

RECYCLING MANAGEMENT SYSTEM

SALES CONTRACTS

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS
316 WEST COTTAGE GROVE ROAD
COTTAGE GROVE, WI 53527

(608) 839-1098

Recycling Management System
Sales Contracts
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Recycling Management System
Sales Contracts
Overview

The RMS SALES CONTRACT SYSTEM maintains a record of your sales contracts you have taken from your customers. You have access to contract information on a daily basis. This module will give you information of products shipped and balances due by customer and/or products. It will also give you balances by specific groups of products, ie: copper, brass. The sales posting program will subtract from weight due and add to weight shipped.

Recycling Management System
Sales Contracts
Overview

(1) CONTRACT INPUT

Allows you to add or change any needed information on the customer contract file. You are able to setup new contracts, change weights shipped or modify any static data. This program will also allow you to inquire by customer name lookup to see the status of the contract. The system automatically assigns a sequential number for the internal contract number.

(2) Contract Listing

Allows you to print on 11 x 9.5 blank paper or a preprinted form for printing out contracts to send out to the customer.

(3) Purge Closed Contracts

Allows you to delete any contracts from the master file after you have flagged the status of that contract as closed.

(15) STATUS REPORT

Allows you to print a report of opened, closed or all contracts by customer by product.

(16) Status Report by Gp#

Allows you to print a status report of you sales contracts grouped by product group number.

(17) STATUS REPORT BY PRD

Allows you to print your sales contracts status report by Sales product number.

(18) ORDER AND SHIPPING LOG REPORT

Allows you to print an ordered and shipping log for the current or previous month, by product by contract.

Recycling Management System
Sales Contracts
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 04/16/98 12:45
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 ____

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MENU ITEM ____ Enter 1 to access the Recycling System Menu.
Enter 99 to return to the RMS Login prompt.

Recycling Management System
Sales Contracts
Recycling System Menu

ABC SCRAP CO. (01)	RECYCLING SYSTEM MENU	MENU ITEM ___ 04/16/98
	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 3 to access the Sales Contracts Menu.
Enter 99 to return to the Master Menu.

Recycling Management System
Sales Contracts
Sales Contracts Menu

ABC SCRAP CO. (01)	S A L E S C O N T R A C T S	MENU ITEM ___ 04/16/98
PROCESSING		
1. CONTRACT INPUT		
2. CONTRACT LISTING		
3. PURGE CLOSED CONTRACTS		
REPORTS		
15. STATUS REPORT		
16. STATUS REPORT BY GP#		
17. STATUS REPORT BY PRD		
18. ORDER AND SHIPPING LOG		
99. RETURN TO RECYCLING 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
Sales Contracts
Sales Contract Input

MENU ITEM 1 on the SALES CONTRACTS MENU

```

ABC SCRAP                SALES CONTRACT INPUT    FUNC (ADD, CHG, DEL, INQ, SHP, END) ADD
CONTINUE (Y,N)  _
  CNTRT#
1  SOLD TO                6A SHIP TO                CNTRT DATE
2                                6                        CNTRT STATUS
3                                7
4                                8
5                                9
10 APP ID
15 CUSTOMER PO#          16 QTY                LST ACT DTE
17 TERMS
18 SHPP
19 FOB                    19A P/C
20 SHIP
21 REMKS

  PRD  DESCRIPTION                WEIGHT    PRICE  UM SHPF * ADDL SHIP INFO *

                                DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)
  
```

(1) CONTRACT INPUT

Allows you to add, change, delete or view sales contracts for your customers. Also allows adjustment of static data and weights shipped. This screen also gives you the ability to change the contract status to (Open, Closed).

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

FUNC (ADD, CHG, DEL, INQ, SHP, END) TYPE ADD
Typing END will return you to the Sales Contracts Menu.

CONTINUE (Y,N)
Y - to proceed to the next field.
N - will return you to the FUNC line.

The CNTRT PRINT FLAG and the CNTRT STATUS will automatically display.

CNTRT# - If in the "ADD" mode, a sequential number will display. Press ENTER to accept that number.

The CNTRT DATE will automatically display with the current date in the field. Press ENTER if the date displayed is correct and proceed to the next field. If the date is incorrect, enter the correct date (MMDDYY).

(1) SOLD TO - Enter the six digit customer number this contract is being written for.

Recycling Management System
Sales Contracts
Sales Contract Input

The customer address information (fields 2 - 5) will display automatically. Type a "^" to go return to the FUNC line.

You may also enter "L" to get an alpha listing of your customers.

If a customer number is entered that is not on file, the following message will display on the screen above the CNTRT#:

CUSTOMER NOT ON AR MASTER

Press ENTER and the cursor will return to the SOLD TO field. You will be able to enter the correct customer number.

If you entered an assigned customer number or used the ALPHA LOOKUP, the customer address information (fields 2 - 5) will display automatically. The cursor will move to the (6) SHIP TO field.

If you entered 9998 for a miscellaneous customer number you will have to enter the customer address information (fields 2 - 5) manually.

- (2) Enter the customer address (up to 25 characters in length)
- (3) If there is a second address such as a P.O. Box number, you would enter it in this field (up to 25 characters in length).
- (4) Enter the city and state of the customer (up to 20 characters in length).
- (5) Enter the five or nine digit zip code.
- (6A) SHIP TO - You may enter ship to information (fields 6A - 9) if the ship to name and/or address information are different than the sold to name and/or address information. Enter the SHIP TO number (it must be a valid AR customer number). The SHIP TO address information (fields 6-9) will be displayed automatically. You may also enter "L" or "LIST" to get an alpha listing of your customers. If a SHIP TO address is entered that is not on file, SHIP TO NUMBER NOT ON AR MASTER will be displayed, and the cursor will be returned to SHIP TO when you press enter. Press ENTER when SHIP TO is empty, and the cursor will move to 6.
- (6) You may now enter a SHIP TO name (up to 25 characters in length) without using a number. If you enter a SHIP TO name, the cursor will move to the next three fields (7-9) for address information. If the SOLD TO and SHIP TO customer names and addresses are the same, press ENTER to leave blank and proceed to the (10) APP ID field.
- (7) Enter the ship to address (up to 25 characters in length).
- (8) If there is a second address such as a P.O. Box number, you would enter it in this field (up to 25 characters in length).
- (9) Enter the city and state code (up to 20 characters in length). The cursor will move to the next field. Enter the five or nine digit zip code.
- (10) APP ID - Enter the two character ID of the person whom is responsible for signing the sales contract.
- (15) CST PO# - Enter the purchase order number (up to 15 characters in length) the customer assigned to the order.
- (16) QTY - Enter the total pounds (up to 9 digits in length) ordered on this contract. You can also make this an open order by typing "OPEN".

The LST ACT DTE will automatically display and the cursor will move to the next field.

Recycling Management System
Sales Contracts
Sales Contract Input

- (17) TERMS - Enter the terms of the contract (up to 30 characters in length).
Press ENTER to leave blank and proceed to the next field. If the (5A) TERMS field has been filled in the AR CUSTOMER MAINTENANCE, it will automatically be displayed.
- (18) SHPP - Enter the shipping point information (up to 30 characters in length).
Press ENTER to leave blank and proceed to the next field.
- (19) FOB - Enter the FOB information in this field (up to 70 characters in length).
Press ENTER to leave blank and proceed to the next field.
- (19A) P/C - Enter "P" if the order has been prepaid.
Enter "C" if the order has not been prepaid and the amount must be collected.
- (20) SHIP - Enter the shipping instructions (up to 70 characters in length).
Press ENTER to leave blank and proceed to the next field.
- (21) REMKS - Enter any additional remarks or instructions in this field (up to 70 characters in length).
- (30) Entering a : or a ; here will move the cursor to the DATA OK line.
The products sold information is entered on this and subsequent numbered lines. Up to 30 product entry lines may be entered here.

PRD - Enter the 4 digit sales product number.
If a sales product number is entered that is not on the sales product master list the following message will display on the screen:
PRODUCT NOT ON FILE DEPRESS N/L
Press ENTER and re-enter the correct product number.

DESCRIPTION - The product description will automatically display, press ENTER to accept the description displayed.
If you wish to change the description, enter the new description (up to 25 characters in length).

WEIGHT - Enter the total weight ordered for this product (up to 7 digits in length).

PRICE - Enter the price per unit of measure for this product (up to .

UM - Enter Unit of Measure of the product you are selling.

SHPF - Field is N/A Not Used

ADDL SHIP - Additional shipping or packaging information (up to 20 characters in length).

Repeat line (30) entry procedures for all product items sold on this contract (up to 30 product lines are available). To move to the DATA OK line when you have completed entering the product information, type a : or a ; at the PRD field at the beginning of the line.

Recycling Management System
Sales Contracts
Sales Contract Input

DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)

YES - Data is correct and all the records will be updated.

ITM - Enter line item number of the field you wish to change.

PFG - Allows you to change the CNTRT PRINT FLAG so you may reprint a contract.

FWD - This will scroll you forward through the products.

BWD - This will scroll you backward through the products.

DTE - Allows you to change the contract date.

STA - Allows you to change the contract status, O=Open, C=Closed.

CAN - Clears the screen and the cursor returns to the FUNC line. The entries made will be deleted.

Recycling Management System
Sales Contracts
Sales Contract Input

ABC SCRAP	SALES CONTRACT INPUT	FUNC (ADD, CHG, DEL, INQ, SHP, END) ADD
CONTINUE (Y,N) _____		
CNTRT# 999999	CNTRT PRINT FLAG Y	CNTRT DATE 99/99/99
1 SOLD TO 999999	6A SHIP TO	CNTRT STATUS O
2 ABC TRUCKING COMPANY	6	
3 321 MAIN STREET	7	
4 PO BOX 98	8	
5 CHICAGO, IL	98765 0000 9	
10 APP ID 01		
15 CUSTOMER PO# 9999	16 QTY 60,000	LST ACT DTE 99/99/99
17 TERMS		
18 SHPP		
19 FOB		
20 SHIP		
21 REMKS		

FRT PRICE UM 31 9.9999 NT OK (YES, NO, CAN) ____	P
--	---

PRD	DESCRIPTION	WEIGHT	PRICE	UM	SHPF	* ADDL SHIP INFO *
30 9999	#1 UNPREPARED IRON	25,000	49.0000	NT	00	XXXXXXXXXXXXXXXXXXXXXX
31 9999	#1 PREPARED STEEL	35,000	69.0000	NT	00	XXXXXXXXXXXXXXXXXXXXXX
32						
33						
34						

DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)

ADDING A FREIGHT PRICE AND FREIGHT UNIT OF MEASURE

Allows you to add or change the hidden freight price and freight price unit of measure for your customers. This can only be used if 7B. (REV-SHARE) in the Product & Price Maintenance screen from the SCALE PRODUCT PURCHASES Menu has a revenue shared product number entered. The freight price will be calculated and added to the detail line in Input Sales when the Sales Contract Number and Sales Contract Line Number are used.

FRT PRICE - Enter the freight price to be used to calculate the freight amount to be added to this product in Input Sales. You may also enter zero to have no freight added.

UM - Enter the freight price unit of measure to be used to calculate the freight amount to be added to this product in Input Sales.

OK (YES, NO, CAN)

YES - Data is correct and all the records will be updated.

NO - Allows you to change the freight price and unit of measure.

CAN - Clears the screen and the cursor returns to next input line.
Entries made will be deleted.

Recycling Management System
Sales Contracts
Sales Contract Input

ABC SCRAP	SALES CONTRACT INPUT	FUNC (ADD, CHG, DEL, INQ, SHP, END) CHG
CNTRT# _____	CNTRT PRINT FLAG	CNTRT DATE
1 SOLD TO _____	SHIP TO	CNTRT STATUS
2	6	
3	7	
4	8	
5	9	
10 APP ID		
15 CUSTOMER PO#	16 QTY	LST ACT DTE
17 TERMS		
18 SHPP		
19 FOB		19A P/C
20 SHIP		
21 REMKS		
PRD DESCRIPTION	WEIGHT	PRICE UM SHPF * ADDL SHIP INFO *
DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)		

C H A N G I N G A S A L E S C O N T R A C T

FUNC (ADD, CHG, DEL, INQ, SHP, END) TYPE CHG

Typing END will return you to the Sales Contracts Menu.

CNTRT# - Enter the contract number of the contract you wish to change.

The contract information will automatically display and the cursor will move to the DATA OK line.

Type a ^ to return to the FUNC line.

If a contract number is entered that is not on file, the following message will display on the screen above the CNTRT# field:

CONTRACT NOT ON FILE

Press ENTER, the cursor will return to the CNTRT# field and you will be able to reenter the contract number.

DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)

YES - Data is correct and all the records will be updated.

ITM - Enter line item number of the field you wish to change.

PFG - Allows you to change the CNTRT PRINT FLAG so you may reprint a contract.

FWD - This will scroll you forward through the products.

BWD - This will scroll you backward through the products.

DTE - Allows you to change the contract date.

STA - Allows you to change the contract status, O=Open, C=Closed.

CAN - Clears the screen and the cursor returns to the FUNC line. The entries made will be deleted.

Recycling Management System
Sales Contracts
Sales Contract Input

ABC SCRAP	SALES CONTRACT INPUT	FUNC (ADD, CHG, DEL, INQ, SHP, END) DEL
CNTRT# _____	CNTRT PRINT FLAG	CNTRT DATE
1 SOLD TO	SHIP TO	CNTRT STATUS
2	6	
3	7	
4	8	
5	9	
10 APP ID		
15 CUSTOMER PO#	16 QTY	LST ACT DTE
17 TERMS		
18 SHPP		
19 FOB		19A P/C
20 SHIP		
21 REMKS		
PRD DESCRIPTION	WEIGHT	PRICE UM SHPF * ADDL SHIP INFO *
DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)		

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

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

Entering END will return you to the Sales Contract Menu.

CNTRT# - Enter the contract number of the contract you wish to delete.

The contract information will automatically display and the cursor will move to the DATA OK line.

Type a ^ to return to the FUNC line.

If a contract number is entered that is not on file, the following message will display on the screen above the CNTRT# field:

CONTRACT NOT ON FILE

Press ENTER, the cursor will return to the CNTRT# field and you will be able to reenter the contract number.

DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)

YES - Data is correct and all the records will be deleted.

ITM - Enter line item number of the field you wish to change.

PFG - Allows you to change the CNTRT PRINT FLAG so you may reprint a contract.

FWD - This will scroll you forward through the products.

BWD - This will scroll you backward through the products.

DTE - Allows you to change the contract date.

STA - Allows you to change the contract status, O=Open, C=Closed.

CAN - Clears the screen and the cursor returns to the FUNC line without deleting the record.

Recycling Management System
Sales Contracts
Sales Contract Input

ABC SCRAP	SALES CONTRACT INPUT	FUNC (ADD, CHG, DEL, INQ, SHP, END) INQ			
CNTRT# _____	CNTRT PRINT FLAG			CNTRT DATE	
1 SOLD TO _____	SHIP TO			CNTRT STATUS	
2	6				
3	7				
4	8				
5	9				
10 APP ID					
15 CUSTOMER PO#	16 QTY			LST ACT DTE	
17 TERMS					
18 SHPP					
19 FOB				19A P/C	
20 SHIP					
21 REMKS					
PRD DESCRIPTION	PRICE UM	QTY SOLD	QTY SHIP	BALANCE	
DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)					

S A L E S C O N T R A C T I N Q U I R Y

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

Entering END will return you to the Sales Contract Menu.

CNTRT# - Enter the contract number of the contract you wish to view.

The contract information will automatically display and the cursor will move to the DATA OK line.

Enter "L" or "LIST" to access the Contract Lookup screen for a list of contracts if you do not have the contract number.

START DATE - Enter the date (MMDDYY) that you wish the contract list to begin with.

ENTER START SEARCH STRING OR N/L TO RETURN - Press ENTER to return to the FUNC line or enter the customer name (up to 25 characters in length) of the contracts you wish to view. The contract numbers, customer names, contract dates, product codes and product descriptions will automatically display for those contracts with contract dates after the START DATE entered. The cursor will be positioned at the ENTER # TO VIEW line.

ENTER # TO VIEW

N/L FOR MORE - Press ENTER to view more contracts. NOTE: If *****EOF***** is displayed in the lower left hand corner of the screen, pressing ENTER will return you to the FUNC line. To view the contract details, enter the six digit contract number of the contract you wish to view the details of. The contract information will display automatically and the cursor will be positioned at the DATA OK line.

Type a ^ to return to the FUNC line.

Recycling Management System
Sales Contracts
Sales Contract Input

If a contract number is entered that is not on file, the following message will display on the screen above the CNTRT# field:

CONTRACT NOT ON FILE

Press ENTER, the cursor will return to the CNTRT# field and you will be able to reenter the contract number.

DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)

YES -will clear the screen and returns you to the FUNC line..

ITM - NA in the INQuiry mode.

PFG - NA in the INQuiry mode.

FWD - This will scroll you forward through the products.

BWD - This will scroll you backward through the products.

DTE - NA in the INQuiry mode.

STA - NA in the INQuiry mode.

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

Recycling Management System
Sales Contracts
Sales Contract Input

ABC SCRAP	SALES CONTRACT INPUT	FUNC (ADD, CHG, DEL, INQ, SHP, END) SHP
CNTRT# _____	CNTRT PRINT FLAG	CNTRT DATE
1 SOLD TO _____	SHIP TO	CNTRT STATUS
2	6	
3	7	
4	8	
5	9	
10 APP ID		
15 CUSTOMER PO#	16 QTY	LST ACT DTE
17 TERMS		
18 SHPP		
19 FOB		19A P/C
20 SHIP		
21 REMKS		
PRD DESCRIPTION	PRICE UM	QTY SOLD QTY SHIP BALANCE
DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)		

S H I P P I N G Q U A N T I T I E S

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

Entering END will return you to the Sales Contract Menu.

CNTRT# - Enter the contract number of the contract you wish to view.

The contract information will automatically display and the cursor will move to the DATA OK line.

Type a ^ to return to the FUNC line.

If a contract number is entered that is not on file, the following message will display on the screen above the CNTRT# field:

CONTRACT NOT ON FILE

Press ENTER, the cursor will return to the CNTRT# field and you will be able to reenter the contract number.

DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN)

YES - Data is correct and all the records will be deleted.

ITM - Enter line item number of the field you wish to change. If you enter a line item number (30 or above), the cursor will move to the QTY SHIP field. You will be able to enter the amount shipped. NOTE: You will not be able to change any other field (PRD, DESCRIPTION, PRICE, UM, QTY SOLD or BALANCE) on that line in the SHP mode.

PFG - Allows you to change the CNTRT PRINT FLAG so you may reprint a contract.

FWD - This will scroll you forward through the products.

BWD - This will scroll you backward through the products.

DTE - Allows you to change the contract date.

STA - Allows you to change the contract status, O=Open, C=Closed.

CAN - Clears the screen and the cursor returns to the FUNC line without deleting the record.

Recycling Management System
Sales Contracts
Sales Contract Listing

MENU ITEM 2 on the SALES CONTRACT MENU

ABC SCRAP	PRINT SALES CONTRACTS
IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END) ____	
DO YOU WISH A TEST PRINT (YES,NO) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(2) SALES CONTRACT LISTING

All of the Sales Contracts that have not been printed, can be printed using this menu. Answer the questions on the screen and the contracts can be printed on blank 9.5 x 11 inch paper. Once these contracts are printed they will not print again except if you the PFLG to a "N" in the contract input program.

IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)

YES - if the date is correct.
NO - if the date is incorrect

DO YOU WISH A TEST PRINT (YES,NO)

YES - if you wish to perform a test print.
NO - if you do not wish to do a test print.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the listing.
NO - if you do not wish to print the listing. The cursor will return to the IS THIS THE CORRECT DATE and you will be able to reenter the information for the listing or type END to return to the Sales Contract Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Sales Contracts

MENU ITEM 3 on the SALES CONTRACTS MENU

ABC SCRAP	RESTRUCTURE CONTRACT FILE
HAVE YOU PRINTED A LIST OF THE CLOSED CONTRACTS?	
DO YOU WISH TO CONTINUE (YES,END) ____	

(3) PURGE CLOSED CONTRACTS

This will purge (delete) all of the sales contracts that you have changed to a closed status on the system.

HAVE YOU PRINTED A LIST OF THE CLOSED CONTRACTS?

If you have not printed (15) STATUS REPORT, type END to exit this program and print the status report.

DO YOU WISH TO CONTINUE (YES,END)

YES - to perform the restructure and delete the closed contracts.
END - to return to the Sales Contracts Menu.

Recycling Management System
Sales Contracts
Status Report

MENU ITEM 15 on the SALES CONTRACTS MENU

ABC SCRAP	SALES CONTRACT REPORTS
DO YOU WISH TO PRINT BY CUSTOMER OR CONTRACT (CUS,CON,END)	___
CONTRACT PRINTING OPTIONS (CLC,OPC,ALL,END)	___
WHICH CONTRACT ID DO YOU WISH TO PRINT 99=ALL	___
DO YOU WISH A SPECIFIC CUST# OR ALL	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(15) STATUS REPORT

Allows you to print a report of opened, closed or all contracts by customer by product. If SHIP, REMRKS and SHIP TO NAME were filled in the SALES CONTRACT INPUT, they will also be included.

DO YOU WISH TO PRINT BY CUSTOMER OR CONTRACT (CUS,CON,END)

CUS - if you wish the contract status report to print by customer.

CON - if you wish the contract status report to print by contract number.

END - to return to the Sales Contracts Menu.

CONTRACT PRINTING OPTIONS (CLC,OPC,ALL,END)

CLC - if you wish the report to print only the closed contracts.

OPC - if you wish the report to print only the open contracts.

ALL - if you wish the report to print both open and closed contracts.

END - to return to the Sales Contracts Menu.

WHICH CONTRACT ID DO YOU WISH TO PRINT 99=ALL

Enter the sales contract ID number (up to 6 digits in length) if you wish to print only a specific contract.

Enter 99 to include all the contracts on the report.

DO YOU WISH A SPECIFIC CUST# OR ALL

Enter the 6 digit customer number if you wish the report to show a specific customer.

Enter ALL if you wish the report to contain all the customers with sales contracts.

Recycling Management System
Sales Contracts
Status Report

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the DO YOU WISH TO PRINT BY CUSTOMER OR CONTRACT and you will be able to reenter the information or exit the program by typing END.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Sales Contracts
Status Report By GP#

MENU ITEM 16 on the SALES CONTRACTS MENU

ABC SCRAP	SALES CONTRACT REPORTS
DO YOU WISH TO PRINT BY CUSTOMER OR CONTRACT (CUS,CON,END)	___
CONTRACT PRINTING OPTIONS (CLC,OPC,ALL,END)	___
WHICH PRODUCT GRP DO YOU WISH TO PRINT 99=ALL	___
DO YOU WISH A SPECIFIC CUST# OR ALL	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(16) Status Report by Gp#

Allows you to print a status report of you sales contracts grouped by product group number.

DO YOU WISH TO PRINT BY CUSTOMER OR CONTRACT (CUS,CON,END)

- CUS - if you wish the contract status report to print by customer.
- CON - if you wish the contract status report to print by contract number.
- END - to return to the Sales Contracts Menu.

CONTRACT PRINTING OPTIONS (CLC,OPC,ALL,END)

- CLC - if you wish the report to print only the closed contracts.
- OPC - if you wish the report to print only the open contracts.
- ALL - if you wish the report to print both open and closed contracts.
- END - to return to the Sales Contracts Menu.

WHICH PRODUCT GRP DO YOU WISH TO PRINT 99=ALL

- Enter the product group number you wish the report to be on.
- Enter 99 if you wish the report to contain all product groups.

DO YOU WISH A SPECIFIC CUST# OR ALL

- Enter the 6 digit customer number if you wish the report to show a specific customer.
- Enter ALL if you wish the report to contain all the customers with sales contracts.

Recycling Management System
Sales Contracts
Status Report By GP#

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the DO YOU WISH TO PRINT BY CUSTOMER OR CONTRACT and you will be able to reenter the information or exit the program by typing END.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Sales Contracts
Status Report By PRD

MENU ITEM 17 on the SALES CONTRACTS MENU

ABC SCRAP	SALES CONTRACT STATUS REPORT BY PRD
IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)	___
CONTRACT PRINTING OPTIONS (CLC,OPC,ALL)	___
WHICH PRODUCT DO YOU WISH TO PRINT 99=ALL	___
DO YOU WISH A SPECIFIC CUST# OR ALL	_____
DO YOU WISH TO CONTINUE (YES,NO)	___

(17) STATUS REPORT BY PRD

Allows you to print your sales contracts status report by Sales product number.

IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)

YES - if the date displayed is correct.

NO - if you wish to change the date displayed. Press ENTER and the cursor will move to the date field. You will be able to enter the correct date (MMDDYY).

END - to return to the Sales Contracts Menu.

CONTRACT PRINTING OPTIONS (CLC,OPC,ALL,END)

CLC - if you wish the report to print only the closed contracts.

OPC - if you wish the report to print only the open contracts.

ALL - if you wish the report to print both open and closed contracts.

WHICH PRODUCT DO YOU WISH TO PRINT 99=ALL

Enter the four digit product number if you wish the report to be on a specific product.

Enter 99 if you wish the status report to contain all the products.

DO YOU WISH A SPECIFIC CUST# OR ALL

Enter the 6 digit customer number if you wish the report to show a specific customer.

Enter ALL if you wish the report to contain all the customers with sales contracts.

Recycling Management System
Sales Contracts
Status Report By PRD

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the DO
YOU WISH TO PRINT BY CUSTOMER OR CONTRACT and you will be able to reenter the
information or exit the program by typing END.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Sales Contracts
Order and Shipping Log Report

MENU ITEM 18 on the SALES CONTRACTS MENU

ABC SCRAP	ORDER AND SHIPPING LOG
IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END) ____ ENTER DATE RANGE YOU WISH TO PRINT 00/00/00 TO 00/00/00	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(18) ORDER AND SHIPPING LOG

Allows you to print an ordered and shipping log for the current or previous month, by product by contract. It includes product name, customer name, contract #, ordered price, amount of contract order, month ordered, shipments totaled for each day of the selected month, total quantity shipped, total quantity owed customer/or total quantity over shipped to the customer.

IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)

YES - if the date displayed is correct.

NO - if you wish to change the date displayed. Press ENTER and the cursor will move to the date field. You will be able to enter the correct date (MMDDYY).

END - to return to the Sales Contracts Menu.

ENTER DATE RANGE YOU WISH TO PRINT 00/00/00 TO 00/00/00

Enter the 6 digit date from. Then enter the 6 digit date to. The date to and date from must be in the same month and must be either the current or previous month.

DO YOU WISH TO CONTINUE (YES,NO)

YES - to print the report.

NO - if you do not wish to print the report. The cursor will return to the IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END) and you will be able to reenter the information or exit the program by typing END.

NOTE

If the screen goes blank TURN THE PRINTER ON.