

HOW TO ENTER GAS PRICES & RENT

1. Get a list of the gases (items numbers) and you can do this by going into customer inquiry and print your F1 screen.
2. Next press F7 and go back to your main menu and go to "gas price file update" #23.
3. Press 23 and enter then put in your customer # this will enter you into the file.
4. If you are changing a price locate your gas on the file you may need to page down. When this is done next press F9 to access fields. This will allow you to arrow down to the gas price, enter the correct price. To enter a gas price put it in and make certain there are four places after the decimal (if the price is \$23.48 you would enter 234800 if the price is \$.28 you would enter 2800). If the price is all you are changing just press field plus and enter and you will return to the main menu.
5. If you are also changing the rent price after you have entered the price of the gas field plus over to sp code and enter * (this allows you to pull up an invoice on the F2 screen), next field plus to spec rate, this is where the rental price goes, when you enter the rental price you must put 3 places after the decimal (if the price is \$2.50 you would enter 2500 if it is daily rental you may leave this space blank unless there is a special rate).
6. The next step is to field plus to method. This tells the computer how to bill out the rent. Enter e for end of the month, D for daily, and f for free. Now if a customer owns 2 acsm they will be recorded as two 99yr leases and you would still enter a rent price because at some time the customer may have more than two cylinders and then the computer will automatically bill them. The computer will not charge them if they don't get more than the two they own. You will only enter free for someone who owns all the cylinders they will use.
7. Suppose you want to delete a gas field plus over to del and enter a D. This will only delete if the cylinder balance is zero and after we have had a closing at the end of the month.
8. Now if you want to enter a gas not on the customer's act press F9 then F6 this will bring up a menu at the bottom of the page. Enter the price (see #4) field plus enter * by special Price, field plus to special rate (see # 5), then field plus twice to method (see # 6) then press enter. The gas is now recorded.