BOL IMPORT MODULE

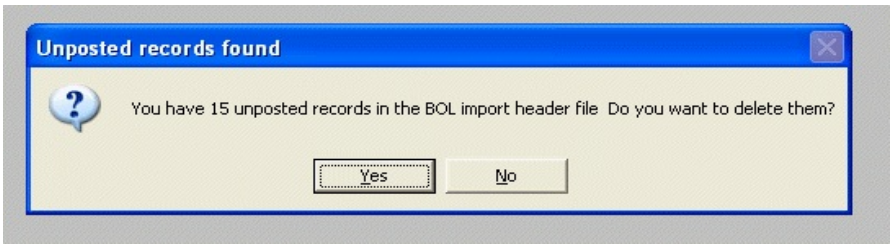
In the Jobber Menu select option **(5) Fuel Bill of Lading Entry**: In the Manifest/ Bill of Lading submenu select option **(16) Input and Bill Bols.** In the BOL and Invoice Interface submenu select option **(2) Import BOLs**: In the BOL Import Module select option (**1) Import a New BOL file**.

```
SS *** BOL Import Module *** 07/24/2006


1.  Import a New BOL file
2.  Input Billing for a Newly Imported BOL File
3.  BOL Import Report
4.  Create BOLs and Invoices Update Program
5.  Browse and Fix Cross Reference Files
R.  Reindex BOL Import Files
I.  Install Program
Q.  Quit

    Choose an Option   1
```

If there are unposted records found from a previous import, the system will ask if you want to delete them.

Yes = **Deletes the Unposted records**.

No = **Saves the Unposted records**. This message will display each time you begin a new import until you either delete the records or confirm the records in the Input Billing Screen.



Import BOLs

Enter in the BOL batch number. This number defaults to the import file name.

Do you want to download a new file from the FTP?

Enter **Y** to download a new file
Enter **N** if you previously downloaded the file.

Enter the BOL import file name. (This name is defaulted to the batch number entered.)

Verify the terminal location number. (This number is defaulted to the number assigned to your terminal location)

Ready to begin BOL import.

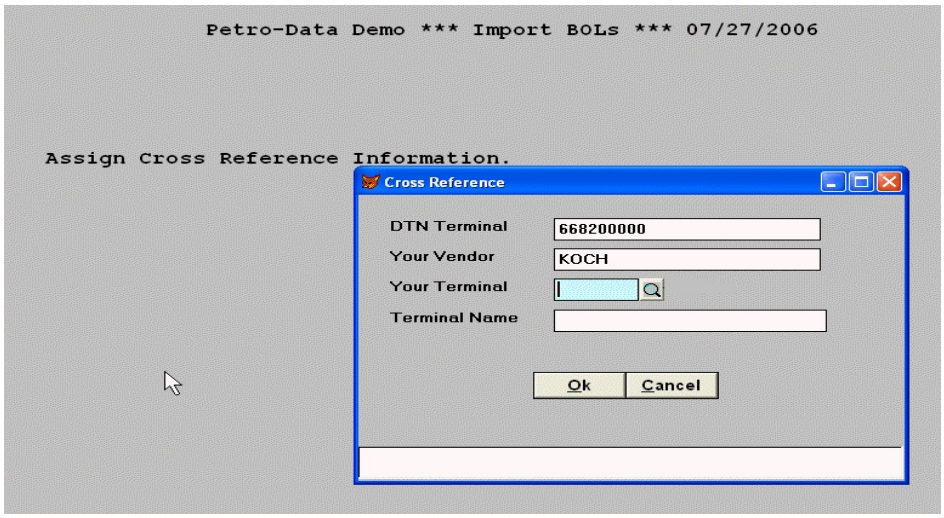
Enter **Y** to continue
Enter **N** to make changes.
Enter **Q** to quit and cancel

```
SS *** Import BOLs *** 07/24/2006

Enter the BOL batch number  20060724

Do you want to download a new file from the FTP  Y

Enter the BOL import file name  G:\DTN\WRTBOL\20060724.BOL

Verify the terminal location number  2

Ready to begin BOL import? (Y/N/Q)  Y
```

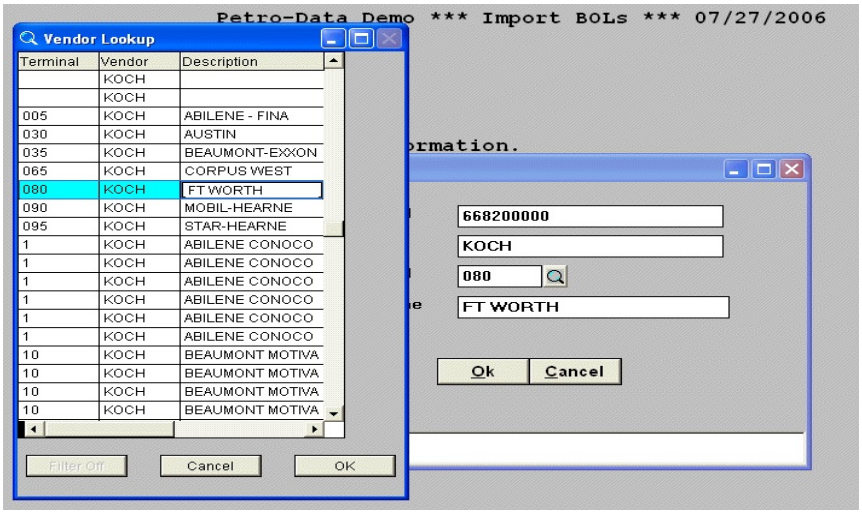
Press **Enter** to get to the next screen.

During the import if the system can not cross reference a **Terminal, Carrier or Product** the import will pause so that you can set up the missing information.

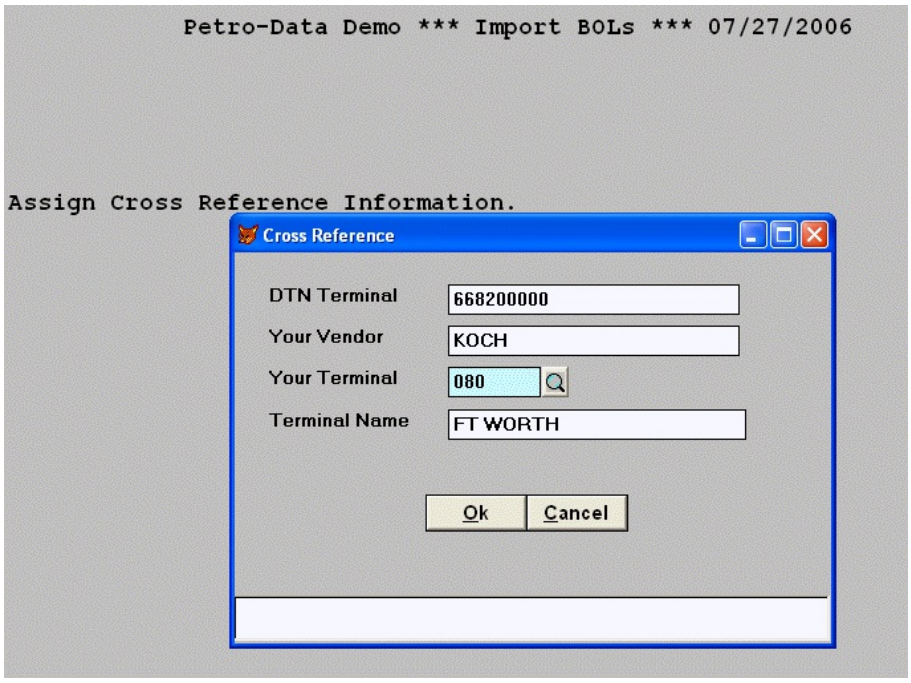
The system will display the **DTN Terminal number**(**Ex:668200000**) and the **Petro Data Vendor (EX: KOCH)** you will need to input the Petra Data Terminal code**.**



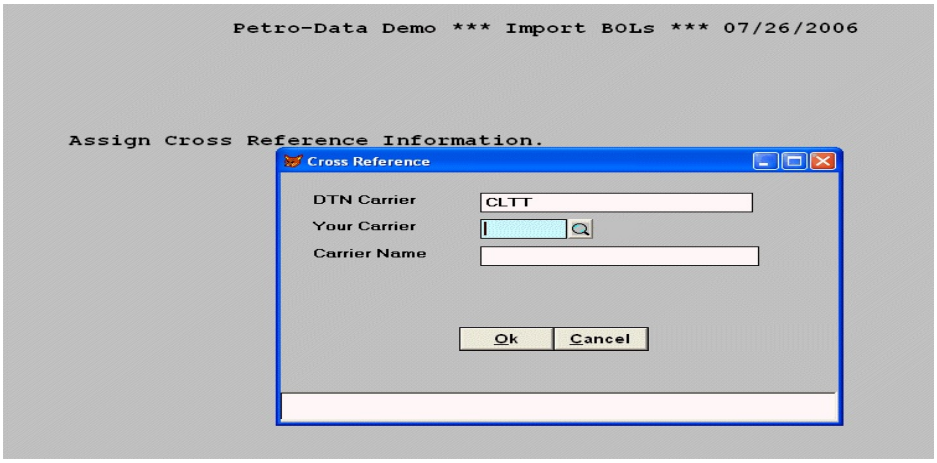
If you are not sure what the Petro Data Terminal code is. Press the **F2 Key** to access the Look up screen and select the **Terminal**.



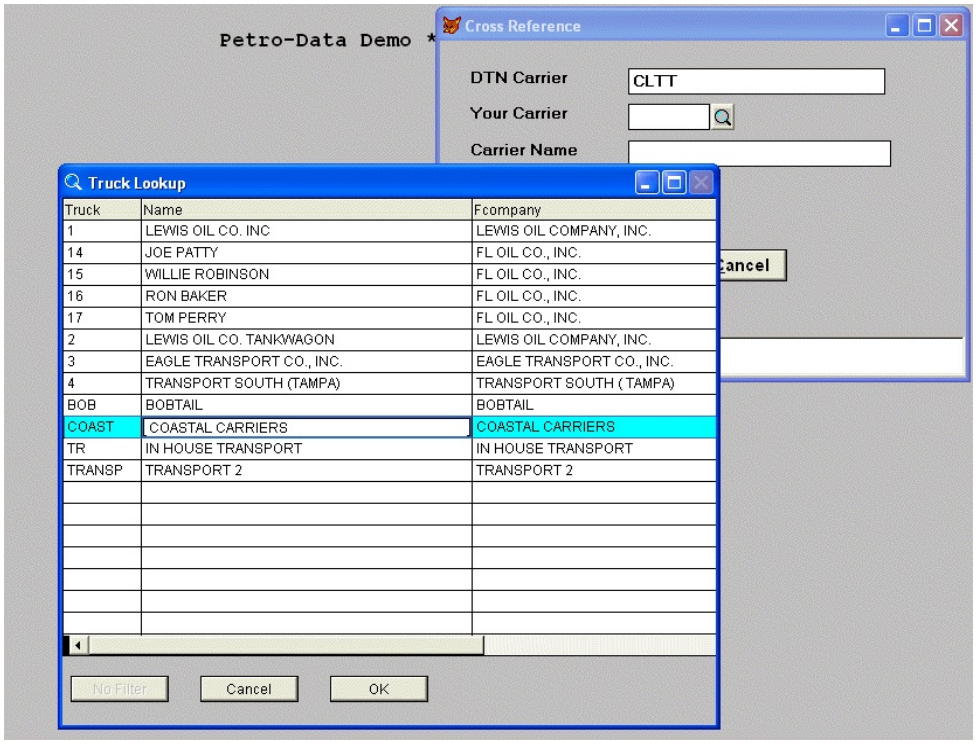
The system inputs the **Terminal Code** and the **Terminal Name.**



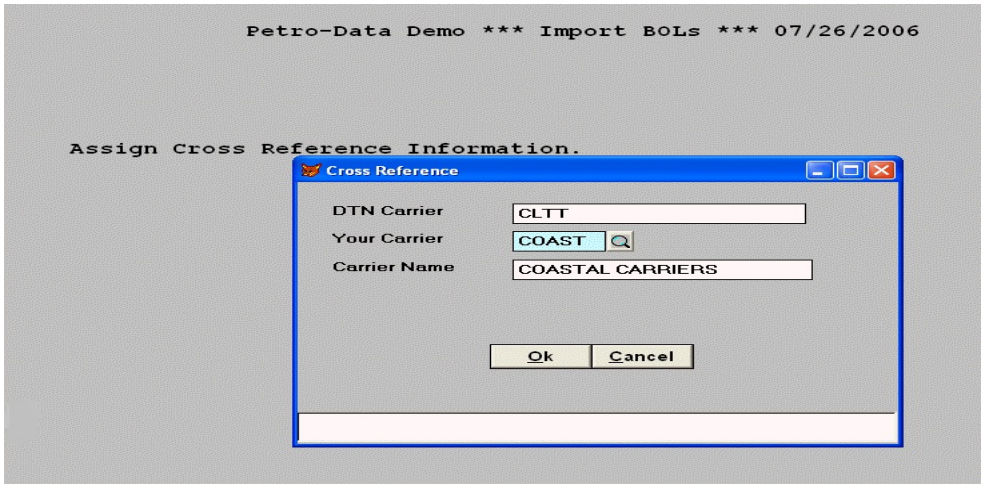
The system will display the **DTN Carrier Code** (**Ex: CLTT**) you will need to input the Petro Data **Carrier code.**



If you are not sure what the Petro Data Carrier code is. Press the **F2 Key** to access the Look up screen and select the **Carrier**. Click on **Ok.**



The system inputs the **Carrier Code** and the **Carrier Name.** Click on **OK**.



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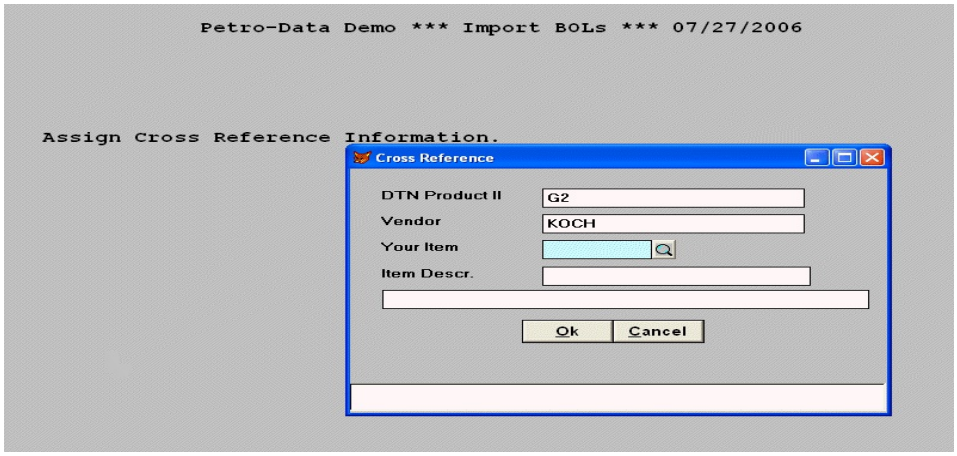
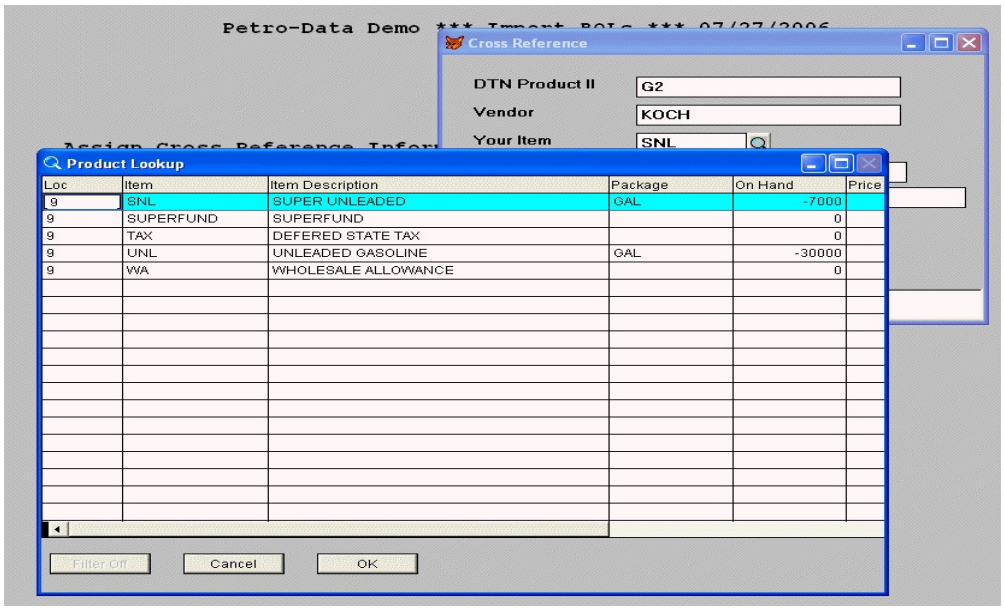
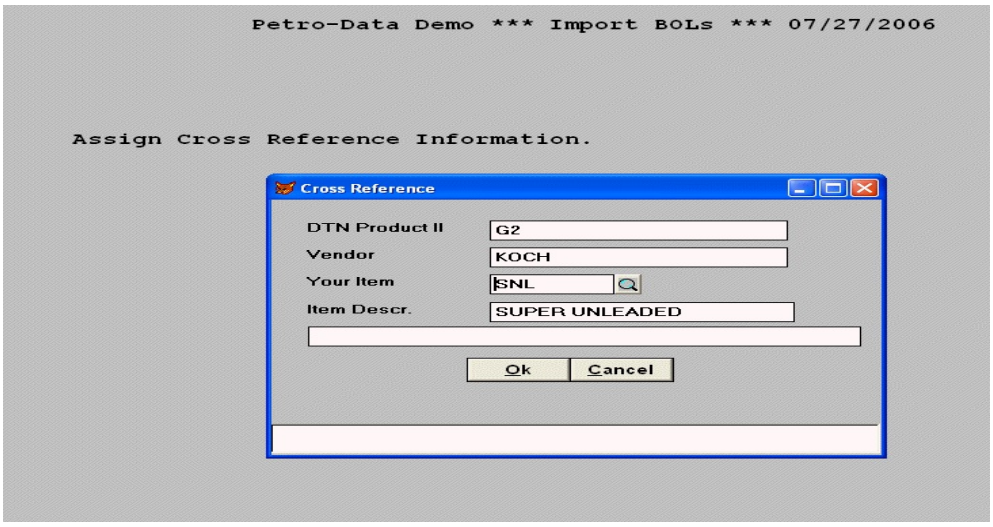
The system will display the **DTN Product II Code** (**Ex: G2**) **and the Vendor for the product that it can't cross reference (EX: KOCH)** you will need to input the Petro Data **Item code.**



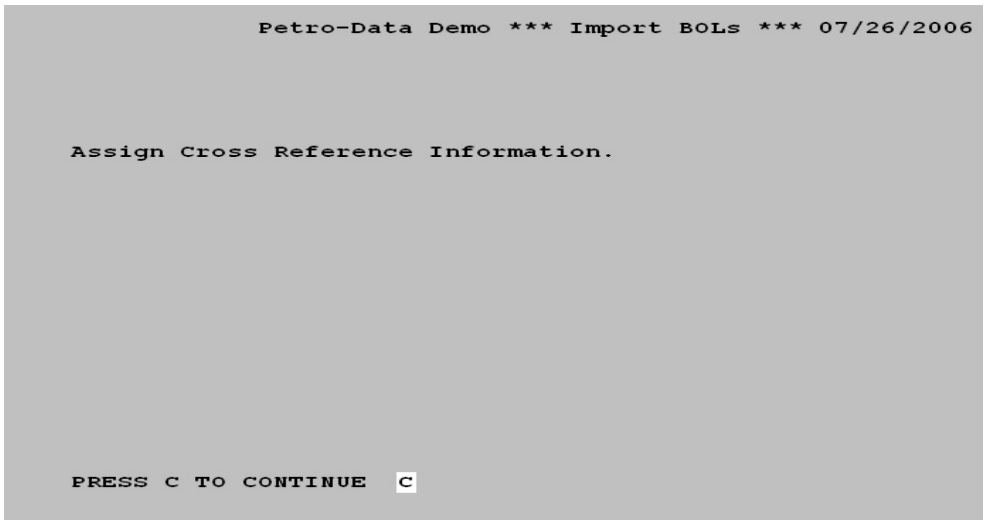
If you are not sure what the Petro Data **Item code** is, Press the **F2 Key** to access the Look up screen and select the Item. Click on **OK.**



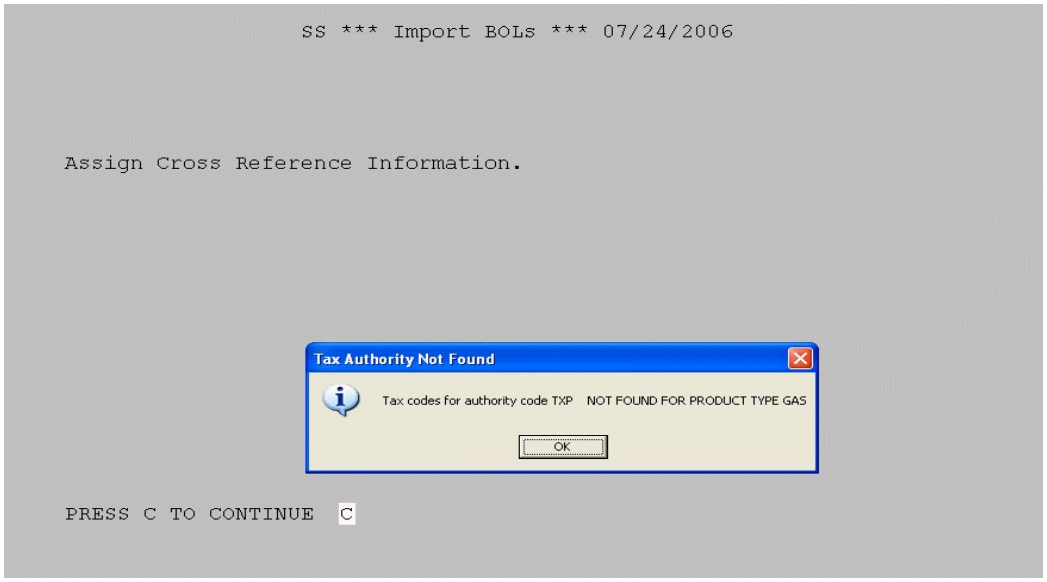
The system inputs the **Item Code** and the **Item Description.** Click on **OK**.



When you have completed assigning the cross reference information, input a **C** when prompted to **Continue**.



If there is a **warning message** that the **Tax Authority is Not Found**, Click on **OK**. The system will proceed past the warning message. However you will need to set up this information in Petro Data to ensure that the proper taxes are being charged.



When the import is complete the system will return to the main BOL Import Module screen.

Select option **(2) Input Billing for a Newly Imported BOL File**

```
Petro-Data Demo *** BOL Import Module *** 07/27/2006


 1.  Import a New BOL file
 2.  Input Billing for a Newly Imported BOL File
 3.  BOL Import Report
 4.  Create BOLs and Invoices Update Program
 5.  Browse and Fix Cross Reference Files
 R.  Reindex BOL Import Files
 I.  Install Program
 Q.  Quit

     Choose an Option   2
```

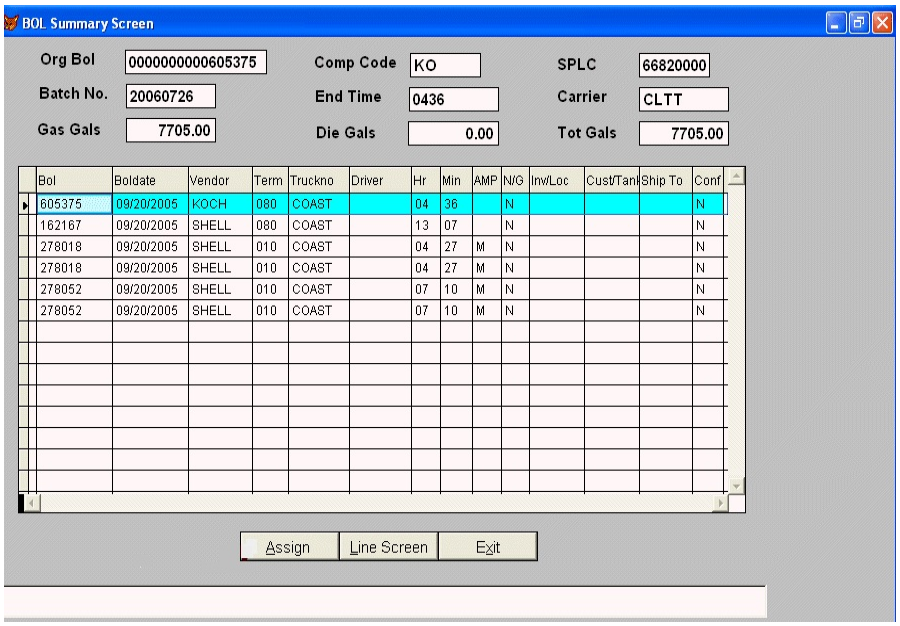
Bol Summary Screen

Shows the BOLs that were imported. Verify the data for each BOL by clicking on each line in the summary screen.

Comp Code= DTN Code
SPLC= Terminal Code
Carrier = Truck Code

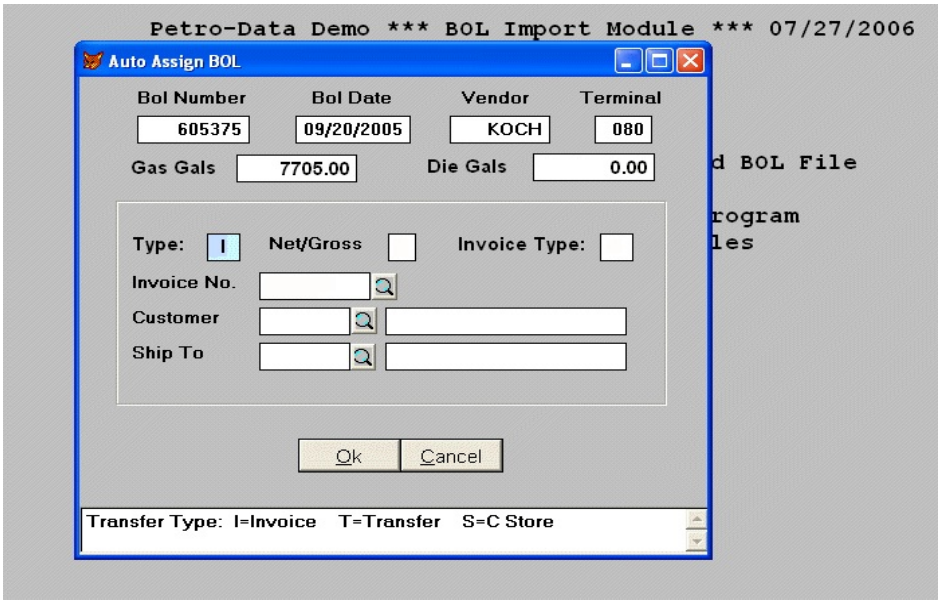
Assign = Auto Assign the BOL to an Invoice
Line Screen = Delivery Input
Exit = Closes out the BOL Summary screen and an BOL Error report generates Detailing the status of the BOLs that were imported.

Click on **Assign** to **Auto Assign the entire BOL**



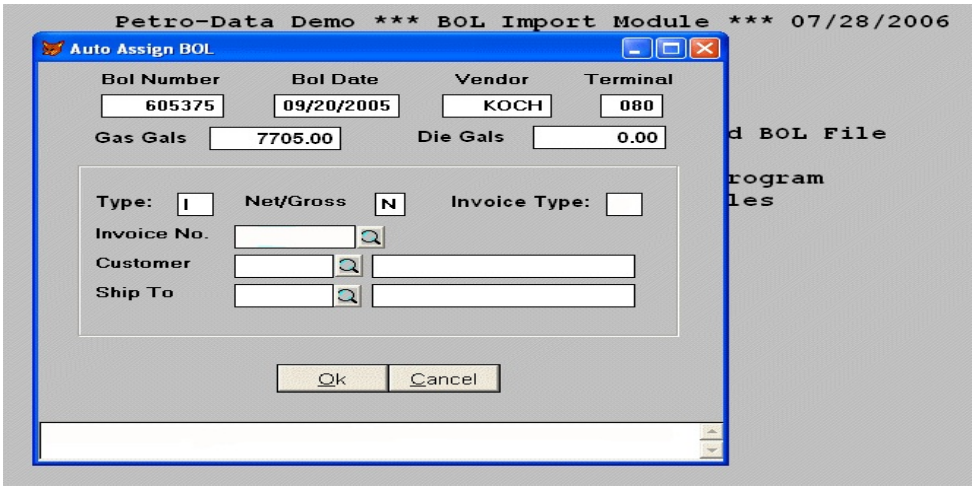
Input the **Transfer Type**

I = Invoice
T = Transfer
S = C Store



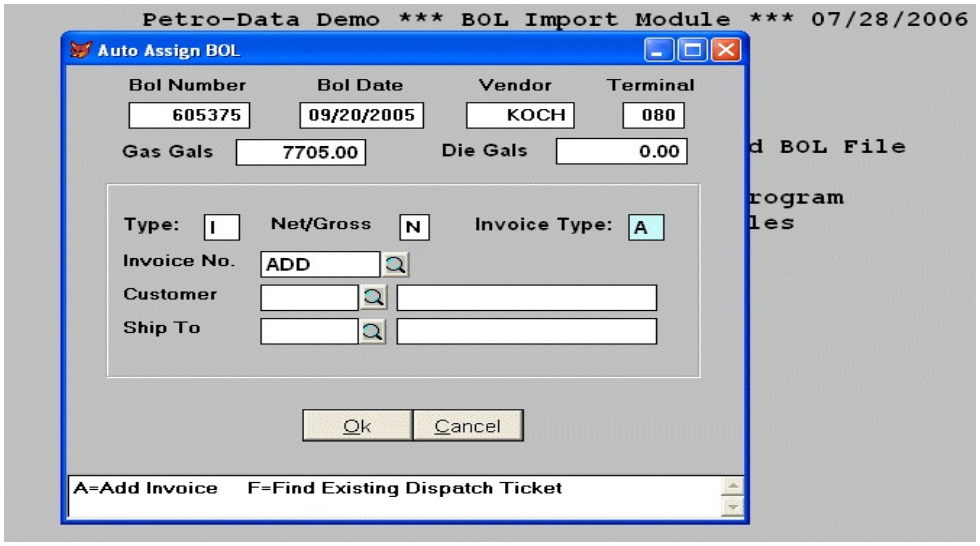
Enter **Delivery/Billed** based on **Net** or **Gross Gallons**

N = Net Gallons
G = Gross Gallons

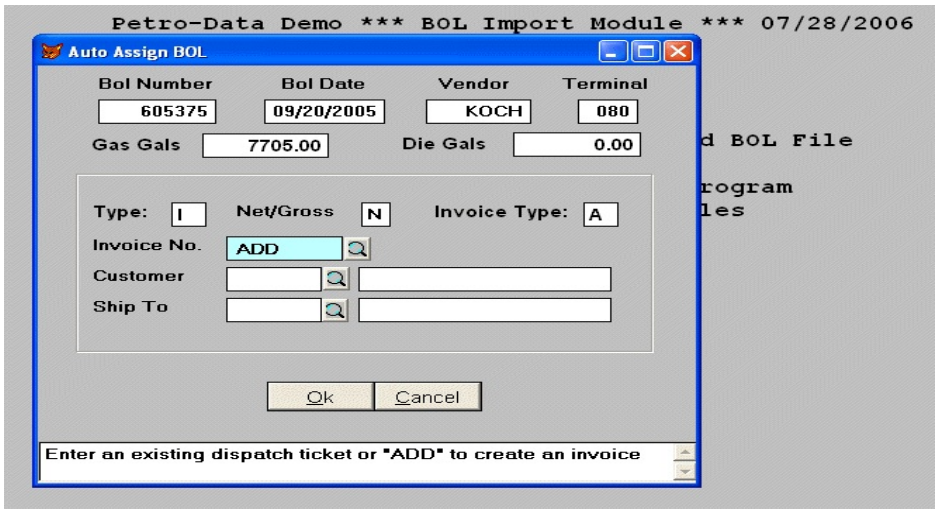


Enter the **Invoice Type**:

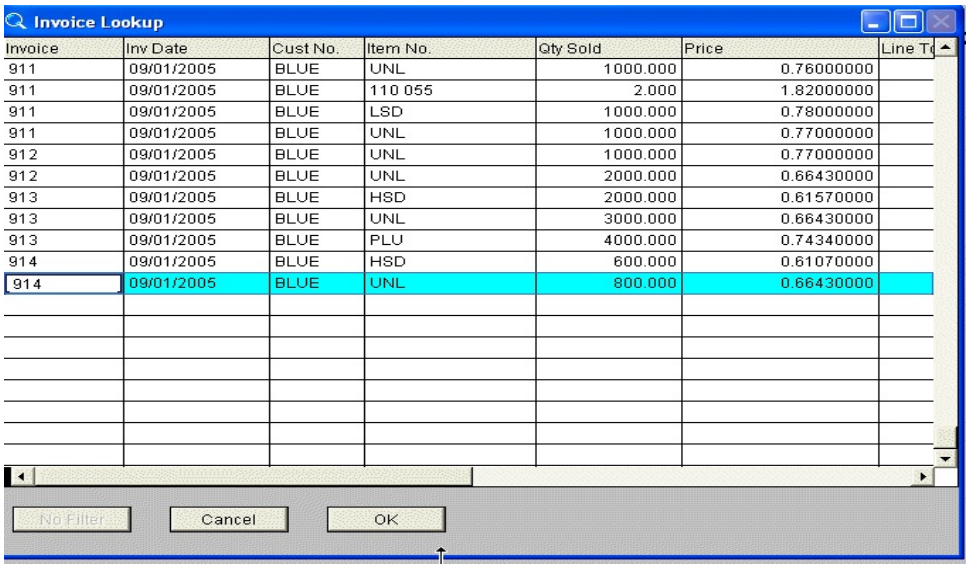
A = Add Invoice
F = Find Existing Dispatch Ticket



Enter in the **Invoice Number**. Type **Add to** automatically assign the invoice using the next invoice number or type the existing dispatch ticket number.

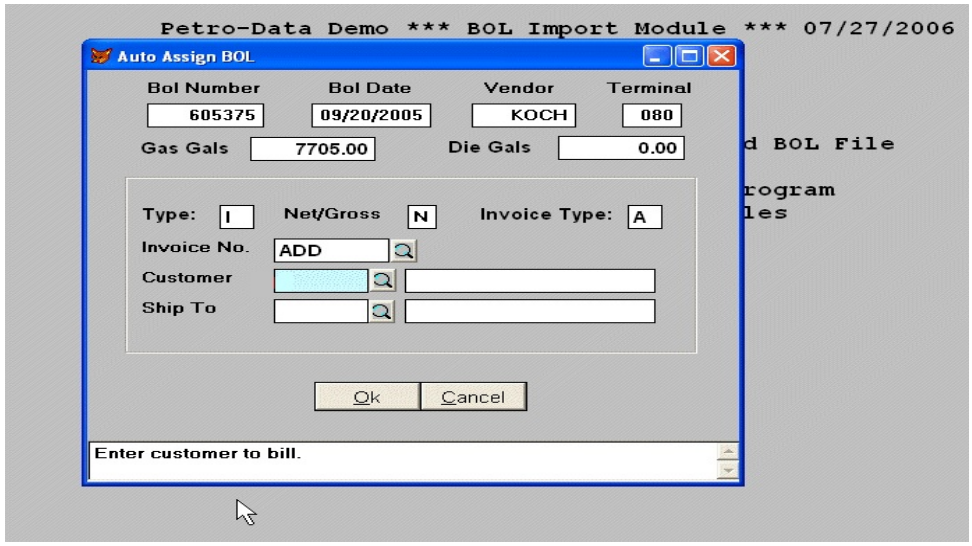


If you do not know the invoice number click on the **look up glass** to **select the ticket number.** Click **OK** to exit out of the screen.

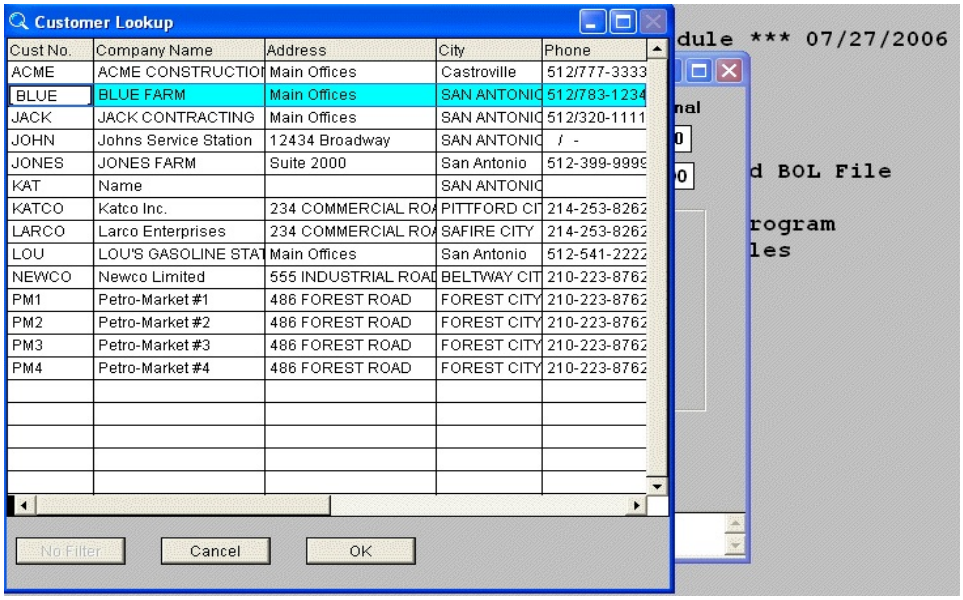


Invoice	Inv Date	Cust No.	Item No.	Qty Sold	Price	Line To
911	09/01/2005	BLUE	UNL	1000.000	0.76000000	
911	09/01/2005	BLUE	110 055	2.000	1.82000000	
911	09/01/2005	BLUE	LSD	1000.000	0.78000000	
911	09/01/2005	BLUE	UNL	1000.000	0.77000000	
912	09/01/2005	BLUE	UNL	1000.000	0.77000000	
912	09/01/2005	BLUE	UNL	2000.000	0.66430000	
913	09/01/2005	BLUE	HSD	2000.000	0.61570000	
913	09/01/2005	BLUE	UNL	3000.000	0.66430000	
913	09/01/2005	BLUE	PLU	4000.000	0.74340000	
914	09/01/2005	BLUE	HSD	600.000	0.61070000	
914	09/01/2005	BLUE	UNL	800.000	0.66430000	

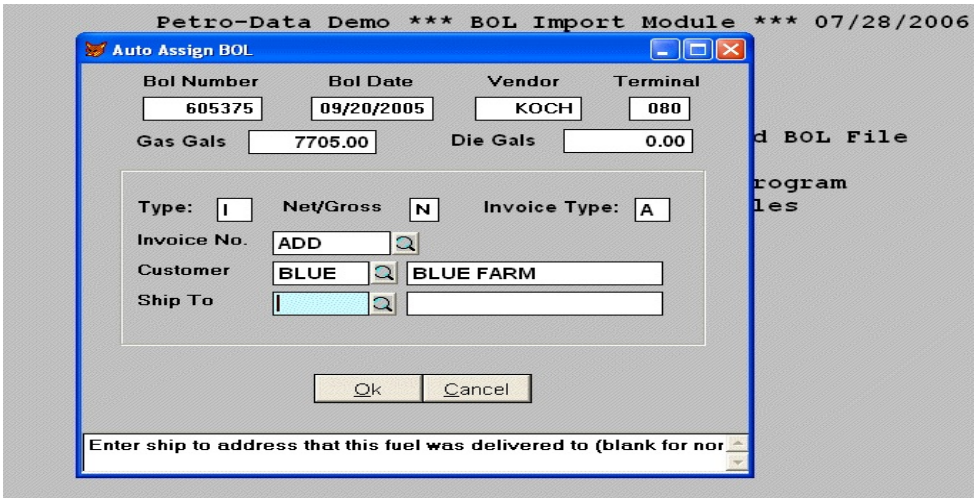
Enter the **Customer number to bill.**



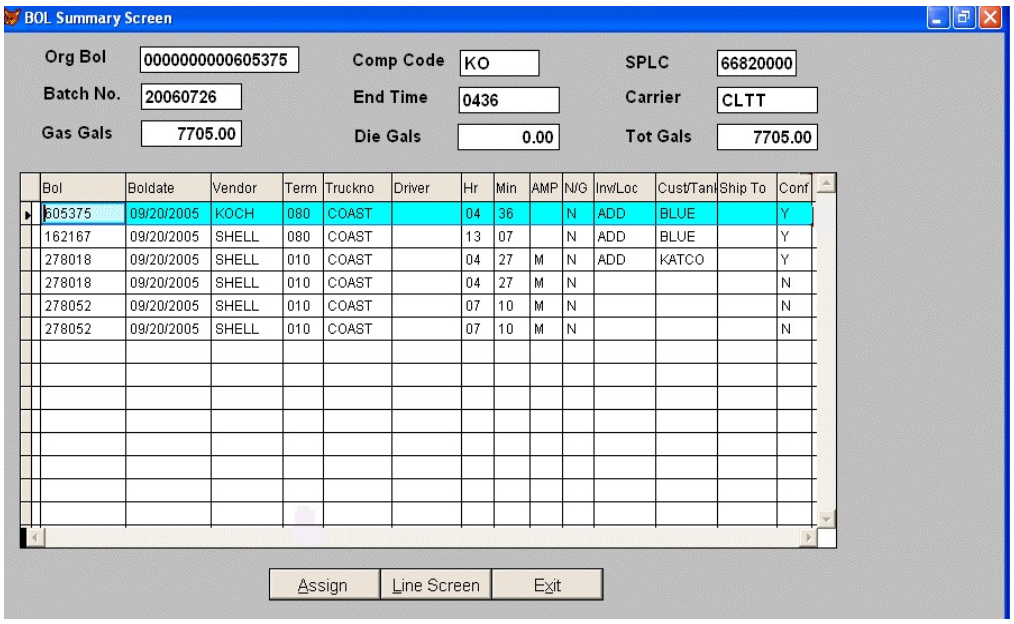
If you do not know the **Customer number**, click on the **Look up** and select the Customer number. Click **OK** to exit out of the screen.



Enter the **Ship to address** that this fuel was delivered to. Leave this field **blank** if the address is the same as the Customer's address. Click **OK**.

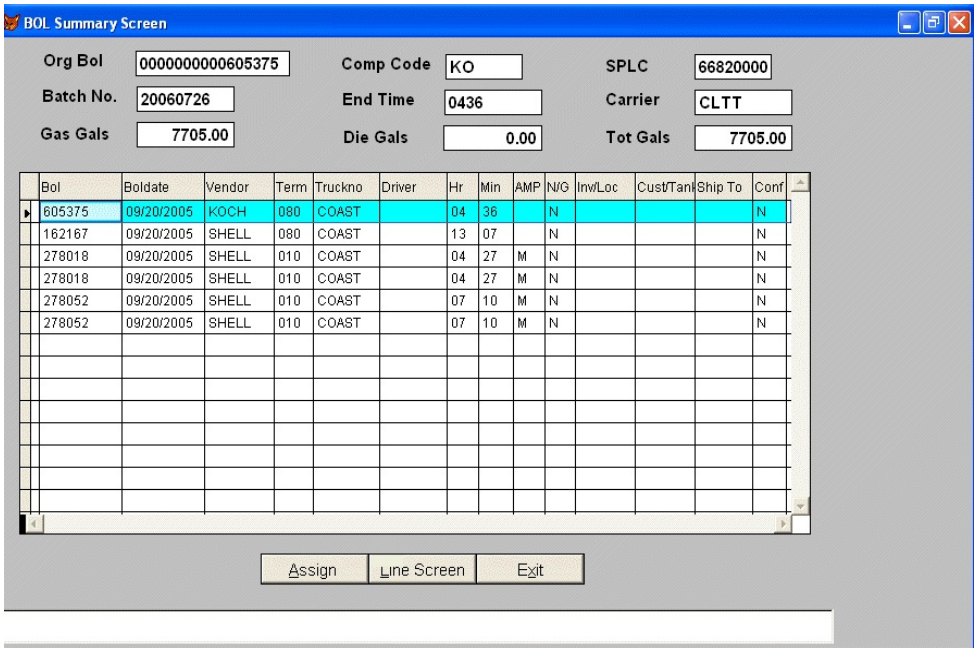


The system will take you back to the **BOL Summary Screen**. The BOL is confirmed and will have a **Y** in the **Conf field** on the BOL Summary Screen.



Bol	Boldate	Vendor	Term	Truckno	Driver	Hr	Min	AMP	N/G	Inv/Loc	Cust/Tank	Ship To	Conf
605375	09/20/2005	KOCH	080	COAST		04	36		N	ADD	BLUE		Y
162167	09/20/2005	SHELL	080	COAST		13	07		N	ADD	BLUE		Y
278018	09/20/2005	SHELL	010	COAST		04	27	M	N	ADD	KATCO		Y
278018	09/20/2005	SHELL	010	COAST		04	27	M	N				N
278052	09/20/2005	SHELL	010	COAST		07	10	M	N				N
278052	09/20/2005	SHELL	010	COAST		07	10	M	N				N

Click on **Line Screen** to **verify the rack price, special rack prices, taxes and selling price for each line item in the BOL**.



BOL Delivery Input

Edit = Make changes to the current record

Next = Next Record

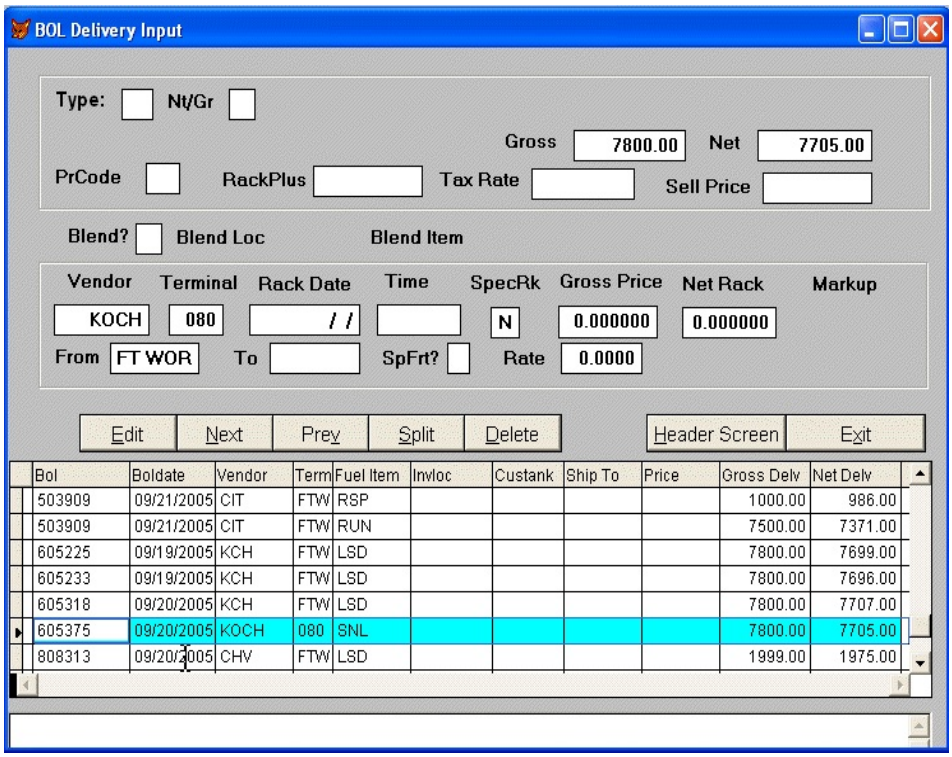
Prev = Previous Record

Split = Assign partial gallons to another Customer

Delete = Delete a Record

Header Screen = Go Back to the BOL Summary Screen

Exit = Go Back to the BOL Import Module menu



If the Assign process was not used in the BOL Summary screen, click on **Edit** to assign the BOL to a customer.

Enter the **Transfer type**:

I = Invoice
T = Transfer
S = C Store

BOL Delivery Input

Type: I Nt/Gr

Gross 7800.00 Net 7705.00

PrCode RackPlus Tax Rate Sell Price

Blend? Blend Loc Blend Item

Vendor KOCH Terminal 080 Rack Date / / Time SpecRk N Gross Price 0.000000 Net Rack 0.000000 Markup

From FT WOR To SpFrt? Rate 0.0000

Edit Next Prev Split Delete Header Screen Exit

Bol	Boldate	Vendor	Term	Fuel Item	Invloc	Custank	Ship To	Price	Gross Delv	Net Delv
503909	09/21/2005	CIT	FTW	RSP					1000.00	986.00
503909	09/21/2005	CIT	FTW	RUN					7500.00	7371.00
605225	09/19/2005	KCH	FTW	LSD					7800.00	7699.00
605233	09/19/2005	KCH	FTW	LSD					7800.00	7696.00
605318	09/20/2005	KCH	FTW	LSD					7800.00	7707.00
605375	09/20/2005	KOCH	080	SNL					7800.00	7705.00
808313	09/20/2005	CHV	FTW	LSD					1999.00	1975.00

Transfer Type: I=Invoice T=Transfer S=C Store

Enter **Delivery/Billed** based on **Net** or **Gross Gallons**

N = Net Gallons
G = Gross Gallons

BOL Delivery Input

Type: I Nt/Gr N Invoice No. Cust

Ship To Gross 7800.00 Net 7705.00

PrCode RackPlus Tax Rate Sell Price

Blend? Blend Loc Blend Item

Vendor KOCH Terminal 080 Rack Date / / Time SpecRk N Gross Price 0.000000 Net Rack 0.000000 Markup

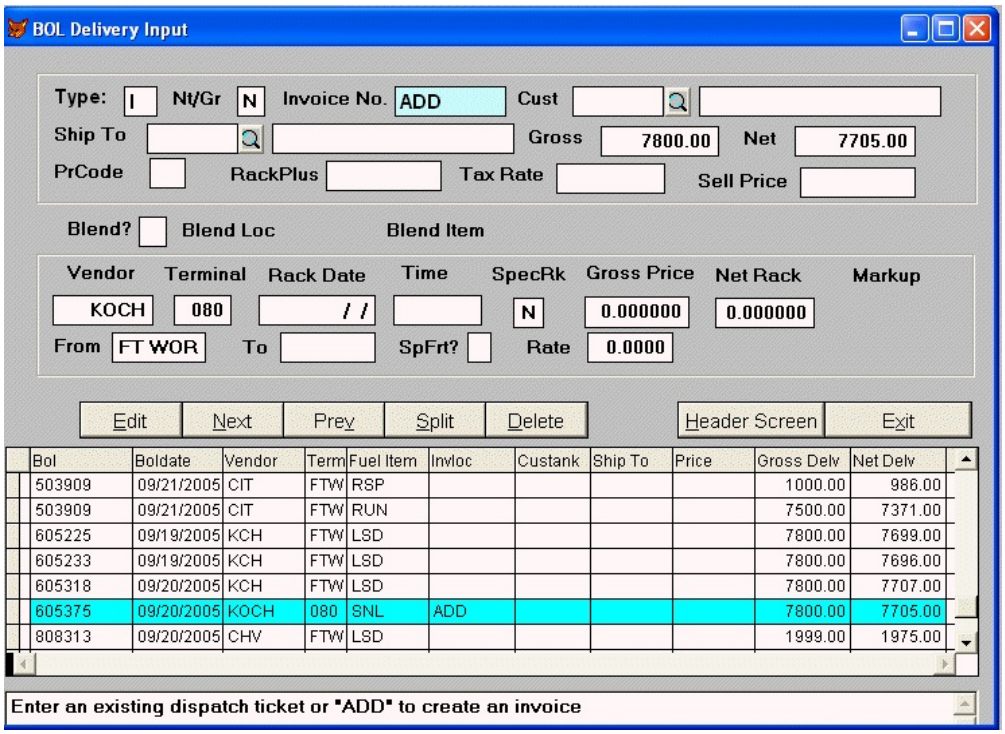
From FT WOR To SpFrt? Rate 0.0000

Edit Next Prev Split Delete Header Screen Exit

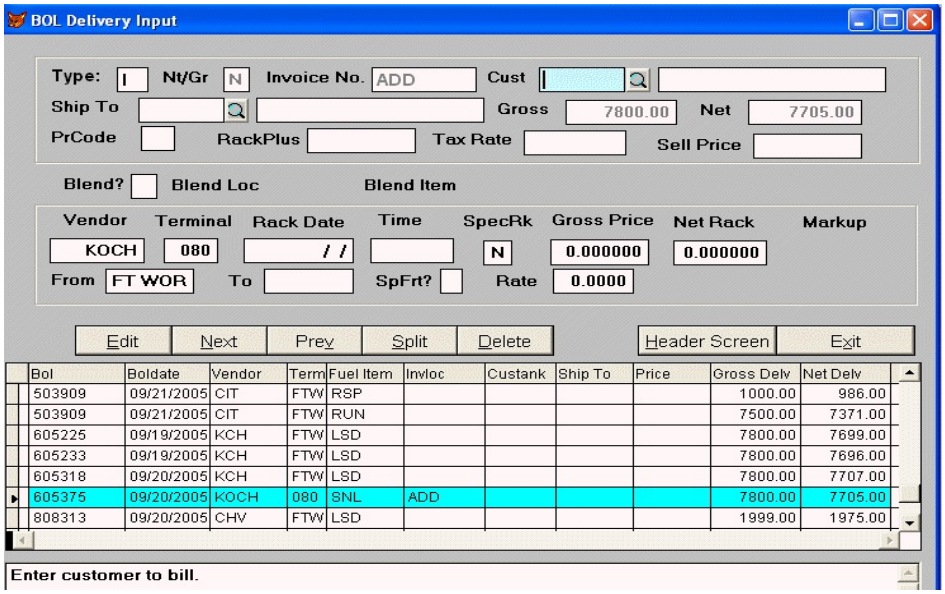
Bol	Boldate	Vendor	Term	Fuel Item	Invloc	Custank	Ship To	Price	Gross Delv	Net Delv
503909	09/21/2005	CIT	FTW	RSP					1000.00	986.00
503909	09/21/2005	CIT	FTW	RUN					7500.00	7371.00
605225	09/19/2005	KCH	FTW	LSD					7800.00	7699.00
605233	09/19/2005	KCH	FTW	LSD					7800.00	7696.00
605318	09/20/2005	KCH	FTW	LSD					7800.00	7707.00
605375	09/20/2005	KOCH	080	SNL	ADD				7800.00	7705.00
808313	09/20/2005	CHV	FTW	LSD					1999.00	1975.00

You delivered/billed based on: Net Gallons G=Gross

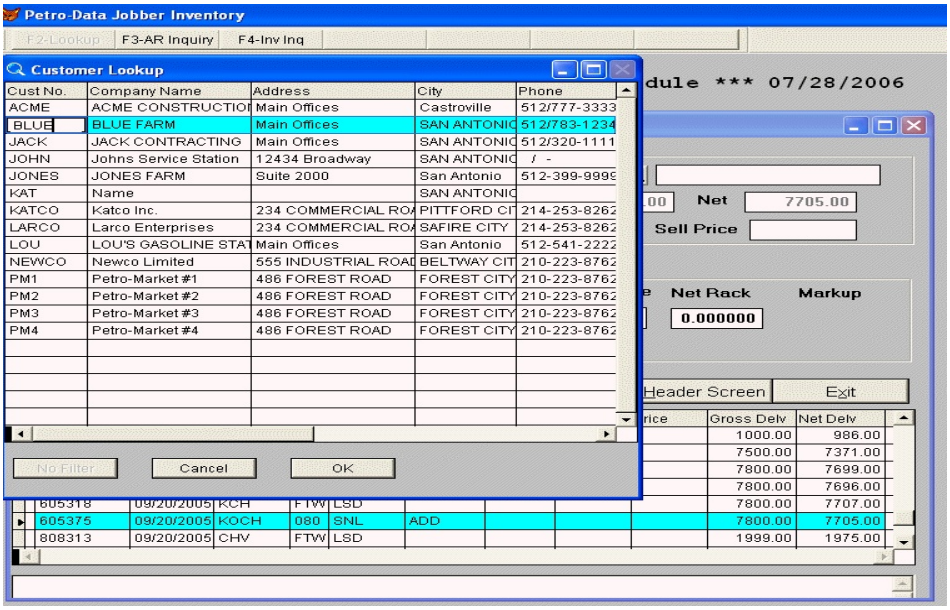
Enter **existing Dispatch Ticket number** or **Enter Add** to create a Invoice with the next invoice number in the system.



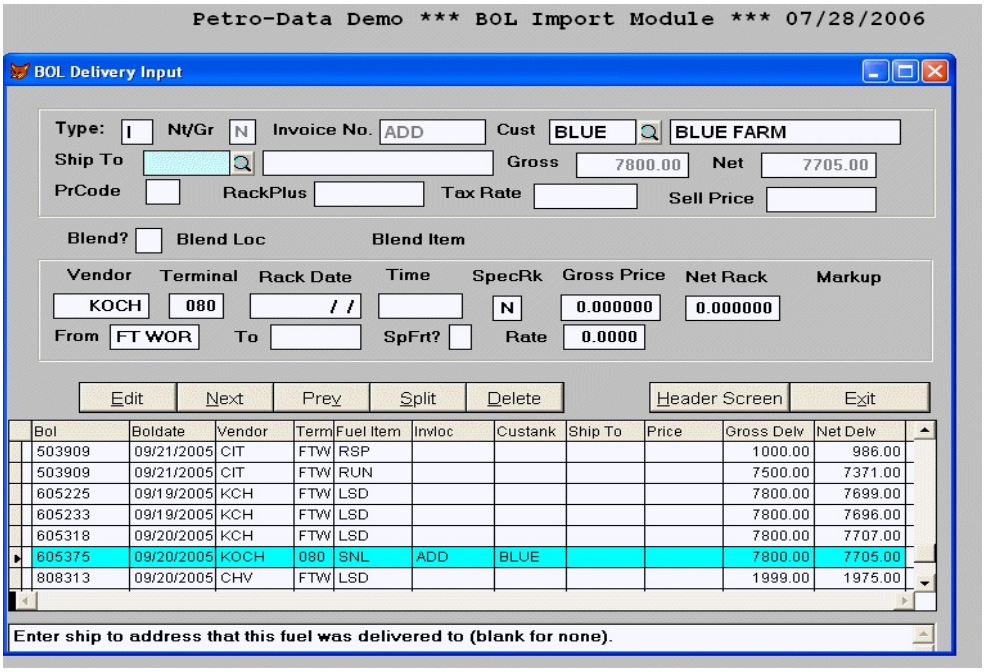
Enter **Customer number** to bill.



If you do not know the Customer number click on the **Look up** and select the Customer. Click on Ok to exit out of the screen.

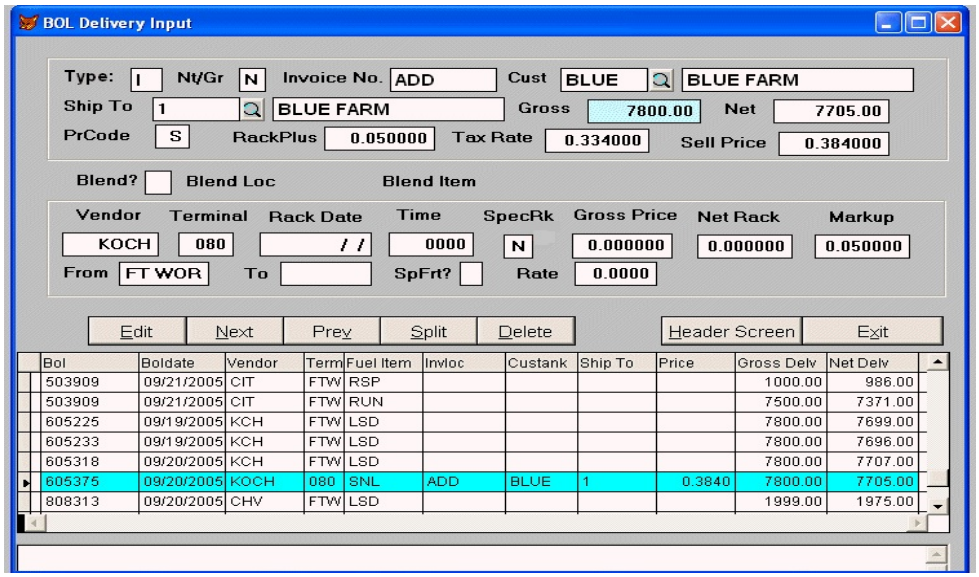


Enter the **Ship to address** that this fuel was delivered to. Leave this field **blank** if the address is the same as the Customer's address..

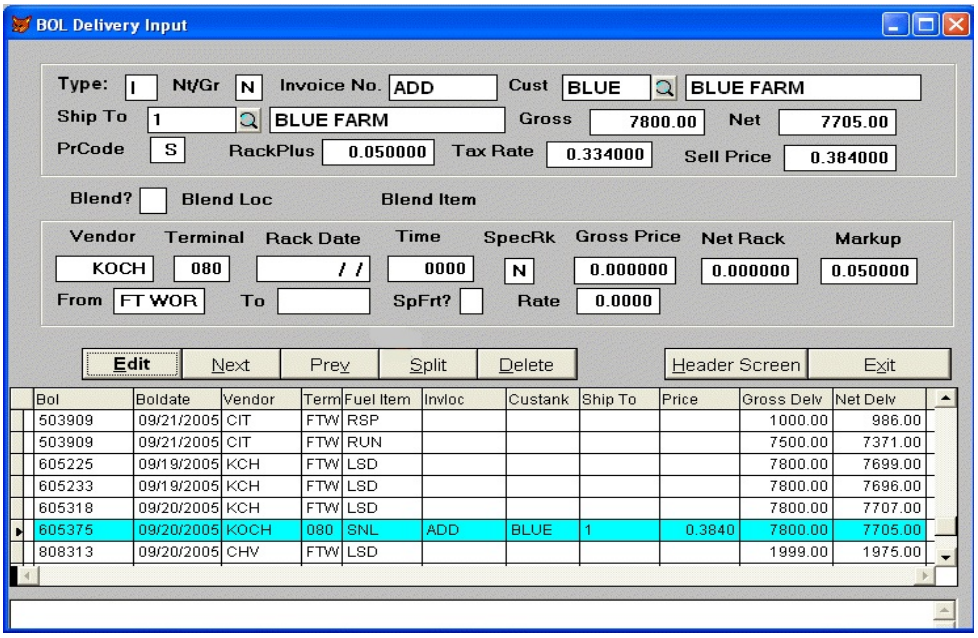


Verify that the **Priority payment code**, **RackPlus**, **Tax Rate, Selling Price and Special Rack price (SpecRK)** are all correct. .

SpecRK (Y) = Applies to the Customer
SpecRK (N) = Does not apply to the Customer.



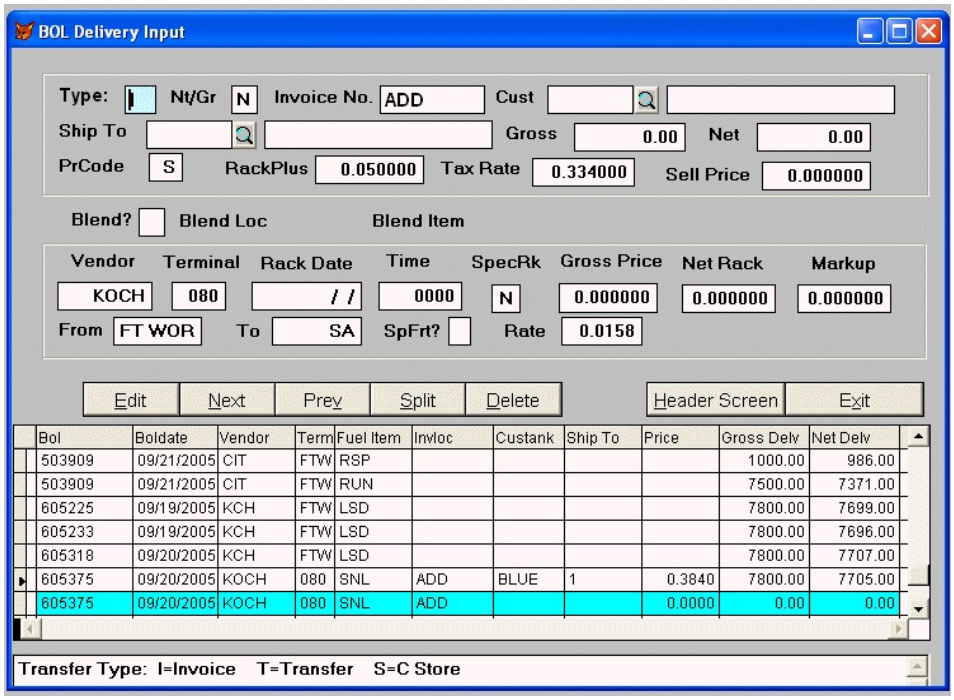
Click on **Split** to **Transfer gallons to another Customer**.



The system will use the same BOL number for a split load in the Bol delivery input screen.

Enter the **Transfer Type**.

I = Invoice
T = Transfer
S = C Store



Enter **Delivery/Billed** based on **Net** or **Gross Gallons**

N = Net Gallons
G = Gross Gallons

BOL Delivery Input

Type: I Nt/Gr N Invoice No. Cust

Ship To Gross 0.00 Net 0.00

PrCode S RackPlus 0.050000 Tax Rate 0.334000 Sell Price 0.000000

Blend? Blend Loc Blend Item

Vendor	Terminal	Rack Date	Time	SpecRk	Gross Price	Net Rack	Markup
KOCH	080	/ /	0000	N	0.000000	0.000000	0.000000

From FT WOR To SA SpFrt? Rate 0.0158

Edit Next Prev Split Delete Header Screen Exit

Bol	Boldate	Vendor	Term	Fuel Item	Invloc	Custank	Ship To	Price	Gross Delv	Net Delv
503909	09/21/2005	CIT	FTW	RSP					1000.00	986.00
503909	09/21/2005	CIT	FTW	RUN					7500.00	7371.00
605225	09/19/2005	KCH	FTW	LSD					7800.00	7699.00
605233	09/19/2005	KCH	FTW	LSD					7800.00	7696.00
605318	09/20/2005	KCH	FTW	LSD					7800.00	7707.00
605375	09/20/2005	KOCH	080	SNL	ADD	BLUE	1	0.3840	7800.00	7705.00
605375	09/20/2005	KOCH	080	SNL	ADD			0.0000	0.00	0.00

You delivered/billed based on: Net Gallons G=Gross

Enter **existing Dispatch Ticket number** or **Enter Add** to create a Invoice with the next invoice number in the system.

BOL Delivery Input

Type: I Nt/Gr N Invoice No. ADD Cust

Ship To Gross 0.00 Net 0.00

PrCode S RackPlus 0.050000 Tax Rate 0.334000 Sell Price 0.000000

Blend? Blend Loc Blend Item

Vendor	Terminal	Rack Date	Time	SpecRk	Gross Price	Net Rack	Markup
KOCH	080	/ /	0000	N	0.000000	0.000000	0.000000

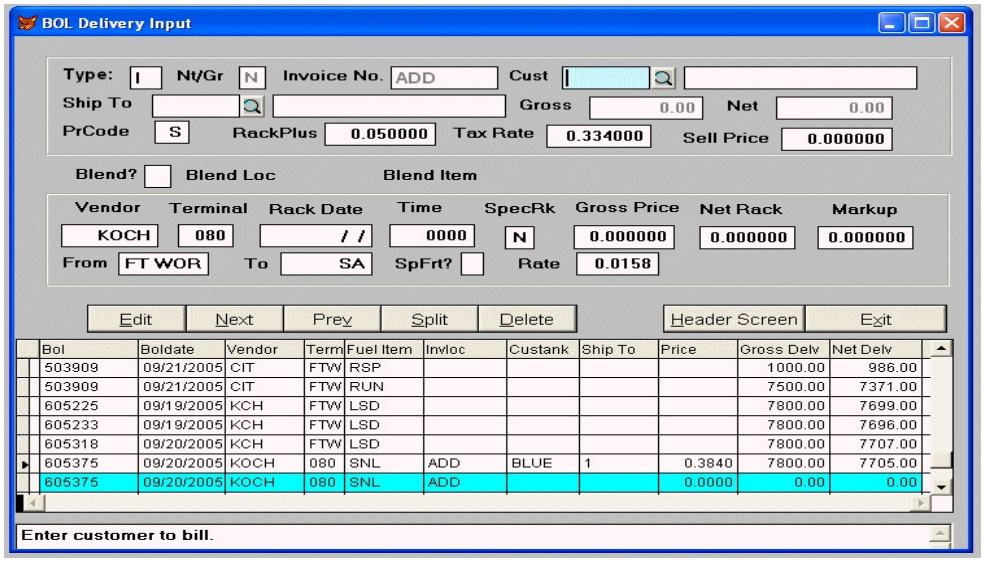
From FT WOR To SA SpFrt? Rate 0.0158

Edit Next Prev Split Delete Header Screen Exit

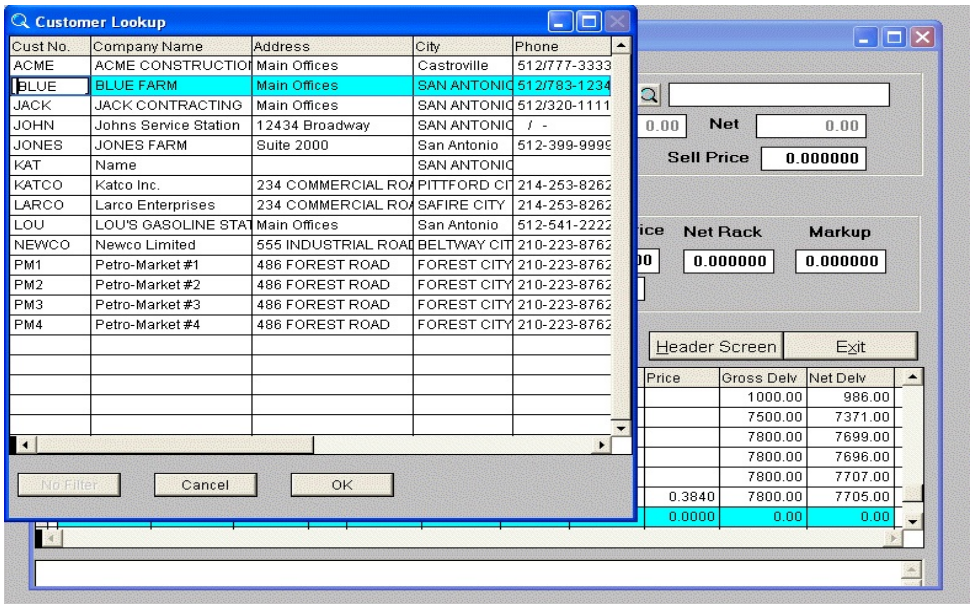
Bol	Boldate	Vendor	Term	Fuel Item	Invloc	Custank	Ship To	Price	Gross Delv	Net Delv
503909	09/21/2005	CIT	FTW	RSP					1000.00	986.00
503909	09/21/2005	CIT	FTW	RUN					7500.00	7371.00
605225	09/19/2005	KCH	FTW	LSD					7800.00	7699.00
605233	09/19/2005	KCH	FTW	LSD					7800.00	7696.00
605318	09/20/2005	KCH	FTW	LSD					7800.00	7707.00
605375	09/20/2005	KOCH	080	SNL	ADD	BLUE	1	0.3840	7800.00	7705.00
605375	09/20/2005	KOCH	080	SNL	ADD			0.0000	0.00	0.00

Enter an existing dispatch ticket or "ADD" to create an invoice

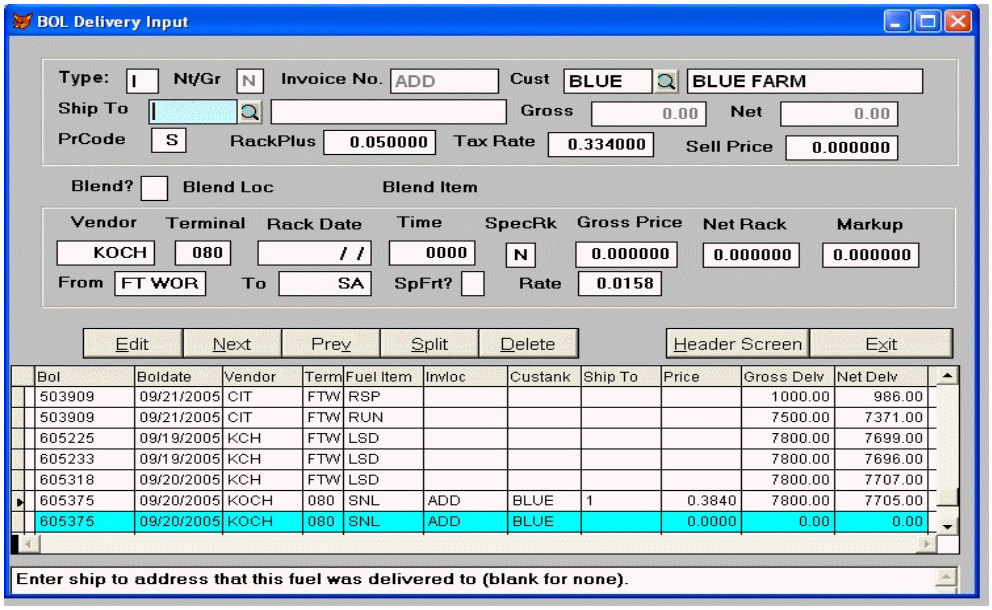
Enter the customer number to bill.



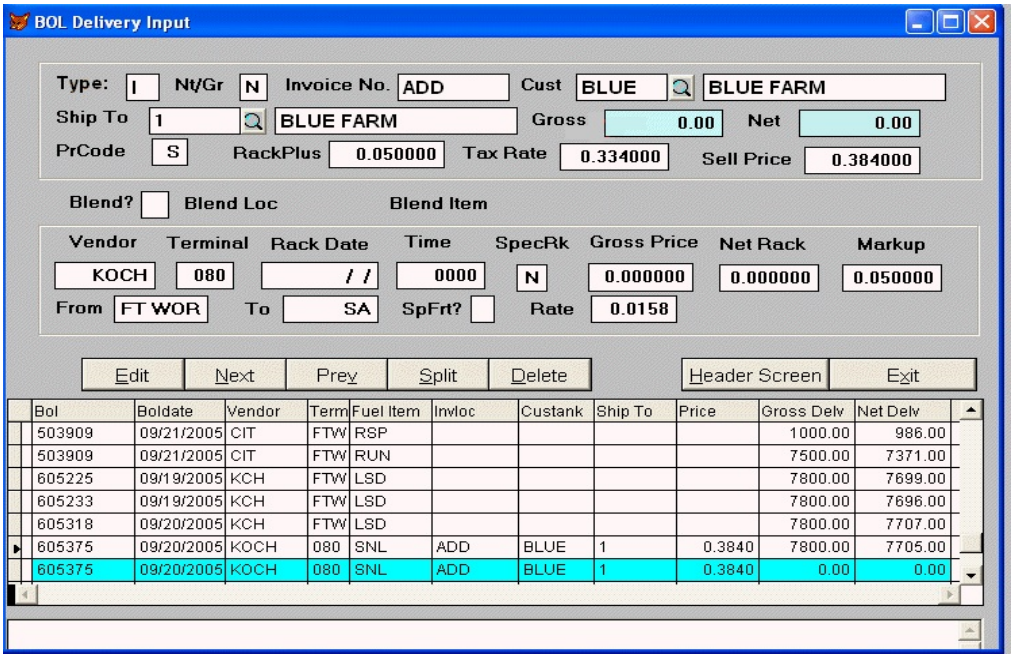
If you do not know the **Customer number**, click on the **Look up** and select the customer number. Click on **Ok** to exit out of the screen.



Enter the **Ship to address** that this fuel was delivered to. Leave this field **blank** if the address is the same as the Customer's address.



Enter in the **Gross and Net Gallons** that were transferred.and verify that the **RackPlus, Selling Price** and **SpecRK(Special Rate)**are correct.



Edit = Make changes to the current record

Next = Next Record

Prev = Previous Record

Split = Assign partial gallons to another Customer

Delete = Delete a Record

Header Screen = Go Back to the BOL Summary Screen

Exit = Go Back to the BOL Import Module menu

If there are BOLs that haven't been confirmed when you exit out of the input screen a BOL Error report is generated.

BOL Import Error Report

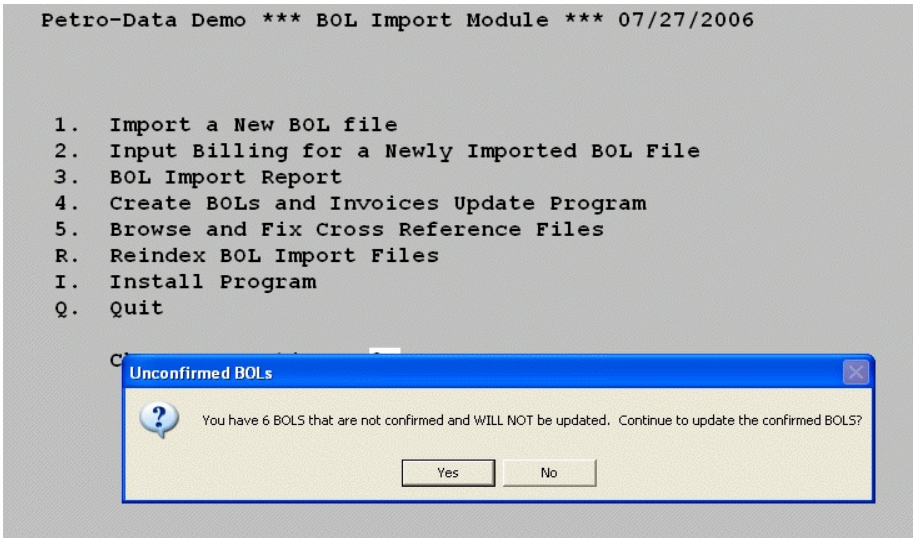
07/27/2006

Error Messages:

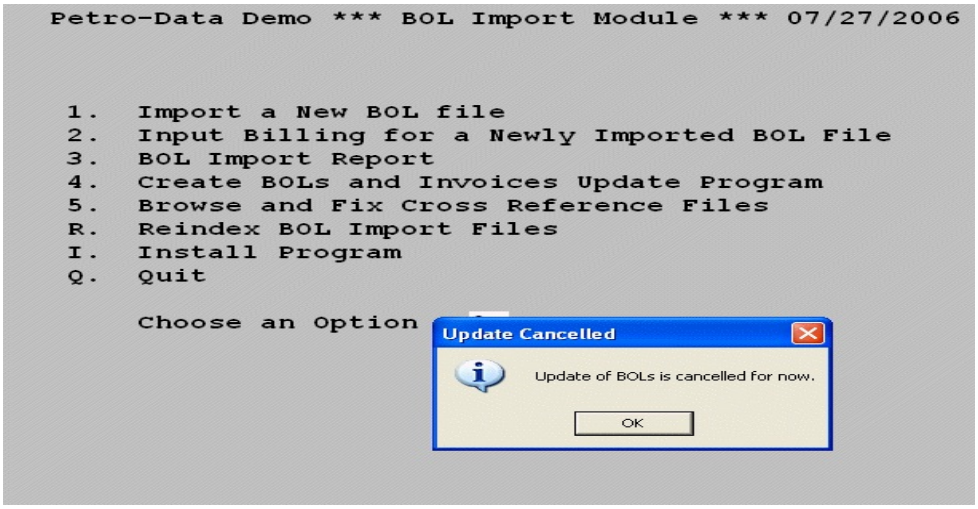
BOL 605375 Vendor KOCH Item SNL missing delivery data
**** BOL 605375 Vendor KOCH Item SNL gross and net gallons error.
**** BOL 605375 Vendor KOCH Item SNL gross and net gallons error.
BOL 605375 Vendor KOCH Date 09/20/2005 Qty Mismatch. Rec Tot 7705.00 Bill Tot 0.00 Diff 7705.00
BOL 162167 Vendor SHELL Item SNL missing delivery data
BOL 162167 Vendor SHELL Date 09/20/2005 Qty Mismatch. Rec Tot 987.00 Bill Tot 0.00 Diff 987.00
BOL 278018 Vendor SHELL Item SNL missing delivery data
BOL 278018 Vendor SHELL Item RPLU missing delivery data
BOL 278018 Vendor SHELL Date 09/20/2005 Qty Mismatch. Rec Tot 8470.00 Bill Tot 0.00 Diff 8470.00
BOL 278018 Vendor SHELL Item SNL missing delivery data
BOL 278018 Vendor SHELL Item RPLU missing delivery data
BOL 278018 Vendor SHELL Date 09/20/2005 Qty Mismatch. Rec Tot 8470.00 Bill Tot 0.00 Diff 8470.00
BOL 278052 Vendor SHELL Item SNL missing delivery data
BOL 278052 Vendor SHELL Item RPLU missing delivery data
BOL 278052 Vendor SHELL Date 09/20/2005 Qty Mismatch. Rec Tot 8683.00 Bill Tot 0.00 Diff 8683.00
BOL 278052 Vendor SHELL Item SNL missing delivery data
BOL 278052 Vendor SHELL Item RPLU missing delivery data
BOL 278052 Vendor SHELL Date 09/20/2005 Qty Mismatch. Rec Tot 8683.00 Bill Tot 0.00 Diff 8683.00

Click on **Door icon (Close Preview)** or the **X (Exit)** on the print tool bar to close the report.

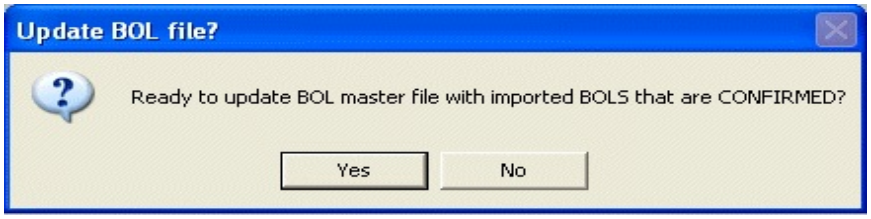
The system will display a warning message that shows how many BOLS are not confirmed and will not be updated. The message will also ask if you want to continue updating the confirmed BOLS.



Select **No** to **cancel** the update and the system will generate a confirmation message that the BOL update is cancelled.

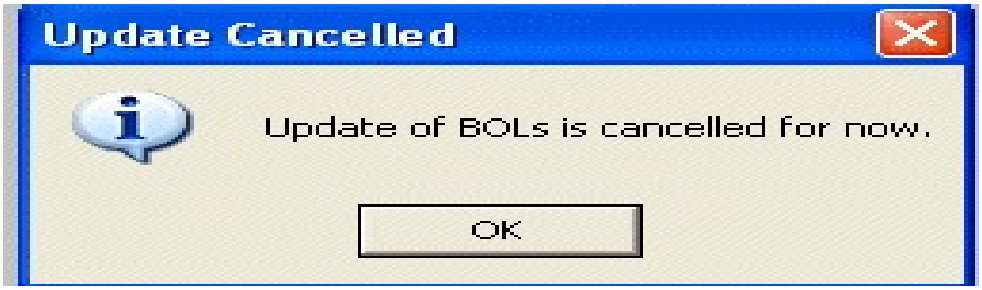


If you select **Yes** the program will continue with the update process and you will be asked if you are ready to update the BOL master file with the BOLS that are confirmed?



Select **Yes** to **update the file** and return to the **BOL Import module menu**.

Select **No to cancel the update**. The program will generate a cancellation confirmation message that says the update has been cancelled. Click **OK** to continue and the program will return to the BOL Import module menu.



BOL Import Report

In the BOL Import Module select option (**3)BOL Import Report**.

```
Petro-Data Demo *** BOL Import Module *** 07/31/2006


 1.  Import a New BOL file
 2.  Input Billing for a Newly Imported BOL File
 3.  BOL Import Report
 4.  Create BOLs and Invoices Update Program
 5.  Browse and Fix Cross Reference Files
 R.  Reindex BOL Import Files
 I.  Install Program
 Q.  Quit

     Choose an Option   3
```

Select the output of the report:

Enter **S** to display on the screen.
Enter **P** to send the report to a printer.
Enter **F** to save the report as a text file.
Enter **Q** to quit and cancel.

```
Petro-Data Demo *** BOL Import Report *** 07/31/2006

Output to:  S=Screen     P=Printer     F=Text File     Q=Quit S
```

Enter in the **Report Date**. The program defaults to the current date or the computer date.

Enter in the **Batch number** to display the report data for **ONE** batch or blank for all.

```
Petro-Data Demo *** BOL Import Report *** 07/31/2006

Display report on screen

Enter today's date  07/31/2006

Enter batch number (blank for all)

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Is everything **OK**?

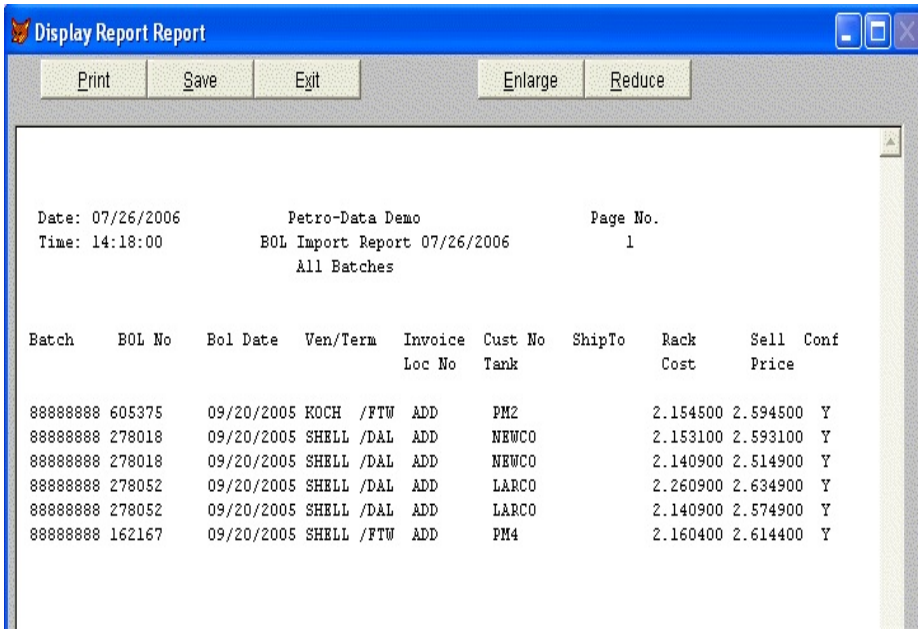
Type in **(Y) = Yes** to run the report

Type in **(N) = NO** to make changes

Type in **(P) = Printer** to send the report to the printer

Type in **(Q) = Quit** to exit and go back to the main menu

The **BOL Import Report** is generated.



Date: 07/26/2006 Petro-Data Demo Page No.
Time: 14:18:00 BOL Import Report 07/26/2006 1
All Batches

Batch	BOL No	Bol Date	Ven/Term	Invoice Loc No	Cust No Tank	ShipTo	Rack Cost	Sell Price	Conf
88888888	605375	09/20/2005	KOCH /FTW	ADD	PM2		2.154500	2.594500	Y
88888888	278018	09/20/2005	SHELL /DAL	ADD	NEWCO		2.153100	2.593100	Y
88888888	278018	09/20/2005	SHELL /DAL	ADD	NEWCO		2.140900	2.514900	Y
88888888	278052	09/20/2005	SHELL /DAL	ADD	LARCO		2.260900	2.634900	Y
88888888	278052	09/20/2005	SHELL /DAL	ADD	LARCO		2.140900	2.574900	Y
88888888	162167	09/20/2005	SHELL /FTW	ADD	PM4		2.160400	2.614400	Y

Click **Exit** to close the report and return to the BOL Import module menu.

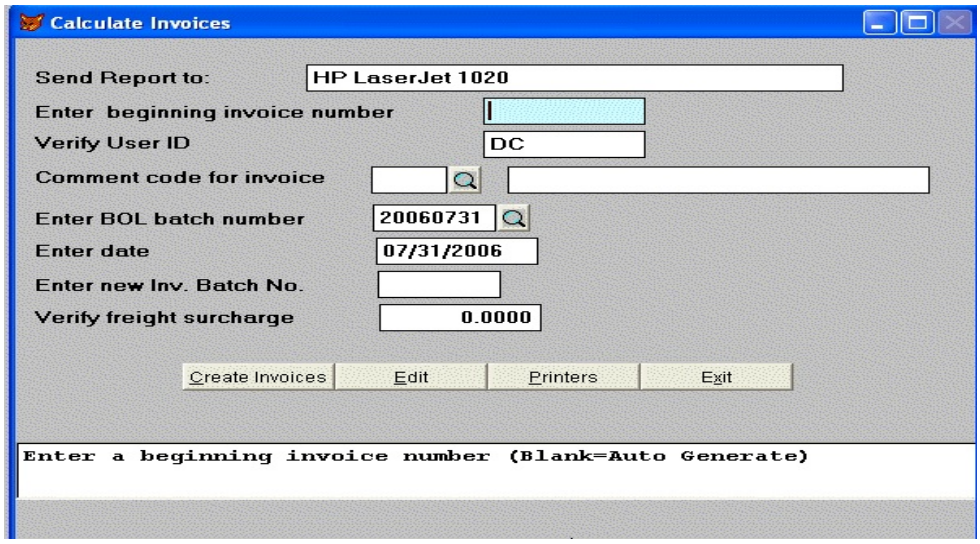
In the BOL Import Module select option **(4) Create BOLS and Invoices Update Program.**

```
Petro-Data Demo *** BOL Import Module *** 07/31/20


 1.  Import a New BOL file
 2.  Input Billing for a Newly Imported BOL File
 3.  BOL Import Report
 4.  Create BOLs and Invoices Update Program
 5.  Browse and Fix Cross Reference Files
 R.  Reindex BOL Import Files
 I.  Install Program
 Q.  Quit

     Choose an Option   4
```

Calculate Invoices



Send Report to: Defaults to the default printer of the local workstation.

Enter beginning Invoice number: Leave it **blank** to **auto generate the invoice**

number starting with the next available invoice number in the system or enter the invoice number to begin with.

Verify the User ID: Defaults to the ID for the user currently logged in.

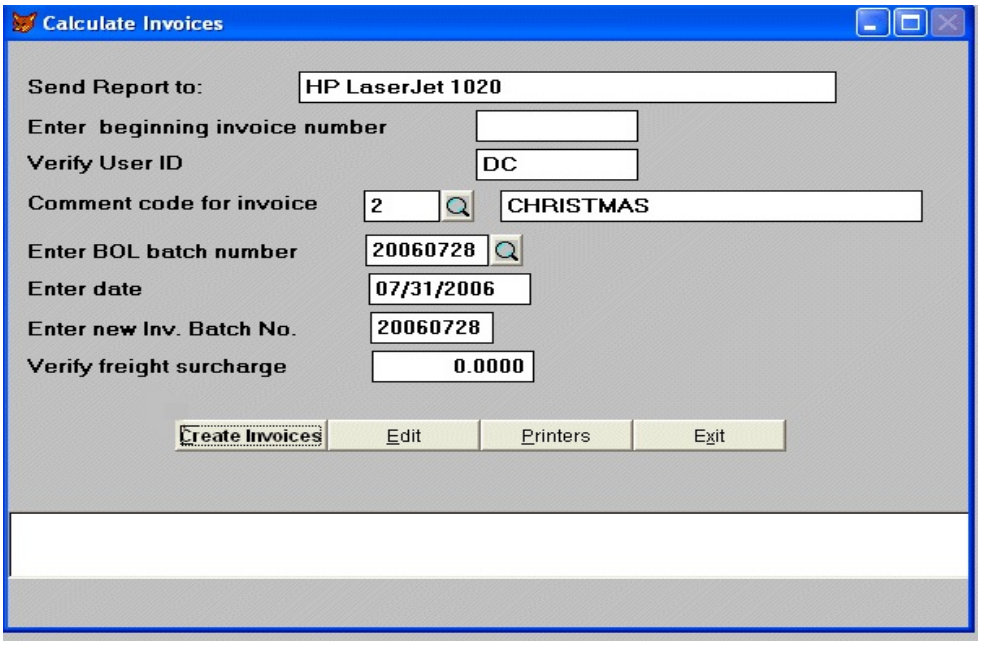
Code for Invoice: . Enter in the **Code** or Use the **look up** if you do not know the code.

Enter the BOL batch number: Defaults to the current Year, Month and Date.
Leave it **blank** for none. The system displays a error check msg when there are BOL's for a date that is manually entered.

Enter Date: Defaults to the Current Month, Day and Year.

\ **Enter new Inv. Batch NO:** Defaults to the **same batch number** as the **BOL Batch number** (This method is **preferred**, however it can be changed as necessary)

Verify Freight Surcharge: Enter **%** amount or Leave it **blank** for none.



(C) Create Invoices. The system generates a Calculate Sales Invoice Register and sends the report to the printer. Please review the report, this is the last chance to verify the profit before the invoices are created..

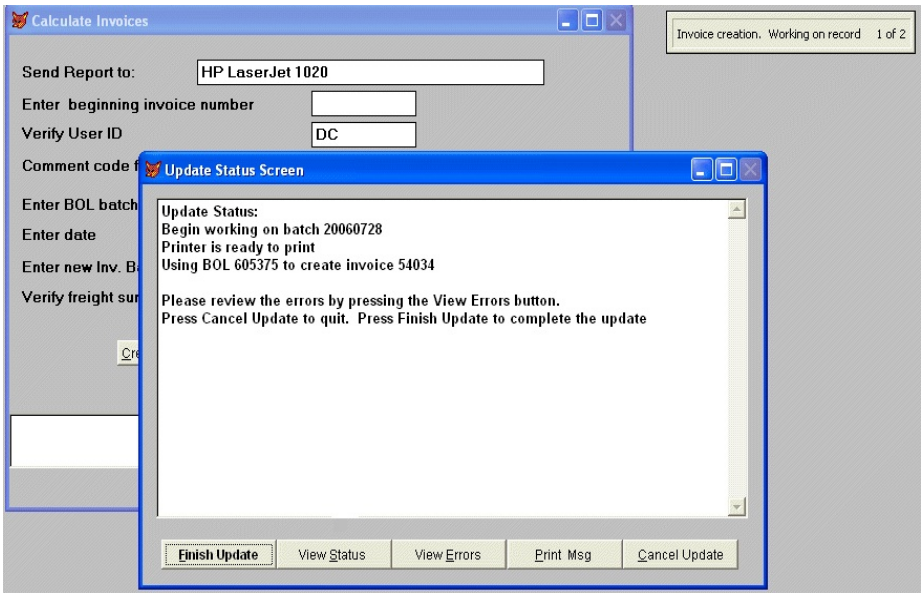
(E) Edit = To make changes to the data that was entered..

(P) Printers= Change the printer that the report will be sent to.

(E) Exit = Return to the BOL Import module menu.

****Letters in ( ) are shortcuts for the corresponding function keys****

Update Status Screen



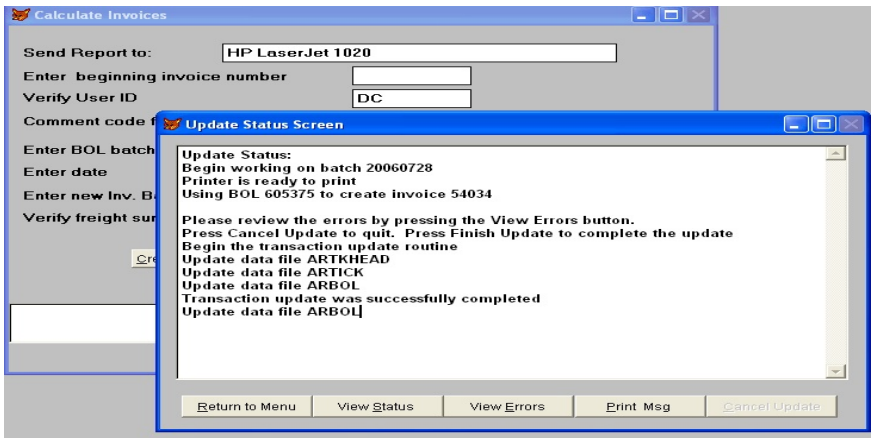
Finish Update: Continues the update process, details the files that were updated and whether the update was successful.

View Status: Displays the **batch number** that is being updated, the **BOL** that it is working on and the **Invoice number** that it is creating

View Errors: Displays the Update errors in the BOL

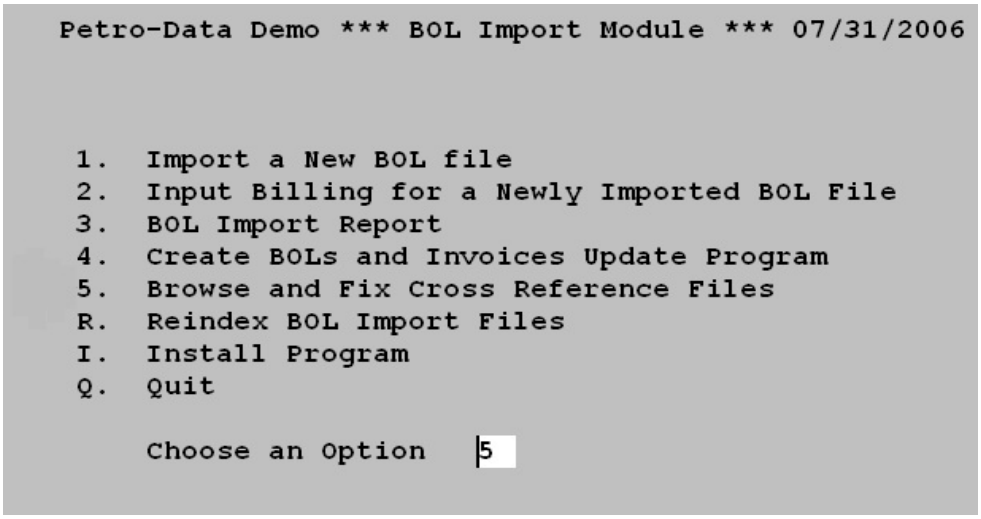
Print Msg: Prints the Msg on the screen

Cancel Update: Return to the BOL Import module menu



Click on **Return to Main Menu**

Select option **() Browse and Fix Cross Reference Files**



Option **(1) AP Vendor ID- Cross References DTN's Vendor and the Vendor in Petro Data.**

```
Petro-Data Demo ***  Browse BOL Cross Reference ***



  1.  AP Vendor Id
  2.  Carrier File
  3.  Terminal File
  4.  Item File
  5.  Browse/Delete Bol Import Records
  Q.  Quit

      Make a Selection
```

Option **(2) Carrier File - Cross References DTN's Carrier Code(TruckID**) with the **Truck and Name Description in Petro Data**.

Option **(3) Terminal File - Cross References DTN's Terminal ID** with the **Vendor, Terminal** and **Terminal Description in Petro Data**.

Option **(4) Item File- Cross References DTN's Product II Code** with the **Vendor, Product ID, Product Description** and **Item number in Petro Data.**

Option **(5) Browse/Delete Import Records**- Shows the batches that have been imported. You can delete an entire batch or bols within a batch. If you do not calculate invoices in this module and you enter the sales invoices manually in Counter Invoicing you will need to delete the import batches in this program after you have billed the bols and updated the bols to the master file.

Option **(Q) Quit and Return to the BOL Import module menu.**

Reindex BOL Import Files

Select option **(R) to Reindex the BOL import files**.

```
Petro-Data Demo *** BOL Import Module *** 07/31/2006


 1.  Import a New BOL file
 2.  Input Billing for a Newly Imported BOL File
 3.  BOL Import Report
 4.  Create BOLs and Invoices Update Program
 5.  Browse and Fix Cross Reference Files
 R.  Reindex BOL Import Files
 I.  Install Program
 Q.  Quit

     Choose an Option   R
```

Press **Enter** to **reindex the BOL import files**.

```
        Petro-Data Demo *** BOL Import Module *** 07/31/2006


Press enter to BOL import files

BOL Import is finished reindexing.  Press enter.
```

When the BOL Import is finished re-indexing, press Enter to return to the **BOL Import module menu**.