

# TransAct®5.0

Scale Data Management Program

## Installation & Operation Guide



# **Accounting**

## ***Invoicing and Statements***

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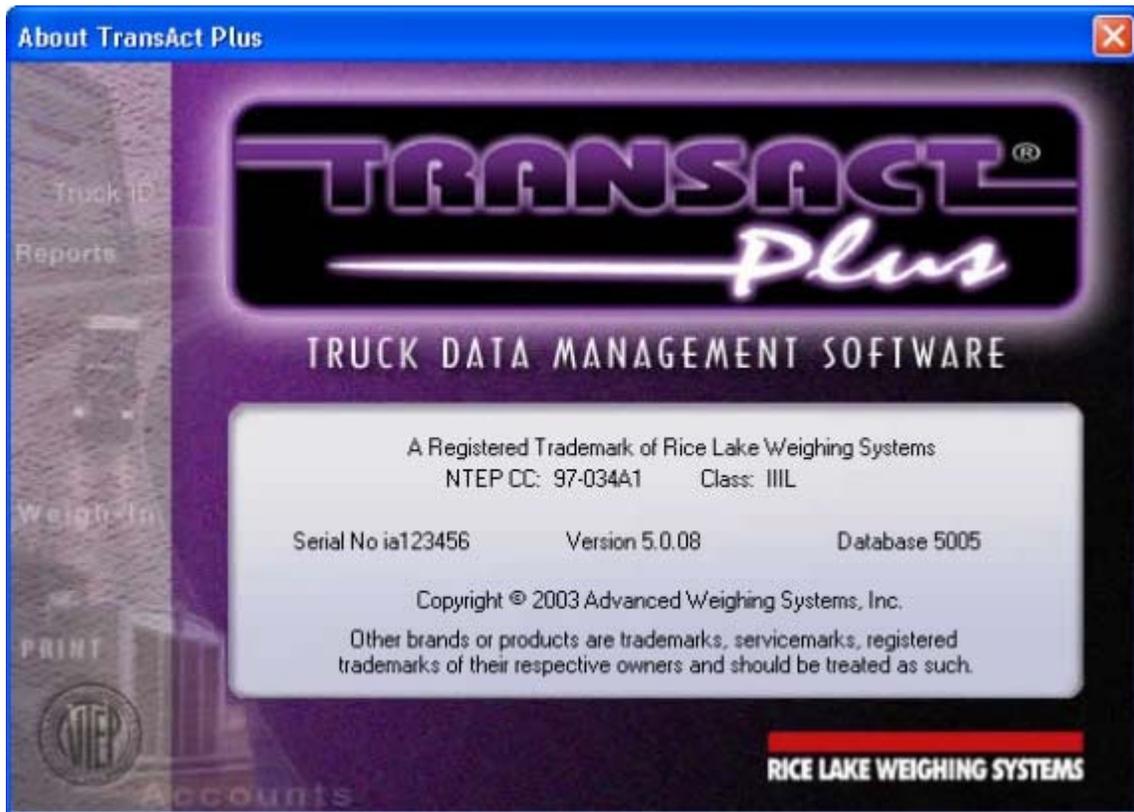
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## About Transact

Welcome, and thank you for purchasing Transact®. This program is designed to help reduce labor costs, minimize human error, and increase overall efficiency in your scale operations.

### How to Get Here

Admin-->About



### Standard program features include:

- Automatic Ticket Processing
- Ticket Editing, Voiding, and Reprinting
- Detailed and Summary Report Generation by Criteria Selection
- Three User Definable Tare Weights
- Direct Scale Interface to One or Two Scales
- Direct Interface to Ticket, Tape, Dot Matrix, and Laser Printers
- Detailed Customer Statements (Transact Professional)
- Customer Payment and Itemized Payment Tracking (Transact Professional)

## Invoices and Statements

### *Invoice Screen*

The Invoice screen is used to set parameters needed to generate an invoice. An invoice in this system is a list of unpaid tickets.

#### How to Get Here

Accounting-->Invoice, Statements & Posting

**Invoices, Statements & Posting**

Invoice  
 Statement

**Tickets**

Group 1 All

From 11/1/2006

To 11/30/2006

Invoice Date 12/4/2006

**Sort Order**

Major Account Id

Minor Job by Ticket Number

New Invoice for each Job

**Options**

Print Invoices  
 Print Invoice Summary Report  
 Print Invoice Detail Report

Reprint Invoices  
 Reprint Invoice Summary Report  
 Reprint Invoice Detail Report

**Invoice Note**

**Destination**

System Default Printer

Quick Print      Copies 1

Print    Post    Options

#### Field Descriptions

##### **Group**

All customer accounts are assigned to an invoice group. This drop down contains a list of all invoice groups. Select the group for which you want to generate invoices.

**From, To**

Enter the date range that will be used to select which tickets will appear on the invoices.

**Invoice Date**

Enter the date that will appear on the invoices.

**Major**

Invoices can be sorted by Account Id, Account Name or Invoice number.

**Minor**

The tickets on the invoice can be sorted by ticket number, ticket number within material or ticket number within job.

**Invoice Note**

Enter up to a 100 character message that will appear on each invoice.

**Options**

Three output options are available when generating invoices.

Print Invoices	Regular invoices.
Print Invoice Summary Report	A summary line per invoice.
Print Invoice Detail Report	List tickets being invoiced grouped by invoice number in report format

Previously generated invoices can be reprinted based on either an invoice number range or a date.

Reprint Invoices	Reprint invoices.
Reprint Invoice Summary Report	Reprint an invoice summary report.
Reprint Invoice Detail Report	Reprint an invoice detail report.

Reprint criteria.

Reprint by Date	Check to reprint invoices based on a date.
From, To	Enter a range of invoice numbers to reprint or an invoice

date if reprinting by date.

### **Destination**

Invoices can be output to:

Window	Invoices are previewed on the PC screen.
System Default Printer	Invoices printed on the Windows default printer.
Write Transactions to Export File	Invoiced tickets exported to a text file using the system supplied Invoice Transaction Export routine.
Text File	Invoices printed to a text file.
Comma Delimited Text File	Invoices printed to a comma delimited text file.
Tab Delimited Text File	Invoices printed to a tab delimited text file.

### **Quick Print**

The version of Crystal Reports used by this program will print all reports in near letter quality. Printing invoices in this mode to a dot matrix printer will be slow and will result in increased wear on the printer ribbon. Check this box to print more efficiently to a dot matrix printer. Invoices will be written to a text file and automatically output to your printer in draft mode. The Quick Print port must be set in the Invoice Options screen before using this option.

### **Copies**

Enter the number of copies when outputting to a printer.

### **Print Button**

Click this button to generate invoices and output to the selected destination. You will be presented a list of accounts with the accounts being invoiced highlighted. Modify which accounts will be invoiced by selecting or deselecting entries.

### **Post Button**

This button is enabled after invoices are successfully generated. Click it to update account balances and mark the tickets that were invoiced. Once marked, the ticket will not appear on another invoice.

## Invoice and Statement Options

The Invoice/Statement Options screen allows you to modify the behavior of the Invoice and Statement processes.

### How to Get Here

Accounting-->Invoices, Statements & Posting-->Options Button

**Invoice/Statement Options**

Next Invoice Number

Next Statement Number

Quick Print Port

Use Standard Invoice/Statement

Show Site Code on Invoice

Bill To Address

Bill-To

Contact

Accounting

Ship To Address

Bill-To

Contact

Accounting

None

Finance Charge Method

Overdue Amount  Overdue Amount x Days Overdue

Include Past Finance Charges in Calculation

Help Ok Cancel Apply

### Field Descriptions

#### **Next Invoice Number**

Enter the number to be assigned to the next invoice. The program automatically updates this number after invoices have been posted.

#### **Next Statement Number**

Enter the number to be assigned to the next statement number. The program automatically updates this number after statements have been posted.

#### **Quick Print Port**

The Quick Print feature is used to print invoices more efficiently and quickly to a dot matrix printer. Specify the printer port used for the dot matrix printer.

### **Use Standard Invoice/Statement**

The standard invoice and statement distributed with the program can be customized. Check this box to use the standard invoice and statement even though a customized version exists.

### **Bill to Address**

Each customer account has three addresses. Specify the address to be used as the bill-to address on the invoices and statements.

### **Ship to Address**

Each customer account has three addresses. Specify the address to be used as the ship-to address on invoices.

### **Finance Charge Method**

These methods control the finance charge calculation.

**Overdue Amount:** Total of all past due invoices times the finance charge rate.

**Overdue Amount x Days Overdue:** Finance charge is calculated on each individual past due invoice. The amount due is multiplied by the number of days overdue and the daily finance charge rate.

**Include Past Finance Charges in Calculation:** If checked, unpaid finance charges are subject to finance charge.

### **Ok Button**

Click this button to save Invoice/Statement Option changes and return to the Invoice/Statement screen.

### **Cancel Button**

Click this button to discard Invoice/Statement Option changes and return to the Invoice/Statement screen.

### **Apply Button**

Click this button to save Invoice/Statement Option changes and stay in the Invoice/Statement Options screen.

**Help Button**

Click this button to display help for the current Invoice/Statement Options screen.

## Invoices and Statements

### *Statement Screen*

The Statement screen is used to set parameters needed to generate a statement. A statement in this system is a list of unpaid invoices.

#### How to Get Here

Accounting-->Invoices, Statements & Posting--> Statement Radio Button

**Invoices, Statements & Posting**

Invoice  
 Statement

**Criteria**  
 Group 1 All  
 To 8/29/2006  
 Grace Period 0 (Calendar Days)

**Sort Order and Format**  
 Sort Account Id  
 Format Balance Forward

**Statement Note**  
 [Empty text area]

**Statement Options**  
 Apply Finance Charge  
 Print Balances On or Over: \$1  
 Print Statements  
 Print Statement Summary Report  
 Print Statement Detail Report  
 Reprint Statements  
 Reprint Statement Summary Report  
 Reprint Statement Detail Report  
 Reprint by Date  
 From 11/1/2006

**Destination**  
 System Default Printer  
 Copies 1

Print Post Options

#### Field Descriptions

##### **Group**

All customer accounts are assigned to a statement group. This drop down contains a list of all statement groups. Select the group for which you want to generate statements.

##### **To**

This date is the statement date and is also used for selecting which invoices and receipts are included on the statement.

### **Grace Period**

Specify how many days after the statement date you will allow receipts to be recognized and included on this statement.

### **Sort Order**

Statements can be sorted by account id, account name or statement number.

### **Format**

Three statement formats are available:

Balance Forward	This statement starts with the account's previous balance (from the last statement) followed by lists of new invoices and receipts.
Open Item	This statement lists all unpaid invoices along with receipts applied to them. Unpaid balances are aged.
Balance Forward (List Tickets)	This is a hybrid statement that includes an invoice (list of unpaid tickets) and a balance forward statement.

### **Statement Note**

Enter up to a 100 character message that will appear on each invoice.

### **Apply Finance Charge**

Check this box if you want to calculate and apply finance charges on this statement. Finance charge rates are specified in the payment terms for an account and are assessed on invoices that are a specified number of days overdue.

## Print Balances on or Over

Check this box if you want to limit the number of statements that will print based on the statement's balance due. Enter the balance due limit in the control to the right.

Three output options are available when generating statements.

Print Statements	Regular statements.
Print Statement Summary Report	A summary line per statement.
Print Statement Detail Report	List invoices and receipts on the statement grouped by statement number in report format.

Previously generated statements can be reprinted based on either a statement number range or a date.

Reprint Statements	Reprint statements.
Reprint Statement Summary Report	Reprint a statement summary report.
Reprint Statement Detail Report	Reprint a statement detail report.

Reprint criteria.

Reprint by Date	Check to reprint statements based on a date.
From, To	Enter a range of statement numbers to reprint or a statement date if you are reprinting by date.

## Destination

Statements can be output to:

Window	Statements are previewed on the PC screen.
System Default Printer	Statements printed on the Windows default printer.
Text File	Statements printed to a text file.
Comma Delimited Text File	Statements printed to a comma delimited text file.
Tab Delimited Text File	Statements printed to a tab delimited text file.

## Copies

Enter the number of copies when outputting to a printer.

**Print Button**

Click this button to generate statements and output to the selected destination. You will be presented a list of accounts with the accounts belonging to the selected statement group highlighted. Modify the accounts that will have statements generated by selecting or deselecting entries.

**Post Button**

This button is enabled after statements are successfully generated. Click it to update account balances and mark the invoices and receipts that appeared on the statements. Once marked, the invoices and receipts will not appear on another statement.

## Receipts & Payments

### *Credit Screen (Payables)*

This screen is used to record a credit issued to you by an account that you owe freight or other payable charges.

#### **How To Get Here**

Accounting-->Receipts and Payments-->Credit Radio Button (Payables)

Receipts and Payments: 01:04 PM Wednesday, December 01, 2004

Account: ALTMAN Altman Stone

Credit: \$25.00 12/1/2004

Reference: 200234

You Owe: \$56.68

Receivables

- Receipt
- Credit
- Reverse Receipt
- Reverse Credit

Payables

- Payment
- Credit
- Reverse Payment
- Reverse Credit

Save F1 Undo F2 Options Notes... Reprint Receipt

Receipt: 10399 Payables New Estimated Balance: \$31.68

#### **Field Descriptions**

The fields in this screen are identical to the Payment Screen.

## Receipts & Payments

### *Payment Screen (Payables)*

This screen is used to record a payment made to an account you owe freight or other payable charges.

#### How to Get Here

Accounting-->Receipts & Payments-->Payment Radio Button

The screenshot shows a software window titled "Receipts and Payments: 12:56 PM Wednesday, December 01, 2004". The window is divided into two main sections: "Receivables" and "Payables".

**Receivables Section:**

- Receipt
- Credit
- Reverse Receipt
- Reverse Credit

**Payables Section:**

- Payment
- Credit
- Reverse Payment
- Reverse Credit

**Form Fields:**

- Account: ALTMAN Altman Stone
- Payment: \$50.00
- Date: 12/1/2004
- Reference: 100123
- You Owe: \$56.68

**Buttons:** Save F1, Undo F2, Options, Notes..., Reprint Receipt

**Status Bar:** Receipt: 10399 | Payables | New Estimated Balance: \$6.68

#### Field Descriptions

##### **Account**

Select the account you wish to pay from this drop down list.

##### **Payment**

Enter the amount of the payment.

##### **Date**

Enter the payment date.

**Reference**

Enter up to 10 characters as a reference for this payment. This could be a check number, credit card authorization number, etc.

**You Owe**

This field displays the amount owed this customer. The new estimated balance reflecting the payment is displayed in the status bar.

## Receipts & Payments

### *Reverse Credit Screen (Payables)*

The Reverse Credit screen is used to record a credit reversal to an account that you owe freight or other payable charges.

#### **How To Get Here**

Accounting-->Receipts and Payments-->Reverse Credit Radio Button (Payables)

Receipts and Payments: 01:24 PM Wednesday, December 01, 2004

Account: ALTMAN Altman Stone

Reverse Credit: \$26.28      12/1/2004

Reference: 300123

You Owe: \$0.40

**Receivables**

- Receipt
- Credit
- Reverse Receipt
- Reverse Credit

**Payables**

- Payment
- Credit
- Reverse Payment
- Reverse Credit

Save F1   Undo F2   Options   Notes...   Reprint Receipt

Receipt: 10401      Payables      New Estimated Balance: \$26.68

#### **Field Descriptions**

The fields on this screen are identical to the Reverse Payment screen.

## Receipts & Payments

### *Reverse Payment Screen (Payables)*

The Reverse Payment screen is used to record a payment reversal to an account that you owe freight or other payable charges..

#### How To Get Here

Accounting-->Receipts and Payments-->Reverse Payment Radio Button

#### Field Descriptions

##### **Account**

Select the account you wish to issue the payment reversal from the drop down list.

##### **Reverse Payment**

Enter the amount of the payment reversal.

##### **Date**

Enter the date of the payment reversal.

**Reference**

Enter up to 10 characters as a reference for this payment.

**You Owe**

This field displays the amount owed this customer. The new estimated balance reflecting the payment reversal is displayed in the status bar.

## Receipts and Payments

### *Credit Screen (Receivables)*

This screen is used to record a credit to a customer account and distribute it to one or more unpaid invoices. If there are no unpaid invoices or you decide not to distribute the credit, the amount credited will appear as undistributed in the invoice list (Invoice / Ticket column will equal "Cred / rcpt#" and the amount due will be negative).

Credits can also be distributed to an undistributed reverse credits. These are designated with "RevCred / rcpt#" in the Invoice / Ticket column.

### How to Get Here

Accounting-->Receipts and Payments-->Credit Radio Button

Receipts and Payments: 09:48 AM Wednesday, December 01, 2004

Account: ALTMAN Altman Stone

Credit: \$0.00      12/1/2004

Reference:      Auto Distribute

Invoice / Ticket	Date Due	Amnt Due	Pay	Discount	Credit Amnt
3106	10/31/2003	\$45.29	N	\$0.00	\$0.00
Cred / 10400	12/1/2004	(\$25.00)	N	\$0.00	\$0.00
Totals		\$20.29		\$0.00	\$0.00
Uninvoiced Tickets		\$1978.35			
Estimated Balance		\$1998.64			

Receipt  
 Credit  
 Reverse Receipt  
 Reverse Credit

Payables  
 Payment  
 Credit  
 Reverse Payment  
 Reverse Credit

Save F1    Undo F2    Options    Notes...    Reprint Receipt

Receipt: 10401      Receivables      New Estimated Balance: \$1998.64

### Field Descriptions

The fields for the credit screen are identical to the receipt screen.

## Receipts and Payments

### *Receipt Screen (Receivables)*

This screen is used to record a customer payment (receipt) and distribute it to one or more unpaid invoices. If there are no unpaid invoices or you decide not to distribute the payment, the amount received will appear as undistributed in the invoice list (Invoice / Ticket column will equal "Rcpt / rcpt#" and the amount due will be negative).

Payment can also be distributed to an undistributed reverse receipt. These are designated with "RevRcpt / rcpt#" in the Invoice / Ticket column.

### How to Get Here

Accounting-->Receipts and Payments-->Receipt Radio Button

Receipts and Payments: 10:53 AM Wednesday, December 01, 2004

Account: **ALTMAN** Altman Stone

Receipt: \$0.00      12/1/2004

Reference:      Auto Distribute

Invoice / Ticket	Date Due	Amnt Due	Pay	Discount	Amnt Paid
3629	3/31/2004	\$1864.64	N	\$0.00	\$0.00
Rcpt / 10400	12/1/2004	(\$1000.00)	N	\$0.00	\$0.00

Totals:      \$864.64      \$0.00      \$0.00

Uninvoiced Tickets:      \$1978.35

Estimated Balance:      \$2842.99

Save F1    Undo F2    Options    Notes...    Reprint Receipt

Receipt: 10401      Receivables      New Estimated Balance: \$2842.99

### Field Descriptions

#### Account

Select the customer making the payment from this drop down list.

#### Received

Enter the dollar amount received. You can leave this amount zero, and instead, select the invoices that are being paid by double clicking on the Pay column. The receipt field will automatically be updated to an amount equal to the unpaid balances of the selected invoices.

### **Date / Calendar**

Enter the date this customer payment was received.

### **Reference**

Enter up to 10 characters as a reference for this receipt. This could be a check number, credit card authorization number, etc.

### **Auto Distribute Button**

After an amount is entered into the received field, you must still distribute that money to the unpaid invoices that appear in the list. Click this button to have the program distribute the amount received to the unpaid invoices automatically. Invoices are paid off from top to bottom (oldest to newest) until all money has been distributed.

The default distribution scheme can be altered by choosing to distribute to finance charges first in the Payment and Receipt Options screen.

### **Invoice List**

This is a list of all unpaid invoices and undistributed payments for the selected account. The list contains these fields:

Invoice / Ticket	The invoice number. If this is an invoice that was generated at ticketing time (account is set up as a "Ticket is Invoice" account) then the ticket number will follow the invoice number. Undistributed receipts are designated by the letters "Rcpt" followed by the receipt number. Undistributed reverse receipts are designated by the letters "RevRcpt" followed by the receipt number.
Date Due	The due date for an invoice or the date paid for a payment.
Amount Due	The balance due on the invoice or the amount paid for an undistributed payment. This amount is negative (in parenthesis) for an undistributed payment.
Pay	Double click on this column to distribute the customer

payment to the invoice.

If no amount has been manually entered into the received field, the invoice will be paid in full and the balance due added to the received total.

If an amount has been manually entered into the received field, payment will be distributed to the invoice up to the amount not yet distributed.

Double clicking on an undistributed receipt (Rcpt), allows you to distribute that payment . After providing verification, the undistributed amount is placed in the received field and you can continue processing as if it were manually entered.

Discount	This field contains the amount that can be discounted from the balance due if the invoice is paid in full.
Amnt Paid	This field contains the amount paid on the invoice either by clicking the Auto Distribute button or the Pay column. Alternatively, you can enter an amount manually, not to exceed the received amount.

### **Totals**

The totals for the amount due, discount and amount paid columns.

### **Uninvoiced Tickets**

The total amount due on all uninvoiced tickets for the selected account.

### **Estimated Balance**

The estimated balance for the selected account.

### **Notes Button**

Click this screen to display and enter note fields that will be attached to the receipt. The note fields are enabled in the Weigh Options screen.

**Reprint Receipt Button**

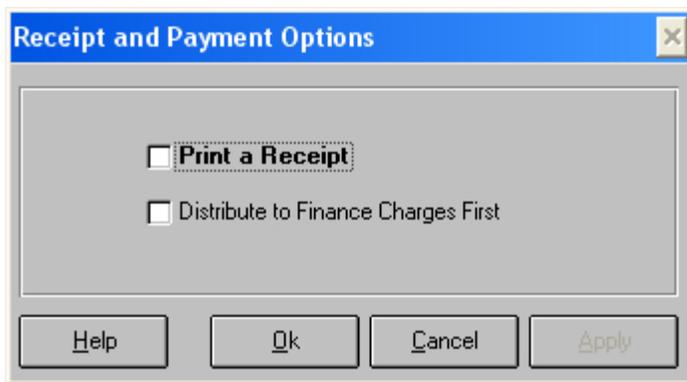
Click this button to reprint a receipt. A message box will appear and prompt you for the receipt number to reprint. The response field is automatically set to the last receipt printed but can be changed to any receipt number.

## Receipt and Payment Options

The Receipt and Payment Options screen allows you to set parameters that alter the behavior of the Receipts and Payments screen.

### How to Get Here

Accounting-->Receipts and Payments-->Options Button



### Field Descriptions

#### **Print a Receipt**

When this box is checked, a receipt ticket will be printed when the receipt or payment is saved.

#### **Distribute to Finance Charges First**

Check this box to alter the default payment distribution scheme (oldest to newest) and distribute to finance charges first.

#### **Ok Button**

Click this button to save Payment and Receipt Option changes and return to the Payment and Receipt screen.

#### **Cancel Button**

Click this button to discard Payment and Receipt Option changes and return to the Payment and Receipt screen.

**Apply Button**

Click this button to save Payment and Receipt Option changes and stay in the Options screen.

**Help Button**

Click this button to display help for the Payment and Receipt Options screen.

## Receipts & Payments

### *Reverse Credit (Receivables)*

The Reverse Credit screen is used to back out credits that were distributed to invoices. If there are no paid invoices or you decide not to distribute the reverse credit the amount will appear as undistributed in the invoice list (Invoice / Ticket column will equal "RevCred / rcpt#" and the amount paid will be negative).

A reverse credit can also be distributed to undistributed credits. These are designated with "Cred / rcpt#" in the Invoice / Ticket column.

### How to Get Here

Accounting-->Receipts & Payments-->Reverse Credit Radio Button

Receipts and Payments: 12:47 PM Wednesday, December 01, 2004

Account: ALTMAN Altman Stone

Reverse Credit: \$0.00      12/1/2004

Reference:      Auto Distribute

Invoice / Receipt	Discount	Credit Amnt	Pay	(Discount)	(Credit Amnt)
3106	\$0.00	\$45.29	N	\$0.00	\$0.00
RevCred / 10407	\$0.00	(\$25.00)	N	\$0.00	\$0.00
Totals		\$20.29		\$0.00	\$0.00

Receipt  
 Credit  
 Reverse Receipt  
 Reverse Credit

Payables  
 Payment  
 Credit  
 Reverse Payment  
 Reverse Credit

Save F1    Undo F2    Options    Notes...    Reprint Receipt

Receipt: 10408      Receivables      New Estimated Balance: \$2003.35

### Field Description

The fields on this screen are identical to the Reverse Receipt screen.

## Receipts and Payments

### *Reverse Receipt (Receivables)*

The Reverse Receipt screen is used to back out customer payments that were distributed to invoices. If there are no paid invoices or you decide not to distribute the reverse receipt the amount will appear as undistributed in the invoice list (Invoice / Ticket column will equal "RevRcpt / rcpt#" and the amount paid will be negative).

A reverse receipt can also be distributed to an undistributed customer payment. These are designated with "Rcpt / rcpt#" in the Invoice / Ticket column.

### How to Get Here

Accounting-->Receipts and Payments-->Reverse Receipt Radio Button

Receipts and Payments: 11:02 AM Wednesday, December 01, 2004

Account:

Reverse Receipt:  Date:

Reference:

Invoice / Receipt	Discount	Amnt Paid	Pay	(Discount)	(Amnt Paid)
3259	\$0.00	\$2726.50	N	\$0.00	\$0.00
3396	\$0.00	\$2905.70	N	\$0.00	\$0.00
3629	\$0.00	\$1864.64	N	\$0.00	\$0.00
3642	\$0.00	\$601.62	N	\$0.00	\$0.00
3800	\$0.00	\$1447.84	N	\$0.00	\$0.00
RevRcpt / 10399	\$0.00	(\$2000.00)	N	\$0.00	\$0.00
Totals		\$9216.75		\$0.00	\$0.00

Receipt  
 Credit  
 Reverse Receipt  
 Reverse Credit

Payment  
 Credit  
 Reverse Payment  
 Reverse Credit

Receipt: 10400      Receivables      New Estimated Balance: \$3978.35

### Field Descriptions

#### Account

Select the customer account whose payment will be reversed from this drop down list.

#### Reverse Receipt

Enter the dollar amount to be reversed. You can leave this amount zero, and instead, select the invoices where payment is to be reversed by double clicking on the Pay column. The reverse receipt field will automatically be updated to an amount equal to the amount paid for the selected invoices.

### **Date / Calendar**

Enter the date for the reverse receipt.

### **Reference**

Enter up to 10 characters as a reference for this reverse receipt.

### **Auto Distribute Button**

After an amount is entered into the reverse receipt field, you must still back it out from paid invoices that appear in the list. Click this button to have the program back out the reverse receipt from paid invoices automatically. Payments are reversed from bottom to top (newest to oldest) until the entire amount has been reverse distributed.

### **Invoice List**

This is a list of all paid invoices and undistributed customer payments for the selected account. The list contains these fields:

Invoice / Receipt	The invoice number. If this is an invoice that was generated at ticketing time (account is set up as a "Ticket is Invoice" account), then the ticket number will follow the invoice number. Undistributed payments are designated by the letters "Rcpt" followed by the receipt number. Undistributed reverse receipts are designated by the letters "RevRcpt" followed by the receipt number.
Discount	The amount of discount applied to this invoice when payment was made.
Amount Paid	The payment applied to this invoice.
Pay	Double click on this column to reverse the payment applied to the invoice.  If no amount has been manually entered into the reverse receipt field, the entire payment will be reversed and the amount added to the

reverse receipt total.

If an amount has been manually entered into the reverse receipt field, payment will be reversed up to the amount of the reverse receipt not yet distributed.

Double clicking on an undistributed reverse receipt (RevRcpt) generates a reversing entry and deletes the line after the Save button is clicked.

(Discount)

This field contains the discount that will be reversed.

(Amnt Paid)

This field contains the customer payment that will be reversed.

### **Totals**

The totals for the amount paid, discount reversed and customer payment reversed..

### **Notes Button**

Click this screen to display and enter note fields that will be attached to the receipt. The note fields are enabled in the Weigh Options screen.

### **Reprint Receipt Button**

Click this button to reprint a receipt. A message box will appear and prompt you for the receipt number to reprint. The response field is automatically set to the last receipt printed but can be changed to any receipt number.

## Accounting Setup

### *Added Charge Screen*

The Added Charge screen allows you to define a formula for calculating an added charge. The formula is in the form:

Charge = Fixed Amount + (Rate x Multiple).

The Multiple value is entered while the ticket is being processed in the Weigh or Quick Scan screens.

### How to Get Here

Accounting-->Setup...-->Added Charge Radio Button

The screenshot shows a window titled "Accounting Setup" with a blue header bar. On the left side, there is a vertical list of radio buttons: "Standard Terms", "Prices", "Added Charge" (which is selected and has a dashed border), "Minimum Charge", "Rounding", and "Miscellaneous". The main area of the window displays the formula: "Charge = \$0.00 + ( \$0.00000 x Amount Entered )". The values "\$0.00" and "\$0.00000" are entered into text boxes. At the bottom right of the window, there are two buttons: "Save F1" and "Undo F2".

### Field Descriptions

#### Charge

The first entry box contains the fixed portion of the added charge formula.

**x Amount Entered**

The second entry box contains the rate portion of the added charge formula. For example, if:

Fixed = \$5.00

Rate = \$0.50

Amount Entered = 3

then

Added Charge =  $\$5 + (\$0.50 \times 3) = \$6.50$

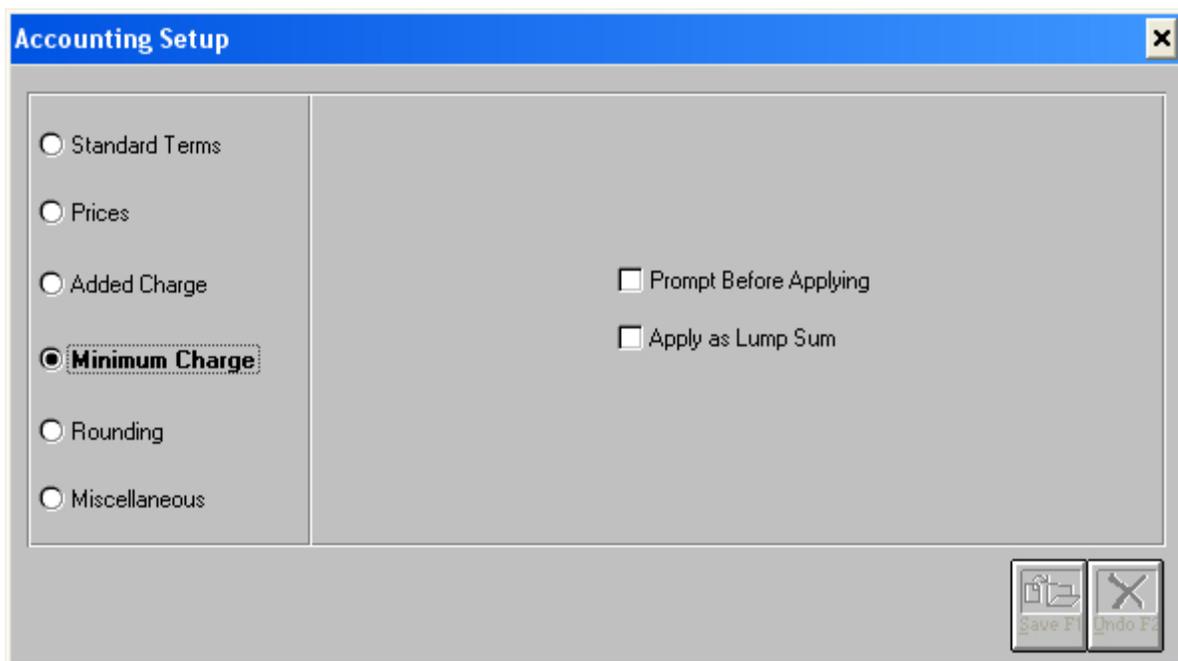
## Accounting Setup

### *Minimum Charge Screen*

The Minimum Charge screen contains options that control the behavior of the minimum charge calculation.

#### **How to Get Here**

Accounting-->Setup...-->Minimum Charge Radio Button



#### **Field Descriptions**

##### **Prompt Before Applying**

If checked, a prompt will appear in either the Weigh screen or the Quick Scan screen before a minimum charge is applied.

##### **Apply as Lump Sum**

If checked, the decision to apply minimum charge is based on the sum of the minimum charge components and the total material charge. Otherwise, the minimum charge is applied to each charge component separately.

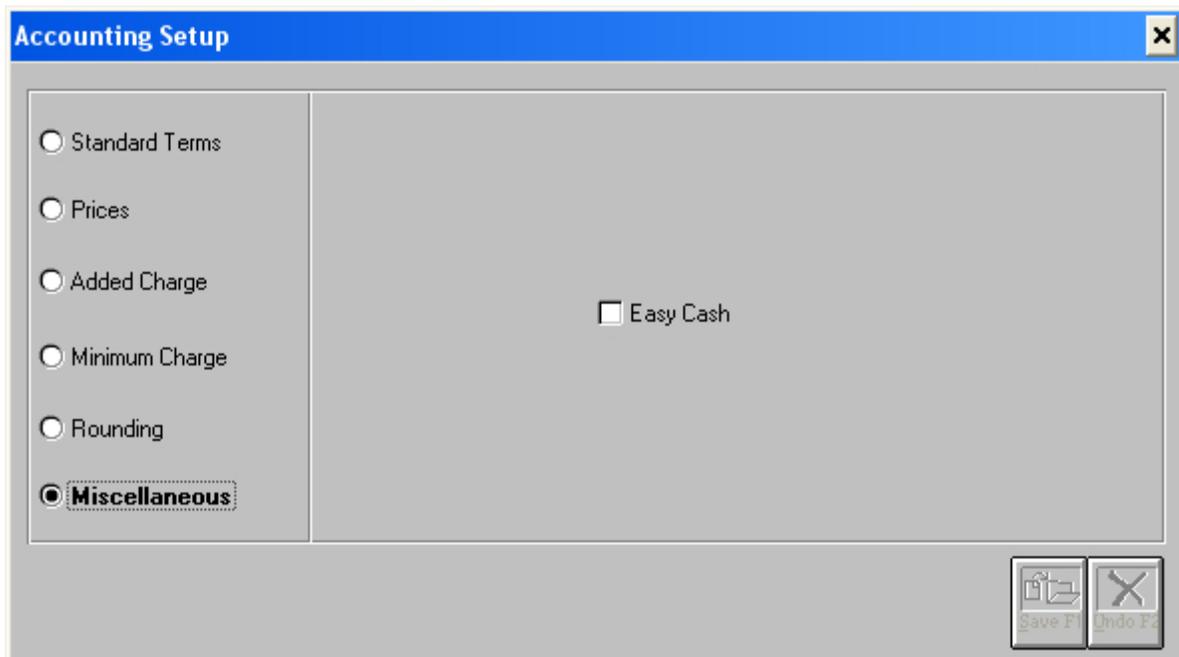
## Accounting Setup

### *Miscellaneous Screen*

The Miscellaneous screen contains options the control transaction processing.

#### How to Get Here

Accounting-->Setup...-->Miscellaneous Radio Button



#### Field Descriptions

##### **Easy Cash**

When this box is checked, the amount tendered for cash transactions will automatically be entered into the Weigh screen. This amount will equal the total charge.

## Payment Terms

The Payment Terms screen allows you to modify standard (default) and custom payment terms for your customers.

### How to Get Here

Accounting-->Setup...-->Standard Terms Screen-->*Edit* Button

Admin-->Accounts-->Terms Screen-->*Custom Terms* Button

### Field Descriptions

#### **Credit Limit**

A dollar limit on the amount of credit you allow your customers. Once a customer's estimated balance exceeds this amount, a warning message can be displayed in the Weigh screen.

#### **Credit Limit: Warn Within**

If Yes, a credit limit warning message will be displayed in the Weigh screen for any customer whose estimated balance has exceeded the credit limit.

**Credit Limit: % of Limit**

The percentage of the credit limit at which warning messages begin. For example, if the credit limit is \$1000 and the *Warning Level %* is set at 5, warning messages will be displayed when the customer's estimated balance reaches \$950.

**Finance Charge: Monthly %**

The monthly interest rate used to calculate finance charge on overdue unpaid balances. (See Days Overdue below.)

**Finance Charge: Days Overdue**

The number of days after the due date of an invoice that finance charges will begin to be assessed.

**Terms: Custom**

Payment terms on invoices are defined by the due date and discount entries.

**Terms: Cash**

Immediate cash payment is required on all tickets. No invoices are generated for cash customers.

**Terms: Prepaid**

Prepaid customers must always maintain a credit balance. A zero credit limit is enforced.

**Due Date: Day of Month**

The invoice due date is set to a day of the month after the invoice date.

**Due Date: Days after Invoice**

The invoice due date is set to a number of days after the invoice date.

**Due Date: End of Month**

The invoice due date is set to the end of the month.

**Ticket Is Invoice**

If Yes, an invoice will automatically be generated for each ticket. Multiple item tickets generate one invoice.

**Net Due on Day**

Enter either the number of days after the invoice date or the day of the month in which the invoice will be due.

**Discount if Paid Within**

Enter the number of days past the invoice date beyond which you will not allow customers to receive discounts.

**Discount Rate**

Enter the percent of the total invoice amount that you will allow to customers as a discount. The discount is applied when payment is made within the number of days specified in the *Discount if Paid Within* parameter.

**Immediate Discount**

Enter the percent discount to be applied immediately to a ticket. The price components used to calculate material charge are discounted by this percentage when the ticket is generated. For example, if a material is normally priced at \$5.00 per ton then a 10% immediate discount results in a new price of \$4.50 per ton.

## Accounting Setup

### *Price Screen*

The price used to calculate a material charge can consist of up to three component prices. For example, your total material price may consist of a base price surcharge 1 and surcharge 2. The Price screen allows you to assign names to each price component. If no name is supplied, then that component will not be used.

#### **How to Get Here**

Accounting-->Setup...-->Price Radio Button

#### **Field Descriptions**

##### **Price Component 1, Price Component 2, Price Component 3**

A 10 character alphanumeric name for price components 1, 2 and 3.

##### **Allow Prices to be Overridden**

Check this box if you would like the ability to override prices in the Weigh screen. This will add a special entry to the price table drop down list called "Override Rates" (code = -4). When selected, a pop up screen will appear allowing you to enter prices.

You must also specify each material that you will allow override prices to be set.

**Charge Based on a User Defined Unit**

Check this box if you want to calculate the material charge based on a user defined unit of measure. A user defined unit is a quantity calculated from the scale weight with conversion factors supplied in the Material table screen. Prices for user defined units are entered in the Prices screen.

## Accounting Setup

### *Rounding Screen*

The Rounding screen contains options that control how charges and converted units are rounded.

#### How to Get Here

Accounting-->Setup...-->Rounding Radio Button

#### Field Descriptions

##### **Charge Acct**

Enter the monetary amount to which charges for charge accounts will be rounded (e.g. \$1.00, \$0.25 etc.). Then select the type of rounding to apply: nearest, up or down.

##### **Cash Acct**

Enter the monetary amount to which charges for cash accounts will be rounded. Then select the type of rounding to apply: nearest, up or down.

**Round After Calculating Tax**

Check this box if you wish to round charges after taxes have been added.

**Round Unit Count Items**

Check this box if you wish to round charges for transactions where the unit of measure is "count".

**Converted Unit 1**

Enter or select the number of decimal places to round the calculation for converted unit 1.

**Converted Unit 2**

Enter or select the number of decimal places to round the calculation for converted unit 2.

## Accounting Setup

### *Standard Terms Screen*

The Standard Terms screen allows you to view and modify the default payment terms assigned to all new accounts.

#### How to Get Here

Accounting-->Setup...-->Standard Terms Screen

The screenshot shows the 'Accounting Setup' window with the 'Standard Terms' option selected. The fields are as follows:

Finance Charge	1.5000 %
	30 Days Overdue
Invoice each Ticket	No
Payment Terms	2.00% 10, Net 30
Immediate Discount	0.0000 %

Buttons: Edit, Save F3, Undo F2

A complete description for each of these fields can be found in Payment Terms.

#### Field Descriptions

##### **Edit Button**

Click this button to display the Payment Terms screen which allows you to modify the standard terms.

## Prices

The **Prices** screen is used to assign prices to materials. Prices are set by price table, price component, material direction (incoming or outgoing) and unit of measure (weight, unit or yard).

### How To Get Here

Accounting->Prices

or

Admin-->Categories-->Price Table-->Edit Table Button

Price Table: -1 Default Price

Price Component: Refuse

Incoming Price  Outgoing Price

Change	Code	Description	Specific to Component				All Components			
			Tons	Unit	Yard	Load	Tax	Disc	R/P	
1		Residential - LF	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	10A	Appliances-In WITH Freon	\$0.00	\$15.00	\$0.00	N	Y	Y	R	
	11	Asbestos	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	12	Batteries - Out	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	15	DP Foundry Sand	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	16	BEC - Foundry Sand	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	1A	Residential - DC	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	2	Commercial - LF	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	21	P & G Ash	\$0.00	\$0.00	\$0.00	N	Y	Y	R	
	26	JR/Recycle Residue	\$0.00	\$0.00	\$0.00	N	Y	Y	R	

Buttons: Add a Table, Delete a Table, Sync Tables, Save F1, Undo F2, New F3, Del F4

### Field Descriptions

#### Price Table

This drop down list contains all the existing price tables. A price table can be added, deleted or name edited through the Price Table screen.

#### Price Component

Select from one of three possible price components for which you are entering prices.

## Incoming Price, Outgoing Price

A price can be entered for both incoming and outgoing materials. Select the material direction for which you are entering prices.

## Price Table Listing

This list contains the material prices for the selected table, component and direction. The lists for the default and minimum charge tables will automatically contain an entry for every material. These entries cannot be deleted. Other tables only require an entry for those materials that have a price different than the default table.

## Change

When any value for a material is changed, this column will contain "upd". If a material is added, it will contain "new". If the row is deleted, it will contain "del". Changes, additions and deletions do not take effect until the Save button is clicked.

## Code, Description

This drop down list contains all the materials.

## Tons

Enter the per ton price for this material.

## Unit

Enter the per unit price for this material.

If you are calculating charges based on user defined units, then this column is used to enter the price per user unit 2. The Tons and Yard columns must be zero before a charge is based on user unit 2. If Tons is not zero *for all price components*, then the program assumes this is a per unit price regardless of whether the user defined unit option is turned on.

## Yard

Enter the per yard price for the material.

If you are calculating charges based on user defined units, then this column is used to enter the price per user unit 1. The Tons and Unit columns must be zero before a charge is based on user unit 1. If Tons is not zero *for all price components*, then the program assumes this is a per yard price regardless of whether the user defined unit option is turned on.

**Load**

If this is a per load price, then enter Y (yes) else enter N (no).

**Tax**

If this material is taxable, then enter Y (yes) else enter N (no).

**Disc**

If this material is discountable, then enter Y (yes) else enter N (no).

**R/P**

Enter R if the charge generated for this material is a receivable, else enter P (payable).

**Add a Table, Delete a Table Buttons**

Click these buttons to display the Price Table screen where a new price table can be added or deleted.

**Sync Tables Button**

Clicking this button will add price lines to the default and minimum charge tables for newly added materials. Price lines for materials that have been deleted will be removed from the default and minimum charge tables.

## Taxing Authorities

The Taxing Authority screen allows you to define the government entities that have authority to assess taxes and the associated tax rate. Taxing authorities are used to build tax codes.

### How to Get Here

Accounting-->Taxes-->Tax Authorities

### Field Descriptions

#### **Id**

A 10 character alphanumeric field containing the tax authority Id.

#### **Description**

A 30 character alphanumeric field describing the tax authority.

#### **Rate**

The amount of the tax expressed as a percentage.

#### **Apply This Tax To**

Check the charge components to which this tax will be assessed. For example, you may want to apply this tax to material charge and not to freight.

## Tax Codes

The Tax Code screen allows you to build tax codes using taxing authorities. A tax code is assigned to a ticket and is used to calculate the sales tax on the ticket.

### How to Get Here

Accounting-->Taxes-->Tax Codes

The screenshot shows the 'Tax Codes' application window. At the top, there are two input fields: 'Code' and 'Description'. Below these is a table titled 'Available Authorities' with columns 'Id', 'Description', and 'Rate'. The table contains two rows: 'Co' with a rate of 0.50 and 'State' with a rate of 5.00. To the right of this table is another table titled 'Authorities in this Tax Code' with columns for 'Id', 'Description', and '%'. Between the two tables are '>>' and '<<' buttons. At the bottom of the window, there is a 'Total Tax' field showing '0.00' and a row of function key buttons: 'Save F1', 'Undo F2', 'New F3', 'Del F4', 'First F5', 'Prev F6', 'Next F7', 'Last F8', and 'Find F9'.

### Field Descriptions

#### **Code**

A 10 character alphanumeric field containing the tax code.

#### **Description**

A 30 character alphanumeric field describing the tax code.

#### **Available Authorities**

A list of all defined taxing authorities. The list shows the tax authority Id, description and the tax rate. Select a tax authority by clicking on a line in the list.

**>> Button**

Clicking this button will add the selected tax authority from the *Available Authorities* list to the tax code. Alternately, double clicking the tax authority will also add it to the tax code.

**Authorities in this Tax Code**

Up to five tax authorities make up a tax code. This list shows the authorities currently in this tax code. Select a tax authority by clicking on a line in the list.

**<< Button**

Clicking this button will remove the selected tax authority from the *Authorities in this Tax Code* list from the tax code. Alternately, double clicking the tax authority will also remove it from the tax code.

**Total Tax**

The sum of the tax rates of all authorities in this tax code expressed as a percentage.

## Account Options

### *Custom Screen*

The Account Options dialog is used to configure the Account Table screens. The Custom screen configures the user defined fields for customer and hauler accounts..

#### How to Get Here

Admin-->Accounts-->Options Button-->Custom Radio Button

The screenshot shows the 'Account Options' dialog box with the 'Custom' radio button selected. The 'Define Custom Fields' section is divided into two categories: 'Customer Specific' and 'Hauler Specific'. Each category has five text input fields and an associated 'Enabled' checkbox. In the 'Customer Specific' section, the first two fields are filled with 'GL Rcvbl Acct' and 'GL Rcvbl Code', and their checkboxes are checked. In the 'Hauler Specific' section, the first two fields are filled with 'GL Payable Acct' and 'GL Payable Code', and their checkboxes are checked. The other three fields in each section are empty and their checkboxes are unchecked. At the bottom of the dialog are buttons for 'Help', 'Ok', 'Cancel', and 'Apply'.

Category	Field Name	Enabled
Customer Specific	Custom Field 1	<input checked="" type="checkbox"/>
	Custom Field 2	<input checked="" type="checkbox"/>
	Custom Field 3	<input type="checkbox"/>
	Custom Field 4	<input type="checkbox"/>
	Custom Field 5	<input type="checkbox"/>
Hauler Specific	Custom Field 1	<input checked="" type="checkbox"/>
	Custom Field 2	<input checked="" type="checkbox"/>
	Custom Field 3	<input type="checkbox"/>
	Custom Field 4	<input type="checkbox"/>
	Custom Field 5	<input type="checkbox"/>

#### Field Descriptions

##### **Customer Specific**

Up to five custom data fields can be defined and enabled for customer accounts. The custom field name is entered in the text box and is enabled by checking the associated check box. The box must be checked before the custom field will appear in the Account screen.

**Hauler Specific**

As with customer accounts, up to five custom data fields can be defined and enabled for hauler accounts.

## Account Options

### Defaults Screen

The Account Options dialog is used to configure the Account Table screens. When new records are added to the account table, the data in most fields will be blank or set to initial values that are defined in the database. This screen allows you to override these initial values for some of the more important fields and are intended to save time when adding new accounts (clicking the New button). This will not prevent you from changing the fields for the new account to other values.

#### How to Get Here

Admin-->Accounts-->Options Button-->Defaults Radio Button

The screenshot shows the 'Account Options' dialog box with the 'Defaults' radio button selected. The dialog is titled 'Account Options' and has a close button in the top right corner. The main area is titled 'Default Values for New Accounts'. On the left side, there are seven radio buttons: 'Main', 'Defaults' (selected), 'Groups', 'Trucks, etc.', 'Truck Types', 'Delivery Zones', and 'Custom'. The main area is divided into two sections: 'Prices & Taxes' and 'Categories'. In the 'Prices & Taxes' section, there are two dropdown menus: 'Price Table' (set to '1' with 'Default Price' as the description) and 'Tax Code' (set to 'EXEMPT' with 'Tax Exempt' as the description). Below these is an 'Exemptions' section with three checkboxes: 'Finance Charge', 'Freight', and 'Freight Tax', all of which are unchecked. In the 'Categories' section, there are three dropdown menus: 'Material' (set to '-1' with 'None' as the description), 'Pit' (set to '-1' with 'None' as the description), and 'Bin' (set to '-1' with 'None' as the description). At the bottom of the dialog, there are four buttons: 'Help', 'Ok', 'Cancel', and 'Apply'.

#### Field Descriptions

##### Price Table

Select the initial price table that will be used by new accounts.

**Tax Code**

Select the initial tax code that will be used by new accounts.

**Exemptions**

If checked, new accounts will be exempt from finance charges, freight and freight tax.

**Categories**

Selection the initial category codes that will be used by new accounts.

## Account Options

### *Delivery Zones Screen*

The Account Options dialog is used to configure the Account Table screens. Delivery zones are areas where you will be hauling material and are usually defined as a distance from your home location. This zone can then be used as one of the criteria for defining freight rates for a hauler. Freight rates are used to calculate the delivery or freight charge on a ticket. This screen allows you to name your delivery zones.

#### How to Get Here

Admin-->Account-->Options Button-->Delivery Zones Radio Button

Account Options

Define Delivery Zones

Main  
 Defaults  
 Groups  
 Trucks, etc.  
 Truck Types  
 Delivery Zones  
 Custom

#	Description
1	10mi
2	20mi
3	30mi
4	40mi
5	50mi
6	Other

#### Field Descriptions

##### **Delivery Zone Table**

This table lists the currently named delivery zones. To change a name in the table, first tab to the table and then use the up/down arrows to navigate to the desired entry.

**Add Button**

Click this button to add a new blank entry to the end of the delivery zone table.

**Delete Button**

Click this button to delete the currently selected delivery zone from the table.

## Account Options

### Groups Screen

The Account Options dialog is used to configure the Account Table screens. You may need to generate invoices and statements for groups of accounts at different time intervals (daily, weekly, monthly, etc.) or with different run parameters (finance charges, statement format, etc.). This can be accomplished by assigning an account to an invoice and statement group. You can then pick the desired group and only those accounts belonging to that group will have invoices or statements generated. This screen allows you enter names for up to 20 invoice and statement groups.

#### How to Get Here

Admin-->Account-->Options Button-->Groups Radio Button

**Account Options**

Define Groups

Main  
 Defaults  
 **Groups**  
 Trucks, etc.  
 Truck Types  
 Delivery Zones  
 Custom

Invoice Groups

	Group Title	Default	
1	Do Not Invoice	No	▲
2	Daily	Yes	
3	Weekly	No	
4	Monthly	No	▼

Statement Groups

	Group Title	Default	
1	Do Not Bill	Yes	▲
2	Daily	No	
3	Weekly	No	
4	Monthly	No	▼

## **Field Descriptions**

### **Invoice Groups**

Lists the names of the invoice groups. Twenty (20) invoice groups are available. A yes in the Default column designates the group as the default invoice group for new accounts. To modify a group name, tab to the Invoice Groups list and then use the up/down and left/right arrows to navigate within the list. When you have navigated to the desired cell you will notice the absence of a cursor. Please ignore this quirk in the grid control and just start typing your changes.

### **Statement Groups**

Lists the names of the statement groups. Twenty (20) statement groups are available. A yes in the Default column designates the group as the default statement group for new accounts.

# Account Options

## *Main Screen*

The Account Options dialog is used to configure the Account Table screens. This screen allows you to assign names to the three addresses available in the account record.

### How to Get Here

Admin-->Accounts-->Options Button-->Main Radio Button

Account Options

Account Configuration Parameters

Main  
 Defaults  
 Groups  
 Trucks, etc.  
 Truck Types  
 Delivery Zones  
 Custom

Accounting Method (All Accounts)  
Balance Forward

Address Labels

Address 1 Name Bill-To  
Address 2 Name Contact  
Address 3 Name Ship-To

Help Ok Cancel Apply

### Field Descriptions

#### **Accounting Method (All Accounts)**

This field designates the type of statement that is generated for this account: balance forward or open item. Currently this option has no effect. The statement type is selected in the Invoice/Statement screen.

**Address Labels**

Enter your own labels for the three addresses available in an account record. These labels will then appear in the Account Table screen.

**Ok Button**

Click this button to save Account Option changes and return to the Account screen.

**Cancel Button**

Click this button to discard Account Option changes and return to the Account screen.

**Apply Button**

Click this button to save Account Option changes and stay in the Options screen.

**Help Button**

Click this button to display help for the current Account Options screen.

## Account Options

### *Trucks, etc. Screen*

The Account Options dialog is used to configure the Account Table screens. You can define two additional tared vehicle types besides trucks. (Trucks is system defined and cannot be changed.) For example, a truck may pull a trailer or carry a removable container; each with its own tare weight. This screen allows you to name and enable the additional tared vehicle types.

#### How to Get Here

Admin-->Account-->Options Button-->Trucks, etc. Radio Button

Account Options

Truck, Trailers, Containers, etc. Properties

Main  
 Defaults  
 Groups  
 Trucks, etc.  
 Truck Types  
 Delivery Zones  
 Custom

	Names	Enabled
1st	Truck	<input checked="" type="checkbox"/>
2nd	Trailer	<input checked="" type="checkbox"/>
3rd		<input type="checkbox"/>

Tare Automatically Expires 15 Days

#### Field Descriptions

##### Names

Enter names for each tared vehicle type.

**Enabled**

If checked, the tared vehicle type is enabled and will be made visible in the account table truck list. Truck is always enabled.

**Tare Automatically Expires**

Set the number of days before a tare weight will automatically expire. When a new tare weight is entered for a truck the system will automatically calculate the expiration date based on this value. If set to zero, new tare weights will never expire.

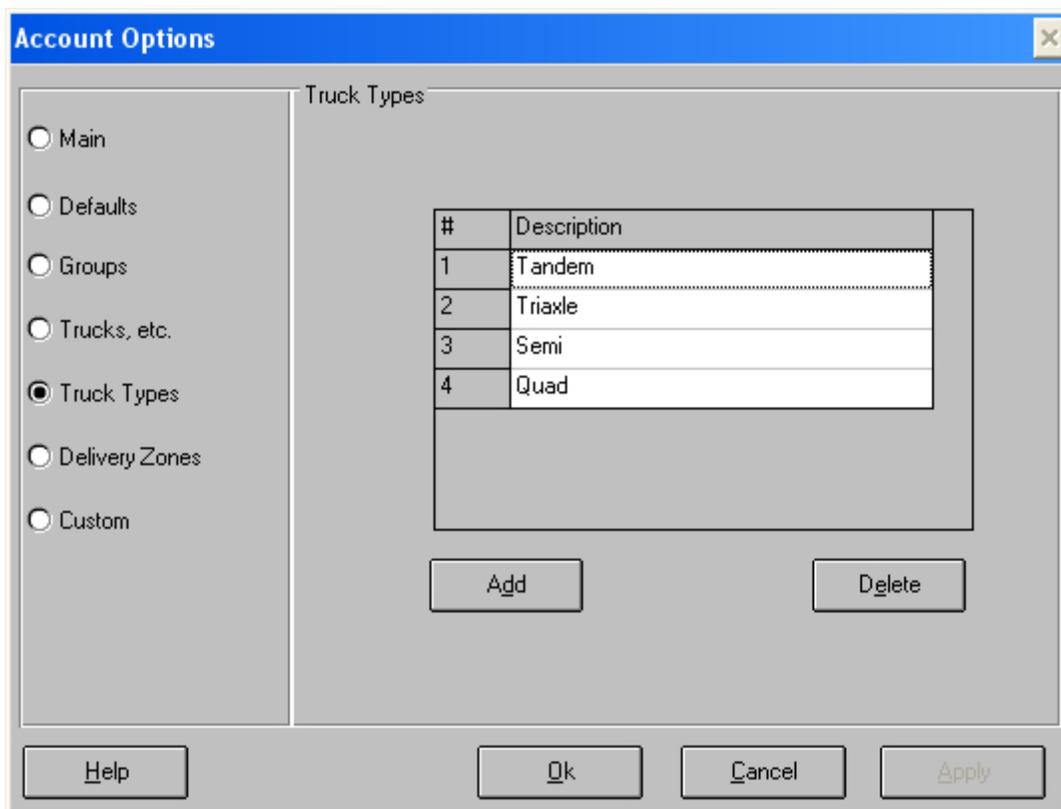
## Account Options

### *Truck Type Screen*

The Account Options dialog is used to configure the Account Table screens. Truck type is another criteria (along with delivery zone) used to determine a freight charge. A different rate can be established for each truck type. This screen allows you to assign a name to each truck type..

#### How to Get Here

Admin-->Account-->Options Button-->Truck Types Radio Button



#### Field Descriptions

##### **Truck Type Table**

This table lists the currently named truck types. To change a name in the table, first tab to the table and then use the up/down arrows to navigate to the desired entry.

**Add Button**

Click this button to add a new blank entry to the end of the truck type table.

**Delete Button**

Click this button to delete the currently selected truck type from the table.

## Account Table

### *Balances Screen*

The Account Table screens are used to add, modify or delete accounts (bill-to and hauler) in the database. Besides containing balance information, this screen allows for assigning an account to an invoice or statement group and entering a beginning balance.

### How to Get Here

Admin->Accounts->Balances >Radio Button

The screenshot shows the 'Account Table' window with the following details:

- Id:** ALTMAN
- Name:** Altman Stone
- Buttons:** Inactive, Revoked
- Navigation:** Main, Defaults, Terms, Balances (selected), Custom
- Radio Buttons:** Receivables (selected), Payables
- Summary Table:**

Current Balance	\$1447.84	5/31/2004
Uninvoiced Tickets	\$1978.35	11
Uninvoiced Misc Charges	\$0.00	0
Unposted Payments & Credits	\$1447.84	1
Estimated Balance	\$1978.35	
- Summary Table (Right):**

Beginning Date	
Beginning Bal	\$0.00
Charges	\$13240.39
Credits	\$11262.04
Ending Bal	\$1978.35
- Transaction Table:**

Last	Date	Ref #	Amount	Fin Chg
Charge	6/28/2004	99650	\$185.76	
Credit	6/7/2004	10310	\$1447.84	
Invoice	5/31/2004	3800	\$1447.84	
Statement	5/31/2004	7	\$1447.84	\$0.00
- Summary Table (Bottom Right):**

Current	\$1978.35
31 - 60	\$0.00
61 - 90	\$0.00
Over 90	\$0.00
- Invoice Group:** 4 Monthly
- Statement Group:** 4 Monthly
- Buttons:** Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Find F9, Options
- Viewing:** Customers and Haulers

### Field Descriptions

#### **Receivables Radio Button**

When clicked, the screen will contain the receivable balances for this account.

#### **Payables Radio Button**

When clicked, the screen will contain the payable balances for this account.

**Current Balance**

The total of all invoices less payments that have been posted. A payment is considered posted when it has appeared on a statement.

**Uninvoiced Tickets**

The total and number of all charge tickets that have not yet been invoiced. Cash tickets (tickets that have been paid in the Weigh screen) are never invoiced and will never be removed from this total.

**Uninvoiced Misc Charges**

The total and number of all miscellaneous charges that have not been invoiced. Miscellaneous charges have not yet been implemented in the program. Therefore, the totals for this category should be zero.

**Unposted Payments & Credits**

The total and number of all payments that have not yet appeared on a statement. Payments on cash tickets (tickets that have been paid in the Weigh screen) never appear on a statement and will never be removed from this total.

**Estimated Balance**

Current balance plus uninvoiced tickets plus uninvoiced miscellaneous charges less unposted payments.

**Last Charge**

The date, ticket number and amount of the last charge processed against this account.

**Last Credit**

The date, receipt number and amount of the last payment or credit applied to this account.

**Last Invoice**

The date, number and amount of the last invoice generated for this account.

**Statement**

The date, number, balance and finance charge of the last statement generated for this account.

**Invoice Group**

An account can belong to one of 20 invoice groups. When generating invoices, the program allows you to select a single or all groups. There are 4 system defined groups: Do Not Invoice, Daily, Weekly and Monthly. The other 16 groups are user definable in the Account Options screen.

**Statement Group**

An account can belong to one of 20 statement groups. When generating statements, the program allows you to select a single or all groups. There are 4 system defined groups: No Statements, Daily, Weekly and Monthly. The other 16 groups are user definable in the Account Options screen.

**Beginning Date**

The date the beginning balance invoice was entered into the system.

**Beginning Bal**

Beginning balances are entered into the system as invoices and are aged and paid off like any normal invoice. This field contains the amount of the beginning balance invoice.

**+ Button**

Click this button to display a pop up screen that allows you to add or modify the beginning balance invoice for this account. A beginning balance invoice can no longer be modified once a payment has been applied or it has appeared on a statement.

**Charges**

The total of all charges for this account.

**Credits**

The total of all payments and credits for this account.

**Ending Bal**

Beginning balance plus charges less credits. This balance should equal the estimated balance.

**Old - Run Aging Report**

This message will appear above the aged balances when the balances are not current. To update the aged balances, run an aging report.

**Current**

The amount of ending balance that is 0 to 30 days old.

**31-60**

The amount of ending balance that is 31 to 60 days old.

**61-90**

The amount of ending balance that is 61 to 90 days old.

**Over 90**

The amount of ending balance that is over 90 days old.

## Account Table

### *Custom Screen*

The Account Table screens are used to add, modify or delete accounts (bill-to and hauler) in the database. The Custom Screen allows you to enter data into user defined custom fields. Custom fields are most often used to store information that will be exported to or imported from a 3rd party accounting package.

### How to Get Here

Admin-->Accounts-->Custom Radio Button

### Field Descriptions

#### Customer Specific Custom Fields

Up to five custom fields can be defined for customer accounts in the Account Options screen. Each of these fields is 30 characters in length.

**Hauler Specific Custom Fields**

Up to five custom fields can be defined for hauler accounts in the Account Options screen. Each of these fields is 30 characters in length.

## Account Table

### *Defaults Screen*

The Account Table screens are used to add, modify or delete accounts (bill-to and hauler) in the database. The Defaults screen contains more default account information that will be used to set corresponding ticket fields and control transaction processing in the Weigh screen.

### How to Get Here

Admin->Accounts->Defaults Radio Button

### Field Descriptions

#### **Hauler Defaults - Customer**

This field is for hauler accounts only. Select the default bill-to account for this hauler. When a transaction is started using this hauler or a truck belonging to this hauler, the bill-to will be set to this account.

### **Category Defaults**

There are four category codes, two of which are reserved for the material and price tables. The default values for these are set in the Account Main screen. The other two are user definable. The defaults for these two are set here. When this bill-to account is selected, the category codes are set to these values.

### **Weigh Form Radio Button**

Click this button to display and modify the message that will be displayed in the Weigh screen when this account is selected.

### **Invoice Radio Button**

Click this button to display and modify the message that will be appear on invoices for this account.

### **Statement Radio Button**

Click this button to display and modify the message that will appear on statements for this account.

### **Message**

This box will contain either the Weigh screen, Invoice or Statement message depending on the message type selected.

### **Display Message Check Box**

Check this box to display the associated message on the Weigh screen, Invoice or Statement. The message is not displayed until this box is checked.

## Account Table

### *Freight Rates Screen*

The Account Table screens are used to add, modify or delete accounts (bill-to and hauler) in the database. This screen is used to enter the freight rates for a hauler account. A separate rate can be entered for each unique combination of zone, truck type, unit of measure and distance. This screen is only available for account types **Hauler** and **Customer and Hauler**.

#### How to Get Here

Admin->Accounts->Freight Button

BSG Bedrock Sand and Gravel  Share Freight Table

	Zone	Truck Type	Unit	Distance	Rate	Payable	Minimum	Min Pay
1	Unspecified	Unspecified	Load	Unspecified	\$0.00	\$0.00	\$0.00	\$0.00
2	Chippewa Falls	Tri-Axle	Load	Unspecified	\$105.00	\$75.00	\$0.00	\$0.00
3	Chippewa Falls	Tandem	Load	Unspecified	\$105.00	\$75.00	\$0.00	\$0.00
4	Chippewa Falls	End Dump	Tons	Unspecified	\$4.20	\$3.00	\$0.00	\$0.00
5	Chetek	Tri-Axle	Load	Unspecified	\$189.00	\$135.00	\$0.00	\$0.00
6	Chetek	Tandem	Load	Unspecified	\$168.00	\$120.00	\$0.00	\$0.00
7	Chetek	End Dump	Load	Miles	\$0.25	\$0.15	\$0.00	\$0.00

Delete All

Save F1 Undo F2 New F3 Del F4 Close alt F12

#### Field Descriptions

##### **Freight Rate Table**

A single freight rate can be entered for each unique combination of zone, truck type, unit of measure and distance. To add a row to the table, click the New button. To delete the currently selected row, click the Del button. To modify data in table, navigate to the desired cell using the arrow or tab keys and enter your modification. No changes to the

database will actually take place until the Save button is clicked. The following columns are available in the freight rate table:

### **Zone**

This column contains the delivery zone. Zone is changed by selecting an entry from a drop down list. If "Unspecified" is selected, then the freight rate applies to all delivery zones. Delivery zones are defined in the Account Options screen.

### **Truck Type**

This column contains the truck type. Truck type is changed by selecting an entry from a drop down list. If "Unspecified" is selected, then the freight rate applies to all truck types. Truck types are defined in the Account Options screen.

### **Unit**

This column contains the unit of measure. Units available are: Kilograms, Load, Metric Tons, Pounds, Tons, Units (Count) and Yards.

### **Distance**

This column contains the distance units. Distance units available are: Hours, Kilometers, Miles and Unspecified. If "Unspecified" is selected, then no distance unit is needed to calculate the freight charge. Otherwise, the operator will be prompted for the distance amount in the Weigh screen before the freight charge can be calculated and the transaction completed.

### **Rate, Payable**

These two columns contain the freight rate that will be charged the customer and the rate that will be paid to the hauler, respectively. As an example, the customer may be charged \$5 per ton for freight, \$4 of which will be paid to the hauler.

### **Minimum, Min Pay**

These two columns contain the minimum freight charge and the payable freight charge, respectively.

### **Delete All Button**

Click this button to delete all freight rates from the table. The deletion does not actually occur until the Save button is clicked.

## Account Table

### *Main Screen*

The Account Table screens are used to add, modify or delete accounts in the database. There are two types of accounts: customer and hauler. A customer is an account that you will charge for materials delivered. A hauler is an account that you will pay to deliver material. An account can either be a customer, hauler or both.

The Main screen contains general account information and transaction default values.

### How to Get Here

Admin->Accounts->Main Radio Button

The screenshot shows the 'Account Table' software window. At the top, there are input fields for 'Id' (containing 'PRI230') and 'Name' (containing 'PRIBNOW CONSTRUCTION'). To the right are checkboxes for 'Inactive' and 'Revoked'. Below this is a navigation pane on the left with radio buttons for 'Main', 'Defaults', 'Terms', 'Balances', and 'Custom'. The 'Main' option is selected. In the center, there are radio buttons for 'Bill-To', 'Contact', and 'Accounting', with 'Bill-To' selected. To the right of these is an 'Addresses' section with fields for 'Contact', 'Address' (3126 WATFORD WAY), 'City, State' (MENOMONIE WI), 'Zip Code' (54751), 'Phone', 'Fax', and 'E-Mail'. Below the addresses are several dropdown menus: 'Price Table' (CONT, Contractors (15%)), 'Tax Code' (WI STATE, Wisconsin State Tax Only), 'Material' (-1, None), 'Ticket Type' (System Default Ticket), 'Journal Ticket Type' (System Default Ticket), and 'Account Type' (Customer and Hauler). At the bottom left, there is a 'Last Updated' field showing '12/20/2006 1:01:12 PM' and a 'Trucks, etc...' button. At the bottom center is a toolbar with icons for Save (F1), Undo (F2), New (F3), Del (F4), First (F5), Prev (F6), Next (F7), Last (F8), Find (F9), and Options. At the bottom right, there is a 'Viewing:' dropdown menu set to 'Customers and Haulers'.

### Field Descriptions

#### **Id**

A 10 character alphanumeric field containing the account id.

**Name**

A 30 character alphanumeric field containing the account name.

**Inactive Check Box**

When checked, this account is inactive. It will not appear in any drop down lists on other screens and will be considered a candidate to be purged from the database by the purge utility. In order to be purged, there must be no transactions in the database that reference this account.

**Revoked Check Box**

When checked, this account is revoked. It will still appear in drop down lists on other screens but no transactions can be processed against it.

**Trucks, Etc Button**

This button is only enabled for accounts designated as type *Hauler* or *Customer and Hauler*. When clicked the Trucks, Etc screen will be displayed showing all the tared vehicles (trucks, trailers, containers, etc.) belonging to this hauler. Tared vehicle names are configured in the Account Options screen.

**Freight Button**

This button is only enabled for accounts designated as type *Hauler* or *Customer and Hauler*. When clicked the Freight Rates screen will be displayed for this hauler.

**Address Radio Buttons**

Up to three addresses can be entered per account. Clicking on one of these three buttons will display the information for that particular address. The address titles can be modified in the Account Options screen.

**Addresses**

An address consists of a contact name, two address lines, city, state, zip code, phone #, fax # and e-mail address.

**Price Table**

Select the default price table that will be used calculate charges for this account. Price table can be changed at any time during transaction processing but will be set to this value when the bill-to account is initially selected.

**Tax Code**

Select the default tax code that will be used to calculate taxes for this account. Tax code can be changed at any time during transaction processing but will be set to this value when the bill-to account is initially selected.

### **Material**

Select the default material code that will be used by this account. Like price table and tax code material code can be changed at any time during transaction processing but will be set to this value when the bill-to account is initially selected.

### **Ticket Type**

Set the default ticket format that will be used by this account to print tickets. A ticket is formatted using commands that are contained in a \*.gtk file. All ticket format files can be found in the program's installation directory.

### **Account Type**

An account can be a *Customer*, *Hauler* or a *Customer and Hauler*. Customers are accounts that you charge for material. Haulers are accounts you pay for hauling material.

### **Viewing**

You can select which account records to view with this drop down list. The choices are *Haulers Only*, *Customers Only* or *Customers and Haulers*.

## Account Table

### Terms Screen

The Account Table screens are used to add, modify or delete accounts (bill-to and hauler) in the database. The Terms screen contains payment terms for your bill-to accounts. This screen is unavailable for hauler accounts.

### How to Get Here

Admin->Accounts->Terms Radio Button

### Field Descriptions

#### Terms

This frame contains the payment terms for this account.

#### Credit Limit

Enter the charge limit for this account. For prepaid accounts, this field displays the amount that was prepaid. The Weigh screen operator can be warned when estimated

balance gets within a percentage of the credit limit. For prepaid accounts, he will be warned when the estimated balance gets within a percentage of the prepaid amount.

**Finance Charge**

The percentage used to calculate late charges on overdue invoices. This percentage is multiplied by the balance for every invoice that is past due the number of days specified. Finance charges are applied when statements are generated.

**Ticket Is Invoice**

If yes, an invoice is generated for each ticket.

**Payment Terms**

Payment terms in the form: Discount % Discount Days, Days Due (e.g. 2.00% 10, Net 30)

**Immediate Discount**

This percent discount is applied immediately to a ticket. The price components used to calculate material charge are discounted by this percentage when the ticket is generated. For example, if a material is normally priced at \$5.00 per ton then a 10% immediate discount results in a new price of \$4.50 per ton.

**Standard Terms Check Box**

If checked, the account will use the system standard terms. Otherwise, the account's custom terms are used.

**Custom Terms Button**

Click this button to edit terms that are custom for this account.

**Exemptions**

Check these boxes to exempt this account from finance charges, freight, and/or freight tax.

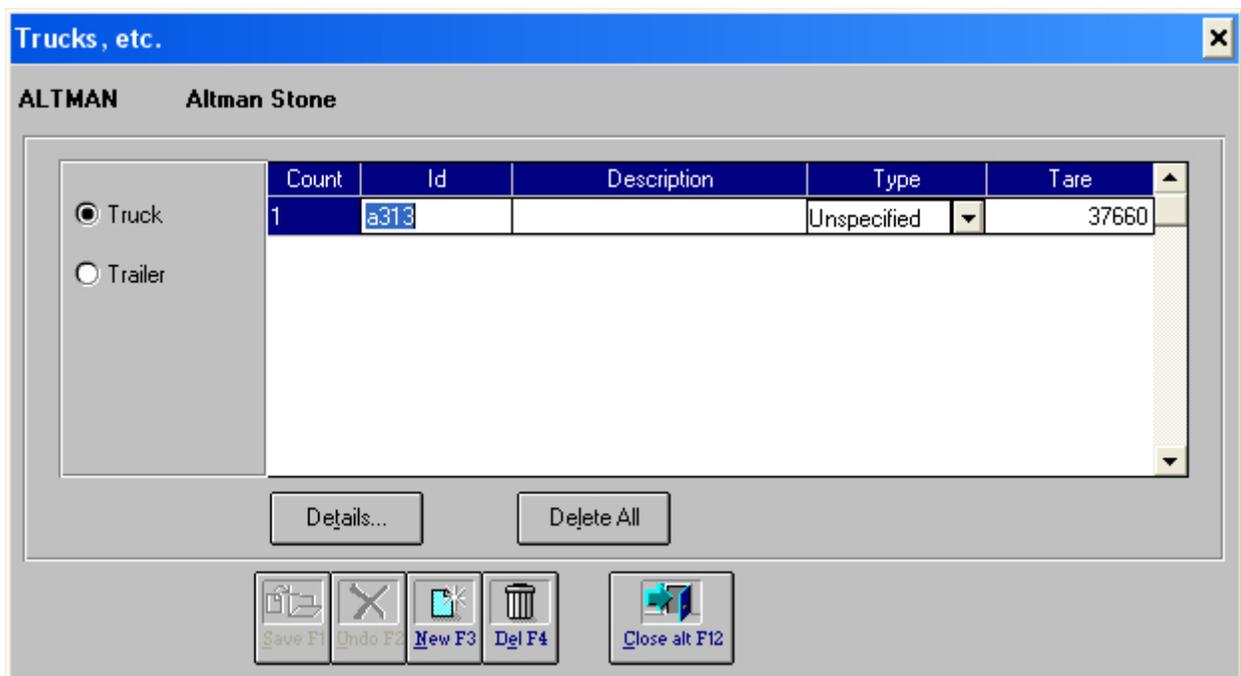
## Account Table

### *Truck List Screen*

The Account Table screens are used to add, modify or delete accounts (bill-to and hauler) in the database. The truck list screen displays all vehicles belonging to a hauler account. It also provides a quick way to add a new vehicle or modify an existing vehicle. This screen is only available to account types **Hauler** and **Customer and Hauler**.

#### How to Get Here

Admin->Accounts->Trucks, Etc. Button



#### Field Descriptions

##### **Truck / Tared Vehicle Radio Buttons**

A radio button is visible for each tared vehicle type. Tared vehicle types are defined and enabled in the Account Options screen. This selection controls which vehicles are displayed in the tared vehicle list.

##### **Tared Vehicle Table**

This table displays the selected tared vehicles. To modify data in the table, first tab to the table, navigate through the individual cells by using the arrow or tab keys and then enter

your modification. A new blank row is automatically added when you navigate beyond the last record in the table. You can also add a row by clicking the New button. The currently selected row can be deleted by clicking the Del button. No changes to the database will actually take place until the Save button is clicked. The tared vehicle table contains the following columns:

#

The first column contains a list sequence number and is used to mark modified rows. The mark can be one of three values:

Upd	The row has been modified.
Del	The row has been deleted.
New	This is a new row.

### **Id**

This column contains a 10 alphanumeric character vehicle id.

### **Description**

This column contains a 30 character vehicle description.

### **Truck Type**

Select truck type from a drop down list. Truck types are defined in the Account Options screen.

### **Tare**

This column contains the vehicles tare (empty) weight.

### **Details Button**

Clicking this button will display the full Tared Vehicle screen showing all vehicle fields.

### **Delete All Button**

Click this button to mark all vehicles in the table for deletion. The deletion does not actually occur until the Save button is clicked.

## Category Table

### *Custom Screen*

The Category Table Custom Screen allows you to enter data into user defined custom fields. Five custom fields can be defined for each of your four category tables. Custom fields are most often used to store information that can be printed on the ticket.

### How To Get Here

Admin-->Categories-->Category->Custom Radio Button

The screenshot shows a software window titled "Pit Table". At the top, there are two text input fields: "Code" containing "North" and "Description" containing "North Pit". Below these is a "Note" field and an "Inactive" checkbox. On the left side, there are two radio buttons: "Main" (unselected) and "Custom" (selected). The central area is labeled "Custom Fields" and contains three rows of data:

Field Name	Field Value
My Custom 1	My Custom Data 1
My Custom 2	My Custom Data 2
My Custom 5	My Custom Data 5

At the bottom of the window, there is a "Last Updated" field showing "12/20/2006 1:31:26 PM" and a toolbar with the following icons and labels: Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Find F9, and Options.

### Field Descriptions

#### Custom Fields

Up to five custom fields can be defined for each category table in the Category Options screen. Each of these fields is 30 characters in length.

## Category Table

### *Main Screen*

There are four [user definable categories](#) in the program used to group transactions for reporting purposes.

### **How To Get Here**

Admin-->Categories-->Category->Main Radio Button

The screenshot shows the 'Pit Table' application window. At the top, there are two input fields: 'Code' containing 'North' and 'Description' containing 'North Pit'. Below these is a 'Note' field and an 'Inactive' checkbox. On the left side, there are two radio buttons: 'Main' (selected) and 'Custom'. In the center, there is a 'Default Pit' checkbox. The bottom of the window features a toolbar with icons for 'Save F1', 'Undo F2', 'New F3', 'Del F4', 'First F5', 'Prev F6', 'Next F7', 'Last F8', 'Find F9', and 'Options'. A status bar at the bottom left shows 'Last Updated 12/20/2006 1:31:26 PM'.

### **Field Descriptions**

#### **Code**

A 10 character alphanumeric field containing the category code.

#### **Description**

A 30 character field containing the category description.

**Note**

Note is a user definable field and can be used to enter any kind of information you wish. The field label can be changed by editing the initialization file.

**Default Category**

During ticket processing, the initial category code can be retrieved from the bill-to account default values. If the bill-to account default is "None", then the code designated as the default on this form will be used. Only one category code can be designated as the default.

## Category Table

### *Material Screen*

There are four [user definable categories](#) in the program used to group transactions for reporting purposes. The material category table contains all materials sold by your business. This screen allows you to enter materials into the database.

### How to Get Here

Admin-->Categories-->Materials

**Material Table**

Code: 007      Description: 1 - 1-1/2 Washed Rock

Note:       Inactive

Main  
 Custom

Default Material  
 Allow Price Overrides  
 Mix / Load Out

SubCat1 (Type): Rock  
SubCat2 (Yard): North

Inventory		Inventory Units
Beginning	2642.04 tn	Disabled
Incoming	0.00 tn	Pounds
Outgoing	54.32 tn	<b>Tons</b>
Balance	2587.72 tn	Yards
		Units

Last Updated: 12/20/2006 1:43:57 PM

Save F1   Undo F2   New F3   Del F4   First F5   Prev F6   Next F7   Last F8   Find F9   Options

### Field Descriptions

#### **Code**

A 10 character alphanumeric field containing the material code.

#### **Description**

A 30 character field containing the material description.

#### **Note (GL Account)**

Note is a user definable field. It is most often used to import data from or export data to a 3rd party accounting package. The field label can be changed by editing the initialization file.

### **Default Material**

During ticket processing, the initial material code can be retrieved from the truck history, the job/order or the bill-to account default values. If the material code remains unset (None) then the material designated as the default material in this form will be used. Only one material can be designated as the default.

### **Allow Price Overrides**

If checked, the operator will be allowed to manually enter prices for this material from the Weigh screen. Otherwise, prices from the price table are used and cannot be changed.

To manually enter prices, the operator must select the "Override Rates" price table which will display a pop up screen where prices can be entered.

### **Mix/Load Out**

In some applications, trucks will drive under a storage bin and are loaded under program control to a specified target weight. This is called a load out system. Checking this box designates this material as a load out material.

### **SubCat1, SubCat2**

Material codes can be further grouped into subcategories. For example, materials could be grouped by type (e.g. Rock, Sand, Crushed Stone) or by yard location (e.g. North, South, East, West)..Subcategory title and entries are defined in the initialization file. Two subcategories are available. (Subcategories are also available for Prices and user defined Categories).

### **Conversions**

Two conversion factors are available to convert pounds to a user defined unit of measure. The conversion feature is turned on with entries in the initialization file. You can calculate material charges based on user defined units along with printing them on the ticket.

### **Inventory**

A very simple inventory system is available for each material. You enter a beginning inventory amount and the program will automatically calculate ending inventory by adding incoming and subtracting outgoing transaction amounts. Inventory is updated after each ticket is processed and whenever an Inventory report is generated.

To activate inventory tracking for a material a unit of measure (UOM) must be specified: pounds, tons, yard or units.

The ticket UOM will automatically be set to inventory UOM during ticket processing.

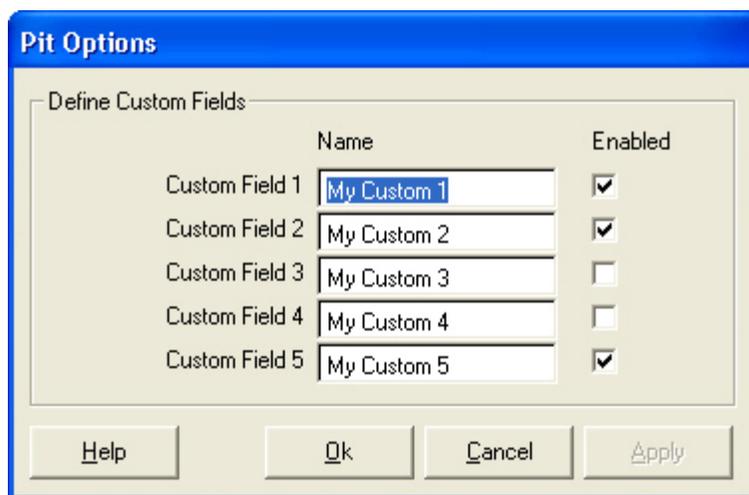
## Category Options

### *Main Screen*

The Category Options screen configures the user defined fields for each of the four category tables.

### **How to Get Here**

Admin-->Categories-->Category->Options Button



The screenshot shows a dialog box titled "Pit Options" with a "Define Custom Fields" section. It contains a table with five rows, each representing a custom field. The columns are "Name" and "Enabled". The "Name" column contains text boxes with the values "My Custom 1" through "My Custom 5". The "Enabled" column contains checkboxes, with the first, second, and fifth rows checked.

	Name	Enabled
Custom Field 1	My Custom 1	<input checked="" type="checkbox"/>
Custom Field 2	My Custom 2	<input checked="" type="checkbox"/>
Custom Field 3	My Custom 3	<input type="checkbox"/>
Custom Field 4	My Custom 4	<input type="checkbox"/>
Custom Field 5	My Custom 5	<input checked="" type="checkbox"/>

Buttons: Help, Ok, Cancel, Apply

### **Field Descriptions**

#### **Define Custom Fields**

Up to five custom data fields can be defined and enabled for a category table. The custom field name is entered in the text box and is enabled by checking the associated check box. The box must be checked before the custom field will appear in the associated category screen.

#### **Ok Button**

Click this button to save category option changes and return to the Category screen.

#### **Cancel Button**

Click this button to discard category option changes and return to the Category screen.

#### **Apply Button**

Click this button to save category option changes and stay in the Options screen.

**Help Button**

Click this button to display help for the Category Options screen.

## Category Table

### *Price Screen*

#### Price Table

There are four user definable categories in the program used to group transactions for reporting purposes. The price category table contains the codes and descriptions for each price table used by your business.

Please note that this table does not contain the actual prices for each of your materials, just the codes and descriptions. Prices are entered on a different form (displayed by clicking the Edit Table... button).

#### How To Get Here

Admin-->Categories-->Price

The screenshot shows a software window titled "Price Table". At the top, there are two input fields: "Code" with the value "CONT" and "Description" with the value "Contractors (15%)". To the right of the "Description" field is an "Inactive" checkbox. Below these fields is a large area with a "Main" radio button selected and a "Custom" radio button. In the center of this area is a "Default Price Table" checkbox. At the bottom of the window, there is a "Last Updated" field and a toolbar with the following buttons: Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Find F9, Options, and Edit Table... A small icon of three dollar signs is visible in the top right corner of the window.

#### Field Descriptions

##### Code

A 10 character alphanumeric field containing the price code.

**Description**

A 30 character field containing the price table description.

**Note**

Note is a user definable field and can be used to enter any kind of information you wish. The field label can be changed by editing the initialization file.

**Default Price**

During ticket processing, the initial price table code can be retrieved from the order or the bill-to account default values. If the price table code remains unset (None) then the price table code designated as the default in this form will be used. Only one price table code can be designated as the default.

**Edit Table Button**

Click this button to display the Price screen that is used to enter the price for each of your materials.

## Data Terminal Port

### *Setup Screen*

This screen is used to configure the data terminal port which will be used in unattended transaction processing.

#### How to Get Here

Admin-->Preferences-->Data Terminal Port

**Set Data Terminal Port Parameters**

**Baud Rate**

110  
 300  
 600  
 1200  
 2400  
 4800  
 9600  
 14400

**Data Bits**

5  
 6  
 7  
 8

**Stop bits**

1  
 1.5  
 2

**Parity**

None  
 Odd  
 Even  
 Mark  
 Space

**Flow Control**

None  
 Xon/Xoff  
 RTS  
 RTS Xon/Xoff

**Device Type**

RTSA  
Peripheral Device Controller  
Load Out

**Connector**

None  
COM1  
COM2  
COM3  
COM4  
COM5  
COM6

Test

#### Field Descriptions

**Baud Rate, Data Bits, Stop Bits, Parity, Flow Control**

These fields are only used when for the ATS-2 which must be connected to one of your PC's serial (COM) ports. Select the baud rate, data bits, stop bits, parity and flow control settings for the serial port. These settings must agree with the corresponding settings in the data terminal. (The ATS-2 is normally configured at 9600, 8, 1, None with no flow control.)

### **Device Type**

Select your data terminal device. This drop down contains these devices:

ATS-2

A controller based unattended system that communicates directly with this application to prompt the truck driver for information needed to process a transaction. Other hardware devices packaged with the controller may include a printer, scale indicator, RFID scanner or a bar coded badge reader.

### **Connector**

This list displays all the possible serial port connections that can be used to connect the data terminal to your PC. The list contains COM1 through COM8 even though you may not have all these ports available. If you attempt to use an unavailable serial port, you will receive the error message "Error 68 - Device Unavailable" when you test the connection (see Test button).

The ATS-2 is the only data terminal device that you need to specify a serial port connection.

### **Test button**

Click this button to display the data terminal test screen for either the ATS-2.

## Data Terminal Port

### *ATS-2 Test Screen*

The ATS-2 Test screen is used to test the connection between the ATS-2 and the PC via the selected RS232 serial port.

#### How to Get Here

Admin-->Preferences-->Data Terminal Port-->Test Button

Set Data Terminal Port Parameters

Test Modes

Enable Command Loop

Enable Repeater (Single Command)

Timer Interval (msec) 100

Unit 1

Data Received

Data to Send

Check Sum  Ok  Error

Send

Done

#### Field Descriptions

##### **Enable Command Loop**

When this box is checked the ATS-2 connection will be tested with a continuous set of seven commands consisting of:

Reset	Reset the data terminal
Unattended	Put terminal in unattended mode
GetWeight	Get a weight from the unattended terminal
GetWeight	Get another weight
GetWeight	Get another weight
GetWeight	Get another weight
Attended	Put terminal in attended mode

### **Enable Repeater (Single Command)**

When this box is checked, the command entered in the Data to Send box will be sent repeatedly to the ATS-2.

### **Timer Interval (msec)**

Enter the time interval between commands for the Loop and Repeater options.

### **Units**

This field is not used.

### **Data Received**

This field contains the message received from the ATS-2 in response to a command.

### **Data to Send**

Enter a command to send to the ATS-2.

Attended	Place ATS-2 in attended mode
Unattended	Place ATS-2 in unattended mode
DriveAhead	Drive ahead command
DispMsgN	Display message on line N. This command is immediately followed by the message to display.
Error	Error command
GetCode	Wait for and return driver entry
GetWeight	Get current weight
MoreMatrls	Ask driver if there is another material for this ticket
OpenGate	A valid truck id has been entered, open gate
PrintLine	Print ticket line
PrintEnd	Done printing ticket
Reset	Reset ATS-2

SetPrompt	Set drive prompt
Rezero	Zero scale indicator

**Check Sum**

The ATS-2 returns the sequence number for the command to which it is responding.

**Send Button**

Click this button to send a single command or to begin the command loops.

## Ticket/Journal Printer Port

### Setup Screen

This screen is used to configure the ticket and journal printer ports. Tickets are printed from both the Weigh screen and Quick Scan. In addition to a ticket printer, the program allows you to specify a journal printer. Typically a journal printer is set up to print a line or two of data per ticket. This printout can be used as a hard copy backup.

### How to Get Here

Admin-->Preferences-->Ticket Printer Port

**Set Printer Port Parameters**

**Baud Rate**

110  
 300  
 600  
 1200  
 2400  
 4800  
 9600  
 14400

**Data Bits**

5  
 6  
 7  
 8

**Parity**

None  
 Odd  
 Even  
 Mark  
 Space

**Flow Control**

None  
 Xon/Xoff  
 RTS  
 RTS Xon/Xoff

**Device Type**

Star SP300  
Epson TM  
Swecoin

**Connector**

None  
LPT1  
LPT2  
LPT3  
COM1  
COM2  
COM3

**Line Delay (msec)**

0

**Test**

### Field Descriptions

**Baud Rate, Data Bits, Stop Bits, Parity and Flow Control**

These fields are only used when the ticket printer is connected to one of your PC's serial (COM) ports. Select the baud rate, data bits, stop bits, parity and flow control settings for the serial port. These settings must agree with the corresponding settings for the ticket printer. It should be documented in your printer manual how to determine and configure its serial settings.

### **Device Type**

Select your printer type.

*Windows Default* and *Direct to Printer Port* are the only two parallel (using ports LPT1, LPT2 or LPT3) printers available. When *Windows Default* is specified, all ticket printing goes through the Windows print spooler and is output to the Windows default printer. With *Direct to Printer Port*, ticket printing bypasses Windows completely and data is sent directly to the parallel port.

Serial (COM1 - COM8) printers require serial port settings.

*Windows Printing (RAW)* uses Windows to print to a USB printer and will pass formatting codes to the printer that are contained in the ticket file. Clicking this setting will cause a list of printers on the system to appear below. Select which printer to use. This setting may be incompatible with some printers. Use the test window to find out if your printer works.

*Windows Printing (Text)* allows printing to any type of printer, but does not pass formatting codes to the printer. Clicking this setting will cause a list of printers on the system to appear below. Select which printer to use.

If you don't have a ticket printer, select *None* from the list.

### **Line Delay (msec)**

This setting is only available for ticket printers connected to a serial port and specifies the amount of delay, in milliseconds, between each line of data that is sent to the printer. Some printers cannot handle data as quickly as the PC can send it and will not print tickets properly unless a line delay is specified. A good rule of thumb is to start this value at 50 msec and increment by 50 until the ticket prints correctly.

### **Connector**

Select the port, either parallel (LPT1 - LPT3) or serial (COM1 - COM8), that your printer is connected. The list may contain ports that are not available on your PC. If you attempt to use an unavailable port, you will receive the error message "Error 68 - Device Unavailable" or "Error 57 Device I/O error" when you attempt to test the print connection (see Test button)

**Test button**

Click this button to display the printer test screen.

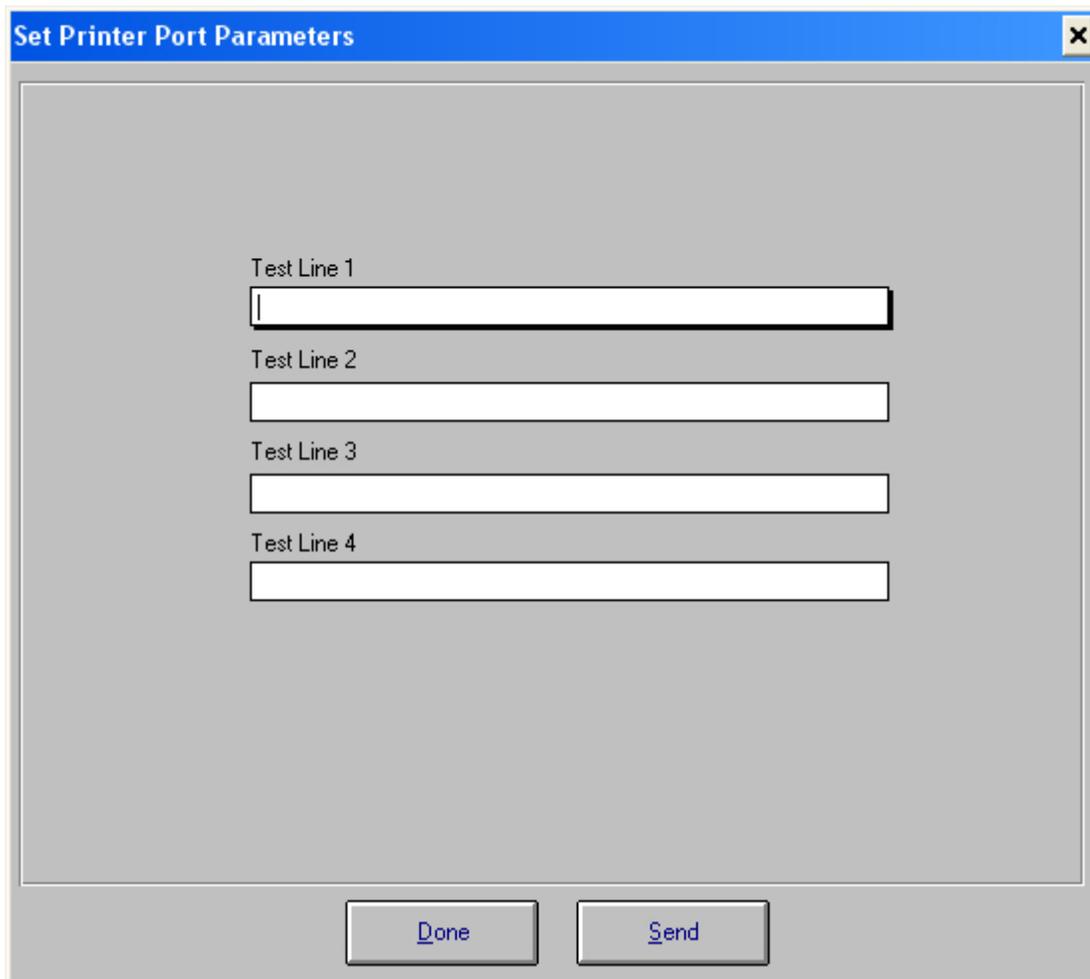
## Ticket/Journal Printer Port

### *Test Screen*

This screen is used to test your ticket printer port configuration.

#### How to Get Here

Admin-->Preferences-->Ticket Printer Port-->Test button



The screenshot shows a window titled "Set Printer Port Parameters" with a close button in the top right corner. The window contains four text input fields, each preceded by a label: "Test Line 1", "Test Line 2", "Test Line 3", and "Test Line 4". At the bottom of the window, there are two buttons: "Done" and "Send".

#### Field Descriptions

##### **Test Line 1 - Test Line 4**

Enter four lines of text that will be sent to the printer configured in the printer setup screen.

**Done button**

Clicking this button terminates the printer test session and returns you to the printer setup screen.

**Send button**

Clicking this button sends the four test lines to the configured ticket printer.

## Scale Port

### Setup Screen

This screen is used to configure the two scale ports on the Weigh screen.

#### How To Get Here

Admin-->Preferences-->Scale Port 1 (or Scale Port 2)

**Set Scale 1 Port Parameters**

Scale Label

**Baud Rate**

110  
 300  
 600  
 1200  
 2400  
 4800  
 9600  
 14400

**Data Bits**

5  
 6  
 7  
 8

**Stop bits**

1  
 1.5  
 2

**Parity**

None  
 Odd  
 Even  
 Mark  
 Space

**Flow Control**

None  
 Xon/Xoff  
 RTS  
 RTS Xon/Xoff

**Device Type**

CONDEC UMC1000  
 CONDEC UMC2000  
 IQ310

**Sampling Size**

Blocks

**Connector**

None  
 MANUAL  
 SIM  
 COM1  
 COM2  
 COM3  
 COM4

**Zero Command**

CR  LF  CRLF

#### Field Descriptions

##### **Scale Label**

This label will appear above the scale indicator in the Weigh screen.

##### **Baud Rate, Data Bits, Stop Bits, Parity, Flow Control**

These fields are only used when the scale indicator is connected to one of your PC's serial (COM) ports. Select the baud rate, data bits, stop bits, parity and flow control settings for the serial port. These settings must agree with the corresponding settings in the scale indicator.

### **Device Type**

Select your scale indicator type. This drop down list contains a list of all the preprogrammed setups that are available. If your's is not listed, we recommend you call Advanced Weighing Systems for assistance in adding your indicator.

### **Sampling Size**

Older, slower PCs may not be able to process scale port interrupts in a timely fashion resulting in sluggish performance in the Weigh screen. This may be indicated by the scale indicator on the Weigh screen taking a few seconds to correctly show the correct weight on the scale. This problem can be remedied by increasing the number of blocks of data needed to trigger an interrupt, thereby decreasing the number of interrupts that need to be processed. This number can be set from 0 to 100 (zero implies an interrupt on each character although in reality this will rarely occur).

### **Connector**

This list displays all the possible serial port connections that can be used to connect the scale indicator to your PC. The list contains COM1 through COM8 even though you may not have all these ports available. If you attempt to use an unavailable serial port, you will receive the error message "Error 68 - Device Unavailable" when you test the connection (see Test button).

There are two special settings in the connector list: SIM and MANUAL. When SIM is selected, the scale indicator in the Weigh screen will be configured with a scroll bar. The weight on this indicator can be scrolled in increments of 3000 units. When MANUAL is selected, the scale indicator in the Weigh screen will display the word "Manual". When this indicator is active, the operator can type values into the weight fields.

### **Zero Command**

Some indicators can be zeroed by sending a command via the serial port. Enter the command here and select one of the end of command character sequences: CR (carriage return), LF (line feed) or CRLF (carriage return and line feed). When a zero command is entered, a zero button will appear along side the scale indicator in the Weigh screen. Clicking this button will send this command to the indicator.

### **Test button**

Click this button to display the indicator test screen.

## Scale Port

### Test Screen

This screen is used to test a scale port configuration using the serial port and scale indicator settings from the setup screen.

#### How To Get Here

Admin-->Preferences-->Scale Port 1 (or Scale Port 2)-->Test button

**Set Scale 1 Port Parameters**

```

31 37 34 38 30 4C 47 20 0D 0A 02 20 20 20 31 37 17480LG ... 17
35 30 30 4C 47 20 0D 0A 02 20 20 20 20 31 37 34 38 500LG ... 1748
30 4C 47 20 0D 0A 02 20 20 20 20 31 37 34 38 30 4C 0LG ... 17480L
47 20 0D 0A 02 20 20 20 20 31 37 35 30 30 4C 47 20 G ... 17500LG
0D 0A 02 20 20 20 31 37 35 30 30 4C 47 20 0D 0A ... 17500LG ..
02 20 20 20 20 31 37 35 30 30 4C 47 20 0D 0A 02 20 . 17500LG ...
20 20 31 37 35 30 30 4C 47 20 0D 0A 02 20 20 20 17500LG ...
31 37 35 30 30 4C 47 20 0D 0A 02 20 20 20 31 37 17500LG ... 17
35 30 30 4C 47 20 0D 0A 02 20 20 20 31 37 35 30 500LG ... 1750
30 4C 47 20 0D 0A 02 20 20 20 31 37 35 30 30 4C 0LG ... 17500L
47 20 0D 0A 02 20 20 20 31 37 35 30 30 4C 47 20 G ... 17500LG
0D 0A 02 20 20 20 31 37 35 30 30 4C 47 20 0D 0A ... 17500LG ..

```

Weight:

Tare:

Polarity:

Units:

Gross/Net:

Motion:

In Range:

**Events**

- Send
- Received: 56 bytes
- Clear to Send
- Data Set Ready
- Carrier Detect
- Ring Detected
- End of File

**Errors**

- Break
- CTS Timeout
- DSR Timeout
- Frame
- Overrun
- CD Timeout
- RX Overflow
- RX Parity
- TX Buffer Full

#### Field Descriptions

##### Serial Port Data Screen

The top control displays the data being received from the serial port. The sixteen leftmost columns (with two characters per column) are the hexadecimal representation of the data.

The sixteen rightmost columns (with one character per column) are the ASCII or printable representation of the data. Any unprintable characters are replaced by a period in these columns.

If the serial port settings are correct, you should be able to read the majority of the data on the right side of the screen.

### **Weight, Tare, Polarity, Units, Gross/Net, Motion, In Range**

These fields are extracted from the serial data using the scale stream format for the indicator specified in the setup screen. If any question marks appear in these boxes then you probably have an incorrect indicator type specified.

### **Events**

This column of radio buttons show the serial port events.

### **Errors**

This column of radio buttons show the serial port errors. The error count will also be displayed next to the word "Errors". None of these buttons will light up and the error count will be zero if your serial port settings are correct.

### **Done button**

Clicking this button will discontinue testing and return you to the setup screen.

### **Pause button**

Clicking this button will turn off data from the serial port. The caption on the button will change to "Continue".

### **Continue button**

Clicking this button will turn on data from the serial port. The caption on the button will change to "Pause".

## Utility Port

### *Setup Screen*

The Utility Port setup screen allows you to configure a score board display, cash drawer or traffic lights.

#### How to Get Here

Admin-->Preferences-->Utility Port

**Set Utility Port Parameters**

**Baud Rate**

- 110
- 300
- 600
- 1200
- 2400
- 4800
- 9600
- 14400

**Data Bits**

- 5
- 6
- 7
- 8

**Stop bits**

- 1
- 1.5
- 2

**Parity**

- None
- Odd
- Even
- Mark
- Space

**Flow Control**

- None
- Xon/Xoff
- RTS
- RTS Xon/Xoff

**Device Type**

None  
Utility Device

**Utility Port Function**

Traffic Lights

**Connector**

None  
COM1  
COM2  
COM3  
COM4  
COM5  
COM6

Test

#### Field Descriptions

**Baud Rate, Data Bits, Stop Bits, Parity, Flow Control**

Select the baud rate, data bits, stop bits, parity and flow control settings for the serial port connected to the utility device. These settings must agree with the corresponding settings of the device.

### **Device Type**

Select *Utility Device* if you wish to configure a score board, cash drawer or traffic lights. Otherwise, select *None*.

### **Connector**

This list displays all the possible serial port connections that can be used to connect the utility device to your PC. The list contains COM1 through COM8 even though you may not have all these ports available. If you attempt to use an unavailable serial port, you will receive the error message "Error 68 - Device Unavailable" when you test the connection (see Test button).

### **Utility Port Function**

Choices for the Utility Port are:

Scoreboard - Net Weight	Display the net weight on the scoreboard.
Scoreboard - Charge	Display the total charge (when available) on the scoreboard.
Open Cash Drawer	Automatically open a cash drawer when a cash transaction has been completed and there is an amount due.
Traffic Lights	Control a Red/Green traffic light as follows: Turn traffic light red when scale weight exceeds threshold (truck on scale). Turn traffic light green when scale weight is below threshold (no truck on scale). Turn traffic light green whenever data is stored. Light will remain green until scale weight drops below threshold and next truck drives on scale.
None	No utility device.

### **Test Button**

Click this button to test the selected Utility Port function.

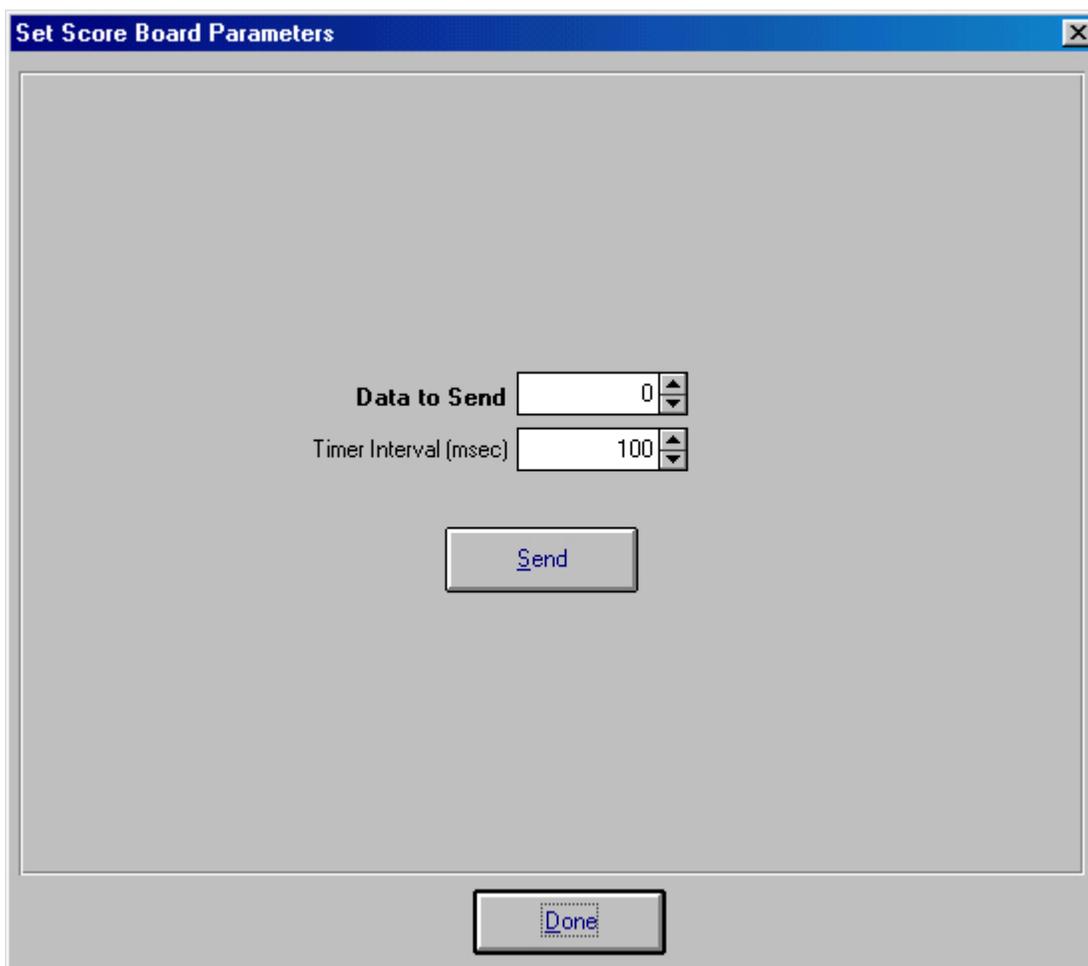
## Utility Port

### *Test Screen*

The Utility Port test screen is used to test the utility function selected in the setup screen.

#### How to Get Here

Admin-->Preferences-->Utility Port-->Test Button



The screenshot shows a window titled "Set Score Board Parameters". Inside the window, there are two spinners. The first spinner is labeled "Data to Send" and has the value "0". The second spinner is labeled "Timer Interval (msec)" and has the value "100". Below these spinners is a button labeled "Send". At the bottom center of the window is a button labeled "Done".

#### Field Descriptions

##### **Data to Send**

Set this field to a number that will be displayed on the scoreboard. This number will be formatted as either a weight or a dollar amount.

**Timer Interval (msec)**

The number entered above will be sent repeatedly to the scoreboard. Set the amount of time in milliseconds between transmissions.

**Send Button**

Click this button begin sending data to the scoreboard.

If the utility function is traffic lights, then the send button will toggle the lights from red to green or vice versa. (The Data to Send and Timer Interval fields will be replaced by Red and Green radio buttons.)

If the Utility function is cash drawer, then the send button will send the open command. (The Data to Send and Timer Interval fields will be replaced by a Default Data radio button.)

**Done Button**

Click this button to quit the test screen and return to the setup screen.

## Order/Job Options

The Order/Job Options screen is used to define and enable the custom fields for orders.

### How to Get Here

Admin-->Orders/Jobs-->Options Button

	Name	Enabled
Custom Field 1	GL Acct	<input checked="" type="checkbox"/>
Custom Field 2	Comp Code	<input checked="" type="checkbox"/>
Custom Field 3		<input type="checkbox"/>
Custom Field 4		<input type="checkbox"/>
Custom Field 5		<input type="checkbox"/>

Buttons: Help, Ok, Cancel, Apply

### Field Descriptions

#### Define Custom Fields

Up to five custom data fields can be defined and enabled for an order. The custom field name is entered in the text box and is enabled by checking the associated check box. The box must be checked before the custom field will appear in the Order/Job screen.

#### Ok Button

Click this button to save Order/Job Option changes and return to the Order/Job screen.

#### Cancel Button

Click this button to discard Order/Job Option changes and return to the Order/Job screen.

#### Apply Button

Click this button to save Order/Job Option changes and stay in the Order/Job Options screen.

#### Help Button

Click this button to display help for the current Order/Job Options screen.

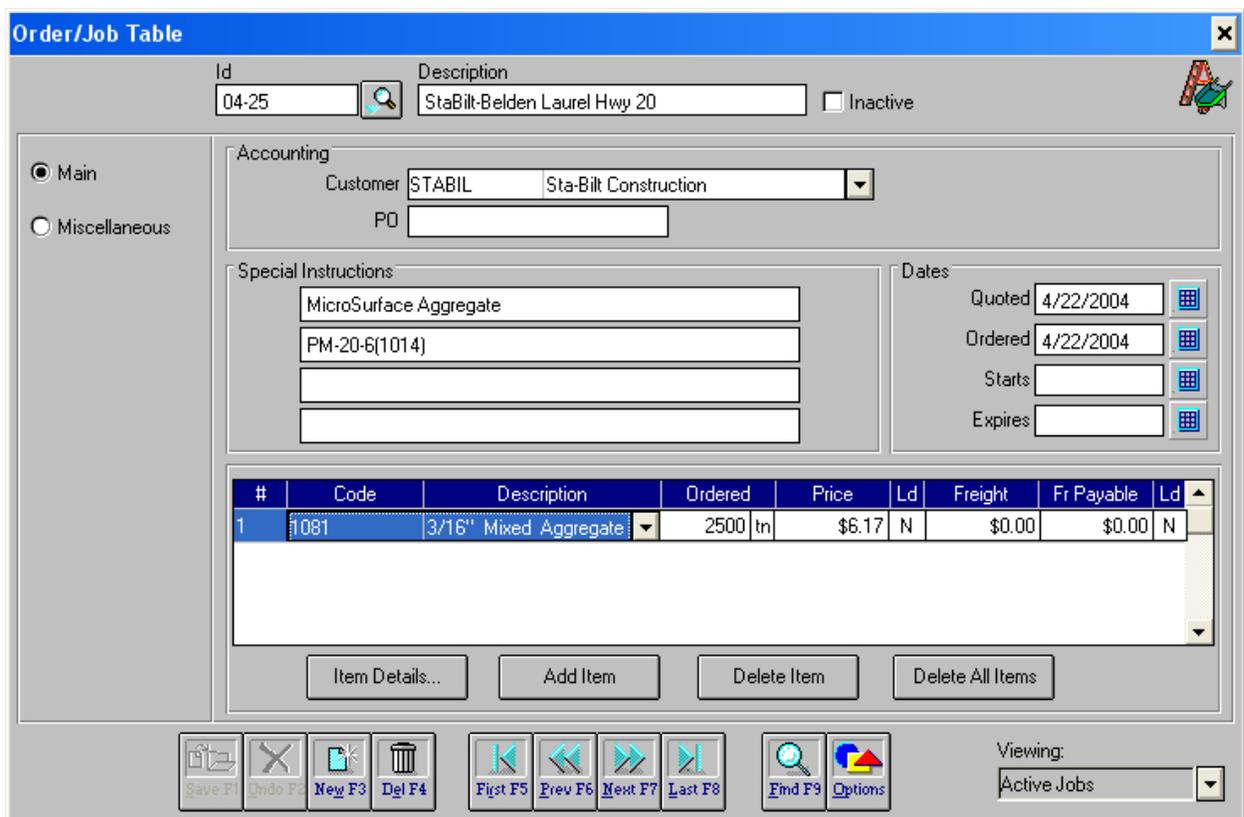
# Order/Job Table

## Main Screen

The Order/Job Table screens are used to add, modify or delete orders/jobs (henceforth referred to as orders only) in the database. Typically you will set up an order when you wish to track loads being delivered to the same job site. An order may specify certain materials as well as special rates for those materials.

### How to Get Here

Admin-->Order/Jobs



Order/Job Table

Id: 04-25 Description: StaBilt-Belden Laurel Hwy 20  Inactive

Main  
 Miscellaneous

Accounting  
 Customer: STABIL Sta-Bilt Construction  
 PO:

Special Instructions  
 MicroSurface Aggregate  
 PM-20-6(1014)

Dates  
 Quoted: 4/22/2004  
 Ordered: 4/22/2004  
 Starts:  
 Expires:

#	Code	Description	Ordered	Price	Ld	Freight	Fr Payable	Ld
1	1081	3/16" Mixed Aggregate	2500 tn	\$6.17	N	\$0.00	\$0.00	N

Item Details... Add Item Delete Item Delete All Items

Save F1 Undo F2 New F3 Del F4  
 First F5 Prev F6 Next F7 Last F8  
 Find F9 Options

Viewing: Active Jobs

### Field Descriptions

#### Id

A 10 character alpha-numeric field containing the order id.

#### Description

A 30 character alpha-numeric field containing the order description.

### **Inactive Check Box**

When checked, this order is inactive. It will not appear in any drop down lists on other screens and will be considered a candidate to be purged from the database by the purge utility. In order to be purged, there must be no transactions in the database that reference this order.

### **Customer**

Select the customer account that will be billed for this order.

### **PO**

Enter the purchase order number attached to this order. Purchase order is a 20 character alpha-numeric field. This field is used to preset the transaction PO field when tickets are processed against this order.

### **Special Instructions**

Use these four fields to enter special instructions (directions, driver memos, etc.) for the order. Each field is 50 characters in length. These fields can be printed on the ticket.

### **Quote Date**

Quote date is automatically set when a new order is entered. However, it can be modified.

### **Order Date**

An order date must be entered to activate the order. It will then appear in drop down lists of other screens. (Note: The program does not check the value of the order date, it simply looks for a non-blank value.)

### **Starts Date**

You can specify when an order becomes active by entering a start date. If no start date is entered, the order becomes active as soon as an order date is entered.

### **Expires Date**

You can also specify when an order expires by entering an expiration date. If no expiration date is entered, then the order will never expire.

### **Material List**

This list can be used to display and quickly enter the materials ordered. It contains the following fields:

**Code, Description**

An ordered material can be selected from the material drop down list. When selected, the material code and description is automatically placed in the list.

**Ordered**

Use this column to enter the amount ordered.

**Unit of Measure**

The unit of measure is located next to the ordered amount. It is initially set to the default unit of measure for the material selected. (The default unit of measure for a material is set in the material screen.)

**Price**

Use this column to enter the price per unit of measure for this material.

**Per Load**

Enter Y if this is a per load price, otherwise enter N.

**Freight, Fr Payable**

Use these columns to enter the freight and freight payable charges for this material.

**Per Load**

Enter Y if these are per load freight charges, otherwise enter N.

**Item Details Button**

Click this button to view and modify all fields for the currently selected material.

**Add Item Button**

Click this button to add a new blank entry to the material ordered list.

**Delete Item Button**

Click this button to mark the currently selected material for deletion. The material will not actually be deleted until the save button is clicked.

**Delete All Items Button**

Click this button to mark all materials for deletion. The materials are not actually deleted until the save button is clicked.

**Viewing**

Select the orders you want to view with this screen. Your choices are All Orders, Active Orders (Inactive unchecked), Inactive Orders (Inactive checked), Expired Orders or Quotes.

## Order/Job Table

### *Miscellaneous Screen*

The Order/Job Table screens are used to add, modify or delete orders in the database. This screen is used to define default data that will be used on tickets attached to this order along with other miscellaneous fields.

### How to Get Here

Admin-->Order/Job Table-->Miscellaneous Radio Button

### Field Descriptions

#### **Price Table**

Specify the table that will be used to initially set the price for a newly ordered material. Tickets attached to this order will also use this price table when the ticket material is not one of the ordered materials.

#### **Tax Code**

Specify the tax code that will be used to calculate tax on all tickets attached to this order.

**Hauler**

Specify the default hauler for this order.

**Custom Fields**

Enter data for any user defined custom fields. Custom fields are defined and enabled in the Order/Job Options screen.

**Activity**

The two fields in this box show the date and time for the first and last tickets attached to this order. These fields cannot be changed.

## Order/Job Table

### *Ordered Item*

The ordered material list in the main Order screen only shows the most important fields for an ordered material. This screen shows and allows modification to all fields.

#### How to Get Here

Admin-->Orders/Jobs-->Main Radio Button-->Item Details Button

The screenshot shows the 'Ordered Item' window with the following details:

- Material:** 1081, 3/16" Mixed Aggregate
- Order Units:**
  - Pounds
  - Yards
  - Kilograms
  - Cu Foot
  - Tons
  - Units
  - Metric Tons
  - User Units 2
- Freight Rates (per Ton):**
  - Total: \$0.00
  - Payable: \$0.00
  - Per Load
  - Use Item Freight Rate
- Incoming Rates:**
  - Material: \$0.00  Per Load
  - SurCharge: \$0.00  Per Load
  - Taxable
  - Discountable
- Totals:**

	Job	Today
Loads	50	0
Ordered	2500.0000 tn	
Delivered	1594.8200 tn	0.0000 tn
Remaining	905.18 tn	
- Direction:**
  - Incoming
  - Outgoing
- Outgoing Rates:**
  - Material: \$6.17  Per Load
  - SurCharge: \$9.57  Per Load
  - Taxable
  - Discountable
- Buttons:** Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Close alt F12

#### Field Descriptions

##### **Material**

Select the material associated with this ordered item from the drop down list.

##### **Order Units**

Select the unit of measure to be used for this material. All quantities displayed on this screen will be in this unit of measure. Whenever possible, the program will attempt to convert from the old unit of measure to the new. (e.g. 2500 pounds will be converted to 1.25 tons.) The program will not attempt to convert from a weight to yards or tons.

User defined units of measure will be enabled when the Calculate Charge Based on a User Defined Unit option is turned on.

**Totals**

This box contains all totals for this order.

**Loads**

This row contains two fields showing the total number of loads delivered for this order and the total loads delivered today.

**Ordered**

This field contains the amount of material ordered.

**Delivered**

This row contains two fields showing the total amount of material delivered for this order and the total amount delivered today. When amount delivered exceeds amount ordered, the operator will receive a warning message and will have the option to accept or cancel the ticket that caused the ordered amount to be exceeded.

**Remaining**

This field shows the remaining amount to be delivered for this order.

**Freight Rates**

This box shows the freight rates for this order.

**Total**

This field contains the total freight rate attached to this order.

**Payable**

This field contains the freight rate payable to the hauler for this order.

**Per Load Check Box**

Check this box if the freight rates are per load rates.

### **Use Item Freight Rates Check Box**

Freight rates can be attached to each material ordered. If this box is checked, the freight rate attached to the ordered material will be used. Otherwise, the hauler's freight rate will be used.

### **Direction**

Check the default material direction for this order: incoming or outgoing.

### **Incoming and Outgoing Rates**

A different set of prices can be entered for both incoming and outgoing material. The program assumes the price is per whatever unit was selected in Order Units.

### **Material, Surcharge, ...**

Enter an amount for each component rate. Component rates are defined in the Setup and Miscellaneous Rates screen.

### **Per Load Check Box**

Check the per load box located next to each component if the rate is a per load rate.

### **Taxable Check Box**

Check this box if the rates are taxable.

### **Discountable Check Box**

Check this box if these rates are discountable. Discounts are defined in either standard payment terms or the custom terms specified for an account.

## Truck Table

### *Custom Fields Screen*

Every truck is attached to a hauler account. The Account Truck List screen gives you the capability to quickly view, update and add trucks using only required fields. The Truck Table screens show and allow updates for all fields in the truck record. This screen allows you to enter data into custom fields.

### How to Get Here

Admin->Accounts->Trucks Button->Details Button->Custom Radio Button

The screenshot shows a software window titled "Truck Table". At the top, there are two input fields: "Id" containing "a313" and "Description" containing "Altman Big Blue". To the right of the "Id" field is an "Inactive" checkbox. Below these fields is a vertical list of radio buttons: "Main", "Weight Limits", "History", and "Custom" (which is selected). To the right of the radio buttons are five text input fields labeled "Custom Field 1" through "Custom Field 5". At the bottom of the window is a toolbar with the following buttons: "Save F1", "Undo F2", "New F3", "Del F4", "First F5", "Prev F6", "Next F7", "Last F8", "Find F9", and "Close alt F12".

### Field Descriptions

#### **Custom Field 1 through 5**

Enter data for up to 5 user defined custom fields.

## Truck Table

### *History Screen*

Every truck is attached to a hauler account. The Account Truck List screen gives you the capability to quickly view, update and add trucks using only required fields. The Truck Table screens show and allow updates for all fields in the truck record. This screen allows you to view the hauling history for the truck and set the last order, last account and last material.

### How to Get Here

Admin->Accounts->Trucks Button->Details Button->History Radio Button

Truck Table

Id: 3911  Inactive

Description: Davis Big Blue

Main  
 Weight Limits  
 History  
 Custom

Unattended Prompt Status for Order  
 Use Last Order  Always Prompt  Never Prompt

Last Order: No last order.

Unattended Prompt Status for Account  
 Use Last Account  Always Prompt  Never Prompt

Last Account: DAV400 DAVIS CONTRUCTION

Unattended Prompt Status for Material  
 Use Last Material  Always Prompt  Never Prompt

Last Material: 003 Washed Sand

Code	Description	Loads	Qty

Last Updated: 12/20/2006 2:03:15 PM

Save F1 Undo F2 New F3 Del F4 First F5 Prev F6 Next F7 Last F8 Find F9 Close alt F12

### Field Descriptions

#### **Last Order**

This drop down contains a list of all Job/Orders in the database and is set to the last job for which this truck hauled material. If the truck history option has been enabled, job will be preset to this value in the Weigh screen when this truck is used. You can manually change this field to another job if you desire.

There two special system supplied settings for this field: PROMPT and NOPROMPT. Both these settings apply only in unattended mode and when the truck history option has been enabled. The PROMPT setting will force the program to always prompt for job/order (assuming that job/order is an enabled prompt). The NOPROMPT setting on the other hand, tells the program to never prompt for job/order.

### **Last Account**

This drop down contains a list of all Bill-To accounts in the database and is set to the last bill-to account for which this truck hauled material. If the truck history option has been enabled, bill-to account will be preset to this value in the Weigh screen when this truck is used. You can manually change this field to another account if you desire.

There two special system supplied settings for this field: PROMPT and NOPROMPT. Both these settings apply only in unattended mode and when the truck history option has been enabled. The PROMPT setting will force the program to always prompt for bill-to account (assuming that bill-to account is an enabled prompt). The NOPROMPT setting on the other hand, tells the program to never prompt for bill-to account.

### **Last Material**

This drop down contains a list of all Materials in the database and is set to the last material hauled by this truck. If the truck history option has been enabled, material will be preset to this value in the Weigh screen when this truck is used in a transaction. You can manually change this field to another material if you desire.

There two special system supplied settings for this field: PROMPT and NOPROMPT. Both these settings apply only in unattended mode and when the truck history option has been enabled. The PROMPT setting will force the program to always prompt for material (assuming that material is an enabled prompt). The NOPROMPT setting on the other hand, tells the program to never prompt for material.

### **Code, Description, Loads, Qty**

This box will contain the code, description, number of loads and quantity in tons for the last 5 materials hauled by this truck. This history is cleared daily.

## Truck Table

### *Main Screen*

Every truck is attached to a hauler account. The Account Truck List screen gives you the capability to quickly view, update and add trucks using only required fields. The Truck Table screens show and allow updates for all fields in the truck record.

### How to Get Here

Admin->Accounts->Trucks Button->Details Button->Main Radio Button

The screenshot shows the 'Truck Table' application window. At the top, the title bar reads 'Truck Table'. Below the title bar, there are input fields for 'Id' (containing '930') and 'Description' (containing 'PLASTICS'). To the right of the 'Id' field is an 'Inactive' checkbox. Below these fields is a 'Hauler' dropdown menu showing '900' and 'BROWN COUNTY RECYCLABLES DELIVERED'. The main content area is divided into several sections: a sidebar on the left with radio buttons for 'Main', 'Weight Limits', 'History', and 'Custom'; a 'Tare Weight' section with a text box for 'Tare Weight' (0) and 'lb', and two date pickers for 'Date Set' and 'Date Expires'; a 'Properties' section with text boxes for 'Badge' (930), 'License', a dropdown for 'Truck Type' (Unspecified), and a text box for 'Axles' (0); a 'Truck Notes' section with two text boxes for 'Note 1' and 'Note 2', and a checkbox for 'Reset Notes Daily'; and a 'Truck Flags' section with checkboxes for 'Weigh Only', 'Attended Mode Only', 'Unattended Tare Update', 'Unattended Multiple Items' (checked), and 'Hide Jobs (AutoTouch)'. At the bottom of the window is a toolbar with icons for 'Save F1', 'Undo F2', 'New F3', 'Del F4', 'First F5', 'Prev F6', 'Next F7', 'Last F8', 'Find F9', and 'Close alt F12'.

### Field Descriptions

#### **Id**

Enter up to a 10 character alpha-numeric id for the truck.

**Description**

Enter up to a 30 character description for the truck.

**Hauler**

This drop down contains a list of all hauler accounts. Select the hauler that owns this truck.

**Tare Weight**

Enter the empty weight for this truck. Internally, the tare weight will be marked as manually entered and can be indicated as such when printed on the ticket.

**Date Set**

This field indicates when the tare weight was updated. It will automatically be set to the current date when a tare weight is entered but can be modified to some other value.

**Date Expires**

This field indicates when the tare weight for this truck will expire. If the truck is used in an attended transaction on or after this date, the scale operator will receive a warning which he/she can choose to ignore. A truck with an expired tare cannot be used in an unattended transaction.

The tare weight will never expire if this field is blank.

**Badge**

Enter up to a 10 character alpha-numeric badge id for this truck. The badge id is value on a RFID tag or bar coded card that will be used to identify this truck in an unattended operation. The badge id must be unique for every truck.

**License**

Enter the license plate number for the truck.

**Truck Type**

This drop down contains a list of all the truck types that were defined in the Account Options screen. Select the type for this truck This field is used primarily for determining freight charges.

**Axles**

Enter the number of axles for this truck.

Attended mode	Printed on the ticket without affecting the transaction.
Unattended mode	Limits the number of axles allowed for that truck.

### Truck Flags

Weigh Only	This flag is used for unattended operations only. When set, this truck will receive a special ticket that displays the current weight on the scale (using the ticket format prweight.gtk). No transaction will be recorded.
Attended Mode Only	This flag is used for unattended operations only. When set, the program will automatically switch to attended mode when this truck is identified. This allows the operator to complete the transaction by filling in the necessary fields on the Weigh screen. When the Print Ticket button is clicked, the program returns to unattended mode and sends the ticket to the unattended terminal.
Unattended Tare Update	This flag is used for unattended operations only. When set, the program will allow the tare weight for this truck to be updated in unattended mode.
Unattended Multiple Items	This flag is used for unattended operations where the majority of the transactions involve single items but a few trucks haul multiple items. Check this box to designate the multiple item trucks. The driver will then be prompted for multiple items at the unattended terminal.
Required: Trailer	When set, a trailer (2nd tared vehicle) must be selected with this truck before a transaction can be recorded.
Required: Container	When set, a container (3rd tared vehicle) must be selected with this truck before a transaction can be recorded.

**Truck Notes**

Two note fields can be attached to the truck. These notes will be transferred to ticket note fields 1 and 2 when this truck is used in a transaction. These note fields can also be updated from the Weigh screen.

**Reset Notes Daily**

When checked, the notes attached to the truck will be cleared daily.

## Truck Table

### *Weight Limits Screen*

Every truck is attached to a hauler account. The Account Truck List screen gives you the capability to quickly view, update and add trucks using only required fields. The Truck Table screens show and allow updates for all fields in the truck record. This screen allows you to update the weight limits for the truck.

#### How to Get Here

Admin->Accounts->Trucks Button->Details Button->Weight Limits Radio Button

**Truck Table**

Id:  Inactive

Description:

Main  
 **Weight Limits**  
 History  
 Custom

**Tare Weight Limits**

Minimum:  lb

Maximum:  lb

Allow Violations (Warn Only)

**Gross Weight Limits**

Minimum:  lb

Maximum:  lb

Allow Violations (Warn Only)

Save F1 | Undo F2 | **New F3** | Del F4 |
 First F5 | Prev F6 | Next F7 | Last F8 |
 Find F9 | **Close alt F12**

#### Field Descriptions

##### **Tare Weight Limits**

Enter the minimum and maximum empty weights for this truck. Tare weight updates are not allowed and transactions will not be processed if the value for empty weight is beyond these limits. The tare weight is not checked if these values are zero.

If Allow Violations is checked, the program will display a warning message when this condition exists. The scale operator will be allowed to override and accept the tare update. If the tare weight violation occurs during ticket processing, the program will display a warning message but stores the transaction anyway.

When tare weights are updated in unattended mode, a value that is beyond the limits will be accepted without any warnings if Allow Violations is checked.

### **Gross Weight Limits**

Enter the minimum and maximum gross weights for this truck. Transactions will not be processed if the value for gross weight is beyond these limits. The gross weight is not checked if these values are zero.

If Allow Violations is checked, the program will display a warning message but stores the transaction anyway. Tickets will never be printed for transactions where the maximum gross weight limit has been exceeded. If you attempt to reprint a ticket for a transaction with a maximum gross weight violation, the message " **\*\*\* Over Weight Over Weight Over Weight \*\*\*** " will appear on the ticket.

## Utilities

### *Backup Database*

This screen allows you to backup the database along with the initialization files, custom ticket formats and custom reports.

#### How to Get Here

Admin-->Utilities-->Backup



#### Field Description

##### **Backup Directory**

This box contains the name of the folder where the backup file will be placed. The program initially creates and uses a default backup folder within the database folder called *backups*. You can change the default folder in the backup options screen. You can also make a one time change by selecting a different folder with the browse button (...) located to the right of the backup file name.

##### **Backup File Name**

Click the browse button immediately to the right to select or enter a backup file name. Alternately, you may double click on the name field to set the backup name to a default value which can be configured in the backup options screen. The extension for the backup file is always *DFB*.

##### **Backup button**

Click this button to start the database backup. The utility will perform a database repair and compaction, placing the results in the backup file along with the copy of all initialization files, custom ticket formats and custom reports.

**Options button**

Click this button to display the backup options screen.

**Help button**

Click this button to display the help topic for this screen.

**Quit button**

Click this button to quit the backup utility.

## Backup and Restore Options

### *Default Names Screen*

This screen is used to configure the default names for normal, invoice and statement backups.

#### **How to Get Here**

Admin-->Utilities-->Backup/Restore-->Options Button

The screenshot shows a dialog box titled "Options" with two tabs: "Default Names" and "Preferences". The "Default Names" tab is active. It contains a "Backup Type" dropdown menu set to "Normal". Below this is a "Settings" section with a "Prefix" text box containing "BU", a "Body" dropdown menu set to "Date", and a "Date Format" dropdown menu set to "yyyymmdd". An "Example:" label is followed by the text "BU20050114.DFB". At the bottom of the dialog are four buttons: "Help", "OK", "Cancel", and "Apply".

#### **Field Descriptions**

##### **Backup Type**

###### **Normal**

Select this entry from the list to display the default name configuration for a normal backup.

###### **Invoices**

A backup is performed before invoices are generated. Select this entry from the list to display the default name configuration for an invoice backup.

###### **Statements**

A backup is performed before statements are generated. Select this entry from the list to display the default name configuration for a statement backup.

**Prefix**

Enter a static set of characters used to begin the backup name.

**Body**

Select a body type that will be appended to the prefix to form the backup name. You can choose a date, sequence number or no body format.

**Date Format or Next Sequence #**

If a date body is selected, then choose the date format from the list. If a sequence number body is selected, enter the sequence number value to be used for the next backup.

**Example**

This is a sample of a backup name that will be formed using the specified prefix and body.

**Help button**

Click this button to display the help topic for this screen.

**Ok Button**

Click this button to save backup/restore option changes and return to the main screen.

**Cancel Button**

Click this button to discard backup/restore option changes and return to the main screen.

**Apply Button**

Click this button to save backup/restore option changes and remain in this screen.

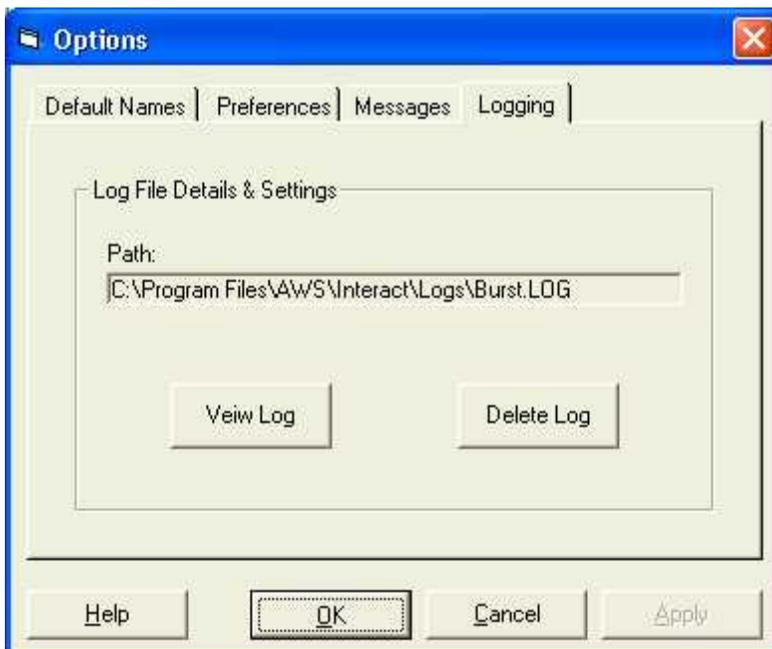
## Backup and Restore Options

### *Logging Screen*

This screen is used to view or clear the backup and restore utility log file.

#### How to Get Here

Admin-->Utilities-->Backup/Restore-->Options Button->Logging Tab



#### Field Descriptions

##### **Path**

This read only field displays the current location and name of the log file.

##### **View Log Button**

Click this button to view the log file with NotePad.

##### **Delete Log Button**

Click this button to delete the log file.

##### **Help button**

Click this button to display the help topic for this screen.

**Ok Button**

Click this button to save backup/restore option changes and return to the main screen.

**Cancel Button**

Click this button to discard backup/restore option changes and return to the main screen.

**Apply Button**

Click this button to save backup/restore option changes and remain in this screen.

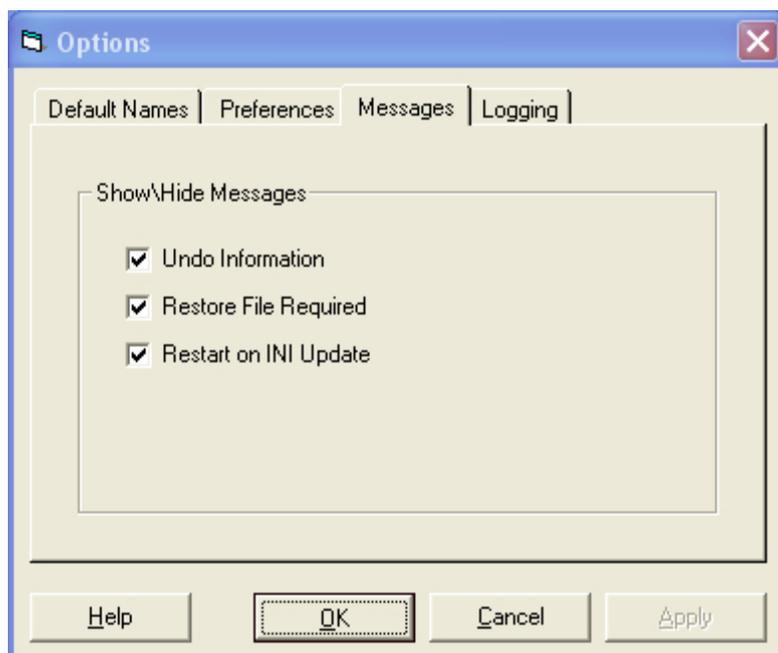
## Backup and Restore Options

### *Messages Screen*

This screen is used to enable or disable warning messages for the backup and restore utility.

#### How to Get Here

Admin-->Utilities-->Backup/Restore-->Options Button->Messages Tab



#### Field Descriptions

##### Show/Hide Messages

- |                              |  |
|------------------------------|--|
| <b>Undo Information</b>      | Check this box to display a warning message explaining the procedure for undoing a database restore. The message is displayed before each restore. |
| <b>Restore File Required</b> | Check this box to display a warning message if no file is selected when doing a database restore.  |
| <b>Restart on INI Update</b> | Check this box to warn the user that the program must be restarted before the restored INI file takes  |

effect.

**Help button**

Click this button to display the help topic for this screen.

**Ok Button**

Click this button to save backup/restore option changes and return to the main screen.

**Cancel Button**

Click this button to discard backup/restore option changes and return to the main screen.

**Apply Button**

Click this button to save backup/restore option changes and remain in this screen.

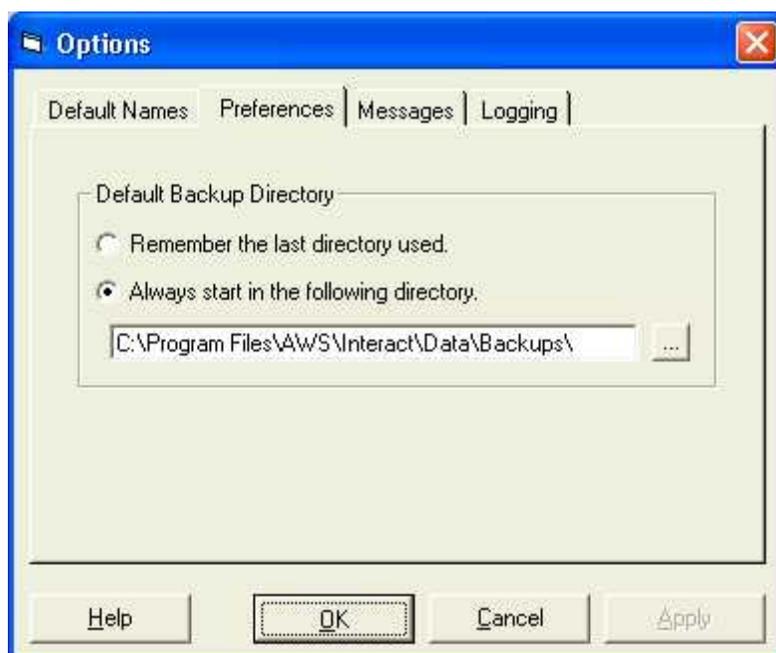
## Backup and Restore Options

### *Preferences Screen*

This screen is used to change the default backup folder.

#### **How to Get Here**

Admin-->Utilities-->Backup/Restore-->Options Button



#### **Field Descriptions**

##### **Remember the last directory used**

If this option is selected, the default backup folder is automatically set to the last folder used.

##### **Always start in the following directory**

##### **Help button**

Click this button to display the help topic for this screen.

##### **Ok Button**

Click this button to save backup/restore option changes and return to the main screen.

**Cancel Button**

Click this button to discard backup/restore option changes and return to the main screen.

**Apply Button**

Click this button to save backup/restore option changes and remain in this screen.

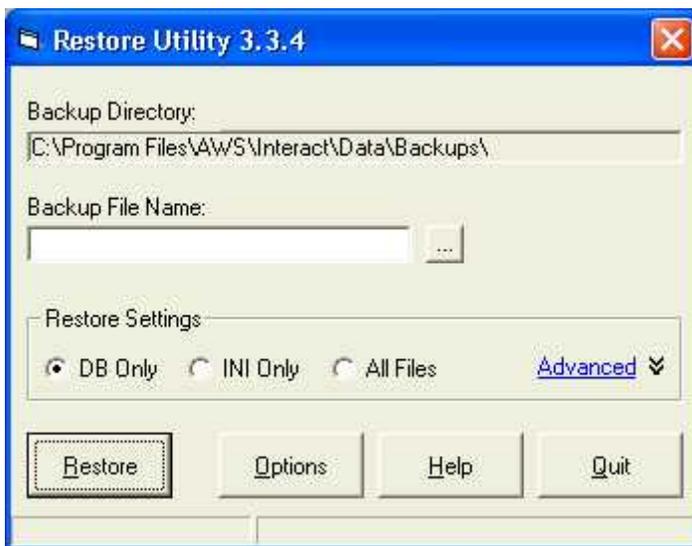
## Utilities

### *Restore Database*

This screen allows you to restore the database along with initialization files, custom ticket formats and custom reports from a backup file.

#### **How to Get Here**

Admin-->Utilities-->Restore



#### **Field Descriptions**

##### **Backup Directory**

This box contains the name of the folder where the backup file is located. This can be changed by selecting a different folder with the browse button (...) located to the right of the backup file name.

##### **Backup File Name**

Click the browse button immediately to the right to select or enter the name of the backup file from which you will restore.

##### **Restore Settings**

DB Only

Restore the database file (lmsdata.mdb) only.

INI Only	Restore the application initialization file only.
All Files	Restore all files which includes the database, ini file, custom reports and custom ticket files.
Advanced	Clicking on this field will display the advanced restore options shown below. These options give you further control over the restoration process.

Database	Check this box to restore the database. When checked, the Compact & Repair box becomes enabled.
Compact & Repair	Check this box to perform a compaction and repair during the database restoration. This removes any wasted space.
Tickets	Check this box to restore custom ticket files.
Reports	Check this box to restore custom reports.
INI	Check this box to restore the application initialization file. Checking this box will enable the controls directly below. The entire initialization file can be restored, only the settings sections or only the registration section.

### Restore button

Click this button to begin the restore. You may select to restore all files from the backup, just the database or the database and initialization file.

The program maintains a set of codes and descriptions in memory for each major table (accounts, materials, etc.) These in-memory tables are reinitialized after the restore is completed. The next ticket number is also reset by finding the largest ticket number in the restored database and adding one.

**Options button**

Click this button to display the restore options screen.

**Help button**

Click this button to display the help topic for this screen.

**Undo button**

This button is enabled after you restore a backup. If you feel you have restored the wrong backup you can return the database to its original status by clicking this button. You may only undo the last restore.

**Quit button**

Click this button to quit the restore utility.

## Import/Export Utility

### Definition Screen

The Import utility allows you to add records to any table in the database from a formatted text file. The export utility allows you to extract data from any table in the database to a formatted text file. An import/export routine contains information on the subject database table, the fields to import or export and the format and location of the text file.

This screen allows you to select an existing routine or begin defining a new routine for importing/exporting.

### How to Get Here

Admin-->Utilities-->Import Data or Admin->Utilities->Export Data

**Export Data**

Import  Export

Ranges: ALL 000-999

Show All Choose a Routine: Export Posted Transactions

**Definition**

Definition  Formatting  Options  Record Selection

Routine Name: Export Posted Transactions System Assigned Id: Export200

Database Table: InvoiceTransTable

Field Definition: GID200 | Export Posted Transactions View ...

Export File Directory: APDIR\EXPORTS\ Browse... View ...

Log File Directory: APDIR\EXPORTS\ Browse... View ...

Display

Help Export Delete Save Quit

Rev. 1.0.32

## **Field Descriptions**

### **Import / Export Radio Buttons**

Click the appropriate radio button to perform either importing or exporting.

### **Ranges**

You can filter which import / export routines will appear in the drop down list by selecting the desired group. The groups are:

All	000-999	All routines will be listed.
Custom	000-099	Custom routines will be listed. Custom routines are numbered 000 through 099. Any new routines that you define specific for your business, should be placed in this group.
Standard	200-299	Standard routines will be listed. Standard routines are numbered 200 through 299. These routines are supplied by Advanced Weighing Systems, Inc. with every installation.
Samples	300-399	Sample routines will be listed. Sample routines are numbered 300 through 399. These routines are also supplied by Advanced Weighing Systems, Inc. and are meant to be used as examples for building your own routines.

### **Show All**

You can choose to not include some routines in the drop down list. (See the Display check box below.) Check this box to display all routines.

### **Choose a Routine**

This drop down contains a list of all import/export routines in the selected group. Choose the routine you wish to use. If you want to add a new routine then select the first entry in the list, "Add New Export" or "Add New Import".

### **Routine Name**

Enter the name you wish to assign to this routine. This is the name that will appear in the drop down list.

**System Assigned Id**

The system automatically assigns an id to the routine. Export routine ids begin with "Export" followed by a three digit number. Import routine ids begin with "Import" followed by a three digit number.

**Database Table**

This drop down contains a list of all the tables in the database. Select the table that will be used for this routine.

**Field Definition**

You must also specify which fields from the selected database table will be imported or exported. This list of fields is stored in a field definition table. Select the field definition table that will be used by this routine from this drop down list.

**Field Definition View Button**

Click this button to view and update the fields in the field definition table.

**Import/Export File Directory**

Enter the path to the folder containing the formatted text file being used or created by the import/export routine.

**Import/Export File Directory - Browse Button**

Click this button to display a dialog box that can be used to set the Import/Export File Directory path.

**Import/Export File Directory - View Button**

Click this button to select and view the formatted text file used or created by the import/export routine.

**Log File Directory**

Summary information and error messages for the import/export routine are placed in a log file. Enter the path to the folder containing this log file.

**Log File Directory - Browse Button**

Click this button to display a dialog box that can be used to set the Log File Directory path.

**Log File Directory - View Button**

Click this button to select and view the log file generated by this import/export routine.

**Display**

When checked, this routine will always be displayed in the routine drop down list. When not checked, it is removed. This box is only available when Show All is checked.

**Help Button**

Click this button to view the help topic for this screen.

**Import/Export Button**

Click this button to begin the import/export routine.

**Delete Button**

Click this button to delete the currently selected import/export routine.

**Save Button**

Click this button to save changes made to the currently selected import/export routine.

**Quit Button**

Click this button to quit the Import/Export Utility.

## Import/Export Utility

### *Field Editor Main Screen*

You must specify which fields from the selected database table will be imported or exported. This list of fields is stored in a field definition table.

This screen allows you to update or add a field definition table.

#### **How to Get Here**

Admin-->Utilities-->Import/Export Data->Definition Radio Button->Field Definition View Button

**Field Editor**

**Definition** | Specification

Range: ALL 000-999

Field Definition: GID200 Export Posted Transactions

Database Table: InvoiceTransTable

Description: Export Posted Transactions

Form  
 Grid

Used by these Import / Export Definitions

Export200 - Export Posted Transactions

Label6

Help Delete Save Quit

#### **Field Descriptions**

##### **Range**

You can filter which field definition tables will appear in the drop down list by selecting the desired group. These groups are identical to those that appear in the Import/Export Definition screen.

### **Field Definition**

This drop down contains a list of all field definition tables for the selected group. Choose the field definition you wish to update. If you want to add a new field definition table then select the first entry from the list, "Add New Field Definition".

### **Database Table**

This drop down contains a list of all tables in the database. Select the database table you wish to use.

### **Description**

Enter a description for the field definition table. This is the description that will appear in the drop down list.

### **Form or Grid Radio Buttons**

Choose the format you wish to use to select fields in the Specification tab: Form or Grid.

### **Used by these Import / Export Definitions**

This box will list all the Import/Export routines that use this field definition table.

### **Help Button**

Click this button to display the help topic for this screen.

### **Delete Button**

Click this button to delete the currently selected field definition table.

### **Save Button**

Click this button to save the changes made to the currently selected field definition table.

### **Quit Button**

Click this button to unload the Field Definition screen and return to the Import/Export Utility screen.

## Import/Export Utility

### *Field Editor Specification Screen*

You must specify which fields from the selected database table will be imported or exported. This list of fields is stored in a field definition table.

This screen allows you to select the fields.

#### **How to Get Here**

Admin-->Utilities-->Import/Export Data->Definition Radio Button->Field Definition View Button->Specification Tab

The screenshot shows the 'Field Editor' window with the following components:

- Definition Tab:**
  - Fields From: Transaction
  - List of fields: Transaction.TransSite, Transaction.TransFlag, Transaction.TransTicketNumbe, Transaction.TransAcct, Transaction.TransDateOut, Transaction.TransMatrl, Transaction.TransJob, Transaction.TransTare1Num, Transaction.TransWeightIn, Transaction.TransWeightOut, Transaction.TransWeightNet, Transaction.TransCredit, Transaction.TransUom, Transaction.TransUser, Transaction.TransDate.
  - Buttons: Select Fields, Up, Down, Delete.
- Specification Tab:**
  - Table / Field: Transaction, TransSite
  - Fixed Width: [ ]
  - Calculation: [ ]
  - Value True: [ ]
  - Value False: [ ]
  - Boolean Value: [ ]
  - Format String: [ ]
  - Justification: [ ]
  - Quote/Delimit String: [ ]
- Bottom Buttons:** Help, Delete, Save, Quit.

#### **Field Descriptions**

##### **Fields From**

This control applies to exports only.

This is a drop down containing a list of all tables in the database. It is initially set to the default table specified in the Field Editor Main screen. However, you are not limited to exporting fields from the default table only. Fields from any table related to the default table can also be exported.

For example, you may wish to include the account name in a transaction table export. Account name is not in the Transaction table but needs to be retrieved from the Account table. Select Account table from this list which will then enable you to include any account field in the export.

### **Field List**

This list contains the fields that are currently being imported or exported. Selecting any row will enable a drop down containing all fields for the selected table (Fields From). To add a new field to the list, select the row marked with an asterisk (\*) and choose a field.

### **Up Button**

Click this button to move the currently selected field one position up in the list.

### **Down Button**

Click this button to move the currently selected field on position down in the list.

### **Delete Button**

Click this button to delete the currently selected field from the list.

### **Table / Field**

These controls display the table and field name for the currently selected field in the list.

### **Fixed Width**

Enter a field width. Data in the import/export text file will always occupy this many positions.

### **Calculation**

Simple calculations can be performed on the field before it is imported or exported. The calculation consists of an operator followed by a constant. Valid operators are decrement (--), multiplication (\*) and division (/).

For example, all weights in the Transaction table are stored in pounds. To convert the weight to tons before exporting, enter "/2000" in the calculation field.

### Value True, Value False, Boolean Value

At times you may need to export values based on a simple compare condition. If the condition is true, export one value. If it is false, export another value.

For example, if the tax code stored with a transaction is "Exempt" then export one (1), otherwise export zero (0). This conversion can be performed as follows:

<b>Boolean Value</b>	Enter the compare value. In this example "Exempt".
<b>True Value</b>	Enter the value you wish to export if the tax code field equals "Exempt". In this example, one (1). The value entered is not limited to one character.
<b>False Value</b>	Enter the value you wish to export if the tax code field does not equal "Exempt", In this example, zero (0). Again, the value entered is not limited to one character.

### Format String

The data exported can be formatted using standard Visual Basic format strings.

### Justification

Fixed width fields can be justified left or right.

### Quote/Delimit String

The general formatting options allow for quotes around numeric fields, character fields, all fields or no fields. You may run into a case where the import/export text file does not follow these general rules and requires that specific fields be enclosed in quotes. Enter the letter Q to enclose the currently selected field in quotes. Enter N if not enclose in quotes.

The general formatting options allow for fields to be either tab or comma delimited. You may run into a case where a special character other than tab and comma is being used for a field delimiter. Enter the decimal value for the special delimiter character in angle brackets (<>). For example, if the currently selected field is delimited by the pipe character (|), then enter <124>.

The quote and delimiter values are combined into one field, both being optional. Following are a few examples:

Q                    Encloses field in quotes (").

<124> The delimiter for this field is the pipe character (|).

Q<124> The field is enclosed in quotes and the delimiter is a pipe character.

## Import/Export Utility

### *Text File Format Screen*

The Import utility allows you to add records to any table in the database from a formatted text file. The export utility allows you to extract data from any table in the database to a formatted text file. An import/export routine contains information on the subject database table, the fields to import or export and the format and location of the text file.

This screen allows you to specify the format for the import/export text file.

### How to Get Here

Admin-->Utilities-->Import/Export Data->Formatting Radio Button

The screenshot shows the 'Export Data' dialog box with the 'Export' radio button selected. The 'Ranges' dropdown is set to 'ALL' and '000-999'. The 'Show All' checkbox is unchecked. The 'Choose a Routine' dropdown is empty. The 'Export Options' section is expanded, showing the 'Formatting' radio button selected. Under 'File Format', 'Comma Delimited' is selected. Under 'Quoted Fields', 'None' is selected. The 'Default File Name' section shows 'Prefix' as 'ex', 'Body' as 'mmddyy', 'Current Seq#' as '0', and 'Extension' as '.txt'. A sample file name 'ex102604.txt' is displayed. At the bottom, there are buttons for 'Help', 'Export', 'Delete', 'Save', and 'Quit'. The version number 'Rev. 1.0.32' is shown in the bottom right corner.

## **Field Descriptions**

### **File Format**

Fields in the import/export text file can be separated by tab characters (Tab Delimited), commas (Comma Delimited or CSV) or can be formatted into fixed width fields (User Defined). Field width and justification are specified in the Field Table Selection screen.

### **Quoted Fields**

Double quotes (") can be placed around Character Fields, Numeric Fields, All fields or None.

### **Default File Name**

The import/export text file name consists of:

<b>Prefix</b>	Enter the characters that begin the file name.
<b>Body</b>	The prefix is followed by the name body which can be the current date formatted as either mmddy or mmddy. The body can also be a one to six digit sequence number. You can also choose to have no body, in which case the file name will equal the Prefix.
<b>Current Seq#</b>	Select the starting value for the file body sequence number. Every time the import/export routine is run this number is incremented, creating a unique file name.
<b>Extension</b>	Enter the characters that end the file name.
<b>Sample</b>	An example of the file name using the options selected above.

## Import/Export Utility

### Options Screen

The Import utility allows you to add records to any table in the database from a formatted text file. The export utility allows you to extract data from any table in the database to a formatted text file. An import/export routine contains information on the subject database table, the fields to import or export and the format and location of the text file.

This screen allows you to select options that control the behavior of the import/export.

### How to Get Here

Admin-->Utilities-->Import/Export Data->Options Radio Button

**Export Data**

Import  Export

Show All Choose a Routine **Sample Transaction Export**

**Options**

Definition

Formatting

Options

Record Selection

**Import Change Log**

Duplicate Reject Log

Criteria Reject Log

No Change Log

**Duplicate Record Processing**

Update

Add Only

Ask

Merge Only

Case Insensitive Compare

**Import Options**

Import depends on previous Import success

Force unimported fields to default values

Delete file if import OK

**Export Options**

Archive This Export

Append to Existing File

Email Export

FTP Export

Email  FTP

**Email**

Receipt Address

Sender Address

Server Address

**Help** **Export** **Delete** **Save** **Quit**

Rev. 1.0.35

## **Field Descriptions**

### **Duplicate Record Processing**

You can select which behavior the program should use when it encounters a record in the import text file that is already in the database.

<b>Update</b>	Always update the database with data from the import text file.
<b>Add Only</b>	Ignore duplicate records in the import text file.
<b>Ask</b>	Ask the operator on a case by case basis what to do with duplicate records. The operator will be presented with a list of duplicate records and can choose which ones to accept or reject.
<b>Merge Only</b>	This is the opposite of the Add Only option. Only import records that already exist in the database will be processed.

### **Case Insensitive Compare**

The Import/Export Utility considers a record as duplicate when every field in the imported record equals the corresponding field in the database record. When checked, the compare for a duplicate record is case insensitive for text fields. In other words, ABC equals abc.

### **Import Change Log**

Normally, only statistics and error messages are placed in the log file. You can choose to include the following additional information:

<b>Duplicate Reject Log</b>	Include the list of duplicate records that were rejected.
<b>Criteria Reject Log</b>	Include the list of records that were rejected because they didn't meet all selection criteria.
<b>No Change Log</b>	Do not include additional information in the log file.

### **Import depends on previous Import Success**

The Import/Export Utility can be invoked from a command line. As an example, the following command line will start Import/Export and execute routines Import001, Import002 and Import003:

```
ImpExp.exe Autogo Import001 Import002 Import003
```

There may be situations where if Import001 fails, then the remaining imports should not be attempted. Check this box to force this condition. This option applies to import routines only.

### **Force unimported fields to default values**

Errors will occur when an imported field has no data (blank or empty) in the text file and the database requires a value. Check this box to force the value of required fields to the default specified in the database when no data is present in the import text file.

### **Archive this Export**

This feature is currently not being used.

### **Append to Existing File**

Normally, a new text file is created by each export routine. Check this box to append data to an existing text file.

### **Email Export**

When checked, the export file will be emailed as an attachment to the recipients specified in the box below.

Email	
Reciipient Address	<input type="text"/>
Sender Address	<input type="text"/>
Server Address	<input type="text"/>

### **Recipient Address**

Enter the email address of all recipients of the export file. Multiple addresses can be entered, separated by commas. For example: James.A@company.com, Sally.M@company2.com

### **Sender Address**

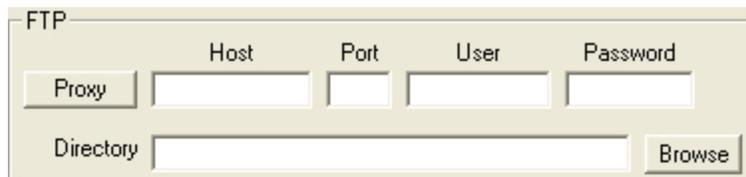
Enter your email address.

**Server Address**

Enter the address of your outgoing mail server. For example: mail.charter.net

**FTP Export**

When checked, the export file is uploaded to the ftp host and folder specified below.



The image shows a dialog box titled "FTP" with a light beige background. It contains several input fields and buttons. At the top, there are labels for "Host", "Port", "User", and "Password". Below these labels are four corresponding text input boxes. To the left of the "Host" input box is a button labeled "Proxy". Below the "Host" and "Port" input boxes is a larger text input box labeled "Directory". To the right of the "Directory" input box is a button labeled "Browse".

**Proxy button**

A proxy is not normally required. However, if one is then click to button to display a box where one can be entered.

**Host**

Enter the name of the host PC.

**Port**

Enter the port number. Usually this value is always 21.

**User**

Enter the name to be used for login to the host PC.

**Password**

Enter the password to used for login to the host PC.

**Directory**

Enter the folder where the export file will be placed.

**Browse button**

Click this button to select from a list of folders available on the host PC.

## Import/Export Utility

### *Record Selection Screen*

The Import utility allows you to add records to any table in the database from a formatted text file. The export utility allows you to extract data from any table in the database to a formatted text file. An import/export routine contains information on the subject database table, the fields to import or export and the format and location of the text file.

This screen allows you to select options that control the behavior of the import/export.

### How to Get Here

Admin-->Utilities-->Import/Export Data->Record Selection Radio Button

**Export Data**

Import  Export

Ranges:

Show All

Choose a Routine:

**Transaction Selection Criteria**

Criteria  SQL

From Ticket:  To Ticket:

From Date:  To Date:

List Sites:

Type:

Customer:

Hauler:

Job:

Material:

Pit:

Bin:

Price:

Help Export Delete Save Quit

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## **Field Descriptions**

### **Criteria or SQL Radio Buttons**

For the database transaction table you have two choices for selecting records.

- Criteria**      Select this option to display this screen of fixed selection criteria. Select values for any or all fields. Only those transaction records that meet all criteria entered will be accepted from the import file or placed in the export file.
- SQL**            Select this option to display a screen where an SQL statement can be entered to select the desired records from the database table. This is the only option available for all tables other than the transaction table. This screen does not accept a full SQL statement for selecting records, just the WHERE clause without the "WHERE". For example, to select records from account "123" with material code equal to "40" use the following statement:  
TransAcct = "123" AND TransMatrl = "40".

### **From Ticket, To Ticket**

Enter a ticket range by which transactions will be selected.

### **From Date, To Date**

Enter a date range by which transactions will be selected.

### **List Sites**

Site code is a unique one character field assigned to each PC running this application. Enter a list of site codes (e.g. AFG for sites A, F and G) by which transactions will be selected.

### **Type, Customer, Hauler, Job, Material, User Defined Categories and Price**

These are drop downs containing a list of codes that are attached to a transaction record. Select a value from any of these lists to use in selecting transactions.

## Purge Utility

### *Inactivate Screen*

The Purge Utility Inactivate screen allows you to inactivate job, vehicle and account records that have not had transaction activity as of a specified date. Inactive records are not deleted from the database but are flagged, which will prevent them from appearing in any drop down lists. The inactivation flag can be removed from individual records in their respective update screens (account screen, job screen or vehicle screen).

Inactive records can be deleted from the database in the Purge screen.

### How to Get Here

Admin->Utilities->Purge->Inactivate Radio Button



### Field Descriptions

#### **Records to Inactivate**

Select which record types you wish to inactivate. You can choose Jobs, Vehicles and Accounts.

#### **Inactivate Criteria**

Enter the date that will be used as the inactivation criteria. Records will be flagged as inactive if there is no transaction activity after this date.

**Inactivate Button**

Click this button to start the inactivation process.

The program automatically backs up the database before any updates occur and places the backup in the Backups folder. The backup name follows the form: *purge.mmddyy.#.mdb*. (# is a sequence number that starts at 1 and increments each time Purge is run, thereby creating a unique backup).

The status bar will display the program progress as it processes each record type. The record type checkbox will also be highlighted. When completed, the program will display a pop up screen showing the inactivate statistics.

**View Log Button**

Click this button to view the Purge log. Statistics and other important information are written to a log file and placed in the Logs folder. The log file name follows the form: *purge.mmddyy.log*.

**Help Button**

Click this button to view this help topic.

**Quit Button**

Click this button to quit the purge utility.

## Purge Utility

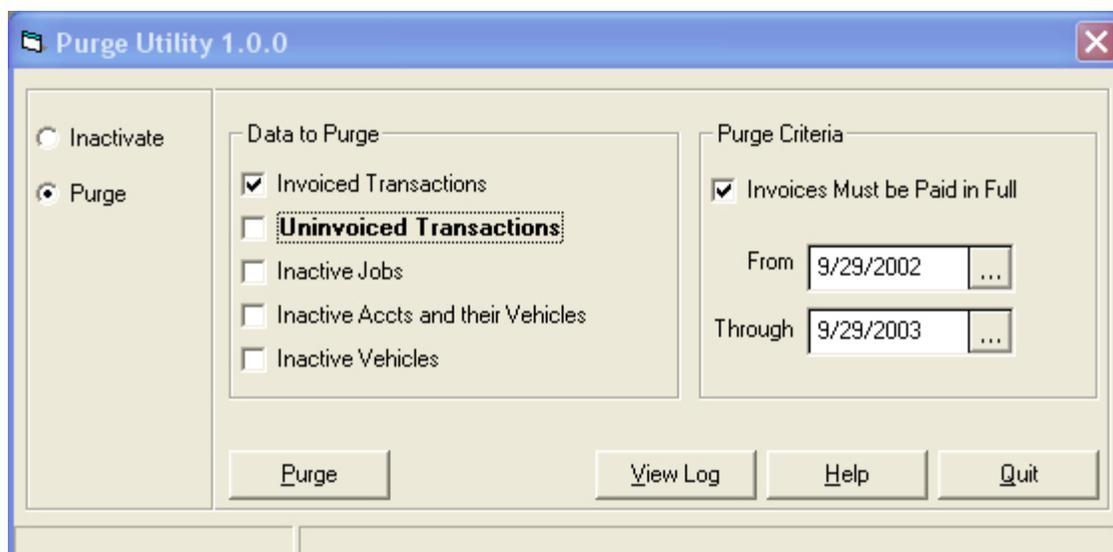
### *Purge Screen*

#### Purge Screen

The Purge Utility Purge screen allows you to delete records that are no longer needed in the database.

#### How to Get Here

Admin->Utilities->Purge->Purge Radio Button



#### Field Descriptions

##### **Data to Purge**

Select which record types you wish to delete.

##### Invoiced Transactions

When checked, invoices within the selected date range along with their attached charge transactions and the receipts that have been applied to them will be deleted. In addition, voided transactions and cash transactions within the date range will be deleted. You can specify in the purge criteria

	whether the invoice must be paid in full. (See Invoices Must be Paid in Full)
Uninvoiced Transactions	When checked, transactions that have not appeared on an invoice, voided transactions and cash transactions within the date range will be deleted. Please note that deleting these transactions will change the estimated balances for accounts (estimated balance = current balance + uninvoiced transactions).
Inactive Jobs	When checked, all jobs that are flagged as inactive along with the material line items attached to those jobs will be deleted.
Inactive Accts and their Vehicles	When checked, all accounts that are flagged as inactive along with all their vehicles will be deleted.
Inactive Vehicles	When checked, all vehicles that are flagged as inactive will be deleted.

### **Purge Criteria**

#### **Invoices Must be Paid in Full**

This check box is enabled when Invoiced Transactions have been selected. When checked, only transactions attached to invoices that have been paid in full will be deleted. Transactions attached to partially paid and unpaid invoices will not be deleted.

When not checked, transactions attached to paid and unpaid invoices will be deleted. Transactions attached to partially paid invoices will not be deleted. Please note that deleting transactions attached to unpaid invoices will change the current balances for accounts (current balance = sum of all invoice balance due).

#### **From and Through Date**

Enter the dates that will be used to select which invoices (and their attached transactions) and which transactions are to be deleted.

#### **Purge Button**

Click this button to start the purge process.

The program automatically backs up the database before any deletions occur and places the backup in the Backups folder. The backup name follows the form:

*purge.mmddy.#.mdb*. (# is a sequence number that starts at 1 each day and increments each time Purge is run, thereby creating a unique backup).

The status bar will display the program progress as it processes each record type. The record type checkbox will also be highlighted. When completed, the program will display a pop up screen showing the purge statistics.

### **View Log Button**

Click this button to view the Purge log. Statistics and other important information are written to a log file and placed in the Logs folder. The log file name follows the form:

*purge.mmddy.log*.

### **Help Button**

Click this button to view this help topic.

### **Quit Button**

Click this button to quit the purge utility.

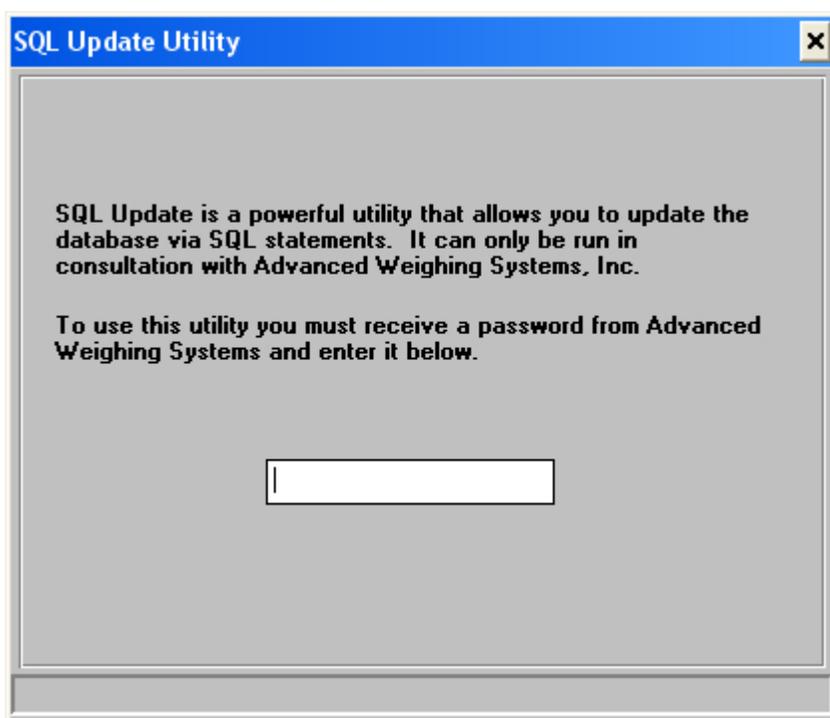
## SQL Update Utility

### *Login Screen*

At times it is advantageous to be able to update the database using SQL statements. This is a very powerful tool and cannot be used directly without obtaining the SQL code and a "good for the day" password from Advanced Weighing Systems, Inc.

### **How to Get Here**

Admin->Utilities->SQL Update



### **Field Descriptions**

#### **Password Text Box**

Enter the password supplied by Advanced Weighing Systems, Inc. to gain access to the SQL Update screen.

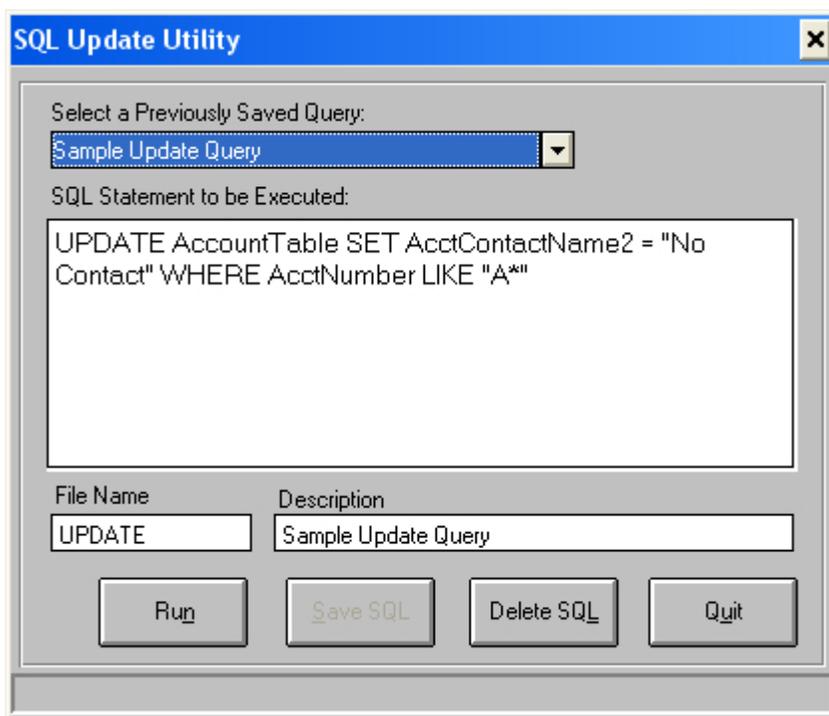
## SQL Update Utility

### *Update Screen*

At times it is advantageous to be able to update the database using SQL statements. This screen allows you to modify an SQL statement and execute it against the database.

#### **How to Get Here**

Admin->Utilities->SQL Update->Enter Password



SQL Update Utility

Select a Previously Saved Query:  
Sample Update Query

SQL Statement to be Executed:  
UPDATE AccountTable SET AcctContactName2 = "No Contact" WHERE AcctNumber LIKE "A\*"

File Name	Description
UPDATE	Sample Update Query

Run Save SQL Delete SQL Quit

#### **Field Descriptions**

##### **Select a Previously Saved Query**

This drop down contains a list of all previously saved queries. SQL queries are saved in text files (name.qry) and stored in the SQL sub folder within your application folder.

##### **SQL Statement to be Executed**

This box displays and allows you to update the SQL statement.

##### **File Name**

The file name used to store the SQL statement in the SQL sub folder. The qry extension is automatically added to the file name.

**Description**

Enter a description for the SQL query. This is the description that will appear in the drop down list.

**Run Button**

Click this button to run the SQL query. The message "SQL Running" will appear in the status bar and remain until the query completes. If successful, the status bar message will change to "SQL update ran successfully", otherwise an error message box will be displayed.

**Save SQL Button**

Click this button to save the SQL statement in the SQL sub folder.

**Delete SQL Button**

Click this button to delete the SQL statement from the SQL sub folder.

**Quit Button**

Click this button to quit the SQL Update Utility.

## FAQ

### *Automatic Backup Methods*

There are two methods available to perform an automatic backup requiring no operator intervention. One method involves using the Windows Task Scheduler and invoking the Backup Utility via a command line interface. The other method utilizes the scheduled tasks that are available while the Weigh screen is active.

#### **Command Line Interface**

The Backup Utility can be invoked in unattended mode (without a user interface) using a command line interface. The command line syntax follows:

```
burst32 -O:A -INI:Transact.ini -DFB:<file path>
```

-O:A	Invokes Backup in unattended mode
-INI:Transact.ini	Specifies the application ini file in the Windows folder
-DFB:<file path>	Backup all dynamic files to a DFB file specified by the file path. This argument is optional and if not specified the program will use the default backup name and path specified in Backup Options.

**Note:** It might be preferable to use the default name and path when automatically scheduling a backup. The backup utility can be configured to generate a unique name each time it is invoked.

This command line can then be scheduled using Windows Task Scheduler to perform an automatic backup requiring no operator intervention.

#### **Weigh Screen Scheduled Task**

While the Weigh screen is active there are a number of tasks that can be executed at various times. Among these is a database copy. A copy of the database is placed in the default backup folder and is named *bummddy.mdb* where mmddy is the current month, day and year. To setup this task follow these steps from the Weigh screen:

1. Click the Options button on the Weigh screen.
2. Click the Tasks radio button on the Weigh Options screen.
3. From the Task drop down list, select Copy Database.
4. A database copy can be scheduled at preset intervals, after every ticket or once per day by selecting the appropriate entry from Frequency drop down list.
5. For further information on how to schedule a database copy see the Weigh

Options screen.

## FAQ

### ***Copying the Transact Folder and Initialization File***

AWS recommends that a copy of the current Transact directory be created prior to installing a software update. The following instructions assume Transact has been installed on the local hard drive of your computer, C:\.

1. Quit Transact.
2. Right click the Start button, select Explore from the menu.
3. Click the plus (+) to the left of Program Files folder then Click the plus (+) to the left of AWS folder until the Transact folder is visible.
4. Use the mouse to point to this folder and RIGHT click. Select COPY from the drop-down list that appears.
5. On the left side of the split window, scroll up until the (AWS) folder is visible.
6. Use the mouse to point to (AWS) folder and RIGHT click. Select PASTE from the drop-down list that appears.
7. Windows will create a new folder called *COPY OF Transact* containing a copy all of the files from the Transact folder.
8. When the Transact folder has been copied, select the Windows (or WINNT when running Windows NT or 2000) folder from the left side of the split window.
9. Scroll through the right side until you find Transact.INI, click on the file once to select.
10. Select Edit | Copy then Edit | Paste from the Exploring tool bar.
11. Scroll to the end of the file list on the right side. Copy of Transact.ini will be listed at the bottom.

**NOTE:** Copies of the Transact folder and initialization file can be placed in another location or media device (i.e. zip disk, read/write CD-ROM, flash disk, etc.) by selecting a destination other than local drive C.

To decrease the length of time it takes to copy the Transact folder, delete any old backup files found in the C:\Program Files\AWS\Transact structure, including any sub-folders. By default, backup files created using the Transact backup tool will be in the format BUmmddy.mdb. or BUmmddy.DFB.

## FAQ

### ***Copying Transact folder and Initialization File to an External Device***

Use these instructions to copy the Transact folder and initialization file to an external device such as: zip disk, read/write CD-ROM, flash disk, etc.

1. Quit Transact.
2. Right click the Start button, select Explore from the menu.
3. Click the plus (+) to the left of Program Files folder then Click the plus (+) to the left of AWS folder until the Transact folder is visible.
4. Use the mouse to point to this folder and RIGHT click. Select COPY from the drop-down list that appears.
5. Scroll through the left side of the split window until the external device is visible.
6. Use the mouse to point to the device and RIGHT click. Select PASTE from the drop-down list that appears.
7. Windows will create a Transact folder and copy all of the files from the C:\Program Files\AWS\Transact folder to the Transact folder on the external device.  
When the Transact folder has been copied, select the Windows (or WINNT when running Windows NT or 2000) folder from the left side of the split window.
8. Scroll through the right side until you find the Transact.INI file.
9. Use the mouse to point to this file and RIGHT click. Select COPY from the drop-down list that appears.
10. Scroll through the left side of the split window until the external device is visible
11. Use the mouse to point to the device and RIGHT click. Select PASTE from the drop-down list that appears.
12. Use the mouse to point to the device and RIGHT click. Select PASTE from the drop-down list that appears.

**NOTE:** To decrease the length of time it takes to copy the Transact folder, delete any old backup files found in the C:\Program Files\AWS\Transact structure, including any sub-folders. By default, backup files created using the Transact backup tool will be in the format BUmmddy.mdb (Transact versions 4.0.45 and older) or BUmmddy.DFB (Transact versions 4.0.46 and newer).

## FAQ

### *Crediting Invoiced Transactions*

Use the Weigh Screen to create transactions to adjust tonnage, unit count, yard, and charges for invoiced transactions that can no longer be edited. **NOTE:** The scale setting must be set to MANUAL when processing these transactions.

#### **Activate the Single Weighment Feature**

1. Click the Weigh button to activate the Weigh Form.
2. Click the Options button to activate the Weighing Options window.
3. Click the Single Weighment radio button.
4. Select Set Net and Adj. Net Weight = Weight In.

**NOTE:** In some cases this feature may already be in use. It may be necessary to reset this option once the correcting transaction is entered.

#### **Change Default Material Direction**

1. Click the Weighing radio button from the Weighing Options window.
2. Change the Default Material Direction.
3. Click the OK button to save changes and close the Weighing Options window.

**NOTE:** This setting must be returned to its original setting once the credit transaction has been completed.

#### **Processing the Credit Transaction**

It will be helpful to have a copy of the original ticket when processing a credit transaction.

1. Click the Weigh button
2. Follow the above directions to change the Default Material Direction.
3. Activate the Manual scale.
4. Start the transaction by selecting the account to be credited from the Hauler drop-down list.
5. Select the material.
6. Select any other criteria pertaining to the credit transaction.
7. For weighed items, enter the Net Weight from the original transaction into the Weigh In field. Click the Net button.

**NOTE:** When Default Material Direction is set to Incoming, the Net Weight will remain in the Weigh In field. When Default Material Direction is set to Outgoing, the weight entered into the Weigh In field will be moved to the Weigh Out field. The net weight will also appear in the Net field.

8. For Unit Count or Yard items, enter the amount in the Unit or Yard fields. The Net button is not used to process Unit Count or Yard credits.
9. Click the Add field, press the minus key followed by the charge from the original transaction (parentheses around the dollar amount, indicates a negative dollar amount).

The screenshot shows a software window titled "Weigh: 10:10 AM Thursday, January 27, 2005". The interface is divided into several sections:

- Left Section:** Contains dropdown menus for Hauler (ALB100 CITY OF ALBERTVILLE), Truck, Trailer, Bill-to Acct (ALB100 CITY OF ALBERTVILLE), Job, PO, Material (001 1/4 - 3/4 Washed Rock), Zone (-3 Unspecified), and Location (-1 None). At the bottom are buttons for "Items", "Tare...", and "Cancel".
- Middle Section:** Contains a "Price Table" dropdown (-1), a "Tax" dropdown (WI STATE), and a list of charges: Charge (\$0.00), Freight (\$0.00), Add (\$47.25), Frght Tax (\$0.00), Other Tax (\$0.00), and Total (\$47.25). Below this is an "In - Default Price" section with fields for Charge Per Ton, Charge Per Load, Freight Per Ton, Chg Tax %, Frght Tax %, and Add Chg Tax %. At the bottom are fields for Paid (\$0.00), Ref, and Change (\$47.25).
- Right Section:** Contains two scales: Scale 1 (0 lb) and Scale 2 (Manual lb). Below these are "Weight In" (36000 lb) and "Weight Out" (0 lb) fields, a "Net" button, and a "Tons" dropdown (0.00). At the bottom are "Truck Loads", "Truck Qty", "Job Loads", and "Job Qty" fields, along with "Notes..." and "Print Ticket" buttons.

The status bar at the bottom shows "sample.gtk", "16", and "[1 items (\$47.25)]".

10. Click the Print Ticket button to complete the transaction.

### Processing the New Charge Transaction

1. Click the Weigh button
2. Follow the above directions to change the Default Material Direction in the Weigh Options window back to the original setting.
3. Activate the Manual scale.
4. Start the transaction by selecting the account to be charged from the Hauler drop-down list
5. Select the material.
6. Select any other criteria pertaining to the charge transaction.

7. For weighed items, enter the Net Weight from the original transaction into the Weigh In field. Click the Net button.

When Default Material Direction is set to Incoming, the Net Weight will remain in the Weigh In field. When Default Material Direction is set to Outgoing, the weight entered in the Weigh In field will be moved to the Weigh Out field. The net weight will also appear in the Net field.

8. For Unit Count or Yard items, enter the amount in the Units or Yards fields. The Net button is not used to process Unit Count or Yard charges.
9. The new charge should automatically calculate. Verify the charge is correct.

The screenshot shows a software window titled "Weigh: 10:08 AM Thursday, January 27, 2005". The interface is divided into several sections:

- Header:** Shows the time and date.
- Left Panel:** Contains dropdown menus for Hauler (CHI175 CITY OF CHIPPEWA FALLS), Truck, Trailer, Bill-to Acct (CHI175 CITY OF CHIPPEWA FALLS), Job, PO, Material (001 1/4 - 3/4 Washed Rock), Zone (-3 Unspecified), and Location (-1 None). At the bottom are buttons for "Items", "Tare...", and "Cancel".
- Middle Panel:** Displays a list of charges: Charge (\$45.00), Freight (\$0.00), Add (\$0.00), Frght Tax (\$0.00), Other Tax (\$2.48), and Total (\$47.48). Below this is a section for "Out - Default Price" with sub-charges: Charge Per Ton (\$2.50), Charge Per Load (\$0.00), Freight Per Ton (\$0.00), Chg Tax % (5.50), Frght Tax % (5.50), and Add Chg Tax % (0.00). At the bottom are fields for Paid (\$0.00), Ref, and Due (\$47.48).
- Right Panel:** Features a large digital scale display showing "0 lb" and "Manual lb a". Below it are input fields for "Weight In" (0 lb) and "Out" (36000 lb), with a "Net" button. A "Tons" dropdown is set to "18.00". At the bottom are "Notes..." and "Print Ticket" buttons.
- Footer:** Shows "sample.gtk" on the left, "16" in the center, and "[1 items \$47.48]" on the right.

10. Press the F10 key on the keyboard to change the date of the transaction.
11. Click the Print Ticket button to complete the transaction.

## FAQ

### ***Disable Serial Mouse Detection on COM Ports***

During system boot up, Windows NT, 2000, and XP will detect the serial data stream on the serial communication port. Windows will attempt to auto configure the port as a Serial Mouse. When this happens, *Error Code 68: Device Unavailable* will be displayed when the Weigh button is clicked. Disable Serial Mouse detection to resolve this issue.

#### **Disable through Windows XP Control Panel**

Select the following to disable serial mouse detection for Windows XP operating systems.

1. Quit Transact.
2. Click the Start button
3. Select Control Panel.
4. Double click the System icon
5. Click the Hardware tab
6. Click the Device Manager button
7. Click the plus (+) to the left of the *Mice and other pointing devices* to expand the list.
8. Double click the Microsoft Serial Ball Point device from the list
9. Select Disable from the Device Usage drop down list
10. Click OK
11. Close all open windows and Reboot the computer

#### **Using BOOT.INI Startup Switches to disable serial mouse detection**

Windows NT, 2000 and XP use a configuration file called BOOT.INI to control how the operating system is booted. By modifying the startup switches you can manage the boot process including disabling mouse detection on a COM port for scale indicator usage.

Follow these steps

1. Quit Transact.
2. Disconnect the scale indicator from the COM port.
3. Click Start | Run.
4. Type the word *COMMAND* and press ENTER.
5. Type *CD\* and press enter to move to the boot partition, C:\.
6. Type *attrib boot.ini -r -s -h*

7. Press ENTER.
8. Type *EDIT BOOT.INI*
9. Press ENTER. The boot.ini file contains a list of all installed operating systems.
10. A list of all the installed operating systems appears. Find the line similar to the following.  

```
multi(0)disk(0)rdisk(0)partition(1)\WINDOWS="Microsoft Windows XP  
Home Edition" /fastdetect
```
11. At the end of the line add:  

```
/NoSerialMice=[COM1]
```
12. Select FILE | SAVE.
13. Select FILE | EXIT.
14. Type *Exit* at the command prompt.
15. Shutdown the computer and power off.
16. Reconnect the scale indicator to COM1.
17. Boot the computer.

## FAQ

### *Defining Categories*

We are working towards the goal of having all setup functions accessible from the program. Unfortunately, the setup for categories is not one of them. To set up and enable a category table you must still modify the initialization file manually. Using either NotePad or WordPad, open the *Transact.ini* file located in the windows folder (usually C:\Windows). In the initialization file, find these sections and make the modifications to the listed keywords. You will find additional keywords in your initialization file. Ignore them for now and just worry about the ones listed here.

#### [Rates]

MeasuredRates=1	This specifies the category table that will be the material table.
RateTableCodes=4	This specifies the category table that will be the price table.
Factor1=Cu Foot	To enable user defined unit 1, assign a name here.
Factor2=	To enable user defined unit 2, assign a name here.

#### [Category 1]

Title=Material	To enable a category 1 table, assign a name here.
CategoryNote=GL Account	Enter the label you would like to place on the user note field.
SubCat1=(1,Rock)(2,Sand)(3,Crushed)	Entries for subcategory 1 in the form (code,name).
SubCat1Title=SubCat1 (Type)	Enter the title you want to use for subcategory 1.
SubCat2=(1,North)(2,South)(3,West)(4,East)	Entries for subcategory 2 in the form (code,name)
SubCat2Title=SubCat2 (Yard)	Enter the title you want to use for subcategory 2

#### [Category 2]

Title=Pit	To enable category 2 table, assign a name here.
CategoryNote=	Enter the label you would like to place on the user note field.

SubCat1=  
SubCat1Title=  
SubCat2=  
SubCat2Title=

[Category 2]

Title=Pit

To enable category 2 table, assign a name here.

CategoryNote=

Enter the label you would like to place on the user note field.

SubCat1=  
SubCat1Title=  
SubCat2=  
SubCat2Title=

[Category 3]

Title=Bin

To enable category 3 table, assign a name here.

CategoryNote=

Enter the label you would like to place on the user note field.

SubCat1=  
SubCat1Title=  
SubCat2=  
SubCat2Title=

[Category 4]

Title=Price Table

To enable category 4 table, assign a name here.

CategoryNote=

Enter the label you would like to place on the user note field.

SubCat1=  
SubCat1Title=  
SubCat2=  
SubCat2Title=

## Frequently Asked Questions

### *Quick Reference Guide*

Step by step Instructions to quickly add data to existing tables, database maintenance, processing transactions, monthly processing, and generating reports.

#### **Scale Indicator Questions**

How do I add a scale indicator type and define its stream format?

Error 68 Device Unavailable - How do I disable serial mouse detection on Windows NT, 2000, and XP?

#### **Category Table Questions**

How do I set up a user defined category table?

#### **Ticket Questions**

How do I setup a custom ticket?

How do I edit the sample tickets (sample.gtk, prweight.gtk, unattend.gtk, and updtare.gtk)?

Are there ticket types other than GTK available?

What are the rules when creating and customizing tickets?

What database fields can I print on a ticket?

Are database condition flags available?

Some trucks drive across the scale and we print a ticket showing their gross weight without recording a transaction using the *Print Weight* button on the Weigh Screen. What ticket format is used for these tickets?

How do I setup an Okidata printer?

How do I enter the printer Menu to change settings on my Okidata ML320 Turbo printer?

Sample Okidata ML320 Ticket?

#### **Windows Default Printer Questions**

How do I change the windows Default Printer?

### **Credit Questions**

How do I create a credit transaction that will also correct material totals?

### **Maintenance Questions**

Can the program perform automatic backups without operator intervention?

How do I make a copy of the Transact folder and Initialization file?

How do I install a software update?

How do I replace a standalone workstation running Transact version 4.0.45 or older?

How do I make a copy of the Transact folder and Initialization file to an external device?

### **Add On Module Questions**

How do I interface Transact to QuickBooks?

## FAQ

### *General Ticket Types*

The Transact install contains sample files for attended, unattended, and Print Weight ticket formats. Standard ticket files have a GTK extension. The following GTK ticket files are added when Transact is installed: SAMPLE.GTK, PRWEIGHT.GTK, UNATTEND.GTK, and UPDTARE.GTK.

The following links will be useful when editing tickets.

[Ticket Creation Rules](#)

[Database Keyword Fields and Flags for Tickets](#)

#### **SAMPLE.GTK**

The SAMPLE.GTK file should be used as a template to design custom ticket files. Make a copy of the SAMPLE.GTK file and rename it before editing the file. When naming the file, use something familiar such as the company name or an abbreviation of the company name (e.g. STILLSON.GTK). To use the newly designed ticket as the default transaction ticket select Weigh | Options | Ticket and select the default ticket from the ticket drop down list. To save the change, click the Save button.

Other GTK ticket files can be created and used as custom tickets. To use a specific ticket for a particular customer, design the ticket using the same ticket rules and give the ticket a meaningful name. Select Admin | Accounts and navigate to the desired customer's account. Choose the ticket from the ticket type-down list. To save the change, click the Save button.

#### **PRWEIGHT.GTK**

This ticket format will be used when the Print Weight button is clicked in the Weigh screen. This ticket can be customized to meet the end user's needs. However, the file name must remain the same. Transact searches for the PRWEIGHT.GTK file name when this button is clicked. A ticket will not print if this file does not exist.

Remember the Print Weight button is used to print the current weight displayed on the scale indicator. A transaction is not created or stored in the database. So, when designing this ticket many of the ticket field names will be invalid since this is not a stored transaction. Use incoming field names such as Date In and Weight In for this ticket.

#### **UNATTEND.GTK**

Typically a Swecoin brand printer is installed with the purchase of an unattended system. This sample file contains all of the printer commands necessary to print and cut a ticket

sent to this brand of printer. This file should be copied, renamed and modified (like the SAMPLE.GTK sample ticket) to meet the end user's needs. To use the newly designed ticket as the default transaction ticket, select Weigh | Options | Ticket and select the default ticket from ticket drop-down list. To save the change, click the Save button.

### **UPDTARE.GTK**

This ticket must be present to print a ticket when a tare weight is updated or created from the Weigh form. This file is not automatically generated during installation, it must be created by the end user.

## FAQ

### *Scale Indicator Stream Setup*

Scale indicators are configured in the Transact initialization file under the [Indicator Types] group. Indicators are listed consecutively under this group in the following manner:

```
[Indicator Types]
Indicator1=name,serial stream format
Indicator2=name,serial stream format
Indicator3=name,serial stream format
.
.
.
.
```

Each line item in the group contains the indicator: name and its serial stream format.

#### **Name**

This is the indicator name such as IQ600, CONDEC UMC1000 Cardinal 738. This name will appear in the drop down list of available indicators in the scale setup form (Admin-->Preferences-->Scale Port).

#### **SERIAL STREAM FORMAT**

This is a comma delimited string that defines the location, type and size of the important fields in a scale serial stream. The string must immediately follow the indicator name and must be on one line. The string contains the following items.

```
Block length
Polarity position, data type, size, positive value, negative value, polarity mask
Gross weight position, data type, size
Tare weight position, data type, size
Units position, data type, size, pound value, kilogram value, units mask
Mode position, data type, size, gross value, net value, mode mask
Motion position, data type, size, motion value, still value, motion mask
Range position, data type, size, in range value, out of range value, range mask
End of Block characters position, data type, size, value
```

Data type is a one character code. These are the allowable data types:

- c - printable character string.
- a - non-printable character string (described with ANSI codes)
- s - one character status
- x - one hexadecimal (0-9, A-F) character status

Value fields: positive value, negative value, pound value, kilogram value, gross value, net value, motion value, still value, in range value, out of range value must be entered in the same format as the field data type.

Masks are required for all one character status fields (types s and x). Masks must be a single ansi code for type s and a single hex character for type x. Masks must not be present with character strings (types c and a).

The following example shows the units portion of a serial stream format where the units field begins at position 12 and is a character string of length 2 The pound value is "lb" and the kilogram value is "kg". There is no units mask.

..... 12,c,2,lb,kg,, .....

The following example shows the units portion of a serial stream format where the units field begins at position 12 and is a one character status. The fourth bit from the left in the status character is zero for pounds and one for kilograms. (The mask for bit four is ansi code 8.) The values given for pounds and kilograms reflect the value of the status character after the mask has been applied.

..... 12,s,1,0,8,8, .....

## EXAMPLE INDICATOR CONFIGURATIONS

[Indicator Types]

Indicator1=Accu-Weigh SEP 12K,13,2,c,1, -,3,c,6,0,,9,c,1,L,K,,10,c,1,G,N,,11,c,1,M,  
,,11,c,1, ,O,,13,a,1,10

Indicator2=Analogic

5316,24,0,,,,,2,c,9,11,c,9,22,c,1,2,0,,21,x,1,0,8,8,21,x,1,0,2,2,21,x,1,1,0,1,24,a,1,10

Indicator3=Cardinal 738,18,2,c,1, -,3,c,7,0,,12,c,2,lb,kg,,15,c,1,g,n,,10,c,1,m, ,,10,c,1,  
,o,,18,a,1,3

Indicator4=CONDEC UMC1000,14,2,c,1, -,3,c,7,0,,10,c,1,L,K,,11,c,1,G,N,,12,c,1,M,  
,,12,c,1, ,O,,14,a,1,10

Indicator5=CONDEC UMC2000,14,2,c,1, -,3,c,7,0,,10,c,1,L,K,,11,c,1,G,N,,12,c,1,M,  
,,12,c,1, ,O,,14,a,1,10

Indicator6=IQ600,14,2,c,1, -,3,c,7,0,,10,c,1,L,K,,11,c,1,G,N,,12,c,1,M, ,,12,c,1,  
,O,,14,a,1,10

Indicator7=IQ700,14,2,c,1, -,3,c,7,0,,10,c,1,L,K,,11,c,1,G,N,,12,c,1,M, ,,12,c,1,  
,O,,14,a,1,10

Indicator8=WI110,14,3,c,1,+,-,4,c,6,0,,11,c,2,lb,kg,,2,c,1,G,N,0,,,,,,,,,14,a,1,10

Indicator9=WI120,14,3,c,1,+,-,4,c,6,0,,11,c,2,lb,kg,,2,c,1,G,N,0,,,,,,,,,14,a,1,10

Indicator10=Toledo

T8142,17,3,s,1,0,2,2,5,c,6,11,c,6,3,s,1,0,16,16,3,s,1,0,1,1,3,s,1,8,0,8,3,s,1,0,4,4,17,a,1,13

## FAQ

### *Installing a Software Update*

#### **Stand Alone Work Station Update**

1. Quit Transact.
2. Make a copy of the Transact folder and initialization file.

**NOTE:** This step is optional, but highly recommended. In the event of an incomplete installation, this step allows us to return to the previous version quickly and easily.

3. Insert the Transact for Windows CD-ROM.
4. The installation Welcome screen appears.

**NOTE:** If setup fails to start automatically, select Start from the desktop. Select Run from the Start menu. In the Open field, type d:setup (replace d with the correct drive letter for your CD-ROM drive). Click OK to start the installation program.

5. Click the Next button to continue.
6. Click the Yes button to agree to the License Agreement.
7. The User Information screen appears. Enter a Name in the field provided. Enter a Company if desired.
8. Click the Next button to continue.  
The directory where Transact will be installed is displayed (C:\Program Files\AWS\Transact). If Transact was previously installed to another drive or directory, click the Browse button to change the destination directory. Click the Next button to continue.
9. Click the Next button to use Transact as the program folder name.
10. Review the current settings. Click the Next button to start installation.
11. A final question appears addressing the configuration of Transact. For new installs, select the configuration that most closely matches your business.
12. Click the Continue button to continue. It is not necessary to select a configuration option when upgrading to a new revision.
- 13.

**NOTE:** If prompted to restart the computer, select "No, I will restart my computer later". It is not necessary to restart your computer to get Transact to run correctly.

14. Click the Finish button to complete installation.  
Remove the CD-ROM from the CD-ROM drive. Start Transact and follow the
15. instructions on the screen. Transact will prompt you to do a backup. **Do Not Skip** this setup process.
16. Once the backup has completed, you will be prompted to perform a database upgrade. Again, follow the instructions on the screen.

### **Multi User Shared Database in a Network Environment Update**

- When installing an update on a multi-user network, be certain to Quit Transact
1. on all computers except one. Follow the Stand Alone Workstation directions to complete the database upgrade.  
Copy all of the report files (\*.RPT) from C:\Program Files\AWS\Transact\Reports to the shared C:\Program Files\AWS\Transact\Reports folder on the network (i.e. F:\Program Files\AWS\Transact\Reports). Click YES to replace all files.
  2. Quit Transact and complete the install process on the next computer. Continue to
  3. install the update on one computer at a time, being certain to Quit Transact after each installation.
  4. Multiple workstations can run Transact simultaneously, once installation has been completed on all computers licensed to run Transact.

**NOTE:** Do not run an older version of Transact until it has been updated.

### **Change the Serial Driver for Unattended ATS-2 Hardware**

Once the update is complete, it is necessary to switch the serial communication driver for computers connected to an ATS-2 unattended controller. When the incorrect serial communication driver is loaded, ticket printing will become very very slow.

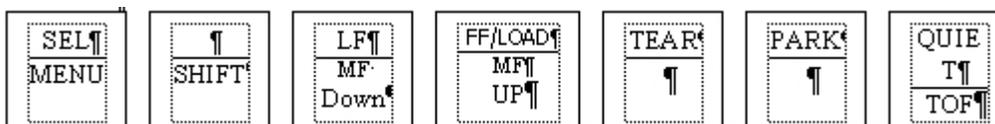
1. Quit Transact on the scale computer.
2. Click Start | Programs | Transact | Scale Comm Control
3. Start Transact

## FAQ

### *Okidata Printer Menu*

#### OKI ML 320 Front Panel Menu

SEL\*



Exit  
Power

Alarm

Group'

Item'

Set'  
Menu

Print'

- \* Indicates that this is a back lit word. When the word is lit the mode is active.
- ` Indicates that this becomes the button name in Menu mode. (Menu\* light on)

#### Configuring OKI ML320

##### Enter Menu (configure mode) and Print Settings

1. Turn the printer on
2. Be sure SEL\* light is off (press SEL/MENU button to turn on or off)
3. Press and hold SHIFT button then simultaneously press SEL/MENU button
4. The Menu\* Light should now be on
5. Press the Print button to print the current Settings for all Items in all Groups
6. Verify settings are similar to those listed (for the proper hardware configuration) at the end of the document - if not make changes.

##### Exit Menu (configure mode)

1. Turn the printer on
2. Be sure SEL\* light is off (press SEL/MENU button to turn on or off)
3. Press and hold SHIFT button then simultaneously press SEL/MENU button
4. The Menu\* Light should now be off

##### Menu Buttons - Moving Through and Manipulating Options in the Menu

Notice how the settings print out is listed in 3 columns. The first column designates the Group. The second column designates the Item in the Group. The third column designates the Setting of the Item. Use the buttons designated as Group, Item, and Set to modify the printer settings.

Group	Cycles through the various groups in the menu (i.e. Font, Rear Feed, Serial I/F, etc...)	
Item	Cycles through a Group's items (i.e. Emulation Mode, Form Tear Off, Parity, Protocol, etc...)	
Set	Cycles through an Item's Settings (i.e. 8 Bits, 7 Bits, etc...)	
Print	Prints the current Settings for all Items in all Groups	

For example, to turn the Form Tear Off setting on for rear feed paper control, press the Group button until Rear Feed appears in the first column. Press the Items button until Form Tear Off appears in the Items column. Finally press the Set button until 500ns appears. Exit the menu setup.

### ***AWS Standard Settings for OKI ML320 with Serial Card***

<u>GROUPS</u>	<u>ITEMS</u>	<u>SETTINGS</u>
Printer Control	Emulation Mode	IBM PPR
Rear Feed	Form Tear-Off	500 ns

### ***AWS Standard Settings for OKI ML320 with Serial Card***

Serial I/F	Parity	None
Serial I/F	Serial Data 7/8 Bits	8 Bits
Serial I/F	Protocol	XON/XOFF
Serial I/F	Diagnostic Test	No
Serial I/F	Busy Line	DTR
Serial I/F	Baud Rate	9600 BPS
Serial I/F	DSR Signal	Invalid
Serial I/F	DTR Signal	Ready on Power UP
Serial I/F	Busy Time	200 ms

## FAQ

### *Okidata Printer Setup*

#### **Okidata ML 320 Turbo**

##### **How to tell if the Auto Tear-Off feature is turned on**

1. Press the SEL button to turn the SEL light off.
2. Wait several seconds then press the SEL button to turn the SEL light back on.
3. If the paper moves to Top of Form, then back to the Tear-Off Position when the SEL light is turned on, then Auto Tear-Off is turned on.
4. If the paper does not move when the SEL light is turned on, Auto Tear-Off is turned off.
5. If you desire the Auto Tear-Off setting changed, please refer to the Okidata User's Guide for instructions or the following FAQ:

How do I enter the printer Menu to change settings on my Okidata ML320 Turbo printer?

##### **Setting Top of Form with the Auto Tear-Off feature turned on**

1. Press SEL to turn off the SEL light.
2. The paper should stay in the Tear-Off position. (If the paper is not in the tear off position - Auto Tear-Off is not on. See the section for setting Top of Form with Tear-Off turned off, or refer to the printer manual on how to turn on the Auto Tear-Off feature)
3. Press TEAR button and hold it in. (The paper should move to the Top of Form.)
4. With another finger push the SHIFT button and hold it in.
5. Let go of the TEAR button and the paper should stay at the Top of Form as long as the SHIFT button is held in.
6. Using the Micro Feed Up/Down buttons, adjust the paper to the desired Top of Form position
7. When it is in the correct position, release the SHIFT button, the paper should return to the Tear-Off position.
8. To check the Top of Form, press the TEAR button, the printer should go to the Top of Form.

##### **Setting the Tear-Off Position with Auto Tear-Off turned on**

**NOTE:** Make sure the top plastic cover is in place before setting Auto Tear-Off. The Printer will not adjust far enough down to tear off using the plastic paper guide just above the print head.

1. Press SEL to turn off the SEL light.
2. The paper should remain at the Tear-Off Position.
3. Press the SHIFT button and hold it in.
4. Using the Micro Feed Up/Down buttons, adjust the paper until the desired Tear-Off Position is reached.
5. When it is in the correct position, you can now release the SHIFT button and the paper should stay in the correct Tear-Off Position.

### **Setting Top of Form with Auto Tear-Off turned off**

1. Press SEL to turn off the SEL light.
2. The paper should stay at the Top of Form position. (If the paper is at the tear off position - Auto Tear-Off is on. See the section for setting Top of Form with Tear-Off turned on, or refer to the printer manual on how to turn off the Auto Tear-Off feature.)
3. Press the SHIFT button and hold it in.
4. Using the Micro Feed Up/Down buttons, adjust the paper until the desired Top Of Form position is reached.
5. When it is in the correct position, you can now release the SHIFT button; the paper should stay in the correct Top of Form Position.

### **Setting the Tear-Off Position with Auto Tear-Off turned off**

**NOTE:** Make sure the top plastic cover is in place before setting Auto Tear-Off. The Printer will not adjust far enough down to tear off using the plastic paper guide just above the print head.

1. Press SEL to turn off the SEL light.
2. Press the TEAR button and hold it in. (If the paper does not go to the Tear-Off Position, then Auto Tear-Off is turned on.)
3. Using another finger, press and hold in the SHIFT button.
4. You may now release the TEAR button and the paper should stay at the Tear-Off Position.
5. Using the Micro Feed Up/Down buttons, adjust the paper until the desired Tear-Off Position is reached.
6. When it is in the correct position, you can now release the SHIFT button and the paper will return to the Top of Form position.
7. If you wish to check the Tear-Off Position, press TEAR and the printer should go to the Tear-Off Position and will remain at the Tear-Off position until printing resumes.

## ***Okidata 320/321***

### **How to tell if you have Auto Tear-Off turned on**

1. Press the SEL button to turn the SEL light off.
2. Press the TOF/Quiet button. The paper should move to the Top of Form.
3. Release the TOF/Quiet button. The paper should move back to the Tear-Off Position.
4. If the paper did not move when the TOF/Quiet button was pressed, Auto Tear-Off is not turned on.
5. If you desire the Auto Tear-Off setting changed, please refer to the Okidata manual for instructions.

### **Setting Top of Form with Auto Tear-Off turned on**

1. Press SEL to turn off the SEL light.
2. The paper should stay in the Tear-Off position. (If the paper is not in the tear off position - Auto Tear-Off is not on.)
3. Press TOF/Quiet button and hold it in. (The paper should move to the Top of Form.)
4. While holding the TOF button, use the FORM FEED button to move the paper up or LINE FEED to move the paper down, adjust the paper to the desired Top of Form position.
5. When it is in the correct position, release the TOF/Quiet button and the paper should return back to the Tear-Off position.
6. If you wish to check the Top of Form, press TOF/Quiet button, the printer should go to the Top of Form.

### **Setting Top of Form with Auto Tear-Off turned off**

1. Press the SEL button to turn off the SEL light.
2. The paper should stay at the Top of Form position. (If the paper is not at the Top of Form - Auto Tear-Off is on.)
3. Press TOF/Quiet button and hold it in. (The paper should stay at the Top of Form.)
4. While holding the TOF button, use the FORM FEED button to move the paper up or LINE FEED to move the paper down, adjust the paper to the desired Top of Form position.
5. When it is in the correct position, you can now release the TOF/Quiet button; the paper should stay at the Top of Form Position.

## ***Ticket File Control Codes for Okidata 320/321/320 Turbo***

Use control codes in the ticket format file to configure form length, font size, set a vertical tab, and send form feed commands. The IBM Proprinter commands are used since it is the factory default setting for the printer.

The following example shows the first and last line of an Okidata formatted ticket file.

```
H \\24\\ \\27 51 36\\ \\27 67 33\\ \\18\\
H
H
H
.
.
.
F \\12\\
```

Codes for the above stand for:

\\24\\	Reset
\\27 51 36\\	Select for vertical spacing 6 lines per inch ( $36/216 = 1/6$ )
\\27 67 33\\	Set form length to 33 lines (5.5" form length)
\\18\\	Select 10 cpi (characters per inch)
\\12\\	Form Feed

**WARNING:** There is a discrepancy in the Okidata User's Guide for setting line spacing for n/216" command. The Okidata ML 320 Turbo User's Guide lists this command as \\27 65\\. The reason why the \\27 65 X\\ command is not recommended is that it appears to only be supported for the 320 Turbo and if used, the \\27 50\\ command must be issued right after it to cause the \\27 65 X\\ command to take effect. It is recommended that the \\27 51 X\\ or the \\27 48\\ command be used to set line spacing, since it takes effect immediately.

To set the position of a vertical tab use command \\27 66 nn 00\\ where nn is the line number. Place the command on the first ticket line after the \\18\\ command like the following.

```
H \\24\\ \\27 51 36\\ \\27 67 33\\ \\18\\ \\27 66 27 00\\
```

To execute the vertical tab use command \\11\\ in the ticket format file. Typically the vertical tab command is issued on the first **F**ooter line after the last **B**ody line. The vertical tab command is useful when placing a signature line at the bottom of a multiple item ticket.

### **Okidata IBM Proprinter Commands**

<b><u>Command</u></b>	<b><u>ASCII</u></b>	<b><u>Decimal</u></b>
Backspace	BS	8
Carriage Return	CR	13
Character Pitch		
10	DC2	18
12	ESC :	27 58
15	ESC g	27 103 **
Condensed Print	ESC SI, or SI	27 15 or 15 **
Character Sets		
Set 1	ESC 7	27 55 **
Set 2	ESC 6	27 54 **
Publisher	ESC ! Z	27 33 90 **
Slash Zero	ESC ! @	27 33 64 **
UnSlash Zero	ESC ! A	27 33 65 **
Double Width		
On	ESC W 1	27 87 49
Off	ESC W 0	27 87 48
Emphasized Printing		
On	ESC E	27 69
Off	ESC F	27 70
Enhanced Printing		
On	ESC G	27 71
Off	ESC H	27 72
Form Feed	FF	12
Form Length - n Lines	ESC C n	27 67 n
Horizontal Tab	HT	9
Italics		
On	ESC % G	27 37 71
Off	ESC % H	27 37 72
Line Feed		
w/Carriage Return	LF	10
n/144" n=1-127	ESC % 5 n	27 37 53 n
n/216" n=1-255	ESC J n	27 74 n
Reverse	ESC ]	27 93
Auto LF On	ESC 5 1	27 53 49
Auto LF Off	ESC 5 0	27 53 48
Line Spacing		

1/8"		ESC 0	27 48
7/72"		ESC 1	27 49
n/216 n=0-255		ESC 3 n	27 51 n
Overscore			
	On	ESC _ 1	27 95 49
	Off	ESC _ 0	27 95 48
Paper Sensor			
	Off	ESC 8	27 56
	On	ESC 9	27 57
Print Quality, Select HSD		ESC # 0	27 35 48
Print Suppress On, ML320T		ESC Q	27 81 3
		ETX	
Print Suppress On, ML321T		ESC Q	27 81 22
		SYN	
Print Suppress Off		DC1	17
Proportional Spacing			
	On	ESC P 1	27 80 49
	Off	ESC P 0	27 80 48
Reset: Clear Print Buffer		CAN	24
SubScript			
	On	ESC S 1	27 83 49
	Off	ESC S 0	27 83 48
Subscript/Superscript Off		ESC T	27 84
Top of Form		ESC 4	27 52 **
Underline Printing			
	On	ESC - 1	27 45 49
	Off	ESC - 0	27 45 48
Unidirectional Print			
	On	ESC U 1	27 85 49
	Off	ESC U 0	27 85 48
Vertical Tab		VT	11

## FAQ

### *Other Ticket Types*

The following links will be useful when editing tickets.

[Ticket Creation Rules](#)

[Database Keyword Fields and Flags for Tickets](#)

#### **Unattended Ticket Format (UTK)**

The UTK extension is used when a scale system prints attended and unattended transactions to different printers that require different ticket formats. For example, charge accounts are allowed to use an unattended controller to enter data and receive a printed ticket at the controller. The same scale is used in attended mode to process cash transactions. The cash ticket is not printed at the scale, but instead, is printed on a different printer in the office. The customer is required to go to the office to pay for the transaction and get a copy of the ticket.

When in unattended mode the program looks at the default ticket file name (e.g. STILLSON.GTK) and searches for a matching file name with a UTK extension (e.g. STILLSON.UTK) in the application folder (C:\Program Files\AWS\Transact\Tickets). If found, the program will use the UTK file and print to the unattended printer. In attended mode the program will use the file with the GTK extension and print to the attended printer. The format of each file can be different to accommodate the different types of printers and different paper sizes.

To use the UPDTARE.GKT file at an unattended controller, make a copy of the file and rename it to UPDTARE.UTK. Make certain the UPDTARE.UTK file contains the correct printer commands for the printer installed on the unattended controller.

#### **Incoming Ticket Formats (ITK and WTK)**

An incoming ticket can be printed in attended and unattended modes by turning on the Print Incoming Ticket feature in the Weigh Options section of the Weigh form.

By default, the program will use the GTK ticket file to print the incoming ticket. To print a different incoming ticket, create a ticket file with either an ITK or WTK extension (body name must match the GTK ticket). Attended incoming tickets use the ITK (e.g. STILLSON.ITK) ticket format and unattended incoming tickets use the WTK (i.e. STILLSON.WTK) ticket format. These ticket format files must be stored in the application folder, typically C:\Program Files\AWS\Transact\Tickets.

The ticket will print on the same printer as the outgoing ticket. The layout of each ticket can be entirely different.

## FAQ

### *Print Weight Ticket*

Below are the contents of the print weight ticket that is distributed as part of the program installation. You can modify this ticket as you please, but do not change its name. The program assumes the print weight ticket is always named *prweight.gtk* and is located in the installation folder.

" PRINT WEIGHT TICKET"

"-----"

"Date : " [DateTime In]

"Scale : " [Scale In]

"Total : " [Adj Weight Units]

## FAQ

### *QuickBooks Interface Module*

#### *Summary of Transact Export / QuickBooks Import Procedures*

The QuickBooks Data Synchronization tool has been created and tested using QuickBooks Pro 2004. Advanced Weighing Systems (AWS) will not guarantee or support the functionality of this tool with older versions of QuickBooks.

QuickBooks requires an invoice number when transferring transactions into accounts receivable, therefore, invoices must be generated in Transact. This requires Transact, revision 4.0.34 with the 3rd party accounting interface or Transact Plus revision 4.0.34, be installed on the computer running QuickBooks Pro 2004. The QuickBooks transfer process will not work with the standard Transact package. An update to the current Transact version 4.x will be provided to those customer running a version of Transact 4.0.33 or older.

The QuickBooks Data Synchronization tool will correctly transfer the following accounting transactions from Transact to QuickBooks Pro 2004:

Invoiced Transactions (Charges)  
Cash Sales  
Payments / Credits  
Material Returns  
Taxes

It is required that the following tables be synchronized between Transact and QuickBooks:

Accounts  
Haulers/Vendors  
Materials  
Taxes

This means that for every valid account, hauler, material, and tax in Transact, there must be a corresponding customer, vendor, item, and tax in QuickBooks. The QuickBooks Data Synchronization tool provides a table synchronization tool to aid you in performing this task.

## ***QuickBooks Interface Module Installation***

The QuickBooks Data Synchronization tool is a separate installation routine included on the Transact installation CD. To start the install routine, select Start | Run from the desktop. In the Open field, type *d:\qbooks\setup* (replace d with the correct drive letter for your CD-ROM drive). Files in this installation need to be placed in the same folder as the Transact program. Typically, the Transact program is installed in C:\Program Files\AWS\Transact. An option is provided to change this directory during the installation.

The QuickBooks Data Synchronization tool requires QuickBooks SDK 2.1. The installation for this set of developer routines is included and will start automatically towards the end of the installation process. Click the Next button in response to all prompts from this installation routine.

## ***QuickBooks and Transact Setup***

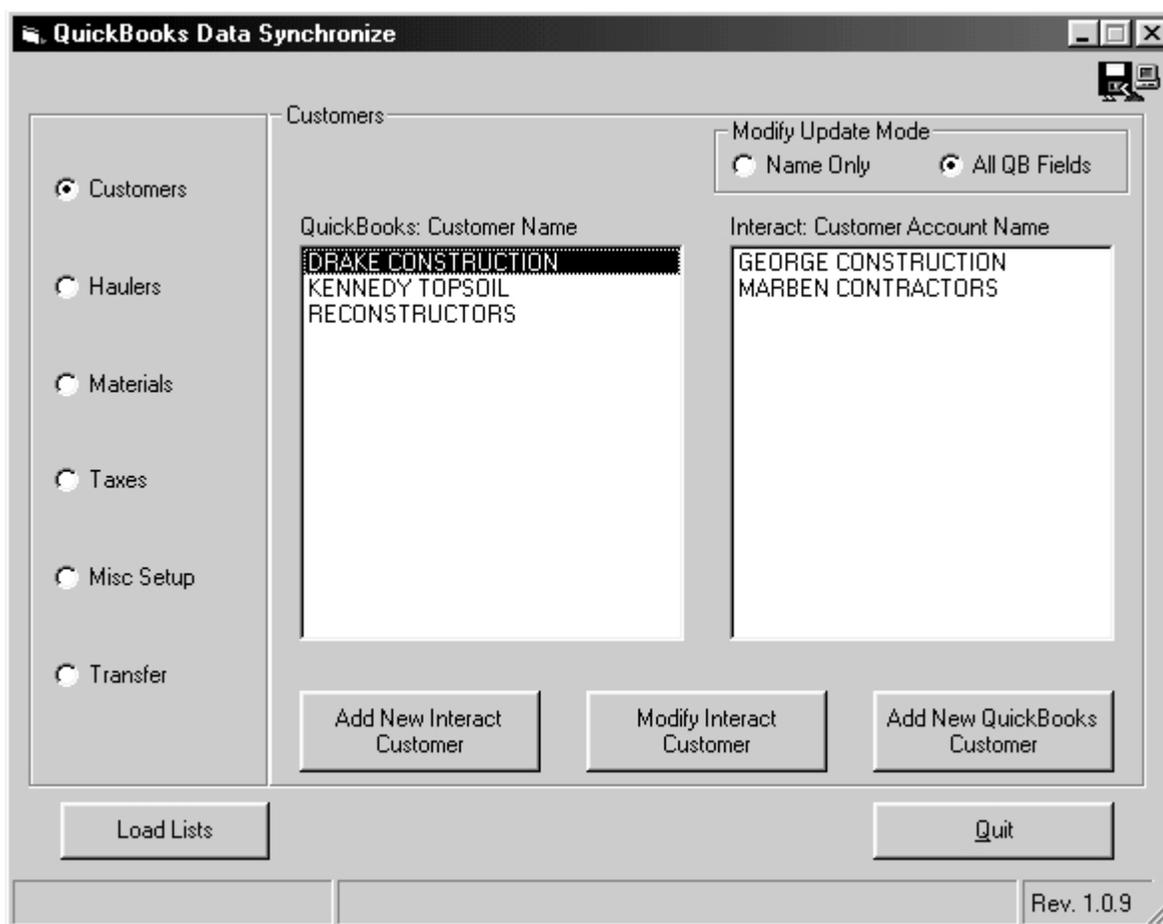
Before any Transact data can be exported to QuickBooks, the account, material and tax tables must be synchronized between the two programs. This means that for every account, material, and tax in Transact, there must be a corresponding customer, item, and tax in QuickBooks. The QuickBooks Data Synchronization tool can be used to aid in this process.

## ***QuickBooks Interface Module Tool***

To start the QuickBooks Interface Module tool, start Transact and click Accounting | QuickBooks Synchronization.

## ***Customer Synchronization***

Select the Customer bullet, and then click the Load List button. The QuickBooks Interface Module tool will attempt to match customer accounts from QuickBooks with customer accounts from Transact. To match, the QuickBooks *customer name* and Transact *customer account name* must be an exact match. When completed, the program will list all customers for which matches could not be found. Only those accounts that will have transaction data transferred from Transact to QuickBooks will need to match. It is not necessary that all QuickBooks customers be listed in Transact.



Mismatches can be resolved in one of three ways:

Add the QuickBooks customer to Transact

Add the Transact customer to QuickBooks

Force a match between QuickBooks and Transact customers by modifying the Transact customer account name.

### **Add New Transact Customer**

To add a QuickBooks customer to Transact, select a customer from the QuickBooks customer list and click the Add New Transact Customer button. Account information is automatically added.

### **Add New QuickBooks Customer**

To add a Transact customer to QuickBooks, select a customer from the Transact customer list and click the Add New QuickBooks Customer button. Account information is automatically added.

### **Modify Update Mode**

Before modifying a Transact account, select a modify option from the Modify Update Mode section. Select Name Only to update the Transact account name, select All QB Fields to update the Transact account name, contact name, address, and phone number fields.

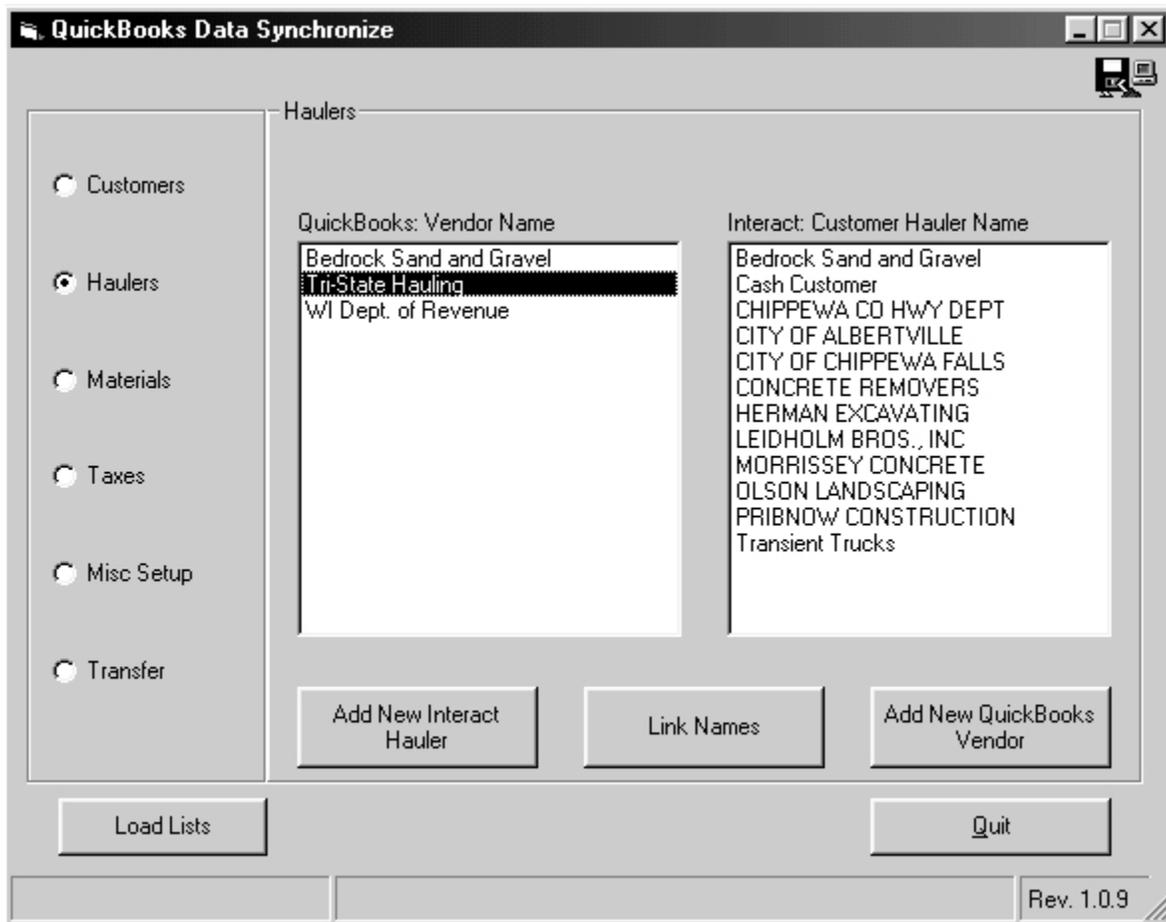
To force a match between a QuickBooks and Transact customer, select one customer from each list and click the Modify Transact Customer button. This will change the Transact customer account name to the QuickBooks customer name. Once there is a match, the account names will disappear from both lists. If the Transact account name is preferred, the QuickBooks customer will need to be modified manually.

### **Cash Only Customer**

Cash transactions can be transferred into QuickBooks as Sales Receipts. To setup the Transact customer account select Admin | Accounts and click the Terms radio button to the left. Click the Set to Cash button. The word 'Cash' will appear in the Payment Terms box. Click the Save button to save any changes.

## ***Hauler Synchronization***

Select the Haulers bullet, and then click the Load List button. The QuickBooks Interface Module tool will attempt to match *vendor* accounts from QuickBooks with *hauler* accounts from Transact. To match, the QuickBooks *customer name* and Transact *customer account name* must be an exact match. When completed, the program will list all customers for which matches could not be found. Only those accounts that will have transaction data transferred from Transact to QuickBooks will need to match. It is not necessary that all QuickBooks vendors be listed in Transact.



Mismatches can be resolved in one of three ways:

Add the QuickBooks customer to Transact

Add the Transact customer to QuickBooks

Force a match between QuickBooks and Transact customers by modifying the Transact customer account name.

### **Add New Transact Hauler**

To add a QuickBooks vendor to Transact, select a vendor from the QuickBooks customer list and click the Add New Transact Hauler button. Hauler information is automatically added.

### **Add New QuickBooks Vendor**

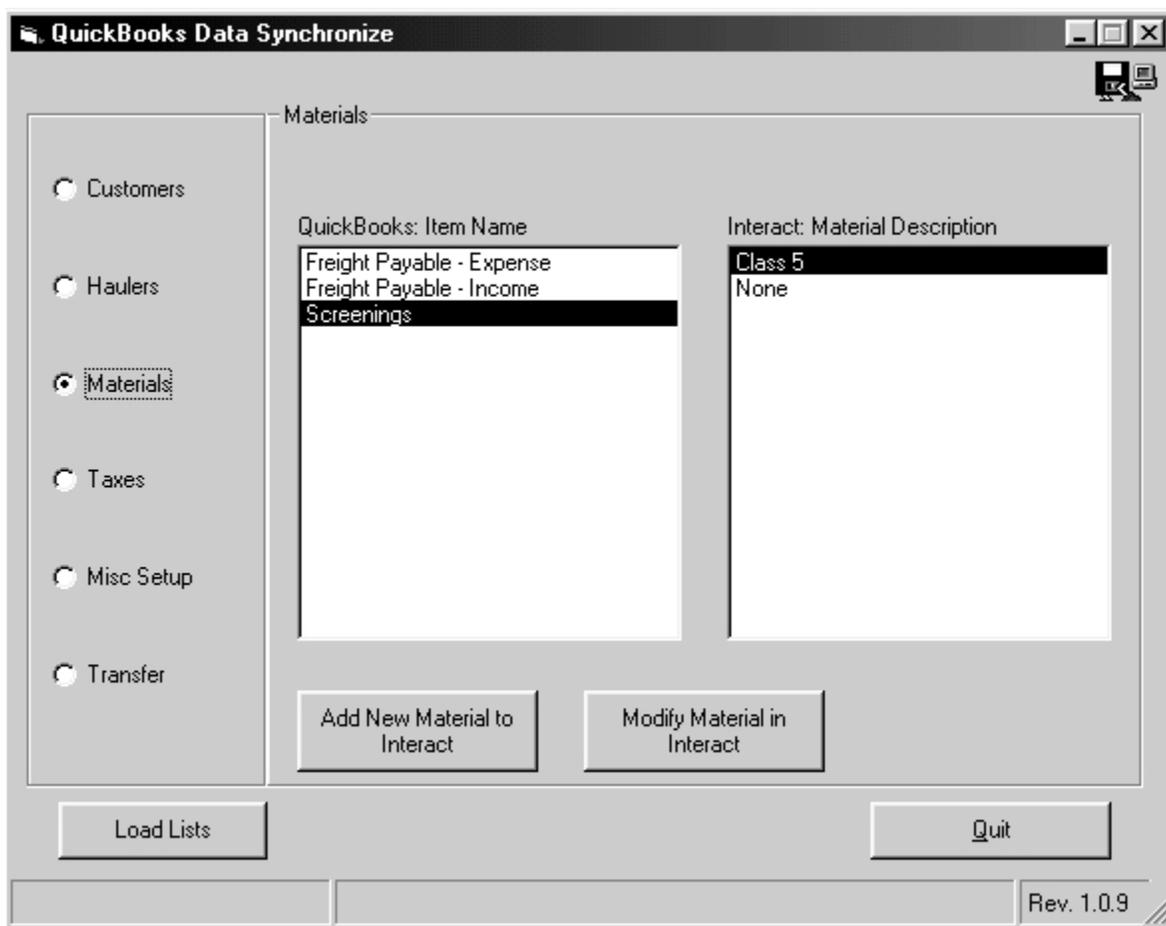
To add a Transact hauler to QuickBooks, select a hauler from the Transact hauler list and click the Add New QuickBooks Vendor button. Vendor account information is automatically added.

### **Link Names**

To force a match between an existing QuickBooks vendor and an existing Transact hauler, select the accounts to link from the QuickBooks vendor list and the Transact hauler list, and then click the Link Names button. Once there is a match, the account names will be removed from both lists.

### ***Material Synchronization***

Select the Materials bullet, and then click the Load List button. The QuickBooks Interface Module tool will attempt to match items from QuickBooks with materials from Transact. To match, the QuickBooks *item number/name* must be an exact match to the Transact *material description*. When completed, the program will list all QuickBooks items and Transact materials for which matches could not be found.



Mismatches can be resolved in one of two ways:

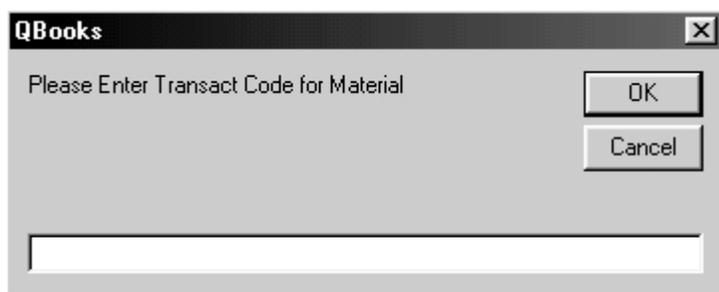
Add the QuickBooks item to Transact

Force a match between QuickBooks items and Transact materials

**NOTE:** Freight Payable - Expense and Freight Payable - Income will be discussed later in the Misc. Setup section.

### **Add New Material to Transact**

To add a QuickBooks item as a Transact material, select an item from the QuickBooks item list and click the Add New Material to Transact button. The following window appears.



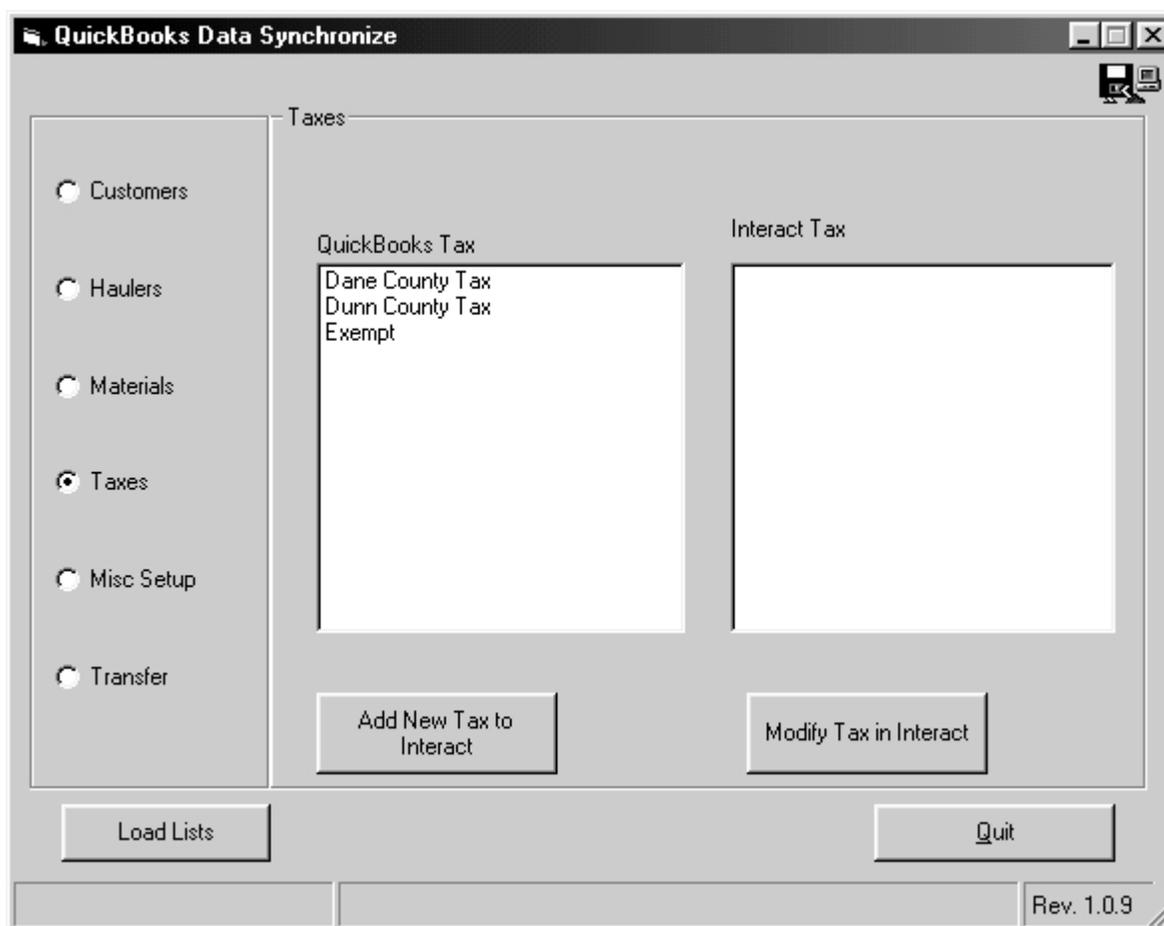
Enter a ten character code to be used in Transact. Click the OK button.

### **Modify Material in Transact**

To force a match between a QuickBooks item and a Transact material, select one item from the QuickBooks item list and one material from the Transact material list. Click the Modify Material in Transact button. This will change the Transact material description to match the QuickBooks item name. Once there is a match, the materials will disappear from both lists. **NOTE:** If the Transact material description is preferred, the QuickBooks item will need to be modified manually.

## ***Tax Synchronization***

Select the **Taxes** bullet then click the **Load List** button. The QuickBooks Interface Module tool will attempt to match taxing authorities in QuickBooks and Transact. To match, the QuickBooks *item number/name* must be an exact match to the Transact *tax authority description*. When completed, the program will list all QuickBooks and Transact taxing authorities for which matches could not be found.

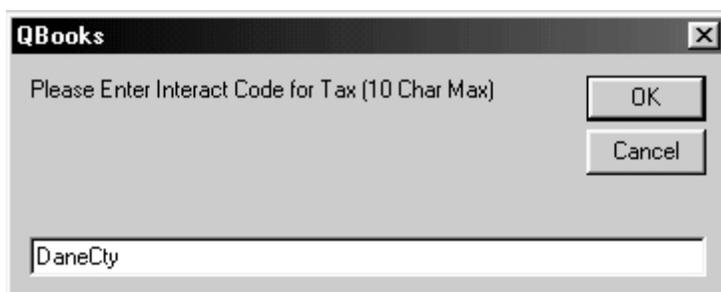


Mismatches can be resolved in one of two ways:

Add the QuickBooks tax authority to Transact  
 Force a match between QuickBooks and Transact tax authorities

### **Add New Tax Authority to Transact**

To add a QuickBooks tax authority to Transact, select the tax authority from the QuickBooks list and click the Add New Tax to Transact button. The following window appears.



Enter a ten character *code* to be used in Transact. Click the **OK** button.

### **Modify Tax Authorities in Transact**

To force a match between a QuickBooks tax authority and a Transact tax authority, select a tax authority from the QuickBooks list and Transact list. Click the Modify Tax in Transact button. This will change the Transact tax authority description to match the QuickBooks name. Once there is a match, the tax authority will be removed from both lists. **NOTE:** If the Transact tax authority description is preferred, the QuickBooks tax authority will need to be modified manually.

## ***Misc. Setup***

### **Combine Taxes on Invoice**

When checked, taxes for all transactions will be combined on each invoice.

### **Added Charges Account**

Select the QuickBooks item used for added charges from the drop-down list.

### **QuickBooks Exempt Account**

An exempt tax account must be setup in QuickBooks to maintain the flexibility of the tax structure within Transact. To add an exempt tax account to QuickBooks, select Lists | Item Lists. Select Item | New. A new item window appears.

The screenshot shows the 'Edit Item' dialog box with the following fields and values:

- Type:** Sales Tax Item (dropdown menu)
- Tax Name:** Exempt (text field)
- Description:** QuickBooks Synchronization Exempt (text field)
- Tax Rate (%):** 0.0% (text field)
- Tax Agency:** MN DEPT OF REVENUE (dropdown menu)
- Buttons:** OK, Cancel, Spelling
- Checkbox:**  Item is inactive

Use the above example to add an exempt tax item. Be certain to set Tax Rate% to 0.0%. Click the OK button to save changes.

### **Freight Payable Income Account**

Setup a QuickBooks item in the Item List as a service and select the income account associated with freight. A separate Chart of Accounts can be added and used if desired but is not necessary. Click the Load Lists button to select the QuickBooks item from the drop-down list.

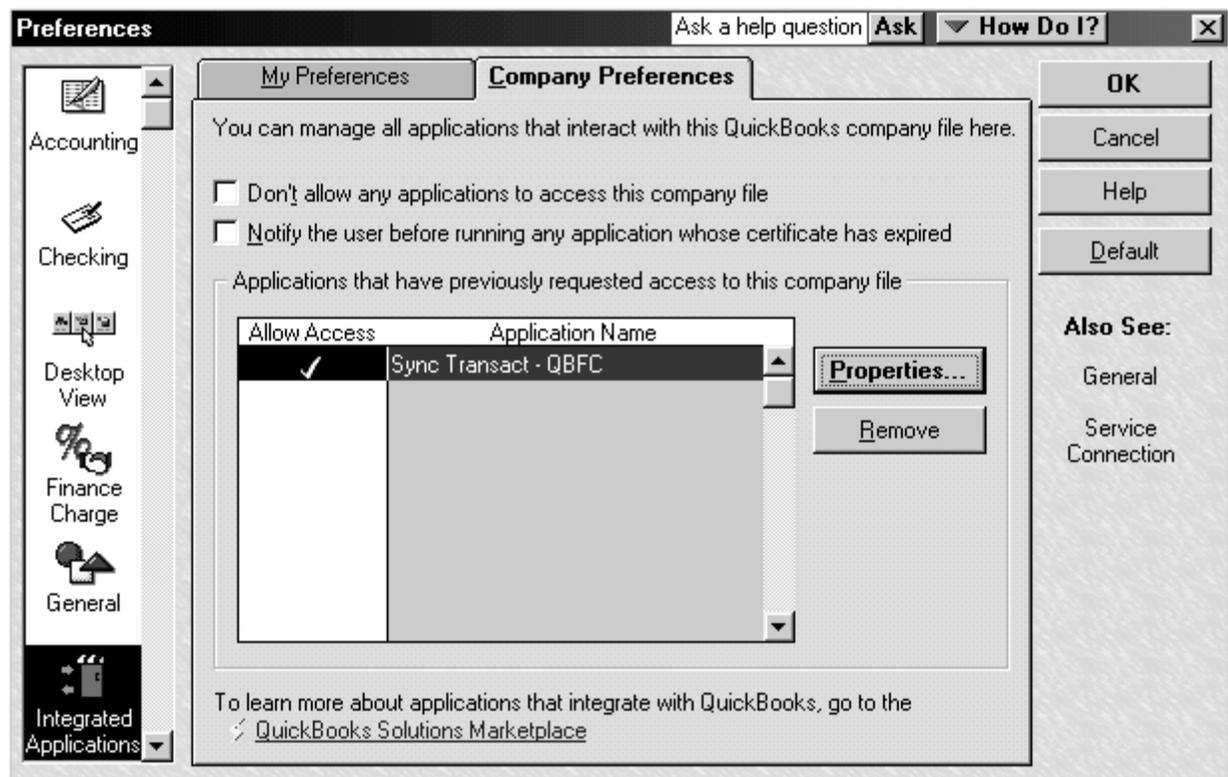
### **Freight Payable Expense Account**

Setup a QuickBooks item in the Item List as a service and select the expense account associated with freight payable to a vendor. A separate Chart of Accounts can be added and used if desired but is not necessary. Click the Load Lists button to select the QuickBooks item from the drop-down list.

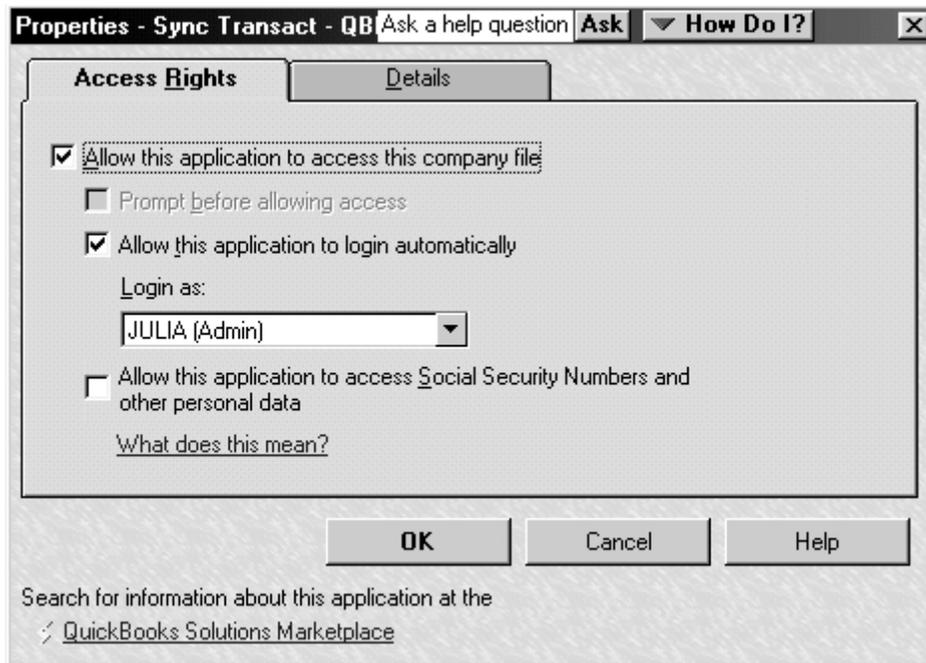
### **QuickBooks Company File**

To run the QuickBooks Interface Module tool without having to first start QuickBooks, enter the path to the QuickBooks database. The path will look similar to the following: C:\Program Files\Intuit\QuickBooks Pro\sample.qbw.

It is also necessary to tell QuickBooks to allow the QuickBooks Interface Module tool access to the selected database. To allow proper access to the QuickBooks database, start QuickBooks and open the company that transactions will be transferred into. Select Edit | Preferences, a window similar to the following appears.



Click the Integrated Applications icon on the left. Match the settings to the above example. Click the Properties button. A window similar to the following appears.



Place checks next to...

Allow this application to access this company file  
 Allow this application to login automatically

Select the login user from the Login As drop-down list.

### ***Transferring Transaction Data to QuickBooks***

QuickBooks requires an invoice number when transferring transactions into accounts receivable. To assign invoice numbers to transactions, use the Invoice, Statement & Posting routine in Transact Plus or the Post Transactions routine in Transact Standard (With 3rd Party Accounting Interface).

#### **Transact Professional**

Start Transact and select Accounting | Invoices, Statements & Posting. The Invoices, Statements & Posting Options table appears.

**Invoices, Statements & Posting**

Invoice  
 Statement

**Tickets**

Group 1 All

From 11/1/2006

To 11/30/2006

Invoice Date 12/4/2006

**Sort Order**

Major Account Id

Minor Job by Ticket Number

New Invoice for each Job

**Options**

Print Invoices  
 Print Invoice Summary Report  
 Print Invoice Detail Report

Reprint Invoices  
 Reprint Invoice Summary Report  
 Reprint Invoice Detail Report

**Invoice Note**

**Destination**

System Default Printer

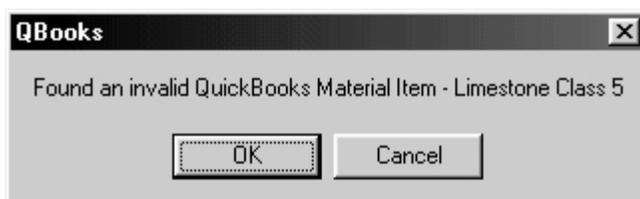
Quick Print      Copies 1

Print    Post    Options

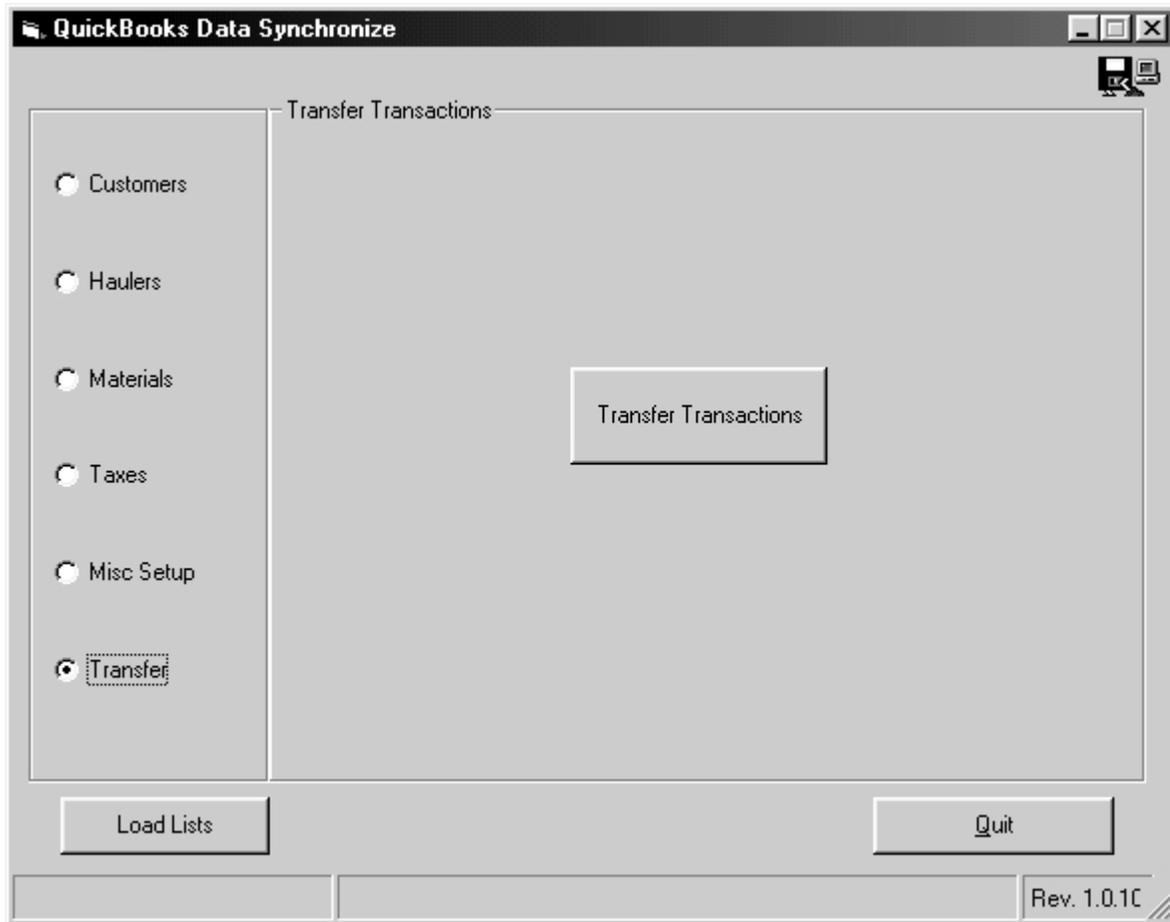
Select the Invoice radio button and a date range. Transactions occurring during the selected date range, that have not been previously invoiced, will be available to transfer into QuickBooks. A date range can be selected by using the calendar control buttons to the right of each date.

Select Export to QuickBooks from the Destination drop-down list. Click the Export button. Click the Yes button to perform the backup functions. Click the OK button to continue. The QuickBooks Interface Module tool will start automatically. It will verify the presence of all customers, items and taxes in QuickBooks prior to transferring invoice data. Messages and a progress bar will appear in the status bar showing the transfer status.

An error similar to the following appears when information is missing in a QuickBooks table.



When synchronization errors occur, transactions are not transferred. To continue the verify process and find all mismatches, click the OK button. To cancel the verify process, click the Cancel button. Use the QuickBooks Data Synchronization tool to correct all synchronization errors before attempting to transfer transactions again.



Once corrections have been made, return to the Transfer bullet and click the Transfer Transactions button. **NOTE: Do not** select to post transactions until transactions have transferred correctly into QuickBooks. If changes are made to Transact transactions, it will be necessary to go through the export/post process after changes have been made. Once transactions have been posted, they cannot be unposted unless a backup, prior to posting, is restored.

### **Transact Standard with Third Party Accounting Interface**

Before posting transactions, it is recommended that a Detailed Tonnage and Charges report by Account be reviewed for transaction accuracy. Make transaction corrections prior to posting transactions. Once transactions have been posted, they cannot be reversed unless a database prior to posting is restored.

Start Transact and select Accounting | Post Transactions. The Export Transaction Options table appears.

Select a date range from the date section. Transactions occurring during the selected date range, that have not been previously invoiced, will be available to transfer into QuickBooks. A date range can be selected by using the calendar control buttons to the right of each date.

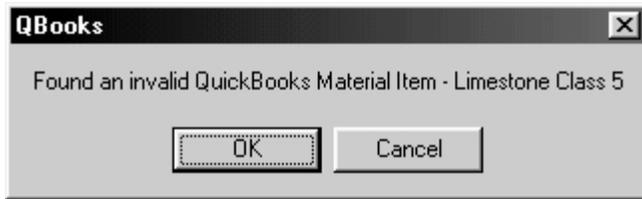
It is necessary to Export to activate the Post button. Unless custom work has been done, errors will occur while exporting data. Click the Export button. Click the Yes button to perform the backup functions. Click the OK button to select all accounts and continue. A message will be displayed to indicate that a text file has been created. It will be necessary to click the OK button several times and to close any WordPad or NotePad files containing errors. Once complete the Post button becomes available.

Click the Post button to post transactions.

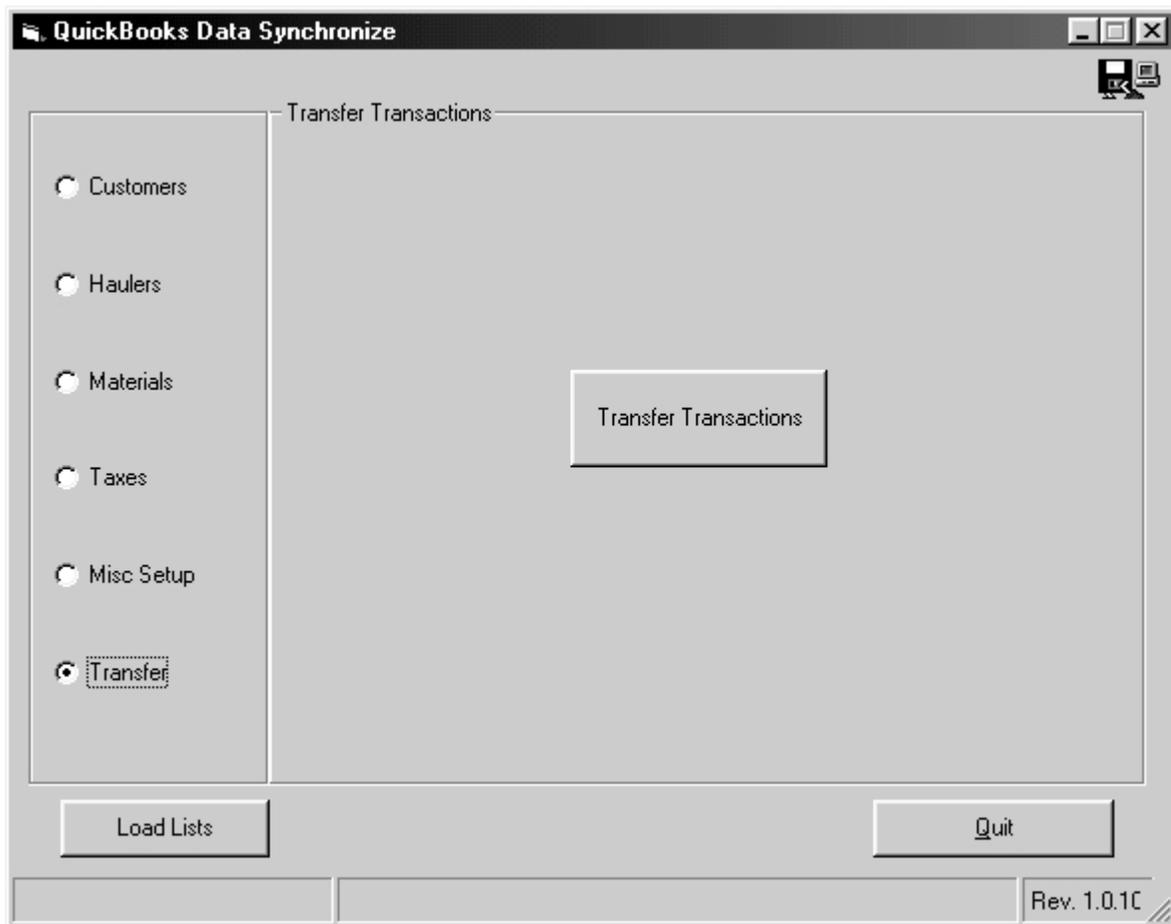
Select Account | QuickBooks Synchronization to start the QuickBooks Interface Module tool.

Click the Transfer button. It will verify the presence of all customers, items and taxes in QuickBooks prior to transferring invoice data. Messages and a progress bar will appear in the status bar showing the transfer status.

An error similar to the following appears when information is missing in a QuickBooks table.



When synchronization errors occur, transactions are not transferred. To continue the verify process and find all mismatches, click the OK button. To cancel the verify process, click the Cancel button. Use the QuickBooks Interface Module tool to correct all synchronization errors before attempting to transfer transactions again.



Once corrections have been made, return to the Transfer bullet and click the Transfer Transactions button. **NOTE: Do not** select to post transactions until transactions have transferred correctly into QuickBooks. If changes are made to Transact transactions, it will be necessary to go through the export/post process after changes have been made. Once transactions have been posted, they cannot be unposted unless a backup, prior to posting, is restored.

### Customizing the QuickBooks Invoice

The transaction date is transferred to the Service Date field in QuickBooks. By default, this field is not active on in any of the QB default invoices. Follow the steps below to create a custom QuickBooks invoice and active the Service Date field.

1. Start QuickBooks
2. Open the **Create Invoice** table
3. Click the **Customize** button above the invoice format drop-down list.
4. Enter a name for the custom invoice
5. Click the **Columns** tab
6. Click to place check marks in the **Screen** and **Printed** boxes.
7. Save and exit the customize tool.
8. Select the new Invoice from the drop-down list

**NOTE:** The order of the columns can be changed by renumbering them. The column header can also be changed in this form.

## FAQ

### *Quick Reference Guide*

#### **Logging On**

##### **Login Procedure**

1. Double click the "Transact" icon on the desktop
2. Type Login Name (i.e. admin), press Enter
3. Type Password, if apply, press Enter

#### **Adding Records to Tables**

##### **Add a New Account**

1. Click Admin | Accounts
2. Click the New button, if a blank form does not appear
3. Enter account information:
  - Account Id (required)
  - Account Name (required)
  - Address, City, State, Zip (optional)
  - Phone (optional)
4. Click SAVE button (To add additional accounts, repeat steps 2 - 4)

##### **Add Trucks**

1. Click Admin | Accounts
2. Select the Account the new truck is to be added to.
3. Click the Truck Etc. button
4. Click the Truck radio button
5. Click the Details button
6. Click the New button
7. Enter an Id, must be unique to the account (required)
8. Enter a Description (optional)
9. Enter the truck Tare Weight in pounds (optional)
10. Click the Save button
11. Click the New button to add additional trucks or click the Close button when done.

**NOTE:** The Details button is not available until changes made to the tare grid have been saved or undone.

### **Add Materials**

1. Click Admin | Categories | Material
2. Click the NEW button, if a blank form does not appear
3. Enter information:
  - Code (required)
  - Description (required)
4. Select an Inventory Unit of Measure
5. Click the SAVE button (To add additional materials, repeat steps 2 - 4)

### **Add a Price Table**

1. Click Admin | Categories | Price Table
2. Click the NEW button, if a blank form does not appear
3. Enter information
  - Code (required)
  - Description (required)
4. Click the Save button

### **Add a New Job**

1. Click Admin | Orders/Jobs
2. Click the NEW button, if a blank form does not appear
3. Enter Order information
  - Id (required)
  - Description (required)
  - Customer (required)
  - Ordered Date (required)
4. Click the SAVE button (To add additional jobs, repeat steps 2 - 4)

### **Enter Special Job Pricing**

1. Select the Material from the drop-down list
2. Enter the price.
3. Click the Add Item button to add additional Materials
4. Click the Save button

**NOTE:** The Item Details button is not available until changes made to the tare grid have been saved or undone.

## **Database Maintenance**

### **Backup Database**

1. Select Admin | Utilities | Backup
2. Verify the backup location and file name (default is C:\Program Files\AWS\Transact\backups)
3. Click the Backup button

**NOTE:** Click the ellipsis button to change the backup location or file name.

### **Restore Database**

1. Select Admin | Utilities | Restore
2. Click the ellipsis button to select the backup file name to be restored
3. Select DB Only (Database Only) from the 'Restore Settings' option
4. Click the Restore button and follow instructions on the screen.

## ***Processing Weighment Transactions***

### **Processing Transactions using Stored Tare Weights**

Stored tare weights allow for single vehicle weighments. Stored tares can only be selected when a transaction is started.

1. Click the Weigh button
2. Select a Hauler, Truck, or Job code to start a transaction.
3. Enter transaction details in the second form.
  - Truck, Trailer, etc.
  - Bill-to Account
  - Material
  - Notes, etc.
4. Click the Print Ticket button to print the transaction ticket.

**Note:** When multiple tare weights are selected, they are added together and used

as the transaction tare weight.

### **Processing a Weigh In / Weight Out Transaction**

When a transaction does not utilize tare weights, it is considered a Weigh In/Weigh Out transaction. The truck must be weighed coming into the site and exiting the site.

#### **Weigh In**

1. Click the Weigh button
2. Select a Hauler, Truck, or Job code to start a transaction.
3. Enter transaction details in the second form.
  - Bill-to Account
  - Material
  - Notes, etc.
4. Click the Print Ticket button to print the transaction ticket. The Weigh In process is complete.

**Note:** When multiple tare weights are selected, they are added together and used as the transaction tare weight.

#### **Weigh Out**

1. To complete an open ticket, select the ticket from the list of open tickets
2. Verify transaction information
3. Click the Print Ticket button to print the transaction ticket

### **Canceling a Transaction**

To cancel a transaction for any reason, click the Cancel button. This will return Transact to the first weigh form.

### **Invoice Processing**

#### **Generating and Printing Invoices**

1. Select Accounting | Invoices, Statement, & Posting
2. Click the Invoice radio button, if not already selected
3. Select the Group of accounts to be invoiced from the drop-down list (default group is All)
4. Select a date range using the From and To date fields. All transactions processed during this date range will appear on the Invoice.

5. Invoice Date, this is the date invoices were generated and printed. The current date will always be displayed. It may be necessary to change this date when Invoices are not Posted on the same date Invoices are printed.
6. Select the Print Invoices radio button
7. Click the View button
8. Select Yes to make a backup, verify the drive and directory for the backup and click the Backup button.
9. An account list appears. Invoices will be generated for the selected account. Click the OK button to continue.
10. Use the arrow buttons to navigate through the invoices and the printer button to print the invoices.
11. Click the X in the right corner to close the report window.
12. The Post button will now be active. If invoices are correct and ready to be sent, click the Post button. When Invoices are not posted right away, a message will appear to indicate invoices are available for posting. Select No to not post invoices and continue.

**NOTE:** Step 9 is considered an exclusive process and must be completed when all other computers are not accessing Transact. Typically this process takes only a few seconds, but may take longer (up to 2 minutes) when the database is stored on a shared server

## ***Statement Processing***

### **Generating and Printing Statements**

1. Select Accounting | Invoices, Statement & Posting
2. Click the Statement radio button, if not already selected
3. Select the Group of accounts to generate statements for from the drop-down list (default group is All)
4. Select a statement To date
5. Select a credit and payment Grace Period (optional)
6. Select a Sort Order
7. Select a Format

Balance Forward - This statement starts with the account's previous balance (from the last statement) followed by a list of new invoices, receipts, and credits.

Open Invoice - This statement lists all unpaid invoices along with receipts and credits applied to them. Unpaid balances are aged.

Balance Forward (List Tickets) - This is a hybrid statement that includes an invoice (list of unpaid tickets) and a balance forward statement.

8. Select Statement Options
    - . Apply Finance Charge
    - . Print Balances on or Over (enter a dollar amount, minimum amount is \$1.00)
  9. Select the Print Statements radio button.
  10. Click the View button.
  11. Select Yes to make a backup, verify the drive and directory for the backup and click the Backup button.
  12. An account list appears. Statements will be generated for the selected account. Click the OK button to continue.
  13. Use the arrow buttons to navigate through the statements and the printer button to print the statements
  14. Click the X in the right corner to close the report window
  15. The Post button will now be active. If statements are correct and ready to be sent, click the Post button. When statements are not posted right away, a message will appear to indicate statements are available for posting. Select No to not post statements and continue.
- . **NOTE:** Step 12 is considered an exclusive process and must be completed when all other computers are not accessing Transact. Typically this process takes only a few seconds, but may take longer (up to 2 minutes) when the database is stored on a shared server.

## ***Receipts and Payments***

### **Recording a Receipt**

1. Select Accounting | Receipts and Payments
2. Select the Receipt radio button from the Receivable list
3. Select the Account from the drop-down list
4. Enter the receipt amount in the Receipt field
5. Enter a check number or other note in the Reference field (optional)
6. Change the date of the receipt if necessary
7. Select the Invoice to be paid by double clicking the N in the Pay column to change it to a Y. OR Click the Auto Distribute button to automatically distribute the payment starting with the oldest invoice.
8. Click the Save button

### **Recording a Credit**

1. Select Accounting | Receipts and Payments
2. Select the Credit radio button from the Receivable list
3. Select the Account from the drop-down list
4. Enter the amount to credit in the Credit field
5. Enter a note in the Reference field (optional)
6. Change the date of the credit if necessary
7. Select the Invoice to be paid by double clicking the N in the Pay column to change it to a Y. OR Click the Auto Distribute button to automatically distribute the payment starting with the oldest invoice.
8. Click the Save button

### **Reversing a Receipt**

1. Select Accounting | Receipts and Payments
2. Select the Reverse Receipt radio button from the Receivable list
3. Select the Account from the drop-down list
4. Enter the receipt amount to reversed in the Reverse Receipt field
5. Enter a note in the Reference field (optional)
6. Change the date of the receipt if necessary
7. Select the payment to be reversed by double clicking the N in the Pay column to change it to a Y. OR Click the Auto Distribute button to automatically distribute the payment starting with the most recent payment
8. Click the Save button

### **Reversing a Credit**

1. Select Accounting | Receipts and Payments
2. Select the Reverse Credit radio button from the Receivable list
3. Select the Account from the drop-down list
4. Enter the credit amount to reversed in the Reverse Credit field
5. Enter a note in the Reference field (optional)
6. Change the date of the credit if necessary
7. Select the payment to be reversed by double clicking the N in the Pay column to change it to a Y. OR Click the Auto Distribute button to automatically distribute the payment starting with the most recent payment
8. Click the Save button

## ***Editing Transactions and Printing Reports***

### **Quick Scan**

1. Click **Reporting | Quick Scan**
2. Select database criteria to scan for
3. Click the **Scan** button
4. Select the transaction to be edited from the scanned list
5. Click the **Show Detail** button
6. Edit the transaction. Use the **Details, Charges, and Notes** radio buttons to view all transaction information.
7. Click the **Save** button
8. Click the **Print Ticket** button to reprint a ticket

## **Reports**

### **Basic Tonnage and Charges Report by Ticket Number**

1. Click Reporting | Reports
2. Select from the following
  - Report Categories : Tonnage and Charges
  - Reports in Category: Tonnage and Charges
  - From Date
  - To Date
  - Detail Level: Detailed
  - First Sort: Sort Field 1 = Ticket Number
  - Second Sort: Sort Field 2 = Ticket Number
3. Click the Preview button to view the report on screen prior to printing.

### **Basic Single Sort Tonnage and Charges Report by Account**

1. Click Reporting | Reports
2. Select from the following
  - Report Categories : Tonnage and Charges
  - Reports in Category: Tonnage and Charges
  - From Date
  - To Date
  - Detail Level: Detailed
  - First Sort: Sort Field 1 = Account
  - Second Sort: Sort Field 2 = Account
3. Vary the report by selecting different options for the First and Second Sort Fields

### **Basic Multiple Sort Tonnage and Charges Report by Account and Material**

1. Click Reporting | Reports
2. Select from the following
  - Report Categories : Tonnage and Charges
  - Reports in Category: Tonnage and Charges
  - From Date
  - To Date
  - Detail Level: Detailed
  - First Sort: Sort Field 1 = Account
  - Second Sort: Sort Field 2 = Material
3. Vary the report by selecting different options for the First and Second Sort Fields

### ***Creating Batch Report Files***

#### **Adding a New Batch File**

1. Select Reporting | Batch Reporting Files
2. Click the New button on the left (Report Batch)
3. Enter an 8 character or less name for the report batch file name
4. Click the OK button
5. The new file appears in the list of Report Batch names
6. Click the New button on the right (Reports in Batch) to add a report to the batch file.
7. Enter a Title for the report
8. Select all report criteria
9. Click the Save to Batch button

#### **Editing a Report in a Batch File**

1. Select Reporting | Batch Reporting Files
2. Select Batch Report File
3. Select the report to edit from the Reports in Batch list
4. Click the Edit button
5. Make desired changes
6. Click the Save to Batch button

## FAQ

### *Sample Okidata Ticket*

```

H \\24\\ \\27 51 36\\ \\24 67 33\\ \\18\\ \\27 66 27 00\\
H
H
H COL0 "Account No. "[Account] COL46 "Transaction Information"
H
H COL0 [Account Name] COL46 "Ticket Number " [Ticket Number]
H COL0 [Account Address] COL46 "Date In " [Date In]
H COL0 [Account Address2] COL46 "Date Out " [Date Out]
H COL0 [Account City]", "[Account State]" "[Account Zip Code]
H
H COL0 "Truck No.:" COL12 [Truck Number]
H
H COL0 "Detailed Transaction Information"
H COL0 "Refuse Code:" COL15 "Rate" COL25 "Gross Weight:" COL40 "Tare Weight:"
COL55 "Net Weight : "
B COL0 [Refuse Code] COL15 [Rate] COL25 [Weight In] COL40 [Weight Out] COL55
[Net Weight]
F \\11\\
F COL0 "Total Items" COL12 [Ticket Items] COL 23 "Total Weight: " [Grand Total
Weight]
F COL0 "Total Charge" [Grand Total Charge]
F
F COL0 {Edited "Ticket Edited"} COL48 [Notes]
F COL0 {Reprint "Reprinted Ticket"}
F COL0 {Keyed Weight "Keyed Weight"}
F \\12\\

```

The above example ticket was designed to work for an Okidata ML320 Turbo configured as an IBM Proprinter. The first line of the ticket executes the following commands.

\\24\\	Clear Print Buffer
\\27 51 36\\	Set vertical spacing to 6 lines per inch
\\27 67 33\\	Set form length to 33 (5.5 inches)
\\18\\	Select 10 cpi (characters per inch)
\\27 66 27 00\\	Set vertical tab stop for line 27

Line 16 executes the vertical tab \\11\\.

The last line executes the form feed command \\12\\.

## FAQ

### *Ticket Creation Rules*

When creating a ticket, five types of fields can be used: static text, database, flags, printer commands, and column positioning. Multiple item tickets can be designed by specifying **H**ader, **B**ody, and **F**ooter lines.

#### **Header/Body/Footer Line Designators**

To accommodate multiple item transactions, the ticket is split into three sections: header, body and footer. Header lines are printed once before the first transaction item. Body lines are printed once per transaction item. Footer lines are printed once after the last transaction item. The letter '**H**' in the first character position of the format line designates header lines. The letter '**B**' in the first character position of the format line designates body lines. The letter '**F**' in the first character position of the format line designates footer lines. Each line designator letter must be followed by a space. Any format line without a section identifier is considered a header line.

#### **Static Text**

Static text fields are contained in double quotes (") and can contain any desired text characters. The exact characters enclosed in quotes will appear on the ticket. Following are some examples:

```
"My Grain Elevator"
" Gross: "
" Tare: "
" Net: "
```

#### **Database**

Database fields are stored in the Transact database. A database field is placed on a ticket by enclosing the ticket keywords in square brackets ([]). Below is an example of how static text and database fields can be used together on a ticket. The example below will print ticket number, weight in, date in, weight out, date out and net weight on the ticket.

```
"Ticket Number: " [Ticket Number]
"Gross: " [Weight In] " " [Date In]
"Tare: " [Weight Out] " " [Date Out]
"Net: " [Net Weight]
```

#### **Flag Fields**

Certain conditions that occur during a transaction will set a flag in the database. When the flag has been set, static text can be printed on the ticket to indicate the condition has

occurred. A flag field is enclosed in curly brackets ({}). The example below assigns the static text, "Keyed", to the *Keyed Weigh In* flag.

```
{Keyed Weigh In "Keyed" }
```

Whenever the inbound weight has been manually entered by the operator, the text "Keyed" will be printed on the ticket.

### Printer Commands

Some printers are capable of executing formatting commands. Commands can be sent to any printer except the Windows Default printer. Using these commands can be helpful when printing to a preprinted form. Enclose the decimal version of the command in double back slashes. The example below cuts and ejects a ticket from a Swecoin printer.

```
\\27 12 30\\
```

Consult the User's Guide of your printer for a complete list of valid printer commands.

### Column Positioning

To position text at a specific column, use the following syntax:

```
COL20 [Account Name]
```

The example above will place the account name at print column 20 of the current line. The COLnn command must be followed by a space. When multiple COLnn commands are used in one line, they must be in ascending order. The example below is illegal because COL50 cannot come before COL20:

```
COL50 [Account] COL20 [Account Name]
```

To right justify text within a field use the RIGHTnn command. For example the following command will right justify *Weight In* within a 20 character field:

```
RIGHT20 [Weight In]
```

To left justify text within a field use the LEFTnn command. For example, the following command will left justify the *Weigh In* within a 20 character field:

```
LEFT20 [Weigh In]
```

## FAQ

### *Ticket Format Files*

A ticket format file is used as a template for generating transaction tickets. The format file can be generated with any text editor (such as NotePad or Write) and can be assigned any operating system Windows compatible name (file names must be 8 characters or less). All ticket files must be placed in the same directory Transact was installed (usually C:\Program Files\AWS\Transact).

A system default ticket can be selected from the ticket drop down list in the Weigh Options Ticket screen. Unless otherwise specified, all transaction tickets will print using the default ticket type. Multiple ticket formats can be created and assigned to individual accounts. The ticket type selected for an account will override the system default ticket.

A different ticket can be selected for a single transaction. Select the ticket format file from the ticket drop-down list that appears in the left corner of the Weigh screen prior to clicking the Print ticket button.

Set up a ticket printer with the Ticket Printer Port screen.

General Ticket Types (.GTK)

Other Ticket Types (Unattended and Incoming)

Ticket Creation Rules

Database Keyword Fields and Flags for Tickets

## FAQ

### *Ticket Keywords*

#### **DATABASE FIELDS**

Database fields are stored in the Interact database. A database field is placed on a ticket by enclosing the field keyword in brackets ([ ]). Following is the list of available database field keywords:

#### **Unit Name Keyword Fields**

Field Keyword	Additional Information
UNITS	Adding this unit name keyword to the end of any weight keyword will make the ticket unit print with the weight (i.e. lbs, kgs, ...)
POUNDS	Adding this unit name keyword to the end of any weight or rate keyword will convert the weight or rate to pounds.
TONS	Adding this unit name keyword to the end of any weight or rate keyword will convert the weight or rate to tons.
KILOGRAMS	Adding this unit name keyword to the end of any weight or rate keyword will convert the weight or rate to kilograms.
METRIC TONS	Adding this unit name keyword to the end of any weight or rate keyword will convert the weight or rate to metric tons.

#### **General Fields**

Field Keyword	Additional Information
SITE	One character site code.
TICKET NUMBER	
TICKET ITEMS	The total number of items on a multiple item ticket.
TICKET SEQUENCE	The item number on a multiple item ticket.
CHARGE TYPE	C=charge, R=Receipt, F=finance chg, M=credit, V=Voided
CASH TICKET	Export value is True or False. (Type=C, Payment=Charge, Charge<> 0)
CHARGE TICKET	Export value is True or False. (Type=C, Payment=0, Charge<> 0)
NO CHARGE TICKET	Export value is True or False. (Type=C, Payment=0, Charge=0)
INVOICE NUMBER	The number of the invoice this ticket appears.
INVOICE TERMS	The payment terms for this invoice.

INVOICE DISCOUNT	The amount of the discount for early payment.
INVOICE DISCOUNT DATE	The discount early payment date.
INVOICE LESS DISCOUNT	The invoice total less the discount.
STATEMENT NUMBER	The number of the statement this ticket appears.
DATE IN	Date only in system's default format.
TIME IN	Time only in system's default format.
DATETIME IN	Date and time in system's default format.
DATE OUT	Date only in system's default format.
TIME OUT	Time only in system's default format.
DATETIME OUT	Date and time in system's default format.
DATE EDITED	Date only in system's default format.
TIME EDITED	Time only in system's default format.
DATETIME EDITED	Date and time in system's default format.
NOTES 1 (2, 3, 4, 5, ... 20, 21,22, 23)	Notes attached to the ticket.
DAILY NOTE	Exports whatever the daily note value is now. (Not stored with ticket.)

### **Hauler Fields**

Field Keyword	Additional Information
HAULER ACCOUNT	The account that owns the truck.
HAULER NAME	

### **Bill-To Account Fields**

Field Keyword	Additional Information
ACCOUNT	Bill-to account.
ACCOUNT NAME	
ACCOUNT CONTACT1 (2 or 3)	1st, 2nd or 3rd Account contact
ACCOUNT ADDRESS1 (2 or 3)	1st, 2nd or 3rd Account address
ACCOUNT ALTADDRESS1, (2 or 3)	1st, 2nd or 3rd Account alternate address
ACCOUNT CITY1 (2 or 3)	1st, 2nd or 3rd Account city
ACCOUNT STATE1 (2 or 3)	1st, 2nd or 3rd Account state
ACCOUNT ZIP1 (2 or 3)	1st, 2nd or 3rd Account zip
ACCOUNT PHONE1 (2 or 3)	1st, 2nd or 3rd Account phone number
ACCOUNT EXEMPT	Prints account tax code.
PO	Purchase Order

**Job Fields**

Field Keyword	Additional Information
JOB	Job number.
JOB NAME	
JOB PO	
JOB INSTRUCTION1	Delivery instructions, line 1
JOB INSTRUCTION2	Delivery instructions, line 2
JOB INSTRUCTION3	Delivery instructions, line 3
JOB INSTRUCTION4	Delivery instructions, line 4
JOB NOTES 1 or JOB USER DATA 1	Custom user field 1
JOB NOTES 2 or JOB USER DATA 2	Custom user field 2
JOB NOTES 3 or JOB USER DATA 3	Custom user field 3
JOB NOTES 4 or JOB USER DATA 4	Custom user field 4
JOB NOTES 5 or JOB USER DATA 5	Custom user field 5
LOADS	Number of loads for this job item
ORDERED optional unit name	Amount ordered of this item
DELIVERED optional unit name	Amount delivered of this item
REMAINING optional unit name	Amount remaining to be delivered
DAILY DELIVERED optional unit name	Amount delivered for the day
DAILY LOADS	Number of loads for the day

**Truck Fields**

Field Keyword	Additional Information
TRUCK NUMBER	Truck number.
TRUCK DESCRIPTION	Truck description.
TRUCK TARE WEIGHT opt unit name	Truck tare weight.
TRUCK TARE SETDATE	The date truck tare weight was set.
TRUCK TARE EXPDATE	The date truck tare weight expires.
TRUCK LOADS	Number of loads of this item hauled today by this truck
TRUCK DELIVERED opt unit name	Amount delivered of this item today by this truck
AXLES	Number of axles on this truck
LICENSE	License number

Tare 2 Fields: Replace Tare2 with the name assigned in program to 2nd tared vehicle.  
Example: Trailer)

Field Keyword	Additional Information
TARE2 NUMBER	2nd tared vehicle number.
TARE2 DESCRIPTION	2nd tared vehicle description.
TARE2 TARE WEIGHT opt unit name	2nd tared vehicle tare weight.
TARE2 TARE SETDATE	The date tare weight for 2nd tared vehicle was set.
TARE2 TARE EXPDATE	The date 2nd tared vehicle tare weight expires.

Tare 3 Fields: (Replace Tare3 with the name assigned in program to 3rd tared vehicle.  
Example: Container)

Field Keyword	Additional Information
TARE3 NUMBER	3rd tared vehicle number
TARE3 DESCRIPTION	3rd tared vehicle description.
TARE3 TARE WEIGHT opt unit name	3rd tared vehicle tare weight.
TARE3 TARE SETDATE	The date 3rd tared vehicle tare weight was set.
TARE3 TARE EXPDATE	The date 3rd tared vehicle tare weight expires.

### **Category Fields**

(Replace Category1 - Category4 with names assigned in program ini file.  
Example: Material, Price)

Field Keyword	Additional Information
CATEGORY1 CODE	
CATEGORY2 CODE	
CATEGORY3 CODE	
CATEGORY4 CODE	
CATEGORY1 DESCRIPTION	
CATEGORY2 DESCRIPTION	
CATEGORY3 DESCRIPTION	
CATEGORY4 DESCRIPTION	
CATEGORY1 NOTE	The note attached to category 1 item.
CATEGORY2 NOTE	The note attached to category 2 item.
CATEGORY3 NOTE	The note attached to category 3 item.
CATEGORY4 NOTE	The note attached to category 4 item.
CATEGORY1 USER	User defined field 1

DATA 1	
CATEGORY1 USER DATA 2	User defined field 2
CATEGORY1 USER DATA 3	User defined field 3
CATEGORY1 USER DATA 4	User defined field 4
CATEGORY1 USER DATA 5	User defined field 5
CATEGORY2 USER DATA 1	
CATEGORY2 USER DATA 2	
CATEGORY2 USER DATA 3	
CATEGORY2 USER DATA 4	
CATEGORY2 USER DATA 5	
CATEGORY3 USER DATA 1	
CATEGORY3 USER DATA 2	
CATEGORY3 USER DATA 3	
CATEGORY3 USER DATA 4	
CATEGORY3 USER DATA 5	
CATEGORY4 USER DATA 1	
CATEGORY4 USER DATA 2	
CATEGORY4 USER DATA 3	
CATEGORY4 USER DATA 4	
CATEGORY4 USER DATA 5	

**Tax Fields**

Field Keyword	Additional Information
TAX CODE	Tax code
TAX DESCRIPTION	Description of tax code

**Freight Fields**

Field Keyword	Additional Information
ZONE CODE	Delivery zone code
ZONE DESCRIPTION	Delivery zone description
DISTANCE	Distance or time hauled

**User Fields**

Field Keyword	Additional Information
USER NUMBER	System assigned user number for weigh in operator
USER LOGIN	User's eight character login name for weigh in operator
USER NAME	User's full name for weigh in operator
USER NUMBER OUT	System assigned user number for weigh out operator
USER LOGIN OUT	User's eight character login name for weigh out operator
USER NAME OUT	User's full name for weigh out operator

**Weight Fields**

Field Keyword	Additional Information
WEIGHT IN optional unit name	Incoming weight
WEIGHT OUT optional unit name	Outgoing weight
NET WEIGHT optional unit name	Absolute value of weight in less weight out.
GROSS optional unit name	The greater of weigh-in and weigh-out.
TARE optional unit name	The lesser of weigh-in and weigh-out.
ADJ WEIGHT optional unit name	Net weight less adjustments
GRAND TOTAL ADJ WEIGHT oun	Total adjusted weight for all items in a multiple item ticket. Unit name keywords POUNDS, TONS, KILOGRAMS and METRIC TONS will print the total for all weighted items. Two addition keywords can also be used. YARDS will print the total for all yard items. UNIT COUNT will print the total for all unit count items.
CONV WEIGHT1	Scale weight converted to user units 1 as defined in material table.
CONV WEIGHT2	Scale weight converted to user units 2 as defined in material table.

CONV WEIGHT1 UNITS	Converted scale weight plus description. Example: 7200 Gallons
CONV WEIGHT2 UNITS	Converted scale weight plus description. Example: 3200 Barrels
TICKET WEIGHT	Scale weight converted to ticket unit of measure (See UNIT keyword).
SCALE IN	Weigh-in scale (1 or 2).
SCALE OUT	Weigh-out scale (1 or 2).
ADJUSTMENT1	% of load, Adjusted = Net x Percentage
ADJUSTMENT2	% deducted, Adjusted = Adjusted - (Adjusted x Percentage)
SCALE UNIT NAME	Scale Unit text value (Pounds, Tons, etc.) instead of numeric value
UNIT NAME	Ticket Unit text value (Pounds, Tons, etc.) instead of numeric value
AXLE1	First axle weight, not NTEP compliant
AXLE2	Second axle weight, not NTEP compliant
AXLE3	Third axle weight, not NTEP compliant
AXLE4	Forth axle weight, not NTEP compliant
AXLE5	Fifth axle weight, not NTEP compliant

### **Unit of Measure Fields**

Field Keyword	Additional Information
SCALE UNIT	The unit displayed on the scale indicator (pounds = lb. kilograms = kg)
UNIT	The unit printed on the ticket (pounds = lb, yards = Yard, unit count = Unit, kilograms = kg, tons = Ton, metric tons = Metric ton)
UNIT1	Prints "Load" if price component 1 is a per load charge, else prints the ticket unit of measure.
UNIT2	Prints "Load" if price component 2 is a per load charge, else prints the ticket unit of measure.
UNIT3	Prints "Load" if price component 3 is a per load charge, else prints the ticket unit of measure.
UNITS	Same as UNIT except plural (appends the letter s).
UNITS1	Same as UNIT1 except plural (appends the letter s).
UNITS2	Same as UNIT2 except plural (appends the letter s).
UNITS3	Same as UNIT3 except plural (appends the letter s).

### **Charge Fields**

Field Keyword	Additional Information
BASE CHARGE	BASE CHARGE1 + BASE CHARGE2 + BASE CHARGE3
GRAND TOTAL BASE	Total base charge for all items in a multiple item ticket.

CHARGE	
BASE CHARGE1	Adjusted Weight x Rate 1
GRAND TOTAL BASE CHARGE1	Total base charge 1 for all items in a multiple item ticket.
BASE CHARGE2	Adjusted Weight x Rate 2
GRAND TOTAL BASE CHARGE2	Total base charge 2 for all items in a multiple item ticket.
BASE CHARGE3	Adjusted Weight x Rate 3
GRAND TOTAL BASE CHARGE3	Total base charge 3 for all items in a multiple item ticket.
BASE CHARGE12	BASE CHARGE1 + BASE CHARGE2
BASE CHARGE13	BASE CHARGE1 + BASE CHARGE3
BASE CHARGE23	BASE CHARGE2 + BASE CHARGE3
FREIGHT CHARGE	Freight Charge
BASE + FREIGHT CHARGE	Total BASE charge + Freight Charge
GRAND TOTAL FREIGHT CHARGE	Total freight charge for all items in a multiple item ticket.
GRAND TOTAL BASE + FREIGHT CHARGE	Grand total base charge plus grand total freight charge for a multiple item ticket
FREIGHT CHARGE PAYABLE	Freight Charge payable to hauler
GRAND TOTAL FREIGHT CHARGE PAYABLE	Total freight charge payable for all items in a multiple item ticket.
ADDED CHARGE	Added Charge
BASE + ADDED CHARGE	Total BASE charge + Added Charge
GRAND TOTAL ADDED CHARGE	Grand total of added charges for all items in a multiple item ticket.
GRAND TOTAL BASE + ADDED CHARGE	Grand total base charge plus grand total added charge for a multiple item ticket
CHANGE DUE	Change due customer in cash transaction.
AMOUNT TENDERED	Calculated from total charge + change due.
DISCOUNT AMOUNT	Discount dollar amount.
CHARGE	Total charge.
GRAND TOTAL CHARGE	Grand total of charges for all items in a multiple item ticket.
CHARGE NOTES	Add all the following values that apply to this ticket:
	1 - Minimum charge applied
	2 - Weigh-in is a stored tare
	4 - Weigh-in was keyed
	8 - Ticket was edited
	16 - Reprinted ticket
	32 - Imported ticket

	64 - Charge has been imported
	128 - Weigh-out is a stored tare
	256 - Weigh-out was keyed
	512 - Weigh-in occurred on scale 2
	1024 - Weigh-out occurred on scale 2
	2048 - Axle Weighment

### **Sales Tax Fields**

Field Keyword	Additional Information
SALES TAX	Total sales tax
GRAND TOTAL SALES TAX	Grand total of sales tax for all items in a multiple item ticket.
FREIGHT TAX	Freight Tax
GRAND TOTAL FREIGHT TAX	Grand total of freight tax for all items in a multiple item ticket.
SALES TAX1	Sales tax (dollar amount) associated with taxing authority 1 of tax code.
GRAND TOTAL SALES TAX1	Grand total of sales tax 1 for all items in a multiple item ticket.
SALES TAX2	Sales tax (dollar amount) associated with taxing authority 2 of tax code.
GRAND TOTAL SALES TAX2	Grand total of sales tax 2 for all items in a multiple item ticket.
SALES TAX3	Sales tax (dollar amount) associated with taxing authority 3 of tax code.
GRAND TOTAL SALES TAX3	Grand total of sales tax 3 for all items in a multiple item ticket.
SALES TAX4	Sales tax (dollar amount) associated with taxing authority 4 of tax code.
GRAND TOTAL SALES TAX4	Grand total of sales tax 4 for all items in a multiple item ticket.
SALES TAX5	Sales tax (dollar amount) associated with taxing authority 5 of tax code.
GRAND TOTAL SALES TAX5	Grand total of sales tax 5 for all items in a multiple item ticket.
SALES TAX12	SALES TAX1 + SALES TAX2
SALES TAX13	SALES TAX1 + SALES TAX3
SALES TAX14	SALES TAX1 + SALES TAX4
SALES TAX15	SALES TAX1 + SALES TAX5
SALES TAX23	SALES TAX2 + SALES TAX3
SALES TAX24	SALES TAX2 + SALES TAX4
SALES TAX25	SALES TAX2 + SALES TAX5
SALES TAX34	SALES TAX3 + SALES TAX4
SALES TAX35	SALES TAX3 + SALES TAX5

SALES TAX45	SALES TAX4 + SALES TAX5
TAX	SALES TAX + FREIGHT TAX
GRAND TOTAL TAX	Grand total of SALES TAX + FREIGHT TAX for all items in a multiple item ticket.
TAXABLE	Prints ticket tax code

### **Payment Fields**

Field Keyword	Additional Information
PAYMENT	
GRAND TOTAL PAYMENT	Total payments for all items in a multiple item ticket.
CHECK NUMBER	

### **Price Fields**

Field Keyword	Additional Information
RATE optional unit name	Total price excluding per load prices
RATE PER LOAD	Total per load price
RATE1 optional unit name	Price component 1
RATE2 optional unit name	Price component 2
RATE3 optional unit name	Price component 3
RATE12 optional unit name	RATE1 + RATE2 (excludes per load prices)
RATE13 optional unit name	RATE1 + RATE3 (excludes per load prices)
RATE23 optional unit name	RATE2 + RATE3 (excludes per load prices)
RATE1 PER LOAD	Is RATE1 a per load charge? (0 = false, -1 = true) Can be exported as a boolean field.
RATE2 PER LAOD	Is RATE2 a per load charge? (0 = false, -1 = true) Can be exported as a boolean field.
RATE3 PER LOAD	Is RATE3 a per load charge? (0 = false, -1 = true) Can be exported as a boolean field.
FREIGHT RATE	Freight price
FREIGHT RATE PAYABLE	Freight price payable to hauler
FREIGHT RATE PER LOAD	Is FREIGHT RATE a per load charge? (0=false, -1=true)
FREIGHT RATE PAYABLE PER LOAD	Is FREIGHT RATE PAYABLE a per load charge? (0=false, -1=true)
CONV RATE	Prints the total price per user unit
CONV RATE1	Prints price component 1 per user unit
CONV RATE2	Prints price component 2 per user unit
CONV RATE3	Prints price component 3 per user unit
CONV RATE12	CONV RATE1 + CONV RATE2
CONV RATE23	CONV RATE2 + CONV RATE3
CONV RATE13	CONV RATE1 + CONV RATE3

CONV RATE UNIT	Prints the converted rate unit (e.g. "Gallons" or "Barrels")
CONV RATE FACTORNUM	Returns a value of 1 for user unit 1 and 2 for user unit 2
DISCOUNT	Discount percentage

### **FLAG FIELDS**

A flag is set in the database whenever a special condition has been met by a transaction. These conditions are:

Minimum Charge	a minimum charge has been applied to this transaction
Keyed Weigh In	the weight on a weigh-in has been manually entered
Keyed Weigh Out	the weight on a weigh-out has been manually entered
Keyed Gross	gross weight has been manually entered
Keyed Tare	tare weight has been manually entered
Recalled Weigh In	weigh-in weight has been recalled
Recalled Weigh Out	weigh-out weight has been recalled (stored tare)
Recalled Gross	gross weight has been recalled

Recalled Tare	tare weight has been recalled
Cash	this is a cash transaction (amnt paid = charge)
Cash By Check	this is a cash transaction paid by check (check no is not blank)
Cash By Money	this is a cash transaction paid by cash (check no is blank)
Charge	this is a charge transaction (paid = 0 and charge > 0)
No Charge	this is a no charge transaction (paid = 0 and charge = 0)
Edited	the transaction has been edited
Reprint	the ticket for this transaction is being reprinted (i.e. from the Quick Scan form)

Incoming	this is an incoming transaction (weigh in > weigh out)
Outgoing	this is an incoming transaction (weigh out > weigh in)

A user defined static text field can be associated with each of these conditions. A flag field is enclosed in curly brackets ({}). The example below assigns the static text, "Keyed", to the Keyed Weigh In flag. This text will be printed on the ticket whenever the Keyed Weight flag is set for a transaction.

{Keyed Weigh In "Keyed"}

## FAQ

### *Setting Windows Default Printer*

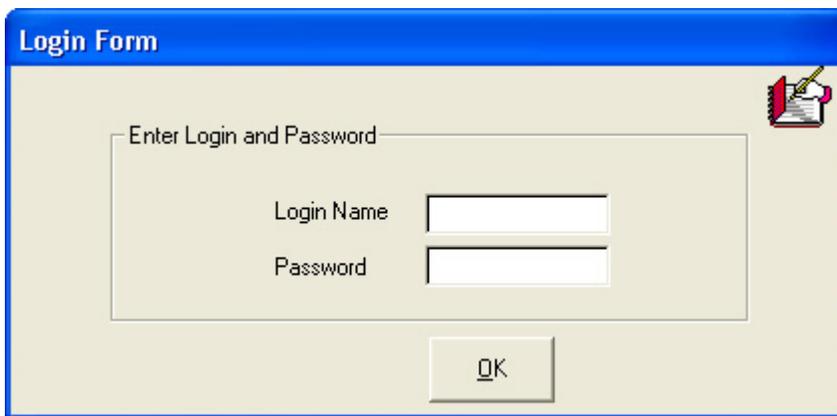
1. Before viewing any reports, minimize Transact.
2. Select Start | Settings | Printers.
3. The Printers window appears.
4. The default printer is indicated by a check mark. To select a different default printer, use the mouse to RIGHT click on the printer you wish to select as your default printer.
5. Select Set As Default from the drop-down menu. In most cases the check mark will not move to the newly selected printer until the Printers window is reactivated.

## Login

This is the first screen that appears after starting Transact and will be used to identify you as a valid user of the program. If this is the first time the program has been used then you must log in as the administrator; log in name is "admin" with no password. It is strongly suggested the first thing you do is change the password to this log in.

### How to Get Here

Windows Start Button-->Programs-->Transact-->Transact



The image shows a Windows-style dialog box titled "Login Form". The dialog has a blue title bar and a light beige background. Inside the dialog, there is a large rectangular area with a thin border containing the text "Enter Login and Password". Below this text are two input fields: "Login Name" and "Password". The "Password" field is masked with asterisks. At the bottom center of the dialog is an "OK" button. In the top right corner of the dialog, there is a small icon of a notepad with a pencil.

### Field Descriptions

#### **Login Name**

Enter the log in name supplied to you by your system administrator.

#### **Password**

You may have also been given a password in addition to a log in name. Enter your password here. The characters you type will be displayed as an asterisk (\*).

## User Table

The User Table contains all individuals that will be using the program. User log ins, passwords, and security levels can be changed or added on this screen. The only information a user can change on this screen is his/her own name and password. All other data can only be changed by a user with an administrator security level.

### How to Get Here

Logins -->Edit Login Accounts

### Field Descriptions

#### **Login**

An 8 character name used to identify you as a valid user of this program.

#### **Name**

The real name of the user.

#### **Password**

A log in name along with a password will allow you to access the program. Passwords are not required. Passwords can be up to eight (8) characters long. Letters and numbers can be used, but no spaces. Passwords are not case sensitive.

If you change a password, the program will prompt you to verify the password change by entering the old password and reentering the new password. This verification occurs after clicking the Save button.

## Security Level

This is a drop-down list of valid security levels. There are four levels:

Level 3 is the **Administrator** level. The administrator has update permission for all tables in the database. Only the administrator can add users, delete users, change passwords and set security levels. When the program is installed, there is only an "admin" log in assigned administrator privileges. This log in is not password protected. It is strongly suggested that you assign a password to this log in.

Level 2 is the **Supervisor** level. A supervisor has all the same privileges as an administrator except updating the user table.

Level 1 is the **Operator** level. An operator has read access to all tables in the database. He can process tickets in the Weigh screen and run the backup and restore utilities.

Level 0 is the **Guest** level. A guest has read access to all tables in the database only.

# Register

## *Main Screen*

The features in this application are enabled through either a hardware or software registration process that is administered by the Registration Key Server. The key server is continually running and resides in your system tray (lower right corner of your desktop). It supplies registration information to the truck scale application. If it quits running, the truck scale application will eventually terminate after five (5) failures to retrieve registration data.

The hardware registration process involves plugging a dongle into either a parallel or USB port on the back of your PC. The software process involves calling Advanced Weighing Systems, Inc. for a twenty (20) character key that is entered in the Software Registration screen. The main screen shows how the program is currently registered.

### How to Get Here

Admin-->Register

Today's Date	02/05/2007
Hardware Key	Key not found.
Software Key	
Other Status	
Version	5.0.0
Serial #	4
Enabled Features	Interact Professional

Buttons: Help, Register, Refresh, Ok

### Field Descriptions

#### **Today's Date**

This field contains the current date.

**Hardware Key**

This field contains the hardware registration status. If the program detects a dongle plugged into either a parallel printer or USB port, it will display "Key found". Otherwise, it displays "Key not found".

**Software Key**

This field contains the software registration status. If the program has been software registered, this field will display the twenty (20) character software key. Otherwise, it displays "Software registration not found".

**Other Status**

This field currently not used.

**Version**

This field displays the major version of the application that has been registered.

**Serial #**

This is the serial number read from the hardware dongle or received from Advanced Weighing Systems, Inc. during the software registration process.

**Enable Features**

This box lists all the features that have been enabled within the application.

**Register Button**

Click this button to display the Software Registration screen.

**Refresh Button**

Click this button to read the hardware dongle (if present) and refresh the controls on this screen.

**Ok Button**

Click this button to hide this form.

## Registration

### *Software Registration Screen*

This Registration Key Server screen is used to software register the truck scale application. Call Advanced Weighing Systems, Inc. (AWS) at the number provided on the screen and give the support analyst your hardware code along with the Work Order Number. You will receive a serial number along with a twenty (20) character software key that must be entered into the corresponding controls on this screen.

#### How to Get Here

Admin-->Register-->Register Button

Registration Key Server 2.0.2

To purchase and register your copy of this software, call Advanced Weighing Systems at 715-726-0691. Give the support person the hardware code shown below. In return, you will receive an unlock key that will fully enable the program features.

Interact must be restarted before any registration changes will take effect.

C:\Program Files\AWS\Interact

Hardware Code YJLF

Serial #

Unlock Key

Help Save Cancel

#### Field Descriptions

##### **Hardware Code**

This is a code that is unique to your PC. You need to supply this code to AWS in order to register your software.

##### **Serial #**

The value for this field is supplied by AWS.

##### **Unlock Key**

This twenty (20) character code (five groups of four characters each) is also supplied by AWS and unlocks the features you purchased.

**Save Button**

Click this button to save your registration information and return to the Main Registration screen. You must restart the truck scale application before the new registration takes effect.

**Cancel Button**

Click this button to ignore any new registration information and return to the Main Registration screen.

## Quick Scan

### *Transaction Charges Screen*

Quick Scan allows you to view transactions based on a set of criteria. This screen shows the charge details for the transaction. Transactions can be edited as long as a payment hasn't been applied to the transaction's invoice or the invoice hasn't appeared on a statement.

#### How to Get Here

Reporting-->Quick Scan-->Scan Button-->Show Detail Button-->Charges Radio Button

The screenshot shows the 'Transaction Scan' window with the following details:

- Header:** Ticket 91494, Item 1 Site A, Voiced , Operator-In Administrator, Operator-Out Administrator.
- Transaction Info:** 1060 Street Chips. Price 4, Altman. Tax Code EXEMPT, Tax Exempt.
- Charge Breakdown:**

Charge	\$208.01
Freight	\$0.00
Add	\$0.00
Frigh Tax	\$0.00
Other Tax	\$0.00
<b>Total</b>	<b>\$208.01</b>

Buttons: Recalculate
- Summary:** Tons: 26.84 Outgoing. Charge Per Ton: \$7.75, Charge Per Load: \$0.00, Freight Per Load: \$0.00, Chg Tax %: (0.00, 0.00), Frigh Tax %: 0.00, Add Chg Tax %: 0.00.
- Payment/Invoice Info:** Cash Paid \$0.00, Reference. Invoiced  # 3629, Terms 2.00% 10, Net 30, Billed  # 0.
- Footer:** Dsct Available \$4.16, Freight Pay \$0.00. Buttons: Save F1, Undo F2, Void F4, First F5, Prev F6, Next F7, Last F8, Find F9, Print Ticket, Invoice. Bottom bar: sample.gtk, Receivable.

#### Field Descriptions

##### **Price Table**

This drop down contains a list of all the price tables and is set to the price table used to calculate the charge for this transaction.

**Tax Code**

This drop down contains a list of all the tax codes and is set to the tax code used to calculate taxes for this transaction.

**Charge**

This field shows the material charge for this transaction.

**Freight**

This field shows the freight charge for this transaction.

**Add**

This field shows any added charges for this transaction.

**Frght Tax**

This field shows the freight tax assessed on this transaction.

**Other Tax**

This field shows all other taxes assessed on this transaction.

**Total**

This field shows the grand total of all charges and taxes for this transaction.

**Recalculate**

Click this button to retrieve the latest prices and tax percentages from the selected tables and recalculate charges.

**Dsct Available**

This field shows the discount available if early payment is made on this transaction's invoice.

**Freight Pay**

This field shows the amount of the freight charge on this transaction that is payable to the hauler.

**Charge Details**

This box shows all data used to calculate the charge for this transaction. It includes the weight, material direction, the total per unit charge, the total per load charge, the total per unit freight charge, the tax rates applied to each component price, the tax rate applied to freight charge and the tax rate applied to the added charge.

**Cash Paid**

This field shows the cash paid on this transaction. Any value entered in this field must equal the total transaction charge.

**Reference**

This field contains the payment reference number (e.g. check or credit card approval number).

**Invoiced**

This box will be checked if this transaction has been invoiced.

**Invoice #**

This field contains the invoice number that this transaction appeared. To remove this transaction from this invoice enter zero. To move this transaction from one invoice to another, enter the new target (the invoice you're moving to) invoice number.

**Terms**

These are the payment terms attached to this transaction's invoice.

**Billed**

This field applies to payment and credit transactions only. This box will be checked if the payment or credit has appeared on a statement.

**Billed #**

This field contains the statement number this payment or credit appeared.

**Invoice Button**

This button is enabled if the bill-to account attached to this transaction is a "Ticket is Invoice" account. Click this button to generate an invoice from this ticket.

## Quick Scan

### *Transaction Detail Screen*

Quick Scan allows you to view transactions based on a set of criteria. This screen shows the weight details for the transaction. Transactions can be edited as long as a payment hasn't been applied to the transaction's invoice or the invoice hasn't appeared on a statement.

#### How to Get Here

Reporting-->Quick Scan-->Scan Button-->Show Detail Button

The screenshot shows the 'Transaction Scan' window with the following fields and values:

- Ticket:** 91494
- Item 1:** Site A
- Voided:**
- Operator-In:** Administrator
- Operator-Out:** Administrator
- Hauler Acct:** ALTMAN Altman Stone
- Truck:** a313
- Trailer:** (empty)
- Tare3:** (empty)
- Bill-To Acct:** ALTMAN Altman Stone
- Job:** 04-09 City Streets
- PO:** (empty)
- Material:** 1060 Street Chips
- Zone:** -3 Unspecified
- Category 1:** (empty)
- Pit:** -1 None
- Bin:** -1 None
- Category 4:** (empty)
- Charge:** \$208.01
- In on 1:** 37660
- Out on 1:** 91340
- Net:** 53680 lb
- Adj:** 53680
- Weight:** 26.84 Tons
- Outgoing:** (button)
- In Date/Time:** 3/11/2004 08:30:20
- Out Date/Time:** 3/11/2004 08:30:20
- Buttons:** Save F1, Undo F2, Void F4, First F5, Prev F6, Next F7, Last F8, Find F9, Print Ticket, Invoice
- Footer:** sample.gtk, Receivable

#### Field Descriptions

##### **Ticket**

This is the transaction ticket number. You may have more than one transaction with the same ticket number for multiple item tickets or for tickets generated at multiple sites. The item number and site code are shown to the right of this field.

### **Voided**

This field will be checked if the ticket has been voided. A ticket can be voided by clicking the Void button. The operator will be asked the reason for the void which will be stored in note field 20. Once voided, a transaction cannot be unvoided.

### **Operator-In, Operator-Out**

These are the users logged in during the weigh-in and weigh-out sides of this transaction. Operator in and out cannot be modified.

### **Hauler Acct**

This drop down contains a list of all hauler accounts and is set to the hauler that delivered the material.

### **Truck**

This drop down contains a list of all trucks belonging to the selected hauler and is set to the truck used to deliver the material.

### **Trailer, Tare3**

If a 2nd and 3rd tared vehicle are defined (in this example Trailer and no 3rd tare), then these drop downs contain lists of all 2nd and 3rd tared vehicles belonging to this hauler and are set to the vehicles used to deliver the material. If this hauler has none of these vehicle types, then the controls will be disabled.

### **Bill-To Acct**

This drop down contains a list of all bill-to accounts and is set to the bill-to that was charged for this material.

### **Job**

This drop down contains a list of all jobs and is set to the job to which this material was delivered.

### **PO**

This is the PO number attached to this transaction.

**Material**

This is the material delivered.

**Zone**

This is the delivery zone to which the material was delivered.

**Category 1, 2, 3, 4**

If user categories have been defined, then these drop downs contain lists of all user category codes and are set to values assigned by the scale operator when the transaction was processed.

**Charge**

This is total amount charged for the delivered material.

**In on 2**

This is the incoming weight and scale number.

**Out on 2**

This is the outgoing weight and scale number.

**Net**

This is the net weight for this transaction.

**Adj Button**

If a percent of load or percent deduction adjustment has been enabled, then this button appears on the form along with the adjusted net weight. Click the button to modify the adjustment percentages.

**Ticket Units**

This is the adjusted net weight converted to the unit of measure used on the ticket.

**Ingoing/Outgoing Button**

Click this button to toggle the material direction for this transaction. The caption on the button reflects the current direction.

**In**

This field contains the date and time the incoming weight was recorded.

**Out**

This field contains the date and time the outgoing weight was recorded.

**Edit**

This field contains the date and time this transaction was last edited.

## Quick Scan

### *Transaction List Screen*

Quick Scan allows you to view transactions based on a set of criteria. This screen lists all the transactions that meet the criteria specified in the Quick Scan Criteria screen.

#### How to Get Here

Reporting-->Quick Scan-->Scan Button

The screenshot shows a window titled "Transaction Scan" with a "Transaction List" table. The table has columns for Account, Ticket, Net Weight, Charge, Payment, and Site. The data is as follows:

Account	Ticket	Net Weight	Charge	Payment	Site
ALTMAN	Receipt	0.0	\$0.00	\$2,905.70	A
ALTMAN	Receipt	0.0	\$0.00	\$1,864.64	A
ALTMAN	Receipt	0.0	\$0.00	\$601.62	A
ALTMAN	Receipt	0.0	\$0.00	\$1,447.84	A
ALTMAN	91249	53680.0	\$174.46	\$0.00	A
ALTMAN	91461	60700.0	\$235.21	\$0.00	A
ALTMAN	91494	53680.0	\$208.01	\$0.00	A
ALTMAN	91514	54240.0	\$210.18	\$0.00	A
ALTMAN	91546	55320.0	\$214.37	\$0.00	A
ALTMAN	91610	54520.0	\$211.27	\$0.00	A
ALTMAN	91809	55060.0	\$213.36	\$0.00	A
ALTMAN	91837	54420.0	\$190.47	\$0.00	A
ALTMAN	91867	53500.0	\$207.31	\$0.00	A
ALTMAN	92879	53560.0	\$198.17	\$0.00	A
ALTMAN	94334	54540.0	\$201.80	\$0.00	A
ALTMAN	94409	54500.0	\$201.65	\$0.00	A
ALTMAN	96332	58280.0	\$189.41	\$0.00	A
ALTMAN	96376	56100.0	\$182.33	\$0.00	A
ALTMAN	96408	57700.0	\$187.53	\$0.00	A
ALTMAN	96448	55960.0	\$181.87	\$0.00	A
ALTMAN	96483	54020.0	\$175.57	\$0.00	A
ALTMAN	96512	55740.0	\$181.16	\$0.00	A
ALTMAN	96582	54140.0	\$175.96	\$0.00	A
ALTMAN	96779	53540.0	\$174.01	\$0.00	A
ALTMAN	97371	53200.0	\$172.90	\$0.00	A
ALTMAN	97503	51420.0	\$167.12	\$0.00	A

Control buttons on the right include: Show Detail, Totals, Void Selected, Print List, Print Tickets, All, Selected, and Done. The status bar at the bottom shows "receipt.gtk" and "35 transactions selected."

#### Field Descriptions

##### **Transaction List**

This list displays all the tickets that met your selection criteria. The following fields are shown:

Account	Bill-to account.
Ticket	Ticket number. If this is a payment or credit, the column contains the word "Receipt". If this is a finance charge, the column contains the word "FinChg".
Net Weight	Adjusted net weight.
Charge	Transaction charge.
Payment	Amount paid.
Site	Site code.

Some of the features that will be discussed shortly require one or more transactions in this list to be selected. This list allows multiple selections by using any of the standard Windows selection methods (e.g. Click and Drag, Ctrl Click, etc.).

### **Show Detail Button**

Click this button to show all details for the selected ticket. Alternatively, you can double click on the ticket.

### **Totals Button**

Click on this button to show the weight, charge and payment totals for this list of tickets. The caption on the button will change to "Scan". When clicked, the transaction list will reappear.

### **Void Selected Button**

Click on this button to void the selected transactions. The ticket number will be prefixed with a "V" for all transactions voided.

### **Print List Button**

Click on this button to print the list of transactions to the default Windows printer.

### **Print Tickets (All Button)**

Click on this button to reprint tickets for all transactions in the list. Tickets will be printed in the format that has been selected from the drop down list located in the lower left corner of the screen.

### **Print Tickets (Selected Button)**

Click on this button to reprint tickets for the selected transactions in the list. Tickets will be printed in the format that has been selected from the drop down list located in the lower left corner of the screen.

**Done Button**

Click on this button to return to the Quick Scan Criteria screen.

## Quick Scan

### *Transaction Notes Screen*

Quick Scan allows you to view transactions based on a set of criteria. This screen shows the notes attached to the transaction. Transactions can be edited as long as a payment hasn't been applied to the transaction's invoice or the invoice hasn't appeared on a statement.

#### How to Get Here

Reporting-->Quick Scan-->Scan Button-->Show Detail Button-->Notes Radio Button

The screenshot shows the 'Transaction Scan' window. At the top, there are fields for 'Ticket' (91494), 'Item 1 Site A', 'Voided' (checkbox), 'Operator-In' (Administrator), and 'Operator-Out' (Administrator). On the left, there are radio buttons for 'Details', 'Charges', and 'Notes' (selected). The main area displays a list of notes with corresponding text boxes: 'Name', 'Address', 'City', 'Memo', 'My Note', 'Memo 2' (Last load of the day.), and 'Memo 3' (Side gate for after hours.). At the bottom, there is a toolbar with icons for 'Save F1', 'Undo F2', 'Void F4', 'First F5', 'Prev F6', 'Next F7', 'Last F8', 'Find F9', 'Print Ticket', and 'Invoice'. The status bar at the bottom shows 'sample.gtk' and 'Receivable'.

#### Field Descriptions

##### Note Fields

One text box is shown for each enabled note field with the data contained in the note.

## Quick Scan

### *Selection Criteria Screen*

Quick Scan allows you to view transactions based on a set of criteria. Only those transactions that meet all the criteria will be included in the resulting view list. This screen allows you to set the criteria.

### How to Get Here

Reporting-->Quick Scan

**Transaction Selection Criteria**

**Selection Criteria**

From Ticket  To Ticket

From Invoice  To Invoice

From Date  To Date

List Network Sites

Select Type

Select Customer

Select Hauler

Select Job

Select Material

Select Drivers

Select Price Table

Select Active Note

Save settings

### Field Descriptions

#### **From Ticket, To Ticket**

Transactions can be selected based on a ticket range. Enter the ticket numbers in these two fields. If you are interested in only one ticket, then only enter the from ticket.

**From Invoice, To Invoice**

Transactions can be selected based on an invoice number number range. Enter the invoice numbers in these two fields. If your are interested in only one invoice, the only enter the from invoice.

**From Date, To Date**

Transactions can be selected based on a date range. Enter the dates in these two fields. Both date fields must be present if selection is based on a date. If not, clear the date fields.

**List Network Sites**

Transactions can be selected from all sites, a single site or a list of sites. Site code is a single character identifier set in the Company Data screen. Enter all the site codes you wish to select on with no intervening spaces. For example, enter "ABC" to include transactions from sites A, B and C. The keyword "All" will include transactions from all sites.

**Select Type**

Transaction types are: All (Excluding Voided), All (Including Voided), Voided, Incoming, Outgoing, Receivable, Payable, Payments and Credits (Including Cash), Payments and Credits (Excluding Cash), Finance Charges, Charge Transactions, Cash Transactions, No Charge Transactions, Invoiced Charges, Posted Payments and Credits, Uninvoiced Charges (Excluding Cash) and Unposted Payments and Credits (Excluding Cash).

**Select Customer**

Transactions can be selected from a single bill-to account.

**Select Hauler**

Transactions can be selected from a single hauler account.

**Select Job**

Transactions can be selected from a single job.

**Select Material**

Transactions can be selected based on a single material.

**Select Price Table**

Transactions can be selected based on a single price table.

**Select Active Note**

Transactions can be selected based on notes which are attached to them. Select the note field to search (or use -3 All to search all note fields) and enter search criteria in the text box to the right. Note field search criteria may be all or part of a word or phrase.

**Select User Defined Category**

If there are any user defined categories defined, transactions can be selected based on a single user category.

**Save settings**

Check this box to save the current settings. The next time you return to Quick Scan, all criteria fields will be set to the same values.

**Reset Button**

Click this button to discard any criteria changes you have made and restore the starting values.

**Scan Button**

Click this button to generate a list of transactions that meet all the criteria set on this screen and show them in the Quick Scan list screen

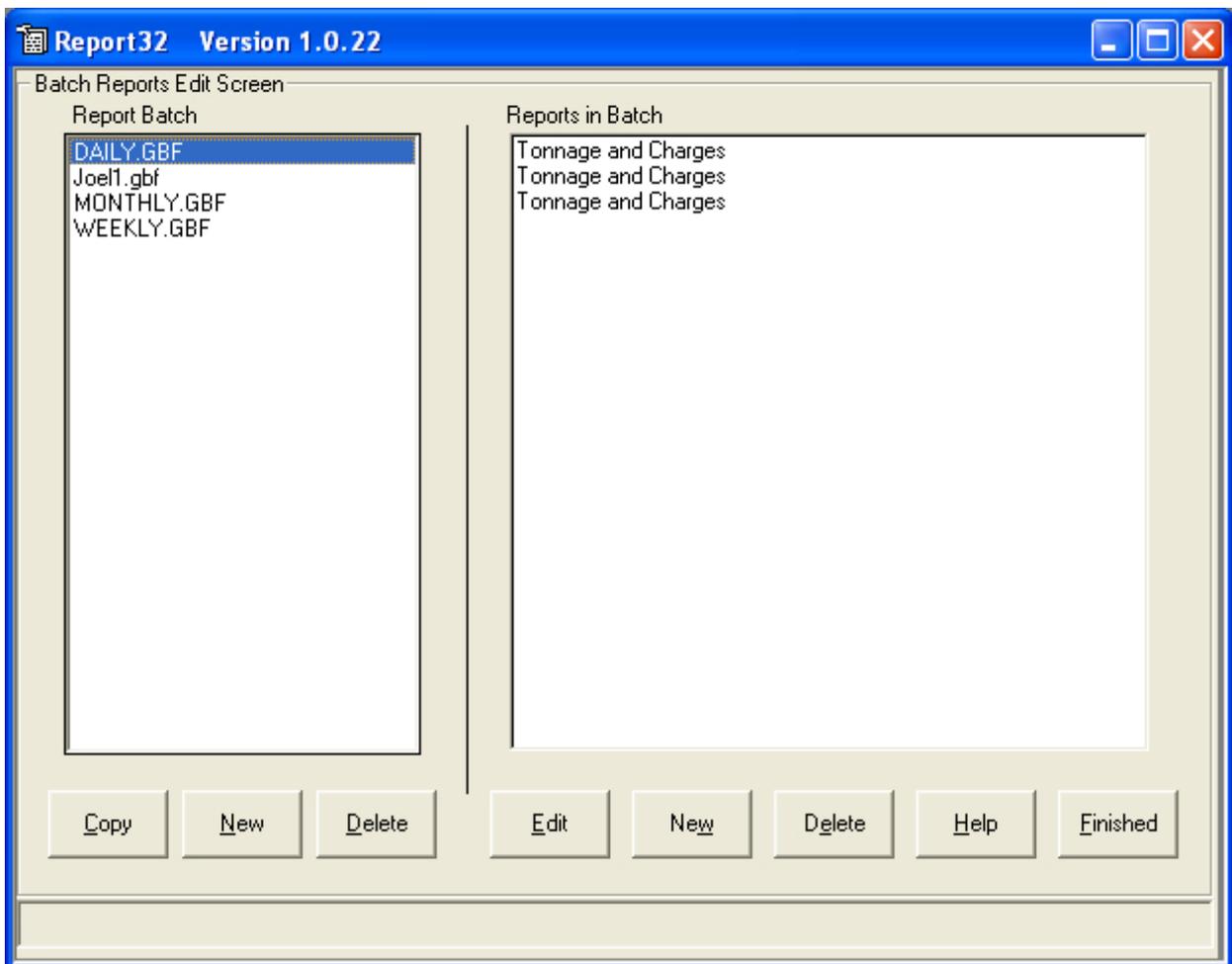
# Reporting

## *Batch Report Edit Screen*

It is likely that you will want to run the same reports every night after the close of business. In addition you may run another set of reports at the end of the week and yet another set at the end of the month. These reports can be placed in a batch report file. All reports in the batch file can then be run without human intervention.

### How to Get Here

Reporting-->Batch Setup Button



### Field Descriptions

#### **Report Batch**

This list contains the names of all existing batch report files.

### **Copy Button**

Click this button to make a copy of the selected batch report file. You will be asked to supply a name for the copied file.

### **New Button**

Click this button to add a new batch report file. You will be asked to supply a name for the new file.

### **Delete Button**

Click this button to delete the selected batch report file.

### **Reports in Batch**

This list contains the reports in the selected batch report file.

### **Edit Button**

Click this button to edit the selected report in the batch report file. The Report screen will be shown where you can modify the report's parameters.

### **New Button**

Click this button to add a report to the batch report file. The Report screen will be shown where you can select a report and set its parameters.

### **Delete Button**

Click this button to delete the selected report from the batch report file.

### **Help Button**

Click this button to display this help topic.

### **Finished Button**

Click this button to save changes and return to the main Report screen.

## Reporting Options

### *Custom Reports Screen*

The Report Options dialog is used to configure the behavior of the reporting utility. This screen allows you to add custom reports. Do not confuse a custom report with a customized standard reports. A customized standard report replaces a standard report, whereas a custom report is a totally new report.

#### **How to Get Here**

Reporting-->Reports-->Options Button-->Custom Report List Radio Button

**Reporting Options**

General  
 Custom Report List  
 Email Options

Custom Report List (Edit Screen)

	Report Title	Report File
1 >>		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Data for Custom Report 1

Title:

File:  ...

Pre-Exe:  ...

Post-Exe:  ...

Use Up/Down Arrows to Navigate Grid

#### **Field Description**

##### **Custom Report List**

This list contains your custom reports. The active custom report is designated by a >>. You can change the active report by either clicking on the list entry or using the up/down arrows. The data for the active report is then displayed and can be edited in the controls immediately to the right of the list. To add a new custom report, move the active designator to a blank entry.

##### **Title**

This text box contains the title for the active custom report.

**File**

This text box contains the name of the Crystal report file used for active custom report. The report file must be placed in the same folder as the program's database, lmsdata.mdb.

**Pre-Exe**

At times it may be necessary to run a program to preprocess data needed for the custom report. This text box contains the name of the preprocess program (.exe file).

**Post-Exe**

At times it may be necessary to run a program to post process data generated by the custom report. This text box contains the name of the post process program (.exe file).

**Ok Button**

Click this button to save Report Option changes and return to the Report screen.

**Cancel Button**

Click this button to discard Report Option changes and return to the Report screen.

**Apply Button**

Click this button to save Report Option changes and stay in the Report Options screen.

**Help Button**

Click this button to display help for the current Report Options screen

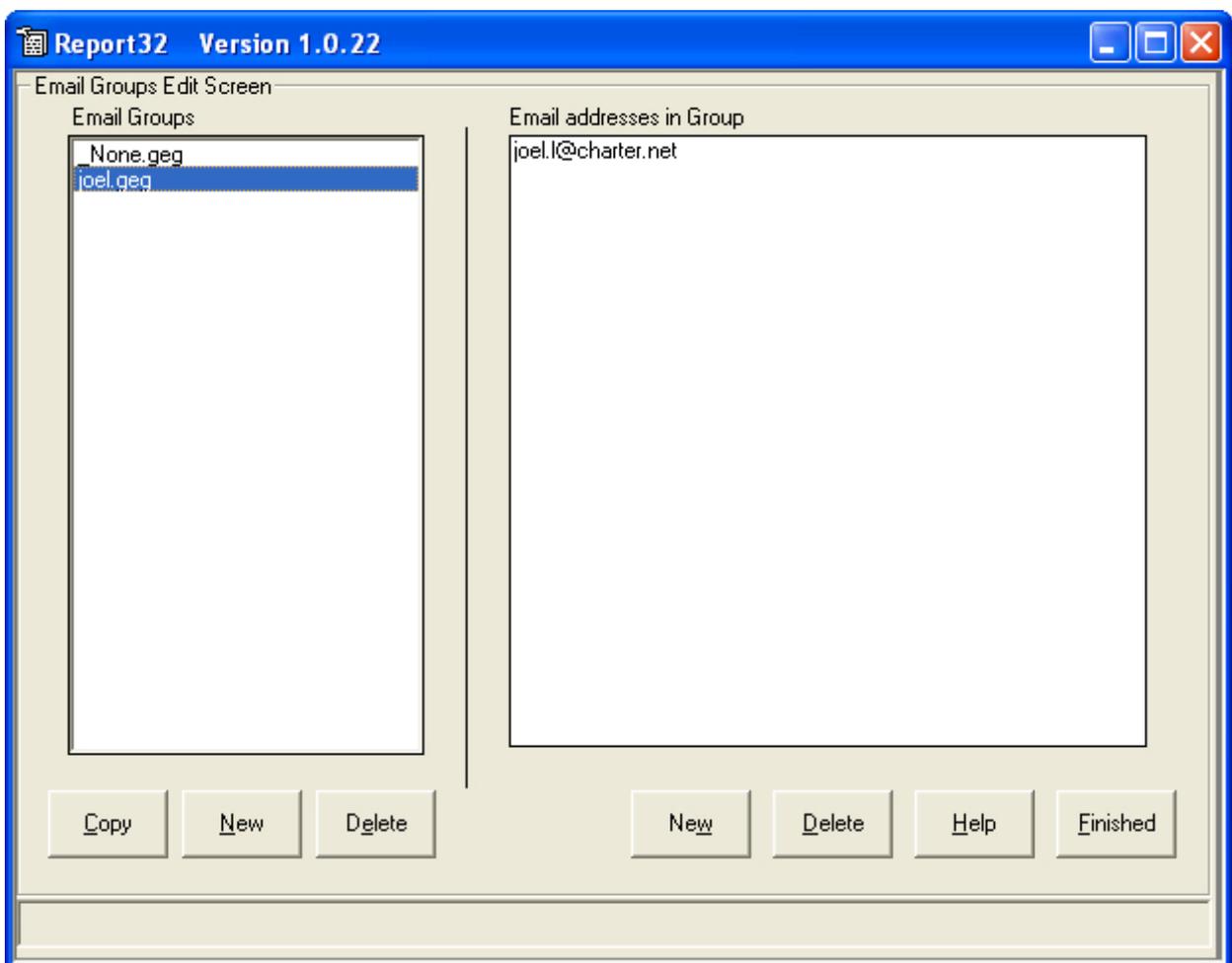
# Reporting

## *E-mail Groups Screen*

In order to mail your reports you must set up at least one e-mail group. An e-mail group is nothing more than a list of e-mail addresses.

### How to Get Here

Reporting-->Email Setup Button



### Field Descriptions

#### **Email Groups**

This list contains the names of all existing e-mail groups.

**Copy Button**

Click this button to make a copy of the selected e-mail group. You will be asked to supply a new name for the copied group.

**New Button**

Click this button to add a new e-mail group. You will be asked to supply a name for the new group.

**Delete Button**

Click this button to delete the selected e-mail group.

**Email addresses in Group**

This list contains the addresses in the selected e-mail group.

**New Button**

Click this button to add an address to the e-mail group. A pop up dialog will appear that allows you to enter the new address.

**Delete Button**

Click this button to delete the selected address from the e-mail group.

**Help Button**

Click this button to display this help topic.

**Finished Button**

Click this button to save changes and return to the main Report screen.

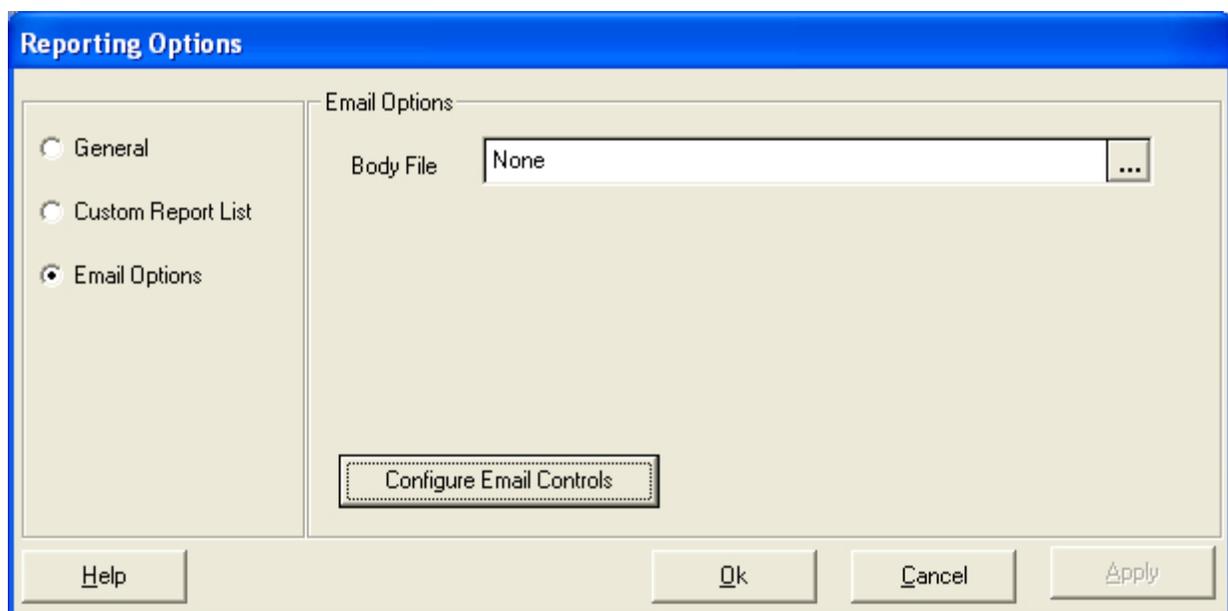
## Reporting Options

### *Email Options Screen*

The Report Options dialog is used to configure the behavior of the reporting utility. This screen allows you to select a body of text for your e-mail messages along with telling Transact about your e-mail server.

#### **How to Get Here**

Reporting-->Reports-->Options Button-->Email Options Radio Button



#### **Field Description**

##### **Body File**

Enter the name of the file that contains the text that will make up the body of the e-mail message.

##### **Configure Email Controls Button**

Click this button to display a pop up dialog where you can configure your e-mail. There is one screen for entering your e-mail name and another for entering information about your e-mail server.

##### **Ok Button**

Click this button to save Report Option changes and return to the Report screen.

**Cancel Button**

Click this button to discard Report Option changes and return to the Report screen.

**Apply Button**

Click this button to save Report Option changes and stay in the Report Options screen.

**Help Button**

Click this button to display help for the current Report Options screen

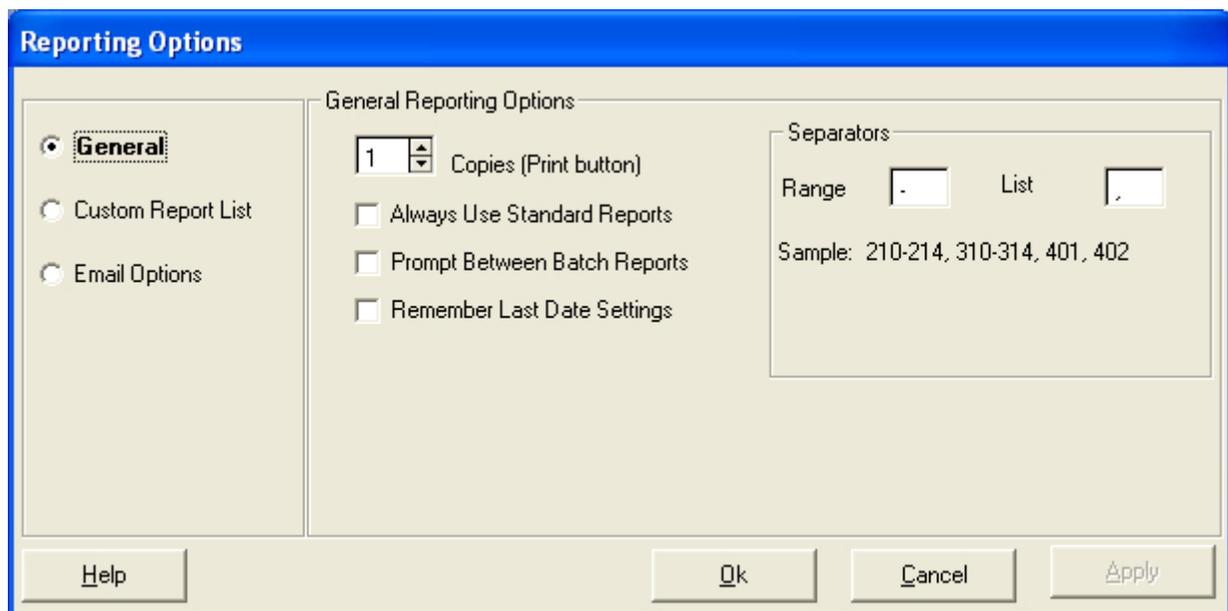
## Reporting Options

### *General Screen*

The Report Options dialog is used to configure the behavior of the reporting utility. This screen contains general configuration options.

#### How to Get Here

Reporting-->Reports-->Options Button-->General Radio Button



#### Field Descriptions

##### **Copies (Print Button)**

Enter the number of copies to print. This option only applies when reports are outputted to a printer (Print button).

##### **Always Use Standard Reports**

Any of the standard reports in the program can be customized and are found in the database folder. Standard reports are named using the format "gf\*\*\*\*\*.rpt", while custom reports are named using the format "cf\*\*\*\*\*.rpt". The program automatically uses custom reports if they exist. Check this box if you wish to use the standard version of a report for the cases where both versions exist.

##### **Prompt Between Batch Reports**

A report batch usually contains more than one report. Check this box to display a message box before each report is generated.

### **Remember Last Date Settings**

When the program starts, the report dates are automatically set to the current date. Previous date settings are always used from one report run to the next as long as the program has not been ended between runs. Check this box if you want the program to remember the previous date settings even after it has ended.

### **Separators (Range)**

A range can be specified for most reports that limit which records are included on a report. For example, when generating a Gross/Tare/Net report sorted by account, you can specify that only tickets for accounts 100 through 200 are to appear on the report. Normally a dash (-) is used to separate values in a range (100-200). If you prefer another character, enter it here.

### **Separators (List)**

A list can also be used to limit which records are included on a report. For example, when generating a Gross/Tare/Net report sorted by account, you can specify that only tickets for accounts 100, 110 and 120 are to appear on the report. Normally a comma (,) is used to separate values in a list (100,110,120). If you prefer another character, enter it here.

### **Ok Button**

Click this button to save Report Option changes and return to the Report screen.

### **Cancel Button**

Click this button to discard Report Option changes and return to the Report screen.

### **Apply Button**

Click this button to save Report Option changes and stay in the Report Options screen.

### **Help Button**

Click this button to display help for the current Report Options screen

## Reporting

We use Crystal Reports 9.0 as our reporting engine. Numerous standard reports are distributed with the application, each of which can be run with different sort and selection criteria. In addition, custom reports can be created and added. This screen allows you to access and run these reports.

### How to Get Here

Reporting-->Reports

The screenshot shows the 'Report32 Version 1.0.22' application window. The main area is titled 'Report Criteria' and is divided into several sections:

- Report Categories:** A list box containing 'Tonnage', 'Tonnage & Charges', 'Accounting', 'Listings', 'Custom Reports', and 'Batch Reports'. 'Tonnage' is selected.
- Reports in Category:** A list box containing 'Gross, Tare, Net' and 'Load Time'. 'Gross, Tare, Net' is selected.
- Transaction Selection:** A group box containing several dropdown menus: 'From Date' (3/20/2006), 'To Date' (3/20/2006), 'Transaction Type' (All), 'Direction' (All), 'Weighment' (All), 'Rcvbl / Payable' (All), 'Charge Type' (All), and 'List Sites' (empty).
- Detail Level:** A dropdown menu set to 'Detailed'.
- Media:** A dropdown menu set to 'File Email'.
- File Type:** A dropdown menu set to 'Plain Text'.
- Email to:** A dropdown menu set to 'None'.
- Sort Order:** A section with two columns for '1st Sort' and '2nd Sort'. Both are set to 'Ticket Number'. Below each column are 'List or Range', 'SubCat1', and 'SubCat2' dropdown menus.
- Page Breaks:** A checkbox labeled 'Page Breaks' which is currently unchecked.

At the bottom of the window, there are several buttons: 'Email Text File', 'Email Setup', 'Batch Setup', 'Options...', 'Help', and 'Quit'.

### Field Descriptions

#### Report Categories

Reports are organized in categories. Select a category from the list and the reports belonging in that category will appear in the reports list (immediately to the right). The

report categories are Tonnage, Tonnage & Charges, Accounting, Listings, Custom Reports and Batch Reports.

To add a custom report, create the report in Crystal Reports (.rpt file) and add it to the Custom Reports category by using the Reporting Options screen.

### **Reports in Category**

The reports in the selected category will appear in this list.

### **Detail Level**

This drop down list contains the detail levels available for the report you selected. The detail levels available for most reports are:

Detailed: One line printed for each transaction.

Summary: One summary line printed for each break in sort criteria.

Monthly Summary: Normal summary with additional totals printed for each month.

Weekly Summary: Normal summary with additional totals printed for each week.

Daily Summary: Normal summary with additional totals printed for each day.

Hourly Summary: Normal summary with additional totals printed for each hour.

### **Media**

Reports can be outputted to the following media:

Window: Report will be viewed on the screen.

Printer: Report will be sent to the Windows default printer.

File: Report will be saved as a file.

File Email: Report will be saved as a file and then e-mailed recipients of your choice.

### **File Type**

This drop down list is visible when either File or File Email is selected for a media type. You can choose from these file types for your output file:

Plain Text:	The report file will be formatted as a plain text file. Please note that the report in this file will
-------------	---

	not necessarily look the same as it does on the screen.
Comma Separated:	The report file will be formatted as a comma separated values file.
Tab Separated:	The report file will be formatted as a tab separated values file.
PDF:	The report file will be formatted as a PDF (Adobe Acrobat) file.
XLS:	The report file will be formatted as an Excel Spreadsheet.

### **Email to**

This drop down list is visible when File Email is selected for a media type. Select a group that you wish to email the report file. Email groups are defined in the Email Setup screen.

### **From Date, To Date**

From and to date selection criteria are available for reports that list or summarize transactions. Enter the date range for the transactions you want to include on these reports.

### **Transaction Type**

This criteria is available for reports that list or summarize transactions. Type selections available are:

All:	No transactions will be excluded based on type.
Exclude Voids:	Voided transactions will be excluded.
Voids Only:	Only voided transactions are included.
Exclude Finance Charges:	Finance charge transactions will be excluded.
Finance Charges Only:	Only finance charge transactions are included.
Exclude Voids and Fin Chgs:	Both voided and finance charge transactions are excluded.
Edited:	Only edited transactions are included.

### **Direction**

This criteria is available for reports that list or summarize transactions. Direction selections available are:

All	No transactions will be excluded based on direction.
-----	--

Incoming	Only incoming (weight in is greater than weight out) transactions are included.
Outgoing	Only outgoing (weight out is greater than weight in) transactions are included.

### **Weighment**

This criteria is available for reports that list or summarize transactions. Weighment selections available are:

All	No transactions will be excluded based on weighment type.
Weigh In / Weigh Out	Only transactions where the truck both weighs in and weighs out are included.
Single Weighment	Only transactions where the truck weighs out are included (stored tare weight, unit count, yard or floor/platform type weighments).

### **Rcvbl / Payable**

This criteria is available for reports that list or summarize transactions. Rcvbl / Payable selections available are:

All	No transactions will be excluded based on receivable / payable criteria.
Receivable	Only transactions generating receivable charges are included.
Payable	Only transactions generating payable charges are included.

### **Charge Type**

This criteria is available for reports that list or summarize transactions. Charge Type selections are:

All	No transactions will be excluded based on charge type.
Charge	Only charge transactions (no payment) are included.
Cash	Only cash transactions (payment equals charge) are included.

### **List Sites**

Enter a list of site codes for those transactions you wish to include in the report. Site code is a one character field that is defined in the Company Data screen. Multiple site codes should be entered with no intervening spaces. (e.g. To select site codes A, C and D, then enter ACD.)

### **Sort Field**

This drop down list contains the available sort fields for the selected report. Two sort fields are available (e.g. Account x Material).

### **List or Range**

For each sort field you can filter which records will be included in a report by entering a list, range, list of ranges or any combination of list and ranges appropriate to the sort field selected. The following are examples of list and ranges (assume we are sorting by account):

100,110,120	Accounts 100, 110 and 120 are included.
100-200	Account 100 through 200 inclusive are included.
100-200,500-600	Accounts 100 through 200 and 500 through 600 are included.
100,110,120,500-600	Accounts 100, 110, 120 and 500 through 600 are included.

The default separator for a list is the comma (,) and for a range the dash (-). Both these can be changed in the Report Options screen.

### **SubCat1, SubCat2**

This criteria is available for reports that list or summarize transactions. Entries in a material, price or category table can be further grouped into two separate and independent subcategories. These drop down lists contain the subcategories available for the selected sort field. Select the subcategory group you would like to include on this report.

### **Page Breaks**

Check this box if you would like a new pages for each break in sort field one.

### **Preview Button**

Click this button to generate your report and preview it on the PC screen. The report can be printed from the preview screen.

### **Print Button (n)**

Click this button to generate your report and print it to the Windows default printer. The number in parenthesis is the number of copies that will be printed. The number of copies is set in the Report Options screen.

### **Create Text File Button**

Click this button to generate your report and write it to a file. The format of the file is selected from the File Type drop down list.

### **Email Text File Button**

Click this button to generate your report, write it to a file and email it to the group specified. The format of the file is selected from the File Type drop down list and the group it gets emailed is selected from the Email to drop down list.

## Weighing Options

### *Configuration*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Configuration page contains parameters that control general screen behaviors.

#### How to Get Here

Weigh-->Options Button-->Configuration Radio Button

**Configuration Options**

List Order  
 Code       Description

Initial Focus  
 Screen 1: Truck  
 Screen 2: Job

Preload Weigh Screen Notes with Account Address:  
 None     Bill-To     Contact     Ship-To  
 Always preload with job data if present

	Note Label	Enabled
1	Name	Yes
2	Address	Yes
3	City	Yes
4	Memo	Yes
5		No

Display Message Center

Buttons: Help, Ok, Cancel, Apply

#### Field Descriptions

##### List Order

The drop down lists can be sorted by code (the 1st column) or by description (the 2nd column). This setting controls the list orders throughout the program. The sort order can also be toggled at any time by pressing the F11 key.

##### Initial Focus (Screen 1)

Select which control will receive the initial focus on the main Weigh screen.

### **Initial Focus (Screen 2)**

Select which control will receive the initial focus on the details Weigh screen.

### **Preload Weigh Screen Notes with Account Address**

Notes 21, 22 and 23 will appear on the details Weigh screen if they have been enabled. These notes can be preloaded with any of the three addresses stored with the bill-to account. In addition, you can instruct the program to always override the address with job instructions if they are available.

### **Notes List**

Up to 23 user defined notes can be attached to a transaction. You can access notes 1 through 20 by clicking the Notes button on details Weigh screen. Notes 21 through 23 are accessed directly on the screen. To enable a note field, enter a label name in the first column and a Y or N in the second column.

### **Display Message Center**

The message center is a box at the bottom of the details Weigh screen used to display pertinent information for the control that has the focus. For example, if the bill-to drop down list has the focus, the account name and address for the selected account will appear in the message center. Check this box to display the message center.

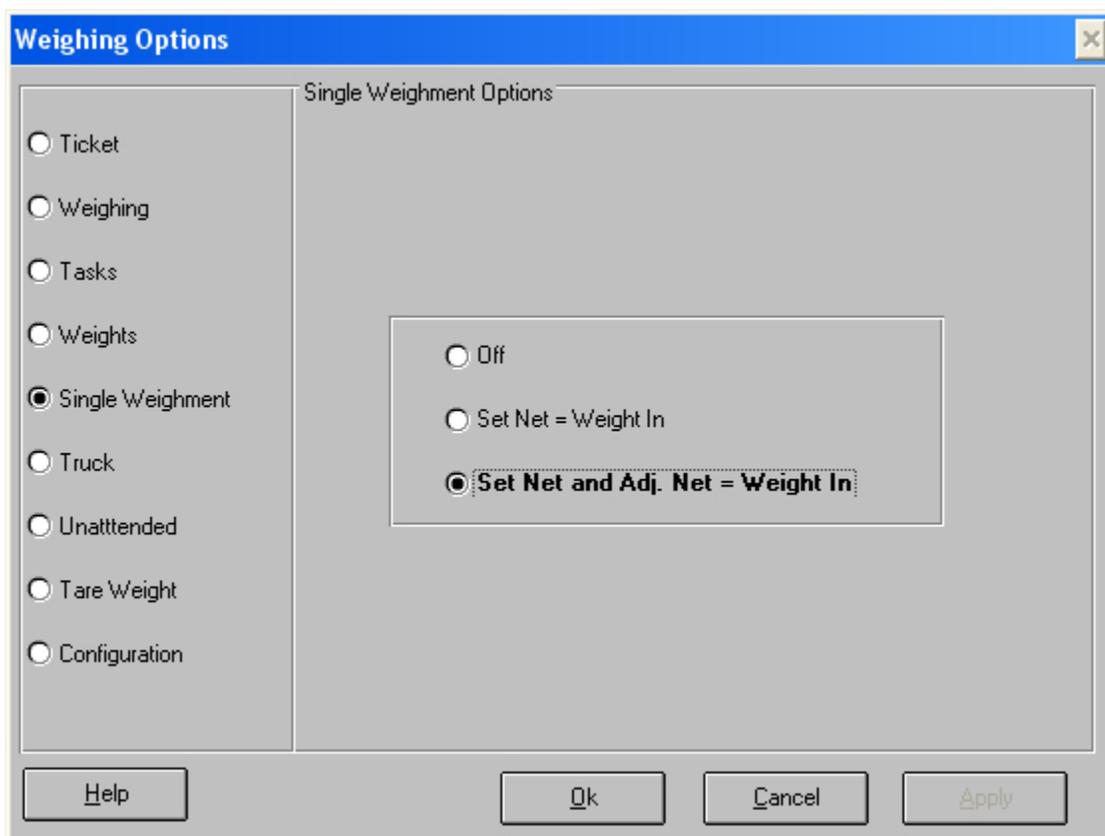
## Weighing Options

### *Single Weighment*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Single Weighment page contains parameters that control transactions that only require a gross weight (e.g. recycling operations).

#### How to Get Here

Weigh-->Options Button-->Single Weighment Radio Button



#### Field Descriptions

##### **Off**

Single weighments are not allowed.

##### **Set Net = Weight In**

A button will appear on the Weigh screen labeled Net. When this button is clicked, net weight will be set equal to the weight in and the transaction can be stored.

**Set Net and Adj. Net = Weight In**

A button will appear on the Weigh screen labeled Net. When this button is clicked, net weight and adjusted net weight are set equal to weight in and the transaction can be stored.

## Weighing Options

### *Tare Weight*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Tare Weight page contains parameters that control the updating of a truck tare weight.

#### **How to Get Here**

Weigh-->Options Button-->Tare Weight Radio Button

The screenshot shows a dialog box titled "Weighing Options" with a sub-section "Tare Weight Options". On the left, there is a vertical list of radio buttons for navigation: Ticket, Weighing, Tasks, Weights, Single Weighment, Truck, Unattended, Tare Weight (which is selected), and Configuration. The main area of the dialog contains four checkboxes: "Cancel Transaction After Updating Tare" (unchecked), "Lock Weight when Updating Tare" (checked), "Display Full Detail when Adding New Vehicle" (unchecked), and "Do Not Use Expired Vehicle Tares" (checked). At the bottom, there are four buttons: Help, Ok, Cancel, and Apply.

#### **Field Descriptions**

##### **Cancel Transaction After Updating Tare**

The update tare button is located on the details Weigh screen. Check this box to cancel the transaction and return to the main Weigh screen after a truck tare weight has been updated.

##### **Lock Weight when Updating Tare**

Check this box to lock the current weight on the scale while the truck tare weight is being updated.

**Display Full Detail when Adding New Vehicle**

When adding a new truck in the Update Tare screen, you can choose to update all the truck fields or just the truck id, hauler and tare weight. Check this box to display all truck fields for update.

**Zero Tare Weight when Vehicle Tare Expires**

Check this box to force the stored tare weight to zero when the vehicle tare weight expires.

## Weighing Options

### Tasks

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Tasks page contains the parameters that control the automatic refresh of the drop down and open ticket lists. It also allows commands or other programs to be automatically invoked.

#### How to Get Here

Weigh-->Options Button--> Tasks Radio Button

The screenshot shows the 'Weighing Options' dialog box with the 'Tasks' tab selected. On the left, a list of radio buttons includes 'Ticket', 'Weighing', 'Tasks' (selected), 'Weights', 'Single Weighment', 'Truck', 'Unattended', 'Tare Weight', and 'Configuration'. The main area contains the following fields:

- Task:** A dropdown menu showing 'Copy Database then Run Command'.
- Task Parameters:** A sub-dialog containing:
  - Frequency:** A dropdown menu showing 'On Demand'.
  - Interval (secs):** A text input field with '0' and up/down arrow buttons.
  - Trigger File:** A text input field with a browse button ('...').
  - Command:** A text input field with a browse button ('...').
  - Run in Minimized Mode:** An unchecked checkbox.
- Refresh DB Map to Network Drive:** A sub-dialog containing:
  - Drive Letter:** A text input field.
  - Path:** A text input field.

At the bottom of the dialog are buttons for 'Help', 'Ok', 'Cancel', and 'Apply'.

#### Field Descriptions

##### Task

This drop down contains a list of tasks that can be invoked automatically. The tasks are:

Refresh Drop Down Lists

The drop down lists for hauler account, bill-to account, job/orders, material,

	price and categories can be automatically refreshed. This feature can be used when other stations are sharing a common database and updating these tables while weigh transactions are being processed.
Refresh Open Ticket List	The open ticket list can be automatically refreshed. This feature is used when multiple weigh stations are processing transactions and sharing a common database. After the refresh, the open ticket list will show open transactions from all stations.
Run Command 1, 2, 3	Another program can be automatically invoked. For example, an accounting program may generate a list of orders that need to be imported into the job/order table. You can set this event to automatically detect this list and run the import/export utility.
Copy Database	Generate a copy of the database. The database is placed in the folder defined by the default backup path and is named "bummddy.mdb" where mmdyy is the current month, day and year.
Copy Database then Run Command	Generate a copy of the database then run the specified command. (See Run Command above.)

## Frequency

This drop down allows you to choose how often the task is triggered. Your choices are:

Off	The task is never triggered.
On Timed Interval	The task is triggered on a selectable timed interval.
On Demand	The task is triggered by the existence of a file.
After Each Ticket	The task is triggered after every completed ticket.

(Note: For multiple item tickets, the task is triggered after the last item has been completed.)

**Interval (secs)**

This field is enabled when frequency is set to *On Timed Interval*. Enter a time of 0 to 32000 seconds. If zero is entered, the task will never be triggered.

**Trigger File**

This field is enabled when frequency is set to *On Demand*. Enter the full path and name of a file that when detected, will trigger this task. Wild card characters (\* and ?) are allowed in the file name. The trigger file is deleted after the task has completed.

**Command**

This field is enabled for the *Run Command ?* events. This is a command line that will be executed when the task is triggered.

**Wait for Command to Complete**

Check this box to force the program to wait for the above command to complete before continuing. We suggest you check this box only when transactions are being processed in unattended mode.

**Run in Minimized Window**

Check this box to run the command in a minimized window (task bar icon only).

**Refresh DB Map to Network Drive**

The database may be located on a server on the network. The connection to that server may be lost. You can have the program automatically attempt to reconnect to the server if you supply the mapping information. Typically, a drive letter on your PC will be mapped to a folder on the server. An example would be drive I is mapped to \\myServer\Database\. The reconnection attempt will occur before every ticket.

## Weighing Options

### *Ticket*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Ticket page contains the parameters that affect ticket printing.

#### How to Get Here

Weigh-->Options Button-->Ticket Radio Button

The screenshot shows the 'Weighing Options' dialog box with the 'Ticket Options' tab selected. On the left, a vertical list of radio buttons includes 'Ticket' (selected), 'Weighing', 'Tasks', 'Weights', 'Single Weighment', 'Truck', 'Unattended', 'Tare Weight', and 'Configuration'. The main area is divided into several sections:

- Next Ticket:** Contains a 'Number' field with the value '6', a 'Type' dropdown menu set to 'charge.gtk', a 'View' button, and a 'Copies' spinner set to '1'. Below this is a 'Journal Type' dropdown menu, another 'View' button, and a 'Copies' spinner set to '1'. A 'Daily Ticket Note' text area contains the text: 'Welcom to our NEW System! Please be patient while we are learning.'
- Alternate:** A section with three fields: 'Number' (value '4'), 'Ticket Type' (dropdown menu), and 'Note' (spinner set to '1').
- Miscellaneous Features:** A list of checkboxes: 'Immediate Ticket' (unchecked), 'Multiple Items per Ticket' (checked), 'Enable Ticket Hold' (unchecked), 'Allow Presettings (no weights)' (unchecked), 'Print Incoming Ticket' (unchecked), 'Print Incoming Journal Ticket' (unchecked), and 'Assign Ticket # on Weigh Out' (unchecked).
- Reprinted Tickets:** A list of radio buttons: 'Ticket Printer' (selected), 'Journal Printer' (unchecked), and 'Both' (unchecked).

At the bottom of the dialog are four buttons: 'Help', 'Ok', 'Cancel', and 'Apply'.

#### Field Descriptions

##### **Next Ticket**

This is the next ticket number. This number is just one of four fields that uniquely identify a ticket in the database. The other fields are site code, item number and transaction type (charge, payment/receipt, finance charge, etc.). Therefore, in a networked environment, you do not have to worry about assigning each ticketing station a unique range of ticket numbers.

**Type**

This is the system default ticket format that will be used to print each ticket. Ticket format files have a .gtk extension and are located in the application folder. The system default ticket can be overridden by selecting a different ticket in the Weigh screen or assigning a ticket format to the customer account.

**View Button**

Click this button to view and edit the selected ticket format file in WordPad.

**Type Copies**

Select the number of tickets to print for each transaction.

**Journal Type**

You can assign the same or a different ticket format to print at the journal printer. In order to print a journal ticket, a format must be selected and the journal printer port must be configured.

**View Button**

Click this button to view the selected Journal ticket format file in WordPad. This button is inactive if no journal ticket format file is selected.

**Journal Copies**

Select the number of journal tickets to print for each transaction.

**Daily Ticket Note**

Enter up to a 100 character note that can be placed on the ticket.

**Alternate Number**

An alternate or secondary ticket number can be maintained and stored with the ticket in a note field. The alternate ticket number is incremented whenever a specific ticket format is printed.

**Ticket Type**

Select the ticket format that will trigger the alternate ticket number to be incremented and stored in a note field.

**Note**

Select the note field that will be used to store the alternate ticket number.

### **Immediate Ticket**

Check this box to print the ticket immediately without first showing the Print Ticket screen.

### **Multiple Items per Ticket**

Check this box to allow multiple items per ticket. When multiple items are enabled, the Print Ticket screen will include options to add a weighed, yard or unit count item.

### **Enable Ticket Hold**

Check this box to allow completed tickets to be held in the open ticket list. For example, a completed cash ticket can be held in the open ticket list while your customer walks to the scale house to sign and pay for the ticket. The ticket can be retrieved from the open ticket list at that point and the payment can be recorded.

### **Allow Presettings (no weight)**

Check this box to allow tickets to be placed in the open ticket list without any weight information. For example, you can start a ticket immediately upon the truck entering the yard by entering the truck id and clicking the store ticket button.

### **Print Incoming Ticket**

By default, a ticket is always printed on the outgoing (weigh out) side of a transaction. Check this box to also print a ticket on the incoming (weigh in) side. Both tickets will be printed using the currently selected ticket format. You can print a different incoming ticket by creating an incoming ticket format file (.itk). For example, if your ticket format file is *sample.gtk* and you also have a *sample.ikt* file, *sample.ikt* will be used for the incoming ticket and *sample.gtk* will be used for the outgoing ticket.

### **Print Incoming Journal Ticket**

If a journal printer port has been configured and a journal ticket format selected, a journal ticket will always be printed on the outgoing (weigh out) side of a transaction. Check this box to also print a journal ticket on the incoming (weigh in) side. The ticket format file naming scheme to print a different incoming journal ticket is identical to the scheme described above.

### **Assign Ticket # on Weigh Out**

Normally, the ticket number is assigned on the weigh in side of the transaction. This does not work if you have ticket stock with preprinted numbers. Check this box to assign the ticket number on the weigh out.

**Reprinted Tickets**

Tickets can be reprinted on the ticket printer, journal printer or both.

## Weighing Options

### *Truck*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Truck page contains parameters associated with the truck.

#### How to Get Here

Weigh-->Options Button-->Truck Radio Button

The screenshot shows a dialog box titled "Weighing Options" with a "Truck Options" tab. On the left, there is a list of radio buttons: Ticket, Weighing, Tasks, Weights, Single Weighment, **Truck** (selected), Unattended, Tare Weight, and Configuration. The main area contains the following fields and options:

- Transient Truck Account:** A field with "001" and a dropdown menu showing "Cash Customer".
- Use Truck History for Material, Customer and Job:**
- Show Gross Weight Limit on Weigh Screen Title Bar**
- Valid Transient Id:** Lower:  Upper:

At the bottom, there are buttons for Help, Ok, Cancel, and Apply.

#### Field Descriptions

##### **Transient Truck Account**

A transaction can be recorded with a truck that does not belong to any hauler in your database (transient). You can select the default hauler and bill-to account to use for these transactions. The system supplies an account called Transient for this purpose, although you may select any account you wish.

##### **Use Truck History for Material, Customer and Job**

When this box is checked, the material, customer (bill-to) and job will be set equal to the values on the previous ticket for this truck.

**Valid Transient Id: (Lower and Upper)**

You can place a numeric limit on what are acceptable transient truck id numbers. These fields are typically used in unattended operations where transactions are allowed to be started with a transient truck id (Truck In / Loop Out feature). For example, you may allow cash customers to drive on the scale and enter their telephone number at the unattended terminal to initiate a transaction. You can limit which telephone numbers are acceptable by entering lower and upper limits for the transient id number.

## Weighing Options

### *Unattended*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Unattended page contains parameters that control the unattended ticketing process.

### How to Get Here

Weigh-->Options Button-->Unattended Radio Button

**Weighing Options**

**Unattended Options**

RTSA / PDC Options

Drive on Delay: 0

Auto Return to Unattended

No Unattended Mult Items

Update Tare: [ ]

Cancel: [ ]

No Response: [ ]

Dir Change Preamble: [ ]

Drive Off Code: -1

Log Terminal Messages

Loadout / PDC Options

Auto Store

Auto Print

Load On Scale

Prompt	Status
Bill-to Acct	Off
Category 1	Disabled
Name	In
Job	Off
Recycle Bin	Off
Tare3	Disabled
Collection Stati	Off
Pit	Off
Category 4	Disabled
Note 2	Disabled
Note 3	Disabled
Note 4	Disabled
Note 5	Disabled
Material	Off
Price Table	Off

AutoTouch Options

Touch Screen

Hide Weights

Verify on Weigh-Out

Hide "None" Items

Hide Materials In Unattended Mode

Hide Materials in Unattended Mode Subcategory

SubCat1 (Type): [ ]

Subcategory Title	Show
Rock	No
Sand	Yes
Crushed	No

Transaction Started By

Truck

Job / Order

Job / Order and Truck

### Field Descriptions

#### **ATS-2 / PDC Options (Drive on Delay)**

The drive on delay value (in seconds) is used to time out unattended operations. It controls how long the program will wait for a truck to drive on the scale after the trucks badge id has been verified. It is also the maximum amount of time the program will wait for a driver to respond to a prompt or for the scale weight to stabilize.

**ATS-2 / PDC Options (Auto Return to Unattended)**

Check this box to automatically return to unattended mode after an attended transaction has been processed.

**ATS-2 / PDC Options (Update Tare)**

This is a key sequence that when entered by the truck driver in response to any prompt will update the truck tare weight and cancel the transaction in process. This only works if the truck is allowed to update its tare weight in unattended mode.

**ATS-2 / PDC Options (Cancel)**

This is a key sequence that when entered by the truck driver in response to any prompt will restart the transaction by prompting the driver reswipe or reenter his badge id.

**ATS-2 / PDC Options (No Response)**

This is a key sequence that designates no response to a prompt.

**ATS-2 / PDC Options (Dir Change Preamble)**

It may be necessary to process transactions in unattended mode where the material direction is not the default direction (incoming or outgoing). If the truck weighs in and weighs out the direction is determined from the two weights. However, if stored tare weights are used, this is no longer possible. You can set a key sequence that when entered in front of the material code will set the material direction to the opposite of the default direction.

This is typically used for returned materials. For example, if this value is 888 and the driver is returning washed sand (material code 100), he would enter 888100 in response to the material code prompt.

**ATS-2 / PDC Options (Drive Off Code)**

Enter the material code that will be attached to transactions that are recorded in the database when a truck drives across the scale without stopping or fails to complete the responses to all the unattended prompts. You can add a special material type called "Drive Off" for this purpose. A transaction is only generated if the truck's badge id has been verified before the drive off.

**ATS-2 / PDC Options (Log Terminal Messages)**

When this box is checked, all unattended communications with the data terminal are recorded in a file called error.log and placed in the application's Log folder. Buttons are provided to view and clear this log.

## Transactions Started By

Unattended transactions can be started by any of the following methods:

<b>Truck</b>	Start by entering or swiping a badge id. The truck must be present in the database.
<b>Truck In / Loop Out</b>	Start by entering any badge id. The truck does not have to in the database (transient). After completing the weigh-in process, the driver will be assigned a loop number which is the same as the ticket number. When the truck drives back on the scale to weigh out, the driver can start the weigh-out process by either entering the same badge id or the loop number.
<b>Job / Order and Truck</b>	Start by entering a job number and a badge id. The job and truck must be present in the database.

## Prompt List

The driver can be prompted for up to thirteen pieces of information, besides the badge id, in an unattended transaction. These include: bill-to account, job, 2nd tared vehicle id (trailer, container, etc), 3rd tared vehicle id, material, four user defined categories, price table and five user defined note fields. The prompts can occur on the weigh in, weigh out or both sides of the transaction.

Double click on the list entry to toggle the prompt status from **In** to **Out** to **Both** to **Off**. Prompt status is Disabled for user category tables, tared vehicle types and note fields that haven't been enabled.

## Up, Down Buttons

Click these buttons to move the selected prompt up or down in the list. The list order determines the order the prompts are seen by the truck driver.

## Weighing Options

### *Weighing*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Weighing page contains the parameters that affect the default direction of weighing operation and other miscellaneous features.

#### How to Get Here

Weigh-->Options Button--> Weighing Radio Button

**Weighing Options**

Ticket  
 Weighing  
 Tasks  
 Weights  
 Single Weighment  
 Truck  
 Unattended  
 Tare Weight  
 Configuration

**Weighing Options**

**Default Material Direction**  
 Incoming     Outgoing     Warn on Outgoing

**Job Totals per Material**  
 Display Daily Totals     Display Running Totals  
 Job Field 1:    
 Job Field 2:

Ask if Customer Received Change  
 List Jobs for Hauler Only  
 List Jobs for Bill-To Acct Only  
 Automatically Add Job Items  
 One Ticket Per Job  
 List Materials with Rates Only  
 Manual Entry in Selected Units

#### Field Descriptions

##### **Default Material Direction**

For transactions where a truck weighs in and a weighs out, the material direction is automatically determined by the two weights. If weight in is greater than weight out, the direction is incoming. Otherwise, it is outgoing. Transactions involving trucks with a stored tare weight only have one weighment. In these cases, the program needs to be told the material direction. Select the default material direction here: *incoming* or *outgoing*.

Check the *Warn on Incoming/Outgoing* box to display a message if the material direction for a transaction differs from the default.

### **Ask if Customer Received Change**

Check this box to display a reminder to the operator to give the customer his change when cash received exceeds the transaction charge.

### **List Jobs for Hauler Only**

Normally, all jobs appear in the job drop down list. Check this box to display only those jobs attached to the selected hauler account. Selecting this option will automatically unselect the List Jobs for Bill-To Acct Only option.

### **List Jobs for Bill-To-Acct Only**

Normally, all jobs appear in the job drop down list. Check this box to display only those jobs attached to the selected bill-to account. Selecting this option will automatically unselect the List Jobs for Hauler Only option.

### **Automatically Add Job Items**

A list of materials can be attached to a job. If a material is selected that is not on the list, the operator will be asked if it should be added. Check this box to automatically add a material to the job list and avoid being asked.

### **One Ticket Per Job**

Check this box to automatically inactivate a job after one ticket has been processed.

### **List Materials with Rates Only**

Check this box to include only those materials in the material drop down list that are in the selected price table.

### **Manual Entry in Selected Units**

You may have cases where you prefer to manually enter weights in tons instead of pounds. Check this box to allow the operator to manually enter weights in the selected ticket unit of measure.

### **Refresh Drop Down Lists**

The drop down lists in the Weigh screen can be automatically refreshed to reflect changes made by other users on a network. The refresh can occur on a time interval or after an outside application has completed a task (on demand). If *On Interval* is selected, you will

need to enter a time interval of 0 to 32000 seconds. (Zero will disable automatic refresh.) The *On Demand* refresh will occur when the program detects a file named odfrsh.log (odfrsh stands for on demand refresh) in a specified folder. You will need to supply the path to this folder. The file will be deleted after the drop down lists are refreshed.

### **Refresh Open Ticket List**

The open ticket list can be refreshed on a time interval. Enter an interval from 0 to 32000 seconds. Zero will disable automatic refresh of the open ticket list.

### **Recover DB Mapping**

The database may be located on a server on the network. The connection to that server may be lost. You can have the program automatically attempt to reconnect to the server if you supply the mapping information. Typically, a drive letter on your PC will be mapped to a folder on the server. An example would be drive I is mapped to \\myServer\Database\. The reconnection attempt will occur on the same time interval as the open ticket list refresh.

## Weighing Options

### *Weights*

The Weigh Option screens contain parameters that modify the behavior of the ticketing process in the Weigh screen. The Weight page contains weight values needed by the program to process a transaction.

#### How to Get Here

Weigh-->Options Button-->Weight Radio Button

**Weighing Options**

Weight Options

Ticket  
 Weighing  
 Tasks  
 **Weights**  
 Single Weighment  
 Truck  
 Unattended  
 Tare Weight  
 Configuration

**Special Weights**

Threshold: 100  
 Tolerance: 60  
 Zero Band: 0  
 Minimum Net Weight: 0  
 Maximum Net Weight: 0  
 Minimum Gross Weight: 0  
 Maximum Gross Weight: 0

**Set Point Weights**

Set Point Weight: 30000  
 Clear Set Point Weight: 300

**Warning Weights**

Warning Trigger Weight: 0  
 Warning Message:

**Miscellaneous**

Zero Return  
 Multiple Items (Weigh In = Previous Weigh Out)

**Display Target Weight As...**

No Display  
 Ticket Units

**Adjustments**

Percent of Load Label:   
 Percent Deduction Label:

#### Field Descriptions

##### **Threshold**

Threshold is the weight at which the program recognizes that a truck is on the scale. A transaction will not be stored unless a truck is on the scale. Threshold is also used frequently in unattended operations.

##### **Tolerance**

Tolerance is the weight at which the program recognizes movement on the scale. In most cases, the scale indicator will supply a flag or bit that is used to determine motion. Some indicators do not. In these cases, the program will determine scale motion using the tolerance value. Transactions cannot be stored while the scale is in motion.

### **Zero Band**

Zero Band is only used in unattended mode transactions. It is the weight about zero at which the program will automatically zero the scale. The scale must stabilize within this band and an auto zero command must be defined for the scale port before the zeroing takes place.

### **Minimum Net Weight**

You can require a minimum net weight for your transactions. Minimum net weight can also be set for each truck. The value entered here will be used for trucks with no minimum net weight specified.

### **Maximum Net Weight**

You can specify a maximum net weight for your transactions. Maximum net weight can also be set for each truck. The value entered here will be used for trucks with no maximum net weight specified. Zero disables the check for maximum net weight.

### **Minimum Gross Weight**

You can require a minimum gross weight for your transactions. Minimum gross weight can also be set for each truck. The value entered here will be used for trucks with no minimum gross weight specified.

### **Maximum Gross Weight**

You can specify a maximum gross weight for your transactions. Maximum gross weight can also be set for each truck. The value entered here will be used for trucks with no maximum gross weight specified. Zero disables the check for maximum gross weight.

### **Display Target Weight As**

The target weight is calculated as the total maximum gross weights for all the vehicles on the scale (truck, container, trailer, etc.) less the current tare weight. You can choose to display the target in the current *Ticket Units* or in one of two *user units*, if defined and a conversion factor has been specified for the selected material.

### **Zero Return**

Check this box to require the scale to return to zero before another transaction can be started.

### **Multiple Items (Weigh In=Previous Weigh Out)**

When processing multiple item weight transactions, you can check this box to automatically set the weight in for the current item to equal the weight out of the previous item.

### **Adjustments (Percent of Load Label)**

Your trucks may haul multiple materials in a single load. You can process a multiple item ticket with a single truck weighment by estimating the amount of each material on the load with a percentage. For example, 75% may be material A and 25% is material B. By entering a label name, a control will appear on the weigh screen that allows you to enter this percentage.

### **Adjustments (Percent Deduction Label)**

Grain operations typically deduct a percentage of the net weight for moisture content and foreign materials. By entering a label name, a control will appear on the weigh screen that allows you to enter this percentage.

## Weigh

### Details Screen

This screen appears when you start a new transaction or select an open ticket to complete.

#### How to Get Here

Weigh-->(Select Hauler, Truck, Job or Open Ticket)

The screenshot shows the 'Weigh' software interface with the following data:

Hauler		Truck		Trailer	
ABEL	Abel Landscaping	E10	34820		
Bill-to Acct		Job		PO	
EDEN Eden Stone					
Material		Zone		Pit	
1040 1 1/2" x 3/4" Ballast		-3 Unspecified		-1 None	
Memo 1		Memo 2		Memo 3	
W4520 Lime Road		Eden, WI 53019			
Bin		Price Table		Tax	
-1 None		-1		DEFAULT	
Charge		Freight		Other Tax	
\$77.63		\$0.00		\$3.11	
Total		Outgoing - Default Price		Charge Per Ton	
\$85.74		Charge Per Load <td colspan="2">\$7.00</td>		\$7.00	
		Freight Per Ton <td colspan="2">\$0.00</td>		\$0.00	
		Chg Tax %: (4.00, 4.00, 4.00) <td colspan="2">Frht Tax %: 0.00</td>		Frht Tax %: 0.00	
		Add Chg Tax %: 0.00 <td colspan="2">Paid</td>		Paid	
				\$0.00	
		Ref		Due	
				\$85.74	
Scale 1		Scale 2		Weight In	
57000 lb		Manual lb		34820 lb	
				Out	
				57000 lb	
				Net	
				22180 lb	
				11.09 Tons	
Truck Loads		Truck Qty		Job Loads	
0		0.00			
Job Loads		Job Qty			
Items		Tare...		Cancel	
99896		[1 items \$85.74]		Notes...	
				Print Ticket	

#### Field Descriptions

##### Hauler

Select the hauler account that will be attached to this ticket. If the ticket was started by truck id then hauler is automatically set to the account that owns the truck. The freight rate table attached to the hauler account will be used to calculate the freight charge on this ticket.

##### Truck and Transaction Direction

This is a drop down list of all trucks belonging to the selected hauler. If the hauler has no trucks, this field is disabled. If this is the weigh-in side of the transaction and the selected truck has a stored tare (empty weight), then you must specify the material direction: incoming or outgoing. If incoming is selected, then the weight out is set to the tare. If outgoing is selected, then weight in is set to the tare. The direction drop down list is initially set to the default material direction.

You can choose to ignore the stored tare by selecting *No Tare* from the direction drop down list.

If truck history is enabled then Bill-to Acct, Job and Material are set to the same values as the last ticket attached to this truck.

### **Trailer**

This is the second tared vehicle type defined in the Account Options screen and in this example contains all the trailers belonging to this hauler. If the trailer has a stored tare then it will be combined with the truck tare. The stored tare of the trailer is ignored if the truck has no stored tare or *No Tare* is selected.

### **Third Tared Vehicle**

In this example, no third tared vehicle is defined in Account Options, therefore, no control is present for that vehicle.

### **Bill-to-Acct**

Select the bill-to (customer) account that will be attached to this ticket. This is the account that will be invoiced for this ticket. Material, price table, tax code, category codes and ticket format will be changed to reflect the default settings for the account.

### **Job**

Select the job that will be attached to this ticket. This drop down list contains all jobs or only those jobs belonging to the current bill-to account. Bill-to account and PO are automatically set to the job's bill-to and PO. Material is automatically set to the material attached to the first job item.

### **PO**

Enter the PO number for the ticket.

### **Material**

Select the material being hauled. This drop down list normally contains all materials in the material table, but you can choose to list only those materials that have entries in the selected price table.

### **Price Table**

Select the price table that will be used to calculate the charge for this ticket. If a price cannot be found for the selected material in this table, the program will automatically use the price from the default price table.

A special entry is placed in the drop down list when price overrides are allowed called "Override Rates". When selected a pop up screen appears allowing you to manually enter material and freight prices. The material must also allow price overrides.

### **Tax**

Select the tax code that will be used to calculate taxes for this ticket.

### **Charge**

This field contains the material charge.

### **Freight**

This field contains the freight charge.

### **Add Button**

This button will only appear when a formula is defined for added charge. Clicking this button will display the added charge formula and allow you to enter the formula multiplier. Alternatively, you can enter the charge manually and not use the formula.

### **Frght Tax**

This field contains the freight tax.

### **Other Tax**

This field contains all other taxes except freight tax.

### **Total**

This field contains the total of all charges and taxes.

### **Charge Calculation Details**

The first line of the charge details displays the material direction and the source of the charge rates. Charge rates can come from the default price table, the selected price table or the job.

The next lines show the rate per ton, rate per load, freight rate, tax rates applied to each of the three constituent rates, tax rate applied to freight and tax rate applied to added charge.

### **Paid**

Enter the cash payment received on this ticket. Cash received must always equal the total charge for a cash ticket. If you enter an amount greater than the total charge, the program will automatically calculate the change due and assumes it has been received by the customer. Cash accounts must have the amount paid entered before the ticket can be completed.

### **Ref**

Enter a reference number for the cash payment.

### **Due / Change Due**

This field will display the amount due or the change due.

### **Weight In, Out, Net**

These fields display the weight in, weight out and net weight.

### **Unit of Measure**

You can specify a unit of measure to display on the printed ticket. Unit choices are: Pounds, Tons, Kilograms, Metric Tons, Yards or Unit Count.

For weight units, the program will calculate the ticket units and display them to the left of the control. For Yards and Unit Count, the ticket unit mirrors the values entered by the operator.

### **Truck Loads, Truck Qty**

These fields show the number of loads and quantity of material hauled today by the selected truck.

### **Job Loads, Job Qty**

These fields show the number of loads and quantity of material hauled today for this job.

### **Items button**

Click this button to display a summary of ticket items.

### **Tare button**

Click this button to update the tare weight of the selected truck. If other tared vehicles are selected in addition to the truck then display the tare update screen.

### **Cancel button**

Click this button to cancel processing this ticket. If this was a new ticket, then no ticket is created. If this was an open ticket, then the ticket remains open.

### **Notes button**

Click this button to display the notes screen.

### **Store Ticket / Print Ticket**

If the ticket is not yet complete (requires a weigh out), then the caption on this button will be "Store Ticket". Clicking the Store Ticket button will place this ticket in the open ticket list.

If the ticket is complete, then the caption on this button will be "Print Ticket". Clicking the Print Ticket button will store the completed ticket and update all associated tables (account, job, material inventory and truck history). The Print Ticket screen will then be displayed giving the operator a number of options to complete ticket processing.

# Weigh

## Main Screen

The main Weigh screen allows you to start a weighment transaction (ticket) by hauler account, truck id or job. It also lists the open transactions (tickets requiring a weigh out).

### How to Get Here

Weigh

Weigh: 06:30 PM Monday, July 19, 2004

Begin a new transaction by entering a value in one of these fields:

Hauler

Truck

Job

Truck in Yard / Open Ticket List

Ticket	Account	Note	Truck No.
Reopen	Reopen a multiple item ticket.		
A 99895-1	AA - American Asphalt	Green pickup	a1

Reprint Ticket Print Weight Options

Scale 1  
0 lb  
a

Scale 2  
Manual lb

99896

### Field Descriptions

#### Scale Indicators

There are two scale indicators available on the Weigh screen. The active scale is the scale being used by the program to record weights and is colored red with a lower case "a" in the lower right corner. You can change active scales by clicking on it or by pressing the Alt-S keys.

#### Hauler

This is a drop down list of all the hauler accounts. Accounts marked as inactive will not appear in this list. A transaction (ticket) is started when a hauler account is selected from the list.

### **Truck**

Use this field to start a transaction with a truck id.

### **Job**

This is a drop down list of all jobs. Jobs marked as inactive will not appear in the list. A transaction is started when a job is selected from the list.

### **Truck in Yard / Open Ticket List**

This is a list of open tickets that are not yet complete. They either require a weigh out or have been placed on hold. The list contains four columns: ticket number, hauler account, the contents of the first non blank note field and truck number. Ticket number is a combined field consisting of the site code, ticket number and ticket item number. In attended mode the truck number field contains the truck id and in unattended mode the badge id.

### **Reprint Ticket button**

Click this button to reprint a ticket. A message box will appear and prompt you for the ticket number to reprint. The response field is automatically set to the last ticket printed but can be changed to any ticket number.

### **Print Weight button**

Click this button to print a ticket showing the weight on the active scale. This does not create a database transaction. The format of the ticket is controlled by ticket file *prweight.gtk*.

### **Options button**

Clicking this button will display the Weigh Options screen. This screen contains numerous parameters that control the weighment process.

# Weigh

## *Multiple Items Screen*

This screen displays a summary of ticket items for a multiple item ticket. The multiple items per ticket feature and the Items button are enabled in the Weigh Options screen.

### How to Get Here

Weigh-->Select a Hauler, Truck, Job or Open Ticket-->Items button

### Field Descriptions

#### **Item List**

The multiple item summary displays the material, charge, amount paid and quantity for each ticket item. Total charge and total paid for all items is shown at the end of the list.

#### **Close button**

Click this button to hide the multiple item summary.

# Weigh

## Notes Screen

The notes screen allows you to attach notes to a ticket. Ticket notes are configurable and usually contain delivery instructions and data that can be exported to a 3rd party accounting package.

### How to Get Here

Weigh-->Select a Hauler, Truck, Job or Open Ticket-->Notes Button

The screenshot shows a software window titled "Weigh: 10:34 PM Monday, July 19, 2004". The main area contains input fields for "Name", "Address", "City", and "Memo". The "Memo" field contains the text "Green pickup". To the right of these fields are two checkboxes, both labeled "Stored with truck.". Below these fields are two buttons: "Store with Truck" and "Close".

On the right side of the window, there are two scale displays: "Scale 1" showing "42000 lb" and "Scale 2" showing "Manual lb". Below these are input fields for "Weight In" (42000 lb), "Out" (42000 lb), and "Net" (0 lb). A "Tons" display shows "0.00".

At the bottom right, there are two buttons: "Notes..." and "Store Ticket".

The status bar at the bottom shows a dropdown menu, the number "99895", and the text "[3 items \$22.48]".

### Field Descriptions

#### Note Fields

Up to 23 note fields can be configured and attached to a ticket each of which is 30 characters long. Note fields 1 through 20 are entered on this screen. Notes 21 through 23 are on the Weigh details screen.

#### Stored with truck

These words mark the note fields (either notes 1 and 2) that can be stored with the truck attached to this ticket.

**Store with Truck button**

Click this button to store the designated notes with the truck attached to this ticket.

**Close button**

Click this button to hide the notes screen.

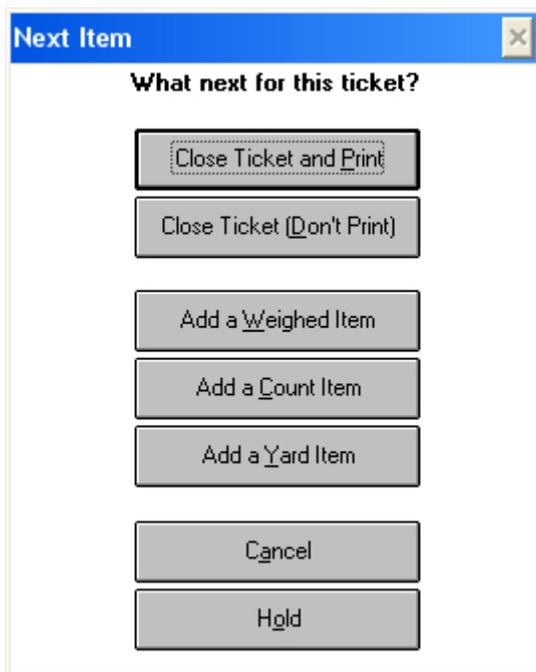
# Weigh

## *Print Ticket*

The print ticket screen allows you to choose from a number of options to complete a ticket.

### How to Get Here

Weigh-->Select Truck, Hauler or Job-->Print Ticket Button



### Field Descriptions

#### **Close Ticket and Print button**

Click this button to store and print the completed ticket.

#### **Close Ticket (Don't Print) button**

Click this button to store and not print the completed ticket.

#### **Add a Weighed Item button**

Click this button to store the completed ticket item and start a new ticket item with the weight in equal to the weight out of the completed item.

**Add a Count Item button**

Click this button to store the completed ticket item and start a new ticket item with the unit of measure set to Unit Count.

**Add a Yard Item**

Click this button to store the completed ticket item and start a new ticket item with the unit of measure set to Yards.

**Cancel button**

Click this button to return to the Weigh details screen. The completed ticket is not stored and not printed.

**Hold button**

Click this button to place the completed ticket on the open ticket list. The ticket can be selected from the open ticket list at any time for printing or to add additional items. This button is only available if ticket holds are enabled.

## Weigh

### *Update Tare Screen*

This screen is used to update tare weights for multiple tared vehicles; for example, a truck and trailer.

#### **How to Get Here**

Weigh-->Select Hauler, Truck, Job  
or  
Open Ticket-->Tares button

#### **Field Description**

##### **Hauler**

This is a drop down list containing all the hauler accounts. The field is initially set to the hauler selected in the Weigh screen.

##### **Which Tare are you updating?**

Select the vehicle whose tare weight is to be updated. You can choose an individual vehicle or a combined vehicle. For example, the tare weight may be for the truck, trailer or truck and trailer.

**Truck, Trailer, Tared Vehicle 3**

Enter the ids of the vehicles being updated. The id fields are enabled for those vehicles only and are initially set to the tared vehicles selected in the Weigh screen.

**Tare Values**

Enter the tare weights for the vehicles being updated. If the tare weight is for combined vehicles, then enter the weight in the combined field. The weight is initially set to the value in the active scale of the Weigh screen.

The tare update for a combined vehicle is not complete until the truck updates its tare. At that point the tare weight for the other vehicle can be calculated and updated. Suppose the combined tare for a truck and trailer is 36000 pounds. The truck drops off the trailer and then updates its tare. Let's say the truck tare is 33000 pounds. The trailer tare is then 3000 pounds.

**Save button**

Click this button to store the updated tare weights.

**Done button**

Click this button to return to the Weigh screen.