



***Suburban
Software
Systems***

END OF YEAR

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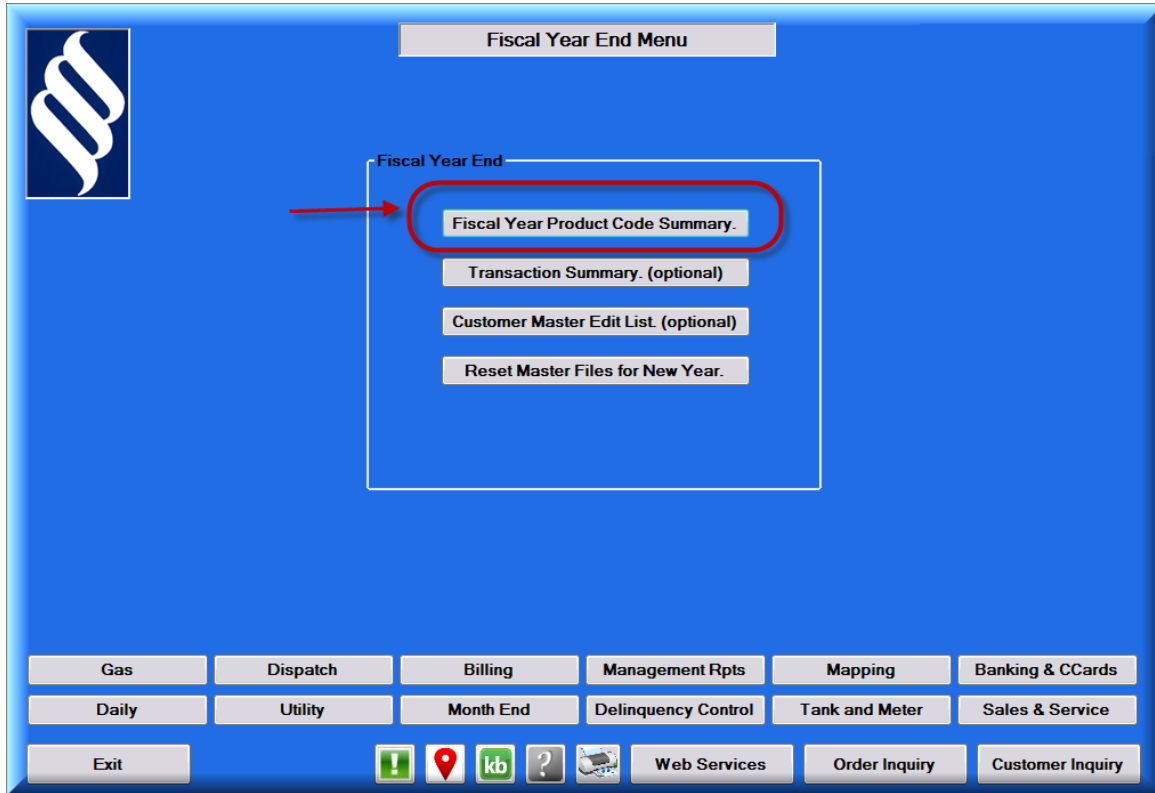
Fiscal Year End Menu:



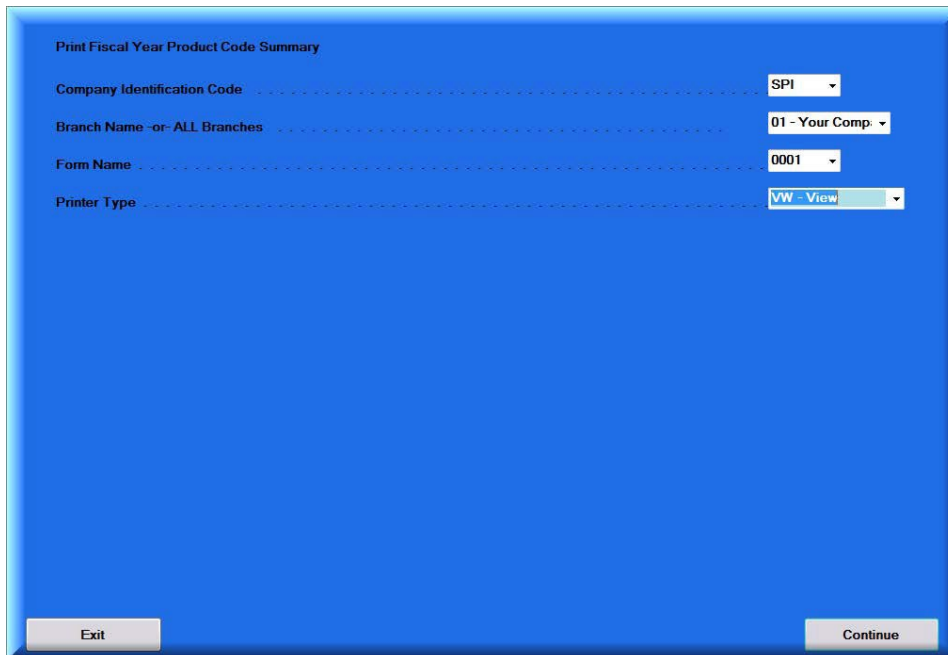
Fiscal Year End Menu is found on the Month End Menu. Allows the user to complete the steps needed to close out the Fiscal Year.

Note: Ensure all steps are completed in the **Monthly Menu** prior to running Fiscal Year End.

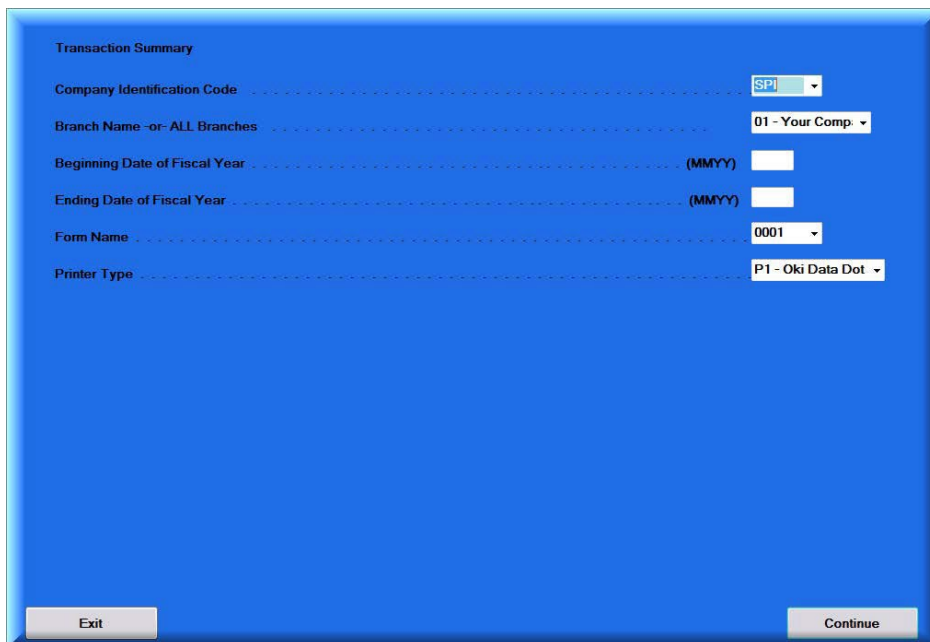
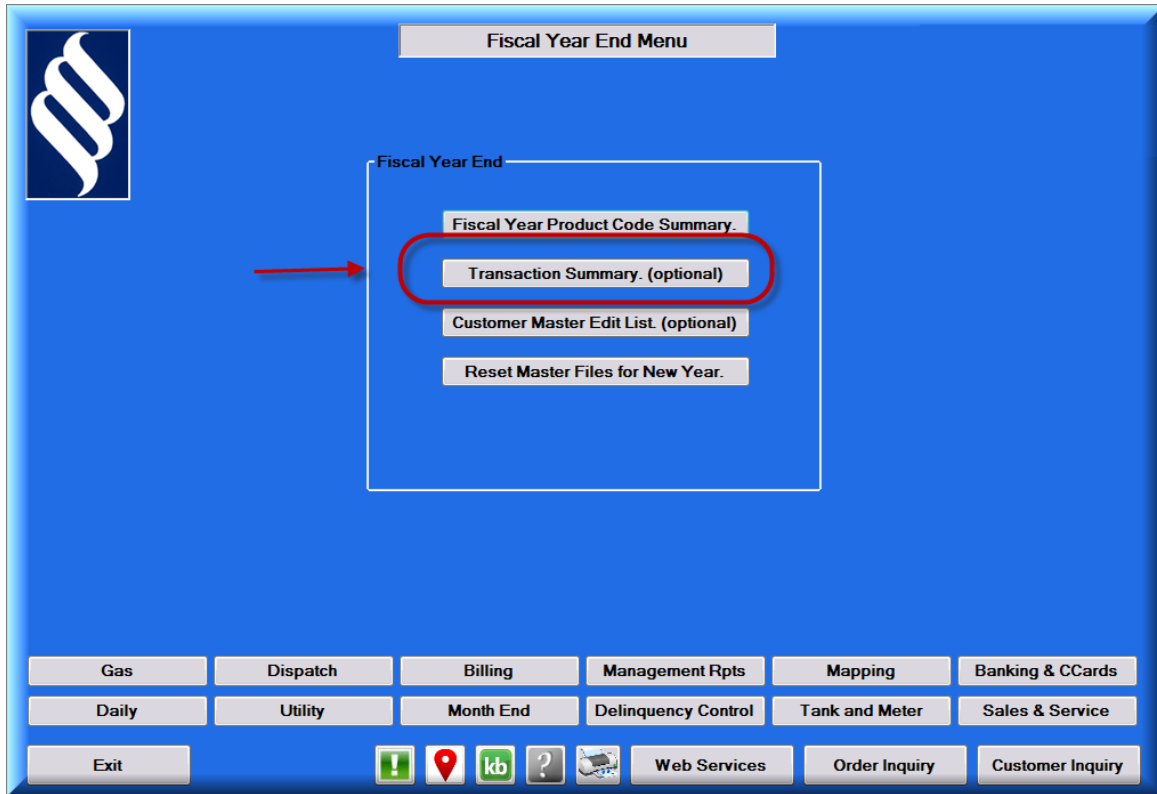
Fiscal Year Product Code Summary:



Allows the operator to produce a report that summarizes all sales, receipts, adjustments, and gallons by product codes as they were posted to the **General Ledger**, for the entire year.



Transaction Summary:



Allows the user to print a report like a ledger which provides a historical record of each account's transactions for the year.

Note: This report is optional. It will print every transaction that occurred during the year.

Customer Master Edit List:

Fiscal Year End Menu

Fiscal Year End

- Fiscal Year Product Code Summary.
- Transaction Summary. (optional)
- Customer Master Edit List. (optional)**
- Reset Master Files for New Year.

Gas Dispatch Billing Management Rpts Mapping Banking & CCards
Daily Utility Month End Delinquency Control Tank and Meter Sales & Service
Exit ! kb ? Web Services Order Inquiry Customer Inquiry

Customer Master File Edit Report

Company Identification Code SPI

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

Do you want "ALL" or "DELETED" Accounts or List for specific "DRIVER" All

Enter "Driver Number" to print (leave blank for only customers with no driver number)

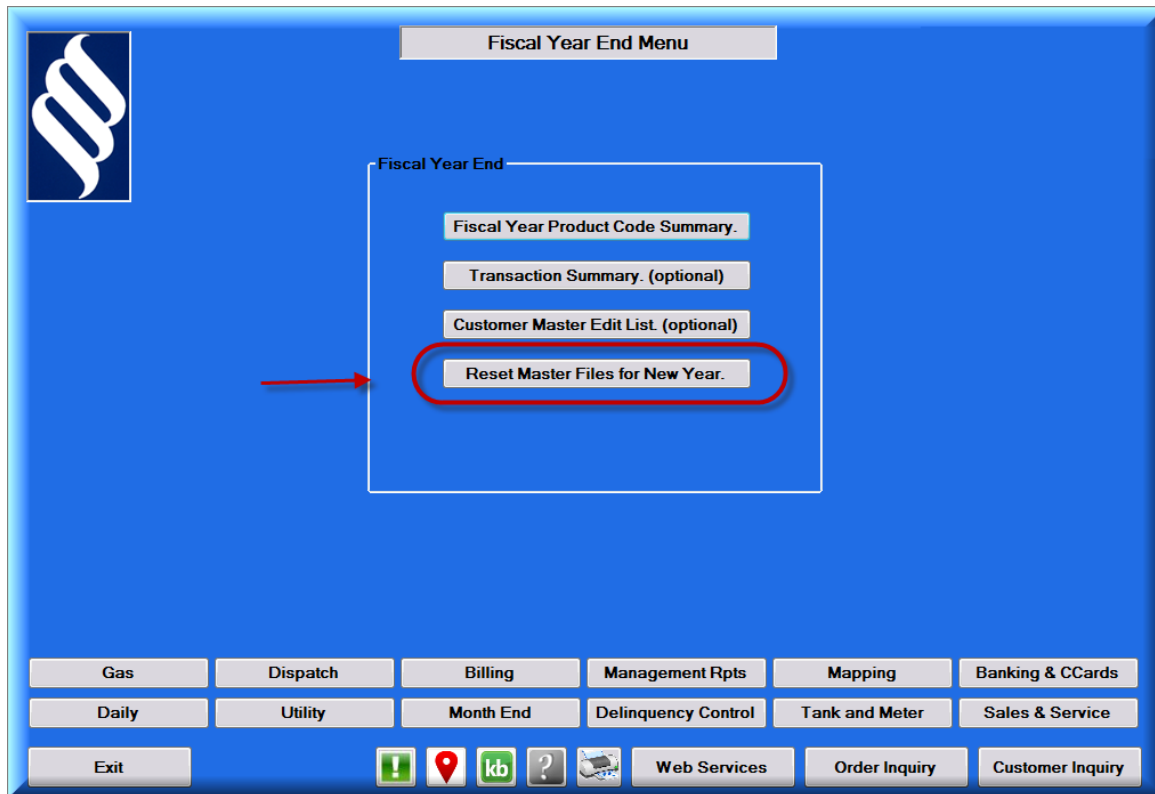
Form Name 0001

Printer Type P1 - Oki Data Dot

Exit Continue

Allows the user to print a listing from the Master File which includes all customer information. This report is optional and can be run at any time throughout the year.

Reset Master Files for New Year:



This procedure resets the following fields in the Customer Master File:

- Year to Date Deliveries
- Year to Date Gallons
- Last Year Gallons

Note: This procedure should **ONLY** be run **ONE TIME**.

FISCAL YEAR END

Company Identification Code

SPI ▾

Fiscal Year End

This program resets the company Year-To-Date AND Last Year's Gallons.
It should only be run ONCE, and ONLY after completing the "Month End" menu
and the "Fiscal Year End" Reports.

Do you wish to continue? N - No ▾

If you track contract gas, the contract gas file will also be reset for the new year.

Do you want expired contracts (0 gallons remaining) to be removed? N - No ▾

Exit

Continue