

RevTrak/Bon Appetit Daily Procedure

Follow these steps a minimum of once per

1. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

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



2. EXPORT PAYMENTS FROM REVTRAK WEBSTORE*

⇒ Click **Export**

⇒ Click **Orders**

⇒ **ALWAYS SELECT:**
Export New Orders Only

⇒ In the **Export To** list click
Bon Appetit

⇒ If applicable select a
manufacturer **

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

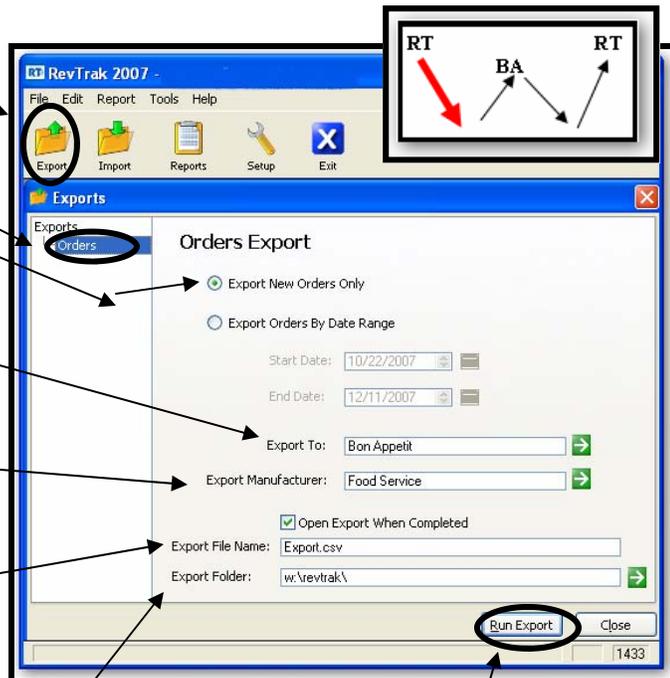
⇒ In the **Export Folder** list click **c:\revtrak** (This may
vary according to the configuration at setup)

⇒ Click **Run EXport**

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

*Once you setup the defaults they will not change

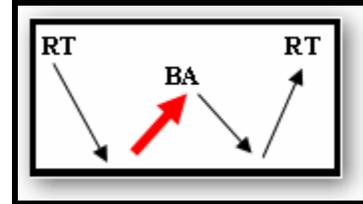
**Contact RevTrak if you have a question about the export manufacturer.



3. OPEN Bon Appetit

⇒ At the desktop of your computer, double click on the Bon Appetit Icon.

4. IMPORT PAYMENTS TO Bon Appetit

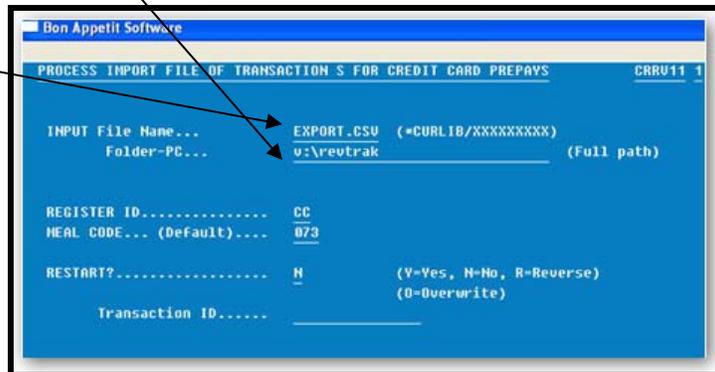
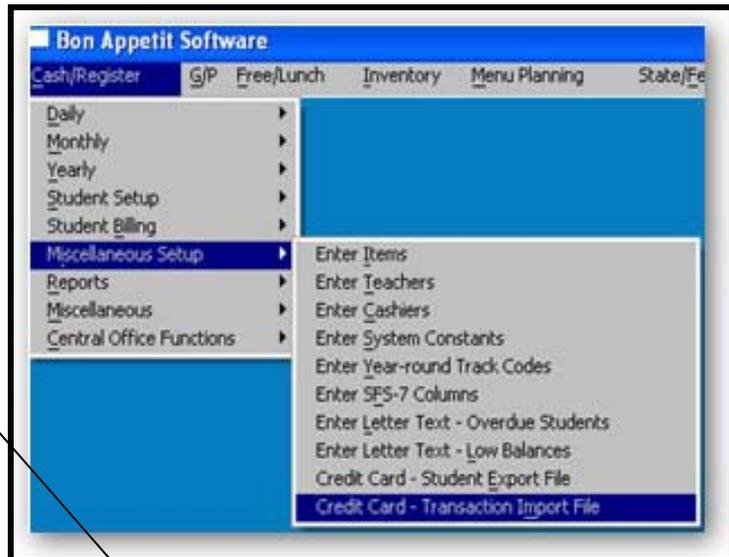


⇒ From the top menu bar, select **Cash/Register| Select Miscellaneous Setup| Credit Card – Transaction Import File**

⇒ Default settings to import transaction file for prepayment transfers:

⇒ Folder-PC Usually c:\revtrak (This may vary according to the configuration at setup)

⇒ File Name Usually export.csv (This may vary according to the configuration at setup)



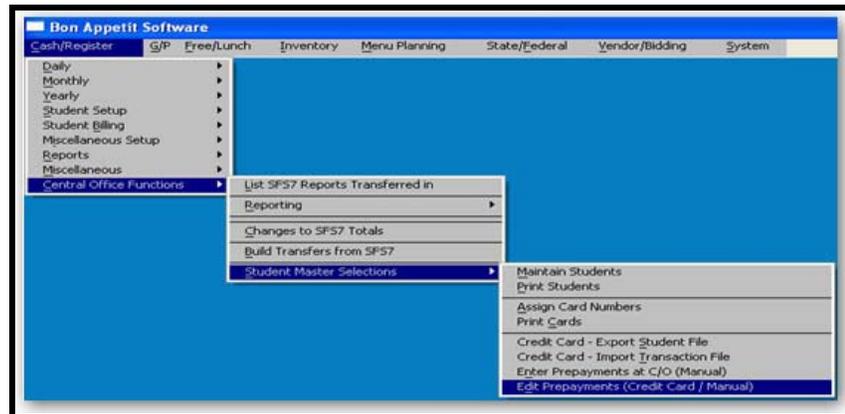
When screen appears, press enter, program will automatically import prepayments into Bon Appetit for edit reporting.

****Do not change settings unless instructed to do so by Bon Appetit Software Support**
(Screen settings may vary for individual setups.)**

****Do not run step 1 a second time unless instructed to do so by Bon Appetit Support****

Step 2 involves printing edit report of transactions just imported.

Select **Cash/Register|Central Office Functions|Student Master Selections|Edit Prepayments (Credit Card/Manual)**

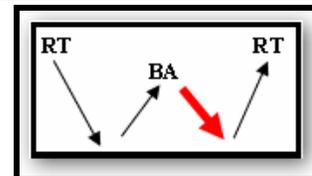


An edit report should print.

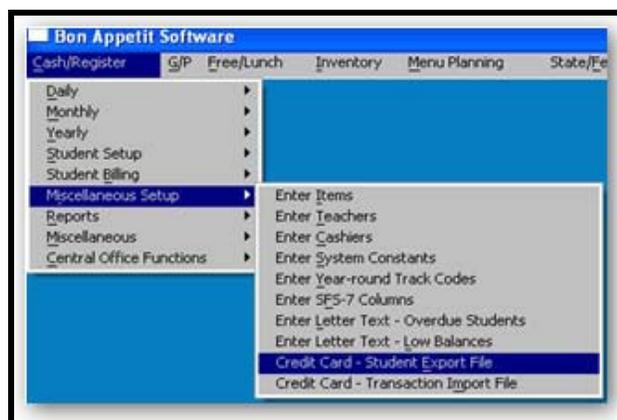
**** If the report does not print, check your printer. Do not run step 1 above unless instructed to do so by Bon Appetit Software Support.**

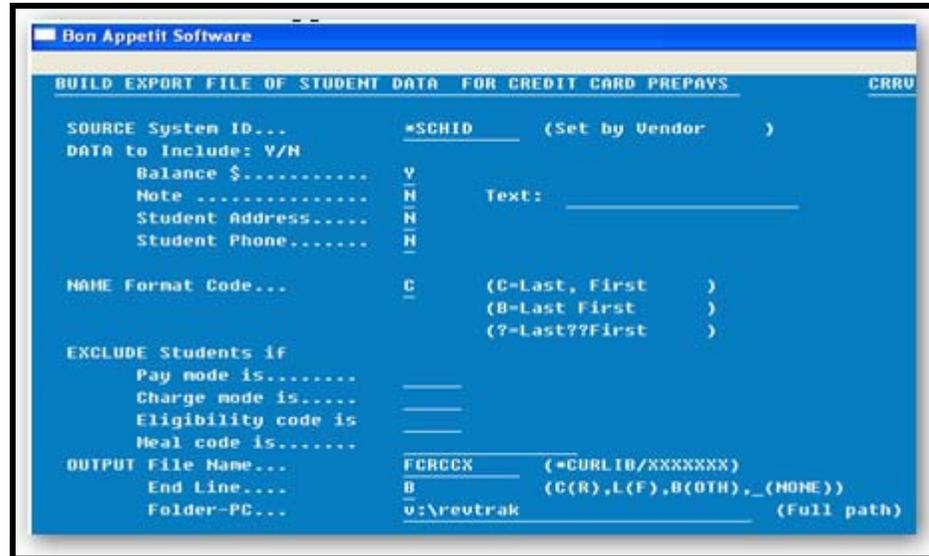
Review the edit report of prepayments and proceed with transfers for your district setup type.

5. EXPORT BALANCES TO REVTRAK



Select
Cash/Register|Miscellaneous Setup|Credit Card-Student Export File





Press Enter to export student balance file.

(Screen settings may vary for individual setups.)

**** Do not change settings unless instructed to do so by Bon Appetit Software Support. ****

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 **Bon Appetit**

⇒ In the **CONTACT TYPE** list click **Student** (This may vary)**

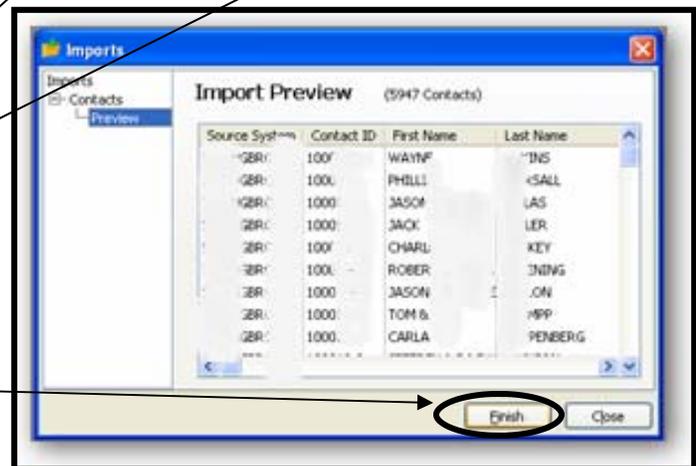
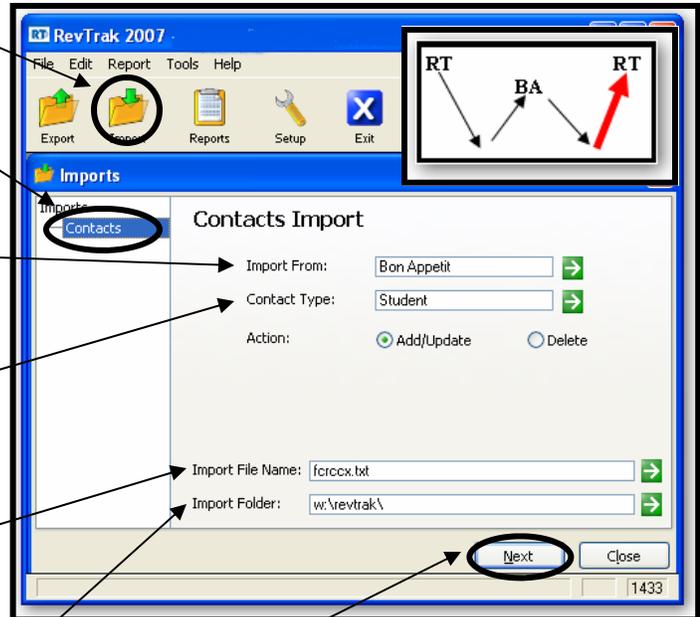
⇒ In the **IMPORT FILE NAME** list click **fcrcx.txt** (This may vary according to the configuration at setup)

⇒ In The **Import Folder** list click **c:/revtrak** (This may vary according to the configuration setup)

⇒ Click **NEXT**

⇒ The **imports** dialog box will be displayed. Click **Finish**.

⇒ Click **Ok** when the Import is Complete.



NEW BALANCES ARE NOW UPLOADED TO THE WEB STORE!
For the integration with AS400 contact Bon Appetit Software Support.

*Once you setup the defaults they will not change.

**Contact RevTrak if you have a question about the Contact Type.