

***Suburban
Software
Systems***

Delinquency Control

Prepared For: _____

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Delinquency Control:



Purpose:

A/R Analysis:

Accounts Receivable Age Analysis:

Customer Status Report - Summary

Company Identification Code

Branch Name - or - ALL Branches

Select The Customers To Be Printed

Enter Driver Number To Print (Optional)

Enter Product Code To Print (Optional)

Enter Type Code(s) (Optional) Type 1 Type 2

Include or Exclude Credit Codes

Include or Exclude Delivery Codes

Print Memos? Y - Yes

Print Addresses and Directions? N - No

Single/Double Spacing: 1=Single

Form Name

Printer Type

Purpose:

Generates a Customer Status Report Summary

Customer Status Report Summary Fields:

Company ID:	Enter your Company ID (CoID)														
Branch:	Enter Branch ID or "ALL" for all Branches														
Customers:	Select which customers you want to be printed: <table><tr><td>ALL</td><td>Age</td></tr><tr><td>Balance</td><td>Deposits</td></tr><tr><td>Budget</td><td>Lost</td></tr><tr><td>Credit</td><td>Cycles 1-4</td></tr><tr><td>CoTank</td><td>UseLockd</td></tr><tr><td>PastDue</td><td>Meter</td></tr><tr><td>RunOut</td><td></td></tr></table>	ALL	Age	Balance	Deposits	Budget	Lost	Credit	Cycles 1-4	CoTank	UseLockd	PastDue	Meter	RunOut	
ALL	Age														
Balance	Deposits														
Budget	Lost														
Credit	Cycles 1-4														
CoTank	UseLockd														
PastDue	Meter														
RunOut															
Credit Codes:	Select whether to {Include} or {Exclude} Credit Codes. If you choose {Include}, enter the codes you wish to include in the report														
Delivery Codes:	Select whether to {Include} or {Exclude} Delivery Codes. If you choose {Include}, enter the codes you wish to include in the report.														
Print Memos?:	Select {Y} if you want the report to include customer memos.														
Print Address and Directions?:	Select {Y} if you want the report to include the customer's address and directions.														
Single/ Double Spacing	Select if you want the report to be printed in single or double spacing.														
Forms:	Enter the form you wish the report to be printed on.														
Printer ID	Enter the appropriate printer or view to see report without printing.														
<u>Optional choices:</u>															
Driver Number:	Enter a specific driver you want to include in the report or leave blank for all.														
Product Code:	Choose this option if you want to print a report to include a specific Product code.														
Type Code:	Choose Type 1 or Type 2														

Example:

A/R Age Analysis Summary as of 12/09/14											9/02/15				
Br:	Gas	R.O.	Poss	NoTk/	Accounts Receivable:							:	:		
Nr:	Total	Actv	Warn	Loss	NoDel	Hold:	Net	A/R	Current	Over 30	Over 60	Over 90	Over 120	Hold	:Deposits:
:						:								:	:
01:	6753	4793	399	966	210	385:	869.74	206589.49	52530.35	17401.66	3809.07	48105.93	330.44	1100.00	
	100%	71%	6%	14%	3%	6%	328106.06		63%	16%	5%	1%	15%	%	
:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	:
**:	6753	4793	399	966	210	385:	328975.80	206589.49	52530.35	17401.66	3809.07	48105.93	330.44	1100.00:	
	100%	71%	6%	14%	3%	6%			63%	16%	5%	1%	15%	%	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	:

Payment Aging of 120 Day Delinquent:

Aging Report for 120 Day Old Accounts

Company Identification Code

Select Type of Report (Detailed or Summary)

Sort Aging Report by Dollars or by Customer

Number of Copies to Print

Form Name

Printer Type

Exit **Continue**

Purpose: Generates a report for 120 day old accounts.

Note:

1. The operator can choose a {Detailed} report if they want to include account numbers and customer names. A {Summary} **will not** show account numbers and customer names.
2. The operator can choose to sort the report by Dollars or by Customers.

Example:

Payment Aging of 120 Day Delinquent Accounts													
	thru 12/14 9/02/15												
Nr of 120 Day Delinquents	Number of Months Since Last Payment Received:												
	One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten	Eleven	Twelve	
Branch-01	48,046.55	381.47	3129.37	653.43		312.92	1343.54	3600.29	421.75	233.35	3203.10	34767.33	
	45	2	2	3		3	2	3	4	2	5	19	
Company:	48,046.55	381.47	3129.37	653.43	.00	.00	312.92	1343.54	3600.29	421.75	233.35	3203.10	34767.33
	45	2	2	3	0	0	3	2	3	4	2	5	19
		1%	7%	1%	%	%	1%	3%	7%	1%	%	7%	72%

Bad Debt Listing:

Bad Debt Report

Company Identification Code

Branch Name -or- ALL Branches

Select The Customers To Be Printed.

Max Number of Months Since Last Payment (or blank for all).

Enter "Type Customer" to Print.

Select Type of Report (Detailed, Summary).

Print Memos? Y/N

Printer Type

Purpose: To print a listing of delinquent accounts in accordance with your definition as specified on the Bad Debt Options.

Bad Debt Listing Fields:

Customers:	Select the customers you want to include the report.
Hold File:	Accounts with credit code 9
Over120:	Accounts that will be delinquent by 120 days at the end of the month
Both	Holdfile and 120 day delinquents
Over30	Accounts that will be 30-60 days delinquent at the end of the month.
Over60	Accounts that will be 60 days past due at the end of the month
Over90	Accounts that will be 90 days past due at the end of the month
Max Number of Months Since Last Payment	Restricts the report to those accounts that have not paid in the number of months specified. Leave Blank for ALL
Type Customer	
Detailed/Summary	The operator can choose a {Detailed} report if they want to include account numbers and customer names. A {Summary} will not show account numbers and customer names.
Print Memos?:	Select {Y} if you want the report to include customer memos.
Printer:	Enter the appropriate printer or view to see report without printing.

Example:

DEMO Propane, LLC Latest Update of 12/09/14				HOLDFILE Bad Debt Listing Through				
Account	Typ	Customer	Cr 123456789ABC	Dlq	Ytd	Lyr	Latest	Payment
Balance	Over 60	Over 90	Over 120	Ltr	Gas	Gas		
1-48759H	PETE TUMMILLO & SONS	9 0000000000*-0					08/24/06	4145.09-
119.77-		09/27/06 99 *	sales tax refunded for UG tank sale of 8/2/06				\$164.80	
		11/30/06 99 *	used credit 11/29/06 to pay bal due on #43669					
1-00974H	PULTE - CREDIT ACCOUN	9 0000000000*-0					01/ 1/14	1892.22-
210.67-		10/03/12 99 *	CREDIT ON ACCOUNT/ RESERVE.....SEE KARALEE					
			OVERPAYMENTS					
Br 01 Totals:								
\$330.44-								
Company Totals:								

Transaction Variance Report:

Transaction Variance Report

Company Identification Code

Select Current Month or Previous Month

Form Name

Printer Type

Exit

Continue

Purpose: To produce a report of price variances that will list all the transactions that have been posted with a price different from the one specified in the price file for a specific product code. It can be run for the previous or for the current month.

Note: The system will create the transaction variance file when a price variance is detected. If there is none, no report will be printed.

Example:

DEMO Propane, LLC				Branch # 1		Sales Price Variance Report for 12/14						021	09/02/15 15:31	KELLY
						Debits :	Credit:				Second	Variance		
				PC CC	Quantity UI	Cash/AR :	Sales	Price	Tax	Code	Product	Error Cd		
12/01	373561	1-80554	RIGGINS, CHARLIE	CT 2 80	597.4 GL	985.71 :	985.71	1.65		N71				
					597.4	1021.55	1,021.55	1.71	.00		.00	95.58-		
12/01	423415	1-62248	MC ABEE, JEFFREY	01 2 25	125.0 GL	320.00 :	320.00	2.56		N71				
					125.0	320.00	320.00	2.56	.00		.00	37.50		
12/01	473319	1-00107	RYAN, MATTHEW	CT 2 85	508.6 GL	818.85 :	818.85	1.61		N71				
					508.6	869.71	869.71	1.71	.00		.00	101.72-		
11/24	271221	1-06559	MOYER, CRAIG	SM 2 80	332.8 GL	702.21 :	702.21	2.11		N71				
					332.8	3254.78	3,254.78	9.78	.00		.00	232.96-		
12/02	410166	1-62065	O'DONNELL, SEAN	CT 2 70	383.3 GL	617.11 :	617.11	1.61		N71				
					383.3	655.44	655.44	1.71	.00		.00	38.33-		
12/03	271332	1-15840	SOULUER, FARID	OP 2 85	264.8 GL	299.22 :	299.22	1.13		N71				
					264.8	309.82	309.82	1.17	.00		.00	5.29		
12/03	373599	1-00104	MARKOSKI, MIKE	SM 2 80	60.7 GL	149.32 :	149.32	2.46		N71				
					60.7	593.65	593.65	9.78	.00		.00	6.07-		
12/04	493482	1-01185	CALDWELL	(S CT 2 80	183.6 GL	321.30 :	321.30	1.75		N71				
					183.6	313.96	313.96	1.71	.00		.00	11.02-		
Limbo 00 Totals:					.00	.00	2456.2	4213.72 :	4213.72				442.89-	
<hr/>														
				PC CC	Quantity UI	Debits :	Credit:				Second	Variance		
				PC CC	Quantity UI	Cash/AR :	Sales	Price	Tax	Code	Product	Error Cd		
12/05	373650	1-01186	MILLER, (GEN.)	CT 2 85	773.8 GL	1,315.46 :	1,315.46	1.70		N71				
					773.8	1323.20	1,323.20	1.71	.00		.00	85.12-		
Limbo 01 Totals:					.00	.00	773.8	1315.46 :	1315.46				85.12-	
<hr/>														
				PC CC	Quantity UI	Debits :	Credit:				Second	Variance		
				PC CC	Quantity UI	Cash/AR :	Sales	Price	Tax	Code	Product	Error Cd		
12/06	373655	1-83251	HICKS BROTHERS L	OP 2 80	860.2 GL	1,126.86 :	1,126.86	1.31		N99				
					860.2	989.23	989.23	1.15	.00		.00	51.61		
Page: 20 Totals:					.00	.00	860.2	1126.86 :	1126.86				51.61	
<hr/>														
				PC CC	Quantity UI	Debits :	Credit:				Second	Variance		
				PC CC	Quantity UI	Cash/AR :	Sales	Price	Tax	Code	Product	Error Cd		
12/08	I762824	1-00564	PROVIDENT HOMES	20 2 80	103.9 GL	219.23 :	219.23	2.11		S71				
					103.9	245.20	245.20	2.36	.00		.00	25.97-		
12/08	0762997	1-01141	ZINK, ROBERT	SM 2 80	46.1 GL	129.54 :	129.54	2.81		N71				
					46.1	450.86	450.86	9.78	.00		.00	27.66-		
12/08	373682	1-84952	HALLMAN, ROBERT	CT 2 85	470.8 GL	767.40 :	767.40	1.63		N71				
					470.8	805.07	805.07	1.71	.00		.00	84.75-		

Credit Violations:

Credit Violation Report

Company Identification Code

Branch Name -or- ALL Branches

Are Memos to be Printed? Y/N

Number of Copies

Form Name

Printer Type

Purpose: To produce a report, by branch and by driver, that will list all those customers that:

1. Are past due over 30, 60, 90 and 120, including budget customers.
2. Have exceeded their credit limit.
3. Have been turned over to collection.

Example:

DEM0 Propane, LLC	Credit Violation Report as of 12/09/14							09/02/15 15:38 KELLY			
Br: 01	DEM0 Propane							Driver # 2			
<hr/>											
Account	F/C	Customer	Phone	Cr	Ending	Current	Over-30	Over-60	Over-90	Over120	Reason
33		DEM0 Propane Customers			\$19,849.34	14,903.94	4,597.68	102.51	10.13	235.08	

Open Item Listing:



Open Item Balances

Company Identification Code

Do you want to PRINT / UPDATE / BOTH the Open Item file

Form Name

Printer Type

Exit **Continue**

Purpose: This allow the user to Print/ Update/or Both Open Items

Example:

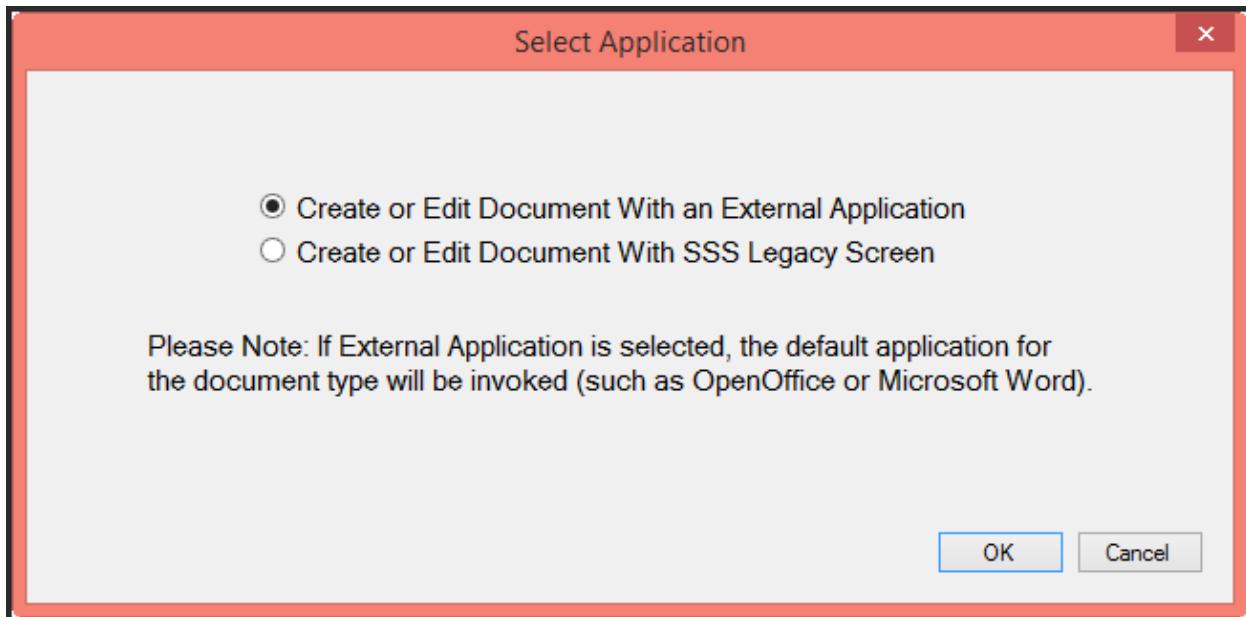
Open Item Transactions										09/02/15 15:40 KELLY			
Account	Name	OI Ref	Date	Refer	PC	Quantity	UI	Inv	Amount	TaxCd	Amt Allocated	Amt Open	Balance
1-00017	THIEL, MICHAEL		\$11/19/14	253946	CT	433.3	GL		740.94	PA N		740.94	740.94
												740.94	
1-00032	CROSS, KATHLEEN		7/28/14	00254	88				2,300.00-	PA N		2,300.00-	2,300.00-
1-00032			7/28/14	00254	CD			GL	2,298.24	PA N		2,298.24	1.76-
1-00032			\$ 9/18/14	253382	CT	196.9	GL		356.39	PA N		356.39	354.63
1-00032			9/22/14	00263	88				356.39-	PA N		356.39-	1.76-
												1.76-	
1-00040		2/09/14	271787	02	19.4	GL		92.54	PA S		92.54	92.54
1-00040			\$ 2/22/14	417847	01	.1	GL		.34	PA N		.34	92.88
1-00040			2/25/14	417847	AJ			GL	.34-	PA N		.34-	92.54
1-00040			3/03/14	999999	DA			GL	12.76	PA N		12.76	105.30
1-00040			3/03/14	99507	DA			GL	12.76-	PA N		12.76-	92.54
1-00040			3/04/14	9999999	XP			GL	66.25	PA S		66.25	158.79
1-00040			3/05/14	02859	88				66.25-	PA N		66.25-	92.54
1-00040			6/30/14	9348900	8C				206.70-	PA N		206.70-	114.16-
1-00040			6/30/14	9999999	XP			GL	206.70	PA S		206.70	92.54
1-00040			\$ 9/08/14	372593	01	.1	GL		.21	PA N		.21	92.75
1-00040			9/11/14	372593	AJ			GL	.21-	PA N		.21-	92.54
1-00040			\$ 9/17/14	372718	01	1.1	GL		2.10	PA N		2.10	94.64
1-00040			9/24/14	04935	AJ			GL	2.10-	PA N		2.10-	92.54
1-00040			10/31/14	413152	DC			GL	75.00-	PA N		75.00-	17.54
1-00040			\$10/31/14	413152	01			GL	75.00	PA N		75.00	92.54
												92.54	

Customer Selection:

Create Delinquent Letter Document:

Screen One:

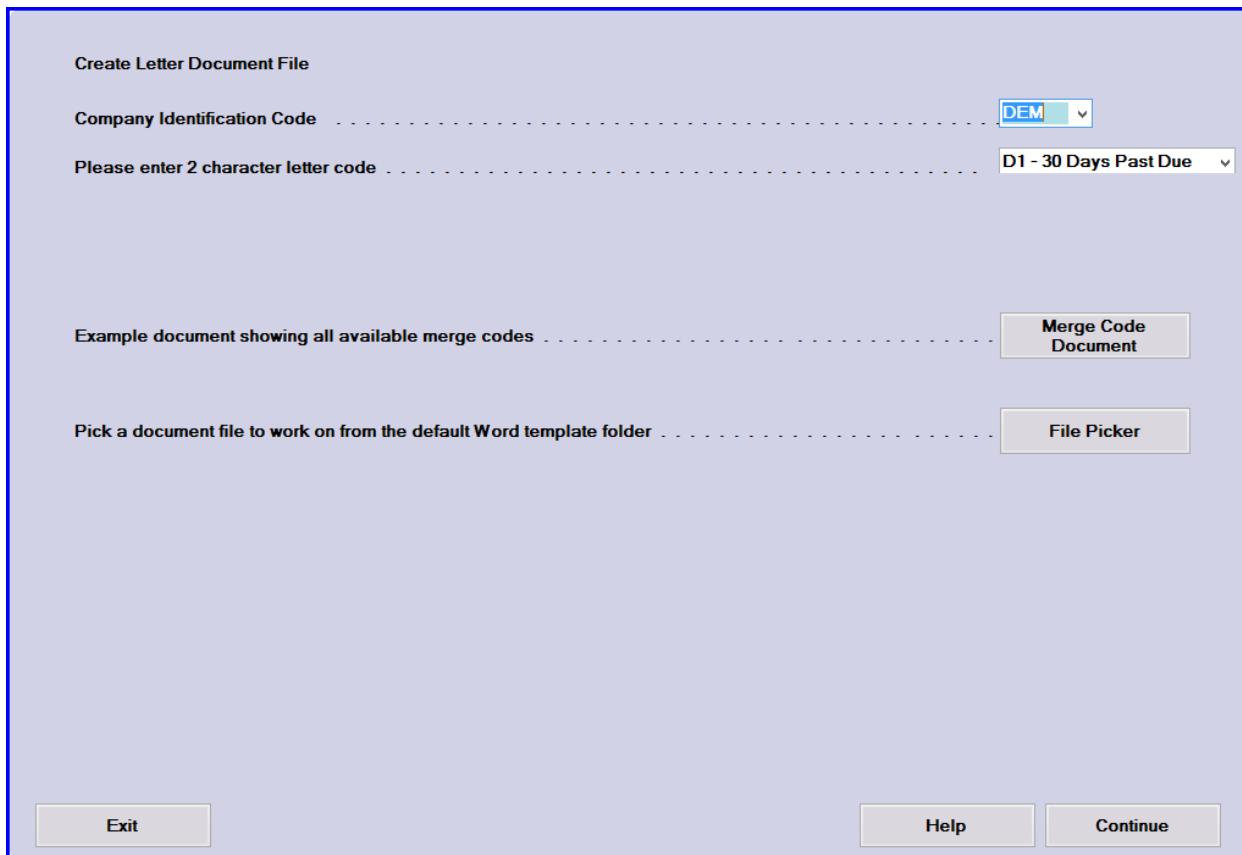
When the operator clicks on this option a pop up screen will appear.



Purpose: Allows the operator to create a Delinquent letter within the SSS Legacy screen or by an external application.

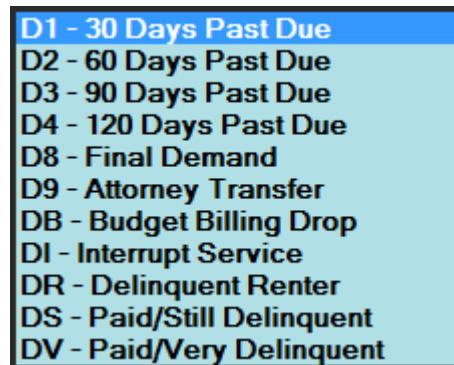
Note: If External Application is selected the default application for the document type will be invoked (such as Open Office or Microsoft Word)

Screen Two:

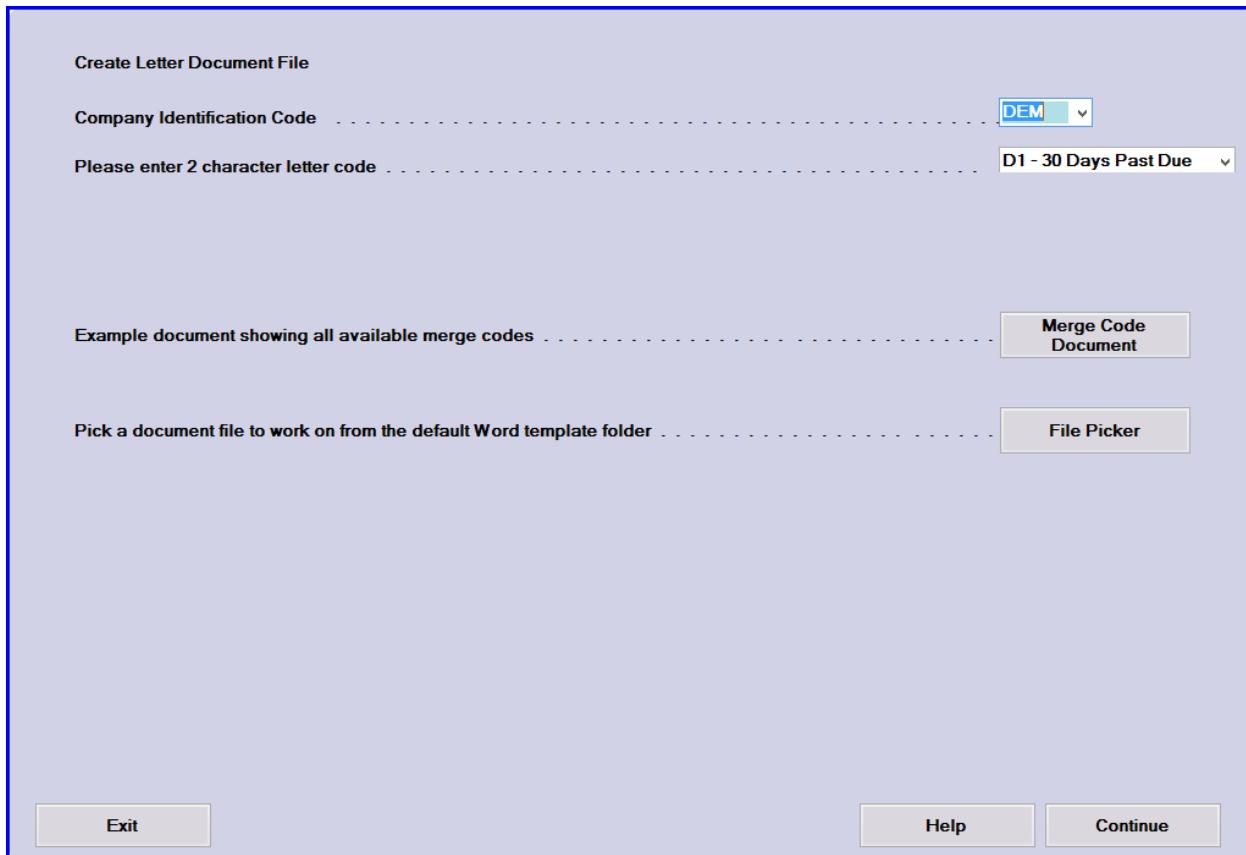


Note:

Enter the 2 character letter code that you want to generate.

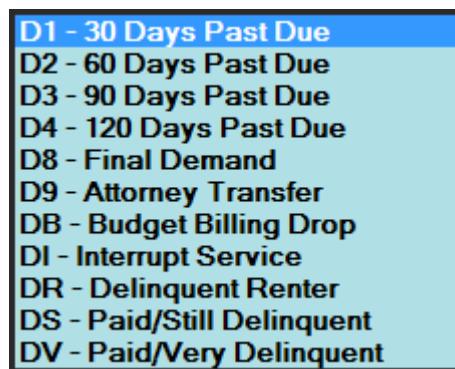


Select Delinquent Accounts Individually:



Purpose: Allows the operator to select a specific account that a delinquent letter is to be sent.

Note: Choose which type of letter the customer is to be sent



Select and List Delinquent Letters Automatically:

Select and List Delinquent Letters Automatically

Company Identification Code

Branch Name -or- ALL Branches

Delinquent Letter Code - or - "TW" for transfer to TRW

Accounts Which Have Exceeded (30, 45, 60, 90, 120) Days

But Which Have NOT Exceeded (30, 45, 60, 90, 120) Days

Max Number of Months Allowed Since Last Payment (or Blank for All Accounts)

MINIMUM Past Due Balance to be included. (in whole dollars)

Include / Exclude "Credit Codes"

Include Accounts with Outstanding Delinquent Letters (no payment received since last letter)?

Include Memos On Delinquent Listing?

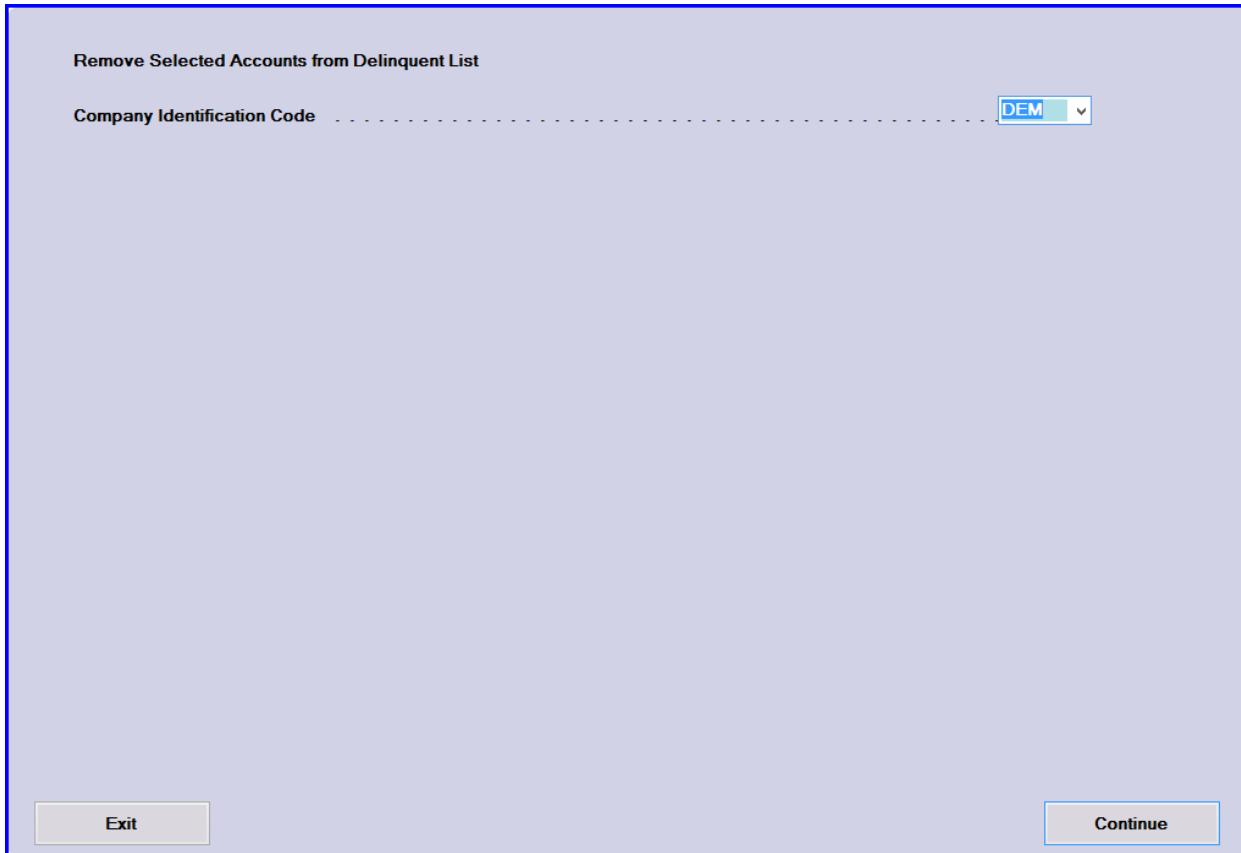
Form Name

Printer Type

Exit **Continue**

Purpose: Allows the user to select and list delinquent accounts automatically.

Exclude Accounts from Selected List:



Remove Selected Accounts from Delinquent List

Company Identification Code

Purpose: Allows the operator to exclude accounts from being sent delinquent letters or from being sent to collections.

Screen Two:

DEMO Propane, LLC											Total Active: 0			
	D	Br-Acct	Customer	▲	Ltr	Cr	Dlv	Prv Ltr	Total Balance	Past Due Balance	Last Pmt Date	Last Pmt Amount	Tank Size	Pct Full
►	1	D	01-50300 A-C. COMPTON 14		BB	4	A		0.00	0.00	10/10/2014	-53.00	120	32%

Back **Save & Exit**

Purpose: Allows the user to delete an account from a list .

Print Delinquent Letters:

Print Delinquent Letters

Company Identification Code	DEM
Branch Name -or- ALL Branches	01 - DEMO Prop
Delinquent Letter Code	ALL
Letter Date	9/2/2015
Payment Due By Date	
Print Labels?	Y - Yes
Output in Zip Code Sequence?	Y - Yes
Form Name	DLQL
Printer Type	P1 - Oki Data Dot
Select source of letter format . . . (SSS or WORD)	SSS

Exit **Continue**

Purpose: Allows the operator to print Delinquent letters.

Print Fields:

Company ID	Enter the company ID (CoID)
Branch	Enter the Branch Number or “ALL” for all branches
Delinquent Letter Codes:	Choose which type of letter the customer is to be sent: <div style="border: 1px solid black; padding: 5px; background-color: #e0f2f1; width: fit-content; margin-left: 10px;">D1 - 30 Days Past Due D2 - 60 Days Past Due D3 - 90 Days Past Due D4 - 120 Days Past Due D8 - Final Demand D9 - Attorney Transfer DB - Budget Billing Drop DI - Interrupt Service DR - Delinquent Renter DS - Paid/Still Delinquent DV - Paid/Very Delinquent</div>
	Or choose “ALL”
Letter Date:	Enter in the date you want the letter to be sent.
Payment Due Date:	Enter the date you want the payment to be due.
Print Labels?:	Enter {Y} if you want to print labels.
Output in zip code sequence:	Enter {Y} if you want the letters to be produced by zip code sequence.
Form:	Enter the form name you want to print the letter on.
Printer ID:	Choose the appropriate printer or view if you want to view report but not send.
Letter Format	Enter {SSS} if the letter is to be produced in the SSS Legacy Screen or {Word} if the letter is produced by an external application.

Submit Delinquents for Collections:

Transworld Systems Interface

Company Identification Code	<input type="text" value="DEM"/>
Branch Name -or- ALL Branches	<input type="text" value="01 - DEMO Propa"/>
Transworld ID Code	<input type="text" value="TW"/>
Variable DataBase Filename	<input type="text" value="TRWSD"/>
Number of Copies	<input type="text" value="1"/>
Form Name	<input type="text" value="0001"/>
Printer Type	<input type="text" value="P1 - Oki Data Dot"/>

Exit **Continue**

Purpose: Allows the operator to send delinquent accounts to Transworld for collections.