DTN Import Purchase Invoices
Jobber, DTN/Supplier Import, Import Transactions

Process:
1. Download and Process Invoices
    a. Add mapping data for invoices
    b. Process Keepers Only
    c. View or Delete Keeper Data
2. PrePost Purchase Invoices
3. Update Purchase Invoices

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 may need to be processed before downloading new data since the existing file will be deleted and data could be lost.

There is a Cross Reference file that translates each invoice item in the DTN invoice file to a Petro-Data fuel product, tax item or miscellaneous item. If the import program can't match the invoice item to a Petro-Data setup item, you will be prompted to add the translation.

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. Enter or confirm your user ID.
2. Choose 'Y' to download the file from DTN.
    a. If you are re-processing a file from a previous download, enter 'N'.
3. Enter a batch number. If you entered 'N' on the FTP, this field is skipped.
4. Select the option for AP Invoices
5. Click Continue.

|	
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.	
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.	
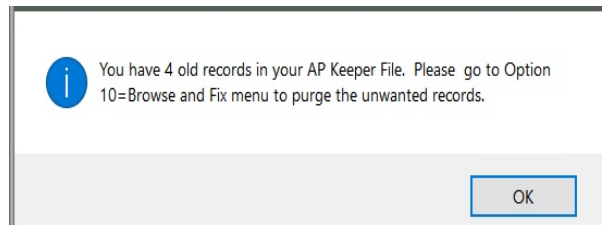
1. Enter a batch number for the files to be processed. 2. Leave vendor blank to process all vendors. 3. Leave the Date Range blank to process everything in the file. 4. Select 'A' for Import option 5. Enter 'Y' to continue processing.	**Default Purchase Batch Number** Default batch number 20190816 **1** 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**
If there is any data in the Keeper file saved from a previous import, the system will display a record count. The data from these Keepers will be displayed as part of the current import process. You can choose to Process Keepers separately from the import menu. You can also delete Keeper data using the Browse and Fix menu.	**Purge Keepers** ✕ You have 3 old records in your AP Keeper File. Please go to Option 10=Browse and Fix menu to purge the unwanted records. OK
A summary 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 Ctrl-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.TX	

Add Cross Reference Translations Cross references must exist for terminals, fuel products, taxes and any miscellaneous charges. If the invoice line item can't be matched, you will be prompted to add the cross reference.	
| **Fuel Item**<br>You may need to define a translation from a DTN product to a Petro-Data inventory item.<br><br>Select 'A' to add a mapping translation.<br><br><br>• The DTN product name will display at the top.<br>• Enter the Petro-Data vendor and item for this transaction.<br>• You can press F2 to get a list of all valid inventory items.<br>• You can also choose 'O' to omit this product from this and future imports. | ```
DTN Product ID      V5Y-ULSD 15MV2 TX LED B0 TO B5
Petro-Data Vendor   SUNOCO
Petro-Data Item

Item not found.   A=Add    Q=Quit |
```<br><br>```
DTN Product ID      V5Y-ULSD 15MV2 TX LED B0 TO B5
Petro-Data Vendor   SUNOCO
Petro-Data Item     ULS|
```<br><br>```
        Enter Item   (F2=Lookup   O=Omit    Q=Quit)
``` |
| If you entered the correct Petro-Data item, choose 'S' to 'Save and Continue'<br><br>Choose 'I' to change your mapping selection. | ```
    DTN Product ID      V5Y-ULSD 15MV2 TX LED B0
    Petro-Data Vendor   SUNOCO
    Petro-Data Item     ULS           Clear Dies


C = Change fields     S = Save and continue     Q = Quit and cancel |s
``` |

Fuel Taxes

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

For Federal or State taxes, select the appropriate Fuel Tax Code based from your fuel tax setup.
Use the F2 key to view a valid list of fuel taxes.

Assign Tax Line Item

Field	Value
Record Type	ITMTAX
Vendor	BRAND
Product	
Description	FEDERAL GAS/DIESEL TAX GA
Deferred	N
Line Total	
Rate	.184
Cust State	
BOL	21012201
TaxType	F
Tax Discount	0.000000
Percent to Defer	0.00
Tax Code	2
Petro-Data Item	

Continue   Cancel

Assign Tax Line Item

Field	Value
Record Type	ITMTAX
Vendor	BRAND
Product	
Description	TX STATE
Deferred	N
Line Total	
Rate	.2
Cust State	
BOL	21012201
TaxType	S
Tax Discount	0.000000
Percent to Defer	0.00
Tax Code	6
Petro-Data Item	

Continue   Cancel

Miscellaneous Charges

You may need to define a miscellaneous charge in the translation tables. Based on the description, enter Tax Type 'M' and then select the appropriate inventory item for this charge.

Assign Tax Line Item

Field	Value
Record Type	ITMTAX
Vendor	BRAND
Product	
Description	LOAD FEE TX SCALE
Deferred	N
Line Total	
Rate	6.95
Cust State	
BOL	21012201
TaxType	M
Tax Discount	0.000000
Percent to Defer	0.00
Tax Code	
Petro-Data Item	LOADFEE

Continue   Cancel

Skip Import of Charges

There may be some line items in the invoice that should not be imported. Some of these lines in the invoice file may be informational.

Choose option 'Z' to skip the import of these lines.

Assign Tax Line Item

Record Type	DEFTAX
Vendor	BRAND
Description	DEFTAX
Deferred	
Line Total	
Cust State	
TaxType	**Z**
Tax Discount	0.000000
Percent to Defer	0.00
Tax Code	
Petro-Data Item	

Product

Rate

BOL 21012201

Continue   Cancel

The Invoice number and BOL number will display in the first two lines from the downloaded invoice file.

Press Enter.

If the BOL is in Petro-Data, a message will display that the BOL is not valid.
Enter 'K' to '**Keep to Process Later**'. This data will be store in the Keeper file and can be processed on the next import.

If the BOL is in Petro-Data, enter 'S' to '**Save and Continue**'.

Other Functions:
Delete   -   Delete this transaction.
Change Item -   Change the DTN item number. (eg. E87 vs E87S)
Cancel   -   Cancel the entire import.

```
Invoice                20121645      Ship Date   20210403
DTN Bol                999816        Ship City
DTN Item               V5Y - ULSD 15MV2 TX LED B0 TO B5
Petro-Data Vendor      SUNOCO
Petro-Data Item        ULS

Petro-Data BOL     999816
```

```
You have not selected a legitimate BOL for 999816   ULS
```

```
Invoice                20121645      Ship Date   20210403
DTN Bol                999816        Ship City
DTN Item               V5Y - ULSD 15MV2 TX LED B0 TO B5
Petro-Data Vendor      SUNOCO
Petro-Data Item        ULS

Petro-Data BOL     999816

C=Change fields     S=Save and continue      D=Delete
I=Change Item       K=Keep to process later   Q= Quit and cancel K
```

```
Invoice                20121645      Ship Date   20210403
DTN Bol                999816        Ship City
DTN Item               V5Y - ULSD 15MV2 TX LED B0 TO B5
Petro-Data Vendor      SUNOCO
Petro-Data Item        ULS

Petro-Data BOL     999816

C=Change fields     S=Save and continue      D=Delete
I=Change Item       K=Keep to process later   Q= Quit and cancel S
```

If the invoice finds that an invoice has already been matched to a BOL, it will display a Duplicate message.

Press Enter.

```
   Invoice              37948079      Ship Date   20210403
   DTN Bol              24871         Ship City   UNKNOWN
   DTN Item             D4O - 87 OCT CONV 10% ETHANOL
   Petro-Data Vendor    VALERO
   Petro-Data Item      E87

   Petro-Data BOL       24871                         KEEPER



*** DUPLICATE BOLS      DUPLICATE BOLS    DUPLICATE BOLS ***
```

Choose 'K' to keep the duplicate.
You will need to delete by 'Process Keepers Only'

```
   Invoice              37948079      Ship Date   20210403
   DTN Bol              24871         Ship City   UNKNOWN
   DTN Item             D4O - 87 OCT CONV 10% ETHANOL
   Petro-Data Vendor    VALERO
   Petro-Data Item      E87

   Petro-Data BOL       24871                         KEEPER
C=Change fields     S=Save and continue       D=Delete
I=Change Item       K=Keep to process later   Q= Quit and cancel K
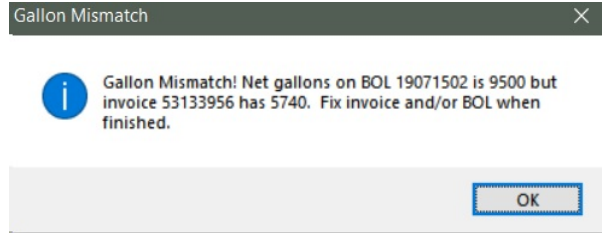
*** DUPLICATE BOLS      DUPLICATE BOLS    DUPLICATE BOLS ***
```
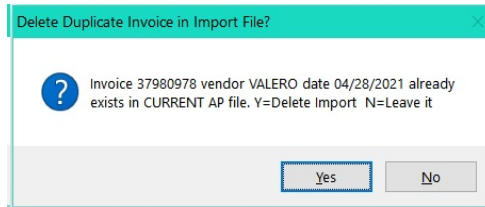
If there are any other duplicates (like from the Keepers of a previous import), you'll be prompted to delete it.
Click 'YES' to confirm the delete.

Delete Duplicate Invoice in Import File?   ×

? Invoice 37980978 vendor VALERO date 04/28/2021 already exists in CURRENT AP file. Y=Delete Import N=Leave it

[Yes]   [No]

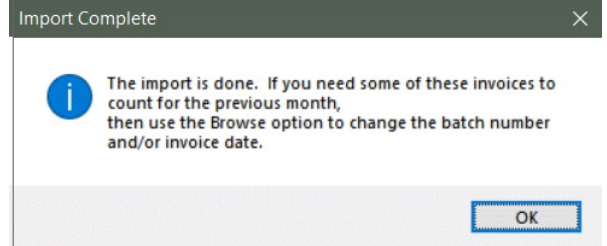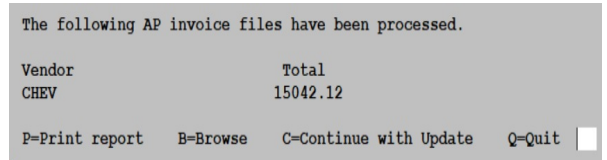|	
If the gallons on the BOL do not match the gallons on the invoice, a error message will display. Restore and correct the BOL or correct the purchase invoice after the import is complete. If the gallons match, no error will display.	**Gallon Mismatch** ✕ ⓘ Gallon Mismatch! Net gallons on BOL 19071502 is 9500 but invoice 53133956 has 5740. Fix invoice and/or BOL when finished. OK
'Import Complete' message will display. Click OK.	**Import Complete** ✕ ⓘ 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. OK
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.	The following AP invoice files have been processed. Vendor Total CHEV 15042.12 P=Print report B=Browse C=Continue with Update Q=Quit

Process AP Keepers *Jobber, DTN/Supplier Import, Import Transactions*	
You can choose to process Keeper data (invoices not assigned to a BOL from a previous import) by the following: Choose 'N' to Download from DTN. Click on AP Invoices Click Continue.	Import DTN Transactions Company 1 **Confirm Your User ID** `1` **Download from the FTP? (Y/N)** `N` **FTP Batch Number** _____ **Select File** ○ Credit Cards ● AP Invoices **To Download** ○ Vendor EFTs ○ Non-DTN Racks Continue Cancel Import
You will be prompted to process Keepers. Click 'Yes'.	Import DTN Transactions Company 1 **Confirm Your User ID** `1` **Download from the FTP? (Y/N)** `N` **FTP Batch Number** _____ No Files ✕ ❓ There are no AP Invoice files available for import. Do you want to process the keepers? Yes No
Enter a Batch Number. Choose 'K' for Keepers Only.	Default Purchase Batch Number Default batch number 20210412 Enter vendor (blank=All) _____ Enter range of dates (Blank for all) / / / / Import Option: A=All I=File Only K=Keepers only `K` Ok? (Y/N/Q=Quit Program) `Y`
Enter 'D' to delete the record from the Keeper file. Keep or Delete any other data in the Keeper file.	Invoice 37948079 Ship Date 20210403 DTN Bol 24871 Ship City UNKNOWN DTN Item D4O - 87 OCT CONV 10% ETHANOL Petro-Data Vendor VALERO Petro-Data Item E87 Petro-Data BOL 24871 KEEPER C=Change fields S=Save and continue D=Delete I=Change Item K=Keep to process later Q= Quit and cancel `D` *** DUPLICATE BOLS DUPLICATE BOLS DUPLICATE BOLS ***

If you only deleted records, a Zero total will display. Select 'C' to Continue.	The following AP invoice files have been processed. Vendor Total P=Print report B=Browse C=Continue with Update Q=Quit C

Delete Keeper Data
Jobber, DTN/Supplier Import, Browse and Fix, Keeper File

Choose one of the 3 menu options:
1. Browse and Delete Headers
    a. View all the data headers. If you choose to delete a header, it will also delete the detail lines.
2. Browse Lines
    a. View all the detail line items in the keeper file. You are able to delete individual line items. If you want to delete an entire batch, use Option 1.
3. Purge Keepers by Date
    a. Purge all keeper data by invoice date.
	1=Browse and Delete Headers 2=Browse Lines
	3=Purge Keepers by Date Q=Quit

Option 1 - Browse & Delete Headers

You can view or delete the batch headers. None of the data can be changed. To delete a batch, click in the small column to the left of the invoice number. This will will turn black denoting that the record is deleted. Press CTRL-W to exit this menu. On exit, you will be prompted to purge or permanently delete the data that was marked for deletion. Enter 'Y' or 'N'. If you choose 'N', the data will remain there and will display the next time you select this option.	Browse AP Invoices in Keep File- <Ctrl W>=Quit 	Invoice	Invdate	Vendor Name	Total
---	---	---	---
20121645	20210403	SUNOCO LLC	21880.02
7563637528	20210415	VALERO MARKETING SUPPLY COMPAN	16401.63 | Browse AP Invoices in Keep File- <Ctrl W>=Quit | Invoice	Invdate	Vendor Name	Total
---	---	---	---
0518450	20210623	SUNOCO LLC	9354.72
0518451	20210623	SUNOCO LLC	10800.46
0516834	20210623	SUNOCO LLC	19483.91
638305168	20210624	VALERO MARKETING SUPPLY COMPAN	17787.68
638305174	20210624	VALERO MARKETING SUPPLY COMPAN	17556.66
20121645	20210403	SUNOCO LLC	21880.02
7563637528	20210415	VALERO MARKETING SUPPLY COMPAN	16401.63	 Ready to delete line items records with deleted headers? Standby while records are deleted.

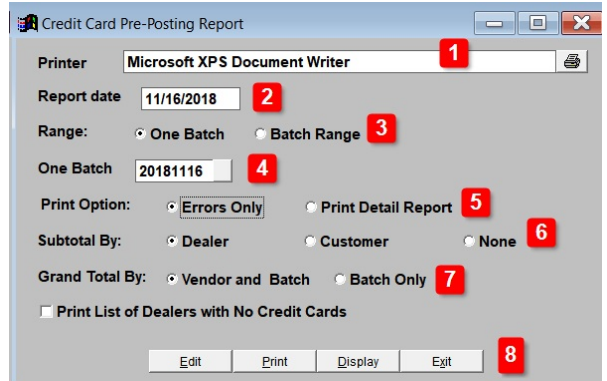| **Option 2 - Browse Lines**	
You can view or delete the detail data from the batch. None of the data can be changed. To delete a individual line, click in the small column to the left of the invoice number. This will will turn black denoting that the record is deleted. Press CTRL-W to exit this menu. On exit, you will be prompted to purge or permanently delete the data that was marked for deletion. Enter 'Y' or 'N'. If you choose 'N', the data will remain there and will display the next time you select this option.	 Ready to delete line items records with deleted headers? Standby while records are deleted.
Option 3 - Purge Keepers by Date	
The purge or delete by date is based on invoice date. Enter the beginning and ending dates to delete. Enter 'Y' to delete the data. Enter 'N' to change the date range. Enter 'Q' to quit without deleting the data.	1=Browse and Delete Headers 2=Browse Lines 3=Purge Keepers by Date Q=Quit 3 Enter beg and ending dates to purge 01/01/2021 01/02/2021 Ready to purge? (Y/N/Q) Y

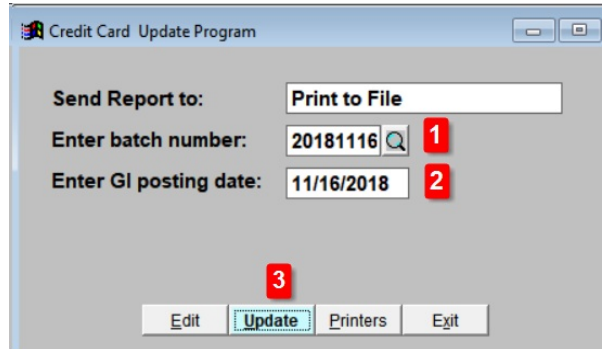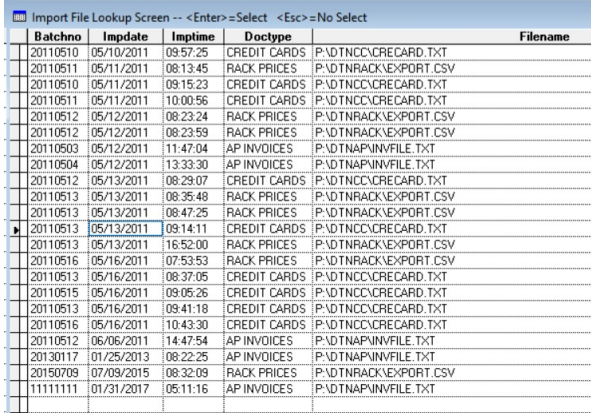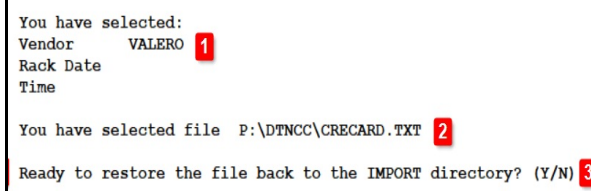|	
Jobber, Purchases, PrePost Report Run a Pre-Post report for the batch. 1. Select a Printer or Display. 2. Today's date will default for Report Date. 3. Select either One Batch or a Range of Batches. 4. Enter the batch or batch range. 5. Select Errors Only. You can also select a Detail Report to view 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.	**Credit Card Pre-Posting Report** 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 Edit Print Display Exit **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.	**Credit Card Update Program** **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.

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.	