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	1	RESIDENTIAL	0	No	0		
1	2	COMMERCIAL	2	No	0		
1	3	AGRICULTURAL	0	No	0		
1	4	GASOLINE	2	No	0		
1	5	DYED DIESEL	0	No	0		
1	6	LABOR	0	No	0		
1	7	NO PRICE	0	No	0		
1	8	DEFERRED BILLING DIESEL	0	No	0		
1	50	20# CYLINDER EXCHANGE	0	No	0		
1	99	PREBUY CONTRACT PRICE 2017	0	No	0		
1	999	DYED DIESEL CONTRACT 2020	0	No	0		
2	1	RESIDENTIAL	0	No	0		
2	2	COMMERCIAL	0	No	0		
2	3	AGRICULTURAL	0	No	0		
2	4	GASOLINE	0	No	0		
2	5	DYED DIESEL	0	No	0		

Pricing Tiers		Starting Gallons	Ending Gallons	Low Cap	High Cap	Margin
A Tier	2.0000	1	499	0.0000	0.0000	
B Tier	0.9900	500	999	0.0000	0.0000	
C Tier	0.9800	201	399	0.0000	0.0000	
D Tier	0.9700	400	499	0.0000	0.0000	
E Tier	0.9600	500	599	0.0000	0.0000	0.0000
F Tier	0.9500	600	699	0.0000	0.0000	0.0000
G Tier	0.9400	700	799	0.0000	0.0000	0.0000
H Tier	0.9300	800	899	0.0000	0.0000	0.0000

Price Averaging Audit | Create | Save | Cancel | **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.