

***Suburban***  
***Software***  
***Systems***

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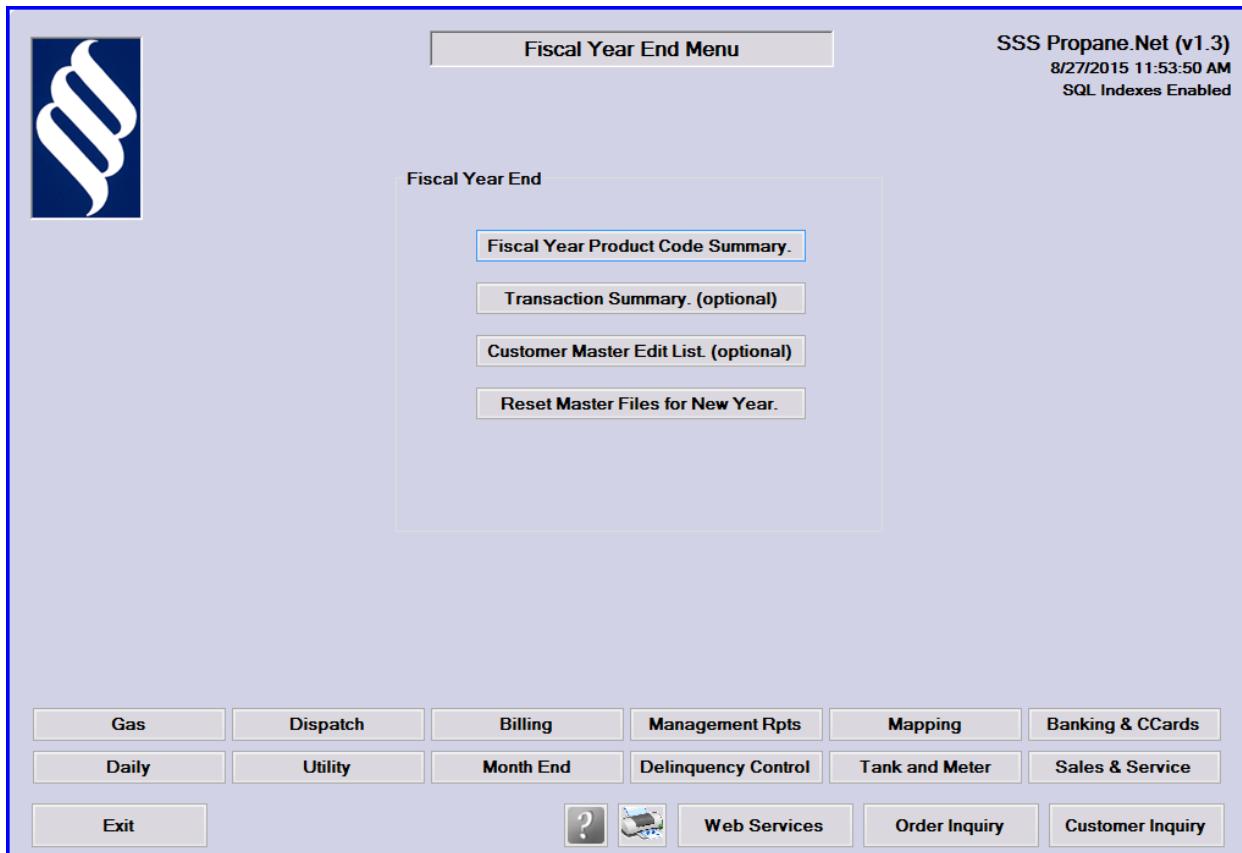
**Fiscal Year End**

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

## **Fiscal Year End Contents:**

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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 . . . . .

Branch Name -or- ALL Branches . . . . .

Form Name . . . . .

Printer Type . . . . .

**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:

Transaction Summary

Company Identification Code	<input type="text" value="DEM"/>
Branch Name -or- ALL Branches	<input type="text" value="01 - DEMO Prop"/>
Beginning Date of Fiscal Year	<input type="text" value=""/>
Ending Date of Fiscal Year	<input type="text" value=""/>
Form Name	<input type="text" value="0001"/>
Printer Type	<input type="text" value="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 . . . . .

Branch Name -or- ALL Branches . . . . .

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

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

Form Name . . . . .

Printer Type . . . . .

**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:



**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**.

