Suburban
Software
Systems

SPECIAL TRANSACTIONS

Contents

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:

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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:

Using the Tank Install Product Code	61
Unit of Issue	TK
Tank Serial Number	A-12345 is rented to Customer #: 01-54321
Date	02/01/2010
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

Special Transactions - Meter Deliveries:

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"