

Pre-Buy / Contract Posting

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Pre-Buy/Contract Posting gives the ability to allocate the number of gallons that should be received in a month on contracts purchased and updates gallons received from Bill of Lading Posting. Print the Vendor History Contract report that lists bills of lading received by contract.

1. From the *Propane Storage Menu*, choose **Pre-Buy/Contract Posting**.
2. Press **Ctrl+C** to create a new pre-buy/contract. To change a pre-buy/contract, select the pre-buy/contract to change, press **CTRL+M**, and make any necessary changes.
3. In the *Div* field, enter the Division number the pre-buy/contract is tied to or press **F5** to select the Division from the list.
4. In the *Vendor* field, enter the vendor the pre-buy/contract is tied to or press **F5** to select the vendor from the list.
5. Enter the *Vendor Name*. If a Vendor number was entered or selected, the *Vendor Name* will fill in automatically. Press **Tab**.
6. Enter the date the pre-buy/contract starts in the *Start Date* field and the date the pre-buy/contract ends in the *End Date* field.
7. Enter a unique identifier for the pre-buy/contract in the *Contract Number* field.
8. Enter the number of *Gallons* on the pre-buy/contract.
9. Enter the *Tank Type* for the pre-buy/contract or press **F5** to select the Tank Type from the list.
10. Enter the *Location* the pre-buy/contract is tied to or press **F5** to select from the list.
11. In the *Contract Price* field, enter the price per gallon for the pre-buy/contract.
12. If a set number of gallons are set to be delivered in a specific month, enter the number of gallons allocated for that month in the *Allocated* field.
13. In the blank area, enter comments for the pre-buy/contract.
14. Press **CTRL+Q**.