

# RevTrak/Banyon Daily Procedure

Follow these steps a minimum of once per day

## 1. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon



## 2. EXPORT PAYMENTS FROM REVTRAK WEB STORE\*

⇒ Click **Export**

⇒ Click **Orders**

⇒ **ALWAYS SELECT  
Export New Orders Only**

⇒ In the **Export To** list click  
**Banyon**

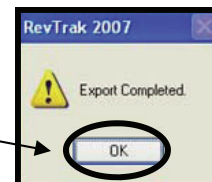
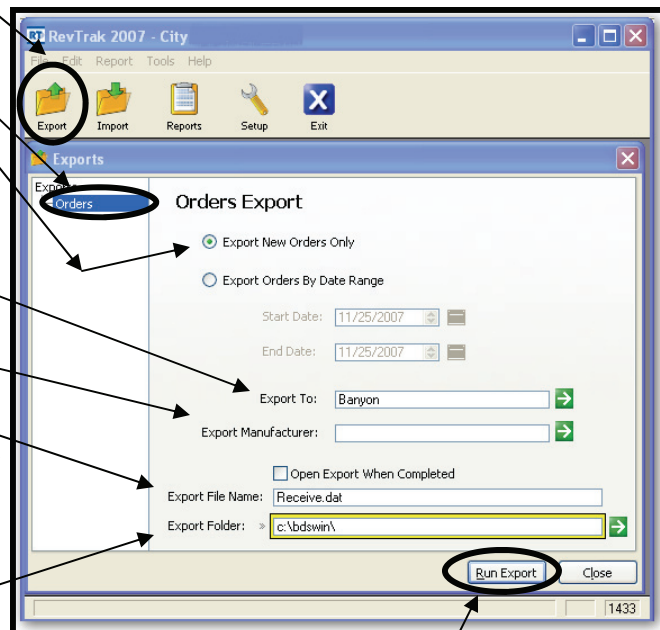
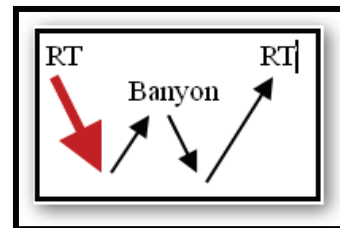
⇒ If applicable select a  
manufacturer\*\*

⇒ In the **Export File Name**  
list click **receive.dat** (This may  
vary according to the configuration  
at setup)

⇒ In the **Export Folder**  
list click **C:\ BDSWIN** (This  
may vary according to the configuration  
at setup)

⇒ Click **Run Export**

⇒ When finished this screen will appear. Click **Ok**



\*Once your setup the defaults they will not change.

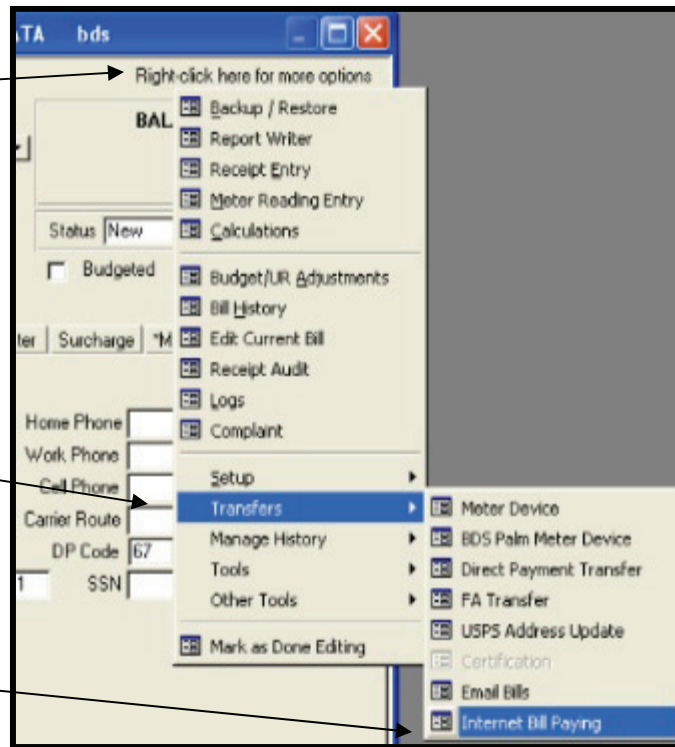
\*\*Contact RevTrak if you have a question about the export Manufacturer.

### 3. OPEN BDS UTILITY BILLING



⇒ At the desktop of your computer, double-click on the BDS Utility Billing Icon.

⇒ From the **Utility Account** dialog box Right Click in the upper right corner

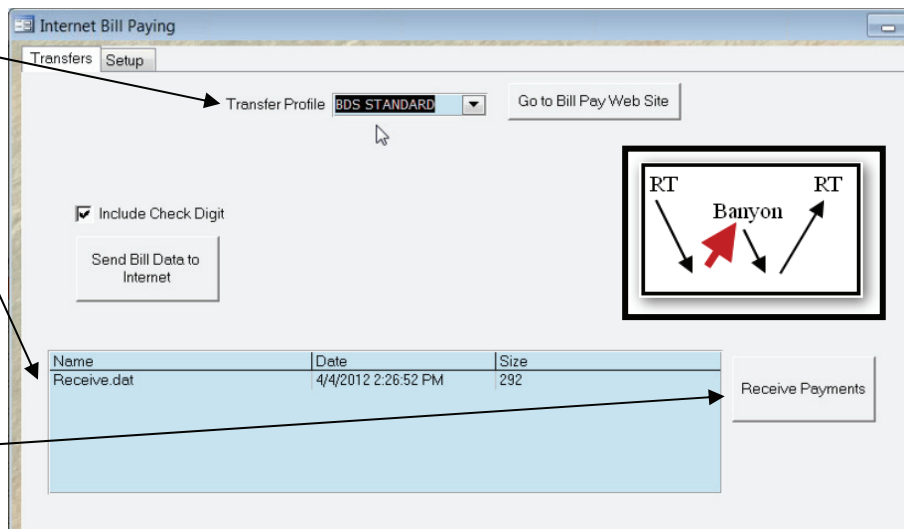


⇒ Click **Transfer**

⇒ Click **INTERNET BILL PAYING**

### 4. IMPORT PAYMENTS INTO BANYON

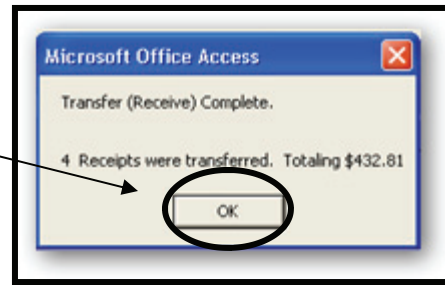
⇒ Select **BDS STANDARD**



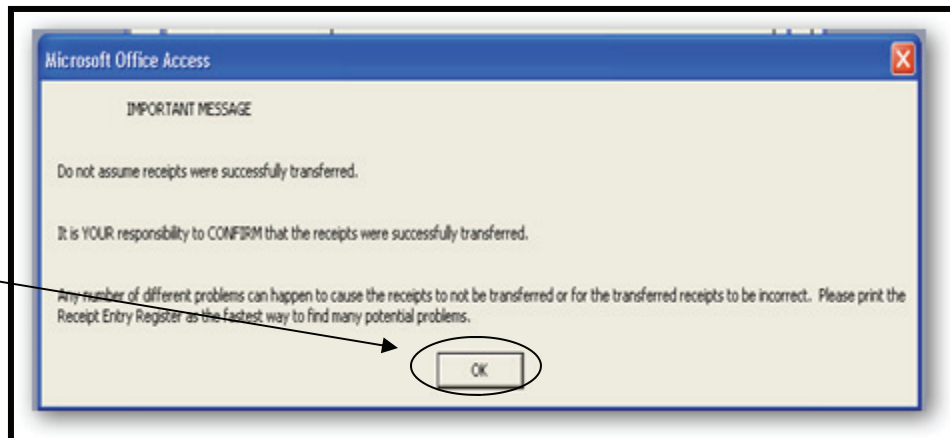
⇒ Select **RECEIVE.DAT**

⇒ Click **Receive Payments**

⇒ Click **Ok**

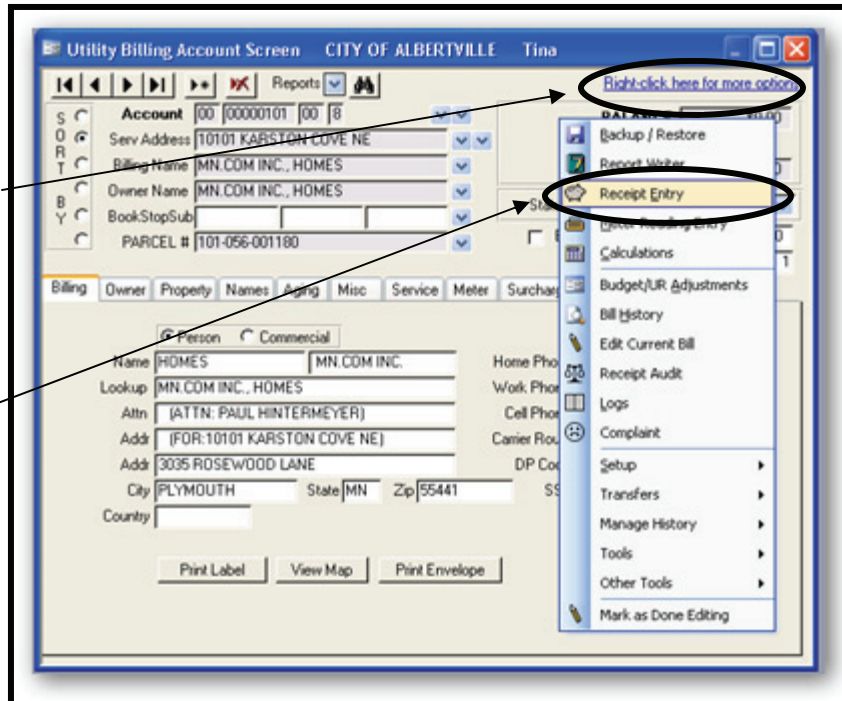


⇒ Click **Ok**

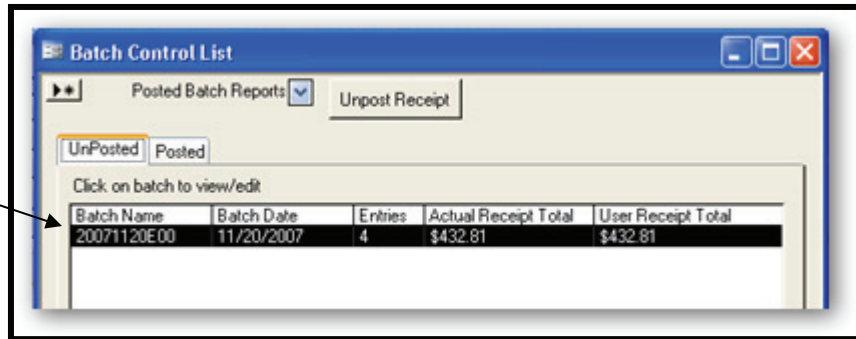


⇒ Right Click in the upper right corner

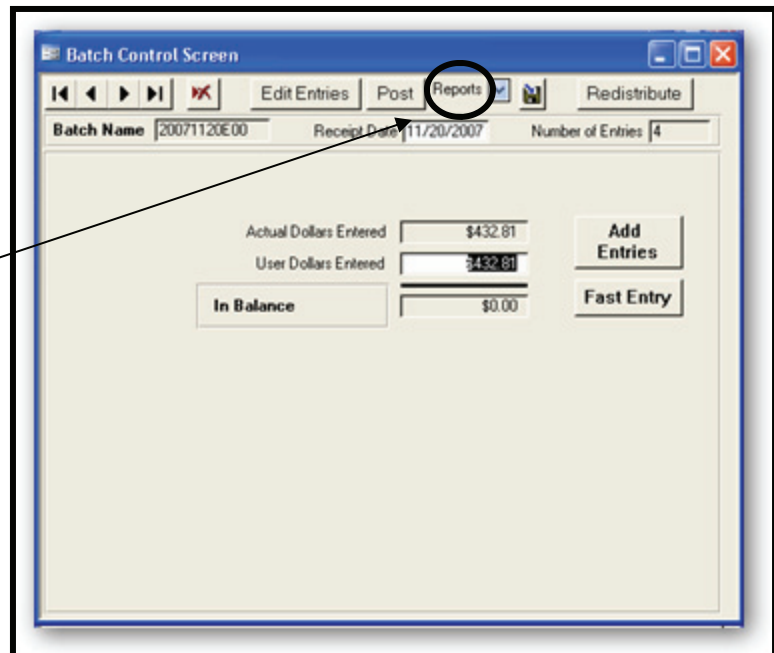
⇒ Click **Receipt Entry**



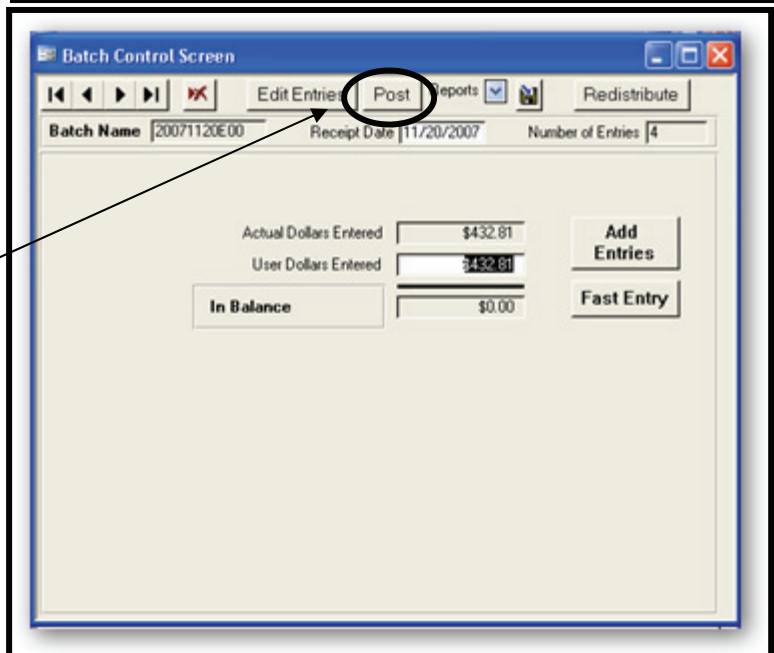
⇒ Double click  
**Receipt Batch**



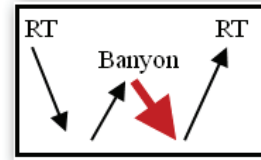
⇒ Select **Reports**  
(Choose between: Edit Entries, Add Entries, and Fast Entry depending on your internal procedures.)



⇒ Select **Post**  
(When you select POST a report will be displayed for you to print. When the report is finished printing the **Utility Billing Account Screen** will display.)



## 5. EXPORT BALANCES TO REVTRAK



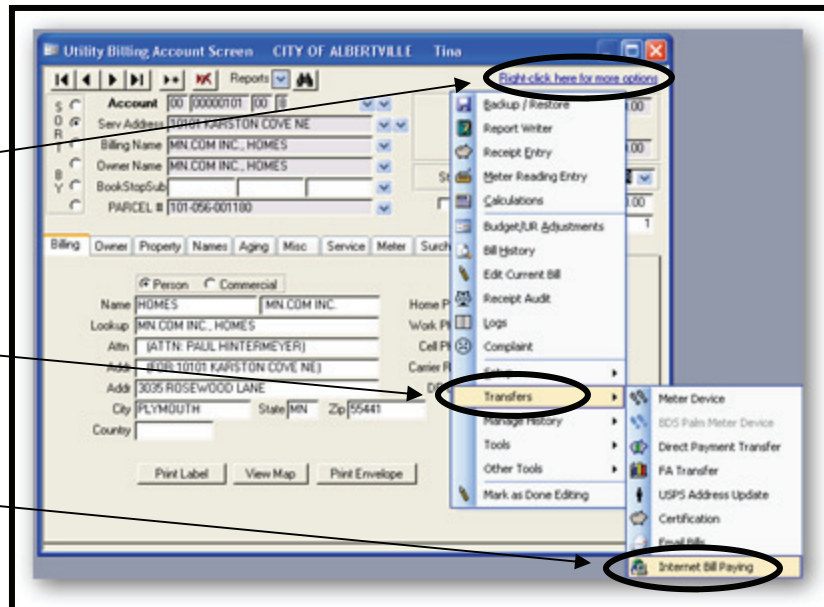
⇒ At the desktop of your computer, double-click on the BDS Utility Billing Icon



⇒ Right Click in the upper right corner

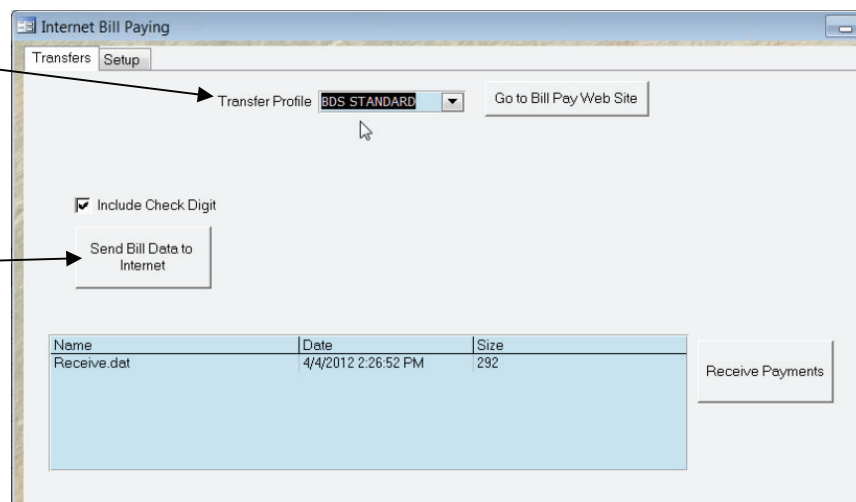
⇒ Click **Transfers**

⇒ Click **Internet Bill Paying**

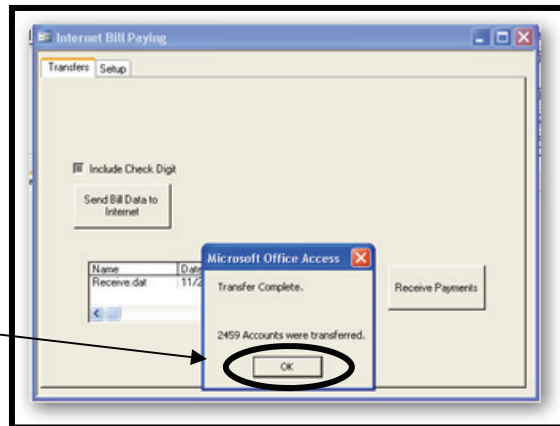


⇒ Select **BDS STANDARD**

⇒ Click **Send Bill Data To The Internet**



⇒ Click **Ok** on Confirmation screen that will pop up



## 6. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon



## 7. IMPORT BALANCES TO REVTRAK WEB STORE\*

⇒ Click **Import**

⇒ Click **Contacts**

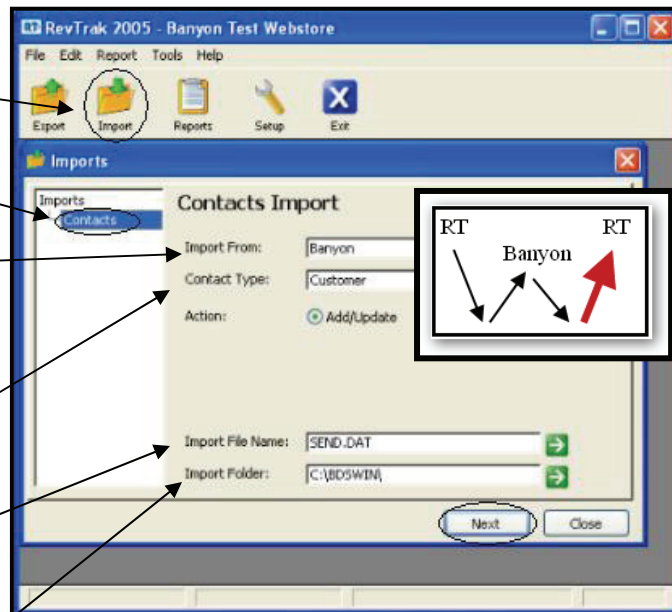
⇒ In the **IMPORT FROM** List click **Banyon**

⇒ In the **Contact Type** list click **Customer** (This may vary)\*\*

⇒ In the **IMPORT FILE NAME** list click **send.dat**. This may vary according to the configuration at setup

⇒ In the **IMPORT FOLDER** list click **c:\BDSWIN** (This may vary according to the configuration at setup)

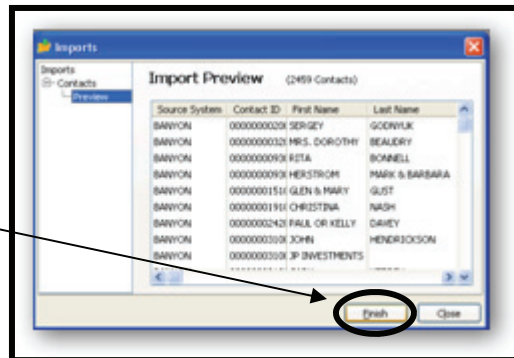
⇒ Click **NEXT**



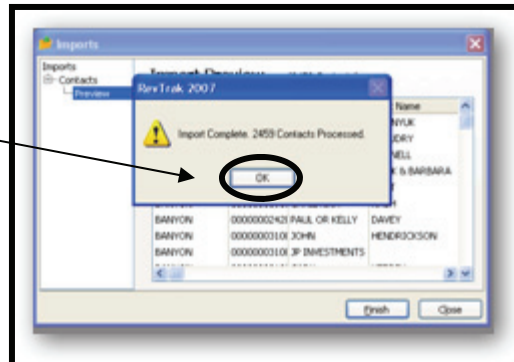
\*Once you setup the defaults they will not change

\*\* Contact RevTrak if you have a question about the Contact type

⇒ Click **FINISH** on the Import Preview Screen when it pops up



⇒ Click **OK** when Import is Complete



Close RevTrak

NEW BALANCES ARE NOW UPLOADED TO THE WEBSTORE!!