

# ***Suburban Software Systems***

---

## **Prepay Contracts**

## Contents

Contract Gas Accounting .....	2
<b>Product Code File:.....</b>	<b>2</b>
a. Contract Deposit: .....	2
b. Contract Gas:.....	3
<b>Customer Setup: .....</b>	<b>4</b>
Setting up the Contract Deposit Product Code: .....	4
Screen Two:.....	5
<i>Screen Two Field descriptions:</i> .....	6
Setting up the Contract Gas Product Code: .....	7
<b>Setting up a Customer on Pre-Purchase Contract Gas: .....</b>	<b>9</b>
<b>Entering the Contract Gas Deposit Transactions: .....</b>	<b>10</b>
<b>Delivering Pre-Purchased Contract Gas:.....</b>	<b>12</b>

## Contract Gas Accounting

The Suburban System's Propane System allows for the entry, pricing, tracking and control of "pre-purchased" gas contracts. This is provided for those clients that offer their customers affixed price for a "pre-purchased" quantity of gas.

### Product Code File:

You must set up a Contract Gas product code and a Contract Deposit product code in the product code file. The product code file may be updated through the Accounts Receivable Utility Menu.

- a. **Contract Deposit:** Enter a Contract Deposit (CD) product code that is to be used to charge customer for the portion (or all) of the contract that is to be paid initially upon signing the contract gas agreement. Press F12 to accept the information that is entered and to exit

Company Identification Code	SPI	Branch	01 - Styer Propane	Product Code	CD
Description	CONTRACT DEPOSIT			Status	A - Active
Unit of Issue	GL	General Ledger Account Number	202		
Secondary Product Code	CG	Default Page Summary Column	7		
Subject to which tax	N - Not Subject to Tax				
Special Function Codes					
Contract: GAS or DEPOSIT	D - Deposit	Percent	100	Price Cap: Y/N	% or \$ Discount
Cylinder Truck Product Code					
<b>Discount Pricing</b>					
Carry Discount Pricing?		Min. Qty.	And/Or	Min. Pct.	Cash Trans.? Budget Accts.?
		If: 0		0 %	Apply Immediately?
<b>Inventory Products Only</b>					
Product - Vendor Code					
Include Branch Number in key?		Inventory key includes			
Exit		Previous Screen		Continue	

- b. **Contract Gas:** Set up a Contract Gas product code to use when entering the gas sales.

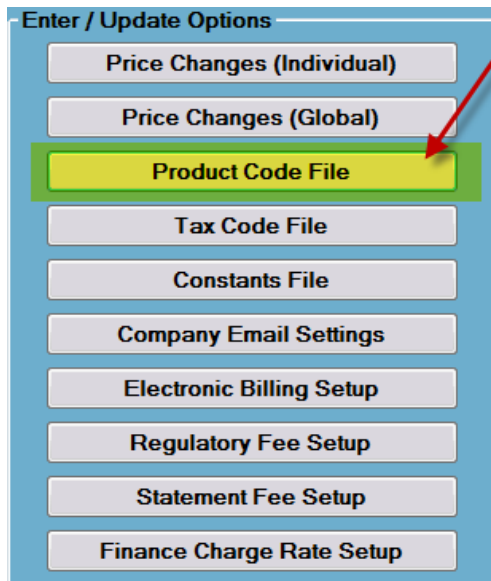
Company Identification Code	SPI	Branch	01 - Styer Propane	Product Code	CG - CG PROPANE UN107
Description	CG PROPANE UN1075			Status	A - Active
Unit of Issue	GL	General Ledger Account Number	411		
Secondary Product Code	CD	Default Page Summary Column	7		
Subject to which tax					
N - Not Subject to Tax					
Special Function Codes					
B - Bulk(Delivered)					
Contract: GAS or DEPOSIT		G - Gas	Percent	0	Price Cap: Y/N
					% or \$ Discount
Cylinder Truck Product Code					
Discount Pricing					
Carry Discount Pricing?		Min. Qty.	And/Or	Min. Pct.	Cash Trans.? Budget Accts.?
	If:	0		0 %	Apply Immediately?
Inventory Products Only					
Product - Vendor Code					
Include Branch Number in key?		N	Inventory key includes		
Exit		Previous Screen		Continue	

- Note:**
1. The *Contract Gas* and the *Contract Deposit* product codes are treated as a set. Each must be the “*Secondary Product*” of the other. There may be more than one *Contract Gas* product code set up if necessary for different contract gas arrangements (not price).
  2. The system will build the necessary contract gas data files when the *Contract Gas* and the *Contract Deposit* product codes have been created.
  3. The accounting for and tracking of a customer’s Contract Gas begins when a contract deposit transaction has been entered on the account.
  4. The system will automatically bill Contract gas when the Contract Gas Product Code entered in the Customer’s PC (product code) field in the Customer Master File.

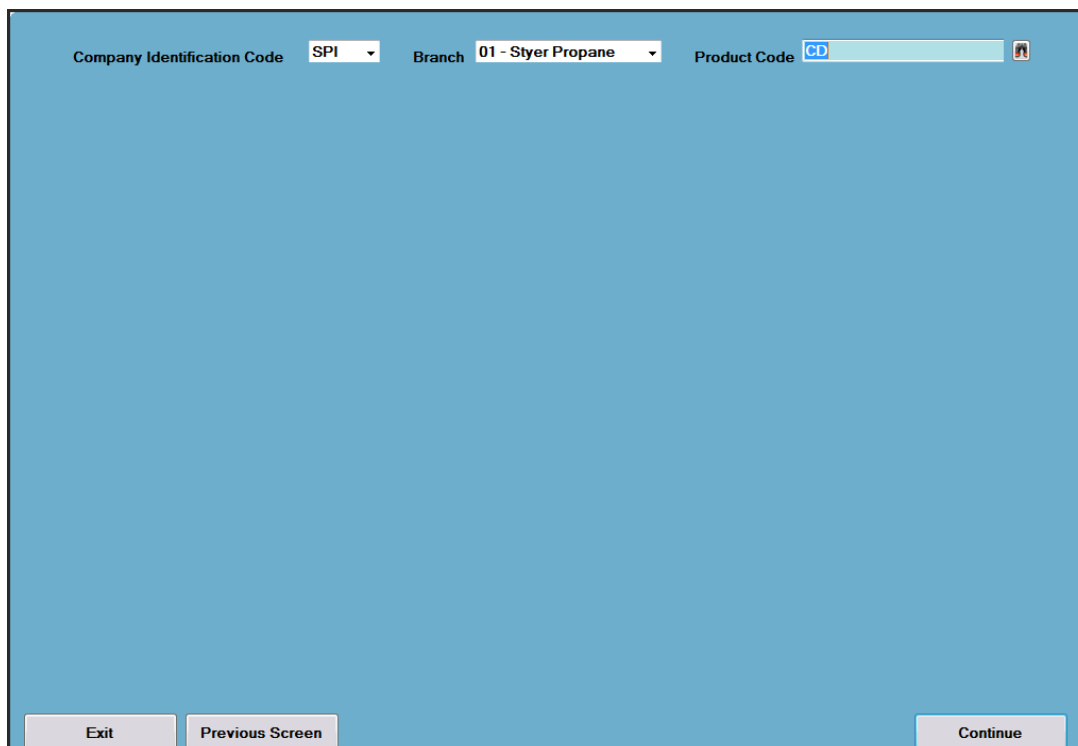
## Customer Setup:

### Setting up the Contract Deposit Product Code:

Go to the Utility Menu and select the Product Code File option.



Enter the appropriate CoID (company id, the branch number and CD).

A screenshot of a software screen for entering CoID information. At the top, there are three fields: "Company Identification Code" with a dropdown menu showing "SPI", "Branch" with a dropdown menu showing "01 - Styer Propane", and "Product Code" with a text input field containing "CD". Below these fields is a large blue rectangular area. At the bottom of the screen, there are three buttons: "Exit", "Previous Screen", and "Continue".

## Screen Two:

Company Identification Code	SPI	Branch	01 - Styer Propane	Product Code	CD
Description	CONTRACT DEPOSIT			Status	A - Active
Unit of Issue	GL	General Ledger Account Number	202		
Secondary Product Code	CG	Default Page Summary Column	7		
Subject to which tax					
N - Not Subject to Tax					
Special Function Codes					
Contract: GAS or DEPOSIT					
D - Deposit		Percent	100	Price Cap: Y/N	% or \$ Discount
Cylinder Truck Product Code					
Discount Pricing					
Carry Discount Pricing?	Min. Qty.	And/Or	Min. Pct.	Cash Trans.?	Budget Accts.?
If:	0		0 %	Apply Immediately?	
Inventory Products Only					
Product - Vendor Code					
Include Branch Number in key?		Inventory key includes			

Exit Previous Screen Continue

**Note:** Notice that CG is the secondary product code for CD. Since CG must exist before, you can enter it as a secondary product code CD. You must initially set up the product code because any product used as a secondary product code must exist prior to it being specified as a secondary. To get around this problem, you must initially leave the secondary product code field blank and edit after the CG product code has been created.

**Screen Two Field descriptions:**

<b>Description:</b>	Contract Deposit
<b>Unit of Issue:</b>	Enter the unit of issue that will be used for Contract Gas. The UI for Contract Gas should be the same as the UI for Contract Deposits.
<b>Secondary Product Code:</b>	Enter CG to specify that the Contract Gas product code is the secondary product code for this product.
<b>Subject to Tax:</b>	No to specify that this product is not subject to tax.
<b>Special Function:</b>	Leave Blank
<b>Contract Gas or Deposit:</b>	D= Deposit
<b>Percent:</b>	Enter the percentage of the total amount requires as a down payment.
<b>% or \$ discount:</b>	Enter the type of discount percentage or dollar amount to be received.
<b>Cylinder Truck Product Code:</b>	Leave Blank.
<b>Discount Pricing:</b>	Leave Blank.
<b>Inventory:</b>	Leave Blank

## Setting up the Contract Gas Product Code:

Company Identification Code	SPI	Branch	01 - Styer Propane	Product Code	CG
Description	CG PROPANE UN1075			Status	A - Active
Unit of Issue	GL	General Ledger Account Number	411		
Secondary Product Code	CD	Default Page Summary Column	7		
Subject to which tax					
N - Not Subject to Tax					
Special Function Codes					
B - Bulk(Delivered)					
Contract: GAS or DEPOSIT		G - Gas	Percent	0	Price Cap: Y/N
					% or \$ Discount
Cylinder Truck Product Code					
Discount Pricing					
Carry Discount Pricing?		Min. Qty.	And/Or	Min. Pct.	Cash Trans.? Budget Accts.?
	If:	0		0 %	Apply Immediately?
Inventory Products Only					
Product - Vendor Code					
Include Branch Number in key?		N	Inventory key includes		
Exit		Previous Screen		Continue	

**Note:** Notice that the Contract Deposit (CD) product code is used as the secondary product code for the Contract Gas product.



**Screen Two Field descriptions:**

<b>Description:</b>	Contract Gas
<b>Unit of Issue:</b>	Enter the UI that will be used for Contract Gas. The UI for Contract Gas should be the same as the UI for Contract Deposits.
<b>Secondary Product Code:</b>	Enter CD to specify that the Contract Deposit is the secondary product code for this product.
<b>Subject to Tax:</b>	No to specify that this product is not subject to tax.
<b>Special Function:</b>	B= Bulk delivered.
<b>Contract Gas or Deposit:</b>	G for Gas to specify this product is for Contract Gas.
<b>Percent:</b>	Enter "0"
<b>% or \$ Discount:</b>	Enter % discount.
<b>Discount Pricing:</b>	Leave Blank
<b>Inventory:</b>	Enter your product vendor code and inventory.
<b>Inventory Key:</b>	P = Product and vendor Code only

## Setting up a Customer on Pre-Purchase Contract Gas:

A customer's contract is setup when you do the following:

- Compute and enter a Contract Deposit Transaction for the amount of required down payment.
- Enter the down payment as a payment (with a payment product code) when received.
- Put Contract Gas (CG) Product Code in the Product Code field on the customer's record, in the Master File, when you begin delivering Contract Gas.

<b>Customer Codes</b>	<b>Zone Info</b>	<b>Budget Information</b>
Credit Code. . . . . 1 - Good credit customer ▼	Driver. . . . . 1 - DRIVER 1 ▼	Budget Rate. . . . -30.00
Delivery Code. . . . . A - Automatic Delivery ▼	Route. . . . . WE - WEST CHESTER ▼	Budget Balance . . . 0.00
Tax Code. . . . . PA - PA. . ▼	Sequence. . . . 0007	Credit Limit. . . . . 0
Billing Cycle. . . . . 2 ▼	<b>Tank Info</b>	<b>Price Class</b>
Type Customer. . . . . ▼ ▼	Nr of Tanks . . . 1	Class A (Non Delivered ) <input type="checkbox"/>
Statement / Invoice Code. I - Statement & Invoice ▼	Tank Size . . . 120	Class B (Bulk. . . . . ) 9
Invoice Terms. . . . . ▼	Tank Serial # VA180944	Class C (Cylinder . . . . ) <input type="checkbox"/>
Finance Charge Code. . . ▼	Tank Type . . . A - Above ▼	Class R (Tank Rent. . . ) <input type="checkbox"/>
Open Item / Balance Fwd. ▼	<b>Product Code</b> CG PROPANE UN1075 ▼	Master Billing Account 0
	Units of Issue. . . . . ▼	Salesman. . . . . <input type="checkbox"/>

## **Entering the Contract Gas Deposit Transactions:**

There are three fields that must be filled in when entering Contract Gas Deposit Transactions:

1. **Quantity:** Enter the total contracted gallons.
2. **Price:** Enter the price (before tax) of the agreed to contract.
3. **Amount:** Enter the down payment amount required to establish the contract. The down payment should be the same percentage of the total contract as the percent specified on the "Contract Deposit" Product Code.

Deposit Notes:

1. The sales tax must be included for the portion of the contract being paid for by the down payment.
2. Enter the Sales Tax with the gross Sales Amount into the "Amount" field.
3. Do not Enter sales tax in the "Sales Tax" field.
4. For Master Billing Accounts enter all contract Deposits on the "master Account". Enter the Contract Gas Deliveries on the Sub Accounts. The Contract Number should be equal to the Master account number.
5. For multiple contracts on one account (not master billing), use different Contract Deposit Product Codes for each different contract price.
6. Contract at the same price may be added to using the same contract deposit Product.

### **Contract Deposit Example:**

The following transaction entry example is for a customer who purchases 1000 gallons at a fixed price of \$1.00 per gallon plus 5% sales tax. Company policy requires a 25% down payment.

The data entry operator begins by making the necessary calculations to determine the required down payment amount as shown below.

1000 Gallon x \$1.00 = \$1,000.00

Sales Tax @ 5% = \$ 50.00

Contract Total: = \$1,050.00

x .25 %

Down Payment: = \$262.50

The transaction is entered using the Contract Deposit product code.

Date		Product Code	CD - CONTRACT DEPOSIT		<input checked="" type="checkbox"/> Override Delivery Products				
Account # / Name	Ref #	% Full	Quantity	UI	Amount	Sales Tax	CG - CG	Total	
ROBERT, CHARLES	0077777		1000.0	GL	262.50	0.00	0.00	262.50	
PO #	Contract #		Price	TaxCode	PC2				
				N PA	CG				

## **Delivering Pre-Purchased Contract Gas:**

<b>Master File:</b>	Enter the Contract Gas Product Code in the Master File PC field when you want to begin delivering Contract Gas.
<b>Delivery Ticket Printing:</b>	Throughout the life of the contract, the system will print the delivery ticket with the Contract Gas (CG) Product with Contract Price and the remaining Contract Gallons available.
<b>Contract Gas Delivery Transactions:</b>	<ol style="list-style-type: none"><li>1. As long as the Contract Deposit (CD) has been posted to the customer's account, and the Contract Gas (CG) Product Code is in the Master File, the system will, when the delivery quantity is entered, automatically assign the contract price, add tax, extend the total, and discount the transaction based on the percentage of the contract that was paid as a down payment.</li><li>2. <b>If the CG transaction amount is entered manually by the operator, it is important to enter the sale amount, tax and contract discount in the three separate fields provided on the CG Gas Data Entry Screen.</b></li><li>3. Whenever the total contract volume is reached or exceeded the data entry program will warn the operator that the contract has been exceeded and needs to be closed.</li><li>4. On the last gallons delivered, the system will automatically compute the remaining deposit credit amount available.</li><li>5. If adjustments on the contract are necessary, use the Contract Deposit Product Code.</li></ol>
<b>Customer Inquiry:</b>	Individual Contract Volumes, Precise YTD sales information is available through Customer Inquiry by entering option "K".