

Suburban Software Systems

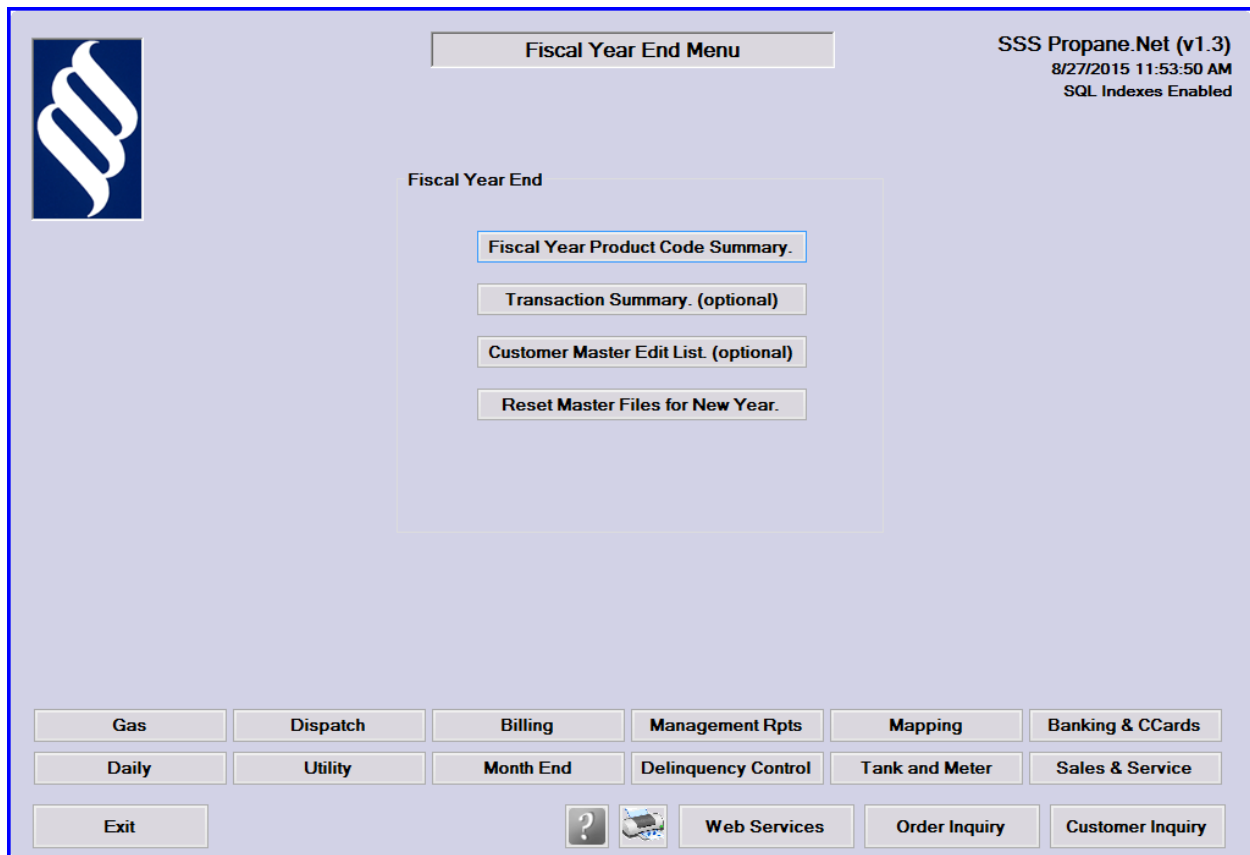
Fiscal Year End

Prepared For: _____

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Fiscal Year End Menu:



Purpose: Allows the user to complete the steps needed to close out the Fiscal Year.

Note: Ensure all steps are completed in the **Monthly Menu** prior to running Fiscal Year End.

Fiscal Year Product Code Summary:

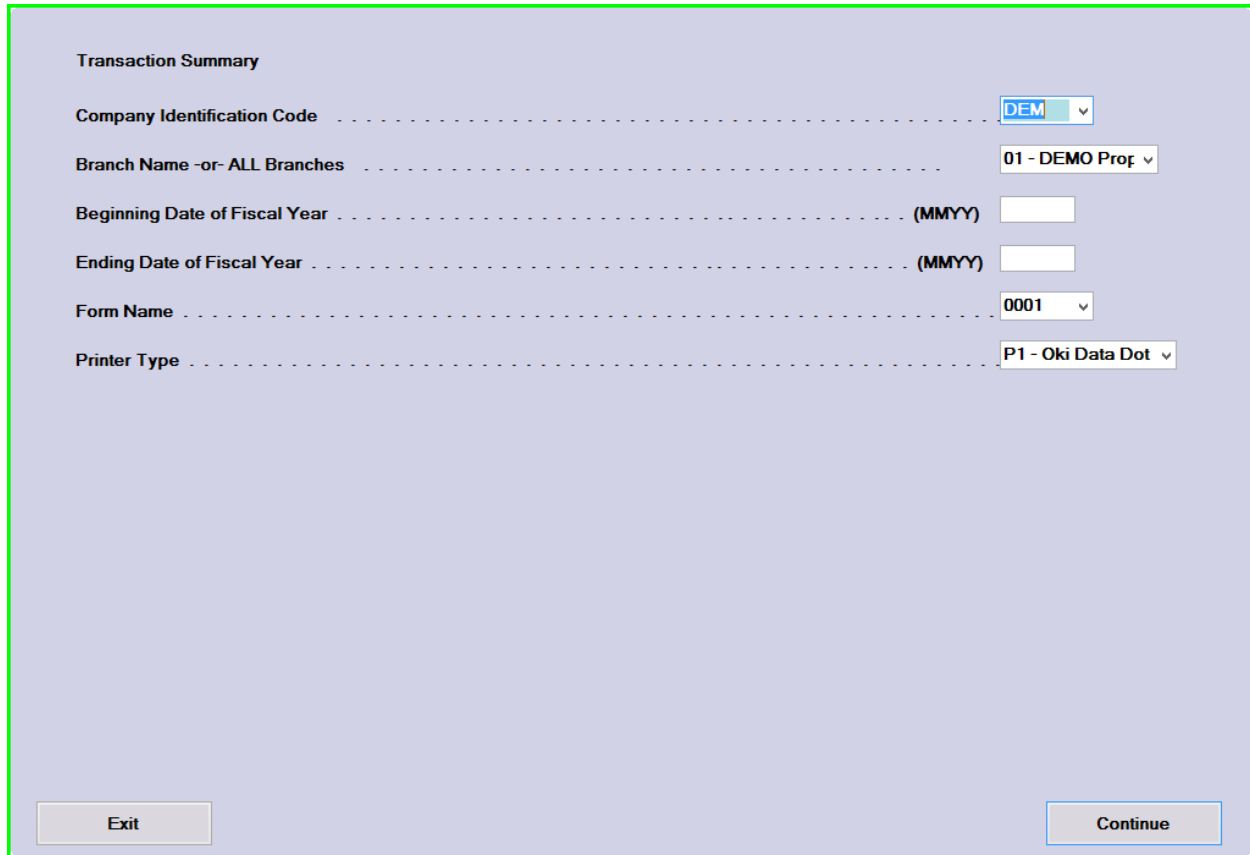
Print Fiscal Year Product Code Summary

Company Identification Code	DEM
Branch Name -or- ALL Branches	01 - DEMO Prop
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit Continue

Purpose: Allows the operator to produce a report that summarizes all sales, receipts, adjustments, and gallons by product codes as they were posted to the **General Ledger**, for the entire year.

Transaction Summary:

A screenshot of a software window titled "Transaction Summary". The window has a light blue background and a green border. It contains several input fields and dropdown menus. The fields are: "Company Identification Code" with a dropdown menu showing "DEM"; "Branch Name -or- ALL Branches" with a dropdown menu showing "01 - DEMO Prop"; "Beginning Date of Fiscal Year" with a text box and "(MMYY)" label; "Ending Date of Fiscal Year" with a text box and "(MMYY)" label; "Form Name" with a dropdown menu showing "0001"; and "Printer Type" with a dropdown menu showing "P1 - Oki Data Dot". At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

Transaction Summary

Company Identification Code DEM ▾

Branch Name -or- ALL Branches 01 - DEMO Prop ▾

Beginning Date of Fiscal Year (MMYY)

Ending Date of Fiscal Year (MMYY)

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: Allows the user to print a report similar to a ledger which provides a historical record of each account's transactions for the year.

Note: This report is optional. It will print every transaction that occurred during the year.

Customer Master Edit List:

Customer Master File Edit Report

Company Identification Code DEM ▾

Branch Name -or- ALL Branches 01 - DEMO Prog ▾

Do you want "ALL" or "DELETED" Accounts or List for specific "DRIVER" All ▾

Enter "Driver Number" to print (leave blank for only customers with no driver number)

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: Allows the user to print a listing from the Master File which includes all customer information.

Note: This report is optional for "year end" and may be run at anytime throughout the year.

Reset Master Files for New Year:

FISCAL YEAR END

Company Identification Code DEM ▾

Fiscal Year End

This program resets the company Year-To-Date AND Last Year's Gallons.
It should only be run ONCE, and ONLY after completing the "Month End" menu
and the "Fiscal Year End" Reports.

Do you wish to continue? N - No ▾

If you track contract gas, the contract gas file will also be reset for the new year.

Do you want expired contracts (0 gallons remaining) to be removed? N - No ▾

Exit Continue

Purpose: This procedure resets the following fields in the Customer Master Files:

- ❖ Year to Date Deliveries
- ❖ Year to Date Gallons
- ❖ Last Year Gallons

Note: It should **ONLY** be run **ONCE**.

