

Suburban Software Systems Accounts Receivable Fiscal Year End Menu
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Fiscal Year End Menu

The screenshot shows a software window titled "B2 Session" with a menu titled "Fiscal Year End Procedures". The menu lists six numbered steps: 1. Print Fiscal Year Product Code Summary, 2. Print Transaction Summary. (optional), 3. Print Customer Master Edit List. (optional), 4. Reset Master Files for New Year, 5. Reorganize Master File. (Remove Deleted Accounts), and 6. Print a List of Available Account Numbers. (optional). Below these steps are eight additional menu options arranged in two rows: 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 field. The window also features a standard Windows-style title bar and a toolbar with icons for exit, help, and printing.

B2 Session

Suburban
Software
Systems

B2

Fiscal Year End Procedures

- 1 Print Fiscal Year Product Code Summary.
- 2 Print Transaction Summary. (optional)
- 3 Print Customer Master Edit List. (optional)
- 4 Reset Master Files for New Year.
- 5 Reorganize Master File. (Remove Deleted Accounts)
- 6 Print a List of Available Account Numbers. (optional)

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

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.

PRODUCT CODE: FYEND

Company Identification Code

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

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

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

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	Year-To-Date Gallons	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.*

The screenshot shows a window titled "B2 Session" with a menu bar containing "File", "Edit", and "Help". The main area is titled "Transaction Summary" and contains the following fields:

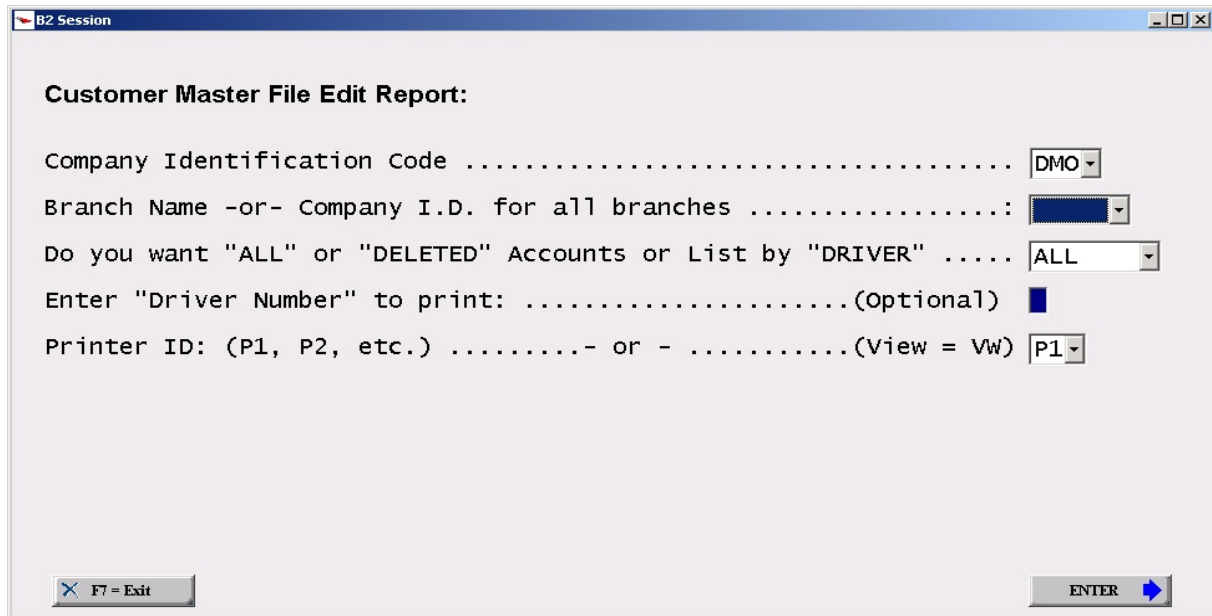
- Company Identification Code DMO ▾
- Branch Name ▾
- Printer ID: (P1, P2, etc.)- or -(View = Vw) ▾
- Beginning Date of Fiscal Year.....(MMYY): ■■■
- Ending Date of Fiscal Year.....(MMYY): ■■■

At the bottom left is a button labeled "F7 = Exit" with a blue 'X' icon. At the bottom right is a button labeled "ENTER" with a blue arrow icon.

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.



The screenshot shows a window titled "B2 Session" with a light blue title bar. Inside the window, the text "Customer Master File Edit Report:" is displayed. Below this, there are five lines of input fields:

- Company Identification Code DMO
- Branch Name -or- Company I.D. for all branches (empty dropdown)
- Do you want "ALL" or "DELETED" Accounts or List by "DRIVER" ALL
- Enter "Driver Number" to print:(Optional) (empty text field)
- Printer ID: (P1, P2, etc.)- or -(View = Vw) P1

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 to the right.

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.