

RECYCLING MANAGEMENT SYSTEM

PRODUCT SALES

OPERATION INSTRUCTIONS

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

(608) 839-1098

Recycling Management System  
Product Sales  
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R M S W I N R E C Y C L I N G S Y S T E M  
OVERVIEW

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

PRODUCT SALES: Records all of your product sales and tracks your accounts receivables.

Recycling Management System  
Product Sales  
Overview

(1) INPUT SALES

Cash product sales and accounts receivable sales are entered using this Menu selection. Sales are entered by customer number and product code. Sales can be added or changed.

(2) SALES JOURNAL LISTING

All of the input sales are printed out in the sales journal. The journal is then reviewed for accuracy before posting the sales journal entries.

(3) PRINT INVOICES

Prints sales invoices for products sold.

(4) POST SALES JOURNAL

All sales journal entries are posted to their respective sales customer, sales product and accounts receivable files.

(5) CUSTOMER MAINTENANCE

The sales customer file is maintained through this selection. Customers can be added or deleted. The customer information can be changed. The inquiry (INQ) menu function also displays payment status information including the number of open unpaid items, the balance due, an aging schedule, and detail on all open invoices.

(6) SALES TAX MAINTENANCE

The sales tax codes for state and county sales and Waste Hauling tax are maintained here.

(7) BILL OF LADING

Enables you to print the bill of lading information onto a preprinted bill of lading form. The bill of lading information can be added, changed or deleted. The bill of lading prints a total for all items listed on that particular bill of lading.

(8) CASH RECEIPTS INPUT

All payments and adjustments to accounts receivable (A/R) invoices are entered in this selection. The outstanding accounts receivable file is then adjusted to reflect the posted cash receipts.

(9) CASH RECEIPTS LISTING

All the A/R cash receipts entries for the month are printed in this journal report. At the end of the month this journal report contains summary figures by general ledger account codes.

(10) CUSTOMER/PRODUCT INQUIRY

The sales history of a specific product or customer is displayed on the screen. It details the total sales by month for the previous twelve months, the current month sales, the year to date sales, and the previous year to date sales for a specific customer and product.

Recycling Management System  
Product Sales  
Overview

(11) COMPUTE INTEREST RECEIVABLE

Unpaid invoices, for customers marked as IFLG "Y" on the (5) CUSTOMER MAINTENANCE screen, that are older than the month entered will have interest computed against them at the rate that's in control record 76. When this has run the (27) SALES REGISTER can be printed to show the interest calculated for each customer. This interest is added to the IDUE on the (5) CUSTOMER MAINTENANCE screen.

(13) EXTRACT A/R ENTRIES FOR G/L

This program is the last program to be run before the monthly restructure. After the monthly A/R reports have been run, this report must be run to extract the A/R entries for the G/L work file to enable the G/L to be updated with these transactions for the proper period. When the extraction has been completed the A/R totals and the Cash totals will display.

(14) MONTHLY RESTRUCTURE

The monthly restructure adds the monthly sales information to the year to date history, and zeros the current monthly file so it is ready to accept the new month's sales information as it is accumulated. BE SURE TO PRINT ALL YOUR REPORTS FOR THE MONTH BEFORE RUNNING THIS PROGRAM.

(15) CUSTOMER LISTING

All sales customers are listed in customer number order and the customer address information is shown.

(16) SALES BY PRODUCT

The monthly, or month-to-date, sales are printed out in product code order showing the product name, the pounds sold, the total weight sold in the designated unit of measure (LB, NT, GT), the total sales dollars, the average sale price, the year-to-date weight in the designated unit of measure, the year-to-date total dollars, and the year-to-date average sale price.

(17) SALES BY CUSTOMER

The monthly, or month-to-date, sales are listed by customer showing the total weight, dollars, and average price sold for each product sold to the customer. The report also shows the year-to-date weight, dollars, and average sale price for each customer.

(18) OUTSTANDING ADVANCES ON OPEN SHIPMENTS

Prints a report on the outstanding advances on open shipments from the aged A/R accounts with customer name and number, date received, inventory number, shipped to information, purchase order number, product, car or truck number, inventory amount, cash received and balance due. A division total will print at the end of the report.

(19) PRINT A/R LABELS (CONT,LASER)

This program enables you to print labels extracted from the A/R accounts.

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Product Sales  
Overview

(20) CUSTOMER STATEMENTS

Enables you to print all the A/R customer statements or one particular A/R account and includes customer name and number, invoice date, invoice number and amount, amount paid and balance due. On the bottom of the statement the current amount, past due amount, interests charges, unapplied cash and amount now due prints for each A/R account.

(21) BILL OF LADING LISTING

Prints a report of the current bills of lading, listing all dates or a range of dates

(23) AGED A/R BALANCES

All open accounts receivable balances are listed in customer number order showing the current open invoices, the date and amount of the invoice, whether the invoice is current, 60, 90, 120 days past due, and the total dollar amount of outstanding invoices to the customer. The end of the report summarizes the total amount due, the current amount, and the past due aging amounts due.

(24) MONTHLY SALES BY PRODUCT

The sales for the prior twelve months are listed in product code order for each product for each month.

(25) MONTHLY SALES BY CUSTOMER

The sales to customers for the prior twelve months are listed by customer number for each customer for each month.

(27) SALES REGISTER

The sales taxes and general ledger distribution are listed by invoice number for every invoice. This can be shown in detail (every invoice) or summary (total page only).

(28) CUSTOMER NOTES LISTING

Prints a report of the notes made in customer maintenance. This can print individual customers or all customers. This can also print a specific date range or all dates.

Recycling Management System  
Product Sales  
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 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 while trying to print TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Master Menu

ABC SCRAP CO.	(01)	R M S - III MASTER MENU	12/15/97	08:57
				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     \_\_\_

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MENU ITEM \_\_\_ To access the Product Sales menu enter 1 (Recycling System). Enter 99 to exit to the RMSWIN Login prompt.

Recycling Management System  
Product Sales  
Recycling System Menu

ABC SCRAP CO. (01)	RECYCLING SYSTEM MENU	MENU ITEM ____ 12/15/97
	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 \_\_\_\_ To access the Product Sales menu enter 4. Enter 99 to exit and return to the Master Menu.

Recycling Management System  
Product Sales  
Product Sales Menu

ABC SCRAP CO. (01)	P R O D U C T	S A L E S	MENU ITEM ___ 12/15/97
PROCESSING			
1. INPUT SALES		8. CASH RECEIPTS INPUT	
2. SALES JOURNAL LISTING		9. CASH RECEIPTS LISTING	
3. PRINT INVOICES		10. CUSTOMER/PRODUCT INQUIRY	
4. POST SALES JOURNAL		11. COMPUTE INTEREST RECEIVABLE	
5. CUSTOMER MAINTENANCE			
6. SALES TAX CODE MAINTENANCE		13. EXTRACT A/R ENTRIES FOR G/L	
7. BILL OF LADING		14. MONTHLY RESTRUCTURE	
REPORTS			
15. CUSTOMER LISTING		23. AGED A/R BALANCES	
16. SALES BY PRODUCT		24. MONTHLY SALES BY PRODUCT	
17. SALES BY CUSTOMER		25. MONTHLY SALES BY CUSTOMER	
18. OUTSTANDING ADVANCES-OPEN SHPMNTS			
19. PRINT A/R LABELS (CONT,LASER)		27. SALES REGISTER	
20. CUSTOMER STATEMENTS		28. CUSTOMER NOTES LISTING	
99. RETURN TO RECYCLING MENU			

MENU ITEM \_\_\_ Enter the line number of the item you wish to select. Enter 99 to return to the Recycling System Menu.

Recycling Management System  
Product Sales  
Input Sales

MENU ITEM 1 on the PRODUCT SALES MENU

INVOICE INPUT									
TRN#	_____	CNTRCT#	_____	PKLIST#	_____	INV STATUS	WI		
CST#	REF			5A	SHIP TO				
1	SOLD TO			5					
2				6					
3				7					
4				8					
9	CNTRT NO			16	INV DTE				
15	CST PO NO			17	DV#				
20	SHP FR			18	INV#				
22	SHP VIA			19	TRK/CAR NO				
23	TERMS								
24	FOB								
	25	TOTWGT			TOTDOL				
					TAX				
	GL/NO	PRD	DESC	SO NO	SHPDTE	WEIGHT	PRICE UM	DOLLARS	

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

(1) INPUT SALES

Cash product sales and accounts receivable sales are entered using this Menu selection. Sales are entered by customer number and product code. Sales can be added or changed.

E N T E R I N G   S A L E S

ARE YOU ENTERING MANUAL INVOICES?(YES,NO) - Type YES if you are typing invoices and not printing them with (3) PRINT INVOICES program. After entering YES the cursor move to the FUNCTION prompt of the next screen and you can enter ADD, CHG, or END. Type NO if you will be printing invoices later using the (3) PRINT INVOICE program. The cursor will move to the FUNCTION prompt of the next screen and you can enter ADD, CHG or END.

FUNC (ADD,CHG,END) \_\_\_\_ Type ADD.

TRN# - Type in 23 for CASH SALES or 20 for A/R SALES. Entering the ^ here will return the cursor to the FUNC line.

CNTRCT# - Enter the contract number, up to 6 digits in length. If you press ENTER, "NONE" will display in this field and the cursor will move to the next field.

PKLIST# - Enter the packing list or bill of lading number up to 6 digits in length.

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Product Sales  
Input Sales

If you press ENTER the field will fill with zeros and the following question will display: NO-PKLIST/RE-ENTER(Y,N)

Y - will return the cursor to the PKLIST# field and you will be able to enter the packing list or bill of lading number.

N - will move the cursor to the next field.

CST# - Type in the 6 digit customer number. If you see this screen message, RECORD NOT FOUND DEPRESS N/L, you have entered a customer number that doesn't exist. Press ENTER and type in the correct customer number.

(^) - Up-arrow (uppercase 6) brings the cursor to the TRN# prompt.

(L) - type "L" or "LIST" to move to the ALPHA LOOKUP APMF screen to list vendors by alpha name, if vendor number is not known. (See ALPHA LOOKUP - APMF pg. 18).

REF - The reference number will automatically display.

(1) SOLD TO - If you have entered an assigned customer number the SOLD TO lines 1-4 will be automatically filled in. If the customer number is the miscellaneous customer number 9998 you will have to enter the SOLD TO customer information in lines 1-4.

(5A) SHIP TO - If you have SHIP TO information that is different from the SOLD TO enter it in lines 5A-8. Type in the 6 digit SHIP TO customer number (this must be a valid AR CUSTOMER NUMBER). If you see this screen message, SHIP TO NOT ON FILE, you have entered a customer number that doesn't exist. Press ENTER and type in the correct customer number. If you have entered a valid SHIP TO number the SHIP TO lines 5-8 will be automatically filled in. If the customer number is the miscellaneous customer number 9998 you will have to enter the SOLD TO customer information in lines 6-8 after the invoice has been completed.

(L) - type "L" or "LIST" to move to the ALPHA LOOKUP APMF screen to list SHIP TO by alpha name, if SHIP TO number is not known. (See ALPHA LOOKUP - APMF pg. 18).

If the SHIP TO information is the same as the SOLD TO then pressing ENTER at line 5A will skip to line 5 and pressing ENTER at line 5 will skip the SHIP TO information and move the cursor to the next entry field.

(9) CNTRT NO - You may type in a 6 digit contract number or press ENTER to leave blank and go to the next field.

(15) CST PO NO - You may type in a customer purchase order number up to 15 characters in length or press ENTER to leave blank and go to the next field.

(16) INV DATE - This field automatically displays the current date or the date of the previous cash sale just entered. You can enter a new date as needed.

(17) DV# - Division 01 will automatically be displayed. If you are entering Division 1 press the ENTER key otherwise enter the two digit division number.

(18) INV# - Enter an invoice number up to 8 characters in length.

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Product Sales  
Input Sales

- (19) TRUCK/CAR NO - You can enter a truck/trailer number or a railcar number up to 15 characters in length or press ENTER to leave blank and go to the next field.
- (20) SHIP FR - You can enter a 30 character description of where the material was shipped from or press ENTER to leave blank and go to the next field.
- (22) SHIP VIA - Enter the carriers name using up to 30 characters or press ENTER to leave blank and go to the next field.
- (23) TERMS - If using a Sales Contract and the TERMS on the Sales Contract is used it will be filled in here. If the TERMS in the AR Customer Maintenance is used it will be filled in here (unless a Sales Contract TERMS is used). Press ENTER to accept the displayed terms, enter the payment terms description up to 30 characters in length or enter ";" to blank out the displayed terms and go to the next field.
- (24) FOB - Enter the FOB information using a description up to 70 characters in length or press ENTER to leave blank and go to the next field.
- (25) TOTWGT - Enter the total weight of all materials shipped on the cash sales transaction you are entering. You can enter up to 9 digits for the weight.
- This field is used to check that later individual items entered add up correctly for the total invoice weight.
- (30) The products shipped information is entered here and on succeeding lines until all products are entered. Up to 30 product entry lines can be used for each sales transaction. Entering a (:) here will move the cursor to the DATA OK line.
- PRD - Enter the 4 digit sales product number. If you see this screen message, PRODUCT NOT ON FILE DEPRESS N/L, you have entered a product number that doesn't exist. Press ENTER and enter the correct product number. You may also enter "L" or "LIST" to get a list of products alphabetically.
- DESC - This field is automatically filled in with the product number description, however, it can be changed by typing in a new description, or accepting the displayed description by pressing ENTER.
- GL/NO - The General Ledger sales number will display automatically. You can enter a different G/L number upto 7 digits in length.
- SO NO - Allows you to enter a 6 digit shipping order number or press ENTER to leave blank and go to the next field.
- SHPDTE - The date is automatically filled in using the date that is in the INV DTE field. You can change the date by entering a new one or pressing ENTER to keep the date and move to the next field.
- WEIGHT - Enter the pounds sold using up to 9 digits. If you press ENTER without entering a weight the cursor is moved to the DOLLARS field and this field is left blank.
- PRICE - Enter the sales price using up to 7 digits. All cents per pound prices are entered as 4 digits, and all prices per ton are entered as a minimum of 5 digits. (e.g. \$.32 = 3200. \$5 p/NT = 50000).

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Input Sales

UM - Enter the unit of measure as LB, GT, NT, CW, EA, HR or YD. Pressing ENTER without entering a unit of measure leaves this field blank but causes the dollar amount of the sale to be calculated using EA as the unit of measure. If the unit of measure is YD, a window will be displayed so you can enter the number of Yds. The DOLLARS for the product will be calculated from the number of Yds times the product price (per unit) (i.e. 4 YD x 45.0000 = \$180.00). See page 17 for a display of the YD input window.

FREIGHT (hidden) - If 7B. (REV-SHARE) in the Product & Price Maintenance screen from the Scale Product Purchases Menu has a revenue shared product number entered, a window will pop up displaying the GL number, the product number and the description of the revenue shared product. You will then enter the weight, price and unit of measure of the freight. The dollars will be calculated from the entered information. If zero dollars are entered there will no freight dollars added to the detail dollars. At IS AMT OK(YES,NO,CAN) enter YES if data is correct and all the records will be updated and the freight dollars will be added to the dollars total of the detail line below, enter NO to allow you to change the weight, price and unit of measure, enter CAN to clear the screen and the cursor will move to the dollars field in the detail line below. See page 17 for a display of the FREIGHT input window.

DOLLARS - This field is calculated automatically, however, you can change the amount by typing in a new amount. To accept the calculated DOLLARS amount press ENTER.

TAX - If the line is taxable, a window will pop up showing REF#, total pre-tax line amount, total tax for the line, whether the line is state/county taxable, whether the line is Waste Hauling state/county taxable, all tax codes for the line item and all the individual tax amounts for the line. To change the displayed taxable status or the tax codes, enter the three letters corresponding to the field you wish to change at IS TAX OK(YES,CST,WHT,CTX,STX,WHC,WHS). After your changes are made you will return to IS TAX OK(YES,CST,WHT,CTX,STX,WHC,WHS). To accept the displayed tax, enter YES at IS TAX OK(YES,CST,WHT,CTX,STX,WHC,WHS). See page 18 for a display of the tax window.

CAR/TRK - Enter the car or truck number or press ENTER to leave blank and proceed to the next line.

Repeat line (30) entry procedures for all items sold. When you have input all items sold enter a : or a ; at the PRD field to go to the DATA OK line.

DATA OK(YES,ITM,FWD,BWD,STA,CAN) - If the total of the weights for each product does not add up to the total weight shipped, the following error message will be displayed: \*\*\* WEIGHT OUT OF BALANCE \*\*\* You then need to check your line entry weights and the TOTWGT entries for errors. The error can be corrected by reentering the incorrect line ITM number entry or the (25) TOTWGT entry. Typing FWD or BWD will display the previous or following three line entries.

If you wish to change the tax of a line item, enter the displayed line number followed by "T" (eg. 30T). The tax window will be displayed and you may make the desired changes (see page 18).

If you wish to change the STATus of the Product Sales Invoice, type STA and you can change the status to HI (hold invoice) or WI (write invoice). If the current status is PI (printed invoice) or DI (deleted invoice), you can not change the status. If the status is HI the invoice will not be printed until

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Product Sales  
Input Sales

changed to WI. If the status is WI the invoice will be printed when the next set of invoices are printed.

If all the entries are correct type YES to record the sales transaction. The screen will clear and the prompt will return to the TRN# and is ready for you to enter the next transaction. Typing CAN will return you to the TRN# without recording the sales transaction. If you have completed entering transactions type ^ to return to the FUNC line, and type END to exit back to the PRODUCT SALES menu.

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Product Sales  
Input Sales

INVOICE INPUT								
TRN#	_____	CNTRCT#	_____	PKLIST#	_____	INV STATUS	WI	
CST#	_____	REF	_____					
SOLD TO								
1	ENTER YD QTY			_____	0			
2								
3								
4								
9	CNTRT NO				16	INV DTE		
15	CST PO NO				17	DV#		
20	SHP FR				18	INV#		
22	SHP VIA				19	TRK/CAR NO		
23	TERMS							
24	FOB							
	25	TOTWGT			TOTDOL			
					TAX			
	GL/NO	PRD	DESC	SO NO	SHPDTE	WEIGHT	PRICE UM	DOLLARS
30	9999999	9999	XXXXXXXXXXXXXXXXXXXX	999999	99/99/99	999,999	999,999 YD	999.99
	PC				GW	999,999	TW 999,999	

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

INVOICE INPUT																					
TRN#	_____	CNTRCT#	_____	PKLIST#	_____	INV STATUS	WI														
CST#	_____	REF	_____																		
SOLD TO																					
1	ABC TRUCKING COMPANY																				
2																					
3	<table border="0" style="width: 100%;"> <tr> <td>GL/NO</td> <td>PRD</td> <td>DESC</td> <td>WEIGHT/QTY</td> <td>PRICE</td> <td>NT</td> <td>DOLLARS</td> </tr> <tr> <td>9999999</td> <td>9999</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>9999999</td> <td>999.9999</td> <td>NT</td> <td>999999999.99</td> </tr> </table>							GL/NO	PRD	DESC	WEIGHT/QTY	PRICE	NT	DOLLARS	9999999	9999	XXXXXXXXXXXXXXXXXXXX	9999999	999.9999	NT	999999999.99
GL/NO	PRD	DESC	WEIGHT/QTY	PRICE	NT	DOLLARS															
9999999	9999	XXXXXXXXXXXXXXXXXXXX	9999999	999.9999	NT	999999999.99															
9	IS AMT OK (YES, NO, CAN) _____																				
15																					
20	SHP FR				18	INV#															
22	SHP VIA				19	TRK/CAR NO															
23	TERMS																				
24	FOB																				
	25	TOTWGT			TOTDOL																
					TAX																
	GL/NO	PRD	DESC	SO NO	SHPDTE	WEIGHT	PRICE UM	DOLLARS													
30	9999999	9999	XXXXXXXXXXXXXXXXXXXX	999999	99/99/99	999,999	999,999 YD	999.99													
	PC				GW	999,999	TW 999,999														

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

Recycling Management System  
Product Sales  
Input Sales

INVOICE CHANGE											
TRN#	—	CST#	REF	SOLD TO	SHIP TO	INV STATUS					
1					5						
2					6						
3					7						
4					8						
9				CNTRT NO		16	INV DTE				
15				CST PO NO		17	DV#				
20				SHP FR		18	INV#				
22				SHP VIA		19	TRK/CAR NO				
23				TERMS							
24				FOB							
				25	TOTWGT		TOTDOL				
							TAX				
				GL/NO	PRD	DESC	SO NO	SHPDTE	WEIGHT	PRICE UM	DOLLARS

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

C H A N G I N G   S A L E S   I N P U T

FUNC(ADD,CHG,END) \_\_\_ Type CHG. Invoices can be changed only before they are printed.

TRN# - Type in 23 for CASH SALES or 20 for A/R SALES. Entering the ^ here will return the cursor to the FUNC line.

CST# - Type in the 6 digit customer number. If you see this screen message, RECORD NOT FOUND DEPRESS N/L, you have entered a customer number that doesn't exist. Press enter and enter the correct customer number.

(^) - Up-arrow (uppercase 6) brings the cursor to the TRN# prompt.

(L) - type "L" or "LIST" to move to the ALPHA LOOKUP APMF screen to list vendors by alpha name, if vendor number is not known. (See ALPHA LOOKUP - APMF pg. 18).

REF - Enter the reference number for the invoices you wish to change.

The sales transaction information will display on the screen and the cursor will be positioned at the DATA OK line. You will be able to select the number of the item you wish to CHanGe. When you have completed the changes the cursor will return to the DATA OK line.

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Product Sales  
Input Sales

DATA OK (YES, ITM, FWD, BWD, CAN) - If the total of the weights for each product does not

add up to the total weight shipped, the following error message will be displayed: \*\*\* WEIGHT OUT OF BALANCE \*\*\* You then need to check your line entry weights and the TOTWGT entries for errors. The error can be corrected by reentering the incorrect line ITM number entry or the (25) TOTWGT entry. Typing FWD or BWD will display the previous or following three line entries. If you wish to change the STatus of the Product Sales Invoice, type STA and you can change the status to HI (hold invoice) or WI (write invoice). If the current status is PI (printed invoice) or DI (deleted invoice), you can not change the status. If the status is HI the invoice will not be printed until changed to WI. If the status is WI the invoice will be printed when the next set of invoices are printed. If all the entries are correct type YES to record the sales transaction changes. The screen will clear and the prompt will return to the TRN# and is ready for you to enter the next request. Typing CAN will return you to the TRN# without recording the sales transaction changes. If you have completed entering transaction changes type ^ to return to the FUNC line, and type END to exit back to the Product Sales Menu.

If taxable, you may also review and change the taxable status and the tax codes for each of the line items of the invoice. Changing the tax codes will generate an adjusted tax amount. Enter the line number followed by "T" (eg. 30T). A window will pop up showing REF#, total pre-tax line amount, total tax for the line, whether the line is state/county taxable, whether the line is Waste Hauling state/county taxable, all tax codes for the line item and all the individual tax amounts for the line. To change the displayed taxable status or the tax codes, enter the three letters corresponding to the field you wish to change at IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS). After your changes are made you will return to IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS). To accept the displayed tax, enter YES at IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS). See page 19 for a display of the tax window.

If you are using MULTIPLE BILLS OF LADING on an invoice and wish to add another BILL OF LADING to the INVOICE, type the line number for the next unused line (e.g. 34) and press ENTER. The cursor will move next to "PC" of the entered line number. Type "BL" and press ENTER. A window will pop up showing ENTER BOL NUMBER \_\_\_\_\_. Type in the number of the BILL OF LADING that you wish to add to this invoice and press ENTER. If a CONTRACT NUMBER is used on the BILL OF LADING (only one CONTRACT per INVOICE can be used), all of the detail will be filled in for each line of the BILL OF LADING. You will then be prompted for the CAR-TKNO. Type the CAR-TKNO or leave it blank and press ENTER. If there is another line on the BILL OF LADING, the next line number of the invoice will be filled in the same manner. After the last line of the BILL OF LADING has been added to the INVOICE, the cursor returns to DATA OK (YES, ITM, FWD, BKW, CAN). You may now enter another BILL OF LADING using the same procedure. If a BILL OF LADING is used without a CONTRACT, as much detail as is available by the BILL OF LADING will be filled in. It will be necessary to go back to the incomplete line and fill it in with the rest of the detail after all of the BILL OF LADING has been added to the INVOICE.

NOTE - Multiple BILLS OF LADING can only be added to an INVOICE in the ChanGe mode and if the line number used is after line 30.

Recycling Management System  
Product Sales  
Input Sales

INVOICE CHANGE								
TRN#	REF# 001555		TOTDOL AMOUNT			65.00		
CST#			TOTTAX			13.33		
SOLD			(CST)			(WHT)		
1			C/S TAXABLE			WHC/WHS TAXABLE		
2			N			Y		
3			(CTX)			(STX)		
4	30	13	01	10	10			
9	CNTRT NO	TAX	TAX	TAX	TAX			
15	CST PO NO	0.00	0.00	2.28	11.05			
20	SHP FR							
22	SHP VIA							
23	TERMS							
24	IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS) _____							
	25	TOTWGT	10,871	TOTDOL	484.08			
				TAX	95.55			
	GL/NO	PRD	DESC/CAR-TKNO	SO NO	SHPDTE	WEIGHT	PRICE UM	DOLLARS
	30	4400000	9984 REFUSE HAULING CHARG	001555	11/03/99	1	65.0000EA	65.00
					GW	1		
	31	6020000	9989 MINSWA TAX	001555	11/03/99	30	.6000YD	18.00
					GW	30		
	32	6098760	9985 DISPOSAL FEE	001555	11/03/99	10840	74.0000NT	401.08
						10840		
	DATA OK (YES, ITM, FWD, BKW, STA, CAN) 30T							

TAX - This tax window will show REF#, total pre-tax line amount, total tax for the line, whether the line is state/county taxable, whether the line is Waste Hauling state/county taxable, all tax codes for the line item and all the individual tax amounts for the line. To change the displayed taxable status or the tax codes enter, the three letters corresponding to the field you wish to change at IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS). After your changes are made you will return to IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS). To accept the displayed tax, enter YES at IS TAX OK (YES, CST, WHT, CTX, STX, WHC, WHS).

CST - This shows if the product has been set up as state/county taxable.

WHT - This shows if the product has been set up as Waste Hauling state/county taxable.

CTX - This displays the county tax code that has been set up in the AR CUSTOMER MAINTENANCE file.

STX - This displays the state tax code that has been set up in the AR CUSTOMER MAINTENANCE file.

WCX - This displays the Waste Hauling county tax code that has been set up in the AR CUSTOMER MAINTENANCE file.

WSX - This displays the Waste Hauling state tax code that has been set up in the AR CUSTOMER MAINTENANCE file.

Recycling Management System  
Product Sales  
Input Sales

ALPHA LOOKUP - APMF

STRING SEARCH \_\_\_\_\_

01	ABC TRUCKING CO.	010420
02	ADAMS STEEL PRODUCTS, INC.	011040
03	ADDISON RECYCLING DEPOT	012500
04	B & E SALVAGE COMPANY	021160
05	BIGGS SCRAP METAL CO.	022590
06	BOHN AUTO SALVAGE, INC.	023450
07	BROOKS IMPLEMENT CO., INC.	026660
08	CURBSIDE RECYCLING	031050
09	MISCELLANEOUS CUSTOMER	009999

END OF FILE    ENTER ITEM# FOR ACCT, N/L TO CONTINUE OR '99' TO QUIT \_\_\_\_

STRING SEARCH - Enter the alpha character(s) that the customer name begins with that you are searching for. RMSWIN will display all customer account name(s) that begin with the entered character(s) and all subsequent accounts, in alphabetic order.

Enter the ITEM# - to the left of the customer name you are searching for and press Enter (or New Line) key. You will be returned to the screen you came from and the account information will fill the fields of the screen.

Return to the instructions of the screen you came from.

Recycling Management System  
Product Sales  
Sales Journal Listing

MENU ITEM 2 on the PRODUCT SALES MENU

ABC SCRAP	SALES JOURNAL LISTING
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	___
PRINT ENTIRE FILE/NOT PRINTED/DATE (ALL,BAT,DAT)	___
DO YOU WISH TO CONTINUE (YES,NO,END)	___

(2) SALES JOURNAL LISTING

All of the input sales are printed out in the sales journal. The journal is then reviewed for accuracy before posting the sales journal entries.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) - Type YES if the date is correct. If the date is incorrect type NO and then enter the correct date as six digits. The new date will then be displayed and you can now type in YES if the new date is the correct date. Typing END will return you to the PRODUCT SALES menu.

PRINT ENTIRE FILE/NOT PRINTED/DATE (ALL,BAT,DAT) - Enter ALL if you wish to print all sales for the current month. Type BAT to print the listing for the sales you just input. If you enter BAT, you will be asked WHICH DIV DO YOU WISH TO PRINT (00=ALL) - enter 00 if you wish to print all of the divisions or enter the two digit code of the division you wish to print the invoices for. Type DAT if you wish to print the listing for a particular date. If you select DAT the screen will display an additional question: (ENTER DATE YOU WISH TO PRINT (MMDDYY) - Enter the listing date you wish printed). Select DAT if the SALES JOURNAL LISTING does not print after it has been sent to the printer (out of paper, off line, loss of power, locked up). This will print a SALES JOURNAL LISTING for the selected date for your records. Review for accuracy before posting the sales journal entries.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES to print the Sales Journal Listing. Type NO if you do not wish to print the Sales Journal Listing and the cursor will move to the first question. Typing END at the prompt will return you to the Product Sales Menu.

Recycling Management System  
Product Sales  
Sales Journal Listing

NOTE

The Sales Journal Listing is always printed out before the (14) Monthly Restructure is performed.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Print Invoices

MENU ITEM 3 on the PRODUCT SALES MENU

ABC SCRAP	PRINT CUSTOMER INVOICES
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) _____	
DO YOU WISH A REPRINT (YES,NO) _____	
DO YOU WISH TO CONTINUE (YES,NO,END) _____	

(3) PRINT INVOICES

Prints sales invoices for products sold.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) - Type YES if the date is correct. If the date is incorrect type NO and then enter the correct date as six digits. The new date will then be displayed and you can now type in YES if the new date is the correct date. Typing END will return you to the Product Sales Menu.

DO YOU WISH A REPRINT (YES,NO) - Type NO if this is the first time you are printing this sequence of invoices. Type YES if you previously tried printing invoices and for some reason they all did not print (for example the printer jammed part way through printing the invoices). You will then be asked to ENTER THE LAST GOOD INVOICE NUMBER - Type in the last invoice number that was printed without any problem.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES to print the invoices. Type NO if you do not wish to print the invoices and the cursor will return to the first question. If you have invoices with duplicate invoice numbers the following message will display: \*\* DUPLICATE INVOICE NUMBER \*\*. Press ENTER to return to the Product Sales Menu and then check your Sales Journal Listing for duplicates. Enter END and a TOTAL DOLLARS amount displays and pressing ENTER at this point will return you to the Product Sales Menu.

Recycling Management System  
Product Sales  
Print Invoices

NOTE

If you have problems printing the first invoice and need to start again you will not answer YES to the DO YOU WISH A REPRINT question. This question is yes only when you have printed at least one good invoice. If you haven't printed one good invoice then you just begin the entire process over as if it was the first time for printing invoices.

NOTE

If the screen goes blank TURN THE PRINTER ON

Recycling Management System  
Product Sales  
Post Sales Journal

MENU ITEM 4 on the PRODUCT SALES MENU

ABC SCRAP	POST SALES JOURNAL
DO YOU WISH TO CONTINUE (YES,END) ____	
UPDATE IN PROCESS	
TRN#	
CST#	
SEQ#	
INV#	
AMT\$	
TOTAL DOLLARS INVOICED	_____
CASH SALES	_____
DEPRESS ENTER TO CONTINUE	

(4) POST SALES JOURNAL

All sales journal entries are posted to their respective sales customer, sales product and accounts receivable files.

DO YOU WISH TO CONTINUE (YES,END) - Type YES to post any CASH or A/R invoices you just entered to your sales history files and the A/R file. Enter END to return to the Product Sales Menu.

The screen will display the invoices as they are being updated and will show the total amount of cash sales and total amount of A/R sales posted.

DEPRESS ENTER TO CONTINUE - Press ENTER.

The screen will now display the following messages:  
CURRENTLY INDEXING INVOICES  
INDEXING INVOICES COMPLETE

DEPRESS ENTER TO CONTINUE - Press ENTER and the program will end and go back to the Product Sales Menu.

Recycling Management System  
Product Sales  
Customer Maintenance

MENU ITEM 5 on the PRODUCT SALES MENU

ABC SCRAP		** CUSTOMER MAINTENANCE (AR) **		(ADD, CHG, DEL, INQ, END) _____		
ACCT#	_____	LSTACT				
1 NAME		6 CSTTYP		6A PHONE		
2 ADDR1		7 CRDLMT				
3 ADDR2		8 CONTACT				
4 CITY/ST		9 MARKUP %				
5 ZIP		10 STAXCDE	11 CTAXCDE	12 IFLG		
5A TERMS		13 WSTAXCDE	14 WCTAXCDE	15 ID		
DV	OPITM	TOPITMS				
	BALDUE	TSLSYTD		UNAP		
		TBALDUE		IDUE		
	CURR	61- 70 DAYS	71- 80 DAYS	80-120 DAYS	OVER 120 DAYS	
DV REF#	TR	DATE	TOT AMT	LST PDTE	TOT PAID	BAL DUE
DATA OK (YES, ITM, INV, CAN, NTE)						

(5) CUSTOMER MAINTENANCE

The sales customer file is maintained through this selection. Customers can be added or deleted. The customer information can be changed. The inquiry (INQ) menu function also displays payment status information including the number of open unpaid items, the balance due, an aging schedule, and details on all open invoices. The RMSWIN RECYCLING SYSTEM comes with a beginning sales customer file that has a general sales customer with a customer number of 9998.

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

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

ACCT# - customer number for the new customer (all customer reports are printed out in customer number order, so the customer number should correspond to the alphabet if you want to see the customer listings in alphabetical order).

(^) - Up-arrow (uppercase 6) returns the cursor to the FUNCTION level.

(L) - type "L" or "LIST" to move to the ALPHA LOOKUP ARMF screen to list vendors by alpha name, if vendor number is not known. (Go to ALPHA LOOKUP ACCOUNTS RECEIVABLE MASTER FILE, page 20.)

If you are using the Waste Hauling AR in SCALE PRODUCT PURCHASES the AP and AR customer numbers must be the same.

(1) NAME - Type in the customer name, up to 25 characters.

(2) ADD1 - Type in an attention name, street address, PO Box, or leave blank. You can type up to 25 characters in this field.

Recycling Management System  
Product Sales  
Customer Maintenance

- (3) ADD2 - Type in the mailing address (street or P O Box). You can type up to 25 characters in this field.
  - (4) CITY/ST - Type in the city and state. You can type up to 25 characters in this field.
  - (5) ZIP - Type in either the 5 digit or 9 digit zip code.
  - (5A) TERMS - Type in customer terms if any. It will be used in Contract Sales Input. You can type up to 25 characters in this field.
  - (6) CSTTYP - The customer type field accepts a 2 character entry (e.g. AL = Aluminum Consumers, GL = Glass Consumers. This customer type is used later in reports to print out only a specific customer type in the report.
  - (7) CRDLMT - Type in the customer credit limit, up to and 8 digit amount.
  - (8) CONTACT - Allows you to list a contact name.
  - (9) MARKUP % - Enter the markup percentage, up to 4 digits in length.
  - (10) STAXCDE - Enter the two digit state tax code or press ENTER to proceed to next field.
  - (11) CTAXCDE - Enter the two digit county tax code or press ENTER to proceed to the next field.
  - (12) IFLG - Y if interest is to be computed on unpaid invoices. N if interest is not computed on unpaid invoices.
  - (13) WSTAXCDE - Enter the two digit Waste Hauling state tax code or press ENTER to proceed to next field.
  - (14) WCTAXCDE - Enter the two digit Waste Hauling county tax code or press ENTER to proceed to the next field.
  - (15) ID - Enter a 3 character entry. Salesman's ID responsible for customer account.
- DATA OK(YES,ITM,INV,CAN,NTE) - Review the information on the screen. If any changes need to be made just type in the item (ITM) number of the item needing to be changed and make the correction. The cursor will automatically return to the DATA OK line when you are done with the change. Enter YES to accept the data. INV (works in the CHanGe and INQuiry mode only) will display a sales history screen on the bottom portion of the screen by REFERENCE number with invoice date, total amount, last date paid, total paid, and balance due. CAN will clear the screen and return the cursor to the ACCT# field. Type NTE (works in CHanGe and INQuiry mode) to go to the A/R Customer Notes screen. (See the following page).

Recycling Management System  
Product Sales  
Customer Maintenance

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

(ADD,CHG,DEL,INQ,END) - Type CHG or DEL. Enter the ACCT# or use the ALPHA-LOOKUP and the Customer Maintenance screen will automatically display the data pertaining to that customer. The cursor will go to the DATA OK field and you will be able to select the number of the item you wish to CHanGe or DElete.

C U S T O M E R I N Q U I R Y

(ADD,CHG,DEL,INQ,END) - Type INQ. Enter the ACCT# or use the ALPHA-LOOKUP and the customer information will display on the screen.

Recycling Management System  
Product Sales  
Customer Maintenance

C U S T O M E R N O T E S L I S T I N G

(ADD,CHG,INQ,END) - Type REV to display the menu below.

A/R CUSTOMER NOTES

CUST# \_\_\_\_\_ ENTER DATE RANGE TO PRINT \_\_\_\_\_ TO \_\_\_\_\_  
999999 FOR ALL ENTER 999999 TO PRINT ALL  
END FOR END DO YOU WISH TO CONTINUE (YES,CST,DTE,END) \_\_\_\_\_

CUSTOMER NOTES LISTING

This report will display the notes made in customer maintenance. It can display individual customers or all customers. It can also display a specific date range or all dates.

CUST# \_\_\_\_\_ - Enter the customer number for a listing of a specific customer. Enter 999999 for a listing of all customers. Enter END to return to the PRODUCT SALES menu.

ENTER DATE RANGE TO PRINT \_\_\_\_\_ TO \_\_\_\_\_ - Enter 999999 in the DATE RANGE TO field to display all dates for the requested customer(s). Enter the DATE RANGE TO and DATE RANGE FROM fields to display a date range for the requested customer(s).

DO YOU WISH TO CONTINUE (YES,CST,DTE,END) - Type YES if you want to display the report. Type CST to change the CUST# field. Type DTE to change the requested date(s). Type END to return to the PRODUCT SALES menu.



Recycling Management System  
Product Sales  
SALES TAX CODE MAINTENANCE

MENU ITEM 6 on the PRODUCT SALES MENU

SALES TAX CODE MAINTENANCE			FUNC (ADD, CHG, DEL, INQ, END)	INQ
T CD	AMT	DESCRIPTION		
C 009	.0050	CHIPPEWA		
C 013	.0050	DANE COUNTY		
S 001	.0500	WISCONSIN		
S 002	.0400	MINNESOTA		

END OF FILE N/L \_\_\_\_\_

SALES TAX CODE MAINTENANCE			FUNC (ADD, CHG, DEL, INQ, END)	CHG
T CD	AMT	DESCRIPTION		
C 009	.0050	CHIPPEWA		

DATA OK (YES, NO, CAN) \_\_\_\_\_

SALES TAX CODE MAINTENANCE			FUNC (ADD, CHG, DEL, INQ, END)	ADD
T CD	AMT	DESCRIPTION		
C 009	.0050	CHIPPEWA		

DATA OK (YES, NO, CAN) \_\_\_\_\_

SALES TAX CODE MAINTENANCE			FUNC (ADD, CHG, DEL, INQ, END)	DEL
T CD	AMT	DESCRIPTION		
C 009	.0050	CHIPPEWA		

DATA OK (YES, NO, CAN) \_\_\_\_\_

Recycling Management System  
Product Sales  
SALES TAX CODE MAINTENANCE

(6) SALES TAX CODE MAINTENANCE

This is where you maintain the state and county sales tax rates for the areas you sell in.

Inquire

FUNC - Enter "INQ"

Hit Enter to see subsequent pages

Change

FUNC - Enter "CHG"

T - Enter "C" for county sales tax or "S" for state sales tax. If you enter ^ you will be returned to FUNC.

CD - Enter the two digit numeric code from 01 thru 98 to identify the sales tax item. Exempt status is usually 90. If you enter ^ you will be returned to T.

DATA OK - Enter "YES" if you want to accept the AMT and DESCRIPTION. Enter "NO" if want to re-enter AMT and DESCRIPTION, you will be positioned at AMT. Enter "CAN" to cancel the transaction, you will be positioned at T.

AMT - Enter the sales tax rate, 50 is .5%, 400 is 4%, 1500 is 15%

DESCRIPTION - Enter the state or county name

Add

FUNC - Enter "ADD"

T - Enter "C" for county sales tax or "S" for state sales tax. If you enter ^ you will be returned to FUNC.

CD - Enter the two digit numeric code from 01 thru 98 to identify the sales tax item. Exempt status is usually 90. If you enter ^ you will be returned to T.

AMT - Enter the sales tax rate, 50 is .5%, 400 is 4%, 1500 is 15%

DESCRIPTION - Enter the state or county name

DATA OK - Enter "YES" if you want to add this item. Enter "NO" if want to reenter AMT and DESCRIPTION, you will be positioned at AMT. Enter "CAN" to cancel the transaction, you will be positioned at T.

Delete

FUNC - Enter "DEL"

T - Enter "C" for county sales tax or "S" for state sales tax. If you enter ^ you will be returned to FUNC.

Recycling Management System  
Product Sales  
SALES TAX CODE MAINTENANCE

CD - Enter the two digit numeric code from 01 thru 98 to identify the sales tax item. If you enter ^ you will be returned to T.

DATA OK - Enter "YES" if you want to delete this item. Enter "NO" or "CAN" to cancel the transaction, you will be returned to the FUNC line.

WASTE HAULING - If this is a WASTE HAULING tax, WH must be listed as the first two letters of the tax description. Enter all other information as needed. (eg. WH STEARNS CTY).

Recycling Management System  
Product Sales  
Bill of Lading

MENU ITEM 7 on the PRODUCT SALES MENU

ABC SCRAP	BILL OF LADING	FUNC (ADD, CHG, DEL, END)	
BOL# _____			_____
CNTR# _____	1 CARRIER	2 SHP DTE	
3 SOLD:		6 SHIP:	
		7	
		8	
		9	
		10	
11 ACCTOF		16 VH#	
17 PO#	17A P/C	18 SEAL#	
19 BOXA	20 BOXB	21 BOXC	
22 BOXD		23 BOXE	
PCDE	DESCRIPTION	GROSS	TARE
		NET	NO PKGS
30			LN
31			
32			
33			
34			
35			

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

(7) BILL OF LADING

Enables you to print the bill of lading information onto a preprinted bill of lading form. The bill of lading information can be added, changed or deleted. The bill of lading prints a total for all items listed on that particular bill of lading.

A D D I N G A B I L L O F L A D I N G

FUNC (ADD, CHG, DEL, END) - Enter ADD. Typing END will exit the program and return you to the Warehouse Shipping Menu.

BOL# - Press ENTER and the next bill of lading number will automatically display on the screen.  
Typing a ^ will return the cursor to the FUNC line.

CNTR# - Enter the contract number (up to 6 digits in length) or press ENTER to leave blank and NC (no contract) will display.

1 CARRIER - Enter the carrier information (up to 20 characters in length) or press ENTER to leave blank.

2 SHP DTE - The current date will automatically display. If this is the correct shipping date, press ENTER to accept the date displayed otherwise enter the correct date (MMDDYY) and the cursor will move to the next field.

Recycling Management System  
Product Sales  
Bill of Lading

- 3 SOLD: - Enter the customer number (up to 6 digits in length) or use the ALPHA LOOKUP by typing "L" or "LIST" to move to the ALPHA LOOKUP ARMF screen which lists vendors by alpha name, if the vendor number is unknown. (See pg. 11 ALPHA LOOKUP ACCOUNTS RECEIVABLE MASTER FILE). The address information will automatically display.  
Typing a ^ will move the cursor to the BOL# field.
- 6 SHIP: - If the materials are being shipped to a different location than the address in the SOLD: section, enter the SHIP: customer number (up to 6 digits in length) or use the ALPHA LOOKUP by typing "L" or "LIST" to move to the ALPHA LOOKUP ARMF screen which lists the SHIP to customers by alpha name, if the ship to number is unknown. (See pg. 11 ALPHA LOOKUP ACCOUNTS RECEIVABLE MASTER FILE). The name and address information will automatically display. If you press ENTER when the SHIP: number is blank, the SOLD: customer name will be moved to line 7 and the cursor will be moved to that line. If you wish to change the SHIP information type the SOLD: customer name and fill in fields 7-10. You may press ENTER if the SHIP address and the SOLD address are the same.
- 11 ACCTOF - Enter the account name or press ENTER to leave blank and proceed to the next field.
- 16 VH# - Enter the vehicle ID number or press ENTER to leave blank and proceed to the next field.
- 17 PO# - Enter the purchase order number or press ENTER to leave blank and proceed to the next field.
- 17A P/C - Enter P for prepaid or C for collect.
- 18 SEAL# - Enter the seal number (up to 10 digits in length) or press ENTER to leave blank and proceed to the next field.
- 19-23 (BOXA-BOXE) - Designate the box number, if needed or press ENTER to proceed to the next field.
- LINE 30 - The products shipped information is entered here and on the succeeding lines until all the products have been entered. Up to 30 product entry lines can be used for each bill of lading.
- PCDE - Enter the four digit product code.  
Entering a : or a : will move the cursor to the DATA OK line.  
If an invalid product code is entered the cursor will return to the beginning of the product code field and you will have to reenter the correct product code.
- DESCRIPTION - This field automatically displays when a valid product code is entered. The description can be changed typing in a new description (up to 20 characters in length). If the description is correct press ENTER to accept the displayed description.
- GROSS - Enter the gross weight (up to 7 digits in length).
- TARE - Enter the tare weight, if needed ( up to 7 digits in length). Press ENTER to leave blank if not needed.
- NET - The net weight will be computed and displayed on the screen automatically.

Recycling Management System  
Product Sales  
Bill of Lading

NO PKGS - Enter the number of packages or press ENTER to leave blank and proceed to the next field.

LN - Enter the line number from the contract or press ENTER to leave blank and the cursor will move to the PCDE field of the next line.

Repeat the entry procedures for line 30 for all items that need to be entered on the bill of lading. When you have entered all the items type a : or a ; at the PCDE field , press ENTER and the cursor will move to the DATA OK line.

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

Enter YES if the information is correct.

FWD will display the next three items or blank lines on the screen.

BWD will display the previous three lines.

CAN will clear the screen without printing the bill of lading and the cursor will return to the BOL# field.

ITM allows you to change any of the numbered items if the information is incorrect. Enter the field number and press ENTER. The cursor will move to that field and you can reenter the correct data. The cursor will return to the DATA OK line.

PRT will print the bill of lading.

C H A N G I N G A B I L L O F L A D I N G

FUNC (ADD, CHG, DEL, END) - Enter CHG. Typing END will exit the program and return you to the Warehouse Shipping Menu.

Enter the bill of lading number and the information that was entered for that bill of lading will be displayed on the screen and the cursor will be positioned on the DATA OK line. If an incorrect bill of lading number is entered the following message will display:

BOLM-REC NOT FOUND

The cursor will return to the BOL# field and you can enter the correct bill of lading number. Enter the item number of the field that needs to be changed at the DATA OK line and the cursor will move to that field. Enter the correct data and the cursor will return to the DATA OK line. (See DATA OK line above for options)

D E L E T I N G A B I L L O F L A D I N G

FUNC (ADD, CHG, DEL, END) - Enter CHG. Typing END will exit the program and return you to the Warehouse Shipping Menu.

Enter the bill of lading number and the information that was entered for that bill of lading will be displayed on the screen and the cursor will be positioned on the DATA OK line. If an incorrect bill of lading number is entered the following message will display:

BOLM-REC NOT FOUND

The cursor will return to the BOL# field and you can enter the correct bill of lading number. Type YES at the DATA OK line to delete the bill of lading.

Recycling Management System  
Product Sales  
Cash Receipts Input

MENU ITEM 8 on the PRODUCT SALES MENU

ABC SCRAP		CASH RECEIPTS INPUT				FUNC (ADD, INQ, END) _____	
CSTNO _____	NAME _____					BALDUE _____	
						INTEREST _____	
						UNAPPLD _____	
						DIFF _____	
TRNCD	INV NO	DV	INV DTE	INV AMT	TOT PAID	LSTPYDTE	BAL DUE
---	-----	---	-----	-----	-----	00/00/00	-----
1	DESCRIPTION	2	TRNDTE	3	CRDMEM	4	CASH
						GL A/R	5
						LBS	A/R AMT
							DOLLARS
			06				
			07				
			08				
			09				
			10				
			11				
			12				
TOTAL A/R	DOLLARS			.00			
TOTAL CASH	DOLLARS			.00			
TOT LBS				0			
DATA OK (YES, ITM, CAN)							

(8) CASH RECEIPTS INPUT

All payments and adjustments to accounts receivable (A/R) invoices are entered in this selection. The outstanding accounts receivable file is then adjusted to reflect the posted cash receipts.

E N T E R I N G A/R C A S H R E C E I P T S

CSTNO - Enter the sales customer number. If you don't know the number you can enter an "L" or "LIST" to get an alpha customer lookup screen from which to select the customer. The customer name, address, BALDUE, INTEREST, UNAPPLD, and DIFF will automatically display and the cursor will move to the TRNCD field.

TRNCD - Enter the transaction code  
Typing IN at the TRNCD line will display the outstanding invoices for the customer.

Entering a ^ will return you to the CSTNO.

- 40 = Standard A/R payment
- 41 = Removes credit invoices from A/R
- 43 = Payment from a customer that is to pay interest first and unpaid invoices second. If all interest and invoices are paid and money is left over it is recorded as unapplied cash for that customer on the Customer Maintenance screen.
- 44 = Allocate unapplied cash from a 43 or 46 transaction to an invoice.
- 45 = Adjust interest due for the customer. Entering a positive A/R AMT will reduce the interest due.
- 46 = An A/R payment that is applied entirely to unapplied cash. You must later use a transaction 44 to apply this to invoice(s).

Recycling Management System  
Product Sales  
Cash Receipts Input

- 50 = Creates the initial A/R for invoices prior to installing the RMSWIN system.
- 55 = A payment from a customer that is not an A/R. The payment is applied to to cash and a G/L account. No invoice number will be required. After the division number is accepted the cursor will move to the DESCRIPTION field. The DOLLARS amount is entered as a negative amount.

INV NO - Enter the invoice number being paid. If an invalid invoice number is enter the following message is displayed:

INVOICE NOT FOUND

The cursor will return to the TRNCD and you can reenter the TRNCD and the correct INV NO.

DV - Division 01 or the previous Division number used will automatically be displayed. If the displayed Division number is correct press ENTER, otherwise enter the 2 digit division number. The INV DTE, INV AMT, TOT PAID, LSTPYDTE, and BAL DUE fields will display automatically and the cursor will move to the DESCRIPTION field.

- 1 DESCRIPTION - Enter any description up to 15 characters in length. This generally is the payment check number.
- 2 TRNDTE - Enter a transaction date, usually the date you received the payment.
- 3 CRDMEN - A credit memo number up to 8 characters in length may be entered here. Typing ^ here will return you to the TRNCD field.
- 4 CASH - Enter the actual amount of cash you received.
- 5 A/R AMT - Enter the amount you want applied to the A/R invoice balance. If the CASH and A/R AMT are not equal a general ledger distribution line appears for you to put an adjusting entry in so the amounts balance.

Line 6-12.

GLACCT - Enter a general ledger account number. Typing a : here will move the cursor to the DATA OK line.

PRD - Enter a product number if you want the adjustment to reduce the sales dollar or weight history. If you don't want to adjust your sales history then press ENTER to leave blank.

LBS - Enter the amount of pounds of adjustment (to subtract lbs. enter the number with a minus at the end, e.g. 300-).

DOLLARS - If the CASH amount is less than the A/R AMT then enter the dollar adjustments as positive numbers. If the CASH amount is more than the A/R AMT then enter the dollar adjustments as a negative number.

DATA OK(YES,ITM,CAN) - If after review you need to make any changes to the screen type in the ITM number and make the change.  
If you decide that you want to delete the entire transaction type CAN.  
If all the information is acceptable type YES. The total amount deducted from the A/R account and the total amount credited to the cash account will display in the lower left corner of the screen. The cursor will then return to the CSTNO line ready for another input or a ^ to return to the FUNC line. Type END to exit.

Recycling Management System  
Product Sales  
Cash Receipts Listing

MENU ITEM 9 on the PRODUCT SALES MENU

ABC SCRAP COMPANY	CASH RECEIPTS REGISTER
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	_____
DO YOU WISH TO PRINT ALL OR SPECIFIC DATE (ALL,MMDDYY)	_____
DO YOU WISH TO CONTINUE (YES,NO,END)	_____

(9) CASH RECEIPTS LISTING

All the A/R cash receipts entries for the month are printed in this journal report. At the end of the month this journal report contains summary figures by general ledger account codes.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) - Type Yes if the date is correct. Type NO if the date is incorrect and enter the correct date as a six digit number (MMDDYY). Typing END will return you to the Product Sales Menu.

DO YOU WISH TO PRINT ALL OR SPECIFIC DATE (ALL,MMDDYY) - If you want to print only the cash receipts you have just added type the date that you input them. If you are printing your end of month information or want to see all the cash receipts to date for the month type ALL.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES to print out the CASH RECEIPTS JOURNAL. If you decide not to print type NO and the cursor will move to the IS THIS THE CORRECT DATE line. Typing END will return you to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Customer/Product Inquiry

MENU ITEM 10 on the PRODUCT SALES MENU

ABC SCRAP	CUSTOMER/PRODUCT INQUIRY	FUNC (INQ,END)	_____
	12/19/97		
CST#			
PRD#			
DV#			
	LBS	AMT PAID	PRICE/UM
PTD			
YTD			
LYTD			
NOV			
OCT			
SEP			
AUG			
JUL			
JUN			
MAY			
APR			
MAR			
FEB			
JAN			
DEC			

(10) CUSTOMER/PRODUCT INQUIRY

The sales history of a specific product or customer is displayed on the screen. It details the total sales by month for the previous twelve months, the current month sales, the year to date sales, and the previous year to date sales for a specific customer and product.

CST# - Enter the 6 digit customer number of the customer you are inquiring about or use the ALPHA-LOOKUP by entering "L" or "LIST". Typing ALL will show you the sales history of a product by combining the sales to ALL customers. Typing a ^ will return the cursor to the FUNC line.

PRD# - Type in the 4 digit product number of the product you are inquiring about. Entering ALL will show the history of all products purchased from the customer, one product history screen at a time. Typing a ^ will move the cursor to the CST# line.

DV# - Division 01 or the previous Division number used will automatically be displayed. If the displayed Division number is correct press ENTER, otherwise enter the 2 digit division number. The balance of the information on this line will now be filled in automatically.

When the screen display is completed you will get a message at the bottom of the screen: ENTER ANOTHER DV# OR SPACES TO END - enter another DV number. Pressing the space bar will return you to the CST# prompt.

Recycling Management System  
Product Sales  
Customer/Product Inquiry

If there is more than one page to the screen display a message will appear to the right of the screen display: N/L TO CONTINUE - typing N/L will take you to the next page of the screen display.

When you have completed your inquiry type a ^ at the CST# to return to the FUNC line and type END to exit back to the Product Sales Menu.

Recycling Management System  
Product Sales  
Compute Interest Receivable

ITEM MENU 11 on the PRODUCT SALES MENU

ABC SCRAP	COMPUTE INTEREST RECEIVABLE
INTEREST G/L ACCOUNT..... _____	
INTEREST RATE..... _____	
DATE TO AGE FROM..... 99/99/99	
IS THIS THE CORRECT DATE (YES,NO,END) ____	
DO YOU WISH TO CONTINUE. (YES,NO) ____	

(11) COMPUTE INTEREST RECEIVABLE

Customers that have the IFLG "Y" on the (5) CUSTOMER MAINTENANCE screen will have interest computed against unpaid invoices every time this is run.

NOTE

**CONTROL RECORD 76 MUST BE SETUP BEFORE DOING THIS STEP**

Control record 76 contains the interest rate to charge for each run. IF YOU RUN THIS MONTHLY THE INTEREST RATE IN CONTROL RECORD 76 MUST BE THE ANNUAL INTEREST RATE DIVIDED BY 12. If you charge 12% annual interest put 1% in control record 76.

Control record 76 also contains the general ledger account for interest.

Interest charged will be added to the IDUE field on the (5) CUSTOMER MAINTENANCE screen. The (27) SALES REGISTER detail (not summary) report will show the amount of interest charged each customer under TR 25 on the report. You should see these towards the end of the report.

INTEREST G/L ACCOUNT - This is the general ledger account number set up in control record 76. If this is not correct you MUST go to CONTROL FILE MAINTENANCE to correct it.

INTEREST RATE - This is the interest rate set up in control record 76. Remember, this is not the annual interest rate, this is the interest rate to charge for this run. If this is not correct you MUST go to CONTROL FILE MAINTENANCE to correct it.

Recycling Management System  
Product Sales  
Compute Interest Receivable

DATE TO AGE FROM - This is the date used to determine if an invoice is to be charged interest. Invoices older than the month shown, NOT MONTH AND DAY, will be charged interest. For example:

Date shown	Invoice date	Interest charged?
02/05/97	02/01/97	No
02/05/97	01/31/97	Yes
02/05/97	11/15/97	Yes

IS THIS THE CORRECT DATE (YES,NO,END) - If DATE TO AGE FROM is correct enter YES. If You enter NO the cursor will be put at DATE TO AGE FROM. Enter the correct date MMDDYY). Typing END will take you to the bottom of the screen and you can press ENTER to continue and the screen will clear and you will be returned to the Product Sales Menu.

DO YOU WISH TO CONTINUE. (YES,NO) - Enter YES if you want to proceed with calculating interest. If you enter NO no interest calculations will occur.

When the run is completed the CUSTOMER number and TOTAL INTEREST will be displayed on the screen

ENTER TO CONTINUE - Press ENTER to continue and you will be returned to the Product Sales Menu.

Recycling Management System  
Product Sales  
Extract A/R Entries For G/L

MENU ITEM 13 on the PRODUCT SALES MENU

ABC SCRAP	COPY A/R TRANS TO G/L WORK FILE
IS THIS DATE CORRECT 99/99/99 (YES,NO,END) _____	
** THIS DATE CONTROLS WHAT TRANSACTIONS **	
** WILL BE EXTRACTED **	
ENTER G/L PERIOD(1-12)	_____
DO YOU WISH TO CONTINUE (YES,NO)	_____

(13) EXTRACT A/R ENTRIES FOR G/L

This program is the last program to be run before the monthly restructure. After the monthly A/R reports have been run, this report must be run to extract the A/R entries for the G/L work file to enable the G/L to be updated with these transactions for the proper period. When the extraction has been completed the A/R totals and the Cash totals will display.

IS THIS DATE CORRECT 99/99/99 (YES,NO,END) - Enter YES to accept the date displayed. Type NO if the date is incorrect. The cursor will go to the date field and you can enter a six digit date (MMDDYY). Typing END will exit the program and return you to the Product Sales Menu.

ENTER G/L PERIOD(1-12) - Enter the G/L period you wish to extract the A/R periods for G/L.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES to accept the data and begin the extraction process. The A/R TOTAL and the CASH TOTAL will display on the screen and the cursor will move to the message on the bottom of the screen : N/L TO CONTINUE (typing N/L or pressing ENTER will return you to the Product Sales Menu). If you type NO, no A/R or CASH totals will be computed or displayed and the cursor will move to the message at the bottom of the screen: N/L TO CONTINUE (typing N/L or pressing ENTER will return you to the Product Sales Menu).

Recycling Management System  
Product Sales  
Monthly Restructure

MENU ITEM 14 on the PRODUCT SALES MENU

ABC SCRAP COMPANY	A/R RESTRUCTURE
SALES TAX RECAP(#27) MUST BE RUN PRIOR TO THIS STEP	
DO YOU WANT TO PERFORM END-OF-YEAR?(YES,NO) ____	
YES = ZERO ALL SALES YTD	
NO = RESTRUCTURE MONTH ONLY	
DO YOU WISH TO CONTINUE (YES,END) ____	

(14) MONTHLY RESTRUCTURE

The monthly restructure adds the monthly sales information to the year to date history, and zeros the current monthly file so it is ready to accept the new month's sales information as it is accumulated. BE SURE TO PRINT ALL YOUR REPORTS FOR THE MONTH BEFORE RUNNING THIS PROGRAM.

NOTE

As a general rule, no one else should be running programs in the Product Sales when you are running the Product Sales MONTHLY RESTRUCTURE.

After the menu selection has been made the following message will display at the bottom of the screen:

BE SURE TO RUN ONLY ONCE A MONTH!

Press ENTER to proceed to the next screen.

At the top of the A/P RESTRUCTURE screen the following message will display:

SALES TAX RECAP(#27) MUST BE RUN PRIOR TO THIS STEP

If the RECAP (27) has been done, continue to the next question. If the RECAP has not been done, exit the program and perform the RECAP.

DO YOU WANT TO PERFORM END-OF-YEAR?(YES,NO)

YES = ZERO ALL SALES YTD

NO = RESTRUCTURE MONTH ONLY

If this is just a monthly restructure type NO. If this is also the end of your fiscal year type YES.

Recycling Management System  
Product Sales  
Monthly Restructure

DO YOU WISH TO CONTINUE(YES,END) - Type YES if you want to proceed with the restructure. RESTRUCTURE IN PROGRESS with a six digit number will display in the middle of the screen. When the restructure is complete the following will messages will display in the lower left corner of the screen:

A/R RESTRUCTURE COMPLETE  
DEPRESS ENTER TO CONTINUE

Press ENTER to proceed to the next screen.

Typing END will take you to the next screen without doing the restructure. If the restructure has been done but you were unable to the complete the entire process due to an error or interruption entering END will bypass the A/P restructure and allow you to complete the process.

Recycling Management System  
Product Sales  
Monthly Restructure

ABC SCRAP	MONTHLY YSLS RESTRUCTURE
IS THIS ALSO THE END OF THE YEAR (YES,NO,END) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

IS THIS ALSO THE END OF THE YEAR (YES,NO,END) - If this is just a monthly restructure type NO. If this is also the end of your fiscal year type YES. Typing END will take you to the next screen without doing the MONTHLY YSLS RESTRUCTURE. If the monthly or yearly YSLS restructure was previously done but you were unable to complete the entire process, enter END and the YSLS restructure will be bypassed and you can proceed to the next screen.

DO YOU WISH TO CONTINUE (YES,NO) - Type YES if you want to proceed with the Restructure. RECORD HAS BEEN REWRITTEN will display in the middle of the screen. The following messages will display on the screen in the lower left corner:

MONTHLY YSLS RESTRUCTURE COMPLETE  
DEPRESS ENTER TO CONTINUE

Press ENTER to go to the next screen.

Type NO if you don't and the cursor will move back to the first question.

The next screen will display the following message at the top of the screen:

CURRENTLY INDEXING INVOICES

When the indexing has been completed, the following messages will display in the lower left of the screen:

INDEXING INVOICES COMPLETED  
DEPRESS ENTER TO CONTINUE

Press enter to continue to the next screen.

Recycling Management System  
Product Sales  
Monthly Restructure

The final restructure item deletes the CASH RECEIPTS file for the month and starts a new one for the new month's input.

CLEAR MONTHLY CASH RECEIPT FILE?[Y,N] - Type YES if you are done with the A/R CASH RECEIPTS input for the month. MONTHLY CASH RECEIPT FILE IS CLEARED will display on the screen. The following messages will display at the lower left side of the screen:

PRODUCT SALES MONTHLY RESTRUCTURE COMPLETED  
DEPRESS ENTER TO CONTINUE

Press ENTER to continue and move back to the Product Sales Menu.  
Type NO if you aren't done entering the month's receipts and you will be returned to the Product Sales Menu.

Recycling Management System  
Product Sales  
Customer Listing

MENU ITEM 15 on the PRODUCT SALES MENU

ABC SCRAP COMPANY	SALES CUSTOMER LISTING
IS THIS THE CORRECT DATE 02-10-98 (YES,NO,END) ____	
DO YOU WANT ALL CUSTOMERS PRINTED? (YES,NO) ____	
DO YOU WISH TO CONTINUE (YES,NO,END) ____	

(15) CUSTOMER LISTING

The sales customers are listed in customer number order and the customer address information, the phone number, the AR ID and the contact name is shown.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) - Enter YES if the date is correct. If the date is incorrect, type NO and enter the correct date (MMDDYY). Typing END will return you to the Product Sales Menu.

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

DO YOU WANT ALL CUSTOMERS PRINTED? (YES,NO) - Enter YES if you wish to print all sales customers. (The cursor will move to DO YOU WISH TO CONTINUE). Type NO if you want to print a specific sales customer.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the Product Sales Menu. Enter END to exit the program and return to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Customer Listing

ABC SCRAP COMPANY

SALES CUSTOMER LISTING

IS THIS THE CORRECT DATE 02-10-98 (YES,NO,END) \_\_\_  
DO YOU WANT ALL CUSTOMERS PRINTED? (YES,NO) \_\_\_  
DO YOU WISH TO SELECT ON FIRST CHARACTER TYPE? (YES,NO) \_\_\_  
DO YOU WISH TO SELECT ON SECOND CHARACTER TYPE? (YES,NO) \_\_\_  
DO YOU WISH TO SELECT ON BOTH CHARACTER TYPES? (YES,NO) \_\_\_  
  
ENTER FIRST CHARACTER TYPE \_  
ENTER SECOND CHARACTER TYPE \_  
  
DO YOU WISH TO PRINT ONE ID ONLY? (YES,NO) \_\_\_  
ENTER ID \_\_\_  
  
DO YOU WISH TO CONTINUE (YES,NO,END) \_\_\_

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

DO YOU WANT ALL CUSTOMERS PRINTED? (YES,NO) - Enter YES if you wish to print all sales customers. (The cursor will move to DO YOU WISH TO CONTINUE). Type NO if you want to print a specific sales customer.

DO YOU WISH TO SELECT ON FIRST CHARACTER TYPE? (YES,NO) - If you only need to designate the first character of your sales customer type code type YES. At the message type the first character. If the first character won't select the customer types you want to type NO.

DO YOU WISH TO SELECT ON SECOND CHARACTER TYPE? (YES,NO) - If you only need to designate the second character of your sales customer type code type YES. At the message type the second character. If the second character won't select the customer types you want to type NO.

DO YOU WISH TO SELECT ON BOTH CHARACTER TYPES? (YES,NO) - If you need to designate both characters of your sales customer type code type YES. At the message type the two characters.

DO YOU WISH TO PRINT ONE ID ONLY? (YES,NO) - Type NO to print all AR ID's. Type YES to print only one AR ID. You will be prompted to enter the AR ID.

DO YOU WISH TO CONTINUE (YES,NO) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the Product Sales Menu. Typing END will exit the program and return you to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Sales By Product

MENU ITEM 16 on the PRODUCT SALES MENU

ABC SCRAP	SALES ANALYSIS BY PRODUCT
IS THIS THE CORRECT DATE 99-99-99 (YES,NO)	_____
DO YOU WISH TO CONTINUE (YES,NO)	_____

(16) SALES BY PRODUCT

The monthly, or month-to-date, sales are printed out in product code order showing the product name, the pounds sold, the total weight sold in the designated unit of measure (LBS., NT, GT), the total sales dollars, the average sale price, the year-to-date weight in the designated unit of measure, the year-to-date total dollars, and the year-to-date average sale price. This report should be printed out at the end of each month's transactions before the monthly restructure.

IS THIS THE CORRECT DATE 99-99-99 (YES,NO) - If this is the date you want on your report type YES. Type NO if you want another date and enter the date.

DO YOU WISH TO CONTINUE (YES,NO) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the RECYCLING REPORT menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Sales By Customer

MENU ITEM 17 on the PRODUCT SALES MENU

ABC SCRAP	SALES ANALYSIS BY CUSTOMER BY PRODUCT
IS THIS THE CORRECT DATE 99-99-99 (YES,NO,END) ____	
DO YOU WISH TO CONTINUE (YES,NO,END) ____	

(17) SALES BY CUSTOHER

The monthly or month-to-date sales are listed by customer showing the total weight, dollars, and average price sold for each product sold to the customer. The report also shows the year-to-date weight, dollars, and average sale price for each customer.

IS THIS THE CORRECT DATE 99-99-99 (YES,NO,END) - Enter YES to accept the date displayed. Type NO if the date is incorrect and the cursor will move to the date area and you can enter the correct date (MMDDYY). Typing END will return you to the Product Sales Menu.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the Product Sales Menu. Typing END will exit the program and return you to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Outstanding Advances-Open Shipments

MENU ITEM 18 on the PRODUCT SALES MENU

ABC SCRAP	OUTSTANDING ADVANCES ON OPEN SHIPMENTS
WHICH DV DO YOU WISH TO PRINT (DV,ALL,END)	_____
IS THIS THE CORRECT DATE 99/99/99 (YES,NO)	_____
DO YOU WISH TO PRINT ALL OR JUST CUR MMY (ALL,CUR)	_____
DO YOU WISH TO CONTINUE (YES,NO)	_____

(18) OUTSTANDING ADVANCES ON OPEN SHIPMENTS

Prints a report on the outstanding advances on open shipments from the aged A/R accounts with customer name and number, date received, inventory number, shipped to information, purchase order number, product, car or truck number, inventory amount, cash received and balance due. A division total will print at the end of the report.

After you have selected the printer, a message will appear on the screen SORT IN PROGRESS. When the sort is completed the OUTSTANDING ADVANCES ON OPEN SHIPMENTS screen will display.

WHICH DV DO YOU WISH TO PRINT (DV,ALL,END) - Enter DV and the two digit division number you wish to print the report on or type ALL for all of the divisions. Typing END will return you to the Product Sales Menu.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO) - Enter YES if the date is correct. If the date is not correct type NO and enter the correct six digit date (MMDDYY).

DO YOU WISH TO PRINT ALL OR JUST CUR MMY (ALL,CUR) - Enter ALL if you wish to print the year-to date or enter CUR for the current month.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print the report. After the report has been printed you will be returned to the Product Sales Menu. Type NO if you do not wish to print the report and the cursor will return to the first question on the screen.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Print A/R Labels (Cont,Laser)

MENU ITEM 19 on the PRODUCT SALES MENU

ABC SCRAP	EXTRACT LABELS FROM A/R FILE
DO YOU WISH ALL OR TYPE XX=ALL (??)	_____
DO YOU WISH TO EXTRACT IN ZIP CODE ORDER (YES,NO)	_____
DO YOU WISH TO CONTINUE (YES,NO)	_____
EXTRACT IN PROGRESS 020200	
DO YOU WISH TO PRINT LABELS (YES,END)	_____

(19) PRINT A/R LABELS (CONT,LASER)

This program enables you to print labels extracted from the A/R accounts.

CONTINUOUS FORM OR LASER(C,L) - Enter C for CONTINUOUS FORM LABELS or L for LASER LABELS.

DO YOU WISH ALL OR TYPE XX=ALL (??) - Enter XX if you wish to print all labels or enter the type of A/R customers you wish to print labels for.

DO YOU WISH TO EXTRACT IN ZIP CODE ORDER (YES,NO) - Enter YES if you wish to sort and print by zip code. Type NO if you wish to sort and print by account number.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to extract the labels and the following message will display: EXTRACT IN PROGRESS with the number. The cursor will move to the next question. Type NO if you do not wish to print the labels and the cursor will return to the first question on the screen.

DO YOU WISH TO PRINT LABELS (YES,END) - Enter YES if you want to print the labels. Entering END will return you to the Product Sales Menu without printing the labels.

DO YOU WANT A TEST PRINT (YES,NO) - Enter YES if you wish to perform a test print before you print the labels. Type NO if you do not want to test print and proceed to the next question.

DO YOU WANT TO CONTINUE (YES,NO) - Type YES to print the labels. Entering NO will return you to the DO YOU WISH TO PRINT LABELS line and you can type END to exit the program.

Recycling Management System  
Product Sales  
Customer Statements

MENU ITEM 20 on the PRODUCT SALES MENU

ABC SCRAP	CUSTOMER STATEMENTS
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) _____	
PRINT ONLY ONE CUSTOMER N/L = ALL _____	
WHICH CUSTOMER TYPE DO YOU WISH TO PRINT (XX=ALL) _____	
ENTER STATEMENT MESSAGE	
DO YOU WISH TO CONTINUE (YES,MES,NO) _____	

(20) CUSTOMER STATEMENTS

Enables you to print all the A/R customer statements or one particular A/R account and includes customer name and number, invoice date, invoice number and amount, amount paid and balance due. On the bottom of the statement the current amount, past due amount, interests charges, unapplied cash and amount now due prints for each A/R account.

After you have selected the printer, the following message will display: SORTING IN PROGRESS indicating that the files are being sorted from the aged A/R trial balance.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) - Enter YES if the date is correct. Type NO if the date is incorrect and enter the correct six digit date (MMDDYY). Typing END will move you to the screen display of the current and past due amounts are displayed with .00 balances. Press ENTER to return to return to the Product Sales Menu.

PRINT ONLY ONE CUSTOMER N/L = ALL - If you wish to print the statement for one customer only, enter the six digit customer account number. If you wish to print the statements for all of the customers type N/L and press ENTER.

WHICH CUSTOMER TYPE DO YOU WISH TO PRINT (XX=ALL) - Enter the two character customer type of the for the statement(s) you wish to print or enter XX if you wish to print all of the customer types.

ENTER STATEMENT MESSAGE - Enter the message you wish to go on the statement up to 64 characters in length.

Recycling Management System  
Product Sales  
Customer Statements

DO YOU WISH TO CONTINUE (YES,MES,NO) - Enter YES if you wish to print the statements. When the statements have been printed you will be returned to the first question on the screen and you can enter the next statement information. If you type END, the screen will display the current amount, past due amount, interest charges unapplied cash and the amount due. Press ENTER to return to the Product Sales Menu. Type MES if you wish to change the statement message. Type NO if you do not wish to print the statements and the cursor will return to the first question on the screen.

NOTE: If you wish to create a message at the bottom of the statements, from the MAIN RMSWIN MASTER MENU enter 1.) RECYCLING SYSTEM, then 1). SCALE PRODUCT PURCHASES, then 10.) CONTROL FILE MAINTENANCE. At the CTL KEY prompt enter 140 for the first two lines of the message, 141-142 for lines three through six. Enter 1 at the DATA OK (YES,CAN,ITM) prompt to enter or change the first message line. Enter 2 at the DATA OK (YES,CAN,ITM) prompt to enter or change the second message line. When finished with the message lines enter YES at the DATA OK (YES,CAN,ITM) prompt to save the message lines or enter CAN to cancel without saving the message line. At the CTL KEY prompt, enter the next control number (141-142) or END if finished. The saved message will now be printed on all statements until changed.

Recycling Management System  
Product Sales  
Bill of Lading Listing

MENU ITEM 21 on the PRODUCT SALES MENU

ABC SCRAP	BILL OF LADING LISTING
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) _____	
ENTER DATE RANGE YOU WISH TO PRINT _____	
ENTER 999999 TO PRINT ALL	
DO YOU WISH TO CONTINUE (YES,NO,END) _____	

(21) BILL OF LADING LISTING

Bills of lading are listed showing bill of lading number, date, customer name, product code, product description, gross weight, tare weight, net weight and number of packages.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) - Type YES if the date is correct. Type NO if the date is incorrect and enter the correct six digit date (MMDDYY). Typing END will return you to the Product Sales Menu.

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

ENTER DATE RANGE YOU WISH TO PRINT 999999  
ENTER 999999 TO PRINT ALL - If you want a date range of the bills of lading, enter the date from (MMDDYY) and the date to (MMDDYY). If you want to print all of the bills of lading, type 999999

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print this report. Type NO if you want to change the report or if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE where you may continue with different parameters. Type END to exit the program and return to the Product Sales Menu.

(21) BILL OF LADING LISTING

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Aged A/R Balances

MENU ITEM 23 on the PRODUCT SALES MENU

ABC SCRAP	A/R AGED TRIAL BAL	
DO YOU WISH TO PRINT (STL,SCP,ALL,END)		___
WHICH DV DO YOU WISH TO PRINT (DV,ALL,END)		___
IS THIS THE CORRECT DATE	99/99/99 (YES,NO)	___
LIST ONLY 31 DAY OR OLDER ACCOUNTS	(YES,NO)	___
WHICH CUSTOMER TYPE DO YOU WISH TO PRINT	99=ALL	___
PRINT ONLY ONE CUSTOMER N/L = ALL		_____
PRINT DETAIL OR SUMMARY (DET,SUM)		___
DO YOU WISH TO CONTINUE (YES,NO)		___

(23) AGED A/R BALANCES

All open accounts receivable balances are listed in customer number order showing the current open invoices, the date and amount of the invoice, whether the invoice is current, 60, 90, 120 days past due, and the total dollar amount of outstanding invoices, interest receivable and unapplied money to the customer. The end of the report summarizes the total amount due, the current amount, and the past due aging amounts due.

WHICH FORMAT TO PRINT (AGE,SLS,CRT,CAN) - Enter AGE to age the A/R balances. Type SLS to select sales trial balance. Type CRT to display the aged A/R balances on the screen rather than print them out. Type CAN to cancel and return you to the MENU ITEM prompt at the top of the Product Sales Menu.

After you have made your print format selection and selected the printer a message will appear SORT IN PROGRESS. When the sort has been completed the next screen will appear.

A G E A / R B A L A N C E S

WHICH FORMAT TO PRINT (AGE,SLS,CRT,CAN) - Type AGE.

DO YOU WISH TO PRINT (STL,SCP,ALL,END) - Enter STL if you wish to print or display the steel sales. Enter SCP if you wish to print or display the scrap product aged A/R balances. Type ALL to view or print all of the aged A/R balances. Typing END will return you to the Product Sales Menu.

Recycling Management System  
Product Sales  
Aged A/R Balances

WHICH DV DO YOU WISH TO PRINT(DV,ALL,END) - If you wish to print the report for only one division enter DV and press ENTER and type in the division number. If you want to print the report for all A/R accounts regardless of the division enter ALL. Type END when you want to end the program and return to the Product Sales Menu.

IS THIS THE CORRECT DATE 99/99/99 (YES,NO) - If this is the date you want on your report type YES. Type NO if you want another date and enter the six digit date (MMDDYY).

LIST ONLY 31 DAY OR OLDER ACCOUNTS (YES,NO) - Enter YES if you wish to print or display only those accounts that are 31 days or older. If you wish to see all outstanding A/R types enter NO.

WHICH CUSTOMER TYPE DO YOU WISH TO PRINT 99=ALL - Enter the customer type you wish to display or print. Type 99 for all types.

PRINT ONLY ONE CUSTOMER N/L = ALL - Enter the six digit customer account number if you wish to display or print only one customer. Type N/L to print or display all the A/R customers on the report.

PRINT DETAIL OR SUMMARY (DET,SUM) - Type DET if you want to see the outstanding invoices and customer totals. Type SUM if you do not want to see the outstanding invoices, just the customer totals.

DO YOU WISH TO CONTINUE (YES,NO) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to the first question on the screen and you can END the program and return to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Aged A/R Balances

ABC SCRAP	A/R AGED TRIAL BAL-SALES DETAIL
DO YOU WISH TO PRINT (STL, SCP, ALL, END)	_____
WHICH DV DO YOU WISH TO PRINT (DV, ALL)	_____
IS THIS THE CORRECT DATE 99/99/99 (YES, NO)	_____
LIST ONLY _____ DAYS OR OLDER ACCOUNTS	000=ALL ACCOUNTS
DO YOU WISH TO PRINT ACCTS (ALP, NUM)	_____
PRINT DETAIL OR SUMMARY (DET, SUM)	_____
DO YOU WISH TO CONTINUE (YES, NO, END)	_____

S A L E S T R I A L B A L A N C E

WHICH FORMAT TO PRINT (AGE, SLS, CRT, CAN) - Type SLS

DO YOU WISH TO PRINT (STL, SCP, ALL, END) - Enter STL if you wish to print or display the steel sales. Enter SCP if you wish to print or display the scrap product aged A/R balances. Type ALL to view or print all of the aged A/R balances. Typing END will return you to the Product Sales Menu.

WHICH DV DO YOU WISH TO PRINT (DV, ALL, END) - If you wish to print the report for only one division enter DV and press ENTER and type in the division number. If you want to print the report for all A/R accounts regardless of the division enter ALL. Type END when you want to end the program and return to the Product Sales Menu.

IS THIS THE CORRECT DATE 99/99/99 (YES, NO) - If this is the date you want on your report type YES. Type NO if you want another date and enter the six digit date (MMDDYY).

LIST ONLY \_\_\_\_\_ DAYS OR OLDER ACCOUNTS 000=ALL ACCOUNTS - Enter the number of days you wish the accounts aged to print on the report (i.e. if you wish to print a report of those accounts that are 60 days or older, enter 60). If you wish to print all of the accounts, enter 000.

DO YOU WISH TO PRINT ACCTS (ALP, NUM) - Enter ALP if you wish the accounts to print in alphabetic order. Type NUM if you wish the accounts to print in numeric order by customer number.

PRINT DETAIL OR SUMMARY (DET, SUM) - Type DET if you want to see the outstanding invoices and customer totals. Type SUM if you do not want to see the outstanding invoices, just the customer totals.

Recycling Management System  
Product Sales  
Aged A/R Balances

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print the report.  
Type NO if you don't want to print the report and the cursor will return to  
the first question on the screen and you can END the program and return to the  
Product Sales Menu. Entering END will exit the program and return you to the  
Product Sales Menu without printing the report.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Aged A/R Balances

ABC SCRAP	A/R AGED TRIAL BAL
DO YOU WISH TO PRINT (STL, SCP, ALL, END)	_____
WHICH DV DO YOU WISH TO PRINT (DV, ALL, END)	_____
IS THIS THE CORRECT DATE	99/99/99 (YES, NO) _____
LIST ONLY 31 DAY OR OLDER ACCOUNTS	(YES, NO) _____
WHICH CUSTOMER TYPE DO YOU WISH TO PRINT	99=ALL _____
DO YOU WISH TO CONTINUE (YES, NO)	_____

D I S P L A Y   T H E   A G E D   A / R   B A L A N C E S

WHICH FORMAT TO PRINT (AGE, SLS, CRT, CAN) - Type CRT.

DO YOU WISH TO PRINT (STL, SCP, ALL, END) - Enter STL if you wish to print or display the steel sales. Enter SCP if you wish to print or display the scrap product aged A/R balances. Type ALL to view or print all of the aged A/R balances. Typing END will return you to the Product Sales Menu.

WHICH DV DO YOU WISH TO PRINT (DV, ALL, END) - If you wish to print the report for only one division enter DV and press ENTER and type in the division number. If you want to print the report for all A/R accounts regardless of the division enter ALL. Type END when you want to end the program and return to the Product Sales Menu.

IS THIS THE CORRECT DATE                    99/99/99 (YES, NO) - If this is the date you want on your report type YES. Type NO if you want another date and enter the six digit date (MMDDYY).

LIST ONLY 31 DAY OR OLDER ACCOUNTS                    (YES, NO) - Enter YES if you wish to print or display only those accounts that are 31 days or older. If you wish to see all outstanding A/R types enter NO.

WHICH CUSTOMER TYPE DO YOU WISH TO PRINT                    99=ALL - Enter the customer type you wish to display or print. Type 99 for all types.

DO YOU WISH TO CONTINUE (YES, NO) - Type YES if you wish the report to display on the screen. Enter NO if you do not want to display the A/R aged balances and the cursor will move to the first question and you can END out of the program and return to the Product Sales Menu.

Recycling Management System  
Product Sales  
Monthly Sales By Product

MENU ITEM 24 on the PRODUCT SALES MENU

ABC SCRAP	MONTHLY SUMMARY OF SALES BY PRODUCT
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) ____	
DO YOU WISH TO CONTINUE (YES,NO,END) ____	

(24) MONTHLY SALES BY PRODUCT

The sales for the prior twelve months are listed in product code order for each product for each month.

IS THIS THE CORRECT DATE (YES,NO,END) - If this is the date you want on your report type YES. Type NO if you want another date and enter the six digit date (MMDDYY). Typing END will return you to the Product Sales Menu

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the Product Sales Menu. Typing END will exit the program and return you to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Monthly Sales By Customer

MENU ITEM 25 on the PRODUCT SALES MENU

ABC SCRAP	MONTHLY SUMMARY OF SALES BY CUSTOMER BY PRODUCT
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	___
DO YOU WISH TO CONTINUE (YES,NO,END)	___

(25) MONTHLY SALES BY CUSTOMER

The sales to customers for the prior twelve months are listed by customer number for each customer for each month.

IS THIS THE CORRECT DATE (YES,NO,END) - If this is the date you want on your report type YES. Type NO if you want another date and enter the six digit date (MMDDYY). Typing END will return you to the Product Sales Menu.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the Product Sales Menu. Typing END will exit the program and return you to the Product Sales Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Sales Register

MENU ITEM 27 on the PRODUCT SALES MENU

ABC SCRAP	MONTHLY SALES TAX RECAP
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	___
DO YOU WISH TO PRINT? (SUM,DET)	___
WHICH DIV DO YOU WISH TO PRINT (99=ALL)	___
DO YOU WISH TO CONTINUE (YES,NO,END)	___

(27) SALES REGISTER

The invoices entered from the last (14) MONTHLY RESTRUCTURE are listed in invoice sequence showing the amount of sales taxes and general ledger distribution.

This report can be run any time. It must be run at the end of the month BEFORE YOU DO (14) MONTHLY RESTRUCTURE. The summary page (last page) will contain general ledger distribution which you must journal entry into general ledger, if you purchased the general ledger package.

IS THIS THE CORRECT DATE (YES,NO,END) - If this is the date you want on your report type YES. Type NO if you want another date and enter the date. Typing END will return you to the Product Sales Menu.

DO YOU WISH TO PRINT? (SUM,DET) - If you want to see every invoice enter DET for detail, otherwise enter SUM to see just the summary page.

WHICH DIV DO YOU WISH TO PRINT (99=ALL) - Enter the number of the division you wish to print or 99 for all divisions.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES if you want to print the report. Type NO if you don't want to print the report and the cursor will return to IS THIS THE CORRECT DATE and you can END the program and return to the Product Sales Menu. Typing END will return you to the Product Sales Menu without returning to the first question.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System  
Product Sales  
Customer Notes Listing

MENU ITEM 28 on the PRODUCT SALES MENU

A/R CUSTOMER NOTES	
CUST# _____	ENTER DATE RANGE TO PRINT _____ TO _____
999999 FOR ALL	ENTER 999999 TO PRINT ALL
END FOR END	DO YOU WISH TO CONTINUE (YES,CST,DTE,END) ____

(28) CUSTOMER NOTES LISTING

This report will list the notes made in customer maintenance. It can print individual customers or all customers. It can also print a specific date range or all dates.

CUST# \_\_\_\_\_ - Enter the customer number for a listing of a specific customer. Enter 999999 for a listing of all customers. Enter END to return to the PRODUCT SALES menu.

ENTER DATE RANGE TO PRINT \_\_\_\_\_ TO \_\_\_\_\_ - Enter 999999 in the DATE RANGE TO field to print all dates for the requested customer(s). Enter the DATE RANGE TO and DATE RANGE FROM fields to print a date range for the requested customer(s).

DO YOU WISH TO CONTINUE (YES,CST,DTE,END) - Type YES if you want to print the report. Type CST to change the CUST# field. Type DTE to change the requested date(s). Type END to return to the PRODUCT SALES menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.