



FUEL-CENTRAL

User Guide

Version 2.0

02/20/2020



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WORKING WITH FUEL CENTRAL

The purpose of this section is to help with troubleshooting the basic issues of Fuel Central.

Before You Begin

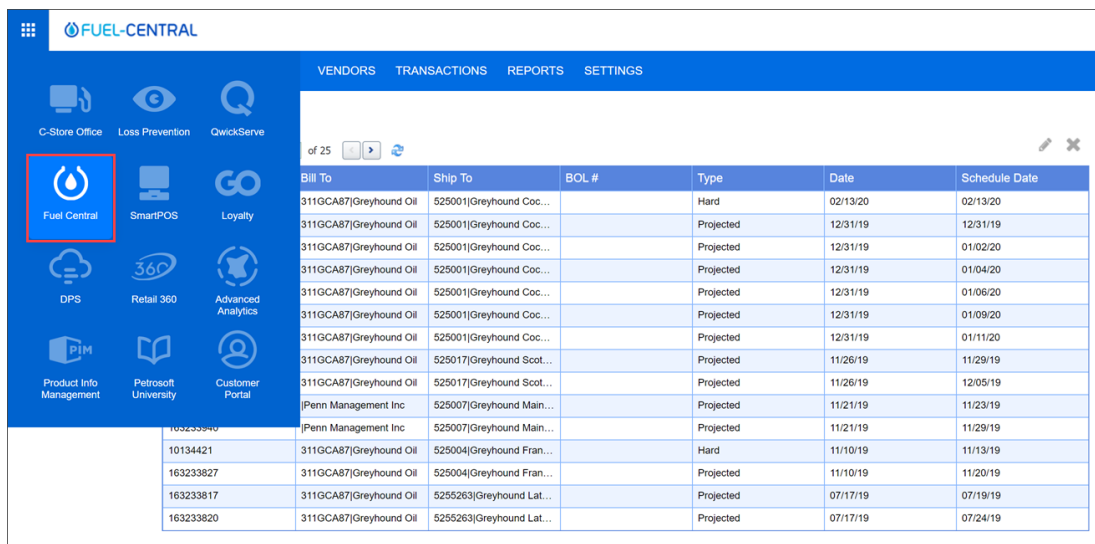
Before you start working with Fuel Central, make sure the following prerequisites are met:

- C-Store Office is sold.
- C-Store Office account is configured.
- C-Store Office locations are configured.
- The Fuel Central module is enabled.
- Installation for the Account level set up is completed.
- Installation for the Company/Station Main is completed.
- The installation Verification checklist is finished.

Switching to Fuel Central

To start working with the Fuel Central module:

1. Log in to C-Store Office using your account.
2. In the Product Switcher, select **Fuel Central**.



Managing Orders as a Jobber

In the petroleum marketing industry, a jobber is an independent business person who purchases gasoline, fuel oil or other refined products from a refining company and resells the product.

In Fuel Central, jobbers mostly use the **Dispatchers** form. When working with Fuel Central as a jobber, you can perform the following actions:

- [Create orders manually](#)
- [Schedule orders](#)
- [Assign or reassign drivers to orders](#)



For more information on how to work with Fuel Central as a sub jobber, see [Creating BOLs as a Sub Jobber](#).

Creating Orders

In Fuel Central, orders can be added to the system in the following ways:

- **Automatically:** The system can generate orders based on the sales and inventory history for the previous 60 days.
- **Manually:** A dealer can call a dispatcher and ask the dispatcher to put an order into the system.
- **Through the Order Gasoline report in C-Store Office.** For details, see [Order Gasoline Report](#).

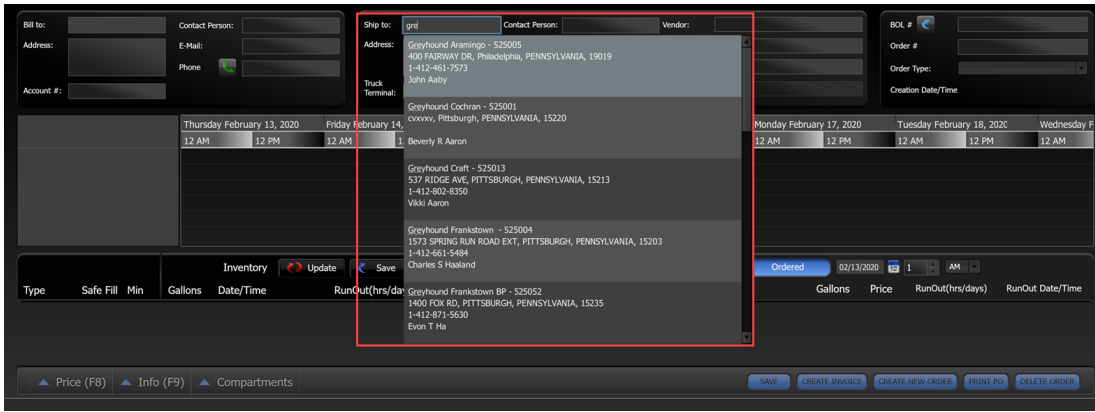
To create a new fuel order manually:

1. In Fuel Central, go to **Dispatchers > Order**.

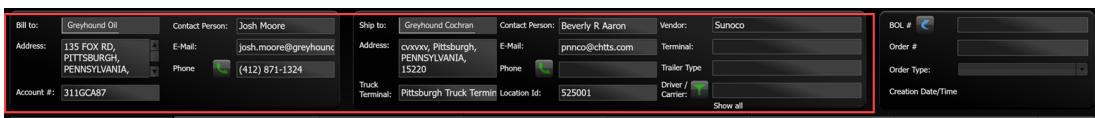


If Adobe Flash Player is not enabled in the web browser, in the center of the page, click **Click to enable Adobe Flash Player**.

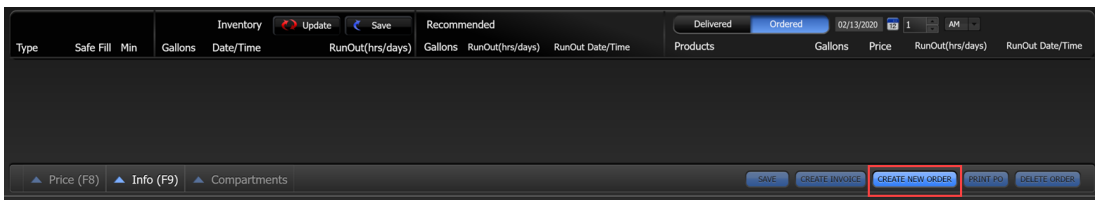
2. In the **Ship to** field, start typing the station name and in the stations list, select the necessary station.



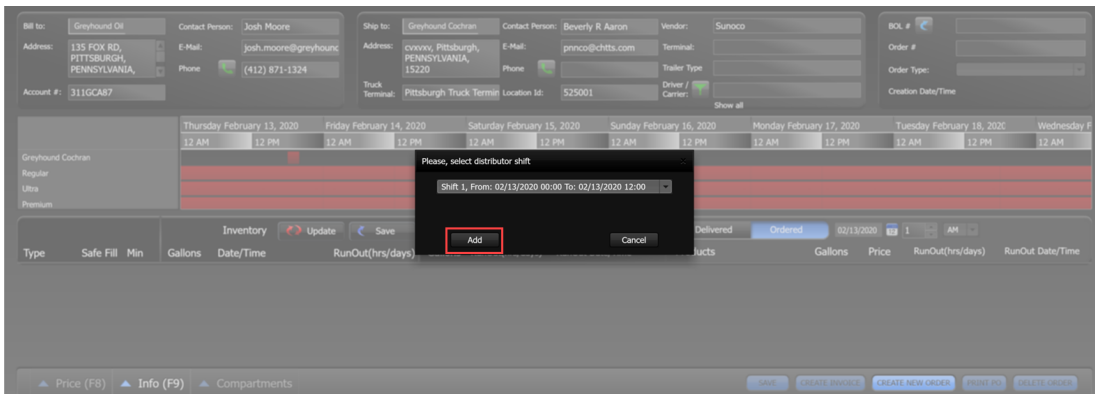
3. Wait until the associated billing information for the selected station is displayed in the **Bill to** and other fields.



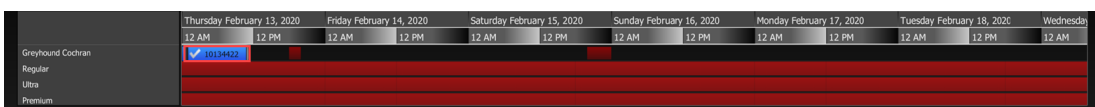
4. At the bottom right of the form, click **Create New Order**.




5. In the displayed window, select the date as to which you are planning to send the order and then click **Add**.

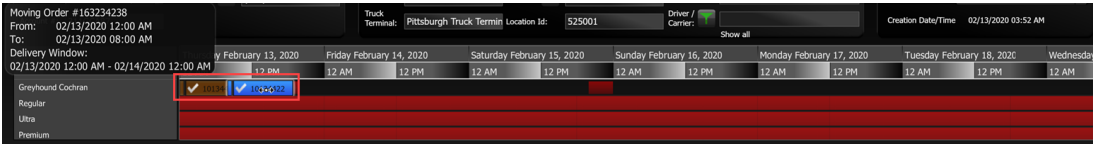


Result: The order is added to the station inventory scale.

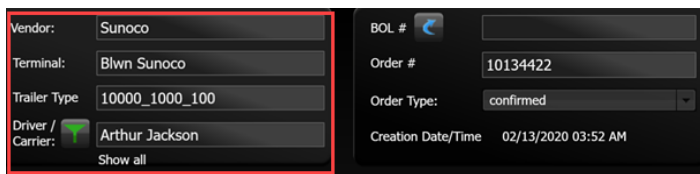



 To change the order date, drag and drop it on the inventory scale.

6. Use the inventory scale to define the order sending date and the volume needed for each fuel type used at this station. For that, put the mouse on the inventory scale and move it.

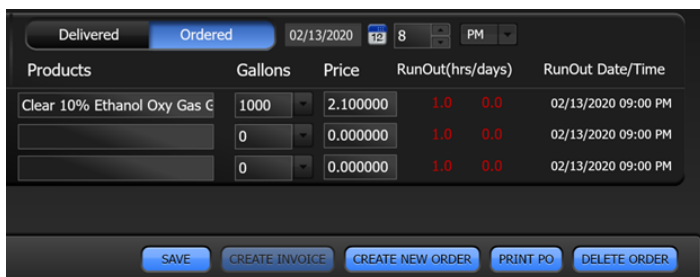


7. In the top pane, specify the following order data:
 - a. Click the **Vendor** field and select the vendor from the list.
 - b. Click the **Terminal** field and select the terminal from the list.
 - c. Click the **Trailer Type** field and select the type of the trailer from the list.
 - d. Click the **Driver/Carrier** field and select the driver from the list.



 If the list of vendors, terminals or trailer types is empty, make sure the station is set correctly. For more information, see Fuel Central Station Setup manual.

8. Select the products you want to send and the compartments they are to be placed in. At the bottom left of the form, click **Compartments** and then for each product used at the station, do the following:
 - a. Click **Products** and select the product from the list.
 - b. Click **Gallons** and select compartments to be filled with this product.
 - c. In the **Price** field, specify the planned price for the product.



The final price is specified in the invoice sent by the vendor after the driver fills up the trailer with the ordered fuel. To view the approximate product price, at the bottom left of the screen, click **Price** and find the product in the list.

Terminal: Pittb PPT N		
Product	Type	Rack Price
Ultra Low Sulfur Diesel Und Gross ULS #2		\$1.6965

Terminal: Pittb Sunoco		
Product	Type	Rack Price
Clear 10% Ethanol Oxy Gas Gross U87E10	Regular	\$1.5888

▲ Price (F8) ▲ Info (F9) ▲ Compartments

- To be able to schedule the order, make sure it is confirmed. If not, in the **Order Type** field, set the order type to *confirmed*.

Vendor: Sunoco	BOL #
Terminal: Blwn Sunoco	Order # 10134422
Trailer Type 10000_1000_100	Order Type: confirmed
Driver / Carrier: Arthur Jackson	Creation Date/Time 02/13/2020 03:52 AM

Show all

- To save the newly created order, at the bottom right of the form, click **Save**.
- To create the order printed form, at the bottom right of the form, click **Print PO**.

Delivered Ordered 02/13/2020 12 8 PM

Products	Gallons	Price	RunOut(hrs/days)	RunOut Date/Time
Clear 10% Ethanol Oxy Gas G	1000	2.100000	1.0 0.0	02/13/2020 09:00 PM
	0	0.000000	1.0 0.0	02/13/2020 09:00 PM
	0	0.000000	1.0 0.0	02/13/2020 09:00 PM

SAVE CREATE INVOICE CREATE NEW ORDER PRINT PO DELETE ORDER

- Send the order to the driver in any of the following ways:
 - To print the order and send it to the driver, click the print icon.
 - To send the order by email, click the send by email icon, enter the email and then click **Send**.
 - To send the order via MMS, click the **send via MMS** icon, enter the phone number, select the

operator and then click **Send**.

PENNSYLVANIA

SGII Group LLC
2025 Greentree Rd
Pittsburgh, PA 15220

412-306-0269 ext 2002
j.smith@petrosoftinc.com

PO NUMBER: 10134422
PO SCHEDULED DATE / TIME: 02/13/2020 08:00 PM
PO TYPE: hard
BOL #:

BILL TO: Greyhound Oil
135 FOX RD
PITTSBURGH PENNSYLVANIA 15220

SHIP TO: Greyhound Cochran
CXXXXV
Pittsburgh PENNSYLVANIA 15220

PAYMENT INFORMATION AND CREDIT TERMS

VENDOR	TERMINAL	DRIVER	TRUCK	TRAILER	CARRIER
Sunoco	Blwn Sunoco	Arthur Jackson		10000_1000_100	

ORDERED

PRODUCT	GALLONS	DATE / TIME	SLOT	PRICE
Clear 10% Ethanol Oxy Gas Gross U87E10	1,000	02/13/2020 08:00 PM	1	1.20
Clear 10% Ethanol 7.8lb LRV Gross HO2B20	1,000	02/13/2020 08:00 PM	1	1.20

DELIVERY NOTES:

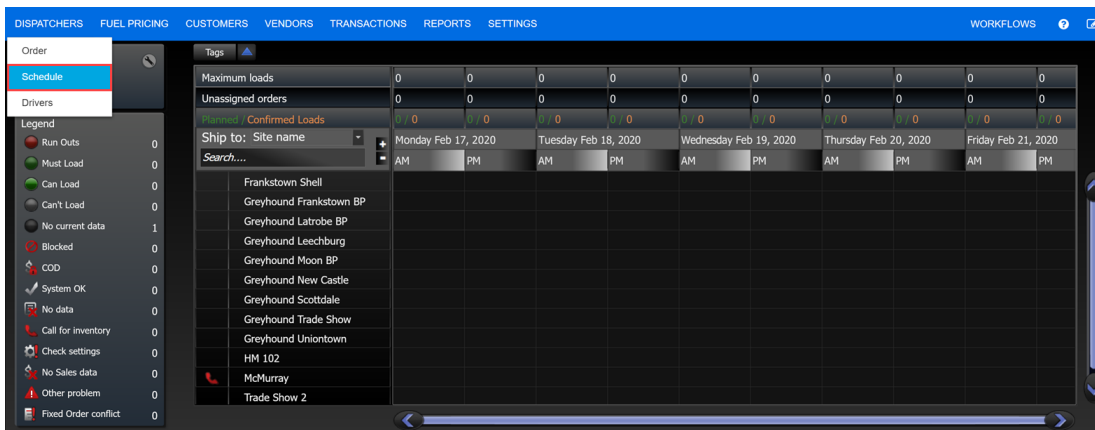
I have checked the document for this shipment and verify that there is adequate storage room to receive this product and connection has been made to the proper storage facility. The aforementioned property has been received in good condition unless noted otherwise.

Receiver _____ Co. Name _____ Date _____

If you need to delete the order, at the bottom right of the form, click the **Delete Order** button.

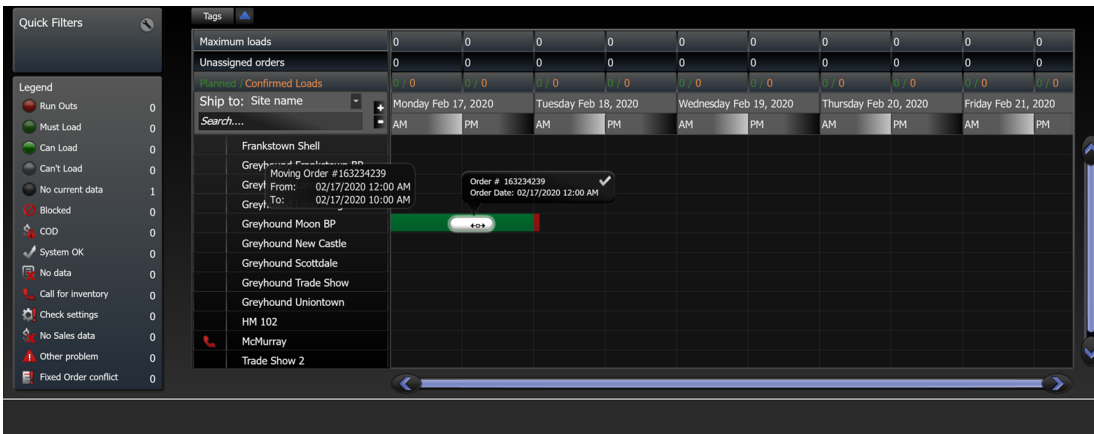
Scheduling Orders

The **Schedule** form is used to manage the orders created at the stations more effectively. To access this form, go to **Dispatchers > Schedule**.



The form displays the list of sites/stations and orders created at these stations.

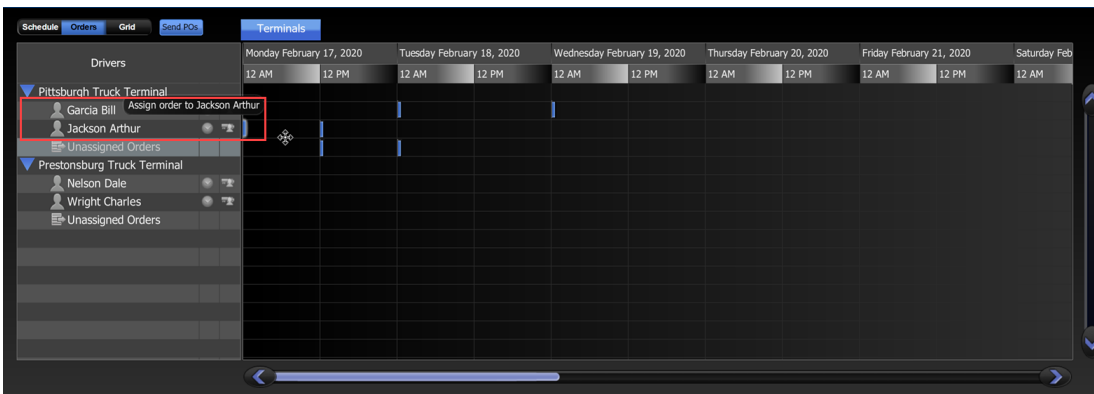
To move the truck delivery to a different time, drag and drop it on the timeline.



i You can move the order within the shift time only. For example, if the shift selected for the order starts at 02:00 and ends at 17:00, you have selected the shift from 02:00 to 17:00, it is impossible to move the truck delivery to 17:10.

Assigning Drivers

The **Drivers** form is used to assign or reassign drivers to orders. To access this form, go to **Dispatchers > Drivers**.



The form displays the list of drivers with assigned orders and unassigned orders.

To assign the order to the driver, drag and drop the order to the necessary position on the timeline. You can also reassign the order from one driver to another in the same way.

Creating BOLs as a Sub Jobber

When with Fuel Central as a sub jobber, you don't need to follow the jobber's steps to create orders. Sub jobbers are exempt from taxes while jobbers pay them. Sub jobbers usually don't have drivers and trucks.

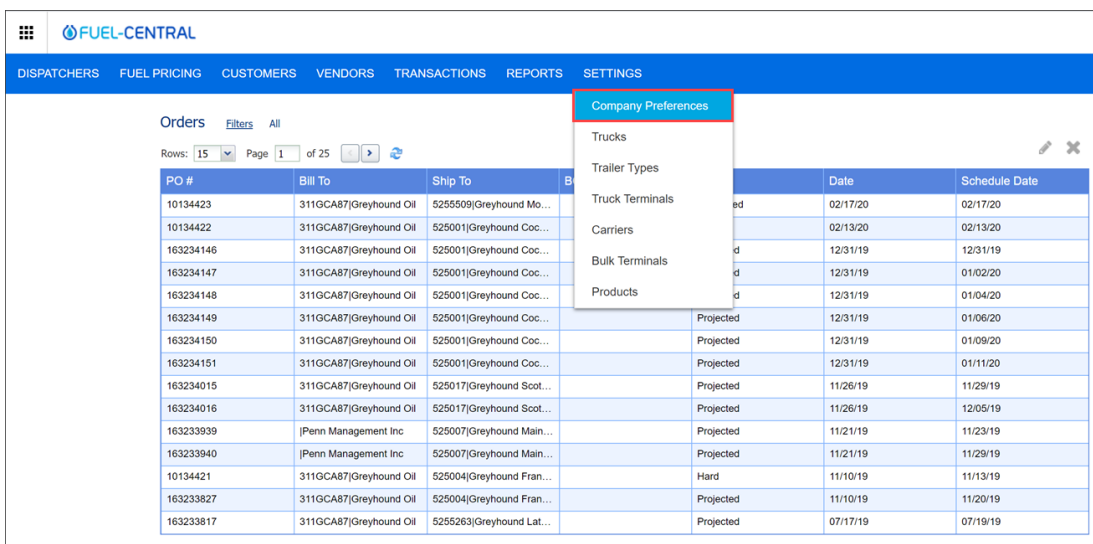
As a sub jobber, you need to perform the following activities:

- Configure a company for a sub jobber
- Create a distributor BOL

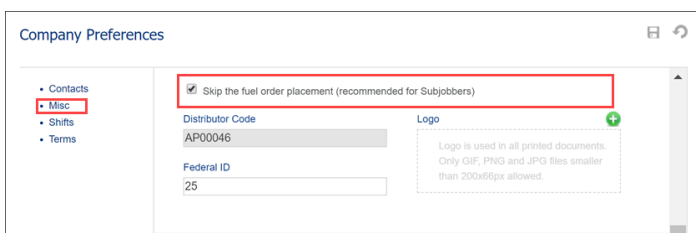
Configuring a Company for a Sub Jobber

To use Fuel Central as a sub jobber at C-Store Office, you need to configure your company. Do the following:

1. In Fuel Central, go to **Settings > Company Preferences**.



2. In the left menu of the **Company Preferences** form, select **Misc**.
3. Select the **Skip the fuel order placement** check box.



The changes are saved automatically.

Creating a Distributor BOL

To create a new Distributor BOL:

1. Go to **Vendors > BOLs**.
2. In the left menu, select **Pending Distributor BOLs**.

BOL #	Date	Terminal	City	State	Vendor	PO #	Invoice #
2020-02-10	02/10/20	Blwn Sunoco			Sunoco		
2020-02-10_1	02/10/20	Blwn Sunoco			Sunoco		
2020-02-10_2	02/10/20	Blwn Sunoco			Sunoco		
2020-02-07	02/07/20	Blwn Sunoco			Sunoco		
2020-02-06	02/06/20	Blwn Sunoco			Sunoco		
2020-01-09-001	01/09/20	Civil Sunoco			Sunoco		
09012020	01/09/20	Blwn Sunoco			Sunoco		
20191224-001	12/24/19	Blwn Sunoco			Sunoco		
20191223-001	12/23/19	Blwn Sunoco			Sunoco		
20191223-004	12/23/19	Blwn Sunoco			Sunoco		
20191223-005	12/23/19	Blwn Sunoco			Sunoco		
20191220-01	12/20/19	Auro BTS	fds	AK	Sunoco		
20191219-01	12/19/19	Auro BTS	fds	AK	Sunoco		
20191216-01	12/16/19	Civil Sunoco			Sunoco		
20191216-002	12/16/19	Civil Sunoco			Sunoco		

3. At the top right of the Pending BOLs list, click the **Add** icon.
4. In the **Pending BOL** form, do the following:
 - a. Scroll down to the **Ship To** section. In the **Ship to** field, start typing the station name, wait until the stations list appears and then select your station.

The corresponding data should be uploaded automatically to the **Bill To** field.

Product	Base cost on	Gallons	Inches Before	Gallons Before	Inches After	Gallons After

- b. Go to the top of the **Pending BOL** form and then specify the following data:
 - From the **Terminal** list, select the terminal.
 - From the **Vendor** list, select the vendor.
 - If you work with a third-party delivery service, from the **Carrier** list, select the carrier. If you are going to assign a driver to your order, skip this step.
 - From the **Trailer** list, select the trailer.
 - From the **Driver** list, select the driver. If you have already selected the carrier, skip this step.
 - In the **Creation Date/Time** field, change the creation date and time, if necessary.
 - In the **Lift Date/Time** field, specify the lift date and time.

- In the **BOL #** field, enter the BOL number.

Pending BOL

Terminal Blwn Sunoco	Address 0	Creation Date / Time 02/17/20 04:46 am
Vendor 1108/Sunoco	Trailer 10000 (10000_100)	Lift Date / Time 02/18/20 12:00 am
Carrier Sunoco	Driver	Total Gallons Net 0
Truck	BOL #	Total Gallons Gross 0

- Go to the **BOL products** section. Select the product to add it to the order, specify the following data and then click enter:
 - In the **Gross Gallons** field, specify the product gross volume.
 - In the **Temp** field, specify the product temperature.
 - In the **Net Gallons** field, specify the product net volume.

Repeat these steps for each product added to the order.

BOL products

Product	Gross Gallons	Temp	Net Gallons
034 High Sulfur Diesel Gross HS #2	500	65	500
034 High Sulfur Diesel Gross L2NRLM	1,000	65	1,000
034 High Sulfur Diesel Gross U2NRLM	1,000	65	1,000

- Depending on the number of dealers you are going to send this fuel to, do one of the following:
 - If you send this fuel to one dealer only, make sure the number of gallons in the BOL products and in the **Ship To** lists coincide.

BOL products

Product	Gross Gallons	Temp	Net Gallons
034 High Sulfur Diesel Gross HS #2	500	65	500
034 High Sulfur Diesel Gross L2NRLM	1,000	65	1,000
034 High Sulfur Diesel Gross U2NRLM	1,000	65	1,000

Ship To

Bill To 454585 IKRA OIL-MCMURRAY, LLC 128 East McMurray Road Canonsburg PENNSYLVANIA 15317	Ship To McMurray 128 East McMurray Rd, Canonsburg, 39 15317	PO # PO Date
--	--	---------------------

Product	Base cost on	Gallons	Inches Before	Gallons Before	Inches After	Gallons After
034 High Sulfur Diesel Gross HS #2	Gross Gallons	500				
034 High Sulfur Diesel Gross L2NRLM	Gross Gallons	1,000				
034 High Sulfur Diesel Gross U2NRLM	Gross Gallons	1000				enter

- If you send this fuel to two or more dealers, split the number of gallons from the BOL products list between these dealers.

In the **Ship To** list, reduce the number of gallons for the product and then in new list that appears, in the **Ship To** field, select the station name.

Ship To ✖

Bill To 454585 IKRA OIL-MCMURRAY, LLC 128 East McMurray Road Canonsburg PENNSYLVANIA 15317	Ship To McMurray 128 East McMurray Rd, Canonsburg 39 15317	PO # PO Date
---	--	----------------------------

Product	Base cost on	Gallons	Inches Before	Gallons Before	Inches After	Gallons After
034 High Sulfur Diesel Gross HS #2	Gross Gallons	500				
034 High Sulfur Diesel Gross L2NRLM	Gross Gallons	500				
034 High Sulfur Diesel Gross U2NRLM	Gross Gallons	1,000				

Ship To ✖

Bill To SG II Group 290 Bilmar Drive Pittsburgh PENNSYLVANIA 15205	Ship To Craft Sunoco 381 Craft Avenue PITTSBURGH 39 15213	PO # PO Date
--	---	----------------------------

Product	Base cost on	Gallons	Inches Before	Gallons Before	Inches After	Gallons After
034 High Sulfur Diesel Gross L2NRLM	Net Gallons	500				

- e. To move this pending BOL to the distributor BOL, at the top right of the **Pending BOL** form, click the **Accept** icon.

Pending BOL ✖ ✓ ✕

Terminal Bwm Sunoco	Address 0	Creation Date / Time 02/17/20 04:46 am
Vendor 1108 Sunoco	Trailer 10000 (10000_1000_100)	Lift Date / Time 02/18/20 12:00 am
Carrier Sunoco	Driver BOL #	Total Gallons Net 2500
Truck 	 	Total Gallons Gross 2500

Purchasing Invoices

Information about fuel purchases is conveyed with the help of purchase invoices. A purchase invoice is a document that proves the fact and terms of the fuel purchase. You need to enter information about the fuel purchase in the system.

To enter a new purchase invoice:

1. In Fuel Central, go to **Vendors > Purchase Invoices**.
2. At the top right of the purchase invoices list, click the add icon.

Purchase Invoice #	Vendor	Date	Due Date	Total	Discount	Discount Total	BOL
2020-01-09-001	Sunoco	01/09/20	01/13/20	\$300.00	\$0.00	\$294.00	2020-01-09-001
09012020-1	Sunoco	01/08/20	01/13/20	\$9,843.46	\$0.00	\$9,646.59	09012020
20191224-01	Sunoco	12/24/19	12/27/19	\$4,943.95	\$0.00	\$4,943.95	20191224-001
20191223-001	Sunoco	12/23/19	12/26/19	\$1,155.00	\$0.00	\$1,155.00	20191223-001
20191223-002	Sunoco	12/23/19	12/26/19	\$1,166.55	\$0.00	\$1,166.55	
20191223-003	Sunoco	12/23/19	12/26/19	\$5,721.65	\$0.00	\$5,721.65	
20191223-004	Sunoco	12/23/19	12/26/19	\$0.00	\$0.00	\$0.00	20191223-004
20191223-005	Sunoco	12/23/19	12/26/19	\$5,832.75	\$0.00	\$5,832.75	20191223-005
20191220	Sunoco	12/20/19	12/23/19	\$1,060.00	\$0.00	\$1,060.00	20191220-01
20191219-001	Sunoco	12/19/19	12/23/19	\$1,050.00	\$0.00	\$1,050.00	20191219-01
20191216-01	Sunoco	12/16/19	12/19/19	\$1,000.00	\$0.00	\$1,000.00	20191216-01
201916-0002	Sunoco	12/16/19	12/19/19	\$9,345.00	\$0.00	\$9,345.00	20191216-002
707070	Sunoco	12/05/19	12/09/19	\$10,400.00	\$0.00	\$10,400.00	505050
606060	Sunoco	12/05/19	12/09/19	\$11,645.62	\$0.00	\$11,645.62	303030
20191121-03	Sunoco	11/21/19	11/25/19	\$0.00	\$10.00	(\$10.00)	20191121-06

3. In the **Purchase Invoice** form, go to the **Destinations** section.
4. In the **BOL #** field, start typing the number of the BOL and then select it from the list. You can also click the **List** link to the right of the field and select the BOL manually.

Destinations

BOL #: 251119-1 [List](#)

Bill To: SG II Group
Pittsburgh PENNSYLVANIA 15205

Ship To: Frankstown
PITTSBURGH PENNSYLVANIA 15203

Terminal:

Ship Date / Time: 11/25/19 12:00 AM

PO #:

Products

Product / Service / Tax	RINS	Billed QTY		Rate	Amount
		Gross QTY	Net QTY		
034 High Sulfur Diesel Gross HS #2		1,000.00	1,000.00	No Rack Price	
Total:					\$0.00

Result: Fuel Central automatically populates data in the form according to the selected BOL. Make sure the following data is populated correctly:

- o The company, class and vendor names.
- o The **Bill to** and **Ship To** information.

5. In the **Purchase Invoice #** field, enter the purchase invoice number.
6. To the right of the **Bill Date** field, click the calendar icon and select the bill date.
7. From the **Terms** list, select the invoice terms.

Result: The **Bill Discount** value is automatically populated according to the discount settings specified in the **Settings > Company Preferences** form.

The screenshot shows a 'Purchase Invoice' form with several fields. A red box highlights the following fields: Vendor (Sunoco), Bill Date (02/04/20), Bill Total (0.00), Purchase Invoice # (12345), Terms (Net 3), Bill Discount (0.00), and Due Date (02/07/20). Other visible fields include Company (SGII Group, LLC) and Class (Fuel Distributor).

8. In the **Destinations** section, in the **Products** list, do the following:
 - a. In the **Billed QTY** column, select the necessary option: **Gross QTY** or **Net QTY**.
 - b. Check the **Rate** field. The **Rate** value is automatically populated with the **Rack Price** value set up in the **Price Broadcasting** record for the corresponding vendor and effective date.

If the appropriate rack price is not set up, the **No Rack Price** notification is displayed in the cell. In this case, you can enter the rate value manually.

The screenshot shows the 'Destinations' section of the form. It includes fields for BOL # (251119-1), Bill To (SG II Group), Ship To (Frankstown), Terminal (PITTSBURGH PENNSYLVANIA 15203), and Ship Date / Time (11/25/19 12:00 AM). Below this is a 'Products' table:

Product / Service / Tax	RINS	Billed QTY		Rate	Amount
		Gross QTY	Net QTY		
034 High Sulfur Diesel Gross HS #2		1,000.00	1,000.00	No Rack Price	
Total:					\$0.00

9. If needed, add additional taxes, fees or surcharges.
10. At the top right of the form, click the save icon to save the changes.

Passing Through Credits

This information can be found on the Fuel Distribution Network sites credit card area. They receive statements to help them enter the values as the percentages vary.

To create a new credit entry:

1. Go to **Customers > Pass Through Credits**.
2. At the top right of the Pass Through Credits list, click the **Add** icon.

The screenshot shows the 'Pass Through Credits' interface. On the left is a sidebar with navigation options: Bill to, Ship to, Pending Customers, Sales Invoices, and Pass Through Credits (selected). The main area displays a table with columns: Company, Class, BillTo, ShipTo, MerchantId, Summary D, ARPDDate, Batch #, Transaction, Gross, Fee, and Net. The table contains 10 rows of data. At the top right of the table, there is a toolbar with icons for Add (+), Delete (X), Print (P), Refresh (C), and Email (E). The Add icon is highlighted with a red box.

3. In the new row that appears in the Pass Through Credits list, do the following:
 - a. Make sure the **Company** and **Class** fields contain correct values.
 - b. In the **ShipTo** field, start typing the station name and then select it from the list.
 - c. In the **BillTo** field, select the corresponding value if it is not populated automatically.
 - d. In the **MerchantID** field, select the merchant ID for the station.
 - e. Make sure the **Summary Date** and **ARPDDate** fields contain correct values. If not, update values in these fields.
 - f. In the **Batch #** field, enter the batch number value.
 - g. In the **Transactions Count** field, enter the number of transactions.
 - h. In the **Gross** field, enter the gross amount.
 - i. In the **Fee** field, enter the fee amount. The value in the **Net** field must be calculated automatically.
4. When complete, click the **Update** button.

This screenshot shows the 'Pass Through Credits' interface with a new row being added. The table has columns: Company, Class, BillTo, ShipTo, MerchantId, Summary D, ARPDDate, Batch #, Transaction, Gross, Fee, and Net. The new row is highlighted in blue and has a dropdown menu open for the MerchantId field, showing 'Update' and 'Cancel' options. The 'Update' option is highlighted with a red box. The table also shows other rows of data.

i If a Fuel Central account is connected to a C-Store Office account, pass through credits data is synchronized between the accounts. Pass through credits obtained from EDI or entered manually become available in the Pass Through Credits list and in the General Journal report in C-Store Office.

Invoicing

To create new sales invoice:

1. Go to **Customers > Sales Invoices**.
2. At the top right of the Sales Invoices list, click the **Add** icon.

Sale Invoice #	Invoice Type	Bill To	Ship To	BOL#	PO#	Date	Due Date	Status	Ship Date	Memo	Total
2020-02-10_2	Fuel	SG II Group	New Castle ...	2020-02-10_2		02/10/2020	02/13/2020	Pending	02/10/2020		\$130.24
2020-02-06	Fuel	3 KINGS - C	Washington	2020-02-06		02/07/2020	02/10/2020	Pending	02/06/2020		\$102.00
2020-02-07	Fuel	3 KINGS - C	Washington	2020-02-07		02/07/2020	02/10/2020	Pending	02/07/2020		\$110.00
2020-01-09-...	Fuel	SG II Group	New Castle ...	2020-01-09-...		01/09/2020	01/13/2020	Pending	01/09/2020		\$0.00
09012020-1	Fuel	EJP BillTo	HM 102	09012020		01/08/2020	01/13/2020	Completed	01/08/2020		\$9,843.46
20191224-01	Fuel	EJP BillTo	HM 102	20191224-0...		12/24/2019	12/27/2019	Completed	12/24/2019		\$4,943.95
20191223-001	Fuel	EJP BillTo	HM 102	20191223-0...		12/23/2019	12/26/2019	Completed	12/23/2019		\$1,155.00
20191223-002	Fuel	EJP BillTo	HM 102	20191223-0...		12/23/2019	12/26/2019	Completed	12/23/2019		\$1,166.55
20191223-003	Fuel	EJP BillTo	HM 102	20191223-0...		12/23/2019	12/26/2019	Completed	12/23/2019		\$5,721.65
20191223-004	Fuel	EJP BillTo	HM 102	20191223-0...		12/23/2019	12/26/2019	Completed	12/23/2019		\$4,610.65
20191223-005	Fuel	EJP BillTo	HM 102	20191223-0...		12/23/2019	12/26/2019	Completed	12/23/2019		\$5,832.75
20191220	Fuel	EJP BillTo	HM 102	20191220-01		12/20/2019	12/23/2019	Completed	12/20/2019		\$1,060.00
20191219-001	Fuel	EJP BillTo	HM 102	20191219-01		12/19/2019	12/23/2019	Completed	12/19/2019		\$1,050.00
20191216-01	Fuel	SG II Group	Centre Sun...	20191216-01		12/16/2019	12/19/2019	Pending	12/16/2019		\$1,000.00
201916-0002	Fuel	SG II Group	Centre Sun...	20191216-0...		12/16/2019	12/19/2019	Completed	12/16/2019		\$9,345.00

3. In the **Sale Invoice** form, do the following:
 - a. Make sure the **Company** and **Class** fields contain correct values.
 - b. In the **BOL#** field, start typing the number of the BOL you have created and then select it from the list. You can select the PO number instead in the **PO#** field.

Wait until all the corresponding data is populated, including the values in the **Bill To** and **Ship To** fields.

- c. In the **Invoice Date** field, select the invoice date.
- d. From the **Terms** list, select the invoice terms.
- e. Make sure the **Ship Date** and **Due Date** fields contain correct invoice dates.
- f. In the **Sale invoice #** field, enter the invoice number. Use the value from the **BOL#** field for transparency.

- g. Make sure the **Terminal** field contains correct value.

- 4. Go to the **Fuel/Services** section and then do the following:
 - a. Enter additional taxes, surcharges and fees, if necessary.
 - b. In the **Unit Price** column, enter the corresponding value for each product in the list.
 - c. Enter customer message and/or memo, if necessary, in the corresponding fields.

Fuel / Service	Description	QTY	Unit Price	Amount
Delivery Charge McMurray Sunoco		200.00	0.0400000	8.00
Federal Gasoline Tax		500.00	0.1830000	91.50
Federal Gasoline LUST tax		200.00	0.0010000	0.20
Subtotal of charges:				99.70

- 5. Go to the top of the **Sale invoice** form and then do the following:
 - a. Select the **Completed** option to change the invoice status to *Completed*.
 - b. At the top right of the form, click the **Save** icon.

i If a Fuel Central account is connected to a C-Store Office account, sales invoices data is synchronized between the accounts. Sales invoices completed in Fuel Central become available in the Pending Fuel Invoices list in C-Store Office.

Working with Account Receivable

You can perform the following activities:

- View the Aging Summary report
- Work with customer statements
- Receive payments

Viewing the Aging Summary Report

This section describes the specifics of accessing and interpreting the Aging Summary report.

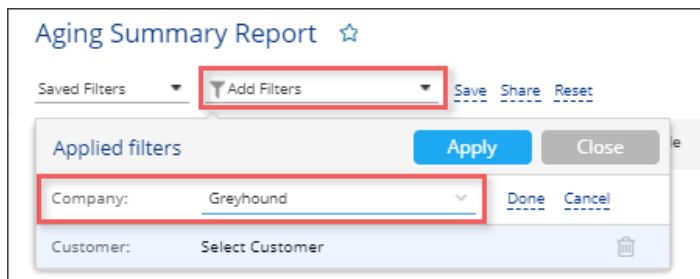
Opening the Report

To open the report, go to **Customers > Accounts Receivable > Aging Summary**.

Viewing the Report

The Aging Summary report provides the consolidated information on the accounts receivable invoices for the selected company and customer.

To view the report, in the report filters, select a company for which you want to view the report results, and then click **Done > Apply**.



You can also filter the report results by customer, by selecting it in the report filters.

The report contains the following information:

- **Customer Name**
- **Total Receivable**
- **Current Due**
- **Past Due 1-30 Days**
- **Past Due 31-60 Days**

- **Past Due 61+Days**
- **Action**

Accounts Receivable		Aging Summary Report						
Receive Payments		Saved Filters Company: SGI Group, LLC Save Share Reset						
Aging Summary Report		Customer Name	Total Receivable	Current Due	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61+ Days	Action
Related Reports		Wave - C	(\$277.5)	\$0	\$0	\$0	(\$277.5)	Create Statement
ACH Payments		Use Gold-c	\$9,877.18	\$0	\$0	\$0	\$9,877.18	Create Statement
Customer Statements		U.S. SMOKELESS	(\$187.2)	\$0	\$0	\$0	(\$187.2)	Create Statement
		Swedish Match - C	(\$184)	\$0	\$0	\$0	(\$184)	Create Statement
		Sunoco - C	(\$195.69)	\$0	\$0	\$0	(\$195.69)	Create Statement
		Skoal-c	\$9,414.4	\$0	\$0	\$0	\$9,414.4	Create Statement
		Silver Eagle-c	\$16,675.55	\$0	\$0	\$0	\$16,675.55	Create Statement
		Shawn Bill to Test	(\$1)	\$0	\$0	\$0	(\$1)	Create Statement
		Shawn Ship to test	(\$1)	\$0	\$0	\$0	(\$1)	Create Statement
		Red Bull-C	\$2,020	\$0	\$0	\$0	\$2,020	Create Statement
		Totals	\$20,426,997.09	\$0	\$0	\$0	\$20,426,997.09	

Additional Actions

- To create a statement for a customer, select the customer, and then in the **Actions** column, click **Create Statement**.
- For customers supporting ACH payments only: To create an ACH transaction for a customer, select the customer, and then in the **Actions** column, click **Create ACH Transaction**.
- To create a payment for a customer, select the customer, and then in the **Actions** column, click **Receive Payments**.

Working with Customer Statements

To open the customer statements list, go to **Customers > Customer Statements**.

You can perform the following actions with the customer statements:


- To create a new statement, at the top right of the statements list, click **Create Statements**.
- To filter the list of statements, at the top of the statements list, click **Add Filters** and apply filter criteria.
- To email or print a statement, in the **Action** column, to the right of the **Download** button, click the arrow icon and select the necessary action.
- To change the statement send status, in the Action column, to the right of the **Download** button, click the arrow icon and select **Change Send Status**.

Customers		Customer Statements ☆								
Accounts Receivable		Saved Filters	▼ Add Filters			Create Statement	Batch Actions (0)			
Bill to	Ship to	No	Created	Customer	Company	Total Due	Statement Type	Sending Date	Action	
		<input type="checkbox"/>	8	10/06/16	Adam's Carpet	Demo LLC	\$0.00	open item 10/06/16	11/12/19 10:24 AM Sent ...	Download
		<input type="checkbox"/>	12	10/06/16	ALTADIS USA - C	Demo LLC	\$0.00	open item 10/06/16	11/12/19 10:12 AM Sent ...	Download
		<input type="checkbox"/>	16	10/06/16	Atlanta Rebates-c	Demo LLC	\$0.00	open item 10/06/16	Not set	Email Preview & Print Change Send Status
		<input type="checkbox"/>	20	10/06/16	ATM - C	Demo LLC	\$0.00	open item 10/06/16	Not set	
		<input type="checkbox"/>	24	10/06/16	Blank Rome LLP	Demo LLC	\$0.00	open item 10/06/16	Not set	Download
		<input type="checkbox"/>	28	10/06/16	Brown & Williamson - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download
		<input type="checkbox"/>	32	10/06/16	Buydown-c	Demo LLC	\$0.00	open item 10/06/16	Not set	Download
		<input type="checkbox"/>	36	10/06/16	Cardtronics	Demo LLC	\$0.00	open item 10/06/16	Not set	Download
		<input type="checkbox"/>	40	10/06/16	Coca-Cola - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download
		<input type="checkbox"/>	44	10/06/16	Coupons - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download
		<input type="checkbox"/>	48	10/06/16	Deposit - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download

Receiving Payments

To record a payment received from a customer in Fuel Central:

1. From the Fuel Central main menu, go to **Customers > Accounts Receivable > New Accounts Receivable**.
2. In the **Receive Payments** form:
 - a. In the **Company** list, select your company.
 - b. In the **Class** list, select the class from the list of classes available for the selected company.
 - c. In the **Customer** list, select the customer which payment you need to add.

 The **Customer** list contains only customers having open invoices or credits. In case the list is empty, there are no customers with open invoices or credits within the selected class.

- d. After the customer is selected, the following lists are displayed in the form:

- **Open Customers Invoices:** Open invoices that the selected customer has.
- **Customer Credits:** Credits that the selected customer has.

From the **Customer** list, you can select only customers having open invoices or credits.

Receive Payments ☆

Save Payment Create ACH Transaction

Company: Services LLC Receive Date: Receive Payments:

Class: BP A/R Account: 1029.70 Buy-downs-MN Overpayment: 0.00

Customer: Sled - C Deposit To: Method of Payment: Cash


9 invoices, \$6.25 ▾

Date ↑	Due Date	Memo	Orig. Amt.	Amt. Due	Receive Payments <input type="checkbox"/>	Apply Credits <input type="checkbox"/>	Remaining Amt.
05/05/2018	05/05/2018	Blu Pods &.25	\$1.00	\$1.00	\$0.00 <input type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$1.00
05/09/2018	05/09/2018	Blu Pods &.25	\$0.25	\$0.25	\$0.00 <input type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$0.25
05/12/2018	05/12/2018	Blu Pods &.25	\$1.25	\$1.25	\$0.00 <input type="checkbox"/>	\$0.00 <input type="checkbox"/>	\$1.25
Total:			\$6.25	\$6.25	\$0.00	\$0.00	\$6.25


1 credit, \$6.25 ▾

Date ↑	Memo	Available Amt.	Credit Amt. <input type="checkbox"/>	Remaining Amt.
10/31/2018	Adjust Buydown Balance	\$6.25	\$0.00 <input type="checkbox"/>	\$0.00
Total:		\$6.25	\$0.00	\$0.00

e. In the **Open Customers Invoices** list > **Receive Payments** column, select the invoices you need to pay within this payment. The receive payments total is displayed at the bottom of the column and at the top right of the form in the **Receive Payments** field.

 If you need to pay part of the invoice, you can enter the **Receive Payments** value manually by clicking the field with value. The **Receive Payments** value should not exceed the **Amt. Due** value for the invoice.

f. If you want to use credits for paying the invoice, in the **Open Customers Invoices** list > **Apply Credits** column, select the corresponding value or enter it manually.

 The value selected or entered in the **Apply Credits** column, will be automatically added to the **Credit Amt.** value in the **Customer Credits** list.

- g. In the **Customer Credits** list, select the credits you need to use for paying the invoices selected in the **Open Customers Invoices** list.
- h. In the **Receive Date** field, select the date of the payment.
- i. In the **A/R Account** list, select the account for the payment.
- j. In the **Deposit To** list, select the deposit to account for the payment.
- k. Make sure the values in the **Receive Payments** and **Overpayment** fields are calculated prop-

erly.

l. In the **Method of Payment** list, select a MOP.

- **Cash**
- **Check:** In the field to the right, enter the check number.
- **ACH:** In the field to the right, enter the ACH number.

Receive Payments ☆

Save Payment Create ACH Transaction

Company: Services LLC Receive Date: 02/18/20 Receive Payments: 0.25
 Class: BP A/R Account: 1029.70 Buy-downs-MN Overpayment: 0.00
 Customer: Sledd - C Deposit To: 0112.00 New Cash Method of Payment: Check # 23454

Open Customers Invoices 9 Invoices, \$6.25

Date ↑	Due Date	Memo	Orig. Amt.	Amt. Due	Receive Payments	Apply Credits	Remaining Amt.
05/05/2018	05/05/2018	Blu Pods & 25	\$1.00	\$1.00	\$0.00	\$0.50	\$0.50
05/09/2018	05/09/2018	Blu Pods & 25	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
05/12/2018	05/12/2018	Blu Pods & 25	\$1.25	\$1.25	\$0.00	\$0.00	\$1.25
Total:			\$6.25	\$6.25	\$0.25	\$0.50	\$5.50

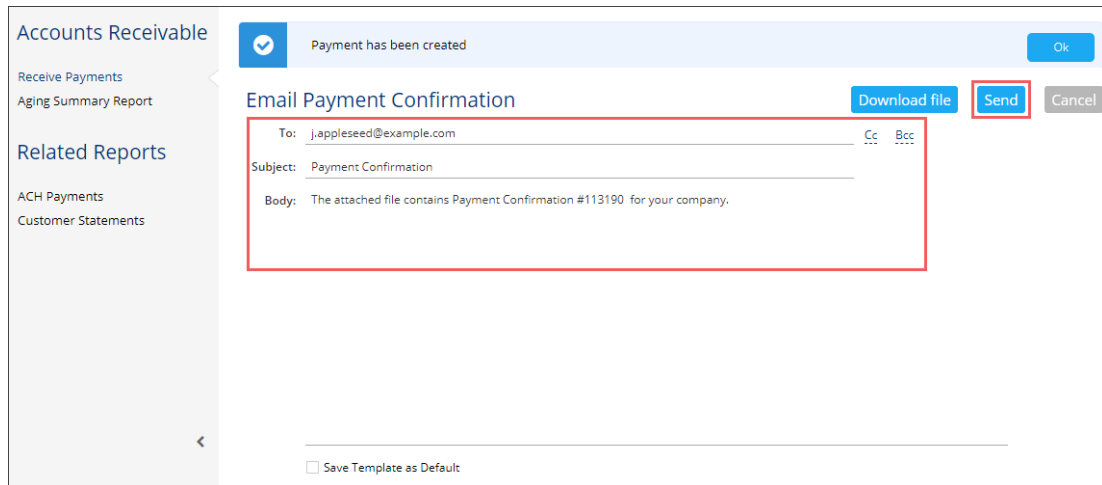
Customer Credits 1 credit, \$6.25

Date ↑	Memo	Available Amt.	Credit Amt.	Remaining Amt.
10/31/2018	Adjust Buydown Balance	\$6.25	\$0.50	\$5.75
Total:		\$6.25	\$0.50	\$5.75

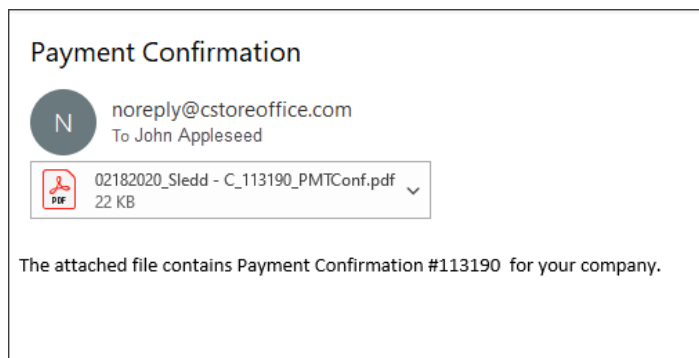
m. At the top right of the form, click **Save**.

Result: The successful message about the payment creation is displayed. The Email Payment Confirmation form opens.

3. In the **Email Payment Confirmation** form, enter the following data to inform your customer about the payment:
 - a. In the **To** field, enter the customer's email.
 - b. In the **Subject** field, enter any additional information to the default value, if needed.
 - c. In the **Body** field, enter any additional comments you want to send to your customer about the payment.
 - d. Select the **Save Template as Default** option, if you need to save this email as the default email confirmation for further payments.
 - e. If you need to keep a copy of the payment confirmation locally to track the payments history or to resend the confirmation in case your customer has lost or not received it, you may download it before sending. Click the **Download file** button and save the payment confirmation on your computer.
 - f. At the top right of the form, click the **Send** button.



Result: The Receive Payments form opens back. A customer will immediately receive the following payment confirmation:



Working with ACH Payments

You can create ACH Debit transaction files for dealers who owe you money. It will help you to get your money back avoiding regular checks.

For details on how to set up your ACH profile correctly, see Fuel Central ACH Setup.

You can perform the following activities:

- [Create ACH transactions](#)
- [Create the ACH debit file](#)
- [Download the ACH file](#)

Creating ACH Transactions

You can create an ACH payment only if your customer supports this method of payment.



If you need to enable the ACH payments for your customer in C-Store Office, go the **Bill To** form. For details, see [Entering Billing Information](#).

To create an ACH payment or transaction for your customer:

1. From the C-Store Office main menu, go to **Customers > Accounts Receivable > New Accounts Receivable**.
2. In the **Receive Payments** form:
 - a. In the **Company** list, select your company.
 - b. In the **Class** list, select the class from the list of classes available for the selected company.
 - c. In the **Customer** list, select the customer which payment you need to add.



The **Customer** list contains only customers having open invoices or credits. In case the list is empty, there are no customers with open invoices or credits within the selected class.


- d. At the top of the form, select the **Create ACH Transaction** option.




In case this option is disabled, it means that the ACH payments are not enabled in C-Store Office for your customer. To enable ACH payments, go to the **Bill To** form. For details, see [Entering Billing Information](#).

- e. In the **Open Customers Invoices** list > **Receive Payments** column, select the invoices you need to pay within this payment. The receive payments total is displayed at the bottom of the

column.

 If you need to pay part of the invoice, you can enter the **Receive Payments** value manually by clicking the field with value. The **Receive Payments** value should not exceed the **Amt. Due** value for the invoice.

- f. If you want to use credits for paying the invoice, in the **Open Customers Invoices** list > **Apply Credits** column, select the corresponding value or enter it manually.

 The value selected or entered in the **Apply Credits** column, will be automatically added to the **Credit Amt.** value in the **Customer Credits** list.

- g. In the **Customer Credits** list, select the credits you need to use for paying the invoices selected in the **Open Customers Invoices** list.
- h. In the **Effective Date** field, select the date of the payment.
- i. In the **A/R Account** list, select the account for the payment.
- j. Make sure the value in the **Receive Payments** field is calculated properly.

Receive Payments ☆

Save Payment Create ACH Transaction

Company: Services LLC Effective Date: 02/25/20 Receive Payments: 103.00 Save Clear

Class: BP A/R Account: 1029.70 Buy-downs-MN

Customer: - C

Open Customers Invoices 2151 invoices, \$90,990.82

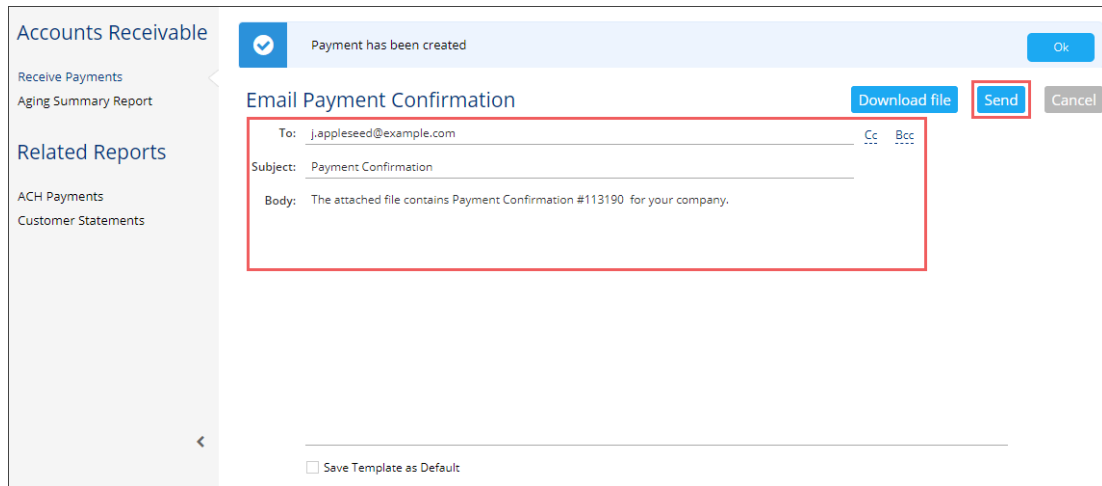
Date ↑	Due Date	Memo	Orig. Amt.	Amt. Due	Receive Payments	Apply Credits	Remaining Amt.
01/20/2014	01/20/2014	Pall Mall \$1 off #3016727	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
01/27/2014	01/27/2014	Kool 5.30 #3038189	\$3.00	\$3.00	\$3.00	\$0.00	\$0.00
01/27/2014	01/27/2014	Camel .25 #3038192	\$25.00	\$25.00	\$0.00	\$10.00	\$15.00
Total:			\$90,990.82	\$90,990.82	\$103.00	\$10.00	\$90,877.82

Customer Credits 275 credits, \$89,272.22

Date ↑	Memo	Available Amt.	Credit Amt.	Remaining Amt.
01/28/2014	-	\$465.30	\$10.00	\$455.30
02/07/2014	-	\$528.80	\$0.00	\$528.80
02/21/2014	-	\$528.80	\$0.00	\$0.00
Total:		\$89,272.22	\$10.00	\$984.10

- k. At the top right of the form, click the **Save** button.
3. In the **Email Payment Confirmation** form, enter the following data to inform your customer about the payment:
- a. In the **To** field, enter the customer's email.
 - b. In the **Subject** field, enter any additional information to the default value, if needed.
 - c. In the **Body** field, enter any additional comments you want to send to your customer about the payment.

- d. Select the **Save Template as Default** option, if you need to save this email as the default email confirmation for further payments.
- e. If you need to keep a copy of the payment confirmation locally to track the payments history or to resend the confirmation in case your customer has lost or not received it, you may download it before sending. Click the **Download file** button and save the payment confirmation on your computer.
- f. At the top right of the form, click the **Send** button.



Result: The Receive Payments form opens back. A customer will immediately receive the payment confirmation.

