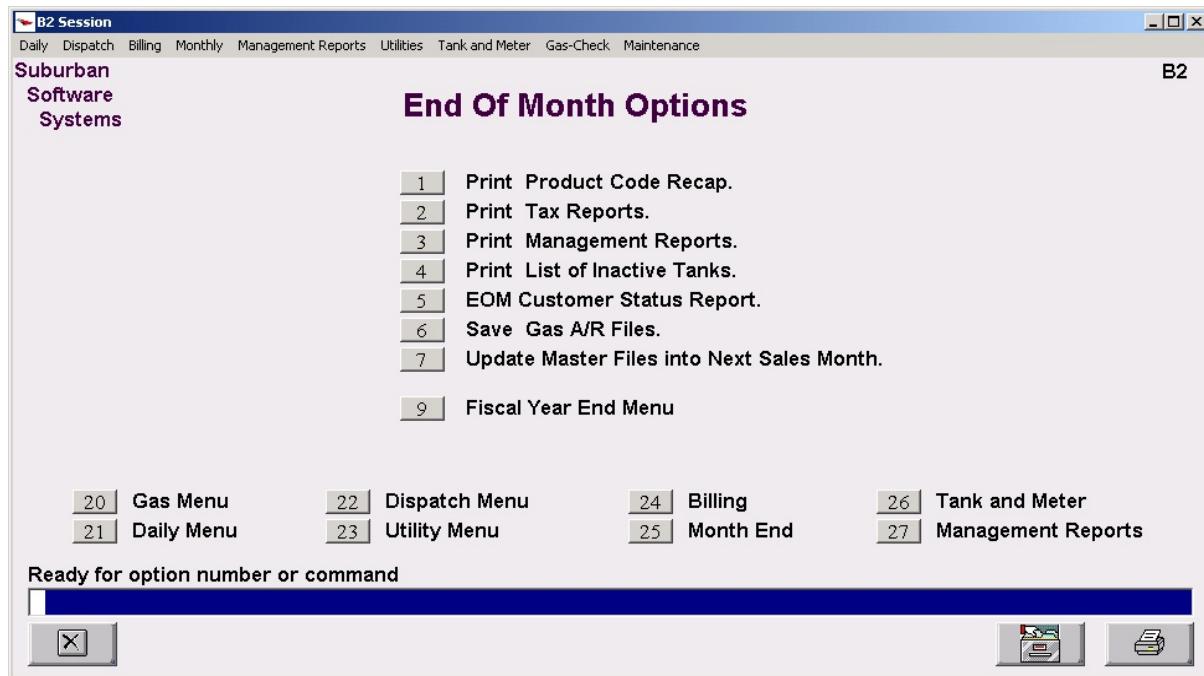


Suburban Software Systems Accounts Receivable End of Month Menu
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Monthly Menu



The monthly menu is used to perform those functions that normally occur at the end of the month.

1 Print Product Code Recap Report:

Procedure: PRTPCD (C01D)

Purpose: To produce a report that summarizes all sales, receipts, adjustments, and gallons by product code as they will be posted to the general ledger.

Notes:

- (1) *The report should be printed after statements have been printed for all branches.*
- (2) *If the Suburban General Ledger Software System is used, and if you specify "Automatic G/L Posting" on the Supervisor file Record #10, the accounts as recapped on this report will automatically be posted to the General Ledger. (See Update into Next Sales Month below on page 11-1)*

Your Gas Company		Branch-04		PRODUCT CODE RECAP thru 01/30/01				02/16/01 11:47 FCH					
Code	Description	G/L Tax	AccNr Acc	** G A L L O N S ** Sold	InterCo	Cash Sales	Charge Sales	Debits	+	Credits	=	G/L Net	
AB Appliance, Bradford	WhtS	4204	:	1.0	::	\$280.00	\$.00	\$.00		\$280.00-		\$280.00-	
DA Discounts Allowed	N	4114D	:		::	\$.00	\$30.00-	\$30.00		\$.00		\$30.00	
E Employee Purchase	S	727	:		::	\$.00	\$161.66	\$.00		\$161.66-		\$161.66-	
FC Finance Charge	N	8504	:		::	\$.00	\$411.15	\$27.76		\$438.91-		\$411.15-	
HV Heaters, Vanguard	S	4204	:	64.0	::	\$12133.94	\$5361.03	\$.00		\$17494.97-		\$17494.97-	
HZ Heaters, Miscellaneous	S	4204	:	5.0	::	\$836.92	\$.00	\$.00		\$836.92-		\$836.92-	
L Service / Labor	N	4504	:		::	\$175.40	\$937.50	\$.00		\$1112.90-		\$1112.90-	
LT Lease Tax	N	245LTX	:		::	\$.00	\$103.68	\$17.64		\$121.32-		\$103.68-	
M Parts & Fittings	S	4404	:		::	\$1874.66	\$506.18	\$68.40		\$2449.24-		\$2380.84-	
R Tank Rent - Adjust only	L	4604	:		::	\$.00	\$360.00-	\$360.00		\$.00		\$360.00	
ST Sales Tax	N	245STX	:		::	\$3266.92	\$7725.61	\$7.10		\$10999.63-		\$10992.53-	
U Charge Backs	N	1014CR	:		::	\$.00	\$103.95	\$.00		\$103.95-		\$103.95-	
V Returned Checks	N	103RC	:		::	\$.00	\$789.78	\$10.00		\$799.78-		\$789.78-	
W Return Check Charge	N	890COS	:		::	\$.00	\$120.00	\$20.00		\$140.00-		\$120.00-	
X Misc Debit /Credit	N	890COS	:		::	\$.00	\$11.75-	\$11.75		\$.00		\$11.75	
XT Excise Tax	N	245XTX	:		::	\$5.68	\$176.02	\$.00		\$181.70-		\$181.70-	
02 Propane Cylinder(s) -GASS	4124	##	1253.4		::	\$914.76	\$1143.26	\$.00		\$2058.02-		\$2058.02-	
03 Motor Fuel Gallons	X	4134	##	796.0	::	\$.00	\$681.04	\$.00		\$681.04-		\$681.04-	
3A Motor Fuel Gallons-No DX	4134	##	99.0	634.0	::	\$34.44	\$48.28	\$.00		\$82.72-		\$82.72-	
04 Commercial Gallons	S	4144	##	27295.0	::	\$198.00	\$20571.77	\$.00		\$20769.77-		\$20769.77-	
05 Metered Gallons	S	4154	##		1940.0	::	\$.00	\$.00	\$.00		\$.00		\$.00
6A Tank Rent - automatic	L	4604	:			\$.00	\$2550.00	\$.00		\$2550.00-		\$2550.00-	
6I Install Rented Tank	L	4604	:	9.0		\$.00	\$288.00	\$.00		\$288.00-		\$288.00-	
6P Pick-Up Rented Tank	L	4604	:	3.0-		\$.00	\$81.00-	\$81.00		\$.00		\$81.00	
79 Payment Correction	N	101BT	:			\$.00	\$.72	\$195.73		\$196.45-		\$.72-	
Branch 04 Sales:				174,681.4 ^A	3,111.0 ^B	\$54721.69 ^C	\$150876.88 ^D	\$862.05 ^E	\$206460.62 ^F	\$205598.57 ^G			
88 Payment - Thank You	N	101BT	:			\$54721.69 ^H	\$117261.52 ^I	\$171983.21 ^J	\$.00 ^K	\$171983.21 ^L			
Branch 04 Collections:						\$54721.69 ^M	\$117261.52 ^N	\$171983.21 ^O	\$.00 ^P	\$171983.21 ^Q			
## - accounts designated to post gallons to the general ledger.													

Product Code Recap Totals Descriptions

Item	Description
A	Total Gallons Sold by the branch
B	Total Inter-company Gallons Transferred
C	Total Cash Sales entered for a branch. This amount represents those transactions entered on sales pages with cash charge code '1' (cash sales).
D	Total Charge Sales entered for a branch. This amount represents those transactions entered on sales pages with cash charge code '2' (charge sales).
E	Total Debits to Product Code General Ledger accounts for a branch. This amount usually represents adjustments.
F	Total Credits to Product Code General Ledger accounts for a branch. This amount represents all sales transactions entered.
G	The total amount posted to Product Code General Ledger accounts from sales.
H	Total Payments for cash sales. This amount represents the total of transactions entered with payment product codes on cash pages with cash charge code '1' (cash sales). This amount should equal the amount in C above. If it does not equal the amount in C above, all cash taken in from cash sales has not been recorded in the bank deposits.
I	Total Payments on account. This amount represents the total of transactions entered with payment product codes on cash pages with cash charge code '8' (payments).
J	Total Debits posted to the Payment Product Code. This amount represents normal payments.
K	Total Credits posted to the Payment Product code. This amount generally represents payment reversals or "negative payments" entered as "-" amounts on cash pages.
L	The net amount posted to the payment product code general ledger number.
M-Q	Total Branch Collections. These amounts are derived by taking the sum of all payment product code totals from columns H-L.
R-X	Total Outstanding Company Sales. These amounts are the accumulated totals from A-G (sales) less the accumulated totals from M-Q (payments) for total "outstanding" company sales. Note that column T should equal zero if the payments from cash sales have been entered properly (see H above).

Your Gas Company		Branch-04		PRODUCT CODE RECAP thru 01/30/XX				02/16/XX 11:47				
		G/L : ** G A L L O N S ** ::		Cash		Charge						
Code	Description	Tax	AccNr	Sold	InterCo	Sales	Sales	Debits	+	Credits	=	G/L Net
AB Appliance, Bradford WhtS		4204	:	1.0	::	\$280.00	\$.00 :	\$.00		\$280.00-		\$280.00-
DA Discounts Allowed		N	4114D	:	::	\$.00	\$30.00-:	\$30.00		\$.00		\$30.00
FC Finance Charge		N	8504	:	::	\$.00	\$411.15 :	\$27.76		\$438.91-		\$411.15-
HV Heaters, Vanguard		S	4204	##	64.0	::	\$12133.94	\$5361.03 :	\$.00	\$17494.97-		\$17494.97-
HZ Heaters, Miscellaneous		S	4204	##	5.0	::	\$836.92	\$.00 :	\$.00	\$836.92-		\$836.92-

{1}{ 2 }{3}{ 4 }{ 5 }{ 6 }{ 7 }{ 8 }{ 9 }{ 10 }{ 11 }

Product Code Recap Detail Descriptions

Column	Item	Description
1	Product Code	Product Code entered on a sales page.
2	Description	Description from the Product Code File.
3	Tax Subject To	N=None S=Sales L=Lease X=Xcise T=Sales and Xcise M=Non Charged Lease Tax
4	G/L Account Number	The general ledger account number posted to when transactions are entered using the product code in column 1.
5	Gallons SOLD	Total of any gallons sold through the Accounts Receivable System with the product code in column 1. The transactions for these sales are entered with cash charge code 1 (cash sales) or 2 (sales on account). Notice that ## appears to the right of column 4 if the general ledger number for the product code in column 1 is accumulating gallon totals.
6	Intercompany Gallons Transferred	The total of any gallons entered on a sales page with the product code in column 1 and with cash charge code 3 (intercompany transfers).
7	Cash Sales	The total of any transactions entered on a sales page with cash charge code 1 (cash sales).
8	Charge Sales	Any transactions entered on a sales page with cash charge code 2 (charge sales).
9	Debits	The total of transactions entered with the product code in column '1' on a sales page with a negative amount (most commonly from adjustments).
10	Credits	The total of transactions entered with the product code in column '1' on a sales page with a positive amount (normal sales).
11	G/L Net	The difference between the amount in the debits column and the amount in the credits column. This is the amount that will be posted to the 'product code' general ledger number.

2 Print Tax Reports:

Procedure: TAXREPRT(CoID)

Purpose: To print a series of tax reports summarizing the taxable sales, taxes due, and taxes collected for each type of tax (sales, lease, and excise) for each type of government (city, county, state, and federal).

Data Flow: Throughout the month, sales of taxable products and taxes collected are accumulated in the tax code records by type of tax. The tax report program divides the total tax collected on each tax code by a ratio of the city, county, and state rates indicated. Each report is sorted by location and rate then summarized for printing the sales and taxes by city, county, state, and federal government.

Tax Reports: The Tax Reports are comprised of a series of reports beginning with a state sales tax report and ending with the federal excise tax report. The tax reports show the gross taxable sales, tax exempt sales, and net taxable sales for each tax code on which sales were reported. Exempt sales are those sales of taxable products which were entered without sales tax. The report shows gross tax due based on net sales. It also displays taxes collected on those sales and the tax difference. Discounts shown and net taxes due are computed on gross taxes due and not on taxes collected.

Notes:

- (1) *The Tax Report is printed monthly after statements have been printed for all branches.*
- (2) *A tax report will only print for those types of taxes to be reported. For example, if there is no city sales tax to report then the city sales tax report does not print.*
- (3) *The "Discount Rate Mismatch" message when it appears indicates the discount rate within that group of taxes is not the same for all tax codes.*
- (4) *Adjustments are taxes reported on separate reference numbers.*

Tax Report Columns Defined:

Tax Code and Location:	The tax code and the tax code description from the tax file.
Total Revenue:	Total sales entered.
NonTaxable Revenue:	Total sales entered with product codes that are set up to be <i>not</i> (N) subject to tax.
Taxable Sales:	Total sales entered with product codes that are set up to be subject to either sales tax (S) or sales and excise tax (T).
Exempt Sales:	Total taxable sales entered with no dollar amount in the tax field.
Taxed Sales:	Total sales from the total revenue column that were not taxed.
Tax Rate:	The tax rate from the tax file.
Gross Tax:	The gross amount of "collectible" tax as calculated from multiplying the "taxed sales" by the "sales tax rate".
Collected Tax:	The total tax actually entered into the tax field during data entry.
Difference:	The difference between the gross tax <i>calculated</i> and the amount <i>collected</i> . When these differences are detected at data entry, a warning error will be issued and the operator may press {F12} to accept the tax difference as keyed.
Tax Discount:	Tax discounts taken. Discounts that may be taken are defined in the tax file.
Net Tax:	The amount of tax collected less any applicable tax discounts.

Column Relationship: The tax report column headings tie together with the following calculations..

	Total Revenue
-	Non-Taxable Revenue
<hr/>	
=	Gross Taxable Sales
-	Tax Exempt Sales
<hr/>	
=	Net Taxable Sales
x	Tax Rate
<hr/>	
=	Taxes Due *
-	Taxes Collected *
<hr/>	
=	Taxes Over/Short

* Some states require taxes to be calculated as a percentage of sales while other states require the calculation to be on the higher value of percentage of sales -or- taxes collected.

* Tax Reports

Note: Some detail is omitted from the following tax reports for clarity.

Your Propane Company, Inc.		S T A T E S A L E S T A X R E P O R T						thru	02/29/01	Printed	5/23/01		
Tax Code	Location	Total Revenue	NonTaxble Revenue (-)	Taxable Sales	Exempt Sales (-)	Taxed Sales (=)	Tax Rate (x)	Gross Sales (=)	Collected Tax (-)	Tax Tax (=)	Tax Diff'r	Net Disc (=)	Net Tax
01 NO SLS TAX EXCISE TAX		2,042.25	.00	2,042.25	2,042.25	.00	.00%	.00	.00	.00	.00	.00	
AL		2,042.25	.00	2,042.25	2,042.25	.00	%	.00	.00	.00	.00	.00	
31 JEFFERSON MACHINERY		2,517.99	70.49	2,447.50	.00	2,447.50	1.50%	36.71	36.71	.00			
AL		2,517.99	70.49	2,447.50	.00	2,447.50	1.50%	36.71	36.71	.00	1.83-	34.88	
10 ALABAMA		12,015.75	12,015.75	.00	.00	.00	4.00%	.00	.00	.00	.00	.00	
11 JEFFERSON		69,375.30	1,867.56-	71,242.86	10.00	71,232.86	4.00%	2849.31	2849.62	.31			
12 JEFFERSON BIRMINGHAM		10,483.18	776.53	9,706.65	.00	9,706.65	4.00%	388.26	388.27	.01			
14 JEFFERSON BESSEMER		7,192.06	2,520.33	4,671.73	122.07-	4,793.80	4.00%	191.75	191.77	.02			
15 JEFFERSON BRIGHTON		372.44	27.59	344.85	.00	344.85	4.00%	13.79	13.80	.01			
18 JEFFERSON FAIRFIELD		931.95	76.95	855.00	.00	855.00	4.00%	34.20	34.20	.00			
20 JEFFERSON HOOVER		1,020.60	75.60	945.00	.00	945.00	4.00%	37.80	37.80	.00			
21 JEFFERSON HUEYTOWN		3,797.49	281.29	3,516.20	.00	3,516.20	4.00%	140.64	140.65	.01			
25 JEFFERSON MIDFIELD		781.92	57.92	724.00	.00	724.00	4.00%	28.96	28.96	.00			
59 TUSCALOOSA LAKE VIEW		6,047.20	447.95	5,599.25	.00	5,599.25	4.00%	223.97	223.98	.01			
60 TUSCALOOSA LAKE VIEWP		4,841.25	19.40	4,821.85	.00	4,821.85	4.00%	192.87	192.87	.00			
64 TUSCALOOSA		6,241.22	243.57	5,997.65	.00	5,997.65	4.00%	239.90	239.91	.01			
68 BIBB		6,475.72	44.58-	6,520.30	.00	6,520.30	4.00%	260.81	258.85	1.96-			
70 SHELBY		5,547.59	42.21-	5,589.80	.00	5,589.80	4.00%	223.59	223.61	.02			
76 SHELBY HELENA		153.09	11.34	141.75	.00	141.75	4.00%	5.67	5.67	.00			
AL		135,276.76	14,599.87	120,676.89	112.07-	120,788.96	4.00%	4831.52	4829.96	1.56-	.00	4831.52	
S T A T E T O T A L S		139,837.00	14,670.36	125,166.64	1,930.18	123,236.46		4868.23	4866.67	1.56-	1.83-	4866.40	

Your Propane Company, Inc.		C O U N T Y S A L E S T A X R E P O R T						thru	02/29/01	Printed	5/23/01	
Tax Code	Location	Total Revenue	NonTaxble Revenue (-)	Taxable Sales (=)	Exempt Sales (-)	Taxed Sales (=)	Tax Sales (x)	Gross Rate (=)	Collected Tax (-)	Tax Tax (=)	Tax Diff'r	Net Disc (=)
68 BIBB		6,475.72	44.58-	6,520.30	.00	6,520.30	3.00%	195.60	194.13	1.47-		
	BIBB	6,475.72	44.58-	6,520.30	.00	6,520.30	3.00%	195.60	194.13	1.47-	6.91-	188.69
31 JEFFERSON	MACHINERY	2,517.99	70.49	2,447.50	.00	2,447.50	.38%	9.30	9.30	.00		
	JEFFERSON	2,517.99	70.49	2,447.50	.00	2,447.50	.38%	9.30	9.30	.00	.46-	8.84
11 JEFFERSON		69,375.30	1,867.56-	71,242.86	10.00	71,232.86	1.00%	712.32	712.41	.09		
12 JEFFERSON	BIRMINGHAM	10,483.18	776.53	9,706.65	.00	9,706.65	1.00%	97.06	97.07	.01		
14 JEFFERSON	BESSEMER	7,192.06	2,520.33	4,671.73	122.07-	4,793.80	1.00%	47.93	47.94	.01		
15 JEFFERSON	BRIGHTON	372.44	27.59	344.85	.00	344.85	1.00%	3.44	3.45	.01		
18 JEFFERSON	FAIRFIELD	931.95	76.95	855.00	.00	855.00	1.00%	8.55	8.55	.00		
20 JEFFERSON	HOOVER	1,020.60	75.60	945.00	.00	945.00	1.00%	9.45	9.45	.00		
21 JEFFERSON	HUEYTOWN	3,797.49	281.29	3,516.20	.00	3,516.20	1.00%	35.16	35.16	.00		
25 JEFFERSON	MIDFIELD	781.92	57.92	724.00	.00	724.00	1.00%	7.24	7.24	.00		
	JEFFERSON	93,954.94	1,948.65	92,006.29	112.07-	92,118.36	1.00%	921.15	921.27	.12	.00	921.15
70 SHELBY		5,547.59	42.21-	5,589.80	.00	5,589.80	2.00%	111.79	111.80	.01		
76 SHELBY	HELENA	153.09	11.34	141.75	.00	141.75	2.00%	2.83	2.84	.01		
	SHELBY	5,700.68	30.87-	5,731.55	.00	5,731.55	2.00%	114.62	114.64	.02	.00	114.62
59 TUSCALOOSA	LAKE VIEW	6,047.20	447.95	5,599.25	.00	5,599.25	4.00%	223.97	223.98	.01		
60 TUSCALOOSA	LAKE VIEWP	4,841.25	19.40	4,821.85	.00	4,821.85	4.00%	192.87	192.87	.00		
64 TUSCALOOSA		6,241.22	243.57	5,997.65	.00	5,997.65	4.00%	239.90	239.91	.01		
	TUSCALOOSA	17,129.67	710.92	16,418.75	.00	16,418.75	4.00%	656.74	656.76	.02	16.13-	640.61
C O U N T Y T O T A L S		125,779.00	2,654.61	123,124.39	112.07-	123,236.46		1897.41	1896.10	1.31-	23.50-	1873.91

Your Propane Company, Inc.		C I T Y		S A L E S		T A X		R E P O R T		thru	02/29/01	Printed	5/23/01
Tax Code	Location	Total Revenue	NonTaxble Revenue (-)	Taxable Sales (=)	Exempt Sales (-)	Taxed Sales (=)	Tax Rate (x)	Gross Sales (=)	Collected Tax (-)	Tax Diff'r (=)	Tax Disc (=)	Net Tax	
14	BESSEMER	7,192.06	2,520.33	4,671.73	122.07-	4,793.80	3.00%	143.81	143.82	.01	2.15-	141.66	
12	BIRMINGHAM	10,483.18	776.53	9,706.65	.00	9,706.65	3.00%	291.19	291.20	.01	2.02-	289.17	
15	BRIGHTON	372.44	27.59	344.85	.00	344.85	3.00%	10.34	10.35	.01	.51-	9.83	
18	FAIRFIELD	931.95	76.95	855.00	.00	855.00	4.00%	34.20	34.20	.00	.00	34.20	
76	HELENA	153.09	11.34	141.75	.00	141.75	2.00%	2.83	2.84	.01	.14-	2.69	
20	HOOVER	1,020.60	75.60	945.00	.00	945.00	3.00%	28.35	28.35	.00	1.41-	26.94	
21	HUEYTOWN	3,797.49	281.29	3,516.20	.00	3,516.20	3.00%	105.48	105.48	.00	5.10-	100.38	
31	MACHINERY	2,517.99	70.49	2,447.50	.00	2,447.50	1.00%	24.47	24.48	.01	1.22-	23.25	
25	MIDFIELD	781.92	57.92	724.00	.00	724.00	3.00%	21.72	21.72	.00	1.08-	20.64	
C I T Y		T O T A L S	27,250.72	3,898.04	23,352.68	122.07-	23,474.75		662.39	662.44	.05	13.63-	648.76

Your Propane Company, Inc.

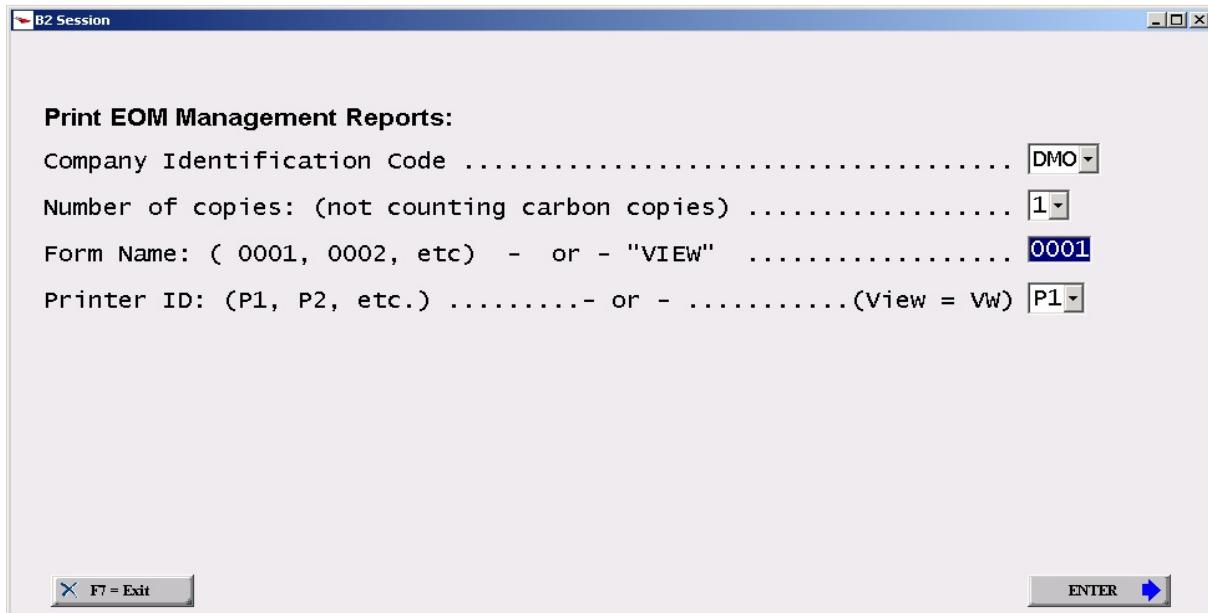
S T A T E L E A S E T A X R E P O R T thru 02/29/01 Printed 5/23/01

Tax Code	Location	Total Revenue	NonTaxble Revenue (-)	Taxable Sales (-)	Exempt Sales (=)	Taxed Sales (x)	Tax Rate (=)	Gross Tax	Collected (-)	Tax Diffrr	Net Disc (=)	Tax Tax	Net Tax
11	JEFFERSON	69,375.30	69,565.30	190.00-	.00	190.00-	4.00%	7.60-	197.60	-190.00-			
14	JEFFERSON BESSEMER	7,192.06	7,323.06	131.00-	.00	131.00-	4.00%	5.24-	69.32-	64.08-			
68	BIBB	6,475.72	6,439.72	36.00	.00	36.00	4.00%	1.44	1.44	.00			
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
AL		83,043.08	83,328.08	285.00-	.00	285.00-	4.00%	11.40-	265.48	-254.08-	.00		11.40-
	S T A T E T O T A L S	83,043.08	83,328.08	285.00-	.00	285.00-		11.40-	265.48	-254.08-	.00		11.40-

3 Print Management Reports:

Procedure: EOMREPTS

Purpose: To print a series of reports at the end of each month that management can utilize to detect trends or situations that might need corrective actions.



Report: The management reports consist of several reports that have been consolidated under one print procedure. They are each discussed separately under Management Report Menu. The reports include:

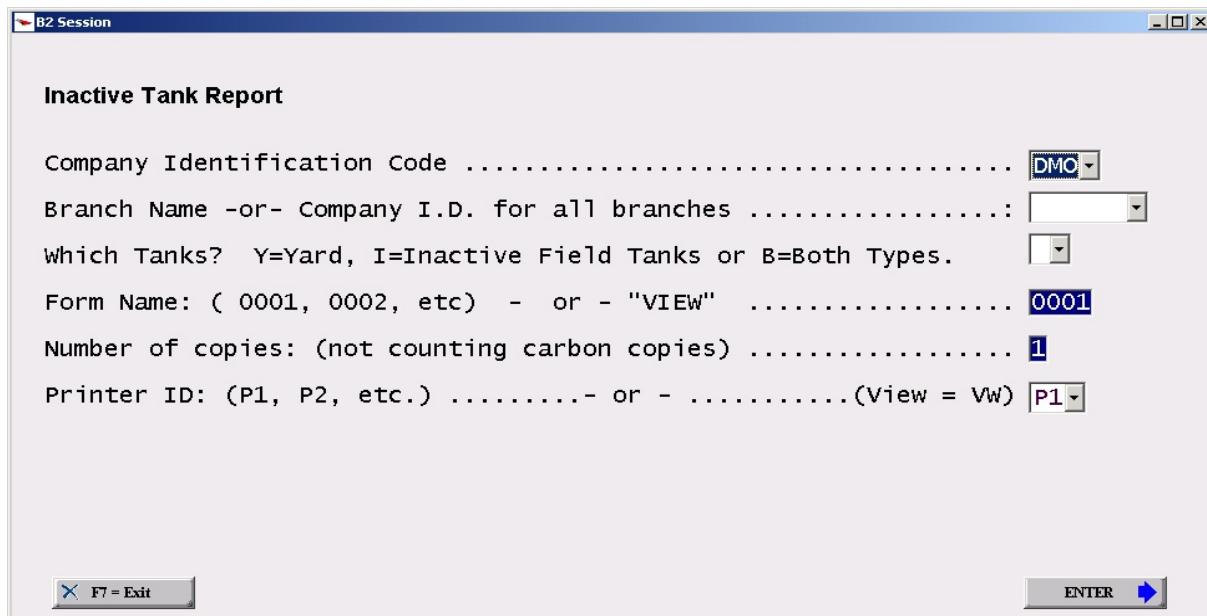
- Customer Status Summary Report
- Payment Aging of 120 Day Delinquent Accounts
- Delivery Analysis Summary of All Accounts
- Tank List Summary (Auto Rent Only)

Note: See the Management Menu Section for a description of each program.

4 Print List of Inactive Tanks:

Procedure: TANKINV (ColD) (TANK TYPE I=Inactive,Y=Yard,B=Both) (Forms #) (Number Of Copies).

Purpose: To print a list of inactive and yard tanks and cylinders for use in doing inventory of tanks and cylinders.

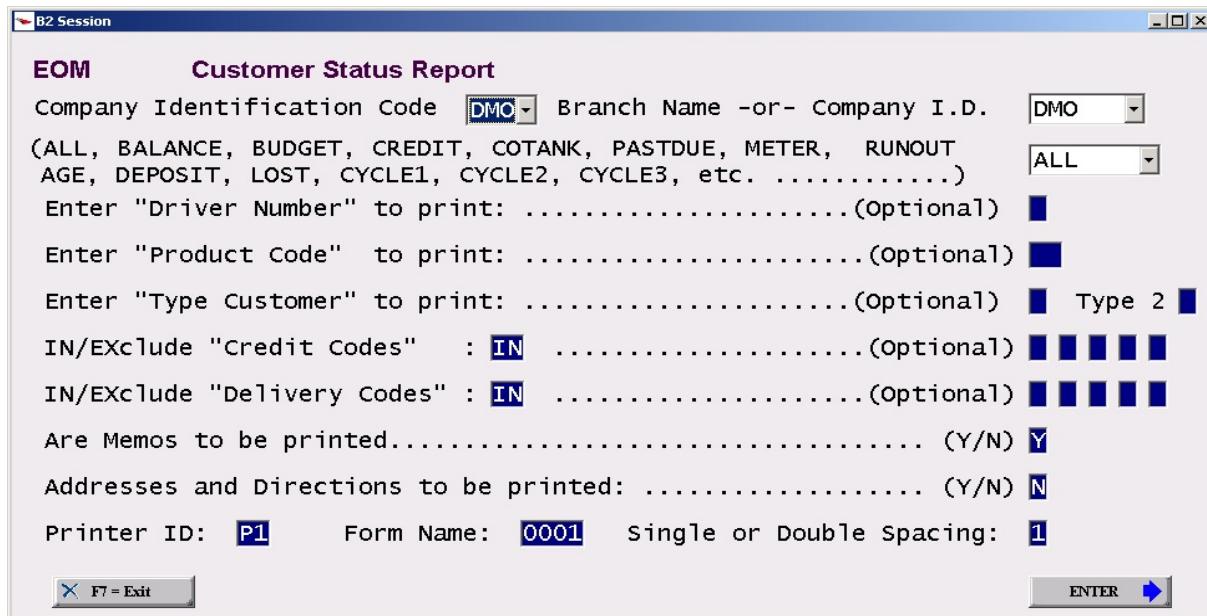


Your Propane Company, Inc. Branch 4							Yard	Tanks	as of 2/29/01	05/23/01 11:54 PILAR
Serial #	Size	Qty	Status	Last Moved	Branch Nr.	Last Location			Account Name	
A-53501	250	1	Y	3/00	04	20697	ARLO DR		MC C	
A-53511	250	1	Y	1/01	04	3130	VALLEY FORD RD		ADGE	
A-70335	250	1	Y	1/01	04	20588	HIGHWAY 216		MCCA	
A-75512	250	1	Y	2/01	04	709	CEDARBROOK CIR		BIRM	
A-75513	250	1	Y	3/00	04	434	MCCLAIN RD		BESS	
A-75989	250	1	Y	11/00	04	1130	SLOPE DR		MULG	
A-81554	250	1	Y	12/00	04	8383	GROUNDHOG RD		ADGE	
A-92455	250	1	Y	7/00	04	3500	BUTTON ROAD		BESS	
A-92456	250	1	Y	8/00	04	400	HILLCREST RD		ADAM	
B-00502	250	1	Y	3/00	04	11134	HICKMAN CHAPEL RD		WEST	
B-02300	250	1	Y	7/00	04	7770	LOU GEORGE LOOP		BESS	
B-06740	250	1	Y	1/01	04	5878	WARRIOR RIVER RD		BESS	
BSCA874	250	1	Y	12/92	04	1395	SHORRTOWN BRANCH RD	BESS		

5 Print End of Month Customer Status Report:

Procedure: CUSTATUS

Purpose: To print a listing of all active accounts including their transactions for the month.



Notes:

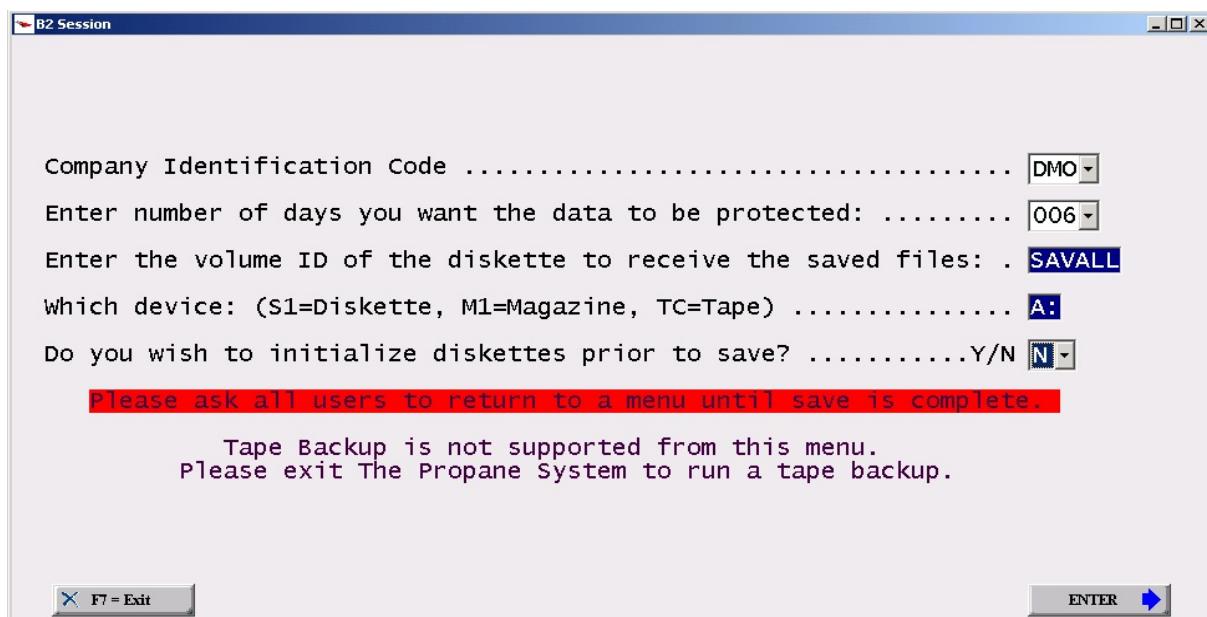
- (1) The procedure produces a **detailed** Customer Status Report that includes all transactions that occurred during the month. See the Daily Menu section for detailed descriptions of fields on the report (page 13-5).
- (2) Transactions in "Limbo" will not appear on the report.
- (3) The EOM report may be reprinted if necessary until the EOM update procedure is run.

6 Save Gas A/R Files:

Procedure: SAVEALL

Purpose: Saves **ALL** data files for a specified Company ID to diskette or tape drive. This procedure provides an option to format (initialize) diskettes prior to performing the save.

*On the System 36 and the AS/400, tapes will **ALWAYS** be initialized by this procedure, and on PC Systems tapes will **NEVER** be initialized.*

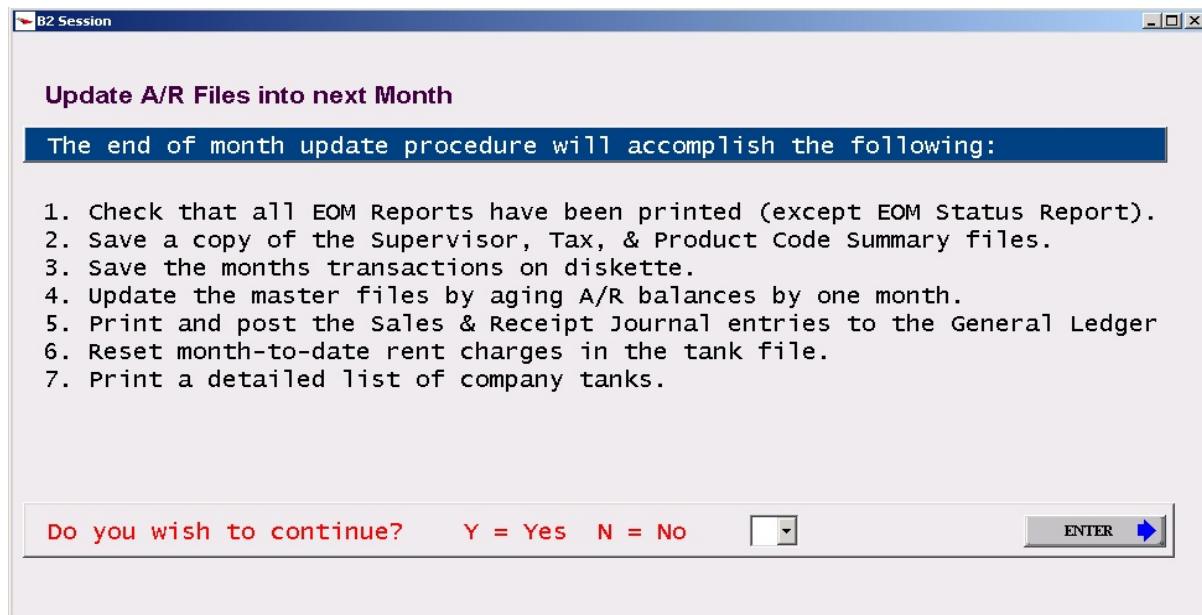


7 Update Master Files into Next Sales Month:

Procedure: EOMUPDTE

Purpose:

- (1) Checks to see that all EOM Reports have been printed.
- (2) Saves a copy of the Supervisor, Tax, Product Code, and Transaction Files.
- (3) Resets the Tax and Product Code totals to zero. If the Suburban G/L System is used, the amounts are transferred to the G/L file prior to being reset to zero.
- (4) Ages outstanding account balances by one month (balances that are "Current" get moved to the "Over 30 Days" column, etc.).
- (5) Clears the Page Summary File of all sales and receipts that have already been processed
- (6) Prints a new tank list (only if "Auto Rent" is used.)
- (7) Prints a "Sales Journal" of the recap entries being made to the G/L.



The following steps will be performed by the End Of Month Update Procedure:

- (1) Test each branch record in the Supervisor file to insure that all important EOM reports have been printed. If not, a terminal message will be issued which lists the reports that have not been printed.
- (2) Test for unposted inventory work files. If an unposted inventory work file is found, an error message will be issued. Unposted Inventory files must be posted in the inventory menu before the EOM Update can be run. *This ONLY APPLIES to clients using the Inventory System.*
- (3) Save a copy of the Supervisor, Page Summary, Tax, Product Code, and Transaction File on diskette. If the SAVE is not completed successfully a terminal error will be issued. If an error is issued indicating that the save was not successful, restart the End Of Month Update with a new diskette.
- (4) Read and reset the Tax and Product Code totals to zero. If the Suburban General Ledger System is being used, the G/L accounts will be updated with the values in the Product Code Recap File.
- (5) Read and update the Customer Master File records by aging the Accounts Receivable balance one month. It also resets the "Statement Printed" flag to a "not printed" status for the next month.
- (6) Rename the current transaction file to a "MMYY" file and builds a new BLANK Transaction File.
- (7) Create a new page summary file with any unprocessed pages left over from the previous month.
- (8) Delete the old Page Summary File.

Notes:

- (1) *If the Suburban G/L System is used, then the Gas Supervisor file must contain the General Ledger Cash and Accounts Receivable account numbers for each branch.*
- (2) *If an error is detected while updating the G/L, the Update program will terminate at the point of error, display the message - "Product Code Update Error", and print the General Ledger Account Number that caused the error. To recover, correct the error and rerun the "End of the Month Update Procedure" program.*