Import Purchase Invoices

Jobber, DTN/Supplier Import, Import Transactions

Download and create vendor invoices for fuel purchases. These invoices will be matched to BOLs. A valid BOL must already exist in Petro-Data.

Data files will be downloaded as \DTNAP\invfile.txt. The file will remain in this directory until the import is complete. If a file exists in this directory, a previous import was not completed. The file should be processed before downloading new data since the existing file will be deleted and data could be lost.

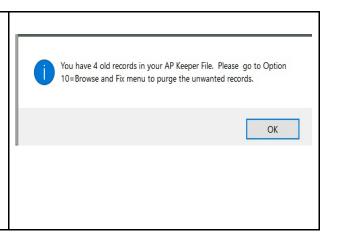
In Petro-Data, there is a menu option that will display the date and time of all downloads. If a DTN file was downloaded, a copy of the file is saved in Petro-Data and can be restored and reprocessed if necessary. Instructions are included at the bottom of this document.

 Enter or confirm your user ID. Choose 'Y' to download the file from DTN. a. If you are re-processing a file from a previous download, enter 'N'. Enter a batch number. Select the option for AP Invoices Click Continue. 	Confirm Your User ID FTP Batch Number 20190826 Select File Credit Cards Credit Cards Vendor EFTs Non-DTN Racks Cancel Import Cancel Import
If a file is available and was downloaded, it will display in the grid. If there is more than one file in the directory, all files will display. Enter 'N' in the Import column to skip processing of one or more files. Click Continue to process the file Click Cancel Import to cancel this process.	Yendor File Type File Date Time Import (Y/N/D-Del) Imported File Name DTN AP INVOICES 08/16/2019 Y P\DTNINVINVFILE.TXT Import Import Import Import Import Import Import Import P\DTNINVINVFILE.TXT Import Import Import Import Import Import Import Import Import Import Import Import Import Import Import P\DTNINVINVFILE.TXT Import Import Import Import Import Import

If you have previous data in the Keeper file, a message will display.

Data in the Keeper file are invoices previously downloaded. The data was not processed, usually because the BOL is not in Petro-Data, but saved to be processed at a later date.

Click OK.



 Enter a batch number for the files to be processed. Leave vendor blank to process all vendors. Leave the Date Range blank to process everything in the file. Select 'A' for Import option Enter 'Y' to continue processing. 	Default Purchase Batch Number Default batch number 20190816 1 Enter vendor (blank=All) 2 Enter range of dates (Blank for all) / / / / 3 Import Option: A=All I=File Only K=Keepers only A 4 Ok? (Y/N/Q=Quit Program) Y 5
The contents of the import file will be shown by batch, vendor and date. If there were multiple vendors processed, each vendor will be listed on a separate line.	Select AP Invoice Files to Import. <ctrl w="">=Finished Vendor Type Date Batchno File Name CHEV AP INVOICES 08/16/2019 20190816 P:\DTNINV\INVFILE.TX</ctrl>
Press Ctl-W to continue.The BOL number will display from the downloaded invoice file. This BOL must already exist in Petro-Data.If the BOL is valid, click Continue.If the BOL is not in the system, click the 'Keep It' button. This data will be store in the Keeper file and can be processed on the next import.Other Functions: DeleteDelete- Delete this transaction. Change ItemChange Item- Cancel the import of this record.	Assign BOL Invoice Number 52588496 Ship Date 20190219 DTN Bol 878068 Ship City GALENA PARK Net Gallons 6149.0 Gross Gallons 6152.0 DTN Item R8I - CT RU RFG 10.0% NVOC Petro-Data Vendor CHEV Auto Keep Petro-Data Item E87 BOL Number 19071502 Quotinue Delete Change Item Keep It Cancel

If the gallons on the BOL do not match the gallons on the invoice, a error message will display.	Gallon Mismatch × Gallon Mismatch! Net gallons on BOL 19071502 is 9500 but invoice 53133956 has 5740. Fix invoice and/or BOL when finished.					
Restore and correct the BOL or correct the purchase invoice after the import is complete.	ОК					
If the gallons match, no error will display.						
You may need to define a translation from a DTN product to a Petro-Data inventory item. The DTN product will display at the top. Enter the Petro-Data item for this transaction.	DTN Product ID D5D-CT RU C 10.0% 7.8 Petro-Data Vendor CHEV Petro-Data Item E87 Regular E1 C = Change fields S = Save and continue Q = Quit and cancel S					
You may need to define a fuel tax type in the translation tables. Based on the description of the tax, enter one of the following tax types: S - State F - Federal C - City N - County M - Misc X - Deferred Tax	Record Type ITMTAX Vendor CHEV Product Description FEDERAL CAS/DIESEL TAX GA Deferred N Line Total 1055.160000 Rate .184 (sust state BOL 19071502 Tax Type Enter tax collected discount (Ex:0035) 0.000000 Enter percent to defer (Ex: 100 or 50) 0.00 Enter tax code for non-deferred taxes (Blank=Misc Item) Enter item number for Misc Fees, Disc, Def Taxes, etc. S=State F=Fed C=City N=County M=Misc X=Def Tax D=Disc Allow Z?					
For Federal or State taxes, select the appropriate fuel tax based on your Fuel Tax Setup. Use the F2 key to view a valid list of fuel taxes.	CodeTypeRateDescription1F18.400000FEDERAL GASOLINE2S22.000000STATE GASOLINE3F24.400000FEDERAL DIESEL					
At the end, a total invoice amount by vendor will display.	The following AP invoice files have been processed. Vendor Total CHEV 15042.12					
Write down or print this dollar amount. Use this amount to validate that all invoices were imported correctly for this batch.	P=Print report B=Browse C=Continue with Update Q=Quit					
Enter 'C' to Continue with Update.						

'Import Complete' message will display.	Import Complete X
Click OK.	The import is done. If you need some of these invoices to count for the previous month, then use the Browse option to change the batch number and/or invoice date.
 Jobber, Purchases, 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. 	Printer Microsoft XPS Document Writer 1 Report date 11/16/2018 2 Range: • One Batch Batch Range 3 One Batch 20181116 4 Print Option: • Errors Only Print Detail Report 5 Subtotal By: • Dealer Customer None 6 Grand Total By: • Vendor and Batch • Batch Only 7 • Print List of Dealers with No Credit Cards 8 Edit Print Display Egit 8
 Jobber, Purchases, Purchase Update 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. 	Send Report to: Print to File Enter batch number: 20181116 1 Enter GI posting date: 11/16/2018 2 3 Edit Update Printers Exit

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.

displayed. Batchno Impdate Imtime Doctype Filename	l downloaded files will be The batch number assigned in the download process. Import date. Import time. This field describes the type of file (Rack Price, Credit Card, AP Invoice). The directory and file name of the downloaded file. file name to be restored and press	Batchno 20110510 20110511 20110511 20110512 20110512 20110512 20110512 20110513 20110513 20110513 20110513 20110513 20110513 20110513 20110515 20110515 20110515 20110515 20110515 20110516 20110515 20110516 20110516 20110517 20110518 20110519 20110519 20110519 20110519 20110519 20110519 20110519 20110519 20110511 20110512 20130117 20130117 20130117	Impdate 05/10/2011 05/11/2011 05/11/2011 05/11/2011 05/12/2011 05/12/2011 05/12/2011 05/12/2011 05/13/2011 05/13/2011 05/13/2011 05/13/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2013	Imptime 09:57:25 09:13:45 09:13:45 09:15:23 10:00:56 09:23:24 08:23:59 11:47:04 13:33:30 08:29:07 08:35:48 08:47:25 09:14:11 16:52:00 09:47:25 09:14:11 16:52:00 09:05:26 09:41:18 09:37:05 09:37:05 09:36:26 09:41:14 10:43:30 11:47:54 08:32:09 08:32:09	RACK PRICES CREDIT CARDS CREDIT CARDS CREDIT CARDS RACK PRICES AP INVOICES CREDIT CARDS RACK PRICES CREDIT CARDS RACK PRICES CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS CREDIT CARDS AP INVOICES AP INVOICES AP INVOICES RACK PRICES	END Select P-UTNECC/CRECARD.TXT P-UTNECK/SEPORT.CSV P-UTNECK/SEPORT.CSV P-UTNECK/SEPORT.CSV P-UTNECK/SEPORT.CSV P-UTNEACK/SEPORT.CSV P-UTNEAP/NVFILE.TXT P-UTN	Filename
downlo 2. The or display process change be rest file will system directo 3. Enter '	endor associated with the data in bad file will display. iginal file location and name will v. Keep this value it you want to re- s the data in this file. You can also e either the directory or file name to ored. If directory is changed, this ll not be re-processed because the only processes files in the DTN ory. Y' to begin the file restore or 'N' and exit.	Vendor Rack Dat Time You have	e selecte	RO 1		C\CRECARD.TXT 2	ctory? (Y/N) 3
	nts of the restored file can be th any text editor, such as Notepad.						
but you do	ore a file to the original directory n't want to re-process it, you must file after reviewing the data.						