



Installation / Operation Reference Manual

InterAct Software



Table of Contents

Table of Contents	2
Copyright Notice	7
<i>Trademarks</i>	7
About Interact	8
Login	9
Register	10
<i>Main Screen</i>	10
<i>Software Registration Screen</i>	12
User Table	14
Account Table	16
<i>Main Screen</i>	16
<i>Defaults Screen</i>	19
<i>Terms Screen</i>	21
<i>Balances Screen</i>	23
<i>Custom Screen</i>	26
<i>RSA Prompts Screen</i>	28
<i>Truck List Screen</i>	30
<i>Freight Rates Screen</i>	32
Truck Table	34
<i>Main Screen</i>	34
<i>Weight Limits Screen</i>	37
<i>History Screen</i>	39
<i>Custom Fields Screen</i>	41
Account Options	42
<i>Main Screen</i>	42
<i>Defaults Screen</i>	44
<i>Groups Screen</i>	46
<i>Trucks, etc. Screen</i>	48

<i>Truck Type Screen</i>	50
<i>Delivery Zones Screen</i>	52
<i>Custom Screen</i>	54
<i>RSA Prompts Screen</i>	55
Order/Job Table	57
<i>Main Screen</i>	57
<i>Miscellaneous Screen</i>	60
<i>Ordered Item</i>	62
Order/Job Options	65
<i>Material Screen</i>	66
<i>Price Table</i>	68
Category Table	70
Utilities	71
<i>Backup Database</i>	71
<i>Restore Database</i>	73
Backup Options	75
Import/Export Utility	77
<i>Definition Screen</i>	77
<i>Text File Format Screen</i>	81
<i>Options Screen</i>	83
<i>Record Selection Screen</i>	86
<i>Field Editor Main Screen</i>	88
<i>Field Editor Specification Screen</i>	90
SQL Update Utility	93
<i>Login Screen</i>	93
<i>Update Screen</i>	94
Company Data	96
Scale Port	97
<i>Setup Screen</i>	97
<i>Test Screen</i>	99

Ticket/Journal Printer Port	101
<i>Setup Screen</i>	<i>101</i>
<i>Test Screen</i>	<i>103</i>
Data Terminal Port	105
<i>Setup Screen</i>	<i>105</i>
<i>RTSA Test Screen</i>	<i>107</i>
<i>PDC Test Screen</i>	<i>109</i>
Score Board Port	111
<i>Setup Screen</i>	<i>111</i>
<i>Test Screen</i>	<i>113</i>
Tickets	114
Weigh	115
<i>Main Screen</i>	<i>115</i>
<i>Details Screen</i>	<i>117</i>
<i>Notes Screen</i>	<i>121</i>
<i>Multiple Items Screen</i>	<i>123</i>
<i>Print Ticket</i>	<i>125</i>
<i>Update Tare Screen</i>	<i>127</i>
Weighing Options	129
<i>Ticket</i>	<i>129</i>
<i>Weighing</i>	<i>132</i>
<i>Weight</i>	<i>134</i>
<i>Single Weighment</i>	<i>136</i>
<i>Truck</i>	<i>138</i>
<i>Unattended</i>	<i>140</i>
<i>Tare Weight</i>	<i>143</i>
<i>Configuration</i>	<i>145</i>
Accounting Setup	147
<i>Standard Terms Screen</i>	<i>147</i>
<i>Payment Terms</i>	<i>148</i>
<i>Price Screen</i>	<i>151</i>
<i>Added Charge Screen</i>	<i>153</i>

<i>Minimum Charge Screen</i>	155
<i>Rounding Screen</i>	156
<i>Miscellaneous Screen</i>	158
Taxing Authorities	159
Tax Codes	160
Prices	162
Invoices and Statements	165
<i>Invoice Screen</i>	165
<i>Sample Invoice</i>	168
<i>Statement Screen</i>	170
<i>Balance Forward Statement</i>	173
<i>Open Item Statement</i>	175
<i>Balance Forward (with Ticket List) Statement</i>	177
Invoice and Statement Options	179
Receipts and Payments	181
<i>Receipt Screen (Receivables)</i>	181
<i>Credit Screen (Receivables)</i>	184
<i>Reverse Receipt (Receivables)</i>	185
<i>Reverse Credit (Receivables)</i>	188
<i>Payment Screen (Payables)</i>	189
<i>Credit Screen (Payables)</i>	191
<i>Reverse Payment Screen (Payables)</i>	192
<i>Reverse Credit Screen (Payables)</i>	194
Receipt and Payment Options	195
Quick Scan	196
<i>Selection Criteria Screen</i>	196
<i>Transaction List Screen</i>	199
<i>Transaction Detail Screen</i>	201
<i>Transaction Charges Screen</i>	204
<i>Transaction Notes Screen</i>	207
Reporting	208

Report Options	212
<i>General Screen</i>	212
<i>Custom Screen</i>	214
<i>Batch Report Edit Screen</i>	216
FAQ	218
<i>Scale Indicator Configuration</i>	218
<i>Defining Categories</i>	220
<i>Ticket Format File (.gtk file)</i>	222
<i>Print Weight Ticket (prweight.gtk)</i>	232

Copyright Notice

Copyright © 2004. All Rights Reserved.

No part of this publication may be copied without the express written permission.

For information on Fairbanks Scales products and services including licensing, product support, and sales please contact your dealer/distributor.

This manual, is sold as is, without warranty of any kind, either express or implied, respecting the contents of this manual, including but not limited to implied warranties for the manual's quality, performance, merchantability, or fitness for any particular purpose. Neither Fairbanks Scales nor its dealers or distributors shall be liable to the purchaser or any other person or entity with respect to any liability, loss, or damage caused or alleged to have been caused directly or indirectly by this manual.

Trademarks

All terms mentioned in this manual that are known to be trademarks or service marks have been appropriately capitalized. Fairbanks Scales cannot attest to the accuracy of this information. Use of a term in this manual should not be regarded as affecting the validity of any trademark or service mark.

Interact® is our registered trademark

Windows® is a registered trademark of Microsoft Corporation.

Zip™ is a trademark of Iomega® Corporation.

Other product names mentioned in this manual may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

Information in this document is current to revision 4.0.45 of the Interact software and is subject to change without notice.

About Interact

Welcome, and thank you for purchasing the FB3000 with Interact® Inside. 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:

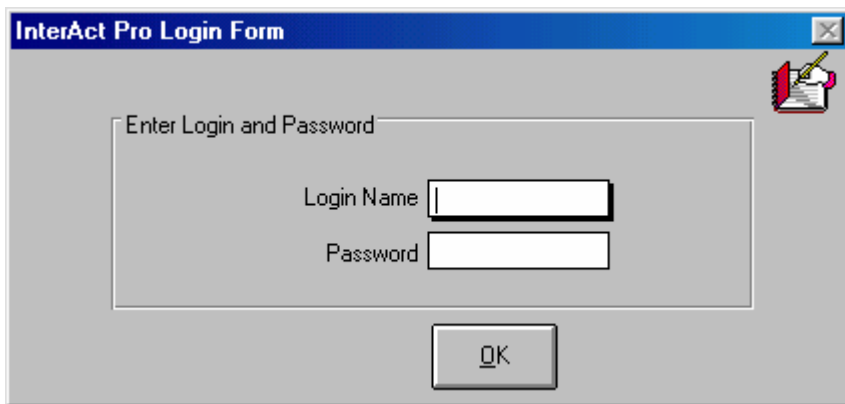
- Automatic Ticket Processing
- Ticket Editing, Voiding, and Reprinting
- Detailed and Summary Report Generation by Criteria Selection
- Three User Definable Tare Weights
- Direct Scale Interface to One or Two Scales
- Direct Interface to Ticket, Tape, Dot Matrix, and Laser Printers
- Detailed Customer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

Login

This is the first screen that appears after starting Interact 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-->Interact-->Interact

The image shows a screenshot of the 'InterAct Pro Login Form' window. The window has a blue title bar with the text 'InterAct Pro Login Form' and a close button (X) in the top right corner. The main area is light gray. At the top right of the main area is a small icon of a notepad with a pencil. Below this icon is a rectangular box with a gray border. Inside this box, at the top, is the text 'Enter Login and Password'. Below this text are two input fields: the first is labeled 'Login Name' and the second is labeled 'Password'. Below the 'Password' field is an 'OK' button with a small icon of a key.

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 (*).

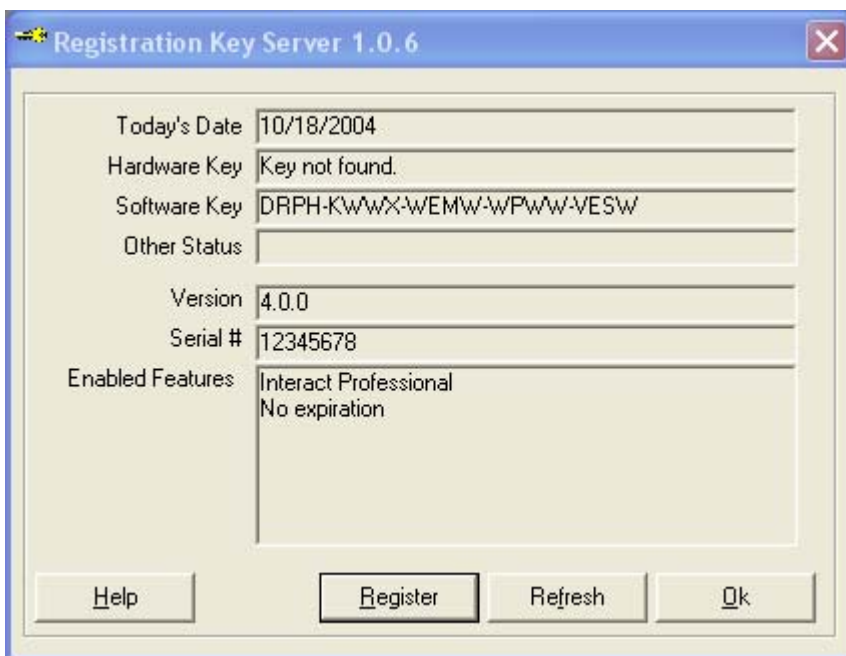
Register Main Screen

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 Fairbanks Scales 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



The screenshot shows a Windows-style application window titled "Registration Key Server 1.0.6". The window contains several text fields and buttons. The fields are arranged in a list-like format on the left, with their corresponding values in text boxes on the right. The values are: Today's Date: 10/18/2004; Hardware Key: Key not found.; Software Key: DRPH-K\W\X\WEM\W\WP\W\WES\W; Other Status: (empty); Version: 4.0.0; Serial #: 12345678; Enabled Features: Interact Professional, No expiration. At the bottom of the window, there are four buttons: Help, Register, Refresh, and Ok.

Today's Date	10/18/2004
Hardware Key	Key not found.
Software Key	DRPH-K\W\X\WEM\W\WP\W\WES\W
Other Status	
Version	4.0.0
Serial #	12345678
Enabled Features	Interact Professional No expiration

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 Fairbanks Scales 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.

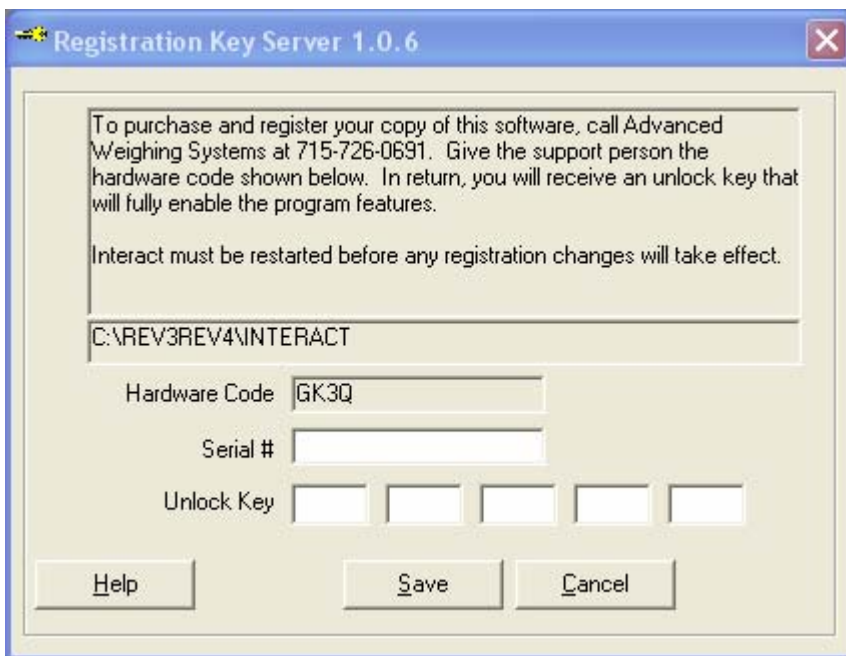
Registration

Software Registration Screen

This Registration Key Server screen is used to software register the truck scale application. Call Fairbanks Scales at the number provided on the screen and give the support analyst your hardware code along with the features you want enabled. 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



The screenshot shows a Windows-style dialog box titled "Registration Key Server 1.0.6". Inside the dialog, there is a text area with the following text: "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." Below this text, it says "Interact must be restarted before any registration changes will take effect." There is a text field containing "C:\REV3REV4\INTERACT". Below this, there are three input fields: "Hardware Code" with the value "GK3Q", "Serial #" which is empty, and "Unlock Key" which consists of five empty character boxes. At the bottom of the dialog are three buttons: "Help", "Save", and "Cancel".

Field Descriptions

Hardware Code

This is a code that is unique to your PC. You need to supply this code to Fairbanks Scales in order to register your software.

Serial #

The value for this field is supplied by Fairbanks Scales.

Unlock Key

This twenty (20) character code (five groups of four characters each) is also supplied by Fairbanks Scales 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

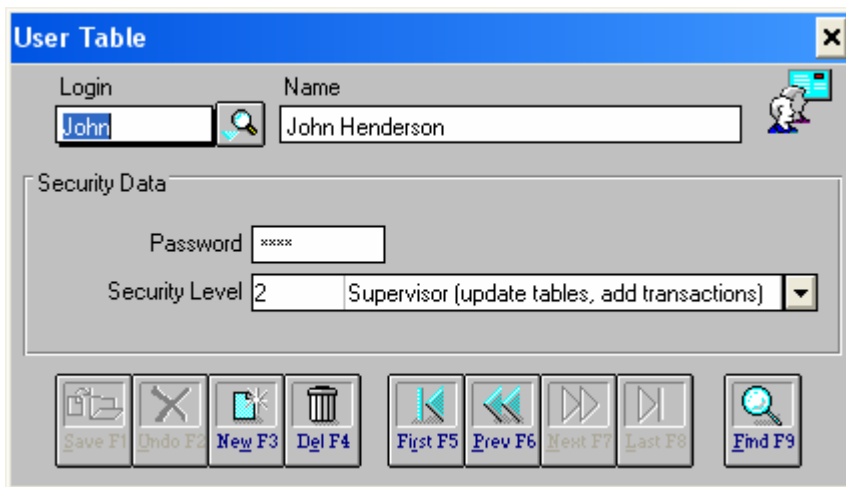
Click this button to ignore any new registration information and return to the Main Registration screen.

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 a 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. A 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.

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' window with a blue title bar. At the top, there are input fields for 'Id' (containing 'ALTMAN') and 'Name' (containing 'Altman Stone'), followed by checkboxes for 'Inactive' and 'Revoked'. On the left is a vertical menu with radio buttons for 'Main' (selected), 'Defaults', 'Terms', 'Balances', and 'Custom'. Below this menu are two buttons: 'Trucks, etc...' and 'Freight'. The main area contains a sub-section with radio buttons for 'Bill-To', 'Contact', and 'Ship-To'. To the right of these are fields for 'Contact', 'Address' (P.O. Box 45), 'City, State' (Bedrock, WI), 'Zip Code' (54751), 'Phone' (778-5432), 'Fax', and 'E-Mail'. Below this is another section with dropdown menus for 'Price Table' (4), 'Tax Code' (EXEMPT), 'Material' (1075), 'Ticket Type' (System Defalut Ticket), and 'Account Type' (Customer and Hauler). At the bottom 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'. On the far right, a 'Viewing:' dropdown menu is 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 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 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 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 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

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

Account Table

Id: ALTMAN Name: Altman Stone

☐ Inactive
☐ Revoked

☐ Main
☐ Defaults
☐ Terms
☐ Balances
☒ Custom

Trucks, etc...
Freight

Customer Specific Custom Fields

GL Rcvbl Acct
GL Rcvbl Code
Date Created

Hauler Specific Custom Fields

GL Payable Acct
GL Payable Code

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

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

RSA Prompts Screen

The Remote Scale Appliance (RSA) is a stand alone unattended terminal that performs ticket processing at a remote scale site. Account specific prompting and ticket printing at the RSA can be controlled from this screen. Check which tickets and prompts are to be enabled for this account. This data is exported to the RSA using the RSA Operations Utility.

How to Get Here

Admin-->Account-->RSA Prompts Radio Button

Account Table

Id: Name:

☐ Inactive ☐ Revoked

☐ Main
☐ Defaults
☐ Terms
☐ Balances
☐ Custom
☒ RSA Prompts

Trucks, etc...
Freight

☒ Print Weigh-In Ticket
☒ Print Weigh-Out Ticket
☐ Print Ticket Notes
☐ Prompt for Hauler Account
☒ Prompt for Bill-To Account
☐ Prompt for Job
☒ Prompt for Material
☐ Prompt for Pit
☐ Prompt for Bin

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

Print Weigh-In Ticket

When checked, a ticket will be printed on the weigh-in side of a transaction for this account.

Print Weigh-Out Ticket

When checked, a ticket will be printed on the weigh-out side of a transaction for this account.

Print Ticket Notes

When checked, note fields will be included on the ticket.

Prompt for (...)

The truck driver can be prompted for the following fields: Hauler account, Bill-to account, Job, Material and user defined category codes. When checked, the associated prompt will be enabled for this account.

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

The screenshot shows a window titled "Trucks, etc." with a close button (X) in the top right corner. Below the title bar, the text "ALTMAN Altman Stone" is displayed. On the left side, there are two radio buttons: "Truck" (which is selected) and "Trailer". To the right of the radio buttons is a table with the following columns: "Count", "Id", "Description", "Type", and "Tare". The table contains one row with the following data: "1" in the Count column, "a313" in the Id column, an empty cell in the Description column, "Unspecified" in the Type column (with a dropdown arrow), and "37660" in the Tare column. Below the table, there are two buttons: "Details..." and "Delete All". At the bottom of the window, there are five icons with labels: "Save F1", "Undo F2", "New F3", "Del F4", and "Close alt F12".

Count	Id	Description	Type	Tare
1	a313		Unspecified	37660

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.

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

Freight Rates [X]

ALTMAN Altman Stone

	Zone	Truck Type	Unit	Distance	Rate	Payable	Minimum	Min Pay
1	10mi	Unspecified	Tons	Unspecified	\$2.00	\$1.50	\$20.00	\$15.00
2	20mi	Unspecified	Tons	Unspecified	\$2.25	\$1.75	\$22.50	\$17.50
3	30mi	Unspecified	Tons	Unspecified	\$2.50	\$2.00	\$25.00	\$20.00
4	40mi	Unspecified	Tons	Unspecified	\$2.75	\$2.25	\$27.50	\$22.50
5	50mi	Unspecified	Tons	Unspecified	\$3.00	\$2.50	\$30.00	\$25.00
6	Other	Unspecified	Tons	Unspecified	\$3.25	\$2.75	\$32.50	\$27.50

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.

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, there's a title bar 'Truck Table' with a close button. Below it, the 'Id' field contains 'a313' and the 'Description' field contains 'Altman Big Blue'. An 'Inactive' checkbox is unchecked. A small truck icon is in the top right. On the left, there are four radio buttons: 'Main' (selected), 'Weight Limits', 'History', and 'Custom'. The main area is divided into several sections: 'Hauler' with a dropdown showing 'ALTMAN' and 'Altman Stone'; 'Tare Weight' with fields for 'Tare Weight' (37660 lb), 'Date Set' (3/8/2004), and 'Date Expires'; 'Properties' with fields for 'Badge' (1001), 'License', 'Truck Type' (Unspecified), and 'Axles' (0); 'Truck Notes' with two text areas for 'Note 1' and 'Note 2', and a 'Reset Notes Daily' checkbox; and 'Truck Flags' with five checkboxes: 'Weigh Only', 'Attended Mode Only', 'Unattend Tare Update', 'Hide Jobs (AutoTouch)', and 'Required: Trailer'. At the bottom, there's 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 a 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 a 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 a 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.

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.
Hide Jobs (AutoTouch)	This flag is used for unattended operations with the AutoTouch interface. When set, the driver will not be presented a list when prompted for job. The job must be entered into a text box.
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: a313 Inactive: ☐

Description: Altman Big Blue

☐ Main
☒ Weight Limits
☐ History
☐ Custom

Tare Weight Limits
Minimum: 37000 lb
Maximum: 38000 lb
Allow Violations (Warn Only): ☐

Gross Weight Limits
Minimum: 42000 lb
Maximum: 72000 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.

Load Out (Target Net Weight)

If the Load Out feature has been purchased, you can enter the target net weight for this truck. This is the amount of material that will be loaded on the truck by the Load Out terminal.

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: a313 Inactive: ☐

Description: Altman Big Blue

☐ Main
☐ Weight Limits
☒ History
☐ Custom

Last Order: No last order.
Last Account: ALTMAN Altman Stone
Last Material: 1075 Class "A"

Code	Description	Loads	Qty
------	-------------	-------	-----

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 is a special system supplied setting for this field called PROMPT. This setting is used in unattended operations only and will force the program to always prompt for job (assuming that job is an enabled prompt) regardless of the setting for the truck history option.

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 is a special system supplied setting for this field called PROMPT. This setting is used in unattended operations only and will force the program to always prompt for bill-to account (assuming that bill-to account is an enabled prompt) regardless of the setting for the truck history option.

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. You can manually change this field to another material if you desire.

There is a special system supplied setting for this field called PROMPT. This setting is used in unattended operations only and will force the program to always prompt for material (assuming that material is an enabled prompt) regardless of the setting for the truck history option.

Code, Description, Loads, Qty

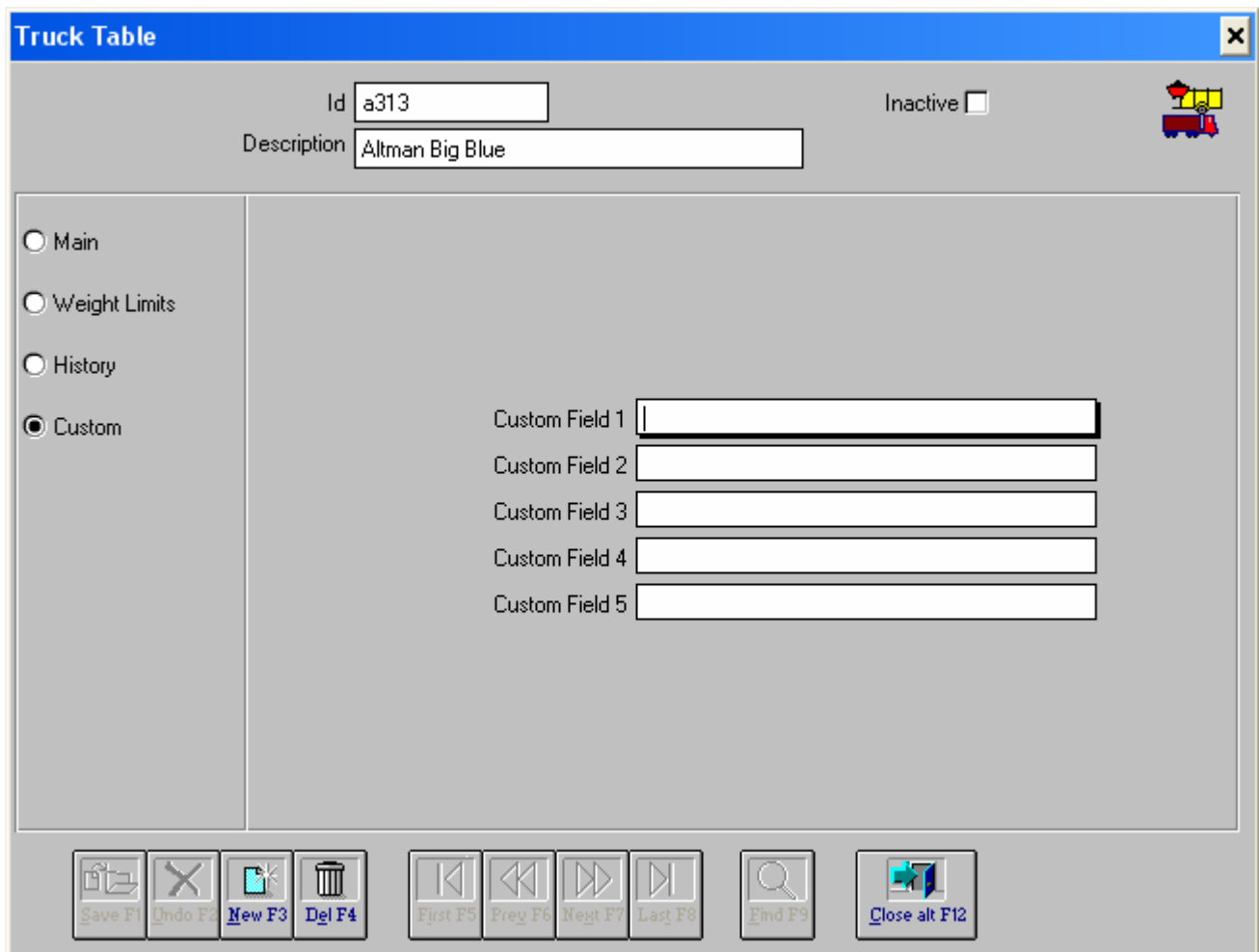
This box will contain the code, description, number of loads and quantity in tons for the last 5 materials hauled by this truck. This history is cleared daily.

Truck Table 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 input fields for "Id" (containing "a313") and "Description" (containing "Altman Big Blue"). To the right of these fields is an "Inactive" checkbox and a small truck icon. Below the input 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 horizontal input fields labeled "Custom Field 1" through "Custom Field 5". 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

Custom Field 1 through 5

Enter data for up to 5 user defined custom fields.

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

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

Account Configuration Parameters

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 a 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 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

Account Options

Default Values for New Accounts

☐ Main

☒ Defaults

☐ Groups

☐ Trucks, etc.

☐ Truck Types

☐ Delivery Zones

☐ Custom

Prices & Taxes

Price Table: -1 Default Price

Tax Code: EXEMPT Tax Exempt

Exemptions

☐ Finance Charge

☐ Freight

☐ Freight Tax

Categories

Material: -1 None

Pit: -1 None

Bin: -1 None

Help Ok Cancel 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 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 a 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

The screenshot shows the 'Account Options' dialog box with the 'Groups' radio button selected. The 'Define Groups' section contains two tables: 'Invoice Groups' and 'Statement Groups'. The 'Invoice Groups' table has four rows: 'Do Not Invoice' (Default: No), 'Daily' (Default: Yes), 'Weekly' (Default: No), and 'Monthly' (Default: No). The 'Statement Groups' table has four rows: 'Do Not Bill' (Default: Yes), 'Daily' (Default: No), 'Weekly' (Default: No), and 'Monthly' (Default: No). The 'Do Not Bill' row is highlighted in blue. At the bottom are buttons for 'Help', 'Ok', 'Cancel', and 'Apply'.

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

	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 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

The screenshot shows the 'Account Options' dialog box with the 'Trucks, etc.' radio button selected. The 'Truck, Trailers, Containers, etc. Properties' section contains a table for defining additional tared vehicle types. The table has two columns: 'Names' and 'Enabled'. The first row is for 'Truck', which is pre-filled and has its 'Enabled' checkbox checked. The second row is for 'Trailer', which is also pre-filled and has its 'Enabled' checkbox checked. The third row is empty, with an empty text box for the name and an unchecked 'Enabled' checkbox. Below the table, there is a 'Tare Automatically Expires' field set to '15' days. At the bottom of the dialog are buttons for 'Help', 'Ok', 'Cancel', and 'Apply'.

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. Truck cannot be changed..

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

Account Options

Truck Types

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

#	Description
1	Tandem
2	Triaxle
3	Semi
4	Quad

Add Delete

Help Ok Cancel Apply

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 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

Add Delete

Help Ok Cancel Apply

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 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

Define Custom Fields		
	Customer Specific	Enabled
Custom Field 1	GL Rcvbl Acct	<input checked="" type="checkbox"/>
Custom Field 2	GL Rcvbl Code	<input checked="" type="checkbox"/>
Custom Field 3		<input type="checkbox"/>
Custom Field 4		<input type="checkbox"/>
Custom Field 5		<input type="checkbox"/>

	Hauler Specific	Enabled
Custom Field 1	GL Payable Acct	<input checked="" type="checkbox"/>
Custom Field 2	GL Payable Code	<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 RSA Prompts Screen

The Account Options dialog is used to configure the Account Table screens. Before updating this screen it is important to know what prompts and ticket printing schemes have been configured in your Remote Scale Appliance (RSA). The same prompts and ticket printing schemes should be enabled on this screen. You can then configure the prompts for each hauler account in the Account screen or individual truck in the Truck screen.

How to Get Here

Admin-->Accounts-->Options Button-->RSA Prompts Radio Button

The screenshot shows the 'Account Options' dialog box with the 'RSA Prompts' radio button selected. The 'RSA Prompt Configuration' section contains a table with columns for 'Account' and 'Truck', each with 'Enabled' and 'Default' checkboxes. The 'Enabled' column for 'Account' has a small '<=' icon next to the first checkbox.

	Account		Truck	
	Enabled	Default	Enabled	Default
Print Weigh-In Ticket	<input checked="" type="checkbox"/> <=	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print Weigh-Out Ticket	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print Ticket Notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Hauler Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Bill-To Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Category 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Pit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Bin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Category 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Trailer			<input type="checkbox"/>	<input type="checkbox"/>
Prompt for Tare 3			<input type="checkbox"/>	<input type="checkbox"/>

NOTE: This form should coincide with RSA configuration.

Buttons: Ok, Cancel, Apply

Field Descriptions

Account Enabled Check Box

When checked, the prompt or ticket printing scheme is made available in the Accounts screen.

Account Default Check Box

Specify the default value for the associated prompt for a new account.

Truck Enabled Check Box

When checked, the prompt or ticket printing scheme is made available in the Trucks screen.

Truck Default Check Box

Specify the default value for the associated prompt for a new account.

Prompt Text Boxes

Enter the prompt label to be used in the Account and Truck screens for the four user defined category codes.

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 (Selected) | Miscellaneous

Accounting
 Customer: STABIL | Sta-Bilt Construction
 PD:

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

Buttons: Item Details... Add Item Delete Item Delete All Items

Bottom Bar: 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 a 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 a 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

A 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

Order/Job Table

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

☐ Main ☒ Miscellaneous

Price & Tax

Price Table: 1 Default Price

Tax Code: EXEMPT Tax Exempt

Hauler: Transient Transient Trucks

Custom Fields

GL Acct

Comp Code

Activity

First: 6/2/2004 7:40:37 AM

Last: 6/17/2004 7:43:50 AM

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

Viewing: Active Jobs

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.

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 a software window titled "Ordered Item". At the top, there's a "Material" field with the value "1081" and a dropdown menu showing "3/16\" Mixed Aggregate". To the right is a currency icon. Below this, the window is divided into several sections:

- Order Units:** Contains radio buttons for "Pounds", "Tons" (selected), "Yards", "Units", "Kilograms", "Metric Tons", "Cu Foot", and "User Units 2".
- Freight Rates (per Ton):** Includes "Total" and "Payable" fields, both set to "\$0.00". There are checkboxes for "Per Load" (unchecked) and "Use Item Freight Rate" (checked).
- Incoming Rates:** Includes "Material" and "SurCharge" fields, both set to "\$0.00". There are checkboxes for "Per Load" (unchecked), "Taxable" (unchecked), and "Discountable" (unchecked).
- Totals:** A table-like section with columns "Job" and "Today".

	Job	Today
Loads	50	0
Ordered	2500.0000 tn	
Delivered	1594.8200 tn	0.0000 tn
Remaining	905.18 tn	
- Direction:** Radio buttons for "Incoming" (unchecked) and "Outgoing" (selected).
- Outgoing Rates:** Includes "Material" and "SurCharge" fields, set to "\$6.17" and "\$9.57" respectively. There are checkboxes for "Per Load" (unchecked), "Taxable" (unchecked), and "Discountable" (unchecked).

At the bottom, there's a toolbar with icons for "Save F1", "Undo F2", "New F3" (highlighted), "Del F4", "First F5", "Prev F6", "Next F7", "Last F8", and "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 also be attached to each material ordered. If this box is checked, the freight rate attached to the materials will be used. Otherwise, the freight rates entered here are 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 a 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.

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"/>

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.

Category Table Material Screen

There are four user definable categories in the program used to group transactions for reporting purposes. Two of these categories are reserved for system purposes. One of these is the price table and the other is the material table. 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

The screenshot shows the 'Material Table' window with the following fields and controls:

- Code:** 1045
- Description:** 8" - 10" Gabien
- GL Account:** (empty)
- Options:**
 - ☐ Default Material
 - ☒ Allow Price Overrides
 - ☐ Mix / Load Out
- SubCat1 (Type):** (empty dropdown)
- SubCat2 (Yard):** (empty dropdown)
- Conversions:**
 - Pounds / Cu Foot: 75
- Inventory:**
 - Beginning: 4860.16 tn
 - Incoming: 0.00 tn
 - Outgoing: 35.41 tn
 - Balance: 4824.75 tn
- Inventory Units:** Disabled, Pounds, Tons (selected), Yards, Units
- Buttons:** Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Find F9

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 after all this the material code remains unset (None) then the material designated as the default material 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 a 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 Table Price Table

There are four user definable categories in the program used to group transactions for reporting purposes. Two of these categories are reserved for system purposes. One of these is the material table and the other is the price table. 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

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 after all this the price table code remains unset (None) then the price

table code designated as the default will be used. Only one price table code can be designated as the default.

Edit Table Button

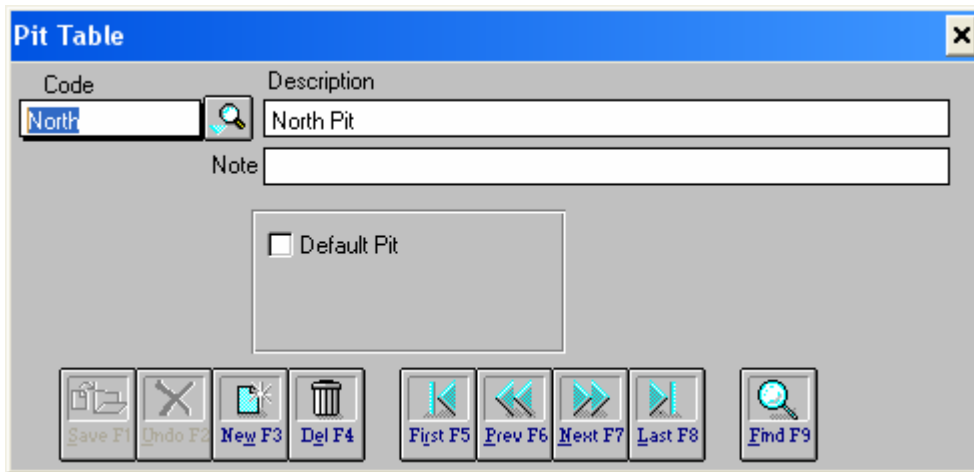
Click this button to display the Price screen that is used to enter the price for each of your materials.

Category Table

There are four user definable categories in the program used to group transactions for reporting purposes. Two of these categories are reserved for system purposes. One of these is the material table and the other is the price table. The remaining two tables are user definable.

How To Get Here

Admin-->Categories-->Category



The screenshot shows a window titled "Pit Table". It has two input fields at the top: "Code" with the text "North" and "Description" with the text "North Pit". Below these is a "Note" field. A checkbox labeled "Default Pit" is located below the "Note" field. At the bottom of the window is a toolbar with nine 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 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 after this the category code remains unset (None) then the code designated as the default will be used. Only one category code can be designated as the default.

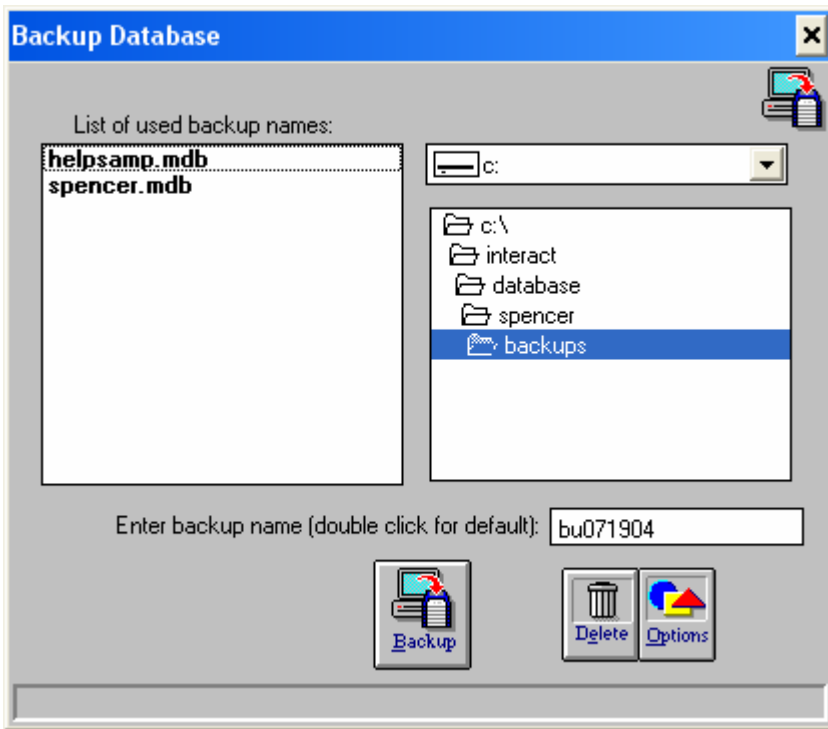
Utilities

Backup Database

This screen allows you to backup the database.

How to Get Here

Admin-->Utilities-->Backup



Field Description

List of Used Backup Names

This is a list of database backups located in the folder specified to the right. The program initially creates and uses a default backup folder within the application folder called *backups*. You can use any folder you want or create your own (with Windows Explorer).

Enter Backup Name (double click for default)

Enter the name you want to use for this backup. The name is limited to 8 characters. Double clicking the name field will set the name to a default value. The default name can be configured in the backup options screen.

Backup button

Click this button to start the database backup. The program will perform a database repair and compaction, placing the results in the backup database. It also makes a copy of the current initialization file (the name of this file is formed from the backup name with a ***ini*** extension).

Delete button

Click this button to delete the currently selected database.

Options button

Click this button to display the backup options screen.

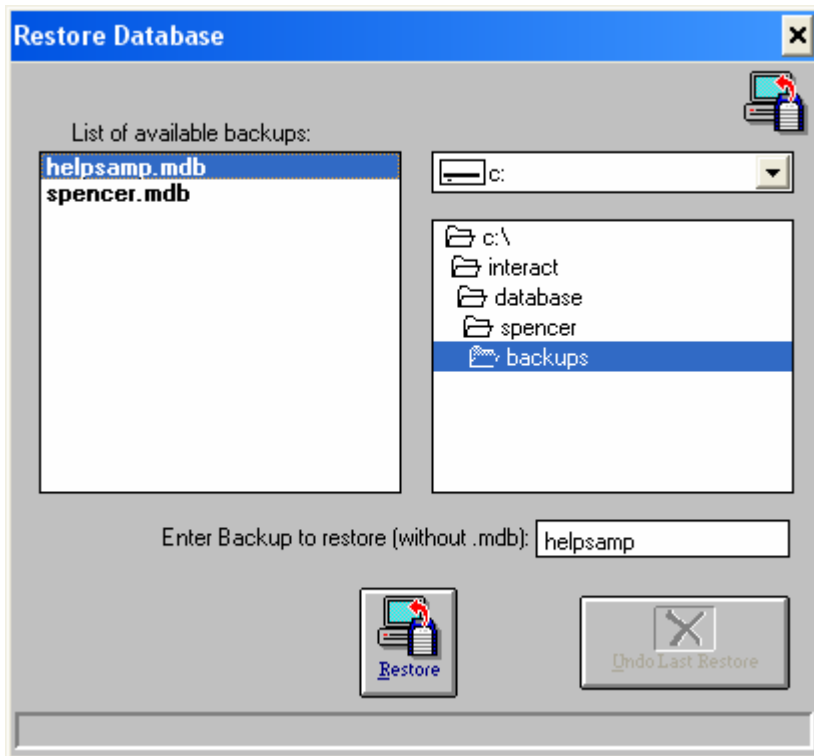
Utilities

Restore Database

This screen allows you to restore the database from a backup.

How to Get Here

Admin-->Utilities-->Restore



Field Descriptions

List of Available Backups

This is a list of database backups located in the folder specified to the right. Select the backup from the list that you want to restore. Double clicking on the backup will automatically start the restore.

Enter Backup to Restore (without .mdb)

You can also select the backup by manually entering the name (without the *.mdb*) in this field.

Restore button

Click this button to begin the restore. 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.

Undo Last Restore

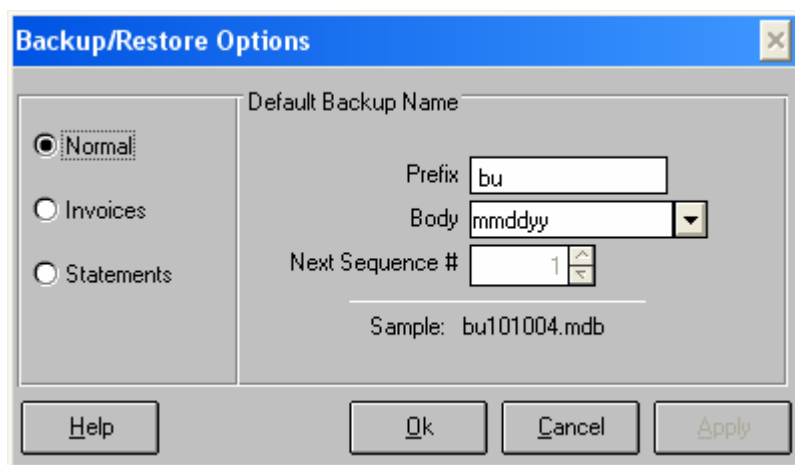
This button is enabled after you restore a backup. If you feel you have restored the wrong backup you can return the database to its original status (before the restore) by clicking this button.

Backup Options

This screen is used to configure the default backup names. There are separate configurations for normal, invoice and statement backups.

How to Get Here

Admin-->Utilities-->Backup-->Options Button



Field Descriptions

Normal

Click this radio button to display the default name configuration for a normal backup.

Invoices

A backup is performed before invoices are generated. Click this radio button to display the default name configuration for a invoice backup.

Statements

A backup is performed before statements are generated. Click this radio button 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 chose a date, sequence number or no body format.

Next Sequence

Set the next sequence number used to form the backup name.

Sample

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

Ok Button

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

Cancel Button

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

Apply Button

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

Help Button

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

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. A 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

The screenshot shows the 'Export Data' utility window. At the top, there are radio buttons for 'Import' and 'Export', with 'Export' selected. Below this is a 'Ranges' dropdown menu set to 'ALL' with a range of '000-999'. A 'Show All' checkbox is checked. The 'Choose a Routine' dropdown menu is set to 'Export Posted Transactions'. On the left side, there are four radio buttons for 'Definition', 'Formatting', 'Options', and 'Record Selection', with 'Definition' selected. The 'Definition' section contains the following fields: 'Routine Name' (Export Posted Transactions), 'System Assigned Id' (Export200), 'Database Table' (InvoiceTransTable), 'Field Definition' (GID200 Export Posted Transactions), 'Export File Directory' (APDIR\EXPORTS\), 'Log File Directory' (APDIR\EXPORTS\), and a 'Display' checkbox which is checked. There are 'View...' buttons next to the 'Field Definition', 'Export File Directory', and 'Log File Directory' fields. At the bottom, there are buttons for 'Help', 'Export', 'Delete', 'Save', and 'Quit'. The version number 'Rev. 1.0.32' is displayed in the bottom right corner.

Field	Value
Routine Name	Export Posted Transactions
System Assigned Id	Export200
Database Table	InvoiceTransTable
Field Definition	GID200 Export Posted Transactions
Export File Directory	APDIR\EXPORTS\
Log File Directory	APDIR\EXPORTS\

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 Fairbanks Scales with every installation.
Samples	300-399	Sample routines will be listed. Sample routines are numbered 300 through 399. These routines are also supplied by Fairbanks Scales and are meant to be used as examples for building your own routines.
RSA	500-599	RSA (Remote Scale Appliance) routines will be listed. RSA routines are numbered 500 through 599. Table data is exported to the RSA and imported from the RSA using the Import/Export Utility. These are the routines used for that purpose.

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 id's begin with "Export"

followed by a three digit number. Import routine id's 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 are 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

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. A 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' window 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. The 'File Format' section has 'Comma Delimited' selected. The 'Quoted Fields' section has 'None' selected. The 'Default File Name' section shows 'Prefix' as 'ex', 'Body' as 'mmddyy', 'Current Seq#' as '0', and 'Extension' as '.txt'. The 'Sample' text shows 'ex102604.txt'. The bottom of the window has buttons for 'Help', 'Export', 'Delete', 'Save', and 'Quit'. The version number 'Rev. 1.0.32' is displayed in the bottom right corner.

Export Data

☐ Import ☒ Export

Ranges: ALL 000-999

☐ Show All Choose a Routine

Export Options

☐ Definition ☒ Formatting ☐ Options ☐ Record Selection

File Format

☐ Tab Delimited ☒ Comma Delimited ☐ User Defined ☐ CSV

Quoted Fields

☐ Character Fields ☐ Numeric Fields ☐ All ☒ None

Default File Name

Prefix: ex Body: mmddyy Current Seq#: 0 Extension: .txt Sample: ex102604.txt

Help Export Delete Save Quit

Rev. 1.0.32

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:

Prefix	Enter the characters that begin the file name.
Body	The prefix is followed by the name body which can be the current date formatted as either mmddyy or mmddyyyy. 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.
Current Seq#	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.
Extension	Enter the characters that end the file name.
Sample	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. A 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

The screenshot shows the 'Export Data' dialog box with the 'Options' tab selected. The dialog has a title bar 'Export Data' and standard Windows window controls. At the top, there are radio buttons for 'Import' and 'Export', with 'Export' being selected. Below this is a 'Ranges' dropdown menu set to 'ALL' with a range of '000-999'. To the left of the main options area is a vertical list of tabs: 'Definition', 'Formatting', 'Options' (which is selected and highlighted with a radio button), and 'Record Selection'. The main area is divided into several sections: 'Options' (with sub-sections 'Duplicate Record Processing' and 'Import Options'), 'Import Change Log' (with sub-sections 'Duplicate Reject Log', 'Criteria Reject Log', and 'No Change Log'), and 'Export Options'. The 'Duplicate Record Processing' section has radio buttons for 'Update', 'Add Only' (selected), 'Ask', 'Merge Only', and a checkbox for 'Case Insensitive Compare'. The 'Import Options' section has checkboxes for 'Import depends on previous Import success' and 'Force unimported fields to default values'. The 'Import Change Log' section has radio buttons for 'Duplicate Reject Log', 'Criteria Reject Log', and 'No Change Log' (selected). The 'Export Options' section has checkboxes for 'Archive This Export', 'Email Export' (checked), and 'Append to Existing File'. At the bottom of the main area are three text input fields: 'Recipeint Address', 'Sender Address', and 'Server Address'. At the very bottom of the dialog are five buttons: 'Help', 'Export', 'Delete', 'Save', and 'Quit'. The version number 'Rev. 1.0.32' is displayed in the bottom right corner.

Export Data

☐ Import ☒ Export

Ranges: ALL 000-999

☐ Show All Choose a Routine: Sample Transaction Export

Options

☐ Definition
☐ Formatting
☒ Options
☐ Record Selection

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

Import Change Log

☐ Duplicate Reject Log
☐ Criteria Reject Log
☒ No Change Log

Export Options

☐ Archive This Export
☒ Email Export
☐ Append to Existing File

Recipeint Address: _____
Sender Address: _____
Server Address: _____

Help Export Delete Save Quit

Rev. 1.0.32

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.

Update	Always update the database with data from the import text file.
Add Only	Ignore duplicate records in the import text file.
Ask	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.
Merge Only	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:

Duplicate Reject Log	Include the list of duplicate records that were rejected.
Criteria Reject Log	Include the list of records that were rejected because they didn't meet all selection criteria.
No Change Log	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.

Email Export

When checked, the export file will be emailed to the recipient specified in the box below.

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.

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

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. A 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

The screenshot shows a Windows-style application window titled "Export Data". At the top, there are two radio buttons: "Import" (unselected) and "Export" (selected). Below these, there is a "Ranges" section with a dropdown menu showing "Samples" and a text box containing "300-399". To the left of this is a checkbox labeled "Show All". Below the ranges is a "Choose a Routine" dropdown menu showing "Sample Transaction Export".

The main area of the window is divided into two panes. The left pane contains four radio buttons: "Definition", "Formatting", "Options", and "Record Selection" (which is selected). The right pane is titled "Transaction Selection Criteria" and contains two radio buttons: "Criteria" (selected) and "SQL".

Under the "Criteria" section, there are several input fields and dropdown menus arranged in two columns:

- From Ticket: [text box]
- To Ticket: [text box]
- From Date: [text box with calendar icon]
- To Date: [text box with calendar icon]
- List Sites: [text box]
- Type: [dropdown menu]
- Customer: [dropdown menu]
- Hauler: [dropdown menu]
- Job: [dropdown menu]
- Material: [dropdown menu]
- Pit: [dropdown menu]
- Bin: [dropdown menu]
- Price: [dropdown menu]

At the bottom of the window, there are five buttons: "Help", "Export", "Delete", "Save", and "Quit". In the bottom right corner, the text "Rev. 1.0.32" is displayed.

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.

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 are 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

The screenshot shows the 'Field Editor' window with a blue title bar and standard Windows window controls. The window is divided into two tabs: 'Definition' (active) and 'Specification'. In the 'Definition' tab, there are four input fields: 'Range' with a dropdown set to 'ALL' and a range '000-999'; 'Field Definition' with a dropdown set to 'GID200 Export Posted Transactions'; 'Database Table' with a dropdown set to 'InvoiceTransTable'; and 'Description' with a text box containing 'Export Posted Transactions'. To the right of these fields are two radio buttons: 'Form' (selected) and 'Grid'. Below these fields is a section titled 'Used by these Import / Export Definitions' containing a list box with the entry 'Export200 - Export Posted Transactions'. At the bottom left is a 'Label6' text. At the bottom right are four buttons: 'Help', 'Delete', 'Save', and '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

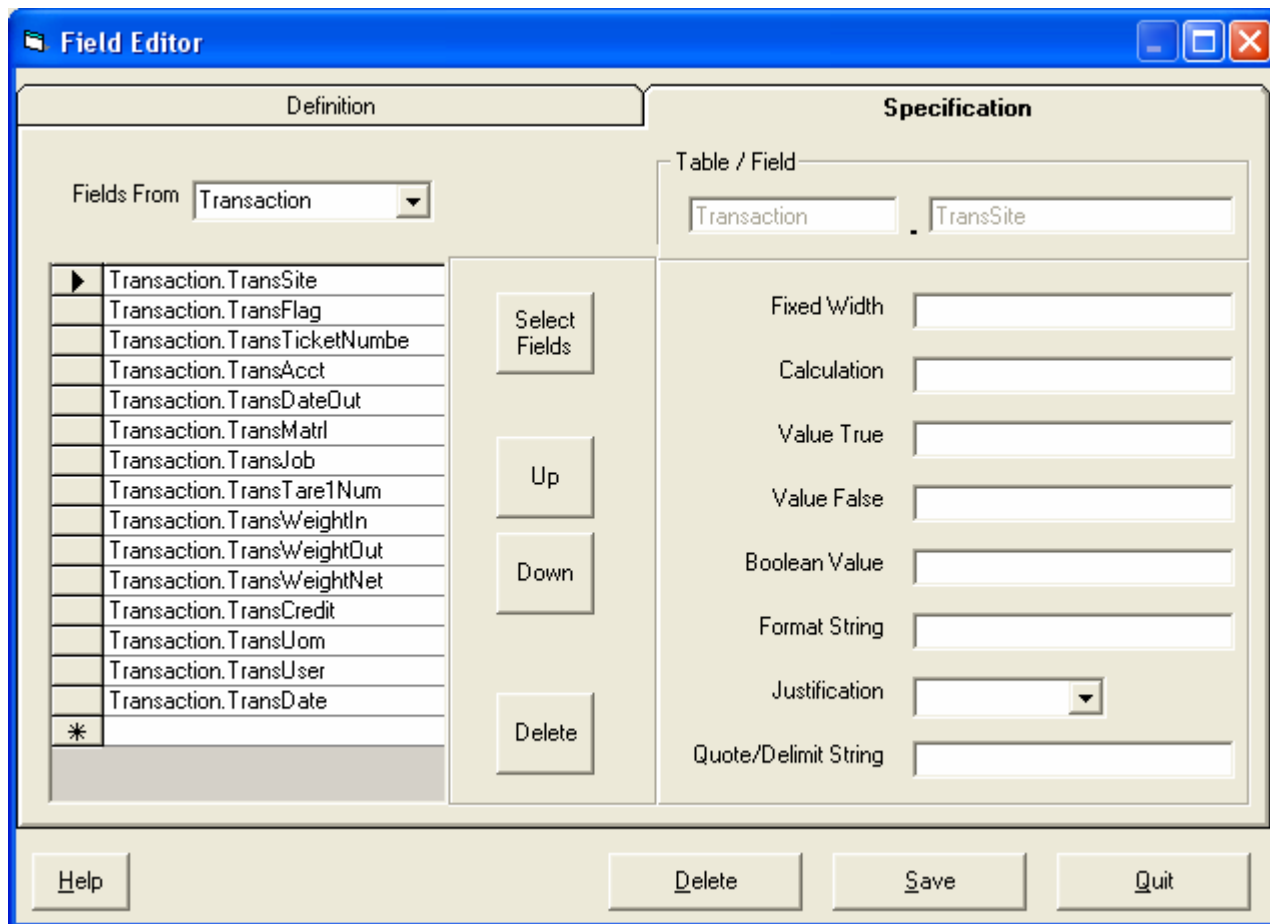
Field Editor Specification Screen

You must specify which fields from the selected database table will be imported or exported. This list of fields are 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 two tabs: 'Definition' and 'Specification'. The 'Definition' tab is active, showing a list of fields from the 'Transaction' table. The 'Specification' tab is also visible, showing fields for 'Transaction' and 'TransSite'. The 'Definition' tab includes a 'Fields From' dropdown set to 'Transaction', a list of fields with checkboxes, and buttons for 'Select Fields', 'Up', 'Down', and 'Delete'. The 'Specification' tab includes a 'Table / Field' section with 'Transaction' and 'TransSite' fields, and a list of specification options: 'Fixed Width', 'Calculation', 'Value True', 'Value False', 'Boolean Value', 'Format String', 'Justification', and 'Quote/Delimit String'.

Fields From	Transaction
<input checked="" type="checkbox"/>	Transaction.TransSite
<input type="checkbox"/>	Transaction.TransFlag
<input type="checkbox"/>	Transaction.TransTicketNumbe
<input type="checkbox"/>	Transaction.TransAcct
<input type="checkbox"/>	Transaction.TransDateOut
<input type="checkbox"/>	Transaction.TransMatrl
<input type="checkbox"/>	Transaction.TransJob
<input type="checkbox"/>	Transaction.TransTare1Num
<input type="checkbox"/>	Transaction.TransWeightIn
<input type="checkbox"/>	Transaction.TransWeightOut
<input type="checkbox"/>	Transaction.TransWeightNet
<input type="checkbox"/>	Transaction.TransCredit
<input type="checkbox"/>	Transaction.TransUom
<input type="checkbox"/>	Transaction.TransUser
<input type="checkbox"/>	Transaction.TransDate
<input type="checkbox"/>	*

Table / Field	Transaction	TransSite
Fixed Width		
Calculation		
Value True		
Value False		
Boolean Value		
Format String		
Justification		
Quote/Delimit String		

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:

Boolean Value

Enter the compare value. In this example "Exempt".

True Value

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.

False Value

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
<124>
Q<124>

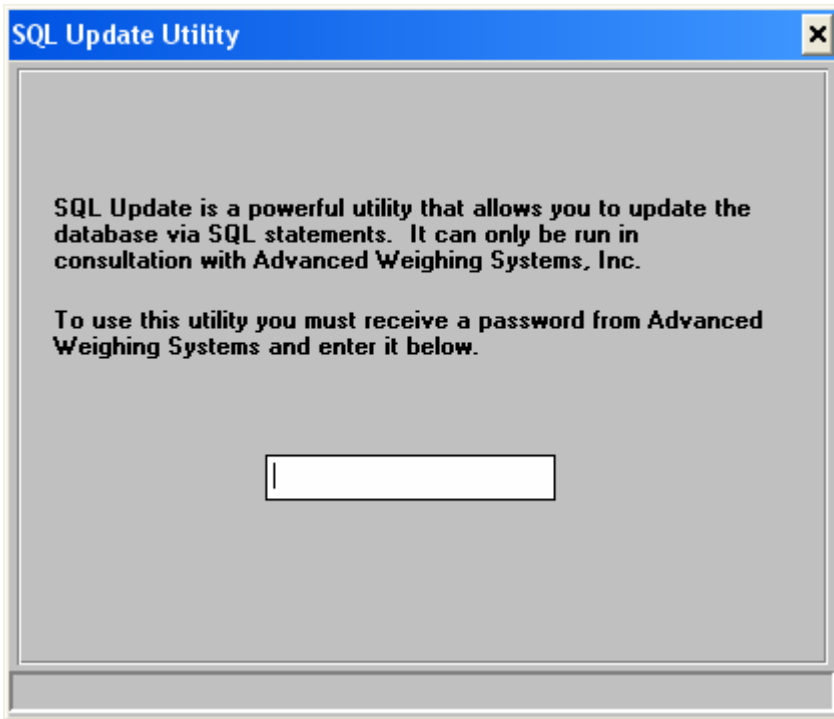
Encloses field in quotes (").
The delimiter for this field is the pipe character (|).
The field is enclosed in quotes and the delimiter is a pipe character.

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 Fairbanks Scales

How to Get Here

Admin->Utilities->SQL Update

A screenshot of a Windows-style application window titled "SQL Update Utility". The window has a blue title bar with a close button (X) on the right. The main content area is gray and contains the following text: "SQL Update is a powerful utility that allows you to update the database via SQL statements. It can only be run in consultation with Advanced Weighing Systems, Inc." followed by "To use this utility you must receive a password from Advanced Weighing Systems and enter it below." Below this text is a single-line text input field with a cursor at the beginning.

Field Descriptions

Password Text Box

Enter the password supplied by Fairbanks Scales to gain access to the SQL Update screen.

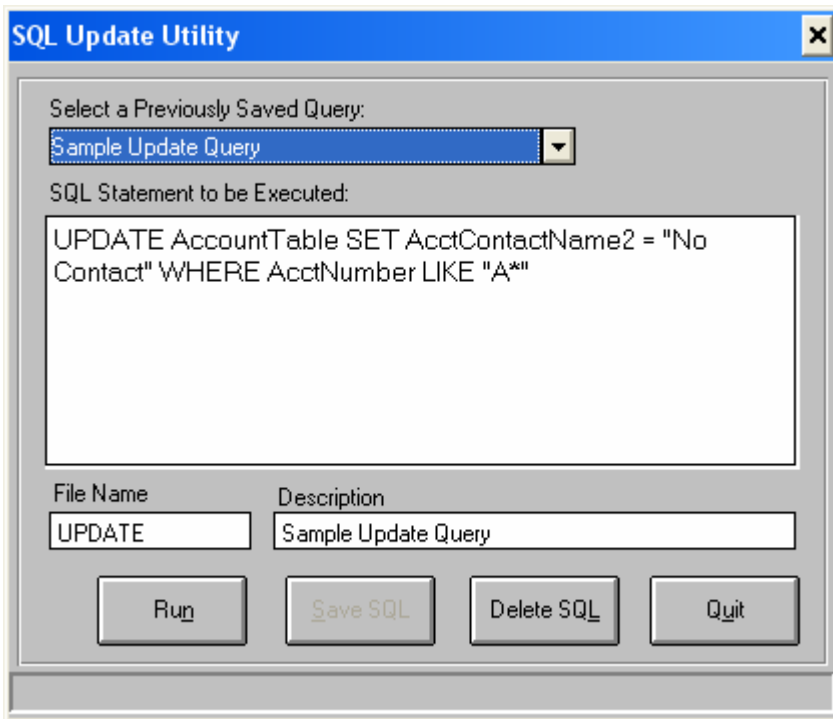
SQL Update Utility

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: UPDATE
Description: 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

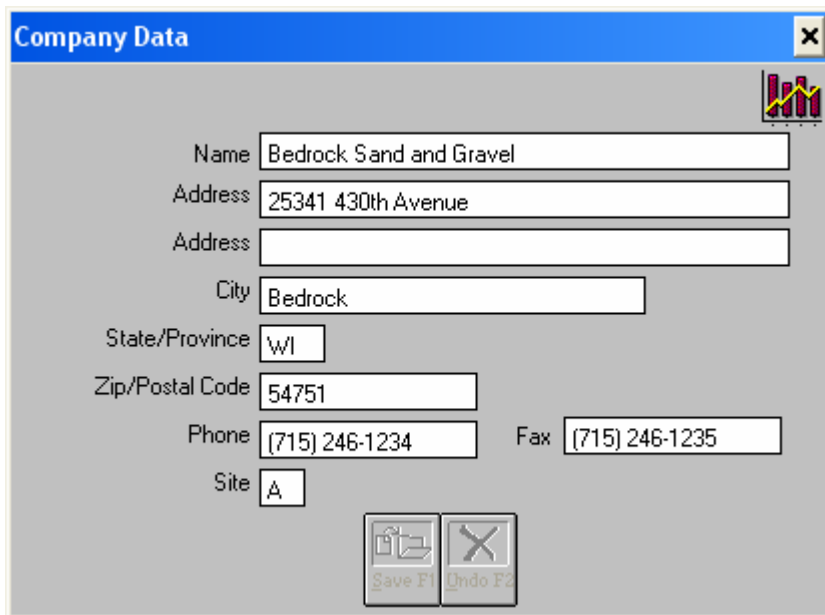
Click this button to quit the SQL Update Utility.

Company Data

Use this screen to enter your company name and address. If you have multiple sites running this program, you must uniquely identify each site with a code entered here.

How to Get Here

Admin-->Preferences-->Company Data



Field Descriptions

Name

This is a 40 character field containing your company name. This name will appear at the top of all reports, invoices and statements.

Address, City, State/Province, Zip/Postal Code, Phone, Fax

These are your company address fields.

Site

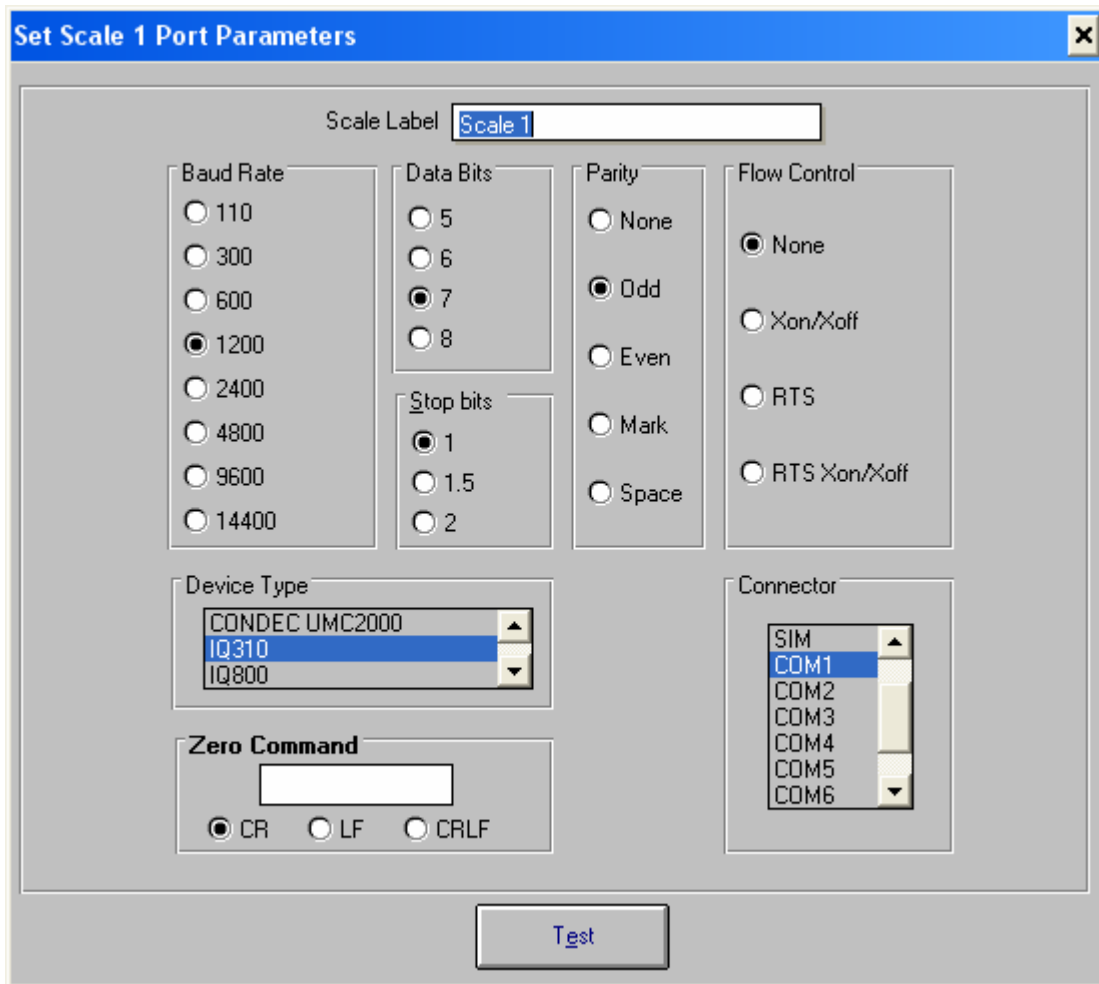
Your company may have multiple sites. Enter a one character code that uniquely identifies this site. This code is recorded with each ticket processed at this site.

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)



The dialog box titled "Set Scale 1 Port Parameters" contains the following fields and controls:

- Scale Label:** A text field containing "Scale 1".
- Baud Rate:** Radio buttons for 110, 300, 600, 1200 (selected), 2400, 4800, 9600, and 14400.
- Data Bits:** Radio buttons for 5, 6, 7 (selected), and 8.
- Stop bits:** Radio buttons for 1 (selected), 1.5, and 2.
- Parity:** Radio buttons for None, Odd (selected), Even, Mark, and Space.
- Flow Control:** Radio buttons for None (selected), Xon/Xoff, RTS, and RTS Xon/Xoff.
- Device Type:** A dropdown menu with options: CONDEC UMC2000, IQ310 (selected), and IQ800.
- Connector:** A dropdown menu with options: SIM, COM1 (selected), COM2, COM3, COM4, COM5, and COM6.
- Zero Command:** A text field with radio buttons for CR (selected), LF, and CRLF.
- Test:** A button at the bottom center.

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 yours is not listed, we recommend you call Fairbanks Scales for assistance in adding your indicator.

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	31	37	34	38	30	4C	0LG	...	17480L	
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	..	
02	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 a 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

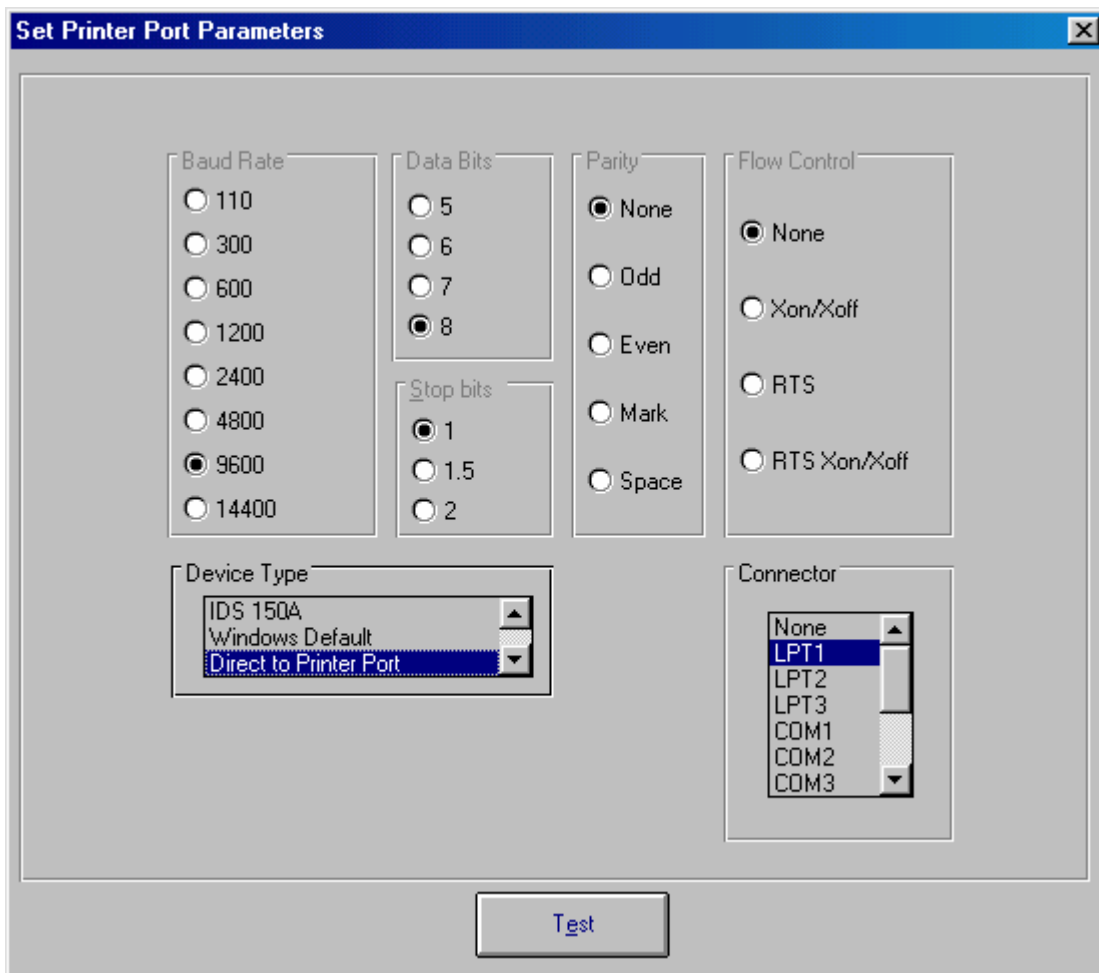
Clicking this button will turn on data from the serial port. The caption on the button will change to "Pause".

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



The dialog box titled "Set Printer Port Parameters" contains several configuration sections:

- Baud Rate:** Radio buttons for 110, 300, 600, 1200, 2400, 4800, 9600 (selected), and 14400.
- Data Bits:** Radio buttons for 5, 6, 7, and 8 (selected).
- Stop bits:** Radio buttons for 1 (selected), 1.5, and 2.
- Parity:** Radio buttons for None (selected), Odd, Even, Mark, and Space.
- Flow Control:** Radio buttons for None (selected), Xon/Xoff, RTS, and RTS Xon/Xoff.
- Device Type:** A list box with options: IDS 150A, Windows Default, and Direct to Printer Port (highlighted).
- Connector:** A list box with options: None, LPT1 (highlighted), LPT2, LPT3, COM1, COM2, and COM3.

A "Test" button is located at the bottom center of the dialog.

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.

All other printers in the list are serial (COM1 - COM8) printers and require serial port settings.

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

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

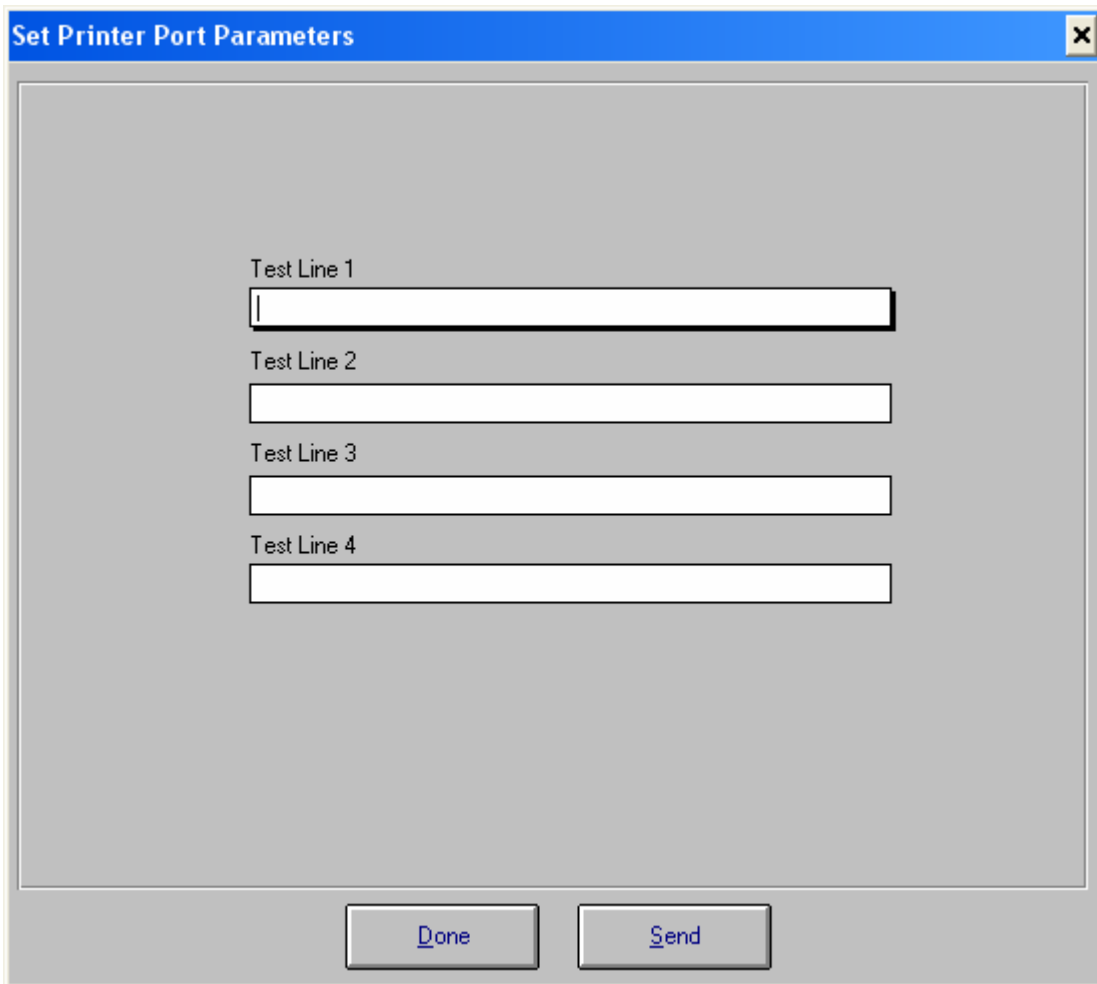
Click this button to display the printer test screen.

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



Set Printer Port Parameters

Test Line 1

Test Line 2

Test Line 3

Test Line 4

Done 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

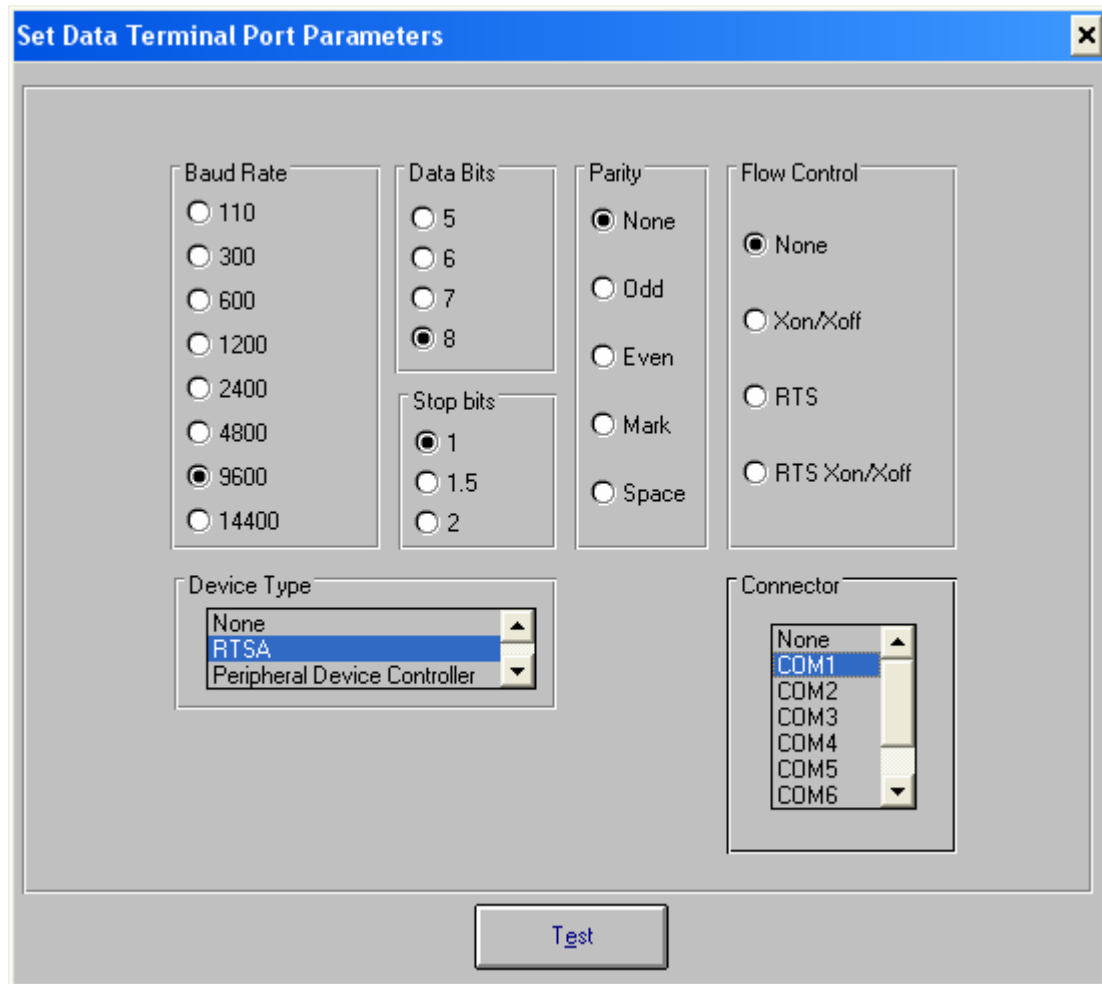
Clicking this button sends the four test lines to the configured ticket printer.

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



The dialog box titled "Set Data Terminal Port Parameters" contains several configuration sections:

- Baud Rate:** Radio buttons for 110, 300, 600, 1200, 2400, 4800, 9600 (selected), and 14400.
- Data Bits:** Radio buttons for 5, 6, 7, and 8 (selected).
- Stop bits:** Radio buttons for 1 (selected), 1.5, and 2.
- Parity:** Radio buttons for None (selected), Odd, Even, Mark, and Space.
- Flow Control:** Radio buttons for None (selected), Xon/Xoff, RTS, and RTS Xon/Xoff.
- Device Type:** A dropdown menu with options: None, RTSA (highlighted), and Peripheral Device Controller.
- Connector:** A dropdown menu with options: None, COM1 (highlighted), COM2, COM3, COM4, COM5, and COM6.

A "Test" button is located at the bottom center of the dialog.

Field Descriptions

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

These fields are only used when for the RTSA (Real Time Scale Appliance) 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 RTSA 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:

RTSA (Real Time Scale Appliance)

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.

Peripheral Device Controller (PDC)

A software based unattended system that communicates directly with this application to prompt the truck driver for information needed to process a transaction. The PDC controls numerous hardware devices including traffic lights, gates, keypads, external displays, RFID scanners and bar coded badge readers.

Auto-Touch

A specially designed Weigh screen meant to use with a touch screen monitor.

Auto-Touch with PDC

Auto-touch and the Peripheral Device Controller combined.

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 RTSA is the only data terminal device that you need to specify a serial port connection.

Test button

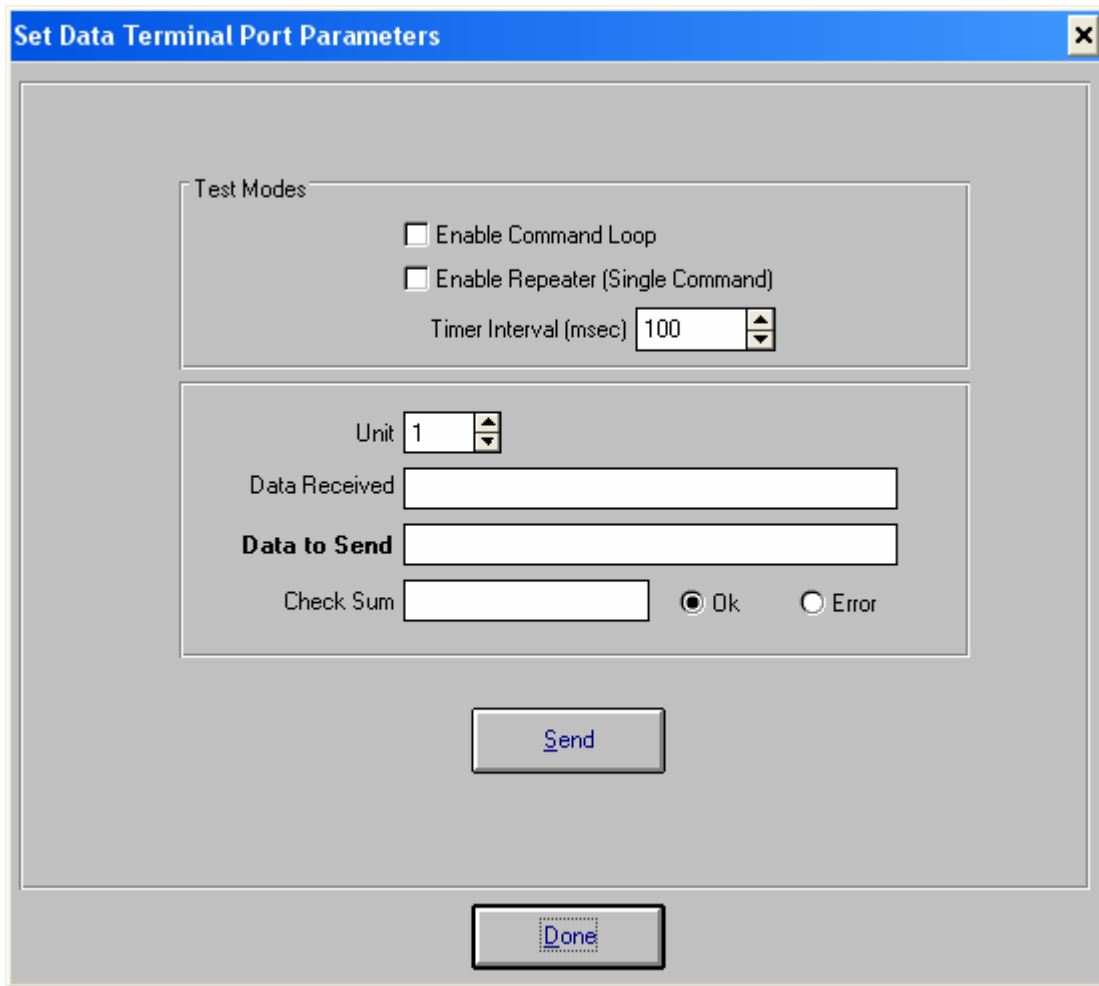
Click this button to display the data terminal test screen for either the RTSA or PDC..

Data Terminal Port RTSA Test Screen

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

How to Get Here

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



The dialog box titled "Set Data Terminal Port Parameters" contains the following elements:

- Test Modes** section:
 - ☐ Enable Command Loop
 - ☐ Enable Repeater (Single Command)
 - Timer Interval (msec): 100 (with up/down arrows)
- Unit**: 1 (with up/down arrows)
- Data Received**: empty text field
- Data to Send**: empty text field
- Check Sum**: empty text field
- Radio buttons: ☒ Ok, ☐ Error
- Send** button
- Done** button

Field Descriptions

Enable Command Loop

When this box is checked the RTSA 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 RTSA.

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 RTSA in response to a command.

Data to Send

Enter a command to send to the RTSA.

Attended	Place RTSA in attended mode
Unattended	Place RTSA 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 RTSA
SetPrompt	Set drive prompt
Rezero	Zero scale indicator

Check Sum

The RTSA returns the sequence number for the command to which it is responding.

Send Button

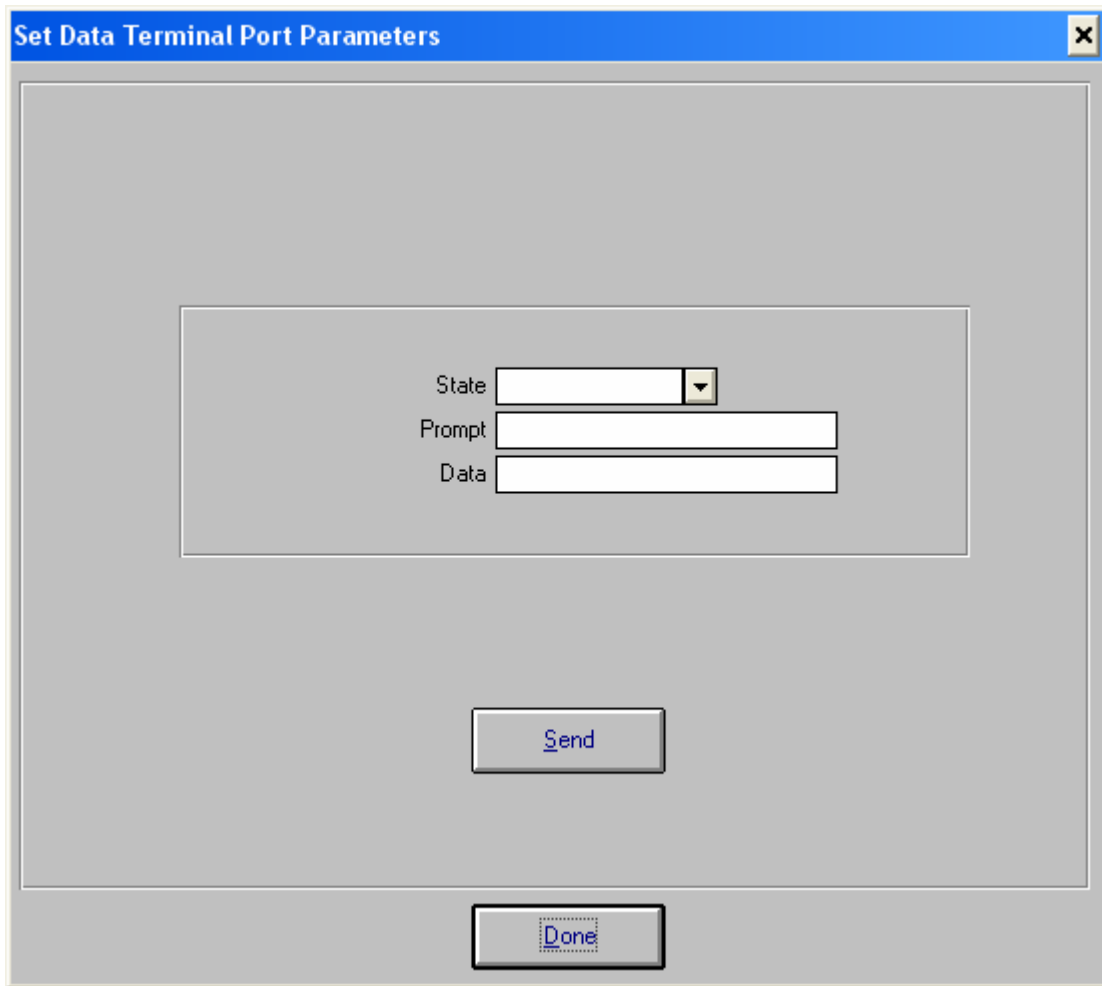
Click this button to send a single command or to begin the command loops.

Data Terminal Port PDC Test Screen

The PDC test screen is used to test the connection between the application and the Peripheral Device Controller.

How to Get Here

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



The image shows a Windows-style dialog box titled "Set Data Terminal Port Parameters". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains a smaller gray rectangular frame. Inside this frame, there are three labels: "State", "Prompt", and "Data". The "State" label is followed by a white text box with a small downward-pointing arrow on its right side. The "Prompt" and "Data" labels are each followed by a white text box. Below the "State" text box, there is a "Send" button with the text "Send" in blue. At the bottom of the dialog box, there is a "Done" button with the text "Done" in blue.

Field Descriptions

State

Select from this list of states to send to the PDC.

Idle

No truck on scale

Valid	No truck on scale but a valid truck id has been read
OnScale	Truck on scale
Active	Valid pluse OnScale
Stable	Active plus the weight on the scale is stable
Done	Transaction completed
Error	An error has occurred

Prompt

Ask the PDC to prompt for a value by entering anything into this field.

Data

Data sent back by the PDC.

Send Button

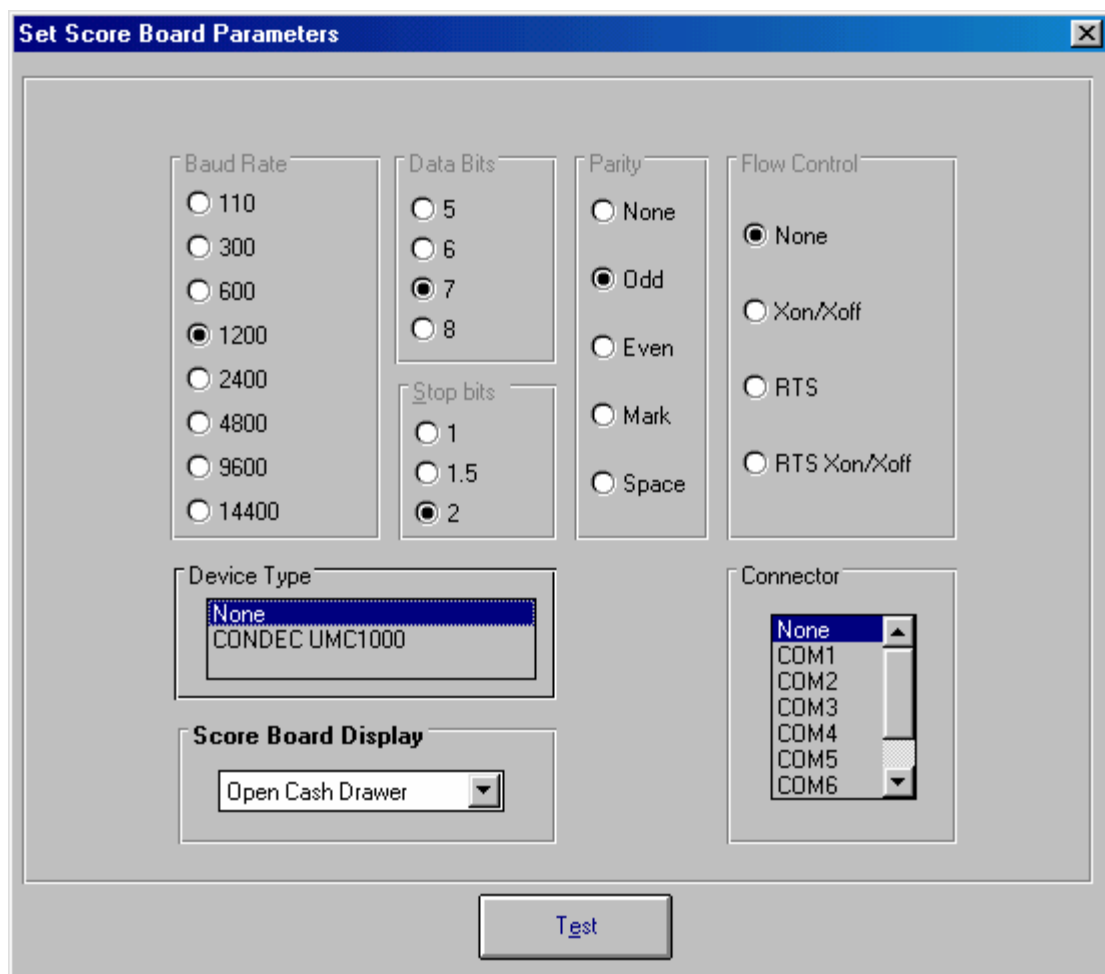
Click this button to send state and prompt to the PDC. If the PDC receives the data, the state will change to "Processed".

Score Board Port Setup Screen

Information for this topic is not yet available.

How to Get Here

Admin-->Preferences-->Score Board Port



The image shows a Windows-style dialog box titled "Set Score Board Parameters". It contains several groups of settings for configuring a serial port. The "Baud Rate" group has radio buttons for 110, 300, 600, 1200 (selected), 2400, 4800, 9600, and 14400. The "Data Bits" group has radio buttons for 5, 6, 7 (selected), and 8. The "Stop bits" group has radio buttons for 1, 1.5, and 2 (selected). The "Parity" group has radio buttons for None, Odd (selected), Even, Mark, and Space. The "Flow Control" group has radio buttons for None (selected), Xon/Xoff, RTS, and RTS Xon/Xoff. The "Device Type" group has a list box with "None" (selected) and "CONDEC UMC1000". The "Connector" group has a list box with "None" (selected), COM1, COM2, COM3, COM4, COM5, and COM6. At the bottom left, there is a "Score Board Display" group with a dropdown menu showing "Open Cash Drawer". A "Test" button is located at the bottom center.

Group	Option	Selected
Baud Rate	110	No
	300	No
	600	No
	1200	Yes
	2400	No
	4800	No
	9600	No
	14400	No
Data Bits	5	No
	6	No
	7	Yes
	8	No
Stop bits	1	No
	1.5	No
	2	Yes
Parity	None	No
	Odd	Yes
	Even	No
	Mark	No
	Space	No
Flow Control	None	Yes
	Xon/Xoff	No
	RTS	No
	RTS Xon/Xoff	No
Device Type	None	Yes
	CONDEC UMC1000	No
Connector	None	Yes
	COM1	No
	COM2	No
	COM3	No
	COM4	No
	COM5	No
	COM6	No
Score Board Display	Open Cash Drawer	Yes

Test

Field Descriptions

Port Parameters

Device Type

Connector

Score Board Display

Score Board Port Test Screen

Information for this topic is not yet available.

How to Get Here

Admin-->Preferences-->Score Board Port-->Test Button

Set Score Board Parameters

Data to Send

0

Timer Interval (msec)

100

Send

Done

Field Descriptions

Data to Send

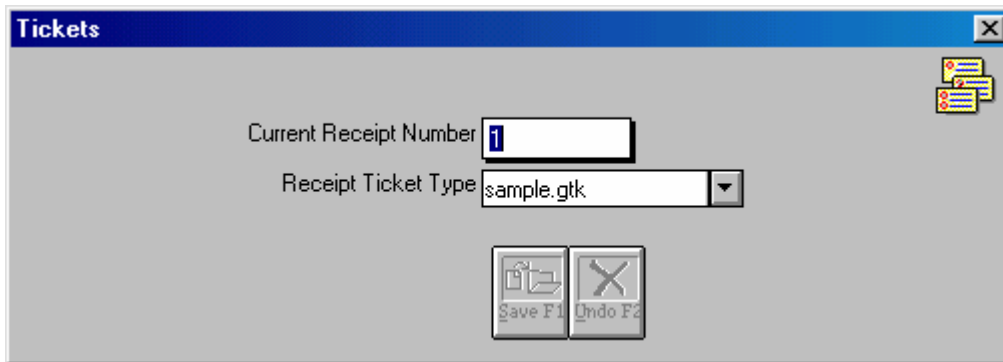
Timer Interval (msec)

Tickets

This screen allows you to set the next receipt number and set the default receipt format. At some point in the near future these fields will be moved to the Payment and Credit Options screen and this screen will be removed.

How to Get Here

Admin-->Preferences-->Tickets

A screenshot of a software window titled "Tickets". The window has a blue title bar with a close button (X) in the top right corner. The main area is light gray. It contains two input fields: "Current Receipt Number" with a text box containing the number "1", and "Receipt Ticket Type" with a dropdown menu showing "sample.gtk". Below these fields are two buttons: "Save F1" and "Undo F2". In the top right corner of the window, there are three small, overlapping document icons with red X marks.

Field Descriptions

Current Receipt Number

This field contains the next receipt number.

Receipt Ticket Type

This drop down lists all the ticket format files (.gtk files) in the application folder. Select one to use as the default for printing receipt tickets.

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

99896

Scale 1

0 lb a

Scale 2

Manual lb

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 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)

Weigh: 09:06 PM Monday, July 19, 2004			
Hauler	ABEL	Abel Landscaping	
Truck	E10	34820	Outgoing
Trailer			
Bill-to Acct	EDEN	Eden Stone	
Job			
PO			
Material	1040	1 1/2" x 3/4" Ballast	
Zone	-3	Unspecified	
Memo 1	W4520 Lime Road		
Memo 2	Eden, WI 53019		
Memo 3			
Pit	-1	None	
Bin	-1	None	
<div> </div>			
Price Table: -1 Tax: DEFAULT Charge: \$77.63 Freight: \$0.00 Add: \$5.00 Frght Tax: \$0.00 Other Tax: \$3.11 Total: \$85.74 Outgoing - Default Price Charge Per Ton: \$7.00 Charge Per Load: \$0.00 Freight Per Ton: \$0.00 Chg Tax %: (4.00, 4.00, 4.00) Frght Tax %: 0.00 Add Chg Tax %: 0.00 Paid: \$0.00 Ref: Due: \$85.74		Scale 1 57000 lb Scale 2 Manual lb Weight In: 34820 lb Out: 57000 lb Net: 22180 lb 11.09 Tons Truck Loads: 0 Truck Qty: 0.00 Job Loads: Job Qty: <div> </div>	
99896		[1 items \$85.74]	

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 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

Weigh: 10:34 PM Monday, July 19, 2004

Name Stored with truck.

Address Stored with truck.

City

Memo

Scale 1
42000 lb

Scale 2
Manual lb

Weight In lb

Out lb

Net lb

0.00 Tons

Truck Loads

Truck Qty

Job Loads

Job Qty

99895 [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 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

Weigh: 10:14 PM Monday, July 19, 2004

Hauler: AA American Asphalt
Truck: a1 32460
Trailer:
Bill-to Acct: AA American Asphalt
Job:
PO:
Material: 3002 Fisher 4"-6" Rock
Zone: -3 Unspecified
Memo 1:
Memo 2:
Memo 3:
Pit: -1 None
Bin: -1 None

Items Tare... Cancel

1: 1090 - Sand
Charge = \$17.48
Paid = \$0.00
Qty = 3.00 Ton

2: 3008 - Fisher Base Coarse
Charge = \$5.00
Paid = \$0.00
Qty = 3.00 Ton

3: 3002 - Fisher 4"-6" Rock
Charge = \$0.00
Paid = \$0.00
Qty = 0.00 Ton

Total Charge = \$22.48
Total Credit = \$0.00

Close

Scale 1
42000 lb
Scale 2
Manual lb
Weight In: 42000 lb
Out: 42000 lb
Net: 0 lb
0.00 Tons
Truck Loads: 0
Truck Qty: 0.00
Job Loads:
Job Qty:
Notes... Store Ticket

99895 [3 items \$22.48]

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

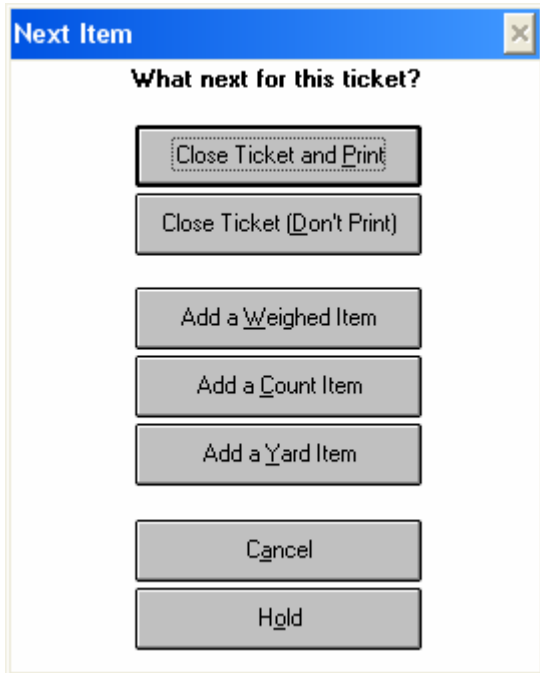
Click this button to hide the multiple item summary.

Weigh 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

Update Tare

Hauler ABBRAS Abbrasives, Inc.

Which Tare are you updating?

☒ Truck ☐ Truck + Trailer ☐ Trailer

Add Mode

☐ Add as transient ☒ Add as permanent

Truck

Tare Values

Truck Scale Combined

Trailer

[Save](#)

[Done](#)

[Help](#)

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 id's 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. Lets 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

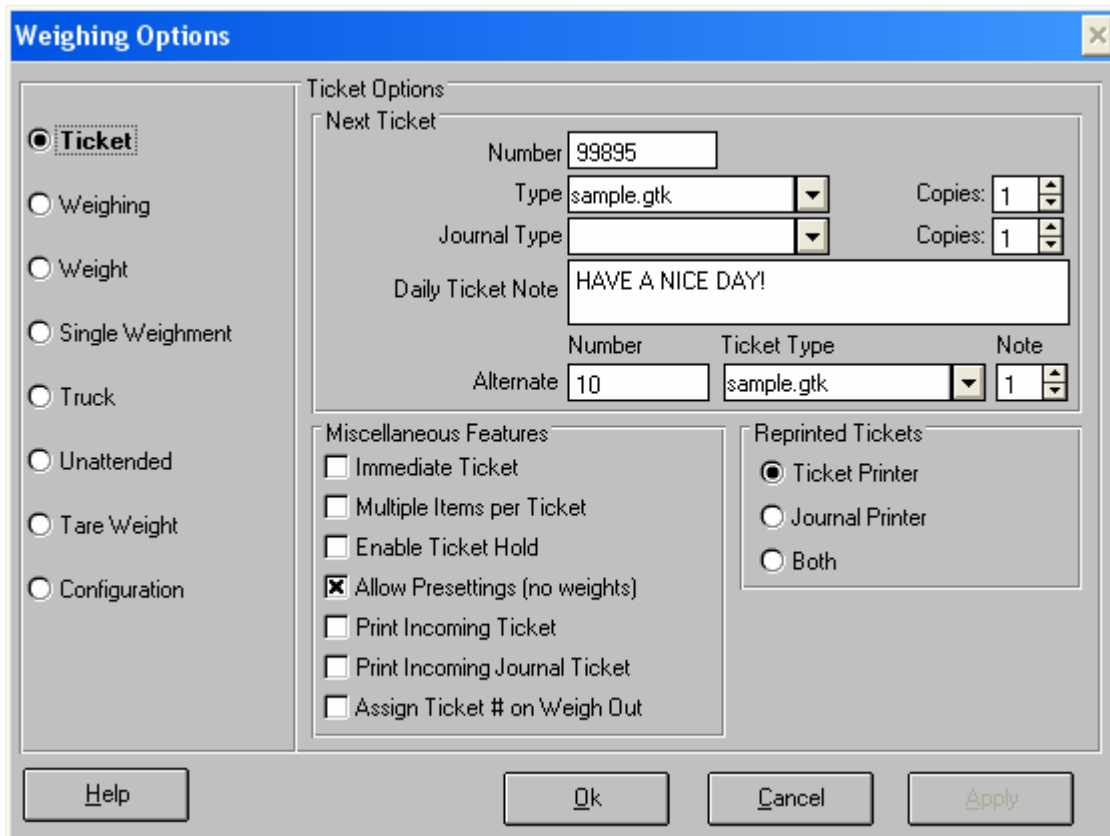
Click this button to return to the Weigh screen.

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 image shows a software dialog box titled "Weighing Options" with a blue header bar. On the left is a vertical list of radio buttons: "Ticket" (selected), "Weighing", "Weight", "Single Weighment", "Truck", "Unattended", "Tare Weight", and "Configuration". The main area is titled "Ticket Options" and contains several fields and checkboxes. Under "Next Ticket", there are fields for "Number" (99895), "Type" (sample.gtk), "Journal Type" (empty), "Copies" (1), and "Daily Ticket Note" (HAVE A NICE DAY!). Below these are "Alternate" (10), "Ticket Type" (sample.gtk), and "Note" (1). There are two sections of checkboxes: "Miscellaneous Features" (Immediate Ticket, Multiple Items per Ticket, Enable Ticket Hold, Allow Presettings (no weights) [checked], Print Incoming Ticket, Print Incoming Journal Ticket, Assign Ticket # on Weigh Out) and "Reprinted Tickets" (Ticket Printer [selected], Journal Printer, Both). At the bottom are buttons for "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.

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.

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

A 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 a 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.

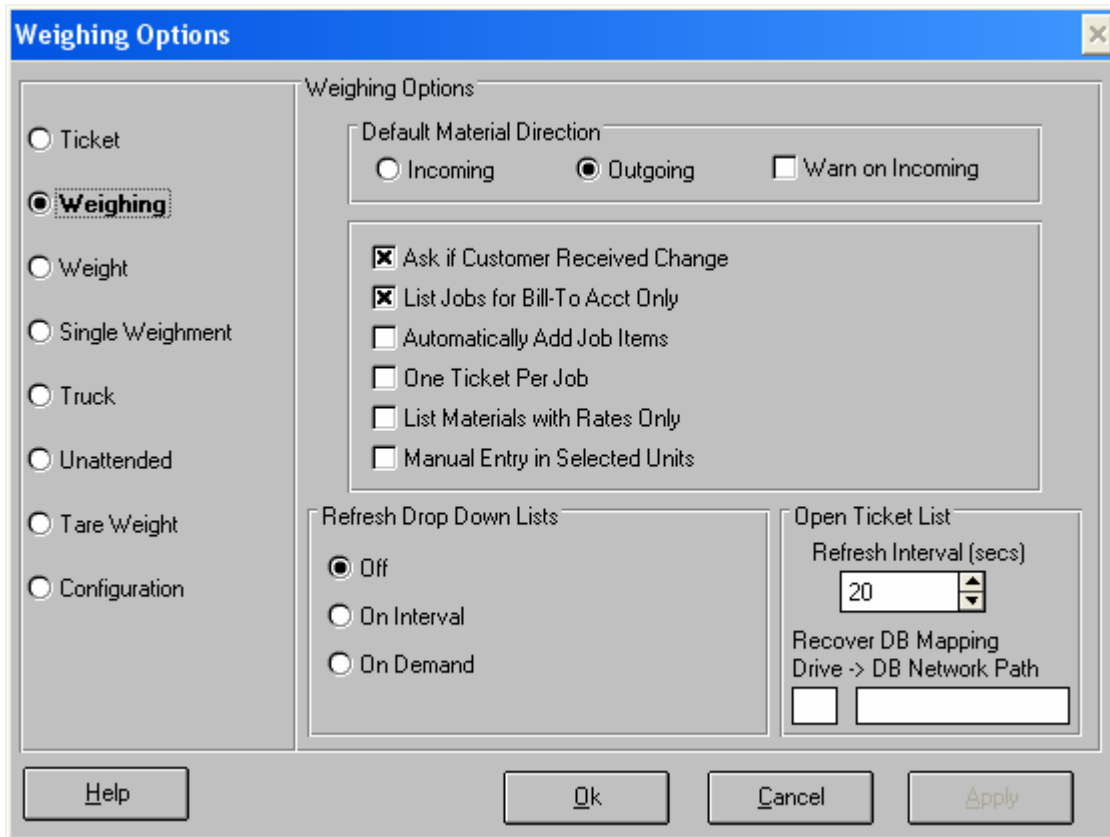
Weighing Options

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 contents of the drop down lists and other controls..

How to Get Here

Weigh-->Options Button--> Weighing Radio Button



The image shows a Windows-style dialog box titled "Weighing Options". On the left is a vertical list of radio buttons: "Ticket", "Weighing" (which is selected and highlighted with a dashed border), "Weight", "Single Weighment", "Truck", "Unattended", "Tare Weight", and "Configuration". The main area of the dialog is titled "Weighing Options" and contains several groups of controls. The first group, "Default Material Direction", has three radio buttons: "Incoming", "Outgoing" (selected), and a checkbox "Warn on Incoming". The second group contains five checkboxes: "Ask if Customer Received Change" (checked), "List Jobs for Bill-To Acct Only" (checked), "Automatically Add Job Items" (unchecked), "One Ticket Per Job" (unchecked), "List Materials with Rates Only" (unchecked), and "Manual Entry in Selected Units" (unchecked). The third group, "Refresh Drop Down Lists", has three radio buttons: "Off" (selected), "On Interval", and "On Demand". The fourth group, "Open Ticket List", includes a "Refresh Interval (secs)" spinner set to 20, and a "Recover DB Mapping" section with a "Drive -> DB Network Path" label and two empty text input fields. At the bottom are four buttons: "Help", "Ok", "Cancel", and "Apply".

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 then weight out, the the direction is incoming. Otherwise, it is outgoing. Trucks with a stored tare weight only weigh in. 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 the material direction for a

transaction differs from the default.

Ask is 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 to 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.

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 the 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 a 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 odrfrsh.log (odrfrsh 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 a interval from 0 to 32000 seconds. Zero will disable automatic refresh of the open ticket list.

Recover DB Mapping

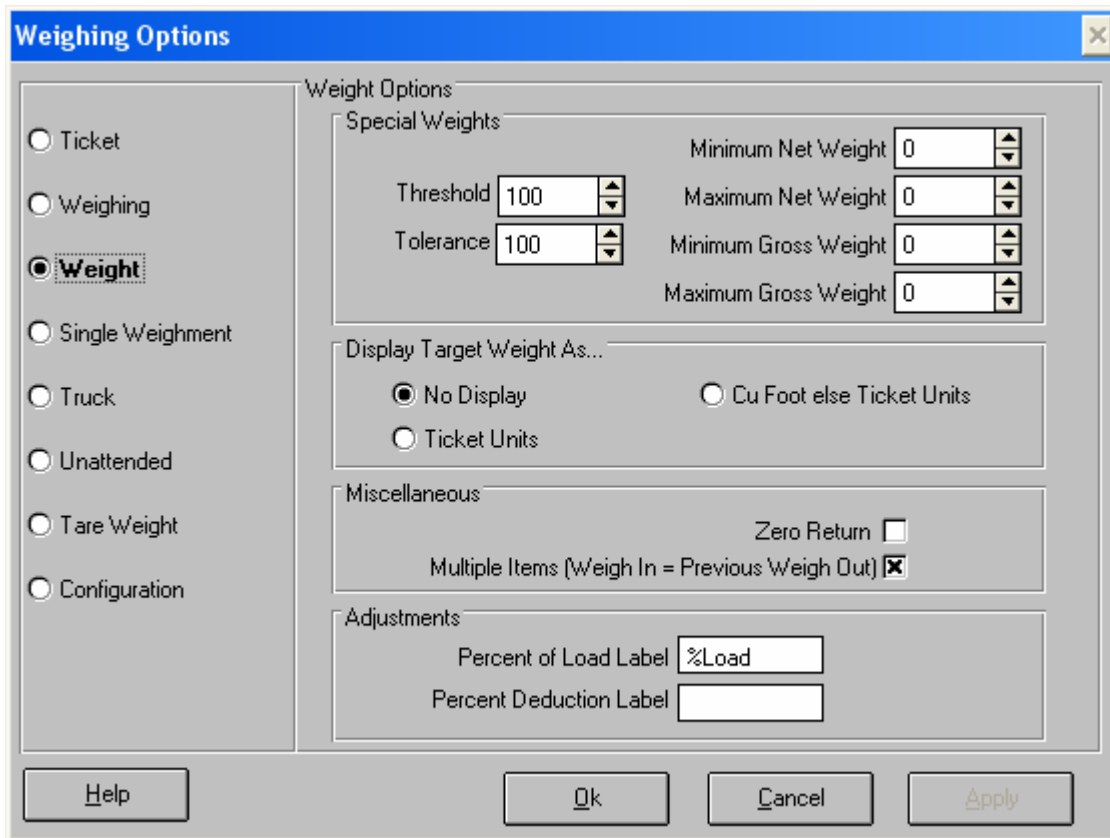
The database may be located on a server on the network. The connection to that server may be lost. You can have the program automatically attempt to reconnect to the server if you supply the mapping information. Typically, a drive letter on your PC will be mapped to a folder on the server. An example 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 Weight

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



The image shows a Windows-style dialog box titled "Weighing Options". On the left is a vertical list of radio buttons: "Ticket", "Weighing", "Weight" (which is selected), "Single Weighment", "Truck", "Unattended", "Tare Weight", and "Configuration". The main area of the dialog is titled "Weight Options" and contains several sections. The "Special Weights" section has four spinners: "Threshold" (set to 100), "Tolerance" (set to 100), "Minimum Net Weight" (set to 0), "Maximum Net Weight" (set to 0), "Minimum Gross Weight" (set to 0), and "Maximum Gross Weight" (set to 0). Below this is a section "Display Target Weight As..." with two radio buttons: "No Display" (selected) and "Cu Foot else Ticket Units". Another section "Miscellaneous" contains a checkbox for "Zero Return" (unchecked) and a checkbox for "Multiple Items (Weigh In = Previous Weigh Out)" (checked). The "Adjustments" section has two text boxes: "Percent of Load Label" (containing "%Load") and "Percent Deduction Label" (empty). At the bottom are four buttons: "Help", "Ok", "Cancel", and "Apply".

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.

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 weight 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.

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

The screenshot shows a Windows-style dialog box titled "Weighing Options". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into two main sections. On the left is a vertical list of radio buttons: "Ticket", "Weighing", "Weight", "Single Weighment" (which is selected and has a dotted border), "Truck", "Unattended", "Tare Weight", and "Configuration". On the right is a larger area labeled "Single Weighment Options". Inside this area is a smaller box containing three radio buttons: "Off", "Set Net = Weight In", and "Set Net and Adj. Net = Weight In" (which is selected). At the bottom of the dialog are four buttons: "Help", "Ok", "Cancel", and "Apply".

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

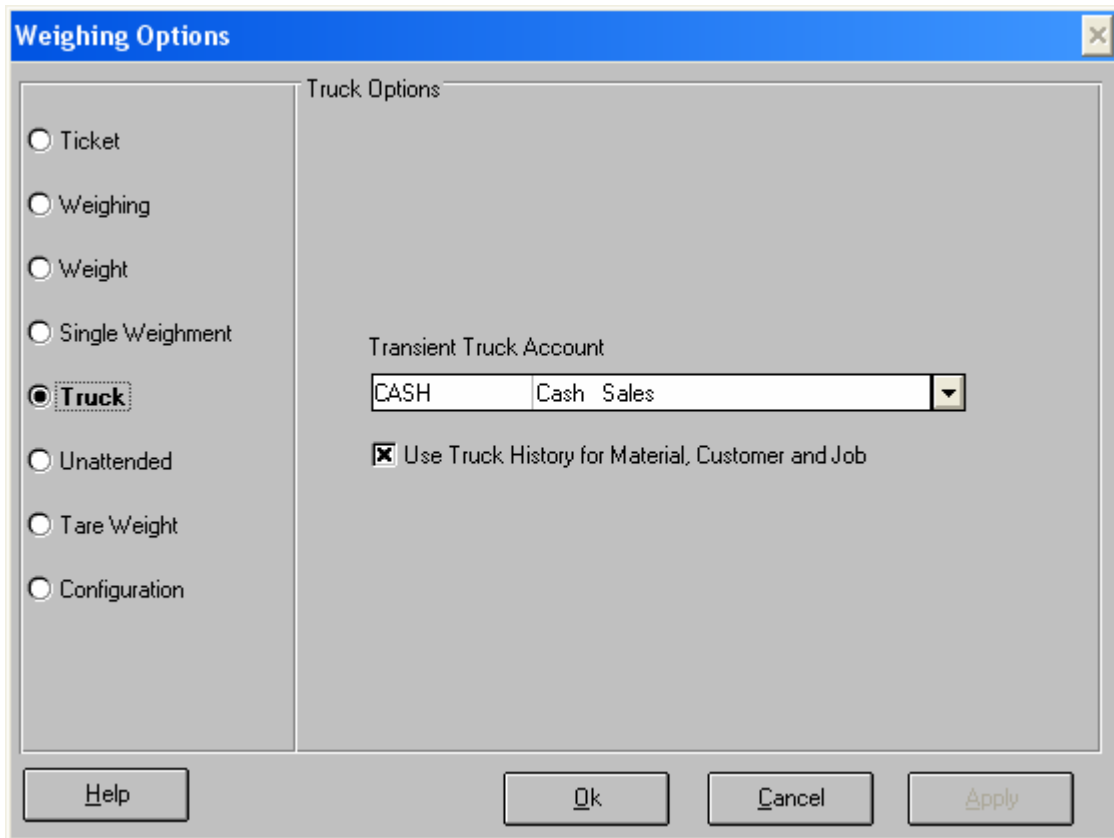
A button will appear on the Weigh screen labeled Net. When this button is clicked, net weight and adjusted net weight are set equal to weight in and the transaction can be stored.

Weighing Options 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 image shows a software dialog box titled "Weighing Options" with a blue header bar. On the left side, there is a vertical list of radio buttons: "Ticket", "Weighing", "Weight", "Single Weighment", "Truck" (which is selected and highlighted with a dashed border), "Unattended", "Tare Weight", and "Configuration". The main area of the dialog is titled "Truck Options" and contains a "Transient Truck Account" section with a text box showing "CASH" and a dropdown menu showing "Cash Sales". Below this is a checked checkbox labeled "Use Truck History for Material, Customer and Job". At the bottom of the dialog are four buttons: "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

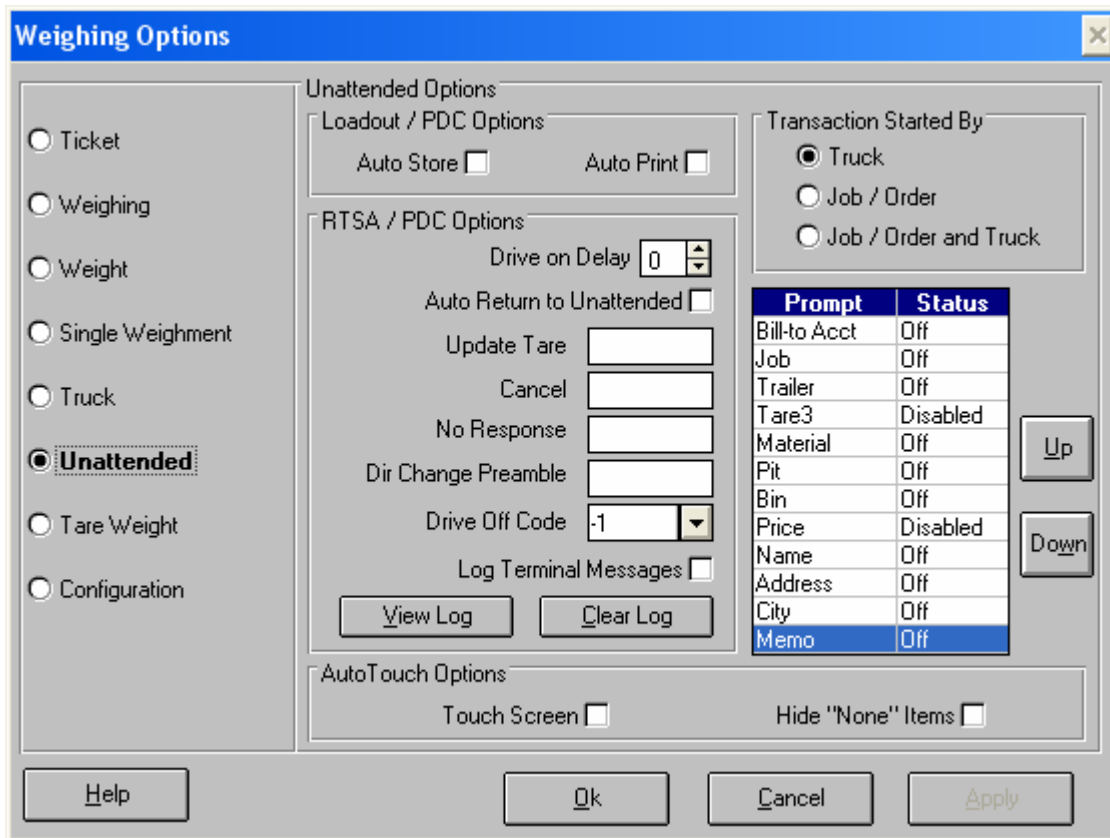
the previous ticket for this truck.

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



The dialog box titled "Weighing Options" contains several sections for configuring unattended weighing operations. On the left, a vertical list of radio buttons allows selection between "Ticket", "Weighing", "Weight", "Single Weighment", "Truck", "Unattended" (which is selected), "Tare Weight", and "Configuration". The main area is divided into three sections: "Loadout / PDC Options" with checkboxes for "Auto Store" and "Auto Print"; "RTSA / PDC Options" with a "Drive on Delay" spinner set to 0, a checkbox for "Auto Return to Unattended", and input fields for "Update Tare", "Cancel", "No Response", "Dir Change Preamble", and "Drive Off Code" (set to -1); and "AutoTouch Options" with checkboxes for "Touch Screen" and "Hide 'None' Items". To the right, a "Transaction Started By" section has radio buttons for "Truck", "Job / Order", and "Job / Order and Truck". Below this is a table with "Prompt" and "Status" columns. To the right of the table are "Up" and "Down" buttons. At the bottom are "View Log" and "Clear Log" buttons. A footer bar contains "Help", "Ok", "Cancel", and "Apply" buttons.

Prompt	Status
Bill-to Acct	Off
Job	Off
Trailer	Off
Tare3	Disabled
Material	Off
Pit	Off
Bin	Off
Price	Disabled
Name	Off
Address	Off
City	Off
Memo	Off

Field Descriptions

Loadout / PDC Options (Auto Store)

This parameter is currently unused.

Loadout / PDC Options (Auto Print)

When checked, the transaction is automatically stored and a ticket printed when the scale weight stabilizes (no movement for three seconds).

RTSA / 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.

RTSA / PDC Options (Auto Return to Unattended)

Check this box to automatically return to unattended mode after a attended transaction has been processed.

RTSA / 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.

RTSA / 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.

RTSA / PDC Options (No Response)

This is a key sequence that designates no response to a prompt.

RTSA / 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.

RTSA / 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.

RTSA / 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.

Auto Touch Options (Touch Screen)

Check this box to display a numeric keyboard and navigation controls on the Auto-Touch Weigh screen. This screen may also be used in applications where a touch screen monitor is not available (e.g. a numeric key pad is being used instead). In these cases, a keyboard and

navigation controls on the screen would be confusing and not needed.

Auto Touch Options (Hide "None" Items)

Check this box to exclude (-1, None) entries in the drop down lists.

Transactions Started By

Unattended transactions can be started by Truck (badge id), Job / Order number or both.

Prompt List

The driver can be prompted for up to twelve pieces of information, besides the badge id, in a unattended transaction. These include: bill-to account, job, 2nd tared vehicle id (trailer, container, etc), 3rd tared vehicle id, material, two user defined categories, price table and four user defined note fields. Double click on the list entry to toggle the prompt status from On to Off. Prompt status is Disabled for user category tables and tared vehicle types 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.

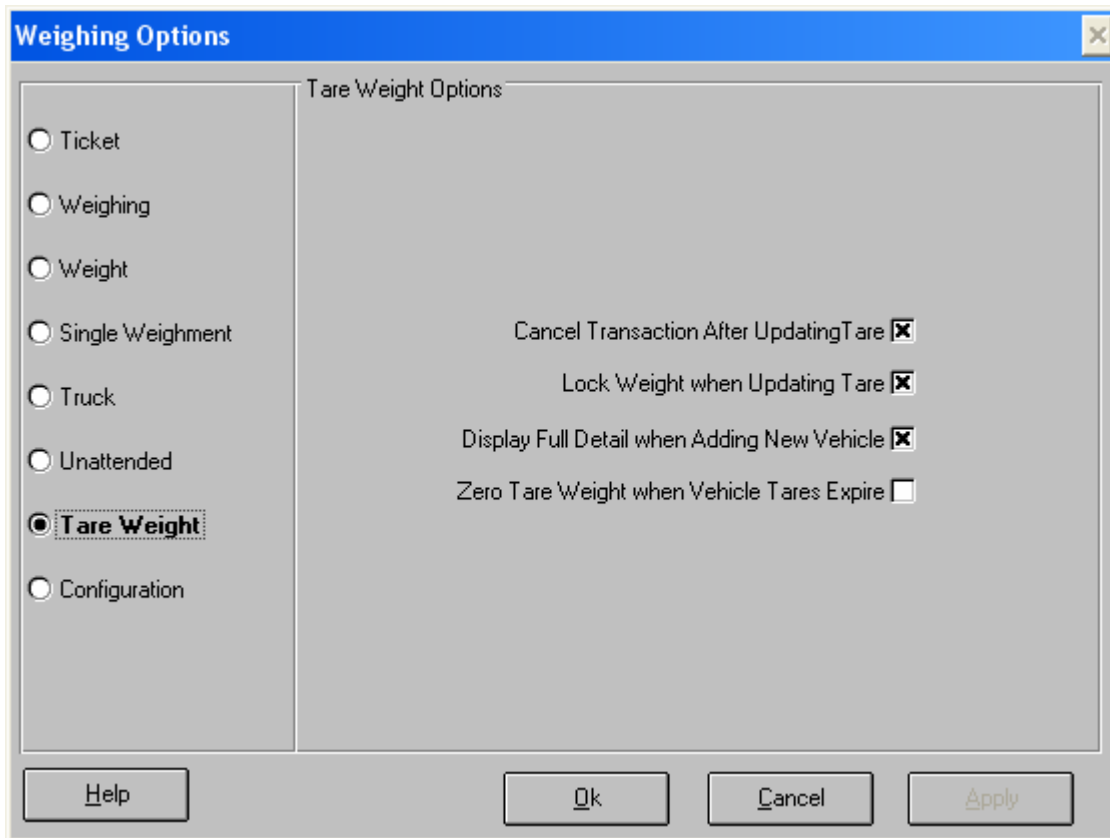
Weighing Options

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 image shows a Windows-style dialog box titled "Weighing Options". On the left is a vertical list of radio buttons: "Ticket", "Weighing", "Weight", "Single Weighment", "Truck", "Unattended", "Tare Weight" (which is selected and highlighted with a dashed border), and "Configuration". To the right of this list is a large rectangular area labeled "Tare Weight Options". Inside this area are four checkboxes: "Cancel Transaction After Updating Tare" (checked), "Lock Weight when Updating Tare" (checked), "Display Full Detail when Adding New Vehicle" (checked), and "Zero Tare Weight when Vehicle Tares Expire" (unchecked). At the bottom of the dialog 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

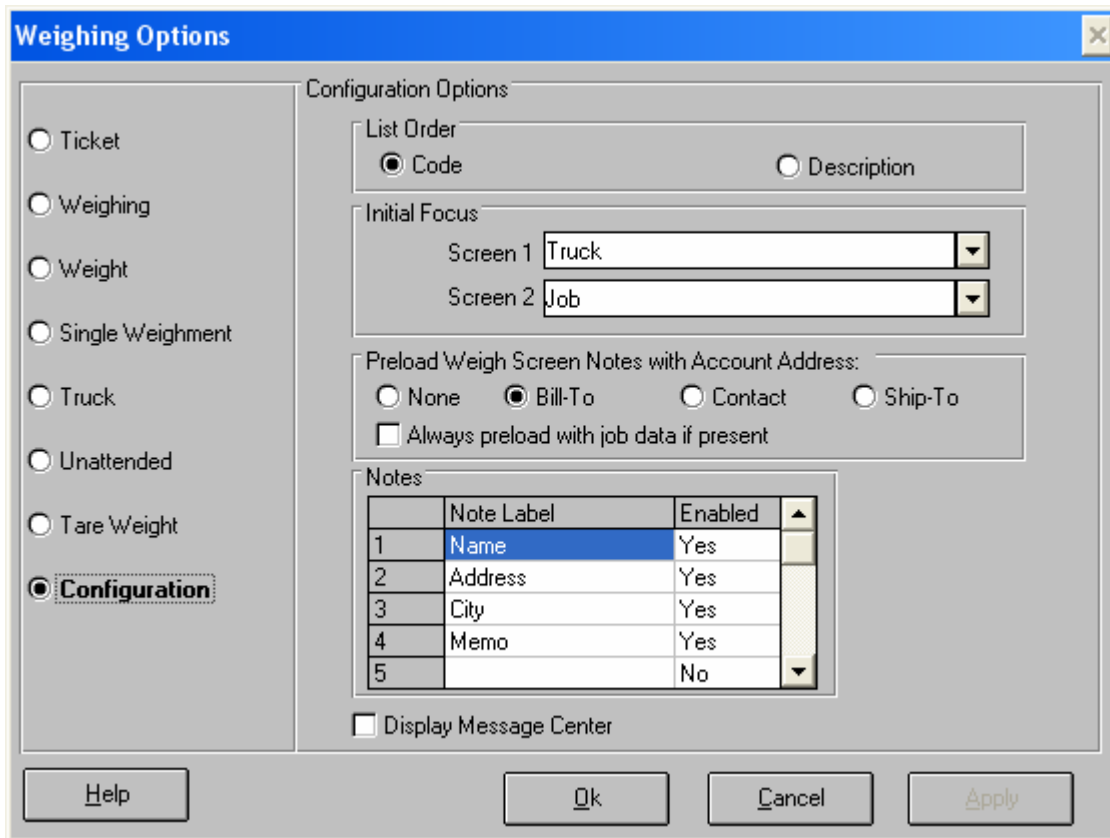
Check this box to force the stored tare weight to zero when the vehicle tare weight expires.

Weighing Options 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



The dialog box is titled "Weighing Options" and contains a "Configuration Options" section. On the left, there is a vertical list of radio buttons: Ticket, Weighing, Weight, Single Weighment, Truck, Unattended, Tare Weight, and Configuration (which is selected). The main area contains several settings: "List Order" with radio buttons for Code (selected) and Description; "Initial Focus" with dropdown menus for Screen 1 (Truck) and Screen 2 (Job); "Preload Weigh Screen Notes with Account Address:" with radio buttons for None (selected), Bill-To, Contact, and Ship-To, and a checkbox for "Always preload with job data if present"; a "Notes" table with 5 rows; and a checkbox for "Display Message Center". At the bottom are buttons for Help, Ok, Cancel, and Apply.

	Note Label	Enabled
1	Name	Yes
2	Address	Yes
3	City	Yes
4	Memo	Yes
5		No

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.

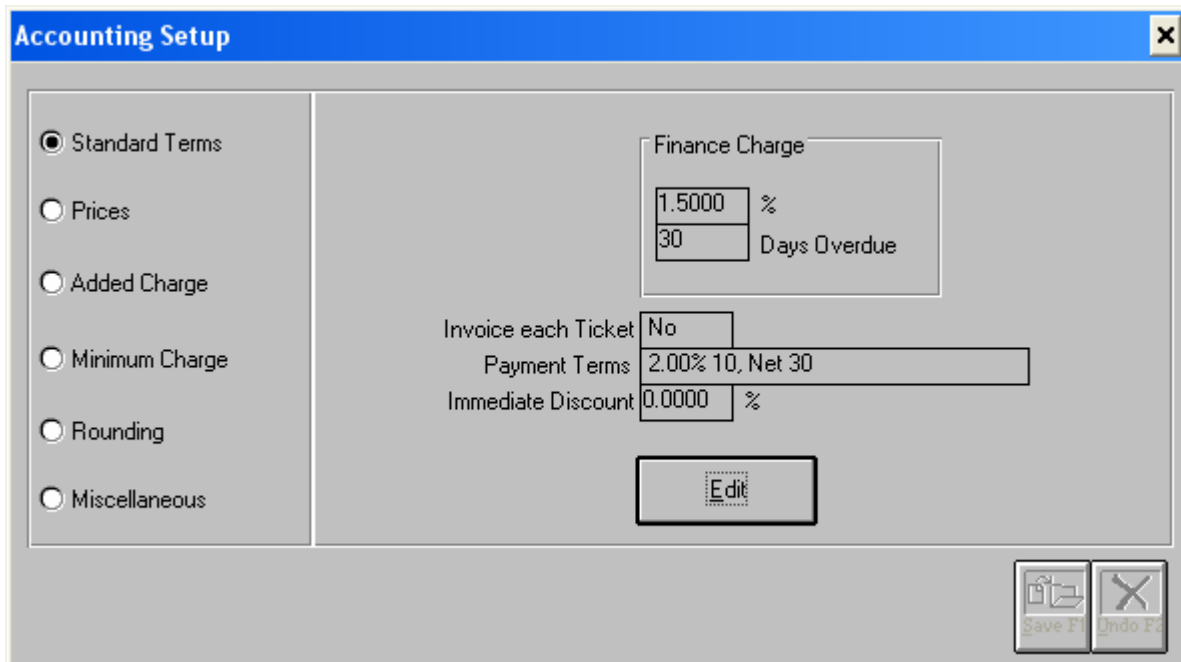
Accounting Setup

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 and Miscellaneous Rates-->Standard Terms Screen



The screenshot shows a software window titled "Accounting Setup" with a close button (X) in the top right corner. On the left side, there is a vertical list of radio buttons for selection: "Standard Terms" (which is selected), "Prices", "Added Charge", "Minimum Charge", "Rounding", and "Miscellaneous". The main area of the window contains several input fields and a button. At the top right of the main area is a "Finance Charge" section with two sub-fields: "1.5000 %" and "30 Days Overdue". Below this, there are three rows of labels and input fields: "Invoice each Ticket" with the value "No", "Payment Terms" with the value "2.00% 10, Net 30", and "Immediate Discount" with the value "0.0000 %". A rectangular "Edit" button is positioned below these fields. In the bottom right corner of the window, there are two small icons: one labeled "Save P" and another labeled "Undo P".

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.

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 and Miscellaneous Rate-->Standard Terms Screen-->*Edit* Button
Admin-->Accounts-->Terms Screen-->*Custom Terms* Button

Terms

Charges

Finance Charge

1.5000 Monthly %

30 Days Overdue

Payments

Terms

☒ Custom

☐ Cash

☐ Prepaid

Due Date

☐ Day of Month

☒ Days After Invoice

☐ End of Month

☐ Invoice each Ticket

Net Due on Day 30 After Invoice

Discount if Paid Within 10 Days of Invoice

Discount Rate 2.0000 %

Immediate Discount 0.0000 %

Ok Cancel Apply

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, a 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 and Miscellaneous Rate>Rates Radio Button

Accounting Setup

☐ Standard Terms

☒ Prices

☐ Added Charge

☐ Minimum Charge

☐ Rounding

☐ Miscellaneous

Price Component 1: Material

Price Component 2: SurCharge

Price Component 3:

☒ Allow Prices to be Overridden

☐ Charge Based on a User Defined Unit

Save F1 Undo F2

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 popup 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

Added Charge Screen

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

$$\text{Charge} = \text{Fixed Amount} + (\text{Rate} \times \text{Multiple}).$$

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

How to Get Here

Accounting-->Setup and Miscellaneous Rates-->Added Charge Radio Button

Accounting Setup

☐ Standard Terms

☐ Prices

☒ **Added Charge**

☐ Minimum Charge

☐ Rounding

☐ Miscellaneous

Charge = + (x Amount Entered)

Save F1 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

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

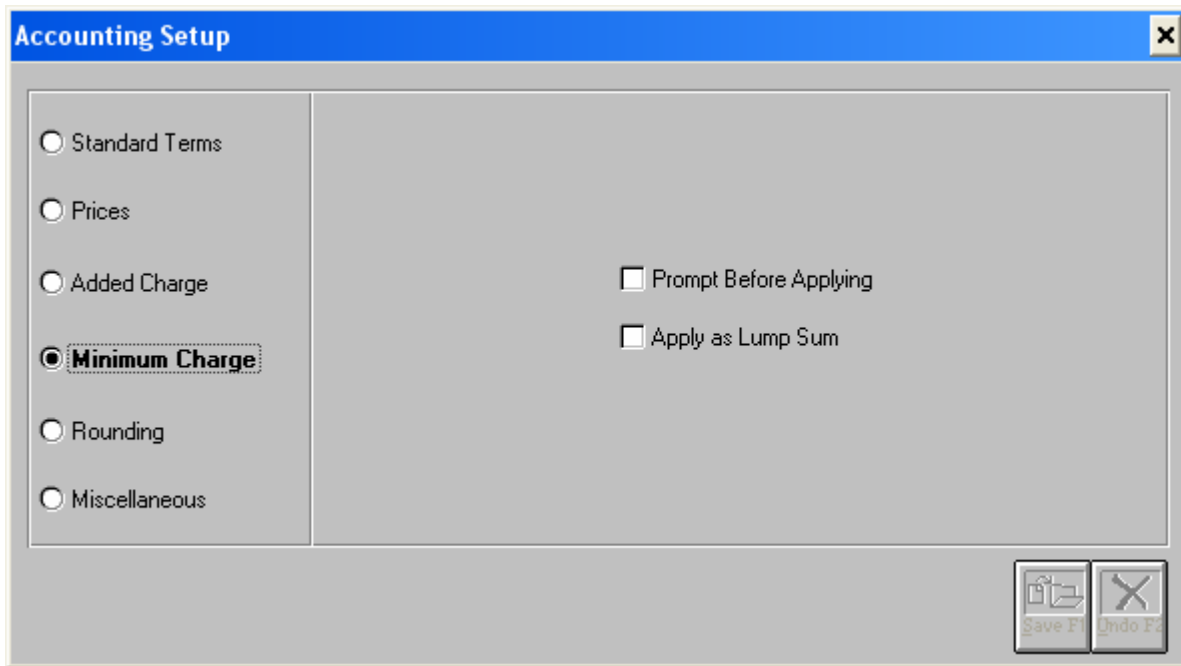
Accounting Setup

Minimum Charge Screen

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

How to Get Here

Accounting-->Setup and Miscellaneous Rates-->Minimum Charge Radio Button



The screenshot shows a window titled "Accounting Setup" with a close button (X) in the top right corner. On the left side, there is a vertical list of radio buttons: "Standard Terms", "Prices", "Added Charge", "Minimum Charge" (which is selected and highlighted with a dashed border), "Rounding", and "Miscellaneous". To the right of this list, there are two checkboxes: "Prompt Before Applying" and "Apply as Lump Sum", both of which are currently unchecked. In the bottom right corner of the window, there are two buttons: "Save F1" and "Undo F2".

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 Rounding Screen

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

How to Get Here

Accounting-->Setup and Miscellaneous Rates-->Rounding Radio Button

Accounting Setup

☐ Standard Terms

☐ Prices

☐ Added Charge

☐ Minimum Charge

☒ **Rounding**

☐ Miscellaneous

Charge Rounding

Charge Acct ☒ Nearest ☐ Up ☐ Down

Cash Acct ☒ Nearest ☐ Up ☐ Down

☐ Round After Calculating Tax

Converted Units Rounding

Converted Unit 1 Decimal Places

Converted Unit 2 Decimal Places

Save F1 Undo F2

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: to the nearest amount, up to the next amount or down to the previous amount.

Cash Acct

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

Converted Unit 1

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

Converted Unit 2

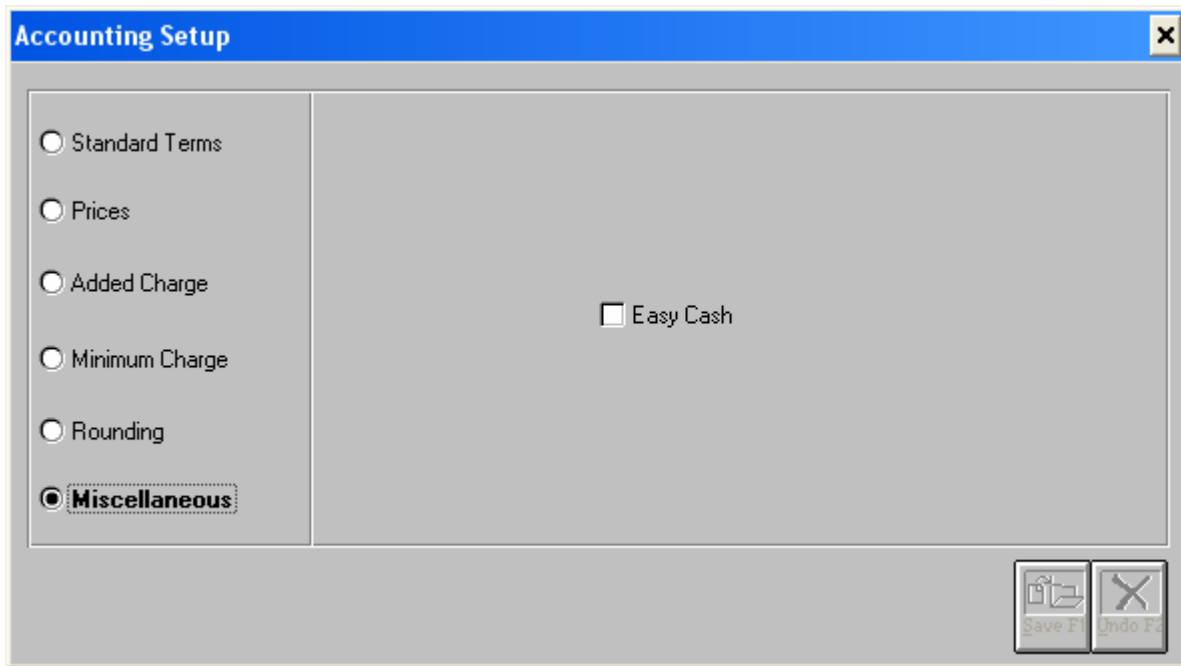
Enter or select the number of decimal places to round the calculation for converted unit 2.

Accounting Setup Miscellaneous Screen

The Miscellaneous screen contains options the control transaction processing.

How to Get Here

Accounting-->Setup and Miscellaneous Rates-->Miscellaneous Radio Button



The screenshot shows a window titled "Accounting Setup" with a blue header bar. Inside the window, there is a list of radio buttons on the left: "Standard Terms", "Prices", "Added Charge", "Minimum Charge", "Rounding", and "Miscellaneous". The "Miscellaneous" option is selected, indicated by a black dot. To the right of this list, there is a checkbox labeled "Easy Cash" which is currently unchecked. At the bottom right of the window, there are two buttons: "Save F1" and "Undo F2".

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.

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

The screenshot shows the 'Taxing Authorities' window. It has a blue title bar. Inside, there are three main input fields: 'Id' (a small text box), 'Description' (a larger text box), and 'Rate' (a text box with '0.00' and a '%' symbol). Below the 'Rate' field is a section titled 'Apply This Tax To:' containing four checkboxes, all of which are checked: 'Added Charge', 'Freight Charge', 'Material', and 'Trucker'. At the bottom of the window is a toolbar with nine icons: a floppy disk (Save F1), an undo arrow (Undo F2), a document with a plus sign (New F3), a trash can (Del F4), a double left arrow (First F5), a single left arrow (Prev F6), a single right arrow (Next F7), a double right arrow (Last F8), and a magnifying glass (Find F9).

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

Available Authorities		
Id	Description	Rate
Co	Co	0.50
State	State	5.00

Authorities in this Tax Code			%

Total Tax: 0.00

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.

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

The screenshot shows the 'Prices' window with a blue title bar. Inside, there are two dropdown menus: 'Price Table' set to '1' and 'Default Price', and 'Price Component' set to 'Material'. Below these are two radio buttons: 'Incoming Price' (unselected) and 'Outgoing Price' (selected). A table with 10 columns is displayed: 'Change', 'Code', 'Description', 'Tons', 'Unit', 'Yd/Cu Foot', 'Load', 'Tax', 'Disc', and 'R/P'. The table contains 11 rows of material data. At the bottom left are 'Add a Table' and 'Delete a Table' buttons. At the bottom right are four icons with labels: 'Save F1', 'Undo F2', 'New F3', and 'Del F4'.

Change	Code	Description	Specific to Component				All Components		
			Tons	Unit	Yd/Cu Foot	Load	Tax	Disc	R/P
	1001	-1 3/4 surge	\$6.00	\$0.00	\$0.00	N	Y	Y	R
	1002	-3/4" Rock	\$7.75	\$0.00	\$0.00	N	Y	Y	R
	1003	1" Base Coarse	\$6.00	\$0.00	\$0.00	N	Y	Y	R
	1015	1/2" Macro Chips	\$8.00	\$0.00	\$0.00	N	Y	Y	R
	1016	1/2" BIA Chips	\$8.00	\$0.00	\$0.00	N	Y	Y	R
	1017	1/2" Coarse-Bridge Deck Chips	\$8.00	\$0.00	\$0.00	N	Y	Y	R
	1025	10" - 12" Rock	\$7.00	\$0.00	\$0.00	N	Y	Y	R
	1030	2" or 3" Rock	\$7.00	\$0.00	\$0.00	N	Y	Y	R
	1040	1 1/2" x 3/4" Ballast	\$7.00	\$0.00	\$0.00	N	Y	Y	R
	1045	8" - 10" Gabien	\$7.00	\$0.00	\$0.00	N	Y	Y	R

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 this button to display the Price Table screen where a new price table can be added or deleted.

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 6/1/2004

To 6/30/2004

Invoice Date 10/12/2004

Sort Order

Major Invoice Number

Minor Ticket Number

Invoice Note

Options

☒ Print Invoices
☐ Print Invoice Summary Report
☐ Print Invoice Detail Report

☐ Reprint Invoices
☐ Reprint Invoice Summary Report
☐ Reprint Invoice Detail Report

Destination

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 a invoice summary report.
Reprint Invoice Detail Report	Reprint a invoice detail report.

Reprint criteria.

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

Destination

Invoices can be output to:

Window	Invoices are previewed on the PC screen.
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.

Invoices and Statements

Sample Invoice

Bedrock Sand and Gravel

25341 430th Avenue
Bedrock, WI 54751

INVOICE 4283

Telephone: (715) 246-1234

Bill To: Dwayne Altman
P.O. Box 45
Bedrock, WI 54751

Invoice Date: 10/11/2004

Account: ALTMAN

Terms: 2.00% 10, Net 30

Date	Ticket	Description	Quantity	Units	Charge	Frft / Other	Tax	Total
6/1/2004	97371	2" or 3" Rock	26.60	Ton	\$172.90			\$172.90
6/2/2004	97503	2" or 3" Rock	25.71	Ton	\$167.12			\$167.12
6/4/2004	97863	2" or 3" Rock	27.27	Ton	\$177.26			\$177.26
6/9/2004	98150	2" or 3" Rock	27.45	Ton	\$178.43			\$178.43
6/9/2004	98191	2" or 3" Rock	27.27	Ton	\$177.26			\$177.26
6/10/2004	98370	2" or 3" Rock	26.12	Ton	\$169.78			\$169.78
6/21/2004	99200	2" or 3" Rock	54,040	Lb	\$175.63			\$175.63
6/24/2004	99432	2" or 3" Rock	26.84	Ton	\$174.46			\$174.46
6/25/2004	99508	3/4" Add Rock	27.08	Ton	\$200.39			\$200.39
6/25/2004	99550	3/4" Add Rock	26.94	Ton	\$199.36			\$199.36
6/28/2004	99650	Class "A"	27.52	Ton	\$185.76			\$185.76
Total Amount Discountable: \$1,978.35 Take discount of \$39.57 for new invoice total of \$1,938.78 if payment is received by 10/21/2004					Charge Summary			
					Charges			\$1,978.35
					Freight			\$0.00
					Other			\$0.00
					Sales Tax			\$0.00
					Grand Total			\$1,978.35

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

The screenshot shows a software window titled "Invoices, Statements & Posting". On the left, there are two radio buttons: "Invoice" (unselected) and "Statement" (selected). The main area is divided into several sections:

- Criteria:** Includes a "Group" dropdown set to "1", a "To" date field set to "6/1/2004" with a calendar icon, and a "Grace Period" spinner set to "0" with the label "(Calendar Days)".
- Sort Order and Format:** Includes a "Sort" dropdown set to "Account Id" and a "Format" dropdown set to "Balance Forward".
- Statement Note:** A large empty text box.
- Statement Options:** Includes checkboxes for "Apply Finance Charge" (checked), "Print Balances On or Over:" (set to "\$0"), "Print Statements", "Print Statement Summary Report", "Print Statement Detail Report", "Reprint Statements", "Reprint Statement Summary Report", and "Print Statement Detail Report" (selected). There is also a "Reprint by Date" checkbox (checked) and a "From" date field set to "10/12/2004" with a calendar icon.
- Destination:** Includes a "Printer" dropdown and a "Copies" spinner set to "1".

At the bottom, there are three buttons: "Print" (with a printer icon), "Post" (with a plus and minus icon), and "Options" (with a gear icon).

Field Descriptions

Group

All customer accounts are assigned to an 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
From, To

Check to reprint statements based on a date.
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
Printer

Statements are previewed on the PC screen.
Statements printed on the Windows default
printer.

Text File
Comma Delimited Text File
Tab Delimited Text File

Statements printed to a text file.
Statements printed to a comma 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.

Invoices and Statements

Balance Forward Statement

25341 430th Avenue
Bedrock, WI 54751

Reference Number: 328
Statement Date: 7/1/2004
Telephone: (715) 246-1234

Account: **ALTMAN**
Terms: 2.00% 10, Net 30

Date	Description	Ref	Charges	Credits	Balance Due
6/7/2004	Previous Balance				\$1,447.84
	Payment	10310		1,447.84	\$0.00
6/30/2004	Invoice	4283	1,978.35		\$1,978.35
0 - 30 31 - 60 61 - 90 Over 90					
1,978.35	0.00	0.00	0.00		\$1,978.35
				Finance Charge	\$0.00
				Total Amount Due	\$1,978.35

Invoices and Statements

Open Item Statement

Bedrock Sand and Gravel

25341 430th Avenue
Bedrock, WI 54751

STATEMENT

Reference Number: 328
Statement Date: 7/1/2004
Telephone: (715) 246-1234

To: Dwayne Altman
P.O. Box 45
Bedrock, WI 54751

Account: ALTMAN
Terms: 2.00% 10, Net 30

Date	Description	Ref	Bal Fwd	Credits	Due	0 - 30	31 - 60	61 - 90	Over 90
5/31/2004	Invoice	3800	1,447.84						
6/7/2004	Payment	10310		1,447.84					
			1,447.84	1,447.84	\$0.00	0.00	0.00	0.00	0.00
6/30/2004	Invoice	4283	1,978.35						
			1,978.35	0.00	\$1,978.35	1,978.35	0.00	0.00	0.00
Account Total			3,426.19	1,447.84	\$1,978.35	1,978.35	0.00	0.00	0.00
Finance Charge					\$0.00				
Total Amount Due					\$1,978.35				

Invoices and Statements

Balance Forward (with Ticket List) Statement

25341 430th Avenue
Bedrock, WI 54751

Reference Number: 328
Statement Date: 7/1/2004
Telephone: (715) 246-1234

Account: ALTMAN
Terms: 2.00% 10, Net 30

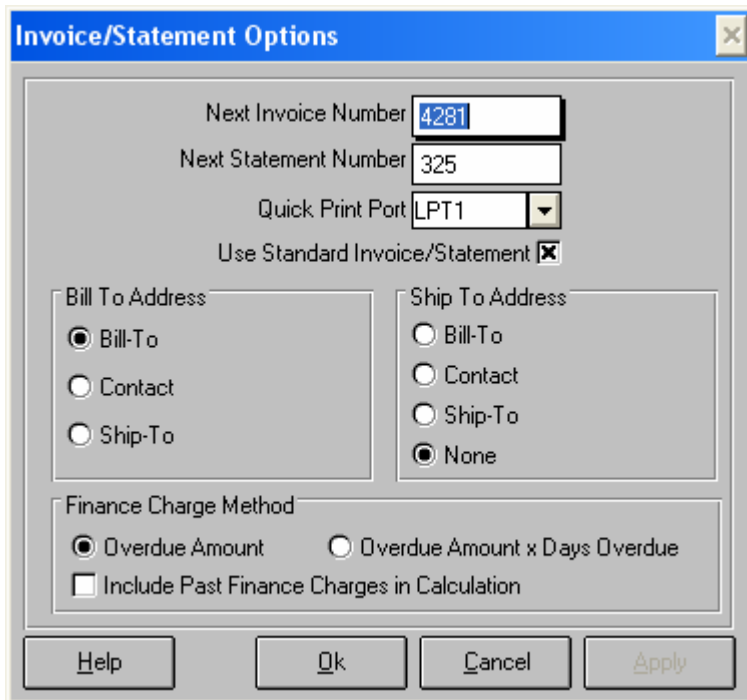
[illegible]

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



The screenshot shows a Windows-style dialog box titled "Invoice/Statement Options". It contains several input fields and groups of radio buttons. The "Next Invoice Number" field is set to 4281, and the "Next Statement Number" field is set to 325. The "Quick Print Port" is set to LPT1. The "Use Standard Invoice/Statement" checkbox is checked. There are two groups of radio buttons: "Bill To Address" with options Bill-To (selected), Contact, and Ship-To; and "Ship To Address" with options Bill-To, Contact, Ship-To, and None (selected). Below these is a "Finance Charge Method" section with radio buttons for "Overdue Amount" (selected) and "Overdue Amount x Days Overdue", and a checkbox for "Include Past Finance Charges in Calculation". At the bottom are buttons for Help, Ok, Cancel, and 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.

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 a 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

Receivables

☒ Receipt
☐ Credit
☐ Reverse Receipt
☐ Reverse Credit

Payables

☐ Payment
☐ Credit
☐ Reverse Payment
☐ Reverse Credit

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

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 a invoice or the date paid for a payment.
Amount Due	The balance due on the invoice or the amount paid for a undistributed payment. This amount is negative (in parenthesis) for a undistributed payment.
Pay	<p>Double click on this column to distribute the customer payment to the invoice.</p> <p>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.</p> <p>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.</p>

Double clicking on a 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 a 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.

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 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

Receivables

☐ Receipt
☒ Credit
☐ Reverse Receipt
☐ Reverse Credit

Payables

☐ Payment
☐ Credit
☐ Reverse Payment
☐ Reverse Credit

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

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

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 a 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
✕

Receivables

☐ Receipt

☐ Credit

☒ Reverse Receipt

☐ Reverse Credit

Payables

☐ Payment

☐ Credit

☐ Reverse Payment

☐ Reverse Credit

Account
ALTMAN Altman Stone

Reverse Receipt
\$0.00
12/1/2004

Reference

Auto Distribute

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

Save F1

Undo F2

Options

Notes...

Reprint Receipt

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 a 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.

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
X

Receivables

☐ Receipt

☐ Credit

☐ Reverse Receipt

☒ Reverse Credit

Payables

☐ Payment

☐ Credit

☐ Reverse Payment

☐ Reverse Credit


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


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 & 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

Receipts and Payments: 12:56 PM Wednesday, December 01, 2004

Receivables

☐ Receipt

☐ Credit

☐ Reverse Receipt

☐ Reverse Credit

Payables

☒ Payment

☐ Credit

☐ Reverse Payment

☐ Reverse Credit

Account: ALTMAN Altman Stone

Payment: \$50.00 12/1/2004

Reference: 100123

You Owe: \$56.68

Save F1 Undo F2 Options Notes... Reprint Receipt

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 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

<u>Receivables</u>	Account	ALTMAN Altman Stone	
<input type="radio"/> Receipt	Credit	\$25.00	12/1/2004
<input type="radio"/> Credit	Reference	200234	
<input type="radio"/> Reverse Receipt	You Owe	\$56.68	
<input type="radio"/> Reverse Credit			

<u>Payables</u>				
<input type="radio"/> Payment				
<input checked="" type="radio"/> Credit				
<input type="radio"/> Reverse Payment				
<input type="radio"/> 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

Reverse Payment Screen (Payables)

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

How To Get Here

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

The screenshot shows a software window titled "Receipts and Payments: 01:13 PM Wednesday, December 01, 2004". The window is divided into a left sidebar and a main content area. The sidebar has two sections: "Receivables" and "Payables". Under "Receivables", there are radio buttons for "Receipt", "Credit", "Reverse Receipt", and "Reverse Credit". Under "Payables", there are radio buttons for "Payment", "Credit", "Reverse Payment" (which is selected), and "Reverse Credit". The main content area contains the following fields: "Account" with a dropdown menu showing "ALTMAN Altman Stone", "Reverse Payment" with a text box containing "\$30.00", "Reference" with a text box containing "300123", and "You Owe" with a text box containing "\$0.40". There is also a date field showing "12/1/2004" and a small grid icon. At the bottom of the window, there is a toolbar with icons for "Save F1", "Undo F2", "Options", "Notes...", and "Reprint Receipt". Below the toolbar, there are three status fields: "Receipt: 10401", "Payables", and "New Estimated Balance: \$30.40".

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 & Payments Reverse Credit Screen (Payables)

The Reverse Credit screen is used to record a credit reversal to a 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

Receivables

☐ Receipt

☐ Credit

☐ Reverse Receipt

☐ Reverse Credit

Payables

☐ Payment

☐ Credit

☐ Reverse Payment

☒ Reverse Credit

Account ALTMAN Altman Stone

Reverse Credit \$26.28 12/1/2004

Reference 300123

You Owe \$0.40

Save F1 Undo F2 Options Notes... Reprint Receipt

Receipt: 10401 Payables New Estimated Balance: \$26.68

Field Descriptions

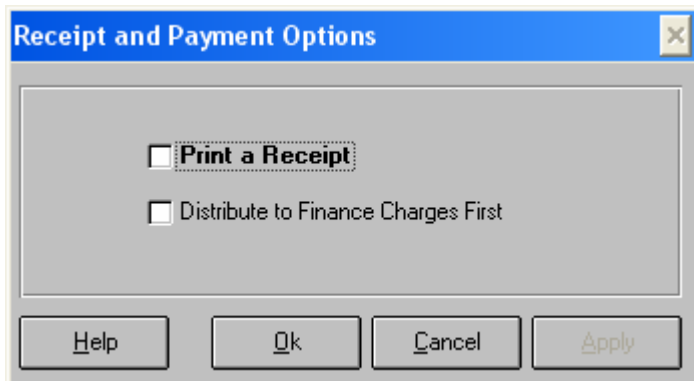
The fields on this screen are identical to the Reverse Payment screen.

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.

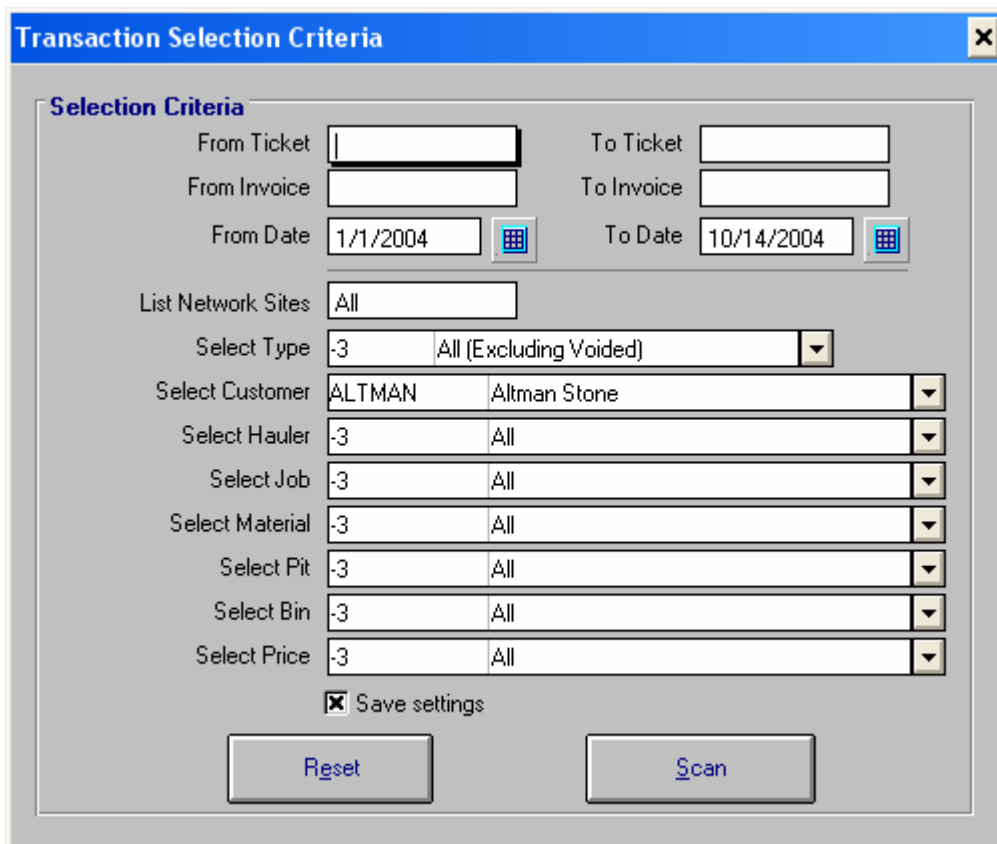
Quick Scan

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



The image shows a Windows-style dialog box titled "Transaction Selection Criteria". It contains several input fields and dropdown menus for selecting transaction criteria. The fields are arranged in two columns. The left column includes "From Ticket", "From Invoice", "From Date" (with a calendar icon), "List Network Sites", "Select Type", "Select Customer", "Select Hauler", "Select Job", "Select Material", "Select Pit", "Select Bin", and "Select Price". The right column includes "To Ticket", "To Invoice", "To Date" (with a calendar icon), and a dropdown menu for "All (Excluding Voided)". Below the dropdowns, there is a checkbox labeled "Save settings" which is checked. At the bottom, there are two buttons: "Reset" and "Scan".

Field	Value
From Ticket	
To Ticket	
From Invoice	
To Invoice	
From Date	1/1/2004
To Date	10/14/2004
List Network Sites	All
Select Type	-3 All (Excluding Voided)
Select Customer	ALTMAN Altman Stone
Select Hauler	-3 All
Select Job	-3 All
Select Material	-3 All
Select Pit	-3 All
Select Bin	-3 All
Select Price	-3 All

☒ Save settings

Reset Scan

[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 range. Enter the invoice numbers in these two fields. If you are interested in only one invoice, then 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 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

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

Transaction Scan

Transaction List

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

Show Detail

Totals

Void Selected

Print List

Print Tickets

All

Selected

Done

receipt.gtk

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 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 a blue title bar. The main area is divided into several sections. On the left, there are three radio buttons: 'Details' (selected), 'Charges', and 'Notes'. The central area contains various input fields for transaction details: 'Ticket' (91494), 'Item 1' (Site A), 'Voided' (checkbox), 'Operator-In' (Administrator), and 'Operator-Out' (Administrator). Below these are sections for 'Hauler Acct' (ALTMAN, Altman Stone), 'Truck' (a313), 'Trailer', 'Tare3', 'Bill-To Acct' (ALTMAN, Altman Stone), 'Job' (04-09, City Streets), 'PO', 'Material' (1060, Street Chips), 'Zone' (-3, Unspecified), 'Category 1', 'Pit' (-1, None), 'Bin' (-1, None), and 'Category 4'. On the right, there is a 'Charge' section showing '\$208.01' and a table with 'In on 1' (37660), 'Out on 1' (91340), 'Net' (53680 lb), and 'Adj' (53680). Below this is a '26.84 Tons' section with an 'Outgoing' button. At the bottom right, there are 'In' and 'Out' date/time fields (3/11/2004 08:30:20) with calendar icons. The bottom of the window features a toolbar with buttons for 'Save F1', 'Undo F2', 'Void F4', 'First F5', 'Prev F6', 'Next F7', 'Last F8', 'Find F9', 'Print Ticket', and 'Invoice'. A status bar at the very bottom shows 'sample.gtk' and '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. Two of the category tables are used for system purposes. One for the material table and the other

for price table codes. These drop downs are still displayed but they will always be blank and they contain no entries. In this example, category 1 was used for the material table and category 4 was used for the price table.

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 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

Transaction Scan

Ticket: 91494 Item 1 Site A Voided ☐ Operator-In: Administrator Operator-Out: Administrator

1060 Street Chips

Price: 4 Altman

Tax Code: EXEMPT Tax Exempt

Charge	\$208.01
Freight	\$0.00
Add	\$0.00
Frght Tax	\$0.00
Other Tax	\$0.00
Total	\$208.01

Recalculate

Dsct Available: \$4.16 Freight Pay: \$0.00

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)
 Frght Tax %: 0.00
 Add Chg Tax %: 0.00

Cash Paid: \$0.00
 Reference:

Invoiced ☒ # 3629
 Terms: 2.00% 10, Net 30
 Billed ☐ # 0

sample.gtk Receivable

Buttons: Save F1, Undo F2, Void F4, First F5, Prev F6, Next F7, Last F8, Find F9, Print Ticket, Invoice

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 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 a software window titled "Transaction Scan". At the top, there are input fields for "Ticket" (containing "91494"), "Item 1 Site A", a "Voided" checkbox, and "Operator-In" and "Operator-Out" (both containing "Administrator"). On the left, there are three radio buttons: "Details", "Charges", and "Notes" (which is selected). The main area contains a form with the following fields: "Name", "Address", "City", "Memo", "My Note", "Memo 2" (containing "Last load of the day."), and "Memo 3" (containing "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 bottom status bar shows "sample.gtk" on the left and "Receivable" on the right.

Field Descriptions

Note Fields

One text box is shown for each enabled note field with the data contained in the note.

Reporting

Crystal Reports is 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

Reporting

Report Categories: Tonnage, **Tonnage & Charges**, Accounting, Listings, Custom Reports, Batch Reports

Reports in Category: **Tonnage & Charges**, Charges, Quote Balances, Job Balances, Expired Job Balances

Detail Level: Detailed

Transaction Selection:

From Date: 8/1/2004

To Date: 8/17/2004

Transaction Type: All

Direction: All

Weighment: All

Rcvbl / Payable: All

Charge Type: All

List Sites:

Sort Order:

1st Sort: Material

2nd Sort: Account

List or Range:

SubCat1 (Type): Sand

SubCat2 (Yard): All

SubCat1: All

SubCat2: All

Page Breaks: ☒

Preview Print (1 Copy) Print to Text File... Options...

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.

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 weight 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 included.	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.

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 page 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.

Print to Text File...

Click this button to generate your report and write it to a text file. The file can be straight text, comma delimited or tab delimited. The format is set in the Report Options screen.

Report 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

The screenshot shows the 'Reporting Options' dialog box with the 'General' tab selected. On the left, there are two radio buttons: 'General' (selected) and 'Custom Report List'. The main area is titled 'General Reporting Options' and contains several settings: 'Always Use Standard Reports' (unchecked checkbox), 'Prompt Between Batch Reports' (unchecked checkbox), and 'Copies (Print button)' (a spinner box set to 1). Below these are two grouped sections. The 'File Format (Print to File button)' section has three radio buttons: 'Straight Text' (selected), 'Comma Delimited Text', and 'Tab Delimited Text'. The 'Separators' section has two text boxes: 'Range' (containing '-') and 'List' (containing ','), with a sample text 'Sample: 210-214, 310-314, 401, 402' below them. At the bottom are four buttons: 'Help', 'Ok', 'Cancel', and 'Apply'.

Field Descriptions

Always Use Standard Reports

Any of the standard reports in the program can be customized and are found in the application 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.

Copies (Print Button)

Enter the number of copies to print. This option only applies when reports are outputted to a printer (Print button).

File Format (Print to File Button)

When reports are printed to a file they can be formatted as straight text, comma delimited or tab delimited files.

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 Options Custom 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

The dialog box is titled "Reporting Options" and has a close button in the top right corner. It contains two main sections. On the left, there are two radio buttons: "General" (unselected) and "Custom Report List" (selected). The "Custom Report List" section is titled "Custom Report List (Edit Screen)" and contains a table with 10 rows. The first three rows are populated with report information, and the first row is marked as active with a ">>" symbol. To the right of the table is a section titled "Data for Custom Report 1" which contains four text boxes: "Title" (containing "My Truck List"), "File" (containing "mytruck.rpt"), "Pre-Exe" (empty), and "Post-Exe" (empty). Each of the last three text boxes has a browse button (three dots) to its right. At the bottom of the dialog are four buttons: "Help", "Ok", "Cancel", and "Apply".

	Report Title	Report File
1 >>	My Truck List	mytruck.rpt
2	My Account List	myacct.rpt
3	My Gross/Tare/Net	mygtn.rpt
4		
5		
6		
7		
8		
9		
10		

Data for Custom Report 1

Title: My Truck List

File: mytruck.rpt

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).

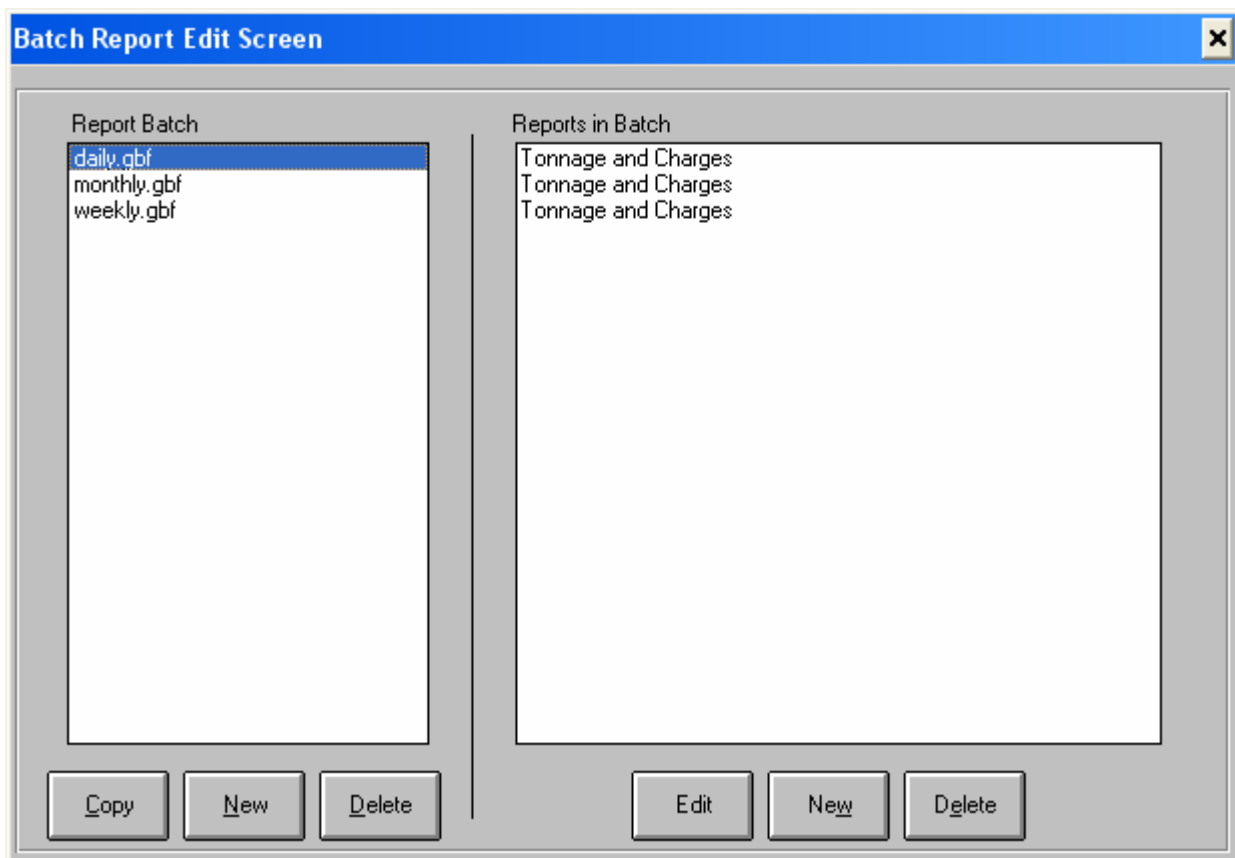
Reporting

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 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 Reporting Files



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 files.

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.

FAQ

Scale Indicator Configuration

Scale indicators are configured in the Interact 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=W1110,14,3,c,1,+, -,4,c,6,0,,,11,c,2,lb,kg,,2,c,1,G,N,,0,,,,,,,,,14,a,1,10
Indicator9=W1120,14,3,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

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 *interact.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 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

CategoryNote=

SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=

>> To enable category 4 table, assign a name here.

>> Enter the label you would like to place on the user note field.

We suggest you follow an unwritten standard and always use category 1 as your material table and category 4 as the price table.

FAQ

Ticket Format File (.gtk file)

The ticket format file is used by the program as a template for generating the transaction ticket. The format file can be generated with any text editor (such as *NotePad* or *write*) and can be assigned any operating system (Windows 95 or Windows 3.1) compatible name. It is assumed the ticket format file is in the same directory that Interact was installed.

Multiple ticket formats can be created. A default ticket format can be defined. In addition, a ticket format can be attached to each account. The default ticket format file is selected from the Interact ticket preferences form:

1. Click the **Admin** button on the Interact tool bar.
2. Select **Preferences->Tickets** from the drop down menu.
3. The name of the ticket format file currently being used is displayed in the **Default Ticket Type** field. To change the name, tab down or click into the field and type the new name.
4. Click the **Save** button.

Five types of fields can be placed on the transaction ticket: static text, database, flag fields, printer command and column positioning.

STATIC TEXT FIELDS

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 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

<u>Field Keyword</u>	<u>Additional Information</u>
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

<u>Field Keyword</u>	<u>Additional Information</u>
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

<u>Field Keyword</u>	<u>Additional Information</u>
HAULER ACCOUNT	The account that owns the truck.
HAULER NAME	

Bill-To Account Fields

<u>Field Keyword</u>	<u>Additional Information</u>
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

<u>Field Keyword</u>	<u>Additional Information</u>
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 <i>optional unit name</i>	Amount ordered of this item
DELIVERED <i>optional unit name</i>	Amount delivered of this item
REMAINING <i>optional unit name</i>	Amount remaining to be delivered
DAILY DELIVERED <i>optional unit name</i>	Amount delivered for the day
DAILY LOADS	Number of loads for the day

Permit Fields

<u>Field Keyword</u>	<u>Additional Information</u>
PERMIT	The permit number.
PERMIT NAME	
PERMIT ADDRESS	
PERMIT STREET ADDRESS	
PERMIT CITY	
PERMIT STATE	
PERMIT ZIP	

Truck Fields

<u>Field Keyword</u>	<u>Additional Information</u>
TRUCK NUMBER	Truck number.
TRUCK DESCRIPTION	Truck description.

TRUCK TARE WEIGHT <i>opt unit name</i>	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 <i>opt unit name</i>	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)

<u>Field Keyword</u>	<u>Additional Information</u>
TARE2 NUMBER	2nd tared vehicle number.
TARE2 DESCRIPTION	2nd tared vehicle description.
TARE2 TARE WEIGHT <i>opt unit name</i>	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)

<u>Field Keyword</u>	<u>Additional Information</u>
TARE3 NUMBER	3rd tared vehicle number
TARE3 DESCRIPTION	3rd tared vehicle description.
TARE3 TARE WEIGHT <i>opt unit name</i>	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)

<u>Field Keyword</u>	<u>Additional Information</u>
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.

Tax Fields

<u>Field Keyword</u>	<u>Additional Information</u>
----------------------	-------------------------------

TAX CODE
TAX DESCRIPTION

Tax code
Description of tax code

Freight Fields

<u>Field Keyword</u>	<u>Additional Information</u>
ZONE CODE	Delivery zone code
ZONE DESCRIPTION	Delivery zone description
DISTANCE	Distance or time hauled

User Fields

<u>Field Keyword</u>	<u>Additional Information</u>
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

<u>Field Keyword</u>	<u>Additional Information</u>
WEIGHT IN <i>optional unit name</i>	Incoming weight
WEIGHT OUT <i>optional unit name</i>	Outgoing weight
NET WEIGHT <i>optional unit name</i>	Absolute value of weight in less weight out.
GROSS <i>optional unit name</i>	The greater of weigh-in and weigh-out.
TARE <i>optional unit name</i>	The lesser of weigh-in and weigh-out.
ADJ WEIGHT <i>optional unit name</i>	Net weight less adjustments
GRAND TOTAL ADJ WEIGHT <i>oun</i>	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 weighment, not NTEP compliant
AXLE2	Second axle weighment, not NTEP compliant
AXLE3	Third axle weighment, not NTEP compliant
AXLE4	Forth axle weighment, not NTEP compliant
AXLE5	Fifth axle weighment, not NTEP compliant

Unit of Measure Fields

<u>Field Keyword</u>	<u>Additional Information</u>
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

<u>Field Keyword</u>	<u>Additional Information</u>
BASE CHARGE	BASE CHARGE1 + BASE CHARGE2 + BASE CHARGE3
GRAND TOTAL BASE CHARGE	Total base charge for all items in a multiple item ticket.
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

<u>Field Keyword</u>	<u>Additional Information</u>
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

GRAND TOTAL SALES TAX2	authority 2 of tax code. 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

<u>Field Keyword</u>	<u>Additional Information</u>
PAYMENT	
GRAND TOTAL PAYMENT	Total payments for all items in a multiple item ticket.
CHECK NUMBER	

Price Fields

<u>Field Keyword</u>	<u>Additional Information</u>
RATE <i>optional unit name</i>	Total price excluding per load prices
RATE PER LOAD	Total per load price
RATE1 <i>optional unit name</i>	Price component 1
RATE2 <i>optional unit name</i>	Price component 2
RATE3 <i>optional unit name</i>	Price component 3
RATE12 <i>optional unit name</i>	RATE1 + RATE2 (excludes per load prices)
RATE13 <i>optional unit name</i>	RATE1 + RATE3 (excludes per load prices)
RATE23 <i>optional unit name</i>	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

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

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 a incoming transaction (weigh-in > weigh-out)
Outgoing	this is a outgoing 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"}
```

PRINTER COMMAND FIELD

Every printer has its own set of commands. In some cases it would be nice to take advantage of this built in functionality. To do this, enclose the decimal versions of the printer commands in double back slashes (\\). The example below will initialize and set the character pitch for an Epson FX printer:

```
\\27 64 27 103\\
```

In order to use printer commands when the printer is connected to a parallel port, LPT1 or LPT2, the printer device type must be set to "Direct to Printer Port". This bypasses the print driver and sends the data directly to the printer.

COLUMN POSITIONING FIELD

To position text at a specific column, use the following syntax:

```
COL20 [AccountName]
```

The example above will place Account Name at print column 20 of the current line. The COLnn command must be followed by space. When multiple COLnn commands are used in one line, they must be in ascending order. The example below is illegal.

```
COL50 [Account] COL20 [AccountName]
```

To right justify text within a field use the RIGHTnn command. For example,

```
RIGHT20 [Weight In]
```

will right justify Weight In within a 20 character field.

To left justify text within a field use the LEFTnn command. For example,

```
LEFT20 [Weigh In]
```

will left justify Weigh In within a 20 character field (i.e. unused field is padded with spaces).

FAQ

Print Weight Ticket (prweight.gtk)

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]
```