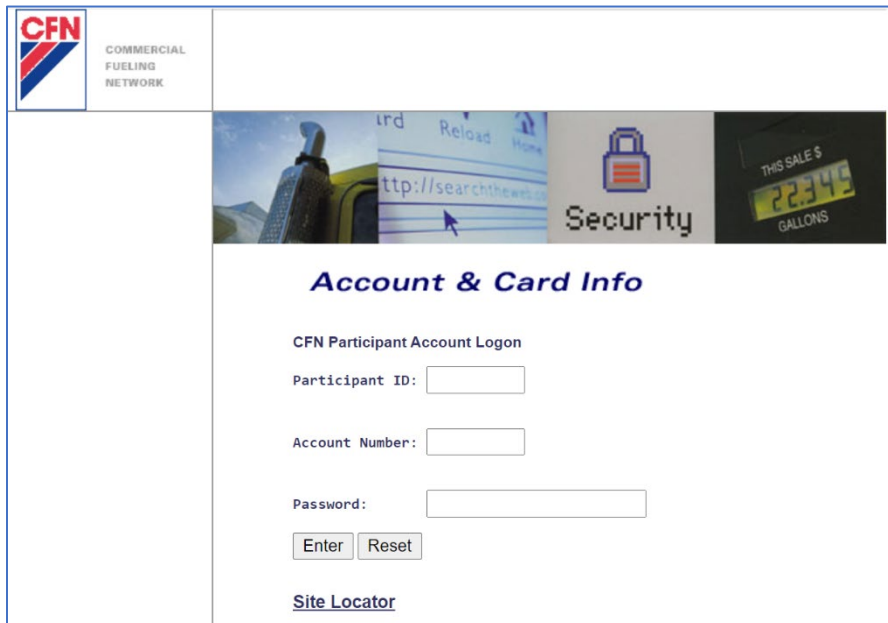


## How to Access the Transaction Menu in the CFNNet Portal

**Purpose:** The Transaction Menu in your CFNNet Portal allows you to view the transactions in real time on fuel sites across the network.

### How to Access the Transaction Menu

1. Go to <http://www.cfnnet.com/logonacct.html> and input your credentials.



**CFN** COMMERCIAL FUELING NETWORK

*Account & Card Info*

CFN Participant Account Logon

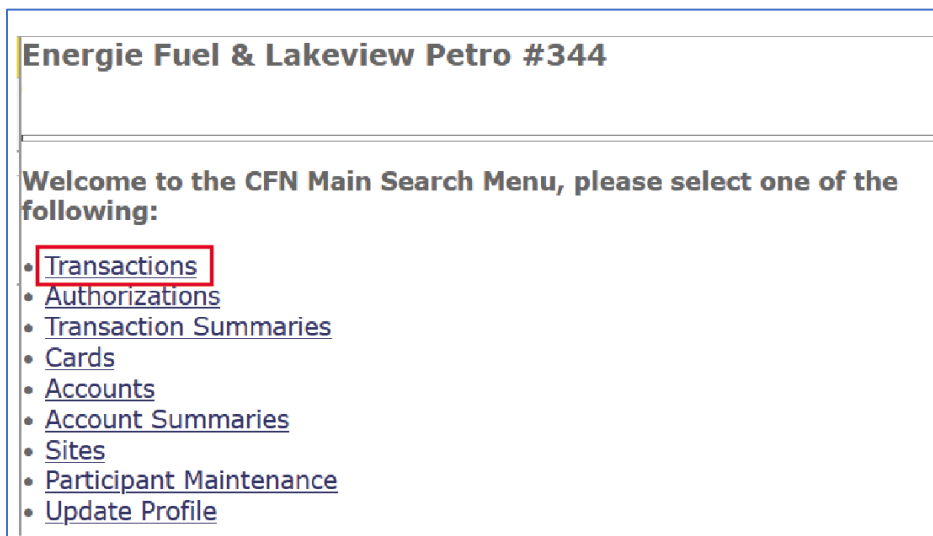
Participant ID:

Account Number:

Password:

[Site Locator](#)

2. In the CFN Main Search Menu, click on the “Transactions” option.



**Energie Fuel & Lakeview Petro #344**

Welcome to the CFN Main Search Menu, please select one of the following:

- **Transactions**
- [Authorizations](#)
- [Transaction Summaries](#)
- [Cards](#)
- [Accounts](#)
- [Account Summaries](#)
- [Sites](#)
- [Participant Maintenance](#)
- [Update Profile](#)

3. The page will refresh and you will be at the Transaction Menu.

### Welcome to the Transaction Menu

Enter a value in the box next to your selection. You may select one or all of the following:

Card Number:

Site Number:

Account Number:

4 Digit Vehicle:  ( Must enter Account if used )

Date:  ( YYYYMMDD eg: 20120130 for Jan 30, 2012 )

End Date:  ( YYYYMMDD optional )

Time:  ( HHmmss eg: 142500 for 2:25 pm optional )

View Data On-Line

Download data in PDF format

Download data in Excel format (condensed)

Download data in Excel format (detailed)

Include Driver name/FW indicator in query results above (takes longer)

Download ASCII data (specification)

#### Text Fields on the Transaction Menu

There are six text fields available for you to use:

- **Card Number:** The last 7 digits of a fuel card or virtual driver number
- **Site Number:** Also known as the CFN ID. This is the number that the fuel stations have that are provided by CFN.
- **Account Number:** The number that is associated with your account. This is a pre-filled, required field.
- **Date:** The year, month, and day that denotes the start of the date range, in a YYYYMMDD format. This is a required field.

**IMPORTANT NOTE:** If you do not enter a date in the End Date text field, it will show all transactions for the day found in the Date text field.

- **End Date:** The year, month, and day that denotes the end of the date range, in a YYYYMMDD format. This is an optional field.
- **Time:** The hours, minutes, and seconds that happened with respect to the station's local time zone. This is optional.

## Transaction Menu: Explanation of Headers

**Introduction:** The system captures 16 points of data whenever you and/or your driver(s) pump fuel at the station. In this video, we will take the time to share what each of the 16 data points mean.

Site	Tran	Card	Jbr	Acct	Qty	Date	Time	Auth	Pump	Product	Card Input	Vehicle	Odometer	Misc Entry	Received
------	------	------	-----	------	-----	------	------	------	------	---------	------------	---------	----------	------------	----------

On your screen is an example of the 16 headers that you see whenever you go into the Transaction Menu.

- **Site:** The number that is assigned to the fuel station by the system
- **Tran:** The transaction number that is assigned by the fuel station
- **Card:** The last 7 digits of the plastic or virtual driver number
- **Jbr:** The number that is associated with your fuel card issuer
- **Acct:** The number that is associated with the account that the card or driver is under
- **Qty:** The number of gallons of fuel product that was purchased
- **Date:** The local day, month, and year of the fuel station that a transaction took place
- **Time:** The local time of the fuel station that a transaction took place
- **Auth:** A 6-digit number that is generated by the fuel station assigned to a unique transaction
- **Pump:** The pump number that is assigned by the fuel station
- **Product:** The code that is assigned to the fuel product
- **Card Input:** A code that shares what type of interaction the card had with the pump. “2” is the most common code that means that the card was physically swiped at the pump.
- **Vehicle:** The number that is associated with the vehicle at the time of transaction
- **Odometer:** The odometer reading that the user entered at the time of transaction
- **Misc Entry:** A deprecated function.
- **Received:** The year, month, day, hour, minute, and second that the transaction ended.