

Import Audit

Category: Import Audit | Created: March 18, 2026 | Updated: September 01, 2026

Ticket Import Audit

Overview - Import Audit is a designed to allow tickets to be imported from other sources that include Mobile Dispatch, Ticket Relay, and Ticket Exchange.

Screen Location - Main Menu > Tickets and Time > Import Audit

The screenshot shows the 'Import Audit' window. On the left, there are filters for 'Start Date', 'End Date', and 'Driver'. An 'Alert' field is on the right. Below these is a table with columns: Ticket Date, Driver, Truck, Order, Job, Job Line, Tag No, Ticket No, Pay Type, PW ST, PW OT, Qty, BC, PD, and PV. The first four rows of data are highlighted in red.

Ticket Date	Driver	Truck	Order	Job	Job Line	Tag No	Ticket No	Pay Type	PW ST	PW OT	Qty	BC	PD	PV
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6500	POR 100 NO I	1	0	29.4	✓	✓	✓
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6501	POR 100 NO I	0.75	0	28.6	✓	✓	✓
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6502	POR 100 NO I	0.5	0	24.7	✓	✓	✓
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6503	POR 100 NO I	1	0	25.8	✓	✓	✓

Note: [Imported records](#) will be transferred to the Audit screen before becoming ticket records. Ticket date, Truck #, Tag #, Ticket # and Quantity will be populated.

1. The auditor then selects the appropriate Driver, Order or Job, Job line and populates the PW hours fields.

This is a detailed view of the table from the screenshot above. The first four rows are highlighted in red, indicating they are the records being audited. The table has 15 columns: Ticket Date, Driver, Truck, Order, Job, Job Line, Tag No, Ticket No, Pay Type, PW ST, PW OT, Qty, BC, PD, and PV.

Ticket Date	Driver	Truck	Order	Job	Job Line	Tag No	Ticket No	Pay Type	PW ST	PW OT	Qty	BC	PD	PV
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6500	POR 100 NO I	1	0	29.4	✓	✓	✓
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6501	POR 100 NO I	0.75	0	28.6	✓	✓	✓
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6502	POR 100 NO I	0.5	0	24.7	✓	✓	✓
3/2/2016	Hankins Transp	2		1054-6th Street Bridge	Crushed Gravel	8754	6503	POR 100 NO I	1	0	25.8	✓	✓	✓

1. Once the imported records have been completed and validated by the system, the red highlight will be cleared and the records can then be processed into a ticket batch.
2. Click the Process Batch button to process the records on the screen to a [Ticket Batch](#). **Note:** Deleting a Ticket or Ticket Batch returns the records to the Audit Screen.

Note: Fuel surcharge and tax records are not imported from the CSV file.

Note: A Ticket Exchange file cannot be imported more than once. If re-import is required, the audit records must first be deleted from the audit screen using the Right Click function.