PrePay Adjustments

When a prepay account uses up their credit, you need to perform a special posting so that part of the delivery can be posted at today's price.

From the **Utilities (F7) / Posting Words (F2)** screen, set up a new transaction code under the Charge category called **'PRE PAY ADJ'**.   You will use it to close out pre pay balances.

Enter **1.00** in the Amount box and **check** Is a Rate as shown.

Now you are ready to go.

You must post the whole Fuel delivery on one line so that the Delivery-Factor is kept correct.   Then you must post two adjustments to address the price difference and fix the account.

Step 1.

As you post this delivery of 175.3 gallons, notice that the customer has 168.2 gallons left on their prepay.

When the fuel delivery line is completed, the prepay area will turn red alerting you to the fact that the customer has exceeded their prepay.

Post a second line.

Press **"Charges F3"**. Choose the **PRE PAY ADJUST** charge you set up above.

| Prepay Qty Left: 0.0 | Discount: 1.299P |
| Prepay Bal: 0.00 | Price Calc: 1.299 Fixed Price |

#	Description	Comments	Amount
	#2 CT RES	175.30 @ 1.299	$227.71
	PRE PAY ADJUST	-7.10 @ 1.299	($9.24)

When you reach the prompt for **"Units"**, enter exactly what you see in the red **Prepay Qty Left** field. In this case enter   **-7.1**.   (Green Arrow above)   Be sure to enter the minus sign. Remember this number.   It is the number of gallons that will need to be posted at the regular price later in Step 3. When you reach the price section, enter the same price you see in the **Price Calc** field above.   In this case enter   **1.299**   (their old contract price).   This reduces the invoice by the correct amount. In the amount section expect to see a number (Red Arrow above) that is slightly different from the red **Prepay Bal** field.   There is almost always a rounding error.   Fix the amount to match **PrePay Bal** but be sure to leave the minus sign.

Now **Prepay Qty Left** and **Prepay Bal** are both zero and you can Save the invoice.

Step 2.

In the customer's Site Info page, change them to a **R**egular type.

Finance Charge: Y   RBFP R   CR: A

In the customer's Fuel Scheduling section, remove any special **Pricing** and set the **Pricing** back to normal.

R/C/F: R   +/-   - 0   :_%

Step 3.

Post a new charge to the customer. Choose **"Charges F3"**   and choose **the PRE PAY ADJUST** again.

Description	Units	@ Price	Amount
PRE PAY ADJUST	7.10	1.899	$13.48

In the units section enter the **7.1** gallons you remembered from Step 1.   This time do not use the minus sign. In the Price section, enter today's normal price for this fuel.   Post the transaction.