

RECYCLING MANAGEMENT SYSTEM

SCALE PRODUCT PURCHASES

OPERATION INSTRUCTIONS

FOUR LAKES BUSINESS SYSTEMS
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Scale Product Purchases
Operating Instructions
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Recycling Management System
Scale Product Purchases
System Overview

S C A L E P R O D U C T P U R C H A S E S
O V E R V I E W

(1) SCALE PURCHASES

All daily scale product purchase transactions are entered into this selection. You will have the option to enter each transaction into a general customer category or into specific customer accounts. After all the products purchased from the customer are entered you have the option to record the transaction as a cash (CSH), check payment (CHK), or an accounts payable (IND) transaction.

(2) DAILY PURCHASE JOURNAL

The daily purchase journal is run at the end of each day. It lists all the scale product purchases for the day. The purchases are listed in sections: check purchases (CHK), accounts payable (IND), inter-company (INT-CO), and cash purchases (CSH). Each section has the total dollar amount listed at the end.

A summary of the day's purchases showing the total dollars recorded for each section, the amount of weight and dollars are shown for each product purchased, and at the end a summary of the total weight of each general category (Ferrous, Nonferrous, Paper, Glass, Plastic). The last page summarizes by General Ledger code the total transaction dollars for each section.

(3) POST DAILY PURCHASES

All of the daily purchase transactions are added to the historical data files by updating purchase product files, customer files, accounts receivable, and inventory files. These updated files are accessed by the various inquiry and report menu selections throughout the Recycling System program.

(4) CUSTOMER/PRODUCT INQUIRY

The purchase history of a specific product or customer is displayed on the screen. It details the total purchases by month for the previous twelve months, the current month purchases, the year-to-date purchases, and the previous year-to-date purchases for a specific customer and product. The purchase information shows the total weight and average price paid, as well as, information on the last transaction for the customer and the specific product.

(5) MERGE A/R SCALE TRANSACTIONS

This will merge A/R transactions created in SCALE PURCHASES to PRODUCT SALES. This will allow you to invoice these transactions in PRODUCT SALES.

(6) AGE CUSTOMER PRICES

Age weekly prices quoted to customers under the special pricing customer file.

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(7) POST INDUSTRIAL A/P PAID
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

Posts any payments you make for your Industrial A/P scale purchases. The posted amounts then reduce your A/P outstanding for each customer you paid.

(8) PRODUCT & PRICE MAINTENANCE

The purchase product file is maintained through this selection. Purchase products can be added or deleted. The name of the product can be changed. The scale purchase prices are also added or changed.

(9) CUSTOMER MAINTENANCE

The purchase customer file is maintained through this selection. Customers can be added or deleted. The customer information can be changed. If the customer is paid prices other than the standard scale prices these special prices can be added, changed, or deleted.

(10) CONTROL FILE MAINTENANCE

Numerous special characteristics for the RMSWIN program are entered through the control file maintenance program. These include the company name, company abbreviation, company number, the printer line count, and general ledger account numbers.

(11) CHANGE CUST/PRICES BY PRODUCT

Change the price of one product in the special customer quote file.

(12) UPDATE PUBLISHED PRICES

Change the published price in the special customer quote file based on the formula.

(13) EXTRACT SCALE ENTRIES FOR G/L

At the end of each month the scale subsidiary ledger can be automatically loaded to the general ledger.

(14) MONTHLY RESTRUCTURE

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

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System Overview

S C A L E P U R C H A S E S R E P O R T S
O V E R V I E W

(15) CUSTOMER/PRODUCT LIST

All purchase customers are printed in customer number order. All the purchase/sales products are printed in numerical order by product code, along with the product name.

(16) PURCHASES BY PRODUCT

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

(17) MISSING SCALE TICKETS

Any numbered scale tickets that weren't entered into the scale purchase system are printed out in this report. This is useful in tracking lost or not entered scale tickets.

(18) CUSTOMER/PRODUCT LIST

Prints purchase orders (PPO). Allows you to print a purchase order report (REP) which includes the customer number and name, type, buyer ID, product with description, price, unit measure, date from and to and phone number. Purchase quotes can also be done (QTE). You can also print a customer purchase order list (LPO).

(19) CUSTOMER/VOLUME/PRODUCT

Prints a report of customer volume by product and includes customer number and name, buyer ID (if you wish to include), product and description and product weight, unit measure, average price, year-to-date weight with unit measure and average price. The payment type and the total dollars prints at the end of the report.

(22) OPEN ACCOUNT LISTING
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

All unpaid scale A/P (IND) purchases are listed by customer in customer number order. Each purchase ticket transaction is listed for the customer along with the total ticket dollar amount.

(23) MONTHLY SCALE PURCHASES

The monthly, or month-to-date, scale purchases are listed in product code order for every purchase entered into the scale system. The end of the report summarizes the total month's purchases by item, total weight, average price, and total dollars.

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System Overview

(24) PURCHASES BY CUSTOMER

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

(25) MONTHLY SCALE CHECK REGISTER

All the scale product purchase checks for the month are listed in check number order, and show the general ledger purchase codes and the total dollar amount for each check. Missing check numbers are reported, and the end of the report summarizes the total dollar amounts paid out for each general ledger code.

(27) MONTHLY SUMMARY BY PRODUCT BY DIVISION

This program prints a twelve month history of scale purchases by month by product by division. The report includes the product number, product description, the unit measure and the purchase amounts for each month. There is a summary of the weights, unit of measure and total dollar amounts for ferrous, non-ferrous, paper, and other products.

(28) SCALE PURCHASES DETAIL INQUIRY

Displays the detailed scale purchases by customer and product on the screen including the date received, check number, ticket number, product and description, net weight, price, unit measure, and amount.

(29) EXTRACT LABELS FROM A/P FILE
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

Enables you to extract labels from the accounts payable file.

(30) MONTHLY A/P REPORT
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

All scale A/P (IND) purchases and any A/P purchases paid during the month are listed for each scale purchase customer. The end of the report summarizes the total dollar amounts for each general ledger code.

Recycling Management System
Scale Product Purchases
Master Menu

```
ABC SCRAP CO.          (01)  R M S - III MASTER MENU      11/19/97  10:28
                                                                105 011

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

          MENU ITEM      ___

                          SCRAP MANAGEMENT SYSTEMS
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MENU ITEM ____ To access the Scale Product Purchases menu enter 1 (Recycling System). Enter 99 to exit to the RMSWIN Login prompt.

Recycling Management System
Scale Product Purchases
Recycling System Menu

ABC SCRAP CO. (01)	RECYCLING SYSTEM MENU	MENU ITEM ___ 11/19/97
	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 Scale Product Purchases menu enter 1.
Enter 99 to exit and return to the Master Menu.

Recycling Management System
Scale Product Purchases
Scale Product Purchases Menu

ABC SCRAP CO. (01)	SCALE PRODUCT PURCHASES	MENU ITEM 11/19/97
PROCESSING		
1. SCALE PURCHASES	8. PRODUCT & PRICE MAINTENANCE	
2. DAILY PURCHASE JOURNAL	9. CUSTOMER MAINTENANCE	
3. MERGE DAILY PURCHASES	10. CONTROL FILE MAINTENANCE	
4. CUSTOMER/PRODUCT INQUIRY	11. CHANGE CUST/PRICES BY PRODUCT	
5. EXTRACT AR RECORDS TO INVOICE INPUT	12. UPDATE PUBLISHED PRICES	
6. AGE CUSTOMER PRICES	13. EXTRACT SCALE ENTRIES FOR G/L	
	14. MONTHLY RESTRUCTURE	
REPORTS		
15. CUSTOMER/PRODUCT LIST	23. MONTH END SCALE PURCHASES	
16. PURCHASES BY PRODUCT	24. PURCHASES BY CUSTOMER	
17. MISSING SCALE TICKETS	25. MONTH END SCALE CHECK REGISTER	
18. CUSTOMER/PRODUCT PRICES		
19. CUSTOMER/VOLUME/PRODUCT	27. MONTHLY SUMMARY BY PRD BY DV	
	28. SCALE PURCHASES DETAIL INQUIRY	
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
Scale Product Purchases
Scale Purchases

MENU ITEM 1 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	SCALE PURCHASES
	DV NUMBER 01
IS THIS THE CORRECT CHECK DATE 99/99/99 (YES,NO,END) ____	
WHICH CHECK PRINTER DO YOU WISH TO USE? ____	
IS THIS THE NEXT CHECK# 000000 (YES,NO) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(1) SCALE PURCHASES

All daily scale product purchase transactions are entered into this selection. You will have the option to enter each transaction into a general customer category or into specific customer accounts. After all the products purchased from the customer are entered you have the option to record the transaction as a cash (CSH), check payment (CHK), or an accounts payable (IND) transaction.

IS THIS THE CORRECT CHECK DATE 99/99/99 (YES,NO,END)
Enter YES to accept the date displayed.
Type NO to enter a new six digit date (MMDDYY).
Type END to return to the Scale Product Purchases Menu.

WHICH CHECK PRINTER DO YOU WISH TO USE? - Enter the number of the printer you wish to print the checks on.

IS THIS THE NEXT CHECK# 000000 (YES,NO)
Enter YES to accept the check number displayed.
Type NO to enter the correct check number up to 6 digits in length.

DO YOU WISH TO CONTINUE (YES,NO)
Enter YES to accept the data entered and proceed to the next screen.
Type NO if you wish to cancel and the cursor will return to the first question.

Recycling Management System
Scale Product Purchases
Scale Purchases

ABC SCRAP	SCALE PURCHASES	PRINTER ____	011
	DV NUMBER 01		
TYP CS		6 DESC	
CST#	ENTER INITIALS ____	7 OUR TRK	
1 NAME		8 OUR EQIP	
2 ADD1			
3 ADD2		DATE	
4 CTYS		CK#	
5 ZIP		NET	
TKN/DTE PRD DESCRIPTION GRS/ADJ TARE NET PRICE EXT			
20			
21			
22			
23			
24			
DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN, HLDI, AR)			

ENTER INITIALS - Type in the initials of the scale payment person. Whenever you change payment personnel type in INIT at the CST# and the new operator will then have to enter their initials and press the enter key.

CST# - Type in the customer number. The customer number may be up to six digits long, and 9999 is the customer number for miscellaneous customers.

Typing LOG at this field will return you to the first question of the previous screen.

Typing a (^) (uppercase 6) brings the cursor to the payment type (TYP) prompt. If you type a ^ at the TYP field you can exit the program and return to the previous screen.

Type "L" or "List" to move to the ALPHA LOOKUP APMF screen to display a list of vendors by alpha name, if the vendor number is not known. (See ALPHA LOOKUP - APMF pg. 21).

Typing SEQ at this field will display a list of all the scale transactions you have already entered. The screen displays the SEquence number, the customer name, any message comments, and the check number or payment status (9998 = IND, 00 = HOLD, 9999 = CASH). This allows you to check if you have entered a transaction.

Typing "S" will display only those transactions that have been placed on hold.

Typing "SC" will prompt you to enter a CUSTOMER NUMBER and then will display only those transactions that have been placed on hold for that customer.

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

CST DOES NOT EXIST

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Press ENTER and the cursor will return to the CST# field. You will be able to reenter the customer number.

If you entered the customer number or used the ALPHA LOOKUP, fields 1 - 5 will automatically display on the screen and the cursor will be positioned at the 7 OUR TRK field.

If you used the 9999 for Miscellaneous Customer, you will have to complete the name and address fields (1 - 5).

- 1 NAME - Enter the customer name (up to 30 characters in length)
- 2 ADD1 - Enter the customer address (up to 25 characters in length) Press ENTER to leave blank and proceed to the next field.
- 3 ADD2 - If there is a second address such as a P.O. Box number enter it in this field (up to 25 characters in length). Press ENTER to leave blank and move to the next field.
- 4 CTYS - Enter the city and state (up to 20 characters in length) Press ENTER to leave blank and move to the next field.
- 5 ZIP - Enter the five or nine digit zip code. Press ENTER to leave blank and move to the next field.
- 6 DESC - not used on scale purchases input.
- 7 OUR TRK - If a company owned truck is used enter a description or number of the truck (up to 12 characters in length). Press ENTER to leave blank and proceed to the next entry. (This field is not used for miscellaneous customers).
- 8 OUR EQIP - If company owned equipment (containers) are used enter the number of the container (up to 8 characters in length). Press ENTER to leave blank and proceed to the next entry. (This field is not used for miscellaneous customers).

The cursor will move to the TKN field and the DATE and CK# from the previous screen will automatically display on the current screen. The NET amount will be .00.

TKN - Enter the scale purchase ticket number, up to 6 digits length or press ENTER and the new ticket number will automatically display. Entering ; or : in this field will move the prompt to the DATA OK level at the bottom of the screen.

You may also enter a "N" here to retrieve any notes written about this customer.

Entering a "P" will display a Scale Purchases by Customer History screen.

DTE - the verified date from the previous screen will automatically display. Press ENTER to accept the date displayed or enter a new six digit date (MMDDYY).

PRD - If you purchased the PURCHASE ORDER SYSTEM see page 16. Enter the 4 digit product code for the item you are purchasing (ex. 5700 for ALUMINUM CANS).

RMS Scale Product Purchases

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Press ENTER. The product description will automatically display and the prompt will move to the next column. If this is an AR Waste

Hauling transaction, make sure the product and price have been entered as a special quote in Customer Maintenance.

You may also enter "L" or a "LIST" to retrieve a list of products alphabetically. The string search screen will display. Enter the name or beginning letters of the product and press ENTER. The ALPHA LOOKUP screen will display. Enter the line item number of the product and the product code will display on the scale purchases screen.

Entering the product code with an "A" at the end will move the cursor to the NET field. This would enable you to enter dollar amounts without affecting the weights.

DESCRIPTION - The product description will appear automatically unless you are ranking a special product code adjustment, or the product code METHOD is a T or a D, in which case you will have to type in a description up to 25 characters in length.

GRS/ADJ - These abbreviations stand for GROSS weight and ADJUSTment. Enter the GROSS weight amount which can be up to 6 digits in length.

If you need to make an ADJUSTment (i.e. a deduction for dirt of 300 lbs. is entered as 300-) enter the amount as a positive number to add to the gross weight, or a number with a minus (-) at the end for a deduction from the gross weight. If you do not need to make an adjustment, press ENTER.

TARE - If there is a tare weight, enter it using up to 6 digits. If there is no tare weight press ENTER to move to the next field.

NET - This amount is calculated automatically using the gross, adjustment and tare weights you entered.

PRICE - The product price (per unit) displays automatically if you have entered prices in the product maintenance program or in the customer maintenance program. If the product price appears correct press the ENTER key. The amount you will pay for the product is calculated and displayed. If all entries in the line appear correct press ENTER and you will move to the next line. If the line appears incorrect type :

to return to the beginning of the line and start over. If the product price is incorrect you can override the price and type in a different price. You will also have to enter the product unit of measure after entering the price (LB,NT,GT,CW,EA,HR,YD).

If there are no listed prices you need to enter a price up to 7 digits in length (i.e. \$10 p/NT = 100000, \$.32 p/LB = 3200). You will also have to enter the product unit of measure after entering the price (LB,NT,GT,CW,EA,HR,YD).

If the unit of measure is incorrect, you must first override the price and type in a different price before you can enter a different unit of measure (LB,NT,GT,CW,EA,HR,YD).

If the unit of measure is YD (entered in the product maintenance program, entered in the customer maintenance program or entered directly) a window will be displayed so you can enter the number of Yds. The price for the product will be calculated from the number of Yds times the product price

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(per unit) (i.e. 4 YD x 45.0000 = \$180.00). See Page 16 for a display of the YD input window.

The accumulated NET amount (which is highlighted) displays the amount as you complete each transaction.

Repeat the same entry procedures for subsequent lines as you did for line (20) for as many lines as you have products to purchase. When you completed the product entries for this ticket number and customer and the cursor is positioned at the TKN/DTE field type ; or : to move to the DATA OK line.

DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN, AR)

- FWD - Displays the next 5 purchase entries or blank lines on the screen.
- BKW - Displays the previous five line entries on the screen.
- ITM - Any numbered item on the screen may be changed by typing in the item number and typing in the change. The prompt will return to the DATA OK line when you have completed the changes to the field.
- CAN - This entry cancels the entire screen and returns the prompt to the top with a blank screen ready for entry.
- CHK - This entry records the transaction as a check purchase and records the check number with the transaction.
- CSH - This selection records the transaction as a cash paid out transaction.
- IND - This selection records the transaction as an Accounts Payable transaction.
- DTE - The check date can be changed with this selection.
- CK# - Allows you to change the check number of the transaction.
- HLD - This selection keeps the transaction on hold status and will stay in the file for the next day's business.
- DEL - This selection deletes any HLD transaction you have recalled on the screen.
- CKNI - Writes a check that does not go to the inventory.
- INDN - Writes an industrial ticket with weights on it, but no prices.
- AR - This selection records the SCALE PRODUCT PURCHASES transaction as an AR transaction and allows you to generate an invoice in product sales.

When the entire transaction is complete you will have to enter either CHK, CSH, IND, HLD, CKNI, INDN or AR. The transaction is recorded and the screen clears and is ready for the next purchase transaction.

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ABC SCRAP	SCALE PURCHASES	PRINTER ____	011
	DV NUMBER 01		
TYP CS		DESC	
CST#	EN	OUR TRK	
1 NAME	ENTER YD QTY ____ 0	OUR EQIP	
2 ADD1			
3 ADD2		DATE	
4 CTYS		CK#	
5 ZIP		NET	
TKN/DTE PRD	DESCRIPTION	GRS/ADJ TARE NET	PRICE EXT
20 999999 9999	XXXXXXXXXXXXXXXXXXXXXX	999,999 999,999 999,999	99.9999 YD
99/99/99		999,999	
21			
DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN, HLDI, AR)			

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ABC SCRAP	SCALE PURCHASES	PRINTER	011	000999
* CURRENT PURCHASE ORDERS *				
TYP CS	PO# SQ			STA
CST# 999999	1 000002 30 2000 #1 COPPER			O
1 NAME ABC TRUCKING COMPANY	OPEN 22,250 .9800 LB	00/00/00	00/00/00	
2 ADD1 1310 MENDOTA STREET				
3 ADD2	2 000003 30 2000 #1 COPPER			C
4 CTYS MADISON, WI	OPEN 1,500 .9000 LB	00/00/00	00/00/00	
5 ZIP 99999 9999				
TKN/DTE PRD DESCRIPTION	3 000041 31 1050 #1 PREPARED STEEL			O
20 000999	OPEN 25,000 64.0000 NT	99/99/99	99/99/99	
99/99/99				
21	(LINE #,X TO EXIT,ENTER FOR MORE RECORDS)_			
22				
23				
24				
DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN, HLDI, AR)				

PURCHASE ORDERS

If you have purchased the PURCHASE ORDER SYSTEM, after entering the scale purchase ticket number and the date, a pop up window will display showing the current PURCHASE ORDERS for this customer. The window will display the current purchase orders three at a time. It will display the purchase order number, the line (SEQ) number from the purchase order, the product number, the product description, the purchase order status, the quantity still open on the purchase order, the price quoted to the customer, the unit of measure, the beginning effective date of the special quote and the ending date of the special quote (the dates will show zero for open ended quotes).

(LINE #,X TO EXIT,ENTER FOR MORE RECORDS) - To refer to a purchase order, enter the LINE # (1, 2 or 3) to select a purchase order line. If a purchase order line is selected the Product number, the product DESCRIPTION, the PRICE, the UNIT of Measure, the Purchase Order number and the beginning and ending date of the quote. If the quote is outdated, "QUOTE" and "OD" will blink on the second detail line. If the beginning date of the quote hasn't been reached, "QUOTE" and "PD" (pre-dated) will blink on the second detail line. If you know that you do not want to use a purchase order, enter "X" to close the pop up window and enter the scale purchase information as always. If you want to view more purchase orders, press ENTER to display the next set of purchase orders.

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V O I D I N G A S C A L E C H E C K P U R C H A S E

Voiding a check is used when you have processed a check (CHK) transaction and later need to void the check. This procedure must be followed closely in order to reverse the transaction with the identical original information.

CST# - Type a ^ (uppercase 6) and the cursor will move to the TYP field and will be flashing. Type VC (void check) and the cursor will return to CST# line.

CST# - Type in the customer number or type "L" or "LIST" to use the ALPHA LOOKUP. The customer information will display automatically and the cursor will move to the CK# field.

CK# - Enter the check number of the check you wish to void and press ENTER. The cursor will move to the TKN/DTE field.

TKN/DTE - Enter the ticket number and the following message will display on the screen:

TKNO EXISTS CONTINUE (Y,N)

Type "Y" if the ticket number is correct and you wish to continue. The date will automatically display. If the date is displayed is the date of the ticket and check of the check you wish to void, Press ENTER to accept the date displayed. If the date displayed is incorrect, enter the 6 digit date (MMDDYY).

Entering "N" will return the cursor to the TKN prompt.

PRD - Enter the product number as it was entered on the original ticket.

GRS/ADJ - Enter the same gross weight as the original industrial ticket gross weight with a minus (-) at the end. (i.e. If the original gross weight was 2,000 lbs., you would enter 2000-).

TARE - Enter the same tare weight as the original scale ticket but with a minus (-) at the end.

NET - The net weight will automatically display with a minus (-) at the end.

EXT - The amount will display with a negative at the end or enter the amount on the original ticket with a minus at the end.

"REVIEW ALL ENTRIES FOR ACCURACY"

DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN)

Typing item 6 (DESC) allows you to enter a description of the transaction such as VOID CK (up to 20 characters in length) and press ENTER to return to the DATA OK line.

Type CHK and the transaction will be voided from your check purchases.

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

Voiding an industrial check is used when you have processed (printed an IND) transaction and later need to void the check. This procedure must be followed closely in order to reverse the transaction with the identical original information.

The first portion of this procedure must be done through the SCALE PRODUCT PURCHASES.

(1) Scale Purchases on the SCALE PRODUCT PURCHASES MENU

ENTER INITIALS - Enter your initials.

CST# - Enter the six digit customer number of the customer that was on the original industrial check.

TKN/DTE - Enter the ticket number and the following message will display on the screen:

TKNO EXISTS CONTINUE (Y,N)

Type "Y" if the ticket number is correct.

Entering "N" will return the cursor to the TKN prompt. The current date will automatically display. If the date displayed is incorrect, enter the 6 digit date (MMDDYY). The date you should be entering is the date of the original ticket.

PRD - Enter the four digit product code as it was on the original industrial ticket.

GRS/ADJ - Enter the same gross weight as the original industrial ticket gross weight with a minus (-) at the end. (i.e. If the original gross weight was 2,000 lbs., you would enter 20000-).

TARE - Enter the same tare weight as the original industrial ticket but with a minus (-) at the end.

NET - The net weight will automatically display with a minus (-) at the end.

PRICE - Enter the price per unit measure the same as on the original industrial ticket or press ENTER if the price displayed is correct.

EXT - The amount will display as a negative amount.

"REVIEW ALL ENTRIES FOR ACCURACY"

When all the ticket entries have been made for that ticket number, enter a : or a ; at the beginning of the next line and press ENTER. The cursor will move to the DATA OK line.

Recycling Management System
Scale Product Purchases
Scale Purchases

DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN, HLDI, AR)
IND - if the information is correct.
ITM - enter the line item number of the field you wish to correct and press ENTER. When you have completed the corrections, the cursor will return to the DATA OK line.
CAN - if you wish to clear the screen and return the cursor to the CST# and begin again or exit the program by typing a ^.

After you IND the entry you will run a (2) Daily Purchase Journal and a (3) Merge Daily Purchases on the SCALE PRODUCT PURCHASES MENU.

The second portion of the procedure is done in ACCOUNTS PAYABLE.

You will go to (6) Adjustments on the ACCOUNTS PAYABLE MENU.

FUNC (IND, BIL, BRO, END) - Type IND.
Enter END to return to the Accounts Payable Menu.

CST# - Enter the six digit customer number of the industrial ticket you are voiding.
Typing a ^ will return you to the FUNC line.

TKNO - Enter the entire ticket number. This is an 8 digit field. The ticket number will be located either in (1) Vendor Maintenance on the ACCOUNTS PAYABLE MENU under the DETail on the INQUIRY screen or on the (15) A/P Item Master List report on the ACCOUNTS PAYABLE MENU.

The ticket information will display automatically and the cursor will move to the DATA OK line.

DATA OK (YES, ITM, CAN, MAN) - Enter MAN. The cursor will move to 4. CK NUM field. Enter the check number of the original industrial check you are trying to void and press ENTER. The cursor will move to 5. PAY DATE field. Enter the date (MMDDYY) of the original industrial check you are trying to void and the cursor will move to 6. TOTAL PAID field. Enter the amount of the original check with a minus (-) at the end and press ENTER. (ex. If the amount of the original check was 100.00, you would enter 1000-). The cursor will return to the DATA OK line. Type YES if the information is correct. The screen will clear and the cursor will be return to the CST# field. Type a ^ to return to the FUNC line. Enter END to exit to the Accounts Payable Menu.

You will run a (9) Check Payable Update and a (10) Check Register on the ACCOUNTS PAYABLE MENU. The NET and DIST amounts on the Check Register should be .00.

Recycling Management System
Scale Product Purchases
Scale Purchases

ABC SCRAP		SCALE PURCHASES		CUSTOMER NUMBER		
			DV NUMBER	01		
SEQ NO	CUSTOMER NAME		TRUCK		CONTAINER	MESSAGE CHECK#
003474	ACE SCRAP					NY,N)
01	05/11/98 003474	5700	ALUMINUM CANS		19,000	000000
003527	AREA RECYCLING					(Y,N)
01	06/02/98 003527	5700	ALUMINUM CANS		750	000000

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

CST# - Type "S" and press ENTER to display all the transactions on hold. Type "SC" and press ENTER and then enter the six digit customer number to display all the transactions on hold for one customer. (See screen display above). The first scale purchase will display on the screen and the cursor will be positioned at the CHECK# (Y,N) field. If this is the scale purchase you wish to retrieve, enter "Y". The scale purchase record will automatically display on the screen and the cursor will be positioned at the DATA OK line. Enter "N" if this is not the scale purchase record you wish to retrieve and the cursor will move to the next record of the scale purchases hold list. Continue this procedure until you reach the record you wish to display. Typing SEQ at this field will display a list of all the scale transactions you have already entered. The screen displays the SEQUENCE number, the customer name, any message comments, and the check number or payment status (9998 = IND, 00 = HOLD, 9999 = CASH). The cursor will be positioned at the END OF FILE N/L=CANCEL #=RECORD line. Press ENTER to return to the Scale Purchases screen. Enter the record number (SEQ NO) and the scale purchase will display on the screen and the cursor will be positioned at the DATA OK line.

If the transaction has been completed the following message will display in the upper right corner of the screen:
TRN IS COMPLETE

DATA OK (FWD, BKW, ITM, CAN, CHK, CSH, IND, DTE, CK#, HLD, DEL, CKNI, INDN, AR)
FWD - Displays the next 5 purchase entries or blank lines on the screen.
BKW - Displays the previous five line entries on the screen.

Recycling Management System
Scale Product Purchases
Scale Purchases

- ITM - Any numbered item on the screen may be changed by typing in the item number and typing in the change. The prompt is then returned to the DATA OK line.
- CAN - This entry cancels the entire screen and returns the prompt to the top with a blank screen ready for entry.
- CHK - This entry records the transaction as a check purchase and records the check number with the transaction.
- CSH - This selection records the transaction as a cash paid out transaction.
- IND - This selection records the transaction as an Accounts Payable transaction.
- DTE - The check date can be changed with this selection.
- CK# - Allows you to change the check number of the transaction.
- HLD - This selection keeps the transaction on hold status and will stay in the file for the next day's business.
- DEL - This selection deletes any HLD transaction you have recalled on the screen.
- CKNI - Writes a check that does not go to the inventory.
- INDN - Writes an industrial ticket with weights on it, but no prices.
- AR - This selection records the SCALE PRODUCT PURCHASES transaction as an AR transaction and allows you to generate an invoice in product sales.

Recycling Management System
Scale Product Purchases
Scale Purchases

ALPHA LOOKUP - APMF

STRING SEARCH A

01	ABC TRUCKING COMPANY	010420
02	ADAMS STEEL PRODUCTS	011040
03	AREA RECYLING	011047
04	B & E SALAVAGE	021160
05	BALL BEARING COMPANY	020300
06	BRAATZ, GARY	000002
07	CASH FOR CANS	030261
08	CATV PROCESSING INC.	030100
09	DETROIT, TOWN OF	040800
10	FAST EQUIPMENT CO.	060120
11	HAAS, PAUL	080059
12	HANNIBAL I & M	000976
13	HIGH SILVER REFINING	080661
14	J & S RECYCLING	100024
15	JOHN FRAZER	060200
16	JOHNSON RECYCLING	100360

ENTER LNNO 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 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
Scale Product Purchases
Daily Purchase Journal

MENU ITEM 2 on the SCALE PRODUCT PURCHASES Menu

ABC SCRAP	DAILY PURCHASE JOURNAL
IS THIS THE CORRECT 99/99/99 (YES,NO,END) _____	
DO YOU WISH TO PRINT HOLDS (YES,NO) _____	
INCLUDE EXCEPTION REPORT (YES,NO) _____	
DO YOU WISH TO CONTINUE (YES,NO) _____	

(2) DAILY PURCHASE JOURNAL

The daily purchase journal is run at the end of each day. It lists all the scale product purchases for the day. The purchases are listed in sections: check purchases (CHK), accounts payable (IND), inter-company (INT-CO), and cash purchases (CSH). Each section has the total dollar amount listed at the end.

A summary of the day's purchases showing the total dollars recorded for each section, the amount of weight and dollars are shown for each product purchased, and at the end a summary of the total weight of each general category (Ferrous, Nonferrous, Paper, Glass, Plastic). The last page summarizes by General Ledger code the total transaction dollars for each section.

The following message will also display on the screen when the first question displays:

CURRENTLY SORTING FOR REPORT
SORT COMPLETED!

IS THIS THE CORRECT 99/99/99 (YES,NO,END) - Enter YES to accept the date displayed. Type NO to enter a six digit date (MMDDYY). Type END to exit and return to the Scale Product Purchases Menu.

DO YOU WISH TO PRINT HOLDS (YES,NO) - Enter YES if you wish to print holds. Type NO if you do not wish to print holds.

INCLUDE EXCEPTION REPORT (YES,NO) - Enter YES if you wish to include exception report. Type NO if you do not wish to include exception report.

Recycling Management System
Scale Product Purchases
Daily Purchase Journal

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES to print the report. Type NO if you do not wish to print the report and the cursor will return to the first question.

After the DAILY PURCHASE JOURNAL is printed the following will appear on the screen:

DO YOU WISH TO CREATE FILE FOR MERGING TO MTD FILE (YES,NO) - Enter YES if you wish to create file for merging to MTD file. Type NO if you do not wish to create file for merging to MTD file.

If you selected YES the screen will than display RECORD BEING WRITTEN with the number. DEPRESS ENTER TO CONTINUE and return to the Scale Purchases Menu.

After reviewing the DAILY PURCHASE JOURNAL for input errors, return to the Scale Product Purchases Menu to add to your daily purchases or correct errors.

NOTE

If after entering the menu selection (2) the screen goes blank TURN THE PRINTER ON

If you see a message **ACCESS DENIED** get out of the program. This message is displayed because:

Under DOS the program may have been aborted while running because of power failure, turning off the computer, or breaking out of the program. If this is the case go to (10) CONTROL FILE MAINTENANCE. Type in Control Key 61 and make sure that you have zero(s) in fields 2 and 3. You can then return and run the (2) DAILY PURCHASE JOURNAL.

Under a multi-user system the message may mean that someone else is running the scale program, or they haven't gotten out of the scale program and back to the main menu. This program must only be run when the scale purchase program isn't being run so check if the program is in use or just inadvertently left running on a CRT. Once everyone is out of the (1) SCALE PURCHASES program you can then run the (2) DAILY PURCHASE JOURNAL.

Recycling Management System
Scale Product Purchases
Merge Daily Purchases

MENU ITEM 3 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	SCALE PURCHASES MERGE	
	DO YOU WISH TO CONTINUE (YES,END) _____	
	RECORD	HAS BEEN WRITTEN
	00000	
TOTAL CASH	.00	
TOTAL CHKS	.00	
TOTAL IND	.00	
TOTAL IC	.00	
DEPRESS ENTER TO CONTINUE		

(3) MERGE DAILY PURCHASES

All of the daily purchase transactions are added to the historical data files by updating purchase product files, customer files, inventory files, and accounts receivable. These updated files are accessed by the various inquiry and report menu selections throughout the Recycling System program.

DO YOU WISH TO CONTINUE (YES,END) - Entering YES will merge all the current daily scale purchases in the purchase product history files. At the end of the merge you will see on the screen the dollar totals for CASH, CHECK, IND, and IC purchases. After this information is displayed on the screen press ENTER to continue to the next screen.

Typing END will return you to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Merge Daily Purchases

```
ABC SCRAP                                CUSTOMER SCALE PURCHASES MERGE

ENTER DATE YOU WISH TO MERGE RECORDS UP TO MMDDYY
                                           99/99/99

DO YOU WISH TO CONTINUE                (YES,NO,END) ____

000000    000000
           0000
           00
           000000
           0000

000.00
DEPRESS ENTER TO CONTINUE
```

C U S T O M E R S C A L E P U R C H A S E S M E R G E

ENTER DATE YOU WISH TO MERGE RECORDS UP TO MMDDYY - Enter the date that you want all daily customer purchase information merged through. These files can be merged at any later date. This is especially helpful when you haven't closed out the previous month purchase information, but are still purchasing products in the new month.

DO YOU WISH TO CONTINUE (YES,NO,END)- Entering YES will merge all the existing customer scale purchases into the purchase customer history files. At the end of the merge you will see on the screen the dollar totals. When the merge is complete you will see numerical information at the bottom of the screen. When this information is displayed press ENTER. Typing NO moves the prompt back up to the date question. Entering END returns you to the DATE YOU WISH TO MERGE line where you can type END and exit the program and return to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Merge Daily Purchases

ABC SCRAP

PRINT AND FLAG A/P SCALE RECORDS

IS THIS DATE CORRECT 99/99/99 (YES,NO,END) ____

DO YOU WISH TO CONTINUE (YES,NO) ____

P R I N T & F L A G A / P S C A L E R E C O R D S

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 (MMDDYY). 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 Scale Product Purchases Menu.

DO YOU WISH TO CONTINUE (YES,NO) - Typing NO will move the prompt back to the CORRECT DATE question line where you can type END and exit the program. Typing YES will print the report and update the A/P files. When the report is done printing you will be returned to the IS THIS THE CORRECT DATE line.

If there are no A/P transactions to update the following message will display:
NO A/P RECORDS TO BE MERGED
DEPRESS ENTER TO CONTINUE
Depress ENTER to continue and the cursor moves to the Scale Product Purchases Menu.

DO YOU WISH TO UPDATE A/P (YES,NO) - Type NO if you don't wish to update the A/P scale purchases at this particular time. The program will end and you will return to the Scale Product Purchases Menu. Type YES if you want to update the A/P file with the A/P (IND) scale purchase transactions. After you see the A/P totals for each division at the bottom of the screen press ENTER (See screen on following page) and the screen will display the following message: DAILY UPDATE COMPLETE! Press ENTER and you will return to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Merge Daily Purchases

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Merge Daily Purchases

ABC SCRAP	CREATE A/P RECORDS FROM SCALE FILE	
	EXTRACT IS IN PROCESS	01104700335300
001	000.00	
002	.00	
003	.00	
004	.00	
005	.00	
006	.00	
007	.00	
008	.00	
009	.00	
010	.00	000.00

NOTE

The total dollars or weights displayed on the screen after each merge will be the accumulated totals for all daily purchases that haven't previously been merged.

Recycling Management System
 Scale Product Purchases
 Customer/Product Inquiry

MENU ITEM 4 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	SCALE PURCHASES BY CUSTOMER			**LAST ACTIVITY**
		11-97		
CST#				DTE
PRD#				PRICE
DV#				LBS
	LBS	AMT PAID	PRICE/UM	
PTD				
YTD				
LYTD				
OCT				
SEP				
AUG				
JUL				
JUN				
MAY				
APR				
MAR				
FEB				
JAN				
DEC				
NOV				

(4) CUSTOMER/PRODUCT INQUIRY

The purchase history of a specific product or customer is displayed on the screen. It details the total purchases by month for the previous twelve months, the current month purchases, the year-to-date purchases, and the previous year-to-date purchases for a specific customer and product. The purchase information shows the total weight and average price paid, as well as, information on the last transaction for the customer and the specific product.

CST# - Type in the customer number if you want to see a specific customer purchase history and the customer name will display on the screen.
 Type ALL to see the combined purchase product history for a particular product.
 Type CUST and the computer will search through the purchase files and show you each customer that has sold you a particular product (i.e. to search for each customer that you purchased aluminum cans from).
 Typing L at this field takes you to the alpha search screen allowing you to locate a specific customer number if you do not have a customer number list nearby. At this screen you type in the first letter or first word in the

Recycling Management System
Scale Product Purchases
Customer/Product Inquiry

customer name at the STRING SEARCH field (e.g. Acn, or A). The screen will show a line number and an alphabetical list of customer starting with the letter or word you typed. Type in the line number of the customer you want and press ENTER. The customer number and information will now be displayed on the screen.

Entering a ^ will return you to the Scale Product Purchases Menu.

PRD# - Type in the specific product number you wish to see, otherwise type ALL to see the history on all the products purchased from the designated customer.

DV# - The Division you are in automatically displays. Press ENTER to accept if the division number displayed is correct or type in the division number of the division you are doing the purchase history inquiry for.

When the display screen is full and there are additional records to be viewed the following message will display:

X TO RETURN

N/L TO CONTINUE

Press ENTER to continue viewing additional records or type X to clear the screen and return to the CST#.

When there are no further records to view the screen will display the following message:

ENTER ANOTHER DV# OR SPACES TO END

Pressing ENTER or the space bar here will return you to the CST# line. You can then enter another customer number to continue inquiring into the purchase history files, or enter ^ to return to the FUNC line and END out of the program.

Recycling Management System
Scale Product Purchases
Merge A/R Scale Transactions

MENU ITEM 5 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	MERGE A/R SCALE TRANSACTIONS
ENTER DATE YOU WISH TO MERGE RECORDS UP TO _____	
DO YOU WISH TO CONTINUE (YES, DTE, NO) _____	

(5) MERGE A/R SCALE TRANSACTIONS

This will merge A/R transactions created in SCALE PRODUCT PURCHASES to PRODUCT SALES. This will allow you to invoice these transactions in PRODUCT SALES.

ENTER DATE YOU WISH TO MERGE RECORDS UP TO - Enter a six digit date (MMDDYY) that you want all SCALE PRODUCT PURCHASES A/R transactions to be merged through.

DO YOU WISH TO CONTINUE (YES, DTE, NO) - Entering YES will merge all existing SCALE PRODUCT PURCHASES A/R transactions through the selected date. Entering DTE will allow you to select a different date to merge through. Typing NO will return you to the Scale Product Purchases Menu without merging the SCALE PURCHASES A/R transactions.

Recycling Management System
Scale Product Purchases
Age Customer Prices

MENU ITEM 6 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	AGE CUSTOMER QUOTE PRICES
DO YOU WISH TO CONTINUE (YES,END)? ____	

(6) AGE CUSTOMER PRICES

Customers with quotes have one current and five past prices. This will move each price one more position past, fourth past goes to fifth past, third past goes to fourth past, ..., current goes to first past.

DO YOU WISH TO CONTINUE (YES,END)? - Enter YES to age the prices and return to the Scale Product Purchases. Typing END will return you to the Scale Product Purchases Menu without aging the customer prices.

Recycling Management System
Scale Product Purchases
Post Industrial A/P Paid

3. PC - The pay code of WC (check written) will automatically be entered. If you have paid the line item press ENTER to record the payment information.

The pay code of HC is used when you don't want to pay the item until further review, but want it to show on reports as still being due. The fields in the CK NUM, CK DATE, AND TOTAL PAID are automatically filled with zeros. When you do pay the item you change the pay code to WC and then enter the payment information.

The pay code of JN is used when you don't pay for the item and want it removed from A/P. The JN pay code reverses the entry out of A/P and adjusts your purchase accounts also.

4. CK NUM - Type in the payment check number.
 5. CK DATE - Type in the payment check date (MMDDYY).
 6. TOTAL PAID - Enter the amount paid. Normally this will be the same amount as the AMT DUE, however, if it is different the difference amount will automatically be adjusted in the end of month reports and restructures.
- DATA OK(YES,ITM,CAN) - Type YES to accept the data entered and post the payments. Enter the item number of the field you wish to change.
Type CAN if you do not wish to post the payment you entered and the cursor will return to the CST#.

Recycling Management System
Scale Product Purchases
Product & Price Maintenance

MENU ITEM 8 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	PRODUCT & PRICE MAINTENANCE	FUNC (ADD,CHG,END) _____
PRD# _____		
1. PURCHASE DESC		
2. PURCHASE UM (LB,GT,NT,TO,CW,EA,HR)		2A. CALC. TENTHS (Y,N)
3. PRICE (B)		
4. PRICE (A)	5. WGTLMT	
6. PRICE (WP)		
7. PRICEMETH	7A. REVENUE (Y,N)	
	7B. REV-SHARE	
8. INV NUMB	8B. TAXABLE (Y,N)	8C. WHTAX (Y,N)
9. G/L NUMB	8D. NO-WGT-ADD	
10. INV FLAG (W,P)		
11. CAT CODE (P,S,B)		
12. GROUP#		
13. SALES DESCRP		13A. SALES UM
14. SALES INVCDE		14A. SALES G/L
15. TRACK PDS		
		DATA OK (YES, ITM, CAN)

(8) PRODUCT & PRICE MAINTENANCE

The purchase product file is maintained through this selection. Purchase products can be added or deleted. The name of the product can be changed. The scale purchase prices are also added or changed.

A D D I N G A P R O D U C T

FUNC (ADD,CHG,END) - Type ADD

PRD# - Type in a 4 digit product number (usually products are grouped in a numerical range by product types, e.g. Aluminums in 5000, Coppers in 2000). All ferrous products must be numbered 1000 - 1999, all nonferrous products must be numbered 2000 - 8999, all paper products must be numbered 9000 - 9669, and miscellaneous products 9670 - 9900.

You may also enter a "L" or a "LIST" to retrieve a list of products alphabetically.

If the product number already exists the following message will display on the screen:

RECORD EXISTS ALREADY

Depress ENTER to return to PRD# and enter a different number.

Recycling Management System
Scale Product Purchases
Product & Price Maintenance

1. PURCHASE DESCPC - Type in a product description up to 25 characters in length (i.e. UNPREPARED IRON).
2. PURCHASE UM (LB,GT,NT,TO,CW,EA,HR) - Type in the two character unit of measure you would like used for the product (LB = pound, GT = gross ton, NT = net ton, CH = hundred weight, EA each, HR = hour)
- 2A. CALC. TENTHS(Y,N) - Enter Y if you want weights calculated to tenths. Type N if the weights are not to be calculated to tenths.
3. PRICE (B)- Type in the base (lowest) price paid for the product. The price can be up to 7 digits in length and may be a negative number (e.g. \$.32 P/lb = 32000, \$10 per/NT = 100000, service charge of \$1.00 ea. 10000-)
4. PRICE (A) - Type in the median (mid) price paid for the product. The price can be up to 7 digits in length and may be a negative number.
5. WGTLMT - Type in the median amount of weight purchased per each item input that should automatically get this price. (If any customer having over 200# should get this higher price then type in 200. Pressing ENTER will fill this field in with all 9's so that it will be inactive.
6. PRICE (WP) - Type in the top (highest) price paid for the product. The price can be up to 7 digits in length and may be a negative number.
7. PRICEMETH - This entry controls the way a purchase product is calculated at the time it is entered in the scale product purchase menu. You can enter any of the following one character codes:
 - BLANK OR SPACE - (Depress ENTER) will allow the normal calculation of pricing.
 - A - Will not show any price and automatically skips over to the extended amount and requires you to enter a total amount paid figure for the product.
 - T - Will not show a product description and requires you to enter one. It also will not show any price and automatically skips over to the extended amount and requires for you to enter a total amount paid figure for the product.
 - D - Will not show a product description and requires you to enter one.
- 7A. REVENUE - Enter "Y" to designate this as a revenue product.
- 7B. REV-SHARE - Allows you to enter a product code to share the revenue amount with. The product must be added in PRODUCT & PRICE MAINTENANCE and the product code and price must be set up as a customer special quote in CUSTOMER MAINTENANCE (see Customer Maintenance). The original product price would then be calculated as: Original Price - Shared Price.

Recycling Management System
Scale Product Purchases
Product & Price Maintenance

8. INV NUMB - Allows you to designate the inventory code into which you would like this product included. The inventory code does not have to be the same code number as the product code.
- 8B. TAXABLE(Y,N) - Allows you to designate whether this product is taxable at the state and/or county level.
- 8C. WHTAX (Y,N) - Allows you to designate whether this product is taxable for WASTE HAULING at the state and/or county level.
- 8D. NO-WGT-ADD - Allows you to designate whether the weight of this product will be included in the PRODUCT SALES INVOICE weight totals. Enter "Y" and the weight will not be included.
9. G/L NUMB - Allows you to designate an eight digit general ledger code number to be used for the product.
10. INV FLAG(W,P) - Typing W designates that all purchases for this code will be transferred to the Work In Process category of inventory (used if the item must be sorted or processed). Typing P designates that all purchases for this code will be transferred to the Production category of inventory (used when the item is sold without any further sorting or processing e.g. aluminum cans blown into a trailer).
11. CAT CODE(P,S,B) - Typing P designates that this product code is for purchases only. Typing S designates that this product code is for sales only. Typing B designates that this product code will be used for both sales and purchases.
12. GROUP# - Enter a group number up to 2 digits.
13. SALES DESCRP - Press ENTER to accept the PURCHASE DESCP or type in a new description up to 25 characters in length.
- 13A. SALES UM - Press ENTER to accept the PURCHASE UM or type in a new unit of measure up to 2 characters in length.
14. SALES INVCDE - Press ENTER to accept the INV NUMB or enter a new sales invoice number up to 4 digits in length.
- 14A. SALES G/L - Enter the sales general ledger number up to 7 digits in length.
15. TRACK PDS - Enter the pounds limit at which you wish to begin tracking pounds for the tracking report (up to 4 digits in length).
- DATA OK(YES,ITM,CAN) - 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. If you have decided not to add the product you can cancel the entry information by typing CAN. If all the entered information is correct type YES, the new product information will be saved, and you will have a clear screen to enter another new product.

Recycling Management System
Scale Product Purchases
Product & Price Maintenance

When you are done adding products type ^ at the PRD# line and you will return to the FUNC(ADD,CHG,END) level.

Type END and you will return to the Scale Product Purchases Menu.

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

FUNC(ADD,CHG,END) - Type CHG

PRD# - Enter the product number of the product you wish to change. The product and pricing information will display automatically and the cursor will be positioned at the DATA OK line.

DATA OK(YES,ITM,CAN) - Enter the item number of the item you wish to change. When the changes have been completed, type YES to accept the changes or CAN to cancel the entries and return to the PRD# prompt.

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

FUNC(ADD,CHG,END) - Type DEL (This is a hidden menu selection in order to prevent accidentally deleting a product code that is active and has year-to-date history. When the code is deleted you loose all the previous history.)

PRD# - Type in the 4 digit product number of the product you wish to delete.

DATA OK (YES,ITM,CAN) - If you want to delete the product type YES, the product will be deleted, and you will have a clear screen to delete another product.

Recycling Management System
Scale Product Purchases
Customer Maintenance

MENU ITEM 9 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	CUSTOMER MAINTENANCE	FUNC (ADD, CHG, DEL, INQ, END) _____
		SPECIAL PRICES LST DATE
CST# _____		10 USETBL
1 NAME _____		11 CSTTYPE SPYTD
2 ADD1 _____		12 PAY DAY MPYTD
3 ADD2 _____		PAY ADD
4 CITY _____		13 BID SC ADV
5 ZIP _____		14 DSC % DAYS
6 CNTC _____		#ITMS
7 PHNE _____		BALDUE
8 FDID _____		PYTD
9 TAXE _____		PY1099
SM MESG _____		PN1099
CM MESG _____		15 LIC. #
REF# TY CO INV DATE LST PDTE DUE DTE		DESCRIPTION WEIGHT TOTAL DUE PY
DATA OK (YES, ITM, CAN, DET, PAY, PRD, NTE)		

(9) CUSTOMER MAINTENANCE

The purchase customer file is maintained through this selection. Customers can be added or deleted. The customer information can be changed. If the customer is paid prices other than the standard scale prices these special prices can be added, changed, or deleted.

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

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

 Typing END will return you to the Scale Product Purchases Menu.

CST# - Enter a six digit 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).

1 NAME - Type in the customer name up to 30 characters in length.

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Scale Product Purchases
Customer Maintenance

- 2 ADD1 - Type in an attention name, street address, or PO Box (up to 25 characters in length), or press enter to leave blank.
 - 3 ADD2 - Type in the mailing address (street or PO Box) up to 25 characters in length or press ENTER to leave blank.
 - 4 CITY - Type in the city and state up to 20 characters in length.
 - 5 ZIP - Type in the 5 or 9 digit zip code.
 - 6 CNTC - Type in a contact name up to 25 characters in length.
 - 7 PHNE - Type in the area code and phone number (enter this information without brackets or spaces - 6082447117 - the brackets around the area code will be filled in on the screen automatically).
 - 8 FDID - This is for the customer's Federal ID number if you require it (up to 15 character in length). Press ENTER to leave blank
 - 9 TAXE - Allows for the entry of a sales tax exemption number (up to 15 characters in length).
- SM MSG - Allows you to enter a 15 character message that will display on the scale purchases screen whenever a transaction is entered for this customer.
- CM MSG - MESsaGe area.
- 10 USETBL - Type a Y to use this customer as a scale customer in Company 1. Pressing ENTER will designate this customer as an A/P bill customer only, not a scale purchase customer. This Use Table allows you to designate if this customer is shared by up to 19 other divisions in the system, and is both a scale customer and an A/P bill customer.
 - 11 CSTTYPE - The customer type field accepts a 2 character entry (i.e. CH = Aluminum Can Haulers, GH = Glass Haulers). This customer type is used later in reports to print out only a specific customer type in the report.
 - 12 PAY DAY - Accepts a two digit customer pay date for any IND purchases from the customer. Pressing ENTER will default the pay date automatically to 30 days. Entering a number from 0 - 90 will set up a pay date for the transaction of that number of days from the date of purchase (e.g. 10 would mean that the purchase is payable to the customer 10 days after the date of the purchase). Entering a 98 makes the due date whatever date is in the A/P Control File (e.g. if the control file has a 10 entered then the transaction would be payable on the 10th of the month following the month of purchase). Entering a 99 makes the current date the due date and automatically puts the purchase on HOLD (with a HC code in the PAY CODE) when the IND is moved to ACCOUNTS PAYABLE.
 - 13 BID - Accepts a buyer ID (buyer's initials) three characters in length.

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Customer Maintenance

14 DSC - Accepts the customers term of payment using four digits for percent and two digits for the day.

15 LIC. # - Enter the customer license number up to 20 characters or digits in length.

DATA OK (YES, ITM, CAN, DET, PAY, PRD, 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.

If you have decided not to add the customer you can cancel the entry information by typing CAN.

If all the entered information is correct type YES, the new customer information will be saved, and you will have a clear screen to enter another new customer.

Entering DET will allow you to view the detail transaction data on the lower portion of the screen. This works in the INQ function.

Typing PAY will display the PAY ADDRESS screen which will enable you to enter the payment address if it is different than the ADD1 and ADD2. (See screen on following page)

Enter PRD to access the special quote record for the customer currently displayed. (See page 45).

NTE will display the A/P CUSTOMER NOTES screen. (See page 43)

When you are done adding customers type the up arrow (^) at the CST# line and you will return to the FUNC (ADD, CHG, DEL, INQ, END) level. Type END and you will return to the Scale Product Purchases Menu.

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Scale Product Purchases
Customer Maintenance

ABC SCRAP	CUSTOMER MAINTENANCE	FUNC (ADD, CHG, DEL, INQ, END) ADD
	(PAY ADDRESS)	
CST# 999999 SEQ __ ACE SCRAP		
1	NAME	
2	ADD1	
3	ADD2	
4	CITY	
5	ZIP	
DATA OK (YES, ITM, CAN, DEL)		

CST# - The customer number will automatically display.

SEQ - Enter the sequence number of the address record, a two digit number from 01 to 99.

If this is a new sequence number, the cursor will position to enter the new address, the customer name will display automatically and **ADD** will display. If the customer name is correct press ENTER and the cursor will move to ADD1. Type in the data for ADD1, ADD2, CITY, and ZIP. The cursor will then move to the DATA OK line.

If this is an existing sequence number the address will display, **CHG** will display and the cursor will move to the DATA OK line.

Pressing ENTER at the sequence number will return you to the Customer Maintenance screen.

DATA OK (YES, ITM, CAN, DEL)

Type YES if the data is correct and write it to the file.

Enter the item number of the field you wish to change.

Type CAN to cancel the transaction without making any changes and the cursor will return to the Customer Maintenance screen.

DEL will delete the address record and return to the Customer Maintenance screen.

Recycling Management System
Scale Product Purchases
Customer Maintenance

NOTE

Up to three lines of notes for one message

FUNC (ADD, DEL, INQ, NXT, PRV, END)

ADD - add a message

The top two messages on the screen will be moved down and you will be placed on the first line of the new message. When you're entering text you can use the ENTER key to go to the next line of the message. A message can contain from one to three lines. If you change your mind about adding the message just use backspace to delete whatever you entered and hit TAB.

DEL - delete a message

The message "ENTER MESSAGE # TO DELETE" will show on the bottom of the screen. Enter the number of the message to delete or "^" to return to FUNC. You can only delete a message number that is on the screen when you do the DEL.

INQ - show the first three most current messages

NXT - show three older messages

PRV - show three newer messages

END - to go back to the Customer Maintenance screen

Recycling Management System
Scale Product Purchases
Customer Maintenance

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

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

CST# - Type in the customer number of the customer you are inquiring about.

Typing L at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. Acme, or A). The screen will show a line number and an alphabetical list of customer names starting with the letter or word you type. Type in the line number of the customer you want and press enter. The customer number and information will now be displayed on the screen.

Once you have entered the customer number, the cursor will move down to the DATA OK field where you can type the item number of the field you want to change.

DATA OK (YES,ITM,CAN,DET,PAY,PRD) - Type the item number of the field you want to change. The cursor will move to that field, type in the change and the cursor will return to the DATA OK line. You can then enter another item number to change or type YES and the cursor will move to the CST# field. Type ^ to return to the FUNC line and END out of the program.

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

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

CST# - Type in the customer number of the customer you are inquiring about.

Typing L at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. Acme, or A). The screen will show a line number and an alphabetical list of customer names starting with the letter or word you type. Type in the line number of the customer you want and press enter. The customer number and information will now be displayed on the screen.

Once you have entered the customer number, the cursor will move to the DATA OK field.

DATA OK (YES,ITM,CAN,DET,PAY,PRD) - Type PRD and the special customer price screen is displayed. (See following page).

YES to accept the changes.

ITM - type in the Item number no wish to change. The cursor will move to that field, type in the change and the cursor will return to the DATA OK line.

Recycling Management System
Scale Product Purchases
Customer Maintenance

ABC SCRAP	CUSTOMER MAINTENANCE		SPECIAL PRICES		COUNT		
NUMB	010420	NAME	ABC TRUCKING COMPANY	PHONE	608 244 7117		
CDE	DESCRIPTION	PRICE	UM	DATE FRM	DATE TO	LNNO	B
001 1000	UNPREPARED IRON	132.0000	NT				0
1002	RAIL CAR SIDES	M D F 2.0000-		P 134.0000	S S PO		
002 2000	NO. 1 COPPER	.9000	LB				0
		M P F .1000-		P 1.0000	S PO		
003 3000	HARD BRASS	.0000	LB				0
		M F .0000		P .0000	S PO		
004 5700	ALUMINUM CANS	.0000	LB				0
		M F .0000		P .0000	S PO		
005							
006							
007							
008							

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

CDE - Product CODE the customer will purchase, 4 numeric digits.

PRICE - Special quote PRICE, (i.e. \$.25 = 2500).

UM - Unit of Measure, (LB,GT,NT,CW,EA,HR).

DATE FRM - Beginning effective DATE of special quote, (i.e. 021593 = 02/15/93 or press enter to fill with zeros).

DATE TO - Ending DATE of special price, (filling with zeros will keep price in force until changed).

LNNO - Line number to highlight on the purchase order.

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

M - Method of figuring selling price

D - dollars

P - percent

F - Dollars (if M is D) or percent (if M is P) of margin. \$3.18 = 31800, 8.6% = 860)

P - Published price (i.e. \$2.45 = 24500)

Recycling Management System
Scale Product Purchases
Customer Maintenance

S - Source of published price. Any single letter or number you wish to associate with a publication.

PO - Whether to print a PO. Y = Yes, any other character = No.

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

CAN - Typing CAN will cancel any information you have entered and return you to the CST# screen where you can enter another customer number or type ^ to move to the FUNC line and END the program.

FWD - Takes you to the next price screen if you have more than 15 special prices.

BWD - Takes you to the previous price screen if you have more than 15 special prices.

DTE - Takes you to the DATE FRM DATE TO fields to change the effective price dates.

P - Enables you to change prices - By entering a "P" the cursor will be placed at the top of the list by the price. If you want to change the price - enter new price, if not just depress enter. When you are all done you can end this process by depressing the 'esc' key. This will bring you down to the Data Ok and please just enter your option.

To DELETE an entire numbered line, enter the line number you wish to delete and press ENTER. The cursor will move to the CDE field of the line. Type a ; and press ENTER. The line will be eliminated and the cursor will return to the DATA OK line. (The eliminated line cannot be used to enter a new special price unless you enter YES at the DATA OK line and reenter the customer number at the Customer Maintenance screen and PRD at the DATA OK line of the Customer Maintenance screen).

To add a special price to an existing list, enter the next available (empty line) at the DATA OK line prompt and press ENTER. The cursor will move to the CDE field of the line. Follow the instructions on the prior page for entering product and price data entry instructions beginning on the prior page.

A/R TRANSACTIONS - The prices for all products used in SCALE PRODUCTS PURCHASES A/R transactions may be entered in this special customer price screen. Enter the price and unit of measure as required. If the product is a SHARED REVENUE product the price must be entered in this special customer price screen as a fixed dollar amount with the unit of measure as EA.

Recycling Management System
Scale Product Purchases
Customer Maintenance

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

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

CST# - Type in the customer number of the customer you are inquiring about.

Typing L at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. Acme, or A). The screen will show a line number and an alphabetical list of customer names starting with the letter or word you type. Type in the line number of the customer you want and press enter. The customer number and information will now be displayed on the screen.

Once the customer number has been entered, the cursor moves to the DATA OK field.

DATA OK (YES,ITM,CAN,DET,PAY,PRD) - To see the special price list type PRD.

Type DET to see any accounts payable detail information.

When done type YES and the cursor will move to the CST# field. Type ^ to return to the FUNC line and END out of the program.

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

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

CST# - Type in the customer number of the customer you are inquiring about.

Typing L at this field takes you to the search screen allowing you to locate a specific customer number if you don't have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. Acme, or A). The screen will show a line number and an alphabetical list of customer names starting with the letter or word you type. Type in the line number of the customer you want and press enter. The customer number and information will now be displayed on the screen and the cursor will be positioned at the DATA OK line.

DATA OK (YES,ITM,CAN,DET,PAY,PRD) - Enter YES to delete the customer.

NOTE

If there have been scale purchases from this customer the account will not be deleted until the year end processing is complete.

Recycling Management System
Scale Product Purchases
Control File Maintenance

MENU ITEM 10 on the SCALE PRODUCT PURCHASES MENU

(10) CONTROL FILE MAINTENANCE

Numerous special characteristics for the RMSWIN programs are entered through the control file maintenance program. These include the company name, company abbreviation, company number, the printer line count, and general ledger account numbers. This information is filled in at the time you install the RMSWIN software on your system.

The following sample screens show the field names for the appropriate control key records. Not all of the fields will be filled in with information as some of them are included in order to make the RMSWIN system upwardly compatible between single user and multi user RMSWIN programs.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 60
1. WEIGH SEQ#	000043	
2. CLIENT NAME	ABC SCRAP COMPANY	
3. CLIENT NAME ABR.	ABC SCRAP	
4. SIGNATURE FLG		
5. INV RMTE FLG	N	
6. TRUCK FLG	N	
7. PINVFLG	N	
8. COMBINE PRODUCTS	N	
9. CHECK PRT FLG	Y	
10. DIVISION NUMBER	01	
11. LINE COUNT	060	
12. INV MASTER FLG	Y	
13. GL FLAG	N	
14. WKFILE SPACES (Y,N)	N	
15. RECOVERY PROG (Y,N)	N	
16. CASH TICKETS (Y,N)	3	
17. SEPARATE TOTALS	N	
DATA OK (YES,CAN,ITM) ____		

SCALE PURCHASES - CONTROL KEY 60

CTL KEY - Type 60

1. Computer generated sequence number for scale weight.
2. CLIENT NAME - Type in your company name.
3. CLIENT NAME ABR. - Type in an abbreviation of your company name up to 8 characters in length.
4. Flag for computer generated signature.
- 5-8. NOT USED.
9. CHECK PRT FLG - Type Y if you wish to print checks for scale purchases. Type N if you don't want to print a scale check.
10. DIVISION NUMBER - This will usually be 01 unless you are operating more than one company utilizing the RMSWIN software.
11. LINE COUNT - This will always be 066 for 66 lines per page for all reports and printed information.

Recycling Management System
Scale Product Purchases
Control File Maintenance

12. INV MASTER FLG - Type Y if you have the RMSWIN INVENTORY module, otherwise leave blank.

13-15. - NOT USED.

16. CASH TICKETS (Y,N) - If you wish to print a customer receipt type in one of the following codes:

1 = Prints a receipt ticket for a scale CSH (cash) purchase transaction

2 = Prints a receipt ticket for a CSH (cash) and CM (check) scale purchase transaction.

3 = Prints a receipt ticket for CSH (cash), CHK (check), and IND (accounts payable) scale purchase transaction.

17. - NOT USED.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 61
1. SEQUENCE NUMBER	003256	
2. SCALE INPUT FLAG	00	
3. SCALE JOURNAL FLAG	0	
4. GLASS CODE		
5. PLASTIC CODE		
6. CAT 3 DESCRIPTION		
7. MOVE BID (Y,N)		
8. MOVE TYPE (Y,N)		
9. CONTAINER (Y,N)	Y	
10. HOLD TABLE(CRT#)		
DATA OK (YES,CAN,ITM) ____		

SCALE PURCHASES - CONTROL KEY 61

CTL KEY - Type 61

1. SEQUENCE NUMBER - Computer generated scale purchases number.
2. SCALE INPUT FLAG - Type 00.
3. SCALE JOURNAL FLAG - Type 0.
4. GLASS CODE - Enter the product code for Glass if you would like the daily purchase total for glass listed separately on the DAILY PURCHASE JOURNAL.
5. PLASTIC CODE - Enter the product code for Plastic if you would like the daily purchase total for plastic listed separately on the DAILY PURCHASE JOURNAL.

6-10 NOT USED.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 62
1. ABB. COMPANY NAME	ABC SCP	
2. CHK PRINTER CONTROL		
3. READ SCALE(Y,N)	Y	
4. SCALE DEVICE	/dev/ttya08	
5. CHECK SIZE	11	
6. PMTD FILE(Y,N)	Y	
7. CASH TICKET(P,B)	B	
8. UPDTE RTS INV(Y,N)	N	
DATA OK (YES,CAN,ITM) ____		

SCALE PURCHASES - CONTROL KEY 62

CTL KEY - Type 62

1. ABB. COMPANY NAME - Type in an abbreviation of your company name up to 8 characters in length.

2-8. NOT USED.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 65
1. # OF INV-LASER	2	
2. CLIENT NAME	ABC SCRAP COMPANY	
3. CLIENT NAME ABR.	ABC SCRAP	
4. PRINT PRD FLAG	N	
5. INVNETORY FLG		
6. G/L FLAG	N	
7. BOR FLAG		
8. CO NUMBER	Y	
9. IRTS-FLG (Y,N)	Y	
10. LINE COUNT	066	
11. UPDT INVNT/INV	Y	
12. PRT GLNO	Y	
13. G/T FLAG	N	
14. CONTRACT FEED	Y	
15. SMTD FILE (Y,N)	Y	
16. INV. SIZE (R,S)	L	
17. CASH/CNTRCT (Y,N)	Y	
18. CASH/INVNT (Y,N)	Y	
DATA OK (YES,CAN,ITM) ____		

A/R SALES - CONTROL KEY 65

CTL KEY - Type 65

1. # OF INV-LASER - Enter the number of invoices you need to print (laser printer only)
2. CLIENT NAME - Type in your company name.
3. CLIENT NAME ABR. - Type in an abbreviation of your company name up to 8 characters in length.
- 4-7 NOT USED.
8. CO NUMBER - This will usually be 01 unless you are operating more than one company utilizing the RMSWIN software.
9. NOT USED
10. LINE COUNT - This will always be 066 for 66 lines per page for all reports and printed information.
11. UPDT INVNT/INV - Type Y if you have the Inventory module
- 12-18. NOT USED

Recycling Management System
Scale Product Purchases
Control File Maintenance

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 66
1. AGING DAYS	061	
2. AGING DAYS	070	
3. AGING DAYS	071	
4. AGING DAYS	080	
5. AGING DAYS	080	
6. AGING DAYS	120	
7. AGING DAYS	120	
8. CONTRACT NO.	000050	
9. INV SEQ NO.	001222	
10. A/R GEN NO.	000000220400	
11. UPDINVT/DIV	YNNNNNNNNN	
12. SHPFR DEFLT	MADISON	

DATA OK (YES,CAN,ITM) ____

A/R SALES - CONTROL KEY 66

CTL KEY - Type 66

1-8. NOT USED.

9. INV SEQ NO. - Type 1.

10. A/R GEN NO. - Type in your General Ledger account number for Accounts Receivable (A/R).

11-12. NOT USED

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 69
1. MESSAGE *****	HAVE A NICE DAY	*****
2. BOL SEQ#	005072	
3. # OF COPIES - BOL	02	
DATA OK (YES,CAN,ITM) ____		

A/R SALES - CONTROL KEY 69

CTL KEY - Type 69

1. Type in a default message for the bottom of the A/R SALES STATEMENTS.

2-3. NOT USED

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 93
1. INVOICE MESSAGE LINE 1	XX	
DATA OK (YES,CAN,ITM) ____		

A/R SALES - CONTROL KEY 93

CTL KEY - Type 93

1. Type in the first line (of a possible four lines) of a message on the bottom of the NEW & USED STEEL SALES INVOICES.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 94
1. INVOICE MESSAGE LINE 2	XX	
DATA OK (YES,CAN,ITM) ____		

A/R SALES - CONTROL KEY 94

CTL KEY - Type 94

1. Type in the second line (of a possible four lines) of a message on the bottom of the NEW & USED STEEL SALES INVOICES.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 95
1. INVOICE MESSAGE LINE 3	XX	
DATA OK (YES,CAN,ITM) ____		

A/R SALES - CONTROL KEY 95

CTL KEY - Type 95

1. Type in the third line (of a possible four lines) of a message on the bottom of the NEW & USED STEEL SALES INVOICES.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 96
1. INVOICE MESSAGE LINE 4	XX	
DATA OK (YES,CAN,ITM) ____		

A/R SALES - CONTROL KEY 96

CTL KEY - Type 96

1. Type in the fourth line (of a possible four lines) of a message on the bottom of the NEW & USED STEEL SALES INVOICES.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 130
2. CLIENT NAME	ABC SCRAP COMPANY	
3. CLIENT NAME ABR.	ABC SCRAP	
4. PAY DAY 98	??	
5. DEPT NO.		
6. GENERAL LEDGER FLG	Y	
7. BILL EXTRACT FLG	E	
8. DATE	110197	
9. COMPANY NUMBER	01	
10. LINE COUNT	060	
11. JN FLG	N	
12. PAY DAY 97	??	
13. A/P CHECK SIZE	11	
14. CKMF NUMBER	01	

DATA OK (YES, CAN, ITM) ____

A/P PURCHASES - CONTROL KEY 130

CTL KEY - Type 130

2. CLIENT NAME - Type in your company name.
3. CLIENT NAME ABR. - Type in an abbreviation of your company up to 8 characters in length.
4. Generates a Due Date for the ?? (day of the month you enter) of the following month for Accounts Payable.
- 5-7. NOT USED.
8. DATE - Type in the date of the first month that you will be entering transactions into the system (e.g. 040191).
9. CO NUMBER - This will usually be 01 unless you are operating more than one company utilizing the RMSWIN software.
10. LINE COUNT - This will always be 066 for 66 lines per page for all reports and printed information.
11. NOT USED

Recycling Management System
Scale Product Purchases
Control File Maintenance

12. Generates a Due Date for the ?? (day of the month you enter) of the following month for Accounts Payable.

13-14. NOT USED.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 131
1. A/P SCRAP G/L NO.	000002010400	
2. NON-SCRAP CHECKING ACCOUNT	000000190600	
3. A/P PAY. PERIOD	007	
4. A/P PAY. PERIOD	007	
5. A/P PAY. PERIOD	007	
6. A/P HLD FLAG	HC	
7. AP-GL CHKDET(Y,C,N)	Y	
8. AP-EQIP(Y,N)	Y	
9. AP-SCMESS(Y,N)	Y	
10. INVDTE/PAYDTE-1	1510	
11. INVDTE/PAYDTE-2	3125	
DATA OK (YES,CAN,ITM) ____		

A/P PURCHASES - CONTROL KEY 131

CTL KEY - Type 131

1. A/P SCRAP G/L NO. - Type in your A/P General Ledger number for industrial accounts.
2. NON-SCRAP CHECKING ACCOUNT - Type in your General Ledger number for your non-scrap checking account. Petty cash goes in G/L control key 40.
- 3-5. NOT USED.
6. A/P HLD FLAG - The initial status of bills.
 HC - Hold all checks until manually released
 blank - Automatically print checks when due
7. AP-GL CHKDET(Y,C,N) - Define how A/P is fed to general ledger
 C - General ledger is not used in this company
 Y - Put check detail in general ledger
 N - Put only summary transactions in general ledger
8. AP-EQIP(Y,N) - Indicates whether equipment tracking is to be used in A/P
 Y - Ask for equipment ID on bill input
 N - Do not ask for equipment ID on bill input

Recycling Management System
Scale Product Purchases
Control File Maintenance

9. AP-SCMESS(Y,N) - Controls printing of messages from industrials

Y - Print industrial scrap messages

N - Do not print industrial scrap messages

10-11. NOT USED.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 140
1. MESSAGE 1	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
2. MESSAGE 2	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
DATA OK (YES,CAN,ITM) ____		

A/R CUSTOMER STATEMENTS - CONTROL KEY 140

CTL KEY - Type 140

1. Type in the first line (of a possible six lines) of a message for the bottom of the A/R CUSTOMER STATEMENTS.
2. Type in the second line (of a possible six lines) of a message for the bottom of the A/R CUSTOMER STATEMENTS.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 141
1. MESSAGE 3	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
2. MESSAGE 4	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
DATA OK (YES,CAN,ITM) ____		

A/R CUSTOMER STATEMENTS - CONTROL KEY 141

CTL KEY - Type 141

1. Type in the third line (of a possible six lines) of a message for the bottom of the A/R CUSTOMER STATEMENTS.
2. Type in the fourth line (of a possible six lines) of a message for the bottom of the A/R CUSTOMER STATEMENTS.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 142
1. MESSAGE 5	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
2. MESSAGE 6	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
DATA OK (YES,CAN,ITM) ____		

A/R CUSTOMER STATEMENTS - CONTROL KEY 142

CTL KEY - Type 142

1. Type in the fifth line (of a possible six lines) of a message for the bottom of the A/R CUSTOMER STATEMENTS.
2. Type in the sixth line (of a possible six lines) of a message for the bottom of the A/R CUSTOMER STATEMENTS.

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Control File Maintenance

RCYL

CONTROL FILE MAINT

CTL KEY CSH

1. MESSAGE

DATA OK (YES,CAN,ITM)

SCALE PURCHASES - CONTROL KEY CSH

CTL KEY - Type CSH

1. MESSAGE - This field is used only if you are going to print receipt tickets for scale purchase transactions. It allows you to type in a message that will appear at the bottom of the receipt ticket.

EXAMPLE

* * * THANK YOU FOR RECYCLING * * *

DATA OK (YES,CAN,ITM) - Type YES if you entered the information correctly. Typing the field number will allow you to correct any errors. Typing CAN will allow you to cancel the entries you just made and return to the CTL KEY line.

Recycling Management System
Scale Product Purchases
Change Cust/Prices By Product

MENU ITEM 11 on the SCALE PRODUCT PURCHASE MENU

ABC SCRAP	CHANGE CUSTOMER PRICE BY PRODUCT
WHAT PRODUCT DO YOU WISH TO CHANGE?(99=END)	_____
WHAT AMOUNT DO YOU WISH TO CHANGE THE PRICE BY?	._____
DO YOU WISH TO CONTINUE (YES,NO,END)	___

(11) CHANGE CUST/PRICES BY PRODUCT

The special quotes file contains special prices for customers of various products. If you want to change the price of a particular product for all customers by a certain amount you would do so using this transaction. This will not change the price on a quote that is dated.

WHAT PRODUCT DO YOU WISH TO CHANGE?(99=END) - Enter the product code of the product you want to update the quoted prices of, the description of the product will be shown on the next line.

If you enter a 99 you will be returned to the Scale Product Purchases Menu.

WHAT AMOUNT DO YOU WISH TO CHANGE THE PRICE BY? - Enter the amount you want the price changed by. 10000 will increase the price by \$1.00, 235- will decrease the price by \$.0235.

DO YOU WISH TO CONTINUE (YES, NO, END) - Type YES if you want to change the prices, the cursor will return to the first question and you can type in another product code or enter 99 to exit the program and return to the Scale Product Purchases Menu.

If you enter NO you will be returned to WHAT AMOUNT DO YOU WISH TO CHANGE THE PRICE BY?.

If you enter END you will be returned to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Update Published Prices

MENU ITEM 12 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	UPDATE PUBLISHED PRICES
PUBLISHED COMMODITY	_____
PUBLISHED SOURCE	
PUBLISHED PRICE	UM
DATE FROM	DATE TO

(12) UPDATE PUBLISHED PRICES

Whenever you receive a new industry publication (e.g. Iron Age) you can update your customer quotes to reflect the latest market prices, less your margin. This will be the new price you purchase these products for from your customers.

PUBLISHED COMMODITY - Enter the commodity code used in the quotes file. THIS IS NOT THE PRODUCT CODE. This is the commodity code associated with YOUR product code. Only product codes associated with this commodity code will be updated. Enter ^ to return to the Scale Product Purchases Menu.

PUBLISHED SOURCE - This is a single letter code you used in the quotes file to identify the publication this commodity and price are coming from. Only commodity codes for this source will be updated.

PUBLISHED PRICE - This is the price of the commodity published in the publication. The new price to the customer will be this price times the percent margin, or this price minus the dollar margin, depending on how you set the quote up, by percent or by dollar margin. 150000 is a price of \$15.0000, 235 is a price of \$.0235.

UM - Enter the two character unit of measure used for this particular product.

DATE FROM - Enter the 6 digit date (MMDDYY) you want this price change to become effective.

DATE TO - Enter the 6 digit date (MMDDYY) you want this price change to be effective until.

CONTINUE (YES, NO) - Type YES if you want to update the published prices. If you enter NO you will be returned to the PUBLISHED COMMODITY line.

Recycling Management System
Scale Product Purchases
Extract Scale Entries For G/L

MENU ITEM 13 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	EXTRACT SCALE TO G/L
IS THIS THE CORRECT DATE (YES,NO,END). MM/DD/YY	
ENTER THE G/L PERIOD (1-12)..... —	
DO YOU WISH TO CONTINUE (YES,NO).....	

(13) EXTRACT SCALE ENTRIES FOR G/L

The scale subsidiary ledger can be fed automatically to the general ledger, this eliminates the need to enter journal entries from scale reports into general ledger. This will apply cash, checks and industrials to the general ledger.

This is to be run at month-end.

IS THIS THE CORRECT DATE (YES,NO,END) MM/DD/YY - This is the date the transactions are to be created for. If this is the correct date enter YES. If you enter NO you must enter the correct date, 011597 for January 15, 1997. If you enter END you will be returned to the Scale Product Purchases Menu.

ENTER THE G/L PERIOD (1-12) - Enter the general ledger period these transactions are for. 1 for the first fiscal month, 12 for the last fiscal month.

DO YOU WISH TO CONTINUE (YES, NO) - Type YES if you want to extract the scale purchases subsidiary ledger for the general ledger. If you enter NO you will be returned to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Monthly Restructure

MENU ITEM 14 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	RESTRUCTURE SCALE PURCHASE FILE
ENTER DATE YOU WISH TO DELETE RECORDS UP TO (MMDDYY) _____	
DO YOU WISH TO CONTINUE (YES, NO, END) _____	

(14) MONTHLY RESTRUCTURE

The monthly restructure adds the monthly purchase information to the year-to-date history, and zeros the current monthly file so it is ready to accept the new month's purchase information as it is accumulated.

This program is date sensitive and when running will delete the applicable daily records through the designated input ending date. BE SURE TO PRINT ALL YOUR REPORTS FOR THE MONTH BEFORE RUNNING THIS PROGRAM.

When MONTHLY RESTRUCTURE is selected the following message displays at the bottom of the screen:

BE SURE TO RUN ONLY ONCE A MONTH!

Press ENTER to continue.

ENTER DATE YOU WISH TO DELETE RECORDS UP TO (MMDDYY) - Enter the date as the last day of the month that you are closing out (i.e. closing out April 97 business enter as 043091).

DO YOU WISH TO CONTINUE (YES, NO, END) - Type YES if you want to close out the month. Typing NO allows you to re-enter the date. Typing END terminates the program without doing the restructure.

During the restructure process the screen will display RESTRUCTURE IN PROGRESS and the records being restructured will flash on the screen. When the restructure is complete the RESTRUCTURE PROCESS COMPLETED message will appear on the screen. Press the enter key to return to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Monthly Restructure

NOTE

Before running the MONTHLY RESTRUCTURE program with a multi-user system make sure that all other terminals or users are off the system.

Recycling Management System
Scale Product Purchases
Monthly Restructure

ABC SCRAP

RESTRUCTURE CUSTOMER PURCHASE FILE

IS THIS ALSO THE END OF THE FISCAL YEAR (YES, NO, END) ____

IS THIS ALSO THE END OF THE FISCAL YEAR (YES, NO, END)

Enter YES if this is the end of the fiscal year. The following message will display on the screen:

RESTRUCTURE IN PROCESS

The cursor will move to the next question.

Type NO if this is not the end of the fiscal year.

Enter END and the cursor will move to the next question without performing the restructure.

ENTER NEW DATE FOR MONTH MMDDYY

Enter the new date (MMDDYY) and press ENTER. You will be returned to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Customer/Product List

MENU ITEM 15 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	A/P MASTER FILE LIST
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	_____
DO YOU WISH TO PRINT (ALL,DV)	_____
DO YOU WISH TO PRINT (ALL,BID)	_____
DO YOU WISH TO PRINT A CERTAIN TYPE 99=ALL	_____
98=TRADE ONLY	_____
DO YOU WISH TO (ALP,NUM) PRINT	_____
DO YOU WISH TO EXCLUDE A CERTAIN TYPE(NO,??)	_____
DO YOU WISH TO CONTINUE (YES,NO,END)	_____

(15) CUSTOMER/PRODUCT LIST

This program prints two different reports. The customer list prints out the customer number and name of your purchase customers (suppliers). The purchase/sales products are printed in numerical order by product code, along with the product name.

C/P/AC/AP/X - Type C if you want to print the customer list. Type P if you want to print the product list. Type AC if you want to print an abbreviated customer list. Type AP if you want to print an abbreviated product list. Type X if you do not want to print and exit the program.

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

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. Type END if you want to quit the program.

DO YOU WISH TO PRINT (ALL,DV) - Type ALL if you wish to print all the customers regardless of which division. Type a division number if you only want to print the customers for that division.

DO YOU WISH TO PRINT (ALL,BID) - Type the BID (buyers initials or designation) if you want to print only the customers of a specific buyer. Type ALL if you wish to print all the customers regardless of the BID designation.

RMS Scale Product Purchases

Recycling Management System
Scale Product Purchases
Customer/Product List

DO YOU WISH TO PRINT A CERTAIN TYPE 99=ALL

98=TRADE ONLY

Type 99 for ALL. Type 98 for trades only or type the two digit number or two letters that identify the type.

DO YOU WISH TO (ALP,NUM) PRINT - Type ALP if you wish to print alphanumeric.

Type NUM if you wish to print numeric.

DO YOU WISH TO EXCLUDE A CERTAIN TYPE(NO,??) - Type NO if you wish to print all types.

Type the code of the type you wish to exclude.

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 enter a date or END the program and return to the Scale Product Purchases Menu.

Type END to return to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Customer/Product List

ABC SCRAP

PURCHASE PRODUCT FILE MASTER LIST

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) _____

DO YOU WISH TO CONTINUE (YES,NO) _____

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

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. Type END to return to the Scale Product Purchases Menu.

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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Customer/Product List

ABC SCRAP

CUSTOMER MASTER FILE LISTING

IS THIS THE CORRECT DATE 99/99/99 (Y,N,E) ___

ENTER (99=ALL, 98=TRADE, 97=NON-TRADE) ___

DO YOU WISH TO EXCLUDE ANY TYPE(NO,??) ___

DO YOU WISH TO CONTINUE (YES,NO) ___

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

IS THIS THE CORRECT DATE 99/99/99 (Y,N,E) - Type Y if the date is correct. Type N if you want another date and enter the date (MMDDYY). Type E if you want to quit the program and return to the Scale Product Purchases Menu.

ENTER (99=ALL, 98=TRADE, 97=NON-TRADE) - Type 99 for all. Type 98 for trade only. Type 97 for non-trade only or type in the two digit code or two letter code.

DO YOU WISH TO EXCLUDE ANY TYPE(NO,??) - Type NO if you do not wish to exclude any types. Type the code for the type you wish to exclude.

DO YOU WISH TO CONTINUE (YES,NO) - Type YES if you want to print the report. Type NO if you do not want to print the report and the cursor will return to the first question.

Recycling Management System
Scale Product Purchases
Customer/Product List

ABC SCRAP	PURCHASE PRODUCT MF LISTING
PRODUCT OPTIONS (P,S,B,E)	—
INCLUDE PRICES (YES,NO)	—
DO YOU WISH TO CONTINUE (YES,NO,END)	—

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

PRODUCT OPTIONS (P,S,B,E) - Type P if you wish to print those products designated for purchases only. Type S if you wish to print the products designated for sales only. Type B if you wish to print Both. Type E if you wish to end and return to the Scale Product Purchases Menu.

INCLUDE PRICES (YES,NO) - Type YES if you wish to include the prices. Type NO if you do not wish to include the prices.

DO YOU WISH TO CONTINUE (YES,NO,END) - Type YES to print. Type NO to if you do not wish to print the report and the cursor will return you to the first question. Type END to exit and return to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Purchases By Product

MENU ITEM 16 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	SCALE PURCHASES BY PRODUCT
	IS THIS THE CORRECT DATE 12/02/97 (YES,NO,END) _____
	DO YOU WISH TO CONTINUE (YES,NO) _____

(16) PURCHASES BY PRODUCT

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

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.

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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Missing Scale Tickets

MENU ITEM 17 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	MISSING SCALE TICKETS
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) _____	
ENTER THE BEGINNING TICKET NUMBER _____	
ENTER THE ENDING TICKET NUMBER _____	
DO YOU WISH TO CONTINUE (YES,NO) _____	

Any numbered scale tickets that weren't entered into the scale purchase system are printed out in this report. This is useful in tracking lost or not entered scale tickets.

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.

ENTER THE BEGINNING TICKET NUMBER - Type in the beginning scale ticket for the month.

ENTER THE ENDING TICKET NUMBER - Type in your ending scale ticket number for the month.

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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Customer/Product Prices

MENU ITEM 18 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	CUSTOMER PRICE LIST
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END)	___
DO YOU WISH TO PRINT (ALL,ACCT#)	___
WHICH TYPE DO YOU WISH TO PRINT XX=ALL	___
WHICH TYPE DO YOU WISH TO EXCLUDE XX=NONE	___
DO YOU WISH TO PRINT (ALL,BID)	___
DO YOU WISH TO CONTINUE (YES,NO)	___

(18) CUSTOMER/PRODUCT PRICES

Prints purchase orders (PPO). Allows you to print a purchase order report (REP) which includes the customer number and name, type, buyer ID, product with description, price, unit measure, date from and to and phone number. Purchase quotes can also be done (QTE). You can also print a customer purchase order list (LPO).

ENTER (REP,QTE,PPO,LPO) - Enter REP if you wish to print the purchases order report. Type if you wish to print a purchase order quote. Type PPO if you wish to print a purchase order. Type LPO to print a customer purchase order list.

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

IS THIS THE CORRECT DATE 99/99/99 (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.

DO YOU WISH TO PRINT (ALL,ACCT#) - Enter ALL if you wish to print all the accounts or enter a specific account number you wish to print.

WHICH TYPE DO YOU WISH TO PRINT XX=ALL - Enter a specific type or type XX to print all.

WHICH TYPE DO YOU WISH TO EXCLUDE XX=NONE - Enter the code for the type you wish to exclude on the report or type XX to include all types on the printed report.

Recycling Management System
Scale Product Purchases
Customer/Product Prices

DO YOU WISH TO PRINT (ALL,BID) - Enter ALL to print all customers or type a buyer ID number if you wish to print a particular broker.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print. Type NO if you do not wish to print the report and the cursor will return to the first question.

Recycling Management System
Scale Product Purchases
Customer/Product Prices

ABC SCRAP	CUSTOMER PRICE LIST
ARE THE DATES CORRECT?(YES,NO,END)	
00/00/00	00/00/00 00/00/00 00/00/00 00/00/00 00/00/00
DO YOU WISH TO PRINT (ALL,ACCT#)	_____
DO YOU WISH TO CONTINUE (YES,NO)	_____

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

ARE THE DATES CORRECT?(YES,NO,END) - Enter YES if the dates are correct. Type NO if you wish to enter different dates. Type END to return to the Scale Product Purchases Menu.

DO YOU WISH TO PRINT (ALL,ACCT#) - Enter ALL if you wish to print all accounts of type in a particular account number you wish to print

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print. Type NO if you do not wish to print the report and the cursor will return to the first question.

Recycling Management System
Scale Product Purchases
Customer/Product Prices

ABC SCRAP	PURCHASE ORDER PRINTING
DO YOU WISH TO CONTINUE (YES,END)	_____
ENTER PURCHASE ORDER DATE	_____
NEXT PURCHASE ORDER#	_____
ENTER SOURCE	
ENTER ACCT# YOU WISH TO PRINT 0=ALL	_____
DO YOU WISH A TEST PRINT (YES,NO,END)	_____

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

DO YOU WISH TO CONTINUE (YES,END) - Enter YES to print the purchases order. Type END to if you do not want to print the purchase order and return to the Scale Product Purchases Menu.

ENTER PURCHASE ORDER DATE - Enter the purchase order date (MMDDYY).

NEXT PURCHASE ORDER# - The number of the next purchase order will automatically display. Press ENTER to accept the purchase order number or enter the correct number of the next purchase order.

ENTER SOURCE - Enter the two digit code for the source.

ENTER ACCT# YOU WISH TO PRINT 0=ALL - Enter a specific account number you wish to print or 0 for all.

DO YOU WISH A TEST PRINT (YES,NO,END) - Enter YES to test print the report. Type NO to print the report without the test print. Type END if you do not wish to print the report and the cursor will return to the first question.

Recycling Management System
Scale Product Purchases
Customer/Product Prices

ABC SCRAP

CUSTOMER PO QUOTES

IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) _____
DO YOU WISH TO PRINT (ALL,ACCT#) _____
DO YOU WISH TO PRINT (ALL,PO) _____

DO YOU WISH TO PRINT (BID,ALL) _____

DO YOU WISH TO PRINT (FRM,ALL) _____

DO YOU WISH TO CONTINUE (YES,NO) _____

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

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 you wish to change the date. Enter END
to exit and return to the Scale Product Purchases Menu.

DO YOU WISH TO PRINT (ALL,ACCT#) - Enter ALL if you wish to print all accounts or
type in a particular account number you wish to print.

DO YOU WISH TO PRINT (ALL,PO) - Type all if you wish to print all the purchase
orders or enter a specific purchase order number.

DO YOU WISH TO PRINT (BID,ALL) - Enter a specific buyer ID number or ALL if you
wish to print all of the customers.

DO YOU WISH TO PRINT (FRM,ALL) - Enter ALL if you wish to print all of the product
purchase orders in list or type FRM if you wish to print only those purchases
orders with product prices that are calculated by a FoRMula.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print the report.
Type NO if you do not wish to print the report and the cursor will return to
the first question.

Recycling Management System
Scale Product Purchases
Customer/Volume/Product

MENU ITEM 19 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	CUSTOMER VOLUME REPORT BY PRODUCT
IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) ____	
WHAT PRODUCT DO YOU WISH TO PRINT? ____	
DO YOU WISH TO PRINT BY (BID,ALL) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(19) CUSTOMER/VOLUME/PRODUCT

Prints a report of customer volume by product and includes customer number and name, buyer ID (if you wish to include), product and description and product weight, unit measure, average price, year-to-date weight with unit measure and average price. At the end of the report prints the payment type and the total weight.

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 you wish to change the date. Type END to exit and return to the Scale Product Purchases Menu.

WHAT PRODUCT DO YOU WISH TO PRINT? - Enter the product code of the product you wish to print.

DO YOU WISH TO PRINT BY (BID,ALL) - Enter the buyer ID number or ALL if you wish to print all regardless of the buyer.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print the report. Type NO if you do not wish to print the report and the cursor will return to the first question

Recycling Management System
Scale Product Purchases
Open Account Listing

MENU ITEM 22 on the SCALE PRODUCT PURCHASES MENU (FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

ABC SCRAP	OPEN ITEM ACCOUNTS PAYABLE LISTING
IS THIS DATE CORRECT 99/99/99 (YES,NO,END) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(22) OPEN ACCOUNT LISTING
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

All unpaid scale A/P (IND) purchases are listed by customer in customer number order. Each purchase ticket transaction is listed for the customer along with the total ticket dollar amount.

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.

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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Monthly Scale Purchases

MENU ITEM 23 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	MONTHLY SCALE PURCHASES
IS THIS THE CORRECT DATE 12/02/97 (YES,NO,END) ____	
DO YOU WISH TO PRINT SUMMARY ONLY (YES,NO) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(23) MONTH END SCALE PURCHASES

The monthly, or month-to-date, scale purchases are listed in product code order for every purchase entered into the scale system. The end of the report summarizes the total month's purchases by item, total weight, average price, and total dollars.

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.

DO YOU WISH TO PRINT SUMMARY ONLY (YES, NO) - Type NO if you want to print out all the scale transactions for the month with a summary by product at the end. This report should be printed out at the end of each month before the monthly restructure. Type YES if you want to print the summary only.

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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Purchases By Customer

MENU ITEM 24 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	SCALE PURCHASES BY CUSTOMER BY PRODUCT
	IS THIS THE CORRECT DATE 99/99/99 (YES,NO,END) ____
	DO YOU WISH TO PRINT BY (DV,ALL) ____
	DO YOU WISH TO PRINT BY (BID,ALL) ____
	DO YOU WISH TO PRINT A CERTAIN TYPE 99=ALL ____
	ENTER CST# TO PRINT OR ENTER FOR ALL CUSTOMERS _____
	DO YOU WISH TO PRINT SUMMARY ONLY (YES,NO) ____
	DO YOU WISH TO CONTINUE (YES,NO) ____

(24) PURCHASES BY CUSTOMER

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

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.

DO YOU WISH TO PRINT (ALL,DV) - Type ALL if you wish to print all the customers regardless of which division. Type a division number if you only want to print the customers for that division.

DO YOU WISH TO PRINT (ALL,BID) - Type the BID (buyers initials or designation) if you want to print only the customers of a specific buyer. Type ALL if you wish to print all the customers regardless of the BID designation.

DO YOU WISH TO PRINT A CERTAIN TYPE 99=ALL - Enter the type code if you wish to print only a certain type of customer or type 99 to print all customers.

ENTER CST# TO PRINT OR ENTER FOR ALL CUSTOMERS - If you only want to print the purchases for one specific customer enter their customer number, otherwise press ENTER to print all customers.

Recycling Management System
Scale Product Purchases
Purchases By Customer

DO YOU WISH TO PRINT SUMMARY ONLY(YES,NO) - Type YES if you wish to print the summary only. Type NO if you wish to print the detailed report of purchases by customer.

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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Monthly Scale Check Register

MENU ITEM 25 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	MONTHLY SCALE PURCHASES CHECK REGISTER
	IS THIS DATE CORRECT 99/99/99 (YES,NO,END) ____
	DO YOU WISH TO CONTINUE (YES,NO) ____

(25) MONTH END SCALE CHECK REGISTER

All the scale product purchase checks for the month are listed in check number order, and show the general ledger purchase codes and the total dollar amount for each check. Missing check numbers are reported, and the end of the report summarizes the total dollar amounts paid out for each general ledger code. This report should be printed out at the end of the 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 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 Scale Product Purchases Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
Scale Product Purchases
Monthly Summary By Product By Division

MENU ITEM 27 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	MONTHLY SUMMARY OF SCALE PURCHASES BY PRODUCT BY COMPANY
IS THIS THE CORRECT DATE 12/04/97 (YES,NO,END) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(27) MONTHLY SUMMARY BY PRODUCT BY DIVISION

This program prints a twelve month history of scale purchases by month by product by division. The report includes the product number, product description, the unit measure and the purchase amounts for each month. There is a summary of the weights, unit of measure and total dollar amounts for ferrous, non-ferrous, paper, and other products.

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 you wish to enter a different date. Enter END to return to the Scale Product Purchases Menu.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print the report. Type NO if you do not wish to print the report and the cursor will return to the first question and you can exit the program and return to the Scale Product Purchases Menu.

Recycling Management System
Scale Product Purchases
Scale Purchases Detail Inquiry

MENU ITEM 28 on the SCALE PRODUCT PURCHASES MENU

ABC SCRAP	SCALE PURCHASES DETAIL INQUIRY								
	99/99/99								
CST#									
PRD#									
DATE									
TKNO									
REC	DATE	CKNUM	TKNO	PRODUCT DESCRIPTION	NET WGT	PRICE UM	AMT	CO	

(28) SCALE PURCHASES DETAIL INQUIRY

Displays a detailed scale purchases by customer and product on the screen including the date received, check number, ticket number, product and description, net weight, price, unit measure, and amount.

CST# - Type in the customer number. The customer number may be up to six digits long, and 9999 is the customer number for miscellaneous customers.

Typing L at this field will take you to the search screen allowing you to locate a specific customer number if you do not have a customer number list nearby. At this screen you type in the first letter or first word in the customer name at the STRING SEARCH field (e.g. Acme or A). The screen will show a line number and an alphabetical list of customer names starting with the letter or word you typed. Enter the line number of the customer you want and press ENTER. The customer number and information will now be displayed on the screen.

Typing a ^ (shift 6) will return you to the Scale Product Purchases Menu.

PRD# - Enter the 4 digit product code for the item you wish to display on the screen.

Recycling Management System
Scale Product Purchases
Scale Purchases Detail Inquiry

DATE - Enter the date of the transaction you wish to display on the screen
(MMDDYY).

TKNO - Enter the ticket number of the transaction you wish to display on the screen
or press ENTER to view all the transactions of the customer and product codes
you entered.

Press ENTER to continue to view the records or type X to return to CST# line.

Recycling Management System
Scale Product Purchases
Extract Labels From A/P File

MENU ITEM 29 on the SCALE PRODUCT PURCHASES MENU (FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

ABC SCRAP	EXTRACT LABELS FROM A/P FILE
DO YOU WISH TO EXTRACT BY BID OR ALL	(ALL,???,END) _____
XXX = ALL TRADE CUSTOMERS	
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) _____

(29) EXTRACT LABELS FROM A/P FILE
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

Enables you to extract labels from the accounts payable file.

DO YOU WISH TO EXTRACT BY BID OR ALL (ALL,???,END) - Type XXX if you wish to extract all or enter a specific buyer ID code you want to extract. Type END to exit and return to the Scale Product Purchases Menu.

DO YOU WISH ALL OR TYPE XX=ALL (??) - Type XX if you wish to extract all customer types or enter a specific customer type code.

DO YOU WISH TO EXTRACT IN ZIP CODE ORDER (YES,NO) - Enter YES to sort and print in ZIP code order. Type NO to print in vendor account number order.

DO YOU WISH TO CONTINUE (YES,NO)- Enter YES to print the labels. Type NO if you do not wish to print the labels and the cursor will return you to the first question.

Recycling Management System
Scale Product Purchases
Monthly A/P Report

MENU ITEM 30 on the SCALE PRODUCT PURCHASES MENU (FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

ABC SCRAP	MONTHLY ACCOUNTS PAYABLE LISTING
IS THIS DATE CORRECT 99/99/99 (YES,NO,END) ____	
DO YOU WISH TO CONTINUE (YES,NO) ____	

(30) MONTHLY A/P REPORT
(FOR CUSTOMERS WITHOUT THE ACCOUNTS PAYABLE SOFTWARE ONLY)

All scale A/P (IND) purchases and any A/P purchases paid during the month are listed for each scale purchase customer. The end of the report summaries the total dollar amounts for each general ledger code.

IS THIS DATE CORRECT 99/99/99 (YES,NO,END) - If the date is correct enter YES. Type NO if you want to change the date. Type END to exit to the Scale Product Purchases Menu.

DO YOU WISH TO CONTINUE (YES,NO) - Enter YES if you wish to print the report. Type NO if you do not wish to print the report and the cursor will return to the first question.

NOTE

If the screen goes blank TURN THE PRINTER ON.