# TransAct® 3.0

*Scale Data Management Program*

# Installation & Operation Guide

RICE LAKE WEIGHING SYSTEMS
Industrial Solutions on a Global Scale®

ISO 9001 REGISTERED

50270

# Contents





Version 3.0, March 1999

# Getting Started

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

Standard program features include...

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

## Windows Navigation Tools

If you are new to Microsoft Windows, please read this section to becom familiar with the techniques and terms mentioned in the manual. This section also provides a table for easy access to common symbols and terms used in Windows and TransAct.

This section will describe using the mouse, menus and dialog boxes, as well as, navigating within a window.

### Basic Concepts

Microsoft Windows is a graphical software environment that makes using the computer easier. Windows uses icons, pull-down menus and dialog boxes to help the user interact with the computer. With Windows, multipl applications can run simultaneously.

When running Windows, the computer screen becomes a *desktop*. The desktop contains programs and utilities in boxes called windows. Windows can be arranged on the desktop to suit individual needs. Windows can b sized and moved to anywhere on the desktop. Windows can be minimized to appear as an icon in the lower left corner when running Windows 3.1 or on the Taskbar when running Windows 95.

When an application is minimized into an icon on the desktop, the program continues to run in memory, but does not take up space on the desktop. In the meantime, other applications can be accessed. To restore a minimized window, double click on the icon or button.

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Windows® is a registered trademark of Microsoft Corporation.

## Using the Mouse

Moving the mouse moves the pointer on the screen. The shape of the pointer will change to reflect the kind of work you are doing. The most common pointer shape is the arrow.

- Pointing to an object is usually the first step in performing mouse function. Point to an object by moving the tip of th pointer on top of the object to be selected.
- Clicking, or click, means to press the mouse button and release it immediately while pointing to an object. Clicking initiates an action such as starting a transaction or adding a customer account.
- Double-clicking is pressing the mouse button twice in rapid succession. Double-clicking is usually used as a shortcut. For example, to ope TransAct, double-click the truck icon. This performs the same function as selecting the icon with a singl click, then pressing Enter or using the Open command.
- Dragging is pressing the mouse button and holding it down whil moving the mouse. Drag the mouse to select an area or move an object.

## Using the TransAct Menus

The row of icons found at the top of the TransAct screen is called the Menu Bar. Each icon represents a pull-down menu which lists available TransAct commands or implements a section of the program.

Producing a pull-down menu and selecting commands can be done using the mouse or keyboard.

### With the Mouse

To select a command using a mouse:

1. Point to one of the icons in the menu bar and click the mous button.
   The menu drops down and stays open until another icon is selected, or an item from the pull-down menu is selected.
2. Point and click the command to use.

### With the Keyboard

Follow these steps to select a command using the keyboard:

1. Press and hold the ALT key to activate the menu bar.
   One letter in each icon that appears on the menu bar is underlined. The underlined letter is the menu's *hot ke* . Each command has an underlined hot key. While holding the ALT key,

press the underlined letter to display the pull-down menu or execute the command.

2. To execute a command, from a pull-down menu, press th underlined hot key or use th UP and DOWN arrow keys on th keyboard to select one of the commands and press Enter.

### Closing a Menu

To close a pull-down menu, move the pointer into th TransAct window and click the mouse button, or press Escape (ESC).

### Menu Standards

All Windows applications follow certain standards when listing menu items. Listed below are various standards found when using TransAct menu items and other Windows applications.

- **Dimmed commands** appear when the command is currently unavailable.
- **Cascading menu indicator** When a command with a triangle is selected, another menu appears with more commands. Thes menus are called cascading menus. In TransAct, the Utilities command on the Admin menu is a cascading menu.

## Using Dialog Boxes (Windows and Tables)

TransAct was written to use dialog boxes for the entire program. For simplicity, dialog boxes are referred to as windows throughout this manual. Each window could have several tables, lists or forms associated with th window. All of the information necessary to run TransAct is entered into these dialog box windows.

### Moving within Dialog Box Windows

Selecting a command from the menu bar, or a pull-down menu, invokes dialog box. For example, selecting Backup from the cascading Utilities command on the Admin pull-down menu invokes the Backup window (dialog box).

*Figure 1. Using Dialog Box Windows*

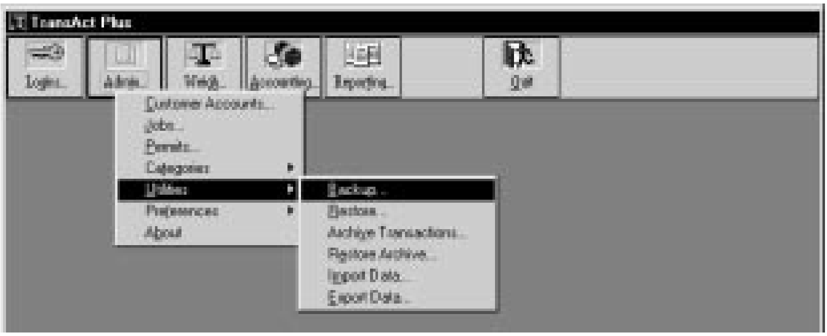



*Figure 2. Backup Window (Dialog Box)*


Dialog box windows are often separated into different groups, referred to as options. The following methods explain how to move between options or groups. Current options are highlighted or have a dotted rectangle placed around them. There are two ways to move from one option to another.

Mouse: Click the option or group.

Keyboard: Press the TAB key to move from one option to the next or to move to a different option group.

Hold down Shift and press TAB to move the opposit direction.

Use the arrow keys to move between options within a group.

Press ALT plus the underlined hot key in the option name.

## Selecting Options

### Check Boxes

Check boxes turn options on and off. An X or dot in the box indicates th option is On. An empty box or dot means the option is Off.

Click a check box with the mouse to toggle the option On and Off. To use the keyboard, press TAB to move to the desired check box and press th SPACEBAR to toggle the option On and Off.

### Command Buttons

Command buttons carry out an action. Most windows contain at least two command buttons. One button is used to execute the command or save th settings. The other button is used to cancel the command.

Dimmed command buttons are unavailable. When a command button is selected, it appears to be depressed and has a darker border than the other buttons.

### Drop-Down List Boxes

Drop-down list boxes appear when a dialog box is too small to list all options. Drop-down list boxes initially appear as a rectangular box with single option. A down arrow is attached to the far right of the option box. When the arrow is clicked, a list of options appears. If there are more options than can fit in the box, a scroll bar appears to move through the list.

TransAct was written to use field descriptions as its primary sort field. When using the keyboard, information within drop-down boxes can be selected by typing the field description.

Example: Instead of clicking the single down arrow to produc the drop-down list of customer accounts, use the TAB key to move to the option and type the customers name.

## Working with Windows

This section explains how to move windows, dialog boxes and icons. It also explains how to move within windows. For simplicity, the techniques used below are described for use with the mouse.

### Scroll Bars

When a window or dialog box cannot show all the information it contains, scroll bars appear. Scroll bars appear at the right side and bottom of window. Use the vertical scroll bar to move the window up or down and the horizontal scroll bar to move from side to side.

Each scroll bar has a scroll arrow at each end and contains a small squar box called a scroll box. The position of the scroll box in the scroll bar represents your position within the information.

Click the mouse on the gray area of the scroll bar to move the viewing are by one full screen.

Click the direction arrows to move in smaller increments.

To view the contents of the window quickly, drag the scroll box within th scroll bar.

## Moving a Window

Windows can be moved to anywhere on the desktop. Icons and dialog boxes with title bars can also be moved.

1. Point to a window title bar, icon or dialog box title bar.
2. Click and hold down the left mouse button. Drag the pointer to the new location.
3. As the pointer moves, an outline of the window or dialog box moves with it. When moving icons, the pointer changes to a black and white outline of the icon.
4. When the window, icon or dialog box is in the new location, release the mouse button.

Press Escape (ESC) anytime before releasing the mouse button to cancel th move.

## Resizing a Window

1. Select the window to resize.
2. Move the pointer to the side or corner of the window until th pointer changes to a two-headed arrow.
3. Hold down the mouse button and drag until the window is th desired size.
   An outline of the window moves with the pointer.

# Shrinking, Enlarging, Restoring and Closing a Window

The following table specifies the different symbols found in the upper right hand corner of a window. These symbols are used to shrink, enlarge, restor and close windows. Symbols for Windows 3.1x and Windows 95 ar documented.

## Windows 3.1x

*Table 1. Windows 3.1x Window Symbols*

| | |
|---|---|
|  | Shrinks the Window into an icon into the lower left hand corner of the screen. |
|  | Increases the application window full screen. |
|  | Restores the application window to original window size. |

## Window 95

# Quick Reference Table

*Table 2. Windows 95 Window Symbols*

| | |
|---|---|
|  | Shrinks the window to the Windows 95 menu bar at the bottom of the screen. |
|  ‘ | Increases the application window full screen. |
|  | Restores the application window to original window size. |
|  | Exit or Quit the application. |

For more information on using Windows, please refer to your Windows manual.

*Table 3. Windows Symbols and Terms*

| Term | Definition |
|---|---|
| Select | Select or activate an item to change. |
| Record | Set of information within a table. |
| Field | Individual items within a record. |
| Icon | A button with a picture describing the button’s function. |
| Pull-Down Menu | A list of commands found under the menu bar icon. |

*Table 3. Windows Symbols and Terms*

| Term | Definition |
|---|---|
| Point | Action used to move the mouse arrow to a desired menu name, command name or graphic object or to move the I-beam within text to where the cursor should be placed. |
| Pointer | An on-screen symbol controlled by the mouse. |
| I-beam | This mouse pointer symbol allows the user to positio the cursor within text. |
| Mouse Button | The mouse usually has two buttons (some genetically mutated versions have three). The Left button will complete most actions. Clicking the right mouse button within TransAct forms, will display the Admin pull-down menu. |
| Click (Single) | Refers to a single click of the mouse button. Allows you to reposition the cursor within text, select a menu or menu item, or select a graphic object. |
| Drag | Click and hold down the left mouse button to move a window, icon, or dialog box, or to select multiple text characters. |
| Double Click | Press the mouse button twice in rapid succession. Usually done to perform a shortcut. For example, to open TransAct, double-click the icon. |
| Shift+Click | This action allows you to select multiple consecutive items in a list. Click to select the first item. Press and hold down the Shift key on the keyboard while clickin the left mouse button on the last item. |
| Ctrl+Click | This action allows you to select multiple nonconsecutive items in a list. Press and hold down the Ctrl (control) key on the keyboard while clicking the left mouse button. |
| Alt+*letter* | While pressing and holding down the Alt key on the keyboard, press the underlined letter to open a menu or select an command. |
| Arrow key | A standard 101 or 104 Enhanced keyboard provides 4 directional keys for navigating. |
| Enter | Execute the selected command. |
| Esc | Press Esc once to close a current item without making a choice, twice to deactivate the Menu Bar. |
| Tab | Select the next field or button. |

*Table 3. Windows Symbols and Terms*

| Term | Definition |
|---|---|
| Shift+Tab | Select the previous field or button. |
| Space Bar | Used to turn on/off a check box or execute a selected command. |

# Installing TransAct for Windows

TransAct for Windows requires the following hardware and software:

- A Pentium-based computer
- At least 8MB of RAM (16 MB RAM or more is highly recommended)
- A fixed hard disk with a minimum of 3 MB of available disk space to install the program files
- VGA, SVGA, or greater resolution monitor
- Microsoft compatible mouse
- DOS version 5.0 or higher
- Windows Version 3.1x or later running in enhanced mode or Windows 95

When a complete installation of TransAct is performed, the Setup program installs all of the files necessary to run TransAct. Setup also creates th TransAct group, and all TransAct icons associated with the program.

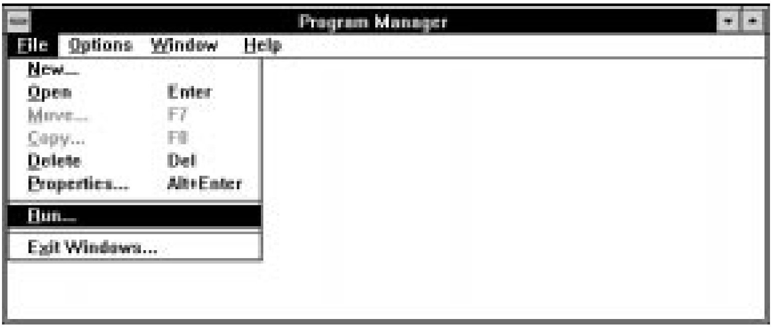
These instructions explain how to install TransAct on an individual computer using Windows 3.1x, Windows 95, Windows 98, and Windows NT. Before the Setup program can be executed, Windows 3.1x or higher must currently be running on the system. It is important to be familiar with the basic techniques of using Windows. If you are not familiar with Windows, please review the Windows Navigation Tools section provided at the beginning of this manual, or use your Windows documentation.

## Windows 3.1x Installation

Insert the TransAct for Windows diskette labeledDisk: 1 of 3 in drive A or B.

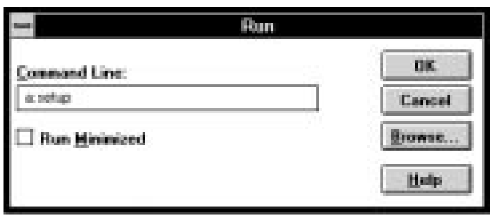
Click the word File from the Program Manager menu. Click the wor Run from the pull-down menu.

*Figure 3. Program Manager*




The Run dialog box appears.

*Figure 4. Install Command*

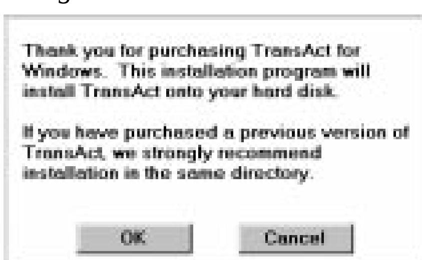



In the Command Line field, type a:setup or b:setup, depending on the driv you are using.

Click OK to start the installation program.

A brief installation explanation is displayed.

*Figure 5. Installation Welcome*



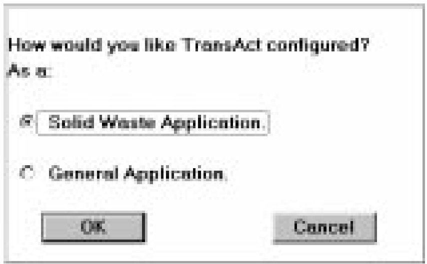

Click OK to continue with the installation.

TransAct will automatically install two category tables. These tables can be easily edited.

Select the type of industry which most closely relates to your type of business.

NOTE: Categories can be added and changed after installation.

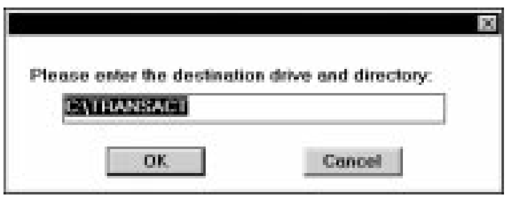
*Figure 6. Selecting Industry Type*




- Solid Waste provides category tables for Hauler and Refuse.
- General provides category tables Hauler and Material.

The setup program will look for any previously installed versions of TransAct and recommend installation to that directory. For a first tim installation, the setup program will recommend installation to the default directory, C:\TransAct.

*Figure 7. Default Installation Director*

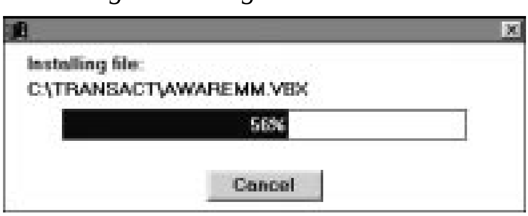



NOTE: Do not change the path name unless it is necessary.

Click OK to continue and accept the default installation directory.

The TransAct setup program starts installing the program files.

*Figure 8. Program Installation*




When prompted, insert the remaining TransAct for Windows Diskettes.

*Figure 9. Next Diskette Prompt*


Click OK to continue with the installation.

The **AUTOEXEC.BAT** configuration file must include the command SHARE /F:5100 /L:500 in order for TransAct to run. If this command needs to b added, the following message appears. The original AUTOEXEC.BAT file is saved as AUTOEXEC.BAK.

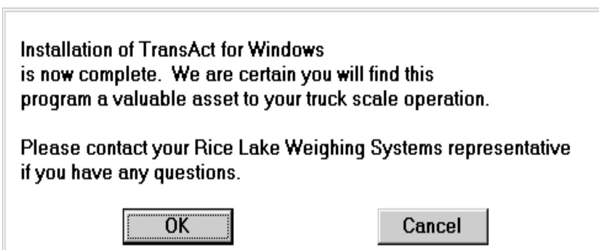
*Figure 10. Update Autoexec.bat File*


NOTE: The share program installs file-sharing and locking capabilities. Windows for Workgroups uses the VSHARE command instead of the SHARE command.

Click th Yes button to make changes to th AUTOEXEC.BAT file and continue.

The following message appears when installation has been complete.

*Figure 11. Installation Complet*




Click OK to continue. A final window appears.

*Figure 12. Reboot Message*


Click th Yes button to reboot the computer and allow changes to take effect.

Installation is now complete. Once the computer reboots, double click th TransAct icon to start the program.

## Windows 95 Installation

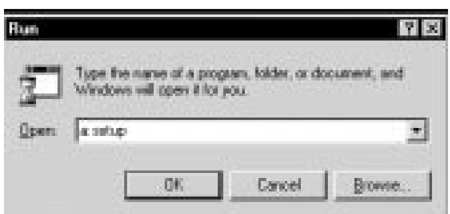
Insert the TransAct for Windows diskette labeled Disk: 1 of 3 in drive A or B.

Select Start in the lower left hand corner of the Windows 95 Desktop. Select Run from the Start menu.

*Figure 13. Selecting Run*


The Run dialog box appears.

*Figure 14. Install Command*

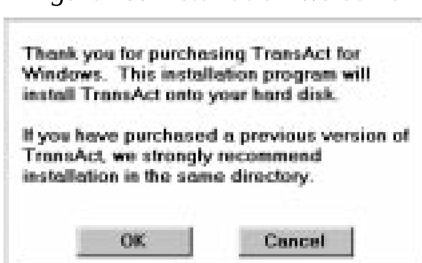



In the Open field, type a:setup or b:setup depending on the drive you ar using.

Click OK to start the installation program.

A brief installation explanation is displayed.

*Figure 15. Installation Welcome*



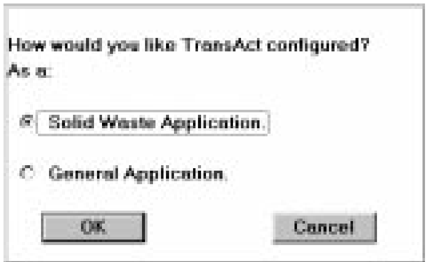

Click OK to continue with the installation.

TransAct will automatically install two category tables. These tables can be easily edited.

Select the type of industry which most closely relates to your type of business.

NOTE: Categories can be added and changed after installation.

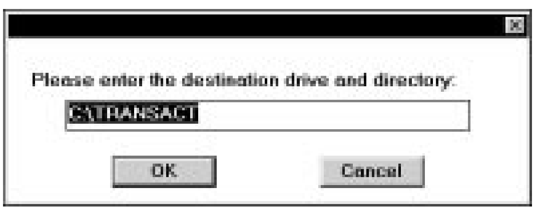
*Figure 16. Selecting Industry Typ*




- Solid Waste provides category tables for Hauler and Refuse.
- General provides category tables Hauler and Material.

The setup program will look for any previously installed versions of TransAct and recommend installation to that directory. For a first tim installation, the setup program will recommend installation to the default directory, C:\TransAct.

*Figure 17. Default Installation Directory*

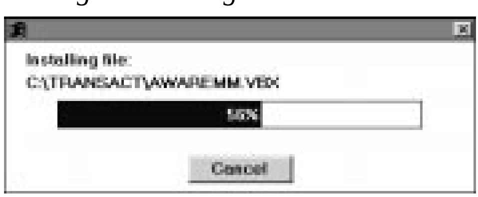



NOTE: Unless there is a particular reason, do not change the path name.

Click OK to continue and accept the default installation directory.

The TransAct setup program starts installing the program files.

*Figure 18. Program Installation*




When prompted, insert the remaining TransAct for Windows Diskettes.

*Figure 19. Next Diskette Prompt*


Click OK to continue with the installation.

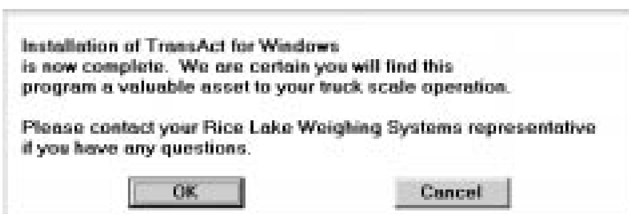
The **AUTOEXEC.BAT** configuration file must include the command SHARE /F:5100 /L:500 in order for TransAct to run. If this command needs to b added the following message appears.The original AUTOEXEC.BAT file is saved as AUTOEXEC.BAK

*Figure 20. Update AUTOEXEC.BAT File*


Click the Yes button to make the necessary changes and continue.

The following message will appear when installation has been complete.

*Figure 21. Installation Complete*




Click OK to continue.

A final dialog box will ask if you want to reboot the system.

*Figure 22. Reboot Message*


Click the 

Yes button to reboot the computer and allow changes to take effect.

Installation is now complete. Once the computer reboots, double click th TransAct icon to start the program.

# The TransAct.INI File

During installation, Setup creates the TRANSACT.INI file located in th Windows directory. This file contains default information, ticket fil preferences, category setup and other information used to run TransAct. The Appendix contains instructions for modifying the TRANSACT.INI file.

NOTE: ***DO NOT DELETE OR CHANGE*** the location or th contents of the TRANSACT.INI file. If this file is deleted or moved to another directory, TransAct will *not* run!

# Uninstall/Reinstall

## Uninstall

When TransAct is installed, it creates an Uninstall icon. To uninstall TransAct, click th Uninstall icon in the TransAct program group. TransAct will be deleted from the hard drive and system file changes will be restored.

NOTE: Uninstall does not remove the directory name or any databas information in the directory. Use File Manager or My Computer to completely delete TransAct.

## Reinstall

If the program needs to be reinstalled, an uninstall should be performed first.

NOTE: Any changes made to your database will be lost.

Example: If Solid Waste Application was selected as the industry type during installation, but General Application was desired, TransAct must be uninstalled and then reinstalled in order for the new category tables to b updated.

To save any database changes before uninstalling TransAct, create a database backup using TransAct's backup utility. Once you have reinstalled TransAct, restore your backup using TransAct's restore utility.

# Starting and Exiting

Once TransAct has been installed, the next step is to start the program.

## Starting the Program for the First Time

When running TransAct for the first time, view the license agreement, accept the license and build the database.

To start TransAct for Windows, double-click the TransAct program icon from the TransAct program group.

After selecting the TransAct icon, the following message appears.

*Figure 23. View License Agreement*


Use the mouse to click the View Agreement button.

The license agreement is a Write file. TransAct automatically opens the Write application and displays the license agreement file. The following messag appears to remind you to exit Write once you have read the licens agreement.

*Figure 24. Reading the License Agreement*


Click th OK button to continue. Read the license agreement. After reading the agreement, click File from the menu then click Exit from the pull-down menu to continue.

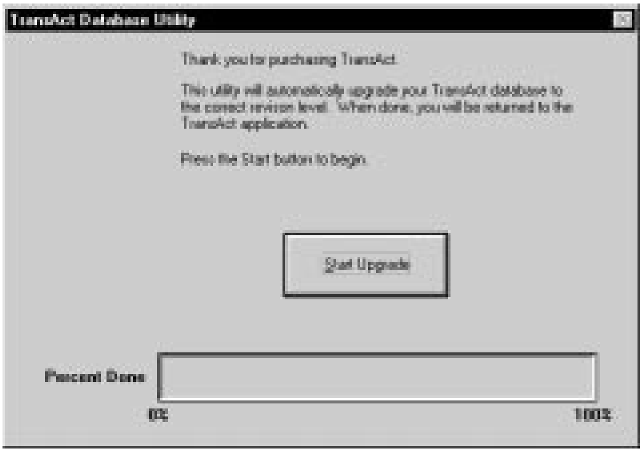
*Figure 25. Accepting the License Agreement*


Click the Accept Agreement button to continue.

If th Reject Agreement button is selected, TransAct will close.

After accepting the license agreement, the following prompt appears.

*Figure 26. Creating a database*




Click th Start Build button to build a database. The following messag requires a decision. Read the message carefully before continuing.

*Figure 27. Setting up a sample databas*


Click the Yes button to have a sample database installed. A sample databas can be a useful tool to help you become familiar with entering information into TransAct. If you have never used TransAct, installing a sampl database is recommended. Information in the sample database can b overwritten or deleted at a later time.

Click the No button to install an empty database.

NOTE: Select No when it is time to setup actual company information and prepare the system for real-time transactions.

When the database has been installed, the following message appears.

*Figure 28. Database Installation Successful*

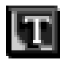

Click the OK button to continue.

The TransAct login in screen appears.

*Figure 29. Logging into TransAct*


Type Admin in the Login Name box and press Enter or TAB twice

## Starting the Program

To start TransAct for Windows, double-click the  TransAct program icon.

## Quitting the Program

To quit TransAct for Windows, click the Quit button.

## Database Recovery & Restoration

If TransAct is not exited properly, due to a power outage or system error, the database may be damaged. When TransAct is running, mini-backups of the database are automatically created. This built-in fault tolerant structure helps to prevent the loss of data.

The next time TransAct is started the following message appears.

*Figure 30. Database Recovery*

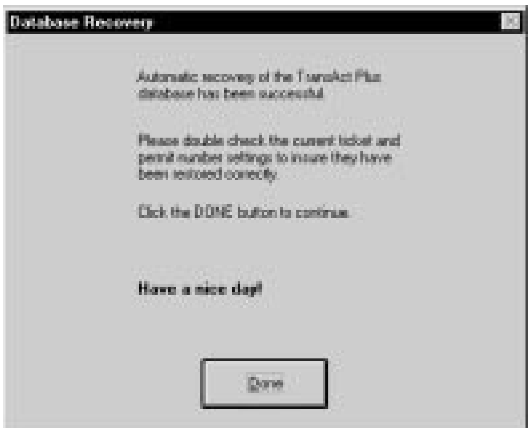

Click the Continue button to retrieve all information from the last mini-save.

The following message is displayed while the database is being repaired. Do not use your computer during the database repair.

*Figure 31. Database Recovery in Progress*


Once the database has been repaired, the following message appears.

*Figure 32. Database Recovery Complete*




Click the Done button to continue.

Review the repaired database. If it is not correct, you may wish to restor your last backup.

If you have any questions about the database recovery utility, please call our technical support line at (715) 234-9171.

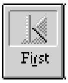
## TransAct Navigation Buttons

The same navigation buttons are used throughout TransAct. The following table identifies these buttons and how to use them.

*Table 4. Function Buttons:*

| | |
|---|---|
|  | Save changes to an existing table. |

*Table 4. Function Buttons:*



Display the First item in the table.

Display the Previous item.

Display the Next item.

Display the Last item.

Create New table entry

Undo any unsaved changes to the item.

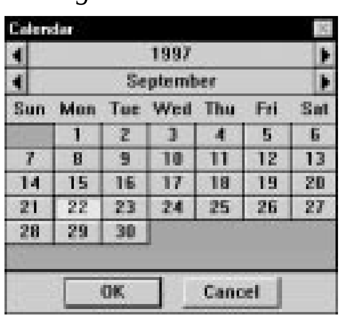
Delete the item from the table.

Find shows a listing of all items. Click the item to select.

## Calendar Button

All date fields have a calendar button available. When the calendar button is selected, a calendar appears on the screen.

*Figure 33. Calendar*



Use the arrow buttons to the right and left of the year and month to select a different year or month. Select the day by clicking the numbers displayed in the calendar. Click the OK button to accept the new date and close th calendar control. Click the Cancel button to close the calendar control and not accept changes.

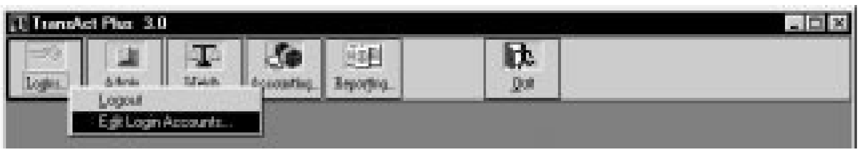
# Logins

The Logins button is used to setup user logins with different levels of security. It is also used to log in and out of TransAct without having to quit the program.

## Setting up user accounts

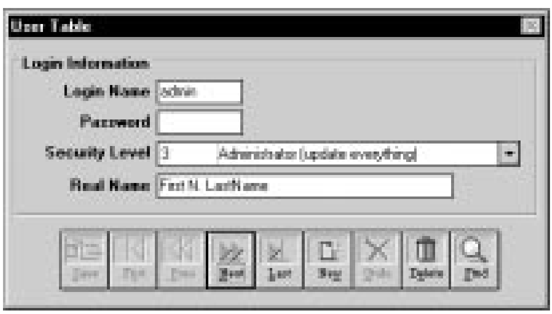
To setup user logins, click the Logins button from the menu bar. Select Edit Login Accounts from the pull-down menu.

*Figure 34. Selecting the Login Button*




A window containing the User Table appears.

*Figure 35. Login UserTabl*




User logins consists of a login name, password (optional), security level, and full name. Only the Administrator is given access to the TransAct User Table.

To create a new login, click the New button. An empty Login Information form appears.

## Login Name

The login name can be a maximum of eight characters long. Letters and numbers can be used, but no spaces. Information in this field is not cas sensitive.

Example: If the Login Name is Admin, with a capital A, the user does not have to type "Admin" when logging into th system. They can type "admin", with a lower-case A, and still log onto the system using th Admin account.

## Password

Passwords are optional, but recommended to ensure a secure environment. Without password protection, anyone can sign in as the administrator and make unauthorized changes to the database. Passwords can be a maximum of eight characters long. Letters and numbers can be used, but no spaces. The password is not case sensitive.

When entering a password, an asterisk (*) is used to symbolize a character.

## Security Level

Use the single down arrow next to the Security Level option to display a drop down box listing valid security levels. Use the mouse to select the Security Level. TransAct provides four different levels of security.

*Figure 36. Security Levels*


**Level 3** is the Administrator level. Only the administrator can add or delet users and reset passwords. TransAct installs with an "admin" login assigned to the administrator level. After installation, the "admin" login is not password protected. Since the administrator level has access to everything, it should be password protected.

**Level 2** is the Supervisor level. The supervisor level allows access to everything in the TransAct program except Logins. This level is not allowed to add or delete users, or reset passwords.

**Level 1** is the Operator level. The operator level is given access to read all tables. The operator cannot update tables. This level provides access to th Weigh form and allows an operator to view Quick Scan results, run reports, and perform all functions under Utilities.

**Level 0** is the Guest level. A guest is only allowed to view the tables (i.e. Customer Accounts, Categories, and Permits) in the program. They are not permitted to edit tables, view transactions, or create transactions.

## Real Name

Type in the user's first and last name. This field is used to identify th logins. The login name is recorded with each transaction.

Click the Save button to save the new user. If a password was assigned to the user, the Verify Password Change form appears.

*Figure 37. PasswordVerification*


Type the password *identicall* as it was entered in the Login Information form. Press Enter on the keyboard to continue.

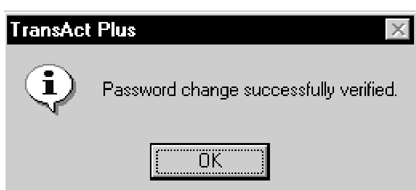
If password verification is incorrect, the following message appears.

*Figure 38. Incorrect User Password*


Click the OK button to continue.

If password verification is correct, the following message appears.

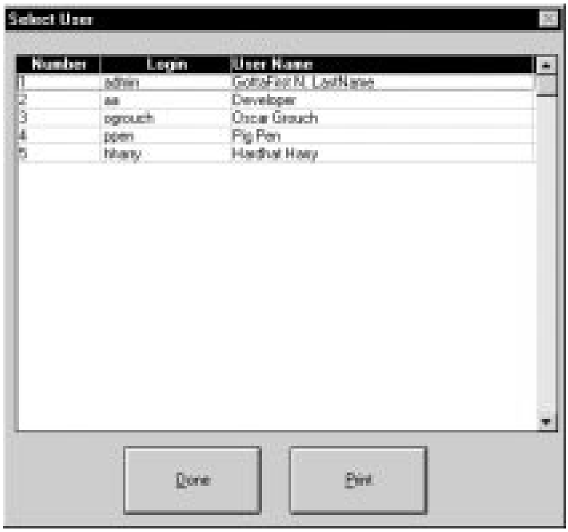
*Figure 39. Correct User Password*




Click the OK button to continue.

Click the Find button to view a list of user names.

*Figure 40. List of Valid TransAct Logins*




Click the Done button to return to the Login Information form.

Click the Print button to print the list.

## Logging in as another User

To log into TransAct as another user, click the Login button from the menu bar. Select Logout from the menu.

*Figure 41. Logout of TransAct*


The TransAct Login Form appears. The current user is automatically logged out of TransAct.


The new user can login to TransAct.

# Admin

This section describes commands under the Admin button of the menu bar. The following features are available using the Admin commands.

- create customer accounts
- enter job/order table information
- create permits
- build category tables
- backup, restore, archive, import and export databas information
- configure scale, data terminal devices and printer ports

To view the commands available, click the Admin button in the menu bar.

NOTE: Depending upon what version of TransAct you are using, certain features may be disabled. TransAct Plus has all features enable.

## Customer Accounts

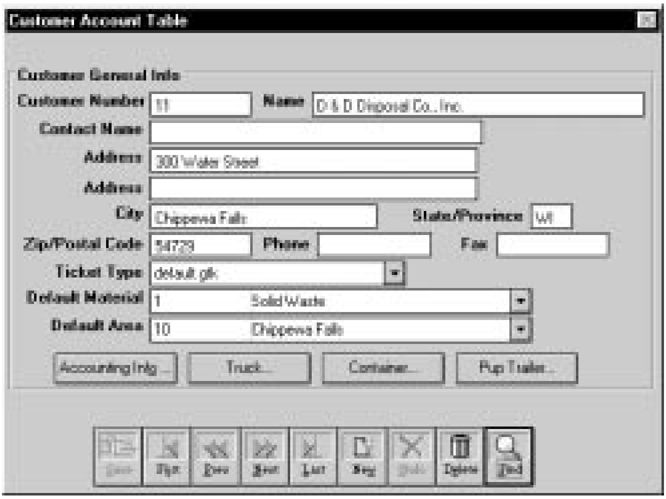
Use Customer Accounts to create and edit customer accounts. All TransAct transactions are attached to a customer account.

To begin creating or editing customer accounts, click Admin from the menu bar. Move the mouse until Customer Accounts is selected from the Admin pull-down menu and click the left mouse button.

*Figure 42. Selecting Customer Accounts*


After selecting customer accounts, a window containing the Customer Account Table appears. The Customer General Info form shows information for the first customer in the Customer Account Table. (If there are no customers, the Customer General Info form will show a customer number of zero (0) and all options will be blank. Begin entering customer accounts at this point.)

*Figure 43. Customer General Info*




To create a new customer account, click the New button. A blank Customer General Info form appears.

## Customer Number, Name and Address

Every customer account must have a customer number and name. Th Customer Number cannot be larger than ten alpha-numeric characters (i.e. 9999999999). The Name cannot be longer then 40 alpha-numeri characters.

Address information may be entered for the customer, but is not required. Enter additional information in the Contact Name, Address, Address, City, State, Zip, Phone and Fax fields of the Customer General Info form.

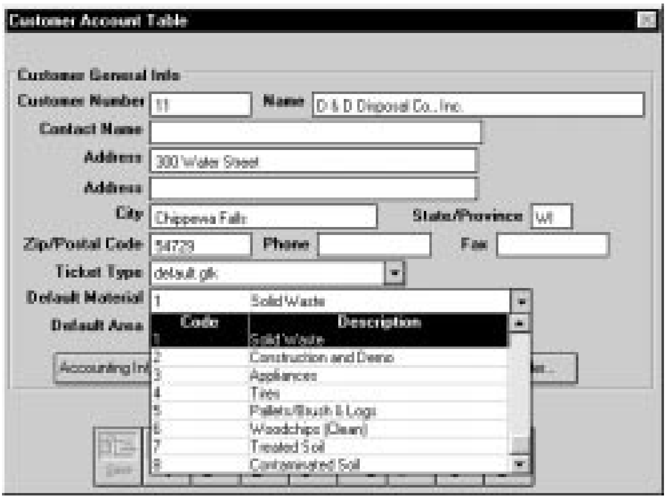
## Default Categories

When creating customer accounts, default items may be set for each category. Default categories are intended to simplify weigh form processing.

Example: A customer brings Solid Waste into a landfill 95% of th time. Select Solid Waste as the default category in th Customer General Info form. Whenever a transaction is started for this customer, Solid Waste will appear in th categories option box of the Weigh form. Setting the default category item to Solid Waste eliminates the need to select Solid Waste every time this customer account is selected.

Click the down arrow to display a drop-down box containing a list of items in a category. Click the item that will be used as the default for the selected customer account. Any category option not using a default item will us the None item, which has a code of minus one (-1). Default items will b used when transactions are created in th Weigh form, unless changed by the operator.

*Figure 44. Selecting Default Categories*



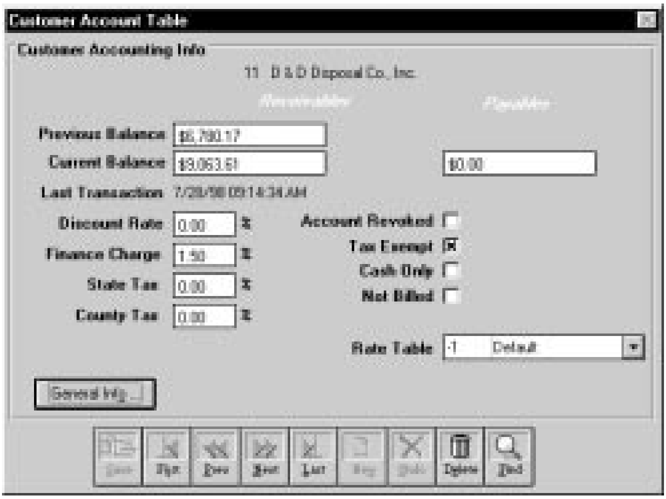

NOTE: When operating in Unattended mode, the default category cannot be changed during the transaction. Use caution when setting up default category items. Be certain this is the only item the account will be using. The ticket can be edited using Quick Scan if necessary.

If the unattended system is able to prompt the user to enter category code, leave all category items set to (-1) None.

## Accounting Info... (Accounting Only)

The Accounting Info button displays the customer's accounting information in the Customer Accounting Info form. This form allows the user to adjust previous and current balances. It also allows the user to setup an account as revoked, tax exempt, cash only and not billed.

*Figure 45. Customer Accounting Info*




When an account is revoked, TransAct prompts the user and the transaction cannot be completed. Special discounts, finance charges and taxes can also be applied. Special rates, discounts and taxes will be used when the field contains a value greater than 0.00. A default rate table can also be selected for each account.

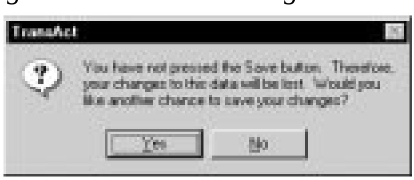
To return to the Customer General Info form, click the General Info button.

Click the Save button to save all changes made to the customer account.

NOTE: New customer accounts must be saved before tare weights can be entered.

The following warning will appear if any changes have been made and not saved.

*Figure 46. Unsaved Changes Warning*




Click the Yes button to return to the Customer Account Table and save th changes.

Click the No button to cancel any changes.

## Tare Buttons

Each customer account can store three types of tares. Each tare field can have a list of tare IDs and weights. The names of these buttons can b configured according tot he specific application. To edit tare names, refer to the Appendix, Editing the TransAct Initialization File.

For documentation purposes, Truck, Container and Pup Trailer are used to describe Tare1, Tare2 and Tare3 respectively.

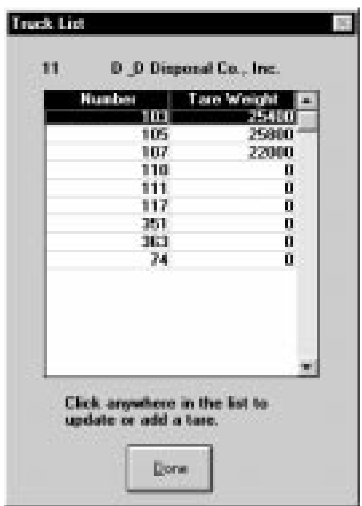
When tare weights are used during a transaction, the sum of all tare weights are calculated and applied toward the net weight.

### Truck/Tare1

Each customer account can have a list of trucks with tare weights.

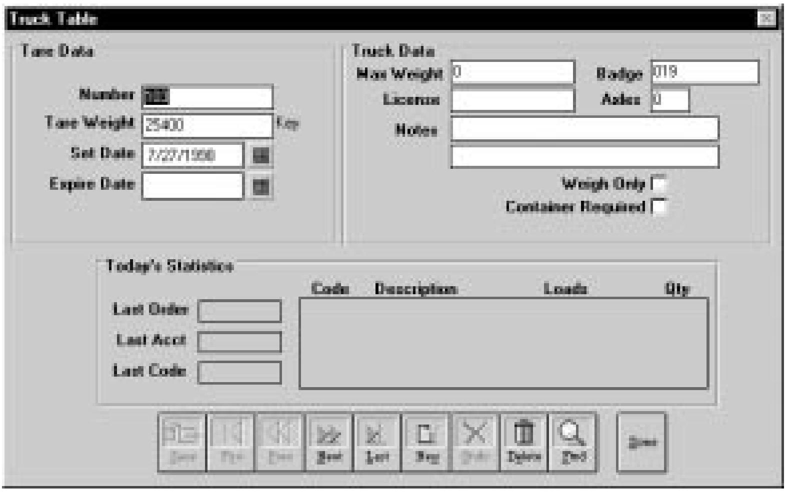
Click the Truck button to view a window containing the Truck List table. The list displays ID numbers with tare weights.

*Figure 47. Truck List*




Click on the column headings to begin creating a list of truck tare weights. To edit an existing truck, click the truck number. A window containing th Truck Table form appears.

*Figure 48. Truck Table*




To create a new truck, click th New button. A blank form appears.

### Truck Number

Each truck must have an alpha-numeric number. The truck number may b up to ten (10) characters in length. An account cannot have duplicate truck numbers. Other accounts however can have the same truck number as other accounts.

### Tare Weight

The tare weight can not exceed 999999999. Transactions cannot b completed if a truck has an expired tare date. To enter an expiration date, use the keyboard or mouse.

### Set Date

When a Tare Weight is entered, the Set Date field is automatically set to th current date (computer date). To enter a date using the keyboard, press th TAB key until the box is highlighted. Enter the month, day and four (4) digit year separated by slashes.

To use the mouse, click the calendar button to the right of the date option boxes.

### Expiration Date

The tare weight can have an expiration date. Use this field when routin tare weight checks are part of your process. To enter a date using the keyboard, press the TAB key until the box is highlighted. Enter the month, day and four (4) digit year separated by slashes.

To use the mouse, click the calendar button to the right of the date option boxes.

### Maximum Weight

If a truck weighs more than the maximum weight, TransAct will not allow the transaction to be completed.

When a truck exceeds the Maximum Weight the following message appears during a transaction.


Click th OK button to clear the error message. The transaction cannot b completed until the truck does not exceed the weight specified in th Maximum Weight field.

### Badge Number

A Badge Number may be up to ten (10) characters in length. This number corresponds to an assigned number for an ID badge. A badge reader can b interfaced to the TransAct program. Information read from the badge can be used to identify a customer vehicle or account. The number on the badg must be identical to the number entered in the database.

### Axles and License

Dialog boxes are available to enter the number o Axles and th License number of the truck. Use the mouse to place the cursor in the dialog box or press the tab key until the box is selected.

### Notes

Two truck note fields are available. When used, these notes will appear as note lines one and two in the Weigh form. Truck notes can be overwritten during a transaction. During a transaction, there will be an option to sav the new notes with the truck. The new notes will replace the existing notes.

### Weigh Only

Check this box if the badge assigned to a truck is used for a weigh only or check weight application. The date, time and weight are printed on th ticket, but the transaction is not recorded.

Example: An unattended system may mount the digital readout remotely from the scale where it is not visible to a driver. Drivers needing to check their weights can swipe a “check weight” card through the reader to hav their weight printed on a ticket. This type of transaction is not stored in the database.

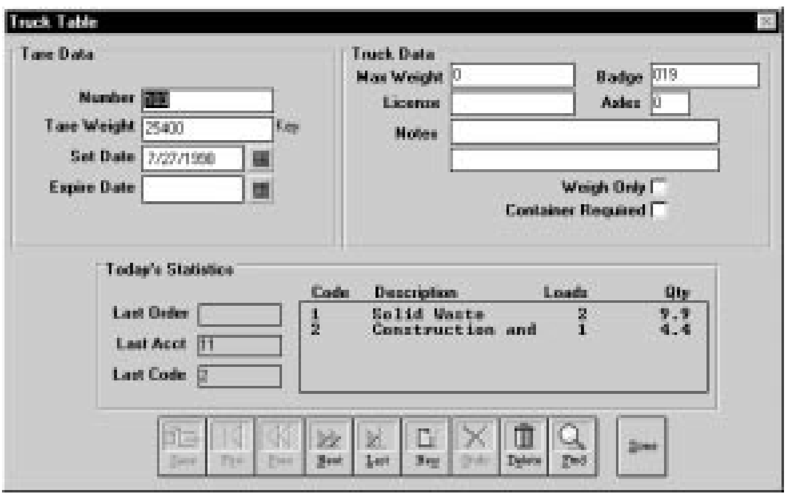
### Tare 2 and Tare 3 Required

Use the mouse to place an X in the Tare 2 and Tare 3 (Container and Pup Trailer) option boxes. When a Truck requiring Container or Pup Trailer is selected during the weigh process, the transaction cannot be stored or printed until Container or Pup Trailer is also selected.

To save a truck number, click the Save button.

### Today's Statistics

The information found in this section of the truck table serves two purposes. The first purpose is to enhance transaction processing. To use this feature, a transaction must be started by selecting a Truck Id in the Weigh form. When the transaction is Closed and Printed, the Bill-To Acct, Order/Job, and category code are stored in th Last Order, Last Acct and Last Code fields. The next time this truck is selected to start a transaction, this information will automatically fill the Bill-To Acct, Order/Job and category code fields of the Transaction Details form.




The second purpose is to accumulate daily totals. Total number of loads and quantity of up to five different category codes can be viewed at a time. If more then five items are hauled during the day the fifth line will display the new item hauled.

NOTE: 'Code' refers to the category code rates are attached.

Click the Save button to save a Truck number

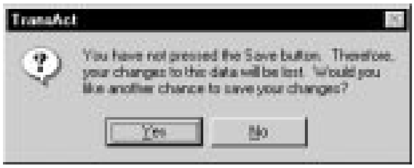
To return to the truck list, click the Done button.

To return to the Customer Account Table, click the Done button.

To save an account, click the Save button.

The following warning appears if any changes have been made but not saved.

*Figure 49. Unsaved Changes Warning*




Click the Yes button to return to the Customer Account Table and save th changes.

Click the No button to cancel all changes.

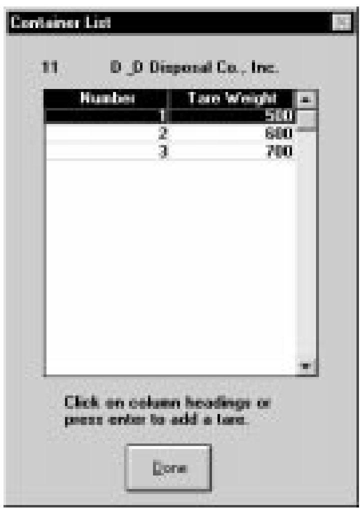
Statistics for all trucks are reset at the start of each day.

## Container/Tare2 and Pup Trailer/Tare3

As mentioned above, each customer account can have two additional tar tables.

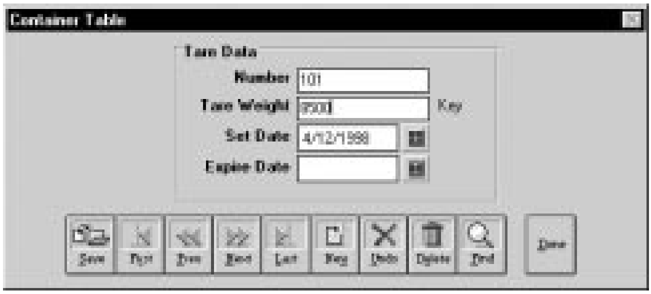
Click th  Container button or Pup Trailer button to view a window containing a list of existing ID numbers and tare weights.

*Figure 50. Container List*




To begin creating a list of Container or Pup Trailer tare weights, click th column headings (i.e. Number or Tare Weight). Click the number of th Container or Pup Trailer to edit existing information. A window containing the Container or Pup Trailer Table appears.

*Figure 51. Container or Pup Trailer Window*




Each item must have an alpha-numeric number. The number can be maximum of ten (10) characters. The tare weight, if used, can be a maximum of nine (9) digits(i.e. 999999999). The Set Date is automatically filled with the current date (computer date). Transactions cannot be completed if a container/pup trailer has an expired tare date. To enter a date using th keyboard, press the TAB key until the box is highlighted. Enter the month, day and four (4) digit year separated by slashes.

To use the mouse, click the calendar button to the right of the date option boxes.

Click the Save button to save a Container or Pup Trailer number

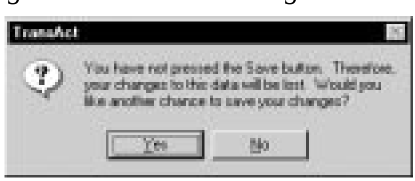
To create a new Container or Pup Trailer number, click the New button. A blank form appears.

To return to the Container or Pup Trailer list, click the Done button.

To return to the Customer Account Table, click the Done button.

The following warning appears if any changes have been made but not saved.

*Figure 52. Unsaved Changes Warning*



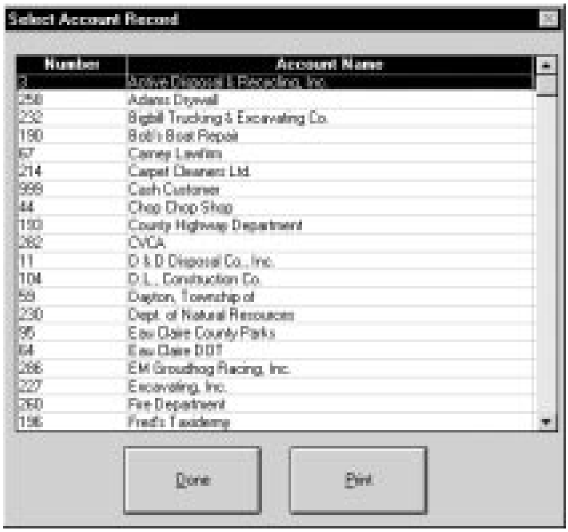

Click the Yes button to return to the Container or Pup Trailer Table form and save the changes.

Click the No button to cancel any changes.

## Function Buttons

To view a list of all customer accounts, click the Find button. A window containing a list of customer accounts appears. To select a customer account from the list, click the desired account name.

*Figure 53. Customer Account List*




To print the customer account list, click th Print button.

NOTE: To print a detailed listing of customer accounts, Select Reporting | Reports.

To return to the Customer Account Table, click the Done button.

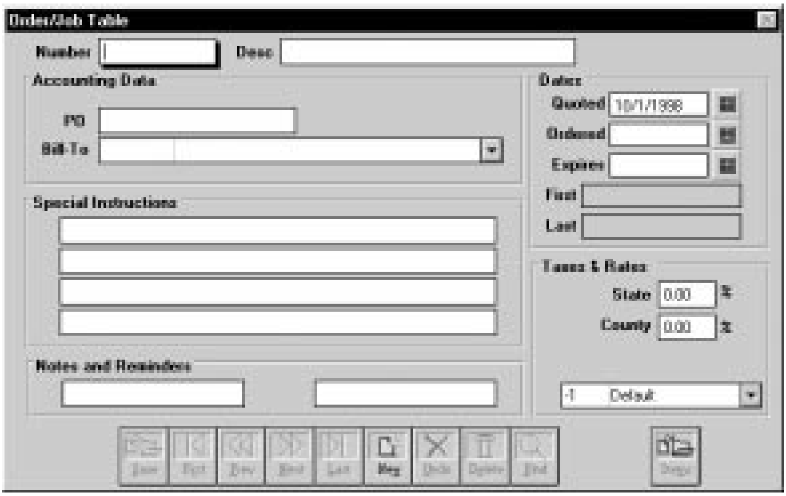
# Order/JobTable

Use the Order/Job Table to monitor job costs, organize transactions and define special rates. To begin creating a job table, click Admin from th menu bar. Select Order/Job from the Admin pull-down menu.

*Figure 54. Selecting the Order/Job Table*

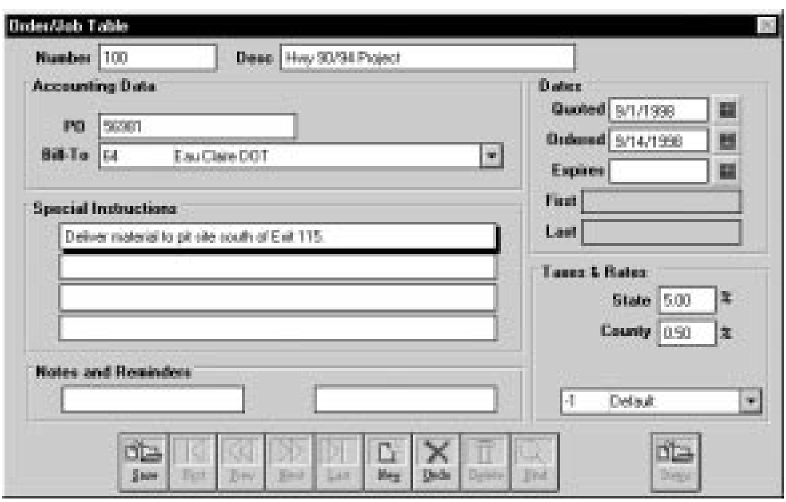

A window containing the Order/Job Table appears. The Order/Job table will be blank if there are no jobs in the table. Begin entering items at this point.

*Figure 55. Job Table Window*




Click the New button to setup a new job table.

Required fields for the Order/Job Table consist of an alpha-numeric job code, description, and bill-to account. The Code can be a maximum of ten (10) characters and contain spaces. The job Description can be a maximum of thirty (30) characters. Use the down arrows to select Bill-To Accounts.




## Special Instructions/Notes and Reminders

Use these fields to enter special instructions such as directions or material destinations. These instructions and notes can be printed on tickets.

## Dates

The dates fields are used to activate quotes, orders and jobs. The Quote Date is automatically filled with the system date whenever a New order or job is started. The date can be changed by clicking the calendar button to the right of the Quote Date field.

To activate an order or job, enter an Ordered Date. The date can be changed by clicking the calendar button to the right of the Ordered Date field.

NOTE: The job will not appear in the Weigh form unless an Ordered Date has been entered.

Orders or jobs with an expiration date will not appear in the Weigh form once the order date has expired. The date can be changed by clicking th calendar button. Click th Save button to save order/job information.

## Taxes

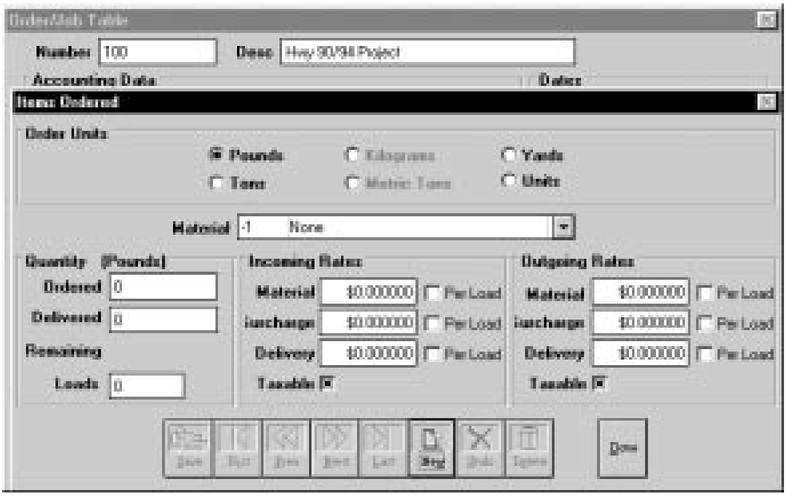
When tax fields are defined in the Setup and Misc. Rates table, they will appear in the Order/Job table. By default they will appear with zero tax values. When all tax fields have a value of 0.0, TransAct will use the default tax amounts defined in the Setup and Misc. Rates table. If any tax field in the Order/Job table is changed to a value other than 0.0, all other defined tax fields are considered custom as well. If the initial setup value of 0.0 is present in the tax field, taxes will not be applied.

## Items

The Items Ordered table is used to set order quantities and special rates for a particular item. Special rates will be used to calculate charges during transaction. The Delivered, Remaining and Loads statistics will be updated after each transaction.

NOTE: Items can be selected during a transaction that are not included in the Items Ordered table. Default rates will be used and quantities will not be tracked.

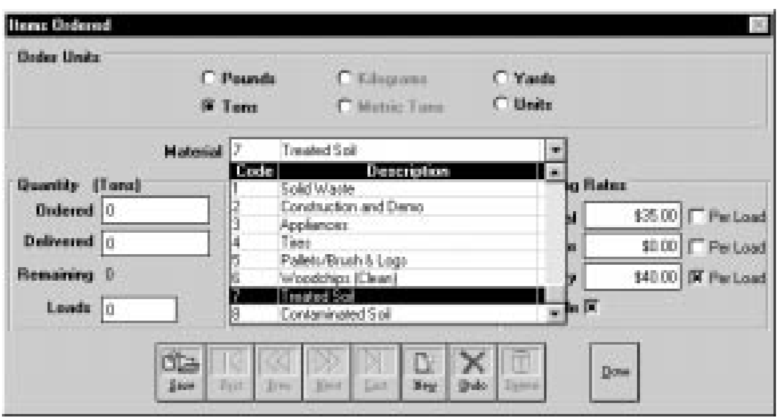
To add items to an order or job, click the Items button. The Items Ordered table appears over the Order/Job Table.




When the Items Ordered table is used, quantities and special rates can b setup for individual items.

NOTE: Click the New button to make sure an existing item isn't overwritten. A new item can be added safely when th category code displayed is -1 None.

Click the New button to setup a new item in the table. Select the unit of measure that will be used for the special rate.



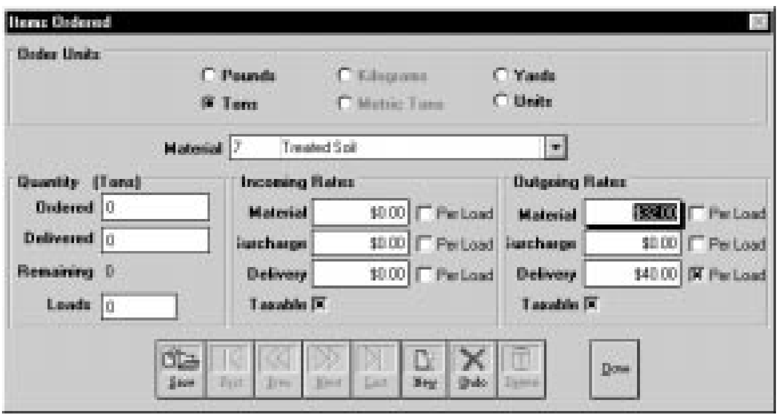

Use the down arrow to select a category type. If default rates exist for th selected item, they will appear in the table.

The quantity Ordered field is used to store the amount of an item ordered. The Delivered field is the total amount of an item delivered to date. Th Remaining field is the difference between the Ordered amount and th Delivered amount. The Loads field tracks the number of loads delivered for each item.

Use the mouse or tab key to select different fields in the table. Enter special rates for this job item. To enter a rate for Pounds, click the circle next to Pounds to activate Pounds as the unit of measure or click Tons to activat Tons as the unit of measure. The per pound rate is automatically converted to a to a per ton rate.

NOTE: Conversion calculations do not exist for Yards or Units. When changing the unit of measure from Pounds or Tons to Yards or Units, verify the rate is correct.

The Per Load check box is used to assign a flat rate per load when this job and this item is selected during a transaction. To turn Per Load on, use th mouse to place an 'X' in the box.




Example: The above form shows a Delivery rate of $40.00. Since the Per Item box has been checked, a Delivery rate of $40.00 will be added to every transaction using this job number and item.

Click the Save button to save rate information for an item.

To setup a new item, click the New button.

To return to the Job/Order Table, click the Done button.

## Permits

Use Permits to setup individual "sub" accounts within a customer account.

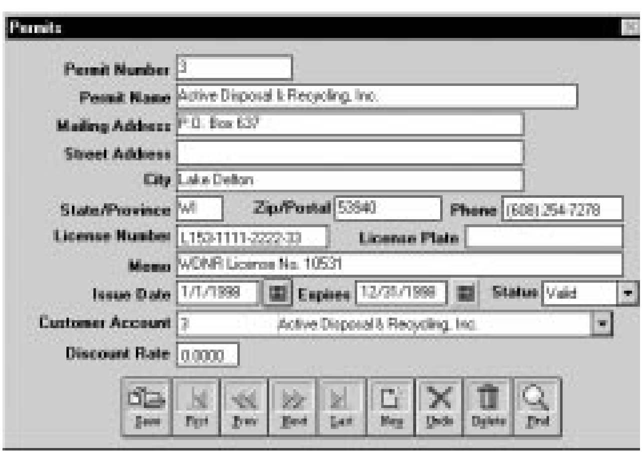
Example: A township may allow residents to use the landfill under the township's customer account. However, th township would like reports on the residents using th landfill. Each resident can be assigned a unique permit number. The permit numbers are attached to th customer account. The resident's name, address, driver's licences, license plate number and issue/expiration date can be recorded using the permit form.

To begin creating or editing permits, click Admin from the menu bar. Mov the mouse until Permits is selected from the Admin pull-down menu and click the left mouse button.

*Figure 56. Selecting Permits*


After selecting Permits, a window containing th Permits form appears. This table shows information for the first permit in the permit form. (If there ar no permits, the permit window will show a permit number of zero (0) and all fields will be blank. Begin entering permits at this point.)

*Figure 57. Permits Window*




To create a new permit, click the New button.

To select an existing permit, click the Find button at the bottom of th window. A window containing th Select Permit form appears. Use th mouse to select a permit to view or edit.

Every permit must have a Permit Number and Name. The permit must also be attached to a Customer Account. The Permit Number cannot be larger nine (9) numeric characters (i.e. 999999999). The Name cannot be longer then forty (40) alpha numeric characters. Select the Customer Account the permit is attached to by clicking the single down arrow to the right of the Customer Account option. Use the mouse to select the desired Customer Account.

The address, driver's license and memo fields are optional. Enter th address information in th Address, City, State and Zip fields. When entering a Driver's Licence, the first character must be a letter. A forty (40) character text option box is provided for the Memo.

If desired, enter a permit issue date and expiration date in the appropriat option boxes. If a date is not specified, the permit will never expire. To enter an expiration date, use the keyboard or mouse.

To enter a date using the keyboard, press the TAB key until the box is highlighted. Enter the month, day and four (4) digit year separated by slashes.

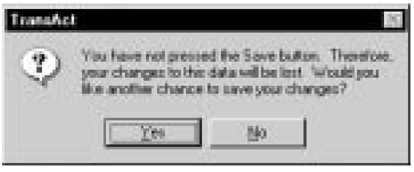
To use the mouse, click the calendar button to the right of the date option boxes.

Click the down arrow next to the Status option to set a permit as valid or invalid. When a permit expires or is invalid, TransAct warns the operator at the start of the a transaction. Only system administrator or supervisor logins will be able to renew or validate a permit.

To save a Permit, click the Save button.

The following warning appears if any changes have been made but not saved.

*Figure 58. Unsaved Changes Warning*




Click the Yes button to return to the Permit table and save the changes.

Click the No button to cancel any changes.

# Categories

Use the Categories command to create and edit items in a category. A category groups transactions for reporting purposes. Categories also serve as a means for applying rate codes and rate table codes.

## Using Categories

A maximum of fou categories can be defined in the TransAct initialization file (TRANSACT.INI). One category is designated as the category in which product rates are attached. Another category is designated as the category in which rate tables are attached. Category names can be customized to match an organization’s naming preferences. For example, an organization may refer to their material category listing as Material, Product, Refuse, Rock, Grain, etc. Throughout this documentation, this category listing will b referred to as Material. This category is also the category in which rate codes are attached. Our examples will occasionally refer to a second category named Area. This category will be used to determine the location a material is going to or coming from. For example, a recycling center may use Area to track which cities, townships or villages Material is coming from.

Please refer to the Appendix, Editing the TransAct Initialization File, for more information and examples on customizing the TRANSACT.INI file.

## Product Rate Category

The Product Rate Category contains items that will be used to calculate charge. Our examples will use the Material category as the category in which product rates are attached. For example, a land fill will charge customers for garbage, tires, appliances, etc. A gravel pit may charge customers for sand, 3/4” rock, landscape stone, pea gravel, etc.

One category must be designated as the category in which rate codes ar attached. During installation, TransAct automatically sets a category as th product rate category. This category can be changed in one of two ways. If the desired category already exists, click the Accounting button from th menu bar. Select Rates from the pull-down menu. Click the Reinitialize Tables button. Select the new category and click th Save button. This will attach rates to the specified category.

When the category does not exist, the TransAct initialization file will need to be edited. Please refer to the Appendix, Editing the TransAct Initialization File, for more information and examples on customizing the TRANSACT.INI file.

The category in which rate codes are attached also provides a way to track inventory. Inventory tracking for an item can be activated by selecting th unit of measure that will be tracked; weight (pounds, tons, kilograms, or metric tons), yard or count.

### Rate Table Category

TransAct is capable of supporting multiple rate tables. Upon installation, TransAct installs a default rate table and a minimum charges table. Additional rate table names can be added using the Rate Table category.

Example: Default Rate Table would contain the standard price list. A Contractor Rate Table may be added to accommodat special pricing for certain accounts. If desired different rate table could be added for each customer.

A link is provided between th Rate Table category list and the Rate table. A detailed example is included later in this section.

### Sub-Categories

Each category can have one or two subcategories. Subcategories are also defined in the initialization file. Subcategories help group category items for reporting purposes.

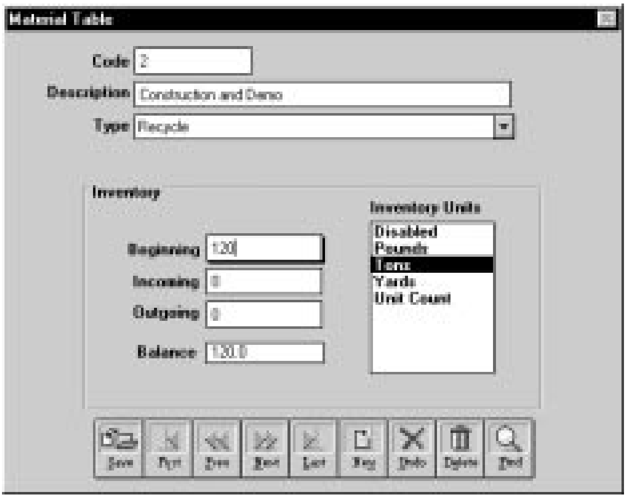
## Setting up a Rate Category

To begin creating or editing an item in a category, click Admin from th menu bar. Select Categories from the Admin pull-down menu. Move th mouse until the desired category is selected and click the left mouse button (we will use Material for our examples).

*Figure 59. Selecting Categories*


After selecting a category, a window containing the Category Table appears. The category table shows information for the first category item. (If ther are no items in the category, the category table will show a code of 0000 and blank description field. Begin entering items at this point.)

*Figure 60. Example of a Category Window*




To create a new category item, click the New button.

The category table has a Code and Description field. Each category item must have a numeric or alpha-numeric code and description. The code may b up to four (4) characters in length. The description may be up to 30 characters in length.

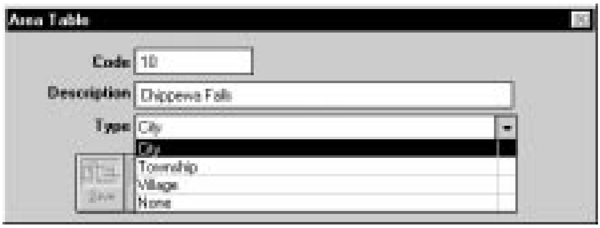
Since Material is the category in which rates are attached, inventory options are available. When the scale indicator is setup to read weight in pounds, Pounds or Tons can be selected as the weight unit of measure. When the scale indicator is setup to read weight in kilograms, Kilograms or Metric Tons can be selected as the weight unit of measure. Inventory items can also b setup as yard or count. Use the mouse to select the unit of measure for th item. Place the cursor in the Beginning box to enter the beginning inventory balance.

## Setting up a Second Category with Subcategories

A second category called Area has been setup to track where items from th Material category have come from. When subcategories are defined, they will appear as drop-down lists. A subcategory called Type has been setup to help define the different types of areas; City, Township, Village or Other.

Click the single down arrow to view a list of subcategory items. Use th mouse to select an item from the list.

*Figure 61. Sub-Category Field*




To save an item, click the Save button.

If changes have been made and not saved, the following window appears.

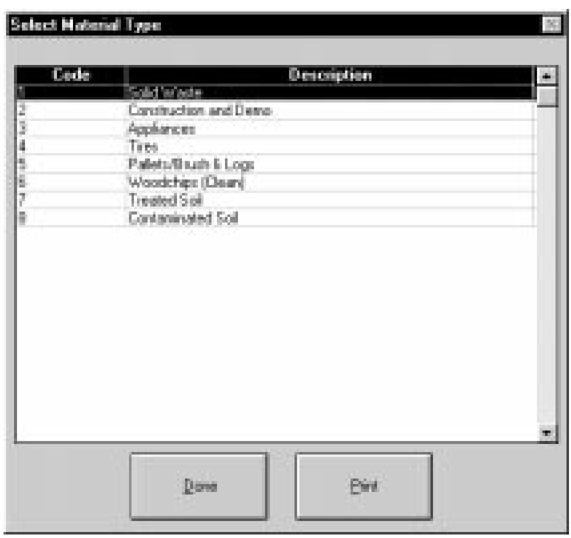
*Figure 62. Unsaved Changes Warning*


Click the Yes button to return to the category table and save the changes.

Click the No button to cancel any changes.

To view a list of items in any category, click the Find button. A window containing the Select Material Type list appears.

*Figure 63. List of Items in the Material Category*



NOTE: TransAct automatically generates a category item called None (code -1). The None item cannot be edited and is not shown in the item list, but is available elsewhere in the program. Do not create a category item called None.

To edit an existing item, click the item from the item list. The item appears in the table for editing.

To print the item list, click the Print button.

To return to the category window, click the Done button.

Click the Save button to save all changes.

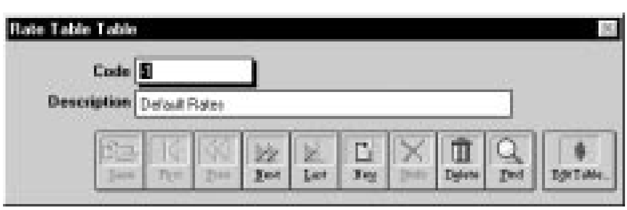
Click the Undo button to cancel any changes.

## Setting up a RateTable Category

To add Rate Table codes and names to th Rate Table category, click Admin from the menu bar. Select Categories from the Admin pull-down menu. Mov the mouse until the Rate Table category is selected and click the left mous button.

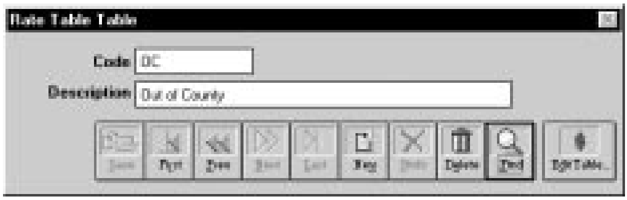
*Figure 64. Selecting Categories*


The Rate Table appears. The category table shows information for the first category item (-1 Default Rates). The default rate table should be used to setup a standard price list.



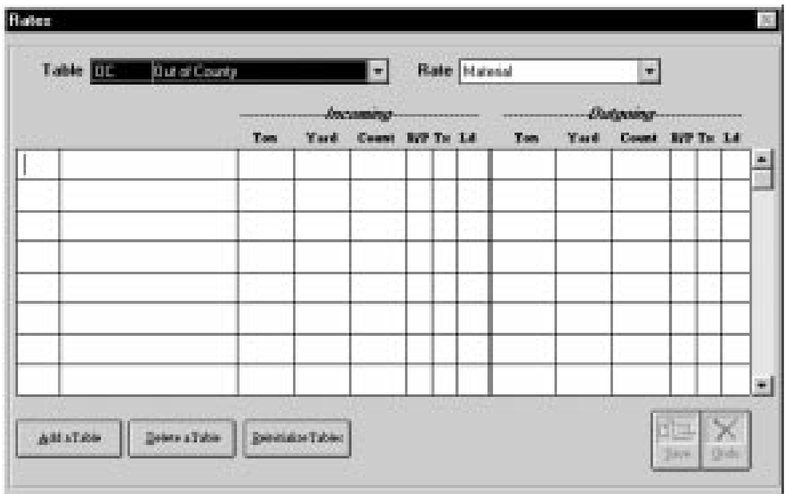

To create a new category item, click the New button.

The category table has a Code and Description field. Each category item must have a numeric or alpha-numeric code and description. The code may b up to four (4) characters in length and the description may be up to 30 characters in length.

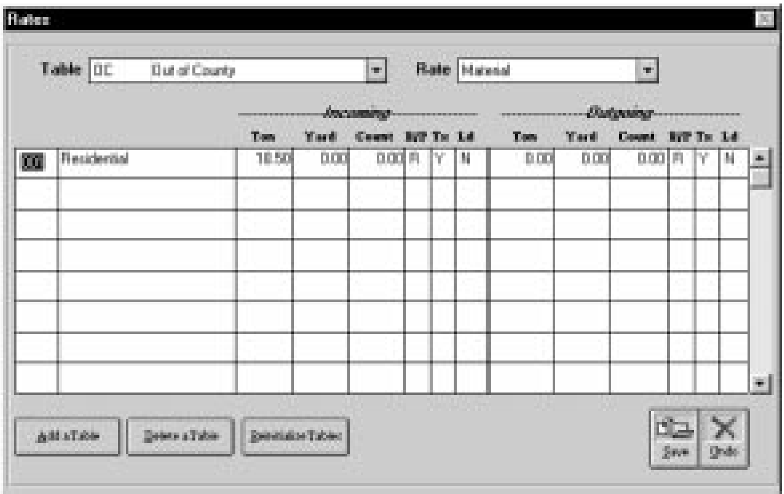



Click the Save button to save all changes.

Click the Edit Table button to setup material rates for the new table.




The new Rate Table name should appear in the Table drop-down box. If th desired Rate table does not appear, click the down-arrow to select from list of available tables. To add material items to the list, place the cursor in the first column on the left and type the material code.



Place the cursor in the correct charge field (Tons in our example) and enter the special rate. Continue to enter each item which requires a special rate.

Click the Save button to save all changes.

The new rate table is ready for use.

# Utilities

- Backup
- Restore Backup
- Archive Transactions
- Restore Archive
- Import Data
- Export Data

## Daily Procedures

### Backup! Backup! Backup!

Our software products provide a utility for “backing up” the database. A daily backup of the database should ***always*** be performed to the local hard drive! Since a computer hard drive is one of the most common components to fail, the database backup should also be saved to another media typ beside the local hard drive. The database can be backed up directly to floppy diskette or Zip™ drive from within our software. When using a tap backup, the database should be backed up to the local hard drive befor running the tape backup utility.

**Floppy Diskette -** As long as the database is small enough to fit on a singl 1.2 MB floppy diskette, the backup utility provided with our software will backup to diskette. Developing a floppy disk rotation procedure that meets your company’s needs is recommended. Never rely on backing up to th same floppy diskette everyday. Floppy diskettes are prone to failure. An example of a floppy disk rotation would be to have a different diskette for each day of operation. If you are open Monday thru Saturday, use six diskettes. Label each diskette with the day of the week (i.e. Monday, Tuesday, Wednesday, etc.).

**Iomega Zip Drives -** The Iomega Zip Drive is a device which allows you to store 100 MB of information on one diskette. A Zip disk is more reliabl than a regular floppy diskette. Therefore, only two Zip disks are needed for a rotation plan. Disk 1 will be used Monday, Wednesday, Friday and Disk 2 will be used Tuesday, Thursday, Saturday. When installed, the Zip driv appears as another device and is lettered just like the floppy drive A: or th hard drive C:. To backup to this drive using our software, select the driv letter assigned to your Zip drive.

The Iomega Zip drive is preferred over floppy diskette and tape driv backup systems because it is an easy tool to use. It can be used like a floppy diskette to store small amounts of data or to backup the entire system. When considering the purchase of a Zip drive, we recommend the external parallel port Zip drive over the internal Zip drive.

NOTE: A system backup can be created using the Zip Tools softwar installed with the Zip Drive. A Zip Tools backup compresses data as it backs up, therefore a different Zip diskette must b used.

**Tape Drive -** When using a tape backup system, always run the backup utility provided within our software products to backup the database to th local hard drive. Run this backup prior to running your tape backup. Several brands of tape backups are available on the market. Refer to your user's manual for installation and setup. The software provided with your tap backup normally provides a utility for setting up an automatic backup schedule.

NOTE: Automatic backup schedulers are nice tools. Some users hav had intermittent problems with software that runs in the background for these schedulers. If you encounter problems with our software while running your tape software, unload the tape software. Re-run the program and see if the problem goes away. If the software runs without the backup scheduling software loaded, you should cancel the automati backup and backup your system manually.

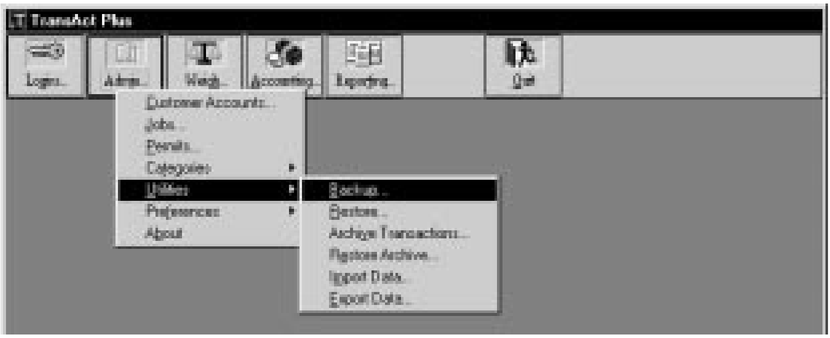
Many tape drives work differently. Without the identical tape drive and software used to create tape backups, it may be difficult to restore your data. We currently use Iomega Ditto Tools 2 GB backup drives. If tap backup is preferred, we recommend using the Iomega Ditto Tools tap drive.

Remember, do not rely on one tape for your backups. Use at least a two tape rotation. Use one tape for Monday, Wednesday, Friday and the other tape for Tuesday, Thursday, Saturday if applicable.

## Creating a Backup File

To run the backup utility, click Admin from the menu bar. Select Utilities from the Admin pull-down menu. Move the mouse until Backup is selected and click the left mouse button.

*Figure 65. Selecting Backup*



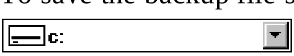

After selecting Backup from the Utilities menu, a window containing th Backup Database window appears.

*Figure 66. Backup Database Window*


Options within the window include a List of used backup names, availabl destination drives and directories where the file can be stored and space to enter a backup filename.

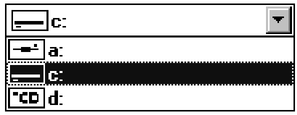
The database backup will automatically be placed on the same drive and directory in which TransAct has been installed (usually C:\TRANSACT).

To save the backup file somewhere other than the default drive, click th




single down arrow next to the drive option box. This will display a drop-down list of available destinations. Click the letter to select your preferred backup drive. Generally speaking, A: will be your 3.5” floppy drive.

*Figure 67. Selecting a Different Destination*




Use the destination option box to select a different directory. The TransAct program directory is considered to be the default destination.

*Figure 68. Default Directory*

A default backup name is generated by appending the system date to th letters "bu" (i.e. bummddyy). To change the filename, press the tab key until the default filename is highlighted (or use the mouse to place the cursor in the filename box). Press the backspace or delete key to delete the default filename. Type your desired backup filename in the option box.

*Figure 69. Entering a Filename*

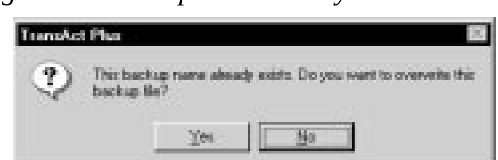

NOTE: Remember, file names can be no longer than eight (8) characters long and cannot contain any spaces. They may contain letters and numbers.

To change back to the default filename, place the mouse I-beam in th filename box and double click.

Click the Backup button to begin the backup procedure.

If an existing backup filename is selected, either by highlighting th filename in the list or by typing it in the Enter backup name option box, th following warning appears.

*Figure 70. Backup File Already Exists Warning*




Click the Yes button to overwrite the file.

Click the No button to return to the Backup Database form.

If a file name has not been entered in th Enter backup name: option box, th following warning appears.

*Figure 71. No Backup Filenam*


Click the OK button to return to the Backup Database form.

Once the backup is complete, Backup Successfully Completed will be displayed at the bottom of the Backup Database window.

## Deleting Existing Backup Files

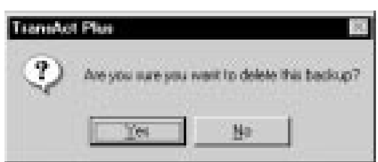
While it is important to backup the database, it is equally important to delet old backup files. Deleting old backup files helps keep information on th computer hard drive manageable. No more than one month's worth of backups needs to be stored on the hard drive. One or two weeks is probably more realistic.

NOTE: Some users store a backup once a month just prior to running statements.

To delete old backup files, select the file to delete from the List of used backup names option box with a single click.

Click th Delete button to delete the selected file. The following warning appears before the file is deleted.

*Figure 72. Delete File Warning*




Click the Yes button to delete the file and proceed.

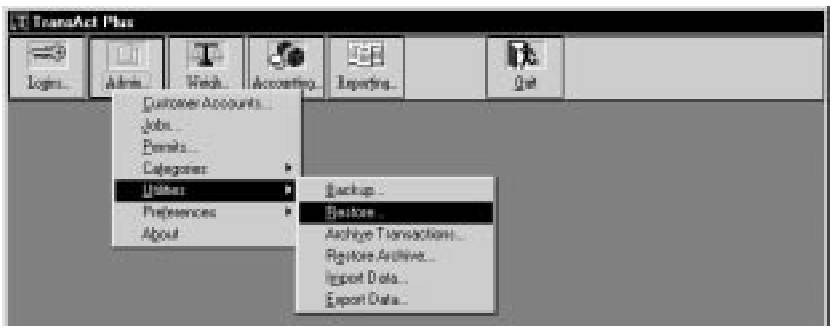
Click the No button to return to the Backup Database window.

## Restore Backup

The Restore Backup utility restores backup files to the TransAct program. A backup may need to be restored if the existing database becomes corrupt or damaged.

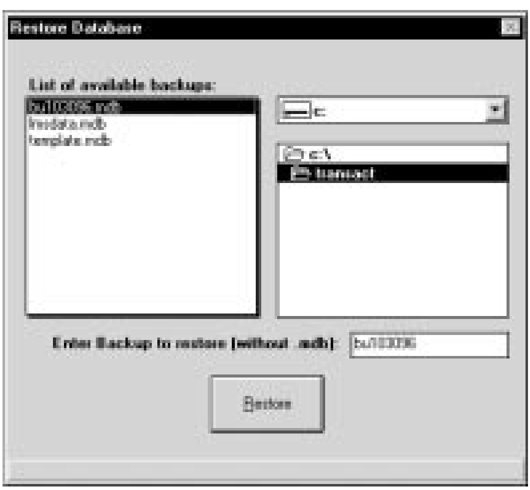
To restore a backup file, click Admin from the menu bar. Select Utilities from the Admin pull-down menu. Move the mouse until Restore is selected and click the left mouse button.

*Figure 73. Selecting Restore*



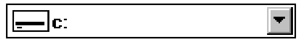

After selecting Restore from the Utilities menu, a window containing th Restore Database window appears.

*Figure 74. Restore Database Window*




Options within the window include List of available backups, availabl drives, directories where the files can be stored and space to enter a backup filename.

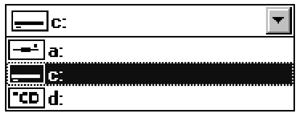
The restore utility searches the default drive and directory for backup filenames where the TransAct program is installed, typically C:\TRANSACT. Backup filenames are listed in the List of available backups: option box.

To search other drives, click the 

single down arrow to view a drop-down box listing available drives.

NOTE: Devices such as Zip drives will show up as d: or e: on many systems.

*Figure 75. Selecting a Different Driv*




Use the destination option box to search a different directory.

*Figure 76. Destination Directory*

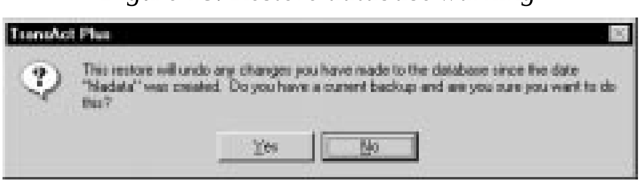
With a single click of the mouse, select the backup filename to restore.

*Figure 77. List of available backups Option Box*


Click the Restore button to begin restoring the backup.

A warning appears to verify the file being restored and explain the current database will be erased.

*Figure 78. Restore database warning*




Click the Yes button to continue restoring. Click the No button to cancel th restore procedure.

Restore Successfully Completed will appear at the bottom of the restor backup window once the restore is complete.

## Archive Transactions

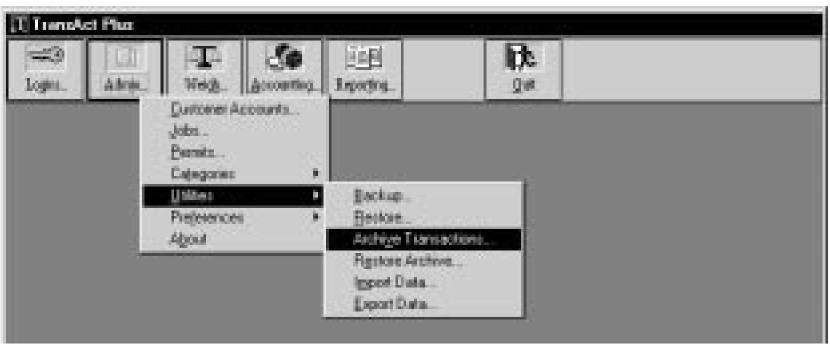
Archiving is a method of removing transactions from the database and storing them without having to delete information. Archiving helps manag your database and improve system performance. Determine a plan for archiving (i.e. monthly, quarterly, semi-quarterly, or yearly).

TransAct allows archiving all transactions or invoiced transactions for a specified date range.

### Creating an Archive

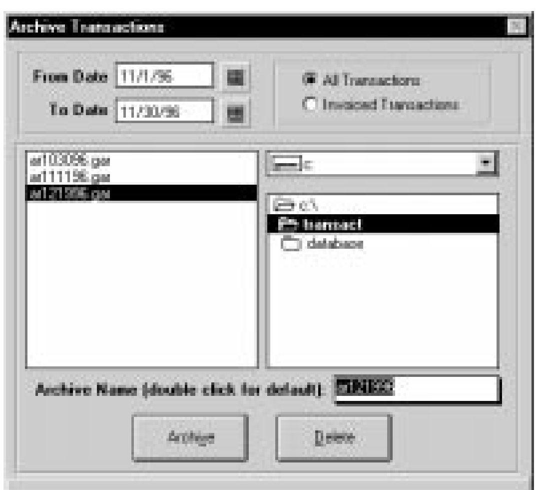
To archive transactions, click Admin from the menu bar. Select Utilities from the Admin pull-down menu. Move the mouse until Archive Transactions is selected and click the left mouse button.

*Figure 79. Selecting Archive Transactions*




After selecting Archive Transactions from the utilities menu, a window containing the Archive Transactions window appears.

*Figure 80. Archive Transactions window*



Select a date range to archive transactions. The date range selected will remove transactions from the database within the specified date range. To enter a date, use the keyboard or mouse.

To enter a date using the keyboard, press the TAB key until the box is highlighted. Enter the month, day, and four (4) digit year separated by slashes.

To use the mouse, click the calendar button to the right of the date option boxes.

Choose which transactions are archived in the option box to the right of th date range. The black dot denotes the selected item. Choos Archive Transactions to archive all transaction within the selected date range. Selecting Invoiced Transactions will only archive transactions which hav been billed to the customer.

To use a default archive filename, place the mouse I-beam in the Archive Name: box and double click. TransAct generates the filename by appending the date selected in the Date To option box to the letters “ar” (i.e. armmddyy). To change the filename, press the tab key until the default filename is highlighted (or use the mouse to place the cursor in the filename option box). Delete the default filename and type the desired archive filename in the option box.

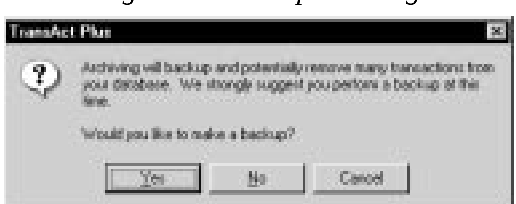
NOTE: Remember, filenames can be no longer than eight (8) characters long and cannot contain any spaces. They may contain letters and numbers.

To change back to the default filename, place the mouse I-beam in th filename option box and double click.

Click the Archive button to continue.

Because archiving will alter the database, TransAct recommends making a backup of the current database prior to archiving. The following messag appears.

*Figure 81. Backup Warning*




Click the Yes button to backup the database prior to archiving. Once th backup is complete, archiving continues.

Click the No button when a backup, prior to archiving, is not desired.

Click the Cancel button to return to the Archiving Transactions window.

If a filename has been highlighted in the List of archive files or a duplicat filename typed in th  Archive Name: option box, the following warning appears.

*Figure 82. Duplicate Archive Filenam*


Click the No button to return to the Archiving Transactions window. Enter different filename in the Archive Name: option box.

Click the Yes button to overwrite the existing filename.

If a filename is not specified, the following warning appears.

*Figure 83. No Filename Warning*


Click the OK button to return to the Archiving Transactions table. Type filename in the Archive Name: option box. Click the Archive button to continue.

## Deleting Existing Archive Files

Deleting archive files requires more care and system planning than deleting old backup files. Archiving removes old transactions from the TransAct database. Restoring an archive file is the only way to view archived transactions. If the file has been deleted, the transactions stored in th archive file are deleted.

If archive files have been backed up to another media, such as a floppy diskette, zip disk or tape backup system, the files can be safely deleted from the computer hard drive. Archived files can be restored from the other backup source to the computer hard drive. These transactions can b restored into the TransAct program.

To delete old archive files, use the mouse to select the file from the list of filenames option box.

*Figure 84. Archive file list*

Click th Delete button to delete the selected file. The following warning appears before the file is deleted.

*Figure 85. Delete File Warning*


Click the Yes button to delete the file and continue.

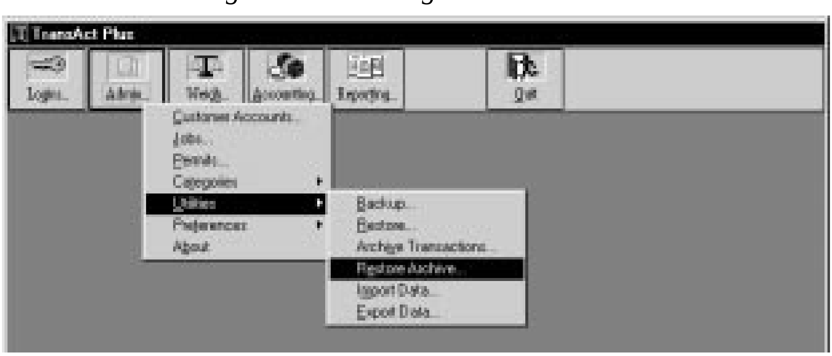
Click the No button to return to the Archiving Transactions window.

## Restore Archive

The Restore Archive feature is available for restoring archived transaction files. Restoring archived transaction files may be necessary for reporting purposes.

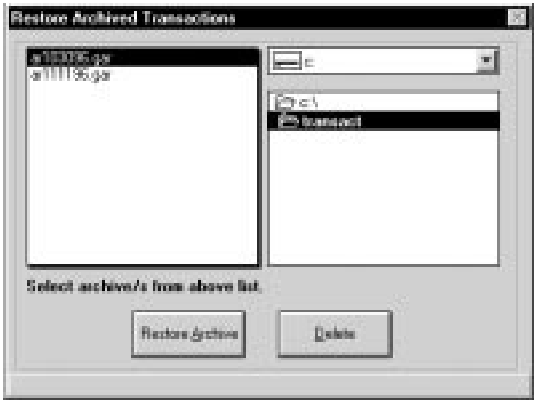
To run the restore utility, click Admin from the menu bar. Select Utilities from the Admin pull-down menu. Move the mouse until Restore Archive is highlighted and click the left mouse button.

*Figure 86. Selecting Restore Archive*

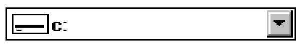



After selecting Restore Archive from the Utilities menu, a window containing the Restore Archived Transactions window appears.

*Figure 87. Restore Archived Transactions window*



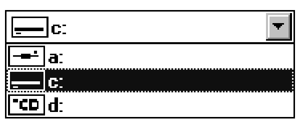

Options within the window include a list of archived filenames, availabl drives, and directories where the files can be stored.

To search other drives, click the 

single down arrow to view a drop-down option box listing available drives.

NOTE: Devices such as Zip drives will show up as d: or e: on many systems.

*Figure 88. Selecting a Different Driv*




Use the destination option box to search a different directory.

*Figure 89. Destination Directory*

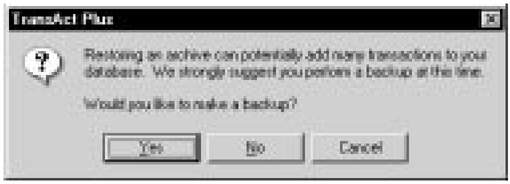

With a single click of the mouse, select the archive filename to restore.

NOTE: Hold the Shift key on the keyboard while using the mouse, to select continuous customer accounts or hold the Ctrl key on the keyboard while using the mouse, to select discontinuous customer accounts.

Click the Restore Archive button to begin restoring selected file/s.

Since restoring an archive will alter the database, TransAct will recommend making a backup of the current database. The following message appears.

*Figure 90. Backup Prior to Restoring Warning*




Click the Yes button to backup the database before continuing. When th backup completes, archive restoring continues.

Click the No button when a backup prior to archive restoring is not desired, archive restoring continues.

Click th Cancel button to return to the Restore Archive Transactions window.

Once the restore is complete, Archive Restored will appear at the bottom of the window.

## Importing and Exporting Data

TransAct provides utilities for importing and exporting transaction information. Currently, only data from the Transaction Table of the database can imported and exported.

Before importing or exporting can be completed, definition files need to b created. A definition file tells the program what information is to b imported or exported and how it is formatted.

Definition files are created using any text editor lik Windows Notepad. The files must be saved with a *.gid* extension and stored in the TransAct installation directory. The first line of the definition file identifies th database table to be used. As started previously, only th Transaction Table is available for importing and exporting. Each line of the definition file is formatted into seven comma delimited columns.

The following is an example of an export definition file named TRANSEXP.GID.

```
TransactionTable

Ticket Number   , Number     ,   ,   ,        ,   COMMA,
Account         , Number     ,   ,   ,        ,   COMMA,
Truck Number    , Characte   ,   ,   ,        ,   COMMA,
Waste Code      , Characte   ,   ,   ,        ,   COMMA,
Date Out        , Characte   ,   ,   ,        ,   COMMA,
Time Out        , Characte   ,   ,   ,        ,   COMMA,
Weight In       , Number     ,   ,   ,        ,   COMMA,
Weight Out      , Number     ,   ,   ,        ,   COMMA,
Net Weight      , Number     ,   ,   ,        ,   COMMA,
Charge          , Number     ,   ,2  ,        ,   NL,
```

Each line must contain seven fields with a comma separating each field. Even when a field may be unused, the comma must still be present. Spaces have been added between each field to line up the columns and make th file easier to read and edit.

*Table 5. Export/Import Definition File Delimiters.*

| | |
|---|---|
| Field Name | Valid transaction database field names (listed later). |
| Field Type | A database field is either a *Character* or *Number*. |
| Field Length | Length of field that will be written to the export data file. The number of characters extracted from an import file. |
| Decimals | Used for importing numeric data fields that have an implied decimal point. For example, if decimals is 2 and the imported field is 15025, the data is converted to 150.25. |
| Fixed Value | Used to place a fixed value in an export data file field or to assign a fixed value to a database field when importing. |
| Delimiter | Character used to delimit the field. These names can be used for the following predefined delimiters:<br>TAB (tab) NL (new line)<br>SPACE (space) COMMA (comma)<br>CR (carriage return) LF (line feed)<br>Any character can be used for a delimiter field by entering the character's numeric ANSI code. For example, the ANSI code for a space is 32 and a tab is 9. |
| Multi-delimiters | *Yes* or *No*. Used to import files that have multipl delimiter characters between fields. The default value for this field is *No*. |

The following is a list of fields from the Transaction Table that can be used in the export/import definition files.

*Table 6. Transaction Table Available Fields*

| | | |
|---|---|---|
| Charge Type | Character | Regular Charge, Finance Charge, Payment or Credit |
| Ticket Number | Number | Sequential number assigned to each transaction. |
| Ticket Sequence | Number | Item Number when multiple items per ticket are used. |
| Hauler Account | Number | Hauler account number |
| Account | Number | Bill To account number |
| Permit | Number | Permit Number |
| Job | Character | Job Code |

| | | |
|---|---|---|
| Job Tabl | Character | Job Code Description |
| Tare1 Number | Character | Replace Tare1 with user assigned name |
| Tare2 Number | Character | Replace Tare2 with user assigned name |
| Tare3 Number | Character | Replace Tare3 with user assigned name |
| Category1 Code | Character | Replace Category1 with user assigned name |
| Category2 Code | Character | Replace Category2 with user assigned name. |
| Category3 Code | Character | Replace Category3 with user assigned name |
| Category4 Code | Character | Replace Category4 with user assigned name |
| User Number | Number | |
| Date In | Character | Date transaction started |
| Time In | Character | Time transaction started |
| DateTime In | Character | Date and Time transaction started |
| Date Out | Character | Date transaction ended |
| Time Out | Character | Time transaction ended |
| DateTime Out | Character | Date and Time transaction ende |
| Date Edited | Character | Date transaction was edited in Quick Scan. |
| Time Edited | Character | Time transaction was edited in Quick Scan |
| DateTime Edited | Character | Date and Time transaction was edited in Quick Sca |
| Weight In | Number | |
| Weight Out | Number | |
| Net Weight | Number | |
| Adj Weight | Number | Weight after percentage adjustments were made |
| Adjustment1 | Number | Percent of Load adjustment |
| Adjustment2 | Number | Percent decrease adjustment |
| Scale Unit | Number | Unit of measure of the scale |
| Unit | Number | Unit of measure selected in TransAct |

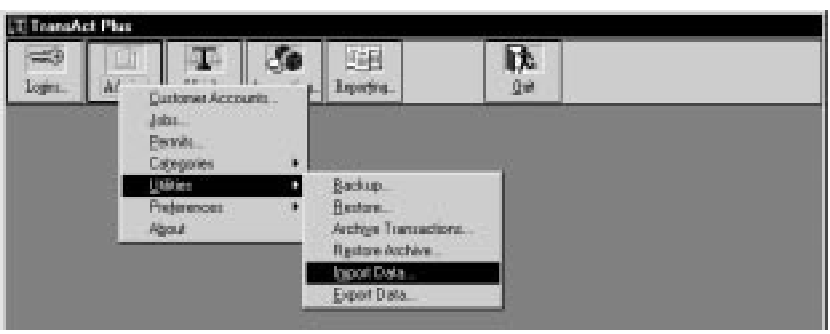
| | | |
|---|---|---|
| Charge | Number | Total charge of the transaction |
| Added Charge | Number | |
| Sales Tax1 | Number | |
| Sales Tax2 | Number | |
| Sales Tax3 | Number | |
| Sales Tax | Number | Total Tax (Tax1 + Tax2 + Tax3) |
| Rate1 | Number | |
| Rate2 | Number | |
| Rate3 | Number | |
| Payment | Number | |
| Check Number | Character | |

## Import Data

Once an import definition file has been defined, TransAct can be used to import the data into the Transaction Table.

To run the import utility, click Admin from the menu bar. Select Utilities from the Admin pull-down menu. Move the mouse until Import Data is selected and click the left mouse button.

*Figure 91. Selecting Import Data*




After selecting Import from th Utilities menu, th Transaction Selection Criteria window appears. Use this window to select specific data to import.

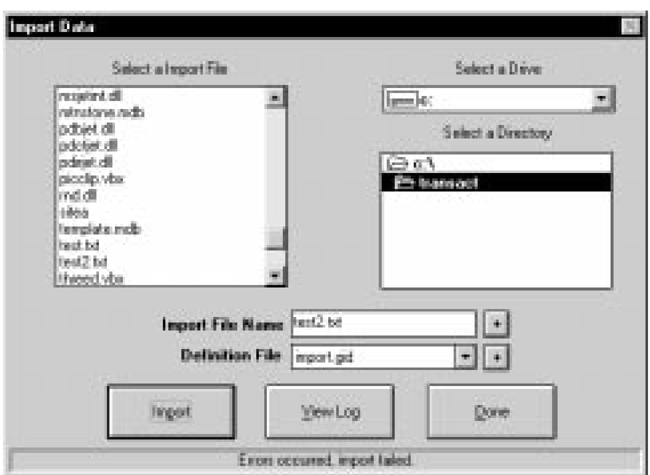
*Figure 92. Transaction Selection Criteria - Import*


To import all data from the import file, select a date range which will includ all transactions in the import file. Click th Import button.

To import only certain data from the import file, use the Selection Criteria form to determine which information should be extracted from the import file. Data can be selected by ticket number, date, account or category codes. Click the Import button to continue.

The Import Data window appears. Use this window to select the import fil and the import definition file.

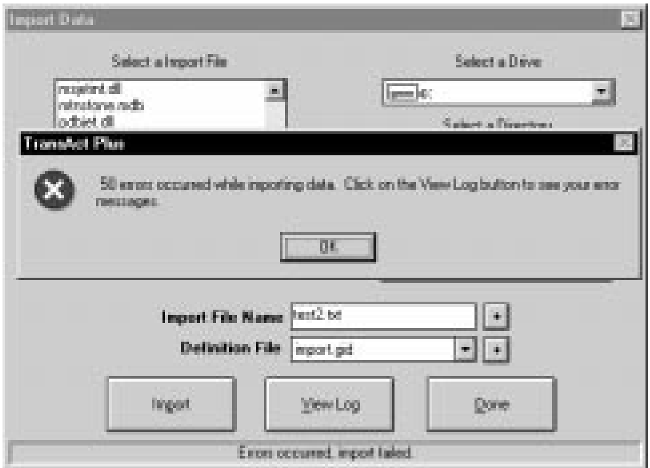
*Figure 93. Import File Window*




To view either of the files, click on the plus button. The file will be opened using Windows Notepad or MS Write.

Once the Import and Definition Files have been selected, click the Import button. TransAct uses the definition file to read, information in the import file. If any errors were encountered during the read the operation is halted and an error message appears.

*Figure 94. Import Error Message*




NOTE: When errors are encountered the operation is halted. Nothing is written to the database unless it is error free.

Click th OK button to clear the error message. To help determine what might be wrong, click the View Log button.

Correct the problem in either the import file or definition file and try again.

When data has been read correctly, a summary message similar to th following appears.

*Figure 95. Import Complete Message*


If the summary information displayed is correct, click the Yes button to complete the operation and add the transactions to the Transaction Table.

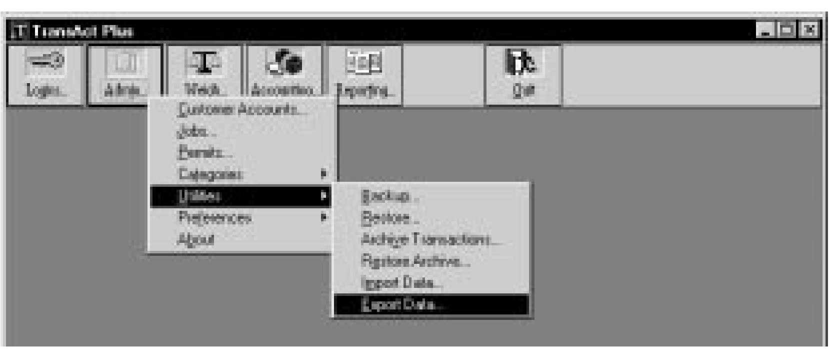
Click th No button to cancel the operation and add nothing to the Transaction Table.

## Export Data

Once an export definition file has been defined, TransAct can be used to export the data from th Transaction Table.

To run the export utility, click Admin from the menu bar. Select Utilities from the Admin pull-down menu. Move the mouse until Export Data is selected and click the left mouse button.

*Figure 96. Selecting Export Data*




After selecting Export from th Utilities menu, the Transaction Selection Criteria window appears. Use this window to select specific data to export.

*Figure 97. Transaction Selection Criteria - Export*


Use the Selection Criteria to select which transactions should be exported. Once criteria has been selected, click the Export button to continue.

The Export Data window appears. Use this window to select the export fil and export definition file.

*Figure 98. Export File Window*


In all cases, exporting will create a new file. Type the name of the export file in the Export File Name box. To overwrite an existing file, select it from the Select a Export File list. During exporting, select to have the fil overwritten. To view an existing file, select the file and click theplus button. Windows Notepad or MS Write will be used to display the file.

To view the definition file, click the plus button. The file will be opened using Windows Notepad or MS Write.

Once the Export and Definition Files have been selected, click th Export button. TransAct uses the definition file to format data in the export file.

Errors can be encountered when an improper Transaction Table field is used or mis-typed, or when one of the comma delimiters is missing.

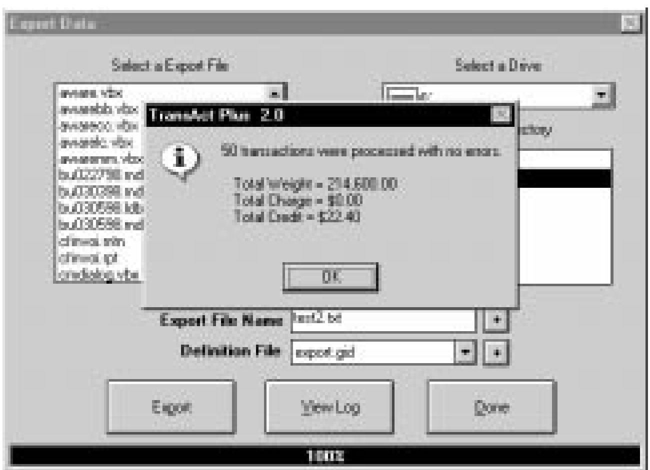
*Figure 99. Export Error Message*


Click th OK button to clear the error message. To help determine what might be wrong, click the View Log button.

Correct the problem with the export definition file and try again.

When data has been exported with no errors, a summary message similar to the following appears.

*Figure 100. Export Complete Message*




Click the OK button.

Static text can be added to an export file. Below are some examples of different export definition files and the data they produce.

## Example 1

This example will send the following to the export file...

Ticket Number-Ticket Sequence,

1453-2,

TransactionTable

| | | | | | | |
|---|---|---|---|---|---|---|
| Ticket Number | , Number | , | , | , | , | , |
| | , Characte | ,1 | , | ,- | , | , |
| Ticket Sequenc | , Number | , | , | , | , | COMMA , |

The number of characters sent to the export file must be specified or th text will not be sent to the file. The dash is only one character, therefor the field length is 1.

## Example 2

This example will send the following to the export file...

Account,Ticket No. Ticket Number,Charge

101,Ticket No. 1453,150.50

TransactionTable

| | | | | | | |
|---|---|---|---|---|---|---|
| Account | , Number | , | , | , | , | COMMA , |
| | , Characte | ,11 | , | ,Ticket No. | , | SPACE , |
| Ticket Number | , Number | , | , | , | , | COMMA , |
| Charge | , Number | , | ,2 | , | , | NL , |

## Example Number 3

This example will send the following to the export file...

Account,Ticket No. Ticket Number,Accounts Receivable Account,

101,Ticket No. 1453,11400,

TransactionTable

| | | | | | | |
|---|---|---|---|---|---|---|
| Account | , Number | , | , | , | , | COMMA , |
| | , Characte | ,11 | , | ,Ticket No. | , | SPACE , |
| Ticket Number | , Number | , | , | , | , | COMMA , |
| | , Number | , | , | ,11400 | , | NL , |

# Preferences

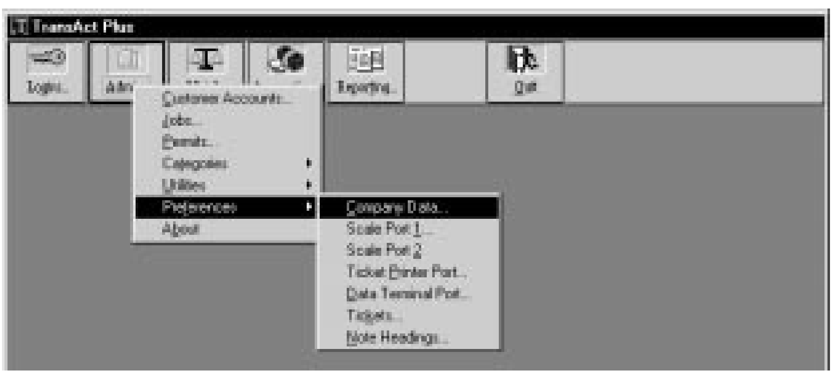
- Company Dat
- Scale Port 1
- Scale Port 2
- Ticket Printer
- Data Terminal Port
- Tickets
- Note Headings

## Company Data

The company data screen contains your company's name, address, phon number and site number. This information appears on statements and reports.

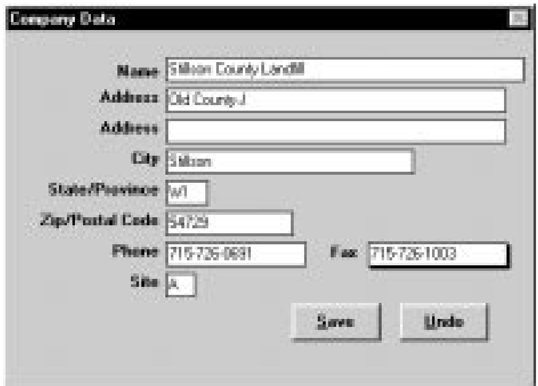
To enter your company's data, click Admin from the menu bar. Select Preferences from the Admin pull-down menu. Move the mouse until Company Data is selected and click the left mouse button.

*Figure 101. Selecting Company Data...*




After selecting Company Data, a window containing th Company Data table appears.

*Figure 102. Company Data Window*




Use the tab key to move from one option to the next, or use the mouse to select the option to edit.

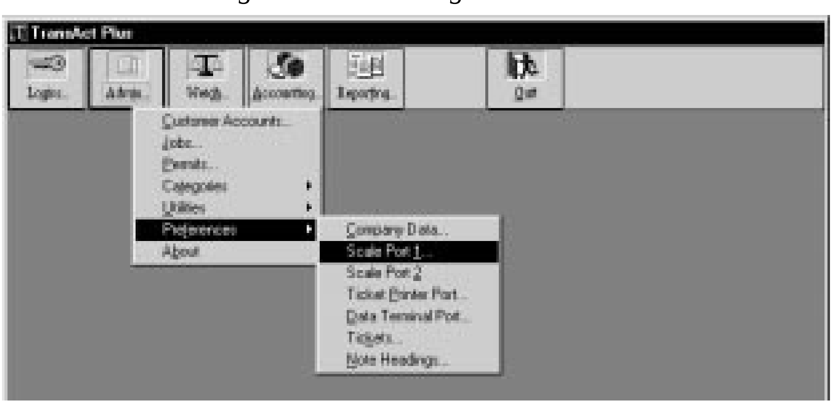
Once your company's data has been entered, click th Save button to save the changes or the Undo button to cancel any changes.

## Scale Port 1 Parameters

This section is used to define the type of scale indicator interfaced to th computer. To properly interface with TransAct, you will need to know specific information about your scale indicator.

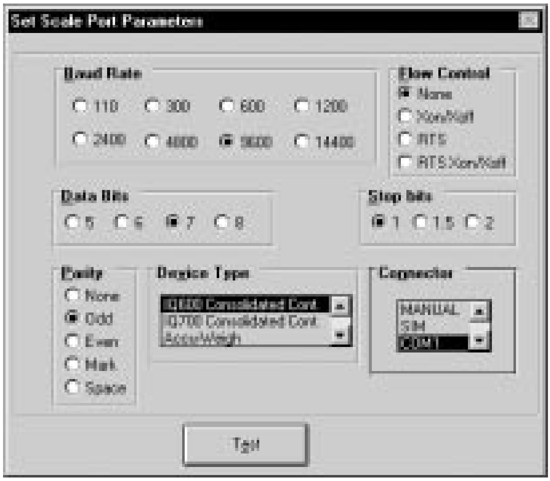
To setup the scale indicator port, click Admin from the menu bar. Select Preferences from the Admin pull-down menu. Move the mouse until Scale Port 1 is selected and click the left mouse button.

*Figure 103. Selecting Scale Port...*




After selecting Scale Port 1 from the pull-down menu, a window containing the Set Scale Port 1 Parameters table appears.

*Figure 104. Set Scale Port 1 Parameters*




A direct scale interface is not required to run TransAct. If direct scal interfacing is not used, select MANUAL from the Connector option box. Nothing else needs to be done to setup the port.

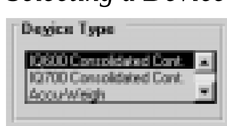
For demonstration purposes, TransAct provides a scale simulator. Select SIM from the Connector option box. Arrows to increase and decrease th weight will appear next to the scale indicator in the Weigh form. Nothing else needs to be done to setup the port.

When a scale indicator is interfaced to the computer, select the serial computer communication port it is connected to from th Connector option box (COM1 through COM4).

*Figure 105. Scale Port Connector*


Select a device type from th Device Type option box. Use the scroll bar to view available scale indicator types.

*Figure 106. Selecting a Device (Scale) Type*



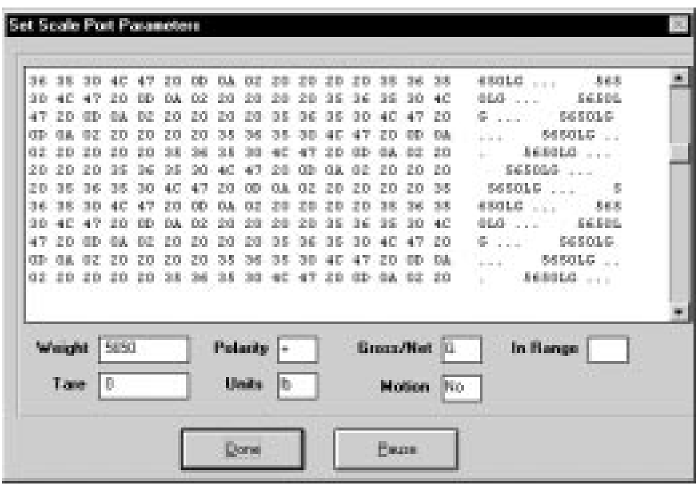
NOTE: Every effort is made to supply the most common scal drivers. Unfortunately, it is difficult to list every scale in th industr . If you have a scale indicator that is not listed, pleas call your Rice Lake Weighing Systems dealer for technical assistance.

After selecting a Connector and Device Type, the settings option boxes ar activated (i.e. Baud Rate, Flow Control, Data Bits, Stop Bits and Parity). Check the scale indicator reference manual for correct settings. Difficulty communicating to a scale may require altering one or more of these settings.

After the scale indicator port is configured, use the Test button to view dat being received from the scale. A test screen containing information read from the scale indicator appears.

The following is a display from a properly interfaced scale.

*Figure 107. Interfaced Scale Test Output*




Click the Done button to return to the printer setup window.

Click the Pause button to stop the test screen from scrolling.

If the test screen is blank or data is unreadable, the computer port settings are not set properly for the scale indicator. Click th Done button to return to the printer setup table to adjust the settings.

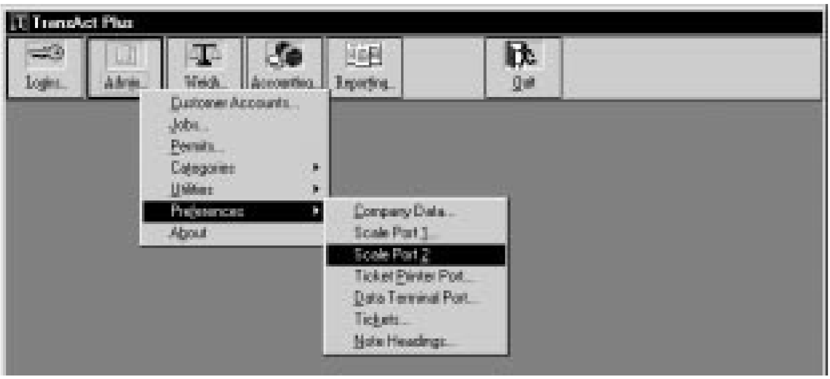
NOTE: The scale indicator *must* be set to *continuous* mode. When interfacing a scale indicator to a computer, always us continuous mode versus demand mode.

## Scale Port 2 Parameters

This section is used to define a second scale indicator interfaced to th computer. The second scale indicator can be different from the first. To properly interface with TransAct, you will need to know specifi information about your scale indicator.

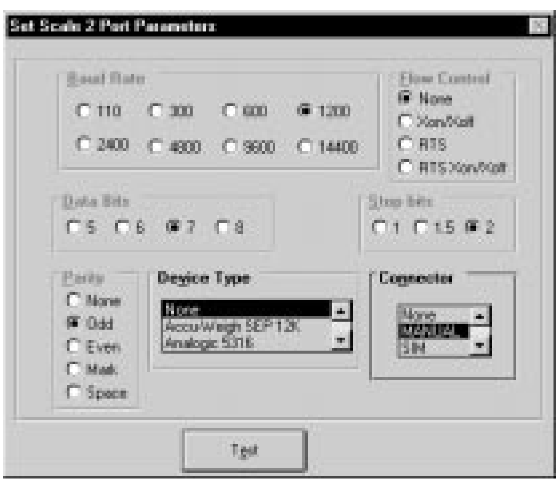
To setup a second scale indicator port, click Admin from the menu bar. Select Preferences from the Admin pull-down menu. Move the mouse until Scale Port 2 is selected and click the left mouse button.

*Figure 108. Selecting the Second Scale Port*




The Set Scale 2 Port Parameters window appears. Use this window to setup the second scale. Setup the second scale using the same procedures as setting up the first scale.

*Figure 109. Setting Parameters for the Second Scale Port*




When a second scale is not used, set th Connector to None. A second indicator window is not displayed in th Weigh form.

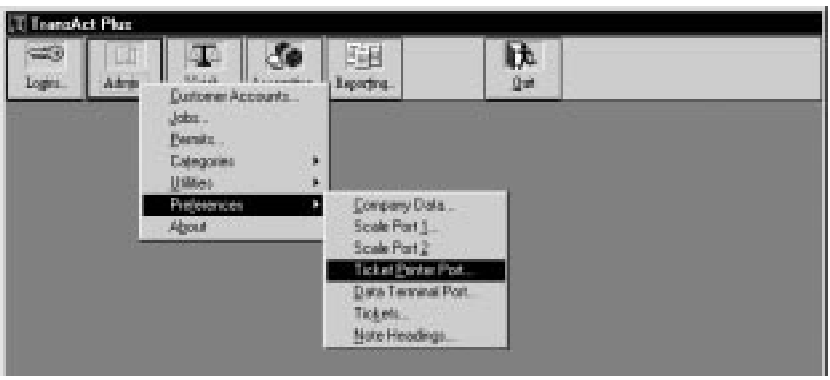
Select th Device Type, Connector (i.e. serial port) and correct settings for the second scale. Click the Test button to view activity received from th scale. Data will be readable if the settings are correct.

## Ticket Printer

This section is used to define the type of ticket printer connected to th computer. To properly interface with TransAct, you will need to know specific information about the ticket printer you are using.

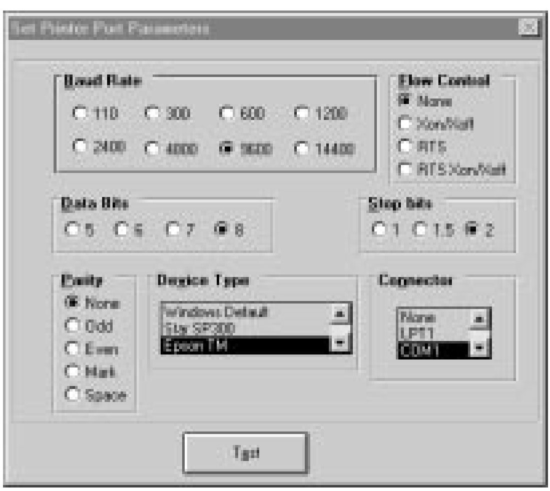
To setup the ticket printer, clickAdmin from the menu bar. Select Preferences from the Admin pull-down menu. Move the mouse until Ticket Printer Port is selected and click the left mouse button.

*Figure 110. Selecting Ticket Printer Port*




After selecting Ticket Printer Port from the pull-down menu, a window containing the Set Printer Port Parameters window appears.

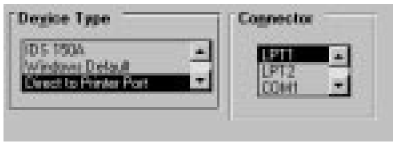
*Figure 111. Set Printer Port Parameters*



If a ticket printer is not going to be used with TransAct, select None from the Connector option box. Nothing else needs to be done to setup the port.

TransAct provides several ticket printer solutions. Receipt printers, dot matrix printers and laser printers can all be used as ticket printers. Use th scroll bar to the right of the Device Type option box to view a list of availabl print drivers.

*Figure 112. Device Type and Connector Selection*




To print to the default printer, setup within Windows, select Windows Default from th Device Type option box. Select the communications port the printer is connected to (LPT1 or LPT2) from the Connector option box.

The ticket printer file contains the database fields that will be printed on the ticket. To use printer commands from the ticket printer file, select Direct to Printer Port from the Device Type option box. Sending printer commands (i.e. line feed, carriage return, font and pitch) may be desired. Being abl to send commands to a printer is helpful when printing to pre-printed ticket forms. Printer commands are received from the Ticket Printer File. To learn more about the ticket file, please refer to the Appendix, Creating and Editing the Ticket File.

NOTE: Reports and Statements can only print to printers setup within Windows. They have nothing to do with how the ticket printer is configured.

NOTE: Every effort is made to supply the most common scal drivers. Unfortunately, it is difficult to list every scale in th industr . If you have a scale indicator that is not listed, pleas call your Rice Lake Weighing Systems dealer for technical assistance.

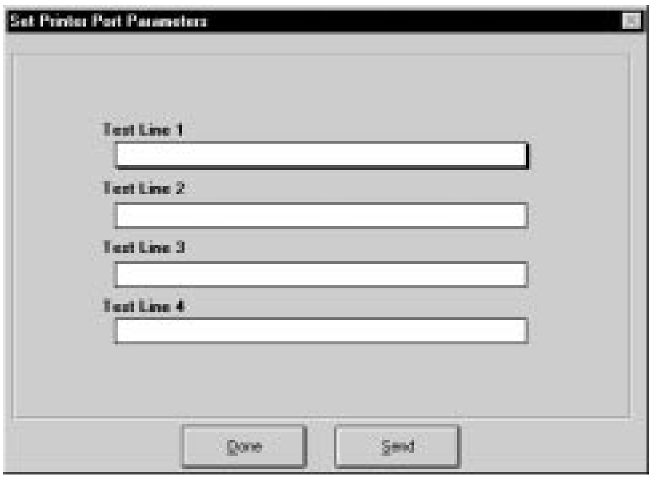
NOTE: As with scales, every effort is made to supply the most common ticket printer drivers to make device setup easier. Unfortunately, we are unable to list every printer in th industry. Additional drivers will be added as required.

To print to a receipt printer, choose one of the serial drivers listed. Serial drivers included with TransAct are SP2000, SP2200, IDS 150A, Star SP300, and th Epson TM. Select Serial Printer when the available drivers do not match a printer type. Use the scroll bar within the Device Type option box to choose a printer.

When using a serial printer, the Baud Rate, Flow Control, Data Bits, Stop Bits and Parity options will need to be set. After the Connector and Device Type have been selected, the settings option boxes become available for editing. Check the reference manual of your ticket printer for correct settings.

After the ticket printer is setup, the test button can be used to send text to the printer. Up to four lines can be sent at one time. Click th Test button to open the test screen.

*Figure 113. Ticket Printer Test Screen*




Enter text into any of the four lines and click the Send button.

When testing is complete, click the Done button.

If the printer does not print, check the connections to the computer and printer and make sure the printer is turned on.

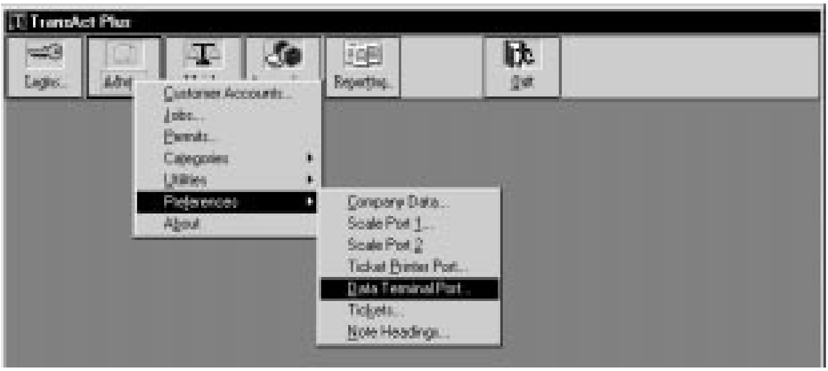
## Data Terminal Port

A data terminal is a device used to collect and store information. Bar code, magnetic strip and radio frequency identification equipment can b interfaced to data terminal collection devices. TransAct has standard interfaces to such devices. Other devices can be customized for TransAct.

This section is provided to test and troubleshoot data terminal devices that have been configured to interface with TransAct.

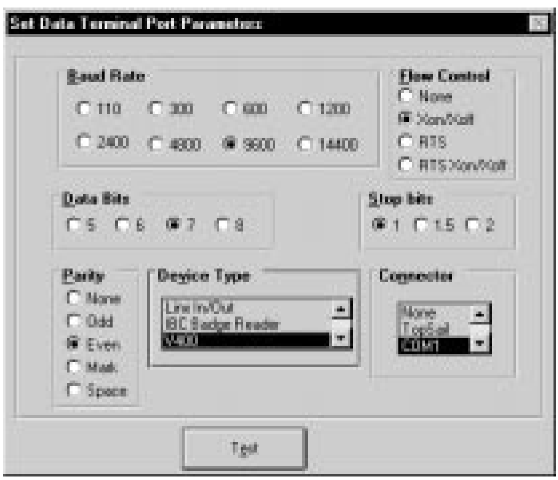
To test a data terminal port, click Admin from the menu bar. Select Preferences from th Admin pull-down menu. Move the mouse until Data Terminal Port is selected and click the left mouse button.

*Figure 114. Selecting Data Terminal Port*




After selecting Data Terminal Port from the pull-down menu, a window containing the Set Data Terminal Port Parameters table appears.

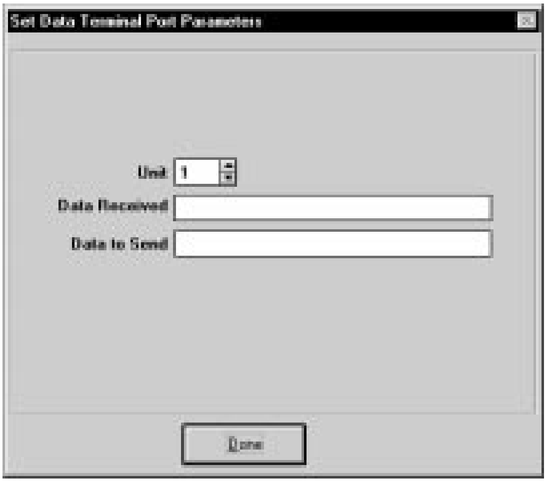
*Figure 115. Set Data Terminal Port Parameters*




The data terminal you are interfacing with the computer should be listed under Connection.

Use the Test button to send data to the device and view what is being sent back to the computer.

*Figure 116. Testing the Data Terminal Port*



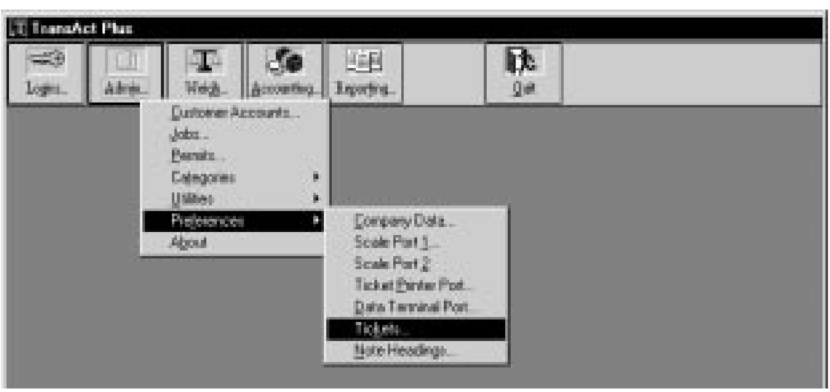

When testing is complete, click the Done button.

## Tickets

The tickets section lets you reset the ticket number, receipt number, statement number and select the default ticket file.

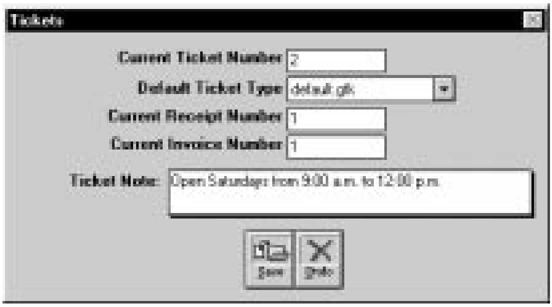
To reset any of these items or change the default ticket file, click Admin from the menu bar. Select Preferences from the pull-down menu. Move th mouse until Tickets is selected and click the left mouse button.

*Figure 117. Selecting Tickets...*




After selecting Tickets, a window containing the Tickets table appears.

*Figure 118. Tickets Table*




The Ticket Note is a field that can be printed on the ticket. This field can be changed as often as desired.

Press the tab key to move from one option box to the next, or use the mous to place the cursor in an option. Once the desired option is selected, enter the change

Click the Save button to save the changes.

Click the Undo button to cancel any changes.

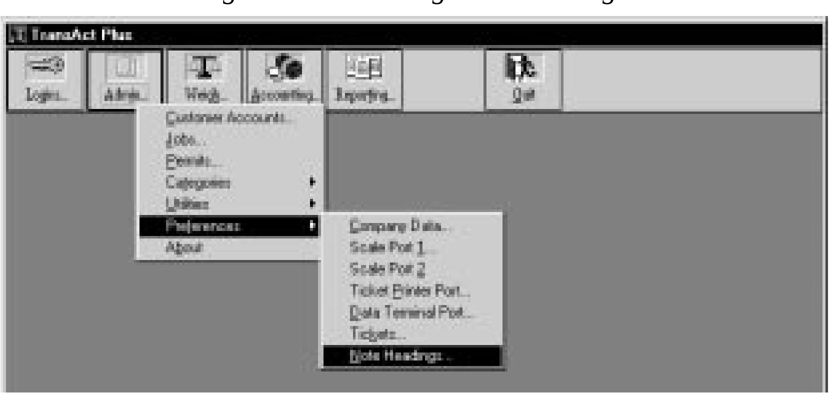
To learn more about the ticket file, please refer to the Appendix, Creating and Editing the Ticket File.

## Note Headings

TransAct allows the user to define up to four note lines used in the Weigh form. These notes will be printed on the transaction ticket. This section allows the user to define the headings used for each line of text.

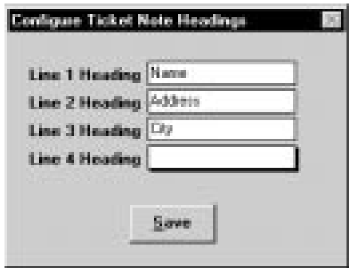
To edit the labels for the notes, click Admin from the menu bar. Select Preferences from the pull-down menu. Move the mouse until Note Headings is selected and click the left mouse button.

*Figure 119. Selecting Note Headings*




After selecting Note Headings, a window containing the Configure Ticket Note Headings table appears.

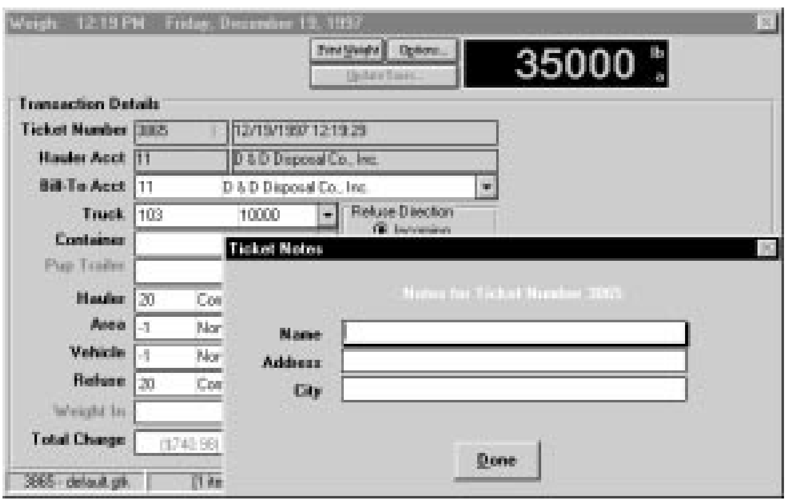
*Figure 120. Note Headings Table*




Only the option boxes containing text will show up when Notes is selected in the Weigh form.

Below is an example of a note in theWeigh form. A note is stored with open transactions. The note is not stored with the completed transaction and is deleted when the transaction is completed.

*Figure 121. Notes in the Weigh form*

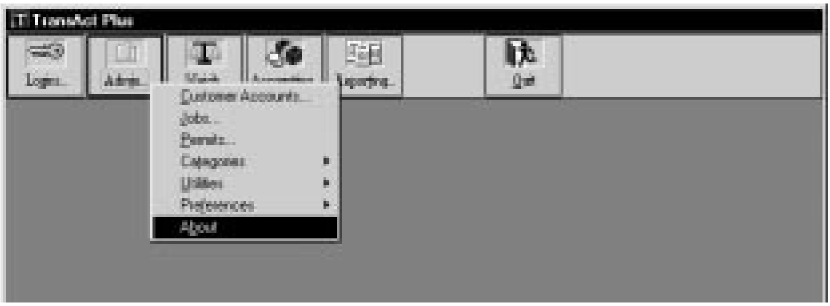



In this example, only three of the available four lines appear because th Line 4 Heading was not defined in th Configure Ticket Note Heading table. As mentioned above, only the lines with a heading in the Ticket Notes table appear in the Weigh form.

## About

To display the current version and serial number of TransAct, click Admin from the menu bar. Select About from the Admin pull-down menu.

*Figure 122. Selecting About*




After selecting About from th Admin pull-down menu, a window containing the start-up screen appears. This screen also appears when TransAct first starts.

*Figure 123. About the TransAct Program*

# Weigh

Use the Weigh section of TransAct to create and complete weigh transactions. The information created during a weigh transaction is stored in the TransAct database. Reports can be generated and transactions edited using the Reports and Quick Scan features found in the Reporting menu.

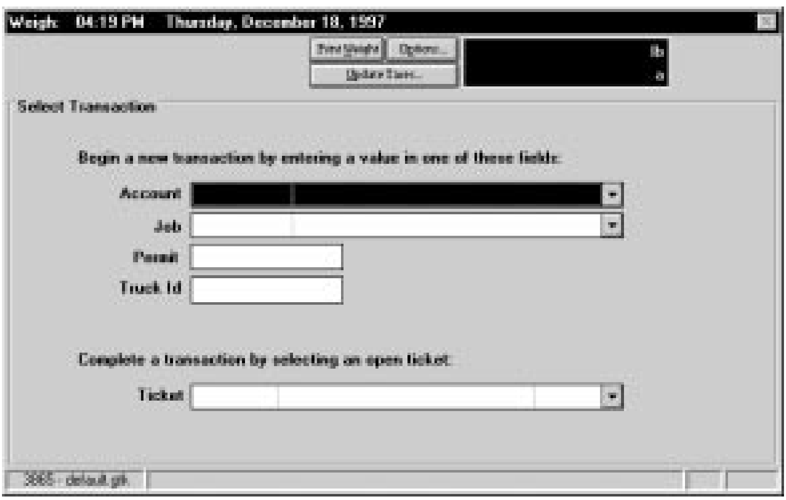
To create or complete a transaction, click the Weigh button in the menu bar.

## General Weigh Window Information

After clicking the Weigh button from the menu bar, a window containing the Weigh form appears. The Weigh form contains a section for starting transaction and a section for completing a transaction.

From the Select Transaction form, transactions are started and completed.

*Figure 124. Selection Table*




The window header contains the date and time. TransAct reads this information from the computer system. If the time or date is incorrect, exit TransAct, change the system time and date, and restart TransAct. Th display should show the new time and date.

The time, date, Print Weight button, Options button, Update Tares button and display window(s) are always present in the Weigh form. The Update Tares button is only available once a transaction has been started.

The status bar at the bottom of the Weigh form displays the next ticket number and the ticket format file. During a transaction, charges for individual items, total charge for multiple items, direction of flow (Incoming/Outgoing) and whether the charge is a receivable or payable is displayed.

## Display Window

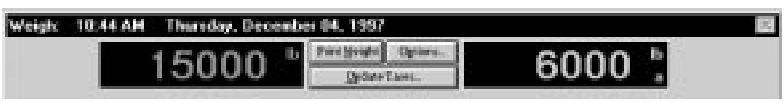
The display window shows the scale weight. The display window will look different depending on the scale type selected (see " Preferences" in the Admin section). TransAct provides the option for setting up two scales in the Preferences section. When two scales are setup, a display window for each scale is present.

*Figure 125. Serial Interfaced Scal*


When a scale indicator is connected to a serial port on the computer, TransAct reads the weight supplied by the scale and displays the weight in the display window. The scale unit of measure (lb-pound or kg-kilogram) also appears in the display window.

NOTE: Since TransAct is a truck scale application, the scal graduations must NOT be set lower than ten (10) pounds.

*Figure 126. Dual Scale Indicators*

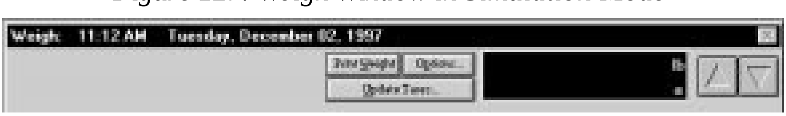



Use Admin | Preferences | Scale Port 2 to setup a second scale display. Both scales will display scale activity. However, only one scale can be active for use at a time. To activate a scale, click anywhere within the indicator. Th active indicator will be red and display a lower cas 'a' in the bottom right corner of the indicator window.

NOTE: Use the Alt+S keystroke command to alternate active scales.

HINT At times, it may be necessary to enter weights manually. Set the Connector Type for Scale Port 2 within Admin | Preferences | Scale Port 2 to Manual. When it becomes necessary to enter manual weight, activate the second scale display and enter weights manually into the Weight In/Weight Out boxes of th Transaction Detail form.

*Figure 127. Weigh Window in Simulation Mode*

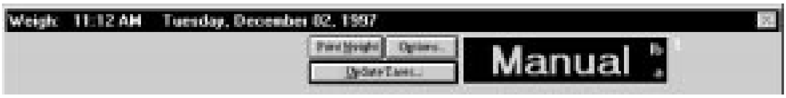



When the scale port is in SIM mode, arrows for increasing and decreasing a truck weight appear next to the display window. These buttons increas or decrease simulated truck weights in increments of 3000 pounds.

NOTE: The demo version of the software works only in SIM mode.

NOTE: When setting up two indicators in SIM mode, the SIM buttons work for the active scale.

*Figure 128. Manual Indicator*

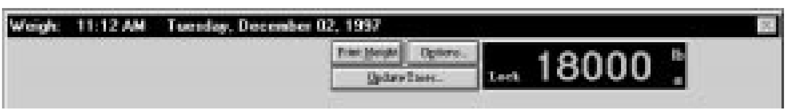



When the scale port is in Manual mode, the display window will not show any weights. Weights must be entered manually into the Weight In/Weight Out boxes in the Transaction Detail form.

*Figure 129. Motion Indicator*


A red dot in the top left corner of the display window informs the operator the scale is in motion. The operator cannot continue the transaction until the motion indicator is cleared from the display window.

*Figure 130. Locking a Stable Weight*




When the motion indicator is cleared, the weight is stable and can be locked. This feature increases the efficiency of the weighing process. To lock th weight, use the mouse and double click in the lower left corner of the display window. Once the weight is locked, the truck can drive off the scale and the display will continue to show the weight. This allows the scale operator to modify the transaction details before storing the ticket.

*Figure 131. No Com - Error*


When TransAct has lost communications to the scale, the letter 'R' will appear in the top right corner of the display window. This indicates TransAct is attempting to reestablish communications with the scale. If TransAct is unable to reestablish communications with the scale a "No Com" message will appear in the display window and the following error appears.

*Figure 132. Lost scale communication warning*


Check power to the indicator and make sure the cable between the computer and indicator is tightly fastened. Click th OK button to clear the message. TransAct will continue trying to restore communications to the serial port.

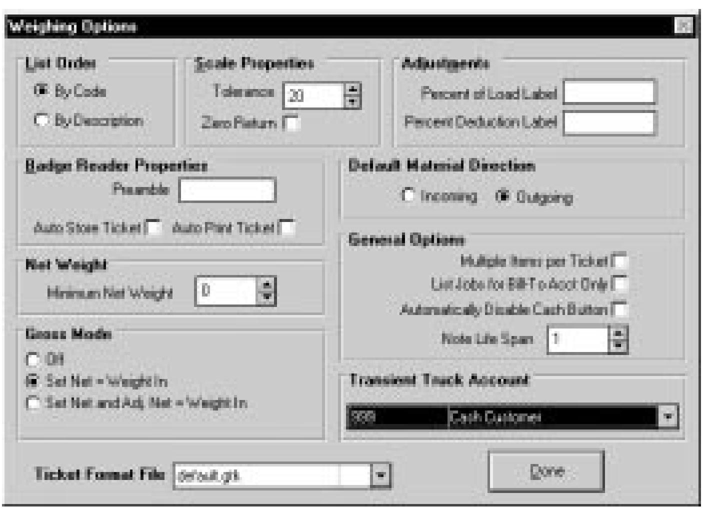
## Print Weight Button

Click the Print Weight button to print a weight without creating a transaction. Clicking the Print Weight button prints the date, time and weight of the truck to the ticket printer.

## Options Button

Click the Options button to view the Weighing Options form. The Weighing Options form allows the operator to customize different modes of operation. Available options include: list order, scale properties, adjustments, charg rounding properties, default material direction, multiple ticket items, badg reader preferences, job list, net weight and ticket format file.

*Figure 133. Weighing Options for*




## List Orde

The List Order option determines how tables containing lists (i.e. (Customer) Account, (Open) Ticket and Categories) will be displayed in drop down boxes. A dot next to an option indicates it is selected. Use the mouse to make selections. When By Code is selected, lists display in code order. When By Description is selected, lists display in description order.

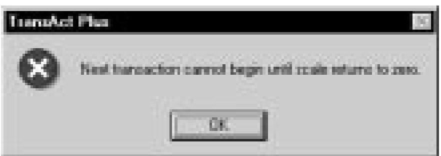
Example: When List Order is By Code, select customer account 3 - Active Disposal & Recycling, by typing the customer account cod (number), 3.

When List Order is By Description, select customer account 3 - Active Disposal & Recycling, Inc., by typing the first few characters of the customer description (name), Act...

## Scale Properties

The Scale Properties option is used to setup tolerances and zero return parameters for interfaced scale indicators. When Zero Return is checked, TransAct will not allow transactions to be created or completed until th weight on the scale returns to zero. If a new transaction is attempted befor the indicator returns to zero, the following warning appears.

*Figure 134. Zero Return Warning*




Click the OK button to return to th Select Transaction form.

Tolerance is the weight amount the scale can fluctuate when there is no load on the scale. When a tolerance weight is specified, TransAct recognizes Zero Return + or - the tolerance weight. For example, when tolerance is 40, TransAct considers zero to be anywhere between -40 and 40. Enter positive weight for this field. The tolerance is used exclusively with th zero return property.

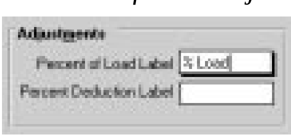
## Adjustments

TransAct provides two Adjustments fields. When a description is entered in either box, adjustment option boxes appear in the Transaction Detail form. If no description is entered, the adjustments option boxes do not appear on the Transaction Detail form.

### Adjustment 1 - Percent of Load Label

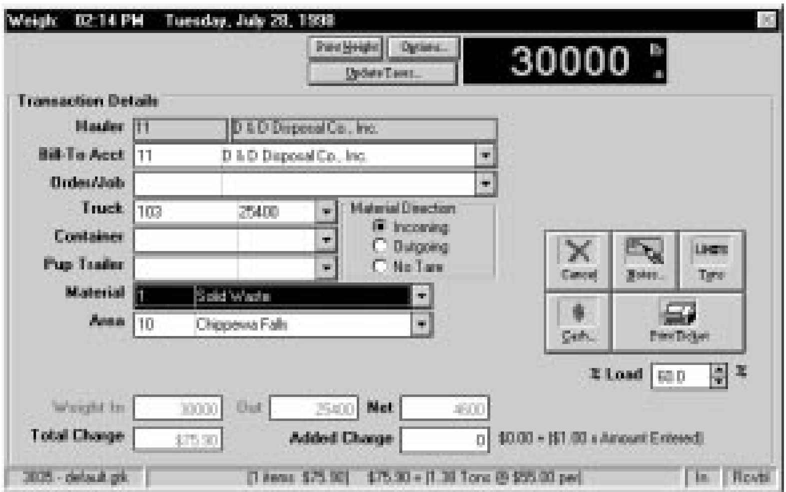
Use the percent load label when splitting a load between two or more items.

*Figure 135. Percent of Load Adjustment Label*




Enter meaningful text in this box and click the Multiple Ticket Items box to activate the option box in the Weigh form.

*Figure 136. Adjustment 1 - % Load*



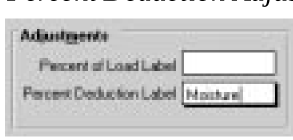

The Weight In, Weight Out and Net Weight fields do not change. The status bar displays the adjusted weight in the charge calculation.

Example: A recycling center may often track commercial versus residential recycle material. Use the % Load field when haulers bring mixed commercial and residential loads to the center. During th Weight Out, the hauler will report what percent is commercial (60%) and residential (40%). Select the first item and enter 60% in the % Load field. When Print Ticket is selected, decision window appears. Click th Add a Percent of Load Item button, select the next item and enter 40% in the % Load field. The Weight In, Weight Out and Net Weight fields do not change. The status bar displays th adjusted weight in the charge calculation.

### Adjustment 2 - Percent Decrease Label

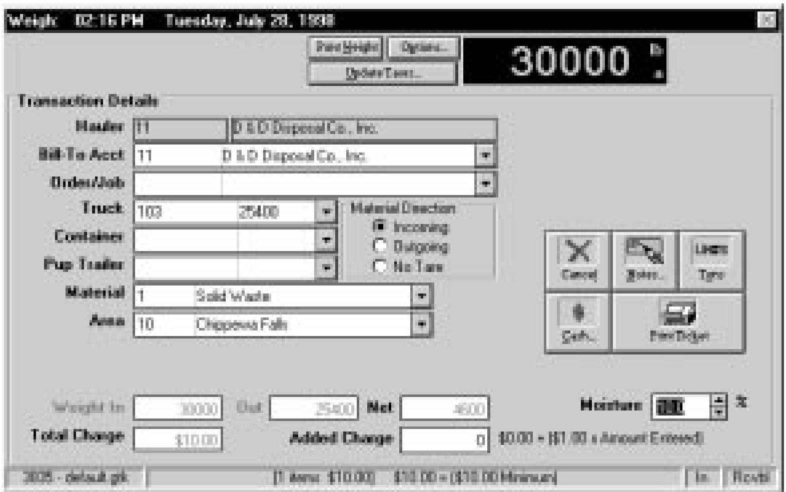
Use this adjustment when changes effect a single load.

*Figure 137. Percent Deduction Adjustment Label*




Enter meaningful text in this box to activate the option box in the Weigh form.

*Figure 138. Adjustment 2 - Moisture*




The Weight In, Weight Out and Net Weight fields do not change. The status bar displays the adjusted weight in the charge calculation.

Example: Grain elevators take moisture into account when weighing grain. On the inbound transaction, the trailer is weighed and the weight is stored. The grain is unloaded and tested. On the outbound transaction, th percent moisture is entered. Use the percent deduction field to enter ten percent (10%). The Weight In, Weight Out and Net Weight fields do not change. The status bar displays the adjusted weight in the charge calculation.

The adjusted weight will print on reports and can be printed on tickets as well. The adjusted percent is stored with the completed transaction and can be viewed using th Quick Scan feature under the Reporting menu.

The Percent of Load and Percent Deduction option boxes can be activated at the same time.

## Default Material Direction

Use the mouse to select the direction of material flow for your application. Is material entering your site, like it would at a landfill or is it leaving your site, like it would at a rock quarry? The dot indicates the selected direction. Default Material Direction only applies when tare weights are used.

## Badge Reader Preferences

An automated or semi-automated system can be created using badge reader equipment (i.e. magnetic strip, bar code, RFID). The badge number is stored in the customer database and used to identify a vehicle. The badge reader will send information to TransAct. To start a transaction,TransAct matches the badge number with the customer. The customer's information, stored in the database, is entered into the Transaction Detail form.

Badge Reader Preferences allow you to setup parameters for these badg readers. The preamble is a string of characters preceding the decoded data. The preamble is used by wedge decoders to differentiate data coming from a keyboard or badge reader equipment.

Use the Auto Store Ticket and Auto Print Ticket options to creat semi-unattended environment while still working in the Attended mode. Transactions will be saved automatically when th Auto Store Ticket option is checked and the scale stabilizes. Transactions will be closed and the ticket printed automatically when the Print Ticket option is checked and the scal stabilizes.

## Net Weight

A Minimum Net Weight can be used to check the net weight of a truck. If th Minimum Net Weight is not met, a warning will appear and the transaction will not complete. Click the up/down arrows of the dialog box or place th cursor in the box to enter the Minimum Net Weight.

## General Options

### Multiple Ticket Items

When Multiple Ticket Items is turned on, items for different category types and units of measure can be placed on the same ticket. Using a landfill application as an example, a single ticket could contain separate items for 2500 pounds of garbage, 1000 pounds of demolition material and 5 appliances. A charge for each item is calculated and stored separately in the database. They can be grouped together and totaled when printing ticket.

Click the check box to turn Multiple Ticket Items on. An 'x' in the box indicates the feature is on.

### List Jobs for Bill-To Acct Only

To view only the jobs assigned to a Bill-To account from the Weigh form, place an 'x' in the option box next to List Jobs for Bill-To Acct Only. When checked only those jobs attached to the selected Bill-To account will appear in the Transaction Details form. When unchecked, all jobs will appear in the drop-down list. The option can be changed at anytime throughout th transaction.

### Automatically Disable Cash Butto

To disable the Cash button for charge account transactions, place an 'x' in the option box next to Automatically Disable Cash Button. During a transaction, the Cash button will only be available fo Cash transactions (Customer Accounts that are set as Cash Only). To enter a payment for a charge account, select Payment from the Accounting pull-down menu.

### Note Life Span

TransAct will store notes that have been entered into the Note fields during a transaction. Set the Note Life Spa value to the number of days you would like to have ticket notes stored in the database.

NOTE: It is recommended that note fields be stored for as short a period as possible. For example, if a ticket will not be reprinted once it has been invoiced, set the Note Life Span field to 31 days.

## Gross Mode

Use the Gross Mode option to store a transaction with a gross weight only. Three options are available; Off, Set Net = Weight In, and Set Net and Adj. Weight = Weight In. When using Gross Mode, the gross weight is displayed in th Weight In field.

### Off

When turned off, TransAct will require a value greater then zero (0) to b present in the Weight Out field before a transaction can be closed.

### Set Net = Weight In

This option activates the Net button in the Weigh For . This option is mostly commonly used to record a weigh only type of transaction.

Example: A company may allow trucks, who need a printed weight, to use the scale for a fee. The company would like to record the transaction, but the weight *is not* used in any of their report calculations.

To complete this type of transaction, be certain the weight on the scale has stabilized or has been locked. Select th Account to start the transaction, select the category item and any other remaining transaction criteria.

NOTE: When setting the rate for this category item, enter the rat into the Tons/Pounds column and set th Load (Ld) flag to Y (Yes).

Click the Net button to copy the Weight In (Gross) into the Net field.

Click the Print Ticket button.

### Set Net and Adj. Net = Weight In

The Set Net and Adj. Net = Weight In option is similar to the Set Net = Weight In option, except that it stores the weight for reporting purposes.

Example: This option may be used at a recycle center wher floor scale is used to weigh bales of recycled plastic. The bale is placed on the scale and the transaction recorded. At the end of the day a report is printed which totals the weight of all bales. These weights will be included for reporting purposes.

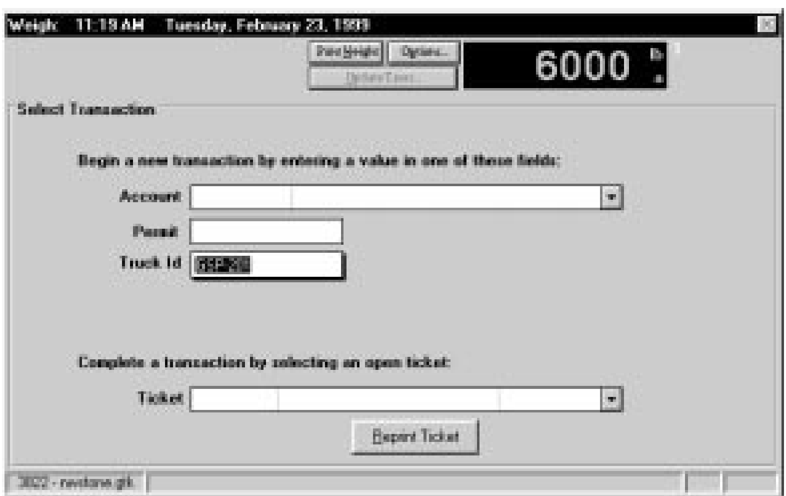
## Transient Truck Account

Transactions can be initiated using Truck (Tare1) Ids that are not attached to a customer account. These are called transient trucks. Transients can only be used in the Truck (Tare1) field. Tare2 and Tare3 entries must still b attached to an account.

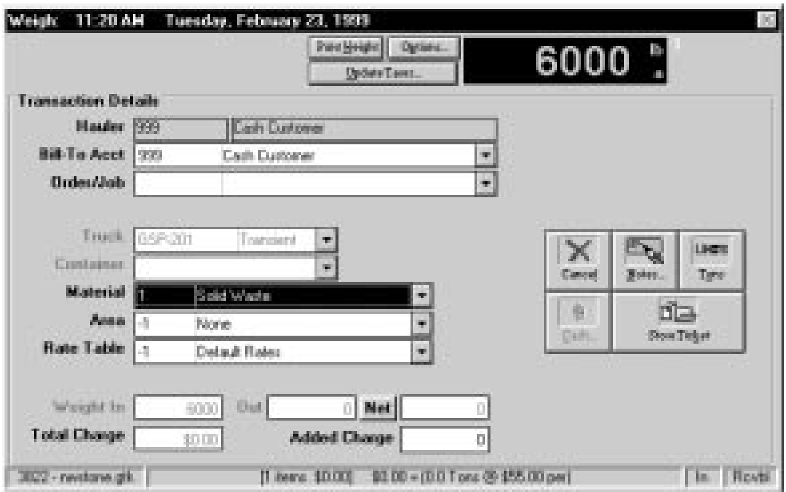
To use Transient trucks, TransAct still needs to use an account for billing purposes. Click the down arrow next to the Transient Truck Account field to select the account transient trucks will be associated.

Example: Open tickets for cash customers may be tracked by using the customers license plate number. When Transient Truck Account is set to the Cash account, license plate numbers can be used as truck numbers.

Example: To start a transaction using transient trucks, enter th license plate number in the Truck Id field and press Enter.




Example: When a transaction is started by entering the customers license plate number in th **Truck Id** field, the cash account appears in the weigh form in the hauler and bill to fields. The license plate number appears in the Truck field with the word Transient in the tare field.




## Ticket Format File

A different Ticket Format file can be selected when a transaction is being completed. Before clicking the Print Ticket button in the Transactions Details form, click the Options button to open th Options window. Click the down arrow next to the Ticket Format File option. Choose the desired ticket fil from the list of available files. Click th Done button to close the Options window.

Click the Print Ticket button. Click th Close Ticket and Print button to complete the transaction. The ticket format file will return to the default ticket file after the current transaction completes printing

To learn more about ticket files, refer to the Appendix, Creating and Editing the Ticket File.

## Returning to the Weigh Window

To return to the Weigh Window, click the Done button.

## Reprint Ticket Button

Click the Reprint Ticket button to reprint any ticket. The following window appears.


The last ticket number the was printed is displayed. If a different ticket number is to be reprinted, type the desired ticket number into the box. Click the OK button to reprint the ticket.

NOTE: Since the note field are not stored in the database, any notes entered, will not be reprinted.

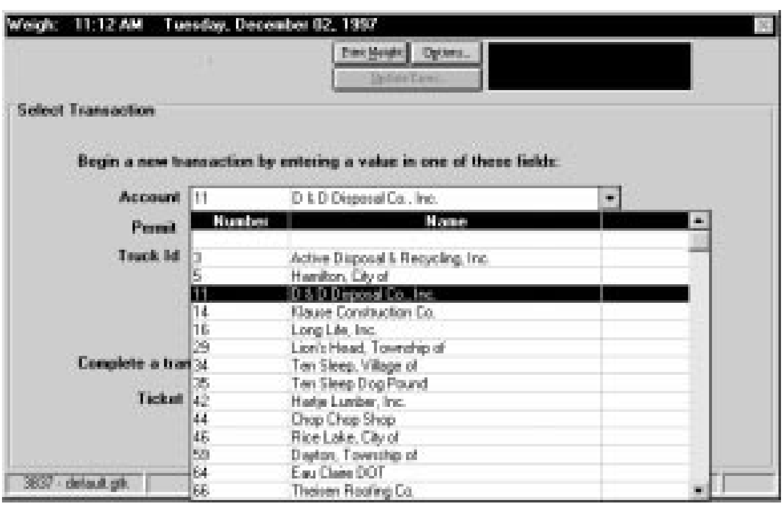
## Update Tare Button

The Update Tares button allows for tare weights to be updated or added automatically. The Update Tares button is only available once a transaction has been started. This feature complies with NTEP regulations.

### Updating a Tare Weight

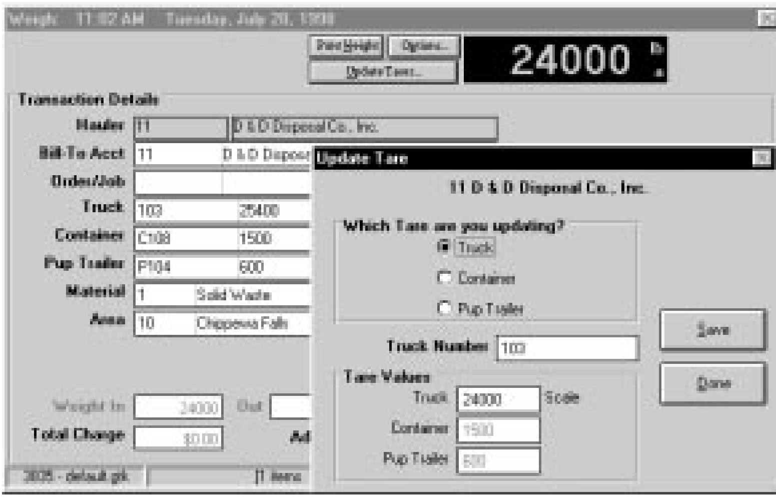
To update existing tares, start a transaction, from the Select Transaction form. To start a transaction select an Account, Permit or Truck Id.

*Figure 139. Starting a Transaction*




Wait for the scale to stabilize and the motion indicator to clear. Select all tares needed to complete the transaction (i.e. Truck, Container and Pup Trailer) and click th Update Tares button. Th Update Tare form appears.

*Figure 140. Update Tares Tabl*




The weight on the scale can be applied to any of the active tares. Use th mouse to select the tare by clicking on the dot next to the tare (i.e. Truck, Container or Pup Trailer). The Weight on the scale replaces the old tare weight in the Tare Values section.

Click the Save button to save tare information. Updated tare information appears in the Transaction Details form.

Click the Done button to undo any changes and return to th Transaction Details form.

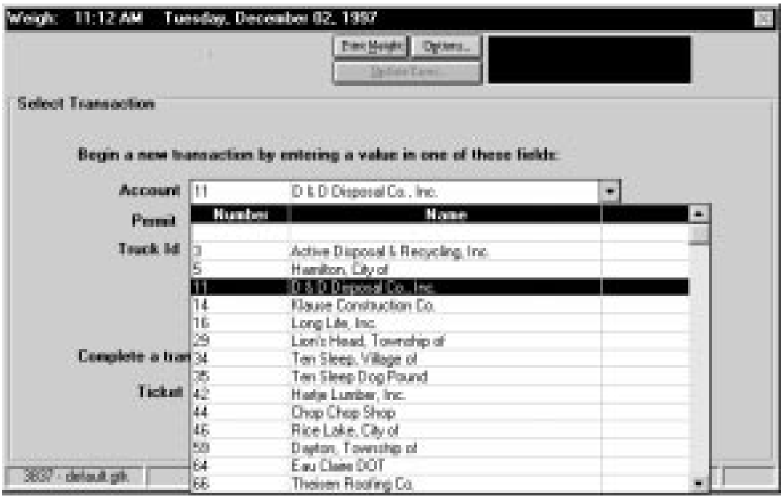
## Adding a NewTare

New tares can be added from th Transaction Details form as well. Use the following examples to add Truck and Container tare.

### Adding a New TruckTare

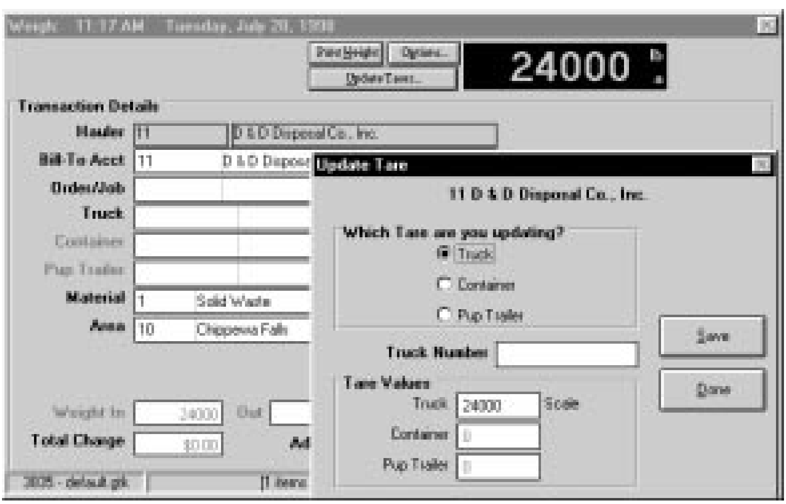
To add a new Truck tare, start a transaction from the Select Transaction form. To start a transaction select an Account, Permit or Truck Id.

*Figure 141. Starting a Transaction*



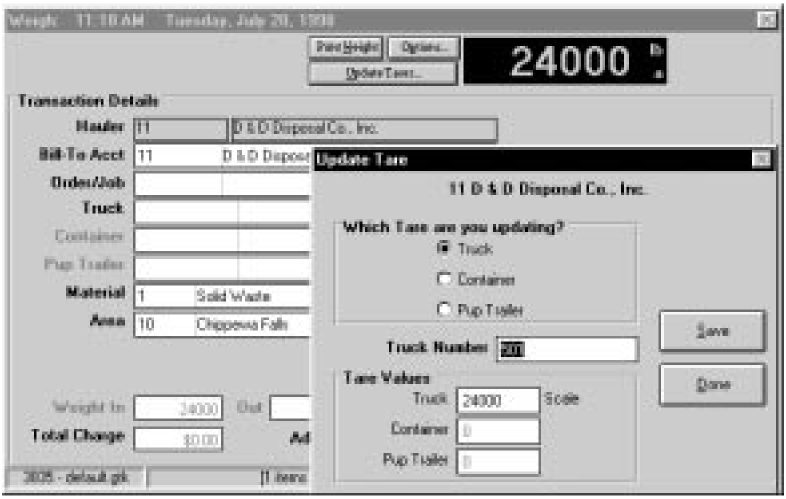

Wait for the scale to stabilize and the motion indicator to clear. Click th Update Tares button. The Update Tare form appears.

*Figure 142. Adding a New TruckTare*




Truck is already selected. Click in the Truck Number dialog box and enter th new truck number. The weight from the scale is displayed in the Truck Tare Values dialog box. To manually enter a tare weight, place the cursor in this box and type a different weight.

*Figure 143. New Truck Number*




Click the Save button to save the new truck number and tare weight. Th following message appears.

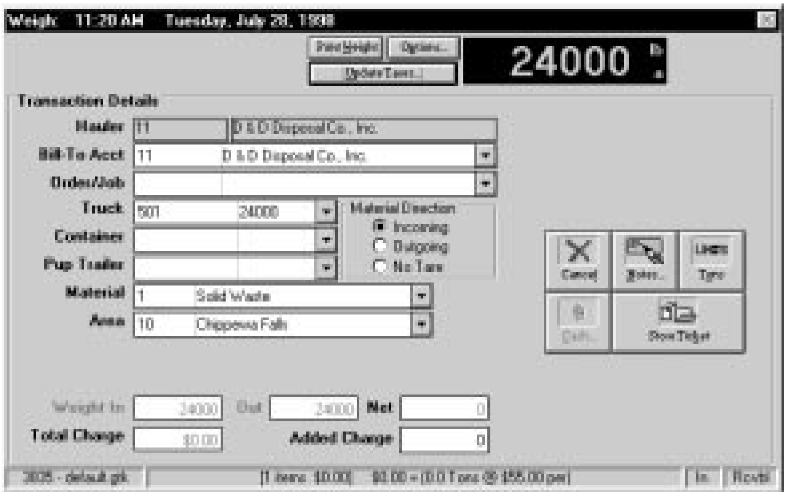
*Figure 144. AddTare Message*


Click th Yes button to add the new tare and return to the Update Tare form.

Click the No button to cancel and return to the Update Tare form.

Click th Done button to return to th Transaction Details form. The new truck number will appear in the Truck tare dialog box.

*Figure 145. Using the New Truck Tare*



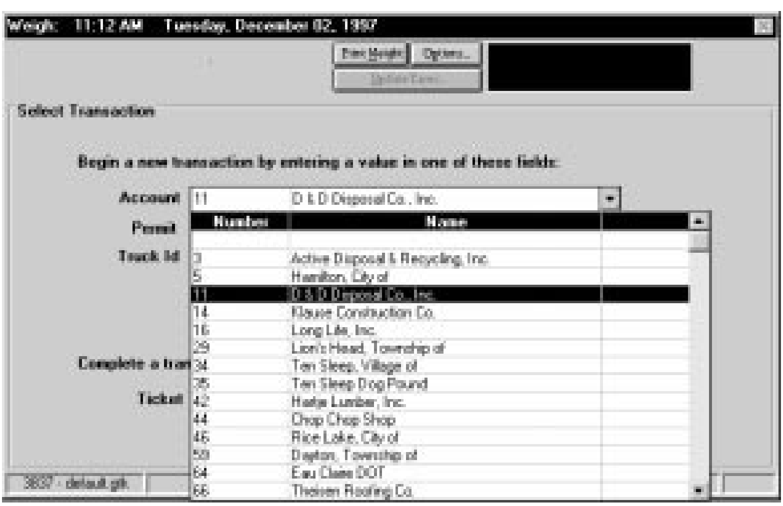

When a new tare weight is entered in th Weigh form and the scale weight is used, the Weight In will always equal the Weight Out. Click the Cancel button to return to the Select Transaction form. The next time this truck pulls onto the scale, the new tare weight can be used.

If a manual tare weight was keyed in for the new truck, the transaction may be completed.

### Adding a New Container Tare

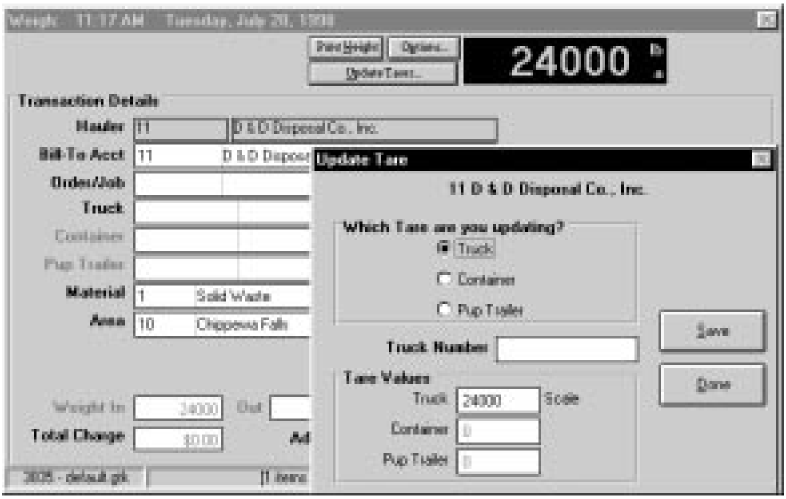
To add a new Container tare, start a transaction from the Select Transaction form. To start a transaction select an Account, Permit or Truck Id.

*Figure 146. Starting a Transaction*



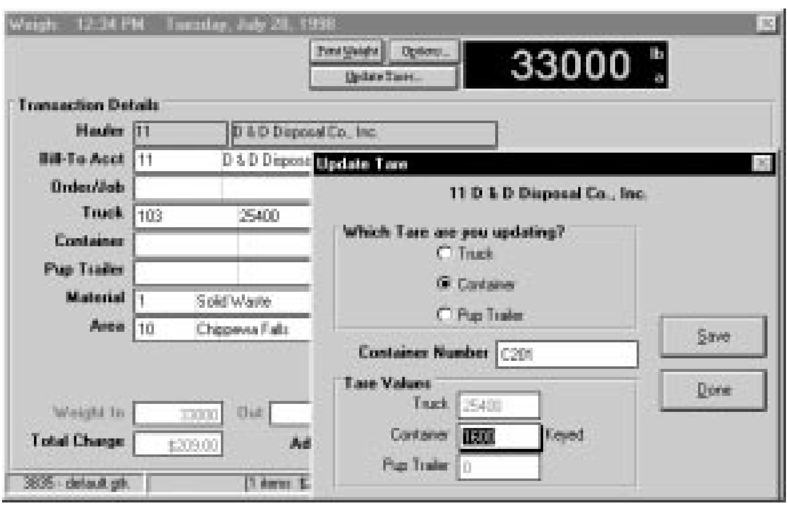
Wait for the scale to stabilize and the motion indicator to clear. Click th Update Tares button. The Update Tare form appears.

*Figure 147. Adding a New TruckTare*




Truck is already selected. Click the dot to the left o Container to select Container.

*Figure 148. Selecting Container*




Click in the Container Number dialog box and enter the new container number. The weight from the scale is displayed in th Container Tare Value dialog box to manually enter a tare weight, place the cursor in this box and type a different weight.

Click th Save button to save the new container number and tare weight. The following message appears.

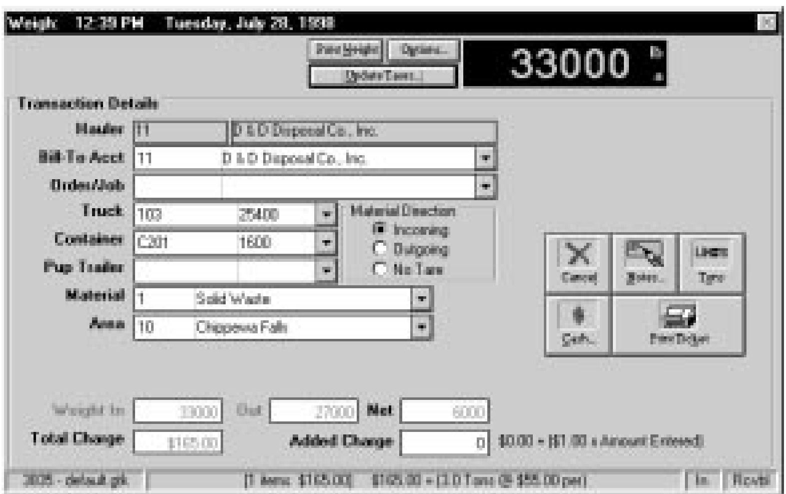
*Figure 149. AddTare Message*


Click th Yes button to add the new tare and return to the Update Tare form.

Click the No button to cancel and return to the Update Tare form.

Click the Done button to return to the Transaction Details form. The new container number will appear in the Container tare dialog box.

*Figure 150. Using the New Container Tare*




The same procedures can be used to add a ne Pup Trailer.

# Weigh In/Weigh Out Transactions

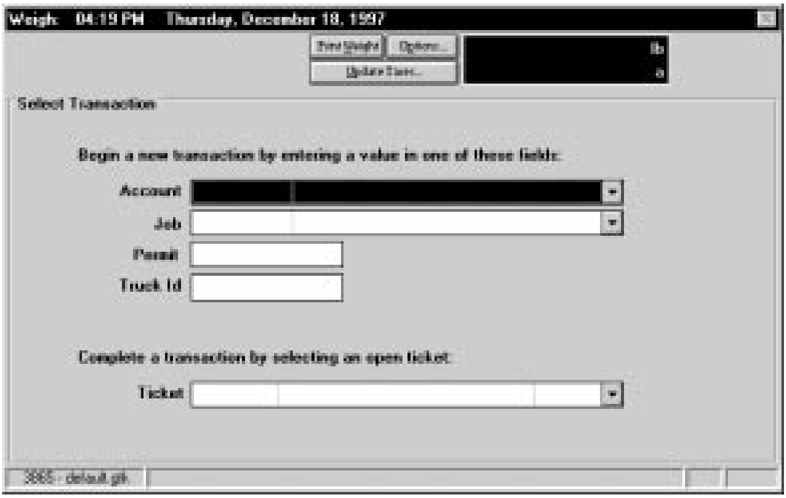
When a transaction does not utilize tare weights, it is considered a Weigh In/Weigh Out transaction. The truck must be weighed coming into the sit and exiting the site. The net weight is recorded, charges are calculated and the ticket is stored.

## Weigh In

To start a transaction, click the Weigh button from the menu bar. A window containing the Weigh form and Select Transaction section appear. Select an Account, Permit or Truck ID from the Weigh form.

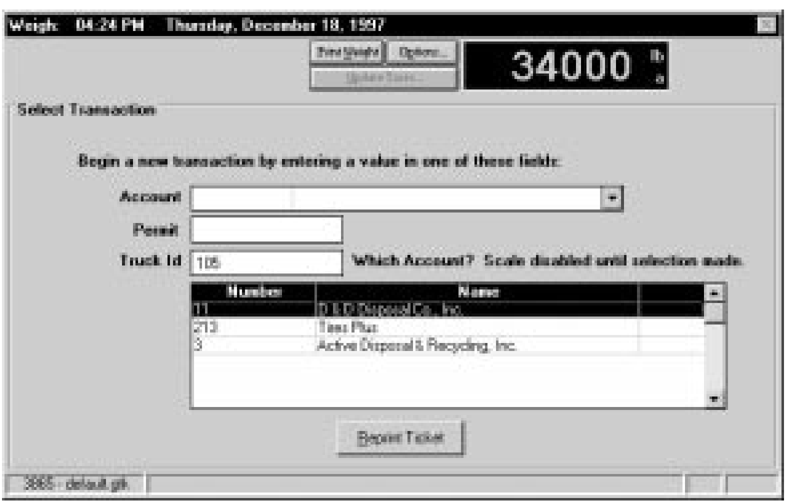
NOTE: Remember, depending on the List Order selected from th Options window, the account can be entered by typing a cod or description. Use the Esc (Escape) key to clear mistyped information.

*Figure 151. Weigh Window*



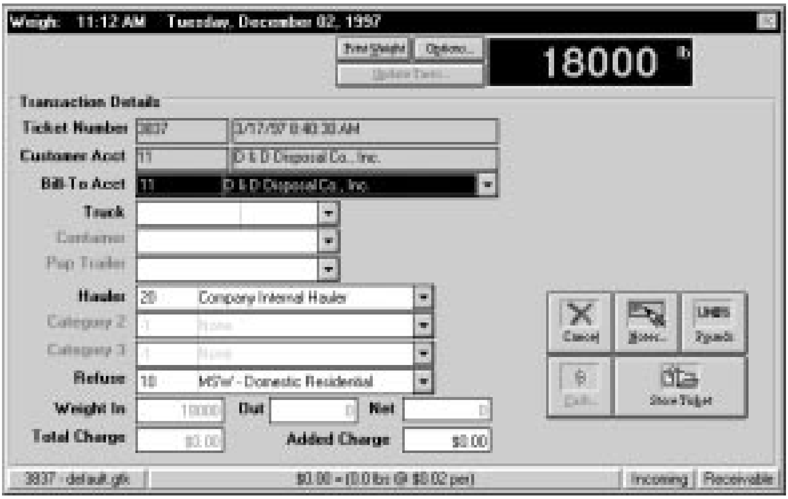

NOTE: If a Truck ID number is used by more than one company, th following window appears. Choose the correct customer account from the list to start the transaction.

*Figure 152. DuplicatedVehicle ID Numbers*




After selecting an Account, Permit or Truck ID, the Transaction Details form appears.

*Figure 153. Transaction Detail Window*




The Hauler account is a locked field.

If the Bill-To Account is different than the Hauler account, select th appropriate Bill-To Acct. Use the down arrow next to the Bill-To Acct option to display a list of customer accounts.

If tare information is defined for an account, the available options ar enabled in the Transaction Details form. When a tare weight with a weight of zero is selected, the transaction is still considered a Weigh In/Weigh Out transaction.

If the tare ID has a weight, the transaction is completed using the tar weights. For an explanation of tare weight transactions, turn to "Transactions with Tare Weights" on page111.

One reason for using a zero tare weight is to track truck numbers for reporting purposes.

NOTE: Tare information can only be selected on th Weigh In, when a transaction is created.

Click th Units button to change the unit of measure printed on the ticket. Units of measure can only be adjusted on the Weigh In, when the transaction is being created. The Weight In, Weight Out and Net Weight fields reflect th same unit of measure as the scale. The status bar at the bottom of the window displays how the charge is calculated. The status bar also displays th direction of the transaction (incoming/outgoing) and whether the charge is a payable or receivable.

When a transaction is created, the account default categories are displayed. Down arrows are available next to each category option. Use these lists to view or change category items, or use the keyboard to type the code or description in the option. Any changes to the default items are stored with the current transaction. When the account is selected for a new transaction, the default categories reappear.

To cancel the transaction for any reason, click th Cancel button to return to the Select Transaction form.

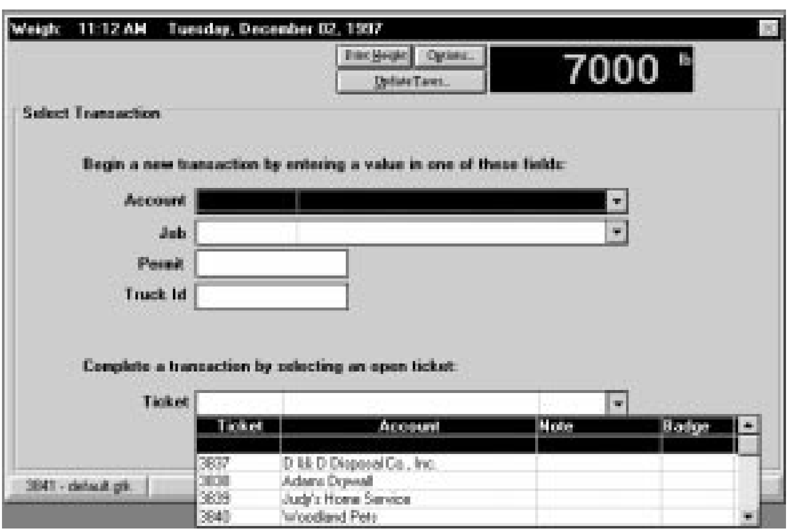
Click th Notes button to add a message that will print on the customer ticket. Notes are stored until the transaction is completed and the ticket is printed. Note Headings are defined unde Preferences in the Admin section. Notes are not stored in the database.

Click the Store Ticket button to store the ticket information. The Weigh In process is complete.

## Weigh Out

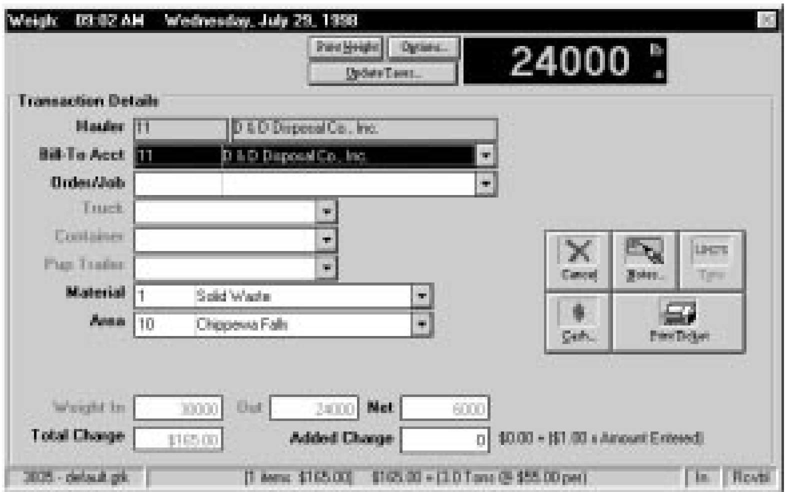
From the Select Transaction form, select an open ticket. Use the mouse to click the down arrow next to the Ticket box. This will produce a drop down box listing all open transaction tickets. Click on the ticket to complete. To use the keyboard, press the TAB key until the Ticket field is selected. Press the down arrow key on the keyboard to produce the drop down listing all open transaction tickets. Use the up/down arrow keys to select the ticket and press th Enter key.

*Figure 154. Weigh Form*




After selecting Ticket, the Transaction Details form appears. The Transaction Details form contains the Weigh In information.

*Figure 155. Transaction Details form*




If an incorrect ticket was selected, click th Cancel button to return to th Select Transaction form.

When a scale is interfaced to the computer, the weight in the display window appears in the Weight Out box. The net weight is calculated and displayed in the Net Weight box. Use the down arrows next to the option boxes to view lists and change selections.

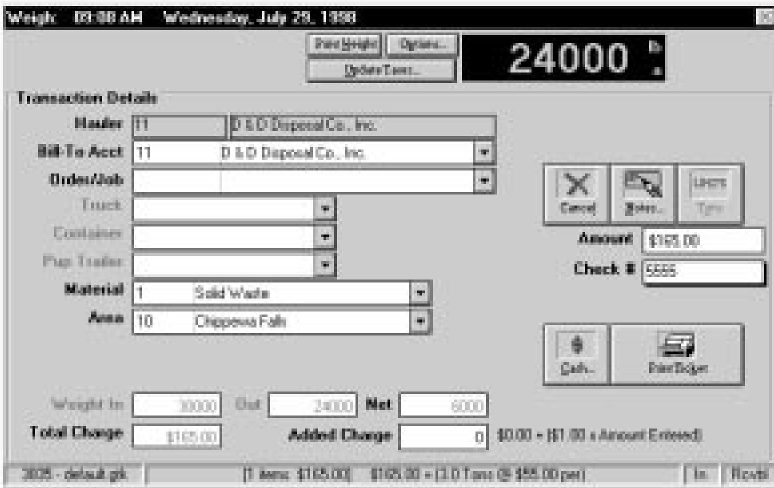
During the Weigh Out, the Added Charge option is available. Use the TAB key or mouse to select the option box. Type the amount to be added to th Total Charge.

Use the function buttons on the right to add notes, record cash payments and print tickets.

Click the Notes button to add a message that will be printed on the ticket.

Click th Cash button to record a cash payment received at the time of transaction.

*Figure 156. Cash Payment Button*

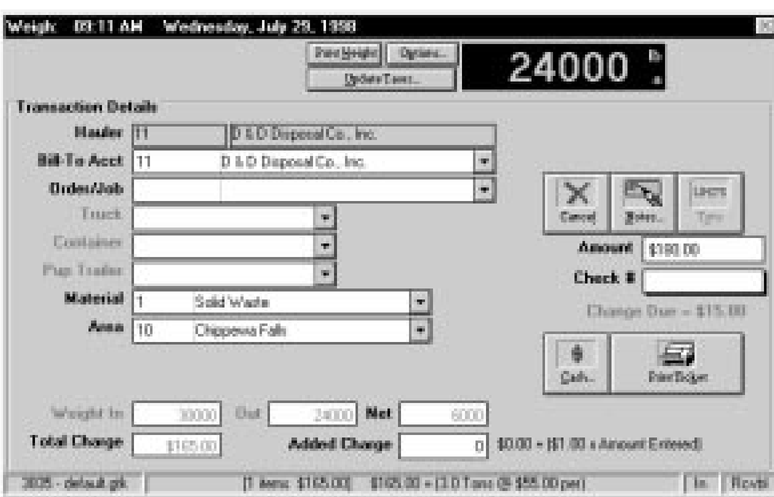



After selecting the Cash button, fields for entering a cash amount and check number (optional) appear in the Transaction Details form.

## Cash Only Accounts

When a customer account has been setup as Cash Only, the transaction cannot be completed until a payment has been recorded. When th Cash Button is clicked, the item amount owed is automatically placed in th Amount box.

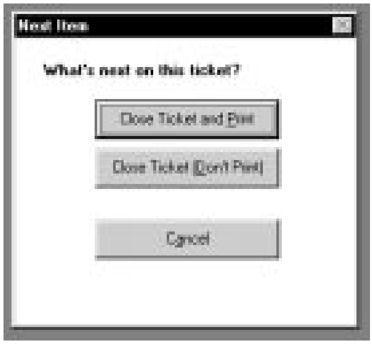
*Figure 157. Cash Amount Du*




When an amount received is greater than the amount owed, Change Due will be calculated and placed under the Check # box.

Click the Print Ticket button to store the transaction. The print ticket decision window appears.

*Figure 158. Print Ticket Decision Window*

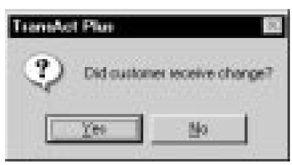



Click the Close Ticket and Print button to print the ticket and store th transaction information.

Click the Close Ticket (Don't Print) button to store the transaction information without printing the ticket.

The following message appears when the ticket is selected to be closed.

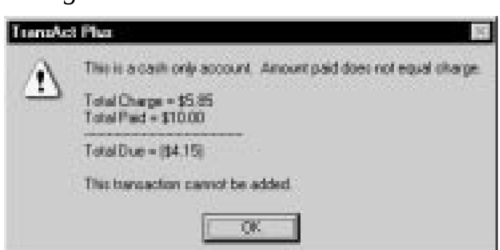
*Figure 159. Change Received Message*




Click th Yes button to finish the transaction. Cash Received will be recalculated to equal Total Charge.

When the No button is clicked, the following message appears.

*Figure 160. Cash Due Not Received*




Click th OK button to return to transaction details. When the customer has been given the correct change, click the Print Ticket button again to close th ticket.

# Transactions with Tare Weights

Tare transactions use one of three tare fields: *Tare1*, *Tare2* and *Tare3*. The names of these buttons can be configured according to the specifi application. To edit tare names, refer to the Appendix, Editing the TransAct Initilization File.

This section will refer to Tare1 as *Truck*, Tare2 as *Container* and Tare3 as *Pup Trailer*.

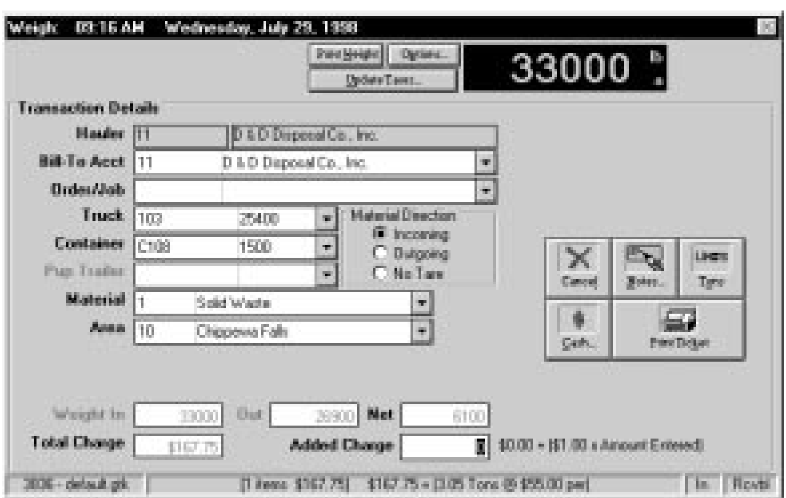
After selecting a tare, a Transaction Direction option box appears. The default direction can be selected from the Options form. Select Incoming when material is being brought into the site (i.e. a landfill). Select Outgoing when material is leaving the site (i.e. a rock quarry). Select No Tare to record tar IDs and ignore tare weights. When No Tare is selected, the transaction is treated as a Weigh In/Weigh Out transaction. Tare IDs are used to identify th transaction.

Example: During winter months, scale users may not want to us tare weights. Ice and snow can build up on trucks and containers and cause inaccurate weights and charges.

## Incoming Transactions - Tare Weights used in the Weight Out field

When Incoming is selected as th Transaction Direction, the tare weight is stored in the Weight Out field.

*Figure 161. Tare Weight Applied to Material Coming into a Sit*




The Hauler account is a locked field.

Click the Cancel button, to cancel the transaction. and return to th Select Transaction form.

If the Bill-To-Account is different than the Hauler account, use the down arrow, next to the Bill-To Acct option, to select a different Bill-To Acct.

Use the down arrows, to the right of the tare options, to view and select available tare weights. Use the mouse to select the tare ID and weight. Th sum of all selected tare weights is displayed in the Weight Out box. The tar weight is subtracted from the Weight In (Gross) to produce th Net Weight. The net weight appears in the Net Weight field.

When a customer account is selected, tare options used by the account ar enabled. Any unused tare fields for that account are dimmed.

Example: The customer in the above example D&D Disposal Co., Inc.) is using two tare types, *Truck* and *Container.* The third tare type is not used by this customer and is therefore dimmed.

When a customer account is selected, the default categories for the customer are displayed in the category option boxes.

Category items can be changed by using the mouse or keyboard. Using th mouse, click the down arrows next to each category option to display category list. Use the mouse to select the new category item from the list.

To select a different category item using the keyboard, press th TAB key until the category is highlighted. Type the code or description of th category item or use the arrow keys on the keyboard and press Enter. Changes to category defaults are only stored with the current transaction. When the account is selected for a new transaction, the default category values reappear.

Use the function buttons on the right to add notes, receive cash payments, change units of measure and print tickets.

Click th Notes button to add a message that will print on the customer ticket. The note is stored until the transaction is completed and the ticket is printed. Note fields are not stored in the database. Note Headings are defined under Preferences in the Admin section.

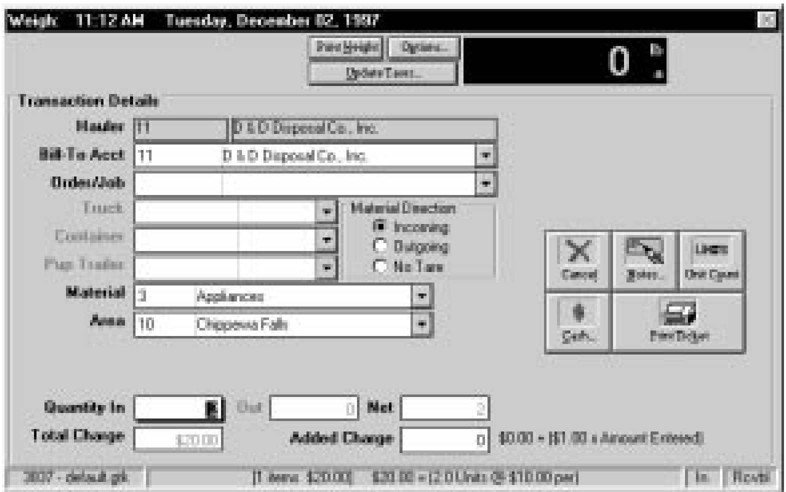
Click th Units button to change the unit of measure printed on the ticket (i.e. Tons, Pounds, Kilograms or Metric Tons). The Weight In, Weight Out, and Net Weight fields reflect the scale's unit of measure and do not change. The status bar at the bottom of the window displays how the charge is calculated, the direction of the transaction (Incoming/Outgoing) and payabl or receivable information.

The Units button can also be used to change the unit of measure to yards or count.

To change to yards, click the Units button until it displays Yards.

To change to count, click the units button until Unit Count is displayed. The direction of flow option box appears.

*Figure 162.*




Choose the correct direction of flow if it is different than the default. Us the mouse to place the cursor in the Quantity In or Out box and enter th number of yards or the unit count.

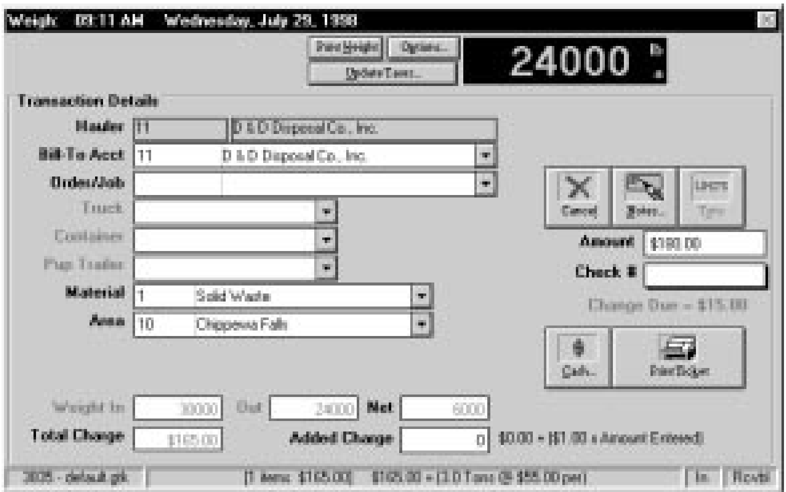
Click the Cash button to record payments received at the time of th transaction.

After selecting the Cash button, fields for entering a cash amount and check number (optional) appear in the Transaction Details form.

## Cash Only Accounts

When a customer account has been setup as Cash Only, the transaction cannot be completed until a payment has been recorded. When th Cash Button is clicked, the item amount owed is automatically placed in th Amount box.

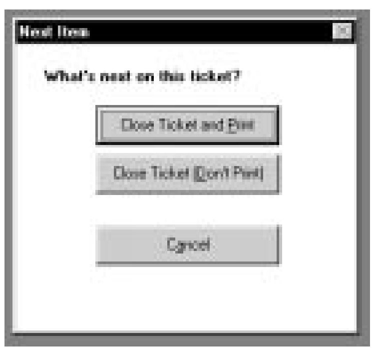
*Figure 163. Cash Amount Du*




When an amount received is greater than the amount owed, Change Due will be calculated and placed under the Check # box.

Click th Print Ticket button to finish the transaction. The print ticket decision window appears.

*Figure 164. Print Ticket Decision Window*




Click the Close Ticket and Print button to print the ticket and close th transaction information.

Click th Close Ticket (Don't Print) button to close the transaction without printing the ticket.

The following message appears when the ticket is selected to be closed.

*Figure 165. Change Received Message*

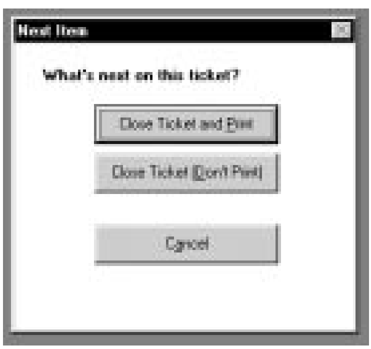

Click th Yes button to finish the transaction. Cash Received will be recalculated to equal Total Charge.

When the No button is clicked, the following message appears.

*Figure 166. Cash Due Not Received*


Click th OK button to return to transaction details. When the customer has been given the correct change, click the Print Ticket button again to close th ticket.

*Figure 167. Print Ticket Decision Window*




Click th Close Ticket and Print button to print the ticket and finish th transaction information.

Click th Close Ticket (Don't Print) button to finish the transaction without printing the ticket.

If *Tare1* requires *Tare2* or *Tare3*, the following warning appears.

*Figure 168. Required Container or Pup Trailer*

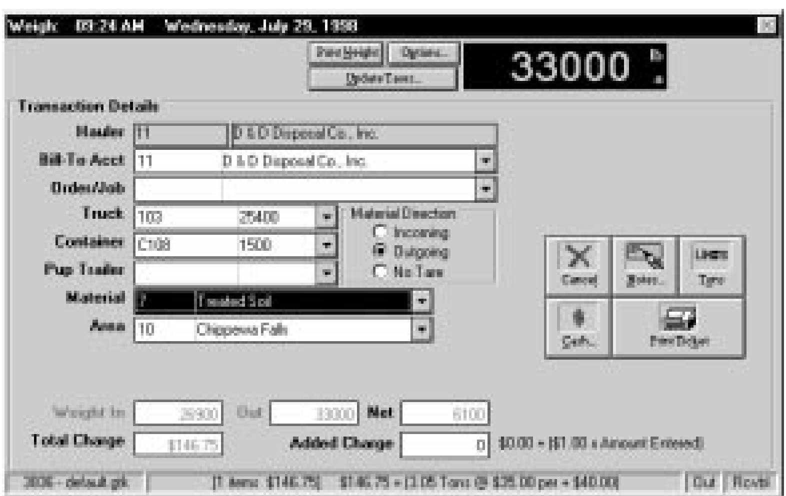

Example: Certain trucks used by D&D Disposal Co., Inc. will always require a container. The trucks bringing containers to the site can be setup to require a container in the tare table. To setup Tare1 items to require Tare2 or Tare3 items, refer to setting up Customer Account in the Admin section.

Click the OK button to return to the Transaction Detail table. Select the item required, Tare2 or Tare3, and click th Print Ticket button.

## Outgoing Transaction- Tare Weights Used in Weight In Field

When Outgoing is selected as th Transaction Direction, the tare weight is stored in the Weight In field.

*Figure 169. Tare Weight Applied to Material Leaving a Site*




The Hauler account is a locked field.

Click the Cancel button to cancel the transaction and return to th Select Transaction form.

If the Bill-To-Account is different than the Hauler account, use the down arrow, next to the Bill-To Acct option, to select a different Bill-To Acct.

Use the down arrows, to the right of the tare options, to view and select available tare weights. Use the mouse to select the tare ID and weight. Th sum of all selected tare weights selected is displayed in the Weight In box. The tare weight is subtracted from the Weight Out (Gross) to produce th Net Weight. The net weight appears in the Net Weight field box.

When a customer account is selected, tare options used by the account ar enabled. Any unused tare fields are dimmed.

When a customer account is selected, the default categories for the customer are displayed in the category option boxes.

Category items can be changed by using the mouse or keyboard. Using th mouse, click the down arrows next to each category option to display a list of categories. Use the mouse to select the new category item from the list.

To select a different category item using the keyboard, press th TAB key until the category is highlighted. Type the code or description of th category item or use the arrow keys on the keyboard and press Enter. Changes to category defaults are only stored with the current transaction. When the account is selected for a new transaction, the default category values reappear.

Use the function buttons on the right to add notes, receive cash payments, change the unit of measure and print tickets.

Click th Notes button to add a message that will print on the customer ticket. The note is stored until the transaction is completed and the ticket is printed. Note fields are not stored in the database. Note Headings can be configured to match your specific application, select Admin | Preferences | Note Heading to change note headings.

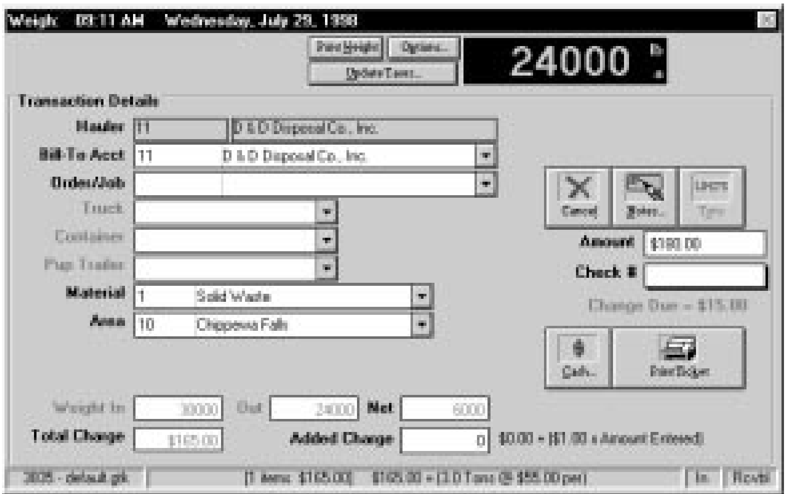
Click the Cash button to record payments received at the time of th transaction.

After selecting the Cash button, fields for entering a cash amount and check number (optional) appear in the Transaction Details form.

## Cash Only Accounts

When a customer account has been setup as Cash Only, the transaction cannot be completed until a payment has been recorded. When th Cash Button is clicked, the item amount owed is automatically placed in th Amount box.

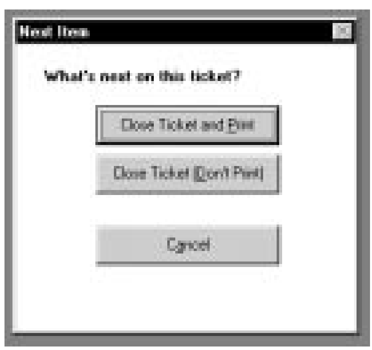
*Figure 170. Cash Amount Du*




When an amount received is greater than the amount owed, Change Due will be calculated and placed under the Check # box.

Click th Print Ticket button to finish the transaction. The print ticket decision window appears.

*Figure 171. Print Ticket Decision Window*




Click the Close Ticket and Print button to print the ticket and close th transaction information.

Click th Close Ticket (Don't Print) button to close the transaction without printing the ticket.

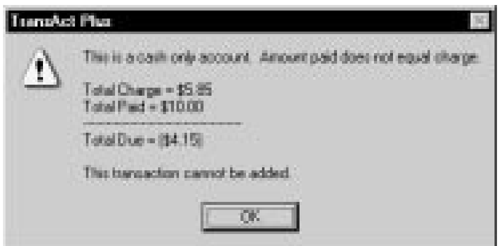
The following message appears when the ticket is selected to be closed.

*Figure 172. Change Received Message*


Click th Yes button to finish the transaction. Cash Received will be recalculated to equal Total Charge.

When the No button is clicked, the following message appears.

*Figure 173. Cash Due Not Received*




Click th OK button to return to transaction details. When the customer has been given the correct change, click the Print Ticket button again to close th ticket.

If *Tare1* requires *Tare2* or *Tare3*, the following warning appears.

*Figure 174. Required Container or Pup Trailer*


Example: Certain trucks used by D&D Disposal Co., Inc. will require a container. The trucks bringing containers to the site can be setup to require a container in the tar table. To setup Tare1 items to require Tare2 or Tare3 items, refer to setting up Customer Account in the Admin section.

Click the OK button to return to the Transaction Detail table. Select the item required, Tare2 or Tare3, and click th Print Ticket button.

## Multiple Items per Ticket

A feature to place multiple items on a single ticket can be enabled in th Weigh Options window. Click the Options button to turn on Multiple Ticket Items.

When enabled, items for different category types and units of measure can be placed on the same ticket. Each item is stored as a separate transaction. These items can be grouped together and totaled when printing a ticket.

## Example - Multiple Ticket Items

This example will demonstrate how a multiple item ticket is created for truck loaded with appliances, tires and garbage.

Our truck is carrying two appliances and four tires that need to be entered as separate Count transactions. Several bags of garbage are also on the truck. A separate Weigh transaction needs to be created for the garbage.

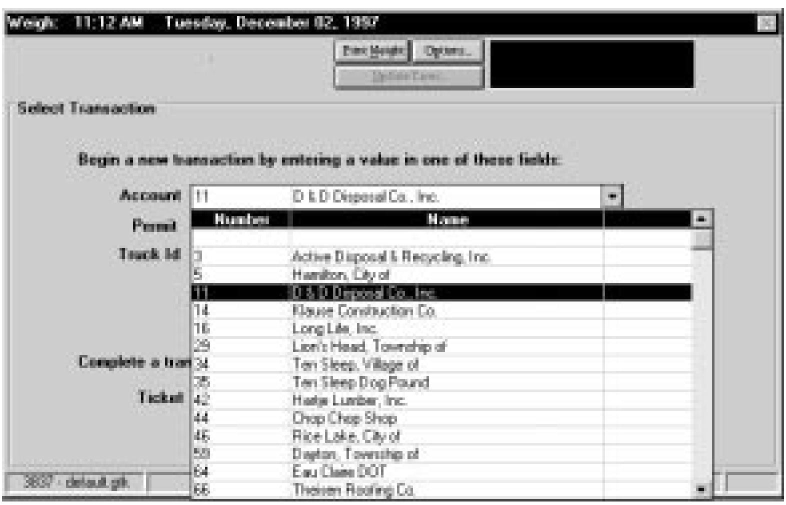
It will be easiest to create transactions for the appliances and tires first.

To start the transaction, click the Weigh button from the menu bar. A window containing the Weigh form and Select Transaction form appear. Select an Account, Permit or Truck ID from the Weigh form.

NOTE: Remember, depending on the List Order selected from th Options window, the account can be entered by typing a cod or description. Use the Esc (Escape) key to clear information typed incorrectly.

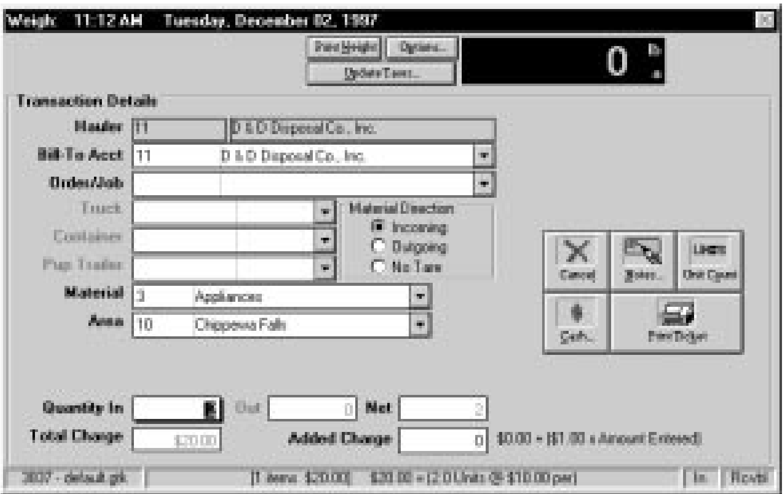
For our example, we will select an Account.

*Figure 175. Weigh Window - Select an Account*




After selecting an account, the Weigh form appears. The first transaction will dispose of the appliances.

*Figure 176. Transaction Details Window*




Click the Units button until Count is selected. Select Appliances from the Material list. Enter a quantity of two (2) in th Quantity In box.

Click the Print Ticket button.

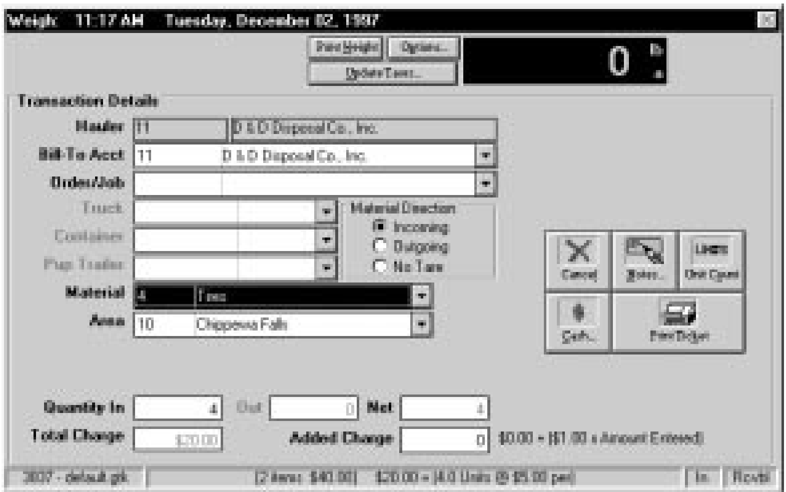
A dialog box appears containing a list of choices.

*Figure 177. Print Ticket/Add Item Decision Window*


To add the second item Tires) click th Add a Count Item button. The current transaction is stored and the Weigh form reappears.

NOTE: When any *Add* button is selected, the current transaction is closed and the weigh form reappears.

*Figure 178. Adding a Multiple Item*




The status bar at the bottom of the window indicates the current item, th total charge for all items and the charge for the current item.

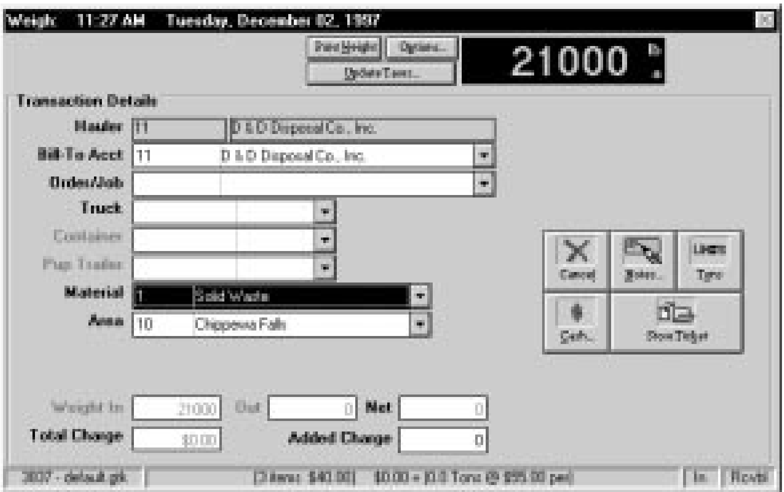
Select Tires from the Material list and enter the number four (4) in th Quantity In box.

Click the Print Ticket button. The dialog box reappears.

*Figure 179. Print Ticket/Add Item Decision Window*


To add the third item (Garbage), select Add a Weighed Item from the list. Th tire transaction is closed and the Weigh In portion of the ticket can be started. The driver brings the truck onto the scale to weigh the garbage.

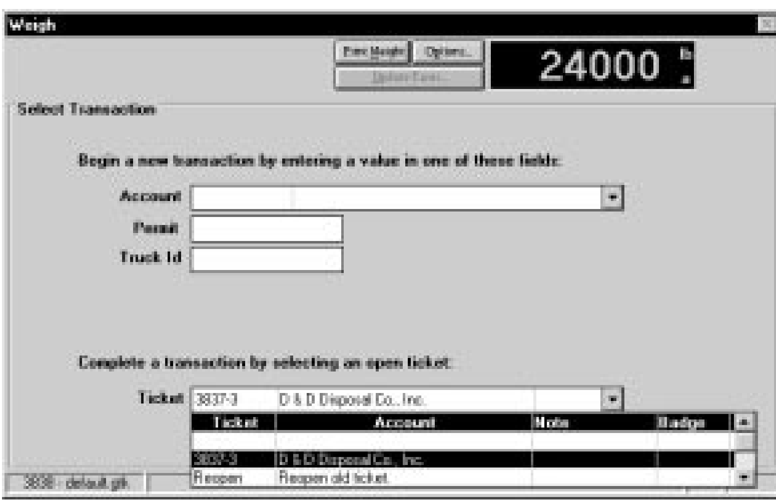
*Figure 180. Adding a Multiple Item - Weight*




Select the type of Material. Click the Store Ticket button to store the open transaction. The ticket remains open until the truck driver empties the load and returns to the scale.

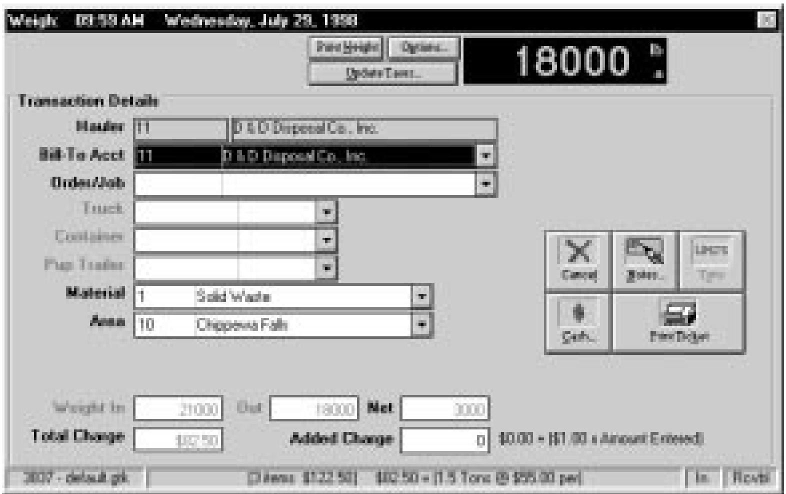
When the truck driver returns, select the open ticket from the list of open tickets.

*Figure 181. Ending a Multiple Item Ticket*




The open ticket appears in the weigh form.

*Figure 182. Multiple Ticket Weight Out*




Click th Print Ticket button to store the transaction. The transaction choic list appears.

*Figure 183. Print Ticket/Add Item Decision Window*

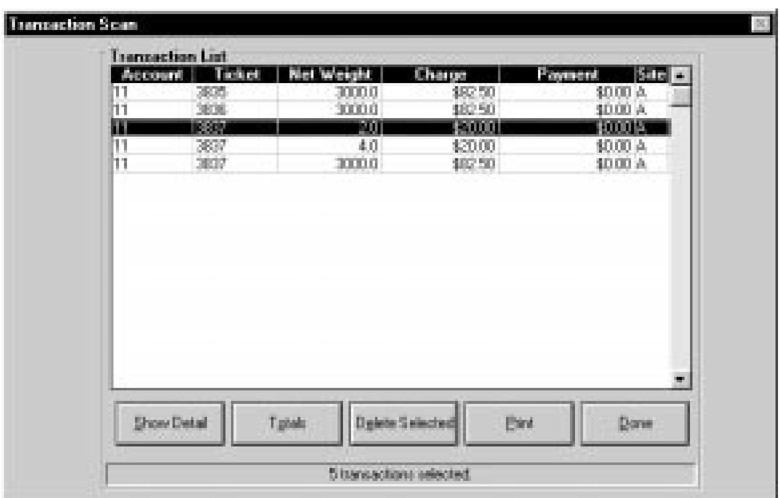

Click the Close Ticket and Print button. The three item ticket is completed and will print.

## Viewing, Editing and Deleting Multiple Item Tickets

Use the Quick Scan feature in the Reporting section to view, edit, delete and reprint ticket information.


Use the Selection Criteria form to Scan transaction based on specifi information such as a date range. Click th Scan button to view criteri matching the selection. Multiple items will be displayed having the sam ticket number.

*Figure 184. Quick Scan of Multiple Item Ticket*

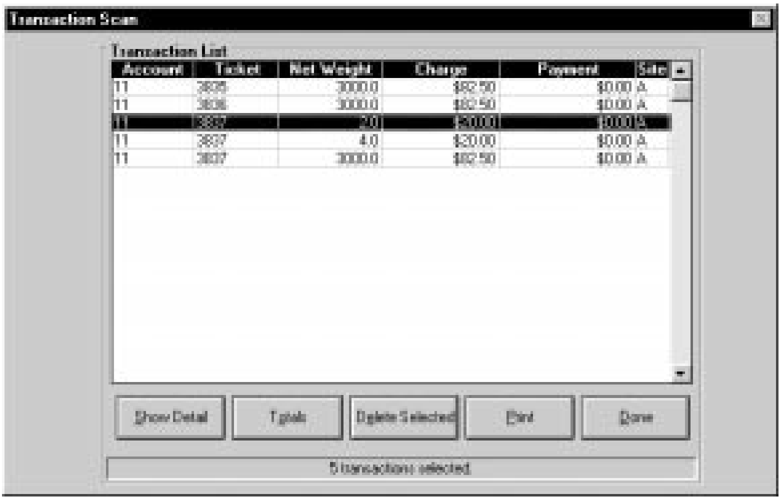



Use the mouse or arrow keys to select a transaction. Click the Show Details button to view details of the selected transaction. The item sequence number appears in the details form next to the transaction number.

## Deleting a ticket with Multiple Items - Global Delete

The following example will demonstrate how to delete all three items of ticket number 3837.

*Figure 185. Transaction List*




From the Transaction List, use the mouse or arrow keys to select any one of the three items for ticket 3837. Click the Delete Selected button.

The following message will appear to confirm the delete.

*Figure 186. Delete Transaction Message*


Click the Yes button to delete all three items for ticket 3837.

Click the Cancel button to return to the scanned Transaction List.

When the Yes button is clicked, a final message will appear, asking to confirm the decision to delete.

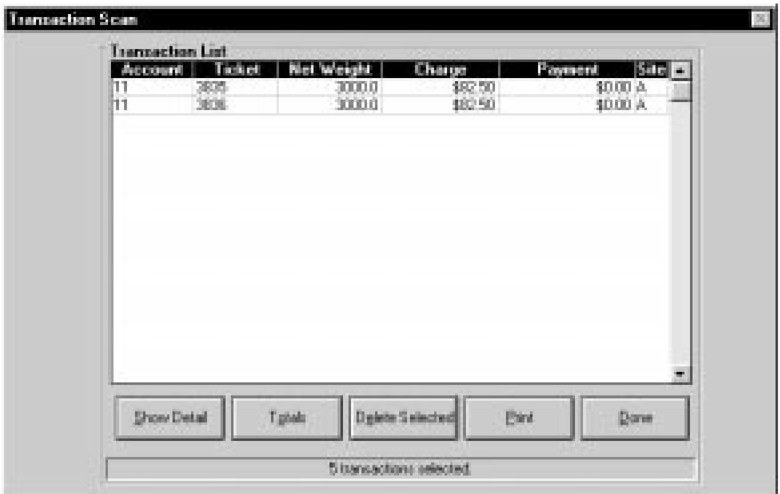
*Figure 187. Confirm Transaction Deletion*


Click the Yes button to confirm deletion of ticket 3837.

Click the No button to return to the scanned Transaction List.

Ticket number 3837 and all three of its items have been deleted.

*Figure 188. New Transaction List*

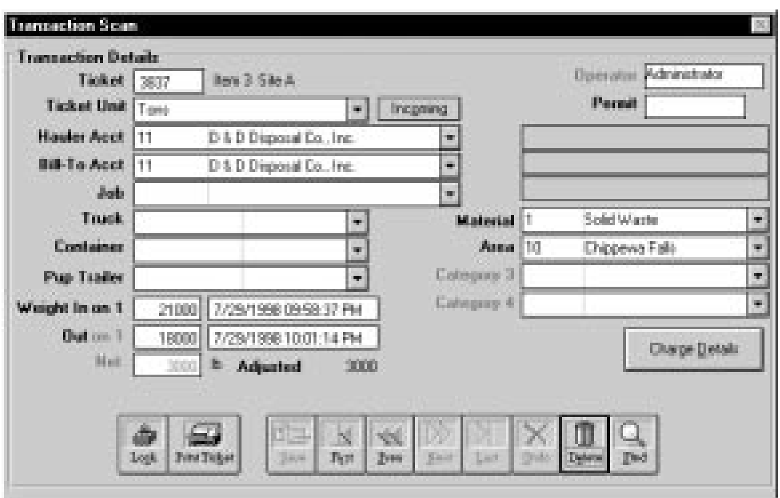



## Deleting a single item from a Multiple Item Ticket - Single Item Delete

This example will delete Item 3 from ticket 3837.

From the Transaction List, use the mouse or arrow keys to select item 3 for ticket 3837. Click the Show Detail button.

*Figure 189. Quick Scan Details of a Multiple Ite*




Click the Unlock button. Click the Delete button. The following warning appears.

*Figure 190. Confirm Transaction Deletion*


Click the Yes button to confirm deletion of ticket 3837 Item 3.

Click the No button to return to the Transaction Details form.

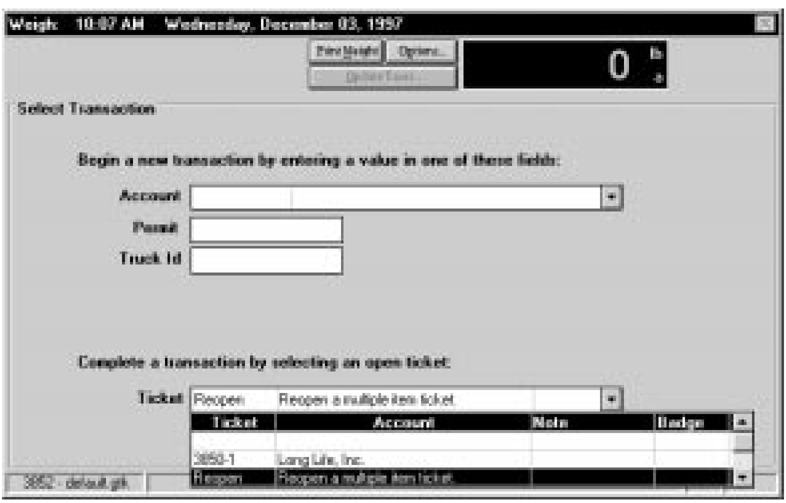
Once the ticket has been deleted, th Next ticket appears in the Transaction Details form.

Click th Find button to return to the scanned Transaction List. Item 3 for ticket 3837 is no longer present.

## Reopen a Multiple Item Ticket

The Ticket section of the Select Transaction form has an option to Reopen a multiple item ticket.

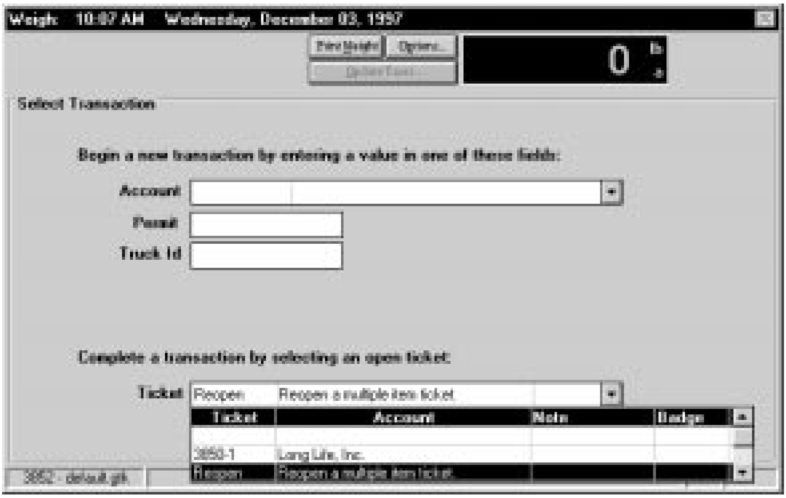
*Figure 191. Reopen a Multiple Item Ticket*




Reopen a ticket when items need to be added to a transaction. If the last item entered was a weight, it may be used as the Weigh In for the new transactions.

Example: Ticket number 3837 contained three transaction items. Before the fourth item could be weighed, the ticket was closed. To reopen the ticket, select Reopen a multiple item ticket.

*Figure 192. Select Reopen a multiple item ticket*




A message box appears.

*Figure 193. Enter Multiple Item Ticket Number*


Enter the ticket number to be reopened and click OK.

*Figure 194. Use Previous Weight Message*


A message appears asking if the Weight Out from the last transaction should be used as the Weight In.

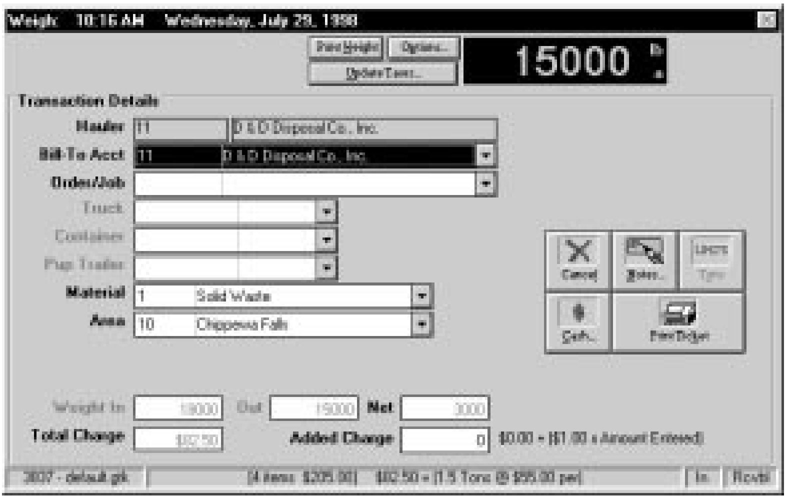
Click the Yes button to use the previous weight.

Click the No button to accept the weight on the scale as the Weight In.

NOTE: This message only appears if the last transaction item was weight.

The Weigh For appears. The weight and category items from the last transaction are displayed.

*Figure 195. Transaction Details - Adding Another Item*



Select the correct category items (i.e. Material and Area). Once the weight on the scale stabilizes, click the Print Ticket button.

A list of choices appears.

*Figure 196. Print Ticket/Add Item Decision Window*


Click the Close Ticket and Print button, to complete the transaction and print the ticket.

Click the Close Ticket (Don't Print) button, to complete the transaction without printing the ticket.

Choose one of th *Add* items to add another item to the ticket.

Click the Add a Weighed Item button to add another Weighed item.

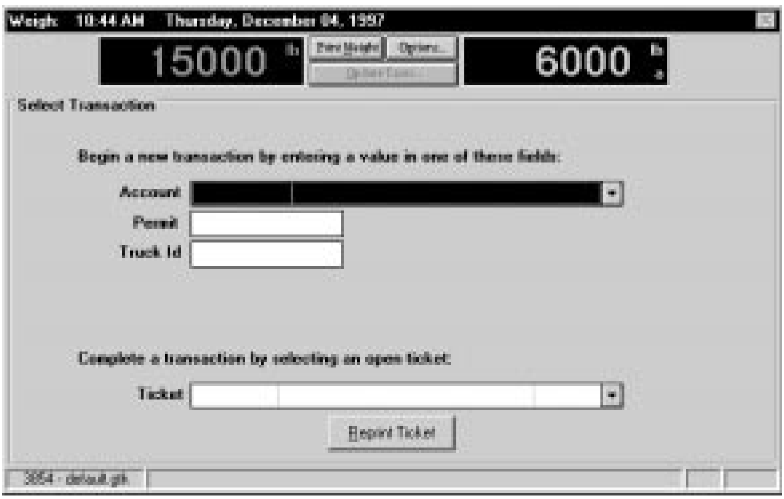
Click the Add a Count Item button to add another Count item.

Click the Add a Yard Item button to add another Yard item.

## Dual Scales

A second scale can be configured and used in th Weigh form of TransAct. When enabled, both scales are displayed in th Weigh form.

*Figure 197. Dual Scales Window*




Only one scale can be used to record weight at a time. A scale is mad "active" by clicking the indicator window in th Weigh form. The opposite scale is automatically deactivated. Deactivated scale activity can still b viewed on the Weigh form indicator. The foreground color of the activ scale is red. The letter 'a' will also appear in the lower right corner of th indicator to designate the active scale. The foreground color of th deactivated scale is gray.

TransAct uses the weight from the active scale for processing transactions. Switching the active scale can be done at any time during the transaction process.

Example: Dual scales can be used when one scale is used for weighing inbound transactions (Weigh In) and a second scale is used for weighing outbound transactions (Weigh Out).

To initialize a second scale indicator, the computer must have an availabl serial port. Verify all scale parameters are setup properly by checking th Scale 2 Port Parameters under Admin | Preferences | Scale Port 2.

# Axle Weighing

Axle weighing can be activated in the TransAct initialization (transact.ini) file in one of two ways. Axle weighing can be activated for Short scale beds or Long scale beds. Add one of the following lines to the [Weigh Options] section of the transact.ini file.

AxleWeighing=Short

AxleWeighing=Long

NOTE: Axle weighing is not an NTEP certifiable form of measurement. Therefore, individual axle weights are not stored with the transaction. Only the total weight is stored with the transaction.

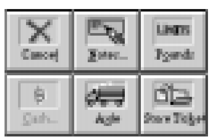
To learn more about editing the transact.ini file, refer to the Appendix on Editing the TransAct Initilization File.

## Short Bed Axle Weighing

Short bed axle weighing refers to a scale that is not long enough to weight the entire truck at one time. Each axle is weighed separately and added together to get the total weight of the truck.

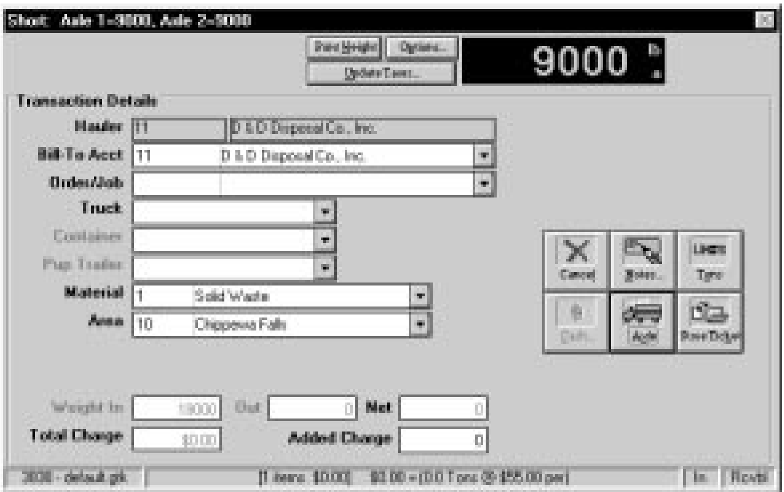
When axle weighing is invoked, a button for recording axle weights becomes available in the Transaction Details form.

*Figure 198. Axle Weighing button*




Each time the Axle button is clicked, an axle weight is added to the Weight In or Out box. The button can be clicked up to five times to add five axl weights together.

*Figure 199. Adding Axle Weights in the Transaction Details Form*




The Weigh window title bar displays each axle weight. To subtract the last axle weight, click the Axle button while holding down the Shift key on th keyboard.

Press the Store Ticket button when all axle weights have been added together.

## Long Bed Axle Weighing

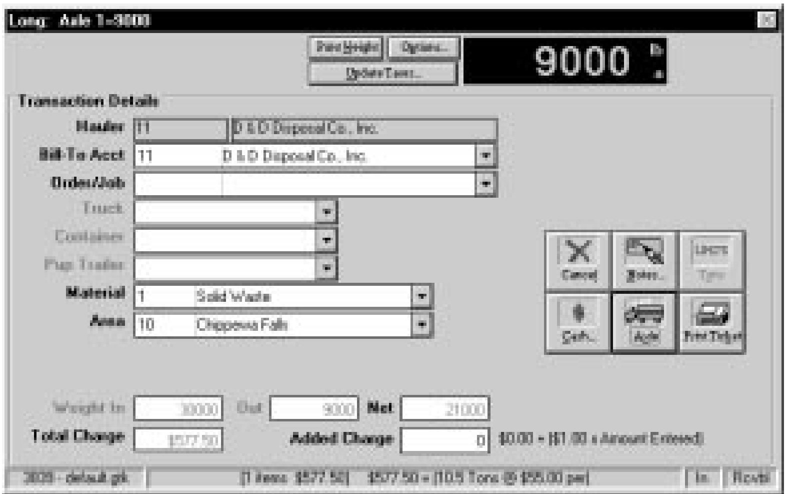
Long bed axle weighing refers to a scale that is long enough to weigh th entire truck. The weight of each axle is calculated as the truck drives on th scale. The current axle weight equals the scale weight minus axle weights already recorded.

When axle weighing is invoked, a button for recording axle weights becomes available in the Transaction Details form.

*Figure 200. Axle Weighing button*


Example: This example calculates axle weights on a Weigh Out. A four axle truck enters the scale area. The entire truck will fit on the scale, however the driver has requested to know the weight of each axle. The first axle is driven on the scale and weighs 9,000 lbs.

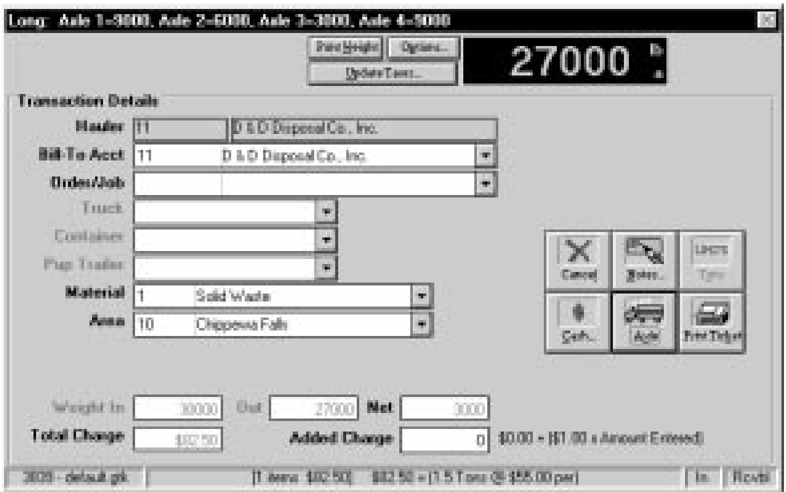
*Figure 201. Long Bed Axle - Axle No. 1*




Click the Axle button.

The second axle is driven on the scale. The scale displays 15,000 lbs, click the axle button. The weight of axle two is the total weight minus axle one (15,000 lbs - 9,000 lbs = 6,000 lbs). The total weight with th third axle on the scale is 18,000 lbs. The weight of th third axle is 18,000 lbs - 6,000 lbs - 9,000 lbs = 3,000 lbs. The total weight with the forth axle on the scale is 27,000 lbs. The weight of the third axle is 27,000 lbs - 3,000 lbs - 6,000 lbs - 9,000 lbs = 9,000 lbs.

*Figure 202. Long Bed Axle - Axle No. 4*




The axle button can be clicked up to five times to calculate five different axle weights.

The Weigh window title bar displays each axle weight. To subtract the last axle weight, click the Axle button while holding down the Shift key on th keyboard.

Press the Print Ticket button when all axle weights have been calculated.

# Accounting

Use this section to define rates and taxes, setup rate tables, customer discounts, print statements and record customer payments and credits.

NOTE: Depending upon the version of TransAct you are using, certain features may be disabled. TransAct Plus has all features enable.

## Defining Taxes, Rates and Added Charges

Rates are used to calculate charges. Rates can be attached to any one of th four category tables. Charges are based on measured rates, minimum charges, discounts and taxes. Charges are calculated when transactions ar completed. Units of measure available for calculating charges are weight (pounds or kilograms), yards and count.

Three rates and three taxes can be configured. For example, some states account for local and state fees separately and different taxes can be selected for each rate. Category items can be designated as taxable or non-taxable.

Example: The following steps show how TransAct calculates charges by default. The Unit of Measure used for this example is Net Weight.

1. Net Weight * Rate1 + Calculated Taxes = Amount1
2. Net Weight * Rate2 + Calculated Taxes = Amount2
3. Net Weight * Rate3 + Calculated Taxes = Amount3

4. Amount1 + Amount2 + Amount3 = Total Amount

5. Total Amount vs. Minimum Charge = Base Charge

NOTE: If the Total Amount is less than the Minimum Charge, replace the Total Amount with th Minimum Charge. (If Minimum Charge is not used, nothing is replaced.)

6. Base Charge - Discounts = Total Charge

An alternate option for calculating charges will be explained later in this section.

# Setup and Miscellaneous Rates

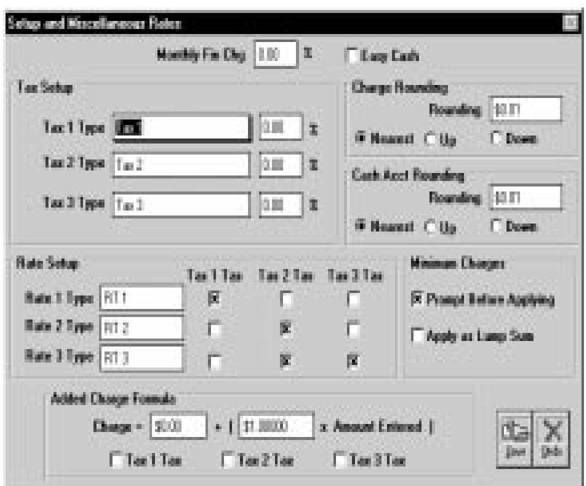
Use the Setup and Miscellaneous Rates table to enter a global monthly financ charge, tax tables and definitions, rate table definitions and an added charg formula.

To open the Setup and Miscellaneous Rates table, click the Accounting button from the menu bar. Move the mouse until Setup and Misc. Rates is selected from the Accounting pull-down menu and click the left mouse button.

*Figure 203. Selecting Setup and Misc. Rates*


A window containing the Setup and Miscellaneous Rates table appears.

*Figure 204. Setup and Miscellaneous Rates*




A new database will look similar to the above figure.

## Monthly Finance Charge

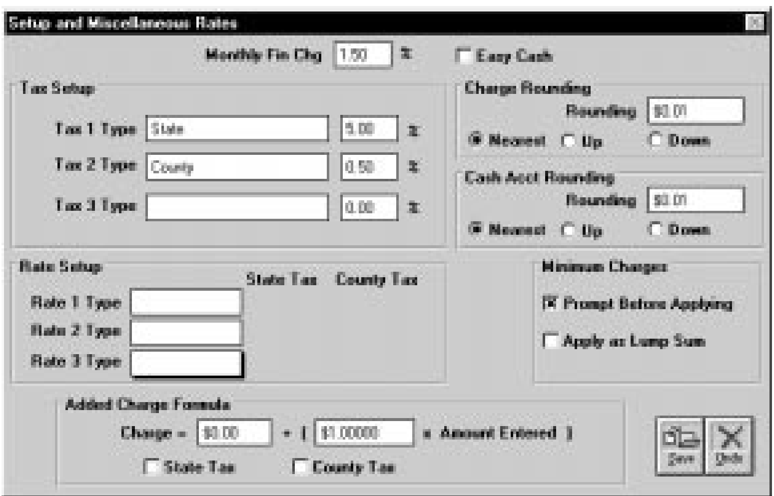
The Monthly Finance Charge must be entered as a percentage. The Monthly Finance Charge is applied during Statement processing. A finance charge is applied to any *unpaid previous balance* when statements are generated.

NOTE: If some accounts are charged a monthly finance charge and others are not, it may be beneficial to enter individual monthly finance charges for each customer account using th Discounts and Account Flags table. The Discounts and Account Flags table is covered later in this section.

## Taxes Setup

The Tax Setup section serves two functions. The first is to assign meaningful names to the tax name fields (i.e. state, federal, county, etc.). The second is to enter the rate for each tax type. The Charges report breaks out each tax.

*Figure 205. Tax Setup*

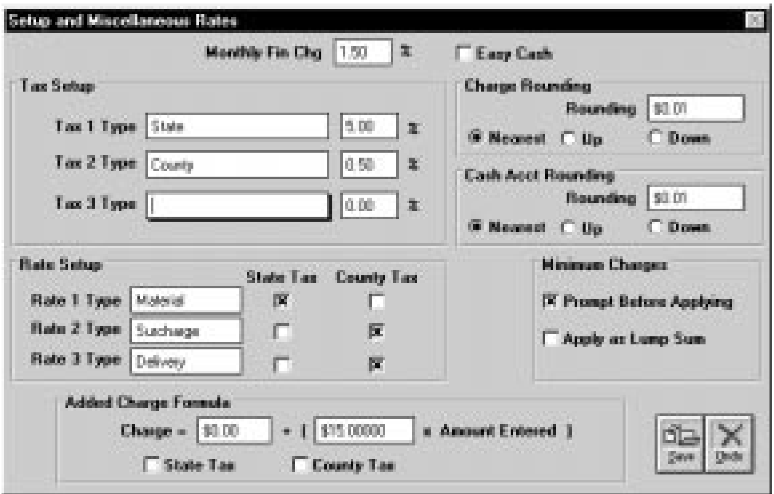



To apply a tax, replace th Tax 1 Name, Tax 2 Name and Tax 3 Name fields with meaningful names (i.e. State, County etc.). To remove a tax from use, leave the field blank (i.e. delete Tax 1 Name, Tax 2 Name and Tax 3 Name fields). Only fields containing text will appear on subsequent forms. Enter taxes as a percentage. TransAct will convert the percentage into a decimal value for calculation.

## Rate Name Setup

The total charge for an item can be based on a maximum of three rates. To activate a rate, enter rate names into the Rate 1 Name, Rate 2 Name and Rate 3 Name fields. Our examples will use Material, Surcharge and Delivery. The Material rate will be used as the base rate for each material or product in th category list. The Surcharge rate will be used as an added charge set by the county for certain material types. Th Delivery rate will be used as an added charge for materials requiring delivery.

*Figure 206. Rate Setup*




Appropriate taxes are applied to each rate by checking th Tax boxes. Th above figure shows the Material Tax applied to th State rate, the County Tax applied to the Surcharge rate and both taxes applied to th Delivery rate.

NOTE: If all three Rate Names are left blank, TransAct will use Rate 1 as the default and taxes will be applied. When text is added to the Rate 1 Name field, the tax check boxes will appear for editing. Only fields containing a name will appear on subsequent forms.

If an existing rate table is no longer needed, simply remove th 'Rate Name' from the table. Data in the table does not have to be deleted befor continuing. Removing the name from th Setup and Miscellaneous Rates table will prevent the table from being used.

## Added Charge

Use the Added Charge Formula to calculate an added charged based on formula. The Added Charge is the sum of two components: a fixed charg and a variable charge.

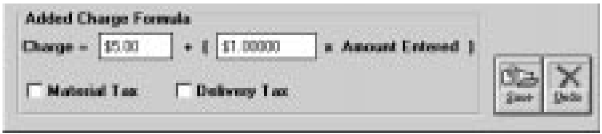
Added Charge Formula = a fixed charge constant + (a multiplier * Amount Entered).

Amount Entered is the amount entered in the Added Charge field of th Transaction Details form during a weigh transaction. The following thre examples will demonstrate how to use the added charge.

### Example 1 - Fixed Added Charge

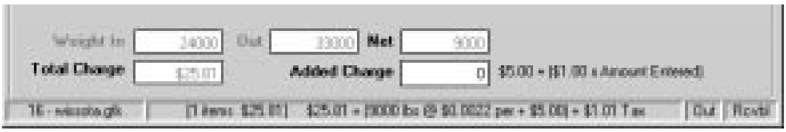
This example will show how a fixed Added Charge will be added to every transaction. Enter the amount in the first field of the Added Charge Formula.

*Figure 207. Added Charge Formula - Default Added Charge*




A $5.00 charge will be added to every transaction.

*Figure 208. Weigh Form Transaction Details - Default Added Charge*




When an additional amount is entered into the Added Charge formula, it is automatically added to the fixed amount in the Transaction Details form.

## Example 2 - Variable Added Charges

This example multiplies the Amount Entered on the Transaction Details form during a transaction by $15.00. A "zone" rate structure would be an exampl that uses variable added charges. Each "zone" would be a multiple of $15.00.

*Figure 209. Added Charge Formula- Variable Added Charge*


Enter the amount of the delivery charge into the variable charge field of th charge calculation. During a transaction, the amount entered into th Added Charge field is multiplied by the variable charge ($15.00).

*Figure 210. Weight Form -Variable Added Charge*


A rock quarry has three different delivery zones; one, two and three. Th Added Charge for each zone is multiplied by a zone charge of $15.00. Zon one is charged $15.00, zone two is charged $30.00 and zone three is charged $45.00. Th Amount Entered equals the zone number.

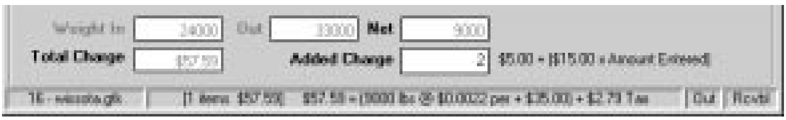
## Example 3 - Using fixed and variable charges

This example will show how a fixed charge and variable charge can b setup in the Added Charge Formula.

*Figure 211. Added Charge Formula - Added & Variable Charges*


This final example combines the first two examples and adds Sales Tax to the total added charge.

*Figure 212. Weight Form - Added & Variable Charges*




Referring to the pervious zone example, the following added charge will be calculated for each zone.

- Zone On
  ($5.00 + ($15.00 * 1)) * 5.5% (Sales Tax) = $21.10
- Zone Two
  (($5.00 + ($15.00 * 2) * 5.5% (Sales Tax) = $36.93
- Zone Three
  (($5.00 + ($15.00 * 3) * 5.5% (Sales Tax) = $52.75

Click the Save button to save all changes.

Click the Undo button to cancel any changes.

## Easy Cash

The Easy Cash option allows users to automatically accept the cash amount as the amount paid. To turn Easy Cash on, place an 'X' in the box to the left of the Easy Cash option.

When turned on, the Cash button does not need to be clicked during transaction to record a cash payment. When the ticket is printed and th transaction is closed, the amount charged is recorded as the amount received.

When turned off, the Cash button must be clicked when closing a cash account transaction. When the Cash button is used, the cash received can be entered into the Amount box and change back will be calculated.

Example: A transaction amount totals $15.00. The customer hands the attendant a $20.00 bill. Enter $20.00 in th Amount box, TransAct calculates $5.00 change due.

## Charge and Cash Rounding Properties

Rounding applies to the base charge only. Sales tax, minimum charges and fixed charges are added to the base charge.

By default, rounding is to the nearest penny. Use this section to modify th rounding parameters. Charges can be rounded up to the next higher increment, down to the next lower increment, or to the nearest increment of the Rounding Amount.

Example: Other Rounding Amount examples include:

- $0.01 - Will round to the nearest penny.
- $0.05 - Will round to the nearest nickel.
- $0.10 - Will round to the nearest dime.

Rounding options have been broken out to accommodate situations wher a charge account is rounded differently than a cash account. For example, charge accounts may be charged to the nearest penny, but cash accounts are rounded to the nearest quarter.

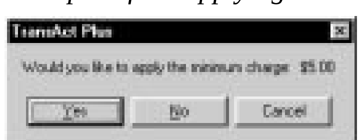
*Figure 213. Charge/Cash Rounding Exampl*


## Minimum Charges

### Prompt Before Applying

When the Prompt Before Applying option is turned on, TransAct will display the following dialog box as a transaction is being completed.

*Figure 214. Prompt Before Applying Minimum Charge*




Click the Yes button to replace the default charge with the minimum charge. Any taxes will be recalculated using the minimum charge.

Click the No button to accept the charge calculated using Default Rates.

Click the Cancel button to cancel the transaction.

To turn Prompt Before Applying on, place an ‘X’ in the box to the left of the Prompt Before Applying option. Use this option when a minimum charge is randomly applied to some accounts, but not all accounts.

### Apply As Lump Sum

By default a minimum charge is applied when the Total Amount calculated is less than the Minimum Charge. In some cases the minimum charge is different for each Rate Type. For example, Rate Type 1 may have a minimum charge of $5.00, Rate Type 2 may have a minimum charge of $2.00, and Rate Type 3 may have a minimum charge of $.50. When minimum charges are calculated separately for each rate type, turn the Apply as Lump Sum feature off (an 'X' does not appear in the box to the left of the feature).

NOTE: Be sure to set the Minimum Charge for each Rate Type in the Rate Table.

## Rates

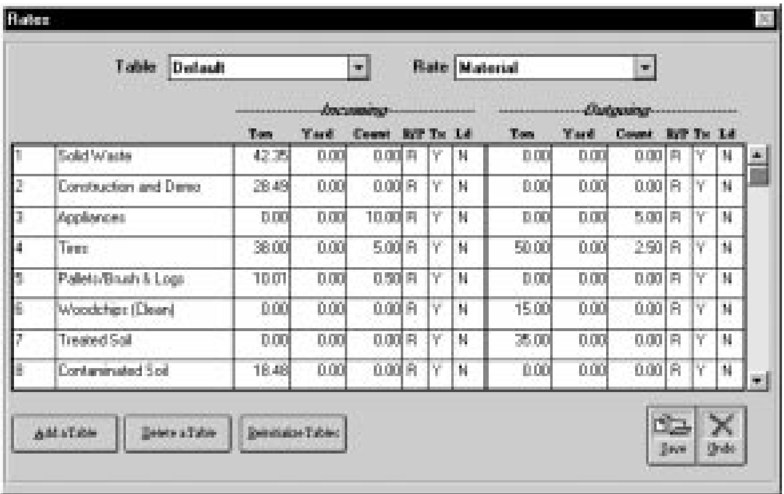
The rate table is used to attach a rate to each category item. Standard tables includ Default and Minimum Charges. A maximum of 512 individual rate tables can be added. Rate types defined in the Setup and Misc. Rates table appear as a drop down list in the rate table. All rate types are available for use with each table.

To open the Rates table, click the Accounting button from the menu bar. Move the mouse until Rates is selected from the Accounting pull-down menu and click the left mouse button.

*Figure 215. Selecting Rates*


A window containing the Default Rate table appears.

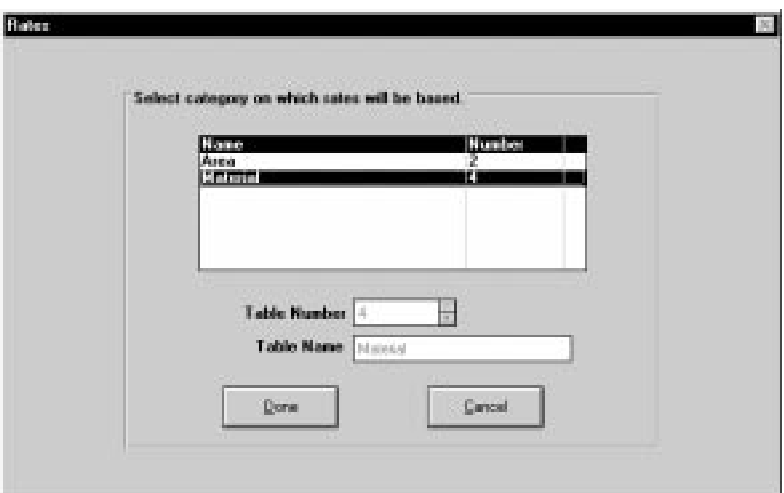
*Figure 216. Default RateTable*




The Default and Minimum Charges tables show rates for every item listed in the category. The minimum charge rate will be applied to all charges that are less than the minimum charge value.

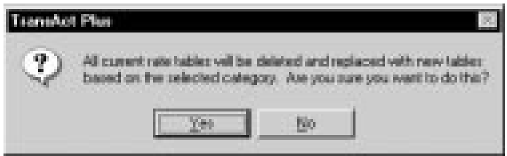
The Reinitialize Tables button will allow you to attach rates to a different category. To change the category rates are attached, click the Reinitialize Tables button.

*Figure 217. ReinitializeTables*




Select the new category and click the Done button. The following warning message appears.

*Figure 218. Reinitialize Table Warning*




NOTE: *When a new rate table is selected, the rates for all previous tables will be deleted.*

Click the Yes button to attach rates to a different category.

Click the No button to cancel any changes and return to the rate table.

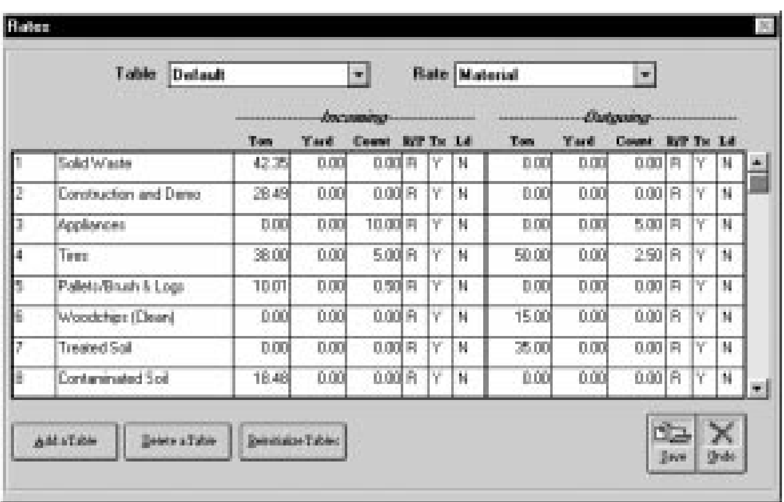
NOTE: Always make a backup of the database and a copy th C:\WINDOWS\TRANSACT.INI file before changing the existing rate table. If a mistake is made, quit TransAct and restore th transact.ini file. Start TransAct and restore the backup database.

## The Default Table

### Rate Type One - Material

The rate table is divided into two sections, Incoming rates and Outgoing rates. Each section allows rates to be entered for weight (pounds, tons, kilograms or metric tons), yards and count. Additional fields are available for designating whether the rate is a (R) receivable (i.e. incoming cash flow), (P) payable (i.e. outgoing cash flow), taxable (Tx) or (LD) load. To start entering rates, use the mouse to place the cursor in the field to be edited or press the tab or arrow keys on the keyboard until the field is selected.

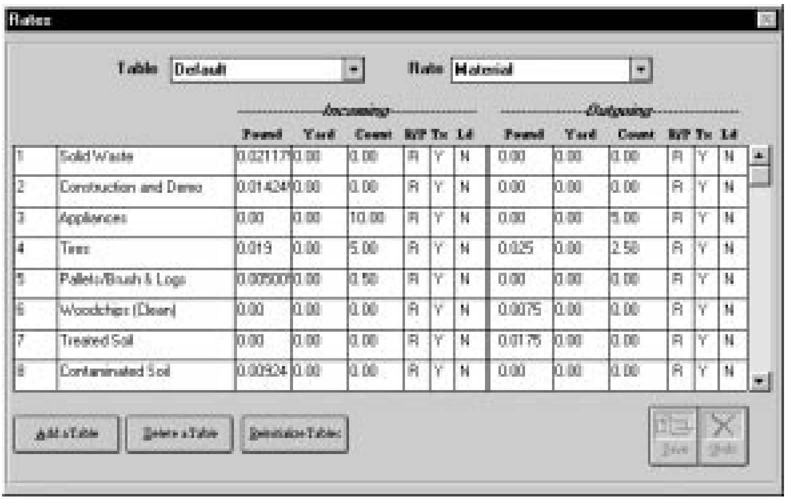
*Figure 219. Default Rate Table Setup- Tons*



The first column unde Incoming and Outgoing is used to enter a rate based on a weight (the above figure usesTon). The unit of measure can be changed by editing the TransAct initialization file, TRANSACT.INI. To change th Rate Basis, refer to Editing the TransAct Initialization File in the Appendix. Change the Rate Basis line to match the unit of measure in which weight rates ar entered. Valid units of measure are Pounds, Tons, Kilograms or Metric Tons.

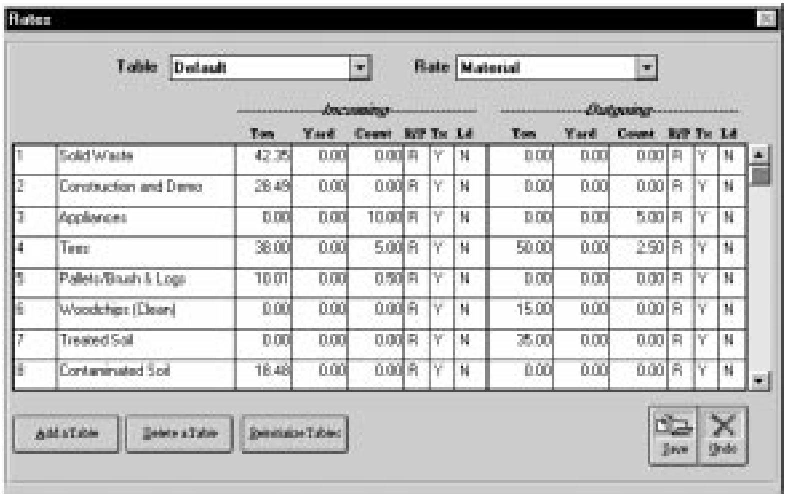
Example: [Rates]
RateBasis=Tons

*Figure 220. Default RateTable - Pounds*




Figur e219 displays Rate Basis in Tons and Figur e 2 2 0 displays RateBasis in Pounds. Both figures display the same rate.

*Figure 221. Example of a Completed Rate Table*




| | | Incoming Ton | Incoming Yard | Incoming Count | R/P | Tx | Ld | Outgoing Ton | Outgoing Yard | Outgoing Count | R/P | Tx | Ld |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Solid Waste | 42.35 | 0.00 | 0.00 | R | Y | N | 0.00 | 0.00 | 0.00 | R | Y | N |
| 2 | Construction and Demo | 28.49 | 0.00 | 0.00 | R | Y | N | 0.00 | 0.00 | 0.00 | R | Y | N |
| 3 | Appliances | 0.00 | 0.00 | 10.00 | R | Y | N | 0.00 | 0.00 | 5.00 | R | Y | N |
| 4 | Tires | 38.00 | 0.00 | 5.00 | R | Y | N | 50.00 | 0.00 | 2.50 | R | Y | N |
| 5 | Pallets/Brush & Logs | 10.01 | 0.00 | 0.50 | R | Y | N | 0.00 | 0.00 | 0.00 | R | Y | N |
| 6 | Woodchips (Clean) | 0.00 | 0.00 | 0.00 | R | Y | N | 15.00 | 0.00 | 0.00 | R | Y | N |
| 7 | Treated Soil | 0.00 | 0.00 | 0.00 | R | Y | N | 35.00 | 0.00 | 0.00 | R | Y | N |
| 8 | Contaminated Soil | 18.48 | 0.00 | 0.00 | R | Y | N | 0.00 | 0.00 | 0.00 | R | Y | N |

The above figure shows how a rate table may be setup for incoming and outgoing transactions.

- 1 - Solid Waste: This item will use a rate of $42.35 per ton for all incoming transactions.
- 3 - Appliances: A customer will be charged $10.00 for each appliance brought to the landfill and $5.00 for each applianc taken from the landfill.
- 4 - Tires - A charge for tires can be calculated by weight or count. Incoming and Outgoing rates for tires are different. The weight rate has been setup for calculating a charge when large truck loads of tires are brought to the site.
- 7 & 8 - This site takes Contaminated Soil in at $18.48 per ton. The Contaminated Soil is processed and resold as Treated Soil. The Treated Soil is sold at an outgoing rate of $35.00 per ton.

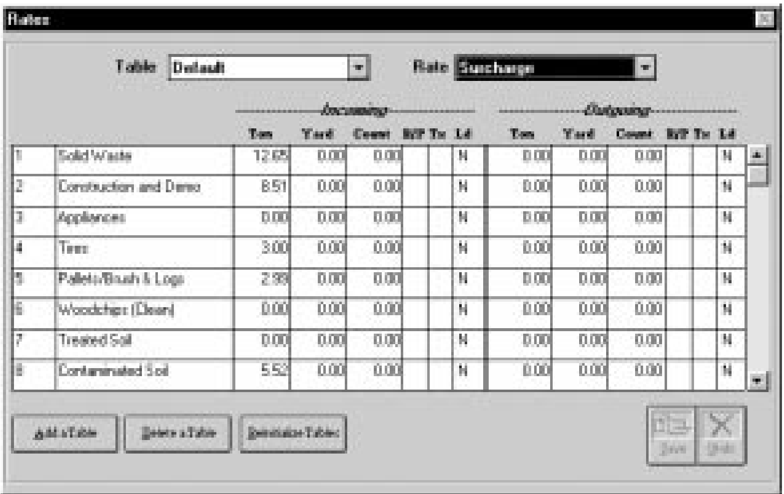
Click the Save button to save any changes to the rate table.

Click the Undo button to undo any changes to the rate table.

## Rate Type Two - Surcharge

To enter rates for another rate type, select the rate type from the pull-down menu. Use the mouse to click the down arrow to the right of the Rate box. Select Surcharge from th Rate pull-down menu. A new rate table appears.

*Figure 222. Selecting a Rate*

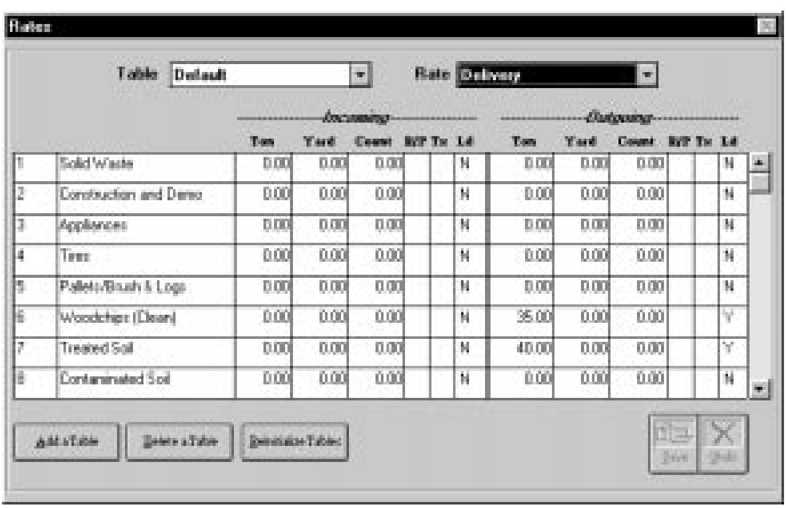



Use the procedures from the previous section to enter rates into the new rate table. During a transaction, each rate type is calculated separately. Taxes for each rate type are also calculated separately based on information entered in the Tax Setup section of the Setup and Misc. Rates table. The three rate types are added together and used as part of the Total Charge calculation.

### Rate Type Three - Delivery

The third rate table will demonstrate how flat rates can be applied to transaction. Use the mouse to click the down arrow to the right of the Rate box. Select Delivery from the Rate pull-down menu. A new rate table appears.

*Figure 223. Default Delivery Rate Table*



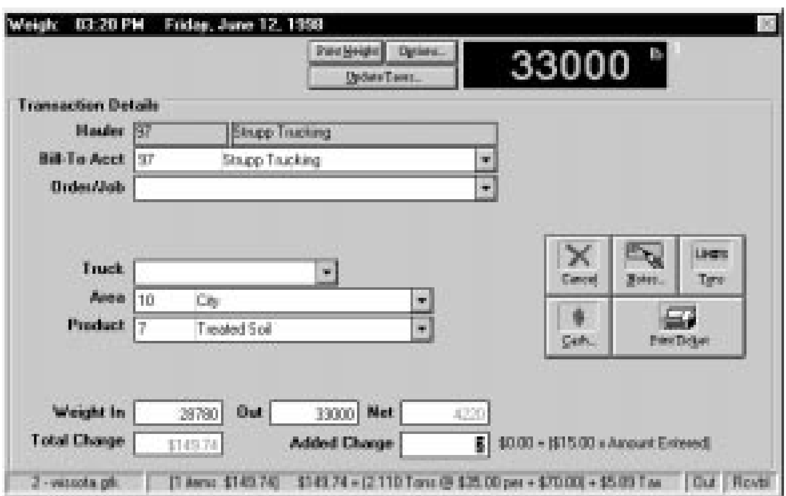
The per load charge must be entered into the field used to calculate the rate of the item. For example, if the transaction is calculated by weight, enter the delivery charge in the weight column ( Ton, in our example). If th transaction is calculated by Yard, enter the delivery charge in the Yard column. If the transaction is calculated by Count, enter the delivery charge in the Count field.

The above figure shows a delivery rate for Woodchips and Treated Soil. Enter a 'Y' in the Load (Ld) column to have the amount entered applied to the transaction. A $35.00 delivery charge will be added to all Outgoing Woodchips transactions and a $40.00 delivery charge will be added to all Outgoing Treated Soil transactions.

## A Final Rate Example

One final example will be used to summarize the use of rates and taxes. Strupp Trucking is hauling dirt to an individual's house for their new lawn. Using the rates setup from the previous examples forTreated Dirt, the charge is calculated as follows.

*Figure 224. Weigh Form -*




The Net Weight is 4,220 pounds. Pounds are converted into tons. 2.110 tons are used for the charge calculation.

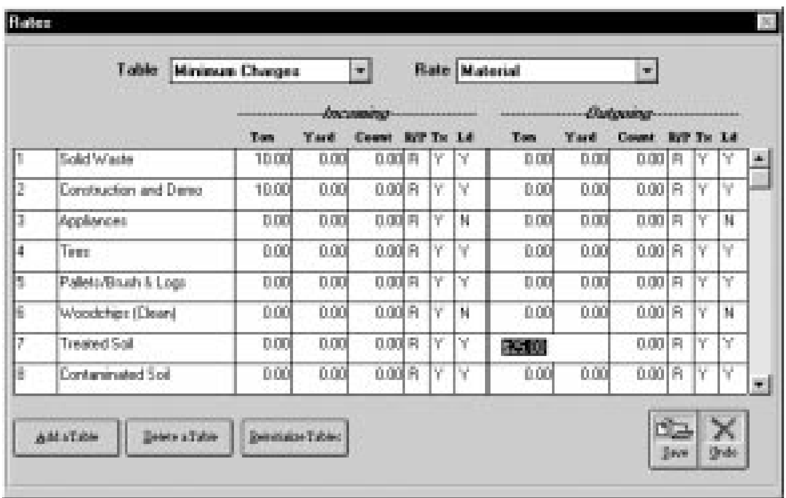
| | | |
|---|---|---|
| 2.11 Tons X Rate 1 (State) $35.0 | = | 73.85 |
| 73.85 X the state tax (5%) | = | 3.69 |
| **Rate One total** | **=** | **77.54** |
| 2.11 Tons X Rate 2 (County) $0.00 | = | 0.00 |
| **Rate Two total** | **=** | **0.00** |
| 2.11 Tons X Rate 3(Delivery) $40.0 | = | 40.00 |

| | | |
|---|---|---|
| 40.00 X the State and County tax (5.5%) = | | 2.20 |
| **Rate Three Total** | = | **42.20** |
| **Added Charge 2 * 15** | = | **$30.00** |
| **Total Charge** | = | **$149.74** |

## Minimum ChargesTable

The minimum charges table is available to assign minimum charges for individual items. When the Total Charge of a transaction does not meet th minimum charge requirement, the Total Charge will be replaced with th minimum charge. To enter a minimum charge amount, use the mouse or tab and arrow keys to move the cursor to the field the charge should b entered. Enter the minimum charge amount for the item. Move the cursor to the load (Ld) field and enter a Y.

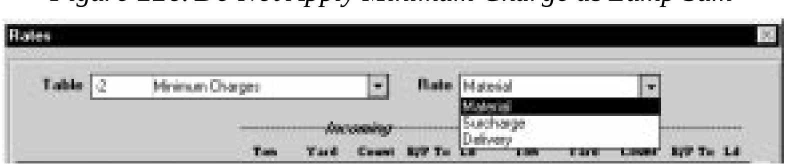
*Figure 225. Minimum Charges Tabl*




A minimum charge of $10.00 will be applied to all Solid Waste and Construction and Demo material transactions.

NOTE: When the minimum charge is not applied as a lump sum, b certain to enter the minimum charge for each rate type. For example, Material, Surcharge, and Deliver .

*Figure 226. Do Not Apply Minimum Charge as Lump Sum*



## Additional Tables

A maximum of 512 additional rate tables may be added. Different rate tables may be used to accommodate different pricing tables for different types of customers (i.e. Contract and Public).

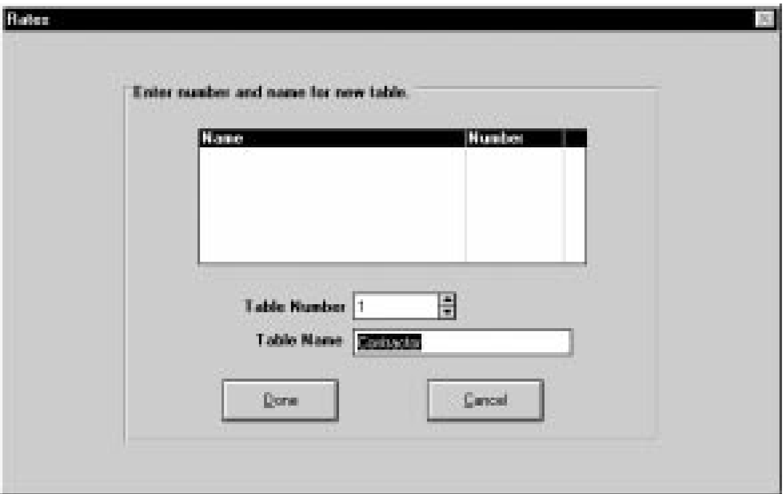
To open the Rates table, click the Accounting button from the menu bar. Move the mouse until Rates is selected from the Accounting pull-down menu and click the left mouse button.

*Figure 227. Selecting Rates*


A window containing the Default Rate table appears.

To add an additional table, click the Add a Table button.

*Figure 228. Add a RateTable*

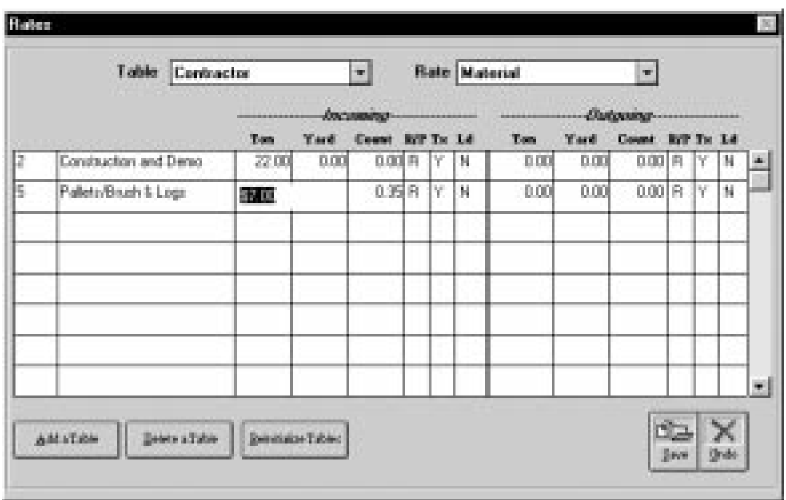



Enter a Table Number and Table Name. Click the Done button to add the table. A new rate table appears.

*Figure 229. New Table*


Place the cursor in the first column of the new table and enter the item number of the item receiving a special discount. Tab to the rate field (i.e. Ton, Yard or Count) and enter the special rate. Use the tab or arrow keys on the keyboard to get to the next line.

*Figure 230. Adding Items in a New Table*

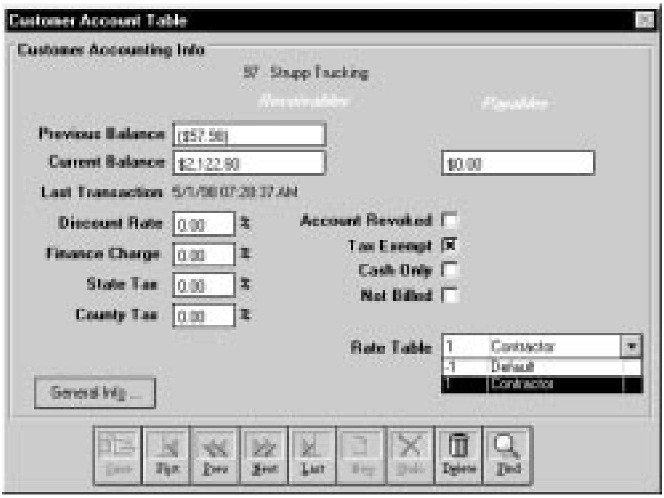



Once rates for the new table have been entered, click the Save button to save the changes.

In order for a customer to use a special rate, the table must be setup in th Accounting Info table of the Customer General Info form. Select Admin | Customer Accounts from the main menu.

Click the Find button and select the customer. Click th Accounting Info button. Select the appropriate table for the customer from th Rate Table drop down list.

*Figure 231. Selecting a Default Rate Tabl*




Click the Save button to save changes.

Only add the items receiving a special rate to the table. Items selected during a transaction that are not listed in the new table will use rates from theDefault rate table. Click the Cancel button to cancel any changes.

NOTE: To print the rate tables, select Reporting | Reports. Select Rate Listing from the Report Type pull-down menu.

## Discounts and Account Flags

Use the Discounts and Account Flags table to setup discounts and financ charges for individual customer accounts. Finance charges are applied when statements are generated. The Discounts and Account Flags table can also be used for marking accounts as revoked, not invoiced, cash only and tax exempt.

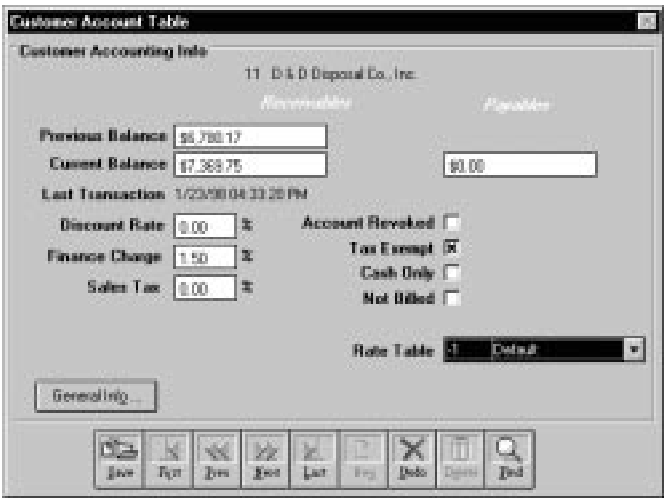
NOTE: Marking accounts as revoked, not invoiced, cash only and tax exempt can also be set in the Customer Accounts table under the Admin pull-down menu.

To apply a discount to a customer, click the Accounting button from the menu bar. Move the mouse until Discounts and Account Flags is selected from th Accounting pull-down menu and click the left mouse button.

*Figure 232. Selecting Discounts*


After selecting Discounts and Account Flags, a window containing the Account Discount Rate table and Customer Accounting Info form appears. The first customer account will show in th Customer Accounting Info form.

*Figure 233. Discounts Table (TransAct Plus)*




Items displayed in light gray, such as previous and current balance, cannot be edited.

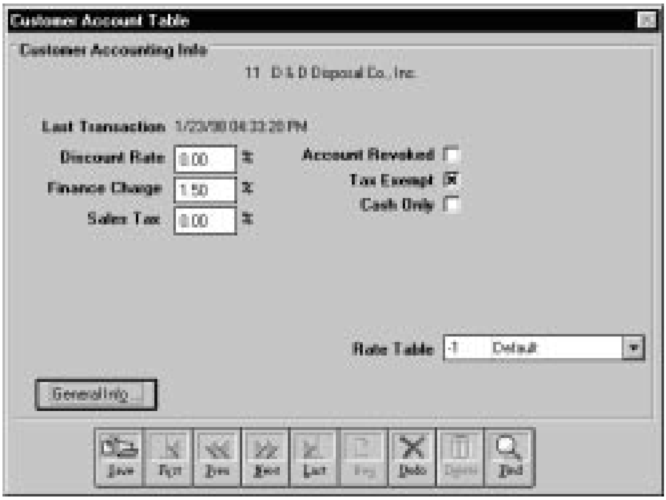
To activate one of the four options, click the box next to the option. An 'x' in the option box indicates the option is on. Click the option box again to turn the option off.

A finance charge is applied to any unpaid previous balance when statements are generated. When the individual finance charge is 0.0000, the global finance charge will be applied. Any individual finance charge greater than zero will override the global finance charge defined in the Setup and Miscellaneous Rates table.

Click th General Info button to view general customer information such as account number, address and default categories.

NOTE: The Customer General Info form cannot be edited from Discounts. If this information needs to be edited, it can b done from th Customer Accounts form (found under th Admin pull-down menu).

*Figure 234. Discounts Table (TransAct)*



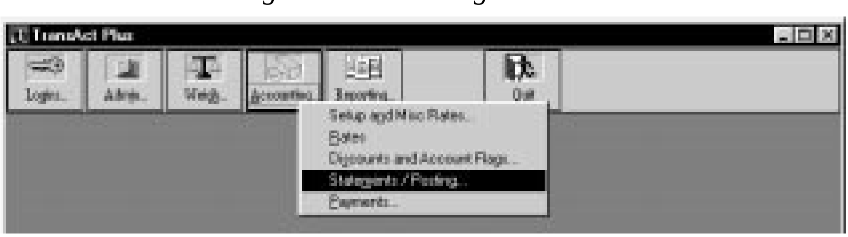

Accounting features such as previous balance, current balance and the not invoiced check box have been removed from TransAct and are only available with TransAct Plus.

## Statements (Accounting Only)

Use Statements to create billing statements, apply finance charges and update account balance. A statement will be created if a customer carries a previous balance or has account activity throughout the statement period.

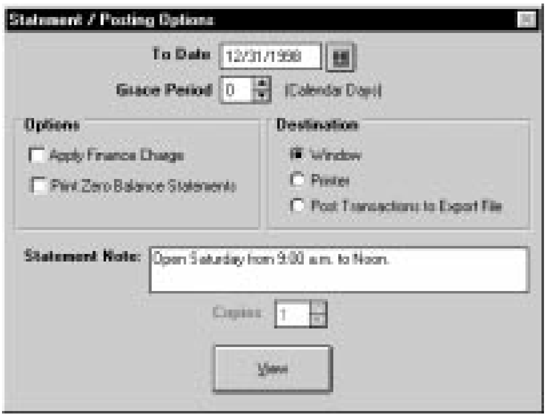
To generate statements, click th Accounting button from the menu bar. Move the mouse within the pull-down menu until Statements is selected and click the left mouse button.

*Figure 235. Selecting Statements*




After selecting Statements, a window containing the Statement Options table appears.

*Figure 236. Statement Options Window*




## Statement to Date

The date entered in the Statement To Date box will be used as the cutoff dat for transactions (charges, payments and credits) appearing on the statement. A statement will list the previous balance from the prior billing period and all transactions from the current billing period (the date entered in th Statement To Date box).

Example: Many organizations issue monthly statements on th last day of the month. When Statements is selected from the Accounting menu, the current system date appears in the Statement To Date box. If today is March 5, 1997 and only transactions dated through February 28, 1997 should appear on the statements, change the date in the Statement To Date box to 2/28/1997.

The Statement to Date can be entered using the keyboard or mouse. When using the keyboard, enter the month, day and year separated by slashes (/).

When using the mouse, click the calendar button to the right of the dat option boxes. Select the new date and click the OK button to close th calendar window.

## Grace Period

Payments can be granted a Grace Period. A grace period is the period of tim a company may give their customers to pay the previous month's bill. Th Grace Period applies only to payments. Payments made within the grac period will be applied to the previous balance. Use the up/down arrows to increase or decrease the number of days granted for the grace period.

NOTE: The grace period *must* be entered in calendar days - *not business days*. If the grace period includes weekends, make sure to include those calendar days in the grace period.

In order to use a grace period, Statements must be processed after the Grace Period. Figur e 2 36shows a Grace Period of three days. Since payments ar accepted for three days past the statement date, processing cannot occur until after the grace period. For this example, statement processing should occur after 3/3/97.

## Statement Options

To apply finance charges, click the mouse to place an 'x' in the Apply Finance Charge box. When a default Monthly Finance Charge has been entered in the Setup and Misc Rates table or Discounts and Account Flags table, a finance charge will be applied to any unpaid previous balance for all accounts.

A payment made during the billing period will be applied to the previous balance. The finance change is applied to the remaining previous balanc not covered by payments.

Example: D&D Disposal Co. has a previous balance of $1,000. During the current billing period they made a payment for $800. If a 1.5% monthly finance charge has been setup, TransAct Plus calculates the finance charge to b added as follows...

1 $1,000 - $800 = $200
2. $200 X 0.015 = $3

The current balance is calculated by adding the unpaid previous balance, finance charge and new charges. We will use $300 of new charges during the billing period to finish the example.

3. $200 + $3 + $300 = $503.

NOTE: Use the Setup and Miscellaneous Rates table to setup a default finance charge. Use the Discounts and Account Flags table to apply finance charges to individual accounts. These tables ar explained in detail earlier in this chapter.

By default, a statement for accounts with a zero balance will not be printed. If statements should be printed for accounts with zero balances, click th box next to the Print Zero Balance Statements box. An 'x' is placed in the box to turn on the feature.

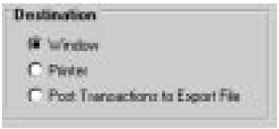
## Statement Note

A Statement Note can be used to print a custom message on the statement (i.e. “Payment Due February 15, 1999.”).

## Statement Destination

To view the statements before printing, select Window as the Statement Destination.

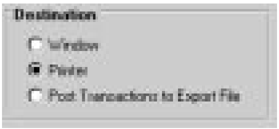
*Figure 237. Statement Destination - Window*




Click the View button to preview the statements before printing.

To print the statements directly to the printer, without first viewing, select Printer as the Statement Destination.

*Figure 238. Statement Destination - Printer*




Click the Print button.

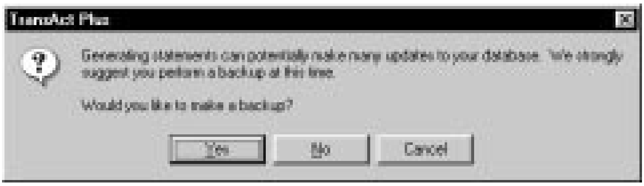
The final option, Post Transaction to Export File, uses the statement process to create an export file. The export file contains all transaction information listed on the statements.

Before statement processing can create an export file, the export definition file must be setup. A sample export definition file, POSTEXP.GI , is copied into the Transact sub-directory during installation. This file can be edited using Windows Notepad and saved as a text document. To learn more about importing and exporting, please refer to page 63.

NOTE: Before importing the file created using the POSTEXP.GID file, an import definition file must also be created. Use th template POSTIMP.GID file as a reference.

***Since the billing process makes changes to the database, it is strongl recommended to make a backup of the database before continuing. If th statements are incorrect, the backup can be restored. Corrections can b made and the billing process repeated.***

*Figure 239. Statement Backup*



Click the Yes button to perform the backup functions. The backup window appears.

*Figure 240. Backup Window*

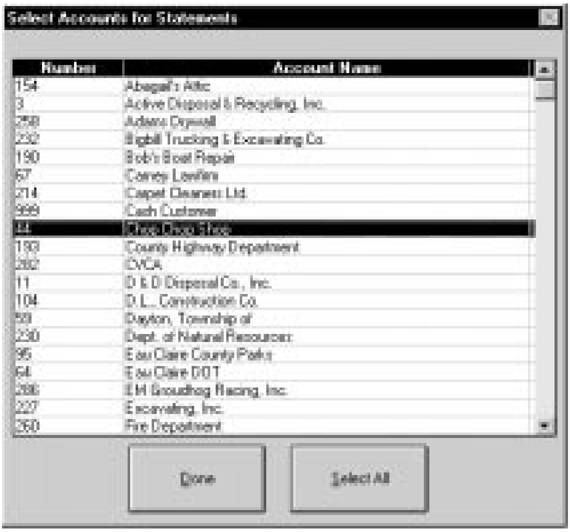

During statement processing, an ‘st’ will proceed the backup filename. When the backup is complete, statement processing will continue.

Click th No button to continue statement processing without making backup.

Click the Cancel button to cancel statement processing and return to th Statement Options window.

Once the backup process has completed, a list of account names appears.

*Figure 241. Selecting Accounts*



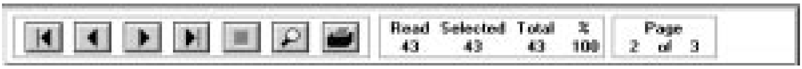

To make statement processing as smooth as possible, we recommend using the Discounts and Account Flags table to mark accounts that should not b billed. Accounts marked as Not Invoiced will not be processed.

Click the Select All button to select every account in the database.

NOTE: Individual customer accounts or a range of accounts, can b selected. Hold the Shift key on the keyboard, while using th mouse to select continuous customer accounts or hold the Ctrl key on the keyboard, while using the mouse to select discontinuous customer accounts.

Once accounts have been selected, click the Done button.

*Figure 242. View Statements Window*




When previewing statements before printing, use the navigation buttons at the top of the screen to view all the statements. Table 7 describes each of these buttons

*Table 7. View statements Buttons*

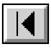
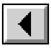
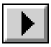
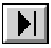
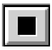
| | |
|---|---|
|  | View the first statement. |
|  | View the previous statement. |

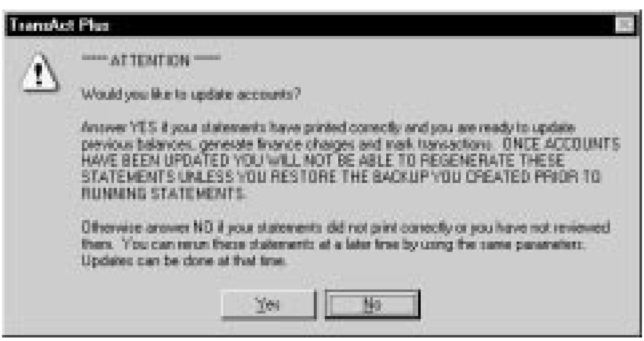
*Table 7. View statements Buttons*

| | |
|---|---|
|  | View the next statement. |
|  | View the last statement. |
|  | The Stop button allows the user to stop generation of th statement. |
|  | Magnify/Un-magnify the statement. |
|  | Print the statements. |

When billing is complete, transactions, payments and credits are marked as having been billed. Once these items have been marked, they cannot b unmarked.

After statements have been printed and reviewed, TransAct Plus will prompt the user before moving to another portion of the program (i.e. th Weigh form). The following message will appear before the user is allowed to move to a different function within TransAct Plus.

*Figure 243. Mark Billed Transactions*




If statements have printed correctly, click th Yes button. When the Yes button is selected, all transactions for the current billing period are marked as having been billed and will not appear on subsequent statements. Previous balances will be updated to include payments, charges, credits and finance charges.

The No button is available to cancel the update process. No changes will be made to customer accounts. If statements did not print correctly or mor time is needed to review printed statements, click the No button.

When problems have been resolved, rerun the statement process. View or reprint the statements. Select a TransAct Plus function (i.e. the Weigh form) to continue. Select th  Yes button to update transactions.

NOTE: If statements were already printed, but not marked, and do not need to be reprinted, select to View the statements. Select a TransAct Plus function (i.e. the Weigh form) to continue and click Yes, when prompted to update transactions.

# Payments (Accounting Only)

Use the Payments section of Accounting to record customer payments and credits.

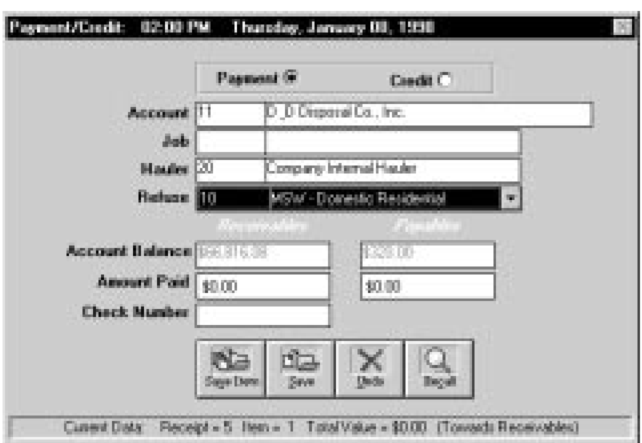
## Recording a Payment

To begin entering payments, click the Accounting button from the menu bar. Move the mouse until Payments is selected from the Accounting pull-down menu and click the left mouse button.

*Figure 244. Selecting Payments*


After selecting Payments from th  Accounting menu, a window containing the Payment / Credit Form appears.

*Figure 245. Payment / Credit Form - Payment*




Use the mouse to select Payment. The black dot denotes the selected item. In Figur e 2 45, Payment is selected.

Click in the Account option box to select the customer the payment will b applied to, or type the customer name or number when th Account option box is selected. When a payment is to be applied to a job, click in the Job option box to select a job.

After the Customer Account has been selected, default categories ar displayed. If payments are received as itemized payments, use the Save Item button to enter multiple items per payment. It is not necessary to use th category fields unless you want to generate payment reports sorted on categories.

### Single Item Payment

When the Customer Account is selected, the customer's default category items are displayed. If desired, use the down arrow next to the category field to change the category item for which payment is being made.TAB to the Check Number box to enter a check number (if applicable).

Click the Save button to save the receipt.

### Multiple Item Payment

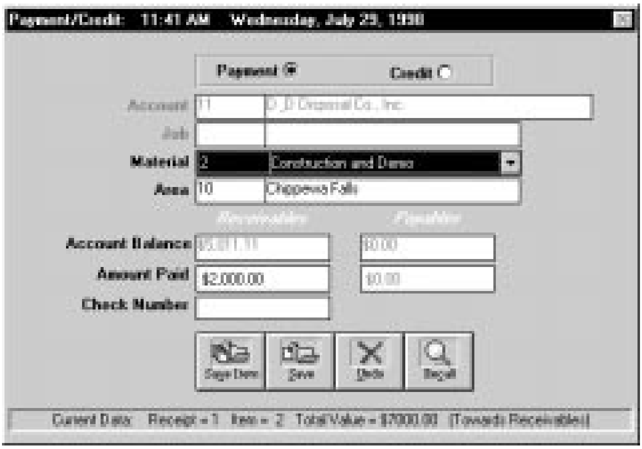
A multiple item Payment allows a single payment to be allocated to multipl items. To apply portions of a payment toward different items, use the down arrow next to the category option to select an item. Press the TAB key or use the mouse to position the cursor in th Amount Paid option box. Enter an amount and press the TAB key or use the mouse, to position the cursor in the Check Number box. If applicable, enter th Check Number.

Click the Save Item button.

The status bar at the bottom of the form is provided to help track how many items have been entered and the total amount entered for the receipt.

After clicking th Save Item button, the Account Balance option box is adjusted, and the Amount Paid option box is cleared. The check number stays present in the Check Number option box until all items have been entered. The status bar increases the item count and total value.

*Figure 246. Multiple Item Payment*




Select a different category item and enter the amount paid.

Click the Save Item button. Continue entering payments for each item and clicking th Save Item button.

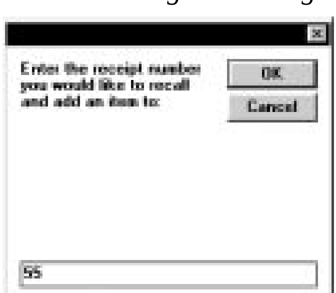
When the last item has been entered, click theSave button to save the receipt.

NOTE: The Balances/Reconciliation report will list each receipt by number and all items recorded for the receipt.

Example: A landfill wants to track payments by material type. A check arrives from one of their customers for $7,000.00. $5,000.00 is a payment for *Solid Waste* and $2,000.00 is for *Construction and Demo*. This payment transaction would us the multiple item payment option described above. Item 1 would be $5,000.00 with a material type of *Solid Wast* . Item 2 would be $2,000.00 with a material type o *Construction and Demo*. The statement will show a single payment of $7,000.00.

Click the Recall button to add additional items to an existing receipt.

*Figure 247. Recalling an existing Receipt*



Enter the receipt number and click the OK button. Click th Cancel button to return to the Payment/Credit form.

## Applying a Credit

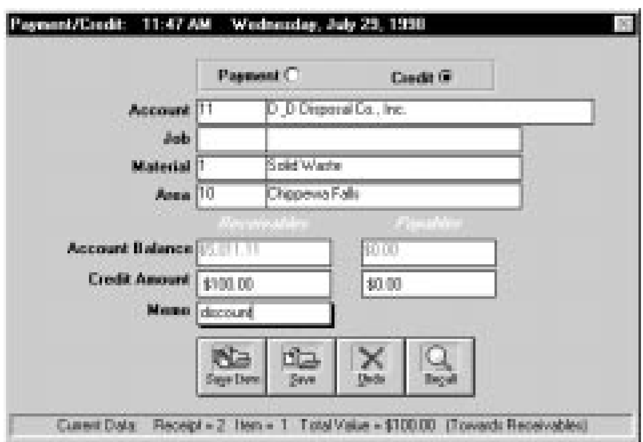
Credits are applied the same way payments are applied.

To begin entering credits, click the Accounting button from the menu bar. Move the mouse until Payments is selected from the Accounting pull-down menu and click the left mouse button.

*Figure 248. Selecting Payments*


After selecting Payments from the accounting menu, a window containing the Payment / Credit Form appears.

*Figure 249. Payment / Credit Form - Credit*




Use the mouse to select Credit. The black dot denotes the selected item. In the above figure, Credit is selected.

Credits can also be entered as single items or multi-items. A space is provided for recording a 10 character memo.

Example: Finance charges are often credited back to a customer. Use the Payment/Credit Form to credit a finance charge.

# Reports

Use the reports section to quickly scan stored transactions based on selected criteria, reprint or edit stored transaction tickets and create daily, weekly and monthly reports based on selected criteria.

## Quick Scan

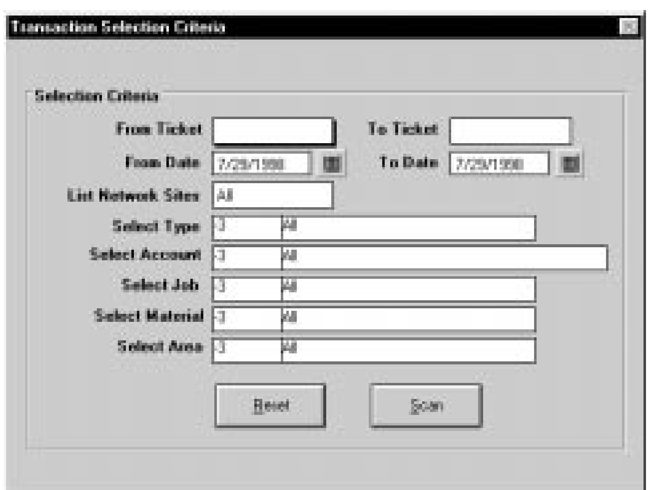
The Quick Scan utility provides a quick way to view, edit and void transaction ticket information. It allows you to scan transactions based on categories and customer accounts for a specified date range.

To run a quick scan, click Reporting from the menu bar. Move the mouse until Quick Scan is selected from the Reporting pull-down menu and click the left mouse button.

*Figure 250. Selecting Quick Scan*


After selecting Quick Scan from the pull-down menu, a window containing the Transaction Selections Criteria table and Selection Criteria form appears.

*Figure 251. Selection Criteria Form*




If the ticket number is known, it may be entered in the Select Ticket Number option box along with the date range. Click th Scan button to view th transaction.

To find a transaction or group of transactions, select a date range and other known criteria. Scan dates can be entered, using the keyboard or mouse.

To enter a date using the keyboard, press th TAB key until th From Date or To Date option box is highlighted. Enter the month, day and four digit year separated by slashes (/).

When using the mouse, click the Calendar button to the right of the date option boxes. Click the OK button to close the calendar window.

To select other search criteria, use the down arrow next to the search option. Use the lists to select customer accounts, categories or transaction types.

## Reset

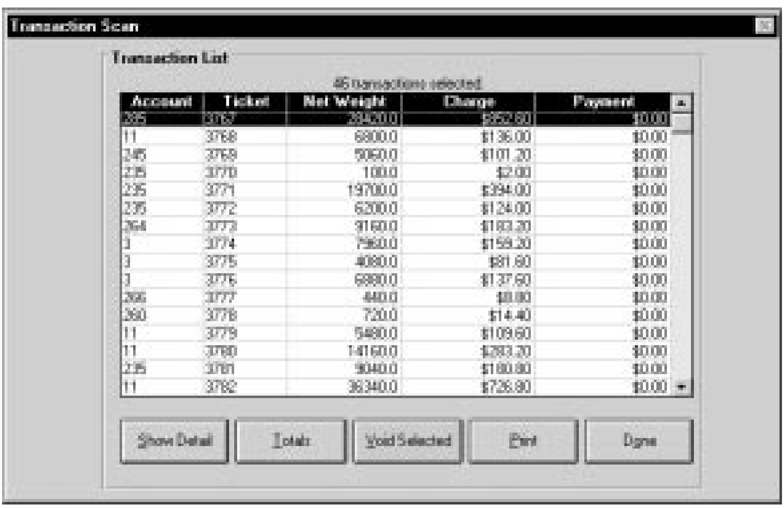
The Reset button will return th Selection Criteria form back to default values similar to Figur e 2 51.

## Scan

After entering search information in the option boxes, click th Scan button.

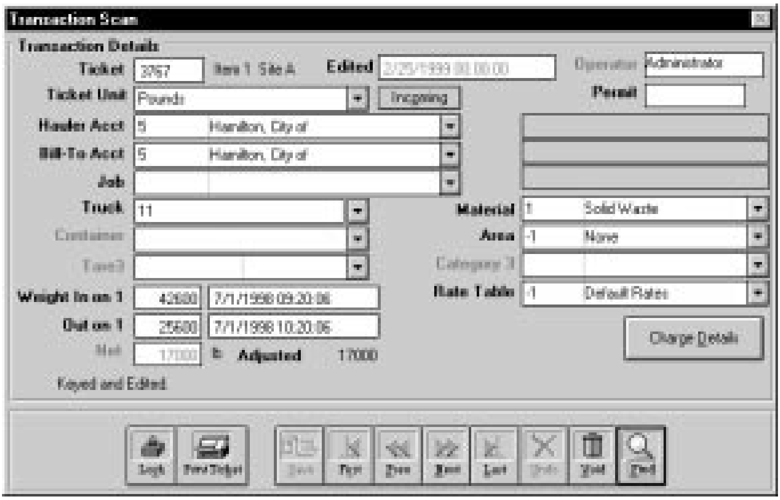
TransAct scans the transaction database and displays the transactions matching the selected criteria in the Transaction List form.

*Figure 252. Transaction List Form*




Details from any transaction can be viewed by selecting a transaction from the Transaction List and clicking the Show Detail button.

*Figure 253. Transaction Details Form*

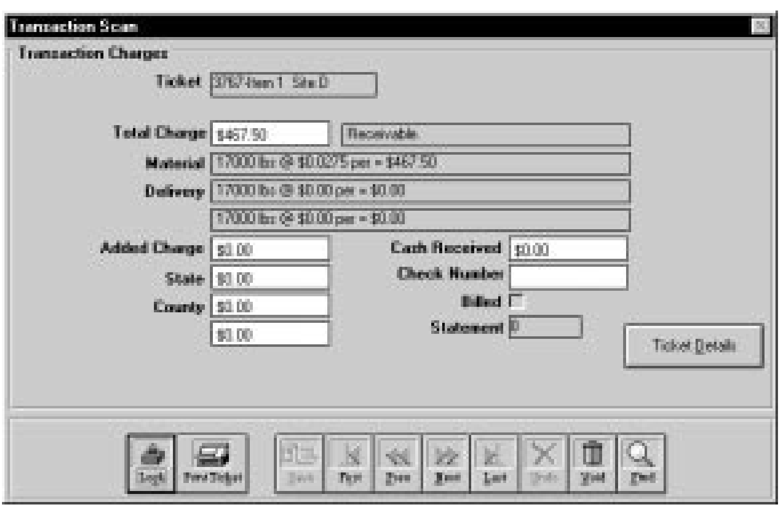



After clicking th Show Detail button, the Transaction Details form appears. Information from the selected transaction is displayed. The Transaction Details form contains information collected at the time of the transaction (i.e. Account Number, Weight In, Weight Out, Category Codes, etc.).

To edit information on this form, click th Unlock button found at the bottom of the window.

To view and edit charge information, click the Charge Details button.

*Figure 254. Charge Details Window*




Fields unavailable for editing are shown in gray.

Click the Ticket Details button to return to th Transaction Details form.

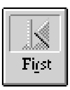
Use the row of function buttons at the bottom of Transaction Details form to navigate through selected criteria and edit transaction information. Table 8 describes each of these buttons.

*Table 8. Transaction Details Function Buttons*


Lock the transaction. Do not allow editing. The transaction is automatically locked when returning to the quick scan list.


Reprint the transaction ticket.

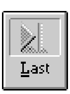

Save changes to a transaction.



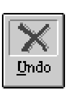

Display the First item in the table.


Display the Pre ious item.


Display the Next item.




Display the Last item.




Undo any unsaved change to the transaction.


Void this transaction.


Return to the Transaction List.

To return to the list of scanned transactions, click the Find button.

The following warning will appear if any changes have been made and not saved.

*Figure 255. Unsaved Changes Warning*

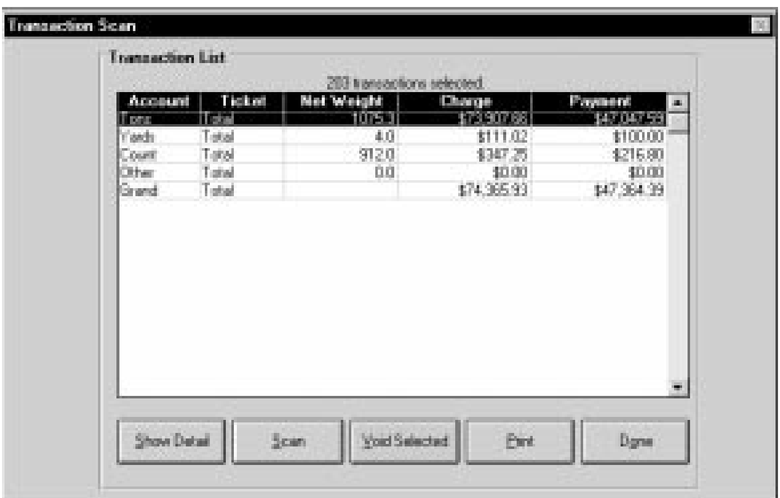

Click th  Yes button to return to the Transaction Details form and save the changes.

Click the No button to cancel any changes.

## Totals

From the Transaction List form, select the Totals button to view the total weight, yardage and unit count of the selected transactions.

*Figure 256. Quick Scan Totals*




A total for each unit of measure is displayed in the Transaction List form. The 'Other' total displays finance charge and payment totals. Click the Scan button to return to the list of scanned transactions.

Click th  Print button to print the totals or transaction list from the Transaction List table.

Click the Done button to return to the Selection Criteria form.

Click the Scan button to display a list of the scanned transactions.

Table 9 describes each of the function buttons at the bottom of the Transact List form.

*Table 9. Transaction Scan Function Buttons*

| | |
|---|---|
|  | Show Detail information about the selected transaction. (This button is not available inthe Totals form.) |
|  | Show Totals for each unit of measure. The button changes to the Scan button to allow toggling between the totals an scanned transaction list. |
|  | Scan transactions that meet the selected criteria an create the transaction list table. The button changes to the Totals button to allow toggling between the transaction list and totals form. |
|  | Void the **Selected** transactions. (This button is not available in theTotals window.) |
|  | Print the transaction list or the totals list. |
|  | Return to the Selection Criteria form. |

Click the Done button to return to the Selection Criteria form.

## Voiding Tickets

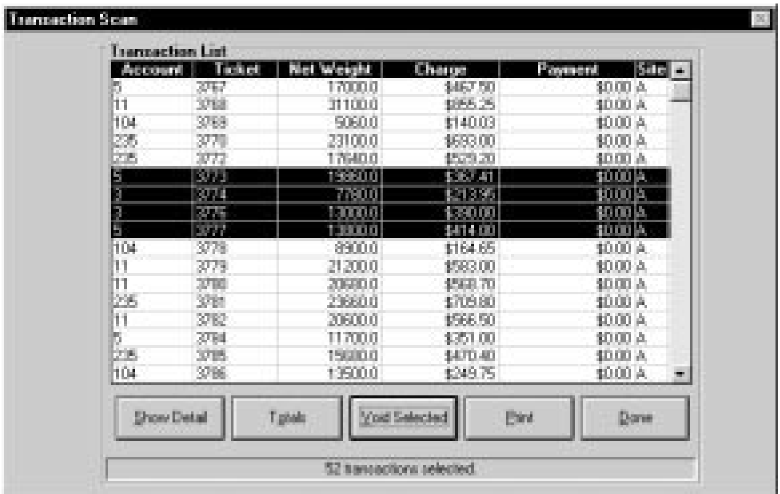
Once a ticket has been created in, it cannot be deleted. It can only be edited or voided. Tickets can be voided from a Transaction List or from within Transaction Details. Voiding a transaction from the Transaction Details window allows the user to attach a note to the voided ticket.

NOTE: Once a ticket has been voided, it cannot be reactivated

### Voiding from the Transaction List

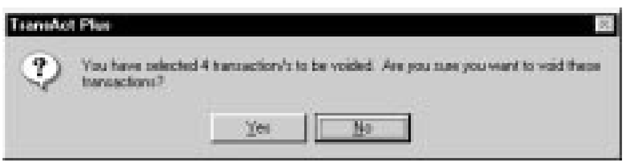
To void a group of tickets, select the tickets from the Transaction List and click the Void Selected button.

*Figure 257. Voiding a group of tickets*




The following message appears.

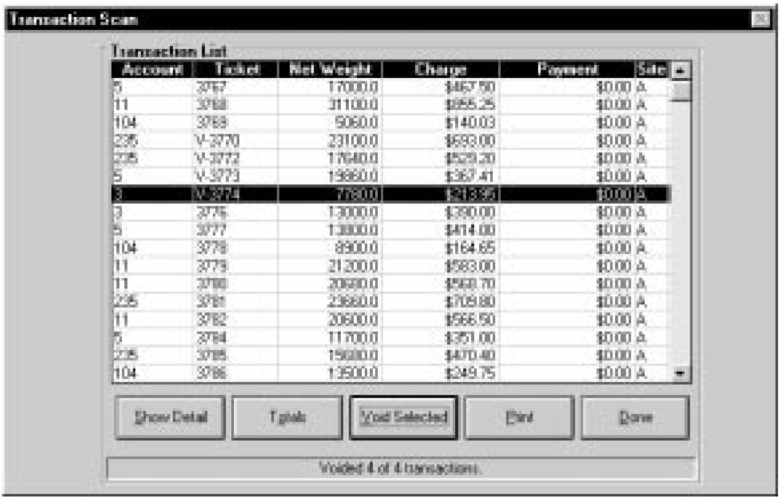
*Figure 258. Void ticket message*




Click th Yes button to void the selected tickets. Click th No button to cancel the voiding process.

Voided tickets are proceeded with the letter ‘V’ in the Transaction List.

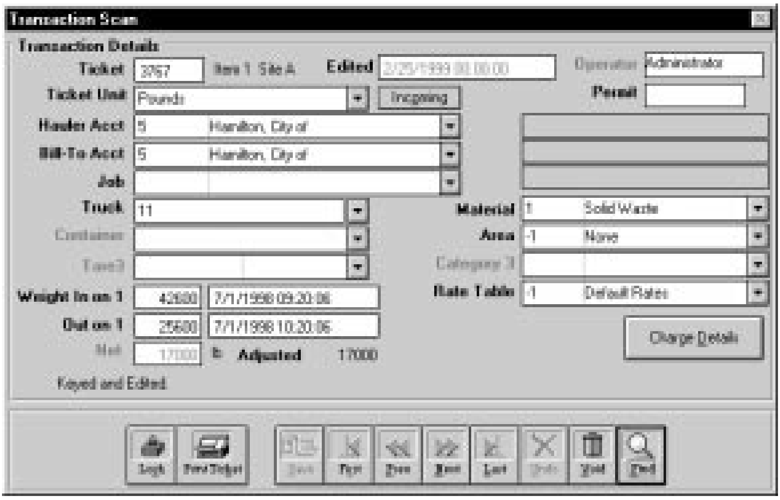
*Figure 259. Voided ticket list*




## Voiding a Ticket from Transaction Details

To void a ticket from the Transaction Details window, select the ticket to void and click th Show Details button. The Transaction Details window appears.

*Figure 260. Voiding from Transaction Details*




Click the Unlock button to unlock the Transaction Details window.

Click the Void button to void the ticket. The following message appears.

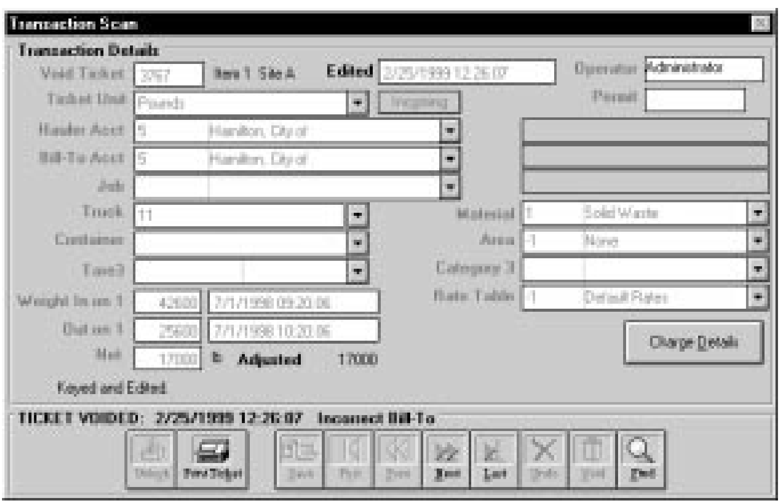
Figure 261. Voided ticket messag


Click the Yes button to void the selected ticket. The following messag appears.

Figure 262. Voided Ticket Note


Click the OK button to continue. A voided ticket will look similar to th following example.

Figure 263. Viewing a voided ticket.



# Reports

The Reports command provides several ways to extract databas information into a report. Database transactions matching selected criteri in the Report Options table are displayed in report format. Reports can b viewed and printed.

Report Types include

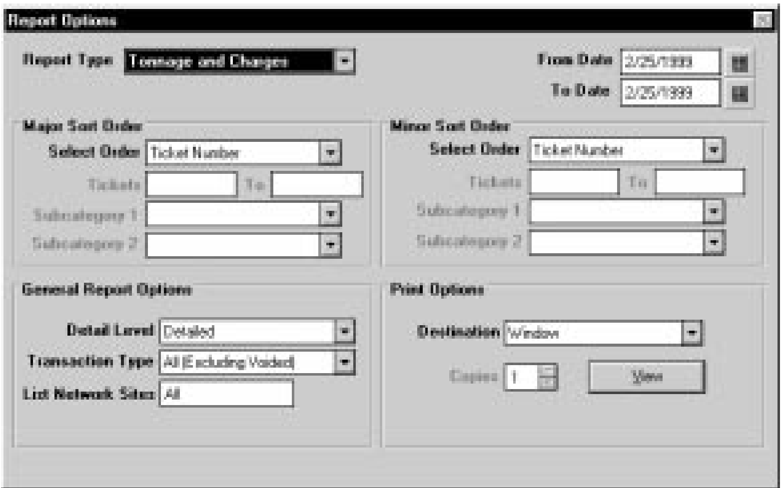
- Tonnage and Charges
- Charges (TransAct Plus)
- Payments/Credits (TransAct Plus)
- Balances/Reconciliation (TransAct Plus)
- Aging (TransAct Plus)
- Jobs (TransAct Plus)
- Tare Listings
- Account Listing
- Permit Listing (TransAct Plus)
- Category Listings

To generate a report, click Reporting from the menu bar. Move the mous until Reports is selected from the pull-down menu and click the left mous button.

*Figure 264. Selecting Reports*

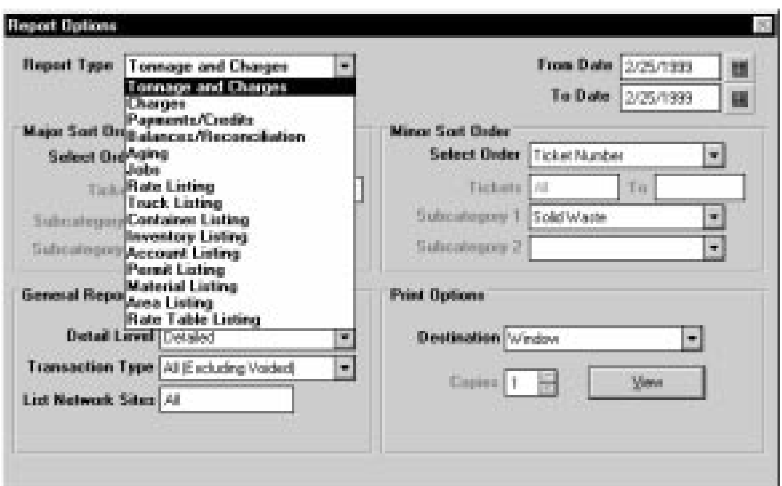

After selecting Reports from the pull-down menu, a window containing th Report Options table appears.

*Figure 265. Report Options Table*




To view a list of availabl Report Types, click the down arrow to the right of the Report Type box.

*Figure 266. Selecting a Report Type*




To select a report, click the report name from the list. To edit the date range, click the calendar buttons to the right of theFrom Date and To Date fields to activate the calendar.

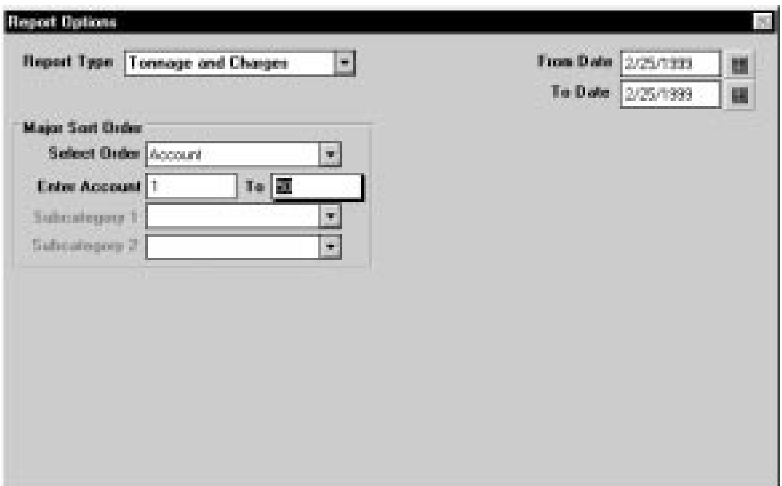
The rest of the Report Options window is broken into four sections; Major Sort Order, Minor Sort Order, General Report Options and Print Options.

NOTE: Choosing a Report Type activates available options. For example, choosing an Account Listing report deactivates th From Date/To Date fields and Detail Level. These items are not necessary to produce the report.

## Major Sort Order

Items available for sorting include ticket number, account, hauler, permit, job, all three tare types (i.e. Truck, Container, Pup-Trailer), and all defined category types (up to four). Use the down arrow to view a list of availabl sort orders. Depending on the item selected, other criteria may becom available.

*Figure 267. Major Sort Order*



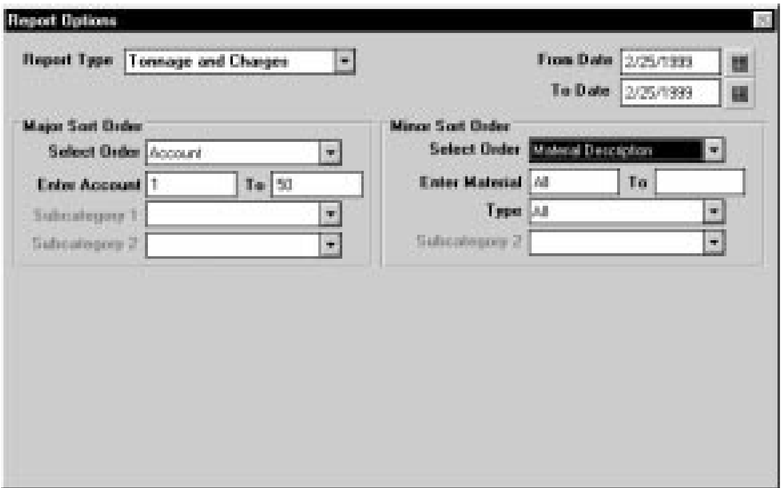

For example, choosing Account Number will make the From/To boxes available. To enter a range of account numbers, move the cursor to the Enter Account box. Enter the first account number to include in the report. Mov the cursor to the To box and enter the last account number to include in th report.

If subcategories have been defined for a category, they will also be availabl when the category is selected. Click the down arrow to choose a different subcategory item.

## Minor Sort Order

Minor Sort Order options are available for the following report types: Tonnage and Charges, Charges and Payments/Credits. The Minor Sort Oder options ar the same as Major Sort Order.

*Figure 268. Minor Sort Order*



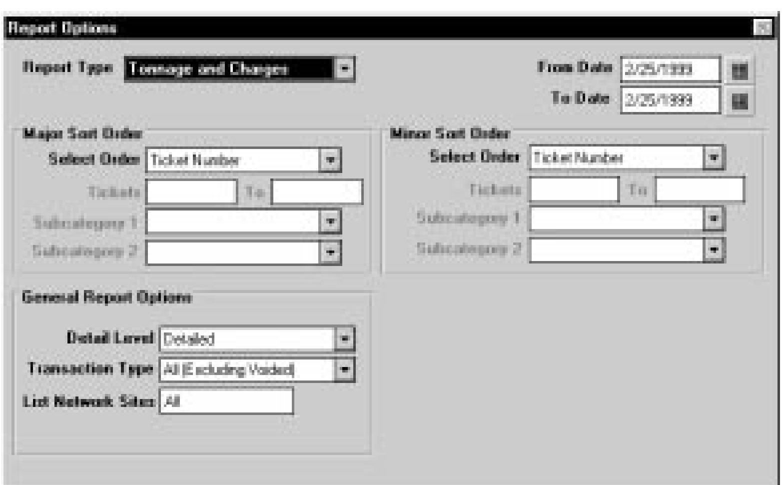

Once again, other fields will become available depending on the item selected.

If subcategories have been defined for a category, they will also be availabl when the category is selected. Click the down arrow to choose a different subcategory item.

## General Report Options

Use General Report Options to select the detail level of the report Detailed or Summary), types of transactions to be included (all, incoming, outgoing, receivables and finance charges), and network site.

*Figure 269. General Report Options*

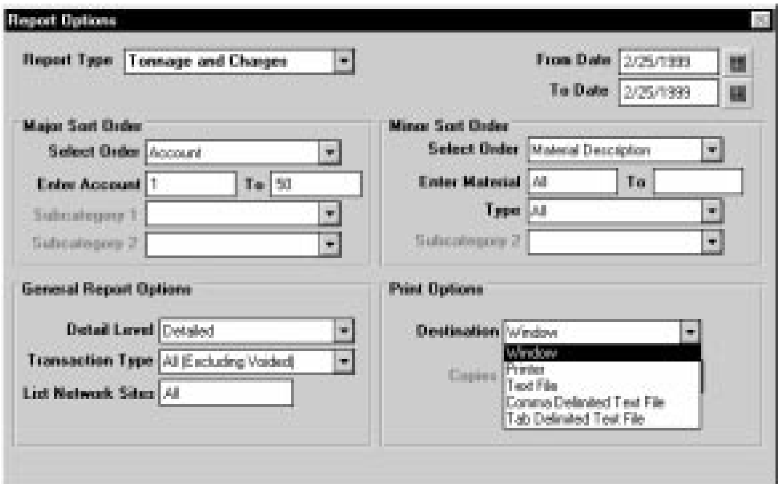



Depending upon the Report Type selected, some options are not available.

## Print Options

Use the Print Options section to select where the report should print. Select Window to view the report on the computer screen before printing. Select Printer to send the report to the printer.

*Figure 270. Print Options*




There are several different Destinations to choose from within th Print Options section.

Choose Window to view the report on the screen before printing.

Choose Printer to print the report directly to the printer.

Choose Text File to create a file containing report information. Us Windows Notepad, Wordpad or Word for Windows to open the file. The file will be spac delimited and will look like the report generated from TransAct.

Choose Comma Delimited Text File to create a file containing report information separated by commas. Us Windows Notepad, Wordpad or Word for Windows to open the file. All information from the report will be separated by commas.

Choose Tab Delimited Text File to create a file containing report information separated by tabs. Use Windows Notepad, Wordpad or Word for Windows to open the file. All information from the report will be separated by tabs.

When Destination is set to Printer, the Copies button becomes available. Us the mouse to increase or decrease the number of reports you want printed.

Once report criteria has been selected, click th Print button.

When Destination is set to Window, click the View button to view the report on the screen.

When viewing a report, a row of function buttons appears at the top of th window.

*Figure 271. View Window*

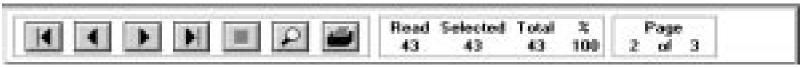
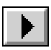
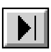
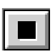



*Table 10. View Window Buttons*

| | |
|---|---|
|  | View the first page of the report. |
|  | View the previous page of the report. |
|  | View the next page of the report. |
|  | View the last page of the report. |
|  | The Stop button allows the user to stop generation of th report. |
|  | Magnify/Un-magnify the report. |
|  | Print the report. |

To return to the Report Options table, select Reports from th Admin pull-down menu. The Report Options window will display the previously selected criteria. The Report Options window returns to default criteria when TransAct is restarted.

NOTE: The Aging report groups unpaid transactions in the following age brackets: 0 to 30 day, 31 to 60 days, 61 to 90 days and Over 90 days. It is possible the sum of unpaid transactions in the above four age brackets will not equal the current account balance. This can be due to the initial balance entered when the account was set up or by archiving unpaid transactions. The amount of the initial balance is placed in a fifth ag bracket called Initial Balance.

## Custom Reports

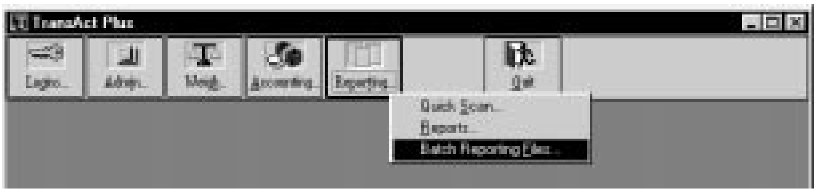
Custom reports can be added to TransAct. Please refer to the Appendix, Editing the TransAct Initialization File for information about creating custom reports.

# Batch Reporting

The batch reporting feature allows users to print a list of frequently used reports (i.e. daily, monthly, quarterly, etc.). When a batch file is selected, the reports listed in the batch file will be printed for the specified date range.

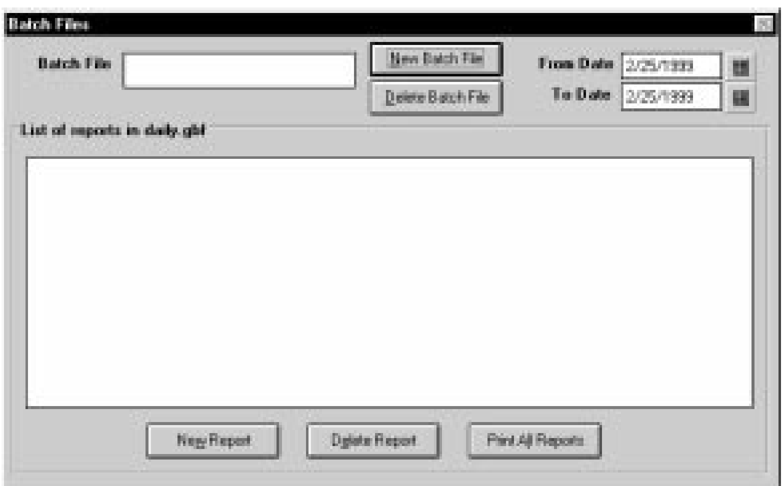
To setup a batch report file, click Reporting from the menu bar. Move th mouse until Batch Reporting is selected from the Reporting pull-down menu and click the left mouse button.

*Figure 272. Selecting Batch Reporting*




The Batch Reporting window appears.

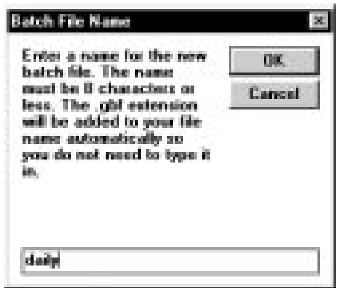
*Figure 273. Batch Reporting window*




## Creating Batch Report Files

Click the New Batch File button to create a new batch file. Enter the nam (i.e. daily, monthly, quarter, etc.) for the batch file in the Batch File Name box (*daily* for our example).

*Figure 274. Batch File Name*

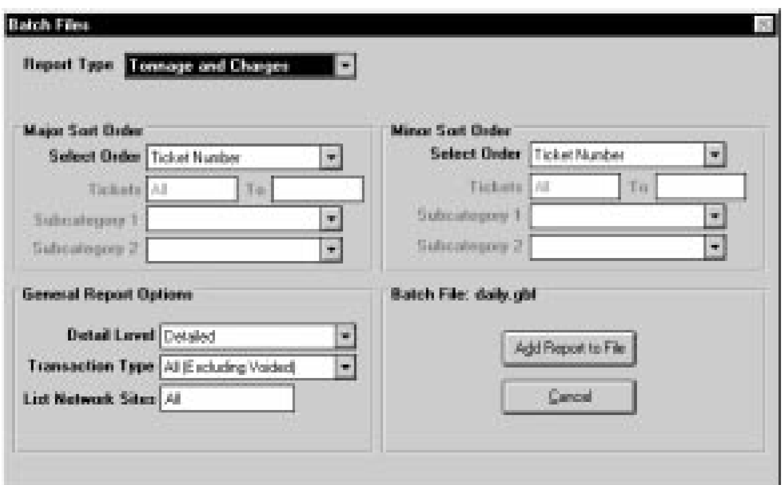



NOTE: The batch fillname must not exceed eight (8) characters in length. The filename may be alphanumeric, but may not contain any spaces.

Click the OK button to create the batch file. The Batch Files window reappears with the new batch file name selected.

To add a report to the batch file, click the New Report button. The following window appears.

*Figure 275. New Report window*




This window is identical to the reporting window with the exception of th date fields and th Print Options section. Select the criteria for your report and click the Add Report to File button. Click the Cancel button to return to the Batch Files window.

The Batch Files window reappears. The new report is listed in the List of Reports in *daily.gbf*. The capital 'M' indicates the major sort option and th lowercase 'm' indicates the minor sort option.

Click the New Report button to add another report. Continue adding reports until all of the reports for the batch file are listed.

To print the reports listed in the batch file, click on the name of the batch file from the Batch File list. Select a date range and click the Print All Reports button to print all of the reports listed for the batch report file.

## Editing and Deleting Batch Report Files

Click the Delete Report button, at the bottom of the window, to delete report from the list. To delete a batch file and all of the reports within th batch file, click the Delete Batch file.

# Attended vs. Unattended

When a data terminal is defined under Admin | Preferences | Data Terminal, the Attended menu option is invoked.

TransAct must be in the Weigh form in order to switch to Unattended mode.

Click the Weigh button of the menu bar. The Attended button becomes active. This designates the system is running in attended mode.

To switch to Unattended mode, click the Attended button in the menu bar.

The button changes to the Unattended button. All features of TransAct are disabled until the Unattended button is clicked and TransAct is put back into Attended mode.

# Appendix

## Editing the TransAct Initialization File

During installation, Setup creates the transact.ini file, located in the Windows directory. This file contains system defaults, ticket file preference, category setup, and other information used to run TransAct.

Each section of the transact.ini file is surrounded by [brackets]. Most sections are configured within the TransAct program itself. For example, the [Tickets Notes] section is configured from within TransAct by selecting Admin | Preferences | Note Headings. It is best to configure these sections within TransAct where the graphical display can be utilized.

To edit other sections, use an editor such as Notepad. Quit TransAct before editing the transact.ini file. When you are done editing the transact.ini file, run TransAct to initiate the changes.

NOTE: Do not use spaces when entering "programming" type of data. Do use spaces when separating category names or sub-category names such as In Landfill or Peat Moss, etc.

### [TransAct]

The [TransAct] section contains the path to the directory where TransAct and the TransAct database have been installed. If there is a problem running TransAct because a file cannot be found, check the path. When defaults ar selected during installation this line will look as follows...

Appdir=C:\TRANSACT\

DBdir=C:\TRANSACT\

SITE=A

If the path has changed, back space ove C:\TRANSACT\ and type in the new path name. A valid path name could look similar to the following...

Appdir=C:\TACT\

DBdir=C:\TACT\

SITE=B

SITE= is set in TransAct by selecting Admin | Preferences | Company Data. A unique SITE ID must be assigned to each computer when operating in network environment.

It is strongly recommended that all defaults be used during the installation process.

## [Options]

The [Options] section contains the path and file name to the directory wher the database resides. If there is a problem running TransAct because th file cannot be found, check the path. When defaults are selected during installation this line will look as follows...

SystemDB=C:\TRANSACT\TRANSACT.MDA\

If the path or directory name have changed delete the existing directory name and type in the new path or directory name.

## [Ticket Notes]

The [Ticket Notes] section defines the four headings for the Notes feature of the Weigh Form. The headings can be configured within TransAct. Change the headings by selecting Admin | Preferences | Note Headings. If any of th label definitions are left blank, that line will not appear when the Notes button on the Weigh form is clicked.

## [Weigh Options]

Use the Options window within TransAct to change the majority of the items listed. The following items can only be changed by editing the transact.ini file.

UOM=

Screen1Focus=

AxleWeighing=

UOM defines the unit of measure the scale value will be converted to, possible values are: Pounds, Yards, Unit Count, Kilograms, Tons, or Metric Tons. For example, if you would like to print tons on your tickets enter UOM=Tons.

SCREEN1Focus allows the user to determine which field will be activ (Account, Permit, Truck Id) in the Select Transaction form when the Weigh button is selected. Valid text is Account, Permit or Truck Id. Default focus is Account when left blank or not used.

SCREEN1Focus=Truck Id

SCREEN2Focus allows the user to determine which field will be active in the Transaction Details window. Default focus is Bill To when left blank or not used. The focus can be changed to the Order/Job field or any of th category field names (i.e. Material, Refuse, Origin, etc.).

SCREEN2Focus=Material

Two types of Axle Weighing are available; Short or Long. Short axle weighing refers to a scale that is too short to weight the entire truck, each axle is added together. Long axle weighing refers to a scale that is long enough to weight the entire truck but still needs to weigh each axle. Previous axle weights are subtracted from the total weight to determine the current axle weight.

When Axle Weighing needs to be invoked, add one of the following command lines to this section.

AxleWeighing=Short

AxleWeighing=Long

All the other information in th [Weigh Options] section can be changed by selecting the Options button in the Weigh form. It is recommended to use th Options window for all other changes.

## [Tares]

Use the [Tares] section to activate the three tare options. At the time of installation, some or all of the tares were activated. Active tares ar displayed in TransAct unde Admin | Customer Accounting.

To activate a tare button, position the cursor after the equal sign and typ the name for the button. Remember to type the name in exactly as you would like to see it displayed in TransAct.

Existing Name: Tare3=

New Name: Tare3=Pup Traile

To deactivate a tare, position the cursor after the existing name and press the Backspace key on the keyboard until nothing is displayed after the equal (=) sign.

Existing Name: Tare2=Container

New Name: Tare2=

To change the name of a tare button, delete the existing name and enter your desired name.

Existing Name: Tare1=Truck

New Name: Tare1=Vehicle

NOTE: Tare4=Tarename will not work. TransAct only recognizes three tare options.

## [Rates]

The category rates are attached can be changed in TransAct. Select Accounting | Rates and click th Reinitialize Tables button to select a new category.

NOTE: Changing the category rates are attached to will delete all existing rates in the current table. Changing from Category 1 to Category 2 back to Category 1 will ***not*** restore rates for Category 1.

## [Category 1-4]

The transact.ini file contains a similar section for each of the four category tables. Two categories are automatically configured during installation. A category closely related to your business type and Hauler (setup as Category 1). An empty category will look as follows:

```
[Category 2]
    Title=
    SubCat1=
    SubCat1Title=
    SubCat2=
    SubCat2Title=
```

The category name is displayed in the Title section. Each category can hav up to two subcategories. Us SubCat#Title to define the subcategories nam and the SubCat# to define descriptions for the SubCat#Title.

Confused yet? Let's do some examples. We will start with a simple one.

### Example No. 1

Let's say you run a solid waste operation. When you installed TransAct, Hauler and Refuse were setup as your two categories. However, instead of Refuse you prefer to use the word Material. Run the Notepad editor found in Windows. Select File | Open. Find transact.ini in the Windows subdirectory and open the file. Scroll through the text until you find the following lines.

```
[Category 4]
    Title=Refuse
    SubCat1=
    SubCat1Title=
    SubCat2=
    SubCat2Title=
```

Position the mouse I-beam at the end of the word Refuse and press the Backspace key until the word Refuse is deleted. Type in the word Material exactly as you would like to see it in TransAct. If the lette M is not capitalized, it will not be capitalized in the program. You should now see...

```
[Category 2]
    Title=Material
    SubCat1=
    SubCat1Title=
    SubCat2=
    SubCat2Title=
```

Save the file and Exit the Notepad editor. Quit TransAct and then restart TransAct to make certain all changes take effect.

## Example No. 2

Let's say in addition to the two categories, TransAct automatically installed, you need an additional category called Area. It does not matter which empty category you choose to edit. We will use Category 2 for our example. Run the Notepad editor found in Windows. Select File | Open. Find transact.ini in the Windows subdirectory and open the file. Scroll through the text until you find the following lines.

```
[Category 2]
    Title=
    SubCat1=
    SubCat1Title=
    SubCat2=
    SubCat2Title=
```

Position the mouse I-beam after Title= and type the word Area, just as you would like to see it displayed in TransAct.

```
[Category 2]
    Title=Area
```

Save the file and Exit the Notepad editor. Quit TransAct and then restart TransAct to make certain all changes take effect. The changes made to th transact.ini file will take effect when you run TransAct. When you return to TransAct and select Admin | Categories, your new category heading appears in the menu. Select your new category to begin adding items.

## Example No. 3

Ok, let's try something harder.

It is possible to add two sub-categories to each category. We will use th new Area category from example #2. Area will be used to determine wher Material is going to or coming from. The Area list will include a list of Townships, Cities and Villages. To help classify each Area we will add Type as a subcategory.

The sub-category will help create more detailed reports. To setup sub-category, run the Notepad editor found in Windows. Select File | Open. Find transact.ini in the Windows subdirectory and open the file. Scroll through the text until you find the following lines.

```
[Category 2]
    Title=Area
    SubCat1=
    SubCat1Title=
    SubCat2=
    SubCat2Title=
```

Position the cursor after SubCat1Title=. Type in the word 'Type' as you would like to have it appear in the program.

[Category 2]

Title=Refuse
SubCat1=
SubCat1Title=Type
SubCat2=
SubCat2Title=

Position the cursor after SubCat1= and type in the specific sub-category items (Township, City, Village etc.) that would be available to choose from. Enclose these items in parenthesis.

[Category 2]

Title=Area
SubCat1=(C,City)(T,Township)(V,Village)(O,Other)
SubCat1Title=Type
SubCat2=
SubCat2Title=

It is important not to use any spaces or you will receive an error when running TransAct. Within the parenthesis, each subcategory type must hav a single unique character identifier followed by a comma. Unlike the main category where TransAct automatically defines a none category item, you must define None as a sub-category item if desired. All sub-category items must fit on one line. The screen will scroll to the right as you type. As soon as it wraps to the next line you have gone too far.

Save the file and Exit the Notepad editor. Quit TransAct and then restart TransAct to make certain all changes take effect. The changes made to th transact.ini file will take effect when you re-run TransAct. When you return to TransAct and select Admin | Categories | Area your new sub-category heading appears as a drop-down list so you can select where your material going or coming.

## [Indicator Types]

TransAct has provided several scale indicator types with the program. Th [Indicator Types] section is a listing of the indicator name and a series of codes that define the indicators serial stream to TransAct. **DO NOT** change the data in these fields. If your indicator is not listed, please call the TransAct customer support line for assistance setting up your indicator.

## [Scale Settings & Scale 2 Settings]

TransAct does not recommend using the [Scale Settings] section to change your scale port settings. All the items can be changed and tested within TransAct. Select Admin | Preferences | Scale Port, select the scale indicator type, connection, baud rate, flow, parity, and stop bits. Select the Test button at the bottom of the window to view the data the computer is receiving from the scale indicator.

## [Printer Settings]

TransAct does not recommend using th [Printer Settings] section to change your printer port setup. All items can be changed and tested within TransAct. Select Admin | Preferences | Printer Port 1 and Printer Port 2. Select the printer type, connection, baud rate, flow, parity, and stop bits. Select the Test button at the bottom of the window to send up to four lines of text to the printer.

## [Data Terminal Settings]

TransAct does not recommend using the [Data Terminal Settings] section to change your data terminal settings. All the items can be changed and tested within TransAct. Select Admin | Preferences | Data Terminal Port. Select the Data Terminal type, connection, baud rate, flow, parity, and stop bits. Select the Test button at the bottom of the window to view the data the computer is receiving from the data terminal.

## [Reports]

Custom reports using Crystal Reports for Visual Basic version 2.0 can be added to the list of reports in the Report Options form. Add the following heading and report information at the end of the initialization file.

**[Reports]**

**Report1=Name of Report,nameorpt.rpt**

Where Name of Report is the name of the report you would like to se displayed in the Report Type drop down list and nameorpt.rpt is the name of the crystal report file.

When Name of Report is selected from the report drop-down list, the report nameorpt.rpt will be generated. The file must be placed in the TransAct installation directory (usually C:\TRANSACT). Subsequent custom reports can be added by inserting additional lines in the initialization file.

**Report2=**

**Report3=**

**etc.**

Major and minor sort controls are disabled when custom reports ar selected. All transaction selection (other then th General Selections for Type and Date Range) and sorting must be handled within the custom report.

### Modifying Standard Reports

Standard reports can be modified to preserve the use of all sorting options. Standard reports are located in the TransAct installation subdirectory (usually C:\TRANSACT). All report files are of the following name typ Gf*.rpt. Below is a list of all standard reports.

| | | |
|---|---|---|
| GFACCT.RPT | GFAGING.RPT | GFBALNCE.RPT |
| GFCAT.RPT | GFCHGDET.RPT | GFCHGSUM.RPT |
| GFCHGTKT.RPT | GFCMMDET.RPT | GFCMMSUM.RPT |
| GFINVOI.RPT | GFPAYDET.RPT | GFPAYTKT.RPT |
| GFPERMIT.RPT | GFPMMDET.RPT | GFPMMSUM.RPT |
| GFTARES.PRT | GFMMDET.PRT | GFMMSUM.RPT |
| GFTONDEL.RPT | GFTONSUM.RPT | GFTONTKT.RPT |

To change one of these reports, use Crystal Reports for Visual Basic version 2.0. When saving the modified report, select 'Save As' from th File pull-down menu and replace the G prefix in the file name to the letter C (i.e. CFACCT.RPT, CFAGING.RPT, etc.). Always preserve the original report file.

The modified report file must be saved in th TransAct installation subdirectory. When a report type is selected, TransAct will search and us the report beginning with the letter C first. If a custom report is not found, it will use the report with the letter G.

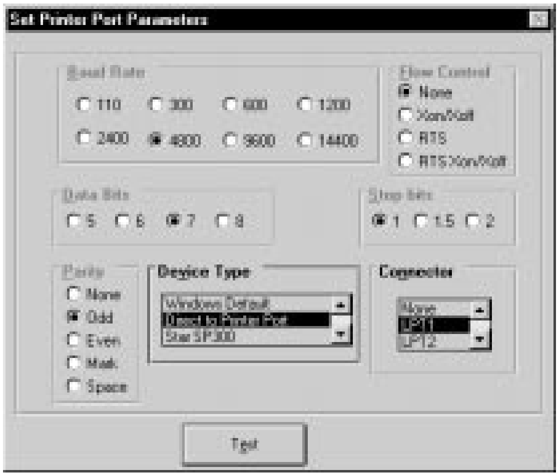
By changing the first letter of the filename, future software upgrades will not erase the changed reports. TransAct will automatically use the modified standard report in place of the distributed standard report.

## Customizing a Ticket

The ticket format file is used by the TransAct 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 95/98/NT or Windows 3.1x) compatible name. The thre character extension must b .GTK in order fo TransAct to recognize th format as a ticket file. The file must also be placed in the same directory TransAct was installed (usually C:\TRANSACT).

Multiple ticket formats can be created. Within th TransAct program, system default ticket is selected (Admin | Preferences | Tickets). Unless otherwise specified, all transaction tickets will print using the default ticket. In the customer account table a different ticket, that will override the system default ticket, can be selected for an individual account. While th transaction is being recorded, a different ticket can be selected for transaction through the Options table.

In order to use printer commands, the printer must be connected to a parallel port LPT1 or LPT2). The printer device type within TransAct must be set to Direct to Printer Port. Select Admin | Preferences | Ticket Printer Port from the TransAct menu bar to setup the printer.




When creating a ticket, five types of fields can be used:

- Static Text
- Database
- Flag Fields
- Printer Commands
- Column Positioning

To accommodate multiple item transactions, the ticket is split into thre sections: header, body and footer. Header lines are printed once before th first transaction item. Body lines are printed once per transaction item. Footer lines are printed once after the last transaction item. Header lines are designated by the letter 'H' in the first character position of the format line. Body lines are designated by the letter 'B' and footer lines by the letter 'F'. Each section letter must be followed by a space.

Any format line without a section identifier is considered a body line.

## Example of a ticket file

```
\\27 24 18\\


H COL0 "Account No.  "[Account]    COL46 "Transaction Information"

H COL0 [Account Name]           COL46 "Ticket Number  " [Ticket Number]
H COL0 [Account Address]         COL46 "Date In        " [Date In
H COL0 [Account Address2]        COL46 "Date Out       " [Date Out]
H COL0 [Account City]", "[Account State]"  "[Account Zip Code]
H
H COL0 "Truck No.:"   COL12 [Truck Number
H
H COL0 "Detailed Transaction Information"
H COL0 "Refuse Code:" COL15 “Rate” COL25 "Gross Weight:" COL40 "Tare Weight :" COL55
"Net Weight  :"
B COL0 [Refuse Code] COL15 [Rate] COL25 [Weight In] COL40 [Weight Out] COL55 [Net Weight]
F
F
F
F COL0 “Total Items” COL12 [Ticket Items] COL 23 “Total Weight: “ [Grand Total Weight]
F COL0 “Total Charge” [Grand Total Charge]
F
F COL0 {Edited "Ticket Edited"}                COL48 [Notes]
F COL0 {Reprint "Reprinted Ticket"}
F COL0 {Keyed Weight "Keyed Weight"}
```

## Printer Command Field

Every printer has its own set of commands. Using these commands can b helpful when printing to a pre-printed form. The TransAct program understands the decimal version of the command when enclosed in doubl back slashes. The first line of the sample ticket is a printer command, \\27 24 18\\. This command initializes the printer and sets the character pitch for an Okidata ML320. Consult the User's Guide of your printer for a list of valid printer commands.

## Static Text Fields

Static text fields are contained in double quotes (“). Any desired text character enclosed in the double quotes, spaces included, will appear on the ticket.

Example: “My Grain Elevator”

Example: “Gross “

Example: “Tare”

Example: “Net”

## Database Fields

Database fields are fields that are stored in the TransAct database. A database field is placed on a ticket by enclosing the field name in brackets ([ ]). The following is a list of database field names that can be used in th ticket format file.

*Table 11. Database Field Names.*

| | |
|---|---|
| User Number | |
| User Login | |
| User Name | |
| Ticket Number | |
| Account | Account number |
| Account Name | |
| Account Contact | |
| Account Address | |
| Account Address2 | |
| Account City | |
| Account State | |
| Account Zip | |
| Hauler Account | Hauler number |
| Hauler Name | |
| | |
| Permit | Permit number |
| Permit Address | |
| Permit Street Address | |
| Permit City | |
| Permit State | |
| Permit Zip | |
| | |

| | |
|---|---|
| Job | Job code |
| Job Tabl | Job description |
| Job P | PO Number for Job |
| Job Instruction1 | |
| Job Instruction2 | |
| Job Instruction3 | |
| Job Instruction4 | |
| Loads | Load count per job item. |
| Ordere | Amount ordered per job item. |
| Delivere | Amount delivered for each item. |
| Remaining | Amount remaining to be delivered per job item. |
| | |
| Tare1 Number<br>Tare2 Number<br>Tare3 Number | Tare1, Tare2 and Tare3 must be replaced with the user assigned names for the tare tables. |
| Tare1 Loads | Load count per truck per item. |
| Tare1 Delivered | Amount delivered per truck per item. |
| Axles | Number of axles. |
| License | Truck license number. |
| | |
| Category1 Code<br>Category1 Description | Category1, Category2, Category3 and Category4 Codes and |
| Category2 Code<br>Category2 Description | Descriptions must be replaced with the user defined names. |
| Category3 Code<br>Category3 Description | Assigned to the category tables. |
| Category4 Code<br>Category4 Description | |

| | |
|---|---|
| Daily Note | Any text entered in the Ticket Note field (Admin \| Preferences \| Tickets) will print on every ticket. |
| | |
| Date In | Date for the weigh in side of transaction. |
| Time In | Time for the weigh in side of transaction. |
| DateTime In | Date and time for weigh in side of transaction. |
| Date Out | Date for the weigh out side of transaction. |
| Time Out | Time for the weigh out side of transaction. |
| DateTime Out | Date and time for weigh out side of transaction. |
| Date Edited | Date transaction was edited. |
| Time Edited | Time transaction was edited. |
| DateTime Edited | Date and time transaction was edited. |
| | |
| Weight In | Weight in - in units displayed on the scale. |
| Weight Out | Weight out - in units displayed on the scale. |
| Gross | The greater of weight in and weight out. |
| Tare | The lesser of weight in and weight out. |
| Net Weight | Net weight - in units displayed on the scale. |

| | |
|---|---|
| Adj Weight | Net weight less any adjustments (see Adjustment1 and Adjustment2). |
| Scale In | |
| Scale Out | |
| | |
| Ticket Weight | Adjusted weight, converted to some other unit (see Units). |
| Adjustment1 | A percentage used to modify (decrease) net weight. |
| Adjustment2 | Another percentage used to modify (decrease) net weight. |
| | |
| Unit | Ticket unit (lb, kg, yard, unit count, ton, metric ton). |
| Unit1<br>Unit2<br>Unit3 | Corresponds for rates 1, 2, and 3. If rate is by ‘Load’, these keywords will print “Load”. Otherwise, ticket UOM will print. |
| Units | Same as Unit except plural. |
| Units1<br>Units2<br>Units3 | Plurals |
| | |
| Added Charge | Additional charge |
| Grand Total Added Charge | Added Charge of Item1 + Added Charge of Item2 + Added Charge of Item3, etc. |
| | |
| Payment | Amount paid |
| Check Number | |
| Rate1 | . |

| | |
|---|---|
| Rate2 | |
| Rate3 | |
| Rate12 | Rate1 + Rate2 |
| Rate13 | Rate1 + Rate3 |
| Rate23 | Rate2 + Rate3 |
| Rate | Total stored in database as a charge per scale unit but adjuste on the ticket to Unit setting. |
| Rate Per Load | The per load rate |
| | |
| Sales Tax1 | Tax rate for tax 1 |
| Sales Tax2 | Tax rate for tax 2 |
| Sales Tax3 | Tax rate for tax 3 |
| Sales Tax12 | Tax 1 rate +Tax 2 rate |
| Sales Tax13 | Tax 1 rate + Tax 3 rate |
| Sales Tax23 | Tax 2 rate + Tax 3 rate |
| Sales Tax | Total of all tax rates |
| Grand Total Sales Tax | Total Tax of Item1 + Total Tax of Item2 + Total Tax of Item3 etc. |
| | |
| Base Charge1 | Net Weight X Rate1 |
| Grand Total Base Charge1 | Item1 + Item2 + Item3, etc. |
| Base Charge2 | Net Weight X Rate2 |
| Grand Total Base Charge2 | Item1 + Item2 + Item3, etc. |
| Base Charge3 | Net Weight X Rate3 |
| Grand Total Base Charge3 | Item1 + Item2 + Item3, etc. |
| Base Charge | Total base charge less taxes |
| Base Charge12 | Base Charge 1 + Base Charge 2 |

| | |
|---|---|
| Base Charge13 | Base Charge 1 + Base Charge 3 |
| Base Charge23 | Base Charge 2 + Base Charge 3 |
| Charge | Total charge |
| Grand Total Base Charge | Item1 + Item2 + Item3, etc. |
| | |
| Discount (%) | A percentage used to modify total charge. |
| Discount Amount ($) | Amount discounted from the total charge. |
| Notes 1<br>Notes 2<br>Notes 3<br>Notes 4 | Ticket notes |
| | |
| Ticket Items | Number of items on the ticket |
| Grand Total Charge | Total of all ticket item charges |
| Grand Total Payment | Total of all ticket item payments |
| Grand Total Weight | Total net weight for all weighted items. |
| Grand Total Units | Total units for all unit count items. |
| Grand Total Yards | Total yards of all yard items. |

Below is an example of how static text and database fields can be used together on a ticket. The example will print ticket number, weight in, dat 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.

*Table 12. Flag Field Conditions*

| | |
|---|---|
| Minimum Charge | A minimum charge has been applied to this transaction |
| Keyed Weigh In | The weight on a Weigh In has been manually entere |
| Keyed Weigh Out | The weight on a weigh-out has been manually entere |
| 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 |
| Edited | The transaction has been edited |
| Reprint | The ticket for this transaction is being reprinted (i.e. from the Quick Scan form) |
| Incoming | This is an incoming transaction (Weigh In > Weigh Out) |
| Outgoing | This is an outgoing transaction (Weigh Out > Weigh In) |

A user defined static text field can be associated with each of thes conditions. A flag field is enclosed in curly brackets ({}). The exampl below assigns the static text, "Keyed", to the Keyed Weigh In flag. This text will be printed on the ticket whenever the Keyed Weigh In flag is set for transaction.

Example: {Keyed Weigh In "Keyed"}

### Unit of Measure

All weights stored in the database are based on the unit of measure the scal indicator is set to (i.e. pounds or kilograms). This weight can be converted using the following keywords ...

- Pounds
- Tons
- Kilograms
- Metric Tons

Place the keyword after the database field within the square brackets.

Example: [Gross Tons], [Weight In Kilograms], [Net Weight Metric Tons]

### Column Positioning

To position database fields, use the COLnn command. Th COLnn command must be followed by a space. When multiple COLnn commands are used in one line, they must be in sequential order.

Example: **Legal:** COL**20** [Account] COL**50** [AccountName]

Example: **Illegal** COL**50** [Account] COL**20** [AccountName]

## Using Microsoft Access

The TransAct database, lmsdata.mdb, is an unencrypted Microsoft Access database. When prompted type GUEST as the Logon Name and Password. The TransAct database is Read-Only. Data can be extracted from Access and used in other applications such as Word for Windows and Excel. Users can generate custom reports by attaching tables from the TransAct databas to a new Access database. Once tables have been attached to a new database, the user can generate custom reports and queries using the data from th TransAct database.

# Networking TransAct

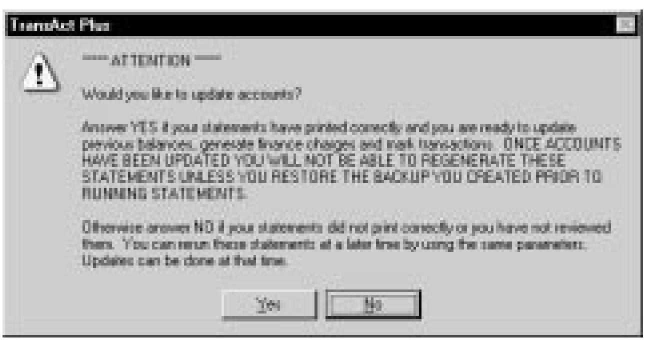
The TransAct database and reports can be placed on a shared network driv for multiple user access. The following sections describe how TransAct will run on a shared network drive, how to setup the network, how to configure each computer accessing the network database and what to do if the network is down.

When sharing the TransAct database on a network, some TransAct processes require exclusive rights to the database (i.e. only one computer can be running TransAct during these processes). These processes includ backup, restore, archive, restore archive, import and export, and statement processing.

## Statement Processing

Statement processing has the potential to update every record in th database, therefore the last step of statement processing must be completed when all other computers have exited the program. Statements can b viewed and printed while other computers are accessing the database. However, the backup process must be skipped since it is an exclusive process as well. After statements have been printed (or are being viewed on the screen) selecting another function within TransAct generates th following message.

*Figure 276. Update Accounts and mark transactions*




This step of statement processing effects all records of the database. All other users must Quit TransAct at this point. This step can be completed later if necessary.

To complete statement processing later, click the No button. Once all other computers have Quit the TransAct program, perform statement processing procedures as you did earlier. DO NOT skip the backup. When viewing th statements on screen, they will be identical to the statements printed earlier. Unless mistakes were found on the original printed statements, they will not need to be reprinted. Move to another function within TransAct and click the Yes button when the above message reappears.

## Record Archiving and Restoring Archives

TransAct will not allow either of these functions to be performed unless the database is in exclusive use. Only one computer can have the databas open at the time of performing a database archive or database archiv restore.

## Error 3167

*The following error occurred while attempting to move to record.*

This error occurs when a user has deleted a record you are trying to mov to when using the navigation buttons. Click OK to clear the message. You will continue to get the message until the table is refreshed. To refresh table, reselect the table.

Example: User A and User B open th Customer Account table at the same time. User A deletes account #16. User B clicks the Next button to move through the table. When User B gets to the point where account #16 use to be, the following message appears.

*Figure 277. Error 3167*


Example: Click OK to clear the message and continue. To avoid getting the message, reselect Admin | Customer Accounts.

## Error 3197

*The following error occurred while attempting to update record.*

This error occurs when the record you are viewing has been updated by another user. In order for you to change the record, click OK to continue. The updated record appears. Enter your changes and click the Save button. This error may be seen when editing any table such as, Customer Accounts, Permits, Categories, etc.

Example: User A is updating addresses for customer accounts and User B is updating zip codes for customer accounts. User A and User B select Account #3 at th same time. User A updates the address and clicks th Save button. User B's screen does not change. User B enters the correct zip code for account #3 and clicks th Save button. An error similar to the following appears.


When User B clears the message (clicks OK), the record is updated with the changes made by User A. User B can continue making changes the zip code for Account #3 and click th Save button.

## Transaction Numbers

When a SITE ID is assigned to a computer, the ID is used as part of the transaction number. Each computer will have its own set of transaction numbers. It is possible for several computers to have the same transaction numbers. The SITE ID will determine which transaction number corresponds to which computer.

## Administrator Functions

Once the database has been setup on the network, the following functions of TransAct can only be performed when the database is open on on computer

- Backup
- Restore
- Impor
- Export
- Archive
- Statements

Set all other computers to the TransAct About screen or quit the program.

# Installing TransAct on a Network

The TransAct database and reports can be placed on a shared network driv for multiple user access. TransAct must be installed on each computer and assigned a unique SITE ID in the transact.ini file.

To setup TransAct for shared network access, it is assumed the user has some knowledge about their network. The basic steps involved are listed below. The process to complete each step may vary from one network operating system to another (i.e. Novell, Banyon etc.). If you are unfamiliar with your network setup, work with your network coordinator to complet the following steps.

### Example 1: New TransAct Installation

Use the following steps if TransAct is being installed for the first time.

4. Create a TRANSACT subdirectory on the file server.
5. Make sure every user who will be accessing the TransAct database from the server has been given rights to the new subdirectory.
6. Install TransAct on one computer. After installation, run TransAct and setup an empty database. Quit TransAct and copy the following files from the local hard of the computer to the network drive.
    - lmsdata.mdb
    - template.mdb
    - *.rpt (all .rpt files)

7. Use any windows editor, such as Notepad, to edit the C:\WINDOWS\TRANSACT.INI file. Add the following lines to the end of the [TransAct] section.

[TransAct]

DBDir=*network path to TransAct subdirectory*

(On a Novell server the path could b F:\TRANSACT)

SITE=*This must be a unique alpha/numeric character for each computer accessing the database on the network*.

8. Run TransAct on the first computer and verify network access.

HINT Select Admin | Utilities | Backup, the default drive should b pointing to the TransAct subdirectory on the network.

9. Install TransAct on the other computers. Run TransAct and create an empty database when prompted.

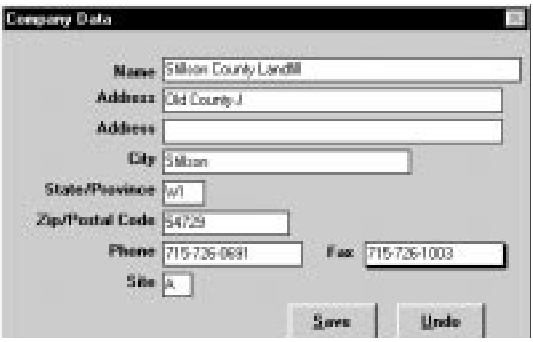
10. Edit the C:\WINDOWS\TRANSACT.INI file on each computer. With the exception of the SITE ID, make sure the transact.ini file on each computer is the same.

HINT Once the transact.ini has been configured to meet your needs (categories, tare names etc.) copy the file to the TRANSACT subdirectory on the network. Copy the file from the network to the C:\WINDOWS subdirectory on each computer using TransAct. Edit C:\WINDOWS\TRANSACT.INI and change th SITE= number.

11. TransAct must be restarted in order for the new changes in the transact.ini file to take effect.

NOTE: The SITE ID can also be set within the TransAct Company Data window. Select Admin | Preferences | Company Data to open th Company Data window. Enter the SITE ID in the SITE box.

*Figure 278. Entering a SITE ID*




### Example 2: Moving TransAct from a standalone computer to the network

Use these steps to move the TransAct database and reports from standalone computer to the network.

1. Create a TRANSACT subdirectory on the file server.
2. Make sure every user who will be accessing the TransAct database has been given rights to the new subdirectory.
3. Copy the following files from the computer you have been using to setup your database and reports to the TRANSACT subdirectory on the file server.
   - lmsdata.mdb
   - template.mdb
   - *.rpt (all .rpt files)
4. Use any windows editor, such as Notepad to edit the C:\WINDOWS\TRANSACT.INI file. Add the following lines to the end of the [TransAct] section.
   [TransAct]

   DBDir=*network path to TransAct subdirectory*

   (On a Novell server the path could b F:\TRANSACT)

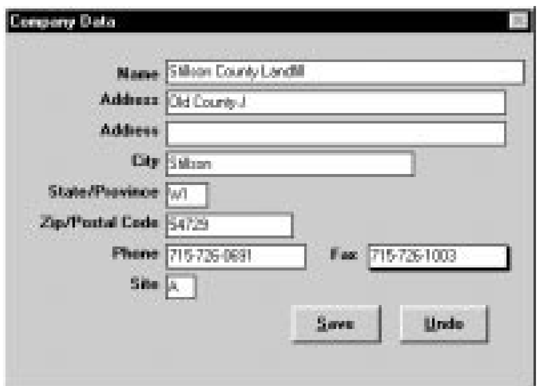
   SITE=*This must be a unique alpha/numeric character for each computer accessing the database on the network*.
5. Edit the C:\WINDOWS\TRANSACT.INI file on each computer. With the exception of the SITE ID, make sure the transact.ini file on each computer is the same.

HINT Once the transact.ini has been configured to meet your needs (categories, tare names etc.) copy the file to the TRANSACT subdirectory on the network. Copy the file from the network to the C:\WINDOWS subdirectory on each computer using TransAct. Edit C:\WINDOWS\TRANSACT.INI and change th SITE= number.

6. TransAct must be restarted in order for the new changes in the transact.ini file to take effect.

NOTE: The SITE ID can also be set within the TransAct Company Data window. Select Admin | Preferences | Company Data to open th Company Data window. Enter the SITE ID in the SITE box.

*Figure 279. Entering a SITE ID*




## Network Down-Time

It is important to create a backup plan in the unlikely event the network goes down. Below are some examples you can review to help you develop a backup plan that works for your company.

In the unlikely event the network goes down, it is recommended that a copy of the database be stored on the local hard drive of each computer. The local copy of the database should be replaced whenever the database is changed (i.e. customer information, rates, job table, etc.). The TransAct backup utilities can be used to "copy" the database to the local hard drive. Select Admin | Utilities | Backup. Select drive C and the TRANSACT subdirectory. Enter a meaningful filename (no longer than eight (8) characters) and click the backup button. This will ensure the most current changes to the databas are available for use if the network is down.

### Example 1: When the network has crashed, but the down-time will be brief.

Your backup plan may be as simple as handwriting tickets and entering th tickets at a later time when the network is backup on-line.

This is generally the solution when network down-time is very brief, from a few minutes to an hour or so.

### Example 2: When the network has crashed and down-time will be longer than a few hours and *one* computer will be recording transactions.

If the network is going to be down for several hours or days, TransAct can be used locally on the computer connected to the scale. When the network is back on-line, transactions can be exported from the computer and imported to the shared network database. Steps are included for editing th ticket number to preserve ticket number sequencing. This will be important when the network is back on-line and transactions are imported.

Quit TransAct and edit the C:\WINDOWS\TRANSACT.INI file of the computer recording transactions. This will normally be the computer connected to the scale. Type REM (space) in front of the following line from th [TransAct] section. REM stands for remark and prevents the line from executing.

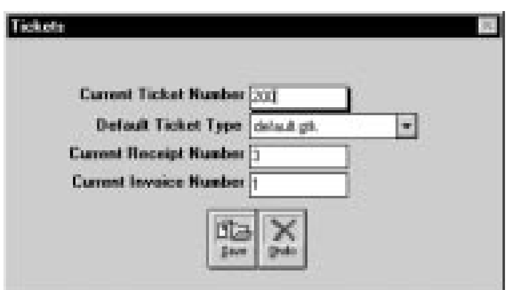
[TransAct]

REM DBDir=*network path to TransAct subdirectory*

Restart TransAct. If backups to the local drive have been done periodically, restore the most current backup to get the current customer accounts, rat tables, etc.

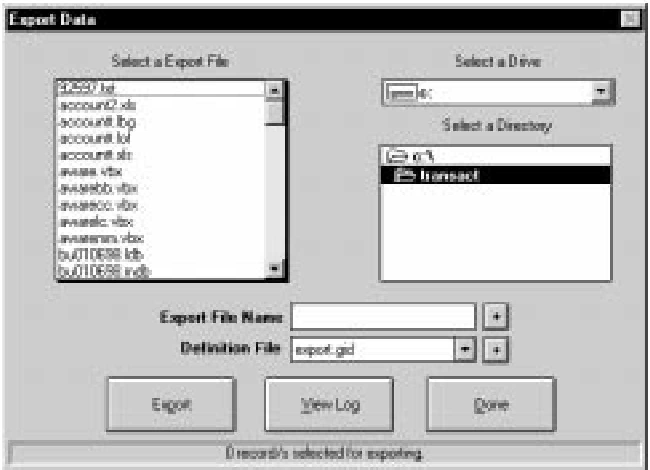
To avoid ticket numbers being changed when transactions are imported into the network database, select Admin | Preferences | Tickets and enter the next ticket number in the Current Ticket box. If the last transaction ticket was 200, enter 201 as the current ticket number.

*Figure 280. Changing Current Ticket Number*




When the network is back on-line, backup the local database. Export all transactions created during network down time. Use the TransAct export features found in Admin | Utilities | Export. Set the criteria so all transactions during the network down time will be exported and click the Export button. Select a drive where the file should be stored, the name of the file and th export definition file to use.

*Figure 281. Export Data*



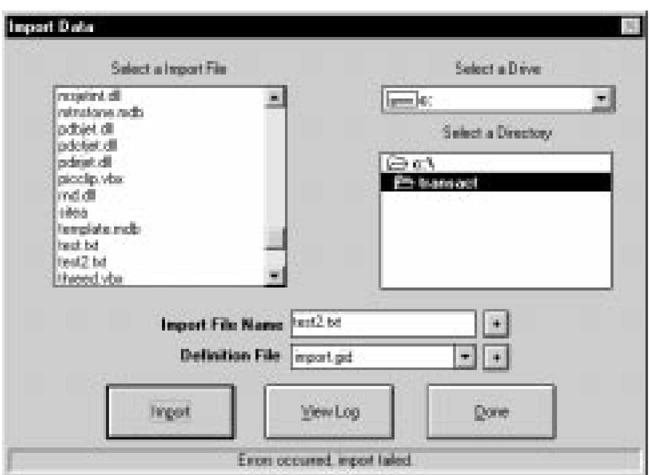

Quit TransAct and edit the C:\WINDOWS\TRANSACT.INI file. Remove th REM (space) from in front of the following line to restore the network connection:

[TransAct]

DBDir=*network path to TransAct subdirectory*

Restart TransAct and verify you are using the network database. Check th current ticket number or run Quick Scan. Use the TransAct Import functions to import the transactions from the export file you just created.

*Figure 282. Import Data*




NOTE: When importing transactions, you do not have to select any criteria. Go directly to Importing.

When transactions are imported into the network database, the transactions will be appended to the last transaction in the database. If the current ticket number was entered correctly, the ticket numbers should match after th data has been imported.

### Example 3: When the network has crashed and down-time will be longer than a few hours and *more than one* computer will be recording transactions.

If the network is going to be down for several hours or days, TransAct can be used locally on each computer. When the network is back on-line, transactions can be exported from all computers and imported to the shared network database. Steps are included for editing the ticket number to preserve ticket number sequencing. This will be important when the network is back on-line and transactions are imported.

Quit TransAct and edit the C:\WINDOWS\TRANSACT.INI file on each computer recording transactions. Type REM (space) in front of th following line from the [TransAct] section.

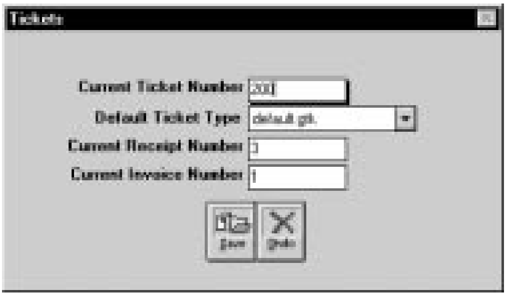
[TransAct]

REM DBDir=*network path to TransAct subdirectory*

Restart TransAct. If backups to the local drive have been done periodically, restore the most current backup to get the current customer accounts, rat tables, etc.

To avoid ticket numbers being changed when transactions are imported into the network database, select Admin | Preferences | Tickets and enter the next ticket number in the Current Ticket box. If the last transaction ticket was 200, enter 201 as the current ticket number. More than likely, each computer will have a different transaction ticket number.

*Figure 283. Changing Current Ticket Number*

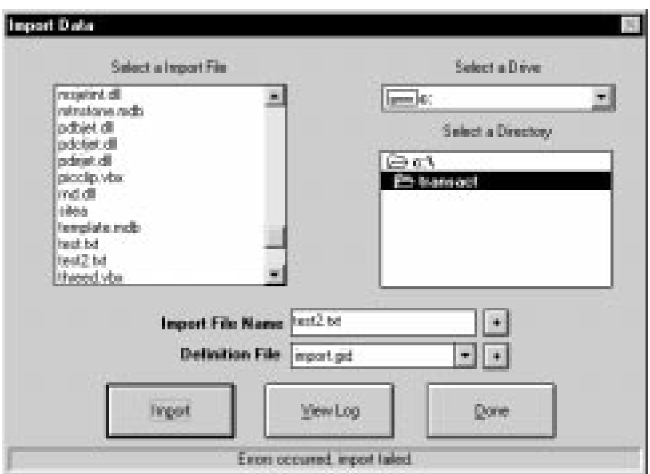



When the network is brought back on-line, the following must be done on each computer that was recording transactions while the network was down. Backup the local database on each computer. Export all transactions created during network down-time. Use the TransAct export features found in Admin | Utilities | Export. Set the criteria so all transactions during the network down time will be exported and click the Export button.

*Figure 284. Export Data*


Select a drive where the file should be stored, the name of the file and th export definition file to use.

*Figure 285. Import Data*




Quit TransAct and edit the C:\WINDOWS\TRANSACT.INI file. Remove th REM (space) from in front of the following line to restore the network connection.

[TransAct]

DBDir=*network path to TransAct subdirectory*

Restart TransAct and verify you are using the network database. Check th current ticket number or run Quick Scan. Use the TransAct import functions to import the transactions from the export file you just created.

NOTE: When importing transactions, you do not have to select any criteria. Go directly to Importing.

When transactions are imported into the network database, the transactions will be appended to the last transaction in the database. If the current ticket number was entered correctly, the ticket numbers should still match after the data has been imported.

NOTE: Remember, importing requires exclusive rights to th database. Only one computer can use the network database at one time. Quit TransAct on each computer once the data has been imported to the network database. Once importing has been completed on each computer, all computers can start using the network database again.

### Example 4: When network down-time is scheduled and only *one* computer will be recording transactions.

If network down time has been scheduled, backup the database to the local hard drive of the computer that will be recording transactions. Quit TransAct and edit th C:\WINDOWS\TRANSACT.INI file. Type REM (space) in front of the following line from the [TransAct] section.

[TransAct]

REM DBDir=*network path to TransAct subdirectory*

Once the changes have been made to the transact.ini file and TransAct has been restarted, restore the backup and continue where you left off.

When the network is available again, backup the database to the local hard drive. Quit TransAct and edit th C:\WINDOWS\TRANSACT.INI file. Delet REM (space) in front of the following line from the [TransAct] section.

[TransAct]

DBDir=*network path to TransAct subdirectory*

Restart TransAct. Check to make sure you are using the network database. Check the ticket number or use quick scan. To restore the database on th local hard drive, run the Restore utility under Admin | Utilities and select th file you just backed up to the local hard drive C:).

Check the ticket number or use quick scan to verify the database was restored.

Example 5: When network down time is scheduled and *more than one* computer will be recording transactions.

If the network is going to be down for several hours or days, TransAct can be used locally on each computer. When the network is back on-line, transactions can be exported from all computers and imported to the shared network database. Steps are included for editing the ticket number to preserve ticket number sequencing. This will be important when the network is back on-line and transactions are imported.

Use the Backup utilities of TransAct to backup the network database to th local hard drive of each computer.

NOTE: The backup utility requires exclusive rights. Make sure all other computers are set to the About screen or have Quit TransAct.

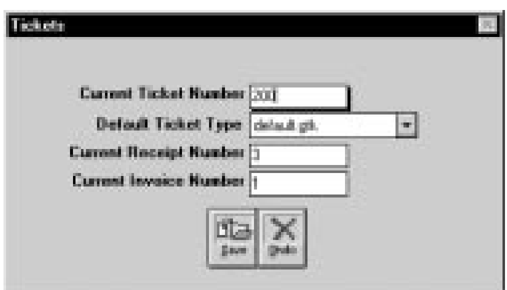
Quit TransAct and edit the C:\WINDOWS\TRANSACT.INI file on each computer recording transactions. Type REM (space) in front of th following line from the [TransAct] section.

[TransAct]

REM DBDir=*network path to TransAct subdirectory*

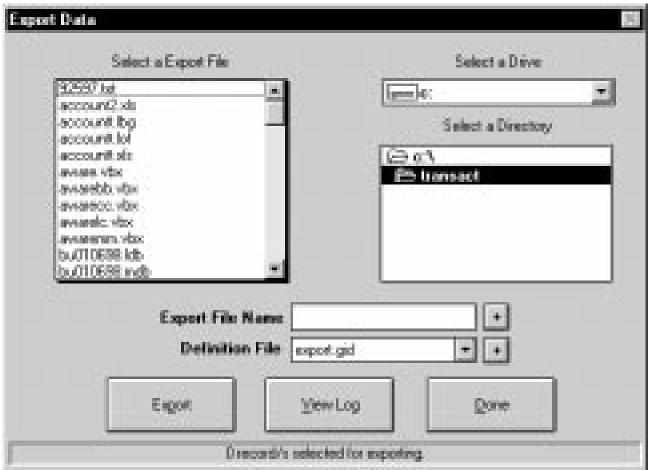
Restart TransAct. Everything should be the same as it was before th network was taken off-line. Verify the correct ticket number by selecting Admin | Preferences | Tickets.

*Figure 286. Checking the Current Ticket Number*



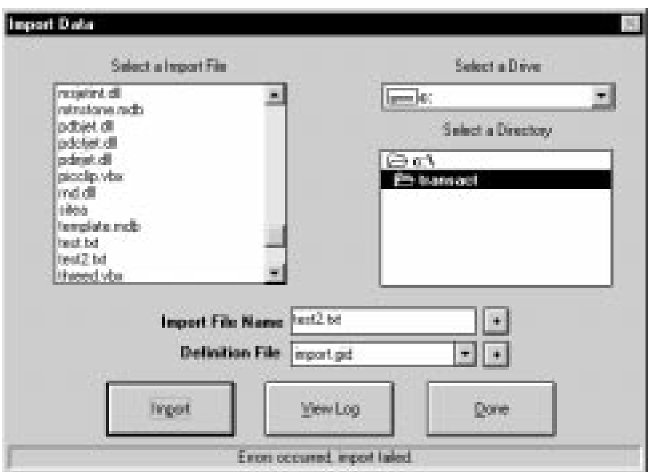

When the network is brought back on-line, the following steps must b performed on each computer that was recording transactions while th network was down. Backup the local database on each computer. Export all transactions created during network down time. Use the TransAct export features found in Admin | Utilities | Export. Set the criteria so all transactions during the network down time will be exported and click the Export button.

*Figure 287. Export Data*




Select a drive where the file should be stored, the name of the file, and th export definition file to use.

*Figure 288. Import Data*




Quit TransAct and edit the C:\WINDOWS\TRANSACT.INI file. Remove th REM (space) from in front of the following line to restore the network connection.

[TransAct]

DBDir=*network path to TransAct subdirectory*

Restart TransAct and verify you are using the network database. Check th current ticket number or run Quick Scan. Use the TransAct import functions to import the transactions from the export file you just created.

NOTE: When importing transactions, be certain to select a date rang in the Select Criteria that will include the dates of th transactions you are importing.

When transactions are imported into the network database, the transactions will be appended to the last transaction in the database. If the current ticket number was entered correctly, the ticket numbers should still match after the data has been imported.

NOTE: Remember, importing requires exclusive rights to th database. Only one computer can use the network database at one time. Quit TransAct on each computer once the data has been imported to the network database. Once importing has been completed on each computer, all computers can start using the network database again.

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As a new support program for valued customers, Rice Lake Weighing Systems now offers field software support if you need additional technical assistance. Our direct Service Hotline provides access to our softwar support staff, and includes a charge for extended software support. This support should be used for specific technical and configuration assistance.

Before calling Rice Lake Weighing Systems, refer to your softwar Installation/Operation manual to:

1. Determine if your system meets the stated minimum hardwar requirements.
2. Determine if the product has been correctly installed on your PC.
3. Review troubleshooting tips.

If you still have problems after thoroughly reviewing the documentation, follow these steps:

1. Locate your customer number and the serial number of the softwar product.
2. Call our direct access Service Hotline at 715-234-9171 and request software assistance. Software programming support is billed at $115.00 list per hour with a minimum service charge of $20.00 per call.

NOTE: Warranty support will be provided at no charge for diskette or program software defects.

3. A technician will assist you with the configuration particulars and invoice you for the time utilized. For your records, software support technicians will be online with our computer database to fully describe the service provided and time billed.

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