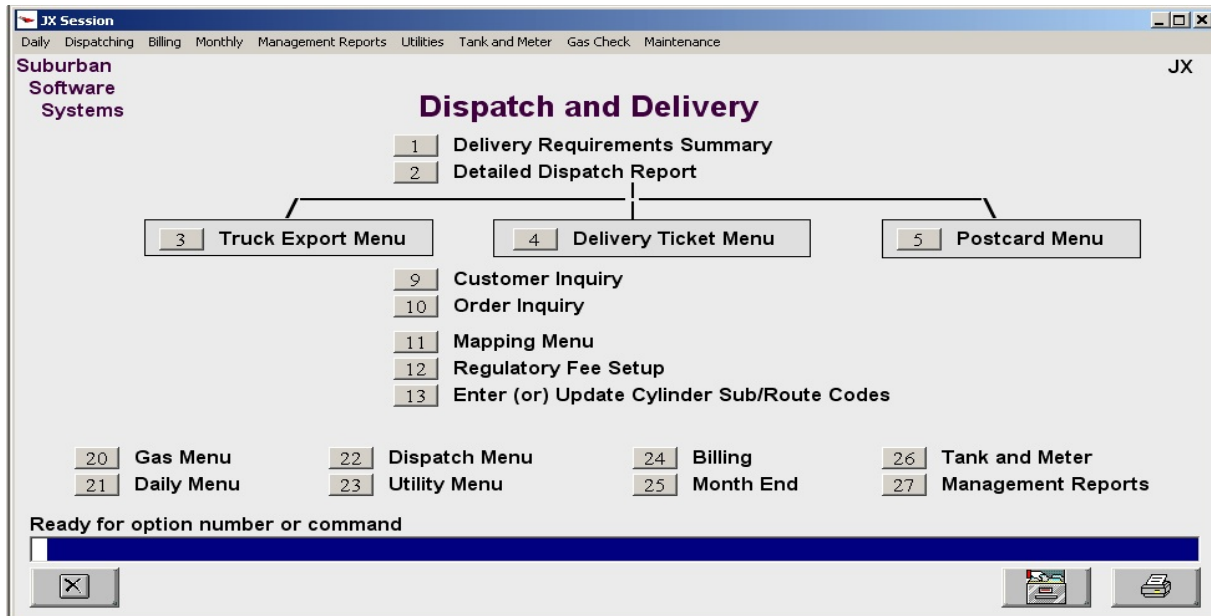


Suburban Software Systems Accounts Receivable Dispatch Menu
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Dispatch Menu

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.

Delivery Requirements Summary

Company Identification Code Branch Name -or- Company I.D.

Maximum Tank Percent Full (xx%) allowed -or- (Blank for all):

As of either: Date (MMDDYY) -or- Degree Day (4 digits)

IN/EXclude Winter Only Users: IN/EXclude Probable Lost Accts:

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

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

05/21/01 08:36 PILAR

Maximum Percent 35%

Dvr Rte	Numbers of Customers					Average		Deliverable Gallons					Last Delivered Gallons				
	Total	Order	Autom	WeCal	WillC	Size	& Pct	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	263	12%	10094		4547	140	5407	7357		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 software window titled "DX Session" with a menu bar containing "Dispatch Report", "VIEW", and "&_PRINT POSTCARD". The window displays a form for configuring a dispatch report. The form includes the following fields and options:

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

At the bottom of the form, there are three buttons: "F7 = Exit", "View & Print PCard", and "ENTER".

**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:	<p>Selects the sorting sequence for the dispatch report. The following sequences are available:</p> <p>ROUTE = by master file route code.</p> <p>PCT = by inventory percent full.</p> <p>DDAY = by optimum delivery point by date and then by degree day.</p> <p>ACCOUNT = by account number.</p> <p>CYLINDER = by special cylinder master route code.</p>
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: *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.*

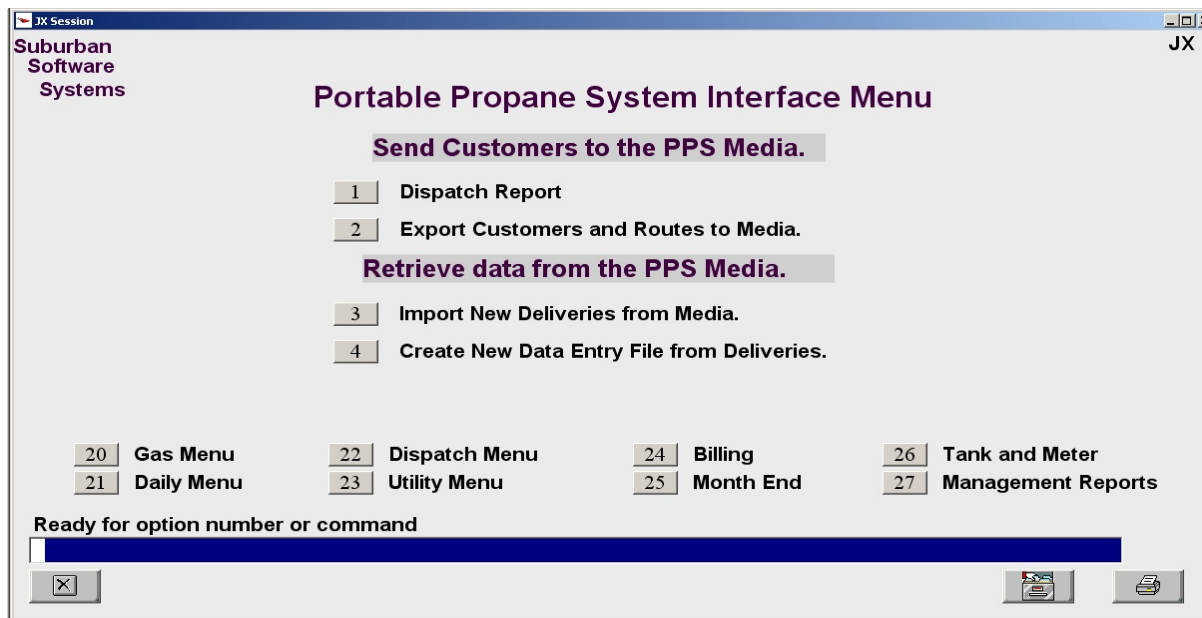
Dispatch View Screen:

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.

IX Session								
CoId: DMO			Dr/Rt: 1 AL			Pg: 1 Rec: 0001 - 0020		
20			3502					
Customers	Cr/Dlv	Phone	Forecast	Size.%	LyrGas	Balance	PastDue	
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	
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	
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	
SHELTON, HOYT J	3 *3	538-9763	1/11/4	250T26	535	6.70-	.00	
<div> F9 = Previous Enter "D" To Delete/Dispatch Customer Page Up Page Down F7 = Continue </div>								

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

The screenshot shows a window titled "B2 Session" with a menu titled "Delivery Tickets". The menu lists several options, each with a number in a box. The options are: 1 Detailed Dispatch Report, 2 Produce Delivery Tickets (or) Data File, 11 Print Timed Ticket Report, 12 Print List of Outstanding Delivery Ticket, 13 Reset Delivery Ticket Out Flag, 14 Print Blank Delivery Tickets, 15 Print Route Book, 20 Gas Menu, 21 Daily Menu, 22 Dispatch Menu, 23 Utility Menu, 24 Billing, 25 Month End, 26 Tank and Meter, and 27 Management Reports. At the bottom, there is a prompt "Ready for option number or command" followed by a blue input bar and a close button.

B2 Session

Suburban
Software
Systems

B2

Delivery Tickets

1 Detailed Dispatch Report
2 Produce Delivery Tickets (or) Data File

11 Print Timed Ticket Report
12 Print List of Outstanding Delivery Ticket
13 Reset Delivery Ticket Out Flag
14 Print Blank Delivery Tickets
15 Print Route Book

20 Gas Menu 22 Dispatch Menu 24 Billing 26 Tank and Meter
21 Daily Menu 23 Utility Menu 25 Month End 27 Management Reports

Ready for option number or command

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.

The screenshot shows a window titled "B2 Session" with a screen titled "PRINT DELIVERY TICKETS". It contains several fields for input, including Company Identification Code (DMO), Branch Name (DMO), "Driver" and/or "Route" to print (1 AT), Print Sequence (D), Restrictions (D, F, B, N), Reprint previously printed tickets (Y), and Printer ID (P1). At the bottom, there are buttons for "F7 = Exit", "Previous", and "ENTER".

B2 Session

PRINT DELIVERY TICKETS

Company Identification Code DMO

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

"Driver" and/or "Route" to print: 1 AT

Print Sequence: A-Account Nr, D-Degree Day, R-Route, S-Special: D

Restrictions: (D) De-select accounts from Dispatch file. ☐
(F) Further restrict Percent full, Delivery codes, ☐
(B) Both (F) and (D) options.
(N) No additional beyond Dispatch Report.

Reprint previously printed tickets that are outstanding (Y or N) Y

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

F7 = Exit Previous ENTER

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		GEORGE SVETLAY 7411 BISHOP RD SHDES VLLY, AL																				
250	515	99																						
PHONE NO.	PREVIOUS DELIVERY																							
	0126 80 % 125																							
GAS ORDER				DIRECTIONS																				
DATE: 3/08/00 % .46				PASS MASSEY GRO TR-TL ON BISHOP ST GO TO HOUSE IN SHARP CURVE																				
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>				TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60° F.																				
				DELIVERY DATE: _____ P.O. NUMBER: _____ PCT. FULL: _____ SALESMAN: _____																				
				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>QUANTITY</th> <th>PRICE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>5.00 %</td> <td>SALES TAX</td> </tr> <tr> <td>CASH <input type="checkbox"/></td> <td></td> <td>MOTOR FUEL TAX</td> </tr> <tr> <td>CHARGE <input type="checkbox"/></td> <td></td> <td>SPECIAL TRIP CHG.</td> </tr> <tr> <td>SNIFTTEST <input type="checkbox"/></td> <td></td> <td>SHORT DEL. CHG.</td> </tr> <tr> <td colspan="2">AMOUNT DUE</td> <td>\$</td> </tr> </tbody> </table>			QUANTITY	PRICE	AMOUNT		5.00 %	SALES TAX	CASH <input type="checkbox"/>		MOTOR FUEL TAX	CHARGE <input type="checkbox"/>		SPECIAL TRIP CHG.	SNIFTTEST <input type="checkbox"/>		SHORT DEL. CHG.	AMOUNT DUE		\$
QUANTITY	PRICE	AMOUNT																						
	5.00 %	SALES TAX																						
CASH <input type="checkbox"/>		MOTOR FUEL TAX																						
CHARGE <input type="checkbox"/>		SPECIAL TRIP CHG.																						
SNIFTTEST <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).

B2 Session

TIMED TICKET REPORT

Company Identification Code

Enter "Driver Number" to print:(Optional)

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

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

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	1	RB	0690
		2/09/04	1	RB	0690
		9/02/04	1	RB	0690
		11/09/04	1	RB	0690
		12/16/04	1	RB	0690
2-27203	ADAIR, FRANK	1/15/04	1	RB	0240
		10/15/04	1	RB	0240
2-28104	ETOWAH COUNTY 911	1/15/04	1	RB	0230
		2/01/04	1	RB	0230
		3/21/04	1	RB	0230
		4/14/04	1	RB	0230
		6/01/04	1	RB	0230
		6/13/04	1	RB	0230
		6/19/04	1	RB	0230
		10/10/04	1	RB	0230
		11/05/04	1	RB	0230

	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).

The screenshot shows a window titled "B2 Session" with a dialog box titled "Print Outstanding Delivery Tickets:". The dialog contains the following fields and options:

- Company Identification Code DMO ▾
- Enter "Driver Number" to print:(Optional) ☐
- Enter "Route Number" to print:(Leave blank for all routes) ☒
- Enter "Product Code" to print:(Optional) ☒
- Print Tickets in Sequence: A = Account D = Date Order...(A/D) D ▾
- Do you wish to include outstanding tickets for customers that don't show a ticket out in customer inquiry.....(Y/N)? Y ▾
- Would you like duplicates to show on the report? N ▾
- Maximum Number of Months back to check for outstanding tickets? 12
- Printer ID: (P1, P2, etc.)- or -(View = Vw) P1 ▾

At the bottom, there are two buttons: "F7 = Exit" and "ENTER" with a right arrow.

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.

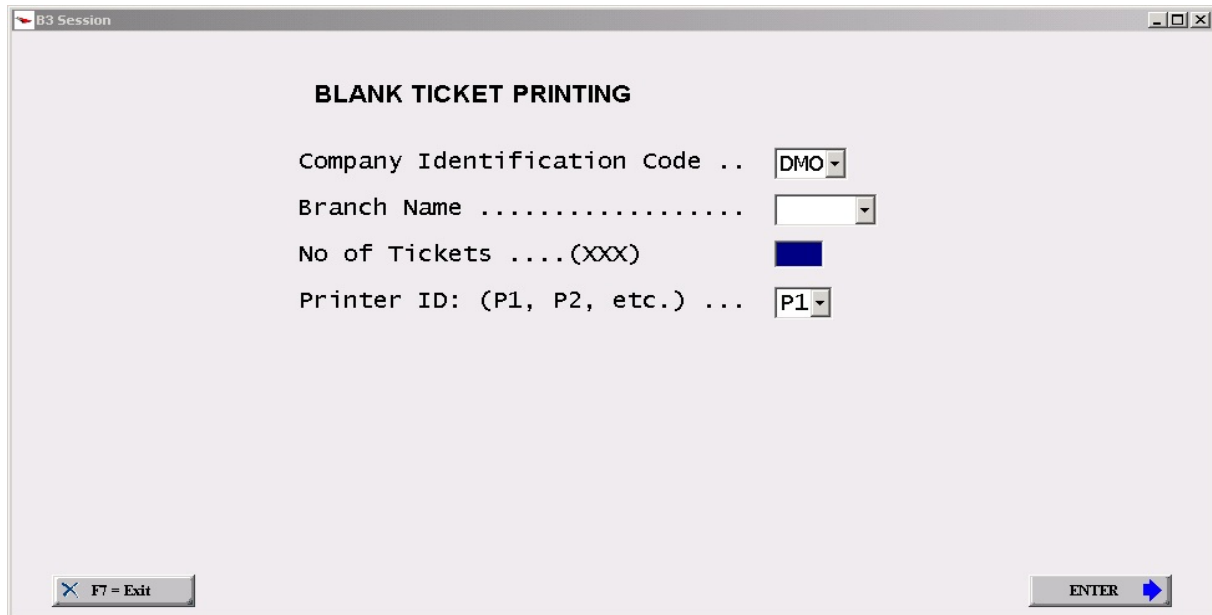
Duplicates to show on the report? Answer Y or N to this question in case you want duplicated tickets to show.

See next page for an example of the report.

YOUR COMPANY		** Outstanding Delivery Tickets Listing **						4/10/13	
Ticket									
Date	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.



The screenshot shows a window titled "B3 Session" with a menu bar containing "File", "Edit", and "Help". The main area is titled "BLANK TICKET PRINTING" and contains the following fields and controls:

- Company Identification Code ..
- Branch Name
- No of Tickets(XXX)
- Printer ID: (P1, P2, etc.) ...

At the bottom left, there is a button labeled "F7 = Exit". At the bottom right, there is a button labeled "ENTER" with a blue arrow pointing right.

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:

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

Number of copies: (not counting carbon copies)

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

5 Postcard Menu

B2 Session

Suburban
Software
Systems

B2

Delivery Postcards

1 Detailed Dispatch Report
2 Print Delivery Postcard
11 Create Delivery Postcard
12 Enter (or) Update Driver/Route for Post Cards
13 Reset Postcard Out Flag
9 Customer Inquiry

20 Gas Menu 22 Dispatch Menu 24 Billing 26 Tank and Meter
21 Daily Menu 23 Utility Menu 25 Month End 27 Management Reports

Ready for option number or command

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**

B2 Session

PRINT DELIVERY POST CARD

Company Identification Code DMO

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

"Driver" and/or "Route" to print: ■ ■

Print Sequence: A-Account Nr, D-Degree Day, R-Route, S-Special: A

Restrictions: (D) De-select accounts from Dispatch file. N
(F) Further restrict Percent full, Delivery codes,
(B) Both (F) and (D) options.
(N) No additional beyond Dispatch Report.

Reprint previously printed tickets that are outstanding (Y or N) Y

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

F7 = Exit Previous ENTER

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.

The screenshot shows a window titled "B2 Session" with a menu option "DELIVERY POSTCARD". Below the title, there are two input fields: "Company Identification Code" followed by a series of dots and a dropdown arrow, and "ENTER POSTCARD CODE" followed by a series of dots and a dropdown menu showing "RD". At the bottom left is a button labeled "F7 = Exit" and at the bottom right is a button labeled "ENTER" with a right-pointing arrow.

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:

The screenshot shows a window titled "B2 Session" with a menu option "Delivery Postcard". The screen is divided into two main sections. The top section is labeled "Your Company Name" and contains fields for "Your Company Name", "Address", and "City, State Zip". The bottom section is labeled "Customer Name" and contains fields for "Customer Name", "Address", and "City, State Zip". In the center, there is a large text area with a dashed red border, containing the following text: "Our records indicate your tank needs filling. Our gas salesman will be in your area on &DY. However, before we can deliver, please call our office about the status of your account." A red arrow points to this area with the text "Editable area. Type your message here". Below the text area, there is a section titled "Merge Codes (must be entered as ampersand + code in postcard text)." with the following codes: "&DN - Drivers name", "&DY - Delivery Days or Date", and "&PD - \", and payment of your existing balance.\"". At the bottom left is a button labeled "F7 = Exit" and at the bottom right is a button labeled "ENTER" with a right-pointing arrow.

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:

Your Propane Company, Inc.
2800 Dartmouth Avenue
Bessemer Al 35020

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

Please call our office at 205-481-4440 to arrange for
delivery, and payment of your existing balance.

35209

BRENDA HAMILTON
243 BLACKSTOCK RD
BIRMINGHAM AL

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.

The screenshot shows a software window titled "B2 Session" with a "Driver/Route" form. The form contains the following fields and values:

- Company Identification Code: DMO
- Enter Branch, Driver, and Route: 02 1 AT
- Record Status (A = Add, D = Delete): A
- Enter Driver Name: Ronnie
- Enter Delivery Day or Dates for Postcard: Tuesday
- Enter Delivery Day for Statement: Tuesday.

At the bottom of the window, there are three buttons: "F7 = Exit" (with a close icon), "Previous" (with a left arrow icon), and "ENTER" (with a right arrow icon).

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.

B2 Session

Restore/Print POSTCARD OUT

Company Identification Code DMO

Print Only (P), Update Only (U), or Both (B)(Required):

Driver on 'printed' tickets to print or update...(Blank for all):

Route on 'printed' tickets to print or update ...(Blank for all):

Beginning 'printed' date(Required for Update-MMDDYY):

Ending 'printed' date(Blank=Begin Date-MMDDYY):

Beginning ticket/reference number(Blank for all):

Ending ticket/reference number(Blank for all):

F7 = Exit ENTER

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					
		Requested Ticket Range = -					
Account Number	Customer Name	Date Printed	Original N/O	Ticket Ref	Date Delivered	Driver Route	Tkt Stat
2-50555	KING, LARRY	4/18/04		00000	0/00/00	1 RB	X
2-56164	MABREY, LARRY	4/18/04		00000	0/00/00	1 RB	X
2-59238	MCGARITY JR, EDMOND C	4/18/04		00000	0/00/00	1 RB	X
2-61586	MINYARD, A K	4/18/04		00000	0/00/00	1 RB	X
2-63440	MOSLEY, MICHELLE	4/18/04		00000	0/00/00	1 RB	X
2-64052	MYERS, TY & MELISHA	4/18/04		00000	0/00/00	1 RB	X
2-66167	OSBORN TRANS.	4/18/04		00000	0/00/00	1 RB	X
2-68338	PENDLEY, ROGER	4/18/04		00000	0/00/00	1 RB	X
2-15856	CARTER, LINDA	4/20/04		00000	0/00/00	1 RB	
2-66167	OSBORN TRANS.	4/20/04		00000	0/00/00	1 RB	
2-68338	PENDLEY, ROGER	4/20/04		0000	0/00/00	1 RB	
2-15856	CARTER, LINDA	4/20/04		00000	0/00/00	1 RB	
2-24926	MARBUT, AMY	4/20/04		00000	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

B2 Session

Order Inquiry

Company Identification Code DMO ▾

Branch Number ▢

"Driver" and/or "Route" to display: ▢ ▢

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.

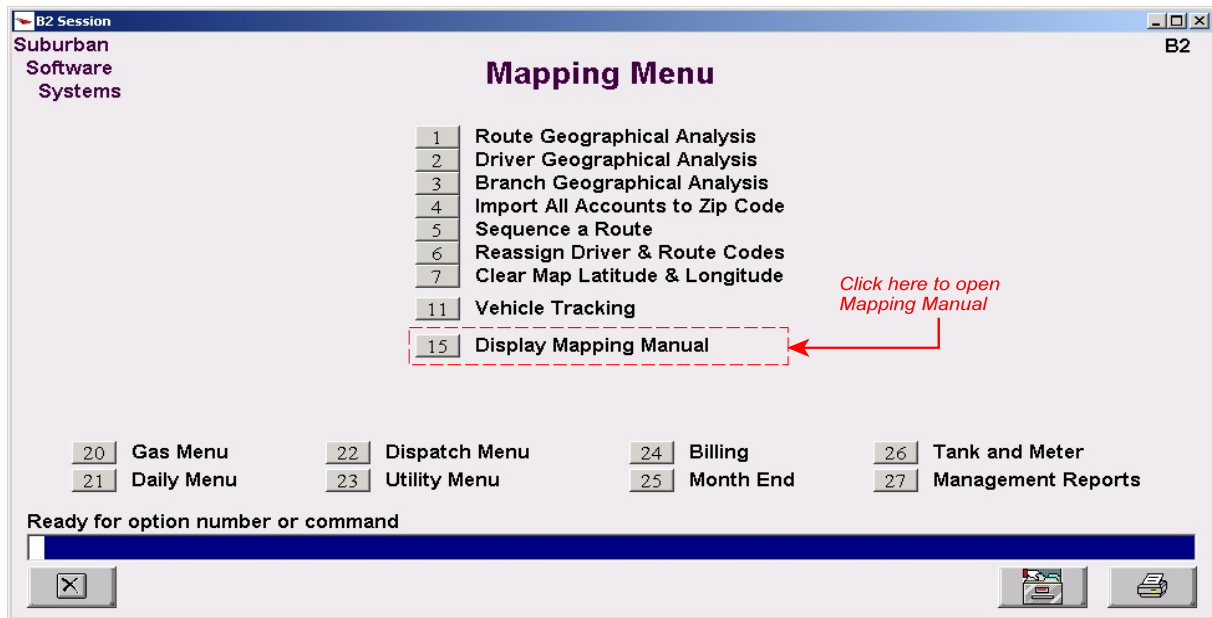
B2 Session

Your Company Name Pg: 1 Rec: 00001 - 00007

Dr/Rt/Seq	Dispatch	Account	Name	Schedule	Qty	Price	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	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		"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

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.

DR-ZONE	20% DEL	GALS.	USE	ACCOUNT NO.	REFERENCE NO.
CR-DEL	RUN OUT	G.P. DO	G.P. DAY		
TANK SIZE	GALS. LAST YEAR	CONFIDENCE			
PHONE NO.	PREVIOUS DELIVERY				
GAS ORDER				DIRECTIONS	
DATE ____ / ____ / ____ % ____					
FILL <input type="checkbox"/> (OR) AMT: _____					
CASH <input type="checkbox"/> (OR) CHARGE <input type="checkbox"/>					

TEMPERATURE COMPENSATED VOLUME CORRECTED TO 60° F.

DELIVERY DATE	P.O. NUMBER
PCT. FULL	SALESMAN

QUANTITY	PRICE	AMOUNT
CASH <input type="checkbox"/>		SALES TAX
CHARGE <input type="checkbox"/>		Desc. 1
		\$Fee Amt
		Desc. 2
		\$Fee Amt
		Desc. 3
		\$Fee Amt
AMOUNT DUE		\$

X

RECEIVED BY

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

B2 Session

DMO Delivery Ticket Fee

Fee Key: (Blanks -or- Branch + Product or Branch + Account) Br P/C Account

Default Fee Key: Leave the fee key blank to record the default fee.

Branch Fee Key: Enter the Branch Number if fees are specific by Branch.

Product Fee Key: Enter Branch AND Product Code if fee is Product specific.

Customer Fee Key: Enter Branch AND Customer Account Nr if Customer specific.

F7 = Exit ENTER

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

B2 Session

DMO Delivery Ticket Fee

Fee Key: (Blanks -or- Branch + Product or Branch + Account) Br P/C Account

Record Status (A = Active, D = Deleted) A

Delivery Ticket Fee PRODUCT CODE (Required) RC

Delivery Ticket Line 1 Fee Description..... Branch 2

Delivery Ticket Line 1 Fee Amount: (include decimal pt.) 4.00

Delivery Ticket Line 2 Fee Description..... product 1

Delivery Ticket Line 2 Fee Amount: (include decimal pt.)

Delivery Ticket Line 3 Fee Description.....

Delivery Ticket Line 3 Fee Amount: (include decimal pt.)

Fill in ONE "Fee Description" and "Fee Amount" as it is to appear on the appropriate delivery expense line.

F7 = Exit Previous ENTER

13. Enter or Update Cylinder Sub/Route Codes:

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

B2 Session

Multiple Routing Screen

Company Identification Code DMO

Enter Branch, Driver, and Route of the primary route:..... 02 1 RT

Record Status (A = Add,D = Delete):..... A

Enter The Secondary Route Code:..... AT

.....

.....

.....

.....

.....

.....

.....

F7 = Exit

ENTER

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.