



MOTOR
TRADE
CARD

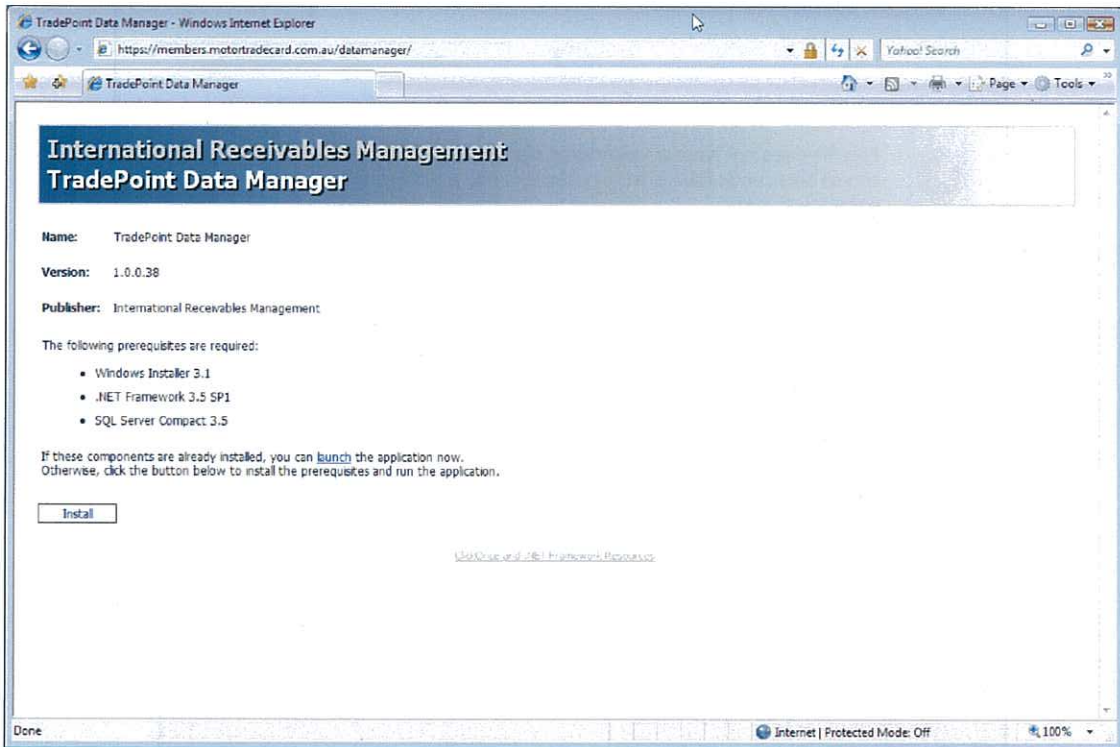
DATA MANAGER USERS GUIDE V1.0

Table of Contents

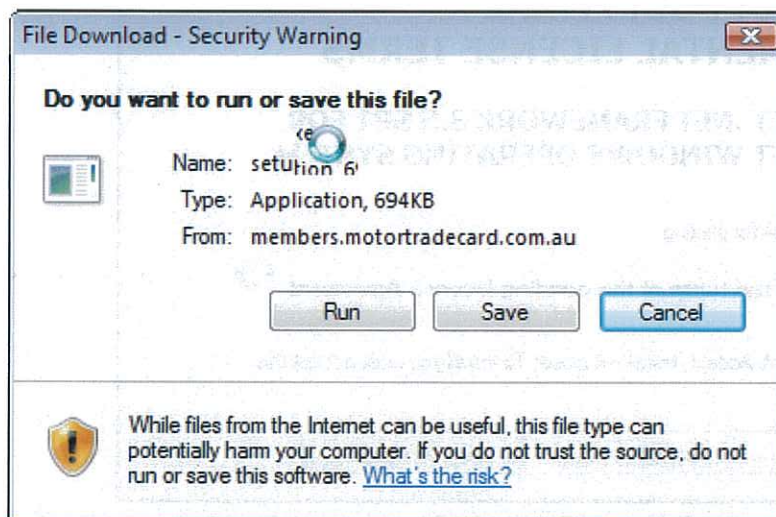
Installing the Data Manager Application	3
Using the MotorTradeCard Data Manager	8
Importing Transactions	8
Submitting Transactions for processing.....	8
Deleting Unwanted Transactions.....	9
Viewing TradeCard Members	9
Performing a Credit Check	9
Refreshing the Member List.....	10
Filtering the Member List.....	10
Pre-Authourising an Invoice.....	11
Data Manager Historical Reports.....	12
Viewing Successful Transactions.....	12
Viewing Failed Transactions.....	13
Resubmitting a Failed Transaction.....	13
Configuring MotorTradeCard Data Manager.....	14
Configuring the MYOB Data Provider	14
Activate your MYOB file for MotorTradeCard Data Manager Access.....	17
Creating MotorTradeCard Customers in MYOB.....	19
Configuring the QuickBooks Data Provider	21
Configuring the Peach Data Provider.....	27

Installing the Data Manager Application

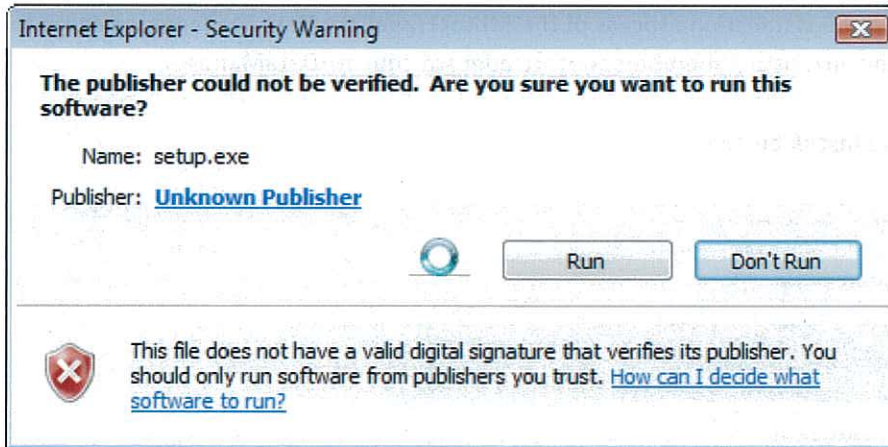
- 1) To begin the installation process of the MotorTradeCard Data Manager, navigate to the following link: <http://members.motortradecard.com.au/DataManager>
- 2) Click the **Install** button



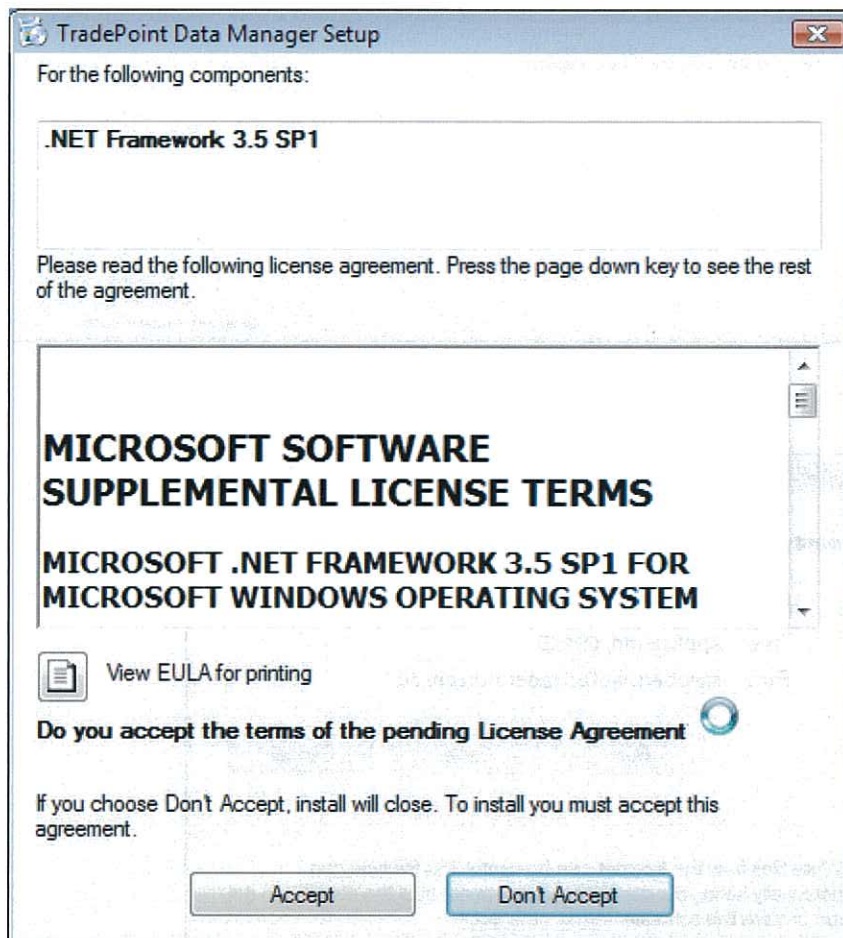
- 3) Click **Run**



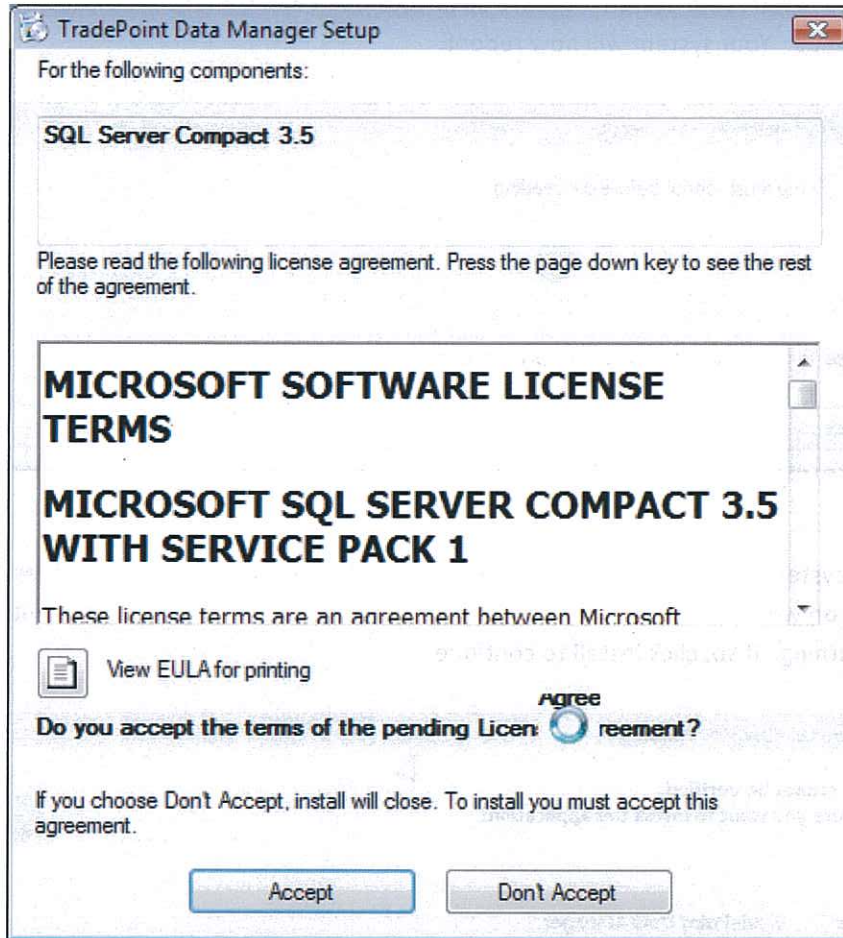
Depending on which version of Windows you are running you may be prompted with a security warning. If you are, click **Run** to confirm this step.



- 4) Click **Accept** on the licence agreement for the .NET Framework 3.5 SP1 installation



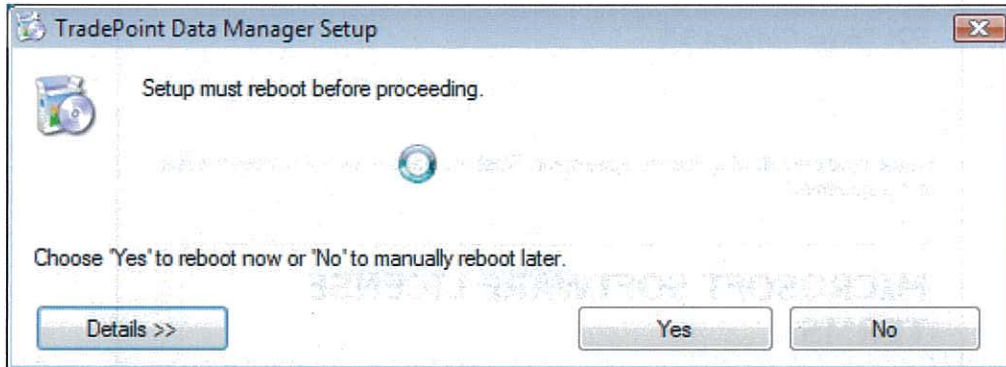
- 5) Click **Accept** on the licence agreement for the SQL Server Compact 3.5 installation



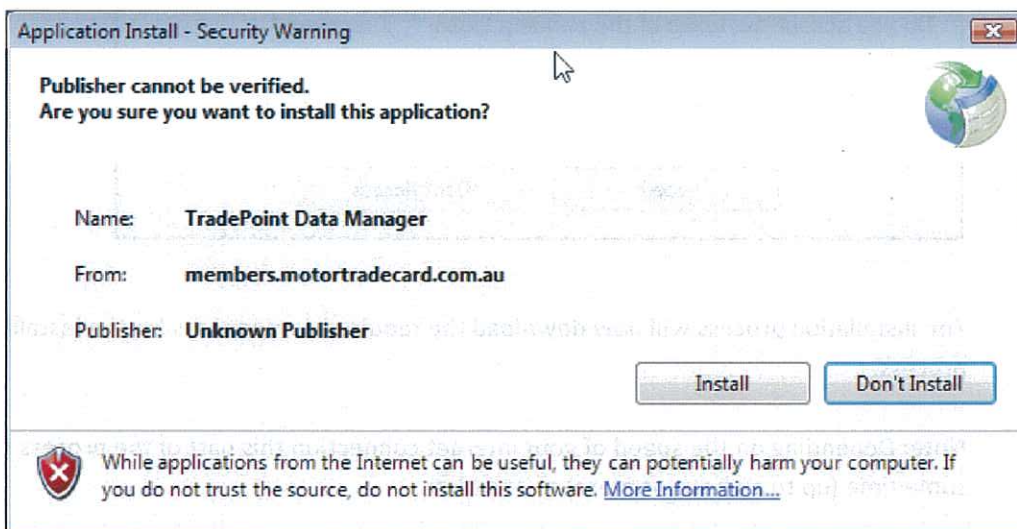
The installation process will now download the required components for the installation process.

Note: Depending on the speed of your internet connection this part of the process may take some time (up to an hour or more) to complete.

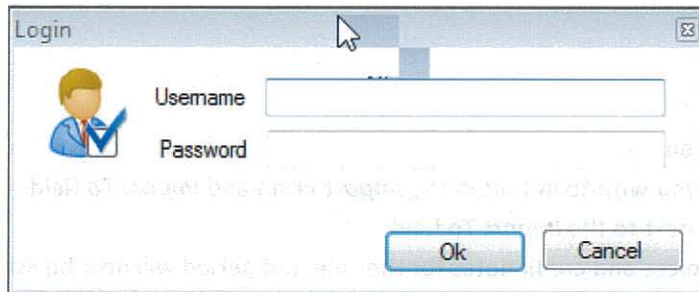
- 6) Once the download and installation of the required components is complete you will be prompted to restart your system. Ensure all of your open applications are closed and click **Yes** to continue. Your system will now reboot.



- 7) Once your system has restarted and you log back in, the installation process will resume. Depending on what version of Windows you are running, you may be prompted with a security warning. If so, click Install to continue



- 8) Once the installation is complete the MotorTradeCard Data Manager application will start and you will be prompted to login.

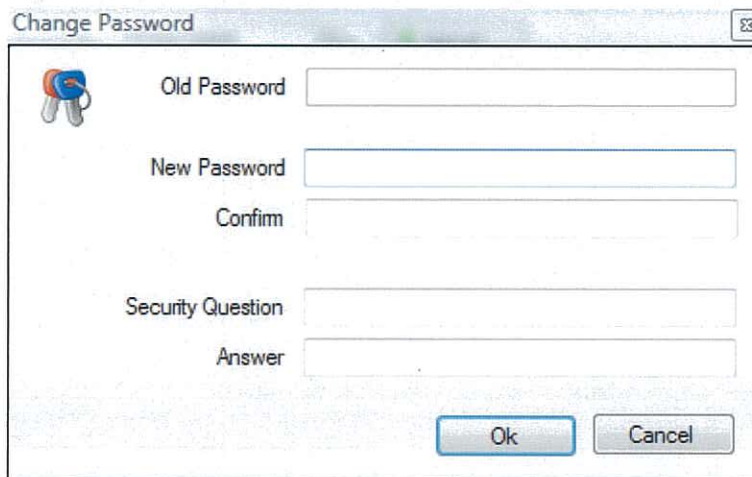


The screenshot shows a standard Windows-style dialog box titled "Login". On the left side, there is a small icon of a person in a blue suit. To the right of the icon are two text input fields. The first is labeled "Username" and the second is labeled "Password". Below these fields are two buttons: "Ok" and "Cancel". The dialog box has a close button in the top right corner.

Your login username and password will have been sent to you by email. Use this username and password to log in to the MotorTradeCard Data Manager application.

- 9) If you have not logged in to the MotorTradeCard Data Manager or members website before, you will be prompted to change your password.

A form will be presented requesting your new password, confirmation of the new password and a security question and answer. Fill these fields in and click Ok to continue.



The screenshot shows a dialog box titled "Change Password". On the left side, there is a small icon of a key. To the right of the icon are five text input fields. The first is labeled "Old Password", the second "New Password", the third "Confirm", the fourth "Security Question", and the fifth "Answer". Below these fields are two buttons: "Ok" and "Cancel". The dialog box has a close button in the top right corner.

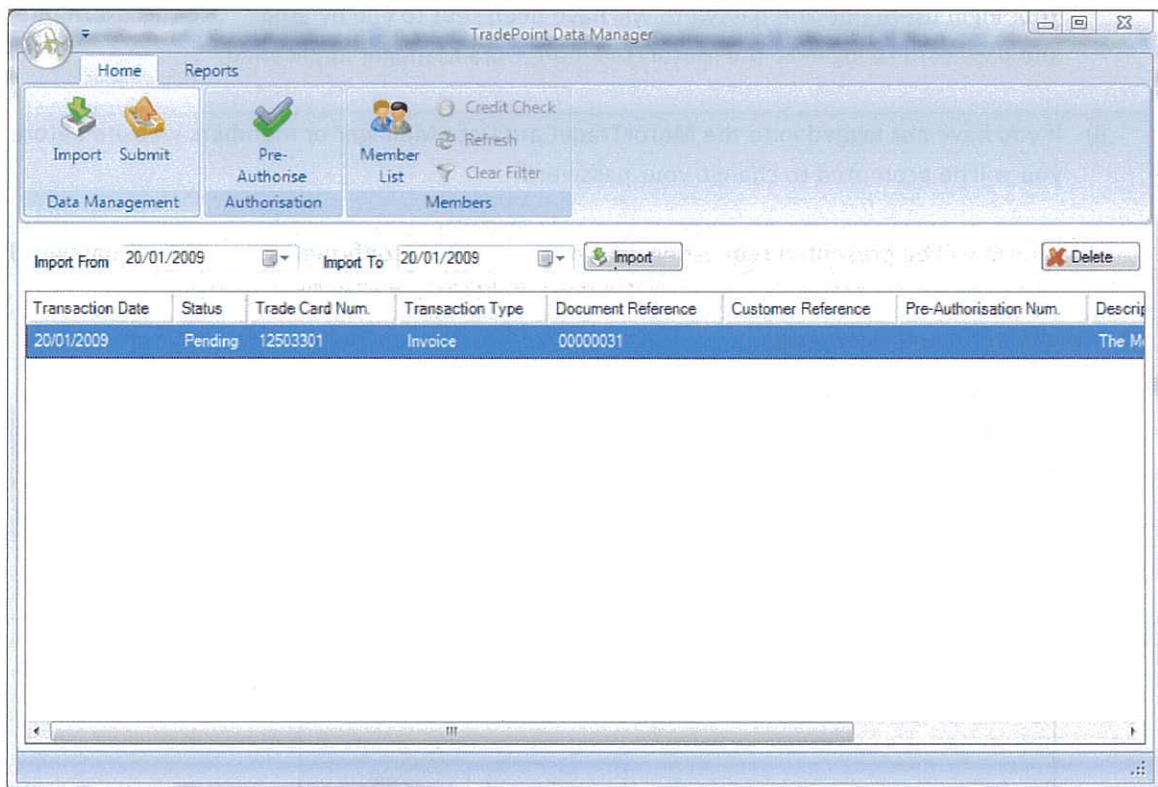
The installation process is now complete. In future you can start the Data Manager by going to **Start Menu -> MotorTradeCard -> MotorTradeCard Data Manager**.

Using the MotorTradeCard Data Manager

Prior to using MotorTradeCard Data Manager, ensure you have read and completed the section '[Configuring MotorTradeCard Data Manager](#)' that relates to your specific accounting package (if applicable).

Importing Transactions

1. Click the **Import** button on the main toolbar
2. Set the date range that you wish to import in the **Import From** and **Import To** fields
3. Click the **Import** button next to the **Import To** field
4. All MotorTradeCard invoices and credit notes for the selected period will now be listed and ready for processing.



Submitting Transactions for processing

Once you have imported all invoices and credit notes that need to be processed for a given date range, click the **Submit** button in the main toolbar and the transactions will be submitted for processing.

Upon completion a notification window will display showing the number of successful and failed transactions.

Deleting Unwanted Transactions

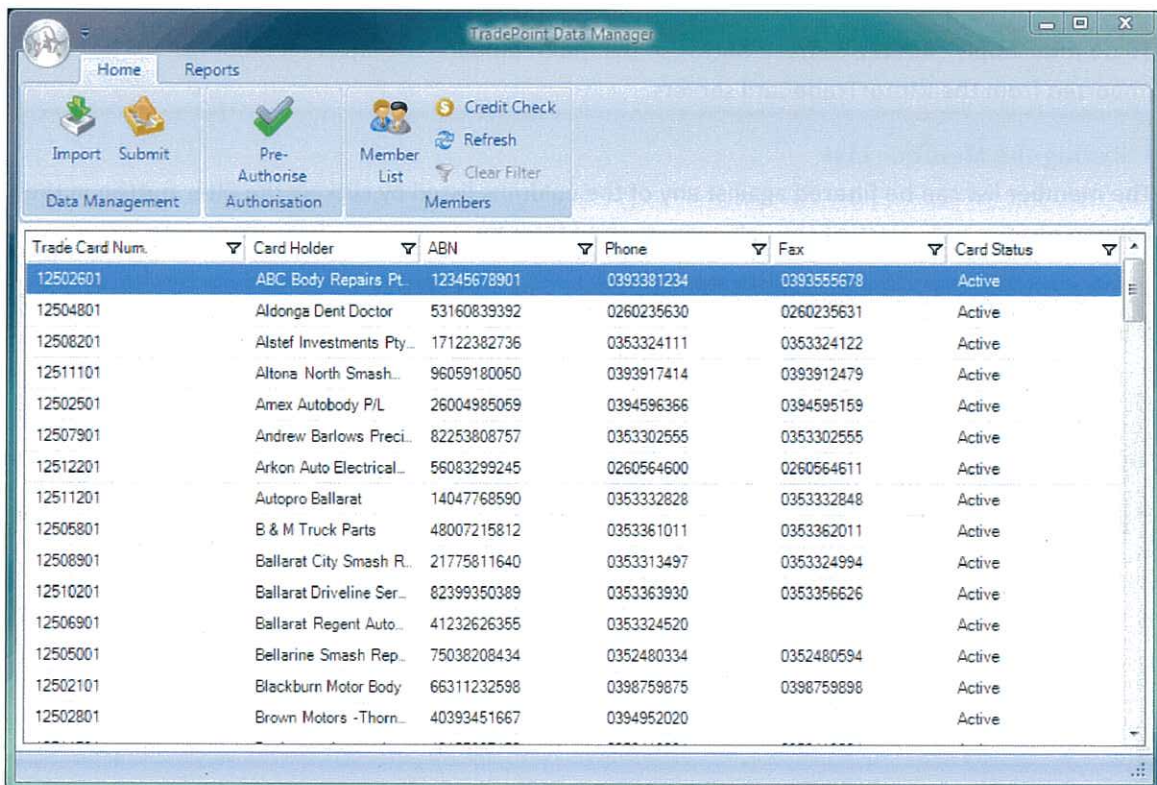
In the event that a transaction has been imported from your accounting package that you do not wish to have processed, simply click that row in the list of pending transactions, click the **Delete** button and then click **Ok** to confirm the deletion of the transaction.

The transaction will be removed from the list and will not be processed.

Viewing MotorTradeCard Members

A list of MotorTradeCard members showing basic member information and their current account status is available by clicking the **Member List** button in the main toolbar.

The first time this is clicked the latest member list will be imported from the MotorTradeCard servers.

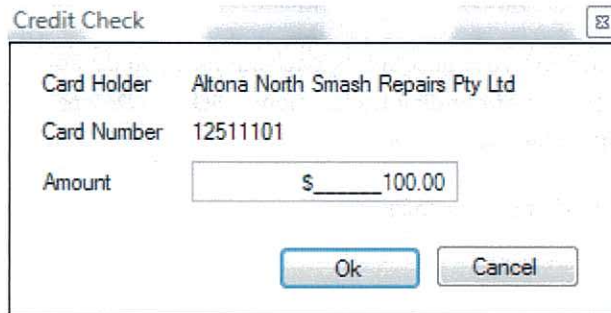


Trade Card Num.	Card Holder	ABN	Phone	Fax	Card Status
12502601	ABC Body Repairs Pt.	12345678901	0393381234	0393555678	Active
12504801	Aldonga Dent Doctor	53160839392	0260235630	0260235631	Active
12508201	Alstef Investments Pty.	17122382736	0353324111	0353324122	Active
12511101	Altona North Smash.	96059180050	0393917414	0393912479	Active
12502501	Amex Autobody P/L	26004985059	0394596366	0394595159	Active
12507901	Andrew Barlows Preci.	82253808757	0353302555	0353302555	Active
12512201	Arkon Auto Electrical...	56083299245	0260564600	0260564611	Active
12511201	Autopro Ballarat	14047768590	0353332828	0353332848	Active
12505801	B & M Truck Parts	48007215812	0353361011	0353362011	Active
12508901	Ballarat City Smash R.	21775811640	0353313497	0353324994	Active
12510201	Ballarat Driveline Ser...	82399350389	0353363930	0353356626	Active
12506901	Ballarat Regent Auto...	41232626355	0353324520		Active
12505001	Bellarine Smash Rep.	75038208434	0352480334	0352480594	Active
12502101	Blackburn Motor Body	66311232598	0398759875	0398759898	Active
12502801	Brown Motors -Thorn...	40393451667	0394952020		Active

Performing a Credit Check

A credit check can be performed against a given customer for a certain amount. This process will indicate if that customer currently has funds available for the given amount but will not in any way guarantee payment at a later date. In order to guarantee payment a Pre-Authorisation can be requested.

To perform a credit check, select the member from the members list, click Credit Check on the main toolbar, enter the amount you wish to check and click Ok



Credit Check

Card Holder: Altona North Smash Repairs Pty Ltd

Card Number: 12511101

Amount: \$ 100.00

Ok Cancel

A dialogue box will be displayed indicating whether or not that member currently has the requested amount of credit available.

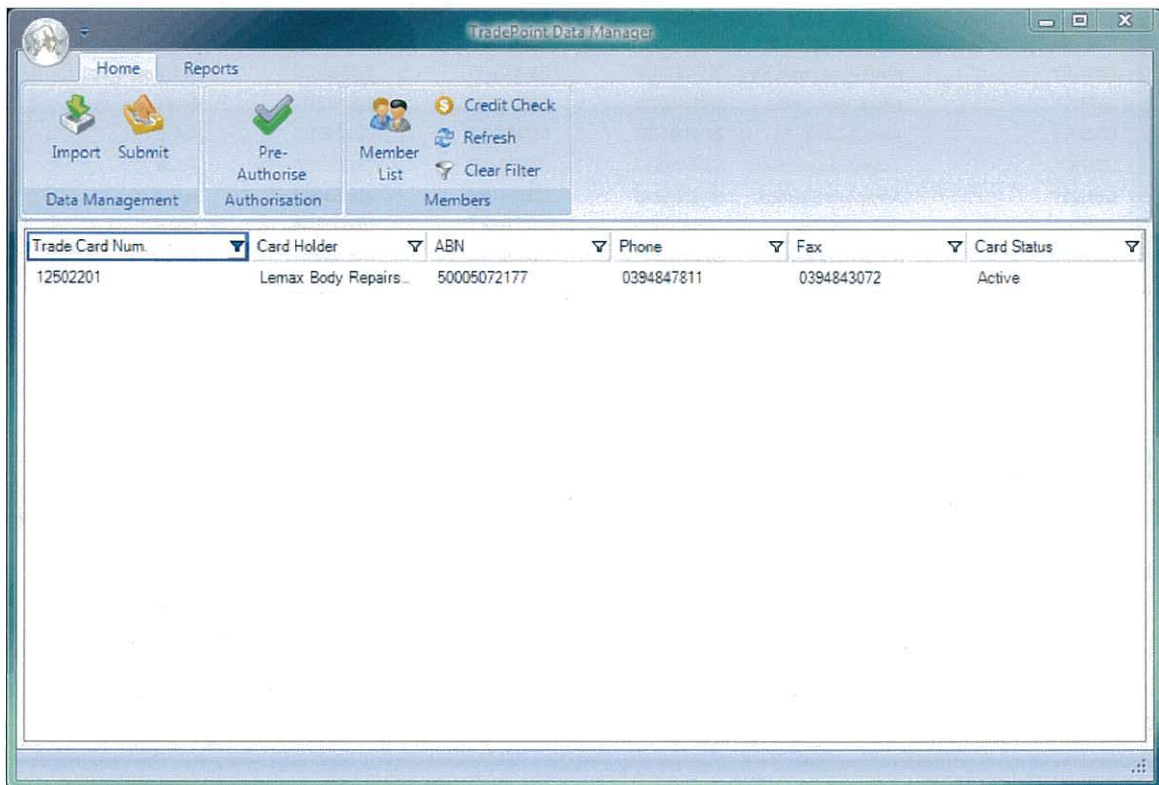
Refreshing the Member List

In order to ensure you have the most up to date list of members and their current account status, it is necessary to refresh the member list from time to time

To do this, simply click the Refresh button in the main toolbar. The latest member list will be imported from the MotorTradeCard servers.

Filtering the Member List

The member list can be filtered against any of the columns listed by clicking the filter button in the column header and selecting the value you wish to filter by.



TradePoint Data Manager

Home Reports

Import Submit Pre- Authorise Member List Credit Check Refresh Clear Filter

Trade Card Num.	Card Holder	ABN	Phone	Fax	Card Status
12502201	Lemax Body Repairs...	50005072177	0394847811	0394843072	Active

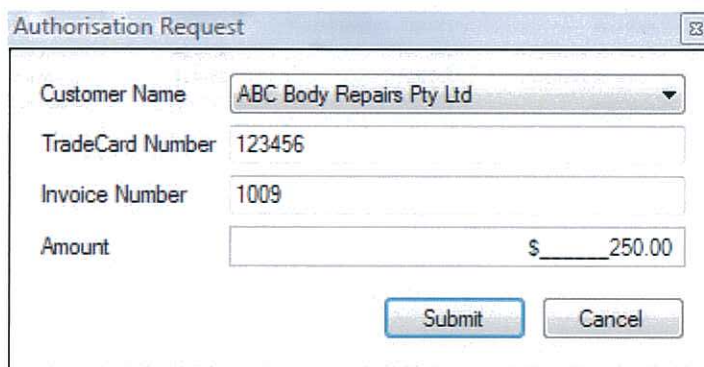
To clear the filter, click the filter icon again and select (All) from the list that appears.

Pre-Authorising an Invoice

In certain circumstances an invoice may be entered in to your accounting package that you wish to get authorisation on prior to importing and processing a batch of transactions. Obtaining pre-authorisation on an invoice will guarantee payment for that particular invoice and amount when it is processed at a later date.

In order to obtain pre-authorisation of an invoice:

1. Click **Pre-Authorise** in the main toolbar
2. Select the Customer from the list of available customers
3. Enter the customers TradeCard number in the **TradeCard Number** field
4. Enter the invoice number that you are pre-authorising in the **Invoice Number** field
5. Enter the amount of the invoice in the **Amount** field
6. Click **Submit**



The screenshot shows a dialog box titled "Authorisation Request". It contains the following fields and controls:

- Customer Name:** A dropdown menu with "ABC Body Repairs Pty Ltd" selected.
- TradeCard Number:** A text input field containing "123456".
- Invoice Number:** A text input field containing "1009".
- Amount:** A text input field containing "\$ 250.00".
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

7. A dialog box indicating the status of the request will be displayed
8. Import and process the invoice as normal at a later date

Data Manager Historical Reports

Historical reports of the transactions processed by the MotorTradeCard Data Manager are available for your reference.

Viewing Successful Transactions

In order to view a list of successful transactions click the **Reports** tab on the main toolbar then click the **Successful Requests** button. A list of successfully processed requests will be displayed.

The screenshot shows the 'TradePoint Data Manager' application window. The 'Reports' tab is selected, and the 'Successful Requests' button is highlighted. Below the toolbar, a table displays a list of transactions with the following columns: Date, Document Reference, Customer Name, Tradecard Number, Amount, and Description.

Date	Document Reference	Customer Name	Tradecard Number	Amount	Description
05/12/2008	2002	Credit note	12503601	\$514.54	Invoice authorised
05/12/2008	2002	Credit note	12503601	\$514.54	Invoice authorised
05/12/2008	2002	Invoice for purchases	12503601	\$514.54	Invoice authorised
05/12/2008	2002	Invoice for purchases	12503601	\$514.54	Invoice authorised
23/12/2008	2002	Credit note	12503901	-\$514.54	Invoice authorised

Viewing Failed Transactions

In order to view a list of failed transactions click the **Reports** tab on the main toolbar then click the **Failed Requests** button. A list of failed requests will be displayed.

Date	Document Reference	Customer Name	Tradecard Number	Amount	Description
05/12/2008	2002	Invoice for purchases	IDCODE	\$514.54	Invalid Tradecard num..
05/12/2008	2002	Invoice for purchases	IDCODE	\$514.54	Invalid Tradecard num..
05/12/2008	2002	Invoice for purchases	IDCODE	\$514.54	Invalid Tradecard num..
09/12/2008	2007	Credit note	12503901	-\$514.54	System Error
23/12/2008	2002	Credit note	12503901	-\$514.54	System Error
23/12/2008	2002	Credit note	12503901	-\$514.54	System Error
23/12/2008	2002	Credit note	12503901	-\$514.54	System Error
20/01/2009	1009	12502601	123456	\$250.00	Pre-Authorisation Req..

Resubmitting a Failed Transaction

In certain circumstances a request may have failed the first time it was processed but you may wish to resubmit it to be processed again. To do this, open the **Failed Requests** report as detailed above, select the transaction you wish to resubmit and click the **Resubmit** button in the main toolbar.

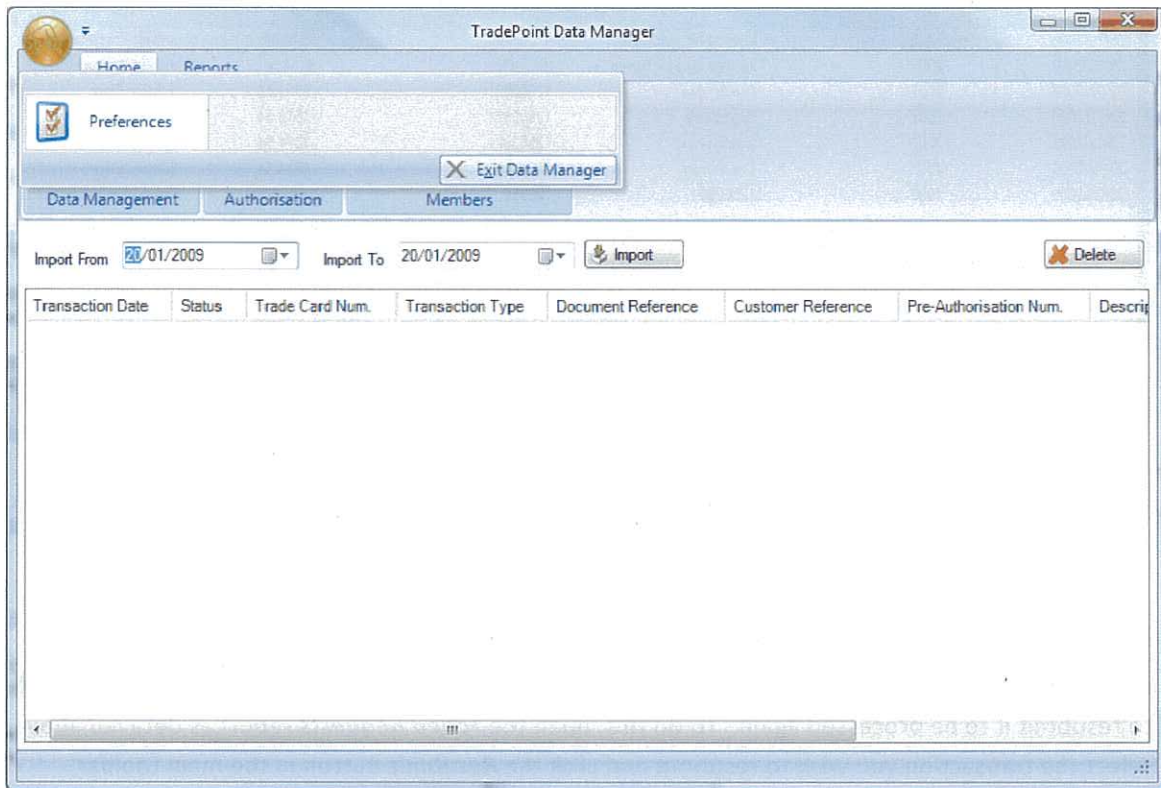
The transaction will be resubmitted and the status of the request will be displayed to you.

Configuring MotorTradeCard Data Manager

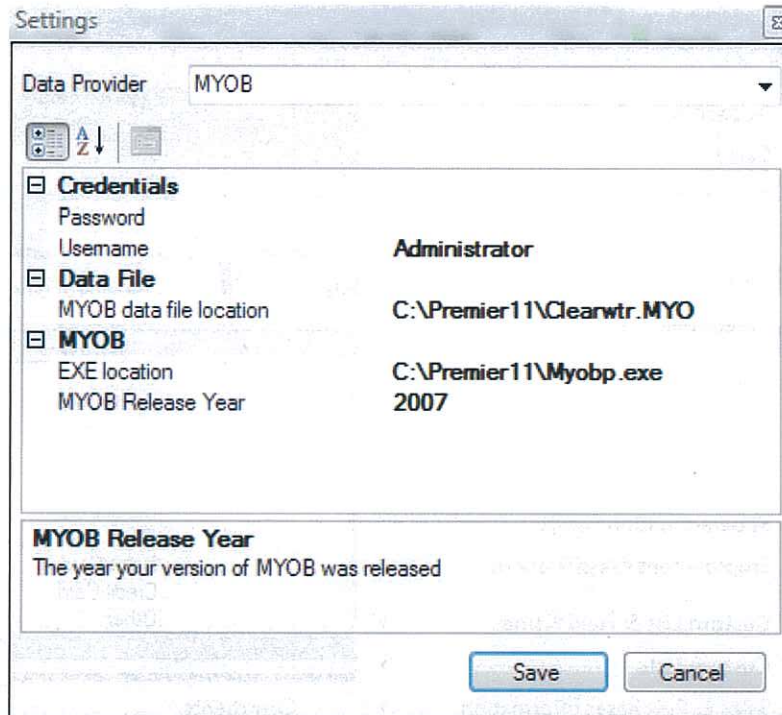
The MotorTradeCard Data Manager comes with a number of data providers for a range of common and industry specific accounting packages. In order to configure the Data Manager for your specific accounting package, proceed to the relevant section below.

Configuring the MYOB Data Provider

1. Start the MotorTradeCard Data Manager and login with the user details provided.
2. Click the task menu button located in the top left of the main MotorTradeCard Data Manager screen. A menu will be displayed showing a **Preferences** option.

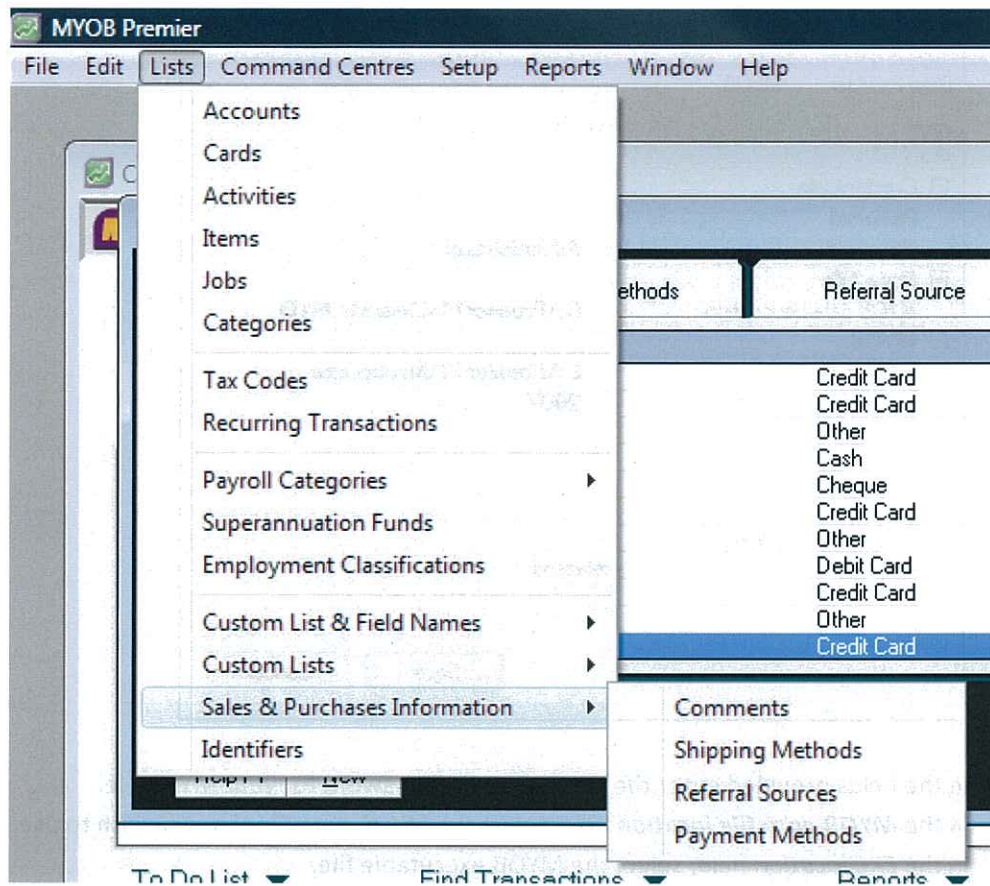


3. Click the **Preferences** option to open the preferences screen and select **MYOB** from the list of data providers

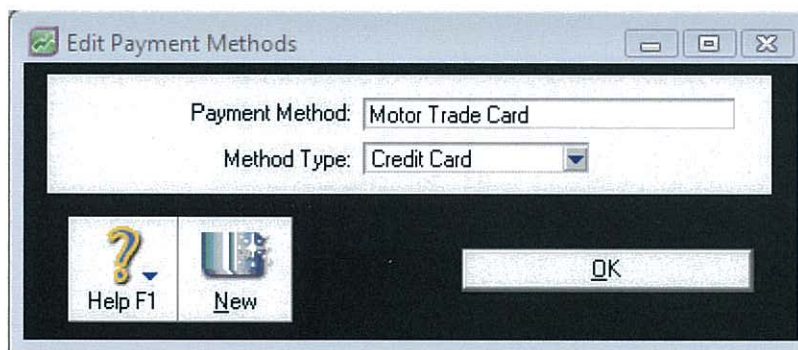


4. In the fields provided enter the Username and Password for your MYOB file.
5. In the **MYOB data file location** field, select the MYOB data file that you wish to use.
6. In the **EXE location** field, select the MYOB executable file.
7. In the **MYOB Release Year** field select the version of MYOB you are currently using.
8. Click **Save**.
9. Open MYOB and log in to your company file.

10. Create a MotorTradeCard payment method in MYOB by selecting **Lists -> Sales & Purchases Information -> Payment Methods** from the MYOB menu



11. Click **New**



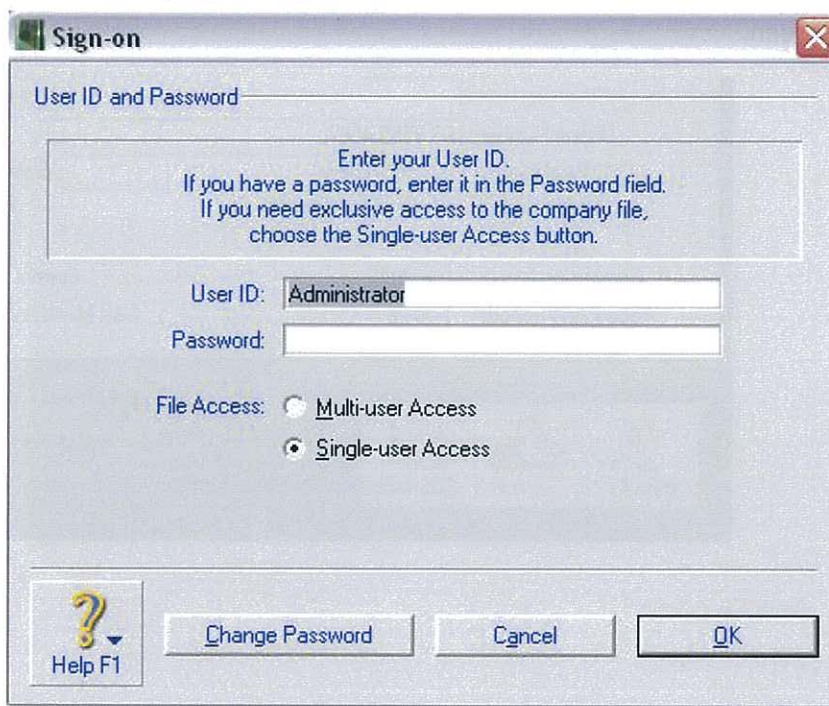
12. In the **Payment Method** field, type *Motor Trade Card*
13. Select *Credit Card* from the **Method Type** list
14. Click **Ok**

Activate your MYOB file for MotorTradeCard Data Manager Access

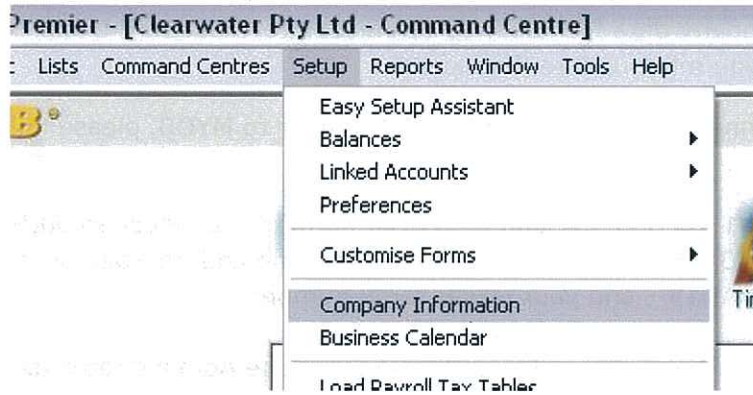
In MYOB software, information about your company's MYOB software license is held within the company data file itself. To connect MotorTradeCard Data Manager to your company file you must update that licence.

In order to connect MotorTradeCard Data Manager to MYOB, please follow the steps below:

1. Call 1300 555 151 and select the option "to connect an add-on solution to MYOB". You will be required to quote this Add-on Solution activation number - **7144949** - and your MYOB serial number.
2. Open the company file and login using the Administrator ID and Password. In the case of a multi-user system, you should use the 'Single User' option.



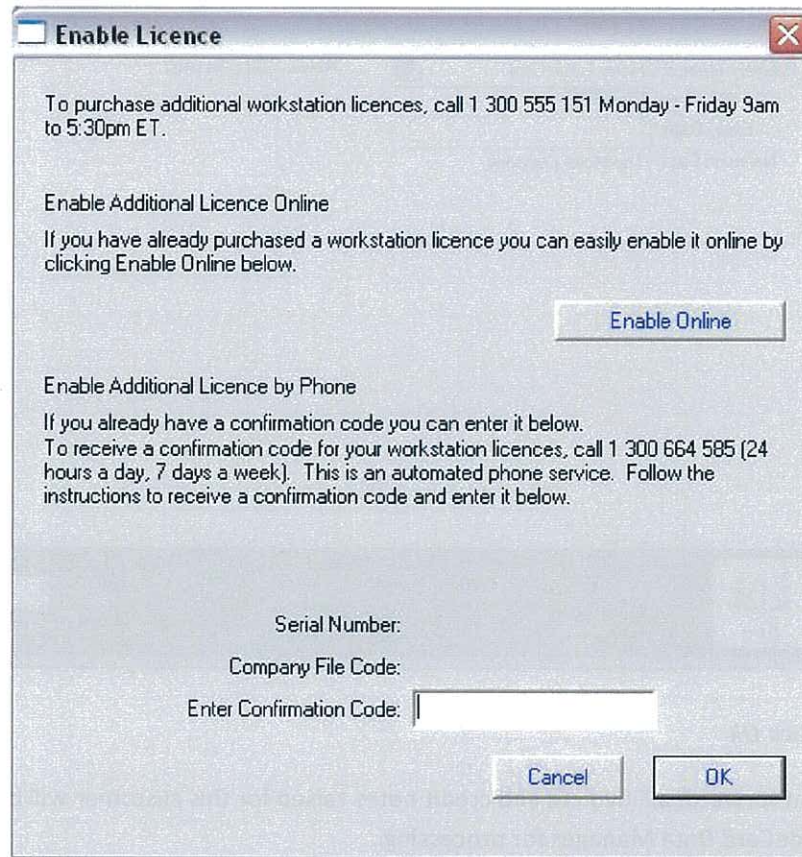
- Once logged in, from the 'Setup' menu select 'Company Information'.



- Choose the 'License' button at the bottom left of the Company Information screen.



5. Follow the onscreen instructions to update the license information held within the company file.

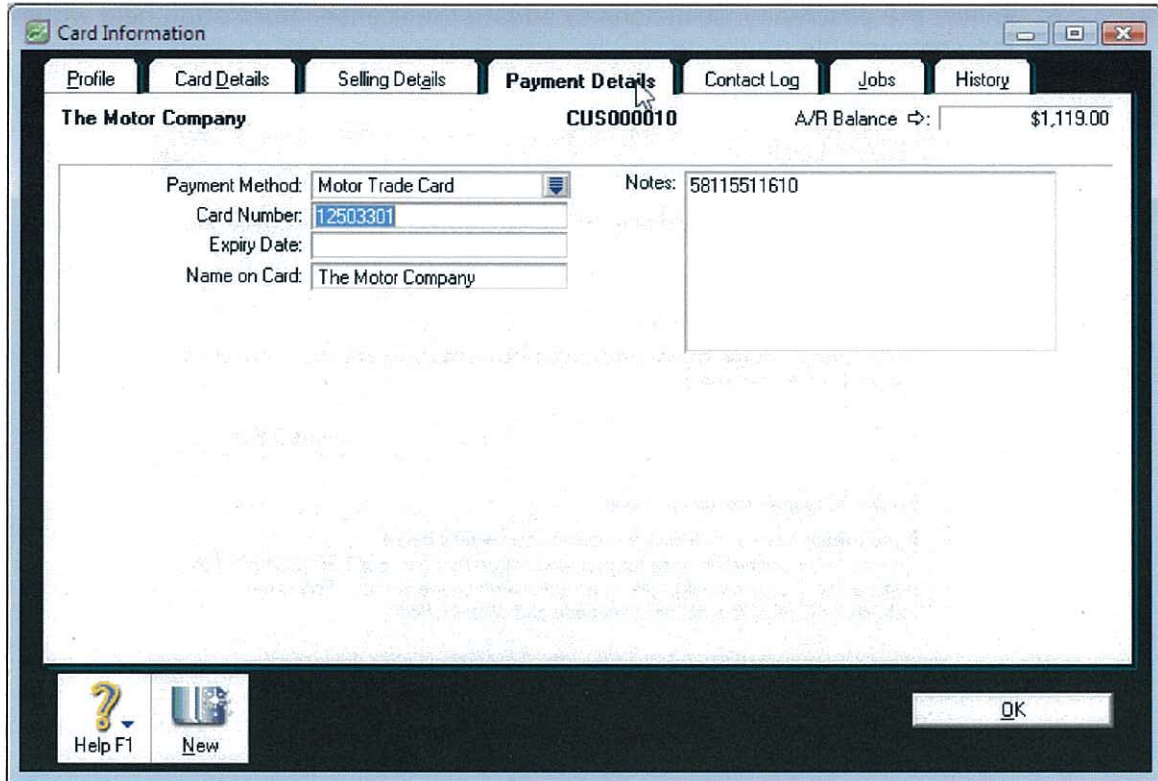


Once these steps have been completed, the file will be activated for your Add-on Solution and MotorTradeCard Data Manager will be able to integrate with your MYOB company data file.

Creating MotorTradeCard Customers in MYOB

In order for customer transactions to be recognised as MotorTradeCard transactions, the default payment method for that particular customer needs to be configured.

1. In the MYOB Cards List, open the customer you wish to set as a MotorTradeCard customer. Select the Payment Details tab of the customer's card.
2. Select *MotorTradeCard* from the list of **Payment Methods**.
3. Enter the customers MotorTradeCard number in the **Card Number** field

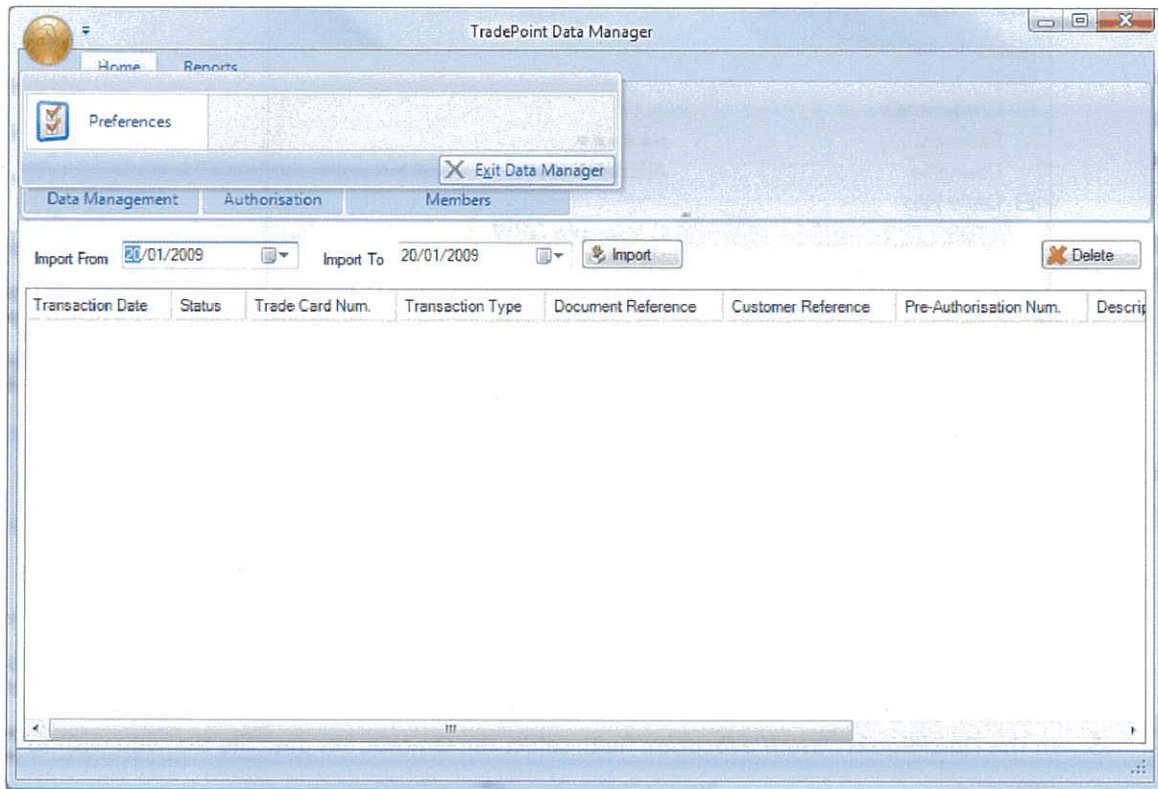


4. Click **Ok**

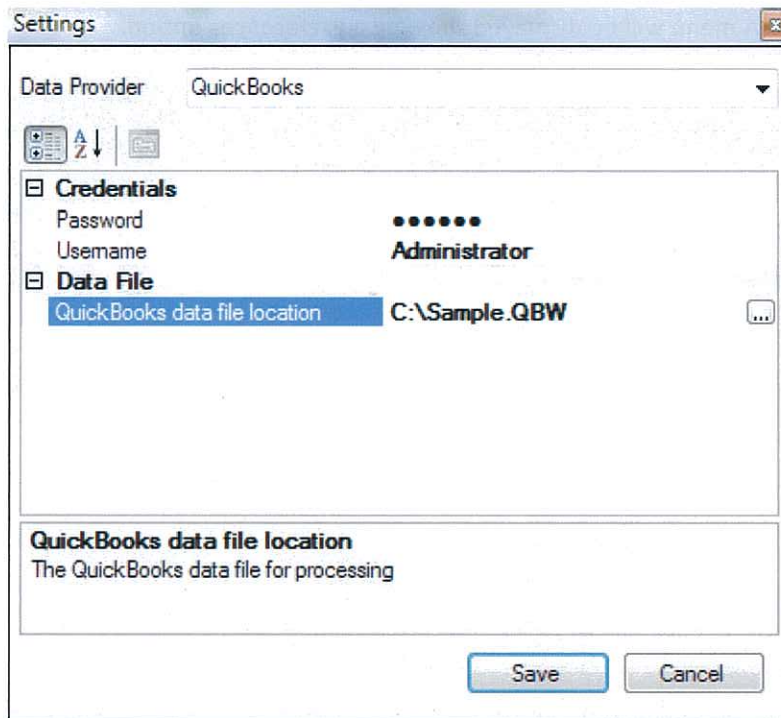
From this point forward, all invoices and credit notes raised for this customer will be imported in to the MotorTradeCard Data Manager for processing.

Configuring the QuickBooks Data Provider

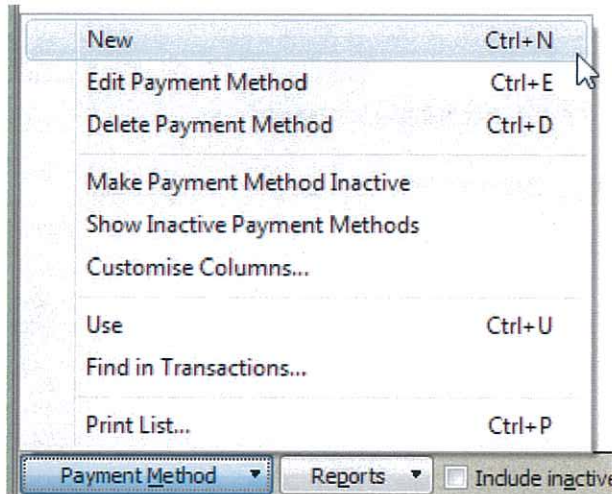
1. Start the MotorTradeCard Data Manager and login with the user details provided.
2. Click the task menu button located in the top left of the main MotorTradeCard Data Manager screen. A menu will be displayed showing a Preferences option.



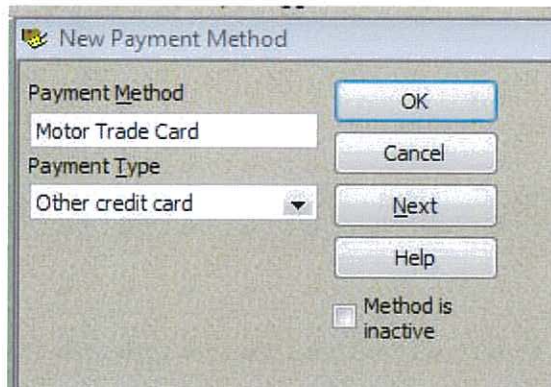
3. Click the **Preferences** option to open the preferences screen and select *QuickBooks* from the list of data providers



4. In the fields provided enter the Username and Password for your QuickBooks file.
5. In the **QuickBooks data file location** field, select the QuickBooks data file that you wish to use.
6. Click **Save**.
7. Open QuickBooks and log in to your company file.
8. Select **Lists -> Customer & Supplier Profile Lists -> Terms List** from the main menu
9. Click the **Terms** button at the bottom of the screen and select **New** from the pop-up menu
10. Type *MotorTradeCard* in the **Terms** box and click **Ok**.
11. When creating invoices for any MotorTradeCard sales, you **MUST** select *MotorTradeCard* as the payment terms for that invoice.
12. Select **Lists -> Customer & Supplier Profile Lists -> Payment Method List** from the main menu
13. Click the **Payment Method** button at the bottom of the screen and select **New** from the pop-up menu



14. Type *MotorTradeCard* in the **Payment Method** box and select *Other Credit Card* as the **Payment Type**. Click **Ok**.



15. For any customers wishing to make purchases using their MotorTradeCard, open their customer file in Quickbooks. Select the **Payment Info** tab. Select **MotorTradeCard** as the preferred payment method and enter their **MotorTradeCard Account Number** in the **Account No** field. Click Ok to save the record.

Edit Customer

Customer Name: Acmer Pty Ltd

Current Balance: 11,000.00 [How do I adjust the current balance?](#)

Address Info | Additional Info | **Payment Info** | Job Info

Account No. 12599901

Credit Limit 1,000.00

Preferred Payment Method: Motor Tra... ▼

Credit Card No. 12345678 Exp. Date 12 / 2009

Name on card: Wyett E Toyote

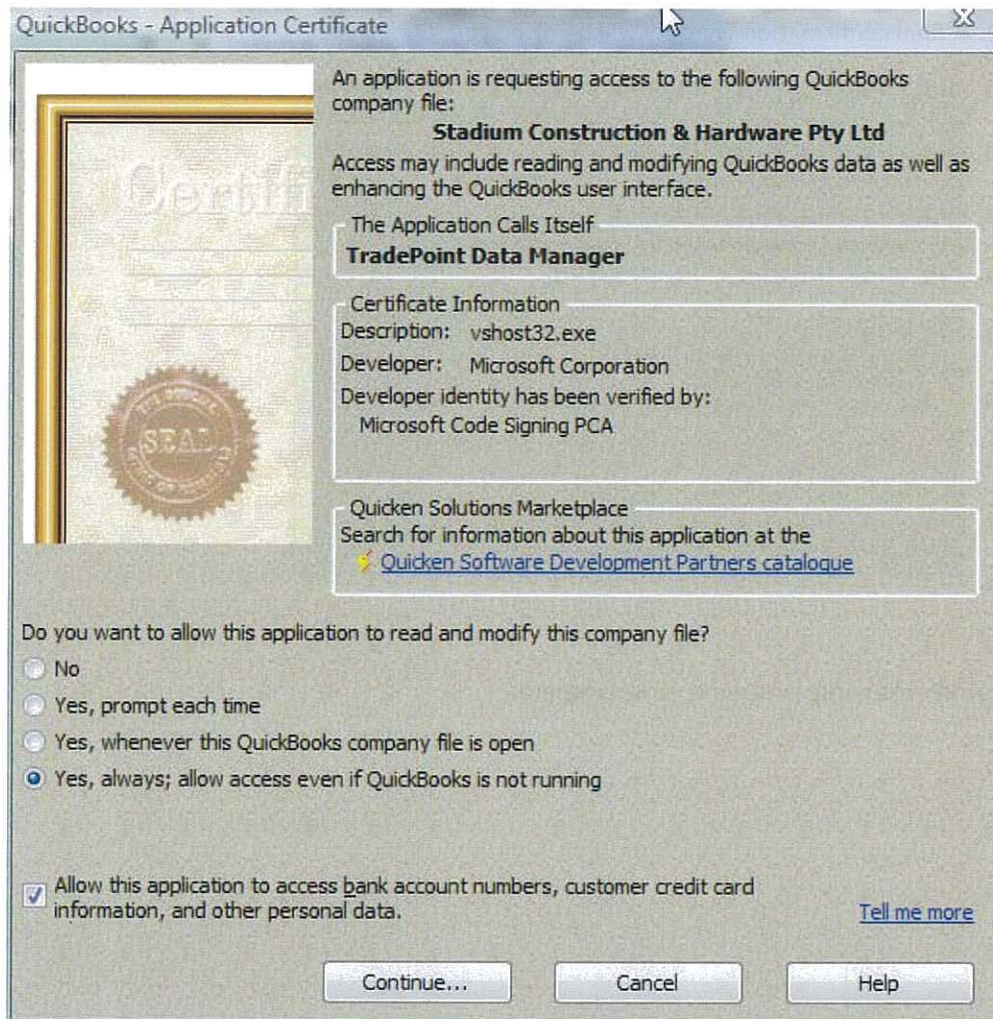
Address: 412 Alice Spring Road

Post Code: 2164

Customer is inactive

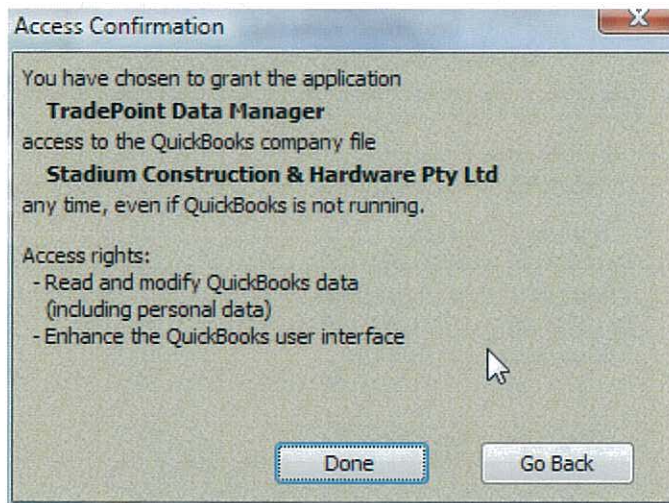
Go to Customer Manager

16. Keep QuickBooks open and start the MotorTradeCard Data Manager application that you have configured for QuickBooks and click the **Import** button next to the **Import From** and **Import To** fields.
17. QuickBooks will display a screen requesting authorisation for the MotorTradeCard Data Manager to access the QuickBooks file. Under the prompt '**Do you want to allow this application to read and modify this company file?**', select '**Yes, always; allow access even if QuickBooks is not running**'.



18. Tick the box next to the prompt '***Allow this application to access bank account numbers, customer credit card information, and other personal data***'.
19. Click ***Continue...***

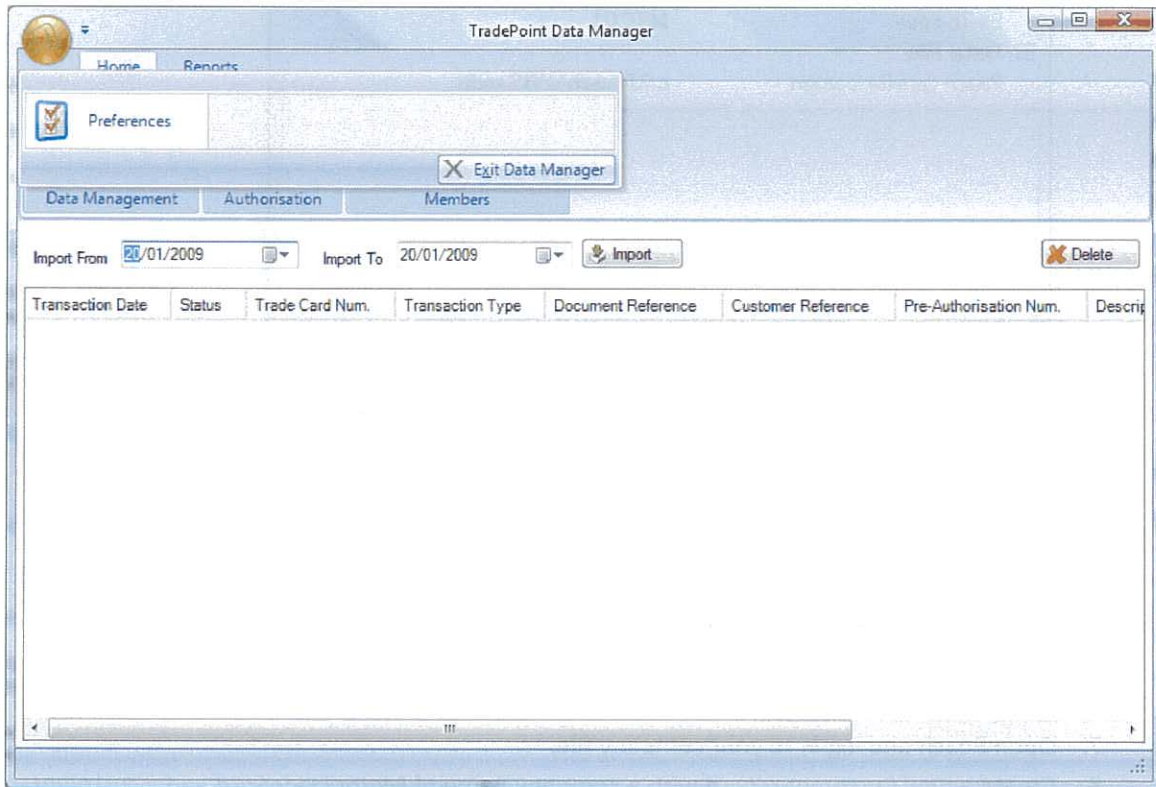
20. A final confirmation window will be displayed, Click **Done**.



The QuickBooks setup process is now complete.

Configuring the Peach Data Provider

1. Start the MotorTradeCard Data Manager and login with the user details provided.
2. Click the task menu button located in the top left of the main MotorTradeCard Data Manager screen. A menu will be displayed showing a Preferences option.



3. Click the **Preferences** option to open the preferences screen and select *Peach* from the list of data providers

The screenshot shows a 'Settings' dialog box with a title bar. At the top, there is a 'Data Provider' dropdown menu set to 'Peach'. Below this are several icons: a list view icon, a sort icon (A-Z), a refresh icon, and a help icon. The main area contains two expandable sections. The first is 'Billing Code', which is expanded to show 'Bill-To code' with the value 'MTC01'. The second is 'Data File', which is expanded to show 'Peach data file location' with the value 'c:\Peach\PBS.mdb'. At the bottom of the dialog, there is a text box containing the text 'Peach data file location' and 'The Peach data file for processing'. Below the text box are two buttons: 'Save' and 'Cancel'.

4. In the **Bill-To code** field enter MTC01
5. In the **Peach data file location** field, select the main Peach data file (PBS.mdb) which is located in your Peach installation directory.
6. Click **Save**.
7. Open Peach and log in to your company file.
8. Create a new Customer record with a company name of *MotorTradeCard* and a customer code of *MTC01*
9. Save the new customer record
10. For any customers you wish to bill to MotorTradeCard set their *Bill-To* field as MTC01 and set their *ID Number* field to their MotorTradeCard account number.
11. Save the updated customer record.