

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 <u>Utilities (F7) /</u> <u>Posting Words (F2)</u> 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 <u>Amount</u> box and **check** <u>Is a Rate</u> as shown.

Now you are ready to go.

You must post the <u>whole</u> 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.

	20				- Tax Discour	nting —	
escription:	PRE PAY	ADJ			Allowed in	n Invoice:	
L Account:	4000				Allowed in Credit:		
. Discount:	4280						-
Tax 1:	N/A						-
Tax 2:	N/A						
Tax 3:	N/A			1			-
Tax 4:	N/A			7			
Amount:	1.00	ls	a Rate: 🔽	ls	a Tax: 🗖		
$\overline{\mathcal{A}}$		Use Pa	arts List: 🕅	ls a E Cle	Burner 🗖		

Step 1.

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

	#2 CT RES		175.30	1.299	
f#	Description		Units	@ Price	Amoun
	Prepay Bal: -218.47	P	rice Calc:	1.299 Fixe	ed Price
Pre	pay Qty Left: 168.2	F I	Discount:	1.299P	
	Auto/Call: Auto		Needed:	179	C N/A
	Water/Heat: Water		Next Del:	5769	C N/A
	Drop: 175		Last Del:	4089	C N/A
	Tank Size: 275		K-Factor:	9.6	© 3. #2 CT RE

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.

Pre	epay Oty Left: 7.1	Discount: 1.299P		
	Prepay Bal: 9.24	Price Calc: 1.299 F	ixed Price	
#	Description	Comments	An	ount
	#2 CT RES	175.30 @ 1.299		\$227.71
	PRE PAY ADJUST	-7.10 @ 1.299	-9.22	



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Post a second line.

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

ay Oty Left: <mark>0.0</mark> Prepay Bal: <mark>0.00</mark>	Oty Lef	bay Qty Left: 0.0 Prepay Bal: 0.00	Discount: 1.299P Price Calc: 1.299 Fixed	Price
Description	Descri	Description	Comments	Amount
#2 CT RES	CT RES	#2 CT RES	175.30 @ 1.299	\$227.71
PRE PAY ADJUST	E PAY	PRE PAY ADJUST	-7.10 @ 1.299	(\$9.24)
PRE PAY ADJUST	E PAY /	PRE PAY ADJUST	-7.10 @ 1.299	

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. <u>Remember this</u> <u>number</u>. 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 <u>leave the minus</u> sign.

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

Step 2.

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

Finance Charge: Y RBFP R CR:

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

R/C/F: R +/ 0 :_	%
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Step 3.

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

Units	@ Price	Amount
7.10	1.899	\$13.48
	Units 7.10	Units @ Price 1 7.10 1.899

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.