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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 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.

 ØFUE	L-CENT	RAL						
			VENDORS TRAN	ISACTIONS REPORT	S SETTINGS			
_ }	C	Q (
C-Store Office	Loss Preve	ention QwickServe	of 25 < 🕨 🥭					0 ×
(\bullet)		GO	Bill To	Ship To	BOL#	Туре	Date	Schedule Date
			311GCA87 Greyhound Oil	525001 Greyhound Coc		Hard	02/13/20	02/13/20
Fuel Central	SmartP	OS Loyalty	311GCA87 Greyhound Oil	525001 Greyhound Coc		Projected	12/31/19	12/31/19
\sim			311GCA87 Greyhound Oil	525001 Greyhound Coc		Projected	12/31/19	01/02/20
(=)	360	2 (X)	311GCA87 Greyhound Oil	525001 Greyhound Coc		Projected	12/31/19	01/04/20
DPS	Retail 3	60 Advanced	311GCA87 Greyhound Oil	525001 Greyhound Coc		Projected	12/31/19	01/06/20
		Analytics	311GCA87 Greyhound Oil	525001 Greyhound Coc		Projected	12/31/19	01/09/20
	ГC		311GCA87 Greyhound Oil	525001 Greyhound Coc		Projected	12/31/19	01/11/20
PIM	_ └	''''''''''''''''''''''''''''''''''''''	311GCA87 Greyhound Oil	525017 Greyhound Scot		Projected	11/26/19	11/29/19
Product Info	Petros	oft Customer	311GCA87 Greyhound Oil	525017 Greyhound Scot		Projected	11/26/19	12/05/19
management	Univers	ity Portai	Penn Management Inc	525007 Greyhound Main		Projected	11/21/19	11/23/19
		105255840	Penn Management Inc	525007 Greyhound Main		Projected	11/21/19	11/29/19
		10134421	311GCA87 Greyhound Oil	525004 Greyhound Fran		Hard	11/10/19	11/13/19
		163233827	311GCA87 Greyhound Oil	525004 Greyhound Fran		Projected	11/10/19	11/20/19
		163233817	311GCA87 Greyhound Oil	5255263 Greyhound Lat		Projected	07/17/19	07/19/19
		163233820	311GCA87 Greyhound Oil	5255263 Greyhound Lat		Projected	07/17/19	07/24/19

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

(i)

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.

Bill to:	Contact Person:	Ship to:	grel	Contact Person:	Vendor:				BOL # 🤇		
Address:	E-Mail:	Address: Truck Terminal:	<u>Gre</u> yhound Aramingo - 52 400 FAIRWAY DR, Philade 1-412-461-7573 John Aaby	25005 elphia, PENNSYLVANIA, 19019		Ă			Order # Order Type: Creation Date/Tin	re	-
	Thursday February 13, 2020 Friday I 12 AM 12 PM 12 AM	ebruary 14	Greyhound Cochran - 525 cvxvxv, Pittsburgh, PENN Beverly R Aaron	5001 ISYLVANIA, 15220			Monday Febru 12 AM	uary 17, 2020 12 PM	Tuesday Feb 12 AM	uary 18, 2020 12 PM	Wednesday F 12 AM
			Greyhound Craft - 52501: 537 RIDGE AVE, PITTSBL 1-412-802-8350 Vikki Aaron	3 JRGH, PENNSYLVANIA, 15213							
	Inventory 🕐 Update	🄇 Save	Greyhound Frankstown - 1573 SPRING RUN ROAD 1-412-661-5484 Charles S Haaland	525004 EXT, PITTSBURGH, PENNSYLVANIA,			Ordered	02/13/2020	1	w v	
Type Safe Fill Min	Gallons Date/Time Rund	ut(hrs/da	Greyhound Frankstown B 1400 FOX RD, PITTSBUR 1-412-871-5630 Evon T Ha	IP - 525052 GH, PENNSYLVANIA, 15235				Gallons Pr	ice RunOut(I	nrs/days) RunOu	it Date/Time
	F9) 🔺 Compartments						SAVE	REATE INVOICE	CREATE NEW ORDER	PRINT PO DE	LETE ORDER

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

Bill to:	Greyhound Oil	Contact Person:	Josh Moore	Ship to:	Greyhound Cochran	Contact Person	Beverly R Aaron	Vendor:	Sunoco	BOL # 🤇
Address:	135 FOX RD,	E-Mail:	josh.moore@greyhounc	Address:	CVXVXV, Pittsburgh,	E-Mail:	pnnco@chtts.com	Terminal:		Order #
	PENNSYLVANIA,	Phone	(412) 871-1324		15220	Phone		Trailer Type		Order Type:
Account #:	311GCA87			Truck Terminal:	Pittsburgh Truck Termin	Location Id:	525001	Driver / T		Creation Date/Time
									Show all	

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

			Inventory	💙 Update	₹ Save	Recomr	nended		Delivered	Ordered	02/13/	2020 📆	1 AM	
Туре	Safe Fill Min	Gallons	Date/Time	R	unOut(hrs/days)	Gallons	RunOut(hrs/days)	RunOut Date/Time	Products		Gallons	Price	RunOut(hrs/days)	RunOut Date/Time
	e (F8) 🔺 Info	(F9) 🔺								SAVE C	REATE INVOICE	CREATE	NEW ORDER PRINT	PO DELETE ORDER

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

	Greyhound Oll 135 FOX RD, PITTSBURGH, PENNSYLVANIA, 311GCA87			Ship to: Address: Truck Terminal:	Greyhound Cochran cvxvxv, Pittsburgh, PENNSYLVANIA, 15220 Pittsburgh Truck Term			Vendor: Terminal: Trailer Type Driver / Carrier:			
		Thursday Fel 12 AM	bruary 13, 2020 Frid	ay February 1	4, 2020 Satur 12 PM 12 Al Please, select distr Shift 1, From	day February 15 4 12 l ibutor shift : 02/13/2020 00:1	, 2020 Sunday Fe PM 12 AM D0 To: 02/13/2020 12:00	bruary 16, 202 12 PM ×	0 Monday Pebruary 17, 2020 12 AM 12 PM	Tuesday February 12 AM 1	18, 202C Wednesday F 2 PM 12 AM
Туре	Safe Fill Min	Inv Gallons Date	ventory Vpdate e/Time R	C Save	lays) Add		Cancel	Del	vered Ordered 02/13/ s Gallons		

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.

Vendor:	Sunoco	BOL # 🟹		
Terminal:	Blwn Sunoco	Order #	10134422	
Trailer Type	10000_1000_100	Order Type:	confirmed	-
Driver / T	Arthur Jackson Show all	Creation Date/Time	e 02/13/2020 03:52 AM	



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.

Delivered Ordere	d 02/1	13/2020 📅	8 PM	
Products	Gallons	Price	RunOut(hrs/days)	RunOut Date/Time
Clear 10% Ethanol Oxy Gas G	1000	2.100000		02/13/2020 09:00 PM
	0	0.00000		02/13/2020 09:00 PM
	0	0.00000		02/13/2020 09:00 PM
SAVE	CREATE INVOI	CE	E NEW ORDER PRIM	DELETE ORDER

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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: Pttb PPT N		
Product	Туре	Rack Price
Ultra Low Sulfur Diesel Und Gross ULS #2		\$1.6965
Terminal: Pttb Sunoco		
Product	Туре	Rack Price
Clear 10% Ethanol Oxy Gas Gross U87E10	Regular	\$1.5888
Price (F8) Info (F9) Compartments		

9. 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 / T	Arthur Jackson Show all	Creation Date/Tim	ne 02/13/2020 03:52 AM	

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

Delivered Ordered	d 02/1	3/2020 🔁	8 PM -	
Products	Gallons	Price	RunOut(hrs/days)	RunOut Date/Time
Clear 10% Ethanol Oxy Gas G	1000 -	2.100000		02/13/2020 09:00 PM
	0 -	0.000000		02/13/2020 09:00 PM
	0 -	0.000000		02/13/2020 09:00 PM
SAVE	CREATE INVOIO	CREAT	E NEW ORDER	RINT PO DELETE ORDER

- 12. 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.
 - o To send the order by email, click the send by email icon, enter the email and then click **Send**.
 - o To send the order via MMS, click the send via MMS icon, enter the phone number, select the

operator and then click **Send**.

PENNSYLVANIA			PC 08 PC BC	O NUMBER: 10134422 O SCHEDULED DATE / T 3:00 PM O TYPE: hard OL #:	IME: 02/13	/2020
SGII Group LLC 2025 Greentree Rd Pittsburgh, PA 15220	412-306-0269 ext j.smith@petrosofti	2002 nc.com				
BILL TO: Greyhound Oil 135 FOX RD PITTSBURGH PENNSY	LVANIA 15220	SHIP TO	Grey cvxv Pittst	/hound Cochran xv burgh PENNSYLVAN	IIA 15220)
PAYMENT INFORMATION AND CR	EDIT TERMS					
VENDOR TERMINAL	DRIVER	TRUC	ж	TRAILER	CAR	RIER
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	2/13/2020 08:00 PM	1	1.20
Clear 10% Ethanol 7.8lb LRV Gross	HO2B20	1,000	02	2/13/2020 08:00 PM	1	1.20
DELIVERY NOTES: I have checked the document for this s connection has been made to the prop unless noted otherwise. Receiver	hipment and verify the er storage facility. The Co. Name	at there is ad aforementio	iequate soned pro	storage room to receiv perty has been receiv Date	e this pro ed in goo	duct and d condition

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**.

DISPATCHERS FI		CUSTOMER	S VENDORS TRANSACT	10	NS REPORT	S SETTING							WORKFLOWS	?	Ø
Order		Tags 4													
Schedule		Maximum	n loads		0	0	0	0	0	0	0	0	0	0	
Drivers		Unassign	ed orders		0	0	0	0	0	0	0	0	0	0	
Legend		Planned /	Confirmed Loads				0 / 0		0 / 0		0 / 0		0 / 0		
Run Outs	0	Ship to:	: Site name 🔹	÷	Monday Feb 17	7, 2020	Tuesday Feb 1	8, 2020	Wednesday Fel	b 19, 2020	Thursday Feb	20, 2020	Friday Feb 21,		
Must Load	0	Search				PM	AM	PM	АМ	PM	AM	PM	AM	PM	
🔵 Can Load	0		Frankstown Shell												
Can't Load	0		Greyhound Frankstown BP												
No current data	1		Greyhound Latrobe BP												
🔗 Blocked	0		Greyhound Leechburg												
Sa COD	0		Greyhound Moon BP												
🖌 System OK	0		Greyhound New Castle												
No data	0		Greyhound Scottdale												
Call for inventor	v 0		Greyhound Trade Show												
Check settings	0		Greyhound Uniontown												
Sr No Sales data	0		MeMureny												
A Other problem	0		memurray Trade Show 2												\sim
Fixed Order conf	flict 0				<										

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

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

Quick Fliters												_
		Maximum loads	0	0	0	0	0	0	0	0	0	0
		Unassigned orders	0									
Legend		Planned / Confirmed Loads		0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Run Outs	0	Ship to: Site name 🔹 🔸	Monday Feb		Tuesday Feb	18, 2020	Wednesday Fe	eb 19, 2020	Thursday Feb	20, 2020	Friday Feb 21	
Must Load	0	Search	АМ	PM	AM	PM	AM	PM	AM	РМ	AM	РМ
🔵 Can Load	0	Frankstown Shell										
Can't Load	0	Greyhound Frankristown DD Maving Order #163234239										
No current data	1	Greyt From: 02/17/2020 12:00	AM	Order # 1632 Order Date: 0	34239 2/17/2020 12:00 AM	~						
Ø Blocked	0	Greyt. To: 02/17/2020 10:00	AM	Ŋ								
	0	Greyhound Moon BP	(+0+								
J System OK	0	Greyhound New Castle										
No data	0	Greyhound Scottdale										
Call for inventory	ő	Greyhound Trade Show										
Check settings		Greyhound Uniontown										
A No Color data		HM 102										
		L McMurray										
	0	Trade Show 2										
Fixed Order conflict	0		< 💻									=>

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

(i)

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

Schedule Orders Grid Send POs	Terminals										
Dational	Monday Februa	y 17, 2020	Tuesday Februa	iry 18, 2020	Wednesday Fel	oruary 19, 2020	Thursday Febru	ary 20, 2020	Friday Februa	ry 21, 2020	Saturday Feb
Drivers	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM	12 PM	12 AM
V Pittsburgh Truck Terminal											
Garcia Bill Assign order to Jackson	n Arthur										
👤 Jackson Arthur 🛛 💿 🔻	1	1									
🔄 Unassigned Orders	výv.	1									
Verstonsburg Truck Terminal											
👤 Nelson Dale 💿 📼	T										
👤 Wright Charles 🛛 💿 🔻	*										
Unassigned Orders											
					_						

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.

Contacts	Skip the fuel order placement	(recommended for Subjobbers)	
Shifts	Distributor Code	Logo 🔂	
Terms	AP00046		
	Federal ID	Only GIF, PNG and JPG files smaller	
	25		

The changes are saved automatically.

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Creating a Distributor BOL

To create a new Distributor BOL:

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

Distributor's BOLs	Distributor's BOL	5 <u>Filters</u> All						
Distributor's BOLs	Rows: 15 💌 Page	1 of 31 >	æ					+ 1
Pending Distributor BOLs (10)	BOL #	Date	Terminal	City	State	Vendor	PO#	Invoice #
	2020-02-10	02/10/20	Blwn Sunoco			Sunoco		
Related Links	2020-02-10_1	02/10/20	Blwn Sunoco			Sunoco		
Account Payable	2020-02-10_2	02/10/20	Blwn Sunoco			Sunoco		
/endor List	2020-02-07	02/07/20	Blwn Sunoco			Sunoco		
BOL's	2020-02-06	02/06/20	Blwn Sunoco			Sunoco		
	2020-01-09-001	01/09/20	Clvl Sunoco			Sunoco		
oppilers	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	Civi Sunoco			Sunoco		
	20191216-002	12/16/19	Clvl 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.

Sill To	Ship To			PO #	PO #		
154585							
EKRA OIL-MCMURRAY, LLC 120 East McMurray Road Canonsburg PENNSYLVANIA 15317	McMurray 120 East Mc Canonsburg	Murray Rd, 39 15317		PO Da	ate		
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				+	\checkmark	-
Terminal		Address		Creation Date / Time		
Blwn Sunoco	*	0		02/17/20 04:46 am		
Vendor 1108 Sunoco	~	Trailer 10000 (10000_1000_100)	~	02/18/20 12:00 am		
Carrier		Driver		Total Gallons Net		
Sunoco	*		~	0		
Truck	~	BOL#		Total Gallons Gross 0		

- c. 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		
I 💌				enter	delete

- d. 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.

High Sulfur Diesel Gross HS #2				500	65	500	
High Sulfur Diesel Gross L2NRLM				1,000	65	1,000	
4 High Sulfur Diesel Gross U2NRLM				1,000	65	1,000	
			~				enter
Bill To 454585 IKRA OIL-MCMURRAY, LLC	Ship To McMurray			P	D #		
120 East McMurray Road Canonsburg PENNSYLVANIA 15317 Product	120 East Mc Canonsburg Base cost on	Murray Rd, 39 15317 Gallons	Inches Befor	e Gallons Bel	ore Inches Aft	er 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		1			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.

NII TO	Shin To			PO #			
54585	cinp to						
IKRA OIL-MCMURRAY, LLC 120 East McMurray Road Canonsburg PENNSYLVANIA 15317	McMurray 120 East Mc Canonsburg	Murray Rd, 39 15317		PO Da	ite		
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					
034 High Sulfur Diesel Gross U2NRLM	Gross Gallons	1,000		PO#			
034 High Sulfur Diesel Gross U21(RLM	Gross Gallons	1,000		PO#			
D34 Hgh Suffer Diesel Gross U2NRLM	Gross Gallons Ship To Craft Sunoc 301 Craft A PITTSBURGH	0 venue 39 15213		PO # PO Da	te		
D34 Hgh Suffer Diesel Gross U2(RLM Mil To GG II Group D9 Billaar Drive 11t3burgh PENKSYLVANIA 15205	Gress Gallons Ship To Craft Sunoc 301 Craft A PITTSBURGH Base cost on	o venue 39 15213 Gallons	Inches Before	PO # PO Da Gallons Before	Inches After	Gallons After	

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

ding BOL				+ 🗸
Terminal Biwn Sunoco	×	Address 0		Creation Date / Time 02/17/20 04:46 am
Vendor		Trailer		Lift Date / Time
1108 Sunoco	×	10000 (10000_1000_100)	×	02/18/20 12:00 am 📖
Carrier		Driver		Total Gallons Net
Sunoco	M		~	2500
Truck		BOL#		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 Invoices Filters All											
Row	: 15 💌 Page 1	of 14 < 🕨 ಿ						+ 🖉 🗙			
	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.

De	stinations								
	# 251119-1 List Products Products Products Products	Bill To: SG II Group Pittsburgh PENNSYLVANIA 15205	Ship To: Frankstown PITTSBURGH PENNS	Tr YLVANIA 15203	erminal:		Ship Dat 11/25/19 PO #:	te / Time: 9 12:00 AM	
		Product / Service / Tax		Billed QTY			Amount		
	Product / Serv	vice / Tax	RINS	Gross QTY	Net QTY	Rate	Amount		
	034 High Sulfur Diesel Gross HS #2			1,000.00	1,000.00	No Rack Price			
]	~						add enter	delete
						т	otal:	\$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.
- 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.

Purchase Invoice								+ 🗎 금	<i>?</i>
Company SGII Group, LLC	*	Class Fuel Distributor	*	Vendor Sunoco	*	Bill Date 02/04/20	*	Bill Total 0.00	
				Purchase Invoice # 12345	*	Terms Net 3	*	Bill Discount	
						Due Date 02/07/20		Discounted Total 0.00	

- 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.

Destinations								
BOL #: 251119-1	Bill To: SG II Group Pittsburgh PENNSYLVANIA 15205	Ship To: Frankstown PITTSBURGH PENNS	Te YLVANIA 15203	erminal:		Ship Dat 11/25/1 PO #:	te / Time: 9 12:00 AM	
	Product / Service / Tax		Billed	οτγ				
Product / Se	rvice / Tax	RINS	Gross QTY	Net QTY	Rate	Amount		
034 High Sulfur Diesel Gross HS #2			1,000.00	1,000.00	No Rack Price			
					T	fotal:	\$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.

Customers	Pass Throug	h Credits	<u>Filters</u> All									,
Bill to	Rows: 25 💌 Page 1 of 200 < 🕨 🥏										+ ×	A ¤ 🗹
Ship to	Company	Class	BillTo	ShipTo	Merchantld	Summary Da	ARPDate	Batch #	Transaction	Gross	Fee	Net
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	VisaMC	01/14/20	01/14/20	65655	55462626	\$2,636.00	\$46.00	\$2,590.00
Pending Customers	SGII Grou	Fuel Distri	SG II Group	Craft Suno		12/18/19	12/18/19	562	200	\$356.00	\$100.00	\$256.00
Sales Invoices	SGII Grou	Fuel Distri	IKRA OIL	McMurray	Discover	10/23/19	10/23/19	1147	0	\$62.04	\$0.82	\$61.22
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	VisaMC	10/22/19	10/22/19	012951	0	\$4,698.19	\$105.69	\$4,592.50
Pass Through Credits	SGII Grou	Fuel Distri	IKRA OIL	McMurray	Discover	10/22/19	10/22/19	1146	0	\$54.16	\$0.85	\$53.31
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	Amex	10/22/19	10/22/19	4295	0	\$1.25	\$0.00	\$1.25
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	VisaMC	10/21/19	10/21/19	012941	0	\$2,843.65	\$62.35	\$2,781.30
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	Discover	10/21/19	10/21/19	1145	0	\$148.32	\$1.22	\$147.10
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	Amex	10/20/19	10/20/19	4293	0	\$0.79	\$0.00	\$0.79
	SGII Grou	Fuel Distri	IKRA OIL	McMurray	VisaMC	10/20/19	10/20/19	012931	0	\$4,155.78	\$86.45	\$4,069.33

- 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 **ARPDate** 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.

F	as	ass Through Credits Filters All													
F	Rows	: 25 💌 P	age 1 of 2	200 < >	2							+ ×	८ ⊠ ⊠		
		Company	Class	BillTo	ShipTo	Merchantld	Summary Da	ARPDate	Batch #	Transaction	Gross	Fee	Net		
		SGII Group, LLC	Fuel Distributor	SG II Group	Craft Sunoc	Search 🗸	02/17/20	02/17/20	2345	657800	5600	0	5600		
		SGII Grou	Fuel Distri	IKRA OIL	McMurray	VisaMC	Update	Cancel	65655	55462626	\$2,636.00	\$46.00	\$2,590.00		
		SGII Grou	Fuel Distri	SG II Group	Craft Suno		12/18/19	12/18/19	562	200	\$356.00	\$100.00	\$256.00		
		SGII Grou	Fuel Distri	IKRA OIL	McMurray	Discover	10/23/19	10/23/19	1147	0	\$62.04	\$0.82	\$61.22		
		SGII Grou	Fuel Distri	IKRA OIL	McMurray	VisaMC	10/22/19	10/22/19	012951	0	\$4,698.19	\$105.69	\$4,592.50		
		SGII Grou	Fuel Distri	IKRA OIL	McMurray	Discover	10/22/19	10/22/19	1146	0	\$54.16	\$0.85	\$53.31		
		SGII Grou	Fuel Distri	IKRA OIL	McMurray	Amex	10/22/19	10/22/19	4295	0	\$1.25	\$0.00	\$1.25		

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

(i)

To create new sales invoice:

- 1. Go to Customers > Sales Invoices.
 - Customers Sales Invoices Filters All Bill to + / × Rows: 15 💌 Page 1 of 19 🔹 🍣 Sale Invoice # Invoice Type Bill To Ship Date Ship to Ship To SG II Group New Castle 2020-02-10_2 Fue 2020-02-10_2 02/10/2020 02/13/2020 Pending 02/10/2020 \$130.24 Pending Customers 2020-02-06 Fuel 3 KINGS - C Washington 2020-02-06 02/07/2020 02/10/2020 Pending 02/06/2020 \$102.00 Washington Pending 2020-02-07 Fuel 3 KINGS - C 2020-02-07 02/07/2020 02/10/2020 02/07/2020 \$110.00 Sales Invoices 2020-01-09-... Fuel SG II Group New Castle 2020-01-09. 01/09/2020 01/13/2020 Pending 01/09/2020 \$0.00 Pass Through Credits 09012020-1 EJP BillTo HM 102 09012020 01/08/2020 01/13/2020 01/08/2020 \$9,843.46 Fuel Completed EJP BillTo 20191224-01 Fuel HM 102 20191224-0. 12/24/2019 12/27/2019 Completed 12/24/2019 \$4,943.95 20191223-001 Euel 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 \$1,060.00 12/20/2019 20191219-001 Fuel EJP BillTo 12/19/2019 \$1,050.00 HM 102 20191219-01 12/23/2019 Completed 12/19/2019 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
- 2. At the top right of the Sales Invoices list, click the Add icon.

- 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.

le Invoice #inv-000011	.44					+ 8	+)
Invoice Type							
Fuel	~						
Company		Bill To	Ship To	PO#	List BOL#	List	
SGII Group, LLC	~						
Class		Bill To	Ship To	Invoice Date	Terms		
Fuel Distributor	v	SG II Group	Craft Sunoco	02/17/20	III Net 3	~	
		290 Bilmar Drive Pittsburgh PENNSYLVANIA	301 Craft Avenue PITTSBURGH PENNSYLVANIA	Ship Date	Due Date		
		15205	15213	01/09/20 07:19 AM	02/20/20	63	
				Sale Invoice #	Terminal		
					Blwn Sunoc	o 💌	
				Pending Ocomp	leted		

- 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/Services								
Fuel / Service		Description			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			
l	×					add	enter	delete
				Subtotal of charges:	99.70			
Customer Message	Memo							

- 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.

nvoice Type							
Fuel	~						
Company		Bill To	Ship To	PO#	List	BOL#	List
SGII Group, LLC	~						
Class		Bill To	Ship To	Invoice Date		Terms	
Fuel Distributor	~	SG II Group	Craft Sunoco	02/17/20	60	Net 3	~
		290 Bilmar Drive Pittsburgh PENNSYLVANIA	301 Craft Avenue PITTSBURGH PENNSYLVANIA	Ship Date		Due Date	
		15205	15213	01/09/20 07:19	AM 🚥	02/20/20	60
				Sale Invoice #		Terminal	
						Blwn Sunoco I I	~

(j)

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**.



(i)

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 🖄							ΘÞ
Receive Payments	Saved Filters Company: SGII 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	
) —	(\$277.5)	\$0	\$0	\$0	(\$277.5)		
ACH Payments	Usa Gold-c	\$9,877.18	\$0	\$0	\$0	\$9,877.18	Create Statement	
Customer Statements	+_	\$9,877.18	\$0	\$0	\$0	\$9,877.18		
	U.S. SMOKELESS	(\$187.2)	\$0	\$0	\$0	(\$187.2)	Create Statement	
	•=	(\$187.2)	\$0	\$0	\$0	(\$187.2)		_
	Swedish Match - C	(\$184)	\$0	\$0	\$0	(\$184)	Create Statement	
)	(\$184)	\$0	\$0	\$0	(\$184)		
	Sunoco - C	(\$195.69)	\$0	\$0	\$0	(\$195.69)	Create Statement	
)	(\$195.69)	\$0	\$0	\$0	(\$195.69)		
	Skoal-c	\$9,414.4	\$0	\$0	\$0	\$9,414.4	Create Statement	
) _	\$9,414.4	\$0	\$0	\$0	\$9,414.4		
	Silver Eagle-c	\$16,675.55	\$0	\$0	\$0	\$16,675.55	Create Statement	
	•	\$16,675.55	\$0	\$0	\$0	\$16,675.55		
	Shawn Bill to Test	(\$1)	\$0	\$0	\$0	(\$1)	Create Statement	
	Shawns Ship to test	(\$1)	\$0	\$0	\$0	(\$1)		
	Red Bull-C	\$2,020	\$0	\$0	\$0	\$2,020	Create Statement	
	+	\$2,020	\$0	\$0	\$0	\$2.020		Ψ.
Contract (Contract)	Totals	\$20,426,997.09	\$0	\$0	\$0	\$20,426,997.0	9	

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 S	itatements 🌣							
Accounts Receivable	Saved Filters	Add Filters	•				Create Staten	nent Batch Ac	tions (0) 👻
Bill to	No	Created	Customer	Company	Total Due	Statement Type	Sending Date	Action	=
Ship to	8	10/06/16	Adam's Carpet	Demo LLC	\$0.00	open item 10/06/16	11/12/19 10:24 AM Sent	Download	•
Tags	12	10/06/16	ALTADIS USA - C	Demo LLC	\$0.00	open item 10/06/16	11/12/19 10:12 AM Sent	Download	
Pending Customers	16	10/06/16	Atlanta Rebates-c	Demo LLC	\$0.00	open item 10/06/16	Not set	Email Preview & Pr	int
Sales Invoices	20	10/06/16	ATM - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Change Send	l Status
Pass Through Credits	24	10/06/16	Blank Rome LLP	Demo LLC	\$0.00	open item 10/06/16	Not set	Download	•
Fuel Orders	28	10/06/16	Brown & Williamson - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download	•
Customer Statements	32	10/06/16	Buydown-c	Demo LLC	\$0.00	open item 10/06/16	Not set	Download	•
	36	10/06/16	Cardtronics	Demo LLC	\$0.00	open item 10/06/16	Not set	Download	•
	40	10/06/16	Coca-Cola - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download	•
<	44	10/06/16	Coupons - C	Demo LLC	\$0.00	open item 10/06/16	Not set	Download	•
	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:

- 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 A	CH Transaction									Save	Clea	r
Company:		Services LLC	\sim	Receive Date:			Re	ceive Payments:					_
Class:	BP		\sim	A/R Account:	1029.70	Buy-downs-MN	~	Overpayment:		0.00			
Customer:	Sledd - C		\sim	Deposit To:			Method	nod of Payment:	Cash	\sim			
Open Custom	ers Invoices	5										9 invoices, \$6.25	5 ~
Date \uparrow	Due Date	Memo		Orig. /	Amt.	Amt. Due	Receive Pay	/ments	Apply Cre	dits 🗌		Remaining Am	nt.
05/05/2018	05/05/2018	Blu Pods &.25		S	1.00	\$1.00		\$0.00	\$	0.00		\$1.0	00 🔶
05/09/2018	05/09/2018	Blu Pods &.25		s	0.25	\$0.25		\$0.00	\$	0.00		\$0.2	25
05/12/2018	05/12/2018	Blu Pods &.25		S	1.25	\$1.25		\$0.00	\$	0.00		\$1.2	25 🗸
Total:				\$	5.25	\$6.25		\$0.00		\$0.00		\$6.2	25
Customer Cre	dits											1 credit, \$6.25	5 ~
Date 个	Memo						Avai	lable Amt.	Credit A	imt.		Remaining Am	nt.
10/31/2018	Adjust Buydov						\$6.25	\$	0.00		\$0.0	00	
Total:								\$6.25		\$0.00		\$0.0	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.

- I. 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 Pa	ayments	☆								
Save Payment	Create A	CH Transaction								Save Clear
Company:		Services LLC	~	Receive Date:	02/18/20	000		Receive Payments:	0.25	
Class:	BP		\sim	A/R Account:	1029.70 E	Buy-downs-MN	\sim	Overpayment:	0.00	
Customer:	Sledd - C		~	Deposit To:	0112.00	New Cash	~	Method of Payment:	Check 🗸	# 23454
Open Custon	ners Invoices	S								9 invoices, \$6.25 🗸
Date \uparrow	Due Date	Memo		Orig.	Amt.	Amt. Due	F	Receive Payments	Apply Credits	Remaining Amt.
05/05/2018	05/05/2018	Blu Pods &.25		5	1.00	\$1.00		\$0.00	\$0.50	\$0.50 ^
05/09/2018	05/09/2018	Blu Pods &.25		5	0.25	\$0.25		\$0.25	\$0.00	\$0.00
05/12/2018	05/12/2018	Blu Pods &.25		5	1.25	\$1.25		\$0.00	\$0.00	\$1.25 🚽
Total:				2	6.25	\$6.25		\$0.25	\$0.50	\$5.50
Customer Cr	edits									1 credit, \$6.25 🗸
Date \uparrow	Memo							Available Amt.	Credit Amt. 🔳	Remaining Amt.
10/31/2018	Adjust Buydo	wn 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 down-load 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.

Accounts Receivable	©	Payment has been created			Ok
Receive Payments					
Aging Summary Report	Email	Payment Confirmation	Download	file Send	Cancel
Related Reports	To: Subject:	j.appleseed@example.com Payment Confirmation	Cc Bcc		
ACH Payments Customer Statements	Body:	The attached file contains Payment Confirmation #113190 for your company.			
				l	
<		Save Template as Default			

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

Payment Confirmation
N noreply@cstoreoffice.com To John Appleseed
02182020_Sledd - C_113190_PMTConf.pdf 22 KB
The attached file contains Payment Confirmation #113190 for your company.

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:

- 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.

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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.
 - \mathbf{Q}

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 🕱									
O Save Payment	Create AC	H Transaction					Save Clear		
Company:		Services LLC 🛛 🗸	Effective Date: 02	2/25/20	Receive Payments:	103.00			
Class:	BP	~	A/R Account: 10	29.70 Buy-downs-MN	×				
Customer:	- C	~							
Open Custome	ers Invoices						2151 invoices, \$90,990.82 🗸		
Date \uparrow	Due Date	Memo	Orig. Am	t. Amt. Due	Receive Payments	Apply Credits	Remaining Amt.		
01/20/2014	01/20/2014	Pall Mall \$1 off #3016727	\$100.0	0 \$100.00	\$100.00	\$0.00	\$0.00		
01/27/2014	01/27/2014	Kool \$.30 #3038189	\$3.0	0 \$3.00	\$3.00 🔳	\$0.00	\$0.00		
01/27/2014	01/27/2014	Camel .25 #3038192	\$25.0	0 \$25.00	\$0.00 📃	\$10.00	\$15.00 🗸		
Total:			\$90,990.8	2 \$90,990.82	\$103.00	\$10.00	\$90,877.82		
Customer Cree	dits						275 credits, \$89,272.22 🗸		
Date \uparrow	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.

I FUEL-CENTRAL

- 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 down-load 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.

Accounts Receivable	Payment has been created		Ok
Receive Payments			
Aging Summary Report	Email Payment Confirmation	Download file	Send Cancel
	To: j.appleseed@example.com	Cc Bcc	
Related Reports	Subject: Payment Confirmation		
ACH Payments	Body: The attached file contains Payment Confirmation #113190 for your company.		
Customer Statements			
<			
	Save Template as Default		

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

Creating the ACH Debit File

To create ACH debit file:

- 1. Go to Transactions > Banking > ACH Payments.
- 2. In the **Pending ACH Transactions** list, select check boxes to the left of the transactions for which you want to create the file and then at the top right of the transactions list, click **Create ACH File**.

ACH Payments	Pe	Pending ACH Transactions										Se	arch	۹
Pending ACH Transactions	Saved Filters Add Filters										Create ACH File			
ACH Profile		No	Created	-	Effective Date	Contractor Name	Contractor Type	SEC Code	E-mail	Acc No	Асс Туре	ABA Routing	Amount	=
Related Reports		11	02/16/2020 14	:10 PM	02/25/2020	R.J.Reynolds - C	Customer	CCD	totonka@gmail.com	566568989929	Checking	987654321	103.00	×
Prote Proven		10	02/16/2020 14	:06 PM	02/18/2020	R.J.Reynolds - C	Customer	CCD	totonka@gmail.com	566568989929	Checking	987654321	167.00	×
Receive Payments		9	12/05/2019 12	:24 PM	12/06/2019	McMurray	Customer	CCD					25335.44	
		8	11/22/2019 06	:07 AM	11/25/2019	Trade Show	Customer	CCD					1684.00	

When the file is created, the transactions disappear from the **Pending ACH Transactions table**.

Downloading the ACH File

To download the ACH file:

- 1. Go to Transactions > Banking > ACH Payments.
- 2. In the left menu, select ACH File.
- 3. In the ACH Files list, find the row with the ACH file data and in the Action column, click Finalize.
- 4. When the file is finalized, click **Download** and then save your file in TXT format.

ACH Payments	ACH Files										
Pending ACH Transactions ACH Flore	Saved Filters • 101/01/2016 - 12/31/2016 •	Save Share Reset									
ACH Profile	ID	Created 👻	Records	Debits	Credits	Processed Debits	Processed Credits	Reversed Debits	Reversed Credits	Action	=
Related Reports	12	10/06/2016 15:19 PM	1	\$1.00	-	-	-	\$1.00	-	Download 🔻	
Receive Payments											

- 5. Upload the saved file to your bank.
- 6. Make sure next day the ACH file you uploaded was not rejected by your bank.

Go to the **ACH Files** list and check if the file status is not *Rejected* in the **Action** column.

The valid format of the downloaded ACH file is displayed at the example below.

I	15.txt ×				
ľ					
I	101 9999999999999999999991702140947A09	4101test	Test		
	5200Test	99999999999	CCDPayment	170216	1999999990000001
	62711111111111111111111111110000028	000	EgorLD BT		0111111110000001
I	627111111111111111111111111110000028	000	EgorLD BT		011111110000002
I	820000002002222222000000056000000	000000009999999	99999		9999999990000001
I	9000001000001000000200222222200000	00560000000000	00000		
	99999999999999999999999999999999999999	99999999999999999	99999999999999999999999	99999999999	9999999999999999999999
	99999999999999999999999999999999999999	99999999999999999	999999999999999999999999	99999999999	9999999999999999999999
	99999999999999999999999999999999999999	99999999999999999	999999999999999999999999	9999999999	99999999999999999999999
	99999999999999999999999999999999999999	99999999999999999	99999999999999999999999	99999999999	9999999999999999999999
Т					