



*ISS45 Fuel System  
Fuel Office Reference  
ISS45 Version 8.1.7.0*



## ISS45 Fuel System Installation Guide

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# 1

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## Fuel Front Office Configuration

*Chapter One provides an overview of the various chapters included in the ISS45 Fuel Office System Administrator's Reference. In addition, this chapter also describes the functionality of the ISS45 Fuel System and provides setup procedures for configuring the system.*

### *In this chapter:*

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## Introduction

The *Fuel Office System Administrator's Reference* provides instructions for configuring and monitoring the ISS45 Fuel System. This manual is divided into the following chapters:

- **Chapter 1, *Fuel Front Office Configuration***, provides an overview of the Fuel Front Office software options and system parameters. It describes the setup procedures and the sequence to following when configuring the Fuel Front Office for the first time.
- **Chapter 2, *Business Operations***, explains the business logic applied to select fuel transactions and the impact of these transactions on department sales and the Electronic Journal.
- **Chapter 3, *Reports***, describes the available fuel reports and provides examples of each report.

## Scope

The *Fuel Office System Administrator's Reference* manual is intended for field technicians, dealers and trained support personnel for the initial installation and configuration of the ISS45 Fuel System. Once the system has been configured, store manager and trained personnel may reference this guide for fuel price maintenance, pump receipt design, car wash maintenance and fuel system reports.

This manual is written with the assumption that you are familiar with ISS45 Front Office application and have some basic understanding of the Fuel Forecourt and components.

## Overview

This manual enables you to define all the functionality that is required to setup the Fuel Front Office application. You can specify fuel grades, payment modes, pump mode schemes, customer messages, receipt layouts; and configure the parameters necessary to operate the Fuel system.

In addition, this manual describes the available Fuel reports and provides an illustrated example of each report.

## Fuel Setup Procedure

To set up the ISS45 Fuel Front Office, follow the procedures as described in this chapter. The following checklist shows the basic operational tasks that need to be performed and the sequence to follow.

➤ **Steps to configure the ISS45 Fuel Front Office:**

- 1 Set *Fuel in System* parameter to enable the Fuel System in the ISS45 Front Office and allow user access to the other Fuel menu selections.
- 2 Create Fuel Departments and Department Groups.

*Recommendation:*

Create a department for each of the following:

- **Fuel Department:** To track and record sales for all fuel transactions including Pre-Pay, Pay Inside and Pay at Pump.
- **Drive Off Department:** To track and record Pay Inside fuel transactions where customer leaves without paying for fuel dispensed.
- **Pump Test Department:** To track and record fuel dispensed by technicians performing pump tests, for Weights and Measures compliance.
- **Pre-Pay Fuel Department:** To be used by the *Pump Server*, in the back ground, for processing Pre-Pay fuel transactions.
- **Uncollected Change Department:** To track and record uncollected change, left by customers on Pre-Pay fuel transactions.

- 3 Create PLU items for fuel.

*Recommendation:*

Create PLU items for each of the following:

- **Fuel Department:** Create a PLU item for each grade of fuel (e.g., Unleaded, Premium, and Premium Plus) and assign to the Fuel department.
- **Drive Off Department:** Create a PLU item for each grade of fuel and assign to this department.
- **Pump Test Department:** Create a PLU item for each grade of fuel and assign to this department
- **Pre-Pay Department:** No PLU items required.
- **Uncollected Change Department:** No PLU items required.

- 4 Create New Tender Types for Pay at Pump Fuel Transactions
  - Create a Debit Tender
  - Create a Credit Tender
- 5 Set remaining Fuel System parameters.

- 6 Enable Fuel Grades.
  - Set fuel price per grade
  - Link fuel grade to PLU item or department

**Note:**

The General System Parameter “Grade and PLU Pricing Link Rules” (located in the Store \ Fuel folder) determines whether a store can use a PLU Batch (PLU updates Grade) or a Fuel Grade Batch (Grade updates PLU) to update the price of fuel items.

If set to “PLU updates Grade”, items flagged as “Fuel Item” in PLU Batch Maintenance support a three-digit decimal place price. Likewise, in Fast PLU Batch Maintenance, when an item is attached to a Fuel Department, the **Price** field expands to three-digits after the decimal place.

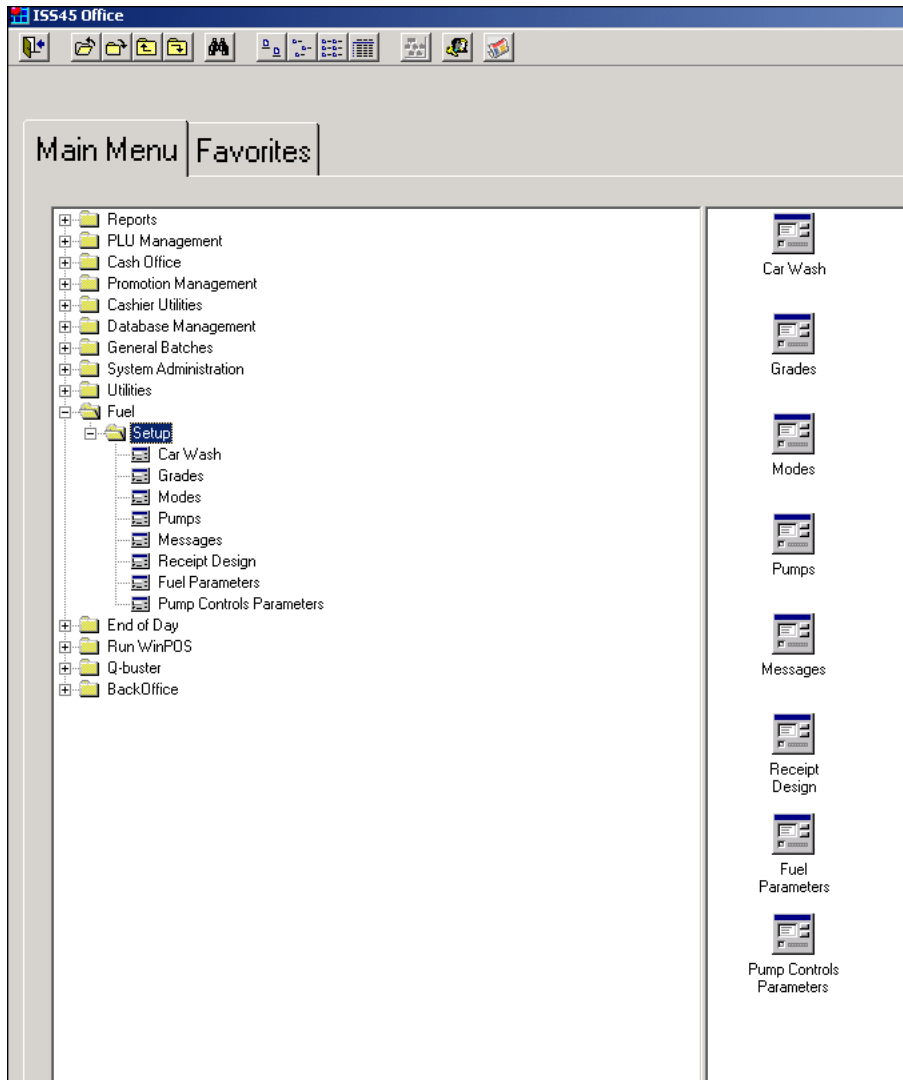
- 7 Create Payment Modes.
- 8 Configure Pumps with Mode Schemes.
- 9 Create Customer Display Messages for the Fuel Payment Terminal.
- 10 Create Header and Footer for Customer Receipts generated at the Fuel Payment Terminal.
- 11 Define End of Day Report Parameters for generating Fuel Reports.

## Accessing the Fuel Setup Menu

The Fuel Setup menu provides access to the options used to define the fuel system operations and the way in which they perform.

➤ **To access the Fuel Setup Menu:**

- 1 From the Main Menu, select Fuel and then Setup. The expanded Setup menu provides access to the components required to configure the Fuel System, as displayed below:



- 2 Click the desired menu selection. If you are configuring the Fuel system for the first time, select the Fuel Parameters menu to access the *Fuel in System* parameter. Check the *Fuel in System* parameter to enable the fuel system and allow user access to the other Fuel menu selections. (Refer to section, *Fuel System Parameters* below for definitions of fuel parameters and options.)

## Fuel System Parameters

The Fuel System Parameters function allows you to activate the fuel option in the system, gain access to other fuel setup options, and set general fuel parameters.

➤ **To define the basic fuel parameters:**

- 1 From the Fuel menu, select Setup, and then Fuel Parameters. The Fuel Parameters dialog box appears.

**Note:**

Fuel parameters can also be set through the System Parameter Tree. These parameters are located under System Administration\General System Parameters\Store\Fuel, on the Main Menu.

- 2 To enable fuel in the system, select the *Fuel in System* checkbox.

**Note:**

This checkbox must be selected for the fuel system to work.

- 3 Select the options and parameters, as described below.

Field	Description
Max amount for Pre Pay	Specify the maximum amount acceptable for Pre-Pay transactions; fuel transactions paid by customers prior to dispensing.
PFS number	Enter the Pump Fuel Server (PFS) number.

Field	Description
External device	This field is used to indicate that Pay at Pump fuel transactions are generated by the <i>Pump Server</i> and not the POS terminal. The value entered in this field is added as an “external POS” number to all Pay at Pump transactions in the TLOG (Transaction Log) file. This value differentiates Pay at Pump transactions from regular POS transactions, such as Pre-Pay and Pay Inside. Valid range is 0 to 999.
Pre pay department	From the dropdown list, select the appropriate department to assign to Pre-Pay transactions.
Uncollected Change department	From the dropdown list, select the appropriate department to assign to change not claimed by customer, when Pre-Pay fuel is not fully dispensed.
Grade and PLU Pricing Link Rules	From the dropdown list, select the method for updating fuel prices. <ul style="list-style-type: none"> <li>▪ <i>Grade Updates PLU</i></li> <li>▪ <i>PLU Updates Grade</i></li> </ul> Select <i>Grade Updates PLU</i> , to perform fuel price maintenance through the Grades Maintenance function. Select <i>PLU Updates Grade</i> , to update fuel prices through PLU Maintenance. The system default is <i>Grade Updates PLU</i> .
Drive off prompts	Select the prompts to display on the POS terminal when a drive off has occurred. <ul style="list-style-type: none"> <li>▪ <i>Enter make</i></li> <li>▪ <i>Enter color</i></li> <li>▪ <i>Enter plate</i></li> <li>▪ <i>Enter model</i></li> </ul>

- 4 Click *OK* or *Apply* to save.

**Note:**

The General System Parameter “Fuel Measurement Print Characters” (located in the Store \ Fuel folder) defines what text will be printed next to the volume on the customer receipt for fuel transactions. If blank, “gal” will print by default.

# ISS45 Front Office Setup

## Fuel Departments

The Department Maintenance option enables you to create departments for fuel. These departments allow for proper accounting and reporting of fuel transactions. Fuel sales information can be accessed through a variety of standard ISS45 Front Office Reports.

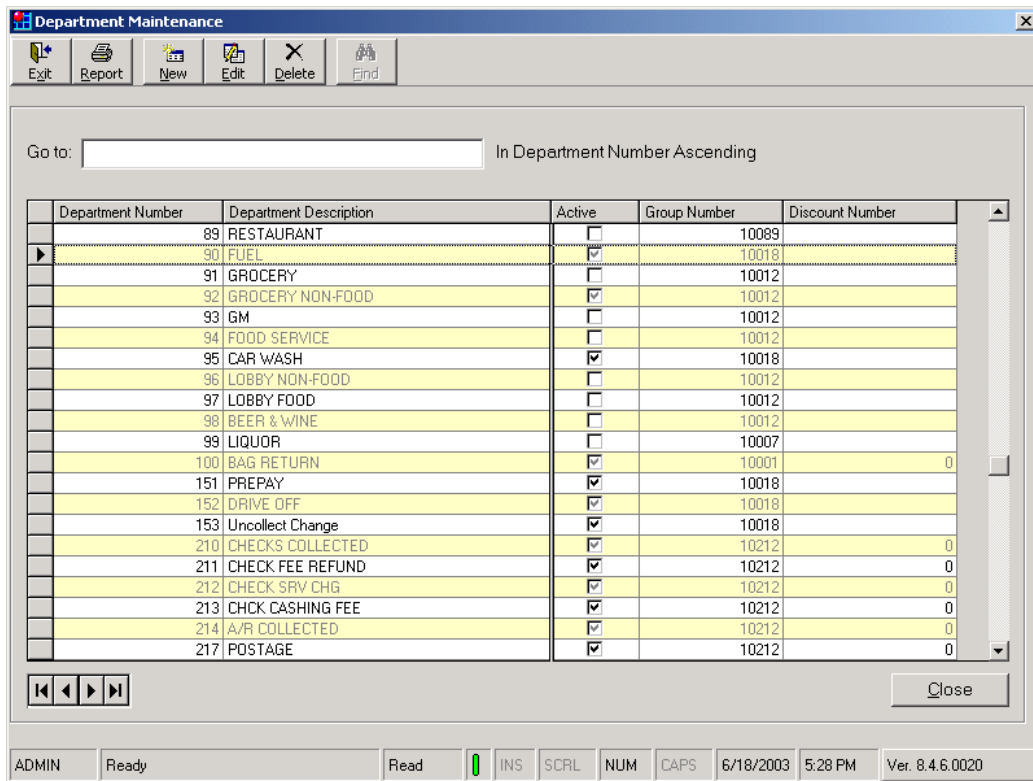
It is recommended that a separate fuel department be created for each of the following:

- Fuel (regular fuel sale transactions)
- Drive Off (customer leaves without paying)
- Pump Test (fuel tests performed by technicians at pump)
- Pre-Pay Fuel (customer purchases fuel before dispensing)
- Uncollected Change (Pre-Pay customer leaves without returning for change)

The procedure below, describes the basic requirements to create a fuel department. If you need additional information on department options and parameters, refer the *Office User's Guide, Chapter 5, Database Management*.

➤ **To create a fuel department:**

- 1 From the Main Menu, select Database Management, Department Setup and then Departments. The Department Maintenance list appears.



- 2 On the toolbar, select *New*. The Department Maintenance tabbed dialog box appears.

Department Maintenance

Department Number: 90 Name: FUEL  Active

Basic Setup | Flags

Values and Control Checks

Maximum Value: 0.00 Control Check: [ ]

Minimum Value: 0.00 Control Check: [ ]

Discount Type: [ ]

Department Group: FUEL TOTALS

POST Item Message [ ]  Display message for linked items

Points per cent [ ] Account No. (GL) [ ]

Points per sale [ ]

Restriction Layout: [ ] Department number at head office: [ ]

Navigation: [ ] [ ] [ ] [ ] OK Cancel Apply

- 3 Enter the appropriate department number (up to 4 digits) in the *Department Number* field.
- 4 Type in the fuel department description in the *Name* field.
- 5 To activate the department, select *Active*.
- 6 Select the appropriate *Department Group* for Fuel, from the dropdown list (optional). For reporting purposes, it is recommended that a “department group” or “super group” be created for Fuel. This feature enables you to group the Fuel departments together for reporting sales totals. For example, create a department group called “Fuel Totals” and link all other fuel departments (e.g., Fuel, Drive Off, Pump Test, Pre-Pay and Uncollected Change) to it. Department groups and Super groups do not affect departments in any way – they are used for categorizing and reporting purposes. Refer to the *Office User’s Guide, Chapter 5, Database Management*, for details on creating Department Groups and Super Groups.

Enter all other department options and parameters, as required.

**Note:**

Refer to *Chapter 5, Database Management*, in the *Office User’s Guide*, for definitions of department options and parameters.

- 7 Click on the *Flags* tab and select the *Fuel Department* checkbox, as shown below:

The screenshot shows the 'Department Maintenance' dialog box. At the top, 'Department Number' is set to '90' and 'Name' is 'FUEL'. There is a checked 'Active' checkbox. Below this are two tabs: 'Basic Setup' and 'Flags'. The 'Flags' tab is selected. Under the 'Flags' tab, there is a 'General' section with a grid of checkboxes. The 'Fuel department' checkbox is checked. Below the 'General' section are 'Tax Rates' and 'FSA' sections, each with a grid of checkboxes. At the bottom of the dialog are navigation arrows and 'OK', 'Cancel', and 'Apply' buttons.

General	Tax Rates	FSA
<input checked="" type="checkbox"/> Allow Discount	<input checked="" type="checkbox"/> Tax Rate 1	<input type="checkbox"/> Non-Rx Healthcare
<input type="checkbox"/> Allow Weighing	<input type="checkbox"/> Tax Rate 2	<input type="checkbox"/> Rx
<input type="checkbox"/> Negative-entry department	<input type="checkbox"/> Tax Rate 3	
<input type="checkbox"/> Non-merchandise department	<input type="checkbox"/> Tax Rate 4	
<input type="checkbox"/> Excise Tax	<input type="checkbox"/> Tax Rate 5	
<input type="checkbox"/> Exclude from min purchase	<input type="checkbox"/> Tax Rate 6	
<input type="checkbox"/> Payment by Food Stamps	<input type="checkbox"/> Tax Rate 7	
<input type="checkbox"/> Payment by WIC	<input type="checkbox"/> Tax Rate 8	
<input type="checkbox"/> Trading Stamps eligible		
<input type="checkbox"/> Store Coupon		
<input type="checkbox"/> Vendor Coupon		
<input type="checkbox"/> Bonus Coupon		
<input type="checkbox"/> No manual amount entry		
<input type="checkbox"/> Report price changes to H/D		
<input type="checkbox"/> Exclude from Promotions		

- 8 Click *OK* or *Apply* to save.

## Fuel PLU Items

The PLU Maintenance option allows you to create and edit PLU items for fuel. To properly track fuel sales to the appropriate departments, it is recommended to build and structure the fuel items, as described below:

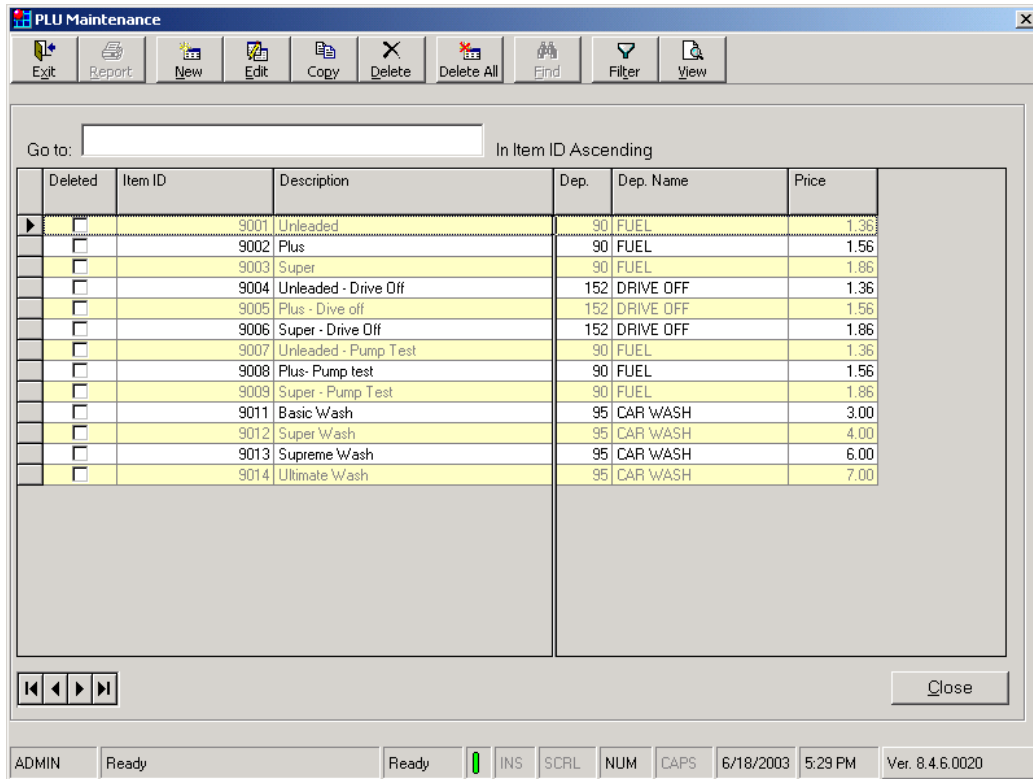
- Create three PLU items for each grade (e.g., Unleaded, Premium and Premium Plus).
- Assign one set of PLU items (Unleaded, Premium, and Premium Plus) to each of the of the following fuel departments
  - Fuel
  - Drive Off
  - Pump Test

Separate Fuel items do not have to be created and assigned to the “Pre-Pay” and “Uncollected Change” departments. These departments are default departments and are automatically updated by the *Pump Server*.

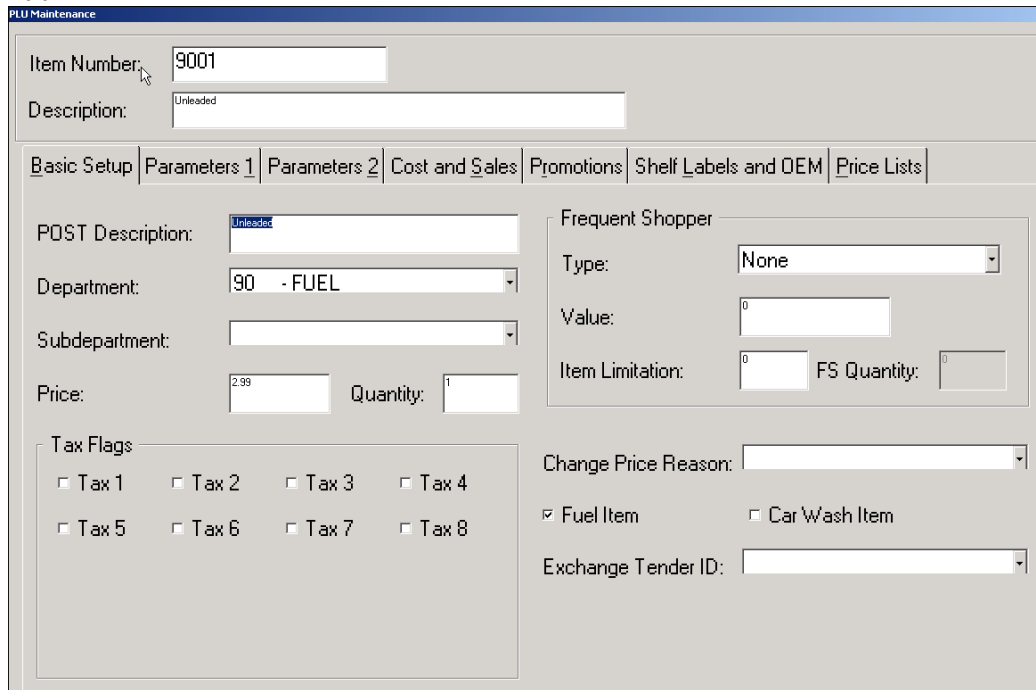
The procedure below, describes the basic requirements to create a fuel PLU item. If you need additional details on PLU options and parameters, refer to the *Office User’s Guide, Chapter 1, PLU Management*.

➤ **To create a Fuel PLU item:**

- 1 From the Main menu, select PLU Management, and then PLU Maintenance. Depending on how your system is configured, you may see the basic PLU Item Selector, or a list of filters created previously. These filters are very useful when you want to view or edit existing items. To add a new fuel item, it is not necessary to use the PLU Item Selector or existing filters. Click *Cancel* to bypass these options.



- On the toolbar, select **New**. The PLU Maintenance tabbed dialog box appears.



- 3 Enter the appropriate PLU item number in the *Item Number* field.
- 4 Type in the fuel product description in the *Description* field.
- 5 Select the appropriate fuel department from the *Department* dropdown list.
- 6 Select the *Fuel Item* checkbox to designate the item as a fuel item.
- 7 Enter price per gallon in the *Price* field. Depending upon how your fuel system is configured, you may be allowed to maintain fuel prices through PLU Maintenance. See note below.

**Note:**

Price maintenance for fuel items is determined by system parameter, *Grade and PLU Pricing Link Rules*. If this parameter is set for *Grade Updates PLU*, fuel prices are maintained through the Grades Maintenance function and the *Price* field in the Item record will not be accessible (see Basic Setup tab, above.) If the parameter is set for *PLU Updates Grade*, fuel prices are maintained through the PLU item record. Refer to *Fuel System Parameters*, page 1-6, for additional details on this parameter.

- 8 Click *OK* or *Apply* to save.

## Fuel Tender Types

The Tender Maintenance option enables you to create tender types for fuel transactions. To properly track and record sales for Pay at Pump fuel transactions at the *Pump Server*, a separate media type must be created for each of the following:

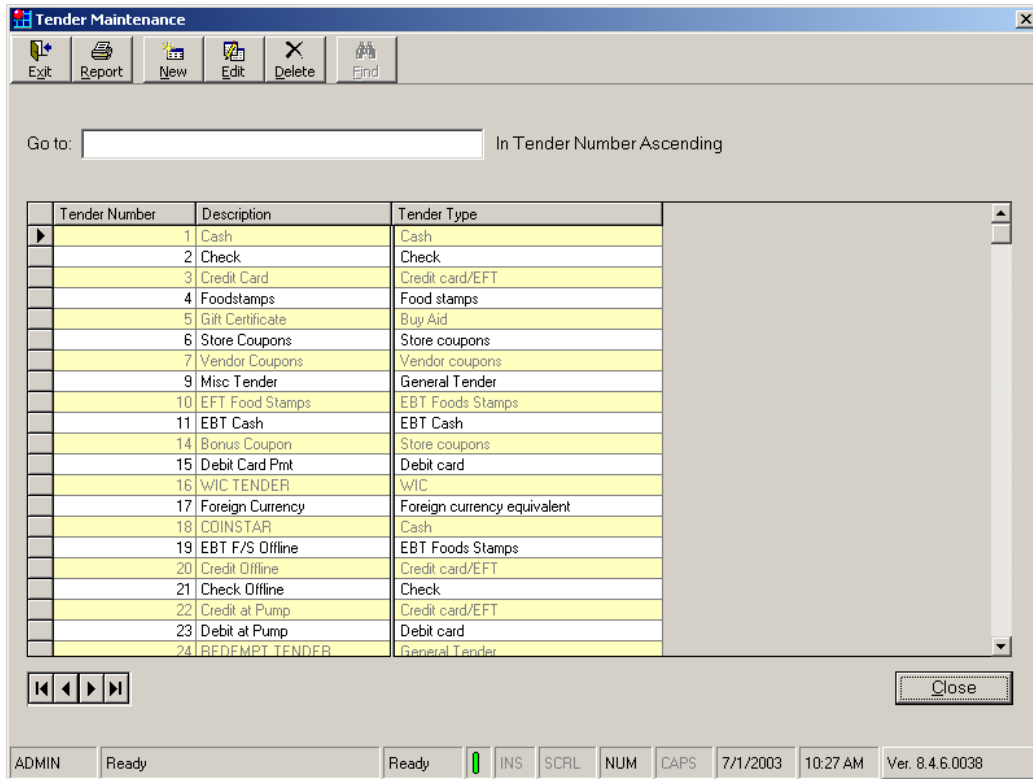
- Debit (Pay at Pump)
- Credit (Pay at Pump)

These tender totals will be tracked separately from other Debit and Credit transactions. The totals will be consolidated and reconciled with the Pay at Pump payment provider during End of Day procedures.

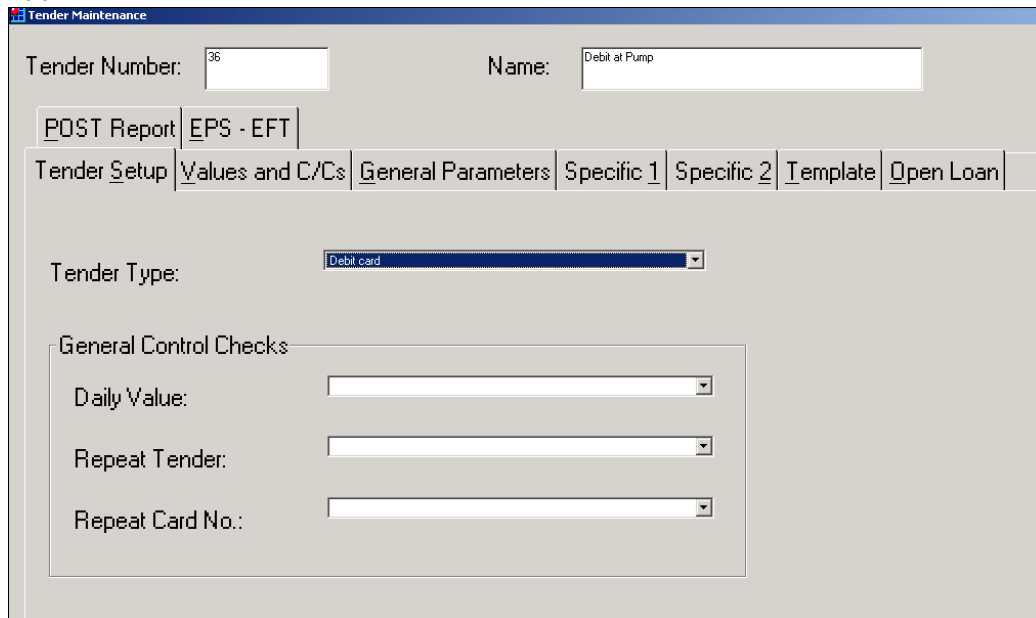
The steps below, describes the basic requirements to create these new tenders. If you require additional information on tender options and parameters, refer to the *Office User's Guide, Chapter 5, Database Management*.

➤ **To create the Debit tender for Pay at Pump transactions:**

- 1 From the Main Menu, select Database Management, Financial and then Tender Maintenance. The Tender Maintenance list appears.



- 2 On the toolbar, select *New*. The Tender Maintenance tabbed dialog box appears.



- 3 Enter the appropriate tender number in the *Tender Number* field.
- 4 Type in the tender description in the *Name* field.

- 5 On the *Tender Setup* tab, select Debit Card from the *Tender Type* dropdown list.
- 6 Click on the *General Parameters* tab.

The screenshot shows the 'Tender Maintenance' window with the 'General Parameters' tab selected. The window title is 'Tender Maintenance'. At the top, there are two input fields: 'Tender Number:' with the value '36' and 'Name:' with the value 'Debit at Pump'. Below these are two tabs: 'POST Report' and 'EPS - EFT'. A horizontal menu contains the following tabs: 'Tender Setup', 'Values and C/Cs', 'General Parameters' (which is highlighted), 'Specific 1', 'Specific 2', 'Template', and 'Open Loan'. The main content area is divided into several sections:

- Payment Terms:** A group box containing several checkboxes:
  - Overtender allowed
  - Refund allowed
  - Purchase allowed
  - Automatic purchase of: [dropdown menu]
  - Rounding allowed
  - Payment prohibited
  - Automatic tender of available balance
- Automatic Declaration:** A group box containing two checkboxes:
  - Auto declaration in Cashier / POS declaration
  - Auto declaration in End Of Day
- Open drawer:** A dropdown menu.
- Checkboxes (right side):**
  - Value not required
  - Value not required for negative
  - Tender has float
  - Automatic opening float
  - Exclude from media reports
  - ROA / Payout allow
  - Tender bankable
  - Supervisor keylock required
  - Cancel / Subtract inhibit
  - Supervisor at Cancel / Subtract
  - Gift Certificate
  - Duplicate Receipt
  - Pay At Pump
  - Scan Tender Image
  - Bank Number Required
  - Check Number Required

- 7 Check the *Pay at Pump* parameter to allow this tender type for Pay at Pump fuel transactions.
- 8 Click on the *Specific 1* tab.

Tender Maintenance

Tender Number: 36 Name: Debit at Pump

POST Report EPS - EFT

Tender Setup Values and C/Cs General Parameters Specific 1 Specific 2 Template Open Loan

Account Number

Scan barcode as account: [dropdown]

Account number required: [dropdown]

Account prompt: [text box]

CDV on account

State code required

Check Bad Account

Check Enhanced Bad Account

Use card ranges

MCR allowed

MCR timeout: [text box]

MCR misread: [text box]

MCR misread number 0 - 9 [text box]

Authorization

Author. on receipt

Signature check

Auth. code length control check: [dropdown]

Service Fee

Fee table number (0-5): [text box]

Fee type: [dropdown]

Credit/Debit card

Card type: Debit [dropdown]

Check Reader

MICR reader in use

MICR Acc. number format: [dropdown]

Use check definition file

- 9 From the *Credit/Debit Card Type* dropdown list, select Debit.
- 10 Set any additional options and parameters, as required.

**Note:**

Refer to *Chapter 5, Database Management*, in the *Office User's Guide*, for definitions of tender options and parameters.

- 11 Click *OK* or *Apply* to save.

➤ **To create the Credit tender for Pay at Pump transactions:**

- 1 From the Tender Maintenance list, select *New* on the toolbar. The Tender Maintenance tabbed dialog box appears.

Tender Maintenance

Tender Number: 37 Name: Credit at Pump

POST Report EPS - EFT

Tender Setup Values and C/Cs General Parameters Specific 1 Specific 2 Template Open Loan

Tender Type: Credit card / EFT

General Control Checks

Daily Value: [ ]

Repeat Tender: [ ]

Repeat Card No.: [ ]

- 2 Enter the appropriate tender number in the *Tender Number* field.
- 3 Type in the tender description in the *Name* field.
- 4 On the *Tender Setup* tab, select Credit Card/EFT from the *Tender Type* dropdown list.
- 5 Click on the *General Parameters* tab.

Tender Maintenance

Tender Number: 37 Name: Credit at Pump

POST Report EPS - EFT

Tender Setup Values and C/Cs General Parameters Specific 1 Specific 2 Template Open Loan

Payment Terms

- Overtender allowed
- Refund allowed
- Purchase allowed
- Automatic purchase of: [dropdown]
- Rounding allowed
- Payment prohibited
- Automatic tender of available balance

Automatic Declaration

- Auto declaration in Cashier / POS declaration
- Auto declaration in End Of Day

Open drawer: [dropdown]

- Value not required
- Value not required for negative
- Tender has float
- Automatic opening float
- Exclude from media reports
- ROA / Payout allow
- Tender bankable
- Supervisor keylock required
- Cancel / Subtract inhibit
- Supervisor at Cancel / Subtract
- Gift Certificate
- Duplicate Receipt
- Pay At Pump
- Scan Tender Image
- Bank Number Required
- Check Number Required

- 6 Check the *Pay at Pump* parameter to allow this tender type for Pay at Pump fuel transactions.
- 7 Click on the *Specific 1* tab.

- 8 From the *Credit/Debit Card Type* dropdown list, select *Credit*.
- 9 Set any additional options and parameters, as required.

**Note:**

Refer to *Chapter 5, Database Management*, in the *Office User's Guide*, for definitions of tender options and parameters.

- 10 Click *OK* or *Apply* to save.

## Fleet Card Product Code Maintenance

Fleet Cards can be accepted at the POS terminal for payment on fuel, fuel-related items and selected merchandise items. Items eligible to be purchased with a Fleet Card must be identified and attached to a product code within the Fuel Product Codes application.

**Note:**

In order to use Fleet Cards, the General System Parameter "Default Item/Department Product Code" (located in the Store \ POST \ General folder) must be set to a Product Code to use when an item sold does not have a linked product code.

➤ **To add a new Fleet Card Product Code (and attach eligible items):**

- 1 From the Main Menu, select Fuel Product Codes from the PLU Management folder. The Fuel Product Codes Maintenance Screen appears:

The screenshot shows the 'Fuel Product Codes Maintenance' window. It has a menu bar with 'Exit', 'Report', 'New', 'Edit', 'Delete', and 'Find'. Below the menu bar is a 'Go to:' text box followed by 'In Product Code Ascending'. A table lists product codes with columns for Product Code, Type, and Description.


Product Code	Type	Description
001	Fuel	Unleaded - Regular
101	Merchandise	Motor Oil
102	Fuel	Unleaded - Plus
103	Fuel	Unleaded - Premium
104	Merchandise	Car Wash

- 2 Click **New**. The Fuel Product Codes Maintenance Screen appears:

The screenshot shows the 'Fuel Product Codes Maintenance' window with the 'New' dialog box open. The dialog box has fields for 'Product code number', 'Type', and 'Description'. There is a 'Set Attachment' button and navigation buttons at the bottom.

- 3 Enter an unused product code.
- 4 Click the **Type** field selection arrow and choose whether the code is for Fuel or Merchandise items
- 5 In the Description field, enter a description for the Product Code.
- 6 Click the **Set Attachment** button. The Set Attachment Screen appears:

Item ID	Type	Description
---------	------	-------------

- 7 Click the **Set Attachment By** field's selection arrow and choose the criteria you wish to use to attach items.
- 8 Click the Ellipsis button  and use either the PLU Item Selector or Department Multi Selector to identify the items to link to this Product Code.
- 9 When the list is complete and all linked items are displaying, click **Close**. The Set Attachment Screen appears with the Product Code being edited displaying.
- 10 Click **OK**.
- 11 Repeat steps 2 through 10 for each Product Code to add.

**Note:**

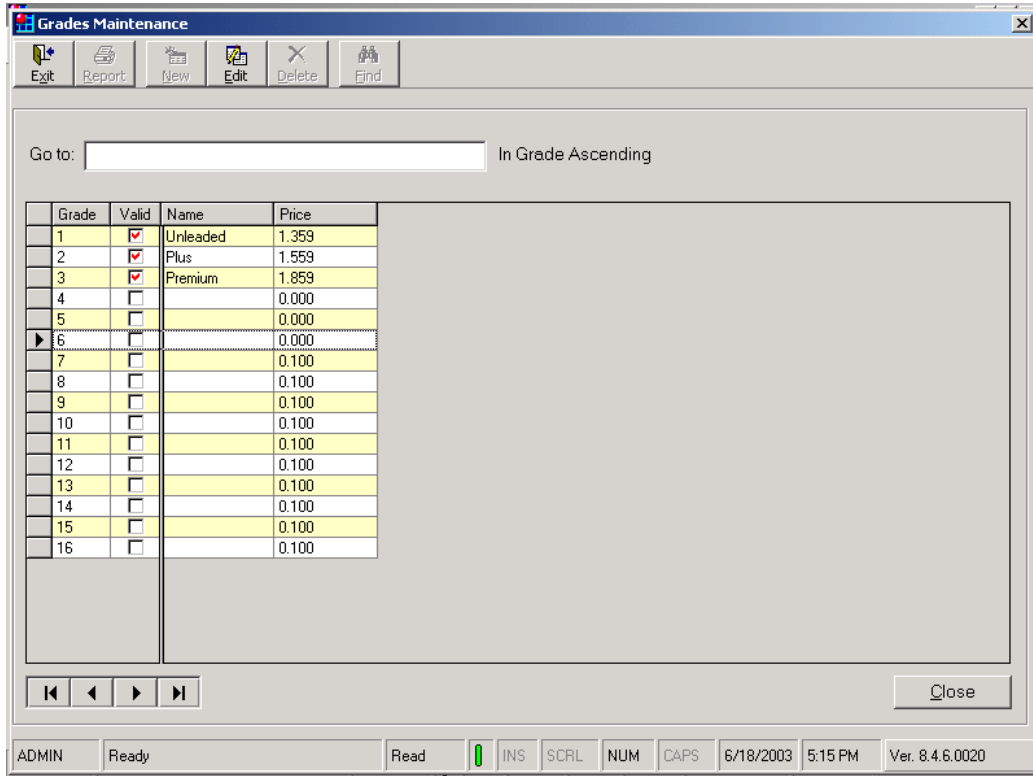
An item can only be attached to one Product Code.

## Fuel Grades and Prices

The Fuel Grades function enables you to create and edit fuel grades, link grades to PLU items or departments; and maintain fuel prices. The fuel system supports up to 16 grades of fuel.

➤ To add a new grade:

- 1 From the Fuel menu, select Setup and then Grades. The Grades Maintenance list appears.



The fuel system supports up to 16 grades of fuel. The active grades are displayed with a red checkmark in the *Valid* checkbox.

- 2 Highlight the required grade and click *Edit* or double-click on the grade of fuel. The Grades Maintenance dialog box appears.

Grade	Valid	Name
1	<input checked="" type="checkbox"/>	Unleaded
2	<input checked="" type="checkbox"/>	Plus
3	<input checked="" type="checkbox"/>	Premium
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	
16	<input type="checkbox"/>	

Grade No.

Valid

Price:

Name:

Grade to PLU/Department Link

Normal

PLU Linked to:

Department

Drive Off

PLU Linked to:

Department

Pump Test

PLU Linked to:

Department

OK Cancel Apply Close

ADMIN Ready Edit INS SCRL NUM CAPS 6/18/2003 5:16 PM Ver. 8.4.6.0020

- 3 Select the *Valid* checkbox to enable the grade in the system.
- 4 If your system is configured to maintain fuel prices through the Grades Maintenance function, enter the price per gallon, for this grade of fuel, in the *Price* field. If this price field is not accessible (“grayed out”), fuel prices are maintained in the PLU Item record. Refer to section, *Fuel PLU Items*, page 1-13, for additional details.)

**Note:**


If you maintain fuel prices in Grades Maintenance, price changes are sent to the pump only when you close this Grades Maintenance dialog box and return to the Grades Maintenance list.

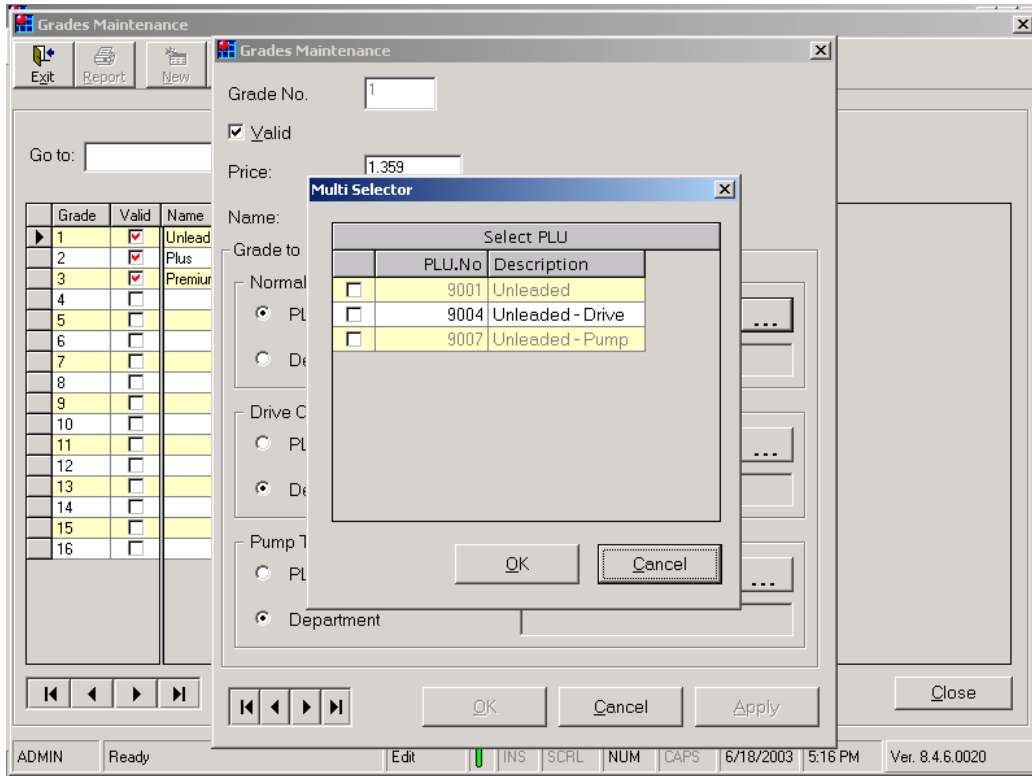
- 5 Type in the grade name (e.g., Unleaded, Premium or Prem. Plus) in the *Name* field. Maximum number of characters is 10.

- 6 In the *Grade to PLU/Department Link* area, you establish the link between the fuel grade and the PLU item or department for fuel dispensed through normal fuel transactions, drive offs and pump tests. The links created here allow for proper tracking and reporting of all fuel sales. Although drive offs and pump tests are not paid transactions, they still must be accounted for.

In each area (Normal, Drive Off and Pump Test), select the relevant radio button to link the fuel grade to either a PLU item or a department.

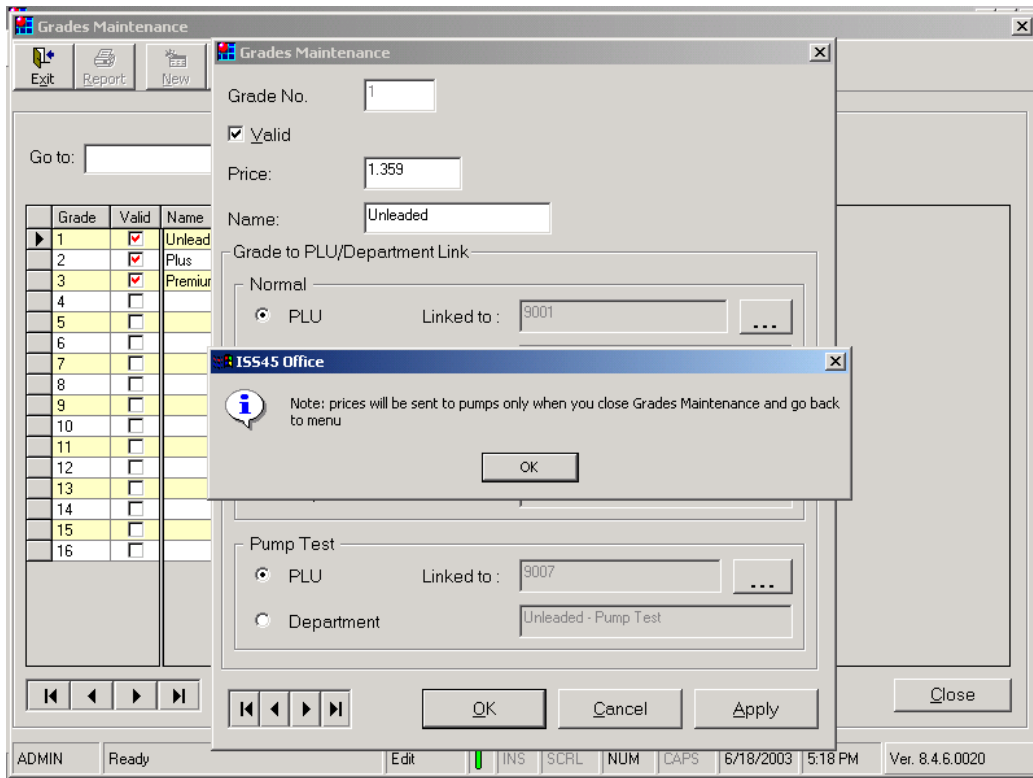
Field	Description
<b>Grade to PLU/Dep Link area:</b>	
<b>Normal area:</b>	
PLU Radio Button	Select this radio button, to link the fuel grade to a PLU item.
Department Radio Button	Select this radio button, to link the fuel grade to a department.
<b>Drive Off area:</b>	
PLU Radio Button	Select this radio button, to link the fuel grade to a PLU item.
Department Radio Button	Select this radio button, to link the fuel grade to a department.
<b>Pump Test area:</b>	
PLU Radio Button	Select this radio button, to link the fuel grade to a PLU item.
Department Radio Button	Select this radio button, to link the fuel grade to a department.

- In each area (Normal, Drive Off and Pump Test), click the *Browser* button  to display the fuel items or departments available to link to the grade. Only fuel items or departments not previously linked will appear on this list.



- Select the appropriate PLU item or department to link to the fuel grade and click *OK* to save the link.

- 9 Click *OK* or *Apply* to save the fuel grade information. The following fuel message informs you that price changes will only be sent to the pumps when you close this Grades Maintenance dialog box and return to the Grades Maintenance menu.



- 10 Click *OK* to acknowledge the message prompt.
- 11 Click *OK* to save grade maintenance details and return to the Grades Maintenance menu.

## Payment Modes

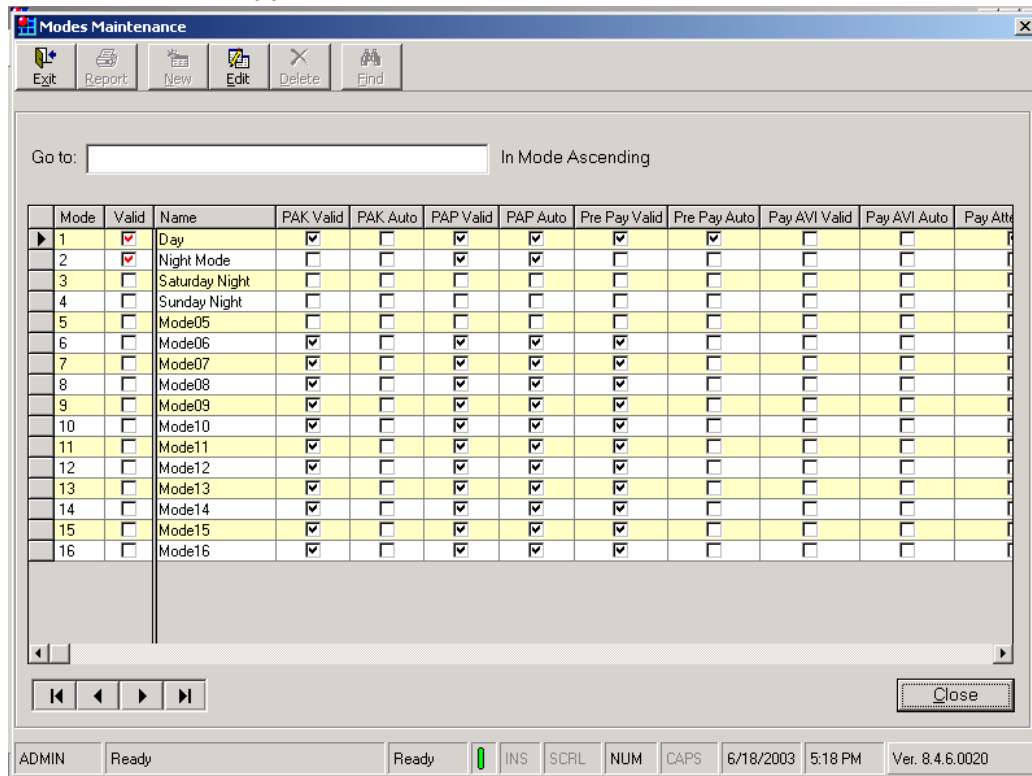
The Payment Modes function enables you to define modes and establish the types of the fuel payment methods they each support. Examples of payment modes may include: Day Mode, Night Mode, Weekend Mode, Holiday Mode, etc. Various payment modes are allowed and each one can have different settings. Payment Modes determine where fuel payments may be made (e.g., Pay Inside, Pay at Pump, etc.) as well as allowing or prohibiting auto authorization.

Once you have specified modes, you link them to individual pumps, to operate according to mode settings at different times of day or night. For example, you may want to prohibit auto authorization at the pumps during

the night. For information on linking modes to pumps, see *Configuring Pumps with Mode Schemes* on page 1-32.

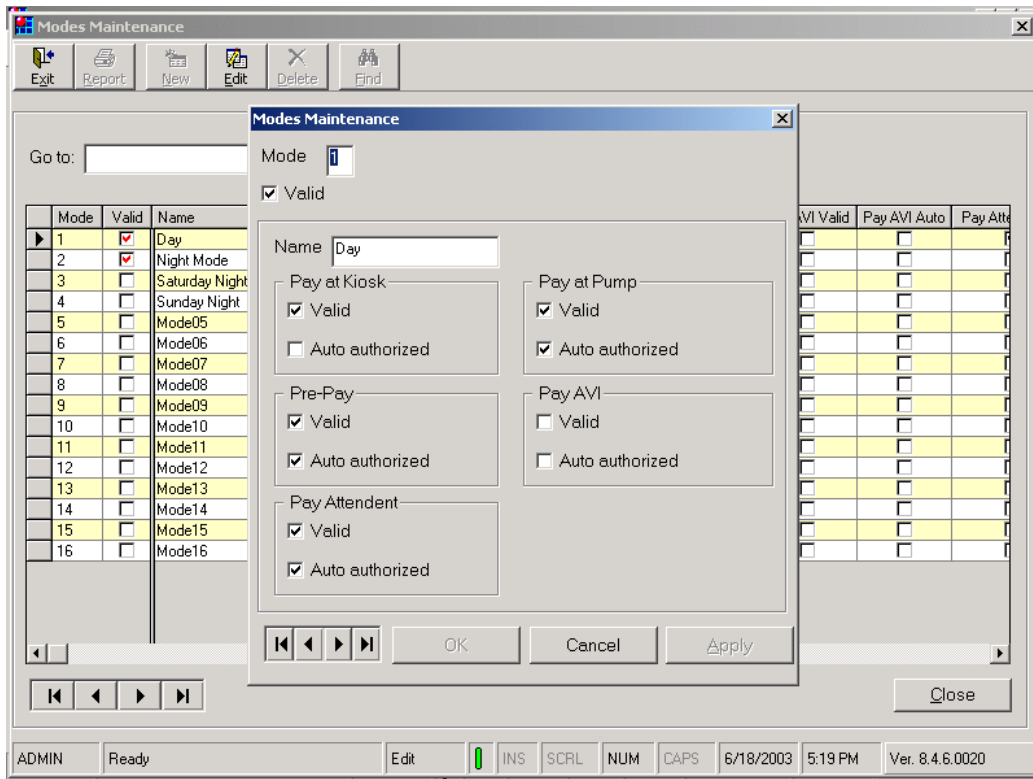
➤ **To add a new payment mode:**

- 1 From the Fuel menu, select Setup and then Modes. The Modes Maintenance list appears.



The fuel system supports up to 32 payment modes. The active modes are displayed with a red checkmark in the *Valid* checkbox.

- 2 On the toolbar, select *Edit*. Double-click on the appropriate mode to view or edit. The Modes Maintenance dialog box appears.



- 3 Enter the required information in the fields, as described in the table below.

Field	Description
<b>Mode area:</b>	
Mode	Internal number of the Mode, used by the <i>Pump Server</i> .
Valid	Select this checkbox to activate this mode in the system.
Name	Enter the name of mode. For example, Day Mode, Night Mode, Holiday Mode.
<b>Pay at Kiosk area:</b>	
Valid	Select this checkbox to allow Pay Inside (Kiosk) transactions in this mode.

<b>Field</b>	<b>Description</b>
Auto authorized	<p>If checked, this payment method (Pay Inside) will automatically authorize the pump for dispensing the fuel.</p> <hr/> <p><b>Note:</b> "Auto-authorized" means that when the Pay Inside customer lifts the nozzle at the pump, the <i>Pump Server</i> will automatically authorize the nozzle to be fueling.</p> <hr/> <p>If blank, the cashier, at the Fuel POS terminal, will have to authorize the pump for dispensing the fuel.</p>
<b>Pre-Pay area:</b>	
Valid	Select this checkbox to allow Pre-Pay transactions in this mode.
Auto authorized	<p>If checked, this payment method (Pre-Pay) will automatically authorize the pump for dispensing the fuel.</p> <p>If blank, the cashier will have to authorize the pump for dispensing the fuel.</p>
<b>Pay Attendant area:</b>	
Valid	Select this checkbox to allow Pay Attendant transactions in this mode.
Auto authorized	<p>If checked, this payment method (Pay Attendant) will automatically authorize the pump for dispensing the fuel.</p> <p>If blank, the cashier will have to authorize the pump for dispensing the fuel.</p>
<b>Pay at Pump area:</b>	
Valid	Select this checkbox to allow Pay at Pump transactions in this mode.
Auto authorized	<p>If checked, this payment method (Pay at Pump) will automatically authorize the pump for dispensing the fuel.</p> <p>If blank, the cashier will have to authorize the pump for dispensing the fuel.</p>
<b>Pay AVI area: (Automatic Vehicle Identification device)</b>	
Valid	Select this checkbox to allow AVI transactions in this mode.

<b>Field</b>	<b>Description</b>
Auto authorized	If checked, this payment method (Pay AVI) will automatically authorize the pump for dispensing the fuel.  If blank, the cashier will have to authorize the pump for dispensing the fuel.

- 4 Click *OK* or *Apply* to save.

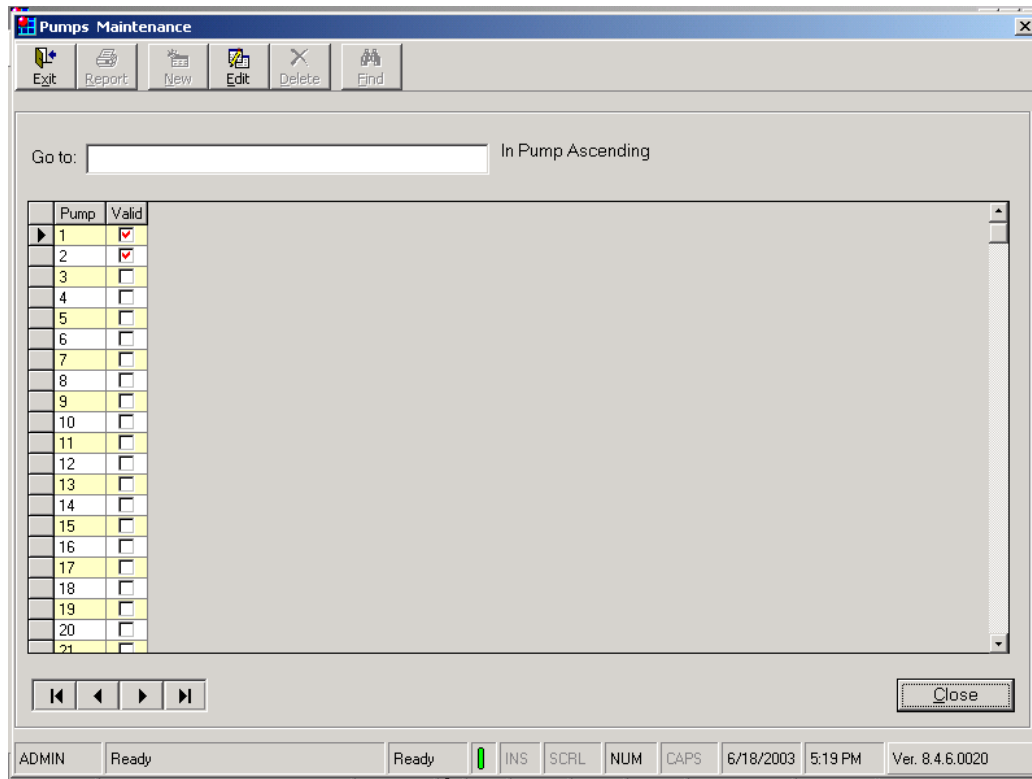
## Configuring Pumps with Mode Schemes

The Pump Mode Scheme enables you to assign the required Payment Modes to each pump, as well as to define the hours and dates when each mode will be active in the pump. In addition, you can specify different schedules to operate daily, weekly, or yearly. For example, on New Year’s Day, Pay at Pump transactions will be allowed from 6:00 AM to 10:00 PM.

Any number of mode schemes can be defined in a 24-hour period. For each Pump, there are 32 available mode schemes.

Payment modes should have already been set up in the Payment Mode section (see page 1-28). In this section, you link the Payment Modes to the Pumps and define the dates and hours each mode will be active.

- **To configure a pump with mode schemes:**
  - 1 From the Fuel menu, select Setup and then Pumps. The Pumps Maintenance list appears.



The Pump Maintenance lists displays all available fuel pumps and highlights active pumps with a red checkmark in the *Valid* checkbox.

- 2 Double-click on the desired *Pump*. The Pumps Maintenance dialog box appears.

Pumps Maintenance

Pump   Valid

Mode Schemes

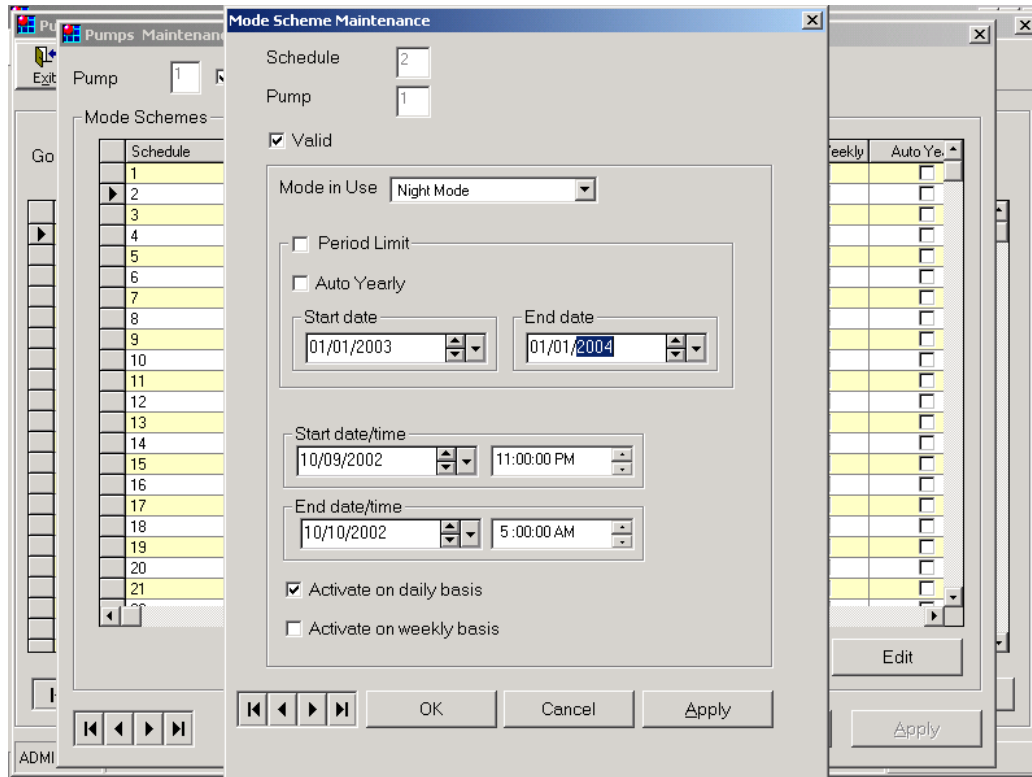
Schedule	Valid	Start Date & Time	End Date & Time	Mode	Auto	Auto Weekly	Auto Ye.
1	<input checked="" type="checkbox"/>	12/17/2002	12/17/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	10/09/2002	10/10/2002	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	10/07/2000	10/08/2000	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	10/08/2000	10/09/2000	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	<input type="checkbox"/>	08/27/2002	08/27/2002	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Edit

Apply To OK Cancel Apply

The active schedules for each pump are displayed with a red checkmark in the *Valid* checkbox.

- Highlight the appropriate *Schedule* and double-click on it. The Mode Scheme Maintenance dialog box appears.



**Note:**

Schedule 1 is the system default mode scheme for all pumps. Pumps will default to Schedule 1 whenever they are not assigned to other active schedules during the day or within a particular time period.

- Select the *Valid* checkbox to enable the Mode Scheme and allow editing of other fields.
- Enter the required information, as described in the table below.

Field	Description
Schedule	Internal code number of the Schedule, used by the <i>Pump Server</i> . Schedule 1 is the default mode that is always active when no other timeframes are in effect.
Pump	Internal code number of the Pump, used by the <i>Pump Server</i> .
Valid	Select this checkbox to enable the Mode Scheme and allow editing of other fields.

Field	Description
Mode in Use	Choose the required payment mode from the dropdown list, for example, “Day Mode” or “Night Mode”. Refer to <i>Payment Modes</i> section, for details on available modes.
<b>Period Limit area:</b>	
Period Limit	Select this checkbox to indicate that this schedule is automatically applied to the assigned pump for a certain period of time. The period (length of time) is calculated based on the Start and End dates. The period can be repeated annually, based on the Start date. A “Period Limit” example would be operating different fuel center hours during the Summer season.  Enter Start and End dates as well as Start and End times.
Auto Yearly	Select this checkbox to indicate that this mode is automatically applied to the assigned pump on a yearly basis, as defined in the Start and End dates. An example would be “Closed on New Year’s Day”.  Enter the Start and End dates as well as Start and End times.
Start date	Enter the Start date for this Mode Scheme.  To change the Start Date, click ▼ next to the date to display the calendar. Select the month and day.
End date	Enter the End date for this Mode Scheme.  To change the End Date, click ▼ next to the date to display the calendar. Select the month and day.
Start date/time	Enter Start date/time for the Mode Scheme.  To change the time, click the up and down arrows next to the time.
End date/time	Enter End date/time for the Mode Scheme.  To change the time, click the up and down arrows next to the time.

<b>Field</b>	<b>Description</b>
Activate on daily basis	Select this checkbox to indicate that this mode is automatically applied to the assigned pump every day, between the specified hours.  Enter Start Date and End Date as well as Start Time and End Time. See <i>Start date/times</i> and <i>End date/times</i> , listed above.
Activate on weekly basis	Select this checkbox to indicate that this mode is automatically applied to the assigned pump for a period of a week. The <i>Pump Server</i> will activate it every seven days from the start date.  Enter Start Date and End Date as well as Start Time and End Time. See <i>Start date/times</i> and <i>End date/times</i> , listed above.

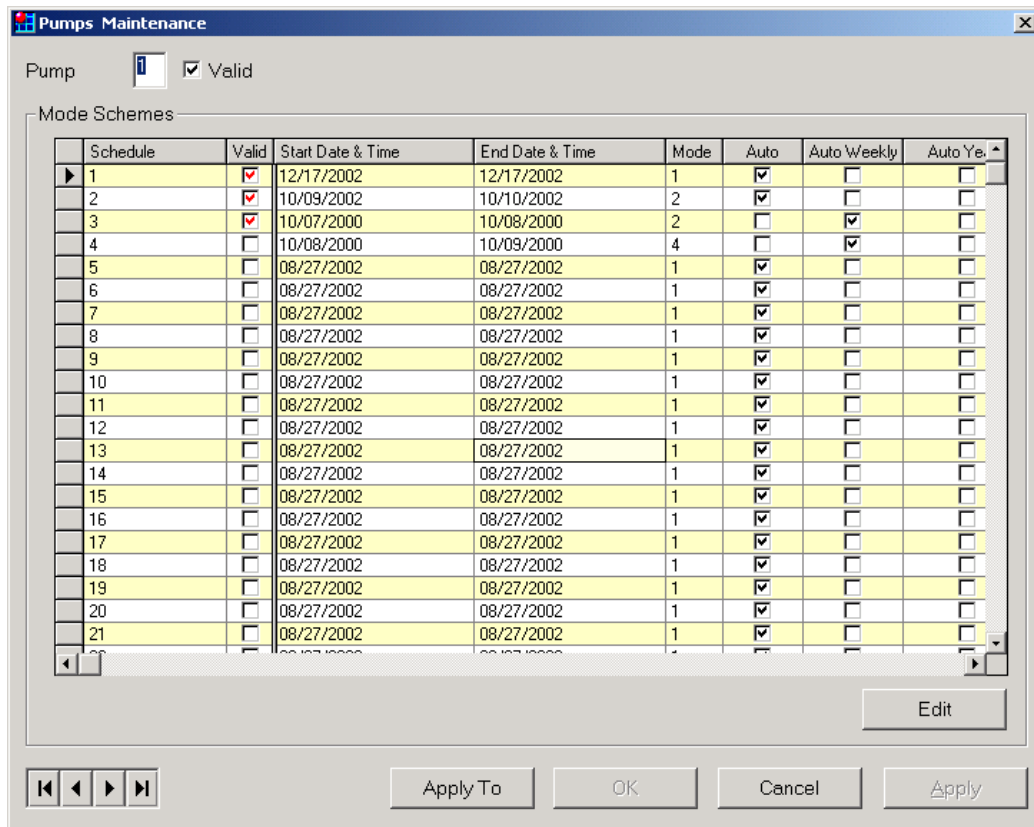
- 6 Click *OK* or *Apply* to save.

## Copying a Mode Scheme to Other Pumps

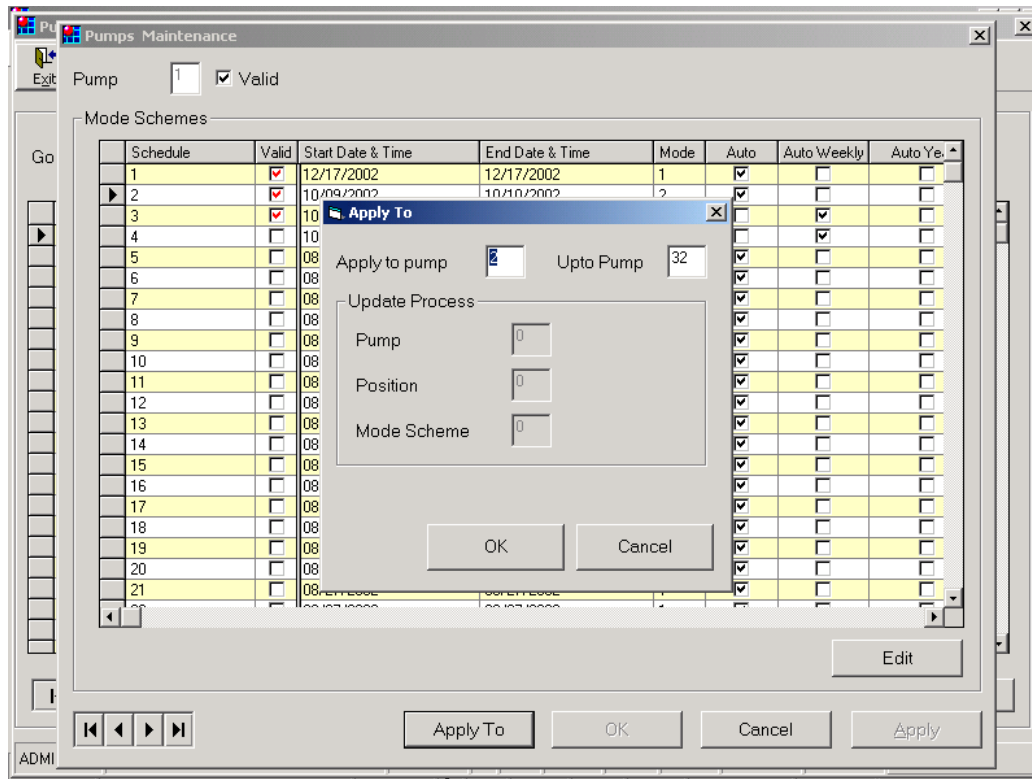
This timesaving option enables you to copy a Mode Scheme to other Pumps. If pumps require some different settings, edit them separately as required.

➤ **To copy a Mode Scheme to other pumps:**

- 1 From the Pumps Maintenance dialog box below, click on the Mode Scheme you want to copy FROM.



- 2 Click the *Apply To* field to display the Apply to dialog box.

**Note:**

The “Apply To” button is only be used to copy the schemes to other pumps. It is not used to copy other pump properties.

- 3 Type in the range of pump numbers you want to copy TO. For example, Pump 3 to Pump 32.
- 4 Click *OK* to copy. All of the pumps in the specified range (3 to 32) now have the same mode scheme as you specified for the first pump.

## Messages

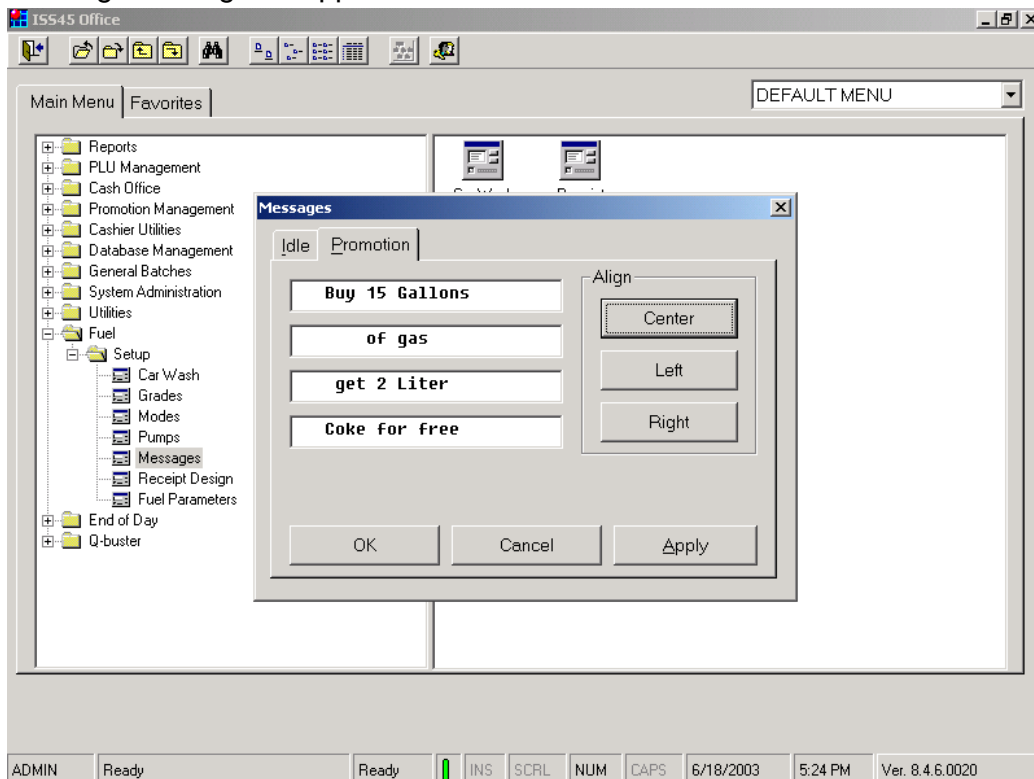
This Message option enables you to customize the messages appearing on the customer display at the fuel payment terminal. Different messages can be programmed to display on the fuel payment terminal when in a “promotion” state or an “idle” state.

The *Promotion* tab is used for editing the customer display in “Promotion” state; the message displayed when fuel is dispensed. The *Idle* tab is used for editing the customer display in “Idle” state; the message displayed in between fuel sales transactions. Messages may consist of 22 to 24 characters per line; the number of lines displayed dependent on the type of

pump display. Messages may consist of any alphanumeric character, and can be in upper or lower case.

➤ **To set up and define messages:**

- 1 From the Fuel menu, select Setup and then Messages. The tabbed Messages dialog box appears.



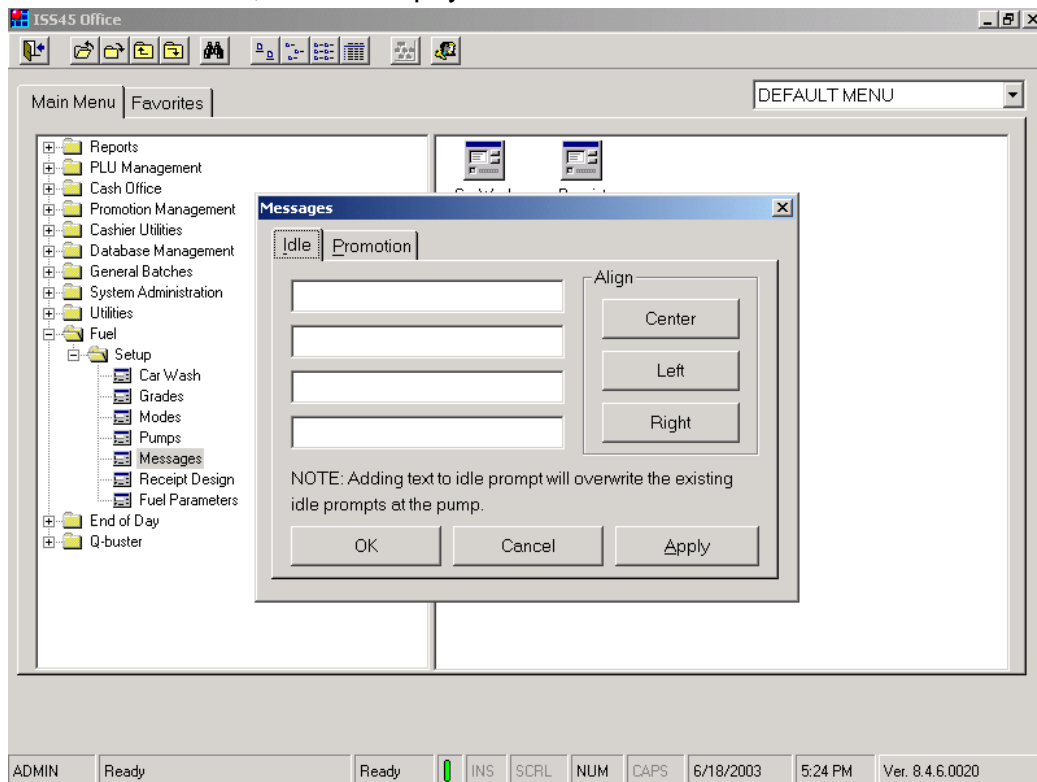
- 2 Select the *Promotion* tab to define the customer message displayed while fuel is being dispensed.
- 3 Enter the required information, as described in the table below:

Fields	Description
<b>Promotion text area:</b>	
Promotion Text	Enter the text message that displays on the fuel payment terminal while fuel is dispensing. The message can be up to 22-24 alphanumeric characters per line; the number of lines displayed is dependent on the type of pump display.
<b>Align area:</b>	

Fields	Description
Center	Select this option (radio button) to center the promotion message on the customer display at the fuel payment terminal.
Left	Select this option (radio button) to align the promotion message to the left, on the customer display at the fuel payment terminal.
Right	Select this option (radio button) to align the promotion message to the right, on the customer display at the fuel payment terminal.

**Note:** Depending upon the fuel payment hardware configuration, some adjustments may have to be made to center or align the customer promotion message on the fuel payment terminal display.

- Select the *Idle* tab to define the message prompt that displays in between sales transactions, at the fuel payment terminal.



- Enter the required information, as described in the table below:

Fields	Description
Idle text area:	

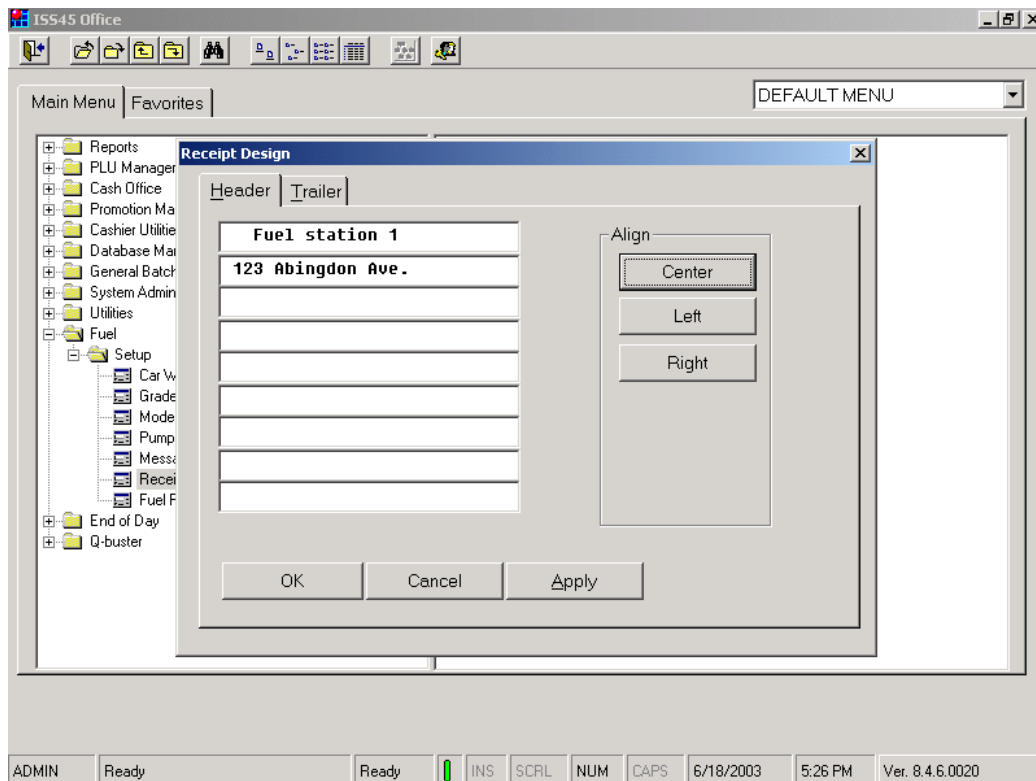
Fields	Description
Idle Text	Enter the text message that displays on the fuel payment terminal when a customer is dispensing fuel. The message can be up to 22-24 alphanumeric characters per line; the number of lines displayed is dependent on the type of pump display.
	<b>Note:</b> Adding text to the Idle prompt will overwrite the existing Idle prompts at the pump.
<b>Align area:</b>	
Center	Select this option (radio button) to center the idle message on the customer display at the fuel payment terminal.
Left	Select this option (radio button) to align the idle message to the left, on the customer display at the fuel payment terminal.
Right	Select this option (radio button) to align the idle message to the left on the customer display at the fuel payment terminal.
	<b>Note:</b> Depending upon the fuel payment hardware configuration, some adjustments may have to be made to center or align the idle message displaying on the payment terminal.

- 6 Click *OK* or *Apply* to save.

## Receipt Design

The Receipt Design function enables you to customize the header and footer that prints on the customer receipt, generated at the fuel pump. Both the header (top lines of the receipt) and the footer (bottom lines of the receipt) can contain up to 9 lines of alphanumeric text, and can be centered or aligned left/right on the receipt.

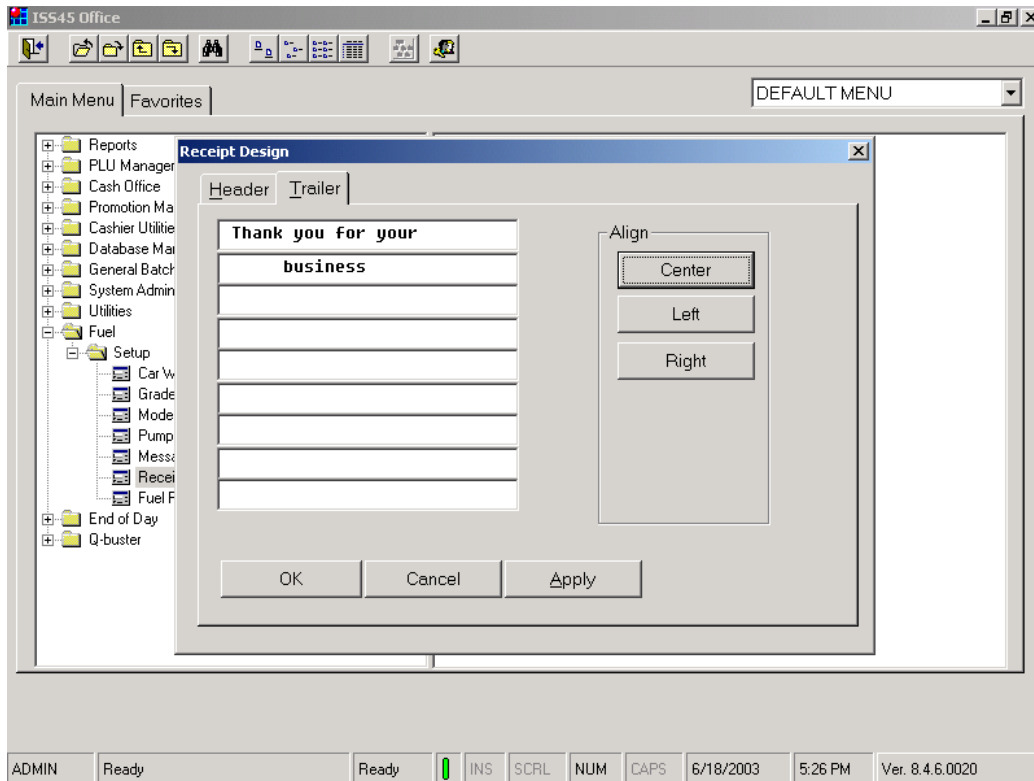
- **To define the header and footer:**
  - 1 From the Fuel menu, select Setup and then Receipt Design. The tabbed Receipt Header Footer Maintenance tabbed dialog box appears.



- 2 Select the *Header* tab to define the text that appears at the top of the customer receipt.
- 3 Enter the required information, as described in the table below:

Fields	Description
<b>Header text area:</b>	
Header Text	Enter the header text. The Header can support up to 9 lines of text; 20 characters per line.
<b>Align area:</b>	
Center	Select this option (radio button), to center header text on the customer receipt.
Left	Select this option (radio button), to align header text to the left on the customer receipt.
Right	Select this option (radio button), to align header text to the right on the customer receipt.

- 4 Select the *Footer* tab to define the text that appears on the bottom of the customer receipt.



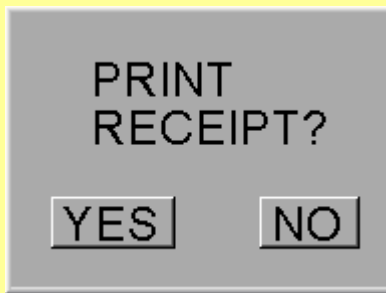
- 5 Enter the required information, as described in the table below:

Fields	Description
<b>Footer text area:</b>	
Footer Text	Enter the footer text. The footer can support up to 9 lines of text; 20 characters per line.
<b>Align area:</b>	
Center	Select this option (radio button), to center header text on the customer receipt.
Left	Select this option (radio button), to align header text to the left on the customer receipt.
Right	Select this option (radio button), to align header text to the right on the customer receipt.

- 6 Click *OK* or *Apply* to save.

**Note:**

Sales receipt printing can be suppressed and generated only when requested by the customer. The Checkout Banks' General Parameter Tab has a General Option field "Suppress Receipt Printing" with 3 possible settings (Never, Ask Yes/No, Always). It set to "Ask Yes/No", the POS will prompt the cashier whether or not to print the sales receipt:

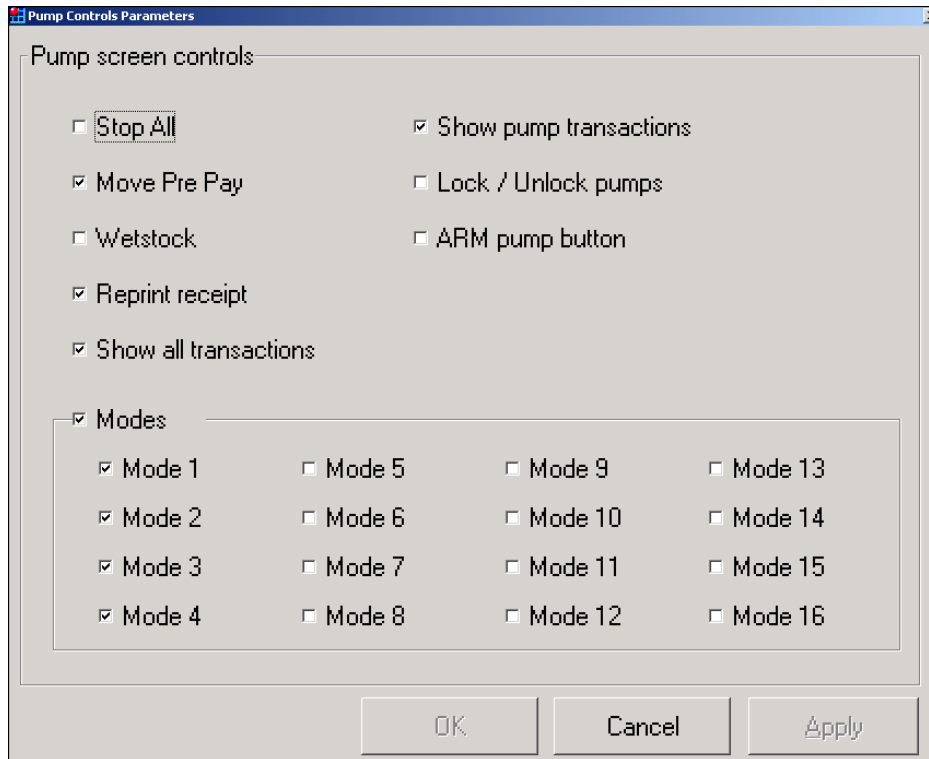


## Pump Control Parameters

ISS45 Fuel comes with a configurable user interface. In Front Office, the Pump Control Parameters screen allows the store to selectively choose which pump functions to enable on the POS.

➤ **To define pump control parameters:**

- 1 From the Fuel menu, select Setup and then Pump Control Parameters. The Pump Controls Parameters Screen appears:



- 2 Select the options and modes as described below:

Field	Description
Stop All	Check this flag to enable the function to stop all dispensing pumps.
Move Pre Pay	Check this flag to enable the function to move a pre-pay transaction from one pump to another.
Wetstock	Check this flag to enable the function to monitor the status (fuel level, water level and temperature) of the fuel tanks.
Reprint receipt	Check this flag to enable the function to reprint a fuel transaction receipt.
Show all transactions	Check this flag to enable the function to display all current Pay Inside and Pay at Pump transactions.
Show pump transactions	Check this flag to enable the function to display all current Pay Inside and Pay at Pump transactions without the ability to authorize dispensing.
Lock/Unlock pumps	Check this flag to enable the function to lock all the pumps.

Field	Description
ARM pump button	Check this flag to enable the function to make the pump authorization a two-step process – (1) After the lifting the nozzle (to Arm) and (2) when the cashier chooses the pump icon.
Hide Automatic Mode Button	If this parameter is checked, the Automatic Mode button will not appear in the cashier fuel interface menu. If left unchecked, the Automatic Mode button will display.
Modes	Check this flag to enable the function to display one or more payment modes.
Modes (1-16)	Check this flag to enable the function to display the payment mode options at the POS.
Max amount for Pre Pay	Specify the maximum amount acceptable for Pre-Pay transactions; fuel transactions paid by customers prior to dispensing

**Note:**

Only those enabled functions will appear as buttons within WinPOS. If none of the flags are enabled, WinPOS will load only the Active Pumps and Stop Button.

- 3 Click OK or Apply to save.

## Car Wash

The Car Wash feature provides customers with the option to purchase a car wash voucher, either at the pump or at the Fuel POS terminal. A variety of incentives can be created for customers to purchase a car wash.

On Pay at Pump transactions, customers can be prompted to purchase a car wash during various stages of dispensing. Car wash discounts can be issued, based on a minimum number of gallons of fuel purchased. The customer selects the type of car wash (e.g., Basis Wash, Supreme or Ultimate) when finalizing the transaction. The pump generates a car wash voucher, with the type of car wash, car wash code, and expiration date printed on it.

On Pre-Pay and Pay Inside transactions, the customer purchases the car wash at the Fuel POS terminal. A variety of discounts can be applied by linking Car Wash PLU items to standard ISS45 promotions. The customer

selects the type of car wash when paying for the ticket. The POS terminal generates a customer receipt, with the type of car wash, car wash code and expiration date printed on it.

The Car Wash feature supports up to 16 different types of car wash programs.

➤ **To setup and configure the Car Wash feature:**

- 1 Create a Car Wash department.
- 2 Create a PLU item for the each type of car wash program (e.g., Basic Wash, Supreme and Ultimate).
- 3 Define Car Wash Programs.
  - Define Car Wash Program Options.
  - Link Car Wash Programs to PLU Items.
- 4 Add Car Wash Keyboard Functions to Fuel POS Terminal (not covered in this manual).
  - Add Car Wash key (Keyboard Function 1029).
  - Add Cancel Car Wash key (Keyboard Function 1030).

## Car Wash Departments

The Department Maintenance menu option enables you to create a Car Wash department. The Car Wash department allows for proper accounting and reporting of sales for the various car wash programs. Similar to Fuel departments, Car Wash department sales are available through standard ISS45 Front Office Reports. To create the Car Wash department, refer to the section, *Fuel Departments*, on page 1-9, for details on accessing the Department Maintenance menu and creating departments. There are no special department options or parameters that need to be configured to designate the department as Car Wash.

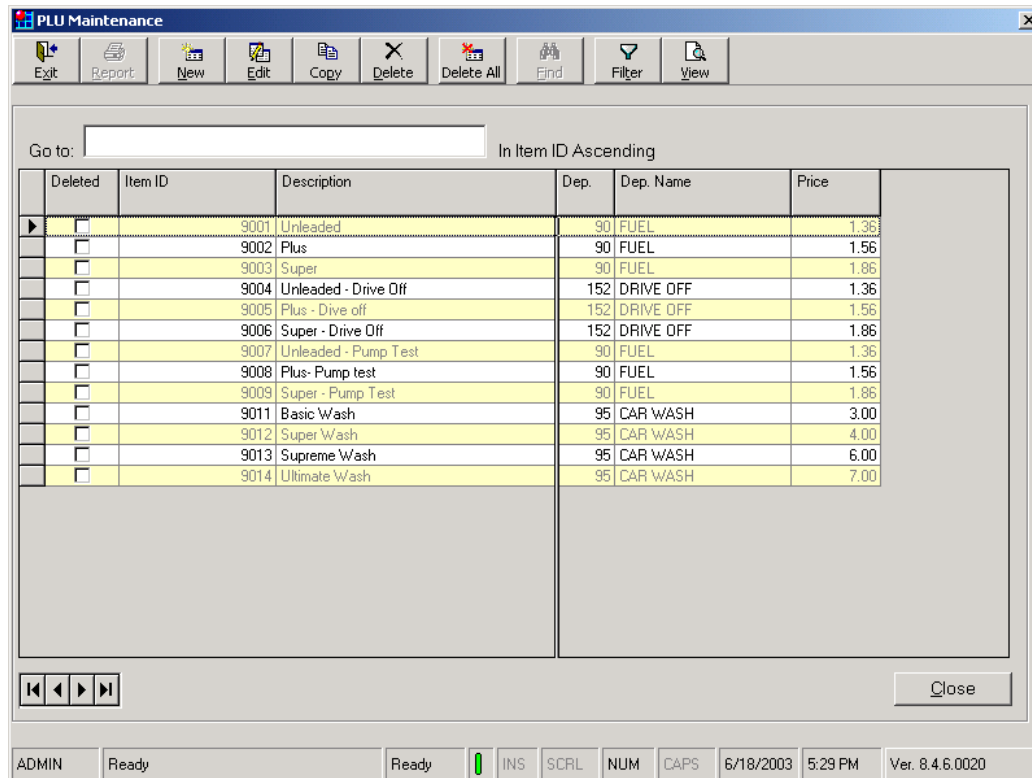
## Car Wash PLU Items

The PLU Maintenance menu option allows you to create PLU items for different types of car washes. To properly track and record car wash sales to the Car Wash department, it is recommended to build and structure the car wash items, as described below:

- Create a PLU item for each type of car wash (e.g., Basic Wash, Supreme, and Ultimate).
- Flag each PLU item as a *Car Wash Item* in the item record.
- Assign PLU items to the Car Wash department.

➤ **To create a car wash PLU item:**

- 1 From the Main menu, select PLU Management, and then PLU Maintenance. Depending on how your system is configured, you may see the basic PLU Item Selector, or a list of filters created previously. These filters are very useful when you want to view or edit existing items. To add a new fuel item, it is not necessary to use the PLU Item Selector or existing filters. Click *Cancel* to bypass these options.



- 2 On the toolbar, select *New*. The PLU Maintenance tabbed dialog box appears.

- 3 Enter the appropriate PLU item number in the *Item Number* field.
- 4 Type in the car wash description in the *Description* field.
- 5 Select Car Wash from the *Department* dropdown list.
- 6 Select the *Car Wash Item* checkbox to designate the item as a car wash item.

**Note:**

When the *Car Wash Item* attribute is set for an item, the price for the item is updated and maintained through the *Car Wash Program* function. Refer to the section, *Car Wash Programs*, page 1-50, for details.

Only items that have the *Car Wash Item* flag set will be available for car wash programs.

- 7 Click *OK* or *Apply* to save.

## Car Wash Programs

This function enables you to create and edit car was programs, establish car wash discounts, link programs to PLU items and maintain car wash prices.

### ➤ To create a new car wash program:

- 1 From the Fuel menu, select Setup and then Car Wash. The Car Wash Maintenance list appears.

**Car Wash Maintenance**

Car Wash Parameters

Car Wash Prompting:  Minimum Gallons For Discount:  Discount Amount:

Go to:  In Program Ascending

Program	Valid	Program Name	Linked Item Name	Price
1	<input type="checkbox"/>	Basic	Basic Wash	5.00
2	<input checked="" type="checkbox"/>	Deluxe	Deluxe Wash	6.00
3	<input checked="" type="checkbox"/>	Premium	Premium Wash	10.00
4	<input checked="" type="checkbox"/>	Ultimate	Ultimate Wash	12.00
5	<input type="checkbox"/>	Program05		7.00
6	<input type="checkbox"/>	Program06		0.00
7	<input type="checkbox"/>	Program07		0.00
8	<input type="checkbox"/>	Program08		0.00
9	<input type="checkbox"/>	Program09		0.00
10	<input type="checkbox"/>	Program10		0.00
11	<input type="checkbox"/>	Program11		0.00
12	<input type="checkbox"/>	Program12		0.00
13	<input type="checkbox"/>	Program13		0.00
14	<input type="checkbox"/>	Program14		0.00
15	<input type="checkbox"/>	Program15		0.00
16	<input type="checkbox"/>	Program16		0.00

The system supports up to 16 car wash programs. The active programs are flagged with a checkmark in the *Valid* checkbox.

- 2 Enter the Car Wash Parameters, as describe in the table below. These system parameters apply to all Car Wash programs.

Fields	Description
--------	-------------

**General Car Wash Properties area:**

Fields	Description
Car Wash Prompting	<p>From the dropdown list, select when to display the Car Wash prompt at the pump, for customers purchasing fuel. Options include:</p> <ul style="list-style-type: none"> <li>▪ <u>No Car Wash</u>: No prompt for Car Wash.</li> <li>▪ <u>Before Fueling</u>: Car Wash prompt displays prior to customer prompt to remove nozzle to dispense fuel.</li> <li>▪ <u>Before/While/After Fueling</u>: Car Wash prompt displays during all stages of fueling, until customer acknowledges the prompt.</li> <li>▪ <u>After Fueling</u>: Car Wash prompt displays after replacing the nozzle, but before printing the receipt.</li> <li>▪ <u>Before or After Fueling</u>: Car Wash prompt displays before and after dispensing fuel.</li> <li>▪ <u>Before or While Fueling</u>: Car Wash prompt displays before and while dispensing fuel.</li> <li>▪ <u>While Fueling</u>: Car Wash prompt displays while dispensing fuel.</li> <li>▪ <u>While and After Fueling</u>: Car Wash prompt displays during and after dispensing fuel.</li> </ul> <p>The “Car Wash Prompting” feature only appears on Pay at Pump fuel transactions. Pay Inside and Pre-Pay customers can purchase a car wash when they are paying for their ticket at the Fuel POS terminal.</p>
Minimum Gallons for Discount	<p>Specify the minimum gallons of fuel dispensed at the pump, for customer to receive car wash discount, when purchasing the car wash at the pump. This applies only to Pay at Pump transactions. Discounts for Pre-Pay and Pay Inside fuel transactions are applied when purchasing the car wash at the Fuel POS terminal.</p>
Discount Amount	<p>Enter the car wash discount amount, per minimum number of fuel gallons purchased by customer at the pump. This discount amount only applies to car washes purchased on Pay at Pump fuel transactions. Discounts for Pre-Pay and Pay Inside fuel transactions are applied when purchasing the car wash at the Fuel POS terminal.</p>

---

**Note:** Once the above data is entered, it is applied to all active Car Wash Programs.

---

- 3 Highlight the required Car Wash Program and click *Edit* or double-click on the on program. The Car Wash Maintenance dialog box appears.

Car Wash Maintenance

Car Wash Parameters

Car Wash Prompting:  Minimum Gallons For Discount:  Discount Amount:

Go to:  In Program Ascending

Program	Program Name	Price
1	Program1	0.00
2	Program2	0.00
3	Program3	0.00
4	Program4	0.00
5	Program5	0.00
6	Program6	0.00
7	Program7	0.00
8	Program8	0.00
9	Program9	0.00
10	Program10	0.00
11	Program11	0.00
12	Program12	0.00
13	Program13	0.00
14	Program14	0.00
15	Program15	0.00
16	Program16	0.00

Program:

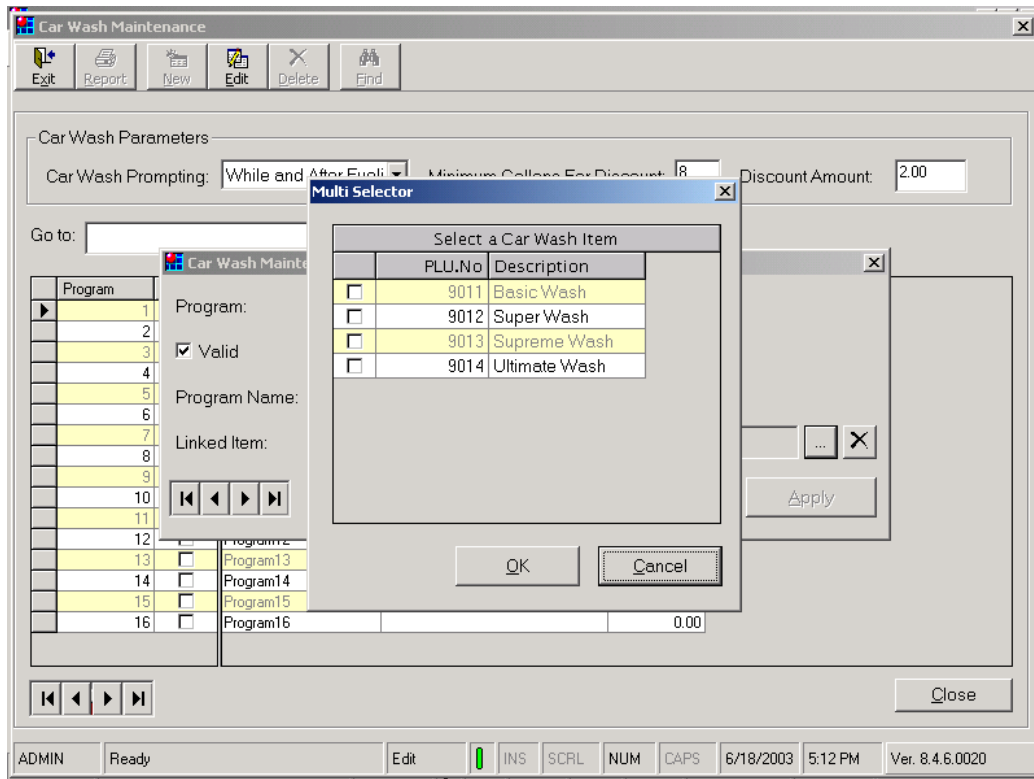
Valid

Program Name:  Price:

Linked Item:

ADMIN Ready Edit INS SCRL NUM CAPS 6/18/2003 5:12 PM Ver. 8.4.6.0020

- 4 Select the *Valid* checkbox to enable the Car Wash program.
- 5 Type in the name of the car wash program (e.g., Basic Wash, Supreme, and Ultimate) in the *Program Name* field.
- 6 Enter the price of the car wash in the *Price* field.
- 7 To link a car wash program to a PLU item, click the *Browser* button  to display a list of available car wash PLU items. Only the PLU items not previously linked will appear on this list.



- 8 Select the appropriate PLU item to link to this program and click **OK** to save.
- 9 Click **OK** to save cash wash parameters and return to the Car Wash Maintenance List.

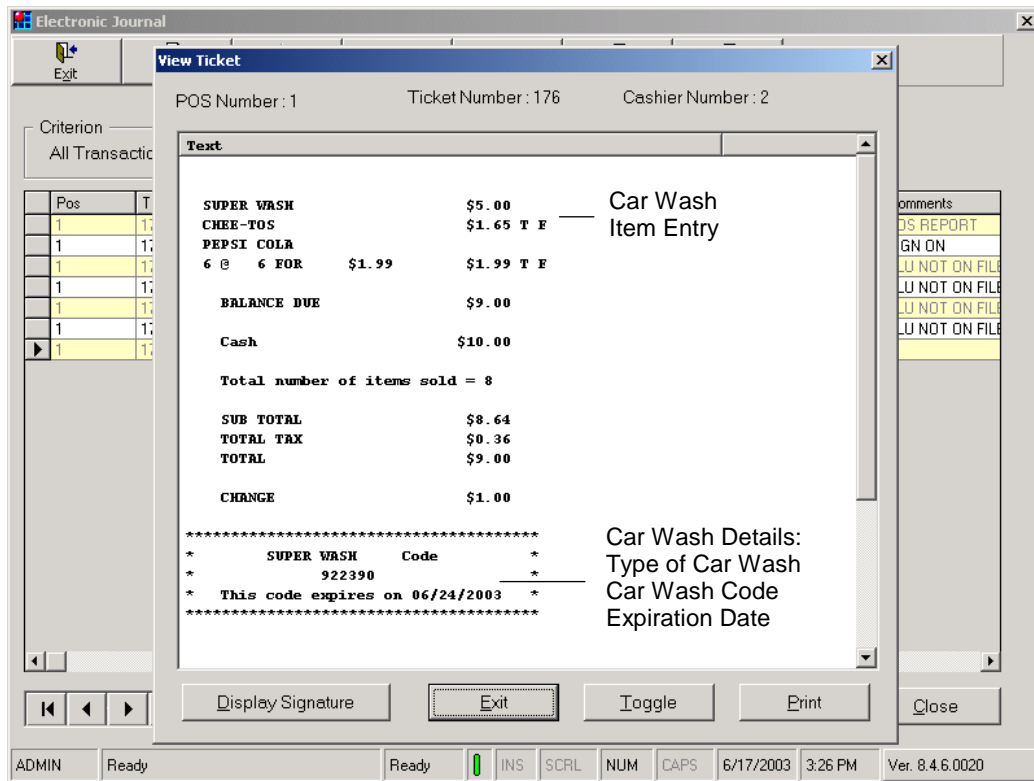
Program	Valid	Program Name	Linked Item Name	Price
1	<input checked="" type="checkbox"/>	Basic	Basic Wash	3.00
2	<input checked="" type="checkbox"/>	Express	Super Wash	4.00
3	<input checked="" type="checkbox"/>	Supreme	Supreme Wash	6.00
4	<input checked="" type="checkbox"/>	Ultimate	Ultimate Wash	7.00
5	<input type="checkbox"/>	Program05		2.00
6	<input type="checkbox"/>	Program06		0.00
7	<input type="checkbox"/>	Program07		0.00
8	<input type="checkbox"/>	Program08		0.00
9	<input type="checkbox"/>	Program09		0.00
10	<input type="checkbox"/>	Program10		0.00
11	<input type="checkbox"/>	Program11		0.00
12	<input type="checkbox"/>	Program12		0.00
13	<input type="checkbox"/>	Program13		0.00
14	<input type="checkbox"/>	Program14		0.00
15	<input type="checkbox"/>	Program15		0.00
16	<input type="checkbox"/>	Program16		0.00

## Electronic Journal

### Purchase Car Wash

The Car Wash feature provides customers with the option to purchase a car wash voucher, either at the pump or at the Fuel POS terminal. The customer selects the type of car wash (e.g., Basic Wash, Supreme, or Ultimate) to purchase, when paying for the ticket. This information is automatically sent from the POS terminal or pump, to the Car Wash Device Controller, which assigns a car wash code and expiration date to the car wash transaction. This information is communicated back to the Fuel POS terminal or pump. The type of car wash, car wash code and expiration date prints on the customer receipt, when the transaction is tendered. The customer receipt, with the car wash access code, is required to activate the car wash.

All Car Wash transactions are logged to Electronic Journal. A typical Car Wash journal entry may look similar to the following:



## Cancel Car Wash

All Cancel Car Wash transactions are performed at the Fuel POS terminal. The cashier enters the car wash code and car wash type, information provided on the original customer receipt. This information is communicated from the POS terminal to the Car Wash Device Controller, which recalls and reverses the original car wash entry. The customer is issued a refund for the price of the car wash. The car wash code number is marked invalid at the Car Wash Device Controller and will no longer be available for future use.

All Cancel Car Wash transactions are logged to the Electronic Journal. A Cancel Car Wash journal entry may look similar to the following:





# 2

## Business Operations

*This chapter describes the business logic applied to select fuel transactions and the impact of these transactions on department sales and the Electronic Journal.*

### *In this chapter:*

- Overview, page 2-3
- Pre-Pay Transactions, page 2-3
- Pre-Pay with Uncollected Change, page 2-7
- Pay Inside, page 2-13
- Pay at Pump, page 2-15
- Pump Test, page 2-17
- Drive Off, page 2-24



## Overview

This chapter describes the business logic applied to the following fuel transactions and the impact of these transactions on department sales and the Electronic Journal:

- Pre-Pay Transactions
- Pre-Pay with Uncollected Change
- Pay at Pump
- Pay Inside (Kiosk) Transactions
- Pump Test
- Drive Off

## Pre-Pay Transactions

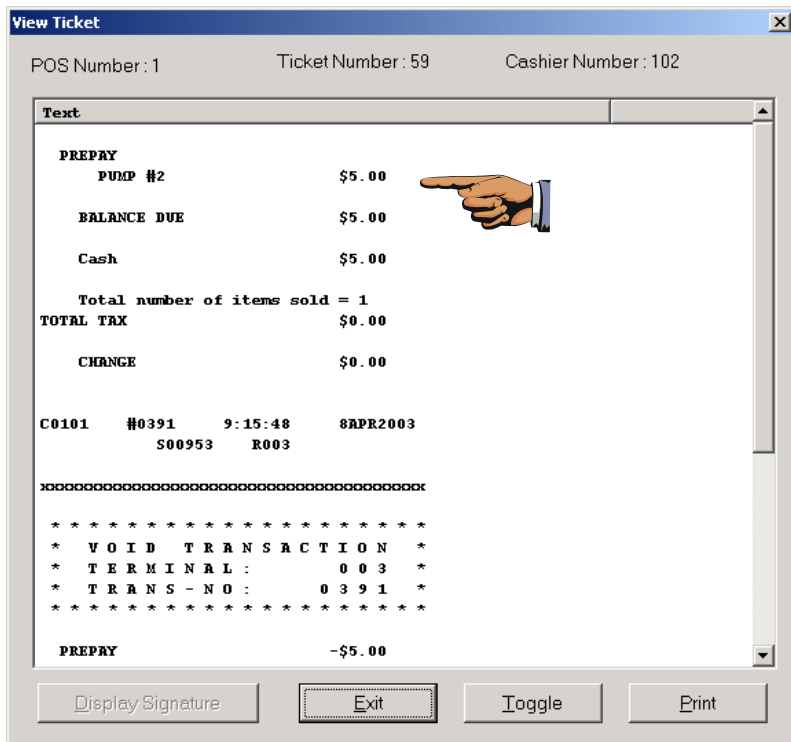
All fuel transactions paid by customers before pumping begins, are called “Pre-Pay”. A Pre-Pay transaction starts inside the store and is initiated at the Fuel POS terminal. The customer pays in advance, for a preset amount of fuel, on a specific pump. Once the payment has been received and authorized by the cashier, the customer can begin dispensing fuel. The prepaid receipt (including summary of any additional items purchased) is printed at the pump at the end of a prepaid transaction. If the customer has fully fueled or paid with cash (and has no change to collect) they can take the receipt at the pump and leave the forecourt.

When a Pre-Pay transaction is initiated, the fuel system is unaware of the grade of fuel that the customer will choose to purchase at the pump. The cashier processes the order by ringing the amount of the fuel to the Pre-Pay fuel department. At this point, a sales entry is logged by the ISS45 server to the Electronic Journal, for the amount of gas purchased to the Pre-Pay fuel department. When the customer completes dispensing fuel, the *Pump Fuel Server* automatically recalls the original Pre-Pay transaction and post voids it. A new ticket is created which replaces the original Pre-Pay department entry with the actual grade of fuel dispensed. Any additional items purchased are also included in the new ticket. The Electronic Journal is updated with the new sales order entry.

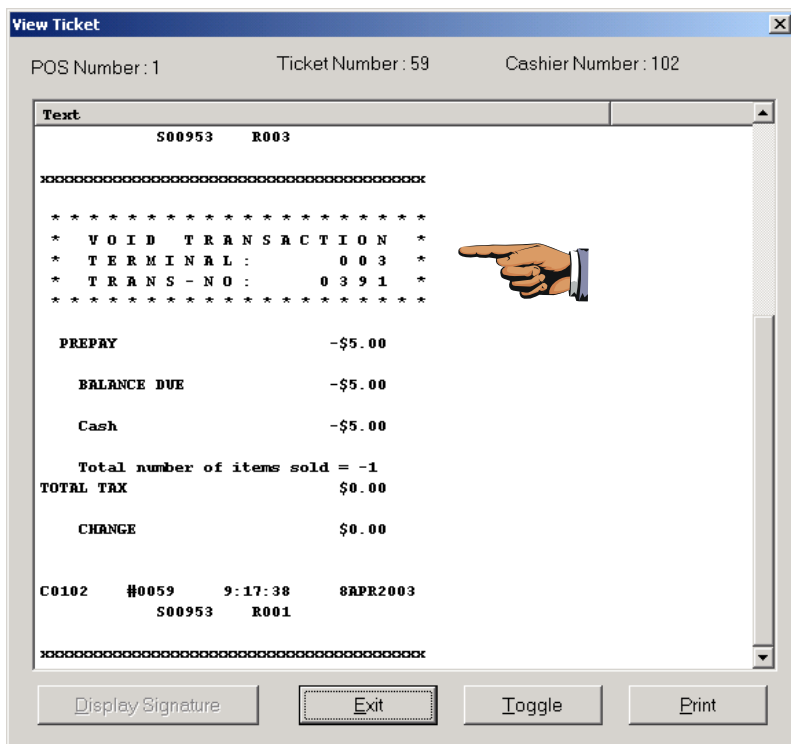
For every Pre-Pay fuel transaction, three entries are logged to the Electronic Journal:

- Original sales entry to Pre-Pay department.
- Post void of original sales transaction.





- 3 The *Pump Server* performs a “Post Void” transaction on the \$ 5.00 sales order.





Pos	Trans	Cashier	Date	Time	Amount	Items	Training	Offline	Comments
3	385	101	04/07/2003	08:58:18	10.39	1			SAVED TRAN
3	385	101	04/07/2003	08:58:48	0.00	0			
3	386	101	04/07/2003	09:02:36	0.00	0			
3	387	101	04/07/2003	09:05:29	13.40	3			
1	56	102	04/07/2003	09:07:17	-5.00	0			
1	353	9998	04/07/2003	09:15:56	2.28	1			
3	388	101	04/07/2003	09:19:45	5.00	1			
1	57	102	04/07/2003	09:22:16	-5.00	-1			POST VOID
1	58	102	04/07/2003	09:22:26	5.00	1			
1	59	102	04/07/2003	09:22:53	0.00	0			ENTER SECUR
3	389	101	04/07/2003	09:21:44	8.19	1			
3	390	101	04/07/2003	09:40:05	0.00	0			ENTER SECUR
1	354	9998	04/07/2003	10:02:26	24.42	2			
3	390	101	04/07/2003	10:51:19	0.00	0			EXIT SECURE
3	390	101	04/07/2003	10:52:25	4.20	1			
3	391	101	04/07/2003	11:12:31	0.00	0			ENTER SECUR
1	59	102	04/08/2003	09:14:18	0.00	0			EXIT SECURE
3	391	101	04/08/2003	09:15:37	0.00	0			EXIT SECURE
3	391	101	04/08/2003	09:15:42	5.00	1			
1	59	102	04/08/2003	09:17:38	-5.00	-1			POST VOID
1	60	102	04/08/2003	09:20:54	5.00	1			

Total: 692.20 77

## Pre-Pay with Uncollected Change

Another type of Pre-Pay transaction occurs when the customer prepays fuel; dispenses a portion of the purchased fuel; but does not return for the change, after a pre-defined period of time (controlled by the *Pump Server*). In this scenario, the uncollected change is automatically logged to the “Uncollected Change” department, for reporting purposes.

The following example shows the impact of a “Pre-Pay with Uncollected Change” transaction on department sales and the tracking of the transaction in the Electronic Journal:

**Example:** *Customer purchases \$10.00 worth of Pre-Pay fuel (in addition, to other items in the order). The customer dispenses \$ 5.73 in fuel and leaves, without returning for change.*

- **Displaying the impact of a “Pre-Pay Fuel with Uncollected Change” transaction on Fuel department sales:**
  - 1 The Fuel department sales prior to the “Pre-Pay Fuel with Uncollected Change” transaction:
    - Fuel Department Sales = \$ 447.61

- Pre-Pay Department Sales = \$ 0.00
- Uncollected Change Department Sales = \$ 0.00

Report Manager

3 of 3+ 100% Total:100 100% 100 of 100

017 LOBBY FOOD	.00	.00	0.00	0.00
026 VIDEO	.00	.00	0.00	0.00
036 1 HR FILM DEVEL.	.00	.00	0.00	0.00
046 NEWSPAPERS	.00	.00	0.00	0.00
047 CIGARETTES	.00	.00	0.00	0.00
048 EXCISE TAX	.00	.00	0.00	0.00
049 DRY CLEANING	.00	.00	0.00	0.00
056 EXPRESS SHIPPING	.00	.00	0.00	0.00
317 1 HR FILM NO TAX	.00	.00	0.00	0.00
<b>Group Total :</b>	<b>.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Group 10017 SALAD BAR TOTALS				
023 SALAD BAR	1.00	1.00	0.13	0.14
024 SOUP	.00	.00	0.00	0.00
<b>Group Total :</b>	<b>1.00</b>	<b>1.00</b>	<b>0.13</b>	<b>0.14</b>
Group 10018 FUEL TOTALS				
090 FUEL	447.61	52	59.38	62.67
150 PUMP TEST	-2.42	-2.42	-0.32	-0.35
151 PREPAY	.00	.00	0.00	0.00
152 DRIVE OFF	-10.39	1.39	-1.38	-1.50
153 Car Wash	73.00	46.00	9.68	6.65
154 Uncollected Chan	.00	.00	0.00	0.00
** - Department does not exist				
Run On: 04/08/2003 at 09:41		By ADMIN		Page 3 Of 5

- 2 Cashier rings up \$10.00 worth of Pre-Pay fuel. Department sales after Pre-Pay transaction, before actual dispensing of fuel:
- Fuel Department Sales = \$ 447.61
  - Pre-Pay Department Sales = \$ 10.00
  - Uncollected Change Department Sales = \$ 0.00

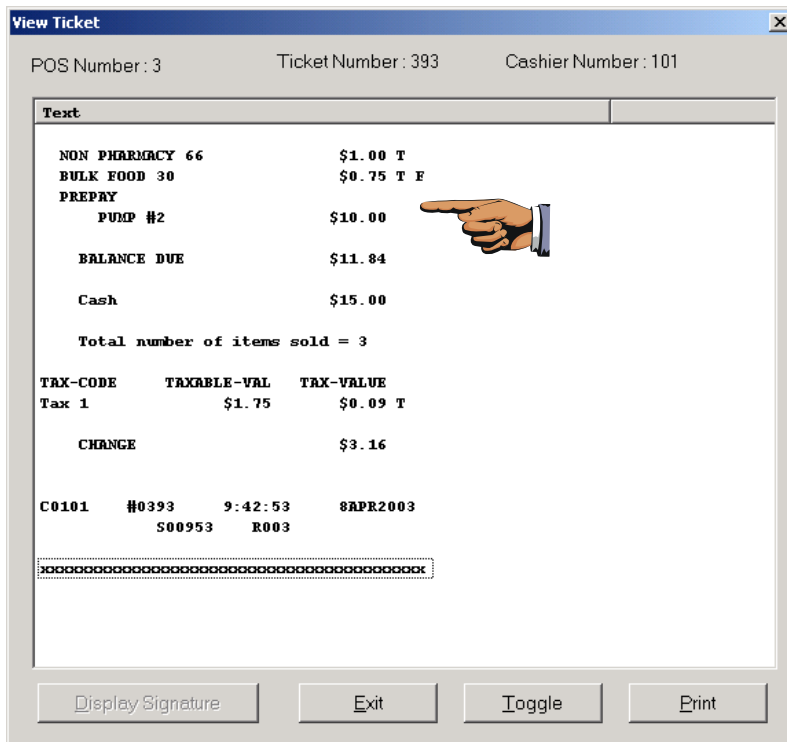
Report Manager				
3 of 3+   100%   Total:100   100%   100 of 100				
017 LOBBY FOOD	.00	.00	0.00	0.00
026 VIDEO	.00	.00	0.00	0.00
036 1 HR FILM DEVEL.	.00	.00	0.00	0.00
046 NEWSPAPERS	.00	.00	0.00	0.00
047 CIGARETTES	.00	.00	0.00	0.00
048 EXCISE TAX	.00	.00	0.00	0.00
049 DRY CLEANING	.00	.00	0.00	0.00
056 EXPRESS SHIPPING	.00	.00	0.00	0.00
317 1 HR FILM NO TAX	.00	.00	0.00	0.00
<b>Group Total :</b>	<b>.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Group 10017 SALAD BAR TOTALS				
023 SALAD BAR	1.00	1.00	0.13	0.14
024 SOUP	.00	.00	0.00	0.00
<b>Group Total :</b>	<b>1.00</b>	<b>1.00</b>	<b>0.13</b>	<b>0.14</b>
Group 10018 FUEL TOTALS				
090 FUEL	447.61	433.52	58.47	61.63
150 PUMP TEST	-2.42	-2.42	-0.32	-0.34
151 PREPAY	10.00		1.31	1.42
152 DRIVE OFF	-10.39		-1.36	-1.48
153 Car Wash	73.00	46.00	9.54	6.54
154 Uncollected Chan	.00	.00	0.00	0.00
**- Department does not exist				
Run On: 04/08/2003 at 09:43 By ADMIN Page 3 Of 5				

- 3 Customer dispenses \$ 5.73 worth of fuel and leaves without collecting \$ 4.27 in change. Department sales after dispensing fuel, without customer returning for change:
- Fuel Department Sales = \$ 453.34 (reflects \$ 5.73 fuel purchase)
  - Pre-Pay Department Sales = \$ 0.00
  - Uncollected Change Department Sales = \$ 4.27

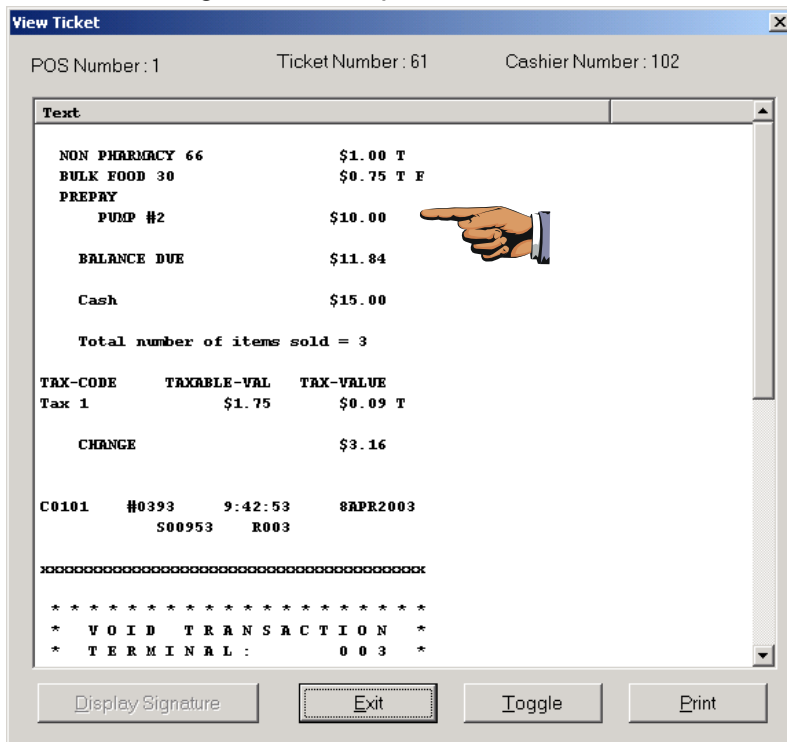
Report Manager					
3 of 3+		100%	Total:100	100%	100 of 100
036	1 HR FILM DEVEL.	.00	.00	0.00	0.00
046	NEWSPAPERS	.00	.00	0.00	0.00
047	CIGARETTES	.00	.00	0.00	0.00
048	EXCISE TAX	.00	.00	0.00	0.00
049	DRY CLEANING	.00	.00	0.00	0.00
056	EXPRESS SHIPPING	.00	.00	0.00	0.00
317	1 HR FILM NO TAX	.00	.00	0.00	0.00
Group Total :		.00	0.00	0.00	0.00
Group 10017 SALAD BAR TOTALS					
023	SALAD BAR	1.00	1.00	0.13	0.14
024	SOUP	.00	.00	0.00	0.00
Group Total :		1.00	1.00	0.13	0.14
Group 10018 FUEL TOTALS					
090	FUEL	453.34	430.25	59.22	62.44
150	PUMP TEST	-2.42	1.42	-0.32	-0.34
151	PREPAY	.00	.00	0.00	0.00
152	DRIVE OFF	-10.39	10.39	-1.36	-1.48
153	Car Wash	73.00	46.00	9.54	6.54
154	Uncollected Chan	4.27	1.27	0.56	0.61
**- Department does not exist					
Run On: 04/08/2003 at 09:47		By: ADMIN		Page 3	Of 5

➤ **Logging the “Pre-Pay Fuel with Uncollected Change” transaction in the Electronic Journal:**

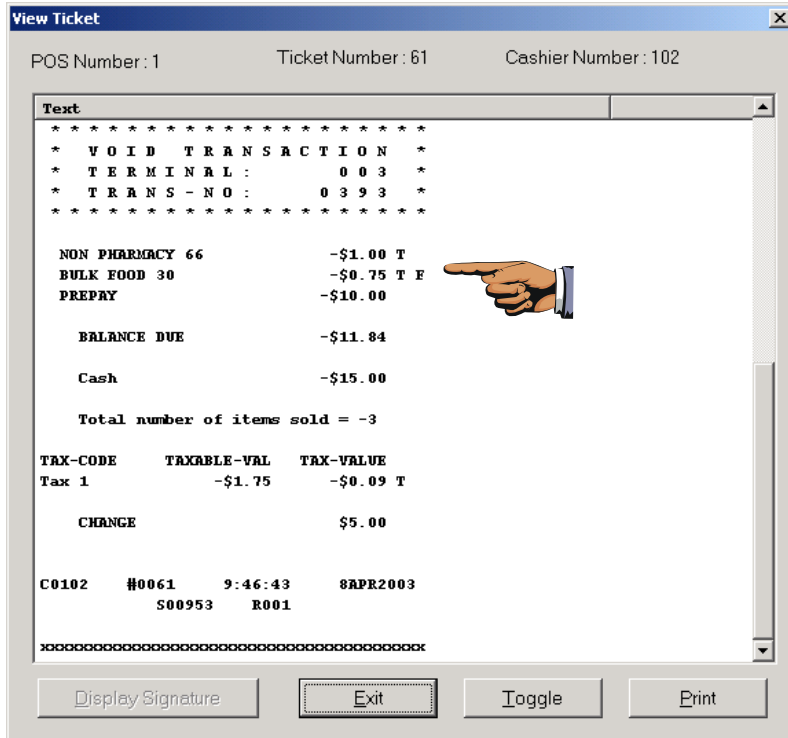
- 1 Using the previous example, the Cashier rings up \$ 10.00 worth of fuel to the Pre-Pay fuel department. The Electronic Journal reflects the \$ 10.00 sales entry in the Pre-Pay department.



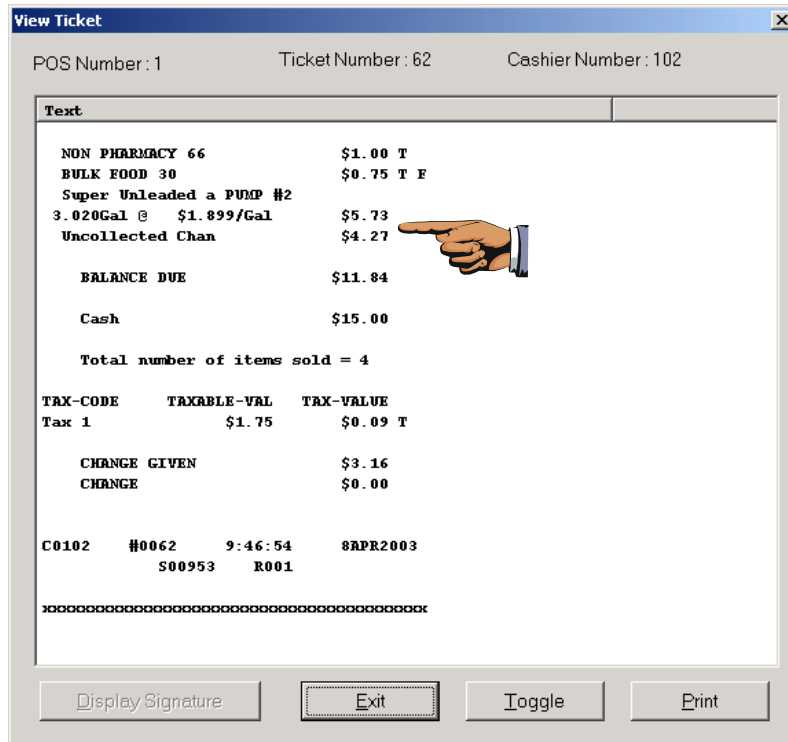
- The customer dispenses \$ 5.73 worth of fuel and leaves, without collecting \$ 4.27 in change. The *Pump Server* recalls the sales transaction.



- 3 The *Pump Server* performs a “Post Void” transaction on the sales order. All items, including the Pre-Pay fuel, are voided out of the order.



- 4 The *Pump Server* creates a new sales order, logging \$ 5.75 in “Super Unleaded” fuel sales and \$ 4.27 in Uncollected Change.



## Pay Inside

Pay Inside transactions allow the customer to first dispense the fuel at the pump and then pay for the transaction inside the store or at a kiosk. The transaction is initiated when the customer lifts the nozzle and presses a “Pay Inside” key on the fuel pump. Depending upon system configuration, the cashier may be required to approve the dispensing from the Fuel POS terminal, inside the store. In addition, the cashier may have the ability to authorize the pump for a preset dollar amount or number of gallons, prior to the customer dispensing.

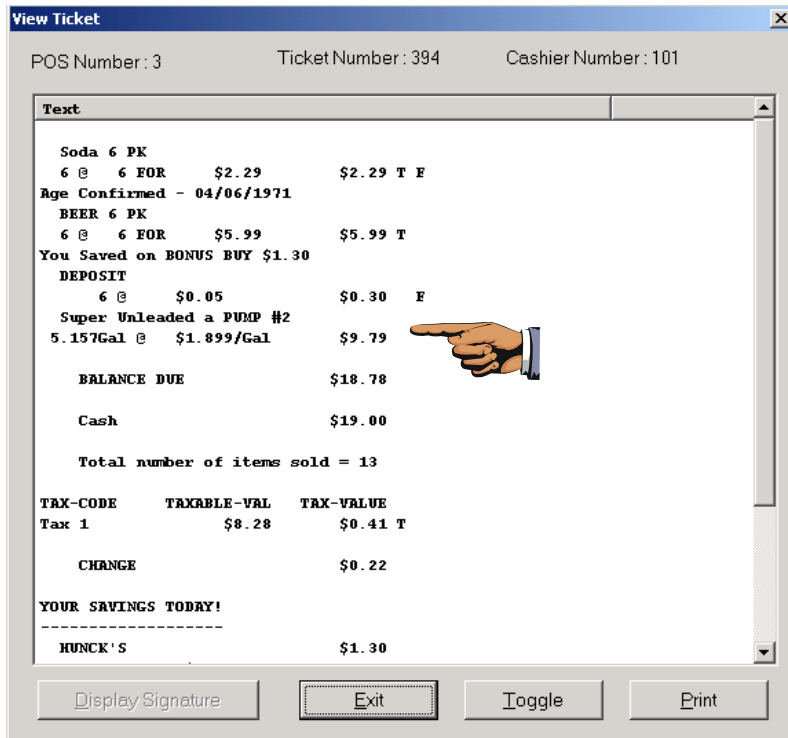
After the customer has completed dispensing the fuel, the cashier receives an indicator on the POS terminal, signaling a finished transaction, waiting to be paid. The cashier retrieves the fuel transaction when the customer is ready to pay. Customers may purchase additional items on a Pay Inside transaction and pay with any available tender media accepted in the store.

The following example displays a Pay Inside transaction in the Electronic Journal.

**Example:** *The customer purchases \$ 9.79 worth of fuel, in addition to other items in the sales order.*

➤ **Logging a “Pay Inside” transaction in the Electronic Journal:**

- 1 The customer purchases \$ 9.79 worth of fuel at the pump. In addition, the customer purchases some beverages while in the store. When the customer is ready to pay, the cashier rings up the beverages and retrieves the pending fuel transaction. The cashier tenders the order and it is logged to the Electronic Journal. The Electronic Journal displays the items purchased, as follows:



- 2 The tendering of the Pay Inside transaction is displayed below:

View Ticket

POS Number : 3      Ticket Number : 394      Cashier Number : 101

Text

Super Unleaded a PUMP #2  
5.157Gal @ \$1.899/Gal      \$9.79

BALANCE DUE      \$18.78

Cash      \$19.00

Total number of items sold = 13

TRX-CODE      TAXABLE-VAL      TAX-VALUE  
Tax 1      \$8.28      \$0.41 T

CHANGE      \$0.22

YOUR SAVINGS TODAY!  
-----  
HUNCK'S      \$1.30  
                 \$ 1 . 3 0  
                 O N B O N U S B U Y  
\*\*\*\*\*

C0101      #0394      10:04:41      8RPR2003  
                 S00953      R003

Display Signature      Exit      Toggle      Print

## Pay at Pump

Pay at Pump (PAP) transactions are performed by the customer, unattended (without the assistance of a cashier), at the fuel pump. The customer pays for the fuel with a debit or credit card. The customer initiates the transaction by inserting his or her card in the pump's card reader. The transaction is sent to the *Pump Server*, for transmission to the payment provider, for authorization. Once authorization has been approved, the customer can dispense fuel.

Although Pay at Pump transactions are performed "unattended", without the assistance of a cashier, the sales are tracked and recorded to a default cashier. The system default is Cashier 9998. If necessary, authorized personnel can change the default cashier number.

### Note:

To reduce fraud on credit card transactions, ISS45 supports prompting for the customer's billing address Zip Code as a security measure for pay-at-pump transactions using Retailix Global Payments.

In Pay at Pump transactions, the *Pump Server* is the POS terminal. The *Pump Server* number will log as the POS number, in Electronic Journal

entries. The *Pump Server's* number is controlled by a fuel system parameter and can be changed by authorized personnel.

The following example displays a Pay at Pump transaction in the Electronic Journal.

**Example:** *The customer purchases \$ 14.98 worth of fuel with a credit card, at the pump.*

➤ **Logging a “Pay at Pump” transaction in the Electronic Journal:**

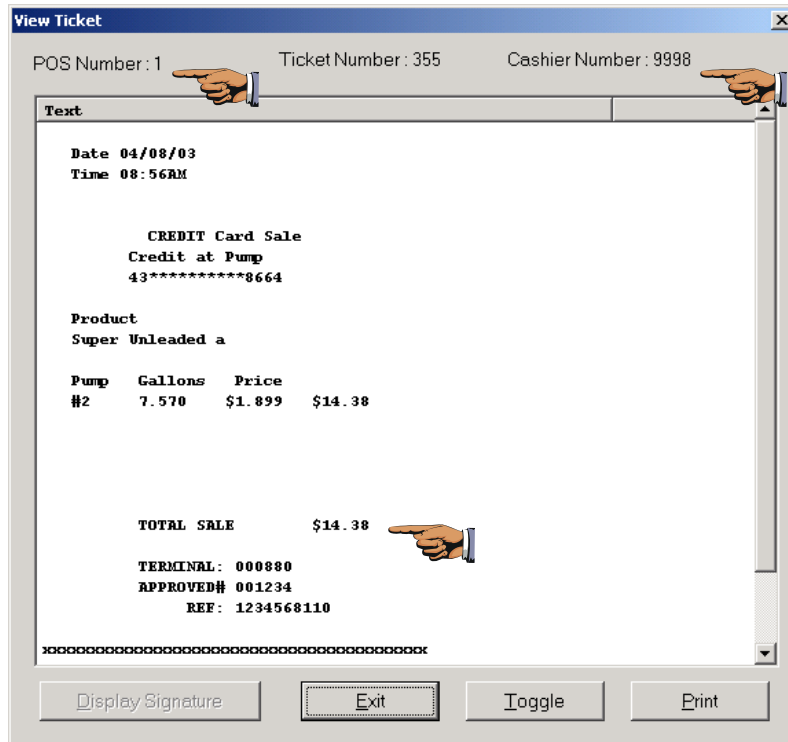
- 1 The customer purchases \$ 14.98 worth of fuel with a credit card. Upon completion of the transaction, the order is logged to the Electronic Journal (Transaction 355), as displayed below:

Pos	Trans	Cashier	Date	Time	Amount	Items	Training	Offline	Comments
1	59	102	04/07/2003	09:22:53	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECUR
3	389	101	04/07/2003	09:21:44	8.19	1	<input type="checkbox"/>	<input type="checkbox"/>	
3	390	101	04/07/2003	09:40:05	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECUR
1	354	9998	04/07/2003	10:02:26	24.42	2	<input type="checkbox"/>	<input type="checkbox"/>	
3	390	101	04/07/2003	10:51:19	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
3	390	101	04/07/2003	10:52:25	4.20	1	<input type="checkbox"/>	<input type="checkbox"/>	
3	391	101	04/07/2003	11:12:31	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECUR
1	59	102	04/08/2003	09:14:18	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
3	391	101	04/08/2003	09:15:37	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
3	391	101	04/08/2003	09:15:42	5.00	1	<input type="checkbox"/>	<input type="checkbox"/>	
1	59	102	04/08/2003	09:17:38	-5.00	-1	<input type="checkbox"/>	<input type="checkbox"/>	POST VOID
1	60	102	04/08/2003	09:20:54	5.00	1	<input type="checkbox"/>	<input type="checkbox"/>	
1	61	102	04/08/2003	09:29:13	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECUR
3	392	101	04/08/2003	09:30:52	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECUR
3	392	101	04/08/2003	09:33:06	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
3	392	101	04/08/2003	09:40:18	10.00	10	<input type="checkbox"/>	<input type="checkbox"/>	
3	393	101	04/08/2003	09:42:29	11.84	3	<input type="checkbox"/>	<input type="checkbox"/>	
1	61	102	04/08/2003	09:45:12	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
1	61	102	04/08/2003	09:46:43	-11.84	-3	<input type="checkbox"/>	<input type="checkbox"/>	POST VOID
1	62	102	04/08/2003	09:46:53	11.84	4	<input type="checkbox"/>	<input type="checkbox"/>	
1	355	9998	04/08/2003	09:57:16	14.38	1	<input type="checkbox"/>	<input type="checkbox"/>	

Total: 728.42 92

- 2 When expanding Pay at Pump transaction in the Electronic Journal, it displays the following:

- POS Number = Pump Fuel Server 1
- Cashier Number = Default Cashier 9998
- Credit Card Transaction = \$ 14.38



## Fuel Promotions

ISS45 supports the redemption of grocery-generated promotional coupons on fuel purchases. This feature provides the store with an advanced marketing mechanism to cross promote grocery and fuel purchases.

When a promotion generates the fuel coupon, a unique 13-digit barcode prints using the following format:

**0000xx#####**

- 0000**      4 leading zeros
- xx**      Parameter-driven 2-digits used to define the coupon (see below)
- #####**      ISS45 randomly-generated 7-digit number

### Note:

The leading zeros do not need to be entered by the customer when entering the coupon number in at the pump.

The coupon will be valid for a specified length of time. The customer redeems the coupon by scanning or entering the coupon at the pump

The following general restrictions apply to use this feature:

- A single MFS (server) must control both the store and fuel locations
- The site must use MicroTrax LinkSRV
- Coupons cannot be redeemed on pre-pay and pay-inside fuel transactions
- Only one discount type (loyalty, tender or coupon) can be applied to a single fuel transaction
- Only one coupon can be redeemed at the pump within a single fuel transaction
- If a coupon is generated by the POS in Offline Mode, the coupon cannot be redeemed at the pump until after the POS goes back online. Likewise, if a coupon cannot be redeemed on a fuel center POS in Offline Mode.

The following promotion restrictions apply to use this feature:

- Enhanced Promotions must use Group Types of “Weighted/Decimal” or “Order Value” and Reward Types of “Amount Off per Pound” or “Amount Off Order”
- No minimum purchase requirements can be used in the promotion
- Enhanced Promotions (setup as ‘Amount Off Order’) must be linked to a Credit Program that will be used to sum the earned linked promotions, print the summed rewards on the receipt, and send the reward total to the coupon table on the server (MFS).

**Note:**

The General System Parameter “Fuel Coupon Barcode Prefix” (located in the Store \ POST \ Monetary \ Coupons \ Printing folder) sets digits two and three of the system generated fuel barcode.

## Gas Reward Credit Programs

The Credit Program Type of “Gas Reward” is supported for Fuel Promotions. The Credit Program Type field is located on the Credit Program Promotion Screen’s General Tab.

## Template Promotion Number

The template name used to print the promotion coupon must contain the promotion number. For example, template FP\_XXXXX where XXXXX is the promotion number setup for the Fuel promotion to be awarded.

## Template Variables

For coupon expiration purposes, the variable **DATE\_000** can be added to the promotion template where 000 is the number of days to add to the current system date to print on the receipt.

The variable **#FP\_000000000** (where 000000000 is the promotion number) can be used to print the promotion number on the receipt. (A number less than the maximum 9 digits can be used if the promotion ID number is not 9 digits).

## Setup Steps

Use the following steps to implement a produce a grocery-generated promotional coupon for fuel purchases (based on grocery order value).

- 1 Set the new Fuel Coupon Barcode Prefix parameter.

- 2 Create a print template for printing the coupon voucher. Add the print variable #FP\_XXX (where XXX is the promotion number in step 4).
- 3 Create a Credit Program that will be used to sum all “amount off fuel purchase” promotion amounts with a Gas Reward Credit Program Type. Check the “Print Voucher” checkbox (Printing Settings Tab) and set the template name field to match the template created in step 2.
- 4 Create an Enhanced Promotion XXX (where XXX is the promotion number from step 2) that will be used for redemption purposes at the pump. The promotion should carry the following attributes:
  - Delayed Promotion = True
  - Use the Set Attachment button to add the fuel grades eligible for redemption
  - Group Type = Order Value
  - Reward Type = Amount Off Order
  - Reward Amount = \$0.00
- 5 Create an Enhanced Promotion that will be used for issuing the promotion. The promotion should carry the following attributes:
  - Credit Program = Credit Program in Step 3
  - Use the Set Attachment button to add the item(s) that must be purchased to issue the reward
  - Group Type = Order Value
  - Reward Type = Amount Off Order
  - Reward Amount = Promotion reward amount for fuel
- 6 Repeat step 5 for each additional Enhanced Promotion to link to the Credit Program (for multiple reward purposes).

## Fuel Coupon Barcode Example

Below is a sample receipt and the implemented template variables:



**Note:**

Promotion coupons can also be printed without barcodes. The cashier must key-enter the code printed on the coupon to redeem the coupon.

## Fuel Vouchers

ISS45 allows “cents off per gallon” fuel vouchers to be entered into a ticket for:

- “Pay Inside” transactions.
- “Pre Pay” transactions when a voucher is accepted before pumping.
- “Pre Pay” transactions when a voucher is accepted after pumping.

The following rules apply for entering Fuel Vouchers:

- Fuel Vouchers can only be entered when the POS is online with the MFS.
- When the “Enter Fuel Voucher” (Keyboard Function 1439) is executed, a fuel item or fuel department must exist in the transaction.
- Valid Fuel Vouchers must exist in the fuel voucher database, be unexpired and cannot have been previously redeemed.
- Only one Fuel Voucher is allowed in a ticket.

**Note:**

To support scanning a fuel voucher barcode or key-entering a voucher number, the ISS45 Keyboard Function 1439 “Enter Fuel Voucher” button must be available for selection at the POS. The POS supports the “Enter Fuel Voucher” Keyboard Function in Sale Mode State (10), Prepay Purchase State (27) and the Recall Prepay State (28).

## Pump Test

A pump test is fuel function performed by the cashier to track and report the amount of fuel dispensed by a technician, when testing pumps for compliance with Weights and Measures. The pump test is similar to a Pay Inside transaction; where the fuel is first dispensed and then, the transaction is completed at the POS terminal. The cashier uses the “pump test” function key to recall the amount and grade of the fuel dispensed by the technician. A receipt is generated with a signature line for the technician to sign. Pump test totals are logged to the Pump Test department for reporting purposes and do not affect item counts or sales totals.

The following example displays a Pump Test transaction in the Electronic Journal.

**Example:** *Cashier performs a Pump Test transaction for fuel; dispensed by a technician at Pump 2.*

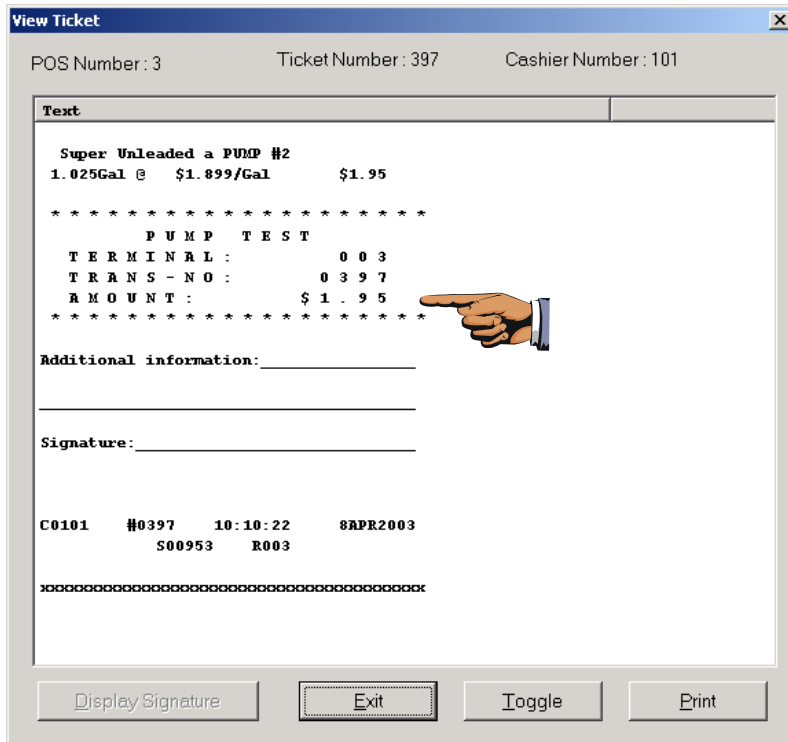
➤ **Logging a Pump Test in the Electronic Journal:**

- 1 Cashier completes a Pump Test. The transaction logs to the Electronic Journal (Transaction 397, on list below). Item count and the sales amount are zero.

The screenshot shows the 'Electronic Journal' application window. At the top, there is a toolbar with icons for Exit, Zoom, Set Sort, Search By, Last, Print By Ticket, and Print List. Below the toolbar, there are two input fields: 'Criterion' set to 'All Transactions' and 'Transaction File' set to 'C:\PCMASTER\QDX\TRANSACTION.QDX'. The main area contains a table with the following columns: Trans, Cashier, Date, Time, Amount, Items, Training, Offline, and Comments. Transaction 397 is highlighted in blue, and a hand icon points to it. Below the table, there are navigation buttons (back, forward, etc.), a 'Total' field showing '786.24 110', and a 'Close' button. At the bottom, there is a status bar with fields for ADMIN, Ready, Ready, a green bar, INS, SCRL, NUM, CAPS, 4/8/2003, 10:12 AM, and Ver. 8.4.6.0011.

Trans	Cashier	Date	Time	Amount	Items	Training	Offline	Comments
391	101	04/08/2003	09:15:42	5.00	1	<input type="checkbox"/>	<input type="checkbox"/>	
59	102	04/08/2003	09:17:38	-5.00	-1	<input type="checkbox"/>	<input type="checkbox"/>	POST VOID
60	102	04/08/2003	09:20:54	5.00	1	<input type="checkbox"/>	<input type="checkbox"/>	
61	102	04/08/2003	09:29:13	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECURE
392	101	04/08/2003	09:30:52	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECURE
392	101	04/08/2003	09:33:06	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
392	101	04/08/2003	09:40:18	10.00	10	<input type="checkbox"/>	<input type="checkbox"/>	
393	101	04/08/2003	09:42:29	11.84	3	<input type="checkbox"/>	<input type="checkbox"/>	
61	102	04/08/2003	09:45:12	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
61	102	04/08/2003	09:46:43	-11.84	-3	<input type="checkbox"/>	<input type="checkbox"/>	POST VOID
62	102	04/08/2003	09:46:53	11.84	4	<input type="checkbox"/>	<input type="checkbox"/>	
355	9998	04/08/2003	09:57:16	14.38	1	<input type="checkbox"/>	<input type="checkbox"/>	
394	101	04/08/2003	09:57:57	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECURE
63	102	04/08/2003	10:00:03	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	ENTER SECURE
394	101	04/08/2003	10:02:02	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SECURE
394	101	04/08/2003	10:03:39	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	AGE ID CHECK
394	101	04/08/2003	10:03:03	18.78	13	<input type="checkbox"/>	<input type="checkbox"/>	
395	101	04/08/2003	10:06:24	8.15	2	<input type="checkbox"/>	<input type="checkbox"/>	
396	101	04/08/2003	10:07:00	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	PLU NOT ON FILE
396	101	04/08/2003	10:07:03	30.89	3	<input type="checkbox"/>	<input type="checkbox"/>	
397	101	04/08/2003	10:10:17	0.00	0	<input type="checkbox"/>	<input type="checkbox"/>	

- When expanding the Pump Test transaction in the Electronic Journal, it displays the following:



The Pump Test total of \$ 1.95 will be logged to the Pump Test department totals for tracking purposes and will not impact regular store sales and item count.

**Note:** Regular items cannot be process in a Pump Test transaction. They must be processed in a separate sales order.

## Drive Off

A drive off situation occurs when a Pay Inside customer does not return to the Fuel POS terminal to pay for their fuel. A drive off situation may occur under the following conditions:

- Customer has finished dispensing fuel, replaced the nozzle, but has not yet paid within the specified time (controlled by a *Pump Server* parameter).
- Customer has finished dispensing fuel but did not replace the nozzle within the pre-defined period of time.

When a drive off situation occurs, the cashier must be able to complete the transaction for properly reporting sales totals.

Depending upon the system configuration, the cashier may be prompted to respond and enter details to any combination of the following drive off alerts:

- Car License Plate

- Make of Car
- Model of the Car
- Color of the Car

Upon completion of the transaction, the *Pump Server* records the order total to the Drive Off department. A receipt is printed that include space for additional details and cashier signature. The order is saved, for later recall, if customer should return to pay for the fuel. The transaction is also stored in the Electronic Journal.

The following example displays a Drive Off transaction in the Electronic Journal.

**Example:** *A Pay Inside customer dispenses \$ 5.51 in fuel at the pump transaction and does not return to pay for fuel at the Fuel POS terminal.*

➤ **Logging a “Drive Off” transaction in the Electronic Journal:**

- 1 The Pay Inside customer dispenses \$ 5.51 in fuel and leaves, without paying for the fuel. The cashier recalls the transaction from the pump and is prompted for “drive off” car information. Car details are provided and the transaction is completed. The Drive Off transaction in the Electronic Journal displays the following details:
  - Drive Off Amount = \$ 5.51 (recorded to Drive Off department)
  - License Plate = XYZ123
  - Make = Ford
  - Mode = Pickup
  - Color = Black
  - Additional Information = Available for additional customer details
  - Signature = Available for cashier signature

**Electronic Journal**

**View Ticket**

POS Number : 1      Ticket Number : 168      Cashier Number : 2

**Text**

Super                      PUMP #1  
 2.964Gal @ \$1.859/Gal      \$5.51

\*\*\*\*\*

                                 D R I V E   O F F

T E R M I N A L :                      0 0 1

T R A N S - N O :                      0 1 6 8

A M O U N T :                              \$ 5 . 5 1

L I C E N S E   P L A T E :                      X Y 2 1 2 3

M A K E :                                      F O R D

M O D E L :                                      P I C K U P

C O L O R :                                      B L A C K

\*\*\*\*\*

Additional information: \_\_\_\_\_

Signature: \_\_\_\_\_

C0002    #0168    10:15:54    13JUN2003  
 S04440    R001

Comments

SAVED TRANSACTIONS

SAVED TRANSACTIONS

Display Signature    Exit    Toggle    Print    Close

ADMIN    Ready    Ready    INS    SCRL    NUM    CAPS    6/13/2003    10:16 AM    Ver. 8.4.6.0020

# 3

## Reports

*The Fuel Front Office application offers a variety of fuel reports, in addition to the standard store reports. This chapter describes the new fuel reports and provides examples of each report.*

### *In this chapter:*

- Overview, page 3-3
- Fuel Transaction Activity Report, page 3-7
- Fuel Pump Reading Report by Volume, page 3-10
- Grade Price Change Report, page 3-12
- Fuel Tank Monitoring Report, page 3-13
- Fuel Pump Reading Report by Value, page 3-14
- Fuel Post Decline Transactions Report, page 3-16
- Fuel Pap Logging Reports, page 3-17
- Fuel Loyalty Discount Report, page 3-19
- Standard Front Office Reports, page 3-20



## Overview

Fuel reports are created during the Front Office End of Day process. The End of Day procedure collects all the fuel data that has been accumulated during the day and stores the information in a database. Depending how your system is configured, this information can be printed during the End of Day process or accessed later, through End of Day History Reports.

## Fuel End of Day Report Setup

The setup procedure described below enables you to define which fuel reports will be generated during the End of Day process. The reports that are generated can be set up to automatically print during the End of Day process and/or to be retrieved at a later time from the Reports menu.

### Note:

The General System Parameter “Run Automatic EOD Immediately if Windows Logged Off” (located in the Store \ Front Office \ End of Day \ General folder) controls whether the End-of-Day process starts immediately without a user logged in.

- **To define parameters for Fuel End of Day reports:**
- 1 From the System Administration menu, select Front Office Parameters, and then End of Day Reports Parameters. The End of Day Reports Parameters dialog box is displayed.

End Of Day Reports Parameters

Category: (All)

Go to: In Report Name

Reports List

Report Name	Generate at EOD	Add to print history	Print during EOD
Fuel Pap Logging Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Post Decline Transactions Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Pump Reading Report By Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fuel Pump Reading Report By Volume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fuel Tank Monitoring Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Transaction Activity Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Price Change Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hourly Productivity for 1 hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hourly Productivity for 15 minute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Marked for Deletion Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Itemized Check Report by Cashier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Itemized Check Report by POS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Generate    Mark Add    Clear Print

Close

- 2 Select the *Fuel* category from the *Category* dropdown list. The *Report Name* field in the *Reports List* area displays the list of all available fuel reports.

Category: Fuel

Go to:  In Report Name

Report Name	Generate at EOD	Add to print history	Print during EOD	Print
Fuel Transaction Activity Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fuel Pump Reading Report By Volume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grade Price Change Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fuel Tank Monitoring Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Pump Reading Report By Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fuel Post Decline Transactions Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Pap Logging Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Loyalty Discount Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Clear Generate    Mark Add    Clear Print

Close

- 3 Type in the first few letters of the report name in the *Go to* field to select a specific report, or scroll down the *Report Name* list in order to select the required report.
- 4 For each fuel report, select or clear the checkboxes, described below, to determine how they will be included in the EOD process. If *Generate at EOD* is not selected, the report will not be generated.

**Note:**

*Add to Print History* and *Print during EOD* parameters can only be selected if *Generate at EOD* has first been selected.

Parameter	Description
Generate at EOD	The report will be automatically generated as part of the EOD process.
Add to print history	The report will automatically be added to the print history archive.
Print during EOD	The report will be automatically printed as part of the EOD process.

Parameter	Description
Print copies during EOD	Enter the number of copies of the report to print during EOD.
User order number	Specify the sequence in which the reports will be printed during the EOD.

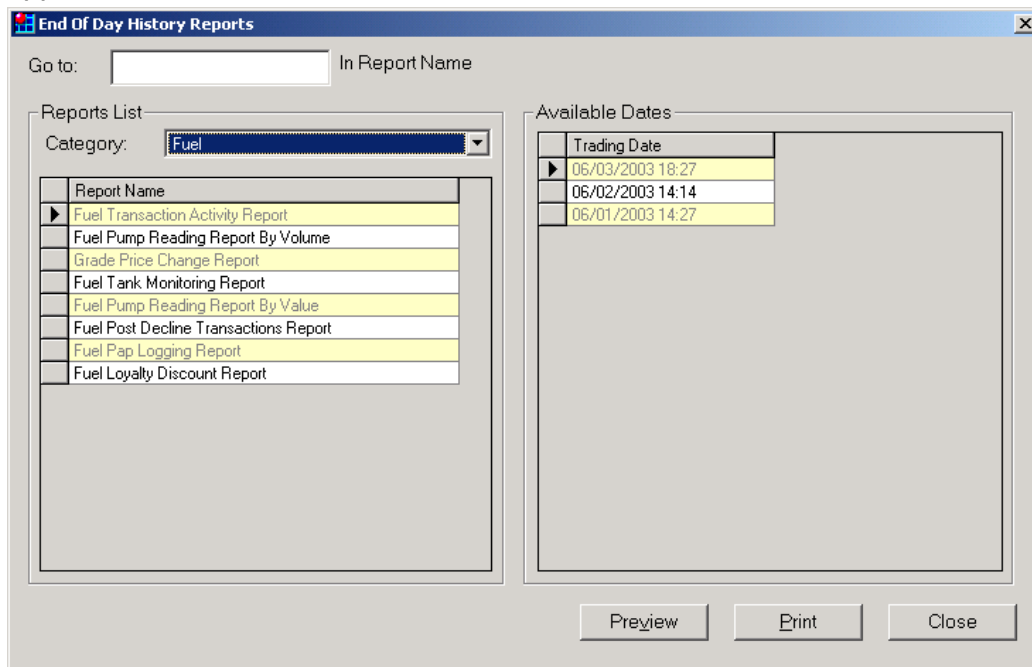
- 5 Click *Close* to save and exit the dialog box.

## Fuel End of Day History Reports

This section describes how to view and print selected Fuel reports generated during the End of Day process.

### ➤ To access Fuel End of Day History Reports:

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of the Fuel Reports appears.



- 3 Select the report you want to view and print by double-clicking on the appropriate report.

- 4 From the Available Dates list, choose the appropriate trading date on which the EOD was run.
- 5 Click *Preview* to display the fuel report.
- 6 Click *Print* to print the fuel report.

## Fuel Transaction Activity Report

The Fuel Transaction Activity Report consolidates Pay at Pump credit and debit transactions and reports any discrepancies between the number and value of fuel transactions processed by the payment switch and the number of transactions processed by the *Pump Server*.

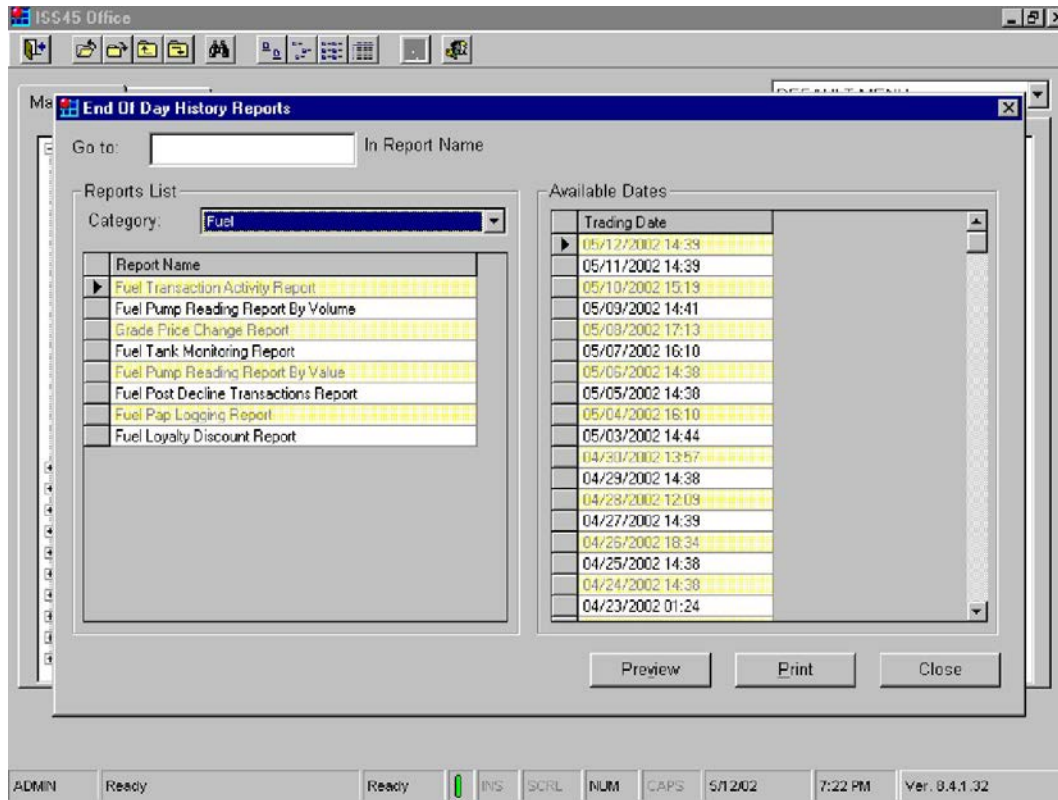
---

**Note:** Currently, PayPoint is the only payment switch supported.

---

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of the Fuel Reports appears.



- 3 Double-click on the *Fuel Transaction Activity Report*.
- 4 Select the desired date, from the *Available Dates* list.

- 5 Click *Preview*. The Fuel Transaction Activity Report is displayed.

**Fuel Transaction Activity Report**

For 04/07/2003

	Host Transactions		POS Transactions		Variance	
	Count	Purchase Amount	Count	Purchase Amount	Count	Purchase Amount
<b>Debit Cards</b>	6	\$85.94	6	\$85.94	0	\$0.00
<b>Credit Cards</b>	92	\$1,728.75	92	\$1,728.75	0	\$0.00
<b>Total</b>	98	\$1,814.69	98	\$1,814.69	0	\$0.00

Value	
Credit at Pump	\$1,728.75
Debit at Pump	\$85.94
<b>Grand Total</b>	<b>\$1,814.69</b>

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

■ **Host Transactions:**

- **Count:** The number of Pay at Pump fuel sales transactions, by tender type (e.g., debit, credit), processed at the payment switch.
- **Purchased Amount:** The value of Pay at Pump fuel transactions, by tender type, calculated by the payment switch.

■ **POS Transactions:**

- **Count:** The number of Pay at Pump fuel sales transactions, by tender type (e.g., debit, credit), processed by the *Pump Server*.

- Purchased Amount: The value of Pay at Pump fuel transactions, by tender type, calculated by the *Pump Server*.
- **Variance:**
  - Count: The difference between the number of Pay at Pump transactions processed by the payment switch and the number of transactions processed by the *Pump Server*.
  - Purchased Amount: The difference between the value of sales recorded by the payment switch and value of sales recorded by the *Pump Server*.

## Fuel Pump Reading Report by Volume

The Fuel Pump Reading Report by Volume displays the daily opening and closing meter readings for each pump. This report compares the number of gallons of fuel dispensed by the pumps to the volume recorded by the *Pump Server*. Any discrepancies in the totals are displayed in the report.

### ➤ To access this report:

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Fuel Tank Reading Report by Volume*.
- 4 Select the desired date, from the *Available Dates* list.
- 5 Click *Preview*. The Fuel Pump Reading Report by Volume is displayed.

Fuel Reports

For 4/8/2003 3:03:46PM

Pump	Product	Open Meter	Close Meter	Metered total	POS-Pump Volume	Variance
8	UNLEADED	951,307.450	951,495.770	188.320	188.324	0.004
8	Premium	845,984.990	845,984.990	0.000	0.000	0.000
8	Plus	181,757.330	181,827.710	70.380	70.377	-0.003
<b>Total</b>		<b>13,730,697.770</b>	<b>13,734,463.890</b>	<b>3,766.120</b>	<b>3,766.106</b>	<b>-0.014</b>

Metered Total All Product	Volume
Plus	1,009.500
Premium	219.000
UNLEADED	2,537.606

6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Pump:** The number of the fuel pump.
- **Product:** The name of the fuel grade (e.g., Unleaded, Premium, Plus).
- **Open Meter:** The opening meter reading (non-resettable total in gallons) for the pump, by grade of fuel.
- **Close Meter:** The closing meter reading (non-resettable total in gallons) for the pump, by grade of fuel.
- **Metered Total:** The total number of gallons of fuel dispensed, recorded by the pump.
- **POS-Pump Volume:** The total number of gallons of fuel dispensed, recorded by the *Pump Server*.
- **Variance:** The discrepancy amount, in gallons, between the pumps and the *Pump Server*.

## Grade Price Change Report

The Grade Price Change Report provides a break down of fuel sales according to price changes initiated during the day. This report displays the date and time of each price change along with the total number of gallons dispensed and total sales recorded at the new price.

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Grade Price Change Report*.
- 4 Select the desired date, from the *Available Dates* list.
- 5 Click *Preview*. The Grade Price Change Report is displayed.

Daily	For	6/18/2003				
Pump	Product	Grade Price	Volume	Value	Date	Time
2	Unleaded	1.429	1,024.733	1,483.57	6/18/2003	12:00:00AM
	Premium	1.629	53.676	85.83	6/18/2003	12:00:00AM
	Plus	1.529	83.488	125.59	6/18/2003	12:00:00AM
3	Unleaded	1.429	1,087.540	1,526.11	6/18/2003	12:00:00AM
	Premium	1.629	77.588	124.07	6/18/2003	12:00:00AM
	Plus	1.529	76.743	115.44	6/18/2003	12:00:00AM
4	Unleaded	1.429	669.570	937.55	6/18/2003	12:00:00AM
	Premium	1.629	42.916	68.62	6/18/2003	12:00:00AM
	Plus	1.529	56.425	84.57	6/18/2003	12:00:00AM
5	Unleaded	1.429	994.644	1,418.65	6/18/2003	12:00:00AM
	Premium	1.629	43.838	70.10	6/18/2003	12:00:00AM
	Plus	1.529	40.716	61.27	6/18/2003	12:00:00AM
6	Unleaded	1.429	872.533	1,223.56	6/18/2003	12:00:00AM
	Premium	1.629	43.745	70.21	6/18/2003	12:00:00AM
	Plus	1.529	56.342	84.80	6/18/2003	12:00:00AM
7	Unleaded	1.429	601.245	885.23	6/18/2003	12:00:00AM
	Premium	1.629	11.815	19.25	6/18/2003	12:00:00AM
	Plus	1.529	26.652	44.99	6/18/2003	12:00:00AM

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Pump:** The pump number.
- **Product:** The name of the fuel grade (e.g., Unleaded, Premium, Plus).
- **Grade Price:** The new price per gallon after price update.
- **Volume:** The number of gallons of fuel sold at the new price.
- **Value:** The amount sold (in dollars) at the new price.
- **Date:** The date of the last price change.
- **Time:** The time of the last price change.

## Fuel Tank Monitoring Report

The Fuel Tank Monitoring Report displays fuel levels, water levels, volume and temperatures in the underground fuel tanks. This report reflects the reading of the Automatic Tank Gauge System in the station.

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Fuel Tank Monitoring Report*.
- 4 Select the desired date from the *Available Dates* list.
- 5 Click *Preview*. The Fuel Tank Monitoring Report is displayed.

**Fuel Tank Monitoring Report**

Daily For: 5/6/2003 5:19:05PM

Tank Number	Date	Time	Tank Level	Water Level	Volume	Temperature
1	02/18/03	10:02:34PM	61.90	0.00	10,486.000	56.2
2	02/18/03	10:02:34PM	67.79	0.00	11,762.000	56.0
3	02/18/03	10:02:34PM	68.59	0.00	11,978.000	53.0
<b>Total</b>					<b>34,226.000</b>	

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Tank Number:** The underground tank number.
- **Date:** The date of the tank reading.
- **Time:** The time of the tank reading.
- **Tank Level:** The height of fuel in the tank.
- **Water Level:** The height of water level in the fuel tank.
- **Volume:** The volume (in gallons) of fuel and water in the tank.
- **Temperature:** The temperature of fuel in the tank.

## Fuel Pump Reading Report by Value

The Fuel Pump Reading Report by Value displays the daily opening and closing non-resettable sales totals for each pump. The report compares the

sales totals recorded by the pumps to the totals tracked by the *Pump Server*. Any discrepancies in the totals are displayed in this report.

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Fuel Pump Reading Report by Value*.
- 4 Select the desired date from the *Available Dates* list.
- 5 Click *Preview*. The Fuel Pump Reading Report by Value is displayed.

Fuel Reports

Daily For : 4/8/2003 3:38:11PM

Pump	Product	Open Meter	Close Meter	Metered Total	Pos-Pump Value	Variance
7	Premium	394,444.69	394,444.69	0.00	0.00	0.00
7	Plus	176,278.96	176,376.20	97.24	97.24	0.00
8	UNLEADED	281,664.28	281,939.05	274.77	274.77	0.00
8	Premium	410,328.82	410,328.82	0.00	0.00	0.00
8	Plus	266,345.68	266,455.40	109.72	109.72	0.00
<b>Total</b>		<b>9,601,188.97</b>	<b>9,606,828.72</b>	<b>5,639.75</b>	<b>5,639.76</b>	<b>0.01</b>

Total Values By Products	Value
Plus	1,573.86
Premium	363.36
UNLEADED	3,702.54

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Pump:** The fuel pump number.
- **Product:** The name of the fuel product (e.g., Unleaded, Premium, Plus).

- **Open Meter:** The opening sales value (non-resettable total) for the pump.
- **Close Meter:** The closing sales value (non-resettable total) for the pump.
- **Metered Total:** Total sales calculated by the pump.
- **POS-Pump Value:** Total sales calculated by the *Pump Server*.
- **Variance:** The sales discrepancy between the pump and the *Pump Server*.

## Fuel Post Decline Transactions Report

The Fuel Post Decline Transactions Report displays all debit and credit transactions that were initially approved “off-line”, when the payment switch was unavailable, and later declined when the connection to the switch was restored.

**Note:** Currently, PayPoint is the only payment switch supported.

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Fuel Post Decline Transactions Report*.
- 4 Select the desired date from the *Available Dates* list.
- 5 Click *Preview*. The Fuel Post Decline Transactions Report is displayed.

Fuel Post Decline Transactions Report

Fuel Reports							
Daily	For	3/14/01 9:18:08AM					
Date	Time	Account Number	Tender Name	Amount	Volume	Pump Number	Decline Code
02/21/01	2:58:54PM	63000290000000090000	Discover	2.53	1.258	2	123
<b>Total :</b>				2.53	1.258		
Number of Records 1							

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Date:** The date that the fuel transaction was declined.
- **Time:** The time that the fuel transaction was declined.

- **Account Number:** The customer account number.
- **Tender Name:** The tender type (e.g., debit, credit).
- **Amount:** The purchase amount of the transaction.
- **Volume:** The volume of fuel purchased in gallons.
- **Pump Number:** The pump where the transaction was performed.
- **Decline Code:** The reason code for the decline.

## Fuel Pap Logging Report

The Fuel Pap Logging Report lists all Pay at Pump fuel transactions. For each transaction, payment details such as customer account, tender type, gallons purchased, price per gallon and sales total appear in the report.

This report prints the lists the debit and credit fuel transactions paid for at the pump and does not include Pre-Pay and Pay Inside debit and credit transactions. Pre-Pay and Pay Inside debit and credit transactions are tracked and recorded through the in-store payment connection.

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Fuel PAP Logging Report*.
- 4 Select the desired date from the *Available Dates* list.
- 5 Click *Preview*. The Fuel Pap Logging Report is displayed.

**Pap Logging Report**

Daily For 6/20/2003 4:05:48PM

Pump	Card Type	Account Number	Date	Time	Response Code	PPG	Volume	Value
4	Credit	4388523012306630	6/18/2003	11:34:35F	65	1.430	9.613	\$13.45
6	Credit	4479730014744276	6/18/2003	11:42:15F	65	1.430	3.119	\$4.46
2	Debit	4758691503113203	6/18/2003	11:42:25F	65	1.430	9.888	\$14.13
6	Credit	4479730014744276	6/18/2003	11:44:25F	65	1.630	8.793	\$14.32
Credit		\$3,544.14						
Debit		\$0.00						
Debit		\$2,278.18						
<b>Grand Total</b>		<b>\$5,822.32</b>						

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Pump:** The pump number at which the PAP transaction was performed.
- **Card Type:** The tender type (e.g., debit, credit) used for the fuel purchased.
- **Account Number:** The customer account number.
- **Date:** The date the transaction was performed.
- **Time:** The time of day the transaction was performed.
- **Response Code:** The acceptance code from the payment switch.
- **PPG:** The price per gallon (PPG) for the fuel purchased.
- **Volume:** The volume of fuel purchased in gallons.
- **Value:** The purchase amount of the transaction.

## Fuel Loyalty Discount Report

The Fuel Loyalty Discount Report records totals for all fuel transactions that were processed with loyalty discount prices at the pump. The report displays total gallons dispensed, percentage of daily total fuel dispensed, sales volume and number of customers. This information is tracked and recorded by promotion type.

➤ **To access this report:**

- 1 From the Reports menu, select EOD Log and History Reports, and then End of Day Reports. The End of Day History Reports dialog box will display.
- 2 From the Category dropdown list, select *Fuel*. A list of Fuel Reports will appear.
- 3 Double-click on the *Fuel Loyalty Discount Report*.
- 4 Select the desired date from the *Available Dates* list.
- 5 Click *Preview*. The Fuel Loyalty Discount Report is displayed.

Promotion 710,001: \$0.03 OFF PER GALLON					
	Grade	Gallons	Daily Gallon %	Amount	Customers
	4 Unleaded	8,070.857	88.04	11,422.43	650
	5 Premium	369.822	4.03	591.38	32
	6 Plus	726.117	7.92	1,088.50	53
<b>Total</b>		<b>9,166.796</b>	<b>100.00</b>	<b>13,102.31</b>	<b>735</b>

Discounted Fuel Grand Totals					
	Grade	Gallons	Daily Gallon %	Amount	Customers
	4 Unleaded	8,070.857	88.04	11,422.43	650
	5 Premium	369.822	4.03	591.38	32
	6 Plus	726.117	7.92	1,088.50	53
<b>Total</b>		<b>9,166.796</b>	<b>100.00</b>	<b>13,102.31</b>	<b>735</b>

- 6 Click the *Print* icon to print the report.

The report preview displays the following information:

- **Grade:** The grade of fuel.
- **Gallons:** The volume of gallons of fuel sold, by grade, on this promotion.
- **Daily Gallon %:** The percentage of fuel dispensed, by grade, for this promotion.
- **Amount:** Total fuel sales generated, by grade, for this promotion.
- **Customers:** The number of customers purchasing fuel, by grade, on this promotion.

## ISS45 Standard Front Office Reports

The following reports are standard ISS45 Front Office reports that provide valuable sales data for fuel transactions.

### PLU Sales Report

The PLU Sales Report option enables you to produce several reports containing sales information by PLU items. The PLU Sales Report option allows you to produce standard and user-defined PLU reports, as well as daily, weekly, monthly and yearly history reports.

➤ **To access this report:**

- 1 From the Main Menu, select Reports, PLU Item Reports and then PLU Sales Report. The PLU Sales Report dialog box appears.
- 2 Double-click on the desired PLU Report. Select the timeframe from the *Period* list.
- 3 Click *Report*. The PLU Sales Report is displayed.

**PLU Sales Report**

**FUEL SALES**  
Period : Today 07/15/2003

PLU No.	Description	Dep	Unit Price	< Qty	Sales Amount	> < Qty	Refunds Amount	
160	Unleaded	150	1.78	46,000	1,094.31	0	0.00	
161	Plus	150	1.90	28,000	737.10	0	0.00	
162	Premium	150	2.00	21,000	546.38	0	0.00	
163	Unleaded Drive Off	151	1.78	2,000	41.15	0	0.00	
164	Plus Drive Off	151	1.90	1,000	10.00	0	0.00	
165	Premium Drive Off	151	2.00	1,000	24.30	0	0.00	
166	Unleaded Pump Test	152	1.78	1,000	2.54	0	0.00	
167	Plus Pump Test	152	1.90	1,000	1.86	0	0.00	
168	Premium Pump Test	152	2.00	1,000	2.03	0	0.00	
<b>Report Totals</b>		<b>Item Count :</b>		<b>9</b>	<b>102,000</b>	<b>2,459.67</b>	<b>0</b>	<b>0.00</b>

- 4 Click the *Print* icon to print the report.

The report preview displays the following information:

- **PLU:** The PLU item number.
- **Description:** The PLU item description.
- **Department:** The department number.
- **Unit Price:** The price per gallon (for fuel items).
- **Sales:**
  - Quantity: The quantity sold (in gallons for fuel items).
  - Amount: Total sales volume.

## Department Report

The Department Report lists net and gross sales for all departments and net sales by department groups.

➤ **To access this report:**

- From the Main Menu, select Reports, Department Reports and then Expanded Department Report.

## Media Report

The Media Report shows media totals (count and value) for each tender, available for the following periods:

- Daily
- Weekly
- Monthly
- Yearly

➤ **To access this report:**

- From the Main Menu, select Reports, Store Reports and then Media Report.

## Online Hourly Productivity

The Online Hourly Productivity option allows you to produce a report containing online, real-time productivity data for each hour of the day and summary totals.

The type of information provided in this report includes:

- Sales statistics (sales per hour, percent sales, and sales per POS terminal)
- Customers statistics (customers per hour, customers per POS, and average order size)
- Items sold
- Number of checkouts open at different times
- Peak sales periods

➤ **To access this report:**

- From the Main Menu, select Reports, Productivity Reports and then Online Hourly Productivity.





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