

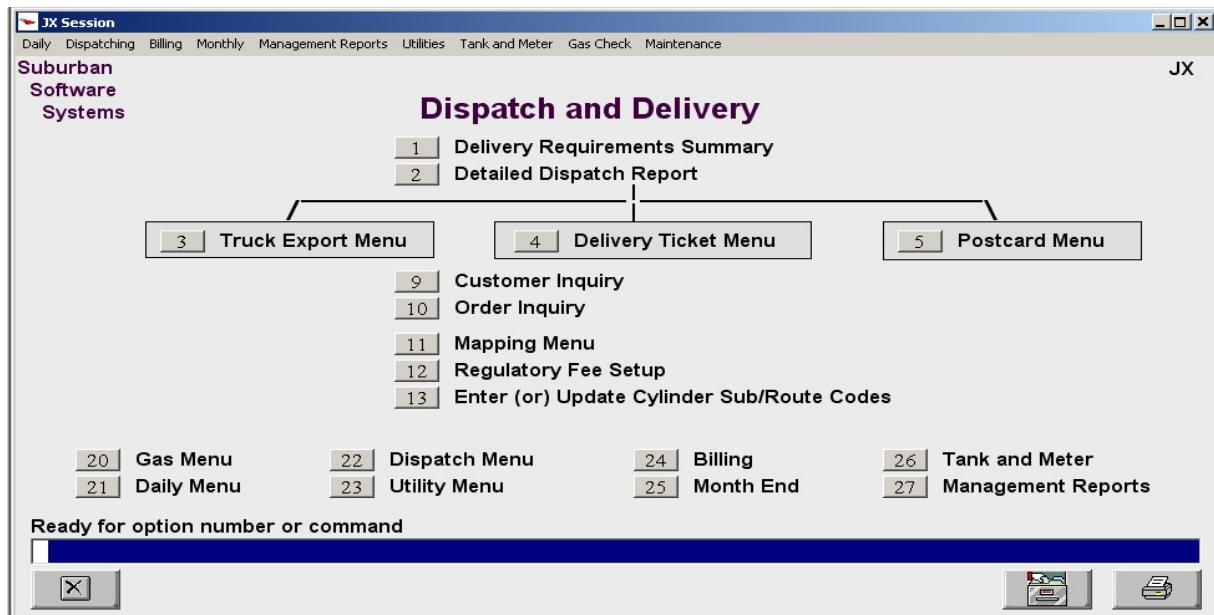
Suburban Software Systems Accounts Receivable Dispatch Menu

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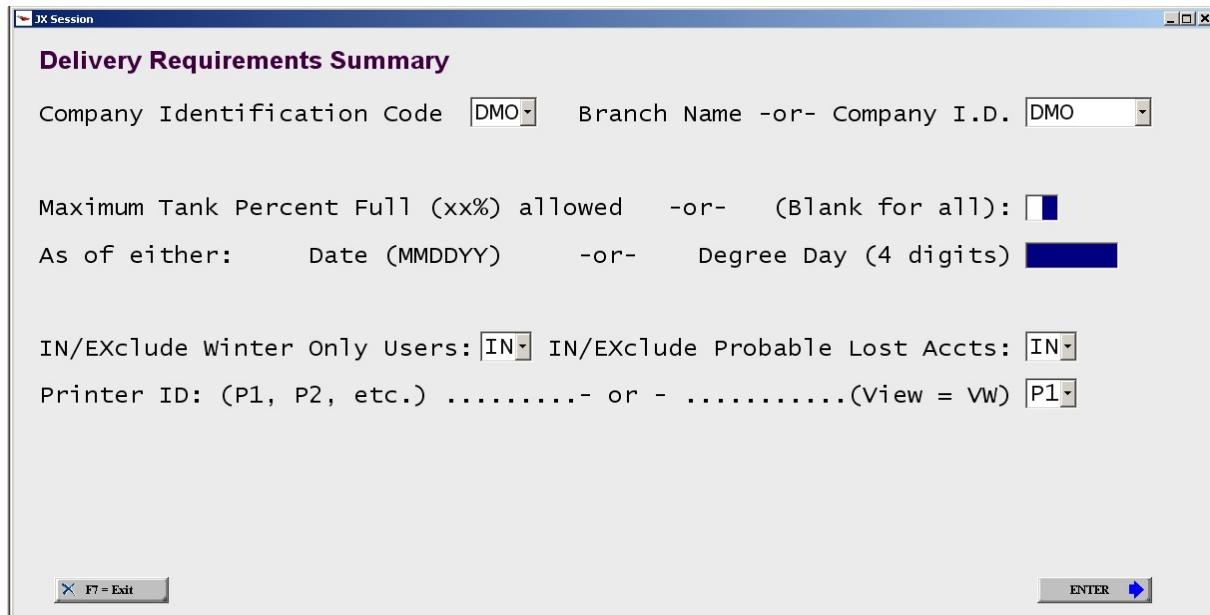
Dispatch Menu

This menu contains all the programs necessary to implement and maintain a routing system. It allows you to print detailed or summary route reports, delivery tickets, delivery postcards, and it allows to perform various other maintenance and reporting functions related to the routing system.



1 Dispatch Report Summary:

The **Dispatch Summary Report** provides a one page analysis by driver and route of how many customers by class require servicing and how many gallons could be delivered or serviced.



Company ID Code:	Enter the company identification code.
Branch Name -or- Company ID:	Enter the Branch Name to be processed (single branch Companies may enter the Company ID).
Maximum tank percent full (xx%) allowed:	This option may be used to select only those customers with tanks that are less than a specified "percent-full" by a specified date or degree-day (specified below). Enter the maximum percent to be printed (without the % sign or decimal point). Leave this field blank to print all percentages.
As of either: Date -or- Degree Day	This option is used with the above "Maximum Tank Percent Full" option to exclude from the report those accounts with tanks that are forecasted to have reached a certain level (% full) by a specified date or degree day. Enter the date or degree day to be used in this exclusion.
IN / EXclude Winter Only Users:	Enter IN to include winter only users or EX to exclude winter only users from the report.
Printer ID :	The printer (P1, P2, P3, etc.) that will print the report

Your Propane Company, Inc.

Branch-04

Delivery Requirements Summary as of 2/29/01
Maximum Percent 35%

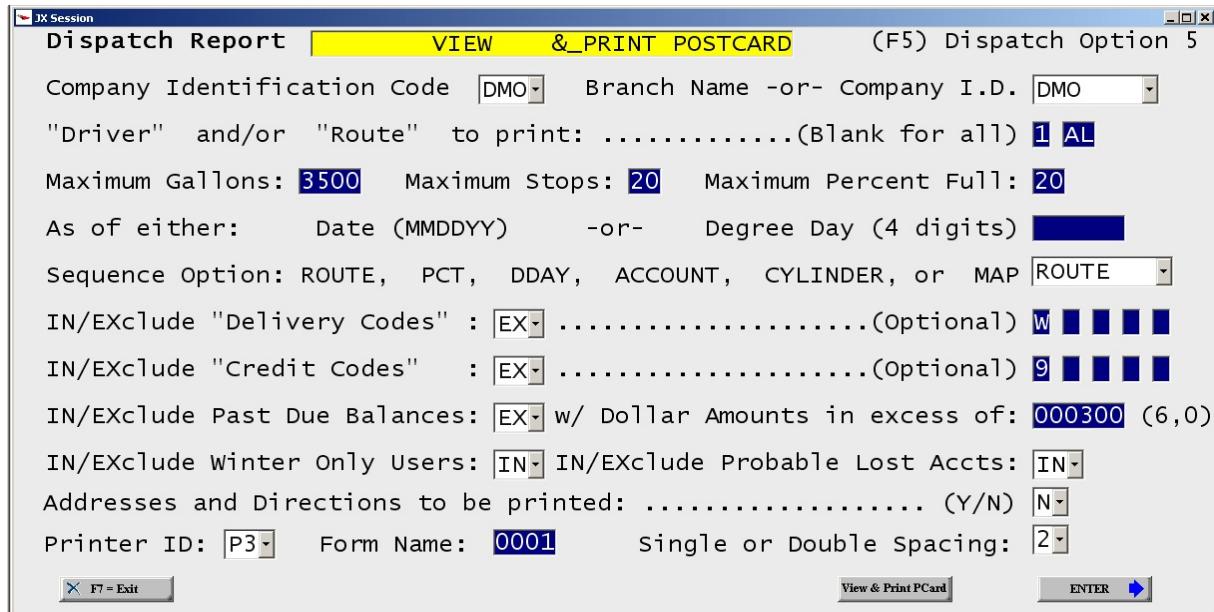
05/21/01 08:36 PILAR

Dvr Rte	Numbers of Customers					Average Size & Pct		Deliverable Gallons					Last Delivered Gallons					
	Total	Order	Autom	WeCal	WillC	Total	Order	Autom	WeCal	WillC	Total	Order	Autom	WeCal	WillC			
1 50	23	4	8	11	365	8%	4459	597	2015	1847	1892	597	715	580				
1 BK	41		16	25	265	9%	6244		2785	3459	3710		1440	2270				
1 BP	45		28	17	304	12%	7896		4885	3011	4202		2595	1607				
1 GW	60		22	38	250	10%	9165		2876	6289	5758		2055	3703				
1 IN	15	1	7	7	514	4%	5334	150	2900	2284	1040	150	400	490				
1 LS	16		10	6	328	15%	2822		1809	1013	1640		1170	470				
1 MM	67	2	32	33	313	10%	12364	350	6458	5556	5292	350	2190	2752				
1	334	10	144	180		3 10%	58799	1347	27143	30309	31024	1347	12960	16717				
2 AR	99	2	37	60	247	9%	15608	230	5311	10067	9830	230	3410	6190				
2 HB	45		18	27	262	13%	6694		2521	4173	5025		2300	2725				
2 I	4		2	2	438	0%	1375		610	765	315		315					
2 IN	4		3	1	708	0%	1514		1250	264	295		165	130				
2 MD	25		11	14	264	16%	3527		1533	1994	3234		1430	1804				
2 ME	17		6	11	246	6%	2908		1109	1799	1647		515	1132				
2 OG	16		7	9	257	11%	2765		1214	1551	1285		195	1090				
2 RH	71		33	1	37	12%	10094		4547	140	5407		3355	180	3822			
2	307	4	133	1	169		273 11%	49052	405	21094	140	27413		32373	405	14070	180	17718
3 AB	33		19	14	273	10%	5458		3343	2115	3475		1765	1710				
3 AD	88	1	47	40	266	11%	13714	200	7434	6080	9405	200	4785	4420				
3 BW	2		1	1	250	12%	129		112	17	15			15				
3 I	1		1		1000	0%	850		850		1670		1670					
3 MC	140	4	48	88	238	7%	22195	605	7721	13869	14460	605	5110	8745				
3 R8	76	3	28	45	220	8%	10247	317	3984	5946	7052	317	2350	4385				
3 WB	38		15	23	264	13%	6531		2751	3780	3970		1170	2800				
3 XX	1			1	250	0%	145			145	150			150				
3	380	8	159	213		244 9%	59444	1122	26195	32127	40357	1122	16850	22385				
Br 04	1021	22	436	1	562		76 10%	167295	2874	74432	140	89849		103754	2874	43880	180	56820

2 Detailed Dispatch Report:

This report will provide a list of accounts on each route that require service. It is normally run just prior to printing delivery tickets and is used to assist in preparing for the next deliveries on the specified route. The procedure also creates a "pre-delivery" file that contains all the accounts that qualify for delivery. At ticket time, the system will display the accounts in the "pre-delivery" file to allow *deselection* of some of the accounts. A ticket will not be printed for any accounts that are deselected at ticket time. The dispatch report/delivery ticket printing process is the same if producing tickets or an Automated Truck System data file.

Refer to the Delivery Forecasting and Dispatching section in Special Features (page 26) for a more detailed explanation of the delivery ticket printing process.



The screenshot shows a Windows application window titled "JX Session" with a title bar "Dispatch Report". The window contains several input fields and dropdown menus. At the top right, there is a menu bar with "VIEW" and "&PRINT POSTCARD" (highlighted in yellow), and a key "F5" for "Dispatch Option 5".

Below the menu, there are several input fields and dropdowns:

- Company Identification Code: DMO
- Branch Name -or- Company I.D.: DMO
- "Driver" and/or "Route" to print: (Blank for all) 1 AL
- Maximum Gallons: 3500
- Maximum Stops: 20
- Maximum Percent Full: 20
- As of either: Date (MMDDYY) -or- Degree Day (4 digits): [redacted]
- Sequence Option: ROUTE, PCT, DDAY, ACCOUNT, CYLINDER, or MAP: ROUTE
- IN/EXclude "Delivery Codes": EX (Optional) W [redacted]
- IN/EXclude "Credit Codes": EX (Optional) 9 [redacted]
- IN/EXclude Past Due Balances: EX w/ Dollar Amounts in excess of: 000300 (6,0)
- IN/EXclude Winter Only Users: IN
- IN/EXclude Probable Lost Accts: IN
- Addresses and Directions to be printed: (Y/N) N
- Printer ID: P3
- Form Name: 0001
- Single or Double Spacing: 2

At the bottom of the window are buttons: "F7 = Exit", "View & Print PCard", and "ENTER" with a right-pointing arrow.

Command Key {F5}:
Dispatch Options

The Dispatch Report Detailed offers different dispatching options. The different options will cycle at the top of the screen by pressing {F5}:

- 1. Print:** After selections have been made, press {Enter}, a “pre-delivery” file will be created and the report will be printed.
- 2. Display:** After selections have been made, press {Enter}, the “pre-delivery” file will display on the screen and allow the operator to *deselect* accounts. No delivery tickets will be printed for deselected accounts and no dispatch report will be printed in this option.
- 3. Display & Print:** After selections have been made, press {Enter}, the pre-delivery file will display on the screen and allow the operator to *deselect* accounts. In this option a dispatch report will print; deselected accounts will not show on the report and no delivery tickets will be printed for them.
- 4. Display & Print Tickets:** After selections have been made, press {Enter}, the pre-delivery file will display on the screen and allow the operator to *deselect* accounts. In this option delivery tickets will be printed. No tickets will be printed for deselected accounts.
- 5. Display & Print Postcard:** After selections have been made, press {Enter}, the pre-delivery file will display on the screen and will allow the operator to *deselect* accounts. When this option is taken Postcards can be printed: after deselecting accounts, press {F7}, the operator will be asked if postcards are going to be released for printing? Y/N; if the answer is yes, the screen to print postcards is displayed and the operator will need to fill the Company Id Code and the Postcard Code to print. (See page 15-1 for more information about creating postcards).

Company ID Code:

Enter the company identification code.

Branch Name -or- Company ID:	Enter the Branch Name to be processed (single branch companies may enter the Company ID).
Driver and/or Route to print:	Enter a driver number and/or a route code or leave this field blank to print all drivers / routes. Entry to this field will limit the customers appearing on the report to those with specific driver / route codes in the master file.
Maximum Gallons:	Enter the maximum gallons the driver will be delivering.
Maximum Stops:	Enter the number of maximum stops the driver will be doing.
Maximum tank percent full (xx%) allowed:	This option may be used to select only those customers with tanks that are less than a specified "percent-full" by a specified date or degree-day (specified below). Enter the maximum percent to be printed (without the % sign or decimal point). Leave this field blank to print all percentages.
As of either: Date -or- Degree Day	This option is used with the above "Maximum Tank Percent Full" option to exclude from the report those accounts with tanks that are forecasted to have reached a certain level (% full) by a specified date or degree day. Enter the date or degree day to be used in this exclusion.
Print Sequence:	Selects the sorting sequence for the dispatch report. The following sequences are available: ROUTE = by master file route code. PCT = by inventory percent full. DDAY = by optimum delivery point by date and then by degree day. ACCOUNT = by account number. CYLINDER = by special cylinder master route code.
IN/Exclude "Delivery Codes":	Allows for selection or deselection of accounts with specific delivery codes entered in their customer master file. Enter up to 5 delivery codes to print on the report.

IN/Exclude "Credit Codes":	Allows for selection or deselection of accounts based on the credit code entered in the customer's master file record. Enter up to 5 credit codes for the report.
Omit "Past Due Balances" in excess of whole dollar amount:	Enter a whole dollar amount (no decimal point and no cents). Customer's with a past due balance exceeding the amount entered will not be printed on the dispatch report.
IN/Exclude Winter Only Users:	Enter IN to include winter only users or EX to exclude winter only users from the report.
IN/EXclude Probable Lost Accounts:	Enter IN to include probable lost accounts or EX to exclude probable lost accounts from the report. A probable lost account is one that could have refilled and used another complete tank of gas since the last delivery.
Address and Directions to be Printed:	Enter {Y} to print customer addresses and directions or {N} to exclude address and direction information from the report.
The Report:	The Dispatch Report is identical to the Customer Status Report except that the "Route Sequence Code" appears where the Driver and Route would appear on the Status Report. Refer to the section on the Detailed Customer Status Report for more information (page 13-4).
Note:	<i>Any gas order that has been entered through Customer Inquiry but has not been printed will appear on the Dispatch Report. The entry will be highlighted and the "Delivery Code" will be changed to "O" to represent an "open" gas order.</i>
<u>Dispatch View Screen:</u>	Allows the operator to preview and further limit the customers that will be output to the report, postcards, or file. To remove customers from the output report, postcards, or file, click or enter "D" beside the customer's name.

JX Session

Coid: DMO Dr/Rt: 1 AL Pg: 1 Rec: 0001 - 0020

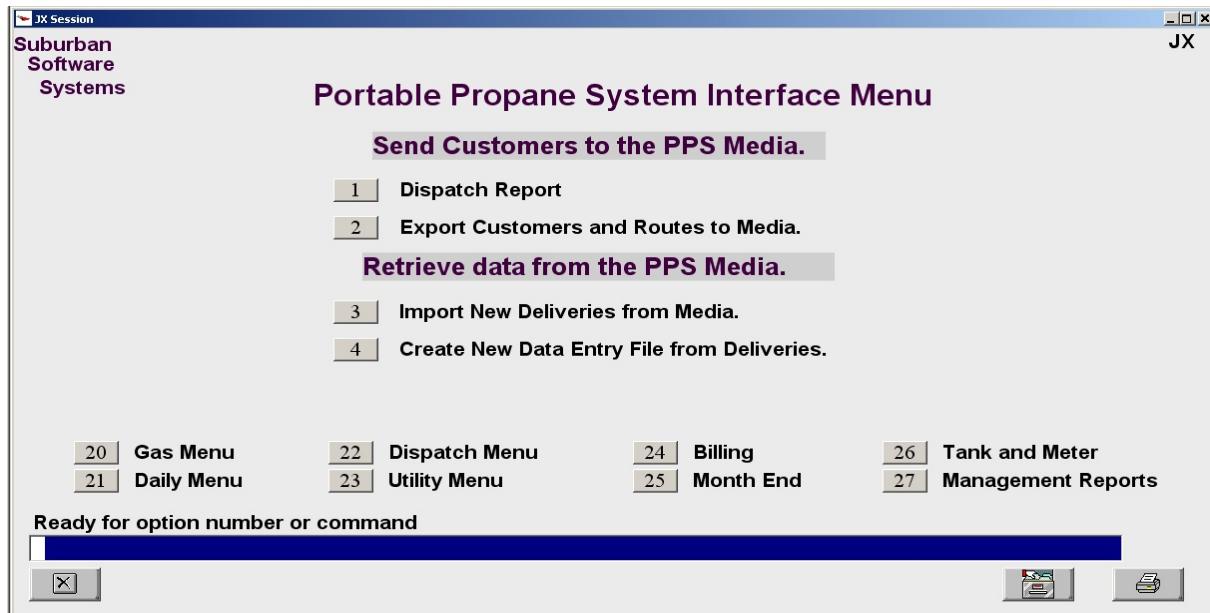
20 3502

	Customers	Cr/Dlv	Phone	Forecast	Size.%	LYrGas	Balance	PastDue
D	STEPHENS, SHANE	32 B3	538-2173	12/21/3	250T14	225	.00	.00
D	SMITH #6, GARY	3 B4	538-5457	1/12/4	325T26	315	3177.89	.00
	COMPTON, PRESTON	3 *3	538-1729	1/09/4	250T25	641	101.98	.00
	FLUHARTY, MS. LES	3 *3	589-6401	1/11/4	300T30	839	202.71	202.71
	HUDGINS, DANNY #4	3 A3	589-6016	1/08/4	250T24	670	72.00	72.00
	LEDOUS, CHARLES	31 *3	549-0188	12/18/3	500T05	1070	145.17	145.17
D	HUDSON, JOE W	5 B3	589-2999	1/17/4	325T29	280	.00	.00
D	SMITH, JERRY T	31 B3	538-8310	1/26/4R	500T22	925	456.35	254.95
	SMILEY, SANDRA	31 *1	538-6352	1/13/4	120T28	225	.00	.00
	BARKLEY, BRAD	3 *3	538-2586	1/12/4	250T28	495	.00	.00
	ROBERTS, CHARLES	3 *3	538-3380	1/14/4	330T27	550	11.00-	.00
	TIDWELL 8, BRADLE	81 C1		12/29/7R	330T00	0	191.13	191.13
	CAMPBELL #1, GRAD	3 *3	538-9470	12/30/3	500T16	1440	27.00-	.00
	SARRATT, GARNITA	3 *3	538-9207	1/01/4	500T18	1005	20.11-	.00
	SHIRLEY, C L	3 *3	538-9481	1/10/4	250T23	405	29.28-	.00
	ALBERT, JERRY W	31 *3	538-8347	1/10/4	250T26	650	68.25	68.25
	WILLIAMSON, BOBBY	3 B5	538-2957	1/11/4	250T22	295	.00	.00
D	EUBANKS, BOBBY	3 G5	538-0448	10/02/3	325T00	300	.00	.00
D	PAYNE, GEORGE	3 *3	538-6970	1/02/4	250T20	485	85.48	85.48
D	SHELTON, HOYT J	3 *3	538-9763	1/11/4	250T26	535	6.70-	.00

Enter "D" To Delete/Dispatch Customer

3 Truck Export Menu:

This option will display the Truck Interface Menu which enables a user to output data to a truck based system, import data from the truck or process data that has been imported. The menu displayed when this option is selected is variable and is determined by the type of truck system used. For the purposes of this document, we will display the Portable Propane System Menu only. Alternative truck system interfaces will be documented elsewhere.



1. **Dispatch Report:** Please refer to the section entitled Detailed Dispatch Report in the "Dispatch Menu" for detailed documentation on this report. Please note that, when using the Portable Propane System, this option will be used to "route from the office".

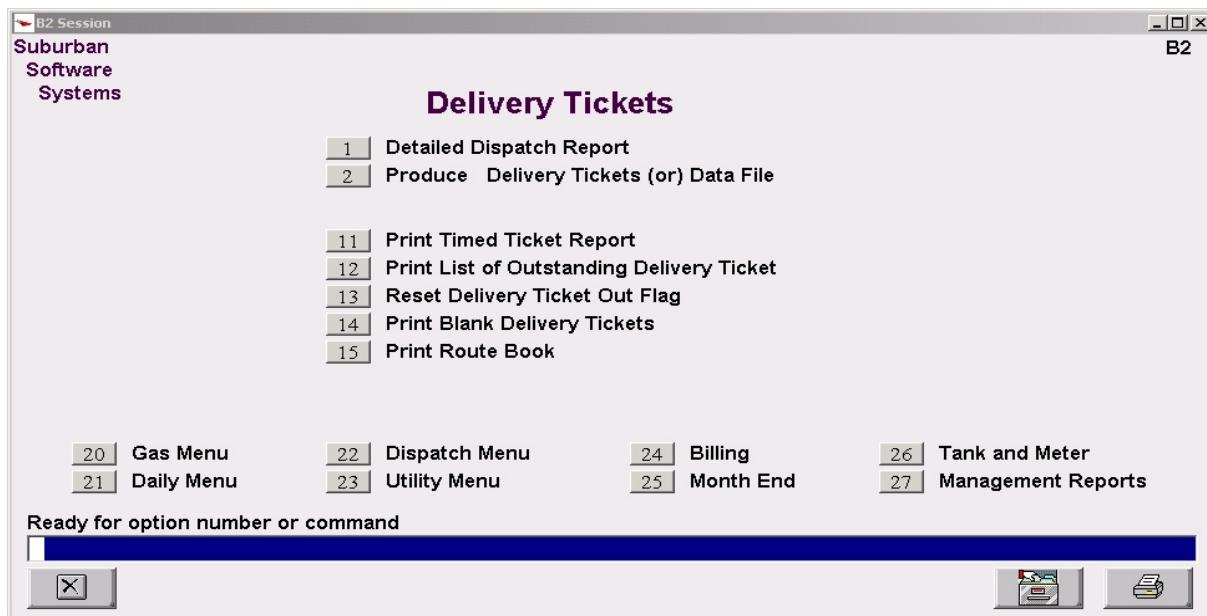
Routing from the Office: Each dispatch report that is produced in the office will create a route file which will be output to the truck system. The customers that qualify for the report in the office will be listed as "Office" customers in the Portable Propane System (ie. laptop) when the Gas Salesman searches for customer by "route". Customers that have orders in the office system will be highlighted in the Portable Propane System and "Order" will be displayed. Optionally, customers that have no outstanding orders and are not "routed from the office" via a dispatch report route file will also be listed in the Portable Propane System but they will have no special designation.

2. **Export Customers and Routes to Media:** This option is used to copy the customer database file, order file, and route file(s) to the Portable Propane System media. The media may be ramcard, thumbdrive, floppy disk, network, or any other media accessible via system drive letter.

3. **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.

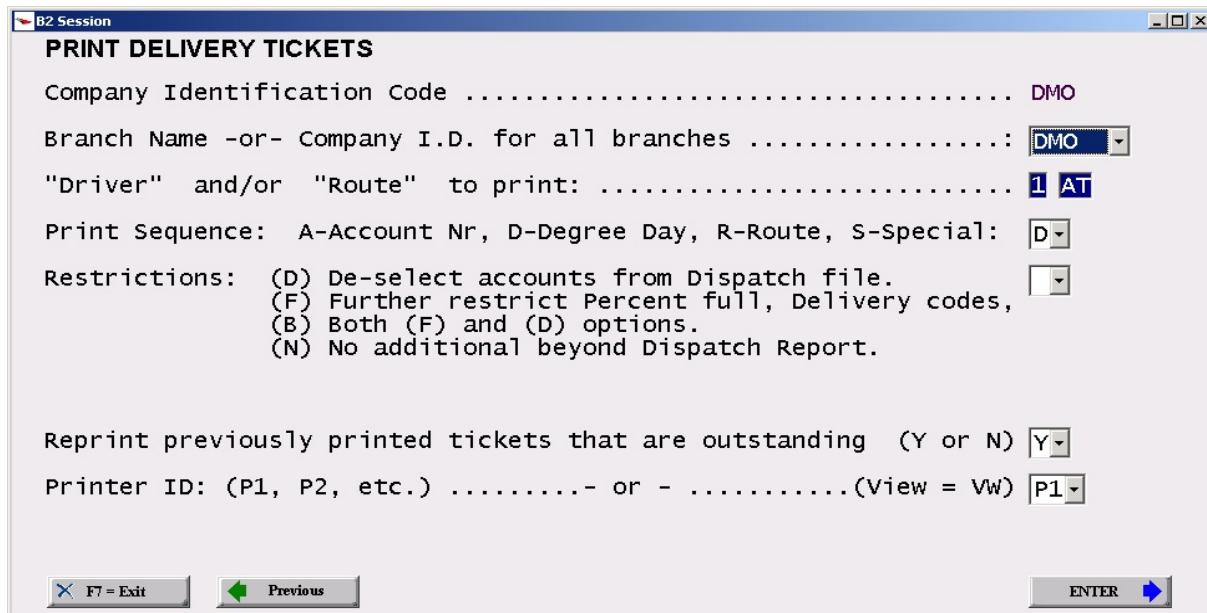
4. **Create New Data Entry File from Deliveries:** This option will combine all truck's transaction files, or a single truck's transaction files, that were imported above into one data entry workfile using a page number specified by the operator. The name of the Portable Propane System data entry file 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 pre-assigned 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.

4 Delivery Ticket Menu



This option will display the Delivery Tickets Menu which enables a user to perform Delivery Ticket - related operations.

1. **Detailed Dispatch Report** is covered in details in chapter 2 of this Manual
2. **Produce Delivery Tickets or Data File** - this option must be used to print "delivery tickets" or to create a "delivery route file" for automated truck systems.



Options: Several options are provided by the Suburban Software Propane System for printing delivery tickets.

1. Delivery tickets may be printed immediately after the previous delivery and stored in trays until needed (ie. non-delayed ticket printing).
2. They may be printed at delivery time by driver and route (delayed ticket printing).
3. Delivery tickets may be printed in Degree Day sequence (based on use), driver or account number sequence.
4. If printing tickets on a "delayed cycle" (see #2 above), "all" or only "new" tickets within a route may be printed. The ALL option will print tickets for all customer's that qualify to receive a ticket (based on the other selections made) even if the customer has a non-delivered ticket outstanding. The NEW option will only print tickets for those customers that qualify to receive delivery -and- that have NO outstanding non-delivered tickets.

Non-Delayed Ticket Printing:

To produce new delivery tickets for all customer's that have received gas deliveries since the last sales update. These tickets will be filed until the customer needs gas again.

Delayed Ticket Printing:

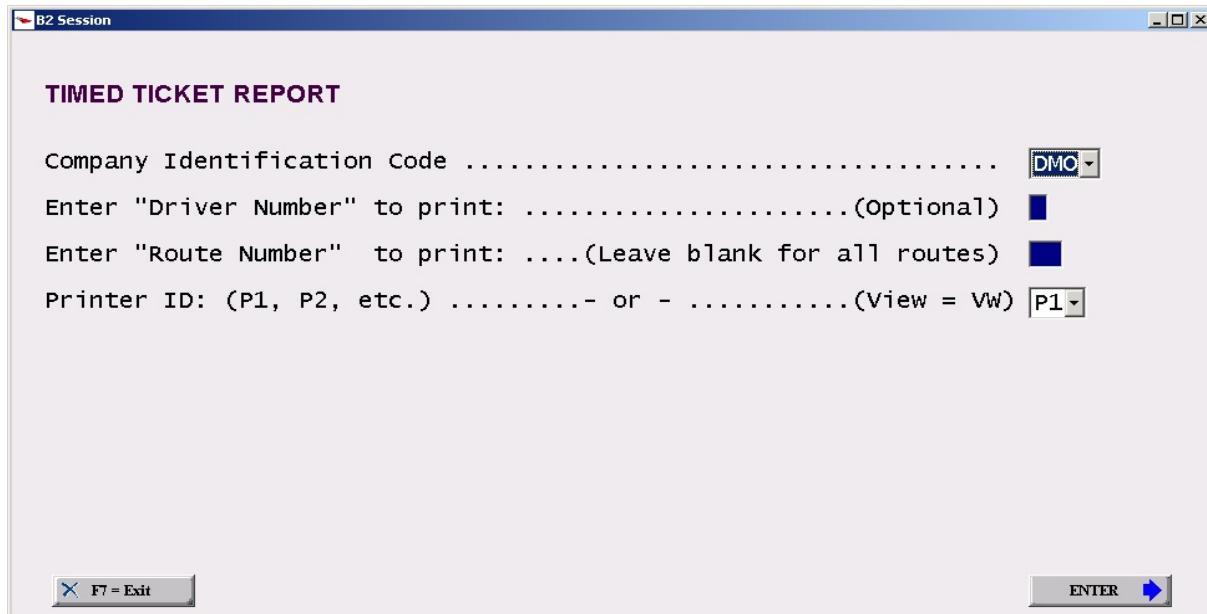
To produce delivery tickets which will be used immediately for gas deliveries. Tickets are only produced for the customers currently needing gas delivery.

Report: The information on the delivery ticket includes the customer's:

- Forecasted xx% delivery point by degree day or date (where xx% is 20% or the delivery point specified in the supervisor)
- Forecasted run out delivery by degree day or date
- Route sequence code
- Five lines of directions
- Projected delivery gallons
- Use code, credit code, & delivery code
- Use rate in gallons/degree day and gallons/day
- Confidence factors in the use rates
- Tank size, and phone number
- Last year's gallons delivered
- Previous delivery data
- Sales tax rate
- Indication of special pricing.

DR-ZONE	20% DEL	GALS.	USE	ACCOUNT NO.	REFERENCE NO.																								
1-RH	3/14/00	150	1H	4-86614	16511 6891																								
CR-DEL	RUN OUT	G.P. DD	G.P. DAY																										
5W	4/17/00	19																											
TANK SIZE	GALS. LAST YEAR	CONFIDENCE																											
250	515	99																											
PHONE NO.	PREVIOUS DELIVERY																												
	0126 80 % 125																												
GAS ORDER				DIRECTIONS																									
DATE: 3/08/00 % .46				TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60° F.																									
FILL <input type="checkbox"/> (OR) AMT: _____		CASH <input type="checkbox"/> (OR) CHARGE <input type="checkbox"/>																											
1 1.44																													
<div style="text-align: center;">  2800 Dartmouth Avenue Bessemer Al 35020 424-4464 </div>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">DELIVERY DATE</td> <td>P.O. NUMBER</td> </tr> <tr> <td colspan="2">/ /</td> <td></td> </tr> <tr> <td colspan="2">PCT. FULL</td> <td>SALESMAN</td> </tr> <tr> <td colspan="2"></td> <td></td> </tr> <tr> <td colspan="3"></td> </tr> </table>						DELIVERY DATE		P.O. NUMBER	/ /			PCT. FULL		SALESMAN															
DELIVERY DATE		P.O. NUMBER																											
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PCT. FULL		SALESMAN																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>QUANTITY</td> <td>PRICE</td> <td>AMOUNT</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>5.00 % SALES TAX</td> </tr> <tr> <td>CASH</td> <td><input type="checkbox"/></td> <td>MOTOR FUEL TAX</td> </tr> <tr> <td>CHARGE</td> <td><input type="checkbox"/></td> <td>SPECIAL TRIP CHG</td> </tr> <tr> <td>SNIFFTEST</td> <td><input type="checkbox"/></td> <td>SHORT DEL CHG</td> </tr> <tr> <td colspan="3">AMOUNT DUE \$</td> </tr> <tr> <td colspan="3">X RECEIVED BY</td> </tr> </table>						QUANTITY	PRICE	AMOUNT						5.00 % SALES TAX	CASH	<input type="checkbox"/>	MOTOR FUEL TAX	CHARGE	<input type="checkbox"/>	SPECIAL TRIP CHG	SNIFFTEST	<input type="checkbox"/>	SHORT DEL CHG	AMOUNT DUE \$			X RECEIVED BY		
QUANTITY	PRICE	AMOUNT																											
		5.00 % SALES TAX																											
CASH	<input type="checkbox"/>	MOTOR FUEL TAX																											
CHARGE	<input type="checkbox"/>	SPECIAL TRIP CHG																											
SNIFFTEST	<input type="checkbox"/>	SHORT DEL CHG																											
AMOUNT DUE \$																													
X RECEIVED BY																													

11. **Print Timed Ticket Report** - This program will print a list of customers that have been designated to be delivered to, at specific time intervals (ie. timed customers).

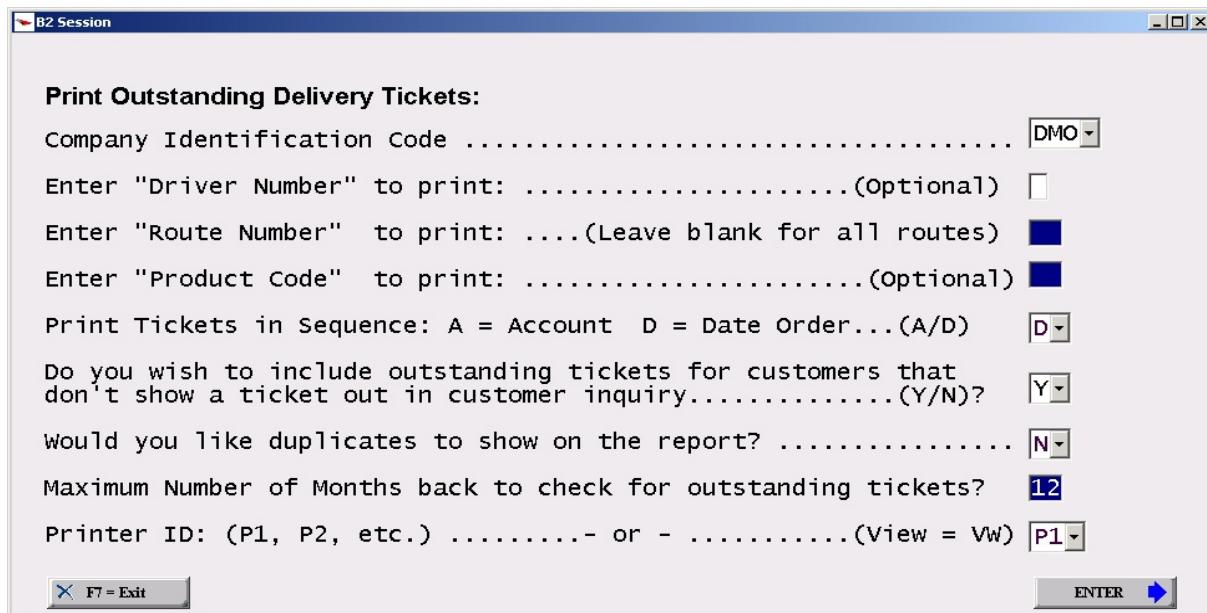


Enter company identification code, driver and route. If driver and route fields are left blank, all timed customers will show on the report.

Your Company Name		1RB	Timed Ticket Customer Report			Date	X/XX/XX
Account	Name		Next Delivery Date	Dr	Route	Seqn	
2-03836	BACHELOR, JOHN H		1/13/04 2/09/04 9/02/04 11/09/04 12/16/04	1	RB	0690	
2-27203	ADAIR, FRANK		1/15/04 10/15/04	1	RB	0240	
2-28104	ETOWAH COUNTY 911		1/15/04 2/01/04 3/21/04 4/14/04 6/01/04 6/13/04 6/19/04 10/10/04 11/05/04 ----- 12/24/03	1	RB	0230	

13. Print List of Outstanding Delivery Tickets:

When selected, this menu item will print a list of customers who have a delivery ticket 'out'. A delivery ticket is considered 'out' if it has been printed (sent out) but not keyed into the system as a gas transaction (ie. not returned).



Company id: Enter company identification code.

Sequence Print: The report can be printed in account or ticket sequence.

Driver: Enter driver number or leave blank for all.

Route: Enter route number or leave blank for all.

Include outstanding tickets for customers that don't show a ticket out in customer inquiry?: If by mistake, several tickets have been printed for the same customer and only one has returned (keyed into the system as a gas transaction), the ticket out flag clears up in customer inquiry but the other tickets stay as outstanding. If Y is selected in this option the outstanding tickets will show on the report.

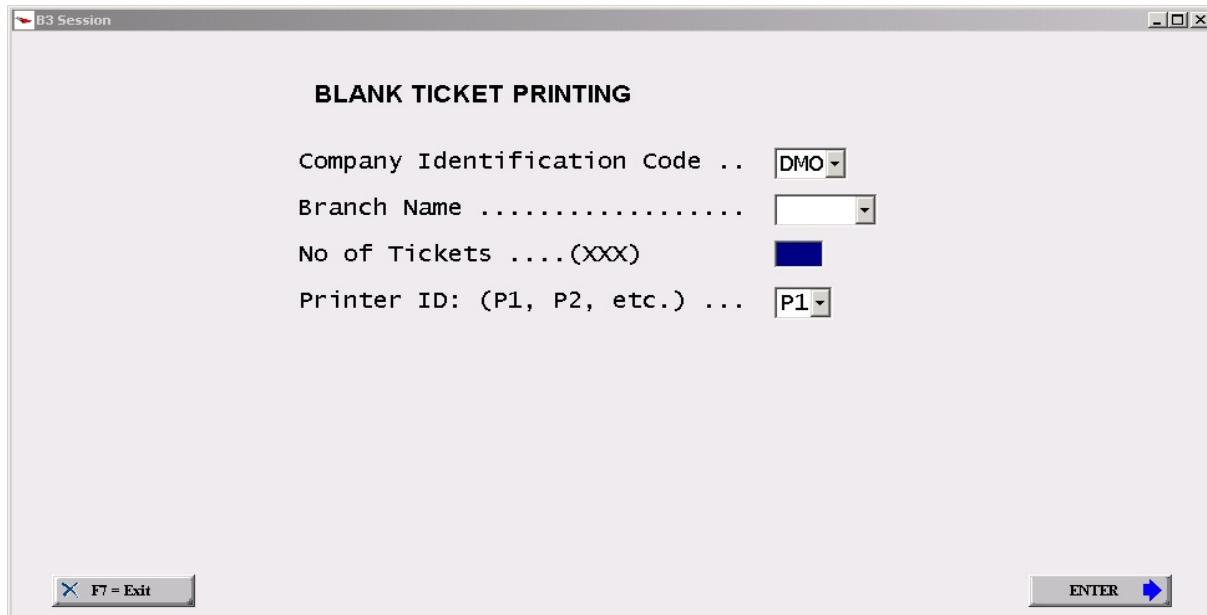
Duplicates to show on the report? Answer Y or N to this question in case you want duplicated tickets to show.

See next page for an example of the report.

YOUR COMPANY Ticket Date		** Outstanding Delivery Tickets Listing **					4/10/13		
Number	Driver	Route	Account	Name	Delv	Code	Last Delv	Pct	full
10/22/02	78808		3-0213-9	NV HOMES	A		1/13/03		99
10/29/02	79363		3-0009-5	STATE ELE SUPPLY CO	A		9/23/03		99
10/30/02	79387		3-0208-7	MULVANEY HOMES	A		10/30/02		99
11/01/02	79403		3-0009-5	STATE ELE SUPPLY CO	A		9/23/03		99
11/27/02	81989		3-0060-6	VENTURE CONSTRUCTION	A		11/21/02		99
11/29/02	82505		3-0212-4	EDIFICE CONTRACTORS	A		1/31/03		99
11/29/02	82506	TH	3-0222-8	EDIFICE CONTRACTORS	A		11/01/02		99
12/02/02	82513		3-0039-0	MA MOCK ENTERPRISES	A		1/10/03		99
12/11/02	83086		3-0207-1	RYAN HOMES-VND#03607	A		5/20/03		99
12/12/02	83104		3-0030-0	FASHION PRINTING INC	A		7/31/01		15
12/12/02	83105		3-0049-8	GLASGOW BRIDGES	A		7/16/02		99
12/12/02	83106		3-0056-4	SOLIDSFLOW INC	A		10/25/01		22
12/18/02	84675	TH	3-0224-2	CLANCY & THEYS	A		12/09/02		99
12/23/02	85033	TH	3-0224-7	NICK RACKOV	A		12/12/02		99
12/26/02	85233		3-0205-3	APEC OF CAROLINA	A		8/27/02		99

14. Print Blank Delivery Tickets:

This option prints blank delivery tickets with a reference number generated by the system.



Enter company identification code, branch name and the number of tickets you wan to print.

15. Print Route Book:

B2 Session

Route Book Printing

Company Identification Code

Branch Name -or- Company I.D. for all branches

Enter "Driver Number" to print:(optional)

Enter "Route Number" to print:(Leave blank for all routes)

Print sequence: "ROUTE" or "NAME" ?

IN/EXclude Probable Lost Accts: and Accts without Tanks: IN

Form Name: (0001, 0002, etc) - or - "VIEW" 9X11

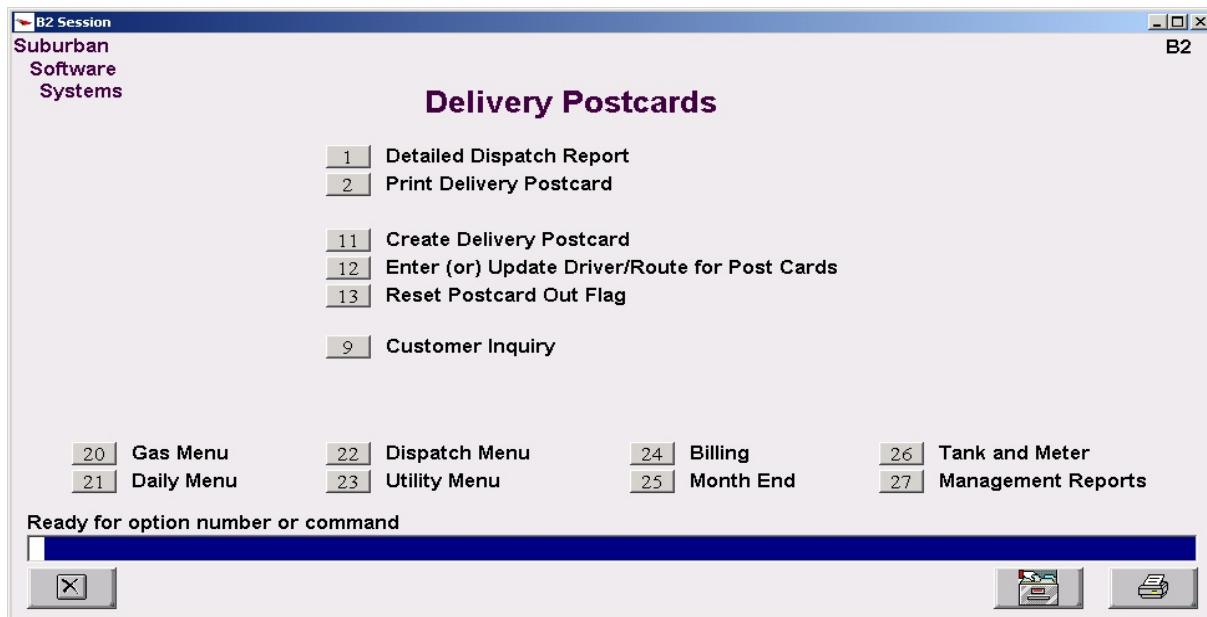
Number of copies: (not counting carbon copies) 1

Printer ID: (P1, P2, etc.) or -(View = VW) P1

ENTER 

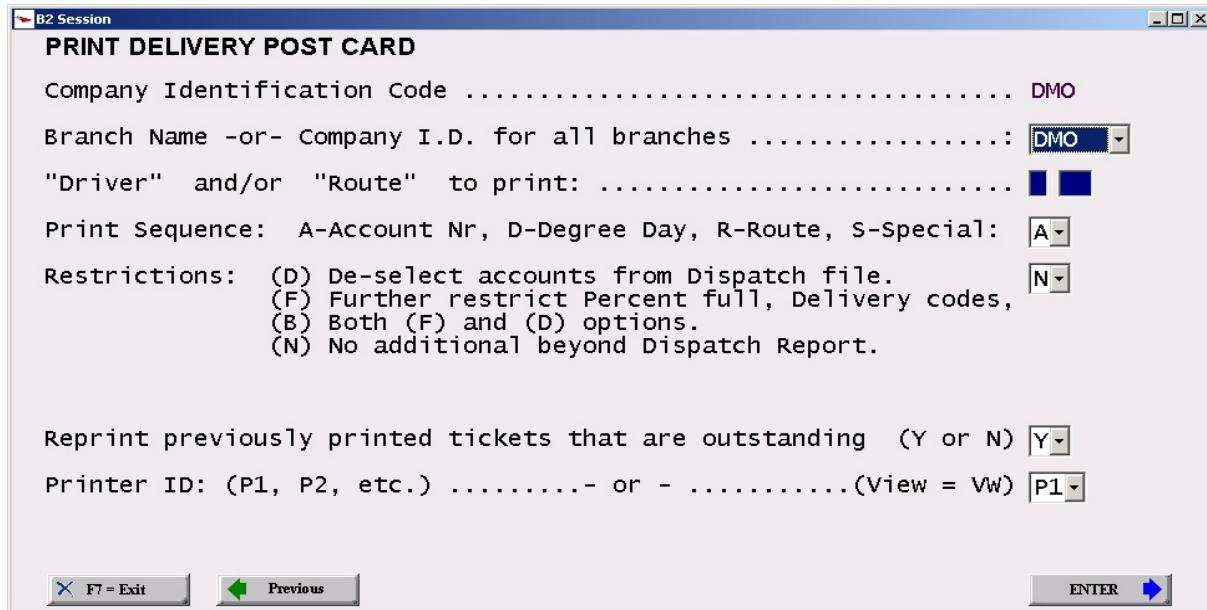
 F7 = Exit  F9 = Previous

5 Postcard Menu



Delivery Postcards Menu enables a user to perform Postcard - related operations.

1. **Dispatch Report:** Please refer to the section entitled Detailed Dispatch Report in the "Dispatch Menu" for detailed documentation on this report.
2. **Print Delivery Postcard**



Print delivery postcard option allows for the printing of a Postcard Notice to "Will-Call" (or other) customers. It warns the customer of the need for delivery, telling them when the gas salesmen will be in their area, and requesting that they contact you to arrange for delivery. A request for arrangement of payment may, optionally, be printed on the postcards for customers with outstanding balances.

Note: *The Driver and date information that will be printed on the delivery postcard must be setup prior to running this option. Refer to page 5-3 for more information about creating postcards.*

Your Company Name
2800 Westward Way
Bessemer, AL 35020

Our records indicate your propane tank needs filling.
Our Gas Salesman is scheduled to be in your area on
Monday and Tuesday.

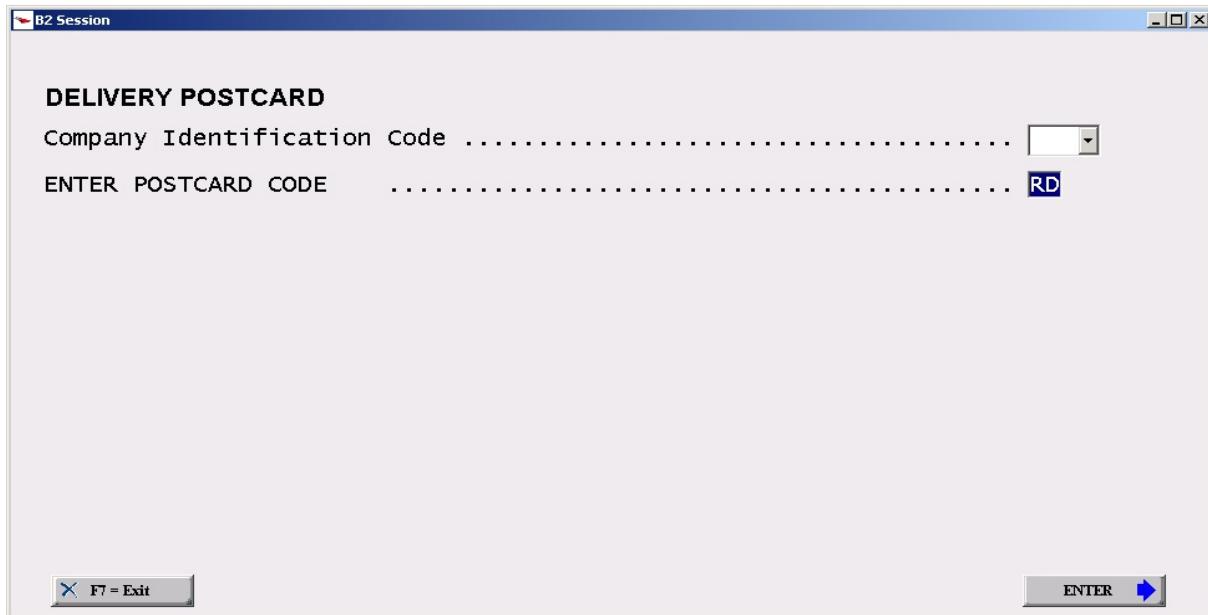
Please call our office at 424-0101 to arrange for
delivery {and payment of your existing balance}.

Joe G. Customer
902 Broadway Place
West Blocton, MS 35523

The process of selecting which postcards will be printed is exactly the same as the process for selecting delivery tickets. The information that will be printed on the delivery post card such as the driver name and dates he will be in a specific area must be setup prior to printing delivery postcards. (For more information, refer to Create Delivery Postcards later in this chapter).

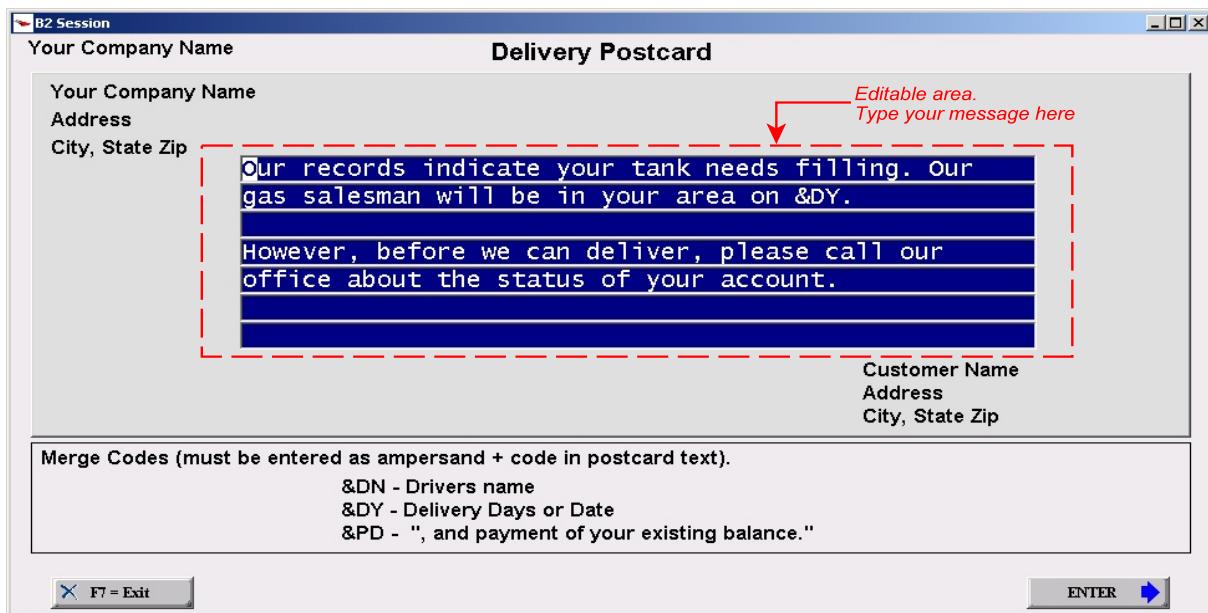
3. Create Delivery Postcard

This menu option allows the operator to create or update personalized delivery postcards.



Company id: Enter company identification code.

Enter PostCard Code: Enter the two letter code of the postcard you want to create or update, then press {Enter} and the next screen will be displayed:

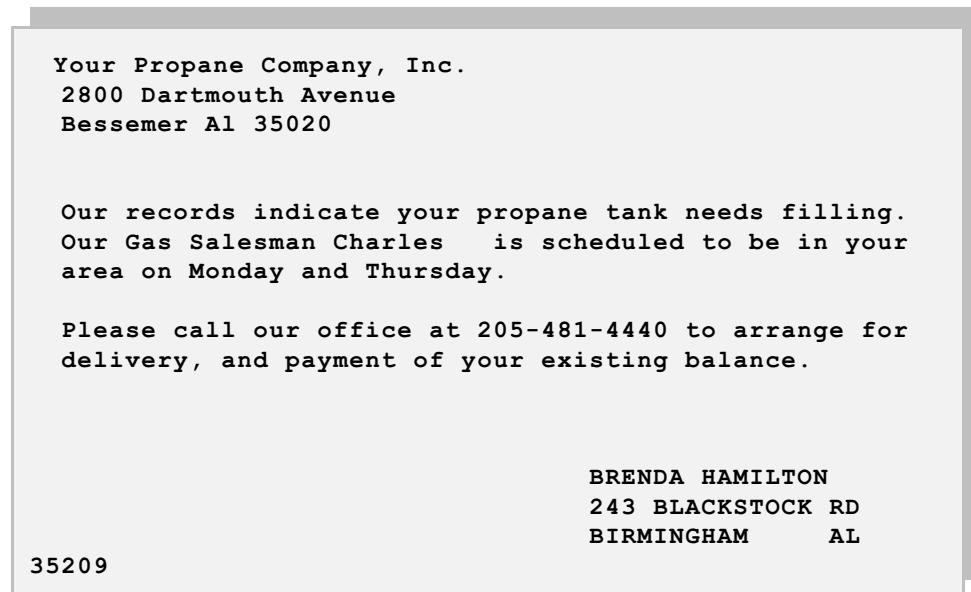


Please, see next page for detailed instructions

On the second screen (highlighted part) the operator can edit the text to appear on the postcard and press {Enter} to record the information. Each line is defaulted to 53 characters.

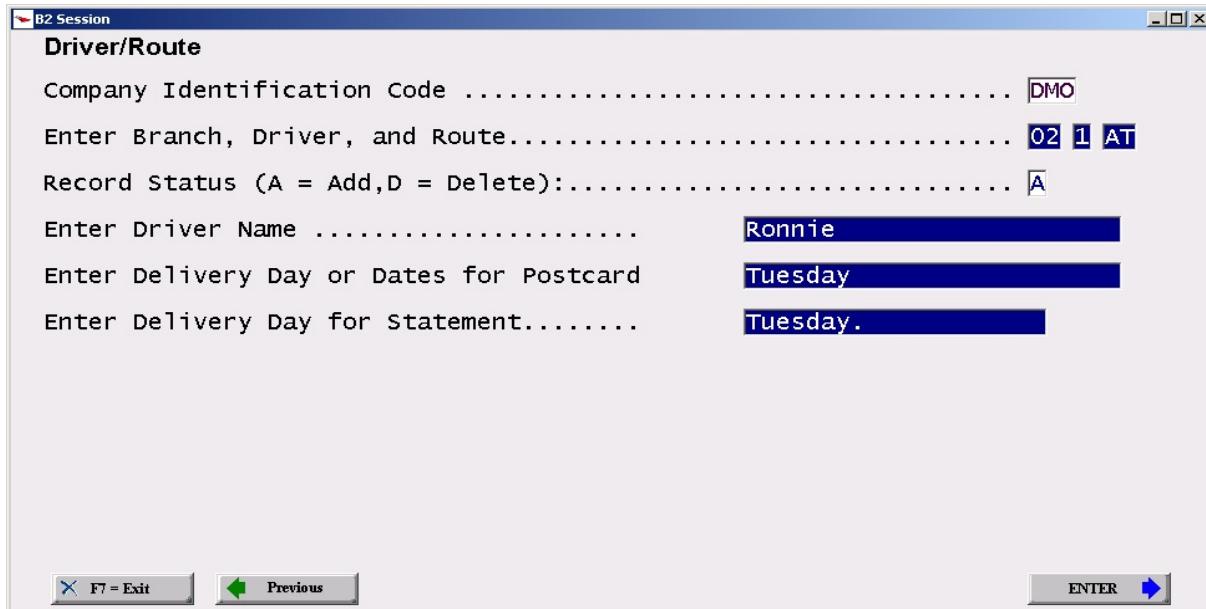
The codes **&DN** - Driver's name, **&DY**-Delivery Days or Date and **&PD** -“, and payment of your existing balance.” can be used on editing the text. Before printing PostCards, &DN and &DY codes have to be specified in the Postcard Driver and Route file.

Example of the printed delivery postcard created above:



12. Enter or Update Driver/Route for Postcards:

This option may be used to build a file with Driver Names and Dates to be printed on delivery postcards. This information should be setup before attempting to print delivery postcards.



Company Id: Enter company identification code.

Branch, driver and route: Enter the branch, driver and route numbers of the master route.

Record Status: Enter the letter 'A' if a new driver and route is going to be added or updated or enter the letter 'D' if the driver and route are going to be deleted from the PostCard Driver and Route file

Driver Name: Enter the driver's name assigned to this route.

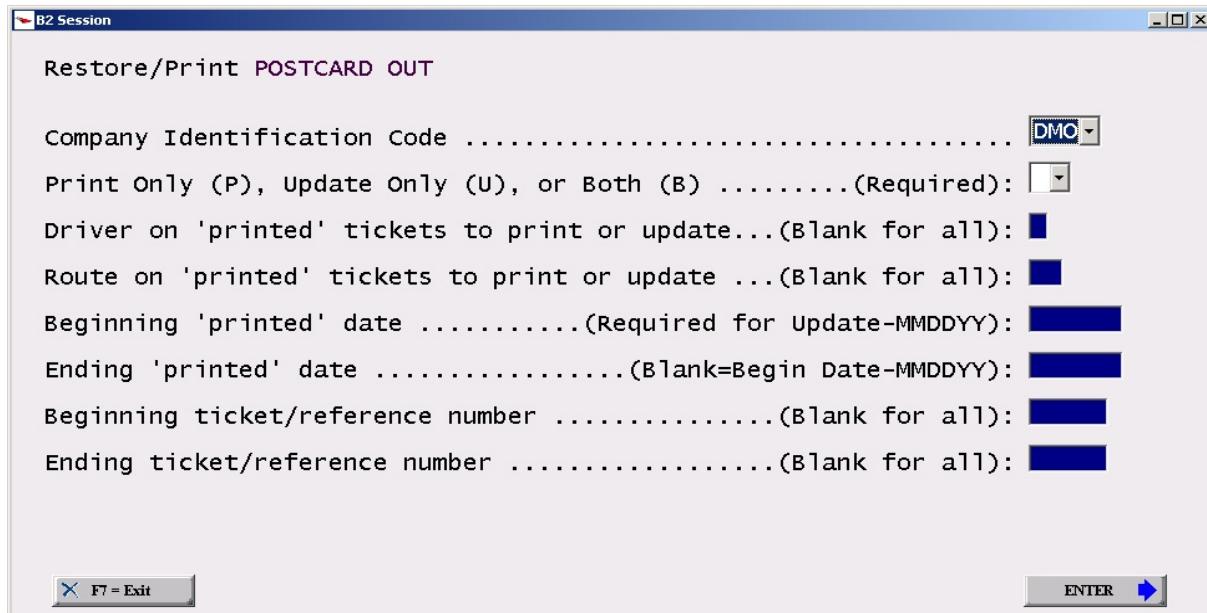
Delivery Day or Dates for Postcard. Enter the day or dates for each route that would complete the following sentence in the PostCard.

"Our Gas Salesman is scheduled to be in your area on _____."

Delivery Day for Statement: Enter day or dates for each route only in the case that the message is going to be sent in the statements instead of sending a delivery postcard. (See EOM Menu page 3-1 for more information about printing statements).

13. Reset Postcard Out Flag:

This option allows you to selectively reset the Postcard 'out' flag in the delivery file. This option may be used if postcards are lost during printing or if an improper group of postcards is printed by mistake.



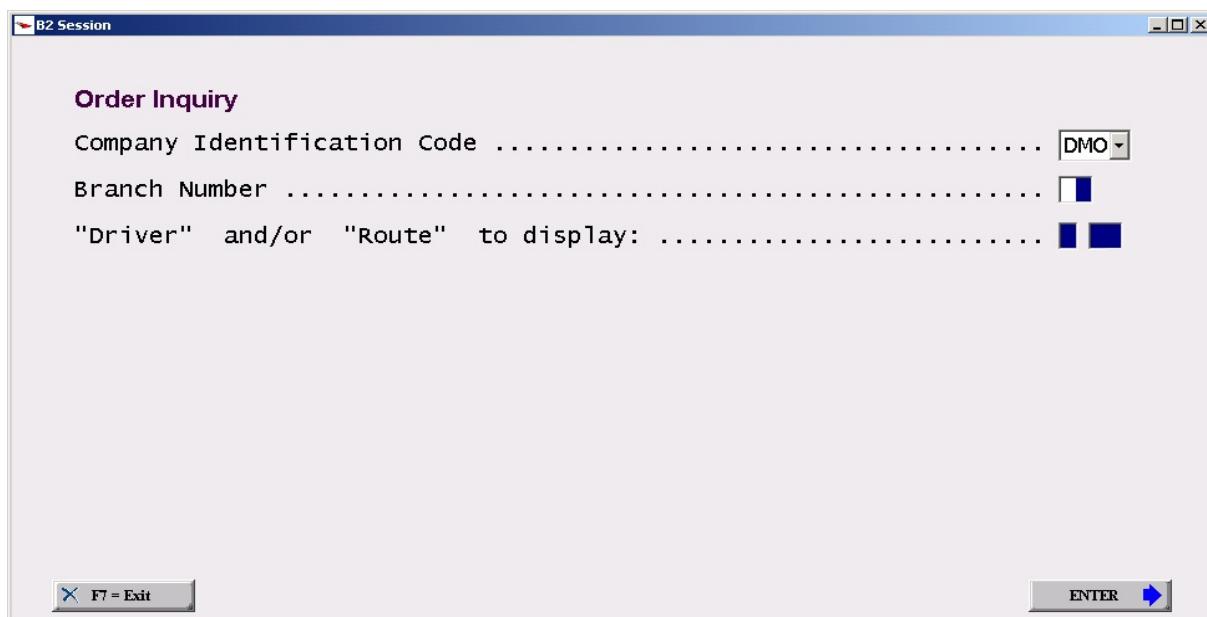
Report:

COID: DMO		PO Status Report			Print Date: X/XX/XX		
		Requested Date Range: 0/00/00 - 0/00/00		Page: 1			
		Requested Driver/Route = 1					
Account Number	Customer Name	Date Printed	Original N/O	Ticket Ref	Date Delivered	Driver	Tkt Route Stat
2-50555	KING, LARRY	4/18/04	00000	0	0/00/00	1	RB X
2-56164	MABREY, LARRY	4/18/04	00000	0	0/00/00	1	RB X
2-59238	MCGARITY JR, EDMOND C	4/18/04	00000	0	0/00/00	1	RB X
2-61586	MINYARD, A K	4/18/04	00000	0	0/00/00	1	RB X
2-63440	MOSLEY, MICHELLE	4/18/04	00000	0	0/00/00	1	RB X
2-64052	MYERS, TY & MELISHA	4/18/04	00000	0	0/00/00	1	RB X
2-66167	OSBORN TRANS.	4/18/04	00000	0	0/00/00	1	RB X
2-68338	PENDLEY, ROGER	4/18/04	00000	0	0/00/00	1	RB X
2-15856	CARTER, LINDA	4/20/04	00000	0	0/00/00	1	RB
2-66167	OSBORN TRANS.	4/20/04	00000	0	0/00/00	1	RB
2-68338	PENDLEY, ROGER	4/20/04	00000	0	0/00/00	1	RB
2-15856	CARTER, LINDA	4/20/04	00000	0	0/00/00	1	RB
2-24926	MARBUT, AMY	4/20/04	00000	0	0/00/00	1	RB

9 Customer Inquiry:

See detailed information on this menu item in the Daily Menu Section, page 9-1.

10 Order Inquiry



After entering the company identification code, branch number, driver/route and pressing {Enter}, the system will display a screen with all the gas orders that are open for the specified branch and driver/route. If the branch number and driver/route fields are left blank, the system will display all the gas orders that are open for all the branches and all the drivers/routes

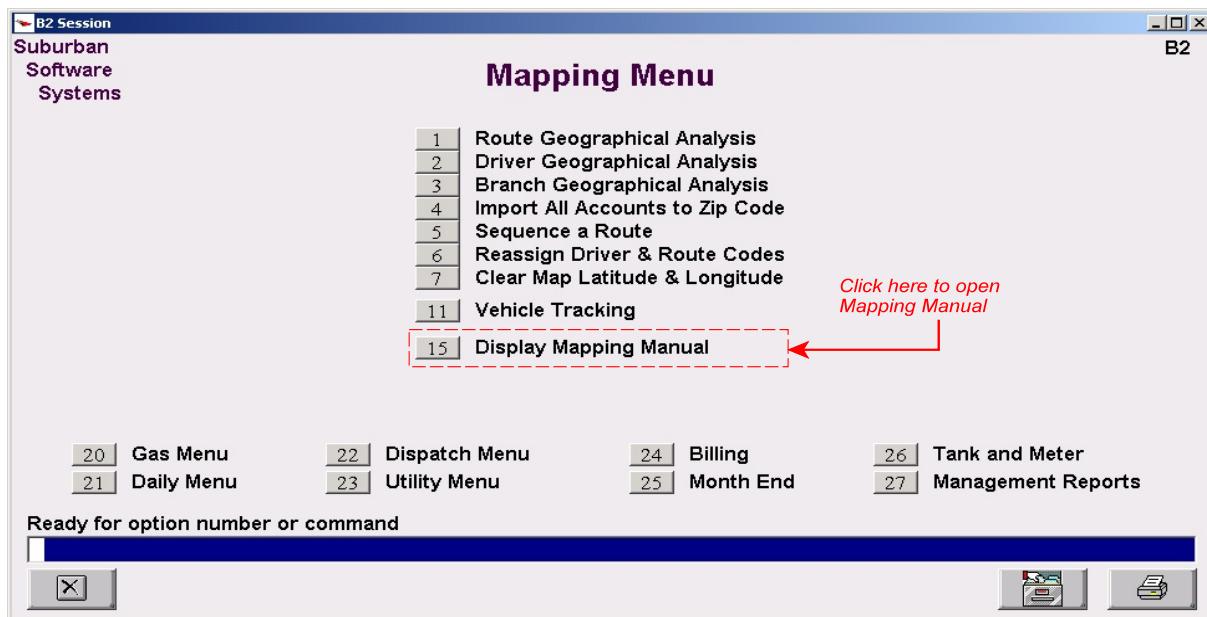
This screen provides the option of marking open gas orders as dispatched and then no delivery ticket will be printed out.

Your Company Name		Account	Name	Schedule	Pg: 1	Rec: 00001 - 00007	C/C
<input type="checkbox"/>	01	2-22231	D & D ROOFING 210 TURKEYTOWN GAP RD		200	1.50	Chg
<input checked="" type="checkbox"/>	1 AB	2-38392	This is the third order called but the second HALLAMRK CONSTRUCTION 316 HOLLINGSWORTH AVE		12345	1.50	Chg
<input checked="" type="checkbox"/>	1 AL	2-19822	COMPTON, JOSEPH # 8 RANDALL RD	"Fill"	1.549	Chg	
<input checked="" type="checkbox"/>	1 AL 5573	2-01590	10% PER CUSTOMER ALBERT, JERRY W 606 OLD GALLANT RD	"Fill"	1.50	Chg	
<input checked="" type="checkbox"/>	1 AT 0080	2-81134	SMITH, DAVID G 4894 LITTLE WILL VALLEY c1	"Fill"	1.50	Chg	
<input checked="" type="checkbox"/>	1 AT 0149	2-28584	FARLEY, BOBBY 401 VALLEY DR		12345	1.50	Cash
<input checked="" type="checkbox"/>	1 GN 0000	2-58574	MCCORD COMMUNICATION 2700 WILLS CREEK RD	"Fill"	1.519	Chg	

Click Box or Enter "D" to Dispatch/Delete

F7 = Exit Back Forward ENTER

11 Mapping Menu



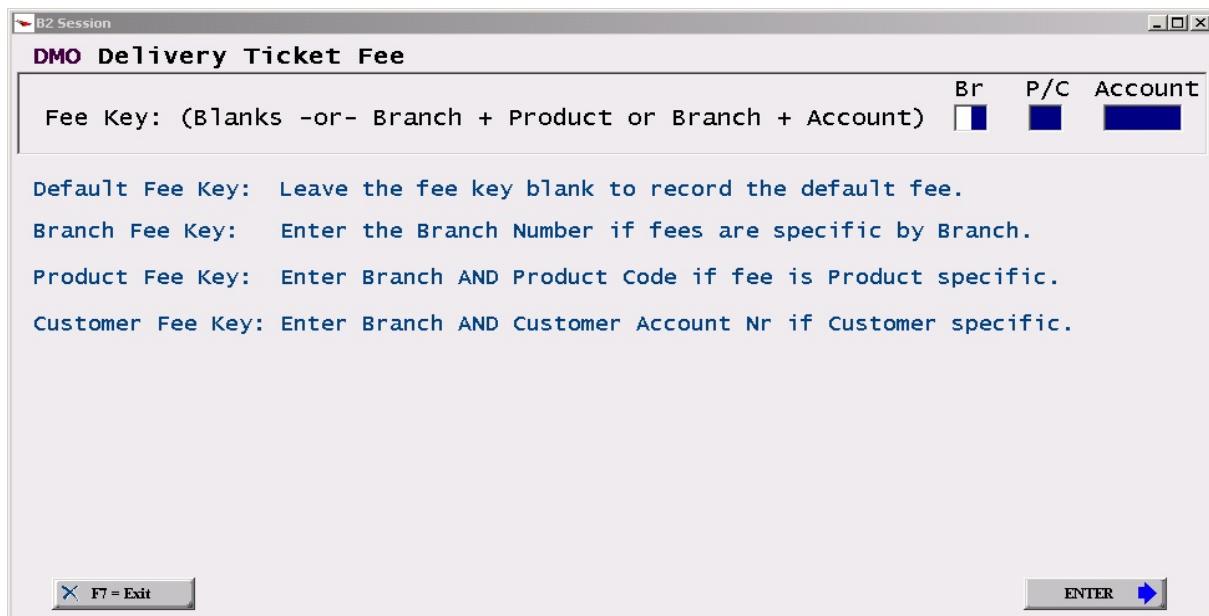
Refer to the option #15 on the Mapping Menu for detailed user's guide

12. Regulatory Fee Setup:

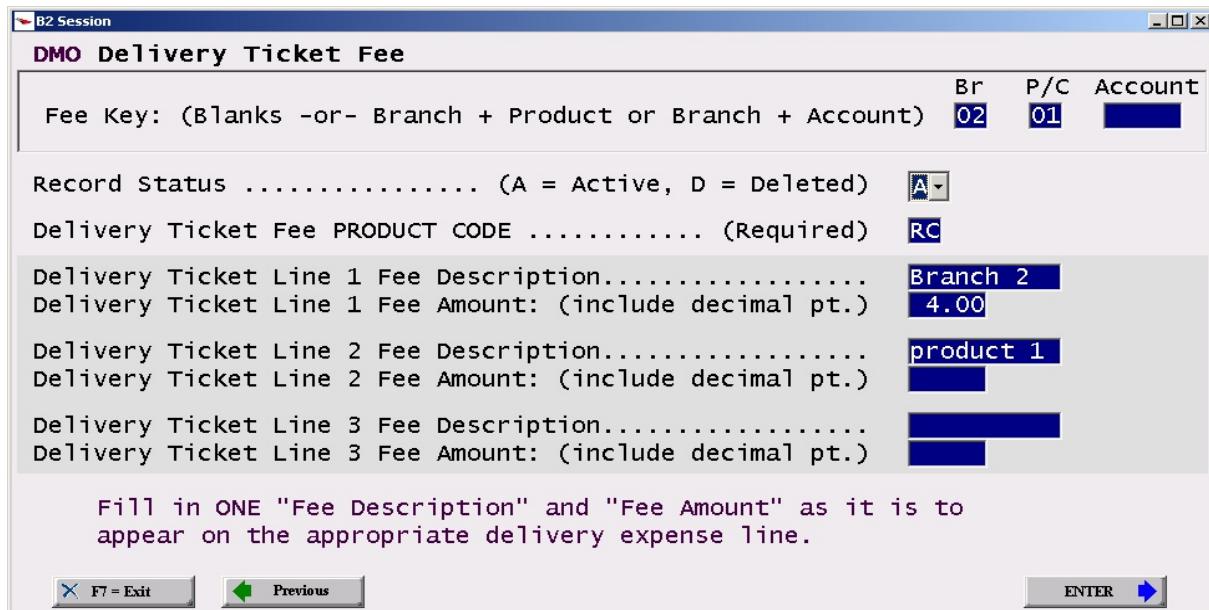
A fee amount can be added to the delivery ticket which shows an extra amount under tax field areas as shown below.

Fill in the "Fee Description" amounts as they are to appear on the appropriate delivery ticket expense line. The description field is 10 characters long and the fee amount field is 5 characters long at 2 decimals.

To setup Ticket Fee, type "TICFEE" from the menu. The following screen will appear

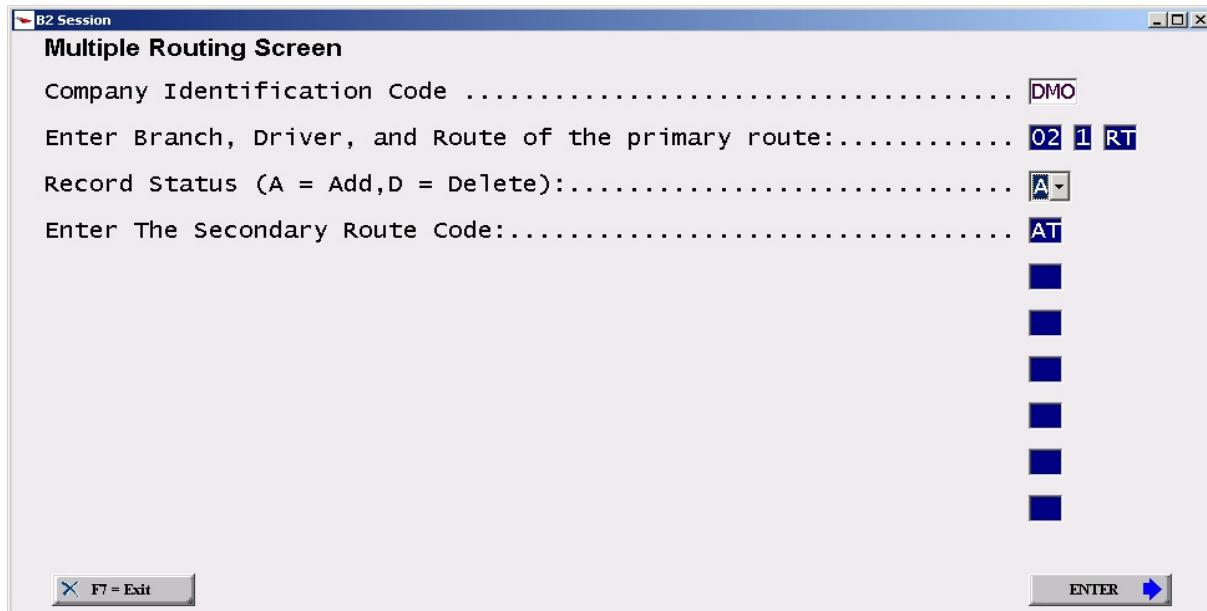


When either delivery tickets, quick tickets, or gas orders are printed, the descriptions and amounts will show up on the ticket.



13. Enter or Update Cylinder Sub/Route Codes:

This option builds a file with master route information for Cylinder deliveries.



Company Id: Enter company identification code.

Branch, driver and route: Enter the branch, driver and route numbers of the master route.

Record Status: Enter an 'A' to add sub-routes to the master route or a 'D' to delete the master route.

Secondary Route Codes: Enter the codes for the secondary routes or sub-routes.