

SELECTION 7 CREDIT CARDS

The Credit Card Module includes Credit Card and EFT entry. The EFT programs may also be accessed from the Accounts Payable Module Option E.

Other Related Documentation:

Import Files Downloaded From Internet - Appendix inventory section OR Inventory Rack Price Module, Opt 3 - DTN/XML Module.

There are several ways this module can be used:

1. Credit card batches downloaded from the internet and imported into the Credit Card unposted file are pre-posted and updated here.
2. Paper batches, manual credit cards, charge backs, and batches from Vendors who are not yet formatted for import can be entered on a daily basis to give customers immediate credit.
3. All credit card activity can be entered directly in the EFT program. In one step, the customer gets credit, purchase invoices are paid and the EFT is sent to the AP check register and the bank.

The Credit Card Module was designed to track credit cards from the time the customer submits them in payment of their account to the EFT which pays them. The computer handles the receipt of credit cards by posting a credit to the customer account, or by posting a transaction in Accounts Payable for future payment to a customer. The Vendor payment side (usually EFT) handles posting deposits to the bank, or to an intercompany account. If the settlement arrives first, the computer allows entry of the batches and dealer numbers, and stores the information until the credit cards are received and entered.

Preparation to run this module includes running the install program, and setting up the dealers in Dealer File Maintenance (it is presumed that customers, vendors, and General Ledger Accounts are already set up). The best time to begin using the Credit Card Module is at the beginning of a month. Make a list of all Credit Cards which have been received and/or credited to customer accounts but have not yet been paid by the vendor. Also make a list of all EFT statement items which have been received, but the credit cards have not been submitted by the dealer. These two totals will be the beginning balances and should match the GL Credit Card Account total.

PETRO DATA OIL *** Credit Card Module Menu *** 10/30/2003	
1 Credit Cards Received/Transmitted 2 Eft Statements 3 Credit Card Report 4 Dealer File Maintenance 5 Reindex Credit Card Files 6 Move Posted Credit Cards to History 7 Purge Credit Card History File I Credit Card Install Program Q Return to Main Menu	
Select an Option Q	

Follow the checklist below to set up and begin using the Credit Card Module.

- _____ Run Credit Card Install Program (Option 1)
- _____ Input Dealers in Dealer File Maintenance (Option 4)
- _____ Enter Credit Cards Received but not paid (Option 1)
- _____ Enter EFT Statements paid for credit cards not received (Option 2)
- _____ Run the Credit Card Report (Option 3)

OPTION 1 CREDIT CARDS RECEIVED/TRANSMITTED

Manual credit cards are actual batches of credit card receipts which must be sent to the fuel supplier for credit. Electronic credit cards are transmittal slips for credit cards which have already been sent electronically to the gasoline supplier. The transmittal slip documents the amount of credit cards that were sent. It is possible to have multiple transmittals for one day.

In this system, both manual and electronic credit cards are posted and credit given to the dealer. The transmittals remain open until payment is received by the jobber. If payment is received before the credit cards are submitted by the dealer, a record is created for the transmittal, but no credit is given to the dealer until the credit cards are entered. Another transaction type called 'Coupon/Combo' which is handled like electronic credit cards, may also be processed through this system.

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PETRO DATA OIL *** Credit Cards Received Submenu *** 10/30/2003

1 Enter Credit Cards Received/Transmitted
2 Print Pre-Posting Report
3 Print Credit Card Receipts
4 Update Credit Cards
5 Restore Credit Card Update
Q Quit to main menu

Select an option |q
```

MENU SELECT

From the Credit Cards menu, Select *1 Credit Cards Received/Transmitted*.

From the submenu, select *1 Enter Credit Cards Received/Transmitted*.

Be sure to read the prompt information displayed at the bottom of the screen during processing.

BEGIN INPUT

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      PETRO DATA OIL*** Input Credit Cards Received *** 10/30/2003

Enter the default link code for credit cards (Q=Quit) 1
Bank 10000-100      A/P 20500-100      A/R 11000-100

Enter batch number (Q=Quit) 20031030

Enter default discount code (0=Omit discounts)

Enter default date 10/30/2003

Input Option: 1=Vendor Invoice/Ref Num    2=By Dealer/Batch 1

Is this a future batch for next month? (Y/N)  N

Is everything ok? (Y/N/Q=Quit)  Y

```

Default Link Code. The link codes that are used are in AR, Release to GL (Opt R), Add, Change, Delete Link Codes (Opt 3). The three accounts used in processing credit cards are listed. In some cases an inter-company account is used instead of the AR account.

Note - GL accounts from Dealer File Maintenance are also used.

Batch Number. Enter a batch number or **Q** to quit to the menu. A recommended batch number would be 20031030, the date with the year in front. These batch numbers make it easier to locate and print transactions from the history file.

Default discount code. The examples below were entered in the Vendor/Ref Num format.

P=Percent. The computer will calculate the discount (CC amount X percent). Usually not all cards are discounted so this method is not usually used. (100 X .03 = 3.00).

Ln#	Date	# Cards	Gross Amt	Disc	Disc Amt	Net Amt	Gl Acct	Ok?(Y/N)
1	Tran No.	85	Dealer	100		Cust BLUE		Ok?(YNG) Y
	10/30/2003	0	100.00	P 0.0300	3.00	97.00	11100-100	Y

Blank out the P as shown in the example and you will still be able to enter the discount amount shown on the CC report. Discount of 5.00 entered in 'Disc Amt' field.

Ln#	Date	# Cards	Gross Amt	Disc	Disc Amt	Net Amt	Gl Acct	Ok?(Y/N)
1	Tran No.	85	Dealer	100		Cust BLUE		Ok?(YNG) Y
	10/30/2003	0	100.00		5.25	94.75	11100-100	Y

O=Omit. If there are NO discounts, all of the fields involved in calculating and entering discounts will be omitted. Fewer key strokes are required.

Ln#	Date	# Cards	Gross Amt	Disc	Disc Amt	Net Amt	Gl Acct	Ok?(Y/N)
1	Tran No. 10/30/2003	85	Dealer 100.00	100		Cust BLUE 100.00	Ok?(YNG) 11100-100	Y Y

Default date. Today's date displays. It has no affect on the data.

Input Option:

1=Vendor Invoice/Ref Num - ties the transactions together for import EFT entry.

2=By Dealer/Batch - Use this option if several batches for the same dealer are entered and could be drafted on different days. Manual credit card batches and charge backs could be entered using this option.

Note - If you are not sure which option to use, call Customer Support for assistance.

****Is this a future batch...** If you are using the future batch feature, this question will display. If AR has not been closed and the transactions are for the new month, enter Y.**

Is Everything OK? Enter Y to continue, N to reenter the batch number, or Q to return to the menu.

1 - VENDOR INVOICE / REFERENCE NUMBER

Select Input Option 1.

The information is entered by Vendor. A reference number is given to the batch so that the entire group of transactions can be brought into one EFT.

Transactions for ALL dealers, ALL dates are entered into ONE record. When the record is complete, the total should match the credit card report (mail box report, AMS report, etc.).

*****IF YOU DOWNLOADED THE TRANSACTIONS AND IMPORTED THEM, THEY WILL ALREADY BE IN THIS FILE.**

See Documentation 'Import Files Downloaded from Internet'.

Make any corrections/additions needed and then proceed to preposting.***

Credit card information for vendors who cannot be imported may be entered in this section.

Note - Do not combine credit cards that will be Drafted on two separate EFTs. Enter each with a unique reference so that when the EFT is entered, only the ones that apply will be brought in.

BEGIN INPUT

Vendor. Enter the vendor who gave you credit for this batch of credit cards.

Reference Number. Enter a unique reference number. You may use the one the vendor assigned or make up your own. *You may want to write it on the Draft Notice so it will be easily accessible when you enter the EFT.*

Credit card entries do not exist. Y=Add them N=Reenter

Enter **Y** to add if the vendor and reference number are the ones you wish to use. Enter **N** to enter a different vendor and/or reference number.

GL Bank. The default GL bank account number displays for verification. It will be attached to each credit card transaction for future use during EFT entry.

PETRO DATA OIL*** Input Credit Cards Received *** 10/30/2003										
Vendor (Q=Quit)		BRAND	Ref Num	CC103103			GL Bank 10000-100			Ok? Y
Ln#	Date	# Cards	Gross Amt	Disc	Disc Amt	Net Amt	GL Acct	Ok?(Y/N)		
1	Tran No.	85	Dealer	100		Cust BLUE		Ok?(YNG) Y		
	10/30/2003	0	100.00		5.00	95.00	11100-100	Y		
2	Tran No.	85	Dealer	111		Cust BLUE		Ok?(YNG) Y		
	10/30/2003	0	92.65		2.65	90.00	11100-300	Y		
3	Tran No.	85	Dealer	200		Cust BLUE		Ok?(YNG) Y		
	10/30/2003	0	349.20		14.92	334.28	11100-100	Y		
Enter field # to change				A = Add a line			S = Scan			
B = Change batch number				D = Delete			Q = Quit			
Gross		541.85	Disc	22.57	Net	519.28		3		

A line number is assigned (LN#) beginning with 1 on the first page. This number could be used later for making corrections.

Transmittal Number. Enter a transaction or transmittal number. This is usually the batch number assigned to this group of credit cards.

Dealer. Enter the Dealer number for this batch. The F2 lookup is active. A short version of the dealer number was previously entered in Dealer File Maintenance.

The customer number displays along with the default credit card GL account number from the Dealer record in file maintenance.

Ok?(Y/N/G). **Y**=Yes, okay so far. **N**=No, something needs to be corrected, **G**=change GL credit card or AR account.

Date. Enter the date of the transaction.

Cards. This field is usually skipped. The number of cards is not used by the system.

Gross Amount. Enter the gross dollar amount.

Discount. Leave zero or enter the discount percent if the discount is to be calculated.

Discount Amount. Enter the discount amount if is not to be calculated or leave zero.

Net Amount. The net amount is calculated and displayed.

GL Account. This GL account is the Credit Card account from the Dealer file.

OK? (Y/N/G). Y=Yes, okay so far. N=No, something needs to be corrected, G=change GL credit card or AR account.

Continue to enter all of the batches for all of the dealers included in this Credit Card report. Verify the total at the bottom when complete. Batches for multiple days can be entered on the same record if they are received on the same report and will be drafted on the same draft.

2 - BY DEALER / BATCH

In this version, each record has credit cards for only one dealer. Each record will be brought into the EFT individually.

PETRO DATA OIL*** Input Credit Cards Received *** 10/30/2003									
Dealer (Q=Quit)		100		GL AR		11000-100		Ok? Y	
Ln#	Date	# Cards	Gross Amt	Disc	Disc Amt	Net Amt	GL Acct	Ok? (Y/N)	
1	Tran No.	85	E	ELECTRONIC CRD CARD				Ok? (Y/N) Y	
	10/29/2003	0	100.00		5.00	95.00	11100-100	Y	
2	Tran No.	86	E	ELECTRONIC CRD CARD				Ok? (Y/N) Y	
	10/30/2003	0	52.65		2.29	50.36	11100-100	Y	
3	Tran No.	87	E						
	10/31/2003	0	76.25		3.97	72.28	11100-100	Y	
Enter field # to change		A = Add a line		S = Scan					
B = Change batch number		D = Delete		Q = Quit					
Gross		228.90	Disc	11.26	Net	217.64	3		

Enter Dealer ID Number. Enter a dealer number, press F2 to Lookup or Q to quit.

When a valid dealer number is entered and no entries exist in the batch for the dealer, enter Y to add them or N to enter another dealer number.

If the dealer number is *not found* in the Dealer File, the following message displays: 'No Dealer Master Record Found. N=Reenter Q Quit.' Enter N to reenter and press F2 to display a list. Enter Q to return to the menu.

When a *valid* Dealer Number is entered, the computer displays the dealer name and vendor name at the bottom of the screen and checks to see if entries already exist for this batch number and dealer. If so, it displays the message 'Credit Card entries exist for this batch. Do you want to inquire (Y/N)' and a **Y** response displays the transactions after verifying the GL AR account number.

Type 1. Enter the AR General Ledger Account Number. The GL Account Number for Accounts Receivable from Link Code selected at the beginning of the input screen displays. If the number is correct, press *enter*. Otherwise, enter the correct GL Account Number. Caution: Changing the AR account number could cause a discrepancy between the open receivable balance in the Accounts Receivable subledger and the balance in the AR account in the General Ledger. If you need assistance, call Customer Support.

Type 2. Enter the Bank General Ledger Account Number. The Bank GL Account number from the Link Code selected displays. **Enter the AP General Ledger Account Number.** The AP GL account number from the Link Code selected displays.

Type 3. Enter the Intercompany general ledger account to credit. The intercompany account from the dealer file displays.

Is Everything OK? (Y/N). The GL account description displays at the bottom of the screen. If the Dealer number and the GL AR number are correct, enter **Y** to continue. Enter **N** to reenter them.

Transmittal Number. Enter a transaction or transmittal number or Q to quit if all transactions for this dealer have been entered. The transmittal number will be used for identification when the payment is received. The number may be up to 8 digits or characters.

Enter Credit Card Type. Enter the type of credit cards in this transaction using one of the following codes: **M** Manual **E** Electronic **C** Coupon/Combo. The description of the selected type displays in the record and will print on the Credit Card Activity Report. Verify the description by pressing <Enter>.

Enter the Transaction Date. Enter the date the manual credit cards were received, or the date the electronic credit cards were transmitted, or the date of the coupon/combo.

Enter the Number of Credit Cards Received. Enter the Quantity or number of cards, not the dollar value. This number is used for reference and to calculate the discount if it is based on an amount per card submitted. This field may be left blank unless it is needed to calculate a discount.

Enter the Gross Dollar Amount of the Credit Cards. Enter the dollar amount of the credit card transaction before discounts.

Enter a Discount Code. Enter **P** for Percent discount. Enter **N** for a Discount per card on the number of cards submitted. Leave Blank or **0** for no discount or to manually enter the exact discount.

Enter the Discount Rate. Enter the percentage Rate or the Rate per card to be used in the calculation of the discount or leave blank or 0. (Ex: .1200 is 12 cents and .0300 is 3 percent.)

Is Everything OK? The discount amount is deducted from the gross dollar amount and the net amount displays along with the GL number for Credit Cards Receivable from the Dealer Master File. Enter **Y** to continue, **N** to correct any part of the transaction, or **G** to change the GL account number. The debit side of the transaction will be posted to this GL account.

After each transaction, the computer displays the total GROSS credit cards, discount amount (DISC), total NET amount and the number of transmittals processed (line items) for this dealer in this batch. The NET is the amount of credit to the dealer.

ACD PROMPTS:

Add a Line. Enter **A** to add a transaction.

Scan. Enter **S** to scan to the next page of transactions. If there are more transactions than will display on one screen, use this option to view more transactions.

Change Batch Numbers. Enter **B** to change the batch number on a single line of the displayed transmittal for this dealer. Note: Consider deleting the transactions and reentering them in the correct batch before using this option. **Check all preposting and update reports carefully.**

Enter the Line Number or Q to Quit. Enter the line number of the transmittal to be changed to another batch. The Transmittal Number, amount and current batch number display. Enter the new batch number.

OK? Y/N. Enter **Y** to change the batch number or **N** to reenter. NOTE: the batch number will be changed if a new one was entered unless the process is repeated and the batch number changed back. (Note: If a batch number is changed to one which did not previously exist, the REINDEX must be run before the transmittal will appear in the new batch.)

Delete. The following message displays, 'Enter the Line Number to Delete or A to Delete All'. Enter **A** to delete the entire transmittal or enter the line number to be deleted. In either case, 'Are You Sure You Want to Delete (Y/N)' displays. Enter **Y** to continue with the deletion or **N** to return to the options without deleting.

Quit. Enter **Q** to Quit this dealer's transmittals.

PRINT PRE-POSTING REPORT

After entering a batch of dealer transmittals, print a Pre-Posting Report with 'Totals and Errors Only' on the screen first to correct errors and verify totals. After correcting the errors, print a Full Pre-Posting Report on the screen. Only unposted transactions will be display.

***** Batches that have been imported from the vendor's website, must be updated.*****

MENU SELECT

From the Credit Cards menu, Select *1 Credit Cards Received/Transmitted*.

From the submenu, select *2 Print Pre-Posting Report*.

F3	F7-Start Over	F8-Quit
PETRO DATA OIL*** Credit Card Receipts Preposting *** 10/31/2003		
Display report on screen		
Enter batch range	20031030	20031030
Select report type:	1=Full report	2=Totals and errors only 2
Enter the report date	10/31/2003	
Subtotal option:	D=Dealer	C=Customer N=None? (Y/N) D
Is everything ok? (Y/N/P=Printer/Q=Quit)	Y	

BEGIN REPORT

Output to: S=Screen. Note: Always print errors to the screen before printing the entire report.
P=Printer F=Text File or Q=Quit.

Enter Batch Range. Enter the beginning and ending batch numbers in the range of batches to be printed or enter **Q** to Quit. For a single batch, enter the same batch number in both fields. If an invalid batch number is entered, the following message displays: 'Batch Number does not Exist! Enter to try again.' F2 will list all transactions in the file along with the batch number.

Select Report Type. 1=Full Report 2=Totals and Errors only. Samples of both reports are on the following pages.

Enter The Report Date. Accept the displayed date, or enter another date.

Subtotal option: D=Dealer C=Customer N=None Select the your preference.

Is everything okay? (Y/N/P=Printer/Q=Quit). Enter **Y** to print the report, **N** to start over, **P** to change printers or print option, or **Q** to return to the menu.

When the above options are selected, error messages will display on the screen followed by the batch totals as shown below. No error messages are given in this example.

Display Report Credit Card Pre-Posting Report											
Print			Save			Exit		Enlarge		Reduce	
Date: 10/31/2003		PETRO DATA OIL						Page No.			
Time: 17:14:16		Credit Card Pre-posting Report 10/31/2003						1			
Batch Number	Rec Date	Dealer Id	Cust. Num.	Trans. Number	Eft Ref Number	Qty Cards	Gross Amt	Disc Rate	Disc Amt	Net Amt	
Dl Tot	Gross		228.90	Disc Tot	11.26	Net Tot	217.64				
Dl Tot	Gross		100.00	Disc Tot	5.00	Net Tot	95.00				
Bat Tot	Gross		328.90	Disc Tot	16.26	Net Tot	312.64				
	Gross		328.90	Disc Tot	16.26	Net Tot	312.64				

If the totals are not correct, print the Full Report.

Print			Save			Exit		Enlarge		Reduce	
Date: 10/31/2003		PETRO DATA OIL						Page No.			
Time: 17:18:33		Credit Card Pre-posting Report 10/31/2003						1			
Batch Number	Rec Date	Dealer Id	Cust. Num.	Trans. Number	Eft Ref Number	Qty Cards	Gross Amt	Disc Rate	Disc Amt	Net Amt	
20031031	10/29/03	100	BLUE	85		0	100.00	0.0000	5.00	95.00	
20031031	10/30/03	100	BLUE	86		0	52.65	0.0000	2.29	50.36	
20031031	10/31/03	100	BLUE	87		0	76.25	0.0000	3.97	72.28	
Dl Tot	Gross		228.90	Disc Tot	11.26	Net Tot	217.64				
20031031	10/31/03	13	PETDAT	95		0	0.00	0.0000	0.00	0.00	
20031031	10/31/03	13	PETDAT	96		0	0.00	0.0000	0.00	0.00	
20031031	10/31/03	13	PETDAT	97		0	100.00	0.0000	5.00	95.00	
Dl Tot	Gross		100.00	Disc Tot	5.00	Net Tot	95.00				
Bat Tot	Gross		328.90	Disc Tot	16.26	Net Tot	312.64				
	Gross		328.90	Disc Tot	16.26	Net Tot	312.64				

Additional error messages could print on the full report.

PRINT CREDIT CARD RECEIPTS

Credit Card Receipts may be printed and sent to dealers to inform them of the credit they have to use. Credit Card Receipts print by batch or date range.

MENU SELECT

From the Credit Cards menu, Select *1 Credit Cards Received/Transmitted.*

From the submenu, select 3 *Print Credit Card Receipts*.

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F3                               F7-Start Over  F8-Quit
PETRO DATA OIL *** Credit Cards Receipts *** 11/03/2003

Printer selected was Generic / Text Only Port LPT1:

Enter the report date 10/31/2003

Select: 1=All Types      2=Chargebacks/disc 1

Select range: 1=Range Batch  2=Range Dates  2

Batch range                               Date range 10/24/2003 10/31/2003

Select files: 1=Current    2=History    3=Both    4=Unposted 1

Input select                               N

Is everything ok? (Y/N/P=Printer/Q=Quit) |Y
    
```

Credit Card Receipt		Page 1					
Cust No. BLUE							
BLUE FARM Main Offices 9234 South Way , TX							
Transmittal	Vendor	Dealer	Batch	Rec Date	Gross	Fees	Net Amt
100870	SHELL	0026	20031013	10/13/2003	765.76	9.26	756.50
Subtotal by Dealer No.					765.76	9.26	756.50

Each receipts prints on a full page. Receipt totals print on the last page.

Credit Card Receipt Totals:

Total Gross	765.76
Total Discount	9.26
Total Net	756.50

UPDATE CREDIT CARDS

Credit Cards must be updated to give the dealer credit. After entering the transmittals and printing a Pre-Posting Report with no errors, update the batch of transactions. Only one batch of transmittals may be updated at a time.

MENU SELECT

From the Credit Cards menu, Select *1 Credit Cards Received/Transmitted*.

From the submenu, select *4 Update Credit Cards*.

Send Report To: The default printer displays. If it needs to be corrected, select the <Printer> button after you have entered the batch number and date.

Enter a Batch Number. Enter the batch number or click on the magnifying glass to display all unposted batches. Select the batch and click <OK>.

Enter the GL posting date. The system date displays. The GL posting date should match the batch and the date of the transactions.

BUTTON OPTIONS:

<**Edit**> - change the GL posting date or batch number.

<**Printers**> - display the 'Select Output Device' screen for possible change.

<**Update**> - update the batch.

<**Exit**> - exit without updating.

Update reports print. Look over the reports. CHECK FOR ERROR MESSAGES and CHECK GL FOR ZERO PROOF as instructed by the message that displays on the screen.

Nothing has updated at this point. You may Cancel Update and correct errors or start

over.

Button Options:

<**Finish Update**> - No errors found, finish the update.

<**View Status**> - This screen is currently displayed.

<**View Errors**> - This screen displays any errors encountered during this phase of the update process.

<**Print Msg**> - If error messages display, you may print them before canceling the update.

<**Cancel Update**> - Quit WITHOUT completing the update. NO PART of the update has been done. You may quit, make corrections and start over.

Normal sequence:

- 1) Read the 'Update Status Screen' which is displaying.
- 2) Click on <View Errors> as instructed. If no errors are listed and reports are ok,
- 3) Click on <Finish Update>.
- 4) Read the last entries on the 'Update Status Screen' to verify the successful completion of the update.

If errors occur AFTER the <Finish Update> button is selected, the update is still not complete and in most cases will automatically be canceled. The 'Update Status Screen' will reflect this.

Correct the error, reindex, whatever it takes, and then START THE UPDATE AGAIN. Call Customer Support for assistance if necessary.

UPDATE IS NOT SUCCESSFULLY COMPLETED UNTIL THE 'UPDATE STATUS SCREEN' SAYS IT IS.

RESTORE CREDIT CARD UPDATE

The restore option copies the Credit Card files back to the way they were before the update. Do not restore if the credit cards have already been APPLIED.

MENU SELECT

From the Credit Cards menu, Select *1 Credit Cards Received/Transmitted.*

From the submenu, select *5 Restore Credit Card Update.*

Batchno	Batchid	Udate	Utime
20020608	3	06/08/2002	11:14:44
20020617	1	06/17/2002	11:30:29
20020806		08/06/2002	13:16:15
20020806	1	08/06/2002	09:20:02
20020806	2	08/06/2002	13:17:18
20021101		11/13/2002	07:47:52
20021101	1	11/13/2002	07:49:25
20021218		12/27/2002	10:26:09
20021218	1	12/27/2002	12:57:51
20030214		02/14/2003	11:48:19
20030214	1	02/14/2003	09:50:43
20030214	2	02/14/2003	12:00:19
20030214	3	02/14/2003	16:37:59
20030407	1	08/07/2003	17:51:41
20030409		04/09/2003	07:21:32
20030522		05/29/2003	16:55:44
20031023		10/23/2003	17:46:57
20031024		10/30/2003	09:33:36
20031024	1	10/30/2003	09:47:22
20031031		11/03/2003	16:27:21

Buttons: No Filter, Cancel, OK

Cards Received Submenu ***

HP LaserJet 6L

er: 20031103

Edit Printers Exit

ALWAYS select the batch number from the lookup screen (click on the magnifying glass). Each update is assigned a BATCHID which must accompany the batch number to restore properly. Select the batch and press <OK>.

Button Options:

<Restore> - Proceed with restore.

<Edit> - Edit any of the restore options including batch number.

<Printers> - Display the 'Select Output Device' screen for possible printer change.

<Exit> - Exit WITHOUT restoring.

NOTHING PRINTS.

Read the 'Restore Status Screen'.

Verify the batch and look at the 'View Errors' screen.

If there are no errors, click <Finish Restore>.

Read the 'Restore Status Screen' again to make sure the restore was successfully completed.

Click on <Return to Menu>. A message displays on the screen reminding you to print a pre-posting before attempting to update the drafts again.

The credit cards are back in the unposted file.

At this time, you may edit them, delete them or update them again.

BE SURE to do a Pre-Posting on the batch BEFORE updating again. This message displays on the screen.

Q - Quit to return to the Credit Card Module Menu.

OPTION 2 EFT STATEMENTS

The Vendor payment side of the credit card transactions usually is in the form of EFT Statements included with the draft notice. The payment transactions are entered and matched to the dealer transmittals which were entered through the Credit Cards Received/Transmitted option.

All EFT statement transactions may be entered, including Credit Cards, Invoices, Chargebacks, Overshort/Other, and Miscellaneous Accounts Payable. Invoices and other transactions already in Accounts Payable are brought into the EFT settlement by way of the Credit Card Module's link to AP.

If payment is received for credit cards which have not been submitted by the dealer, the payment record may be entered and will be matched to the dealer credit cards when they are entered in the Credit Cards Received option.

Credit EFT's may either be sent to Accounts Payable or directly to the bank. The choice is made in the Credit Card Install Program (Option I of the Credit Card Module Menu).

Processing includes entering EFT Settlements, printing the Pre-Posting Report, and updating the EFT's using the options on the EFT Settlement Submenu. A Restore EFT Update option is also provided.

MENU SELECT

From the Credit Card Module Menu, select *2 - EFT Statements*.

OR

From the Accounts Payable Menu, select *E - EFT Module*

PETRO DATA OIL *** EFT Settlement Submenu *** 1
1 Enter EFT Settlements
2 Print Pre-posting Report
3 Update EFT Settlements
4 Restore EFT Update
5 Match EFTs and Credit Cards
Q Quit to Main Menu
Select an Option Q

From the submenu, select *1 Enter EFT Settlements*.

BEGIN INPUT

```

      PETRO DATA OIL*** Input EFT Statement *** 12/01/2003

Enter GL link code for GL accounts (Q=Quit) 1                Ok? (Y/N)  Y

Bank 10000-100      A/P      20500-100  Disc 20700-100
A/R  11000-100      Cr Crd  11100-100

Enter the default Eft date      12/01/2003

Enter a Batch Number            20031201

For credit cards, is this a future month batch? (Y/N)  N

Is everything ok? (Y/N/Q=Quit)  |Y

```

Enter GL link code... The link codes are set up in the release module (currently the AR link codes are used). GL accounts from the link code number entered here are used in the EFT update program. The GL accounts are displayed.

Default EFT date. Enter the default EFT date for this batch. The date of each EFT may be entered in place of this date. The EFT date becomes the check date in AP.

Batch Number. The batch number is automatically generated from the date.

If you are using the future month feature, enter **Y if this is a future month batch.**

Is Everything OK?. Enter **Y** to continue, **N** to reenter the batch number, or **Q** to return to the menu.

EFT INPUT SCREEN:

Vendor. Enter the Accounts Payable Vendor ID for the vendor transmitting the EFT or **Q** to quit. If a valid Vendor ID is entered, the vendor name is displayed. If an invalid Vendor ID is entered, press *enter* to retry and then F2 to Lookup Vendors.

EFT Number. Enter the EFT reference number or F2 to look at existing ones, or Q to quit. Many vendors put EFT numbers at the top of the draft (EFT-0532). You can use these numbers and make up numbers for those who do not identify the EFT by number. Make the numbers unique for each vendor.

EFT Not Found. Do You Want To Add? Enter **Y** to add it or **N** to reenter or lookup (F2). The Lookup lists all unposted EFT's by batch number including all items on the EFT.

EFT Exists for This Batch. Do You Want to Inquire (Y/N). If the EFT exists in the unposted file, enter **Y** to display it or **N** to enter another EFT number. The computer does not check the posted file for duplicate EFT numbers. Be sure that the EFT has not been posted by checking the Credit Card Report or AP Check Register.

Check Number. Enter a Check Number for this EFT settlement. The number may be up to six

digits (numbers only). Use the same number as the EFT number. THIS WILL BE THE CHECK NUMBER IN ACCOUNTS PAYABLE. **DO NOT LEAVE 0.**

EFT Date. Enter the date of the EFT. Usually the date it will be drafted from the bank. Your accountant will appreciate this when it comes to balancing the bank statement.

Due Date. Enter the due date. This date is not of major interest.

EFT Settlement Amount. Enter the EFT Settlement Amount (use negative sign for credit EFT's). A credit EFT will either create a debit memo in Accounts Payable or will debit the Bank.

GL Accounts. When the amount is accepted, the GL account numbers for the Bank Account, Accounts Payable, Discounts and Accounts Receivable are displayed at the bottom of the screen. The accounts may be changed in the next option.

Is everything ok? Enter **Y** if everything is correct including the GL account numbers.

Enter **N** to correct the check number, dates, and EFT amount.

Enter **G** to change any of the default GL accounts. If an invalid account is entered, press *enter* to try again, enter **C** to continue (this will leave an invalid account in the record, be sure to go to the General Ledger and add the account as soon as possible). Enter **L** to Lookup the correct General Ledger account number. The standard Lookup screen displays with account numbers and descriptions.

Enter **Q** to quit without adding this EFT settlement.

Vendor (Q=Quit)	BRAND	Branded Oil Company	EFT No.	0532
Chk No.	532	EFT Date	12/01/2003	Due Date 12/01/2003 EFT Amt 12365.110k? Y

After the header record is complete, the computer prompts for any batches of credit cards to be imported into the EFT.

Automatic Retrieval of Credit Cards

Enter EFT credit card reference number (Blank=None) |

OK? (Y/N)

F2 may be used to display the transactions if you can't remember the reference number used when the transactions were entered or imported.

The transactions are imported into the record. If MORE THAN ONE batch of credit cards needs to be imported, enter CC at the prompts at the bottom of the screen the 'Automatic Retrieval' screen will display again.

Other transactions may be entered using the following codes:

Enter EFT Line Items

Type. Enter **C** for Credit Card Transaction which will not be imported, **I** for an AP Invoice, **B** for Chargebacks, **D** for Dealer Discounts, **M** for Miscellaneous, or **Q** to quit without entering any transactions.

Note: When I refer to crediting AR, it is also possible the AP or a miscellaneous account might be credited instead if the dealer is coded as AP or intercompany.

C - Credit Card Transaction - this option will allow you to retrieve and pay a Credit Card entry, or create both the credit to the customer's account and the payment. The amount must be entered with a minus (-) sign. It will result in a credit to Credit Cards Receivable and a debit to the bank OR credit AR, debit/credit Credit Cards, debit bank.

I - Invoice Transaction - this option will retrieve for payment any invoice already posted to Accounts Payable. This is a debit transaction (+). It will result in a debit to Accounts Payable. The F2 lookup screen may be used to select invoice from Accounts Payable open items. Partial payments may be made. The purchase amount, discount amount and net display at the bottom of the screen.

B - Chargeback Transaction will charge the dealer's AR account. It is a debit transaction (+) and will result in a debit to Accounts Receivable. Use code M if you do not want to charge the dealer's AR account.

D - Dealer Discount Transaction will charge the dealer's AR account. This code should be used ONLY if you are charging the discount back to the dealer, otherwise, use code M. The discount is a debit transaction (+) and will result in a debit to Accounts Receivable or the miscellaneous account you enter.

M - Miscellaneous AP transactions such as sign rental or POS charges (in some cases chargebacks and discounts) can be debit (+) or credit (-) transactions. The AP account displays (a debit AND credit transaction to AP is generated), and you are prompted to enter a MISC account (equipment rental, suspense, etc.).

T - Other Discount is a transaction to balance a transmittal to 0 if there are pennies left after all EFT transactions are posted. This allows you to resolve the transaction without sending the discount to the customer file. If the payment was more than the transmittal, leaving a negative balance (-.01), enter a positive (.01) in the EFT to balance it and visa-versa. The Discount Account displays at the bottom of the screen. NOTE: Do these transactions on a separate transmittal.

Reference Number. (REF NO) Enter the Reference Number. **Do not leave this blank.**

C - Enter the Credit Card Transmittal number for credit.

I - Enter the AP Invoice Number, a Lookup screen of the Open Items in Accounts Payable may be displayed and invoices selected.

B - Enter the Credit Card Transmittal number for the Chargeback.

D - Enter the Credit Card Transmittal number for the Dealer Discount.

M - Enter the Miscellaneous AP Reference Number.

T - Enter the Credit Card Transmittal number for the Miscellaneous Discount.

Dealer Number. (DEALER) Enter the Dealer Number.

C - Enter the Dealer Number for the Credit Card Transmittal or Blank for none. If an invalid number is entered, type **N** to reenter, **F2** to Lookup a valid Dealer Number (the standard Lookup screen will display), or **Q** to quit.

I - Field skipped.

B - Enter the Dealer Number for the Credit Card Transmittal with the credit card being charged back.

D - Enter the Dealer Number for the Credit Card Transmittal with the credit card being discounted.

M - Field skipped.

T - Enter the Dealer Number for the Credit Card Transmittal with the credit card being discounted. The dealer WILL NOT be charged for discounts entered with this code.

Valid Dealer Code/Transmittal Number Entered. When a valid transmittal number is entered for the dealer, the Lookup screen automatically displays. Since transmittal numbers may be duplicated, it is necessary to select the one with the correct amount. Select the correct line number and press *enter*.

Transmittal Number Not Found. If the Transmittal number is not found for the named vendor, verify that you have entered the transmittal number as it is listed on the EFT and then select from the following options:

Enter **L** to Lookup the correct transmittal number or to verify that the transmittal has not been entered. If no transmittal is selected from the Lookup screen, reenter the Reference Number.

Enter **C** to continue, leaving the number as entered. (This is not recommended). Enter **R** to reenter the Reference and Dealer numbers if the number was entered incorrectly.

Enter **A** to Add the transmittal. If the Lookup does not display the transmittal, this may indicate that the dealer has not submitted it yet. The GL Account for Credit cards displays for verification. The EFT record will be entered into the file and will match up with the Transmittal when it is entered.

Enter **P** to Add the transmittal to the credit card file AND to Post the credit to the customer's account.

Enter **Q** to quit and start the line item over with Transaction Type.

Reference Date. If the Credit Card Transmittal has been submitted by the dealer and entered into the computer, the date will display as the Reference Date. This field may not be changed. For Invoice Transactions, the invoice date displays. Enter a transaction date for Miscellaneous transactions. For Chargeback and Discount transactions, the date of the transmittal with the chargeback or discount on it displays.

Description. Verify or change the description. The description is derived from the **Type** and the **Dealer** number. For example, 'Cr Card from 100' or 'Chargeback from 200' or 'AP Invoice Vendor'.

Net Amount. Enter the amount paid on the EFT. Use minus (-) to subtract from the EFT Total. Type 'C' Credit Cards will always be entered as negatives. Type 'I' Invoices, Type 'B' Chargebacks will be positive unless they are payments for previous chargeback amounts. Type

'D' Discounts will be positive amounts. Type 'M' Miscellaneous could be positive or negative.

Note: If this is an invoice and the balance is not zero, the following message displays:

Check amount not equal to invoice balance. New balance will be nnnn.nn.

Be sure this is what you want. In some cases, the difference is the DISCOUNT. If not, enter D to enter the discount, or N to reenter the payment amount.

PETRO DATA OIL*** Input EFT Statement *** 12/16/2003							
Vendor (Q=Quit) BRAND Branded Oil Company				EFT No. 121503			
Chk No. 121503		EFT Date 12/15/2003		Due Date 12/15/2003		EFT Amt 8945.66ok? Y	
Ln#	Type	Ref No.	Dealer	Ref Date	Description	Net Amt	Ok?
1	I	9678	100	06/25/2003	FUEL	8600.00	
2	C	1214	111	12/15/2003	CR CARD FROM 111	-259.65	P
3	D	1214D	111	12/15/2003	CC DISCOUNT	5.15	P
4	I	98765	111	08/15/2003	RENTAL	270.00	
5	B	1211CB	111	12/15/2003	CHARGEBACK	10.16	P
6	M	1215RENT	111	12/15/2003	CC MACHINE RENTAL	150.00	
<p>AP Acct 20500-100 Accounts Payable - Dis Acct 20700-100 Accounts Payable Di Due 07/05/2003Pur Amt 8670.00 Paid 0.00 Disc 0.00 Inv Bal 8670.00</p>							
<p>Check amount not equal to invoice bal. New balance will be70.00</p>							

Enter **D** instead of Y for 'is everything okay?'. The following displays at the bottom of the

<p>AP Acct 20500-100 Accounts Payable - Dis Acct 20700-100 Accounts Payable Di Due 07/05/2003Pur Amt 8670.00 Paid 8600.00 Disc 70.00 Inv Bal 0.00</p>							
<p>Enter the amount of discount to approve to pay.</p>							

invoice. Showing the amounts related to the invoice. Enter the discount amount and the invoice balance (Inv Bal) will be recalculated - hopefully 0.00 as shown. If not enter D again and edit the discount. If there should be a balance left (State tax or deferred amount) make sure the invoice balance reflects that. Make sure it does not show a negative amount unless it started as a credit.

If the vendor has billed you a penny or two different than the invoice, enter the amount in the discount field (+ or -) to make the invoice balance to zero. Positive (+) discount will deduct from the invoice balance. Negative (-) discount will add to the invoice balance.

Verify GL Account. If the transaction is a Chargeback or Overshort/Other, the GL account number for Accounts Receivable displays at the bottom of the screen for verification. Change the account number if necessary.

Is Everything OK? Enter **Y** to accept the transaction as entered. Enter **N** to correct or reenter it. Enter **D** to enter or change the discount amount.

The NET total at the bottom of the screen is updated each time a transaction is accepted. To indicate that the EFT is complete, enter **Q** for Type. The NET total is automatically compared to the EFT AMT. If the two are not equal, an error message displays at the bottom of the screen.

```
EFT amount not equal to net total. Diff 500.00. CC=Auto CrCrd
```

Press *enter* to display the following options OR enter **CC** to bring in another batch of imported credit cards:

ACD PROMPTS

Enter Field # To Change. Enter a Line Number (LN#) to correct.

CC = Auto Credit import. To import another batch of credit cards into the EFT. Then enter the reference number.

A = Add a Line. Add another transaction to the EFT.

S = Scan. The next page of transactions will display. If all transactions are on one page, the same page will display.

R = Recalculate EFT Total. Try this option before going back through each transaction. This recalculates the line item total.

E = Change EFT Data. Change the check number, dates, amount of the EFT, or GL account numbers. If the Vendor or EFT number are wrong, delete the record.

D = Delete. Delete a line or the entire EFT. Enter the line number (LN#) to delete or enter **A** to delete all of the EFT. 'Are you sure you want to delete (Y/N)' displays. Enter **Y** to continue with delete, or **N** to return to the prompts without deleting.

Q = Quit. Quit this EFT. The EFT Amount and the NET total at the bottom of the screen MUST BE equal before quitting is allowed.

Hint: If you want to print the EFT to verify, you can force balance it by adding a line (Code M) with the difference. This will let you exit the EFT and print. DON'T FORGET to correct it before updating.

Vendor (Q=Quit) BRAND Branded Oil Company				EFT No. 121503			
Chk No. 121503		EFT Date 12/15/2003		Due Date 12/15/2003		EFT Amt 8845.66ok? Y	
Ln#	Type	Ref No.	Dealer	Ref Date	Description	Net Amt	Ok?
1	I	9678	100	06/25/2003	FUEL	8670.00	
2	C	1214	111	12/15/2003	CR CARD FROM 111	-259.65	P
3	D	1214D	111	12/15/2003	CC DISCOUNT	5.15	P
4	I	98765	111	08/15/2003	RENTAL	270.00	
5	B	1211CB	111	12/15/2003	CHARGEBACK	10.16	P
6	M	1215RENT	111	12/15/2003	CC MACHINE RENTAL	150.00	
Enter field # to change			A = Add a line		S = Scan		R = Recal Tot
E = Change EFT data			D = Delete		B = Chg batch		Q = quit
Net Total			8845.66				

This is an example of a completed, balanced EFT. The 'P' at the end of three of the lines means that the transactions will also be posted to the customer account (the credit card entry side of the transaction).

PRINT PRE-POSTING REPORT

After entering a batch of EFT Settlements, print a Pre-Posting Report with 'Totals and Errors Only' on the screen first to find errors and verify totals before printing the report to the printer (optional). After correcting the errors, print a Pre-Posting Report to the printer (or screen). Only unposted EFT's will be printed.

MENU SELECT

From the Credit Cards menu, Select *2 Enter EFT Settlements*.

From the submenu, select *2 Print Pre-Posting Report*.

BEGIN REPORT

Output to: S=Screen. Note: Always print errors to the screen before printing the entire report.
P=Printer F=Text File or Q=Quit.

Enter Batch Range. Enter the beginning and ending batch numbers in the range of batches to be printed or enter **Q** to Quit. For a single batch, enter the same batch number in both fields. If an invalid batch number is entered, the following message displays: 'Batch Number does not Exist! Enter to try again.'

Select Report Type. 1=Full Report 2=Totals and Errors only. Samples of both reports are on

the following pages.

Enter The Report Date. Accept the displayed date, or enter another date.

Is everything okay? (Y/N/P=Printer/Q=Quit). Enter Y to print the report, N to start over, P to change printers or print option, or Q to return to the menu.

When the above options are selected, error messages will display on the screen followed by the batch totals as shown below.

Note the error message saying that the invoice is being overpaid. This is an EXTREMELY important message and should not be overlooked.

Display Report EFT Preposting Report					
Print	Save	Exit	Enlarge	Reduce	
Batch	EFT Date	EFT No.	Vendor	EFT Amount	Line Totals
*** You are overpaying AP invoice 9678 by 100.00. Please fix EFT # 121503					
20031215	12/15/2003	121503	BRAND	8945.66	8945.66
EFT Tot				8945.66	Line Totals 8945.66

Opt 2 - Totals and Errors

Print	Save	Exit	Enlarge	Reduce				
Batch	EFT No.	Vendor	CustNo	Type	Ref. No.	Description	Amount	Create
20031215	121503	BRAND		I	9678	FUEL	8600.00	
Chk Acct	10200-200	AP Acct	20500-100					
20031215	121503	BRAND	BLUE	C	1214	CR CARD FROM 11	-259.65	POST
Chk Acct	10200-200	AP Acct	20500-100	CC Acct	11100-300	A/R Acct	11000-100	
20031215	121503	BRAND	BLUE	D	1214D	CC DISCOUNT	5.15	
Chk Acct	10200-200	AP Acct	20500-100			A/R Acct	11000-100	
20031215	121503	BRAND		I	98765	RENTAL	270.00	
Chk Acct	10200-200	AP Acct	20500-100					
20031215	121503	BRAND	BLUE	E	1211CE	CHARGEBACK	10.16	
Chk Acct	10200-200	AP Acct	20500-100	CC Acct	11100-300	A/R Acct	11000-100	
20031215	121503	BRAND		H	1215RENT	CC MACHINE RENT	150.00	
Chk Acct	10200-200	AP Acct	20500-100			GL Acct	74200-300	
EFT121503	12/15/2003	Vendor	BRAND	EFT Amt	8775.66	Line Totals	8775.66	
EFT Tot				8775.66	Line Totals	8775.66		

Opt 1 - Full Report

UPDATE EFT SETTLEMENTS

EFT Settlements must be updated to complete the credit card transaction. After entering the EFT's and printing a Pre-Posting Report with no errors, update the batch of transactions.

MENU SELECT

From the Credit Cards menu, Select *2 Enter EFT Settlements*.

From the submenu, select *3 Update EFT Settlements*.

BEGIN UPDATING

Send Report To: The default printer displays. If it needs to be corrected, select the <Printer> button after you have entered the batch number and date.

Enter a Batch Number. Enter the batch number or click on the magnifying glass to display all unposted batches. Select the batch and click <OK>.

Enter the GL posting date. The system date displays. The GL posting date should match the batch and the date of the transactions.

BUTTON OPTIONS:

<Edit> - change the GL posting date or batch number.

<Printers> - display the 'Select Output Device' screen for possible change.

<Update> - update the batch.

<Exit> - exit without updating.

Update reports print. Look over the reports. CHECK FOR ERROR MESSAGES and CHECK GL FOR ZERO PROOF as instructed by the message that displays on the screen.

Nothing has updated at this point. You may Cancel Update and correct errors or start over.

Button Options:

<Finish Update> - No errors found, finish the update.

<View Status> - This screen is currently displayed.

<View Errors> - This screen displays any errors encountered during this phase of the update process.

<Print Msg> - If error messages display, you may print them before canceling the update.

<Cancel Update> - Quit WITHOUT completing the update. NO PART of the update has been done. You may quit, make corrections and start over.

Normal sequence:

- 1) Read the 'Update Status Screen' which is displaying.
- 2) Click on <View Errors> as instructed. If no errors are listed and reports are ok,
- 3) Click on <Finish Update>.

If errors occur AFTER the <Finish Update> button is selected, the update is still not complete and in most cases will automatically be canceled. The 'Update Status Screen' will reflect this.

Correct the error, reindex, whatever it takes, and then START THE UPDATE AGAIN. Call Customer Support for assistance if necessary.

UPDATE IS NOT SUCCESSFULLY COMPLETED UNTIL THE 'UPDATE STATUS SCREEN' SAYS IT IS.

RESTORE EFT UPDATE

The restore option copies the EFT Settlement files back the way they were before the update. Do not restore and EFT if the credit cards have been APPLIED in AR cash receipts or the month has been closed.

MENU SELECT

From the Credit Cards menu, Select *2 Enter EFT Settlements*.

From the submenu, select *4 Restore EFT Update*.

BEGIN RESTORE

ALWAYS select the batch number from the lookup screen (click on the magnifying glass). Each update is assigned a BATCHID which must accompany the batch number to restore properly. Select the batch and press <OK>.

Button Options:

<Restore> - Proceed with restore.

<Edit> - Edit any of the restore options including batch number.

<Printers> - Display the 'Select Output Device' screen for possible printer change.

<Exit> - Exit WITHOUT restoring.

NOTHING PRINTS.

Read the 'Restore Status Screen'.

Enter the **Vendor, Dealer** number and **Transmittal number**. A Posted Credit Card lookup screen displays. Select the transmittal you want to match to the eft and the amount to apply.

- E** **Change EFT**
- C** **Change Credit Card**
- A** **Change Amount Applied**
- P** **Post and Update**
- Q** **Quit and Cancel**

Note: Transactions may be sent to history without being matched, especially if you are trying to clean up old transactions.

Q **QUIT TO THE MAIN MENU**

OPTION 3 CREDIT CARD REPORT

The Credit Card Activity Report lists the transmittal information and payment information for all credit cards within the selected batch or date range. All credit cards may be printed or only pending ones. Selection Criteria is available for printing a selected Vendor, Dealer, Customer, etc.

This report (pending, current, batches 0-99999999) total should balance to the total in the General Ledger Credit Card account.

MENU SELECT

From the Credit Card Main Menu, select 3 *Credit Card Report*.

REPORT OPTIONS

```

      PETRO DATA OIL *** Credit Card Report *** 03/15/2004

Display report on screen

Enter the report date 03/15/2004

Select:  1=Pending only    2=All    3=Chargebacks/disc 1

Select:  1=Detail report   2=Summary total only 1

Select date/batch to use: 1=Credit cards    2=Eft batch 1

Select range:  1=Range Batch    2=Range Dates  1

Batch range  0          99999999          Date range

Select files:  1=Current    2=History    3=Both 1

Input selection criteria? N          Print one dealer per page? (Y/N) N

Is everything ok? (Y/N/P=Printer/Q=Quit) |Y

```

Select: 1=Pending Only

This option is used to print all credit card batches and/or all EFT transactions that have not been matched. The total on this report should match the GL credit card receivable account. Credit card transactions on this list have already been posted to AR or AP but have not been paid by EFT. All EFT transactions on this list are amounts that have cleared the bank, but have not been posted to a dealer's AR or AP account. *Note: Select CURRENT only.*

2=ALL

In most cases, this option is used to print ALL transactions within a date or batch range for specific dealers. The report could be used to inform dealers of credit cards that have been received and may be used in payment of invoices.

3=Chargebacks/discounts

This report will list all Charge backs or discounts received within a date or batch range.

The rest of the report options are self-explanatory or depend on what the purpose of the report is. If you are not sure what options to select, print the report to screen until you find one that meets your needs.

The Credit Card Activity Report below was run using the options on the example screen. It is only the last page with Grand Totals. The report subtotals by dealer and displays the proof for each transmittal.

OPTION 4 DEALER FILE MAINTENANCE

The Dealer File identifies the dealers by number, such as their facility number. It links the Dealer number to the AR Customer. It also contains information about the method of giving credit (Credit Type). If the dealer is given a check, the dealer's vendor number will be entered. If the transaction belongs to the company and no AR or AP transaction will be generated, the dealer is identified as inter-company and the GL account number for fuel or truck expense will be entered. A Dealer Number must be set up for each dealer. A Lookup screen is provided in Credit Card and EFT entry for easier access to Dealer Numbers.

ADD, CHANGE, DELETE DEALERS

Enter new Dealers, change methods of giving credit to dealers for credit cards submitted, or change GL account numbers through this option.

MENU SELECT

From the Credit Cards menu, select *4 Dealer File Maintenance*.

```
1. Add, Change, Delete Dealers
2. Dealer Report
3. Change Dealer Numbers
Q. Quit to Main Menu

Select an Option Q
```

From the submenu, select *1 Add, Change, Delete Dealers*.

BEGIN INPUT

Dealer Code. Enter the Code Number assigned to the dealer. Credit Cards are entered and EFT's paid using this code number. 'Record is not found, Do you want to add it? (Y/N)' displays. Enter **Y** to add the code as entered or **N** to reenter the number or quit. This control number is the key to the record. Once it has been entered and accepted, the code number may not be changed without deleting the record and reentering it with another code number. If the dealer is already in the file, 'Record Already Exists. Do you want to Inquire? (Y/N)' displays. Enter **Y** to display the dealer record to the screen or **N** to reenter the number or quit. *Note: Use a short number, the last 4 digits, data entry can be tedious if you have to enter 8-10 digits with each transaction.*

Dealer ID. This is the complete dealer code used by the vendor in credit card notices. This number is needed if you download credit cards from a vendor's website and import them into

Petro-Data.

Customer Number. Enter the Accounts Receivable Customer Number for this Dealer (F2 lookup is available). Customers must be set up in AR. Customer numbers in AR do not have to be the same as the dealer code in this module. The Dealer File links the two together. When a valid customer number is entered, the customer name displays.

PETRO DATA OIL ***** Add, Change, Delete Dealers *****			
1. Dealer Code	111		
2. Dealer ID	4932568111		
3. Customer No.	BLUE	BLUE FARM	
4. Vendor no.	BRAND		
5. GL Account	11100-300		
6. Credit Type	1		
7. Input Dealer?	Y		
Enter field number to change D = Delete C = Continue			
F = Forward to next record B = Backwards to next record c			

Vendor Number. Enter the Vendor Code for the Fuel Vendor who will be receiving and paying for the credit cards submitted by this dealer (F2 lookup is available). When a valid Vendor Code is entered, the Vendor name displays.

GL Account. Enter the GL account number for Credit Cards (F2 lookup is available). If a valid account number is entered, the account name displays. A debit transaction will be sent to this account when credit cards received from the dealer are updated.

Credit Type. Enter the code number for the method of giving credit to this dealer from the following:

Enter **1** to Credit Accounts Receivable. A credit transaction is sent the AR GL account number and to the AR customer open-item file (the dealer's receivable account).

Enter **2** to pay the dealer with a check in Accounts Payable. Enter the Vendor Code for this customer. (This is not the fuel vendor, but a number set up in Accounts Payable that is unique to this dealer). A credit transaction is sent to the AP GL account number and to the dealer's AP Vendor open-item file for future payment. If a valid Vendor code is entered, the vendor name displays.

Enter **3** if this is an Inter-company transaction. Enter the GL account number for Fuel

expense, truck expense or where ever you want the credit transaction to post in the GL. A credit transaction is posted to this account. No other transactions are generated.

Input Dealer. Does This Vendor Show the Dealer Number on EFTs? Enter **Y** if the Vendor's draft reconciliation shows the Dealer's number, and **N** if it prints ONLY the store name.

ACD PROMPTS

Enter Field # To Change. Enter a field number (2-7) to correct.

F=Forward to Next Record. Enter **F** to see the next dealer record.

B=Backwards to next record. Enter **B** to see the previous record.

D = Delete. Delete this dealer record. 'Are you sure you want to delete (Y/N)' displays. Enter **Y** to continue with delete, or **N** to return without deleting.

Q = Quit. Quit this Dealer record.

DEALER REPORT

The Dealer Report is a list of all Dealers in the file. The Dealer Number, Customer Number and name, and Fuel Vendor number and name are listed on the screen or printed to the printer.

MENU SELECT

From the Credit Cards menu, select *4 Dealer File Maintenance*.

From the submenu, select *2 Dealer Report*.

REPORT OPTIONS

Output to: S=Screen. Note: Always print errors to the screen before printing the entire report.
P=Printer F=Text File or Q=Quit.

Enter the date. Accept the displayed date, or enter another date.

Is everything okay? (Y/N/P=Printer/Q=Quit). Enter **Y** to print the report, **N** to start over, **P** to change printers or print option, or **Q** to return to the menu.

The following Dealer report was displayed on the screen. You may Print to printer, Save in a file, Enlarge the report, or Reduce the report. Press the Exit button to return to the menu.

Display Report Dealer File Report			
Print	Save	Exit	Enlarge Reduce
Date: 03/15/2004	PETRO DATA OIL	Page No.	
Time: 17:32:31	Dealer File Report 03/15/2004	2	
Dealer	Customer	Vendor	
1200	SYCAMO Jimmy's Food Mart	CONOCO	
989271200			
1218	NEIGHE Neighborhood Conoco	CONOCO	
989271218			
1234	SUBWAY Conoco Subway	CONOCO	
989271234			
1267	ABIDM Johanthans	CONOCO	
989271267			
1275	WAZIR Texas Oil Products Inc.	CONOCO	
989271275			
13	PETDAT PETRO-DATA, INC.	BRAND	
1234567813			
1362	BLUE HASHMI BROTHERS INC DEA	CONOCO	

CHANGE DEALER NUMBERS

Call Customer Support before using this option.

```

          PETRO DATA OIL ***** Change Dealer Numbers *****

This program allows you to change a dealer number and then
Post the new number to all his past transactions.

Ready to begin? (Y/N) |
    
```

Change Dealer Numbers			
New Dealer No.	Old Dealer No.	Customer	Vendor
	9100	BLUE	SHELL
	9101	BLUE	SHELL
	9102	BLUE	SHELL
	9103	BLUE	SHELL
	9103	BLUE	SHELL
	9426	PRECIN	FINA
	943	NORHWY	FINA
	DJS	DJS	SANFOR
	PS3	PS3	SANFOR

Enter the new dealer numbers. Use the arrow keys or slide bar to move up and down in the file.

<Ctrl> <W> to quit when finished.

'Ready to post new number to all past transactions.'

Enter **Y** to continue.

The file names are displayed as each number is replaced.

OPTION 5 REINDEX CREDIT CARD FILES

This option recreates the index files in the Credit Card module. Everyone must be out of the Credit Card and EFT modules.

Ready to index credit card files? (Y/N)

Enter **Y** to proceed with the reindex. Nothing displays during the reindex process. You are returned to the menu returns when it is complete.

Enter **N** to exit without reindexing. You are returned to the menu.

OPTION 6 MOVE POSTED CREDIT CARDS TO HISTORY

This option allows you to move old, resolved or unresolved, matched or unmatched transactions to history. If you are cleaning up the credit card report, use this option to move transactions to history that have been resolved and for some reason are still on the report.

Make sure everyone is out of the Credit Card module. The file is reindexed at the end of the process.

F3	F7-Start Over	F8-Quit
----	---------------	---------

```

PETRO DATA OIL *** Move Credit Cards to History *** 03/16/2004

Display report on screen

Enter the report date 03/16/2004

Enter dealer number. (Blank=All) 111

Delete option: 1=Range of dates      2=Range of transmittal numbers 1

Enter beginning and ending dates 01/01/1998 12/31/1998
Enter beg and ending tran #

Opt: 1=Move all  2=Those with Eft & Cr. Card  3=Zero proof only 1

Is everything ok? (Y/N/P=Printer/Q=Quit) |Y

```

Output to: S=Screen. Note: Always print errors to the screen before printing the entire report.
P=Printer F=Text File or Q=Quit.

Note: At least print to screen so you can see if the correct transactions have been moved to

history.

Enter the report date. Accept the displayed date, or enter another date.

You may select a specific DEALER number or move transactions regardless of dealer.

Delete option: **1=Range of Dates**

This is the safest option if you are moving lots of transactions. *Enter the beginning and ending dates* to be moved.

2=Range of transmittal numbers

Be careful using this option. Since transmittal numbers can be alpha as well as numeric, the computer uses an alpha sort and if you use a range here, you may move transactions that are not ready to be moved. This works best if you are moving just one transmittal - enter the same number in both fields. *Enter beginning and ending transmittal numbers.*

Option: 1=Move All

All transactions will be moved to history without exception.

2=Those with EFT and Credit Card

Those with EFT and Credit card transactions that may not proof to zero.

3=Zero proof only

This is normally done automatically at the end of the month when you close AR.

Is everything okay? (Y/N/P=Printer/Q=Quit). Enter Y to print the report, N to start over, P to change printers or print option, or Q to return to the menu.

```
PETRO DATA OIL *** Move Credit Cards to History *** 03/16/2004
```

```
Copy records to temporary file and delete records
```

```
Append records to history file
```

```
Records have been moved and deleted. Print report? (Y/N) |
```

At least display the report on the screen so you can verify that the correct transactions have been moved.

If transactions are listed that you did not want to move to history, call customer support for assistance.

If no transactions were moved the following message displays:

No transactions found for selected criteria. Press enter.

After transactions have been moved, (even if there were none) the files are reindexed and following messages display:

Reindex credit card file.

Records have been moved and deleted. Press C to continue.

You are returned to the menu.

OPTION 7 PURGE CREDIT CARD HISTORY

This option removed transactions from the credit card history file permanently. Until they are purged, you may run Credit Card Reports for any period of time in the past. Once purged, they are not longer in the history file and will not longer be included on ANY Credit Card Report.

Before purging, we recommend that you make a backup and keep it in your data archives.

F3	F7-Start Over	F8-Quit
PETRO DATA OIL *** Purge Credit Cards from History *** 03/16/2004		
Enter beginning and ending dates 01/01/1998 12/31/1998		
Is everything ok? (Y/N/P=Printer/Q=Quit)		

Enter the beginning and ending dates to be purged.

Is everything okay? (Y/N/P=Printer/Q=Quit). Enter Y to continue with the purge, N to start over, P to change printers or print option, or Q to return to the menu. Nothing prints.

PETRO DATA OIL *** Purge Credit Cards from History *** 03/16/2004
Deleting records from history file
Reindex history file
History records are deleted. Press C to continue

Messages display on the screen showing the progress of the purge. When complete, press C to return to the menu.

OPTION I CREDIT CARD INSTALL PROGRAM

This option customizes the Credit Card Module to meet some individual needs.

MENU SELECT

From the Credit Cards menu, select *I Credit Card Install Program*.

BEGIN INPUT

Enter Password. The Password is *CREDIT CARD*.

F7 and F8 are enabled. If NO changes are made, F8 will return you to the menu without taking you to the desktop.

The most common answers to the options are shown on the following example:

F3	F7-Start Over	F8-Quit
PETRO DATA OIL *** Credit Card Install Program *** 03/16/2004		
Enter password CREDIT CARD		
1. Link credit card to accounts payable?		Y
2. Post EFTs to bank? (as opposed to AP)		Y
3. Post credit cards in detail to A/R?		Y
4. Post credit cards in detail to G/L?		N
5. Link EFTs to general ledger?		Y
6. Enter EFTs only with no Cr Crd tracking?		N
7. Enter default link code for GL		1
Is everything ok? (Y/N/Q=Quit) Y		

1. Link Credit Card to Accounts Payable. Enter N if this module will not be linked to Accounts Payable, and Y if it will. The transmittal side may be linked to AP if the Dealer receives a check in payment instead of an AR credit. Also, the EFT drafts may be entered through this module.

2. Post EFTs to Bank (as opposed to AP). Enter Y to send a debit transaction to the GL bank account when EFTs are updated. Enter N to send a credit memo to the fuel vendor's account in Accounts Payable and a debit GL transaction to Accounts Payable. The credit memo must then

be marked paid with a manual check (a negative payment). This will create the transaction to the GL bank account.

3. Post credit cards in detail to A/R? Enter **N** to summarize credit card receipts and post only one transaction to the customer account open-item file. Enter **Y** to post each transmittal to the open-item file in detail.

4. Post credit cards in detail to G/L? Enter **N** to summarize credit card receipts and post only one transaction to the General Ledger per batch. Enter **Y** to send each credit card batch to the General Ledger. This will create a GREAT DEAL of detail in the General Ledger.

5. Link EFTs to general ledger? Enter **Y** to create GL transactions during EFT updates. Enter **N** to post EFTs to AP but create NO GL entries.

6. Enter EFTs Only with No Credit Card Tracking? Enter **Y** if only the EFT side (the actual draft) of the credit card transaction will be entered in this module to update AP only. Enter **N** if both credit card transmittals and EFTs will be entered.

7. Enter default link code for GL. Enter the link code (from AR release module, Link Code Maintenance) that has the correct bank and credit card accounts. This is a default. You may override it in the Credit Card and EFT entry screens.

Is Everything OK? Enter **Y** to accept your responses and quit to the Credit Card Module Menu. Enter **N** to make changes. Note: Enter **Q** ONLY if you do not want to save the changes you made.

OPTION Q RETURN TO MAIN MENU

You will be returned to the Accounts Receivable Main Menu.