Suburban

Software

Systems

DAILY MENU

Contents

Startup Instructions:

1.   Hook up and turn on the system (if not already done).

2.   Log into the system. The following instructions will help you login if you have never logged in before...

   The following username/password screen will appear next. As shown below, enter Your ID name in the *USER*NAME field, press {TAB} or click on the Password field and enter *your PASSWORD* in the PASSWORD field *(which will not appear on screen)* (as in*******), and press {ENTER} or {OK}.

*** Note: If your system has not been set up, please see the set up instruction section***

Daily Menu:

The "Daily Menu" is used to process the day-to-day information as it is received from the sales and payments. This includes entering degree days, performing file maintenance, entering transactions plus their control totals, and posting transactions to customer accounts after printing a sales Journal.

Accounts Receivable - Overview of the Daily Cycle:

Illustration of the general flow of data-entry tasks using the Suburban Accounts Receivable System.

1. Enter Weather Report
- Operator enters the degree days or high & low temperatures for each branch

2. Run Control Totals
- The normal driver check-in procedures should produce an adding machine control tape which sums up all transactions to be entered in the batch. Control totals are taken for the number of dollars and gallons to be entered. Control totals should be run for the bank deposit (cash receipts) separate from the control totals for sales

3. Enter Control Totals
- The data entry operator enters the totals from the control tapes to the page summary columns using Daily Menu option **(Sales and Receipts Control Totals)**. A page number for the batch is assigned and entered as a "S" page if transactions are sales –OR- as a "Z" page if transactions are cash receipts

4. Enter Transactions
- Data Entry operator enters transactions at a workstation using Daily Menu option (Sales and Receipt Date Entry). These transactions are stored in a temporary work file. Data may be entered by multiple operators at different workstations. The work file may only be accessed and updated from the original transaction entry terminal. **Each terminal has a unique work file when entering transactions**.

5. PPS Truck Interface

- If onboard truck computers are used, data is automatically transferred into the office computer system via Daily Menu *PPS Truck Interface*. This step replaces step **(Sales and Receipts Entry)**

6. Print Edit Listing

- Data entry operator may originally print an edit listing of the work file with Daily Menu (*Sales & Receipts Editing*). Operator then checks the printout for errors and corrects the errors in the work file (*Sales & Receipts Data Entry, Daily Menu*) if any are found. **This menu option may also be used to print a listing of the Limbo file or the posting file.**

7. Transfer

- Data entry operator transfers the work file to the Posting File with Daily Menu (Option: Transaction Transfer to the Posting File). In this step, the transactions in the work file are compared to the Page Summary Control Totals. If there are differences between the Page Summary and the data transaction totals, the process will stop and require the operator to balance the transactions to the Page Summary. A Summary Page will be printed which will itemize any differences found by the system. This process will be repeated for each workstation entering transactions and for the Limbo.

8. Apply Auto-Payments

- Daily entry operator processes web payments, credit cards, autocheck payments. Applies the above payments into the posting file.

Weather Report:

This procedure is only required for companies designated with "Gas Accounting" in the Supervisor file. The purpose of this procedure is to record the heating degree days that transpire at each branch location for each day of the year. The degree days are used to help forecast the next delivery date. A degree day must be entered prior to updating the master file with gas deliveries on that date. Degree days must be entered for each date subsequently. Degree days are reset each July 1st and must remain the same or increase each succeeding date. When degree days are entered, a program is evoked which automatically re-computes the percentage of fuel in each customer's tank. Therefore degree day entry should not be allowed to lag, or be entered more than a day or two in advance even during the summer months.

Degree Day Calculation:

For those who want more information on how Degree Days are calculated the below temperatures are for the previous day. The degree formula involves subtracting the previous day's 'Average Temperature' from 65.

For simplicity, the formula may be divided into three steps as follows:

1.　　(High Temperature plus Low Temperature) divided by 2 = Average Temperature

2.　　65 - Average Temperature = Degree Days Gained (If negative, set to 0).

3.　　Previous Cumulative Degree Days plus Degree Days Gained = Current D-Day Total

Note: In step 3 that the Degree Days Gained must be ADDED to the previous cumulative number of degree days (which will appear when entering degree days to find the actual number to enter in the {Enter/ Update Degree Days}

If the average temperature is above 65, the resulting degree days is set to zero.

Example:

Yesterday High	= 50	Degrees
Yesterday Low	= 26	Degrees
Cumulative Degree Days	=300	Degree Days to date this year.
(50 + 26)	= 76	High plus Low Temperature
76 / 2	= 38	Divided by Two for Average Temperature
65 - 38	= 27	Subtracted from 65 for Degree Days gained yesterday.
300 + 27	=327	Previous degree days to date plus the degree days gained to get the Cumulative Degree Days to Date. 327 degree days have accumulated this year. This is the figure that should be entered.

No change: If the average temperature for the previous day is negative or zero, no degree days were gained for the day. In this event, the cumulative figure SHOULD NOT be changed but must be reentered for the current date.

Date: The month, day and year the degree days were last recorded plus one day will be pre-loaded into the Date field.

Degree Day: Enter four digits to enter the degree days by branch -or- leave this field blank and enter the high and low temperature for the day.

High/Low: If the degree day is unknown, the system will calculate the degree days automatically. Enter the high and low temperature for the previous day to the high and low fields and press {ENTER}. The system will calculate the degree day change, add it to the previous degree day total and display the new degree day cumulative total on screen.

Degree Day Entry:

Degree Days must be entered to the Suburban Software A/R System daily. They may be entered as a cumulative figure (taken from a degree day clock) or as a high and low temperature for the day via the (***Weather Report* option on the DAILY MENU**). The degree day screen (shown below) will display the current year-to-date number of Degree-Days just above the degree day field followed by a slash and the current heating season (after the slash).

Manual Entry of Degree Days:

WEATHER REPORT

Company Name here

Enter The Cumulative Degree Days to Date -or- The High and Low Temp For Date

		Temperature
Branch	Date	Degree Day	High & Low

(or)

40 Degree Base
61 Degree Base
63 Degree Base ← For display purposes only. No Input is needed
65 Degree Base
67 Degree Base
69 Degree Base

Exit and Run   Previous Branch   Next Branch   Save

40 Degree Base added for back up heat. This makes a total of 6 Degree Day Clocks in the system.

Automated Degree Day Entry - The Weather Wizard

The integration of Weather Wizard III and Weatherlink software with "The Propane System" allows for the calculation of degree days at the office locale as well as remote branches. The information is automatically assimilated into "The Propane System" and used for forecasting gas deliveries with very little interaction from the data entry personnel.

Daily Operation:

Upon system startup in the morning, the system will download the data collected by the Weather Wizard III into the computer.

The first prompt will ask if you want to download the data into the database. Click {Continue} or Press the {ENTER} key to continue. The system should continue its normal daily startup and present you with the "GAS" menu of "The Propane System".

From the "DAILY" menu, select Weather Report and click or press {ENTER}. The screen should be filled in with the correct data and require only that you click{Continue} or press {Enter}/

If the Company ID is blank or incorrect, you should key it in.

Enter the printer ID where you would like the Degree Day Report to print. Enter an "A" for automatic entry and press {ENTER}. If this entry is blank or is an "M," please contact Suburban Software Systems for further instructions.

Notes:

1. Degree day clocks should be reset each July 1st to zeroes (not to blanks).

2. If the degree day field is entered as a blank, NO degree days will be recorded for that date.

3. The "Enter Weather Report" procedure must be run at least once prior to printing the Sales Journal if "Gas Accounting" has been specified in the Supervisor file.

4. Degree days must be entered for each active branch for each day of the year. No date skips are allowed, but previous dates may be reentered if necessary.

5. A degree day should be entered for February 29th each year. If it isn't a leap year, enter the same degree day total that was entered for the 28th.

6. A maximum of 100 degree days is allowed between two successive dates. The system will issue an error message if the current degree day entered exceeds 100 degree days above the last degree day entered.

7. Degree Days are recorded when the "Enter/Rec Adv" key is pressed and there are no errors detected.

8. The system will NOT allow a Degree Day and a High-Low date to be entered.

9. The system will not allow entry of a degree-day that is lower than a degree day entered on a previous date.

10. If using the High/Low fields to enter degree days, a value must be entered to both fields and the entry to the low field must not be greater than the entry in the high field.

11. When the procedure is ended, the system will search for any memo's scheduled to be printed.

Day Of Month	Degree Day Tracking Report For Heating Season											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												

Data flow of the Daily Process
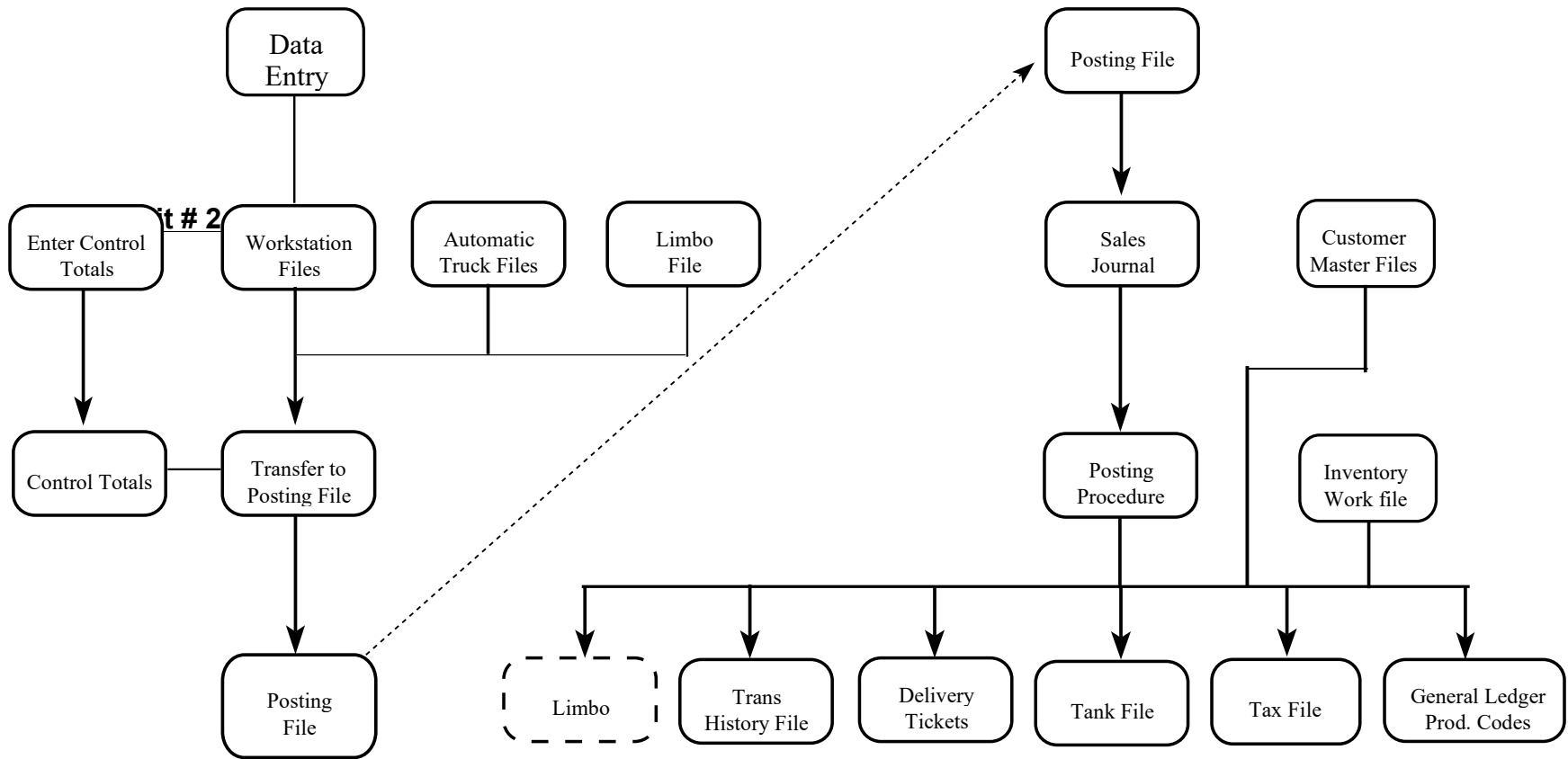
Customer Master File Access from the Daily Menu:
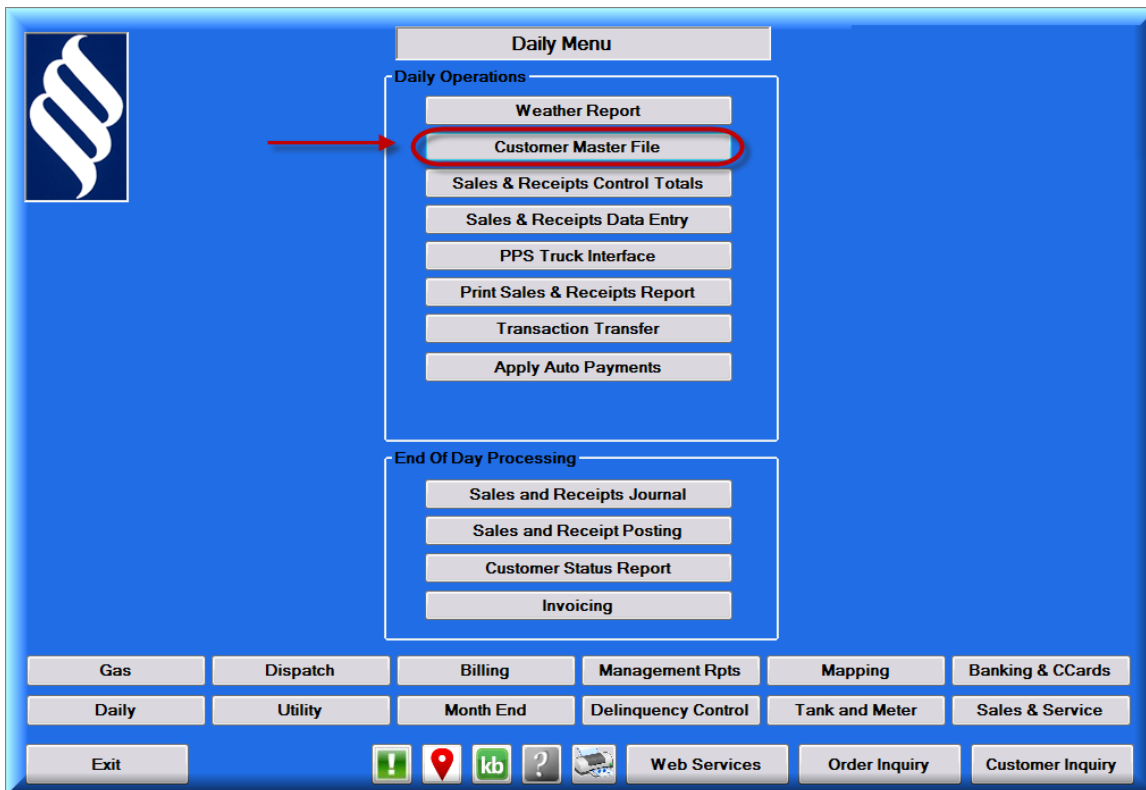
From the Daily Menu Click on the Customer Master File Option which allows system users to access customer accounts by:

- Account Number
- Name
- Phone Number
- Address
- Route
- Tank Serial Number

The account number consists of a two digit branch number and five additional digits

Note: There are two ways to access the Customer Master File

1. Use the **"Customer Master File Button"** on the Daily Menu,
2. If the account already exist, use the **"Update"** button in Customer Inquiry.

New Customer:

To add a new Customer click on "**NEW CUSTOMER**" on the bottom left of the screen. The next available number will appear in the "**Account Number**" field. This number may be changed to any available account number by the user.

Customer Master File:

This screen can also be accessed by clicking on the **Update** button of an existing customer.

Master File- General Information:

The customer information screen allows new users and existing Suburban System users to enter, update, and maintain basic account information.

The minimum information required to establish a new account is: Account Number, Name, City, State, Zip, Credit Code, Tax Code and Tank Size (for delivery accounts only). The Master File may be accessed through the DAILY MENU Customer Master File option or through clicking on most screens on the Customer Inquiry Option. In the following screen, enter the customer branch number and account number.

Customer Codes:

Account Number:
(7 Numeric Characters) Entry is required unless you are performing the initial master file setup. During the initial file setup, the system will generate temporary account numbers. The account number consists of the branch number in the first two positions, and five digits which are used to assign the customer numbers in alphabetic sequence.

Account Status:
(1 Character). Only one of two entries is allowed.

A = Active Account

D = Deleted Account

Note: If you delete an account that has: (a) an account balance, (b) a refundable deposit, or (c) a company tank assigned; the system will leave the account in an active status and transfer a "D" code to the "Type Customer" field. The system will subsequently delete any account with a "D" code in the "Type Customer" field at the end of the first month that the account has a zero balance, no deposit, and no company tank assigned.

Account Started (MMYY):
When a new customer account is opened: the system will record the current sales month and year in this field. This field may be edited by pressing the Shift F9 buttons.

Note: Customer files that are converted from another system will not have an opening date in this field.

Name:
(25 Characters - Entry required).

The name should be entered as: [LAST NAME, FIRST NAME, MI.

(TITLE)]. Enter Jr., Sr., III, etc. at the end of the last name but before the comma. Enter titles, if required, in parenthesis ( ) after the first name and space. Unless the alphabetic portion of the name comes first, such as in a company name, the comma and the space between the last and first names are required. Enter corporate names without the comma if the name is in alphabetical sequence.

Example: Mr. John H. Jones Jr. should be entered as JONES JR., John H. (Mr.)

*Notes:

(1) *During initial master file setup, the entire name field is used as the index to the master file. The master file records can only be accessed by the customer's name (rather than account number) so the name must be entered exactly as it was originally entered to access an account.*

2) When statements, invoices, delivery tickets, etc. are printed, the text in the name after the comma will be placed before the last name. In addition, any text enclosed in parenthesis at the end of the name field will be placed in front of the first name on documents such as; statements, delivery tickets, letters, invoices or labels.

Street Address: (25 Characters).

Used for both the mailing and delivery street address unless they are different. If the mailing street address is different from the delivery address, the mailing address should be entered here, and the delivery street should be entered in the "Delivery Street Address" field on the {F2} Directions Screen.

City: (25 Characters)

Used for both the mailing and delivery street address unless they are different. If the mailing street address is different from the delivery address, the mailing address should be entered here, and the delivery street should be entered in the "Delivery Street Address" field below. {F2} Directions Screen.

State: (2 Characters) Entry required.

Zip Code: (5 Numbers) Entry required.

Zip + 4: Zone – (4 Numbers)- Optional

Area and Phone #: (Area Code = 3 Numeric digits) (Phone# = 7 Numeric digits). It is not necessary to enter the area code for local phone numbers.

Credit Code: (1 Numeral - Entry required).
This field is used to indicate the credit rating you have assigned to the account.

The chart below shows an example of credit code setup. Credit codes are user-defined except for '9'.

1	Good Credit Customer
3	Credit Ok, but check balance before delivery
4	100 Gallon limit
5	No Credit Information
6	Cash Only (Pre Pay Only)
7	Strictly Cash – No Checks
9**	Hold File – to be charged off as bad debt
R***	Restricted – Account sent to Collection Agency
**	Those accounts that are placed on "Hold" by assigning Credit Code 9 will not be charged and finance charges, or receive monthly statements.
***	Restricted Accounts do not print statements nor will they appear on dispatch reports

Delivery Code: This is a user defined field which indicates the type of deliveries allowed by the customer. The following chart shows an example of delivery code setup. These codes are user-defined except for "T", "V", and "W". The "T" code is reserved for timed delivery setup, whereas the "V" (or we call) code and "W" (or will call code) are used for some reports.

A   Automatic Delivery

B   Automatic Delivery – Winter only

C   Keep checked when in the area

K   Keep filled by verbal commitment

O   Orders

T   Timed Delivery

V   We call to check tank status (A We Call customer has responded favorable to out calling team).

W   Will call us when needed

*Note   *Assignment of proper delivery codes is important to ensure that the "Delivery Tickets" and "Dispatch Reports" used by gas salesmen will accurately reflect the Customer's Delivery Status.*

Tax Code: Entry Required if taxing by customer location). Enter the appropriate Tax Code for the customer. Tax Codes are used during transaction data entry to assign the appropriate Sales, Lease, or Excise Tax to the transaction based on the tax rates established in the Tax Code File. Customers who are not charged any tax should be assigned the appropriate 'no tax' tax code as defined in the Tax Code File.

*Note:(1)   *Users that are entering customer master data for the first time should make note of all tax codes entered on the customer master screen. Tax codes must be defined in the Tax Code File when the customer database is complete. State, County, and City rates for Sales Tax, Lease Tax, and Excise Tax will be setup in the Tax Code File for each tax code.*

(2)   *This field is not required in those states where taxing is by the use of the product, but it is recommended that tax codes be assigned to designate county location. (See "Tax File Data" for more information.)*

Billing Cycle:

MAXIMUM # ALLOWED IN SSS

Up to 9 billing cycles per month can be run in SSS

There are two types of cycles that can be set up in Suburban Software Systems.

FIXED CYCLES:

Each customer placed into a fixed cycle will get their statement in that same cycle regardless of balance and delivery.

VARIABLE CYCLES:

If cycles are set up as variable, the customer will be moved into various cycles depending on account balance and delivery.

IF the customer has a zero balance and the customer gets a delivery, the customer will them be moved into that cycle of the delivery and get a statement when that cycle is processed on the BILLING MENU. This will allow the customer to receive a statement earlier and pay sooner than waiting until the end of the month or for his billing cycle to roll back around. The customer will not incur a finance charge until the next month when or if he/she becomes 30 days past due. If he pays his balance to $0.00 before he gets his next delivery, he will then be moved into the cycle of that next delivery and so on.

Type Customer:	2nd Field (1 character).
	This field is used to assign customers to special groups for mailings. Presently, this field is only used by the label program. This field is user defined except for the letter 'S'. The letter 'S' is used in this field by the system to indicate the account is a Master Billing Sub-Account (see Master Billing - page).
Statement/ Invoice Code:	(1 Character - Entry is Optional).
	This field is used to: (1) select those accounts which should not receive a statement, and/or (2) select those accounts which are to be invoiced. Unless you specify otherwise, the system does not normally print an invoice, but it does print a statement for all accounts with a balance greater than or equal to the amount specified in the "Minimum Statement Balance" field in the Supervisor File.

Statement/ Invoice Codes:

S	Print statement only (system default).
I**	Invoice all transactions. Also, (unless accounts are delinquent), Print Statement
J	Invoice, but do not print statement.
N	Do not print statement unless account becomes delinquent, and do not print invoice.
R	Invoice Automatic Tank/Cylinder/Equipment Rent only.
Notes	(1) The system will override "N" in this field and send a statement if the account becomes "past-due" unless 'N' is flagged in the statement/invoice code field (no statement) and 'N' is flagged in the Finance Charge code field (no finance charges).
	(2) Individual transactions can also be invoiced by flagging them for invoice when entered (see "Data Entry").

Invoice Terms: (1 Character)

Invoices will print the default terms "Net 30 Days" when the Supervisor

File, Record #10 (the company record), "Normal Invoice Terms" field is "A". You may override the default terms for specific customers by entering the appropriate terms code from the table below.

Invoice Term Codes:

A   Net 30 Days (Default)

B   Net 15 Days

C   Net 10 Days

D   Due Upon Receipt

E   1% Discount 10 Days

F   1% Discount 15 Days

G   1% Discount 30 Days

H   2% Discount 10 Days

I   2% Discount 15 Days

J   2% Discount 30 Days

K   Net 10th of Month

L   Net 15th of Month

M   Net 20th of Month

N   Net 30th of Month

O   Net 21 Days

Finance Charge Codes:	(1 Character)
	When statements are printed, the system will automatically charge a finance charge - at the rate specified in the Supervisor File - to those accounts that have a delinquent balance that is over 30 days past due. You can modify when and if the account is to receive a finance charge with the following codes:

Codes:

Y**	Compute finance charge on delinquent balances
N	No finance charge to be made
6	Finance charge on balances over 60 days past due
9	Finance charge on balances over 90 days past due
*Note:	The system defaults to finance charge code "Y".

Open Item/ Balance Forward:	(1 character).
	The system uses the Accounting method specified in the Supervisor File (normally Balance Forward). For commercial accounts and customers who normally pay by specific invoice, "Open Item Accounting" may be specified by entering an "O" in the Open
	Item/Balance Forward field. Please note: The system will override an 'O' in the Supervisor File for customers who have 'B' in the customer master O/I field.

The significant differences for open items are:

(1) Statements for O/I customers will always print all unpaid invoices until the invoice (or credit) is paid in full.

(2) When entering O/I customer payments, unpaid invoices will be displayed, and the operator will be required to specify which invoice the O/I customer is paying

(3) If a customer with an existing balance is designated as an O/I account, the system will automatically enter a transaction for the existing account balance with product code (**) in the open item file. Therefore a product code (**) should be setup in the PRODUCT CODE FILE and titled "Balance Forward". If the customer balance exceeds the amount specified in this field, a $ Prints in front of credit code on the Customer Status Report, Delinquent List, Bad Debt Report, etc.

Zone Information:

Driver: (1 Character)

Enter the Driver Number normally assigned to the account. The entry to this field is used by the system when printing dispatch reports and delivery.

Route: Enter the Route Number, Town code, or Geographic Zone code that defines the customer's location within a driver route. Route/Zone codes determine which customers appear on delivery tickets and dispatch reports for Gas Salesmen.

**Note: *Sufficient time and effort should be given to designing the Route/Zone coding scheme to ensure that the initial Routes/Zone codes are consistent with areas covered by the Gas Salesmen.*

Route Sequence: (4 Characters – Left Justified)

Used to define the customer's delivery sequence within a geographic zone. The field is left justified (filled from the left) so that additional accounts can be assigned between existing route sequence numbers. The sequence number represents the specific house or location for delivery and may initially be setup by Zip+4 Code (see note below). As the field name indicates, the numbers assigned here should be 'sequentially' assigned by the specific stop-points on the route. If not using Zip+4 numbers, the sequence numbers should allow for future development by leaving 'spare numbers' that can be used in the future. A well thought out route and route sequence number strategy will enable the system to produce dispatch reports that are organized by specific location (i.e. house/community) as well as by route or zone (i.e.. county, town).

**Note: *The initial route sequence can be automatically loaded by the system using the "Zip+4" Route Sequence as assigned by the Postal Service. To automatically download the Zip+4 sequence number, refer to the MAINTENANCE MENU*

Tank Information: On the General Information Screen

Number of Tanks: (3 Characters)

Defaults to one tank, entry is only required if there is more than one tank assigned to the account. (See note for Tank Size)

Tank Size: **(5.0 Numerals – Right Justified)**

Tank size is required if gas deliveries are to be made to the account. If there is more than one tank at the account location, enter the average size of all the tanks in this field, and the number of tanks in the previous field. If the customer rents a tank, this tank size field will be automatically filled by the system when the customer is assigned a rental tank.

**Note: The "Number of Tanks" and "Tank Size" fields need not be entered if the customer is using a company tank. The fields will automatically be filled in by the system when a company tank is assigned to the account. Company tanks are assigned to customers when the initial company tank file is built and when tanks are set or picked up through transaction data entry.

Tank Serial: Tank Serial Number (11 Characters)

Enter the customer's tank serial number if known. If the customer rents a company tank, the system will automatically update this field with the last company tank rented by this customer. When the tank is a company owned tank, entry to this field is prevented.

Tank Type: (1 Character)

A = Above Ground (Default)

U = Under Ground

Delivery/ Common Product Code:

(2 Characters)

This field is used to designate the Product Code normally used to make deliveries to this customer. This field need only be entered if the customer normally is delivered a product which is different from the standard residential delivery product code specified in the Supervisor File. The product code entered here will automatically transfer to the customer's delivery transactions during transaction data entry. The code will also be used to display customer pricing information on the Customer Inquiry Screen and on preprinted Delivery Tickets.

**Note: *Any product codes entered to this field must be setup in the PRODUCT CODE FILE. Make a note of all product codes used in this field for reference when product codes are built.*

Delivery Unit of Issue:

This field is normally left blank but if the customer normally receives delivered product in a "Unit of Issue (UI)" other than gallons, the delivery unit of issue should be specified in this field. If gallons is the normal Unit of Issue for this customer, leave the field blank. If a Unit of Issue is specified, it will be transferred to the customer's transactions when entering delivered products. It will also be used to compute and display the customer's price. If a Product Code is entered to the Delivery Product Code field (see Delivery Product Code above), the Unit of Issue should correspond to the Unit of Issue for the Product Code.

Budget Information: On the {F1} General Information Screen

Budget Rate: The monthly budget payment expected from a budget customer. See special topics for more information on setting up budget customers.

Budget Balance: The current amount owed towards a budget payment plan by a budget customer.

        **Note: When setting up a new Budget Customer, the Budget Balance field should be filled with the amount of the payments you expect to receive from the customer from the time you setup the customer on Budget Billing to the time you print the monthly statement.   For example, if your customer has an old balance of $180.00 and has agreed to pay his balance in the first month of Budget Billing, then enter $180.00 in his Budget Balance field. See the "Special Topics" section for more information about Budget Billing.

Credit Limit: (7 Numerals)

        If the customer balance exceeds the amount specified in this field, a $ prints in front of credit code on the Customer Status Report, Delinquent List, Bad Debt Report, etc.

Price Class: From the {F1} General Information Screen

Special Price Classes A, B, and C:

Products with "Special Function Codes" of A, B, or C, may be assigned up to 9 different discount prices. These discount prices are created and changed by making entries to the Price File on the **Utility Menu** option **Price Changes Individual/Global.** This allows you to assign one of the discount prices to customers by entering the corresponding price code under the appropriate Price Class (Special Function Code) on the customer record. For more information on price class setup, refer to the Price Change section of the manual.

Class A   Non- Delivered

Class B   Bulk products (Special Function B)

Class C   Cylinder (Special Function C)

Special Pricing Class 'R' (Tank Rent):

This field is used to specify that the customer is on a special rent program which allows for discounting the tank rent. Discount tank rent programs may be set up in the Supervisor File

(1)   Discount Rent Program 1

(2)   Discount Rent Program 2

(Blank)   Not on Discount Program

Master Billing Account (+):

7. 0 Numeric Entry (optional)

Master Billing Account (MBA):

Entering an account number in the MBA field indicates to the system that all charges and payments on the account are to be transferred to the account number specified as the MBA Account. Also all delivery data and delivery history will remain with the original account but the A/R charge for the delivery will be transferred to the MBA Account.

**Note: *The system will not allow you to specify an MBA for any account that has an existing balance. Transfer any balances to the MBA before establishing the MBA.*

Salesman:

The Salesman field allows you to track the credit of sales to someone other than the driver. The sales totals for this salesman will print out on the **End of the Month Salesman Production** report.

Master File- Directions:

Directions:	Directions should be as clear and concise as possible (up to 5 lines of 25 characters each).
Extra Name/ Address:	Used to insert an extra name, to expand the name field, or to expand the address field. This field will appear between the name and the address on both delivery tickets and statements, but only if there is data in the field. (25 Characters)
Delivery Address:	Only to be entered if the delivery street address is different from the mailing street address. The field should be used in conjunction with the "Delivery Town" field. (25 Characters)
Delivery Town:	Town or Community to appear on the delivery ticket. Replaces the mailing city address on the delivery ticket. (15 Characters)

Master File – Forecasting Information:

Use Code:	**Gas Use Code** (1 Character).
	This field indicates how the customer uses their gas delivery products. If unsure about a customer's gas usage, leave the field blank because, after the fourth delivery, the system will determine how the customer uses their gas products and automatically load the appropriate Gas Use Code. If there is a difference between the Gas Use Code specified and the usage computed by the system, the system will normally override the specified code with a new use code. To prevent the system from overriding the existing use code, specify "U" in the "Lock" field below.

    1   Heat Only

    2   Heat and possible daily use

    3   Heat and daily use (cooking, water heat, etc.)

    4   Daily use and possible heating use

    5   Daily use only

Gallons Per Degree Day:
(5.1 Numerals).

Customer's heating use rate in gallons per degree day. The system will automatically determine the Gallons Per Degree Day value after each delivery. If necessary, the Gallons Per Degree Day may be "locked" at a set value. For more information on locking the GL/DD amount, refer to the "Lock" field below.

Gallons Per Day:
(5.1 Numerals)

Enter the Customer's heating use rate in gallons per day. The system will automatically determine the Gallons Per Day value after each delivery. If necessary, the Gallons Per Day may be "locked" at a set value. For more information on locking the GL/Day amount, refer to the "Lock" field below.

Note: Initial entry is optional. If no entry is made the first delivery assumes use rates of based on tank size. Subsequent delivery use rates will be computed by the system.

Gallon usage rate or gas use-code lock in:
The system normally computes the customer's heating and constant usage rates and determines the type of user the customer might be after each delivery

Lock Usage:

{U}	=	Lock Usage Type:	To override the system and lock-in the customer's 'type usage
{R}	=	Lock Usage Rates:	To override the system and lock-in the customer's 'usage rates'

Note: If you lock in Usage or Rates, the customer's Use Code must correspond to the appropriate Use Rates entered in the

Gallons/Degree Day and/or Gallons/Day Fields (refer to "Locking Gallons per Day or Use Rates" in Special Features for more information).

User Type Codes:
1   Heat Only

3   Both Heat and Constant Use

5   Constant Use Only

Previous Percent Full: (2.2 Numerals)

The tank percentage the tank was filled to on the latest delivery. If unknown leave the field blank. This field is normally used to correct the previous percent, if it had been entered in error on the transaction.

Degree Day Base: To calculate degree days.

Degree Days must be entered to the Suburban Software A/R System daily.
The standard (default) degree day base is 65 degrees Fahrenheit. It assumes that most customers begin heating when the average temperature drops below 65 degrees Fahrenheit.

The Suburban Software Systems also allows for 61, 63, 67, and 69 degree day bases for clients who normally set their thermostats lower or higher dependent upon the energy efficiency of the house.

Master File- Contact Information:

Tax ID	If entered the Tax ID or Social Security Number
Standing Purchase Order Number	Standing PO Number will appear on both the delivery ticket and invoices.
Alternate Phone Number	(Area Code= 3 Numeric digits), (Phone Number = 7 Numeric digits) It is not necessary to enter area code for local numbers.
Phone Type:	**C**- Cell, **H**-Home, **W**-Work, **F**-Fax

Email Contact Options:

Enter the customer's email address to be used in conjunction with sending Invoice, Statements, Postcards, Delinquent Letters, and Sales Letters by email. You can have as many emails as you want but the system will only read the first 3 active emails it finds.

Each option allows you to choose how it is sent out for a particular email address.

P: Print Only

E: Email Only

B: Print and Email

N: Neither

Master File – Miscellaneous Info:

Latitude/ Longitude:	Latitude & Longitude can be obtained by the use of a GPS device marking the location of a tank by hand or by a GPS Device that is integrated with Suburban Software System's PPS truck system software and Mapping systems.
Gain Account (date)	MMYY that you added the account You can choose a reason for this by clicking the drop down box. Can also be done for Lost Account
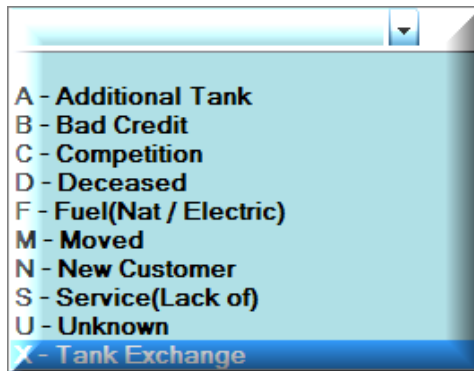
Lost Account (date)   MMYY that you lost the account

Electronic Tank Monitor Number   A Tank Monitor that will automatically communicate to the Suburban Software System is available

Customer Inquiry:

Customer Master File may also be entered by clicking on the Customer Inquiry button located at the bottom right hand of the screen.

This screen is similar to the one you access through the Daily Menu.

CUSTOMER INQUIRY

Field	Value
Company Identification Code	SPI
Branch Number	01 - Your Company Name
Include Deactivated Accounts	☐

Search By

Account Number . . . .

Or Last Name . . . .

Or — Phone Number . . . .

Or — Address . . . .

Or — Driver-Route-Sequence . . . .

Or — Tank Serial Number . . . .

Or — Meter Serial Number . . . .

NOTE: To enter a new customer you must go through the daily menu.

Exit   *Rows with a grey background are sub-accounts.   New Search   Continue

NOTE:

1. You cannot create a new account by going through Customer Inquiry.

Customer Inquiry Screen

| Your Company Name, Inc. | | As of: | 12/12/2016 | 1100/2017 |

Customer Info

			Codes		**Balance**	
Account	01-89753	Type . . .	1	Rented Tank	Credit	1 - Good credit	Current . . .	0.00
Status	A		*Memos*		Delivery . .	T - Timed	Over 30 . . .	0.00
Name	ABERNATHY, HUGH				Tax	PA - PA. .	Over 60 . . .	0.00
Address . . .	32 N IROQUOIS LANE				Use	3 - Heat and daily	Over 90 . . .	0.00
City, State. . .	CHESTER SPRINGS	PA	19425-		Finance Chgs	N - No finance	Over 120 . .	0.00
Phone	(484) 985-8010	C - Cell	(610) 420-0083		Statement. .	J - Invoice but No	Total	$0.00

Driver/Route/Sequence	1	C1		EmailAddress . .	frank@SuburbanSoftware.com	
Last Delivery Date	12/06/2016			Billing Cycle . . .	4	V - Variable	JFMAMJJASOND
Forecast 30% Delivery Percent	01/01/2017			Monthly Credit Record	00000000000*
Forecast Runout Delivery	01/23/2017			Delinquent Letter Number	
				Customer Since	03/2010
				Gas Check Date	03/2010
Percent Tank Filled to	85%		Last Payment Date	10/05/2016
Current Inventory Percent	52%		Last Payment Amount	-277.59
Current Inventory Gallons	520		Refundable Deposit	0.00
Tank Water Capacity	1000		Budget Rate	0.00
Year-to-Date Deliveries	2		Budget Balance	0.00
Year-to-Date Gallons	444.8		Credit Limit.	0
Last Year's Gallons	1317.9		Product: 33 - 33# Cylinder(s) -	Price:	21.0000	33

Main | Memos | Ledger | Tank Info | Budget | Contracts | Delivery Info | Delivery History | Timed Deliveries | Orders | Open Item | Open Item History | Meter

| Counter Sale | Gas Order | Service Order | Payment | Update | Gas Check | View Map | DocStore | Write Ledger |
| Exit | | | Previous Account | New Search | Next Account | | | Forward |

41

Sales & Receipts Control Totals:
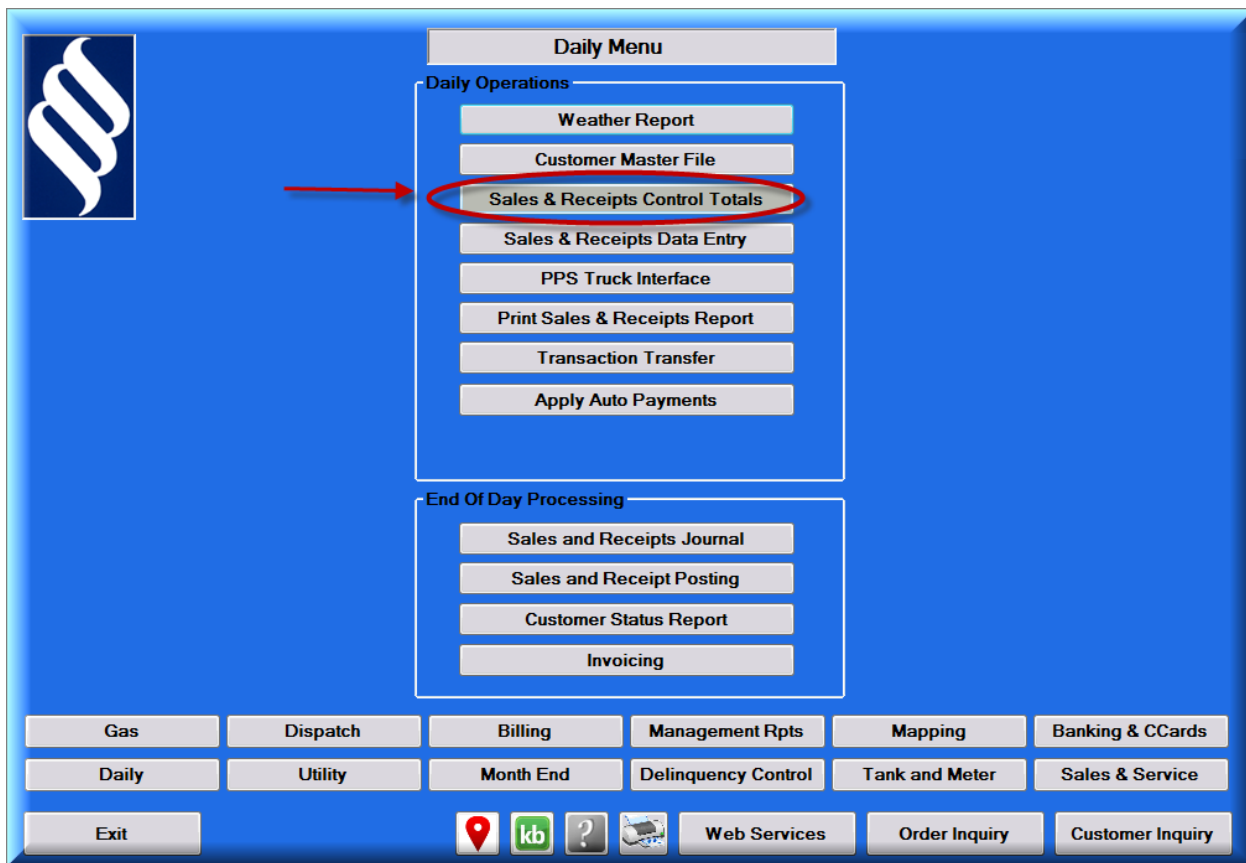
Allows the operator to enter the control totals. This will be balanced to the detailed transaction totals.

Notes:

- Before the system will accept transactions they must balance to control totals that should have been prepared and entered independently (normally during driver check-in) from the totals the computer generates.
- Separate Control Totals must be entered for each "Sales" page and each "Cash Receipt" page.
- Sales page totals normally include the daily totals of sales and miscellaneous transactions occurring at each branch.
- Gas Companies must also include total gas units sold.
- Control totals should be sub-divided by driver for ease of error detection.
- A separate control total equal to the Bank Deposit should be entered on the "Cash Receipts" page.
- The amount of the Bank Deposit from the "Cash Sales" must be specified on the "Cash Receipts" page summary (Z page).

Sales and Receipts Control Totals - Sales Page Screen One:

Field Descriptions:

Sales Month/ Year: The current sales month and year will be pre-loaded in this field.

Branch Number: Enter the branch number for which transactions will be entered.

Sales (S) or Cash (Z):   S: Sales Transactions that need to be entered.
Z: Payment Transactions that need to be entered

Page Number: Enter A control page number for the transaction batch

Note: Control totals for the next sales month may be entered by changing the month to the next sales period.

Sales and Receipts Control Totals- Sales Page Screen Two:

| CompanyId: SPI | Branch: 01 | Mo/Yr: 12/16 | Page #: 007 |

Sales Page (S)

DEBITS:

Total Cash Sales	6000.00	Total Units
Total Charge Sales	0.00	0.00

| Total Sales: | 6000.00 | 0.00 |

Payments received balance to driver total dollars

| Total Sales for 1 - 20: | 6000.00 | 0.0 |

CREDITS:

Row	Description	Dr	Trk	Dollars	Units
1	OFFICE MISC			375.00	0.0
2	SPARE	1	25	550.00	0.0
3	CHARLIE	1	27	1200.00	0.0
4		1	30	3500.00	0.0
5	KEVIN	1	40	375.00	0.0
6	STEVE	1	41	0.00	0.0
7	CHRIS	1	42	0.00	0.0
8	LITTLE TRUCK	1	43	0.00	0.0
9	TIM	1	47	0.00	0.0
10	MIKE	1	49	0.00	0.0

[Exit] [Previous]   [Unprotect Descriptions] [Save]

Field Descriptions:

Dollar Totals:

Enter the daily sales dollars to either the "Cash Sales" field as appropriate.

Enter the sales dollars to the proper driver or office sales total field.

Transactions are totaled by the driver number entered in the data entry header record. If no driver number us entered or if the transaction is "non-delivered" (no driver is entered) then transactions are totaled in the "Page Summary Column" defined in the Product Code file. The total entered in the "Page Summary' should balance to the data entry transaction totals.

Total Units:

Enter the number of gallons sold by each driver in the appropriate column. Enter the total gallon field.

Driver Info:

Click the "UNPROTECT DESCRIPTION BUTTON" at the bottom right of the screen to be able to edit information on this screen.

Sales and Cash Page Summary - Control Page - Cash Receipts Page Screen Two:

Field Descriptions:

Cash Receipt: Enter the Cash Receipts as debits to the "Bank Deposit" and/or as "Payments on Account"

Credits: Enter the appropriate credits to "Cash Sales and/or "Accounts Receivable"

Preparing for Data Entry:

Gas Sales:

Gas Sales should be recorded on a delivery ticket that was processed by a stamping meter register and completed with the following additional information:

(1) Meter Stamp Sequence Number (Reference Number)
(2) Delivery Date (month/day/year)
(3) Percentage gauge reading after filling
(4) Gallons delivered. Cylinder sales should be entered with the # and size of cylinders. (The system will convert the cylinder size to gallons).
(5) Motor Fuel Excise Tax (Motor Fuel Use Only)
(6) Any additional labor charges made for special deliveries or special trips.

Note: Compute all sales tax as one figure on the sales ticket. For sales subject to excise tax, compute the excise tax as a separate figure. Do not breakdown either sales tax or excise tax by county, state, or federal tax; this is done in the tax code file.

Transaction Data Preparation:

For ease of entry and proper editing, it's necessary to establish the control totals for both dollars and gallons on all transactions entered into the system. This is normally done at the Sales Office, and is accomplished by separating transactions into Cash, Charge and Non-Chargeable transactions, then further dividing them by Driver/Dept and then by Common Product Code.

All transactions to be entered into the system should have the following minimum information recorded:

❖ Account Number
❖ Reference Number
❖ Date (Month/Day/Year)
❖ Dollar Amount
❖ Total Sales Tax (Combined State, County and City)
❖ Extended Total

Gas Inventory Control Report:

All gas deliveries and inter-company transfers of gas taken out of company storage tanks or trucks should be reported with the "Gas Inventory Control Report."

Section I: This section records all the gauges and meter readings on the tank or truck required for proper inventory control. It should be taken as accurately as possible. When taking readings, trucks should be parked on level ground. Differences in percentage gauges reading should be averaged into one reading. The meter seal wire should be checked for any sign of broken or frayed wire.

Section II: Salesman check-in: This section should be completed by an office assistant in the presence of the salesman checking in and prior to either sorting or separating the delivery tickets. Use the following procedure:

1. Check that each delivery or gas transfer ticket has a meter stamp and that the stamp numbers are in numerical sequence with neither skips nor duplicate numbers appearing.

2. Run a control tape for "Total Gallons" delivered. Compare it to the difference between the present and previous totalizer number of cylinders in lieu of gallons.

3. For bob-tail trucks only, compute the gallons used for fuel as indicated. Use 4 miles per gallon, unless a better figure is known for the particular truck.

4. Complete the physical inventory gain/loss as indicated. Any large gain or loss should be doubled checked, and reported immediately.

5. Run control tapes on the salesmen's total cash turned in, his total cash sales, and his total receipts written. Total cash should balance to cash sales plus receipts.

Summary of Gas Sales and Transfers:

(1) Search through the delivery tickets for any industrial or commercial delivery tickets that have not been extended by the salesman. Extend these industrial sales while maintaining the tickets in meter stamp sequence. Skip this step if the computer extends commercial and industrial sales.

(2) Run a control tape on "Total Sales".

(3) Separate the white copy from the pink. Maintain the white copy in meter stamp sequence for filing. Sort the pink copy by the class of sales, (Bulk Gas, Cylinder Gas, Motor Fuel, Industrial and Inter-company), sub-divided into Cash, Charge, and Non-Charge sales as indicated. Deliveries to company vehicles which use the gas strictly for motor fuel should be included as Motor Fuel Non-Charged.

(4) Convert the cylinder pounds sold into gallons sold by dividing pounds by 4.23. Enter and circle the gallons beside the pounds sold on each cylinder sales ticket.

(5) Run control tapes on the gallons and dollars sold for each transaction code. Staple the tape to those delivery tickets, and post totals to the inventory control report.

(6) Add the report totals. Balance to the original control tapes already run on "Total Sales" and "Total Gallons".

(7) Post the totals from the inventory control report to the "Summary of all Sales" report.

Other Office Sales:

"Other/Office Sales" may be on several types of documents, and with the exception of Tank Rent Contracts and Tank Pickup Orders, they should be batched and entered without a "Common Product Code". In this manner, a Product Code can be entered for each transaction. They should contain the following information:

> Customer Account Number
> Date of sale (month/day/year)
> Line description of item sold
> Product code per line item
> Product code per invoice if all the line items are the same
> Sales Tax
> Labor
> Invoice Total

Note: (1) All other/office sales should be sub-coded with the product code that indicates which general ledger account is to be credited.

              (2) Sales tax and labor need not be marked with a product code if there is a field labeled for tax and labor on the data entry screen.

Customer Receipts:

Customer receipts should be batched and entered on a "Cash Summary Report". If discounts are allowed, the receipt must show the cash received, the discount allowed, and the total credit to Accounts Receivable.

Sales and Cash Summary Reports:

The Sales and Cash Summaries are reports prepared by the sales office where the transaction's total dollars and total gallons are summarized by Major Product Code.

Posting to the Sales Summary should be in gross sales (include tax and labor) and should be shown in the proper sales credit column by either Driver/Dept or Common Product Code. Posting of gas sales should be taken directly from the totals of each salesman's Inventory Control Report (see above).

Enter and Update Sales and Receipt Summary Data Entry:
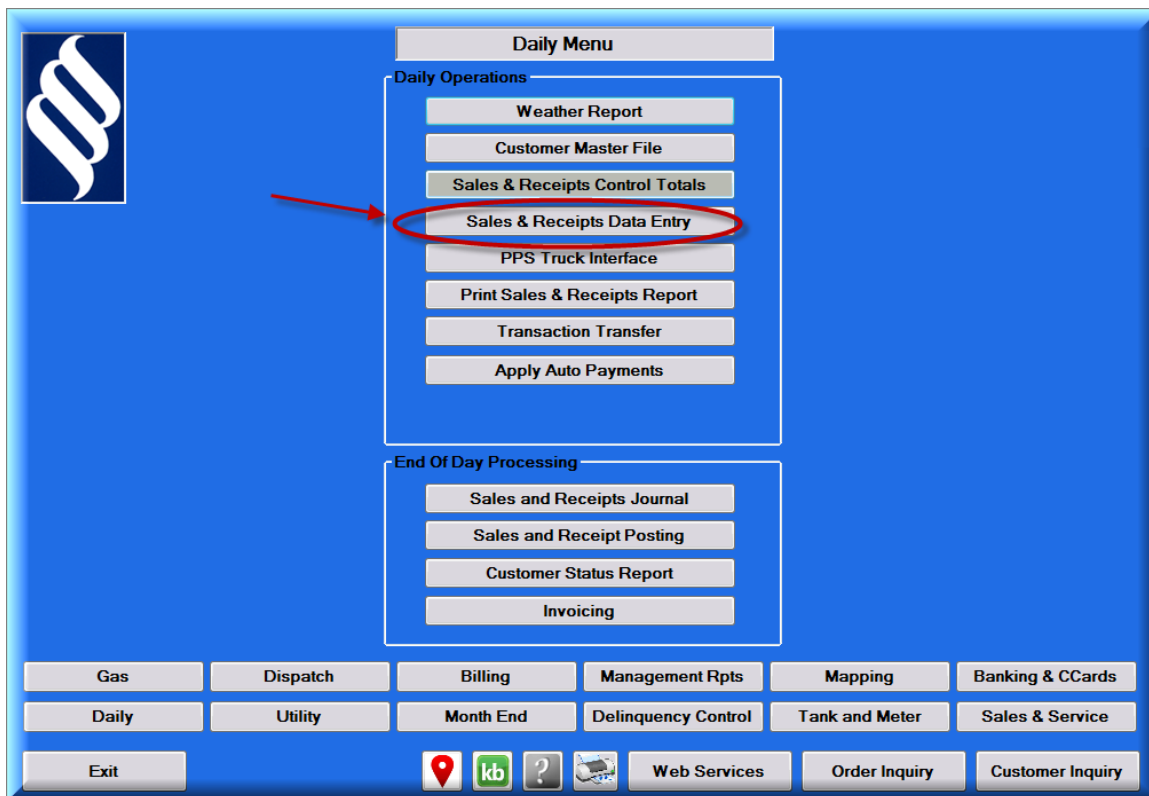
Allows the user to perform date entry of all transactions including cash sales, charge sales, inter-company transfers, and cash receipts. It is also used to correct or update the transactions entered and/or transactions in the "Limbo" file.

<u>Notes:</u>

1. Before the system will accept transactions the myst balance to control totals. These should have been prepared independently (normally during driver check-in) from the totals the computer generates.

2. If a Sales/Receipt page has already been processed by the computer, then not further changes to the control totals of that page are allowed.

3. Both gallons and dollars must cross foot and balance to the total before the Summary page will be accepted by the system.

4. Dollar amounts are carried to two decimals, key the decimal point.

5. Gallons and/ or Cylinders delivered are entered as tenths of units. Combine gallons and cylinders into a "hash total".

6. Cylinders will be converted to gallons by the system.

7. To back out of the entry press {F9} (Cancel Input) and the program will return to Screen #2. The Control page will not be entered.

8. Once accepted, the Control Page data is stored in the Page Summary File until the accompanying transactions are edited and traansferred to the Posting File.

9. When processed, the transactions must balance to the Control Page, otherwise they wil not be accepted for further processing.

Page One

Transaction Data Entry

Company Identification Code . . . .   SPI

Select Option to Run
- ⊙ Manual Data Entry
- ○ AutoCheck (Workstation Id: K9)

Select File to Open
- ○ Open LIMBO file
- ⊙ Create New Workstation File
    - K9
- ○ Open Existing Workstation File
    - C8
    - C9
    - F1   Please select
    - F2   one from the list.
    - MR
    - PR

Exit   Continue

Select Option to Run:	**Manual Data Entry:** This allows the user to enter his/ her daily work.
	AutoCheck: This allows the user to run checks through the AutoCheck Module. {*See AutoCheck instructions*}
Select File To Open:	**Open Limbo File:** This allows the user to make corrections in the Limbo File.
	Create New Workstation File: When the procedure is called, the operator is prompted for his or her workstation I.D. (WSID). If the workstation file doesn't already exist then a workstation file is built. As transactions are entered they are stored in these workstation files.
	Open Existing Workstation File: Allows the user to make changes to existing workfiles.

Data Entry Screen:

After the data has been entered, you should run the program to edit and transfer the workstation data files to the "Posting" file. Transactions are then moved to the "Posting" file for further posting to the master files.

The data entry screen is divided into two sections: the header information section and the detailed data section. Header information is data that remains constant for the records being entered. Normally this information only changes with each new control tape. The detailed data screen contains information that normally changes with every transaction.

Header Fields in the Data Entry Screen:

Company: Company identification Code (protected)

Year: Sales Year. Defaults to the current sales year.

Month: Sales Month. Defaults to current sales month.

Branch: Branch Number. Defaults to Supervisor "Default Branch Number". If incorrect, enter the proper branch number

Page Type: Page Type. Enter the page type: S=Sales, or Z=Cash Receipts. (See Page) for more information on page type entry

Page: Page Number. Sales and cash receipt page numbers should be in sequence beginning with number 01 for the first Sales Page and Cash Receipt Page of the month. Limbo Pages are numbered by the computer and correspond to the "Posting Run Number" that produced the Limbo Page. The page number must correspond to the "Page Summary" Page Number.

Driver/Truck: Driver/Truck. Select from the list the driver number and truck for the transactions to be entered. This field entry is optional, but should be entered for gas delivery transactions.

Common PC: Common Product Code (optional). Enter the "Product Code" (PCode) that is common for the batch of tickets being entered. The Common PCode must be a valid code defined in the product code file. If there are only a few common transaction types in the batch you are processing, such as when processing office sales, then leave the "Common Product Code" field blank and enter the Product Code on the detailed data line.

Cash/ Charge: Cash or Charge Code. This field is a single digit code used to categorize the transactions that are processed as either cash sales, charge sales, customer receipts, inter-company transfers, or as a tank/meter pick up or set out order. Inter-Co transfers include deliveries to meter tanks. Pick up orders are restricted to an A/R credit or non-cash transaction

Cash/ Charge Codes:
1   Cash Transaction (Cash or Checks)
2   Charge Transaction (including credit card sales)
3   Inter-Company transfers of gas (meter tank deliveries)
8   Payments
9   Final Meter Billing (will disconnect the meter)

Data Fields in the Data Entry Screen:

Date: Enter the Month and the Day only. The year will be assigned based on the year in the header record.

Product Code: Enter the Product Code or select it from the dropdown list box. Enter the product code that properly describes the transaction. Gas products may be pre-designed in the master file.

Delivery Product Override: Click the box when entering deliveries. If selected the system will automatically replace Product with the Product Codew in the customer's Master File.

Account: Enter the customer account number without the branch number.

Number: If the account number is unknown follow the directions below to search for an account. If the customer account is a new account and has not been setup, enter the customer's name in the name field and leave the account number blank or all zeros. Transactions without an account number will be set aside in limbo (with an "NA" rejection code until updated with the proper account number.

Notes:
- ❖ Click on the small down arrow to change the Branch number, Page Type, Driver/Truck, or the Cash/Charge Code.
- ❖ To save the entry click on Save Transaction for (sales transactions) or press or click "Enter" for payments. Click on the "New Record" to access a previously entered record.

To Search for an Account:

To SEARCH for a customer account number or name, click on the small marker to the right of the name field. This will bring to the screen your list of customers. You can enter the first few letters of the customer's last name and a list of customers, which meet the specified name-search criteria, will be displayed. Click on the proper customer and the customer's account number and name will fill in the box.

Reference: (Gas Sales) Enter the meter stamp sequence number. If the truck number was entered on the header record, it will be inserted in front of the stamp sequence number to complete the reference number.

(All Others) Enter the transaction reference number. For payments: enter the check number

Percent: Field appears only if product code is specified as a gas delivery or a tank rent product.

Enter percent tank was filled to for gas deliveries

When Due: Enter when the rent is to be recharged,

Tank rent "when due" codes are as follows:

00 = Rent is due every month

Q1thru Q3 = Quarterly rent due on the first month of the specified Quarter

01 thru 12 = Annual rent to be charged on the specified month

S1 thru S2= Semi –Annual rent to be charged on the specified month

Meter Reading: Field appears only if product is specified as a meter transaction product.

Enter the meter reading only if you want the system to compute the meter bill. The meter bill will be computed in the Sales Journal procedure. The computation will be based on the previous billing reading and the units of issue of the meter record plus the price for the units specified in the price file. A dollar amount may not be entered for a metered product code (IE a product code with special function = M). To adjust a meter charge and alternate "Meter Adjustment" product code must be used. The adjustment product code should not be setup as a special function M code

Serial/Model Number:	Fields appears only if product is specified as a meter transaction product. Enter the tank serial number if setting a bulk tank or enter a part/model number if entering a sale of an inventoried item. If setting up a customer on a meter for the first time, enter "M#" followed by the Meter Serial Number in this field. The system will automatically establish the meter account if the meter is available for service. It will also bill for any difference in the meter reading.
Quantities:	(7.0 or 7.1 Numeric if decimal entered. Either may be entered).

If a negative quantity is entered, you must press the "Field Minus" key after entering the quantity. Quantities are required for products that are designated in the Product Code file as gas products, tank/cylinder rent, or inventory items. Both positive and negative quantities must be entered |
| **Automatic Charging:** | If the price is specified in the Price File, Tabbing out of the Quantity field the system will automatically price, tax, and extend the transaction. The transaction will be redisplayed to allow for any adjustments. You can change the tax code which is below the tax field, or you can change the sale amount or the tax amount, then press (again. If you change the tax code, the system will recompute the tax and redisplay it for your review. You may also change the quantity or account number and the transaction will again redisplay in the same manner. If there are no changes press {Enter} or click on "Save Transaction" the system will accept the transaction. |
| **Unit of Issue:** | (2 Alpha Characters). Required for gas products, tank/cylinder rent and inventory items. May be pre-designated in the Product Code file for products whose unit of issue will not change. If pre-designated, the field will be protected from entry. |
| **Tank/Cyl Rent: UI** | Must be either TK for tanks or 01 thru 99 to represent a cylinder size:

TK = Tank Rent of a bulk tank. Tank serial number must also be Specified in the "Serial/Part #" field.

01 thru 99 = Cylinders of designated capacity. The 01 to 99 must also be defined in the "Constants" file with the number of gallons the cylinder holds. |

Amount:	Enter the sales amount <u>before taxes & labor</u>. Enter credits as a negative number. Credits must have negative quantities. Enter Cash Receipts as a positive number. For Tank/Cylinder Rent the amount field should always be the amount of rent the system is to automatically bill the next time the rent is due.
Sales Tax:	Enter total sales tax for the transaction. The sales tax field will only appear if sales taxing is specified in the Product Code File. If automatic pricing is used the system will compute the tax at the rates existing in the Tax Code file.
Lease Tax:	Appears in lieu of sales tax field for rental transactions specified as subject to lease tax in the Product Code File. Enter any applicable lease / rent tax to be charged to the account.
Secondary Product:	Each transaction can have an entry of an amount charged to a secondary product code such as labor. The secondary product code must first be specified in the Product Code file.
Excise Tax:	Appears as the Secondary Product for those transactions specified as subject to Excise Tax in the Product Code file. Enter total applicable excise tax due. If automatic pricing is specified the system will compute excise tax based on the rates established in the appropriate tax code file.
Name:	For transactions that have no account number or do not yet have accounts established in the customer file enter the customer's name. The transaction will be retained in "Limbo" until the account number is entered, but the name provides a reference for later entry of the proper account number.
Serial/ Model/Meter Number:	For products designated as tank rent in the Product Code File which have a unit of issue "TK", the tank serial number must be entered in this field. For new meter transactions the meter serial number must be entered, preceded by the character "M#". The serial number is not required for subsequent meter transactions on the same account. For products specified as inventory items in the Product Code File, the part number or model number must be entered.

Data Entry Grid Account Selector:

When you start typing in the Account #/Name box a grid of results will appear below the Account #/ Name. Choose name from Grid drop down box.

The grid searches for results by comparing the value in the Account#/Name box to the contents of two columns. The columns used to search on will appear in bold-italics.

One of the columns searched will always be the Account column. By default the other column is the Name column, but you can select another column to search on.

For example: When searching in ascending order on the Name column, typing in the letter "A" would reveal the first names that start with "A" (ex: Abdala, Abendschein, Abraham, Abreu, etc...) When searching in descending order you will see the last names that with "A". (ex Avellino, Avandanian, Austin, Atwood, etc...)

This grid is re-sizable. Place the mouse over the grid's right or bottom border, or over the grid's lower-right corner, and the mouse will change to indicate you can resize the grid. Hold the left mouse button down and drag to resize the grid. Columns inside the grid can be resized as well.

Data Entry Notes:

- ❖ The data entry screen will display the records last entered in a grid at the bottom of the screen. To revise a record click on the desired record in the grid.
- ❖ The control totals displayed at the bottom of the screen should match the data totals, when the entire batch of Transactions have been entered..
- ❖ To modify the detail line of a record: Click on the record number of the transaction to be repaired, and press {ENTER} to display the requested record number.
- ❖ To delete a record:
  - Recall the record to the screen by clicking on the record in the grid.
  - With the correct record displayed on the screen, a new button "Deleted Record" will appear, click on this button.
  - The record reappear with red lines thru all the details and will be excluded from the control totals.
  - The deleted record will be removed from the Control Totals (displayed at the bottom of the screen) and will not be transferred to the Posting File.
- ❖ To reactivate a deleted record, redisplay the record to be reactivated, and click on (Delete/ Reactivate) button.
- ❖ The deleted status will disappear as the record rolls to the top of the screen.
- ❖ To invoice a transaction when invoicing is not specified in the customer's master file press on the Invoice button. This will advance the record and place an {I} beside the reference number field.
- ❖ To change the tax code on a transaction, press "F11 = Tax Code". The tax code field will appear on the detail line.

Special Transactions:

There are several transaction types that either perform special functions and/ or have special requirements at data entry. This section is to designed to give you a better understanding of those transactions: Most transactions with special functions are designated as such by an entry you make in the "Special Functions" field of the "Product Code" record.

Special Transactions - Cash Sales Transactions:

Cash Sales Transactions are sales that the customer has paid for with cash or a check. They are designated by Cash/Charge Code = "1". These transactions will process just like a charge transaction, except they will not affect the customer's A/R balance, nor will they appear on the customer's statement. Cash sales transactions will appear on the customer's ledger card.

Special Transactions - Bank Deposits for Cash Sales Transactions:

You must create one transaction on the "Cash (Z) Page" which has the "Payment" Product Code and Cash/Charge Code = "1". This transaction represents funds deposited in the bank coming from Cash Sale Transactions. This transaction may be posted to any account number but is normally posted to the "over-the-counter" cash sale account number.

Special Transactions: Bulk Gas Deliveries:

The system will record the gallons sold and forecast the next delivery based on tank size, percent full, date and weather for all transactions entered as bulk deliveries.

Any transaction entered with a Product Code that has a Special Function code "B" in the product code file.

Special Fields Used for Delivered Bulk Gas Transactions:

Reference: Enter the meter stamp sequence number. If the truck number was entered on the header record, it will be inserted in front of the stamp sequence number to complete the reference number.

Date: Enter the month and day of delivery

P/C: The Product Code (PC) field will only appear:
(a) When the "Common Product Code" is not filled -or-
(b) When the "Common Product Code" is a gas product and there is a different gas product in the customer's master file "PC" field -or(c) When {F10} is pressed.

Percent Full: Enter the tank gauge percentage the tank was filled to. The driver should be instructed to be as precise as possible. For example, he should indicate the gauge is at 82% if so, and not always at 80%.

Quantity: A required entry. Enter the quantity that corresponds to the proper unit of issue. Quantity may be entered with a decimal when necessary. This is the only field that accepts a decimal point.

Automatic Charging: If automatic charging is specified in the Supervisor file and if the price is specified in the Price File, the operator can press {ENTER} after entering the quantity and the system will automatically price, tax and extend the transaction. The transaction will be redisplayed to allow for any adjustments. You can change the tax code which is below the tax field, or you can change the sale amount or the tax amount, then press {ENTER} again. If you change the tax code, the system will re-compute the tax and redisplay it for your review. You may also change the quantity or account number and the transaction will again redisplay in the same manner. When satisfied with the transaction, press {ENTER} again. If there are no changes detected the system will accept the transaction.

Unit of Issue: *(*2 Alpha Characters). Required for gas products, tank/cylinder rent and inventory items. May be pre-designated in the Product Code file for products whose unit of issue will not change. If pre-designated, the field will be protected from entry.

Special Editing: When entered, the system edits all bulk deliveries for valid tank sizes and percent full.

Special Transactions- Cylinder Gas Deliveries

Special Functions

The system will convert the cylinder quality to gallons, record the gallons sold and forecast the next delivery based on number if cylinders, date and weather for all delivered cylinder transactions.

Definition:

Cylinder Gas Deliveries with Product Code Special Function = "C". Cylinder gas deliveries are similar to bulk gas deliveries except:

a. No percent full is required in transaction entry
b. The unit of issue is the cylinder size (normally expressed in pounds).
c. Cylinder gas sales transactions can be followed immediately by cylinder set and cylinder pickup transactions.

This product (Special Function = C) considers only the amount of gas in the cylinder, and not the pickup and setting of the cylinders. Movements of the cylinder asset is discussed under Cylinder Set and Pickup Transactions.

Special Fields used in Data Entry:

Quantity Field: Enter the number of units old. The number of units entered should correspond to the Unit of Issue entered in the Unit of Issue Field.

Units of Issue: Units of Issue may be pre-set in the product code file – or- left blank to be entered during data entry based on cylinder size sold. The choice depends on how cylinder gas is sold. It is recommended to preset the unit of issue by establishing a product code for each cylinder size sold.

The Unit of Issue should also be defined for the conversion factor set up in the "Constant File".

Special Transactions - Cylinder Set and Pickup Transactions:

Special Function: The Suburban Software System automatically controls the movement of capital assets (tanks, cylinders, etc.) through the use of an "Install" and "Pickup" transaction. Once the initial asset has been entered in the "Tank File", movement and charging rent should be done by entering "Set "and "Pickup" transactions.

Definition: The system considers any transactions as "tank related" if the product entered on the transaction is set-up in the product code file with Special Function = T. Refer to the Product Code Section in the "Utility Menu" for details on setting up tank installation and pickup product codes.
Cylinder Rent controls the quality of cylinders by size at any customer location. Serial numbers for cylinder rent are not required. If you want to control cylinders (or other rental equipment) by serial number then specify "TK" as the unit of issue and define the cylinders as Tanks (T) in the tank file.

Due: The When Due field specifies when rent is to be recharged. The following when due codes may be used in this field:
- 00   Rent is to be charged every month.
- 01-12   Rent is charged annually in the month specified. For example, to charge rent annually in March of each year, enter 03.
- Q1-Q3   Rent is charged quarterly in the month of the quarter specified. For example, Q1= charge rent quarterly beginning in the first month of the quarter (January) and Q2 = Charge rent quarterly beginning in the second month of the quarter (February).
- S1-S6   Rent will be charged semiannually beginning in the month of semiannual period specified (S1 through S6). For example, S1 should be used when rent is charged in January and July; S2 should be used to charge rent in February and August, etc.

Quantity   The number of cylinders to be installed -OR- 1 if installing a bulk tank. (Multiple tanks may not be installed with one transaction).

UI/Unit of Issue: Enter the cylinder size. The cylinder unit of issue must also be defined in the "Constant File".

Amount: The dollar amount if the entire rent to be recharged at the interval specified in the "when due" field (above).
If the amount field is left blank the system will assume the tank asset is a loaned tank.

Tax: The net tax after adjustment (if applicable) in dollars.

Rent Adjust: Rent Adjustment Amount: Subtract any adjustment from the entire rent amount if the initial rent amount on the install transaction is not equal to the rent recharge amount.

Special Transactions – Cylinder Gas sales with Cylinder Sets and Pickups:

Cylinder Gas Sales transactions may be followed immediately by "Cylinder Set" and "Cylinder Pick-Up" transactions. These transactions are used to track the movement of cylinder assets to and from customer locations. They also adjust cylinder rent if established in the price file or if the customer has existing monthly cylinder rent for the size cylinder being set out or picked up. If used, cylinder set and pick-up transaction fields will be preloaded from the cylinder gas sale transaction.

Use the Utility Option on the Gas Menu to enter the Product Codes

Setting Up the Automatic Cylinder Set and Pickup Feature:

Setting up the Product Codes:

1.   Setup a Cylinder Gas product code with special function = "C". A special popup question will be displayed when you press ENTER asking if "Cylinder Sets and Pickups will be entered". Enter "Y" and press ENTER when the question appears.

2.   Setup a "Cylinder Set" product code = "CS" with:
Special Function = T = (Cylinder Install)
Unit of Issue = (blank)
Subject to Tax = the same as cylinder rent
Secondary Product Code = RA (Rent Adjustment)

3.   Setup a "Cylinder Pickup" product code = "CP" with:
Special Function = P = (Pickup Cylinder)
Unit of Issue = (blank)
Subject to Tax = same as cylinder rent
Secondary Product Code = RA (Rent Adjust)

4.   A Base Price should be created for the "Cylinder Set" product code and for the "Cylinder Pickup" product code. The price should be setup as the "normal rent amount" for the "normal rent period". For example, if rent is normally charged monthly, a base price for monthly rent should be setup.

Product Code Sample for Cylinder Set – CS:

Company Identification Code	SPI ▾
Branch	01 - Your Company Na ▾
Product Code	CS

Description	Cylinder-Set
Status	A - Active ▾
Unit of Issue	
General Ledger Account Number . . . . ___ – ___	
Secondary Product Code . . .	
Default Page Summary Column . . . . . ▾	

Subject to which tax . . . . [▾]

Special Function Codes . . . . C - Cyl Gas (Delivered) ▾   **Cylinder Sets & Pickups to be entered?** Y ▾

Contract: GAS or DEPOSIT [▾]   Percent [ ]   Price Cap: Y/N [▾]   % or $ Discount [▾]

Cylinder Truck Product Code [▾]

Discount Pricing

	Min. Qty.	And/Or	Min. Pct.		Cash Trans.?	Budget Accts.?
Carry Discount Pricing? [▾] If:	[ ]	[▾]	[ ] %	Apply Immediately?	[▾]	[▾]

Inventory Products Only

Product - Vendor Code [ ][ ]

Include Branch Number in key? [▾]   Inventory key includes [▾]

Exit	Previous Screen		Continue

Special Transaction – Tank installation and Pickup Transactions:

Special Function: The Suburban Software System automatically controls the movement of capital assets (tanks, cylinders, etc.) through the use of an "Install" and "Pickup" transaction. Once the initial asset has been entered in the "Tank File", movement and charging rent should be done by entering "Set "and "Pickup" transactions.

Definition: The system considers any transactions as "tank related" if the product entered on the transaction is set-up in the product code file with Special Function = T. Refer to the Product Code Section in the "Utility Menu" for details on setting up tank installation and pickup product codes.

Cylinder Rent controls the quality of cylinders by size at any customer location. Serial numbers for cylinder rent are not required. If you want to control cylinders (or other rental equipment) by serial number then specify "TK" as the unit of issue and define the cylinders as Tanks (T) in the tank file.

Screen Fields:

When Due: Specifies when rent is to be recharged. The following when due codes may be used:

00	Rent is to be charged every month
01-12	Rent is charged annually in the month specified. For example; to charge rent in March enter in 03
Q1-Q3	Rent is charged quarterly in the month of the quarter specified. Q1 =charge rent quarterly beginning in the first month of the quarter (January) Q2 = charge rent quarterly beginning in the second month of the quarter (February)
S1-S6	Rent will be charged semi-annually beginning in the month of the semi-annual period specified (S1-S6) S1 January/July S2 February/August S3 March/September Etc…

Quantity: The number of cylinders to be installed -OR- 1 if installing a bulk tank. (Multiple tanks may not be installed with one transaction).

Unit of Issue: Enter the cylinder size. The cylinder unit of issue must also be defined in the "Constant File".

Amount: The dollar amount if the entire rent to be recharged at the interval specified in the "when due" field (above). If the amount field is left blank the system will assume the tank asset is a loaned tank.

Tax: The net tax after adjustment (if applicable) in dollars.

Rent Adjust: Rent Adjustment Amount: Subtract any adjustment from the entire rent amount if the initial rent amount on the install transaction is not equal to the rent recharge amount.

Example: Tank and Cylinder Install Transactions:

Your Company Name, Inc.

Company	Month	Year	Branch	Page Type	Page#	Driver/Truck	Cash/Charge Code
SPI	10	2015	01 - Your Comp: ▼	S - Sales ▼	050	1 27 CHARLIE ▼	2 - Charge ▼

Transactions Listing

Date 12/10/2016   Product Code TS - Tank Set   ▼   ☑ Override Delivery Products

Account # / Name	$0.00	Ref #	Serial #	Quantity	UI	Due	Amount	Lease Tax	PCode 2
89753 - ABERNATHY, HUGH	🔒	0900240	A268388	1.0	TK		65.00		

PO #   Delivery Account Lease on File   Installation Reason   Free Rent Period

		Y - Yes ▼	A - Additional Tank ▼	0

New Record	Number of Record being edited: 001	Save Transaction

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Code	CC	Pct	Quantity	UI	Amount	Sales Tax	PC2 Amt	Total
001	S	050	08/28/2015			0765175	01-00897		XA	2		673.5	GL	1,219...	73.14	0.00	1292.

Meter Total:	0	Quantity Total:	0	Charge Total:	0.00	Cash Total:	0.00

F3 = Exit	F6 = Invoice	F12 = Calculate Discount	F8 = Accept Discount	F11 = Tax Code	Shift-F11 = Price

Using the Tank Install Product Code	61
Unit of Issue	TK
Tank Serial Number	A-12345 is rented to Customer #: 01-54321
Date	02/01/2022
Recurring annual (January) rent of	$65.00
Less a Rent adjustment of	-$24.00
Equals the Net Rent Invoiced	$41.00
Plus the Tax on $41.00 @ 8%	$5.80
Equals the Net Invoice Total	$46.80
With Tenant Delivery account	04-43613
Signed lease on file?	Yes

Cylinder Installations:

Cylinder installations should be entered just like tank installations except:

a)   The tank serial number is not required to install cylinders,
b)   The quantity may be more than one, and
c)   The unit of issue must be the cylinder size (.5 through 99).

The system will create a cylinder serial number based on the cylinder size, when the rent is due, and the customer's account number.

Example: Tank and Cylinder Pick-Up Transactions:

Using the Tank Pickup product code   TF

A tank with serial #   BT45689

Picked up by entering a quantity of   -1.0

Has a rent credit amount   -$18.00

Applied and a tax credit   -$.32

Net Invoice Total =   -$8.32

Note: To properly enter the negative quantity, enter the number of tanks to be picked up, a dash using the dash at the top of the keyboard and the field exit key (plus key on numeric pad).

Example: Rent Adjustments:

For Rent Adjustments, a product code without a special function should be used to enter a rent adjustment transaction. This will allow the rent and the tax to be adjusted without affecting the tank or tank location. The Rent Adjustment product code should be used with Cash/Charge code '2' and the rent adjustment amount should be entered separate from the tax adjustment amount.

Example:

Rent Adjustment Product Code: RA

Cash/ Charge Code: 2

Rent adjustment $8.00

Original tax charged reduced: $.32

Total Rent adjustment: $8.32

<u>Special Transactions - Meter Deliveries:</u>

Definition: Transaction with a Product Code Special Function = M and Cash/Charge Code = 3

Special Function: Updates the meter file with delivery information and accounts for gallons delivered. Deliveries to meter tanks should be entered exactly like deliveries to other bulk tanks. The "meter" product code should be used with Cash/Charge Code = 3.

Special Transactions – Meter Billing:

Definition: A transaction with a Product Special Function = M and Cash/Charge Code = 3.

Special Function: Meter reading entered with a charge for quantity used since the previous billing.

Special Fields Used in Data Entry for Meter Billing:

Meter Reading   This field appears only if product is specified as a meter transaction product. Enter the meter reading only if you want the system to compute the meter bill. The meter bill will be computed in the Sales Journal procedure. The computation will be based on: any base price specified in the Supervisor or in the meter file, the previous billing reading, the units of issue of the meter record, plus the price for the units specified in the price file. Entering a dollar amount for the transaction is not permitted.

Serial Number   If you are setting up the customer on the meter for the first time, enter "M"(or Product Code for Meter). The system will automatically establish the meter account if the meter is available for service. It will also bill for any difference in the meter reading.

Special Transactions – Final Meter Billing:

A Transaction with a Product Code Special = M and Cash/ Charge code = 9

Special Function: Same as the monthly meter billing except that the meters disconnected from the customer's account and placed in an inactive status.

Special Transaction – Inventory Transactions:

Special Functions: If the Suburban Inventory System is installed, any product that has been designated as an inventory item in the Product Code File will automatically create an inventory sales transaction to remove the item from inventory.

Special Fields Used in Data Entry for Inventory Transactions:

Serial/ Part Number: Will be entered for non-gas inventory items.

Quantity: A quantity must be entered. Care should be taken to use the same unit of issue as the inventory system.

Special Transactions - Refunds, Accounts Payable, and the General Ledger:

This section illustrates a way to handle refunds with the Suburban Software Propane System. Please note that the following are only recommended procedures and your accounting practices may differ from those illustrated here.

The following occurs when a sale is entered through the Accounts Receivable system.

1.   If cash/charge code 1 was used...

Debits the 'Cash-Sale' GL asset (wash) account .... 1xx (Br. Supervisor)
Credits the product code GL revenue account .... 4xx (Product Code)

2.   If cash/charge code 2 is used...

Debits the 'Accounts Receivable' GL asset account ... 1xx (Br. Supervisor).
Credits the product code GL revenue account .... 4xx. (Product Code).

The following occurs when a payment is entered through the Accounts Receivable system.

1.   If cash/charge 1 is used ... (cash sale transaction).

Credits the 'Cash Sales' GL (wash) account ... 1xx (Br. Supervisor).
Debits the 'Bank' GL account .... 1xx (Product Code).

2.   If cash/charge 2 is used ... (payment on account).

Credits the 'Accounts Receivable' GL asset account ... 1xx.
Debits the 'Bank' GL account.. 1xx.

The following steps may be performed to issue refunds with the Suburban Software Propane System when using Accounts Payable to write checks.

1.   Credit the customer's account in accounts receivable using cash/charge code 2 and the original product code that was used to enter the sale. Be sure to credit the sales tax also by entering the amount as a credit to the sales tax field.

        This will credit the 'Accounts Receivable' GL account (and the customer's account) and debit the 'Product Code' GL (revenue) account.

2.   Write a check through the Accounts Payable System using a 'Refund' or 'Charge-Back' GL number. The 'Charge-Back' or 'Refund' GL account will be used as a wash account only.

        When the invoice has been entered (and the print and post expenses option has been run), the AP (201) liability account will be credited and the 'Refund' or 'Charge-Back' GL account will be debited.

        When the check is printed, the AP account will be debited and the Bank account will be credited for the amount of the check.

3.   Use a 'Charge-Back' or 'Refund' product code to enter another cash charge code 2 transaction for the total amount of the refund to the account in accounts receivable. The product code should have the same GL number on it as the GL number used in step 2 (above) for 'Charge-Backs' or 'Refunds' so that the 'Charge-Back' or 'Refund' general ledger account will wash (become 0) in the end.

This transaction will debit Accounts 'Receivable', credit the 'Refund', or 'Charge Back' the GL Account.

Note: This transaction now brings the total of the Refund or Charge Back GL entries to "0"

PPS Truck Interface (Daily Menu)
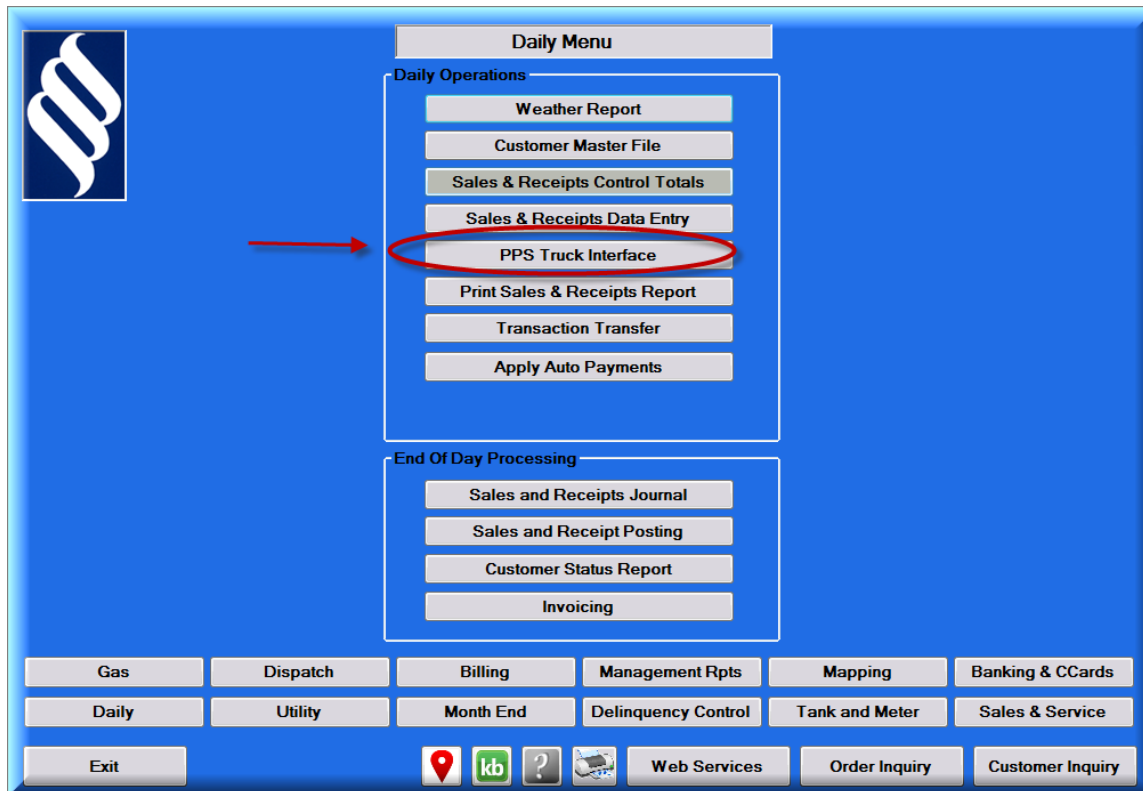
This allows the operator to perform the daily functions related to PPS (**Portable Propane System**).

NOTE: See **PPS** manual for more information on sending data to trucks.

Transfer Computerized Truck Transactions:
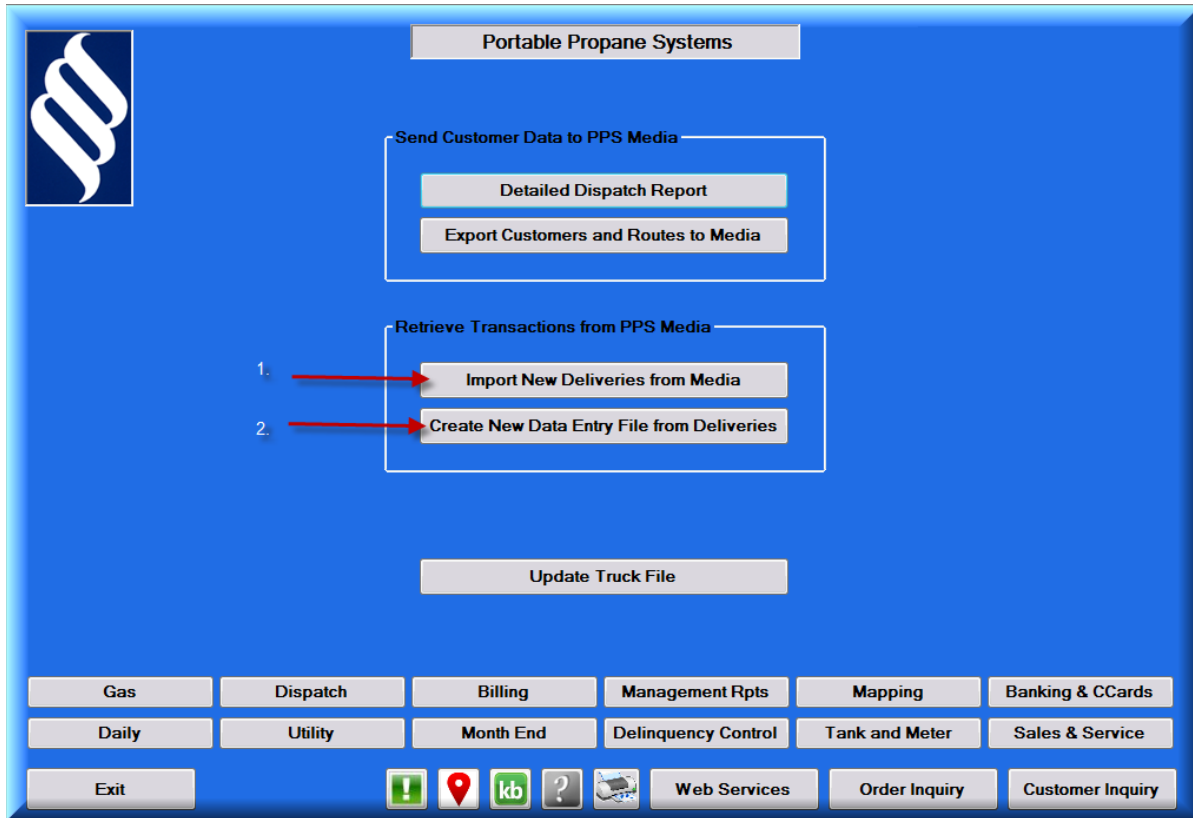
1. Import New Deliveries from Media: This option will copy the transaction file(s) from the Portable Propane System media back to the office system. Operators may import one or many trucks prior to running the next option.

2. Create New Data Entry File from Deliveries: This option will combine all truck's transaction files, or a single truck's transaction files, that were imported above into one data entry work file using a page number specified by the operator. The name of the Portable Propane System data entry file is variable and defined in system setup. By default, the data entry file will be called "PP". Once this option has been run, operators must proceed to the Daily Menu to complete the posting cycle for "PP" (or other preassigned
truck transaction filename) as they would with any other data entry file. This includes entering control totals, correcting transactions (if necessary), printing an edit listing (if desired) and transferring the work to the sales journal.

Print and Edit Sales & Receipt Page:
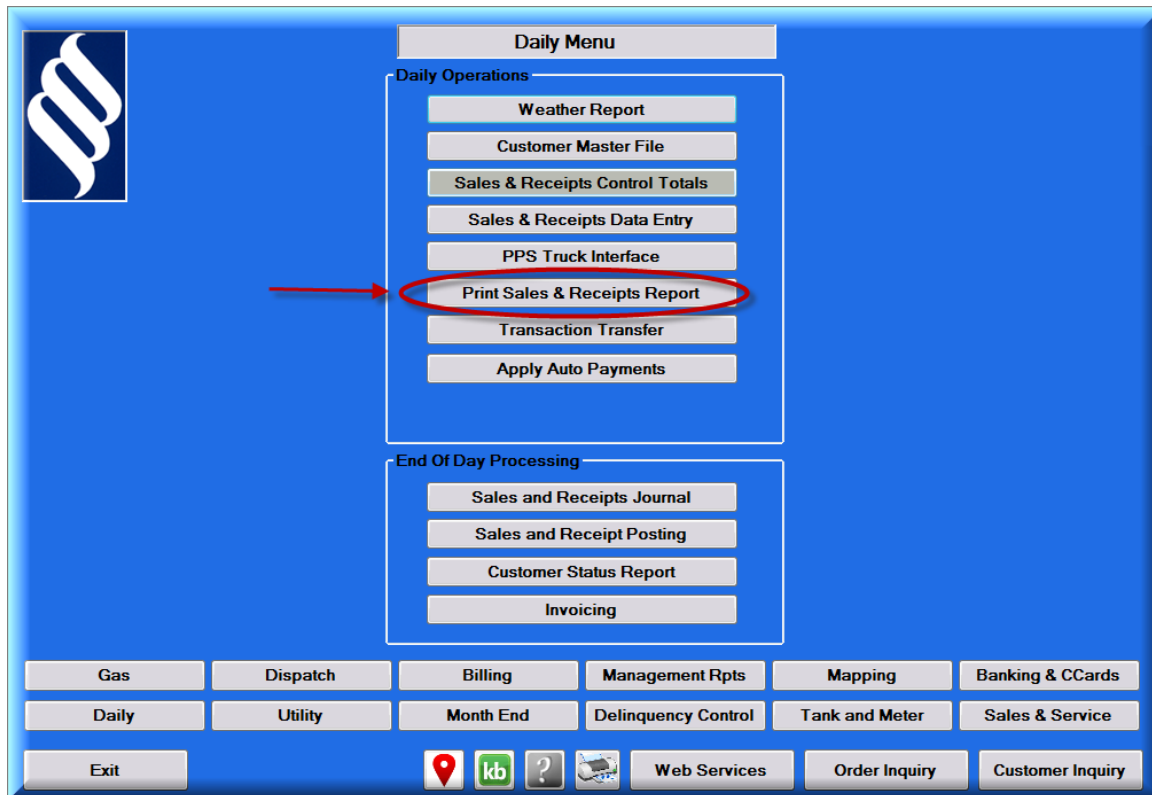
Allows the user to print a detailed listing of the transactions on any **Sales**, **Receipt** or **Limbo** page.

Screen One:

The edit report lists each transaction and its location within the file that it as printed from. The program totals both dollars and gallons by driver or product code of sale and compares the transaction totals to the control totals entered on the page summary. The program also checks for and displays any errors that exist, in the same manner as does the "Edit and Transfer to Posting File" procedure.

Edit Listing Report:

*Note: Data entered in transactions for gallons dollars should balance data entered in the page summary or control totals. *

```
File  Edit  Format  View  Help

Propane, LLC          Branch-01   Sales Page:  3/10 S 47    WSC8    E D I T   L I S T I N G          09/01/10  15:13 DH
                                                                                                              Pg:   1

Record  Date   Refer   Account   Customer         Error Cd  PC CC  %    Qnty       Amount    S/L Tax   PC2 Amt    Extention
0002    2/15   00638   120352    SALERNO, TOM               DA 2                    11.56-                          11.56-
0003    3/16   9999999 120352    SALERNO, TOM               SF 2                     4.95-                           4.95-
0004    3/16   9999999 120352    SALERNO, TOM               FC 2                      .50-                            50-
0005    3/16   9999999 176248    UHLMAN, DR. RICHA          SC 2                   150.00-                         150.00-
0006    3/15   9999999 144063    GREAT VALLEY PROP          WP 2        206.4 GL   280.60                          280.60 A
0007    3/15   9999999 144063    GREAT VALLEY PROP          WP 2       1960.8 GL                                          A
0008    3/15   9999999 144063    GREAT VALLEY PROP          ME 2          2.0 GL                                         A
0009    3/16   9999999 128876    WILLCOCKS, MARK            TP 2 00      1.0-TK                                   2SD087789
0010    3/16   9999999 189572    PARRISH JR, WYATT          TS 2 00      1.0 TK                                   2SD087789
0011    3/12   751993  189514    FORSYTH, CHARLES           PC 2 20         GL
0012    2/26   9999999 108159    WEST BRADFORD DEV          TP 2 00      1.0-TK                                   2SY042999
0013    2/26   9999999 189514    FORSYTH, CHARLES           TS 2 00      1.0 TK                                   2SY042999
0014    3/16   01387   171645    SHOEMAKER, CARL &          DA 2                     1.21-                           1.21-
0015    3/16   9999999 171645    SHOEMAKER, CARL &          FC 2                      .50-                            50-
0016    3/16   9999999 171645    SHOEMAKER, CARL &          SF 2                     4.95-                           4.95-
0017    3/15   752001  125625    RUPP, BETH & DAVI          TS 2 00      1.0 TK     50.00    3.00 S               53.00    VA181114


                        Discounts Allowed       DA                    12.77-      .00       .00     12.77-
                        Statement Fee           SF                     9.90-      .00       .00      9.90-
                        Finance Charge          FC                     1.00-      .00       .00      1.00-
                        SCREENINGS              SC                   150.00-      .00       .00    150.00-
                        Wholesale Propane       WP     2,167.2       280.60       .00       .00     280.60
                        Methanol                ME         2.0          .00       .00       .00        .00
                        Tank Pickup             TP         2.0-         .00       .00       .00        .00
                        Tank Set                TS         3.0        50.00      3.00       .00      53.00
                        Tank Percentage Check   PC                      .00       .00       .00        .00
                                                       2,170.2       156.93      3.00       .00     159.93


             Source         Dr-Tk      Control $      Trans $                   Control Qty.    Trans Qty
             ADAM            1-25        172.70          .00        172.70        2,169.2                    2169.2
             DAVE            1-37           .00        172.70       172.70-                     2,169.2      2169.2-
                              -          12.77-         12.77-
                                      _____     _____
             Total Cash Sales .(1):        .00           .00

             Total Charge Sales(2):     159.93         159.93
                                      _____     _____
```

Field Descriptions:

Company ID Code:	Enter the 3 character company id code.
File where page located: {Workstation ID}, LIMBO, or WEKLY	Enter the name of the data entry file to be printed. WS ID: Enter a two character workstation id to print out the data that has been entered at a specific workstation. For example, enter AA to print the data that was entered at workstation AA. LIMBO: Enter LIMBO to print a listing of the transactions in Limbo. WEKLY: Enter WEKLY to print out the transactions that are in the sales journal file. The printout will have an error message indicating that the transactions have "already been transferred". This is normal. This option is usually only used when troubleshooting a problem with posting.
Printer ID:	Enter the 2 character printer id that should be used to print the report.

THE FOLLOWING FIELDS SHOULD ONLY BE ENTERED IF YOU WISH TO RESTRICT THE PRINTOUT BY BRANCH, PAGE TYPE, OR PAGE NUMBER. NORMALLY THE FOLLOWING FIELDS SHOULD BE LEFT BLANK SO THAT THE SYSTEM WILL PRINT EVERYTHING THAT HAS BEEN ENTERED SINCE THE LAST POSTING.

Branch Number:	Allows for the selection of only those transactions entered for a specific branch.
Page Type:	Enter "S" to restrict the report to only sales type transactions, "Z" to restrict the report to only receipt transactions, or "L" to print only limbo transactions.
Page Number:	Enter a 2 digit page number to print only the transactions for a specific page.

For a more detailed description of the data that appears on the report, refer to the section discussing Daily Menu (Edit and Transfer Transactions to the Posting File).

Transfer New Transactions to "Posting File":
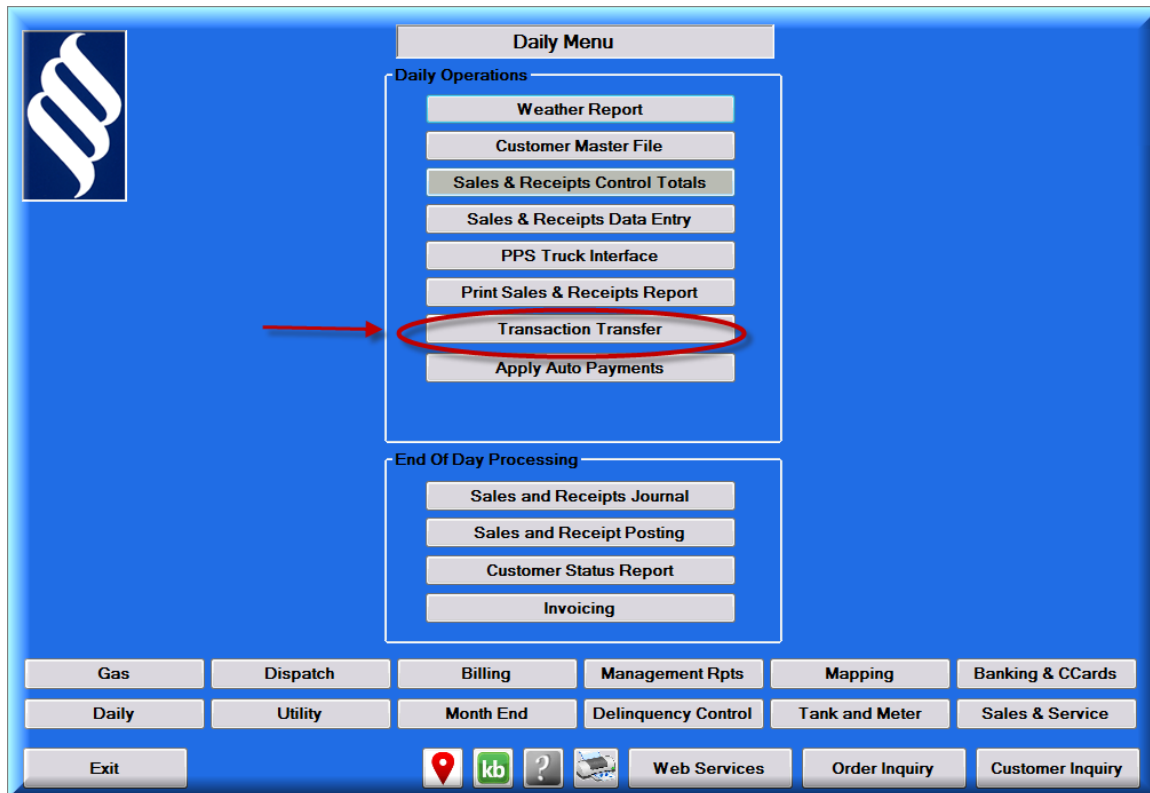
Allows the user to perform an initial edit (system-check) of the transaction in the daily work files.

To transfer the transactions to the posting file if:

1. No terminal errors are detected.
2. The transactions balance to the Sales and Cash Receipt Page Summary

Screen One:

The procedure will prompt the operator for the name of any workstation files that are to be included in the transfer to the Posting file. You should include any workstation files that contain new transactions, and the LIMBO file if it has been corrected. These files are edited to insure transactions meet certain minimum requirements and balance to their respective page summaries. If they do not balance, a terminal error message is issued and the procedure is canceled. If there are no terminal errors found, the work files are merged with any previously edited data in the Posting file, and the workstation files are deleted.

Field Descriptions:

Company ID Code: Enter the 3 character company id code.

Workstation ID's of any   Enter the name of the data entry file to be transferred. Up to four

workstations that have data to be transferred: work files may be transferred at one time.

For example, enter AA to transfer the data that was entered at workstation AA.

Is the LIMBO File to be   This question only appears when there is a LIMBO file on the

included in this transfer?   system. Enter "Y" to transfer Limbo or enter "N" to postpone transferring Limbo until a later time. Remember that limbo MUST be transferred before the sales journal can be run.

Printer ID:

Enter the 2 character printer id that should be used to print the report.

Edit Report: The posting program produces an edit report which checks data entry workfiles for errors and shows the total gallon and dollar amounts entered on the Sales & Cash Receipt Summary Pages relative to the total gallon and dollar amounts entered through data entry. An 'out-of-balance' situation exists if the summary page totals (entered from adding machine control tapes) are not equal to the data entry totals (from actual transactions entered).

Terminal Errors:

Are errors that prevent the transfer of data from the work file to the "WEEKLY" posting file, they are issued for the following reasons:

- The total for all transactions entered do not match summary page control totals.

- a Summary Control Page has not been entered for the transaction,

- the page number was previously used and already entered

- an invalid product code was entered,

- tax on a non-taxable product,

- conversion factor missing for either gas or tank rent,
- meter reading missing for a meter transaction,

- a meter transaction on a "Cash" Code,

- Tank/Meter Pickup Code used for wrong transaction,

- cash amount on an Inter-Company transaction,

- Special Function quantity units do not balance to the Summary page,

- invalid "Cash/Charge" Code,

- the transactions don't balance to the Summary Page,

- the date is invalid,

- a deposit is posted on a cash sale.

Warning Errors:

When warning errors are issued you have the choice of terminating the job and correcting the error or proceeding with the program. Remember that the transactions can not be changed after they have been transferred to the posting file. Warning errors are issued for the following conditions:

❖ Taxes exist on a non-taxable item, or

❖ The Tax rate on the transaction (based on the amount of tax entered on the transaction) doesn't match the tax rate setup in the tax file.

Apply Auto Payments:
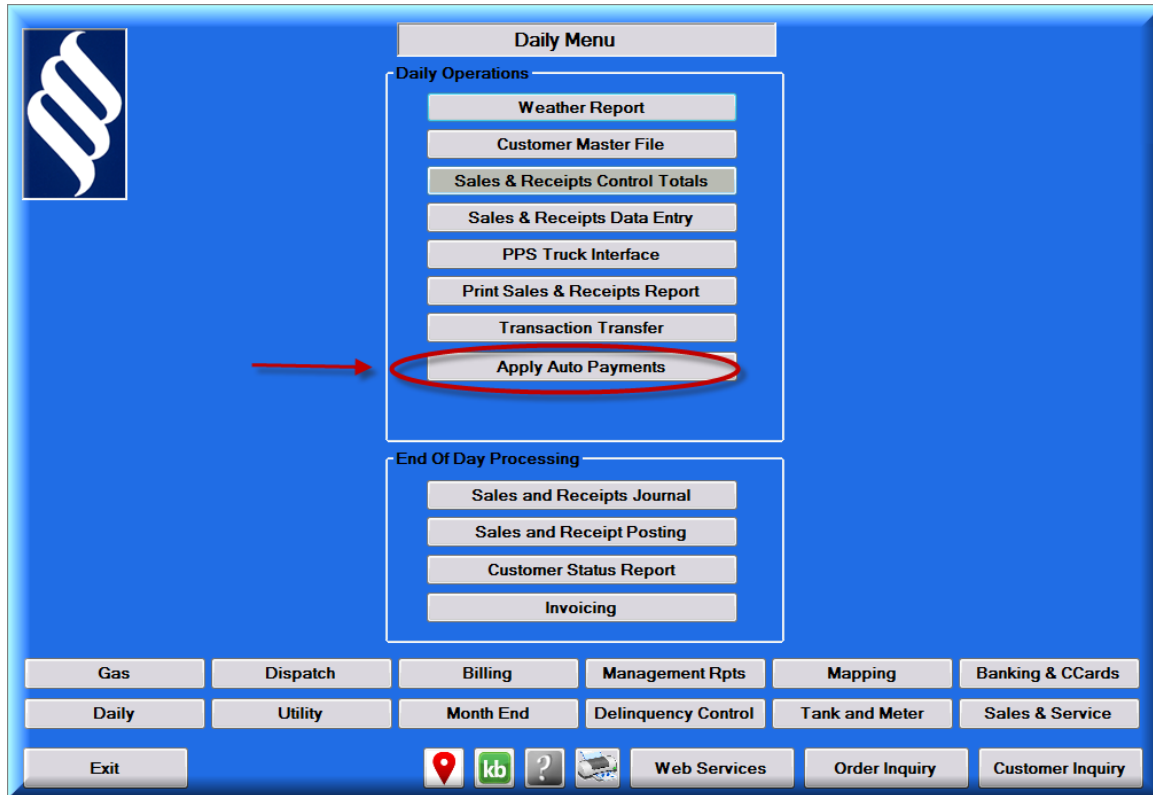
Allows the user to apply payments that were made through credit card transactions, auto-check or through the web.

Screen One:

Notes: Batch numbers are automatically given. You do not need to enter anything in this field

Apply Credit Card Payments: Allows you to apply payments made through the credit card menu.

Apply Auto Check Payments: Allows you to apply payments made through the auto check Menu

Apply Web Payments: Allows you to apply payments made through the web.

End of Day Processing (Daily Menu):

Sales and Receipts Summary and Journal:

Print Sales Journal

Company Identification Code	SPI ▾
Form Name	0001 ▾
Printer Type	VW - View ▾

Exit   Continue

Purpose: 1. Prints a recap (summary) of the Sales & Cash Receipt Journals.
2. Prints a Sales & Cash Receipt Journal which lists each transaction processed along with any errors that are detected.
3. Computes gas "metered" transactions that have not been charged, if automatic pricing is selected in the supervisor file.
4. Performs a final edit (error check) on the transactions.

The Sales Journal will print all the sales and cash receipts in chronological sequence sorted by branch, page number, and driver. It will also print a "Limbo Page" which lists those transactions that will be transferred to "Limbo" due to some "Limbo Rejection Code". Please refer to the limbo code table below for more clarification.

The sales journal program checks transactions for various anomalies (because some of the anomalies are not actually errors). If an error condition is detected, a "Limbo Rejection Code" will be printed indicating the problem with the transaction. *Normally, you should not attempt to correct the error until after the update has completed.* Errors that deal strictly with the transaction cannot be corrected until after the update because there is no limbo or work file at this point (see the overview of the posting process in the Daily Menu Section 1). Errors that are a result of missing or incorrect data in the master files can be corrected by updating the master file and reprinting the Sales and Cash Receipts Journal prior to running the update.

The procedure checks to see that the "LIMBO" transactions from the previous posting have been included with the new sales and receipts data. If not, the program terminates with error. If the update was permitted to go through without "LIMBO" records, Accounts Receivable would be out of balance by the amount in "LIMBO", and the transactions in "LIMBO" would not be posted to the proper accounts.

If you re-enter either the Supervisor File, Customer Master File, Product Code File, Tax Code File, or Constants File after printing the Sales Journal and before "Posting" to the Master files, the Sales Journal must be run again. This is necessary because a change in one of the above files may affect an error code that the Sales Journal procedure edits.

See the following tables for a listing of "Limbo Rejection Codes", the cause of the rejection, and the corrective action to take to resolve the errors

Limbo Rejection Codes:

Limbo Error	Possible Cause of Limbo Error	Corrective Action
NA------	No account number on transaction.	Assign the proper account number.
ND------	No delivery data in master file record	Enter any delivery information to the master fil, ie. Tank size, driver # or delivery route.
NM------	1. There is no master file account open for the account number indicated . –or- 2. The account number entered on the transaction is wrong.	1. Verify that the account number is correct on the transaction, -or- 2. Open a new account with the Update Customer Master File option in the Daily Menu.
DM------	Deleted Master File. The account's master file record has been deleted.	Verify that the right account number is on the transaction and, if so, activate the master file account.
---DD---	Date or Degree Day error. Delivery date is beyond the latest Degree Day entered -or- the transaction date is at least 30 days old.	1. Enter the correct date on the transaction –or- 2. Update the degree day file to the current date.
----WC--	**1.** Required tank capacity in master file is missing or **2.** The number of gallons delivered exceeds tank capacity	Verify 1. The delivery is to the right account number,-or- 2. The tank size is correct in the master file.

-WC-- %Hi-	Either the tank size is too small -or-the percentage the tank was filled to, is too high, given the number of gallons delivered, and when compared with the percentage the tank was filled to on the previous delivery. It is as if the customer's tank is making gas instead of using gas. (ie. This tank could not have been filled to this percentage with the delivered number of gallons.)	Confirm that: 1. The proper tank size is in the Master File, 2. 2. The proper transaction percentage (filled to) was entered, 3. The correct "previous percentage full' figure is in the Master File, and 4. The proper account number is on the transaction
WC-%Lo	Either the tank size is too large or the percentage the tank was filled to, given the number of gallons delivered, is too low. This tank should not have been filled to a higher percentage for the delivered number of gallons.	Confirm that: 1. The proper tank size is in the Master File, 2. The proper transaction percentage (filled to) was entered.
--%----	Required "Percentage Filled To" is missing from a bulk gas delivery.	Add the missing percentage to the transaction. This figure is used by the delivery forecasting programs so it's best to get accurate percentages from the driver whenever possible.
---T#--	Tank number indicated on transaction not found in the tank file.	Verify that: 1. The correct tank # us in the transaction, 2. The correct tank #id in the tank file, and 3. The transaction tank # matches the number in the tank file.

---TM--	Tank pickup transaction for a metered tank that still has meters assigned to it.	1. Be sure that the correct tank is on the transaction, and 2. Close out the meter assigned to the tank #.
----TN--	Tank Rent Credit issued exceeds the tank rent amount in the tank file.	Reduce the rent credit to no more than the rent amount in the tank file.
----TQ--	Cylinder pickup transaction for more cylinders than in service for the month and size specified.	Be sure that the proper when due and UI was entered. Check the # of cylinders in the tank transaction against the rented # in the tank file.
----TS--	Tank Status error. Tank install transaction for a tank that is in service already, or Tank pick up transaction of tank that is not in service.	1. If the tank is being moved between accounts, check the Sales Journal for a pickup transaction of the same tank (meaning the pickup and the install transaction were entered since the last update). If found, the error will clear automatically on the next update. Or 2. Check the tank file. Check the status and account number fields to determine where the tank is and whether or not it is available for pickup or installation.
----TU--	Tank Unit of Issue does not match the "Tank Type" (TK for tanks or the cylinder size for cylinders).	Verify Tank or Cylinder Units of Issue or correct the tank file.

----TW--	Tank When Due Error	If rented, when due must be
		00= Monthly
		01-12= Annual
		Q1-3 = Quarterly
		S1-6 = Semiannual
----TX--	Attempt made to pick up a tank that is assigned to a different account from the account on the transaction.	Correct either the transaction account # or tank #, whichever is in error.
----TY--	No Yard cylinders exist for the cylinder size (UI) specified.	Check and correct (if necessary) the cylinder size (Unit of Issue) on the transaction, or add more yard cylinders to the tank file.
---TCR-	Tank Rent Credit: the credit given in data entry doesn't match rent amount in tank file.	Check the rent amount in the tank file to verify proper credit.
-----MH	Meter Reading is high. The meter reading exceeds reasonable quantity when compared to previous reading.	1. Verify that the transaction is on the proper account. 2. Verify the transaction meter reading. 3. Verify the previous reading in the meter file. 4. Verify that the number of meter digits in the meter file is correct.
-----MN	Meter reading produces a negative quantity used.	Perform the same checks as for the "MH" error above.

-----M#	Meter Serial number is missing from a first meter transaction on a new meter account.	Enter "M#" followed by the meter serial number in the "Name/Serial" field on the transaction.
-----M$	Meter price has not been established in the price file for branch, pcode & unit of issue.	1. Check the transaction for the proper unit of issue, or 2. Check the Price file to be sure there is a base pcode & unit of issue.
-----MX	Account number on the meter transaction does not correspond to the account number in the meter file.	Correct either the transaction or the meter file to the proper account.
-----M@	The Meter's unit of issue was not specified in the Constants file/	Enter the meter unit of issue in the Constants file with the proper conversion factor to the standard unit of issue (usually to gallons).
-----M?	Meter transaction specifies a meter # that is different from the meter # on the customer account.	Either correct the meter transaction to the proper number, or – remove the improper meter # from the customer's account. Only one meter may be assigned per customer.
-----MD	Meter Digits: the number if digits in the transaction meter reading doesn't correspond to the number of digits in the meter file.	Change the transaction meter reading or the meter number of digits in the meter file to the proper value.
-----ML	The Last Billing Date entered in the Master file is not valid.	Change the last billing date to the proper date and be sure it is entered in **YYMM** format.

----@--	Invalid unit of issue or unit of issue not in "Constants" file.	Correct unit of issue (or) enter U/I in "Constants" file.
--X----	Invalid sales tax code.	Correct the tax code on the transaction.
$-------	Dollars on a non-chargeable or non-cash transaction.	Change the transaction to the appropriate cash or charge code.
----$---	Invalid Customer Deposit. The transaction would give the customer's refundable deposit field a credit balance.	Check that this deposit is on the right account, or that a refund has not been issued.
------PR	There is no price setup in the price file for the transaction product code. Note This error can occur on PC computer systems if ALL columns (oldest, previous, and current) are not filled.	Enter the price for the branch/product code in the price file or enter a price in the oldest, previous, and current fields.
------PC	Required Product Code is blank on the transaction or either deleted or not setup in the product code file.	Add the correct product code to the transaction, change status on the product code file or create the product code in the product code file.
---------	Ran statements before the End of the Month.	Run End of the Month and post Limbo.
--CGPR	Missing Contract number	Add contract number in contract field
-----UC-	There are not enough cylinders on yard to account for transactions.	Correct the number of cylinders in the cylinder file.

```
Your Company Name          Branch 02        Sales Summary for 12/03   Run 027   09:42:47  09/07/04

                    Cash        Accounts    |   Dollar          Gallon                      Page:   1
                    Sales       Receivable  |   Sales           Sales
                    _____

Beginning:                     $271,778.81 |

                                           |   _____    _____
Limbo 26             $.00        $558.79    |     558.79-        485.3-
                    _____


                                           |   _____    _____
Page 100           $1,725.18    $2,406.71   |    4,131.89-       200.0
                    _____


                                           |
Sale Total:        $1,725.18    $2,406.71   |    4,131.89-       200.0
                    _____
```

Keep this report in your Sales Journal

Limbo Error Codes

```
Your Company Name          Branch # 2       Sales & Cash Receipts Journals 12/03    Run: 027    09/07/04  09:42 VENISON
_____
Limbo Page:    26                                           Debits :   Credit:                        Second      Variance
                                    PC CC     Quantity UI  Cash/AR :    Sales     Price    Tax  Code   Product     Error Cd
_____
 2/25   004444  2-92018   VINYARD, CARRIE  6I 2  02         1.0-TK     62.40-:    60.00-           2.40-L08                  6940
                                                                                                                       ----T3--
11/24   634444  2-12039R  BUCHANAN, DANA   01 2  75            GL          :        .00                 304
                                                                                                                    55/ 325-WC--4HI
12/31  0002367  2-27203   ADAIR, FRANK     HV 2            1.0 EA    217.36 :    217.36                 304

12/31  0002371  2-01103   ABEL, JAMES R JR HV 1            1.0 EA    204.81 :    204.81                 304
12/31  0002383  2-34491   GLENCOE HIGH SCH HV 1            1.0 EA    219.95 :    219.95                 302

12/31  0002409  2-01187 D DDAIR, DONNY & A HV 2            1.0 EA    407.48 :    407.48                 304
  "    0002409  2-01187 D DDAIR, DONNY & A LB 2                      150.00 :    150.00                 N04
  "    0002409  2-01187 D DDAIR, DONNY & A 3T 2                       36.67 :     36.67                 N04
```

107

Sales and Receipt Posting (to Master Files):
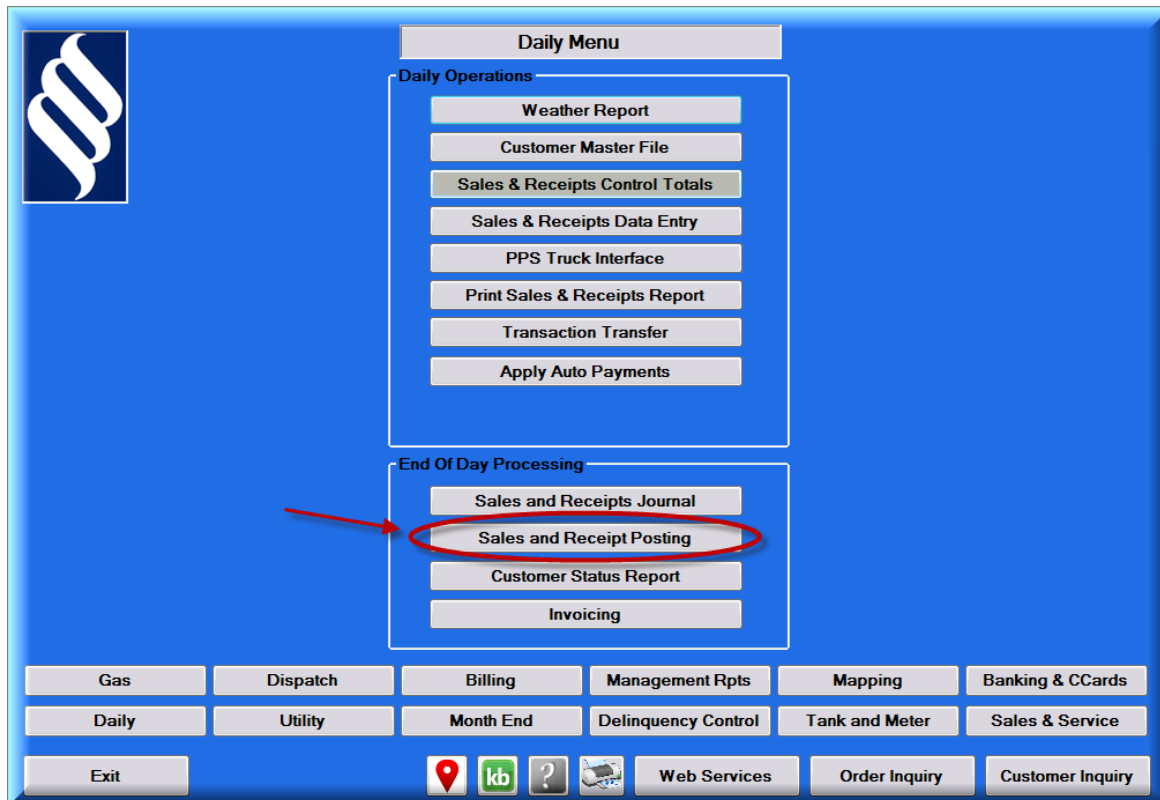
Allows the user to post the sales and cash receipts to the customer's master file, the tax file and the product code file. Also allows you to post the transaction to the monthly transactions; re-compute, post and prepare for printing the next delivery ticket for accounts with cash sales; and to build a new limbo file with the transaction records that were flagged by the sales journal with limbo rejection codes.

NOTE:

1. The Sales & Cash Receipt Journal must be run prior to the update procedure. Transactions that print with and error code on the Sales & Receipt Journal will post to the General Ledger and Tax File but will not be posted to the customer's master file. The transaction will not be added to the monthly transaction file. Instead, the transaction will be placed in the "Limbo" file to be re-entered on the next update.
2. Once a Sales and Receipt Posting has printed it cannot be printed again.

Post Transactions To The Master File

Company Identification Code . . . .   SPI ▼

Enter Date Of Last Data Received -or- The EOM Date For Finals (MMDDYY) . . . .   [   ]

Copy/Compress Fileset to SSS Backup Folder Prior to Post? . . . .   Y - Yes ▼

　　** Warning! The SSS Backup Copy Is Not An Adequate Backup For Hard Drive or System Failure **

Printer Type . . . .   VW - View ▼

Exit   Continue

A control totals page is automatically built for those records that are place in Limbo.

If Automatic G/L posting is specified in the Supervisor, journal entries will be posted to the General Ledger accounts specified in the Product Code file.

Customer Status Report:

The Customer Status Report is a comprehensive listing of the most important information about each active account. It can be a very useful report in determining a customer's overall status and includes delivery, forecast, tank, gas-purchase history, and aced account credit information. In addition, memos and addresses may optionally be printed.

The other options in the customer status prompt screen allow the user to select specific customers to print on the report by driver, product code, type code, credit code, or delivery code. In addition, customer addresses and/or memos may be added to the report by entering {Y} beside the appropriate option.

To selectively print accounts with blank product codes or a blank type customer code enter a single forward slash {/} in the field.

Customer Status Report:

The main part of the report includes the customers: name, credit & delivery code, phone number, assigned driver & route, next forecast delivery point, aged A/R balance, latest receipt date & amount, and budget rate. Most of the information on the Customer Status Report is self- explanatory.

Tank or Hold Status: Located on the report just after the account number are two columns of code that indicate special customer status.

H- Account is in the hold file and to be charged off.

R- Account rents a company tank.

L- Account has a loaned tank.

M- Account has a metered tank.

Type Customer 1: The second column is the type customer from the first type customer field from the customer master file.

Type Customer 2: The third column will display the second type customer field from the master file.

Finance Charge Code: The finance charge code will be printed in the fourth column after the account number.

6 = Finance Charges on all over 60 days past due

9 = Finance Charges on all over 90 days past due

 = No Finance Charge to be made

Just after the customer name appears four coded columns:

**$**   A dollar sign ($) will be printed just after the customer name if the customer's account balance exceeds the credit limit established for the customer in the master file.

Credit Code: In the first column, the customer credit code from the customer master file will be displayed. A credit code 9 indicates that the customer has been placed on credit hold. Other credit codes are user defined.

Credit Record: The credit record is printed in the second column after the customer name. The credit record indicates the average number of months over the last 12 months that the customer has been past due. The maximum is 9.

Delivery Code: The delivery code from the master file.

Use Code: The use code will be printed after the customer delivery code.

                                1 - Heating use only

                                2 - Heating and possible daily use

                                3 - Both heat and daily use

                                4 - Daily use and possible heating use

                                5 - Daily or constant use only (cooking, water heat, motor fuel)

Last Delv Date: Month, Day and Year of the last delivery. If no delivery has been made then the date the account was set prints.

Drive – Route:	Driver and Route the account has been assigned to.

Forecast Delivery: The optimum degree day or date that the system has been forecasted for the customers' next delivery. The systems will normally compute the optimum degree day/date for delivery assuming delivery should be made when the tank reaches 20% full. However, another optimum percentage for delivery can be entered in the supervisor file.

Degree Day "R"

On some accounts an "R" will appear between the Driver/Route Column and the Degree Day/Forecast Column. The "R" indicates that the DD Forecast is a "Run Out" forecast and not an optimum percentage (20% or other) forecast as the rest are. A "Run Out" forecast is made on those accounts who order a 100 gallons and only fill their gas tank to 40% or less.

TkSiz.PctFul: Tank Size/ percent Full. The tank capacity as specified in the customer master file and the system's estimate of the amount of gas in the tank on the date of the report.

A "T" will print instead of "." Between the tank size and the percent full if the system is setup for Delayed Ticket Printing and if the customer has a delivery ticket out.

Codes after the percent: (<< / x / ?)

<< - indicates that either a rental, budget, or automatic account is in a runout status.

x - indicates the account has been out of gas for so long that they are probably a lost customer.

? - indicates no deliveries have been made to this account.

YTD: The amount of gas purchased this calendar year in gallons.

Last Year's Gas: The amount of gas purchased during the previous calendar year in gallons.

Last Payment Date and Payment Amount: The date the last payment was made and the amount of that payment will be printed in these 2 columns:

       Balance: Accounts Receivable Balance

       Delinquent Balance: The portion of the customer's balance that will be past due at the end of the current month by the number of days indicated.

                    The budget balance and budget rate will be printed instead of account aging for those customers on budget billing. Accounts on budget billing are assumed to have a current balance.

EOM Customer Status Report:

All Transactions that occur during the month will print below the Aged balances in the following order: Reference number (Prefixed by the truck number), date, product code, cash/charge code, percent, quantity, and amount.

|	Tank status in the account Rented(R), Loaned(L), Metered(M), or Account is on Credit Hold(H).	Finance charge code from master file, 6=60 days, 9=90 days, N=None.	Gas Purchased in gallons year to date and last year.	Date and amount of last payment	Customer is on budget billing plan.

```
                   Cr/Dlv         Last          20%    Tank   YTD  Last   Last Payment : Account   ** Past Due Balance **
AccNr     Customer  Codes  Phone  Dlvry Dr-Rt  Forcst  Siz.Pct Gas Year   Date  Amount : Balance  Over30  Over60  Over90

04501R   BAUGHN, WES      5  W3  288-5150  8/09/4 1-OG 11/19/4R 120.44    54           B/04  322.55 :   49.27-
29157R   FRANKLIN, CHARLES 6 W2  425-9324  2/27/1 3-MM 12/16/2  250T00<x              2/04   65.32 :
39454R   HERRING, JAMES R.  3 W5 477-4290 12/01/3 3-MC  4/22/6  250.68          100   2/04   37.44 :
58815 H  MCCONNEL, BRYANT  95 H3 425-1347 11/16/1 3-MM 12/10/1  250T00  x                   :  170.70                 170.70
63266L   MORRIS, ELDON     5  W1  477-5911 12/12/3 3-RH  6/30/6R 120.68          35  12/03   59.09 :
63282   NMORRIS, FELECIA   4  E1            1/12/4 1-HB 12/30/4  120.48          56   6/04   20.00 :  315.84- BgtBal  $50.00 Rt   $15
90708M   PINES PACKAGE     6  W5  436-3836  2/24/4 1-TF  3/17/4  750T00  x             1320 2/04  506.12 :
74131   ROGERS, SHARYL    62  W3  425-2368         1-AD  4/14                   200   1/04  171.00 :  290.84    8.66   31.66  245.88
75574R  6RYAL, SANDY       6  W5  938-7303  8/13/2 3-GP  8/13/2R    T                   B/02  176.55 :   27.50                  27.50
83519RB  SNIDER, WAYNE     3  A1  426-3121  1/28/4 1-R8  6/30/6R 120.69          45   3/04   81.92 :
99759M   YOUNG, E.H.       4  W3  477-6361  2/25/4 3-MC 11/06/4  250.36         475   2/04    4.01 :
13641R   YOUNG, JIMMY E   $5  W4  477-7941  5/14/4 3-GP 12/22/4  500.65         840   9/04   49.92 :
99724L   YOUNG, KENNETH    5  W3  477-6137  7/31/2 3-MC 12/11/3  250T00               B/02  134.07 :
99767 S  YOUNG, LULA B.    3  W1  477-6635  4/28/3 3-MC  2/08/6  250T58                7/01  412.36 :    4.40-
99969R   ZEPO, PETER       5  W1  938-0436  2/03/4 3-GP 11/10/4R 250.00  x       100   5/04   26.08 :
                                                          212238  314.34   55792
                                                          223758           582294

     R=Rented                 1=Heat Only         Run Out       <<=Runout of Budget, Rent, or Auto Delv Account
     L=Loaned                 3=Both H&C          Forecast=R     x=Probable lost account.
                              5=Constant                         ?=No delivery made to existing tank.

BR:        Gas   R.Q.  Prob  NoTnk/    : Accounts Receivable:                                                      :        :
Nr:Total   Actv  Warn  Loss  NoDel Hold: Total/Limbo    Current    Over 30    Over 60    Over 90    Over 120    Hold :Deposits:
  :                                :                                                                                :        :
04: 2080   1310  220   325   152   73:                  20382.38   2590.34    2182.95    1011.13    16224.88   9593.78:       0
    100%    63%   11%   16%    7%    4%    51985.46        39%         5%         4%         2%         31%        18%
  :                                :                                                                                :_____:
```

First Type Customer Code from Customer Master File.	Second Type Customer code from customer master file -or- (.) = Customer has credit Transactions in open item file. S = Master Billing Sub Account.

Invoicing:
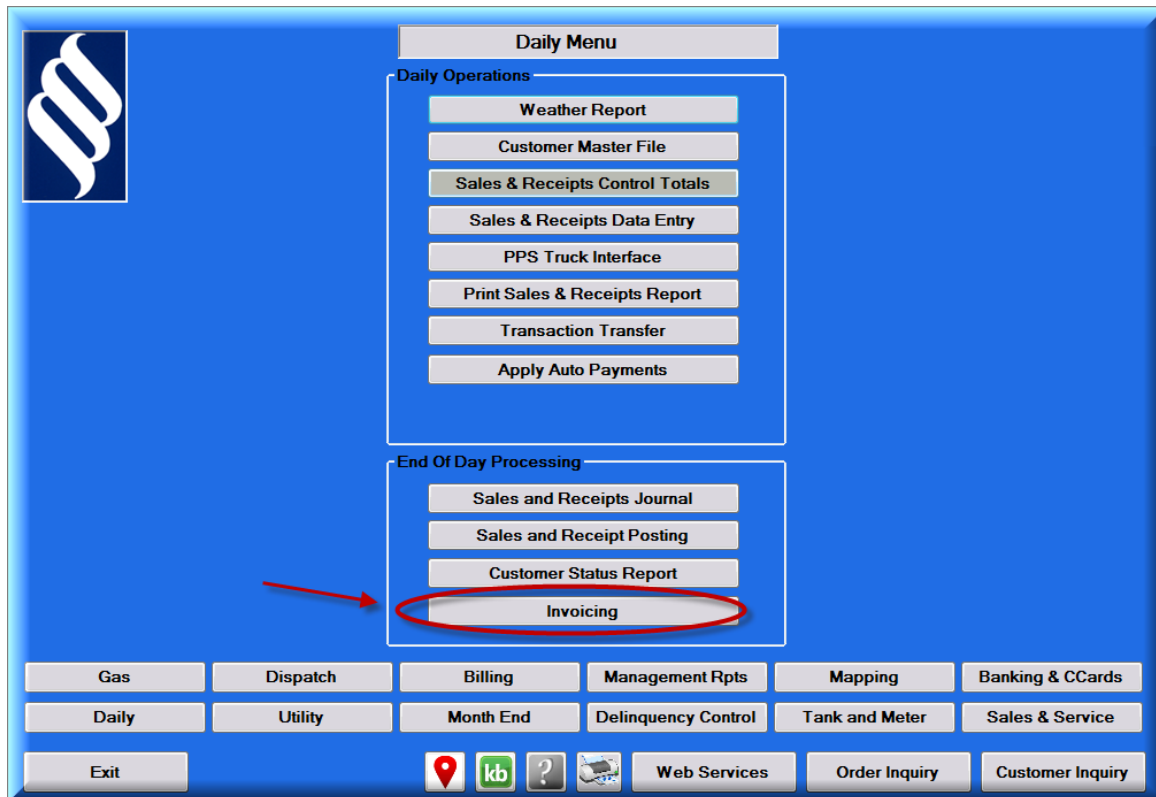
Propane Companies often have certain commercial accounts that will only pay by invoice (rather than by a monthly statement).   You can specify that invoices are to be printed in one of two ways:

(1) You can enter an "I" or a "J" in the "Statement" field of the customer's master file record, or

(2) You can press on the Print Invoices option or press the {F6} on the top of your keyboard when entering the individual transaction to be invoiced.

The first method will cause the system to produce an invoice of all transactions except payments. The system will issue a warning message during the post-program if there are outstanding invoices that have not been printed.

Operation: The invoices flagged for printing will not print until the update/post procedure has been run and will be available for printing until the next update.

Report: The invoice is designed to print on letter head stationary. If more than one transaction is in the file to be invoiced they will both appear on the same invoice.

Reprint Option: Click on the Reprint Options button.

Fill out the information in the boxes for Account Number, Invoice Number, Reference Number, and Original Invoice Date.

Print Invoices

Company Identification Code	SPI
Number of Copies (not counting carbon copies)	1
Invoice Form Name	INVC
Invoice Printer Type	VW - View
Register Form Name	0000
Register Printer Type	VW - View

Exit   Reprint Options   Continue

The second method: During the entry of an individual Sales Transaction that you want invoiced immediately, you can press on the print invoices option or {F6} on the top of your keyboard.

Sample Invoice:

Invoices can be mailed or automatically emailed to clients.

Account Nr: 01-30948

Invoice Date: 6/01/12

Invoice Number: 01054

Tank Location:

IRISH OAKS

1839 HORSESHOE PIKE   **1839 HORSESHOE PIKE**

HUNTING BROOK   PA 19387   **HUNTING BROOK**

I N V O I C E

Terms: NET 30 Days

_____

Date	Refer.	Item	Quantity	Unit Price	Amount

_____

| 5/13 | 274911 | 04 PROPANE UN1075 | 491.1 | 2.46 / GL | 1,208.11 |

Sales Tax   **6.00 %**   **72.49**

_____

Invoice Total: 1,280.60

Send Email Now:

A "popup" message will appear on the screen if your company has set up to "Email Invoices" in the Customer's Master File. By clicking on "Send Email Now" the process will be started and the email will be sent. A copy of the email will also be send to a designated email folder in your company's office email program. These copies can be recalled by individual invoice if needed if a customer contacts you for another copy to be sent or for your company to verify that it has been sent.