

TransAct 5.0 Quick Reference Guide

Login Procedures

1. Double-click the TransAct icon on the desktop.
2. Type the login name (i.e. admin) and press Enter.
3. If a password is assigned, type the password and press Enter.

Adding Tables: Add a New Account

1. Click Admin » Accounts.
2. If a blank form does not appear, click the New button.
3. Enter Account Id (required); Account Name (required); Address, City, State, Zip (optional); and Phone (optional).
4. Click the Save button

Note: 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 the Code (required) and Description (required).
4. Select an Inventory Unit of Measure.
5. Click the Save button

Note: To add additional materials, repeat steps 2-5)

Add a New Price Table

1. Click Admin » Categories » Price Table.
2. If a blank form does not appear, click the New button.
3. Enter the Code and Description.
4. Click the Save button.

Add Jobs

1. Enter Job Information.
2. Click Admin » Orders/Jobs.
3. If a blank form does not appear, click the New button.
4. Enter Order information: Id (required), Description (required), Customer (required), and Ordered Date (required).
5. Click the Save button.

Note: To add additional jobs, repeat steps 2– 5.

Enter Special 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 material grid have been saved or undone.

Database Maintenance: Backup TransAct Database

1. Select Admin » Utilities » Backup.
2. Verify the backup location and file name (default is C:\TransAct\backups).
3. Click the Backup button.

Note: Click the ellipse (...) button to change the backup location or file name.

Restore TransAct Database

1. Select Admin » Utilities » Restore.
2. Click the ellipse (...) 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 Weigh 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 (truck, trailer, etc.; bill-to account; material; notes, etc.) in the second form.
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 (bill-to account, material, notes, etc.) in the second form.
4. Click the Print Ticket button to print the transaction ticket. The Weigh In process is complete.

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.

Accounting Processes: 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.

Note: Invoice Date 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.

5. Select the Print Invoices radio button.
6. Click the View button.
7. Select Yes to make a backup, verify the drive and directory for the backup and click the Backup button.
8. An account list appears. Invoices will be generated for the selected account. Click the OK button to continue.

Note: Step 8 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.

9. Use the arrow buttons to navigate through the invoices and the printer button to print the invoices.
10. Click the X in the right corner to close the report window.
11. 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.

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.

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.

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.

Recording a Receipt (Payment)

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. Select the invoice to be reversed by double-clicking the N in the *Pay* column to change it to a Y.
5. 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. Select the invoice to be reversed by double-clicking the N in the *Pay* column to change it to a Y.
5. Click the Save button.

Editing Transactions and Reprinting Tickets: 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.

Running and Printing 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 Reporting 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.