

RECYCLING MANAGEMENT SYSTEM

BROKERAGE SYSTEM

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS  
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Recycling Management System  
Brokerage System  
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Recycling Management System  
Brokerage System  
Overview

(1) BROKERAGE INPUT

All brokerage transactions are entered into this selection. Brokerage transactions can be added, changed or deleted.

(2) DAILY BROKERAGE A/P JOURNAL

The daily brokerage A/P journal is run at the end of each day. It lists all the brokerage purchases that were transferred to A/P that day. The purchases are listed by vendor.

(3) DAILY BROKERAGE A/R JOURNAL

The daily brokerage A/R journal is run at the end of each day. It lists all the brokerage sales that were transferred to A/R that day. The sales are listed by customer.

(5) RESTRUCTURE BROKER FILES

The monthly restructure purges the broker files of brokerage transactions that have been transferred to A/P and A/R before the requested date. BE SURE TO PRINT ALL YOUR REPORTS FOR THE MONTH BEFORE RUNNING THIS PROGRAM.

(11) PROFIT BY PRODUCT BY VENDOR

All completed brokerage transactions still on file and within the range of dates requested will be selected. The report lists all products purchased, the vendors each product was purchased from and the total profit from each vendor and each product.

(12) PROFIT BY BOR #

All completed brokerage transactions still on file and within the range of dates requested will be selected. The report lists the customer and vendor for each transaction, all products sold and purchased, the dates the transactions were updated, the weights of the transactions, the dollar amount of the sale and purchase transactions, the dollar amount of the freight and the total profit for each transaction.

Recycling Management System  
Brokerage System  
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 04/09/98 16:27  
104 011

1. RECYCLING SYSTEM
2. PAYROLL SYSTEM
3. ACCOUNTS PAYABLE
4. GENERAL LEDGER
5. MISCELLANEOUS SYSTEMS
6. STEEL WAREHOUSING
7. VPIX - DOS
8. UNIX - MAIL

MENU ITEM    —

SCRAP MANAGEMENT SYSTEMS  
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MENU ITEM - Enter 1 to access the Recycling System Menu.  
Enter 99 to exit to the RMS Login prompt.

Recycling Management System  
Brokerage System  
Recycling System Menu

ABC SCRAP CO. (01)	RECYCLING SYSTEM MENU	MENU ITEM 04/09/98
	1. SCALE PRODUCT PURCHASES	
	2. INVENTORY	
	3. SALES CONTRACTS	
	4. PRODUCT SALES	
	5. CONTAINER SYSTEM	
	6. PRODUCT ANALYSIS	
	7. BROKERAGE	
	8. PURCHASE ORDERS	
	99. RETURN TO MASTER MENU	

MENU ITEM - Enter 7 to access the Brokerage System Menu.  
Enter 99 to return to the Master Menu.

Recycling Management System  
Brokerage System  
Brokerage System Menu

ABC SCRAP CO. (01)	BROKERAGE SYSTEM  PROCESSING	MENU ITEM 04/09/98
	1. BROKERAGE INPUT 2. DAILY BROKERAGE A/P JOURNAL 3. DAILY BROKERAGE A/R JOURNAL  5. RESTRUCTURE BROKER FILES	
	REPORTS	
	11. PROFIT BY PRODUCT BY VENDOR 12. PROFIT BY BOR #	
	99. RETURN TO MAIN MENU	

MENU ITEM - Enter the line number of the item you wish to select.  
Enter 99 to return to the Recycling System Menu.

Recycling Management System  
 Brokerage System  
 Brokerage Input

MENU ITEM 1 on the BROKERAGE SYSTEM MENU

```

ABC SCRAP          BROKERAGE TRANSACTION FUNC (ADD, CHG, DEL, INQ, END) ____
BOR #.            SALES CONTRACT.          CUSTOMER.
----- SOLD TO -----|----- SHIP TO -----
2 NAME.           | 7 NAME.
3 ADDR.           | 8 ADDR.
4                 | 9
5                 |10
-----|-----
TOTALS - FREIGHT. | BRO FREIGHT.
11 COMMISSION.    | TOTAL FREIGHT.
20 ----- RECEIVED -----
CONTRACT LINE..... G/L.....          WEIGHT.....
PRODUCT CODE.....  DATE RECEIVED..... PRICE.....
DESC.              REC NO.....          DOLLARS..
                  TO A/R?.....          FREIGHT.
                  TOTAL FREIGHT.
----- SHIPPED -----
PURCHASE CONTRACT.. G/L.....          WEIGHT.....
CONTRACT LINE.....  A/P PAY DATE..... PRICE.....
PRODUCT CODE.....  DATE SHIPPED..... DOLLARS..
DESC.              SO NO.....          FREIGHT.
VENDOR.....        CAR/TRUCK..        TOTAL FREIGHT.
                  TO A/P?.....
                                 DATA OK (YES, ADD, DEL, ITM, NXT, PRV, CAN)
  
```

(1) BROKERAGE INPUT

All brokerage transactions are entered into this selection. Brokerage transactions can be added, changed or deleted.

A D D I N G A B R O K E R A G E T R A N S A C T I O N

If you do not wish to change the contents of the field the cursor is in, press ENTER and the cursor will move to the next field.

FUNC (ADD, CHG, DEL, INQ, END) - Type ADD.

Entering END will return you to the Brokerage System Menu.

BOR # - A six digit number that is automatically provided by the system on an ADD.

SALES CONTRACT - If **any** sales on this brokerage transaction are to be recorded against an existing sales contract enter the sales contract number. This will pull the customer number, ship to and sold to name and addresses from the sales contract and display them. If no sales on this brokerage transaction are to be recorded against an existing sales contract press ENTER.

Type ^ to return to the FUNC line.

(NOTE: You will not be able to change this number once you leave this field).

Recycling Management System  
Brokerage System  
Brokerage Input

CUSTOMER - If there was no SALES CONTRACT number entered, type in the customer number. If an incorrect customer number is entered, the following message will display at the lower left corner of the screen:

CUSTOMER DOES NOT EXIST

The cursor will be positioned at the CUSTOMER field and you will be able to enter the correct customer number.

Typing "L" at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. ACM, or A). The screen will show a line number and an alphabetical list of customers starting with the letter or word you typed. Type in the line number of the customer you want and press ENTER. The customer number and information will now be displayed on the screen.

Type ^ to return to FUNC.

(NOTE: You will not be able to change this number once you leave this field).

The cursor will then step through each field.

SOLD TO

If you entered a sales contract number or entered the customer number (when there is no sales contract) or used the ALPHA LOOKUP, the customer name and address information (items 2-5) will display automatically.

If you entered the customer number for miscellaneous customer (9999) you will have to complete the name and address information fields (2-5).

2 NAME - Enter the customer name (up to 25 characters in length).

3 ADDR - Enter the customer street address (up to 25 characters in length).

4 - If there is a second address such as a P.O. Box, enter that address (up to 25 characters in length or press ENTER to leave blank and proceed to the next field.

5 - Enter the city and state of the customer address (up to 20 characters in length) and the 5 or 9 digit zip code.

SHIP TO

If the materials sold are being shipped to a different address than the SOLD TO address, the SHIP TO name and address information items will have to be completed. Otherwise, press ENTER to leave these fields blank and proceed to the next section.

7 NAME - Enter the SHIP TO name (up to 25 characters in length).

8 ADDR - Enter the SHIP TO street address (up to 25 characters in length).

9 - If there is a second address such as a P.O. Box, enter that address (up to 25 characters in length or press ENTER to leave blank and proceed to the next field.

10 - Enter the city and state of the customer address (up to 20 characters in length) and the 5 or 9 digit zip code.

Recycling Management System  
Brokerage System  
Brokerage Input

TOTALS - FREIGHT

If there is commission on this BOR these two fields determine the commission rate in dollars per pound or percent of sales. If there is no commission press ENTER to leave this field blank and proceed to the next section.

- 11 - COMMISSION - The first field is either the dollars per pound or percent. To enter \$.085 per pound enter 850, to enter 8.5% enter 85000. The second field identifies the commissions as dollars per pound or percent. For dollars per pound enter "LB", for percent enter "%". The third field shows the total commission for this BOR. **NOTE:** You cannot change this.

RECEIVED

- 20 - All fields under this number represent a buy (SHIPPED)/sell (RECEIVED) transaction.

CONTRACT LINE - If this sell portion pertains to a sales contract, and that sales contract number was entered in the SALES CONTRACT field, enter the one or two digit line number on that sales contract that pertains to this transaction. This will pull the product code, price and unit of measure from that line on the sales contract and display it.

If this does not pertain to a sales contract press ENTER to move to the next field.

If FUNC is ADD, enter ";" when you have completed entering transactions on this BOR.

PRODUCT CODE - Enter the 4 digit product code of the product being sold. The product description will be displayed in DESC and the sales general ledger account number will display in the G/L field.  
You can use 9998 for miscellaneous products.

DESC - Enter the product description you want to appear on the customer invoice. You can enter up to three lines of twenty characters.

Press ENTER to accept the product description displayed.

If you used the 9998 for the miscellaneous product in the PRODUCT CODE field, you will have to enter the product description (up to 20 characters in length).

G/L - If you have general ledger this is the sales account to record this sale to. This is prefilled with the G/L account for the product code on the PRODUCT & PRICE MAINTENANCE screen on the SCALE PRODUCT PURCHASES menu (field 14A SALES G/L).

If the general ledger sales account number does not automatically display, enter the general ledger sales account number this sales is being recorded to (up to 12 digits in length).

DATE RECEIVED - Enter the date the customer received the product (MMDDYY). This is required before you can enter "Y" in the TO A/R? field.

REC NO - Enter the receiving ticket number (up to six digits in length).

WEIGHT - Enter the receiving weight in pounds (up to 9 digits in length).

Recycling Management System  
Brokerage System  
Brokerage Input

PRICE - These two fields identify the price per unit of measure you are selling the product for. The first field is the price per unit of measure. To enter \$8.35 enter 83500.

The second field is the unit of measure. Enter LB, NT, GT, CW or EA. DOLLARS will be calculated and displayed based on the WEIGHT and PRICE entered.

DOLLARS - This is the amount the customer is to be invoiced for this product.

FREIGHT - If you are going to invoice the customer for freight you will enter the freight information here. If not, press ENTER to leave these fields blank and proceed to the next section.

These three fields identify the freight calculation.

The first field is the amount of freight per unit. To enter \$100.00 type 10000.

The second field is the unit. Enter spaces (amount is the freight), LB (amount per pound), NT (amount per net ton), GT (amount per gross ton), CW (amount per hundred weight) or LD (amount per load).

The third field is used only if unit is LD. Enter the number of loads.

TOTAL FREIGHT - This calculation is based on the FREIGHT you entered above. (**NOTE:** You cannot change this field). This amount will show as FREIGHT and be added to the invoice the customer receives. This will be recorded against the general ledger account defined on the CONTROL FILE MAINTENANCE screen on the GENERAL LEDGER menu (control key 41, field 1. A/R FREIGHT).

TO A/R? - This identifies when this sales portion of the transaction is to be transferred to accounts receivable to produce an invoice.

Enter "Y" when all information is correct. The transfer will take place when you enter "YES" in DATA OK.

A "D" in this field indicates this item has been transferred to A/R.

SHIPPED

PURCHASE CONTRACT - If this transaction is to be recorded against an existing purchase contract, enter the purchase contract number (up to six digits in length). This will pull the vendor number from the purchase contract and display it. If no purchase contract applies to this transaction, press ENTER to leave blank and proceed to the next field.

CONTRACT LINE - If you entered a purchase contract number in PURCHASE CONTRACT, you must enter the one or two digit line number on that purchase contract that pertains to this transaction. This will pull the product code, price and unit of measure from that line on the purchase contract and display it.

PRODUCT CODE - Enter the four digit product code of the product being purchased. The product description will be displayed in DESC and the purchase general ledger account number will display in the G/L field.

You can use 9998 for miscellaneous products.

DESC - Enter the product description you want to appear on the check stub or press ENTER to accept the product description displayed.

If you used 9998 for the miscellaneous product in the PRODUCT CODE field, you will have to enter a product description (up to 20 characters in length).

Recycling Management System  
Brokerage System  
Brokerage Input

VENDOR - These two fields identify the vendor the product is being purchased from. Enter the vendor number in the first field.

Typing L at this field takes you to the search screen allowing you to locate a specific vendor number if you don't have a vendor number list nearby. At this screen you type in the first letter or first word in the vendor name at the STRING SEARCH field (e.g. ACM, or A). The screen will show a line number and an alphabetical list of vendors starting with the letter or word you typed. Type in the line number of the vendor you want and press ENTER. The vendor number and name will now be displayed on the screen.

If you entered the miscellaneous vendor 9999 you must enter a vendor name (up to 25 characters in length) in the second field.

G/L - If you have general ledger this is the purchase account to record this purchase to. This is prefilled with the G/L account for the product code on the PRODUCT & PRICE MAINTENANCE screen on the SCALE PRODUCT PURCHASES menu, (field 9 G/L NUMB).

A/P PAY DATE - This is the date the check will be cut for this purchase. This works in conjunction with DATE SHIPPED in the RECEIVED section above and (11) A/P DAYS on the PURCHASE ORDER INPUT screen. When DATE SHIPPED is entered and a PURCHASE CONTRACT is used this date is made DATE SHIPPED plus (11) A/P DAYS. You can change this date if you wish by entering a new date (MMDDYY).

DATE SHIPPED - Enter the date the vendor shipped the product (MMDDYY).

SO NO - Enter the shipping ticket number (up to 15 characters in length).

CAR/TRUCK - Enter an ID number or description of the car or truck (up to 20 characters in length).

WEIGHT - Enter the shipping weight in pounds (up to 9 digits in length).

PRICE - These two fields identify the price per unit of measure you are purchasing the product for.

The first field is the price per unit of measure. To enter \$8.35 enter 83500. The second field is the unit of measure. Enter LB, NT, GT, CW or EA. DOLLARS will be calculated and displayed based on the WEIGHT entered in RECEIVED and PRICE entered in SHIPPED.

DOLLARS - This is the amount the vendor is to be paid for this product.

FREIGHT - If the vendor is to pay the freight you will enter the freight information here. These three fields identify the freight calculation.

The first field is the amount of freight per unit. To enter \$100.00 enter 10000.

The second field is the unit. Enter spaces (amount is the freight), LB (amount per pound), NT (amount per net ton), GT (amount per gross ton), CW (amount per hundred weight) or LD (amount per load).

The third field is used only if unit is LD. Enter the number of loads. If the vendor is not paying the freight press ENTER to proceed to the next field.

TOTAL FREIGHT - This is the calculation based on the FREIGHT you entered above. (**NOTE:** You cannot change this field). This amount will show as FREIGHT and be subtracted from the check the vendor receives. This will be recorded against the general ledger account defined on the CONTROL FILE MAINTENANCE screen on the GENERAL LEDGER menu, (control key 41, field 2. A/P FREIGHT).

Recycling Management System  
Brokerage System  
Brokerage Input

TO A/P? - This identifies when this purchase portion of the transaction is to be transferred to accounts payable to produce a check.  
Enter "Y" when all information is correct. The transfer will take place when you enter "YES" in DATA OK.  
A "D" in this field indicates this item has been transferred to A/P.

Broker Paid Freight

BRO FREIGHT - If the broker is paying the freight you will enter the freight information here. These three fields identify the freight calculation.  
The first field is the amount of freight per unit. To enter \$100.00 enter 10000.  
The second field is the unit. Enter spaces (amount is the freight), LB (amount per pound), NT (amount per net ton), GT (amount per gross ton), CW (amount per hundred weight) or LD (amount per load).  
The third field is used if unit is LD. Enter the number of loads. If the broker is not paying the freight press ENTER to proceed to the next field.

TOTAL FREIGHT - This is the calculation based on the FREIGHT you entered above. The profit of this transaction will be reduced by this amount. **NOTE:** You cannot change this field

DATA OK (YES, ADD, DEL, ITM, NXT, PRV, CAN)

YES - Update all changes you made against the BOR. If you changed any TO A/R? or TO A/P? to "Y" those transfers will also be done.  
ADD - Use this to add a new transaction to the BOR  
DEL - Use this to delete the current transaction from the BOR. If either TO A/R? or TO A/P? are "D" the following message will display on the screen:  
    LINE HAS BEEN UPDATED TO A/R AND A/P  
The cursor will remain at the DATA OK line and the delete will not be allowed.  
ITM - Enter the number of the item to be changed.  
NXT - Displays the next transaction on the BOR. When there are no more transactions the message "NO MORE DETAIL" will be displayed.  
PRV - Displays the previous transaction on the BOR. When there are no more transactions the message "NO MORE DETAIL" will be displayed.  
CAN - Cancels all entries you made to the BOR.

Transfer to A/R

Whenever you change TO A/R? to "Y" and do DATA OK "YES" each of those you changed will be transferred to A/R. When this occurs the following message will display on the screen:

    IS THIS THE CORRECT A/R DATE? (YES,NO). 00/00/00  
The date displayed is the date the receivable will be recorded on.  
If this is the correct date, enter "YES".  
If it is incorrect enter "NO" and enter the correct date.

Transfer to A/P

Whenever you change TO A/P? to "Y" and do DATA OK "YES" each of those you changed will be transferred to A/P. When this occurs the following message will display on the screen:

Recycling Management System  
Brokerage System  
Brokerage Input

IS THIS THE CORRECT A/P DATE? (YES,NO). 00/00/00

The date displayed is the date the payable will be recorded on.  
If this is the correct date, enter "YES".  
If it is incorrect enter "NO" and enter the correct date.

Recycling Management System  
 Brokerage System  
 Brokerage Input

ABC SCRAP		BROKERAGE TRANSACTION FUNC (ADD, CHG, DEL, INQ, END) ____	
BOR #.	SALES CONTRACT.	CUSTOMER.	
----- SOLD TO -----		----- SHIP TO -----	
2 NAME.		7 NAME.	
3 ADDR.		8 ADDR.	
4		9	
5		10	
-----		-----	
TOTALS - FREIGHT.			BRO FREIGHT.
11 COMMISSION.			TOTAL FREIGHT.
20 -----		RECEIVED -----	
CONTRACT LINE.....	G/L.....	WEIGHT.....	
PRODUCT CODE.....	DATE RECEIVED.....	PRICE.....	
DESC.	REC NO.....	DOLLARS..	
		FREIGHT.	
	TO A/R?.....	TOTAL FREIGHT.	
-----		SHIPPED -----	
PURCHASE CONTRACT..	G/L.....	WEIGHT.....	
CONTRACT LINE.....	A/P PAY DATE.....	PRICE.....	
PRODUCT CODE.....	DATE SHIPPED.....	DOLLARS..	
DESC.	SO NO.....	FREIGHT.	
VENDOR.....	CAR/TRUCK..	TOTAL FREIGHT.	
	TO A/P?.....		
DATA OK (YES, ADD, DEL, ITM, NXT, PRV, CAN)			

C H A N G I N G   A   B R O K E R A G E   T R A N S A C T I O N

FUNC (ADD, CHG, DEL, INQ, END) - Type CHG.

Entering END will return you to the Brokerage System Menu.

BOR # - Enter the BOR number you want to make changes to. The broker information will display on the screen and the cursor will be positioned at the DATA OK line.

If a BOR# is entered that is not on file, the following message will display at the lower left corner of the screen:

BOR DOES NOT EXIST

The cursor will remain at the BOR# field. You will be able to enter the correct BOR# or type a ^ to return to the FUNC line  
 Type a ^ to return to FUNC line.

DATA OK (YES, ADD, DEL, ITM, NXT, PRV, CAN)

YES - Update all changes you made against the BOR. If you changed any TO A/R? or TO A/P? to "Y" those transfers will also be done.

ADD - Use this to add a new transaction to the BOR

DEL - DEL - Use this to delete the current transaction from the BOR. If either TO A/R? or TO A/P? are "D" the following message will display on the screen:

LINE HAS BEEN UPDATED TO A/R AND A/P

The cursor will remain at the DATA OK line and the delete will not be allowed.

ITM - Enter the number of the item to be changed.

Recycling Management System  
Brokerage System  
Brokerage Input

NXT - Displays the next transaction on the BOR. When there are no more transactions the message "NO MORE DETAIL" will be displayed.  
PRV - Displays the previous transaction on the BOR. When there are no more transactions the message "NO MORE DETAIL" will be displayed.  
CAN - Cancels all changes you made to the BOR.

Recycling Management System  
 Brokerage System  
 Brokerage Input

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ABC SCRAP                BROKERAGE TRANSACTION FUNC (ADD,CHG,DEL,INQ,END) ____
BOR #.                   SALES CONTRACT.           CUSTOMER.
----- SOLD TO -----|----- SHIP TO -----
2 NAME.                  | 7 NAME.
3 ADDR.                  | 8 ADDR.
4                        | 9
5                        |10
-----|-----
TOTALS - FREIGHT.       | BRO FREIGHT.
11 COMMISSION.         | TOTAL FREIGHT.
20 ----- RECEIVED -----
CONTRACT LINE.....    G/L.....          WEIGHT.....
PRODUCT CODE.....    DATE RECEIVED..... PRICE.....
DESC.                 REC NO.....        DOLLARS..
                       TO A/R?.....        FREIGHT.
                       TO A/R?.....        TOTAL FREIGHT.
----- SHIPPED -----
PURCHASE CONTRACT..   G/L.....          WEIGHT.....
CONTRACT LINE.....    A/P PAY DATE..... PRICE.....
PRODUCT CODE.....    DATE SHIPPED..... DOLLARS..
DESC.                 SO NO.....        FREIGHT.
VENDOR.....           CAR/TRUCK..        TOTAL FREIGHT.
                       TO A/P?.....
                                     DATA OK (YES,ADD,DEL,ITM,NXT,PRV,CAN)
  
```

D E L E T I N G A B R O K E R A G E T R A N S A C T I O N

FUNC (ADD,CHG,DEL,INQ,END) - Type DEL.

Entering END will return you to the Brokerage System Menu.

**NOTE:** If either the TO A/P or TO A/R fields have a "D" in them (meaning the transaction has been transferred to the A/P or A/R accounts) you will not be able to delete the broker transaction.

BOR # - Enter the BOR number you wish to delete. The broker information will display on the screen and the cursor will be positioned at the DATA OK line. If a BOR# is entered that is not on file, the following message will display at the lower left corner of the screen:

BOR DOES NOT EXIST

The cursor will remain at the BOR# field. You will be able to enter the correct BOR# or type a ^ to return to the FUNC line

If the transaction has been updated, the following message will display on the screen:

BOR HAS BEEN UPDATED, CAN NOT DELETE

The cursor will be positioned at the BOR# where you can enter a new BOR# or a ^ to return to the FUNC line.

Type a ^ to return to FUNC line.

DATA OK (YES,ADD,DEL,ITM,NXT,PRV,CAN)

YES - Update all changes you made against the BOR. If you changed any TO A/R? or TO A/P? to "Y" those transfers will also be done.

Recycling Management System  
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ADD - Use this to add a new transaction to the BOR  
DEL - Use this to delete the current transaction from the BOR. If either TO  
A/R? or TO A/P? are "D" the delete will not be allowed.  
ITM - Enter the number of the item to be changed.  
NXT - Displays the next transaction on the BOR. When there are no more  
transactions the message "NO MORE DETAIL" will be displayed.  
PRV - Displays the previous transaction on the BOR. When there are no more  
transactions the message "NO MORE DETAIL" will be displayed.  
CAN - Cancels all changes you made to the BOR.

Recycling Management System  
 Brokerage System  
 Brokerage Input

ABC SCRAP		BROKERAGE TRANSACTION FUNC (ADD, CHG, DEL, INQ, END) ____	
BOR #.	SALES CONTRACT.	CUSTOMER.	
----- SOLD TO -----		----- SHIP TO -----	
2 NAME.		7 NAME.	
3 ADDR.		8 ADDR.	
4		9	
5		10	
-----		-----	
TOTALS - FREIGHT.		BRO FREIGHT.	
11 COMMISSION.		TOTAL FREIGHT.	
20	----- RECEIVED -----		
CONTRACT LINE.....	G/L.....	WEIGHT.....	
PRODUCT CODE.....	DATE RECEIVED.....	PRICE.....	
DESC.	REC NO.....	DOLLARS..	
		FREIGHT.	
	TO A/R?.....	TOTAL FREIGHT.	
-----		-----	
SHIPPED			
PURCHASE CONTRACT..	G/L.....	WEIGHT.....	
CONTRACT LINE.....	A/P PAY DATE.....	PRICE.....	
PRODUCT CODE.....	DATE SHIPPED.....	DOLLARS..	
DESC.	SO NO.....	FREIGHT.	
VENDOR.....	CAR/TRUCK..	TOTAL FREIGHT.	
	TO A/P?.....		
DATA OK (YES, ADD, DEL, ITM, NXT, PRV, CAN)			

B R O K E R A G E T R A N S A C T I O N I N Q U I R Y

FUNC (ADD, CHG, DEL, INQ, END) - Type INQ.

Entering END will return you to the Brokerage System Menu.

BOR # - Enter the BOR number you wish to view. The broker information will display on the screen and the cursor will be positioned at the DATA OK line. If a BOR# is entered that is not on file, the following message will display at the lower left corner of the screen:

BOR DOES NOT EXIST

The cursor will remain at the BOR# field. You will be able to enter the correct BOR# or type a ^ to return to the FUNC line  
 Type a ^ to return to FUNC line.

DATA OK (YES, ADD, DEL, ITM, NXT, PRV, CAN)

YES - will clear the screen and return the cursor to the FUNC line.

ADD - N/A in the INQ mode.

DEL - N/A in the INQ mode.

ITM - N/A in the INQ mode.

NXT - Displays the next transaction on the BOR. When there are no more transactions the message "NO MORE DETAIL" will be displayed.

PRV - Displays the previous transaction on the BOR. When there are no more transactions the message "NO MORE DETAIL" will be displayed.

CAN - will clear the screen and return the cursor to the FUNC line.

Recycling Management System  
Brokerage System  
Daily Brokerage A/P Journal

MENU ITEM 2 on the BROKERAGE SYSTEM MENU

```
ABC SCRAP                DAILY A/P JOURNAL
IS THIS THE CORRECT DATE? (YES,NO,END).  ___ 00/00/00
PRINT BATCH OR DATE RANGE? (BAT,DAT)...  ___
ENTER DATE TO PRINT FROM.....           _____
ENTER DATE TO PRINT TO.....             _____
DO YOU WISH TO CONTINUE? (YES,NO).....
```

(2) DAILY BROKERAGE A/P JOURNAL

The daily brokerage A/P journal is run at the end of each day. It lists all the brokerage purchases that were transferred to A/P that day. The purchases are listed by vendor.

IS THIS THE CORRECT DATE? (YES,NO,END). \_\_\_00/00/00  
Enter "YES" if the date is correct.  
If the date is incorrect enter "NO" and enter the correct date (MMDDYY).  
Enter "END" to return to the BROKERAGE SYSTEM menu.

PRINT BATCH OR DATE RANGE? (BAT,DAT)  
Enter "BAT" to print A/P items that were transferred to A/P and not yet reported. **This option should be run at the end of each day.**  
Enter "DAT" to print A/P items that were transferred to A/P between the following two dates. This option can be used to reprint one days transactions.

If you entered DAT to (PRINT BATCH OR DATE RANGE?) the following questions will display:

ENTER DATE TO PRINT FROM  
Enter the date you wish to print from (MMDDYY); starting date.

ENTER DATE TO PRINT TO  
Enter the date you wish to print up to (MMDDYY); ending date.

DO YOU WISH TO CONTINUE? (YES,NO)  
Enter "YES" to print the report. The following messages will display on the screen:  
PRINTING REPORT

Recycling Management System  
Brokerage System  
Daily Brokerage A/P Journal

The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu.

Enter "NO" if you do not wish to print the report. The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu without printing the report.

Recycling Management System  
Brokerage System  
Daily Brokerage A/R Journal

MENU ITEM 3 on the BROKERAGE SYSTEM MENU

```
ABC SCRAP                DAILY A/R JOURNAL
IS THIS THE CORRECT DATE? (YES,NO,END). ___ 00/00/00
PRINT BATCH OR DATE RANGE? (BAT,DAT)... ___
ENTER DATE TO PRINT FROM.....
ENTER DATE TO PRINT TO.....
DO YOU WISH TO CONTINUE? (YES,NO).....
```

(3) DAILY BROKERAGE A/R JOURNAL

The daily brokerage A/R journal is run at the end of each day. It lists all the brokerage sales that were transferred to A/R that day. The sales are listed by customer.

IS THIS THE CORRECT DATE? (YES,NO,END). \_\_\_ 00/00/00

Enter "YES" if the date is correct.

If the date is incorrect enter "NO" and enter the correct date (MMDDYY).

Enter "END" to return to the BROKERAGE SYSTEM menu.

PRINT BATCH OR DATE RANGE? (BAT,DAT)

Enter "BAT" to print A/R items that were transferred to A/R and not yet reported. **This option should be run at the end of each day.**

Enter "DAT" to print A/R items that were transferred to A/R between the following two dates. This option can be used to reprint one days transactions.

If you entered DAT to (PRINT BATCH OR DATE RANGE?) the following questions will display:

ENTER DATE TO PRINT FROM

Enter the date you wish to print from (MMDDYY); starting date.

ENTER DATE TO PRINT TO

Enter the date you wish to print up to (MMDDYY); ending date.

DO YOU WISH TO CONTINUE? (YES,NO)

Enter "YES" to print the report. The following messages will display on the screen:

PRINTING REPORT

Recycling Management System  
Brokerage System  
Daily Brokerage A/R Journal

The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu.

Enter "NO" if you do not wish to print the report. The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu without printing the report.

Recycling Management System  
Brokerage System  
Restructure Broker Files

MENU ITEM 5 on the BROKERAGE SYSTEM MENU

```
ABC SCRAP                                RESTRUCTURE BROKER FILES
IS THIS THE CORRECT DATE? (YES,NO,END).  ___ 00/00/00
CONTINUE? (YES,NO).....
```

(5) RESTRUCTURE BROKER FILES

The monthly restructure purges the broker files of brokerage transactions that have been transferred to A/P and A/R before the requested date. BE SURE TO PRINT ALL YOUR REPORTS FOR THE MONTH BEFORE RUNNING THIS PROGRAM.

IS THIS THE CORRECT DATE? (YES,NO,END). \_\_\_ 00/00/00

This date determines the BORs that will be deleted. A BOR is deleted if every transaction on it was transferred to both A/P and A/R before this date.

Enter "YES" if the date is correct.

If the date is incorrect enter "NO" and enter the correct date (MMDDYY).

Enter "END" to return to the BROKERAGE SYSTEM menu.

CONTINUE? (YES,NO)

Enter "YES" to do the restructure.

The following message will display on the screen:

DELETING

With BOR's being deleted.

The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu.

Enter "NO" if you do not wish to restructure the broker files. The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu without deleting the BOR's.

Recycling Management System  
Brokerage System  
Profit By Product By Vendor

MENU ITEM 11 on the BROKERAGE SYSTEM MENU

```
ABC SCRAP                BROKERAGE PROFIT BY PRODUCT
IS THIS THE CORRECT DATE? (YES,NO,END). ___ 00/00/00

ENTER DATE TO PRINT FROM.....
ENTER DATE TO PRINT TO.....
DO YOU WISH TO CONTINUE? (YES,NO).....
```

(11) PROFIT BY PRODUCT BY VENDOR

All completed brokerage transactions still on file and within the range of dates requested will be selected. The report lists all products purchased, the vendors each product was purchased from and the total profit from each vendor and each product.

IS THIS THE CORRECT DATE? (YES,NO,END). \_\_\_ 00/00/00

Enter "YES" if the date is correct.

If the date is incorrect enter "NO" and enter the correct date (MMDDYY).

Enter "END" to return to the BROKERAGE SYSTEM menu.

ENTER DATE TO PRINT FROM

Enter the starting date range to select from (MMDDYY).

ENTER DATE TO PRINT TO

Enter the ending date range to select from (MMDDYY).

DO YOU WISH TO CONTINUE? (YES,NO)

Enter "YES" to print the report. The following messages will display on the screen:

PRINTING REPORT

The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu.

Recycling Management System  
Brokerage System  
Profit By Product By Vendor

Enter "NO" if you do not wish to print the report. The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu without printing the report.

Recycling Management System  
Brokerage System  
Profit By BOR #

MENU ITEM 12 on the BROKERAGE SYSTEM MENU

ABC SCRAP	BROKERAGE PROFIT BY PRODUCT
IS THIS THE CORRECT DATE? (YES,NO,END). ____ 00/00/00	
ENTER DATE TO PRINT FROM.....	
ENTER DATE TO PRINT TO.....	
DO YOU WISH TO CONTINUE? (YES,NO).....	

(12) PROFIT BY BOR #

All completed brokerage transactions still on file and within the range of dates requested will be selected. The report lists the customer and vendor for each transaction, all products sold and purchased, the dates the transactions were updated, the weights of the transactions, the dollar amount of the sale and purchase transactions, the dollar amount of the freight and the total profit for each transaction.

IS THIS THE CORRECT DATE? (YES,NO,END). \_\_\_\_ 00/00/00

Enter "YES" if the date is correct.

If the date is incorrect enter "NO" and enter the correct date (MMDDYY).

Enter "END" to return to the BROKERAGE SYSTEM menu.

ENTER DATE TO PRINT FROM

Enter the starting date range to select from (MMDDYY).

ENTER DATE TO PRINT TO

Enter the ending date range to select from (MMDDYY).

DO YOU WISH TO CONTINUE? (YES,NO)

Enter "YES" to print the report. The following messages will display on the screen:

PRINTING REPORT

The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu.

Recycling Management System  
Brokerage System  
Profit By BOR #

Enter "NO" if you do not wish to print the report. The cursor will be positioned in the lower left corner of the screen at the message:

N/L TO CONTINUE

Press ENTER to return to the BROKERAGE SYSTEM menu without printing the report.