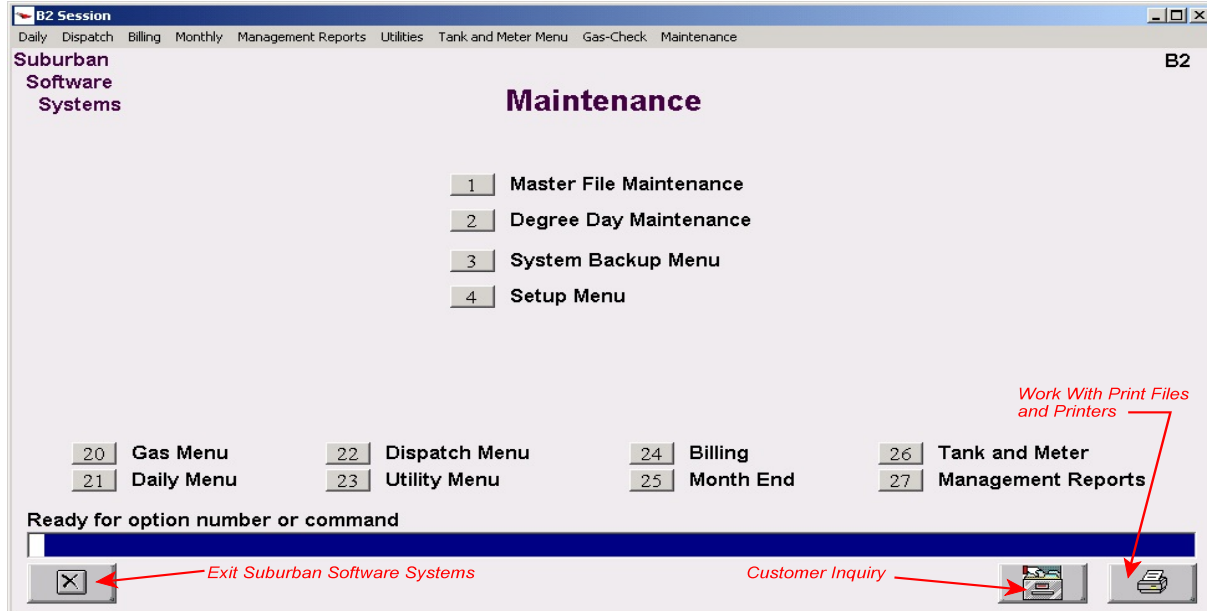


Suburban Software Systems Accounts Receivable Maintenance Menu
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Maintenance Menu



Maintenance Menu Options:

- | | |
|--------------------------------------|--|
| 1. Master File Maintenance: | Select this option to access the Master File Maintenance menu. |
| 2. Degree Day Maintenance: | Select this option to access the Degree Day Maintenance menu. |
| 3. System Backup Maintenance: | Select this option to access the System Backup Maintenance Menu. |
| 4. Setup Menu: | Select this option to setup a new company |

B2 Session

Suburban
Software
Systems

B2

Master File Maintenance Menu

1	Rebuild Master File Alternate Indexes.
2	Renumber Individual Customer Accounts.
3	Change Delivery Codes.
4	Change Finance Charge Codes.
5	Change Statement/Invoice Codes.
6	Change Master File Product Codes.
7	Change Driver/Route to new Driver/Route.
8	Change Master File Tax Codes.
9	Update Delivery Route Sequence with Zip+4.
10	Merge new Branch Files with existing Company Files.
11	Create Wordprocessor File.
12	Create Zip+4 Diskette to Send to Postmaster.
13	Install Zip+4 Update from Postmaster.

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

Close button

1. **Rebuild Master File Alternate Indexes:** This option reconstructs the alternate index files for customer inquiry. This option should be used when customer inquiry search options produce an error or fail to access accounts properly. All users should be OUT OF customer inquiry when this option is run.

2. **Renumber Individual Customer Accounts:** Use this option to change the branch number on individual customer accounts. This program will transfer balances, transaction history and tank information. If the general ledger is used, a journal entry must be posted to the appropriate general ledger accounts.

B2 Session

RENUMBER ACCOUNTS:

Company Identification Code

Do you wish to move balances also?.....Y/N

Select your company ID

Select "Y" if you want to transfer your balances, "N" otherwise

WARNING: (1). Moving balances requires a dedicated system with no existing LIMBO -or- POSTING files.

(2). Moving balances only occurs in Accounts Receivable. You must enter correcting entries to the General Ledger.

F7 = Exit

ENTER

B2 Session

Bright's Bottle Gas

Renumber Accounts

Enter Old Branch-Account #: 00 00

Enter New Branch-Account #: 00 00

F7 = Exit

F9 = Previous

ENTER

3. **Change Delivery Codes:** This option allows you to change an existing delivery code for all customers to another delivery code.
4. **Change Finance Charge Codes:** This option allow you to change an existing finance/charge code for all customers to another finance/charge code.

The screenshot shows a window titled "B2 Session" with the following content:

Change Finance Codes

Company Identification Code BRT

Enter Old Finance Code to be Changed:

Enter New Finance Code:

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

5. **Change Statement/Invoice Codes:** Use this option to change an existing Statement/Invoice code for all customers to another statement/invoice code.

The screenshot shows a window titled "B2 Session" with the following content:

Change Statement Invoice Code

Company Identification Code BRT

Enter Branch Number of Code to be Changed:

Enter Stat/Inv Code to Changed: (Enter '\\' for a Blank Character)

Enter New Stat/Inv Code (Enter '\\' for a Blank Character).....

Enter Product Code to compare to (Leave Blank for ALL).....

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

6. **Change Master File Product Codes:** This option will change an existing product code for all customer accounts to another product code.

The screenshot shows a window titled "B2 Session" with a menu bar containing "File", "Edit", "Format", "Tools", "Window", and "Help". The main area is titled "Change Product Codes" in purple. It contains the following fields and instructions:

- Company Identification Code DMO (dropdown menu)
- Enter Branch Number of Products to be changed. (BLANK for all) []
- Enter Old Product Code []
- Enter New Product Code []
- If the "Product Code" change is only for a certain "Price Class", then enter the OLD and NEW "Price Class" below (even if the same):
- Enter Old Price Class []
- Enter New Price Class []

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

7. **Change Driver/Route to new Driver/Route:** This option may be used to change an existing driver/route code for all customers to another driver/route.

The screenshot shows a window titled "B2 Session" with a menu bar containing "File", "Edit", "Format", "Tools", "Window", and "Help". The main area is titled "Revise Driver-Route Code" in black. It contains the following fields and instructions:

- Company Identification Code BRT (dropdown menu)
- Enter BRANCH NUMBER of Driver Route Code to be changed []
- " EXISTING DRIVER and ROUTE to be changed (DR-RT) [] []
- " NEW DRIVER and ROUTE codes (DR-RT) [] []

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

8. **Change Master File Tax Codes:** This option will change all master file records with a specified tax code to another tax code.

The screenshot shows a window titled "B2 Session" with the following content:

Change Tax Codes

Company Identification Code BRT

Enter Branch Number of Tax Code to be Changed:

Enter Old Tax Code to be Changed:

Enter New Tax Code:

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

9. **Update Delivery Route Sequence with Zip+4:** This option will allow the operator to print, update or print and update route sequence with Zip+4.

The screenshot shows a window titled "B2 Session" with the following content:

Zip+4 to Route Seqn

Company Identification Code MWP

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

Enter Driver Number to Print and/or Update (Blank for all) ...:

Enter Route Code to print and/or Update (Blank for all):

Options: PRINT report, UPDATE file, or BOTH print & update : PRINT

Sort By: Route (RTE) or Zip Code (ZIP).....: RTE

Overlay Existing Route Sequence Codes (Y/N)?: N

Load Blank Routes With Last 2 Digits of Zip Code (Y/N)?: N

Load P.O. Box and Delivery Zip Codes (Y/N)?: N

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

10. **Merge New Branch Files with Existing Company Files:** This option is used to merge customer data files existing under two different company identification codes. One is considered the Main Company File and the other is considered a BRANCH to be merged into the main company.
11. **Create Word Processor File:** Use this option to open wordprocessor menu. Use options of this menu to create a name and address file to be used with the word processor for mass mailings.

The screenshot shows a window titled "B2 Session" with a menu titled "Create W/P File". The menu options are:

- 1 Select Accounts Automatically.
- 2 Exclude Accounts Automatically Selected
- 3 Create a Wordprocessor File.

At the bottom, there is a grid of options:

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

Below the grid, it says "Ready for option number or command" followed by a blue input bar. At the bottom right, there are icons for a printer and a document.

1. Select Accounts Automatically

The screenshot shows a window titled "B2 Session" with a menu titled "Letter". The menu options are:

- Company Identification Code BRT
- Branch Name -or- Company I.D. for all branches :
- Letter Code.....
- Which: (BALANCE, ALL, ACTIVE, BUDGET, NONBUDGT, COTANK, METER)
- Enter "Type Customer" to print:(Optional) Type 2
- Enter Master "Product Code" to print.....(optional)
- "Driver" and/or "Route" to print:(Blank for all)
- Enter "Credit Codes" to to print:(Optional)
- Enter "Delivery Codes" to print:(Optional)

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

2. Exclude Accounts Automatically Selected

B2 Session

Bright's Bottle Gas

Delinquent Accts

Pg: 1 Rec: 0001 - 0020

Customer	Ltr	Prv	Cr/Dlv	Balance	Pastdue	Lastest	Payment	Size%
DAY, HOMER L.	PD		11 B	615.64	615.64	3/01/02	1447.10-	500.50
WITTE, ALEC & LEA	PD		3 W	3.12	3.12	2/12/02	262.00-	325.00
ALSTOM POWER	PD		2 W	1666.10	1556.10	4/02/02	5698.47-	1000.00
TRI-STATE EXPRESS	PD		1 F	148.62	.00	4/30/02	68.69-	7.00
TCI	PD		21 F	360.50	.00	5/10/02	90.31-	54.00
STEGEER, MARK	PD		22 W	134.67	132.74	1/17/02	55.00-	320.06
DALY, MARTIN	PD	2	2 C	1.96-	.00	2/08/01	132.91-	47.00
SUBER, LEE	PD	2	2 C	2.50-	.00	5/06/99	38.50-	47.00
MAGO CONSTRUCTION	PD		1 C	59.43	.00	12/20/01	55.49-	100.00
FOLCHI, NICHOLAS	PD		2 B	10.00	5.00	5/03/02	333.50-	320.39
GABHART, BOBBY	PD		2 E	168.14-	.00	3/19/02	120.00-	500.43
BARKER, PAULA	PD		2 W	94.87-	.00	9/27/01	290.00-	250.00
MATTINGLY, MRS J.	PD		1	2.80-	.00	9/21/01	1025.00-	.00
BYRD, TIM & MELIN	PD		1 B	253.75	250.00	2/11/02	212.00-	320.49
TOWNES, JOHN N.	PD		1 E	56.62	56.62	5/10/02	65.00-	500.66
HURTIG, MRS. G.E.	PD		1 M	103.52	62.92	2/06/02	400.00-	500.36
BERRY, DOT	PD	2	1 C	10.75-	.00	8/11/00	110.75-	23.00
IRVING MATERIAL I	PD		1 W	460.83	460.83	4/17/02	280.00-	1000.00
BEHR, JIM	PD	1	12	291.27	287.06	2/01/02	71.25-	.75
BRIGHT'S BOTTLE G	PD		11 B	270.08	270.08	12/31/01	802.52-	500.64

F7 = Exit Enter "D" to Delete Up One Screen ENTER

3. Create wordprocessor File.

B2 Session

Create Wordprocessor File.

Company Identification Code []

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

Delinquent Letter Code:..... WP

Letter Date..... 041026

Payment Due By Date..... []

Name to be assigned to the Variable Data Base BLDACC

Do you want output in Zip Code sequence?(Y/N) Y

F7 = Exit Previous ENTER

12. **Create Zip+4 Diskette to Send to Postmaster:** This option copies the names and addresses from the customer master file to a diskette to be submitted to the postmaster for zip+4 code updates.

The screenshot shows a window titled "B2 Session" with a light blue border. The background is a light gray. The text is in a monospaced font. It contains the following fields and instructions:

- "Company Identification Code" followed by a series of dots and a dropdown menu.
- "Do you want to send ALL accounts or only those WITHOUT Zip + 4?" followed by a dropdown menu.
- "How many accounts need Zip + 4 updating? Over estimate slightly." followed by a text input field.
- A paragraph of text: "This procedure creates a diskette file of those accounts that do not have the 9 digit zip code. Forward it to the P.O. with associated forms. When it returns from the P.O., run the procedure called 'ZIPIN'."
- At the bottom left, a button labeled "F7 = Exit" with a blue 'X' icon.
- At the bottom right, a button labeled "ENTER" with a blue arrow icon.

13. **Install Zip+4 Update from Postmaster:** This option installs the zip+4 file returned by the postmaster to the Suburban Software Accounts Receivable system. This program will allow you to print the new file before running the update.

The screenshot shows a window titled "B2 Session" with a light blue border. The background is a light gray. The text is in a monospaced font. It contains the following fields and instructions:

- "Load Zip+4 Codes"
- "Company Identification Code" followed by a series of dots and a dropdown menu.
- "Drive location for the Zip+4 file? (A:, B:, TC, S1, F1)....." followed by a dropdown menu showing "A:".
- "Print Report Only (P), Update Only (U), or Both (B)?" followed by a dropdown menu showing "B:".
- "Update Zip+4 Code Only (Z), or Update Zip+4 and Address (A)?" followed by a dropdown menu showing "Z:".
- "Printer ID: (P1, P2, etc.)- or -(View = Vw)" followed by a dropdown menu showing "P1:".
- At the bottom left, a button labeled "F7 = Exit" with a blue 'X' icon.
- At the bottom right, a button labeled "ENTER" with a blue arrow icon.

2 Degree Day Maintenance Menu:

The screenshot shows a window titled "B2 Session" with a menu titled "Degree Day Maintenance Menu". The menu lists five options: 1. Open Degree Day File, 2. Enter Degree Days For Prior Season, 3. Create Degree Day Average File, 4. Print Degree Day Average/History Report, and 5. Enter/Update Customer Delivery History. Below these are eight additional menu items: 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. The window also has standard Windows window controls and a toolbar with a close button and two printer icons.

B2 Session
Suburban
Software
Systems

Degree Day Maintenance Menu

- 1 Open Degree Day File.
- 2 Enter Degree Days For Prior Season.
- 3 Create Degree Day Average File.
- 4 Print Degree Day Average/History Report.
- 5 Enter/Update Customer Delivery History.

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

1. **Open Degree Day File:** This option may be used to open the degree day file. It is usually used when starting a new branch.

The screenshot shows a dialog box titled "Open Degree Day File" within the "B2 Session" window. It contains four input fields: "Branch" with value "00", "Ending Year of the Current Heating Season" with value "(YY) 00", "Total anticipated degree days for the entire heating season:" with value "0000", and "Date that you will begin entering degree days:" with value "(MMDDYY) 000000". At the bottom, there are four buttons: "F7 = Exit", "F9 = Last Branch", "F10 = Next Branch", and "F12 = Accept".

B2 Session

Open Degree Day File

Branch 00

Ending Year of the Current Heating Season(YY) 00

Total anticipated degree days for the entire heating season: 0000

Date that you will begin entering degree days:(MMDDYY) 000000

F7 = Exit F9 = Last Branch F10 = Next Branch F12 = Accept

2. **Enter Degree Days For Prior Seasons:** This option allows you to enter the degree days for a previous heating season.

B2 Session

ENTER/UPDATE WEATHER REPORT:

Company Identification Code DMO

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

Automatic or Manual Degree day entry?.....(A/M) M

F7 = Exit ENTER

B2 Session

Your Company Name, Inc. Weather Report

Enter cumulative Degree Days to date -or- the High & Low Temp for date

Branch	Nr	5/07/02	2404	Temperature
Bessemer	04	Date	Degree Day	High & Low
		050802		(or)

F7 = Exit F9=Last Branch F10=Next Branch F12 = Accept

3. **Create Degree Day Average File:** This option creates the degree day average file.

The screenshot shows a window titled "B2 Session" with a menu bar containing "File", "Edit", and "Help". The main area is titled "Degree Day Average/History" and contains the following fields:

- Company Identification Code DMO
- Branch Name -or- Company I.D. for all branches (empty dropdown)
- Print, Update, or Both..... PRINT
- If printed, enter specific month (mm) or blank for all..... (empty dropdown)
- Degree day base to print: (61,63,65,67,69, or blank for all)....: 65
- Printer ID: (P1, P2, etc.)- or -(View = Vw) P1

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

4. **Print Degree Day Average/History Report:** This option will print, update or print and update the Degree Day Average/History Report, it can be run by a specific month and by a specific degree day base.

This screenshot is identical to the one above, showing the "B2 Session" window for "Degree Day Average/History" with the same fields and values: Company Identification Code (DMO), Branch Name (empty), Print/Update/Both (PRINT), Month (empty), Degree day base (65), and Printer ID (P1).

5. **Enter / Update Customer Delivery History:** This option will allow the operator to update the customer delivery history.

B2 Session

Your Company Name

Account Number 02 99999 CASH CARD

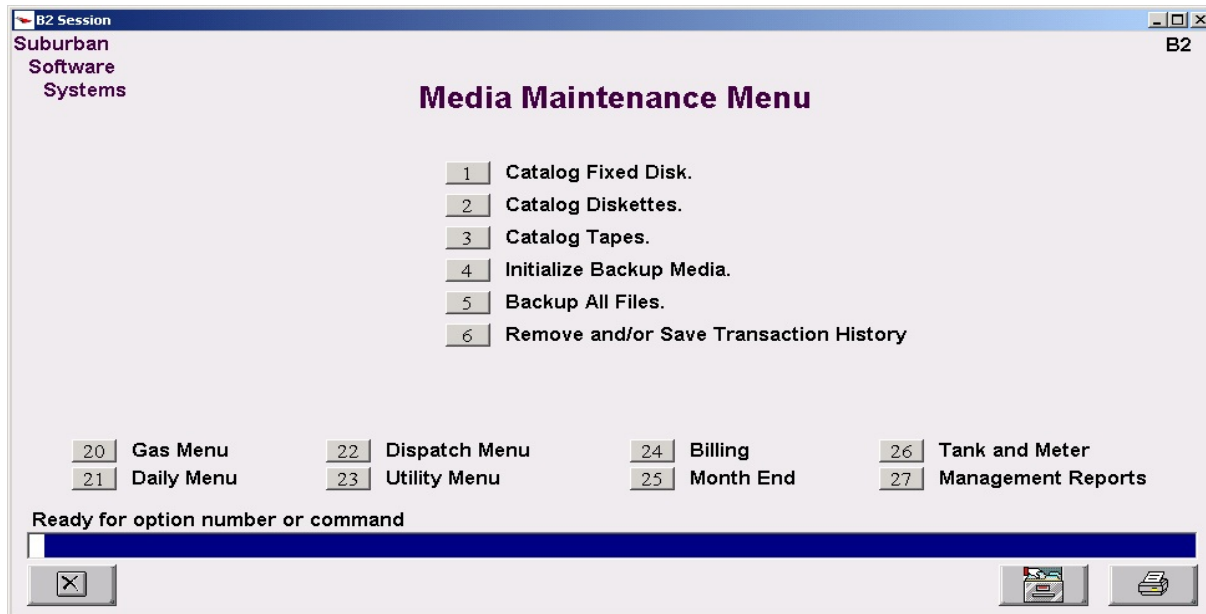
Usage: Gals/DD (5.2): Gals/Day (5.1): 18

Latest Delivery Date .. 030901 Delivery Percent 80 Tank Size 1 X 1000

	Gallons	Degree Days	Days
Usage (Latest First) 1.	100	84	51
2.	14	21	21
3.	50		2
4.	50	1	32
5.	12		30

F7 = Exit Previous ENTER

3 System Backup Maintenance:



1. **Catalog Fixed Disk:** This option allows you to print a listing of the files in your hard drive.
2. **Catalog Diskettes:** This option allows you to print a listing of the files in a diskette.
3. **Catalog Tapes:** This option allows you to print a listing of the files in a tape.
4. **Initialize Backup Media:** This option is used to initialize a diskette or a tape.

5. **Backup All Files:** This option is used to backup all your files.

The screenshot shows a window titled "B2 Session" with a light blue title bar. The main area is white with black text. It contains several prompts with corresponding input fields or buttons:

- Company Identification Code MSG (dropdown)
- Enter number of days you want the data to be protected: 006 (dropdown)
- Enter the volume ID of the diskette to receive the saved files: . SAVALL (dropdown)
- Which device: (S1=Diskette, M1=Magazine, TC=Tape) A: (dropdown)
- Do you wish to initialize diskettes prior to save?Y/N N (dropdown)

Below these prompts, there is a red highlighted line of text: "Please ask all users to return to a menu until save is complete." followed by two lines of purple text: "Tape Backup is not supported from this menu." and "Please exit The Propene System to run a tape backup."

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

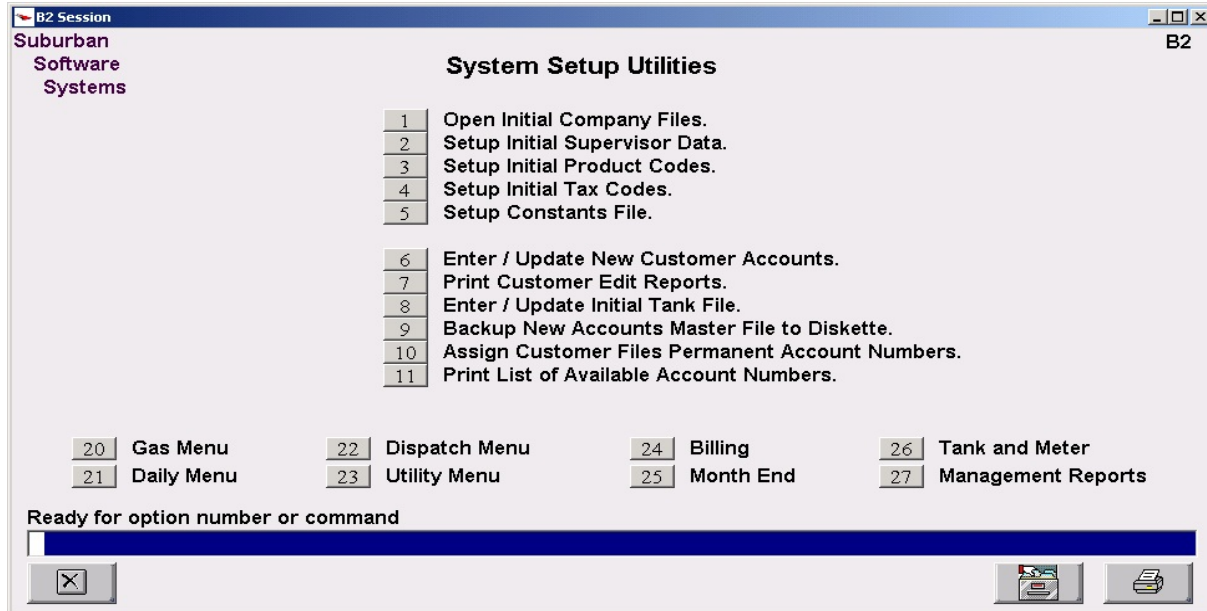
6. **Remove and/or Save Transaction History:** This option will remove history files for a specific period of time that you specify in the screen and will allow you to save them in a tape or a diskette. It is usually recommended to free space in your hard drive.

The screenshot shows a window titled "B2 Session" with a light blue title bar. The main area is white with black text. It contains several prompts with corresponding input fields or buttons:

- Save and Delete a Range of Transaction Files.
- Company Identification Code MSG (dropdown)
- Enter the beginning month and year in MMY format (dropdown)
- Enter the ending month and year in MMY format (dropdown)
- Enter the Target Drive for the save A: (dropdown)
- Delete transaction files after save (Y/N)? N (dropdown)

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

4 System Setup Utilities:



1. Open Initial Company Files:

Purpose: This procedure will create a new set of files required for A/R system.

The system will prompt for:

- (1) the three letter company identification code,
- (2) the highest branch to be opened,
- (3) approximate number of accounts
- (4) whether or not it's a gas company
if you answered "N" to #4:
 - If you require Variable Unit Step Pricing (if you set your company as "non-gas")
 - If you require an Open Item Accounting
- (5) name for each branch

2. Setup Initial Supervisor Data:

Purpose: The Supervisor File is used to maintain the variables that define specific company and branch related information on the system. Select the SETUP Menu Option #2 to complete the data required in the Supervisor file data "Company Record" and "Branch Control Records". Some of the data may have been pre-recorded for you. For a detailed description of fields in the Supervisor File, "Supervisor File" (page 1-1) in the Utility Menu Section of this manual.

3. Set Up Initial Product Codes:

Product Codes (PCodes) are character constants that are used during data entry to identify the type of transaction being entered. The product codes must be defined in the Product Code file before they can be used in data entry. Product codes must be established specifically for each branch in the system. For a detailed explanation of product code setup, refer to "Enter/Update Product Codes" in the Utility Menu Section

4. Setup Initial Tax Codes:

Purpose: To keep track of taxes collected and taxes payable, the system maintains a tax file which is organized by " Tax Codes". For further explanation of tax code setup, refer to the Utility Menu Section of this manual under "Enter/Update Tax Codes"

5. Setup Constants File:

Purpose: This file contains the conversion factors used to convert the units of measure to the standard specified in the "Standard Gas Units" field in the supervisor file. Refer to the Utility Menu Option "Enter/Update Constants File" for instructions on printing or editing the constant variables.

6. Enter / Update New Customer Accounts:

Procedure: CUSNEW (CoID)

Please refer to Daily Menu Section (page 2-1) for information on setting up the initial customer database.

7. Print Customer Edit Reports:

Procedure: CUST05

Purpose: To print a listing of the Customer File to insure the correctness of the data before you assign the permanent account numbers.

B2 Session

Customer Master File Edit Report:

Company Identification Code

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

Do you want "ALL" or "DELETED" Accounts or List by "DRIVER"

Enter "Driver Number" to print:(Optional)

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

B2021104.251 - WordPad

File Edit View Insert Format Help

Your Company Name Customer Master File Edit Listing Page 1 4/11/02

Br Acct	Name	Address	Extra Name	Cr Typ	Dr	Tk Size	Typ	Prv	Budget	Spec	PC
	City	St	Zip Code	Delivery Address	Town	D1 FC	Rt	Serial	%	Rate	
	Phone			P0 Number	Start Date	Tx Sc	Segn	GPDD	#Tks	Ful	Balance
						Use		GPD	#CoTk	DD	CrLimit
											Pr Codes
											Directions
2-29224	A MACK COMPANY			BRETT HULSEY		3	2	250		290.00-	04
				DELIVERY ADDRESS		T	GL	38472		25	
				DELIVERY TOWN	10/1991	04	0082	.25	1		1
	CITY	AL				3		2.8	1		
	492-8340			3/05 99	* BRETT HENSLY						
				4/04	* BRETT HENSLY						
				4/08	* BRETT HENSLY						
2-01020	A-1 EXTERMINATING			EDDIE WRENN, OWNER		3	2				
	1801 W MEIGHAN BLVD					W	1X				
	GADSDEN	AL				04	X				
	35901			LCULATOR LN	3/1997						
	547-9868			4/04	* Record fill on May 1st						590
				4/09 02	* Record fill on May 1st						5902
2-01103	ABEL, JAMES R JR			EXTRA CARE OF NAME		3	2	250			
	325 LONGVIEW DR			DELIVERY ADDRESS		*	HB	85061		49	
	GADSDEN	AL		DELIVERY CITY		04	0079	.05	1		
	35901-5901				9/2001	2			1		
	547-7746			4/09 02	*						
2-01159	ABUNDANT LIFE MINISTRY					3	1	250			
	1129 BRETHOOD AVE					W	GN				
	GADSDEN	AL				04	0051	.20	1		
	35901				11/2002	1					
	546-9843										
2-01173	ACKERMAN, PHILIP & MURIEL					3	2	500			
	1357 ALFORDS RD					F	HB	59981		47	
	GADSDEN	AL				04	0013	.10	1		
	35903				8/2000	1					
	494-9083										
2-01187	ADAIR, DONNY & ADAIR					3	1	250			
	121 SWEET WATER LANE					*	RE			61	
	RAINBOW CITY	AL				04	0410	.06	1		
	35906				9/2003	1		.2			

For Help, press F1

NUM

8. Enter / Update Initial Tank file:

Procedure: TANKFL

Purpose: This procedure is used to input or update the initial tank files.

9. Backup New Accounts Master File to diskette:

Procedure: GASAVE

Purpose: To make a backup copy of the Master File of New Accounts before the conversion to self check digit account numbers.

Caution: You must run this option BEFORE running option 10.

The screenshot shows a window titled "B2 Session" with a light gray background. It contains a menu with several options, each followed by a dropdown arrow. The options are: "Company Identification Code", "Enter number of days you want the data to be protected:", "Enter the volume ID of the diskette to receive the saved files:", "Which device: (S1=Diskette, M1=Magazine, TC=Tape)", and "Do you wish to initialize diskettes prior to save?". The third option has "AR" selected, and the fourth has "A:". The fifth option has "N" selected. Below the menu, there is a red highlighted line of text: "Please ask all users to return to a menu until save is complete." followed by two lines of text: "Tape Backup is not supported from this menu." and "Please exit The Propane System to run a tape backup." At the bottom left, there is a button labeled "F7 = Exit" with a blue 'X' icon. At the bottom right, there is a button labeled "ENTER" with a blue arrow icon.

B2 Session

Company Identification Code

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

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

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.

F7 = Exit

ENTER

10. Assign Customer Files Permanent Account Numbers:

Procedure: RENUMBER

Purpose: This procedure is used to create the initial self-check customer account numbers. It should only be run after completing the entry of beginning customer accounts.

WARNING:

- (1) Once the account number increment is accepted as being right, the program will replace the Master Files indexed by name by a Master File indexed by self-check account numbers.
- (2) This procedure should only be run to a successful conclusion once.
- (3) It should not be run once sales and receipt transactions have been entered into the system.

11. Print List of Available Account Numbers:

Procedure: ACCNR1

Purpose: To print a listing of the account numbers that are available to assign to new customers once you have assigned the Self Check Digit Account Numbers.

Available Account Numbers:

Company Identification Code [dropdown arrow]

Enter Branch Name [dropdown arrow]

Printer ID: (P1, P2, etc.)- or -(View = Vw) [P1 dropdown arrow]

[F7 = Exit] [ENTER]