



1. Enter a batch number for the files to be processed.
2. Enter 'Y' or 'N' to identify the batch as a future month or not.
3. Enter a reference number for the data in this batch. This can be the vendor's reference number, upload date or the batch number.
4. Enter a GL Link code.
5. Enter 'Y' to delete any duplicates found during the import.
6. Enter 'Y' to make a separate batch per date. This assists in verifying the amounts by day.
7. Click Continue

Import Credit Cards Transactions

Default Batch Number: 20190826 **1** Future Batch?: N **2**

Default EFT Reference Number: 20190825 **3**

GL Link Code: 1 **4** GL CODE FOR LOCATION 1

Delete Duplicates?: Y **5**

Create Separate Batches by Date?: Y **6**

**7** Continue Cancel Import

The contents of the import file will be shown by date.

Press Ctl-W to continue.

Show Files to Import. <Ctrl W>-Finished

Vendor	Type	Date	Trandol	Linkcode	Batchno	Eft Ref/Chk #
SHELL	CREDIT CARDS	05/20/2019	28.75	1	20190605	20190605
SHELL	CREDIT CARDS	05/21/2019	20.14	1	20190605	20190605
SHELL	CREDIT CARDS	05/22/2019	22.18	1	20190605	20190605
SHELL	CREDIT CARDS	05/17/2019	22.90	1	20190605	20190605
SHELL	CREDIT CARDS	05/18/2019	21.54	1	20190605	20190605
SHELL	CREDIT CARDS	05/19/2019	21.98	1	20190605	20190605

A final confirmation message will display. It displays total dollars imported for each vendor and batch.

**Other Options**

- P** Print the report of the import
- B** Browse the import data
- T** Change the batch number of this import
- Q** Quit

The following Credit Card/EFT files have been processed.

Vendor	Ref Num	Total	CC Date	Batch No.
SHELL	20190605	345.38	05/16/2019	20190605

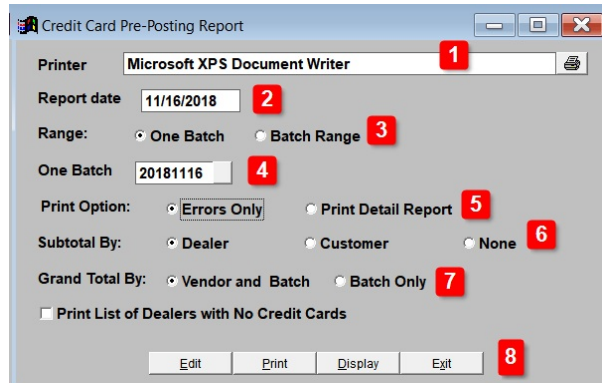
P=Print Report      C=Continue with Import      Q=Quit  
 B=Browse            T=Change Batch No |

*Accounts Receivable, Credit Cards, PrePost Report*

Run a Pre-Post report for the batch.

1. Select a Printer or Display.
2. Today's date will default for Report Date.
3. Select either One Batch or a Range of Batches.
4. Enter the batch or batch range.
5. Select Errors Only. You can also select a Detail Report to view individual transactions.
6. Subtotal by Dealer
7. Grand total by Vendor and Batch
8. Click Print or Display.

View the report and ensure there are no errors.

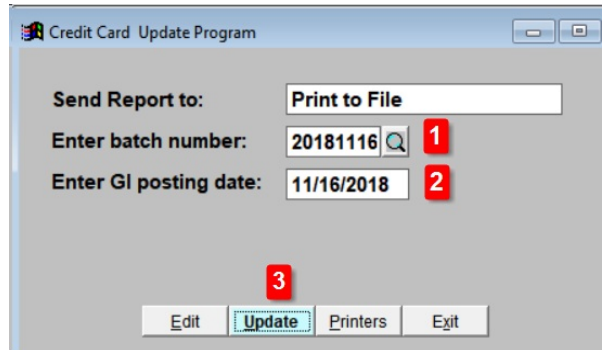


*Accounts Receivable, Credit Cards, Update Credit Cards*

Update the batch. Batches must be updated individually.

1. Enter the batch number.
2. Enter the GL Posting date.
3. Click Update.

View the report and ensure there are no errors and Report Proof is zero.



## Restore or View a Downloaded DTN File

Jobber, DTN/Supplier Import, Restore Import File

In Petro-Data, this menu option will display the date and time of all DTN downloads. A copy of the file is saved in Petro-Data and can be restored, viewed and re-processed if necessary.

A list of all downloaded files will be displayed.

**Batchno** The batch number assigned in the download process.

**Impdate** Import date.

**Imtime** Import time.

**Doctype** This field describes the type of file (Rack Price, Credit Card, AP Invoice).

**Filename** The directory and file name of the downloaded file.

Select the file name to be restored and press Enter.

Batchno	Impdate	Imtime	Doctype	Filename
20110510	05/10/2011	09:57:25	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110511	05/11/2011	08:13:45	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110510	05/11/2011	09:15:23	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110511	05/11/2011	10:00:56	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110512	05/12/2011	08:23:24	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110512	05/12/2011	08:23:59	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110503	05/12/2011	11:47:04	AP INVOICES	P:\DTNAP\INFILE.TXT
20110504	05/12/2011	13:33:30	AP INVOICES	P:\DTNAP\INFILE.TXT
20110512	05/13/2011	08:29:07	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110513	05/13/2011	08:35:48	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110513	05/13/2011	08:47:25	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110513	05/13/2011	09:14:11	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110513	05/13/2011	16:52:00	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110516	05/16/2011	07:53:53	RACK PRICES	P:\DTNRACK\EXPORT.CSV
20110513	05/16/2011	08:37:05	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110515	05/16/2011	09:05:26	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110513	05/16/2011	09:41:18	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110516	05/16/2011	10:43:30	CREDIT CARDS	P:\DTNCC\CRECARD.TXT
20110512	06/06/2011	14:47:54	AP INVOICES	P:\DTNAP\INFILE.TXT
20130117	01/25/2013	08:22:25	AP INVOICES	P:\DTNAP\INFILE.TXT
20150709	07/09/2015	08:32:09	RACK PRICES	P:\DTNRACK\EXPORT.CSV
11111111	01/31/2017	05:11:16	AP INVOICES	P:\DTNAP\INFILE.TXT

1. The vendor associated with the data in download file will display.
2. The original file location and name will display. Keep this value if you want to re-process the data in this file. You can also change either the directory or file name to be restored. If directory is changed, this file will not be re-processed because the system only processes files in the DTN directory.
3. Enter 'Y' to begin the file restore or 'N' to quit and exit.

You have selected:  
 Vendor VALERO 1  
 Rack Date  
 Time  
 You have selected file P:\DTNCC\CRECARD.TXT 2  
 Ready to restore the file back to the IMPORT directory? (Y/N) 3

The contents of the restored file can be viewed with any text editor, such as Notepad.

If you restore a file to the original directory but you don't want to re-process it, you must delete the file after reviewing the data.