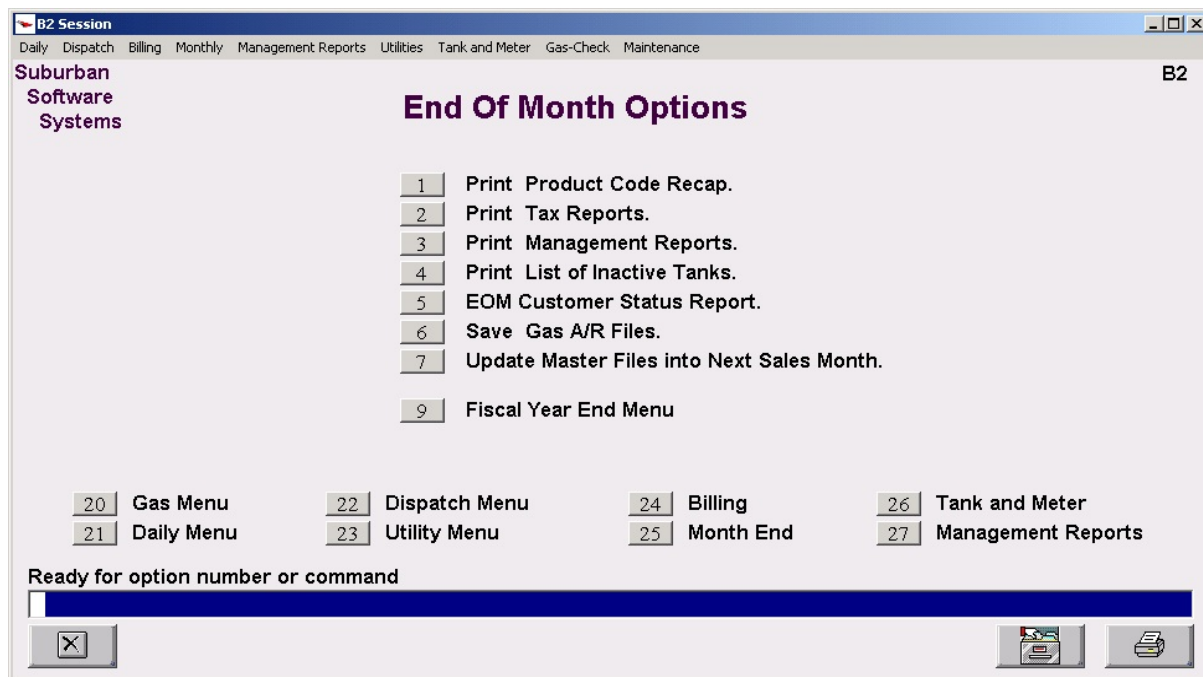


Suburban Software Systems Accounts Receivable End of Month Menu Table of Contents

Monthly Menu	1-2
Print Product Code Recap Report:	1-2
Product Code Recap Totals Descriptions	1-4
Product Code Recap Detail Descriptions	1-6
Print Tax Reports	2-1
Tax Report Columns Defined	2-2
Column Relationship	2-3
Print Management Reports	3-1
Print List of Inactive Tanks	4-1
Print End of Month Customer Status Report	5-1
Save Gas A/R Files	5-1
Update Master Files into Next Sales Month	7-1

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 (CoID)

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				
		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	:		\$280.00	\$.00	:	\$.00	\$280.00-
DA	Discounts Allowed	N	4114D	:		\$.00	\$30.00-	:	\$30.00	\$.00
E	Employee Purchase	S	727	:		\$.00	\$161.66	:	\$.00	\$161.66-
FC	Finance Charge	N	8504	:		\$.00	\$411.15	:	\$27.76	\$438.91-
HV	Heaters, Vanguard	S	4204	:		\$12133.94	\$5361.03	:	\$.00	\$17494.97-
HZ	Heaters, Miscellaneous	S	4204	:		\$836.92	\$.00	:	\$.00	\$836.92-
L	Service / Labor	N	4504	:		\$175.40	\$937.50	:	\$.00	\$1112.90-
LT	Lease Tax	N	245LTX:	:		\$.00	\$103.68	:	\$17.64	\$121.32-
M	Parts & Fittings	S	4404	:		\$1874.66	\$506.18	:	\$68.40	\$2449.24-
R	Tank Rent - Adjust onlyL		4604	:		\$.00	\$360.00-	:	\$360.00	\$.00
ST	Sales Tax	N	245STX:	:		\$3266.92	\$7725.61	:	\$7.10	\$10999.63-
U	Charge Backs	N	1014CR:	:		\$.00	\$103.95	:	\$.00	\$103.95-
V	Returned Checks	N	103RC	:		\$.00	\$789.78	:	\$10.00	\$799.78-
W	Return Check Charge	N	890COS:	:		\$.00	\$120.00	:	\$20.00	\$140.00-
X	Misc Debit /Credit	N	890COS:	:		\$.00	\$11.75-	:	\$11.75	\$.00
XT	Excise Tax	N	245XTX:	:		\$5.68	\$176.02	:	\$.00	\$181.70-
02	Propane Cylinder(s)-GASS		4124 ##	:		\$914.76	\$1143.26	:	\$.00	\$2058.02-
03	Motor Fuel Gallons	X	4134 ##	:		\$.00	\$681.04	:	\$.00	\$681.04-
3A	Motor Fuel Gallons-No DX		4134 ##	:		\$34.44	\$48.28	:	\$.00	\$82.72-
04	Commercial Gallons	S	4144 ##	:		\$198.00	\$20571.77	:	\$.00	\$20769.77-
05	Metered Gallons	S	4154 ##	:		\$.00	\$.00	:	\$.00	\$.00
6A	Tank Rent - automatic	L	4604	:		\$.00	\$2550.00	:	\$.00	\$2550.00-
6I	Install Rented Tank	L	4604	:		\$.00	\$288.00	:	\$.00	\$288.00-
6P	Pick-Up Rented Tank	L	4604	:		\$.00	\$81.00-	:	\$81.00	\$.00
79	Payment Correction	N	101BT	:		\$.00	\$.72	:	\$195.73	\$196.45-
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	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..

$$\begin{array}{rcl} & \text{Total Revenue} & \\ - & \text{Non-Taxable Revenue} & \\ \hline = & \text{Gross Taxable Sales} & \\ - & \text{Tax Exempt Sales} & \\ \hline = & \text{Net Taxable Sales} & \\ \times & \text{Tax Rate} & \\ \hline = & \text{Taxes Due}^* & \\ - & \text{Taxes Collected}^* & \\ \hline = & \text{Taxes Over/Short} & \end{array}$$

* 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 (x) Rate	Gross (=) Tax	Collected (-) Tax	(=) Diff	Tax Disc	(=) Net Tax				
01 NO SLS TAX EXCISE TAX		2,042.25	.00	2,042.25	2,042.25	.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						
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 (x) Rate	Gross (=) Tax	Collected (-) Tax	(=) Diff	Tax Disc	Net (=) Tax			
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			

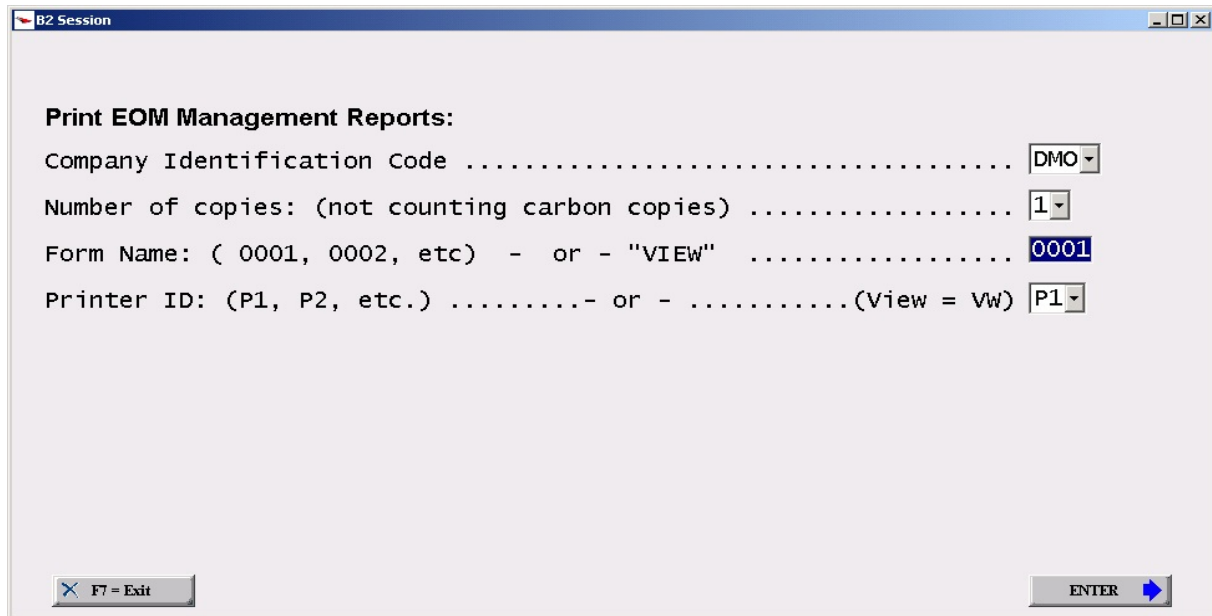
Your Propane Company, Inc.		C I T Y S A L E S T A X R E P O R T thru 02/29/01										Printed 5/23/01	
Tax Code	Location	Total Revenue	NonTaxble (-) Revenue (=)	Taxable (-) Sales (=)	Exempt Sales (=)	Taxed Sales (x)	Tax Rate (=)	Gross Tax (=)	Collected (-) Tax (=)	Diff	Tax Disc (=)	Net Tax	
14	BESSEMER	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 (=)	Tax Rate (x)	Gross Tax (=)	Collected Tax (-)	Tax (=)	Diff	Disc (=)	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.



The screenshot shows a window titled "B2 Session" with a light blue border. Inside the window, the text "Print EOM Management Reports:" is displayed. Below this text, there are four lines of input fields:

- Company Identification Code DMO ▾
- Number of copies: (not counting carbon copies) 1 ▾
- Form Name: (0001, 0002, etc) - or - "VIEW" 0001
- Printer ID: (P1, P2, etc.)- or -(View = Vw) P1 ▾

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

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 (CoID) (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.

The screenshot shows a window titled "B2 Session" with a menu bar (File, Edit, View, Options, Help) and a toolbar (F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, Print, Enter, Esc, Home, End, Up, Down, Left, Right, F13, F14, F15, F16, F17, F18, F19, F20, F21, F22, F23, F24, F25, F26, F27, F28, F29, F30, F31, F32, F33, F34, F35, F36, F37, F38, F39, F40, F41, F42, F43, F44, F45, F46, F47, F48, F49, F50, F51, F52, F53, F54, F55, F56, F57, F58, F59, F60, F61, F62, F63, F64, F65, F66, F67, F68, F69, F70, F71, F72, F73, F74, F75, F76, F77, F78, F79, F80, F81, F82, F83, F84, F85, F86, F87, F88, F89, F90, F91, F92, F93, F94, F95, F96, F97, F98, F99, F100). The main area is titled "Inactive Tank Report" and contains the following fields:

- Company Identification Code DMO
- Branch Name -or- Company I.D. for all branches [dropdown]
- Which Tanks? Y=Yard, I=Inactive Field Tanks or B=Both Types. [dropdown]
- Form Name: (0001, 0002, etc) - or - "VIEW" 0001
- Number of copies: (not counting carbon copies) 1
- Printer ID: (P1, P2, etc.)- or -(View = Vw) P1

At the bottom left is a button "F7 = Exit" and at the bottom right is a button "ENTER" with a right arrow.

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 BATTON 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 SHORTTOWN 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.

The screenshot shows a software window titled "B2 Session" with a menu bar containing "File", "Edit", and "Help". The main area is titled "EOM Customer Status Report". It contains several input fields and checkboxes for configuring the report. The "Company Identification Code" and "Branch Name -or- Company I.D." are both set to "DMO". The "Report Type" dropdown is set to "ALL". There are checkboxes for "Driver Number", "Product Code", and "Type Customer" (set to "Type 2"). There are also checkboxes for "IN/EXclude Credit Codes" and "IN/EXclude Delivery Codes", both set to "IN". The "Are Memos to be printed" checkbox is checked (Y), and "Addresses and Directions to be printed" is unchecked (N). The "Printer ID" is "P1", "Form Name" is "0001", and "Single or Double Spacing" is "1". At the bottom left is a button "F7 = Exit" and at the bottom right is a button "ENTER".

EOM Customer Status Report

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

(ALL, BALANCE, BUDGET, CREDIT, COTANK, PASTDUE, METER, RUNOUT
AGE, DEPOSIT, LOST, CYCLE1, CYCLE2, CYCLE3, etc.)

Enter "Driver Number" to print:(Optional) ☐

Enter "Product Code" to print:(Optional) ☐

Enter "Type Customer" to print:(Optional) ☐ Type 2 ☒

IN/EXclude "Credit Codes" : ☒(Optional) ☐ ☐ ☐ ☐ ☐

IN/EXclude "Delivery Codes" : ☒(Optional) ☐ ☐ ☐ ☐ ☐

Are Memos to be printed..... (Y/N) ☒

Addresses and Directions to be printed: (Y/N) ☐

Printer ID: Form Name: Single or Double Spacing:

- 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.

The screenshot shows a window titled "B2 Session" with a light blue border. Inside, the following text is displayed:

Company Identification Code DMO ▾

Enter number of days you want the data to be protected: 006 ▾

Enter the volume ID of the diskette to receive the saved files: . SAVALL

Which device: (S1=Diskette, M1=Magazine, TC=Tape) A: ▾

Do you wish to initialize diskettes prior to save?Y/N N ▾

Please ask all users to return to a menu until save is complete.

Tape Backup is not supported from this menu.
Please exit The Propane System to run a tape backup.

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.

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.

B2 Session

Update A/R Files into next Month

The end of month update procedure will accomplish the following:

1. Check that all EOM Reports have been printed (except EOM Status Report).
2. Save a copy of the Supervisor, Tax, & Product Code Summary files.
3. Save the months transactions on diskette.
4. Update the master files by aging A/R balances by one month.
5. Print and post the Sales & Receipt Journal entries to the General Ledger
6. Reset month-to-date rent charges in the tank file.
7. Print a detailed list of company tanks.

Do you wish to continue? Y = Yes N = No →

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.*