

Recycling Management System
Scale Product Purchases
Addendum
Voiding An Industrial Check

VOIDING AN INDUSTRIAL CHECK

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 a 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 enter 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.

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

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 ^.

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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.

This 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 a 8 digit field. The ticket number will be located either in (1) Vendor Maintenance on the ACCOUNTS PAYABLE MENU under the DETail 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 line item with a minus (-) at the end and press ENTER. (ex. If the amount of the original line item was 100.00, you would enter 10000-). The cursor will return to the DATA OK line. Type YES if the information is correct.

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.