

Suburban Software Systems Accounts Receivable Fiscal Year End Menu
Table of Contents

Fiscal Year End Menu	<u>1 - 1</u>
Print Fiscal Year Product Code Summary	<u>1 - 2</u>
Print Transaction Summary	<u>2 - 1</u>
Print Customer Master Edit List	<u>3 - 1</u>
Reset Master Files For The New Fiscal Year	<u>4 - 1</u>
Reorganize the Customer Master Files	<u>5 - 1</u>
Print a List of Available Account Numbers	<u>6 - 1</u>

Fiscal Year End Menu



The function of this menu is to perform those steps necessary or desirable at the end of the year. **Steps 1** thru **3** are for instruction only in preparation for **step 4**; They do not call procedures.

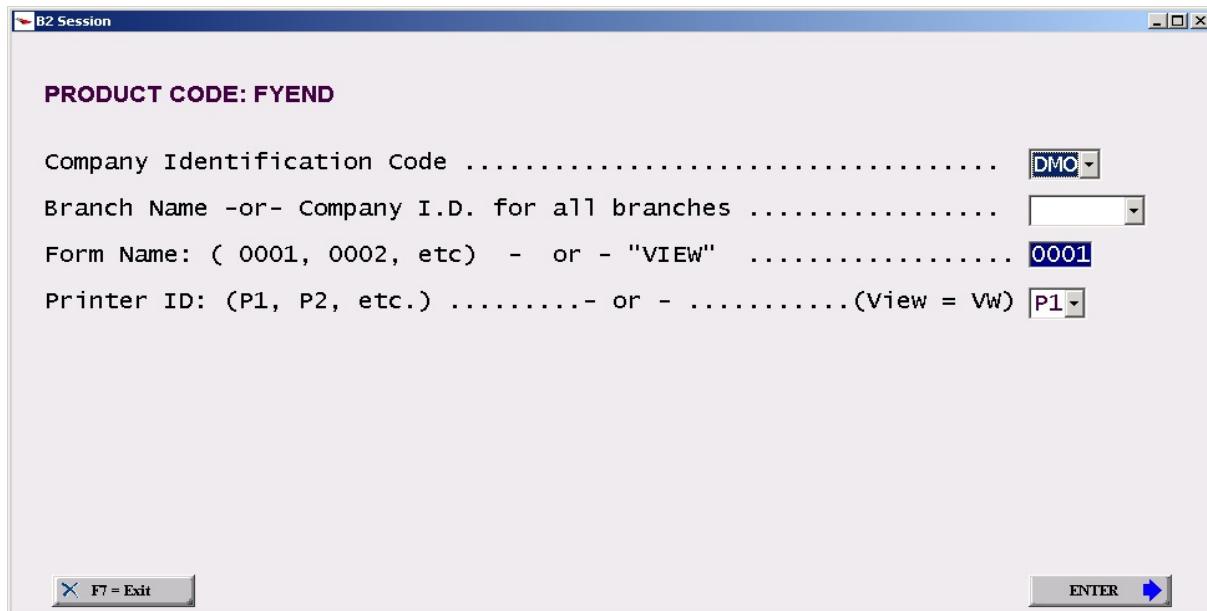


Ensure all steps are completed on the Monthly Menu prior to running the procedures on the Fiscal Year End Menu.

1 Print Fiscal Year Product Code Summary:

Procedure: *PCDPRT (CoID)*

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



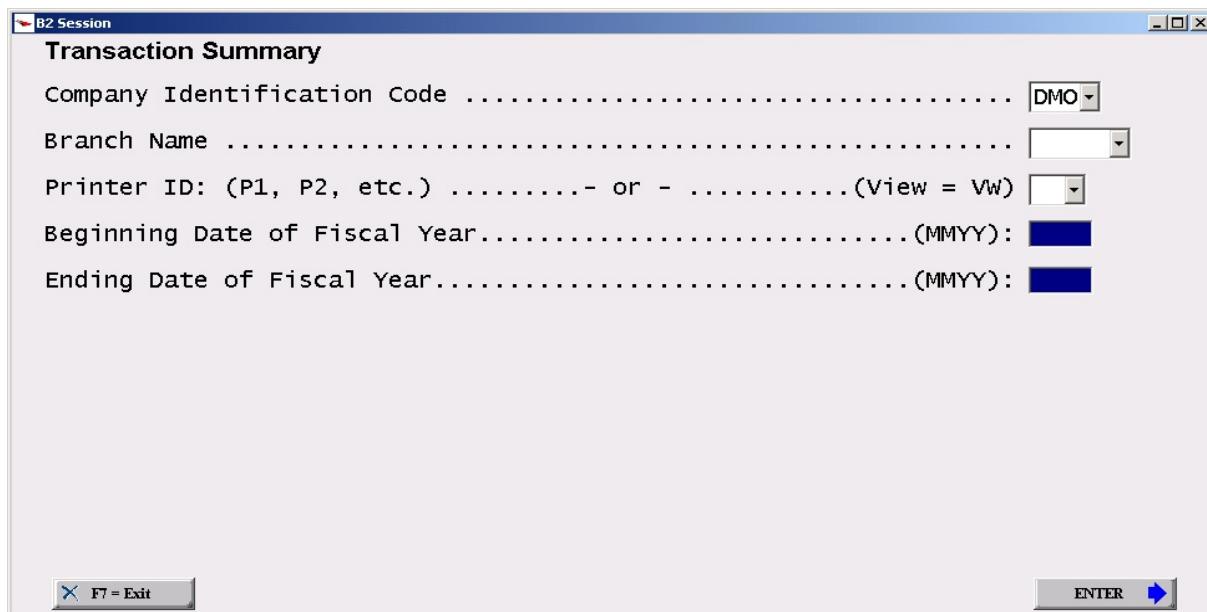
Your Propane Company, Inc.		Branch-04			PRODUCT CODES			05/23/04 13:13 USER	
P-Code	Description:	G/L-Acc	Second P-Code	UI	Subj Tax	Tax Code	Special Function	Gallons	Year-To-Date Dollars
	Blank Product Code	440-4	L		S 00				\$.00
*	Bad Debt Recovered	810-4	L		N 00				\$.00
**	Open Items	725			N				\$.00
05	CYLINDER EXCHANGE GAS				S		C	1.0	\$10.00
1	Propane Gallons	411-4	L	GL	S 10	B		416,366.0	\$675379.94
1*	Auto Delivery Credit	411-4DD			N				\$90.44
1A	Propane Gallons-No Delv	411-4	L	GL	S 00	A			\$.00
1B	Propane Gallons-Budget	411-4	L	GL	S	B			\$.00
2	Propane Cylinder(s)-GAS	412-4	M		S 00	A		3,809.3	\$9021.83
2C	Cylinder 20 LB		20		S	C			\$.00
3	Motor Fuel Gallons	413-4	XT	GL	X 10	B		475.0	\$485.16
3A	Motor Fuel Gallons-No	D413-4	XT	GL	X 10	A			\$.00
4	Commercial Gallons	414-4	L	GL	S 00	B		91,838.0	\$119414.85
4A	Commercial Gallons-No	D414-4	L	GL	S 00	A			\$.00
4B	Commercial Gas - Bid	414-4B	L	GL	S	B		10,940.0	\$12857.85
5	Metered Gallons	415-4	L		S 00	M			\$.00
5A	Metered Gallons-No Delv	415-4	L		S 00	A			\$.00
5B	meter				S				\$.00
6	Tank Rent - Tank File	460-4	TI	L	00	R		1.0	\$106.30
6A	Tank Rent - automatic	460-4	TI	L	00	R			\$40730.28
6C	Cylinder Rent	460-4	TI		L	R			\$.00
6I	Install Rented Tank	460-4	TI	TK	L	T		31.0	\$2303.00
6P	Pick-Up Rented Tank	460-4	TI	TK	L	P		78.0CR	\$392.00
79	Payment Correction	101-BT	L		N 00				\$.00
AB	Appliance, Bradford Wht	420-4	L		S 00			1.0	\$316.39
AC	Appliance, Crosley	420-4	L		S 00			5.0	\$1994.06
AM	Appliance, Magic Chef	420-4	L		S 00			1.0	\$514.60
AT	Attorney Fees	855-AT			N				\$307.33
AZ	Appliance Miscellaneous	420-4	L		S 00			4.0	\$1078.34
C2	Contract Gas-98/99	411-4CG	D2	GL	S	B			\$.00

2 Print Transaction Summary:

Procedure: **TRNSUM** (CoID),(BRANCH),(Beginning Date or no Change),(Ending Date)

Purpose: To print a report similar to a ledger which provides a historical record of each account's transactions for the year.

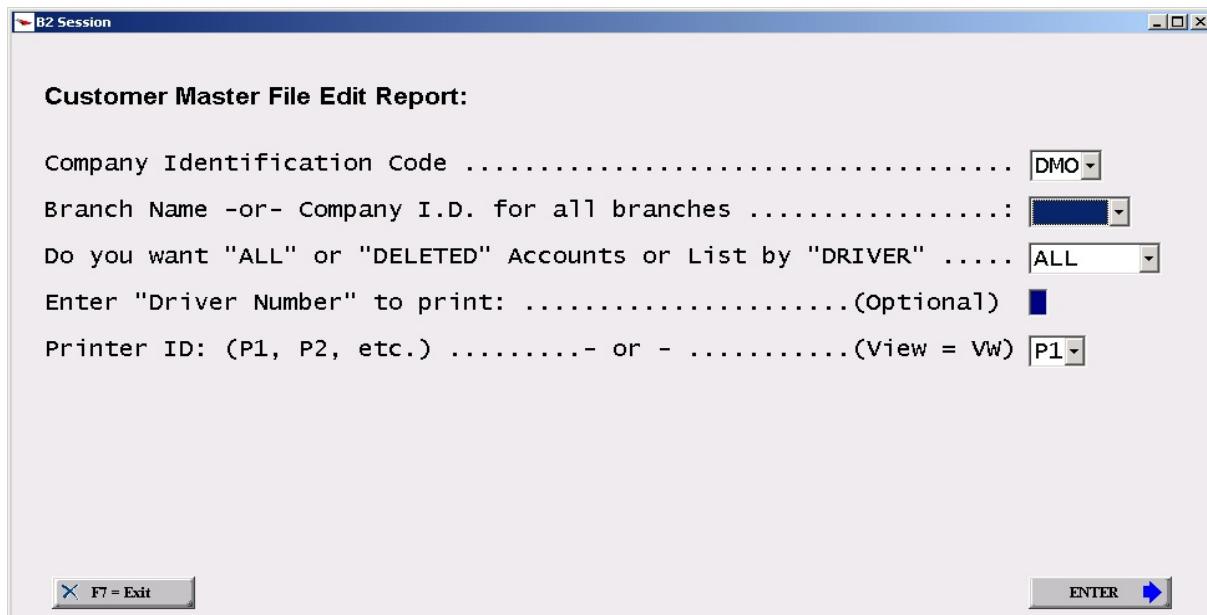
Note: *This report is an “optional” year end report. It will print every transaction that occurred during the year if you choose to run it.*



3 Print Customer Master Edit List:

Prints a listing from the master file which includes all customer information.

This report is “optional” at year end and may also be run anytime during the year.



4 Reset Master Files For The New Fiscal Year:

This procedure resets the following fields in the customer master files:

- Year to date deliveries.
- Year to date gallons.
- Last year gallons.

*It should be run **only once** at year end.*

5 Reorganize the Customer Master Files:

Procedure: ***REORG*** (CoID)

Purpose: To remove deleted accounts from the master, direction, and miscellaneous customer files thereby freeing computer space and numbers for new accounts and to organize these customer files into account number sequence for more efficient processing.

Operation:

- (1) The operator will be asked if "deleted" records are to be removed from the files. Press {Y} if year end reorganization is being run and you want deleted accounts completely removed, otherwise press {N}.
- (2) The operator may be asked if the file sizes are to be changed. Respond **NO** to this prompt unless instructed otherwise by Suburban Software Systems!

Note: *This is an "optional" year end procedure and it may be run during the year. Be sure all users go back to a menu screen before running this program!*

6 **Print a List of Available Account Numbers:**

Will print a list of account numbers used and unused. The available account numbers will appear on this report with no name.

This report is optional at year end and may be also run anytime during the year.