



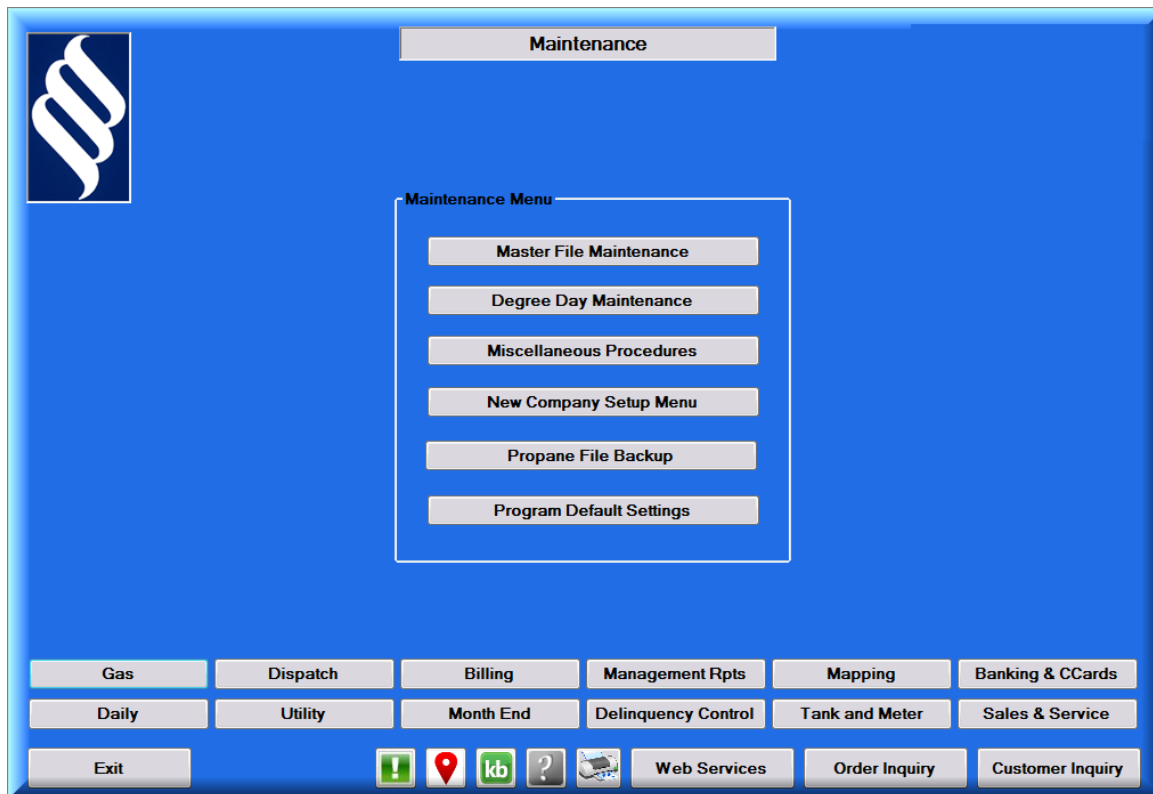
***Suburban
Software
System***

MAINTENANCE

Maintenance Menu Contents

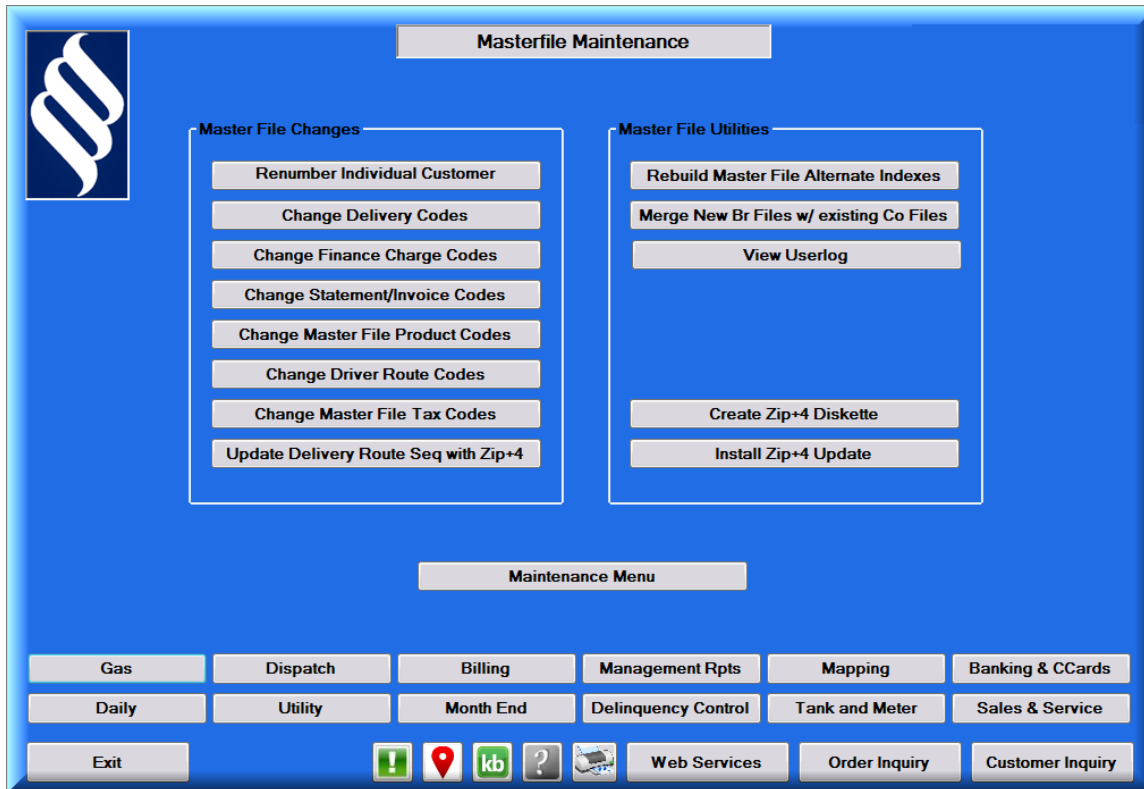
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Maintenance Menu:



Allows the user to run miscellaneous procedures in the **master file** and **degree day** files.

Master File Maintenance:



This menu allows you to change existing codes to new ones. It also allows you to rebuild and update routes and Indexes.

Renumber Individual Customer:

Renumber Individual Accounts

Company Identification Code SPI ▾

PLEASE NOTE

**** This item is not implemented in this version of the SSS.NET Propane System ****

However, you may press continue to invoke the previous version of renumber.

Look for a more feature rich version of Propane.Net in future releases.

Exit Continue

Allows the user to change the branch number on individual customer accounts. This program will transfer balances, transaction history and tank information. If the General Ledger is used a journal entry must be posted to the appropriate General Ledger File.

Change Delivery Codes:

Change Delivery Codes

Company Identification Code SPI ▾

Old Delivery Code

New Delivery Code

Exit Continue

This option allows you to change an existing delivery code for all customers to another delivery code.

Change Finance Charge Codes:

Change Finance Charge Codes

Company Identification Code SPI ▾

Old Finance Charge Code

New Finance Charge Code

Exit Continue

Allows the user to change an existing finance/charge code for all customers to another finance/charge code.

Note: Enter the old finance code then enter the new code you want to replace it with.

Change Statement & Invoice Codes:

The screenshot shows a blue dialog box with the title "Change Statement/Invoice Code". It contains the following fields and controls:

- Company Identification Code**: A dropdown menu currently showing "SPI".
- Branch Number**: A small white rectangular input field.
- Old Statement / Invoice Code (or '\ for all)**: A small white rectangular input field.
- New Statement / Invoice Code (or '\ for all)**: A small white rectangular input field.
- Enter Product Code to compare to**: A larger white rectangular input field with a small icon to its right. A note "(leave blank for all Product Codes)" is positioned to the right of the field.

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

Allows the user to change an existing Statement/Invoice code for all customer to another Statement/ Invoice Code.

Change Master File Product Codes:

Change Master File Product Codes

Company Identification Code SPI ▾

Branch Number (Blank for All)

Old Product Code

New Product Code

Price Class Restrictions
To restrict by price class and/or to change price class, fill in the following fields.

Old Price Class

New Price Class

Exit Continue

Allows the user to change an existing Product Code for all customer accounts to another product code:

Change Driver Route Codes:

Change Driver Route Codes

Company Identification Code SPI ▾

Branch Number

Old Driver Route Code

New Driver Route Code

Exit Continue


This option may be used to change an existing driver/route code for all customers to another


Change Master File Tax Codes:

Change Master File Tax Codes

Company Identification Code SPI ▾

Branch Number (Blank for All)

Old Tax Code 

New Tax Code 

Exit Continue

Allows the user to change all master file records with a specified tax code to another tax code.

Update Delivery Route Sequence with Zip +4:

The screenshot shows a software dialog box with a blue background and a white title bar. The title is "Zip+4 To Route Sequence". The dialog contains several fields and buttons:

- Company Identification Code**: A dropdown menu with "SPI" selected.
- Branch Name -or- ALL Branches**: A dropdown menu with "01 - Your Compar" selected.
- Driver Number to Print and/or Update (Blank for all)**: A text input field.
- Route Code to Print and/or Update (Blank for all)**: A text input field.
- Select to Print Report, Update File or Both**: A dropdown menu with "Print" selected.
- Select to Sort By: Route or Zip Code**: A dropdown menu with "Route" selected.
- Overlay Existing Route Sequence Codes?**: A dropdown menu with "N - No" selected.
- Load Blank Routes with Last 2 Digits of Zip Code?**: A dropdown menu with "N - No" selected.
- Load P.O. Box and Delivery Zip Codes?**: A dropdown menu with "N - No" selected.

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

This option will allow the operator to print, update or print and update route sequence with Zip+4. You can choose to overlay existing route sequence codes.

Rebuild Master File Alternate Indexes:

Rebuild Customer Indexes

Company Identification Code SPI ▾

Exit Continue

This option reconstructs the alternate index files for customer inquiry. This option should be used when customer inquiry search option produce an error or fail to access accounts properly. **All users should be out of customer inquiry when this option is run.**

Degree Day Maintenance:



Allows the operator to make corrections/ adjustments mis-keyed in degree day info.

Enter Degree Days for Prior Season:

The screenshot shows a blue dialog box with the following elements:

- Title: Enter Degree Days For Prior Season
- Field 1: Company Identification Code SPI (dropdown menu)
- Field 2: ENTER TWO DIGITS (XX) FOR THE SEASON TO BE ENTERED (text input box)
- Buttons: Exit (bottom left) and Continue (bottom right)

This option allows you to enter the degree days for a previous heating season.

Create Degree Average File:

The screenshot shows a blue dialog box with the following elements:

- Text: "Enter Degree Days For Prior Season"
- Text: "Company Identification Code" followed by a dotted line and a dropdown menu showing "SPI".
- Text: "ENTER TWO DIGITS (XX) FOR THE SEASON TO BE ENTERED" followed by a dotted line and a small white input box.
- Buttons: "Exit" at the bottom left and "Continue" at the bottom right.

This option creates the degree day average file.

Print Degree Day Average/ History Report:

Degree Day Average/History

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 ▾

Print, Update, or Both PRINT ▾

If printed, enter specific month (mm) or blank for all ▾

Degree day base to print: (61,63,65,67,69, or blank for all) ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

This option will print, update or print and update the Degree Day Average/History Report, it can be run by a specific month and by a specific degree day base.

Enter/ Update Customer Delivery History:

The screenshot shows a software window with a blue background and a title bar. The title is "DELIVERY HISTORY UPDATE". Below the title, there are three input fields, each with a dotted line indicating a label: "Company Identification Code", "Branch Number", and "Account Number". The "Company Identification Code" field contains the text "SPI" and has a small downward arrow on the right. The "Branch Number" field contains the text "01 - Your Company Name" and also has a small downward arrow on the right. The "Account Number" field is empty and has a small icon on the right. At the bottom left of the window is a button labeled "Exit", and at the bottom right is a button labeled "Continue".

This option will allow the operator to update the customer delivery history.

Miscellaneous Procedures:



Allows you to make adjustments to files.

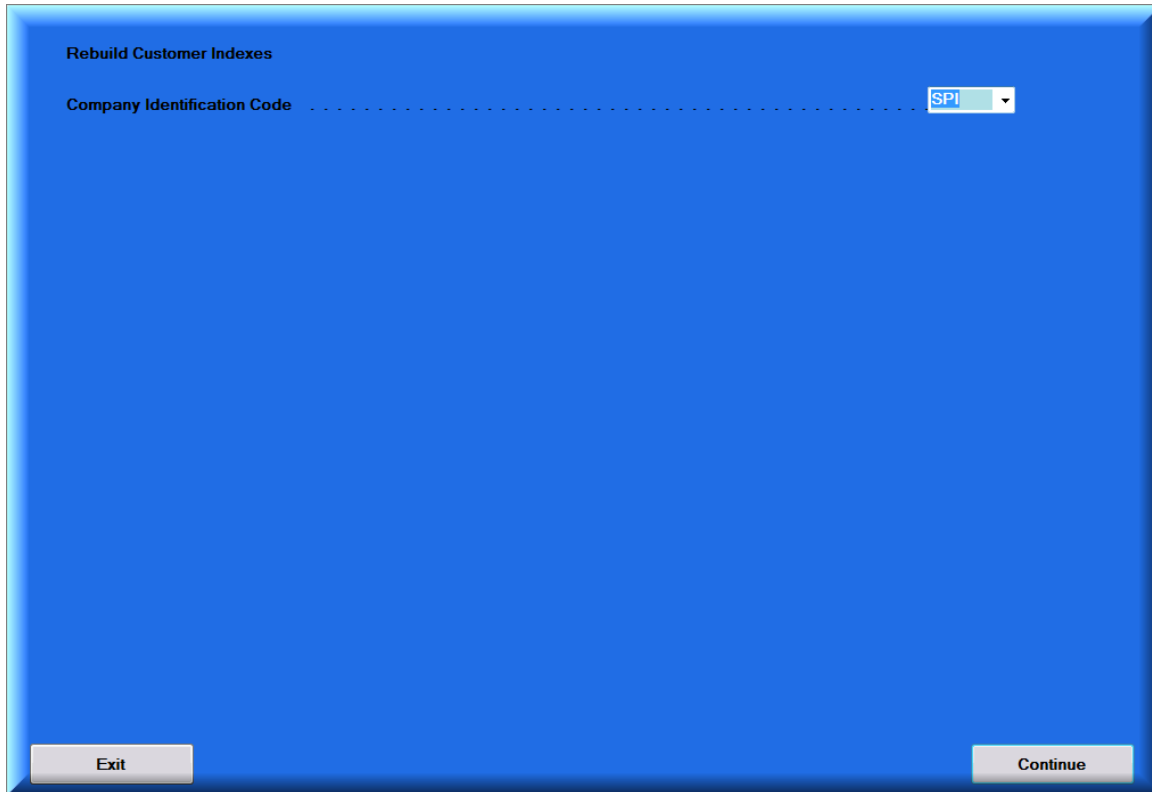
Purpose: Allows you to make adjustments to files.

Reindex Company Files:

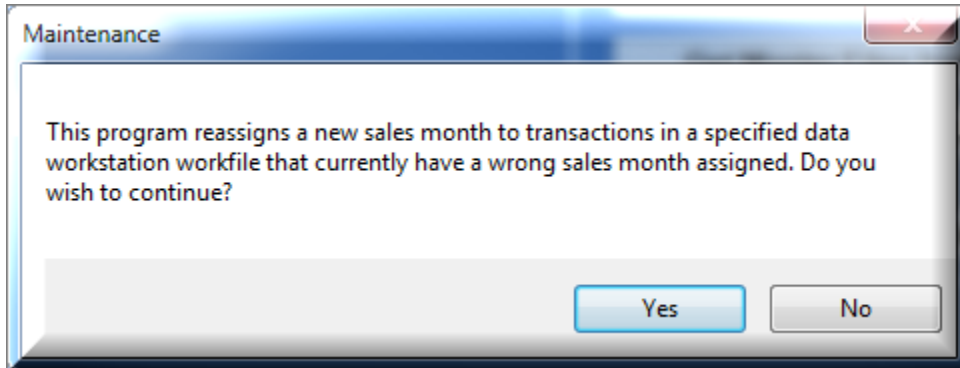
Rebuild Customer Indexes

Company Identification Code SPI ▾

Exit Continue

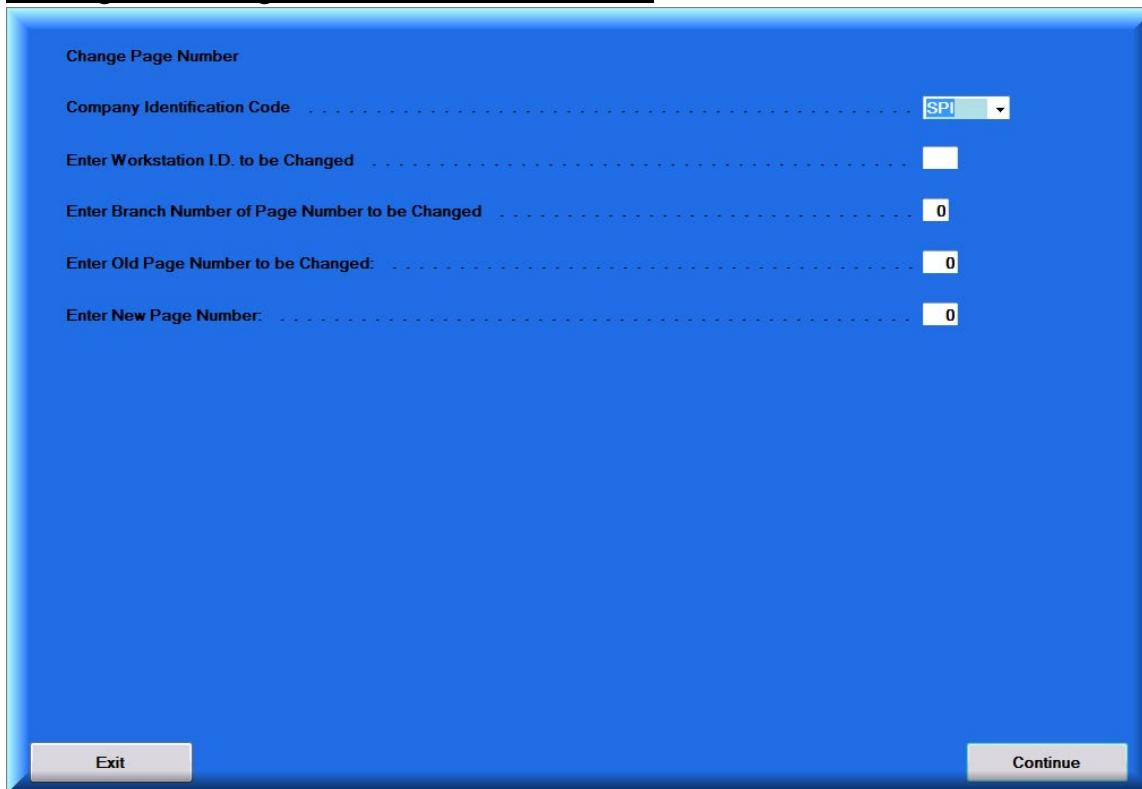


Change the MM/YY of a WS File:



This message will popup when you click on this option. Click on {YES} if you wish to continue.

Change the Page Number of a WS File

A screenshot of a "Change Page Number" dialog box with a blue background. The title "Change Page Number" is at the top left. Below it are several input fields with dotted lines to their right, indicating they are required or optional. The fields are: "Company Identification Code" with a dropdown menu showing "SPI"; "Enter Workstation I.D. to be Changed" with an empty text box; "Enter Branch Number of Page Number to be Changed" with a text box containing "0"; "Enter Old Page Number to be Changed:" with a text box containing "0"; and "Enter New Page Number:" with a text box containing "0". At the bottom left is an "Exit" button and at the bottom right is a "Continue" button.

Allows the operator to change the page # of a workfile, to correct an error

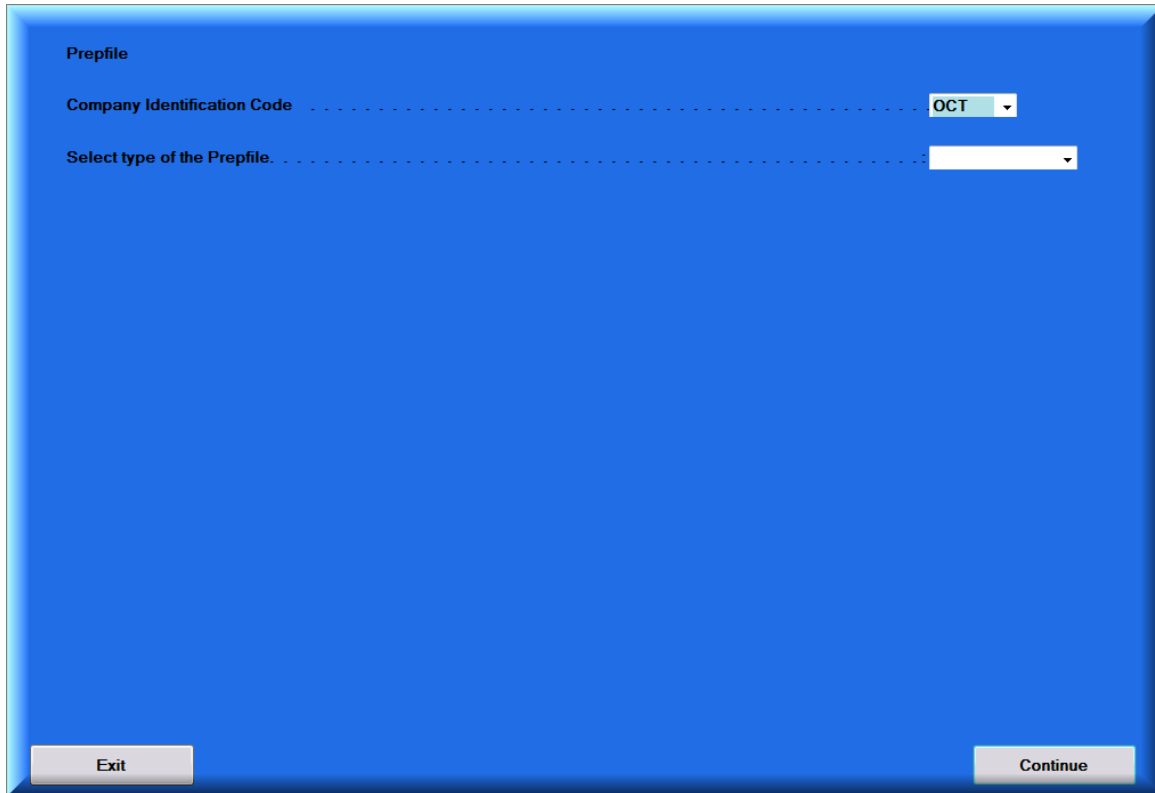
PrepFile:

Prepfile

Company Identification Code OCT ▾

Select type of the Prepfile. ▾

Exit Continue

A screenshot of a blue dialog box titled "Prepfile". The dialog box contains two dropdown menus. The first dropdown menu is labeled "Company Identification Code" and has "OCT" selected. The second dropdown menu is labeled "Select type of the Prepfile." and is currently empty. At the bottom of the dialog box, there are two buttons: "Exit" on the left and "Continue" on the right.

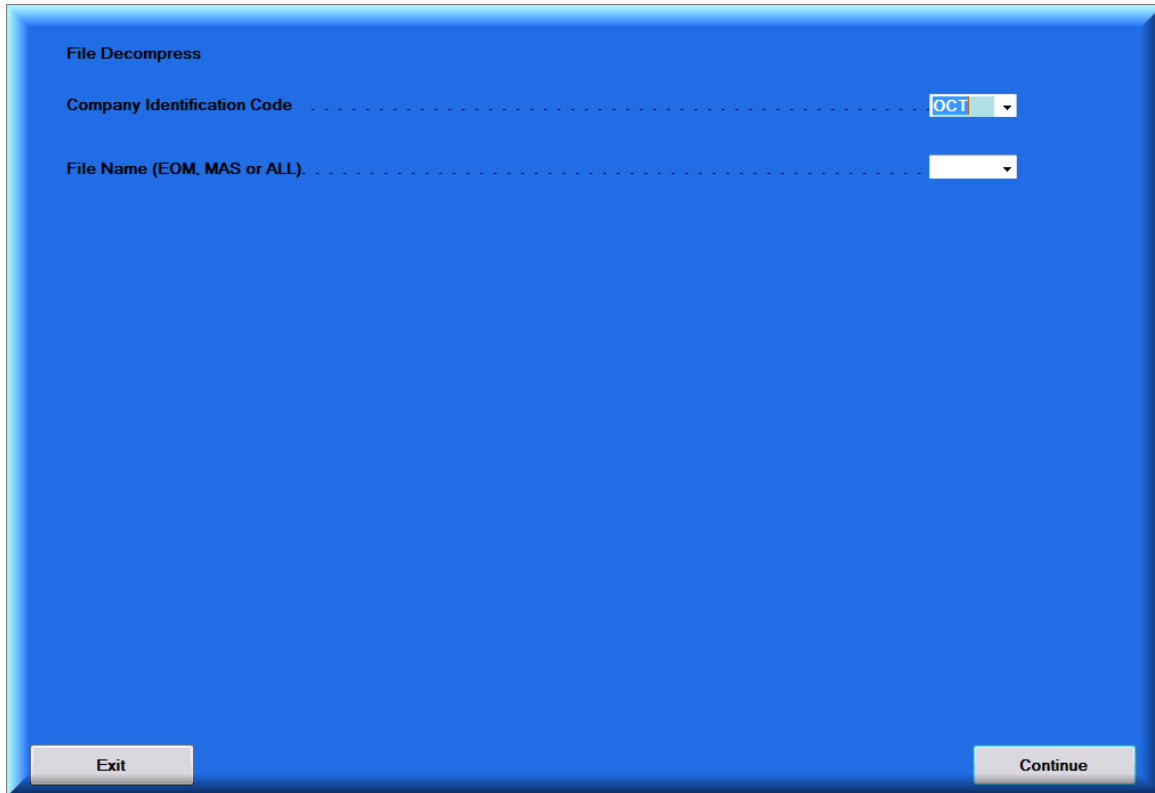
Unzip:

File Decompress

Company Identification Code OCT ▾

File Name (EOM, MAS or ALL) ▾

Exit Continue



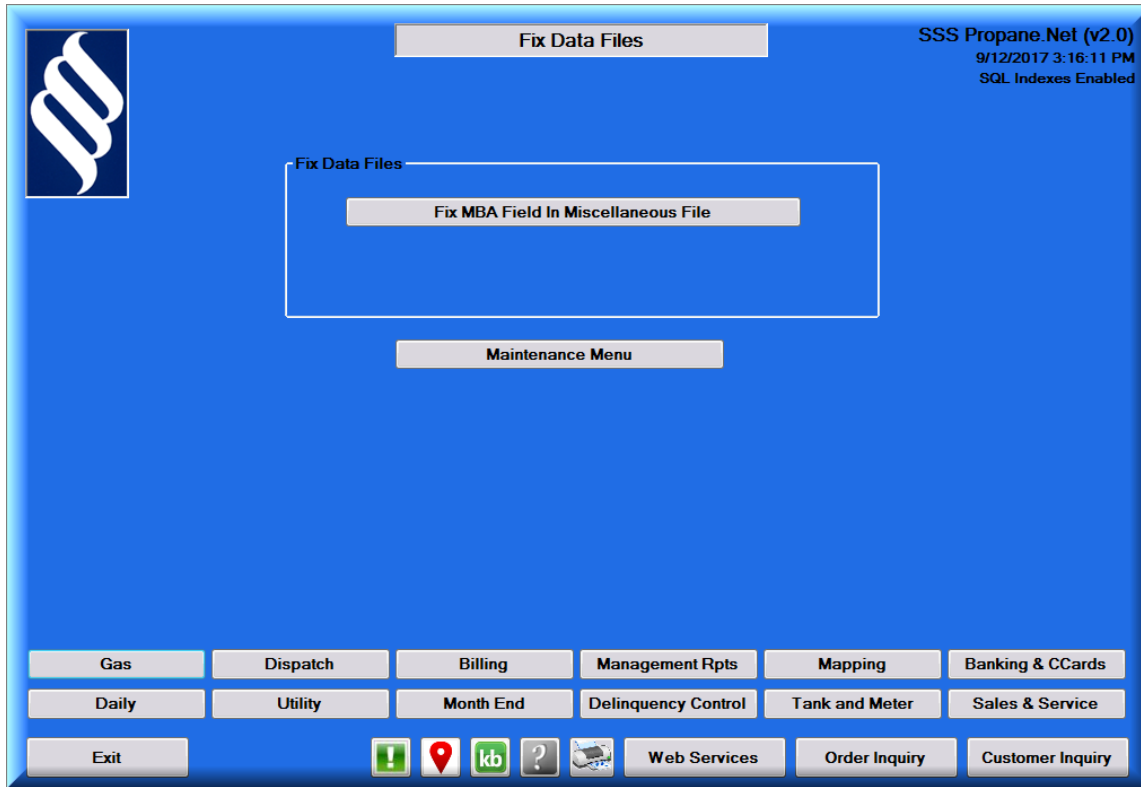
Get Master Files from Host:

Download Host Master Files to Remote

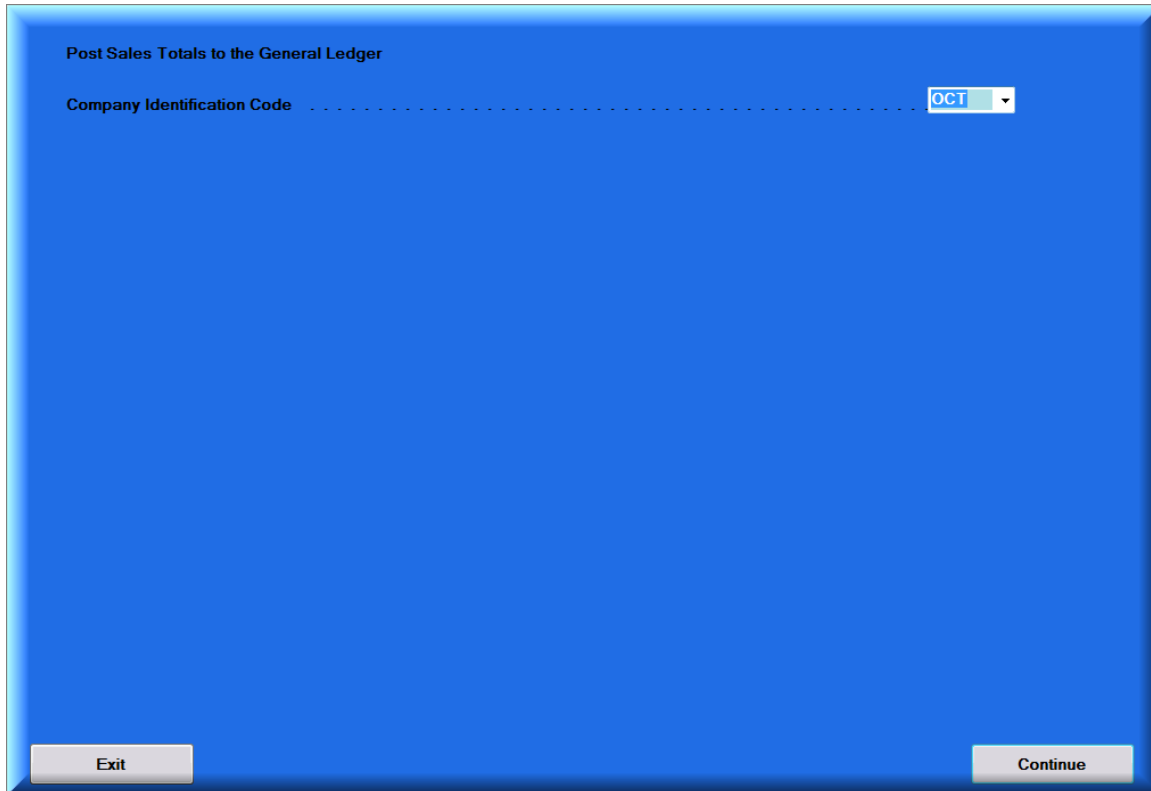
Company Identification Code OCT ▾

Exit Continue

Fix Data Files Menu:



Post Sales Totals to the General Ledger:



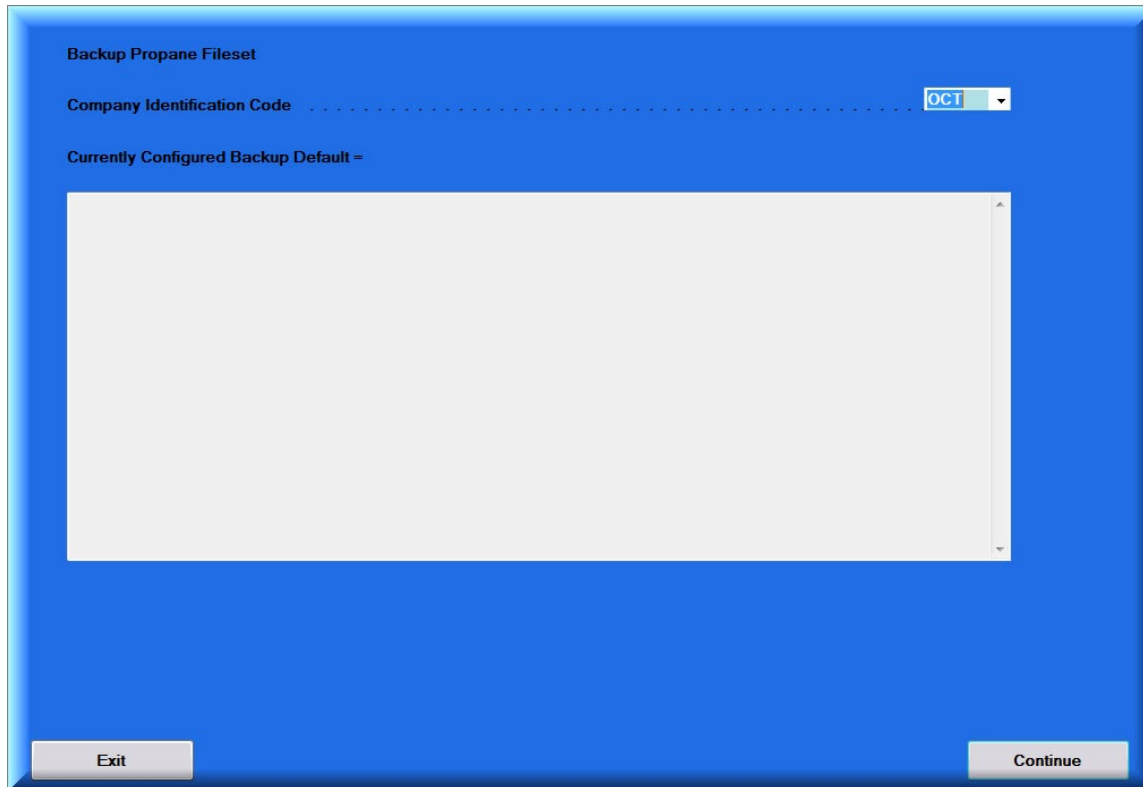
The screenshot shows a blue dialog box with the title "Post Sales Totals to the General Ledger". Below the title, there is a label "Company Identification Code" followed by a dotted line and a dropdown menu. The dropdown menu is currently set to "OCT". At the bottom left of the dialog box is an "Exit" button, and at the bottom right is a "Continue" button.

This allows you to post your sales to totals to the General Ledger.

New Company Setup Menu:

This option requires assistance from Suburban Software Systems. Please contact SSS if you would like to setup a new company.

Propane File Backup:



Examples ...

```
<BackupDriveAndFolder>K:\ </BackupDriveAndFolder>
```

```
<BackupDriveAndFolder>S:\MYSAVES\ </BackupDriveAndFolder>
```

It allows you to specify a default backup device and/or folder for anyone that wants to use the new SSS Maintenance Menu option to backup their files to some form of local media. This is only a default and it will allow them to change the target of the backup when they run it.