Suburban
Software
Systems

Month End

Prepared For: _____

Month End Contents

Month End:

Purpose: The monthly menu is used to perform those functions that normally occur at the end of the month.

Product Code Recap:

Purpose: To produce a report that summarizes all sales, receipts, adjustments, and gallons by product code as they will be posted to the general ledger.

Notes:
1.   The report should be printed after statements have been printed for all branches.

2.   If the Suburban General Ledger Software System is used, and if you specify "Automatic G/L Posting" on the Supervisor file Record #10, the accounts as recapped on this report will automatically be posted to the General Ledger.

Example:

```
Your Gas Company              Branch-04        PRODUCT CODE RECAP thru 01/30/01              02/16/01  11:47  FCH
                              G/L  : ** G A L L O N S ** ::     Cash         Charge
Code   Description       Tax  AccNr :  Sold    : InterCo  ::    Sales   :    Sales  :   Debits   +   Credits   =   G/L Net
-------------------------------------------------------------------------------------------------------------------------
 AB Appliance, Bradford WhtS  4204  :     1.0           ::   $280.00        $.00 :     $.00       $280.00-      $280.00-
 DA Discounts Allowed     N   4114D :                   ::     $.00       $30.00-:    $30.00        $.00         $30.00
 E  Employee Purchase     S   727   :                   ::     $.00      $161.66 :     $.00       $161.66-      $161.66-
 FC Finance Charge        N   8504  :                   ::     $.00      $411.15 :    $27.76      $438.91-      $411.15-
 HV Heaters, Vanguard     S   4204  :    64.0           :: $12133.94    $5361.03 :     $.00     $17494.97-    $17494.97-
 HZ Heaters, Miscellaneous S  4204  :     5.0           ::   $836.92        $.00 :     $.00       $836.92-      $836.92-
 L  Service / Labor       N   4504  :                   ::   $175.40     $937.50 :     $.00      $1112.90-     $1112.90-
 LT Lease Tax             N   245LTX:                   ::     $.00      $103.68 :    $17.64      $121.32-      $103.68-
 M  Parts & Fittings      S   4404  :                   ::  $1874.66     $506.18 :    $68.40     $2449.24-     $2380.84-
 R  Tank Rent - Adjust onlyL   4604  :                  ::     $.00      $360.00-:   $360.00        $.00        $360.00
 ST Sales Tax             N   245STX:                   ::  $3266.92    $7725.61 :     $7.10    $10999.63-    $10992.53-
 U  Charge Backs          N   1014CR:                   ::     $.00      $103.95 :     $.00       $103.95-      $103.95-
 V  Returned Checks       N   103RC :                   ::     $.00      $789.78 :    $10.00      $799.78-      $789.78-
 W  Return Check Charge   N   890COS:                   ::     $.00      $120.00 :    $20.00      $140.00-      $120.00-
 X  Misc Debit /Credit    N   890COS:                   ::     $.00       $11.75-:    $11.75        $.00         $11.75
 XT Excise Tax            N   245XTX:                   ::     $5.68     $176.02 :     $.00       $181.70-      $181.70-
 02 Propane Cylinder(s)-GASS  4124  ##  1253.4          ::   $914.76    $1143.26 :     $.00      $2058.02-     $2058.02-
 03 Motor Fuel Gallons    X   4134  ##   796.0          ::     $.00      $681.04 :     $.00       $681.04-      $681.04-
 3A Motor Fuel Gallons-No DX  4134  ##    99.0    634.0 ::    $34.44      $48.28 :     $.00        $82.72-       $82.72-
 04 Commercial Gallons    S   4144  ## 27295.0          ::   $198.00   $20571.77 :     $.00     $20769.77-    $20769.77-
 05 Metered Gallons       S   4154  ##          1940.0  ::     $.00        $.00 :     $.00         $.00          $.00
 6A Tank Rent - automatic L   4604  :                   ::     $.00     $2550.00 :     $.00      $2550.00-     $2550.00-
 6I Install Rented Tank   L   4604  :     9.0           ::     $.00      $288.00 :     $.00       $288.00-      $288.00-
 6P Pick-Up Rented Tank   L   4604  :     3.0-          ::     $.00       $81.00-:    $81.00        $.00         $81.00
 79 Payment Correction    N   101BT :                   ::     $.00        $.72 :   $195.73      $196.45-        $.72-
-------------------------------------------------------------------------------------------------------------------------
Branch 04 Sales:               174,681.4 ᴬ  3,111.0 ᴮ  $54721.69 ᶜ $150876.88 ᴰ  $862.05 ᴱ $206460.62- ᶠ $205598.57- ᴳ

88 Payment  -  Thank You  N   101BT :                   ::  $54721.69- ᴴ $117261.52- ᴵ $171983.21 ᴶ     $.00 ᴷ $171983.21 ᴸ
-------------------------------------------------------------------------------------------------------------------------
Branch 04 Collections:                                      $54721.69- ᴹ $117261.52- ᴺ $171983.21 ᴼ     $.00 ᴾ $171983.21 ᵠ

## - accounts designated to post gallons to the general ledger.
```

Product Code Recap Totals Descriptions

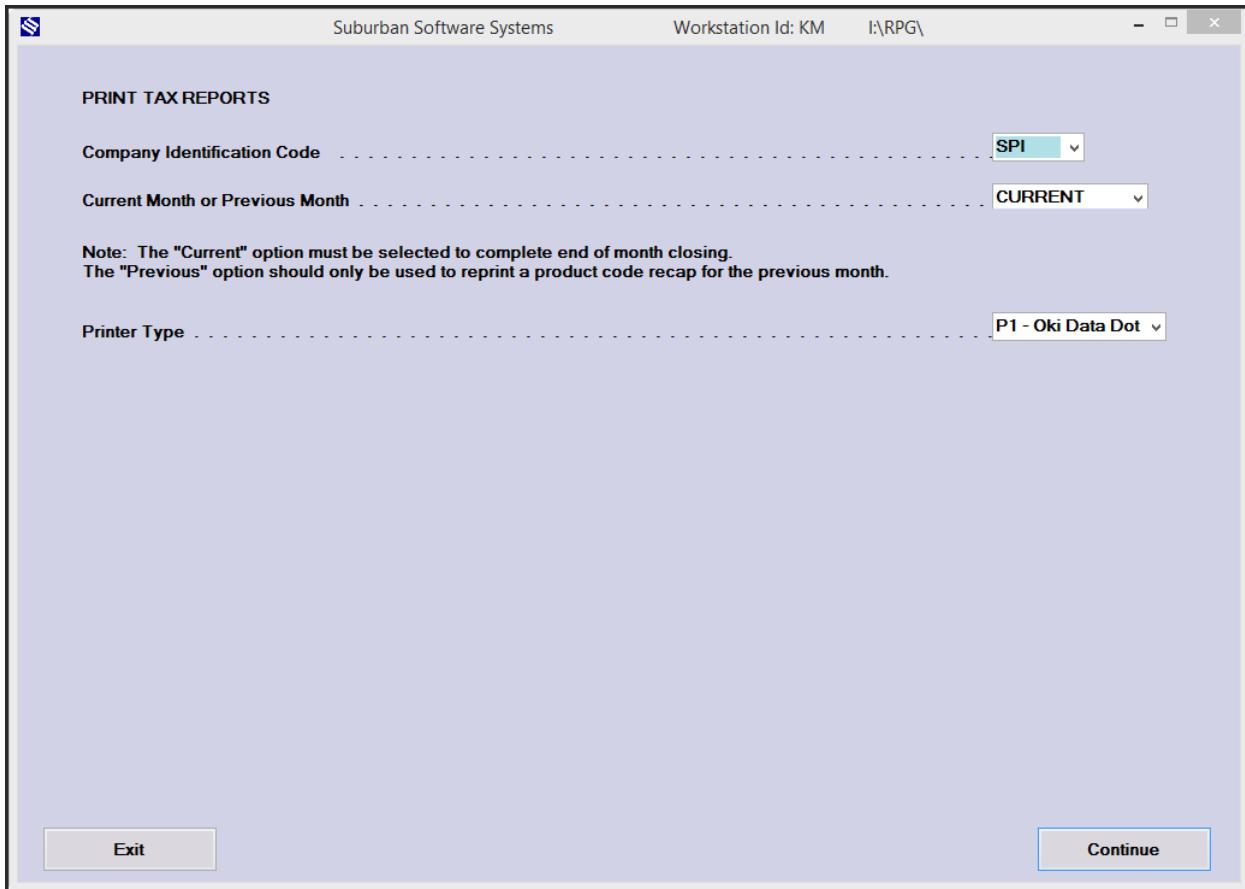| Field	Description
A	Total Gallons Sold by the branch
B	Total Inter-company Gallons Transferred
C	Total Cash Sales entered for a branch. This amount represents those transactions entered on sales pages with cash charge code '1' (cash sales).
D	Total Charge Sales entered for a branch. This amount represents those transactions entered on sales pages with cash charge code '2' (charge sales).
E	Total Debits to Product Code General Ledger accounts for a branch. This amount usually represents adjustments.
F	Total Credits to Product Code General Ledger accounts for a branch. This amount represents all sales transactions entered.
G	The total amount posted to Product Code General Ledger accounts from sales.
H	Total Payments for cash sales. This amount represents the total of transactions entered with payment product codes on cash pages with cash charge code '1' (cash sales). This amount should equal the amount in C above. If it does not equal the amount in C above, all cash taken in from cash sales has not been recorded in the bank deposits.
I	Total Payments on account. This amount represents the total of transactions entered with payment product codes on cash pages with cash charge code '8' (payments).
J	Total Debits posted to the Payment Product Code. This amount represents normal payments.
K	Total Credits posted to the Payment Product code. This amount generally represents payment reversals or "negative payments" entered as "-" amounts on cash pages.
L	The net amount posted to the payment product code general ledger number.
M-Q	Total Branch Collections. These amounts are derived by taking the sum of all payment product code totals from columns H-L.
	Total Outstanding Company Sales. These amounts are the accumulated totals from AG (sales) less the accumulated totals from M-Q (payments) for total "outstanding" company sales. Note that column T should equal zero if the payments from cash sales have been entered properly (see H above).

Example:

```
Your Gas Company            Branch-04       PRODUCT CODE RECAP thru 01/30/01              02/16/01  11:47  FCH
                                 G/L  : ** G A L L O N S ** ::   Cash       Charge
Code   Description      Tax AccNr :  Sold   :  InterCo  ::   Sales   :   Sales  :   Debits   +  Credits   =   G/L Net
-----------------------------------------------------------------------------------------------------------------------
 AB Appliance, Bradford WhtS  4204  :      1.0     :         ::   $280.00     $.00 :      $.00     $280.00-     $280.00-
 DA Discounts Allowed     N   4114D :                        ::     $.00    $30.00-:    $30.00        $.00       $30.00
 E  Employee Purchase     S   727   :                        ::     $.00   $161.66 :      $.00     $161.66-     $161.66-
 FC Finance Charge        N   8504  :                        ::     $.00   $411.15 :    $27.76     $438.91-     $411.15-
 HV Heaters, Vanguard     S   4204  :     64.0    :         :: $12133.94  $5361.03 :      $.00   $17494.97-   $17494.97-
 HZ Heaters, Miscellaneous S  4204  :      5.0    :         ::   $836.92     $.00 :      $.00     $836.92-     $836.92-
 L  Service / Labor       N   4504  :                        ::   $175.40   $937.50 :      $.00    $1112.90-    $1112.90-
 LT Lease Tax             N   245LTX:                        ::     $.00   $103.68 :    $17.64     $121.32-     $103.68-
 M  Parts & Fittings      S   4404  :                        ::  $1874.66   $506.18 :    $68.40    $2449.24-    $2380.84-
 R  Tank Rent - Adjust onlyL 4604   :                        ::     $.00   $360.00-:   $360.00        $.00      $360.00
 ST Sales Tax             N   245STX:                        ::  $3266.92  $7725.61 :     $7.10   $10999.63-   $10992.53-
 U  Charge Backs          N   1014CR:                        ::     $.00   $103.95 :      $.00     $103.95-     $103.95-
 V  Returned Checks       N   103RC :                        ::     $.00   $789.78 :    $10.00     $799.78-     $789.78-
 W  Return Check Charge   N   890COS:                        ::     $.00   $120.00 :    $20.00     $140.00-     $120.00-
 X  Misc Debit /Credit    N   890COS:                        ::     $.00    $11.75-:    $11.75        $.00       $11.75
 XT Excise Tax            N   245XTX:                        ::     $5.68   $176.02 :      $.00     $181.70-     $181.70-
 02 Propane Cylinder(s)-GASS 4124 ##   1253.4    :         ::   $914.76  $1143.26 :      $.00    $2058.02-    $2058.02-
 03 Motor Fuel Gallons    X   4134 ##    796.0    :         ::     $.00   $681.04 :      $.00     $681.04-     $681.04-
 3A Motor Fuel Gallons-No DX  4134 ##     99.0      634.0 ::    $34.44    $48.28 :      $.00      $82.72-      $82.72-
 04 Commercial Gallons    S   4144 ##  27295.0    :         ::   $198.00 $20571.77 :      $.00   $20769.77-   $20769.77-
 05 Metered Gallons       S   4154 ##            1940.0 ::     $.00     $.00 :      $.00        $.00        $.00
 6A Tank Rent - automatic L   4604  :                        ::     $.00  $2550.00 :      $.00    $2550.00-    $2550.00-
 6I Install Rented Tank   L   4604  :      9.0    :         ::     $.00   $288.00 :      $.00     $288.00-     $288.00-
 6P Pick-Up Rented Tank   L   4604  :      3.0-   :         ::     $.00    $81.00-:    $81.00        $.00       $81.00
 79 Payment Correction    N   101BT :                        ::     $.00     $.72 :   $195.73     $196.45-       $.72-
-----------------------------------------------------------------------------------------------------------------------
 Branch 04 Sales:                    174,681.4   3,111.0      $54721.69 $150876.88   $862.05  $206460.62-  $205598.57-

 88 Payment  -  Thank You N  101BT :                        :: $54721.69- $117261.52- $171983.21       $.00  $171983.21
-----------------------------------------------------------------------------------------------------------------------
 Branch 04 Collections:                                      $54721.69- $117261.52- $171983.21       $.00  $171983.21

 ##  -  accounts designated to post gallons to the general ledger.
```

5

Product Code Recap Detail Descriptions

Column Name	Description
Product Code	Product Code entered on a sales page.
Description	Description from the Product Code File.
Tax Subject To	N=None S=Sales L=Lease X=Xcise T=Sales and Xcise M=Non Charged Lease Tax
G/L Account Number	The general ledger account number posted to when transactions are entered using the product code in column 1.
Gallons SOLD	Total of any gallons sold through the Accounts Receivable System with the product code in column 1. The transactions for these sales are entered with cash charge code 1 (cash sales) or 2 (sales on account). Notice that ## appears to the right of column 4 if the general ledger number for the product code in column 1 is accumulating gallon totals.
Intercompany Gallons Transferred	The total of any gallons entered on a sales page with the product code in column 1 and with cash charge code 3 (intercompany transfers).
Cash Sales	The total of any transactions entered on a sales page with cash charge code 1 (cash sales).
Charge Sales	Any transactions entered on a sales page with cash charge code 2 (charge sales).
Debits	The total of transactions entered with the product code in column '1' on a sales page with a negative amount (most commonly from adjustments).
Credits	The total of transactions entered with the product code in column '1' on a sales page with a positive amount (normal sales).
G/L Net	The difference between the amount in the debits column and the amount in the credits column. This is the amount that will be posted to the 'product code' general ledger number.

Tax Reports:

```
 S            Suburban Software Systems        Workstation Id: KM      I:\RPG\              –  □   ×

   PRINT TAX REPORTS

   Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   SPI      v

   Current Month or Previous Month  . . . . . . . . . . . . . . . . . . . . . . . . . . .   CURRENT    v

   Note:  The "Current" option must be selected to complete end of month closing.
   The "Previous" option should only be used to reprint a product code recap for the previous month.


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












      Exit                                                                    Continue
```

Purpose: To print a series of tax reports summarizing the taxable sales, taxes
due, and taxes collected for each type of tax (sales, lease, and excise)
for each type of government (city, county, state, and federal).

Data Flow: Throughout the month, sales of taxable products and taxes collected are accumulated in the tax code records by type of tax. The tax report program divides the total tax collected on each tax code by a ratio of the city, county, and state rates indicated. Each report is sorted by location and rate then summarized for printing the sales and taxes by city, county, state, and federal government.

Tax Reports: The Tax Reports are comprised of a series of reports beginning with a state sales tax report and ending with the federal excise tax report. The tax reports show the gross taxable sales, tax exempt sales, and net taxable sales for each tax code on which sales were reported. Exempt sales are those sales of taxable products which were entered without sales tax. The report shows gross tax due based on net sales. It also displays taxes collected on those sales and the tax difference. Discounts shown and net taxes due are computed on gross taxes due and not on taxes collected.

Notes:
1.   The Tax Report is printed monthly after statements have been printed for all branches.

2.   A tax report will only print for those types of taxes to be reported. For example, if there is no city sales tax to report then the city sales tax report does not print.

3.   The "Discount Rate Mismatch" message when it appears indicates the discount rate within that group of taxes is not the same for all tax codes.

4.   Adjustments are taxes reported on separate reference numbers.

Tax Report Columns Defined:

Tax Code and Location:	The tax code and the tax code description from the tax file.
Total Revenue:	Total sales entered.
NonTaxable Revenue:	Total sales entered with product codes that are set up to be *not* (N) subject to tax.
Taxable Sales:	Total sales entered with product codes that are set up to be subject to either sales tax (S) or sales and excise tax (T).
Exempt Sales:	Total taxable sales entered with no dollar amount in the tax field.
Taxed Sales:	Total sales from the total revenue column that were not taxed.
Tax Rate:	The tax rate from the tax file.
Gross Tax:	The gross amount of "collectible" tax as calculated from multiplying the "taxed sales" by the "sales tax rate".
Collected Tax:	The total tax actually entered into the tax field during data entry.
Difference:	The difference between the gross tax *calculated* and the amount *collected*. When these differences are detected at data entry, a warning error will be issued and the operator may press {F12} to accept the tax difference as keyed.
Tax Discount:	Tax discounts taken. Discounts that may be taken are defined in the tax file.
Net Tax:	The amount of tax collected less any applicable tax discounts.
Column Relationship:	The tax report column headings tie together with the following calculations.. **Total Revenue** **- Non-Taxable Revenue** ----------------------------- **= Gross Taxable Sales** **- Tax Exempt Sales** ----------------------------- **= Net Taxable Sales** **x Tax Rate** ----------------------------- **= Taxes Due *** **- Taxes Collected *** ----------------------------- **= Taxes Over/Short** * Some states require taxes to be calculated as a percentage of sales while other states require the calculation to be on the higher value of percentage of sales -or- taxes collected.

Your Company Name — Changes according to type of tax report — **S T A T E   S A L E S   T A X   R E P O R T**   thru   03/09/15   Printed 6/24/15

Tax Code	Location	Total Revenue (-)	NonTaxble Revenue (=)	Taxable Sales (-)	Exempt Sales (=)	Taxed Sales (x)	Tax Rate (=)	Gross Tax (-)	Collected Tax (=)	Diffr	Tax Disc (=)	Net Tax
99 TAX EXEMPT		5,231.40	1,778.60	3,452.80	3,452.80	.00	.00%	.00	.00	.00		
XT		1,389.59	.00	1,389.59	1,389.59	.00	.00%	.00	.00	.00		
	PA	6,620.99	1,778.60	4,842.39	4,842.39	.00	%	.00	.00	.00	.00	.00
PA		270,990.56	239,997.68	30,992.88	.00	30,992.88	6.00%	1859.57	1859.58	.01		
	PA	270,990.56	239,997.68	30,992.88	.00	30,992.88	6.00%	1859.57	1859.58	.01	.00	1859.57
	PA	.00	.00	.00	.00	.00	6.00%	.00	.00	.00	.00	.00
S T A T E T O T A L S		277,611.55	241,776.28	35,835.27	4,842.39	30,992.88		1859.57	1859.58	.01	.00	1859.57

Your Company Name — **F E D E R A L   E X C I S E   T A X   R E P O R T**   thru   03/09/15   Printed 6/24/15

Tax Code	Location	Total Gallons	NonTaxable - Gallons =	Motor Fuel Gallons -	TaxExempt Gallon =	Taxable Gallons x	Tax Rate =	Gross Taxes -	Taxes Collectd =	Diffr	Disc	Net Tax
99 TAX EXEMPT		3,511.20	3,511.20	.00	.00	.00	$.0000	.00	.00	.00		
PA		159,156.00	159,156.00	.00	.00	.00	$.0000	.00	.00	.00		
		162,667.20	162,667.20	.00	.00	.00	$.0000	.00	.00	.00	.00	.00
XT		863.10	863.10	.00	.00	.00	$.1360	.00	.00	.00		
		863.10	863.10	.00	.00	.00	$.1360	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	$.1360	.00	.00	.00	.00	.00
F E D E R A L T O T A L		163,530.30	163,530.30	.00	.00	.00		.00	.00	.00	.00	.00

Taxable Sales Report

```
|
Your Company Name                  Taxable Sales Report thru   3/09/15              6/24/15
                                                                                   Page    1

St   County   City        Date        Refer  Br-Acct    PC  CC   Tx    Quantity      Amount
_____

PA                                                    Tax Code      PA              1,125.65
                                                                                  ----------
PA                             Commercial Propane      02      ** PC Total **      $1,125.65


PA TAX EXEMPT                                         Tax Code      99              1,377.94
PA                                                    Tax Code      PA              6,210.71
                                                                                  ----------
PA                             Wholesale Propane       04      ** PC Total **      $7,588.65


PA                                                    Tax Code      PA                393.60
                                                                                  ----------
PA                             40 PROPANE UN1075       40      ** PC Total **        $393.60


PA TAX EXEMPT                                         Tax Code      99                668.31
PA                                                    Tax Code      XT              1,389.59
                                                                                  ----------
PA                             44 PROPANE UN1075       44      ** PC Total **      $2,057.90


PA                                                    Tax Code      PA                625.00
                                                                                  ----------
PA                             Automatic Rent         AR       ** PC Total **        $625.00


PA                                                    Tax Code      PA                399.25
                                                                                  ----------
PA                             Contrac Gas - Big Tanks BG      ** PC Total **        $399.25


PA                                                    Tax Code      PA                127.00
                                                                                  ----------
PA                             Cylinder Gas           CI       ** PC Total **        $127.00


PA                                                    Tax Code      PA              1,385.00
                                                                                  ----------
PA                             CL  PROPANE UN1075     CL       ** PC Total **      $1,385.00


PA                                                    Tax Code      PA              1,217.87
                                                                                  ----------
PA                             FT  PROPANE UN1075     FT       ** PC Total **      $1,217.87
```

Purpose: Shows the sales that were subject to tax for that month.

Non Taxable Sales Report:

```
|
Your Company Name              Non Taxable Sales Report thru   3/09/15              6/24/15
                                                                                  Page    1

St   County   City        Date        Refer  Br-Acct    PC  CC   Tx    Quantity      Amount
_____

PA TAX EXEMPT                                          Tax Code    99                502.28
PA                                                     Tax Code    PA             109,445.38
                                                                                  ----------
PA                        Residential Propane    01    ** PC Total **   $109,947.66


PA                                                     Tax Code    PA               1,278.50
                                                                                  ----------
PA                        10 PROPANE UN1075      10    ** PC Total **     $1,278.50


PA                                                     Tax Code    PA                 116.51
                                                                                  ----------
PA                        ACCOUNT ADJUSTMENT     AJ    ** PC Total **       $116.51


PA                                                     Tax Code    PA                 423.21-
                                                                                  ----------
PA                        BUS. Cont. Deposit     BD    ** PC Total **       $423.21-


PA TAX EXEMPT                                          Tax Code    99                 348.33-
PA                                                     Tax Code    PA              40,107.60-
                                                                                  ----------
PA                        CONTRACT DEPOSIT       CD    ** PC Total **    $40,455.93-


PA TAX EXEMPT                                          Tax Code    99                 348.34
PA                                                     Tax Code    PA              40,107.61
                                                                                  ----------
PA                        Contract Gas           CG    ** PC Total **    $40,455.95


PA                                                     Tax Code    PA              64,808.38
                                                                                  ----------
PA                        CT  PROPANE UN1075     CT    ** PC Total **    $64,808.38


PA                                                     Tax Code    PA                 366.58-
                                                                                  ----------
PA                        Discounts Allowed      DA    ** PC Total **       $366.58-


PA                                                     Tax Code    PA                 225.00
                                                                                  ----------
PA                        Delivery Charge        DC    ** PC Total **       $225.00

<
```

Purpose: Shows the sales that were subject to tax code 99 (tax exempt) for that
month

Tax Exempt Transactions:

```
SPI  RNFL                      Tax Exempt Transactions for 03/15

                               Prod. Csh  Tax                Secondary
  Date    Refer   Br-Acct  Name          Code  Chg  Code   Amount   PCode Amt    Total            Tax ID Number

 3/04/15  274682  1-0047-5  WEST PIKELAND TWP   04   2    99      86.51                86.51
 3/02/15  372454  1-3031-0  JENKINS ARBORETUM   04   2    99     334.61               334.61
 3/02/15  411445  1-8142-0  CARELINK/ KINGS H   04   2    99     230.41               230.41
 3/03/15  475018  1-8784-9  TWIN VALLEY FIRE    44   2    XT   1,389.59             1,389.59
 3/03/15  475019  1-8788-0  ELVERSON EMS        44   2    99     668.31               668.31
 3/04/15  490468  1-8926-6  MAIN LINE HEALTH    04   2    99     726.41               726.41

 Branch-01 Totals:                                       3,435.84             3,435.84




                                                         3,435.84             3,435.84
```

Purpose: Shows each transaction that had a tax code 99 (tax exempt) or XT (excise tax) for that month

Management Report:

Purpose: To print a series of reports at the end of each month that management can utilize to detect trends or situations that might need corrective actions.

Report: The management reports consist of several reports that have been consolidated under one print procedure. They are each discussed separately under Management Report Menu. The reports include:

- Customer Status Summary Report
- Payment Aging of 120 Day Delinquent Accounts
- Delivery Analysis Summary of All Accounts
- Tank List Summary (Auto Rent Only)

Note: See the Management Menu Section for a description of each program.

List of Inactive Tanks:

```
Inactive Tank Report

Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [DEM    ∨]

Branch Name -or- ALL Branches  . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [01 - DEMO Prop ∨]

Which Tanks?  . . . . . . . . . . . . . . . . . . . . . . . . . .   Y=Yard, I=Inactive Field Tanks or B=Both Types   [I=Inactive    ∨]

Number of copies  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   (not counting carbon copies)   [1    ∨]

Form Name  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   [0001    ∨]

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




                    [Exit]                                                                                   [Continue]
```

Purpose: To print a list of inactive and yard tanks and cylinders for use in doing inventory of tanks and cylinders.

Note: You may choose the following on which tanks you want printed:

Y = Yard

I = Inactive

B =   Both

15

Example:

```
Your Company Name          Branch 1          Yard  Equipment as of  3/06/15          06/24/15  14:29 KELLY      1

Serial #     Size   Qty   Status   Last Moved   Branch Nr.   Last Location ...............    Account Name
010226          1     1     Y                      01
021591          1     1     Y                      01
040220          1     1     Y                      01
040230          1     1     Y                      01
043000          1     1     Y                      01
053870          1     1     Y                      01
1147206         1     1     Y                      01
26889           1     1     Y                      01
30560           1     1     Y                      01
33277           1     1     Y                      01
33282           1     1     Y                      01
36841           1     1     Y                      01
50548           1     1     Y         7/10         01           1476 WATERBURY COURT      BREI
536893          1     1     Y                      01
```

EOM Customer Status Report:

Purpose: To print a listing of all active accounts including their transactions for the month.

Note: 1. The procedure produces a **detailed** Customer Status Report that includes all transactions that occurred during the month. See the Daily
Menu section for detailed descriptions of fields on the report

2. Transactions in "Limbo" will not appear on the report.

3. The EOM report may be reprinted if necessary until the EOM update procedure is run.

Online Data Save:


```
Online Data Save

Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   DEM   ˅

Select Day Of Week . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   Monday        ˅




                                    PLEASE NOTE
                An ONLINE BACKUP is NOT adequate for full or partial system recovery.
             This save will ONLY back up the SSS Data Fileset for the Company ID specified above.












        Exit                                                                    Continue
```
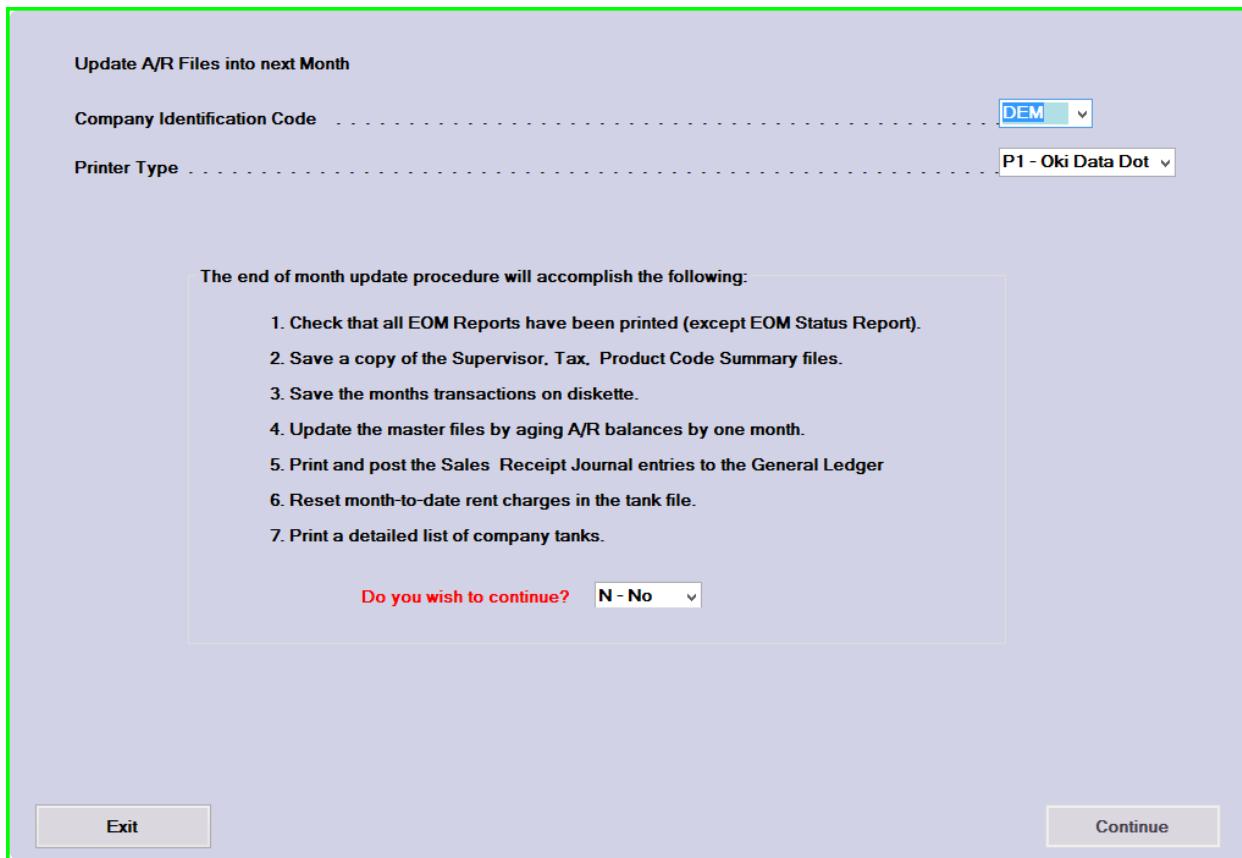
Purpose: To save the SSS Data Fileset for the Company ID specified.

Note: This is an optional step. A save will be done automatically when you
                        update master files into the next month.

Update Master Files into Next Month:

```
Update A/R Files into next Month

Company Identification Code  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   DEM  ∨

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


            The end of month update procedure will accomplish the following:

                1. Check that all EOM Reports have been printed (except EOM Status Report).

                2. Save a copy of the Supervisor, Tax,  Product Code Summary files.

                3. Save the months transactions on diskette.

                4. Update the master files by aging A/R balances by one month.

                5. Print and post the Sales  Receipt Journal entries to the General Ledger

                6. Reset month-to-date rent charges in the tank file.

                7. Print a detailed list of company tanks.

                    Do you wish to continue?    N - No    ∨


      Exit                                                                      Continue
```

Purpose:

1. Check that all EOM Reports have been printed (except SOM Status Report).

2. Save a copy of the Supervisor, Tax, & Product Code Summary Files

3. Save the months transactions on diskette.

4. Update the master file by aging A/R balances by one month.

5. Print and post the Sales Receipt Journal entries to the General Ledger.

6. Reset month to-date rent charges in the tank file.

7. Print a detailed list of company tanks.

Steps Performed by the EOM Update Procedure:

1. Test each branch record in the Supervisor file to insure that all important EOM reports have been printed. If not, a terminal message will be issued which lists the reports that have not been printed.

2. Test for un-posted inventory work files. If an un-posted inventory work file is found, an error message will be issued. Un-posted Inventory files must be posted in the inventory menu before the EOM Update can be run. *This ONLY APPLIES to clients using the Inventory System.*

3. Save a copy of the Supervisor, Page Summary, Tax, Product Code, and Transaction File on diskette. If the SAVE is not completed successfully a terminal error will be issued. If an error is issued indicating that the save was not successful, restart the End Of Month Update with a new diskette.

4. Read and reset the Tax and Product Code totals to zero. If the Suburban General Ledger System is being used, the G/L accounts will be updated with the values in the Product Code Recap File.

5. Read and update the Customer Master File records by aging the Accounts Receivable balance one month. It also resets the "Statement Printed" flag to a "not printed" status for the next month.

6. Builds a new BLANK Transaction File

7. Create a new page summary file with any unprocessed pages left over from the previous month.

8. All pages will reset back to page 1 for the next month.

Notes: 1.   If the Suburban G/L System is used, then the Gas Supervisor file must contain the General Ledger Cash and Accounts Receivable account numbers for each branch.

2.   *If an error is detected while updating the G/L, the Update program will terminate at the point of error, display the message - "Product Code Update Error", and print the General Ledger Account Number that caused the error. To recover, correct the error and rerun the "End of the Month Update Procedure" program.*