

# How to Export Prices

1. Open the Consumption Site screen. Consumption Site Search screen will display focusing on the default tab - Site.
2. Navigate to **Open Order** tab. This tab will display all the sites with open call entries.
3. Select the specific order you want to prices to be exported. Click the **Export Prices** button.
4. 'Exporting Call Entries..' message will display and will automatically disappear once done with the export.

Order Status	Priority	Call In Date	Requested Date	Dispatch Date	Product	Percent Left	Quantity	Price	Total	Entered By
Generated		04/11/2019	04/15/2019		Propane	0.00	800	1.350000	1,080.00	irelyadmin
Generated		04/11/2019	04/11/2019		Propane	0.00	400	1.450000	609.00	irelyadmin
Generated		04/08/2019	04/08/2019		Propane	0.00	0	1.350000	0.00	irelyadmin

5. The exported file is located on the same path as dispatched file. This setup is under Company Preference > Tank Management > CSV File Path field.

Company Configuration

Save Close

Multi-Company

System Manager

General Ledger

Dealer Credit Cards

Inventory

Purchasing

Sales

Payroll

Notes Receivable

Ticket Management

Contract Management

Risk Management

Logistics

Manufacturing

**Tank Management**

Card Fueling

Import Orders

Import Destwin Orders

Tank Management Audit log

Consumption Site Settings

☐ Allow Class Fills

☐ Use Delivery Terms on Consumption Site

☒ Send Email on Dispatch

Default Burn Rate 5.00

Dispatch File Format CSV

CSV File Path C:\Export\

Burn Rate Adjustment Range

Max Adjustment Up Percent 10.00

Max Adjustment Down Percent 10.00

Percentage

Default Reserve Percent 25.00

6. Locate the folder and open the exported price named as **prctoday.csv**. It should contain the following details:

```
prctoday.csv
1 "custno","loc","fuel","price","DATE","arBalance","price2"
2 "1005669","0001","LPG","1.3500","04/11/19","",""
3
```

- a. custono - shows customer number with order
- b. loc - shows the consumption site > location
- c. fuel - shows the site item
- d. price - shows the item's order price
- e. date - shows the date when the price is exported
- f. arBalance
- g. price2