

FCBC Training material

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1 INTRODUCTION

This training material is about the Fuel Card Billing and Clearing System (hereinafter FCBC) of MOL Group from function and business process point of view. FCBC is a group level system because all the MOL Group Subsidiaries are using it for the fuel card invoicing.

The first chapter is about a basic overview of the system and the following chapters present the main topics in details. The main topics are:

- Customer
- Billing
- Discount conditions
- Accounting
- Reporting

Most of the themes have two big parts: (1) the basic and (2) the advance training materials. Basic training is necessary for every user who uses the FCBC system. Advance training material is created for the advance users who will set and maintained the advance parameters for the MOL group.

Please take into consideration that any kind of change in the advanced level parameters case serious changes in the processes, so never forget to consultate the modifications with XX and make a test before you set it in the productive environment.

Pictograms used in the document:



FAQ (Frequently asked questions)

This is the question?

And we have an answer!



Important!

very important text are highlighted in red



Tip or good advice

This is an advice.

2 ABBREVIATIONS

ERP – Enterprise Resource Planning (e.g SAP, Navision, Cadis, Sekom, etc.)

FCBC – Fuel Card Billing and Clearing system

FCMS – Fuel Card Management System (old name: Arksys)

EFT – The terminal which is used at the filling station to read and forward the card and purchase data to FCMS

GL – General Ledger

Q1 – Acceptor side settlement

Q2 – Issuer side settlement

SF code – Special code using in SAP for diverting the booking

VCC – Virtual Card Center

ZW – Document type of revenue booking in the ERP Systems

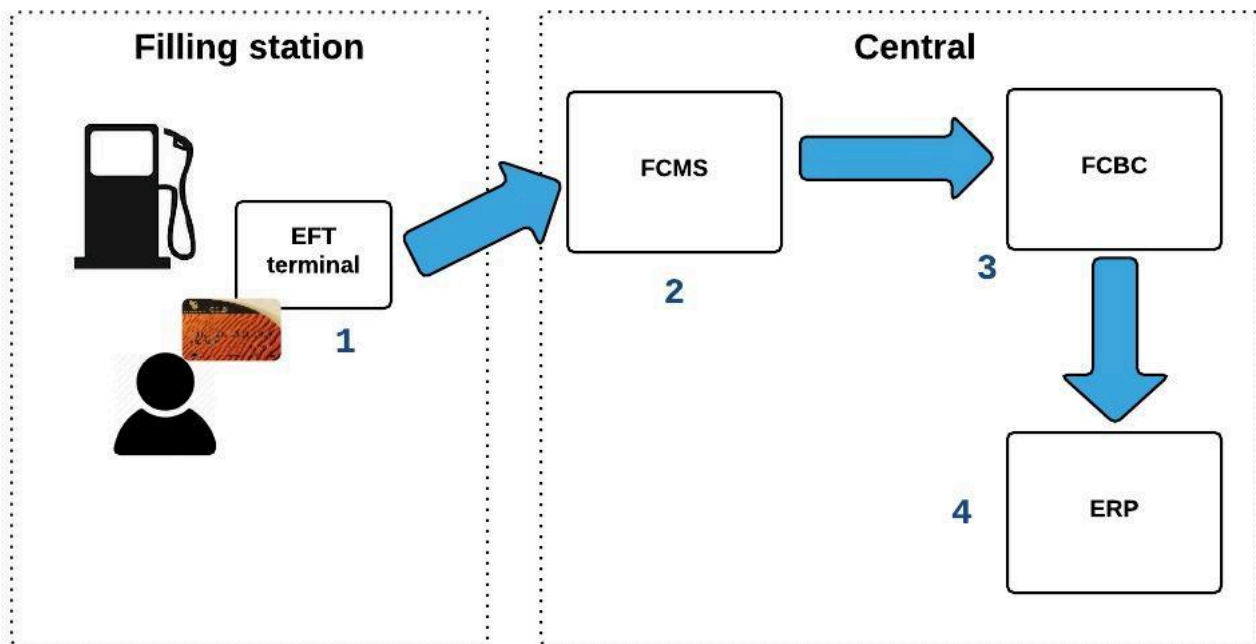
3 BASIC SYSTEM OVERVIEW

3.1 MOL Group card systems

In MOL Group there are more central card related systems which provide the services and functions to the end user, to the local card business colleagues.

MOL group companies issue fuel cards to the customers and the systems provides possibilities to purchase with the cards at the filling stations, invoice the purchases to the customers and settle the companies each other.

The next picture represents the card acceptance and invoicing process from system point of view:



1. Purchase at filling station with fuel card

The customers can use the fuel cards at the filling station to pay for the fuels, shop products and services if it is allowed for them. There is a lot of type of cards. They can be postpaid and prepaid cards as well. For more information about cards please visit www.molgroupcards.com

The first step in the process is the payment. The card will be swiped on the EFT terminal and the terminal forwards the payment data to FCMS.

2. FCMS

FCMS system is responsible for the card management and authorization. This system approves or refuses a transaction based on the customer status and the available balance or limit.

FCMS store the card data and generate the so called emboss file which is used for the card production. Emboss file contains all the necessary information for the physical card production.

Before the invoicing FCMS matches the online payment transaction. It is necessary because the data from the filling station is coming in two parts. The first is the online data coming from the EFT terminal, which contains only the total amount of the purchase but not the details about the products and unit prices. The second one is the cash register data which contains the details of the purchase. After the matching is done and the necessary exchange rates are available the transaction should be forwarded to FCBC.

3. FCBC

FCBC is responsible for the maintenance and calculation of discounts, issue the invoices and prepare the invoice data for booking. After the invoices are issued FCBC forwards the invoice data into the ERP system for booking.

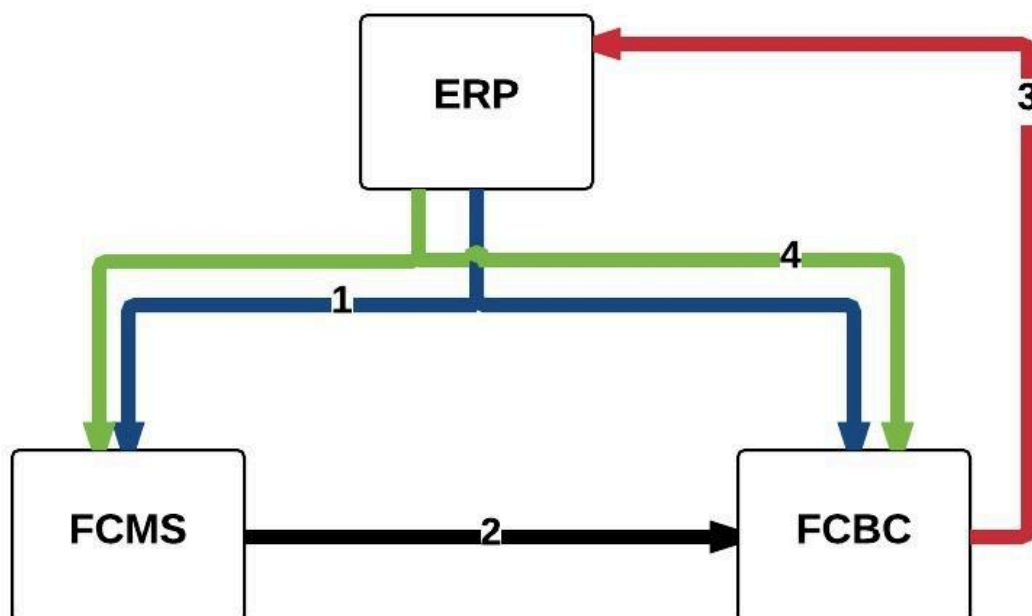
FCBC was created and customized in 2008 based on the group card business needs and it was expanded to group level usage. It is a very flexible, well parameterized system which is always be formed to the actual business requirements.

4. ERP

The ERP system receives the invoice data from FCBC and updates the customer account with the receivables and payables. First the ERP system receives the customer payments via bank transfer and updates the customer account and forward them to FCMS and FCBC.

3.2 Main interfaces

FCBC has several interfaces with the ERP systems and FCMS. The main connections are represented by the following picture:



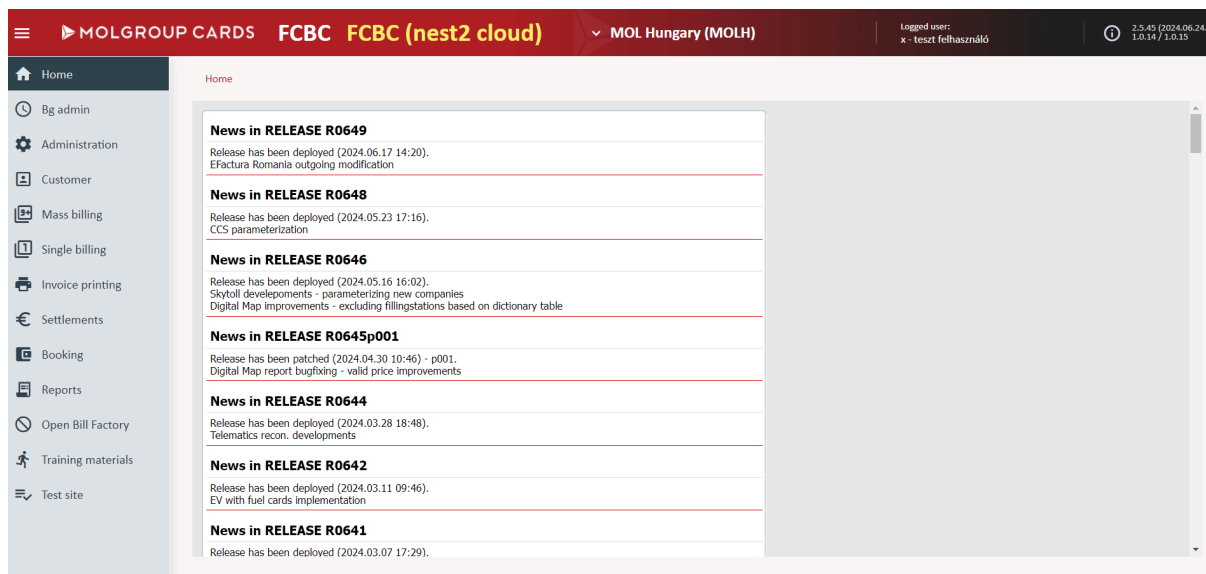
1. First is the retail master interface. ERP systems send the customer master data to FCBC via this interface. Both card system FCBC and FCMS receives the customer master data.
2. Transaction interface. FCMS sends the above mentioned matched transactions to FCBC for invoicing. The transactions contain the detailed purchase and payment data.
3. FCBC sends the invoice data to the ERP systems for booking. This is the accounting interface.
4. Payment interface. ERP systems send the payment information (e.g. bank transfer, based on customer's payment) to FCMS and FCBC. This information is necessary in FCMS to update the available customer balances. FCBC shows to the users if an invoice is paid or a prepaid card was topped up successfully based on this information.



3.3 Launching the FCBC system


There are 3 FCBC environments in MOL:

- DEV – developer environment used by MOL IS
- QA – Quality Assurance environment used for user acceptance tests by Business
- PROD – Productive, live environment

The *FCBC* system can be launched from the access specified by the MOL IS. There are different access for each FCBC environment. FCBC users can log in with the windows' (Active Directory) username and password. Upon logging in small and capital letters are distinguished by the system. After the successful log in, *FCBC* system is launched with the start page of the system:




By clicking on the  *Show / hide navigation* icon on the info bar, the main menu can be hidden; the useful area of the user can be increased. After hiding the main menu it can be displayed again by clicking on the  *Show / hide navigation* icon.

By selecting the  *Home* icon - independent of the launched function - the system returns to the start page (home) of the *FCBC* system. By interrupting the current function, the system goes back - without saving the unsaved modifications - to home.

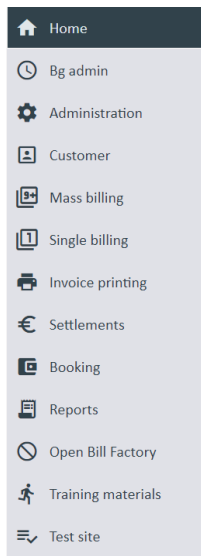
In the *Country select* list the logged in user can select countries depending on his/her authorization:



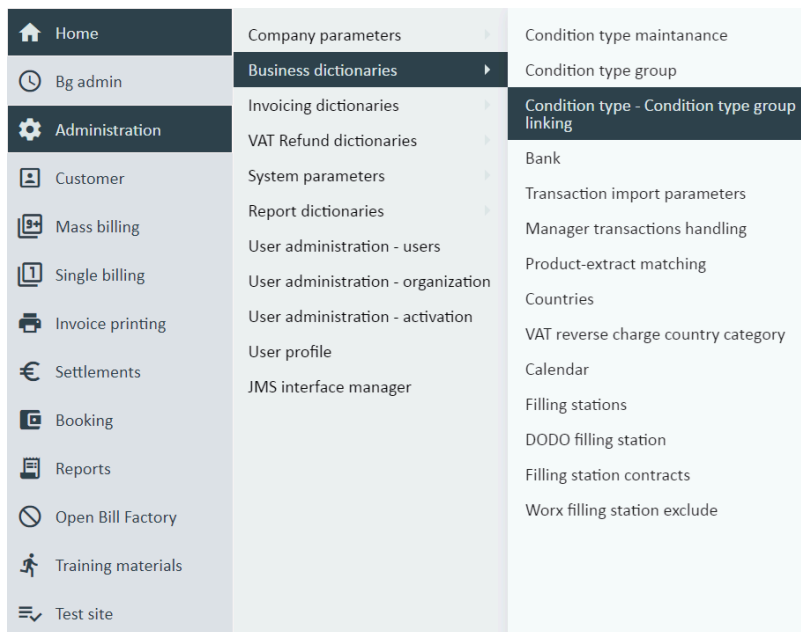
The full name of the logged in user is displayed on the label next to the *Country select* list.

By clicking on the  *Help* icon, the help of the given function can be launched. By launching the help from the home, the help of the whole system can be read.

The functions of the system can be launched by means of the main menu:

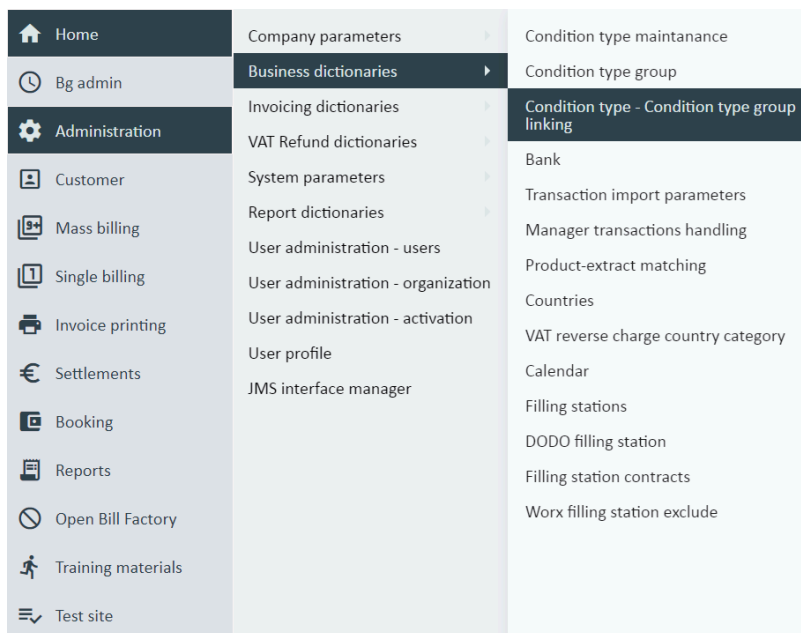


When launching a function, the access of the selected function is displayed on the info bar. In case menu items related to the selection of the function and menu items including sub menu items are selected from the info bar, the items of the sub menu items can be launched directly:



The reason why you maybe see other menus is that you have other access type.

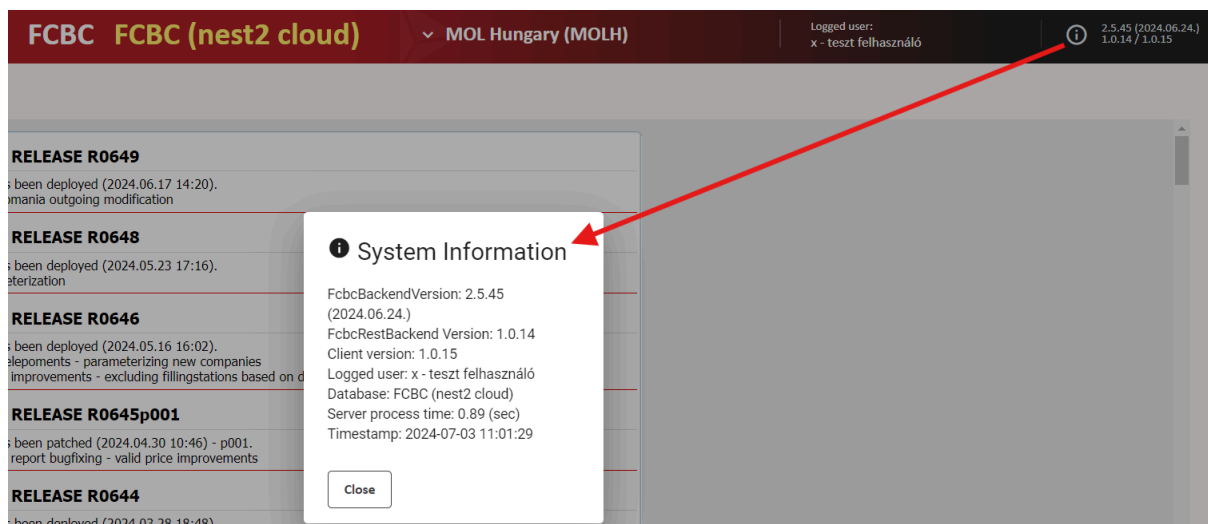
Upon selecting a menu item - either in the main menu or on the info bar - which includes further menu items, these sub menu items can be also launched from the menu structure below the menu. The menu structure is displayed by clicking on the menu item including submenu items:



After launching the system, the *info bar* is always displayed; it can be accessed in case of all functions.

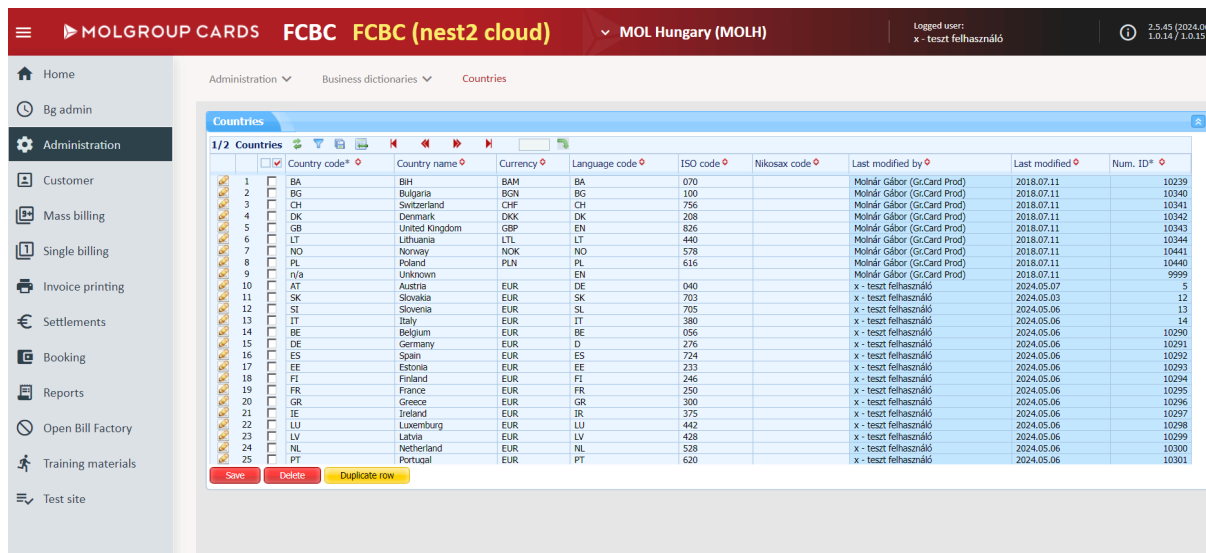
On the main page (home) the “News” is displayed. It contains the modifications, the new releases (versions) issued in the systems.

The server side processing time, the whole time of the launched process (server side processing time and display time), time stamp (server time), the version number, the version publication date and the application developer (contact), the year of development are displayed in the status bar:



3.4 General overview of the dictionary screen

On the dictionary screen, data of the dictionaries can be maintained. The general dictionary screen is illustrated on this picture:





On the screen the dictionary data are displayed in table format in the table view. In the table view, field values of one row belong together which is called record.


In the header of the table view the field names are displayed by the system.




Fields which can be modified, edited in the table view are marked with light blue background by the system, fields which cannot be modified are marked with dark blue.

By means of the mouse wheel the table view can be rolled up and down and by pressing the *Alt* button as well it can be rolled right and left hand side.

3.4.1 Navigation

The useful user screen – in case of a wider several field table view can be increased with the  *Show / hide navigation* icon by hiding the main menu. (The hidden main menu can be displayed by clicking on the  *Show / hide navigation* icon.)

By means of the  *Sort* icon which can be found next to the field names in the table view the content of the table view can be arranged in increasing or decreasing order based on the given field.

The sorting of records is indicated by the changed status of the  *Sort* icon – the table view is arranged based on the given field in decreasing , increasing  order.


The table view can be pagged by means of the

◀ *First page,*


- *Previous page,*

▶▶ *Next page,*

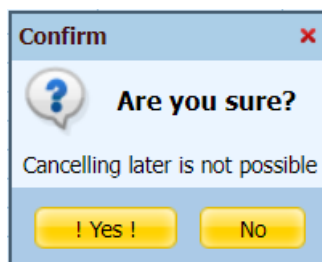
▶▶ *Last page icons.*



- The given page of the table view can be displayed by specifying the page number in the input field and clicking on the  *Jump to given page* icon. On one page of the table view 25 records are displayed by the system.

The number of *current/all* pages of the table view is displayed in the header of the table view. Next to the page number label the table view name can be found.


The content of the table view can be refreshed by clicking the  *Refresh* icon.

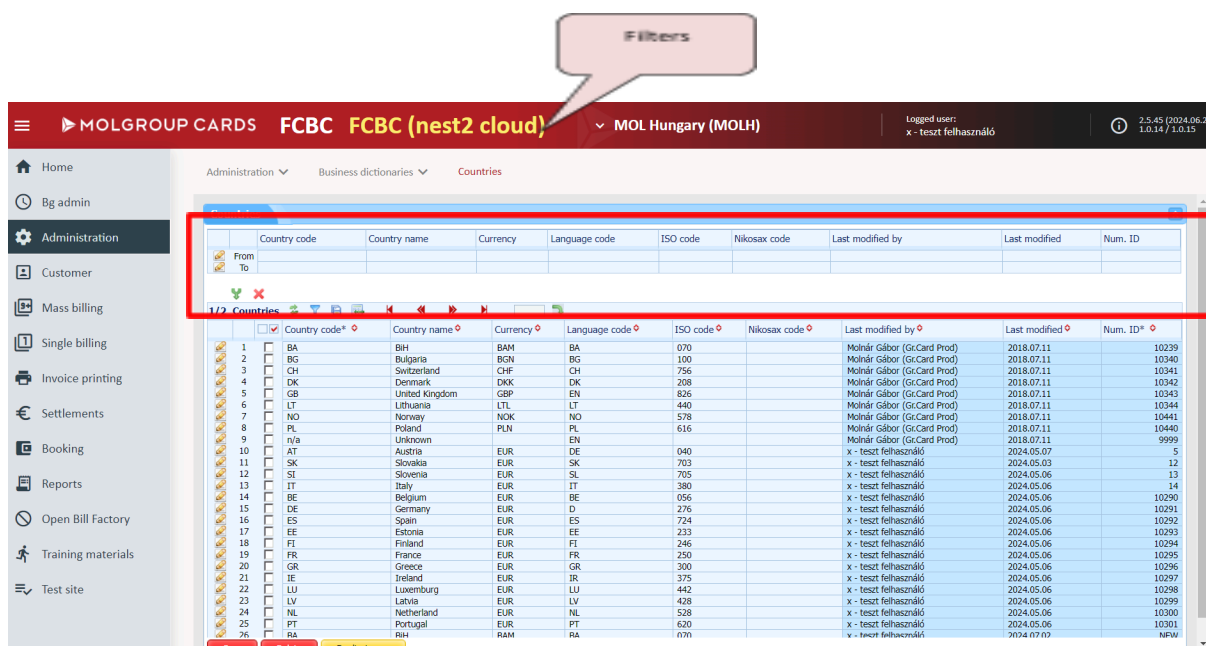
In case the table view contains unsaved modifications, the system sends a warning message and asks for confirming the refresh process:



Upon confirming the refresh process by clicking on the  button the content of the table view is refreshed, the unsaved modifications are lost. Clicking on the  button the refresh operation is broken, the content of the table view is not refreshed.

3.4.2 Filtering


Upon clicking on the  *Filter* icon, records of the table view can be filtered by means of the screen displayed above the table view:



On the filter screen, in the header of the table the field names of the table view are displayed.

Conditions concerning the fields can be specified in the *From–to* row of the table, corresponding to the field type of the given field. In case of non-interval filtering only the *From* row is to be filled in.

In case of text type input fields joker characters can be used. Details about joker characters is in **Chapter 3.4.6 Specifying search fields.**

The content of the table view can be filtered after specifying the conditions by clicking on the  *Filter* icon.


As result of the filtering those records are displayed which jointly fulfilled the specified conditions.

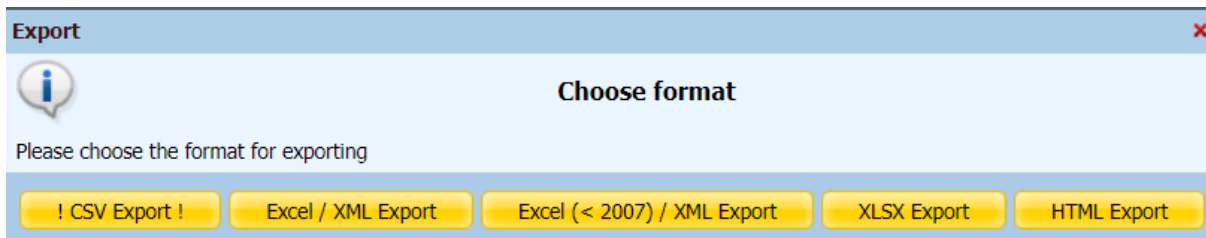
On the filter screen, all the fields can be set default by means of the  *Reset filter* icon.

While setting the conditions, movement among the table cells is possible by the cursors and the mouse.

The filter screen can be closed by means of the  *Filter* icon. Upon closing the filter screen the table view is refreshed based on the basic status – in the table view all records are displayed again.

3.4.3 Export

Records of the table view can be exported by means of the  *Export* icon. Upon clicking on the icon the system opens the *Export* window where by selecting the appropriate file type the content of the table view can be exported in *CSV, XML (Excel, Excel (< 2007)), HTML, PDF* file formats:



By selecting the appropriate file type, the system opens the *File download* bar at the bottom of the screen where by clicking on the , buttons the export file corresponding to the given file type can be opened, saved:



In the *Download file* window, upon clicking on the button the export process is interrupted, the export file is not opened, saved.

In case of cell number higher than 10000 the , functions cannot be accessed.

3.4.4 Insert new record

A new record can be added in the table view by means of the  *Insert row* icon.

Fields of the table view can be loaded – based on the type of the given field- from the keyboard, selected from a list or in case of date/date – time or search type fields they can be selected from the screen or given from the keyboard.

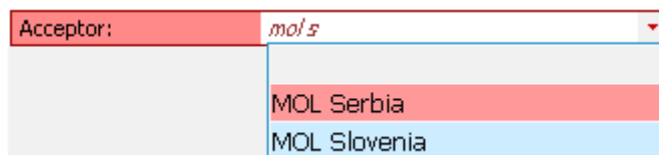
3.4.5 Specifying the input fields

The values of the input fields can be specified from the keyboard after clicking into the field:









Values of the list panel fields can be given by selecting them from the list.


Selecting the appropriate item can be speed up by starting to type the item to be searched in the list field:





Specifying date, date - time type fields:

- Specifying date from the keyboard
- In case of specification with the keyboard by clicking on the appropriate field of the table view and specifying the current date, the date is recorded in the field.
- The date has to be specified in   format.
- Specifying date by means of the  *Current date* icon
- Upon selecting the appropriate field of the table view and clicking on the  *Current date* icon the current date is copied in the given field.
- Specifying date by means of the  *Date selection icon*

The function can be launched by selecting the appropriate field of the table view then clicking on the  *Date selector* icon.

Specifying the year can be performed with keyboard as well as by means of  icons the year can be set by moving it in +/- direction.

Specifying the month is similar to that of the year, it can be completed with keyboard and it is also possible to select it from list.

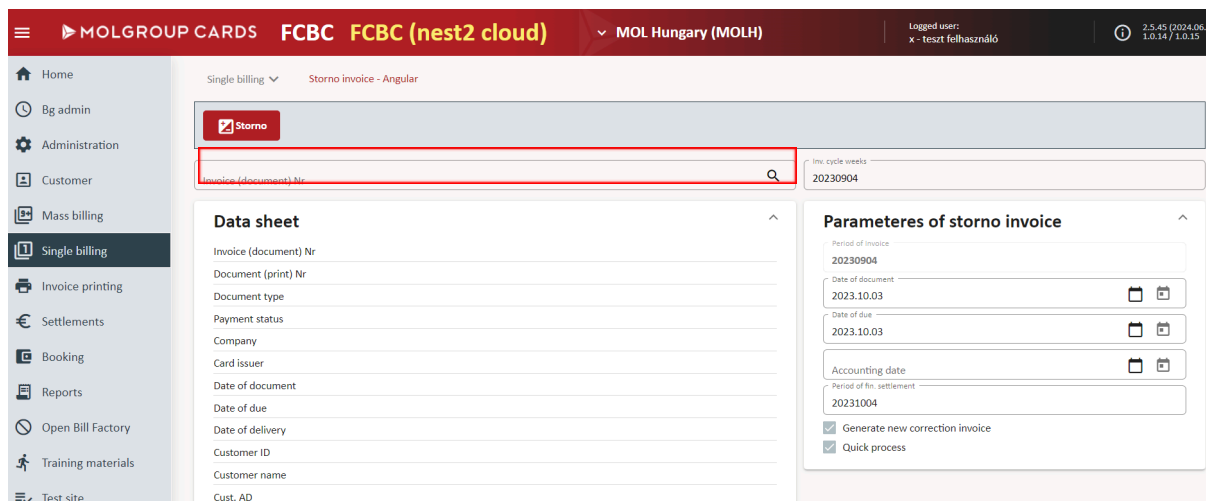
By means of the   icons the calendar can be moved in time by months forwards and backwards.

The day can be specified by clicking on the appropriate day on the numeral field. After selecting the day the specified date is copied in the field to be filled in.


In the *Date selector* window in the numeral field the current date is marked with light blue background, the specified date with dark blue and the date to be selected below the cursor with yellow background.

3.4.6 Specifying search fields

The search field is illustrated on this picture:



Specifying search field by means of keyboard

The search field can be specified by filling it in with a value and pressing Enter or clicking on the  *Lookup for a value* icon – without launching the browser screen. If there is a search result, the field of the table view – together with the related values – after the input of the given value is loaded automatically. If there is no result the browser screen is loaded, with the value specified in the field. Searching the appropriate field value can be continued by means of the browser. The description of the browser is included in the paragraph *Specifying search field from the browser*.

Using joker characters in the search field is not supported in case of searching for numeral values (e.g.: 'Filling station ID') it is only allowed if field name is searched (in our example 'FS_NAME'). By using the '_' joker character one, with the '%' character an optional number of characters can be substituted. However in this case usually several matches are displayed in the search result but in the browser - which is automatically loaded in case of several matches- it is quicker to select the searched item from the pre-filtered items.

For example:

- Searched expression: %újfalu%

Result:

TID	Filling station ID	Acceptor	FS_NAME	Valid from	Valid to
29206	56319	MOLH	NYERGESÚJFALU	2007.01.01 00:00	
29050	53150	MOLH	BERETTYÓÚJFALU - 42.SZ. FKL. ÚT	2007.01.01 00:00	
29073	53268	MOLH	BERETTYÓÚJFALU - 47.SZ.FKL.ÚT	2007.01.01 00:00	

- Searched expression: BERETTYÓÚJFALU - 42.SZ.%

Result:

TID	Filling station ID	Acceptor	FS_NAME	Valid from	Valid to
29050	53150	MOLH	BERETTYÓÚJFALU - 42.SZ. FKL. ÚT	2007.01.01 00:00	


- Searched expression: BERETTYÓÚJFALU – 4_.SZ.%


Result:

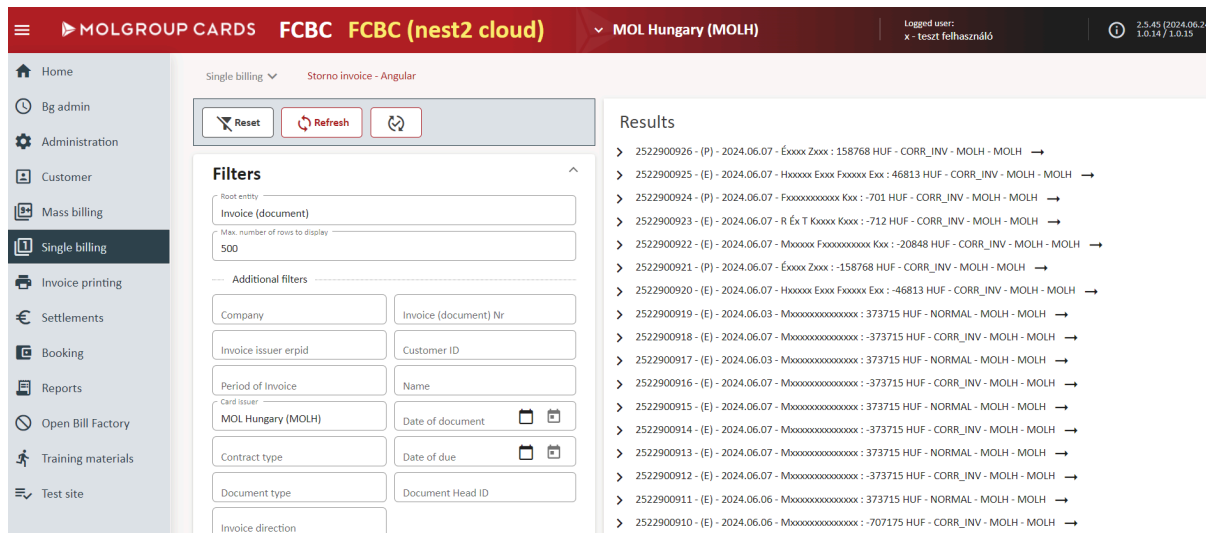
TID	Filling station ID	Acceptor	FS_NAME	Valid from	Valid to
29050	53150	MOLH	BERETTYÓÚJFALU - 42.SZ. FKL. ÚT	2007.01.01 00:00	
29073	53268	MOLH	BERETTYÓÚJFALU - 47.SZ.FKL.ÚT	2007.01.01 00:00	

While searching, small and capital letters are not distinguished by the system.


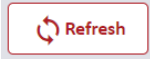
Specifying search field from the browser

In case no value is given in the search field or if an incorrect or a value resulting in several matches is specified the browser screen of the search field is loaded. The browser screen is loaded after specifying the field value and pressing the *Enter* button or clicking on the  *Look up for a value* icon the browser screen is appeared:


In the browser screen, in the table view possible values of the field to be specified are displayed by the system. The content of the table view can be filtered based on the fields of the *Filters* panel. For example in case of the storno invoice when selecting the original invoice number and click on the *Look up for value* icon  :



While specifying the filter conditions joker characters can be only used in case of text type input fields. By means of ' _ ' character one, by means of '% ' character an optional number of characters can be substituted.



All fields of the *Filters* panel can be set default by clicking on the  button. In this case the content of the table view is refreshed based on the basic status. The result fulfilling the search conditions is displayed after the conditions are specified in the fields and the Enter button is pressed or the  button clicked on.

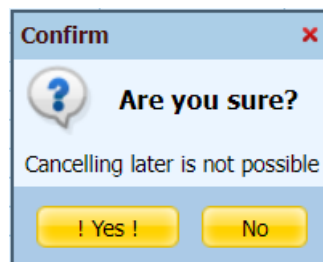
The item can be selected by clicking with the > icon.



Upon clicking on the  button on the browser screen the user can return to the table view including the search field without specifying field value.

3.4.7 Saving



In the table view fields in the header indicated with „*” character are mandatory.

After specifying data of the new record, the changes – it is also valid in case if fields of the table view are modified – can be saved by clicking on the  button. Upon clicking on the  button the system asks for confirming saving:



Save can be confirmed by clicking on the  button. Upon clicking on the  button save is interrupted, modifications are not saved by the system. Upon saving the modifications, all changes on the table view are saved. If you want to change more items in the same table, then you can do it in one step, if the items are on the same page. In this case you can change all the items you want and by clicking on *Save* button at the end, the system will save all your changes. If you have to navigate to another page in the same table to find the items you want to change, then recommended to save the changes you made before the navigation.





3.4.8 Modification in the dictionaries



Fields of a new record can be specified and data of existing record can be modified both in the table view and by means of the one-record editor screen. The one-record editor screen can be launched by clicking on the  *Single record editing* icon. Upon clicking on the  *Single record editing* icon the system loads the fields of the record to be specified on the one-record editor screen:


Countries - Row: 1	
Country code:	BA
Country name:	BIH
Currency:	BAM - BAM
Language code:	BA
ISO code:	070
Nikosax code:	
Last modified by:	Molnár Gábor (Gr.Card Prod) - 4050
Last modified:	2018.07.11
Num. ID:	10239

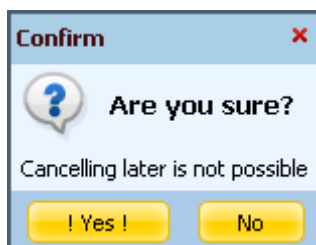
OK Back

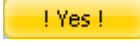

In the one-record editor fields can be specified, modified as described under table view. On the editor screen, fields which can be modified are marked with white and fields which cannot be modified with blue background. Fields indicated with '*' character are mandatory.

Upon clicking on the  button modifications are copied in the table view. Upon clicking on the  button, the system closes the one-record editor; modifications performed in the editor are not displayed in the table view. In order to finalize changes completed in the one-record editor it is necessary to return to the table view and save the data – by clicking on  button data are only transmitted to the table view. The one-record editor panel can be closed and opened by clicking on the  *Open / Close* icon.

The given row of the table view can be copied after highlighting the row and clicking the  *Duplicate row* button. Rows can be highlighted by clicking *Select* check box to be found at the beginning of the row. Clicking the check box can be terminated by clicking the check box again. Clicking the *Unselect all / Select all* icons highlighting all records of the table view can be cancelled / all records can be highlighted. In the table view by highlighting several rows, several rows can be copied at once (The copied rows can be saved by clicking on the  *Save* button.)

Records in the table view can be deleted by highlighting the records and clicking on the  *Delete* button. Upon clicking on the  *Delete* button the system asks for confirming the deletion:

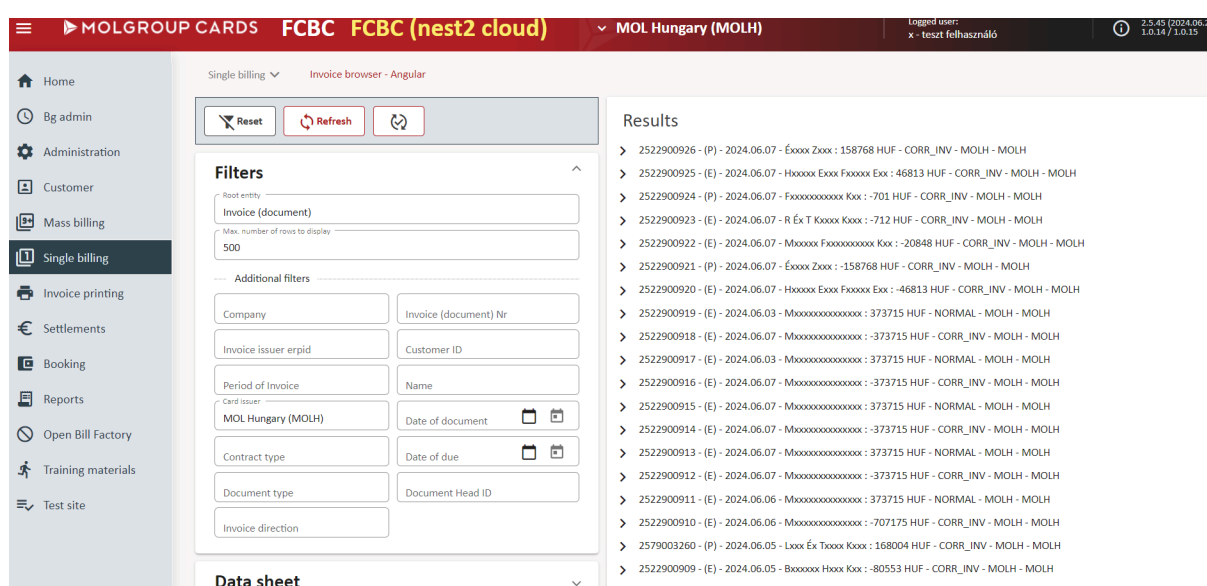


Upon confirming the deletion by clicking on the  button the highlighted records are deleted. Upon clicking on the  button deletion is interrupted, the highlighted records are not deleted by the system. Please note that any kind of deletion of old data from the system can cause issues, so please rather change the validity of the row if it's possible of consult with XX before deletion.

3.5 General overview of the browser screen

By means of the browser screens data of the main entities - customer, customer group, invoice summary, invoice, financial settlement, settlement, company, note – can be viewed, filtered, browser functions related to the entities can be launched and the value of the search fields of certain screens can be specified. The browser screen is a unified screen where besides data of the given main entity, data of other entities and functions to be launched from the browser can be also accessed.

The general browser screen is illustrated with this picture:








On the browser screen, on the *Filters* panel the entity – *Customer, Customer group, Invoice summary, Invoice (document), Financial settlement, Settlement, Company, Note (document)*, the maximum number of rows displayed in the browser and filter conditions related to the selected entity can be specified. Fields of the *Filters* panel, similarly to the fields of the table view can be specified, selected as described under the previous chapter.

Upon specifying the filters - in case of text type input fields - it is possible to search for match at the beginning of the word or partly match. In case of other data types the system examines only the total match.


In case of text type input fields, by specifying the searched word part in the field, during the search, the system examines match at the beginning of the word.


Upon searching for partial match it is possible to use joker characters. Samples for using joker characters are included in **Chapter 3.4.6 Specifying search fields**.

Matches corresponding to the filter parameters are displayed in the filter parameter field after specifying the conditions and pressing the Enter button or by clicking on the  button on the right hand side of the browser.

The match pages of the browser can be paged by means of the  *First page*,  *Previous page*,  *Next page*,  *Last page* icons. The number of current/all pages is displayed on the label to be found next to the navigation icons.

The main data of the matches and functions to be launched from the browser can be displayed by clicking on the item to be selected. Upon selecting the appropriate item its basic data are displayed on the Data sheet panel and the launchable functions are displayed in the list below the selected item. The functions can be launched by clicking on the items of the list.

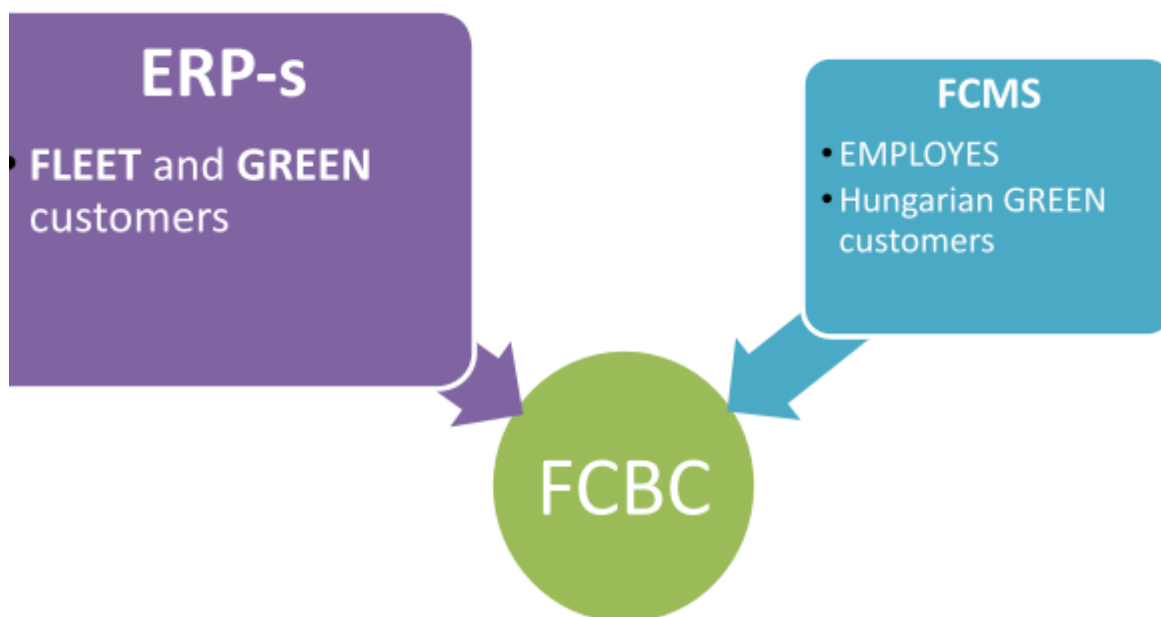
Fields of the filter conditions panel can be set default by clicking on the  button.

Upon specifying a search field, the appropriate field value is transmitted to the field by clicking on the  icon to be found in the loading browser next to the value to be selected.

4 CUSTOMER – BASIC

4.1 Basic process description

Generally the customer master data are recorded and maintained in the ERP systems and sent to FCBC via the „Retail master” interface in every country. Exceptions are the employees and the Hungarian green customers which are maintained in FCMS.



4.2 Customer master data

All of the customer data which are shown on the invoice or are used for the invoicing process should be available in FCBC before the invoicing. These are for example:

- Name of the customer
- permanent address
- invoice mail address
- payment method: is used for calculation of the payment due
- customer contract should be valid when the purchase was made. The valid from and to date is also coming from the ERP system.
- Credit limit
- etc.

There are some special customer data which are not coming from the ERP system but it is also necessary for the invoicing. These data can be set in FCBC (automatically or manually) in two ways:

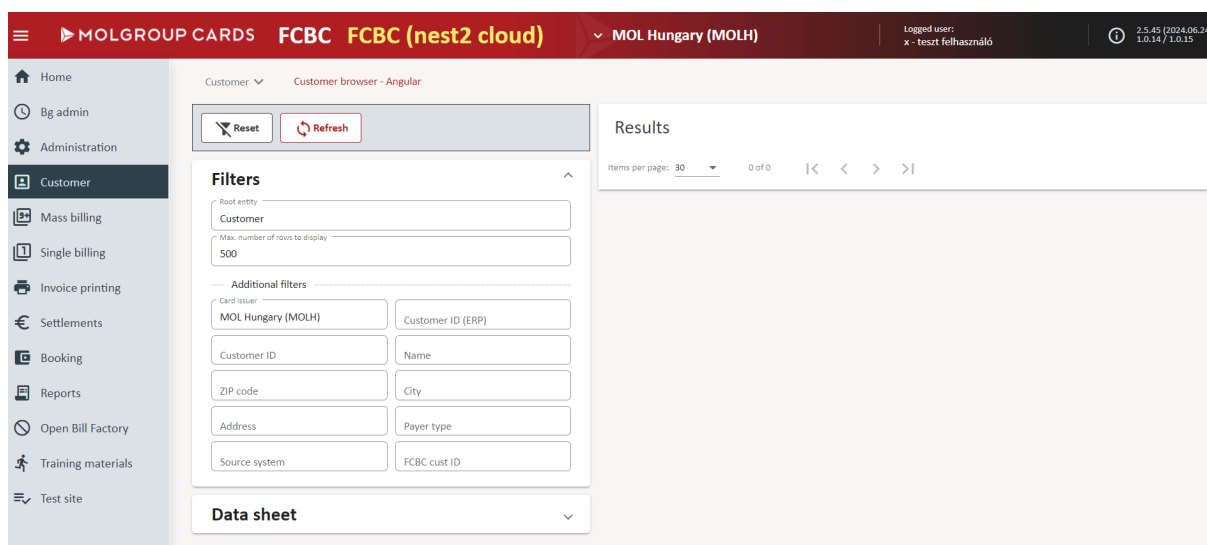
- if the ERP doesn't send some of the data, then there are two parameter tables where you can define the initial value for the customers and customer contracts. It means that some data could be filled based on the matching fields of these tables. The tables are:
 - *Customer / Default customer values for IFC*
 - *Customer / Default customer contract values for IFC*
- On the customer data sheet there are some data which can be modified. For example:
 - *Invoice format*
 - *Special euro billing*
- Details are in the following chapter.

4.3 Customer browser

Menu: *Customer / Customer browser*

For checking the customer data in FCBC the „*Customer browser*” (*Customer / Customer browser*) function can be used.

Upon launching the function, the system loads the general browser screen on the *Customer browser* page:



On the browser screen, customers can be filtered on basis of the Issuer, *Customer ID (ERP)*, *Customer ID*, *Name*, *ZIP code*, *City*, *Address*, *Payer type*, *Source system*, *FCBC cust. ID* fields of the Filters panel. Every customer have 3 *customer ID*-s:

- *ERP ID*: which is coming from the ERP system

- *Customer ID*: in case of fleet customers and the most of the green customers it is the same as the ERP ID. In case of employees this is the employee ID, in case of the Hungarian green customers this ID is the *FCMS customer ID*.
- *FCBC Cust ID (EF_ID)*: is the own FCBC ID of the customers. It is an internal ID in FCBC. Every customers get the FCBC Cust ID when arrives into the system.

Filtering the customers based on the set conditions can be launched by the



button. Fields of the *Filter* panel can be set default upon clicking the



button.

Customers fulfilling the conditions are displayed on the right hand side of the browser:

The screenshot shows the 'Customer browser - Angular' interface. On the left, there is a 'Filters' panel with a 'Reset' button and a 'Refresh' button. The 'Filters' panel includes a 'Root entity' dropdown set to 'Customer', a 'Max. number of rows to display' input set to '500', and 'Additional filters' for 'Card issuer' (MOL Hungary (MOLH)), 'Customer ID (ERP)', 'Customer ID', 'Name', 'ZIP code', 'City', 'Address', 'Payer type', 'Source system', and 'FCBC cust ID'. Below the filters is a 'Data sheet' dropdown. On the right, the 'Results' section displays a list of customer entries, each starting with 'MOL Hungary' followed by various alphanumeric codes. A yellow callout bubble points to the results list with the text 'Result of the filtering. list of customers'. A yellow callout bubble points to the 'Data sheet' dropdown with the text 'Data sheet: clicking on it'.

In the browser the *Data sheet: clicking on it* increasing order on basis of their names.

Upon clicking the appropriate customer the system displays the *data sheet* functions on the right side:

Customer ▾ Customer browser - Angular

Reset **Refresh**

Filters

Root entity
Customer

Max. number of rows to display
500

Additional filters

Card issuer MOL Hungary (MOLH)	Customer ID (ERP)
Customer ID	Name
ZIP code	City
Address	Payer type
Source system	FCBC cust ID

Results

- ▾ MOL Hungary - \$\$305814 (\$\$00305814) -- ,
 - Data sheet
 - Modify data
 - > Extended data
 - > Contract data
 - Go to discount conditions
 - > Group history
 - > Subordinate customer
 - Balance
 - > Invoice summaries
 - Export invoices and documents
 - > Invoices and documents
 - > Note documents
- > MOL Hungary - \$\$312163 (\$\$00312163) -- ,
- > MOL Hungary - \$\$33627 (33627) -- ,

Clicking on one customer
☐ Customer browser functions

4.4 Data sheet

The first function *Data sheet* is automatically opened below:

Data sheet	
Card issuer	MOLH (MOL Hungary)
Customer ID	\$421143
Customer ID (ERP)	\$421143
Name	Mxx Rxxxxx Cxxxxx Sxx
Address	000000 Bxxxxxxxx, Cxxxx Fxxxxxxxx Nxx000x Cxxxxxxxx A
Postal addr.	
Payer customer	
Contact email	
Contact (card)	
Contact (finance)	
Status	Missing (2015.10.28 13:06)
Balance	
Invoice delivery method	Paper invoice

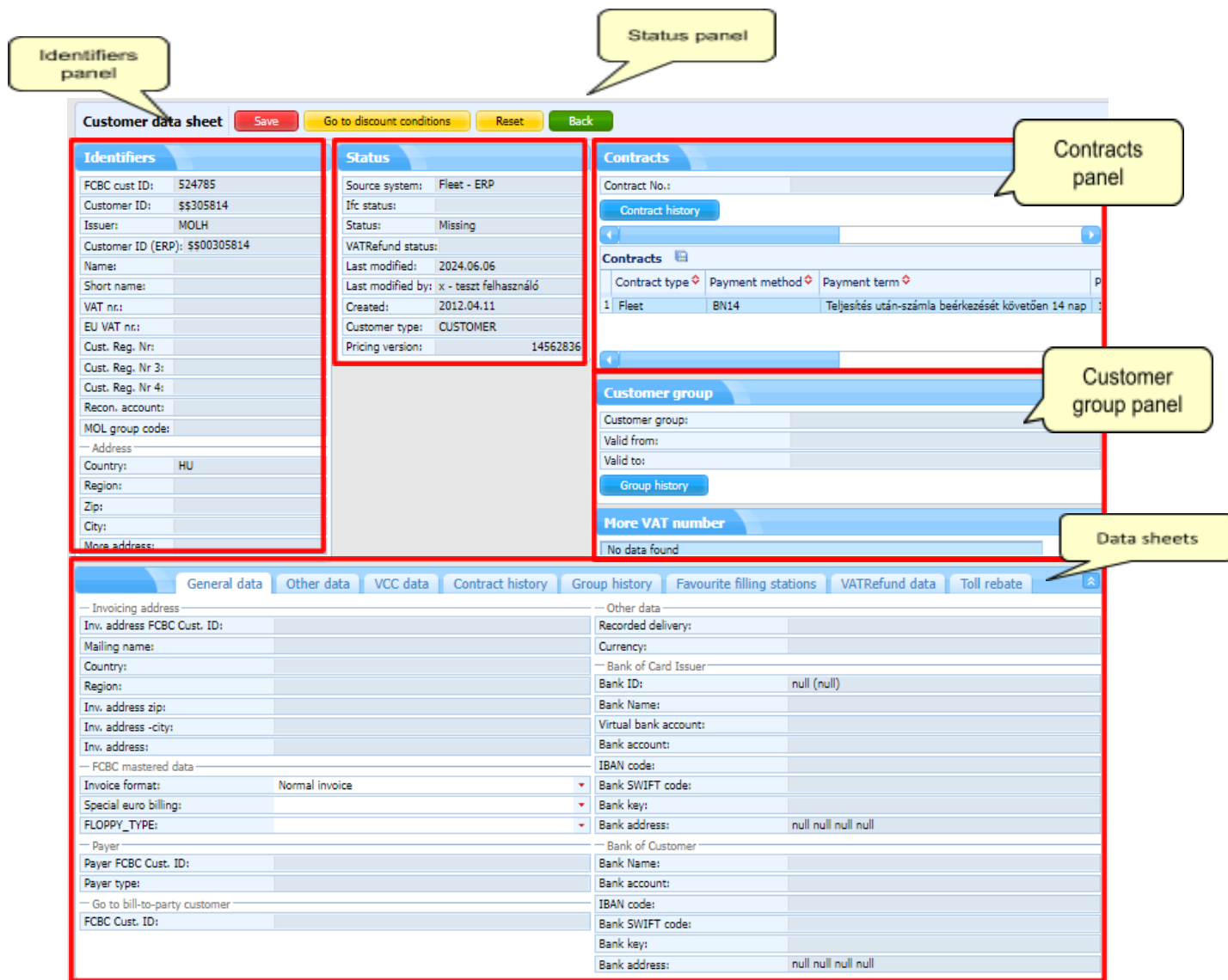
Value is displayed in the *Balance* field only in case of prepaid customers.

(In case of non-prepaid customers display of the balance is not enabled. Return information is received from the *ERP* system only in case of customers with dynamic credit limit). The field displays the value of the customer's balance in FCBC. This is not the actual balance because FCBC decrease the balance after the invoicing with the amount of the purchases.

The *Invoice delivery method* field is displayed only in case of those issuer companies where e-invoicing has been introduced. The field indicates the method of invoice delivery in case of the selected customer. The field values can be: '*E-invoice*', '*Paper invoice*'.

4.5 Modify data

Upon clicking the [Modify data](#) function, the system loads the *Customer data sheet* page where the data of the (current) customer selected in the browser, historical data necessary for e-invoicing, the contract history related to the customer, - discount customer group, favorite station data, commission settings related to the customer, card usage data, pricing method data can be displayed and in case if the user has the required authorization some data can be edited.



Upon clicking on the **Go to discount conditions** button, the system loads the Discount conditions page. On the Discount conditions page, the customer's discount conditions can be displayed modified. The description of the Discount conditions is included in **Chapter 5.2 Condition type maintenance**. Upon clicking the **Back** button on the *Customer data* sheet page, the system returns to the customer browser.

Upon clicking the **Reset** button on the Customer data sheet page, *Customer data* sheet page can be set default. Upon clicking the button, the fields of the page are loaded with values in accordance with the latest save.

The non-saved changes are lost upon clicking the **Reset** button.

The modifications can be saved by the **Save** button.

Identifiers panel

On the Identifiers panel, the system displays the different *customer ID-s*, the different and specific registration and tax /VAT numbers of the customer and the permanent address.

Status panel

On the Status panel, data related to the status of the customer are displayed. The source system can be fleet – ERP, Prepaid - Arksys, Employee - Arksys. The ifc status is coming from the source system (Arksys or ERP). The status field is filled by FCBC. It is OK if the main data are filled. The third status field is VATrefund status which is used for the VAT refund process. Details about VAT refund is in **Chapter 0. VAT refund**.

Contracts panel

The data of the valid contracts of the customer such as Contract type, Payment method, Valid from, Valid to, Cycle (weeks), Credit type, Date of credit type are displayed on the Contracts panel.

Important!

The payment method of the customer should be in line with the existing payment method in the company (Payment methods dictionary) otherwise the invoicing will be failed.

Data of the Contracts panel cannot be modified.

Contracts		
Contract No.: 00001		
Contract history		
Contracts		
Contract type	Payment method	PAYM_TERM
1 Fleet	BV45	Szamlakibocsátástól számított 45 napon belül levonás nélkü

Upon clicking the [Contract history](#) button, the system opens the *Contract history* sheet where the customer related contract data, contract history are displayed.

Customer group panel

On the *Customer group* panel the system displays the data such as *Customer group*, *Valid from*, *Valid to* of membership . More information about the customer groups in **Chapter 4.16 Customer groups**.

Customer group

Customer group:	1143 ~ 0261143
Valid from:	2010.03.03
Valid to:	

Group history

Upon clicking the Group history button, the system opens the *Group history* sheet where the customer related discount *customer group* data, *customer group history* are displayed.

In normal cases one customer cannot be a member in more groups in the same time.

General data sheet

On the *General data* sheet, the system displays the invoicing address, FCBC mastered data, the payer the bill-to-party customer, Bank data and some other data:

General data		Other data	VCC data	Contract history	Group history	Favourite filling stations	VATRefund data	Toll rebate
-- Invoicing address		-- Other data						
Inv. address FCBC Cust. ID:		Recorded delivery:						
Mailing name:		Currency:						
Country:		-- Bank of Card Issuer						
Region:		Bank ID:			Bank Name:		Bank account:	
Inv. address zip:					Virtual bank account:		IBAN code:	
Inv. address -city:					Bank SWIFT code:		Bank key:	
Inv. address:					Bank address:		Bank key:	
-- FCBC mastered data							Bank address:	null null null null
Invoice format:	Normal invoice	-- Bank of Customer						
Special euro billing:		Bank Name:			Bank account:		IBAN code:	
FLOPPY_TYPE:		Bank account:			Bank SWIFT code:		Bank key:	
-- Payer					Bank key:		Bank address:	null null null null
Payer FCBC Cust. ID:		-- Bank of Customer						
Payer type:		Bank Name:			Bank account:		IBAN code:	
-- Go to bill-to-party customer					Bank SWIFT code:		Bank key:	
FCBC Cust. ID:					Bank address:		Bank key:	

FCBC mastered data

By specifying the Special euro billing field, invoicing to the customer in Euro can be set. A prerequisite of this settings is to set the customer currency as EUR (Currency on General data sheet should be EUR).

The *Currency* field cannot be set in the FCBC, it has to be set in the ERP. Until the value of the Special euro billing field is set, the system does not consider the setting of Euro currency within the country (domestically).The reason for this is that several Euro invoice layouts can be chosen from.

The selectable values of the *Special euro billing* field:

- 'Normal (acceptor currency)': normal invoice layout in local currency.
- 'Total only in inv. currency': total amount in Euro. On the invoice layout Euro is displayed only in the Total part. The total amounts are displayed in local currency and in Euro.

- 'Both currencies on item level': the items are printed both in local and in Euro currency. The total amounts and the VAT summary are also displayed in two currencies. (e.g. in *MOL Romania*.)
- 'Items in inv. currency': the items data are displayed on the invoice only in Euro. The VAT summary displayed in two currency. (e.g. in *MOL Hungary*.)

Besides specifying the *Special euro billing* field it is necessary to select the appropriate value in the *Invoice format* field.

In case of Euro invoice, the 'EUR in items' value has to be selected.

The invoice formats which also regulate the aggregation of the invoice items can be set in the *Administration / Invoicing dictionaries / Invoice format dictionary*

— FCBC mastered data

Invoice format:	Normal invoice	▼
Special euro billing:		▼
FLOPPY_TYPE:		▼

The invoice formats which also regulate the aggregation of the invoice items can be set in the *Administration / Invoicing dictionaries / Invoice format dictionary*.

These above settings do not influence the international invoices of the customer.

In case of international billing, the total amount is changed on basis of the settlement rules. The invoice layout is the normal layout of the foreign company in local currency.

In the total of the invoice the local currency of the country where the card was used, the settlement currency and the customer's billing currency is displayed (Currency field).

Other data sheet

On the *Other data* sheet, the system displays those data which was sent on the retail master interface and shows some other data such as the name of the Sales representative and the card segment code.

General data	Other data	VCC data	Contract history	Group history	Favourite filling stations	VATRefund data	Toll rebate
— Ifc original values		— Other data					
Inv. customer ID:		Payment code:		Sales representative:		Customer segment:	
Payer Customer ID:		Card corr. customer ID:		Card segment:		Type of guarantee document:	
Due date (days):		Group ID:		Expiry of guarantee:		Loyalty:	
Bank of Card Issuer:		Bank of Card Issuer:		Arksys inv.:		DKV Co-branded cust. ID:	
CIG code:		CIG code:		DKV Co-branded Credit limit:		Last transaction date:	2012.04.11
DURC code flag:		DURC code flag:					
Customer VAT exemption ⓘ							
No data found							

Data of the *Other data* sheet cannot be modified.

VCC data sheet

On the *VCC data* sheet the system displays the *financial* and the *card contact data*, some *card related data*, *VCC flag* (which shows if the customer is a VCC user or not), *e-invoice mail sending flag*, some

extended data about the *e-invoicing flag* and *e-mail adress* and a possibility for the *exluding e-invoice issuer countries*.

The screenshot shows a software interface with several tabs: General data, Other data, VCC data, Contract history, Group history, Favourite filling stations, VATrefund data, and Toll rebate. The 'General data' tab is active, displaying various input fields for contact and card information. On the right side, there is an 'Extended data' table with one row containing the text '1/1 Extended data' and 'No data found'. Below this table is a section titled 'Exclude e-invoice issuer countries' with a button labeled 'Exclude e-invoice issuer countries' and another 'No data found' message.

Contact and card data are coming from the master data system and cannot be modified in FCBC. The *VCC flag* is maintained in FCMS and sent to FCBC.

E-invoice mail sending

If the value of this field is 'N' or empty, then it means that if the customer is a VCC user, then the e-invoices will be available and downloadable via VCC, but no direct sending. If the value of this field is 'Y', then the E-invoice PDF file is sent out in e-mail in any case.

Extended data

In *Extended data* table the system display the historical data of *e-invoice flag* and *e-invoice e-mail address*. The flag can be E – e-invoice, P – paper invoice.

Exclude e-invoice issuer countries

It is a possibility for the e-invoice customers to exclude e-invoice issuer countries. It means if a company is recorded into this table then the customer will get paper invoice from this company in any case. More information about e-invoicing is in **chapter 15. E-invoicing**.

Contract history sheet

On the Contract history table view the system displays the historical data of the contracts and not just the valid contract. The following data are shown in this table:

- *Contract type*,
- *Credit limit* (in the local currency),
- *Embossment code*: this data is used for the card embossing, it is relevant for FCMS, FCBC is only display this data,
- *IFC Payment method*: the payment method code which was sent via the retail master interface with the customer data
- *Payment method*: this payment method is used for the invoicing. If it is empty then the invoicing will be failed. FCBC fills this data based the the payment method sent by the

interface (IFC payment method) and the data recorded in Payment methods dictionary. The payment method of the customer should be in line with the existing payment method in the company (Payment methods dictionary).

- *valid from and valid to (SAP)* are coming from the ERP systems with the customer.
- *cycle week*: it is the invoicing frequency of the customer (1,2 or 4).
- *Status*,
- *Last modified*,
- *Last modified by*,
- *Created*,
- *Credit type*: Dynamic or Static
- *Date of credit type*,
- *Valid to(FCBC)*: Sometimes it is needed to generate the invoice in that case when the „*Valid to(SAP)*” is expired. For example if a customer is blocked but has transactions in the system then we need to invoice them. Therefore FCBC has another valid to (FCBC) which allows using the last valid contract from the table for the invoicing.

General data Other data VCC data Contract history Group history Favourite filling stations VATRefund data Toll rebate											
	Contract type	Credit limit	Embossment code	IFC Payment method	Payment method	Valid from	Valid to (SAP)	Cycle (weeks)	Status	Last modified	Last m
1	Fleet	44000000		BV14	BN14	1000.01.01			Missing	2012.04.11	System

Group history sheet

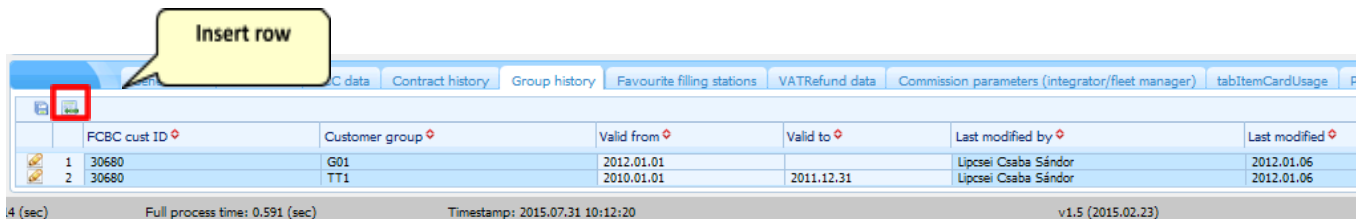
On the *Group history* table view the historical data of customer groups of the customer is displayed.


General data Other data VCC data Contract history Group history Favourite filling stations VATRefund data Toll rebate						
	FCBC cust ID	Customer group	Valid from	Valid to	Last modified by	Last modified
1	47780	DL1	2010.01.01		Kék Ágnes (MOL Nyrt.)	2011.05.02

Generally these data are coming from the ERP systems. But there is some cases when it is needed to modify in FCBC. For example in case of the Hungarian Green customers because they are maintained in FCMS and FCMS doesn't send customer group data via the retail master interface. There are some parameters in *Administration /Company parameters /Companies* dictionary where you can set the allowing of modification of customer groups in FCBC:

- *Cust group 10ERP edit*: if the value is 'Yes' then allow the customer group editing here, in Group history for FLEET customers.
- *Cust group 20PPD edit*: if the value is 'Yes' then allow the edit of the customer group for GREEN customers
- *Cust group 30EMP edit*: if the value is 'Yes' then allow the edit of the customer group for EMPLOYEES

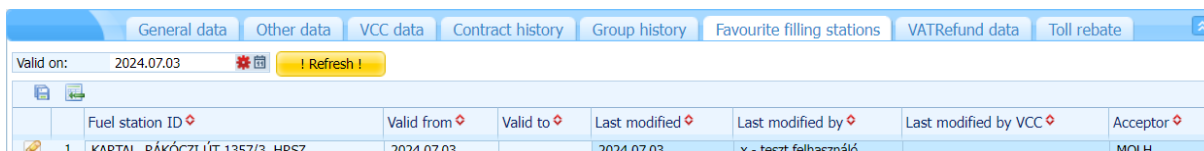
If the the modification is allowed then an *insert row* picture is appeared in the header of the table.




After the insert you can save the modified data with the  button on the top of the site.

Favorite filling stations sheet


In case of some conditions the customers can freely choose favorite filling stations where they can get discounts. Generally these are green customers. In the table view of the Favorite filling stations sheet, the system displays the data of the customer’s favorite filling stations such as *Fuel station ID, Valid from, Valid to, Last modified, Last modified by, Last modified by VCC*.




In the table view, if the user has the appropriate authorization, new favorite filling station note can be recorded upon clicking the  *Insert row* icon.

The general description of the table view is included in **chapter 3.4 General overview of the dictionary screen**.

VATRefund data

On this sheet the VAT Refund related data are displayed. The *VAT refund flag, VATRefund flag date, NACE code, Nikosax CustID* is coming from the ERP system, so the user cannot modify in FCBC. Active services can be maintained in this table. New data can be recorded upon clicking the  *Insert row* icon.

After the insert you can save the modified data with the  button on the top of the site.

Historical data are shown in *VATRefund historical data* and *Services historical data* tables.

You can find the details about the *VAT Refund* process in **Chapter 16. VAT refund**.

General data		Other data		VCC data		Contract history		Group history		Favourite filling stations		VATRefund data		Toll rebate	
VATRefund flag:	N														
VATRefund flag date:															
NACE code:	9499														
Nikosax custID:															
VATRefund historical data															
Valid from	Valid to	VATRefund flag	Nikosax custID												
1	2017.04.11														
2	2014.09.03	2017.04.10	N												
		Active services													
FCBC_SERVICE_CODE	Country	Description	Service fee %	Valid from	Valid to	User name	La								
1	ATforRO_duedate_MOL_8.5	Austria	ATforRO_duedate_MOL_8.5	8.5%	2024.07.05	2024.07.26									
		Services historical data													
		No data found													

Toll rebate

On this sheet the WL Toll rebate data are displayed.

4.6 Extended data

Upon clicking the [Extended data](#) function, the system displays the valid - *Valid from, Valid to, E-invoice flag, Email address – data necessary for e-invoicing*. The *Extended data* function is displayed only in case of issuer companies where e-invoicing has been introduced.

4.7 Contract data

Upon clicking the [Contract data](#) function, the system displays the customer’s contract data such as *Contract type, Payment term, Payment days, Cycle in weeks* in the customer browser.

Contract data

Contract type	Payment term	Payment days	Cycle in weeks
Fleet	Teljesítés után-számla beérkezését követően 14 nap14		

4.8 Go to discount condition

Upon clicking the [Go to discount conditions](#) function, the discount conditions of the customer can be displayed, modified. Discount conditions are detailed in **Chapter 5.2 Condition type maintenance**.

4.9 Group History

Upon clicking the [Group history](#) function, the system displays customer group history related to the selected customer in the customer browser.

Group ID is an internal FCBC unique identification number. Name is the name of the Group. In case of fleet customers the name is coming from the ERP system. It is a character type field but generally in ERP the name of the groups are numbers (e.g. 200).

▼ Group history

Valid from	Valid to	Cumulated group ID	Name	FCBC Group ID	Name
2010.01.01				2355	DL1

Upon clicking the certain records in the table displaying the customer group history, the system loads the general browser screen on the *Customer group browser* page with the data of the selected customer group

4.10 Go to payer (...)

The payer means the invoice payer of the customer who pays after the invoices issued from FCBC instead of the customer.

Upon clicking the [Go to payer \(526925\)](#) function, the invoice payer of the customer is loaded in the customer browser. Upon clicking the invoice payer of customer, the functions typical of the customer browser can be launched.

4.11 Bill-to party (...)

Bill-to party customer is used if another customer address should be used for the posting of the invoices. Upon clicking the [Bill-to party \(1377\)](#) function, the system loads the bill to parties related to the customer in the customer browser. Upon loading the bill-to party, functions typical of the customer browser can be launched.

4.12 Subordinate customer

This function is available if the customer is a payer, postal address or bill-to-party of an another customer.

Upon clicking the [> Subordinate customer](#) function, customers belonging under the customer are displayed in payer, postal address, bill-to party break down.

- ▼ Subordinate customer
 - ▼ As payer
 - MOL Hungary - 13587 (13587) - Axxx Zxxx - 6000 Hxxxxxxxxxxxxxxxxx, Txxxx 20000xx - Kxxxxx Ux 10x00xx
 - MOL Hungary - 18443 (18443) - Axxx Fxxxxxxxxxxxxxxxxx Zxx - 9000 Sxxxxx, Rxxxxxxx Mxxxxxxx
 - MOL Hungary - 21126 (21126) - Axxx Zxxx - 6000 Sxxx, Pxxxxxxxx Zxxxxx
 - MOL Hungary - 34686 (34686) - Axxx Fxxxxxxxxxxxxxxxxx Zxx - 9000 Gxxx, 10 Sxxxxxxx
 - MOL Hungary - 747610 (747610) - Axxx Lxxxxxxxx Kxxx "xxxxx - 1000 Bxxxxxxxx, Ixxxxxx úx 20x
 - MOL Hungary - 747865 (747865) - Axxx Sxxxxxx Kxxx - 1000 Bxxxxxxxx, Ixxxxxx úx 20xxxx
 - MOL Hungary - 8016496 (8016496) - Axxx Axxx Kxxx "xxxxx - 1000 Bxxxxxxxx, Ixxxxxx úx 20x
 - MOL Hungary - 8018912 (8018912) - Dxxxx Nxxxxxxxx Kxxx - 6000 Sxxxxxx, Axxx gxx 100x
 - ▼ As postal address
 - MOL Hungary - 13587 (13587) - Axxx Zxxx - 6000 Hxxxxxxxxxxxxxxxxx, Txxxx 20000xx - Kxxxxx Ux 10x00xx
 - MOL Hungary - 18443 (18443) - Axxx Fxxxxxxxxxxxxxxxxx Zxx - 9000 Sxxxxx, Rxxxxxxx Mxxxxxxx
 - MOL Hungary - 21126 (21126) - Axxx Zxxx - 6000 Sxxx, Pxxxxxxxx Zxxxxx
 - MOL Hungary - 34686 (34686) - Axxx Fxxxxxxxxxxxxxxxxx Zxx - 9000 Gxxx, 10 Sxxxxxxx
 - ▼ As bill-to party customer
 - MOL Hungary - 13587 (13587) - Axxx Zxxx - 6000 Hxxxxxxxxxxxxxxxxx, Txxxx 20000xx - Kxxxxx Ux 10x00xx
 - MOL Hungary - 18443 (18443) - Axxx Fxxxxxxxxxxxxxxxxx Zxx - 9000 Sxxxxx, Rxxxxxxx Mxxxxxxx
 - MOL Hungary - 21126 (21126) - Axxx Zxxx - 6000 Sxxx, Pxxxxxxxx Zxxxxx
 - MOL Hungary - 34686 (34686) - Axxx Fxxxxxxxxxxxxxxxxx Zxx - 9000 Gxxx, 10 Sxxxxxxx

In case of customers displayed under the functions > As payer , > As postal address , > As bill-to party customer functions typical of the customer browser can be launched.

4.13 Balance

Upon clicking the ^{Balance} function, the customer’s account is displayed in the customer browser and the account’s balance can be corrected. The balance and balance correction is available only in case of prepaid customers. The correction could be necessary for example if there is rounding difference between Arksys and FCBC.

Balance Refresh Back

Date of balance	Type	Description	Summary number	Invoice (document) Nr	Nat. Amount	Nat. Currency	Inv. Amount	Currency to pay	Loc. Amount	Loc. Currency	Period of Invoice	Last modified
2019.01.16 07:34	PAYMENT	Payed			1,449,722	HUF	1,449,722	HUF			20181202	2019.01.16 0
2019.01.16 11:27	PAYMENT	Payed			22,812	HUF	22,812	HUF			20181202	2019.01.16 1
2019.01.31 07:30	PAYMENT	Payed			1,424,892	HUF	1,424,892	HUF			20181204	2019.01.31 0
2019.02.18 12:34	PAYMENT	Payed			1,065,565	HUF	1,065,565	HUF			20190102	2019.02.18 1
2019.03.01 09:00	PAYMENT	Payed			1,426,119	HUF	1,426,119	HUF			20190104	2019.03.01 0
2019.03.18 08:45	PAYMENT	Payed			1,367,685	HUF	1,367,685	HUF			20190202	2019.03.18 0
2019.03.25 07:58	PAYMENT	Payed			1,321,865	HUF	1,321,865	HUF			20190204	2019.03.25 0
2019.05.03	INVOICE		2019/3054536150/MOLH	2522863684	1,859,857	HUF	1,859,857	HUF	1,859,857	HUF	20190404	2019.05.03 1
2019.05.03	INVOICE		2019/3054536150/MOLH	9150000040	31,746	HUF	31,746	HUF	98.83	EUR	20190404	2019.05.03 1
2019.05.03	INVOICE		2019/3054536150/MOLH	9000000527	53,754	HUF	53,754	HUF	167.09	EUR	20190404	2019.05.03 1
2019.05.03	INVOICE		2019/3054536150/MOLH	2610090868	24,808	HUF	24,808	HUF	1,979.26	CZK	20190404	2019.05.03 1
2019.04.17	INVOICE		2019/3054509660/MOLH	2522845106	1,718,140	HUF	1,718,140	HUF	1,718.140	HUF	20190402	2019.04.17 0
2019.03.31	INVOICE		2019/3054490979/MOLH	2019/2019008106	20,816	HUF	20,816	HUF	7,821.73	RSD	20190304	2019.04.03 1
2019.05.02 12:16	PAYMENT	Payed	2019/3054490979/MOLH	2019/2019008106	20,816	HUF	20,816	HUF			20190304	2019.05.02 1
2019.04.03	INVOICE		2019/3054490979/MOLH	19008124	6,091	HUF	6,091	HUF	18.99	EUR	20190304	2019.04.03 1
2019.05.02 12:38	PAYMENT	Payed	2019/3054490979/MOLH	19008124	6,091	HUF	6,091	HUF			20190304	2019.05.02 1
2019.04.03	INVOICE		2019/3054490979/MOLH	2522826670	1,606,640	HUF	1,606,640	HUF	1,606,640	HUF	20190304	2019.04.03 1
2019.05.02 12:16	PAYMENT	Payed	2019/3054490979/MOLH	2522826670	1,606,640	HUF	1,606,640	HUF			20190304	2019.05.02 1
2019.04.03	INVOICE		2019/3054490979/MOLH	2621048360	46,331	HUF	46,331	HUF	696.67	RON	20190304	2019.04.03 0
2019.05.02 12:40	PAYMENT	Payed	2019/3054490979/MOLH	2621048360	46,331	HUF	46,331	HUF			20190304	2019.05.02 1
2019.03.17	INVOICE		2019/3054463449/MOLH	2522809471	1,391,427	HUF	1,391,427	HUF	1,391.427	HUF	20190302	2019.03.18 1
2019.04.16 11:08	PAYMENT	Payed	2019/3054463449/MOLH	2522809471	1,391,427	HUF	1,391,427	HUF			20190302	2019.04.16 1
2019.03.17	INVOICE		2019/3054463449/MOLH	2621043864	37,342	HUF	37,342	HUF	563.03	RON	20190302	2019.03.18 1
2019.04.16 10:47	PAYMENT	Payed	2019/3054463449/MOLH	2621043864	37,342	HUF	37,342	HUF			20190302	2019.04.16 1
2019.03.18	INVOICE		2019/3054463449/MOLH	2019/2019006508	10,431	HUF	10,431	HUF	3,899.69	RSD	20190302	2019.03.18 1

In the table view, the payment records received from the ERP systems are displayed both in issuer's currency and in the contracted currency. Payments are sent by the payment interface to FCBC. It can be pre-paid balance upload or invoice payment in case of fleet customers. Prepaid payments can be done at the filling stations as well. In this case FCBC received the payment transactions from FCMS.

In case of pre-paid (GREEN) customers the current balance value is displayed in the Balance field. The balance in FCBC decreased with the purchases only after the invoicing with the amount of the invoices. Therefore the actual balance in FCMS and FCBC is not the same.

For users, the possibility of balance correction is available in OCC.

The Balance page can be refreshed by clicking the Refresh button.

Upon clicking the Back button, the system returns to the customer browser.

4.14 Invoice summaries

Upon clicking the > Invoice summaries function, invoice summaries (cover pages) related to the customer are displayed in the customer browser.

▼ Invoice summaries

- > 3054538349 - (P) - 2019.05.03 - Mxx : 736384 HUF - MOLH
- > 3054509964 - (P) - 2019.04.17 - Mxx : 765033 HUF - MOLH
- > 3054492595 - (P) - 2019.04.03 - Mxx : 727152 HUF - MOLH
- > 3054465170 - (P) - 2019.03.17 - Mxx : 745279 HUF - MOLH

Upon clicking the invoice summaries, functions typical of the invoice summary browser can be launched.

4.15 Invoices and documents

Upon clicking the [Invoices and documents](#) function, invoices related to the customer are displayed in the customer browser. The order of the invoices is based on the issue date. All invoices from the MOL Group are displayed in this view.

- ▼ Invoices and documents
 - 2522864078 - (P) - 2019.05.03 - Mxx : 736384 HUF - NORMAL - MOLH - MOLH
 - 19009940 - (P) - 2019.04.17 - Mxx : 30 EUR - NORMAL - MSLO - MOLH
 - 2522845411 - (P) - 2019.04.17 - Mxx : 755411 HUF - NORMAL - MOLH - MOLH
 - 2522827060 - (P) - 2019.04.03 - Mxx : 727152 HUF - NORMAL - MOLH - MOLH
 - 2522809771 - (P) - 2019.03.17 - Mxx : 745279 HUF - NORMAL - MOLH - MOLH

Upon clicking the invoices, the functions typical of the invoice browser can be launched.

4.16 Customer groups

Menu: *Customer / Customer Groups*

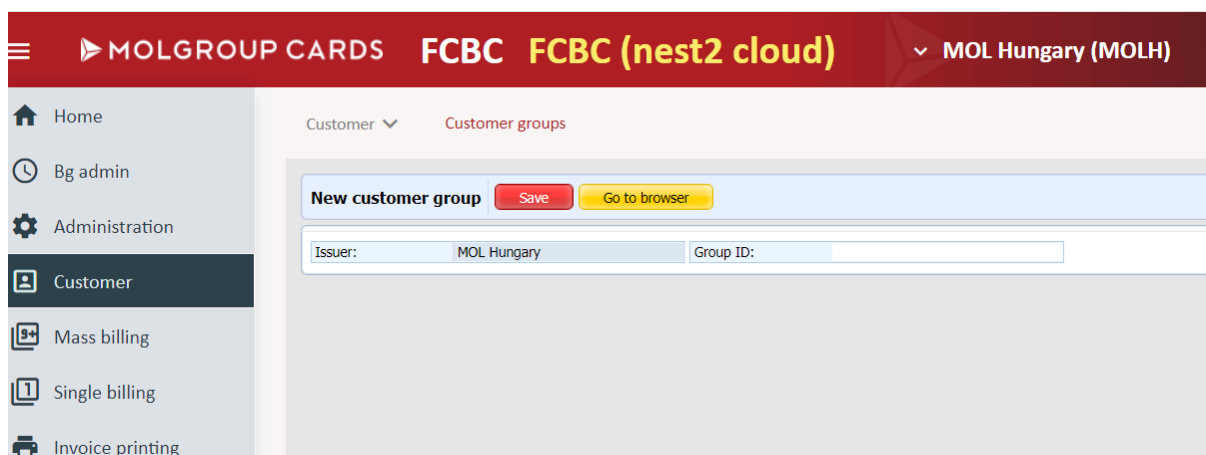
Customers can belong to „customer groups“.

Important!



The customer group is coming from the ERP system. In a few cases it can be maintained in FCBC. Details is described in chapter 0 Group history sheet.

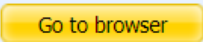
Upon launching the function, the system loads the *Customer groups* page.



On the loading page, the new customer group can be created by typing the name of the customer group in the *Group name* field and clicking the  button.

After the customer group is created, the system opens the customer group browser with the data of the created customer group.



4.17 Customer group browser

Upon clicking the  button, the system loads the customer group browser screen.

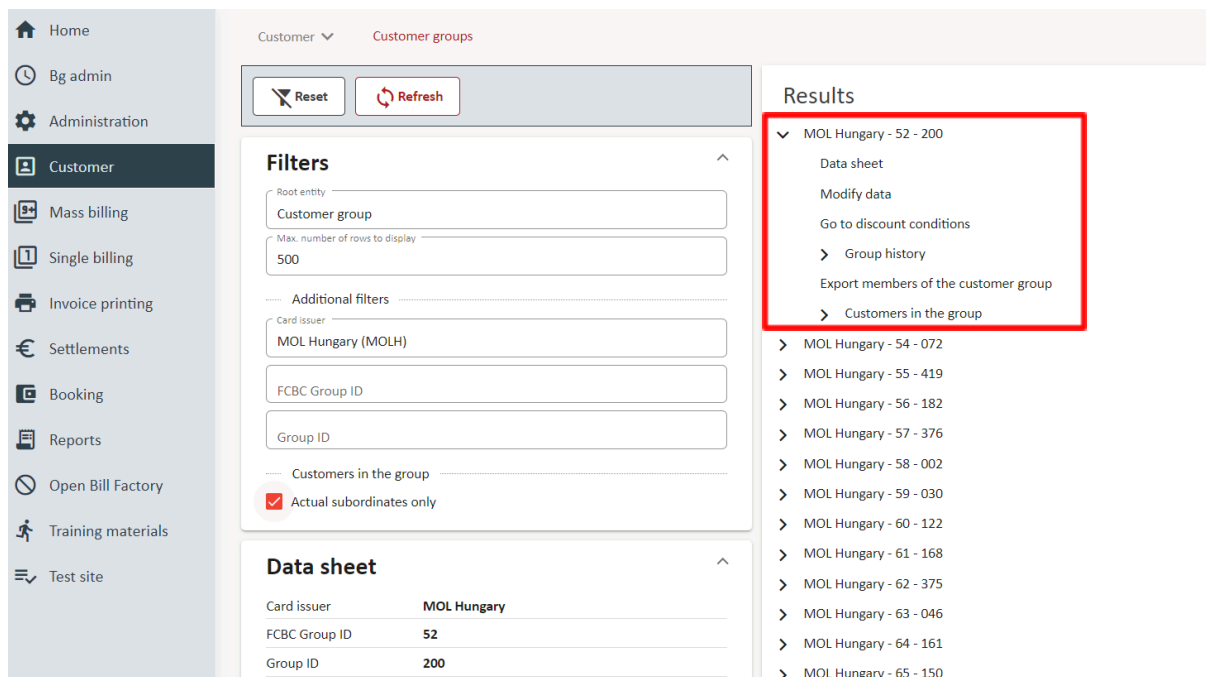
The general description of the browser screen is included in **chapter 4.3 Customer browser**.

In the browser screen, customer groups can be filtered on basis of the *Issuer*, *Group ID*, *Description*, *Actual subordinates only* filters of the *Filters panel*. (If the *Actual subordinates only* checkbox is clicked, only the valid customers belonging to the given customer groups are listed on the browser screen.)

Group ID is the FCBC unique identification number. Description is a free text. In case of the fleet customers it is coming from the ERP system (e.g. 200).

Filtering the customer groups on basis of the specified conditions can be launched by means of the  button. Upon clicking the  button, the filters of the *Filters panel* can be set default.

Upon clicking the appropriate customer group the system displays the data sheet functions on the right side:



Data sheet

Upon clicking the **Data sheet** *Data sheet* function, the main data of the selected (current) customer group are displayed on the *Data sheet* panel.

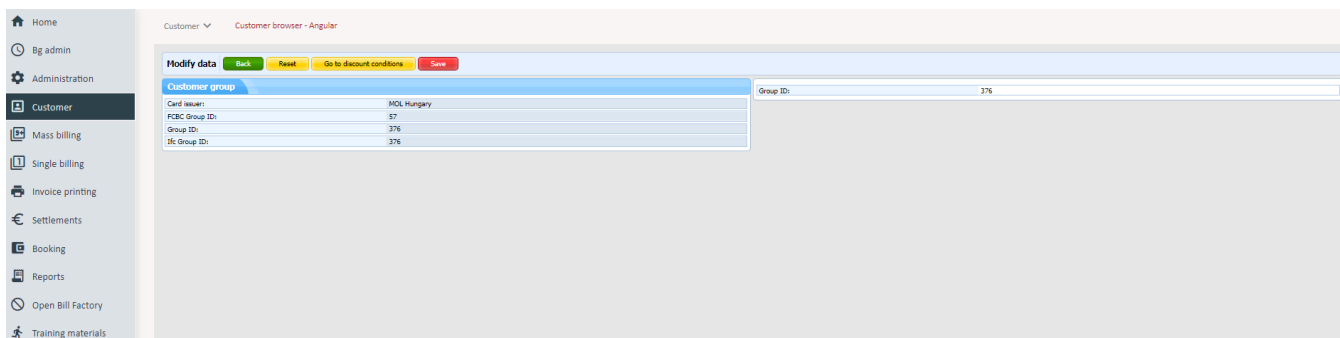
Data sheet

Card issuer	MOL Hungary
FCBC Group ID	52
Group ID	200
Ifc Group ID	200



On the *Data sheet* panel, the main data of the customer groups such as *Issuer*, *Group ID*, *Description*, *customerGroup.ifcGroupId* are displayed. This value is sent with the customer on the retail master interface.


Modify data

Upon clicking the **Modify data** *Modify data* function, the name of the customer group can be modified. Upon clicking the function, the system loads the *Customer group data sheet* page.




On this sheet the *Group name* can be modified can be saved the  button.

The *Group name* field can be set default by means of the  button. Upon clicking the  *Reset* button, the system displays in the field the value which was previously saved.

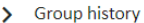
Upon clicking the  button, the discount conditions of the current customer group are displayed and can be modified.

Upon clicking the  button on the *Customer group data sheet* page, the system returns to the customer group browser.

Go to discount conditions

Upon clicking the  *Go to discount conditions* function, the discount conditions of the current customer group are displayed, can be modified. These functions are described in **Chapter 5.2 Condition type maintenance**.

Group History

Upon clicking the  *Group history* function, the system displays customer group history related to the selected customer group in the customer group browser.

Cumulated Group ID is an internal FCBC unique identification number. Name is the name of the Group. In case of fleet customers the name is coming from the ERP system. It is a character type field but generally in ERP the name of the groups are numbers (e.g. 200).

Group history

Valid from	Valid to	Cumulated group ID	Name
2024.08.27		3	HU02

Upon clicking the certain records in the table displaying the customer group history, the system loads the general browser screen on the *Customer group browser* page with the data of the selected customer group

Export members of the customer group Customers in the group

Upon clicking the > Customers in the group *Customers in the group* function, the customers belonging under the customer group are displayed on the browser screen:

- ▼ Customers in the group
 - > MOL Hungary - \$216872 (12952) - Pxxxxxxxx Gxxxx - 3000 Txxxxxxxx, Bxxxx Jxxxx lxx 2x 8x0x
 - > MOL Hungary - \$240021 (12952) - Gxxxx lxxx - 3000 Txxxxxxxx, Éxxxx úxxx 10x 4x00x
 - > MOL Hungary - -01 (37833) - Gxxxx Jxxxx - 4000 Úxxxxxxxx, Pxxxx Txx 10x
 - > MOL Hungary - -02 (702139) - Pxxxxxxxx Txxxx - 4000 Nxxxxxxxx, Bxxx Uxxx 10xx 2x0
 - > MOL Hungary - -02 (305423) - Zxxxx Lxxxx - 4000 lxxxx, Dxxx lxxxx Uxxx 1x
 - > MOL Hungary - -03 (37833) - Mxxxx Axxxx - 4000 Nxxxxxxxx, Cxxx Uxxx 4x
 - > MOL Hungary - -03 (305423) - Fxxxx Txxx - 4000 Nxxxxx, Kxxxx Gxxxx Uxxx 3x

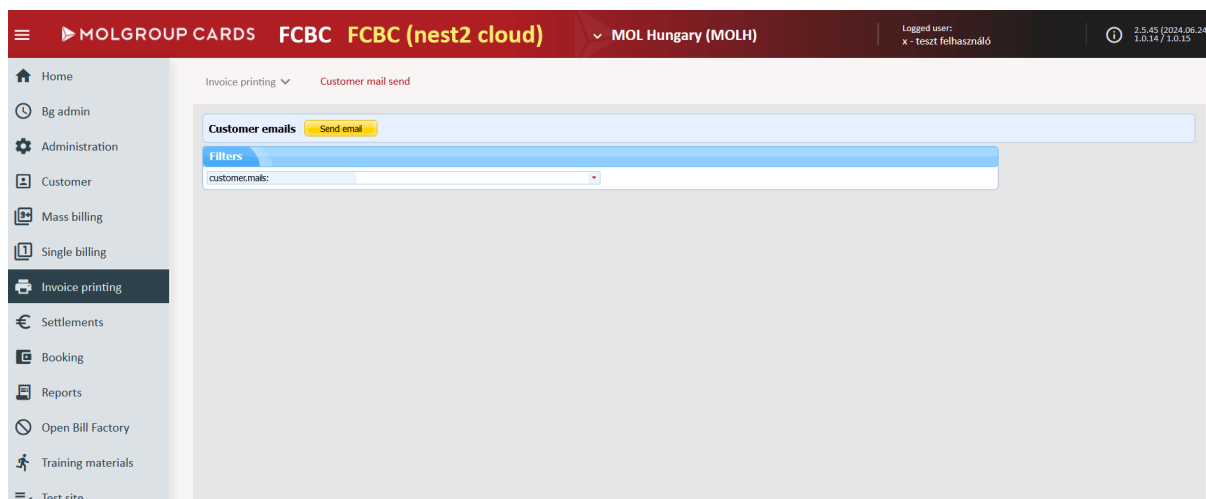
After selecting the customers, the functions typical of the customer browser can be launched.

4.18 Customer mail sending

Menu: *Invoice printing / Customer mail send*

The function of this menu is sending letters to customers independent of billing.

Upon launching the function, the system loads the *Customer mail send* page:

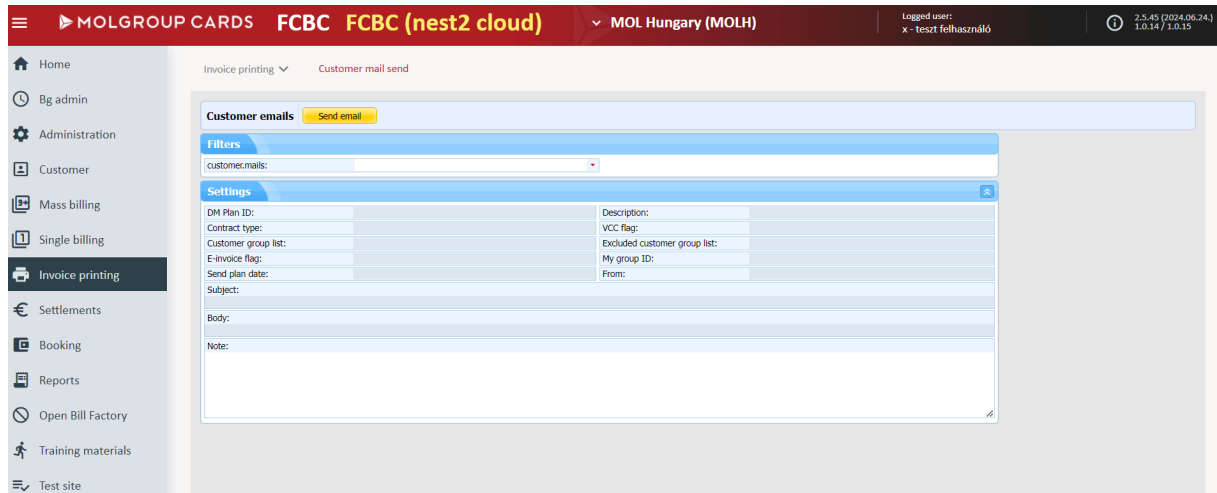


On the loading page, the template letter to be sent can be selected in the *Email address* field.

The content of the Email address select list is loaded with the template letters to be found in the *Administration / Company parameters / E-invoice notification mail dictionary*.

(The template letters valid in the field are displayed on basis of the *Invoice printing / Print DM plan dictionary*, the *Plan type = 'EMAIL'* condition.)

By selecting the template letter, the selected letter, its parameters are displayed on the *Settings* panel:

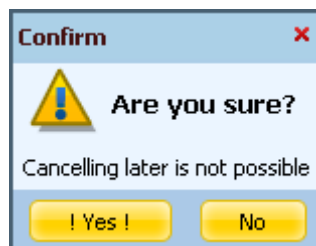


A note related to the print batch can be given in the *Note* field.

(The note given in the *Note* field is not displayed in the e-mails sent to the customers)

Sending the e-mail can be launched with the **Send email** button.

By clicking the **Send email** button, the system asks for confirming the generation of the bundle print file including the documents to be printed:



If clicking **! Yes !** upon confirming the generation of the bundle print file, the *DocFactory Waiting-room* is loaded where the bundle print file is generated as a process running in the background

The screenshot shows the MOL-FCBCx web application interface. At the top, there is a navigation menu with options like 'Invoice printing', 'Customer mail send', and 'Refresh'. A status message indicates 'DocFactory procedure is running. Launched at: 2012.05.16 10:12:31'. Below this, there is a section titled '1/19 Generate print batch' with a table of jobs. The table has columns for Print Batch ID, Short name, Name, Copy, Item number from, Item number to, Created date, User name, Invoice cycle, Contract type, and Note. The jobs listed include various invoice types like 'Print Batch Running', 'PDF Generating OK', and 'E-invoice' for different companies and dates. At the bottom, there is a '1/6 Process log' section with a table showing the start and stop times for various DocFactory processes, along with their parameters and run IDs.

Print Batch ID	Short name	Name	Copy	Item number from	Item number to	Created date	User name	Invoice cycle	Contract type	Note
30434	MOL Hungary	Print Batch Running	Email	3050207409	3050207409	2012.05.09 10:12	x			Customer send mail - Test letter - HK
30399	MOL Hungary	No data	E-invoice	3050207409	3050207409	2012.05.09 11:52	KHegedus	20121204		
30398	MOL Hungary	PDF Generating OK	E-invoice	3050206696	3050206696	2012.05.09 04:38	x	20101201		
30392	MOL Hungary	No data	1st copy	305000358	305000358	2012.05.09 04:38	x	20101201		
30390	MOL Hungary	PDF Generating OK	E-invoice	305000358	305000358	2012.05.09 04:35	x	20090602		
30389	MOL Hungary	No data	1st copy	305000358	305000358	2012.05.09 04:35	x	20090602		Szabó Laci-ká
30387	MOL Hungary	PDF Generating OK	E-invoice	305000358	305000358	2012.05.07 17:20	System	20090602		Szabó Laci-ká
30386	MOL Hungary	PDF Generating OK	E-invoice	305000358	305000358	2012.05.07 15:39	System	20090602		Szabó Laci-ká
30377	MOL Hungary	Print Batch Running	E-invoice	305000358	305000358	2012.05.07 14:49	System	20090602		Szabó Laci-ká
30376	MOL Hungary	PDF Generating OK	E-invoice	3050206594	3050206594	2012.05.07 11:11	System	20101201	ENPÉE	ENVI_JNYOMTATAS_20120507
30375	MOL Hungary	PDF Generating OK	E-invoice	3050206594	3050206594	2012.05.07 11:10	System	20101201	FLEET	ENVI_JNYOMTATAS_20120507
30374	MOL Hungary	PDF Generating OK	E-invoice	3050206460	3050206593	2012.05.07 11:10	System	20101201	FLEET	ENVI_JNYOMTATAS_20120507
30373	MOL Hungary	PDF Generating OK	E-invoice	3050206323	3050206453	2012.05.07 11:10	System	20101201	FLEET	ENVI_JNYOMTATAS_20120507
30372	MOL Hungary	PDF Generating OK	E-invoice	3050206186	3050206322	2012.05.07 11:10	System	20101201	FLEET	ENVI_JNYOMTATAS_20120507
30371	MOL Hungary	Err	E-invoice	3050206188	3050206452	2012.05.07 11:09	System	20101201	PPD	ENVI_JNYOMTATAS_20120507
30370	MOL Hungary	Print Batch Running	E-invoice	3050206188	3050206682	2012.05.07 11:08	System	20101201	PPD	ENVI_JNYOMTATAS_20120507
30369	MOL Hungary	Print Batch Running	E-invoice	3050206188	3050206682	2012.05.07 11:08	System	20101201	PPD	ENVI_JNYOMTATAS_20120507
30368	MOL Hungary	Print Batch Running	E-invoice	3050206188	3050206682	2012.05.07 10:53	System	20101201	PPD	ENVI_JNYOMTATAS_20120507
30367	MOL Hungary	PDF Generating OK	E-invoice	3050206680	3050206696	2012.05.07 09:52	System	20101201		DK_savkás
30366	MOL Hungary	PDF Generating OK	E-invoice	3050206581	3050206479	2012.05.07 09:52	System	20101201		DK_savkás
30365	MOL Hungary	PDF Generating OK	E-invoice	3050206482	3050206580	2012.05.07 09:52	System	20101201		DK_savkás
30364	MOL Hungary	PDF Generating OK	E-invoice	3050206383	3050206481	2012.05.07 09:52	System	20101201		DK_savkás
30363	MOL Hungary	PDF Generating OK	E-invoice	3050206294	3050206382	2012.05.07 09:52	System	20101201		DK_savkás
30362	MOL Hungary	PDF Generating OK	E-invoice	3050206186	3050206283	2012.05.07 09:52	System	20101201		DK_savkás
30361	MOL Hungary	PDF Generating OK	E-invoice	3050206680	3050206696	2012.05.07 09:50	System	20101201		DK_savkás
30360	MOL Hungary	PDF Generating OK	E-invoice	3050206581	3050206679	2012.05.07 09:50	System	20101201		DK_savkás
30359	MOL Hungary	PDF Generating OK	E-invoice	3050206482	3050206580	2012.05.07 09:50	System	20101201		DK_savkás
30358	MOL Hungary	PDF Generating OK	E-invoice	3050206383	3050206481	2012.05.07 09:50	System	20101201		DK_savkás
30357	MOL Hungary	PDF Generating OK	E-invoice	3050206294	3050206382	2012.05.07 09:50	System	20101201		DK_savkás

Start process	Start time	Stop time	Run by	Note	Parameters	Run ID	Unique ID
DocFactory	2012.05.09 11:52:30	2012.05.09 11:52:31	Hegedus Károl	Coverpages: 1, Invoices: 2, Annexes: 2	sCompany=> MOLH, nrPrintBatchId=> 30398, rplUserId=> 4499	30398	14455656
DocFactory	2012.05.09 11:52:30	2012.05.09 11:52:30	Hegedus Károl	Coverpages: 0, Invoices: 0, Annexes: 0	sCompany=> MOLH, nrPrintBatchId=> 30399, rplUserId=> 4499	30399	14455657
DocFactory	2012.05.09 04:38:11	2012.05.09 04:38:20	x (- Név)	Coverpages: 511, Invoices: 512, Annexes: 218	sCompany=> MOLH, nrPrintBatchId=> 30393, rplUserId=> 1	30393	14452390
DocFactory	2012.05.09 04:38:11	2012.05.09 04:38:11	x (- Név)	Coverpages: 0, Invoices: 0, Annexes: 0	sCompany=> MOLH, nrPrintBatchId=> 30392, rplUserId=> 1	30392	14452389
DocFactory	2012.05.09 04:36:01	2012.05.09 04:36:06	x (- Név)	Coverpages: 107, Invoices: 136, Annexes: 75	sCompany=> MOLH, nrPrintBatchId=> 30390, rplUserId=> 1	30390	14452373

In case of *Waiting room* processes the user can launch other functions, close the application subsequent to launching the process and the system does not interrupt the running of the launched process.

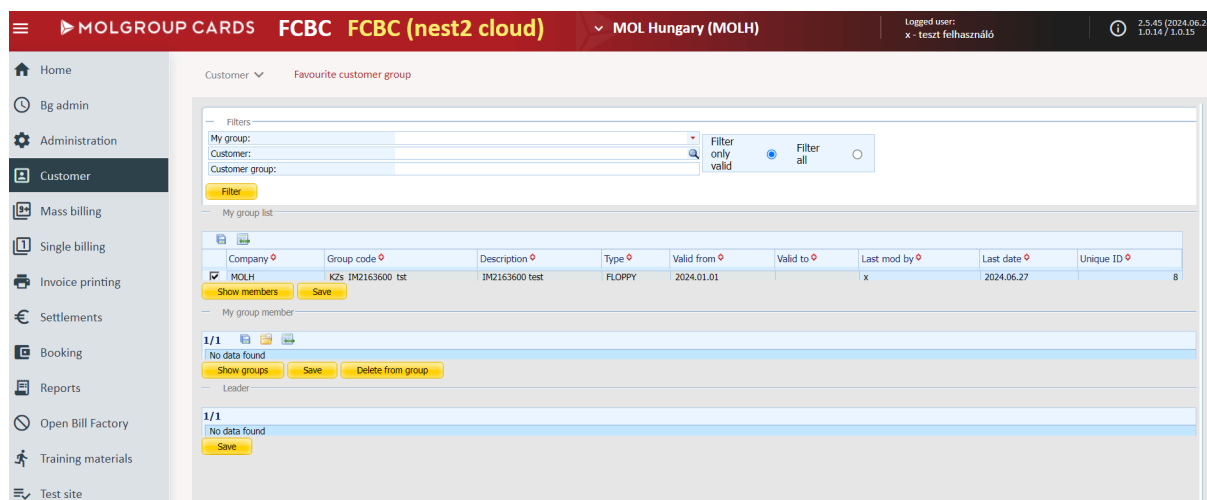
The e-mails of the batch file will be sent according to the *Plan date of send* field of the *Invoice printing / Print DM plan* dictionary.

4.19 Favorite customer group


Menu: Customer / Favorite customer group

This function is for maintaining the optionally segmented (favorite) customer group structure.


Upon launching the function, the system loads the *Favorite customer group* page:




On the loading page, the customer groups can be filtered. Description of customer browser is in **Chapter 4.3 Customer browser**.

In the customer browser the customer can be selected by clicking the  icon.

By selecting the *Filter only valid* radio button the system shows only the valid customer groups, by selecting the *Filter all* radio button even the valid and invalid customer groups are displayed. Default is the *Filter only valid* button.

Filtering the customer groups on basis of the set filter parameters can be launched with the  button. The result is displayed in the *My group list* table view (picture above). In the *My group list* table view, upon launching the *Favorite customer group* function default all valid customer groups are displayed.

In the *My group list* table view a new customer group can be recorded by clicking the  *Insert row* icon.

In the table view, the *Company* field is loaded automatically in accordance with the country selected in the country select list, its value cannot be modified. The customer group name can be found in the *Group code* field, the short description of the customer group is to be read in the *Description* field.


In case of the *Type* field, the '*EMAIL*' value is for sending single e-mail (within the scope of invoicing), the '*PRINT*' value indicates a group generated for invoice printing.

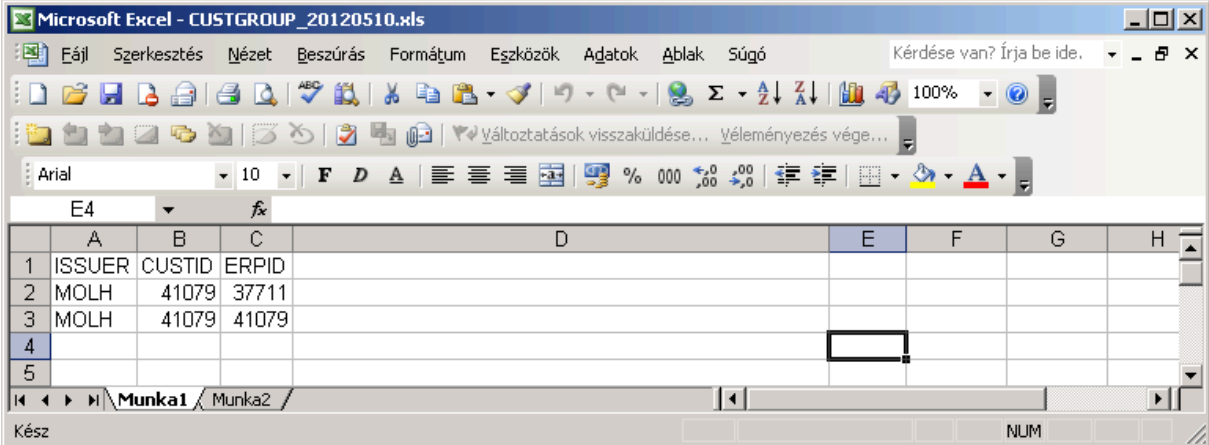
By means of the *Valid from*, *Valid to* fields the validity of the recorded favorite customer group can be specified.

In the *Last mod by*, *Last date*, *Unique ID* fields, the name of the person who performed the last modification, the date of the last modification and the unique technical ID of the customer group are loaded automatically, their value cannot be modified.


The new customer group data and the other changes of the table view can be saved with the **Save** button.

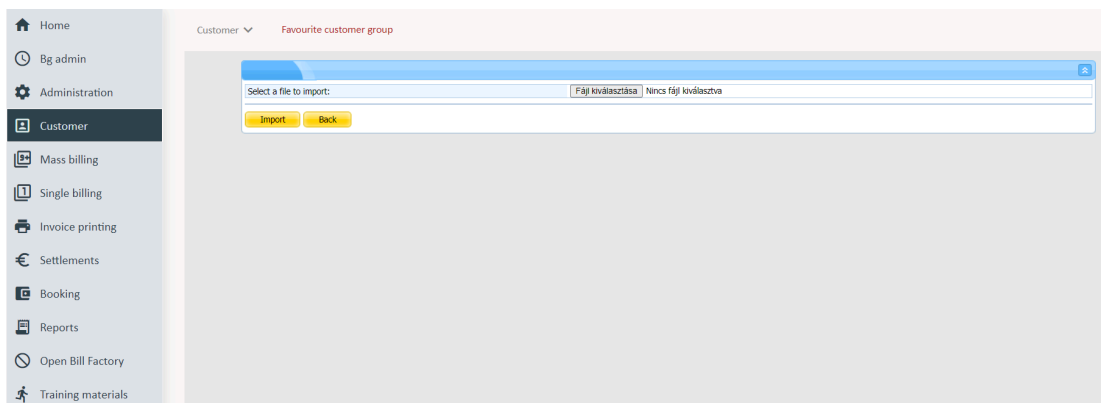
Members of the given customer group can be seen, maintained by selecting the customer group and clicking the **Show members** button.

Bulk customer group member loading can be launched with the  *Import file* icon. In case of the *Import file* function, customer data can be loaded in *Excel* files. The *Excel* file has to be built up as illustrated on the next picture:




	A	B	C	D	E	F	G	H
1	ISSUER	CUSTID	ERPID					
2	MOLH	41079	37711					
3	MOLH	41079	41079					
4								
5								

By clicking the  *Import file* icon, the system opens the *Select a file to import* page



The file selected in the *Select a file to import* window can be loaded by clicking the **Import** button. By clicking the **Import** function, the system saves data of the imported customer group members automatically. The load function ignores the non-existing customer data.

By clicking the  button, the highlighted customer group members can be deleted.

4.20 FAQ

?

FAQ (Frequently asked questions)

Q1: I sent the GREEN customer from the ERP system to FCBC but it is created as fleet customer. What is the problem?

A1: *You should check the INT_TYPE field of the retail master interface. In case of fleet customer the INT_TYPE should be "10ERP", in case of GREEN customer the INT_TYPE is "20PPD". If you send 10ERP with the customer then FCBC creates fleet customer.*

?

FAQ (Frequently asked questions)

Q2: I sent a customer modification a few hours ago, but I cannot see it. What is the problem?

A2: *In this case you can do the followings:*

1. *You should check the schedule of the customer sending because it is a scheduled task.*
2. *It is something wrong with the customer message and FCBC couldn't process it. The customer messages can be filtered in JMS interface manager. But it is a technical task to review these messages so you should ask help from the help desk (and ISDRO).*

?

FAQ (Frequently asked questions)

Q3: How do you know whether a customer has a valid contract or it does not have?

A3: *The contract data function in customer browser shows only the valid contract according to the ERP system, but there is a historical list on the Contract history in Modify data function, which shows the validity of the contracts according to the ERP system and the technical validity according to the FCBC. During the billing process the technical validity is used.*

?

FAQ (Frequently asked questions)

Q4: In Contract data BV14 payment method is displayed, but on the invoice the payment due is calculated with BV30. How do I know which value is correct

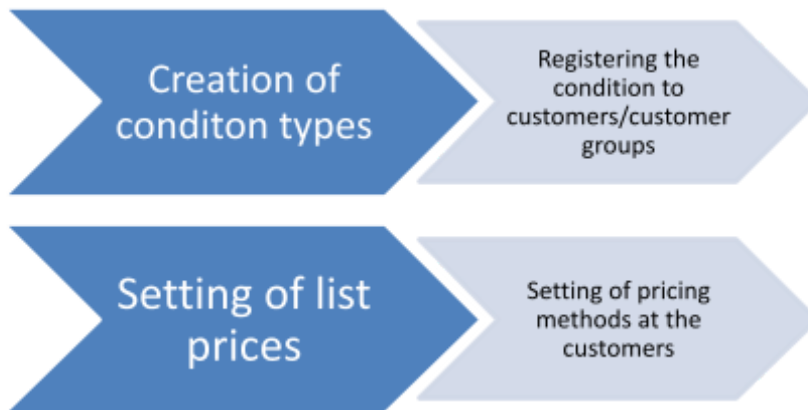
A4: *It can be checked on the Contract history sheet. The payment method, has to be shown on the invoice, comes from the contract record which was (technically) valid when the invoice was issued. In*

contract history the column "Payment method" is used for the invoicing. "IFC payment method" is sent by the interface but it has to be in line with the Payment method dictionary. If the dictionary is filled correctly and you sent the correct payment method with the customer then the "Payment method" column will be filled correctly.

5 CONDITION – BASIC

5.1 Basic process description

Conditions can be registered for the customers or for the customer groups in the FCBC system. The conditions can be recorded only based on predefined patterns condition (name of pattern is condition type). Basic process of setting the pricing and conditions is represented by the following pictures:



5.2 Condition type maintenance

Menu: Administration / Business dictionary / Condition type maintenance

To define the discount condition types in FCBC the „Condition type maintenance” function can be used.

Condition type definition

Condition type: 101426 ~ ME_TESZT1

General data

Valid from: 2015.09.28

Valid to:

Last modified by: x (- Név)

Last modified: 2015.09.28

Acceptor: MOL Hungary

Name*: ME_TESZT1

Invoice prompt:

Dimensions

International: Customer

Related to*: Customer

Contract type: Fix Fleet

Priority: To set

Calculation method: To set

Pricing method: To set

Scheduled: Fix

Subnetworks:

Favourite FS discount type*:

Filling station: Not relevant

Product level: Not relevant

Article ID: Not relevant

Article group ID: Not relevant

SAP Material group ID: Not relevant

Restriction ID: Not relevant

ERP article: Not relevant

ERP article group (AC): Not relevant

FCBC product group: Not relevant

Threshold discount

	Threshold from	Threshold to	Gross Amount	Percent	Last modified by	Last modified
1	0	100	1.3		Ákoshegyi Miklós (Daten-Kontor)	20
2	100	200	1.6		Ákoshegyi Miklós (Daten-Kontor)	20
3	200	300	1.9		Ákoshegyi Miklós (Daten-Kontor)	20
4	300		2.5		Ákoshegyi Miklós (Daten-Kontor)	20

Schedule settings

All day / Daily:

All day / Weekly:

New schedule

Scheduling


Start time:

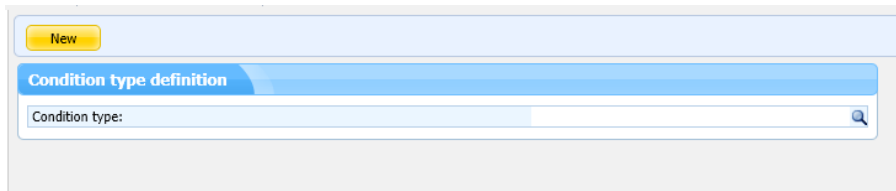
End time:

Recurrency:

Delete Save

On the screen upon clicking on the  command button a new condition type can be defined. (“see **chapter 5.4 Condition type definition panel**”)

By clicking the  icon the condition type search panel will be displayed.



5.3 Condition type search panel

Related to	Contract type	Product level	Product Id	Pricing method	Unit type	Amount	Percent	Acceptor (orig.)	Subn
Customer	Fleet				Threshold - percentage			MOL Hungary	MOL
Customer	Employee	FCBC product group		Totem price	Threshold - amount			MOL Hungary	X
Customer	Employee	FCBC product group	MOLLUB	Totem price	Percentage			MOL Hungary	
Customer	Employee	FCBC product group	LUBABL	Totem price	Percentage			MOL Hungary	
Customer	Employee	FCBC product group		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article (material)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article (material)		Totem price	Amount			MOL Hungary	
Customer	Employee	ERP article (material)		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article group (AC)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article group (AC)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article group (AC)		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article group (AC)		Totem price	Percentage			MOL Hungary	
Customer	Fleet	Article ID	000006		Percentage			MOL Hungary	
Customer	Fleet	Article ID	000011		Percentage			MOL Hungary	
Customer	Fleet	Article ID			Percentage			MOL Hungary	
Customer	Fleet	FCBC product group	FUEL	List price	Amount			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - percentage			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - amount			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - percentage			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - amount			MOL Hungary	
Customer	Fleet	FCBC product group	FUEL	Totem price	Amount			MOL Hungary	

Search options:

- Original acceptor
- Subnetwork
- International related (Only domestic / Only international / Domestic and international)
- Valid on this day
- Condition name
- Related to (Customer / Customer group)
- Filling station related
- Contract type
- Product level
- Pricing method
- Unit type
- Amount
- Percent
- Net or Gross
- Product
- Condition package
- Condition type ID (unique ID)

The searched item from the Result screen can be selected by clicking the link of the item row.

5.4 Condition type definition panel

Condition type can be defined on this screen panel. It is generally true, that:

- If in the condition type definition the value of a property role is “Not relevant”, then this property has no effect on the condition.
- If in the condition type definition the value of a property role is “Fix”, then the value has to be set at the condition type. The property cannot be changed at customer registration.
- If in the condition type definition the value of a property role is “To set”, then the value has to be set when assigning the condition to the customer.

Save		Save as new		New		Re-search		
Condition type definition								
Condition type:	115136 ~ BB-teszt-FCBC-669							
— General data								
Valid from*:	2024.01.01							
Valid to:								
Last modified by:	x - teszt felhasználó							
Last modified:	2024.08.26							
Acceptor:	MOL Hungary							
Subnetwork:								
Condition unique subnet allowed:	<input checked="" type="checkbox"/>							
Name*:	BB-teszt-FCBC-669							
Invoice prompt:								
— Dimensions								
International:	<input type="checkbox"/>							
Related to*:	Customer							
Include issuer(s)(comma separated)*:								
Exclude issuer(s)(comma separated)*:								
Contract type:	Fix		Fleet					
Priority:	Fix						600	
Calculation method:	Fix		Calculated from original price					
Pricing method:	To set							
Scheduled:	Not relevant							
Favourite FS discount type*:	<input type="checkbox"/>							
Filling station:	Not relevant							
Product level:	Fix		Article ID					
Article ID:	To set							
Article group ID:	Not relevant							
SAP Material group ID:	Not relevant							
Restriction ID:	Not relevant							
ERP article:	Not relevant							
ERP article group (AC):	Not relevant							
FCBC product group:	Not relevant							
— Value								
Discount unit type:	Fix		Threshold - amount					
Threshold scheme:	To set							
Amount:	Not relevant							
Fix price:	Not relevant							
Org.fee currency:	Not relevant							
Org.fee calc. of scales:	Not relevant							
Basis of calculation:	Fix		Gross					
Percent:	Not relevant							
Threshold discount period:	Fix		Monthly					
Calculation for full period:	Not relevant							
Th.collect for product level:	To set							
Th.collect for product code:	To set							
Threshold subnetwork:	Franchise kúthálózat (MOLH)							
Cumulated group:	To set							
Cumulation level:	To set							
Cumulation start date:	To set							

“General Data” section

- Valid from: start date of condition type validity
- Valid until: end date of condition type validity
- Last modified by (name of the user)
- Last date of modification
- Acceptor (original)
- Name: Description of condition type
- Invoice prompt: text displayed on the invoice

“Dimensions” section

- International: if checked, it can be applied on foreign customers
- Related to : Customer or Customer group
- Contract type: Not relevant / To set / Fix*-> Contract type of customer
- Priority: To set / Fix*-> The position in a queue of calculation. The system shall process the condition rows in descending order – the highest value being processed first.
- Calculation method: Not relevant / To set / Fix*->
 - Calculated from original price
 - Calculated from discounted price
 - Only primary calculation allowed (highest priority)
- Pricing method: Not relevant / To set / Fix*->
 - Totem price
 - List price
 - Optimum price
- Scheduled: Not relevant / To set / Fix*-> if checked, the condition can be scheduled
- Subnetwork: if not selected, it refers to the original acceptor network
- Favourite FS discount type: if checked, it refers to the customer’s favourite filling stations
- Filling station: Not relevant / To set / Fix*-> it refers to a specific filling station
- Product level: Not relevant / To set / Fix*->
 - Article ID
 - Article group ID
 - SAP material group ID
 - Restriction ID
 - ERP article ID
 - EPR article group (AC)
 - FCBC product group
- Product - depending on the product level selection: To set / Fix*-> the specific product code


“Values” section

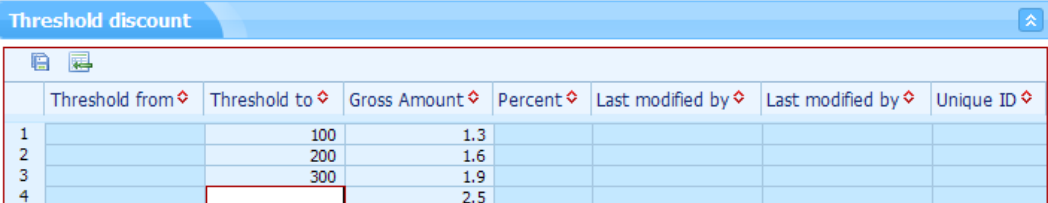
- Discount unit type: To set / Fix*->
 - Amount
 - Percentage
 - Threshold - amount
 - Threshold - percentage

- Fix price
- In the case where the the Discount unit type is Amount:
 - Amount: To set / Fix*-> amount of discount
 - Basic of calculation: To set / Fix*-> Gross or Net
- In the case where the Discount unit type is Percentage:
 - Percent: To set / Fix*-> percent of discount
 - Basic of calculation: To set / Fix*-> Gross or Net without excise tax
- In the case where the Discount unit type is Fix price:
 - Fix price: To set / Fix*-> fix price of transactions
 - Basic of calculation: To set / Fix*-> Gross or Net
- In the case where the Discount unit type is Threshold–amount or Threshold–percentage:
- Threshold scheme: To set / Fix*->
 - Range
 - Range and value
- Threshold discount period: To set / Fix*->
 - Previous period
 - Current period
 - Contracted total period
 - Monthly
 - Quarterly
 - Yearly
- Calculation of full period: To set / Fix*-> the discount applies to
 - Total period
 - Only after crossing threshold
- Th. Collect for product level: To set / Fix*->
 - Restriction ID
 - Article ID
 - Article Group ID
 - SAP Material group ID
 - ERP article (material)
 - ERP article group (AC)
 - FCBC product group
- Th. Collect for product code: To set / Fix*->together with product level
- Threshold subnetwork: subnetwork browser
- Cumulated group: To set / Fix*-> cumulated group can be chosen.
- Cumulation level: To set / Fix*->
 - Original acceptor (If not selected, it refers to the original acceptor network)
 - Subnetwork
- Cumulation start date: To set / Fix*-> start date of collecting (If not selected, it refers to the start date of condition registration)

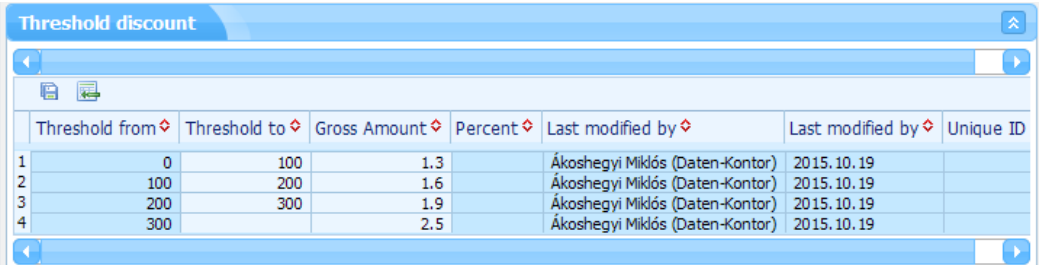
5.5 Threshold settings

The threshold panel appears when the setting of the Threshold scheme is “Fix” – in this case the threshold ranges or the ranges and values can be defined at the condition type.

By clicking the  icon a new row can be added to the threshold table. According the definition the upper limit of the range or the upper limit of the range and the percentage or amount can be edited on the panel.



	Threshold from	Threshold to	Gross Amount	Percent	Last modified by	Last modified by	Unique ID
1		100	1.3				
2		200	1.6				
3		300	1.9				
4			2.5				

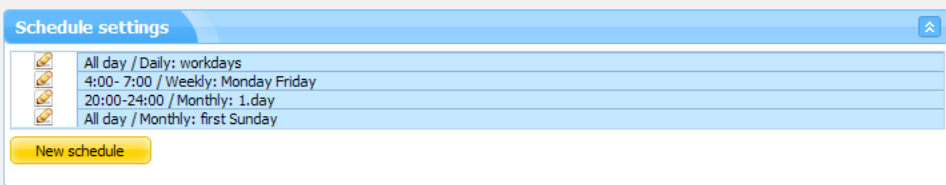





	Threshold from	Threshold to	Gross Amount	Percent	Last modified by	Last modified by	Unique ID
1	0	100	1.3		Ákoshegyi Miklós (Daten-Kontor)	2015.10.19	
2	100	200	1.6		Ákoshegyi Miklós (Daten-Kontor)	2015.10.19	
3	200	300	1.9		Ákoshegyi Miklós (Daten-Kontor)	2015.10.19	
4	300		2.5		Ákoshegyi Miklós (Daten-Kontor)	2015.10.19	


5.6 Schedule settings

The schedule panel will appear when the setting of the scheduled role is “Fix”. In this case one or more timing or schedule condition can be set.

On the panel the set timer or schedule condition will be displayed.



Schedule settings	
	All day / Daily: workdays
	4:00- 7:00 / Weekly: Monday Friday
	20:00-24:00 / Monthly: 1.day
	All day / Monthly: first Sunday
New schedule	

The rows can be opened by clicking the  icon To add a new timing or schedule condition click the [New schedule](#) button.

Data to be recorded:

- Time interval when the condition is available.
Thirty minutes timescale can be set . If the Start and/or End value is not set, then the

condition is valid from the beginning and/or until the end of day. If the Start and End value is empty, it means that the condition is valid the whole day.

- Recurrency: Daily / Weekly / Monthly

In case of “Daily” the available selections: Every day / On workdays / On non-workdays.

The screenshot shows the 'Schedule settings' window with the 'Daily' recurrence selected. The 'Scheduling' section includes fields for 'Start time', 'End time', and 'Recurrency' (set to 'Daily'). Below these, there are three radio button options: 'Every day' (unselected), 'On workdays' (selected), and 'On non-workdays' (unselected). At the bottom right, there are 'Delete' and 'Save' buttons.

In case of “Weekly” the days of the week can be selected:

The screenshot shows the 'Schedule settings' window with the 'Weekly' recurrence selected. The 'Scheduling' section includes fields for 'Start time' (4:00), 'End time' (7:00), and 'Recurrency' (set to 'Weekly'). Below these, there is a section for 'Every weeks on:' with a list of days: Monday (checked), Tuesday (unchecked), Wednesday (unchecked), Thursday (unchecked), Friday (checked), Saturday (unchecked), and Sunday (unchecked). At the bottom right, there are 'Delete' and 'Save' buttons.


In case of “Monthly” the available selections: Day (day of the month) / Week and Day (week of the month and day of the week)

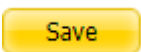
The screenshot shows the 'Schedule settings' window with the 'Monthly' recurrence selected. The 'Scheduling' section includes fields for 'Start time' (20:00), 'End time', and 'Recurrency' (set to 'Monthly'). Below these, there are two radio button options: 'day' (selected) and 'week and day' (unselected). Under the 'day' option, there is a 'Day of the month:' field with the value '1'. At the bottom right, there are 'Delete' and 'Save' buttons.

After the insert scheduled rows you can save the data with the **Save** button. The selected scheduled row you can delete with the **Delete** button on the bottom of the schedule panel.

Finally you can save the new or modified condition type data with the **Save** or **Save as new** (it is create a new type record) button on the top of the site.

5.7 Unique subnet

New row can be added by the  *Insert row* icon.

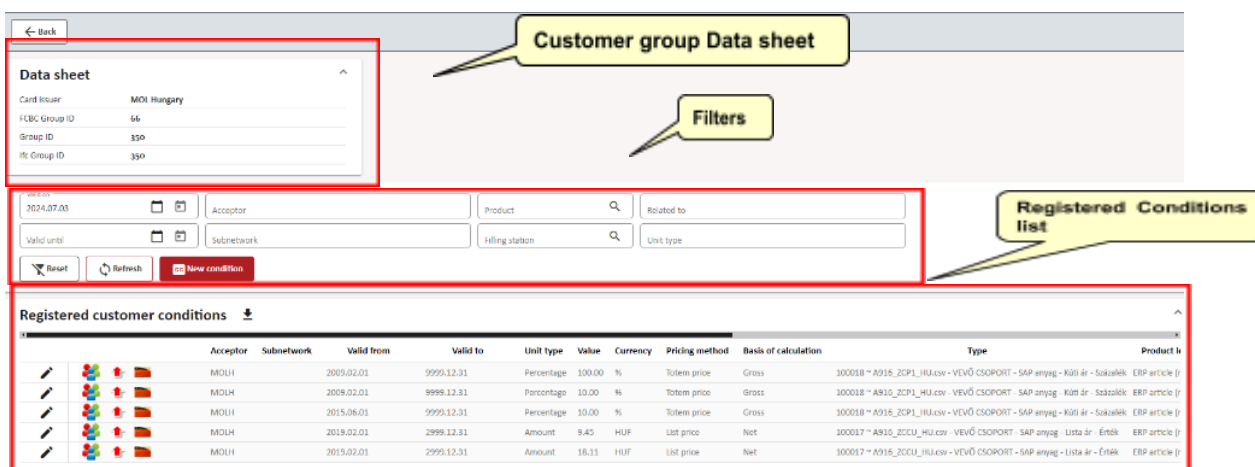
Upon clicking the  **Save** button, the changes will be saved. After saving, the program automatically generates the subnet members.

5.8 Registering a condition to the customer group or to the customer

Menu: *Customer browser -> Customer group -> Go to discount conditions*
 or *Customer browser -> Customer -> Go to discount conditions*

To register the discount condition to the customer group or to the customer in FCBC the „Customer group -> Go to discount condition” or „Customer -> Go to discount condition” functions can be used.

Customer group condition screen:



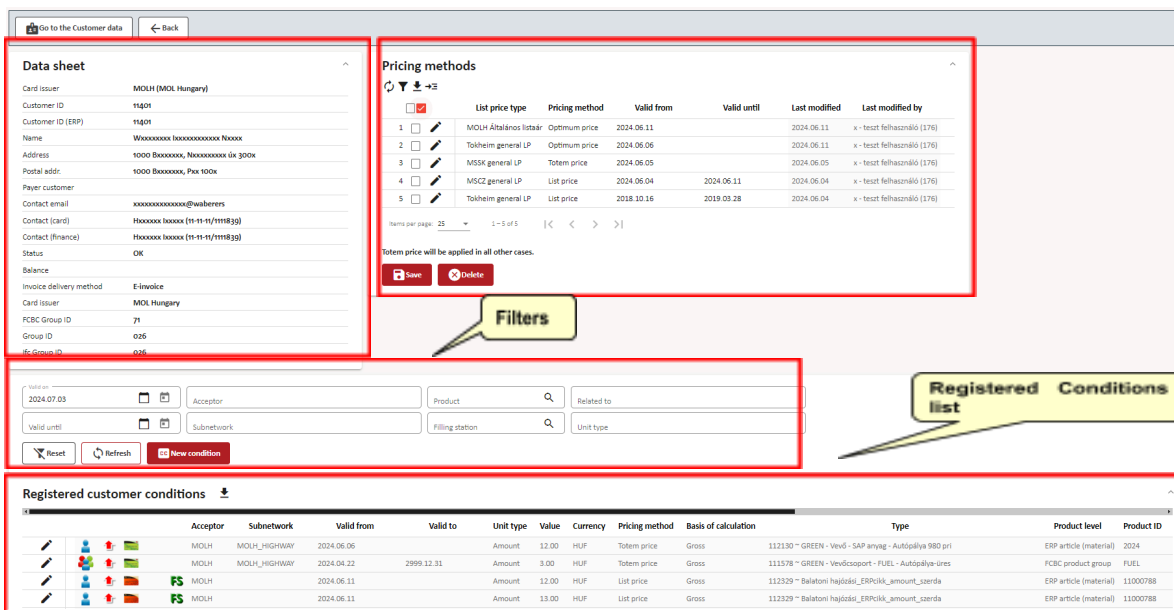
The screenshot shows the 'Customer group Data sheet' interface. It includes a 'Data sheet' sidebar with fields for Card issuer (MOI Hungary), FCBC Group ID (56), Group ID (350), and RC Group ID (350). The main area features a 'Filters' section with search boxes for 'Product' and 'Related to', and 'Valid until' and 'Subnetwork' fields. Below the filters is a 'Registered Conditions list' table.

	Acceptor	Subnetwork	Valid from	Valid to	Unit type	Value	Currency	Pricing method	Basis of calculation	Type	Product list
	MOLH		2009.02.01	9999.12.31	Percentage	100.00	%	Totem price	Gross	300018 * A916_ZCP1_HU.csv - VEVO CSOPORT - SAP anyag - Köt ár - Szaklek	ERP article [r
	MOLH		2009.02.01	9999.12.31	Percentage	10.00	%	Totem price	Gross	300018 * A916_ZCP1_HU.csv - VEVO CSOPORT - SAP anyag - Köt ár - Szaklek	ERP article [r
	MOLH		2015.06.01	9999.12.31	Percentage	10.00	%	Totem price	Gross	300018 * A916_ZCP1_HU.csv - VEVO CSOPORT - SAP anyag - Köt ár - Szaklek	ERP article [r
	MOLH		2019.02.01	2999.12.31	Amount	9.45	HUF	List price	Net	300017 * A916_ZCCU_HU.csv - VEVO CSOPORT - SAP anyag - Lista ár - Érték	ERP article [r
	MOLH		2019.02.01	2999.12.31	Amount	18.11	HUF	List price	Net	300017 * A916_ZCCU_HU.csv - VEVO CSOPORT - SAP anyag - Lista ár - Érték	ERP article [r

Customer condition screen:



Two callout boxes are shown: 'Customer Data sheet' and 'Pricing methods'.






5.9 Pricing methods panel

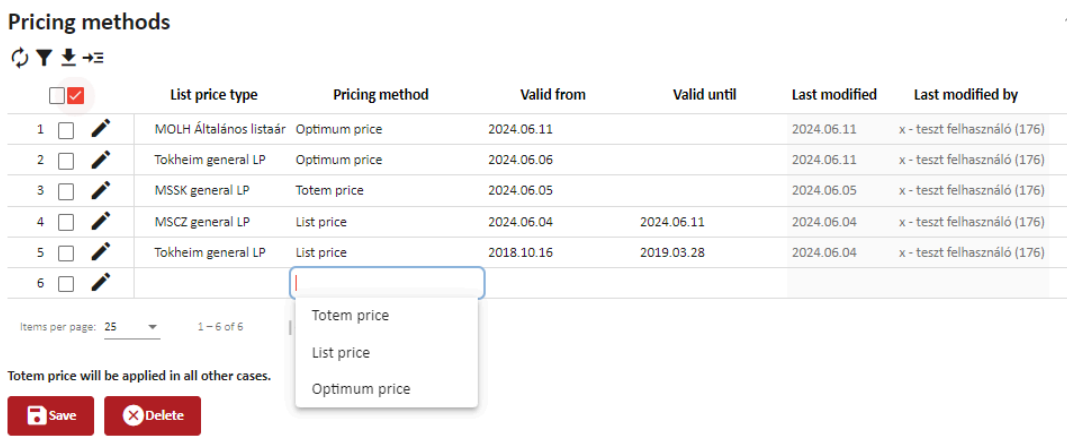
For each customer it has to be set, what pricing method has to be applied in each network.

Possibilities:

- If there is no row available for a network then the totem price will be applied.
- If there is list price available in the network, then the customer can choose from three different pricing methods:
 - Totem price
 - List price
 - Optimum price

By the clicking the  icon a new row can be inserted to the table. After the insert you can save the modified data with the



 button. The selected row(s) can be deleted with the  button.

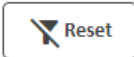


5.10 Filter panel

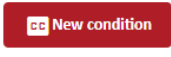
On the condition screen as default the registered conditions valid on that day (today) will be displayed. Using this filter panel the displayed rows can be searched based on defined criteria.

Search options:

- Valid on: the date, when the condition is (was) available
- Valid until: the interval end date
- Acceptor (original)
- Subnetwork
- Product: By clicking the  icon the product search panel will display.
- Filling station: By clicking the  icon the filling station search panel will display.
- Related to: Customer or Customer group
- Unit type: Amount or Percent or Threshold – amount or Threshold – percent.

All fields of the *Filters* panel can be set default by clicking on the  button. The result fulfilling the search conditions is displayed after the conditions are specified in the fields and the

Enter button is pressed or the  button clicked on.




Clicking on the command  button a new condition can be registered to the customer or to the customer group. The the condition type search panel will display.

5.11 Pricing methods panel





For each customer it has to be set, what pricing method has to be applied in each network.







Possibilities:

- If there is no row available for a network then the totem price will be applied.
- If there is list price available in the network, then the customer can choose from three different pricing methods:
 - Totem price
 - List price
 - Optimum price

By the clicking the  icon a new row can be inserted to the table. After the insert you can save the modified data with the  button. The selected row(s) can be deleted with the  button.



Pricing methods

<input type="checkbox"/>	<input checked="" type="checkbox"/>	List price type	Pricing method	Valid from	Valid until	Last modified	Last modified by	
1	<input type="checkbox"/>		MOLH Általános listaár	Optimum price	2024.06.11	2024.06.11	x - teszt felhasználó (176)	
2	<input type="checkbox"/>		Tokheim general LP	Optimum price	2024.06.06	2024.06.11	x - teszt felhasználó (176)	
3	<input type="checkbox"/>		MSSK general LP	Totem price	2024.06.05	2024.06.05	x - teszt felhasználó (176)	
4	<input type="checkbox"/>		MSCZ general LP	List price	2024.06.04	2024.06.11	x - teszt felhasználó (176)	
5	<input type="checkbox"/>		Tokheim general LP	List price	2018.10.16	2019.03.28	2024.06.04	x - teszt felhasználó (176)
6	<input type="checkbox"/>							

Items per page: 25 1 - 6 of 6

Totem price will be applied in all other cases.



 



Totem price

List price

Optimum price


5.12 Filter panel


Valid on: 2024.08.05  

Valid until:  

Accepter




Subnetwork

Product 

Filling station 



Related to

Unit type


  

On the condition screen as default the registered conditions valid on that day (today) will be displayed. Using this filter panel the displayed rows can be searched based on defined criteria.

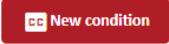
Search options:

- Valid on: the date, when the condition is (was) available
- Valid until: the interval end date
- Acceptor (original)
- Subnetwork
- Product: By clicking the  icon the product search panel will display.
- Filling station: By clicking the  icon the filling station search panel will display.

- Related to: Customer or Customer group
- Unit type: Amount or Percent or Threshold – amount or Threshold – percent.

All fields of the *Filters* panel can be set default by clicking on the  button. The result fulfilling the search conditions is displayed after the conditions are specified in the fields and the

Enter button is pressed or the  button clicked on.

Clicking on the command  button a new condition can be registered to the customer or to the customer group. The the condition type search panel will display.

Condition type search panel

Related to	Contract type	Product level	Product Id	Pricing method	Unit type	Amount	Percent	Acceptor (orig.)	Subn
Customer	Fleet				Threshold - percentage			MOL Hungary	MOL
Customer	Fleet				Threshold - amount			MOL Hungary	MOL
Customer	Employee	FCBC product group		Totem price	Percentage			MOL Hungary	X
Customer	Employee	FCBC product group	MOLLUB	Totem price	Percentage			MOL Hungary	
Customer	Employee	FCBC product group	LUBABL	Totem price	Percentage			MOL Hungary	
Customer	Employee	FCBC product group		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article (material)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article (material)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article (material)		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article (material)		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article (material)		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article group (AC)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article group (AC)		List price	Amount			MOL Hungary	
Customer	Employee	ERP article group (AC)		Totem price	Percentage			MOL Hungary	
Customer	Employee	ERP article group (AC)		Totem price	Percentage			MOL Hungary	
Customer	Fleet	Article ID	000006		Percentage			MOL Hungary	
Customer	Fleet	Article ID	000011		Percentage			MOL Hungary	
Customer	Fleet	Article ID			Percentage			MOL Hungary	
Customer	Fleet	FCBC product group	FUEL	List price	Amount			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - percentage			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - amount			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - percentage			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - amount			MOL Hungary	
Customer	Fleet	FCBC product group		List price	Threshold - amount			MOL Hungary	
Customer	Fleet	FCBC product group	FUEL	Totem price	Amount			MOL Hungary	

Search options:

- Original acceptor
- Subnetwork
- International related (Only domestic / Only international / Domestic and international)
- Valid on this day
- Condition name
- Related to: Customer / Customer group
- Filling station related
- Contract type
- Product level
- Pricing method
- Unit type
- Amount
- Percent
- Net or Gross
- Product
- Condition package
- Condition type ID (unique ID)

The searched item from the Result screen can be selected by clicking the link of the item row.

Product search panel

The screenshot shows a software interface for product search. On the left, there is a 'Filters' panel with the following fields: Company (MOLH), Transaction date (2015.10.26), Product ID, Product, ERP article, SD int. mat. main nr., Article, and Article group. On the right, there is a table with 1/40 results. The table columns are: Product ID, PROCTS_NAME, Filling station ID, TRAFF_NBR, ERP article, SD int. mat. main nr., VAT %, and Unit. The table contains 20 rows of product data.

Product ID	PROCTS_NAME	Filling station ID	TRAFF_NBR	ERP article	SD int. mat. main nr.	VAT %	Unit
210600929	MOL KA 100 10L		27101981	13002841	5210	27	DB
210600930	MOL Komagmol 220 10L		27101987	13002843	5240	27	DB
210600931	MOL MA 15 10L		27101999	13002846	5201	27	DB
210600933	MOL FG 100 1L		27101999	13002857	5209	27	DB
210600938	MOL KZS 3 50KG		27101999	13002962	5400	27	DB
210600943	MOL LZS 3 5KG		27101999	13002981	5410	27	DB
210600946	MOL Liton 00 5KG		27101999	13002987	5410	27	DB
210600947	MOL LITON 00 50KG		27101999	13002988	5410	27	DB
210600948	MOL Hixol 80W-90 10L		27101987	13003046	5100	27	DB
210600950	MOL Standard S 50 10L		27101981	13003068	5037	27	DB
210600951	MOL M 15 10L		27101985	13003176	5201	27	DB
210600953	MOL KOMAGMOL 100 180KG		27101987	13003353	5240	27	DB
210600954	MOL KA 150 10L		27101981	13003393	5210	27	DB
210600958	MOL TCL 100 10L		27101999	13003476	5203	27	DB
210600959	MOL DK 350 180KG		27101999	13003506	5310	27	DB
210600960	MOL Hidro 68 10L		27101983	13003507	5250	27	DB
210600961	MOL Hidro 46 10L		27101983	13003508	5250	27	DB
210600962	MOL TCL 100 50KG		27101999	13003509	5203	27	DB
210600963	MOL HIDRO 68 50KG		27101983	13003510	5250	27	DB
210600964	MOL MA 15 50KG		27101999	13003511	5201	27	DB
210600966	MOL LZS 2 MG 5KG		27101999	13003586	5410	27	DB
210600967	MOL Rolo 46 50KG		27101981	13003587	5214	27	DB
210600968	MOL FGY 46 50KG		27101985	13003588	5280	27	DB
210600971	MOL MA 5 10L		27101999	13003723	5201	27	DB
210600972	MOL SZKH 68 10L		27101999	13003805	5205	27	DB

Search options:

- Product ID (unique ID of product in FCBC system)
- Product name (name of product in FCBC system)
- ERP article ID
- SAP material group ID
- Article ID
- Article group

The searched item from the Result screen can be selected by clicking the link of the item row.

Filling station search panel

The screenshot shows a software interface for filling station search. On the left, there is a 'filters' panel with the following fields: Filling station ID, FS name, and Acceptor (MOL Hungary). On the right, there is a table with 1/19 results. The table columns are: TID, Filling station ID, Acceptor, and FS_NAME. The table contains 19 rows of filling station data.

TID	Filling station ID	Acceptor	FS_NAME
2325	22238	MOLH	GYÖR - GALÁNTAI ÚT
2328	22249	MOLH	SOPRON - HATÁRÁTKÉLO I. (KIMENŐ)
2330	22250	MOLH	GYÖR TATAI BÁNAI U. 81
2335	22260	MOLH	HÉDEKVÁR - SZIGETKÖZI ÚT
2338	22271	MOLH	MOSONMAGYARÓVÁR - M1 - M15. ALUTÓPÁLYA I
2341	22282	MOLH	MOSONMAGYARÓVÁR - M1 - M15. ALUTÓPÁLYA II
2342	22293	MOLH	FERTŐSZÉPLAK - NAGY LAJOS U.
2344	22301	MOLH	KÖNY - DÓZSA GYÖRGY ÚT 67.
2346	22312	MOLH	MOSONMAGYARÓVÁR - HALÁSZI ÚT 0139/3 HRSZ
2348	22345	MOLH	LOVÓ - KÖSZEGI ÚT HRSZ.0179/39
2351	23027	MOLH	DOROG - BÉCSI ÚT
2352	23038	MOLH	ESZTERGOM RUDNAY TÉR
2359	23178	MOLH	DUNAALMÁS - ALMÁSI U.
2362	23208	MOLH	ESZTERGOM - DOROGI ÚT (111.SZ. FKL.ÚT)
2367	23230	MOLH	KOMÁROM, MÚSZERÉSZ U.
2369	23241	MOLH	TATABÁNYA - GYÖRI ÚT
2017	11012	MOLH	BUDAPEST - I. Mészáros U. 19.
2019	11045	MOLH	BUDAPEST - III. ÁRPÁD FEJEDLEM U. 103.
2023	11196	MOLH	BP. KÖZTÁRSASÁG TÉR
2026	11215	MOLH	BUDAPEST - IX. NAPFÉNY U. 26.
2029	11226	MOLH	BUDAPEST - IX. GUBACSI U. 27.
2032	11237	MOLH	BUDAPEST - X. FEHÉR U. 3.
2033	11248	MOLH	BP. X. KERÉPESI ÚT 119-121
2034	11263	MOLH	BP. NÉPLIGET
2037	11311	MOLH	BUDAPEST - XIII. ISTENHEGYI U.55.


Search options:





- Filling station ID
- Filling station name
- Acceptor (original)


The searched item from the Result screen can be selected by clicking the link of the item row.




























5.13 Registered condition list

First the system loads the registered, valid customer or customer group conditions to the condition list.

Registered customer conditions 


		Acceptor	Subnetwork	Valid from	Valid to	Unit type	Value	Currency	Pricing method	Bas
		MOLH	MOLH_BUDAPESTI	2024.03.25		Amount	5.00	HUF	Totem price	Net
		MOLH	MOLH_GREEN_NOHW_PARTNER	2024.08.06		Amount	150.00	HUF	Totem price	Gro

Registered customer conditions 

		Acceptor	Subnetwork	Valid from	Valid to	Unit type	Value	Currency	Pricing method	Basis of calc
		MOLH	MOLH_HIGHWAY	2024.06.06		Amount	12.00	HUF	Totem price	Gross
		MOLH	MOLH_HIGHWAY	2024.04.22	2999.12.31	Amount	3.00	HUF	Totem price	Gross
		 MOLH		2024.06.11		Amount	13.00	HUF	List price	Gross
		 MOLH		2024.06.11		Amount	12.00	HUF	List price	Gross
		 MOLH		2024.06.11		Amount	23.00	HUF	List price	Net
		MOLH		2009.12.09	2999.12.30	Percentage	100.00	%	Totem price	Gross
		MOLH		2019.02.01	2999.12.31	Amount	17.50	HUF	List price	Net
		 MOLH	MOLH_NETWORK	2024.07.01		Amount	7.00	HUF	Totem price	Gross
		 MOLH		2024.03.05		Amount	123.00	HUF	List price	Gross
		MOLH	MOLH_GREEN_NOHW	2024.06.04		Amount	12.00	HUF	Totem price	Gross
		MOLH	MOLH_NETWORK	2024.06.04		Percentage	25.00	%	Totem price	Gross


Details of condition list:

- Related to :


 Customer group -> by clicking on the icon the "Customer group -> Registered condition" will be available.

 Customer


- Calculation method :

 Calculated from original price

 Calculated from discounted price

 Only primary calculation allowed (highest priority)

- Contract type :

 Fleet contract (gold and silver card)

 Prepaid contract (green card)




Employee card



- International flag (granted to the foreign customer)



- Favourite filling station flag – by clicking on the icon the “Customer data-> Favourite filling station sheet” will be available.
- Acceptor (original)
- Subnetwork
- Valid from
- Valid until (when empty, the condition is valid)
- Unit type: Amount / Percentage / Threshold – amount / Threshold – percentage
- Value of amount or percentage
- Currency (local currency in case amount or %)
- Basis of calculation: Gross or Net
- Type: Name (description) of customer type
- Product level
- Product code
- Discount group
- Priority: The position in a queue of calculation. The system shall process the condition rows in descending order – the highest value being processed first
- Condition ID (unique ID of condition record)

The row can be chosen by clicking the  icon. The details of condition will appear on the right side of the screen (**see chapter “5.14 Condition panel”**).

5.14 Condition panel

- If in the condition type definition the value of a property role is “Not relevant”, then this property has no effect on the condition. This field will not appear in this panel.
- If in the condition type definition the value of a property role is “Fix”, then this property can be read only and cannot be edited in this panel.
- If in the condition type definition the value of a property role is “To set”, then the value has to be set in this panel when assigning the condition to the customer.



Conditions ^

Condition type
112130 ~ GREEN - Vevő - SAP anyag - Autópálya 980 pri



General data

Last modified: **2024.06.06**

Acceptor: **MOL Hungary**

Valid from: **2024.06.06**  

Subnetwork: **Magyar autópálya kutak**

Valid to:  

Dimensions

Contract type: **Prepaid**

Product level: **ERP article (material)**

Priority: **980**

ERP article: **2024**

Pricing method: **Totem price**

Highway filling station: **No**

Calculation method: **Only primary calculation allowed (highest priority)**

International

Value

Unit type: **Amount**

Amount: **12.0**

Basis of calculation: **Gross**

“General Data” section

- Description of condition type
- Last modified by (name of the user)
- Last date of modification
- Valid from: start date of condition validity *required
- Valid until: end date of condition validity
- Acceptor (original)
- Name: Description of condition type
- Invoice prompt: text displayed on the invoice

“Dimensions” section

- International: if checked, it can also be applied on foreign customers
- Subnetwork: if not selected, it refers to the original acceptor network
- Contract type: contract type of the customer
- Priority: The position in a queue of calculation. The system shall process the condition rows in descending order – the largest value being processed first
- Calculation method:

- Calculated from original price
 - Calculated from discounted price
 - Only primary calculation allowed (highest priority)
- Pricing method:
 - Totem price
 - List price
 - Optimum price
- Favourite FS : if checked, it refers to the customer's favourite filling stations
- Filling station: empty or the filling station, to which the discount applies to
- Product level:
 - Article ID
 - Article group ID
 - SAP material group ID
 - Restriction ID
 - ERP article
 - EPR article group (AC)
 - FCBC product group
- Product - depending on the product level selection the specific product code


“Values” section







- Discount unit type:
 - Amount
 - Percentage
 - Threshold - amount
 - Threshold - percentage
 - Fix price
- In the case where the Discount unit type is Amount:
 - Amount: amount of condition
 - Basic of calculation: Gross or Net
- In the case where the Discount unit type is Percentage:
 - Percent: percent of condition
 - Basic of calculation: Gross or Net without excise tax
- In the case where the Discount unit type is Fix price:
 - Fix price: fix price of transaction
 - Basic of calculation: Gross or Net
- In the case where the Discount unit type is Threshold –amount or Threshold - percentage :
- Threshold discount period:
 - Previous period
 - Current period
 - Contracted total period
 - Monthly
 - Quarterly
 - Yearly

- Calculation of full period: To set / Fix*->
 - Total period
 - Only after crossing threshold
- Cumulated group: a cumulated group can be chosen
- Cumulation level:
 - Original acceptor (If not selected, it refers to the original acceptor network)
 - Subnetwork
- Cumulation start date: start date of collecting (If not selected, it refers to the start date of condition registration)

5.15 Threshold settings

- If in the condition type definition both the threshold ranges and the threshold values are set, then the panel cannot be edited.
- If in the condition type definition only the threshold ranges are set, then only the threshold values can be edited.
- If the condition type definition does not contain nor the ranges nor the values, then the range and values have to be set in this panel.

By clicking the  icon a new row can be added to the threshold table. According the definition the upper limit of the range or the upper limit of the range and the percentage or amount can be edited on the panel.

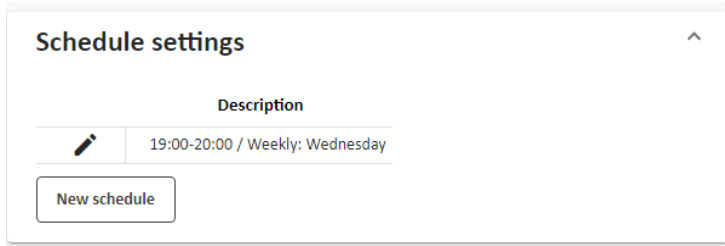
Threshold discount  					
	Threshold from	Threshold to	Amount	Percent	
1 	0	160	10		Nguyen Kim C
2 	160	200	15		Nguyen Kim C
3 	200	250	20		Nguyen Kim C
4 	250		25		Nguyen Kim C


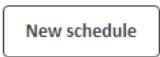
5.16 Schedule settings

The schedule panel will appear when the condition type is scheduled. If the setting of the schedule role of condition type is "Fix", then the data can be read only.

If the timing can be set at condition registration then one or more timing or schedule condition can be added.

On the panel the set timer or schedule condition will be displayed.

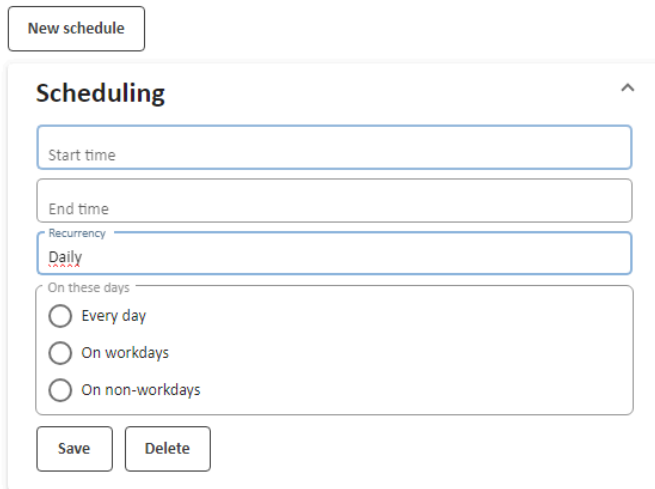


The rows can be opened by clicking the  icon To add a new timing or schedule condition click the  button.

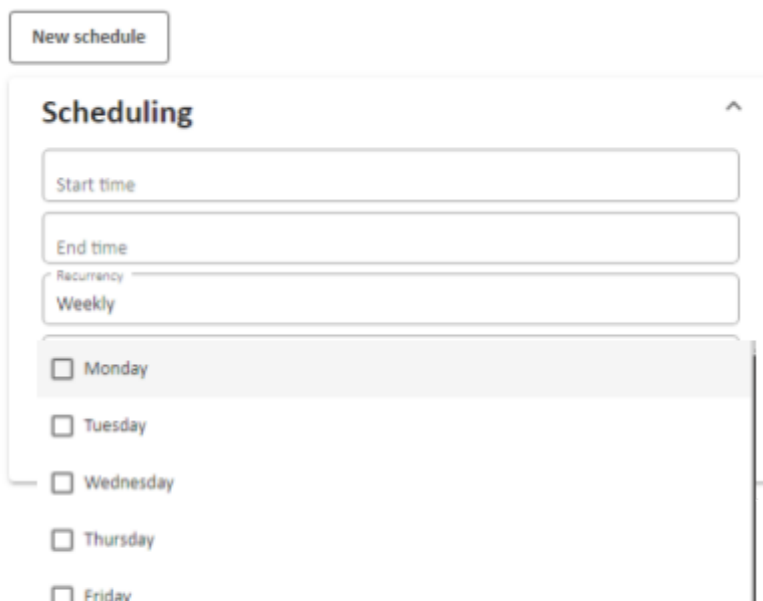
Data to be recorded:

- Time interval when the condition is available.
Thirty minutes timescale can be set . If the Start and/or End value is not set, then the condition is valid from the beginning and/or until the end of day. If the Start and End value is empty, it means that the condition is valid the whole day.
- Recurrency: Daily / Weekly / Monthly

In case of “Daily” the available selections: Every day / On workdays / On non-workdays.



In case of “Weekly” the days of the week can be selected:



In case of “Monthly” the available selections: Day (day of the month) / Week and Day (week of the month and day of the week)

New schedule


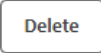
Scheduling ^


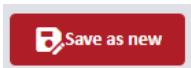
Start time

End time

Recurrence

day
 week and day

After the insert scheduled rows you can save the data with the  button. The selected scheduled row you can delete with the  button on the bottom of the schedule panel.

Finally you can save the new or modified condition data with the  or  (it is create a new condition record) button on the top of the site.

6 NETWORK AND PRICING – BASIC



Tip or good advice

Tip: it is useful to archive the old workflows to accelerate the loading of the dashboard screen.

6.1 Subnetwork

Menu: Administration / Company parameters / Subnet

This table is for maintaining the subnetwork data used in the FCBC system.

Prompt (EN)	Description (EN)
Company code	Company code. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Subnet code	Unique code of subnetwork.
Subnet description	Subnetwork name (any description)

6.2 Subnetwork definitions

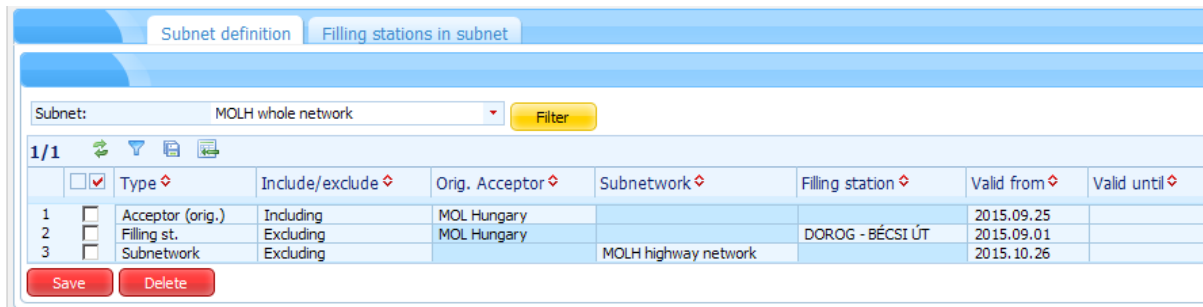
Menu: Administration / Company parameters / Subnet definitions

In this table the subnetwork definitions are maintained.

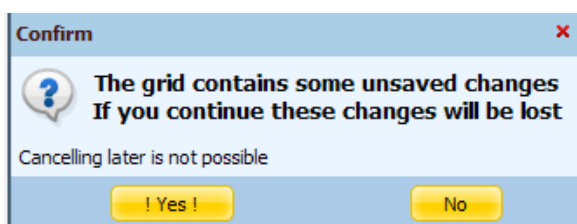
Prompt (EN)	Description (EN)
Type	Type of definitions. Possible values are: <ul style="list-style-type: none"> • Acceptor (original) • Filling station • Subnetwork
Include/exclude	Possible options are: <ul style="list-style-type: none"> • Include • Exclude
Original acceptor	In case where type value is “Acceptor”, the Original acceptor can be chosen.
Subnetwork	In case where type value is “Subnetwork”, the Subnetwork can be chosen.
Filling station	In case where type value is “Filling station”, the Filling station can be chosen.

The maintenance user interface contains two sheets.

On the first “Subnet definition” sheet the subnetwork can be defined.

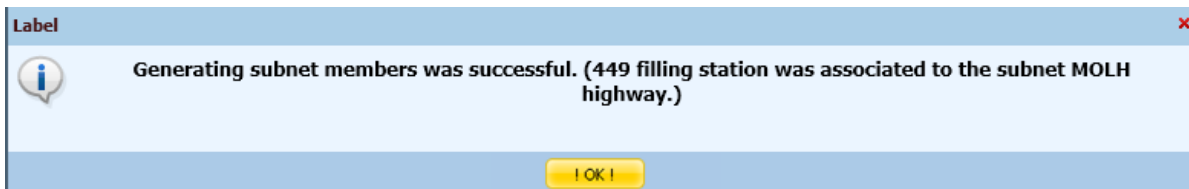


If you want to leave the definition screen without saving, the program warns:

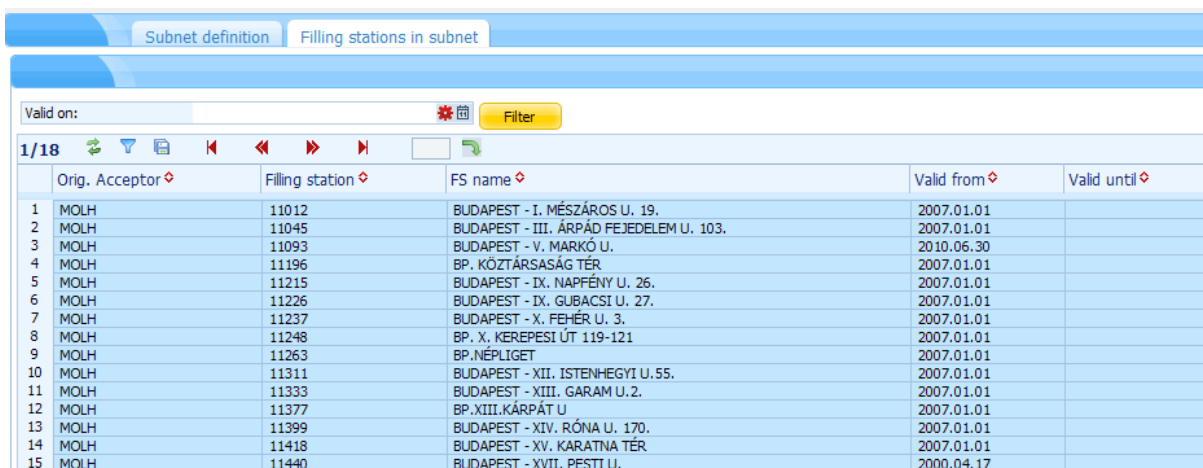


Upon clicking the **! Yes !** button, the changes will be lost. Upon clicking the **No** button you can continue editing and can save the changes.

Upon clicking the **Save** button, the changes will be saved. After saving, the program automatically generates the subnet members.



On the second “Filling stations in subnet” sheet the filling stations in the network can be seen.



6.3 List price type

Menu: Administration / Company parameters / List price type maintenance

This table is for maintaining the list price type data used in the FCBC system.

Prompt (EN)	Description (EN)
Company code	Company code. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
List price type code	Unique code of list price type
List price type name	List price type name (any description)
Valid from	The start date of validity
Valid until	The end date of validity.
International ACL	Possible options are: <ul style="list-style-type: none"> • No • Yes

6.4 List price type – subnetwork linking

Menu: Administration / Company parameters / List price type – Subnet linking

In this table can be linked the List price type and the Subnetwork.

Prompt (EN)	Description (EN)
List price type code	List price type code. The field refers to the <i>List price type code</i> field of the <i>List price type</i> dictionary.
Subnetwork code	Subnetwork code. The field refers to the <i>Subnetwork code</i> field of the <i>Subnetwork</i> dictionary.
Valid from	The assignment validity start date
Valid until	The assignment validity end date

6.5 List price product type

Menu: Administration / Company parameters / List price type product code

This table is for maintaining the list price product type data used in the FCBC system.

Prompt (EN)	Description (EN)
List price product type code	Unique code of list price product type This code must be assigned to the FCBC product!
List price product type name	List price product type name (any description)
Valid from	The start date of validity

Valid until	The end date of validity.
-------------	---------------------------

6.6 List price type – List price product type linking

Menu: Administration / Company parameters / List price type – List price product type linking

In this table can be linked the List price type and the List price product type

Prompt (EN)	Description (EN)
List price type code	List price type code. The field refers to the <i>List price type code</i> field of the <i>List price type</i> dictionary.
List price product type code	List price product type code. The field refers to the <i>List price product type code</i> field of the <i>List price product type</i> dictionary.
Valid from	The assignment validity start date
Valid until	The assignment validity end date

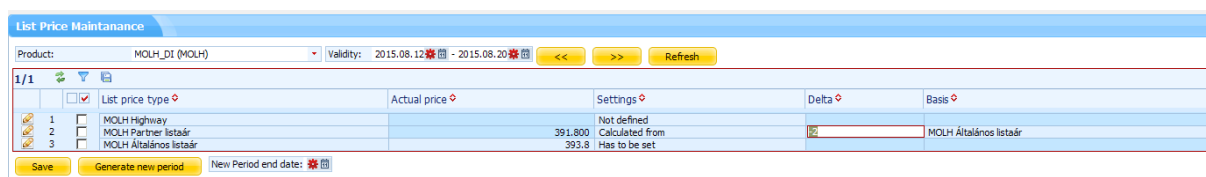
6.7 List price maintenance

Menu: Administration / Company parameters / List price maintenance

This table is for maintaining the list values used in the FCBC system.

Prompt (EN)	Description (EN)
List price product type code	List price product type code. The field refers to the <i>List price product type code</i> field of the <i>List price product type</i> dictionary.
Valid from	The start date of validity
Valid until	The end date of validity
List price type code	List price type code. The field refers to the <i>List price type code</i> field of the <i>List price type</i> dictionary.
Actual price	The list price value.
Settings	Possible options are: <ul style="list-style-type: none"> • Not defined (the list price can't be interpreted) • Has to be set • Calculated from another values
Delta	+/- value derived from the base price
Base	The base list price

The maintenance user interface:

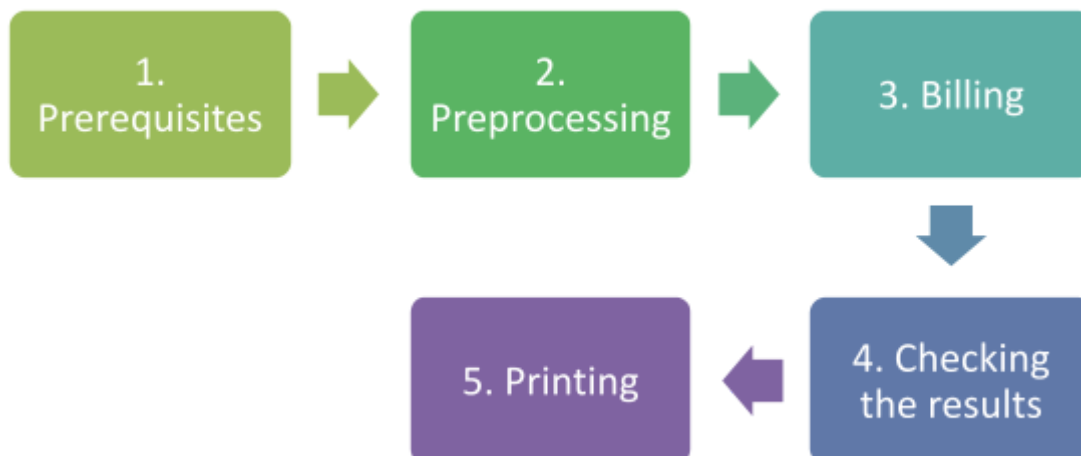


6.8 FAQ

7 BILLING – BASIC

7.1 Basic process description

After the transactions are uploaded from the card management system FCBC should process them. The invoicing systems will calculate the discounts and issue the invoices to the customers before sending the data for booking. These are the main steps of the billing process in FCBC:



7.2 Prerequisites

Before starting the billing process there are some master data which should be available in the systems because without them then invoice issuance is not possible:

7.3 Company related parameters

In case of a new invoice issuer the first step is setting up the company parameters. This means the basic data of the company (Name, address, VAT codes, list prices etc.) and the data which are necessary to the invoicing (invoices layouts, invoices scripts etc.). Generally introduction of a new invoice issuer is a task of an IT project but the changes should be maintained in the system by the local card employees.

- Details of the company parameters are in **Chapter 18.1 Company parameters**.

7.4 Customer master data

Generally the customer master data are maintained in the ERP systems and sent to FCBC via the „Retail master“ interface. Exceptions are the employees and the Hungarian green customers which are maintained in FCMS.

All of the customer data which are shown on the invoice or are used for the invoicing process should be available before the invoices. These are for example:

- Name of the customer
- permanent address
- invoice mail address
- payment method (within how many days the customer has to pay): is used for calculation of the payment due
- customer contract should be valid when the purchase was made. The valid from and to date is also coming from the ERP system. The contract also defines the invoice layout (the layout is different in case of fleet and prepaid for example).
- etc.

There are some special customer data which are not coming from the ERP system but it is necessary from business point of view. For example the special EUR billing or the VAT refund services. These data are described in **Chapter 4.2 Customer master data**.

7.5 Products in FCBC

There is a product master data in FCBC in „*Products*” and „*Article product linking*” parameter tables. When the transactions arrived from FCMS they contain the **retail article data** but for the booking FCBC should send the **ERP article numbers** to the ERP systems. For example the transaction contains retail article ID of „Coca cola 0,5 liter” but FCBC will send for the booking the ERP article ID of „Beverages” based on the booking rules of the certain country.

Therefore there is a matching in FCBC between the retail articles or article groups and the ERP articles. Generally the fuels are matched on article level and the shop products are matched on article group level.

Product information can be used in the conditions. Retail article ID-s are coming from FCMS but all other ERP related data should be record in FCBC if you would like to use them during the discount settings. Setting of discounts is included in **Chapter 5.2 Condition type maintenance**.

In addition products are used for the identification of GL accounts for the booking. Every product in FCBC should be connected to a certain GL account in GL parameters table and due to this, all the revenues, related to the product will be booked to the specified GL. Details about the GL parameters are in **Chapter 22.3 GL Parameters**.

All product related data which are necessary for the invoicing and the booking should be recorded before you start the invoicing process.

ERP related product information is recorded in the Product table. Also the VAT code, the list prices and the GL codes are maintained in this table. Description of product table is in **chapter 0 Product**.

Retail article data are recorded in „*Article product linking*” parameter table and are connected to the products in „*Products*” table via the FCBC product id field.

7.6 Unified product codes

Previously FCBC used different article IDs per country. Therefore the very same product (such as Diesel), appeared under different product codes on the customer invoices and the data exports from OCC. Furthermore, product names were in local language, therefore the customer was not able to identify the purchased product. This is the reason why unification of product codes on the invoices and customer exports is a must.

Do not have all of the products to be maintained. In case of fuels a sub-grouping is needed like maingrade and premium, diesel and gasoline. Connected to the others the product group itself is enough (shop products, lubricants, toll+vignette, etc.). The unified product codes (MG-UPC) have to be maintained in the FCBC Product parameter dictionary. Categories have to be defined on MOL Group level (how many categories will be used), the classification (assigning category to the local products) have to be done by the local billing experts. The MG-UPC codes are revealed in the annexes with the unified code and with the local and English descriptions.

Unified Product Code dictionary - to store the MOL Group Unified Product Codes

Unified product code*	Unified product code descr.	Order on invoice layouts	Last modified by	Last modified	Unified product ID*
1	OTHER		999 System	2018.06.28	3
2	BENZIN	20 x		2018.07.01	52
3	DIESEL	40 x		2018.07.01	53
4	BENZIN+	25 x		2018.07.01	54
5	DIESEL+	45 x		2018.07.01	55
6	LUBRICANT	60 x		2018.07.01	56
7	SHOP	100 x		2018.07.01	57

Product dictionary - Unified product code field has been introduced

Company code*	Product name	ERP article ID	SD Int. mat. main num.	GL code*	Excise tax code	VAT code*	List price code	List price code OLD	Unified product code*	OCC Category	Profit center	Cost center	Service Y/N*	Tariff number	Filling station ID	Unit
MOL Hungary	Ólmozatlan normálbenzin	11000002	1010	MOLH_11	MOLH_AB	MOLH_2			BENZIN	GASOLINE - GASOLINE			No	27101141		L
MOL Hungary	LIMOLARD 0.5KG	13001050	5410	MOLH_50		MOLH_2			SHOP	-			No	27101999		DB
MOL Hungary	HIDROKOMOL P 40 50KG	13000761	5251	MOLH_50		MOLH_2			OTHER	-			No	27101983		DB
MOL Hungary	HIDROKOMOL U 68 50KG	13000800	5251	MOLH_50		MOLH_2			SHOP	-			No	27101983		DB
MOL Hungary	Autóöccsel, felész 27% kvet., nem korsz	14100814		MOLH_50		MOLH_2			SHOP	-			No			DB
MOL Hungary	ACD FLUID SL	13000001	5301	MOLH_50		MOLH_2			LUBRICANT	-			No	34039990		DB
MOL Hungary	BOTOND SAE 20W50 4L	13000248	5014	MOLH_50		MOLH_2			LUBRICANT	-			No	27101981		DB
MOL Hungary	DEKRON III 1L	13000377	5105	MOLH_50		MOLH_2			LUBRICANT	-			No	27101983		DB
MOL Hungary	FAVORIT 2 0.5KG	13000560	5440	MOLH_70		MOLH_2			LUBRICANT	-			No	27101999		DB
MOL Hungary	KZs_akármi	19000031	1990	MOLH_14	MOLH_FA	MOLH_2			DIESEL+	-			No	27101911		L
MOL Hungary	ESZ-98 BENZIN	11000005	1040	MOLH_14	MOLH_AB	MOLH_2	MOLH_BEVO	MOLH_BEVO	BENZIN+	-			No	99999999		L
MOL Hungary							MOLH_E98	MOLH_E98	BENZIN	-			No	27101149		L

To sum up quantities in the OCC invoice report; suggested values: "DIESEL", "GASOLINE", "LPG".

7.7 Transactions

Transactions are uploaded from FCMS every workday. Uploading the transactions is a manual work. Moreover it is not only "a button to be pushed" but there are a lot of menus and submenus where all kind of transactions have to be uploaded. Those transactions mean the purchases and top-ups which were made with the fleet cards at the filling stations. Before the invoicing process all of the transactions which were made in the period should be available in FCBC.

When FCBC receives the transactions, an automatized checking process will run first, which monitors the availability of prerequisites. For example:

- Customer should be available in FCBC
- Acceptor company should be exist in FCBC
- Unit price cannot be empty in the transaction
- etc.

If there are any problems then FCBC sends back an „error code” to FCMS. The exact list of error codes with descriptions is in **20. appendix**



Tip or good advice

Tip: automatic transaction upload from FCMS to FCBC has to be used.

7.8 Update card transactions in FCBC manually

When incorrect transactional data arrive from the retail system through FCMS then data have to be corrected manually in FCBC. A new function will be implemented to avoid the need of the recurring work of the IT the operation team in the above mentioned corrections.

Data to be corrected are the following:

- VAT percent,
- article name,
- article id,
- article group id,
- filling station type.

Dedicated users can perform necessary modifications regarding to these data via the Transaction modification function in FCBC.

Privileges of the new screen can be controlled by the common permission system of FCBC.

It is suggested to create a new role and assign users, who will use the function, to it. Menu ACL privileges can be assigned to the new role. Read / Write / Execute privileges can be set to regularize the usage of the function connected to the given menu item.

The other simpler and obvious possibility is to give privileges to the function to all invoice clerks who are responsible for transactional data and invoicing.

The new function is served by a screen that consists of the following parts:

- Filtering panel
- Updateable data panel
- Card transactions grid
- Summary grid

Filtering panel

Filtering of transactions can be performed by clicking on the *Filtering* button based on the following filter items:

- Article
- Article group
- Transaction date from
- transaction ate until
- Customer ID
- Customer ID (ERP)
- VAT%
- Card issuer
- Filling station ID
- Filling station type

The resultset can be seen in the Card transactions grid

With the *Reset filters* button the initial state of the *Filtering* panel can be restored

Updateable data panel

Modification of transactional data can be done based on the following aspects:

- Article
- Article group
- Article name
- VAT%
- Filling station type

After setting the new value(s) and clicking on the *Update data* button the above mentioned attributes can be modified in mass way regarding to the resultset that meets with the filtering options. *Run preprocessing* button launches the preprocessing of transactions.

Card transactions grid

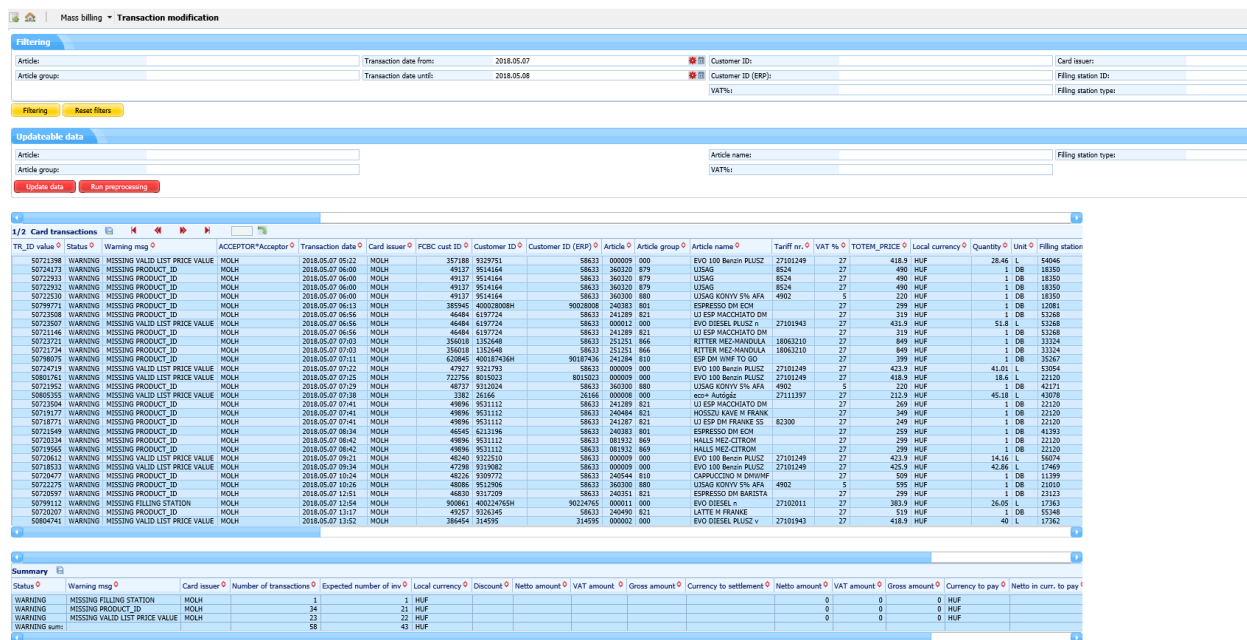
The resultset that contains transactions meet with the filtering options can be seen in the paging grid. The content can be exported in the common file formats of grid export.

Summary grid

It shows a summarized view of the transactions that are in the Card transactions grid. The content can be exported in the common file formats of grid export.

User interface

The following picture shows the layout of the *Transaction modification* screen:



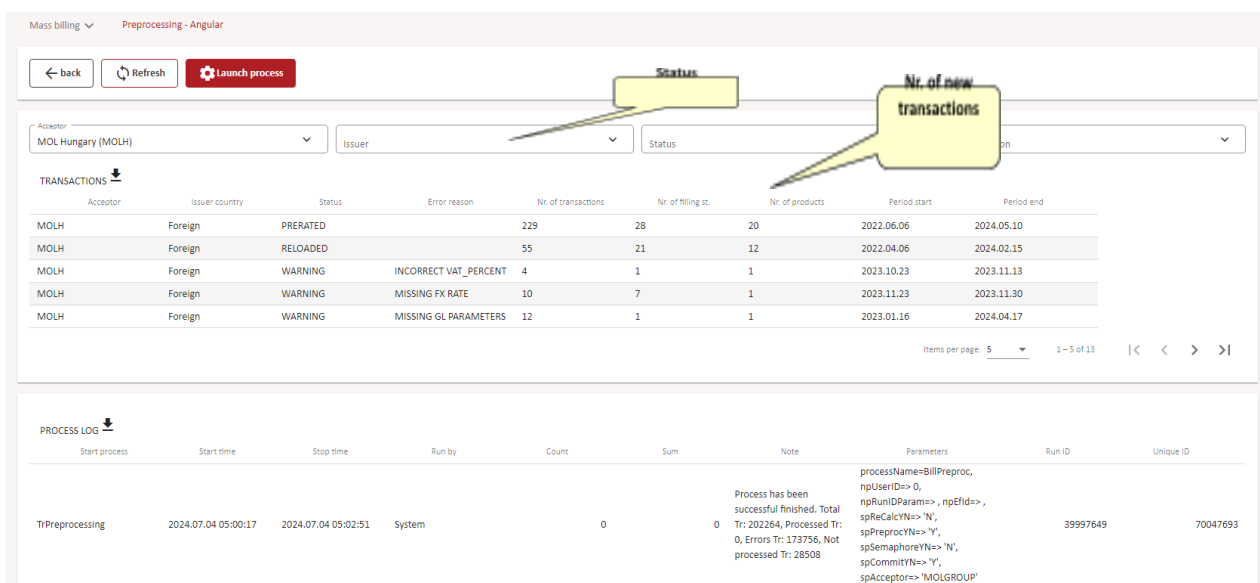
7.9 Preprocessing


7.10 Process of the preprocessing

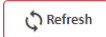
Menu: Mass billing / Preprocessing

After the transactions passed the first checking at the uploading they will be inserted into card transactions table with *NEW status*.

The first step after the uploading is the **preprocessing**. This function completes the checkings to be performed before the billing and calculates the prices and such discounts which don't depend on the periodically consumed quantity (volume based discounts). The preprocessing is run every workday. So it means that the main part of the discounts is calculated and sends back to FCMS every workday. FCMS increases the customer balances based on this information and it is not necessary to wait for the invoicing process.



Preprocessing can be launched by means of the  button. The preprocessing is not running country by country. It means if the process is launched then every transactions will be processed in the group. It is not a problem because the preprocessing is run every workday.

The content of the *Preprocessing* page can be refreshed by means of the  button.

The system goes back to the home of *FCBC* system by means of the  button.

In the *Transactions* table view the *Status* field shows the status of transactions, the *Error reason* field shows the reason of error occurred during preprocessing, the *Nr. of transaction* field shows the number of transactions in *Status*, *Error reason* field break down.

The possible values and description of the *Status field* of the *Transactions* table view:

- **SINGLE**
 - Status of records preprocessed during single billing.
- **RELOADED**
 - Status of records reloaded with Correction invoice functions.
- **NEW**
 - Status of records waiting for preprocessing.
- **WARNING**
 - Status of records with error.
- **WAITING**
 - There is no valid exchange rate for the given day but there is a valid exchange rate within 5 days at disposal. The process is waiting for a valid exchange rate. If there is no valid exchange rate within 5 days at disposal, the status of the transaction is changed for WARNING status (MISSING FX RATE).

- **PRERATED**
 - Status of records processed with preprocessing sufficiently.

The possible values and description of the Error reason field of the *Transactions* table view:

- **MISSING_CORR_DOCUMENT_HEAD_ID**
 - The referred transaction (RE_STAN_ID) does not exist in the FCBC system.
 - RE_STAN_ID is used in case of the storno transactions so it means the storno refers to the original transaction
- **MISSING VAT_ID**
 - The VAT code assigned to the FCBC product does not exist in the system or is not valid on the transaction date.
 - The appropriate assignment of the Product and VAT parameters dictionary is required.
 - (*Administration / Company parameters / VAT parameters, Administration / Company parameters / Product dictionaries.*) Details about Product and VAT parameter setting is available in Chapter **0 Product, 0 VAT parameters**.
- **INCORRECT VAT_PERCENT**
 - The VAT% sent by FCMS does not correspond to the VAT% of the VAT parameters dictionary. Reasons can be:
 - the value sent from FCMS is not correct
 - or the VAT% in the VAT parameters dictionary is not correct
 - or an incorrect VAT Code is assigned to the product.
 - (*Administration / Company parameters / VAT parameters, Administration / Company parameters / Product dictionaries.*)
- **MISSING FX RATE**
 - The valid exchange rate is missing on the transaction day. The reason can be, that the exchange rate is really missing form FCBC or there was a national bank holiday in the related country. (For exchange rates the *Administration / Invoicing dictionaries / Exchange rates* dictionary has to be checked, for bank holidays the *Administration / Business dictionaries / Calendar* dictionary has to be checked.)
- **MISSING PRODUCT_ID**
 - There is no FCBC product assigned to the retail article or article group which is in the transaction. (For example, if a brand new fuel type was launched in the country, but the new product was not set with all the necessary details in FCBC, then the system will be not able to find it. Adding article or article group and adding or assigning an appropriate, existing FCBC product to it is possible in the proper dictionaries:
 - *Administration/ Company parameters / Article-product linking* (recording Arksys/retail articles and assigning to FCBC product.)
 - *Administration / Company parameters / Product* (If there is no such product to which the product can be assigned a new FCBC product has to be added.) dictionaries.)

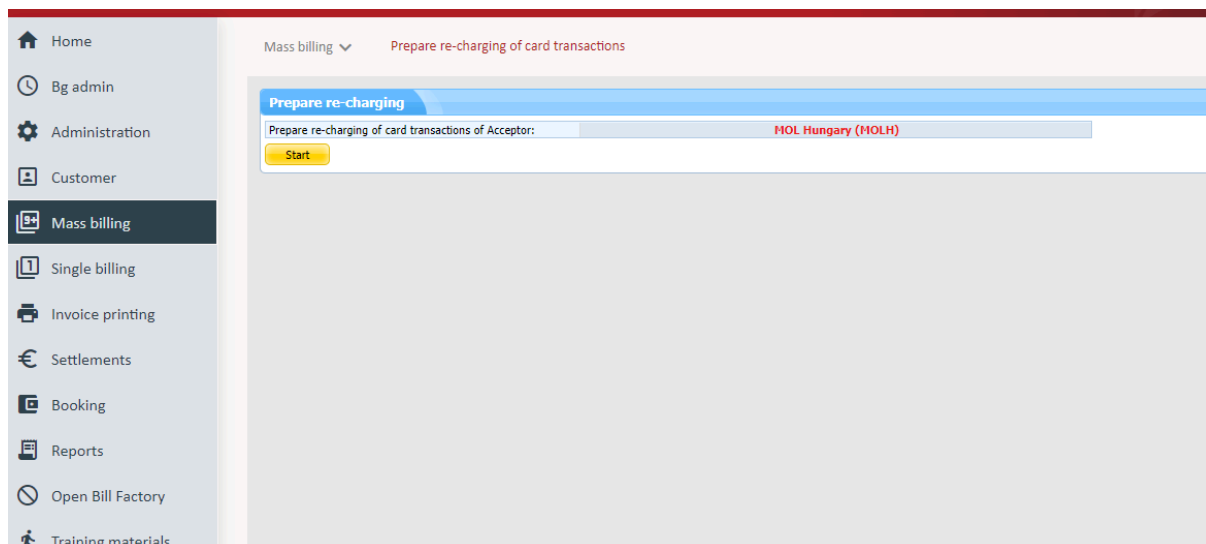
After the successful preprocessing the transactions have PRERATED status and a lot of data which will be necessary for the invoices is filled in card transactions table (for example the ERP article ID, GL code, VAT code etc.).

You can check the result in „*Detailed transactions report*“ in *Mass billing* or in *Reports* menu. Description of the report is in **Chapter 26.1 Detailed transaction report**.


7.11 Prepare re-charging of card transactions

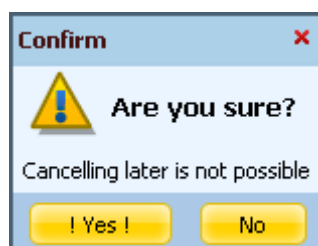
Menu: Mass billing / Prepare re-charging of card transactions


If there are some changes in pre-processing related dictionaries which could affect the pricing and the result of the preprocessing then this function can re-charge the transactions (for example: if the transactions are already preprocess (so calculated) with a VAT percent, but the VAT changed in the meanwhile, then re-calculation is necessary, otherwise the values in the invoice will be not correct) . It means the transactions will be re-processed and re-priced.




On the loading page, the system prepares the transactions for rerating in case of the acceptor company selected in the country select list. (Acceptor of the selected company is displayed in the *Prepare re-charging of card transactions of Acceptor* field.)

Preparing the transactions for recharging can be launched by means of the  button. Upon clicking the button, the system asks for confirming the preparation of transactions for re-charging:



Upon clicking the  button in the *Confirm* window, transactions of the current company's acceptor are prepared for recharging in the system. The transactions prepared in this way will be recharged upon the next running of the *Preprocessing* function based on the new dictionary settings.

Upon clicking the  button, the system does not prepare the transactions for recharging.

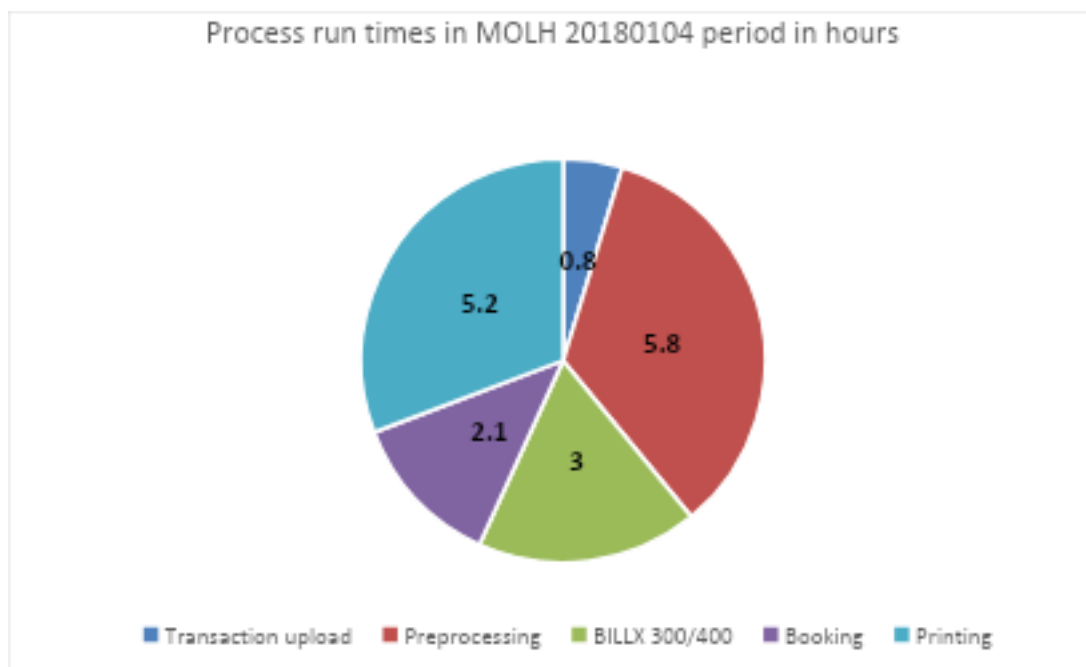
After you run the re-charging then a new preprocessing should be run. If there was some incorrect data (e.g. wrong discount settings) then it should be corrected before the new preprocessing is run.

7.12 Speed-up preprocessing

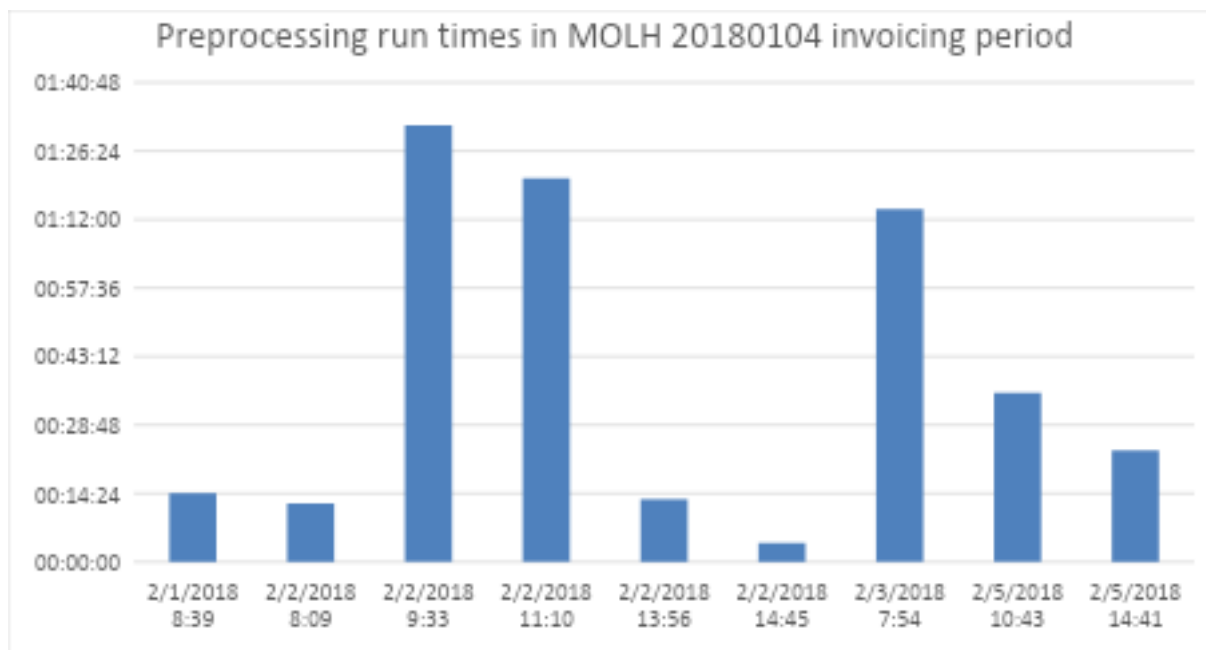
The invoicing process needs to be simplified and rationalized to the highest possible extent by the revision of the whole method: processes have to be checked, options for speed-up have to be identified.

Process run times

The diagram of process run times in period 20180104 shows that preprocessing is the most time consuming process.



The process has been started more than once for almost every transactions in a given period. For example in period 20180104 the preprocessing runs three times almost on all of the transactions from January - the reason of it is that the customer and discount condition parameters are changed by invoice clerks just before the invoicing and transactions have to be preprocessed again.



Suggestions connected to speed-up preprocessing:

Automatization of the process by running it as a scheduled job (it is planned connected to the Datalake project).

Only the marked transactions should be processed again in which customer or discount related parameters have been changed with any effect to the invoiced amount.

A lot of data, connected to customer, customer group, price, discount, filling station data, etc., are updated just before the invoicing, these modifications should be performed continuously in the other parts of the given month to avoid the jamming of the transactions to be processed again.

8 MASS BILLING

8.1 Maintain dates – invoice cycle week

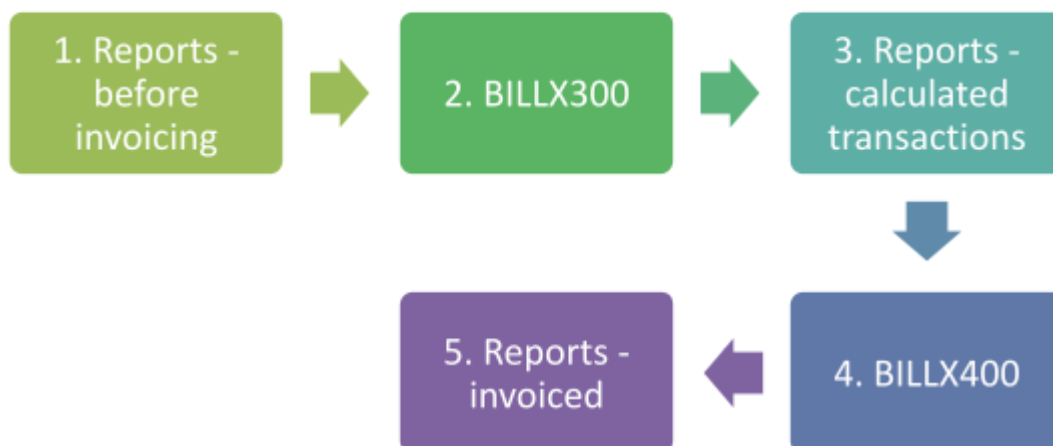
Menu: Mass billing / invoice cycle week

The first step before you start the billing process to set the proper date parameters in invoice cycle week dictionary. It is necessary because the invoicing processes use these dates during the invoice generation. Date of issue, payment due, accounting date are calculated from these parameters. The following table should be filled for each invoicing period:

Prompt (EN)	Description (EN)
Inv. cycle week	Invoice cycle week in accordance with a special coding format: year+month+week. For example the '20090602' means that the biweekly invoicing in June 2009.
Company code	Code of the company the invoice cycle week is recorded to. The field refers to the Company code field of the Companies (Issuers/Acceptors) dictionary
Cycle week list	Invoice cycles in weeks, separated with ',' (e.g.: '1,2,4')1 means the weekly invoicing, 2 is the biweekly and 4 is the monthly invoicing period.
Inv. Date	Those date what the system will use as date of invoice issuance.
Last transaction date	Day of last transaction what the system has to consider as belonging to the invoicing period.
Accounting date	Date of accounting
Valid from	The invoice cycle week is valid from
Valid until	The invoice cycle week is valid until. Please note, that if the valid from or to date is in the future or in the past, then the invoice cycle will be not selectable in any of the dropdown menus.
Fin. settlement period	Period of the financial settlement. (The financial settlement period to be specified is to be recorded prior to the invoicing week in the Mass billing / Financial settlement period dictionary.) The field refers to the Fin period (week) field of the Financial settlement period dictionary IMPORTANT: The "Fin. settlement period" is always greater than the "Inv. cycle week" with 1 month. For example if the cycle week is 20150102 then the Fin. settlement period is 20150202.

8.2 General process of the mass billing

The following picture describes the general process of the mass invoicing which is the main process in case of the fleet, employee and in some countries also the green customers:



1. The first step is to run the control reports before the invoicing to check the uploaded and pre-rated transactions. These reports for example:
 - Card transactions (ANSZ1) - sum report (relation, status, warning)
 - FC_005 - Upload transaction report - sum on customer and product report
 - Card transactions - sum report (product - tr. date) report

It is a manual step to check the result of these reports. If the transactions are good, then you can step forward. If you have any warning, then solve the issue before continuing the invoicing process.

2. The second step is to run the *BILLX300* procedure. This procedure calculates the final pricing of transactions and discounts connected to quantities.
3. The next step is *Reports – calculated transactions*. After the *BILLX300* the rated transactions can be checked in this step. These reports for example:
 - Read, not calculated transactions (if the transactions can not be calculated, e.g.: the customer’s invoice cycle week is different, monthly instead of biweekly)
 - Expected revenue by customer (detailed amount data)
 - Expected revenue by product (detailed amount data)

It is a manual step to check the result of these reports.

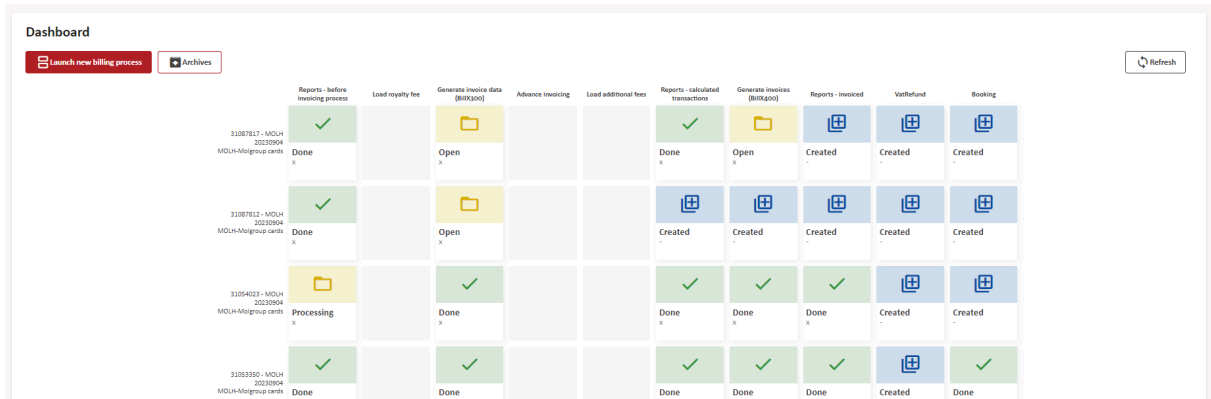
4. *BILLX400* procedure calculates the final invoice serial number ranges and create the final formatting of the invoices.
5. The last step is to check the result of the invoicing by reports. These reports are for example:
 - Billed transactions (ANSZ 2) - sum report (relation, status, warning)
 - Billed revenue (transactions) by customer
 - FC_008 - Invoiced transaction report
 - Invoices - detailed data
 - Document – billed transaction sum report

It is also a manual step to check the result of these reports.

The system provides a workflow styled screen so called “Billing dashboard” to run the billing process in FCBC. The next chapters describe this surface in details.

8.3 Description of billing dashboard

Upon launching the function the system loads the *Billing dashboard* screen. This screen displays the launched billing workflows. The process steps are represented by the columns. The launched workflows are classified by country.







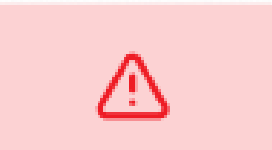
Within the certain counties, the workflows are sorted - based on the process creation date - in decreasing order.

On the dashboard only the workflows belonging to the own country which is set in the top right corner can be launched.

The process ID and the major process parameters such as country name, invoice week, invoice script name are displayed in the first column of the dashboard:

The status of the certain process steps are represented with the following dashboard symbols.


Procedure type step	Symbol description
	In case of the given workflow the step is not interpreted.

 <p>Created</p>	<p>The step has a created status.</p>
 <p>Open</p>	<p>The step is opened, it is in progress.</p>
 <p>Processing</p>	<p>The step is in progress.</p>
 <p>Done</p>	<p>The step requires manual intervention: it has a done status, it is accepted.</p> <p>Procedure type step: the step has a done status, it has run without error.</p>
 <p>Error</p>	<p>During the running of the step an error emerged.</p>

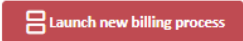
The lanes below the workflow steps show the finish status (expected finish) calculated on basis of the estimated time of the workflow.

The more detailed status of the certain steps can be seen by dragging the cursor above the step. The pop-up window shows the status corresponding to the last refresh of the dashboard.

Status	Done
Start date	2024-07-04 14:57:17.0
Percent	-
End date	2024-07-04 15:07:28.0

The dashboard can be refreshed by clicking on the  button.

8.4 Launch new billing process


On the dashboard a new billing process can be launched by clicking on the  button.

After clicking on the button the **invoice script** and the **invoice cycle week** have to be selected on the loaded screen:



There are different invoice scripts which can be launched during the invoicing process. The scripts determine the main properties of the invoicing process. These scripts can be parameterized by the business administrators based on some invoicing properties (e.g. contract type, payment codes). The scripts are parametrized a bit different in the countries. For example some countries run separate scripts for Green cards but others not.

Settings of the invoices scripts are the part of the advance training.

After clicking on  button the billing process parameters are loaded on the screen:

The screenshot shows a web form titled "Launch new billing process" within a "Billing dashboard - Angular" interface. The form includes the following fields and values:

- Inv. script:** MOLH-Molgroup cards
- Inv. cycle weeks:** 20230904
- Company:** MOLH
- Code (week):** 1,2,4
- Invoice cycle:** 20230904
- Date of document:** 2023.10.03
- Date of due:** 2023.09.30
- Last transaction date:** 2023.09.30
- Accounting date:** 2023.09.30
- Period of inv. settlement:** 20231004
- Payment code:** (empty)
- ERPID of one customer or ERPID list:** (empty)
- one customer EF_ID value:** (empty)
- Domestic EUR customers (EUR) or normal (LOCAL):** (empty)
- Domestic (D)/foreign (F) customers:** (empty)
- Excluding customers by ERPID (comma separ. list):** (empty)
- restriction period:** 0

Buttons for "Refresh", "Back", and "Save" are visible at the top right and bottom of the form.


On the *Launch new billing process* panel it is possible to set parameters different from the automatically loaded billing data.


It is appropriate to invoice the transactions of the domestic and foreign customer separately. In this case if there is any problem the situation could be managed in better way.

If the customer id or the EF_ID (FCBC customer id) is available among the script parameters then you can fill it and only the transactions which belong to that customer will be invoiced.

In some countries there is a separate script which contains the customer id parameter and it is mandatory to fill it. In other countries there is only one script and they can decide to fill it or not.

The invoice scripts can be created under the *Administration / Invoicing dictionaries / Invoice scripts* menu item. A New script parameter can be added by means of the *Administration / Invoicing dictionaries / Invoice script steps parameters* dictionary. These parameter tables are the part of the advance training.

The new billing process can be saved by clicking on the  button.

Upon clicking on the  button on the *Launch new billing process* screen the system goes back to the dashboard.

(A new step type can be added to the dashboard by means of the *Administration / Invoicing dictionaries / Invoice script step types* dictionary.)

The created (launched) billing workflow is displayed in the top row of the dashboard:

31316724 - MOLH 20230904 MOLH-Molgroup cards	Reports - before invoicing process Created	Load royalty fee	Generate invoice data (BillX300) Created	Advance invoicing	Load additional fees	Reports - calculated transactions Created	Generate invoices (BillX400) Created	Reports - invoiced Created	VatRefund Created	Booking Created
--	---	------------------	---	-------------------	----------------------	--	---	-------------------------------	----------------------	--------------------

Please always note the batch ID of your process (first number in the first box of the new row) because in case of questions, issues, you can identify your process based on it. The billing steps can be launched upon clicking the symbols representing the step status.

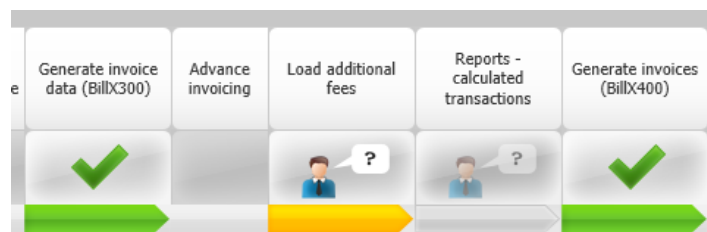
Upon clicking on the given step, on the loaded screen the current step is dropped down and the other steps are displayed in another view folded up:

The certain steps can be dropped down, folded up upon clicking the *Open / Close* icon.

The given sub process can be opened by clicking on the button.

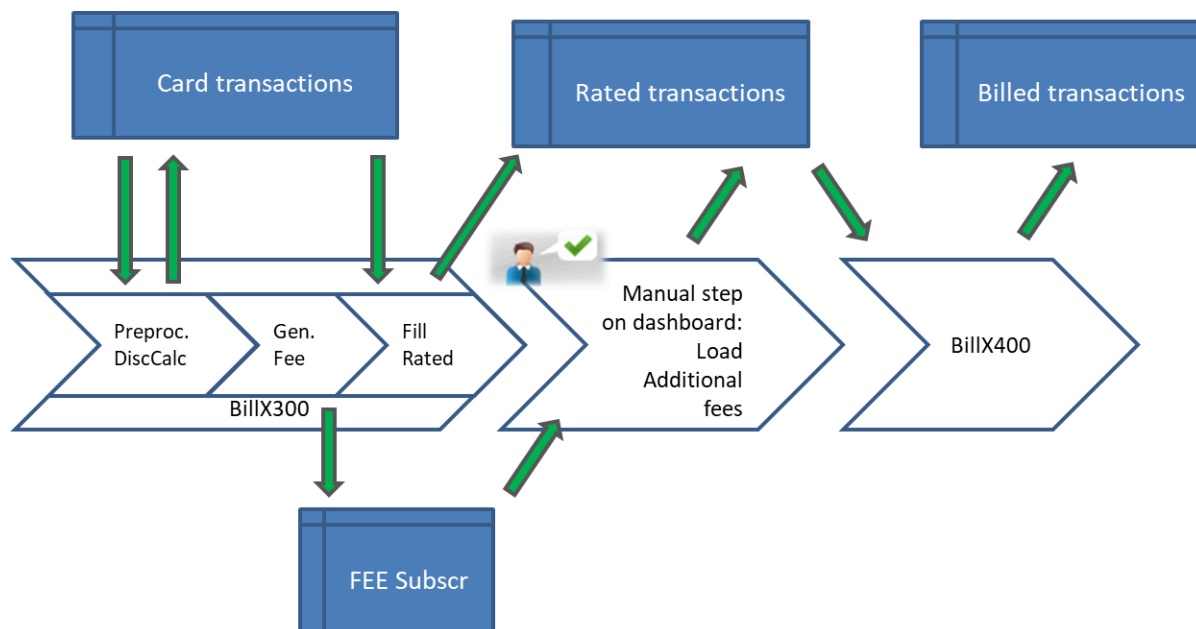
Fee calculation

The previous fee calculation process used to be launched from the *Billing Dashboard* only.



It means that the fees were generated only in case of mass billing, storno and correction invoicing process did not calculate fees. On the other hand the calculation of fees was a manual step on the dashboard, however no maintenance option was offered on the GUI: all records would be invoiced or the whole process had to be stopped in case of calculation mistake.

Previously there was a step on the dashboard which allowed the filtering of fees customer by customer, but in common use all of the fees were loaded in one click during the billing process.



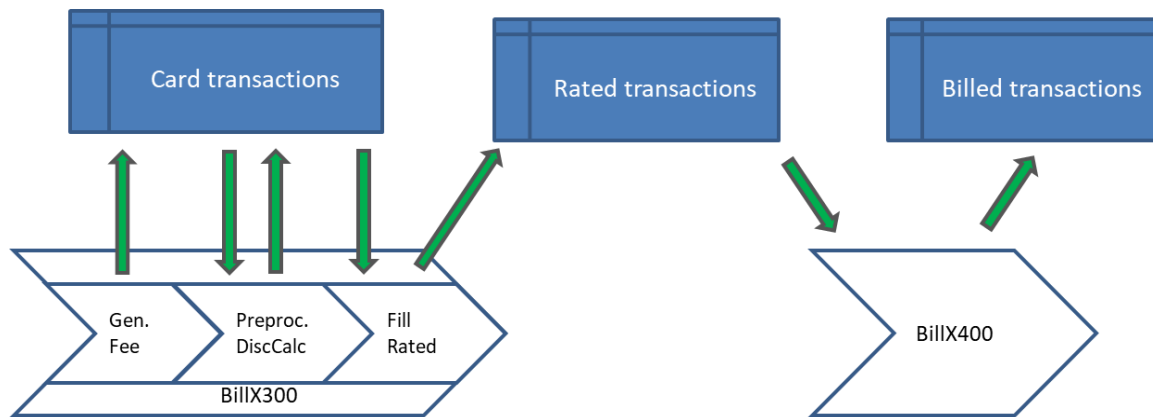
Previous process and dataflow

Other drawback of this solution was that no discounts could be calculated on fees, because the fees were generated after then discount calculation had been done.

A new process within the BillX300 calculation flow has been developed to generate the fees automatically before the discounts are finalized. The modified BillX300 is able to handle all of the fees (e.g. MSLO transactional cost and MOLR paper based fee) in case of mass and correction invoice process too.

In this way the fee generation is:

- An automated process, without manual intervention.
- The amount of the fees can be discountable.
- Fees are generated in case of single (storno-new, correction) invoicing process.



NEW process and dataflow

The improved solution enables discount calculation in case of fees as well. Therefore a new condition has to be created:

Conditions	
Condition type:	106073 ~ Fee card usage fee discount
— General data	
Last modified by:	x
Last modified:	2018.07.01
Valid from*:	2018.01.01
Valid to:	2020.01.01
condition.acceptor*Acceptor (orig.):	MOL Slovenia
Subnetwork:	MSLO whole network
— Dimensions	
International:	<input type="checkbox"/>
Contract type*:	Fleet
Priority:	600
Calculation method:	Calculated from original price
Pricing method:	Totem price
Product level:	Article ID
Article*:	50
— Value	
Unit type:	Percentage
Basis of calculation:	Gross
Percent*:	25

It was a business decision to introduce a new fee type for MSLO card usage fee (marked with *** below in the parameterization charts). Previous situation was that card usage fee had been added manually to each customer - all MSLO customers have an “additional fee” in the database. Solution: to use a new fee type instead of customer based fee on company level.

Drawback of the solution is that the fee is not listed on the customer modification GUI, because the fee is not connected directly to the customers. However if some customer has an extra contract, it can be handled with discounts (100% or even amount or % based one), and discounts will be shown and maintained on the customer discounts GUI among the other normal discount types.

The relevant new *Fee types* are:

	Card usage fee connected to customer (MSLO)	***NEW - Card usage fee (MSLO)	NEW - Paper based fee
FEE_TYPE_ID	50	150	160

Fee type name	Document type	Contract type	Use article name	Last modified by	Last modified	Fee type ID
11 Kártyahasználat díja	Invoice (domestic fleet)	No	No	x		60
12 Kártyahasználat díja	Invoice (domestic fleet)	No	No	x		50
4 Paper based fee		No	No	x	2018.06.12	160
5 Kártyahasználat díja		No	No	x	2018.08.24	150

New fee types have to be connected to a product in the **Fee type parameters** parameter table (product code can be varied company by company):

Company	Product	Valid from	Fee type	Last modified by	Last modified	Num. ID
1 MOL Romania	MOLR - Paper Invoice FEE		Paper based fee	x	2018.06.26	154
2 MOL Slovenia	MSLO - Posiloma startler TEST	2015.06.01	Kártyahasználat díja			3
3 MOL Slovenia	MSLO - Posiloma startler		Kártyahasználat díja			2
4 MOL Hungary	MOLH - Kártyahasználat díja		Kártyahasználat díja			1
5 Italiana Energia e Servizi S.P.A.	MIES - Royalty fee		Royalty fee for owner		2012.08.06	152
6 Italiana Energia e Servizi S.P.A.	MIES - Royalty fee		Royalty fee for dealer		2012.08.06	152

A new product has to be added in the *Product* dictionary for the new fee:

Company code	Product name	ERP article ID	SD Int. mat. main num.	GL code	Excise tax code	VAT code	List price code	List price code OLD	Unified product code	OCC Category	Profit center	Cost center	Service Y/N	Tariff number	Filling station ID	Unit	ERF
1 Slovnaft	fee-tech-product			dummy	dummy	dummy			OTHER_	-			No				
2 MOL Hungary	Paper Invoice FEE	1	1111	MOLR_50		MOLR_3			OTHER_	-			No	fee12		BUC	88
3 MOL Romania	fee-tech-product			dummy		dummy			OTHER_	-			No				
4 MOL Austria	fee-tech-product			dummy		dummy			OTHER_	-			No				
5 MOL Austria	Fees, Vignettes 0%	1420092	8010	MOLA_72		MOLA_9			OTHER_	-			No			ST	08
6 Tifon	PET refund fee 0%	3	8010	MTFN_3		MTFN_300			OTHER_	-			No				HRK



Tip or good advice

Tip: An existing product with similar name can be duplicated. It is suggested to add a different name because of understandable results.

Specialties in case of Paper based fee

The specialty of the new UNIT_TYPE is that only one row has to be generated for each invoices. The fees with new UNIT_TYPE = 'PAPER_INV' are calculated if the customer has a 'P'-paper based invoice setting or set 'E'-e-invoice, but at the special e-invoice parameters has been set 'P' for the given Acceptor country.

Company based fee maintenance is for maintaining proper fee types (the GUI is similar to "Commission for mutual acceptance (internal) - transactional").

Acceptor	Fee type ID	Issuer	Article Id	Article group ID	SD Int. mat. main ID	Restriction ID	ERP material	ERP material group	Own card Y/N	Unit type	Currency	Amount	Percentage	Valid from	Valid until	Last modified by	Last modified	Additional fee ID
MOL Hungary	160 - Paper based fee	MSRB - Serbia 6.0.0.0 Beograd				11			Yes	Amount / transaction		0.1		2018.09.28		x	2018.09.28	NEW

The user interface has the same authorization restrictions as usual in FCBC: menu rights and company based rights (acceptor country admin can maintain the fee).

8.5 Report type billing steps

Upon clicking in the report type step on the button the system displays the reports which can be launched under the given step.

Step name: Reports - before invoicing process ^

Step name	Reports - before invoicing process
Step status	Processing
Start user	Kunné Sándor Szilvia (MOL Nyrt.)
Step result	
Start date	2024-06-25 16:05:43.0
Estimated end	2024-06-25 16:10:43.0

[Card transactions \(ANSZ1\) - sum report \(relation, status, warning\)](#)

[FC_005 - Upload transaction report - sum on customer and product](#)

[Card transactions - sum report \(product - tr. date\)](#)

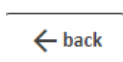
OK. Go to the next step.

Abort invoicing process

The reports of the step can be launched upon clicking on the links. Upon clicking on the reports the system loads the general report screen. Reports are described in **chapter 26 Report descriptions**.

If the number of the transactions is not OK based on the ANSZ1 report then it is not allowed to step forward till the reason is not known and the possible problem is not fixed.

Upon clicking on the



button the system goes back from the report screen to the screen displaying the steps.

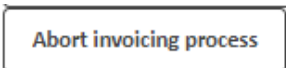
The report type step can be confirmed by clicking on the

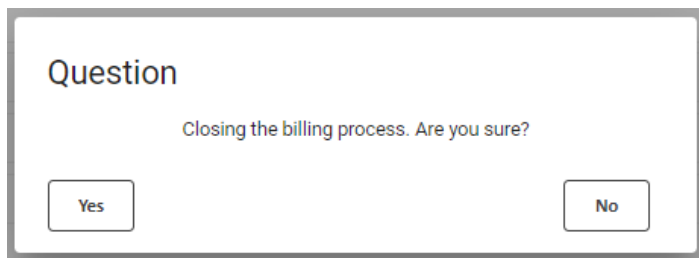
OK. Go to the next step.

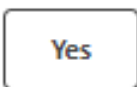
button. Upon


clicking on the button the report step is confirmed and the system opens the panel of the next step. A

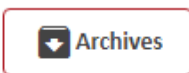
confirmed step can be opened again by clicking on the  button.

The billing process can be interrupted by clicking on the  button. Upon clicking the on button the system asks for confirming the closing of the billing process.



The billing process can be closed by means of the  button. After the billing process is closed, the billing process is deleted from the dashboard.

Upon confirming the closing of the billing process if the  button is clicked on the system does not close the billing process.

The closed billing processes can be viewed upon clicking on the  button of the dashboard, they are displayed among the archive billing processes.

Short description of the reports is included in **Chapter26 Report descriptions**.

8.6 Procedure type step

Upon selecting a procedure type step the following screen appears:

Step name: Generate invoice data (BillX300)

Open step

Step name
Generate invoice data (BillX300)

Step status
Created

Start user



Step status (%)
0%

Step result

Step processed item
0 (40000)

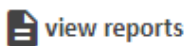
Start date

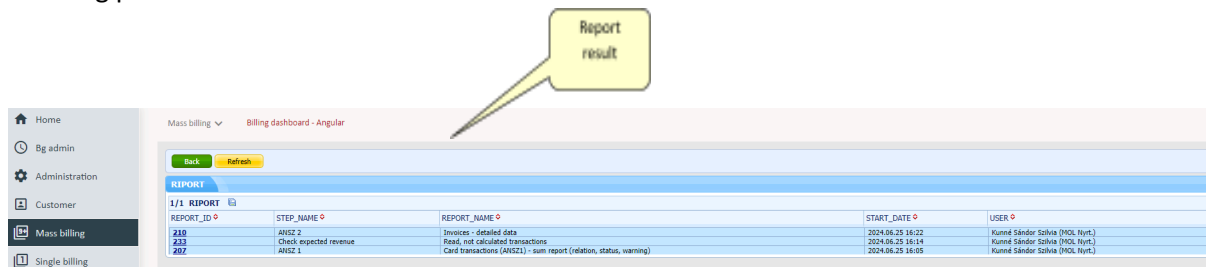
Estimated time
40000

The selected step can be opened by clicking on the  button. The launch screen of the given step can be loaded upon clicking on the displayed  button.

8.8 View_reports

By clicking on the

 button on the screen you can display the reports which were run during the invoicing process.



Result of the report is available by clicking the link in *REPORT_ID* field.

8.9 Result of the invoicing

After a successful BILLX400 running the invoices are generated in FCBC. All of the invoices are created under a so called “invoice summery” in different name “cover page”. The cover page contains the list of the invoices from the MOL Group, the postal address of the customer and the total payable amount in the local currency (or in EUR in case of EUR customers).

Generally one or more Annexes are connected to the invoice which contains the detailed data of the purchases. These documents are connected to each other in the systems in this way:

Cover page

- Invoice 1
 - Annex1
 - Annex2
- Invoice 2
 - Annex1
- Invoice 3
 - Annex 1
-
-

Beside the invoices there are more document types which can be created in FCBC. There is more possible way to group the document in FCBC.

One possible way for grouping is the serial number ranges. It is possible to define different invoice/document types if different numbering should be used for a different type of document. Currently these type of documents exists in FCBC:

Description	Technical code
Invoice (domestic fleet)	INVOICE01
Prepaid invoice	INVOICE02
Invoice (foreign fleet)	INVOICE03
Invoice (own employees)	INVOICE04

Franchise Commission Invoice	INVOICE05
Invoice (royalty)	INVOICE06
Invoice (service ZX)	INVOICEZX
Serial nr. of rebate letter	NOTE01
Cover page	COVERPAGE
Settlement	SETTLEMENT
Financial Settlement	FIN_SETTL
Prepaid advance invoice	ADVGREEN
Prepaid advance invoice storno	STADVGREEN
Statement (INA, Benzina)	STATEMENT
Top-up upload	TOPUP
Credit memo	CRE_NOTE
Debit memo	DEB_NOTE
Document of uninvoiced transactions	UNINV
Special VA posting (MOLH)	VA
Nikosax Fee invoice	VATFEE
VatRefund Summary	VATSUM
Document for party within the scope of VAT Group	DOCVATGRP
Internal usage (manager)	INTERNAL

8.10 Archives

The closed billing processes are displayed upon clicking on the

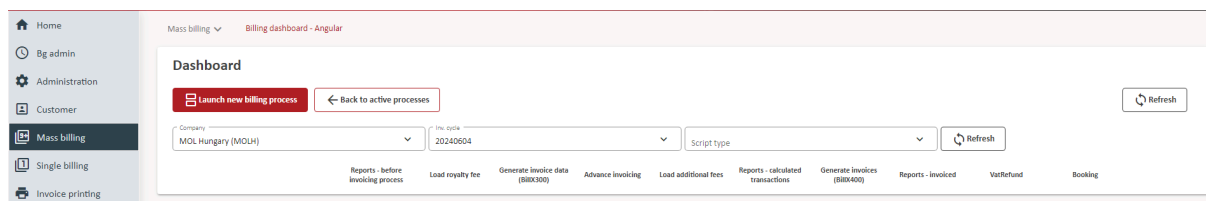



button on the dashboard



Tip or good advice

Tip: it is useful to archive the old workflows to accelerate the loading of the dashboard screen.



On the *Archives* page the archived processes can be filtered according to *Company, Inv. cycle, Script type* parameters. Filtering the processes can be launched by clicking on the  button.

Upon clicking on the  button the system returns to the running billing processes.

The content of the dashboard can be refreshed by clicking on the  button.

8.11 Harmonization of invoicing processes

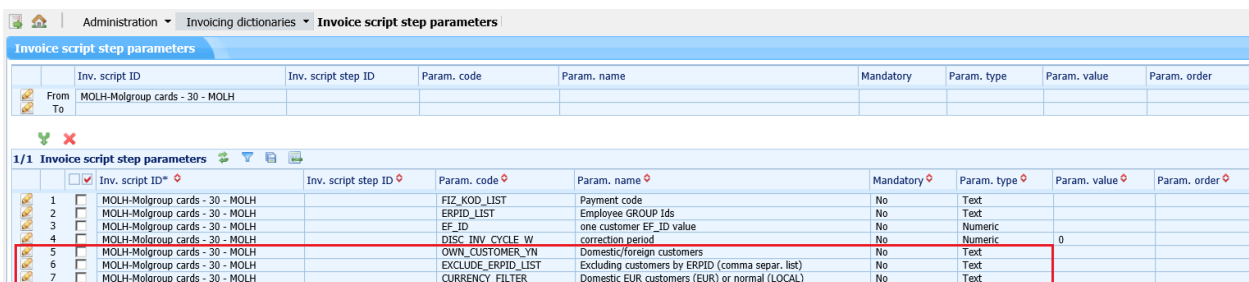
Invoicing of the transactions can be separated based on the following new filters:

- 'Domestic EUR customers (EUR) or normal (LOCAL)'
- 'Excluding customers by ERPID (comma separ. list)'
- 'Domestic/foreign customers'

Business colleagues are able to run the invoicing process separately for these kinds of transactions without the help of the operation team.

New parameters have to be recorded connected to the given invoice script in the Administration - Invoicing dictionaries - Invoice script step parameters. The successfully added parameters will be displayed in the Mass billing - Billing dashboard screen after selecting the proper invoice script.

Example of parameterization in the Administration - Invoicing dictionaries - Invoice script step parameters dictionary:



	Inv. script ID	Inv. script step ID	Param. code	Param. name	Mandatory	Param. type	Param. value	Param. order
From	MOLH-Molgroup cards - 30 - MOLH							
To								
1/1 Invoice script step parameters								
	Inv. script ID	Inv. script step ID	Param. code	Param. name	Mandatory	Param. type	Param. value	Param. order
1	MOLH-Molgroup cards - 30 - MOLH		FIZ_KOD_LIST	Payment code	No	Text		
2	MOLH-Molgroup cards - 30 - MOLH		ERPID_LIST	Employee GROUP Ids	No	Text		
3	MOLH-Molgroup cards - 30 - MOLH		EF_ID	one customer EF_ID value	No	Numeric		
4	MOLH-Molgroup cards - 30 - MOLH		DISC_INV_CYCLE_W	correction period	No	Numeric	0	
5	MOLH-Molgroup cards - 30 - MOLH		OWN_CUSTOMER_YN	Domestic/foreign customers	No	Text		
6	MOLH-Molgroup cards - 30 - MOLH		EXCLUDE_ERPID_LIST	Excluding customers by ERPID (comma separ. list)	No	Text		
7	MOLH-Molgroup cards - 30 - MOLH		CURRENCY_FILTER	Domestic EUR customers (EUR) or normal (LOCAL)	No	Text		

Example of setting new parameters connected to invoice script creation in Mass billing - Billing dashboard:

Mass billing ▾ Billing dashboard

Launch new billing process

Inv. script:	MOLH-Molgroup cards	▾
Inv. cycle weeks:	20180504	▾
COMPANY*Company:	MOLH	▾
Cycle (weeks):	1,2,4	
Invoice cycle:	20180504	
Date of document:	2018.06.03	⚙️ 📅
Date of due:		⚙️ 📅
Last transaction date:	2018.05.31	⚙️ 📅
Accounting date:	2018.05.31	⚙️ 📅
Period of fin. settlement:	20180604	▾
Payment code :		
Employee GROUP Ids:		
one customer EF_ID value:		
Domestic EUR customers (EUR) or normal (LOCAL): LOCAL		
Domestic/foreign customers:	D	
Excluding customers by ERPID (comma separ. list): 304890, 304990		
correction period:	0	

Launch new billing process

Inv. script: MOLH-Molgroup cards Refresh Back

Inv. cycle weeks: 20210204

Company: MOLH

Cycle (weeks): 1,2,4

Invoice cycle: 20210204

Date of document: 2021.03.02 📅

Date of due: 📅

Last transaction date: 2021.02.28 📅

Accounting date: 2021.02.28 📅

Period of fin. settlement: 20210304

Payment code:

ERPID of one customer or ERPID list:

one customer EF_ID value:

Domestic EUR customers (EUR) or normal (LOCAL):

Domestic (D)/foreign (F) customers:

Excluding customers by ERPID (comma separ. list):

correction period: 0

Save

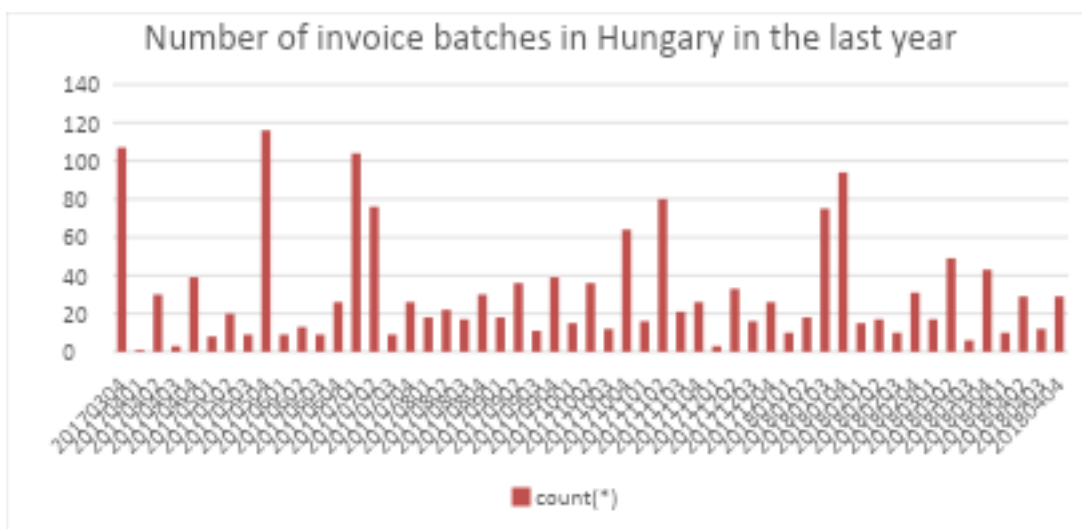
Example of new parameter usage in Mass billing - Billing dashboard:

Settings - MOLH-Molgroup cards	
Invoice batch ID:	3781849
COMPANY*Company:	MOLH
Billing cycle of customer (in weeks):	1,2,4
Inv. cycle:	20180504
Last transaction date:	2018.05.31
Accounting date:	2018.05.31
Payment code :	
Employee GROUP Ids:	
one customer EF_ID value:	
Domestic EUR customers (EUR) or normal (LOCAL):	LOCAL
Domestic/foreign customers:	
Excluding customers by ERPID (comma separ. list):	304890, 304968,304990, 305045
correction period:	0

Furthermore main invoicing programs (BILLX300 and BILLX400) contain a lot of redundant steps which can technically be merged for time-saving purposes.

Suggestions connected to speed-up invoicing

- CARD_TRANSACTIONS table could be used for pre-pricing, the RATED_TRANSACTIONS table should be eliminated to avoid a lot of unnecessary insert-delete database operations and simplify the steps by using update statements.
- BILLX400 and RS_PRINT_ITEM programs should be merged because they do very similar operations on same data.
- There are a lot of invoice batches created for some periods (e.g. in case of Hungary more than 100). Even if most of them are correction invoices but MOL should think over to reduce the number of the invoice batches in each period.





Tip or good advice

Tip: the number of the invoice batches, even if most of them are correction invoices, has to be reduced in each period to avoid a lot of redundant manual work.

9 ADVANCE INVOICING

There is a possibility in FCBC to issue advance and storno advance invoices about the GREEN uploads. Currently MTFN and MSRB use this function.

Green customers can upload their balance via bank transfer and at the filling station with top-up transactions.

The advance invoicing process has to be launched after all of the prepaid (*GREEN* prepaid) transactions were invoiced from the system, because the content of the advance invoice are the remained amount of the payment transactions decreased by the purchases. In the next period after the value of the advance invoice is purchased then a storno advance invoice will be issued about the amount of the purchase.

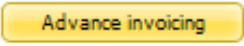
The advance invoicing process could be launched from the *Dashboard*. The new process step has to be parameterized instead of *BillX300* procedure in the **Green Advance Invoicing** invoice script:

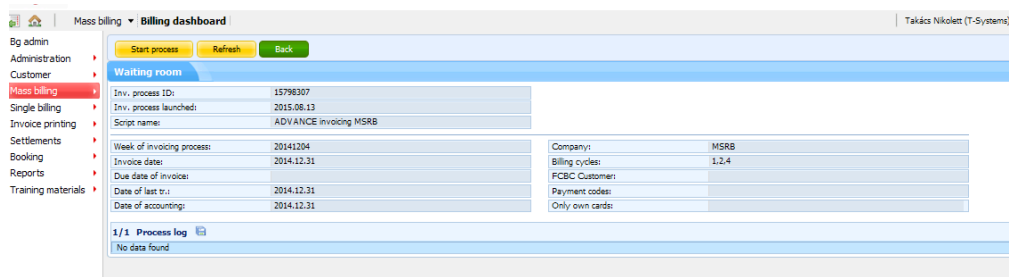
	Reports - before invoicing process	Load royalty fee	Generate invoice data (BillX300)	Advance invoicing	Load additional fees	Reports - calculated transactions	Generate invoices (BillX400)	Reports - invoiced	VatRefund
10413308 - MSRB 20150704 ADVANCE invoicing MSRB									
10406333 - MSRB 20150704 MSRB card invoicing									
10292489 - MSRB 20150702 MSRB card invoicing									

To harmonize the group level *GREEN* invoicing process the system provide an opportunity to disable the *GREEN* advance invoice batches until an authorized person allow it. Until the allowing the invoice script cannot be launched:

	Reports - before invoicing process	Load royalty fee	Generate invoice data (BillX300)	Advance invoicing	Load additional fees	Reports - calculated transactions	Generate invoices (BillX400)	Reports - invoiced	VatRefund
15798047 - MTFN 20150304 Advance invoicing MTFN									
9695757 - MTFN 20130704 MTFN card invoicing									
5837746 - B2CZ 20130702 B2CZ-invoicing process									

After the advance invoicing is allowed the first step is to check the reports. Estimated number of advance transactions can be checked in this step.

The second step is the “*Advance invoicing*” automatic process. After you opened the step and clicked on the  button the following screen will be appeared:



The advance invoice process can be started by the “*Start process*” button. After the process finished the process log table below will show the result:

Start process	Start time	Stop time	Run by	Count	Sum	Note	Parameters	Run ID	Unique ID
AdvanceBilling	2015.08.13 14:32:54	2015.08.13 14:32:59	Takács Nikolett (T-System)	19		Process has been successful finished. Rated tr: 19 / read tr: 25	processName=AdvanceBilling.CloseCycle, nInvoiceBatchID=> 15798307, nInvStepID=> 182536, nUserId=> 147, spAcceptor=> MSRB, dHeaderEnd=> 2014.12.31, sCycleID=> 1.2.4, sContractID=> , nExtractNumFrom=> , nExtractNumTo=> , sContractType=> , sEPIDList=> , sEPID=> , nRunIDParam=> , sOwnCardYN=> , sFitKodList=> , nSpecEurTrueRate=> , sForeignProduct=> ,	15798307	27445213

Next 3 steps (*Reports – calculated transactions, BILLX400, Reports – invoiced*) should be done in the same mass as in case of the mass billing of fleet cards in **chapter 8.2 General process of the mass billing**.

The result is the invoicing is the created advance and storno advance invoices.

10 SINGLE BILLING

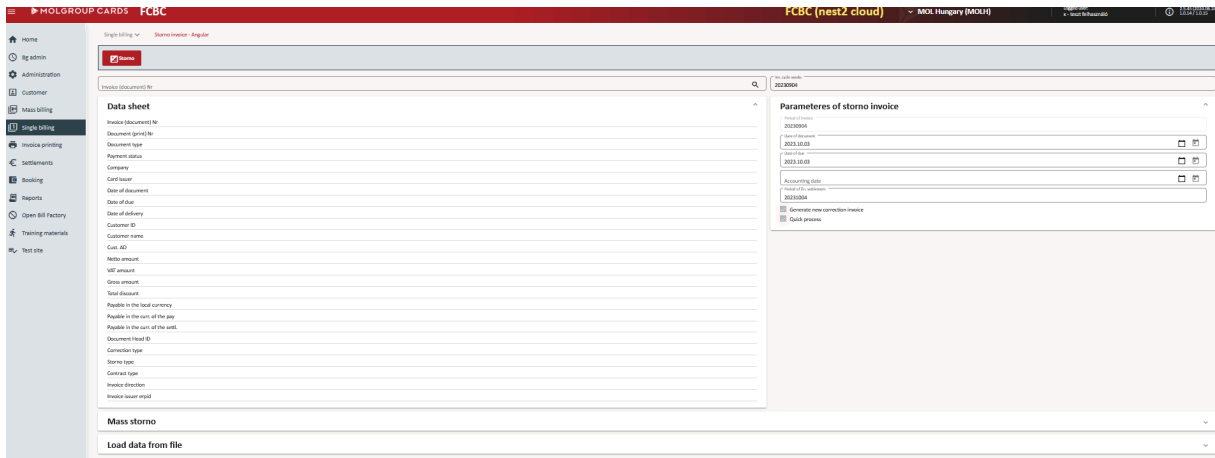
In this menu it is possible to create single/individual invoices from FCBC. It can be correction, storno or single invoice.

10.1 Storno invoice

Menu: Single billing/Storno invoice

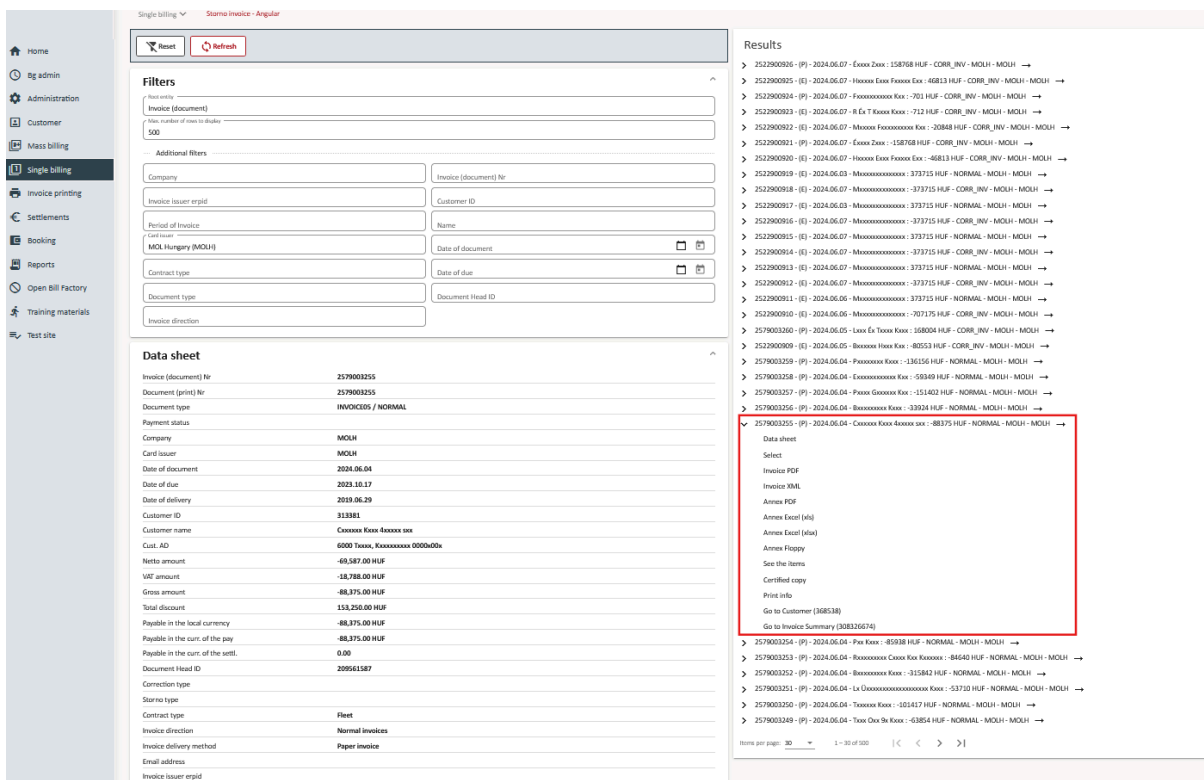
Generally storno invoice is issued if something wrong in the header of the invoice (e.g customer data). If the discount is wrong on the invoice correction invoice function is used for the fixing.

This function enables to cancel (storno) invoices. Upon clicking on this function, the system loads the *Storno invoice* screen:



In case of single storno of invoices the invoice to be cancelled can be selected with the *Invoice (document) Nr.* field. Upon clicking the 🔍 *Lookup for a value* icon the invoice browser is appeared. The description of the invoice browser screen is included in **chapter 11 Invoice browser**. In the invoice browser the invoice can be selected by clicking on the > icon.

Upon selecting an invoice, the basic data of the invoice are displayed on *Data sheet* panel.



Billing parameters necessary for completing the billing can be specified on the *Parameters of storno invoice* panel after the invoice cycle is selected on the *Invoice cycle* list panel:

Inv. cycle weeks
20230904

Parameters of storno invoice

Period of Invoice
20230904

Date of document
2023.10.03

Date of due
2023.10.03

Accounting date

Period of fin. settlement
20231004

Generate new correction invoice

Quick process

The *Date of document*, *Accounting date* billing parameters can be specified by taking the *Inv. date param* of the *Administration / Company parameters / Companies (Issuers/Acceptors)* dictionary into consideration. (The value of the *Inv. date param* field specifies that in case of the given country with how many days the date of the single invoice can be dated back.)

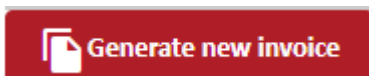
If the parameter value of *Inv. date param* is specified the following conditions have to be fulfilled:

- *Date of document* \geq *sysdate* - *Inv. date param*,
- *Accounting date* \geq *Date of document*.

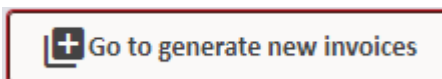
If the *Inv. date param* parameter value is *NULL*, the following conditions have to be fulfilled:

- *Date of document* \geq *sysdate*,
- *Accounting date* \geq *Date of document* - 15.

If the *Generate new correction invoice* check box is clicked, after the storno the invoice items of the canceled invoice are loaded automatically by the system and a new invoice can be generated by the



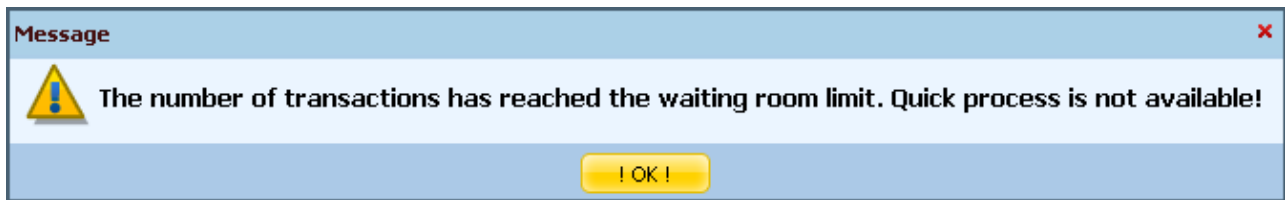
button. If this checkbox is not clicked then the new invoice can be




generated after clicking on the button.

If the *Quick process* check box is clicked, the screen loaded upon generating the new invoice has already completed preprocessing. The *Quick process* check box can be only clicked if the *Generate new correction invoice* check box is clicked. Default the *Generate new correction invoice*, *Quick process* check boxes are clicked.

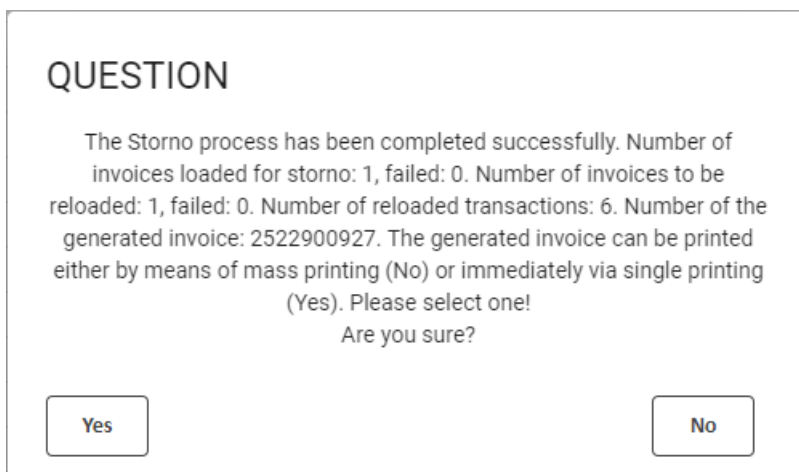
If the *Quick process* check box is clicked and the storno invoice creation process is called as a waiting room process the system sends the error message to be seen on next chart.






Making the invoices storno can be launched – in case of both single and mass storno - by means of the  button.

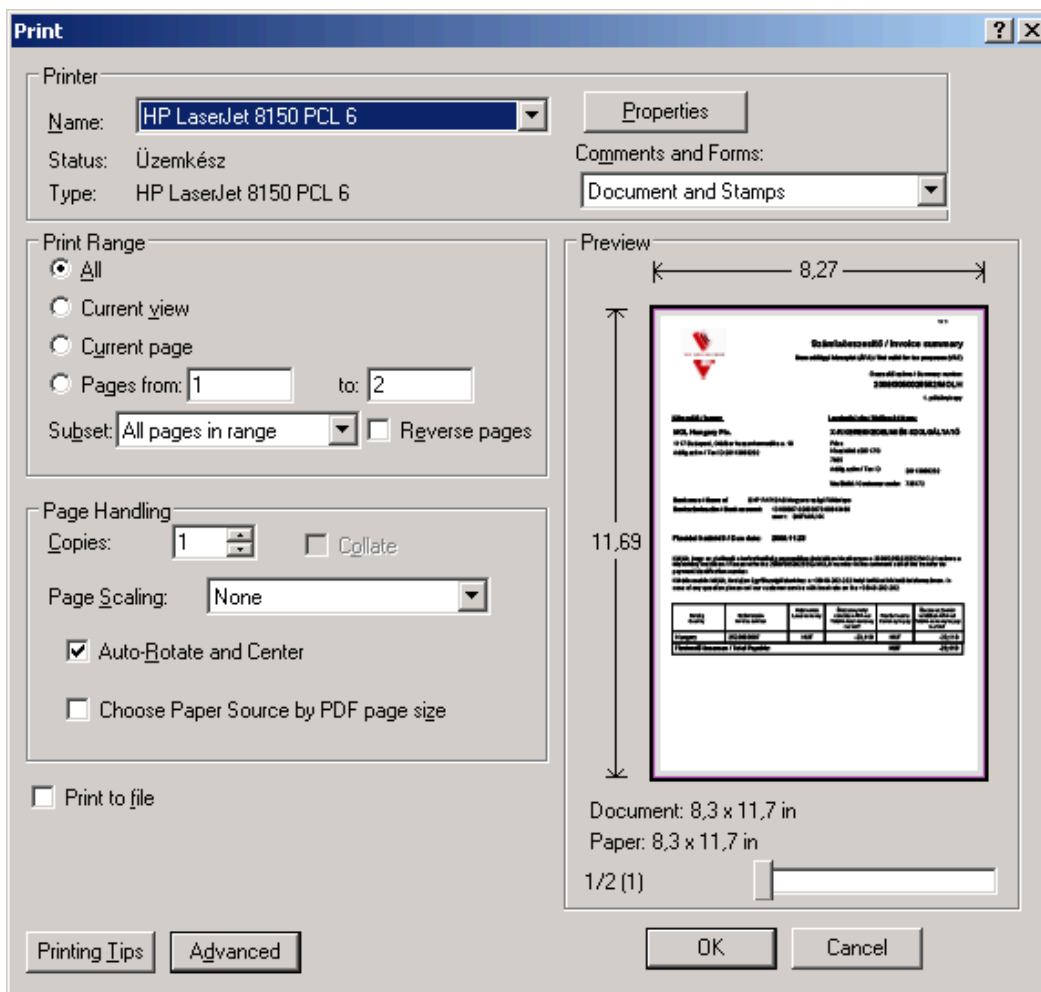
After the storno invoices are generated the system informs the user in a message about the serial number range of the storno invoice and if the *Generate new correction invoice* check box is clicked also about the number of transmitted transactions.

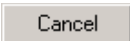
When a storno invoice is issued, the system asks in a message for specifying the way of printing (single or mass).



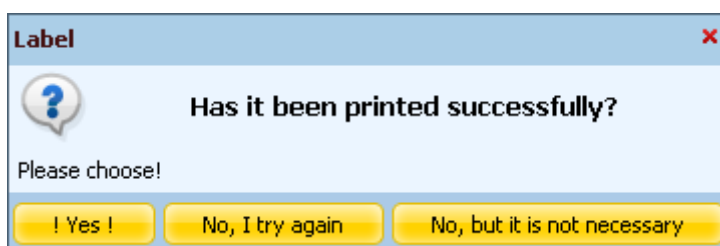
By clicking the  button – in case of electronic invoice- the system informs the user in a message about document query from the archive, place of sending a storno invoice.


In case of a non-electronic invoice, by clicking the  button, the system opens the *Print* window where by means of the  button the invoice is printed.





Upon clicking on the  button in the *Print* window, the invoice is not printed.

After printing, the system asks for confirming successful printing:

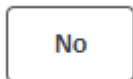


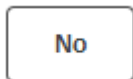
Successful printing can be confirmed by on clicking the  button. After successful printing is confirmed, the printing process is closed.

If a correction invoice has to be generated the system loads the invoice items on the *Generating new invoice based on an existing one* screen. This function is available in a separate menu as well under the Single billing function.

Upon clicking on the  button the printing of the unsuccessfully printed invoice can be repeated. By clicking the  button, the invoice printing process - in case

no correction invoice has to be created - is finished without printing the invoice. The system closes the *Storno invoice* function and goes back to the home of the *Storno invoice* function. In case a correction invoice is to be created the system loads the *Generating new invoice based on an existing one* screen with the invoice items.



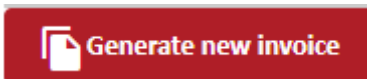
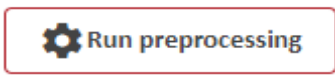
Choosing the  button in the dialogue window indicating the creation of the invoice, the invoice is printed via mass printing.


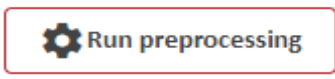
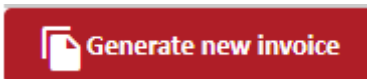
Description of Mass printing is in **Chapter 14.1 Mass printing.**

After printing the storno invoice, in case the *Generate new correction invoice* check box is clicked, the system loads the *Generating new invoice based on an existing one* screen.

In case the *Quick process* check box is clicked, upon loading the screen the system opens the *Transactions* tab directly, having already run preprocessing on the transactions.

Transactions:



By clicking , ,  function, the system checks the number of the original transactions of the loaded invoices exceeds the limit set in the system. If the number of transactions is higher than the transaction number set in the dictionary, the billing process is called as a waiting room process.

The new invoice can be printed in the same way as the storno invoice.

10.2 Correction invoice with rerating



Menu: *Single Billing / Correction invoice with rerating*

This function is used if the invoice should be re-priced and the discount should be re-calculated and a correction invoice should be created about the difference. In this case no storno invoice will be generated only a correction invoice which contains the positive or negative difference.

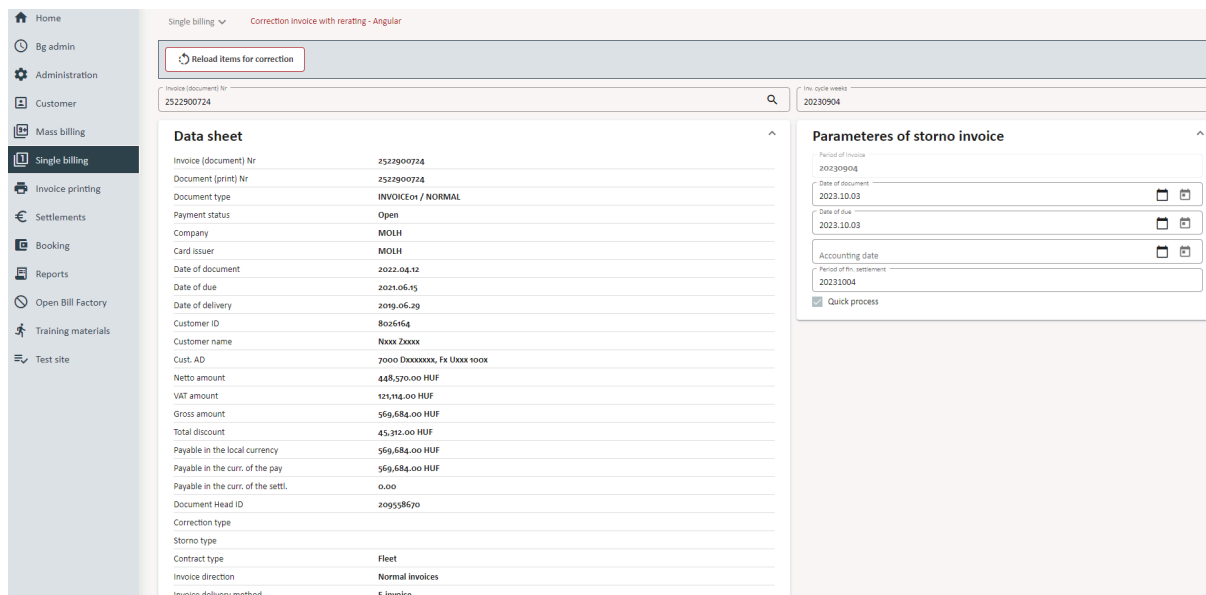
Upon clicking on the function the system loads the *Correction invoice with rerating* panel

Data sheet	
Invoice (document) Nr	2522900907
Document (print) Nr	2522900907
Document type	INVOICE or / NORMAL
Payment status	Open
Company	MOLH
Card issuer	MOLH
Date of document	2024.04.29
Date of due	2023.11.02
Date of delivery	2019.05.07
Customer ID	8033948
Customer name	MXXXXXXXXXX Kax
Cust. AD	2000 SXXXXXXXXXX, MXXXXX UXXX 4XXX
Netto amount	17,583.00 HUF
VAT amount	4,742.00 HUF
Gross amount	22,330.00 HUF
Total discount	731.00 HUF
Payable in the local currency	22,330.00 HUF
Payable in the curr. of the pay	22,330.00 HUF
Payable in the curr. of the settl.	0.00
Document Head ID	209561471
Correction type	
Storno type	
Contract type	fleet
Invoice direction	Normal Invoices

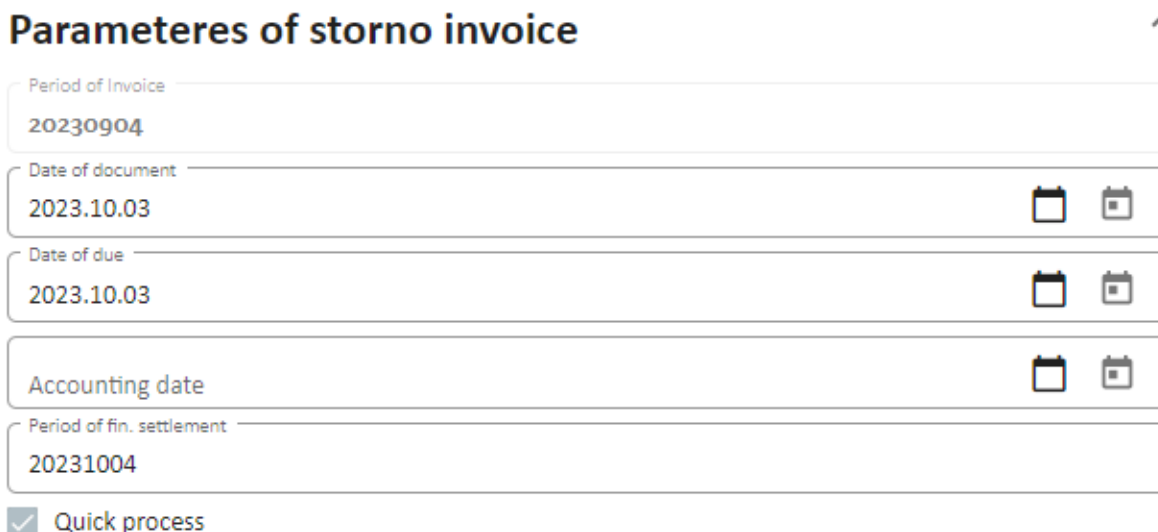
Parameters of storno invoice	
Period of invoice	20230904
Date of document	2023.10.03
Date of due	2023.10.03
Accounting date	2023.10.03
Period of fin. settlement	20231004
<input checked="" type="checkbox"/> Quick process	

In case of single correction the invoice to be corrected can be selected with the *Invoice (document) Nr.* field. Upon clicking the  *Lookup for a value* icon the invoice browser is appeared. The description of the invoice browser screen is included in **chapter 11 Invoice browser**. In the invoice browser the invoice can be selected by clicking on the  icon.

Upon selecting the desired invoice the basic data of the selected invoice are displayed on the *Data sheet* panel.



Invoice parameters necessary for completing the billing can be specified on the *Correction invoice parameters* panel after the desired billing cycle is selected on the *Inv. cycle weeks* list panel



The *Date of document*, *Accounting date* invoicing parameters can be specified by considering the *Administration / Company parameters / Companies (Issuers/Acceptors)* dictionary *Inv. date param* parameter value. (The *Inv. date param* field specifies in case of the given country with how many days the date of the single invoice can be dated back.)

If the parameter value of *Inv. date param* is specified the following conditions have to be fulfilled:

- *Date of document* >= *system date* - *Inv. date param*,
- *Accounting date* >= *Date of document*.

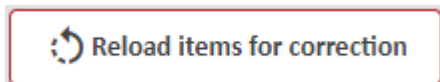
If the *Inv. date param* parameter value is *NULL*, the following conditions have to be fulfilled:

- *Date of document* >= *system date*,

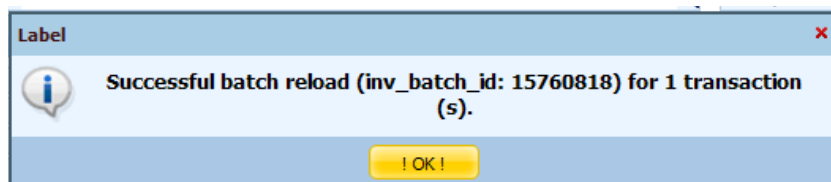
- *Accounting date* >= *Date of document* – 15.

If the *Quick process* check box is clicked, the screen launched upon loading the items has already completed preprocessing on the invoice items. Default the *Quick process* check box is clicked.

After the parameters filled the process will be started by clicking on



button. After successful reload the system displays the number of reloaded transactions:



After the message is confirmed, the system loads the *Generating new invoice based on an existing one* screen as in case of the storno invoices. Generating new invoice and printing is the same as in case of storno invoice in **chapter 10.1 Storno invoice**.

10.3 Mass correction and mass storno

There is a possibility in FCBC to cancel or correct the invoices in mass way. It is a complicated process and require more attention and IT support from ISDRO. Therefore we suggest avoiding any situation when the mass correction/storno is needed. Detailed process description is the part of the advance training.

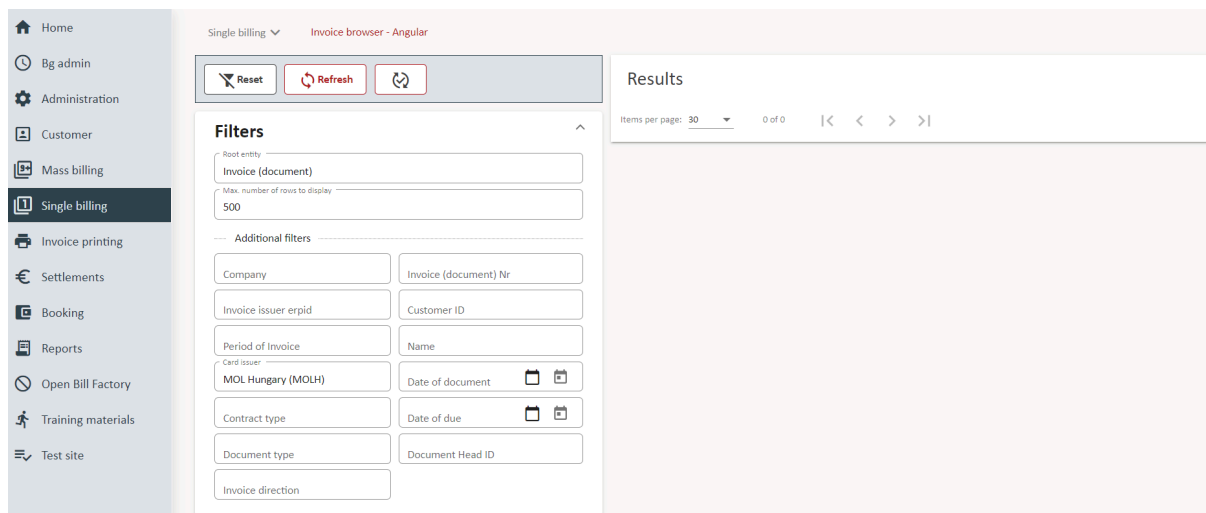
11 INVOICE BROWSER


11.1 General description of invoice browser


Menu: *Mass billing / Invoice browser, Single billing / Invoice browser*

This function enables the search of invoices issued in the *FCBC* system, displays the basic head and item data of the invoices. There is a functionality to open, save the copy of invoice layouts, annexes in *PDF* format. Here you can find the related customer-, invoice summary data, printing information - file features, querying archived invoice file from archive storage, downloading invoice files.

Upon launching the function, the system loads the general browser screen on the *Invoice browser* page.

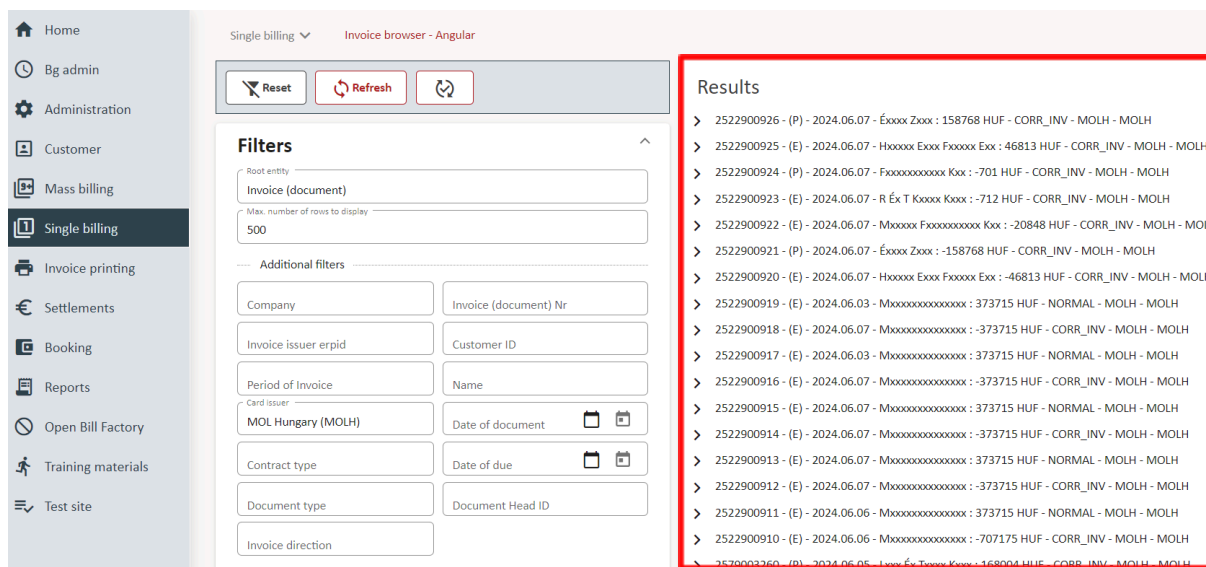


On the browser screen, the invoices can be filtered and filtering the invoices based on the specified conditions can be launched by clicking on the  button.

If it is clicked on the  button without specifying the conditions, all invoices are displayed in the browser (but the system displays only 18 pages).

Fields of the *Filters* panel can be set default by clicking on the  button.

Invoices fulfilling the conditions are displayed on the right side of the browser screen:



In the browser the invoices are sorted in a decreasing order concerning their date. (On the first page of the browser those invoices fulfilling the conditions are displayed which were issued at the end.)

Upon clicking on an invoice, its data are displayed on the *Data sheet* panel (on the left side, above the filters) and also the list of the *invoice browser related functions*:

The screenshot shows a web interface for an invoice browser. On the left, there is a 'Filters' panel with various input fields for filtering invoices, such as 'Invoice (document)', 'Company', 'Invoice issuer erpid', 'Period of Invoice', 'Card issuer' (set to 'MOL Hungary (MOLH)'), 'Contract type', 'Document type', 'Invoice direction', 'Invoice (document) Nr', 'Customer ID', 'Name', 'Date of document', 'Date of due', and 'Document Head ID'. On the right, a list of invoices is displayed, each with a date, status, and amount. A dropdown menu is open over the list, showing a list of functions: 'Data sheet', 'Invoice PDF', 'Invoice XML', 'Annex PDF', 'Annex Excel (xls)', 'Annex Excel (xlsx)', 'Annex Floppy', 'See the items', 'Print info', 'Go to Customer (695153)', and 'Go to Invoice Summary (308326905)'. A yellow callout box with a speech bubble points to the dropdown menu, containing the text 'Invoice browser' and 'Functions'.

The functions are launched upon clicking on the desired item.

11.2 Data sheet

Upon clicking the **Data sheet** function, the basic data of the selected (current) invoice are displayed:

Data sheet	
Invoice (document) Nr	2522900920
Document (print) Nr	2522900920
Document type	INVOICE01 / CORR_INV
Payment status	Do not payable
Company	MOLH
Card issuer	MOLH
Date of document	2024.06.07
Date of due	2023.10.17
Date of delivery	2019.03.25
Customer ID	8015239
Customer name	HXXXXX EXXX FXXXXX
Cust. AD	6000 SXXXXXXXXXX, SXXXXX UXXX LXXX
Netto amount	-36,861.00 HUF
VAT amount	-9,952.00 HUF
Gross amount	-46,813.00 HUF
Total discount	43,262.75 HUF
Payable in the local currency	-46,813.00 HUF
Payable in the curr. of the pay	-46,813.00 HUF
Payable in the curr. of the settl.	0.00
Document Head ID	209562068
Correction type	CORRECTION (2522807659)
Storno type	
Contract type	Fleet
Invoice direction	Normal invoices
Invoice delivery method	E-invoice
Email address	xxxx@mail
Invoice issuer erpid	

Here you can find some explanation for these fields above:

- **Payment status:**
 - *'Paid'* = completely paid,
 - *'Do not pay'* = financial settlement isn't required (in case of storno-, or negative correction invoices),
 - *'Open'* – open (in case of ordinary invoices),
 - *'Partly paid'* = not completely paid,
 - *'Storno'* = storned,
- **Correction type:**
 - *'CORRECTED'* = corrected,
 - *'CORRECTION (2520129554)'* = correction (number of the corrected invoice),
- **Storno type:**
 - *'REVOKED (2520130661)'* = revoked (number of the storno invoice),
 - *'STORNO (2520130001)'* = storno (number of the storned invoice),
- **Contract type:**
 - Fleet,
 - Employee,
 - Prepaid,
 - Manager,
 - Franchise commission,

- Uninvoiced,
- *Invoice direction:*
 - invoices accepted by the companies (e.g VAT refund fee invoice), what means this invoice is received by the your company and not issued.
 - normal invoices
- *Invoice delivery method:*
 - 'E-invoice',
 - 'Paper invoice',

In the *Payment status* field, the system displays the latest payment status of the invoice. The status of the invoice is displayed only in case of customers with dynamic credit limit. In case of customers with static credit limit the field is not filled in. In case of false payment, the status of the invoice becomes 'Open' status again after revoking the payment. The 'Storno' status of an invoice cannot be modified later, the 'Storno' status remains.

The *Invoice delivery method*, *Email address* fields are displayed only in case of invoice issuer companies where e-invoicing has been introduced. The system displays the invoice delivery method in the *Invoice delivery method* field and the contact e mail in the *Email address* field.

The system indicates the invoice delivery method in the tree structure of the invoice browser next to the invoice number with round brackets - (P) - Paper invoice, (E) - E-invoice.

This indication is displayed in case of both e-invoicing and non-e-invoicing companies.

The Invoice delivery method, *Email address* field are displayed only in case of issuer companies where e-invoicing has been introduced. In the Invoice delivery method field the system displays the method of invoice delivery and in the *Email address* field the contact e-mail address is displayed.

This marking is displayed in case of both e-invoicing and non-e-invoicing issuer companies.

11.3 Invoice PDF

Upon clicking on the *Invoice PDF* function the invoice layout of the selected invoice can be displayed or saved in *PDF* format. It is not the original copy of the invoice. The original can be printed from the *Printing* menu.

It is important that this function displays only the copy of the invoice because the original one is printed by the invoice printing 1st copy function. After launching the function, the system opens the *Download file* window where by clicking on the or buttons the invoice layout of the selected invoice can be opened, saved:

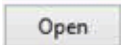
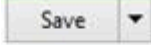


11.4 Invoice XML

Upon clicking on the [Invoice XML](#) function the invoice data of the selected invoice can be displayed or saved in *XML* format. Opening and saving is the same as in case of Invoice PDF format.

11.5 Annex PDF

Upon clicking on the [Annex PDF](#) function, card turnover annex copy related to the selected (current) invoice can be seen, saved in *PDF* format. After launching the function, the system opens the

Download file window where by clicking on the  or  buttons card turnover annex copy related to the selected invoice can be opened, saved.



11.6 Annex Excel

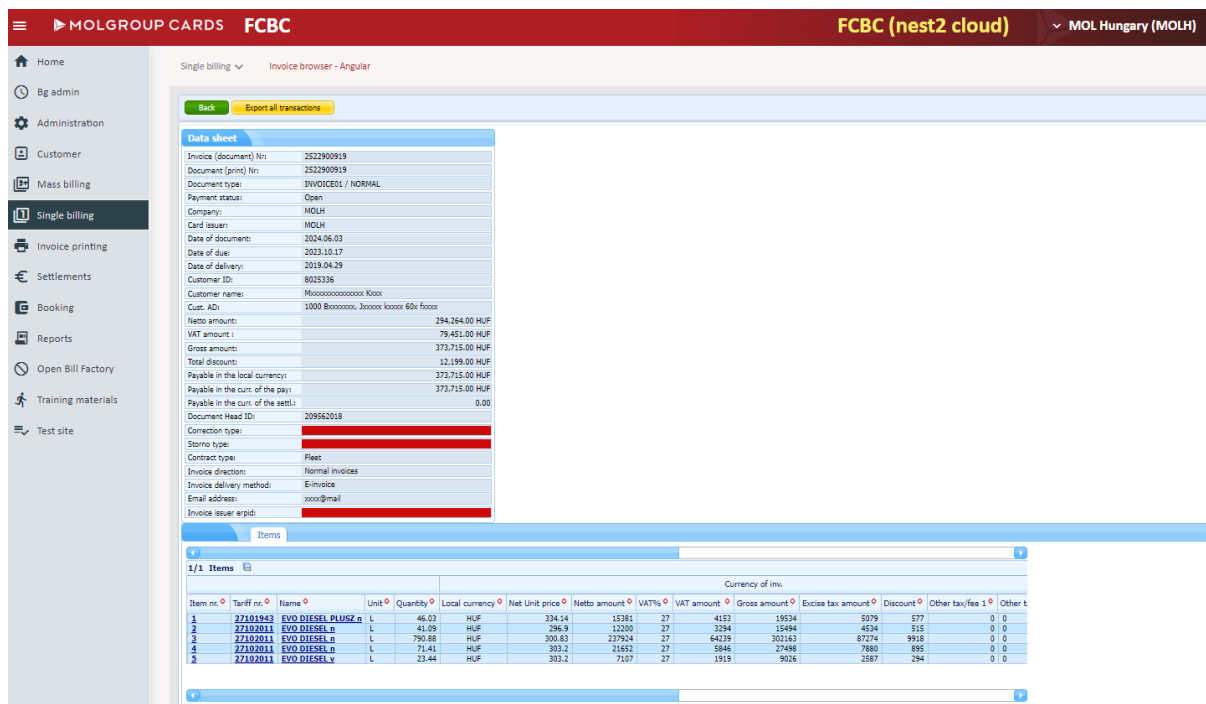
The excel file contains the card purchases with detailed information and due to excel, it's easier to read and analyze, comparing to the PDF. Upon clicking on the [Annex Excel \(xls\)](#) function, the annex related to the selected (current) invoice can be seen and saved in *xls* format. Opening and saving is the same as in case of *Annex PDF* menu.

11.7 Annex Floppy

Upon clicking on the [Annex Floppy](#) function, the annex related to the selected (current) invoice can be seen and saved in *txt* format. The excel file (txt format) contains the card purchases with detailed information. Opening and saving is the same as in case of *Annex PDF* menu.

11.8 See the items

Upon clicking on the [See the items](#) function transactions related to the selected (current) invoice can be displayed, exported. The transactions belonging to the invoice are displayed on the *Items* page. Here you can check all the items which are included in the invoice and review some item related information which are not show in the invoice (e.g the net, gross amount and the discount value item by item).



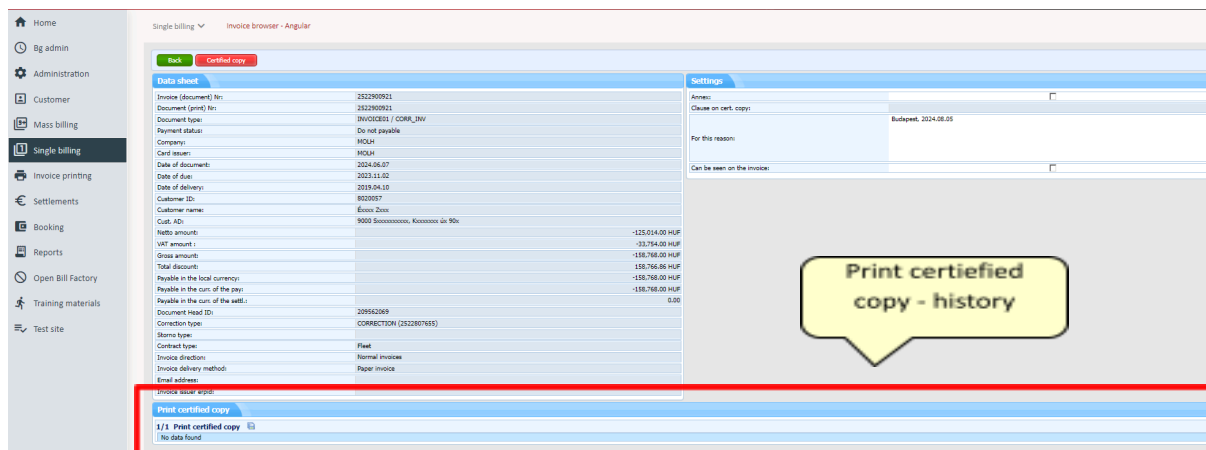
Basic data of the selected invoice are displayed on the *Data sheet* panel. Transactions of the selected invoice are displayed on the *Items* table view. All transactions together can be exported by clicking on the **Export all transactions** button. Upon clicking on the button, the system opens the *Download file* window where by clicking on the **Open** or **Save** buttons the export file can be opened, saved in *XLS* format.

If you need any information regarding the calculated price or discount then you can click on the product (field name).

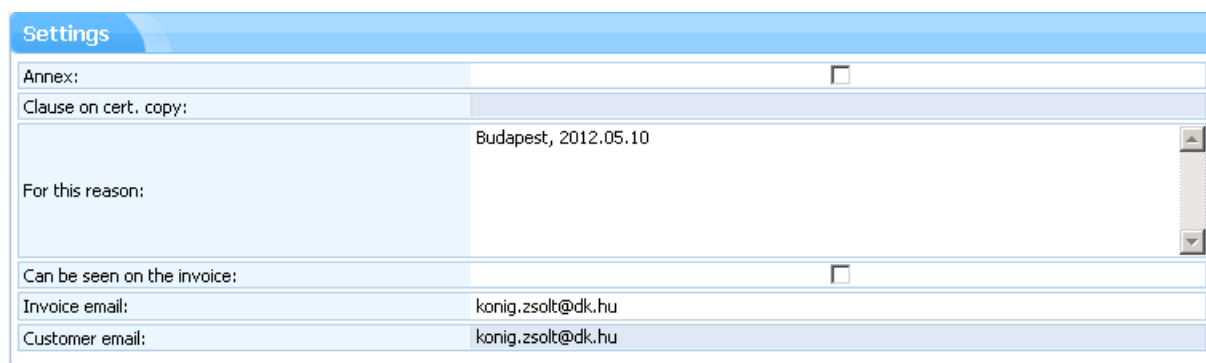
From the *Items* page it is possible to return to the invoice browser by means of the **Back** button.

11.9 Certified copy

Upon clicking on the **Certified copy** function, the system loads the *Certified copy* page, where a certified copy can be generated about the (current) invoice selected in the browser or about the annex related to the invoice. This function is used in case of paper invoices. The certified copy can be necessary if the customer 1st copy of the invoice is not available for the customer (lost or damaged). This function is used in that countries where the 1st and the 2nd copy is different.



Basic data of the selected invoice are displayed on the *Data sheet* panel. The print setting of the invoice can be given on the *Settings* panel:




On the *Settings* panel if the *Annex* check box is clicked the card turnover annex is also printed upon printing the invoice copy. In the *Clause on cert. copy* field the system displays the clause displayed on the invoice copy, annex. (The *Clause on cert. copy* field cannot be modified.) The reason for the copy can be specified in the *For this reason* field. The content of the *For this reason* field is displayed upon printing the invoice copy if the *Can be seen on the invoice* check box is clicked.

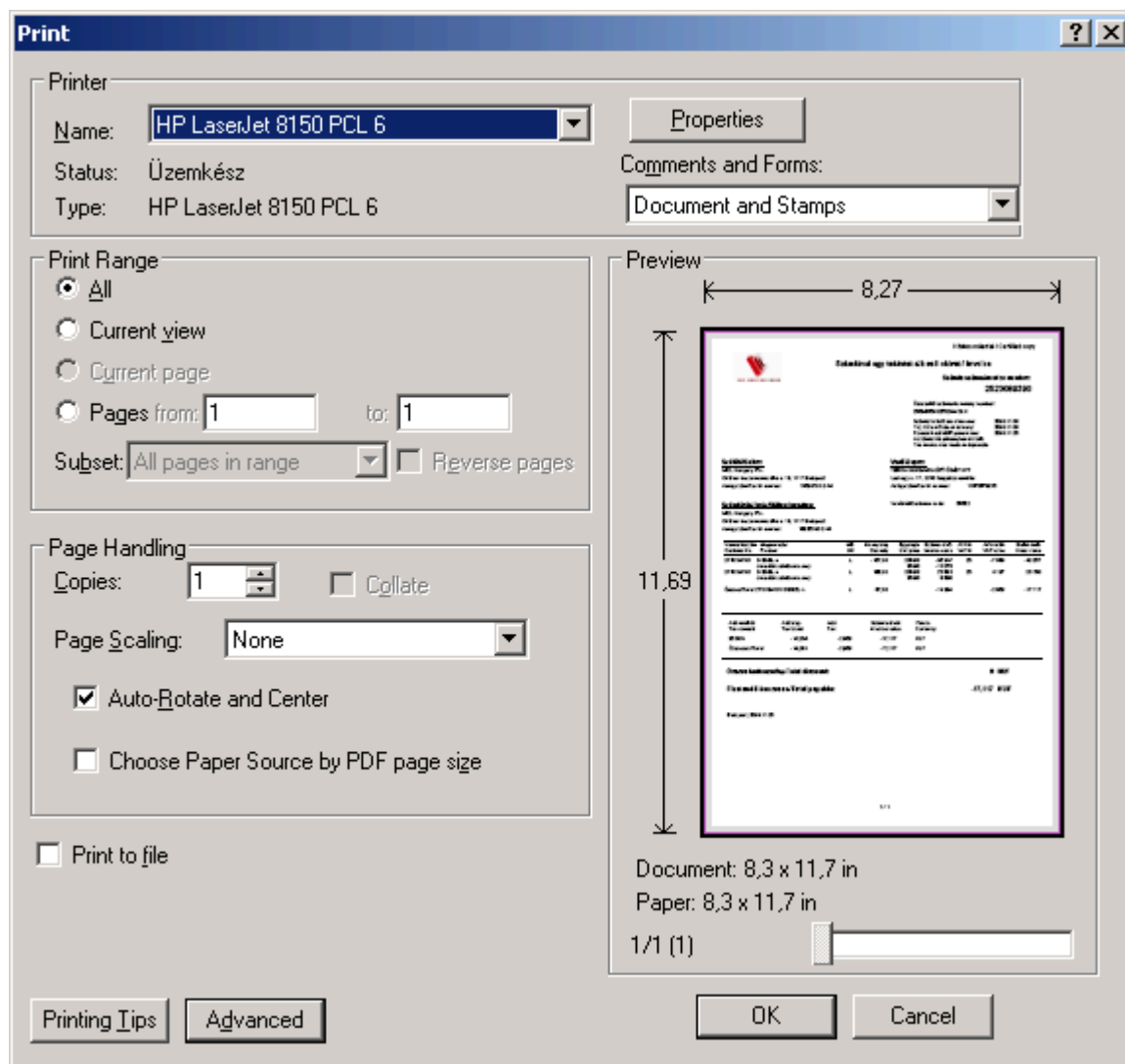
In the *Invoice email* field the e-mail address is shown the electronic invoice was originally sent to. In the *Customer email* field the current e-mail address of the customer is displayed, it is possible to modify it. The e-mail address specified in the *Customer email* field only refers to the current sending. After sending the invoice, this e-mail address is deleted if certified copy is requested.

In case of non-electronic invoice, the system does not display the *Invoice email*, *Customer email* fields.

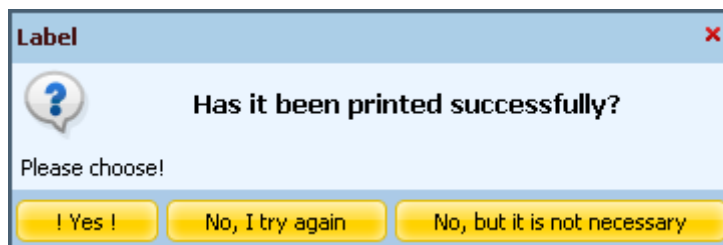
The certified invoice copies printed earlier are displayed in the *Print certified copy* (history) table view on the first picture.

Subsequent to specifying the settings, the certified invoice copy can be printed by clicking on the  button.

In case of non-electronic invoice by clicking the **Certified copy** button, the system opens the *Print* window where the invoice copy can be printed by clicking the **OK** button.



After printing, the system asks for confirming successful printing:



Successful printing can be confirmed by means of the **! Yes !** button.

Upon clicking on the **No, I try again** button the printing of the unsuccessfully printed invoice copy can be repeated. Upon clicking on the **No, but it is not necessary** button the system regards the printing of the invoice copy as unsuccessful and the invoice copy printing process is finished.

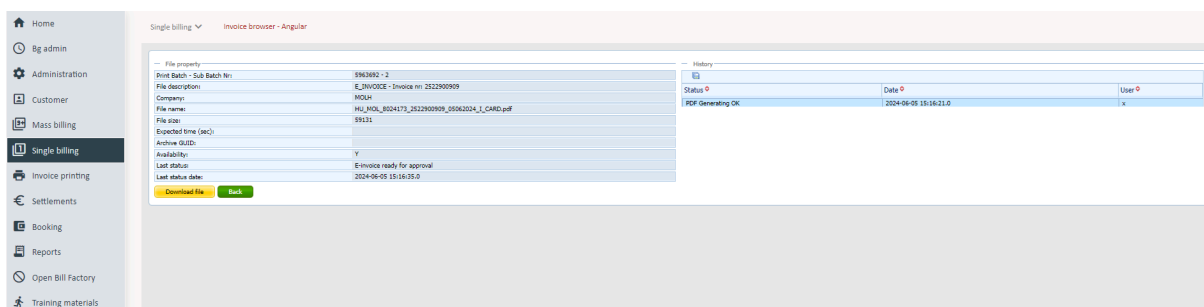
If the invoice copy is printed with success, the fact that an invoice copy has been created is noted in the *Print certified copy* table view. In case of electronic invoice it is not noted in the table view (in case of electronic invoice there is no issue number increase). In the table view the document ID, the number of certified copies issued so far, the date of printing, the user ID of the person who printed the invoice copy and the printing settings are recorded.

In case of non-electronic invoice if the unsuccessfulness of printing is confirmed, no new note is added to the *Print certified copy* table view.

From the *Certified copy* page the system returns to the invoice browser by means of the **Back** button.

11.10 Print info



By clicking the **Print info** function, the system displays the log entries historically showing the invoice file features, file status changes including queries from the archive and the real file downloads and it is possible to query the archived invoice file from the archive and to launch the downloading of invoice file. The status changes are displayed in *Status, Date, User* breakdown:



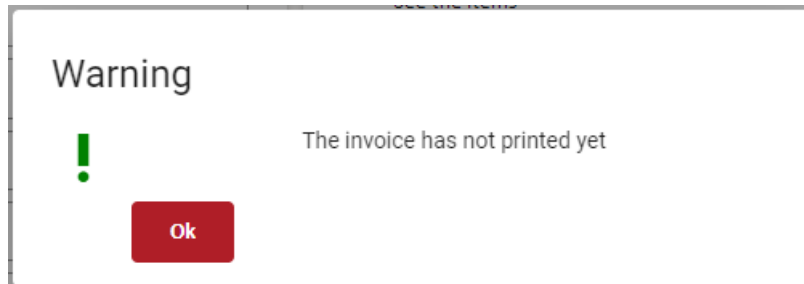
If the file is available only in the archive, the file can be queried from the archive by means of the **Request from the archive** button. Upon launching the function, the system updates automatically in some seconds, checking when the signed *PDF* file is available in the database.

If the query has been successful, the **Download file** button appears for loading the queried cover page, invoice file.

Upon clicking the function, the system opens the *Download file* window where by clicking the **Open** or **Save** button, the selected invoice, cover page can be opened, saved.

By clicking the  on the *Single record editing* page, the system goes back to the *E-invoice browser* page. If an archive file query has been launched, the system interrupts it by means of the  button.

If the invoice has not been printed yet (*Invoice printing / Invoice printing 1st copy* function) and the function is launched, the system sends the *The invoice has not printed yet* message:



11.11 Go to customer



Upon clicking on the [Go to Customer \(695153\)](#) function the system displays the customer related to the selected invoice in the customer browser. The description of the customer browser is included in **Chapter 5.2 Condition type maintenance**.

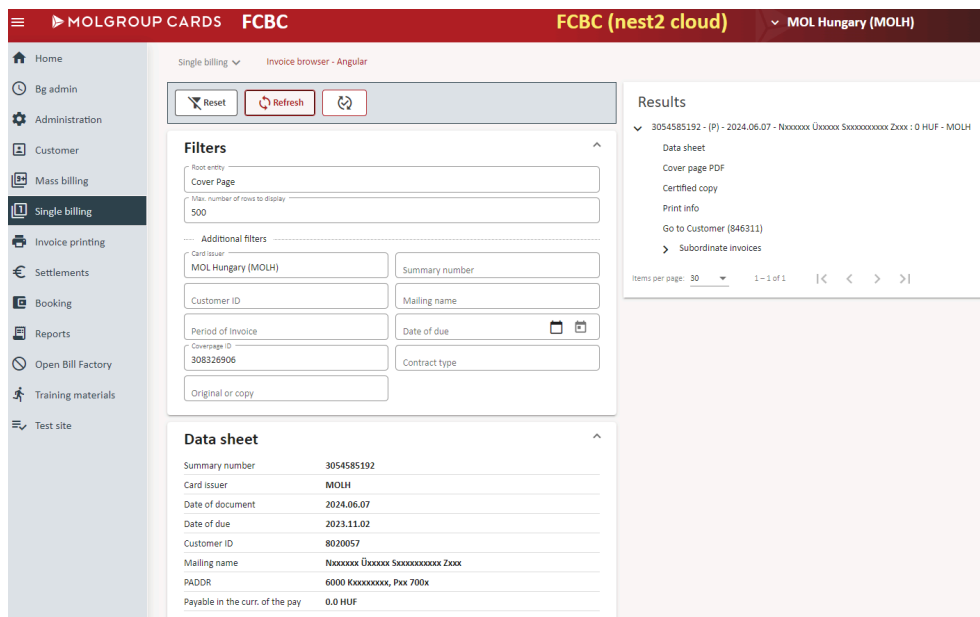
11.12 Go to invoice summary

Upon clicking on the [Go to Invoice Summary \(308326905\)](#) function the system loads the general browser screen on the *Invoice Summary browser* screen with data of the related invoice summary. Details are in **chapter 12 Invoice summary browser**.

12 INVOICE SUMMARY BROWSER

This function enables the search of invoice summaries, the display of basic invoice summary data, the opening, saving of the invoice summary layout in *PDF* format.

The filtering of invoice summaries based on the specified conditions can be launched by clicking on the  button. Upon clicking on the  button fields of the *Filters* panel can be set default.



12.1 Data sheet

Upon clicking on the [Data sheet](#) function the basic data of the selected (current) invoice summary are displayed on the *Data sheet* panel:

Data sheet	
Summary number	3054585192
Card issuer	MOLH
Date of document	2024.06.07
Date of due	2023.11.02
Customer ID	8020057
Mailing name	Nxxxxxx Üxxxxx Sxxxxxxxxxxx Zxxx
PADDR	6000 Kxxxxxxxx, Pxx 700x
Payable in the curr. of the pay	0.0 HUF
Coverpage ID	308326906
Contract type	Fleet
Original or copy	Original
Invoice delivery method	Paper invoice
Email address	

On the *Data sheet* panel, basic invoice summary data are displayed.

12.2 Cover page

Upon clicking on the [Cover page PDF](#) function the layout of the selected (current) invoice summary can be seen, saved in *PDF* format.

The description of the function is included in the [Invoice PDF](#) paragraph of **chapter 11.3 Invoice PDF**.

12.3 Certified copy

Upon clicking on the [Certified copy](#) function, the system loads the *Certified copy* page, where an certified copy of the cover page can be generated about the (current) invoice summary selected in the browser and about the invoices, annex belonging to the invoice summary. The function is the same as in case of the invoice certified copy. You can find the details in **chapter 11.9 Certified copy**.

12.4 Print info

See in **chapter 14 Printing**.

12.5 Go to Customer

See in **chapter 4.2 Customer master data**.

12.6 Subordinate invoices

Upon clicking on the [Subordinate invoices](#) function the invoices belonging to the current invoice summary are displayed. In case an invoice is selected, functions typical of the invoice browser can be launched. The description of the invoice browser is included in **chapter 11 Invoice browser**.

13 SETTLEMENTS

13.1 General description of the settlements

In case of foreign purchases FCBC creates settlements. It means when foreign customers – customers from other *MOL Group* companies - purchase in your country or your customers purchase in other *MOL Group* companies the countries should settle each other.

For example if a customer from Slovakia purchases in Romania then Romania will issue an invoice for the Slovakian customer but the customer will pay to Slovnaft, Slovakia. In this case Slovakia should pay to Romania.

Settlements collect all the receivables and payables country by country. FCBC creates so called bilateral settlements.

For the better understanding of bilateral settlements we can use the same example. In the sample two settlements will be created:

- MOLR receivables against MSSK
- MSSK payables against MOLR

The first is the **acceptor side settlement** because the invoice is created to foreign customers from MOLR point of view. This settlement will be booked by MOLR. The name of this type of settlement in the booking is Q1 settlement.

The second is the **issuer side settlement** because own customer purchased in foreign country from MSSK point of view. This settlement will be booked in MSSK. The name of this type of settlement is Q2 settlement.

In normal case all the companies have issuer and acceptor side settlements with all the other companies because the customers purchase in the whole group.

A settlement contains all the receivables or payables of a company against another company and the list of invoices.

13.2 Settlement browser

General description of settlement browser

Menu: *Settlements/Settlement browser*

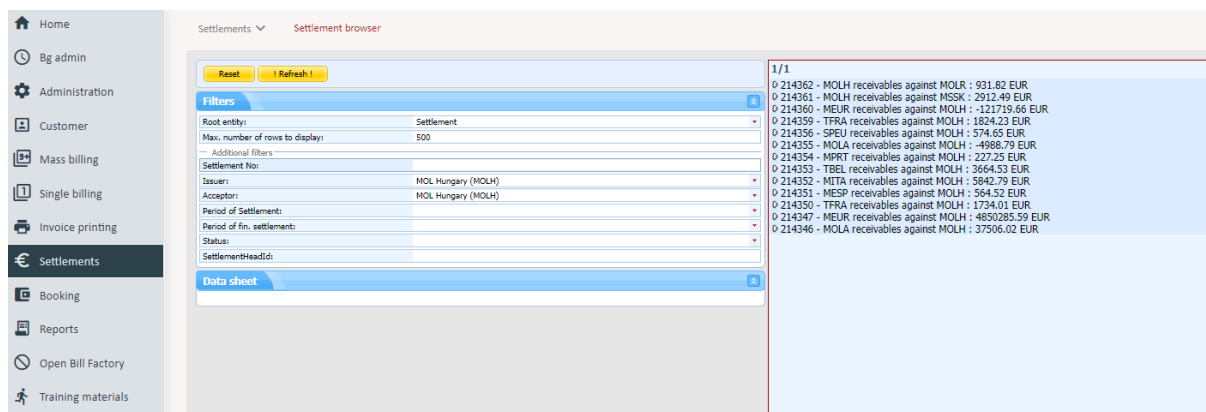
This function enables the search for settlements, the display of the basic settlement data.

Upon launching the function, the system loads the general browser screen on the *Settlement browser* page:

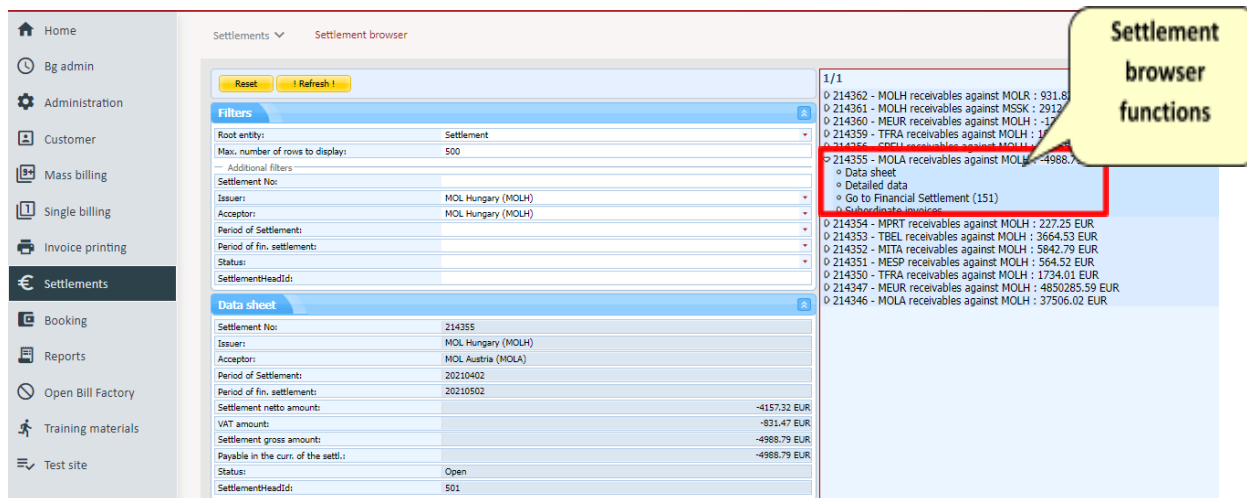
Filtering the settlements based on the specified conditions can be launched by clicking on the **! Refresh !** button. By clicking on the **! Refresh !** button without specifying the conditions all settlements are displayed in the browser.

Fields of the *Filters* panel can be set default by clicking on the **Reset** button.

Settlements fulfilling the conditions are displayed on the right hand side of the browser screen:



Upon clicking on the settlement, the data of the selected settlement are displayed on the *Data sheet* panel. From the drop down list below the settlement the settlement browser functions related to the given settlement can be launched.



The functions can be launched by clicking on the desired list item.

Data sheet

Basic data of the selected (current) settlement are displayed by clicking on the **Data sheet**.

Data sheet	
Settlement No:	200036
Issuer:	MOL Hungary (MOLH)
Acceptor:	Tifon (MTFN)
Period of Settlement:	20090602
Period of fin. settlement:	20090604
Netto amount:	139.84 EUR
VAT amount:	30.76 EUR
Gross amount:	170.62 EUR
Total payable:	170.62 EUR
Status:	Open
SettlementHeadId:	610

Detailed data

Clicking on the **Detailed data** function the system loads the *Detailed data* page where on the *Data* tab the receivables of the card acceptor country towards the card issuer country are displayed and in case of closed settlements the printed (*PDF* format) settlement can be opened, saved. In case of unclosed settlement the financial settlement can be printed (*PDF* file can be generated)

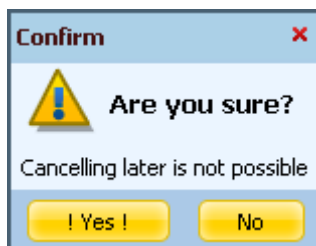
The screenshot shows the 'Detailed data' page with a 'Data sheet' panel and a table of 'Additional fees'.


Additional fees											
Document (print) ID	Name	Customer ID	Payable in the cur. of the settl.	Settlement currency	Payable in the cur. of the pay	Currency to pay	Payable in the local currency	Local currency	Netto amount	VAT amount	Gross amount
1	2750024930	Wxxxxxxxxxxxxxxxxxxxx	11401	EUR	-4.988.79	EUR	-4.988.79	EUR	-4.197.32	-81.47	-4.988.79

Basic data of the selected settlement are displayed on the *Data sheet* panel. On the *Data sheet* panel those data are displayed which were described at the **Data sheet** function.


Invoices belonging to the selected settlement are displayed in the *Data sheet* table view.

About the invoices of the financial period the printed *PDF* settlement can be generated by means of the **Start Printing** button. Upon clicking on the button the system asks for confirming the *PDF* file generation



Clicking on the  button upon confirming the file generation, the settlement is generated in *PDF* format then the system opens the *Download file* window where the printed settlement can be opened, saved by means of the *Open, Save* buttons.

Clicking on the *Cancel* button in the *Download file* window, the generated *PDF* document is not opened, saved.

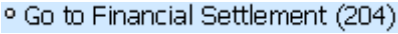
Clicking on the  button upon confirming the *PDF* file generation, the system does not generate the *PDF* document.

In case of already printed *settlements* you can download the *PDF* file by clicking on this icon:



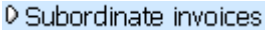
Download document

Go to financial settlement

Upon clicking on the  function financial settlement related to the settlement are displayed. All the settlements are included into a financial settlement in that companies which are members in the clearing process. About the clearing you can find more information in the Accounting topic in **chapter 21.9 Clearing**.

In case a financial settlement is selected the functions typical of the financial settlement browser can be launched.

Subordinate invoices

Upon clicking on the  function, invoices belonging to the given settlement are displayed. Upon selecting an invoice, functions used at the invoice browser can be launched. The description of the invoice browser is included in **chapter 11 Invoice browser**.

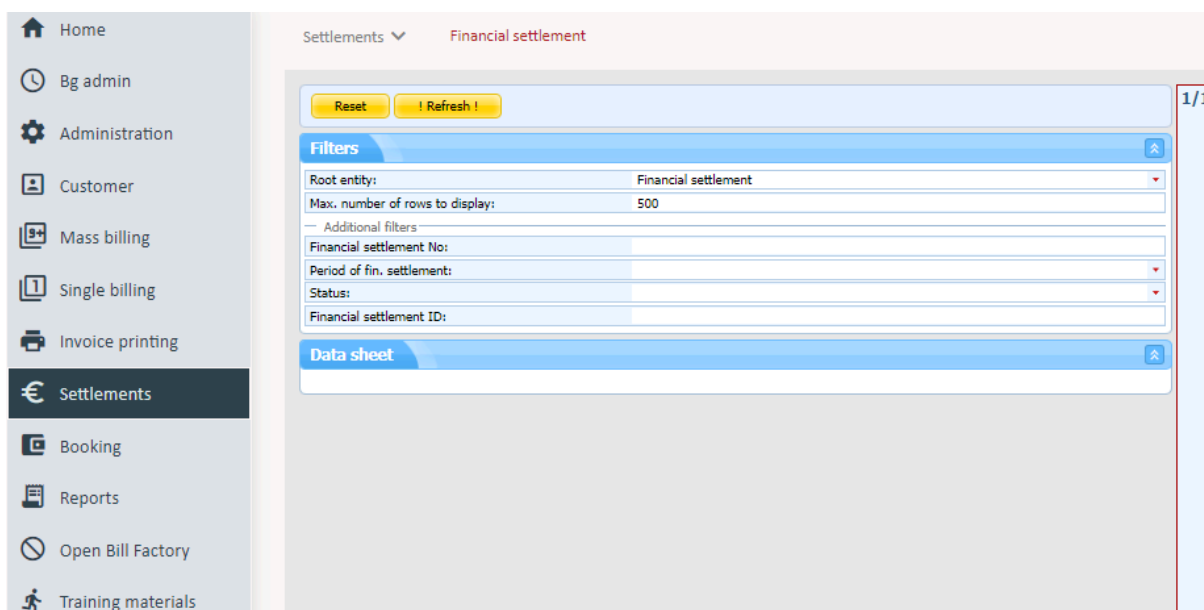
13.3 Financial settlement browser

General description of financial settlement browser

Menu: *Settlements / Financial settlements*

This function enables the search for financial settlements, the display of the basic data of financial settlements.

Upon launching the function, the system loads the general browser interface on the *Financial settlement* page:



Filtering of the financial settlements on basis of the specified conditions can be launched by clicking on the **! Refresh !** button. The fields of the *Filters* panel can be set default by clicking on the **Reset** button.

Result of the filtering displayed in the right side of the window. Clicking on the desired financial settlement shows the financial settlement browser functions:

Fin. settlement browser functions

1/1
 101027 - MOLH - Receivables against Clearing House : 931.82 EUR
 101028 - MOLR - Payables against Clearing House : 931.82 EUR
 101029 - MOLR - Payables against Clearing House : 4988.79 EUR
 101026 - MOLH - Receivables against Clearing House : 4988.79 EUR
 Data sheet
 Detailed data
 Settlements
 101022 - MOLR - Receivables against Clearing House : 37506.02 EUR
 101023 - MOLH - Payables against Clearing House : 4887791.61 EUR
 101024 - MEUR - Receivables against Clearing House : 4850285.59 EUR

Filters

Root entity: Financial settlement
 Max. number of rows to display: 500
 Additional filters
 Financial settlement No:
 Period of fin. settlement:
 Status:
 Financial settlement ID:

Data sheet

Financial settlement No: 101026
 Member company: MOL Hungary (MOLH)
 Period of fin. settlement: 20210502
 Note: Receivables against Clearing House
 Settlement netto amount: -4157.32 EUR
 VAT amount: -831.47 EUR
 Settlement gross amount: -4988.79 EUR
 Payable in the curr. of the settl.: -4988.79 EUR
 Status: Open
 Financial settlement ID: 151

Data sheet

Upon clicking the **Data sheet** function basic data of the selected (current) financial settlement are displayed on the *Data sheet* panel.

Data sheet	
Financial settlement No:	100032
Member company:	Intermol d.o.o. (MSRB)
Period of fin. settlement:	20090702
Note:	Receivables against Clearing House
Netto amount:	-449.94 EUR
VAT amount:	-80.99 EUR
Gross amount:	-530.95 EUR
Total payable:	-530.95 EUR
Status:	Closed
Date of close:	2009.11.13
Closed by:	Mester Éva (Daten-Kontor)
Financial settlement ID:	204

The basic data of the financial settlement are displayed on the *Data sheet* panel.

Detailed data

Clicking on the **Detailed data** function the system loads the *Detailed data* page where on the *Data* tab payables and receivables of the given country towards the clearing house are displayed and in case of closed financial settlements the printed (*PDF* format) financial settlement can be opened, saved. In case of unclosed financial settlement the financial settlement can be printed (*PDF* file can be generated):

The screenshot shows the 'Financial settlement' interface. The 'Data sheet' panel displays the following details:

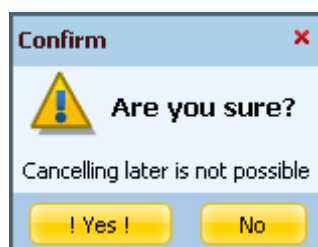
Financial settlement No.	101026
Member company	893: Hungary (HQLH)
Period of fin. settlement	20210502
Note	Receivables against Clearing House
Settlement netto amount	-451.22 EUR
VAT amount	-831.47 EUR
Settlement gross amount	-4988.79 EUR
Payable in the curr. of the settl.	-4988.79 EUR
Status	Open
Financial settlement ID	151

Below the 'Data sheet' is a table for 'Receivables, Payable':

Clearing member	Date of due	Settlement No.	Payable in the curr. of the settl.	Settlement currency	Settlement netto amount	VAT amount	Settlement gross amount
1 190A	2021.05.12	214268		-4.988.79	EUR	-4.511.22	-831.47

Basic data of the selected financial settlement are displayed on the *Data sheet* panel. Settlements belonging to the selected financial settlement are displayed on the *Receivables, Payable* table view of the *Data* tab.

About the settlements of the given financial period the *PDF* format financial settlement can be generated by means of the **Start Printing** button. Upon clicking on the button, the system asks for confirming the *PDF* file generation:



Clicking on the **! Yes !** button upon confirming the file generation the financial settlement is generated in *PDF* format then the system opens the *Download file* window where the printed financial settlement can be opened, saved by means of the *Open, Save* buttons.

Clicking on the *Cancel* button in the *Download file* window the generated *PDF* document is not opened, saved.

Clicking on the **No** button upon confirming the *PDF* file generation the system does not generate *PDF* document.

In case of already printed financial settlements the *PDF* can be downloaded by the clicking on the *PDF* icon as in case of the settlements.

Settlements

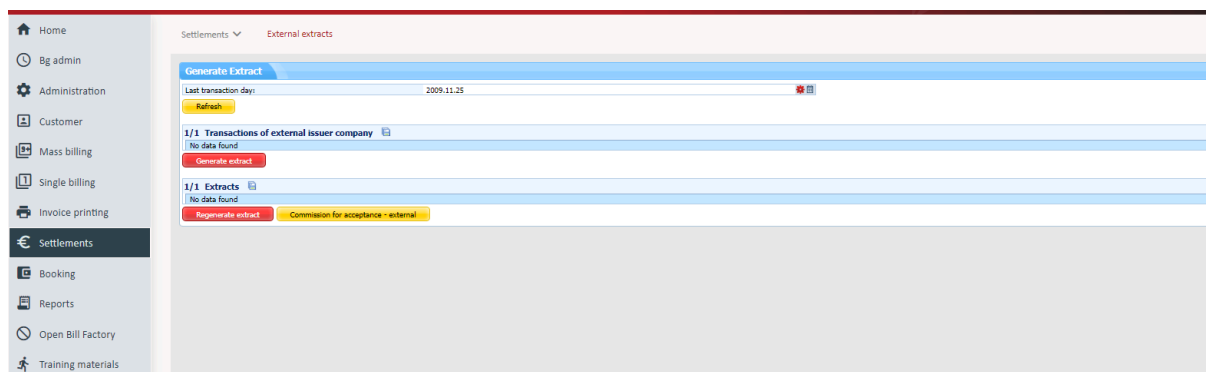
Upon clicking on the **Settlements** function the settlements belonging to the financial settlement are displayed. In case settlements are selected the functions used at settlement browser can be launched. The description of the settlement browser is included in **chapter 13.2 Settlement browser**.

13.4 External extracts

Menu: *Settlements / External extracts*

This function is for generating, regenerating extracts which are created for supporting the mutual card acceptance with third party companies (like DKV, UTA, APIP). The result of the extract generation is a batch file which contains the purchase data in proper structure.

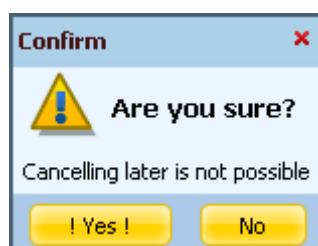
Upon launching the function, the system loads the *External extracts* page:



Transactions of the external issuer company can be filtered by filling in the *Last transaction day* field and clicking on the **Refresh** button.

Transactions which fulfill the filters and about which no extract has been generated yet are displayed in the *Transactions of external issuer company* table view, the already generated extracts are displayed in the *Extracts table view*.

On basis of the records of the *Transactions of external issuer company* table view the extract can be generated if the desired record is selected and the **Generate extract** button is clicked on. (At the same time only one record can be selected in the table view.) Upon clicking on the button, the system asks for confirming the extract generation:



If extract generation is confirmed by means of the **! Yes !** button the extract is generated. The generated extract is displayed in the *Extracts* table view.

The extracts are generated on basis of the parameters specified in the *Administration / Company parameters / Company extract parameters* dictionary. Setting of extract parameters is the part of the advance training.

Clicking on the **No** button upon confirming the extract generation the system does not generate the extract.

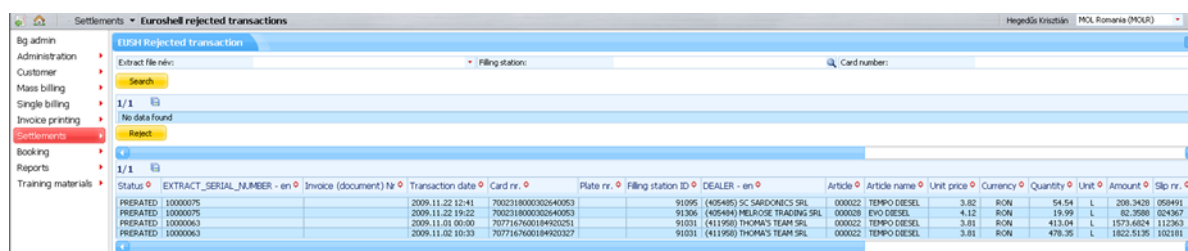
An extract can be regenerated by selecting the desired extract in the *Extracts* table view and clicking on the **Regenerate extract** button.

Extracts generated on the *External extracts* page can be opened, saved under the *Settlements / Manual file download* menu item.

13.5 Euroshell rejected transactions

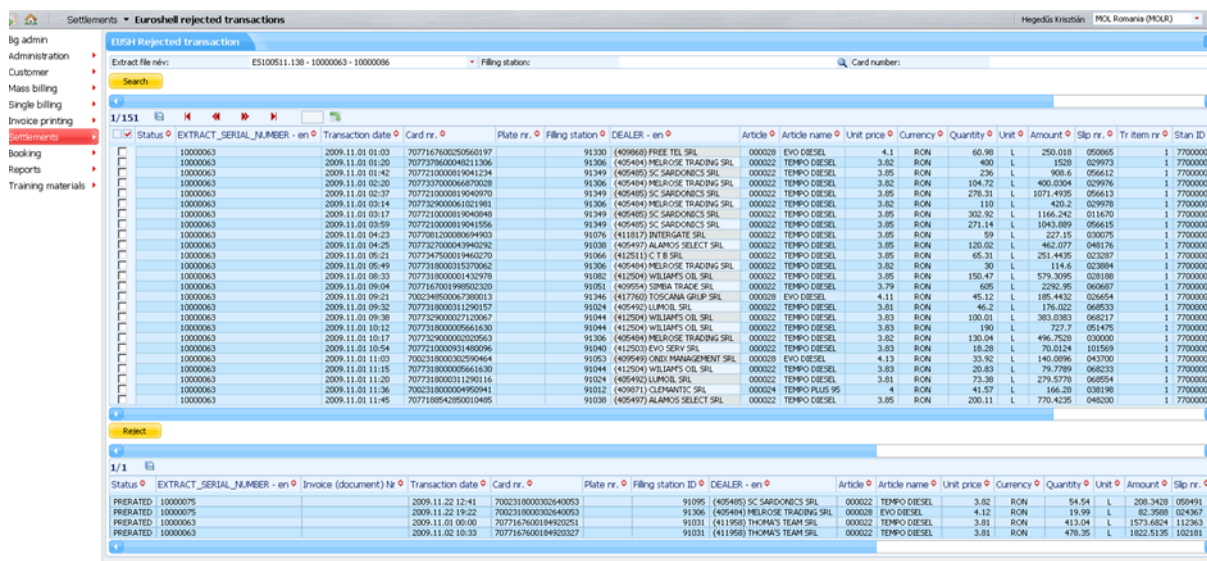
Menu: *Settlements / Euroshell rejected transactions*

This function is for managing the non-invoiceable, rejected *Euroshell* transactions. Upon launching the function, the system loads the *Euroshell rejected transactions* page:




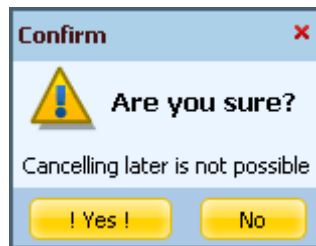
On the loading page, the *Euroshell* card transactions can be filtered. The value of the *Extract file name* filter can be specified by selecting the appropriate extract in the combo list. The *Card number* filter can be specified by typing the searched value or part of it in the field. (If a part of a value is specified, the system looks for correspondence at the beginning of the word. It is permitted to use the '_', '%' joker character.)


The system displays the transactions corresponding to all the specified filters in the table view below the filter fields upon clicking the **Search** button:




In the table view, the value of the *DEALER - en* field is loaded on basis of the value of the *Filling station field*, according to the *Administration / Business dictionaries / Filling stations dictionary (ERP2 customer field)*. If the value of the field is missing or is inappropriate, the value can be specified, modified.

Transactions to be rejected can be rejected by highlighting the transactions and clicking the  button. Upon clicking the button, the system asks for confirming the rejection of transactions:



In the *Confirm* window, the highlighted transactions can be rejected by means of the  button. The rejected transactions are replaced in the *CARD_TRANSACTIONS* table as transactions with *New status* and processed in the next preprocessing than in course of the appropriate billing operation. The rejected transactions are displayed in the lowest table view. The *Status* field represents the status how the transactions are processed.

In course of the rejection operation records to be processed have NULL value in the *DEALER - en* field will not be processed.

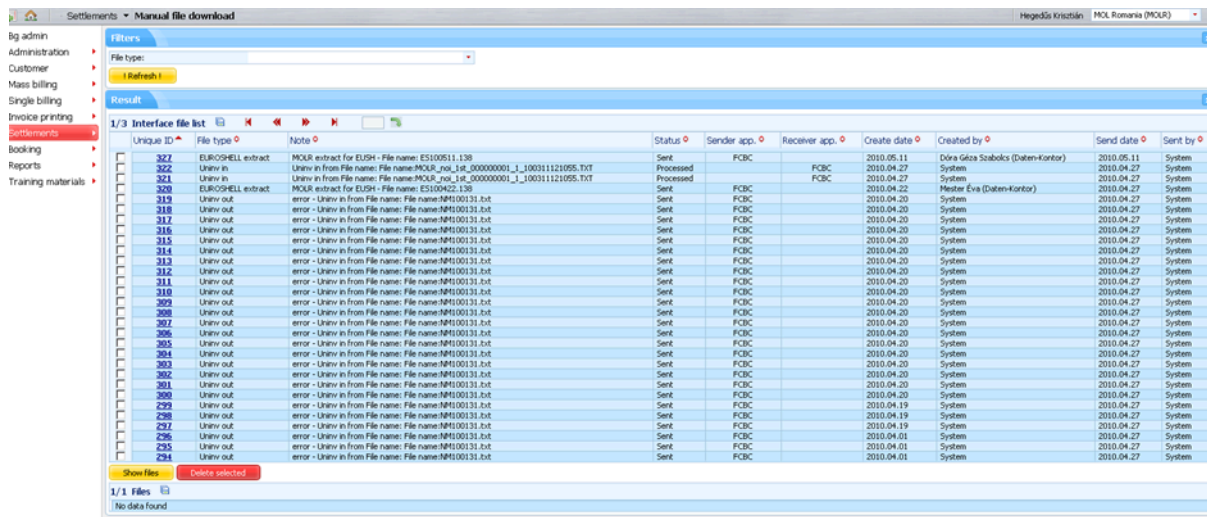
Upon clicking the  button in the *Confirm* window, the highlighted transactions will not be rejected, the system interrupts the rejection operation.

13.6 Manual file download

Menu: Settlements / Manual file download

This function is for downloading incoming/outgoing extracts and interface files (*Uninv in*, *Uninv out*, *various extracts etc.*), deleting files which were not sent.

Upon launching the function, the system loads the *Manual file download* page:



On the loading page, the files can be filtered by selecting the appropriate file type in the *File type* list and clicking the **Refresh!** button. Upon clicking the button, the file types corresponding to the specified filters are displayed.


Files can be downloaded by clicking the link including the ID in the *Unique ID* column or selecting the file to be downloaded in the table view and clicking the **Show files** button.

The selected file can be downloaded by clicking the link including the file name in the *File name* field of the *Files* table view. Upon clicking the link, the system opens the *Download file* dialogue box where the downloaded file can be opened or saved by means of the *Open*, *Save* button.

Upon clicking the *Cancel* button in the *Download file* window, the downloaded file is neither opened nor saved.

In case of the *Hash* field of the *Files* table view the Hash algorithm, the *Hash* algorithm to be used for the selected file, in case of the *Hash value* field the Hash value generated according to the algorithm, related to the given file is displayed.

The name of person who completed the download is registered in the *Downloaded by* field upon clicking the link including the file name in the *File name* field.

In the *Interface file list* table view a file can be deleted by highlighting the file and clicking the  button.

Only records with different status from *Sent* can be deleted from the table view. In case of highlighting records - *Show files, Delete selected* functions; only one record can be highlighted.

13.7 Employer statement

Menu: *Settlements / Employer statement*

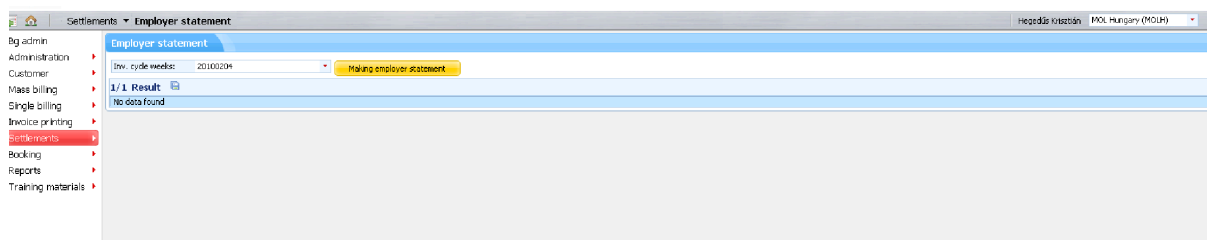
In case of the RED cards FCBC creates employer statement for the employers. The employer statements include all of the data of the invoices which are created to the employees. FCBC know which company is the employer of the employees because it is sent by the retail master interface.


FCBC generates more files to the employers:

- a statement in PDF format about the list of employee invoices
- so called floppy files which contains the purchases of employees in txt format
- excel files which contains the purchases of the employees in xls format

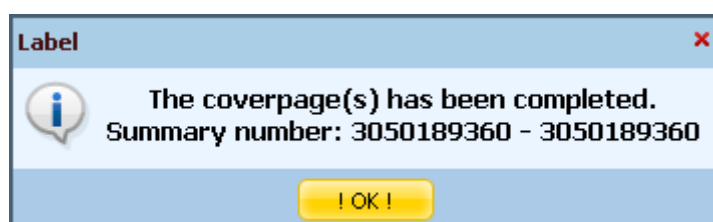
This function is for generating the employer statements and generating all the *Excel, floppy* files including all the transactions to be sent to employer by MOL.

Upon launching the function, the system loads the *Employer statement* page:



On the loading page, the employer statements can be generated by selecting the appropriate invoice cycle in the *Inv. cycle weeks* list and clicking the  button.

The employer statements are displayed in the *Result* table view. The start- and final serial number of the cover pages of the generated employer statements are displayed in the message indicating the end of running of the function:



The employer statements generated in this way can be printed by means of the **Making and printing files** button and upon clicking the button the *Excel-*, *floppy* files to be sent for the employer by MOL, including all transactions of the single statements are also generated.

Printing of employers statement PDF can be reviewed in the Docfactory waiting room (*Printing / Docfactory waiting room*).

The *Excel* - and *floppy* files are generated at the place specified in the *Administration / System parameters / IFC file types* dictionary.

If in the selected period there are not any non-printed employer statements, the **Making and printing files** button does not occur on the *Employer statement* page.

The previously generated statements can be seen by selecting the appropriate invoice cycle in the *Inv. cycle weeks* list.

14 PRINTING

After the invoices are created there is a possibility to print the invoices into paper or electronic (e-invoice) form.

In case of the single billing the printing can be done immediately after the invoice is created in single way (as it is described in single billing in **chapter 10 Single billing**) or it can be de via the mass printing process.

There are two possible way for mass printing:

- print the documents locally in the MOL office
- send the PDF and an optional control XML file to a Print shop and do the printing and the post by the 3rd party company. It is a parameter in FCBC to switch on the generating of the XML file to the PDF-s.

Before you start the printing process you should know there is a lot of parameters what can affect the layout of the invoices. If there is any change you would like to implement on the invoice layout you should check the parameters. Printing parameters are described in **Chapter 0 Annex print parameters**.

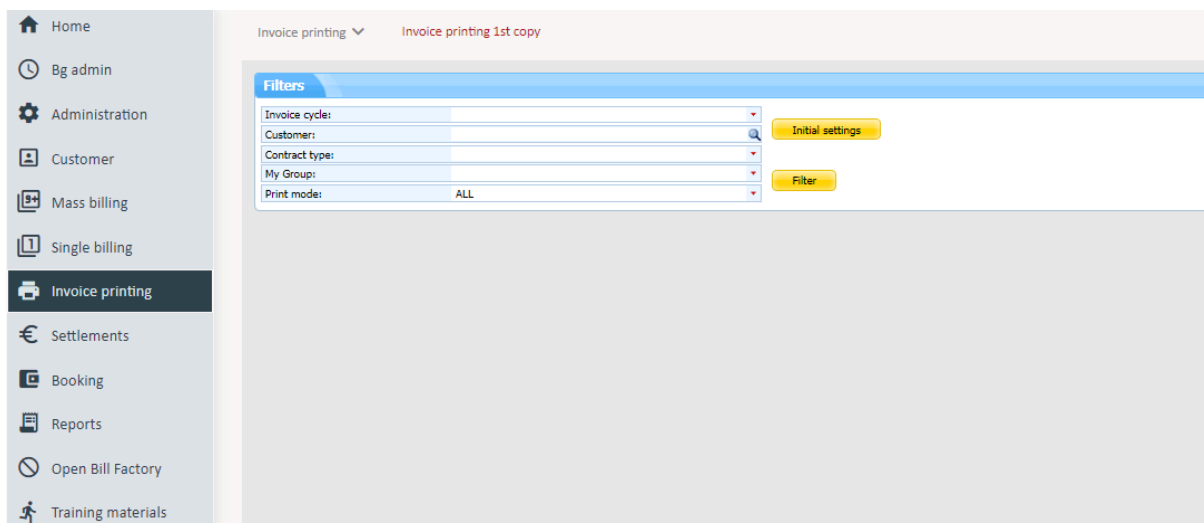
14.1 Mass printing



Invoice printing 1st copy

Menu: *Invoice printing / Invoice printing 1st copy*


This function is designed for mass printing the first copy of paper, electronic invoices and monitoring the processing status of card transactions.


Upon launching the function the system loads the *Invoice printing 1st copy* screen:



The documents waiting for printing can be filtered on the *Invoice printing 1st copy* screen on basis of *Invoice cycle*, *Customer*, *Contract type*, *My Group*, *Print mode* fields of the *Filters* panel. Upon specifying the filter parameters it is mandatory to specify the *Invoice cycle* parameter. The customer can be selected my means of the customer browser screen upon giving the customer ID or customer name and clicking the  *Lookup for a value* icon. The description of the customer browser screen is included in **chapter 4.3 Customer browser**. In the customer browser the customer can be selected by clicking on the  icon.

Upon selecting customer group in the field the system launches the invoice printing process only in case of the members of the selected group. In the *Print mode* field the way of printing can be specified. In the field *ALL* (*Paper invoice*, *E-invoice*), *E-invoice*, *Paper invoice* values can be selected.

Fields of the *Filters* panel can be set default by clicking on the  button.

Filtering the transactions, documents on basis of the specified filter parameters can be launched by clicking the  button. Transaction fulfilling the filter conditions, unprinted documents in accordance with the processing level of the transaction are displayed in *Transactions waiting for processing in the period*, *Transactions where processing is in progress*, *Unprinted documents* panels table view:

Transactions waiting for rating are displayed in the table view of the *Transactions waiting for processing in the period* panel, the rated but not billed transactions are displayed in the table view of the *Transactions where processing is in progress* panel and the list of billed documents to be printed are displayed in the table view of the *Unprinted documents* panel.

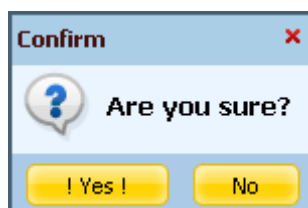
In the table views the system displays the details of the summaries selected on the *Result* tab on the *Details* tab of the current panel by clicking on the given record.

By clicking the record specified on the *Result* page of the *Unprinted documents* panel the printing settings of the selected summaries are displayed. Default the system fills in the *Cover page from*, *Cover page to* fields according to the specified smallest, highest invoice summary serial number values. Invoice summary range can be different from the default values. By clicking the *Min. serial nr.*, *Max. serial nr.* fields of the *Unprinted documents* grid, the *Cover page from*, *Cover page to* fields are filled in automatically with the values corresponding the invoice summary range of the selected record.

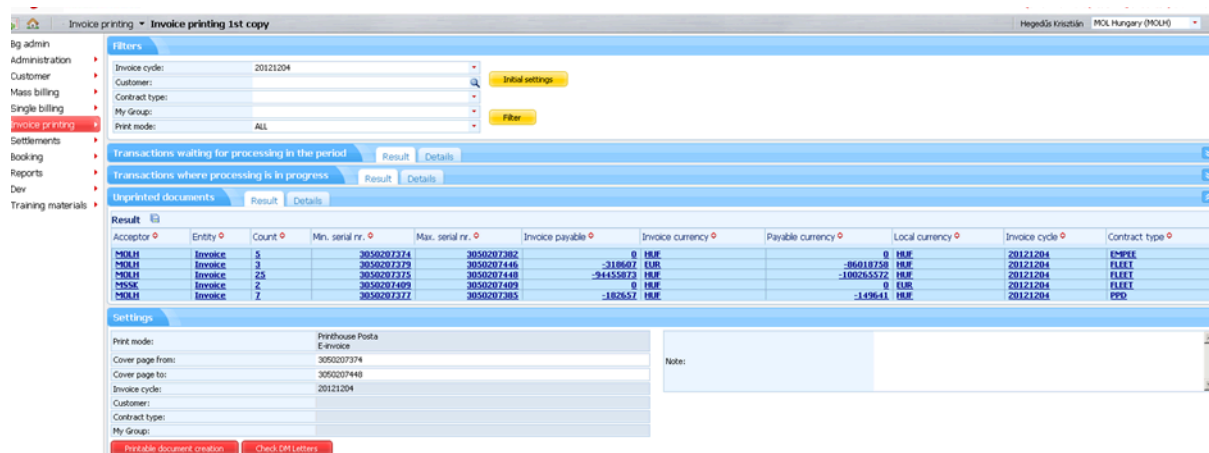
In the *Note* field a note related to the creation of a bundled printing file can be given.

After the print parameters are specified and the printing is allowed for the period then you can click on the **Printable document creation** button. (The system only displays the *Printable document creation* button after the printing is allowed. Allowing printing is the part of the advance training.)

The system asks for confirming the generation:



Upon confirming the generation of the bundled print file by clicking on the **! Yes !** button, the system loads the *DocFactory Waiting room* screen, where the bundled print file is generated as a waiting room type, in the background running process:



In case of *waiting room* type processes, the user can launch other functions, close the application after launching the process and the system does not interrupt the running of the launched process. Log notes of the bundled print file creation process are displayed in the *Process log* table view.

The PDF file is ready if the status is „PDF Generating OK”.

The result, status of the launched process are displayed - after the function is closed after the bundled print file generation process is launched - under the *Invoice printing / DocFactory waiting room* menu item.

The content of the *DocFactory waiting room* screen can be refreshed upon clicking on the **Refresh** button. The system goes back to the home of *Invoice printing 1st copy* function by clicking on the **Back** button.

If upon confirming the bundled print file generation the **No** button is clicked on, the system does not launch the bundled print file generation process, the file is not generated.

In case of electronic invoices of the printing bundle are sent on the day of printing only after the batch signature and the finalization of signature. Signing the printing bundles, finalizing the signatures can be performed at *Invoice printing / E-invoice browser*.

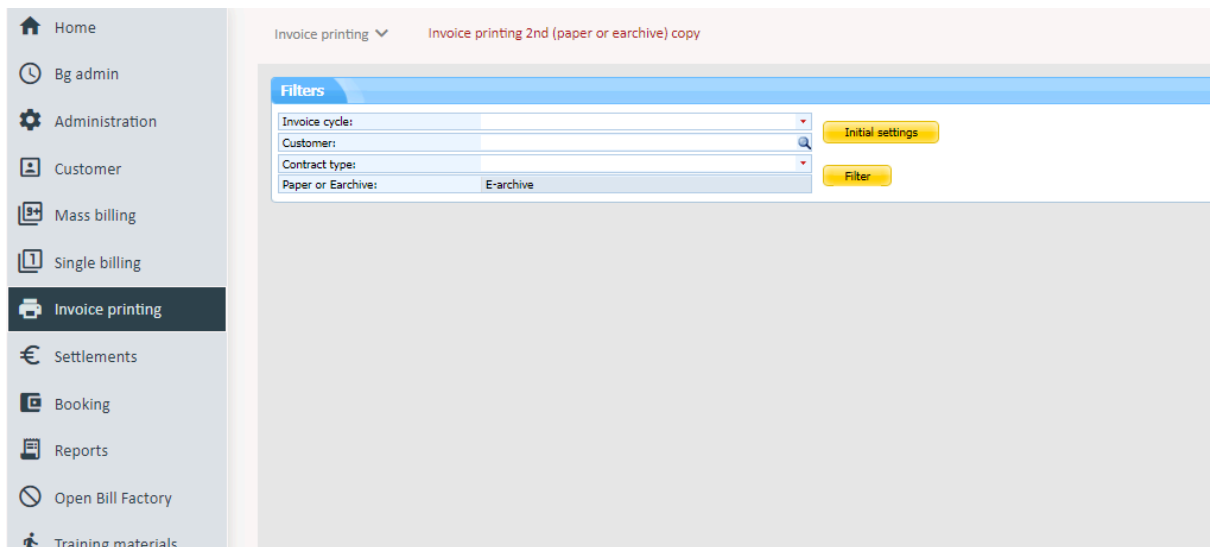
By clicking the **Check DM Letters** button on the *Invoice printing 1st copy page*, the system displays the type and number of DM letters to be printed to the customers (cover pages).

Invoice printing 2nd (paper or earchive) copy


Menu: Invoice printing / Invoice printing 2nd (paper or earchive) copy



This function is for printing of second copies of invoices per countries is performed only on paper based or in electronic format.


Upon launching the function, the system loads *Invoice printing 2nd (paper or earchive) copy* screen:




On the loading page, documents ready for printing can be filtered on basis of *Filters* panel *Invoice cycle*, *Customer*, *Contract type* fields.

The *Paper or Earchive* field shows the format of second copy printing. Filtering the documents on basis of the specified filter parameters can be launched with the  button.

Upon specifying the filter parameters specifying the *Invoice cycle* parameter is mandatory. The customer can be selected by means of the customer browser screen by giving the customer ID or customer name and clicking the  *Lookup for a value* icon. The description of the customer browser screen is included in **chapter 4.3 Customer browser**. In the customer browser the customer can be selected by clicking on the  icon.

Fields of the *Filters* panel can be set default by clicking on the  button.


Upon clicking on the  button printable documents fulfilling the filter conditions are displayed in the table view of the *Result* panel:

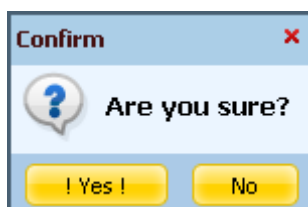
The *Invoice from*, *Invoice to* parameters are loaded automatically on basis of the highest, smallest invoice serial number of the query.

In case of the fields invoice range different from the loaded values can be also specified.


If the range is modified, only documents which fulfill all print parameters are added upon generating the print file.

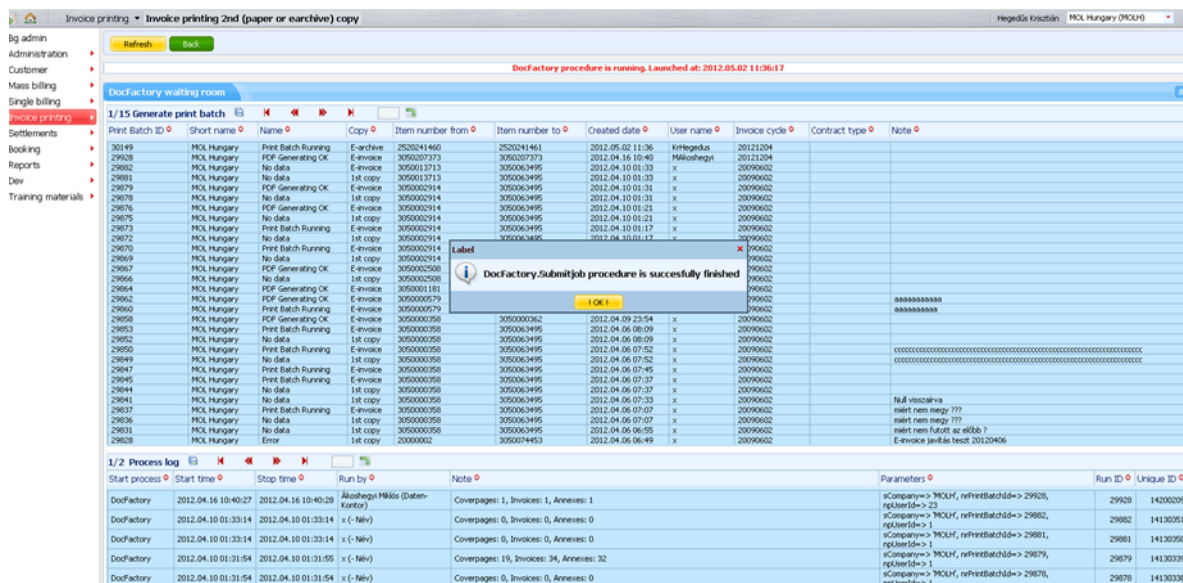
In the *Note document* field a note in connection with the creation of the bundled print file can be given.

After the print parameters are specified and the  button is clicked on, the system asks for confirming the generation of the bundled print file including the documents to be printed:



(The system only displays the *Printable document creation* button after the printing is allowed. Allowing printing is the part of the advance training.)

Upon confirming the generation of the bundled print file by clicking on the  button, the system loads the *DocFactory Waiting room* screen, where the bundled print file is generated as a waiting room type, in the background running process:



In case of *Waiting room* processes, the user can launch other functions or close the application after the process is launched and the system does not interrupt the running of the launched process. The result, status of the launched process – in case the function is closed after the bundled printing file generation process has been launched – are displayed under the *Mass billing / DocFactory waiting room* menu item.

The content of the *DocFactory waiting room* screen can be refreshed by clicking on the Refresh button. The system goes back to the home of *Invoice printing 2nd (paper or archive) copy* function upon clicking on the Back button.

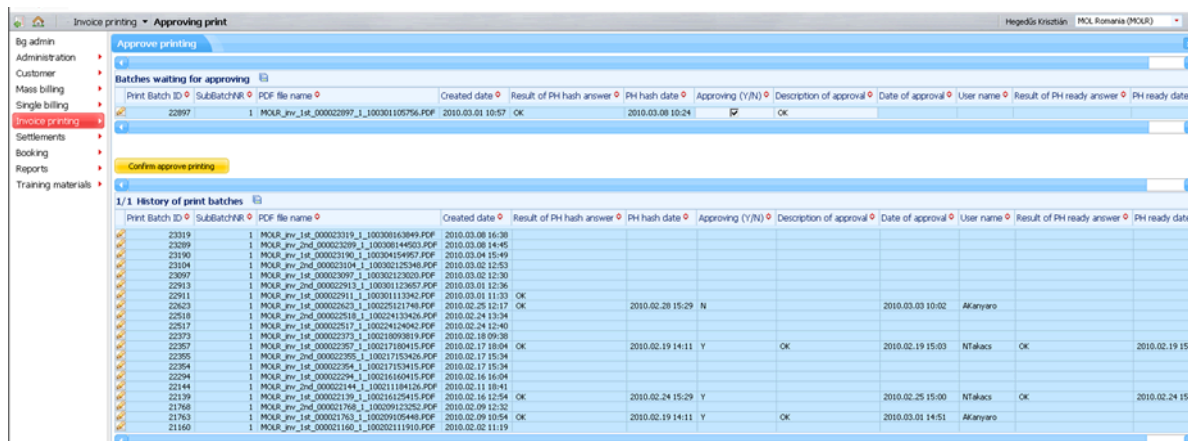
In case of electronic invoices of the printing bundle are sent on the day of printing only after the batch signature and the finalization of signature. Signing the printing bundles, finalizing the signatures can be performed at *Invoice printing / E-invoice browser*.

Approving print

Menu: *Invoice printing / approving print*

This function is for approving/rejecting the print of bundles waiting for to be printed at the printhouse and in case their print is approved forwarding them for printing. In this screen the data generated by FCBC are compared the data sent by the Print house. This is the basis of the comparison.

Upon launching the function, the system loads the *Approving print* page:

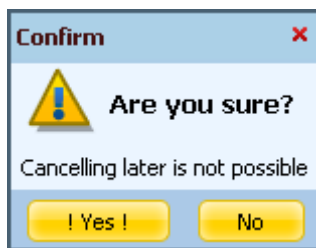


If the printing of the certain bundles is proposed is indicated by the status of the *Approving (Y/N)* check box. If the check box is clicked, the print of the bundle is approved by the system. (The *Hash* value generated on the issuer and acceptor side correspond and even the cover page, invoice, annex item and page numbers correspond in case of the given bundle.)

In case the check box is not clicked it is not advisable to approve the printing of the bundle. The value proposed by the system for printing the bundle can be over judged, the status of the *Approving (Y/N)* check box can be changed.

The description about the approval is displayed in the *Description of approval* field, it can be modified.

Bundles waiting for to be approved can be printed by the *Approving (Y/N)* check box, and setting the values of the *Description of approval* field and clicking the **Confirm approve printing** button. Upon clicking the button the system asks for confirming printing:



The printing of bundles can be ordered in the *Confirm* window by clicking the **! Yes !** button. In case of bundles waiting for to be approved, the result of approval is sent for the print house. Upon clicking the **No** button in the *Confirm* window the messages including the result of approval will not be generated, posted.

The result of the previously to the print house forwarded print approvals are displayed in the *History of print batches* table view.

15 E-INVOICING

15.1 Prerequisites of e-invoicing

FCBC is able to issue electronic invoices according to the law but some prerequisites should be fulfilled before the issuing:

1. **The company should be able to issue e-invoices.**
 - It means the connected company parameters should be filled.
2. **The customer should be able to receive e-invoices.**
 - If a customer want's e-invoice it is set in the ERP system send to FCBC via the retail master interface. If the customer able to receive e-invoice but the country not then paper invoice will be generated.

The e-invoice flag and the e-mail address can not be modified in FCBC but there is a possibility to set if the customer would like to get the e-invoice in e-mail or not beside it can be downloaded from VCC.

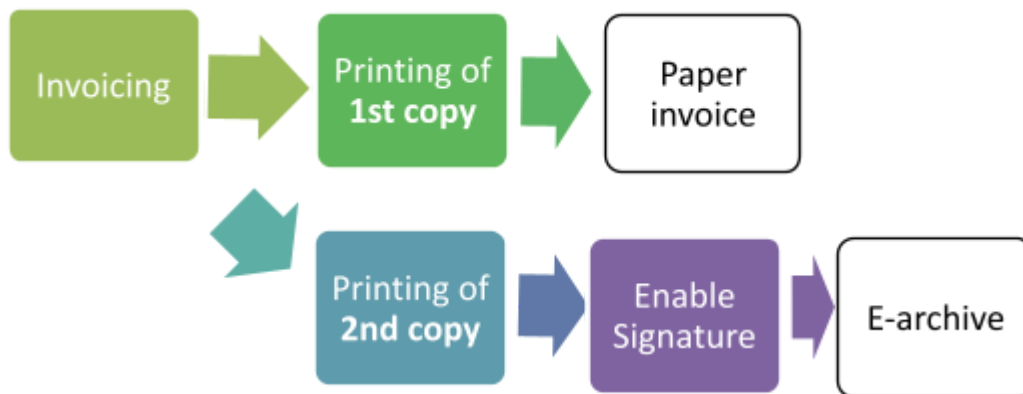
If the customer and also the country have e-invoice possibility then FCBC generates e-invoice to the customer automatically. There is possibility to exclude countries from the e-invoicing by customers if the customer would like to get paper invoice from a specific e-invoice country.

These data are displayed in *customer browser / modify data / VCC data* sheet as described in **chapter 0 VCC data sheet**.

There is two stage of electronic invoicing in FCBC:

1. Issuing the 1st copy in paper format but store the second copy in electronic format in e-archive.
2. Issuing e-invoices. In this case there is only one copy which is in electronic format. There isn't any other second copy. The same copy is stored in the archive and send to the customer or downloaded from VCC.

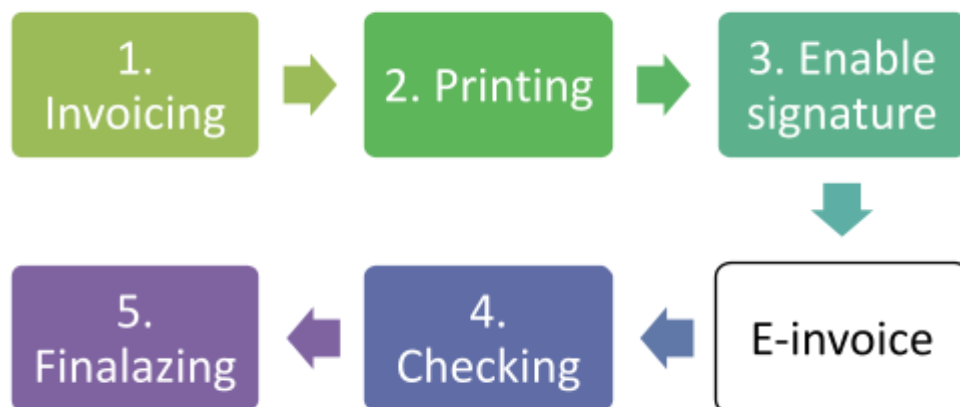
15.2 General process of e-archiving



In case of e-archiving the general process is the following:

- First the invoices are generated in FCBC the same way as in case of the paper invoices. There isn't any difference in the invoicing process.
- After the invoicing process is successfully finished, the printing of **first copy** will be done in the usual way into **paper format**. The first copy of the invoices will be sent to the customer by the post in paper format.
- The **second copy** of the invoices will be printed into electronic form and will be stored in the **e-archive** storage.
 - After the printing is done the files should be **enabled for signature**
 - The enabled files will be automatically signed and stored in e-archive storage.
- These second copy files can be downloaded from the e-invoice browser. Description of e-invoice browser is in **chapter 11 Invoice browser**.
- The second copies shouldn't be finalized.

15.3 General process of e-invoicing



In case of e-invoicing the general process is the following:

1. First the invoices are generated in FCBC the same way as in case of the paper invoices. There isn't any difference in the invoicing process.
2. In case of the **first copy** the invoices will be printed into **electronic form**.
3. After the printing the files should be **enabled for signature** in e-invoice browser. Before the approving the files can be checked in the browser. After the approval the files will be sent for signature and stored in the e-archive storage.
4. After the signature the files can be download and **checked**
5. After the checking the files should be **finalized**. With this function the invoices will be sent to customer by e-mail or can be downloaded from the VCC.

15.4 E-invoice browser

This function is for displaying all printing information – first and second copy files printed through paper based *PrintHouse* invoices printed from the GUI, *E-archiving*, *E-invoicing* files.

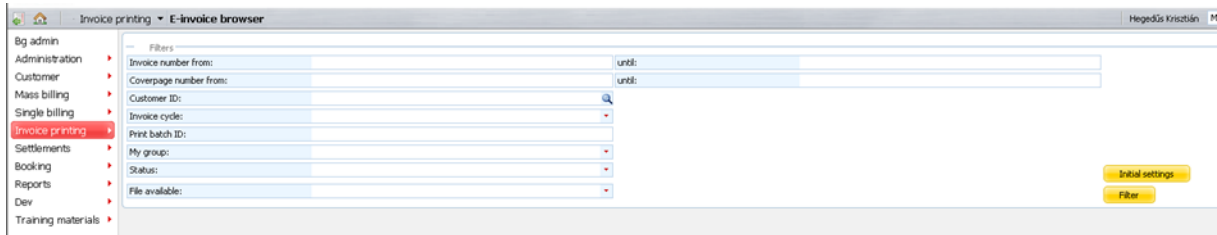
In case of paper based invoices the function shows the printing status and which files include the searched invoices.

In case of electronic archive or electronic invoice this screen enables the checking of the ready *PDF* file, the approval of archiving (signing) and in case of archived files it is possible to query the file from the archive.

If the document is of electronic type (invoice/cover page), the functionalities below are available independent of the document status:

- If the PDF is ready but it has not been signed yet, the PDF file to be signed can be opened or downloaded for checking
- If the PDF is signed, archived it is either available in the FCBC database-it immediately appears in the list of available files or its query from the archive can be launched. If the query is successful, the file can be opened, downloaded.

Upon launching the function, the system loads the *E-invoice browser* page:



On the loading screen, the printing bundles can be filtered. The customer can be selected by means of the customer browser screen by typing the customer ID or customer name and clicking the *Lookup for a value* icon. In the customer browser, the customer can be selected by clicking the icon.

Fields of the *Filters* panel can be set default by clicking the **Initial settings** button.

Filtering the printing bundles on basis of the specified filter parameters can be launched by clicking the **Filter** button.

The query result is displayed in the *File list* table view:

The screenshot shows the 'File list' table with columns: 'Print Batch - Sub Batch №', 'File description', 'Company', 'File name', 'File size', 'Expected time (sec)', 'Availability', 'Last status', and 'Last status date'. The table contains 30 rows of invoice data. Callouts include: '2. Click for checking' pointing to the 'Print Batch' column, '1. Enable signature' pointing to the 'File description' column, and '3. Finalizing for sending to Customer and for VCC' pointing to the 'File name' column. Buttons for 'Enable signature for selected files' and 'Finalizing of signature for the selected files' are at the bottom.

In the *Print Batch - Sub Batch Nr* field the printing bundle ID and the bundle intern file serial number are displayed. The *File description* field includes the main file features. In the *Company* field the company performing the printing is displayed.

In the *Expected time (sec)* field - if the file can be queried from electronic archive - the expected query time is shown in the field. The *Availability* field shows the file's availability in the FCBC system. The *Last status* field displays the printing and the last status of the e-invoicing. The status can be one of the followings:

- E-archive ready for approval,
- E-archive ready to signature,
- E-archive signed,
- E-coverpage,
- E-invoice ready for approval,
- E-invoice ready to signature,
- E-invoice finalized,
- E-invoice signed,
- PrintHouse,
- Print Batch Running,
- Print Batch Pdf OK,
- PDF Generating OK,
- PDF Generating,
- Hash answer from PrintHouse,
- Confirmation message,
- Printed by PrintHouse,
- Error,
- No data.

By clicking the *Single record editing* icon, besides the file features (see *File property* panel) log entries indicating the file status changes on the *History* panel are displayed historically including queries from the archive and the real file downloads. The status changes are presented in *Status*, *Date*, *User* break-down.

The screenshot shows the 'E-invoice browser' interface. On the left is a navigation menu with 'E-invoice printing' selected. The main area is divided into two panels: 'File property' and 'History'.

File property panel:

Print Batch - Sub Batch Nr:	30149 - 1
File description:	EA_MOLH - 2ND - Invoice nr: 2520241460
Company:	MOLH
File name:	MOLH_inv_2nd_000030149_1_120502114208.PDF
File size:	46825
Expected time (sec):	
Archive GUID:	
Availability:	Y
Last status:	E-archive ready for approval
Last status date:	2012-05-02 11:39:29.0

At the bottom of the file property panel are 'Download file' and 'Back' buttons.

History panel:

Status	Date	User
PDF Generating OK	2012-05-02 11:42:08.0	KHegedus

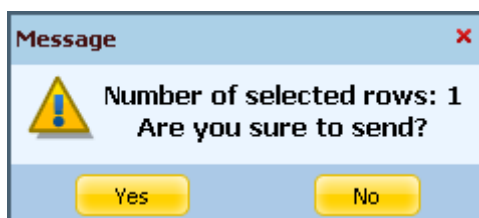
If the file is archived, it can be queried from the archive with the [Request from the archive](#) button. Upon launching the function, the system automatically updates the page in some seconds and observes where the signed PDF is available in the data base. After the request the files are available in FCBC for a short period. In this case the request button is not available only the download file. The

e-invoices and e-archive files always available in the e-archive storage because it is the final storage of the files. In FCBC these files are stored temporary.

If the query has been successful, the **Download file** button emerges by means of which the downloading of the over page, invoice file queried from the archive can be launched. By clicking the function, the system opens the *Download file* window where with the *Open, Save* buttons the selected invoice, cover page can be opened, saved.

By clicking the **Back** button on the *Single record editing* page the system goes back to the *E-invoice browser* page. If there is a launched archive query, it can be interrupted with the **Back** button.

By clicking the **Enable signature for selected files** button -after the records are highlighted- the archiving (signing) of the highlighted records can be approved. Upon launching the function, the system asks for confirming the archiving:

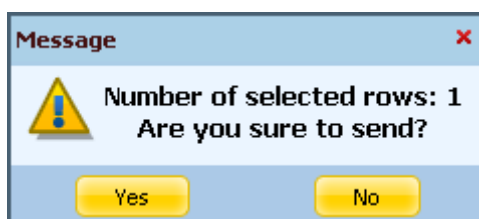


Archiving can be approved with the **Yes** button. The user is informed about the result of the archiving in a message. Upon confirming if the user clicks the **No** button, the system will not launch the archiving, the selected records will not be archived.

The **Enable signature for selected files** button can be only accessed in case of appropriate authorization.

If the signed files are satisfactory after highlighting the records to be archived the archiving process can be finalized, closed by clicking the **Finalizing of signature for the selected files** button. After the finalizing the file will be sent to customer and/or could be downloaded from VCC.

Upon launching the function, the system asks for confirming the archiving:



The finalization of the archiving process can be approved with the **Yes** button. The user is informed about the result in a message. If upon confirming the finalization of the archiving the *No*

button is clicked, the system does not launch the finalization of archiving process, the selected records will not be finalized, closed.

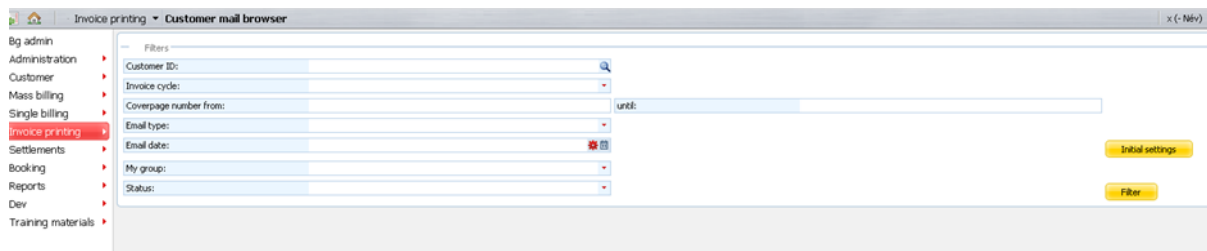
In case of **Enable signature for selected files** and **Finalizing of signature for the selected files** functions the queries are not processed immediately but mass processing takes place in accordance with the scheduling of the background processes at a specified time. In case of the above functions it is necessary to click the *Immediate request* check box so that the tasks are performed immediately.



15.5 Customer mail browser

Menu: *Invoice printing / Customer mail browser*

This function is for querying the e-mails to be sent to the customer, in case of faulty contact address typically due to missing address or address with syntactic error correcting the address and re-sending the e-mails.

Upon launching the function, the system launches the *Customer mail browser*



On the loading page, the e-mails can be filtered. The customer can be selected by typing the customer ID or customer name in the *Customer ID* field and clicking the  *Lookup for a value* icon. In the customer browser, the customer can be selected by clicking the  icon.

Fields of the *Filters* panel can be set default by clicking the **Initial settings** button.

Filtering the e-mails on basis of the specified filter parameters can be launched by clicking the **Filter** button.

The result of the query is displayed in the *Email list* table view:

	Email type	Customer ID	Customer name	Customer email address	Coverage number	Invoice cycle	Send plan date	Email date	Status
1	E-irokve nem WK	301562	Nyisset-Tex Kft.	konig.zsolt@bdi.hu	3050062199	20090602	2012.05.09 04:36:01		WAIT
2	E-irokve nem WK	733702	SZIGETI-CENTRUM KFT.	konig.zsolt@bdi.hu	3050062169	20090602	2012.05.09 04:36:01		WAIT
3	E-irokve WK	27864	MOBILFED SZÁLLTÁNYOZÓ KFT	mester.eva@bdi.hu	3050060235	20090602	2012.05.09 04:36:01		WAIT
4	E-irokve nem WK	727531	EURO-ALAP 2005 KERESKEDELMI ÉSÉPÍTŐPARI KFT.	aloshelyi.miklos@bdi.hu	3050057946	20090602	2012.05.09 04:36:01		WAIT
5	E-irokve nem WK	58079	ELGOSCAR-2000 KÖRNYEZETTECH. ÉS VIZGAZDALKODÁSI KFT	mester.eva@bdi.hu	3050057383	20090602	2012.05.09 04:36:01		WAIT
6	E-irokve WK	11997	VOLANBUSZ KÖZLEKEDÉSI Zrt.	di@bdi.hu	3050056974	20090602	2012.05.09 04:36:01		WAIT
7	E-irokve WK	27864	MOBILFED SZÁLLTÁNYOZÓ KFT	mester.eva@bdi.hu	2050056132	20090602	2012.05.09 04:36:01		WAIT
8	E-irokve nem WK	727531	EURO-ALAP 2005 KERESKEDELMI ÉSÉPÍTŐPARI KFT.	aloshelyi.miklos@bdi.hu	3050053578	20090602	2012.05.09 04:36:01		WAIT
9	E-irokve nem WK	58079	ELGOSCAR-2000 KÖRNYEZETTECH. ÉS VIZGAZDALKODÁSI KFT	mester.eva@bdi.hu	3050050467	20090602	2012.05.09 04:36:01		WAIT
10	E-irokve WK	11997	VOLANBUSZ KÖZLEKEDÉSI Zrt.	di@bdi.hu	3050050450	20090602	2012.05.09 04:36:01		WAIT
11	E-irokve nem WK	301562	Nyisset-Tex Kft.	konig.zsolt@bdi.hu	3050049060	20090602	2012.05.09 04:36:01		WAIT
12	E-irokve nem WK	733702	SZIGETI-CENTRUM KFT.	konig.zsolt@bdi.hu	3050049030	20090602	2012.05.09 04:36:01		WAIT
13	E-irokve nem WK	301562	Nyisset-Tex Kft.	konig.zsolt@bdi.hu	3050031391	20090602	2012.05.09 04:36:01		WAIT
14	E-irokve nem WK	733702	SZIGETI-CENTRUM KFT.	konig.zsolt@bdi.hu	3050031361	20090602	2012.05.09 04:36:01		WAIT
15	E-irokve WK	27864	MOBILFED SZÁLLTÁNYOZÓ KFT	mester.eva@bdi.hu	2050029381	20090602	2012.05.09 04:36:01		WAIT
16	E-irokve nem WK	727531	EURO-ALAP 2005 KERESKEDELMI ÉSÉPÍTŐPARI KFT.	aloshelyi.miklos@bdi.hu	3050026661	20090602	2012.05.09 04:36:01		WAIT
17	E-irokve nem WK	58079	ELGOSCAR-2000 KÖRNYEZETTECH. ÉS VIZGAZDALKODÁSI KFT	mester.eva@bdi.hu	3050026493	20090602	2012.05.09 04:36:01		WAIT
18	E-irokve WK	11997	VOLANBUSZ KÖZLEKEDÉSI Zrt.	di@bdi.hu	2050026077	20090602	2012.05.09 04:36:01		WAIT
19	E-irokve nem WK	301562	Nyisset-Tex Kft.	konig.zsolt@bdi.hu	3050024160	20090602	2012.05.09 04:36:01		WAIT
20	E-irokve nem WK	733702	SZIGETI-CENTRUM KFT.	konig.zsolt@bdi.hu	3050024130	20090602	2012.05.09 04:36:01		WAIT
21	E-irokve WK	27864	MOBILFED SZÁLLTÁNYOZÓ KFT	mester.eva@bdi.hu	2050022288	20090602	2012.05.09 04:36:01		WAIT
22	E-irokve nem WK	727531	EURO-ALAP 2005 KERESKEDELMI ÉSÉPÍTŐPARI KFT.	aloshelyi.miklos@bdi.hu	3050019665	20090602	2012.05.09 04:36:01		WAIT
23	E-irokve nem WK	58079	ELGOSCAR-2000 KÖRNYEZETTECH. ÉS VIZGAZDALKODÁSI KFT	mester.eva@bdi.hu	3050019506	20090602	2012.05.09 04:36:01		WAIT
24	E-irokve nem WK	301562	Nyisset-Tex Kft.	konig.zsolt@bdi.hu	3050017037	20090602	2012.05.09 04:36:01		WAIT
25	E-irokve nem WK	733702	SZIGETI-CENTRUM KFT.	konig.zsolt@bdi.hu	3050017007	20090602	2012.05.09 04:36:01		WAIT
26	E-irokve WK	27864	MOBILFED SZÁLLTÁNYOZÓ KFT	mester.eva@bdi.hu	2050015062	20090602	2012.05.09 04:36:01		WAIT
27	E-irokve nem WK	727531	EURO-ALAP 2005 KERESKEDELMI ÉSÉPÍTŐPARI KFT.	aloshelyi.miklos@bdi.hu	3050012367	20090602	2012.05.09 04:36:01		WAIT
28	E-irokve nem WK	58079	ELGOSCAR-2000 KÖRNYEZETTECH. ÉS VIZGAZDALKODÁSI KFT	mester.eva@bdi.hu	3050012202	20090602	2012.05.09 04:36:01		WAIT
29	E-irokve WK	11997	VOLANBUSZ KÖZLEKEDÉSI Zrt.	di@bdi.hu	2050011790	20090602	2012.05.09 04:36:01		WAIT
30	E-irokve nem WK	58079	ELGOSCAR-2000 KÖRNYEZETTECH. ÉS VIZGAZDALKODÁSI KFT	mester.eva@bdi.hu	3050007601	20090602	2012.05.09 04:36:01		WAIT

The value of the *Send plan date* field is – in case of an invoice - the date of invoice printing, - in case of an e-mail to be sent to other customer - it is the date which is defined in *Invoice printing / Print DM plan* dictionary as planned date of sending in case of the given letter type.

The *Email date* is the real date of sending the letter to the customer.

By clicking the *Single record editing* icon, e-mail features can be corrected, the re-sending of the e-mail can be launched and the attachments can be downloaded:

Email property

Email type: EHPÉE ouc
 Customer ID: 9324193
 Customer name: DARADICS KINGA ÁGNES
 Coverage number: 3050207362
 Invoice cycle: 20120204
 Send plan date: 2012.03.23 11:52:12
 Email date: 2012.04.27 10:49:13
 Status: Sent
 Last status date: 2012.04.27 10:41:39
 Modified by: x

Send email

Email property

Sender email*: mester.eva@bdi.hu
 Email address*: mester.eva@bdi.hu
 Subject: Értesítésvél: dolgozó (nem WK)
 Tisztelet Ugyfelek! Észton értesítjük, hogy a legújabb üzemenyagváltás folyamatása után a szénit elállítottuk és csatolva küldjük Önnek. A pénz le fogjuk vonni a fizetéséből. Kérdséssel, hívják, bizalommal forduljon Betétes ügyfélszolgálatunkhoz, vagy hívja a non-stop elérhető ügyfélszolgálatunkat a 06-40202-202-es telefonszámon.
 Kelt: Budapest, 2012.03.23
 Üdvözlétek:
 Kristina Félvői Ádám Sándor
 Kertya Terézlek vezető Regionális Kártvámenedzsmen vezető

History

Status	Last status date	Modified by
Created - Missing email	2012.03.23 11:52:12	x
Resended	2012.03.23 11:59:20	x
Waiting to send (email is ready)	2012.03.23 11:59:42	x
Resended	2012.04.27 08:54:15	x
Waiting to send (email is ready)	2012.04.27 09:03:34	System
Resended	2012.04.27 10:12:25	x
Waiting to send (email is ready)	2012.04.27 10:17:09	System
Sent	2012.04.27 10:17:12	System
Sent	2012.04.27 10:17:12	System
Sent	2012.04.27 10:17:12	System
Resended	2012.04.27 10:41:39	x
Waiting to send (email is ready)	2012.04.27 10:46:41	System
Sent	2012.04.27 10:49:13	System


Email attachments

Attachment name
BU_MLH_9324193_3050207362_23032012_5_CARD.pdf
BU_MLH_9324193_2520241441_23032012_1_CARD.pdf
BU_MLH_9324193_2520241441_23032012_A_CARD.pdf

The e-mail address of the sender is displayed in the *Sender email* field. The value of the field can be modified. The e-mail address of the customer can be specified, modified in the *Email address* field.

The corrected e-mail addresses are not saved among customer data, they are only valid for the given re-sending.


If on the customer GUI the customer e-mail address changes and the customer has unsuccessful, waiting e-mail, the e-mail address is also registered here, on the *Customer mail browser* GUI. If a new e-mail address arrives on the customer interface, the e-mail is registered automatically for sending.


By clicking the  button, the sending of the given e-mail can be launched. Upon launching the function the e-mail is not re-sent immediately, re-sending is performed by a timed process.

Trials about sending the e-mail are logged and displayed on the *History* panel.

The e-mail's attachments can be seen, saved by clicking the link of the file to be downloaded in the *Email attachments* table view.

In the table view by clicking the given link, the system opens the *Download file* window, where with the *Open*, *Save* buttons the selected attachment can be opened, saved.

By clicking the  button on the *Single record editing* page the system returns to the *Customer mail browser* page.

By clicking the  on the *Customer mail browser* page - after highlighting the e-mails to be re-sent - the re-sending of the e-mails can be launched. The highlighted e-mails are not re-sent immediately, their re-sending is performed by a timed process.

About the start of the successful re-sending process the user is informed in a message.

15.6 Improved functions of the Customer mail browser

Due to technical issues resending data from FCBC in mass way can be a must. The relevant status field of the database table connected to customer e-mail sending can be modified with a single button in order to the processing job be able to work on the given record and perform resend. With the modifications below users can resend e-invoice e-mails to customers in mass without any IT operational help.

The resending function will be available in the following case:

- resend e-invoice e-mails to customers in mass way (without considering the status) from Customer mail browser.

'Resend all filtered' button has been introduced - to resend all data meet with the filtering options that were set.

Invoice printing - Customer mail browser

Filters

Customer ID:

Invoice cycle:

Coverpage number from: until:

Email type: E-invoice VVK

Email date:

My group:

Status:

Initial settings

Filter

Email list

	<input type="checkbox"/>	Email type	Customer ID	Customer name	Customer email address	Coverpage number	Invoice cycle	Send plan date
1	<input type="checkbox"/>	E-invoice VVK	745733	R és T Klíma Kft. Billeg Melinda	BILLEG.MELINDA@RTKLIMAL.HU	3052199491	20150501	2017.04.01 16:00:19
2	<input type="checkbox"/>	E-invoice VVK	8018935	KERESI-TRANS Kft.	INFO@MATYASFA.HU	3052199488	20150501	2017.04.01 16:00:19
3	<input type="checkbox"/>	E-invoice VVK	8019711	Nagy András	ANDRAS-NAGY2014@FREEMAIL.HU	3052199469	20150501	2017.04.01 16:00:19
4	<input type="checkbox"/>	E-invoice VVK	8015887	AGRO-FARMING SERVICES Kft.	AGROFARMING@AGROFARMING.HU	3052199434	20150501	2017.04.01 16:00:19
5	<input type="checkbox"/>	E-invoice VVK	8019524	Air Films Kft.	BOBE@NEXT-IT.HU	3052199422	20150501	2017.04.01 16:00:19
6	<input type="checkbox"/>	E-invoice VVK	745733	R és T Klíma Kft. Billeg Melinda	BILLEG.MELINDA@RTKLIMAL.HU	3052179837	20150501	2017.04.01 16:00:19
7	<input type="checkbox"/>	E-invoice VVK	8018935	KERESI-TRANS Kft.	INFO@MATYASFA.HU	3052179834	20150501	2017.04.01 16:00:19
8	<input type="checkbox"/>	E-invoice VVK	8019711	Nagy András	ANDRAS-NAGY2014@FREEMAIL.HU	3052179815	20150501	2017.04.01 16:00:19
9	<input type="checkbox"/>	E-invoice VVK	8015887	AGRO-FARMING SERVICES Kft.	AGROFARMING@AGROFARMING.HU	3052179780	20150501	2017.04.01 16:00:19
10	<input type="checkbox"/>	E-invoice VVK	8019524	Air Films Kft.	BOBE@NEXT-IT.HU	3052179768	20150501	2017.04.01 16:00:19

Resend selected rows Resend all filtered

16 VAT REFUND

16.1 General description of VAT refund

MOL Group launches a fuel card related service, international VAT refund for its customers from the Commercial Road Transportation (CRT) segment. The service provision includes not only filling VAT refund claims in the name and on behalf of MOL customers, but also VAT refund pre-financing for the customers with good payment behavior. The service is supported by an external contracted service provider (Nikosax), who was selected based on an international Request for Quotation (RFQ) process. MO offers and sell the service to the customers and Nikosax is responsible for refunding the VAT based on the invoices of the customers and transferring the refunded amount to MOL. The external partner transfers the refunded money to MOL and MOL deducts it from the next payable invoice of the customer.

Main steps of the general process:

1. Customers fill the application forms
2. The customer-MOL-Nikosax sign the contract
3. MOL colleagues enter the first part of the VAT related customer data to the ERP system (SAP)
4. SAP forwards the customer data to FCBC
5. MOL colleagues enter the second half of the data to FCBC
6. Customer and invoice data sending from MOL to Nikosax
7. MOL receives the refunded VAT from Nikosax
8. Booking in the invoices in ERP
9. ERP sends refunded VAT amounts to FCBC
10. FCBC generates the new cover page and the VAT summary to the customers
11. Nikosax issues the fee invoice to the customers
12. MOL issues the commission invoice to Nikosax
13. Amount checking/tracking with reports

FCBC supports the following processes:

1. Customer-related processes
 - Receiving the relevant data recorded in the ERP (SAP) system.
 - Recording further data necessary for VAT refund on the FCBC GUI.
 - Customer data sending to Nikosax.

2. Invoice-related processes

- Invoice PDF file sending to Nikosax.
- Invoice data sending to Nikosax in XML format.
- Receiving result message from Nikosax
- Receiving the refunded VAT (settlement data) from Nikosax
- Receiving the fee invoice data and fee invoice PDF file from Nikosax
- Receiving the refunded VAT amount from ERP (SAP)

3. Invoice printing processes

- Instead of VAT refund related original (1st copy) paper based invoices, send out certified copy to the customer. In case of E-invoice invariably the E-invoice is sent out for the customer.
- Generate VAT Refund document and send it to the customer.
- Forwarding fee invoice PDF files issued by Nikosax to the customer. In case of an E-invoice relevant customer the received PDF file is sent in paper form. For customers with paper based invoice setting the received PDF will be integrated into the print batch.

4. Amount checking/tracking with reports

The following service types are available:

- **Normal refund:** MOL forwards the invoices after the generation of them to Nikosax, Nikosax forwards them to the relevant Tax authority and then Nikosax sends the refunded VAT (the money) to MOL when they received it from the Tax authority
- **Fast refund:** MOL forwards the invoices after the generation of them to Nikosax, Nikosax forwards them to the relevant Tax authority and parallel with it Nikosax transfers the refunded VAT within the contracted timeframe to MOL (under negotiation but MOL expects 7 days)
- **Due date refund:** MOL forwards the invoices after the generation of them to Nikosax, Nikosax forwards them to the relevant Tax authority and quarterly Nikosax sends the refunded VAT to MOL (based on the package what MOL sent in the last quarter)

16.2 Setting of the customer

Menu: Customer / Customer browser / Modify data / VATRefund data sheet

In the *Customer modify data* menu there is a *VATRefund data* sheet where the VAT refund related data are displayed and can be modified:


VATRefund flag		VATRefund flag date		NACE code		Nikosax custID	
VATRefund flag:	Y	VATRefund flag date:	2013.01.30	NACE code:	4940	Nikosax custID:	51902020350231

VATRefund historical data			
Valid from	Valid to	VATRefund flag	Nikosax: custID
1	2013.01.30		
2	2013.01.30	2013.01.29	Y
3	2013.01.30	2013.01.29	Y
4	2013.01.30	2013.01.29	Y
5	2013.01.30	2013.01.29	Y
6	2013.01.30	2013.01.29	Y
7	2013.01.30	2013.01.29	Y
8	2013.01.30	2013.01.29	Y

Active services							
FCBC_SERVICE_CODE	Country	Description	Service fee %	Valid from	Valid to	User name	Last modified
1	AT_normal_9	Austria	Normal MOL	9.00%	2013.05.21		NTakacs
2	HR_Dua_5	Croatia	DueDate MOL	8.00%	2014.06.30		ZKuk
3	RO_fast_10	Romania	Fast MOL	10.00%	2013.05.13		NTakacs
4	SK_normal_9	Slovakia	Normal MOL	9.00%	2014.05.13		NTakacs

Services historical data							
FCBC_SERVICE_CODE	Country	Description	Service fee %	Valid from	Valid to	User name	Last modified
1	RO_normal_9	Romania	Normal MOL	9.00%	2014.05.01	2014.05.12	NTakacs

VAT Refund flag, VATRefund flag date, NACE code and Nikosax CustID is coming from the ERP System. These data can not be modified in FCBC. VATRefund historical data table shows the previous changes of these fields.

Active services table contains the active service list of the customer by service type and service countries. When adding a new record only the 'FCBC service code' has to be selected from drop-down list. This code will determine all properties of the VatRefund service. New row can be added by the  Insert row icon.

Service historical data shows the previous changes in active services.

On the customer data sheet in "Status" table there is field VAT Refund status field which shows the customer status from VAT Refund point of view:

Status	
Source system:	Fleet - ERP
Ifc status:	0
Status:	OK
VATRefund status:	SENT
Last modified:	2015.07.28
Last modified by:	Takács Nikolett (T-Systems)
Created:	2009.12.09
Customer type:	CUSTOMER
Pricing version:	260346

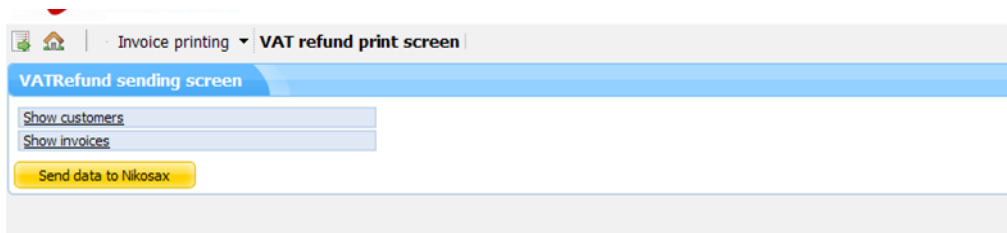
The possible values of this field:

- Empty – the customer is not VATRefund service user
- MISSING – any VAT Refund related data is missing
- READY – all data is available and correct, will be sent at the next Nicosax sending
- SENT - all data is sent to Nicosax

16.3 VAT Refund sending screen

Menu: Invoice printing / VAT Refund printing screen

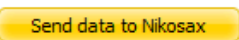
In this screen the sending of the customer and invoice data to Nikosax can be started:



Before sending the data waiting to be sent can be checked on the links displayed on the screen.

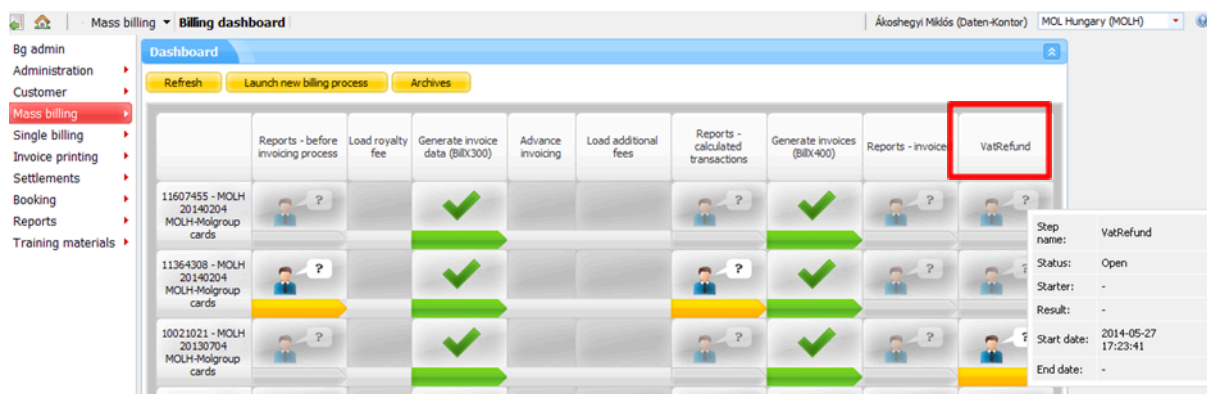
The first – “Show customers” – link shows the list of customers, whose data will be sent. Either because they are new customers or because there was any changes in their data or because they have invoice to be sent.

The second – “Show invoices” – link shows the list of invoices will be sent.

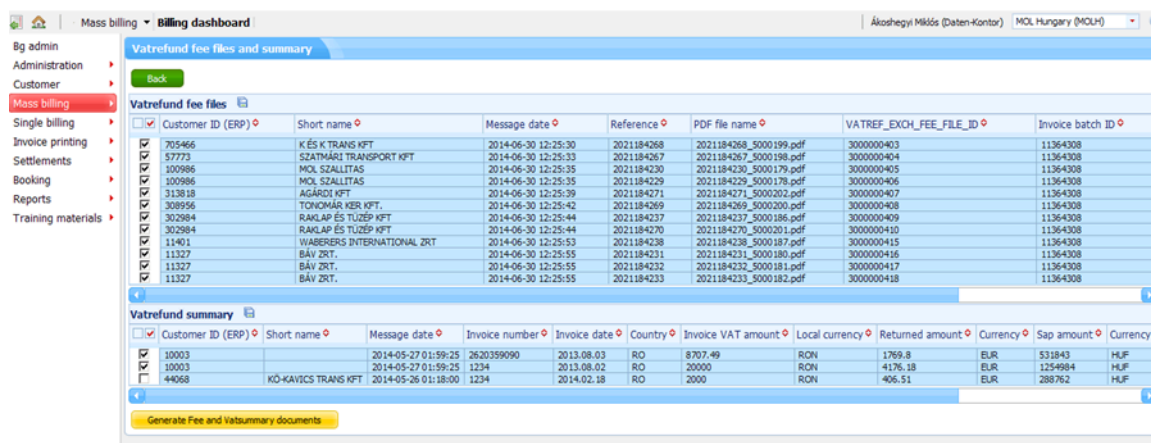
The sending can be launched with the  button. The button starts the sending process

16.4 VAT Refund summary and fee invoice

A new invoice script step parameter has to be added to the normal *FLEET* invoicing process if the company launches the *VAT Refund* service:



After clicking on the step the following screen is displayed:



Two lists will be visible on the step screen:

- In the first – “*Vatrefund fee files*” list all fee invoices issued by Nikosax will be seen, which have not been published to the customer yet.
In the beginning of each row there is a check box, which is marked depending on the invoice cycle weeks of the customers. If the invoice cycle weeks of the customer and the invoice batch are the same, then it is checked, in other cases it is not.
The user can change the suggested settings. The program will publish the checked rows to the customers.
- In the second – “*Vatrefund summary*” list settlements sent by Nikosax and confirmed by ERP will be seen, which have not been published to the customer yet.
Only those customers can be seen whose invoice cycle weeks are the same as the invoice batch!

In the beginning of each row there is a check box. If the customer has invoices in the current period, then it is checked, in other cases it is not.

The user can change the suggested settings. A program will publish the checked rows to the customers.

The Generate Fee and Vatsummary documents button starts the process.

The result of the process can be seen in the “*Process log*” table:

Start process	Start time	Stop time	Run by	Count	Sum	Note	Parameters	Run ID	Unique ID
VATREFUND	2014.11.02 19:03:16	2014.11.02 19:03:18	Ákoshegyi Miklós (Daten-Kontor)	2		Generating Vat Summary documents: There are 1 VatSummary documents generated from 2 settlement rows. (dhlID: 202294628 - 202294628)	npInvoiceBatchID=> 11364308 npUserID=> 229	11364308	23903781
VATREFUND	2014.11.02 19:03:16	2014.11.02 19:03:18	Ákoshegyi Miklós (Daten-Kontor)	2		Generating technical FEE invoices: There are 2 technical invoices generated from 2 fee file rows. (dhlID: 202294626 - 202294627)	npInvoiceBatchID=> 11364308 npUserID=> 229	11364308	23903780

16.5 Reports

Menu: Reports / VAT Refund reports

There are some reports in FCBC which can be used for the checking the VAT Refund related data of the customer and the invoices:

- **VAT - Customer report:** This report shows whether a customer is a VAT refund user. The source of this report is the data of the customer and the VAT refund services.
- **VAT - Invoice report:** The report shows the invoices (issued by MOL) that were sent out to Nikosax and the invoices (issued by external companies) that were sent by Nikosax.
- **VAT - Report before invoice data sending**
 - The report shows the invoice data before sending the invoices out to Nikosax.
 - This report can be launched as GROUP and as specified country as well. It means that if the filter of countries is empty than the transactions of all the customers in the group who use the VAT refund service will be displayed.

- **VAT – Contracting report**
 - The report is used in case of customers who may not be registered yet as a service user. By using this report it will be possible to help the customers and list the old invoices in the related MOL Group countries if the customer already used the service in the past.

17 VAT REVERSE CHARGE

According to the EU VAT rules in case of service purchases in a foreign country, the service should be invoiced without VAT.

There are two possible ways: Reverse charge in EU or VAT exemptions with 3party (non-EU) customers

17.1 Parameters

Company parameters

Menu: Administration / Company parameters /Companies

- **VAT reverse charge countries:**
 - which countries are affected (e.g. EUNION)
 - Country list is recorded in Business dictionaries / VAT reverse charge country category parameter table
- **VAT reverse charge 3rd party rule:** VAT exemption or Normal domestic. In case of the non-EU customers the country can decide if they apply VAT exemption or issue normal domestic invoice.
- **VAT reverse charge reg.Nr.:** EU or the LOCAL VAT nr. should be used

VAT reverse charge country category

Menu: Administration / Business dictionaries/ VAT reverse charge country category

Here you can define the group of the countries where the reverse charge can be applied. E.g. the countries of the EU.

Products

Menu: Administration / Company parameters /Products

There is a new field in products dictionary where all product can be flagged if reverse charge should be applied.

This new field is "Reverse charge flag".

VAT parameters**Menu: Administration / Company parameters /VAT parameters**

Different VAT codes and texts can be recorded here for VAT exemption and VAT Reverse charge.

How to record:

- VAT_code: Company_code + _VATRC in case of Reverse charge
- VAT_code: Company code + _EXMP in case of VAT exemption
- VAT Text for invoice layout can be set here:
 - VAT text (in summary)
 - VAT text (in items)

17.2 Invoicing

The invoicing is done as usual but the result of the invoice is different. In case of the reverse charge invoices separate invoice will be generated which contains only the items due to this regulations.

Main rule:

Country of scope	What type of goods?	VAT treatment		
	Who is customer?	Products-Fuels, shop products, car care products, PB gas	Services-car wash and car repair	Services with special place of supply-HW toll and on-site food service
Hungary	Customer with VAT no. of refueling country	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer
	Customer without VAT no. of refueling country	MOL HU +27% VAT+HU customer	MOL HU +n.a. % VAT + non HU customer	MOL HU +27% VAT+HU customer
	Customer who is non-taxable (private person)	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer
Romania	Customer with VAT no. of refueling country	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer
	Customer without VAT no. of refueling country	MOL RO +19% VAT+RO customer	MOL RO +n.a. % VAT + non RO customer (but from EU country)	MOL RO +19% VAT+RO customer
	Customer who is non-taxable (private person)	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer
Czech Republic	Customer with VAT no. of refueling country	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer
	Customer without VAT no. of refueling country	MOL CZ +21% VAT+CZ customer	MOL CZ +n.a. % VAT + non CZ customer	MOL CZ +21% VAT+CZ customer
	Customer who is non-taxable (private person)	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer
Slovakia	Customer with VAT no. of refueling country	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer
	Customer without VAT no. of refueling country	SSK +20% VAT+SSK customer	SSK +n.a. % VAT + non SSK customer	SSK +20% VAT+SSK customer
	Customer who is non-taxable (private person)	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer
Austria	Customer with VAT no. of refueling country	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer
	Customer without VAT no. of refueling country	MOL AT +20% VAT+AT customer	MOL AT +n.a. % VAT + non AT customer	MOL AT +20% VAT+AT customer
	Customer who is non-taxable (private person)	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer
Croatia	Customer with VAT no. of refueling country	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer
	Customer without VAT no. of refueling country	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer

	Customer who is non-taxable (private person)	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer
Slovenia	Customer with VAT no. of refueling country	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer
	Customer without VAT no. of refueling country	MOL SLO +22% VAT+ SLO customer	MOL SLO +n.a. % VAT + non SLO customer	MOL SLO +22% VAT+ SLO customer
	Customer who is non-taxable (private person)	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer
Croatia	international RC only in case of some construction works and commision fees which is irrelevant for card business			



Customers with domestic VAT reg Nr. but from foriegn issuer (but from EU) will get RC invoices about the services

Customers without domestic VAT reg Nr. but from EU and are not domestic customers will get RC invoice about the service

Customers who are not from the EU can get normal domestic invoice or VAT exemption invoice based on the settings in the company.

Sample invoice:

Számla / Rechnung

Számla száma/Rechnungsnummer:
2521440369

Összesítő száma/Rechnungsaufstellung Nr.: 2018/3070013278/MOLA

Számla kelte/Rechnungsdatum: 2018.06.03
Telj. dátum/Lieferdatum: 2018.06.10
Fizetési határidő/Fälligkeitsdatum: 2018.06.10
Elszám.id./Leistungsperiode: 2018.05.05 - 07

A számla két példányban készült.
Der originalen Rechnung ist eine Kopie angehängt

Szállító/Verkäufer:

Company 1
1117 Budapest, Október huszonharmadika u. 18
Adóig.szám/Steuer Nummer: 12345678-2-44
EU Adóig.szám/UID Nr.: HU17781774
Csoportazon.szám/Gruppensteuernr.: 17781774-5-44

Vevő/Käufer:

Roth Heizöle GmbH
8010 Graz, Conrad von Hötzendorferstrasse 160
EU Adóig.szám/UID Nr.: ATU54751503

Vevőkód/Kundennummer: 400602

Nyomatási hely/Ort des Rechnungsausdrucks:

MOL Austria Handels GmbH
1020 Wien, Walcherstrasse 11a
Adóig.szám/Steuer Nummer: ATU14187208
EU Adóig.szám/UID Nr.: ATU14187208

Vámtarifaszám Zolltarifnr.	Megnevezés Produkt	ME ME	Mennyiség Menge	Nettó egys.ár Preis/Einheit Netto	Nettó érték Netto	ÁFA% MwSt.%	ÁFA érték MwSt.	Bruttó érték Brutto
	PREMIUM MOSO	DB	1,00	1 574,02	1 574	a.m.		1 574
	SUPER PREMIUM PROGR	DB	1,00	1 967,72	1 968	a.m.		1 968
Adó mérték Steuersatz	Adóalap Bmgradl	Adó MwSt.		Számla érték Rechnungsbetrag	Valuta Währung			
Bemegy a fejbe	3 542	0		3 542	HUF			
Összesen/Summe	3 542			3 542	HUF			

Fizetendő összesen/Rechnungsbetrag:

3 542,00 HUF *

* Az összeg megfelel/Der Betrag entspricht: 11,28 EUR

A számla a MOL Nyrt-nél alkalmazott számlázási eljárás alapján aláírás nélkül is hiteles. / The invoice is valid without signature in accordance with the invoicing procedure applied at MOL Plc.

18 PARAMETERS CONNECTED TO BILLING

18.1 Company parameters

Companies

These are central parameters which are connected to the companies. Modification of these data can affect the whole invoicing and booking process in FCBC, therefore it is necessary to have advance knowledge before the settings.

In this table there is a possibility to set the following invoicing related parameters:

- Name of the company
- Company code
- Country code of the company which is used for the Calendar
- Issuer/Acceptor settings. There is a possibility to set who will invoice the transactions in 3party companies' network (e.g ROTH – MOLA) or the transactions with 3party cards (e.g. DKV, UTA).
- Currency of the company
- Central settings if LP or OP available in the company
- If advance invoicing available in the country
- Number of original prints (1st, 2nd copy)
- Rounding rules for the invoices
- Some ERP (SAP) related company parameters:
 - Sales channel
 - profit center
 - ERP company id
 - product group
 - sales organization
- Due on workday: If the value of the field is 'Y' then the due date of the invoice has to be on workday
- Force calculation of due date
- Some correction method for correction transactions which are coming from FCMS
- There is possibility to set fix list price in a network

Company additional data

Menu: Administration / Company parameters / Company additional data

Some company related data are maintained in this parameter table which are displayed on the invoices.

Prompt (EN)	Description (EN)
Company code	Company code. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Company name	Registered name of the member company. This is going to be indicated on the invoice.
International co. name	English language name of the company (to be used on settlements).
ZIP	ZIP code of the registered seat of the company, printed on the invoices.
City	City of the company, printed on the invoices.
Address	Official address of the company, printed on the invoices. (Including street and house number together.)
Contact phone	Phone number of the contact person to be printed on the invoice (if requested so by the member company). E.g. in Slovakia.

Contact fax	Fax number of the contact person to be printed on the invoice(if requested so by the member company). E.g. in Slovakia.
Contact www	E-mail address of the contact person to be printed on the invoice (if requested so by the member company). E.g. in Slovakia.
Contact division	Division of the contact person to be printed on the invoice (if requested so by the member company). E.g. in Slovakia.
VAT reg. nr.	VAT registration number of the member company.
EU VAT reg. nr.	EU VAT registration number of the member company. If not applicable, it should be left empty.
Excise tax reg. nr.	Registration code for excise tax, printed on the invoice if applicable.
Company reg. nr.	Company registration number.
Company reg. nr. 2	Company registration number 2. Reg.no. that doesn't fit in any of the above fields, can be put in this one.
Company reg. nr. 3	Company registration number 3. Reg.no. that doesn't fit in any of the above fields, can be put in this one.
Registered capital (print)	Value of registered capital for printing (with decimal separators and currency). It has to be filled only if it is needed to be printed.
Bank ID	<i>Bank ID</i> of the member company's own bank in the <i>Bank</i> dictionary. If no bank ID is recorded for a customer in the customer master data table, the bank account with this BANK_ID will be indicated on the invoice. For settlements always this BANK_ID is used.
Valid from	Starting date of validity for the actual version of the parameter table. (Ending date of validity for this version is the starting date - 1 day of validity for the next version.)
Valid until	End of the validity period. The record is valid on this day.
The text of the clause at the certified copy	A clause to be put on the bottom of the invoice, saying e.g. "This is a certified copy valid without signature." or something like that.
Settlement bank	Bank account which is on the settlement. The field refers to the <i>Bank ID</i> filed of the <i>Bank</i> dictionary.
Clearing contract number	Number of Clearing contract. It is mandatory only in case of clearing members. (In case of MOLH it can be left empty.)

Invoice serial number ranges

Menu: Administration / Company parameters / Invoice serial number ranges

In this table the invoice and document number ranges are maintained. This number will be used for the invoicing and displaying on the document as document (invoice) number.

Prompt (EN)	Description (EN)
Invoice issuer company	Company code. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Document type	Invoice document type. FCBC issues several type documents, like fleet card invoices, employee card invoices, cover pages, settlements, etc. This field determines for which document type the below parameters shall be applied. A separate record shall be created for each different document type. Document type can be selected from the drop-down list.
Version	Version number of this parameter table.
First nr. in range	Start of range (first number in the range for the above selected document type).
Last nr. in range	End of range (last number in the range for the above selected document type)
Actual nr.	Number of the last document issued by the system. Updated automatically by the system. IMPORTANT! When creating a new number range, this value has to be set by ISDRO.
Description	Any additional description regarding the actual document type / range can be added here.

Article to product linking

Menu: Administration / Company parameters / Article to product linking

This table is for assigning the products used in the FCBC(and ERP) to the retail articles or article groups.

Prompt (EN)	Description (EN)
Acceptor	Company code. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Own card	Product differentiation parameter: is it purchased with the own card or with a foreign card. <EMPTY> = The system won't take this parameter into consideration <YES> = Product purchased with own card <NO> = Product purchased with foreign card Currently this parameter is not in use.

Payment code	Product differentiation parameter (values to be set according to FCMS).
FS type	<p><EMPTY> = The system won't take this parameter into consideration Currently this parameter is not in use.</p> <p>Product differentiation parameter. FS operating type according to FCMS.</p> <p><EMPTY> = The system won't take this parameter into consideration</p>
Article group ID	<p>Product differentiation parameter: retail article group (values to be set according to transaction data).</p> <p><EMPTY> = The system won't take this parameter into consideration</p>
Article ID	<p>Product differentiation parameter: retail article ID (values to be set according to transactions coming from FCMS).</p> <p><EMPTY> = The system won't take this parameter into consideration</p>
Product ID	FCBC specific ID which is linked to the retail articles or article groups defined in this table. The field refers to the <i>Product ID</i> field of the <i>Product</i> dictionary.

Product

Menu: Administration / Company parameters / Product

This table is for maintaining the product data used in the FCBC system. This table contains the product information which are necessary to the ERP systems or for the discount settings.

Field name	Description (EN)
PRODUCT_NAME	Article/item name used by the ERP system, if available - if not, data from the HBO system, if available - if not, FCBC specific name
COMPANY_CODE	Company code. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
ERP_ARTICLE_ID	Article/item ID used by the ERP system, if available.
SD_INT_MM_ID	SD integrated material main group ID, if available. If not, shall be left „empty”. SAP BI needs this value.
GL_CODE	Defines GL parameters applicable for this product. The field refers to the <i>GL code</i> field of the <i>GL parameters</i> dictionary.
EXCISE_TAX_CODE	Defines excise tax parameters applicable for this product. The field refers to the <i>Excise tax code</i> field of the <i>Excise tax parameters</i> dictionary.
VAT_CODE	Defines VAT parameters applicable for this product. The field refers to the <i>VAT code</i> field of the <i>VAT parameters</i> dictionary.

LIST_PRICE_CODE	Defines gross list price applicable for this product. The field refers to the <i>List price code</i> field of the <i>List price parameters</i> dictionary.
PROCENT	Profit centre, to which sales revenue in connection with this product shall be booked. Should be left „empty” if not applicable.
COSTCENT	Cost centre, to which sales revenue in connection with this product shall be booked. Should be left „empty” if not applicable.
SERVICE_YN	Y' value: the specific product can be chosen in the 'Billing of services' menu item. This menu item is for generating single invoices with service type. The rows of the invoice and the connected products can be recorded manually from the PRODUCT dictionary. In the book entry the type of these invoices will be INVOICE-ZX, which discriminates these invoices from the standard ZW invoices. 'N' value: standard card product/service. It can't be chosen in the 'Billing of services' menu item.
TARIFF_NR	Custom tariff code connected with the PRODUCT. The system uses it only in case of generating invoices with INVOICE-ZX type. In the 'Billing of services' menu item, during the selection of the PRODUCT, the relevant data from the dictionary will be set automatically in the background.
FILLING_STATION_ID	Default filling station ID connected with the PRODUCT. The system uses it only in case of 'Billing of services' menu or in case of advance invoicing, during the selection of the PRODUCT, the relevant data from the dictionary will be set automatically in the background. In the course of 'Billing of services' a so-called technical filling station ID must be used in the booking process, generally this is 99999 or 99998. It doesn't have an impact in standard billing processes. The 5 digit filling station ID field refers to the ' <i>Fill. station ID</i> ' field of the ' <i>Filling stations</i> ' dictionary.
UNIT	Default measure of unit connected with the PRODUCT. The system uses it only when FCBC doesn't get any product data from FCMS. E.g. in case of 'Billing of services' menu, during the selection of the PRODUCT, the relevant data from the dictionary will be set automatically. It doesn't have an impact in standard billing processes.

ERP_GROUP_ID	Product group code in the ERP system. Discounts can be defined based on this ID in customer conditions.
FCBC_PRODUCT_GROUP_ID	Product group code in the FCBC system. Discounts can be defined based on this ID in customer conditions. The field refers to the <i>FCBC product group ID</i> field of the <i>FCBC product groups</i> dictionary.
PRODUCT_NAME_L2 FIZ_KOD	Optional field - not in use now In case of the <i>Single billing/Single invoice</i> , <i>Single billing/Billing of services</i> single billing functions the system loads the <i>CARD_TRANSACTIONS.FIZ_KOD</i> field with the value specified on basis of the selected product. While using the functions specified above, if any product is selected no invoice can be generated.
OTHER_AMOUNT1_CODE	This field was used in Slovnaft before the SSI project. Currently not in use.
OTHER_AMOUNT2_CODE	This field was used in Slovnaft before the SSI project. Currently not in use.

FCBC Product groups

Menu: Administration / Company parameters / FCBC Product groups

This table is for maintaining the data of product groups to be used in the FCBC system. In this table you can create your own product groups which can be used for the discount settings.

Field name	Description (EN)
FCBC_PRODUCT_GROUP_ID	Product group code in the FCBC system. Discounts can be defined based on this ID in customer conditions.
FCBC_PRODUCT_GROUP_NAME	The name of the FCBC product group.
COMPANY_CODE	Code of the company in ARKSYS (4 digits) + short name of the company. The field refers to the Company code field of the Companies (Issuers/Acceptors) dictionary.
MOD_USER_ID	The name of the last modifier of the record - full name.
MOD_DATE	The date of the last modification of the record.
FCBC_PRODUCT_GROUP_TID	The individual identifier of the record. (FCBC specific technical field.)

VAT parameters

Menu: Administration / Company parameters / VAT parameters

This table is for maintaining the product related VAT values and codes used in the given period. The VAT will be checked in the transactions based on this table during the preprocessing.

Prompt (EN)	Description (EN)
VAT code	FCBC codes of the VAT parameters
Company code	The COMPANY_CODE of the member company. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
VAT ID	The valid VAT ID which will be appearing in the posting interface. It can be important to the ERP systems.
VAT percent	VAT assignment. (In per cent, eg. 20 or 18.5)
VAT text (in summary)	VAT text on the summary
VAT text (in items)	VAT text at the items

No VAT flag	<p>It is important only at 0% VAT.</p> <p>N - <No> - 0 per cent VAT. X - <Special MSSK no VAT: Oslobodené> Y - <Yes> - Outside of the effect of the VAT</p> <p>There can be non-taxable items falling outside the territorial or the material scope of the VAT Act or items where the VAT percent is equal to zero. The number of the VAT lines in the invoice layout was originally controlled by the 'NO_VAT_FLAG'. These settings must be synchronized with the 'VAT_TEXT_SUMMARY' (all settings of N, X and I must be different) because the program aggregates by the text (VAT_TEXT_SUMMARY) and the 'VAT_CODE' and if this condition is not true, it will cause program failure.</p>
Inverse VAT percent	<p>Value of VAT. It might be needed at rounding. E.g. the VAT content at 20% VAT rate can be 16.67% in Hungary, while it is 16.66667% in Slovenian.</p> <p>The system calculates with this value the amount of VAT.</p>
GL ID of the VAT	<p>This value used only in Slovakian 208 interface. GL account number of the VAT.</p>
Special procent in VA posting Valid until	<p>Specifying profit center in the VA posting.</p> <p>The last day of the validity period.</p> <p>Records where the VALID_UNTIL value is not filled in are valid from the last closed record's VALID_UNTIL+1 day.</p>

Excise tax parameters

Menu: Administration / Company parameters / Excise tax parameters

The excise tax value and code used in the given period has to be specified in the table related to the product.

Prompt (EN)	Description (EN)
Excise tax code	FCBC code of Excise TAX parameters
Company code	The COMPANY_CODE of the member company. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Excise tax name	The public name of excise tax. This text will be appear on the excise section of invoice.
Excise tax value	Amount of the excise tax.
Excise tax quantity calculation	The fields are to be filled in if the excise tax has to be evaluated on the invoice in other quantity unit than the retail quantity of the related product. (E.g. in case of MOLH the Autogas product is sold in L but the excise tax in KG.
Excise tax quantity unit	

Valid until	The last day of the validity period. Records where the VALID_UNTIL value is not filled in are valid from the last closed record's VALID_UNTIL+1 day.
Nomenclature code to 1.1.2002	Nomenclature code of excise tax to 1.1.2002. This code will be appear on the excise section of invoice issued by Czech Republic.
Nomenclature code	Current Nomenclature code of excise tax. This code will be appear on the excise section of invoice issued by Czech Republic.

18.2 Business Dictionaries

Bank

Menu: Administration / Business dictionaries / Bank

In this table the bank data of the company can be maintained which are displayed on the coverage page and/or on the invoices. These are the issuer banks where the customers transfer the payments.

Prompt (EN)	Description (EN)
IFC bank ID	The data field arrives through the customer interface. The system connects the customer to and bank based on this unique key.
Bank key	Specifying the bank key.
Bank account	Bank account number. (The account number will be displayed on the invoice in the format specified here.)
Bank name	Name of the bank. (The name ofg the bank will be displayed on the invoice in the format specified here.)
Bank ZIP	ZIP code of the city of the bank. (The ZIP code will be displayed on the invoice in the format specified here.)
Bank city	city name of the bank. (The city will be displayed on the invoice in the format specified here.)
Bank address	Address of the bank (street, house number). (The address will be displayed on the invoice in the format specified here.)
SWIFT code	SWIFT code of the bank account. (The SWIFT code will be displayed on the invoice in the format specified here.)
IBAN code	IBAN code of the bank account (The IBAN code will be displayed on the invoice in the format specified here.)
Address (Country)	Country name (country where the given bank is located)

Countries

Menu: Administration / Business dictionaries / Countries

This table is for the maintenance of the country related data (e.g. the name of the country and the country codes).

Prompt (EN)	Description (EN)
Country code	Specifying country code. It's a 2-character long code in accordance with ISO 3166-1 alpha-2 standard.
Country name	Country name
Currency	Specifying the currency of the country. It is a 3-character long code in accordance with ISO 4217 standard.
Language code	Language code. It is used by the system upon reading the language settings of the invoice layouts.

Calendar

Menu: Administration / Business dictionaries / Calendar

It is for maintaining the holidays and exceptional working days of the countries. (Loading the dictionary is necessary for the appropriate management of the bank exchange rates issued daily.)

Prompt (EN)	Description (EN)
Country code	Specifying the country, the given holiday / exceptional working day is related to. The field refers to the <i>Country code</i> field of the <i>Countries</i> dictionary.
Day	In this field, the date of holidays/exceptional working days can be specified.
Day type	Is the specified date a holiday or an exceptional working day?
Yearly cycle Y/N	Is it a repetitive holiday/exceptional working day which is on the same day each year?

Filling stations

Menu: Administration / Business dictionaries / Filling stations

In case of the countries where the ERP system is SAP, the filling station data are maintained in SAP. In these countries FCBC receives the filling station data from SAP and Arksys as well. In case of the other countries the filling station master is Arksys. FCBC receives the filling station data (together with the filling station type) only from Arksys. It is not suggested to modify the filling station data in this table but you can use it to review the data uploaded in FCBC.

Prompt (EN)	Description (EN)
Valid from	Start date of validity of the filling station.
Valid until	End date of validity of the filling station. (From SAP always the whole FS list is received, from the Arksys always the changes and the start date of validity is the system date.

Acceptor	Acceptor. The field refers to the Company code field of the Companies (Issuers/Acceptors) dictionary.
Fill. station ID	5-digit filling station ID used in Arksys.
Type (ERP)	Specifying the filling station type. It is used by the system upon posting. If the filling station data is coming from the ERP system then this value should be harmonized with the filling station type field in GL parameters table.
Name (ERP)	Filling station name in the ERP system. This filling station name is displayed on the extract.
Type (Arksys)	Specifying the filling station type. It is used by the system upon receiving the transactions. The value of this field will be compared with the value of the transaction.
Name (Arksys)	Filling station name.
City (Arksys)	In case of specifying the filling station address, the city name
Street (Arksys)	Filling station address.
ERP customer	It is used when a EUROSHELL transaction is rejected. In such cases the item is to be invoiced for the fillings station operator.
ERP2 customer	ERP customer code of the franchise partner. (only in case of franchise filling stations)
Profit center	Specifying the filling station type. It is used by the system upon posting. If the value of the ERP Profit/Cost center field of the Companies (Issuers/Acceptors) dictionaries is 'P', 'X' regarding the ACCEPTOR company of the transaction, the value of this field will be displayed in the revenue posting. The system searches the records valid at the TR_DATE for the appropriate values in the FS dictionary by means of the FILLING_STATION_ID and ACCEPTOR couple of the transaction.
Cost center	Specifying the filling station type. It is used by the system upon posting. If the value of the ERP Profit/Cost center field of the Companies (Issuers/Acceptors) dictionaries is 'C', 'X' regarding the ACCEPTOR company of the transaction, the value of this field will be displayed in the revenue posting. The system searches the records valid at the TR_DATE for the appropriate values in the FS dictionary by means of the FILLING_STATION_ID and ACCEPTOR couple of the transaction.
FS_PLANT	plant code (4-digit code). [WERKS] field of the SAP
FS_KKD	KKD sales manager. [Z_KKD] field of SAP.
DkvServicePointNo	External filling station ID at DKV.

UtsAccLocNo	External filling station ID at UTA
EushStationCode	External filling station ID in case of EUROSHELL. (Filling station code = eg.M345 (original: 12345).
Source System	Source system name (ERP, Arksys). (Code of the system which performed the last modification on the record.)

18.3 Invoicing dictionaries

Payment methods

Menu: Administration / Business dictionaries / Payment methods

It is for maintaining the payment methods recorded to the companies. The payment methods are used for the calculation of the payment due on invoice.

Prompt (EN)	Description (EN)
Company	Company name the payment method is recorded to. The field refers to the Company code field of the Companies (Issuers/Acceptors) dictionary.
IFC payment method	The payment method ID of the external system (SAP, NAVISION...) transmitted through the interface.
Payment days	Payment is due - in days
Description	Name of the payment method. It is printed on the invoices, too.
Special handling	Values: 'E' - When the contract of the employer is copied to the employee, 'G' or empty - It's not an employee customer - the program will not find this customer as an employee.

Exchange rates

Menu: Administration / Business dictionaries / Exchange rates

The exchange rates are coming via the Reuters interface. This is for displaying and maintaining the exchange rate information valid on the current day.

Prompt (EN)	Description (EN)
FX rate type	Exchange rate type
Company code	Name of the company the given exchange rate information is recorded to. The field refers to the Company code field of the Companies (Issuers/Acceptors) dictionary.
Source currency	Currency of the source exchange rate

Dest. currency	Currency of the target exchange rate
Rate	The bank exchange rate issued on the given day in the target and source currency.
Bank day	Bank day o which the given exchange rate was issued
Valid from	The exchange rate is valid from
Valid until	The exchange rate is valid until

18.4 Printing

Show discount on VCC

Menu: Administration / Invoice printing / Show discount on VCC

This table is for setting the discount showing possibility on VCC by country, contract types. If you set

Field name	Description
Customer company	Customers' company. Possible values are: <ul style="list-style-type: none"> • Customers' company code • Null or * (if not relevant)
Customer contract type	Customers' contract type. Possible values are: <ul style="list-style-type: none"> • PPD / FLEET / EMPOYEE • Null or * (if not relevant)
Invoice issuer company	Invoice issuer company. Possible values are: <ul style="list-style-type: none"> • Invoice issuer company code • Null or * (if not relevant)

1.1.1.1 The rows where the discount attachment is NOT downloadable have to be added to the dictionary! Examples:

CUST_COMPANY	CUST_CONTRACT_TYP	INV_ISSUER_COMPANY	It means
MOLH	PPD		The Hungarian PPD customers can't download the discount table (anyone issuing the invoice)
MSRB			The Serbian customers can't download the discount table (anyone issuing the invoice)
		MSRB	Invoices issued by MSRB the discount is not available.

Print DM letter

Menu: Administration / Invoice printing / Print DM letter

This table is for registering direct marketing letters which should be printed with the invoices. It is used in case of print houses. FCBC can insert the DM Letters into the printed PDF file and also into the XML which is used by the Print Shops. It is possible to attach the DM letter with the “Attach” icon.

Prompt (EN)	Description (EN)
DM file name	Specifying DM letter file name.
Company	Specifying the company code the direct marketing letter is attached to. The field refers to the Company code field of the Companies (Issuers/Acceptors) dictionary.
Description	Short description of the DM letter.
DM letter type	Specifying the DM letter type. Type of the DM letter can be: -'Print' - PDF format document- attached in the FCBC system- which is forwarded to the print house in PDF -'Ready' - ready document. The PDF does not contains the DM letters only the XML.
Type of the DM paper	Paper type of the DM letter -> 'A4' or 'LA4' format.
Page number	Specifying the number of pages of the DM letter. If the DM letter is 'Print' type, the field is mandatory.
Duplex Y/N	Yes: duplex or No: simplex printing.
Valid from	Start date of validity of DM letter.
Valid until	End date of validity of DM letter.

Print DM plan

Menu: Administration / Invoice printing / Print DM plan

Prompt (EN)	Description (EN)
Company	Code of the company a direct marketing (DM) letter is attached to. The field refers to the Company code filed of the Companies (Issuers/Acceptors) dictionary.
Description	DM letter name
DM letter ID	Specifying DM letter. The field refers to the Num. ID field of the Print DM letter dictionary.
Invoice cycle week	Invoice cycle week, to which the DM letter is attached. If the field is left empty, the system disregards the inv. Cycle upon attaching a DM letter.
Contract type	Contract type to which the DM letter is attached. If it is left empty the system disregards the contract type upon attaching the DM letter.
VCC Y/N	VCC flag is considered upon attaching the DM letter.
Customer group	Customer group list separated with comma, the DM letter is attached to. If the field is left empty, the system disregards the customer group upon attaching the DM letter.
Excluded group	customer List of customer groups excluded upon attaching the DM letter, separated with comma.
Valid from	End of validity of the assignment
Valid until	Start date of validity of the record

Annex print parameters

Menu: Administration / Invoice printing / Annex print parameters

This parameter table is controlling the Annex printing method in FCBC. You can set if you would like to print the annex if the customer is VCC or external (like DKV).

Prompt (EN)	Description (EN)
Company code	The (4-digit) code of the member company in the ARKSYS + short name of the company. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Print mode	Serial number of copy: first, second (e-archived) - to be completed if relevant data. Values: • '1st copy', • '2nd copy'.
External issuer	Considering external card issuer: Y/N - to be completed if relevant.
VCC	Considering the VKK flag: Y/N - to be completed if relevant.
Annex printing	To print the Annex is necessary/not necessary: Y/N.

Coverpage marketing text

Menu: Administration / Invoice printing / Coverpage marketing text

This table is for maintenance of the marketing text on the invoice summery.

Prompt (EN)	Description (EN)
Company code	Specifying the company code in case of which the marketing text specified in the dictionary to be displayed on the cover pages. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Contract type	Specifying the contract type in case of which the marketing text specified in the dictionary is to be displayed on the cover pages. Interpreted values: 'FLEET', 'PPD'-prepaid, 'EMPEE' - employee.
Text mark	The text specified here is to be displayed as marketing text on the cover pages.
Valid from	Start date of validity
Valid until	Last date of validity

Invoice head prompts, invoice item prompts and invoice VAT prompts

Menu: Administration / Invoice printing / Invoice head prompts, Invoice item prompts, Invoice VAT prompts

In these dictionaries you can set the language parameters for the invoices. It is possible to set all the text displayed on the invoice in different languages. It is necessary because all the invoices are bilingual, displayed in the language of the company and the language of the customer.

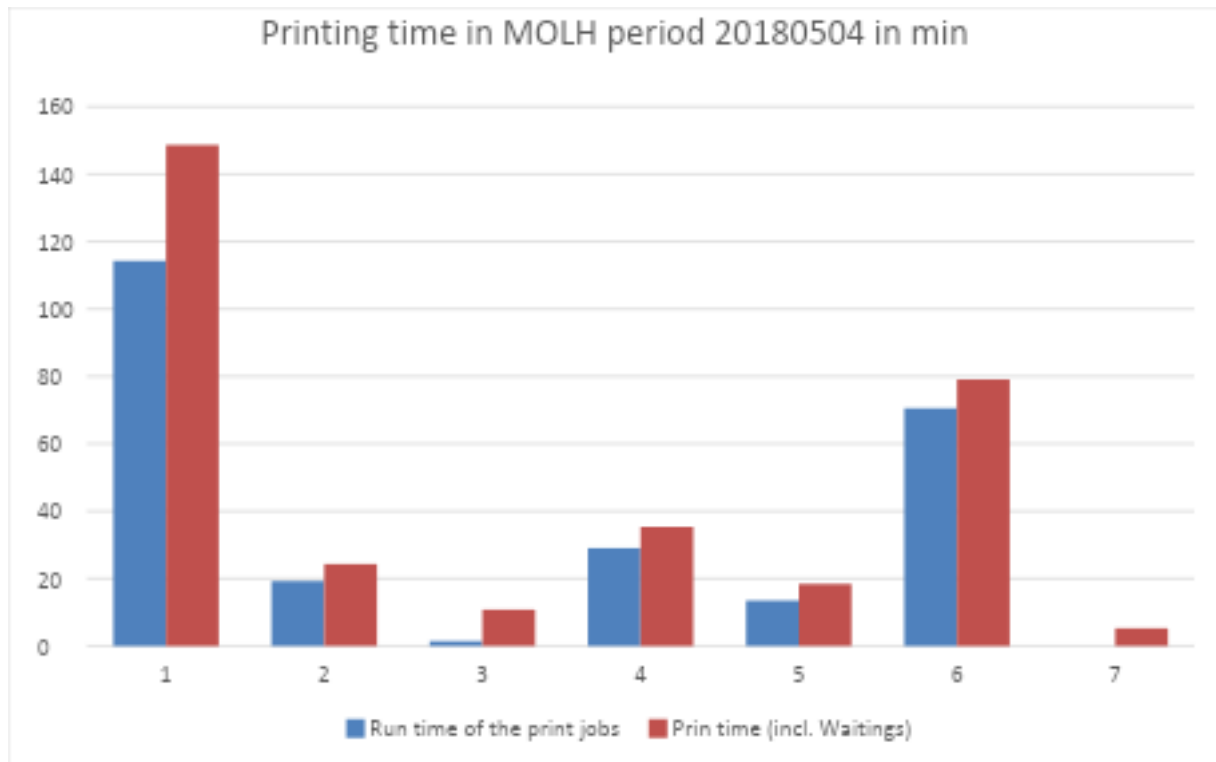
Priority of envelops

Menu: Administration / Invoice printing / Priority of envelops

Prompt (EN)	Description (EN)
Company code	Selecting the company in case of which the specified printing settings has to be default. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Contract type	Specifying the contract type in case of which the specified printing setting is default. The following values can be selected from: 'Employee', 'Fleet', 'Manager', 'Prepaid', 'Uninvoiced' (in case of MOLR)
O-C-E	Document type in case which the specified printing setting has to be default. The following values can be set: 'Copy', 'Employer statement', 'Original'
Priority	Specifying the priority of envelop printing: - 'Normal' - without priority - 'Priority' - printed with priority

Speed-up printing

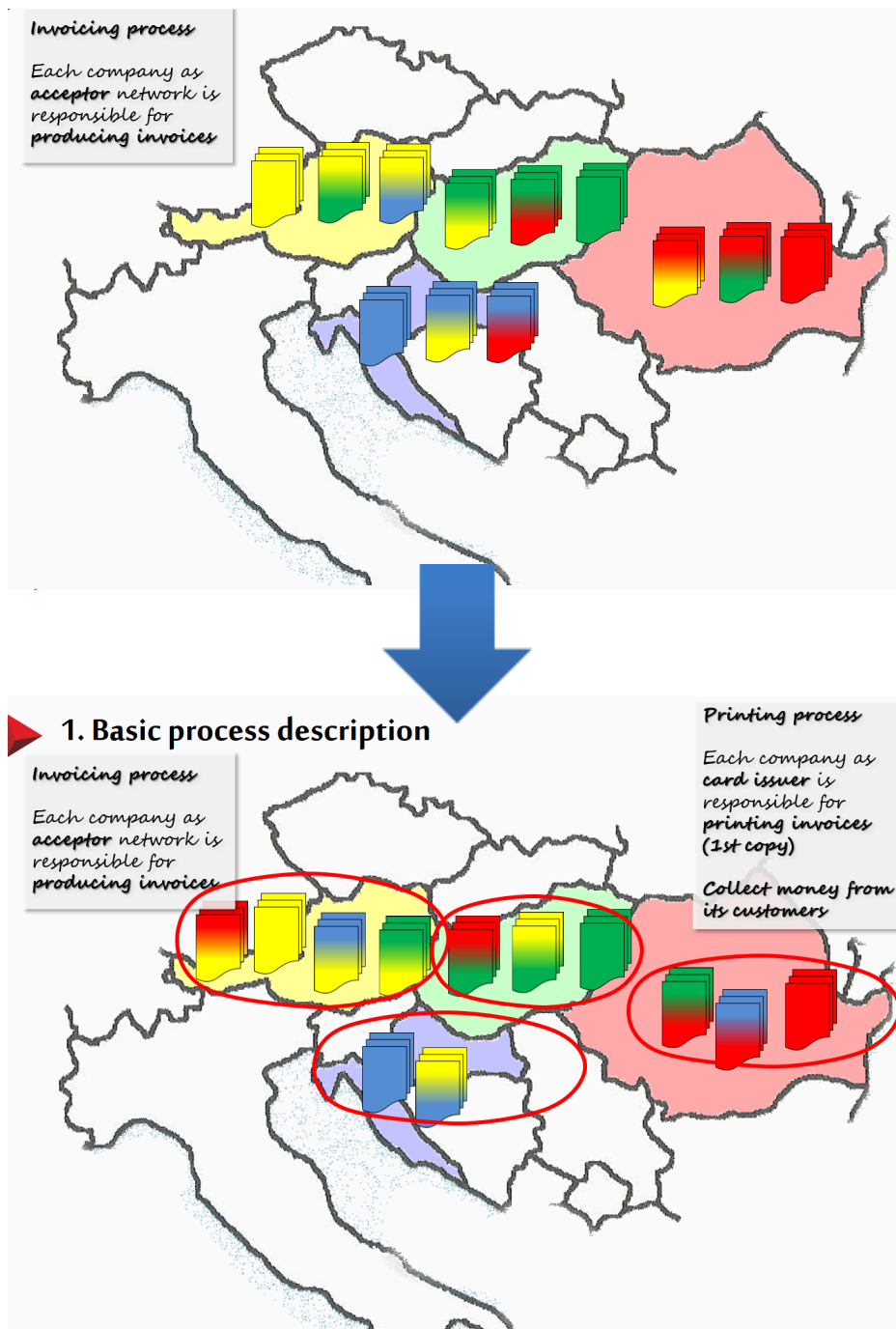
Printing is the second on the [list](#) of the most time consuming processes. If we check all the printing jobs, especially the seven mass printing processes and waiting times case of Hungary in an average period, e.g. 20180504, we can see that there were a lot of waiting times (the difference between the blue and red columns).



It is important to know that print jobs run in sequences (only one job can run in the same time and if you started more than one printing then the others should wait). Only e-invoice processes can run in parallel, the paper based printing processes should wait for each other. Based on the current rules waiting is a quite big part of the whole process so the easiest way to speed-up the printing process is to significantly reduce waiting times.

Currently countries should wait for each other with the printing, so every country should be ready with all invoicing processes, and printing can be started only after that. It is necessary because a lot of customers **have invoice from different countries** and MOL would like to send out all the invoices from all countries in one envelop **under one cover page**.

The next illustration shows how invoices are issued and printed. Colours represent different countries.



18.4.1.1 Suggestions connected to speed-up printing:

- Invoices of foreign customers should be issued first, after that smaller countries would be able to start the printing process while big countries issue the domestic invoices. On the Billing dashboard there is the possibility, by setting a new parameter value in, to decide whether invoices of domestic or foreign customers have to be issued. Waiting times could be reduced by doing invoicing / printing steps in parallel.
- Invoice templates have to be revised for acceleration purposes to reduce the number of database selects during generation. Optimal case would be to perform these select operations in the invoicing process (like BILLX300 or 400).

- The process of generating and sending e-invoices could be faster by automatizing the approval and the finalizing instead of manual intervention. With the current operation there can be a huge gap between the steps which also slows down the process.

19 FAQ



FAQ (Frequently asked questions)

Q1: When should I record a new product in FCBC?

A1: *When 1) you would like to use the new product in the discount conditions, or 2) the product has different VAT, list price or different GL code than the already recorded products*



FAQ (Frequently asked questions)

Q2: During the invoicing I have got this error message: "BILLX400: Terminated with ERRORS:FatalError at searching for **valid certificate** (ORA-01422: exact fetch returns more than requested number of row)"

A2: *There are more valid e-invoice certificates according to the given company. Only one should be recorded.*



FAQ (Frequently asked questions)

Q3: What is the problem if the BILLX400 brakes down with the following error message –

Terminated with ERRORS:FatalError at call getDocBankId (bank_id= 6) (elofizeto.bank_id = 6, d_company_data.bank_id = 6) (ORA-06510: PL/SQL: unhandled user-defined exception ORA-06512: at "FCBC.BILLX400", line 3214) / X400.Szla_fej_insert - ORA-00001: unique constraint (FCBC.IO_DOCUMENT_HEAD) violated
Generated invoice nr.: 2620447600.

A3: In this case nothing to do with the data of the banks, but the same range is set in the Invoice serial number ranges parameter dictionary to several document types of the given company and it can cause the overlapping of the ranges.



FAQ (Frequently asked questions)

Q4: What is the problem if the BILLX300 gives the following warning message - Terminated with ERRORS:FatalError: ERROR: ORA-20001: No matching range (**condition_id:2686069**) :ORA-06512: at "FCBC_DEV.BILLX300", line 3515 ORA-06512: at "FCBC_DEV.BILLX300", line 851 - then it means that there can not be found an open-ended condition range.

A4: Something wrong with the customer contract. The identifier of the wrong condition record can be found in the error message, for example: 'No matching range (condition_id:2686069)'.

ISDRO about the problem.



FAQ (Frequently asked questions)

Q5: What is the problem if the BILLX400 gives the following error message: "Terminated with ERRORS:FatalError at **Seeking CUSTOMER_CONTRACTS / INVOICE_FORMAT_ID** (TR_ID=93126059 EF_ID= 843516) (ORA-06510: PL/SQL: unhandled user-defined exception, ORA-01403: no data found, ORA-06512: at "FCBC.BILLX400", line 2581) / No valid contracts found for customer (EF_ID=843516(PPD))"

A5: There is something wrong with the customer contract. Please check if the customer has valid contract and the data are filled correctly on Customer browser / Modify data / Contract history sheet. Please consider that the contract should be valid on the date of the transactions.



FAQ (Frequently asked questions)

Q6: What is the problem if the BILLX400 gives the following error message: "Terminated with ERRORS:FatalError at Seeking **INV_CYCLE_WEEKS** - (TR_ID=102854933 INV_COMPANY = MOLH) (ORA-06510: PL/SQL: unhandled user-defined exception, ORA-01403: no data found, ORA-06512: at "FCBC.BILLX400", line 3243) / Error seeking INV_CYCLE_WEEKS - (TR_ID=102854933 INV_COMPANY = **MOLH**)".

A6: In this case the period data is missing from invoice cycle weeks. The company is listed in the error message where the data are missing (in the sample MOLH)



FAQ (Frequently asked questions)

Q7: What is the problem if I started the invoice printing 1st copy but “No data” is shown on the screen in the Docfactory Waiting Room?

A7: *In this case there aren't any printable document in the cover page range what you have given on the printing screen. Please check if you give the correct cover page range. If yes then you should inform.*

20 APPENDIX

Transaction interface – ERROR codes

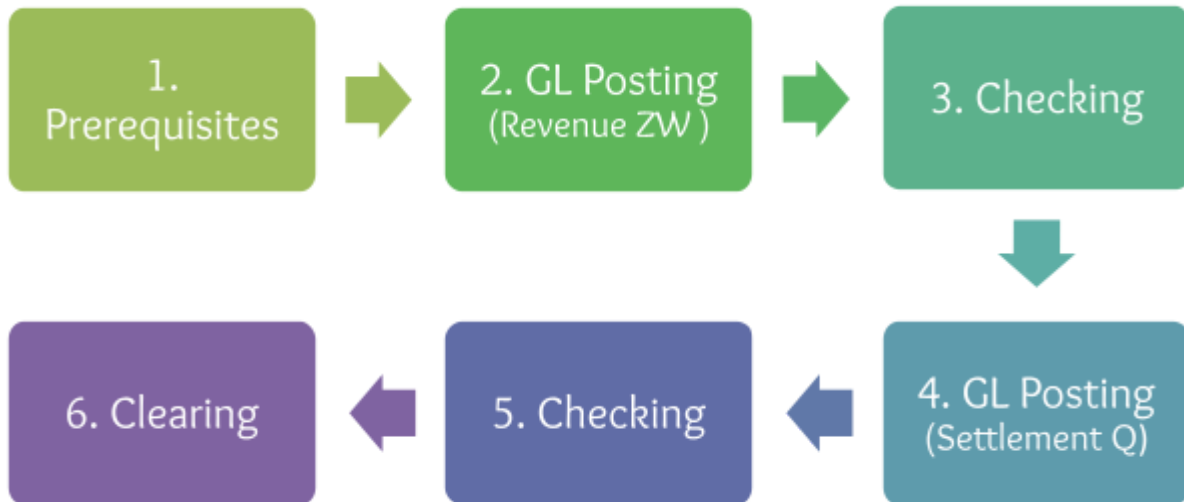
ERROR code	Description
CUST_0	CUSTID is empty. CUSTID must have any value
ERP_0	ERPID must have any value
STAN_0	STAN_ID cannot be empty
WRITE	STAN_ID duplication
DITP	No data found in D_IMP_TRANSACTION_PARAM table.
RSTN_0	RE_STAN_ID cannot be empty
CRED_0	Original document on credit record is missing
ORIG_S	Original and credit trans. must have the same FS CODE.
ORIGCA	Original and credit trans. must have the same CARD NR.
ORIG_C	Original and credit trans. must have the same CUSTOMER.
ORIG_M	Original and credit trans. must have the same MATERIAL NR.
ORIG_T	Original and credit trans. must have the same TEXT.
ORIG_G	Original and credit trans. must have the same MATERIAL GROUP.
ORIG_P	Original and credit trans. must have the same PRICE
ORIG_F	Original and credit trans. must have the same F PRICE
CRED_Q	Credited quantity greater than original
BAD_PK	Bad ISSUER/ACCEPTOR code
CUST_A	Customer not in customer master
CUST_B	Customer not created in company
CUST_C	ERPID must have same in the master by same CUSTID
KUT_NR	Filling Station ID not found in master
KUT_TY	Filling station type is not determinable
DOC_NO	Document nr. not filled
MATNR	Material nr. cannot be empty
MAT_GR	Material group is missing
VAT_CO	VAT code is faulty
QUAN_N	Quantity cannot be 0
PRIC_M	Unit price is missing
PRIC_N	Unit price cannot be 0
DBERR	ERROR at writing database.
XSD_F	XSD validation is failed
MISC	Mistic error (Fatal error)
000000	GOOD/Processed

21 ACCOUNTING - BASIC

21.1 Basic process description

After the creation of the invoices you have to send the invoice data to the ERP Systems via the accounting interface because the booking is done in the ERP. The name of this sending function in FCBC is „GL Posting“. Several steps and checking points define the accounting process. Maybe you’re wondering now that, if the booking is in the ERP, then why so many steps are needed in FCBC, but the reason behind this is that this invoice data sending is not just an easy copy paste process from one system to the other; but the FCBC does some prior data shorting. For example: if a country books all the invoices on the product level or on the filling station level, then FCBC will send an already summarized data to the ERP, on the product or filling station level

These are the main steps of the accounting process in FCBC:



21.2 Prerequisites

There are two important prerequisites before you start the *GL Posting* function:

Ad hoc type of prerequisites	Permanent type of prerequisites
<p><u>Parameters:</u> An essential point in the process is the settings of the GL accounts which are business parameters in FCBC. The basis of the revenue booking in FCBC is the settings of the products, GL accounts and the types of the filling stations. If some product or filling station related data is changed (e.g. new products, new GL accounts,</p>	<p><u>Invoices:</u> If you would like to book all</p>

new FS type) you should check if all the parameters are set correctly in the system. See the details of necessary parameters in **chapter 17 VAT reverse charge**

According to the EU VAT rules in case of service purchases in a foreign country, the service should be invoiced without VAT.

There are two possible ways: Reverse charge in EU or VAT exemptions with 3party (non-EU) customers

21.3 Parameters

Company parameters

Menu: Administration / Company parameters / Companies

- **VAT reverse charge countries:**
 - which countries are affected (e.g. EUNION)
 - Country list is recorded in Business dictionaries / VAT reverse charge country category parameter table
- **VAT reverse charge 3rd party rule:** VAT exemption or Normal domestic. In case of the non-EU customers the country can decide if they apply VAT exemption or issue normal domestic invoice.
- **VAT reverse charge reg.Nr.:** EU or the LOCAL VAT nr. should be used

VAT reverse charge country category

Menu: Administration / Business dictionaries / VAT reverse charge country category

Here you can define the group of the countries where the reverse charge can be applied. E.g. the countries of the EU.

Products

Menu: Administration / Company parameters / Products

There is a new field in products dictionary where all product can be flagged if reverse charge should be applied.

This new field is "Reverse charge flag".

VAT parameters

Menu: Administration / Company parameters / VAT parameters

Different VAT codes and texts can be recorded here for VAT exemption and VAT Reverse charge.

How to record:

- VAT_code: Company_code + _VATRC in case of Reverse charge
- VAT_code: Company code + _EXMP in case of VAT exemption
- VAT Text for invoice layout can be set here:
 - VAT text (in summary)
 - VAT text (in items)

the invoices you have created, you should check the invoice range to be booked.

21.4 Invoicing

The invoicing is done as usual but the result of the invoice is different. In case of the reverse charge invoices separate invoice will be generated which contains only the items due to this regulations.

Main rule:

Country of scope	What type of goods?	VAT treatment		
	Who is customer?	Products-Fuels, shop products, car care products, PB gas	Services-car wash and car repair	Services with special place of supply-HW toll and on-site food service
Hungary	Customer with VAT no. of refueling country	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer
	Customer without VAT no. of refueling country	MOL HU +27% VAT+HU customer	MOL HU +n.a. % VAT + non HU customer	MOL HU +27% VAT+HU customer
	Customer who is non-taxable (private person)	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer	MOL HU +27% VAT+HU customer
Romania	Customer with VAT no. of refueling country	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer
	Customer without VAT no. of refueling country	MOL RO +19% VAT+RO customer	MOL RO +n.a. % VAT + non RO customer (but from EU country)	MOL RO +19% VAT+RO customer
	Customer who is non-taxable (private person)	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer	MOL RO +19% VAT+RO customer
Czech Republic	Customer with VAT no. of refueling country	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer
	Customer without VAT no. of refueling country	MOL CZ +21% VAT+CZ customer	MOL CZ +n.a. % VAT + non CZ customer	MOL CZ +21% VAT+CZ customer
	Customer who is non-taxable (private person)	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer	MOL CZ +21% VAT+CZ customer
Slovakia	Customer with VAT no. of refueling country	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer
	Customer without VAT no. of refueling country	SSK +20% VAT+SSK customer	SSK +n.a. % VAT + non SSK customer	SSK +20% VAT+SSK customer
	Customer who is non-taxable (private person)	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer	SSK +20% VAT+SSK customer
Austria	Customer with VAT no. of refueling country	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer
	Customer without VAT no. of refueling country	MOL AT +20% VAT+AT customer	MOL AT +n.a. % VAT + non AT customer	MOL AT +20% VAT+AT customer
	Customer who is non-taxable (private person)	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer	MOL AT +20% VAT+AT customer
Croatia	Customer with VAT no. of refueling country	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer
	Customer without VAT no. of refueling country	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer
	Customer who is non-taxable (private person)	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer	CRO TFN +25% VAT+CRO customer
Slovenia	Customer with VAT no. of refueling country	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer
	Customer without VAT no. of refueling country	MOL SLO +22% VAT+ SLO customer	MOL SLO +n.a. % VAT + non SLO customer	MOL SLO +22% VAT+ SLO customer
	Customer who is non-taxable (private person)	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer	MOL SLO +22% VAT+ SLO customer
Croatia	international RC only in case of some construction works and commission fees which is irrelevant for card business			

Customers with domestic VAT reg Nr. but from foreign issuer (but from EU) will get RC invoices about the services

Customers without domestic VAT reg Nr. but from EU and are not domestic customers will get RC invoice about the service
Customers who are not from the EU can get normal domestic invoice or VAT exemption invoice based on the settings in the company.

Sample invoice:

Számla / Rechnung

Számla száma/Rechnungsnummer
2521

Összesítő száma/Rechnungsaufstellung Nr.: **2018/3070013**

Számla kelte/Rechnungsdatum: 2018.06.03
 Telj. dátum/Lieferdatum: 2018.06.10
 Fizetési határidő/Fälligkeitsdatum: 2018.06.10
 Elszám.id./Leistungsperiode: 2018.05.05 - 07

A számla két példányb
 Der originalen Rechnung ist eine Kopie

Szállító/Verkäufer:

Company 1

1117 Budapest, Október huszonharmadika u. 18
 Adóig.szám/Steuer Nummer: 12345678-2-44
 EU Adóig.szám/UID Nr.: HU17781774
 Csoportazon. szám/Gruppensteuernr.: 17781774-5-44

Vevő/Käufer:

Roth Heizöle GmbH

8010 Graz, Conrad von Hötzendorferstrasse 160
 EU Adóig.szám/UID Nr.: ATU54751503

Vevőkód/Kundennummer: **400602**

Nyomatási hely/Ort des Rechnungsausdrucks:

MOL Austria Handels GmbH

1020 Wien, Walcherstrasse 11a
 Adóig.szám/Steuer Nummer: ATU14187208
 EU Adóig.szám/UID Nr.: ATU14187208

Vámtarifaszám	Megnevezés	ME	Mennyiség	Nettó egys.ár	Nettó érték	ÁFA%	ÁFA érték
Zolltarifnr.	Produkt	ME	Menge	Preis/Einheit	Netto	Netto MwSt.%	MwSt.
	PREMIUM MOSO	DB	1,00	1 574,02	1 574	a.m.	
	SUPER PREMIUM PROGR	DB	1,00	1 967,72	1 968	a.m.	

Adó mérték	Adóalap	Adó	Számla érték	Valuta
Steuersatz	Bmgradl	MwSt.	Rechnungsbetrag	Währung
Bemegy a fejbe	3 542		3 542	HUF
Összesen/Summe	3 542	0	3 542	HUF

Fizetendő összesen/Rechnungsbetrag:

3 542,00 HUF

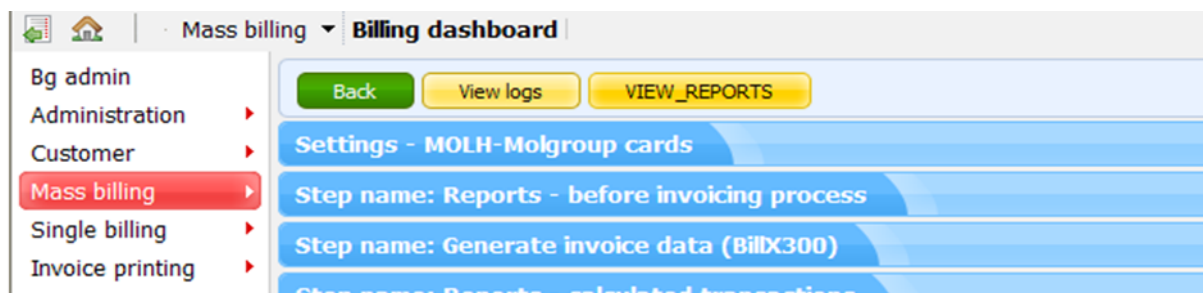
* Az összeg megfelel/Der Betrag entspricht: **11,28 EUR**

A számla a MOL Nyrt-nél alkalmazott számlázási eljárás alapján aláírás nélkül is hiteles. / The invoice is valid without signature in acco with the invoicing procedure applied at MOL Plc.

Parameters connected to billing

You can use reports to check that every transaction is invoiced and all invoices are generated by the system.

First you can check the invoice number range on the *billing dashboard* / *View logs* menu.



After clicking on  button you can get the first and last invoice number by ranges from the log:

Start process	Start time	Stop time	Count	Sum	Note
BILLX400	2015.04.28 16:02:06	2015.04.28 16:02:10	2	27160	Process has been successfully finished. First invoice nr.:2520827030, last invoice nr.:2520827031 (dhID: 202296727-202296728). (2 invoices generated from 3 transactions.)

In addition to this you can use some reports to check the result of the invoicing:

- *Detailed transaction report (Mass billing / Detailed transaction report):* if you would like to check if every transaction is invoiced
- *List of invoices which are not posted or not printed (Booking / List of invoices not posted or not printed) :* if you would like to check the not posted invoices
- *FC_008 - Invoiced transaction report (Reports / FC_008 - Invoiced transaction report) :* invoiced transactions with invoice numbers
- *Invoices – detailed data (Mass billing / Other reports / Invoices – detailed data) :* list of invoices with detailed data (invoice number included)

21.5GL Posting (Revenue ZW)

After you are done with the necessary prerequisites you can start booking the invoices in “*Booking / GL Posting*” menu in FCBC. If you are responsible for more countries, then it is important to know that the program can be started country by country. The aim of this step is to launch the booking of purchase invoices (issued to customers) and forward booking related data to ERP.

Our first step is booking the revenue.

Start process	Start time	Stop time	Run by	Count	Sum	Note	Parameters
GLX750.ReceiveMessages	2015.04.28 17:56:33	2015.04.28 17:56:33	System	2	0	Process has been successful finished.	processName=GLX750.ReceiveMessages

GL posting can be launched by clicking on the **Launch process** button. Specifying the Company and Type posting parameters is mandatory. In case of revenue (invoice) booking you should choose **“Revenue ZW”** type.

The *“Doc. serial nr. from”*, *“Doc. serial nr. to”* parameters are always have to be specified for the revenue booking. Here you should give the invoice serial number range what you defined in the previous step, prerequisite.

The content of the *GL posting* page can be refreshed by clicking on the **Refresh** button. The process is finished, when the system message in the *“Note”* field is *“Process has been successfully finished”*.

21.6 Checking

There are several important checking tasks after launching the *GL Posting*:

- First you should check the status and the result of the launched *GL posting* process which is displayed in the *Process log* table view below.
In the Process log table more rows will be appeared after the process is finished. What is important for you is the *“GLX750.ExpERPPosting”* (you can see the name of the row in *“Start process”* column). You can check here the number of sent records (invoices) in field *“Count”*. Generally you have to see as many sent invoices here as many issued invoices you had after the invoice generation. When the process is successfully finished FCBC generates so called XML files (FCBC do not forwards those type of PDF files to ERP what you can see in the system as invoice) which will be sent to the ERP system. The number in the *“Count”* field is also the number of the generated XML files. One invoice is one XML file.
Rows with the same Run ID-s belong to the same run.

The screenshot shows a SAP Process log table with the following data:

Start process	Start time	Stop time	Run by	Count	Sum	Note	Parameters	Run ID
GLX750.ReceiveMessages	2015.05.29 13:40:12	2015.05.29 13:40:12	System	1	0	Process has been successful finished.	processName=GLX750.ReceiveMessages	9986196
GLX750.ExpERPPosting	2015.05.29 13:29:25	2015.05.29 13:29:44	Kopčanová Božena	1	0	Process finished --> Worked head: 1 + 0 empty / readed head: 1	processName=GLX750.ExpERPPosting, spCompanyCode=> MSSK, spBLFajt=> ZW, npBLIdFrom=> 4599815362, npBLIdTo=> 4599815362	9986148
GLX750.GeneratePosting	2015.05.29 13:29:23	2015.05.29 13:29:25	Kopčanová Božena	8	0	Process finished --> Worked erp_subscr: 8 / readed erp_subscr: 8	processName=GLX750.GeneratePosting, spCompanyCode=> MSSK, spBLFajt=> ZW, npBLIdFrom=> 4599815362, npBLIdTo=> 4599815362	9986148
GLX750.GenRevAcc	2015.05.29 13:29:22	2015.05.29 13:29:23	Kopčanová Božena	0	0	Process finished --> Worked head: 1 / readed head: 1	processName=GLX750.GenRevAcc, spCompanyCode=> MSSK, spBLFajt=> ZW, npBLIdFrom=> 4599815362, npBLIdTo=> 4599815362	9986148
GLX750.CallProcedures	2015.05.29 13:29:22	2015.05.29 13:29:44	Kopčanová Božena	0	0	Process finished	processName=GLX750.CallProcedures, spCompanyCode=> MSSK, spBLFajt=> ZW, npBLIdFrom=> 4599815362, npBLIdTo=> 4599815362, npFinPeriod=> ., sqlLastDate=> ., nplIsrId=> 186	9986148

A callout box labeled "GLX750.ExpERPPosting" points to the process name in the second row. Another callout box labeled "Count" points to the value "1" in the "Count" column of the same row.

- The second task is checking the „GL posting error report“ (*Booking/GL posting error report*). This report is designed for reporting the errors resulted from *GL posting* process. Description of the report is in **chapter 26 Report descriptions** you find details about possible errors and solutions in **chapter 28 FAQ**.
- The third one is to check the result in the “**Error handling**” function (*Booking / Error handling*). The aim of this report is to check the possible errors invoice by invoice. Description of the Error handling function is in **chapter 21.11 Introduction of Error handling menu**.
- After the booking process you should check the “List of invoices which are not posted or not printed” or the “*List of invoices posted*” report to be sure that every invoice is posted.

After the checking of ZW booking is done you should inform the central card management by e-mail.

21.7 GL Posting (Settlement Q)

The prerequisite of the Settlement booking is that all the revenue from all the countries (ZW) must be booked. Therefore if all the invoices are booked from all the countries so all the ZW posting is done then Finance department of MOL can start the *GL Posting* of the bilateral settlements. The booking of the settlements are done by the Finance department of MOL. In this step, after the successful booking of customer invoices, you will launch the booking of bilateral settlements between *MOL Group Card* issuer and acceptor countries.

There are two types of settlements:

- Q1 – acceptor side settlement
- Q2 – issuer side settlement

You should book Q1 settlement if you invoiced to foreign customers (so foreign customers purchased in your country) and you should book Q2 settlement if your customers have foreign invoices (so your customers purchased from other MOL Group Companies).

In case of settlement booking, Financial colleagues of MOL should set the “*Type of the posting*” but the document serial numbers should be empty. The process can be started by the

Launch process

„Launch process” button as in case of the ZW-s.

There are two types of settlement booking in FCBC:

- it is possible to book the settlements in one step in EUR or
- you can set to book in two step via an EUR conversion account

It can be controlled in the *Companies* parameter dictionary which setting is needed in the company. You can see the exact settings in **chapter 18.1 Company parameters**.

21.8 Checking

The result of the Settlement booking should be checked on the error handling screen as well. Details of error handling are in **chapter 21.11 Introduction of Error handling menu**.

After that you can check the not posted or not printed settlements in *“Booking / List of settlements not posted or not printed”* report.

21.9 Clearing

After the bilateral settlements are booked the clearing process can be started. It is the task of the Finance department of MOL. In case of the clearing financial settlement documents are created and the compensations of the receivables and payables between the countries can be done by a clearing house. FCBC provides the automatic booking of documents for this type of posting. It means that if your customers were served in two other MOL Group Countries, then you will have payables against the countries what FCBC will automatically summarize, and you don't have to launch two separated bank transfer towards the two countries, but just one towards the clearing house.

21.10 Other type of posting documents

In addition to ZW, Q1 and Q2, there are other types of posting documents:

- VA – Special VAT difference
- ZX – Billing of services
- ZZ – MOLH accounting document
- Q7 – Settlement (employee)
- TM – Top-up booking
- AD – Booking of advance invoices

VA: This type of document is used by Hungary at the moment for the booking of the special VAT differences in case of Hungarian invoices issued in EUR.

ZX: Billing of services. For example it is used by Hungarian colleagues to generate fee invoice to INA.

ZZ: Accounting document used by Hungary which manages to book the not invoice type of documents in FCBC (VAT Group).

Q7: This type is the booking of the employee settlement which is created based on the RED card invoices. This type of booking is used by MOLH and MSSK.

TM: Green card top-up booking. It is used for the booking of the prepaid (GREEN) filling station top ups to the ERP system.

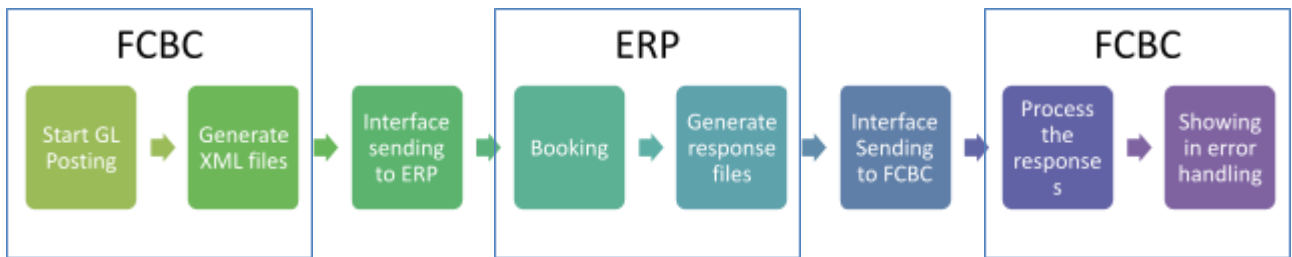
AD: It is used in case of advance and storno advance invoices (In MOL Serbia and Tifon).

21.11 Introduction of Error handling menu

Menu: Booking / Error handling

After you started the *GL Posting* and the process is finished *FCBC generates XML files* which will be sent to the ERP system by the accounting interface program. The ERP system processes the XML files and sends response messages to FCBC for each invoice.

How the process looks like from technical point of view:




After the booking is done you could check the responses on the *Error handling* screen in FCBC:

1. Filtering

2. Clicking on ERP_HEAD_ID for details

1/1	ERP_HEAD_ID	VERSION	COMPANY_CODE	SENDSYS	BLFAJT	BLID	BLALTIP	COMPID	EH_STATUS	ERROR_TYPE	ERROR_CODE	ERROR_DESC
1	2320138	1	MOLH	T_FCBC	ZW	2520827031	REV	09	ERROR	CORR_FCBC		*** See the detailed view for t
2	2320137	1	MOLH	T_FCBC	ZW	2520827030	REV	09	ERROR	CORR_FCBC		*** See the detailed view for t
3	2320136	1	MOLH	T_FCBC	Q3	61	2_1	09	ERROR	CORR_FCBC		*** See the detailed view for t

On the *Error handling* page the interface messages can be filtered by the *Interface type, Status, Document serial nr (BLID), Error type, Error code, Send date from, Send date to* fields. In case of accounting interface you should choose *ZMFI_FCBC_POSTING (SAP, ERP)* interface type which means the result of the GL Posting. You can fill in the filters and click the  button and you will see the head records in the „*Sent messages*” table.

EH_STATUS field shows the status of the messages which can be:

- *OK*: records marked as good. It means that you don't have anything to do, the document was successfully booked in ERP.
- *ERROR*: records with error status. It means that you have to start the checking and investigating process to find what is the problem.
- *SEND*: messages to be sent
- *NOSEND*: messages not to be sent. There are some technical messages which are generated by the system but FCBC do not forward them.
- *NO_ANSWER*: messages which are sent but responses from ERP have not yet been received. Please check it once again within **15** minutes.
- *CHANGED*: records which are modified and can be sent again. For example if the status was originally *ERROR* and you corrected the problem in the file, then the status will change to *CHANGED* and after that you can re-send the file.

ERROR_TYPE field shows which system has the error:

- *'Error has to be corrected in FCBC'* value means the *ERROR_TYPE = 'CORR_FCBC'*
- *'Error has to be corrected in SAP first (master data), and to be sent again'* value means the *ERROR_TYPE = 'CORR_SAP'*

If the status is *ERROR*, then you have to check and try to investigate that why.

The item details of the certain messages can be displayed upon clicking the link including the *ID (ERP_HEAD_ID)* in the first column of the *Sent messages*. The details will be displayed:

The screenshot shows the 'Error handling' section of the Booking interface. It includes buttons for 'Resend selected data' and 'Resend all filtered'. Below the buttons are filter fields for 'Interface type' (set to INT_EINVOICE_PKI (DocuArchStore)), 'Status', 'Document serial nr. (BLID)', 'Error code', 'Send date from' (2018.06.03), and 'Send date to' (2018.06.04). There are also 'Filter!' and 'Reset filter' buttons. Below the filters is a table of '1/92 Sent messages' with columns: B2BSERVICE_FILE_ID, SERVICE_ENTITY_ID, SERVICE_STATUS, TECH_STATUS, Error Message, Created date, Date of approval, and Send date. The table contains 8 rows of data, all with 'OK' error messages.

	B2BSERVICE_FILE_ID	SERVICE_ENTITY_ID	SERVICE_STATUS	TECH_STATUS	Error Message	Created date	Date of approval	Send date
1	454209306777	208043096	EINVOICE_F	TOMAIL	OK	2018.06.04 17:24:23	2018.06.04 17:43:28	2018.06.04 17:56:04
2	454209306774	208042036	EINVOICE_F	TOMAIL	OK	2018.06.04 17:24:22	2018.06.04 17:43:28	2018.06.04 17:56:04
3	454209306771	208042035	EINVOICE_F	TOMAIL	OK	2018.06.04 17:24:22	2018.06.04 17:43:28	2018.06.04 17:56:04
4	454209306768	208042034	EINVOICE_F	TOMAIL	OK	2018.06.04 17:24:21	2018.06.04 17:43:28	2018.06.04 17:56:04
5	454209306765	208042033	EINVOICE_F	TOMAIL	OK	2018.06.04 17:23:53	2018.06.04 17:43:28	2018.06.04 17:56:04
6	454209306762	208042032	EINVOICE_F	TOMAIL	OK	2018.06.04 17:23:52	2018.06.04 17:43:28	2018.06.04 17:56:04
7	454209306759	208042031	EINVOICE_F	TOMAIL	OK	2018.06.04 17:23:52	2018.06.04 17:43:28	2018.06.04 17:56:04
8	454209306756	208042030	EINVOICE_F	TOMAIL	OK	2018.06.04 17:23:52	2018.06.04 17:43:28	2018.06.04 17:56:04

21.14 Resending posting data in mass way from Booking - Error handling

Relevant interface type:

- ZMFI_FCBC_POSTING (SAP, ERP)

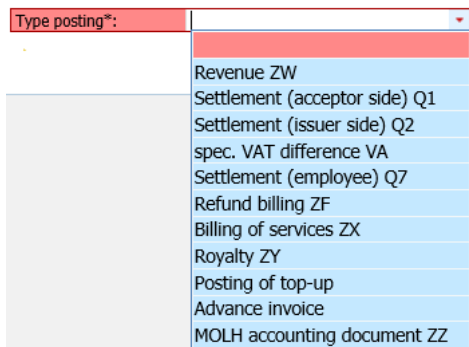
Filtering based on 'BLFAJT' - 'Type posting' filtering option has been implemented.

The following new buttons have been introduced:

- 'Resend all filtered' - to resend all data meet with the filtering options that were set
- 'Set all OK' - 'OK' status can be set in mass way in all of the filtered documents that were already booked in the ERP system or with 'NO_ANSWER' status
- 'Save' - in the 'EH_STATUS' field 'OK' status can be set one by one in case of documents that were already booked in the ERP system or with 'NO_ANSWER' status and modifications can be saved

The screenshot shows the 'Error handling' section of the Booking interface. It includes buttons for 'Resend selected data', 'Resend all filtered', and 'Go to Archive data'. Below the buttons are filter fields for 'Interface type' (set to ZMFI_FCBC_POSTING (SAP, ERP)), 'Error type', 'Status', 'Error code', 'Send date from' (2018.06.08), and 'Send date to' (2018.06.09). There is also a 'Document serial nr. (BLID):' field and a 'Type posting*' dropdown menu. There are also 'Filter!', 'Reset filter', 'Save', and 'Set all OK' buttons.

Possible values of the 'Type posting' filter (dropdown list):

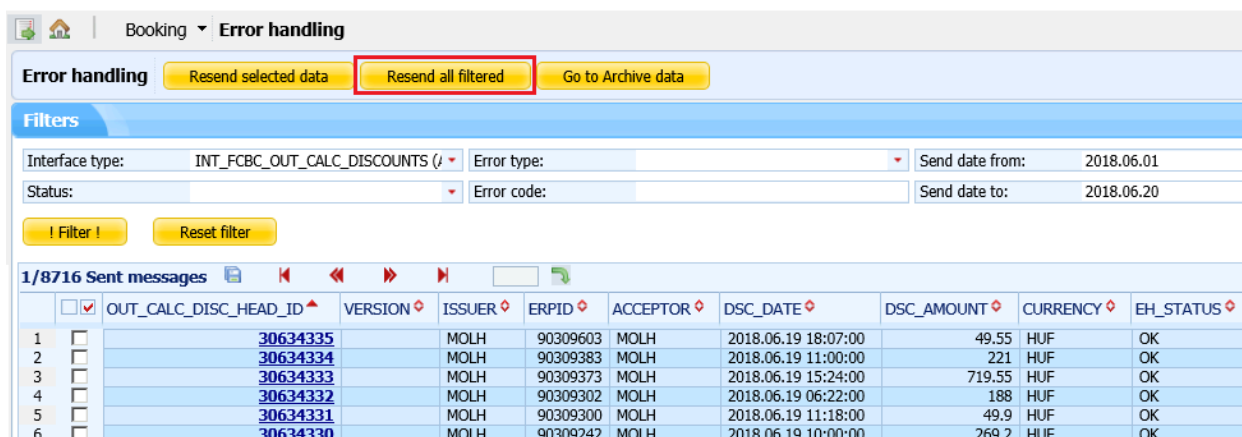


21.15 Resending discount data in mass way from Booking - Error handling

Relevant interface type:

- INT_FCBC_OUT_CALC_DISCOUNTS (Arksys)

‘Resend all filtered’ button has been introduced - to resend all data meet with the filtering options that were set.



21.16 Resending manager card transactions in mass way from Booking - Error handling

Relevant interface type:

- ZMSD_FCBC_OUT_TRX (SAP)

‘Resend all filtered’ button has been introduced - to resend all data meet with the filtering options that were set.

Booking ▾ Error handling

Error handling Resend selected data **Resend all filtered** Go to Archive data

Filters

Interface type: ZMSD_FCBC_OUT_TRX (SAP) Error type: Send date from: 2018.06.01
 Status: Error code: Send date to: 2018.06.20

! Filter ! Reset filter

1/149 Sent messages

	<input type="checkbox"/>	TR_ID	VERSION	ISSUER	STAN_ID	ERPID	ACCEPTOR	CURRENCY	INV_COMPANY	CARD_NR	EH_STATUS
1	<input type="checkbox"/>	180794467		MOLH	01161667694801	100986	MOLH	HUF	MOLH	7081678016014409	OK
2	<input type="checkbox"/>	180794466		MOLH	01161667662001	100986	MOLH	HUF	MOLH	7080059200203762	OK
3	<input type="checkbox"/>	180794256		MOLH	01161665654401	100986	MOLH	HUF	MOLH	7080059200230120	OK
4	<input type="checkbox"/>	180793859		MOLH	01161661226802	100986	MOLH	HUF	MOLH	7080059200230807	OK
5	<input type="checkbox"/>	180793858		MOLH	01161661226801	100986	MOLH	HUF	MOLH	7080059200230807	OK
6	<input type="checkbox"/>	180793789		MOLH	01161660508601	100986	MOLH	HUF	MOLH	7080059200166035	OK

21.17 Resending VAT Refund data in mass way from Booking - Error handling

Relevant interface type:

- VAT Refund

‘Resend all filtered’ button has been introduced - to resend all data meet with the filtering options that were set.

Booking ▾ Error handling

Error handling Resend selected data **Resend all filtered**

Filters

Interface type: VAT Refund Message type: Send date from: 2018.06.01
 Status: Error code: Send date to: 2018.06.20
 ERPID or FILENAME:

! Filter ! Reset filter

1/74 Sent messages

	<input type="checkbox"/>	ERPID or FILENAME	Customer ID (ERP)	Message type	Status	IFC_MSG_ID	RESP_STATUS	RESP_IFC_MSG_ID
1	<input type="checkbox"/>	8011376 - CZ_MSCZ_8011376_2610034599_18062018_A_CARD.pdf		MOL file	SENT	510210598	OK	510210899
2	<input type="checkbox"/>	441585 - SI_MSLO_441585_18014421_18062018_I_CARD.pdf		MOL file	SENT	510218870	OK	510219134
3	<input type="checkbox"/>	429395 - HU_MOL_429395_2522486953_17062018_A_CARD.pdf		MOL file	SENT	510210344	OK	510210828
4	<input type="checkbox"/>	6266993 - HU_MOL_6266993_2522487666_17062018_I_CARD.pdf		MOL file	SENT	510357285	OK	510362480
5	<input type="checkbox"/>	406594 - HU_MOL_406594_2522487114_17062018_A_CARD.pdf		MOL file	SENT	510210229	OK	510210713
6	<input type="checkbox"/>	8016646 - SI_MSLO_8016646_18014191_18062018_I_CARD.pdf		MOL file	SENT	510210366	OK	510211095

22 PARAMETER TABLES CONNECTED TO BOOKING

22.1 Companies

Menu: Administration / Company parameters / Companies

- These are central parameters which are connected to the companies. Modification of these data can affect the whole invoicing and booking process in FCBC, therefore it is necessary to have advance knowledge before the settings.
- In this table there is a possibility to set the following booking related parameters:
 - Rounding of the amounts in posting

- the ERP system of the company
- Default profit and cost center
- Discount, excise tax, article, unit, payment code, filling station and Unit flags. Here you can set which data is needed in the booking. Discount and excise tax can be set as new line in the posting as well.
- There is possibility in Companies to set if one or two step settlement booking is needed. If the value of "Posting force EUR by CPD cust." flag is "No" and the "ERP GL ID for EUR conversion" is set it will be a two-step settlement booking in the company. Otherwise it will be a one-step booking.
- There is a parameter "Posting the corr. invoice items in separate line" which defines in case of correction invoice the way of booking of the correction invoice, if new correct and the corrected line must be booked separately or not.
- Rounding and calculation rules

22.2 Bilateral relations

Menu: Administration / Company parameters / Bilateral relations

This table enables the maintenance of the customer and vendor IDs used in the ERP systems of the companies. These IDs are necessary in case of the revenue booking if the customer was foreign customer and also in case of the settlement booking. The next fields are important:

Prompt (EN)	Description (EN)
Company	Company is always the own company who would like to set the own customer and vendor ID-s for the other member companies. The field refers to the <i>Company code</i> filed of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Member comp.	The company whose customer and vendor IDs are specified in the own company. The field refers to the <i>Company code</i> filed of the <i>Companies (Issuers/Acceptors)</i> dictionary.
ERP GL ID	Customer ID of the company, set in "Member company" field, used in the books of the company, set in "Company" field (E.g. the customer ID of MOL Hungary in the books of TIFON).
Vendor ERP GL ID	Vendor ID of the company set in "Member company" field used in the books of the company set in "Company" field. (E.g. the vendor ID of MOL Hungary in the books of TIFON). For example this ID will be used in case of the booking of Q1 settlements.

ERP CPD ID	<p>Technical customer ID of the company set in “Member company” field, used in the books of the company set in “Company” field. (E.g. the technical customer ID for Hungarian card holders in the books of MOL Romania).</p> <p>Technical customer means foreign card holders - e.g. a Hungarian card holder (e.g. a MOL employee) comes to MOL Romania, and so MOL Romania has to issue an invoice to that MOL employee. For example this technical ID will be used in case of revenue booking (ZW) if the customer is a foreign customer.</p>
Vendor/Supplier SF code (SAP)	<p><i>Special GL code (supplier)</i></p> <p>It is used at the settlement booking by the system. It is submitted in the <i>SF_CODE</i> field on the 'V' - vendor line.</p>
Customer SF code (SAP)	<p><i>Special GL code (customer)</i></p> <p>It is used at the settlement booking by the system. It is submitted in the <i>SF_CODE</i> field on the 'C' - customer line.</p>
Vendor/Supplier bank ID (SAP)	<p><i>The vendor/supplier SAP bank ID</i> which is used when posting a settlement.</p>
Vendor code or Account	<p>Meaning of this value is that, what kind of value is stored in the “Vendor ERP GL ID” field. In case of certain companies, the purchases of member companies have to be posted not to the customer code but to an account.</p>

22.3 GL Parameters

Menu: Administration / Company parameters /GL parameters

In this table the GL accounts of the product related revenue can be defined, which are involved in the posting process. In the system a *GL account* is chosen for each transaction and the bases of choice are the product and the filling station type. The GL accounts are connected to the product with the value of the „GL code”. The next fields are necessary to record and maintain in *GL parameter* table:

Prompt (EN)	Description (EN)
GL code	The GL codes were created by using the company code prefix and the SAP material account combination group values in case of companies that use SAP. In case of Navision the product codes are posted, which are also supplied with company codes.
Company code	Code of the member company in ARKSYS (4 digits) + short name of the company. The field refers to the <i>Company code</i> field of the <i>Companies (Issuers/Acceptors)</i> dictionary.
Rev. GL ID	GL account of the revenue. In case of Navision it is identical with the <i>ERP_ARTICLE_ID</i> of the <i>D_PRODUCT</i> dictionary.
Rev. exp. GL ID	In case when a foreign customer purchase on a filling station. (e.g. washing service can be booked on an export revenue account) In case of Navision it is identical with the <i>ERP_ARTICLE_ID</i> of the <i>D_PRODUCT</i> dictionary.

Discount GL ID	GL account of the discount. In case of Navision it is identical with the <i>ERP_ARTICLE_ID</i> of the <i>D_PRODUCT</i> dictionary.
Rebate GL ID	GL account of the rebate. In case of Navision it is identical with the <i>ERP_ARTICLE_ID</i> of the <i>D_PRODUCT</i> dictionary.
Excise tax GL ID	GL account of the excise tax. It has to be filled only when the excise tax has to be booked in connection with card sales. <i>COMPANY_PARAMETERS.ERP_EXCISE_TAX_FLAG</i> In case of Navision it can be empty.
FS type	The booking may differ according to the filling station type. The type of the filling station is not from the transaction (there is the type of the filling station from Arksys), but it is from the Filling stations table. In case of every single GL code a record has to be created for every possible type of filling stations. The empty value refers to the "not relevant" type. ("X" converts to empty, but it can be recorded as empty too.) In case of Navision the code of the filling station from Arksys has to be recorded in this field. (In this case the value of the <i>ERP_FS_TYPE</i> remains empty in the <i>D_FILLING_STATION</i> database table).
Payment code (Arksys)	In case of booking differs in payment codes, then the record of the <i>GL_CODE</i> has to be repeated with the differing payment code. When it remains empty, this value will be valid for all payment codes, which are not set in this dictionary. Currently not used.
Other amount1 GL ID	Not in use.
Other amount2 GL ID	Not in use.
Valid until	The last day of the validity period.

22.4 Product

Menu: Administration / Company parameters / Product

In the Product dictionary table the products are connected to the GL Accounts. In the product table all product should have a „GL code“. This GL code refers to the „GL Code“ field in *GL Parameters* dictionary. This is the basis of the revenue booking. In case of the purchases which are containing products with the same *GL code*, will be posted to the same GL account.

22.5 Filling stations

Menu: Administration / Business dictionaries / Filling stations

In case of the posting process the type of the filling stations are important because it is necessary for the choosing of the GL account. In case of every single *GL code* a record has to be created for every possible type of filling stations.

In case of the countries where the ERP system is SAP, the filling station data are maintained in SAP. In these countries FCBC receives the filling station data from SAP and Arksys as well. In this case the “*Type(ERP)*” from filling station table should be used in GL Parameters.

In case of the other countries the filling station master is Arksys. FCBC receives the filling station data (together with the filling station type) only from Arksys. In this case the “*Type (Arksys)*” should be used in GL Parameters.

In GL parameters table you should give all the possible value from ERP filling station type in case of the SAP countries. In case of the other countries the Arksys filling station types should be recorded into GL parameters table.

22.6 Invoice cycle weeks

Menu: *Mass billing / Invoice cycle week*

In this dictionary the important dates are maintained by invoicing periods. There are „*Accounting date*” and „*Fin. Settlement period*” in this parameter table which are necessary only for the booking.

Details about this table are in **chapter 8.1 Maintain dates – invoice cycle week**.

22.7 Financial settlement period

Menu: *Mass billing / Financial settlement period*

This table is for maintaining the financial settlement period parameters. The financial settlements are used for the clearing and are containing the receivables and payables of the clearing member companies.

23 STRUCTURE OF THE BOOKING

This chapter is described the structure of the booking interface. These are the fields which are forwarded to the ERP system in XML format and you can see these on the „*Error handling*” surface in FCBC. Each file (or each message) contains one head and several item records. The head is the summary of the booking document and the details are in the items. There are some extra data which are connected to the items. You can see the details in the following tables:

Head record:

Head record no.	Field	Explanation	Example data
1	RECTIP	This field separates the head level from item level.	H
2	SENDSYS	Code of the issuer system. It is a technical parameter which is necessary for the interface.	P_FCBC - production FCBC system T_FCBC - test FCBC system ...
3	RECSYS	Code of the acceptor ERP system. It is a technical parameter which is necessary for the interface.	P_ACTUAL - production ACTUAL system T_ACTUAL - test ACTUAL system MOP:010 - Production SAP system MOB:010 - Test SAP system P_NAVI - Production Navision system T_NAVI - Test Navision system
4	BLFAJT	Type of the posted document	ZW - Normal periodical invoices ZX - Invoices of clearing fees ZZ - MOLH accounting document VA - VAT difference of MOLH EUR invoices TM – Booking of filling station top-ups AD – Booking of advance invoices Q1 - Settlement posting (card acceptor side) Q2 - Settlement posting (card issuer side) Q7 - posting of the employer statements Q3 - Posting documents regarding to the clearing process Q8 – Clearing house documents
5	BLID	Serial nr of the posted document. It must be unique.	Filling this field depends on the type of the document. In case of ZW /ZX/ZZ/AD = the serial number of FCBC invoice Other cases = generated by posting interface
6	BLALTIP	Subtype of the posting	In case of BLFAJT=ZW, ZX, ZZ it can be: - REV - Normal revenue posting - PPD - Prepaid posting - COR - Posting of correction invoice - STO - Posting of a cancellation VA: - REV - Posting of the VAT difference TM: - PPD - Prepaid top-up booking AD: - PPD – Posting of advance invoices - STO – Posting of storno advance invoices

			<p>Q1:</p> <ul style="list-style-type: none"> - SX1 - Posting of tech. customer against a technical account - SX2 - Posting of technical account against the card issuer company as customer - SXT- Posting in one step in EUR <p>Q2:</p> <ul style="list-style-type: none"> - SE1 - Posting of the settlement against the customer account - SE2 - Posting of the company as vendor against the tech. account - SET – Posting in one step in EUR <p>Q7:</p> <ul style="list-style-type: none"> - EM1 - Posting of the employer statement: employer account against the tech. account* - EM2 - Posting of the employer statement: the tech. account against the tech customer account* <p>Q3: steps of the clearing in member companies</p> <ul style="list-style-type: none"> - 1_1: Booking of receivables on the clearing house - 1_2: Booking of receivables on the clearing house - 2_1: Booking of payables on the clearing house - 2_2: Booking of payables on the clearing house - 3_1: Compensation - 3_2: Compensation <p>Q8: step of the clearing in the clearing house</p> <ul style="list-style-type: none"> - 1_1: Receivables - 1_2: Payables - 2_1: Compensation - 2_2: Compensation •
7	COMPID	Company code, in the ledgers of which we are booking	<p>09 _ MOLHU 1020 - MOL RO 2069 - MOL AT 6041 - Slovnaft ...see the MOLH SAP standards</p>
8	CURRY	Currency of booking (currency in which the invoice has been issued)	<p>EUR HUF RON ...</p>
9	BLDT	Date of document in case of BLFAJT = ZW / ZX the field is same as the VATDT in SAP (date of VAT refund according to the booking regulations of the given company/country)	20101018
10	ACCDT	Date of booking	20100930

11	REFNO	Reference serial nr.	ZW / ZX - The serial number of the invoice summary (cover page) Q1 / Q2 - Serial nr. of the bilateral settlement Q7 - in case of employer statement the serial nr. of the statement Q3 - Serial nr. Of the clearing statement
12	HEADTXT	Extra txt in the document head.	not in use !

Item record:

Item record no.	Field	Explanation	Example data
1	RECTIP	Type of the item.	R' - Revenue account 'E' - Excise tax account 'D' - Discount 'C' - Customer 'V' - Vendor 'A' - other GL account
2	ITEMNO	Item serial number within the head record: 001 - 900	001 002 003 '''
3	ACCCODE	Booking key in the given ERP system.	It depends on the settings of the dictionary: D_ERP_ACCCODE_PARAM. ----- In case of SAP / Navision: 01 – Customer debits (without special booking code) 09 – Customer debits with special booking code 11 – Customer credits (without special booking code) 12 – Customer credits (storno) 19 – Customer credits (with special booking code) 31 - Supplier debits 21 - Supplier credits 40 –GL account debits 50 –GL account credits In other cases: C - Credit D - Debit

4	ACCNO	GL ID, GL account no. It can be customer or GL account depending on ACCCODE	10234 9127000
5	CUSTID	Code of the customer in the given ERP system or technical customer account (CPD = not named customer from other ERP system)	10234
6	ORIG_C USTID	Code of the customer in the other company's ERP system	15154
7	CUSTNA ME1	name of the CPD customer	Adam Smiths
8	CUSTAD DR	address data of the CPD customer	5. Avenue 45.
9	CUSTCI TY	City of the CPD customer	New York
10	CUSTZI P	Postal code of the CPD customer	1211122
11	CUSTCN TR	Country code of the CPD customer	SI
12	SFCODE	It is possible that a special turnover code is required if they want to show the amount on an another GL.	L
13	AMOUN T	Amount to be booked (in local currency)	1254,45
14	FAMOU NT	Amount to be booked in foreign currency (EUR)	112,45
15	PAYM	Method of payment	BV15 ...
16	PAYDT	Due date of payment yyyymmdd	20101018
17	PAYD	Due date of payment in days	15

18	INVDT	Date of invoice (in some cases can be different: PAYDT - PAYD)	20101003
19	REFNO	Reference nr. (the most important is the invoice serial nr. in case of the ZW postings)	ZW / REV - Serial nr of the FCBC invoice ZW / PPD - Serial nr of the FCBC invoice ZW / COR - Serial nr of the corrected invoice ZW / STO - Serial nr of the corrected invoice VA / REV - Serial nr of the FCBC invoice
20	ITEMXT	Extra TXT. With this field,the revenue, excise tax and discount rows can be connected. (i.e. the discount and excise tax row has the same ITEMXT value as in the ITEMNO field in the revenue row).	1 2 3 ...
21	VATCODE	VAT code	B5
22	VAT	Amount of VAT	125,54
23	FVAT	Amount of VAT in foreign currency	11,25
24	COSTCT	Cost center	FGW106N0
25	PST	PST – Vendor bank id in Q2 settlement from bilateral relation table	1, EU01
26	PRCT	Profit Center	FEPW9999

COPA (Controlling and profitability analysis) Extra data on item level (special SAP relevant data):

Item record no.	Field	Explanation	Example data
27	ARTNR	Article ID (ARKSYS Article ID)	11000886
28	VKORG	Sales organisation	HU01 SK01 ...
29	VTWEG	Sales chanel	not in use !

30	MVGR5	ARKSYS payment code	03 51 MA ...
31	WERKS	Factory code (based on the filling station repository)	T243
32	INCO1	Incoterms	not in use !
33	VSBED	Condition of delivery	02
34	WWKUT	Filling Station ID (ARKSYS)	22227
35	SPART	ERP Product group. It is a fix value from Companies.	1
36	KSTAT	Filling Station Status (from Arksys)	C - Codo P -Partner D- Dodo...
37	FKART	Account type	not in use !
38	KUNWE	Article reception Customer ERP ID	xxx
39	FKIMG	Quantity	350
40	VRKME	Unit of measure	L
41	VV040	Excise tax billed (Net value)	4300,00
42	VV020	Discount value billed (Net value)	2400,5

Besides these fields on the „*Error handling*“ screen you can see the some additional data, but these are not forwarded via the interface:

- *ERP_HEAD_ID*: Unique identification number of the head record in FCBC
- *VERSION*: this number shows how many times the message were sent
- *ERP_ITEM_ID*: the unique number of item records

24 FAQ



FAQ (Frequently asked questions)

Q1: The revenue GL account is wrong in case of the ZW booking. What should I do?

A1: You can fix the GL account on the error handling surface. Please consider that it is only a temporary solution and the next booking will be also wrong. You should fix the GL account in the GL Parameters table. If every data is correct in GL parameters then you should check the GL code settings in Product table. You can find the details about the Error handling screen **in Chapter 21.11 Introduction of Error handling menu.**



FAQ (Frequently asked questions)

Q2: I have started the GL Booking but there are invoices which have not arrived into the ERP system. What should I check?

A2:

First you should check whether the FCBC have sent out the invoice or not. If you find the invoice on the Error handling surface then it is sent out. You can also check the posted invoice with *Booking/List of invoices posted* report.

If the invoice is not posted then you should check the *Booking/GL Posting error* report. You can filter the missing invoice number and/or the date of the sending. This report will show the errors of the booking program.



FAQ (Frequently asked questions)

Q3: Payment method is missing in case of settlement booking (Q1,Q2). What should I do?

A3: You can fix the problem on error handling surface but consider that it is only a temporary solution. The next settlement will be also wrong. So you should check the parameters in *"Company parameters/ Bilateral relations"* *"Fixed ERP payment method"* field. It should be filled in case of the member companies if your ERP system expects some payment method in case of the settlement booking.

**FAQ (Frequently asked questions)**

Q4: There is a wrong Customer or Vendor code in case of settlement booking. What should I do?

A4: You can fix the wrong code on the error handling surface but it is only a temporary solution. The next settlement will be also wrong. So you should fix the parameters in *“Company parameters/ Bilateral relations”*. You can filter your company and also the member companies whose customer and vendor codes should be checked in this dictionary. After you found the proper member company you can fix and save the modified data.

**FAQ (Frequently asked questions)**

Q5: The booking is not successful, the invoice(s) is/are not posted, in the log of the booking process the number of the worked and readed head(s) are not equal. How do I know whether an invoice has been posted before or not?

A5: An invoice can be checked by using the following booking-relevant reports:

- 'List of invoices posted', - 'List of invoices not posted or not printed'.

The booking status of a document can also be checked on the 'Error handling' screen by selecting and setting the most important parameters, for example the *'ZMFI_FCBC_POSTING (SAP, ERP)'* interface type, the send date from-to interval and typing its serial number in the *'Document serial nr. (BLID)'* field.

**FAQ (Frequently asked questions)**

Q6: In case of the settlement booking the Q1 settlement messages created in one step (BLALTIP = SXT) instead of two step (BLALTIP = SX1, SX2). What is wrong?

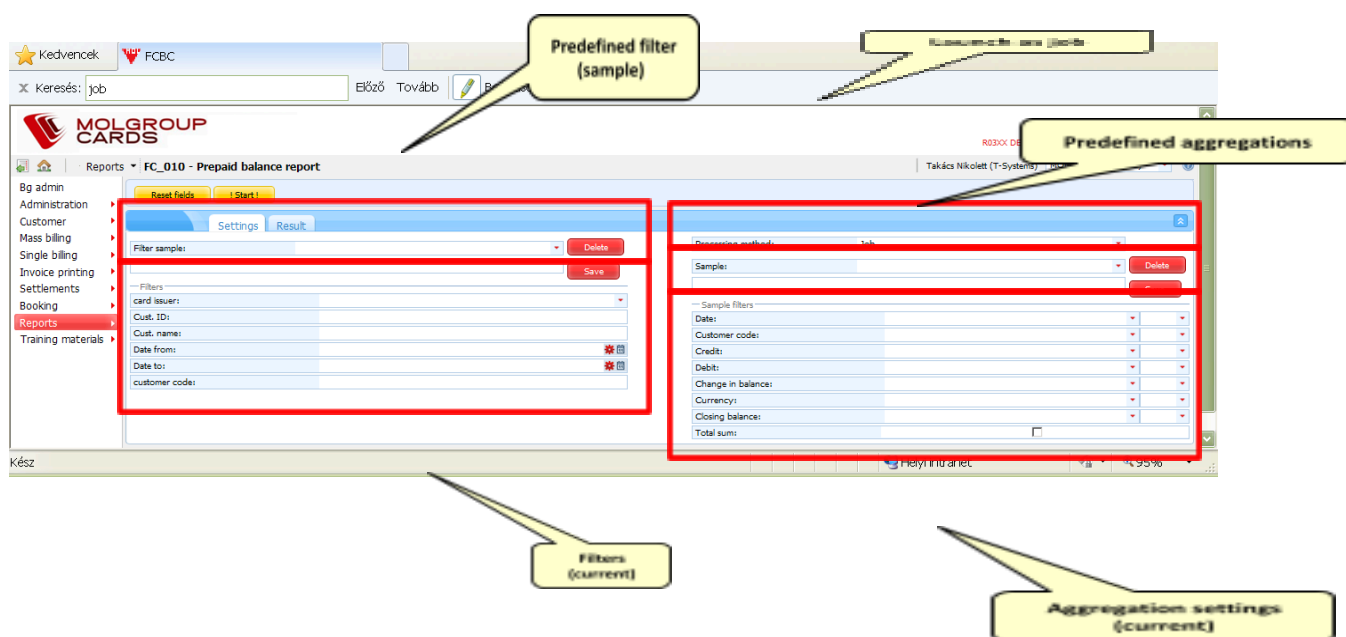
A6: In this case you should check two fields in *„Administration / Companies”*. If the value of *“Posting force EUR by CPD cust.”* flag is *“No”* and the *“ERP GL ID for EUR conversion”* is set it will be a two-step settlement booking in the company. Otherwise it will be a one-step booking.

25 REPORTING

25.1 General overview of the report screen

There are lots of reports in FCBC what you can use before, during and after the invoicing and booking processes. In this chapter the general overview of the reports screens is described. There are so many possibilities to filter and customize the reports, in this chapter you can learn how to use them.

The general report screen is illustrated with the next chart:



25.2 Report filters

There are two possible way when a report need is occurring on business side: (1) it can be just an ad hoc report or (2) it can be a report which will be needed biweekly/monthly, etc. In the first case you can freely set your new report with the help of Filters. If you will need the same report regularly, then you can prepare a so called *Filter Sample*, save it, and then just launch the same report easily time to time.

In case of one time reports, the list of available filters are predefined and available on report panel. The parameterization of reports can be completed on the Settings page. When selecting the filter options of the reports, a lot of input types (text, number, input fields, dropdown, multiselect, checkbox...) can be used. At the numeric and date fields there is a date based time inetrvall filtering possibility.

Filters related to the fields can be specified on the *Filters* panel. Filters can be saved when the filter sample name is specified in the field next to the **Save** button and the **Save** button is clicked on. The filter sample specified earlier can be reloaded by selecting it from the Filter sample list. These are the predefined filters.

Filter sample can be deleted after selecting the given filter sample and clicking on the

Delete

25.3 Aggregation settings

The aggregate functions, as their title suggests, are used to return minimum and maximum values from a column, to sum values in a column, to get the average of a column values, or to simply count a number of records according to a search conditions.

These aggregate functions perform a calculation on a set of values and return a single value. Except for COUNT, aggregate functions ignore null values.

Aggregation related to the fields can be specified on the Sample filters panel. The fields can be set on basis of the following functions:

- **Count** – number of field values, this function returns the number of rows that matches the filters, for example this function can return the number of transaction in a certain period
- **Count different** – number of field values but considering only the single values, not counting repetitions,
- **Summa** – summary of field values, for example this function can summarize the transaction gross amounts
- **Min** – minimal value of field values, for example the “smallest value” in gross amount
- **Average** – average value of field values, this function can calculate for example the average amount of the transactions
- **Max** – maximum value of field values, for example the “biggest value” in gross amount

Aggregate functions are frequently used with the GROUP function together to group the result by one or more columns. The classification order can be specified by means of the list to be found next to the fields. If you set '1' for all the grouped fields it means that they will be on the same level. The higher numbers means subordination. For example if you would like to group the data by customer numbers and within the grouping by customers you even would like to group by card numbers.

Sample filters			
Timestamp:			
User:	Group		1
Role:			
Remote address:	Count		1
Event type:	Group		2
Event subtype:	Group		3
Event note:			4
Total sum:		<input checked="" type="checkbox"/>	5

For the better understanding here are some samples for using the aggregations. The sample report is *FC_008 – Invoiced transaction* report in menu Reports.

Sample 1

The result without any aggregation:

Date	Customer code	Customer name	Customer Group Code	Payment Code	Card number	Product code	Product name	Product group code	Type of transaction	Tr
2015-05-18 12:29:00	Z001652	MESTO BOROVANY		03	7080056000002733	003001	Natural Super 95	000	(+)	2
2015-05-19 12:10:00	Z001652	MESTO BOROVANY		03	7080056000002733	003001	Natural Super 95	000	(+)	2
2015-06-30 00:00:00	Z001652	MESTO BOROVANY		03	7080056200002509	084001	Ethanol E85	000	(+)	2
2015-05-26 07:32:00	Z001652	MESTO BOROVANY		03	7080056000002733	003001	Natural Super 95	000	(+)	2
2015-05-26 07:44:00	Z001652	MESTO BOROVANY		03	7080056000002733	005001	Nafta	000	(+)	2
2015-05-20 16:12:00	Z001652	MESTO BOROVANY		03	7080056000002733	005001	Nafta	000	(+)	2
2015-05-22 09:38:00	Z001652	MESTO BOROVANY		03	7080056000002733	005001	Nafta	000	(+)	2
2015-06-30 00:00:00	Z001652	MESTO BOROVANY		03	7080056200002509	082001	Adblue	821	(+)	2
2015-06-30 00:00:00	Z001652	MESTO BOROVANY		03	7080056200002509	002001	LPG	000	(+)	2

If you would like to get the result summarized by card numbers and you would like to see also the currency in the result you can set the following aggregations:

Sample filters

Date:			
Customer code:			
Customer name:			
Customer Group Code:			
Payment Code:			
Card number:	Group		1
Product code:			
Product name:			
Product group code:			
Type of transaction:			
Invoice number:			
Quantity:	Summa		
Gross amount:	Summa		
Currency:	Group		1
Filling station ID:			
Invoice cycle week:			
Total sum:			<input type="checkbox"/>

It means that the transactions will be grouped by card number and currency. The quantity and the Gross amount will be summarized by the grouped fields. You should set the group for each field that you would like to see in the summarized result.

After clicking the *Start* button the result is "open". It means that all of the summary records and also the transactions are displayed. It is a default settings in FCBC:

1/1	Date	Customer code	Customer name	Customer Group Code	Payment Code	Card number - Group	Product code	Product name	Product group code	Type of
1						708005600002733				
2	2015-05-18 12:29:00	Z001652	MESTO BORO VANY		03	708005600002733	003001	Natural Super 95	000	(+)
3	2015-05-19 09:34:00	Z001652	MESTO BORO VANY		03	708005600002733	005001	Nafta	000	(+)
4	2015-05-19 12:10:00	Z001652	MESTO BORO VANY		03	708005600002733	003001	Natural Super 95	000	(+)
5	2015-05-19 13:33:00	Z001652	MESTO BORO VANY		03	708005600002733	003001	Natural Super 95	000	(+)
6	2015-05-20 16:12:00	Z001652	MESTO BORO VANY		03	708005600002733	005001	Nafta	000	(+)
7	2015-05-22 07:22:00	Z001652	MESTO BORO VANY		03	708005600002733	003001	Natural Super 95	000	(+)
8	2015-05-22 09:38:00	Z001652	MESTO BORO VANY		03	708005600002733	005001	Nafta	000	(+)
9	2015-05-25 10:35:00	Z001652	MESTO BORO VANY		03	708005600002733	005001	Nafta	000	(+)
10	2015-05-25 12:14:00	Z001652	MESTO BORO VANY		03	708005600002733	005001	Nafta	000	(+)
11	2015-05-26 07:32:00	Z001652	MESTO BORO VANY		03	708005600002733	003001	Natural Super 95	000	(+)
12	2015-05-26 07:44:00	Z001652	MESTO BORO VANY		03	708005600002733	005001	Nafta	000	(+)
13						7080056200002509				
14						7080056200002509				
15	2015-05-26 14:19:00	Z001652	MESTO BORO VANY		03	7080056200002509	005001	Nafta	000	(+)
16	2015-06-30 00:00:00	Z001652	MESTO BORO VANY		03	7080056200002509	082001	Adblue	821	(+)
17	2015-06-30 00:00:00	Z001652	MESTO BORO VANY		03	7080056200002509	083001	EkoDiesel	000	(+)
18	2015-06-30 00:00:00	Z001652	MESTO BORO VANY		03	7080056200002509	084001	Ethanol E85	000	(+)
19	2015-06-30 00:00:00	Z001652	MESTO BORO VANY		03	7080056200002509	002001	LPG	000	(+)
20	2015-06-30 00:00:00	Z001652	MESTO BORO VANY		03	7080056200002509	003001	Natural 95	000	(+)
21	2015-06-30 00:00:00	Z001652	MESTO BORO VANY		03	7080056200002509	005001	Diesel	000	(+)

Upon clicking on the icon the rows can be closed and only the summary records will be shown. (you can read more about control levels in **Chapter 25.4 Report result**).

Sample 2

If you would like to see the result by filling stations then you can set the following aggregation:

— Sample filters —

Date:		
Customer code:		
Customer name:		
Customer Group Code:		
Payment Code:		
Card number:		
Product code:		
Product name:		
Product group code:		
Type of transaction:		
Invoice number:		
Quantity:	Summa	
Gross amount:	Summa	
Currency:	Group	1
Filling station ID:	Group	1
Invoice cycle week:		
Total sum:		

And the result is:

1/1	Filling station ID - Group	Quantity - Summa	Gross amount - Summa	Currency - Group
1	92139	471.08	15,093.58	CZK
2	93009	20	277.69	CZK

Sample 3

If you would like to get the “biggest” amount by card then you can use the Max function.

Sample filters

Date:		
Customer code:		
Customer name:		
Customer Group Code:		
Payment Code:		
Card number:	Group	1
Product code:		
Product name:		
Product group code:		
Type of transaction:		
Invoice number:		
Quantity:		
Gross amount:	Max	
Currency:	Group	1
Filling station ID:		
Invoice cycle week:		
Total sum:	<input type="checkbox"/>	

And the result is:

	Card number - Group	Gross amount - Max	Currency - Group
1	7080056000002733	2,086.611248	CZK
2	7080056200002509	1,629.688752	CZK

Aggregation samples specified for the fields – on the right side of the screen – can be saved after giving the name of the aggregation and clicking on the **Save** button. An aggregation from the saved samples can be reloaded by clicking on the Sample list. An aggregation sample can be deleted from the list by selecting the given aggregation sample and clicking the **Delete** button.

The total amount can be displayed in the report result by clicking the Total sum check box.

The field related aggregations are displayed by the system in the report result next to the field name supplementing the field names.

25.4 Report result

In the report result only those records are displayed which fulfilled all filter conditions.

The report can be created by clicking on the **! Start !** button. The result of the report is displayed on the *Result* sheet by the system.

The report can be paged and sorted. When evaluating the results, the content of the table can be arranged by any of the columns, by clicking on the icon on the top of the column (increase/decrease).

The result of the report can be exported in CSV, XLS, HTML, PDF formats by clicking on the *Export* icon. Upon exporting always the content corresponding to the current view is exported by the system. In the case of CSV format, FCBC only exports the list items (list lines), while in the case of the other inputs FCBC exports the controls as well.



Upon clicking on the icon, the system displays items of the given control level closed, and the levels above the control level are opened.

1/2						
		Felhasználó - Group	Távolság - Count	Eseménytípus - Group	Esemény altípus - Group	
1	[-]					
2	[-]	0				
3	[+]	0	0	OutCalcDisc		
4	[+]	0	0	SingleBilling.GenInvoices		
5	[+]	0	0	SsoDataActing.Fillcache		
6		0	0			
7	[-]	1				

The given control level can be closed/opened by clicking on the *Close control level / Open control level* icon.

Upon clicking on the icon only the items of the given control level are displayed by the system.

	Felhasználó - Group	Távoli cím - Count	Eseménytípus - Group	Esemény altípus - Group
1	0	0	OutCalcDisc	
2	0	0	SingleBilling.GenInvoices	
3	0	0	SsoDataAclng.Fillcache	
4	1	0	BILLX300	
5	1	0	BILLX400	
6	1	0	DocFactory	
7	1	0	ReloadItems.DoIt	
8	1	0	STORNO	
9	1	0	SingleBilling.GenInvoices	
10	1	0	SingleBilling.Preprocessing	
11	23	0	BILLX300	
12	23	0	BILLX400	
13	23	0	GLX750.CallProcedures	

The visibility of fields displayed in the report as well as the order of the fields can be set by clicking on  Column ordering icon. Upon clicking on the  Column ordering icon the *Select column* window is opened by the system.

Select column
✖

Non visible columns

Visible columns

- Date
- Customer code
- Credit
- Debit
- Change in balance
- Currency
- Closing balance

In the *Select column* window in the *Non visible columns* - / *Visible columns* field names of the report are display in accordance with the visibility and order of the fields. The order of fields can be specified by means of the “Drag and drop” method in the Visible columns list, by keeping the left side mouse button pressed on the given field name and dragging it to the appropriate position. The display of fields in the report – similarly to the order of fields - can be set by dragging the field names in the appropriate – *Visible columns*, *Non visible columns* list.

Changes can be validated by clicking on the button in the query result.

Parameterizing of the report can be modified by clicking on the *Settings* sheet. Upon specifying new parameters the report corresponding to the new parameters can be completed by clicking on the

! Start ! button. After specifying the new parameters, clicking on the *Result* sheet directly -independent of the new set parameters- the result of the earlier report is displayed.

The filter and aggregation parameter fields of the *Settings* sheet can be set default by clicking on the **Reset fields** button.

25.5 Report running in job mode

If the expected response time cannot be provided by real-time queries, and the immediate query is not expected, then there is a possibility for timed pre-collection of reports. The system supports high-volume data listing as well.

On every report running screen a “*Processing method*” flag is displayed in the top right corner. The user can change this setting regarding the current run:

- If the value of processing method is “*Immediately*”, the report will run online. It means that the result of the report will be shown immediately on the screen.
- If the value of processing method is “*Job*”, the report will run as background process and the result can be downloaded later.

The screenshot shows a web application interface for generating reports. The title bar reads "Reports - Control report for checking the correspondence of balances". The user is logged in as "x (- Név)" in the "MOL Hungary (MOLH)" system. The interface is divided into a sidebar on the left and a main content area. The sidebar has a red highlight on the "Reports" menu item. The main content area has a top bar with "Reset fields" and "! Start !" buttons. Below this, there are tabs for "Settings" and "Result". A dropdown menu for "Processing method" is highlighted with a red box and shows "Immediate / Job". Below this, there are sections for "Filter sample:" and "Sample:" with "Delete" and "Save" buttons. The "Filters" section includes fields for "Difference over:", "Difference inside:", "Customer code:", and "Invoicing period:" (set to "20121204"). The "Sample filters" section includes dropdowns for "Customer code:", "Customer name:", "Arksys balance:", "Sent discount:", "Arksys balance with discount:", "FCBC balance:", "Difference:", "NOT_PROC_PAYMENTS:", and "Total sum:".

We are using the „*Job*” method if a report has too long running time. There is a barrier in case of the online mode because every report has a „time out” period. If the running time is greater than cc. 15 minutes the result won’t be displayed. Almost every report can be run in this time but sometimes we need to see more data or longer period and the report won’t be ready in online mode.

If processing method „*Job*” is chosen then the result of the report can be downloaded in menu „*Reports/Reports launched earlier*”.

Run ID	Report type	Valid to	Date of creation	Status	Company	Created by
87255	FC_008 - Invoiced transaction report (ANSZ2)	2015.06.25 15:38	2015.06.25 13:38	Ready	MOL Hungary	Takács Nikolett (T-Systems)
87253	FC_003 - Customer status report	2015.07.02 13:36	2015.06.25 13:36	Ready	MOL Hungary	Takács Nikolett (T-Systems)
87252	FC_010 - Prepaid balance report	2015.07.02 13:35	2015.06.25 13:35	Ready	MOL Hungary	Takács Nikolett (T-Systems)

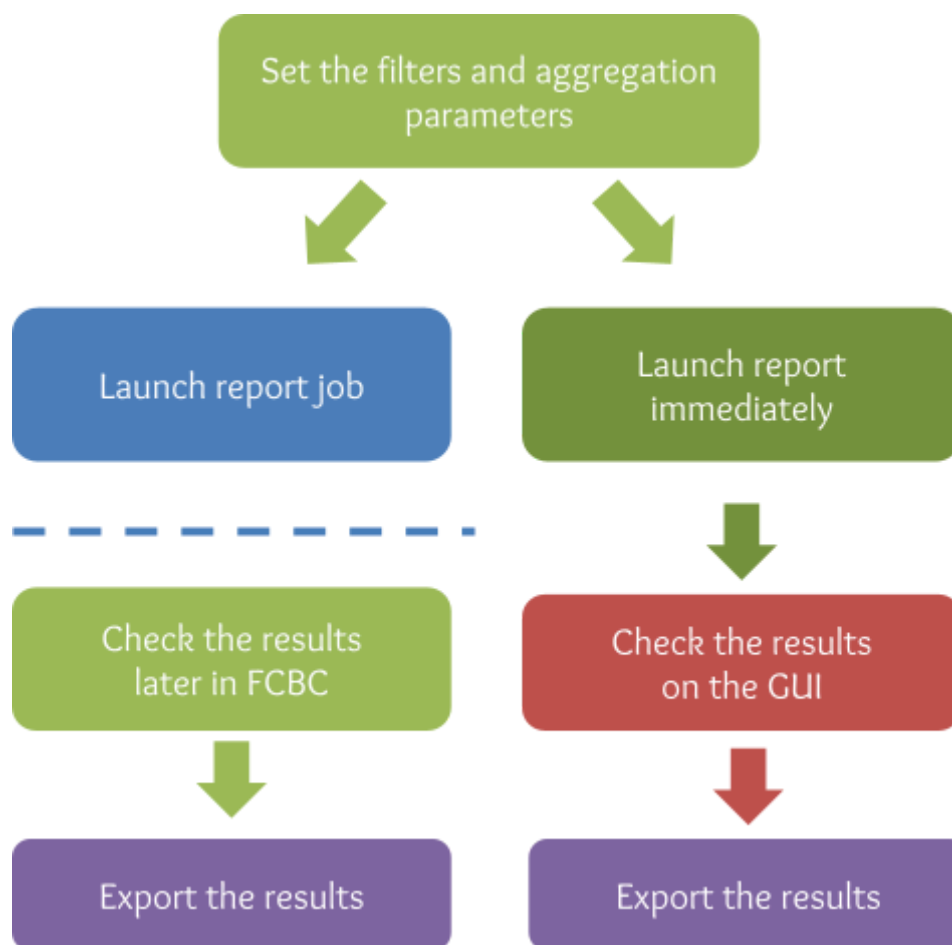
If the *Status* is „Ready” then you can get the result with clicking the link in the *Run ID* field.

Every report has an expiration date. The expired reports are deleted by the system. The expiration date can be set by the Business Administrators.

The user can see only the reports, for which s/he has company and running (executing) privileges - not just those s/he personally has started!

25.6 Process of using the reports

The following picture summarizes the report launching process in FCBC which was described in the previous chapters. First you can set the filters and the aggregation parameters and after that there are two possible processing methods to start a report. The result will be displayed in different ways in the both methods but the export is possible anyway.



Overall, the report modules mentioned above solves the listing and statistic tasks well and in a scalable way, with an easy to use and easily understandable tool.

26 REPORT DESCRIPTIONS

26.1 Detailed transaction report

Menu: *Mass Billing / Detailed transaction report*

Function: This is used for the checking the transaction before, during and after the invoicing process. The result shows the major data of the transactions.

Operation:

The description of the general report screen is included in **chapter 25.1 General overview of the report screen**.

There are a lot of filters on the screen what can be used for querying the transactions. There are some checkbox at the top of the filter part:

ling ▾ Detailed transactions report

Reset fields ! Start !

Settings Result

Filter sample: 23201 Delete

Save

Filters

Only warning:	<input type="checkbox"/>
Not invoiced:	<input type="checkbox"/>
In process (after BillX300):	<input type="checkbox"/>
Invoiced:	<input type="checkbox"/>
Prepaid payment transactions:	<input type="checkbox"/>
Manager cards (61 payment code):	<input type="checkbox"/>
Discount transactions:	<input type="checkbox"/>

- If „Only warning” check box is clicked, only the transactions with ‘warning’ status are displayed in the result of the report. (It is advisable to use it only if the Not invoiced checkbox is clicked.)
- If the „Not invoiced” checkbox is clicked, the transactions are queried from the not invoiced (CARD_TRANSACTIONS) table
- if the „In process (after BILLX300)” checkbox is clicked transactions which are under invoicing are queried (from the RATED_TRANSACTIONS table),
- if the „Invoiced” checkbox is clicked, successfully invoiced transactions are queried (from the BILLED_TRANSACTIONS table).
- if the „Prepaid payment transactions” checkbox is clicked, only the prepaid payment transactions will be queried
- if the „Manager cards (61 payment code)” checkbox is clicked, only the manager card transactions will be queried
- if the „Discount transactions” checkbox is clicked, only the discount transactions will be queried

It is possible to click more than one checkboxes in one query.



Important!

The filters should be chosen very carefully in this report because a lot of data (transactions stored in the systems) are available for querying. It is suggested to always fill the acceptor and/or orig_acceptor and a certain date or period.

If you don't filter for a certain period and the certain company then too many records will be queried and the result can not be shown and it puts an extra loading on the system.

26.2 Report inventory

Here are short descriptions about every report which are available in the system. Do not afraid to run and try a report what seems to be useful or necessary for you. **Chapter “25.1 General overview of the report screen”** can help you to set the filters and the aggregations.

Name	Menu	Description
<i>Detailed transaction report</i>	<i>Mass Billing</i>	This is used for the checking the transaction before, during and after the invoicing process.
<i>ANSZ</i>	<i>Mass Billing</i>	This report helps you to check the received transactions in FCBC based on the receiving date and payment code. The report is help in case of a given period, to compare the transactions sent from ARKSYS arriving to the FCBC.
<i>Invoiced transactions - MOLR</i>	<i>Mass Billing</i>	This report is used for checking the invoiced transactions detailed data in MOLR. It enables the management of the non-invoiced transactions in case of MOLR. It generates a transaction level report about the transactions invoiced in the FCBC system, the result of this report can be compared with the transactions invoiced in the HOS system.
<i>Invoices issued under foreign VAT number - detailed</i>	<i>Mass Billing</i>	It is used for checking of the invoices contains foreign products like foreign motorway vignettes soled in own country. Data are shown by transaction level.
<i>Invoices issued under foreign VAT number - VAT journal</i>	<i>Mass Billing</i>	It is used for checking of the invoices contains foreign products like foreign motorway vignettes soled in own country. Breakdown is invoice level.
<i>Card transactions - sum report (product - tr. date)</i>	<i>Mass Billing / Other reports</i>	It is a product centered report for the transactions to be processed. It is used before the BILLX300 during the invoicing process.
<i>Card transactions (ANSZ1) - sum report (relation, status, warning)</i>	<i>Mass Billing / Other reports</i>	The report displays in issuer, acceptor, payment code, status, warning message break down that there are how many card transaction records which correspond the filters.
<i>Billed transactions (ANSZ 2) - sum report (relation, status, warning)</i>	<i>Mass Billing / Other reports</i>	The report displays the billed transactions in acceptor, issuer, payment code, warning message break down.
<i>Billed revenue (transactions) by customer</i>	<i>Mass Billing / Other reports</i>	This report is summarized for customer. In the result of the report, the various amounts, totem price (net/gross), Euro price (posted/calculated), billed price (discount /calculated with optimum price) are displayed per customers.
<i>Document - billed transaction sum report</i>	<i>Mass Billing / Other reports</i>	The report compares the amounts and numbers in invoice head, invoice items with the transactions.
<i>Invoices - detailed data</i>	<i>Mass Billing / Other reports</i>	It displays the main invoice data per invoices. You can filter to one invoice or an invoice batch.
<i>Estimated number of advance transactions</i>	<i>Mass Billing / Other reports</i>	The report displays the advance payment transactions to be processed.
<i>Storno error report</i>	<i>Mass Billing / Other reports</i>	This report is used for showing the error messages after the storno process.
<i>Printhouse report</i>	<i>Invoice Printing</i>	It is for monitoring the printing process of print batches. You can see the status and statics about the print batches.
<i>Printhouse report – items</i>	<i>Invoice Printing</i>	This report shows that the given invoice, cover page in which print batch has been printed and what was the file name.
<i>GL posting error report</i>	<i>Booking</i>	It is designed for reporting the errors resulted from Booking program (<i>GL posting</i>).
<i>List of invoices not posted or not printed</i>	<i>Booking</i>	It is for reporting the not posted and/or not printed invoices.

<i>List of invoices posted</i>	<i>Booking</i>	This report shows the posted invoices.
<i>List of settlements not posted or not printed</i>	<i>Booking</i>	It is for reporting the not posted and/or not printed settlements.
<i>List of fin. settlements not posted or not printed</i>	<i>Booking</i>	It is for reporting the not posted, not printed financial settlements.
<i>Serbian accounting report</i>	<i>Booking</i>	This report was to be used for the Serbian booking or for checking Serbian booking. Currently it is not used since the creation of the booking interface in Serbia.
<i>BOK report</i>	<i>Booking</i>	This report was to be used for the Serbian booking or for checking Serbian booking. Currently it is not used since the creation of the booking interface in Serbia.
<i>Slovakian accounting report</i>	<i>Booking</i>	This report was to be used for checking the Slovakian accounting. Currently it is not used.
<i>VAT - Customer report</i>	<i>Reports/VAT refund reports</i>	This report shows whether a customer is a VAT refund user.
<i>VAT - Invoice report</i>	<i>Reports/VAT refund reports</i>	The report shows the invoices (issued by MOL) that were sent out to Nikosax and the invoices (issued by external companies) that were sent by Nikosax.
<i>VAT - Report before invoice data sending</i>	<i>Reports/VAT refund reports</i>	The report shows the invoice data before sending the invoices out to Nikosax. This report can be launched as GROUP and as specified country as well. It means that if the filter of countries is empty than the transactions of all the customers in the group who use the VAT refund service will be displayed.
<i>VAT - Contracting report</i>	<i>Reports/VAT refund reports</i>	The report is used in case of customers who may not be registered yet as a service user. By using this report it will be possible to help the customers and list the old invoices in the related MOL Group countries if the customer already used the service in the past.
<i>Detailed transactions report</i>	<i>Reports</i>	This is used for the checking the transaction before, during and after the invoicing process. The result shows the major data of the transactions.
<i>FC_001 - Card sales report by customer</i>	<i>Reports</i>	This report is prepared in customer-filling station break down for the invoiced transactions, it also includes the extent of discount per discount types.
<i>FC_002 - Scale discount report</i>	<i>Reports</i>	This report is for displaying the invoiced transactions in customer-scale type break down.
<i>FC_003 - Customer status report</i>	<i>Reports</i>	This report summarizes the customer's invoiced turnover (quantity) per customer, card type and direction (card acceptor).
<i>FC_004 - Card sales report by products</i>	<i>Reports</i>	It shows the quantity of the purchased fuel per fuel types (petrol, diesel oil or together) summarized per customers, card types, directions and filling station.
<i>FC_005 - Upload transaction report - sum on customer and product</i>	<i>Reports</i>	It is a report about the transactions loaded from the ARKSYS, in loading day, customer, article, transaction type break down, summarizing quantity and value.

<i>FC_006 - Invoiced transactions by issuer</i>	<i>Reports</i>	The report displays per acceptor – issuer relations with card number the summarized turnover for the set period in both acceptor and issuer currency.
<i>FC_008 - Invoiced transaction report</i>	<i>Reports</i>	It is for reporting the invoiced values per invoices in card number and product break down.
<i>FC_009 - Posted transaction report (ANSZ3)</i>	<i>Reports</i>	it is designed for reporting about the postings.
<i>FC_010 - Prepaid balance report</i>	<i>Reports</i>	Being summarized for customer, this report displays the balance loadings, their usage and the change of balance in given period as well as the closing balance of the period.
<i>FC_011 - Card sales report by product groups</i>	<i>Reports</i>	The report displays the number of invoices, the invoiced quantity as well as the amount for fuels and shop products per article groups for the set period.
<i>FC_012 - Retail card sales report by customers</i>	<i>Reports</i>	It is a report about the loaded transactions including detailed transaction data.
<i>FC_014 - List of customers by type of discount (under definition)</i>	<i>Reports</i>	It is the list of valid discounts per customers. The report includes the major description data and extent of the discount.
<i>FC_015 - Summary Statement of Roth</i>	<i>Reports</i>	It is a report described in details on the transaction level for supporting the settlement between Roth and <i>MOL Austria</i> .
<i>FC_017 - KSZF report</i>	<i>Reports</i>	This report is about the invoices of customers belonging to the public purchase segment by considering the public purchase fee.
<i>Control report for checking the correspondence of balance</i>	<i>Reports</i>	It is a control report for checking the correspondence of balances of prepaid customers.
<i>Control report for investigating the reason for balance difference</i>	<i>Reports</i>	It is a control report for investigating the reason for balance differences in case of prepaid customers.
<i>Event log</i>	<i>Reports</i>	It is designed for reporting about events caused by the users in the system.
<i>ERP payments report (IMP_ERPPAYMENT_LOG)</i>	<i>Reports</i>	It is for reporting the balance modification messages received from the ERP system.
<i>VAT Tax Report - normal invoice and storno</i>	<i>Reports</i>	This report is used in Slovakia for checking the VAT on the normal and storno invoices according to the local regulation.
<i>VAT Tax Report - correction invoice and storno</i>	<i>Reports</i>	This report is used in Slovakia for checking the VAT on the correction and storno invoices according to the local regulation.
<i>VAT Tax Report - summary of total VAT amounts</i>	<i>Reports</i>	This report is used in Slovakia for checking the summary of total VAT amounts according to the local regulation.
<i>Advance payment report</i>	<i>Reports</i>	This report shows the advance payment transactions in a certain period.
<i>Advance invoicing - VAT liability</i>	<i>Reports</i>	This report is used in Tifon to display the customer opening balance, the advance payments, consumption and advance invoice number in a certain month.

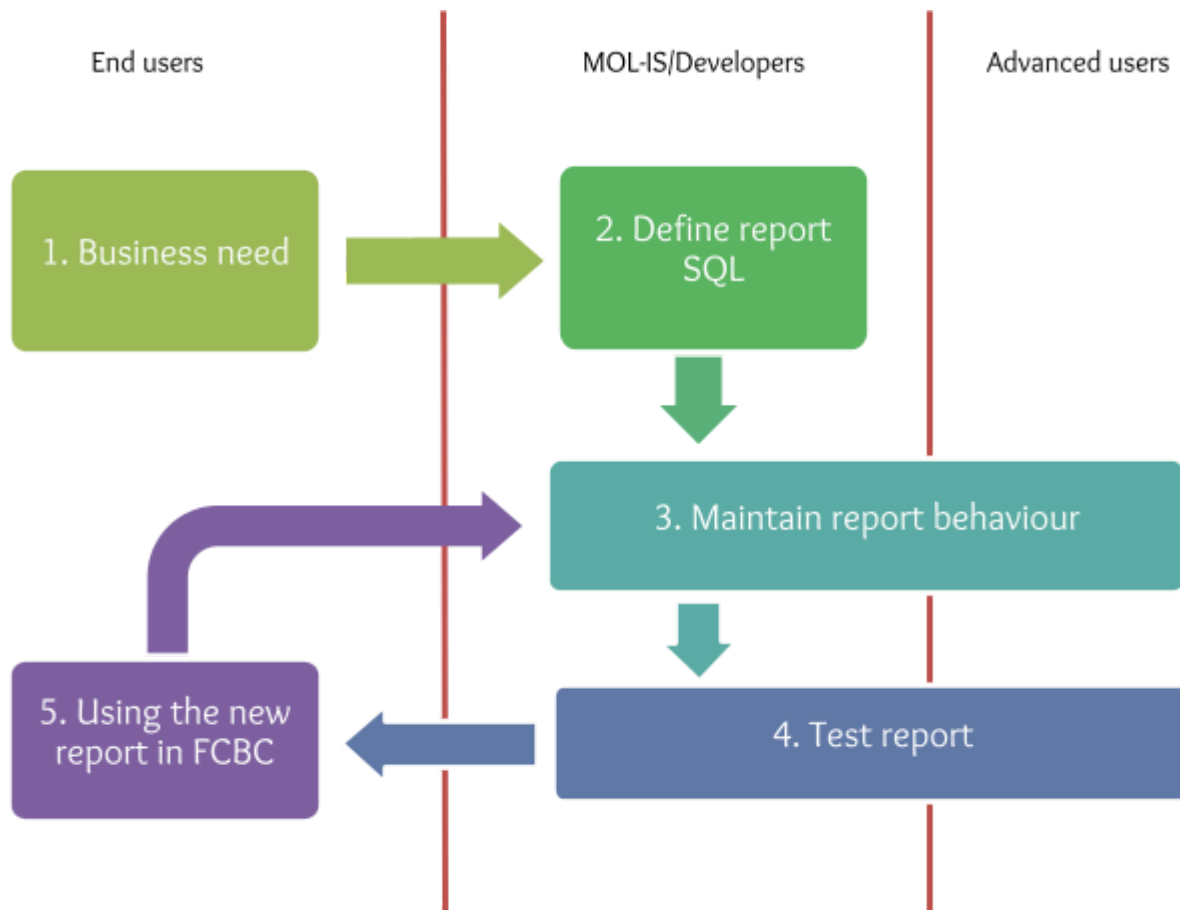
Card production report M001 - MOLA shop reconciliation M002 - MOL-LUB 12%-os kedvezmény elszámolás M003 - MKB-Autópark kedvezmény elszámolás	Reports	It is a summary report per companies about the number of card creation fee transactions.
	Reports	
	Reports	
	Reports	

27 BASIC PROCESS OF DEFINING A NEW REPORT

The FCBC system includes an integrated report creator modul.

The report modul is a flexibly configurable tool, which displays the results of the queries on the screen. The data stored in the system can be queried by any of their properties or by simple or complex search.

The definition process of reports is illustrated below:



1. The Business users are informing the MOL-IS IT experts about the report needs.
2. Knowing the structure of the system, the MOL-IS experts or the developers depending on the complexity of the report are parameterising the definition tables, which are needed for the production of the report.
3. The MOL/IS or the advance users are configuring/modifying the main parameters of the report:
 - a. immediate or job running should be default
 - b. default filter options
 - c. default mergings
 - d. rights of access
4. The running of the report can be tested on the interface
5. The business users are starting to use the new report. When using, they have an opportunity to use custom settings:
 - a. save your own filter options
 - b. save your own merging settings

It is clear from the process above, that a new query can be added to the system without developer intervention. During the administration of the query, there is an opportunity to record the aggregation patterns, making it easier for the users to analyze the various aspects of the data of these queries.

Also, the users can apply certain customization options during the usage of the reports.

The results of the reports according to any combination of the descriptive fields can be aggregated based on the pre-defined aggregation types, which can be changed on the interface by the users as well. The cumulative collection can be drilled down to detailed data.

The table contains all the columns of the report, from which the user can remove or rearrange columns easily with a drag and drop method.

28 FAQ



FAQ (Frequently asked questions)

Q1: My report is not showing the result in 15 minutes because of the time out. What should I do?

A1: First you should check the filters what you have set. It is suggested to always set the acceptor / company and a certain period. If you can, please set more filters. Please set a shorter period if it is possible.

If the report still doesn't show the result in 15 minutes then you can run it in "Job" mode. See in **chapter 25.5 Report running in job mode** how to do it.

**FAQ (Frequently asked questions)**

Q2: I have run the „Detailed transactions report”, the result is „No data found” but I set the issuer, acceptor, date interval and the unit measure. What should I do?

A2: First you should check the values what you gave in the filters. It is easy to write wrong data in the filters.

For example:

- in the Unit measure field some countries are using „LIT” but others „L” in case of fuels
- it is important to fill the period (or the transaction date from- and to- values) correctly

**FAQ (Frequently asked questions)**

Q3: What is the situation if I filled the filters correctly and the result of the report is „No data found”.

A3: After you checked the filters and the result is still „No data” then it seems there isn't any data in the system that meets the filters given by you.

**FAQ (Frequently asked questions)**

Q4: I exported the result of the report into Excel format but I got an XML file. What should I do?

A4: These xml files can be opened by the Microsoft Excel program and can be edited with all of its common features and advantages.