Manual Price File Update

Daily pricing updates take place in the Price Maintenance table. To access this table, go to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Price.*

Division	Price Code	Price Description	Price Type	Avgd Price Y/N	Rack Code	Rack Price Description
1	200	NL	2	No	14	UNLEADED PLUS
1	201	E10	2	No	0	
1	202	PNL	2	No	14	UNLEADED PLUS
1	203	#2 DYED	2	No	24	#2 DYED DIESEL
1	204	FM	2	No	24	#2 DYED DIESEL
1	205	#2 CLEAR	2	No	20	#2 CLEAR DIESEL
1	206	RM	2	No	20	#2 CLEAR DIESEL
1	207	#1 DYED	2	No	22	#1 DYED DIESEL
1	208	#1 FM	2	No	22	#1 DYED DIESEL
1	209	#1 CLEAR	2	No	18	#1 CLEAR DIESEL
1	210	#1 RM	2	No	18	#1 CLEAR DIESEL
1	211	E85	2	No	0	
1	250	SPEC ROUTE NL	0	No	0	
1	251	SPEC ROUTE E10	0	No	0	

Pricing Tiers		Starting Gallons	Ending Gallons	Low Cap	High Cap	Margin
A Tier	2.5990	0	799	0.0000	0.0000	0.0000
B Tier	2.4490	800	1799	0.0000	0.0000	0.0000
C Tier	2.4290	1800	3499	0.0000	0.0000	0.0000
D Tier	2.3990	3500	999999	0.0000	0.0000	0.0000
E Tier	0.0000	0	0	0.0000	0.0000	0.0000
F Tier	0.0000	0	0	0.0000	0.0000	0.0000
G Tier	0.0000	0	0	0.0000	0.0000	0.0000
H Tier	0.0000	0	0	0.0000	0.0000	0.0000

Price Averaging Audit   **View Price History**

1. Select *Edit/Create* and choose **Continue**. This will display the *Price Entry* screen.

2. Select the desired Price Code. Always update Division 1 as this is the Master Price table.

3. Update the *Pricing Tier* information listed in the lower section of the screen.

4. If the Price Code has more than one Price Tier, make sure to update all associated Price Tiers if applicable.
   - If using multiple Price Tiers, verify *Starting* and *Ending Gallons* are accurate for the tier.

5. Modify each Price Code as necessary and select **Save** when finished.

6. Exit the price file.

7. Select the Price Maintenance Table again and choose *Copy*.

8. Enter Division 1 as the Division to copy and enter the *Starting* and *Ending Locations* (only if the prices for those locations are the same).
   - If pricing is different for a location compared to what is entered in Division 1, manually update that Division.