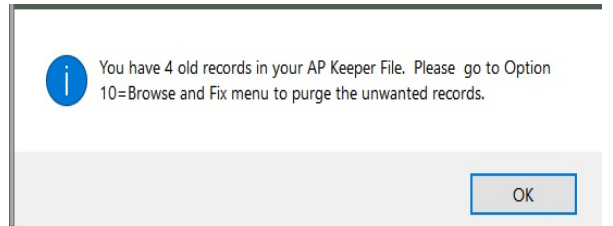




If you have previous data in the Keeper file, a message will display.

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.



1. Enter a batch number for the files to be processed.
2. Leave vendor blank to process all vendors.
3. Leave the Date Range blank to process everything in the file.
4. Select 'A' for Import option
5. 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.

Press Ctl-W to continue.

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.TXT

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:

- Delete - Delete this transaction.
- Change Item - Change the Petro-Data inventory item number.
- Cancel - 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

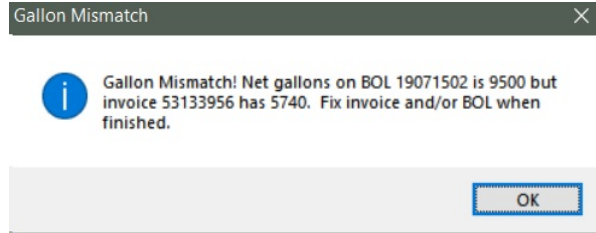
BOL Number 19071502

Continue Delete Change Item Keep It Cancel

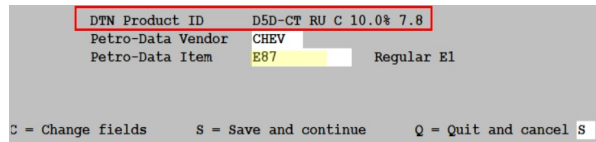
If the gallons on the BOL do not match the gallons on the invoice, a error message will display.

Restore and correct the BOL or correct the purchase invoice after the import is complete.

If the gallons match, no error will display.



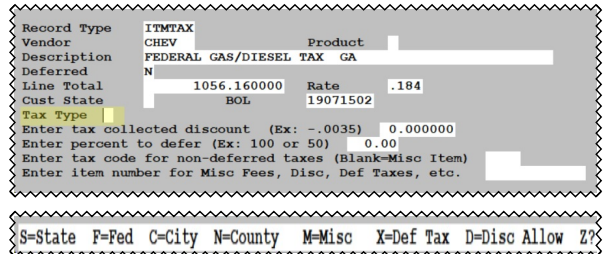
You may need to define a translation from a DTN product to a Petro-Data inventory item. The DTN product will display at the top. Enter the Petro-Data item for this transaction.



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

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.

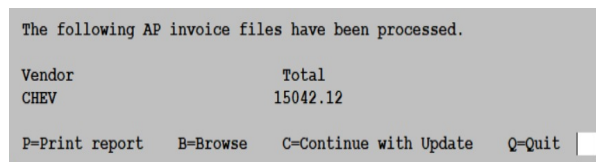


Code	Type	Rate	Description
1	F	18.400000	FEDERAL GASOLINE
2	S	22.000000	STATE GASOLINE
3	F	24.400000	FEDERAL DIESEL

At the end, a total invoice amount by vendor will display.

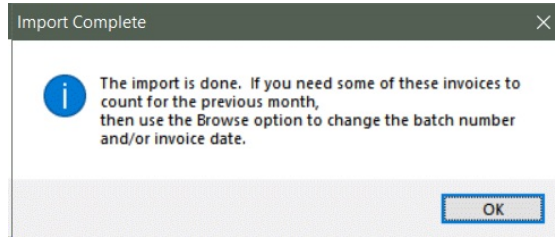
Write down or print this dollar amount. Use this amount to validate that all invoices were imported correctly for this batch.

Enter 'C' to Continue with Update.



'Import Complete' message will display.

Click OK.

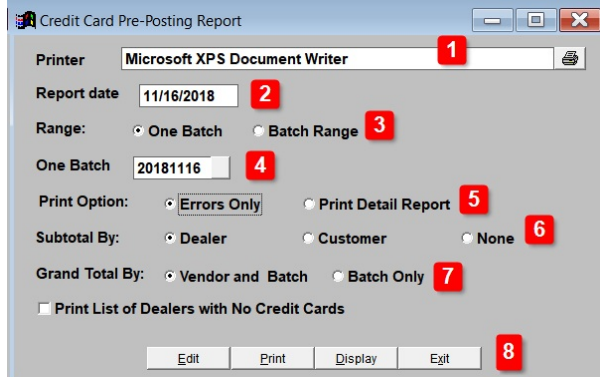


*Jobber, Purchases, PrePost Report*

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.

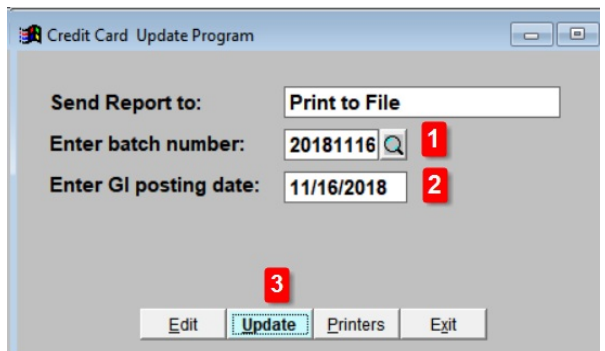


*Jobber, Purchases, Purchase Update*

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.



## 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

- The vendor associated with the data in download file will display.
- 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.
- 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.