

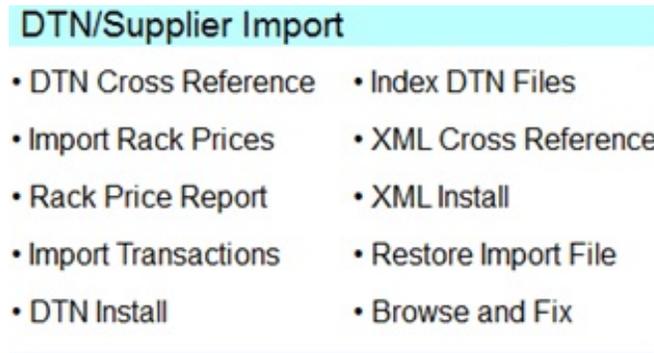
## DTN/SUPPLIER IMPORT

### Description

Options on this menu are related to downloading Rack Prices. Credit Cards, Invoices and EFTs may also be downloaded from this menu if you have purchased the modules and they have been installed and tested by Petro-Data.

### MENU SELECT

From the Jobber Menu, select - *DTN/Supplier Import*



## DTN Cross Reference

### Description

The Cross Reference file is used during the import process to assign DTN vendor, terminal, and item codes to Petro-Data Vendor, Terminal, and Item codes. There should be only one record for each item per vendor/terminal. Each item has a sort code (usually 1-10 or so). If you do not want to download certain prices, they can be coded '99' which means skip.

When new racks are added at DTN, you will be prompted for the corresponding Petro-Data codes during the import at which time you can code them or skip them.

From the DTN/Supplier Import submenu, select - *DTN Cross Reference*.

```

1. Add, Change, Delete a Vendor/Terminal File
2. Cross Reference Report
3. Browse DTN Cross Reference File
F. Send Rack Changes to Cross Ref file
Q. Quit to Menu (F)
   Select an Option Q

```

## 1. Add, Change, Delete a Vendor/Terminal File

### Description

The Cross Reference Report is a listing of everything in the Cross Reference File.

From the DTN Cross Reference submenu, select - *Add, Change, Delete a Vendor/Terminal File*.

Note: It is best to add records to this file during the download process. To add them here, you would have to know the exact DTN information.

```

Practice ***** Add, Change, Delete DTN Cross Ref *
1. DTN Vendor No.
2. DTN Terminal ID
3. Item Desc
4. Brand Code
5. Petro-Data Vendor No.
6. Petro-Data Terminal
7. Petro-Data Item Number
8. Sort Code
9. Low Price Code
10. Superfund

```

		Term Name
	Cr Crd	Other

*'Enter DTN Vendor Name. F2=Lookup Q=Quit'*

## 2. Cross Reference Report

**Description**

The Cross Reference Report is a listing of everything in the Cross Reference File.

From the DTN/Supplier Import submenu, select - *Cross Reference Report*.

**Enter Cross Reference Report Options:**

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

**Enter The Date.**

The current system date displays. Press *enter* to accept the date or enter a report date. This date has no affect on the report.

**Is Everything Ok? (Y/N/P=Printer/Q=Quit).**

Y - print the report using the selected printer or screen.  
N - Select another printer or Q to quit without printing.

Date: 03/14/2013	Practice	Page No.
Time: 17:43:27	DTN Cross Reference Report 03/14/2013	1

Vendor	Term ID	Item Desc Item	Brand Type Sort Code
CHEVRON BRANDED	FTWR, CH	CONV 87 UNLEADED LOW RVP 7.8	B 99
CHEVRON BRANDED	FTWR, CH	CONV 87 UNLEADED OCTANE	B
CHV FTW		UNL	1
CHEVRON BRANDED	FTWR, CH	CONV 89 MIDGRADE LOW RVP 7.8	B 99
CHEVRON BRANDED	FTWR, CH	CONV 89 MIDGRADE OCTANE	B
CHV FTW		MID	2
CHEVRON BRANDED	FTWR, CH	CONV 93 PREMIUM LOW RVP 7.8	B 99

### 3. Browse DTN Cross Reference File

#### Description

The Browse DTN Cross Reference file allows you to look at the records in the file. You can also FIX several problems.

- Make an item inactive so the prices are ignored.
- Make an item active to start receiving a price.
- Look for duplicate records for the same item and make one inactive.

From the DTN/Supplier Import submenu, select - *Browse DTN Cross Reference File.*

Enter a **Vendor** to view only those records.

**Sort Option.** Select a sort option.

**Show Deleted.** Y or N

**Show Exceptions:** Select ONE exception.

**Purge Records with Old Prices.** N (Check with Petro-Data first)

DTN Vendor Name	DTN Terminal Name	DTN Item Description	~Cd	Price	~Rack Date	Vendor	~Term	Item	SC
CHEVRON BRANDED	FTWR CHEVRON	CONV 87 UNLEADED LOW RVP 7.8	99	0.000000	09/09/2006				
CHEVRON BRANDED	FTWR CHEVRON	CONV 89 MIDGRADE LOW RVP 7.8	99	1.786000	09/09/2006				
CHEVRON BRANDED	FTWR CHEVRON	CONV 93 PREMIUM LOW RVP 7.8	99	1.864000	09/09/2006				
CHEVRON BRANDED	FTWR CHEVRON	CONV 87 UNLEADED OCTANE	1	1.786000	09/09/2006	CHV	FTW	UNL	
CHEVRON BRANDED	FTWR CHEVRON	CONV 89 MIDGRADE OCTANE	2	1.864000	09/09/2006	CHV	FTW	MID	
CHEVRON BRANDED	FTWR CHEVRON	CONV 93 PREMIUM OCTANE	3	1.931000	09/09/2006	CHV	FTW	SUP	
CHEVRON BRANDED	FTWR CHEVRON	LOW SULFUR #2 CLEAR LED DIESEL	7	2.112000	09/09/2006	CHV	FTW	LSD	
CHEVRON BRANDED	FTWR CHEVRON	RFG 87 UNLEADED WITH 10% ETHANOL 7.4	4	1.840000	09/09/2006	CHV	FTW	RUN	
CHEVRON BRANDED	FTWR CHEVRON	RFG 89 MIDGRADE WITH 10% ETHANOL 7.4	5	1.918000	09/09/2006	CHV	FTW	RMD	
CHEVRON BRANDED	FTWR CHEVRON	RFG 93 PREMIUM WITH 10% ETHANOL 7.4	6	1.985000	09/09/2006	CHV	FTW	RSP	
CHEVRON BRANDED	FTWR CHEVRON	ULTRA LOW SULFUR #2 LED DIESEL CLEAR	7	2.112000	09/09/2006	CHV	FTW	LSD	
CITGO BRANDED	CDML TRUMAN	CONV 87 UNLEADED LOW	99						
CITGO BRANDED	CDML TRUMAN	CONV 87 UNLEADED OCT	99	1.961000	01/04/20				
CITGO BRANDED	CDML TRUMAN	CONV 89 MIDGRADE OCT	99	1.961000	01/04/20				
CITGO BRANDED	CDML TRUMAN	CONV 93 PREMIUM OCTA	99	1.961000	01/04/20				
CITGO BRANDED	CDML TRUMAN	LOW SULFUR #2 CLEAR	99	1.961000	01/04/20				
CITGO BRANDED	CDML TRUMAN	LOW SULFUR #2 DIESEL	99	1.961000	08/13/20				

When a record is highlighted, your vendor, terminal and item display in the header.

**Important Data Fields:**

Cd 99 These records were skipped when you first imported. Vendor/Terminal/Item fields are usually blank.  
Price This shows the last PRICE imported for this item.  
Rack Date This shows the DATE of the last price.  
DTN Vendor Name: Imported information.  
DTN Terminal Name: Imported information.  
DTN Item Description: Imported information.

**OPTION BUTTONS.** Click on the button or press the underlined letter.

<New> Start a new Cross Reference file browse.

<Show> Display the data using the selected options.

<Exit> Exit the Cross Reference file Browse.

**Fix Options:**

Inactive Make an item inactive by putting '99' in the *Cd* field.  
Active Change *Cd* to another number. Fill in the Petro-Data information if known or the import program will prompt for it.  
Duplicates Find two prices on the browse, or the two items that have the same price. Either there are two records exactly alike (delete one or put 99 in *Cd*) or two different items are cross referenced to the same item in Petro-Data (correct the Petro-Data item).

**F. Send Rack Changes To Cross Ref File**

**Description**

This process updates the Cross Reference File with any changes you made in the Vendor Rack files such as adding superfund or discount items.

From the DTN/Supplier Import submenu, select - *Send Rack Changes to Cross Ref file.*

**IMPORT RACK PRICES**

## Description

This is the option you use to connect to the FTP site and download prices. The file is captured and copied to a folder such as DTNRACK on your Petro-Data drive. The date and time of import are captured with the file. This allows you to restore the file and import prices without going back to the FTP site.

From the DTN/Supplier Import submenu, select - *Import Rack Prices*.

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

### Download from DTN FTP site? (Y/Q/N=Already have file).

- Y      Connect to the FTP site and download a file.
- N      Do NOT connect to the FTP, a restored file is already in the directory.
- Q      Quit without importing or downloading.

### Ignore terminals with code 99 (Y/N).

- Y      Ignore and skip terminals that have already been coded 99.
- N      Show all prices in the import file even if terminals are coded 99 in the Cross-Ref File.

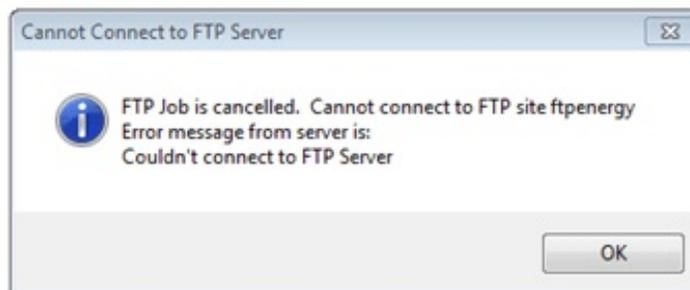
### Omit dates less or Equal to the following date:

Enter the 'OMIT' date. This is usually the date of the last prices you downloaded or two days ago (if you import in the morning).

For example, today is Friday, March 15, 8am. The last prices I downloaded were for Wednesday, March 13 (1800) so that is my omit date. I already have all prices PRIOR to that date. Prices will download beginning with any price changes AFTER March 13 at 18:00. On Monday morning, the omit date is usually last Thursday. If you were sick Monday and Tuesday and no one downloaded prices, then your omit date is still last Thursday.

### Is Everything Ok? (Y/N/D=Debug/Q=Quit).

- Y - print the report using the selected printer or screen.
- D - Debug
- N or Q - quit without importing prices.



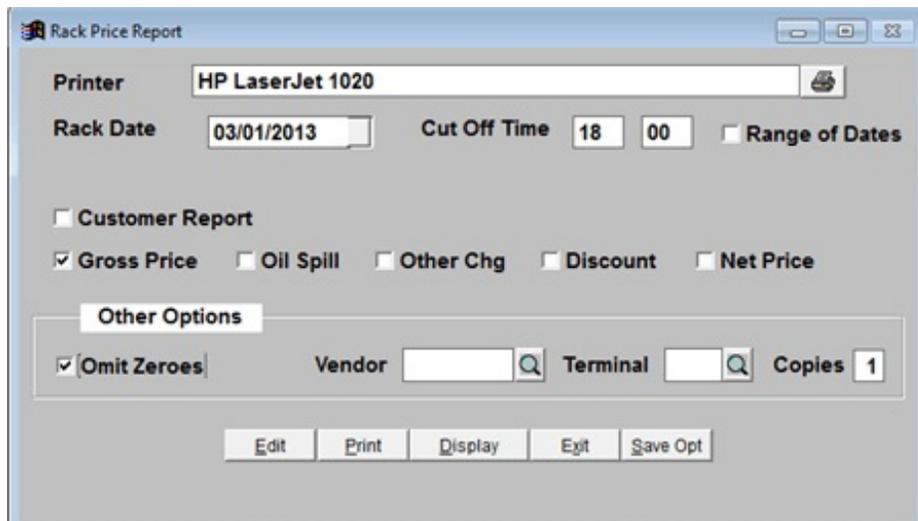
This message is usually from the FTP site. There is no connection. Try again later.

## RACK PRICE REPORT

The rack price report lists all the rack prices for the day by Vendor and Terminal for each type of fuel. This allows easy comparison of prices when giving quotes to customers. Also, you will know which terminal has the best prices for the day.

### Menu Select

From the DTN/Supplier Import Submenu, select - *Rack Price Report*.



The screenshot shows a software window titled "Rack Price Report". The window contains the following fields and controls:

- Printer:** A text box containing "HP LaserJet 1020" with a printer icon to its right.
- Rack Date:** A date picker showing "03/01/2013".
- Cut Off Time:** Two time input boxes showing "18" and "00".
- Range of Dates:** An unchecked checkbox.
- Customer Report:** An unchecked checkbox.
- Price Options:** A row of checkboxes:  Gross Price,  Oil Spill,  Other Chg,  Discount, and  Net Price.
- Other Options:** A section header above a group of controls:
  - Omit Zeroes
  - Vendor:** A text box with a search icon.
  - Terminal:** A text box with a search icon.
  - Copies:** A text box containing the number "1".
- Buttons:** A row of five buttons: Edit, Print, Display, Exit, and Save Opt.

**Printer.** Accept the default or select a printer.

**Rack Date.** Enter the Date (or click the calendar and select) and time of the Rack Prices to be printed on the report.

**Range of Dates.** Check this option to print prices for a range of dates. Enter 'End Date' and time. You may leave the time blank and prices for all times within the dates selected will print.

Note. This is a good way to find rack price records that might have been added in error.

**Customer Report.** Check this option to print prices for a specific customer.

**Gross Price.** Check if you want Gross Prices to print on the report.

**Oil Spill.** Check if you have an amount in this field and want it to print.

**Other Charge.** Check if you have an amount in this field and want it to print.

**Discount.** Check if you have an amount in this field and want it to print.

**Net Price.** Check if you want the Net Prices to print on the report (Net = Gross - Oil Spill - Other Charge - Discount).

#### OTHER OPTIONS

**Omit Zeroes.** Check to print only items with prices on the list. Leave off any racks with 0.00 price.

**Vendor.** Enter a vendor code to print only prices for ONE vendor.

**Terminal.** Enter a terminal to print only prices for ONE vendor and terminal.

**Copies.** Enter the number of copies to print.

**OPTION BUTTONS.** Click on the button or press the underlined letter.

<Edit> Click on the field to be changed or Press E or click the Edit button to change a field.

<Print> Click on Print to print the Rack Price Report.

<Display> Click to Display the report.

<Exit> Click on Exit to quit.

<Save Opt> This saves the report Options you selected (Gross, Omit Zeros, etc.). The next time you select the Rack Price Report, the checked options you saved will be already marked.

Print Preview



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**Daily Rack Prices**

Customer BLUE      Blue Farm

Vendor	Terminal	Date/Time	Fuel Type	Rack Price	Oil Spill	Oth Chg	Discount	Net Price
BRAND	SAN ANTONIO	02/21/2012 1800	HIGH	3.530000	0.009000	0.000000	-0.035300	3.503700
BRAND	SAN ANTONIO	02/21/2012 1800	L S DIESEL	3.730000	0.009000	0.000000	-0.037300	3.701700
BRAND	SAN ANTONIO	02/21/2012 1800	PLUS	3.690000	0.009000	0.000000	-0.036900	3.662100
BRAND	SAN ANTONIO	02/21/2012 1800	PROPANE	3.770000	0.009000	0.000000	-0.037700	3.741300
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.690000	0.009000	0.000000	-0.036900	3.662100
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.530000	0.009000	0.000000	-0.035300	3.503700
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.430000	0.009000	0.000000	-0.034300	3.404700
BRAND	SAN ANTONIO	02/21/2012 1800	SUPREME UNL	3.530000	0.009000	0.000000	-0.035300	3.503700
BRAND	SAN ANTONIO	02/21/2012 1800	UNLEADED	3.430000	0.009000	0.000000	-0.034300	3.404700

*Customer Rack Price Report*

**IMPORT TRANSACTIONS**

The Import Transactions option is used to import Credit Cards, Vendor Purchase Invoices, Vendor EFTs and XML Prices (used if prices are imported from a source other than DTN. Included in the program is the automatic connection to the DTN.

**Menu Select**

From the DTN/Supplier Import Submenu, select - *Import Transactions*.

## Practice \*\*\*\*\* Import Transaction Files \*\*\*\*\*

Please confirm your User ID                    KF

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

Select Files: 1=CC            2=Inv            3=EFT            4=XML Racks 2

Enter batch number (used to name the downloaded file) 20130315

Ready to import data files? (Y/N/Q) |Y

**DTN INSTALL**

The DTN Install program is set up by Petro-Data when the programs are loaded on your computer.

**Menu Select**

From the DTN/Supplier Import Submenu, select - *DTN Install*

```

Practice *** DTN Interface Install Program *** 03/15/2013
Enter Password (Q=Quit) DTN
1 Choose Drive Type: F=Floppy H=Hard drive H
2 Enter diskette name or disk directory F:\DTNRACK\
3 Type of file: D=DBF C=Comma Delimited F=Flat C
4 Name of file EXPORT.CSV
5 Date Type 1
6 Auto Download from FTP site? Y
7 FTP Job Id DTNRACK
8 Regular Report ARCCOST1 Customer Report ARCCOST2
Ok? (Y/N)

```

## INDEX DTN FILES

The Index program recreates the index files that keep the programs running efficiently. It only takes a few seconds and should run even if other people are in Petro-Data, unless someone else is importing. If any errors occur, get everyone out and try again.

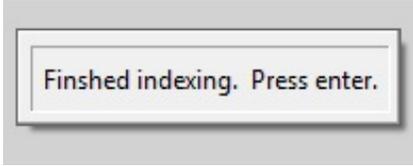
### Menu Select

From the DTN/Supplier Import Submenu, select - *Index DTN Files*.



Ready to Reindex Files? (Y/N)

After successfully indexing the files, the following message displays.



Finished indexing. Press enter.

## XML CROSS REFERENCE

Similar to the DTN cross reference file, the XML file has the same information for files in a file that you might have gone to a vendor website and downloaded. Special programming is needed for any import from somewhere other than DTN.

### Menu Select

From the DTN/Supplier Import Submenu, select - *XML Cross Reference*.

```

Practice *** Internet Cross Reference File ***

1. Add, Change, Delete a Vendor/Terminal File
2. Cross Reference Report
3. Browse and Fix Cross Reference File
F. Send Rack Changes to Cross Ref. File
Q. Quit to Menu

Select an Option Q

```

### 1. Add, Change, Delete a Vendor/Terminal File

The F2 lookup used for each field will help you display a record that needs to be changed. Once a valid record is displayed, use the following options to display others:

Vendor, Terminal ID, and Product ID are needed to display a record. Display a report first and make a note of valid information.

Once a record is displayed, use the Forward and Back feature to navigate the file.

```

Practice ***** Add, Change, Delete Cross Ref *****

1. Vendor          CHEV          Chevron Oil Company
2. Terminal ID     FTWO          FORT WORTH, TX
3. Product ID      MU C
4. Product Name    CHV MU C
5. Petro-Data Vendor No. CHEVRO
6. Petro-Data Terminal FTW
7. Petro-Data Item Number PLC          Fuel TypePLC
8. Sort Code       90
9. Low Price Code
10. Superfund 0.000000 Cr Crd 0.00000 Other 0.00000

Enter field number to change      D = Delete      C = Continue
F = Forward to next record        B = Backwards to next record C

```

**Enter field number to change.** Change a field on this screen. Not all fields can be changed.

**D** = Delete the record.

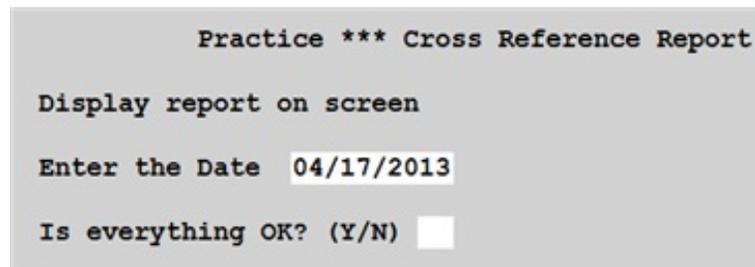
**C** = Continue (and then Quit)

**F** = Forward to show the next record.

**B** = Backward to the previous record.

## 2. Cross Reference Report

This is a list of cross reference records. Use this list to get valid information to enter in the Add, Change, Delete option.



```
Practice *** Cross Reference Report

Display report on screen

Enter the Date 04/17/2013

Is everything OK? (Y/N) 
```

*See DTN Cross Reference Report earlier in this chapter for an example.*

## 3. Browse and Fix Cross Reference File

This option allows you to edit the cross reference records. If a record was set up incorrectly, you can change the Petro-Data Item code.

The browse fix program will let you change the Cross Reference file.  
 You also have the ability to mess it up if you are not careful.

Choose: 1=Look Only    2=Look and Fix   

Vendorid	Termid	Prodid	Vendor	Terminal	Item
CHEV	FTWO		CHEVRO	FTW	CDL
CHEV	FTWO	LS DF2	CHEVRO	FTW	CDL
CHEV	FTWO	MU C	CHEVRO	FTW	PLC
CHEV	FTWO	MU RFG N	CHEVRO	FTW	PL
CHEV	FTWO	PU C	CHEVRO	FTW	SUC
CHEV	FTWO	PU RFG N	CHEVRO	FTW	SU
CHEV	FTWO	RU C	CHEVRO	FTW	UNC
CHEV	FTWO	RU RFG N	CHEVRO	FTW	UN
CONOCO	005071	0039	CONOCO	SOU	CDL
CONOCO	005071	4551	CONOCO	SOU	UN
CONOCO	005071	4560	CONOCO	SOU	SU
CONOCO	133106	0015			
CONOCO	133106	0039			
CONOCO	133106	0042			
CONOCO	158526	0015			
CONOCO	158526	0016			
CONOCO	158526	0039			
CONOCO	158526	4731			
CONOCO	602396	0015	AMOCO	GTX	110 055
CONOCO	602396	0016	BRAND	SA	UNL
CONOCO	602396	0039			
CONOCO	602396	0042			

Add missing Vendor/Terminal/Item information if necessary.

**F. Send Rack Changes to Cross Ref. File**

This process updates the Cross Reference File with any changes you made in the Vendor Rack files such as adding superfund or discount items.

From the XML Cross Reference submenu, select - *Send Rack Changes to Cross Ref file.*

```
This system takes the superfund and other charges in your rack file  
and it copies them to your DTN cross reference file. Press enter. 
```

## XML INSTALL

The XML install is set up by Petro-Data when the programs are installed. XML is used when prices and credit cards will be downloaded from a vendor website instead of from DTN. Custom programs and install are necessary after files are analyzed by Petro-Data.

## RESTORE IMPORT FILE

When you connect to the FTP site and download a file, Petro-Data puts a backup of that file in a directory (usually \DTNRACK or \DTNCC for example). If for some reason the import is not completed, you can restore one of those files to the active import file without going back to the website or DTN. In most cases, the files have already been cleared at DTN to avoid sending duplicates.

Once the file is restored, you can proceed with the import process without connecting to the FTP site as directed by the program.

## Menu Select

From the DTN/Supplier Import menu, select *Restore Import File.*

Batchno	Impdate	Imptime	Doctype	Filename	Filedir
	02/15/2008	13:45:35	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
20080215	02/15/2008	14:03:03	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
20080625	06/25/2008	15:13:16	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
	07/19/2008	09:12:14	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
	07/19/2008	09:12:34	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
1	07/19/2008	09:16:43	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
1	07/19/2008	10:38:10	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
	08/12/2008	07:25:36	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
1	08/12/2008	07:26:10	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
20080812	08/12/2008	10:06:37	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
	09/04/2008	08:37:02	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
	09/04/2008	08:37:21	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
1	09/04/2008	08:37:51	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
1	09/04/2008	10:33:28	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
1	09/22/2008	19:39:42	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC
	10/15/2008	07:13:24	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
	10/15/2008	07:13:33	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
	10/15/2008	07:13:47	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
	10/15/2008	13:13:38	RACK PRICES	T:\DTNRACK\EXPORT.CSV	
1	11/10/2008	08:21:12	CREDIT CARDS	T:\DTNCC\CRECARD.TXT	T:\DTNCC

Highlight the batch to restore.

Press <Esc> to exit with NO RESTORE selection.

Press <Enter> to Select the Highlighted batch and proceed with restore.

```

You have selected:
Vendor      DTN
Rack Date
Time

You have selected file  T:\DTNRACK\EXPORT.CSV

Ready to restore the file back to the IMPORT directory? (Y/N)  
    
```

N to quit without restoring.

Y to proceed with restore and copy file to import directory.

```

File was copied.  Now import the data again with FTP=N.  Press enter  
    
```

Press <enter> and select 'Import Rack Prices' from the menu.

When 'DOWNLOAD FROM DTN FTP SITE...' displays, enter **N**. You already have a file to import.

Note: The restore does not unpost anything that has already been successfully imported. If duplicate rack prices are found, you can delete them as usual during the import process.

## BROWSE AND FIX

This Browse and Fix is more comprehensive than the options in the DTN and XML Cross Reference menus. There are more options for selecting the data to fix. It also allows you to Browse and Fix BOL and Purchase download cross reference data.

### Menu Select

From the DTN/Supplier Import menu, select *Browse and Fix*.

```
Practice ***** DTN/XML Fix and Browse **  
  
1. DTN Invoice Product Codes Cross Reference File  
2. DTN Invoice Header History File  
3. DTN Invoice Line Item File  
4. DTN Misc Items/Taxes for AP Invoices  
5. DTN Saved Invoices in Keep File  
6. All Files Exported  
7. Browse Definition File  
8. Browse the last CC import File in Detail  
Q. Quit  
  
Make a Selection Q
```

**1. DTN Invoice Product Codes Cross Reference File**

This is the file that cross references the DTN product codes with the Petro-Data item numbers.

From the XML Cross Reference submenu, select - *Browse and Fix*.  
 From the Browse and Fix submenu, select 1 - *DTN Invoice Product Codes Cross Reference File*.

Prodid	Pdescr	Dtvendor	Itemno	Vendor
277	COMMISSION PAYMENT	CHE9		CHV
277	JJIP MO GAL CREDIT - PUL	CHE9		CHV
277	JJIP S STA ACO MONTHLY PUL	CHE9		CHV
277	MYST SHOP 100 AWARD	CHE9		CHV
277	MYST SHOP 40/40 AWARD	CHE9		CHV
277	MYST SHOP ENROLLMENT	CHE9		CHV
277	RTS FEE GILBARCO G-SITE	CHE9		CHV
277	RTS FEE NUCLEUS	CHE9		CHV
277	RTS FEE VERIFONE RUBY	CHE9		CHV
G2			LSD	CHV
G81	CHEVRON LS TXLED DF2	CHE9	LSD	CHV
G95		CV	LSD	CHV
GAL	CT ULS TXLED DF2	CHE9	LSD	CHV
O72		CV	RMD	CHV
O8H	CT MU RFG 10.0% NVOC	CHE9	RMD	CHV

<Ctrl> <W> to quit and save.

## 2. DTN Invoice Header History File

This is the Invoice Header file.

From the XML Cross Reference submenu, select - *Browse and Fix*.

From the Browse and Fix submenu, select 2 - *DTN Invoice Header File*.

```
Practice ***** DTN/XML Fix and Browse *****  
1=Date Order    2=Vendor Order    Q=Quit  1
```

Select an order for the display.

## 3. DTN Invoice Line Item File

This is the Invoice Line Item File.

From the XML Cross Reference submenu, select - *Browse and Fix*.

From the Browse and Fix submenu, select 3 - *DTN Invoice Line Item File*.

```
Practice ***** DTN/XML Fix and Browse *****  
1=All    2=Saved    Q=Quit  |2
```

Select an option for the display.

## 4. DTN Misc Items/Taxes for AP Invoices

These are the cross reference records for miscellaneous items and taxes imported on Vendor purchase invoices.

From the XML Cross Reference submenu, select - *Browse and Fix*.

From the Browse and Fix submenu, select 4 - DTN Misc Items/Taxes for AP Invoices.

Vendor	Description	Dtrate	TxCode	Rate	Defrate	Discrate	Type	Loc	Miscitem
CHV	DEFTAX				0.00	0.000000	M	1	TAX
CHV	ETHANOL BLEND CREDIT	.051			0.00	0.000000	M	1	ED
CHV	FEDERAL GAS/DIESEL TAX GA	.184			0.00	0.000000	F	1	
CHV	FEDERAL GAS/DIESEL TAX LO	.244			0.00	0.000000	F	1	
CHV	FEDERAL OIL SPILL RECOVERY	.00107			0.00	0.000000	M	1	SUPERFUND
CHV	FEDERAL OIL SPILL RECOVERY	.00119			0.00	0.000000	M	1	MISC
CHV	STATE MVF ALLOW DEST	1.75			0.00	0.000000	M	1	TAX
CHV	TX GROUNDWATER PROTECTION	10.0			0.00	0.000000	M	1	DF
CHV	TX GROUNDWATER PROTECTION	20.0			0.00	0.000000	M	1	MISC

**5. DTN Saved Invoices in Keep File**

These are the invoices that were not matched with BOLs and brought in to purchasing but were marked as ‘keep’ during the import process.

From the XML Cross Reference submenu, select - Browse and Fix.

From the Browse and Fix submenu, select 5 - DTN Saved Invoices in Keep File.

**Practice \*\*\*\*\* DTN/XML Fix and Browse \*\*\*\*\***

- 1=Browse and Delete Headers
- 2=Browse Lines
- 3=Purge by Date
- Q=Quit

Select an option.

**1. Browse and Delete Headers**

To remove invoices Headers for invoices that might have been entered manually, duplicates, or for some other reason are no longer needed and will not be matched with a BOL and brought into purchasing.

Click the first column and it will turn black. That is marking it for deletion.

Invoice	Invdate	Vendor Name	Total
7039135859	20070118	Motiva Enterprises LLC	7101.12
7039135863	20070118	Motiva Enterprises LLC	145086.42
7039135865	20070118	Motiva Enterprises LLC	7962.76

Ready to delete line items records with deleted headers? |

Standby while records are deleted.

*Finished checking keep records. Press enter.*

**2. Browse Lines**

To remove invoice Line Items that are not needed..

Click the first column and it will turn black. That is marking it for deletion.

Invoice	Bol	Item	Net	Vendor	Shipdate
7039135859	140551	SH RUL 87 RVP>7.8 CONV ETHER 0	3137.0	Motiva Enterpri	20070118
7039135859	140551	SH VPOWER 93 RVP>7.8 CONV ETHE	1016.0	Motiva Enterpri	20070118
7039135863	216348	SH VPOWER 93 NVOC RFG ETOH 3.5	1013.0	Motiva Enterpri	20070118
7039135863	216348	SH RUL 87 NVOC RFG ETOH 3.5-4.	7889.0	Motiva Enterpri	20070118
7039135863	216379	SH VPOWER 93 NVOC RFG ETOH 3.5	2029.0	Motiva Enterpri	20070118
7039135863	216379	SH RUL 87 NVOC RFG ETOH 3.5-4.	7084.0	Motiva Enterpri	20070118
7039135863	216382	SH RUL 87 NVOC RFG ETOH 3.5-4.	6264.0	Motiva Enterpri	20070118
7039135863	216392	SH MUL 89 NVOC RFG ETOH 3.5-4.	1011.0	Motiva Enterpri	20070118
7039135863	216392	SH VPOWER 93 NVOC RFG ETOH 3.5	507.0	Motiva Enterpri	20070118
7039135863	216392	SH RUL 87 NVOC RFG ETOH 3.5-4	6577.0	Motiva Enterpri	20070118

Ready to delete line items records with deleted headers?

Standby while records are deleted.

*Finished checking keep records. Press enter.*

**3 = Purge by Date**

Remove records for invoices by Date. This allows you to remove old invoices that are not needed.

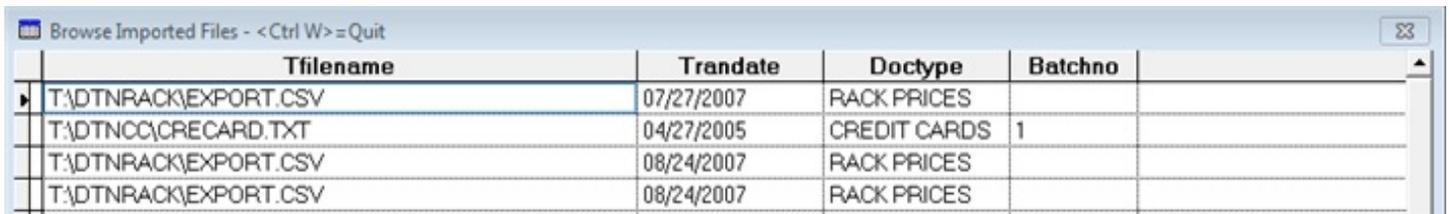
Enter beg and ending dates to purge 01/01/2013 01/31/2013

Ready to purge? (Y/N/Q) |

**6. All Files Exported**

This is a listing of all files that have been exported from DTN or XML with file names, dates, document types and batch numbers.

From the XML Cross Reference submenu, select - *Browse and Fix*.  
From the Browse and Fix submenu, select 6 - *All Files Exported*.



Tfilename	Trandate	Doctype	Batchno
T:\DTNRACK\EXPORT.CSV	07/27/2007	RACK PRICES	
T:\DTNCC\CRECARD.TXT	04/27/2005	CREDIT CARDS	1
T:\DTNRACK\EXPORT.CSV	08/24/2007	RACK PRICES	
T:\DTNRACK\EXPORT.CSV	08/24/2007	RACK PRICES	

**7. Browse Definition File**

This is a listing of all types of import files and vendors set up on your computer and the directory used by the import program to copy the file during import.

From the XML Cross Reference submenu, select - *Browse and Fix*.

From the Browse and Fix submenu, select 7 - *Definition File*.

Add a new record? | N

Browse Definition File - <Ctrl W>=Quit

	Jobtype	Dtinvendor	Vendor	FTP?	Cclink	Disc?	Taxallow	BolCost?	Maindir
▶	CC	MOB3	XON	Y	1				T:\DTNCCA
	CC	PHB1	VALERO		1				T:\DTNCCA
	CC	FHR1	FLINT		1				T:\DTNCCA
	CC	PHL9	PHILLI		1				T:\DTNCCA
	CC	CLA1	PREMCO		1				T:\DTNCCA
	CC	PLA1	PLACID		1				T:\DTNCCA
	CC	CIT1	CITUB		1				T:\DTNCCA
	APINV	MOB3	XON		1				T:\DTNINM
	APINV	CIT1	CITGO		1				T:\DTNINM
	APINV	PHL9	CONOCO		1				T:\DTNINM
	APINV	STR9	MOTIVA		1				T:\DTNINM
	APINV	CHE9	CHEV		1				T:\DTNINM

**8. Browse the last CC import File in Detail**

This option allows you to look at the last CC import file in detail.

From the XML Cross Reference submenu, select - *Browse and Fix*.

From the Browse and Fix submenu, select 8 - *Browse the last CC import File in Detail*.

Browse Detail Credit Cards - <Ctrl W>=Quit

	Vendor	Dealerid	Batchdate	Descr	Batchno	Grossamt	Netamt
▶	PHILLI	0000701909	04/24/2005	DISCOVER	1	36.71	35.69
	PHILLI	0000701909	04/24/2005	AMEX	1	86.78	84.31
	PHILLI	0000701909	04/24/2005	MASTERCARDFLEET	1	223.21	218.35
	PHILLI	0000701909	04/24/2005	CONOCO	1	209.11	209.11
	PHILLI	0000701909	04/24/2005	WEXUNIVERSAL	1	456.53	442.87
	PHILLI	0000701909	04/24/2005	MASTERCARD	1	459.78	448.68
	PHILLI	0000701909	04/24/2005	VISA	1	1458.70	1423.15
	PHILLI	0000701909	04/26/2005	CONOCO	1	21.56	21.56
	PHILLI	0000701910	04/24/2005	WEXUNIVERSAL	1	50.00	48.52
	PHILLI	0000701910	04/24/2005	76PERSONAL	1	43.45	43.45
	PHILLI	0000701910	04/24/2005	DISCOVER	1	21.03	20.40
	PHILLI	0000701910	04/24/2005	PHILLIPS	1	96.74	96.74
	PHILLI	0000701910	04/24/2005	CONOCO	1	106.86	106.86

