 N FLAG CITY BLVD	LODI	CA	Extended Remote	
PP-WA-LYNDEN (BYV)	010216	PACIFIC PRIDE REMOTE PET...	PPADV	8890 BENDER RD	LYNDEN	WA	Extended Remote	WA WHATCOM-LYNDEN CF
PP-WY-ROCK SPRG (BAMQ)	010218	PACIFIC PRIDE REMOTE PET...	PPADV	1781 BLAIR AVE	ROCK SPRINGS	WY	Extended Remote	
PP-CA-ROSEVILLE (BL66)	010227	PACIFIC PRIDE REMOTE PET...	PPADV	1261 PLEASANT GROVE BL	ROSEVILLE	CA	Extended Remote	
PP-WY-DOUGLAS (BIV)	010249	PACIFIC PRIDE REMOTE PET...	PPADV	1115 W YELLOWSTONE HWY	DOUGLAS	WY	Extended Remote	
PP-NM-BLOOMFIELD (B7FM)	010250	PACIFIC PRIDE REMOTE PET...	PPADV	13021 US HWY 550	BLOOMFIELD	NM	Extended Remote	
PP-WA-PASCO (BCOE)	010254	PACIFIC PRIDE REMOTE PET...	PPADV	2100 E HILLSBORO ST	PASCO	WA	Extended Remote	WA FRANKLIN-PASCO CF
PP-MT-BOZEMAN (BVZ)	010261	PACIFIC PRIDE REMOTE PET...	PPADV	81855 GALLATIN ROAD	BOZEMAN	MT	Extended Remote	
PP-OR-EX-LAKEVIEW (BNH)	010275	PACIFIC PRIDE REMOTE PET...	PPADV	17697 HWY 395 N	LAKEVIEW	OR	Extended Remote	OR GENERAL CF
PP-CA-REDDING (BRHN)	010411	PACIFIC PRIDE REMOTE PET...	PPADV	2402 CASCADE BLVD	REDDING	CA	Extended Remote	
PP-CA-ELK GROVE (BF2Y)	010420	PACIFIC PRIDE REMOTE PET...	PPADV	9215 ELK GROVE FLORIN RD	ELK GROVE	CA	Extended Remote	
PP-OR-EX-KATILLS (BANB)	010487	PACIFIC PRIDE REMOTE PET...	PPADV	3817 N HIGHWAY 97	KLAMATH FALLS	OR	Extended Remote	OR GENERAL CF
PP-OR-EX-GRANTS (BQSR)	010661	PACIFIC PRIDE REMOTE PET...	PPADV	1998 NW VINE ST	GRANTS PASS	OR	Extended Remote	OR GENERAL CF
PP-AL-THEODORE (BMAC)	010676	PACIFIC PRIDE REMOTE PET...	PPADV	3550 HIGHWAY 90	THEODORE	AL	Extended Remote	
PP-LA-BOUTTE (BPET)	011073	PACIFIC PRIDE REMOTE PET...	PPADV	14130 HIGHWAY 90	BOUTTE	LA	Extended Remote	

3:55s Ready Page 1 of 1 Refresh

1. Select Card Fueling > Setup Menu
2. Select Network and Open PacPride record
3. Select CFN State Code Tab
4. Verify Records exist and no changes should be necessary.

Setup

Save Invoice Cycle **Price Index** Price Rule Group Site Group Quote Category Close

Network Price Profile Discount Schedule Fee Fee Profile Export Tax Mapping Special Taxing Rule Advance Import Mapping Audit Log

+ Add Open X Remove Export View Filter (F3) 6 Total Record(s)

<input type="checkbox"/>	Network*
<input type="checkbox"/>	PacPride
<input type="checkbox"/>	CFN
<input type="checkbox"/>	Private
<input type="checkbox"/>	EEE
<input type="checkbox"/>	14
<input type="checkbox"/>	CFNetwork

? 3.14s Ready Page 1 of 1 Refresh

Price Index

Save Undo Close

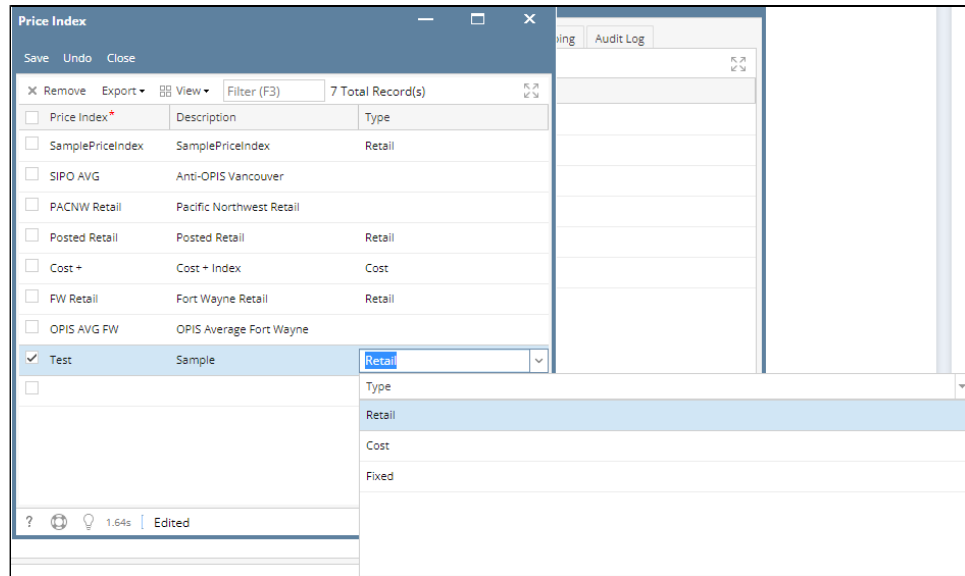
X Remove Export View Filter (F3) 7 Total Record(s)

<input type="checkbox"/>	Price Index*	Description	Type
<input type="checkbox"/>	SamplePriceIndex	SamplePriceIndex	Retail
<input type="checkbox"/>	SIPO AVG	Anti-OPIS Vancouver	
<input type="checkbox"/>	PACNW Retail	Pacific Northwest Retail	
<input type="checkbox"/>	Posted Retail	Posted Retail	Retail
<input type="checkbox"/>	Cost +	Cost + Index	Cost
<input type="checkbox"/>	FW Retail	Fort Wayne Retail	Retail
<input type="checkbox"/>	OPIS AVG FW	OPIS Average Fort Wayne	
<input type="checkbox"/>			

? 1.64s Ready Refresh

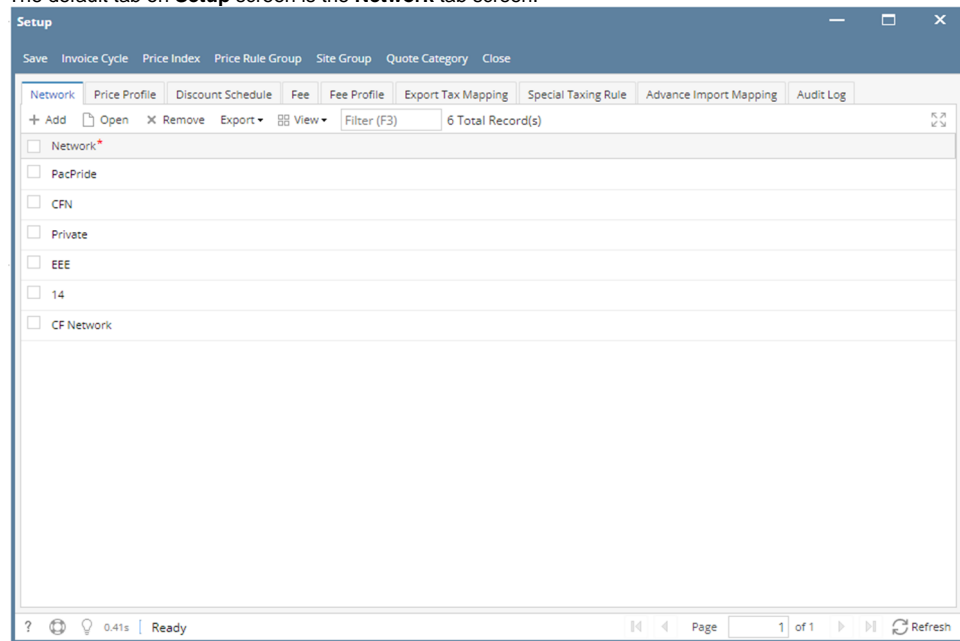
2. Click on the blank cell to enable typing action. Enter **Price Index** name, **Description** and **Type**.

Type has 3 selections: Retail, Cost, Fixed.



- Click **Save** toolbar button to save created **Price Index**.
Then click the **Close** toolbar button or **X** button.

- From **Card Fueling** module, click **Setup**. The **Setup** screen will be displayed.
The default tab on **Setup** screen is the **Network** tab screen.



- Select a **Network** and click **Open** toolbar button. **Network** detail screen will be displayed.
Navigate to **Site** tab.

Network - CF Network

New Save Delete Search Undo Close

Network ID: CF Network Description: Network Type: PacPride

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

Search Columns Search All Pages X + Add Open X Remove Export View Filter (F3) 2 Total Record(s)

Site Name*	Site Number*	A/R Location*	Site Group	Address	City	State	Site Type*	Tax Group	Allow Exemption
ABC	ABC	0002 - India...		4242 Flagsta...	Fort Wayne	IN	Remote		No
EZG	EZG	1001-Stellho...					Local/Netwo...		No

Page 1 of 1 Displaying 1 - 2 of 2

0.41s Ready Page 1 of 1 Refresh

3. Select a **Site** then click **Open** grid button. The **Site** detail screen will be displayed.

Network - CF Network

New Save Delete Search Undo Close

Network ID: CF Network Description: Network Type: PacPride

Details Site Site Tax Group Card Type Tax Code Items Product Authorization CFN State Code PacPride Host ID Connection Audit Log

Search Columns Search All Pages X + Add Open X Remove Export View Filter (F3) 2 Total Record(s)

Site Name*	Site Number*	A/R Location*	Site Group	Address	City	State	Site Type*	Tax Group	Allow Exemption
✓ ABC	ABC	0002 - India...		4242 Flagsta...	Fort Wayne	IN	Remote		No
EZG	EZG	1001-Stellho...					Local/Netwo...		No

Site - ABC

New Save Delete Search Undo Close

Network ID: CF Network Site Number: ABC Site Name: ABC

Details Credit Cards Audit Log

Details

A/R Location: 0002 - Indianapolis
 Site Type: Remote
 Controller Type: PacPride
 Site Group for Price Adjustments:
 Site Accepts Major Credit Cards: ☐
 Last Transaction Date:
 Captive Site: ☐
 Petrovend Dual Card: ☐

Location

Address: 4242 Flagstaff Cv
 City: Fort Wayne
 State: IN
 Tax Group:
 Oregon Facility Number:

PacPride

PacPride Host ID: 0
 PP Site Type: Network

Import Options

Process Cash Sales: ☐
 A/R Cash Customer:
 Import Triple E Stock Item Detail: ☐
 Pump Calculates Exempt Price: ☐
 Recalculate Taxes on Remote Transactions: ☐
 Assign Import Batch by Date: ☐
 Import File Contains Multiple Sites: ☐
 Skip Transaction on Import: ☐
 Allow Exemptions on Ext Remote/Retail Trans: No
 Import Mapping:
 Import File Path:

? 1.12s Ready Page 1 of 1 Refresh

4. Modify any of the **Site** fields and/or columns. Click **Save** toolbar button and the changes will be saved.

Site - ABC

New **Save** Delete Search Undo Close

Network ID: CF Network Site Number: ABC Site Name: ABC

Details Credit Cards Audit Log

Details

A/R Location: 0002 - Indianapolis
 Site Type: Remote
 Controller Type: PacPride
 Site Group for Price Adjustments:
 Site Accepts Major Credit Cards: ☐
 Last Transaction Date:
 Captive Site: ☐
 Petrovend Dual Card: ☐

Location

Address: 4242 Flagstaff Cv
 City: Fort Wayne
 State: IN
 Tax Group:
 Oregon Facility Number:

PacPride

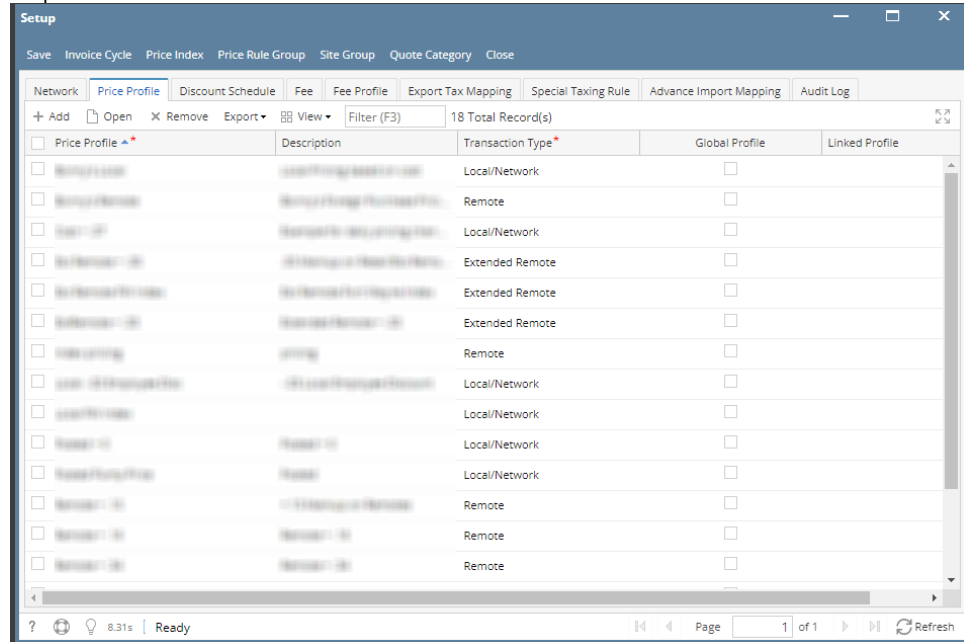
PacPride Host ID: 0
 PP Site Type: Network

Import Options

Process Cash Sales: ☐
 A/R Cash Customer:
 Import Triple E Stock Item Detail: ☐
 Pump Calculates Exempt Price: ☐
 Recalculate Taxes on Remote Transactions: ☐
 Assign Import Batch by Date: ☐
 Import File Contains Multiple Sites: ☐
 Skip Transaction on Import: ☐
 Allow Exemptions on Ext Remote/Retail Trans: No
 Import Mapping:
 Import File Path:

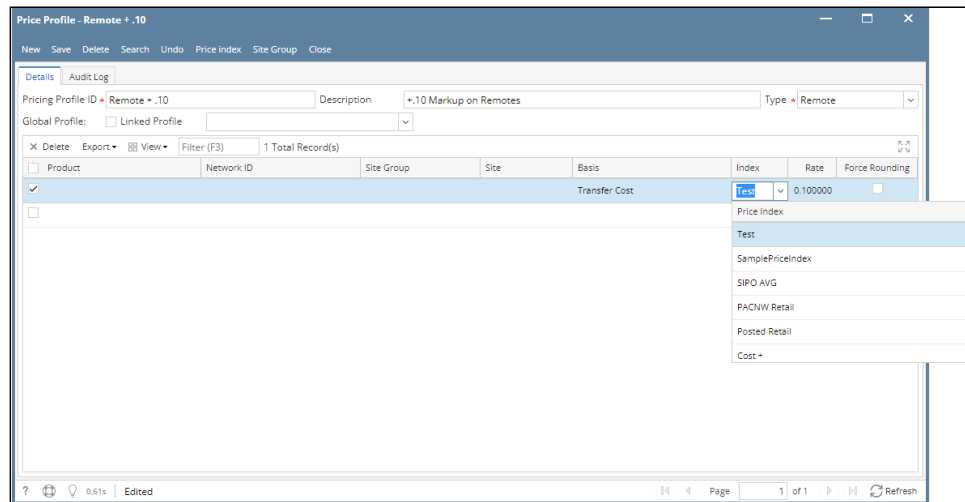
? 1.12s Ready Page 1 of 1 Refresh

1. From **Card Fueling** module, click **Setup**. The **Setup** screen will be displayed. Navigate to **Price Profile** tab. Select a **Price Profile** where you want to setup **Price Index**. Click **Open** toolbar button to open **Price Profile** details.



2. On **Price Profile** detail screen, you can find the **Index** column.

Click on the drop down symbol to display all available **Price Profile**. Records will be coming from Card Fueling > Setup > Price Index.



3. Select **Price Profile** then click **Save** toolbar button. Then click the **Close** toolbar button or **X** button.

- 1.
 - a. From **Card Fueling** module, click **Index Pricing By Site Groups**. The **Index Pricing By Site Group** search screen will be displayed.

Search Index Pricing By Site Groups

Close

Index Pricing By Site Group

Open Selected New Export Columns View Import 46 records

Site Group Contains Add Filter Clear Filters

Site Group	Price Index	Date	Item	Item Description	Price
<input type="checkbox"/> FW	FW Retail	11/04/2016	D2C	#2 Clear Diesel (Low Sulfur)	2.790000
<input type="checkbox"/> FW	FW Retail	11/04/2016	87G-T796	87 Unleaded Gasoline-T796	2.299000
<input type="checkbox"/> Bend-OR	Cost +	01/04/2016	87G-T796	87 Unleaded Gasoline-T796	1.396100
<input type="checkbox"/> Bend-OR	Cost +	01/04/2016	D2C	#2 Clear Diesel (Low Sulfur)	2.019000
<input type="checkbox"/> Bend-OR	Posted Retail	01/04/2016	87G-T796	87 Unleaded Gasoline-T796	2.199000
<input type="checkbox"/> PO	Posted Retail	31/05/2018	87G-T796	87 Unleaded Gasoline-T796	2.999000
<input type="checkbox"/> PO	Posted Retail	31/05/2018	D2C	#2 Clear Diesel (Low Sulfur)	3.299000
<input type="checkbox"/> FW	Posted Retail	26/06/2018	87G-T796	87 Unleaded Gasoline-T796	2.799000
<input type="checkbox"/> PO	FW Retail	01/01/2018	87G-T796	87 Unleaded Gasoline-T796	2.229000

b. Click **New** toolbar button. The **Daily Index Prices** screen will be displayed.

Search Index Pricing By Site Groups

Close

Index Pricing By Site Group

Open Selected **New** Export Columns View Import 46 records

Site Group Contains Add Filter Clear Filters

Site Group	Price Index	Date	Item	Item Description	Price
<input type="checkbox"/> FW	FW Retail	11/04/2016	D2C	#2 Clear Diesel (Low Sulfur)	2.790000
<input type="checkbox"/> FW	FW Retail	11/04/2016	87G-T796	87 Unleaded Gasoline-T796	2.299000
<input type="checkbox"/> Bend-OR	Cost +	01/04/2016	87G-T796	87 Unleaded Gasoline-T796	1.396100
<input type="checkbox"/> Bend-OR	Cost +	01/04/2016	D2C	#2 Clear Diesel (Low Sulfur)	2.019000
<input type="checkbox"/> Bend-OR	Posted Retail	01/04/2016	87G-T796	87 Unleaded Gasoline-T796	2.199000
<input type="checkbox"/> PO	Posted Retail	31/05/2018	87G-T796	87 Unleaded Gasoline-T796	2.999000
<input type="checkbox"/> PO	Posted Retail	31/05/2018	D2C	#2 Clear Diesel (Low Sulfur)	3.299000
<input type="checkbox"/> FW	Posted Retail	26/06/2018	87G-T796	87 Unleaded Gasoline-T796	2.799000
<input type="checkbox"/> PO	FW Retail	01/01/2018	87G-T796	87 Unleaded Gasoline-T796	2.229000

Daily Index Prices -

New Save Delete Search Undo Close

Details Audit Log

Pricing Index ID * Index Type Site Group * Date *

X Remove Export View Filter (F3)

A/R Product *	Laid In Cost Avg of Sites	Network Transfer Cost	Index Price
<input type="checkbox"/>			0.000000

? 1.22s Ready Page 1 of 1 Refresh

c. Enter/Select the following required fields: **Pricing Index ID, Site Group, Date.**
Fill in the grid columns: **A/R Product, Index Price**

Daily Index Prices - Index Fixed Test

New Save Delete Search Undo Close

Details Audit Log

Pricing Index ID: Index Fixed Index Type: Fixed Site Group: FW Date: 01/06/2023 12:00 AM

X Remove Export View Filter (F3)

A/R Product*	Laid In Cost Avg of Sites	Network Transfer Cost	Index Price
<input checked="" type="checkbox"/> 91G			2.500000
<input type="checkbox"/>			0.000000

1.22s Edited Page 1 of 1 Refresh

- d. Click **Save** toolbar button. The **Pricing Index ID** will append on the screen title. Then click the **Close** toolbar button or **X** button.

Daily Index Prices - Index Fixed Test

New Save Delete Search Undo Close

Details Audit Log

Pricing Index ID: Index Fixed Index Type: Fixed Site Group: FW Date: 01/06/2023 12:00 AM

X Remove Export View Filter (F3)

A/R Product*	Laid In Cost Avg of Sites	Network Transfer Cost	Index Price
<input checked="" type="checkbox"/> 91G			2.500000
<input type="checkbox"/>			0.000000

1.22s Saved Page 1 of 1 Refresh

- e. In the **Index Pricing By Site Group** search screen, the created **Daily Index Price** will be listed.

Search Index Pricing By Site Groups

Close

Index Pricing By Site Group

Open Selected New Export Columns View Import 47 records (1 selected)

Site Group Contains Add Filter Clear Filters

Site Group	Price Index	Date *	Item	Item Description	Price
<input checked="" type="checkbox"/> FW	Index Fixed Test	01/06/2023	91G	91 Premium Gasoline	2.500000
<input type="checkbox"/> FW	Index Fixed Test	01/05/2023	87G-T796	87 Unleaded Gasoline-T796	1.500000
<input type="checkbox"/> FW	Cost *	01/05/2023	87G-T796	87 Unleaded Gasoline-T796	1.396100
<input type="checkbox"/> FW	Cost *	01/05/2023	D2C	#2 Clear Diesel (Low Sulfur)	2.019000

2. a. Note the file name is actually 1 day ahead of the transaction that it contains:
- So you would want to download 08/02/20 #CSV to process the August 1 Transactions.

Welcome to the File Transfer Screen

File Download

- ☐ CSU - Card Status Update
☐ ASU - Account Status Update
☒ PT - Posted Transactions

The PT file contains all Pacific Pride transactions that occurred at your sites.

PT Files: 08/01/20 #csv
08/03/20 #csv
08/02/20 #csv
08/01/20 #csv
07/31/20 #csv

Import Transaction ^ X

Import Close

Details

Posted Date: 6/16/2020 Lagging Tran Date: 5/29/2020

Network: PPSI

Please select the file to import:

pt061220.csv

? 0.7s | Ready Page 1 of 1 Refresh

- 3.
4. Thoroughly Verify Transactions Grid for Pricing and Taxes
5. Post Like Normal
6. Invoicing will Run Like Normal

Revision Info:

- Latest Site list as of 08/06/20 : [All_Sites.csv](#)