

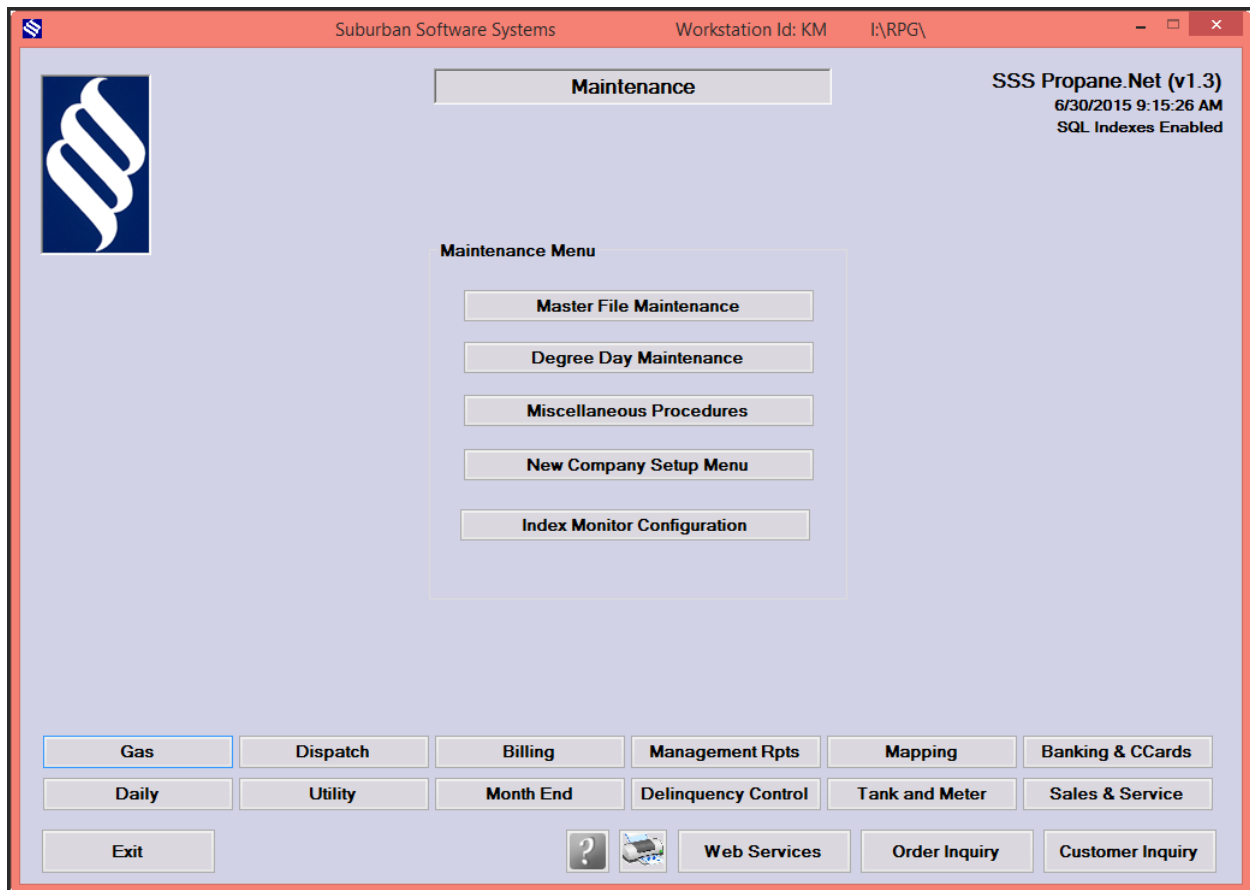
Suburban Software Systems

Maintenance

Maintenance Menu Contents

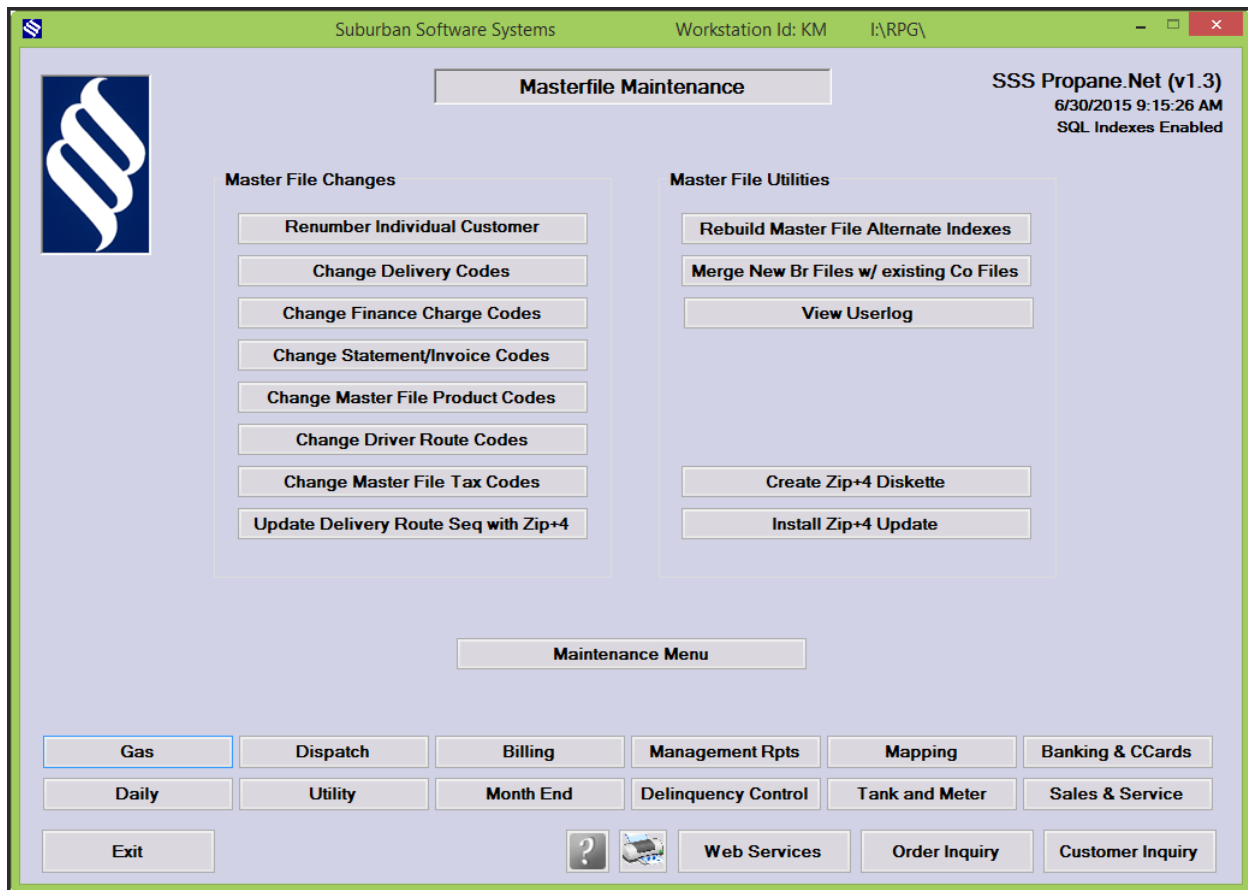
Maintenance Menu:	1
Master File Maintenance:	2
Renumber Individual Customer:.....	3
Change Delivery Codes:	4
Change Finance Charge Codes:.....	5
Change Statement & Invoice Codes:	6
Change Master File Product Codes:	7
Change Driver Route Codes:	8
Change Master File Tax Codes:.....	9
Update Delivery Route 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 has a light blue background 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" with 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 also displays 'Workstation Id: KM' and the path 'I:\RPG\'. The main area is light blue and contains the title 'Change Delivery Codes'. Below the title are three labels with dotted lines for input: 'Company Identification Code', 'Old Delivery Code', and 'New Delivery Code'. To the right of 'Company Identification Code' is a dropdown menu showing 'SPI'. To the right of 'Old Delivery Code' and 'New Delivery Code' 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 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 is light blue and contains the title "Change Finance Charge Codes". Below the title are 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 white input boxes. At the bottom left is a button labeled "Exit", and at the bottom right is a button labeled "Continue".

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 the path "I:\RPG\". The main area is light blue and contains the following fields:

- Change Statement/Invoice Code**: The title of the window.
- 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 elements:

- Header:** "Suburban Software Systems" on the left, "Workstation Id: KM" in the center, and "I:\RPG\" on the right.
- Title:** "Change Master File Product Codes" in bold.
- Fields:**
 - Company Identification Code:** A text field followed by 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.
- Section Header:** "Price Class Restrictions" in bold.
- Instruction:** "To restrict by price class and/or to change price class, fill in the following fields."
- Fields:**
 - Old Price Class:** A text field.
 - New Price Class:** A text field.
- Buttons:** "Exit" at the bottom left and "Continue" 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 two-digit text fields.
- New Driver Route Code**: Two adjacent two-digit text fields.

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 title bar. The window contains the following fields and controls:

- Company Identification Code**: A text field with a dotted line, followed by a dropdown menu showing "SPI".
- Branch Number (Blank for All)**: A text field with a dotted line, followed by an empty text box.
- Old Tax Code**: A text field with a dotted line, followed by an empty text box and a small icon.
- New Tax Code**: A text field with a dotted line, followed by an empty text box and a small icon.

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

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 "Workstation Id: KM" and "I:\RPG\" on the right. The main area is titled "Zip+4 To Route Sequence" and contains several fields and dropdown menus. At the bottom are "Exit" and "Continue" buttons.

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

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

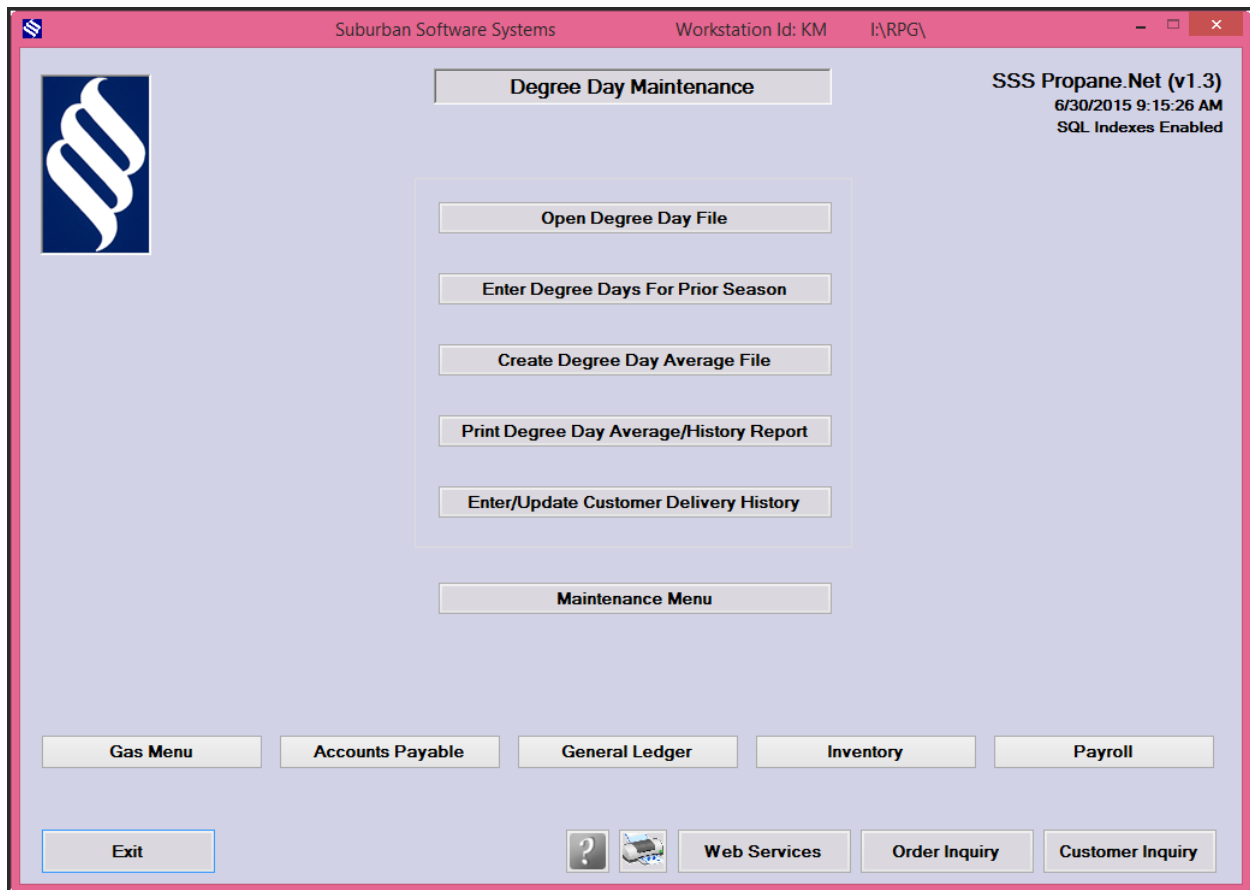
Company Identification Code SPI ▾

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:

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:

DELIVERY HISTORY UPDATE

Company Identification Code SPI

Branch Number 01 - Styer Propane

Account Number

Exit Continue

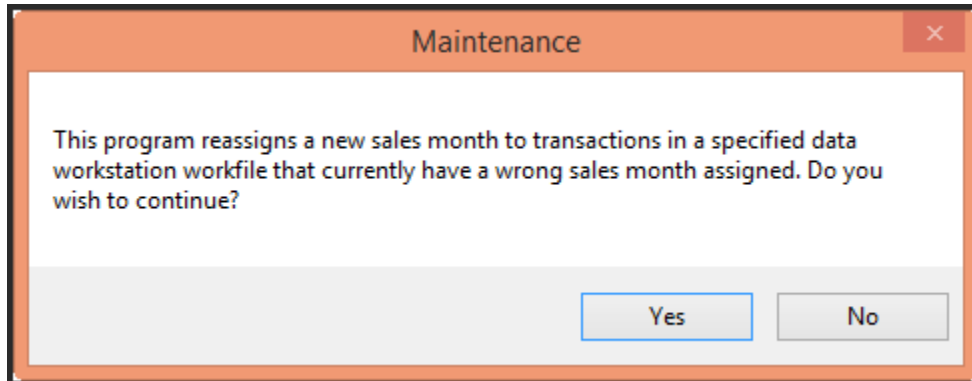
Purpose: This option will allow the operator to update the customer delivery history.

Miscellaneous Procedures:



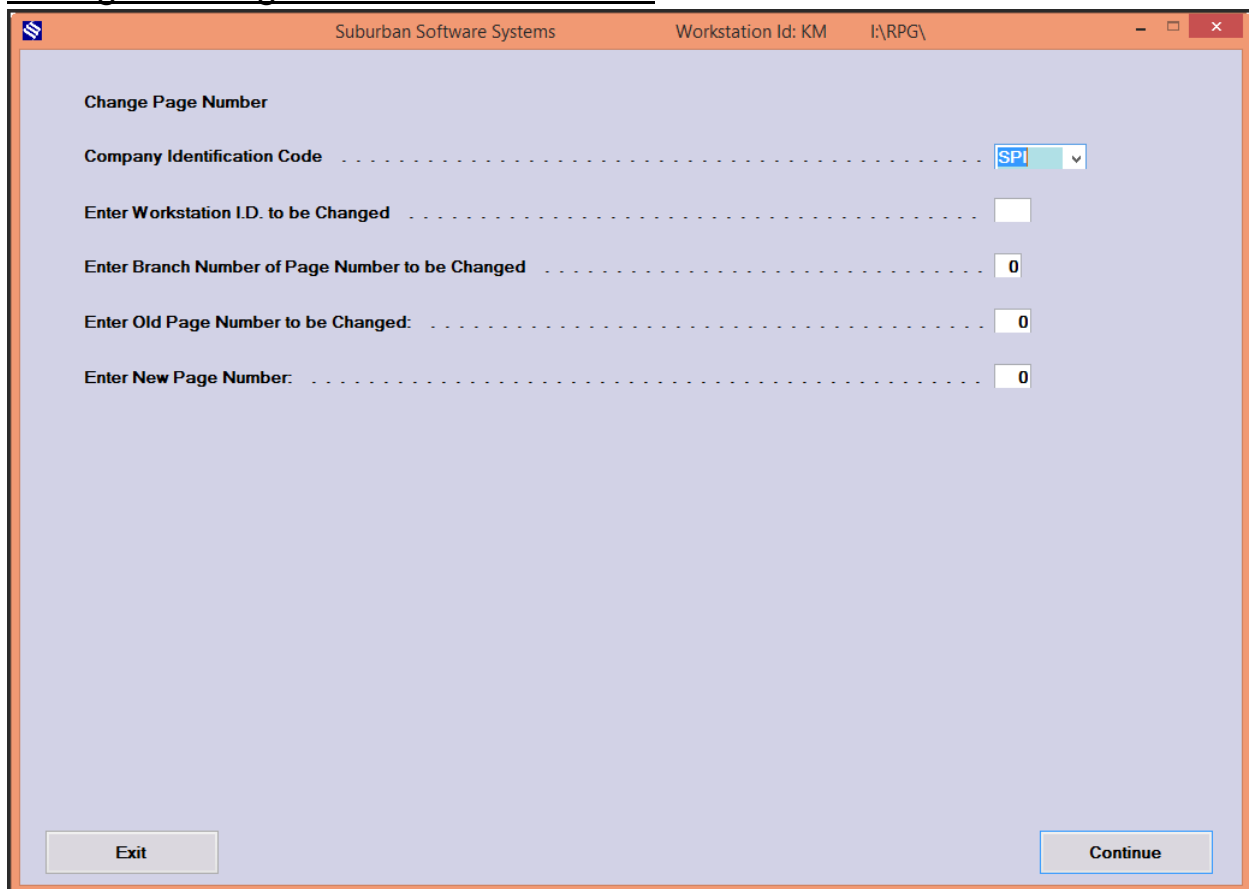
Purpose: Allows you to make adjustments to files.

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' form within a window titled 'Suburban Software Systems'. The window also shows 'Workstation Id: KM' and 'I:\RPG\'. The form has a light blue background and contains the following fields:

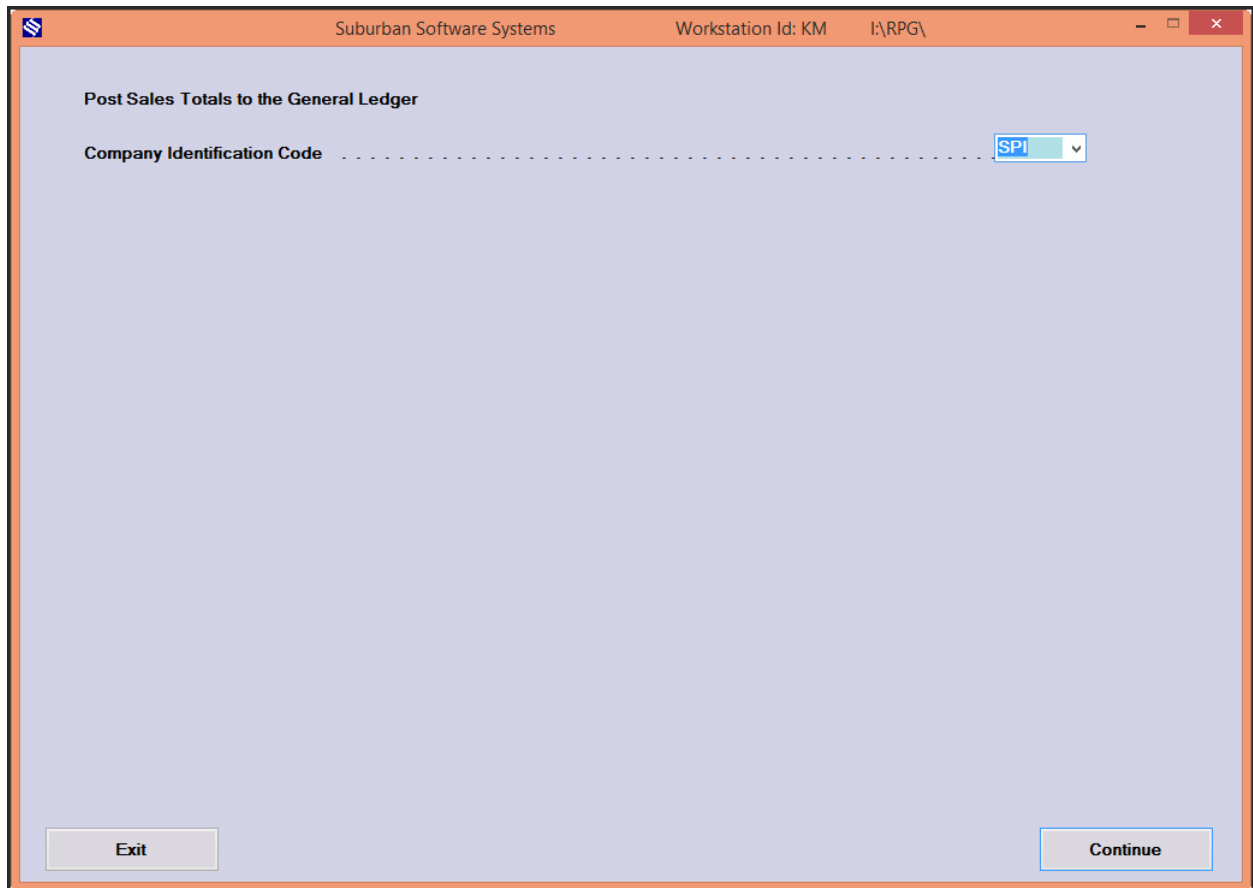
- 'Company Identification Code' with a dropdown menu showing 'SPI'.
- 'Enter Workstation I.D. to be Changed' with an empty text box.
- 'Enter Branch Number of Page Number to be Changed' with a text box containing '0'.
- 'Enter Old Page Number to be Changed:' with a text box containing '0'.
- 'Enter New Page Number:' with a text box containing '0'.

At the bottom left is an 'Exit' button, and at the bottom right is a 'Continue' button.

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.