

R M S - III

B U S I N E S S S O F T W A R E

D E S I G N E D F O R

R E C Y C L I N G C E N T E R S

P U R C H A S E C O N T R A C T S Y S T E M

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OPERATING INSTRUCTIONS
PURCHASE CONTRACTS

RMS PURCHASE CONTRACT SYSTEM

The RMS PURCHASE CONTRACT SYSTEM maintains a record of your purchase contracts you have taken from your vendors. You have access to contract information on a daily basis. This module will give you information of products received and balances due by vendor and/or products. It will also give you balances by specific groups of products, i.e.: copper, brass. The brokerage system will subtract from weight due and add to weight shipped.

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

(1) PURCHASE ORDER INPUT

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

(2) Purchase Order Listing

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

(3) Purge Closed Purchase Orders

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

(4) Update Published Prices

Change the price of one product in the vendor contract files based on the formula used.

(15) Status Report

A report showing all of your contracts (closed, open, all) by vendor/and or contract number.

(16) Status Report by Gp#

A report showing all of your contracts by a specific group number.

(17) Status Report By Prd

A report showing all of your contracts by a specific product number.

A. B. C. SCRAP CO.

P U R C H A S E O R D E R S

MENU ITEM ___

05/17/96

PROCESSING

1. PURCHASE ORDER INPUT
2. PURCHASE ORDER LISTING
3. PURGE CLOSED PURCHASE ORDERS
4. UPDATE PUBLISHED PRICES

REPORTS

15. STATUS REPORT
16. STATUS REPORT BY GP#
17. STATUS REPORT BY PRD

99. RETURN TO RECYCLING MENU

ABC SCRAP

PURCHASE ORDER INPUT

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

PO # 000006 PO PRINT FLAG Y PO DATE 04/15/96
 1 PURCHASED FROM 010420 PO STATUS O
 2 ABC TRUCKING COMPANY
 3 1310 MENDOTA STREET
 4
 5 MADISON, WI 53714 0000
 10 APP ID 01 11 A/P DAYS 10
 15 SALES ORDER# 16 QTY LST ACT DTE 05/16/96
 17 TERMS
 18 SHPP
 19 FOB
 20 SHIP
 21 REMKS

PRD	DESCRIPTION	WEIGHT	PRICE	UM	DTE FROM	DTE TO
30	1000 #1 UNPREPARED IRON	50,000	65.0000	NT	04/01/96	04/30/96
	1000 #1 UNPREPARED IRON BAR	M D F	10.0000-	P	75.0000	S DD
31	1050 #1 PREPARED STEEL	25,000	54.0000	NT	04/01/96	04/30/96
	1050 #1 PREPARED STEEL	M D F	11.0000-	P	65.0000	S PP

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

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

(1) PURCHASE ORDER INPUT

Allows you to add purchase contracts for your vendors in ADD mode. Also allows adjustment of static data and weights shipped in CHG mode. This screen also gives you the ability to change the PO STATUS to ("O,C" Open, Closed).

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

PO# - If in the "ADD" mode a sequential number will come up, depress enter to accept that number, or type "^" to go back up to the FUNC. If in any other mode enter the purchase order number you would like to view or change.

(1) PURCHASED FROM - Enter vendor number this purchase order has been purchased from. You may also enter "L" to get an alpha listing of your vendors if you are in ADD mode. If you entered an assigned vendor number, fields 2 - 5 will be filled in. If you entered 9998 for a customer# you will have to enter fields 2 - 5 manually.

(10) APP ID - This is the ID number of the person that is responsible for signing the purchase contract.

(11) A/P DAYS - This is the number of days after receipt of material to delay payment to the vendor.

(15) SALES ORDER - This is the vendor's sales order # he assigned to the order. It is 15 characters long.

(16) QTY - This is the total pounds purchased on this contract, you can also make this an open order by typing "OPEN".

(17) TERMS - This field is 30 characters long.

(18) SHPP - Shipping point - This field is 30 characters long.

(19) FOB - Enter the FOB information in this field. It is 70 characters long.

(20) SHIP - Shipping instructions - 70 characters long.

(21) REMKS - Additional remarks or instructions - 70 characters long.

(30) Entering ";" here will move the cursor to the DATA OK line. The products purchase information is entered. Up to 30 product entry lines may be entered here.

PRD - Enter a 4 digit purchase product number. If you see this screen message, PRODUCT NOT ON FILE DEPRESS N/L, you have entered a product number that does not exist. Please ENTER and re-enter the correct product number.

DESCRIPTION - This field is automatically filled with the product description, however, it can be changed by typing in a new description, or accepting the displayed description by pressing ENTER.

WEIGHT - Enter the total weight ordered for this product.

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

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

(1) CONTRACT INPUT

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

DTE FROM - Enter the beginning effective date of the special quote, (i.e. 041696 = 04/16/96 or press enter to fill with zeros = 00/00/00 for open ended quotes).

DTE TO - Enter the ending date of the special quote, (i.e. 041696 = 04/16/96 or press enter to fill with zeros = 00/00/00 for open ended quotes).

CDE - Product CoDE that is being priced, 4 numeric digits.

M - Method of calculating purchase price
D - Dollars
P - Percent

F - Dollars (if M is D) or percent (if M is P) of margin. (i.e. 215 = \$2.15, 750 = 7.5%).

P - Published price (i.e. 750000 = \$75.0000)

S - Source of published price. Any two characters (letters or numbers) you wish to associate with a publication.

Repeat (30) line entering procedure for all items purchased.

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

YES - Data is correct and all the records will be updated. The cursor returns to the PO# prompt where you can enter the next PO #.

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

PFG - Allows you to change the PO PRINT FLAG so you may reprint a contract (Y or N).

FWD - This will scroll you forward through the products.

BWD - This will scroll you backward through the products.

DTE - Allows you to change the contract date.

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

CAN - Allows you to cancel out of the current PO without any changes.

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

ABC SCRAP	PURCHASE ORDER INPUT	FUNC (ADD, CHG, DEL, INQ, END) INQ
PO # 000006	PO PRINT FLAG Y	PO DATE 04/15/96
1 PURCHASED FROM 010420		PO STATUS 0
2 ABC TRUCKING COMPANY		
3 1310 MENDOTA STREET		
4		
5 MADISON, WI	53714 0000	
10 APP ID 01	11 A/P DAYS 10	
15 SALES ORDER#	16 QTY	LST ACT DTE 05/16/96
17 TERMS		
18 SHPP		
19 FOB		
20 SHIP		
21 REMKS		
PRD DESCRIPTION	PRICE UM	QTY BGHT
30 1000 #1 UNPREPARED IRON	90.0000 GT	10,000
		QTY RECD
		0
		BALANCE
		10,000
31		
DATA OK (YES, ITM, PFG, FWD, BWD, DTE, STA, CAN) ____		

(1) PURCHASE ORDER INPUT - INQ MODE

Allows you to inquire about purchase contracts for your vendors in the INQ mode. The INQ screen does not allow adjustment of any existing information.

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

PO# - Enter the purchase order number you would like to view. You may also enter "L" to get an alpha listing of your vendors.

LINES 1 - 21 will be filled in with the existing PO information.

PRD - This field is automatically filled with the 4 digit purchase product number.

DESCRIPTION - This field is automatically filled with the product description.

PRICE - This field is automatically filled with the price per unit of measure for this product.

UM - This field is automatically filled with the Unit of Measure of the product you are purchasing.

QTY BGHT - This field is automatically filled with the total weight ordered for this product.

QTY RECD - This field is automatically filled with the total weight received for this product.

BALANCE - This field is automatically filled in with the balance of the weight ordered for this product.

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

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

- YES - Allows you to cancel out of the current inquiry and returns the cursor to the PO# prompt and you can enter the next PO # to inquire.
- ITM - Enter the item # of the field you wish to change.
- PFG - Allows you to change the PO PRINT FLAG so you may reprint a contract (Y or N).
- FWD - This will scroll you forward through the products.
- BWD - This will scroll you backward through the products.
- DTE - Allows you to change the contract date.
- STA - Allows you to change the contract status, O=Open, C=Closed.
- CAN - Allows you to cancel out of the current PO without any changes, and returns the cursor to the FUNC (ADD, CHG, DEL, INQ, SHP, END) prompt.

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

ABC SCRAP

PRINT PURCHASE ORDERS

IS THIS THE CORRECT DATE 08/10/95 (YES,NO,END) YES

DO YOU WISH A TEST PRINT (YES,NO) NO

DO YOU WISH TO CONTINUE (YES,NO) ____

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

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

ABC SCRAP

RESTRUCTURE PURCHASE ORDER FILE

HAVE YOU PRINTED A LIST OF THE CLOSED POS?

DO YOU WISH TO CONTINUE (YES,END) ____

This will purge all of the purchase contracts that you have changed to a closed status on the system.

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

ABC SCRAP

PURCHASE ORDER REPORTS

DO YOU WISH TO PRINT BY VENDOR OR PO (VEN, PO, END)	VEN
PO PRINTING OPTIONS (CLC, OPC, ALL, END)	ALL
WHICH PO DO YOU WISH TO PRINT 99=ALL	99
DO YOU WISH A SPECIFIC VEND# OR ALL	ALL
DO YOU WISH TO CONTINUE (YES, NO)	___

Allows you to print a report of all of the contracts, (OPEN,CLOSED,ALL), by vendor by product.

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

ABC SCRAP

PURCHASE ORDER STATUS REPORT BY PRD

IS THIS THE CORRECT DATE 08/10/95 (YES,NO,END) YES

PO PRINTING OPTIONS (CLC,OPC,ALL) ALL

WHICH PRODUCT DO YOU WISH TO PRINT 99=ALL 99

DO YOU WISH A SPECIFIC VEND# OR ALL ALL

DO YOU WISH TO CONTINUE (YES,NO) ____

Allows you to print your purchase contracts by purchase product number.