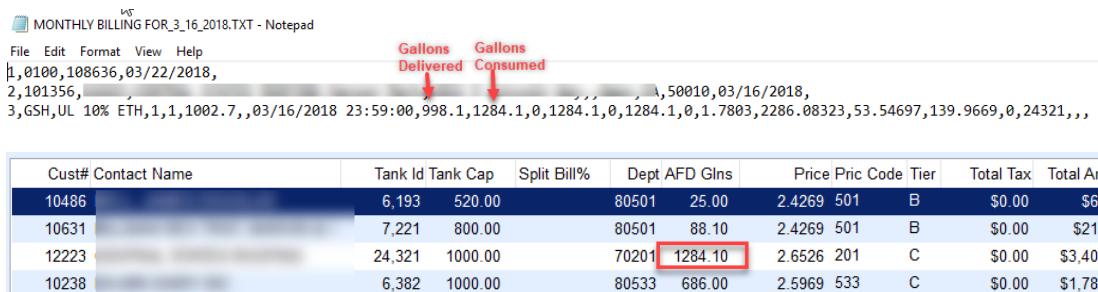


AFD Processing

Last Modified on 12/09/2025 9:52 am EST

Rules for Monthly Processing

Cenex AFD delivers to customer tanks throughout the month. However, at the monthly cutoff date, Cenex AFD calculates gallons consumed based on monthly monitor reads. When the monthly file is imported into Energy Force AFD Processing, tanks are billed for the total gallons used/consumed.



Monthly consumption billing is set for a specific date in Cenex AFD. An example date range for billing is March 17th through April 16th. Each billing month is processed using the same timeframe in the Energy Force AFD billing system.

AFD Price Option 2 billing will use the average price indicated in Position 16 of the Cenex AFD monthly file and will apply price adders and margins from Energy Force rather than calculate an average price.

Additional Notes for AFD Billing

- If there is more than one tank at the same Site ID with the same fuel type (DD, CD, etc), the capacity amounts can be combined to determine the *Price Code* and *Tier*.
 - For example, if a site has 3 Dyed Diesel tanks that are 1000 gallons each, apply price code 401 D to each tank so that pricing or margins are based on overall capacity.
 - This is an optional preference. If choosing to not utilize this option, each tank would have a price code of 401 B for a 1000-gallon tank as the number of gallons delivered will probably never exceed 999.
- Taxing of products and exemptions are based on how the Departments are set up in Energy Force. AFD does not send any taxing or exemption information.
- If the delivery is to a Split Bill tank, each member will be billed separately on the journal created when final processing is performed.
 - If the tank holder has a discount on file, the discount will apply to all members.
 - If the tank holder has a contract tied to the tank, the tank holder will receive contract pricing. If other members do not have a contract, they will default to the tank holder's tank price.
- Deliveries to a tank associated with a discount code will receive the discount. However, if the delivery is applied against a contract, the gallons will not be discounted.
- AFD files from Cenex will be located in the \\servername\CTL93\DD85\AFD\ folder.
 - When processed, the AFD.txt file will turn into AFD.txt.bak (backup) file.
 - If reprocessing the file is necessary, remove the .bak extension and re-import the file into Energy Force.

Rules for Daily Processing

Daily pricing is based on the date of the call-in order, number of gallons, Cenex AFD Billing Type (Monitored or Non-Monitored), and the Price Code and Tier associated to the customer tank.

Price Option 1 will use the Energy Force Price Maintenance file. Price Option 2 uses the Coop Cost Per Gallon + AFD Adders and Margins.

- **Monitored** – Pricing is applied based on the date of delivery, not the date of the order.
- **Non-Monitored** – Pricing is based on the date of the called-in order.

In the following example, the *Billing Type* (column 22) displays 2 for Non-Monitored. Pricing will be based on the *Order Date* located in column 23 for AFD Price Option 1. Had this tank been a *Billing Type* 1 for Monitored, pricing would be based on the date in column 8, which is the *Delivery Date*.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
2	106606	13556		7		BAXTER	IA	500280000	2/7/2012													
3	X0209	ULSD FLD WA3		1	1	1016.6	1816798	2/7/2012 23:59		250	250	0	250	0	3.169	792.25	8.78	49.75	0	6321	2/2/2012	
3	UL	UNLEADED		1	2	1000.2	1816799	2/7/2012 23:59		150	150	0	150	0	2.83	424.5	4.51	29.85	0	6322	2/2/2012	

Additional Notes for AFD Billing

- If there is more than one tank at the same Site ID with the same fuel type (DD, CD, etc), the capacity amounts can be combined to determine the price code and tier.
 - For example, if a site has 3 Dyed Diesel tanks that are 1000 gallons each, apply price code 401 D to each tank so that pricing or margins are based on overall capacity.
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- AFD files from Cenex will be located in the \\servername\CTLS93\DD85\AFD\ folder.
 - When processed, the AFD.txt file will turn into AFD.txt.bak (backup) file.
 - If reprocessing the file is necessary, remove the.bak extension and re-import the file into Energy Force.
- In the event of a Buyout or Settlement Gallons in the daily import file, a date range will be required upon import into Energy Force AFD Processing.
 - In the example below, this is a Buyout or Settlement Gallons line because column 9 is 0 (zero) for gallons

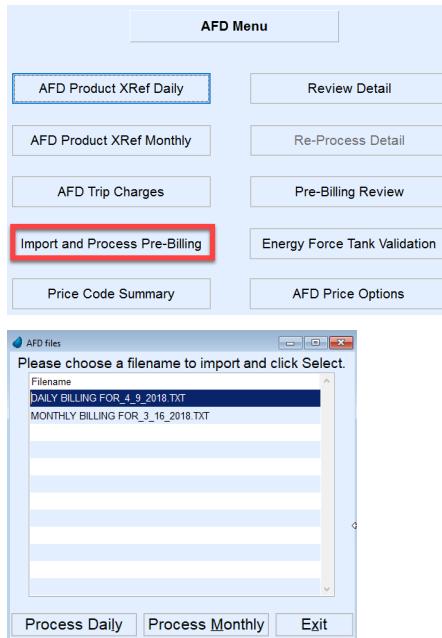
delivered.

- o The pricing program looks at the tank Price Code and Tier and averages the monthly price and compares it to the current price to determine which rate will apply.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	2	3																					
2	106606	13556																					
3	X0209	ULSD FLD WA3																					
3	UL	UNLEADED																					
2	106771	14563																					
3	X0207	ULSD FLD SE																					
3	GSH	UL 10% ETH																					
2	85693	15129																					
3	X0201	ULSD FLD																					
3	3 X0209	ULSD FLD WA3																					
1	2	120987	17498																				
2	3	UL	UNLEADED																				
3	2	120790	22538																				
3	3	GSH	UL 10% ETH																				
5	2	107245	22948																				
5	3	X0207	ULSD FLD SE																				
7	3	GSH	UL 10% ETH																				
3	4	2/8/2012	18																				

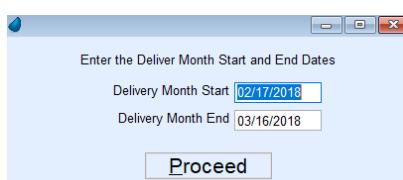
Price Option 2 Processing

1. Navigate to Main Menu / Posting Menu / AFD Menu.
2. Select Import and Process Pre-Billing.



3. Select the Filename and processing type (Process Daily or Process Monthly).

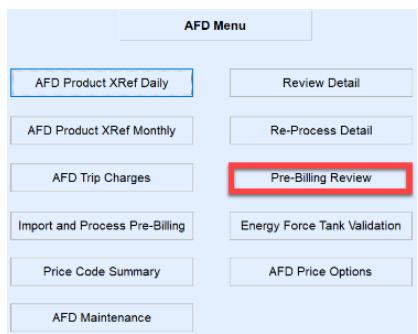
- o **Daily** – The file will begin to process immediately and display an AFD import counter.
 - If a buyout is present in the Daily file, the system will request a monthly date range.
 - Buyouts will be priced based on standard Price Option 2 rules. It will not attempt to use monthly price averaging as it does with Price Option 1.
- o **Monthly** – The file will begin to import and request a date range for the file.



4. Once entered, an AFD import count will appear.

- o The date range should reflect the monthly billing period in the Cenex AFD website setup.

5. The program will return to the AFD menu once it has finished importing the file. Select **Pre-Billing Review** to review the imported deliveries.



- Sales listed in the *Pre-Billing Review* screen display the *Energy Force Cust#, Name, Tank Id, Tank Cap, Split Bill % (if applicable), Energy Force Dept, AFD Glns, Price Code and Tier, and applicable Total Tax*.

The image shows a table with the following columns: Cust#, Contact Name, Tank Id, Tank Cap, Split Bill %, Dept, AFD Glns, Price, Pric Code, Tier, Total Tax, and Total Amount. The table contains numerous rows of data, each representing a sales entry with specific details like contract numbers, transaction numbers, and price calculations.

Cust#	Contact Name	Tank Id	Tank Cap	Split Bill %	Dept	AFD Glns	Price	Pric Code	Tier	Total Tax	Total Amount
79125		23,837	1005.90		20000	350.00	0.0000	201	E	\$0.00	\$0.00
79125		23,837	1005.90	50.00	20000	175.00	2.0273	201	E	\$24.84	\$379.62
79125		23,837	1005.90		21000	350.00	0.0000	213	E	\$0.00	\$0.00
79125		23,837	1005.90	50.00	21000	175.00	2.3392	213	E	\$28.65	\$438.01
162510		23,837	1005.90	50.00	20000	175.00	2.0273	201	E	\$24.84	\$379.62
162510		23,837	1005.90	50.00	21000	175.00	2.3392	213	E	\$28.65	\$438.01
192010		350	2003.90		22100	294.00	2.2598	201	A	\$0.00	\$664.38
192010		350	2003.90		21000	294.00	2.2556	202	E	\$0.00	\$663.15
192010		352	617.10		22100	150.00	2.4407	201	A	\$0.00	\$366.11
192010		352	617.10		21000	150.00	2.2065	202	D	\$0.00	\$330.98
242152		344	101.00		22100	21.50	2.4807	217	A	\$3.73	\$57.07
242152		344	101.00		21000	35.00	2.6264	213	A	\$6.44	\$98.36
242152		15,160	1030.60		22100	344.00	2.0798	216	B	\$50.08	\$765.53
242152		15,160	1030.60		21000	344.00	2.2256	212	B	\$53.60	\$819.21
256725		1,722	578.00		20000	322.90	2.4787	201	A	\$0.00	\$800.37
256881		1,124	2005.40		53110	1259.00	1.9629	536	B	\$0.00	\$2,471.29
256881		1,744	6000.50		30300	2384.00	2.0563	306	B	\$0.00	\$4,902.22
256881		1,744	6000.50		31100	1022.00	2.0954	312	B	\$0.00	\$2,141.50
256881		1,745	6000.50		30300	2597.10	2.0332	306	B	\$0.00	\$5,280.42
256881		1,745	6000.50		31100	2597.60	2.1261	312	B	\$0.00	\$5,522.76

Contract? No Transaction 14 Show Price Calc. Show Errors
 Split? Yes Posting Reference: PREM DYED DIESEL
 View All View Contracts Only View Split Bill Only Start Final Processing Exit

Pre-Billing Review Buttons

Show Price Calc.

The **Price** column displays the total price from the **Show Price Calc** button (Position 16 of AFD file + delivery fees & margins).

Cust#	Contact Name	Tank Id	Tank Cap	Split Bill%	Dept	AFD Glns	Price	Pric Code	Tier	Total Tax	Total Amount																																																																																																																																																																																																																						
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Posting Reference: ROADMASTER XL																																																																																																																																																																																																																																	
<input type="button" value="Show Price Calc."/> <input type="button" value="Show Errors"/>																																																																																																																																																																																																																																	
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DAILY BILLING FOR_4_9_2018(108636).TXT - Notepad

File Edit Format View Help

1,0100,108636,04/11/2018,
2,106131,10553,1,
3,06100,ULSD_RMXLD,1,1,1016.6,3567240,04/09/2018 23:59:00,480,480,0,480,0,480,0,2.0857,1001.14,14.98,52.32,0,12579,1,4/9/2018,
2,106320,11698,
3,X0201,ULSD_FLD,1,2,905.8,3566436,04/09/2018 23:59:00,810,810,0,810,0,810,0,2.1097,1708.86,37.42,169.29,0,31642,2,4/6/2018,

- The price recorded in Position 16 of the AFD billing displays in the Show Price Calc screen as Coop Cost Per Gallon.
- Gallons are multiplied by the Coop Cost Per Gallon.
- Less 1% of gross (1% Discount passed down from Cenex AFD) is subtracted to determine the Net Cost if this feature is turned on. If Less 1% is set to N, this line will not display in the Price Calc screen.
- Total Freight and Total Delivery Charges are imported from fields 18 and 19 from the Cenex AFD file.

DAILY BILLING FOR_4_9_2018(108636).TXT - Notepad

File Edit Format View Help

1,0100,108636,04/11/2018,
2,106131,10553,1,
3,06100,ULSD_RMXLD,1,1,1016.6,3567240,04/09/2018 23:59:00,480,480,0,480,0,480,0,2.0857,1001.14,14.98,52.32,0,12579,1,4/9/2018,
2,106320,11698,
3,X0201,ULSD_FLD,1,2,905.8,3566436,04/09/2018 23:59:00,810,810,0,810,0,810,0,2.1097,1708.86,37.42,169.29,0,31642,2,4/6/2018,

Co Owns	Tank Serial Number	A/I	Type	Tank Description	Tank Capacity	578.00	Update K-Factor	Yes																																																														
No	RRN16700	A	C5	33 LB CYL	Total Capacity	578.00	Est Gallons Left	2.00																																																														
No	RRN1722	A	DD	PORTABLE	Daily-Use	0.00	Est Percent Left																																																															
No	RRN17441 FXML	A	DD	site2 tank1	K-Factor	0.00	Delivered Gallons	135.00																																																														
					Prev K-Factor	0.00	Tot Gals with Delivery	323																																																														
					DD Region	10	Gals Since Last FF	0.00																																																														
DD Last Del 0 Next 0 Last Del 02/25/17 Julian Delivery				Last Charge 02/25/17		Last Full Fill 02/25/17																																																																
Customer Type 15 AFD NON MONITORED IND				Sales YTD \$9,725.95		Last % Update 00/00/00																																																																
Delivery Type 10 AFD				Gallons Used YTD 5,248.50		Hold Date 00/00/00																																																																
Regulatory Code 0						Hold Reason 0																																																																
Public Assembly? <input type="checkbox"/> Underground? <input type="checkbox"/> Cathodic Test 00/00/00				Pass/Fail <input type="checkbox"/>																																																																		
Products	Location	Tank	Optimizer Log	GPS Tank Coordinates																																																																		
Test Price					Test Sale																																																																	
Product Description		Price Code Tier	Price	Prod Use	Disc Default																																																																	
220000 PREM DYED DIESEL		201	A	2.2444	LP Comm 0%	0	<input checked="" type="checkbox"/>																																																															
220010 PREM DYED DIESEL W/CFI		203	A	2.2691	LP Comm 0%	0	<input type="checkbox"/>																																																															
221000 #1 DYED DIESEL		213	A	2.3062	LP Comm 0%	0	<input type="checkbox"/>																																																															
222000 #2 DYED DIESEL		215	A	2.1973	LP Comm 0%	0	<input type="checkbox"/>																																																															
222100 #2 DYED DIESEL W/CFI		217	A	2.2221	LP Comm 0%	0	<input type="checkbox"/>																																																															
Price Desc: PREM DYED DIESEL-NON-MONITO Disc Desc: <input type="checkbox"/>																																																																						
Delivery Address <input type="checkbox"/>				Special Delivery Instructions																																																																		
City/Zip <input type="checkbox"/>		<input type="button" value="Rrl"/>	<input type="button" value="Exit"/>	<input type="button" value="Find"/>	<input type="button" value="Create"/>	<input type="button" value="Print"/>	User Defined Fields																																																															
Direct																																																																						
Division	Price Code	Price Description		Price Type	Avgd Price	Y/N	Rack Code	Rack Price Description																																																														
10	6	LP ROAD USE		0	No	0																																																																
10	8	LP GAS		0	No	0																																																																
10	15	LP COMMERCIAL		0	No	0																																																																
10	26	LP CYCLINDER 20#		0	No	0																																																																
10	29	LP CYLINDER 33#		0	No	0																																																																
10	30	LP CYLINDER 43#		0	No	0																																																																
10	32	LP CYLINDER 100#		0	No	0																																																																
10	33	PRESTO TAP		0	No	0																																																																
10	145	2014-2015 CONTRACT PRICE		0	No	0																																																																
10	200	PREM DYED DIESEL-MONITORED		0	Yes	12	AFD MARGIN																																																															
10	201	PREM DYED DIESEL-NON-MONITORED		0	No	12	AFD MARGIN																																																															
10	202	PREM DYED DIESEL W/CFI MONITORED		0	Yes	12	AFD MARGIN																																																															
10	203	PREM DYED DIESEL W/CFI NON MONITORED		0	No	12	AFD MARGIN																																																															
10	212	#1 DYED DIESEL - MONITORED		0	Yes	12	AFD MARGIN																																																															
<table border="1"> <thead> <tr> <th>Pricing Tiers</th> <th>Starting Gallons</th> <th>Ending Gallons</th> <th>Low Cap</th> <th>High Cap</th> <th>Margin</th> </tr> </thead> <tbody> <tr> <td>A Tier</td> <td>2.2444</td> <td>0</td> <td>999</td> <td>0.0000</td> <td>0.0000</td> <td>0.4600</td> </tr> <tr> <td>B Tier</td> <td>2.0044</td> <td>1000</td> <td>7499</td> <td>0.0000</td> <td>0.0000</td> <td>0.3600</td> </tr> <tr> <td>C Tier</td> <td>1.8544</td> <td>7500</td> <td>10000</td> <td>0.0000</td> <td>0.0000</td> <td>0.2600</td> </tr> <tr> <td>D Tier</td> <td>1.8244</td> <td>10001</td> <td>15000</td> <td>0.0000</td> <td>0.0000</td> <td>0.1600</td> </tr> <tr> <td>E Tier</td> <td>2.0544</td> <td>15001</td> <td>99999</td> <td>0.0000</td> <td>0.0000</td> <td>0.0600</td> </tr> <tr> <td>F Tier</td> <td>0.0000</td> <td>0</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> </tr> <tr> <td>G Tier</td> <td>0.0000</td> <td>0</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>0.0300</td> </tr> <tr> <td>H Tier</td> <td>0.0000</td> <td>0</td> <td>0</td> <td>0.0000</td> <td>0.0000</td> <td>0.0100</td> </tr> </tbody> </table>									Pricing Tiers	Starting Gallons	Ending Gallons	Low Cap	High Cap	Margin	A Tier	2.2444	0	999	0.0000	0.0000	0.4600	B Tier	2.0044	1000	7499	0.0000	0.0000	0.3600	C Tier	1.8544	7500	10000	0.0000	0.0000	0.2600	D Tier	1.8244	10001	15000	0.0000	0.0000	0.1600	E Tier	2.0544	15001	99999	0.0000	0.0000	0.0600	F Tier	0.0000	0	0	0.0000	0.0000	0.0000	G Tier	0.0000	0	0	0.0000	0.0000	0.0300	H Tier	0.0000	0	0	0.0000	0.0000	0.0100
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Price Averaging Audit					View Price History																																																																	

- Margins are applied to Gallons (based on the customer price code and tier).
- AFD Adders are applied to Gallons based on the Price Codes and fees in the AFD Adders maintenance file.
- All of the above items are added together and divided by the total number of gallons delivered to determine the overall price per gallon.

View Contracts Only

Cust# Contact Name	Tank Id	Tank Cap	Split Bill%	Dept AFD	Glns	Price	Pric	Code	Tier	Total Tax	Total Amount
	31,714	300.00		70201	57.90	0.0000	801	A		\$0.00	\$0.00
	31,714	300.00		70201	57.90	1.1990	801	A		\$0.00	\$69.42
	10,786	560.00		80501	75.90	0.0000	801	A		\$0.00	\$0.00
	10,786	560.00		80501	75.90	1.1990	801	A		\$0.00	\$91.00

Cust#	Contact Name	Tank Id	Tank Cap	Split Bill%	Dept	AFD	Glns	Price	Pric	Code	Tier	Total Tax	Total Amount
11993	DE JONG, CARL	30.961	500.00		80501	51.00	0.0000	501	B	\$0.00	\$0.00		
11167	WIMER FARM	30.961	500.00	50.00	80501	25.50	2.4053	501	B	\$0.00	\$61.34		
11993	DE JONG, CARL	30.961	500.00	50.00	80501	25.50	2.4053	501	B	\$0.00	\$61.34		
10617	DEPPE, RONALD L	31.393	500.00		70211	25.00	0.0000	211	B	\$0.00	\$0.00		
10617	DEPPE, RONALD L	31.393	500.00	50.00	70211	12.50	2.7836	211	B	\$0.00	\$34.80		
13669	DEPPE, BRENT	31.393	500.00	50.00	70211	12.50	2.7836	211	B	\$0.00	\$34.80		
10351	FERGUSON, GRANT	7.570	500.00		80501	40.00	0.0000	501	C	\$0.00	\$0.00		
10351	FERGUSON, GRANT	7.570	500.00	50.00	80501	20.00	2.3136	501	C	\$0.00	\$46.27		
15133	FERGUSON, WILLIAM L	7.570	500.00	50.00	80501	20.00	2.3136	501	C	\$0.00	\$46.27		
10351	FERGUSON, GRANT	7.569	500.00		80501	40.00	0.0000	501	C	\$0.00	\$0.00		
10351	FERGUSON, GRANT	7.569	500.00	50.00	80501	20.00	2.3136	501	C	\$0.00	\$46.27		
15133	FERGUSON, WILLIAM L	7.569	500.00	50.00	80501	20.00	2.3136	501	C	\$0.00	\$46.27		
12047	FERGUSON, RANDY JOE	8.073	500.00		80501	64.00	0.0000	501	B	\$0.00	\$0.00		
10510	FERGUSON, TOM	8.073	500.00	50.00	80501	32.00	2.4009	501	B	\$0.00	\$76.83		
12047	FERGUSON, RANDY JOE	8.073	500.00	50.00	80501	32.00	2.4009	501	B	\$0.00	\$76.83		
10764	FYNAARDT, GARY	6.777	3000.00		80501	194.00	0.0000	501	D	\$0.00	\$0.00		
10764	FYNAARDT, GARY	6.777	3000.00	50.00	80501	97.00	2.2716	501	D	\$0.00	\$220.35		
12734	FYNAARDT, ERIC E	6.777	3000.00	50.00	80501	97.00	2.2716	501	D	\$0.00	\$220.35		
13207	J & L HERRSTROM FARMS INC	23.588	3050.00		80501	114.00	0.0000	501	D	\$0.00	\$0.00		
13162	HERRSTROM FARMS INC	23.588	3050.00	43.00	80501	49.02	2.2915	501	D	\$0.00	\$112.33		
13207	J & L HERRSTROM FARMS INC	23.588	3050.00	57.00	80501	64.98	2.2915	501	D	\$0.00	\$148.90		
1042	KEY/50-52/ /BULK FUEL	7,040	1000.00		70201	523.00	0.0000	201	C	\$0.00	\$0.00		
1041	KEY/51-20/ /GRINNELL FEED MIL	7,040	1000.00	66.00	70201	345.18	2.4139	201	C	\$0.00	\$833.23		
1042	KEY/50-52/ /BULK FUEL	7,040	1000.00	34.00	70201	177.82	2.4139	201	C	\$0.00	\$429.24		

Contract? No Transaction 14
 Split? Yes Posting Reference RFM DYED

[Show Price Calc.](#) [Show Errors](#)

[View All](#) [View Contracts Only](#) [View Split Bill Only](#) [Start Final Processing](#) [Exit](#)

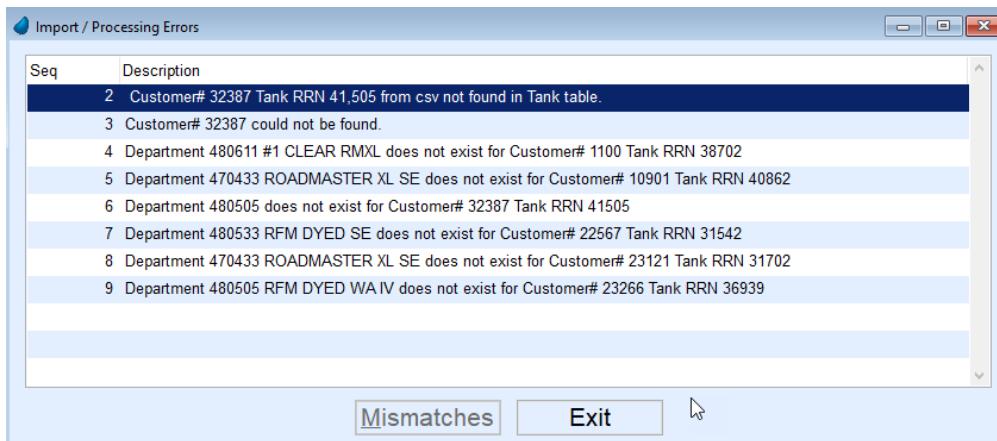
- The data is filtered to only display Split Bill members and their percentages.
 - Split members will be listed together.
 - Zero gallon line items indicate the gallons that will apply against the tank.
 - Each member listed will display their applicable percentages and price per gallon.
 - If percentages associated to the split bill needs to be modified, navigate to the *Tank Info* screen and modify percentages.
 - The system allows for one member to process at 100% of the split. If set as 100%, secondary members will not appear.
- Re-Process Detail** to re-import the file with updated percentage amounts.
- If Splits are not present in the file, a message will appear indicating *There are no records of Splits to view.*
- To remove the Split Bill filter, select the **View All** button.

Show Errors

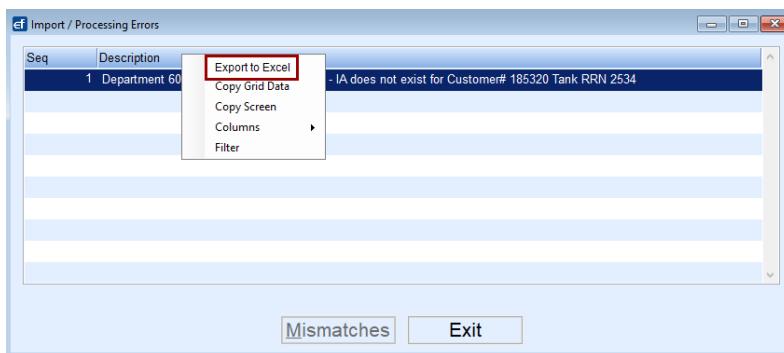
If errors exist in the imported file, the **Show Errors** button will display in a red outline border. These errors must be corrected prior to performing the Start Final Processing program.

[Show Calc.](#) [Show Errors](#)

[View Split Bill Only](#) [Start Final Processing](#) [Exit](#)



The error listing can be printed by right-clicking the column header and choosing *Export to Excel*.



Once Excel opens, select to print.

	A	B
1	Import / Processing Errors	
2	Seq	Description
		Department 60xxx Ruby Fieldmaster B20
3	1	- IA does not exist for Customer# 185320
		Tank RRN 2534

Possible Errors

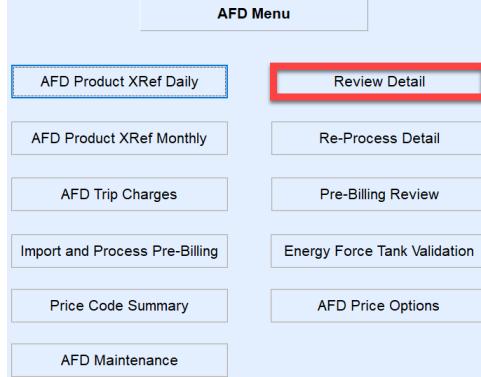
- **Tank RRN number not found** – The Tank RRN in the Cenex AFD file does not match the Energy Force Tank RRN number.
- **Customer Number not found** – The Customer Number in the Cenex AFD file does not match the Energy Force customer account number.
- **0 Division Number** – The Division number imported from the Cenex AFD file does not exist in Energy Force.
- **Invalid Department/Product ID** – The Cenex AFD product does not exist in the Daily or Monthly XRef table or it is not associated with the customer tank.
- **Gallon Mismatch** – The number of gallons in the Cenex AFD file does not match the number of gallons imported. This is generally due to any of the above errors and will correct itself as errors are fixed.

To Correct the Above Errors

1. Determine if the issue resides in Energy Force or Cenex AFD.

- RRN Not found in the csv file generally indicates that the Tank RRN is not set up properly on the Cenex AFD website.
 - The RRN needs corrected in the Cenex AFD website for future deliveries.
 - For the current delivery, the error will need to be corrected on the *Review Detail* screen located in the *AFD Menu* (step 3).
- Invalid Department issues typically indicate that a product is missing from the XRef tables.
 - Update the XRef tables to indicate the correct Energy Force Product ID. When the programs are executed to reprocess detail (step 5), the system will recognize the newly entered XRef products.

2. Exit the *Import / Processing Errors* screen and return to the main AFD Menu. Select **Review Detail** to make error corrections.



3. Press **Ctrl+M** to modify and make necessary changes such as updating the *EF Prod ID*, *Coop Acct#*, etc.

Customer Name	Site	Tan.	Tank RRN	Seq#	Appnd to Dtl AFD Prd ID	EF Prod ID	Grs Deliv	Grs Used	AFD Cust ID	Coop Acct#
	1	2	31714	219	X0209	480505	0.00	775.00	106242	32387
	3	1	10766	220	220 D6209	480501	0.00	75.90	106847	16118
	1	1	32279	310	X0207	480533	0.00	21.70	122013	27938
	1	1	32279	311	X0361	480514	0.00	75.30	122013	27938
	1	1	26403	286	X0207	480533	0.00	21.20	107285	25822
	1	1	26403	287	X0361	480514	0.00	117.80	107285	25822
	1	1	7377	237	D6209	480501	0.00	123.00	106826	15564
	1	2	24183	145	GSH	270201	0.00	95.00	106485	12650
	1	1	24267	134	X0201	480501	0.00	58.40	106435	12363
	1	1	24267	135	X0207	480533	0.00	1802.00	106435	12363
	1	2	24268	136	SOU85	270211	0.00	773.00	106435	12363
	1	1	7433	202	D6209	480501	0.00	143.00	106766	14538
	1	1	7433	203	X0209	480505	0.00	110.00	106766	14538
	1	1	30859	300	X0108	470405	0.00	1879.00	120649	27484
	1	1	33639	315	X0201	480501	0.00	55.00	124825	28508
	1	1	23707	197	X0207	480533	0.00	1598.90	106759	14474
	1	1	6193	46	D6209	480501	0.00	25.00	106120	10486
	1	6	14340	334	GSH	270201	0.00	98.10	85693	15129
	1	1	7221	58	X0201	480501	0.00	88.10	106150	10631
	1	4	24319	149	GSH	270201	0.00	118.00	106516	12849
	1	1	24324	148	X0207	480533	0.00	1734.10	106512	12844
	1	2	31462	293	GSH	270201	0.00	75.00	120070	27309
	1	1	16739	252	252 D6108	470405	0.00	443.00	107010	16004
	1	1	14349	122	122 D6209	480501	0.00	40.00	106400	12165
	1	1	6220	247	X0201	480501	0.00	30.00	106983	15804

Record Count 1
 AFD Product Type ULSD FLD WA4
 Tank Cap. 1016.6
 Ref ID
 Delivery Date / Time 03/16/2018 23:59:00
 Buyout Gallons 0.00
 Customer Address
 Customer City, State, Zip

State Taxed 775.00000
 State Tax-Exempt 0.00000
 Federal Taxed 775.00000
 Federal Tax-Exempt 0.00000
 Co-op Cost per Gallon 2.04530
 Total Cost No Taxes 1585.10750
 Total Freight 48.98000
 Total Delivery Charges 84.47500
 Total Trip Charges 0.00000
 Billing Date 03/16/2018
 Order Date 03/16/2018

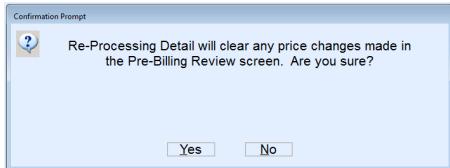
Exit

- Items with the exception of gallons can be modified in this screen.

4. Press **Ctrl+Q** to save once all errors have been corrected.

5. Once saved, return to the AFD Menu and select **Re-Process Detail**.

6. This action will re-process the file with the corrected changes in the *Review Detail* screen. A warning message will appear:



7. The system will display a counter for the number of items it is reprocessing. The AFD Menu will appear once it has finished processing.
 - o If it is a monthly file or a daily file with a buyout, the system will request that the processing date range be re-entered.
8. Select **Pre-Billing Review**.
 - o If all errors have been corrected, the red border will no longer exist around the **Show Errors** button.
(The file should be blank unless there are errors that were not corrected in the previous step.)
 - o If the button still has a red border, repeat the process until all errors have been corrected.

Modify Pricing

AFD Price Option 2 allows the calculated price per gallon to be modified while in the *Pre-Billing Review* screen. An instance such as this may occur if giving a special price to a customer not consistent with the Coop Cost Per Gallon.

Note: Modified prices in the *Pre-Billing Review* screen will be lost if the Re-Process Detail program is initiated. It is recommended that all of the processing errors are corrected and reprocessed prior to making price adjustments.

Note:

- Price modifications are not allowed on contracts, contract overages, or split billings.
- Price modifications only apply to the current billing and will not have an effect on future AFD files.

To modify a Price:

1. Press **Ctrl+M** to modify.
2. Select the *Price* field, input the new price, and press **Tab** to move to the next field.

Confirmation Prompt

You are changing the price by +0.7102. Is this correct?

Yes No

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	
498	567.90	50.00	53000	100.50	2.2944	530	A	\$51.21	\$281.80
493	881.30	53000	459.00	30000	530	A	\$92.26	\$1,143.28	
494	881.30	20000	63.00	2,4347	200	A	\$0.69	\$154.08	
619	2012.40	20000	103.10	2,2100	200	B	\$15.44	\$243.29	
641	1026.20	53000	335.00	1,9433	530	B	\$164.80	\$815.81	
642	6014.00	20000	480.00	2,1615	200	B	\$70.46	\$1,107.98	
									889.96
									999.71
									\$0.00
									281.80
									401.51
									376.05
									\$23.21
									\$24.24
									200.21
									\$25.80
									158.41
									401.02
384	2003.60	20010	70.50	2,1168	202	B	\$10.16	\$159.39	
384	2003.60	21000	70.50	2,2185	212	B	\$10.60	\$167.00	
629	554.20	53000	61.00	2,2776	530	A	\$31.02	\$169.95	

Contract? No Transaction 14
Split? No
ting Referenc SUPER UNLEADED IL 10%

Show Price Calc. Show Errors

3. A message will appear to indicate the price change. Select **Yes** to confirm or **No** to cancel.

- o When **Yes** is selected, the *Total Tax* and *Total Amount* columns will automatically recalculate based on the new price.

Start Final Processing

14

Show Price Calc. Show Errors

ER

Only View Split Bill Only Start Final Processing Exit

1. Once the file has been modified to correct errors and pricing, select **Start Final Processing**.
2. Enter the *Posting Division* for AFD billing. If the file processed is a monthly file, a date entry for the file will be

Enter Posting Division

Posting Division

ABC PROPANE COMPANY

Enter a posting Division and click Continue.

Cancel Continue

required.

Enter the Deliver Month Start and End Dates

Delivery Month Start 02/17/2018

Delivery Month End 03/16/2018

Proceed

3. The file will process and create a sales journal.

Processing Completed

All Processing has finished.

✓

4. Navigate to *Main Menu / Posting Menu / Sales Entry* to review. The *User ID* associated to journal will display as **AFD**.

Journal	Division	Date	User ID	# Items	Total Dollars	Trip ID Cleared?	^
62438	31	04/19/18	AFD	376.00	246,814.87	N	
62437	31	04/17/18	AFD	6.00	34,006.11	N	
62436	31	04/17/18	AFD	5.00	20,966.48	N	