

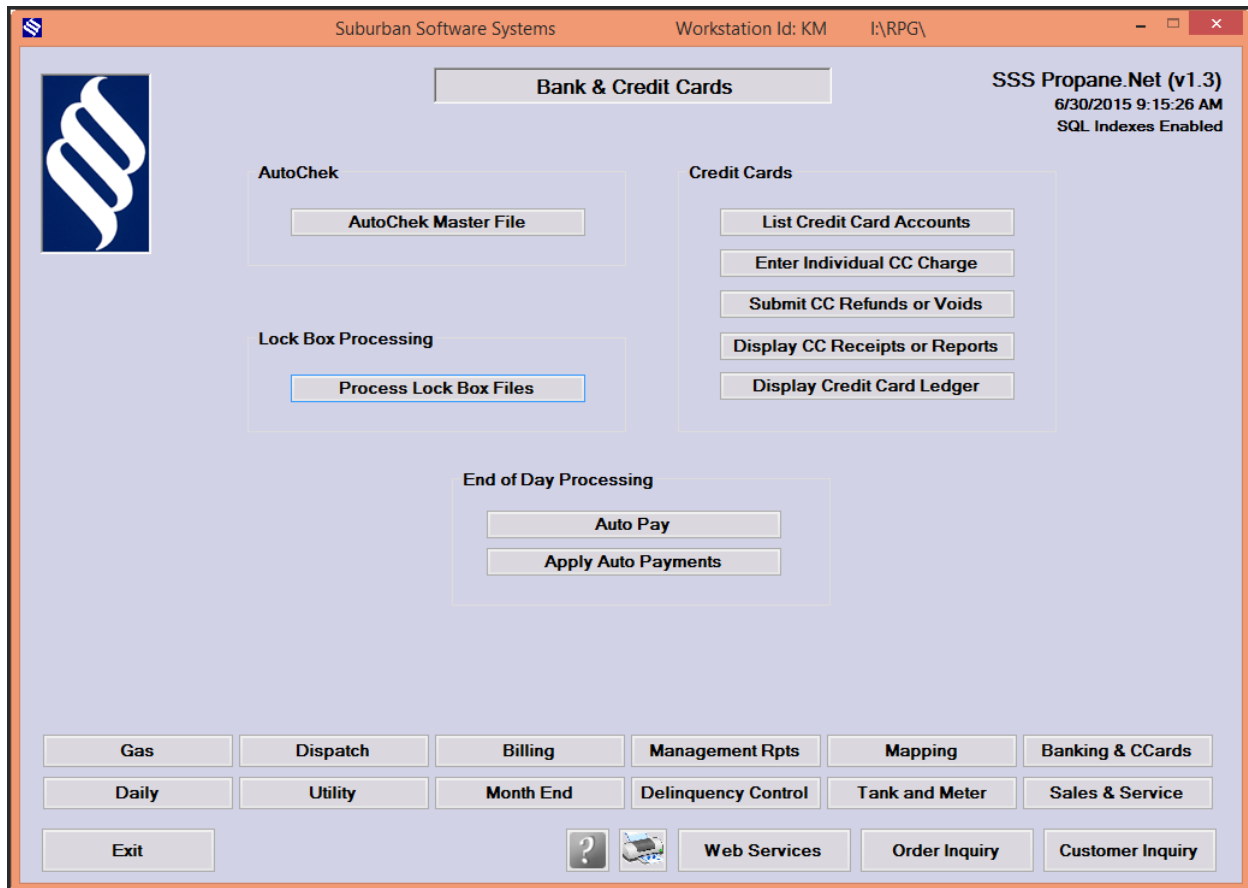
Suburban Software Systems

Bank and Credit Cards

Bank and Credit Card Contents

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Bank and Credit Cards:



Purpose: Allows the operator to process AutoCheck, Credit Cards and Lock Box Files.

AutoCheck Master File:

Suburban Software Systems Workstation Id: KM I:\RPG\

Company Identification Code SPI ▾
Account Number 01 ▾
Or Enter Part of the Last Name Search

New Search New Record

Status ▾
Name on Check
Bank Routing Number
Bank Account Number
AutoPay Customer ☐ (auto bill the customer when account has a balance)
AutoPay Day ▾
Email Confirmation Receipt ☐ (email on customer's account)
Disable ACH ☐ (prevent check from being submitted to ach)
Save

Exit

Purpose: Allows the operator to search for a customer paying by check or enter in a new record.

- Note**
1. The first time this option is used some information will be required to be entered by hand. This will be saved in the Customer's File (which can be located through Customer Inquiry). The next time a payment is received the fields will be automatically filled in.
 2. Check AutoPay if you want to auto bill the customer when the account has a balance.
 3. Enter the date for which you want to auto bill the customer

Credit Cards:

List Credit Card Accounts:

Suburban Software Systems Workstation Id: KM I:\RPG\

Credit Card Accounts - LIST

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Styer Propan ▾

Select Credit Cards To Be Listed ALL ▾

Form Name 0001 ▾

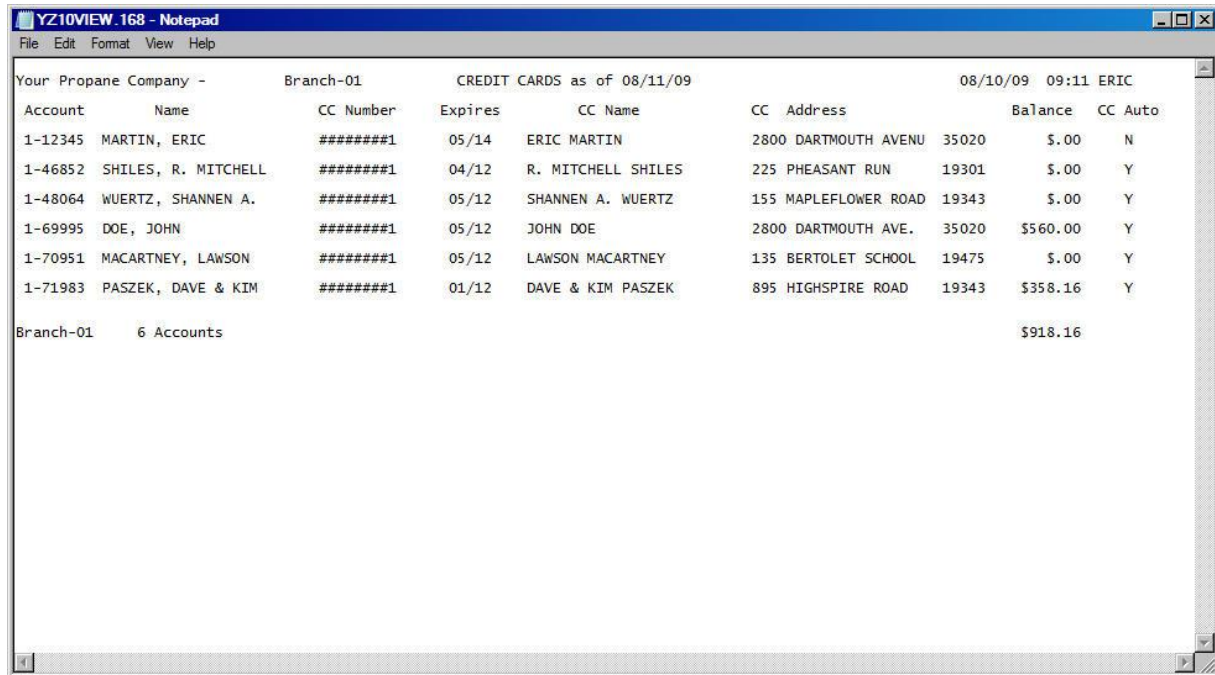
Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: This screen allows you to print or view accounts with credit cards by ALL, AutoBill, Expired, Expired AutoBill.

Example of Printed Report:

The following report will print.



Your Propane Company -		Branch-01	CREDIT CARDS as of 08/11/09				08/10/09	09:11	ERIC
Account	Name	CC Number	Expires	CC Name	CC Address	Balance	CC Auto		
1-12345	MARTIN, ERIC	#####1	05/14	ERIC MARTIN	2800 DARTMOUTH AVENU 35020	\$.00	N		
1-46852	SHILES, R. MITCHELL	#####1	04/12	R. MITCHELL SHILES	225 PHEASANT RUN 19301	\$.00	Y		
1-48064	WUERTZ, SHANNEN A.	#####1	05/12	SHANNEN A. WUERTZ	155 MAPLEFLOWER ROAD 19343	\$.00	Y		
1-69995	DOE, JOHN	#####1	05/12	JOHN DOE	2800 DARTMOUTH AVE. 35020	\$560.00	Y		
1-70951	MACARTNEY, LAWSON	#####1	05/12	LAWSON MACARTNEY	135 BERTOLET SCHOOL 19475	\$.00	Y		
1-71983	PASZEK, DAVE & KIM	#####1	01/12	DAVE & KIM PASZEK	895 HIGHSPIRE ROAD 19343	\$358.16	Y		
Branch-01 6 Accounts						\$918.16			

Enter Individual CC Charge:

Customer's Credit Card Information		
Company Identification Code	DEM ▾	
Account Number	01 ▾	
Or Enter Part of the Last Name		Search
Customer's Name	Last Payment	Balance:
Customer's Street Address	Date:	Bgt Bal:
Other Address	Amt:	Bgt Rate:
Status	A ▾	Swipe Bill Day ▾
Name as it Appears on Card		
Credit Card Number		
Expiration Date (Myyy)		
CC Validation Number		
CC Billing Address		
CC Billing Zip Code	-	Autobill N ▾
Keep Credit Card Information on File	N ▾	
Enter Amount to be Charged	(xxx)	Print Receipt Y ▾ R
Email Customer		
Exit Search Again New Card Unlock Fields Continue		

Purpose: Allows the operator to charge a card manually.

Note: When a customer's credit card is entered into the system, an authorization for \$1.00 will be presented to the card. This authorization will drop off the credit card after a few days. This authorization is to verify that the credit card is valid and can be charged against. If the authorization fails, the credit card information is not saved to the file.

Looking up Customer:

Customer's Credit Card Information

Company Identification Code

DEM

Account Number

01

Or Enter Part of the Last Name

Search

Customer's Name

Last Payment

Balance:

Customer's Street Address

Date:

Bgt Bal:

Other Address

Amt:

Bgt Rate:

To look up a customer, enter the account number or part of the last name. Press the ENTER key or click the SEARCH button to continue.

Enter part of the last name in the "Or Enter Part of the Last Name: field and click "Search" or press the ENTER button.

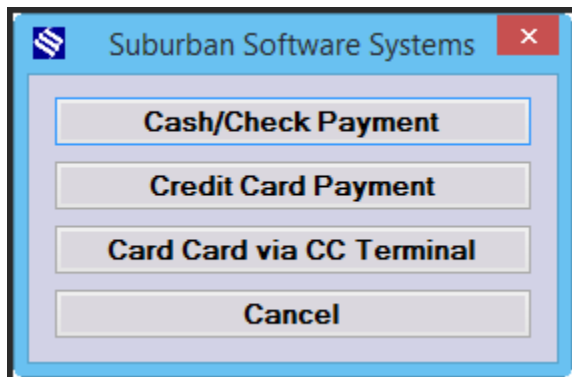
If you enter part of the Last Name a pop up box will appear with a list of names to choose from.

SSS - Customer Search		
Account	Type2	Name
0107979	1	AGARD, RYAN & CHRISTA
0109132		ASH, RYAN & MELISSA
0144006		ALKASSMI, DANNY
0156018		AMBROSINI, ANTHONY
0100758		ANDERSON, STEPHEN S.
0103242		AKERMAN, MARK & IRINA
0138719	1	ANANYAKHET, GEORGE
0156331		ABENDSPADDEN, PAULA
0192336	1	AMMARELL, TRAVIS
0131904	1	ANNECHINI, WILLIAM
0126086		AGATONE, KEVIN
0190249		ALMAR BUILDERS
0100546		ATTANASIO, MARK & LEA
0110601		ARSENICH, STEVE

Entering A Credit Card through the Payment Option in Customer Inquiry:

- Procedure**
1. Click on Customer Inquiry at the bottom of the screen.
 2. Enter the customer information by one of the following:
Account Number
Account Name
Phone Number
Address
Driver Route Sequence
Tank Serial Number
Meter Serial Number
 3. Click on Payment button at the bottom of the Customer screen.
 4. Choose one of the three options.

Payment Options



**Cash/ Check
Payment:**

This screen will allow you to enter in cash and check payments.

**Credit Card
Payments:**

This screen will allow you manually key cc payments by the method listed previously.

**Credit Card Via CC
Terminal:**

This allows you take a credit card by swiping through a cc machine.

Customer Information:

Customer's Credit Card Information			
Company Identification Code	DEM	▼	
Account Number	01	▼	12345
Or Enter Part of the Last Name	DOE, JOHN		<input type="button" value="Search"/>
<hr/>			
DOE, JOHN	Last Payment	Balance:	\$0.00
1234 MAIN ST	Date:	Bgt Bal:	\$0.00
AMYWHERE, AL 35007	Amt: \$0.00	Bgt Rate:	\$0.00

Purpose: This area show details about a customer's account. Including last payment, balance and budget balance.

Saving A Credit Card to File:

If the customer does not have a credit card on file, the screen will fill in as much information from the account as it can.

Customer's Credit Card Information

Company Identification Code

Account Number

Or Enter Part of the Last Name

DOE, JOHN	Last Payment	Balance:	\$0.00
1234 MAIN ST	Date:	Bgt Bal:	\$0.00
AMYWHERE, AL 35007	Amt: \$0.00	Bgt Rate:	\$0.00

Status Bill Day

Name as it Appears on Card

Credit Card Number ☐

Expiration Date (Mmyy)

CC Validation Number

CC Billing Address

CC Billing Zip Code - Autobill

Keep Credit Card Information on File

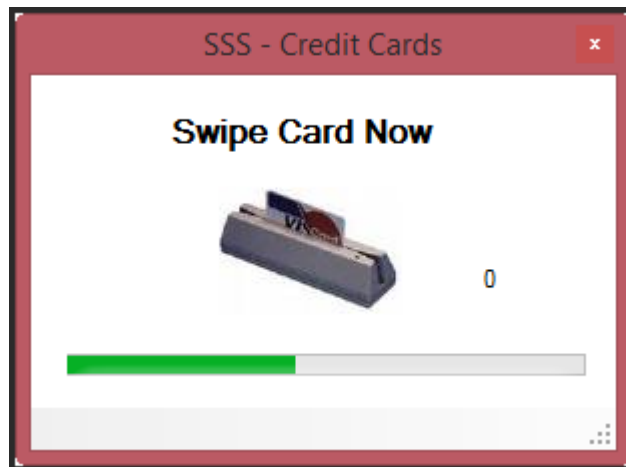
Enter Amount to be Charged (x.xx) Print Receipt

Email Customer☐

Note: Only customer's that are in the format of "LASTNAME, FIRST" will have the name field automatically filled in.
All Field Are Required.

Field Descriptions:

- Status:** A= Active Credit Card Customer
D= Deleted Credit Card Customer
If the customer is changed to a “D” status, the credit card information will be removed from the system completely.
- Swipe:** This allows the user to swipe a card on the type of terminal pictured.



- Bill Day:** 01-31 or Blank
This is for information purposes only. When the customers are listed for auto billing. This column will be displayed so you can decide whether it is time to bill the customer.
- Credit Card Number:** Enter the credit card number that will be charged.
- Expiration Date:** Enter the Expiration Date as seen on the card in MM/YY format.
- CC Validation #.** Enter the three digit validation number located on the back of the card.
- CC Billing Address:** Enter the address that the Credit Card is billed to.
- CC Billing Zip:** Enter the zip code that is associated with the Credit Card
- Autobill:** Enter {Y} if this card will be charged in the future through AutoBill.

Keep Credit Card Information on File:	Enter {Y} if you would like the information to be kept to autofill for future credit card transactions. NOTE: The credit card # is not kept on file. Rather a reference number for the initial transaction is kept to refer to this card for future transactions.
Amount to be Charged:	The dollar information to charge on the card.
Print Receipt:	Enter {Y} if you would like to print a receipt for this transaction.
R	This will reset the printer to the default printer.
Note:	Once you have entered the required information click continue.

Authentication Screen:

Once the system authenticates the credit card, the following message will be displayed.

The screenshot shows a software window titled "Suburban Software Systems | Credit Card Screen". The main section is "Customer's Credit Card Information". It contains input fields for "Company Identification Code" (set to "WEB"), "Account Number" (set to "01" and "49880"), and "Or Enter Part of the Last Name" (set to "SABER CUSTOM HOME"). A "Search" button is next to the last name field. A red banner with the text "Processing. Please Wait..." is overlaid on the screen. Below the banner, the customer's information is displayed: "SABER CUSTOM HOMES", "1029 HARMONY HILL ROAD", "DOWNTOWN, PA 19335". To the right, payment details are shown: "Last Payment Date: 05/15/2006", "Amt: \$200.14", "Balance: \$0.00", "Bgt Bal: \$0.00", and "Bgt Rate: \$0.00". Below this, there are fields for "Status" (set to "A"), "Name as it Appears" (set to "Swine"), "Credit Card Number", "Expiration Date", "CC Validation", "CC Billing Address", "CC Billing Zip Code" (set to "19335"), "Autobill" (set to "N"), "Keep Credit Card Information on File" (set to "Y"), "Enter Amount to be Charged" (with a "(x.xx)" prompt), "Print Receipt" (set to "Y"), and "Email Customer" (with a checkbox and a dropdown menu). A "VISA" logo is visible on the right side. At the bottom, there are five buttons: "Exit", "Search Again", "New Card", "Unlock Fields", and "Continue". A small dialog box titled "Suburban Software Systems" is open in the center, asking "Continuing will authenticate and save the credit card for future use. Do you wish to continue?" with "Yes", "No", and "Cancel" buttons.

Suburban Software Systems | Credit Card Screen

Customer's Credit Card Information

Company Identification Code WEB

Account Number 01 49880

Or Enter Part of the Last Name SABER CUSTOM HOME Search

Processing. Please Wait...

SABER CUSTOM HOMES Last Payment Balance: \$0.00
1029 HARMONY HILL ROAD Date: 05/15/2006 Bgt Bal: \$0.00
DOWNTOWN, PA 19335 Amt: \$200.14 Bgt Rate: \$0.00

Status A Swine Bill Day

Name as it Appears

Credit Card Number

Expiration Date

CC Validation

CC Billing Address

CC Billing Zip Code 19335 - Autobill N

Keep Credit Card Information on File Y

Enter Amount to be Charged (x.xx) Print Receipt Y R

Email Customer

Exit Search Again New Card Unlock Fields Continue

Suburban Software Systems

Continuing will authenticate and save the credit card for future use.
Do you wish to continue?

Yes No Cancel

VISA

Suburban Software Systems | Credit Card Screen

Customer's Credit Card Information

Company Identification Code WEB ▾

Account Number 01 ▾ 35137


Or Enter Part of the Last Name SACCO, TERESA Search

Processing. Please Wait...

SACCO, TERESA 319 N.CHESTER RD. WEST CHESTER, PA 19380	Last Payment Date: 12/31/2012 Amt: \$143.02	Balance: \$0.00 Bgt Bal: \$0.00 Bgt Rate: \$0.00
---	---	--

Status A ▾ A ▾ Swipe Bill Day ▾

Name as it A Suburban Software Systems

Credit Card I Credit card pre-authentication was approved and saved to the credit card file for future use. 

Expiration D

CC Validation OK

CC Billing Address 319 N.CHESTER RD.

CC Billing Zip Code 19380 - Autobill N ▾

Keep Credit Card Information on File Y ▾

Enter Amount to be Charged (x.xx) Print Receipt Y ▾ R

Email Customer ☐ ▾

Exit
Search Again
New Card
Unlock Fields
Continue

Verification Screen:

Before the charge is submitted a verification message will be displayed. Click {OK} to continue or cancel.

The screenshot displays the 'Suburban Software Systems | Credit Card Screen' window. The main form is titled 'Customer's Credit Card Information' and contains the following fields:

- Company Identification Code: DEM (dropdown)
- Account Number: 01 (dropdown) 12345 (text)
- Or Enter Part of the Last Name: DOE, JOHN (text) Search (button)
- Status: (dropdown)
- Name as: (text)
- Credit Card: (dropdown)
- Expiration: (text)
- CC Valid: (text)
- CC Billing: (text)
- CC Billing Zip Code: 35007 (text)
- Keep Credit Card Information on File: Y (dropdown)
- Enter Amount to be Charged: (x.xx) 1.00 (text)
- Print Receipt: N (dropdown) R (button)
- Email Customer: (checkbox) (text)

A red banner across the middle of the form reads 'Processing. Please Wait...'. Below this, a table displays the following information:

DOE, JOHN	Last Payment	Balance:	\$0.00
1234 MAIN ST	Date:	Bgt Bal:	\$0.00
AMYWHERE, AL 35007	Amt: \$0.00	Bgt Rate:	\$0.00

An orange dialog box titled 'Suburban Software Systems' is overlaid on the form. It contains the text: 'The amount of \$1.00 is about to be charged to JOHN DOE's credit card' and 'Click OK to continue.' Below the text are 'OK' and 'Cancel' buttons.

At the bottom of the window are five buttons: Exit, Search Again, New Card, Unlock Fields, and Continue.

Approval Message:

Once approved, a message will be displayed with the Authorization Number. If an authorization number is not given, then the credit card was most likely not charged. If you chose to print a receipt, you will be prompted to print at this time

Customer's Credit Card Information

Company Identification CodeDEM ▾

Account Number01 ▾ 12345

Or Enter Part of the Last NameDOE, JOHN

Search

Processing. Please Wait...

DOE, JOHN
1234 MAIN ST
ANYWHERE, /

Suburban Software Systems

Charge Approved.
Authorization Number: 095720
Use the credit menu to apply credit card payments, refunds, and voids to the customer's account.

OK

Status

Name as it Ap

Credit Card Nu

Expiration Dat

CC Validation Number789

CC Billing Address1234 MAIN ST

CC Billing Zip Code35007 -

Autobill N ▾

Keep Credit Card Information on FileY ▾

Enter Amount to be Charged(x.xx) 1.00

Print Receipt N ▾ R

Email Customer

Exit

Search Again

New Card

Unlock Fields


Continue

17

Customers with Saved Cards:

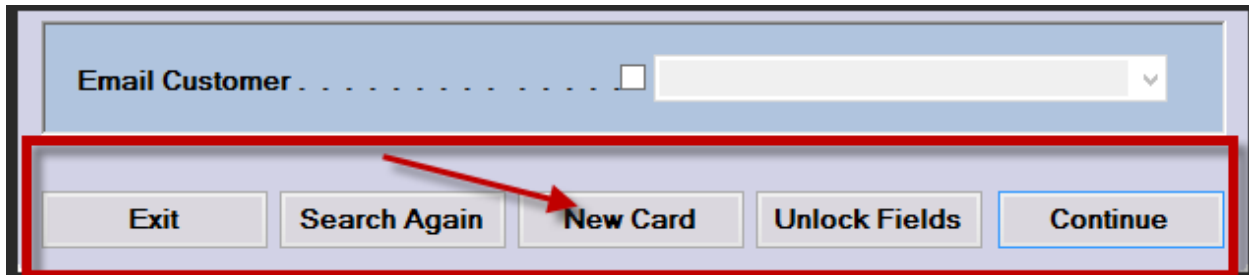
Once a card has been saved the information will be filled in automatically when you enter the account number or name.

Note: The credit card # is not kept on file. Rather a reference number for the initial transaction is kept to refer to this card for future transactions.

Customer's Credit Card Information			
Company Identification Code	DEM ▾		
Account Number	01 ▾ 12345		
Or Enter Part of the Last Name	DOE, JOHN	<input type="button" value="Search"/>	
<hr/>			
DOE, JOHN 1234 MAIN ST AMYWHERE, AL 35007	Last Payment Date: Amt: \$0.00	Balance: Bgt Bal: Bgt Rate:	\$0.00 \$0.00 \$0.00
<hr/>			
Status	A ▾	<input type="button" value="Swipe"/>	Bill Day ▾
Name as it Appears on Card	JOHN DOE		
Credit Card Number	*****8881	<input type="checkbox"/>	
Expiration Date (Mmyy)	12/16		
CC Validation Number	789		
CC Billing Address	1234 MAIN ST		
CC Billing Zip Code	35007 -	<input type="text"/>	Autobill N ▾
Keep Credit Card Information on File	Y ▾		
Enter Amount to be Charged (x.xx)	1.00	Print Receipt	N ▾ <input type="button" value="R"/>
<hr/>			
Email Customer	<input type="checkbox"/>	<input type="text"/>	
<hr/>			
<div>Exit Search Again New Card Unlock Fields Continue</div>			

Changing A Saved Card:

You may change a saved credit card at any time. To do so click on **New Card** located at the bottom of the screen. This will clear all saved information regarding that card.



Email Customer ☐

Exit **Search Again** **New Card** **Unlock Fields** **Continue**

DOE, JOHN 1234 MAIN ST AMYWHERE, AL 35007	Last Payment Date: Amt: \$0.00	Balance: \$0.00 Bgt Bal: \$0.00 Bgt Rate: \$0.00
--	---	--

Status **A** ▾ **Swipe** **Bill Day** ▾

Name as it Appears on Card **JOHN DOE**

Credit Card Number ☐

Expiration Date (Mmyy)

CC Validation Number

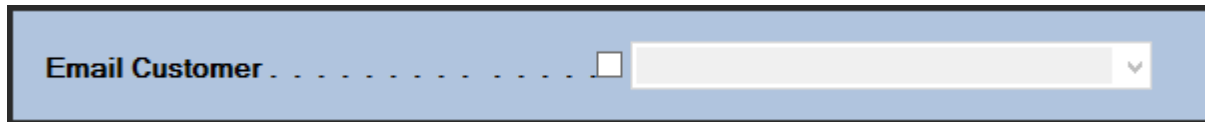
CC Billing Address **1234 MAIN ST**

CC Billing Zip Code **35007** - **Autobill** **N** ▾

Keep Credit Card Information on File **Y** ▾

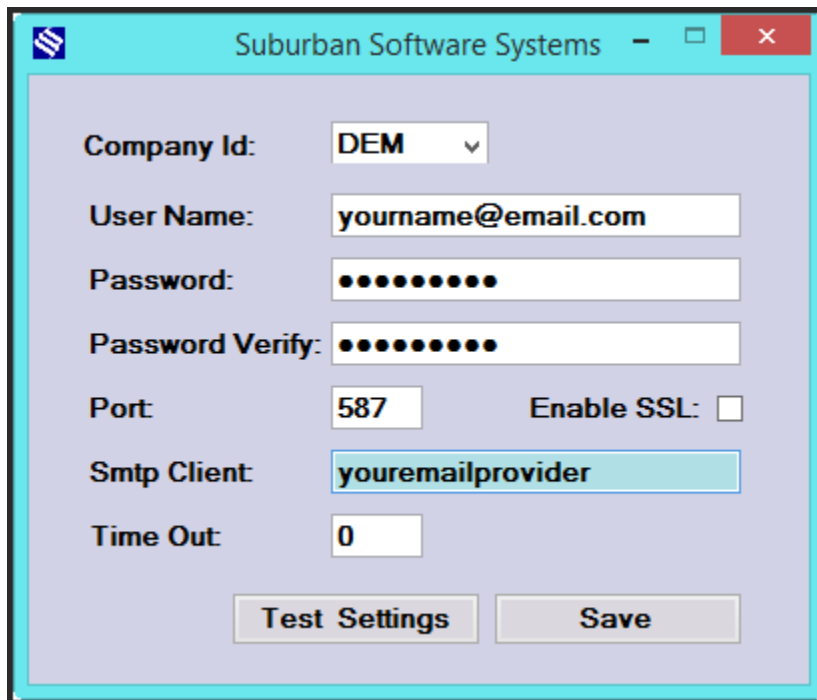
Enter Amount to be Charged (x.xx) **Print Receipt** **N** ▾ ☐

Email Receipt Option.

A screenshot of a software interface showing a label 'Email Customer' followed by a dotted line and a small square icon, and then a dropdown menu with a downward arrow.

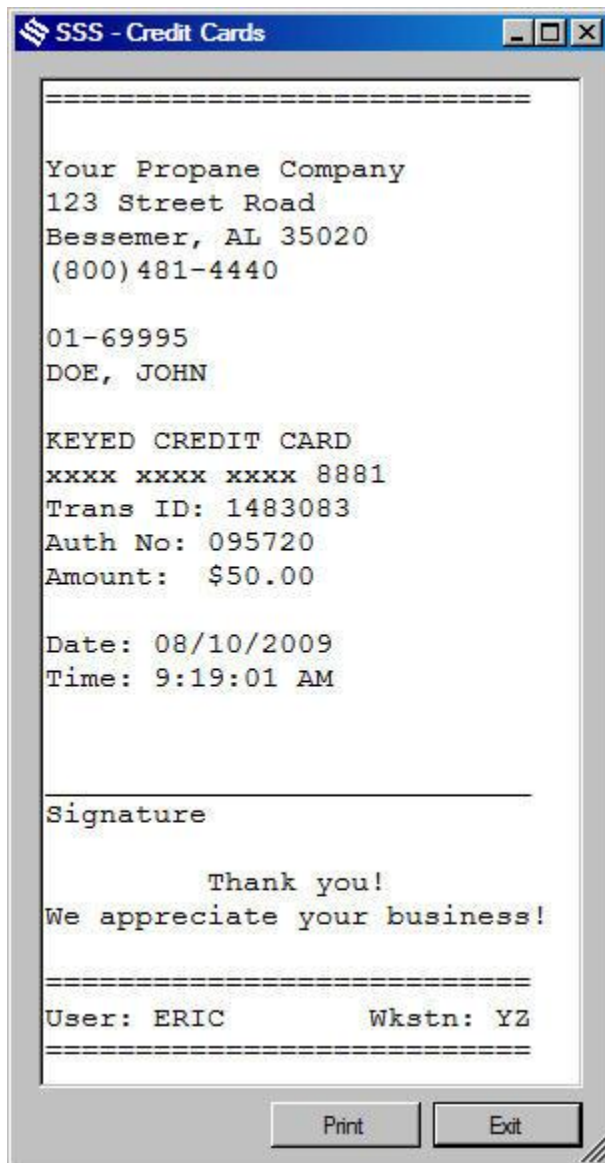
Purpose This allows the user to email a copy of the receipt. This must be set up in the **Company Email Settings** located in the **Utility Menu**.

Company Email Settings:

A screenshot of a 'Suburban Software Systems' dialog box for 'Company Email Settings'. It contains the following fields: 'Company Id' (dropdown menu with 'DEM' selected), 'User Name' (text field with 'yourname@email.com'), 'Password' (password field with 10 dots), 'Password Verify' (password field with 10 dots), 'Port' (text field with '587'), 'Enable SSL' (checkbox), 'Smtп Client' (text field with 'youremailprovider'), and 'Time Out' (text field with '0'). At the bottom are 'Test Settings' and 'Save' buttons.

Note: This is different from the Ebilling settings. You may use the same information but this **must** be setup to email receipts. Contact your email provider to help setup these settings, if needed.

Receipt Example:



SSS - Credit Cards

=====

Your Propane Company
123 Street Road
Bessemer, AL 35020
(800) 481-4440

01-69995
DOE, JOHN

KEYED CREDIT CARD
xxxx xxxx xxxx 8881
Trans ID: 1483083
Auth No: 095720
Amount: \$50.00

Date: 08/10/2009
Time: 9:19:01 AM

Signature

Thank you!
We appreciate your business!

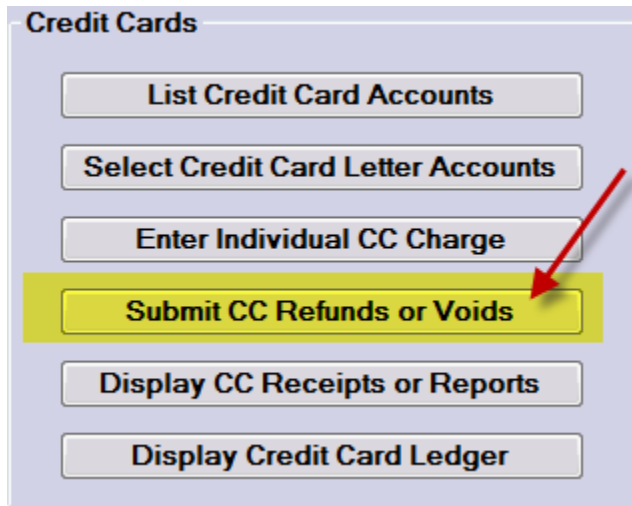
=====

User: ERIC Wkstn: YZ

=====

Print Exit

Submit Credit Card Voids and Refunds:



Note:

1. Only credit card charges that were entered thru the Credit Card Module in the Suburban Software Systems can be voided or refunded.
2. To following requirements have to be met to be voided:
 - a. The void has to be the same day as the original transaction.
 - b. The void has to be for the full amount of the original transaction.

Suburban Software Systems | Credit Card Voids & ...

Credit Card Transaction Void or Refund

Company Identification Code . . . SPI ▾

Account number on transaction. . .

Transaction Id (not reference) . .

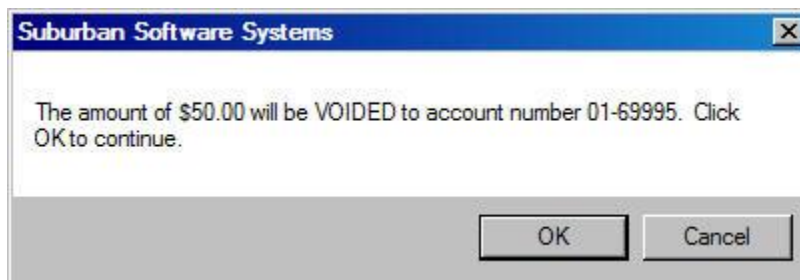
Enter the amount to be credited: \$ (x.xx)

(Must be equal to or less than original transaction)

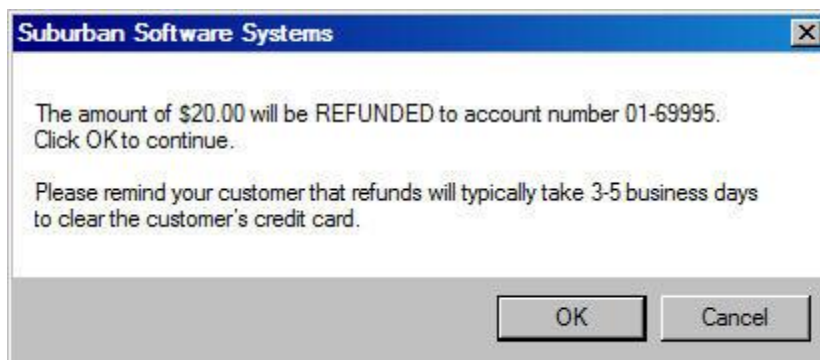
Exit Continue

Void/ Refund Messages

1. If a transaction can be voided, the following message will be displayed.



2. All other credits to the credit card will be handled as a refund. The following message will be displayed on refunds.



Example of Refund Receipt:



The screenshot shows a window titled "SSS - Credit Cards" with a standard Windows-style title bar. The main content area displays a refund receipt for "Your Propane Company". The receipt includes the company's address (123 Street Road, Bessemer, AL 35020), phone number ((800) 481-4440), and card details (01-69995, DOE, JOHN). It specifies a "KEYED RETURN" with a transaction ID of 1483099, an authorization number of 095720, and a refund amount of \$-20.00. The date and time of the transaction are 08/10/2009 at 9:21:41 AM. There is a line for a signature, followed by a "Thank you!" message and "We appreciate your business!". At the bottom, it shows the user as ERIC and the workstation as YZ. Two buttons, "Print" and "Exit", are located at the bottom right of the window.

```
=====
Your Propane Company
123 Street Road
Bessemer, AL 35020
(800) 481-4440

01-69995
DOE, JOHN

KEYED RETURN
xxxx xxxx xxxx
Trans ID: 1483099
Auth No: 095720
Amount:  $-20.00

Date: 08/10/2009
Time: 9:21:41 AM

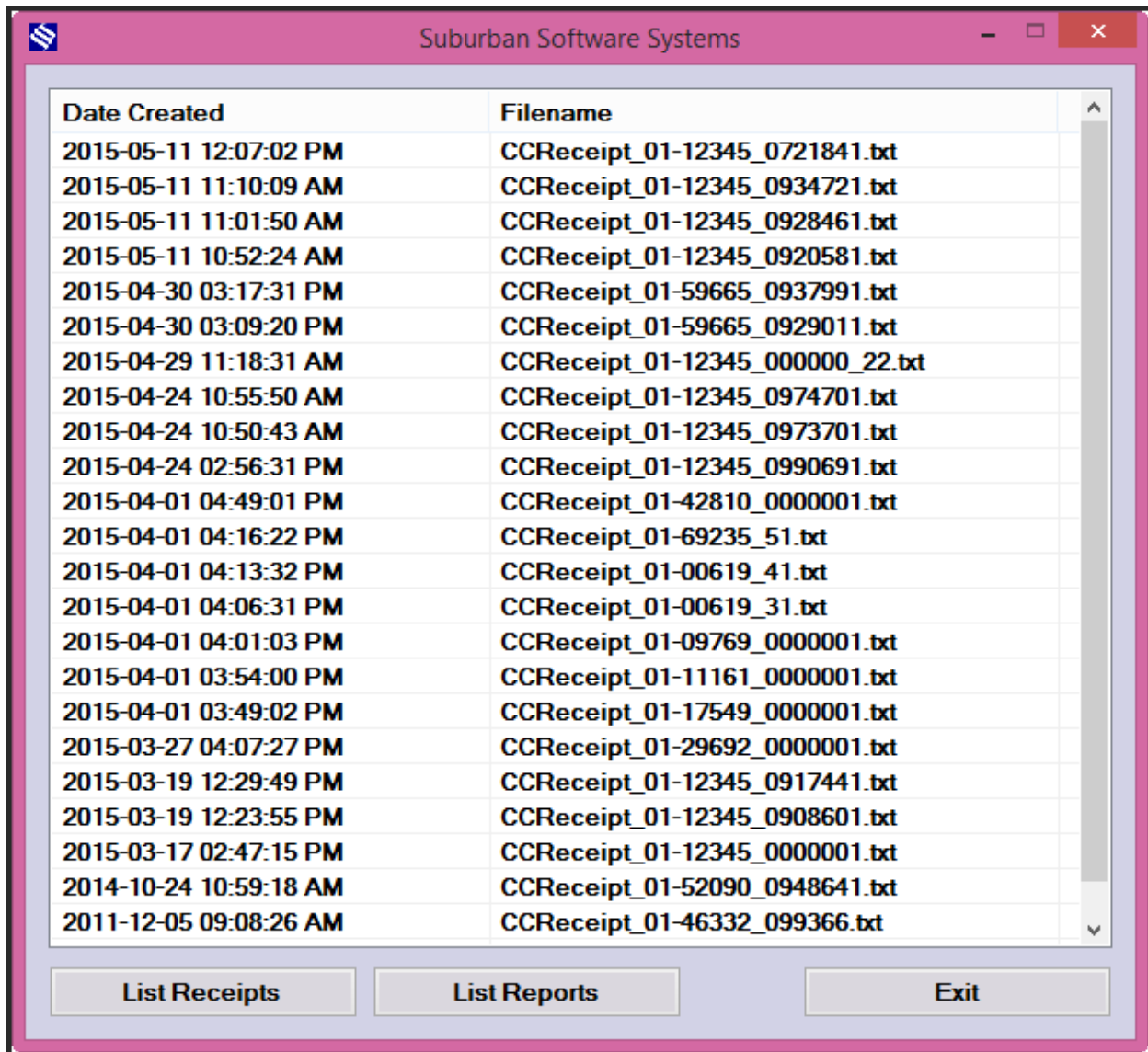
_____  
Signature

      Thank you!
We appreciate your business!

=====
User: ERIC           Wkstn: YZ
=====
```

Print Exit

Display CC Receipts or Reports:



Purpose: Allows the operator the choice of list a report off CC Receipts or Reports. Double Click on which one you want to view.

Printing Receipt From A Previous Transaction:

Note: To print a receipt from a previous transaction, Double click on the receipt that you want and then click print at the bottom of that receipt.

SSS - Credit Cards

=====

DEMO Propane, LLC
P.O. Box 387
Uwchland, PA 19480
(610) 458-8389

01-00619
AAE CONSTRUCTION INC

SWIPED CREDIT
xxxx xxxx xxxx 4823
Trans ID: 000000

Previous Balance: \$200.00
Payment Amount: -\$2.00

New Balance: \$198.00

Date: 04/01/2015
Time: 4:06:01 PM

MARTIN/ERIC A

Thank you!
We appreciate your business!

=====

User: ERIC Wkstn: YZ
=====

Print Exit

Display Credit Card Ledger:

Suburban Software Systems

Company Id: SPI Display Transactions From: 6/ 2/2015 Search

Type of Transaction: Credit Cards Status To Display: Charged Only Not posted to SSS

Status	Approval	Status	Branch	Account	Name	Pnref	Amount	DateTime	WS	User
--------	----------	--------	--------	---------	------	-------	--------	----------	----	------

Purpose

Allows the operator to view a list of transactions by credit card and AutoCheck.

Company ID

Enter your Company Id (CoID)

Display Transactions From:

Enter the date for which you would like to view the transactions.

Type of Transaction:

Choose Credit Cards or AutoCheck transactions to view.

Status to Display:

Choose from the following:

- A** CC charged only not posted to SSS
- C** Charged CC & posted to SSS
- D** Declined CC Transactions

Screen Two:

Suburban Software Systems Workstation Id: KM I:\RPG\

Company **AutoPay for Credit Cards (only)** Selected Customers: 15

View	Type	Br	AcctNo	Name	Bill Day	Last Payment	LastPay Amount	Cycle	Bgt Rate	Bgt Bal	Balance	Unposted Paid CCs	Chg Amt
View	CC	01	00108	NIEMEYER, MARK	0	2/16/2015	230.00	5	230.00	230.00	-502.49	0.00	230.00
View	CC	01	00281	PILOTTI, KENNETH & DI...	0	2/16/2015	275.00	5	275.00	275.00	-303.70	0.00	275.00
View	CC	01	00291	VITALI, LOU & STEPHA...	0	1/16/2015	300.00	5	300.00	600.00	-107.28	0.00	600.00
View	CC	01	05536	CARR, DAVID J.	0	2/16/2015	150.00	5	150.00	150.00	-648.12	0.00	150.00
View	CC	01	08571	BROWN, SCOTT	0	2/16/2015	190.00	5	190.00	190.00	-572.65	0.00	190.00
View	CC	01	10767	PHILLIPS, THEODORE/...	0	2/16/2015	325.00	5	325.00	325.00	-264.67	0.00	325.00
View	CC	01	17374	BRANDYWINE YOGA	0	2/24/2015	356.97	5	0.00	0.00	348.91	0.00	348.91
View	CC	01	19073	WOOD, DAVID & JEAN	0	2/16/2015	180.00	5	180.00	180.00	323.22	0.00	180.00
View	CC	01	19446	HEIST, RYAN	0	2/16/2015	140.00	5	140.00	140.00	-152.99	0.00	140.00
View	CC	01	32019	STORTI, SCOTT & KELLY	0	2/16/2015	265.00	5	265.00	265.00	-565.67	0.00	265.00
View	CC	01	39568	FISCHER, MARK & MEG	0	2/16/2015	30.00	5	30.00	30.00	-173.92	0.00	30.00
View	CC	01	40111	CULLEN, DENNIS & LOIS	0	2/16/2015	225.00	5	225.00	225.00	-1,266.88	0.00	225.00
View	CC	01	74078	MC LAUGHLIN, BRIAN/ S...	0	2/16/2015	125.00	5	125.00	125.00	-309.78	0.00	125.00
View	CC	01	74870	TWOMBLY, FRED & DA...	15	2/16/2015	90.00	5	90.00	90.00	-168.79	0.00	90.00
View	CC	01	75935	GRECO, TOM AND ARIEL	0	2/16/2015	155.00	5	155.00	155.00	-398.62	0.00	155.00

Exit Budget Account Over Applied Transaction Transaction Not Being Charged Submit

Purpose: Allows the operator to view the accounts with cc ready to be processed through autopay.

Note 1. To view the customer information click on view by the customer's name.

The following message will appear when you click submit.

Suburban Software Systems

Do you wish to continue? Continuing will charge the transactions with New Rates greater than zero.

OK Cancel

Apply AutoPayments:

Suburban Software Systems Workstation Id: KM I:\RPG\

Apply Auto Payments

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Styer Propan ▾

Apply which payments
☒ Apply Credit Card Payments
☐ Apply AutoChek Payments
☐ Apply Web Payments
☐ Apply LockBox Payments

Batch Number for these payments (Auto numbered) 883

Workfile where transactions are to be located CX

Credit Card Payment Product Code 8C

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

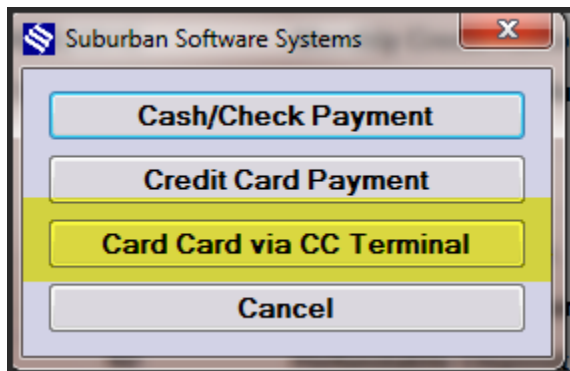
Exit Continue

Purpose:

This moves all selected payments from AutoPay and daily cc payments into the posting file.

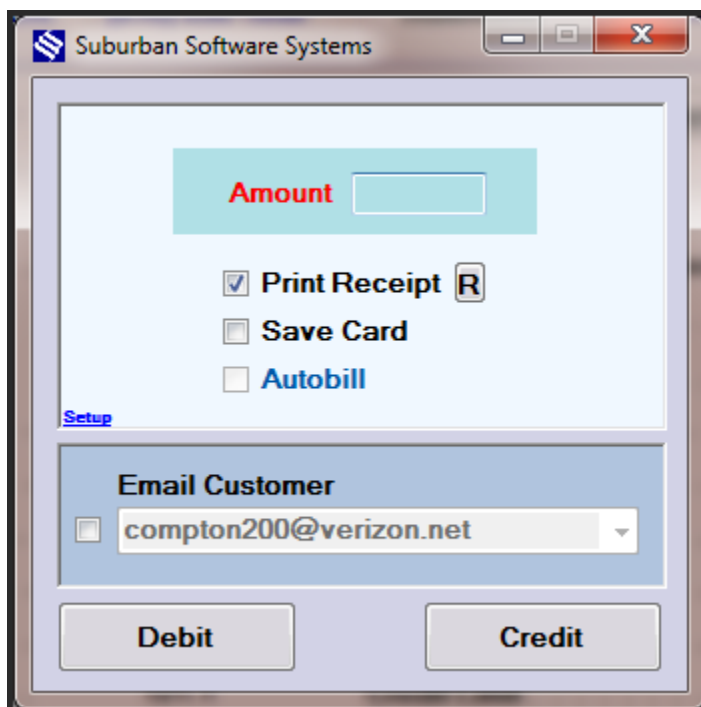
Taking Cards Via CC Terminal:

1. Click on the highlighted option below.



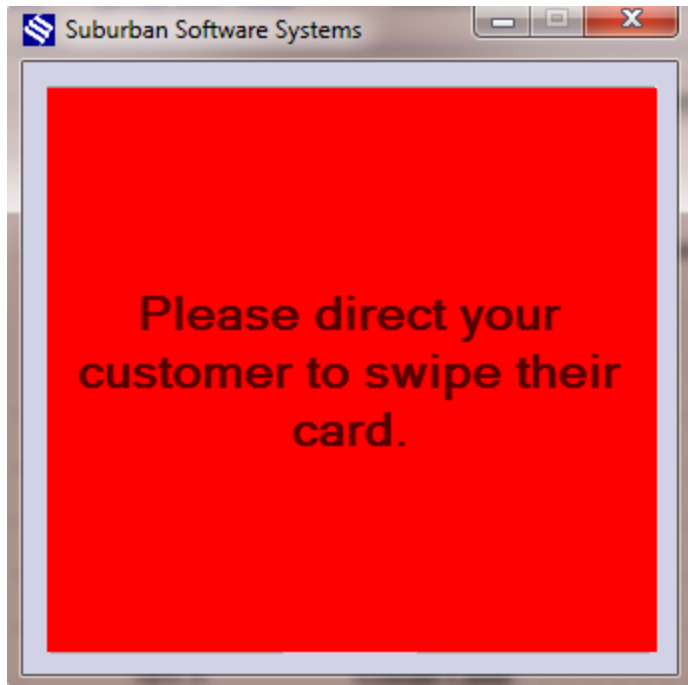
This Option allows you to take Swipe Credit Cards via the PAX S80 Credit Card Terminal. This must be setup by Suburban.

2. Enter the amount in the blue box.



You can choose to Print the receipt, save the card, add to autobill, and email the customer a copy of the receipt.

3. Click on **CREDIT**. Debit should only be clicked on if you have previously setup this option with Direct Connect. All cards can be run as credit, so it should not be a problem.
4. A Red Window will pop up directing you to swipe the card on the PAX S80 terminal.



5. You will receive a message after you swipe letting you know if the card was accepted or declined.

Things to look for:

1. If you receive a communication error call / email Suburban and let them know.
2. If you swipe a card after receiving a communication error, it could result in a duplicate payment.
3. If you are having problems printing a receipt let Suburban know. You may need to change the printing option on the CC terminal.