

Daily Job Checklist

This is a list of the most common activities that should be run Every Day. Please use it as your guide to keep your system updated every day.

Rack Prices

Every day, choose the appropriate options to update your price rack table. Always print the Rack Price report. Email Special Prices to customers is optional.

1. [Import DTN Rack Prices](#)
2. [Import Vendor Rack Price File](#)
3. [Manually Input Rack Prices](#)
4. [Duplicate Rack Prices](#)
5. [Print Rack Price Report](#)
6. [Email Special Prices to Customers](#)

BOL Billing & Entry

Always perform all of these tasks whenever your sell fuel to your customers.

1. [Enter BOL](#)
2. [Calculate Invoices](#)
3. [Print/Email Invoices](#)
4. [BOL PrePost and Update](#)
5. [Invoice PrePost and Update](#)

Credit Cards

Always perform all of these tasks whenever you receive credit card data.

1. [Import Credit Cards](#)
2. [Enter or Correct Credit Cards](#)
3. [Print/Email Credit Card Receipts](#)
4. [Prepost and Update](#)

Customer Drafts

Always perform all of these tasks whenever you draft your customers.

1. [Create Customer Drafts](#)
2. [Edit Customer Drafts](#)
3. [Print/Email Customer Drafts](#)
4. [Update Customer Drafts](#)

Purchases

Always perform all of these tasks whenever you get a purchase invoice.

1. [Enter Purchase Invoices](#)
2. [Prepost and Update](#)

Vendor EFT

Always perform all of these tasks whenever you pay your vendor.

1. [Create Vendor EFT](#)
2. [Prepost and Update](#)

Invoice Entry for Non-Inventory Items

1. [Customer Sales Invoice Entry](#)
2. [Vendor AP Invoice Entry](#)

Other Setup Options

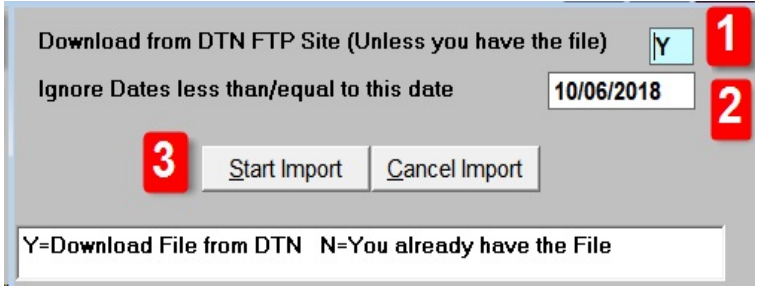
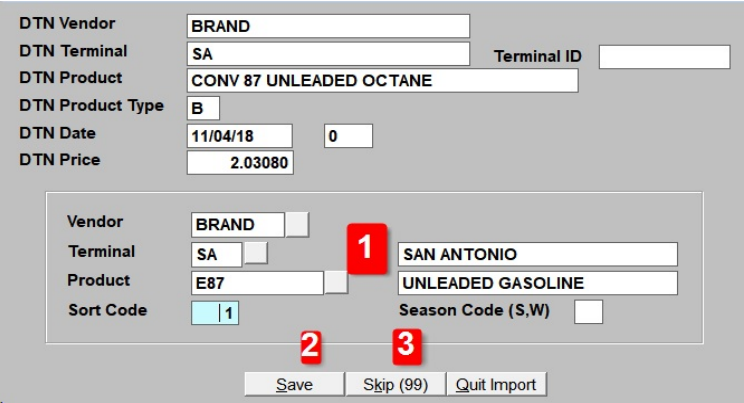
1. [Customer Add or Change](#)
 - a. [General Customer Information](#)
 - b. [Customer Tax Setup](#)
 - c. [Customer Ship To Locations](#)
 - d. [Customer Comments](#)
2. [Fuel Vendor or Terminal Setup](#)
3. [Customer Rack Setup](#)
4. [Customer Email Setup](#)
5. [Dealer Setup](#)
6. [Special Prices Setup](#)
7. [Special Charges Setup](#)

Rack Prices - Import DTN

Jobber, DTN/Supplier Import, Import Rack Prices

Process Flow: Download, Post

If you are a DTN subscriber, run this job daily to update your rack prices for your fuel vendor. The file is usually saved in directory \DTNRACK as file name 'export.csv'.

<p>Step 1</p> <ol style="list-style-type: none"> 1. Select 'Y' to FTP the file from the DTN site. 	
<p>Step 2</p> <ol style="list-style-type: none"> 2. Enter the date of the last rack price in the system. Prices already in the Rack Price table should not be updated again. 3. Click Start Import. 	
<p>Step 3</p> <p>If the item does not exist in the DTN Cross Reference, add the mapping by:</p> <ol style="list-style-type: none"> 1. Enter Vendor, Terminal and Product. Use the F2 key for lookup choices. 2. Click Save. <p>If you don't want this product included in the Rack Report: Click Skip (99). This adds the item to the Cross Reference but is skipped for all processing.</p>	

If rack prices are already posted for a certain date but today's file contains prices for that same date, you will get a Duplicate Rack Price message:

- Delete This One Posted Price
 - Delete the original posted price and replace it with the new import
- Delete All Posted Prices
 - Delete all original posted prices and replace it with the new prices
- Delete This One New Price
 - Delete the new import record displayed on the screen
- Delete All New Import Prices
 - Delete all new import records

If you have used the original price in a BOL or Sales Invoice, it's recommended that you keep the original price and select the option to Delete All New Prices.

However, if the new price is a correction of the original price, you may need to restore the original BOL and re-bill it with the correct price.

Duplicate Rack Prices!
Rack Price for the item below exists in the Posted Rack Price File

Vendor	Terminal	Fuel Item	Date	Time	Price
BRAND	SA	E87	11/05/2018	0000	2.030800

Delete this One Posted Price Delete this One New Imported Price
 Delete all Posted Prices Delete All New Imported Prices

Step 4

1. Click option to Post Prices if the data looks correct.

If you click Cancel Import, the downloaded file will remain on your site and has been deleted from DTN.

When you are ready to run this again, choose N to FTP the file, start the import and Post Prices.

Vendor	Terminal	Rack Date	Hour	Min	Fuel Item	Gross Price	Net Price
BRAND	SA	11/05/2018	00	00	E87	2.030800	2.030800
BRAND	SA	11/05/2018	00	00	E93	0.000000	0.000000
BRAND	SA	11/05/2018	00	00	RSNL	1.800000	1.800000
BRAND	SA	11/05/2018	00	00	SNL	2.000000	2.000000
BRAND	SA	11/05/2018	00	00	UNL	2.100000	2.100000
BRAND	SA	11/05/2018	00	00	UNLE	1.800000	1.800000

Step 5

Print a Rack Price Report to review the data.

Step 6

If you have updated Friday prices, duplicate these prices for Saturday and Sunday. Saturday & Sunday prices will be the same as the Friday price.

Jobber, Rack Prices, Input Rack Prices
For each vendor and terminal, bring up the Friday price (or whatever is your latest).

1. Click the Duplicate button.
2. Enter the beginning (Saturday) and Ending (Sunday) dates.
3. Click 'Yes' to duplicate the prices.

Adjust the beginning and ending dates as required.

Vendor: BRAND
Terminal: SA
Rack Date: 06/13/2019
Hour/Min: 18 00
Beg Date: 06/14/2019
End Date: 06/15/2019

Fuel Item	Type	Gross Cost	Superfund	OthChg	Discnt	Net Cost
RMD	RMD	2.000000	0.000000	0.000000	0.000000	2.000000
RUN	RUN	2.000000	0.000000	0.000000	0.000000	2.000000
B5D	B5D	0.000000	0.000000	0.000000	0.000000	1.800000
ULS	ULS	0.000000	0.000000	0.000000	0.000000	2.000000
ULD	ULD	0.000000	0.000000	0.000000	0.000000	1.750000
SNL	SNL	0.000000	0.000000	0.000000	0.000000	2.100000
UNL	UNL	0.000000	0.000000	0.000000	0.000000	1.900000
E87	E87	0.000000	0.000000	0.000000	0.000000	1.900000
E93	E93	0.000000	0.000000	0.000000	0.000000	2.100000

Rack Prices - Import Vendor Rack Price File

Jobber, DTN/Supplier Import, Import Transactions

Process Flow: Download, Post

If you receive rack prices directly from your vendor, run this job. If you receive fuel prices from your fuel supplier, run this job daily to update your rack prices. The file is usually saved in a directory that represents your fuel supplier, such as \MARRACK (Marathon) or \SUNRACK (Sunoco).

Download the data file manually from your vendor. Delete any data that you don't need imported to the system and save the file as 'export.csv'. Save the file to the directory created by Petro-Data during the installation. For example, you may save file 'export.csv' in P:\MARRACK, if Marathon, or P:\SUNRACK, if Sunoco.

Step 1

1. Enter your Petro-Data user ID.
2. Enter the 'Y' or 'N' as directed by Petro-Data. If you download the file manually, this should be 'N'.
3. Enter a FTP batch that represents today's date (20180101).
4. Select Non-DTN Racks.
5. Click Continue.

Step 2

If the item does not exist in the DTN Cross Reference, add the mapping by:

1. Enter Vendor, Terminal and Product. Use the F2 key for lookup choices.
2. Click Save.

If you don't want this product included in the Rack Report:

3. Click Skip (99). This adds the item to the Cross Reference but is skipped for all processing.

Step 3

1. Click option to Post Prices if the data looks correct.

Vendor	Terminal	Rack Date	Hour	Min	Fuel Item	Gross Price	Net Price
BRAND	SA	11/05/2018	00	00	E87	2.030800	2.030800
BRAND	SA	11/05/2018	00	00	E93	0.000000	0.000000
BRAND	SA	11/05/2018	00	00	RSNL	1.800000	1.800000
BRAND	SA	11/05/2018	00	00	SNL	2.000000	2.000000
BRAND	SA	11/05/2018	00	00	UNL	2.100000	2.100000
BRAND	SA	11/05/2018	00	00	UNLE	1.800000	1.800000

1 **Post Prices** Cancel Import

Step 4

Print a Rack Price Report and review the data.

Step 5

If you have updated Friday prices, duplicate these prices for Saturday and Sunday. Saturday & Sunday prices will be the same as the Friday price.

Jobber, Rack Prices, Input Rack Prices

For each vendor and terminal, bring up the Friday price (or whatever is your latest).

1. Click the Duplicate button.
2. Enter the beginning (Saturday) and Ending (Sunday) dates.
3. Click 'Yes' to duplicate the prices.

Adjust the beginning and ending dates as required.

Vendor: BRAND Terminal: SA SAN ANTONIO Rack Date: 06/13/2019 Hour/Min: 18 00 Beg Date: 06/14/2019 End Date: 06/15/2019 Duplicate 1

Fuel Item	Type	Gross Cost	Superfund	OthChg	Discnt	Net Cost
RMD	RMD	2.000000	0.000000	0.000000	0.000000	2.000000
RUN	RUN	2.000000	0.000000	0.000000	0.000000	2.000000
B5D	B5D				0.000000	1.800000
ULS	ULS				0.000000	2.000000
ULD	ULD				0.000000	1.750000
SNL	SNL				0.000000	2.100000
UNL	UNL				0.000000	1.900000
E87	E87				0.000000	1.900000
E93	E93				0.000000	2.100000

Ready to duplicate these rack prices 3 Yes No

Rack Prices - Manually Input Rack Prices

Jobber, Rack Prices, Input Rack Prices

Process Flow: Update Prices

Manually update your rack prices for data you do not get from DTN or your fuel vendor.

Step 1

1. Enter the Vendor
2. Enter the Terminal
3. Enter the Rack Date
4. Enter the Rack Time in military format.
18:00 is the most typical time.
5. Reply 'Y' to Add the rack price data, if needed. All items for the vendor rack will display. Prices from the last rack date will be brought forward. Update the prices by fuel types as needed.
6. If you have updated Friday prices, duplicate these prices for Saturday and Sunday.

Vendor: BRAND
Terminal: HOU
Rack Date: 10/16/2018
Hour/Min: 18 00

Fuel Item	Type	Gross Cost	Superfund	OthChg	Discnt	Net Cost
UNL	UNL	1.900000	0.000000	0.000000	0.000000	1.900000
PLU	PLU	2.000000	0.000000	0.000000	0.000000	2.000000
E87	UNL	1.870000	0.000000	0.000000	0.000000	1.870000

Rack Prices not Found. Do you want to add them?

Yes No

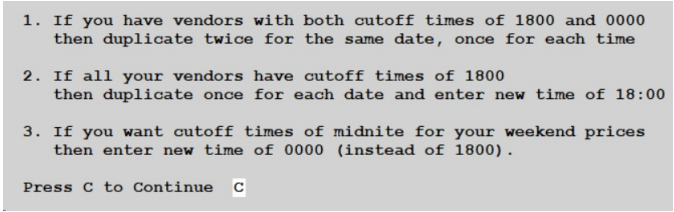
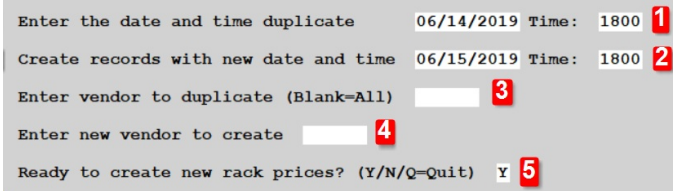
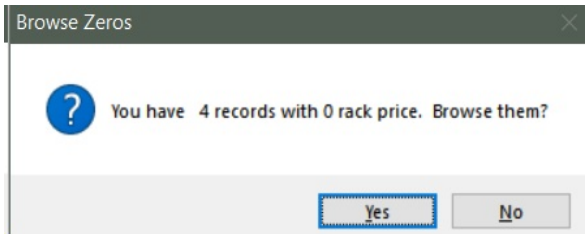
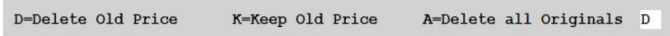
Step 2

Print a Rack Price Report and review the data.

Duplicate Rack Prices

Jobber, Rack Prices, Duplicate Rk Prices

Duplicate the rack price from one date to another. The most common reason to use this menu option is to duplicate prices for Saturday and Sunday using either the Friday or Monday prices.

<p>Step 1 A message screen will display with instructions for the duplication process. Press 'C' to continue.</p>	
<p>Step 2</p> <ol style="list-style-type: none"> 1. Enter a rack date & time that already exists in your Petro-Data system. 2. Enter the new date & time for the data to be duplicated. For example: using Friday prices, system will create the same prices for Saturday. 3. Enter the fuel vendor name. Leave this blank to duplicate prices for all vendors and all terminals. 4. Leave this blank to duplicate the prices from one day to another for the same vendor & terminal (Sunoco to Sunoco). Enter a new vendor to duplicate the prices from one vendor to another (Sunoco to Shell). 5. Press 'Y' to begin the duplication process. Press 'N' to change the input criteria. Press 'Q' to Quit. 	
<p>If you have an existing fuel with a zero price, the system will ask if you want to view them. Viewing the zero price records is optional.</p>	
<p>If a price already exists, you can choose to: D Delete the Old Price & use the new price K Keep the Old Price & ignore the new price A Delete all Original Old Prices.</p>	

After the prices are duplicated, the system will ask you if you want to duplicate prices for another date.

Enter 'Y' or 'N' as appropriate.

Do you want to duplicate for another date? (Y/N)

Step 3

If you have different times for different vendors, repeat this process for each vendor & time combination. For example, duplicate prices for:

Brand Fuels 18:00

Exxon 19:00

Rack Prices - Print Rack Price Report

Jobber, Rack Prices, Rack Price Report

Process Flow: Update Racks, Print Report or Email to Customers

After all rack prices are updated, you can email the daily price list to your customers.

Step 1

1. Select the printer.
2. Enter a single Rack date or a range of dates. The option for 'Range of Dates' will print multiple days.
3. If you want to print the report by Customer, first click the Customer Report field. Leave this unchecked if you will only print the rack prices for your internal use.
4. Select any or all the fields you want for this report. This includes Gross Price, Oil Spill, Other Charge, Discount and Net Price.
5. If you have more than one terminal, you can select to ignore sending the lowest price.
6. If you have more than one terminal, you can check the box to not print the Low Price Report.
7. If you created user-defined report codes, you can enter it here.
8. Check the box to omit prices that are zero.
9. Leave Vendor & Terminal blank to send prices for all vendors and all terminals. You can enter a specific vendor and terminal to create a report of prices from only this vendor & terminal combination. You can enter a specific vendor and leave terminal blank to print all terminals for the vendor.

The screenshot shows the 'Rack Price Report' software window. It features a printer selection dropdown (1) set to 'Microsoft XPS Document Writer'. Date fields for 'Rack Date' (2) and 'End Date' are both set to '04/01/2019', with a 'Range of Dates' checkbox (2) checked. A 'Customer Report' checkbox (3) is unchecked. Under 'Other Options', checkboxes for 'Gross Price' (4), 'Oil Spill', 'Other Chg', and 'Discount' are unchecked, while 'Net Price' (4) is checked. 'Ignore Low=' (5) is unchecked, and 'Omit Low Price Report' (6) is checked. A 'Report Code' field (7) is empty. In the 'Other Options' section, 'Omit Zeroes' (8) is checked, and 'Vendor' (9) and 'Terminal' fields are empty. The 'Copies' field is set to 1. Buttons for 'Edit', 'Print', 'Display', 'Exit', and 'Save Opt' are at the bottom.

Step 2 - Customer Report was Selected

Rack Prices by Customer will print.

Petro-Data Inc.
11503 Jones Maltsberger
Suite 108
San Antonio, Tx 78247
210-545-4774

Page 1

Daily Rack Prices

Customer PM1 Petro-Market #1

Vendor	Terminal	Date/Time	Fuel Type	Net Price
BRAND	SAN ANTONIO	04/01/2019 1800	BIODIESEL 5%	1.800000
BRAND	SAN ANTONIO	04/01/2019 1800	REGULAR E10	1.900000
BRAND	SAN ANTONIO	04/01/2019 1800	PLUS E10	2.000000
BRAND	SAN ANTONIO	04/01/2019 1800	PREMIUM E10	2.100000
BRAND	SAN ANTONIO	04/01/2019 1800	RFG PLUS	2.000000
BRAND	SAN ANTONIO	04/01/2019 1800	RFG	2.000000
BRAND	SAN ANTONIO	04/01/2019 1800	SUPER	2.100000
BRAND	SAN ANTONIO	04/01/2019 1800	DYED DIESEL	1.750000
BRAND	SAN ANTONIO	04/01/2019 1800	CLEAR DIESEL	1.850000
BRAND	SAN ANTONIO	04/01/2019 1800	UNLEADED	1.900000

Step 2 - Non-Customer Report was Selected

The Rack Price Report will print.

Date: 04/24/2019
Time: 11:58:28

Petro-Data Inc.
Rack Price Report
Rack Date: 04/24/2019 to 04/24/2019

Vendor	Terminal Name	Date	Time	Item	Net Price
BRAND	SAN ANTONIO	04/24/2019	1800	B5D	1.800000
BRAND	SAN ANTONIO	04/24/2019	1800	SNL	2.100000
BRAND	SAN ANTONIO	04/24/2019	1800	UNL	1.900000
BRAND	SAN ANTONIO	04/24/2019	1800	RUN	2.000000
BRAND	SAN ANTONIO	04/24/2019	1800	E87	1.900000
BRAND	SAN ANTONIO	04/24/2019	1800	RMD	2.000000

Rack Prices - Email Special Prices to Customers

Jobber, Rack Prices, Daily Fuel Price Report

Process Flow: Update Racks, Email Special Prices to Customers

After all rack prices are updated, you can email the special price list to your customers. This requires setup in the Special Pricing setup in File Maintenance.

Step 1

1. Click the Printer icon and choose Email.
2. Check Calculate Price.
3. Enter the Rack and Price date. Price Date is used for the Daily Fuel Report and should be one day after rack date.
4. Check the box for Customer Quotes. Enter one customer or leave this blank for all customers.
5. Click the Total Price option to send a single cost quote to them. Uncheck this box if you want a breakdown of cost by rack price, markup, freight and taxes.
6. You can specify to send prices for only one Vendor & Terminal. Leave these fields blank to send prices for all vendors and all terminals.
7. Click Print.

Step 2

1. When the email menu is displayed, click Start to send the emails.
2. When it's complete, a message will appear in the bottom box. Click Exit.

Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status
SPE	Blue Farm		01/01/2018	20180101	0.00	E	OPEN
SPE	Petro-Market #1		01/01/2018	20180101	0.00	E	OPEN

For non-Total Report, price data is derived as follows:

- Rack Cost** Actual Rack Price + Markup + Tax + Special Charges (Oil Spill)
- Markup** Markup from Special Price setup
- Freight** Freight from Special Price setup
- Price No Tax** Actual Rack Price + Markup + Freight
- Fuel Tax** Taxes from the Tax Authority for the terminal
- Price with Tax** Actual Rack Price + Markup + Tax + Freight

BOL Billing - Enter BOL

Jobber, Fuel Bill of Lading, BOL Billing, Enter Bill of Ladings

Process Flow: Enter BOL, Create Invoice, Print Invoice, Update BOL, Update Invoice

Update bills of lading and create sales invoices for your customers.

<p>Step 1</p> <ol style="list-style-type: none"> 1. Select the Printer 2. Enter the batch date and verify the batch number. 3. Verify your Terminal. 4. Click BOL Input 	
<p>Step 2</p> <ol style="list-style-type: none"> 1. Enter the BOL number from the manifest document. 2. Enter the Vendor 3. Enter the Terminal 4. Enter the Date 5. Enter the Time in military format. 6. Click OK. 	
<p>Step 3</p> <ol style="list-style-type: none"> 1. Enter the Item number 2. Enter Gross Gallons 3. Enter Net Gallons 4. Cd should be 'I'. This will take you to the invoice entry screen. 	

Step 4

1. If the system will assign the next available invoice number, leave this field 'ADD'. You can also enter a unique invoice number, if needed.
2. Gross and Net Gallons carry forward from the previous screen.
3. Enter the Customer Number to be invoiced.
4. Review or enter any special freight rates or amounts.
5. Click OK. You will return to the previous screen and click OK again

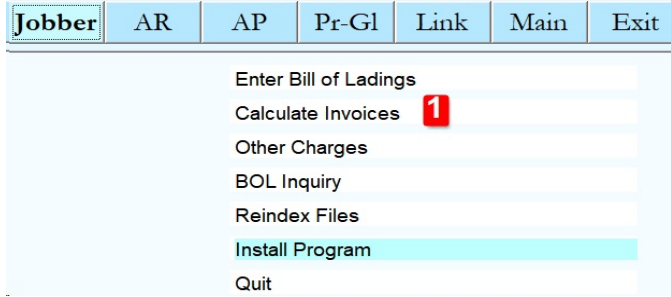
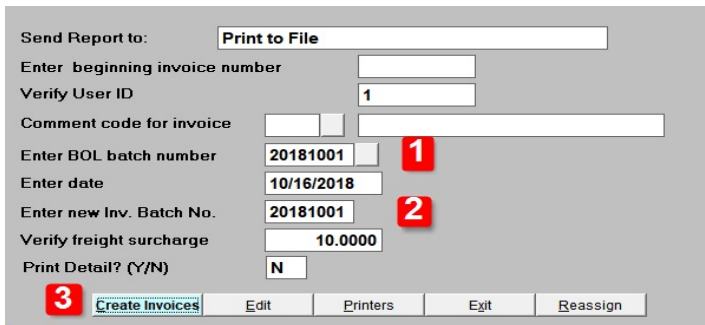
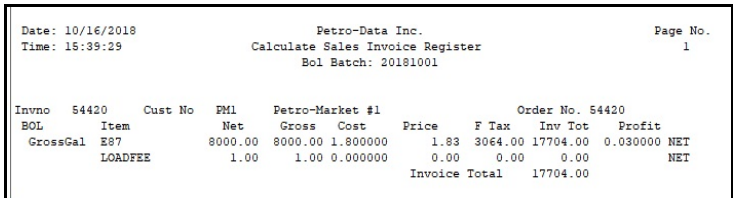
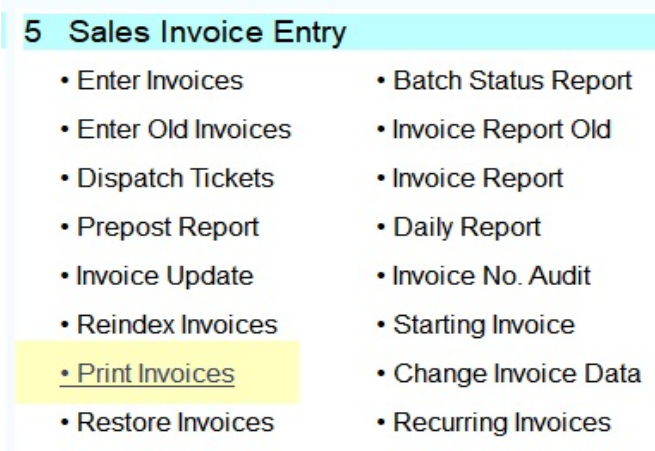
6. If you have more fuel items for the BOL, add the next Item and repeat the process. When all items have been entered, press EXIT.

BOL Billing - Calculate Invoices

Jobber, Fuel Bill of Lading, BOL Billing, Calculate Invoices

Process Flow: Enter BOL, Create Invoice, Print Invoice, Update BOL, Update Invoice

Update bills of lading and create sales invoices for your customers.

<p>Step 1</p> <p>1. From the BOL Billing Menu, select option to <i>Calculate Invoices</i>. This will create the invoice for the Sales Invoice Entry module.</p>																																																								
<p>Step 2</p> <p>1. Enter the batch number of the BOL you just created.</p> <p>2. The system will create the same batch number for the invoice.</p> <p>3. Click Create Invoices.</p>																																																								
<p>Step 3</p> <p>Review the invoice data, check line items, taxes and totals.</p>	 <table border="1"> <thead> <tr> <th>Invno</th> <th>54420</th> <th>Cust No</th> <th>PH1</th> <th>Petro-Market #1</th> <th>Order No.</th> <th>54420</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>BOL</td> <td>Item</td> <td>Net</td> <td>Gross</td> <td>Cost</td> <td>Price</td> <td>F Tax</td> <td>Inv Tot</td> <td>Profit</td> <td></td> <td></td> </tr> <tr> <td>GrossGal</td> <td>E87</td> <td>8000.00</td> <td>8000.00</td> <td>1.800000</td> <td>1.83</td> <td>3064.00</td> <td>17704.00</td> <td>0.030000</td> <td>NET</td> <td></td> </tr> <tr> <td></td> <td>LOADFEE</td> <td>1.00</td> <td>1.00</td> <td>0.000000</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>NET</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Invoice Total</td> <td>17704.00</td> <td></td> <td></td> </tr> </tbody> </table>	Invno	54420	Cust No	PH1	Petro-Market #1	Order No.	54420					BOL	Item	Net	Gross	Cost	Price	F Tax	Inv Tot	Profit			GrossGal	E87	8000.00	8000.00	1.800000	1.83	3064.00	17704.00	0.030000	NET			LOADFEE	1.00	1.00	0.000000	0.00	0.00	0.00	0.00	NET									Invoice Total	17704.00		
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	LOADFEE	1.00	1.00	0.000000	0.00	0.00	0.00	0.00	NET																																															
							Invoice Total	17704.00																																																
<p>Step 4</p> <p><i>Sales Invoice Entry, Print Invoices</i></p> <p>Print the invoice and make sure it's correct before you process the final update.</p>																																																								

Step 9

1. Select Invoice Type 'Unposted',
2. Select the Invoice Batch number you just created. You can use the lookup function also.
3. Click Display.

Select Printer: Microsoft XPS Document Writer

User Id: Copies:

Invoice Type: Unposted **1** Unprinted Confirmed Posted

Sort Option: None Invoice No. Alpha Cust Numeric Cust

Input Your Selections Below:

Batch number: **2** Invoice Number:

Invoice Date: Invoice Range:

Customer: Date Range:

Selection? (Y/N)

3

Buttons: Edit, Print, Display, Exit

Step 10

Review the invoice.

Petro-Data Inc.
11503 Jones Maltsberger
Suite 108
San Antonio, Tx 78247
Phone: 210-545-4774
Email: jnewton@gonewton.net

YOUR LOGO

Page No. 1 of 1

Date: 02/20/2015 Invoice #: 54261

Bill To Address:

Petro-Market #2
486 FOREST ROAD
PO BOX 876
FOREST CITY, TX 78001

Ship To Address:

Petro-Market #2
486 FOREST ROAD
PO BOX 876
FOREST CITY, TX 78001

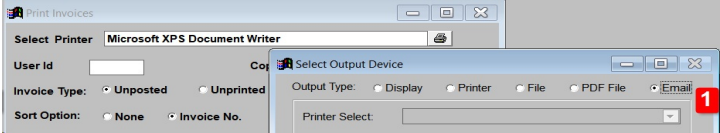
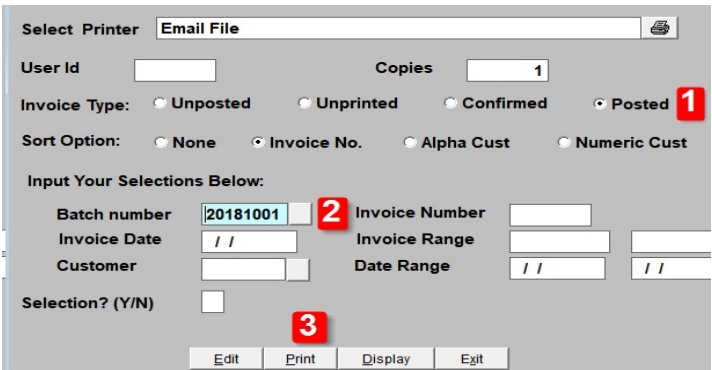
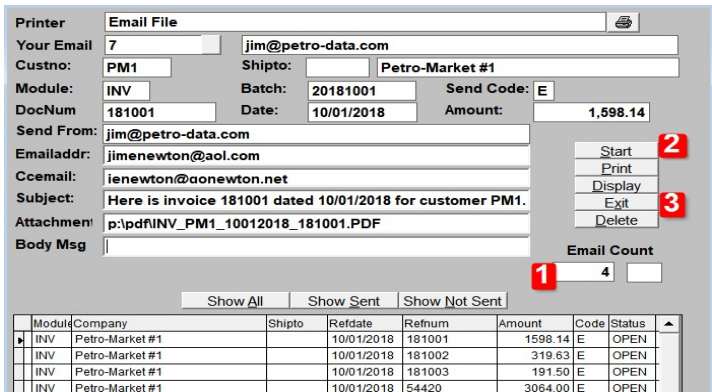
Customer #	Reference No.	Terms	Ship Date	Due Date	Ship Via	BOL #
PM2		NET 15	02/20/2015	03/02/2015	1	
Item Description			Quantity	Price	Amount	
UNLEADED GASOLINE			2000.00	2.990000	5980.00	

BOL Billing - Print/Email Invoices

Jobber, Sales Invoice Entry, Print Invoices

Process Flow: Enter BOL, Create Invoice, Print Invoice, Update BOL, Update Invoice

You are able to print or email invoices if they are either posted or Unposted.

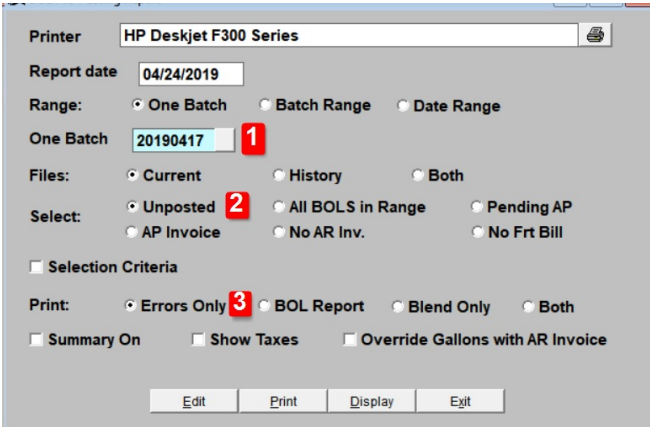
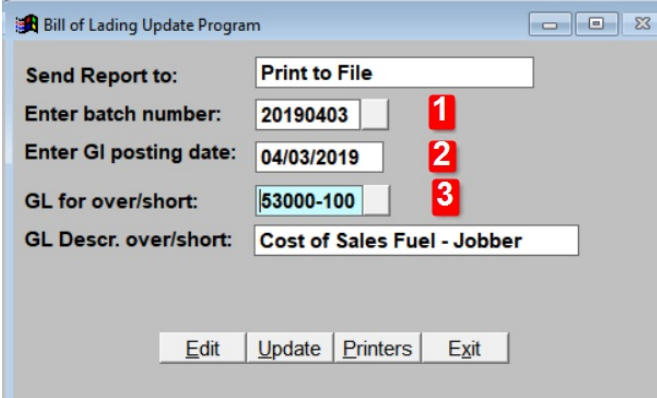
<p>Step 1</p> <ol style="list-style-type: none"> 1. Click the Printer icon and choose either a printer or Email. 																																									
<p>Step 2</p> <ol style="list-style-type: none"> 1. Choose the status of the invoice. If you have updated the invoice, click the Posted option. If the invoice is not updated, click the Unposted option. 2. Enter the batch number using the Lookup function. 3. Press Print. 																																									
<p>Step 3</p> <p>If you chose Email, the email menu will display.</p> <ol style="list-style-type: none"> 1. Total Count of emails is listed on the screen. 2. Click Start to send the emails 3. Click Exit after all emails are sent. A message and the bottom of the screen will tell you that the email is Complete. 	 <table border="1" data-bbox="795 1333 1461 1417"> <thead> <tr> <th>Module</th> <th>Company</th> <th>Shipto</th> <th>Refdate</th> <th>Refnum</th> <th>Amount</th> <th>Code</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>INV</td> <td>Petro-Market #1</td> <td></td> <td>10/01/2018</td> <td>181001</td> <td>1598.14</td> <td>E</td> <td>OPEN</td> </tr> <tr> <td>INV</td> <td>Petro-Market #1</td> <td></td> <td>10/01/2018</td> <td>181002</td> <td>319.63</td> <td>E</td> <td>OPEN</td> </tr> <tr> <td>INV</td> <td>Petro-Market #1</td> <td></td> <td>10/01/2018</td> <td>181003</td> <td>191.50</td> <td>E</td> <td>OPEN</td> </tr> <tr> <td>INV</td> <td>Petro-Market #1</td> <td></td> <td>10/01/2018</td> <td>54420</td> <td>3064.00</td> <td>E</td> <td>OPEN</td> </tr> </tbody> </table>	Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status	INV	Petro-Market #1		10/01/2018	181001	1598.14	E	OPEN	INV	Petro-Market #1		10/01/2018	181002	319.63	E	OPEN	INV	Petro-Market #1		10/01/2018	181003	191.50	E	OPEN	INV	Petro-Market #1		10/01/2018	54420	3064.00	E	OPEN
Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status																																		
INV	Petro-Market #1		10/01/2018	181001	1598.14	E	OPEN																																		
INV	Petro-Market #1		10/01/2018	181002	319.63	E	OPEN																																		
INV	Petro-Market #1		10/01/2018	181003	191.50	E	OPEN																																		
INV	Petro-Market #1		10/01/2018	54420	3064.00	E	OPEN																																		

BOL Billing - BOL Pre-Post and Update

Jobber, Fuel Bill of Ladings, PrePost Report & Bol Update

Process Flow: Enter BOL, Create Invoice, Print Invoice, Update BOL, Update Invoice

The next step in entering BOLs is to PrePost and then Update the BOL data.

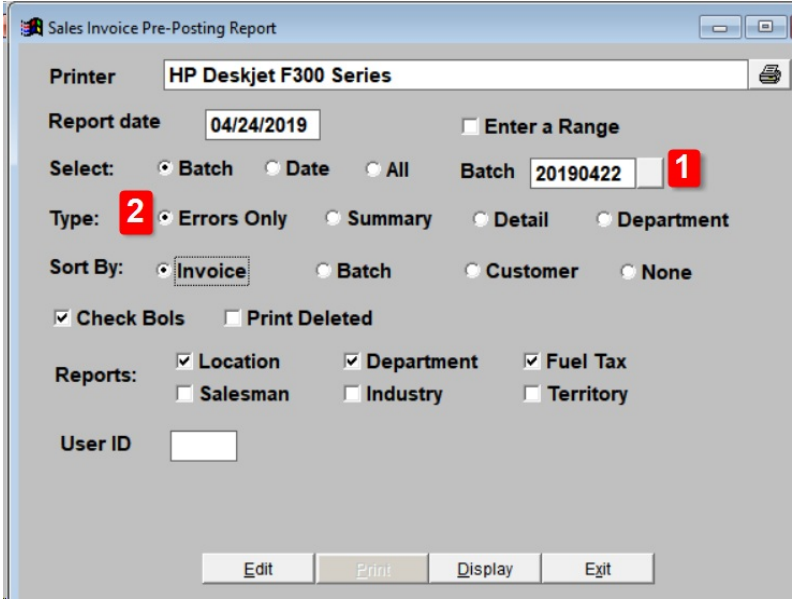
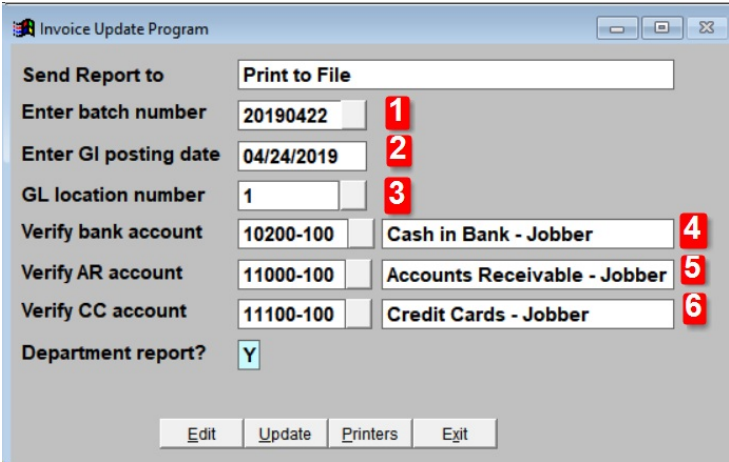
<p><i>Jobber, Fuel Bill of Ladings, PrePost Report</i></p> <ol style="list-style-type: none">1. Select the Batch number2. Choose Unposted Batches3. Select the report of Errors Only. <p>Review the on-screen report and make sure there are no errors.</p>	
<p><i>Jobber, Fuel Bill of Ladings, BOL Update</i></p> <ol style="list-style-type: none">1. Select the Batch number2. Enter the GL posting date, normally the same as batch date.3. Select the account for Over/Short GL account number. <p>Click Update. Make sure there are no errors listed on the update by clicking View Errors.</p>	

BOL Billing - Invoice Pre-Post and Update

Sales Invoice Entry, PrePost Report & Invoice Update

Process Flow: Enter BOL, Create Invoice, Print Invoice, Update BOL, Update Invoice

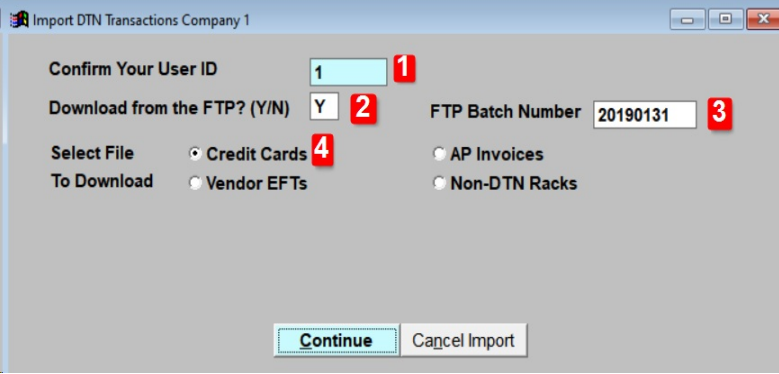
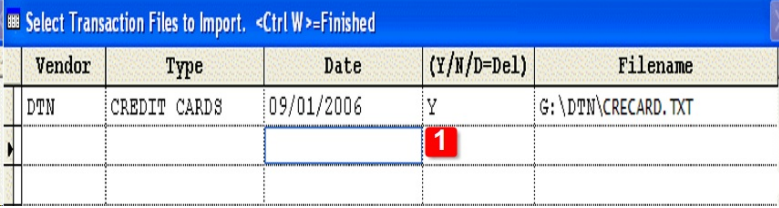
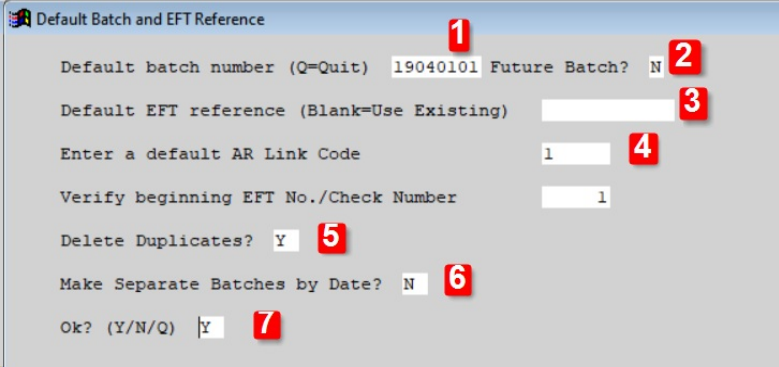
The final step in entering BOLs is to PrePost and then Update the Sales Invoice data.

<p><i>Jobber, Sales Invoice Entry, PrePost Report</i></p> <ol style="list-style-type: none"> 1. Select the Batch number 2. Select the report of Errors Only. <p>Review the on-screen report and make sure there are no errors.</p>	
<p><i>Jobber, Sales Invoice Entry, Invoice Update</i></p> <ol style="list-style-type: none"> 1. Select the batch number. 2. Confirm the GL Posting date. 3. Verify the Location. 4. Confirm the Bank account number. 5. Confirm the AR account number. 6. Verify the Credit Card account number. <p>Click Update. Make sure there are no errors listed on the update by clicking View Errors</p>	

Credit Cards - Import Credit Cards

Accounts Receivable, Credit Cards, Import Credit Cards

Import and process credit card data.

<p>Step 1</p> <ol style="list-style-type: none"> 1. Confirm or enter your User ID. 2. Enter 'Y' to download the file. If you already have a file on your computer directory, enter 'N' to skip the download but process the file. 3. Enter a Batch Number for the credit data to be downloaded. 4. Select the file of 'Credit Cards'. 5. Click Continue. 											
<p>Step 2</p> <p>A screen will display showing a list of credit card files to be processed.</p> <ol style="list-style-type: none"> 1. If there are more than files listed, you can skip any of the files by typing a 'N' in the column (Y/N/D=Del). Typing a 'D' will delete the file from your system. 	 <table border="1"> <thead> <tr> <th>Vendor</th> <th>Type</th> <th>Date</th> <th>(Y/N/D=Del)</th> <th>Filename</th> </tr> </thead> <tbody> <tr> <td>DTN</td> <td>CREDIT CARDS</td> <td>09/01/2006</td> <td>Y</td> <td>G:\DTN\CRECARD.TXT</td> </tr> </tbody> </table>	Vendor	Type	Date	(Y/N/D=Del)	Filename	DTN	CREDIT CARDS	09/01/2006	Y	G:\DTN\CRECARD.TXT
Vendor	Type	Date	(Y/N/D=Del)	Filename							
DTN	CREDIT CARDS	09/01/2006	Y	G:\DTN\CRECARD.TXT							
<p>Step 3</p> <ol style="list-style-type: none"> 1. Enter a batch number for this credit card import. 2. Enter 'N' if this is not a future batch. 3. Press Enter to use the Default EFT Reference. 4. Confirm the correct AR Link Code is on the screen. 5. Choose 'Y' to Delete Duplicates 6. Choose 'N' to Make Separate Batches by Date. 7. Choose 'Y' to OK? 											

Step 4

The system will display Credit Card total amounts by Vendor and Date.

Write these amounts down since you will need to balance to these amounts later.

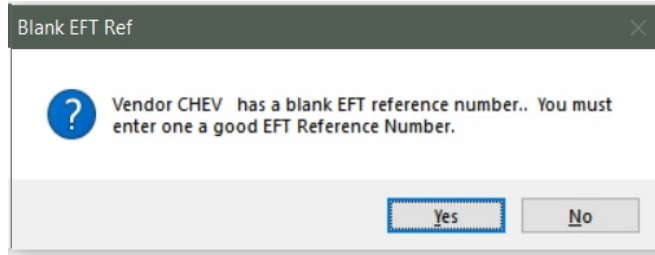
Press CTRL-W to exit this screen.

Vendor	Type	Date	Trandol	Linkcode	Batchno	Eft Ref/Chk #
CHEV	CREDIT CARDS	04/24/2019	303020.76	1	19040101	
EXXON	CREDIT CARDS	04/25/2019	13611.66	1	19040101	
SHELL	CREDIT CARDS	04/25/2019	22132.46	1	19040101	

Step 5

If you get an error message for a Blank EFT Reference number, click 'Yes' to return to the previous screen.

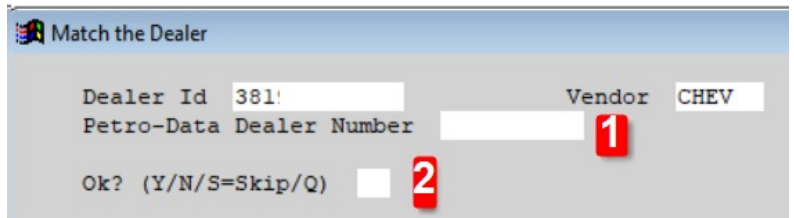
Enter a valid EFT Reference for each vendor.



Vendor	Type	Date	Trandol	Linkcode	Batchno	Eft Ref/Chk #
CHEV	CREDIT CARDS	04/24/2019	303020.76	1	19040101	19040101
EXXON	CREDIT CARDS	04/25/2019	13611.66	1	19040101	19040102
SHELL	CREDIT CARDS	04/25/2019	22132.46	1	19040101	19040203

Step 6

1. If there is not mapping entry for a dealer, add the Petro-Data Dealer code.
2. Enter 'Y' to continue. If you do not want to map this dealer to Petro-Data, chose 'S' to permanently skip the import for this dealer.



Step 7

A confirmation screen will display showing the amounts for the import. Compare these dollar amounts to the amounts you wrote down in Step 4.

Choose P to print a report.

Choose T to change the batch number.

Choose C to Continue.

The following Credit Card/EFT files have been processed.

Vendor	Ref Num	Total	CC Date	Batch No.
CHEV	19040102	297865.09	04/23/2019	19040101
EXXON	19040102	134356.00	04/24/2019	19040101
SHELL	19040203	22132.46	04/25/2019	19040101

P=Print Report C=Continue with Import Q=Quit
 B=Browse T=Change Batch No |

A message will display 'Finished Importing'. Press Enter.

Credit Cards - Enter or Correct Credit Cards

Accounts Receivable, Credit Cards, Input Credit Cards

Manually enter credit card data or correct data that was downloaded in the Import process.

Step 1

1. Enter the Link Code for Accounts Receivable.
2. Enter a batch number.
3. Enter a Discount Code. Use 'N' to enter a discount amount or 'O' if there are no discounts.
4. Accept the system date.
5. Choose how you will enter the credit card data: By Vendor or By Dealer.
6. Enter 'Y' to begin keying the credit card data.

```
Petro-Data Inc.*** Input Credit Cards Received *** 11/20/2018
Enter the default link code for credit cards (Q=Quit) 1
Bank 10200-100      A/P 20500-100      A/R 11000-100
Enter batch number (Q=Quit) 20181120
Enter default discount code (O=Omit discount N=Omit Disc %) N
Enter default date 11/20/2018
Input Option: 1=Vendor Invoice/Ref Num      2=By Dealer/Batch 1
Is everything ok? (Y/N/Q=Quit) Y
```

Step 2

1. Enter the vendor number.
2. Enter a Reference number. Use the value from the credit card report or make one up (YYMMDDnn where nn is a number from '01' to '99'). If you leave this blank, the system will use Batch Number. Amounts are summarized by Ref Num in the Vendor EFT Credit Card Lookup. If you want to show credit card batches separately when creating an EFT batch later, use a unique number for each group now.
3. 'Y' to accept the information.
4. Enter a Transaction number. Use the value on the credit card report or make one up. Data on the Credit Card report is grouped by this transaction number.
5. Enter the Dealer number. Use the F2 lookup to display valid dealers.
6. 'Y' to accept the information.
7. Enter the transaction date from the credit card report.
8. Enter the gross amount from the credit card report.
9. Enter the discount amount from the credit card report.
10. 'Y' to accept the information and continue keying the next transaction. You can select 'N' to change the row of data you just entered.
11. When all data is entered, key 'Q' in the Tran No field to exit.

Petro-Data Inc.*** Input Credit Cards Received *** 11/20/2018

Vendor (Q=Quit) BRAND **1** Ref Num 18112001 **2** GL Bank 10200-100 Ok? Y **3**

Ln#	Date	# Cards	Gross Amt	Disc	Disc Amt	Net Amt	Gl Acct	Ok?(Y/N)
1 Tran No.	54321	4	Dealer	100	5	Cust BLUE	Ok?(YNG) Y 6	
11/20/2018			1000.00 N		10.00	990.00 11000-200	Y 10	
		7			8		9	

1 Tran No.	54321	Dealer	100		Cust BLUE	Ok?(YNG) Y
11/20/2018		1000.00 N		10.00	990.00 11000-200	Y
2 Tran No.	54322	Dealer	100		Cust BLUE	Ok?(YNG) Y
11/20/2018		1200.00 O		10.00	1190.00 11000-200	Y
3 Tran No.	54323	Dealer	100		Cust BLUE	Ok?(YNG) Y
11/21/2018		1300.00 N		0.00	1300.00 11000-200	Y
4 Tran No.	Q	11				

Step 3

1. Enter 'Q' to exit the input screen.
2. Total Gross, Discount and Net are displayed at the bottom. To the right of Net, total record count is displayed.

Enter field # to change	A = Add a line	S = Scan	1
B = Change batch number	D = Delete	Q = Quit	
Gross 3500.00 Disc 20.00 Net 3480.00		3	2

Step 4

1. Pre-Post and Update the credit card data. See section 'Credit Card Update' for instructions.
2. Ignore the notes to download credit card information if you are only updating information that you entered manually.

Credit Cards - Print/Email Credit Card Receipts

Accounts Receivable, Credit Cards, Credit Cards Receipts

Process Flow: Download or Manual Input, Update, Send to Customers

Update your system with credit card dollars from your fuel vendor or DTN.

Step 1

1. Select a Printer if you want a report for internal use or you can choose the option to Email the Statement to your customers.
2. Select the option to get data either by Batch Range or Date Range. Based on your choice, enter either the beginning and ending batch numbers or the beginning and ending dates.
3. If you have not updated the batch yet, choose the 'Unposted' option. If the credit card batch is updated, you can choose data from either the Current Month or from History (all prior months).
4. Select 'Report' for internal use or the option 'Statements' for email to customers.
5. Click Print.

Step 2 - only if Email was selected

1. When the email menu is displayed, click Start to send the emails.
2. When it's complete, a message will appear in the bottom box. Click Exit.

Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status
CC	Larco Enterprises		10/01/2018	20181001	54543.69	E	OPEN
CC	Petro-Market #1		10/01/2018	20181001	26100.12	E	OPEN
CC	Petro-Market #2		10/01/2018	20181001	34240.62	E	OPEN

If you selected the Email option, click 'Start' to send the email.

Printer: HP Deskjet F300 Series

Your Email: 1 jim@petro-data.com

Custno: BLUE Shipto: Blue Farm

Module: CC Batch: 20190201 Send Code: E

DocNum: 20190201 Date: 02/01/2019 Amount: 17,349.00

Send From: jim@petro-data.com

Emailaddr: jim@petro-data.com

Ccemail:

Subject: Enclosed are the Credit Cards for Blue Farm

Attachment: p:\pdf\BLUE\CC_BLUE_02012019.PDF

Body Msg: You can view the enclosed PDF attachment with Adobe Re

Start
Print
Display
Exit
Delete

Email Count: 2

Show All Show Sent Show Not Sent

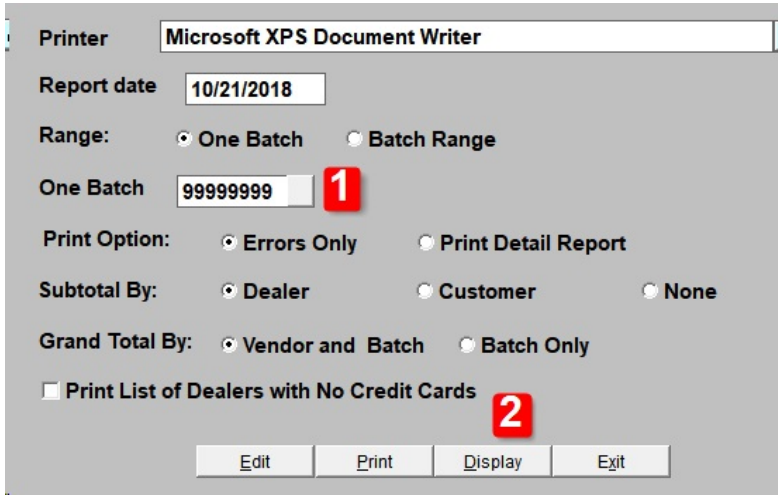
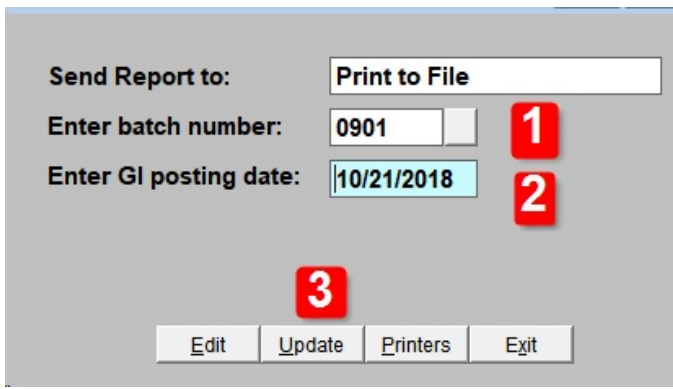
Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status
CC	Blue Farm		02/01/2019	20190201	17349.00	E	OPEN

Credit Cards - Credit Card PrePost & Update

Accounts Receivable, Credit Cards, PrePost Report & Update Credit Cards
Process Flow: Download or Manual Input, Update, Send to Customers

Update your system with credit card dollars from your fuel vendor or DTN.

If required, download the data file manually from your vendor. Save the file to the directory name per Petro-Data instructions during the installation. For example, you may save the file in P:\MARCC for Marathon credit cards or P:\SUNCC for Sunoco credit cards. Drive and directory names are based on your installation.

<p>Step 1 <i>Accounts Receivable, Credit Cards, PrePost Report</i></p> <ol style="list-style-type: none">1. Select the batch number assigned in the Import.2. Click Display. Review the PrePost Report and make sure there are no errors.	
<p>Step 2 <i>Accounts Receivable, Credit Cards, Update Credit Cards</i></p> <ol style="list-style-type: none">1. Select the batch number assigned in the download.2. Enter the GL Posting Date which normally matches the batch number.3. Click Update	

Step 3

Review the Update Register. Click Exit.

Date: 10/24/2018
Time: 13:01:43

Petro-Data Inc.
Credit Card Update Register
Batch: 0901 Batch Id. 1

Page No.
1

Batch	Date	Dealer	Descr	CustNo	Company	Ref no.	Net Amt	
0901	09/17/02	100	A/R Cr. BLUE	Blue Farm		0101	100.00	
							Net Credit Cards	100.00

Date: 10/24/2018
Time: 13:01:43

Petro-Data Inc.
Credit Card Update Report 10/24/2018
General Ledger Batch No.0901 Batch Id. 1

Page No.
2

Gl Date	Account	Description	Amount
10/24/2018	11000-100	Accounts Receivable - Jobber	-100.00
10/24/2018	11100-100	Credit Cards - Jobber	100.00
			0.00

Step 4

1. Click View Errors.
2. If errors exist, click on Cancel Update. Correct the errors and run the PrePost and Update again.
3. If there are no errors, click Finish Update.



Customer Drafts - Create Draft Notices

Accounts Receivable, Customer Drafts

Process Flow: Create, Edit, Print/Email, Update, Send to Customers

Create bank drafts to collect invoice payments from your customers.

Before creating the bank draft data, you can view the A/R balance by Due Date for your customers. This report can very useful in helping you decide what date to use for Invoice Due Date in the Create Draft step. Run the Open Item Ledger in *Accounts Receivable, Reports, Open Item Ledger*. Running this report is an optional step.

Optional Step 1 - Check AR Balances

Accounts Receivable, Reports, Open Item Ledger

1. Select the cutoff date for invoices.
2. Select Aging Type of Due Date.
Creating the bank draft is based on Due Date.
3. Choose a Sort option.
4. Enter one Customer Number or leave it blank to view the balances for all customers.
5. Click Print or Display. You can also choose to Create Excel File so you can review the Draft data to a report.

Review the customer data to help you decide what you want to include in the bank draft.

Printer: Microsoft XPS Document Writer

Aging Cutoff Date: 10/01/2018 Aging Periods: 0 0 0 0

Aging Type: Due Date Invoice Date

Sort Option: Date Invoice None

Show Fields: Disc Due Cash RefNo

Option: One Customer Start with Customer All Customers

Cust No.: PM1 Petro-Market #1

Show Unposted Invoices Delinquent List Only Create Excel File

Show Zero Bal Invoices Include Zero Balances Credit Inv Only

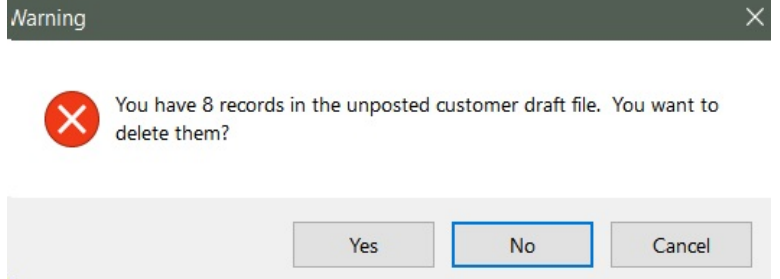
Selection Criteria

Buttons: Edit Print Display Exit Save Opt

Step 2

Accounts Receivable, Customer Drafts, Create/Add Draft Notices

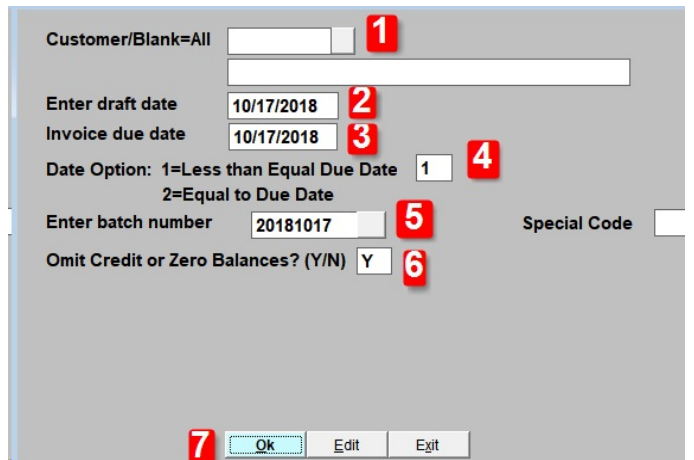
- If draft data was previously created but not updated, you'll be asked if you want to delete them.
- If you click 'Yes', new draft data will be created. Click 'No' to keep this data and start with Edit Draft Notices.



Step 3

Only customers with EFT='Y' will be selected.

1. Enter one customer number or leave this blank to create draft data for all your customers.
2. Enter the date the funds will be drafted from the bank of your customers.
3. Enter the Due Date of invoices to be selected.
4. Choose a due date criteria:
 - a. Date Option 1 will select all invoices with a due date up to the date requested.
 - b. Date Option 2 will select only invoices due on this date exactly.
5. Enter the batch number for this draft.
6. If any of your customers have a negative balance (like for Credit Cards) and you want to include them in the draft, enter 'N' in the field 'Omit Credit or Zero Balances'.
7. Click OK.



Customer Drafts - Edit Draft Notices

Accounts Receivable, Customer Drafts, Edit Draft Notices

Process Flow: Create, Edit, Print/Email, Update, Send to Customers

After the draft data is created, you can edit or change the data to be drafted by customer.

1. The batch date will default from the Create option.
2. You can only edit data by Customer ID so enter the customer number here.
3. The total amount of the draft is displayed above the detail information.
4. You can do a draft a partial amount on an invoice. Change the amount in the column 'Amtpaid'. If the Amtpaid is 10,000 and you want to draft only 5,000, just change the Amtpaid to 5,000. Columns 'New Balance' will be updated with uncollected balances.
5. If the total customer draft is a negative amount due to a large amount of credit cards, you can change the draft to Zero. Click the ChgAmt button. Reply 'Y' to enter a new amount and Apply Credits First. Change the Total Draft Amount to Zero. Click Recalc.
6. Click Exit when the data is correct.

Custno	Invno	Duedate	Amtpaid	Discount	New Balance
PM1	145271	01/14/2015	11534.78	0.00	0.00
PM1	145272	02/05/2015	11158.06	0.00	0.00
PM1	145273	02/05/2015	11660.68	0.00	0.00
PM1	CS000804	02/11/2015	-11660.68	0.00	0.00
PM1	99	01/11/2016	9860.75	0.00	0.00
PM1	WRITEOFF	08/18/2018	-10.00	0.00	0.00
PM1	1008	10/07/2018	250.00	0.00	0.00
PM1	1007	10/07/2018	500.78	0.00	2158.00

Customer Drafts - Print/Email Draft Notices

Accounts Receivable, Customer Drafts, Print Draft Notices

Process Flow: Create, Edit, Print/Email, Update, Send to Customers

Email or print the amounts to be collected from your customers.

1. Click the Printer icon and choose either Email or Printer.
2. If you are emailing notices to your customer, select report format 'Notices'. The 'Report' format is for an internal use report.
3. Enter the draft batch number.
4. Enter a customer number or leave this blank all customers in the batch.
5. Click Summarize to email summary data only. Leave this unchecked to include all detail.
6. Choose a Sort option of Date or Transaction Type.
7. Click Print.

1. If you selected the Email option, an email menu will display. Click Start to send the emails. When it's complete, a message will appear in the bottom box.
2. Click Exit

Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status
CC	Larco Enterprises		10/01/2018	20181001	54543.69	E	OPEN
CC	Petro-Market #1		10/01/2018	20181001	26100.12	E	OPEN
CC	Petro-Market #2		10/01/2018	20181001	34240.62	E	OPEN

Customer Drafts - Update Draft Notices

Accounts Receivable, Customer Drafts, Update Customer Drafts
Process Flow: Create, Edit, Print/Email, Update, Send to Customers

Update the data in the system.

<ol style="list-style-type: none"> 1. Enter the batch number. 2. Accept today's date. 3. Select the GL Link Code. 4. Click Update 	
<p>Review the report.</p> <p>Check that the Total Draft Amount is correct and GL Proof should be Zero.</p> <p>Click Exit.</p>	
<ol style="list-style-type: none"> 1. Click View Errors. 2. If errors exist, click on Cancel Update. Correct the errors and run the PrePost and Update again. 3. If there are no errors, click Finish Update. 	

Purchase Invoices - Invoice Entry

Jobber, Purchases, Invoice Entry

Process Flow: Enter Invoice, PrePost & Update

Create vendor invoices for fuel purchases that match BOLs. You should also enter purchase invoices in this menu for any item for which you maintain inventory totals.

<p>Step 1</p> <ol style="list-style-type: none"> 1. Enter the purchase date. 2. Enter a batch number. 3. Enter the GL location. 4. Click on Purchase Input. 	
<p>Step 2</p> <ol style="list-style-type: none"> 1. Enter the vendor invoice number. 2. Enter the vendor number. 3. Enter the transaction type. 4. Enter priority and terms. 5. Enter discount percent or amount on the invoice, if needed. 6. Enter the Subtotal and Discount amount. Invoice Total should match the vendor's invoice. 7. Click Lines. 	
<p>Step 3</p> <p>Reply 'Y' to add a BOL to the fuel invoice.</p> <ol style="list-style-type: none"> 1. Confirm the vendor number. 2. Enter the BOL number. You can use the F2 lookup feature. 3. Click OK. 4. You can Cancel the entire batch if you want to start over or abandon this input. 5. Click Exit/Save to add the BOL to this invoice. 	

Step 4

1. Check that the invoice total agrees to the BOL total. The 'Diff' field should be zero if they match.
2. If the vendor includes special charges (like Texas Load Fee), manually add these to the Purchase Invoice in Petro-Data. Click AddLn to add these special charges.
3. For a minor difference in Totals (less than one dollar), click the 'FIX' button. The difference will be added to Discounts. These small differences could be caused by rounding.
4. For a major difference, first check that you entered the invoice total correctly (Step 2). If you need to change the invoice total you entered, click 'Chg Totals' and choose 'Y' to update the totals. Change Vendor Totals or the Discount at the bottom and click OK.

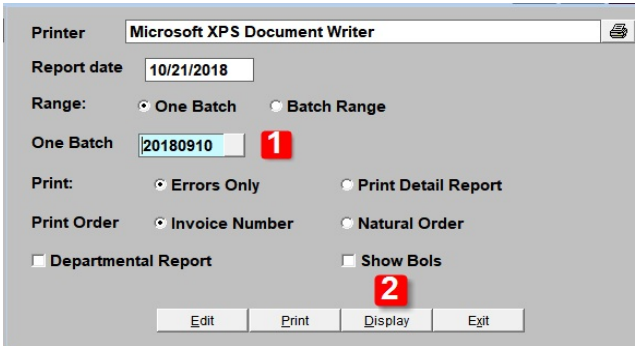
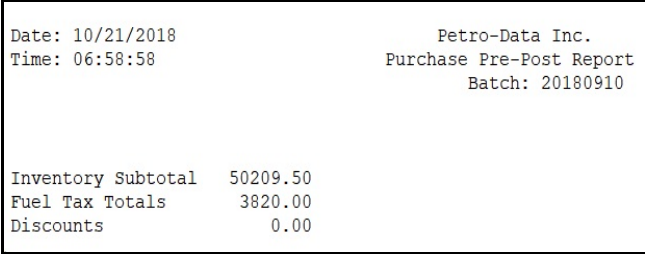
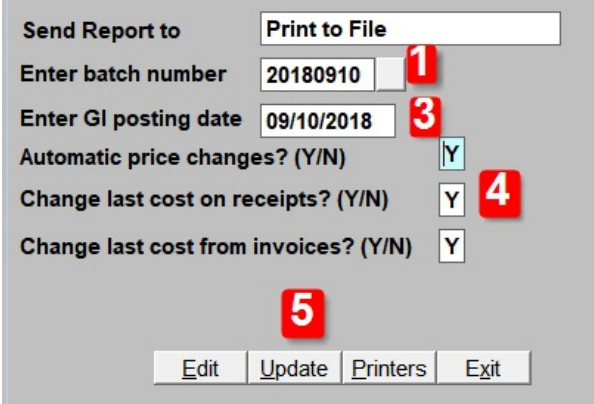
If totals were entered correctly, you will need to review the original BOL and compare each item to the vendor invoice. You may have to delete the purchase entry and start over. Petro-Data can be configured to create some special charges for you (like Oil Spill Recovery).

Purchase Invoices - PrePost & Update

Jobber, Purchases, PrePost Report & Purchase Update

Process Flow: Enter Invoice, PrePost & Update

Prepost and Update the purchase invoice.

<p><i>Jobber, Purchases, PrePost Report</i></p> <ol style="list-style-type: none">1. Enter the batch number.2. Click Display	
<p>Review the report and make sure there are no errors. Click Exit on the Report Screen. Click Exit from the Petro-Data Prepost screen.</p>	
<p><i>Jobber, Purchases, Purchase Update</i></p> <ol style="list-style-type: none">1. Enter the Batch Number2. Click OK for the text file that will be saved to your network drive.3. Enter the GL Posting Date.4. Accept the defaults for 'Y' for Automatic Price Change, Last Cost on Receipts and Last Cost from Invoice.5. Click Update.	

Check the GL Proof at the bottom of the report and make sure it's Zero.

Account	GL Date	Description	Amount
20810-100	09/10/2018	Fuel Taxes 1234567	1820.00
Federal Gasoline Tax AP			
22021-	09/10/2018	Fuel Taxes 1234567	2000.00
State Sales Tax AP			
20750-100	09/10/2018	Remove Est. A/P-1234567	53820.00
Pending Accounts Payable			
20850-100	09/10/2018	Remove Est. Fuel Tax -1234567	-3820.00
Pending Fuel Tax			
53000-100	09/10/2018	SUPERFUND	190.50
Cost of Sales Fuel - Jobber			
43000-100	09/10/2018	FEDERAL OIL SPILL	19.00
Fuel Sales - Jobber			
20500-100	09/10/2018	Accounts payable 1234567	-54029.50
Accounts Payable - Jobber			
Proof			0.00

1. Click on View Errors.
2. If errors exist, click on Cancel Update. Correct the errors and run the PrePost and Update again.
3. If there are no errors, click Finish Update. Click Return to Menu.



Vendor EFT Entry

Accounts Receivable, Vendor EFTs, New Input EFT
 Process Flow: Enter EFT, PrePost & Update

Create an EFT for your payment to your vendor for invoices. To verify open invoices, run the Invoice Status Report in AP, Reports. Select the option for Open Invoices only.

<p>Step 1</p> <ol style="list-style-type: none"> 1. Enter the GL Link Code, 2. Enter the EFT Date. This is the date that the funds will be transferred from the bank. 3. Enter the batch number. 4. Click EFT Input 																																																																									
<p>Step 2</p> <ol style="list-style-type: none"> 1. Enter the vendor number. 2. Enter an EFT number. 3. Enter a check number. 4. Enter the total EFT amount. 																																																																									
<p>Step 3</p> <ol style="list-style-type: none"> 1. Select the invoices to be paid by click the 'Add' column. You can click Mark All to select all invoices. 2. You can 'partial pay' an invoice by manually entering an amount in the NetAmt column. 3. Make sure the EFT Amount matches the total of invoices to be paid. 4. Click Save. 	<table border="1"> <thead> <tr> <th>Type</th> <th>Doc Num ~</th> <th>Doc Date ~</th> <th>PurAmt ~</th> <th>PrevPay</th> <th>DiscAmt</th> <th>NetAmt</th> <th>Balance</th> <th>Add?</th> </tr> </thead> <tbody> <tr> <td></td> <td>1111</td> <td>03/31/2015</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>111111</td> <td>11/17/2015</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>111113</td> <td>12/12/2011</td> <td>2000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>1000.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>1111333</td> <td>08/27/2015</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>121B</td> <td>09/16/2009</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>12229</td> <td>09/01/2009</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>1223</td> <td>12/12/2011</td> <td>1000.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Type	Doc Num ~	Doc Date ~	PurAmt ~	PrevPay	DiscAmt	NetAmt	Balance	Add?		1111	03/31/2015	1000.00	0.00	0.00	1000.00	0.00	<input checked="" type="checkbox"/>		111111	11/17/2015	1000.00	0.00	0.00	1000.00	0.00	<input checked="" type="checkbox"/>		111113	12/12/2011	2000.00	0.00	0.00	1000.00	1000.00	<input checked="" type="checkbox"/>		1111333	08/27/2015	1000.00	0.00	0.00	1000.00	0.00	<input checked="" type="checkbox"/>		121B	09/16/2009	1000.00	0.00	0.00	1000.00	0.00	<input checked="" type="checkbox"/>		12229	09/01/2009	1000.00	0.00	0.00	1000.00	0.00	<input checked="" type="checkbox"/>		1223	12/12/2011	1000.00	0.00	0.00	0.00	1000.00	<input type="checkbox"/>
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	1223	12/12/2011	1000.00	0.00	0.00	0.00	1000.00	<input type="checkbox"/>																																																																	

Step 4

1. If appropriate, you can add Credit Card data to the EFT to reduce your EFT amount due to the vendor.

Vendor: BRAND Brand Fuels Eftno: 102118
Checkno: 181021 Eftdate: 10/21/2018 Eftamt: 5000.00
GL Bank: 10200-100 Cash in Bank - Jobber Batch: 20181021

Type	Ref No.	Reference	Ref Date	Description	Net Amt
I	1111		03/31/2015		1000.00
GL Ap	20500-100	Accounts Payable - Jobber		GL Disc 43100-100	

Buttons: Edit, Add Ln, New EFT, Delete, Exit, Invoices, CrCards, Header, Batchno, Calculate

Net Tot: 6000.00 CC Tot: 0.00 AP Tot: 6000.00 Other: 0.00 Add: -1000.00

Step 5

1. Enter the Credit Card reference number. Use the F2 lookup.
 2. Enter the amount to transfer and click OK.
 3. Check the 'Add' column to select the items to include in this EFT.
 4. You can enter a partial amount in the 'NetAmt' field if required.
 5. At the end, click Save.
- Click Exit when the batch is complete and in balance.

Vendor: BRAND Brand Fuels Eft No. 1021

CC Ref No. 9999999999
Amt to Use 1000.00

Buttons: Cancel, Remove RefNo, Save, Remove All

CC Total	AP Total	Oth Total	Net Line Total	EFT Amt	Amt to Add
-4007.00	6000.00	0.00	1993.00	5000.00	3007.00

Buttons: Recalc

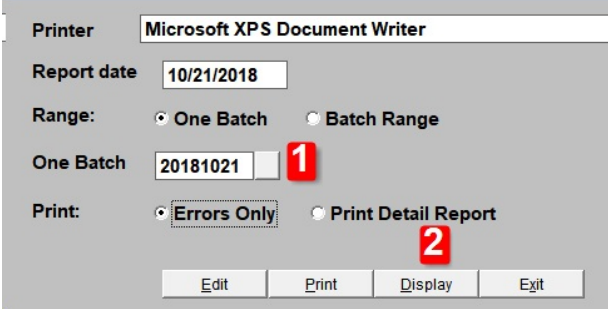
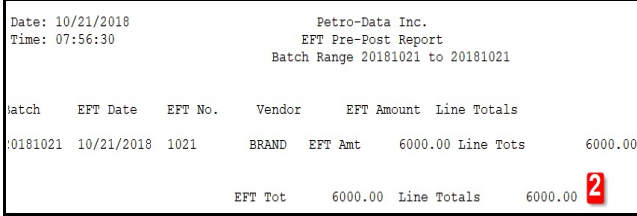
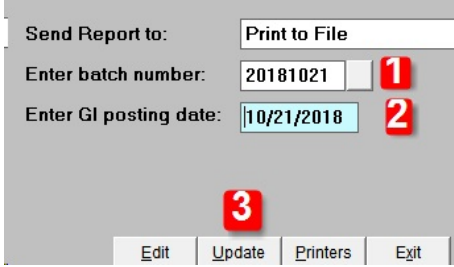
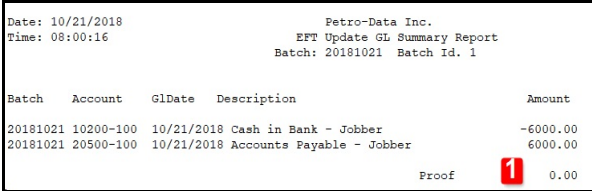
Press OK to use the credit cards.

CC RefNo	Vendor	TranNum	RecDate	Dealer	CustNo	Description	NetAmt	Add?
9999999999	BRAND	9999999999	12/28/2008	100	BLUE	CR CARD FROM 100	-970.00	
9999999999	BRAND	9999999999	12/28/2008	100	BLUE	CR CARD FROM 100	-1000.00	<input checked="" type="checkbox"/>

Vendor EFT PrePost & Update

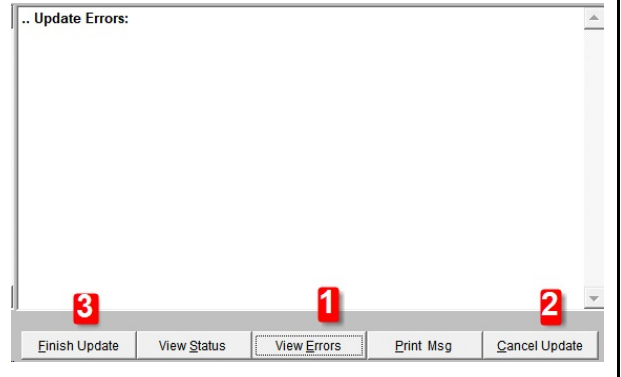
Accounts Receivable, Vendor EFTs, PrePost EFTs & Update EFTs

Process Flow: Enter EFT, PrePost & Update

<p>Step 1 <i>Accounts Receivable, Vendor EFTs, PrePost EFTs</i></p> <ol style="list-style-type: none"> 2. Enter the batch number. 3. Click Display. 	
<p>Step 2</p> <ol style="list-style-type: none"> 1. Review this edit report and make sure there are no errors. 2. Check the total of the EFT. 	
<p>Accounts Receivable, Vendor EFTs, Update EFTs</p>	
<p>Step 3</p> <ol style="list-style-type: none"> 1. Enter the batch number. 2. Enter the GL Posting Date. 3. Click Update. 	
<p>Step 4 Review the report. Check that GL Proof is Zero.</p>	

Step 5

1. Click View Errors.
2. If errors exist, click on Cancel Update. Correct the errors and run the PrePost and Update again.
3. If there are no errors, click Finish Update.



Customer Non-Fuel Sales Invoice Entry

Jobber, Sales Invoice Entry, Enter Invoices

Enter a non-fuel related sales invoice. Examples could be Network Fees or other miscellaneous items.

Step 1

1. Enter the Default Invoice Date. This date will be used on all invoices in the batch.
2. Review the system default for batch number. Terminal and freight surcharge should not apply for a non-fuel invoice.
3. Click the Invoices button.

Invoice Entry Default Values

Send Report to: Microsoft Print to PDF

Verify User ID: 1

Default Invoice Date: 02/01/2019 **1**

Invoice batch number: 20190201 **2**

Comment code for invoice: [] []

Verify terminal location: 9 Terminal

Verify freight surcharge: 5.0000

3 Invoices Edit Printers Exit

Step 2

1. Enter 'A' to have the system assign next invoice number or enter one manually.
2. Select the Invoice Type
3. Enter the Customer Number. The F2 lookup function is available in this field.
4. Default information from customer setup will populate on the screen.
5. Click the Lines button.

Invno: 62044 **1** Inv Type: 1 Charge **2** Cust No: PM1 **3**

4 Bill To **4** Ship To

PO Num: [] Ship Code: []

Bill Name: Petro-Market #1 Ship Name: Petro-Market #1

Bill Addr1: 486 FOREST ROAD Ship Addr1: 486 FOREST ROAD

Bill Addr2: PO BOX 876 Ship Addr2: PO BOX 876

Bill Addr3: SAN ANTONIO, TX 78001 Ship Addr3: SAN ANTONIO, TX 78001

4 Taxes **4** Terms and Delivery

Tax Exempt? N Tax Rate: 8.60000

Tx Auth: TEXAS TEXAS

City: 1 6.1000 City Sales Tax 6.0

Cnty: 8 0.5000 County Tax .5

State: 3 1.0000 State Sales Tax 1.0

MTA: 3 1.0000 State Sales Tax 1.0

Inv Date: 02/01/2019 Ship Date: 02/01/2019

Terms: 1 NET 10

Due Date: 02/11/2019 Batch No.: 20190201

FOB: [] User Id: 1

Ship Via: TRUCK

Truck: 1 TRANSPORT 1

SurChg: 5.0000

Salesman: JB Driver: []

Comment1: [] Terr: FOREST Indust: STORES

Balance: 432201.20 Limit: 99999.00 Last Payment: 03/31/2019

5 Lines Edit New Next Prev Delete Exit Comments

Step 3

1. Enter the location of the inventory item sold.
2. Enter the item number.
3. Gross amount can be 1.
4. Enter the sales price.
5. If the item is subject to sales tax, enter 'Y'. Otherwise, enter 'N' for non-taxable.
6. Total should be the same as sales price.
7. Click OK.

Invoice Entry - Temp Dir C:\BASE\1

Invoice: 62044 02/01/2019 Customer: PM1 Petro-Market #1 Ship To: []

1 Loc: 1 Item: []

Pack Kind	Gross	N/G	Net Gal	Price	Tax Dol	Stx	Total
[]	[]	[]	[]	[]	0.00	[]	[]

OK Taxes Prices

Step 4

1. If you have another invoice to enter for this customer, press Enter on Location and select the next item for the sale.
2. If there are no more invoices to enter, key 'Q' in the Location field to Quit the invoice screen.

Invoice Entry - Temp Dir C:\BASE\1\

Invoice 62044 02/01/2019 Customer PM1 Petro-Market #1 Ship To

1 Loc 1 Item

Pack Kind	Gross	N/G	Net Gal	Price	Tax Dol	Stx	Total
					0.00		

Buttons: Ok, Taxes, Prices

Invoice 62044 02/01/2019 Customer PM1 Petro-Market #1 Ship To

2 Loc Q Item

Pack Kind	Gross	N/G	Net Gal	Price	Tax Dol	Stx	Total
					0.00		

Buttons: Ok, Taxes

Step 5

1. Click Exit after all invoices have been entered. Be sure to review your screen and ensure the data is correct.

Invoice 62044 02/01/2019 Customer PM1 Petro-Market #1 Ship To

Loc 1 Item NETWORK FE Network Fee

Pack Kind	Gross	N/G	Net Gal	Price	Tax Dol	Stx	Total
EACH	1.00	N	1.00	250.00	0.00	N	250.00

GL Account 99900- Suspense Account

Buttons: Edit, Add Ln, New Inv, Next, Prev, Delete, Print, Exit 1, Payment, Header, Email

Press Edit button to edit the highlighted invoice line item.

Location	Item Sold	Gross Qty	Net Qty	Price	FTaxRate	STax	Linetot
1	NETWORK FEE	1.000	1.000	250.000000	0.000000	N	250.00

Step 6

1. Run the PrePost Report.
2. If the prepost report has no errors, run the Invoice Update.

Detail steps for PrePost and Update are described in the BOL Billing & Entry section of this document.

5 Sales Invoice Entry

- Enter Invoices
- Batch Status Report
- Enter Old Invoices
- Invoice Report Old
- Dispatch Tickets
- Invoice Report
- Prepost Report 1
- Daily Report
- Invoice Update 2
- Invoice No. Audit
- Reindex Invoices
- Starting Invoice
- Print Invoices
- Change Invoice Data
- Restore Invoices
- Recurring Invoices

Vendor AP Invoice Entry

Accounts Payable, Enter AP Invoices

Enter a non-fuel related A/P invoice. Examples could be Network Fees you must pay your fuel vendor. This could also include miscellaneous payments such as equipment rental or phone service.

Step 1

1. Enter the default date to be used on every invoice in this batch. Press Enter.
2. The system will create a batch number from the default date. You can keep this value or change it. Press Enter.
3. The system will create the GL date for this batch. You can keep this value or change it. Press Enter.
4. Enter the GL Link Code. This code setup must have the GL account required for the invoice. Press the F2 key to choose the appropriate Link Code. If your existing Link Codes do not have the needed GL account, exit this program and create a new Link Code. If the Link Code selection is good, key 'Y' to accept it. Press Enter.
5. Key 'Y' or 'N' to use the same vendor and invoice date on every invoice in this batch.
6. Key 'Y' or 'N' to calculate a payment discount if paid according to your vendor's terms.
7. Key 'Y' if the data above is correct. Key 'N' to make any corrections.

Enter the default purchase date |02/01/2019 **1**
Enter batch number 20190201 **2**
Enter the default GL posting date 02/01/2019 **3**
Enter the AP link code for GL 1 **4**
Default vendor/date on every invoice? (Y/N) N **5**
Calculate discount due for prompt payment? (Y/N) N **6**
Is everything ok? (Y/N/P=Printer/Q=Quit) Y **7**

Link Code lookup when you press F2:

Glcode	Gldescr	Lasteod	Chkacc
1	Bank 1	//	10200-100
2	Bank 2	//	10200-200

Confirm Link Code Selection:

AP Accounts

GL Link Code	2	Bank 2
Acct. Pay.	20500-100	Accounts Payable - Jobber
Check Account	10200-200	Store 1 - Cash In Bank
Man. Chk. Account	10200-200	Store 1 - Cash In Bank
GL Discount	20700-100	Accounts Payable Discounts - Jobber
Credit Cards	11100-200	Store 1 - Credit Cards
Adjustments	20600-100	Credit Card Adjustment

Are the GL accounts Ok? (Y/N) **4**

Step 2

1. Enter the vendor number.
2. Enter the vendor's invoice number.
3. Enter the invoice date.
4. Enter any reference number. This can be a value for your use or any value from the vendor's invoice. The field is optional.
5. Enter the payment priority.
6. Enter the Store number, only if appropriate.
7. Enter the payment discount days.
8. The system will compute due days based on terms in vendor setup.
9. Enter a discount percent, if appropriate.
10. The system will compute discount days.
11. The system will compute discount date.
12. Enter the total invoice amount.
13. The system will compute discount amount.
14. The system will compute Net amount.
15. If this is a 1099 vendor, enter the 1099 type.
16. Enter the 1099 amount, if appropriate.
17. Enter a description of the payment. This field is optional.
18. If the data is correct, press Enter to continue to the GL Distribution (code G). If you want to change any data keyed, key 'E' to edit the data. You can also enter 'D' to delete this invoice or 'L' to change the GL Link Code.

Vendor Number / Q-Quit BRAND 1		Credit Limit 99999.99	
Company Brand Fuels		YTD Purch 78078.27	
Addr 1 1 Main Street		Open Debits 200.00	
Addr 2		Current Bal 76078.27	
City San Antonio		Lst Payment 08/06/2018	
State TX Zip			

2 InvNo (B=Back) 52932A	3 Inv Date 02/01/2019	4 Ref	5 Priority 8	6 Store
7 Due Days 5	8 Due Date 02/06/2019	9 Discount % 0.00%	10 Disc Days 8	11 Disc Date 02/09/2019
12 Inv Amt 250.00	13 Disc Due 0.00	14 Net Due 250.00	15 1099 Type	16 1099 Amt 0.00
12 Check No. 0	13 Chk. Date	14 Dis Amt 0.00	15 Cr. Card	16 Chk. Amt 0.00

Description: January Fees **17**

E-Edit Invoice	L-GL Link Code	G-GL Distribution G 18
D-Delete Invoice		Q-Quit
Ap Acc 20500-100	Chk Acc 10200-200	

Step 3

1. The system will display the invoice total to be coded to the Accounts Payable GL account number.
2. Key 'A' to add the GL distribution account.

Inv No 52932A	Vendor BRAND	Brand Fuels	250.00
Bank Acct. 10200-200	Store 1 - Cash In Bank		Lines 1

Ln	#Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber 1	-250.00	250.00	Y

Enter line # to change	N-Next page	A-Add line 2
H-Header	B-Bnk Acct.	D-Delete Dist
	Proof 250.00	S-Save 2

Step 4

1. The system will add a blank line for the GL distribution. Press the F2 key to select a GL account number.
2. Select the appropriate GL number and press Enter.
3. Enter the amount. Continue adding records and amounts until proof is Zero. A zero proof means that all expenses match the total invoice amount that is coded to Accounts Payable.
4. Key 'Q' to Quit this screen.

Inv No	52932A	Vendor	BRAND	Brand Fuels	250.00
Bank Acct.	10200-200	Store 1 - Cash In Bank			Lines 1
Ln	#Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-250.00	250.00	Y
2	-		0.00	250.00	Y

Press F2 to view the GL account list:

GL Account	Account Description
10200-100	Cash in Bank - Jobber
10200-200	Store 1 - Cash In Bank
10200-300	Store 2 - Cash in Bank
10200-400	Store 3 - Cash in Bank
10200-500	Store 4 - Cash in Bank
11000-100	Accounts Receivable - Jobber
11000-200	Store 1 - Accounts Receivable
11000-300	Store 2 - Accounts Receivable
11000-400	Store 3 - Accounts Receivable
11000-500	Store 4 - Accounts Receivable

Inv No	52932A	Vendor	BRAND	Brand Fuels	250.00
Bank Acct.	10200-100	Cash in Bank - Jobber			Lines 1
Ln	#Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-250.00	250.00	Y
2	77828-	Network Fees	250.00	0.00	Y
3	Q		0.00	0.00	Y

Step 5

1. Key 'S' to save the data.
2. If any of the data is wrong, you can key the line number to change and then change the data.
3. You can also delete the entire distribution by keying 'D'.

Inv No	52932A	Vendor	BRAND	Brand Fuels	250.00
Bank Acct.	10200-100	Cash in Bank - Jobber			Lines 2
Ln	#Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-250.00	250.00	Y
2	77828-	Network Fees	250.00	0.00	Y

Enter line # to change N=Next page A=Add line
H=Header B=Bnk Acct. D=Delete Dist S=Save S

Proof 0.00

1. If you have no more invoices to key for this batch, key 'Q' in the Vendor field.
2. If you have more invoices to key, just enter the vendor number and repeat the invoice entry process.

F2-Lookup	F7-Start Over			
Vendor Number / Q=Quit	Credit Limit			
Company	YTD Purch			
Addr 1	Open Debits			
Addr 2	Current Bal			
City	Lst Payment			
State				
Zip				
InvNo (B=Back)	Inv Date	Ref	Priority	Store
Due Days	Due Date	Discount %	Disc Days	Disc Date
0		0.00%	0	

Once you Quit the Invoice Entry, the data is updated. You can now pay the invoice or record payment in the Vendor EFT module.

Other Common Setup Options

Customer Add or Change

Accounts Receivable, Customers, Add Customers

Add a new customer or change the setup data for existing customers.

General Customer Information

1. Create or enter a customer number. This can be alpha or numeric.
2. Enter the customer name
3. Enter a name for sorting the customer on various reports.
4. Enter the customer address lines 1 & 2.
5. Optional: Enter the customer's credit limit.
6. Optional: Enter the customer's Monthly Budget amount
7. Optional: Enter a CityID only if you will bill freight by city.
8. Enter the City name of the customer's address.
9. Enter the state.
10. Enter the zip code.
11. Optional: Enter the customer's primary phone number.
12. Optional: Enter the customer's secondary phone number.
13. Optional: Enter the customer contact.
14. Optional: Enter the customer's fax number.
15. Optional: Enter the customer contact's title.
16. Optional: Enter the customer's email address.
17. Optional: Enter the fuel vendor to be used by this customer.
18. Optional: Enter the customers PO number.
19. Enter Y/N to create the Texas Load Fee for this customer.
20. Enter Y/N to create finance charges for this customer.
21. Enter Y/N to create A/R Statements at end of month for this customer.
22. Optional: Enter Y/N to designate the customer is On Hold.
23. Optional: Enter the main fuel transport carrier for this customer.
24. Optional: Enter a user defined reporting code for this customer.

The screenshot shows the 'Customer File Maintenance' window. The customer information is as follows:

Customer	Taxes	Ship To	Comments
Custno: 1 PM1	Petro-Market #1 2	Sort Name: PETRO1 3	
Address1: 486 FOREST ROAD 4		Balance: 532,006.20	
Address2: PO BOX 876		Credit Limit: 5 99999	Budget: 6
Cityid: FOREST 7	FOREST CITY 8	High Balance: 532,006	03/18/2019
State: TX 9	Zip: 78001 10	Lst Pay: 10/08/2018	Lst Sale: 03/18/2019
Phone 1: 210-223-8762 11		Phone 2: - - 12	
Contact: LOUIS LOOFT 13		Fax: 210-490-4152 14	
Title: 15		Email: jim@petro-data.com 16	
Vendor: BRAND 17	Brand Fuels	Ponum: 18	
Load Calc: Y 19	Fin Chg?: N 20	Statement?: Y 21	Hold?: N 22
User: 24	Sp Price?: Y 25	Price Cd: 1 26	ER?: Y 27
			Tnk Code: 28
Comment: 29		Ship To: 30	
Terms: 3 31	COD	Territory: FOREST 32	FOREST COUNTY
Salesman: JB 33	Joe Black	Industry: STORES 34	C STORE/SERVICE
Location: 1 35	GL CODE FOR LOCA	Orgdate: / / 36	
Email Statmnt?: Y 37	Term Loc: 38		

Buttons at the bottom: Edit, New, Next, Prev, Delete, Tag, Shipto, Exit

25. Optional: Enter Y/N to use special prices for this customer.
26. Optional: Enter the special priced code for this customer if the you chose 'Y' for Sp Price.
27. Enter Y if you plan to use EFTs for customer drafts.
28. Optional: Tank Code is Y for a Propane Tank Rental or K for Keep Propane Tank Full.
29. Optional: Enter a Comment Code for this customer's A/R Statement.
30. Optional: Enter the Ship To location for this customer.
31. Enter the Terms for this customer.
32. Optional: Enter the Territory to which the customer is assigned.
33. Optional: Enter the Salesman assigned to this customer.
34. Optional: Enter the Industry assigned to this customer.
35. Optional: Enter the default Location number for this customer.
36. Optional: Enter the Original Date when the customer is added to the system.
37. Optional: Enter Y/N to Email Statements to this customer.
38. Optional: Enter the default Terminal Location for this customer.

Customer File Maintenance

Customer	Taxes	Ship To	Comments
Custno: 1 PM1	Petro-Market # 1 2	Sort Name	PETRO1 3
Address1: 486 FOREST ROAD 4	Balance	532,006.20	
Address2: PO BOX 876	Credit Limit 5	99999	Budget 6
Cityid: FOREST 7 FOREST CITY 8	High Balance	532,006	03/18/2019
State: TX 9 Zip 78001 10	Lst Pay: 10/08/2018	Lst Sale	03/18/2019
Phone 1: 210-223-8762 11	Phone 2: - - 12		
Contact: LOUIS LOOFT 13	Fax: 210-490-4152 14		
Title: 15	Email: jim@petro-data.com 16		
Vendor: BRAND 17 Brand Fuels	Ponum	18	
Load Calc Y 19 Fin Chg? N 20 Statement? Y 21 Hold? N 22 Carrier 23	User 24 Sp Price? Y 25 Price Cd 1 26 ER? Y 27 Tnk Code 28		
Comment 29	Ship To 30		
Terms: 3 31 COD	Territory	FOREST 32	FOREST COUNTY
Salesman JB 33 Joe Black	Industry	STORES 34	C STORE/SERVICE
Location 1 35 GL CODE FOR LOCA	Orgdate:	/ / 36	
Email Statmnt? Y 37 Term Loc 38			

Edit New Next Prev Delete Tax Shipto Exit

Customer Tax Setup

1. Enter the Tax Authority Code for this customer.
2. Optional: Enter Y/N if the customer is Registered.
3. Optional: Enter the State License number
4. Enter Y if the customer is tax exempt.

Tax setup is listed at the bottom based on the Tax Authority entered.

The screenshot shows the 'Customer File Maintenance' window with tabs for Customer, Customer Taxes, Ship To, and Customer Comments. The 'Customer Taxes' tab is active. Fields include: Custno: PM1, Petro-Market #1, Authcode: TEXAS, Fed No.: TEXAS, Registered: YES, Hsd Gal: 0, Tax Exem.: N, UST Date: //, Resaleno: YES, City: 1, City Sales Tax: 6.10, County: 8, County Tax: 0.50, State: 3, State Sales Tax: 1.00, MTA: 2, STATE GASOLINE, Other: 3, State Sales Tax: 1.00, Tax Rate: 28.6000. A table at the bottom lists tax codes: 0 (NONE), 1 (FEDERAL GASOLINE), and 3 (FEDERAL DIESEL).

Customer Ship To Data

This is necessary if the customer has more than one location where fuel is received.

1. Enter a Ship To number. Start with '1'.
2. Enter the address of this Ship To location.

You can also add Comments for the Ship To location.

The screenshot shows the 'Customer Ship to File Maintenance' window with tabs for Customer, Ship To Taxes, Ship To, and Ship To Comments. The 'Ship To' tab is active. Fields include: Custno: PM1, Ship To ID: 1, Petro-Market Ship1, Address1: (empty), Address2: (empty), Cityid: FOREST, FOREST CITY, State: TX, Zip: 78001. Below, a summary row shows: Custno: PM1, Petro-Market Ship1, Ship To: 1, and a comment: 'Last terminal on the left.'

Customer Comments

You can enter general comments about your customer here.

The screenshot shows the 'Customer File Maintenance' window with the 'Customer Comments' tab active. Fields include: Custno: PM1, Petro-Market #1, and a text area with the placeholder: 'You can type any type of comment in this box.'

Fuel Vendor or Terminal Setup

Setup for new fuel vendors and new terminals.

These are the steps required for creating new vendors or terminals for Rack Prices.

1. *Accounts Payable, File Maintenance, Vendors*
2. *Jobber, Master File Maintenance, Terminals, Add Chg Delete Terminals*
3. *Jobber, Rack Prices, Vendor Racks*

After these three steps are complete, you can manually enter a rack price or update them through a data import from either DTN or your vendor.

Accounts Payable, File Maintenance, Vendors, Add Vendors

Add your new fuel vendor, if they do not already exist.

1. Create a Vendor ID. The ID can be up to 6 characters of letters or numbers.
2. Enter the Vendor name.
3. Enter a payment priority.

All other fields are optional. You may enter them or not as you see fit.

Vendor File Maintenance

Vendor Static Data Vendor Balances

Vendor: CHEV **1** Company: Chevron **2**

Address 1: Fed Id:

Address 2: 1099 Type:

City: Phone: / -

State: Zip: Phone 2: / -

Contact: Fax: / -

Title: Vendor Type:

Email: Code: Buyer:

Terms Desc: Tax: 0.000 Disc %: 0.00

Priority: 1 **3** Net Day: 0 Disc Days: 0

Exp Acct: - Not Found

Acct Num.: Import ID:

Notes:

 New Prev Next Delete Exit

Jobber, Master File Maintenance, Terminals, Add Chg Delete Terminals

Add a terminal for your fuel vendor.

1. Enter the vendor ID.
2. Create a 3 character code for the terminal and type in here.
3. Enter a terminal description.
4. Enter the Tax Authority. Use the lookup function to see a valid list of taxing authorities.
5. Enter the City name where the terminal is located.
6. Enter the 2 digit state abbreviation for the terminal.
7. Enter the IRS License. If the terminal owner did not give you this number, call Petro-Data Support for assistance.
8. Click 'Y' for Use Time
9. Enter the Hour, Minute & 'M' when the rack prices change. Use the military time format (6p is keyed as 18). The field A/PM is 'M' for Military Time.

Jobber, Rack Prices, Vendor Racks

Add a new vendor rack for the new terminal. Add each type of fuel that will be purchased from this terminal. Fuel types are defined in Inventory setup.

1. Enter the Vendor ID.
2. Enter the terminal that you created in the previous step.
3. Enter all fuel items that you will sell using this vendor and terminal. You can enter up to 25 items.

Alternative Method to Add Vendor Rack:

1. Inquire on existing vendor & terminal where the fuel item list will be the same for the new terminal.
2. Once it's displayed on the screen, click the DUPLICATE button at the bottom (see red arrow).
3. Enter the vendor and the terminal. Press Enter.
4. If needed, modify the fuel item list.

Item	Type	Super	Oth	Dis	Low
Item 1	E87				
Item 2	E89				
Item 3	E93				
Item 4	ULS				
Item 5	B5D				
Item 6					
Item 7					
Item 8					
Item 9					
Item 10					
Item 11					
Item 12					
Item 13					
Item 14					
Item 15					
Item 16					
Item 17					
Item 18					
Item 19					
Item 20					
Item 21					
Item 22					
Item 23					

You can now manually input or import rack prices.

Customer Rack Setup

Jobber, Rack Prices, Add Customer Racks

- If you have Special Pricing for your customers, you can email a price quote to them daily. This should be done after the daily rack price update. This daily price quote is Rack Price plus Taxes plus your Profit.
- Customer Racks are not required if you want to send a price quote for all fuel products with Special Price setup.
- You will create a customer rack only if you stop selling a fuel product to your customer but choose to keep the Special Price setup in the system. You may keep outdated setup just for your historical reference of your customer.
- A Customer Rack is setup, by customer, vendor, terminal and fuel product (inventory item).
- On the setup by customer, you can define this by Ship To Location. A blank Ship To will mean that the price quote applies to all locations.

Customer Email Setup

Accounts Receivable, Customers, Customer Send File, Add Customer Email Record

This is Required for customers who get emails (such as rack prices, draft notices, etc...)
Enter a customer and then enter the email to use for each type of document

Add or Change a Dealer Record

Accounts Receivable, Credit Cards, Dealer File, Dealer File Maintenance

Display an existing Dealer record as an example then set up the new record

Add or Change Special Prices

Jobber, Master File Maintenance, Special Price, Special Price Add and Change

Enter the location

Enter the Customer Number

Add the Ship To or leave this blank for all customer locations

Enter the Item

Time Saving Tip

Display an existing customer and press the <Duplicate> to create this record for a new customer. Edit the new record as needed (markup, for example). Then do the same for each item for the new customer.

Refer to the training manual for a detailed explanation of setup choices.

Add or Change Special Charges

Jobber, Master File Maintenance, Special Price, Special Charges, Add Chg Delete Special Charges

The charges are usually set up by customer and tax type.

If there are 2 tax types on an invoice, then the computer will calculate the two charges and summarize them by the inventory item.

Oil Spill is an example of a special charge.