



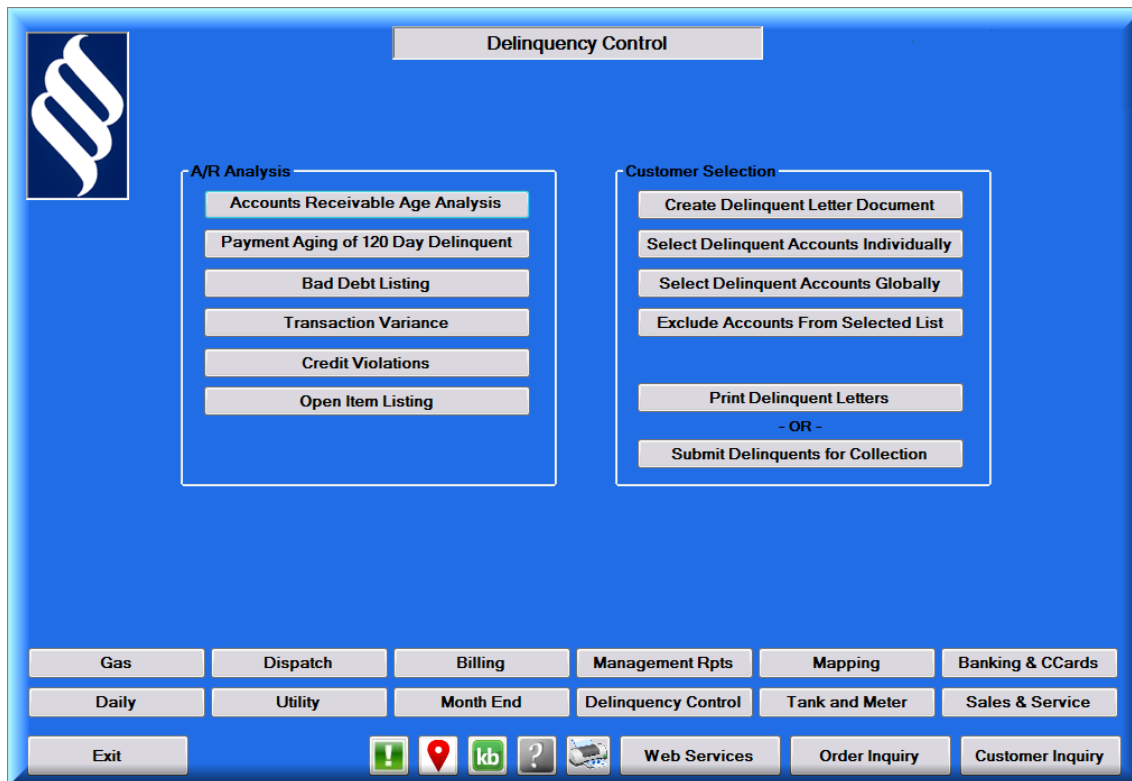
***Suburban
Software
Systems***

DELINQUENCY CONTROL

Delinquency Control Contents:

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Delinquency Control:



Allows the user to control bad debts and create delinquent account documents.

A/R Analysis:

Accounts Receivable Age Analysis:

Customer Status Report - Summary Run .Net Version

Company Identification Code WEB ▾

Branch Name -or- ALL Branches 01 - Green's Proj ▾

Select The Customers To Be Printed Age ▾

Enter Driver Number To Print (Optional)

Enter Product Code To Print (Optional) ▾

Enter Type Code(s) (Optional) Type 1 Type 2

Include or Exclude Credit Codes ▾

Include or Exclude Delivery Codes ▾

Print Memos? Y - Yes ▾

Print Addresses and Directions? N - No ▾

Single/Double Spacing: 1-Single ▾

Form Name 0001 ▾

Printer Type P1 ▾

Exit Continue

Allows the user to generate a customer status report summary

Customer Status Report Summary Fields:

- Company ID:** Enter your Company ID (CoID)
- Branch:** Enter Branch ID or "ALL" for all Branches
- Customers:** Select which customers you want to be printed:
- | | |
|---------|------------|
| ALL | Age |
| Balance | Deposists |
| Budget | Lost |
| Credit | Cycles 1-4 |
| CoTank | UseLockd |
| PastDue | Meter |
| RunOut | |
- Credit Codes:** Select whether to {Include} or {Exclude} Credit Codes. If you choose {Include}, enter the codes you wish to include in the report
- Delivery Codes:** Select whether to {Include} or {Exclude} Delivery Codes. If you choose {Include}, enter the codes you wish to include in the report.
- Print Memos?:** Select {Y} if you want the report to include customer memos.
- Print Address and Directions?:** Select {Y} if you want the report to include the customer's address and directions.
- Single/ Double Spacing** Select if you want the report to be printed in single or double spacing.
- Forms:** Enter the form you wish the report to be printed on.
- Printer ID** Enter the appropriate printer or view to see report without printing.
- Optional choices:**
- Driver Number:** Enter a specific driver you want to include in the report or leave blank for all.
- Product Code:** Choose this option if you want to print a report to include a specific Product code.
- Type Code:** Choose Type 1 or Type 2

Example:

Br:		Gas	R.O.	Poss	NoTnk/	:	Accounts Receivable:						:	:	
Nr:		Total	Actv	Warn	Loss	NoDel	Hold:	Net A/R	Current	Over 30	Over 60	Over 90	Over 120	Hold	:Deposits:
:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
01:	6753	4793	399	966	210	385:	869.74	206589.49	52530.35	17401.66	3809.07	48105.93	330.44	1100.00	
	100%	71%	6%	14%	3%	6%	328106.06	63%	16%	5%	1%	15%	%		
**:	6753	4793	399	966	210	385:	328975.80	206589.49	52530.35	17401.66	3809.07	48105.93	330.44	1100.00:	
	100%	71%	6%	14%	3%	6%		63%	16%	5%	1%	15%	%		

Total Number of Accounts	“Active” Accounts	“Run- Out” Accounts	“Probable Lost” Accounts	“No Delivery” Accounts	“Hold” Accounts
Total number of accounts on File	Total number of accounts with a current inventory percent greater than zero.	Customers that have run out of gas. (Current inventory is zero).	Accounts that could have used all the gas in their tank and refilled it again in the amount of time that has passed since last delivery	Gas customers that have received NO gas deliveries.	Accounts on hold. Turned over to a collection agent. (No F/C and NO Statement)

Payment Aging of 120 Day Delinquent:

Aging Report for 120 Day Old Accounts

Company Identification Code SPI ▾

Select Type of Report (Detailed or Summary) Summary ▾

Sort Aging Report by Dollars or by Customer Dollars ▾

Number of Copies to Print 1

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Allows the user to generate a report for 120 day old accounts.

Note:

1. The operator can choose a {Detailed} report if they want to include account numbers and customer names or a {Summary} report that **will not** show account numbers or customer names.
2. The operator can choose to sort the report by Dollars or Customers

Example:

DEMO Propane, LLC													
Payment Aging of 120 Day Delinquent Accounts													
thru 12/14												9/02/15	
	Nr of 120 Day Delinquents	Number of Months Since Last Payment Received:											
		One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten	Eleven	Twelve
Branch-01	48,046.55	381.47	3129.37	653.43			312.92	1343.54	3600.29	421.75	233.35	3203.10	34767.33
	45	2	2	3			3	2	3	4	2	5	19
Company:	48,046.55	381.47	3129.37	653.43	.00	.00	312.92	1343.54	3600.29	421.75	233.35	3203.10	34767.33
	45	2	2	3	0	0	3	2	3	4	2	5	19
		1%	7%	1%	%	%	1%	3%	7%	1%	%	7%	72%

Bad Debt Listing:

Bad Debt Report

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Comp. ▾

Select The Customers To Be Printed. HoldFile ▾

Max Number of Months Since Last Payment (or blank for all).

Enter "Type Customer" to Print.

Select Type of Report (Detailed, Summary)..... Detailed ▾

Print Memos? Y/N Y - Yes ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Allows the user to print a listing of delinquent accounts in accordance with your definition as specified on the Bad Debt Options.

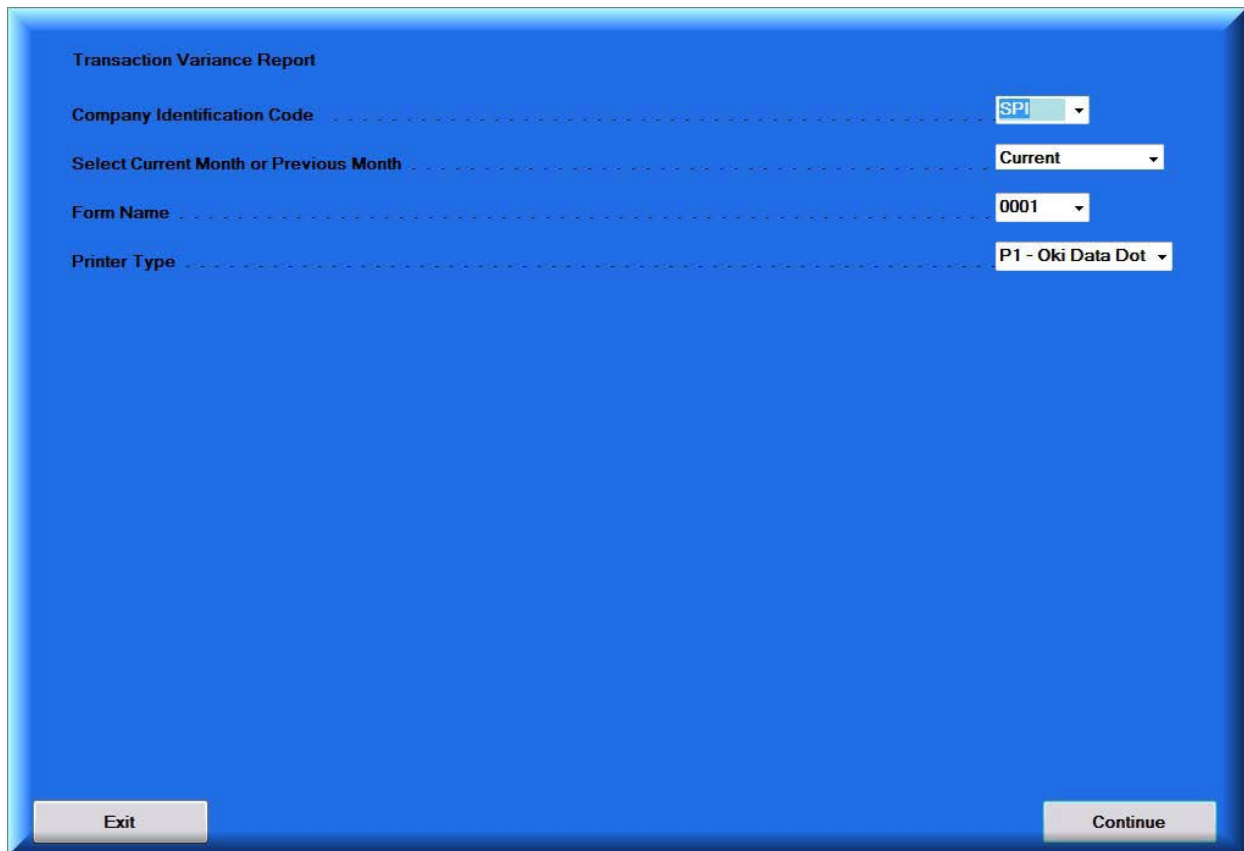
Bad Debt Listing Fields:

- Customers:** Select the customers you want to include the report.
- Hold File:** Accounts with credit code 9
 - Over120:** Accounts that will be delinquent by 120 days at the end of the month
 - Both** Holdfile and 120 day delinquents
 - Over30** Accounts that will be 30-60 days delinquent at the end of the month.
 - Over60** Accounts that will be 60 days past due at the end of the month
 - Over90** Accounts that will be 90 days past due at the end of the month
- Max Number of Months Since Last Payment** Restricts the report to those accounts that have not paid in the number of months specified. Leave Blank for ALL
- Type Customer**
- Detailed/Summary** The operator can choose a {Detailed} report if they want to include account numbers and customer names. A {Summary} **will not** show account numbers and customer names.
- Print Memos?:** Select {Y} if you want the report to include customer memos.
- Printer:** Enter the appropriate printer or view to see report without printing.

Example:

DEMO Propane, LLC				HOLDFILE Bad Debt Listing Through			
Latest Update of 12/09/14							
Account	Typ	Customer	Cr 123456789ABC	Dlq	Ytd	Lyr	Latest Payment
Balance	Over 60	Over 90	Over 120	Ltr	Gas	Gas	
1-48759H	PETE TUMMILLO & SONS	9	0000000000*=0				08/24/06 4145.09-
119.77-							
	09/27/06 99 *		sales tax refunded for UG tank sale of 8/2/06				\$164.80
	11/30/06 99 *		used credit 11/29/06 to pay bal due on #43669				
1-00974H	PULTE - CREDIT ACCOUN	9	0000000000*=0				01/ 1/14 1892.22-
210.67-							
	10/03/12 99 *		CREDIT ON ACCOUNT/ RESERVE.....SEE KARALEE				
			OVERPAYMENTS				
Br 01 Totals:							
\$330.44-							
Company Totals:							

Transaction Variance Report:



The screenshot shows a blue dialog box titled "Transaction Variance Report". It contains four rows of input fields, each with a label on the left and a dropdown menu on the right. The labels are "Company Identification Code", "Select Current Month or Previous Month", "Form Name", and "Printer Type". The dropdown menus are currently set to "SPI", "Current", "0001", and "P1 - Oki Data Dot" respectively. At the bottom of the dialog box, there are two buttons: "Exit" on the left and "Continue" on the right.

Field Label	Selected Value
Company Identification Code	SPI
Select Current Month or Previous Month	Current
Form Name	0001
Printer Type	P1 - Oki Data Dot

Allows the user to produce a report of price variances that will list all the transactions that have been posted with a price different from the one specified in the price file for a specific product code. It can be run for the previous or for the current month.

Note: The system will create the transaction variance file when a price variance is detected. If there is none, no report will be printed.

Example:

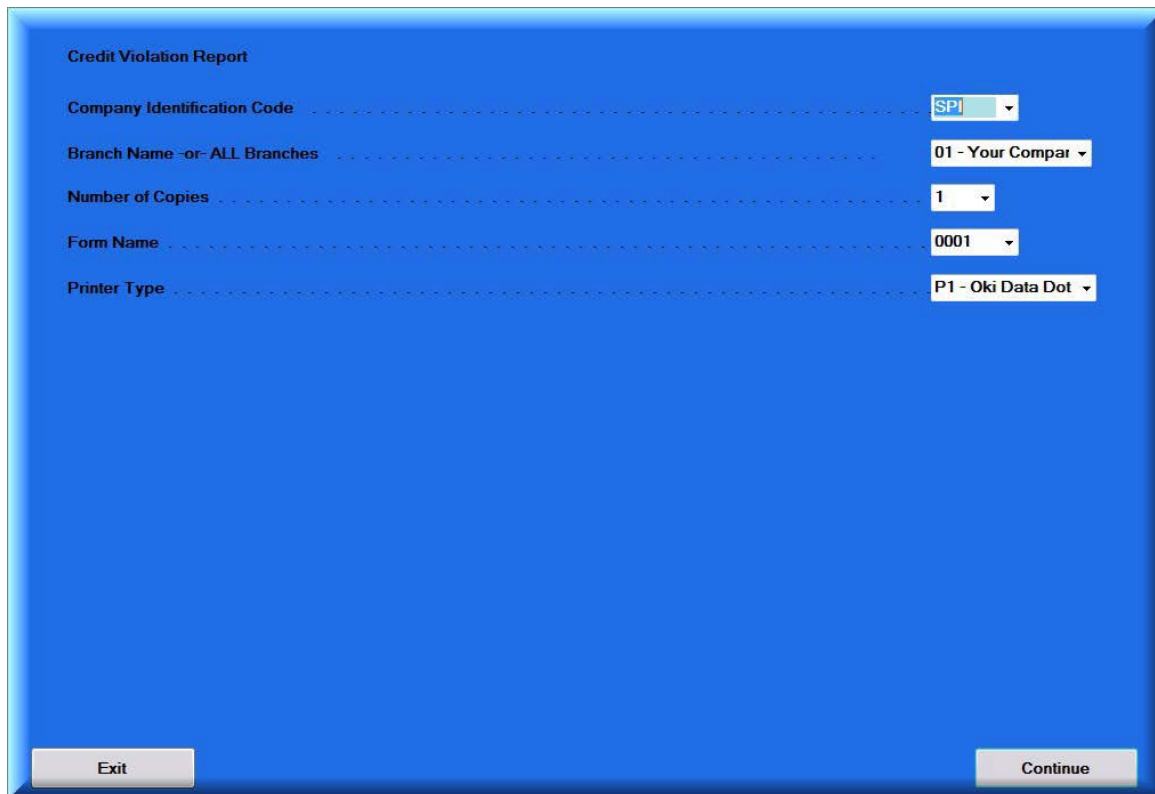
DEMO Propane, LLC												Branch # 1		Sales Price Variance Report for 12/14				021		09/02/15 15:31 KELLY					
												PC CC		Quantity UI		Debits : Cash/AR :		Credit: Sales Price		Tax Code		Second Product		Variance Error Cd	
12/01	373561	1-80554	RIGGINS, CHARLIE	CT 2 80	597.4	GL	985.71	:	985.71	1.65		N71													
12/01	423415	1-62248	MC ABEE, JEFFREY	01 2 25	597.4		1021.55	:	1,021.55	1.71	.00		.00							95.58-					
12/01	473319	1-00107	RYAN, MATTHEW	CT 2 85	125.0	GL	320.00	:	320.00	2.56	.00		.00							37.50					
12/01	473319	1-00107	RYAN, MATTHEW	CT 2 85	508.6	GL	818.85	:	818.85	1.61	.00		.00							101.72-					
11/24	271221	1-06559	MOYER, CRAIG	SM 2 80	332.8	GL	702.21	:	702.21	2.11	.00		.00												
12/02	410166	1-62065	O'DONNELL, SEAN	CT 2 70	332.8	GL	3254.78	:	3,254.78	9.78	.00		.00							232.96-					
12/02	410166	1-62065	O'DONNELL, SEAN	CT 2 70	383.3	GL	617.11	:	617.11	1.61	.00		.00							38.33-					
12/03	271332	1-15840	SOULUER, FARID	OP 2 85	383.3		655.44	:	655.44	1.71	.00		.00												
12/03	271332	1-15840	SOULUER, FARID	OP 2 85	264.8	GL	299.22	:	299.22	1.13	.00		.00							5.29					
12/03	373599	1-00104	MARKOSKI, MIKE	SM 2 80	264.8		309.82	:	309.82	1.17	.00		.00												
12/03	373599	1-00104	MARKOSKI, MIKE	SM 2 80	60.7	GL	149.32	:	149.32	2.46	.00		.00							6.07-					
12/04	493482	1-01185	CALDWELL	(S CT 2 80	60.7		593.65	:	593.65	9.78	.00		.00												
12/04	493482	1-01185	CALDWELL	(S CT 2 80	183.6	GL	321.30	:	321.30	1.75	.00		.00							11.02-					
Limbo 00 Totals:					183.6		313.96	:	313.96	1.71	.00		.00							442.89-					
Limbo 00 Totals:					2456.2		4213.72	:	4213.72																

												PC CC		Quantity UI		Debits : Cash/AR :		Credit: Sales Price		Tax Code		Second Product		Variance Error Cd	
12/05	373650	1-01186	MILLER, (GEN.)	CT 2 85	773.8	GL	1,315.46	:	1,315.46	1.70		N71													
12/05	373650	1-01186	MILLER, (GEN.)	CT 2 85	773.8		1323.20	:	1,323.20	1.71	.00		.00							85.12-					
Limbo 01 Totals:					773.8		1315.46	:	1315.46											85.12-					

												PC CC		Quantity UI		Debits : Cash/AR :		Credit: Sales Price		Tax Code		Second Product		Variance Error Cd	
12/06	373655	1-83251	HICKS BROTHERS L	OP 2 80	860.2	GL	1,126.86	:	1,126.86	1.31		N99													
12/06	373655	1-83251	HICKS BROTHERS L	OP 2 80	860.2		989.23	:	989.23	1.15	.00		.00							51.61					
Page: 20 Totals:					860.2		1126.86	:	1126.86											51.61					

												PC CC		Quantity UI		Debits : Cash/AR :		Credit: Sales Price		Tax Code		Second Product		Variance Error Cd	
12/08	I762824	1-00564	PROVIDENT HOMES	20 2 80	103.9	GL	219.23	:	219.23	2.11		S71													
12/08	I762824	1-00564	PROVIDENT HOMES	20 2 80	103.9		245.20	:	245.20	2.36	.00		.00							25.97-					
12/08	0762997	1-01141	ZINK, ROBERT	SM 2 80	46.1	GL	129.54	:	129.54	2.81	.00		.00							27.66-					
12/08	0762997	1-01141	ZINK, ROBERT	SM 2 80	46.1		450.86	:	450.86	9.78	.00		.00												
12/08	373682	1-84952	HALLMAN, ROBERT	CT 2 85	470.8	GL	767.40	:	767.40	1.63	.00		.00							84.75-					
12/08	373682	1-84952	HALLMAN, ROBERT	CT 2 85	470.8		805.07	:	805.07	1.71	.00		.00												

Credit Violations:



The screenshot shows a blue dialog box titled "Credit Violation Report". It contains five rows of dropdown menus, each with a label on the left and a selection box on the right. The labels are: "Company Identification Code", "Branch Name -or- ALL Branches", "Number of Copies", "Form Name", and "Printer Type". The selection boxes contain the following values: "SPI", "01 - Your Compar", "1", "0001", and "P1 - Oki Data Dot". At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

Field	Value
Company Identification Code	SPI
Branch Name -or- ALL Branches	01 - Your Compar
Number of Copies	1
Form Name	0001
Printer Type	P1 - Oki Data Dot

Allows the user to produce a report by branch and by driver that will list all those customers that:

1. Are past due over 30, 60, 90, or 120 days. This includes budget customers.
2. Have exceeded their credit limit.
3. Have been turned over to collections.

Example:

DEMO Propane, LLC	Credit Violation Report as of 12/09/14					09/02/15 15:38 KELLY					
Br: 01	DEMO Propane				Driver # 2						
Account	F/C	Customer	Phone	Cr	Ending	Current	Over-30	Over-60	Over-90	Over120	Reason
33		DEMO Propane Customers			\$19,849.34	14,903.94	4,597.68	102.51	10.13	235.08	

Open Item Listing:

Open Item Balances

Company Identification Code SPI ▾

Do you want to PRINT / UPDATE / BOTH the Open Item file Print ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

This allows the user to Print/ Update/or Both Open Items

Example:

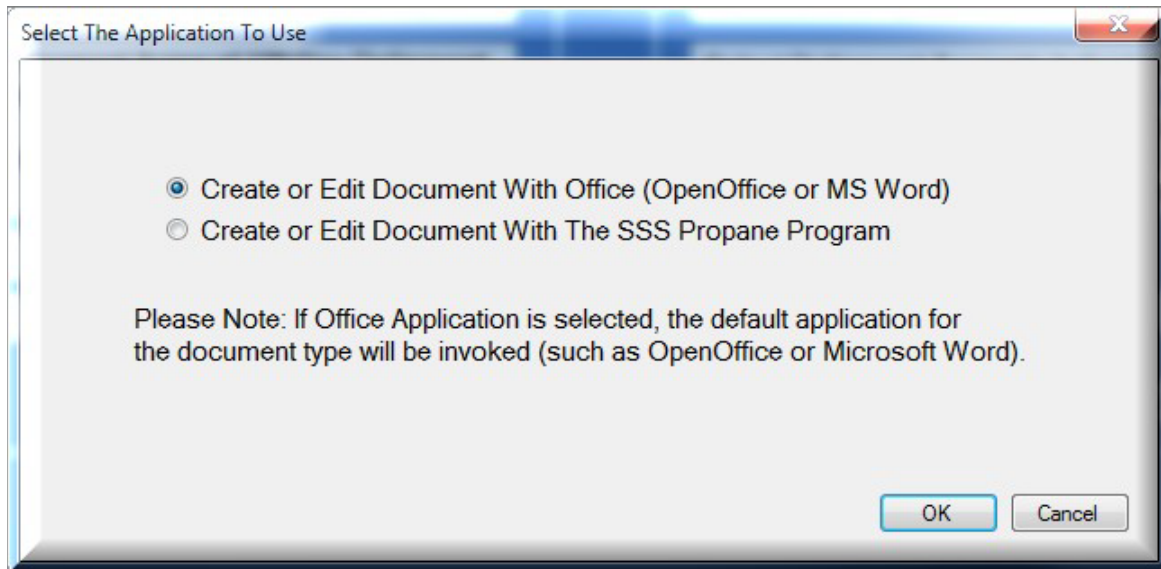
DEMO Propane, LLC		Open Item Transactions							09/02/15 15:40 KELLY			
Account	Name	OI Ref	Date	Refer	PC	Quantity	UI	Inv Amount	TaxCd	Amt Allocated	Amt Open	Balance
1-00017	THIEL, MICHAEL		\$11/19/14	253946	CT	433.3	GL	740.94	PA N		740.94	740.94
											740.94	
1-00032	CROSS, KATHLEEN		7/28/14	00254	88			2,300.00-	PA N		2,300.00-	2,300.00-
1-00032			7/28/14	00254	CD		GL	2,298.24	PA N		2,298.24	1.76-
1-00032			\$ 9/18/14	253382	CT	196.9	GL	356.39	PA N		356.39	354.63
1-00032			9/22/14	00263	88			356.39-	PA N		356.39-	1.76-
											1.76-	
1-00040		2/09/14	271787	02	19.4	GL	92.54	PA S		92.54	92.54
1-00040			\$ 2/22/14	417847	01	.1	GL	.34	PA N		.34	92.88
1-00040			2/25/14	417847	AJ		GL	.34-	PA N		.34-	92.54
1-00040			3/03/14	999999	DA		GL	12.76	PA N		12.76	105.30
1-00040			3/03/14	99507	DA		GL	12.76-	PA N		12.76-	92.54
1-00040			3/04/14	9999999	XP		GL	66.25	PA S		66.25	158.79
1-00040			3/05/14	02859	88			66.25-	PA N		66.25-	92.54
1-00040			6/30/14	9348900	8C			206.70-	PA N		206.70-	114.16-
1-00040			6/30/14	9999999	XP		GL	206.70	PA S		206.70	92.54
1-00040			\$ 9/08/14	372593	01	.1	GL	.21	PA N		.21	92.75
1-00040			9/11/14	372593	AJ		GL	.21-	PA N		.21-	92.54
1-00040			\$ 9/17/14	372718	01	1.1	GL	2.10	PA N		2.10	94.64
1-00040			9/24/14	04935	AJ		GL	2.10-	PA N		2.10-	92.54
1-00040			10/31/14	413152	DC		GL	75.00-	PA N		75.00-	17.54
1-00040			\$10/31/14	413152	01		GL	75.00	PA N		75.00	92.54
											92.54	

Letters, Emails, and Collections:

Create Delinquent Letter Document:

Screen One:

When the operator clicks on this option a pop up screen will appear.



Allows the operator to create a Delinquent letter within the SSS Legacy screen or by an external application.

Note: If External Application is selected the default application for the document type will be invoked (such as Open Office or Microsoft Word)

Delinquency Codes:

&AC Branch and Account Number
&NM Full Name
&TL Title
&FN First Name
&LN Last Name
&CO Care/of or Extra Name
(will not print a line for this code if the extra name line
is blank).
&BL Balance
&PD Past Due Balance 1 months or more
&P2 Past Due Balance 2 months or more
&P3 Past Due Balance 3 months or more
&P4 Past Due Balance 4 months or more
&DT Letter Date
&AD Address from Master File
&CZ City, State, Zip from Master File
&CN Company Name NOT USED
&CA Company Address
&CC Company City/Street
&CS Company Signer
&CT Company Title
&BN Branch Name
&BA Branch Address
&BC Branch City / St / Zip
&RD Receipt Date of last payment
&PY Last Payment Amount
&DD Payment Due Date
&DN Number of days before payment is delinquent
&PR Customer Price
&PU Price Unit of Issue
&EB Estimated Budget Rate
&BR Budget Rate (positive or negative)
&BP Budget Rate (positive amounts only)

Merge Document Creation or Selection:

Merge Document Creation or Selection

Company Identification Code SPI ▾

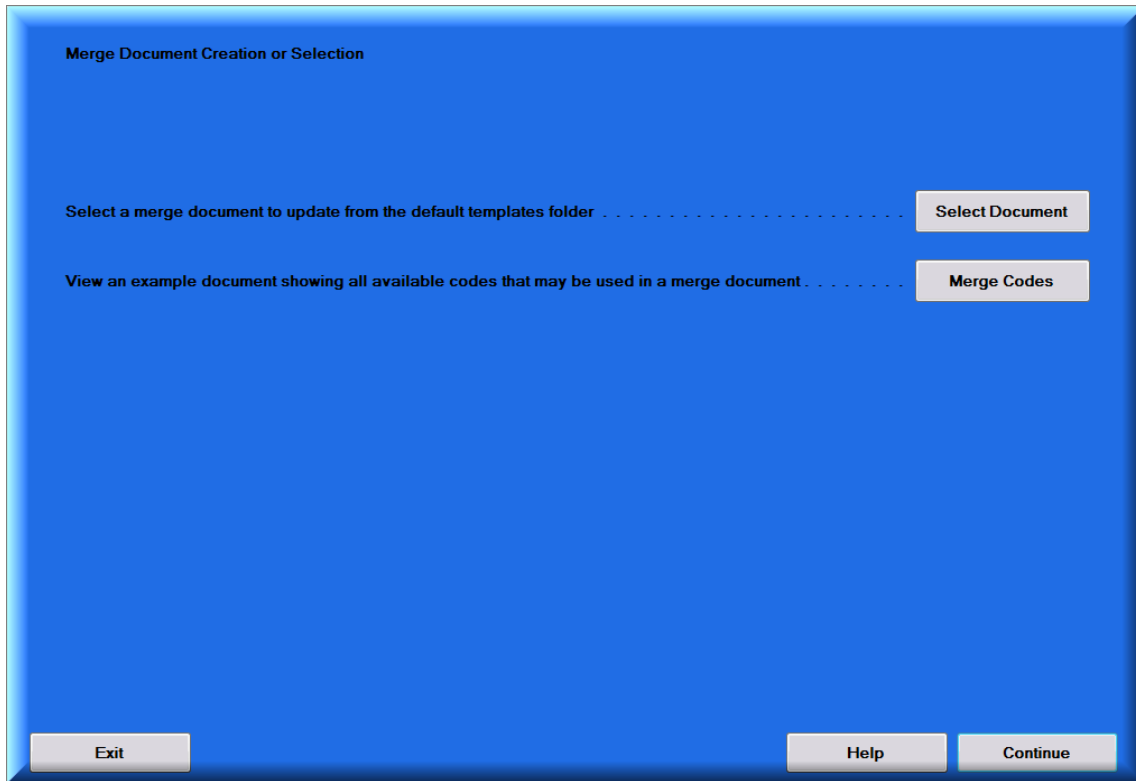
Please enter 2 character letter code D1 - 30 Days Past Due ▾

Exit Help Continue

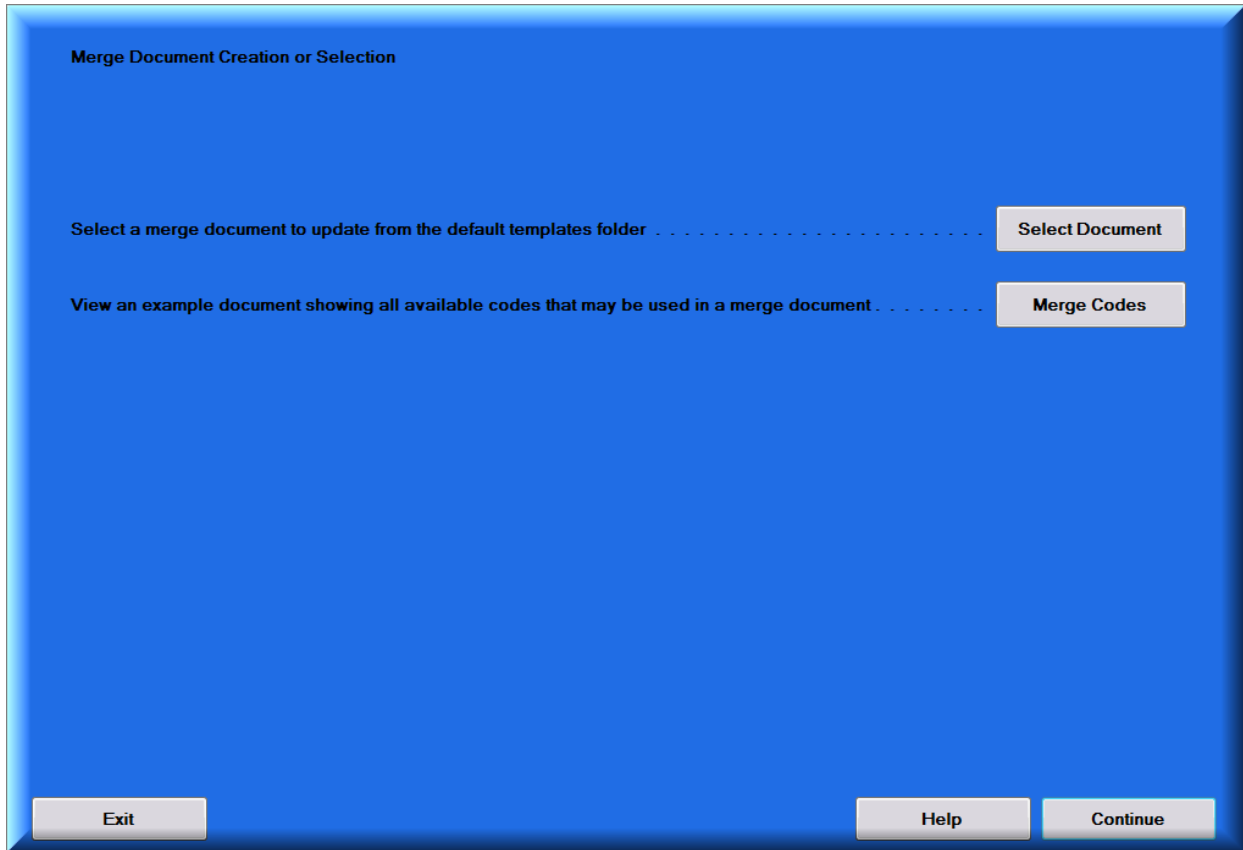
Note: Enter the 2-character letter code (shown below) to generate the letter that you need.

D1 - 30 Days Past Due
D2 - 60 Days Past Due
D3 - 90 Days Past Due
D4 - 120 Days Past Due
D8 - Final Demand
D9 - Attorney Transfer
DB - Budget Billing Drop
DI - Interrupt Service
DR - Delinquent Renter
DS - Paid/Still Delinquent
DV - Paid/Very Delinquent

Create or Edit Document with Office:



Select Delinquent Accounts Individually:



Allows the operator to select a specific account that a delinquent letter is to be sent.

Choose which type of letter the customer is to be sent

- D1 - 30 Days Past Due**
- D2 - 60 Days Past Due
- D3 - 90 Days Past Due
- D4 - 120 Days Past Due
- D8 - Final Demand
- D9 - Attorney Transfer
- DB - Budget Billing Drop
- DI - Interrupt Service
- DR - Delinquent Renter
- DS - Paid/Still Delinquent
- DV - Paid/Very Delinquent

Select Delinquent Accounts Globally:

Select and List Delinquent Letters Automatically

Company Identification Code	SPI
Branch Name -or- ALL Branches	01 - Your Comp.
Delinquent Letter Code - or - "TW" for transfer to TRW	D1 - 30 Days Past Due
Accounts Which Have Exceeded (30, 45, 60, 90, 120) Days	030
But Which Have NOT Exceeded (30, 45, 60, 90, 120) Days	
Max Number of Months Allowed Since Last Payment (or Blank for All Accounts)	
MINIMUM Past Due Balance to be included. (in whole dollars)	025
Include / Exclude "Credit Codes"	Include
Include Accounts with Outstanding Delinquent Letters (no payment received since last letter)?	Y - Yes
Include Memos On Delinquent Listing?	Y - Yes
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit Continue

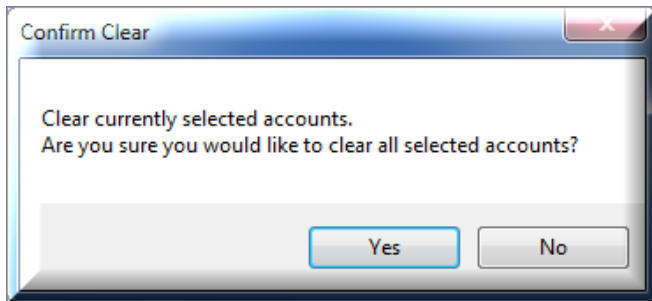
Allows the user to select and list delinquent accounts automatically

Exclude Accounts from Selected List:

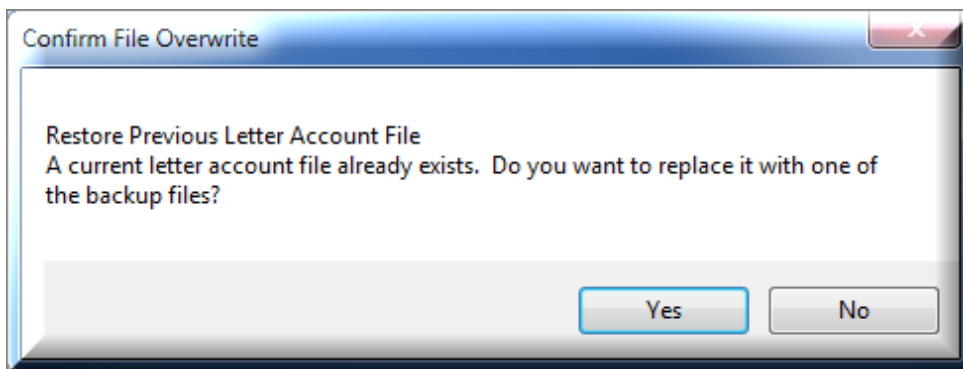
The screenshot shows a software window with a blue background. At the top, it reads "Show Accounts Selected To Receive Printed or Emailed Letters". Below this is a label "Company Identification Code" followed by a dotted line and a dropdown menu currently showing "WEB". At the bottom of the window, there are four buttons: "Exit" in the bottom-left corner, "Continue" in the bottom-right corner, "Clear All Currently Selected Accounts" in the center-left, and "Restore Accounts Previously Printed" in the center-right.

Allows the operator to exclude accounts from being sent delinquent letters or from being sent to collections

Clear All Currently Selected Accounts: Allows the user to clear all accounts that have been selected:



Restore Account Previously Printed:



Screen Two:

Your Company Name, Inc. Total Active: 1752

	D	Br-Acct	Customer	Ltr	Cr	Div	Prv Ltr	Total Balance	Past Due Balance	Last Pmt Date	Last Pmt Amount	Tank Size	Pct Full
▶ 1		01-50300	A. C. COMPTON III	SL	1	A		-114.88	0.00	09/22/2015	-53.00	120	44%
2		01-89555	ABALM, MEAGAN	SL	7	A		-250.00	0.00	12/01/2016	-125.00	500	39%
3		01-72601	ABBONIZIO, DOUGLAS	SL	1	A		0.00	0.00	09/07/2016	-261.23	500	46%
4		01-00737	ABBONIZIO, STEVEN	SL	7	A		0.00	0.00	11/11/2016	-13.34	500	39%
5		01-89753	ABERNATHY, HUGH	D1	1	T		0.00	0.00	10/05/2016	-277.59	500	52%
6		01-83392	ABROMOVITZ, MARC	SL	1	I		-19.15	0.00	10/14/2016	-366.74	500	54%
7		01-40806	ABRUZZESE, BOB	SL	1	V		0.00	0.00	07/11/2016	-53.00	120	24%
8		01-47751	ACELLO, TONI & ANTHONY	SL	1	A		0.00	0.00	08/28/2016	-14.30	500	37%
9		01-28173	ACHIN' BACK GARDEN CENT...	SL	1	W		0.00	0.00	04/29/2016	-666.02	1000	32%
10		01-01181	ACKER, SAMANTHA	SL	1	A		360.61	0.00	04/29/2016	-385.00	500	66%
11		01-67502	ACKERMAN, JOHN & KRISTIN	SL	6	A		-1.10	0.00	09/30/2016	-400.00	1000	
12		01-06435	ADAMS, DENNIS	SL	1	V		0.00	0.00	02/25/2014	-453.53	120	
13		01-20295	ADAMS, GLEN & TAMMY	SL	6	A		-9.00	0.00	11/09/2016	-342.00	500	23%
14		01-01527	ADAMS, THOMAS	SL	1	W		0.00	0.00	11/15/2016	-148.67	500	57%
15		01-26086	AGATONE, KEVIN	BB	1	A		0.00	0.00	11/23/2016	-739.20	1000	78%
16		01-48338	AGBASI, NWOGO	SL	5	A		343.33	48.36	04/18/2016	-475.05	500	81%
17		01-61372	AGUOCHA, OBIOMA	SL	6	A	1	291.00	291.00	11/10/2016	-524.57	500	20%
18		01-27365	AJEMIAN, PAUL & CYNTHIA	SL	1	A		0.00	0.00	05/06/2016	-831.49	1000	52%
19		01-03242	AKERMAN, MARK & IRINA	SL	5	A		0.00	0.00	12/07/2016	-332.00	500	53%
20		01-00159	ALAN, DANA	SL	1	I		0.00	0.00	02/05/2014	-1,078.61	1000	
21		01-47819	ALBERT, JOHN	SL	1	V		-0.01	0.00	03/10/2015	-236.05	120	
22		01-00625	ALFONSI, MICHAEL	SL	1	A		0.00	0.00	12/05/2016	-563.04	1000	76%
23		01-53056	ALGARME, ALEJANDRO	SL	1	A		0.00	0.00	10/20/2016	-304.26	500	45%
24		01-44006	ALKASSMI, DANNY	SL	1	W		0.00	0.00	05/02/2016	-1,496.25	1000	39%

Back Save & Exit

Allows the user to delete an account from a list.

Print and/or Email Delinquent Letters:

Print And/Or Email Sales or Promotional Letters

Company Identification Code WEB ▾

Branch Name -or- ALL Branches 01 - Green's Prt ▾

Select File Type of Document to Print or Email
The PDF option requires that you have a professional PDF Writer or equivalent. Please refer to the PDF
 Text (Legacy)
 Adobe PDF

Letter Code to Print BB - Budget Billing Letter ▾

Letter Date 08/03/22

Due By Date

Output in Zip Code Sequence? N - No ▾

Configure Company Email Settings EMail Details (Subject, Body, BCC) Select Document Letter File(s)

Exit Continue

Allows the operator to print Delinquent letters. (see letter production for more information).

Note:

1. User can choose text file or PDF file
2. User can bcc –only for Email ..leave blank if not needed.

Submit Delinquents for Collections:

The screenshot shows a blue window titled "Transworld Systems Interface". It contains a form with the following fields and values:

Field	Value
Company Identification Code	SPI
Branch Name -or- ALL Branches	01 - Your Compar
Transworld ID Code	TW
Variable DataBase Filename	TRWSD
Number of Copies	1
Form Name	0001
Printer Type	P1 - Oki Data Dot

At the bottom of the window, there are two buttons: "Exit" on the left and "Continue" on the right.

Allows the operator to send delinquent accounts to Transworld for collections.

Company Email Settings:

The screenshot shows a software interface with a blue background. On the left, there is a sidebar with the text "Email Settings" and "Company Identification Code". On the right, there is a dropdown menu showing "WEB". In the center, a dialog box titled "SMTP Settings" is open. The dialog box has two sections: "Email Settings" and "Email Testing".

Email Settings

- Company Id: WEB
- Branch Number: 1
- SMTP Server: [Empty text box]
- SMTP Port: [Empty dropdown menu]
- Authentication Type: None
- Server Requires Authentication
- SMTP Username: [Empty text box]
- SMTP Password: [Empty text box]

Email Testing

These settings are for testing only.

FROM Email Address: dotnet@suburbansoftware.com

TO Email Address: dotnet@suburbansoftware.com

Enable Detailed SMTP Logging

Send Test Email

Exit Save

Insert company email settings. If you are not sure what they are, contact your email provider. You can also access this screen from the **Utility Menu**.