AFD Maintenance Tables

Prior to using AFD Processing in Energy Force, specific maintenance programs located in the *AFD Menu* and *Supervisor/Maintenance Tables* menu must be created for successful processing.   Once the tables are in place, they will require routine maintenance for price updates, new products, etc.

Departments

Cenex AFD designates Product IDs for the products they deliver. The Product IDs must be added to the Energy Force Department table for translation and processing purposes. Energy Force Dept IDs must be a numeric value that will be assigned to the Cenex AFD Product ID in the AFD Product XRef tables within the *AFD Maintenance* menu.

Examples of Product IDs from Cenex AFD are as follows:

D6100 – ROADMASTER XL (Dept # 407401 in the example below)

X2300 - #2 CLEAR (Dept # 470419 in the example below)

GSH - SUPER UNLEADED TOP TIER (Dept #270201 in the example below)

Refer to the Maintenance File Management section to set up Departments.

It is important to note that Departments will need to be added to Division 1 in addition to the Cenex AFD posting Division.

Rack Code Maintenance

Rack Codes are used to update pricing and margins simultaneously for various price codes listed in the Price maintenance file.

Example:

Multiple price codes for Roadmaster diesel fuel are listed in the price maintenance example below. When pricing or margins fluctuate for this product, it is generally for the same number of dollars/cents. Tying the same rack code to the price code allows for the Rack Utility program to update all price codes and margins at once, rather than having to update individually.

Adding a Rack Code

1. From the main menu of Energy Force, navigate to *Supervisor Menu / Maintenance Menu / Maintenance Tables*.

2. Select **Rack Code**. Set *Mode* to *Edit/Create*, *Scope* to *One Division*, and enter the *AFD Division* number in the *Division* field. Select **Continue**.

3. The *Rack Code* screen will appear. Choose **Create**.

4. Enter the *AFD Division* number and press **Tab**.

5. Enter *Rack Code* number and press **Tab**.

6. Enter a *Rack Code Description* and press **Tab**.

7. Enter the current *Price* for the product associated to the rack (this price will fluctuate when the Update Rack Pricing program is processed) and select **Save**.

Division	Rack Code	Description	Price
31	14	AFD ROAD DIESEL	2.8290

Price Code Maintenance

AFD Price Option 2 requires that a price code be applied to the customer tank.

For price option 2, the AFD processing program is looking at the margin associated to the price code and tier assigned to the customer tank. It does not look at the price, as that information comes directly from the Daily or Monthly billing files.

Adding a Price Code

1. From the main menu of Energy Force, navigate to *Supervisor Menu / Maintenance Menu / Maintenance Tables*.

2. Select **Price**. Set *Mode* to *Edit/Create*, *Scope* to *All Divisions*, and enter the *AFD Division* number in the *Division* field. Select **Continue**.

3. The *Price Code* screen will appear. Select **Create**. Move through the fields by pressing **Tab** on the keyboard.

Division	Price Code	Price Description	Price Type	Avgd Price Y/N	Rack Code	Rack Price Description
1	401	ROADMASTER XL - MONITORED	0	Yes	3	AFD ROAD DIESEL
31	401	ROADMASTER XL - MONITORED	0	Yes	3	AFD ROAD DIESEL

Pricing Tiers		Starting Gallons	Ending Gallons	Low Cap	High Cap	Margin
A Tier	3.1190	150	499	0.0000	0.0000	0.5700
B Tier	3.0890	500	999	0.0000	0.0000	0.5700
C Tier	3.0090	1000	1999	0.0000	0.0000	0.5700
D Tier	2.9790	2000	4999	0.0000	0.0000	0.5700
E Tier	2.9290	5000	6599	0.0000	0.0000	0.5700
F Tier	2.8090	6600	999999	0.0000	0.0000	0.5150
G Tier	3.1690	0	149	0.0000	0.0000	0.6200
H Tier	0.0000	0	0	0.0000	0.0000	0.0000

Price Averaging Audit   View Price History

4. Enter the *AFD* in the *Division* column. All pricing must be set up in Division 1 and also in the AFD processing Division.

5. Enter the *Price Code*.

6. Enter a *Description*.

7. The *Price Type* will remain as zero..

8. Enter *Yes* for *Avgd Price Y/N* if using Price Option 1 and the Price Code is associated to monthly monitored billing. Otherwise, leave as *No*.

9. Enter the *Rack Code* for the associated product.

10. In *A Tier*, enter the price per gallon based on *Starting* and *Ending Gallons* ranges.
    o In the above example, the price per gallon is 4.129 for 150 to 499 gallons.

11. Enter *Starting Gallons* and *Ending Gallons*. Press **Tab** until the focus is in the *Margin* column. Enter the margin per gallon.

12. Continue to enter prices and margins for each tier and gallon range.

13. To add another price code, press **F4** to insert a new line or press the **Down Arrow** key. Repeat steps 3 through 12 for each price code and select **Save** when finished.

14. Exit the *Price Maintenance* screen and select **Price Maintenance**.

15. Set *Mode* to *Copy* and enter the *AFD Division* number in the *Division From* field. Enter *Division 1* in the *To Min* and *To Max* fields.

16. Select **Continue**. This will copy all of the newly created price codes in the AFD division to Division 1.

Price Code Change History

When prices/margins are modified, they are stored in the Price Code Change History program indicating the *Code*, *Tier*, *Date*, *Time*, *Price* adjustment, and the *User* who made the adjustment. AFD Processing references this file to determine monthly average and daily billing prices.

Price Option 2 Update Margins

A utility program exists to allow pricing and margins to be updated by the rack codes set up previously in this manual. Prior to using this program, it is necessary to know the amount to increase/decrease for the current price or margin. For example, if the current price is $3.149 and is going to decrease to $3.129, establish that it is a $0.02 decrease. If the current margin is $0.57 and needs to increase to $0.60, establish that it is a $0.03 increase.

1. Navigate to *Main Menu / Supervisor / Processes / Utility Menu / Update Margins*. Press **Tab** to move to the next field.

2. Enter *AFD Division*.

3. Press **F5**, select the **Browse** icon, or type in the *Rack Code*.

4. Select to *Increase* or *Decrease* pricing.

5. Choose to increase or decrease the margin by a *Dollar* or *Percent* amount.

   ○ This rate is generally updated by dollars.

6. Enter the increased or decreased amount in the *Dollars* field.

7. Select **Process**. This will update the price file margins tied to this rack code.

AFD Product XRef Daily & Monthly

The AFD Product XRef Daily file is designed to translate AFD Product IDs to Energy Force Department IDs.

For example:

D6100 – ROADMASTER XL (Dept # 407401 in the Energy Force Department table)

X2300 - #2 CLEAR (Dept # 470419 in the Energy Force Department table)

GSH - SUPER UNLEADED TOP TIER (Dept #270201 in the Energy Force Department table)

Fuel Type, State, AFD Product IDs, and Energy Force Department information must exist in this table so that Energy Force knows how to interpret the incoming products from Cenex AFD and the proper taxing to apply based on the State.

Create XRef Daily & Monthly Files

AFD Product XRef Daily:

1. From the main menu, select *Posting Menu / AFD Menu*.

2. Select *AFD Product XRef Daily* or *AFD Product XRef Monthly*.

   ○ If both types of files are processed, information will need to be added to each menu option.

3. Press **Ctrl+C** to create.

Fuel Type	State	AFD Product ID	Div	EF Dept	Department Description	Use Def Prod?	Combine with EF Dept	Description
DD	IA	D6100	31	470401	ROADMASTER XL	☑	0	
DD	IA	D6102	31	470403	ROADMASTER XL CFI	☐	0	
DD	IA	D6108	31	470405	ROADMASTER XL WA IV	☐	0	
DD	IA	D6201	31	480501	RFM DYED	☐	0	
DD	IA	D6203	31	480503	RFM DYED CFI	☐	0	
DD	IA	D6209	31	480505	RFM DYED WA IV	☐	0	
DD	IA	D6321	31	480507	RFM DYED B-2	☐	0	
DD	IA	D6322	31	480509	RFM DYED B2 CFI	☐	0	
DD	IA	D6325	31	470407	ROADMASTER XL B-11	☐	0	
DD	IA	D6328	31	470411	ROADMASTER XL B-11 WA IV	☐	0	
DD	IA	D6329	31	480511	RFM DYED B2 WA IV	☐	0	
DD	IA	D6350	31	470413	ROADMASTER XL B5	☐	0	
DD	IA	D6351	31	480513	RFM DYED B5	☐	0	
DD	IA	D6353	31	470415	ROADMASTER XL B5 CFI	☐	0	

4. Enter *Fuel Type* (Tank Type) and press **Tab** to move to the next field.

5. Enter the *State* that applies to the product (delivery site).

6. Enter the Cenex AFD *Product ID*.

7. Enter the AFD *Div* number.

8. Press **F5** to select the Energy Force Department code that cross references the Cenex AFD Product ID. This will be the product that is billed to the customer in Energy Force unless *Use Def Prod or Combine with EF Dept* is selected (see steps 9 & 10).

9. If the delivered product from Cenex AFD should be overwritten by the defaulted product associate to the customer tank, select the *Use Def Prod?* checkbox.

    ○ The system will look at the tank product reference file and use the selected default product code that is tied to the customer tank.

    ○ It will also use the price code associated with the default product in the tank product reference file.

10. Combine with EF Dept

    1. If two products are delivered to the same tank and site ID on the same day with this option selected, the system will invoice the customer based on one product code (**Ex:** Heating Oil).

    2. Gallons will be combined and will bill to the EF Dept Description in this field and will appear as one item in the sales journal.

11. Repeat steps 4 - 10 for each cross-reference item. The items must exist for each State that is delivered to by Cenex AFD.

12. Press **Ctrl+Q** to save.

AFD Trip Charges

If the Cenex AFD Daily file applies a trip fee for delivered gallons (minimum gallon delivery), the fee will only apply towards the tank if the AFD Trip Charges maintenance table has been established. The table translates the fee to the appropriate Department code and can bill what is defaulted in the Cenex AFD file or apply a rate established based on gallons in this table. If the gallons delivered are not present in this table, the trip fee will not apply.

Adding A Trip Charge

1. From the main menu, select *Posting Menu / AFD Menu.* Select **AFD Trip Charges.**

| Division	Department	Description	Gallons From	Gallons To	Trip Charge	Default Trip Charge?
31	200000	TRIP CHARGE	1	999	75.00	☐
31	200000	TRIP CHARGE	1000	99999	50.00	☐

2. Press **Ctrl+C** to create a new entry line.

3. Enter the AFD Posting *Division* and press **Tab** to move to the next field.

4. Press **F5** and select the Energy Force department. This will auto-populate the *Description* field.

5. Enter *Gallons from* and *Gallons To*.

6. Enter the *Trip Charge* amount in dollars for the specified gallon range.

   - If ever there is a time to ignore the rate applied by gallons in this table, select the *Default Trip Charge?* checkbox and the system will auto-apply the rate listed in the Cenex AFD file.

AFD Adders Maintenance Tables (Price Option 2 Only)

If processing AFD Monthly and Daily files using Price Option 2, AFD Maintenance tables will need to be created for AFD Adder Types and AFD Adders. When AFD files are imported into Energy Force, the processing program cross references the price code associated to the customer tank and determines whether additional fees should apply based on price codes applied in AFD Adders.

Create Adder Types

1. From the main menu of Energy Force, navigate to *Posting Menu / AFD Menu / AFD Maintenance* and select **AFD**
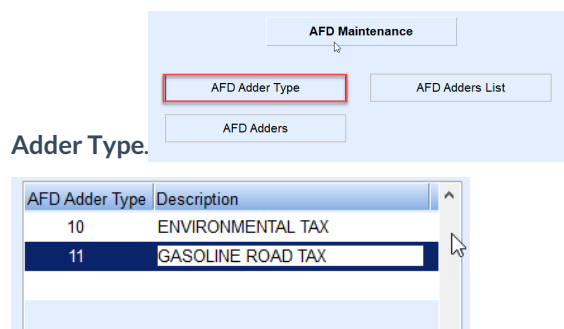
   Adder Type.

2. If this is the first time entering adders, the program will be in *Create* mode. If the program is not in *Create* mode, press **Ctrl+C** on the keyboard.

3. Enter an *AFD Adder Type* code and press **Tab**.

4. Enter a *Description* and press the **Down Arrow** button.

5. Repeat steps 3 & 4 for each *Adder Type*. Press **Ctrl+Q** to save.
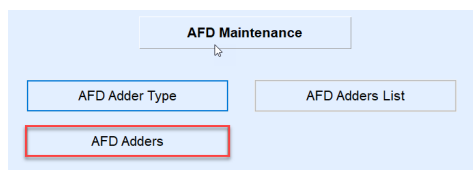
Create AFD Adders

1. From the main menu of Energy Force, navigate to *Posting Menu / AFD Menu / AFD Maintenance*. Select **AFD Adders**.


2. If this is the first-time entering adders, the program will be in *Create* mode. If the program is not in *Create* mode, press **Ctrl+C** on the keyboard.

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

3. Press **F5**, select the **Browse** button, or key in the AFD *Division* number.

4. Select a *Price Code* to associate an Adder fee and press **Tab** to move to the next field.

   ○ Any time this price code is used, it will auto-apply the associated *Adder Type*.

5. Select an *Adder Type* (Environmental fee, excise tax, etc).

6. Enter the *Adder Amt* for the fee. This amount will be multiplied by gallons delivered.

7. Enter an *Active Start Date* for the fee.

   ○ The system will accept a future date. The delivery fee will not apply until deliveries are equal to this date.

8. Enter an *Active End Date* for the fee.

   ○ The ending date will automatically expire the fee and will no longer apply to any delivery that exceeds the date.

   ○ If a fee becomes inactive prior to the *Active End Date*, select the *Inactive?* checkbox and the fee will no longer apply to any delivery regardless of the *Active End Date*.

9. Use the **Down Arrow** on the keyboard to enter another fee and repeat steps 3 through 8 for each fee. Press **Ctrl+Q** when finished.

Tank Maintenance

Energy Force requires AFD tanks to be set up on the *Tank Information* screen with *Price Codes*, *Tiers*, and *Departments*. The *AFD Product to Tank Product Ref* option located in the *Utility Menu*, allows the setup of a standard tank product reference scheme to apply to tanks based on a tank type (Clear, Dyed, Gas) and gives the ability to establish a default *Product*, *Price Code*, and *Tier* to the product groups.
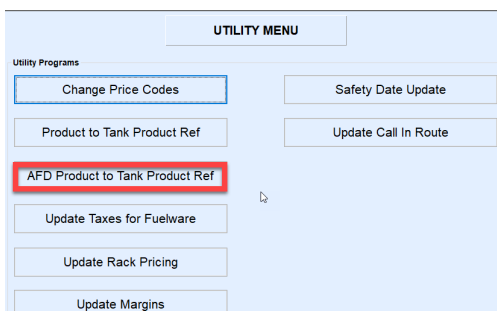
AFD Product to Tank Product Ref Setup

1. Go to *Main Menu / Supervisor / Processes / Utility Menu* .

2. Select **AFD Product to Tank Product Ref**.

3. Enter *File extension* and press **Tab** to move to the next field.

    ○ *File extension* allows the setup of a profile of products to add to customer tanks based on the criteria selected. In this example, a file extension will be created called DDMON (Dyed Diesel, Monitored). This file extension will be used to update all Dyed Diesel tanks with products specific for AFD processing.

    ○ To update this extension in the future, enter the same File Extension name. The product will automatically populate, leaving only the *Tank Type*, *Customer Type*, and *Location Code* to be entered.

4. Enter the Customer *Division* number (Cooperatives – Div 1).

5. Enter the ending *Division* number.

6. Enter the *Tank Type* code. If unsure of the code, press **F5** or select the **Browse** icon to display a list.

7. Enter the *Customer Type* code.

8. Enter the *Location Code.* This will be the AFD Division.

9. Select the *Clear all Existing Tank Products?* checkbox to clear all existing products currently in the tank product reference table. If choosing to leave the products currently in the tank product reference, leave this field unchecked.

    ○ If adding a new product reference table for AFD, it is recommended to check this option to remove any products that may already be associated to the tanks.

    ○ If adding a product to an already established product reference, leave this field unchecked.

10. Select in the Product field and press **F5** or type in the *Product* code.

11. Press **F5** or manually key in the *Price Code*.

12. Enter the pricing *Tier.* This will auto populate the *Price* field.

13. Enter the *Use Code* if applicable.

14. Enter the *Discount Code*.

15. If the product entered is the default product, mark the *Default?* checkbox.

16. To enter another product, press **F4** or the **Down Arrow** key and repeat steps 10 through 15.

    ○ If for some reason all items need cleared to re-enter information, press the **Clear** button located at the bottom of the screen.

17. Select **Add** when the product reference profile has been completed.

18. A message will appear stating *Add has finished Running once completed.* The *Tank Info* screen should now

reflect the products added using this feature. Verify setup is correct.

It is important to note when adding Energy Force tank RRN codes to the Cenex AFD program, only utilize the numeric value for the Tank RRN number in Energy Force. Do not type *RRN* in front of the number.