Suburban

Software

Systems

_____

Utilities

*Prepared For:*_____

Utility Menu Contents:

Utility Menu:

The Utilities Menu contains the procedures that are not normally performed during the regular course of the sales month activity. They may be performed as many times as necessary.

Supervisor File:

Update Supervisor File

Company Identification Code . . . . : DEM ▾

Select type of the record to modify . . . . : C - Company ▾

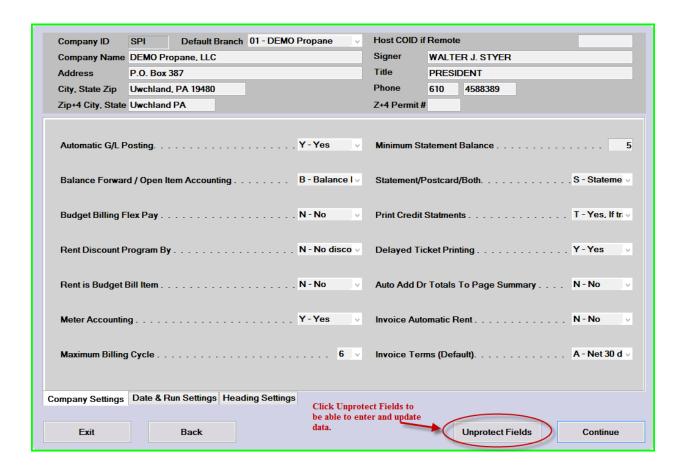| Exit | | Add New Branch | Continue |

Purpose: The **Supervisor File** maintains the variables that define the company and control the flow of operations.

After entering the three digit Company Identification Code you may choose to modify a C (Company) record or a B (Branch) record.

Modifying Company Record:

Company ID	SPI	**Default Branch** 01 - DEMO Propane	**Host COID if Remote**
Company Name	DEMO Propane, LLC	**Signer** WALTER J. STYER
Address	P.O. Box 387	**Title** PRESIDENT
City, State Zip	Uwchland, PA 19480	**Phone** 610 4588389
Zip+4 City, State	Uwchland PA	**Z+4 Permit #**

Automatic G/L Posting.	Y - Yes	Minimum Statement Balance	5
Balance Forward / Open Item Accounting	B - Balance I	Statement/Postcard/Both.	S - Stateme
Budget Billing Flex Pay	N - No	Print Credit Statments	T - Yes, If tr
Rent Discount Program By	N - No disco	Delayed Ticket Printing	Y - Yes
Rent is Budget Bill Item	N - No	Auto Add Dr Totals To Page Summary	N - No
Meter Accounting	Y - Yes	Invoice Automatic Rent	N - No
Maximum Billing Cycle	6	Invoice Terms (Default).	A - Net 30 d

Company Settings   Date & Run Settings   Heading Settings

Click Unprotect Fields to be able to enter and update data.

| Exit | Back | | Unprotect Fields | Continue |

Note: The fields in the Supervisor File will be displayed in "protected" mode when first displayed.   Click on Unprotect Fields to allow data to be changed or entered.

Warning: Once established, changing control fields in the Supervisor file may yield unpredictable results. Always consult with Suburban Software Systems prior to changing control fields.

<u>Company Setting Fields:</u>

Company Name: Name of the company.

Address: The company address.

City, ST, Zip: City, State, and zip code of the company.

Zip + 4 City, State: If Zip + 4 billing is to be used enter the City and State as they are to appear on the Zip+4 statement postage indices.

Host CoID if Branch Remote: Enter only if this set of files updates to a master company file on another computer. If so then enter the Company ID of the master company. The master company of the remote branch profit center should have a different company ID

Signer: The name of the individual who will sign the delinquent letters.

Title: The title of the individual who will sign the delinquent letters.

Phone: Company phone number.

Zip + 4 City & State: If zip + 4 billing is to be used, enter the City and State as they are to appear on the zip + 4 statement postage indices.

Zip + 4 Permit #: Enter the company zip + 4 permit number as it is to appear on the statement postage indices.

Automatic G/L Posting (Y/N): Determine whether or not the system is to automatically post transaction totals to the Suburban Software General Ledger System. If yes, the G/L account number for Cash Sales and Accounts Receivable must be set up in each Supervisor Branch Record and the appropriate G/L number must be entered in each Product Code record. Posting to the General Ledger occurs at the same time transactions are posted to the Master File.

Balance Forward/ Open Item (B/O):	Enter the accounting billing procedure to be used for the majority of accounts.
	B = **Balance Forward**: Statements will be printed with a Balance Forward amount followed by the current month's transactions. Payments will be applied to the oldest transaction first.
	O = **Open Item**: The system will print ALL open (not fully paid) transactions on the customer statements. The operator will be prompted to select specific invoices to which payments will be applied.
Budget Billing Flex Pay (Y/N):	**Y =** Allows payments to only be required during certain months of the year or various amounts during different months.
	N = Indicates equal payments will be made all 12 months of the year.
Rent Discount Program By (N/ $ / %):	Users may enable or disable tank rent discount programs by selecting one of the following:
	% = Discount tank rent by a certain % based on the number gallons used. The reduction percentage will be derived from the discount table which is established in the "Branch Supervisor" record.
	$ = Discount rent by a number if cents per gallon based on gallons used. The number of cents discounted will be derived from the values entered in the discount table which is established in the "Branch Supervisor" record.
	N = No discounts are to be given for tank rent.
Rent is Budget Bill Item (Y/N):	**Y =** The rent amount for an account is calculated in with the "Budget rate" so it does not have to be paid independently in addition to the monthly budget rate.
	N = Rent will be due in addition to the "Budget Rate" the month the rent becomes due.

Meter Accounting (Y/N): Determine whether or not the system is to automatically compute and post meter transactions.

Maximum Billing Cycle: The number if billing cycles that will be run monthly in Suburban. The maximum number of billing cycles is 9.

Minimum Statement Balance: A whole dollar variable which determines which accounts are to receive a statement and at what level finance charging is to begin. Statements are printed for accounts whose balance equals or exceeds the Minimum Statement Balance. Statements are also printed for accounts that have transactions during the month and have a zero balance.
If Minimum Statement Balance is recorded as a negative number, statements will print for all accounts.
Finance charges will be computed for accounts with a past due balance that equals or exceeds the Minimum Statement Balance

Statement/ Postcard/ Both: Select the type of monthly statement to be printed.

   S = Pre-sealed statement with return envelope. The statement will include sales messages, delinquent messages, and budget billing information.

   P = Postcard Statements: Postcards will print without sales or delinquent messages.

   B = Both Postcard and Statements: Current account statements print on postcards. Past due and Budget Billing account information will print on the statements.

Print Credit Statements (Y/N/T/P):

   Y = Print statements for accounts with credit balances.

   N = Do not print statements for accounts with credit balances.

   T = Print credit account statements only when a transaction has been entered on the account for the current accounting period.

   P = Print statements for accounts with a past due balance.

Delayed Ticket Printing (Y/N):	**Y =**	Tickets will be printed just prior to gas deliveries.
	N =	Tickets will be printed after deliveries and stored until next delivery.
Auto Add Dr totals to Page Summary (Y/N):	**Y =**	Gas deliveries are not priced until entered into the computer. The system will then automatically add the sales dollar totals (for gas deliveries) to the Page Summary. Total gallons sold will **not** be automatically added to the Page Summary totals.
	N =	If dollar totals for deliveries will be manually added to the page summary totals and if the deliver transaction are calculated at the delivery site prior to being entered to the system.
Invoice Automatic Rent (Y/N):	**Y =**	Invoice all automatic tank rent
	N =	Automatic tank rent should not be invoiced.

Invoice Terms:

Code:	Explanation
A =	Net 30 Days (Default)
B =	Net 15 Days
C =	Net 10 Days
D =	Due Upon Receipt
E =	1% Discount 10
F =	1% Discount 15
G =	1% Discount 30
H =	2% Discount 10
I =	2% Discount 15
J =	2% Discount 30
K =	Net 10th of Month
L =	Net 15th of Month
M =	Net 20th of Month
N =	Net 30th of Month
O =	Net 21 Days

Date & Run Settings Fields:

Company ID	SPI	Default Branch	01 - DEMO Propane	Host COID if Remote
Company Name	DEMO Propane, LLC		Signer	WALTER J. STYER
Address	P.O. Box 387		Title	PRESIDENT
City, State Zip	Uwchland, PA 19480		Phone	610 4588389
Zip+4 City, State	Uwchland PA		Z+4 Permit #	

Current Sales Month Ending Date (MM/EndingDay/YYYY)   12/31/2014

Fiscal Year / End Month   2015   06   Standard Gas Units . . . .   GL

Last Posting Date . . . .   12/09/2014   US/Canada/International . . . .   U - US

Last Invoice Number   813

Current Run Number   21   Last Finance Charge Month   05

Last Posting Run Number   20   Last Tax Report Month   11

Latest "LIMBO" Run Number   20   Last Product Code Recap Month   11

Company Settings	Date & Run Settings	Heading Settings

Exit	Back		Unprotect Fields	Continue

Note: The following fields are Control Fields that are maintained by the system and are primarily used for support. They insure that programs and procedures are performed in order. They should not be changed by the operator.

Current Sales Month Ending Date: (MM/Ending Date/YYYY)

Indicates the year, month, and last day of the sales month currently open for data entry. The system will increment the date by one month each time the end of the month update procedure is run.

Initially this field should be set to the month prior to the first month of "live" data entry. This will allow initial customer balances to be entered into the previous month.

Fiscal Year/ End Month:

The current fiscal year and the month when the fiscal year end procedures are to be performed.

Last Posting Date:

The latest date transactions were successfully posted to the Master File. **Leave blank initially**.

Last Invoice Number:

The last invoice number used by the system. **Leave blank initially.**

Standard Gas Units:

The standard unit of measure for gas transactions in a country **(U.S = GL).** This unit of measure must be the same as the bulk tank units of measure. Gas transactions entered in another unit of measure, such as the cylinder units will be converted to standard units when posted to the Master File and General Ledger.

GL	Default
05-99	Cylinder sizes

U.S./ Canada/ International:

Country where the company is located.

U	United States
C	Canada
I	International

Current Run Number:

Indicates the number of updates performed during the month. The field is used by the system to control the sequence in which certain procedures are run. This field should not be changed by the operator.

Last Posting Run Number: The computer generated last run number placed into the supervisor file at posting time.
The number is not to be edited or modified.

Last Finance Charge Month: The last month the finance charges were applied to the accounts when statements were run.

Last "Limbo" Run Number: The last Limbo Run number that was printed at posting time.
This field is not to be edited or modified.

Last Tax Report Month: The last month the Tax reports were run off the Monthly Menu.

Last Product Code Recap Month: The last month the Product Code recap was printed off the Monthly Menu.

Heading Settings Fields:

Company ID	SPI	Default Branch	01 - DEMO Propane ∨	Host COID if Remote	
Company Name	DEMO Propane, LLC			Signer	WALTER J. STYER
Address	P.O. Box 387			Title	PRESIDENT
City, State Zip	Uwchland, PA 19480			Phone	610 4588389
Zip+4 City, State	Uwchland PA			Z+4 Permit #	

Ticket Print Sequence . . . .   R - Route   ∨

Print Ticket Name . . . .   N - No name f ∨

Print Ticket Address . . . .   N - No name f ∨

Print Statement Name . . . .   N - No name f ∨

Print Statement Address . . . .   N - No name f ∨

Print Letterhead Name . . . .   N - No name f ∨

Print Letterhead Address . . . .   N - No name f ∨

Company Settings	Date & Run Settings	**Heading Settings**

Exit	Back		Unprotect Fields	Continue

Note: The Following fields present options for printing company or branch information on various forms. All of these fields will pull company information (if selected) from the "Company Supervisor Record" or branch information (if selected) from the "Branch Supervisor Record".

Ticket Print Sequence:
(A/D/R)

The delivery ticket default print sequence,

A =   Account Number

D =   Degree Day

R =   Route

Print Ticket Name:
(C/B/N)

Determines which name is to be printed on the delivery ticket.

C =   Company Name

B =   Branch Name

N =   No Name for pre-printed tickets.

Print Ticket Address:
(C/B/N)

Determines which address is to be printed on the delivery ticket.

C =   Company Address

B =   Branch Address

N =   No Address

Print Statement Name:
(C/B/N)

Determines which name is to be printed on statements.

C =   Company Name

B =   Branch Name

N =   No name is to be printed on statements.

Print Statement
Address: (C/B/N)

Determines which address is to be printed on statements.

C =   Company Address

B =   Branch Address

N =   No Address

Print Letterhead Name: Determines which name is to be printed on letterhead.
(C/B/N)

        C =   Company Name

        B =   Branch Name

        N =   No Name

Print Letterhead Determines which address is to be printed on letterhead.
Address: (C/B/N)

        C =   Company Address

        B =   Branch Address

        N =   No Address

Modifying Branch Records:

Update Supervisor File

Company Identification Code . . . . DEM

Select type of the record to modify . . . . : B - Branch

Select Branch Number to modify . . . . 01 - DEMO Propa

Exit   Add New Branch   Continue

Note   Select Branch Number to Modify or click Add New Branch to set up a
             new Branch location. Record #10 is reserved for company data and
             cannot be used as a Branch Number.

General Setup Fields:

				Applied	Total
Branch	01	DEMO Propane	Accounts Receivable . . .	328,106.06	328,975.80
Address		520 Pottstown Pike	Deposits	1,600.00	1,600.00
City/State		Chester Springs PA 19425	Phone	610	4588389

Status. . . . . A - Active

Current Sales Month Ending Date (MM/EndingDay/YYYY) 12/31/2014

Automatic Rent - Month . . . . 11 - November   Statement Number 0

Delinquent List - Month . . . . 11 - November   Ticket Number 41,993

Finance Charge - Month . . . . 11 - November   Last Sales Page 08

Last Statement - Month . . . . 11 - November   Last Cash Page 14

Current Billing Cycle 2   Latest Run Date (6.0) 12/09/2014

General Setup | Codes and Rates | Degree Day Information | Meter Information

Exit   Back   Unprotect Fields   Save

Branch Number:	The number you assign to this Branch.
Branch Name:	The name of the Branch. **To be used in conjunction with Record 10 if the Branch name is to print on Statements and Delivery Tickets.**
City/State/Zip:	The City, State, and zip for where the Branch is located.
Branch Phone Number:	The phone number for the Branch
Accounts Receivable	These fields tell you the total amounts in accounts receivable and **CANNOT BE CHANGED BY THE OPERATOR.**
Deposits:	These fields tell you the total deposit amounts and **CANNOT BE CHANGED BY THE OPERATOR.**

Status (A/D/R):   Branch Record Status

        A =   Active Branch

        R =   Remote Branch using separate computer.

        D =   Deleted Branch

Current Sales Month Ending Date (MM/Ending Date/ YYYY):   Indicates the year, month, and last day of the sales month currently open for data entry. The system will increment the date by one month each time the end of the month update procedure is run.

Automatic Rent – Month: Month that automatic rent was last posted in.

Delinquent List – Month: Month that the delinquent list was last run.

Finance Charge- Month: Month that finance charges were last run.

Last Statement – Month: Month that statements were last run.

Current Billing Cycle: The current billing cycle that you are in.

Statement Number: Reference Number of the last statement printed.
Leave blank initially

Ticket Number: Reference number of the last delivery ticket printed.
** Leave blank initially**

Last Sales Page: Number of last Sales page that was posted to the Master File.

Last Cash Page: Number of the last Cash page that was posted to the Master File.

Latest Run Date (MM/DD/YY):   Date of the latest posting to the master file.
Leave blank initially

Codes and Rates Fields:

Auto Discounts Allowed (Y/N):	Enter {Y} to activate or {N} to deactivate automatic discounting.
Differed Rent Allowed (Y/N):	Enter {Y} to allow rent to be differed or {N} if differing rent is not allowed.
Remote Branch COID:	If the Branch status = R than enter the three character Company ID of the remote branch.
Barcode Statements:	Enter {Y} if the statements will have barcodes or {N} if there is not a barcode.

Tax by Customer/
Product (C/P):   Specifies the method for determining tax rates.

    C =   (Default) For delivered products, tax rates are based on the customer's delivery location. The tax code will be taken from the Customer's Master File.

    P =   Tax rates are based on the type of product sold. The tax code will be taken from the Product Code File.

Tax Code Office/
Common:

    Office: Enter the tax code that is most appropriate for "Office Sales" that take place at the branch office and that are to be taxed as over-the – counter sales.

    Common: Enter the most common tax code for delivered gas sales from this branch. This tax code will be used when a sale of gas is made on the cash account number (9999-x) and when a gas sale is made to an account which has not been set up in the customer master file. This field is not applicable if tax codes are assigned by product and not by customer geographic location.

Sales Tax Product Code: Specify the product code that is to be used by the system when posting sales tax. You must also establish this product code in the Product Code File and specify it "special functions" as sales tax.

Lease Tax Product
Code: Specify the product code that is to be used by the system when posting lease tax. You must also establish this product code in the product code file and specify it "Special Function" as lease tax.

Budget Interest Rate: If interest will be paid to budget accounts with credit balances, enter the annual interest rate to be used to issue credits to the customers.

FinChg Rate Below Limit:	Enter the annual percentage rate charged on delinquent balances that fall below the break point. The rate will be converted to a monthly rate by the system. The break point is the delinquent balance at which, in some states, the maximum allowed finance charge changes.
FinChg Rate Above Limit:	The annual percentage rate charged on delinquent balances that exceed the break point.
FinChg Rate Change Limit:	Enter the whole dollar amount at which the finance charge rate changes. Both Finance charge rates should be filled in, even if they are the same.
G/L Cash Sales Number:	The General Ledger Account Number that Cash Sales are to be posted to.
G/L Acc/Rec Account Number:	The General Ledger Account Number that Charge Sales are to be posted to.
Normal Pricing Product Code:	The product code that is used for sales to most accounts. It will be used for displaying price unless a product code us specified on the individual customer account.
Automatic Rent Product Code:	The product code to be used as the "default" automatic rent product code. The system will use this product code when charging automatic rent if the rented item does not designate its own product code. This product code must also be established in the product code file.
Finance Charge Product Code:	The product code to be used as the automatic finance charge product code. The system will use this product when charging automatic finance charges. IT must also be set up in the Product Code file.
Budget Interest Product Code:	If interest will be paid to budget accounts with credit balances, enter the product code that the interest will be expensed through.

Degree Day Information Field:

Purpose: This field allows you to view/update how Degree Days are to be handled on the branch level.

Degreeday Auto or Manual:	Indicates whether the Degreeday will be entered in
	A = Automatically
	M = Manually
Date Degreeday Forecast (Y/N):	Degreeday forecasting may be displayed and printed as a date or as a degreeday.
Optimum Delivery Percent:	Specifies the optimum delivery percentage for bulk tanks. The system will use this percentage as the variable for forecasting and displaying the optimum delivery point in customer inquiry. If this field is left blank, the system will forecast based on a 20% optimum delivery percentage.
Degreeday Date (MM/DD/YY):	The date of the last day that degree days were entered.
Latest Degreeday S. Date:	The Season date (or the number of days that occurred since July 1) of the last degree day entered.
Latest Degreeday (DD/Y):	The last degree day entered into the system and the last digit of the current heating season/year.
Projected End Degreeday:	The total number of degree days the system estimates for the season beginning and ending on July 1. Projected end of winter degree days.
Last Year Degreeday (DD/Y):	The total number of degree days that occurred in the previous year which ended on July 1.

Meter Information Field:

			Applied	Total
Branch	01 DEMO Propane	Accounts Receivable . . .	328,106.06	328,975.80
Address	520 Pottstown Pike	Deposits	1,600.00	1,600.00
City/State	Chester Springs PA 19425	Phone 610	4588389	

Meter Base or Min [▾] Amount (3,2) 0.00

	Rent Discount Program One		Rent Discount Program Two	
Quantity Break (5,0)	0	0	0	0
Discount Rate(3,2)	0.00	0.00	0.00	0.00

General Setup | Codes and Rates | Degree Day Information | **Meter Information**

Exit   Back   Unprotect Fields   Save

Meter Base or Min: The entry to this field specifies how the system will use the "amount" field.

> **B =**   Specifies that the dollar amount entered in the "amount" field is a base charge. The amount of the base charge will be added to all meter billing transactions monthly.

> **M =**   Specifies that the dollar amount entered into the "amount" field is a minimum meter charge per month.

> **Amount**   Either the base or minimum charge dollar amount.

Note: 1.   Meter "base" charges will always be applied to a monthly meter billing computation. A meter "minimum" charge will only be applied if the initial computation is less than the minimum charge.

2.   Meter base and maximum charges that are entered on meters in the Meter File will take precedence over any values entered in this field.

The following two fields are used to setup tank rent discounting. Two separate tank rent discount programs may be setup.

Quantity Break (5,0)   The quantity in gallons a customer must purchase to qualify for the corresponding discount rate. There are 4 fields for quantity breaks (two break points for Rent Program 1 and two for Rent Program 2).

Discount Rate (3,2)   The discount rate or the amount of discount to be applied to tank rent for customers that purchase enough gas to meet the corresponding quantity break point. This rate will be entered as a percentage or dollar amount depending on the selection specified in the Supervisor Company Record, "Rent Discounts Program By field". There 4 fields for the discount rate. Two fields are for Rent Program 1 and two are for Rent Program 2.

Suburban Software Config:

DEMO Propane, LLC Supervisor

System Code	30	Release Level	10.6
System Type	**		
Truck System Type	MS	Truck System Data Drive	D:
Service Order Type		Number of Trucks	
Default backup device	A1	Type Tape Backup	PKZ
Companies on system	2	Default branch number	01
Default COID	DEM	Sales & Service Printer	P5
Statement Forms	T - Prestuffed & Postcards		
Delivery Ticket Printer	P2	Counter Receipt Printer	P1
One Part Paper Form Name	0001	Two Part Paper Form Name	0001

Exit   Continue

Purpose: This screen is usually pre-filled with data, entered the first time the system was set up. If you feel that anything needs to be changed contact Suburban for assistance.

User Defined Fields:

Purpose: This screen allows you to enter and/ or update various codes that are used throughout the system when performing everyday tasks. By associating a description with the codes, users are able to identify the meaning or purpose of the codes when they are referenced elsewhere in the system.

Note: Some categories will come completely blank and ready to enter. Other categories will already have some general default codes with descriptions. All fields are available for edit. It is up to the user to decide whether or not to use existing codes.

User Defined Combo Boxes:

Click on the choices on the left side of the screen to see the User Defined Codes.

CreditCodes: Codes used to define a customer's credit standing.

DelinquentLetters: Codes to use when sending to use when sending delinquent letters.

DeliveryCodes: Codes used to describe delivery options and will call options.

DriverArea: Drivers as defined in the Master File.

Forms: Codes for the different type of forms your company uses.

GainsOrLossReason: Code for reason you gain or lose a customer as defined in the Master File.

PostcardCode: Codes to use you specific postcard needs.

PrinterID: Based on which printers you want to use and the names of each printer. Add a view option if you want to view only.

Routes: These codes are specific to your company and are set up according to the location of your routes.

SalesLetterCodes: Codes describe what type of letter you want to use.

UnitOfIssueInventory Unit of Issue defined in Supervisor File

Type 1 / Type 2: Any code as defined by the operator.

Enter/ Update Options:

Purpose: These fields allow you to establish or change the settings, prices and codes that you use on a daily basis.

Price Changes (Individual):

Purpose: To establish or change individual price records for the base prices, discount prices, or specific account prices of those products the system is to charge out or verify.

1. Prices must be entered by Branch Number, Product Code, and Unit of Issue.

2. Each product may have a base price; up to 9 different discount prices; and special prices for individual customer accounts.

3. Base price must be established before discount or special prices can be entered.

Screen One:

Company ID: The 3 character company identification code.

Branch: The Branch number for which you wish to establish or change the individual price.

Product Code: The product code for which you want to enter/change the price.

Unit of Issue: The Unit of Issue for which the price will be changed. The Default is GL

Price Class or Account Number:

1. Enter Account # "00000" for the base price.

2. Enter Account # 00001 thru 00009 for discount group prices.
3. Enter the specific Account Number for special prices.

Screen Two:

Note: If you wish to correct a previous price click on Unlock Fields to expose previous prices and dates.

<u>Pricing:</u>

1. Enter the date that the new price is to take effect in MMDDYY format.

2. Enter the new price: U.S. Companies ->4 place decimal position implied. International Co. ->2 place decimal implied.

3. Price must be a positive number.

4. If you enter a price for a specific account number on screen 1, the customer account will be flagged with a "J" in the appropriate price code field of the customer master file.

<u>Discounting:</u>

Discount Rate: Set by percentage or dollar amounts.

Discount Days: Determines how many days after delivery that a payment can be received for discount to be applied in data entry.

Note: **1.**   Discounting is only used if it has been set to yes in the Supervisor File.

             2.   Product Codes must be set up for discounting.

Enter/ Update Price Changes (Global):

Screen One:

Purpose: To allow you to change prices for a group of products that change by the same amount on the same date and have the same unit of issue.

Notes:

1. Products that receive a new price will be printed.

2. Any product that has an effective date later than the one you entered will not be changed.

3. Any product with a price change of greater than 20% will not be changed.

4. If you are entering a price for a product and this the first time, than the date is not required.

<u>Screen One Fields:</u>

Company ID: Enter the Company ID (CoID)

Branch Name: The Branch name for entering company price changes.

Product Code: Leave blank if entering for all product codes.

Unit of Issue: Entry required. GL is default but change for cylinders and meters.

Account:

      a. Enter "ALL" for all accounts.

      b. Enter "BASE" for base prices

      c. Enter 00001 thru 00009 for discount groups.

      d. Enter specific account number.

Price Change: Enter the amount of the price change with decimal position.

      Example: A price to increase 1.2 cents should be entered as '.012'.

Effective date: Enter in MMDDYY

When you click continue a SSS Message Box will appear and ask if you wish to continue with a global price change. Click {Yes} to continue or {No} to go back to previous screen.

Enter/ Update Product Codes:

Product Codes (PCodes) are alphanumeric or numeric constants that are used during data entry to identify the type of transaction being entered. These products, their special functions, taxability, etc. are defined in the "Product Code File". Each product code must be defined for each active branch. Some product codes may have been entered prior to system shipment. Use the Utility Menu Option to print a Product Code Listing.

Screen One:

Enter the Branch Number and Product Code. There must be a product code entered for each branch that will use the product.

Notes: **1.**   Product Codes should be entered as left justified fields.

        2.   Product Codes beginning with "8" are reserved for customer payments.

        3.   Product Codes beginning with "9" are reserved for discounts allowed.

        4.   Some Special Product Codes must also be defined in the Supervisor file. These include the following:
-- Sales Tax
-- Lease Tax
-- Finance Charge
-- Automatic Tank Rent
-- Budget Interest

        5.   A "blank" Product Code must also be entered for each branch. Enter "Labor" as the blank product code's 'Second Product' and enter 'S' in the 'Subject to Which Tax' field to designate it as 'Subject to Sales Tax'.

Screen Two:

CoID, Branch, and Product Code is established on the previous screen.

Screen Two Fields:

Description: Enter a description of the product. Descriptions will appear on customer statements.
If a dash (-) is in the description, everything after the dash will be excluded from the customer's statement.

Status: The system will not allow deletion of product codes with accumulated sales that have not been posted to the G/L.

A = Active PCode

D = Deleted PCode

Unit of Issue: Enter the unit of issue for this product. Example ... Bulk delivered propane is sold in gallons so 'GL' should be entered as the unit of issue for the Bulk Delivery product code.

Note this field is optional, except for products defined as "Gas" products. Gas products will require the unit of issue to be enter either in the Product Code File or when the transaction is entered. Gas products with a unit of issue other than "GL" must also be defined in the constants file.

General Ledger Account Number: Enter the G/L # that the sales are to be posted to. This entry is required if automatic posting to the G/L is specified in the Supervisor File.

Secondary Product Code: Used in data entry to specify the Product Code for the second field (other than sales/ lease tax) that appears when transactions are entered. For example, if tax and labor are normally added to a particular transaction, the "Labor" product Code should be setup as the Secondary Product Code. Secondary Product Codes must be defined in the Product Code File before they can be entered as Secondary Product Codes.
** The only secondary product code permitted for product code 8 (Payments) is product code 9 (Discount Allowed)**

Default Page Summary Column: After data has been entered, it will be compared to totals entered on a "Summary Totals Page" to insure that the data entry totals match manually calculated totals. In addition, the totals will be categorized into "columns". The table below illustrates the way columns are printed on sales journals and edit listings. Using the table below as a guide, enter the column number that the product should be placed in for comparison to "Summary Page Column Totals". Products delivered by gas salesmen will normally appear in the column designated for the driver. The column number entered in this screen will only be used by the system if a driver is not entered in data entry.

		Col.1	Col.2	Col.3	Col.4	Col.5	Col.6	Col.7
	Total	**Driver One**	**Driver Two**	**Driver Three**	**Driver Four**	**Driver Five**	**Tank Rent**	**Other Sales**
Gallons: Pg Summary Transactions	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx
Cash Sales	**Accts Rec.**	**Driver One**	**Driver Two**	**Driver Three**	**Driver Four**	**Driver Five**	**Tank Ren**	**Other Sales**
Data Sum: xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx

Subject to which tax (S/T/L/M/N/X)?:   Indicates the normal taxable status of the product.

S = Subject to sales tax

T = Subject to both sales and excise tax

L = Subject to lease tax and charged to customer.

M = Subject to lease tax but not charged to customer.

N = Not subject to sales or lease tax.

X = Subject to excise tax.

Tax Code: This field only applies when charging taxes "by product". See the Supervisor Section for more information on taxing by product. Enter the default tax code (from the tax file) to be used when transactions are entered with this product code. The tax code may be changed in data entry.

Special Function Codes (A/B/C/D/M/T/P/S/X/L/8): Defines a Product Code as a special type of transaction code. Product Codes that are setup with a special function code will perform special tasks as shown in the table below. Leave this field blank unless the Product Code is to be used for one of the following types of transactions:

A   Gas Product (Not Delivered) - specifies the product as a non- delivered gas product. Quantities will be accumulated on the customer's account and will be posted to the General Ledger system. This code should normally be used for propane product codes that are not assigned a special function of B,C,M. A product setup as a special function 'A' product will not require the "percentage filled to" to be entered in data entry

B   Gas Product (Delivered) – specifies the product is a delivered gas product. When a product with this special function is used the customer's delivery history will be updated, his use rate will recompute, and his account will be flagged to allow print of a new delivery ticket. Products set up with 'B' **will** require the "percent tank filled to" to be entered in data entry and will require the customer to have a tank size and other related information entered in the Customer Master File.

C   Cylinder Gas Product (Delivered) – same as "B" above except the "percent filled to" entry will not be required in data entry. Cylinders are assumed to be delivered full.

D   Refundable Deposits- entry will be posted to the customer's account as a refundable deposit. Deposit amounts are set aside in a special "deposit field" in the Customer Master File.

M   Meter Transaction – specifies that the product is a meter transaction. Sales transactions are entered with product codes that are setup as special function 'M', will require a meter reading only. When the Sales Journal is run, the system will compute the meter charge based on the following:

1. The Base rate established in the Supervisor Record or Meter File
2. The price per unit in the Price Field.

T   Tank or Cylinder Set - this special function specifies that the product is to interact with the Tank File. If data is entered using (TK) as the unit of issue, a tank serial number will be required which must exist in the tank file. If data is entered with a unit of issue other than 'TK', the transaction will be considered a cylinder related transaction and no serial number will be required. When a product code with this special function is used and a dollar amount is entered into the 'amount' field, the amount will be used as the *rent* to be charged for the tank. This special function will prevent data-entry operators from entering a negative quantity into the quantity field when setting tanks or cylinders. For more information on tank sets and pickups, please refer to "Special Transactions" in the Daily Menu section.

P   Tank or Cylinder Pickup - this special function should be used to define a "tank pickup" product code. The general definition and rules listed above under special function "T" apply to this special function except that product codes with special function "P" will not allow a data-entry operator to enter a positive quantity when entering tank pickups.

S   Sales Tax- all entries made on product codes with this special function will be considered sales tax and will be accumulated in the tax file.

L   Lease Tax- all entries made on product codes with this special function will be considered lease tax and will be recorded in the tax file.

X   Excise Tax   - all entries made on product codes with this special function will be considered excise tax and will be recorded in the tax file.

8   Payment - all product codes with special function '8' will be considered payment or discount codes (to be applied to payments). The total of transactions entered with product codes that have special function '8' should match the Bank Deposit Amount entered on the "Page Summary".

Contract Gas or Deposit:
Cylinder Truck Product Code:

Discount Pricing: The following fields apply only to products which will be automatically discounted if paid within a specified time frame. The supervisor file and the price file must also be setup for automatic discounting. Refer to the Special Features section (page 12-1) for more information on Automatic Discounting.

Carry Discount Pricing (Y/N):	Enter {Y} to have the system automatically discount the price at data entry or enter {N} if no discounting will be applied.
If: Minimum Qnty:	The minimum quantity required in order to carry discount.
And (&) or (/) field:	**&** = Min quantity **and** min percent full must be met for discount price.
	/ = Either min quantity **or** min percent full required for discount.
Min Pct:	Percent to which the tank must be filled to qualify for discount price.
Apply immediately:	
Cash Trans? (Y/N):	**Y** = Apply discount price immediately to cash transactions.
	N = Discount price is not applied to cash transactions.
Budget Account? (Y/N):	**Y** = Apply discounts immediately to Budget Account transaction.
	N = Discounts do not apply to Budget Customers.

Inventory Products Only:

Product – Vendor Code: If the product is an inventory item, enter the inventory product-vendor code as defined in the Suburban Software Inventory System.

Inventory Key Includes: Enter {P}, {M} or {S} to specify the method for tracking the product:

        P = By Product/Vendor code only,
        M = By Model Number or
        S = By Product Serial number.

Include Branch # in Key: If inventory is to be maintained at separate branch locations that correspond to the A/R Branch number, then enter {Y}, otherwise enter {N}.

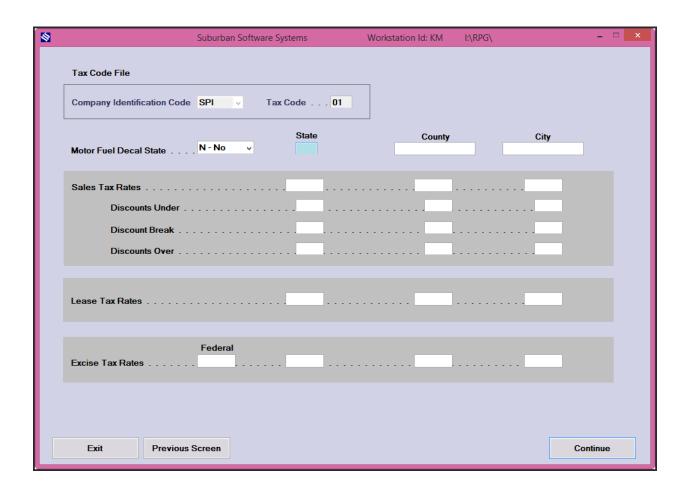## Enter / Update Tax Code File:

Purpose: To keep track of taxes collected and taxes payable, the system maintains a tax file which is organized by "Tax Codes". A "tax code" should be designed and established to represent each taxable jurisdiction. Each tax code accumulates monthly all sales and taxes charged on each transaction. When you establish the tax code you must specify the sales, lease, and excise tax rates applicable for that tax code. The Tax Codes are used in conjunction with the Product Code which specifies which products are subject to sales tax, lease tax, and excise tax. The system will use both the Product Code and Tax Code to calculate, collect, and report appropriate taxes.

Screen One
Enter the 2 digit alpha-numeric code in the tax code field and hit enter.

Screen Two:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ S          Suburban Software Systems        Workstation Id: KM    I:\RPG\    _ □ ✕ │
├──────────────────────────────────────────────────────────────────────────────────┤
│                                                                                    │
│   Tax Code File                                                                    │
│  ┌──────────────────────────────────────────────────────────┐                      │
│  │ Company Identification Code  SPI    ∨    Tax Code . . .  01│                     │
│  └──────────────────────────────────────────────────────────┘                      │
│                                                                                    │
│                                           State          County          City      │
│   Motor Fuel Decal State  . . . .   N - No    ∨    [    ]   [        ]   [        ] │
│                                                                                    │
│   Sales Tax Rates . . . . . . . . . . . . . [    ] . . . . . . [    ] . . . [    ]  │
│          Discounts Under . . . . . . . . . [    ]           [    ]         [    ]   │
│          Discount Break  . . . . . . . . . [    ]           [    ]         [    ]   │
│          Discounts Over  . . . . . . . . . [    ]           [    ]         [    ]   │
│                                                                                    │
│   Lease Tax Rates . . . . . . . . . . . . . [    ] . . . . . [    ] . . . . [    ]  │
│                                                                                    │
│               Federal                                                              │
│   Excise Tax Rates . . . . . . . [    ] . . . . . [    ] . . . . . [    ] . . [    ]│
│                                                                                    │
│                                                                                    │
│  ┌────────┐  ┌─────────────────┐                              ┌──────────┐          │
│  │  Exit  │  │ Previous Screen │                              │ Continue │          │
│  └────────┘  └─────────────────┘                              └──────────┘          │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Purpose: To set up new tax codes, and correct existing tax codes. The Tax File contains all the tax codes for the applicable sales, lease and excise tax rates that are to be charged within different communities (or for different products if taxing is by product). Tax Codes should be established for each state, county and city that has its own tax rates.

Example: 1. Propane in most states is subject to sales tax (S) when sold for domestic consumption. It is taxed at different rates based in the county and city sold in. The Tax Code will identify the proper tax rate. You may on occasion sell domestic propane to a non-taxable customer. You don't need a different product code. Simply enter zero tax or assign the customer a "no tax" tax code.

2. In some states tank rent is subject to lease tax chargeable to the leaser. If this tax is passed on to the customer, enter {L}, otherwise enter {M} as the lease tax code.

<u>Tax Code Fields in the Tax File:</u>
Enter State, County, and City (applicable)

State Motor Fuel Decal: Enter {Y} if the state uses a decal for state motor fuel excise tax. The tax system uses this code to determine if state excise tax is part of the total excise tax collected. If you are in a decal state, then the system assumes that state taxes are not collected - unless sufficient tax dollars were entered to include state tax.

Sales Rates: Enter three digits in thousandths for State, County, & City sales tax rates.

Discount: Enter the discounts for on time payment of taxes for the State, County, & City:

         a.   Discount rates in thousandths under the break point.

         b.   Dollar break point (no cents)

         c.   Discount rate in thousandths over the break point.

Lease: Enter the lease tax rates in the thousandths for the State, County, and City (if applicable).

Excise: Enter the motor fuel excise tax rates for Federal, State, County, & City (if applicable)

Notes: 1. Tax codes should be set up in sequence by state and county. This allows for totals to be accumulated by state & county when printing. Leave some spare codes for expansion between counties.

         2. To delete a tax code, blank out the state name.

         3. All rates are expressed in the thousandths.

         Example: 4% = .040

Enter/ Update Constant File:

The system maintains a history of both dollars and standard units for gas (normally gallons). For any transactions of gas that are entered in non-standard units - such as cylinder pounds - then a conversion factor must be established in the constant file for the non-standard units.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ▨        Suburban Software Systems        Workstation Id: KM      I:\RPG\   ─ ☐ ✕ │
│                                                                                │
│    Enter/Update Constants File                                                 │
│                                                                                │
│                                                                                │
│                                                                                │
│                              Company Identification Code . . . │SPI│    ˅      │
│                                                                                │
│                              Units To Convert From . . . . . . │    │          │
│                                                                                │
│                              Units To Convert To . . . . . . . │GL  │          │
│                                                                                │
│                              Multiply by Factor . . . . . . . . │   0.00000│ (9.5) │
│                                          Please enter the decimal if needed.   │
│                                                                                │
│                                                                                │
│               Enter the conversion factor as the number of gallons in one unit of the input factor. │
│                          The factor should be carried to 5 decimal places.     │
│                                                                                │
│                                         EXAMPLES                               │
│                    One Pound of Propane = .23640 Gallons so LB to GL = .23640  │
│                    One 20LB Cylinder holds 4.72813 Gallons so 20 to GL = 4.72813 │
│                    One Cubic Foot of Propane = .02748 Gallons so CF to GL = .02748 │
│                                                                                │
│                                                                                │
│     ┌──────────┐   ┌────────────────┐                          ┌──────────┐    │
│     │   Exit   │   │ Previous Screen │                         │ Continue │    │
│     └──────────┘   └────────────────┘                          └──────────┘    │
└──────────────────────────────────────────────────────────────────────────────┘
```

Purpose: The "constants" file contains the conversion factors used to convert the non-standard units of measure to the standard that you specified in "Standard Gas Units" in the supervisor file.

Example: You may have meter transactions that measure in pounds and need to be converted to gallons. Enter LB (for pounds) in the "convert from" field. The system will have your standard unit displayed in the "convert to" field, in this case gallons (GL). Press {ENTER}. Next enter the factor, to five decimal places, needed to make the conversion from pounds to gallons, in this case .23640. The constants file is installed at installation with standard conversions for cylinder sizes and pounds. It should be printed to insure all of your units of measure are in the file and correct. The following table may be used as a guideline for setting up the constants file conversion factors.

Units to Convert From	Representing	Units to Convert To	Representing	Conversion Factor
CF	Cubic Feet	GL	Gallons	.02748
CT	Cubic Tenths	GL	Gallons	.27480
GT	Gallon Tenths	GL	Gallons	.10000
LB	Pounds	GL	Gallons	.23640
05	05 lb cylinder	GL	Gallons	1.18000
06	06 lb cylinder	GL	Gallons	1.41843
10	10 lb cylinder	GL	Gallons	2.36406
11	11 lb cylinder	GL	Gallons	2.60000
20	20 lb cylinder	GL	Gallons	4.72813
30	30 lb cylinder	GL	Gallons	7.09220
33	33 lb cylinder	GL	Gallons	7.80142
35	35 lb cylinder	GL	Gallons	8.27423
40	40 lb cylinder	GL	Gallons	9.45626
43	43 lb cylinder	GL	Gallons	10.16548
50	50 lb cylinder	GL	Gallons	11.82033
60	60 lb cylinder	GL	Gallons	14.18440
99	99 lb cylinder	GL	Gallons	23.64066

Enter/ Update Company Email Settings:

Company Id:	Enter the Company ID (CoID)
User Name:	Enter your User name
Password/ Verify:	Enter the password for the user name and then verify it exactly how you put it in the first time.
Port:	A communication endpoint in your host operating system
Enable SSL	Secure Socket Layer (SSL) Provides secure communications to the internet.
Smtp Client	This is the mail server used for sending emails.
Time Out:	The value at which the email times out if it does not receive a response from the mail server.

Electronic Billing Setup:

Purpose: This screen is primarily used as an input screen for your company information as it relates to Electronic Billing. This information will be used by the Electronic Billing function. This screen can also be used for sending test emails as well as the actual electronic invoices.

Note: You may select customers for Electronic Billing by using the "Electronic Options" in the customer's file. These can be found by choosing to "Update" the file and then accessing their "Contact Info."

Screen One:

Choose from the drop down menu what type of E-Bill you want to send.

Invoices:
Postcards:
Statements:

After making your selection a pop up box will appear to let you know how many invoices, postcards, statements, you have waiting. Choose send email now to send all items waiting or choose exit to cancel.

Regulatory Fee Setup:

Purpose: This screen allows you to setup regulatory fees by Branch, Product Code and Account Number.

Note: Regulatory fees are added to a ticket on a per delivery basis.

Screen One:

Enter the delivery or Primary Product Code and Branch number or Branch and Account Number.

Screen Two:

Status:	Status of the Regulatory Fee:
	A = Active
	D = Deleted
Regulatory Fee Product Code:	The Product Code that this Regulatory Fee will be applied to during the month
Fee Description:	Fill the description of the fee as it will appear on the appropriate delivery expense line.
Fee Amount:	Fill in the fee amount as it will appear on the appropriate delivery expense line.

Statement Fee Setup:

Purpose: This allows you to set up statement fees by Branch and Account Number.

Note: Statement fees are fees added on a per statement basis.

Branch Fee Key: Enter the Branch Number if fees are specific by Branch.

Customer Fee Key: Enter Branch and Customer Account Number if Customer specific.

Screen Two:

Status:	Status of the Statement Fee:
	A = Active
	D = Deleted
Statement Fee Product Code:	The Product Code for which the Statement Fee will be posted to.
Statement Fee Amount:	Enter the dollar amount of the fee.

Finance Charge Rate Setup:

Purpose: Used to setup different finance charge rates by Branch and Customer.

Screen One:

Branch Fee Key: Enter the Branch number if fees are specific by Branch.

Customer Fee Key: Enter Branch **And** Customer Account Number if Customer specific,

Status:	Status of the Finance Charge: A = Active D = Deleted
Finance Charge Product Code:	The Product Code that the finance charge will be posted to during the month.
Minimum Finance Charge (4,2):	The minimum percentage to charge on a balance.
Finance Charge Rate Below Break (3,3):	The whole dollar amount below the charge break.
Finance Charge Rate Above Break (3,3)	The whole dollar amount above the charge break
Finance Charge Break Point (5,2):	Enter the whole dollar amount at which the finance charge rate changes.

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View/Print Options:

Purpose: To print the different reports based on prices, Product Codes, Tax Codes, and Accounts.

Price File Listing:

Purpose:	This allows you to print a listing of the price file. This listing can be printed by Branch, Product Code, Unit of Issue, and by Account. This procedure will, as an option, also print a listing of those accounts that have been assigned a discount price code.

Company Id Code:	Enter the Company ID (CoID)
Branch Name/ All Branches:	Enter a specific Branch name or ALL Branches
Product Code/ All/ Meter:	Enter the product code for which you want to list the price:

	Specific	If you want to see the price list for just one product code.
	All	If you want to see the price list for all product codes
	Meter	If you want to see the price list for Meter Products only.

Unit of Issue:	Default it GL, change for cylinders and tanks

Accounts:	**ALL**	Enter "ALL" for all accounts.
	Base:	Enter "Base" for base price
	00001 – 00009	Enter 00001-00009 for discount groups
	Specific	Enter specific account number

Print Discount List?:	Do you want to print a discount list {Y} for yes {N} for no.
Form Name:	Choose from the drop down list for which form you want to use.
Printer Type:	Choose which printer you want to use or "view" to see the list without printing.

Discount Price Listing:

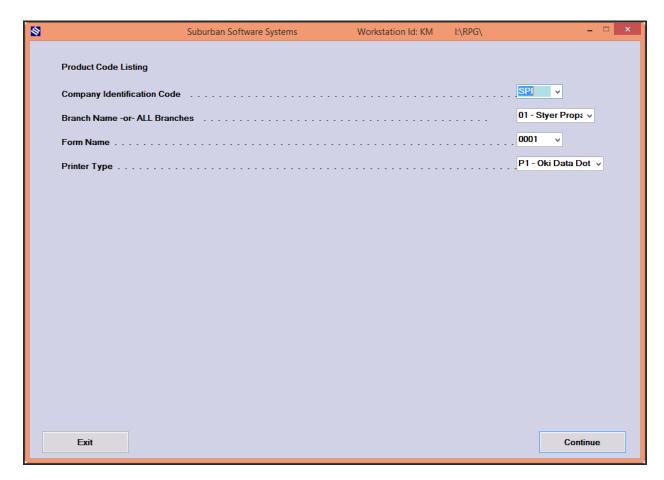|	
Purpose:	To print a listing of Discount prices. This list can be printed by Product Code, by Branch, and Discount Price class
Company Id Code:	Enter the company Id (CoID)
Branch Name:	Enter the branch name or "ALL" for all branches
Product Code:	Enter the specific product code or "ALL" for all product codes
Discount Price Class Code	Select what discount price class you want to print

       ALL   Select this if you want to print all classes

       J   If you want to print a specific account

       Specific   Select which class you want to print the listing

Product Code Listing:

Purpose: This allows you to print a list of Product Codes for editing and reference.

Tax Code Listing:

Tax Code Listing		
Company Identification Code	SPI ⌄	
Printer Type	P1 - Oki Data Dot ⌄	

Within the window:
- Title bar: Suburban Software Systems   Workstation Id: KM   I:\RPG\
- Exit
- Continue

Purpose: To print the sales tax rates entered for each active tax code.

Constants File Listing:

Purpose:	This screen allows you to print a listing of the conversion factors used by the system when converting units of measure.

Email Listing:

Purpose: This screen allows you to print a list of all customers with an email address.
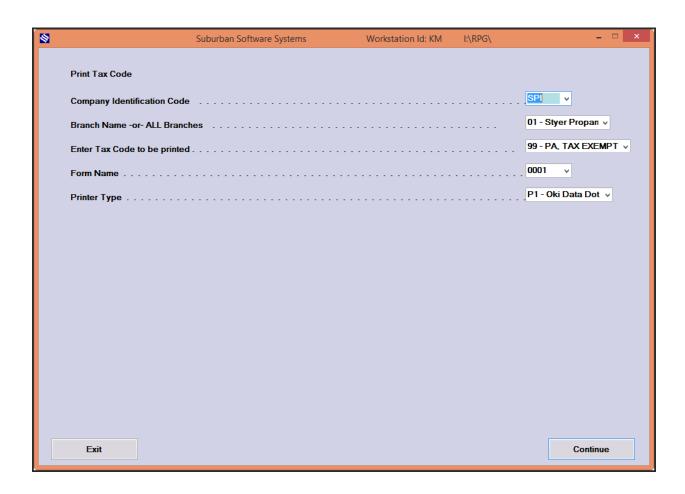
Labels:

Purpose: This screen allows you to print customer labels for all accounts, active accounts, budget accounts or rental accounts only. The labels can be: sorted by zip code, printed with or without account numbers.
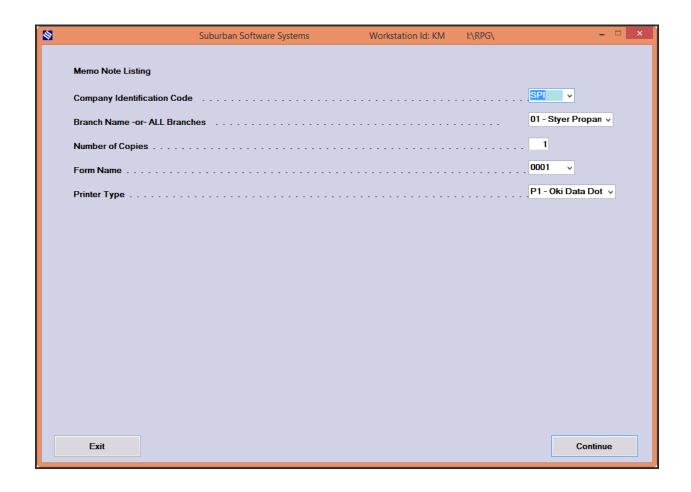
Notes: 1. Program is designed to print on 3 1/2 X 15/16 labels that are "1up" or "3up" across the page.

2. "ACTIVE" accounts for printing labels are defined as those accounts that have received gas deliveries in the previous or current fiscal year.

3. These options are the same as customer status report options.

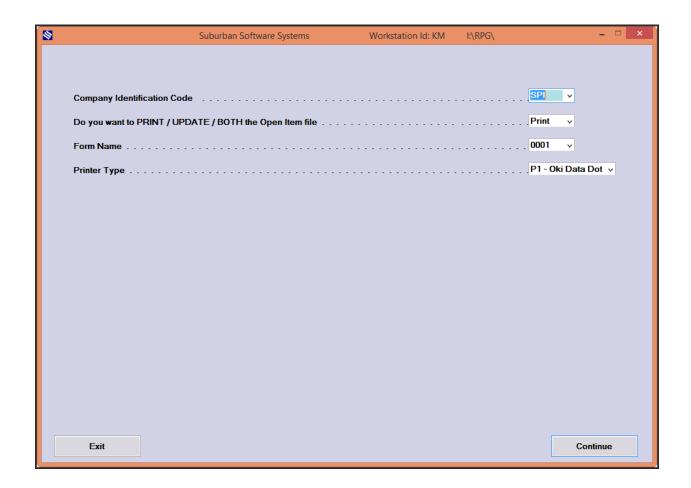## Customers by Tax Code:

Purpose: To allow you to pint a list of customers by branch and by a specific tax code.

Customer's Memo's

Purpose: Allow you to print a list customer memos by Branch

Open Item Balances:

Purpose: Allows you to print/ update or both, items in the Open Item File.