FleetCor CFN Import

This interface is used to import transactions from FleetCor CFN (Commercial Fueling Network). This system is not in any way associated with Gasboy CFN or Site III, although it can interface with Gasboy pumps.

CFN companies issue cards that can be used at any CFN site in the country. They collect a file daily from the CFN network that contains all sales of fuel at their location to local and foreign customers and all purchases their cardholders make at any remote site. It only contains CFN card transactions - no cash or credit card sales.

CFN network companies are responsible for billing all fuel purchases made by their customers at any station on the network and must reimburse CFN for purchases their customers make at remote stations. CFN reimburses the company for fuel purchases made by foreign CFN cardholders at their stations.

The FleetCor CFN Interface creates Invoices as follows:

- **Local Sales** – An Invoice is created to the CFN account holder for the product purchased.
- **Remote Sales** – An Invoice is created to the CFN account holder for a test product.
- **Foreign Sales** – An Invoice is created to a test customer for the product purchased.

The interface is located at *Accounting / Transfers / Import / FleetCor CFN*.
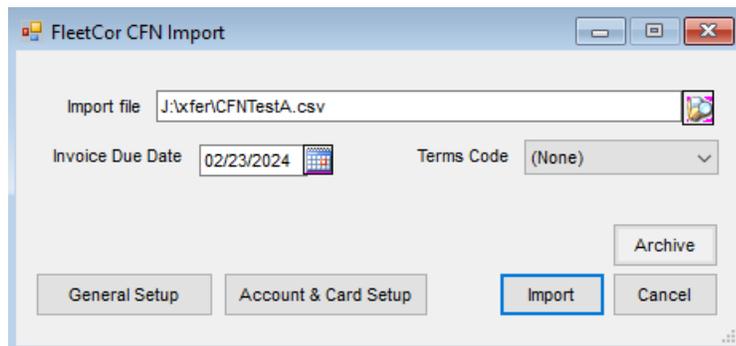
Account Setup

To set up customer accounts and cards, choose **Account & Card Setup**.

At the following screen, **Add**, **Edit**, or **Delete** accounts. Select **Add** to create a new account.

The only required fields are *Account* in the top left and *Agvance Customer*. *Account Numbers* should be six digits long. Cards do not need to be set up unless they have an associated volume discount, an associated tax exemption, or are company use cards whose sales should be written off. If the customer has no special discounts or exemptions, fill out the *Account Number* and *Agvance Customer* and **Save**.

To add a card, choose **Add Card**.

Fill out the card number and optionally enter a description. If the card is an intercompany card, check the box and choose the Agvance product that will be added to imported invoices to write off sales under this card. *Volume Discounts* can be entered into the *Discounts* grid.

Cards can also have one or more tax exemptions that are specific to a product code and state. Tax exemptions are handled by two mechanisms.

Entities exempt from sales tax on certain fuels should be set up in Agvance under *Accounting / Setup / Sales Tax Overrides*. Agvance will automatically use the sales tax overrides to determine the taxable status of the fuel product on invoices, including invoices imported by the FleetCor CFN interface.

Entities exempt from certain motor fuel taxes or exempt from sales tax charged on motor fuel taxes must also be assigned an alternate item group for each product the exemption applies. The alternate item group should contain the taxes that apply in this exemption case with the appropriate sales taxable settings. Item groups can be set up in *Hub / Setup / Item Groups*. This item group is the one to select in the *Exemptions* grid for the relevant product and state.

General Setup

Select **General Setup** to set up sites, products, and other information required on a successful import.

- **Foreign Transaction Customer** – Select the test customer who will be used on Invoices for foreign sales.

- **Remote and Extended Transactions** – Choose whether or not to import remote transactions. Most companies choose to import. Select the Location into which remote Invoices should post , set up the fee for remote and extended remote transactions, and select a test Product that will be used on the imported remote Invoices.

- **Default State when setting up Card Exemptions** – Select the state to which most card-level tax exemptions apply.

- **CFN Products** – Select **Add Product** on the right to set up CFN product codes and cross reference them with Agvance Products. It is only necessary to cross reference with one Location; Agvance will automatically choose Products from the correct Location on import based on the *Product ID* and *Department* Category. If there are Products whose transactions should not be imported, check the *Do Not Import* checkbox.

- **CFN Sites** – Select **Add Site** to set up each CFN site and indicate into what Agvance Location their sales should be imported. If there are any sites whose sales should not be imported, check the *Do Not Import* checkbox.

- **Tax Free Pumps** – Some states prefer that sales tax exempt customers buy from special pumps whose pump price does not include sales tax. Invoices for sales from these pumps will have no sales tax applied on any line item, regardless of any sales tax override or item group setup. To set up Tax Free Pumps, first select a CFN Site in the *CFN Sites* grid and select **Add Pump** to add any sales tax exempt pumps from that site.

- **CFN Tax Products** – Select **Add Products** to add a line or lines and choose Products to show on the Invoice as line items to charge the different applicable taxes. (i.e., if there are three different taxes for motor fuel, add

three Agvance Products representing those taxes and they will appear on the Invoice).

Import

To import, go to *Accounting / Transfers / Import / FleetCor CFN*.
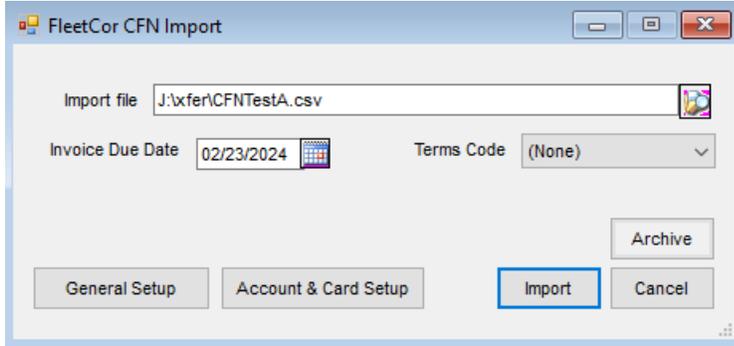
Indicate the *Import file* path and set the *Invoice Due Date* (which must be at least one day in the future). Optionally choose a payment term to apply to the Invoices which will override the *Invoice Due Date*. Select **Import** when ready.

Agvance will scan the file to make sure all proper setup is in place to read it in. If there are any issues, Agvance will display a printable list of items that need to be set up in order to proceed.

Next, Agvance will display an import report that lists the transactions that will be imported with some product totals that can be matched up with the report from CFN network. When closing the report preview, there is an option to continue with the import or cancel.