

# ***Suburban Software Systems***

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## **Accounts Receivable Training**

***Prepared For:***\_\_\_\_\_

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## Startup Instructions:

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1. Hook up and turn on the system (if not already done).
2. Log into the system. The following instructions will help you login if you have never logged in before...

The following username/password screen will appear next. As shown below, enter Your ID name in the *USERNAME* field, press {TAB} or click on the Password field and enter *your PASSWORD* in the *PASSWORD* field (***which will not appear on screen***) (as in\*\*\*\*\*), and press {ENTER} or {OK}.



**\*\*\* Note: If your system has not been set up, please see the set up instruction section\*\*\***

## Daily Menu:

**Daily Menu**

SSS Propane.Net (v1.3)  
4/29/2015 3:02:34 PM  
SQL Indexes Enabled

**Daily Operations**

- Weather Report
- Customer Master File
- Sales & Receipts Control Totals
- Sales & Receipts Data Entry
- PPS Truck Interface
- Print Sales & Receipts Report
- Transaction Transfer
- Apply Auto Payments

**End Of Day Processing**

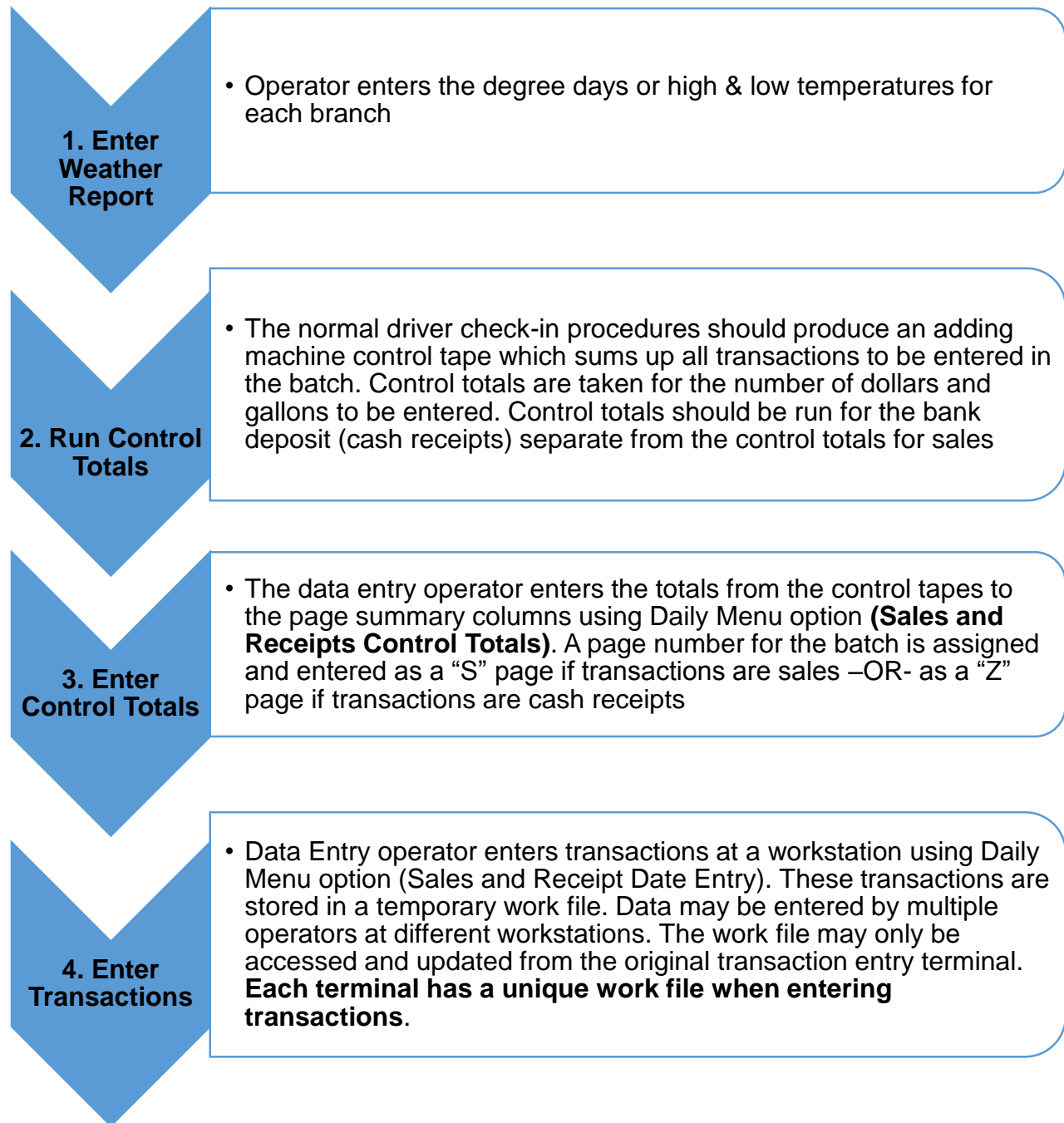
- Sales and Receipts Journal
- Sales and Receipt Posting
- Customer Status Report
- Invoicing

Gas	Dispatch	Billing	Management Rpts	Mapping	Banking & CCards
Daily	Utility	Month End	Delinquency Control	Tank and Meter	Sales & Service
Exit			Web Services	Order Inquiry	Customer Inquiry

**Purpose:** The "Daily Menu" is used to process the day-to-day information as it is received from the sales and payments. This includes entering degree days, performing file maintenance, and entering transactions plus their control totals and posting transactions to customer accounts after printing a sales Journal.

## Accounts Receivable - Overview of the Daily Cycle:

Illustration of the general flow of data-entry tasks using the Suburban Accounts Receivable System.



#### 5. PPS Truck Interface

- If onboard truck computers are used, data is automatically transferred into the office computer system via Daily Menu *PPS Truck Interface*. This step replaces step **(Sales and Receipts Entry)**

#### 6. Print Edit Listing

- Data entry operator may originally print an edit listing of the work file with Daily Menu (*Sales & Receipts Editing*). Operator then checks the printout for errors and corrects the errors in the work file (*Sales & Receipts Data Entry, Daily Menu*) if any are found. **This menu option may also be used to print a listing of the Limbo file or the posting file.**

#### 7. Transfer

- Data entry operator transfers the work file to the Posting File with Daily Menu (Option: Transaction Transfer to the Posting File). In this step, the transactions in the work file are compared to the Page Summary Control Totals. If there are differences between the Page Summary and the data transaction totals, the process will stop and require the operator to balance the transactions to the Page Summary. A Summary Page will be printed which will itemize any differences found by the system. This process will be repeated for each workstation entering transactions and for the Limbo.

#### 8. Apply Auto-Payments

- Daily entry operator processes web payments, credit cards, autocheck payments. Applies the above payments into the posting file.

## **Weather Report:**

**Purpose:** This procedure is only required for companies designated with "Gas Accounting" in the Supervisor file. The purpose of this procedure is to record the heating degree days that transpire at each branch location for each day of the year. The degree days are used to help forecast the next delivery date. A degree day must be entered prior to updating the master file with gas deliveries on that date. Degree days must be entered for each date subsequently. Degree days are reset each July 1st and must remain the same or increase each succeeding date. When degree days are entered, a program is evoked which automatically re-computes the percentage of fuel in each customer's tank. Therefore degree day entry should not be allowed to lag, or be entered more than a day or two in advance even during the summer months.

## **Degree Day Entry:**

Degree Days must be entered to the Suburban Software A/R System daily. They may be entered as a cumulative figure (taken from a degree day clock) or as a high and low temperature for the day via the (***Weather Report option on the DAILY MENU***). The degree day screen (shown below) will display the current year-to-date number of Degree-Days just above the degree day field followed by a slash and the current heating season (after the slash).



## Manual Entry of Degree Days:

Suburban Software Systems Workstation Id: DH

WEATHER REPORT

Company Name here

Enter The Cumulative Degree Days to Date -or- The High and Low Temp For Date

Branch: 11 - Your Propane Co

Date: 8/2/2009 Degree Day: 00000

(or) Temperature: High & Low

Exit and Run Previous Branch Next Branch Enter

## Degree Day Calculation:

For those who want more information on how Degree Days are calculated the below temperatures are for the previous day. The degree formula involves subtracting the previous day's 'Average Temperature' from 65.

For simplicity, the formula may be divided into three steps as follows:

1. (High Temperature plus Low Temperature) divided by 2 = Average Temperature
2.  $65 - \text{Average Temperature} = \text{Degree Days Gained}$  (If negative, set to 0).
3. Previous Cumulative Degree Days plus Degree Days Gained = Current D-Day Total

**Note:** In step 3 that the Degree Days Gained must be ADDED to the previous cumulative number of degree days (which will appear when entering degree days to find the actual number to enter in the {Enter/ Update Degree Days})

If the average temperature is above 65, the resulting degree days is set to zero.

### **Example:**

Yesterday High	= 50	Degrees
Yesterday Low	= 26	Degrees
Cumulative Degree Days	=300	Degree Days to date this year.
(50 + 26)	= 76	High plus Low Temperature
76 / 2	= 38	Divided by Two for Average Temperature
65 - 38	= 27	Subtracted from 65 for Degree Days gained yesterday.
300 + 27	=327	Previous degree days to date plus the degree days gained to get the Cumulative Degree Days to Date. 327 degree days have accumulated this year. This is the figure that should be entered.

**No change:** If the average temperature for the previous day is negative or zero, no degree days were gained for the day. In this event, the cumulative figure **SHOULD NOT** be changed but must be reentered for the current date.

**Date:** The month, day and year the degree days were last recorded plus one day will be pre-loaded into the Date field.

**Degree Day:** Enter four digits to enter the degree days by branch -or- leave this field blank and enter the high and low temperature for the day.

**High/Low:** If the degree day is unknown, the system will calculate the degree days automatically. Enter the high and low temperature for the previous day to the high and low fields and press {ENTER}. The system will calculate the degree day change, add it to the previous degree day total and display the new degree day cumulative total on screen.

## **Notes:**

1. Degree day clocks should be reset each July 1st to zeroes (not to blanks).
2. If the degree day field is entered as a blank, NO degree days will be recorded for that date.
3. The "Enter Weather Report" procedure must be run at least once prior to printing the Sales Journal if "Gas Accounting" has been specified in the Supervisor file.
4. Degree days must be entered for each active branch for each day of the year. No date skips are allowed, but previous dates may be reentered if necessary.
5. A degree day should be entered for February 29th each year. If it isn't a leap year, enter the same degree day total that was entered for the 28<sup>th</sup>.
6. A maximum of 100 degree days is allowed between two successive dates. The system will issue an error message if the current degree day entered exceeds 100 degree days above the last degree day entered.
7. Degree Days are recorded when the "Enter/Rec Adv" key is pressed and there are no errors detected.
8. The system will NOT allow a Degree Day and a High-Low date to be entered.
9. The system will not allow entry of a degree-day that is lower than a degree day entered on a previous date.
10. If using the High/Low fields to enter degree days, a value must be entered to both fields and the entry to the low field must not be greater than the entry in the high field.
11. When the procedure is ended, the system will search for any memo's scheduled to be printed.

<u>Day Of Month</u>	<u>Degree Day Tracking Report For Heating Season</u>											
	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>Jun</u>
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### **Automated Degree Day Entry - The Weather Wizard**

The integration of Weather Wizard III and Weatherlink software with "The Propane System" allows for the calculation of degree days at the office locale as well as remote branches. The information is automatically assimilated into "The Propane System" and used for forecasting gas deliveries with very little interaction from the data entry personnel.

## Daily Operation:

- ❖ Upon system startup in the morning, the system will download the data collected by the Weather Wizard III into the computer.
- ❖ The first prompt will ask if you want to download the data into the database. Click {Continue} or Press the {ENTER} key to continue. The system should continue its normal daily startup and present you with the "GAS" menu of "The Propane System".
- ❖ From the "DAILY" menu, select Weather Report and click or press {ENTER}. The screen should be filled in with the correct data and require only that you click {Continue} or press {Enter}/
- ❖ If the Company ID is blank or incorrect, you should key it in.
- ❖ Enter the printer ID where you would like the Degree Day Report to print. Enter an "A" for automatic entry and press {ENTER}.

Suburban Software Systems Workstation Id: DH

Enter / Update Weather Report

Company Identification Code ..... SSS

Printer ID ..... P1

Automatic or Manual Degree day entry? ..... AUTOMATIC

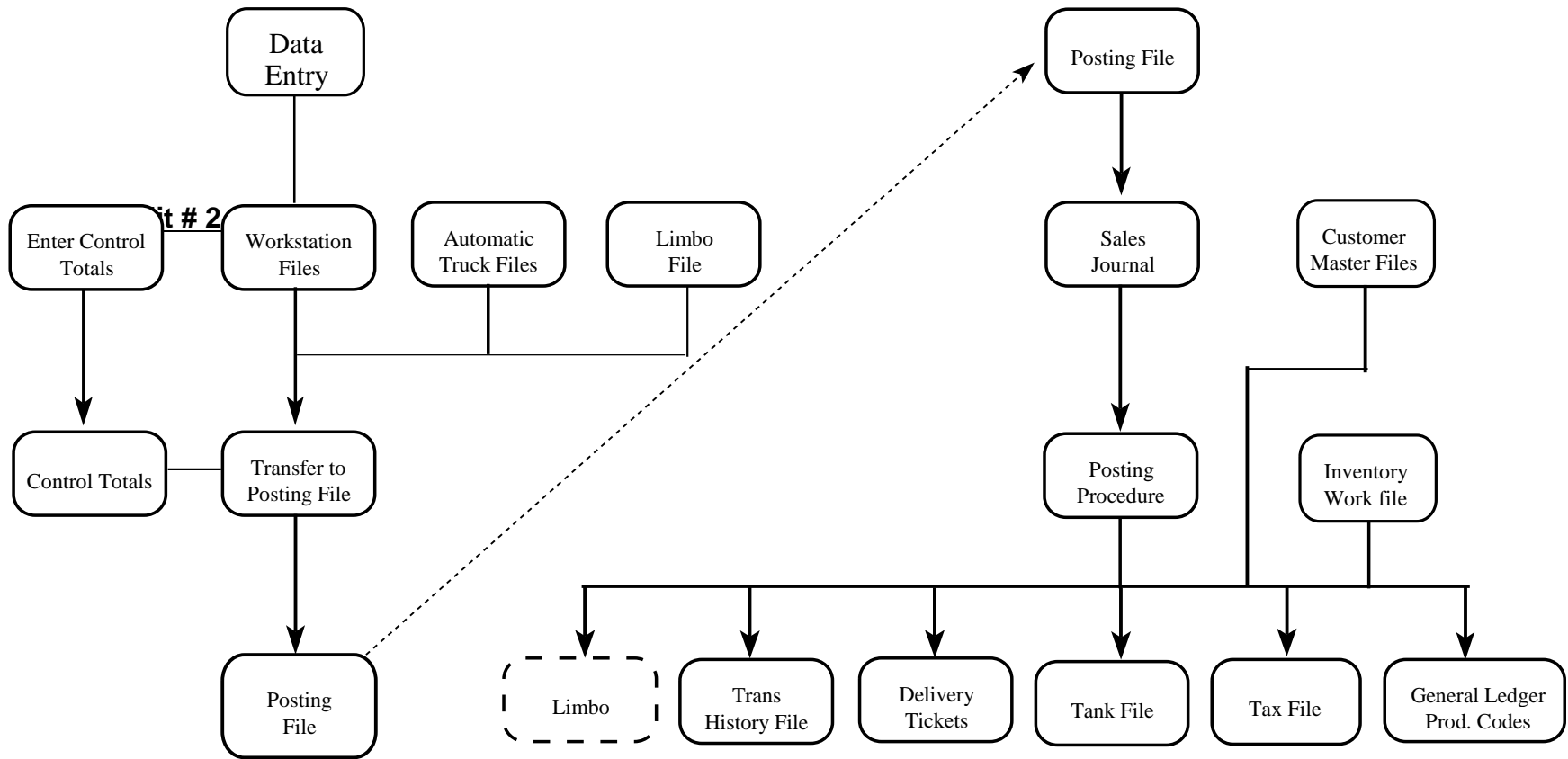
AUTOMATIC  
MANUAL  
AUTOMATIC

Exit Continue

**Note:** If this entry is blank or is an "M," please contact Suburban Software Systems for further instructions.

## Data flow of the Daily Process

---



## Sales & Receipts Control Totals:

**SSS Propane.Net (v1.3)**  
8/12/2015 11:56:00 AM  
SQL Indexes Enabled

**Daily Menu**

**Daily Operations**

- Weather Report
- Customer Master File
- Sales & Receipts Control Totals**
- Sales & Receipts Data Entry
- PPS Truck Interface
- Print Sales & Receipts Report
- Transaction Transfer
- Apply Auto Payments

**End Of Day Processing**

- Sales and Receipts Journal
- Sales and Receipt Posting
- Customer Status Report
- Invoicing

**Navigation Bar:**

- Gas
- Dispatch
- Billing
- Management Rpts
- Mapping
- Banking & CCards
- Daily
- Utility
- Month End
- Delinquency Control
- Tank and Meter
- Sales & Service
- Exit
- Web Services
- Order Inquiry
- Customer Inquiry

**Purpose:** Allows the operator to enter the control totals prepared by the office personnel which will be balanced to the detailed transaction totals entered by the operator.

**Note:** Before the system will accept transactions they must balance to control totals that should have been prepared and entered independently (normally during driver check-in) from the totals the computer generates.

Separate control totals must be entered for each "Sales" page and each "Cash Receipt" page.

Sales page totals normally include the daily totals of sales and miscellaneous transactions occurring at each branch.

Gas companies must also include total gas units sold. Control totals should be sub-divided by driver for ease of error detection.

A separate control total equal to the Bank Deposit should be entered on the "Cash Receipts" page. The amount of the Bank Deposit from "Cash Sales" must be specified on the "Cash Receipts" page summary (Z-page).



## Sales and Receipts Control Totals - Sales Page Screen One:

Sales and Cash Page Summary

Company Identification Code . . . . . DMO ▾

Sales Month / Year . . . . . 08 . . . . . 2008

Branch Number . . . . . 02 - Gadsden ▾

Sales (S) -or- Cash (Z) . . . . . S - Sales Page ▾

Page Number . . . . .

Exit      Unlock Month/Year      Continue

### Field Descriptions:

- |                               |  |
|-------------------------------|--|
| <b>Sales Month/ Year:</b>     | The current sales month and year will be pre-loaded in this field.                                     |
| <b>Branch Number:</b>         | Enter the branch number for which transactions will be entered.  |
| <b>Sales (S) or Cash (Z):</b> | S: Sales Transactions that need to be entered.<br>Z: Payment Transactions that need to be entered      |
| <b>Page Number:</b>           | Enter A control page number for the transaction batch  |
| <b>Note:</b>                  | Control totals for the next sales month may be entered by changing the month to the next sales period. |

## Sales and Receipts Control Totals- Sales Page Screen Two:

Suburban Software Systems      Workstation Id: DH      I:VRPGV

CompanyId:      Branch: 01      Mo/Yr: 10/09      Page #: 001

Sales Page (S)

DEBITS:

Total Cash Sales	6000.00	Total Units	0.0
Total Charge Sales	0.00		
Total Sales:	6000.00		0.0
Payments received balance to driver total dollars			
Total Sales for 1 - 20:	6000.00		0.0

Enter Units delivered

CREDITS:

Row	Description	Dr	Trk	Dollars	Gallons
1	JOHN	1	22	375.00	0.0
2	ADAM	1	25	550.00	0.0
3	LESTER	1	27	1200.00	0.0
4	DWIGHT	1	30	3500.00	0.0
5	MARK	1	31	375.00	0.0
6	PAUL	1	35	0.00	0.0
7	DAVE	1	37	0.00	0.0
8	OFFICE MISC			0.00	0.0
9				0.00	0.0
10				0.00	0.0

Enter units delivered by driver

Exit      Previous      Unprotect Descriptions      Save

### Field Descriptions:

#### **Dollar Totals:**

Enter the daily sales dollars to either the “Cash Sales” field as appropriate.

Enter the sales dollars to the proper driver or office sales total field.

Transactions are totaled by the driver number entered in the data entry header record. If no driver number is entered or if the transaction is “non-delivered” (no driver is entered) then transactions are totaled in the “Page Summary Column” defined in the Product Code file. The total entered in the “Page Summary” should balance to the data entry transaction totals.

#### **Total Units:**

Enter the number of gallons sold by each driver in the appropriate column. Enter the total gallon field.

#### **Driver Info:**

Click the “UNPROTECT DESCRIPTION BUTTON” at the bottom right of the screen to be able to edit information on this screen.

## Sales and Cash Page Summary - Control Page - Cash Receipts Page Screen Two:

CompanyId:	DMO	Branch:	02	Mo/Yr:	08/08	Page #:	005
------------	-----	---------	----	--------	-------	---------	-----

Cash Page (Z)

Debits:

Cash Sales Bank Deposit	0.00
Payments On Account	0.00

0.00

Credits:

Bank Deposit	0.00
Discounts Allowed	0.00

0.00

[Previous Screen](#) [Continue](#)

### Field Descriptions:

**Cash Receipt:** Enter the Cash Receipts as debits to the "Bank Deposit" and/or as "Payments on Account"

**Credits:** Enter the appropriate credits to "Cash Sales and/or "Accounts Receivable"

## **Preparing for Data Entry:**

### **Gas Sales:**

Gas Sales should be recorded on a delivery ticket that was processed by a stamping meter register and completed with the following additional information:

- (1) Meter Stamp Sequence Number (Reference Number)
- (2) Delivery Date (month/day/year)
- (3) Percentage gauge reading after filling
- (4) Gallons delivered. Cylinder sales should be entered with the # and size of cylinders. (The system will convert the cylinder size to gallons).
- (5) Motor Fuel Excise Tax (Motor Fuel Use Only)
- (6) Any additional labor charges made for special deliveries or special trips.

**Note:** Compute all sales tax as one figure on the sales ticket. For sales subject to excise tax, compute the excise tax as a separate figure. Do not breakdown either sales tax or excise tax by county, state, or federal tax; this is done in the tax code file.

### **Transaction Data Preparation:**

For ease of entry and proper editing, it's necessary to establish the control totals for both dollars and gallons on all transactions entered into the system. This is normally done at the Sales Office, and is accomplished by separating transactions into Cash, Charge and Non-Chargeable transactions, then further dividing them by Driver/Dept and then by Common Product Code.

All transactions to be entered into the system should have the following minimum information recorded:

- ❖ Account Number
- ❖ Reference Number
- ❖ Date (Month/Day/Year)
- ❖ Dollar Amount
- ❖ Total Sales Tax (Combined State, County and City)
- ❖ Extended Total

## **Gas Inventory Control Report:**

All gas deliveries and inter-company transfers of gas taken out of company storage tanks or trucks should be reported with the "Gas Inventory Control Report."

Section I: This section records all the gauges and meter readings on the tank or truck required for proper inventory control. It should be taken as accurately as possible. When taking readings, trucks should be parked on level ground. Differences in percentage gauges reading should be averaged into one reading. The meter seal wire should be checked for any sign of broken or frayed wire.

Section II: Salesman check-in: This section should be completed by an office assistant in the presence of the salesman checking in and prior to either sorting or separating the delivery tickets. Use the following procedure:

1. Check that each delivery or gas transfer ticket has a meter stamp and that the stamp numbers are in numerical sequence with neither skips nor duplicate numbers appearing.
2. Run a control tape for "Total Gallons" delivered. Compare it to the difference between the present and previous totalizer number of cylinders in lieu of gallons.
3. For bob-tail trucks only, compute the gallons used for fuel as indicated. Use 4 miles per gallon, unless a better figure is known for the particular truck.
4. Complete the physical inventory gain/loss as indicated. Any large gain or loss should be doubled checked, and reported immediately.
5. Run control tapes on the salesman's total cash turned in, his total cash sales, and his total receipts written. Total cash should balance to cash sales plus receipts.

## **Summary of Gas Sales and Transfers:**

- (1) Search through the delivery tickets for any industrial or commercial delivery tickets that have not been extended by the salesman. Extend these industrial sales while maintaining the tickets in meter stamp sequence. Skip this step if the computer extends commercial and industrial sales.
- (2) Run a control tape on "Total Sales".
- (3) Separate the white copy from the pink. Maintain the white copy in meter stamp sequence for filing. Sort the pink copy by the class of sales, (Bulk Gas, Cylinder Gas, Motor Fuel, Industrial and Inter-company), sub-divided into Cash, Charge, and Non-Charge sales as indicated. Deliveries to company vehicles which use the gas strictly for motor fuel should be included as Motor Fuel Non-Charged.
- (4) Convert the cylinder pounds sold into gallons sold by dividing pounds by 4.23. Enter and circle the gallons beside the pounds sold on each cylinder sales ticket.
- (5) Run control tapes on the gallons and dollars sold for each transaction code. Staple the tape to those delivery tickets, and post totals to the inventory control report.
- (6) Add the report totals. Balance to the original control tapes already run on "Total Sales" and "Total Gallons".
- (7) Post the totals from the inventory control report to the "Summary of all Sales" report.

## **Other Office Sales:**

"Other/Office Sales" may be on several types of documents, and with the exception of Tank Rent Contracts and Tank Pickup Orders, they should be batched and entered without a "Common Product Code". In this manner, a Product Code can be entered for each transaction. They should contain the following information:

Customer Account Number  
Date of sale (month/day/year)  
Line description of item sold  
Product code per line item  
Product code per invoice if all the line items are the same  
Sales Tax  
Labor  
Invoice Total

- Note:**
- (1) All other/office sales should be sub-coded with the product code that indicates which general ledger account is to be credited.
  - (2) Sales tax and labor need not be marked with a product code if there is a field labeled for tax and labor on the data entry screen.

## **Customer Receipts:**

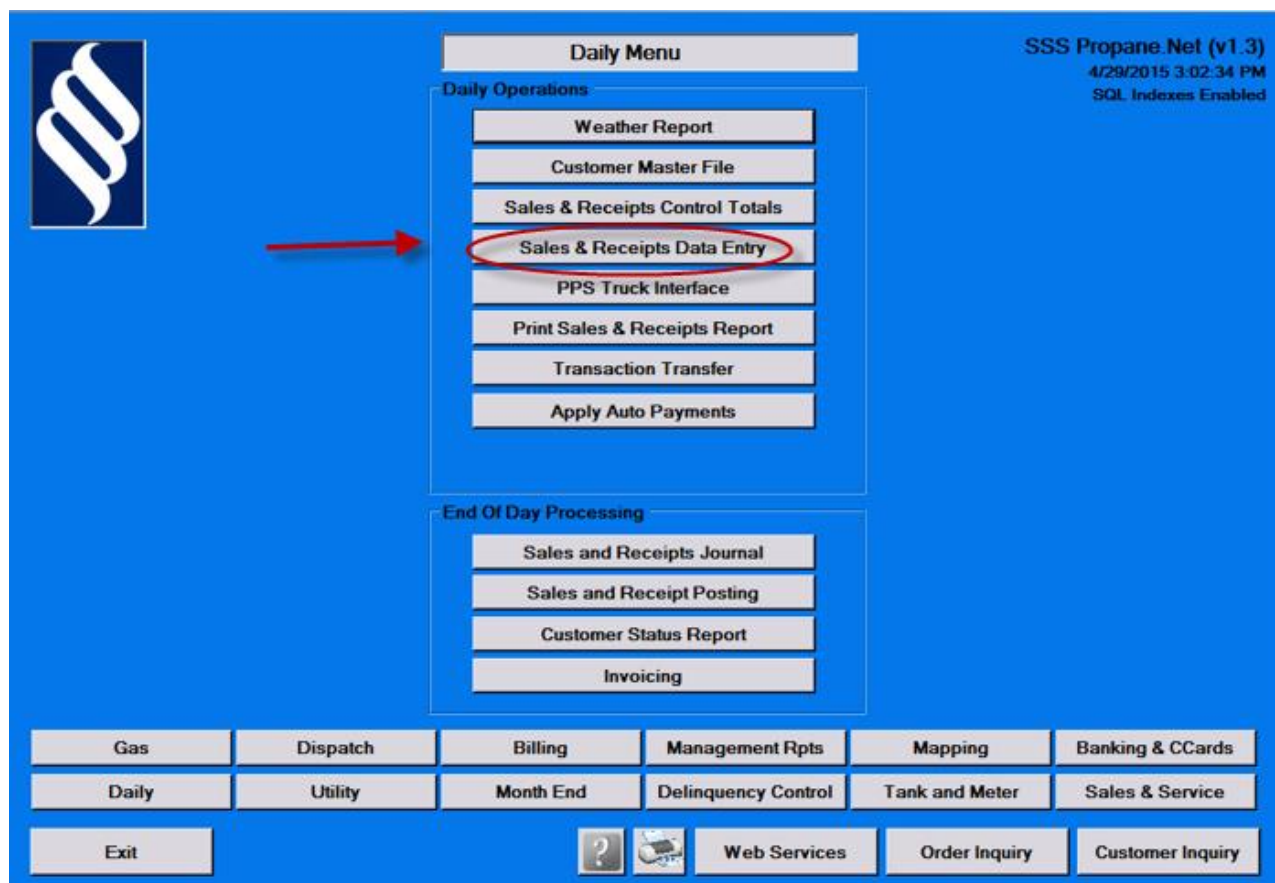
Customer receipts should be batched and entered on a "Cash Summary Report". If discounts are allowed, the receipt must show the cash received, the discount allowed, and the total credit to Accounts Receivable.

## **Sales and Cash Summary Reports:**

The Sales and Cash Summaries are reports prepared by the sales office where the transaction's total dollars and total gallons are summarized by Major Product Code.

Posting to the Sales Summary should be in gross sales (include tax and labor) and should be shown in the proper sales credit column by either Driver/Dept or Common Product Code. Posting of gas sales should be taken directly from the totals of each salesman's Inventory Control Report (see above).

## Enter and Update Sales and Receipt Summary Data Entry:



**Purpose:** To perform data entry of all transactions including cash sales, charge sales, inter-company transfers, and cash receipts. Also, used to correct or update the transactions entered and/or transactions in the "LIMBO" file.

**Note:** Before the system will accept transactions they must balance to control totals that should have been prepared and entered independently (normally during driver check-in) from the totals the computer generates. If a Sales/Receipt Page has already been processed by the computer, then no further changes to the control totals of that page are allowed. Both gallons and dollars must cross foot and balance to the total before the Summary Page will be accepted by the system. Dollar amounts are carried to two decimals, key the decimal point. Gallons and /or cylinders delivered are entered as tenths of units. Combine gallons and cylinders into a "hash total". Cylinders will be converted to gallons by the system. To back out of the entry press {F9} (Cancel Input) and the program will return to Screen #2. The Control page will not be entered. Once accepted, the control page data is stored in the Page Summary File until the accompanying transactions are edited and transferred to the Posting File. When processed, the transactions must balance to the control page, otherwise they will not be accepted for further processing.



## Page One

Transaction Data Entry

Company Identification Code ..... DEM ▾

Select Option to Run

☒ Manual Data Entry

☐ AutoCheck (Workstation Id: KM)

Select File to Open

☐ Open LIMBO file

☒ Create New Workstation File

KM

PP

Please select one from the list.

Exit Continue

### Select Option to Run:

**Manual Data Entry:** This allows the user to enter his/ her daily work.

**AutoCheck:** This allows the user to run checks through the AutoCheck Module. {**See AutoCheck instructions**}

### Select File To Open:

**Open Limbo File:** This allows the user to make corrections in the Limbo File.

**Create New Workstation File:** When the procedure is called, the operator is prompted for his or her workstation I.D. (WSID). If the workstation file doesn't already exist then a workstation file is built. As transactions are entered they are stored in these workstation files.

**Open Existing Workstation File:** Allows the user to make changes to existing workfiles.

### Data Entry Screen:

DEMO Propane, LLC

Company Month Year Branch Page Type Page# Driver/Truck Cash/Charge Code

DEM 12 2014 01 - DEMO Prop. v [ ] 000 [ ] 2 - Charge v

Transactions Listing

Date [ ] Product Code [ ] ☒ Override Delivery Products

Account # / Name Ref # % Full Quantity UI Amount Sales Tax Reg Com Total

[ ] [ ] [ ] GL [ ] [ ] [ ] [ ]

PO # Price TaxCode PC2

[ ] [ ] [ ] [ ]

Use this icon to search for an Account/ Name

New Record Number of Record being edited: 001 Enter

Rec #	S/Z	Pg#	Date	Dr Tk	Reference #	Account #	Name	Prod Code	CC	Pct	Quantity	UI	Amount	Sales Tax	Pct

Meter Total: 0 Quantity Total: 0 Charge Total: 0.00 Cash Total: 0.00

F3 = Exit F6 = Invoice F12 = Calculate Discount F8 = Accept Discount F11 = Tax Code Shift-F11 = Price

### Notes:

After the data has been entered, you should run the program to edit and transfer the workstation data files to the "Posting" file. Transactions are then moved to the "Posting" file for further posting to the master files.

The data entry screen is divided into two sections: the header information section and the detailed data section. Header information is data that remains constant for the records being entered. Normally this information only changes with each new control tape. The detailed data screen contains information that normally changes with every transaction.

## **Header Fields in the Data Entry Screen:**

<b>Company:</b>	Company identification Code (protected)
<b>Year:</b>	Sales Year. Defaults to the current sales year.
<b>Month:</b>	Sales Month. Defaults to current sales month.
<b>Branch:</b>	Branch Number. Defaults to Supervisor "Default Branch Number". If incorrect, enter the proper branch number
<b>Page Type:</b>	Page Type. Enter the page type: S=Sales, or Z=Cash Receipts. (See Page) for more information on page type entry
<b>Page:</b>	Page Number. Sales and cash receipt page numbers should be in sequence beginning with number 01 for the first Sales Page and Cash Receipt Page of the month. Limbo Pages are numbered by the computer and correspond to the "Posting Run Number" that produced the Limbo Page. The page number must correspond to the "Page Summary" Page Number.
<b>Driver/Truck:</b>	Driver/Truck. Select from the list the driver number and truck for the transactions to be entered. This field entry is optional, but should be entered for gas delivery transactions.
<b>Common PC:</b>	Common Product Code (optional). Enter the "Product Code" (PCode) that is common for the batch of tickets being entered. The Common PCode must be a valid code defined in the product code file. If there are only a few common transaction types in the batch you are processing, such as when processing office sales, then leave the "Common Product Code" field blank and enter the Product Code on the detailed data line.
<b>Cash/ Charge:</b>	Cash or Charge Code. This field is a single digit code used to categorize the transactions that are processed as either cash sales, charge sales, customer receipts, inter-company transfers, or as a tank/meter pick up or set out order. Inter-Co transfers include deliveries to meter tanks. Pick up orders are restricted to an A/R credit or non-cash transaction

### **Cash/ Charge Codes:**

- 1 Cash Transaction (Cash or Checks)
- 2 Charge Transaction (including credit card sales)
- 3 Inter-Company transfers of gas (meter tank deliveries)
- 8 Payments
- 9 Final Meter Billing (will disconnect the meter)

## **Data Fields in the Data Entry Screen:**

- Date:** Enter the Month and the Day only. The year will be assigned based on the year in the header record.
- Product Code:** Enter the Product Code or select it from the dropdown list box. Enter the product code that properly describes the transaction. Gas products may be pre-designed in the master file.
- Delivery Product Override:** Click the box when entering deliveries. If selected the system will automatically replace Product with the Product Codew in the customer's Master File.
- Account:** Enter the customer account number without the branch number.
- Number:** If the account number is unknown follow the directions below to search for an account. If the customer account is a new account and has not been setup, enter the customer's name in the name field and leave the account number blank or all zeros. Transactions without an account number will be set aside in limbo (with an "NA" rejection code until updated with the proper account number.
- Notes:**
- ❖ Click on the small down arrow to change the Branch number, Page Type, Driver/Truck, or the Cash/Charge Code.
  - ❖ To save the entry click on Save Transaction for (sales transactions) or press or click "Enter" for payments. Click on the "New Record" to access a previously entered record.

## **To Search for an Account:**

To SEARCH for a customer account number or name, click on the small marker to the right of the name field. This will bring to the screen your list of customers. You can enter the first few letters of the customer's last name and a list of customers, which meet the specified name-search criteria, will be displayed. Click on the proper customer and the customer's account number and name will fill in the box.

**Reference:** (Gas Sales) Enter the meter stamp sequence number. If the truck number was entered on the header record, it will be inserted in front of the stamp sequence number to complete the reference number.

(All Others) Enter the transaction reference number. For payments: enter the check number

**Percent:** Field appears only if product code is specified as a gas delivery or a tank rent product.

Enter percent tank was filled to for gas deliveries

**When Due:** Enter when the rent is to be recharged,  
Tank rent "when due" codes are as follows:

00 = Rent is due every month

Q1thru Q3 = Quarterly rent due on the first month of the specified Quarter

01 thru 12 = Annual rent to be charged on the specified month

S1 thru S2= Semi –Annual rent to be charged on the specified month

**Meter Reading:** Field appears only if product is specified as a meter transaction product.

Enter the meter reading only if you want the system to compute the meter bill. The meter bill will be computed in the Sales Journal procedure. The computation will be based on the previous billing reading and the units of issue of the meter record plus the price for the units specified in the price file. A dollar amount may not be entered for a metered product code (IE a product code with special function = M). To adjust a meter charge and alternate "Meter Adjustment" product code must be used. The adjustment product code should not be setup as a special function M code

<b>Serial/Model Number:</b>	Fields appears only if product is specified as a meter transaction product. Enter the tank serial number if setting a bulk tank or enter a part/model number if entering a sale of an inventoried item. If setting up a customer on a meter for the first time, enter "M#" followed by the Meter Serial Number in this field. The system will automatically establish the meter account if the meter is available for service. It will also bill for any difference in the meter reading.
<b>Quantities:</b>	<p>(7.0 or 7.1 Numeric if decimal entered. Either may be entered).</p> <p>If a negative quantity is entered, you must press the "Field Minus" key after entering the quantity. Quantities are required for products that are designated in the Product Code file as gas products, tank/cylinder rent, or inventory items. Both positive and negative quantities must be entered</p>
<b>Automatic Charging:</b>	<p>If the price is specified in the Price File, Tabbing out of the Quantity field the system will automatically price, tax, and extend the transaction. The transaction will be redisplayed to allow for any adjustments. You can change the tax code which is below the tax field, or you can change the sale amount or the tax amount, then press (again. If you change the tax code, the system will recompute the tax and redisplay it for your review. You may also change the quantity or account number and the transaction will again redisplay in the same manner. If there are no changes press {Enter} or click on "Save Transaction" the system will accept the transaction.</p>
<b>Unit of Issue:</b>	(2 Alpha Characters). Required for gas products, tank/cylinder rent and inventory items. May be pre-designated in the Product Code file for products whose unit of issue will not change. If pre-designated, the field will be protected from entry.
<b>Tank/Cyl Rent: UI</b>	<p>Must be either TK for tanks or 01 thru 99 to represent a cylinder size:</p> <p>TK = Tank Rent of a bulk tank. Tank serial number must also be Specified in the "Serial/Part #" field.</p> <p>01 thru 99 = Cylinders of designated capacity. The 01 to 99 must also be defined in the "Constants" file with the number of gallons the cylinder holds.</p>

<b>Amount:</b>	Enter the sales amount <u>before taxes &amp; labor</u> . Enter credits as a negative number. Credits must have negative quantities. Enter Cash Receipts as a positive number. For Tank/Cylinder Rent the amount field should always be the amount of rent the system is to automatically bill the next time the rent is due.
<b>Sales Tax:</b>	Enter total sales tax for the transaction. The sales tax field will only appear if sales taxing is specified in the Product Code File. If automatic pricing is used the system will compute the tax at the rates existing in the Tax Code file.
<b>Lease Tax:</b>	Appears in lieu of sales tax field for rental transactions specified as subject to lease tax in the Product Code File. Enter any applicable lease / rent tax to be charged to the account.
<b>Secondary Product:</b>	Each transaction can have an entry of an amount charged to a secondary product code such as labor. The secondary product code must first be specified in the Product Code file.
<b>Excise Tax:</b>	Appears as the Secondary Product for those transactions specified as subject to Excise Tax in the Product Code file. Enter total applicable excise tax due. If automatic pricing is specified the system will compute excise tax based on the rates established in the appropriate tax code file.
<b>Name:</b>	For transactions that have no account number or do not yet have accounts established in the customer file enter the customer's name. The transaction will be retained in "Limbo" until the account number is entered, but the name provides a reference for later entry of the proper account number.
<b>Serial/ Model/Meter Number:</b>	For products designated as tank rent in the Product Code File which have a unit of issue "TK", the tank serial number must be entered in this field. For new meter transactions the meter serial number must be entered, preceded by the character "M#". The serial number is not required for subsequent meter transactions on the same account. For products specified as inventory items in the Product Code File, the part number or model number must be entered.

## **Data Entry Grid Account Selector:**

When you start typing in the Account #/Name box a grid of results will appear below the Account #/ Name. Choose name from Grid drop down box.

The grid searches for results by comparing the value in the Account#/Name box to the contents of two columns. The columns used to search on will appear in bold-italics.

One of the columns searched will always be the Account column. By default the other column is the Name column, but you can select another column to search on.

For example: When searching in ascending order on the Name column, typing in the letter "A" would reveal the first names that start with "A" (ex: Abdala, Abendschein, Abraham, Abreu, etc...) When searching in descending order you will see the last names that with "A". (ex Avellino, Avandanian, Austin, Atwood, etc...)

This grid is re-sizable. Place the mouse over the grid's right or bottom border, or over the grid's lower-right corner, and the mouse will change to indicate you can resize the grid. Hold the left mouse button down and drag to resize the grid. Columns inside the grid can be resized as well.



## **Data Entry Notes:**

- ❖ The data entry screen will display the records last entered in a grid at the bottom of the screen. To revise a record click on the desired record in the grid.
- ❖ The control totals displayed at the bottom of the screen should match the data totals, when the entire batch of Transactions have been entered..
- ❖ To modify the detail line of a record: Click on the record number of the transaction to be repaired, and press {ENTER} to display the requested record number.
- ❖ To delete a record:
  - Recall the record to the screen by clicking on the record in the grid.
  - With the correct record displayed on the screen, a new button “Deleted Record” will appear, click on this button.
  - The record reappear with red lines thru all the details and will be excluded from the control totals.
  - The deleted record will be removed from the Control Totals (displayed at the bottom of the screen) and will not be transferred to the Posting File.
- ❖ To reactivate a deleted record, redisplay the record to be reactivated, and click on (Delete/ Reactivate) button.
- ❖ The deleted status will disappear as the record rolls to the top of the screen.
- ❖ To invoice a transaction when invoicing is not specified in the customer's master file press on the Invoice button. This will advance the record and place an {I} beside the reference number field.
- ❖ To change the tax code on a transaction, press “F11 = Tax Code”. The tax code field will appear on the detail line.

## Open Item Accounting:

*Those companies that use Open Item Accounting, when applying payments, will have a detail list of a customer's open or unpaid items come to the screen automatically.*

Suburban Software Systems      Workstation Id: D8    E:\RPG\

Propane, LLC

Date	Account #	Initial Amount	Open Amount	Applied Amount	OI Reference #
03/31/2010	04893	0.00	0.00	0.00	00000

Reference	OIReference	Date	PCode	Quantity	Invoice Amount	Open	Applied	Total
0000973		08/28/2007	CD	0.0	1,799.16	1799.16	0.00	1,799.16
0000973		08/28/2007	88	0.0	-1,800.00	-1800.00	0.00	-0.84
0001145		07/21/2008	CD	0.0	1,285.00	1285.00	0.00	1,284.16
0001145		07/21/2008	88	0.0	-1,285.00	-1285.00	0.00	-0.84
0000093		07/22/2009	CD	0.0	504.00	504.00	0.00	503.16
0000093		07/22/2009	88	0.0	-504.00	-504.00	0.00	-0.84
0371703		01/26/2010	CT	153.2	350.83	350.83	0.00	349.99
0000019		02/26/2010	SF	0.0	4.95	4.95	0.00	354.94
0000020		02/26/2010	FC	0.0	6.12	6.12	0.00	361.06

Exit    Backup    Partial Pay    Accept Error    Continue

- ❖ Enter the amount of dollars being paid on an item in the APPLIED COLUMN.
- ❖ If there are several items being paid the total of those items will be in the Applied Amount box at the top of the screen.
- ❖ If there is an overpayment available you can click on the Partial Pay button and click on the item to which it will be applied.

## Command Keys to Know:

<b>Key</b>	<b>Function</b>	<b>Where</b>	<b>Explanation</b>
<b>Field Plus (+)</b>	<b>Field Advance and Field Clear</b>	<b>Throughout System</b>	<b>The "Plus" key on the numeric keypad. Will clear field data to the right of the cursor as it advances to the next field.</b>
<b>{TAB}</b>	<b>Field Advance</b>	<b>Throughout System</b>	<b>The "Tab" key advances the cursor one field.</b>
<b>{Shift+Tab}</b>	<b>Field Back</b>	<b>Throughout System</b>	<b>Hold down {Shift} while pressing {Tab} to move backwards one field.</b>
<b>{ENTER}</b>	<b>Write/Save</b>	<b>Throughout System</b>	<b>When {ENTER} is pressed, the system will record information added or changed.</b>
<b>{F3} /Cmd-3</b>	<b>End Program / Backup</b>	<b>Throughout System</b>	<b>End the program without updating or takes user back one menu screen.</b>
<b>{F6} /Cmd-6</b>	<b>Invoice</b>	<b>Transaction Entry</b>	<b>Marks a record to be invoiced in data entry.</b>
<b>{F7} /Cmd-7</b>	<b>End Program</b>	<b>Throughout System</b>	<b>End entry and exit current current program without further update.</b>
<b>{F11} /Cmd-11</b>	<b>Tax Code</b>	<b>Transaction Entry</b>	<b>Allows user to open the tax code field on individual accounts for modification.</b>
<b>{F12}</b>	<b>Calculate Discount</b>		
<b>{F8}</b>	<b>Accept Discount</b>		
<b>Shift {F11}</b>	<b>Price</b>		

## **Special Transactions:**

There are several transaction types that either perform special functions and/ or have special requirements at data entry. This section is to designed to give you a better understanding of those transactions:

Most transactions with special functions are designated as such by an entry you make in the "Special Functions" field of the "Product Code" record.

## **Special Transactions - Cash Sales Transactions:**

Cash Sales Transactions are sales that the customer has paid for with cash or a check. They are designated by Cash/Charge Code = "1". These transactions will process just like a charge transaction, except they will not affect the customer's A/R balance, nor will they appear on the customer's statement. Cash sales transactions will appear on the customer's ledger card.

## **Special Transactions - Bank Deposits for Cash Sales Transactions:**

You must create one transaction on the "Cash (Z) Page" which has the "Payment" Product Code and Cash/Charge Code = "1". This transaction represents funds deposited in the bank coming from Cash Sale Transactions. This transaction may be posted to any account number but is normally posted to the "over-the-counter" cash sale account number.

The screenshot displays the 'Your Propane Company' transaction entry window. At the top, the title bar shows 'Suburban Software Systems', 'Workstation Id: DH', and 'I:VRPG1'. The main window has a header section with fields for 'Company', 'Month', 'Year', 'Branch', 'Page Type', 'Page #', 'Driver/Truck', and 'Cash/Charge Code'. Below this is a 'Transactions Listing' section with fields for 'Date', 'Product Code', and a 'Product Code Locked' checkbox. The 'Date' is set to 10/12/2009, and the 'Product Code' is 88 - Payment-Thank You. Below the listing is a table with columns: Account # / Name, Ref #, Check Number, Amount, Discount, and Total. The table contains one row: 01006 - ALL STAR SPORTS, 0077324, 852, 349.97, and 349.97. Below the table are buttons for 'New Record' and 'Save Transaction'. At the bottom, there is a 'Charge Total' and 'Cash Total' section, both showing 0.00. The footer contains function key shortcuts: F3 = Exit, F6 = Invoice, F12 = Calculate Discount, F8 = Accept Discount, F11 = Tax Code, and Shift-F11 = Price.

Company	Month	Year	Branch	Page Type	Page #	Driver/Truck	Cash/Charge Code
SPI	10	2009	01 - Prop	Z - Payment	095	1 25 ADAM	1 - Cash

Date	Product Code	Product Code Locked
10/12/2009	88 - Payment-Thank You	<input type="checkbox"/>

Account # / Name	Ref #	Check Number	Amount	Discount	Total
01006 - ALL STAR SPORTS	0077324	852	349.97		349.97

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Co
001	S	123	10/12/2009	1	25	0012345	01-01006	ALL STAR ...	01

Charge Total: 0.00      Cash Total: 0.00

F3 = Exit    F6 = Invoice    F12 = Calculate Discount    F8 = Accept Discount    F11 = Tax Code    Shift-F11 = Price

## **Special Transactions: Bulk Gas Deliveries:**

**Special Functions:** The system will record the gallons sold and forecast the next delivery based on tank size, percent full, date and weather for all transactions entered as bulk deliveries.

**Definition:** Any transaction entered with a Product Code that has a Special Function code "B" in the product code file.

### **Special Fields Used for Delivered Bulk Gas Transactions:**

<b>Reference:</b>	Enter the meter stamp sequence number. If the truck number was entered on the header record, it will be inserted in front of the stamp sequence number to complete the reference number.
<b>Date:</b>	Enter the month and day of delivery
<b>P/C:</b>	The Product Code (PC) field will only appear: (a) When the "Common Product Code" is not filled -or- (b) When the "Common Product Code" is a gas product and there is a different gas product in the customer's master file "PC" field -or-(c) When {F10} is pressed.
<b>Percent Full:</b>	Enter the tank gauge percentage the tank was filled to. The driver should be instructed to be as precise as possible. For example, he should indicate the gauge is at 82% if so, and not always at 80%.
<b>Quantity:</b>	A required entry. Enter the quantity that corresponds to the proper unit of issue. Quantity may be entered with a decimal when necessary. This is the <u>only</u> field that accepts a decimal point.
<b>Automatic Charging:</b>	If automatic charging is specified in the Supervisor file and if the price is specified in the Price File, the operator can press {ENTER} after entering the quantity and the system will automatically price, tax and extend the transaction. The transaction will be redisplayed to allow for any adjustments. You can change the tax code which is below the tax field, or you can change the sale amount or the tax amount, then press {ENTER} again. If you change the tax code, the system will re-compute the tax and redisplay it for your review. You may also change the quantity or account number and the transaction will again redisplay in the same manner. When satisfied with the transaction, press {ENTER} again. If there are no changes detected the system will accept the transaction.
<b>Unit of Issue:</b>	(2 Alpha Characters). Required for gas products, tank/cylinder rent and inventory items. May be pre-designated in the Product Code file for products whose unit of issue will not change. If pre-designated, the field will be protected from entry.
<b>Special Editing:</b>	When entered, the system edits all bulk deliveries for valid tank sizes and percent full.

## **Special Transactions- Cylinder Gas Deliveries**

### **Special Functions**

The system will convert the cylinder quantity to gallons, record the gallons sold and forecast the next delivery based on number of cylinders, date and weather for all delivered cylinder transactions.

### **Definition:**

Cylinder Gas Deliveries with Product Code Special Function = "C". Cylinder gas deliveries are similar to bulk gas deliveries except:

- a. No percent full is required in transaction entry
- b. The unit of issue is the cylinder size (normally expressed in pounds).
- c. Cylinder gas sales transactions can be followed immediately by cylinder set and cylinder pickup transactions.

This product (Special Function = C) considers only the amount of gas in the cylinder, and not the pickup and setting of the cylinders. Movements of the cylinder asset is discussed under Cylinder Set and Pickup Transactions.

## Special Fields used in Data Entry:

**Quantity Field:** Enter the number of units sold. The number of units entered should correspond to the Unit of Issue entered in the Unit of Issue Field.

**Units of Issue:** Units of Issue may be pre-set in the product code file – or- left blank to be entered during data entry based on cylinder size sold. The choice depends on how cylinder gas is sold. It is recommended to preset the unit of issue by establishing a product code for each cylinder size sold.

The Unit of Issue should also be defined for the conversion factor set up in the “Constant File”.

**Your Propane Company**

Company Month Year Branch Page Type Page# Driver/Truck Cash/Charge Code  
SPI 10 2009 01 - Styer Prop S - Sales 123 1 25 ADAM 2 - Charge

**Transactions Listing**

Date 11/16/2009 Product Code C - C PROPANE UN1075 ☐ Product Code Locked

Account # / Name	Ref #	% Full	Quantity	UI	Amount	Sales Tax	L - Labo	Total
01006 - ALL STAR SPORTS	0000159		1.0	33	43.75	0.00	0.00	43.75

Quantity Unit of Issue

New Record Number of Record being edited: 001 Save Transaction

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Co
001	S	123	10/12/2009	1	25	0012345	01-01006	ALL STAR ...	01

Quantity Total: 150.2 Charge Total: 349.97 Cash Total: 0.00

F3 = Exit F6 = Invoice F12 = Calculate Discount F8 = Accept Discount F11 = Tax Code Shift-F11 = Price



## **Special Transactions - Cylinder Set and Pickup Transactions:**

**Special Function:** The Suburban Software System automatically controls the movement of capital assets (tanks, cylinders, etc.) through the use of an "Install" and "Pickup" transaction. Once the initial asset has been entered in the "Tank File", movement and charging rent should be done by entering "Set "and "Pickup" transactions.

**Definition:** The system considers any transactions as "tank related" if the product entered on the transaction is set-up in the product code file with Special Function = T. Refer to the Product Code Section in the "Utility Menu" for details on setting up tank installation and pickup product codes.

Cylinder Rent controls the quality of cylinders by size at any customer location. Serial numbers for cylinder rent are not required. If you want to control cylinders (or other rental equipment) by serial number then specify "TK" as the unit of issue and define the cylinders as Tanks (T) in the tank file.

**Due:** The When Due field specifies when rent is to be recharged. The following when due codes may be used in this field:

- 00 Rent is to be charged every month.
- 01-12 Rent is charged annually in the month specified.  
For example, to charge rent annually in March of each year, enter 03.
- Q1-Q3 Rent is charged quarterly in the month of the quarter specified.  
For example, Q1= charge rent quarterly beginning in the first month of the quarter (January) and Q2 = Charge rent quarterly beginning in the second month of the quarter (February).
- S1-S6 Rent will be charged semiannually beginning in the month of semiannual period specified (S1 through S6).  
For example, S1 should be used when rent is charged in January and July; S2 should be used to charge rent in February and August, etc.

**Quantity** The number of cylinders to be installed -OR- 1 if installing a bulk tank. (Multiple tanks may not be installed with one transaction).

**UI/Unit of Issue:** Enter the cylinder size. The cylinder unit of issue must also be defined in the "Constant File".

**Amount:** The dollar amount if the entire rent to be recharged at the interval specified in the "when due" field (above).  
If the amount field is left blank the system will assume the tank asset is a loaned tank.

**Tax:** The net tax after adjustment (if applicable) in dollars.

**Rent Adjust:** Rent Adjustment Amount: Subtract any adjustment from the entire rent amount if the initial rent amount on the install transaction is not equal to the rent recharge amount.

## **Special Transactions – Cylinder Gas sales with Cylinder Sets and Pickups:**

Cylinder Gas Sales transactions may be followed immediately by "Cylinder Set" and "Cylinder Pick-Up" transactions. These transactions are used to track the movement of cylinder assets to and from customer locations. They also adjust cylinder rent if established in the price file or if the customer has existing monthly cylinder rent for the size cylinder being set out or picked up. If used, cylinder set and pick-up transaction fields will be preloaded from the cylinder gas sale transaction.

Use the Utility Option on the Gas Menu to enter the Product Codes

### **Setting Up the Automatic Cylinder Set and Pickup Feature:**

Setting up the Product Codes:

1. Setup a Cylinder Gas product code with special function = "C". A special popup question will be displayed when you press ENTER asking if "Cylinder Sets and Pickups will be entered". Enter "Y" and press ENTER when the question appears.
2. Setup a "Cylinder Set" product code = "CS" with:  
Special Function = T = (Cylinder Install)  
Unit of Issue = (blank)  
Subject to Tax = the same as cylinder rent  
Secondary Product Code = RA (Rent Adjustment)
3. Setup a "Cylinder Pickup" product code = "CP" with:  
Special Function = P = (Pickup Cylinder)  
Unit of Issue = (blank)  
Subject to Tax = same as cylinder rent  
Secondary Product Code = RA (Rent Adjust)
4. A Base Price should be created for the "Cylinder Set" product code and for the "Cylinder Pickup" product code. The price should be setup as the "normal rent amount" for the "normal rent period". For example, if rent is normally charged monthly, a base price for monthly rent should be setup.

## Product Code Sample for Cylinder Set – CS:

Suburban Software Systems      Workstation Id: DH      I:VRPG\

Company Identification Code       Branch       Product Code

Description .....       Status .....

Unit of Issue .....       General Ledger Account Number .....

Secondary Product Code .....       Default Page Summary Column .....

Subject to which tax .....

Special Function Codes .....      

Contract: GAS or DEPOSIT .....       Percent       Percent or Cents Discount

**Discount Pricing**

Carry Discount Pricing?       If:  Min. Qty.  And/Or  Min. Pct.  %      Cash Trans.?  Budget Accts.?       Apply Immediately?

**Inventory Products Only**

Product - Vendor Code        Inventory key includes

Include Branch# in key?

## Special Transaction – Tank installation and Pickup Transactions:

**Special Function:** The Suburban Software System automatically controls the movement of capital assets (tanks, cylinders, etc.) through the use of an “Install” and “Pickup” transaction. Once the initial asset has been entered in the “Tank File”, movement and charging rent should be done by entering “Set” and “Pickup” transactions.

**Definition:** The system considers any transactions as “tank related” if the product entered on the transaction is set-up in the product code file with Special Function = T. Refer to the Product Code Section in the “Utility Menu” for details on setting up tank installation and pickup product codes.

Cylinder Rent controls the quality of cylinders by size at any customer location. Serial numbers for cylinder rent are not required. If you want to control cylinders (or other rental equipment) by serial number then specify “TK” as the unit of issue and define the cylinders as Tanks (T) in the tank file.

SPL T - Tanks

Serial Number . . . . . 12 T Tank Status . . . . . R - Rented

Size . . . . . 500 GL

Branch Acct No.

Rented To . . . . . 01 01006 Rent Amount . . . . . (7.2) 63.00

Delivered To . . . . . 1 When Due . . . . . 00 - Monthly

Equipment Product Code . . . . . AR - Automatic Rent Rent Charged This Month . . . . . (7.2)

Gas Used Since Billing (7.1)

Free Rent Periods Left . . . . .

Lease on file . . . . .

Above or Underground . . . . . A - Above

Date last moved (MMYY) . . . . . 06/0109

Date last painted (MMYY) . . . . . 06/0109

Latest Tank Location . . . . .

ALL STAR SPORTS  
123 MAIN STREET  
DOWNTOWN, PA 19341

Number of Meters Month/Year Percent Gas Del Since

Reference Bench Mark . . . . . (7.1)

Latest Delivery . . . . .

Exit Previous Screen Lock Fields Continue

<b>Due:</b>	<p>The When Due field specifies when rent is to be recharged. The following when due codes may be used in this field:</p> <p>00           Rent is to be charged every month.</p> <p>01-12       Rent is charged annually in the month specified. For example, to charge rent annually in March of each year, enter 03.</p> <p>Q1-Q3       Rent is charged quarterly in the month of the quarter specified. For example, Q1= charge rent quarterly beginning in the first month of the quarter (January) and Q2 = Charge rent quarterly beginning in the second month of the quarter (February).</p> <p>S1-S6       Rent will be charged semiannually beginning in the month of semiannual period specified (S1 through S6). For example, S1 should be used when rent is charged in January and July; S2 should be used to charge rent in February and August, etc.</p>
<b>Quantity</b>	The number of cylinders to be installed -OR- 1 if installing a bulk tank. (Multiple tanks may not be installed with one transaction).
<b>UI/Unit of Issue:</b>	Enter the cylinder size. The cylinder unit of issue must also be defined in the "Constant File".
<b>Amount:</b>	<p>The dollar amount if the entire rent to be recharged at the interval specified in the "when due" field (above).</p> <p>If the amount field is left blank the system will assume the tank asset is a loaned tank.</p>
<b>Tax:</b>	The net tax after adjustment (if applicable) in dollars.
<b>Rent Adjust:</b>	Rent Adjustment Amount: Subtract any adjustment from the entire rent amount if the initial rent amount on the install transaction is not equal to the rent recharge amount.

**Example: Tank and Cylinder Install Transactions:**

Using the Tank Install Product Code 61

Unit of Issue TK

Tank Serial Number A-12345 is rented to Customer #: 01-54321

Date 02/01/2010

Recurring annual (January) rent of \$65.00

Less a Rent adjustment of -\$24.00

Equals the Net Rent Invoiced \$41.00

Plus the Tax on \$41.00 @ 8% \$5.80

Equals the Net Invoice Total \$46.80

With Tenant Delivery account 04-43613

Signed lease on file? Yes

Company	Month	Year	Branch	Page Type	Page#	Driver/Truck	Cash/Charge Code
SPI	02	2010	01 - Prop	S - Sales	012	1 25 ADAM	2 - Charge

**Transactions Listing**

Date: 02/01/2010    Product Code: TS - Tank Set    ☐ Delivery Product Override

Account # / Name: ALL    Ref #: 0900240    Serial #: A-12345    Quantity: 1.0    UI: TK    Due: 02    Amount: 65.00    Lease Tax:    PCode 2:   

Delivery Account #: 43613    Lease on File: Y - Yes    Installation Reason: A - Additional Tank

**New Record**    Number of Record being edited: 001    **Enter**

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Co
001	S	012	03/01/2010			0900240	01-01006	ALL SPOR...	TS

Quantity Total: 0	Charge Total: 7080.00	Cash Total: 0.00
-------------------	-----------------------	------------------

F3 = Exit	F6 = Invoice	F12 = Calculate Discount	F8 = Accept Discount	F11 = Tax Code	Shift-F11 = Price
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## **Cylinder Installations:**

Cylinder installations should be entered just like tank installations except:

- a)** The tank serial number is not required to install cylinders,
- b)** The quantity may be more than one, and
- c)** The unit of issue must be the cylinder size (.5 through 99).

The system will create a cylinder serial number based on the cylinder size, when the rent is due, and the customer's account number.

**Example: Tank and Cylinder Pick-Up Transactions:**

Using the Tank Pickup product code	TF
A tank with serial #	BT45689
Picked up by entering a quantity of	-1.0
Has a rent credit amount	-\$18.00
Applied and a tax credit	-\$0.32
Net Invoice Total =	-\$8.32

Company	Month	Year	Branch	Page Type	Page#	Driver/Truck	Cash/Charge Code
	02	2010	01 -	S - Sales	012	1 25 ADAM	2 - Charge

Transactions Listing									
Date	03/01/2010		Product Code	TF - TANK PICK UP CHARGE		<input type="checkbox"/> Delivery Product Override			
Account # / Name	Ref #	% Full	Quantity	UI	Amount	Sales Tax	- Blank	Total	
10064 - MC CARRAHER, BILL	0900240		-1.0	TK	-8.00	-0.32	0.00	-8.32	
					Price	TaxCode	PC2		
					8.0000	S PA			

New Record	Number of Record being edited: 001	Save Transaction
------------	------------------------------------	------------------

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Cd
001	S	012	03/01/2010			0900240	01-01006	ALL SPOR...	TS

Quantity Total:	0	Charge Total:	7,080.00	Cash Total:	0.00
-----------------	---	---------------	----------	-------------	------

F3 = Exit	F6 = Invoice	F12 = Calculate Discount	F8 = Accept Discount	F11 = Tax Code	Shift-F11 = Price
-----------	--------------	--------------------------	----------------------	----------------	-------------------

**Note:** To properly enter the negative quantity, enter the number of tanks to be picked up, a dash (using the keys on the top of the keyboard), and press the field exit key (the plus key on the numeric keypad).

## Example: Rent Adjustments:

For Rent Adjustments, a product code without a special function should be used to enter a rent adjustment transaction. This will allow the rent and the tax to be adjusted without affecting the tank or tank location. The Rent Adjustment product code should be used with Cash/Charge code '2' and the rent adjustment amount should be entered separate from the tax adjustment amount.

Rent Adjustment product code            RA

Cash/ Charge Code                            2

Rent adjustment has been entered       \$8.00  
to reduce the original rent amount by

And reduce the original tax charged     \$.32  
on the tank rent by

Total rent adjustment of                   \$8.32

Company	Month	Year	Branch	Page Type	Page#	Driver/Truck	Cash/Charge Code
S	02	2010	01 - Prop	S - Sales	012	1 25 ADAM	2 - Charge

Transactions Listing									
Date	02/01/2010		Product Code	AJ - ACCOUNT ADJUSTMENT		<input type="checkbox"/> Delivery Product Override			
Account # / Name	Ref #	% Full	Quantity	UI	Amount	Sales Tax	- Blank	Total	
10064 - MC CARRAHER, BILL	0900240		-1.0	TK	-8.00	-0.32	0.00	-8.32	
					Price	TaxCode	PC2		
					8.0000	N PA			

New Record	Number of Record being edited: 001				Save Transaction	
------------	------------------------------------	--	--	--	------------------	--

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Cd
001	S	012	03/01/2010			0900240	01-01006	ALL SPOR...	TS

Quantity Total:		0	Charge Total:		7080.00	Cash Total:		0.00
-----------------	--	---	---------------	--	---------	-------------	--	------

F3 = Exit	F6 = Invoice	F12 = Calculate Discount	F8 = Accept Discount	F11 = Tax Code	Shift-F11 = Price
-----------	--------------	--------------------------	----------------------	----------------	-------------------

## Special Transactions - Meter Deliveries:

**Definition:** Transaction with a Product Code Special Function = M and Cash/Charge Code = 3

**Special Function:** Updates the meter file with delivery information and accounts for gallons delivered. Deliveries to meter tanks should be entered exactly like deliveries to other bulk tanks. The “meter” product code should be used with Cash/Charge Code = 3.

## Special Transactions – Meter Billing:

**Definition:** A transaction with a Product Special Function = M and Cash/Charge Code = 3.

**Special Function:** Meter reading entered with a charge for quantity used since the previous billing.

Company	Month	Year	Branch	Page Type	Page#	Driver/Truck	Cash/Charge Code
	02	2010	01 - Prop	S - Sales	012	1 25 ADAM	2 - Charge

Transactions Listing									
Date	03/01/2010		Product Code	MB - Metered Gas -business		<input type="checkbox"/> Delivery Product Override			
Account # / Name	Ref #	% Full	Reading	UI	Sales Tax	STax	Total		
			12789	GL					

New Record	Number of Record being edited: 001					Enter				
------------	------------------------------------	--	--	--	--	-------	--	--	--	--

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Co
001	S	012	03/01/2010			0900240	01-01006	ALL SPOR...	TS

Quantity Total:		0	Charge Total:		7,080.00	Cash Total:		0.00
-----------------	--	---	---------------	--	----------	-------------	--	------

F3 = Exit	F6 = Invoice	F12 = Calculate Discount	F8 = Accept Discount	F11 = Tax Code	Shift-F11 = Price
-----------	--------------	--------------------------	----------------------	----------------	-------------------

## Special Fields Used in Data Entry for Meter Billing:

### **Meter Reading**

This field appears only if product is specified as a meter transaction product. Enter the meter reading only if you want the system to compute the meter bill. The meter bill will be computed in the Sales Journal procedure. The computation will be based on: any base price specified in the Supervisor or in the meter file, the previous billing reading, the units of issue of the meter record, plus the price for the units specified in the price file. Entering a dollar amount for the transaction is not permitted.

### **Serial Number**

If you are setting up the customer on the meter for the first time, enter "M"(or Product Code for Meter). The system will automatically establish the meter account if the meter is available for service. It will also bill for any difference in the meter reading.

Company Month Year Branch Page Type Page# Driver/Truck Cash/Charge Code

02 2010 01 - Prop S - Sales 012 1 25 ADAM 2 - Charge

Transactions Listing

Date 03/01/2010 Product Code MB - Metered Gas -business ☐ Delivery Product Override

Account # / Name Ref # % Full Reading UI Sales Tax STax Total

71033 - SIKORSKI, THEODORE & JUDY 450 GL

New Record Number of Record being edited: 001 Save Transaction

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Co
001	S	012	03/01/2010			0900240	01-01006	ALL SPOR...	TS

Quantity Total: 0 Charge Total: 7,080.00 Cash Total: 0.00

F3 = Exit F6 = Invoice F12 = Calculate Discount F8 = Accept Discount F11 = Tax Code Shift-F11 = Price

## **Special Transactions – Final Meter Billing:**

**Definition:** A Transaction with a Product Code Special = M and Cash/  
Charge code = 9.

**Special Function:** Same as the monthly meter billing except that the meters  
disconnected from the customer's account and placed in an  
inactive status.

### **Special Transaction – Inventory Transactions:**

**Special Functions:** If the Suburban Inventory System is installed, any product that has been designated as an inventory item in the Product Code File will automatically create an inventory sales transaction to remove the item from inventory.

### **Special Fields Used in Data Entry for Inventory Transactions:**

**Serial/ Part  
Number:**

Will be entered for non-gas inventory items.

**Quantity:**

A quantity must be entered. Care should be taken to use the same unit of issue as the inventory system.



## **Special Transactions - Refunds, Accounts Payable, and the General Ledger:**

This section illustrates a way to handle refunds with the Suburban Software Propane System. Please note that the following are only recommended procedures and your accounting practices may differ from those illustrated here.

**The following occurs when a sale is entered through the Accounts Receivable system.**

1. If cash/charge code 1 was used...

Debits the 'Cash-Sale' GL asset (wash) account .... 1xx (Br. Supervisor)  
Credits the product code GL revenue account ..... 4xx (Product Code)

2. If cash/charge code 2 is used...

Debits the 'Accounts Receivable' GL asset account ... 1xx (Br. Supervisor).  
Credits the product code GL revenue account ..... 4xx. (Product Code).

**The following occurs when a payment is entered through the Accounts Receivable system.**

1. If cash/charge 1 is used ... (cash sale transaction).

Credits the 'Cash Sales' GL (wash) account ... 1xx (Br. Supervisor).  
Debits the 'Bank' GL account ..... 1xx (Product Code).

2. If cash/charge 2 is used ... (payment on account).

Credits the 'Accounts Receivable' GL asset account ... 1xx.  
Debits the 'Bank' GL account..... 1xx.

**The following steps may be performed to issue refunds with the Suburban Software Propane System when using Accounts Payable to write checks.**

1. Credit the customer's account in accounts receivable using cash/charge code 2 and the original product code that was used to enter the sale. Be sure to credit the sales tax also by entering the amount as a credit to the sales tax field.

This will credit the 'Accounts Receivable' GL account (and the customer's account) and debit the 'Product Code' GL (revenue) account.

2. Write a check through the Accounts Payable System using a 'Refund' or 'Charge-Back' GL number. The 'Charge-Back' or 'Refund' GL account will be used as a wash account only.

When the invoice has been entered (and the print and post expenses option has been run), the AP (201) liability account will be credited and the 'Refund' or 'Charge-Back' GL account will be debited.

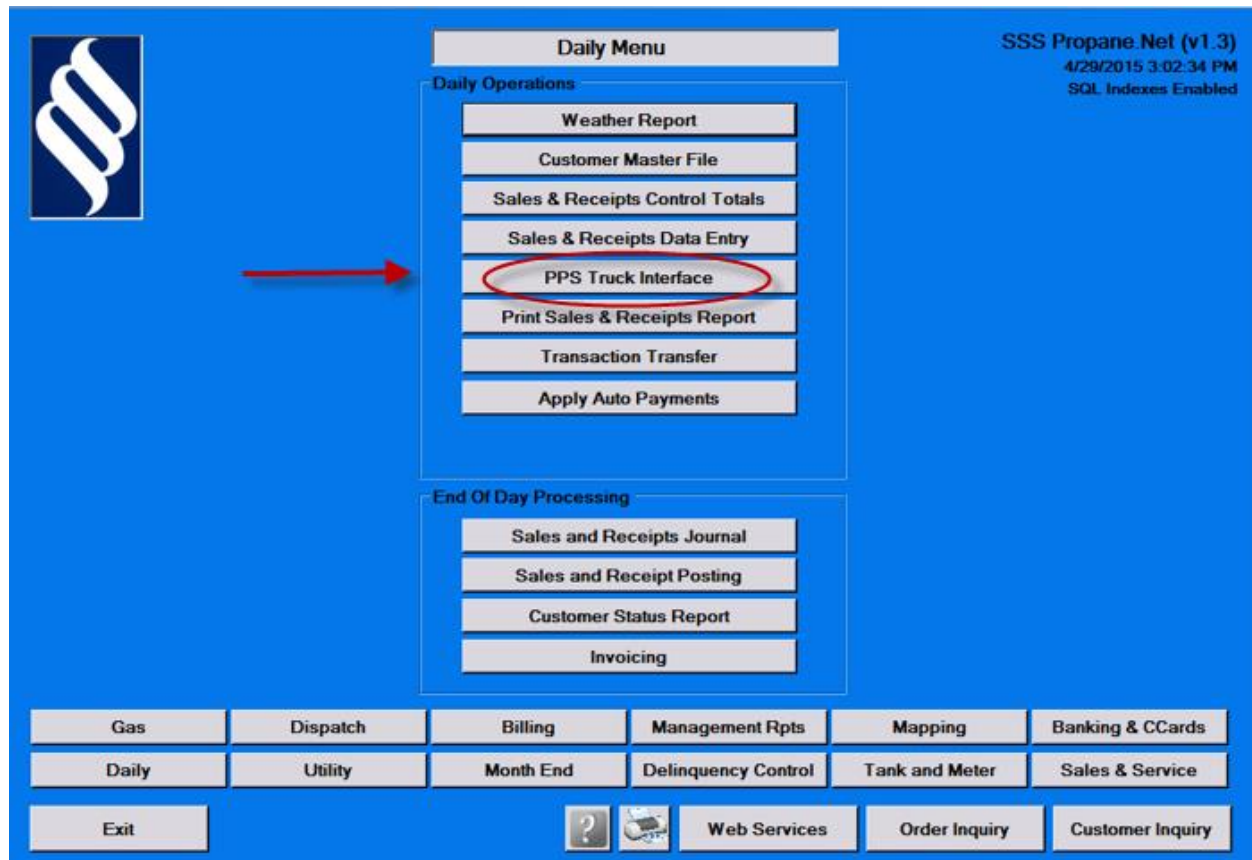
When the check is printed, the AP account will be debited and the Bank account will be credited for the amount of the check.

3. Use a 'Charge-Back' or 'Refund' product code to enter another cash charge code 2 transaction for the total amount of the refund to the account in accounts receivable. The product code should have the same GL number on it as the GL number used in step 2 (above) for 'Charge-Backs' or 'Refunds' so that the 'Charge-Back' or 'Refund' general ledger account will wash (become 0) in the end.

This transaction will debit Accounts 'Receivable', credit the 'Refund', or 'Charge Back' the GL Account.

**\*\*Note: This transaction now brings the total of the Refund or Charge Back GL entries to "0"\*\*\***

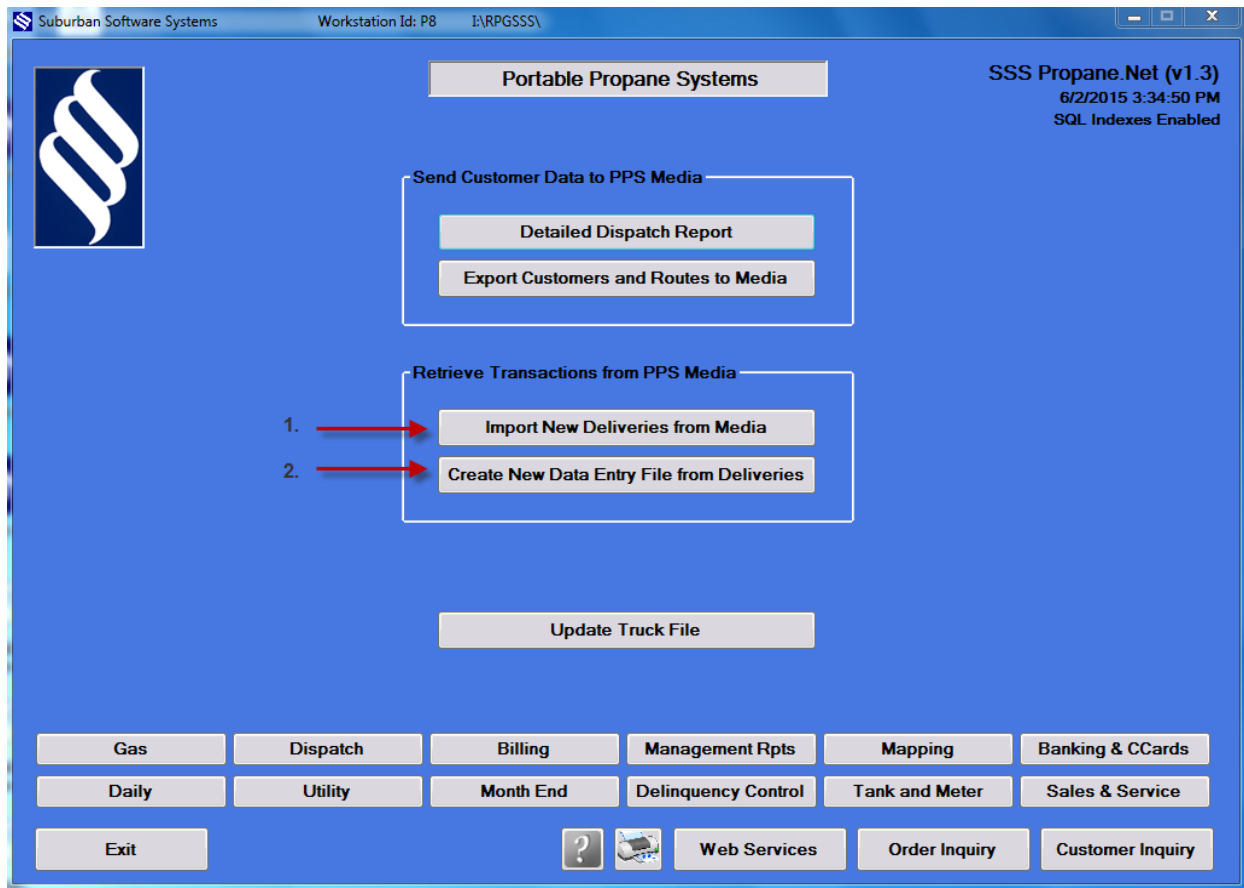
## PPS Truck Interface (Daily Menu)



**Purpose** This option allows the operator to perform the daily functions related to PPS (Portable Propane System).

**Note:** See PPS Manual for information on sending data to the trucks.

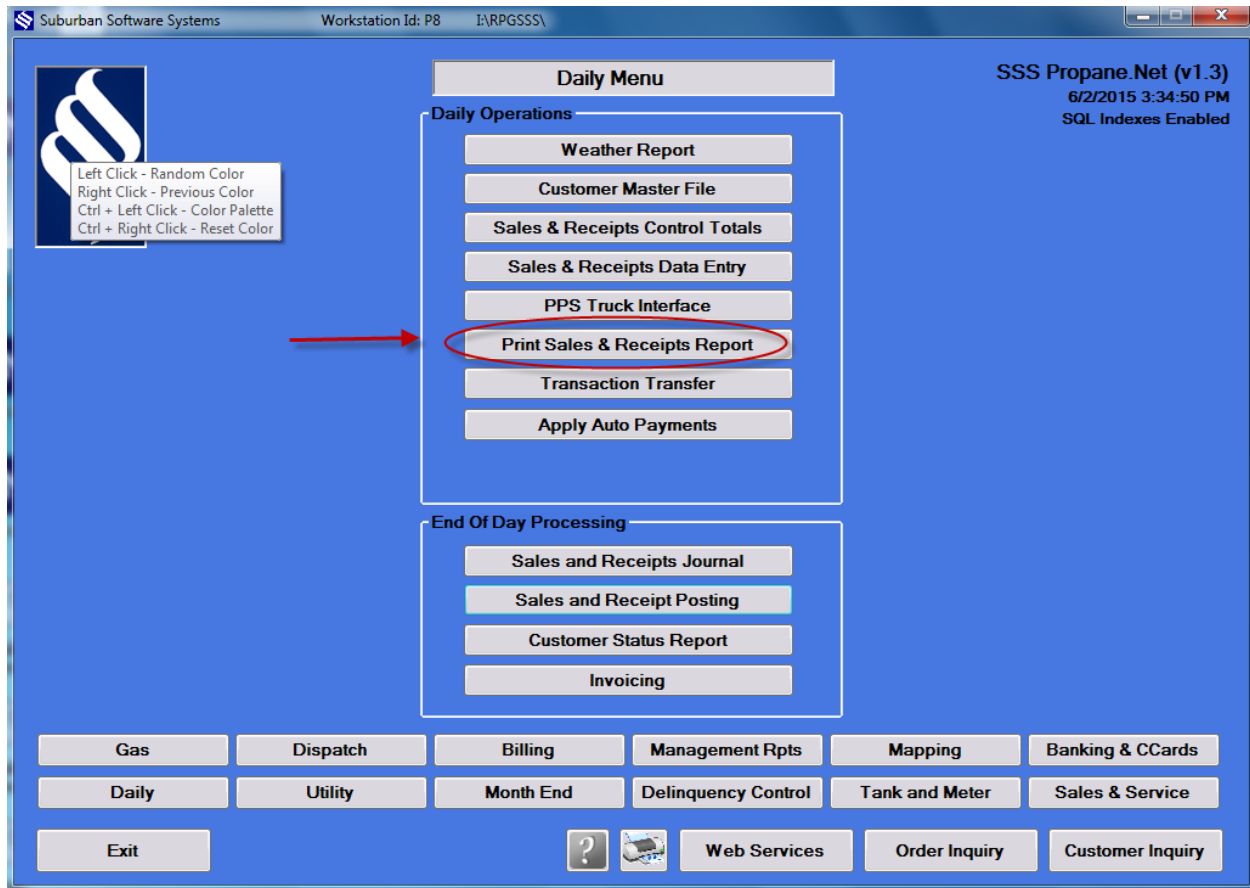
## Transfer Computerized Truck Transactions:



**1. Import New Deliveries from Media:** This option will copy the transaction file(s) from the Portable Propane System media back to the office system. Operators may import one or many trucks prior to running the next option.

**2. Create New Data Entry File from Deliveries:** This option will combine all truck's transaction files, or a single truck's transaction files, that were imported above into one data entry work file using a page number specified by the operator. The name of the Portable Propane System data entry file is variable and defined in system setup. By default, the data entry file will be called "PP". Once this option has been run, operators must proceed to the Daily Menu to complete the posting cycle for "PP" (or other preassigned truck transaction filename) as they would with any other data entry file. This includes entering control totals, correcting transactions (if necessary), printing an edit listing (if desired), and transferring the work to the sales journal.

## Print and Edit Sales & Receipt Page:



**Purpose:** To print a detailed listing of the transactions on any Sales, Receipt or Limbo page.

## Screen One:

Print Edit Listing of Sales and Receipts Transactions

Company Identification Code ..... SSS ▾

File Where Page is Located (Workstation ID), LIMBO, POSTING ..... Existing Pages

Form Name ..... 0001 ▾

Printer Type ..... P1 - Dot Matrix Pri ▾

Exit Further Restrictions Continue

**Report:** The edit report lists each transaction and its location within the file that it as printed from. The program totals both dollars and gallons by driver or product code of sale and compares the transaction totals to the control totals entered on the page summary. The program also checks for and displays any errors that exist, in the same manner as does the "Edit and Transfer to Posting File" procedure.

## Edit Listing Report:

\*Note: Data entered in transactions for gallons dollars should balance data entered in the page summary or control totals. \*

File Edit Format View Help													
Propane, LLC		Branch-01		Sales Page: 3/10 S 47		WSC8		E D I T		L I S T I N G		09/01/10 15:13 DH	
													Pg: 1
Record	Date	Refer	Account	Customer	Error Cd	PC	CC	%	Qty	Amount	S/L Tax	PC2 Amt	Extention
0002	2/15	00638	120352	SALERNO, TOM		DA	2			11.56-			11.56-
0003	3/16	9999999	120352	SALERNO, TOM		SF	2			4.95-			4.95-
0004	3/16	9999999	120352	SALERNO, TOM		FC	2			.50-			.50-
0005	3/16	9999999	176248	UHLMAN, DR. RICHA		SC	2			150.00-			150.00-
0006	3/15	9999999	144063	GREAT VALLEY PROP		WP	2	206.4	GL	280.60			280.60 A
0007	3/15	9999999	144063	GREAT VALLEY PROP		WP	2	1960.8	GL				A
0008	3/15	9999999	144063	GREAT VALLEY PROP		ME	2	2.0	GL				A
0009	3/16	9999999	128876	WILLCOCKS, MARK		TP	2	00	1.0-TK				2SD087789
0010	3/16	9999999	189572	PARRISH JR, WYATT		TS	2	00	1.0 TK				2SD087789
0011	3/12	751993	189514	FORSYTH, CHARLES		PC	2	20	GL				
0012	2/26	9999999	108159	WEST BRADFORD DEV		TP	2	00	1.0-TK				2SY042999
0013	2/26	9999999	189514	FORSYTH, CHARLES		TS	2	00	1.0 TK				2SY042999
0014	3/16	01387	171645	SHOEMAKER, CARL &		DA	2			1.21-			1.21-
0015	3/16	9999999	171645	SHOEMAKER, CARL &		FC	2			.50-			.50-
0016	3/16	9999999	171645	SHOEMAKER, CARL &		SF	2			4.95-			4.95-
0017	3/15	752001	125625	RUPP, BETH & DAVI		TS	2	00	1.0 TK	50.00	3.00 S		53.00 VA181114
Discounts Allowed						DA				12.77-	.00	.00	12.77-
Statement Fee						SF				9.90-	.00	.00	9.90-
Finance Charge						FC				1.00-	.00	.00	1.00-
SCREENINGS						SC				150.00-	.00	.00	150.00-
Wholesale Propane						WP		2,167.2		280.60	.00	.00	280.60
Methanol						ME		2.0		.00	.00	.00	.00
Tank Pickup						TP		2.0-		.00	.00	.00	.00
Tank Set						TS		3.0		50.00	3.00	.00	53.00
Tank Percentage Check						PC				.00	.00	.00	.00
								2,170.2		156.93	3.00	.00	159.93
Source		Dr-Tk		Control \$		Trans \$				Control Qty		Trans Qty	
ADAM		1-25		172.70		.00		172.70		2,169.2		2169.2	
DAVE		1-37		.00		172.70		172.70-		2,169.2		2169.2-	
		-		12.77-		12.77-							
Total Cash Sales (1):				.00		.00							
Total Charge Sales(2):				159.93		159.93							

## **Field Descriptions:**

<b>Company ID Code:</b>	Enter the 3 character company id code.
<b>File where page located: {Workstation ID}, LIMBO, or WEKLY</b>	<p>Enter the name of the data entry file to be printed.</p> <p>WS ID: Enter a two character workstation id to print out the data that has been entered at a specific workstation. For example, enter AA to print the data that was entered at workstation AA.</p> <p>LIMBO: Enter LIMBO to print a listing of the transactions in Limbo.</p> <p>WEKLY: Enter WEKLY to print out the transactions that are in the sales journal file. The printout will have an error message indicating that the transactions have "already been transferred". This is normal. This option is usually only used when troubleshooting a problem with posting.</p>
<b>Printer ID:</b>	Enter the 2 character printer id that should be used to print the report.

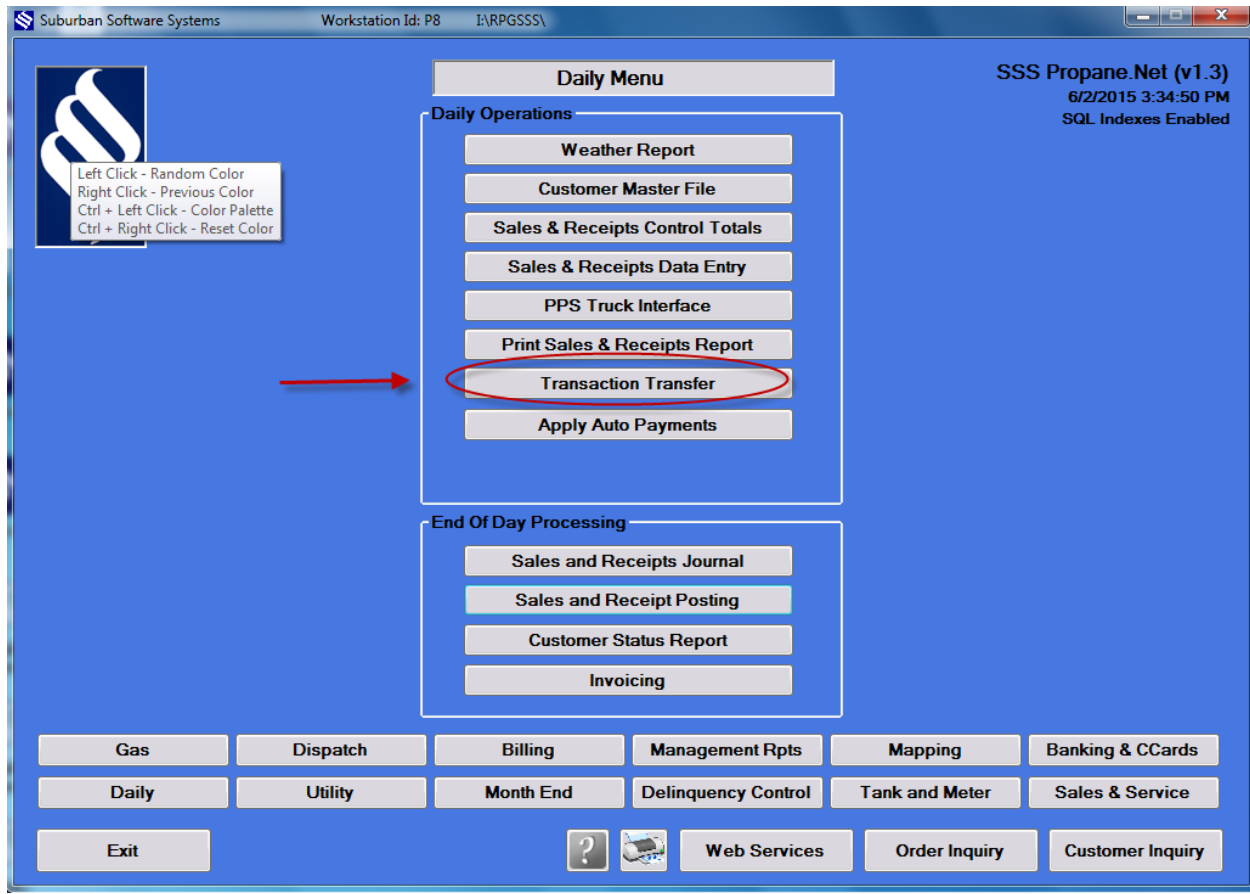
THE FOLLOWING FIELDS SHOULD ONLY BE ENTERED IF YOU WISH TO RESTRICT THE PRINTOUT BY BRANCH, PAGE TYPE, OR PAGE NUMBER. NORMALLY THE FOLLOWING FIELDS SHOULD BE LEFT BLANK SO THAT THE SYSTEM WILL PRINT EVERYTHING THAT HAS BEEN ENTERED SINCE THE LAST POSTING.

<b>Branch Number:</b>	Allows for the selection of only those transactions entered for a specific branch.
<b>Page Type:</b>	Enter "S" to restrict the report to only sales type transactions, "Z" to restrict the report to only receipt transactions, or "L" to print only limbo transactions.
<b>Page Number:</b>	Enter a 2 digit page number to print only the transactions for a specific page.

For a more detailed description of the data that appears on the report, refer to the section discussing Daily Menu (Edit and Transfer Transactions to the Posting File).



## Transfer New Transactions to “Posting File”:



- Purpose:** To perform an initial edit (system- check) of the transaction in the daily work files.  
To transfer the transactions to the Posting File if:
1. No terminal errors are detected
  2. The transactions balance to the Sales and Cash Receipt Page Summaries

## **Screen One:**

Suburban Software Systems      Workstation Id: P8      I:\RPGSSS\

**Transfer Transactions To The Posting File**

Company Identification Code ..... SSS ▾

Enter the I.D. of Workstations(s) that have data to be transferred to the Posting File ..... [ ] [ ] [ ] [ ]

Printer ID ..... P1 - Dot Matrix Pri ▾

Exit      Continue

**Data Flow:**      The procedure will prompt the operator for the name of any workstation files that are to be included in the transfer to the Posting file. You should include any workstation files that contain new transactions, and the LIMBO file if it has been corrected. These files are edited to insure transactions meet certain minimum requirements and balance to their respective page summaries. If they do not balance, a terminal error message is issued and the procedure is canceled. If there are no terminal errors found, the work files are merged with any previously edited data in the Posting file, and the workstation files are deleted.

## **Field Descriptions:**

<b>Company ID Code:</b>	Enter the 3 character company id code.
<b>Workstation ID's of any workstations that have data to be transferred:</b>	Enter the name of the data entry file to be transferred. Up to four work files may be transferred at one time.  For example, enter AA to transfer the data that was entered at workstation AA.
<b>Is the LIMBO File to be included in this transfer?</b>	This question only appears when there is a LIMBO file on the system. Enter "Y" to transfer Limbo or enter "N" to postpone transferring Limbo until a later time. Remember that limbo <b>MUST</b> be transferred before the sales journal can be run.
<b>Printer ID:</b>	Enter the 2 character printer id that should be used to print the report.
<b>Edit Report:</b>	The posting program produces an edit report which checks data entry workfiles for errors and shows the total gallon and dollar amounts entered on the Sales & Cash Receipt Summary Pages relative to the total gallon and dollar amounts entered through data entry. An 'out-of-balance' situation exists if the summary page totals (entered from adding machine control tapes) are not equal to the data entry totals (from actual transactions entered).

## **Terminal Errors:**

Are errors that prevent the transfer of data from the work file to the "WEEKLY" posting file, they are issued for the following reasons:

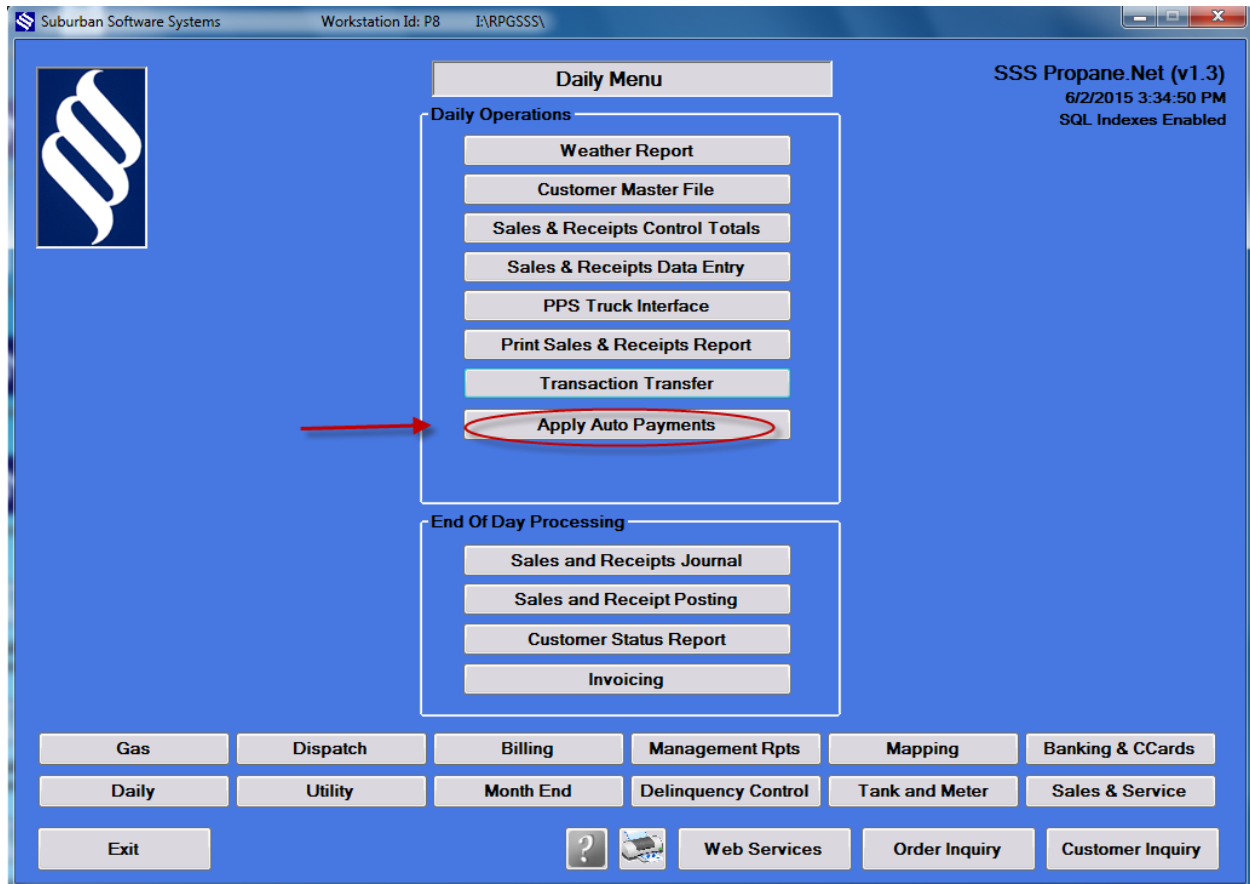
- The total for all transactions entered do not match summary page control totals.
- a Summary Control Page has not been entered for the transaction,
- the page number was previously used and already entered
- an invalid product code was entered,
- tax on a non-taxable product,
- conversion factor missing for either gas or tank rent,
- meter reading missing for a meter transaction,
- a meter transaction on a "Cash" Code,
- Tank/Meter Pickup Code used for wrong transaction,
- cash amount on an Inter-Company transaction,
- Special Function quantity units do not balance to the Summary page,
- invalid "Cash/Charge" Code,
- the transactions don't balance to the Summary Page,
- the date is invalid,
- a deposit is posted on a cash sale.

**Warning Errors:**

When warning errors are issued you have the choice of terminating the job and correcting the error or proceeding with the program. Remember that the transactions can not be changed after they have been transferred to the posting file. Warning errors are issued for the following conditions:

- ❖ Taxes exist on a non-taxable item, or
- ❖ The Tax rate on the transaction (based on the amount of tax entered on the transaction) doesn't match the tax rate setup in the tax file.

## Apply Auto Payments:



**Purpose:** To apply payments that were made through credit card transactions, auto-check or through the web.

## Screen One:

Suburban Software Systems      Workstation Id: P8      I:\RPGSSS\

**Apply Auto Payments**

Company Identification Code ..... PLM ▾

Branch Name -or- ALL Branches ..... ▾

Apply which payments .....  
☒ Apply Credit Card Payments  
☐ Apply AutoChek Payments  
☐ Apply Web Payments

Batch Number for these payments ..... (Auto numbered) 001

Workfile where transactions are to be located ..... CX

Credit Card Payment Product Code ..... 8C

Form Name ..... 0001 ▾

Printer Type ..... P1 - Dot Matrix Pri ▾

Exit      Continue

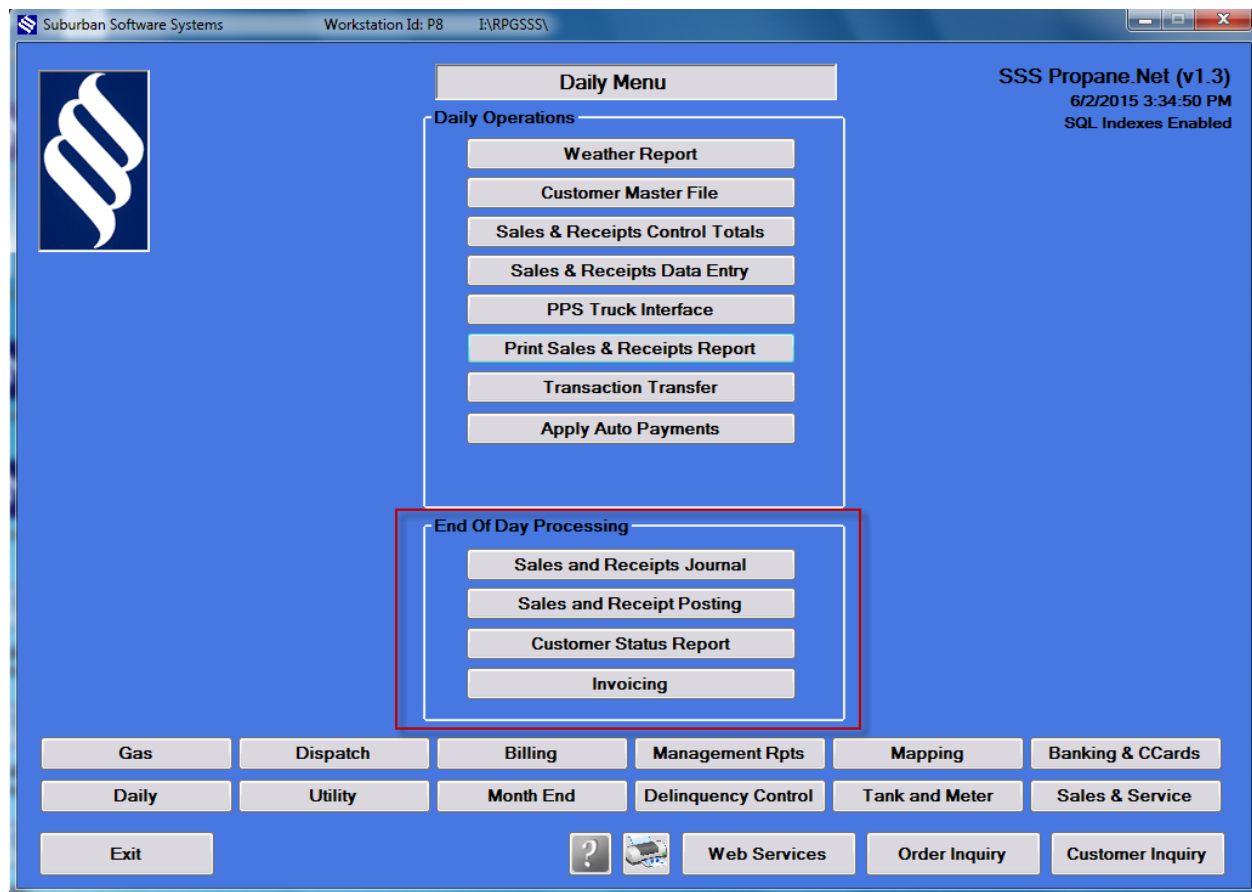
**Purpose:** Batch numbers are automatically given. You do not need to enter anything in this field.

**Apply Credit Card Payments:** Allows you to apply payments made through the credit card menu.

**Apply Auto Check Payments:** Allows you to apply payments made through the auto check Menu

**Apply Web Payments:** Allows you to apply payments made through the web.

## End of Day Processing (Daily Menu):





## Sales and Receipts Summary and Journal:

Print Sales Journal

Company Identification Code .....

Form Name ..... 0001

Printer Type ..... P1 - Dot Matrix Pri

Exit Continue

**Purpose:**

1. Prints a recap (summary) of the Sales & Cash Receipt Journals.
2. Prints a Sales & Cash Receipt Journal which lists each transaction processed along with any errors that are detected.
3. Computes gas “metered” transactions that have not been charged, if automatic pricing is selected in the supervisor file.
4. Performs a final edit (error check) on the transactions.

The Sales Journal will print all the sales and cash receipts in chronological sequence sorted by branch, page number, and driver. It will also print a "Limbo Page" which lists those transactions that will be transferred to "Limbo" due to some "Limbo Rejection Code". Please refer to the limbo code table below for more clarification.

The sales journal program checks transactions for various anomalies (because some of the anomalies are not actually errors). If an error condition is detected, a "Limbo Rejection Code" will be printed indicating the problem with the transaction. *Normally, you should not attempt to correct the error until after the update has completed.* Errors that deal strictly with the transaction cannot be corrected until after the update because there is no limbo or work file at this point (see the overview of the posting process in the Daily Menu Section 1). Errors that are a result of missing or incorrect data in the master files can be corrected by updating the master file and reprinting the Sales and Cash Receipts Journal prior to running the update.

The procedure checks to see that the "LIMBO" transactions from the previous posting have been included with the new sales and receipts data. If not, the program terminates with error. If the update was permitted to go through without "LIMBO" records, Accounts Receivable would be out of balance by the amount in "LIMBO", and the transactions in "LIMBO" would not be posted to the proper accounts.

If you re-enter either the Supervisor File, Customer Master File, Product Code File, Tax Code File, or Constants File after printing the Sales Journal and before "Posting" to the Master files, the Sales Journal must be run again. This is necessary because a change in one of the above files may affect an error code that the Sales Journal procedure edits.

See the following tables for a listing of "Limbo Rejection Codes", the cause of the rejection, and the corrective action to take to resolve the errors

## **Limbo Rejection Codes:**

<b>Limbo Error</b>	<b>Possible Cause of Limbo Error</b>	<b>Corrective Action</b>
NA-----	No account number on transaction.	Assign the proper account number.
ND-----	No delivery data in master file record	Enter any delivery information to the master fil, ie. Tank size, driver # or delivery route.
NM-----	<ol style="list-style-type: none"> <li>1. There is no master file account open for the account number indicated . – or-</li> <li>2. The account number entered on the transaction is wrong.</li> </ol>	<ol style="list-style-type: none"> <li>1. Verify that the account number is correct on the transaction, -or-</li> <li>2. Open a new account with the Update Customer Master File option in the Daily Menu.</li> </ol>
DM-----	Deleted Master File. The account's master file record has been deleted.	Verify that the right account number is on the transaction and, if so, activate the master file account.
---DD---	Date or Degree Day error. Delivery date is beyond the latest Degree Day entered -or- the transaction date is at least 30 days old.	<ol style="list-style-type: none"> <li>1. Enter the correct date on the transaction –or-</li> <li>2. Update the degree day file to the current date.</li> </ol>
----WC--	<ol style="list-style-type: none"> <li>1. Required tank capacity in master file is missing or</li> <li>2. The number of gallons delivered exceeds tank capacity</li> </ol>	<p>Verify</p> <ol style="list-style-type: none"> <li>1. The delivery is to the right account number,-or-</li> <li>2. The tank size is correct in the master file.</li> </ol>

-WC-- %Hi-	Either the tank size is too small -or-the percentage the tank was filled to, is too high, given the number of gallons delivered, and when compared with the percentage the tank was filled to on the previous delivery. It is as if the customer's tank is making gas instead of using gas. (ie. This tank could not have been filled to this percentage with the delivered number of gallons.)	Confirm that: <ol style="list-style-type: none"> <li>1. The proper tank size is in the Master File,</li> <li>2. The proper transaction percentage (filled to) was entered,</li> <li>3. The correct "previous percentage full" figure is in the Master File, and</li> <li>4. The proper account number is on the transaction</li> </ol>
WC-%Lo	Either the tank size is too large or the percentage the tank was filled to, given the number of gallons delivered, is too low. This tank should not have been filled to a higher percentage for the delivered number of gallons.	Confirm that: <ol style="list-style-type: none"> <li>1. The proper tank size is in the Master File,</li> <li>2. The proper transaction percentage (filled to) was entered.</li> </ol>
--%----	Required "Percentage Filled To" is missing from a bulk gas delivery.	Add the missing percentage to the transaction. This figure is used by the delivery forecasting programs so it's best to get accurate percentages from the driver whenever possible.
---T#--	Tank number indicated on transaction not found in the tank file.	Verify that: <ol style="list-style-type: none"> <li>1. The correct tank # is in the transaction,</li> <li>2. The correct tank #id in the tank file, and</li> <li>3. The transaction tank # matches the number in the tank file.</li> </ol>

---TM--	Tank pickup transaction for a metered tank that still has meters assigned to it.	<ol style="list-style-type: none"> <li>1. Be sure that the correct tank is on the transaction, and</li> <li>2. Close out the meter assigned to the tank #.</li> </ol>
----TN--	Tank Rent Credit issued exceeds the tank rent amount in the tank file.	Reduce the rent credit to no more than the rent amount in the tank file.
----TQ--	Cylinder pickup transaction for more cylinders than in service for the month and size specified.	Be sure that the proper when due and UI was entered. Check the # of cylinders in the tank transaction against the rented # in the tank file.
----TS--	<p>Tank Status error. Tank install transaction for a tank that is in service already, or</p> <p>Tank pick up transaction of tank that is not in service.</p>	<ol style="list-style-type: none"> <li>1. If the tank is being moved between accounts, check the Sales Journal for a pickup transaction of the same tank (meaning the pickup and the install transaction were entered since the last update). If found, the error will clear automatically on the next update. Or</li> <li>2. Check the tank file. Check the status and account number fields to determine where the tank is and whether or not it is available for pickup or installation.</li> </ol>
----TU--	Tank Unit of Issue does not match the "Tank Type" (TK for tanks or the cylinder size for cylinders).	Verify Tank or Cylinder Units of Issue or correct the tank file.

----TW--	Tank When Due Error	<p>If rented, when due must be</p> <p>00= Monthly</p> <p>01-12= Annual</p> <p>Q1-3 = Quarterly</p> <p>S1-6 = Semiannual</p>
----TX--	Attempt made to pick up a tank that is assigned to a different account from the account on the transaction.	Correct either the transaction account # or tank #, whichever is in error.
----TY--	No Yard cylinders exist for the cylinder size (UI) specified.	Check and correct (if necessary) the cylinder size (Unit of Issue) on the transaction, or add more yard cylinders to the tank file.
---TCR-	Tank Rent Credit: the credit given in data entry doesn't match rent amount in tank file.	Check the rent amount in the tank file to verify proper credit.
-----MH	Meter Reading is high. The meter reading exceeds reasonable quantity when compared to previous reading.	<ol style="list-style-type: none"> <li>1. Verify that the transaction is on the proper account.</li> <li>2. Verify the transaction meter reading.</li> <li>3. Verify the previous reading in the meter file.</li> <li>4. Verify that the number of meter digits in the meter file is correct.</li> </ol>
-----MN	Meter reading produces a negative quantity used.	Perform the same checks as for the "MH" error above.

-----M#	Meter Serial number is missing from a first meter transaction on a new meter account.	Enter "M#" followed by the meter serial number in the "Name/Serial" field on the transaction.
-----M\$	Meter price has not been established in the price file for branch, pcode & unit of issue.	<ol style="list-style-type: none"> <li>1. Check the transaction for the proper unit of issue, or</li> <li>2. Check the Price file to be sure there is a base pcode &amp; unit of issue.</li> </ol>
-----MX	Account number on the meter transaction does not correspond to the account number in the meter file.	Correct either the transaction or the meter file to the proper account.
-----M@	The Meter's unit of issue was not specified in the Constants file/	Enter the meter unit of issue in the Constants file with the proper conversion factor to the standard unit of issue (usually to gallons).
-----M?	Meter transaction specifies a meter # that is different from the meter # on the customer account.	Either correct the meter transaction to the proper number, or – remove the improper meter # from the customer's account. Only one meter may be assigned per customer.
-----MD	Meter Digits: the number if digits in the transaction meter reading doesn't correspond to the number of digits in the meter file.	Change the transaction meter reading or the meter number of digits in the meter file to the proper value.
-----ML	The Last Billing Date entered in the Master file is not valid.	Change the last billing date to the proper date and be sure it is entered in <b>YYMM</b> format.

----@--	Invalid unit of issue or unit of issue not in "Constants" file.	Correct unit of issue (or) enter U/I in "Constants" file.
--X----	Invalid sales tax code.	Correct the tax code on the transaction.
\$-----	Dollars on a non-chargeable or non-cash transaction.	Change the transaction to the appropriate cash or charge code.
----\$---	Invalid Customer Deposit. The transaction would give the customer's refundable deposit field a credit balance.	Check that this deposit is on the right account, or that a refund has not been issued.
-----PR	There is no price setup in the price file for the transaction product code. Note This error can occur on PC computer systems if ALL columns (oldest, previous, and current) are not filled.	Enter the price for the branch/product code in the price file or enter a price in the oldest, previous, and current fields.
-----PC	Required Product Code is blank on the transaction or either deleted or not setup in the product code file.	Add the correct product code to the transaction, change status on the product code file or create the product code in the product code file.
-----	Ran statements before the End of the Month.	Run End of the Month and post Limbo.
--CGPR	Missing Contract number	Add contract number in contract field
-----UC-	There are not enough cylinders on yard to account for transactions.	Correct the number of cylinders in the cylinder file.



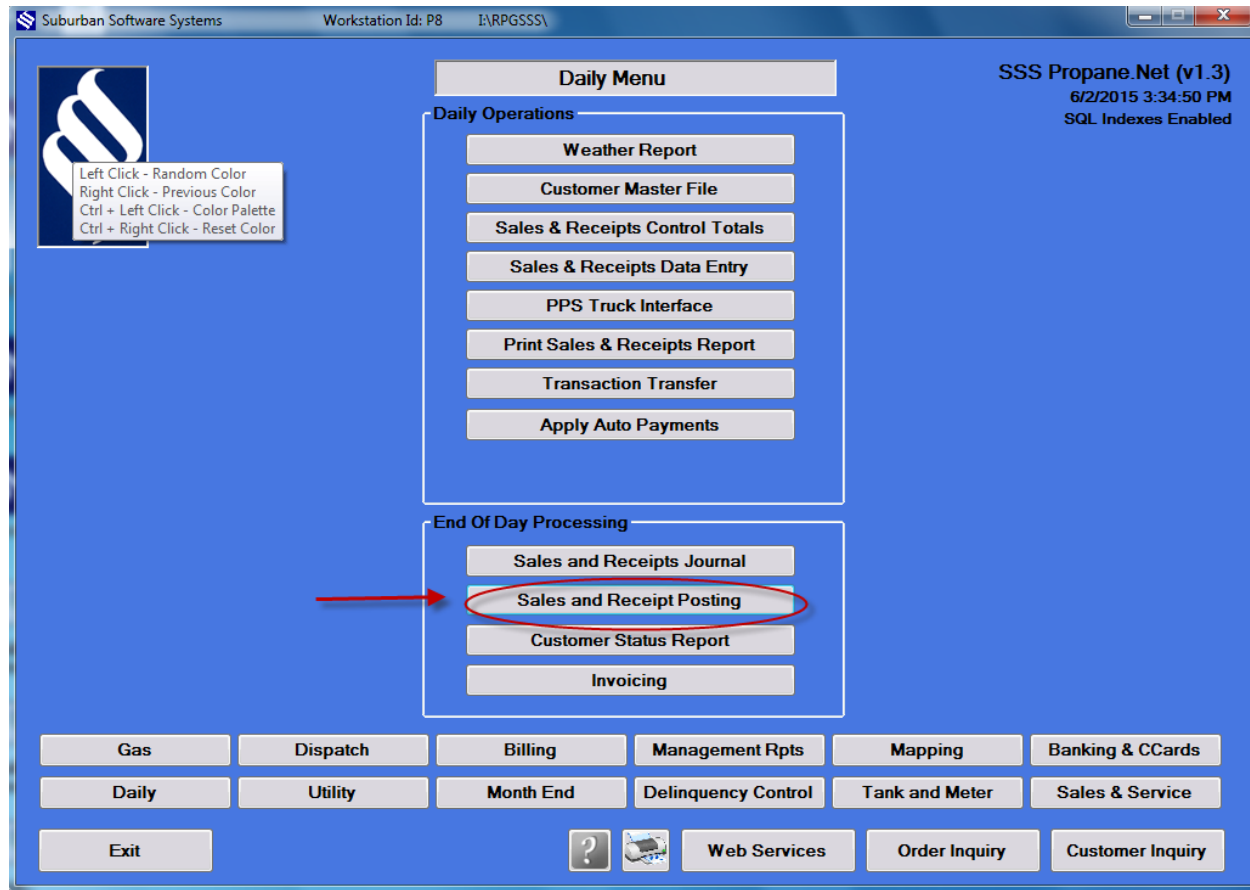
Your Company Name		Branch 02	Sales Summary for 12/03		Run 027	09:42:47	09/07/04
	Cash Sales	Accounts Receivable	Dollar Sales	Gallon Sales	Page: 1		
Beginning:		\$271,778.81					
Limbo 26		\$ .00	\$558.79	558.79-	485.3-		
Page 100		\$1,725.18	\$2,406.71	4,131.89-	200.0		
Sale Total:		\$1,725.18	\$2,406.71	4,131.89-	200.0		

Keep this report in your Sales Journal

Limbo Error Codes

Your Company Name		Branch # 2		Sales & Cash Receipts Journals 12/03				Run: 027	09/07/04	09:42	VENISON
Limbo Page:	26			PC CC	Quantity UI	Debits : Cash/AR :	Credit: Sales	Price	Tax Code	Second Product	Variance Error Cd
2/25	004444	2-92018	VINYARD, CARRIE	6I 2 02	1.0-TK	62.40-	60.00-		2.40-L08		6940
11/24	634444	2-12039R	BUCHANAN, DANA	01 2 75	GL	:	.00		304		-----TS--
12/31	0002367	2-27203	ADAIR, FRANK	HV 2	1.0 EA	217.36 :	217.36		304		55/ 325-WC--%HI
12/31	0002371	2-01103	ABEL, JAMES R JR	HV 1	1.0 EA	204.81 :	204.81		304		
12/31	0002383	2-34491	GLENCOE HIGH SCH	HV 1	1.0 EA	219.95 :	219.95		302		
12/31	0002409	2-01187 D	DDAIR, DONNY & A	HV 2	1.0 EA	407.48 :	407.48		304		
"	0002409	2-01187 D	DDAIR, DONNY & A	LB 2		150.00 :	150.00		N04		
"	0002409	2-01187 D	DDAIR, DONNY & A	3T 2		36.67 :	36.67		N04		

## Sales and Receipt Posting (to Master Files):



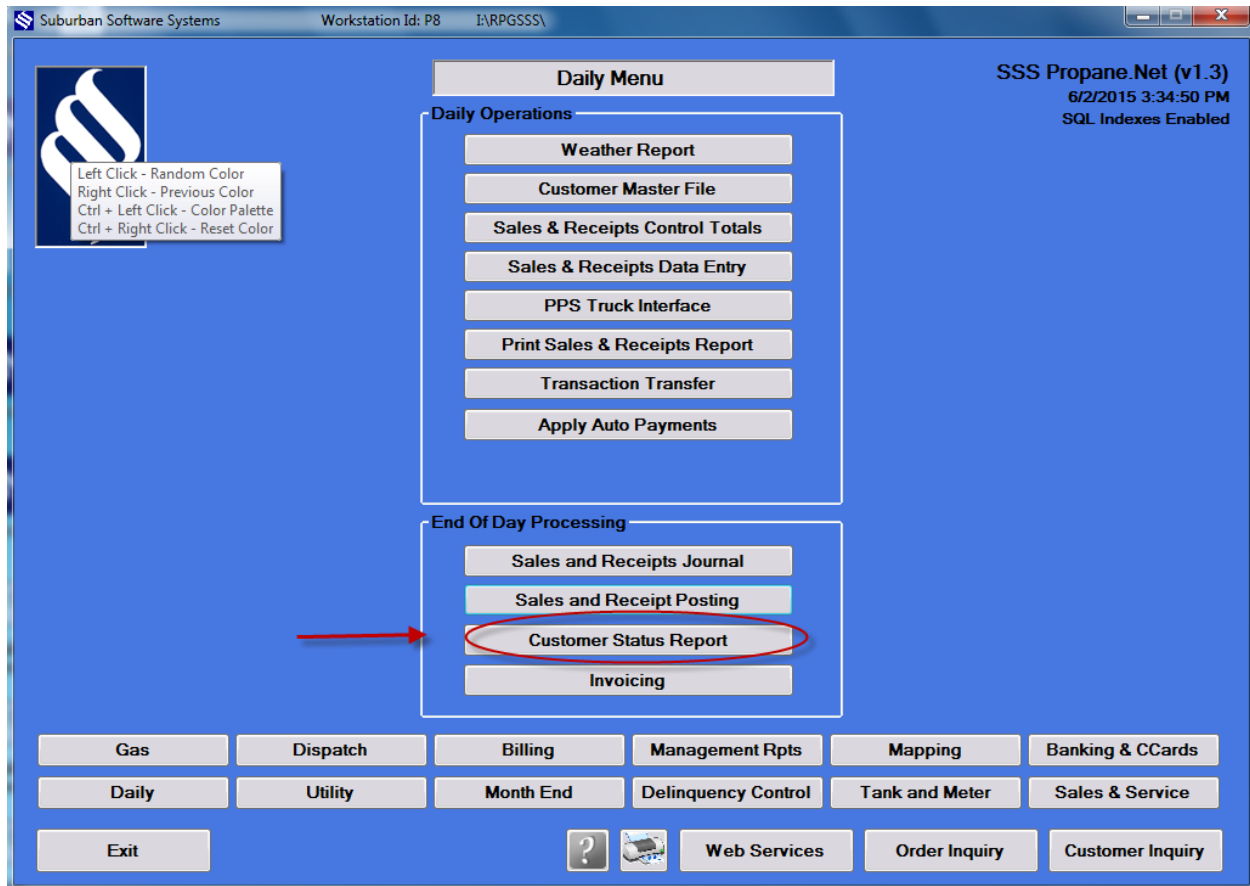
**Purpose:** To post the sales & cash receipt(s) to the customer's master file, the tax file and the product code file; to post the transactions to the monthly transaction file; to re-compute, post and prepare for printing the next delivery ticket for accounts with gas sales; and to build a new limbo file with the transaction records that were flagged by the sales journal with limbo rejection codes.

**Notes:** The Sales & Cash Receipt Journal must be run prior to the update procedure. Transactions that print with an error code on the Sales & Receipt Journal will post to the General Ledger and Tax file but will not be posted to the customer's master file and the transaction will not be added to the monthly transaction file. Instead, the transaction will be placed in the "Limbo" file to be re-entered on the next update.

A control totals page is automatically built for those records that are place in Limbo.

If Automatic G/L posting is specified in the Supervisor, journal entries will be posted to the General Ledger accounts specified in the Product Code file.

## Customer Status Report:



### **Purpose:**

The Customer Status Report is a comprehensive listing of the most important information about each active account. It can be a very useful report in determining a customer's overall status and includes delivery, forecast, tank, gas-purchase history and aged account credit information. In addition, memos and addresses may optionally be printed on the customer status report.

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**Customer Status Report - Detailed**

Company Identification Code .....

Branch Name -or- ALL Branches ..... 01 - Suburban Sc ▾

Select The Customers To Be Printed ..... All ▾

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: ..... Single ▾

Form Name ..... 0001 ▾

Printer Type ..... P1 - Dot Matrix Pri ▾

Select The Customers to Be Printed:

- All
- Balance
- Budget
- Credit
- CoTank
- PastDue
- Meter
- Runout

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

The other options in the customer status prompt screen allow the user to select specific customers to print on the report by driver, product code, type code, credit code, or delivery code. In addition, customer addresses and/or memos may be added to the report by entering {Y} beside the appropriate option.

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

### **Customer Status Report:**

The main part of the report includes the customers: name, credit & delivery code, phone number, assigned driver & route, next forecast delivery point, aged A/R balance, latest receipt date & amount, and budget rate. Most of the information on the Customer Status Report is self- explanatory.

**Tank or Hold  
Status:**

Located on the report just after the account number are two columns of code that indicate special customer status.

H- Account is in the hold file and to be charged off.

R- Account rents a company tank.

L- Account has a loaned tank.

M- Account has a metered tank.

**Type Customer 1:**

The second column is the type customer from the first type customer field from the customer master file.

**Type Customer 2:**

The third column will display the second type customer field from the master file.

**Finance Charge  
Code:**

The finance charge code will be printed in the fourth column after the account number.

6 = Finance Charges on all over 60 days past due

9 = Finance Charges on all over 90 days past due

= No Finance Charge to be made

Just after the customer name appears four coded columns:

**\$** A dollar sign (\$) will be printed just after the customer name if the customer's account balance exceeds the credit limit established for the customer in the master file.

**Credit Code:** In the first column, the customer credit code from the customer master file will be displayed. A credit code 9 indicates that the customer has been placed on credit hold. Other credit codes are user defined.

**Credit Record:** The credit record is printed in the second column after the customer name. The credit record indicates the average number of months over the last 12 months that the customer has been past due. The maximum is 9.

**Delivery Code:** The delivery code from the master file.

**Use Code:** The use code will be printed after the customer delivery code.

1 - Heating use only

2 - Heating and possible daily use

3 - Both heat and daily use

4 - Daily use and possible heating use

5 - Daily or constant use only (cooking, water heat, motor fuel)

**Last Delv Date:** Month, Day and Year of the last delivery. If no delivery has been made then the date the account was set prints.

<b>Drive – Route:</b>	Driver and Route the account has been assigned to.
<b>Forecast Delivery:</b>	<p>The optimum degree day or date that the system has been forecasted for the customers' next delivery. The systems will normally compute the optimum degree day/date for delivery assuming delivery should be made when the tank reaches 20% full. However, another optimum percentage for delivery can be entered in the supervisor file.</p> <p>Degree Day "R"</p> <p>On some accounts an "R" will appear between the Driver/Route Column and the Degree Day/Forecast Column. The "R" indicates that the DD Forecast is a "Run Out" forecast and not an optimum percentage (20% or other) forecast as the rest are. A "Run Out" forecast is made on those accounts who order a 100 gallons and only fill their gas tank to 40% or less.</p>
<b>TkSiz.PctFul:</b>	<p>Tank Size/ percent Full. The tank capacity as specified in the customer master file and the system's estimate of the amount of gas in the tank on the date of the report.</p> <p>A "T" will print instead of "." Between the tank size and the percent full if the system is setup for Delayed Ticket Printing and if the customer has a delivery ticket out.</p>
<b>Codes after the percent:</b>	<p>( &lt;&lt; / x / ? )</p> <p>&lt;&lt; - indicates that either a rental, budget, or automatic account is in a runout status.</p> <p>x - indicates the account has been out of gas for so long that they are probably a lost customer.</p> <p>? - indicates no deliveries have been made to this account.</p>
<b>YTD:</b>	The amount of gas purchased this calendar year in gallons.



**Last Years Gas:**

The amount of gas purchased during the previous calendar year in gallons.

**Last Payment Date and Payment Amount:**

The date the last payment was made and the amount of that payment will be printed in these 2 columns:

Balance:      Accounts Receivable Balance

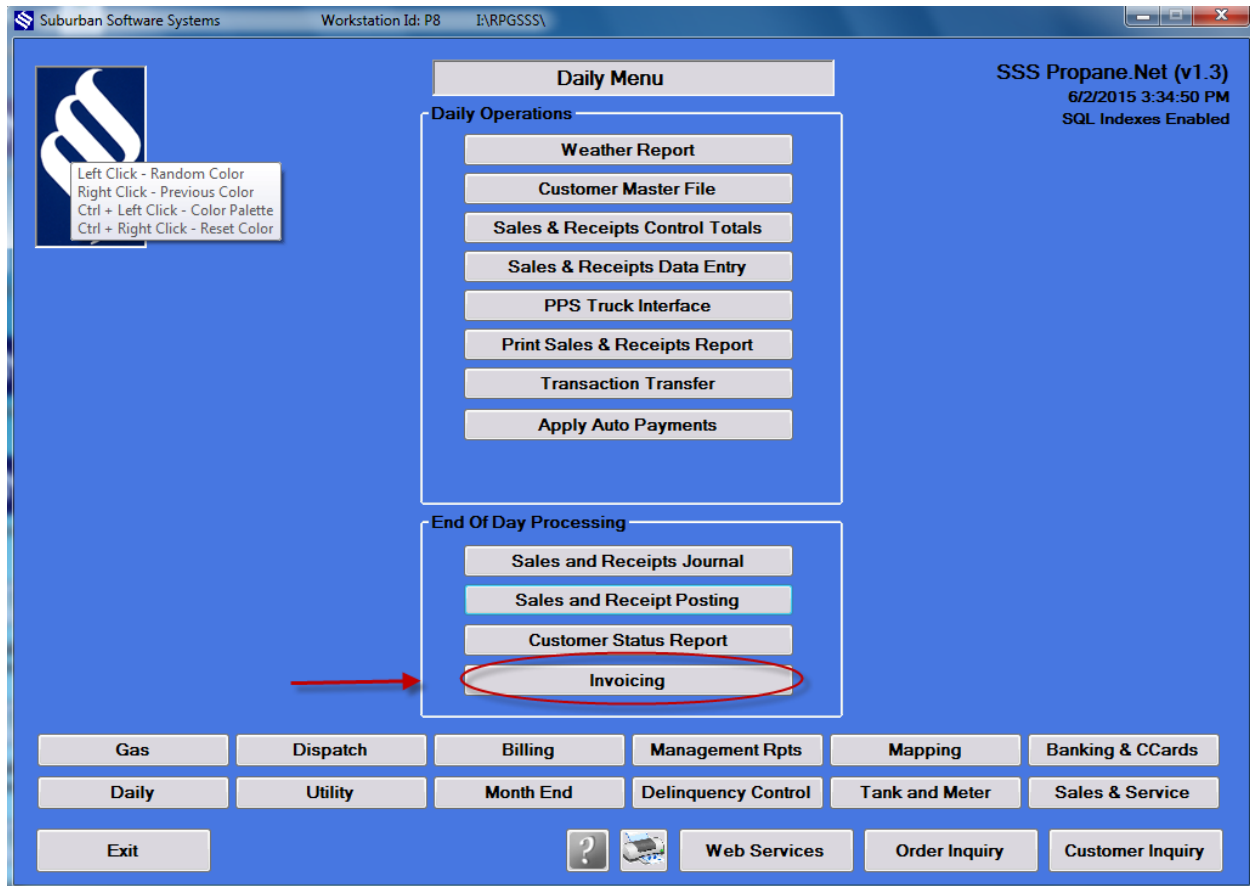
Delinquent      The portion of the customer's balance  
Balance:      that will be past due at the end of the  
                 current month by the number of days  
                 indicated.

The budget balance and budget rate will be printed instead of account aging for those customers on budget billing. Accounts on budget billing are assumed to have a current balance.

All Transactions that occur during the month will print below the Aged balances in the following order: Reference number (Prefixed by the truck number), date, product code, cash/charge code, percent, quantity, and amount.

First Type Customer Code from Customer Master File.	Second Type Customer code from customer master file -or- (.) = Customer has credit Transactions in open item file. S = Master Billing Sub Account.
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## Invoicing:



Propane Companies often have certain commercial accounts that will only pay by invoice (rather than by a monthly statement). You can specify that invoices are to be printed in one of two ways:

- (1) You can enter an "I" or a "J" in the "Statement" field of the customer's master file record, or
- (2) You can press on the Print Invoices option or press the {F6} on the top of your keyboard when entering the individual transaction to be invoiced.

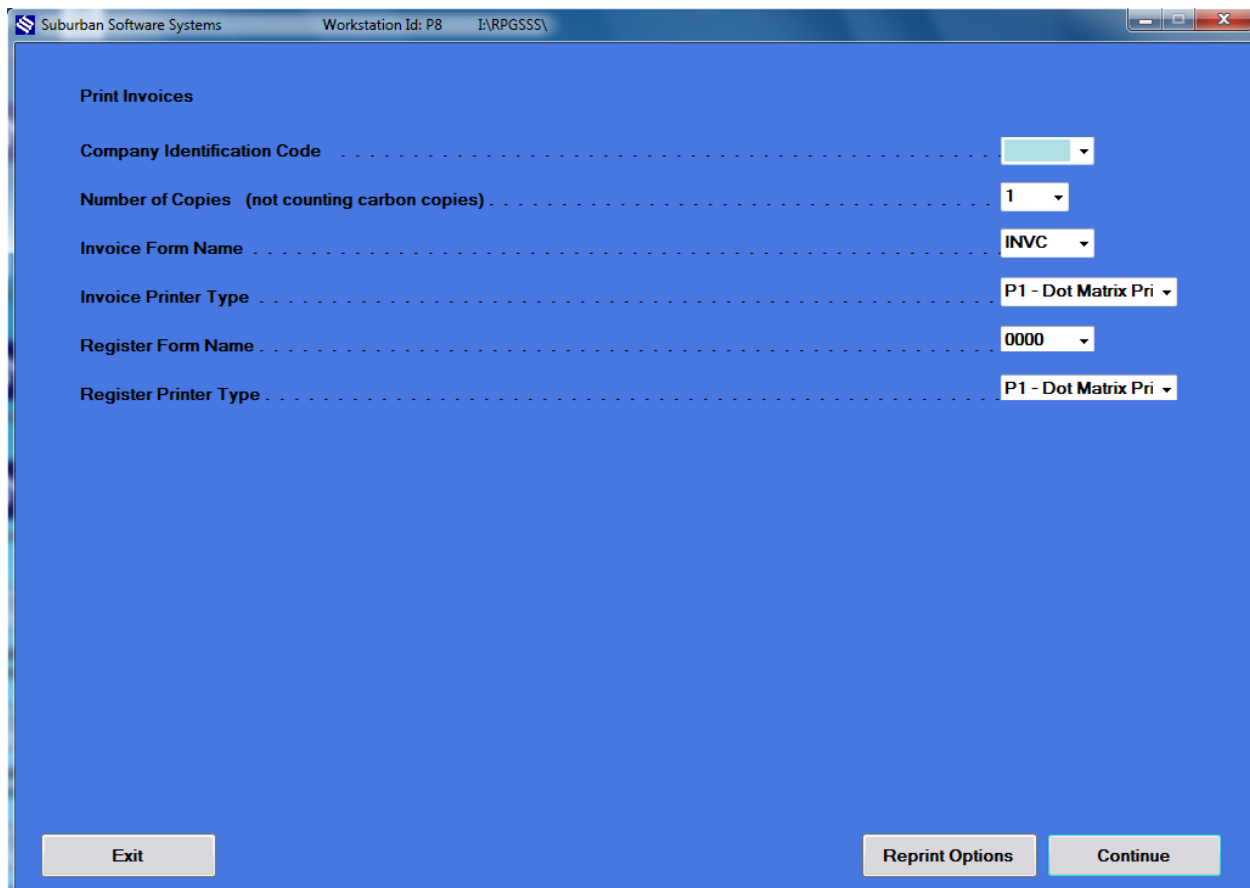
The first method will cause the system to produce an invoice of all transactions except payments. The system will issue a warning message during the post-program if there are outstanding invoices that have not been printed.

**Operation:** The invoices flagged for printing will not print until the update/post procedure has been run and will be available for printing until the next update.

**Report:** The invoice is designed to print on letter head stationary. If more than one transaction is in the file to be invoiced they will both appear on the same invoice.

**Reprint Option:** Click on the Reprint Options button.

Fill out the information in the boxes for Account Number, Invoice Number, Reference Number, and Original Invoice Date.



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**Print Invoices**

Company Identification Code .....

Number of Copies (not counting carbon copies) ..... 1

Invoice Form Name ..... INVC

Invoice Printer Type ..... P1 - Dot Matrix Pri

Register Form Name ..... 0000

Register Printer Type ..... P1 - Dot Matrix Pri

Exit      Reprint Options      Continue

The second method: During the entry of an individual Sales Transaction that you want invoiced immediately, you can press on the print invoices option or {F6} on the top of your keyboard.

Company Month Year Branch Page Type Page# Driver/Truck Cash/Charge Code

SPI 03 2010 01 Prop S - Sales 506 2 - Charge

Transactions Listing

Date 03/31/2010 Product Code 01 - 01 PROPANE UN1075 ☒ Delivery Product Override

Account # / Name Ref # % Full Quantity UI Amount Sales Tax Reg Com Total

PO # Price TaxCode PC2

New Record Number of Record being edited: 001 Enter

Rec #	S/Z	Pg#	Date	Dr	Tk	Reference #	Account #	Name	Prod Cd
002	S	506	03/31/2010			0001527	01-42810	A.C.MILLE...	04
001	Z	506	03/31/2010			0086388	01-04893	CHABORE...	88

To Invoice an individual customer click on this button

Quantity Total: 100.0 Charge Total: 223.66 Cash Total: 0.00

F3 = Exit F6 = Invoice F12 = Calculate Discount F8 = Accept Discount F11 = Tax Code Shift-F11 = Price

**Sample Invoice:**

Invoices can be mailed or automatically emailed to clients.

**Account Nr: 01-30948****Invoice Date: 6/01/12****Invoice Number: 01054****Tank Location:****IRISH OAKS****1839 HORSESHOE PIKE****HUNTING BROOK PA 19387****1839 HORSESHOE PIKE****HUNTING BROOK****I N V O I C E****Terms: NET 30 Days**

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Date	Refer.	Item	Quantity	Unit Price	Amount
------	--------	------	----------	------------	--------

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5/13	274911	04 PROPANE UN1075	491.1	2.46 / GL	1,208.11
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Sales Tax	6.00 %	72.49
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**Invoice Total: 1,280.60**

### Send Email Now:

A “popup” message will appear on the screen if your company has set up to “Email Invoices” in the Customer’s Master File. By clicking on “Send Email Now” the process will be started and the email will be sent. A copy of the email will also be send to a designated email folder in your company’s office email program. These copies can be recalled by individual invoice if needed if a customer contacts you for another copy to be sent or for your company to verify that it has been sent.



