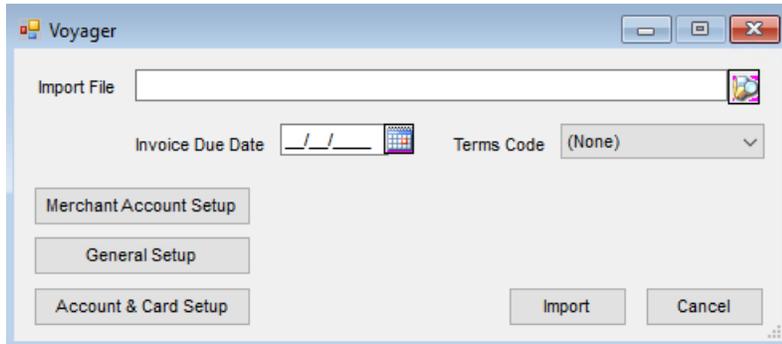


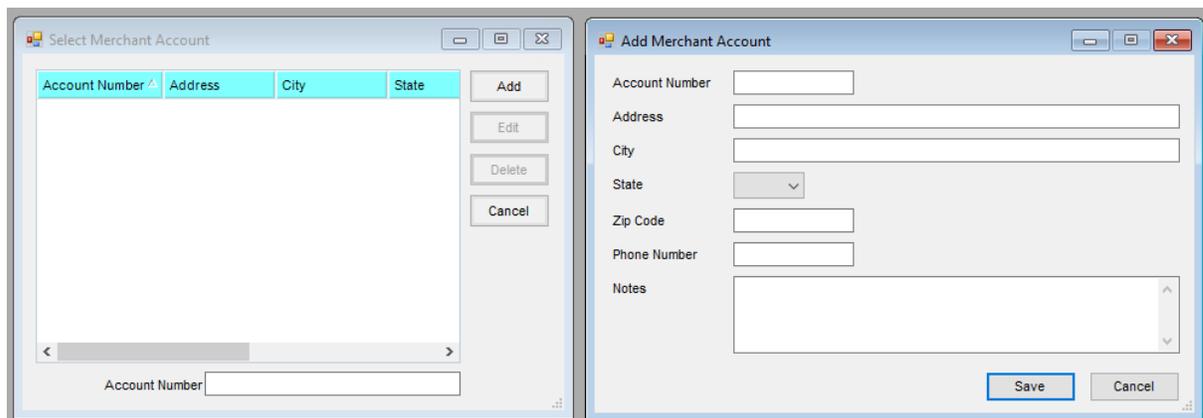
# Voyager Import

Last Modified on 03/22/2024 11:05 am CDT

At *Accounting / Transfers / Import* select *Voyager*. Select *Import File* path then enter an *Invoice Due Date* or select a *Terms Code*.



- **Merchant Account Setup** – Select this button from the *Voyager* window to **Add, Edit, or Delete** Merchant Accounts by Account Number. Local sites must be set up. Remote site setup allows the address to be available on some reports.



- **General Setup** – Select this button from the *Voyager* window to add *Foreign Transaction Customers, Merchant Accounts* for local sites, and *Voyager Products*. Multiple Merchant Accounts can be set up per Agvance location. Additionally, Remote and Extended Transaction fees are established in the *General Setup* window.

General Setup

<Foreign Transaction Customer>

Remote and Extended Transactions

Post to Advance Location

Fee exempt customer cls

Remote Fee

Merchant Accounts

Merchant Account	<Advance Location>	Description	Do Not Import

Voyager Products

Voyager Product Code	<Advance Product>	Dept ID	Prod ID	Do Not Import

- **Account and Card Setup** – Select this button to **Add, Edit, or Delete** customer Accounts and Cards. Additionally, designate *Discounts* and *Exemptions* from the *Add Account and Card* window. When setting up cards, indicating if the card is eligible for the Discounts and/or Exemptions is required. The *Intercompany Card* area allows selection of an offsetting product to expense the sale on the Invoice.

**Add Account and Card**

Account  Description

<Advance Customer>

**Card Setup**

**Card Details**

Card Number  Description

Intercompany Card

<Offsetting Product>

	Dept ID	Prod ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply Discounts

Apply Exemptions

**Add Card**

**Discounts**

Product Classification	Discount
<input type="text"/>	<input type="text"/>

**Add Discount**

**Exemptions - Alternate Add-On Item Groups**

Voyager Product Code	Alternate Item Group	Location ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Exemption**

**Save** **Cancel**

Select **Save** on the applicable *Setup* window and choose **Import** on the *Voyager* window.

Following the import, a report displays indicating the Invoices, total quantity of each type of transaction, and a product recap for each Merchant Account. Any local cards used that need to be set up are listed at the end of the reports for reference.

When importing Invoices, the *Fill Date*, *Odometer*, and *Vehicle* information will be saved on all lines of the A/R Invoice.