

AFD Processing

Last Modified on 11/01/2023 8:23 am EDT

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 BILLING FOR_3_16_2018.TXT - Notepad
File Edit Format View Help
1,0100,108636,03/22/2018,
2,101356,
3,GSH,UL 10% ETH,1,1,1002.7,,03/16/2018 23:59:00,998.1,1284.1,0,1284.1,0,1284.1,0,1.7803,2286.08323,53.54697,139.9669,0,24321,,,
```

Cust#	Contact Name	Tank Id	Tank Cap	Split Bill%	Dept	AFD Glns	Price	Pric Code	Tier	Total Tax	Total Amount
10486		6,193	520.00		80501	25.00	2.4269	501	B	\$0.00	\$60.67
10631		7,221	800.00		80501	88.10	2.4269	501	B	\$0.00	\$213.81
12223		24,321	1000.00		70201	1284.10	2.6526	201	C	\$0.00	\$3,406.20
10238		6,382	1000.00		80533	686.00	2.5969	533	C	\$0.00	\$1,781.47

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				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	2/2/3/2012
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	2/2/3/2012

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

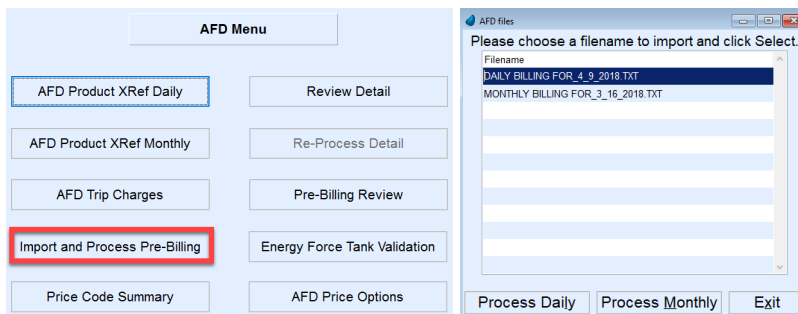
delivered.

- 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.

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	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
2	106606	13556						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	2/3/2012
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	2/3/2012
2	106771	14563						501710000	2/7/2012														
3	X0207	ULSD FLD SE		1	1	315.5	1816629	2/7/2012 23:59	193.2	193.2	0	193.2	0	193.2	0	3.2002	618.28	10.34	38.45	0	7037	2	2/3/2012
3	GSH	UL 10% ETH		1	2	517	1816630	2/7/2012 23:59	259	259	0	259	0	259	0	2.755	713.55	11.99	51.54	0	7036	2	2/3/2012
2	85693	15129						50268	2/7/2012														
3	X0201	ULSD FLD		1	2	3008.1	b50310	2/7/2012 23:59	0	732.6	732.6	732.6	0	732.6	0	3.214	2354.58	29.38	57.88	0	14343		
3	X0209	ULSD FLD WA3		1	2	3008.1	b50310	2/7/2012 23:59	0	1500	1500	1500	0	1500	0	3.234	4851	60.15	118.5	0	14343		
2	120987	17498						50208	2/7/2012														
2	UL	UNLEADED		1	1	294.6	1817390	2/7/2012 23:59	200	200	0	200	0	200	0	2.9	580	6.02	39.8	0	31276	2	2/6/2012
2	120790	22538						50135	2/7/2012														
3	GSH	UL 10% ETH		1	3	571.9	1817395	2/7/2012 23:59	478.8	478.8	0	478.8	0	478.8	0	2.825	1352.61	18.24	85.71	0	16483	2	2/6/2012
2	107245	22948						500280000	2/7/2012														
3	X0207	ULSD FLD SE		1	1	571.9	1816538	2/7/2012 23:59	233	233	0	233	0	233	0	3.2002	745.65	8.18	46.37	0	10823	2	2/3/2012
3	GSH	UL 10% ETH		1	2	571.9	1816539	2/7/2012 23:59	250	250	0	250	0	250	0	2.755	688.75	7.53	49.75	0	10097	2	2/3/2012
4	2/8/2012	18																					

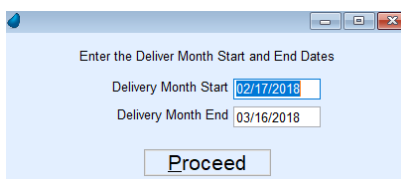
Price Option 2 Processing

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**).

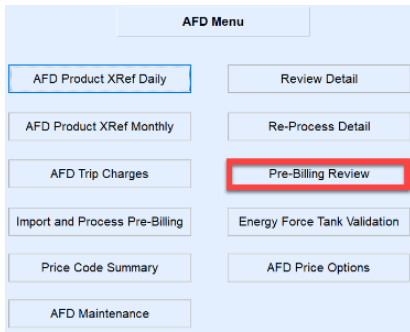
- **Daily** – The file will begin to process immediately and display an AFD import counter.
 - If a buyout is present in the Daily file, the system will request a monthly date range.
 - Buyouts will be priced based on standard Price Option 2 rules. It will not attempt to use monthly price averaging as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

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
 Split? Yes
 Posting Referenc PREM DYED DIESEL

Buttons: View All, View Contracts Only, View Split Bill Only, Show Price Calc., Show Errors, 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
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

Show Price Calculation

Description: 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

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	\$0.1800	01/01/2017	12/31/2050	
31		212	UNLEADED - NON - M	2	UL FEDERAL EXCISE TAX	\$0.1940	01/01/2017	12/31/2050	
31		212	UNLEADED - NON - M	5	INPSECTION FEE	\$0.0030	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

1,0100,108636,04/11/2018, Base Price

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

1,0100,108636,04/11/2018, Freight Delv Charges

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	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 FMXL	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
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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	
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Products	Location	Tank	Optimizer Log	GPS Tank Coordinates
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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:

Delivery Address	Special Delivery Instructions
City/ST/Zip	Rrf <input type="checkbox"/>

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 CYLINDER 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	0.4600
B Tier	2.0044	1000	7499	0.0000	0.3600
C Tier	1.8544	7500	10000	0.0000	0.2600
D Tier	1.8244	10001	15000	0.0000	0.1600
E Tier	2.0544	15001	99999	0.0000	0.0600
F Tier	0.0000	0	0	0.0000	0.0000
G Tier	0.0000	0	0	0.0000	0.0300
H Tier	0.0000	0	0	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

Split? No

Posting Referenc: SUPER UNLEADED TOP TIER

- 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

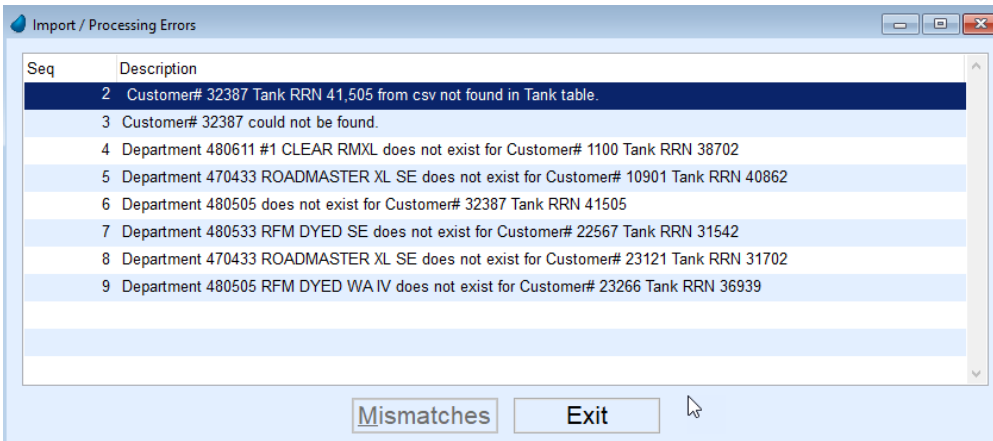
Contract? No Transaction
Split? Yes
Posting Referenc

- 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.

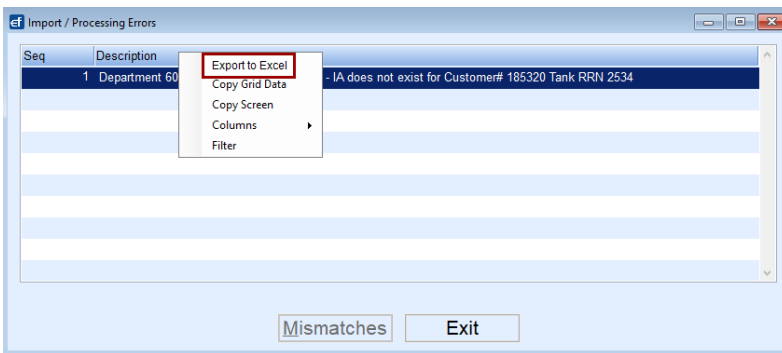
Show Errors

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.

ce Calc.	<input type="button" value="Show Errors"/>
Bill Only	<input type="button" value="Start Final Processing"/> <input type="button" value="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
3	1	Department 60xxx Ruby Fieldmaster B20 - IA does not exist for Customer# 185320 Tank RRN 2534
4		

Possible Errors

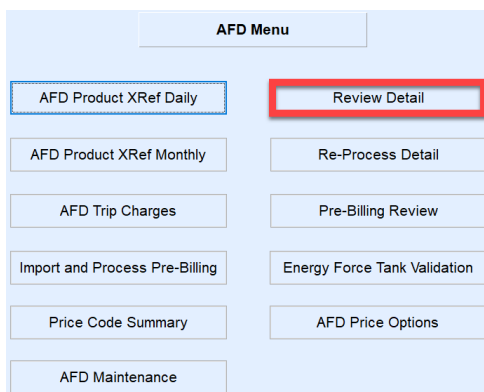
- **Tank RRN number not found** – The Tank RRN in the Cenex AFD file does not match the Energy Force Tank RRN number.
- **Customer Number not found** – The Customer Number in the Cenex AFD file does not match the Energy Force customer account number.
- **0 Division Number** – The Division number imported 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#	Apptd to DI AFD Prod ID	EF Prod ID	Glns Deliv	Glns Used	AFD Cust ID	Coop Acct#
1	2		41505	106	X0209	480505	0.00	775.00	106324	32387
1	2		31714	219	GSH	270201	0.00	57.90	106847	16118
3	1		10786	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	106926	15564
1	2		24183	145	GSH	270201	0.00	95.00	106485	12650
1	1		24267	134	X0201	480501	0.00	50.40	106435	12363
1	1		24267	135	X0207	480533	0.00	1802.00	106435	12363
1	2		24268	136	SOUB5	270211	0.00	773.00	106435	12363
1	1		7433	202	D6209	480501	0.00	143.00	106756	14538
1	1		7433	203	X0209	480505	0.00	110.00	106756	14538
1	1		30859	300	X0108	470405	0.00	1879.00	120549	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	85652	15129
1	1		7221	58	X0201	480501	0.00	88.10	106150	10631
1	4		24319	149	GSH	270201	0.00	118.00	106516	12949
1	1		24324	148	X0207	480533	0.00	1734.10	106512	12944
1	2		31482	293	GSH	270201	0.00	75.00	120070	27309
1	1		16739	252	D6108	470405	0.00	443.00	107010	16004
1	1		14349	122	D6209	480501	0.00	40.00	106400	12165
1	1		6220	247	X0201	480501	0.00	30.00	106983	15804

Record Count	1	State Taxed	775.00000
AFD Product Type	ULSD FLD WA4	State Tax-Exempt	0.00000
Tank Cap	1016.6	Federal Taxed	775.00000
Ref ID		Federal Tax-Exempt	0.00000
Delivery Date / Time	03/16/2018 23:59:00	Co-op Cost per Gallon	2.04530
Buyout Gallons	0.00	Total Cost No Taxes	1585.10750
Customer Address		Total Freight	48.98000
Customer City, State, Zip		Total Delivery Charges	84.47500
		Total Trip Charges	0.00000
		Billing Date	03/16/2018
		Order Date	03/16/2018

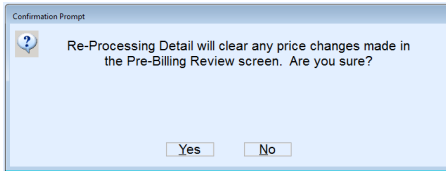
Exit

- 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.
 - 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.

DB FARM LLC 99	498	567.90	50.00	53000	100.50	2.2944	530	A	\$51.21	\$281.80
	493	881.30	53000	459.00	310000	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	

Confirmation Prompt

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

- 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

14

ER

Only

- Once the file has been modified to correct errors and pricing, select **Start Final Processing**.
- 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 required.

Posting Division

Enter a posting Division and click Continue.

Enter the Deliver Month Start and End Dates

Delivery Month Start

Delivery Month End

- The file will process and create a sales journal.

Processing Completed

All Processing has finished.

- 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	