

RECYCLING MANAGEMENT SYSTEM

INTRODUCTION

OPERATION INSTRUCTION

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Recycling Management System
Introduction
Overview

R M S W I N R E C Y C L I N G S Y S T E M
O V E R V I E W

The RMSWIN RECYCLING SYSTEM is a comprehensive software package that will allow your recycling/scrap processing business to record and track all of its daily scale product purchases and sales activity by utilizing the features in the main menus.

SCALE PRODUCT PURCHASES: Records and tracks all of your daily scale purchases by customer and product.

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Master Menu

ABC SCRAP CO.	(01)	R M S - III MASTER MENU	12/05/97	14:04
			103	011
1. RECYCLING SYSTEM				
2. PAYROLL SYSTEM				
3. ACCOUNTS PAYABLE				
4. GENERAL LEDGER				
5. MISCELLANEOUS SYSTEMS				
6. STEEL WAREHOUSING				
7. VPIX - DOS				
8. UNIX - MAIL				
MENU ITEM __				
SCRAP MANAGEMENT SYSTEMS				
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MENU ITEM __ Enter the number of the item you wish to select, or enter 99 to exit.

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

CONFIG.SYS - This file in your root directory must have a minimum of FILES = 20 and BUFFERS = 20. The DOS SHARE command should be typed on one line if it isn't already there. You should see these lines:

```
INSTALL = C:\DOS\SHARE.EXE  
FILES = 20  
BUFFERS = 20
```

AUTOEXEC.BAT - This file in your root directory must have the following entry for each printer attached to the system.

```
SET CON NUM = 001  
SET PRINT00 = LPT1:  
SET PRINT01 = LPT2:
```

Make a directory for the RMSWIN programs and data. When you are in your root directory:

Type **MKDIR C:\RMSWIN**

Copy each of the RMS-II disks to the newly created RMSWIN directory using the copy command.

```
Type C:\>COPY A:*. * C:\RMSWIN  
Type C:\>COPY A:RMSWIN.BAT C:\
```

I N S T A L L R U N C O B O L

Open the RMCOBOL RUNTIME Disk Package and install the Cobol runtime per the instructions. Please use the defaults given to you in the installation procedures. After you have installed the runtime, you may copy RUNCOBOL.EXE and RUN.MSG to the RMSWIN directory.

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Logon Menu

ABC SCRAP CO.	()	R M S - III MASTER MENU	12/05/97	18:06
			103	011
ENTER PASSWORD _____				
ENTER 99 TO EXIT SYSTEM				

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

To begin running the RMS Programs.

Type C:\>RMSWIN

The PASSWORD is RMS111

The CO# is 01

At RMS module menu

Type 1

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Add your purchase product codes, descriptions, and prices by following the operating instructions for (8) PRODUCT AND PRICE MAINTENANCE in the SCALE PRODUCT PURCHASES menu. We have enclosed a sample listing of products. Feel free to use this list, but you must follow the guidelines for implementing the product codes.

1000 <> 1999	Ferrous Products
2000 <> 8999	Non Ferrous (Metals) Products
9000 <> 9969	Paper Products
9970 <> 9998	Miscellaneous Codes , generally not Products

Add your purchase customer codes, description, and information by following the operating instructions for (9) CUSTOMER MAINTENANCE in the SCALE PRODUCT PURCHASES menu.

Add your sales customer codes, descriptions, and information by following the operating instructions for (5) CUSTOMER MAINTENANCE in the PRODUCT SALES menu.

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D A I L Y R O U T I N E S

Change any purchase prices as needed by following the operating instructions for (8) PRODUCT AND PRICE MAINTENANCE in the SCALE PRODUCT PURCHASES menu.

Add or change any purchase customer codes, descriptions, and information by following the operating instructions for (9) CUSTOMER MAINTENANCE in the SCALE PRODUCT PURCHASES menu.

Add or change any sales customer codes, descriptions, and information by following the operating instructions for (5) CUSTOMER MAINTENANCE in the PRODUCT SALES menu.

Enter your daily scale purchase transactions by following the operating instructions for (1) SCALE PURCHASES in the SCALE PRODUCT PURCHASES menu.

Enter your daily sales transactions by following the operating instructions for (1) INPUT SALES in the PRODUCT SALES menu.

Enter your daily A/R cash receipts by following the operating instructions for (8) CASH RECEIPTS INPUT in the PRODUCT SALES menu.

Enter any payments to A/P customers by following the operating instructions for (7) POST INDUSTRIALS PAID in the SCALE PRODUCT PURCHASES menu.

END OF DAY

When you have entered all the daily scale purchase transactions run these programs in the SCALE PRODUCT PURCHASES menu.

- (2) DAILY PURCHASE JOURNAL (see operating instructions)
- (3) MERGE DAILY PURCHASES (see operating instructions)

When you have entered all the daily sales transactions run these programs in the PRODUCT SALES menu

- (2) SALES JOURNAL LISTING (see operating instructions)
- (3) PRINT INVOICES (as needed, see operating instructions)
- (4) POST SALES JOURNAL (see operating instructions)
- (9) CASH RECEIPTS LISTING (see operating instructions)

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E N D O F M O N T H R O U T I N E S

When you have entered all your scale, sales, cash receipts, and A/P information run the following program using this general sequence.

R E P O R T S

SCALE PRODUCT PURCHASES

- (16) PURCHASES BY PRODUCT
- (17) MISSING SCALE TICKETS
- (23) MONTHLY SCALE PURCHASES
- (24) PURCHASES BY CUSTOMER
- (25) MONTHLY SCALE CHECK REGISTER
- (22) OPEN ACCOUNT LISTING
- (30) MONTHLY A/P REPORT

PRODUCT SALES

- (16) SALES BY PRODUCT
- (17) SALES BY CUSTOMER
- (23) AGED A/R BALANCES
- (24) MONTHLY SALES BY PRODUCT
- (25) MONTHLY SALES BY CUSTOMER

P R O C E S S I N G

SCALE PRODUCTS PURCHASES

- (14) MONTHLY RESTRUCTURE

PRODUCT SALES

- (2) SALES JOURNAL LISTING
- (9) CASH RECEIPTS LISTING
- (14) MONTHLY RESTRUCTURE

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S Y S T E M M A I N T E N A N C E

This hidden menu, accessible only at the RMS-III 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 S W O R D

RMS-III MASTER MENU

MENU ITEM - Type 19 (This is the only time you type information in lower case letters). Select menu item 5. (All other menu items N/A at this time.)

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. 671KOJ).

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.

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PASSWORD MENU SELECTIONS

SCREEN 001 - 030 MASTER MENU

001 0-01 RECYCLING SYSTEM
002 0-02 PAYROLL SYSTEM
003 0-03 ACCOUNTS PAYABLE
004 0-04 GENERAL LEDGER
005 0-05 MISCELLANEOUS SYSTEMS
019 0-19 MAINTAIN SECURITY FILE

SCREEN 031 - 060 SCALE PRODUCT PURCHASES

031 1-01 SCALE PURCHASES
032 1-02 DAILY SCALE PURCHASES
033 1-03 POST DAILY PURCHASES
034 1-04 CUSTOMER PRODUCT INQUIRY
037 1-07 POST INDUSTRIAL PAID
038 1-08 PRODUCT & PRICE MAINTENANCE
039 1-09 CUSTOMER MAINTENANCE
040 1-10 CONTROL FILE MAINTENANCE
044 1-14 MONTHLY RESTRUCTURE
045 1-15 CUSTOMER/PRODUCT LIST
046 1-16 PURCHASES BY PRODUCT
047 1-17 MISSING SCALE TICKETS
053 1-23 MONTHLY SCALE PURCHASES
054 1-24 PURCHASES BY CUSTOMER
055 1-25 MONTHLY SCALE AECK REGISTER

SCREEN 151 - 180 PRODUCT SALES

151 5-01 INPUT SALES
152 5-02 SALES JOURNAL LISTING
153 5-03 POST SALES JOURNAL
154 5-04 PRINT INVOICES
155 5-05 CUSTOMER MAINTENANCE
158 5-08 CASH RECEIPTS INPUT
159 5-09 CASH RECEIPTS LISTING
160 5-10 CUSTOMER/PRODUCT INQUIRY
164 5-14 MONTHLY RESTRUCTURE
165 5-15 CUSTOMER LISTING
166 5-16 SALES BY PRODUCT
167 5-17 SALES BY CUSTOMER
173 5-23 AGED A/R BALANCES
174 5-24 MONTHLY SALES BY PRODUCT
175 5-25 MONTHLY SALES BY CUSTOMER

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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 menu (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 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 the program.

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

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O P E R A T I N G I N S T R U C T I O N S
D A T A E N T R Y I N F O R M A T I O N

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).

DATES are always entered without typing "-" or "/". Enter the date as six digits (e.g. April 4, 1991 = 040491).

PRICING NUMBERS are always entered with 4 decimal places for fractions of a cent per pound (\$.32 lb. = 3200 \$25.00 p/nt - 250000).

WEIGHTS are always entered in whole pounds, not fractions of a pound.

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 lines 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

If the screen goes blank TURN THE PRINTER ON.

Be sure to exit all programs and return to the C:> before turning off the computer.