

## Web Menu

## Web Menu:

Suburban Software Systems	Workstation Id: K8	B D:\RPGSSS\			– 🗆 X
		Web	Menu	SS	S Propane.Net (v2.0) 12/8/2021
Ŷ			SQL Indexes Enabled		
		Display All W Process We			
Gas	Dispatch	Billing	Management Rpts	Mapping	Banking & CCards
Daily	Utility	Month End	Delinquency Control	Tank and Meter	Sales & Service
Exit	E.	9 10 2	Web Services	Order Inquiry	Customer Inquiry

This Menu allows you to Port Down and Process Web Payments and Online Gas Orders. To get to this menu click on Web Services located at the bottom of the Gas Menu.

## Web Portal Data Port:

This option allows you to manually port data to and from the Web Server.



Port Data Down: Suburban automatically ports data down from the server every 15 minutes. This option allows you to manually port down if you get a payment notification or want that information now. When you click on it, you will get a message that asks if you are sure you want to port down. Click Yes to continue.

Port Data Up: Suburban automatically ports data up to the server once a day, usually after midnight. This process can sometimes take a little longer depending on the amount of data that is being ported. When you click on it, you will get a message that asks if you are you want to port up. Click Yes to continue.

**Note:** Any changes or payments made to an account will not be displayed online until data has been ported up.

## Web Portal Options:

These options allow you to display and process web payments and gas orders made online.



Display All CC Web Payments: This will allow you to display all payments made online. Payments will appear three ways on this list:



Payment Created: Greyed Out- These payments have been processed.

Outstanding Payment: These payments are in white. They are waiting to be processed.

Not Approved: In Red with a line marked through. These payments were declined.

🗑 Suburban Software Systems Workstation Id: S8 D!\RPG\ — 🗆 🗙													
				Display Forwa	rd From:	11/15/2021		t					
View	Pro	Br	Acct	Name	Amount	Ref	Message	Tran Date	Card#	Pagei	Batch Date	^	
View		01	01488	COUCH, DWAYNE	367.36	89483173	EXACT	12/15/2021 8:56	1094				
View		01	00829	COOK, LYNETTE	434.58	89482146	EXACT	12/15/2021 8:51	5653				
View		02	04473	QUATTLEBAUM, BOB	176.77	89428914	EXACT	12/14/2021 5:26	6771				
View		01	01016	FOLDS, MARGARET	100.00	89415104	EXACT	12/14/2021 1:14	6920				
View		01	04082	KUMANCHIK, MARK & KELLY	150.00	89406060	EXACT	12/14/2021 10:4	3640				
View	$\square$	01	04381	GARRETT, TOMMY	404.66	89404165	ADDRE	12/14/2021 10:0	9453				
View		01	02939	READ, BOB & DONNA	479.90	89403882	EXACT	12/14/2021 10:0	1239				
View	$\square$	01	02037	CLAYTON, MICHAEL/SUSA	765.45	89337150	EXACT	12/13/2021 8:59	4371				
View		01	01686	DODD, KATHY	200.91	89335206	EXACT	12/13/2021 8:49	0631				
View		01	03107	GUNN, AMANDA	135.07	89330915	EXACT	12/13/2021 7:38	7854				
View	$\square$	01	02410	MOON, ERIC	305.50	89307649	EXACT	12/12/2021 3:50	1987				
View	$\square$	01	01289	STYLES, SELVIN	538.36	89281647	EXACT	12/11/2021 9:03	2099				
View	$\checkmark$	01	04746	LEWIS, ROBERT & STACY	158.68	89268191	EXACT	12/11/2021 11:5	6375				
View	$\checkmark$	01	01427	GAMMON, SCOTT	349.73	89267726	EXACT	12/11/2021 11:3	3685				
View	$\checkmark$	01	03779	WILLINGHAM, JOE	125.00	89235729	EXACT	12/10/2021 4:41	3281				
View	$\checkmark$	01	02645	BRACKETT, RANDALL	320.89	89223124	NO MA	12/10/2021 12:2	9338				
View	$\checkmark$	01	04545	WADE, JARRETT	284.00	89216991	EXACT	12/10/2021 10:1	9015				
¥iew		<b>01</b>	<b>05165</b>	MCCORMICK, JERRY	333.72	89168547	Duplicat	12/9/2021 7:19	1741				
View	$\checkmark$	01	05165	MCCORMICK, JERRY	333.72	89168543	ZIP MA	12/9/2021 7:19	1741				
View	$\checkmark$	01	02522	WALKER, DOROTHY	157.86	89157389	ZIP MA	12/9/2021 2:59	7266				
¥iew		<b>01</b>	<del>82522</del>	WALKER, DOROTHY	<del>157.86</del>	89156730	SEC VIO	12/9/2021 2:45	1127				
View		01	05481	CARROLL, CHRISTIAN	200.53	89116493	NO MA	12/8/2021 8:34	1892				
View		01	05119	BRIGHTWELL, ROBERT	147.17	89112241	ZIP MA	12/8/2021 6:11	2361				
View		01	05209	HAMMITT, PAM	538.77	89090710	EXACT	12/8/2021 10:09	5038				
View		01	02957	LEDBETTER, RICKEY	352.62	89089739	EXACT	12/8/2021 9:49	2788				
View		01	02620	TAYLOR. BRENDA	42.18	89055466	EXACT	12/7/2021 3:26	8098			<b>~</b>	
<	_	_										>	
F	- vit			Payment Creater	1 Outsta	nding Pavm	ent Not An	proved					
				I dyment credie		.a.ng r ayn	on north						

Process All Web Payments: This step must be done before you can apply payments. Payments will appear in **Green** on the customer's ledger until the payments have been processed, applied, transferred and posted as normal.

																_
Date	Refer	Check	Su	PC	Product	CC	%	Quan	UI	Price	Amount	Tax	PC2	Total	Balance	^
12/15/21	89483173				8C - CREDIT CARD PAY	Pay					367.36		0.00		0.00	
11/30/21	000017			FC	FINANCE CHARGE	Chg					8.38		0.00	8.38	367.36	
11/21/21	9270003	000000		8W	WEB PAYMENT	Pay					-150.00		0.00	-150.00	358.98	
10/29/21	000013			FC	FINANCE CHARGE	Chg					11.61		0.00	11.61	508.98	
09/28/21	0092387			01	RESIDENTIAL PROPANE	Chg	80	171.2	GL	2.6900	460.53	36.84	0.00	497.37	497.37	
03/20/21	9710011	000000		8W	WEB PAYMENT	Pay					-748.60		0.00	-748.60	0.00	

Note: Payments must be applied before they can be transferred and posted. To do this open the Daily Menu and click on APPLY AUTO PAYMENTS:



Make sure Apply CC Web Payments is selected and click continue:

😒 Suburban Software Systems	Workstation Id: K8	D:\RPGSSS\		– 🗆 X
Apply Auto Payments				
Company Identification	Code		sss	~
Branch Name -or- ALL E	Branches		<mark>01 -</mark>	Suburban So 🗸
Apply which payments			<ul> <li>Apply C</li> <li>Apply Apply A</li> <li>Apply A</li> <li>Apply L</li> </ul>	redit Card Payments utoCheck Payments C Web Payments CH Web Payments ockBox Payments
Deselection option	(Use this	option to deselect transactions	that you do not want to post yet)	Deselect
Batch Number for these	payments			
Workfile where transact	ions are to be located	i		
Web CC Payments Proc	luct Code			
Form Name				~
Printer Type				-View ∨
Exit				Continue

Display All Web Gas Orders: If you have the option setup online to allow your customers to order gas, then they will be listed here.

Orders will appear three ways on this list:



Gas Order Created: Greyed out-Order has been processed and created.

Outstanding Web Order: In white- Order is waiting to be processed and created.

**Deselected**: Marked out in red- You have chosen to deselect this order and will not be processed or created.

ŝ	2			Su	burban :	Software Systems			Wor	kstatio	n Id: S	S I	D:\RI	PG\			_	o x
						Display Forward F	rom	: 11	/15/202	1 🗉	- L	ist						
	View	Order Date	Proc	Br	Acct	Name	Cr	DI∿	Tank Size	Req Fill	Prod Code	Qty Req	Dr	Rte	Payment Method	C/C Code	Web Order#	SSS Orde
	View	12/13/2021 9:01 AM		01	05067	SHAFFER, ME	3	w	120	$\checkmark$	01	0	1	YU	Charge	2	1666	0
	View	12/13/2021 8:14 AM		01	05241	BOOKE, ADAM	6	w	250		01	125	1	CV	Cash/C	1	1665	0
	View	12/13/2021 8:10 AM		01	04988	MACPHERSON	3	w	500	$\checkmark$	CG	0	1	DL	Pre-Bu	1	1664	0
	View	12/12/2021 3:51 PM		01	02410	MOON, ERIC	3	w	500		01	100	1	СТ	Charge	2	1663	0
	View	12/10/2021 2:05 PM	<	01	08267	HARRISON, RA	3	w	250	<ul><li>✓</li></ul>	01	0	2	22		2	1802	62745
	View	12/10/2021 1:46 PM	$\checkmark$	01	07795	WINTERS, NIC	3	w	500	<ul><li>✓</li></ul>	01	0	5	50		2	1801	62744
	View	12/10/2021 11:34	<ul><li>✓</li></ul>	01	04358	COX, TARA	3	w	325		01	0	5	50		2	1800	62743
	View	12/10/2021 10:20	✓	01	08322	ELDRIDGE, AN	3	w	320	<	01	0	6	61		2	1799	62742
	View	12/8/2021 2:27 PM	<	01	06355	LEWIS, REBEC	3	w	250	<	01	0	7	70		2	1798	62625
	View	12/8/2021 11:20 AM	<	01	06786	FULGHUM, CH	3	w	320		01	100	2	20		2	1797	62624
	View	12/8/2021 8:57 AM	<ul><li>✓</li></ul>	01	08284	POPE, AARON	3	w	250		01	150	7	70		2	1796	62623
	View	12/8/2021 5:25 AM	✓	01	06301	JOSEPH, AMY B.	3	w	250	<	01	0	5	50		2	1795	62622
	View	12/6/2021 9:21 AM	<	01	00715	WILLIAMS, AD	3	w	25	✓	CY	0	7	70		2	1794	62530
	View	12/5/2021 3:49 PM	✓	01	02333	DUCK THRU #08	3	к	1000	<	05	0	7	70		2	1793	62464
	View	12/5/2021 8:22 AM	~	01	03619	GREG HUGHES	3	w	1000	✓	02	0	1	12		2	1792	62463
	View	12/5/2021 8:22 AM	✓	01	03766	CHUCK JOHNS	3	w	1000	✓	02	0	1	11		2	1791	62462
	View	12/5/2021 8:09 AM	✓	01	07971	GRANT, DUSTIN	3	S	250	✓	KF	0	3	30		2	1790	62461
	View	12/5/2021 3:22 AM	✓	01	00715	WILLIAMS, AD	3	w	25	✓	CY	0	7	70		2	1789	62460
	View	12/4/2021 7:37 AM	•	01	04180	TAYLOR, JUST	3	w	250	•	01	0	2	20		2	1788	62459
	View	12/3/2021 12:13 PM	~	01	02893	BANKS, JAMES	3	Р	320	~	P1	0	9	90		2	1787	62458
	View	12/3/2021 10:03 AM	~	01	06684	BYNUM, GEOR	3	w	120	✓	01	0	5	52		2	1786	62457
	View	12/2/2021 7:56 PM	~	01	03630	MEAN GENE F	3	w	1000	~	Z3	0	1	12		2	1785	62456
	View	12/1/2021 5:14 PM	~	01	08093	WAKEMAN, EA	3	w	325		01	100	5	51		2	1784	62370
	View	12/1/2021 1:19 PM	~	01	01622	HAVARD, DAVI	3	к	325	<	KF	0	1	12		2	1783	62366
	View	12/1/2021 1:06 PM	~	01	06741	MEADS, ERIC	3	w	120	✓	01	0	2	21		2	1782	62365
	. r	1011 10001 0 22 414		01	22417	DOUTED FEE	•		100		01	•		50		•	1 701	00004
	×															_		
	E	Exit				Gas Order Create	d (	Dutst	anding	Web (	Order	Desel	ecte	d				

Process All Gas Orders: This option allows you to process orders to create them in Suburban.

Exit Active Deselected Editable Field

Create Orders