USING A PREPAID PRICE LEVEL

Instead of "locking in" a specific prepayment price on growers' plans now, you want to charge them the "going rate for prepaid product" when they pick up their product in the spring.

What you'll find:

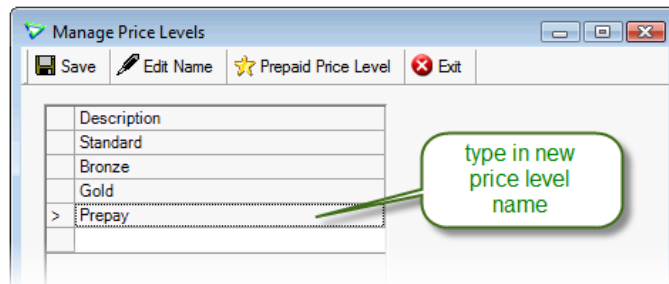# Getting Ready to Use the Current Prepaid Price

Set the Prepaid Price Level

Designate a new or an existing price level as "*the* prepaid price level".
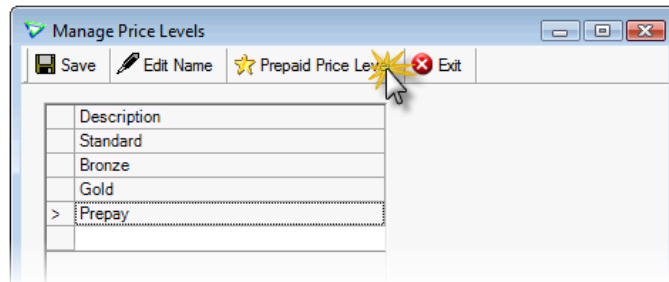
Note:	This is something that you will do only once.

Navigate to ***Inventory > Manage > Pricing > Price Levels***.

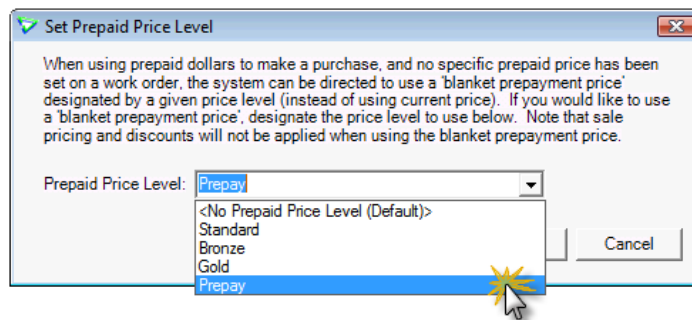If creating a new price level to be "the" prepaid price level, type a ***Description***.

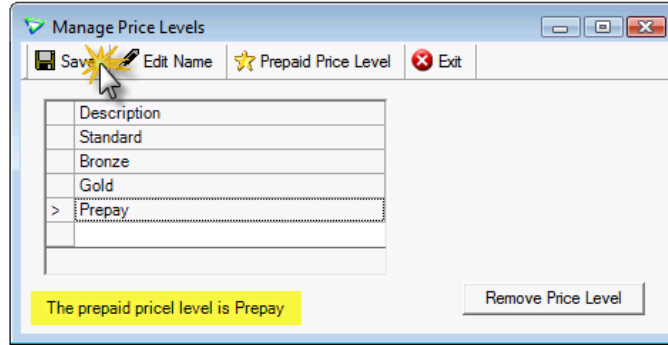*Inventory > Manage > Pricing > Price Levels*

To designate which price level is *the* Prepaid Price Level click the ***Prepaid Price Level*** button.

Choose the price level from the drop down menu and click ***OK***.

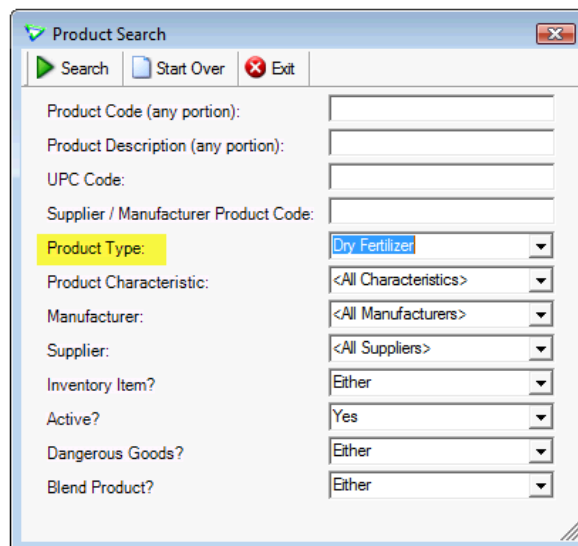You will see visual confirmation that you've set a prepaid price level. Click **Save**.

Set the Product Prepayment Prices

Now that you've got a designated Prepaid Price Level, you'll need to set some prepaid prices for your products.

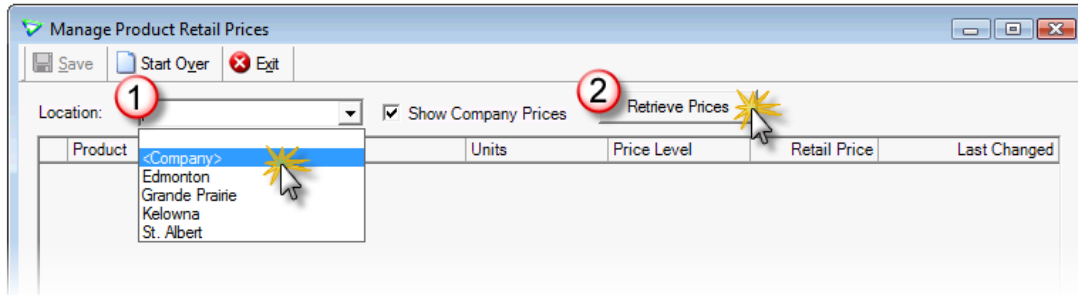|	
Tip:	This can be done at any time prior to invoicing.

From the menu, navigate to **Inventory > Manage > Pricing > Retail Prices**.

If you want a list of all products, click **Search**. If you would like to narrow down the list of products that you want to price, choose a specific Product Type (or use another criteria) before you **Search**.

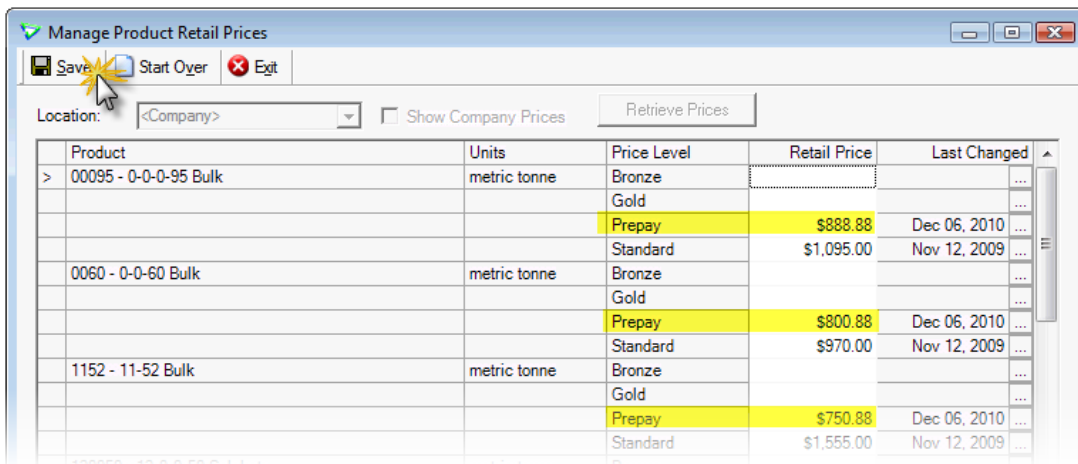*Inventory > Manage > Pricing > Retail Prices*

Choose the *Location* and click *Retrieve Prices*.

Inventory > Manage > Pricing > Retail Prices

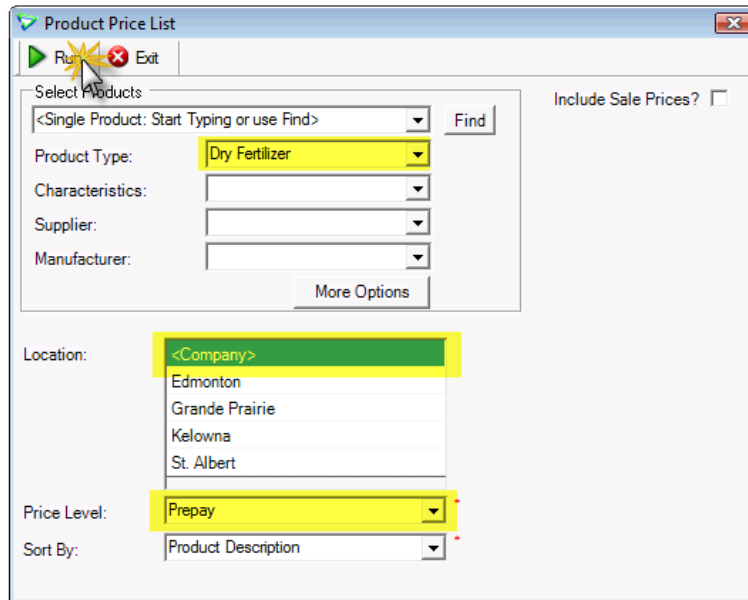| Tip:	If all locations will charge the same price, you can set the prepayment price at the *<Company>* Level.

Type the prepaid price for each applicable product and *Save* your changes.

Double Check Prepaid Prices

Once you've set your prepaid prices, you can confirm accuracy using the ***Product Price List*** report.

From the menu, navigate to ***Inventory > Reports > Product Price List***. Use additional search criteria to shorten the list of products (if applicable), choose the ***prepaid price level***, and click ***Run***.

Inventory > Reports

Use the results to check your prices.

Product	Price Level	Location	Current Price	Units
0-0-0-95 Bulk (00095)	Prepay	<Company>	$888.88	metric tonne
0-0-60 Bulk (0060)	Prepay	<Company>	$800.88	metric tonne
11-52 Bulk (1152)	Prepay	<Company>	$750.88	metric tonne
12-0-0-50 Sulphate (120050)	Prepay	<Company>	$950.00	metric tonne
20-0-0-24 Bulk (200024)	Prepay	<Company>	$570.88	metric tonne
46-0-0 Bulk (46)	Prepay	<Company>	$950.88	metric tonne

Using a Prepaid Price Level on Work Orders and Invoices

For any work orders or invoices that you create now, as soon as you check the ***Prepay*** box the price will default to the prepaid price (you can override the price on any WO or INV if you need to).

But what if there is a lot of price volatility for products? What if you don't know what the price will be 6 or 8 months from now? You still want to track your commitments, but you're just not sure what the final price will be.

Work Orders: Flag as Use Current Prepaid Price (optional)

When adding prepaid products to work orders, you can flag them to **use whatever the current prepaid price is at invoice time** instead of typing a specific dollar amount by **checking <u>both</u>** the *Prepay* and the *Use Current Price on Invoice* checkboxes.

Accounts Receivable > Work Orders

> **Note:**　　　**BOTH boxes** must be checked to **Use the Current *Prepaid* Price** on invoices.

You'll see from the work order that the grower will get the current prepaid price.

> **Caution**   When a customer has prepaid products with no specific prices listed on their prepayment plan/work orders, agrē cannot accurately calculate how much the customer is **over** or **under allocated**.

Accounts Receivable > Reports

Invoices: Getting the Current Prepaid Price

Linking to a Work Order

When you create the grower's invoice, you'll import the loadout ticket (or add products directly) …

Accounts Receivable > Invoices > Add Blend Row

> **Tip:** Using *Auto Link* is a fast way to link to the oldest prepaid work order first, but you can also click the *Pricing* button to choose to link to a particular work order.

…then link them back to work orders to get any special prepaid pricing. After you link products on invoices or loadout tickets back to the work orders, agrē will default to the current prepaid price.

Accounts Receivable > Invoices > Add Blend Row

When a Customer has No Work Order

If the customer has deposited prepaid funds on account and should get prepaid pricing, but has no work orders to link to, you just need to flag the items on the invoice as Prepaid and they'll get the prepayment price automatically.

Blend with No Work Order

Click the *Prepay* checkbox to get the current prepaid price.

Accounts Receivable > Invoices > Add Blend Row

Straight Product with No Work Order

Click the *Prepay* checkbox to get the current prepaid price.

Accounts Receivable > Invoices

Caution	If first you specify a *Unit Price* and then check the *Prepay* box to use prepay funds from the customer's account, your price will be overwritten by the ***Prepaid Price***. If you want to use prepay funds, but don't want to give the customer the standard prepaid price, you will need to manually change it after checking the *Prepay* box.

Prepaid Price Level Rules of Engagement

If there is no price set at the Prepaid Price Level, the price will default to the current retail price.

A specified Current Prepaid Price is **not affected** by:

- any product sale prices (e.g. snow shovels on sale during the month of July)
- any discount group pricing (e.g. Friends and Family get 5% off)