## How to Setup Invoice Cycle in Card Accounts

1. From Card Fueling module, click Card Accounts. The Card Accounts screen will be displayed. Select a CF Customer where you want to setup Invoice Cycle. Click Open Selected toolbar button to open Card Account details.

Search Accounts											
Account Vehicle Cards	Account Network X-Ref										
<u>D Open Seetted </u> New 🕞 Baport - 🔟 Columns - 🛞 View - 🛞 Export Account 🔅 Import Card 🛞 Predit Losiout 1 rescard (1 selected)											
Account Name	Contains ~		+ Add Filter - Clear Filters								
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Pr	
<ul> <li>Internet (a)</li> </ul>	inner Gerfinning		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	<ul> <li>Monthly Volume Discounts</li> </ul>		BW		

2. Click Invoice Format tab, Invoice Cycle field (drop down) will be located.

Click on the drop down symbol to display all available Invoice Cycle. Records will be coming from Card Fueling > Setup > Invoice Cycle.

Account - C												×	
New Save Delete Search Undo Invoice Cycle Price Rule Group Customer Close													
Details Invoice Format C	Que	ote Cards	Vehicles	Driver Pin	Department	s Miscellaneous	Purchase Orders	Audit Log					
Invoice Cycle	*												~
Primary Sort Order	*	Invoice Cycle				Description							~
Secondary Sort Order	*	Test				Sample			<b>A</b>				~
Detail Display	1	SampleCycle				Daily							~
Print Price Per Gallon	*	тм				Tri Monthly							~
Print Site Address 😽	*	SW				Semi-weekly							~
Department Grouping		s				Semi-Monthly							~
Primary Department		BM				Bi-Monthly			•				~
Summary By Product						Summary By Dep	artment						
Summary By Card						Summary By Dep	t/Card/Product						
Summary By Card/Product						Summary By Dep	t/Vehicle/Product						
Summary By Vehicle:						Summary By Dep	t/DriverPin/Product						
Summary By Miscellaneous						Summary By Dep	t/Product						
Summary By Driver Pin						Print Time on the	Invoice	R	eports				
Show Vehicle Description On	nly					Print Miscellaneo	us Info on Invoice						
Show Driver Pin Description	Or	ıly				Page Break By Pri	mary Sort Order						
Export File Mapping													~
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3. Select an **Invoice Cycle** then click **Save** toolbar button. Then click the **Close** toolbar button or **X** button.