

RECYCLING MANAGEMENT SYSTEM

EQUIPMENT MAINTENANCE

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS
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Recycling Management System
Equipment Maintenance
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Recycling Management System
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DOS Install Procedures

Copy each of the RMS-II disks to the RMSWIN directory using the copy command. After you put each disk in the A drive

Type COPY A:*. * C:\RMSWIN

You should now be ready to begin running the RMS-II Equipment Maintenance program.

Recycling Management System
Equipment Maintenance
Initial Start Up Procedures

Type RMS

The PASSWORD is RMS.

The COO is 01

At the RMS.-II MAIN menu
Type 5

At the RMS.-II MISCELLANEOUS SYSTEMS menu
Type 1

Recycling Management System
Equipment Maintenance
System Maintenance

This hidden menu, accessible only at the RMS.-II MASTER MENU, allows you to add a password for anyone new that you want to use the system. You can also change the various menu selections that you want a user to have access to, as well as deleting any user and their password from the system. You control the access into each menu selection for all menus.

A D D I N G A P A S W O R D

RMS.-II MASTER MENU

MENU ITEM - Type fl (This is the only time you type information in lower case letters). Select menu item 5. (All other menu items N/A for DOS users.)

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

CO# - Type 01 or your company number.

PASSWORD - Type in the new password using a six character combination of letters and numbers (e.g. 67IKOJ).

Type in the name of the new password user.

Type a Y in each of the menu selections that you want the password user to have access to. (An explanation of the screen codes follows this page.)

DATA OK(YES,ITM,NAM,NXT,CAN) - Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program. Type NXT to see the next menu selection screen. Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Recycling Management System
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C H A N G I N G A P A S S W O R D

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

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type in the item number (e.g. ITM = 121) you want to change and either type a Y to add the menu selection or return to remove the Y so the user no longer has access to the selection.

If you want to change the name of the password user type NAM to return to the name line at the top of the screen next to the password and type in the name change.

Type NXT to go to the next password menu selection screen. The general ledger menu selection screen is 121 - 150.

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END to end the program.

Type YES if you have entered all the correct information and want to save it. You will then return to the co# field where you can type a to return to the FUNC line and enter another selection- or END the program.

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D E L E T I N G A P A S S W O R D

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

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END to end the program.

Type DEL if you want to delete the user's password.

Recycling Management System
 Equipment Maintenance
 System Maintenance

P A S S W O R D M E N U S E L E C T I O N S

Type a Y at each of the payroll menu selections you want the password user to have access to. The following shows the number codes and corresponding menu name.

SCREEN 271 - 300 EQUIPMENT MAINTENANCE

- 271 9-01 EQUIPMENT MAINTENANCE
- 272 9-02 POST BILLS/LABOR
- 276 9-06 ZERO YTD LABOR & PARTS
- 277 9-07 INVENTORY PARTS MAINT.
- 278 9-08 PURCHASE ORDERS/PARTS
- 279 9-09 INVENTORY PARTS RECEIPTS
- 280 9-10 INVENTORY PARTS ADJUST.

- 283 9-13 EQUIPMENT COSTS
- 285 9-15 EQUIPMENT LISTING
- 290 9-20 INVENTORY RECEIPT REGISTER/UPDATE
- 291 9-21 INV. PARTS ADJ. REPORT
- 292 9-22 STOCK STATUS REPORT
- 293 9-23 INV. PARTS COST REPORT
- 294 9-24 PURCHASE ORDER LISTING

SCREEN 301 - 330 MISCELLANEOUS SYSTEMS

301 10-01 EQUIPMENT MAINTENANCE

RACY	SECURITY FILE MAINTENANCE	FUNC (ADD, CHG, DEL, END) CHG
	* EQUIPMENT MAINTENANCE *	
CO#	01	
PASSWORD	RMS111 INSTALL USER	
	(Y)	(Y)
271 09-01	Y	286 09-16
272 09-02	Y	287 09-17
273 09-03		288 09-18
274 09-04		289 09-19
275 09-05		290 09-20
276 09-06		291 09-21
277 09-07	Y	292 09-22
278 09-08	Y	293 09-23
279 09-09	Y	294 09-24
280 09-10	Y	295 09-25
281 09-11		296 09-26
282 09-12		297 09-27
283 09-13	Y	298 09-28
284 09-14		299 09-29
285 09-15	Y	300 09-30
	DATA OK (YES, ITM, NAM, NXT, CAN)	

Recycling Management System
Equipment Maintenance
Data Entry Information

ALWAYS HAVE YOUR KEYBOARD "CAPS LOCK" ON.

ALWAYS TURN YOUR PRINTER ON.

DECIMAL POINTS are entered automatically for any dollar amounts. You just type in the numbers without a decimal point (e.g. \$.32 = 32).

Typing 99 at any MENU or FUNCTION line will always take you to the menu prior to the one you are at.

Whenever you fill an entire input information field the cursor automatically moves to the next field without pressing return. The exception to this is the DO YOU WANT TO CONTINUE line which require you to press ENTER after you have finished typing.

Typing an up arrow ^ at either the first or second field on a screen will move the cursor to the prior field.

NOTE:

Always exit all programs and return to the C:> before turning off your computer.

Recycling Management System
Equipment Maintenance
Overview

(1) EQUIPMENT MAINTENANCE

Equipment records for each piece of equipment containing the identification number, description, make and model, serial number, purchase date, purchase amount, and various maintenance schedules. You are able to add, delete, or change equipment information and records through this selection.

(2) POST BILLS/LABOR

Maintenance or repair expenses for the equipment is entered and posted to the equipment record. Posted information includes a reference number, date, vendor, transaction code, job description, miles/quantity, price, and extension amount. This information then becomes part of the maintenance record.

(6) ZERO YTD LABOR & PARTS

This selection clears all the year-to-date fields in the equipment master file.

(7) INVENTORY PARTS MAINTENANCE

Records of parts inventory are maintained in this selection. Records on parts can be added, changed or deleted. The records include a catalog number, parts description, administrative cost, average cost, units per measure, weight, current cost, amount on hand, amount on order, reorder level or and reorder amount. This selection also tracks sales and purchase amounts of the parts.

(8) PURCHASE ORDERS/PARTS

Prints a computer generated purchase order or parts order on a pre-printed purchase order form based on the information entered (customer number, name and address, shipping information and details of the order). Purchase orders are added deleted or changed through this selection.

(9) INVENTORY PARTS RECEIPTS

The inventory receipts are posted in this selection. The purchase order number, date, vendor name, and the details of the order (catalog number, description, quantity and cost) are entered.

(10) INVENTORY PARTS ADJUSTMENTS

Any adjustments to the inventory due to differences (+ or -) between physical inventory and the computerized inventory are done in this selection.

(13) EQUIPMENT COSTS

Prints a report which contains the maintenance history for all the equipment or a specific piece of equipment. The report includes identifying information on the equipment as well as the type, description, date and cost of the maintenance.

(15) EQUIPMENT LISTING

Prints a list of all equipment with ID numbers, descriptions, make and model, serial number, and type and location.

Recycling Management System
Equipment Maintenance
Overview

(20) INVENTORY RECEIPT REGISTER/UPDATE

Prints the inventory receipts register (from 9 Inventory Parts Receipts). The report includes the reference number, vendor name, receipt date, catalog number, part number and description, quantities and cost. This selection also accomplishes the update of the quantities to the inventory.

(21) INVENTORY PARTS ADJUSTMENT REPORT

Prints the register of inventory adjustments made in 10 (Inventory Parts Adjust.). The report contains identifying information on the part (part number and description, etc.) the actual amounts, the amount of change and the new amount, the date of the change and the field affected (on hand or on order).

(22) STOCK STATUS REPORT

Prints the inventory stock status report which includes identifying information on the stock (catalog and part number and description) weights amounts on hand and on order, reorder levels and receipt dates.

(23) INVENTORY PARTS COST REPORT

Prints an inventory cost report for parts which includes identifying information regarding the part (number and description, etc.), unit measures, quantity, cost per unit, adjusted costs, and total costs. The total number of items and total cost for all items prints at the end of the report.

(24) PURCHASE ORDER LISTING

Prints the purchase order listing from 8 (Purchase Orders/Parts). The report includes the PO#, PO date, customer number and name, catalog and part number and description, amount ordered and whether the order has been received or is still open.

Recycling Management System
Equipment Maintenance
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 05/28/98 12:56
105 011

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 5 to access the Miscellaneous Systems Menu.
Enter 99 to return to the RMS Login prompt

Recycling Management System
Equipment Maintenance
Miscellaneous Systems Menu

ABC SCRAP CO.	MISCELLANEOUS SYSTEMS	MENU ITEM — 05/28/98
1. EQUIPMENT MAINTENANCE		
2. SPREAD SHEET SOFTWARE		
3. WORD PROCESSING SOFTWARE		
4. DATA BASE INQUIRY		
5. LABEL SYSTEM		
6. SCRAP PICKUP SYSTEM		
7. PHONE LIST		
8. CHECK RECONCILLIATION		
99. RETURN TO MASTER MENU		

MENU ITEM - Enter 1 to access the Equipment Maintenance Menu.
Enter 99 to return to the Master Menu.

Recycling Management System
Equipment Maintenance
Equipment Maintenance Menu

ABC SCRAP CO.	EQUIPMENT MAINTENANCE	MENU ITEM	—
		05/28/98	
PROCESSING			
1. EQUIPMENT MAINTENANCE		7. INVENTORY PARTS MAINT.	
2. POST BILLS/LABOR		8. PURCHASE ORDERS/PARTS	
		9. INVENTORY PARTS RECEIPTS	
		10. INVENTORY PARTS ADJUST.	
6. ZERO YTD LABOR & PARTS			
REPORTS			
13. EQUIPMENT COSTS		20. INVENTORY RECEIPT REGISTER/UPDATE	
		21. INV. PARTS ADJ. REPORT	
15. EQUIPMENT LISTING		22. STOCK STATUS REPORT	
		23. INV. PARTS COST REPORT	
		24. PURCHASE ORDER LISTING	
99. RETURN TO MAIN MENU			

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

Recycling Management System
Equipment Maintenance
Equipment Maintenance

MENU ITEM 1 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	EQUIPMENT MAINTENANCE	FUNC (ADD, CHG, DEL, INQ, END)	ADD
ID#	_____	LC. LICENSE #	
1. DESC		9. DOT INSPECT	
2. MAKE		10. SERVTYPE	LAST DATE
3. MODEL			MILE/HOUR
4. SER#		11. SERVTYPE	LAST DATE
5. P-DATE			MILE/HOUR
6. P-AMT		12. SERVTYPE	LAST DATE
7. EQ-TYPE			MILE/HOUR
8. EQ-TARE		13. STATUS	14. LOCATION
			16. CATAGORY
T LABOR		Y LABOR	
T PARTS		Y PARTS	
TC REF/DATE	VENDOR/DESCRIPTION	QNTY	PRICE
			EXT
DATA OK (YES, CAN, ITM, DET)			

(1) EQUIPMENT MAINTENANCE

Equipment records for each piece of equipment containing the identification number, description, make and model, serial number, purchase date, purchase amount, and various maintenance schedules. You are able to add, delete, or change equipment information and records through this selection.

A D D I N G E Q U I P M E N T

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

Entering END will return you to the Equipment Maintenance Menu.

ID# - Enter an identification number (up to six characters in length). This identifier can be alphanumeric (i.e. BW2660).

Type ^ to return to the FUNC line.

If an identification number is entered that is assigned to an existing piece of equipment, the following message will display on the screen:

RECORD EXIST ALREADY DEPRESS N/L

Press ENTER to return to the ID# field and reenter the identification number.

1. DESC - Type in a description of the piece of equipment (up to 30 characters in length).

2. MAKE - Type in the make of equipment (up to 20 characters in length).
Press ENTER to leave blank and proceed to the next field.

Recycling Management System
Equipment Maintenance
Equipment Maintenance

3. MODEL - Type in the model description (up to 20 characters in length). Press ENTER to leave blank and proceed to the next field.
 4. SER# - Type in the serial number of the equipment (up to 20 characters in length). Press ENTER to leave blank and proceed to the next field.
 5. P-DATE - Type in the purchase date (MMDDYY).
 6. P-AMT - Type in the purchase amount (up to 11 digits in length. NOTE: Do not enter decimal points or commas (ex. \$4,500.00 = 450000). If the purchase amount is unknown, press ENTER for all zeros.
 7. EQ-TYPE - Type in a equipment type identifier (up to three characters in length). Press ENTER to leave blank and proceed to the next field.
 8. EQ-TARE - Enter the tare weight for the piece of equipment (up to six digits in length). Ex. FL = forklift, TK = truck, etc. Press ENTER to leave blank and proceed to the next field.
 - LC. LICENSE # - Enter a license number (up to 10 characters in length). Press ENTER to leave blank and proceed to the next field.
 9. DOT INSPECT - Type in the date (MMDDYY) of the most recent DOT inspection for applicable equipment.
 - 10.-12. SERVTYPE - Type in a one character identifier for up to three types of service categories (i.e. A, B, C, 1, 2, 3). Press ENTER to leave blank and proceed to the next field.
 13. STATUS - Enter the equipment status (up to two characters in length). Press ENTER to leave blank and proceed to the next field.
 14. LOCATION - Enter the location of the equipment (up to four characters in length). Press Enter to leave blank and proceed to the next field.
 16. CATEGORY - Enter the equipment category (up to three characters in length). Press ENTER to leave blank and proceed to the DATA OK line.
- DATA OK (YES, CAN, ITM, DET)
YES - to save all the entered information and return to the ID# field.
CAN - to delete all the entered information and return to the ID# field.
Type the item (ITM) number of the field you wish to correct.
DET - NA in the ADD mode.

Recycling Management System
Equipment Maintenance
Equipment Maintenance

ABC	SCRAP	EQUIPMENT MAINTENANCE	FUNC (ADD, CHG, DEL, INQ, END)	CHG
ID# _____		LC. LICENSE #		
1. DESC		9. DOT INSPECT		
2. MAKE		10. SERVTYPE	LAST DATE	
3. MODEL			MILE/HOUR	
4. SER#		11. SERVTYPE	LAST DATE	
5. P-DATE			MILE/HOUR	
6. P-AMT		12. SERVTYPE	LAST DATE	
7. EQ-TYPE			MILE/HOUR	
8. EQ-TARE		13. STATUS	14. LOCATION	
			16. CATAGORY	
T LABOR		Y LABOR		
T PARTS		Y PARTS		
TC REF/DATE	VENDOR/DESCRIPTION	QNTY	PRICE	EXT

DATA OK (YES, CAN, ITM, DET)

C H A N G I N G E Q U I P M E N T I N F O R M A T I O N

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

Entering END will return you to the Equipment Maintenance Menu.

ID# - Enter the identification number (up to six characters in length) of the piece of equipment you wish to change. The equipment record will display automatically and the cursor will move to the DATA OK line.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on the equipment master file, the following message will display on the screen:

RECORD NOT ON FILE

The cursor will remain at the ID# field and you will be able to reenter the identification number.

DATA OK (YES, CAN, ITM, DET)

YES - to accept the changes made and return to the ID# field.

CAN - to clear the screen and return to the ID# field without making the changes to the displayed piece of equipment.

Type the item (ITM) number of the field you wish to change and press ENTER. The cursor will move to the field and you will be able to make the correction. When the correction has been completed, the cursor will return to the DATA OK line.

DET - to view the detailed history (which will display on the lower portion of the screen) of the piece of equipment.

Recycling Management System
Equipment Maintenance
Equipment Maintenance

ABC	SCRAP	EQUIPMENT MAINTENANCE	FUNC (ADD, CHG, DEL, INQ, END)	DEL
ID# _____				
1. DESC		LC. LICENSE #		
2. MAKE		9. DOT INSPECT		
3. MODEL		10. SERVTYPE	LAST DATE	
4. SER#			MILE/HOUR	
5. P-DATE		11. SERVTYPE	LAST DATE	
6. P-AMT			MILE/HOUR	
7. EQ-TYPE		12. SERVTYPE	LAST DATE	
8. EQ-TARE			MILE/HOUR	
		13. STATUS	14. LOCATION	
			16. CATAGORY	
T LABOR		Y LABOR		
T PARTS		Y PARTS		
TC REF/DATE	VENDOR/DESCRIPTION		QNTY	PRICE
				EXT

DATA OK (YES, CAN, ITM, DET)

D E L E T I N G P I E C E S O F E Q U I P M E N T

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

Entering END will return you to the Equipment Maintenance Menu.

ID# - Enter the identification number (up to six characters in length) of the piece of equipment you wish to delete. The equipment record will display automatically and the cursor will move to the DATA OK line.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on the equipment master file, the following message will display on the screen:

RECORD NOT ON FILE

The cursor will remain at the ID# field and you will be able to reenter the identification number.

DATA OK (YES, CAN, ITM, DET)

YES - to delete the selected piece of equipment and return to the ID# field.

CAN - to clear the screen and return to the ID# field without deleting the displayed piece of equipment.

Type the item (ITM) number of the field you wish to correct and press ENTER. The cursor will move to the field and you will be able to make the correction. When the correction has been completed, the cursor will return to the DATA OK line.

DET - to view the detailed history (which will display on the lower portion of the screen) of the piece of equipment.

Recycling Management System
Equipment Maintenance
Equipment Maintenance

ABC	SCRAP	EQUIPMENT MAINTENANCE	FUNC (ADD, CHG, DEL, INQ, END)	INQ
ID# _____				
1. DESC		LC. LICENSE #		
2. MAKE		9. DOT INSPECT		
3. MODEL		10. SERVTYPE	LAST DATE	
4. SER#			MILE/HOUR	
5. P-DATE		11. SERVTYPE	LAST DATE	
6. P-AMT			MILE/HOUR	
7. EQ-TYPE		12. SERVTYPE	LAST DATE	
8. EQ-TARE			MILE/HOUR	
		13. STATUS	14. LOCATION	
			16. CATAGORY	
T LABOR		Y LABOR		
T PARTS		Y PARTS		
TC REF/DATE	VENDOR/DESCRIPTION		QNTY	PRICE
				EXT

DATA OK (YES, CAN, ITM, DET)

EQUIPMENT INQUIRY

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

Entering END will return you to the Equipment Maintenance Menu.

ID# - Enter the identification number (up to six characters in length) of the piece of equipment you wish to view. The equipment record will display automatically and the cursor will move to the DATA OK line.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on the equipment master file, the following message will display on the screen:

RECORD NOT ON FILE

The cursor will remain at the ID# field and you will be able to reenter the identification number.

DATA OK (YES, CAN, ITM, DET)

YES - to clear the screen and return to the ID# field.

CAN - to clear the screen and return to the ID# field.

Type the item (ITM) number of the field you wish to correct and press ENTER. The cursor will move to the field and you will be able to make the correction. When the correction has been completed, the cursor will return to the DATA OK line.

DET - to view the detailed history (which will display on the lower portion of the screen) of the piece of equipment.

Recycling Management System
 Equipment Maintenance
 Post Bills/Labor

MENU ITEM 2 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	POST BILLS/LABOR (EQUIP)	FUNC (ADD, CHG, DEL, INQ, END)	ADD
ID#	MODEL:	MAKE:	SER#:
REF#			
1. DATE			
2. VENDOR			
		T LABOR	
		T PARTS	
(#L, #P, S#)			
TC JOB DESCRIPTION	MILES/QNTY	PRICE	EXT
10.			
11.			
12.			
13.			
14.			
DATA OK (YES, CAN, FWD, BWD, ITM)			

(2) POST BILLS/LABOR

Maintenance or repair expenses for the equipment is entered and posted to the equipment record. Posted information includes a reference number, date, vendor, transaction code, job description, miles/quantity, price, and extension amount. This information then becomes part of the maintenance record.

E N T E R I N G M A I N T E N A N C E E X P E N S E S

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

 Type END to return to the Equipment Maintenance Menu.

ID# - Enter the six digit identification number of the piece of equipment the maintenance bill applies to. The identifying information (description, make, model and serial number) will display automatically and the cursor will move to the REF# field.

 Type a ^ to return to the FUNC line.

 If an ID# is entered that is not on file, the following message will display on the screen:

NO RECORD

 The cursor will remain at the ID# field and you will be able to enter the correct ID#.

The T LABOR (total labor maintenance amount to date) and the T PARTS (total parts maintenance amount to date) will also display on the screen.

Recycling Management System
Equipment Maintenance
Post Bills/Labor

REF# - Type in the repair or maintenance invoice number (up to 8 characters in length). The reference number can be alphanumeric (i.e. 12343C). If there is no invoice number you could use the date as a reference number.

Type ^ to return to the ID# field.

If a reference number is entered that has previously been recorded the following message will display on the screen:

REF# EXISTS ALREADY

The cursor will be positioned at the REF# field and you will be able to enter a new reference number.

1. DATE - Type in the date of the maintenance (MMDDYY), otherwise enter any date except all zeros.

2. VENDOR - Type in the name of the vendor, repair shop, or your shop (up to 30 characters in length).

LINE 10. - The maintenance parts and labor information are entered on this and subsequent lines.

TC - Type in a transaction code

IL = Inside labor

OL = Outside labor

IP = Inside parts

OP = Outside parts

S1 = Service type (i.e. S1, SA)

S2 = Service type (i.e. S1, SA)

S3 = Service type (i.e. S1, SA)

Typing a : or a ; at this field will move the cursor to the DATA OK line.

JOB DESCRIPTION - Type in a description of the service performed, or the parts used (up to 30 characters in length).

MILES/QNTY - Type in the odometer/hour meter reading or the quantity of parts or fluids used (up to 9 digits in length). (ex. If the transaction is for labor and the job took 6 hours to complete, you would enter 600 in this field). NOTE: IF YOU ENTERED A S TYPE TRANSACTION CODE YOU WILL NOT BE ABLE TO ENTER ANY PRICE OR EXTENSION AMOUNTS - YOU AUTOMATICALLY GO TO THE NEXT LINE.

PRICE - Type in the price for each unit, hourly rate, or job (up to 11 digits in length with 4 decimal places). (ex. If the hourly rate for a mechanic is \$20.00, you would enter 200000).

EXT - The total amount will be calculated and display automatically. If the amount displayed is correct press ENTER and the cursor will move to the TC field of the next line.

If the amount is incorrect enter the correct amount (up to 11 digits with two decimal places). (ex. If the total for parts or labor is \$500.00, you would enter 50000 in this field).

LINE 11 - 19. Additional line items can be entered following the same procedure as for line 10. If no further information is to be entered then type a ; or a : to go to the DATA OK line.

DATA OK (YES, CAN, FWD, BWD, ITM)

YES - to accept the information entered. The cursor will return to the ID# field.

Recycling Management System
Equipment Maintenance
Post Bills/Labor

CAN - to clear the screen and return the cursor to the FUNC line without effecting the expenses.

FWD - to display the next expense lines entries.

BWD - to display the previous expense lines entries.

ITM - enter the Item number that you wish to change and press ENTER. The cursor will move to the field and you will be able to make the changes. When you have completed the changes the cursor will return to the DATA OK line.

Recycling Management System
 Equipment Maintenance
 Post Bills/Labor

ABC	SCRAP	POST BILLS/LABOR (EQUIP)	FUNC (ADD, CHG, DEL, INQ, END)	CHG
ID#		MAKE:		
MODEL:		SER#:		
REF#				
1. DATE				
2. VENDOR				
T LABOR				
T PARTS				
(#L, #P, S#)				
	TC	JOB DESCRIPTION	MILES/QNTY	PRICE
10.				EXT
11.				
12.				
13.				
14.				
DATA OK (YES, CAN, FWD, BWD, ITM)				

C H A N G I N G M A I N T E N A N C E E X P E N S E S

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

Type END to return to the Equipment Maintenance Menu.

ID# - Type in the identification number of the piece of equipment you wish to change. The identifying information (description, make, model, serial number and T LABOR AND T PARTS) will display automatically and the cursor will move to the REF# field.

Type ^ to return to the FUNC line.

If an identification number is entered that is not on file, the following message will display on the screen:

NO RECORD

The cursor will be positioned at the ID# field and you will be able to enter the correct identification number.

REF# - Type in the repair or maintenance invoice number. The expense record will display on the screen and the cursor will move to the DATA OK line.

Type a ^ to return to the ID# field.

If you entered an incorrect reference number, the cursor will move to the DATA OK line and the DATE field will show 00/00/00. Enter CAN at the DATA OK line to return to the FUNC line.

DATA OK (YES, CAN, FWD, BWD, ITM)

YES - to accept the changes made. The cursor will return to the ID# field.

CAN - to clear the screen and return the cursor to the FUNC line without effecting the expenses.

Recycling Management System
Equipment Maintenance
Post Bills/Labor

FWD - to display the next expense line entries.

BWD - to display the previous expense line entries.

ITM - enter the Item number that you wish to change and press ENTER. The cursor will move to the field and you will be able to make the changes. When you have completed the changes the cursor will return to the DATA OK line.

Recycling Management System
 Equipment Maintenance
 Post Bills/Labor

ABC	SCRAP	POST BILLS/LABOR (EQUIP)	FUNC (ADD, CHG, DEL, INQ, END)	INQ
ID#		MAKE:		
MODEL:		SER#:		
REF#				
1. DATE				
2. VENDOR				
T LABOR				
T PARTS				
(#L, #P, S#)				
	TC	JOB DESCRIPTION	MILES/QNTY	PRICE
10.				EXT
11.				
12.				
13.				
14.				
DATA OK (YES, CAN, FWD, BWD, ITM)				

M A I N T E N A N C E E X P E N S E I N Q U I R Y

The inquiry mode allows you to look at the information, but will not allow you to make any changes to it.

FUNC (ADD, CHG, DEL, INQ, END) - Type INQ.
 Type END to return to the Equipment Maintenance Menu.

ID# - Type in the identification number of the piece of equipment you wish to change. The identifying information (description, make, model, serial number and T LABOR AND T PARTS) will display automatically and the cursor will move to the REF# field.
 Type ^ to return to the FUNC line.
 If a identification number is entered that is not on file, the following message will display on the screen:
 NO RECORD
 The cursor will be positioned at the ID# field and you will be able to enter the correct identification number.

REF# - Type in the repair or maintenance invoice number. The expense record will display on the screen and the cursor will move to the DATA OK line.
 Type a ^ to return to the ID# field.
 If you entered an incorrect reference number, the cursor will move to the DATA OK line and the DATE field will show 00/00/00. Enter CAN at the DATA OK line to return to the FUNC line.

Recycling Management System
Equipment Maintenance
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DATA OK (YES, CAN, FWD, BWD, ITM)

YES - to return to the ID# field.

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

FWD - to display the next expense line entries.

BWD - to display the previous expense line entries.

Recycling Management System
Equipment Maintenance
Zero YTD Labor & Parts

MENU ITEM 6 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP

CLEAR YTD FIELDS

THIS CLEARS ALL YTD FIELDS IN EQUIPMENT MF
DO YOU WISH TO CONTINUE (YES,NO) ____

(6) ZERO YTD LABOR & PARTS

This selection clears all the year-to-date fields in the equipment master file.

THIS CLEARS ALL YTD FIELDS IN EQUIPMENT MF

DO YOU WISH TO CONTINUE (YES,NO)

Enter YES if you wish to clear the YTD fields in the equipment master file.
Enter NO if you do not wish to clear the YTD fields and you will be returned
to the Equipment Maintenance Menu.

Recycling Management System
 Equipment Maintenance
 Inventory Parts Maint.

MENU ITEM 7 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	INVENTORY PARTS MAINT	FUNC (ADD, CHG, INQ, DEL, END)	ADD
CATLG NM	_____	LAST SALE	
1. PART NUMBER		COMMITTED	
2. DESCRIPTION		15. ON HAND	
3. A-V PART		16. ON ORDER	
4. A-V PART		17. REORDER LVL	
5. A-V PART		18. REORDER AMT	
6. A-V PART		19. CUST B.O.	
		20. FACT B.O.	
		21. G/L COGS	
		22. G/L INV	
9. ADMINISTRATIVE COST		23. SALES PTD	
10. AVERAGE COST		24. SALES YTD	
11. LOCATION		25. SALES LYR	
12. UNITS P/MEASURE		26. UNITS PTD	
13. UNITS DESC		27. UNITS YTD	
14. WEIGHT		28. UNITS LYR	
14A CURRENT COST		29. VENDOR CLASS	
14B PROD CLASS		29A FRT COST	
	*** STORE NUMBER 1 ***		
30. ON HAND	31. SALES YTD	32. SALES LYR	
			DATA OK? (YES, ITM, FRW, BKW, CAN)

(7) INVENTORY PARTS MAINTENANCE

Records of parts inventory are maintained in this selection. Records on parts can be added, changed or deleted. The records include a catalog number, parts description, administrative cost, average cost, units per measure, weight, current cost, amount on hand, amount on order, reorder level or and reorder amount. This selection also tracks sales and purchase amounts of the parts.

A D D I N G P A R T S T O I N V E N T O R Y

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

Entering END will return you to the FUNC line.

CATLG NM - Enter the catalog number of the part (up to 12 characters in length).

Enter LP to access the PART STRING SEARCH on the ALPHA LOOKUP - INMF.

Type in the part number or the first few characters of the part number and press ENTER. The parts record list will display. The screen will show a line number and a numeric list of parts beginning with the number or letter you typed. Type in the line number of the part you want and press ENTER. The part record information will display on the screen.

Enter LD to access the PART DESCRIPTION STRING SEARCH screen. Type the description of the part or the first few letters of the description on the STRING SEARCH screen and press ENTER. Type in the line number of the part you want and press ENTER and the parts record information will display on the screen.

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Type a ^ or an "E" to return to the FUNC line.

If you entered a catalog number that is on file, the following message will display on the screen:

Record Exists Already.

Press ENTER and the cursor will return to the CATLG NM. You will be able to enter a new catalog number

1. PART NUMBER - Enter the part number (up to 20 characters in length).
2. DESCRIPTION - Enter a description of the part (up to 25 characters in length).
Entering a : at this field will take you to the DATA OK line.
3. A-V PART - 6. A-V PART
A-V - Enter the alternate vendor (if the part entered above is not available)
up to 4 characters in length.
Press ENTER to leave this field blank and proceed to the next field.
PART - Enter the alternate part (if the part entered above is not available)
up to 20 characters in length.
Press ENTER to leave this field blank and proceed to the next field.
9. ADMINISTRATIVE COST - Enter the administrative costs (up to 8 digits in length
with three decimal places). (ex. If the administrative cost is \$10.00, you
would enter 10000 in this field). Press ENTER to make this field .000.
Typing a : or a ; will move the cursor to the DATA OK line.
10. AVERAGE COST - Enter the average cost of the part (up to 8 digits in length with
three decimal places).
Typing a : or a ; will move the cursor to the DATA OK line.
11. LOCATION - Enter the area where the part is located (up to 6 characters in
length).
Typing a : will move the cursor to the DATA OK line.
12. UNITS P/MEASURE - Enter the units per measure (up to 5 digits in length). (ex.
If you are entering a part that is packaged by the box and there are 20 of the
parts to the box, you would enter 20 in this field)
Typing a : or a ; will move the cursor to the DATA OK line.
13. UNITS DESC - Enter the unit description (up to six characters in length)
EA - each.
M - thousandths
CS - case.
MP - mini-pack
BX - box.
DZ - dozen.
BG - bag.
RM - ream
FT - foot.
C - hundredths
If you enter a unit measure other than those listed above, the following
message will display on the screen:
INVALID...
Press ENTER. The cursor will return to the UNITS DESC field and you will be
able to reenter the unit description.
Entering a : will take you to the DATA OK line.

Recycling Management System
Equipment Maintenance
Inventory Parts Maint.

14. WEIGHT - Enter the weight of the part (up to 7 digits in length with 2 decimal places). If the part weighs 15 lbs, you would enter 1500 in this field.
Typing a ; or a ; will move the cursor to the DATA OK line.
- 14A CURRENT COST - Enter the current cost of the part (up to 8 digits in length with 3 decimal places) If the current cost of the part is \$14.50, you would enter 14500 in this field.
Typing a ; or a : will move the cursor to the DATA OK line.
- 14B PROD CLASS - Enter the product class (up to four digits in length). The cursor will move to the 17. REORDER LVL field.
17. REORDER LVL - Enter the reorder level (up to 5 digits in length)..If you reorder the part when you have 10 in the parts inventory, you would enter 10 in this field.
Typing a ; or a : will move the cursor to the DATA OK line.
18. REORDER AMT - Enter the quantity that is normally ordered when an order is placed for the part (up to 5 digits in length).
Typing a : or a ; will move the cursor to the DATA OK line.
19. CUST B.O. - Enter the customer back order amount (up to 7 digits in length) or press ENTER to place a 0 in the field and move to the next field.
Typing a : or a ; will move the cursor to the DATA OK line.
20. FACT B.O. - Enter the factory back order amount (up to 7 digits in length) or press ENTER to place a 0 in this field and move to the next entry.
Typing a : or a ; will move the cursor to the DATA OK line.
21. G/L COGS - Enter the G/L cost of goods account number (up to 12 digits in length) or press ENTER to fill the field with zeros and move to the next entry field.
22. G/L INV - Enter the G/L inventory account number (up to 12 digits in length) or press ENTER to fill the field with zeros and move to the next entry field.
23. SALES PTD - Enter the sales amount for this part for this period-to-date (up to 11 digits in length with 2 decimal places). If the sales amount is \$1,500.00 for this period, you would enter 150000 in this field. Pressing ENTER will place .00 in this field and the cursor will move to the next entry field.
Typing a : or a ; will move the cursor to the DATA OK line.
24. SALES YTD - Enter the sales amount for this part for the year-to-date (up to 11 digits in length with 2 decimal places). If the sales amount is \$12,500.00 for this period, you would enter 1250000 in this field. Pressing ENTER will place .00 in this field and the cursor will move to the next entry field.
Typing a : or a ; will move the cursor to the DATA OK line.
25. SALES LYR - Enter the sales amount for this part for the previous year (up to 11 digits in length with 2 decimal places). If the sales amount is \$12,500.00 for this period, you would enter 1250000 in this field. Pressing ENTER will place .00 in this field and the cursor will move to the next entry field.
Typing a : or a ; will move the cursor to the DATA OK line.

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26. UNITS PTD - Enter the number of units of the part used this period-to-date (up to 9 digits in length). Pressing ENTER will place a 0 in this field and the cursor will move to the next entry field.
Typing a : or a ; will move the cursor to the DATA OK line.
27. UNITS YTD - Enter the number of units of the part used this year-to-date (up to 9 digits in length). Pressing ENTER will place a 0 in this field and the cursor will move to the next entry field.
Typing a : or a ; will move the cursor to the DATA OK line.
28. UNITS LYR - Enter the number of units of the part used the previous year (up to 9 digits in length). Pressing ENTER will place a 0 in this field and the cursor will move to the next entry field.
29. VENDOR & CLASS - NA (not used).
- 29A FRT COST - Enter the freight cost (up to 7 digits with 2 decimal places).
31. SALES YTD - Enter the sales year-to-date amount (up to 11 digits in length with 2 decimal places) if this part sales YTD is for store number 1. If this part sales YTD is for another store, type a : or a ; to move the cursor to the DATA OK line. (See FRW and BKW under the DATA OK line for procedures on entering SALES YTD for other stores.)
Pressing ENTER will display .00 in this field.
32. SALES LYR - Enter the sales amount for last year for this part (up to 11 digits in length with 2 decimal places) if the sales LYR for this part is for store number 1. If the sales LYR for this part is for another store, type a : or a ; to move the cursor to the DATA OK line. (See FRW and BKW under the DATA OK line for procedures on entering SALES YTD for other stores.)
Pressing ENTER will display .00 in this field.

DATA OK? (YES, ITM, FRW, BKW, CAN)

YES - to accept the data entered and add the part to the inventory.

ITM - enter the line item number of the field you wish to change and press ENTER. The cursor will move to the field and you can enter the correct data. When you have completed the correction, press ENTER and the cursor will return to the DATA OK line.

FRW - will scroll forward to the next store number and the cursor will move to the 31. SALES YTD for that store. You will be able to enter the sales year-to-date amount. When you have completed the field entry, the cursor will return to the DATA OK line. Ex. If you are currently entering parts data for store number 1 and the sales information should be for store number 2, you would type a ; or a : at the 31. SALES YTD field. The cursor will move to the DATA OK line and you will type FRW. The store number display will change to 2 and the cursor will move to the SALES YTD field. Enter the amount and press ENTER. The cursor will return to the DATA OK line.

BKW - will scroll backward to the previous store number and the cursor will move to the 31. SALES YTD for that store. You will be able to enter the sales year-to-date amount. When you have completed the field entry, the cursor will return to the DATA OK line. Ex. If you are currently entering parts data for store number 3 and you would like to enter parts information for store number 2, you would BKW at the DATA OK line. The store number display will change to 2 and the cursor will move to the SALES YTD field. Enter the amount and press ENTER. The cursor will return to the DATA OK line.

CAN - will clear the screen and the cursor will return to the CATLG NM field without adding the part to inventory.

Recycling Management System
Equipment Maintenance
Inventory Parts Maint.

ABC SCRAP	INVENTORY PARTS MAINT	FUNC (ADD, CHG, INQ, DEL, END)	CHG
CATLG NM	_____	LAST SALE	
		COMMITTED	
1. PART NUMBER		15. ON HAND	
2. DESCRIPTION		16. ON ORDER	
3. A-V PART		17. REORDER LVL	
4. A-V PART		18. REORDER AMT	
5. A-V PART		19. CUST B.O.	
6. A-V PART		20. FACT B.O.	
		21. G/L COGS	
		22. G/L INV	
9. ADMINISTRATIVE COST		23. SALES PTD	
10. AVERAGE COST		24. SALES YTD	
11. LOCATION		25. SALES LYR	
12. UNITS P/MEASURE		26. UNITS PTD	
13. UNITS DESC		27. UNITS YTD	
14. WEIGHT		28. UNITS LYR	
14A CURRENT COST		29. VENDOR	CLASS
14B PROD CLASS		29A FRT COST	
	*** STORE NUMBER 1 ***		
30. ON HAND	31. SALES YTD	32. SALES LYR	
		DATA OK? (YES, ITM, FRW, BKW, CAN)	

C H A N G I N G P A R T S I N F O R M A T I O N

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

Entering END will return you to the FUNC line.

CATLG NM - Enter the catalog number of the part (up to 12 characters in length).

Enter LP to access the PART STRING SEARCH on the ALPHA LOOKUP - INMF.

Type in the part number or the first few characters of the part number and press ENTER. The parts record list will display. The screen will show a line number and a numeric list of parts beginning with the number or letter you typed. Type in the line number of the part you want and press ENTER. The part record information will display on the screen.

Enter LD to access the PART DESCRIPTION STRING SEARCH screen. Type the description of the part or the first few letters of the description on the STRING SEARCH screen and press ENTER. Type in the line number of the part you want and press ENTER and the parts record information will display on the screen.

Type a ^ or an "E" to return to the FUNC line.

If you entered a catalog number that is not on file, the following message will flash on the screen:

Record not on file...

Press ENTER to return to the CATLG NM field and reenter the catalog number.

The parts record will automatically display and the cursor will move to the DATA OK line.

Recycling Management System
Equipment Maintenance
Inventory Parts Maint.

DATA OK? (YES, ITM, FRW, BKW, CAN)

YES - to accept the changes to the parts record.

ITM - enter the line item number of the field you wish to change and press ENTER. The cursor will move to the field and you can enter the correct data. When you have completed the correction, press ENTER and the cursor will return to the DATA OK line.

FRW - to scroll forward to the next store number.

BKW - to scroll back to the previous store number.

CAN - will clear the screen and the cursor will return to the CATLG NM field without making the changes to the parts record.

Recycling Management System
Equipment Maintenance
Inventory Parts Maint.

ABC SCRAP	INVENTORY PARTS MAINT	FUNC (ADD, CHG, INQ, DEL, END)	DEL
CATLG NM	_____	LAST SALE	
		COMMITTED	
1. PART NUMBER		15. ON HAND	
2. DESCRIPTION		16. ON ORDER	
3. A-V PART		17. REORDER LVL	
4. A-V PART		18. REORDER AMT	
5. A-V PART		19. CUST B.O.	
6. A-V PART		20. FACT B.O.	
		21. G/L COGS	
		22. G/L INV	
9. ADMINISTRATIVE COST		23. SALES PTD	
10. AVERAGE COST		24. SALES YTD	
11. LOCATION		25. SALES LYR	
12. UNITS P/MEASURE		26. UNITS PTD	
13. UNITS DESC		27. UNITS YTD	
14. WEIGHT		28. UNITS LYR	
14A CURRENT COST		29. VENDOR	CLASS
14B PROD CLASS		29A FRT COST	
	*** STORE NUMBER 1 ***		
30. ON HAND	31. SALES YTD	32. SALES LYR	
			DATA OK? (YES, ITM, FRW, BKW, CAN)

D E L E T I N G P A R T S I N F O R M A T I O N

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

Entering END will return you to the FUNC line.

CATLG NM - Enter the catalog number of the part (up to 12 characters in length).

Enter LP to access the PART STRING SEARCH on the ALPHA LOOKUP - INMF.

Type in the part number or the first few characters of the part number and press ENTER. The parts record list will display. The screen will show a line number and a numeric list of parts beginning with the number or letter you typed. Type in the line number of the part you want and press ENTER. The part record information will display on the screen.

Enter LD to access the PART DESCRIPTION STRING SEARCH screen. Type the description of the part or the first few letters of the description on the STRING SEARCH screen and press ENTER. Type in the line number of the part you want and press ENTER and the parts record information will display on the screen.

Type a ^ or an "E" to return to the FUNC line.

If you entered a catalog number that is not on file, the following message will flash on the screen:

Record not on file...

Press ENTER to return to the CATLG NM field and reenter the catalog number.

The parts record will automatically display and the cursor will move to the DATA OK line.

Recycling Management System
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DATA OK? (YES, ITM, FRW, BKW, CAN)

YES - to delete the parts record. If the parts record is active the
ITM - enter the line item number of the field you wish to change and press
ENTER. The cursor will move to the field and you can enter the correct data.
When you have completed the correction, press ENTER and the cursor will return
to the DATA OK line.
FRW - to scroll forward to the next store number.
BKW - to scroll back to the previous store number.
CAN - will clear the screen and the cursor will return to the CATLG NM field
without deleting the parts record.

Recycling Management System
Equipment Maintenance
Inventory Parts Maint.

ABC SCRAP	INVENTORY PARTS MAINT	FUNC (ADD, CHG, INQ, DEL, END)	INQ
CATLG NM	_____	LAST SALE	
		COMMITTED	
1. PART NUMBER		15. ON HAND	
2. DESCRIPTION		16. ON ORDER	
3. A-V PART		17. REORDER LVL	
4. A-V PART		18. REORDER AMT	
5. A-V PART		19. CUST B.O.	
6. A-V PART		20. FACT B.O.	
		21. G/L COGS	
		22. G/L INV	
9. ADMINISTRATIVE COST		23. SALES PTD	
10. AVERAGE COST		24. SALES YTD	
11. LOCATION		25. SALES LYR	
12. UNITS P/MEASURE		26. UNITS PTD	
13. UNITS DESC		27. UNITS YTD	
14. WEIGHT		28. UNITS LYR	
14A CURRENT COST		29. VENDOR	CLASS
14B PROD CLASS		29A FRT COST	
	*** STORE NUMBER 1 ***		
30. ON HAND	31. SALES YTD	32. SALES LYR	
			DATA OK? (YES, ITM, FRW, BKW, CAN)

P A R T S I N Q U I R Y

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

Entering END will return you to the FUNC line.

CATLG NM - Enter the catalog number of the part (up to 12 characters in length).

Enter LP to access the PART STRING SEARCH on the ALPHA LOOKUP - INMF.

Type in the part number or the first few characters of the part number and press ENTER. The parts record list will display. The screen will show a line number and a numeric list of parts beginning with the number or letter you typed. Type in the line number of the part you want and press ENTER. The part record information will display on the screen.

Enter LD to access the PART DESCRIPTION STRING SEARCH screen. Type the description of the part or the first few letters of the description on the STRING SEARCH screen and press ENTER. Type in the line number of the part you want and press ENTER and the parts record information will display on the screen.

Type a ^ or an "E" to return to the FUNC line.

If you entered a catalog number that is not on file, the following message will flash on the screen:

Record not on file...

Press ENTER to return to the CATLG NM field and reenter the catalog number.

The parts record will automatically display and the cursor will move to the DATA OK line.

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DATA OK? (YES, ITM, FRW, BKW, CAN)

YES - to clear the screen and return the cursor to the CATLG NM field.

ITM - NA in the INQ mode.

FRW - to scroll forward to the next store number.

BKW - to scroll back to the previous store number.

CAN - will clear the screen and the cursor will return to the CATLG NM field.

Recycling Management System
Equipment Maintenance
Purchase Orders/Parts

MENU ITEM 8 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	PURCHASE ORDER INPUT	FUNC (ADD, CHG, LST, END) ADD
CONT (Y,N) _	7 CONF (Y,N)	
PO#	8 PODTE	
1 CST#		SHIP ADDR
2 NAME	9 SNAM	
3 ADD1	10 SADD1	
4 ADD2	11 SADD2	
5 CITY	12 SADD3	
6 ZIP	13 SCITY	
16 ATTN	15 DROP SHIP	
17 FOB		
18 SHPVI	20 INSTR	
19 CMNTS	21 TERMS	% DAYS 22 TXBLE
CAT# PRTNO	DESCRIPTION	Q ORD UM PRICE EXT ETA
30		
31		

DATA OK (YES, ITM, SHP, CAN, BKW, FWD)

(8) PURCHASE ORDERS/PARTS

Prints a computer generated purchase order or parts order on a pre-printed purchase order form based on the information entered (customer number, name and address, shipping information and details of the order). Purchase orders are added deleted or changed through this selection.

A D D I N G A P A R T S P U R C H A S E O R D E R

FUNC (ADD, CHG, LST, END) - Type ADD.

Typing END will return you to the FUNC line.

CONT (Y,N) - Enter "Y" to proceed to the next entry field.

Type "N" to return to the FUNC line.

PO# - The next sequential purchase order number will automatically display. Press ENTER to accept the number displayed or if the purchase order number is incorrect, enter a new purchase order number (up to six digits).

Type a ^ or an "E" to return to the FUNC line.

If you enter a purchase order number that is already on file, the following message will display on the screen:

SO# EXISTS

The cursor will remain at the PO# field and you will be able to enter a new purchase order number.

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- 1 CST# - Enter the six digit customer number. Enter 9999 for Miscellaneous Customer.
Typing "L" or "List" 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 display on the screen.
Type a ^ to return to the PO# field.
If a customer number is entered that is not on file, the following message will display on the screen:
APCST NOT VALID
The cursor will remain at the CST field and you will be able to enter the correct customer number.

If you entered the customer number or used the ALPHA LOOKUP, the customer address information (fields 2-6) will display on the screen automatically.
If you entered 9999 for Miscellaneous Customer, you will have to enter the customer address information (fields 2-6).
- 2 NAME - Enter the customer name (up to 30 characters in length).
- 3 ADD1 - Enter the customer address (up to 25 characters in length).
- 4 ADD2 - If there is a second address such as a P.O. Box number, enter it in this field up to 25 characters in length. Press ENTER to leave blank and proceed to the next field.
- 5 CITY - Enter the city and state (up to 20 characters in length)
- 6 ZIP - Enter the five or nine digit zip code.
- 7 CONF(Y,N) - "Y" will automatically display on the screen. Press ENTER to accept Y if the purchase order is confirmed. The following message will display on the screen:
CONFIRMING
The cursor will move to the next field.
Enter "N" if this is not confirmed. The following message will display on the screen:
NON-CONFIRMING
The cursor will move to the next field.
- 8 PODTE - The current date will automatically display. Press ENTER to accept the date display and the cursor will move to the next field.
If the date is incorrect, enter the correct date (MMDDYY).
- SHIP ADD - If the order is being shipped to the customer from a location other than your address, you would enter the name and address information in fields 9-13. If the order is being shipped from your location, press ENTER and fields 9-13 will automatically display with the company name and address information. The cursor will move to the 15 DROP SHIP field.
- 9 SNAM - Enter the company name (up to 30 characters in length).

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- 10 SADD1 - Enter the address (up to 30 characters in length). Press ENTER to leave blank and proceed to the next field.
- 11 SADD2 - If there is a second address such as a P.O. Box, enter it in this field (up to 30 characters in length). Press ENTER to leave blank and proceed to the next field.
- 12 SADD3 - If there is an additional address information, enter it in this field (up to 30 characters in length). Press ENTER to leave blank and proceed to the next field.
- 13 SCITY - Enter the city, state (up to 30 characters in length) and the five or nine digit zip code
- 15 DROP SHIP - "N" will automatically display. If this is not a drop shipment, press ENTER to accept No. If this is a drop shipment, enter "Y".
- 16 ATTN - Enter the name or department the shipment is to be sent to the attention of (up to 30 characters in length). Press ENTER to leave this field blank and proceed to the next field.
- 17 FOB - Enter the FOB information (up to 30 characters in length).
If you enter "S" and press ENTER, the following will display in the field:
SHIP POINT. The cursor will move to the SHPVI field.
If you enter "D" and press ENTER, the following will display in the field:
DESTINATION. The cursor will move to the SHPVI field.
Press ENTER to leave blank and move to the next field.
- 18 SHPVI - Enter the ship via information (up to 30 characters in length).
If you enter "U" in this field and press ENTER, the following will display in the field: UPS. The cursor will move to the CMNTS field.
If you enter "T" in this field and press ENTER, the following will display in the field: TRUCK. The cursor will move to the CMNTS field.
If you enter "F" in this field and press ENTER, the following will display in the field: FED EX. The cursor will move to the CMNTS field.
Press ENTER to leave blank and move to the next field.
- 19 CMNTS - Enter shipping comments (up to 30 characters in length).
If you enter "D" and press ENTER, the following will display in the field:
DIRECT SHIP, PLUS FREIGHT. The cursor will move to the INSTR field.
If you enter "S" and press ENTER, the following will display in the field:
SHIP DIRECT TO CUSTOMER. The cursor will move to the INSTR field.
Press ENTER to leave blank and move to the next field.
- 20 INSTR - Enter any shipping instructions (up to 30 characters in length) or press ENTER to leave blank and proceed to the next field.
- 21 TERMS - Enter the terms of the purchase order. The percentage first (up to four digits with two decimal places). Enter the number of days (up to 3 digits in length). Ex. If the terms are 10% in 15 days, you would enter 1000 in the first field and 15 in the next field.
- 22 TXBLE - NO will display automatically in this field. Press ENTER to accept no if this is not taxable and the cursor will move to the product line.
Enter YES if this is taxable and the cursor will move to the product line.

Recycling Management System
Equipment Maintenance
Purchase Orders/Parts

LINE 30 - The parts information and pricing is entered on this and subsequent lines. There are 27 parts lines available.

CAT# - Enter the catalog number of the part (up to 12 characters in length).
Enter LP to access the PART STRING SEARCH on the ALPHA LOOKUP - INMF.
Type in the part number or the first few characters of the part number and press ENTER. The parts record list will display. The screen will show a line number and a numeric list of parts beginning with the number or letter you typed. Type in the line number of the part you want and press ENTER. The part record information (parts number and description) will display on the screen.
Enter LD to access the PART DESCRIPTION STRING SEARCH screen. Type the description of the part or the first few letters of the description on the STRING SEARCH screen and press ENTER. Type in the line number of the part you want and press ENTER and the parts record information (parts number and description) will display on the screen.
Typing a : or a ; will move the cursor to the DATA OK line.
You can enter 9999 for Miscellaneous Parts in this field.
You can enter XXXX as the catalog number. The cursor will move to the DESCRIPTION field. You will have to enter a description of the part (up to 25 characters in length). When you have completed the description, press ENTER and the cursor will move to the next parts line. This option can be used if you are shipping parts and the transaction will not effect the parts inventory.
If you entered a catalog number that is not on file, the following message will flash on the screen:
NO RECORD
The cursor will remain at the CAT# field and you will be able to enter a new catalog number.

If you entered the catalog number or used "LP" or "LD" for the PARTS LOOKUP, the PRTNO and DESCRIPTION will automatically display on the screen. If you entered 9999 for the Miscellaneous Parts, you will have to complete these fields.

PRTNO - Enter the parts number (up to 20 characters in length).

DESCRIPTION - Enter a description of the part (up to 25 characters in length).

Q ORD - Enter the quantity ordered (up to 7 digits in length).

UM - If you entered the CAT# or used the PARTS LOOKUP, the unit measure will automatically display and you can press ENTER to accept the displayed unit measure, otherwise, enter the unit measure (up to two characters in length).

PRICE - Enter the price per unit (up to 9 digits in length with three decimal Places). Ex. If the price per unit measure is \$25.95, you would enter 25950 in the field.

EXT - The total will be calculated and display automatically. However, if the total (based on the quantity of units and the price per unit) is incorrect, you can override the total price by entering the correct price (up to 9 digits in length with two decimal places). Ex. If the total price should be \$250.00, you would enter 25000 in this field.

Recycling Management System
Equipment Maintenance
Purchase Orders/Parts

ETA - Enter the date (MMDDYY) you expect the shipment to arrive. The cursor will move to the DATA OK line.

LINES 31-57 - Repeat the parts purchase order procedures for LINE 30 for all the parts on the purchase order. When you have completed the purchase order, type a : or a ; at the CAT# field and the cursor will move to the DATA OK line.

DATA OK (YES, ITM, SHP, CAN, BKW, FWD)

YES - to accept the data entered and print the parts purchase order.

ITM - enter the Item number of the line you wish to change and press ENTER. The cursor will move to the field and you will be able to enter the correct data. When the correction has been made the cursor will return to the DATA OK line.

SHP - NA (not used).

CAN - will clear the screen and return the cursor to the PO# field without printing the parts purchase order.

BKW - displays the two previous parts lines.

FWD - displays the next two parts lines.

Recycling Management System
Equipment Maintenance
Purchase Orders/Parts

ABC	SCRAP	PURCHASE ORDER INPUT	FUNC (ADD, CHG, LST, END)	CHG
	PO# _____		7 CONF (Y, N)	
	1 CST# _____		8 PODTE	
	2 NAME		SHIP ADDR	
	3 ADD1	9 SNAM		
	4 ADD2	10 SADD1		
	5 CITY	11 SADD2		
	6 ZIP	12 SADD3		
		13 SCITY		
	16 ATTN	15 DROP SHIP		
	17 FOB			
	18 SHPVI	20 INSTR		
	19 CMNTS	21 TERMS	%	DAYS 22 TXBLE
	CAT# PRTNO	DESCRIPTION	Q ORD UM	PRICE EXT ETA
30				
31				
DATA OK (YES, ITM, SHP, CAN, BKW, FWD)				

C H A N G I N G A P A R T S P U R C H A S E O R D E R

FUNC (ADD, CHG, LST, END) - Type CHG.

Typing END will return you to the FUNC line.

PO# - Enter the purchases order number of parts purchase order you wish to change (up to 6 digits in length)

Entering a ^ or an "E" will return you to the FUNC line.

If you enter a purchase order number that is not on file the following message will display on the screen:

SO# DOES NOT EXIST

The cursor will remain at the PO# field and you will be able to enter a new purchase order number.

The purchase order record will automatically display and the cursor will be positioned at the DATA OK line.

DATA OK (YES, ITM, SHP, CAN, BKW, FWD)

YES - to accept the changes.

ITM - enter the Item number of the line you wish to change and press ENTER. The cursor will move to the field and you will be able to enter the correct data. When the correction has been made the cursor will return to the DATA OK line.

SHP - NA (not used)

CAN - will clear the screen and return the cursor to the PO# field without printing the parts purchase order.

BKW - displays the two previous parts lines.

FWD - displays the next two parts lines.

Recycling Management System
Equipment Maintenance
Inventory Parts Receipts

1. NAME - If the name does not automatically display, enter the vendor name (up to 20 characters in length).
2. DATE - Enter the receipt date (MMDDYY). Press ENTER to accept the current date.
3. TOTAL - Enter the amount due (up to 9 digits with two decimal places). Ex. If the amount due is \$125.00, you would enter 12500 in this field.
4. MISC - Enter the miscellaneous costs (up to 9 digits with two decimal places).

LINE 10 - The parts purchase order receipt information is entered on this line and subsequent lines.

POSQ - Enter the purchase order sequence number (up to four digits in length).
NOTE: The sequence number can be obtained from the purchase order (the digits prior to the CAT#). The catalog number, part number and description will display automatically.
If an incorrect sequence number is entered, the following message will display on the screen:
NO POSEQ RECORD
Press ENTER to return to the POSQ field and you will be able to enter a new sequence number.
Typing a ; or a : will move the cursor to the DATA OK line.
If the record was previously updated, the following message will display on the screen:
Updated

If you are entering a receipt that is **not** associated with a purchase order on file you will need to make entries in the CAT#, PART NO, and DESCRIPTION fields.

CAT# - Enter the catalog number of the part (up to 12 characters in length).
Enter LP to access the PART STRING SEARCH on the ALPHA LOOKUP - INMF.
Type in the part number or the first few characters of the part number and press ENTER. The parts record list will display. The screen will show a line number and a numeric list of parts beginning with the number or letter you typed. Type in the line number of the part you want and press ENTER. The part record information (catalog number, parts number, description and unit measure) will display on the screen. The cursor will move to the QTY field.
Enter LD to access the PART DESCRIPTION STRING SEARCH screen. Type the description of the part or the first few letters of the description on the STRING SEARCH screen and press ENTER. Type in the line number of the part you want and press ENTER and the parts record information (catalog number, parts number, description and unit measure) will display on the screen. The cursor will move to the QTY field
Enter a : or a ; to return to the POSQ field.
If a catalog number is entered that is not on the parts master file, the following message will display on the screen.
Invalid...
Press ENTER to return to the POSQ field.

PART NO & DESCRIPTION - These fields will display automatically by entering the POSQ or by using the "LP" or "LD" PARTS LOOKUP option at the CAT# field.

Recycling Management System
Equipment Maintenance
Inventory Parts Receipts

QTY - Enter the quantity received (up to five digits in length).

UNIT/MEASURE - This field will display automatically.

EXTD COST - Enter the cost (up to 9 digits with two decimal places).

Press ENTER to go to the next field. Enter a ; or a : to go to the beginning of the line to start over or press ENTER to advance to the next line. If you have completed the entries for the parts purchase order receipt, enter a ; or a : to go to the DATA OK line.

LINES 11-50 - Repeat the entry procedures for LINE 10 for all the parts on the purchase order receipt. There are 40 lines available.

If the receipt is out of balance the following message will display at the lower left portion of the screen:

OUT OF BALANCE

You will have to make changes to the receipt using the ITM procedures under DATA OK.

DATA OK? (YES, FWD, BKW, ITM, ADD)

YES - to accept the information entered.

FWD - to scroll forward to display the next parts lines.

BKW - to scroll back to display the previous parts lines.

ITM - enter the line item number of the field you wish to change and press ENTER. The cursor will move to the field and you will be able to make the necessary changes. When you have completed the changes, the cursor will return to the DATA OK line.

ADD - will enable you to add a parts line.

Recycling Management System
 Equipment Maintenance
 Inventory Parts Receipts

ABC SCRAP	INVENTORY RECEIPT POSTING	FUNC (ADD, CHG, CST, DEL, END) CHG
PO# _____		
1. NAME	2. DATE	3. TOTAL 4. MISC
POSQ CAT# PART NO	DESC	QTY UNIT/MEASURE EXTD COST
DATA OK? (YES, FWD, BKW, ITM, ADD)		

C H A N G I N G I N V E N T O R Y P A R T S R E C E I P T S

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

Typing END will return you to the FUNC line.

PO# - Enter the purchase order number (up to six digits in length) of the parts purchase order receipt you wish to change. The parts inventory purchase order information will automatically display on the screen and the cursor will move to the DATA OK line.

Type a ^ to return to the FUNC line.

If a purchase order number is entered that is not on the master file, the following message will display on the screen:

Record not on file...

Press ENTER and the cursor will return to the PO# field. Enter a new purchase order number.

DATA OK? (YES, FWD, BKW, ITM, ADD)

YES - to accept the changes entered.

FWD - to scroll forward to display the next parts lines.

BKW - to scroll back to display the previous parts lines.

ITM - enter the line item number of the field you wish to change and press ENTER. The cursor will move to the field and you will be able to make the necessary changes. When you have completed the changes, the cursor will return to the DATA OK line.

ADD - will enable you to add a parts line.

Recycling Management System
Equipment Maintenance
Inventory Parts Receipts

ABC SCRAP	INVENTORY RECEIPT POSTING	FUNC (ADD,CHG,CST,DEL,END)	CST
PO# _____			
1. NAME	2. DATE	3. TOTAL	4. MISC
POSQ CAT# PART NO	DESC	QTY UNIT/MEASURE	EXTD COST
DATA OK? (YES, FWD, BKW, ITM, ADD)			

C H A N G I N G C O S T

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

Typing END will return you to the FUNC line.

PO# - Enter the purchase order number (up to six digits in length) of the parts purchase order receipt cost you wish to change. The parts inventory purchase order information will automatically display on the screen and the cursor will move to the DATA OK line.

Type a ^ to return to the FUNC line.

If a purchase order number is entered that is not on the master file, the following message will display on the screen:

Record not on file...

Press ENTER and the cursor will return to the PO# field. Enter a new purchase order number.

DATA OK? (YES, FWD, BKW, ITM, ADD)

YES - to accept the changes entered.

FWD - to scroll forward to display the next parts lines.

BKW - to scroll back to display the previous parts lines.

ITM - enter the line item number of the field you wish to change and press ENTER. The cursor will move to the field and you will be able to make the necessary changes. When you have completed the changes, the cursor will return to the DATA OK line. If you enter line item 10 - 50, the cursor will move to the EXTD COST field of that line and you will be able to make the changes to the cost. NOTE: This is the only field you will be able to access on the parts receipt information line(s).

ADD - will enable you to add a parts line.

Recycling Management System
 Equipment Maintenance
 Inventory Parts Receipts

ABC SCRAP	INVENTORY RECEIPT POSTING	FUNC (ADD, CHG, CST, DEL, END) DEL
PO# _____		
1. NAME	2. DATE	3. TOTAL
3. MISC		
POSQ	CAT# PART NO	DESC
		QTY UNIT/MEASURE
		EXTD COST
DATA OK? (YES, FWD, BKW, ITM, ADD)		

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

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

Typing END will return you to the FUNC line.

PO# - Enter the purchase order number (up to six digits in length) of the parts purchase order receipt you wish to change. The parts inventory purchase order information will automatically display on the screen and the cursor will move to the DATA OK line.

Type a ^ to return to the FUNC line.

If a purchase order number is entered that is not on the master file, the following message will display on the screen:

Record not on file...

Press ENTER and the cursor will return to the PO# field. Enter a new purchase order number.

DATA OK? (YES, FWD, BKW, ITM, ADD)

YES - to delete the receipt.

FWD - to scroll forward to display the next parts lines.

BKW - to scroll back to display the previous parts lines.

ITM - NA in the DEL mode.

ADD - NA in the DEL mode.

Recycling Management System
Equipment Maintenance
Inventory Parts Adjust.

If a catalog number is entered that is not on file, the following message will display on the screen:

Invalid...

Press ENTER and the cursor will return to the ENTER CATLOG NUM field. You will be able to enter a new catalog number.

DATA OK?(YES,ITM)

YES - to accept the adjustments made. The screen will clear and the cursor will return to the ENTER CATLOG NUM field.

ITM - Enter the line number of the field you wish to make the adjustment to. The cursor will move to the CHG(+,-) field of the line number. Typing a : will return the cursor to the DATA OK line. If the adjustment will increase the inventory amount, enter the quantity (up to 7 digits in length) and press ENTER. Ex. If the actual amount displayed is 50 and the amount should be 60, you would enter 10 in this field and press ENTER. The adjusted amount will be added to the actual amount and the total will display in the NEW field. The cursor will be positioned at the end of the line. Press ENTER or type a ; to return to the DATA OK line. Entering a : at this field will return the cursor to the CHG(+,-) field of that line and you will be able to enter a new quantity.

If the adjustment will reduce the inventory amount, enter the quantity (up to 7 digits in length) with a minus sign at the end. Ex. If the actual amount displayed is 50 and the amount should be 40, you would enter 40- in this field and press ENTER. The adjusted amount will be subtracted from the actual amount and the remainder will display in the NEW field. The cursor will be positioned at the end of the line. Press ENTER or type a ; to return to the DATA OK line. Entering a : at this field will return the cursor to the CHG(+,-) field of that line and you will be able to enter a new quantity.

Recycling Management System
Equipment Maintenance
Equipment Costs

MENU ITEM 13 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	EQUIPMENT LISTING AND COSTS
IS THIS THE CORRECT DATE 00-00-00 (YES,NO,END) ____	
DO YOU WISH TO PRINT DETAIL(ASC,DSC,NO) ____	
DO YOU WISH TO PRINT(ALL,ID#) ____	
DO YOU WISH TO CONTINUE(YES,NO) ____	

(13) EQUIPMENT COSTS

This report allows you to print the maintenance history for your all your equipment, or a specific piece of equipment, with the maintenance costs printed starting with the most recent (descending) repairs, or starting with the oldest (ascending) through the most recent.

IS THIS THE CORRECT DATE 00-00-00 (YES,NO,END) - Type YES if the date is correct.
Type NO if the date is incorrect, and type in the correct date (MMDDYY).
Type END if you don't want to print out the report and return to the Equipment Maintenance Menu.

DO YOU WISH TO PRINT DETAIL(ASC,DSC,NO) - Type ASC if you want to see the maintenance history report to begin with the oldest history.
Type DSC if you want to see the maintenance history report begin with the most recent maintenance history for each transaction code.
Enter NO if you do not wish the report to contain details.

DO YOU WISH TO PRINT(ALL,ID#) - Type ALL if you want the maintenance history printed out for every piece of equipment.
If you want the maintenance history report for a specific piece of equipment type the identification number (up to 6 digits in length) for that piece of equipment.

DO YOU WISH TO CONTINUE(YES,NO) - Type YES to begin printing the report.
Type NO to return to the IS THIS THE CORRECT DATE (YES,NO,END) line to make changes or END to return to the Equipment Maintenance Menu.

NOTE

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System
Equipment Maintenance
Equipment Listing

MENU ITEM 15 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	EQUIPMENT MF LISTING
IS THIS THE CORRECT DATE 00-00-00 (YES,NO,END) ____	
DO YOU WISH TO CONTINUE(YES,NO) ____	

(15) EQUIPMENT LISTING

Prints a list of all equipment with ID numbers, descriptions, make and model, serial number, and type and location.

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

YES - if the date is correct.

NO - if the date is incorrect. The cursor will move to the date field and you will be able to enter the correct date (MMDDYY).

END - to return to the Equipment Maintenance Menu.

DO YOU WISH TO CONTINUE(YES,NO)

YES - to print the equipment list.

NO - to return to the IS THIS THE CORRECT DATE line where you will be able to exit the program by typing END and return to the Equipment Maintenance Menu.

NOTE

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System
Equipment Maintenance
Inventory Receipt Register/Update

MENU ITEM 20 on the EQUIPMENT MAINTENANCE MENU

SELECT:___

- A. WORK REGISTER/UPDATE
- B. FINAL REGISTER
- C END

(20) INVENTORY RECEIPT REGISTER/UPDATE

Prints the inventory receipts register (from 9 Inventory Parts Receipts). The report includes the reference number, vendor name, receipt date, catalog number, part number and description, quantities and cost. This selection also accomplishes the update of the quantities to the inventory.

SELECT: Select one of the following options:

- A. WORK REGISTER/UPDATE - Enter "A" if you wish to print the inventory receipts report and update the file. The cursor will move to the next screen.

SELECT ONE: - Select on of the following options:

1. PRINT REGISTER - Enter 1 if you if you wish to print the register only. The register will print and the cursor will return to the SELECT ONE: prompt. You can make another selection or enter 3 to exit the program.
2. UPDATE QUANTITY - Enter 2 if you wish to update the quantities to the inventory file. The update will be completed and the cursor will return to the SELECT ONE: prompt. You can make another selection or enter 3 to exit the program.
3. END - Enter 3 to exit the screen and return to the Equipment Maintenance Menu.

Recycling Management System
Equipment Maintenance
Inventory Receipt Register/Update

B. FINAL REGISTER - Enter "B" if this is the final register. The report will print and the second screen will display.

DO YOU WISH TO DELETE FILE?(Y,N) - Enter "Y" if you wish to delete the file. The file will be deleted and you will be returned to the Equipment Maintenance Menu.
Enter "N" if you do not wish to delete the file and you will be returned to the Equipment Maintenance Menu.

C END - Enter "C" to return to the Equipment Maintenance Menu without printing the report.

NOTE

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System
Equipment Maintenance
Inv. Parts Adj. Report

MENU ITEM 21 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	INVENTORY ADJUSTMENT REGISTER
DO YOU WISH TO DELETE FILE?(Y,N)_	

(21) INVENTORY PARTS ADJUSTMENT REPORT

Prints the register of inventory adjustments made in 10 (Inventory Parts Adjust.). The report contains identifying information on the part (part number and description, etc.) the actual amounts, the amount of change and the new amount, the date of the change and the field affected (on hand or on order).

The report prints automatically after the menu item and printer selections are made and the second screen will display.

DO YOU WISH TO DELETE FILE?(Y,N) - Enter "Y" if you wish to delete the file. The file will be deleted and you will be returned to the Equipment Maintenance Menu.

Type "N" if you do not wish to delete the file and you will be returned to the Equipment Maintenance Menu.

NOTE

If the screen goes blank, TURN THE PRINTER ON

Recycling Management System
Equipment Maintenance
Stock Status Report

2. VENDOR SELECT - Enter 2 if you wish the report to print by vendor. The cursor will move to the next question on the screen.
PRINT BY STORES? (Y,N) - Enter "Y" if you want the report to show the stock status by store. Enter "N" if you want the report to show the stock status of the company without indicating the stock status by store.
INCLUDE 0 BALANCE ON-HAND/ON-ORD ITEMS (Y/N) - Enter "Y" if you wish the report to show stock with 0 quantities in the on-hand or on-order categories. Enter "N" if you do not want the report to include the stock with 0 quantities in the on-hand or on-order categories.
PRINT REPORT (Y/N/E) - Enter "Y" to print the report. Enter "N" if you do not wish to print the report and you will be returned to the SELECT ONE: prompt. Enter "E" to return to the Equipment Maintenance Menu.

3. RANGE SELECT - If you wish the stock status report to show a range of stock. The next question will display on the lower portion of the screen.
PRINT BY STORES? (Y,N) - Enter "Y" if you want the report to show the stock status by store. Enter "N" if you want the report to show the stock status of the company without indicating the stock status by store.
INCLUDE 0 BALANCE ON-HAND/ON-ORD ITEMS (Y/N) - Enter "Y" if you wish the report to show stock with 0 quantities in the on-hand or on-order categories. Enter "N" if you do not want the report to include the stock with 0 quantities in the on-hand or on-order categories.
RANGE PRINT FROM - Enter the part number you wish the range to begin with. TO - enter the part number you wish the range to end with.
PRINT REPORT (Y/N/E) - Enter "Y" to print the report. Enter "N" if you do not wish to print the report and you will be returned to the SELECT ONE: prompt. Enter "E" to return to the Equipment Maintenance Menu.

4. END - Enter 4 to clear the screen and return to the Equipment Maintenance Menu without printing the report.

NOTE

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System
Equipment Maintenance
Inv. Parts Cost Report

MENU ITEM 23 on the EQUIPMENT MAINTENANCE MENU

ABC SCRAP	INVENTORY COST REPORT
1. FULL FILE PRINT 2. VENDOR SELECT 3. RANGE SELECT 4. PRINT BY P-CLASS 5. END	
SELECT ONE: _	

(23) INVENTORY PARTS COST REPORT

Prints an inventory cost report for parts which includes identifying information regarding the part (number and description, etc.), unit measures, quantity, cost per unit, adjusted costs, and total costs. The total number of items and total cost for all items prints at the end of the report.

SELECT ONE: - Select one of the following report options.

1. FULL FILE PRINT - Enter 1 if you wish to print the full report. The next question will display on the screen.
INCLUDE 0 QUANTITY ITEMS (Y/N/E) - Enter "Y" if you wish the report to include those parts with 0 quantities. Enter "N" if you do not want the report to include the parts with 0 quantities. Enter "E" to return to the Equipment Maintenance Menu without printing the report.
2. VENDOR SELECT - Enter 2 if you wish the cost report to print by vendor.
3. RANGE SELECT - Enter 3 if you wish the report to print a range of parts. The next question will display on the screen.
INCLUDE 0 QUANTITY ITEMS (Y/N/E) - Enter "Y" if you wish the report to include those parts with 0 quantities. Enter "N" if you do not want the report to include the parts with 0 quantities. Enter "E" to return to the Equipment Maintenance Menu without printing the report.

Recycling Management System
Equipment Maintenance
Inv. Parts Cost Report

RANGE PRINT FROM - Enter the part number you wish the range to begin with. TO - Enter the part number you wish the range to end with.

4. PRINT BY P-CLASS - Enter 4 if you wish the report to print by parts class.
INCLUDE 0 QUANTITY ITEMS (Y/N/E) - Enter "Y" to print the report and include the 0 quantity items. The cursor will return to the SELECT ONE: prompt.
Enter "N" to print the report and exclude the 0 quantity items. The cursor will return to the SELECT ONE: prompt.
Enter "E" to return to the Equipment Maintenance Menu.
5. END - to exit the program and return to the Equipment Maintenance Menu.

NOTE

If the screen goes blank, TURN THE PRINTER ON.

Recycling Management System
Equipment Maintenance
Purchase Order Listing

MENU ITEM 24 on the EQUIPMENT MAINTENANCE MENU

000077	ABC SCRAP	PURCHASE ORDER LISTING
IS THIS THE CORRECT DATE 00/00/00 (YES,NO,END)		___
PRINT OPTIONS: PURCHASE ORDERS (OPN,ALL,CLS)		___
CST#	(ALL,CST#) NL=ALL	
CAT#	(ALL,CAT#) NL=ALL	
DO YOU WISH TO CONTINUE (YES,NO)		___

(24) PURCHASE ORDER LISTING

Prints the purchase order listing from 8 (Purchase Orders/Parts). The report includes the PO#, PO date, customer number and name, catalog and part number and description, amount ordered and whether the order has been received or is still open.

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

YES - if the date displayed is correct.

NO - if the date is incorrect. The cursor will move to the date field and you will be able to enter the correct date (MMDDYY). The cursor will return to the IS THIS THE CORRECT DATE prompt.

END - to return to the Equipment Maintenance Menu.

PRINT OPTIONS: PURCHASE ORDERS (OPN,ALL,CLS)

OPN - to print only the list of open purchase orders.

ALL - to print the list of all (open and closed) purchase orders.

CLS - to print only the list of closed purchase orders.

CST# (ALL,CST#) NL=ALL

Press ENTER if you want the purchase order list to include all customers or enter the customer number up to six digits in length) if you wish the list to show only one customer.

CAT# (ALL,CAT#) NL=ALL

Press ENTER if you want the purchase order list to include all the parts or enter the parts catalog number if you wish the listing to show only one part.

If you selected CLS for the PRINT OPTIONS, pressed ENTER for CST# and CAT#, the following question will display on the screen:

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Equipment Maintenance
Purchase Order Listing

DO YOU ALSO WISH TO DELETE CLS ORDERS (YES,NO)

YES - to delete the closed purchase orders from the file.

NO - if you do not wish to delete the closed purchase orders from the file.

DO YOU WISH TO CONTINUE (YES,NO)

YES - will print the purchase order list.

NO - if you do not wish to print the purchase order list. You will be returned to the IS THIS THE CORRECT DATE line and you can begin again or type END to exit the program and return to the Equipment Maintenance Menu.

NOTE

If the screen goes blank, TURN THE PRINTER ON.