BOL Browse and Fix

This menu function will allow limited data changes to a BOL. The BOL to be changed may be unposted or posted. If the BOL is still unposted, it may be better to update the data using the BOL Billing screens.

1. **No AP/Frt Invoice**
   a. This option allows you to change the Gross Gallons, AP Invoice number, Freight Bill flag, Confirmed (Bill?) flag or the Purchase Code flag on a BOL.
   b. Use only if the following conditions apply:
      i. The PrePost messages states 'batch has confirmed invoices that have not been created'. However, the invoice has been entered and updated. Before changing the invoice number on the BOL, print an AP distribution report with options both Current and History, Batches 0-99999999, and one Invoice. Enter the invoice number displayed on the BOL. Verify the invoice number to be changed is accurate.
      ii. This option can also be used if the Freight bill has been entered or there is no freight bill for a BOL.
2. **Fix Customer**
   a. This option allows you to change the Customer, Ship To location, AP Invoice number, Selling price or Confirmed/Updated flag.
   b. Use this option if the BOL was billed to the wrong customer. An additional BOL is not necessary. Fix the customer and invoice number on the original BOL using this option. If the sales invoice was created, you may need to update the customer invoice also.
3. **Consignment**
   a. Cost on Consignment BOLs may be changed.
4. **Confirm/Truck/Driver/Vendor**
   a. This option allows you to change the Vendor, Confirmed/Updated flag, Gross Gallons, Truck number, Driver number, Freight gallon charge, or Other Charge amount.
5. **Auto Fix AP Inv**
   a. Updates the match between a purchase invoice and a BOL.
   b. Use this option only at the direction of Customer Support. The system will match Sales Invoices to BOLs.
6. **Move from History**
   a. Use this option to move a BOL either from Current to History or from History to Current. BOLs that move from Current to History should be those that are not truly current month data. You can move a BOL from History to Current so you can match a freight invoice.
7. **Freight**
   a. This option allows you to change the Vendor, Truck number, Gross Gallons, Freight surcharge rate, Freight Rate, Freight Flat Amount, Freight Surcharge Amount, Other Charges, Other Sales, or the Freight Bill flag.
   b. Use this option to update the freight charges on a BOL.
D. **Delete BOL**
   a. This option will allow you to delete an un-posted BOL. It may be easier to delete an unposted BOL from the BOL Billing screen.

Option 1 - No AP/Frt Invoice	
1. Select Option 1 - No AP/Frt Invoice 2. Select option 2 - One BOL 3. Enter the BOL number. 4. Select option 2 - Browse All 5. Enter 'Y' to view the fields of the BOL.	1=No AP/Frt invoice 2=Fix Customer 3=Consignment/Import 4=Confirm/Truck/Gross/Vendor 5=Auto Fix AP Inv 6=Move From/To History 7=Freight D=Delete BOL Q=Quit 1 **[1]** 1=Range of Batch 2=One Bol 3=One Vendor 2 **[2]** Enter a BOL 191118101 **[3]** 1=Browse Empty AP Inv 2=Browse All 2 **[4]** Ready to Inquire on BOLS? (Y/N/Q) Y **[5]**
1. If needed, you can change Gross gallons. 2. If needed, you can change or delete the Sales Invoice number. 3. If needed, you can change the Freight Bill code. 4. If needed, you can change the code for Confirmed. 'Y' will allow you to create a sales invoice. 'X' means a sales invoice has already been created. 5. If needed, you can change the code for Purchase Invoice. 'Y' means that purchase invoice has been matched to the BOL. 'N' means that a purchase invoice has not been entered for this BOL. Press Ctrl-W to Save and Exit.	Fix BOL AP Status (CTRL-W to Quit) | Bol	Vendor	Boldate	Itemno	Net	Gross	AP Inv.	Frt Bill?	Conf	Purcode
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191118101	BRAND	11/18/2019	E87	10000.00	10000.00			Y	N	 **[1]** Gross **[2]** AP Inv. **[3]** Frt Bill? **[4]** Conf **[5]** Purcode

Option 2 - Fix Customer	
1. Select Option 1 - No AP/Frt Invoice 2. Select option 2 - One BOL 3. Enter the BOL number. 4. Select option 2 - Browse All 5. Enter 'Y' to view the fields of the BOL	1=No AP/Frt invoice 2=Fix Customer 3=Consignment/Import 4=Confirm/Truck/Gross/Vendor 5=Auto Fix AP Inv 6=Move From/To History 7=Freight D=Delete BOL Q=Quit 2 **1** 1=Range of Batch 2=One Bol 2 **2** Enter a BOL 191118101 **3** Ready to Inquire on BOLS? (Y/N/Q) Y **4**
1. If needed, change the Customer number. 2. If needed, change the Ship To location. 3. If needed change the sales invoice number. 4. If needed, change the Sales Price. 5. If needed, you can change the code for Confirmed. 'Y' will allow you to create a sales invoice. 'X' means a sales invoice has already been created. Press Ctrl-W to Save and Exit.	Fix BOL Customer (CTRL-W to Quit) | Bol	Vendor	Boldate	Itemno	Net	Cust No.	Ship To	Inv. No.	Sellprice	Confirm
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191118101	BRAND	11/18/2019	E87	10000.00	PM1		ADD	1.910000	Y
					1	**2**	**3**	**4**	**5**	

Option 3 - Consignment/Import	
1. Select Option 3 - Consignment/Import 2. Enter 'Y' to view the fields of the BOL 3. Enter the BOL number.	1=No AP/Frt invoice 2=Fix Customer 3=Consignment/Import 4=Confirm/Truck/Gross/Vendor 5=Auto Fix AP Inv 6=Move From/To History 7=Freight D=Delete BOL Q=Quit 3 **1** Ready to Inquire on BOLS? (Y/N/Q) Y **2** Enter a BOL to fix (Q=Quit) 191118101 **3**
1. If needed, enter the rack price. 2. If needed, change the import number. Press Ctrl-W to Save and Exit.	**Fix BOL Cost (CTRL-W to Quit)** | Bol	Vendor	Boldate	Itemno	Net	Location	Rackprice	Importnum
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191118101	BRAND	11/18/2019	E87	10000.00		1.900000	
						1	**2**	

Option 4 - Confirm/Truck/Gross/Vendor	
1. Select Option 4 - Confirm/Truck/Gross/Vendor 2. Select option 2 - One BOL 3. Enter the BOL number. 4. Enter 'Y' to view the fields of the BOL.	1=No AP/Frt invoice 2=Fix Customer 3=Consignment/Import 4=Confirm/Truck/Gross/Vendor 5=Auto Fix AP Inv 6=Move From/To History 7=Freight D=Delete BOL Q=Quit 4 **1** 1=Range of Batch 2=One Bol 3=One Vendor 2 **2** Enter a BOL 191118101 **3** Ready to Inquire on BOLS? (Y/N/Q) Y **4**
1. If needed, change the Vendor. 2. If needed, you can change the code for Confirmed. 'Y' will allow you to create a sales invoice. 'X' means a sales invoice has already been created. 3. If needed, you can change Gross gallons. 4. If needed, you can change the Truck. 5. If needed, you can change the Driver. 6. If needed, you can change Freight gallons. 7. If needed, you can change the Other charge amount. Press Ctrl-W to Save and Exit.	Fix BOL Fields (CTRL-W to Quit) | Bol	Vendor	Boldate	Itemno	Custno	Loc	Confirm	Gross	Truckno	Driver	Frtgal	Other
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191118101	BRAND	11/18/2019	E87	PM1		Y	10000.00	1		0.000000	0.00
	1					**2**	**3**	**4**	**5**	**6**	**7**	
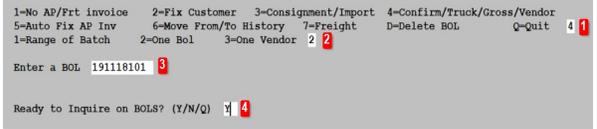
Option 5 - Auto Fix AP Inv	
1. Select Option 5 - Auto Fix AP Inv Invoice 2. Enter 'Y' to begin the process to match Purchases with BOLs.	1=No AP/Frt invoice 2=Fix Customer 3=Consignment/Import 4=Confirm/Truck/Gross/Vendor 5=Auto Fix AP Inv 6=Move From/To History 7=Freight D=Delete BOL Q=Quit 5 **1** Ready to match the AP purchases with the BOLs? **2**

Option 6 - Move From/To History	
1. Select Option 6 - Move From/To History 2. Select option 1 to move old BOLs in the Current file to the History file. Select option 2 to move a BOL from the History file to the Current file.	1=No AP/Frt invoice 2=Fix Customer 3=Consignment/Import 4=Confirm/Truck/Gross/Vendor 5=Auto Fix AP Inv 6=Move From/To History 7=Freight D=Delete BOL Q=Quit 6 **1** 1=Move Old BOLS to History 2=Move BOLs from History to Current Q=Quit 1 **2**
1. Enter the BOL to be moved. 2. Enter the Vendor on the BOL. 3. Enter 'Y' to move the BOl.	Enter BOL in history file | **1** Enter Vendor **2** Ready to search? (Y/N/Q) **3**
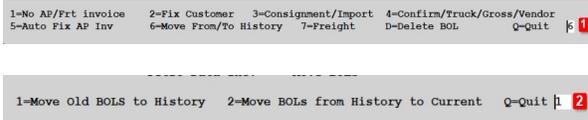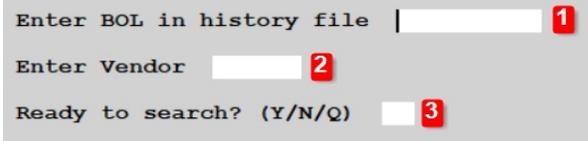
Option 7 - Freight	
1. Select Option 7 - Freight 2. Select option 2 - One BOL 3. Enter the BOL number. 4. Select option for either Current or History depending on the BOL. 5. Enter 'Y' to view the fields of the BOL.	
1. If needed, you can change the Vendor. 2. If needed, you can change the Truck. 3. If needed, you can change Gross gallons billed to the customer. 4. If needed, you can change the Freight Surcharge. 5. If needed, you can change the Minimum Freight gallons. 6. If needed, you can change Freight rate per gallon. 7. If needed, you can change the Freight amount. 8. If needed, you can change the optional fuel adjustment charge. 9. If needed, you can change the Other charges. 10. If needed, you can change the Other Sales amount. 11. If needed, you can change the Freight Bill amount applied from the Freight Bill Module. Press Ctrl-W to Save and Exit.	
The system will prompt you to re-calculate the freight charges and the surcharge amounts. If you have changed any amounts, click 'Yes'. The data will re-display again to show you the new totals. If it's correct, press Ctrl-W to save and exit again. If no amounts were changed, click 'No' and you will exit the change screen.	

Option D - Delete BOL	
Select Option D - Delete BOL 1. Enter the BOL number. 2. Enter the vendor on the BOL. 3. Enter the batch number for the BOL. 4. Enter 'Y' to view the BOL	You can only delete BOLS that are unposted and exist with the batch number Enter BOL to delete 191118101 **1** Enter Vendor BRAND **2** Enter Batch Number 20191118 **3** Ready to search? (Y/N/Q) Y **4**
1. Enter 'Y' to delete the BOL. You can also enter 'N' to change the BOL number or 'Q' to Quit.	BOL found for date 11/18/2019. Ready to delete? (Y/N/Q) Y **1**