

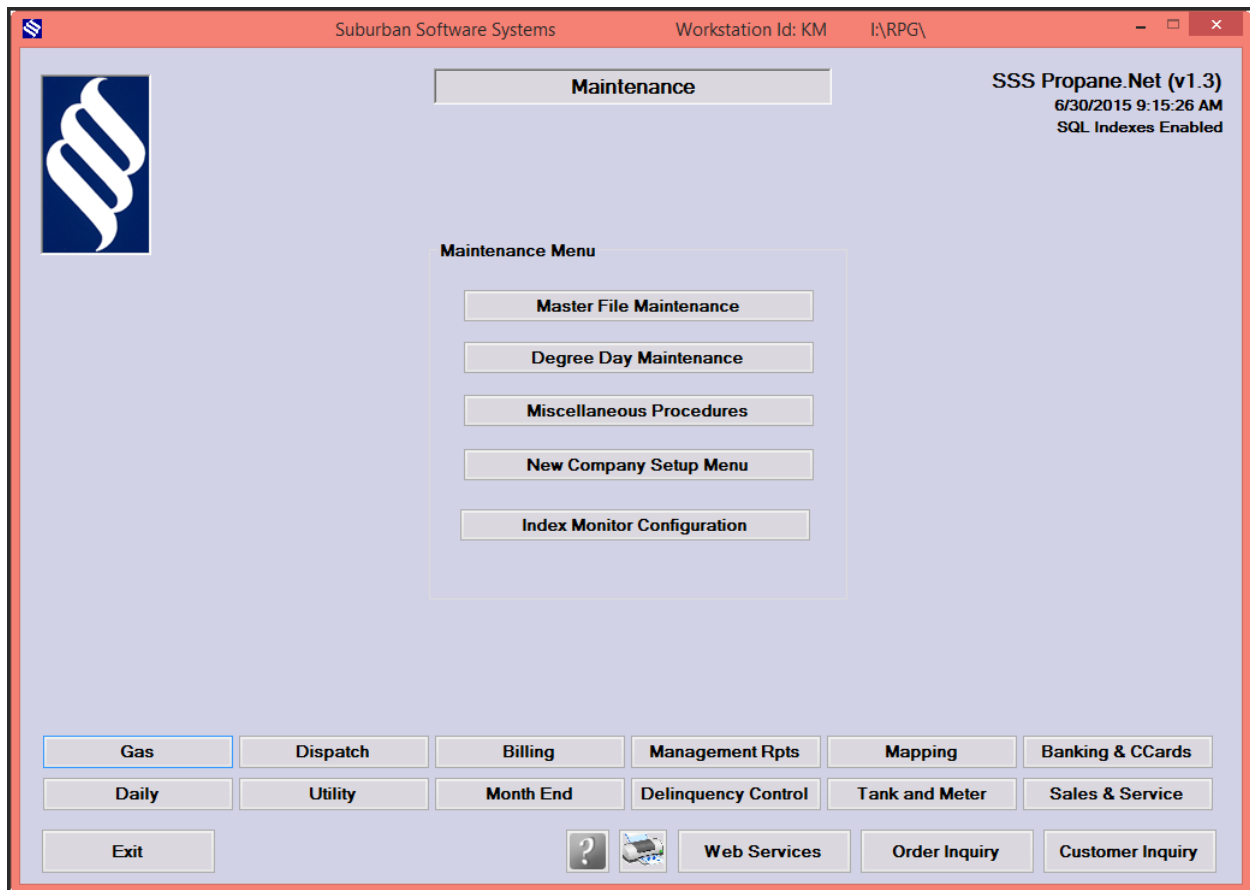
Suburban Software Systems

Maintenance

Maintenance Menu Contents

Maintenance Menu:	1
Master File Maintenance:	2
Renumber Individual Customer:.....	3
Change Delivery Codes:	4
Change Finance Charge Codes:.....	5
Change Statement & Invoice Codes:	6
Change Master File Product Codes:	7
Change Driver Route Codes:	8
Change Master File Tax Codes:.....	9
Update Delivery Route Sequence with Zip +4:.....	10
Rebuild Master File Alternate Indexes:	11
Degree Day Maintenance:	12
Enter Degree Days for Prior Season:.....	13
Create Degree Average File:	14
Print Degree Day Average/ History Report:	15
Enter/ Update Customer Delivery History:	16
Miscellaneous Procedures:	17
Change the MM/YY of a WS File:	18
Change the Page Number of a WS File	18
Fix Data Files Menu:	19
Post Sales Totals to the General Ledger:	19
New Company Setup Menu:	19

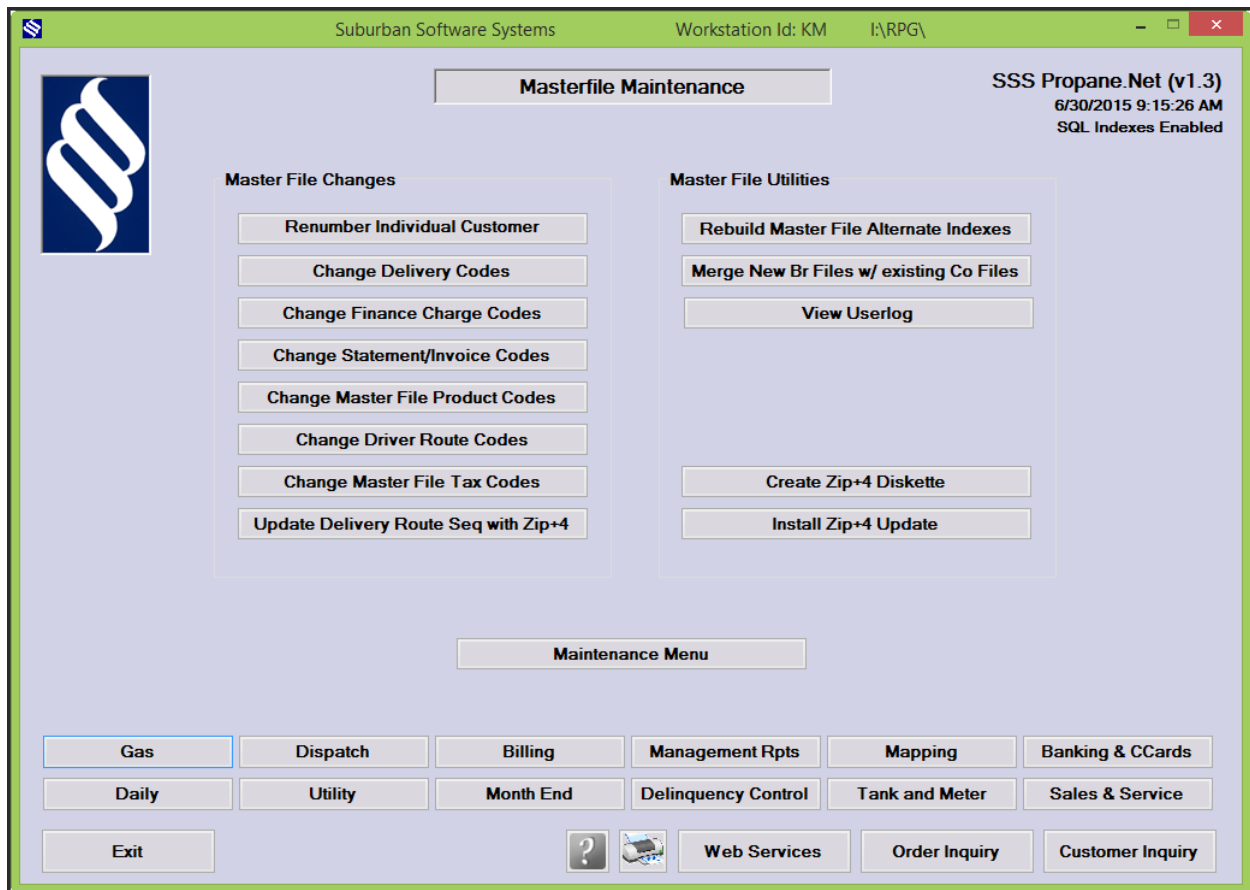
Maintenance Menu:



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:

The screenshot shows a software window titled "Suburban Software Systems" with a green header bar. The header bar also displays "Workstation Id: KM" and "I:\RPG\". The main area of the window is light blue and contains the text "Renumber Individual Accounts" at the top. Below this, there is a label "Company Identification Code" followed by a dotted line and a dropdown menu. The dropdown menu is currently set to "SPI" and has a small downward arrow. At the bottom of the window, there are two buttons: "Exit" on the left and "Continue" on the right.

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:

The screenshot shows a software window titled "Suburban Software Systems" with a green header bar. The header bar also displays "Workstation Id: KM" and "I:\RPG\". The main area of the window is light blue and contains the following elements:

- Change Delivery Codes**: The title of the window.
- Company Identification Code**: A label followed by a dotted line and a dropdown menu showing "SPI".
- Old Delivery Code**: A label followed by a dotted line and a small white square input field.
- New Delivery Code**: A label followed by a dotted line and a small white square input field.
- Exit**: A button in the bottom left corner.
- Continue**: A button in the bottom right corner.

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

Change Finance Charge Codes:

The screenshot shows a software window titled "Suburban Software Systems" with a green header bar. The header also displays "Workstation Id: KM" and the path "I:\RPG\". The main area has a light blue background and is titled "Change Finance Charge Codes". It contains three labels with dotted lines for input: "Company Identification Code", "Old Finance Charge Code", and "New Finance Charge Code". To the right of the first label is a dropdown menu showing "SPI" with a downward arrow. To the right of the second and third labels are empty text input boxes. At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

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:

The screenshot shows a software window titled "Suburban Software Systems" with a green header bar. The header also displays "Workstation Id: KM" and "I:\RPG\". The main area is light blue and contains the following fields:

- Change Statement/Invoice Code** (Section Header)
- Company Identification Code**: A dropdown menu with "SPI" selected.
- Branch Number**: A text input field.
- Old Statement / Invoice Code (or '\ ' for all)**: A text input field.
- New Statement / Invoice Code (or '\ ' for all)**: A text input field.
- Enter Product Code Stipulation (No change unless code matches customer product)**: A text input field with a small icon to its right.

At the bottom, there are two buttons: "Exit" on the left and "Continue" on the right.

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

Change Master File Product Codes:

The screenshot shows a software window titled "Suburban Software Systems" with a green title bar. The window contains the following fields and controls:

- Company Identification Code**: A text field with a dropdown menu showing "SPI".
- Branch Number (Blank for All)**: A text field.
- Old Product Code**: A text field with a small icon to its right.
- New Product Code**: A text field with a small icon to its right.
- Price Class Restrictions**: A section header.
- To restrict by price class and/or to change price class, fill in the following fields.**: A instruction text.
- Old Price Class**: A text field.
- New Price Class**: A text field.
- Exit**: A button at the bottom left.
- Continue**: A button at the bottom right.

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

Change Driver Route Codes:

The screenshot shows a software window titled 'Suburban Software Systems' with a menu icon on the left. The window's title bar includes 'Workstation Id: KM' and the file path 'I:\RPG\'. The main area is titled 'Change Driver Route Codes' and contains the following fields:

- Company Identification Code**: A text field followed by a dropdown menu currently showing 'SPI'.
- Branch Number**: A single-digit text field.
- Old Driver Route Code**: Two adjacent text fields for a two-digit code.
- New Driver Route Code**: Two adjacent text fields for a two-digit code.

At the bottom of the window, there are two buttons: 'Exit' on the left and 'Continue' on the right. A green status bar is visible at the very bottom of the window.

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

Change Master File Tax Codes:

The screenshot shows a software window titled "Suburban Software Systems" with a green header bar. The header also displays "Workstation Id: KM" and "I:\RPG\". The main area is light blue and contains the title "Change Master File Tax Codes". Below the title are four input fields, each followed by a dotted line: "Company Identification Code", "Branch Number (Blank for All)", "Old Tax Code", and "New Tax Code". The "Company Identification Code" field has a dropdown menu showing "SPI". The "Branch Number" field is empty. The "Old Tax Code" and "New Tax Code" fields are empty and each has a small icon to its right. At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

Field	Value
Company Identification Code	SPI
Branch Number (Blank for All)	
Old Tax Code	
New Tax Code	

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:

The screenshot shows a software window titled "Suburban Software Systems" with a menu icon on the left and window controls on the right. The title bar also displays "Workstation Id: KM" and "I:\RPG\". The main area is titled "Zip+4 To Route Sequence" and contains several configuration options, each with a dotted line separator and a control element on the right:

- Company Identification Code**: A dropdown menu showing "SPI".
- Branch Name -or- ALL Branches**: A dropdown menu showing "01 - Styer Propan".
- Driver Number to Print and/or Update (Blank for all)**: A text input field.
- Route Code to Print and/or Update (Blank for all)**: A text input field.
- Select to Print Report, Update File or Both**: A dropdown menu showing "Print".
- Select to Sort By: Route or Zip Code**: A dropdown menu showing "Route".
- Overlay Existing Route Sequence Codes?**: A dropdown menu showing "N - No".
- Load Blank Routes with Last 2 Digits of Zip Code?**: A dropdown menu showing "N - No".
- Load P.O. Box and Delivery Zip Codes?**: A dropdown menu showing "N - No".

At the bottom of the window, there are two buttons: "Exit" on the left and "Continue" on the right.

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:

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

Rebuild Customer Indexes

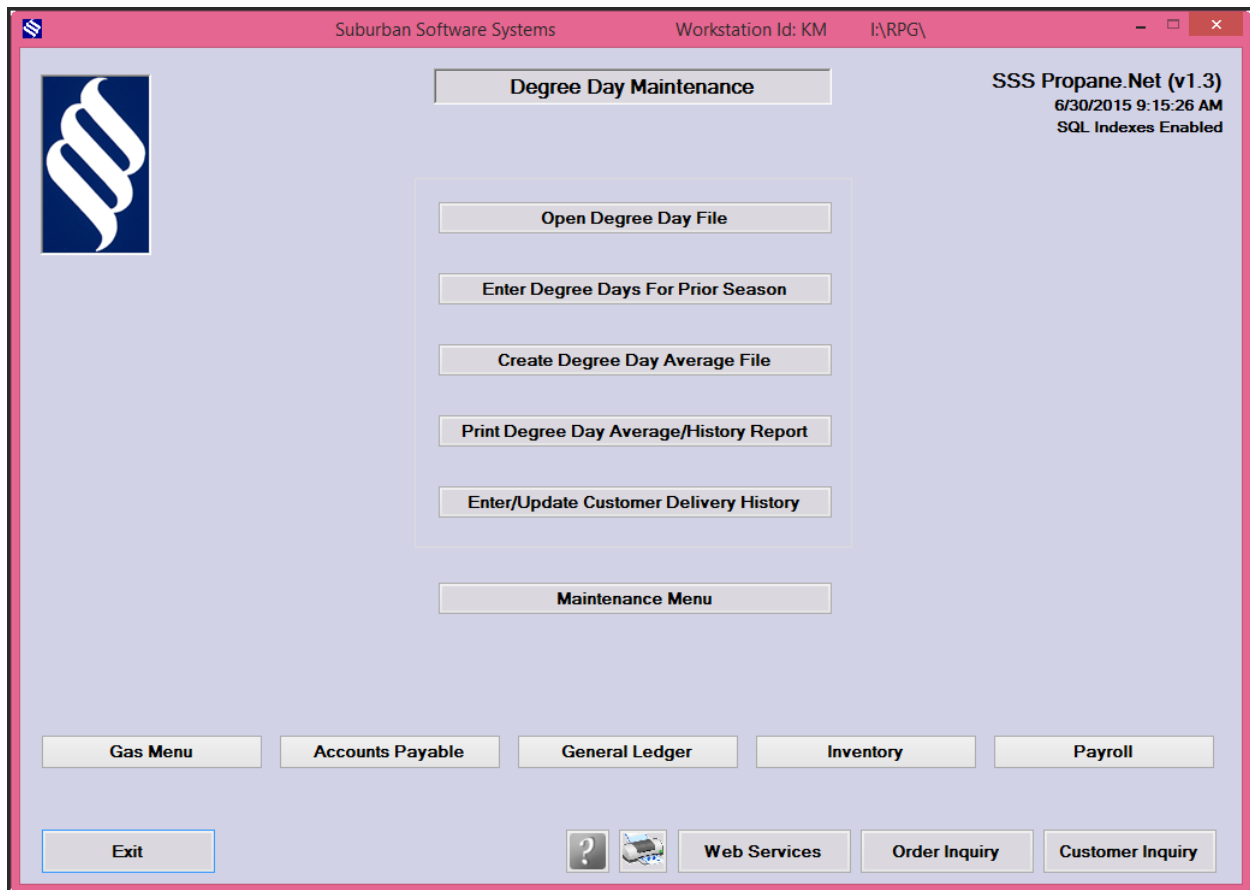
Company Identification Code SPI ▾

Exit Continue

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:

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

Enter Degree Days For Prior Season

Company Identification Code SPI ▾

ENTER TWO DIGITS (XX) FOR THE SEASON TO BE ENTERED

Exit Continue

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

Create Degree Average File:

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

Degree Day Average/History

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 ▾

Print, Update, or Both PRINT ▾

If printed, enter specific month (mm) or blank for all ▾

Degree day base to print: (61,63,65,67,69, or blank for all) ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: This option creates the degree day average file.

Print Degree Day Average/ History Report:

Degree Day Average/History

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 ▾

Print, Update, or Both PRINT ▾

If printed, enter specific month (mm) or blank for all ▾

Degree day base to print: (61,63,65,67,69, or blank for all) ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

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:

The screenshot shows a software window titled "Suburban Software Systems" with a subtitle "Workstation Id: KM" and a file path "I:\RPG\". The window contains a form titled "DELIVERY HISTORY UPDATE". The form has three input fields: "Company Identification Code" with a dropdown menu showing "SPI", "Branch Number" with a dropdown menu showing "01 - Styer Propane", and "Account Number" with a text input field. At the bottom of the window, there are two buttons: "Exit" and "Continue".

Field	Value
Company Identification Code	SPI
Branch Number	01 - Styer Propane
Account Number	

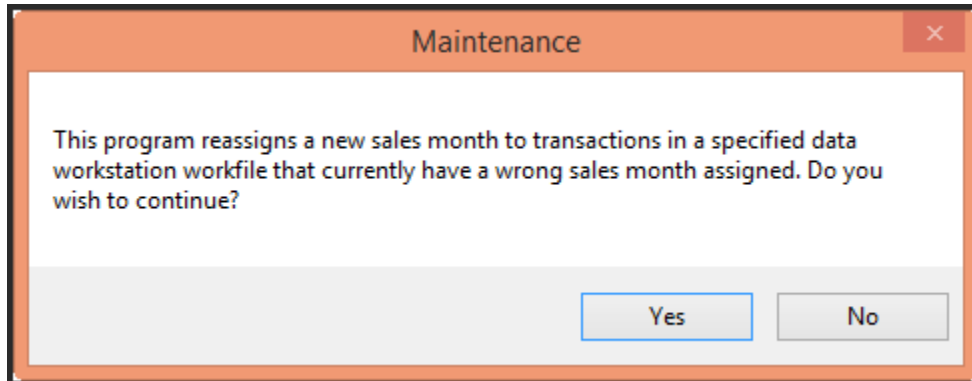
Purpose: This option will allow the operator to update the customer delivery history.

Miscellaneous Procedures:



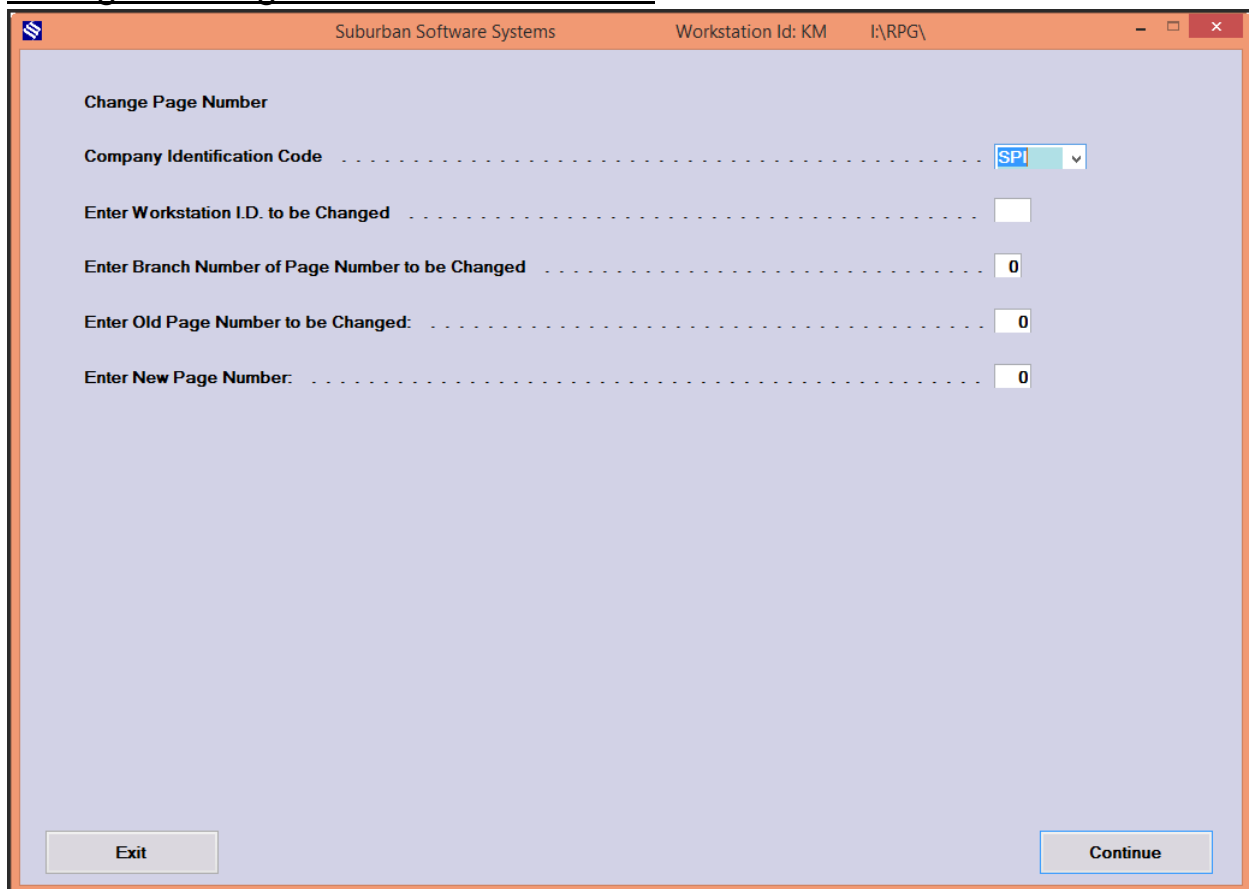
Purpose: Allows you to make adjustments to files.

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

A screenshot of a 'Change Page Number' dialog box. The title bar is orange with a logo on the left and 'Suburban Software Systems' in the center. The main area has a light blue background. It contains several input fields and a dropdown menu. At the bottom, there are 'Exit' and 'Continue' buttons.

Change Page Number	
Company Identification Code	<input type="text" value="SPI"/>
Enter Workstation I.D. to be Changed	<input type="text"/>
Enter Branch Number of Page Number to be Changed	<input type="text" value="0"/>
Enter Old Page Number to be Changed:	<input type="text" value="0"/>
Enter New Page Number:	<input type="text" value="0"/>

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:

The screenshot shows a software window titled "Suburban Software Systems" with a menu bar containing "Workstation Id: KM" and "I:\RPG\". The main area is titled "Post Sales Totals to the General Ledger". Below the title is a label "Company Identification Code" followed by a dotted line and a dropdown menu showing "SPI". At the bottom left is an "Exit" button and at the bottom right is a "Continue" button.

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.