Suburban Software Systems

Management Reports

*Prepared For:*_____

Management Reports Contents:

Management Reports:

Purpose: To produce reports which will help management analyze trends in gas usage, customer loses or gains by driver or zone, and where the individual customer's gains or losses are.

Analysis Reports:

Delivery Analysis:

Delivery Analysis Report

Company Identification Code	DEM ⌄
Branch Name -or- ALL Branches	01 - DEMO Prop ⌄
Select The Customers To Be Printed	All ⌄
Select Type of Report (Detailed, EOM, Summary)	Detailed ⌄
For Summary Reports - Select Summary By Driver or Route	Driver ⌄
Beginning with Driver and Route	
Ending with Driver and Route	
Number of Copies to Print	1
Form Name	0001 ⌄
Printer Type	P1 - Oki Data Dot ⌄

Exit		Continue

Notes

1. May be produced for all accounts or by specific account types such as cotank, industrial, budget, meter, or inactive.

2. The report may be produced as a "summary" report or "detailed" listing each account.

3. If a summary report is requested, the report may be summarized by driver or by delivery zone.

Salesman Monthly Production Reports:

Salesman Monthly Production Reports

Company Identification Code	DEM
Beginning Month and Year	12/14
Ending Month and Year	12/14
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit   Continue

Purpose:	This report provides summarized total sales from gas related transactions. Separate totals are printed for delivered and non-delivered gallons sold.

Budget Billing:

Budget Billing Report

Company Identification Code ·	DEM ▾
Branch Name -or- ALL Branches ·	01 - DEMO Prop ▾
Select The Customers To Be Printed ·	Budget ▾
Price Adjustment From Base (x.xx) ·	
Select Increase (I) or Decrease (D) ·	Increase ▾
Minimum Budget Rate to Print (in Whole Dollars) · · · · · · · · · · · · · · · · ·	20
Maximum Budget Rate to Print (in Whole Dollars) · · · · · · · · · · · · · · · · ·	999
Minimum Allowable Delivery Confidence Factor · · · · · · · · · · · · · · · · · · ·	85 %
Update Master Files with New Budget Rates? Y/N · · · · · · · · · · · · · · · · ·	N - No ▾
Add to "Forecasted Gallons" the Number Of Gallons Required to Fill? Y/N · · · · ·	N - No ▾
Form Name ·	0000 ▾
Printer Type ·	P1 - Oki Data Dot ▾

Exit		Continue

Purpose:	1. To compute a recommended "Budget Billing Rate" based on the customers gas use rates and the variables you insert related to the price. 2. To produce a list of recommended Budget Rates.
Budget Rate Calculations:	For each customer that meets the "Confidence Factor" criteria you specify, the program evaluates "YTD Gas". "Last Year's Gas" and a one year "Forecast Gas Usage". It selects the highest of these usages to compute an annual gas bill based on the gas price you select. Existing account balances, and rent charges are added. After subtracting any expected payment the total is divided by 12 to determine the recommended monthly budget rate.

Notes:

1. The program only recommends a budget rate. This rate should be reviewed carefully to determine if it is appropriate. Special attention should be given to closeness between "Last Year's Gas" and "Forecast Gas". If the two usages are close, then the recommended budget rate is probably a good estimate.

2. It is recommended that the Budget Report should be printed at least quarterly and whenever there is significant change in the price of gas or weather.

Budget Billing Report Fields:

Company Id (CoID)   Enter your Company ID

Branch Name/ ALL   Enter a Branch Name or "ALL" for all branches.

All or Budget Customers: For the Branch you specify, the program will update every account that meets the "confidence factor" with a "Recommended Budget Rate" but the printout can be restricted to just the existing Budget Customers or list "ALL" accounts.

Price Adjustment from Base: Price that the program will use to compute budget rates

Increase/ Decrease: Used when estimating price fluctuations up/ down throughout the year.

Min/Max Budget Rates: Some customers may use to little or too much gas to be considered for Budget Billing. You may restrict those accounts by selecting Minimum and Maximum Budget Rates to be updated in the customer's file. Listed in Whole dollar amounts.

Update Master File: Select {Y} for yes or {N} no to update the Master File with new Budget Rates.

Add "Forecasted Gallons":   Enter {Y} for yes or {N} for to add "Forecasted Gallons to the number of gallons required to fill

Master Billing Account Report:

Master Billing Account Report

Company Identification Code	DEM
Branch Name -or- ALL Branches	01 - DEMO Propa
Number of Copies	1
Form Name	0000
Printer Type	P1 - Oki Data Dot

Exit   Continue

Purpose: Master Billing allows you to set up and maintain delivery information on multiple subsidiary accounts, while having the charges and payments transferred to a single Master Billing Account (MBA). To set up MBA subsidiary accounts refer to the Master File on the Daily Section.

Note: The Master Billing Report produces a list of the designated Master Billing Accounts and the accounts that have been assigned to them.

Gas Usage vs Price:

Gas Usage / Price Report

Company Identification Code	DEM ▾
Branch Name -or- Company ID for all branches	01 - DEMO Propa ▾
Enter "Type Customer" to Print (optional)	
Master File Special Product Code (or blank for all)	▾
Price Class (or blank for all)	▾
Revise or Review Gas Requirements Table? Y/N	Y - Yes ▾
Update Master Files with New Price Class Changes? Y/N	N - No ▾
Number of Copies	1 ▾
Form Name	0000 ▾
Printer Type	I - Oki Data Dot ▾

Exit	Continue

Purpose: This report will help dealers assign appropriate price class codes to clients. This report will also show customer's gas use, current price class (if assigned) and a recommended price class based on gas use. To run this report, a gas price table must be setup which defines the quantities at which customers qualify for each price class.

Gas Usage/ Price Report Fields:

Customer ID   Enter the Customer ID (CoID)

Branch/ Company Id   Enter the branch name or enter the company
                           identification code to run the report for all branches.

Type Customer: Enter a type customer code to print the report for
                           customers with a specific type code entered in the
                           customer master file. Leave this field blank if no "type
                           code" selection is desired.

Master File Special   Enter a Product Code to print the report for customers
Product Code: with a specific product code in the Master File. Leave this
                           field blank if no "product code" selection is desired.

Price Class: Enter a price class code to print the report for customers
                           with a specific price class code in the Master File. Leave
                           this field blank if no "price class" selection is desired.

Revise or Review Gas   Enter {Y} to change the gas table or to initially create the
Table: gas table or enter {N} if no change is necessary.

Update Master File: Enter {Y} to update the Master File with new price
                           changes or enter {N} if no update is necessary.

Form Name: Enter what for you want the report to be printed on.

Copies: How many copies do you need

Printer ID   Enter the appropriate printer identification code or view to
                           view without printing.

Screen Two:

If the option to review or revise the gas table is selected with {Y} this screen will pop up.

Gas Table Entry	
Company Identification Code	[DEM ▾]
Branch Name	[01 - DEMO Propane ▾]
Product Code	[- Blank Product Code ▾]

Price Class	Minimum Bulk Gallons	Minimum Cylinder Gallons
1.	0	0
2.	0	0
3.	0	0
4.	0	0
5.	0	0
6.	0	0
7.	0	0
8.	0	0
9.	0	0

[Exit]   [Continue]

Price Class: Up to nine price class groups may be established in the Suburban Software Propane System. The price class column lists the price codes 1 through 9 for reference. No entry is required in this column.

Minimum Bulk Gallons: Enter the number of "Bulk" gallons that a customer must purchase to qualify for the corresponding price class in the price class column (1 through 9). All entries to this column must be in whole gallons (no decimal) and must be ascending.

Minimum Cylinder Gallons: Enter the number of "Cylinder" gallons that a customer must purchase to qualify for the corresponding price class in the price class column (1 through 9). All entries to this column must be in whole gallons (no decimal) and must be ascending.

Prepaid Contract Gas:

Contract Gas Listing

Company Identification Code . . . . [DEM   ▾]

Branch Name -or- Company I.D. for all branches . . . . [01 - DEMO Propa ▾]

Enter "Product Code" to print . . . . [▾]

"Driver" and/or "Route" to print . . . . (Blank for all) [   ] [   ]

Tank Inventory in Percent Full or Less . . . . [   ]

List Option :. . . . . [ACTIVE   ▾]

Form Number:. . . . . [0001   ▾]

Printer Type:. . . . . (P1, P2, etc.) - or - (View = VW) [P1 - Oki Data Dot ▾]

[Exit]   [Continue]

Purpose: Generates a list of customers who have pre-buy gas.

Gain/ Loss Report:

Gain / Loss Report

Company Identification Code	DEM ⌄
Branch Name -or- ALL Branches	01 - DEMO Propa ⌄
Type of Report . . . . (Detailed or Summary)	Detailed ⌄
Type of Report . . . . (Gain / Loss)	⌄
Begining Period . . . . (MM / YY)	
Ending Period . . . . (MM / YY)	
Gain / Loss Code . . . . (Leave blank for ALL)	▯ ▯ ▯ ▯ ▯ ▯ ▯
Include Possible Loss Accounts?	Y - Yes ⌄
Include "Deleted" Accounts?	Y - Yes ⌄
Form Name	0001 ⌄
Printer Type	P1 - Oki Data Dot ⌄

Exit		Continue

Purpose:	Generates a list of customers who have been newly acquired or lost customers, based on the tank pick up codes or tank set codes chosen in data entry.
Note:	For further information see data entry tank set/ pickup codes on line 2.

Transaction Deviation Report:

Deviation Report

Company Identification Code . . . .   DEM ▾

Enter Sales Month and Year of Report . . . . (MM / YY) . [   ] .

Enter Sales Journal Run Number of original report . . . . [   ]

Report: . . . . ("Details" or "Errors") DETAILS ▾

Form Name . . . .   0001 ▾

Printer Type . . . .   P1 - Oki Data Dot ▾

[Exit]   [Continue]

Purpose:	This report can be printed to determine gas sold above/ below prices entered in price file.
Note:	1. Allows you to choose a details report or an error report.
	2. It is based on run number on each posting.

PPS Delivery Tracking:

Vehicle Route Tracking By Date

Company Identification Code . . . .   DEM ⌄

Truck Number . . . .

Date of Deliveries To Be Mapped . . . .

Exit   Continue

Purpose: Allows the operator to track the locations of where the
                        trucks have been on certain days.

Report Generators:

Customer Report Generator:

Customer Report Generator	
Company Identification Code	DEM ∨
Branch Name -or- ALL Branches	01 - DEMO Prop ∨
Detailed or Summary Report	Detailed ∨
Output Format	1 = Customer Status ∨
Database File Name To Create	
Output To Map?	N - No ∨
Print Memos?	N - No ∨
Print Addresses and Directions?	N - No ∨
Single or Double Spacing?	1=Single ∨
Form Name	0001 ∨
Printer Type	P1 - Oki Data Dot ∨

Exit	Previous Screen		Continue

Purpose: To produce a detailed or summary customer report based on the criteria specified in the different screens provided.

<u>Screen One Fields:</u>

Company Id   Enter the Company Id (CoID)

Branch   Enter the Branch Number/ All for all Branches.

Type of Report: **Detailed:**   If a detailed output is desired, account
                                            numbers and customers' names will
                                            show on the report.

                          Summary: If a summary output is desired, account
                                            numbers and customers' **will not** show
                                            on the report.

Output Format: **1.**   if you want the report to print out in
                                            customer status format

                          2.   if you want the report to print out in
                                            delivery analysis format

                          3.   If you want the report to print out in
                                            database format.

Database File Name to   Enter the name that you want the file to be called.
Create:

Output to Map?:   Enter {Y} if you want to output to Map or {N} if you want

Print Memos?:   Customer memos may be added to the report by entering
                                  "Y" in this field.

Addresses and   Enter "Y" if you want to include addresses and directions
Directions?:   to the report.

Single/ Double Spacing   Enter {1} for single spaced report or {2} for double spaced
                                  report.

Form Name: Enter what for you want the report to be printed on.

Printer ID   Enter the appropriate printer identification code or view to
                                  view without printing.

Screen Two:

Customer Report Generator 2/4		
FIELD NAME		**(EQ, NE, GT, GE, LT, LE)**
Select All, Balance, Budget, Credit, CoTank, PastDue, Meter, or Runout Customers		All ▾
Type Customer Code 1 and 2		☐ ☐
Credit Code(s)		☐ ☐ ☐ ☐ ☐
Tax Code		☐
Product Code		☐
Price Class Code (1-9)		☐ ▾
Finance Charge Code		☐ ▾
Statement Code (S, I, J, N, R)		☐ ▾
Customer Balance (7.2)	☐ ▾	☐
Customer Past Due Balance (7.2)	☐ ▾	☐
Payment Date (MMDDYY)	☐ ▾	☐
Budget Rate (5.2)	☐ ▾	☐
Deposit Amount (7.2)	☐ ▾	☐
Exit Previous Screen		Continue

The following options are available for the customer report:

ALL, BALANCE, BUDGET, CREDIT, COTANK, PASTDUE, METER, OR RUNOUT

The options shown in this screen will allow the customer report to be printed for all, balance-only, budget or credit customers; customers with a past due balance, customers with company owned tanks, customers with metered tanks, or customers who have run out of gas.

The other options in the second prompt screen allow the user to select specific customers to print on the report by type customer, type customer 2 (second field in customer master file), credit code, tax code, product code, price class code, finance charge code or statement code.

To selectively print accounts with blank product codes or a blank type customer code enter a single forward slash **{/}** in the field.

The third part of this screen allows the operator to customize the report by using the following codes:

EQ   Equal
NE   Not Equal
GT   Greater Than
GE   Greater or Equal
LT   Less Than
LE   Less or Equal

The first column lists all the different options the operator has to customize the report; specify the appropriate code in the second column and enter an appropriate value in the third column.

Example: Customer Balance.......(7.2)   **EQ**   **50000**

The report will print all customers with a balance that equals $ 500.00

Third Screen:

```
                         Customer Report Generator 3/4
   FIELD NAME                                          (EQ, NE, GT, GE, LT, LE)

   Credit Limit Amount (5.0) . . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]

   Start Date (MMYY) . . . . . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]

   Zip Code  (5.0) . . . . . . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]

   Driver Number . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . [__]

   Route Code . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . [__]

   Company Tank Status Code . . . . . . . . . . . . . . . . . . . . . . . . [__]

   Delivery Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . [_][_][_][_][_]

   Tank Size  (5.0) . . . . . . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]

   Percent Full (2.0) . . . . . . . . . . . . . . . . . . . . . . . . [_____ v]  [__]

   Delivery Date (MMDDYY) . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]

   Gas Check Date (MMDD) . . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]

   Use Code . . . . . . . . . . . . . . . . . . . . . . . . . . . . . [_____ v]  [_____ v]

   Year To Date Gallons (6.0) . . . . . . . . . . . . . . . . . . . [_____ v]  [_____]


   [   Exit   ]   [ Previous Screen ]                              [  Continue  ]
```

Enter the desired codes and values in the appropriate fields and click continue. Driver Number, Route Code, Company Tank Status Code, and Delivery Code are defaulted to EQ.

Screen Four:

FIELD NAME	(EQ, NE, GT, GE, LT, LE)	
Last Year Gallons Purchased (6.0)		
Gallons Per Day (5.1)		
Gallons Per Degree Day (5.2)		
Gallons Per Day Confidence Level (3.2)		
Gallons Per Degree Day Confidence Level (3.2)		
Salesman Code		

Exit	Previous Screen		Continue

Enter the desired codes and values for the appropriate fields and click continue.

This is the last screen to input values and codes. The report will be generated after this.

Tank Report Generator:

Purpose:	To produce a detailed summary tank/ cylinder report based on the criteria specified in the different screens provided.
Note:	1. This screen allows the operator to select if he wants a cylinder, a tank or a cylinder and tank report and which tanks or cylinders will appear on the report: rented, in the yard, loaned, sold, metered, inactive or deleted.
	2. Database File allows you to assign a name to the report to be opened in excel.
	Click {Continue} to go to next screen

Screen Two:

Fill in the fields with the appropriate code and value to customize your report, please note that some options are system defaulted to code EQ (equal).

A report will be generated after this screen.

Report Example:

```
|                                         Tank File Listing
        Page -  1                  9/02/15


                 Tank    Relief Valve
   Serial #  T/C Br-Acct  Name              TC  Size  Rent/Dte Built  Purch  Moved  Paint
Inspect Regulr Anode Press  Valve  Test


C 2093086     T 1-72676 STIERLY PATSY        PA  120
L 00158036    T 1-77030 JOHN ROCK INC        99   13                          05/10
L 00158306    T 1-77030 JOHN ROCK INC        99   13                          05/10
L 00158324    T 1-77030 JOHN ROCK INC        99   13                          05/10
L 002066      T 1-00319 UNITED SPORTS TRAININGPA  120                         08/13
L 002253      T 1-00686 JACKSON, VIRGINIA    PA  120                          03/14
L 00521988    T 1-38578 ELLIS, BRIAN & JAMALYNPA 1000                         08/13
                 09/13
L 01013665    T 1-99265 MURDOCK, JEFF & DEBBIEPA  120                         02/13
L 03334205    T 1-77030 JOHN ROCK INC        99   10                          05/10
L 03334207    T 1-77030 JOHN ROCK INC        99   10                          05/10
L 03334209    T 1-77030 JOHN ROCK INC        99   10                          05/10
L 03334210    T 1-77030 JOHN ROCK INC        99   10                          05/10
L 03334211    T 1-77030 JOHN ROCK INC        99   10                          05/10
L 03334215    T 1-77030 JOHN ROCK INC        99   10                          05/10
L 03334217    T 1-77030 JOHN ROCK INC        99   10                          05/10
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Transaction Report Generator:

```
Transaction Report Generator

Company Identification Code . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [DEM    v]

Beginning Month and Year . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [        ]

Ending Month and Year . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [        ]

Include Limbo File In Search? . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [Y - Yes  v]


Detail, Summary or Database Output . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [DETAIL      v]

Printer Type . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [P1 - Oki Data Dot  v]




    [    Exit    ]   [ Previous Screen ]                                          [  Continue  ]
```

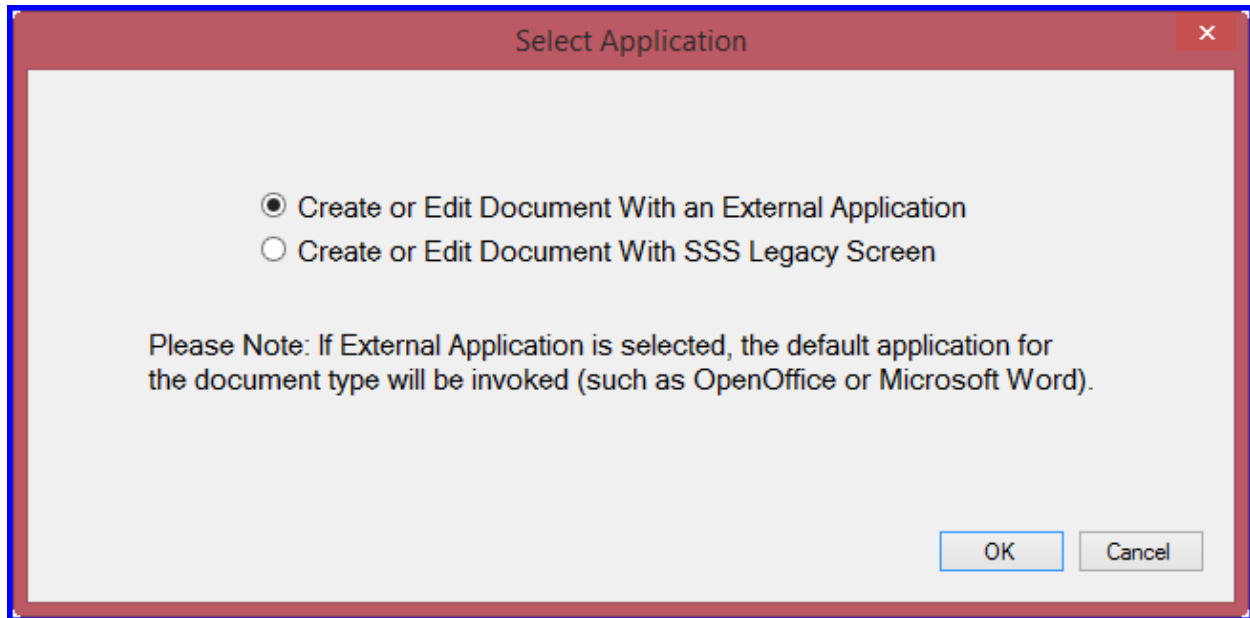| Purpose:	The transaction report generator gives the operator the ability to have the system search thru a transaction file and to print all the records it finds that match any search argument you enter.

<u>Screen Fields:</u>

CoID: Enter your Company ID

Beginning/ Ending Month and Year Enter the month/year you want the report to begin and end.

Limbo File?: Enter {Y} if you want to include Limbo File in search or {N} to skip this step.

Detailed, Summary, Database Output: Enter what kind of report you want generated.

    Detailed: Enter if a detailed output is desired, account numbers and customer's names will show on this report.

    Summary: Enter if a summary output is desired. Account numbers and customer's names will not show on this report.

    Database: Allows you to assign a file name in order to export report to excel.

Printer: Enter the appropriate printer identification code or view to see but not print.

Letter Production Menu:

Purpose: This allows the user to create and send letters from Suburban.

Create Letter Document

Purpose: Allows the user to choose between creating and editing a document though an external application such as Microsoft Word or through Suburban.

Creating/ Editing Document Using Suburban Legacy Screen:

Create Letter Document File

Company Identification Code . . . . DEM

Please enter 2 character letter code . . . . BB - Budget Billing Letter

BB - Budget Billing Letter
SL - Sales Letter
GC - Gas Check Letter
C6 - COD Letter
C7 - COD Letter/ no checks
RC - Renter COD
CO - COD - because of no cre
LH - Liheap letter
OA - Off Automatic
MD - Minimum Delivery policy
TE - Tank Empty / warning
GC - Gas Check
AN - Anode Letter

Exit   Help   Continue

Purpose: Allows the user to choose what type of letter that needs to be written.

Select Customers Individually:

SELECT CUSTOMER'S INDIVIDUALLY

Company Identification Code . . . . DEM

Branch and Account Number 01

F5=Search

Account:		Status:	Credit Code		Current	
Name			Delivery		Over 30	
Address			Tax Code		Over 60	
City/State			Fin Chg		Over 90	
Zip Code			Cust Type		Over 120	
Phone					Total	

Letter Number . . . . BB - BUDGET BILLING LETT

Exit   Previous Screen   Continue

Purpose: Allows the user to choose specific accounts that the letter is to be sent.

Note: Choose what type of letter is to be sent by the 2 Character Letter Number.

Select and List Letters Automatically:

Select and List Letters Automatically

Company Identification Code	DEM ⌄
Branch Name -or- ALL Branches	01 - DEMO Prop ⌄
Letter Code	BB - Budget Billing Letter ⌄
Which Accounts? (Balance, All, Active, Budget, NonBudgt, CoTank, Meter)	Balance ⌄
Enter "Type Customer" To Print.	☐ ☐
Enter Master File "Product Code" To Print.	⌄
Driver and/or Route	☐ ☐
Select Customers with "Credit Codes" Equal	☐ ☐ ☐ ☐
Select Customers with "Delivery Codes" Equal To	☐ ☐ ☐ ☐

Exit   Continue

Purpose: Allows the user to select and list letter to be sent automatically

Note: Choose which account from the drop down menu.

Remove Accounts From Selected List:

Remove Selected Accounts from Delinquent List

Company Identification Code . . . . DEM ∨

Exit   Continue

Purpose: Allows the user to remove an account from the list of letters that are to be sent.

Note: Select CoID and click {Continue}

Screen Two:

	D	Br-Acct	Customer	Ltr	Cr	Dlv	Prv Ltr	Total Balance	Past Due Balance	Last Pmt Date	Last Pmt Amount	Tank Size	Pct Full
▶	D	01-50300	A. C. COMPTON III	BB	1	A		0.00	0.00	10/10/2014	-53.00	120	32%

DEMO Propane, LLC   Total Active: 0

Back   Save & Exit

Note: Select which accounts you want removed from the list and click {Save & Exit}

Print Letters:

Print Letters

Company Identification Code	DEM ⌄
Branch Name -or- ALL Branches	01 - DEMO Prop ⌄
Letter Code (or ALL for ALL Letters).	ALL ⌄
Letter Date	09/02/15
Due By Date	
Print Labels?	N - No ⌄
Output in Zip Code Sequence?	Y - Yes ⌄
Form Name	0001 ⌄
Printer Type	P1 - Oki Data Dot ⌄
Select source of letter format . . . (SSS or WORD)	SSS ⌄

Exit   Continue

Purpose: Allows the user to print selected letters.

Note: Choose source of letter format before clicking {Continue}