

# 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 that 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'.

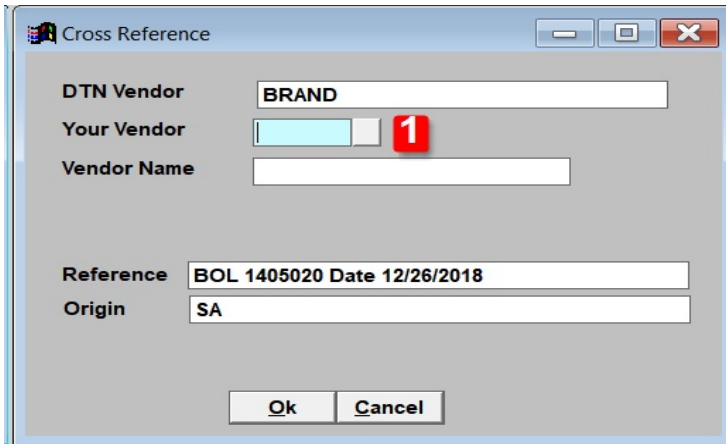
Delete

? 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:

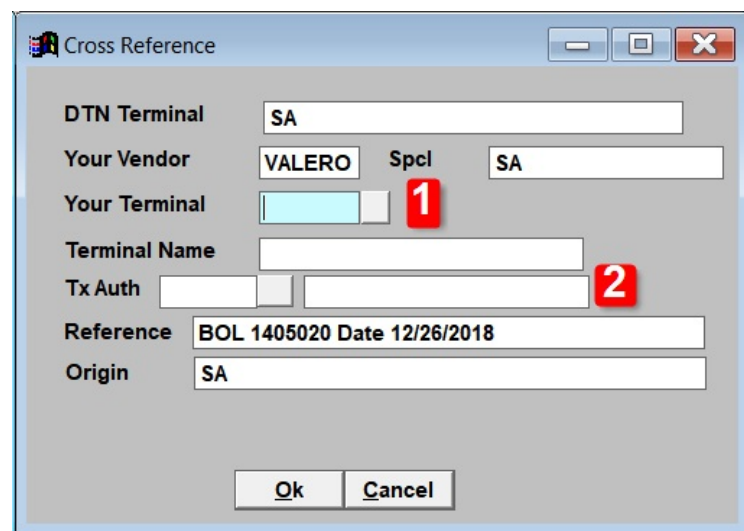
1. Enter the Vendor number. Use the lookup function to get a list of all valid vendors.
2. Click OK.



The screenshot shows a 'Cross Reference' dialog box with the following fields: DTN Vendor (BRAND), Your Vendor (a light blue selection box with a red '1' next to it), Vendor Name (empty), Reference (BOL 1405020 Date 12/26/2018), and Origin (SA). There are 'Ok' and 'Cancel' buttons at the bottom.

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

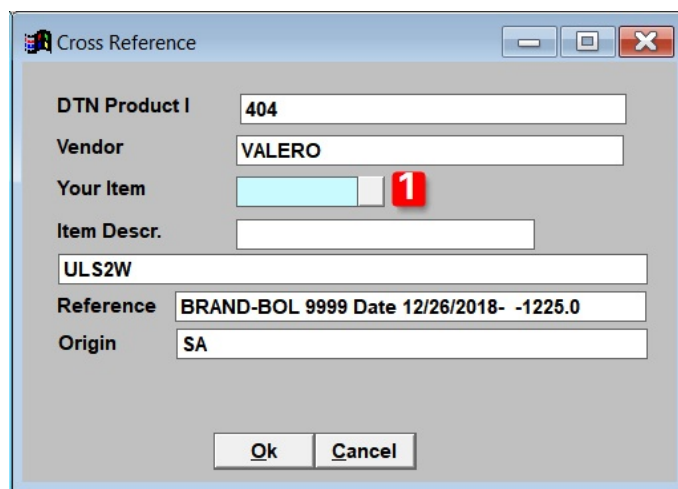
1. Enter the terminal number. Use the lookup function to get a list of all valid terminals.
2. Tax Authority will be populated using the Terminal setup.
3. Click OK.



The screenshot shows a 'Cross Reference' dialog box with the following fields: DTN Terminal (SA), Your Vendor (VALERO), Spcl (SA), Your Terminal (a light blue selection box with a red '1' next to it), Terminal Name (empty), Tx Auth (two empty boxes with a red '2' next to the second one), Reference (BOL 1405020 Date 12/26/2018), and Origin (SA). There are 'Ok' and 'Cancel' buttons at the bottom.

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.



The screenshot shows a 'Cross Reference' dialog box with the following fields: DTN Product I (404), Vendor (VALERO), Your Item (a light blue selection box with a red '1' next to it), Item Descr. (ULS2W), Reference (BRAND-BOL 9999 Date 12/26/2018- -1225.0), and Origin (SA). There are 'Ok' and 'Cancel' buttons at the bottom.

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

## 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

The screenshot shows the 'BOL Summary Screen' with a header section containing fields for Org Bol (9999), Truck (GPT), Driver, Batch No. (20190107), End Time, Tax Authority (CT), Gas Gals (0.00), Die Gals (1225.00), Tot Gals (1225.00), Terminal (SA), and Frt Schedule. Below this is a data grid with columns: Bol-, Bol Date-, Vendor-, Term, Truckno, Driver, Hr, Min, AMP, N/G, InvLoc, Cust/Tank-, Ship To, Conf-, Pur, TermLoc. The first row is highlighted in cyan and contains the values: 9999, 12/26/2018, VALERO, SA, GPT, Driver, 28, 28, M, G, InvLoc, Cust/Tank-, Ship To, Conf-, Pur, TermLoc. At the bottom of the screen, there is a bar with buttons: Assign (marked with a red '1'), Line Screen, Other Chg, Update Time, and Exit.

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.

The screenshot shows the 'Auto Assign BOL' dialog box. It contains fields for Bol Number (9999), Bol Date (12/26/2018), Vendor (VALERO), Terminal (SA), Gas Gals (0.00), and Die Gals (1225.00). Below these are radio buttons for Type (Net/Gross) and Invoice Type. The Invoice No. field contains 'ADD' and is marked with a red '1'. The Customer field is marked with a red '2' and the Ship To field is marked with a red '3'. At the bottom are 'Ok' and 'Cancel' buttons. A footer shows 'Transfer Type: I=Invoice T=Transfer S=C Store'.

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.

Org Bol: 9999    Truck: GPT    Driver: [ ]  
 Batch No.: 20190107    End Time: [ ]    Tax Authority: CT  
 Gas Gals: 0.00    Die Gals: 1225.00    Tot Gals: 1225.00  
 Terminal: SA    Frt Schedule: [ ]    SurCharge: 5.0000%

| Bol~ | Bol Date~  | Vendor~ | Term | Truckno | Driver | Hr | Min | AMP | NG | InwLoc | Cust/Tank~ | Ship To | Conf~ | Pur | TermLoc |
|------|------------|---------|------|---------|--------|----|-----|-----|----|--------|------------|---------|-------|-----|---------|
| 9999 | 12/26/2018 | VALERO  | SA   | GPT     |        | 28 | 28  | M   | G  | ADD    | BTL        |         | Y     | G   | 1       |

Assign    Line Screen    Other Chg    Update Time    Exit **2**

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.

Unconfirmed BOLs

? You have 16 BOLs that are not confirmed and WILL NOT be updated. Continue to update the confirmed BOLs?

Yes    No

Click 'Yes' to update the BOL master file for the Assigned BOLs.

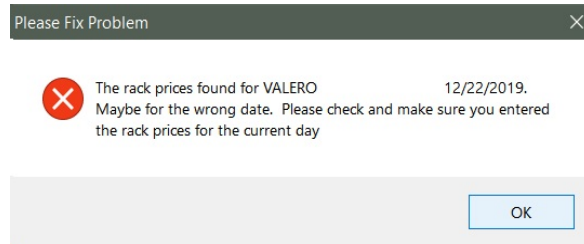
Update BOL file?

? Ready to update BOL master file with imported BOLs that are CONFIRMED?

Yes    No

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.



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