DTN BOL Import Checklist

This is a list of the activities required when you import BOL data from DTN.

Processing Tasks
1. Import BOL Data
2. Assign BOLs
3. Calculate Invoices
4. PrePost and Update for BOL and Sales Invoice

1. Import BOL Data
Jobber, Fuel Bill of Ladings, Import Bols, Import BOLS

If you are a DTN subscriber, run this job daily to download BOL data from DTN. File will be saved in directory \DTNBOL\.

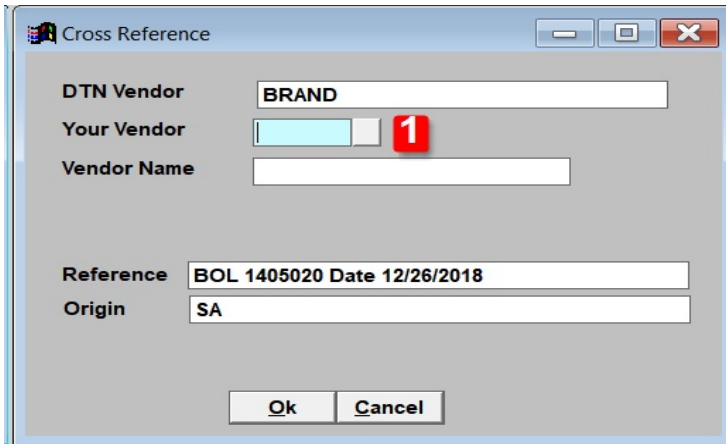|	

1. Enter a batch number that will be assigned to all BOLs in this download.
2. If you are downloading a new file, type in 'Y'. If you have previously downloaded the file and are just re-processing the data, enter 'N'.
3. The BOL import file name will be populated by the system. File name is based on batch number.
4. Verify the location number for your system.
5. If you want to import only one vendor from DTN, enter than vendor here. Leave this blank to import BOL data from all vendors.
6. Ready to Import?
   a. Enter 'Y' to begin the import
   b. 'N' to change any of the data on the import screen above.
   c. 'Q' to Quit the import.
	Enter the BOL batch number 20190107 **1**
	
	Do you want to download a new file from the FTP Y **2**
	
	Enter the BOL import file name p:\dtnbol\20190107.BOL **3**
	
	Verify the terminal location number 1 **4**
	
	Enter vendor to import (Blanks=All) **5**
	
	Ready to begin BOL import? (Y/N/P/Q) Y **6**

If a BOL has been previously updated either through BOL Import or manually entered, the system will prompt you to delete it from the import file so it does not become a duplicate. Click 'Yes'.	Delete ? Duplicate BOL found in BOL master file (ARBOL) for 1404115 VALERO 12/20/2018 Delete the duplicate from the new import file? Yes No

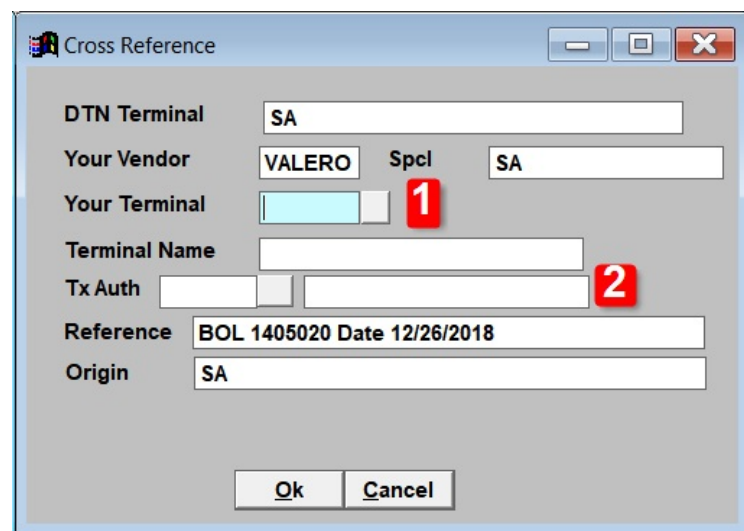|	
If the vendor does not exist in the DTN Cross Reference, add the mapping by: 1. Enter the Vendor number. Use the lookup function to get a list of all valid vendors. 2. Click OK.	**Cross Reference** DTN Vendor — BRAND Your Vendor — [ ] **1** Vendor Name — [ ] Reference — BOL 1405020 Date 12/26/2018 Origin — SA Ok Cancel
If the terminal does not exist in the DTN Cross Reference, add the mapping by: 1. Enter the terminal number. Use the lookup function to get a list of all valid terminals. 2. Tax Authority will be populated using the Terminal setup. 3. Click OK.	**Cross Reference** DTN Terminal — SA Your Vendor — VALERO Spcl — SA Your Terminal — [ ] **1** Terminal Name — [ ] Tx Auth — [ ] [ ] **2** Reference — BOL 1405020 Date 12/26/2018 Origin — SA Ok Cancel
If the item does not exist in the DTN Cross Reference, add the mapping by: 1. Enter the inventory item number. Use the lookup function to get a list of all valid items. 2. Tax Authority will be populated using the Terminal setup. 3. Click OK.	**Cross Reference** DTN Product I — 404 Vendor — VALERO Your Item — [ ] **1** Item Descr. — [ ] ULS2W Reference — BRAND-BOL 9999 Date 12/26/2018- -1225.0 Origin — SA Ok Cancel
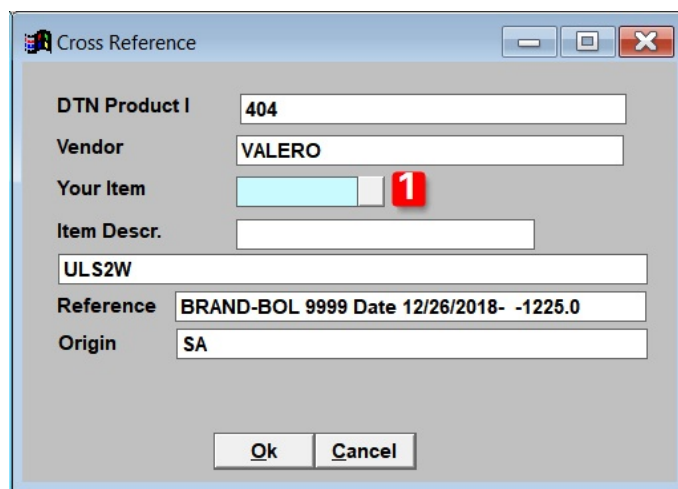
After the data is imported, enter 'C' to Continue. You will exit to the BOL import menu.	Assign Cross Reference Information. PRESS C TO CONTINUE C

2. Assign BOLs

Jobber, Fuel Bill of Ladings, Import Bols, Assign BOLS

Assign each Bol to a customer. You can enter an invoice number or let the system automatically assign one.

1. Enter a surcharge percent, if appropriate. 2. Enter the 'Y' to Continue, 'N' to change what you entered for Surcharge or 'Q' to Quit.	`Enter surcharge percent (Ex: 20 = 20%)   5.00` **1** `Ready to continue (Y/N/Q)   Y`

1. For each BOL listed in this grid, click the Assign button	
1. Assign an invoice number or keep the default of 'ADD' to let the system assign the next available number. 2. Enter the Customer Number 3. Enter the Ship To location, if required.	

1. As each BOL is assigned to a customer, the value in the Confirmed column changes to 'Y'. BOLs not assigned will keep a value of 'N'. 2. After all BOLs have been assigned to a customer, click Exit.	
All Confirmed BOLs will be updated. BOLs not confirmed will remain in this temporary import table and can be assigned later. Click 'Yes' to Continue. Click 'No' to cancel the Update and Exit the menu.	
Click 'Yes' to update the BOL master file for the Assigned BOLs.	
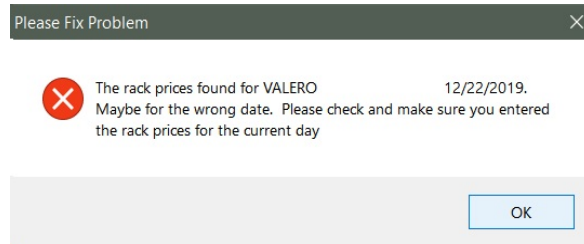
If a Rack Price is not found, an error message will display. The system will check rack prices for all entries in the BOL import even if you have not assigned them yet. Click OK to exit the system. Fix the Rack Price data. Return to the Import BOL. Review the data and click Exit to complete the update.	**Please Fix Problem** ✕ ❌ The rack prices found for VALERO 12/22/2019. Maybe for the wrong date. Please check and make sure you entered the rack prices for the current day OK
The system will display an Error report. If Net and Gross gallons are different, the system will show the difference. This may not be an error. If a BOL has not been assigned a customer, the report will list 'Missing Delivery Data'. This is not an error. You must remember to return to the menu item and assign these BOLs.	**BOL Import Error Report** *01/08/2019* **Error Messages:** BOL 1404247 Vendor VALERO Date 12/21/2018 Qty Mismatch. Rec Tot 8005.00 Bill Tot 8088.00 Diff -83.00 BOL 1404286 Vendor VALERO Item P10EUB missing delivery data
BOL data is now add to the system.	
Final Processing are processes you already perform in BOL Billing. Calculate Invoices. Run a PrePost Edit for the BOL and Sales Invoice batch. Run a Final Update for the BOL and Sales Invoice batch.	Import BOLS Assign BOLs Calculate Invoices Add, Chg, Delete Other Charges Browse Cross Reference Files Reindex Files Install Program Quit