

RECYCLING MANAGEMENT SYSTEM

INVENTORY

OPERATION INSTRUCTIONS

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

(608) 839-1098

Recycling Management System
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Four Lakes Business Systems
4706 Cottage Grove Road
Madison, WI 53716

Recycling Management System
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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 S W O R D

MENU ITEM - Type fl at the MASTER MENU (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. 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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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 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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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 061 - 090 INVENTORY

061	2-01	POST ADJUSTMENTS
062	2-02	ADJUSTMENT REPORT
063	2-03	POST SCALE PURCHASES
066	2-06	INQUIRY MAINTENANCE
067	2-07	MONTHLY RESTRUCTURE
071	2-11	PRODUCT WORKSHEET
076	2-16	PRODUCT VALUE
077	2-17	PRODUCT PROFITABILITY
078	1-18	PRINT INVENTORY FLAGS

Recycling Management System
Inventory
Data Entry Information

Data Entry Information

ALWAYS HAVE YOUR KEYBOARD "CAPS LOCK" 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 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.

Recycling Management System
Inventory
Overview

Overview

The RMS INVENTORY SYSTEM4 automatically merges your daily scale purchase information from the RECYCLING SYSTEM module into your inventory files. You now have daily inventory information at your access to inquire about inventory product prices or quantities, add or subtract from inventory, and record your production and shipments.

Recycling Management System
Inventory
Overview

(1) POST ADJUSTMENTS

Allows you to make any needed adjustment in the work in process (WIP) and ready to ship (RTS) inventory totals. It also allows you to subtract from work in process (WIP) and add to the production (RTS) totals.

(2) DAILY ACTIVITY

A journal listing of the changes made in the POST ADJUSTMENTS program is printed.

(6) INQUIRY/MAINTENANCE

Allows you to add or change inventory products and descriptions. The inquiry screen also shows you the work in process balance, the ready to ship weight and number of units, the total inventory weight, the total weight produced and shipped, the average cost of the inventory item, and the total inventory value of the item.

(7) MONTHLY RESTRUCTURE

The monthly restructure resets the production and shipment totals back to zero for the start of the new month information. This program should be run at the end of the month, or as soon after you have made any inventory adjustments for the end of the month.

(11) PRODUCT WORKSHEET

This report prints by product the total weight in inventory, in work in process (WIP), in ready to ship (RTS) weight and unit, the average price, total weight from the scale purchases, average scale purchase price, production weights, and weight shipped.

(12) PRODUCT VALUE

This report prints by product the total inventory weight, total work in process (WIP) weight, total ready to ship (RTS) weight, the number of RTS units, the average price of the inventory, and the total inventory dollars.

(14) PRODUCT PROFITABILITY

This program allows you to get an idea of the month to date profitability of any purchase product. It shows the average price paid, average sales price, the gross profit margin in dollars and percent, and the same information for year to date.

Recycling Management System
Inventory
Master Menu

Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 06/04/98 15:18
104 011

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

MENU ITEM ____

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

Recycling Management System
Inventory
Recycling System Menu

Recycling System Menu

ABC SCRAP CO. (01)	RECYCLING SYSTEM MENU	MENU ITEM ___ 06/04/98
1. SCALE PRODUCT PURCHASES		
2. INVENTORY		
3. SALES CONTRACTS		
4. PRODUCT SALES		
5. CONTAINER SYSTEM		
6. PRODUCT ANALYSIS		
7. BROKERAGE		
8. PURCHASE ORDERS		
99. RETURN TO MASTER MENU		

MENU ITEM ___ Enter 2 to access the Sales Contracts Menu.
Enter 99 to return to the Master Menu.

Recycling Management System
Inventory
Inventory Menu

Inventory Menu

ABC SCRAP CO. (01)	I N V E N T O R Y	MENU ITEM 06/10/98
PROCESSING		
1. POST ADJUSTMENTS	6. INQUIRY/MAINTENANCE	
2. ADJUSTMENT REPORT	7. MONTHLY RESTRUCTURE	
3. POST SCALE PURCHASES		
REPORTS		
11. PRODUCT WORKSHEET	16. PRODUCT VALUE	
	17. PRODUCT PROFITABILITY	
	18. PRINT INVENTORY TAGS	
99. RETURN TO MAIN MENU		

Recycling Management System
Inventory
Post Adjustments

Post Adjustments
MENU ITEM 1 on the INVENTORY MENU

ABC SCRAP	INVENTORY ADJ/TRF (ADJ)	FUNC (ADJ, WIP, PRD, INQ, END)	ADJ
INV#	_____		
DESCRIPTION			
UM			
1. DATE			
2. ADJ WIP WGHT			
3. ADJ RTS WGHT			
4. ADJ RTS UNITS			
5. DESCRIPTION			
6. NEW AVERAGE			
DATA OK (YES, ITM, CAN)			

(1) POST ADJUSTMENTS

Allows you to make any needed adjustment in the work in process (WIP) and ready to ship (RTS) inventory totals. It also allows you to subtract from work in process (WIP) and add to the production (RTS) totals.

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

FUNC (ADJ, WIP, PRD, INQ, END) - Type ADJ.

Entering END will return you to the Inventory Menu.

INV# - Type in the 4 digit inventory product number. The DESCRIPTION and UM (unit measure) will display automatically.

Enter a ^ to return to the FUNC line.

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

INVALID INV#

The cursor will remain at the INV# field and you will be able to enter a new inventory product number.

1. DATE - The current date will automatically display.

Press ENTER if the date displayed is correct.

Type in the date (MMDDYY) of the adjustment if the date displayed is incorrect.

Recycling Management System
Inventory
Post Adjustments

2. ADJ WIP WGHT - Enter the weight to be added or subtracted to WIP (up to 9 digits in length). If the adjustment to be made will be subtracted from the WIP, you will enter the weight with a minus at the end.
If none type 0 and press ENTER.
3. ADJ RTS WGHT - Enter the weight to be added or subtracted to RTS (up to 9 digits in length). If the weight is to be subtracted from the RTS, you would enter the weight with a minus at the end.
If none type 0 and press ENTER.
4. ADJ RTS UNITS - If you adjusted the RTS field you should enter the number of units that were adjusted (up to 7 digits in length). (i.e. 1 for 1 bale that broke open and had to be re-baled). If the units are to be subtracted from the RTS UNITS, the units should be entered with a minus at the end.
5. DESCRIPTION - Type in the reason for the adjustment (up to 20 characters in length).
6. NEW AVERAGE - If you want to change the average inventory price per unit of measure, type in the new value (up to 7 digits in length with 4 decimal places. Ex. If the new average price is \$.5900 per lb., you would enter 5900 in this field.
If you aren't changing the average price press ENTER. The cursor will move to the DATA OK line.

DATA OK (YES, ITM, CAN)

If you need to correct an entry type the item number (ITM) of the entry needing correcting, then type the correction. When the correction has been completed press ENTER and the cursor will return to the DATA OK line.

Typing CAN will cancel any entries on the screen and return you to the INV# field.

If all the information you entered is correct type YES and the cursor will return to the INV# field. You can then make another entry or type ^ to return to the FUNC line and END out of the program.

Recycling Management System
Inventory
Post Adjustments

ABC SCRAP	INVENTORY ADJ/TRF (WIP)	FUNC (ADJ, WIP, PRD, INQ, END)	WIP
1. DATE	06/10/98		
2. DESCRP			
5.	INV# DESCRIPTION	UM SUB FROM WIP	
9.	INV# DESCRIPTION	UM ADD TO WIP	
10.			
11.			
12.			
			DATA OK (YES, ITM, CAN)

A D J U S T I N G W I P

FUNC (ADJ, WIP, PRD, INQ, END) - Type WIP.

Entering END will return you to the Inventory Menu.

1. DATE - The current date will automatically display.

If the date displayed is correct, press ENTER to accept the date.

If the date is incorrect, type in the date (MMDDYY) of the adjustment.

Type a ^ to return to the FUNC line.

2. DESCRIPTION - Type in the reason for the adjustment (up to 25 characters in length).

LINE 5 - The inventory product information is entered on this line if the adjustment will be SUBtracted from the work-in-process.

INV# - Type in the four digit inventory product number. The DESCRIPTION will display automatically.

If an inventory product number is entered that is no on file, the following message will display on the screen:

NOT A VALID INV#

Press ENTER and the cursor will return to the INV# field and you will be able to enter a new inventory product number.

UM - The unit measure will automatically display.

If the unit measure is correct, press ENTER to accept the UN displayed.

Recycling Management System
Inventory
Post Adjustments

If the displayed UM is incorrect, type in the 2 character unit of measure (UM).

Type in the weight (up to 9 digits in length) to be subtracted from WIP.

LINE 9 - The inventory product information is entered on this line if the adjustment will be ADDED to the work-in-process.

INV# - Type in the four digit inventory product number. The DESCRIPTION will display automatically.
If an inventory product number is entered that is not on file, the following message will display on the screen:
NOT A VALID INV#
Press ENTER and the cursor will return to the INV# field and you will be able to enter a new inventory product number.

UM - The unit measure will automatically display.
If the unit measure is correct, press ENTER to accept the UN displayed.
If the displayed UM is incorrect, type in the 2 character unit of measure (UM).

Type in the weight (up to 9 digits in length) to be added to WIP.

Lines 10 - 12 are entered the same as line 9 if needed. When you have finished adding line items type a ; or a : to go to the DATA OK line.

DATA OK(YES,ITM,CAN) - If you need to correct an entry type the item number (ITM) of the entry needing correcting, then type the correction.
Typing CAN will cancel any entries on the screen and return you to the DATE field.
If all the information you entered is correct type YES and the cursor will return to the DATE field. You can then make another entry or type ^ to return to the FUNC line and END out of the program.

Recycling Management System
Inventory
Post Adjustments

Lines 10 - 12 are entered the same as line 9 if needed. When you have finished adding line items type ; to go to the DATA OK line.

DATA OK(YES,ITM,CAN) - If you need to correct an entry type the item number (ITM) of the entry needing correcting, then type the correction.

Typing CAN will cancel any entries on the screen and return you to the DATE field.

If all the information you entered is correct type YES and the cursor will return to the DATE field. You can then make another entry or type ^ to return to the FUNC line and END out of the program.

Recycling Management System
Inventory
Post Adjustments