

Update Booking Price from High/Low Price Utility

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This Booking utility found at *Admin Utilities / Accounting* works with high/low Booking prices to adjust the Booking price on unpaid Bookings as the market fluctuates.

The Update Booking Price from High/Low Price utility only includes unpaid Booking line items that have both a high and low price set. To establish the high/low prices on a Booking line item, enter the prices in the *Low Unit \$* and *High Unit \$* columns.

	<Product Name>	Quantity	Inv	Levl	<Unit \$>	<Low Unit \$>	<High Unit \$>	Total \$	P	Dwn	Bill U
1	Propane - Home Heating	1000.000	Gal	List	2.10	1.75	2.75	2100.00	<input type="checkbox"/>	<input type="checkbox"/>	Gal

When using Advance Price Levels to manage various prices offered to customers, it is very important to select the appropriate Price Level on the Booking line item. When using the utility to update, only Booking line items that match the Price Level selected with the utility will be updated.

Maintaining Product Prices

For the utility to update unpaid Booking prices, the prices must be maintained on the Product. As the market price fluctuates, adjust the price on the Product to make sure the Booking prices are updated correctly when running the Booking utility.

Running the Update Booking Price from High/Low Price Utility

Navigate to *Hub / Utilities / Admin Utilities / Accounting / Update Booking Price from High/Low Price*. Choose the Product and Price Level to be considered when running the utility. For example, selecting *LP Home Heat* as the product and *Level 1* as the Price Level will update all unpaid booking line items that have a high and low price established where the product is *LP Home Heat* and the Price Level is *Level 1*. Using this example, the booking price will be set to the *Level 1* price on the product unless the price is less than the *Low Unit \$* price on the booking or greater than the *High Unit \$* price on the booking. If the *Level 1* price is less than the *Low Unit \$*, the *Low Unit \$* price established on the booking will be used. If the *Level 1* price is greater than the *High Unit \$* price, the *High Unit \$* price established on the booking will be used.

Update Booking Price from High/Low Price

Please make sure there is no other booking activity taking place while this utility is running or errors could occur.

<Select Product> Propane - Home Heating

Dept ID Prop00 Prod ID PropHH

Price Level List Price

Load Set Save Set Process Cancel

The **Load Set** and **Save Set** buttons can be used with this utility to save the selections.

After the utility has finished running, a report will display the affected Bookings along with the *Previous Price* and the *New Price*.

Update Booking Price From High Low Price

For Product Propane - Home Heating
Price Level List Price

Customer ID	Customer Name	Booking Number	Previous Price	New Price
AndBa	Barry Anderson	1200274	2.10	1.75