Suburban Software Systems

Maintenance

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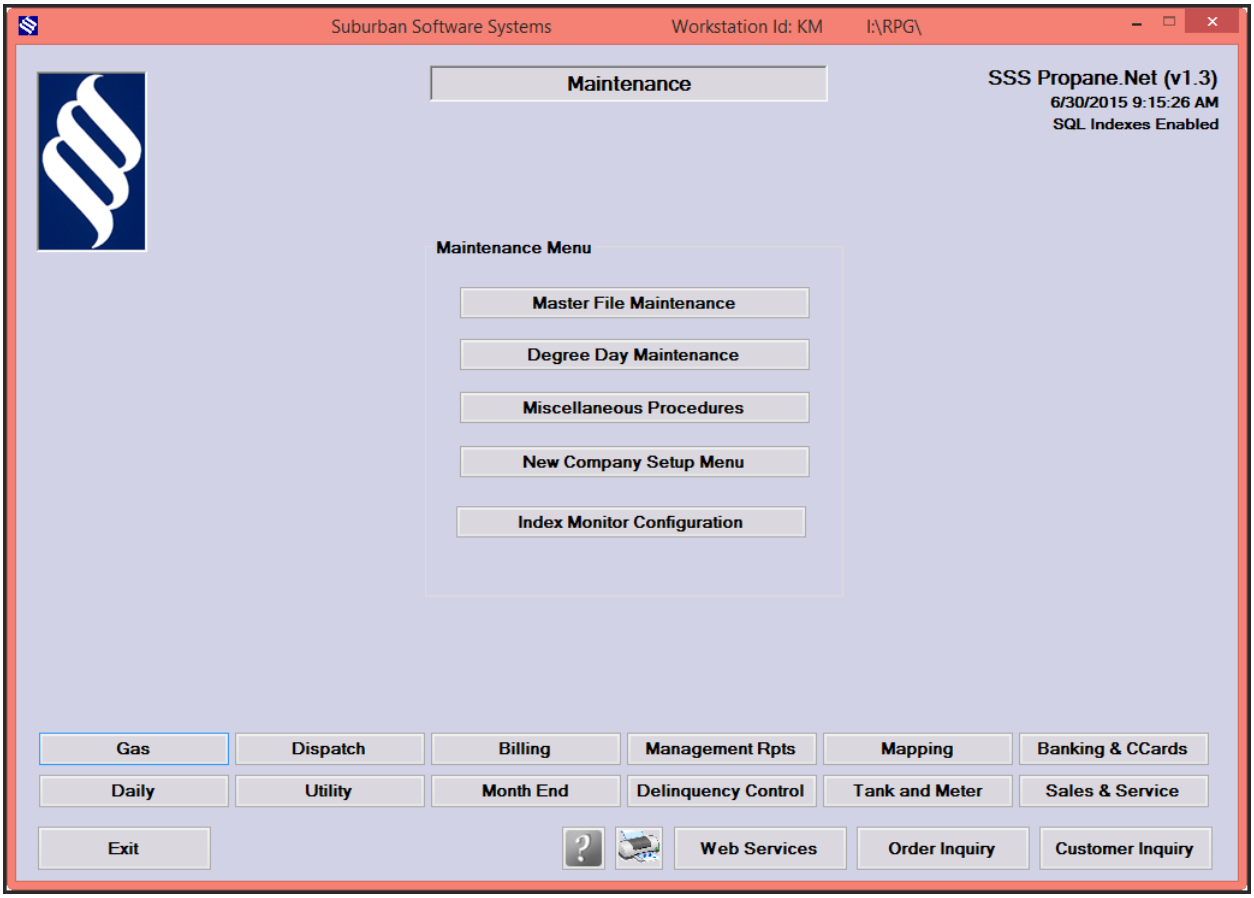
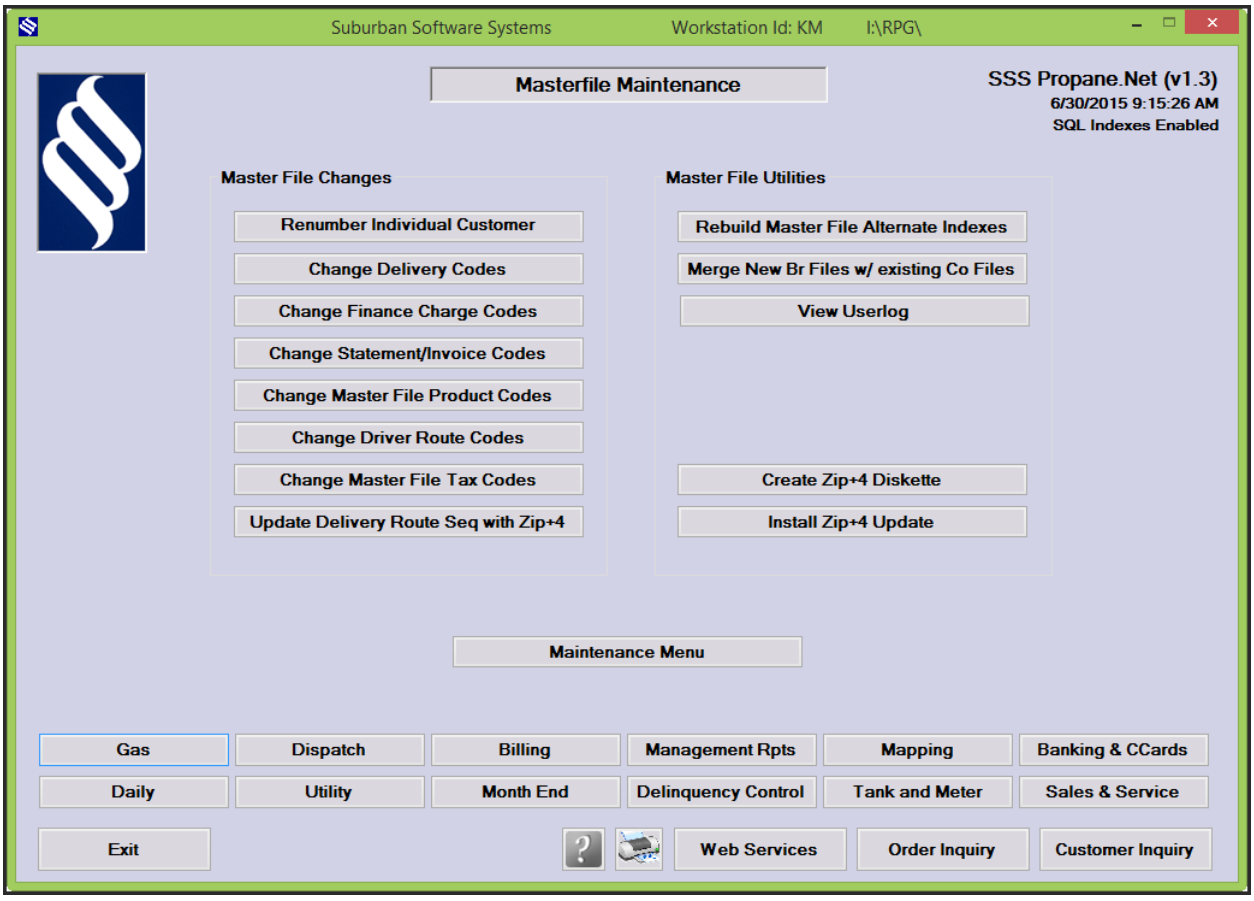
Maintenance Menu:



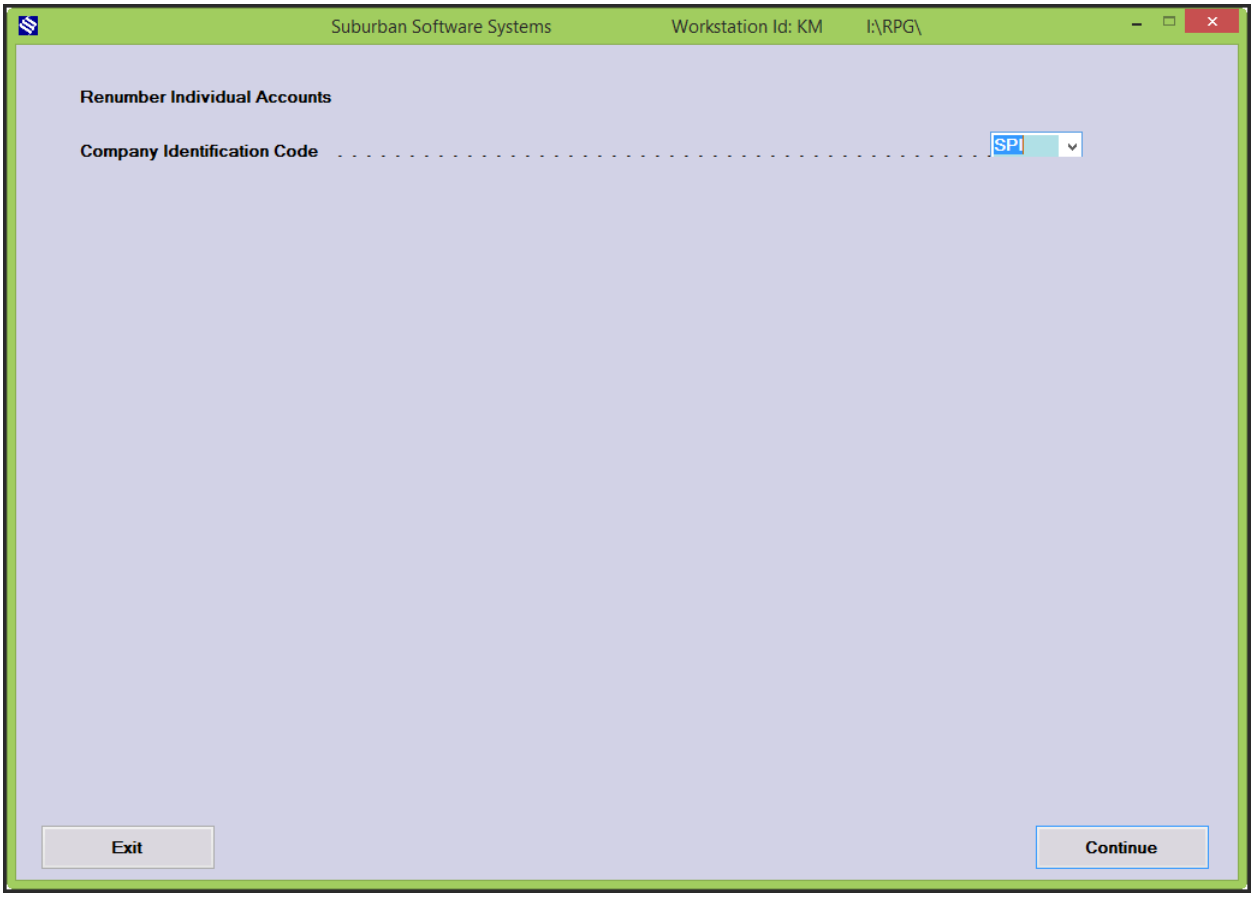
Purpose: To run miscellaneous procedures in the master file and degreeday files.

Master File Maintenance:



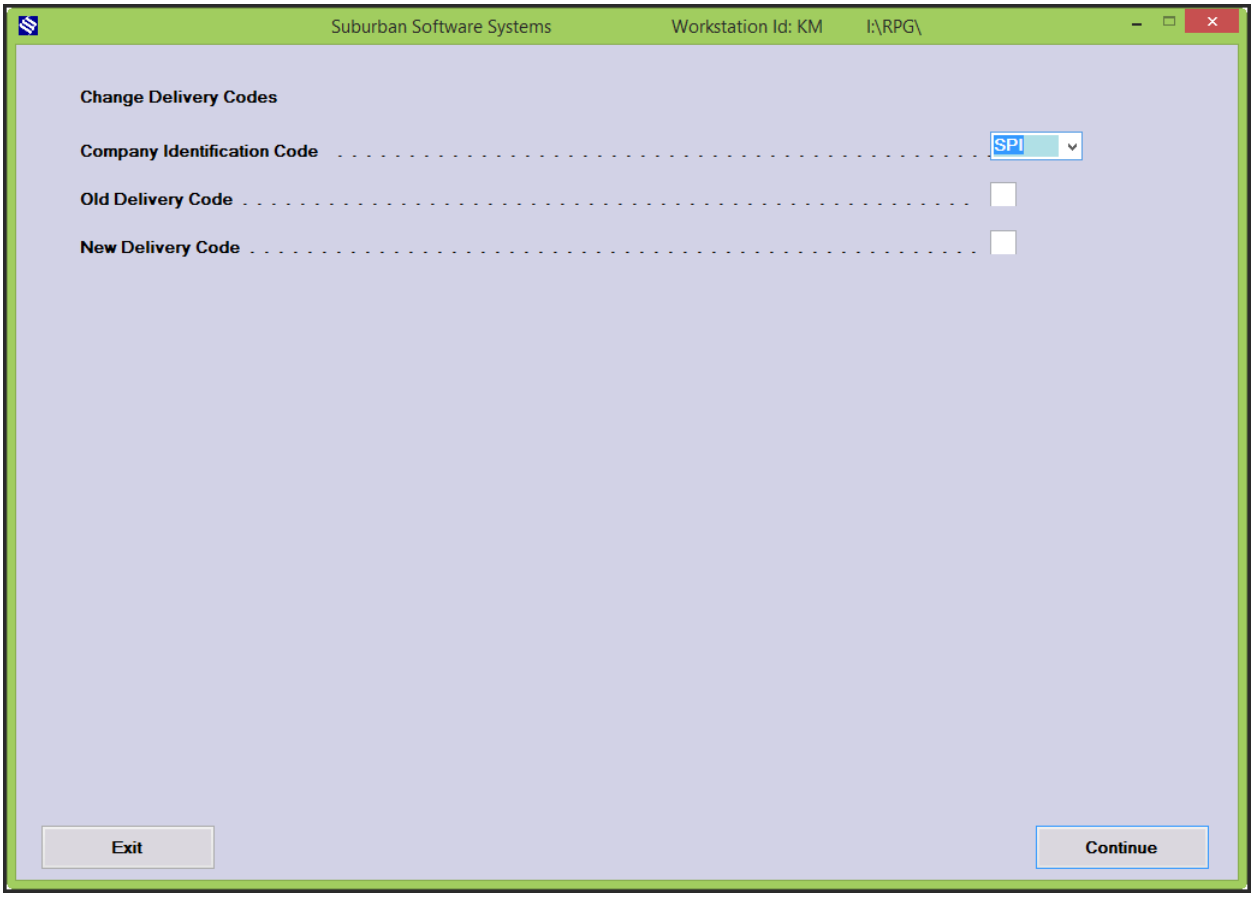
Purpose: This menu allows you to change existing codes to new ones. It also allows you to rebuild and update routes and Indexes.

Renumber Individual Customer:



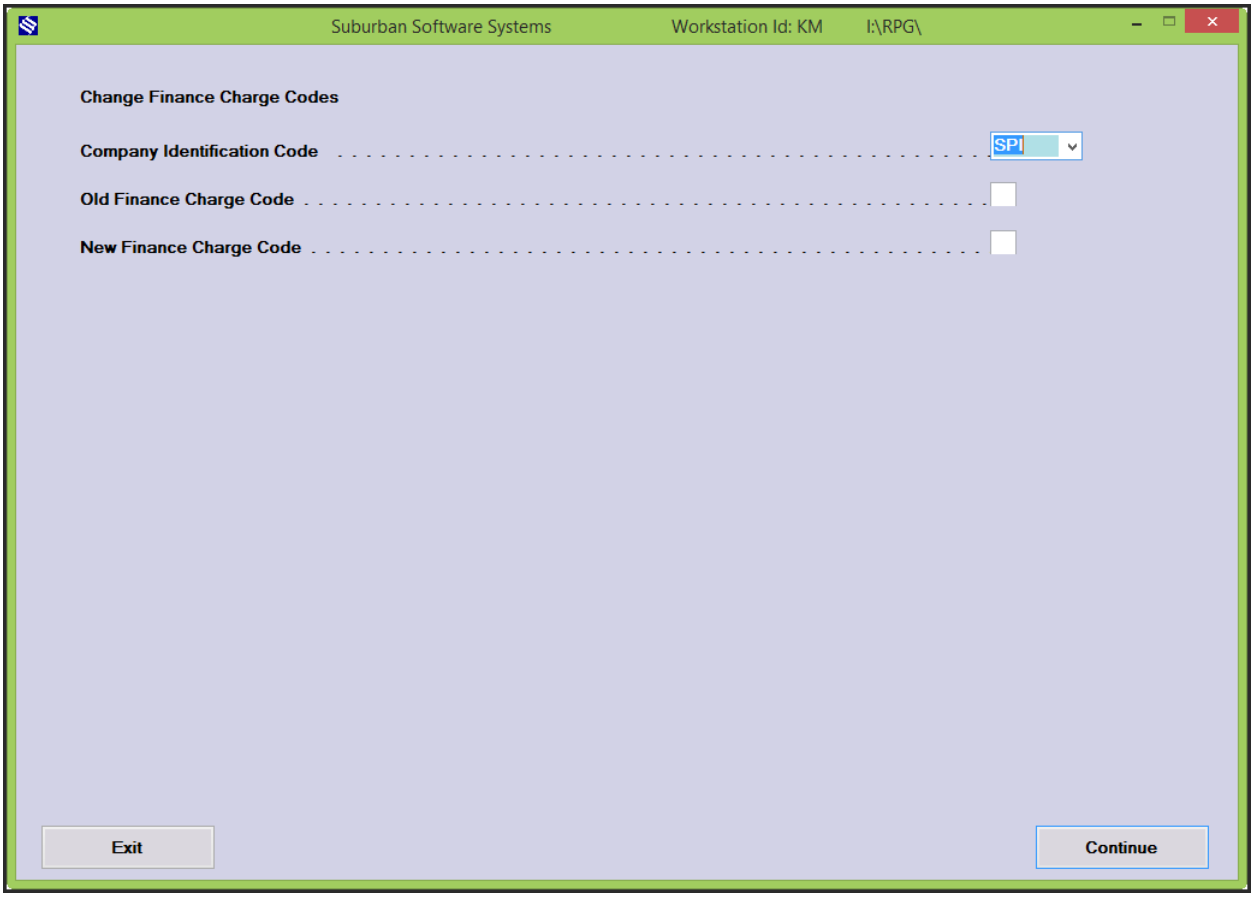
Purpose: Use this option to change the branch number on individual customer accounts. This program will transfer balances, transaction history and tank information. If the general ledger is used, a journal entry must be posted to the appropriate general ledger accounts.

Change Delivery Codes:



Purpose: This option allows you to change an existing delivery code for all customers to another delivery code.

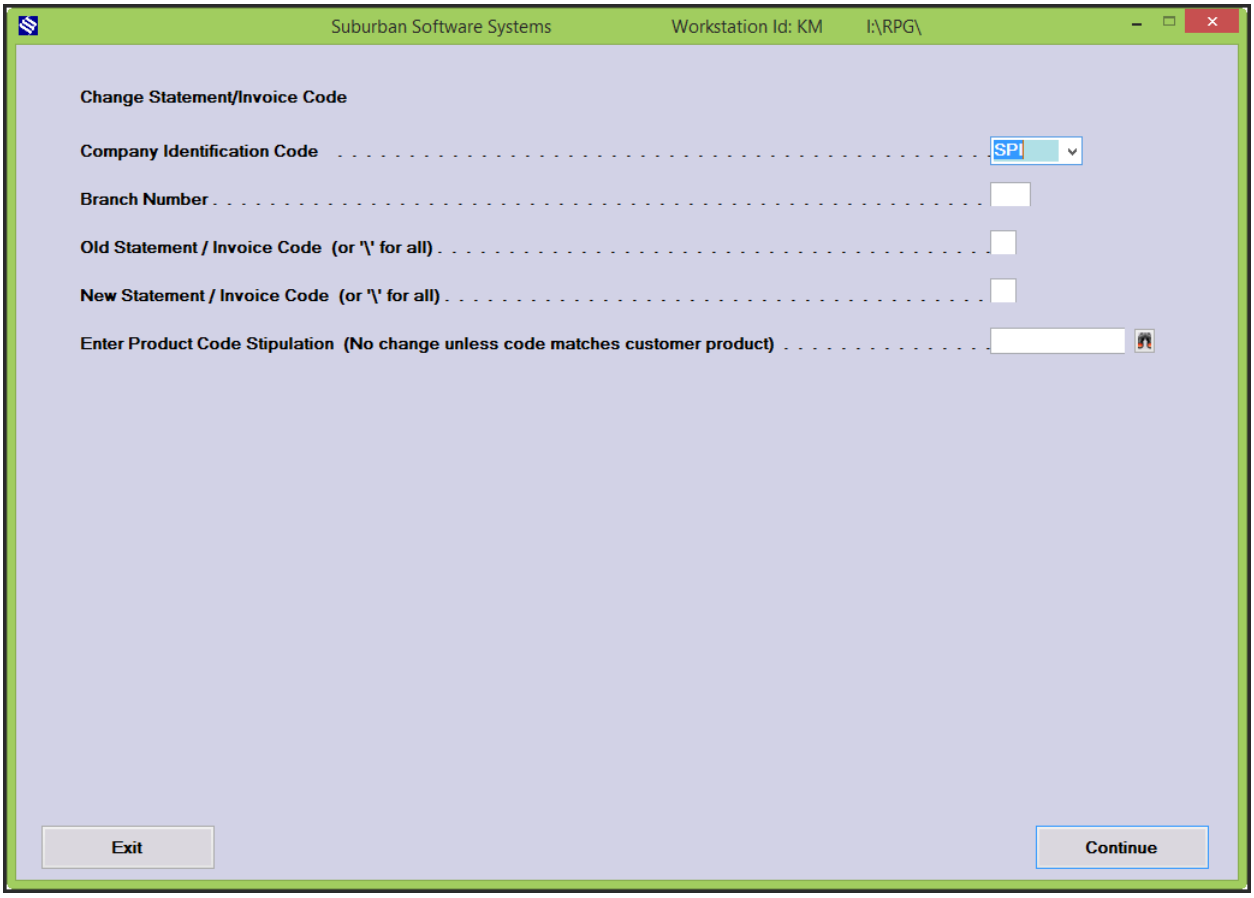
Change Finance Charge Codes:



Purpose: This option allow you to change an existing finance/charge code for all customers to another finance/ charge code.

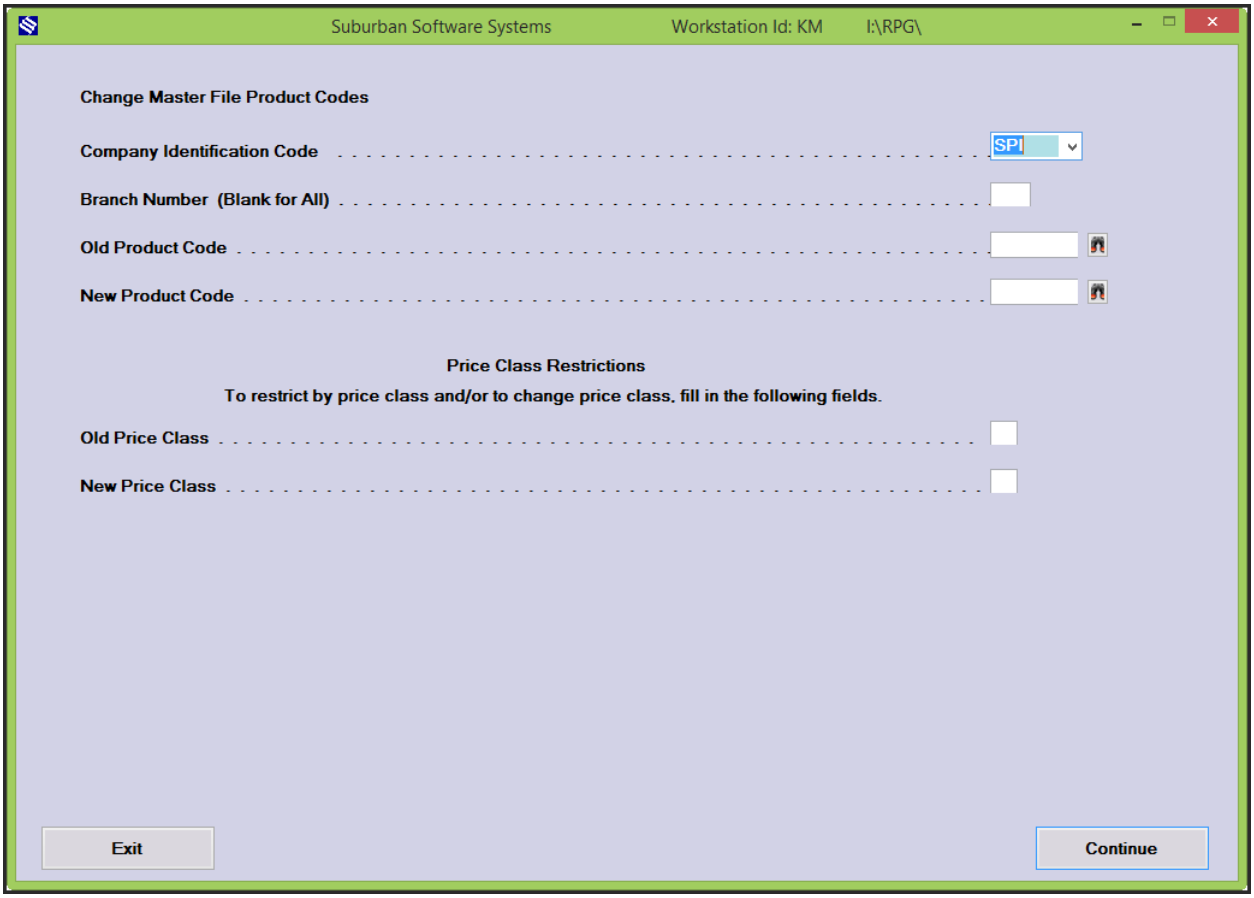
Note: Enter in the Old Finance Code then enter the nw code you want to replace it with.

Change Statement & Invoice Codes:



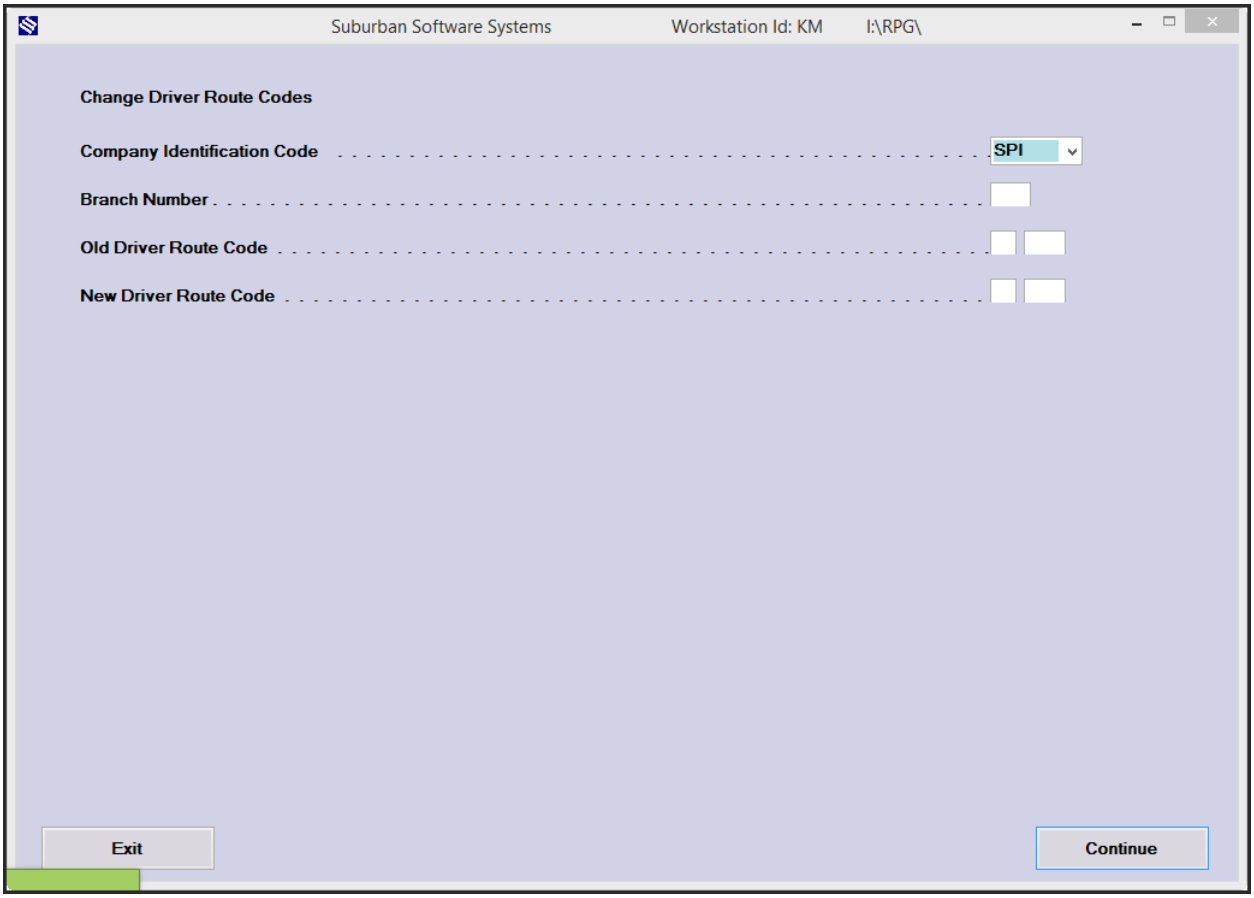
Purpose: Use this option to change an existing Statement/Invoice code for all customers to another statement/invoice code.

Change Master File Product Codes:



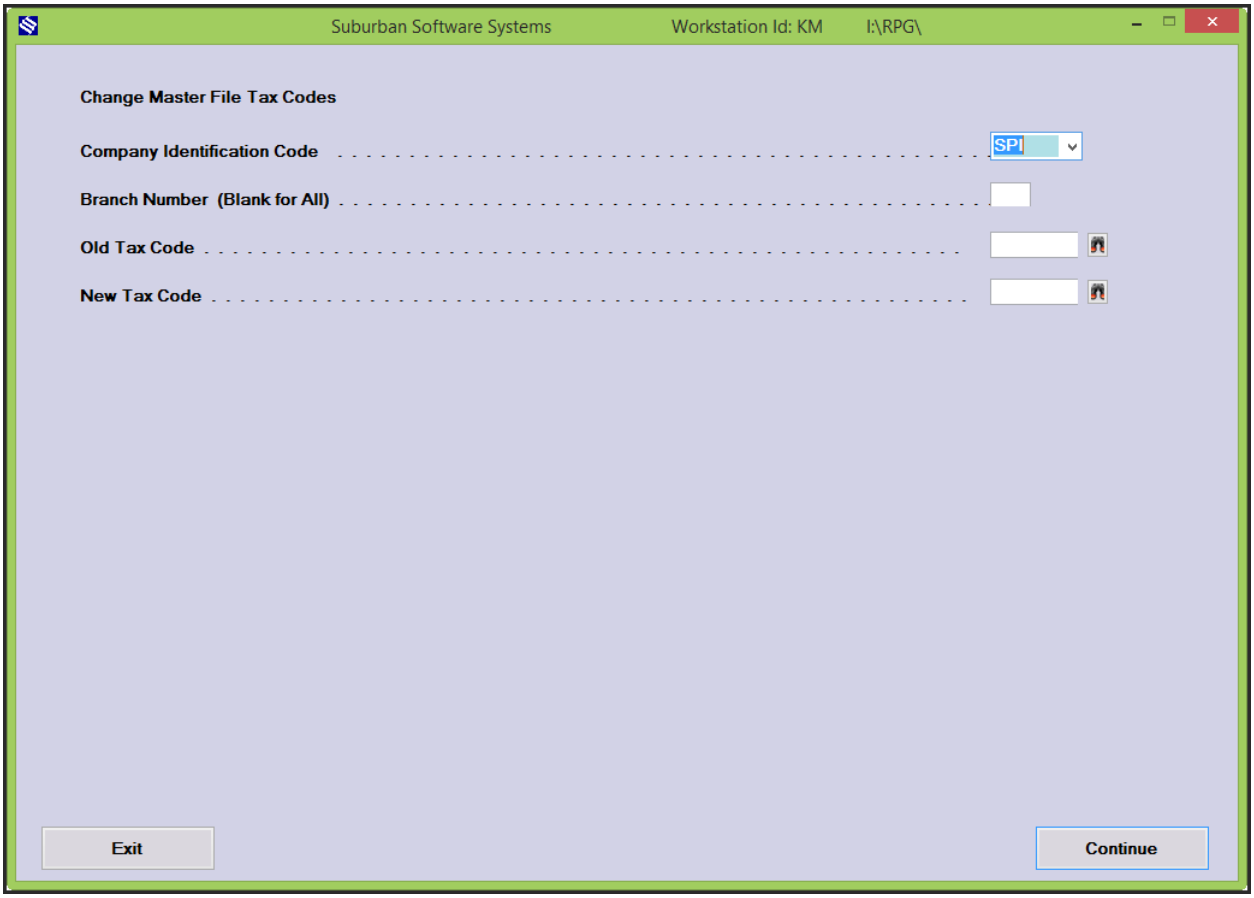
Purpose: This option will change an existing product code for all customer accounts to another product code.

Change Driver Route Codes:



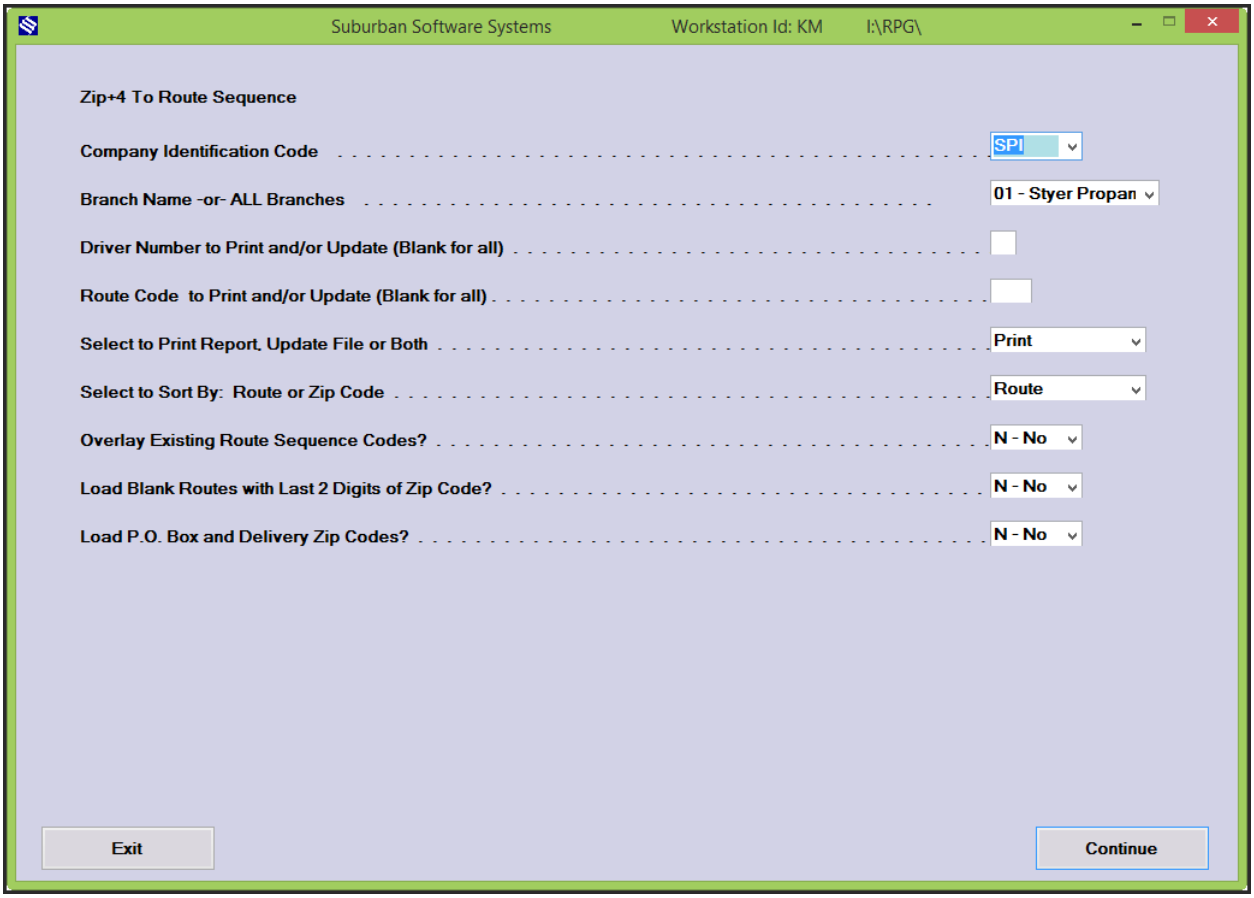
Purpose: This option may be used to change an existing driver/route code for all customers to another

Change Master File Tax Codes:



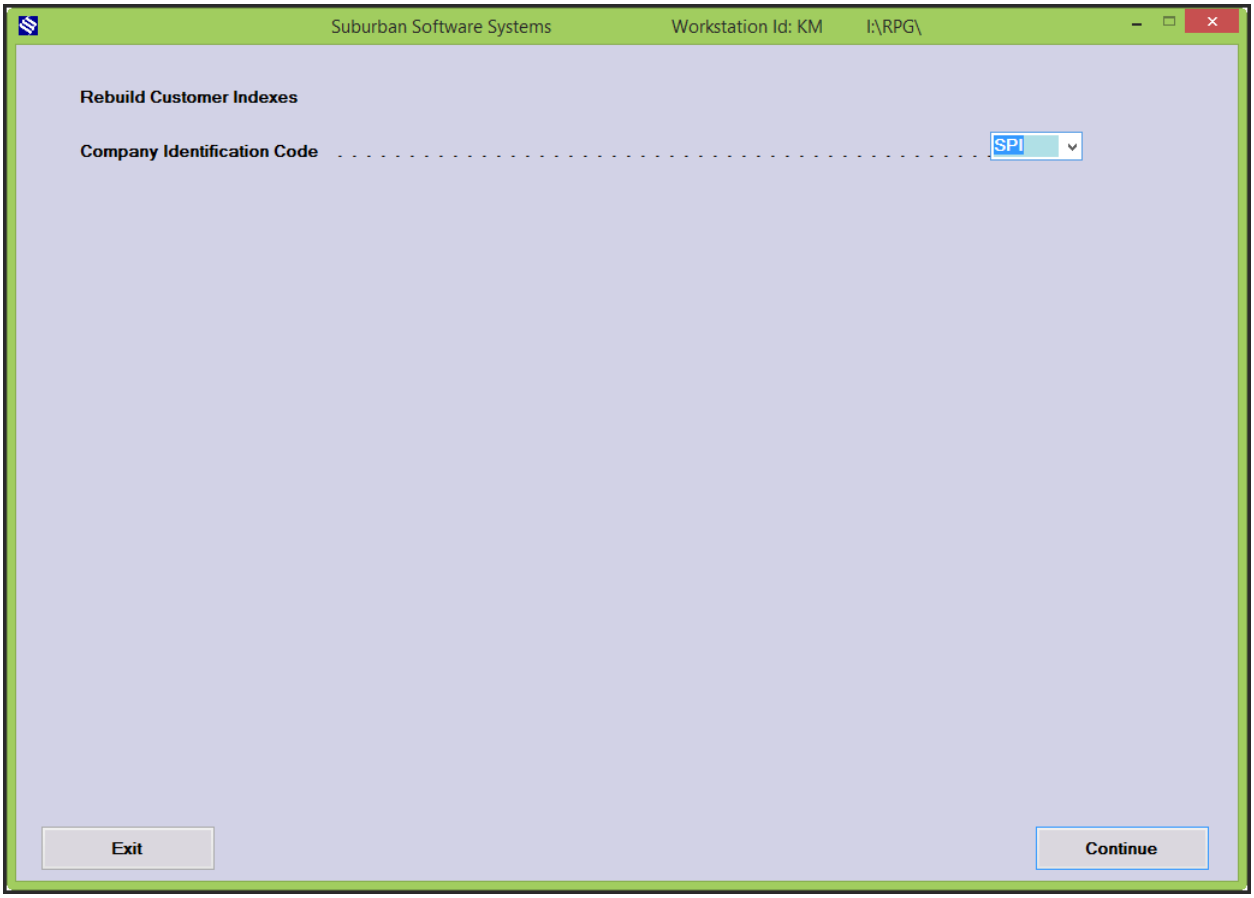
Purpose: This option will change all master file records with a specified tax code to another tax code.

Update Delivery Route Sequence with Zip +4:



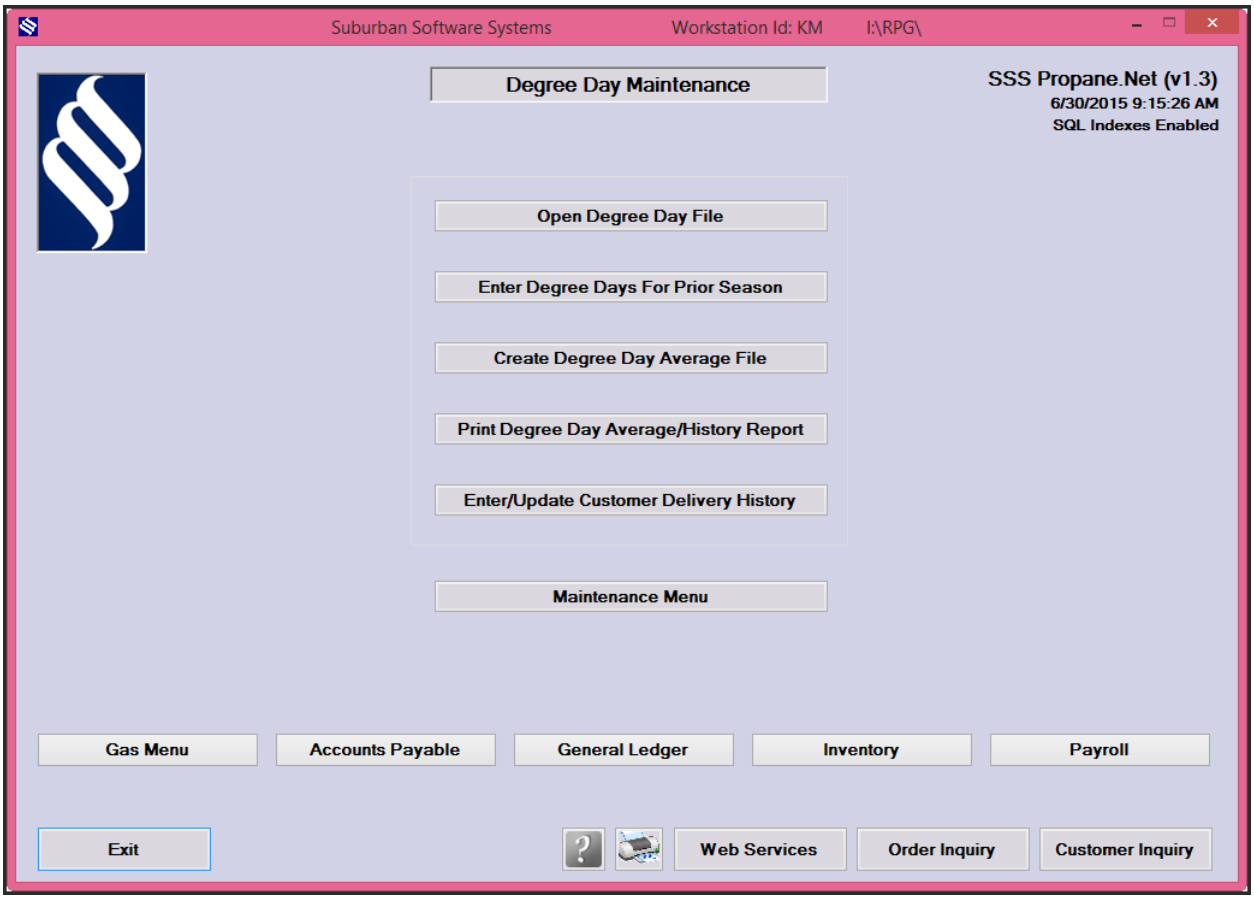
Purpose:	This option will allow the operator to print, update or print and update route sequence with Zip+4.
Note:	You can choose to overlay existing route sequence codes.

Rebuild Master File Alternate Indexes:



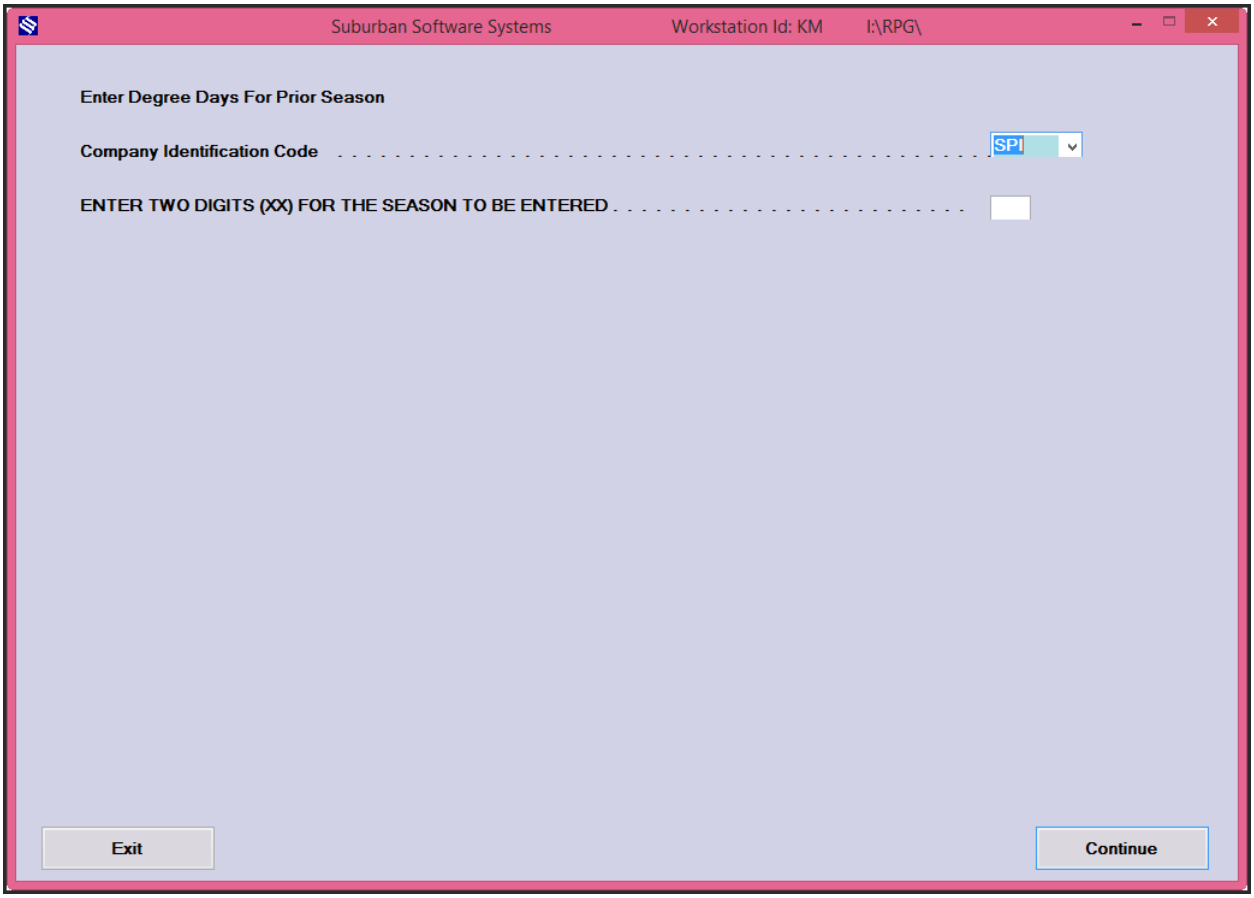
Purpose: This option reconstructs the alternate index files for customer inquiry. This option should be used when customer inquiry search options produce an error or fail to access accounts properly. All users should be OUT OF customer inquiry when this option is run.

Degree Day Maintenance:



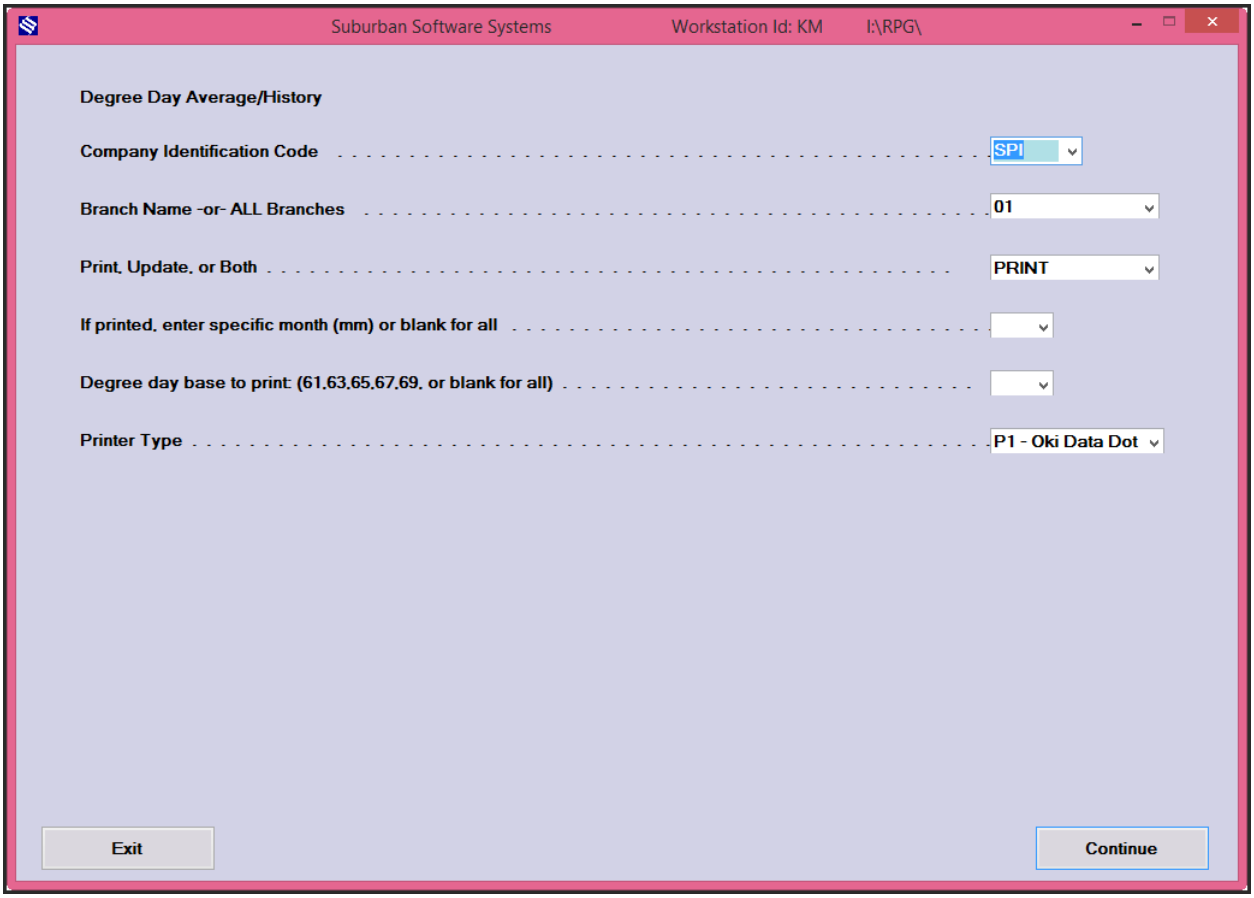
Purpose: Allows the operator to make corrections/ adjustments miskeyed in degreeday info.

Enter Degree Days for Prior Season:



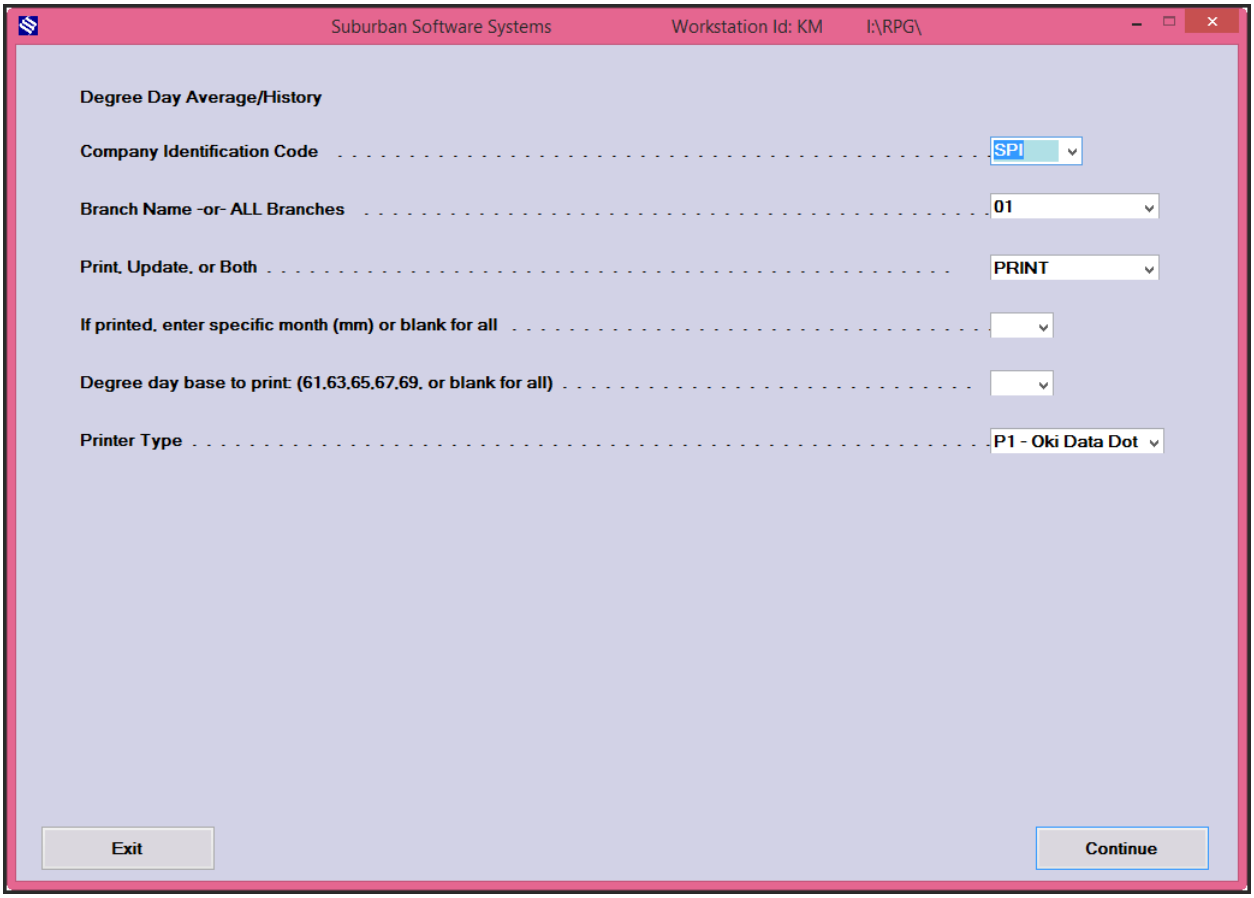
Purpose: This option allows you to enter the degree days for a previous heating season.

Create Degree Average File:



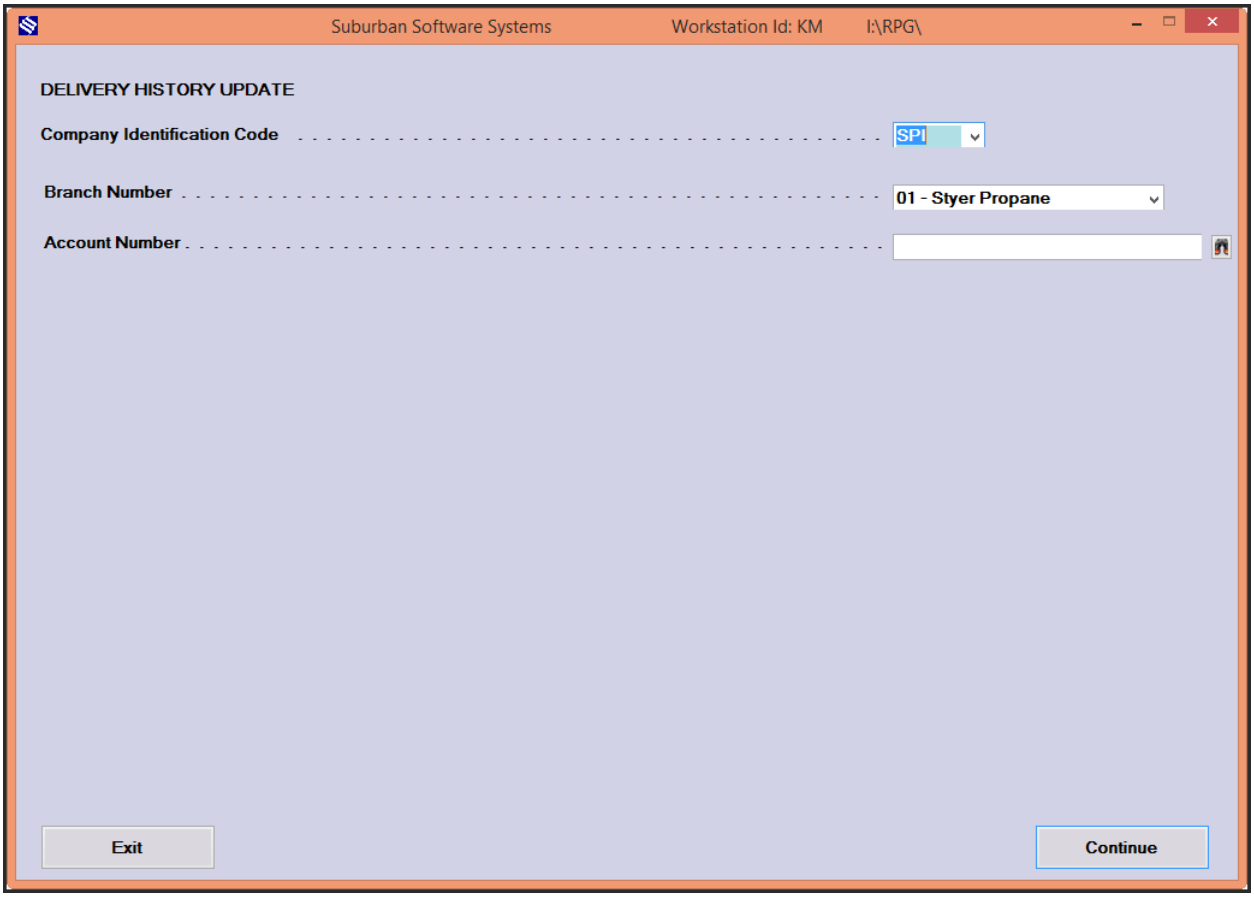
Purpose: This option creates the degree day average file.

Print Degree Day Average/ History Report:



Purpose: 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.

Enter/ Update Customer Delivery History:

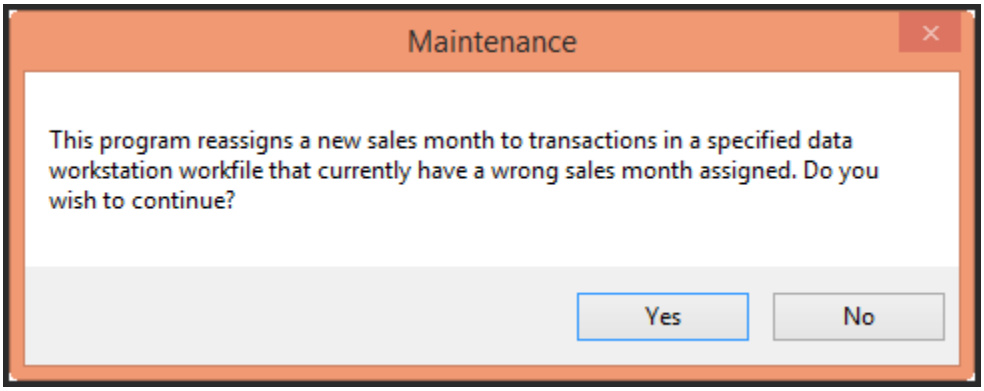


Purpose: This option will allow the operator to update the customer delivery history.

Miscellaneous Procedures:

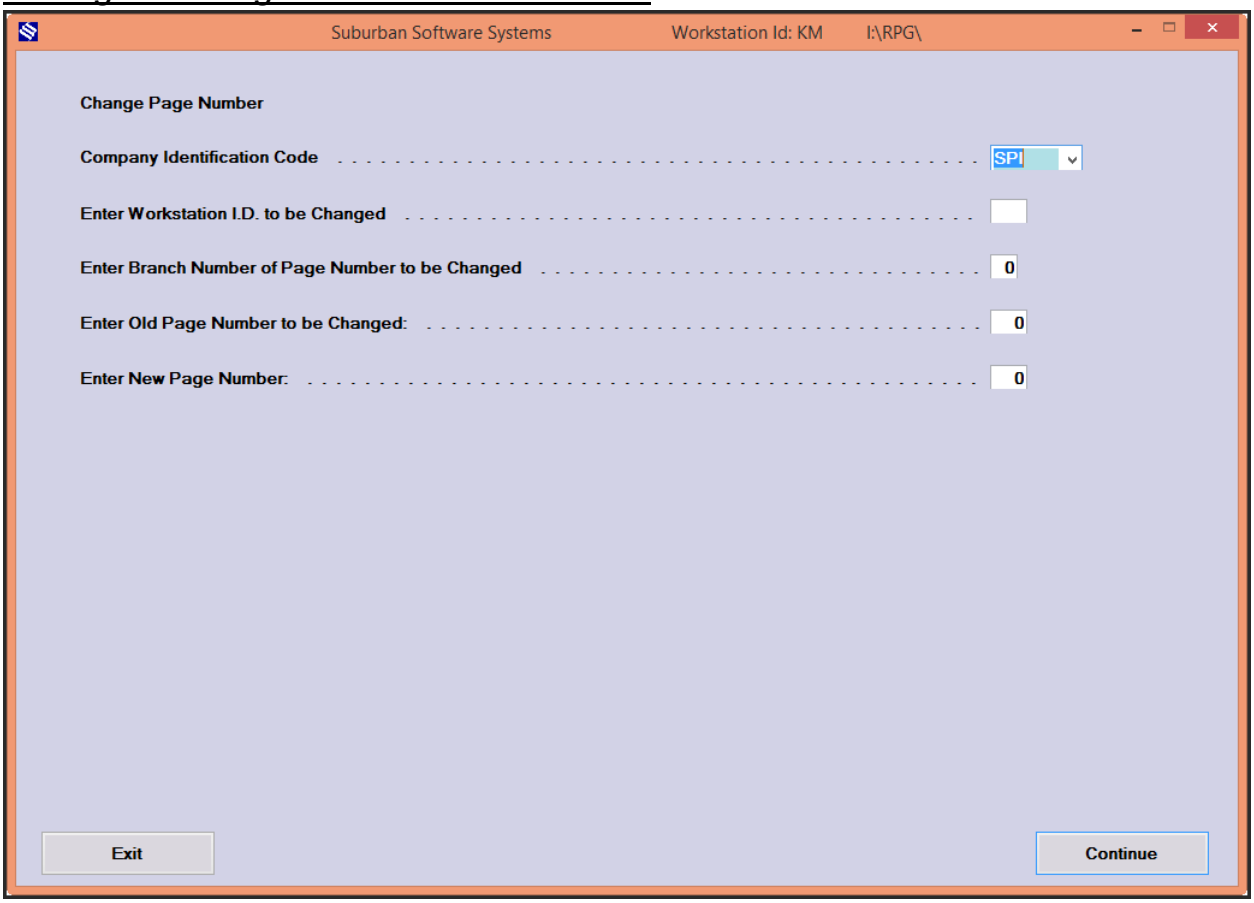
Purpose: Allows you to make adjustments to files.

Change the MM/YY of a WS File:



Note: This message will popup when you click on this option. Click on {YES} if you wish to continue.

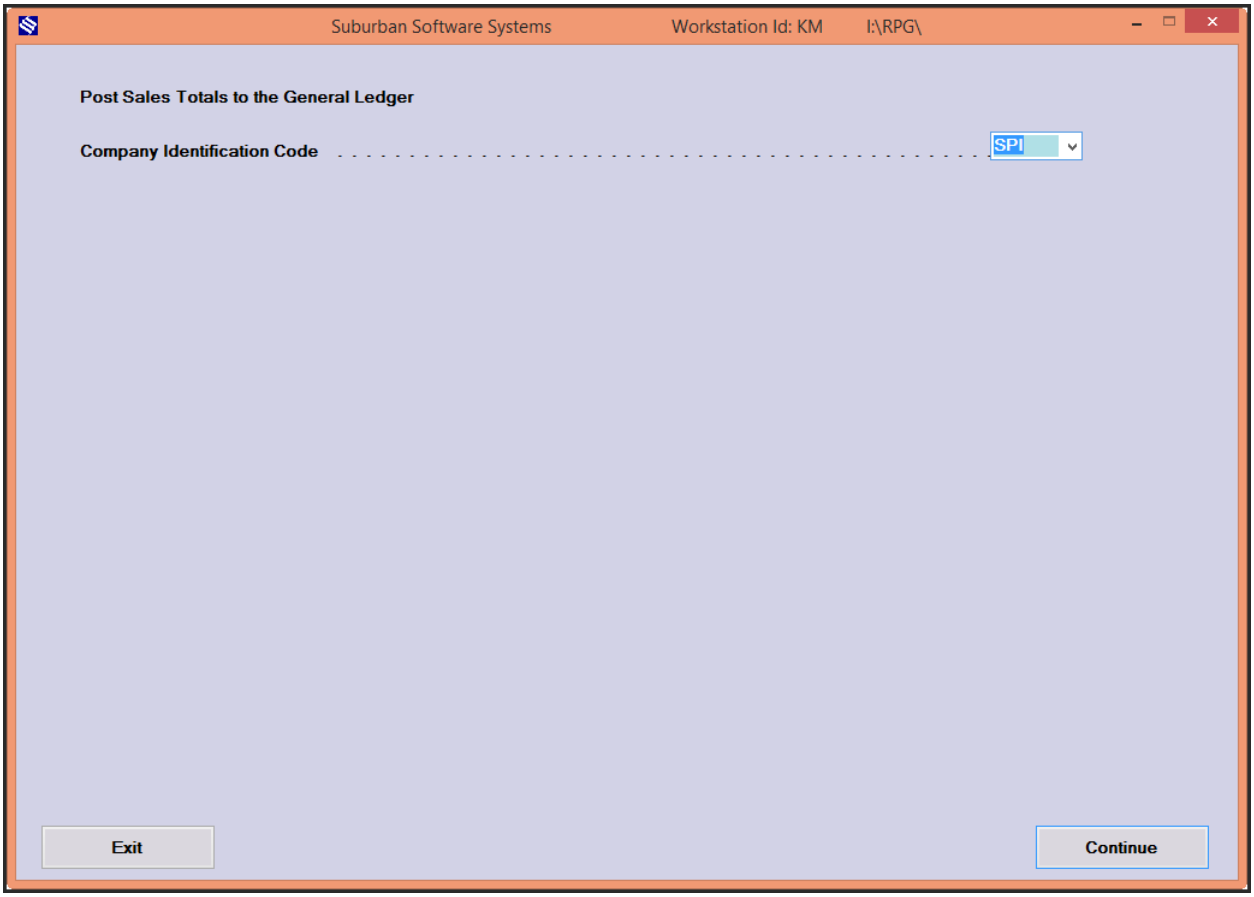
Change the Page Number of a WS File



Purpose: Allows the operator to change the page # of a workfile, to correct an error

Fix Data Files Menu:

Post Sales Totals to the General Ledger:



Purpose: This allows you to post your sales to totals to the General Ledger.

New Company Setup Menu:

Note: This option requires assistance from Suburban Software Systems. Please contact SSS if you would like to setup a new company.