AFD Processing

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**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.

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 #	14 15	16	17	18	19 #	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	250 0	3.169	792.25	8.78 49.75	0 6321	2 2	2/3/2012
3	UL	UNLEADED		1	2	1000.2	1816799	2/7/2012 23:59	150	150	0	150 0	150 0	2.83	424.5	4.51 29.85	0 6322	2 2	2/3/2012

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.
  - 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 9999.
- 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\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
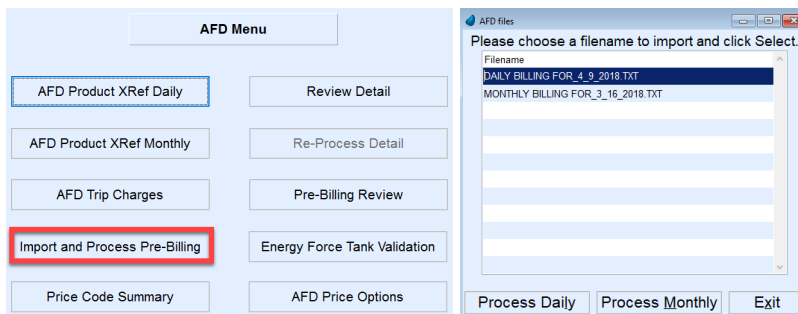
delivered.

- 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.


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**).
   - **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.
   - **Monthly** – The file will begin to import and request a date range for the file.
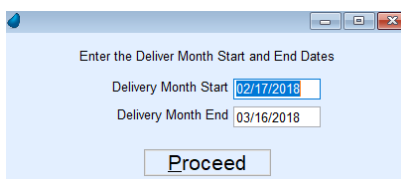
4. Once entered, an AFD import count will appear.
   - The date range should reflect the monthly billing period in the Cenex AFD website setup.

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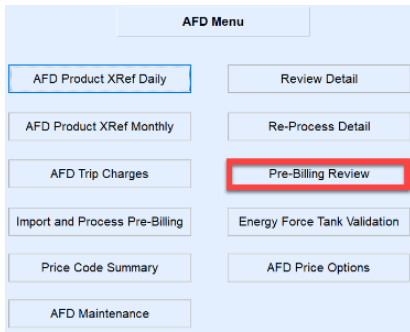
- Sales listed in the *Pre-Billing Review* screen display the Energy Force *Cust#*, *Name*, *Tank Id*, *Tank Cap*, *Split Bill %* (if applicable), Energy Force *Dept*, *AFD Glns*, *Price Code* and *Tier*, and applicable *Total Tax*.

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).

Show Price Calculation

Description	Price
Gallons Used 480.00 x Coop Cost Per Gallon 2.0857 =	1001.1360
Net Cost =	1001.1360
+ Total Freight	14.9800
+ Total Delivery Charges	52.3200
Gallons Used 480.00 x (Margin 0.5700 + Adders 0.4360) =	482.8800
= Total	1551.3160
/ 480.00 Gallons =	3.2319
* 0.00 Gallons =	0.0000
Total Trip Charges	0.0000
Adders = 3 DSL ROAD EXCISE TAX	0.1800
4 DSL FED EXCISE TAX	0.2440
5 INPSECTION FEE	0.0010
6 LEAK TAX	0.0010
7 ENVIRONMENTAL FEE	0.0100

Cust# Contact Name	Tank Id	Tank Cap	Split Bill%	Dept	AFD Glns	Price	Pric Code	Tier	Total Tax	Total Amount
				80501	500.00	2.4849	502	C	$0.00	$1,242.45
				80501	810.00	2.4849	502	C	$0.00	$2,012.77
				70401	6386.00	2.1463	402	A	$0.00	$13,706.27
				80501	1053.40	2.3293	501	D	$0.00	$2,453.68
				70401	480.00	3.2319	401	C	$0.00	$1,551.31

Division	Division Name	Price Code	Description	Adder Type	Description	Adder Amt	Active Start Date	Active End Date	Inactive?
31		212	UNLEADED - NON - M	1	UL ROAD EXCISE TAX	$0.1700	01/01/2017	12/31/2050	■
31		212	UNLEADED - NON - M	2	UL FEDERAL EXCISE TAX	$0.1840	01/01/2017	12/31/2050	□
31		212	UNLEADED - NON - M	5	INPSECTION FEE	$0.0010	01/01/2017	12/31/2050	□
31		212	UNLEADED - NON - M	7	ENVIRONMENTAL FEE	$0.0100	01/01/2017	12/31/2050	□
31		401	ROADMASTER XL - M	3	DSL ROAD EXCISE TAX	$0.1800	01/01/2017	12/31/2050	□
31		401	ROADMASTER XL - M	4	DSL FED EXCISE TAX	$0.2440	01/01/2017	12/31/2050	□
31		401	ROADMASTER XL - M	5	INPSECTION FEE	$0.0010	01/01/2017	12/31/2050	□
31		401	ROADMASTER XL - M	6	LEAK TAX	$0.0010	01/01/2017	12/31/2050	□
31		401	ROADMASTER XL - M	7	ENVIRONMENTAL FEE	$0.0100	01/01/2017	12/31/2050	□

Split? No
Posting Referenc ROADMASTER XL

Show Price Calc. | Show Errors

View All | View Contracts Only | View Split Bill Only | Start Final Processing | Exit

DAILY BILLING FOR_4_9_2018(108636).TXT - Notepad
File Edit Format View Help

Base Price

```
1,0100,108636,04/11/2018,
2,106131,10553,                                                    ,502371191,04/09/2018,
3,D6100,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,            INC                        ,502320000,04/09/2018,
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

Freight Delv Charges

```
1,0100,108636,04/11/2018,
2,106131,10553,                                                    ,502371191,04/09/2018,
3,D6100,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,            INC                        ,502320000,04/09/2018,
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

Co Owns	Tank Serial Number	A/I	Type	Tank Description
No	RRN16700	A	C5	33 LB CYL
No	RRN1722	A	DD	PORTABLE
No	RRN17441 FMXL	A	DD	site2 tank1

Tank Capacity 578.00 Update K-Factor Yes
Total Capacity 578.00 Est Gallons Left 2.00
Daily-Use 0.00 Est Percent Left
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? ☐ Underground? ☐ Cathodic Test 00/00/00 Pass/Fail

Hold DD Calculations No
Hold Release Date 00/00/00

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	☑
220010 PREM DYED DIESEL W/CFI	203	A	2.2691	LP Comm 0%	0	☐
221000 #1 DYED DIESEL	213	A	2.3062	LP Comm 0%	0	☐
222000 #2 DYED DIESEL	215	A	2.1973	LP Comm 0%	0	☐
222100 #2 DYED DIESEL W/CFI	217	A	2.2221	LP Comm 0%	0	☐

Price Desc: PREM DYED DIESEL-NON-MONITO Disc Desc:

Tank Readings
Create Print
Exit Find

Transfer Customer Tank
User Defined Fields
Change Inv Status
Inventory Hist
Set Up Meter/RTM
Regulator Info
Split Bill

Delivery Address
City/St/Zip [| :   Rrl ☐

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

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

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

Contract? Yes   Transaction 14

Split? No

Posting Referenc SUPER UNLEADED TOP TIER

Show Price Calc.   Show Errors

View All   View Contracts Only   View Split Bill Only   Start Final Processing   Exit

- The data is filtered to display only contract lines.
- Gallons with no *Total Amount* will be applied to the tank.
- Additional line items are listed per contract.
  - *Gallons covered by contract * contract price*
  - *Contract gallons overages * Coop Cost Per gallons and other associated fees*
- If no contracts exist, a message will appear indicating *There are no records of contracts to view.*
- To remove the contract filter, select the **View All** button.

View Split Bill Only

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 Referenc 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*.
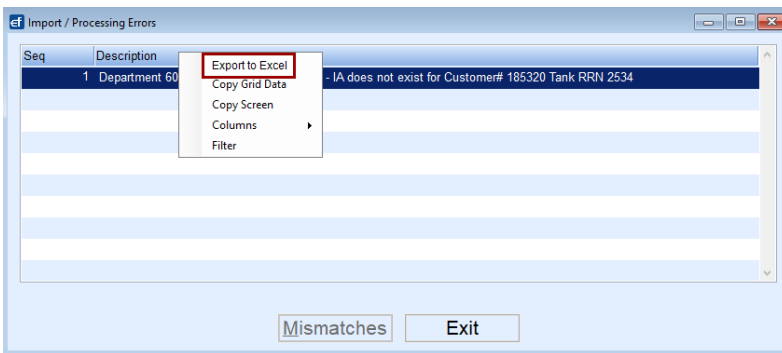- To remove the Split Bill filter, select the **View All** button.

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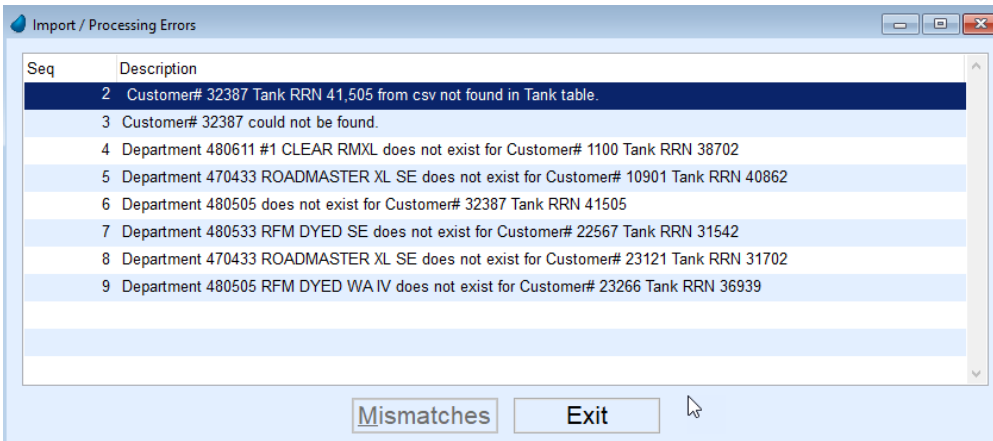
The error listing can be printed by right-clicking the column header and choosing *Export to Excel*.

Once Excel opens, select to print.


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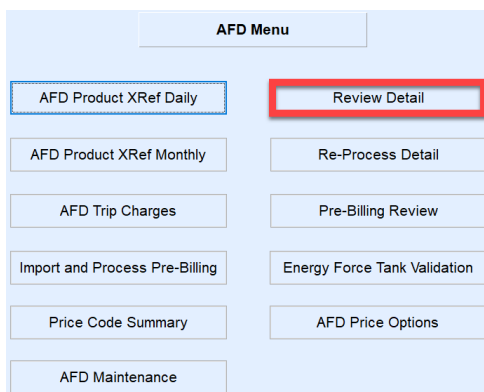
3. Press **Ctrl+M** to modify and make necessary changes such as updating the *EF Prod ID*, *Coop Acct#*, etc.
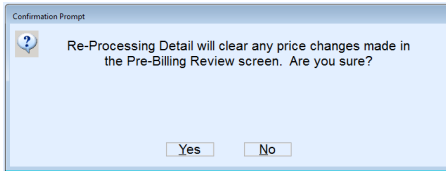

- Items with the exception of gallons can be modified in this screen.

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:

Confirmation Prompt

Re-Processing Detail will clear any price changes made in the Pre-Billing Review screen. Are you sure?

Yes   No

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.
    - 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**.
    - 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.)
    - 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.

3. A message will appear to indicate the price change. Select **Yes** to confirm or **No** to cancel.
   - When **Yes** is selected, the *Total Tax* and *Total Amount* columns will automatically recalculate based on the new price.

Start Final Processing

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

 required.

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

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