



Internet Website URL: <https://canada.holman.com/fuelbilling/>

LOGIN

Vendor #

Username

Password

LOGIN

Login Enter the following information:

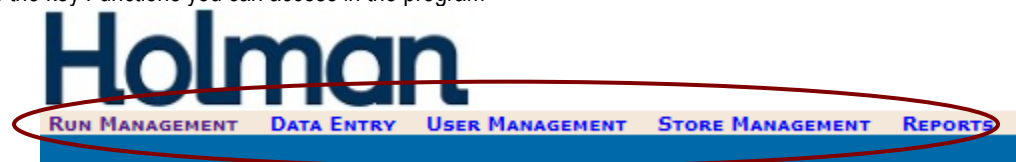
Vendor: HOLMAN Account Number i.e. 00123456CC

Username: The assigned Username

Password: The assign Password

Please remember that *all fields are case sensitive.*

Functions: Below are the key Functions you can access in the program



Batch Management:

Allows users to create, modify, add, delete and submit batches.

Data Entry:

Default screen, allows users to enter, validate, edit, and delete transactions

User Management:

Allows primary user to add other users and at various permission levels

Store Management:

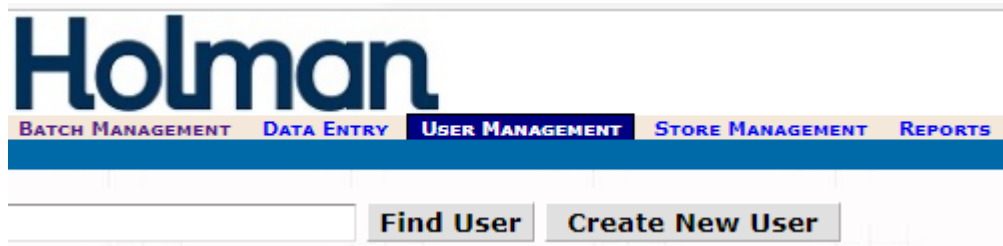
Allows users to create, add, modify and delete stores

Reports:

Provides access to various supplier accounting reports



USER MANAGEMENT:



To create a new user click on the **Create New User** Button.

When the following screen appears fill in the necessary information to create a new user and permissions

USERNAME

PASSWORD

STORE

MANAGE STORES

MANAGE USERS

DATA ENTRY

REPORT GENERATION

CREATE BATCH

CLOSE BATCH

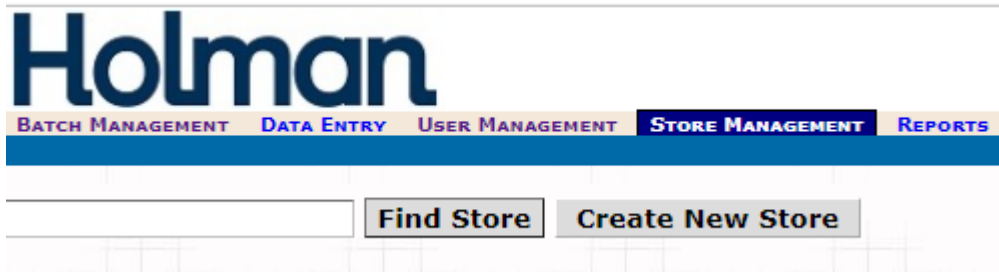
SUBMIT BATCH

ADMINISTRATOR

Add **Cancel**



STORE MANAGEMENT:



To add refuelling sites (Store(s)) click in the **Create New Store** button

When the following screen appears fill in the necessary information to create/add a new store

STORE NAME	<input type="text"/>
STORE NUMBER	<input type="text"/>
ADDRESS 1	<input type="text"/>
ADDRESS 2	<input type="text"/>
CITY	<input type="text"/>
PROVINCE	<input type="text" value="AB"/>
POSTAL CODE	<input type="text" value="A1B 2C3"/>
PHONE	<input type="text" value="905-123-4567"/>
FAX	<input type="text"/>
CONTACT	<input type="text"/>
	<input type="button" value="Create"/> <input type="button" value="Close"/>



Data Entry: To Enter Transactions.

Holman
 BATCH MANAGEMENT **DATA ENTRY** USER MANAGEMENT STORE MANAGEMENT REPORTS

VENDOR: ARI Financial Services

STORE NUMBER:

STORE NAME:

STORE LOCATION:

INVOICE NO.:

STATEMENT TOTAL:

1. Select a store (3 ways to retrieve store data)
2. Enter your Invoice No.
3. Enter the grand total of all charges

You are logged in as

CARD TYPE:

DATE(MMDDYYYY):

REFERENCE NO:

PRODUCT:

QUANTITY:

AMOUNT:

4. Click the Card Type dropdown arrow
5. Enter the last 10 digits of the card
6. Enter the date of the actual fuel purchase
7. Enter the fuel chit reference number
8. Select the Product purchased
9. Enter the Quantity including decimal points
10. Enter the total product dollar amount
11. Click on ADD to enter purchase
12. As you enter purchases they will list in the field below the entry section (bottom right of screen)

Invalid entries will be highlighted in red 5532340007053098 2/3/2022 12:00:00 AM 3 BD 17.3 \$33.42 \$1.68 \$0.00 \$33.42

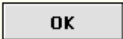

ID	Card	Ref Date	Ref.No	Product	Qty	Keyed Amt.	Tax	FET	Price	Problems	Prov
3	5532340007053098	2/3/2022 12:00:00 AM	3	BD	17.3	\$33.42	\$1.68	\$0.00	\$33.42	Edit Delete ICC	BC
2	5532340007073519	2/3/2022 12:00:00 AM	2	BD	39.6	\$76.50	\$3.85	\$0.00	\$76.50	Edit Delete	BC
1	5532340007079813	2/3/2022 12:00:00 AM	1	BD	139.3	\$269.09	\$13.54	\$0.00	\$269.09	Edit Delete	BC



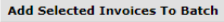
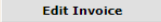
While in this section you will see the Invoices that you have either ready or about to be ready to be added to a Batch
At this point you still have the option of editing the Invoice

1. **Create a new**  **Batch** Click on the button and then enter the Batch number or Name.

We recommend that you enter a Numeric value i.e.: Creation date 012107 – 78845 total dollars

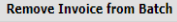


- a. Description :   Press OK
- b. Select the invoices that you want added to this batch.

Pending Invoices		
VENDOR	INVOICE NO	AMOUNT
ARI Financial Services	37973	\$500

- c. Once the Invoices are added to the Batch you still have the options to:



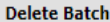
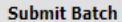
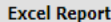
Batch ID: 80888 Description: 21322		
Submitted : NO Processed : NO		
VENDOR	INVOICE NO	AMOUNT
ARI Financial Services	37974	\$77.75

- Remove the Invoice from Batch
- View Invoice(s)

Press the Return  and the Batch shown is added to list of Batches

Select Batch						
Vendor	Description	Created	Submitted	Status	User	
ARI Financial Services		1432022		15/03/2022		
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	
ARI Financial Services		INTEGRATION TEST		20/11/2020	20/11/2020	

- d. Press the Submit Batch and its contents are submitted to HOLMAN for Billing and Payment

