

Cardlink

July 2016

Presenters

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*2016 DM2 Connections User Conference
July 18 – 20, 2016*



Agenda

- Multi-Networks
- Pricing
- Fees and Account Charges
- Daily, Billing and Month End Cycles
- New Features
 - Destination Based Sales Taxes
 - Transaction and Card History in Inquiry
 - PT File Taxes
 - Shared Tank
 - Gross Margin Analysis
 - eCardlink
 - Custom Office with Cardlock
 - CL Tax Reporting
 - Reconciliation Date

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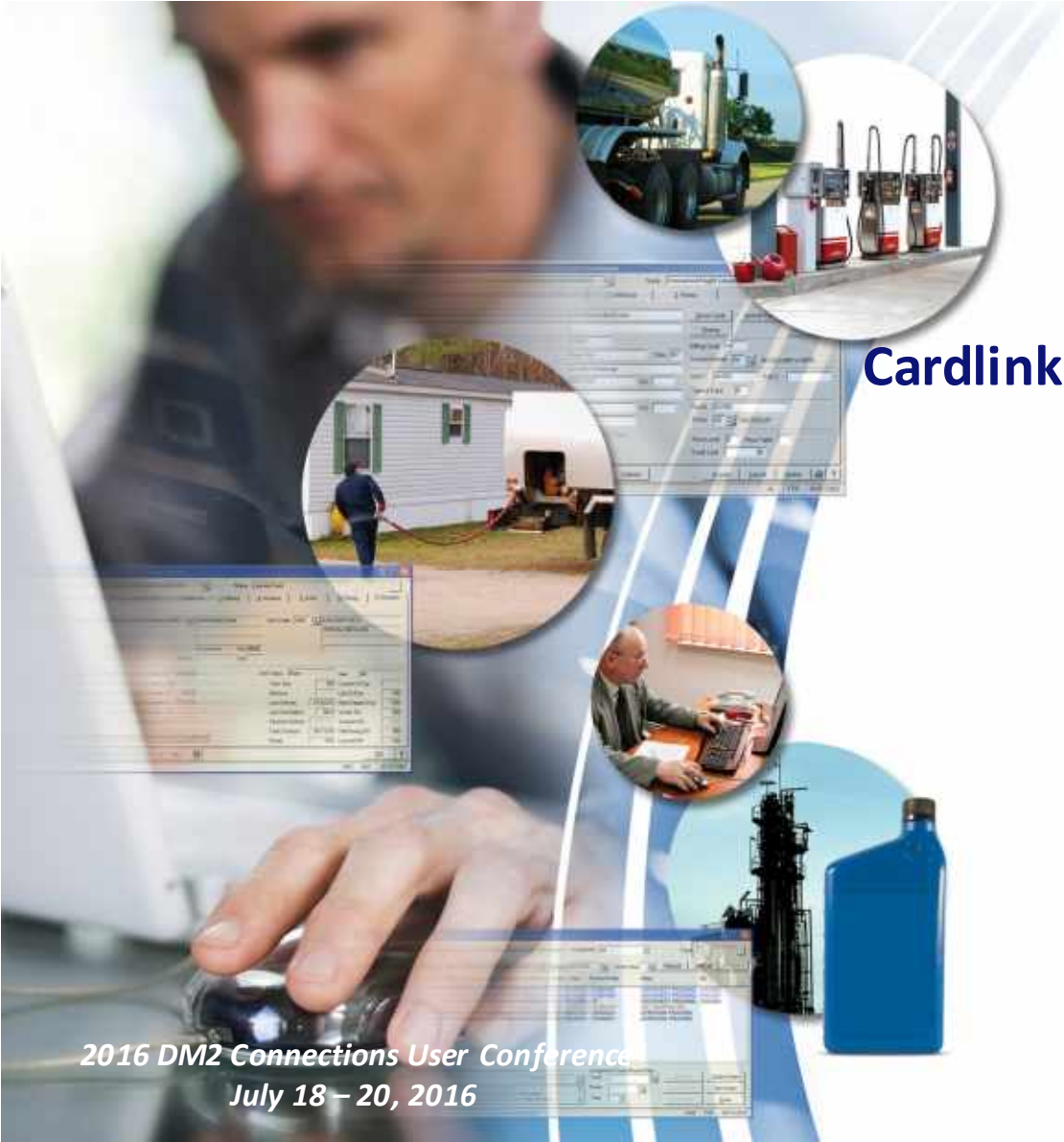


Why Do you Care About All of This?

- Your Marketing Efforts
 - Multi-Networks
 - Pricing
 - Fees and Account Charges
 - eCardlink
- Your Margins
 - Pricing
 - Gross Margin Analysis
- Your Cash Flow
 - Fees and Account Charges
 - Gross Margin Analysis
- Your Tax Reporting
 - Destination Based Sales Taxes
 - Tax Reporting Work File
- Making things easier and more efficient
 - Multi-Networks
 - Daily and Billing Cycles
 - Transaction and Card History
 - eCardlink
 - Shared Tank
 - Reconciliation Date

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Cardlink Multi-Network

July 2016

Presenter
Helen Thaler

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Overview

- Multi network functionality was added for those clients who previously had to maintain two companies, and often two accounts for a single customer.
- Changes in the business environment have allowed marketers to offer more than one network at a site and led to the enhancements we have today.
- The new programming defines product codes by network and allows assignment of the foreign sales card number by network. Cards are also assigned their specific network.
- Marketers can set exemptions to be applicable to one network sale and not another.
- The network type is recorded based on the file the transaction was received in, so sales by network can be reported.
- Customers can have multiple card types
- Converting from two companies to one
 - Many setups can be done ahead of time, before the conversion
 - Visual integrator is used to bring data from one company into another
 - Accounts can be merged at conversion and open AR invoices posted to the new company
 - Historical Cardlink information and invoice reprints remain in the old company.

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Today's Agenda

- Options
- Products
- Sites
- Cards
- Exemptions
- Pricing

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Cardlink Options File

Options file has the three recognized networks plus Non-Network which is for a proprietary system such as NBS or Gasboy

1. Main | 2. Additional | 3. Integrate

Non-Network
Enabled: Yes
Strip Leading Zeros in Card/Vehicle Number:

CFN Network
Enabled: Yes w/Card Mgt.
Strip Leading Zeros in Card/Vehicle Number:
Foreign Card Number: 7777777

Pacific Pride Network
Enabled: Yes w/Card Mgt.
Strip Leading Zeros in Card/Vehicle Number:
Host IDs: 123
Foreign Card Number: 6666666

Voyager Network
Enabled: Yes w/Card Mgt.
Strip Leading Zeros in Card/Vehicle Number:
Sender ID:

User Defined Categories

1	1	3	3
2	2	4	4

Price Quote Import File Path: C:\Mas90s\450\MAS90_data_Imports\DataCL\CFN

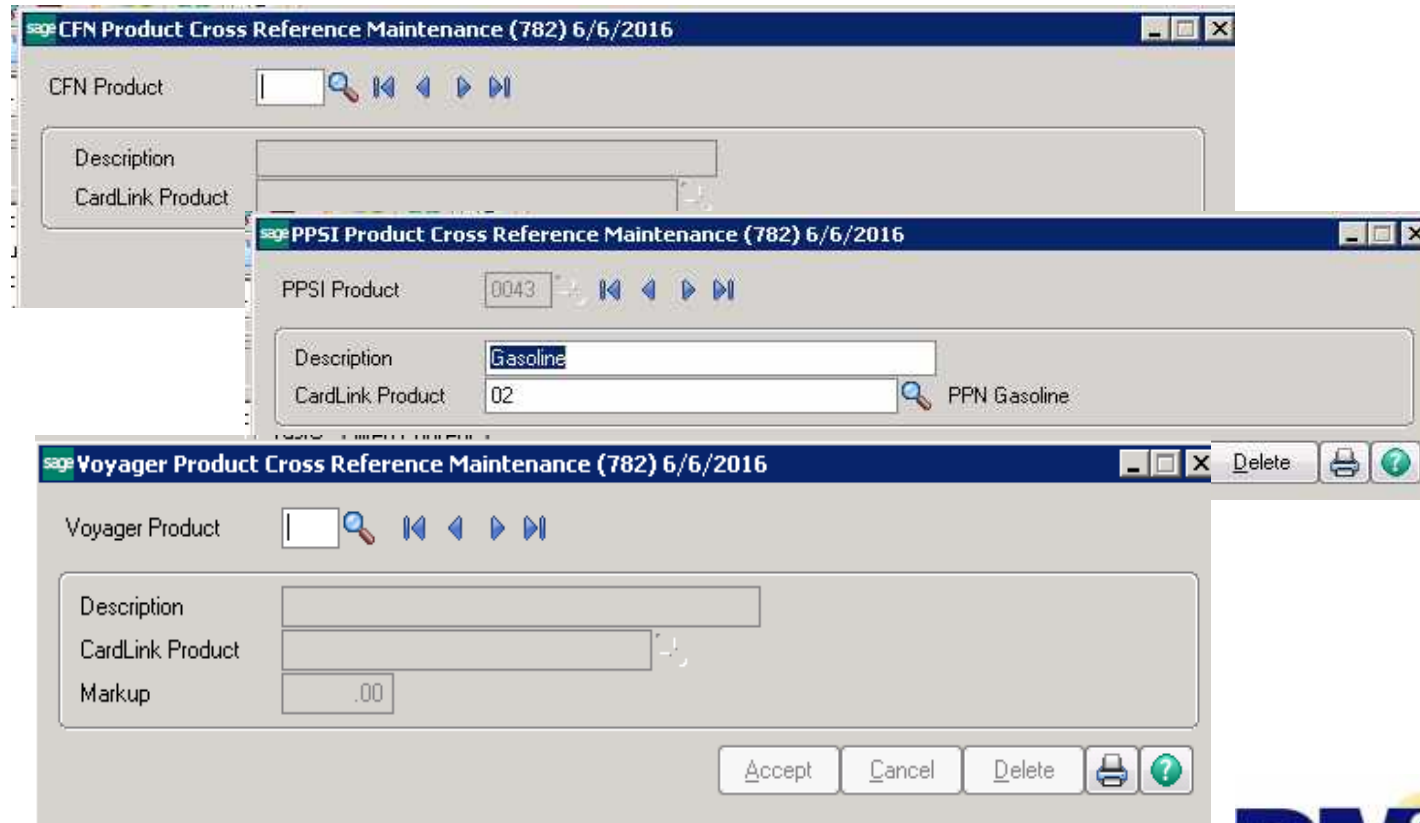
Accept Cancel [Print] [Help]

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Product Cross References

All three of the recognized networks have a UI to establish the DM2 product code to use



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Site Codes

- Site code has been expanded to 4 characters at V4.50
- The Foreign Sales Site associated with a local owned site is no longer hardcoded to be the site # + 900
- Region codes should start with State abbreviation. Region codes are 3 digits.

The image displays two screenshots of the SAP Site Code Maintenance (782) 6/6/2016 window. The top screenshot shows a local site with Site Code 0001 and Name '8445 Atlantic, Cudahy'. The 'Foreign Sales Site' field is set to 0901. The bottom screenshot shows a foreign sales site with Site Code 0901 and Name 'Atlantic - Foreign Sales'. The 'Local Site' field is set to 0001. Red boxes highlight the 'Foreign Sales Site' and 'Local Site' fields in both screenshots.

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Site Code Planning

- Normal Site Code setup establishes ranges of sites for:
 - Your own sites
 - Your own Sites Foreign Sales (Associated Sites)
 - Each State for Foreign Purchases – Network
 - Each State for Foreign Purchases – Retail sites
 - Both Network and Retail are suggested for states where you have tax reporting requirements but are not required in states where you have no reporting responsibility.
 - Each Tax Jurisdiction within your home state for Foreign Purchases
 - County, and City/County

Site Code Planning II

- With Multi-Network this is expanded to create the same ranges for each of the networks you participate in.
- Voyager needs own set of site codes
- CFN and PAC PRIDE are owned by the same corporation but marketer reports, cards, accounts and product codes are different.
- Most jobbers treat them as different cost centers or accounts.
- Reconciliations are done separately.

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Foreign Site Code

Foreign Site Code Maintenance (782) 6/6/2016

Foreign Site Code: 020043

Description: Voyager Foreign

Network Type: Voyager

C/L Site Code: 0043 (Voyager Site)

CA County Code:

Price Quote Region:

Address:

ZIP:

City: State:

Buttons: Accept, Cancel, Delete, Print, Help

- Network Type has been added
- At v2013 and below, it is not part of the unique identifier for the site so the same Foreign Site Code cannot exist for two networks.
- DM2 has made accommodations for overlap between Voyager and CFN.
- Address, City, State and Zip have been added
- Voyager Foreign Site Codes are numbered as participant code & Merchant ID

CARD SETUPS IN A MULTI-NETWORK ENVIRONMENT

- The network type is now associated with the cards for the purposes of Card Management.
- Each Different card type has different information visible on the screen
- Customers can have cards from multiple networks on their account

The screenshot shows the Sage Driver Card Maintenance (782) 6/6/2016 window. The interface includes a title bar, a search field with the card number 707645, and a Network Type dropdown set to CFN. Below this is a tabbed interface with tabs for Standard, PacPride, CFN (selected), Voyager, and History. The main area contains two columns of fields for card configuration:

Product Auth Code	07	Card Status	A ACTIVE
Emboss Line 2	SECOND NAME ON CARD	Time Profile	
Custom Pin	<input type="checkbox"/>	Per Fill Limit	\$
Expire Date	00/00	POS/CFNNET Sites	<input type="checkbox"/>
Manual Entry	4	PIN Number	
Reason Code		Card Ref #	
Last Odometer	0	Card Type	Normal
Date Last Used		Dept Number	

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Exemptions

- Account level exemptions are unchanged
- Card level exemptions are established at the network level. If a card is exempt for multiple networks, a record is set up for each network.
- This allows exemptions for FleetCor Sites but not Voyager

SAP Tax Exempt Maintenance

Region Code: WA

Driver Card: 4314923

Vehicle Card:

Product: 50

Network Type: CFN

Fed: N

State: Y

Local 1: N

Local 2: N

Sales: N

Accept Cancel Delete

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Pricing

- Price Tables and Price Levels are being added to Retail pricing at v2016
- Foreign purchase transactions processed through Locbill or PT file are based on Foreign pricing record, except for Extended sites which are retail.
- All Foreign purchase transactions processed through VT files are based on Retail Pricing

Account Pricing Maintenance (782) 6/6/2016

Account: 00-0046110 CFN Customer 2
Site Type: Foreign

Default foreign pricing will be based upon Network Price

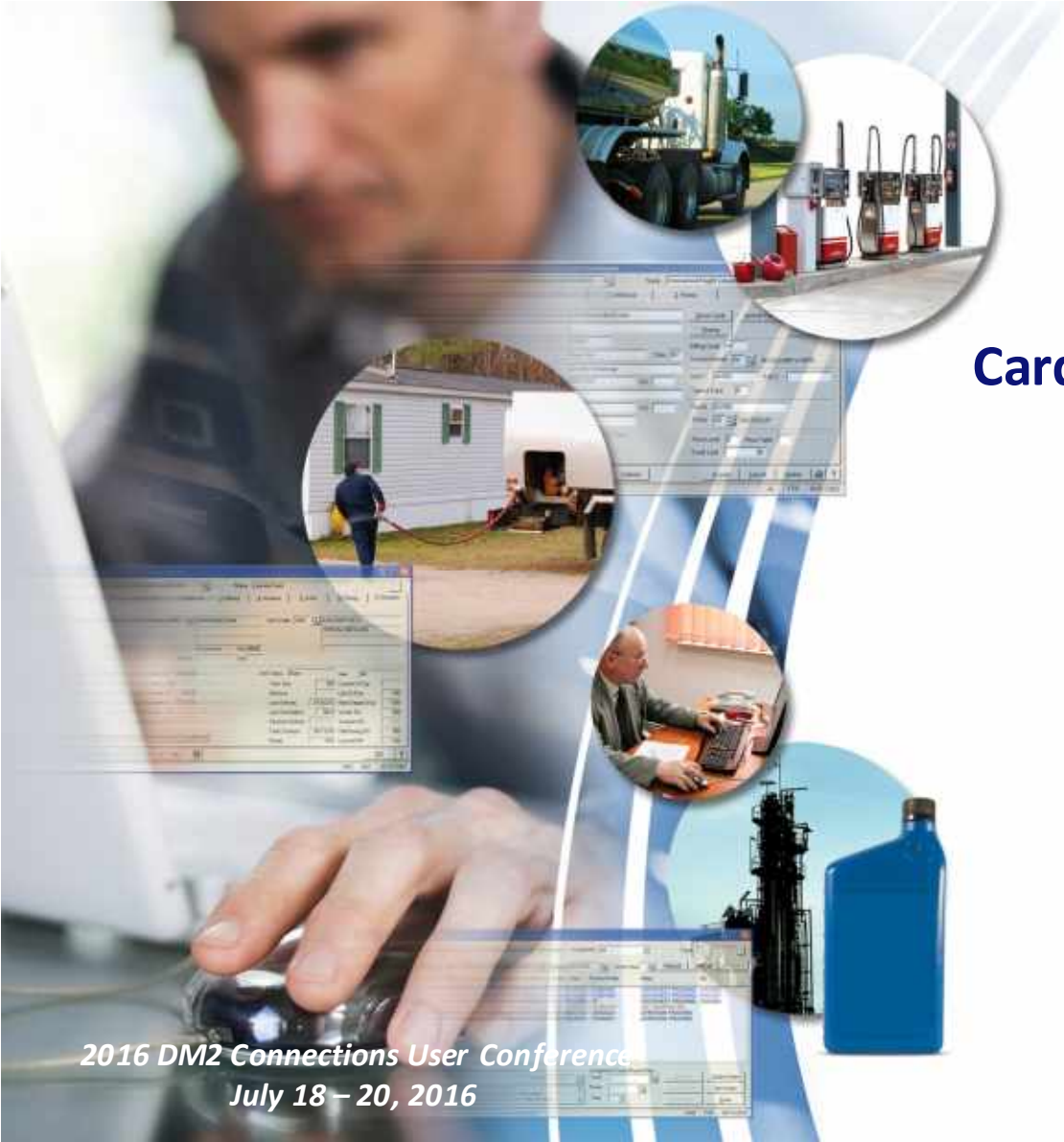
	Site/Region	Product/Group	Source of Price	Adj. Type	Table	P/L	Rate	End Date
1		50	Price Table	Price Level	A	E	.18000	
2							.00000	

Accept Cancel

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QUESTIONS ???



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Cardlock Pricing

July 19, 2016

Lisa Thiele
Consultant



Today's Agenda

Pricing Basics – The Rules

Exceptions to the Rules

- Product Groups

- Pricing Regions

- R Table Pricing with Groups and Regions

- Discount Groups

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Pricing Basics – The Rules

Local Pricing

- The default local pricing comes from the customer maintenance screen.

Cardlink Account Maintenance (LCH) 06/07/2016

Account No: 21-0001021
Name: Elmer's Catalog Showrooms

Main Additional History Transactions

Address: 3711 Prospect Valley Road
ZIP Code: 44308
City: Akron State: OH
Contact 1: SUE DUNON
Telephone 1: (310) 953-1613 Ext:
Contact 2:
Telephone 2: Ext:
Fax: (337) 438-2224
Term Code: 10 Net 10 Days
Salesperson: 0052 WILLIAM RIVERA

Driver Vehicle Validate

Billing Cycle: S Group: 00 NO GROUP
Sort: Use Dept Sort on Invoice:
Tax ID:
Credit Limit: 10,000.00
Invoice Format: Standard 80/132
Price Level: E Price Table: D
Ignore R Table Price Method:
Un-Billed Dollars: .16

A/R Account #: 21-0001021
Elmer's Catalog Showrooms

Account Cancel Delete

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Pricing Basics – The Rules

Remote Pricing

- By default, without doing anything, the transaction will be priced based on the network cost plus the R table markup for the product.

The screenshot shows two overlapping windows from the DM2 software. The top window is titled 'Product Code Table Maintenance (LCT) 06/07/2016'. It has a search bar for 'Product Code' and a dropdown for 'Description'. The bottom window is titled 'Product Code Table Maintenance (LCT) 06/07/2016'. It has a search bar for 'Product Code', a dropdown for 'Tax', and a dropdown for 'Site'. Below these fields is a table with the following columns: Pricing Region, Unit, Line, Base Price, Price/Rate Margin, Region Descriptor, and Site/Region Descriptor. The table contains two rows of data.

Pricing Region	Unit	Line	Base Price	Price/Rate Margin	Region Descriptor	Site/Region Descriptor
	01/50010	0001	0900	0900		
			0000	0000		

Pricing Basics – The Rules

Retail Pricing

- By default, the transactions identified as CFN Extended Network, PacPride Retail or Voyager, will automatically get the retail price on the transaction.
- There is no global pricing for retail
- If you want to deviate from “The Rule”, it will be by customer

Exception to The Rules

Product Groups

- Instead of apply your pricing exceptions to each product, you can group your products together and apply the exception to the group



Exception to The Rules

Pricing Regions

- Do you have certain areas where you want to price the same whether it is your location or a remote location? Pricing Regions will help you out here.

sage Pricing Region Maintenance (LCH) 07/11/2016

Pricing Region: LCH

Description: LAKE CHARLES AREA

	Site Code	ForeignSiteCode	Site Code Name	Foreign Site Description
1		001900		1110 PRIEN LAKE RD LAKE CHARLES, LA
2		001904		4098 RYAN ST LAKE CHARLES, LA.70605
3		001915		5402 COMMON ST, LAKE CHARLES, LA
4				

Accept Cancel Delete

Exception to The Rules

Local Pricing

- You can apply your exception by choosing to price by a Price Table or a Cost Table, with a Price Level or Margin
- The pricing can be for a specific site, all local sites or one of your pricing regions.
- You can apply the price to a specific product, all products or a product group.
- You can set up the pricing record so that the special price would end by a certain date. This is true with all three types of pricing

Exception to The Rules

Local Pricing

sage Account Pricing Maintenance (LCH) 06/07/2016

Account: 21-0001021 Ellman's Catalog Showrooms
Site Type: Local

Default local pricing will be based upon Price Table - D, Price Level - E

	Site/Region	Product/Group	Source of Price	Adj. Type	Table	P/L	Rate	End Date
1	0001	04	Price Table	Margin	P		.05000-	
2	LCH	GA	Price Table	Margin	P		.02000-	
3							.00000	

Accept Cancel

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Exception to The Rules

Remote Pricing

- You can apply your exception by applying a margin or price level to the network cost or to a price table
- But Unless you tell it otherwise, it will also use the R table markup, combining your exception with the R table pricing.
 - You can ignore the R Table Pricing by checking the check box on the customer maintenance screen
- You can price for all sites, a specific site or a region, applying it to a specific product, all products or a product group

Exception to The Rules

Remote Pricing

- The customer will get the R Table Markup plus an additional .05 when he purchases at the sites that belong to the LRM region

Package	Start/Ending	Quantity	Unit	Rate	L	Rate	Total
LRM						10000	

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Exception to The Rules

Remote Pricing

- You can have a “default” R Table markup and then deviate from that markup by CL site

The image shows two overlapping software windows. The top window is titled 'Product Code Table Maintenance (LCH) 06/07/2016'. It has a header section with 'Product Code' and 'Table' fields. Below is a table with columns: 'Table', 'Code', 'Description', 'Price', and 'Unit'. A row with 'C HIGGS 2', '000', '0000', and '0000' is highlighted with a red box. The bottom window is titled 'Product Code Table Maintenance (LCH) 06/07/2016'. It also has a header section with 'Product Code' and 'Table' fields. Below is a table with columns: 'Table', 'Code', 'Description', 'Price', and 'Unit'. A row with 'C HIGGS 2', '000', '0000', and '0000' is highlighted with a red box.

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Exception to The Rules

Retail Pricing

- Retail price exceptions can be made on the Retail price or the network cost, using a margin or a price level.

Account Pricing Maintenance (LCH) 06/07/2016

Account: 21-0001021 Ellman's Catalog Showrooms
Site Type: Retail

	Site/Region	Product/Group	Source of Price	Adj. Type	Table	P/L	Rate	End Date
1		CD	Network Cost	Margin			.08000	
2		DD	Network Cost	Margin			.08000	
3		GA	Network Cost	Margin			.06000	
4							.00000	

Accept Cancel

Group Discounts

When would you use it?

- Do you have a group of customers where you need to apply a discount based on the gallons the whole group purchases?
 - You want to discount the diesel purchases made by the CL customers that belong to the local farmer's co-op
 - Or you may have accounts set up for a trucking company with locations in different cities. Or a farmer or vintner has separate accounts for his various locations. In either case, you want to discount their diesel purchases based on what the group has purchased.

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Group Discounts

Prerequisites

- The customers in the group must be set up for tiered discounts based on a Price Level or their Terms Code.
- The customers in the group must all have the same billing cycle.
- The customers belonging to the group must have a group code set up on their CL customer maintenance screen

Group Discounts

Prerequisites

- The customers in the group must be set up for tiered discounts based on a Price Level or their Terms Code.

Product Price Level Maintenance (LCH) 06/07/2016

Product: 01
 Price Level: E
 Description: .12 Markup

From Quantity	To Quantity	Price Adjustment
1	199	.12000
200	499	.11000
500	1,000	.10000
1,001	999,999	.09000
		.00000
		.00000
		.00000
		.00000
		.00000
		.00000

History

Accept Cancel Delete

C/L Terms Code Maintenance (LCH) 06/07/2016

Terms Code: 15
 Description: Net 15 days

Days Before Due: 15 Day of the Month: Minimum Days Allowed: 0
 Days Discount Allowed: 15 Day of the Month: Minimum Days Allowed: 0
 Discount Method: Discount Price Per Unit
 Discount Rate: .000%

From Quantity	To Quantity	Dollar Discount
1	199	.00500
200	499	.01000
500	1,000	.01500
1,001	999,999	.02000
		.00000
		.00000
		.00000

Accept Cancel Delete



Group Discounts

Prerequisites

- Establish the Group Code and make sure it is on all customers belonging to the group.

C/L Group Code Maintenance (LCH) 06/07/2016

Group Code: SU

Description: GROUP SU

Accept Cancel Delete

CardLink Account Maintenance (LCH) 06/07/2016

Account No.: 21-0001021

Name: Ellman's Catalog Showrooms

Main Additional History Transactions

Address: 3711 Prospect Valley Road

ZIP Code: 44308

City: Akron State: OH

Contact 1: SUE DUHON

Telephone 1: (310) 953-1613 Ext:

Contact 2:

Driver Vehicle Validate

Billing Cycle: S Group: SU GROUP SU

Sort: Use Dept Sort on Invoice:

Tax ID:

Credit Limit: 10,000.00

Invoice Format: Standard 80/132

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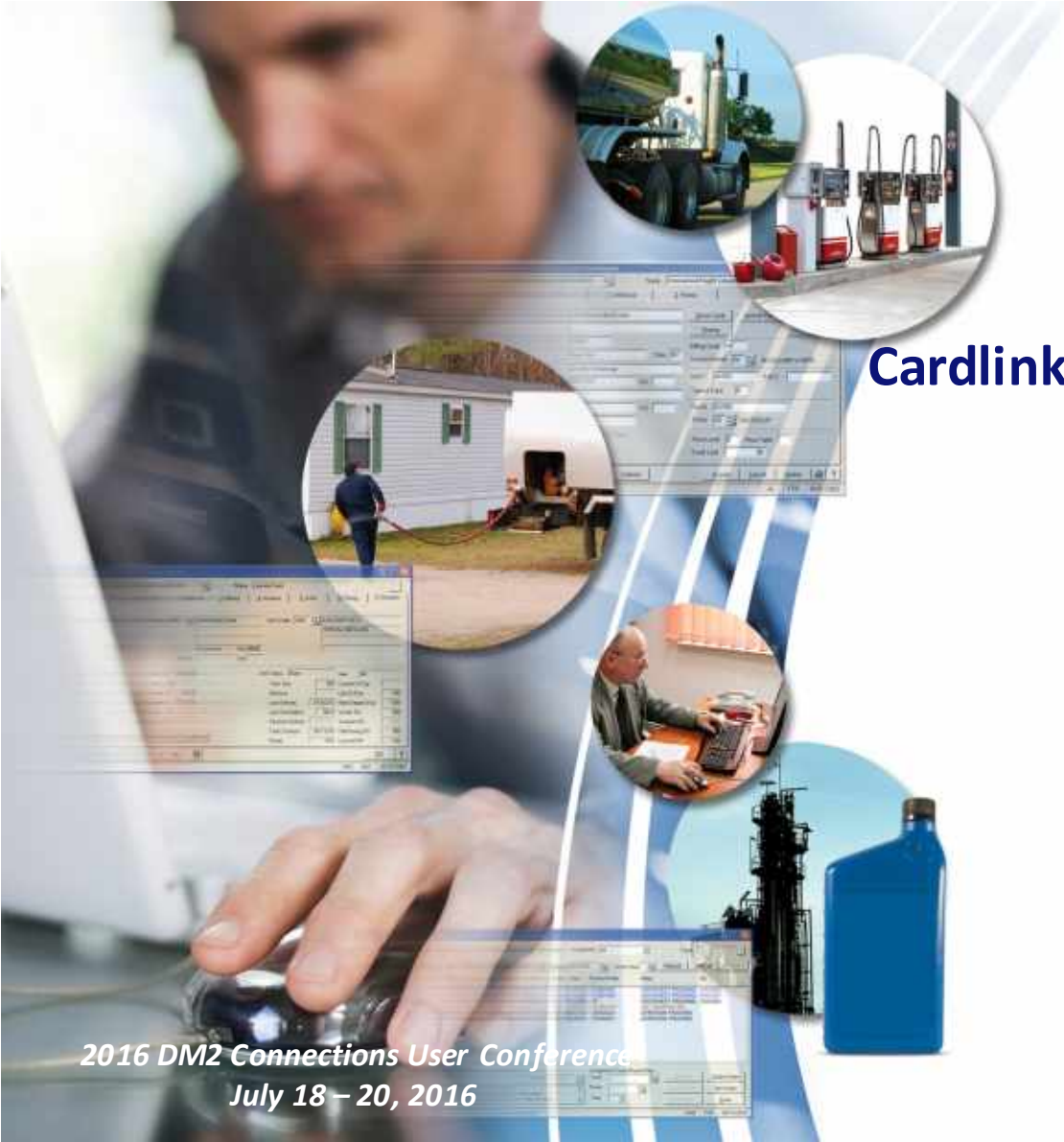


Group Discounts

Things to Remember

- Don't forget that all customers in the group must be on the same billing cycle.
- Before running the Gross Profit Exception report or before you invoice, run the Rebuild Account/Group/Unbilled Amt utility on the Utilities menu.
 - It will recalculate the gallons the on the accounts and make sure that all of the transactions for the group are accounted for.

QUESTIONS ???



Cardlink Transaction Fee

July 19, 2016

Lisa Thiele
Consultant

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Cardlink Account Transaction Fee

- Allows a customer to create global fees at set rates, then apply these fees to Cardlink transactions. These fees can be tailored for specific sites, while also changing the rate or excluding the site entirely. Individual accounts can also be setup to be exempt.
- Once setup, this goes to all Cardlink customers unless you exempt them.

Transaction Fee Maintenance

Fees are setup in one area

- Cardlink – Setup – Transaction Fee Maintenance
 - Fee Code – 10 Character Alpha-numeric
 - Description – 30 Character Alpha-numeric
 - Sequence – 3 Character numeric
 - Fee Type:
 - Cents Per Gallon – adds the fee to the price
 - Flat Fee – calculates the per unit fee based on the gallons purchased
 - Percentage – fee is a percentage of the price.

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Transaction Fee Maintenance

- Ignore Year Check box
 - If checked, the system disregards the Start/End Date's year
 - If unchecked, the system uses full Start/End dates years...used for seasonal schedules.
- Start Date
 - MM/DD/YY format – Ability to leave blank for unlimited date range.
- End Date
 - MM/DD/YY format – Ability to leave blank for unlimited date range.
- Rate – Range of .0001 to 99.9999

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Transaction Fee Maintenance

sage Transaction Fee Code Maintenance (LCH) 07/11/2016

Fee Code: CFNTRAN
Description: CFN TRANSACTION FEE

Sequence: 001
Fee Type: Flat Rate
Ignore Year:
Start Date: 01/01/2012
End Date: 12/31/2012
Rate: .0600

Accept Cancel Delete

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Site Transaction Fee Maintenance

Transaction Fee Listing

Demo Database (LCH)

Fee Code	Description	Seq	Fee Type	Fee Amount	Ignore Year	Start Date	End Date
CFNTRAN	CFN TRANSACTION FEE	001	Flat Fee	0.06	Yes	01/01/2012	12/31/2012
ECO TAX	Enviornmental Fee	020	Percentage	5.00	No		
FREIGHT	Freight Charge	010	Cents Per Gallon	0.40	No	01/01/2016	01/01/2017
SURCHARGE	Surcharge	030	Cents Per Gallon	0.02	No		

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Site Transaction Fee Maintenance

Sites can be exempted, or can use an override for the rate.

- Cardlink – Setup – Site Transaction Fee Maintenance
 - Site Field – Ability to lookup or key in valid existing site code. Cannot create an invalid site code.
 - Product Field – “Same rules as above”
 - Fee Code Field – “Same rules as above”
 - Rate Field – Populates rate fees setup in transaction fee maintenance. User has the ability to change and override the rate amount shown.

Site Transaction Fee Maintenance

The screenshot shows a software window titled "Site Transaction Fee Maintenance (LCH) 07/11/2016". The window contains several input fields and a data table. The input fields are: "Site" with value "0120", "Product" with value "34", and "Fee Code" with value "CFNTRAN". Below these is a table with three rows: "Site Description" (LOUISIANA (LA)), "Product Description" (G-UNL-87 REG GAS), and "Fee Description" (CFN TRANSACTION FEE). To the right of the table is a "Rate" field with the value ".0600", which is highlighted with a red box. At the bottom of the window are buttons for "Accept", "Cancel", and "Delete", along with printer and refresh icons.

Site	0120
Product	34
Fee Code	CFNTRAN

Site Description	LOUISIANA (LA)	Rate	.0600
Product Description	G-UNL-87 REG GAS		
Fee Description	CFN TRANSACTION FEE		

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Fee Exempt

Individual accounts can be exempted from fee if desired.

- Cardlink – Main – Account Maintenance – More Button – Fee Exempt
 - Set to “Y” to exempt,
 - Or set to “N” for non-exempt.

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Fee Exempt

sage Account Transaction Fees (LCH) 07/11/2016

Account Handyman

	Fee Code	Fee Description	Fee Exemption
1	CFNTRAN	CFN TRANSACTION FEE	Y
2	ECO TAX	Enviornmental Fee	N
3	FREIGHT	Freight Charge	N
4	SURCHARGE	Surcharge	N

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Notes

- The three files that will contain the fee information are CL_TA (Account); CL_TF (Fee); CL_TS (Site).
- Fees are rolled up into Unit Price and Amount.
- Price is calculated in the following order: Cost + Margins + Fees + Standard Taxes + Applicable QTY breaks + Sales Tax.
- Fees are cumulative so it is important to leave space between sequence numbers for future fees.
- Date Range – Can be left blank in order for a fee not to expire.

Questions?

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Cardlink Automatic Charges

July 19, 2016

Lisa Thiele
Consultant

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Cardlink Automatic Charges

- The Cardlink automatic charges feature allows a customer to assess fees to specific Cardlink Accounts. These charges are at the account level as opposed to the transaction fees.

The screenshot shows the SAP Automatic Charges Maintenance (LCH) window. The title bar reads "SAP Automatic Charges Maintenance (LCH) 07/11/2016". The window contains several input fields and controls:

- Fee Code:** An empty text field with a search icon and navigation arrows.
- Description:** An empty text field.
- Frequency:** A dropdown menu currently set to "Billing Cycle".
- Sales G/L:** An empty text field with a search icon.
- Min Gallons Fee:** A checkbox that is currently unchecked.
- Gallons:** A text field containing the value "0".
- Amount:** A text field containing the value ".00".
- Sales Tax Rate:** A text field containing the value "0.0000".
- Sales Tax G/L:** An empty text field with a search icon.
- Invoice Print Sequence:** An empty text field.
- Automatically set up this fee for new accounts:** A checkbox that is currently unchecked.

At the bottom of the window, there are buttons for "Accept", "Cancel", and "Delete", along with a printer icon and a help icon.

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Automatic Charge Maintenance

- Cardlink – Setup – Automatic Charges Maintenance
 - Fee Code – 10 Character Alpha-numeric
 - Description – 30 Character Alpha-numeric
 - Frequency – Determines how often to apply the fee. List box should allow:
 - Billing Cycle – Fee charged per billing and will be applied during the invoice run.
 - Monthly – Fee charged once per month.

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Automatic Charge Maintenance

- Cardlink – Setup – Automatic Charges Maintenance
 - Frequency – Determines how often to apply the fee. List box should allow:
 - Yearly – Fee charged once per year based on the “LastChargedDate\$” in CL_AccountFeeDetail.M4T field.
 - The yearly frequency type should be a prorated fee for the first time it has been run for an account. After that, the charge will apply for all accounts when a new year is entered in the cutoff date of automatic charges generation.
 - One Time – Fee charged once and then removed from the account.
 - Fee will be applied to next billing cycle
 - During the update process the CL_AccountFeeHeader.M4T and CL_AccountFeeDetail.M4T records will be removed for those accounts that had the one-time fee setup.

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Automatic Charge Maintenance

- Cardlink – Setup – Automatic Charges Maintenance
 - Sales G/L – Is used for designating the General Ledger account number for the fee – ***It is required***
 - Min Gallons Fee – This checkbox is used in conjunction with the Gallons field to determine if the fee should be applied based on total gallons.
 - If checked, the system will determine if the total gallons on the Cardlink Invoice is less than the value entered in the gallons field.
 - If unchecked, the system should use the amount field as the charge regardless of the total gallon quantity.
 - Gallons – This field is the default total gallon quantity to base the “Min Gallon Fee” charge for Billing Cycle frequency Fee Codes.
 - Amount – The amount field is the default fee charge.

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Automatic Charge Maintenance

- Cardlink – Setup – Automatic Charges Maintenance
 - Sales Tax Rate – Rate you wish to charge for Sales Tax.
 - Rate – Range of .0001 to 99.9999
 - Sales Tax G/L – Designates the General Ledger account number for the Sales Tax Rate – ***It is required if selecting a sales tax rate.***

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Automatic Charge Maintenance

- Cardlink – Setup – Automatic Charges Maintenance
 - Invoice Print Sequence – This field is used to order the various fees on an invoice.
 - Maximum of 999.
 - If entering an existing sequence a message will appear stating “Sequence number already in use”
 - Automatically setup this fee for new accounts checkbox
 - If checked, a record will automatically be assigned to a new customer when they are set up

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Automatic Charge Maintenance

sage Automatic Charges Maintenance (LCH) 07/11/2016

Fee Code: GOVT
Description: GOVERNMENT COMPLIANCE FEE

Frequency: Billing Cycle
Sales G/L: 40800-20210000-30-000
Min Gallons Fee:
Gallons: 0
Amount: 8.97
Sales Tax Rate: 0.0000
Sales Tax G/L:
Invoice Print Sequence: 040

Automatically set up this fee for new accounts

Misc Fees and Other-EAST-Cardlock-Main

Accept Cancel Delete

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Automatic Charge Maintenance

sage Automatic Charges Maintenance (LCH) 07/11/2016

Fee Code: INITIAL

Description: INITIAL SETUP FEE

Frequency: One Time

Sales G/L: 40800-20210000-30-000

Min Gallons Fee: []

Gallons: 0

Amount: 25.00

Sales Tax Rate: 0.0000

Sales Tax G/L: []

Invoice Print Sequence: 010

Automatically set up this fee for new accounts

Misc Fees and Other-EAST-Cardlock-Main

Accept Cancel Delete

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Automatic Charge Maintenance

sage Automatic Charges Maintenance (LCH) 6/7/2016

Fee Code: MINGAL25
Description: Minimum 25 Gallons Charge

Frequency: Billing Cycle
Sales G/L: 40800-20210000-00-000 Misc Fees and Other-EAST-Main-Main
Min Gallons Fee:
Gallons: 25
Amount: 25.00
Sales Tax Rate: 8.0000
Sales Tax G/L: 22000-20210000-00-000 TX Sales Tax Payable-EAST-Main-Main
Invoice Print Sequence: 002
 Automatically set up this fee for new accounts

Accept Cancel Delete

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Account Fee – Customer setup

- Once fees have been added in Automatic Charge Maintenance, they need to be attached to selected accounts.

Account Fees (LCH) 07/11/2016

Account: 21-0001024 Handyman

	Fee Code	Description	Last Charged	Fee Amount	Min Gallons	Sales Tax Rate
1				.00	0	0.0000

Accept Cancel

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Account Fee – Customer setup

- Cardlink – Main – Account Maintenance – More Button – Account Fee
 - Account field - For display option only along with a description
 - Fee Code – Used for keying in existing fee codes or using the lookup option
 - Description – Automatically populate with the description of the fee Code
 - Last Charged – Populated with transaction date once an invoice has been updated with the specific fee.
 - Fee Amount – Will default to the Fee Amount field in CL_AutoChargeFee.M4T data file. User has ability to override and modify fee for specified account.
 - Min Gallons – Will default to the Min Gallons field in CL_AutoChargeFee.M4T data file. Users have ability to override and modify for specified account. Field will be greyed out if the fee code type does not allow for Min Gallon charges.
 - Sales Tax Rate – Sales Tax Rate setup.

Account Fee – Customer setup

Continued:

- Description – Automatically populate with the description of the fee Code
- Last Charged – Populated with transaction date once an invoice has been updated with the specific fee.
- Fee Amount – Will default to the Fee Amount field in CL_AutoChargeFee.M4T data file. User has ability to override and modify fee for specified account.
- Min Gallons – Will default to the Min Gallons field in CL_AutoChargeFee.M4T data file. Users have ability to override and modify for specified account. Field will be greyed out if the fee code type does not allow for Min Gallon charges.
- Sales Tax Rate – Sales Tax Rate setup.

Account Fee

sage Account Fees (LCH) 07/11/2016

Account: 21-0001024 Handyman

	Fee Code	Description	Last Charged	Fee Amount	Min Gallons	Sales Tax Rate
1	INITIAL	INITIAL SETUP FEE		25.00	0	0.0000
2	GOVT	GOVERNMENT COMPLIANCE FEE		4.97	0	0.0000
3	MINGAL25	Minimum 25 Gallons Charge		25.00	25	8.0000
4				.00	0	0.0000

Accept Cancel

Invoicing Automatic Charges

- Billing Cycle and One Time Fee types.
 - The invoicing program should determine if the fees should be applied.
- Monthly and Yearly Fee types.
 - The automatic charge generation tool on the Cardlock Period End menu should be run.

Questions?

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BREAK ! ! ! !

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