Import Rack Prices
Jobber, DTN/Supplier Import, Import Rack Prices

Download rack prices from your fuel vendor from the DTN site. Data files will be downloaded as \DTNRACK\export.csv. The file will remain in this directory. 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 re-processed if necessary. Instructions are included at the bottom of this document.

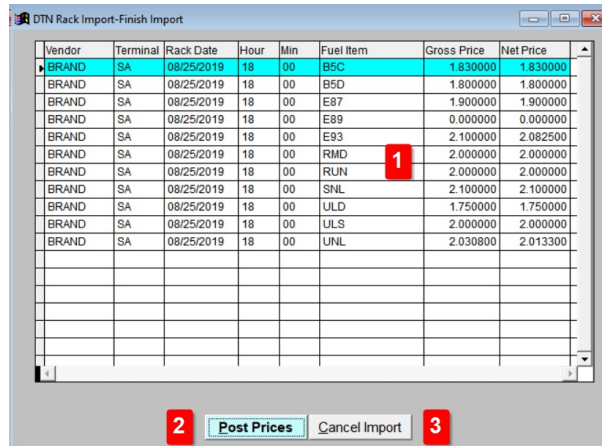|	
1. Choose 'Y' to download the file from DTN. a. If you are re-processing a file from a previous download, enter 'N'. 2. System will default a date that is 5 days before today's date. Any price data on or before this date will be skipped during this proces.. 3. Click Start Import.	
Every DTN product must be mapped to a Petro-Data item. If the mapping does not exist, you will be prompted to add it. Once added, you will not be prompted again. 1. Select the Petro-Data vendor. 2. Select the Petro-Data terminal for this vendor. 3. Select the Petro-Data fuel item. 4. Enter a sort code. If you enter '99', this fuel item will never be updated to the racks. 5. Click Save. 6. If you do not want to import this item, you may leave vendor, terminal and product blank and click the Skip (99) button.	

If the prices already exist in the rack table, the system will issue an Error message. Based on the currently posted price that is displayed on the screen, select the option to either delete all duplicates from this import or replace the prices with the data from this import. 1. Check the price in today's import and compare it the posted price displayed on screen. 2. Based on this price, choose to either 'Delete all Posted Prices' or 'Delete All New Imported Prices'. 3. Click Continue. If you are unsure about the validity of the import file, choose Cancel Import and contact DTN.	
1. After the import has completed, the prices to be updated will display. Review them carefully. 2. If prices are good, click Post Prices. This will update the Rack Price table. 3. If you believe the prices are not correct, click on Cancel Import and contact DTN about the data they posted.	
The import is now complete.	
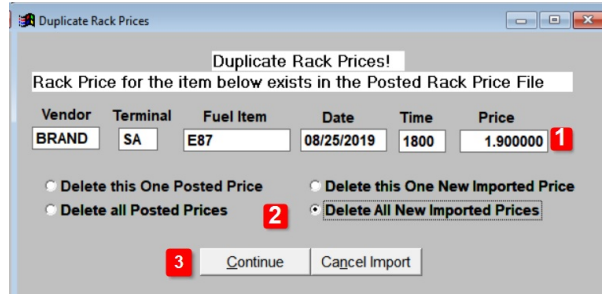
Jobber, Rack Prices, Rack Price Report
Print a Rack Price Report to check your imported data.

If the data is good, you may send the daily fuel quote to your customers.

1. Enter the rack date and time. You can also choose to print rack prices for a range of dates.
2. Select the price type or charges to be included on the report.
3. Click Print or Display

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.	
1. The vendor associated with the data in download file will display. 2. The original file location and name will display. Keep this value it 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.	
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.	