

# TransAct® 3.5

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*Scale Data Management Program*

## Installation & Operation Guide



**RICE LAKE WEIGHING SYSTEMS**  
Industrial Solutions on a Global Scale®



50270

# **An Operators Reference to TransAct**

**The Technical Guide to Planning,**

**Installing, Configuring,**

**and Using TransAct**

**in Your Organization**

**Published by**

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Information in this document is current to revision 3.5.14 of the TransAct software and is subject to change without notice.

# Backup! Backup! Backup!

It is strongly recommended that a backup of Interact is completed DAILY. Since a computer hard drive is one of the most common components to fail, a daily backup to another type of media should always be performed.

Our software products provide a utility for “backing up” the database. The database can be backed up from within our software. When using a tape backup, the database should be backed up to the local hard drive before running the tape backup utility.

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

The Iomega Zip drive is preferred over tape drive 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. Zip drives are available as an external unit which plugs into your computers parallel port or as an internal unit.

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

**Tape Drive** - When using a tape backup system, always run the backup utility provided within our software products to backup the database to the 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 tape backup normally provides a utility for setting up an automatic backup schedule.

**NOTE:** Automatic backup schedulers are nice tools. Some users have 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 automatic 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. Again use more than one tape and implement a rotation schedule.

See page 54, Creating a Backup File, for detailed instructions and examples.



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# Welcome

Welcome, and thank you for purchasing TransAct<sup>®</sup>. 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 and Summary Report Generation by Criteria Selection
- Three User Definable Tare Weights
- Direct Scale Interface - One or Two Scales
- Direct Interface to Ticket, Tape, Dot Matrix, and Laser Printers
- Detailed Customer Statements (TransAct Plus)
- Customer Payment and Itemized Payment Tracking



## Getting Started

---

TransAct requires the following hardware and software:

- A 200+ Pentium compatible processor
- At least 64MB of RAM
- A fixed hard disk with a minimum of 3 MB of available disk space to install the program files (additional space will be required as the database grows)
- VGA, SVGA, or greater resolution monitor set to 800 x 600 screen area
- Microsoft compatible mouse
- Microsoft Windows 95/98/NT/2000/XP (TransAct will run on ME, but is not supported)

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



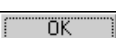
### Installing TransAct

Insert the TransAct for Windows CD-ROM.


The installation Welcome screen appears.

*Figure 1. Installation Welcome Window*



**NOTE:** If setup fails to start automatically, select  Start from the desktop. Select  Run from the Start menu. In the Open field, type **d:\setup** (replace **d** with the correct drive letter for your CD-ROM drive). Click  OK to start the installation program.

Click the  **Next** button to continue.


Click the  **Yes** button to agree to the License Agreement.

The User Information screen appears. Enter a **Name** in the field provided. Enter a Company if desired.

*Figure 2. User Information Window*



Click the  **Next** button to continue.

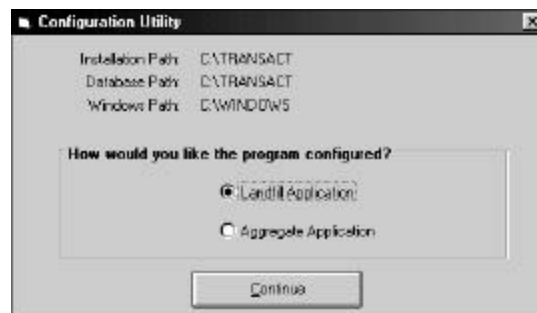
The directory where TransAct will be installed is displayed (C:\TRANSACT). If TransAct was previously installed to another drive or directory, click the Browse button to change the destination directory. Click the  **Next** button to continue.

Click the  **Next** button to use TransAct as the program folder name.

Review the current settings. Click the  **Next** button to start installation.


A final question appears addressing the configuration of TransAct. For new installs, select the configuration that most closely matches your business.

*Figure 3. Configuration Selection Window*



- **Solid Waste** provides category tables for **Material** and **Area**.
- **Aggregate** provides a category table **Material**.

**NOTE:** Categories can be added and changed after installation.


Click the  **Continue** button to continue. It is not necessary to select a configuration option when upgrading to a new revision.

Click the  **Finish** button to complete installation.

Remove the CD-ROM from the CD-ROM drive. Start TransAct and follow the instructions on the screen.

## Starting the Program for the First Time

To finish installing TransAct, follow the instructions to register the software, accept the license agreement, and install a sample or empty database.

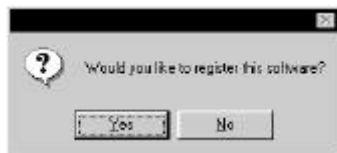
To start TransAct, double-click the  TransAct program icon from the TransAct program group. The following message appears.

*Figure 4. No Software Key*



To continue, click **OK**. The following registration message appears. to register the software, contact your TransAct provider.

*Figure 5. Registering the Software*




To register the software, click **Yes**. To run TransAct in Demo mode, click **No**.

View and accept the license agreement, once the software has been registered.

*Figure 6. View License Agreement*



To view the license agreement, click the  **View Agreement** button. TransAct automatically opens the Microsoft **Write** application and displays the license agreement. A reminder appears to exit **Write** once the license agreement has been read. To continue, click **OK**. After reading the agreement, select **File | Exit** to close Microsoft **Write**.

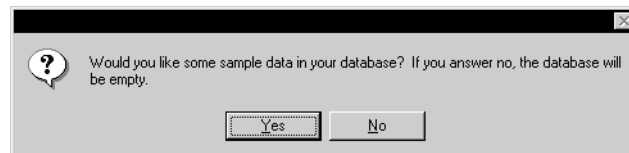
To continue, click the  **Accept Agreement** button. After accepting the license agreement, the following prompt appears.

*Figure 7. Creating a database*



To build a database, click the **Start Build** button. The following message requires a decision. Read the message carefully before continuing.

*Figure 8. Setting up a sample database*



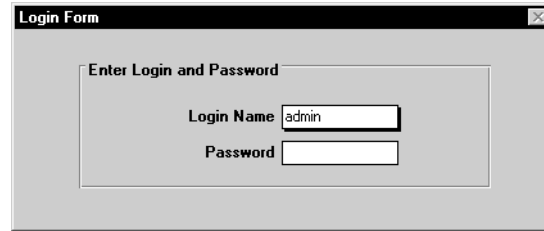
**NOTE:** When setting up actual company data, click the **No** button to install an empty database.

To install an empty database, click **No**.

To install a sample database, click **Yes**. A sample database is useful to help users become familiar with entering information into TransAct. If you have never used TransAct, installing a sample database is recommended.

The message, “**Database Conversion Successful**”, appears. To continue, click **OK**. The TransAct login screen appears.

Figure 9. Login into TransAct




The screenshot shows a window titled "Login Form" with a gray background. Inside the window, there is a rectangular box with the text "Enter Login and Password" at the top. Below this text, there are two input fields. The first is labeled "Login Name" and contains the text "admin". The second is labeled "Password" and is empty.

Type **'Admin'** in the **Login Name** box and press **Enter** or **TAB** twice. No password is initially defined.

**NOTE:** When TransAct is running, a key will appear in the Windows System Tray. The key represents the Key Server program and continually checks for the a valid TransAct license. If this application is terminated, TransAct will run in Demo mode. To restart the Key Server application, Quit and restart TransAct.

## Quitting the Program

To quit TransAct, click the  **Quit** button.

## The TRANSACT.INI File

During installation, **Setup** creates the **TRANSACT.ini** file located in the windows directory. This file contains default information, ticket file 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 of the **TRANSACT.INI** file. If this file is deleted or moved to another directory, TransAct will *not* run!

## Database Recovery and Restoration

---

If TransAct is not exited properly, due to a power outage or system error, the database may become damaged. The next time TransAct is started, it automatically checks the database and repairs it. The following message appears.

**NOTE:** In rare instances, the TransAct database may become unrepairable. Therefore, make sure to **run your backups on a daily basis**.

*Figure 10. Database Recovery*



Click the **Repair** button to have TransAct check the database and make any necessary repairs.

Click the **Skip Repair** button when the database is shared on a network and the database is already in use on another computer.

TransAct displays a message while the database is being repaired. **Do not use your computer while the database repair is running**. A message will appear to confirm a successful database repair.

Click the **Done** button to continue. Review the repaired database. If it is not correct, you may wish to restore your last backup.

When the database repair is not successful, restore the most current backup. TransAct will step through these procedures. Contact your TransAct dealer with any other questions concerning database repair.

## Uninstall/Reinstall

---

### Uninstall

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

Uninstall does not remove the directory name or any database information in the directory. Use **File Manager** or **My Computer** to completely delete the TransAct subdirectory.

**NOTE:** The TransAct uninstall routine does not remove the following line from the system.ini file. If an error message occurs during boot-up, remove this line from the [386Enh] section of the system.ini file using any text editor.

- `device=C:\TRANSACT\mnxx.386`

### Reinstalling TransAct to create an empty database

To create an empty database before entering real time company data, TransAct should first be uninstalled. To uninstall TransAct, click the **Uninstall** icon in the TransAct program group. TransAct will be deleted from the hard drive and system file changes will be restored.

Uninstall does not remove the directory name or any database information in the directory. Use **File Manager** or **My Computer** to delete the TransAct directory.

Refer to “Installing TransAct” on page 18 to reinstall TransAct.

## Using TransAct


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### 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.

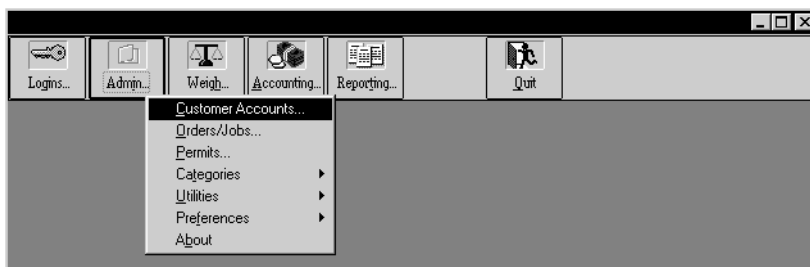
Producing a pull-down menu and selecting commands can be done using the mouse or keyboard.

#### With the Mouse

Point to one of the icons in the menu bar and click the mouse button (e.g.  **Admin**).

A menu drops down and stays open until a command is selected (e.g. **Customer Accounts**). Move the mouse pointer until the desired command is selected. Click the mouse to execute the command.

*Figure 11. Selecting from the pull-down menus*



Menu items with an arrow contain submenus. Select a submenu the same way.

*Figure 12. Selecting a submenu*



The **Weigh** and **Quit** buttons do not contain menus. The **Weigh** button opens the **Weigh** form and the **Quit** button exits the TransAct application.



**NOTE:** The following format will be used throughout this manual to indicate the selection of a menu and submenu: **Admin | Preferences | Ticket Printer Port**. This example corresponds to the above picture.

### With the Keyboard

Press and hold the **ALT** key on the keyboard 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 key*. Each command has an underlined hot key. While holding the **ALT** key, press the underlined letter to display the pull-down menu. For example, to access the Admin pull-down menu using the keyboard, press ALT 'i'. To select one of the commands, release the ALT key and press the underlined letter from the list or use the **UP** and **DOWN** arrow keys and press **Enter**.

### Closing a Menu

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

### Using Dialog Boxes (Windows and Tables)

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

Dialog box windows are often separated into groups. Current options are highlighted or have a dotted rectangle around them. There are two ways to move from one option to another.

**Mouse:** Click the option or group.

**Keyboard:** To move from one option to the next or move to a different option group, press the **TAB** key.

To move the opposite direction, hold down **Shift** and press **TAB**.

To move between options within a group, use the arrow keys.










Press **ALT** plus the underlined letter in the option name.

## TransAct Buttons

### Navigation Buttons

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

*Table 1. Function Buttons:*

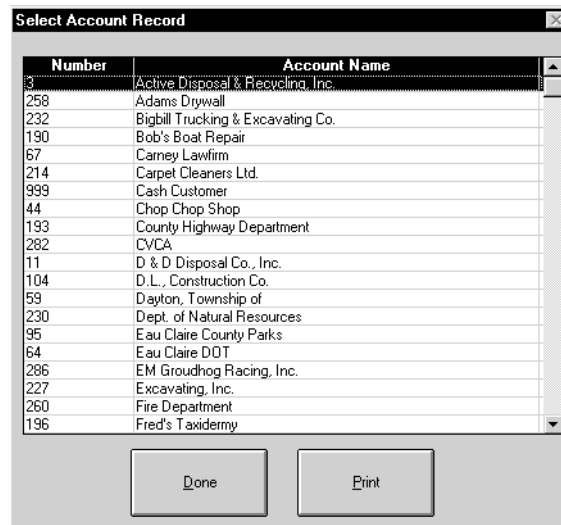
	<b>Save</b> changes to an existing table.		Create a <b>New</b> table entry
	Display the <b>First</b> item in the table.		<b>Undo</b> any unsaved changes to the item.
	Display the <b>Previous</b> item.		<b>Delete</b> the item from the table.
	Display the <b>Next</b> item.		<b>Find</b> shows a listing of all items. Click the item to select (see <a href="#">Figure 13</a> ).
	Display the <b>Last</b> item.		

These buttons will be found at the bottom of all tables.

### Find Button

The **Find** button opens a window containing a list of items in the table.

*Figure 13. The Find Button*



To select an item from the list, click the desired item..

To print the entire list currently in view, click the **Print** button.

**NOTE:** To print a detailed listing of a table, select **Reporting | Reports**. Find the desired table *Listing* from the **Report Type** drop-down list and print the report.

To return to the table, click the **Done** button.

**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**.

#### F11 Sort Order Hot Key - Changing sort between Code and Description

When in the **Weigh** form, pressing the **F11** key on the keyboard will automatically change the sort order of the list between **By Code** and **By Description**. In order to change the sort order from any other form, the F11 key must be pressed before the list is opened. Once a list is open, it must be closed first.



To quickly scan through a list, start typing the code when **Sort Order = Code**, or the first few characters of the description, when **Sort Order = Description**.

All TransAct codes are alpha-numeric fields. In order to have a list sorted numerically, make sure all codes are the same length with leading zeros. The example below shows the difference.

*Table 2. Table Sorts*



1	001
10	<b>002</b>
11	<b>003</b>
12	<b>004</b>
100	005
2	006
20	007
21	008
22	009
3	010
30	011
31	012
32	013

## Calendar Button

All date fields have an available calendar button . To open the calendar control, click the calendar button.

*Figure 14. Calendar*



To select a different month or year, click the arrows to the left  and right  of the month and year labels. Select the day by clicking the numbers displayed in the calendar. To accept the new date and close the calendar control, click **OK**. To close the calendar control and not accept changes, click **Cancel**, the date will will not be changed.

To enter a date using the keyboard, select the date field. When typing directly into a date field, use the forward slash "/" between the day/month/year (e.g. 03/11/2002).

## Filenames

Filenames used within TransAct cannot be longer than eight (8) characters long and cannot contain any spaces. They may contain letters and numbers. A user creates filenames during backup, archive, import/export, ticket file creation, batch file creation, etc.



# 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.

## Login accounts

---

### User Accounts

To setup user logins, select **Logins | Edit Login Accounts** from the main menu. The **User Table** appears.

*Figure 15. Login User Table*

User logins consist of a login name, optional password, 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 case sensitive.

**Example:** If the **Login Name** is **Admin**, with a capital **A**, the user does not have to type “**Admin**” when logging into the system. They can type “**admin**”, with a lower-case **A**, and still log onto the system using the **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 (8) 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

To display a drop-down list of valid security levels, click the arrow next to the **Security Level** option. TransAct provides four different levels of security.

Figure 16. Security Levels

The screenshot shows a window titled "User Table" with a "Login Information" section. The "Login Name" field contains "admin" and the "Password" field is empty. The "Security Level" dropdown menu is open, showing a list of security levels with their corresponding codes and descriptions. The "Real Name" field is empty. At the bottom of the form, there are several buttons: Save, First, Prev, Next, Last, New, Undo, Delete, and Find.

Code	Description
0	Guest (read only)
1	Operator (read tables, add transactions)
2	Supervisor (update tables, add transactions)
3	Administrator (update everything)

**Level 3** is the **Administrator** level. Only the administrator can add or delete users and reset passwords. TransAct installs an “admin” login assigned to the administrator level that is not password protected. Since the administrator level has access to everything, it should be password protected. After installation, use the **User Table** to assign a password to the admin user.

**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. Only the administrator level is allowed to change the **Next Ticket**, **Next Receipt**, and **Next Statement** numbers.

**Level 1** is the **Operator** level. The operator is given access to read all tables but is not allowed to modify information in the tables. From the **Weigh** form, an operator can update and add tares using the weight on the scale, they are not permitted to modify tare weights by typing in a value. The operator level also allows an operator to view **Quick Scan** results, run reports, and perform the backup and restore **Utilities**.

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

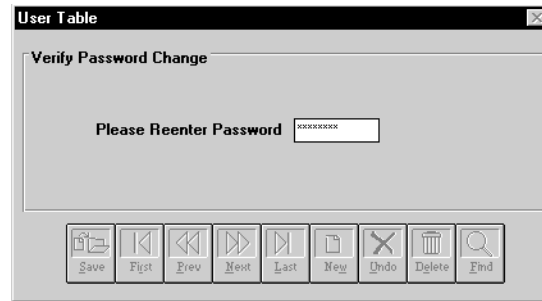
## Real Name

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

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



Figure 17. Password Verification



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

If password verification is incorrect, a failure message appears. Click **OK** to continue and retype the password.

If password verification is correct, a successful message appears. Click **OK** to continue.


## Logging in as Another User

To log into TransAct as another user, select **Logins | Logout** from the main menu. The **TransAct Login Form** appears. The current user is automatically logged out of TransAct. The new user can now log into 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 orders/job table information
- create permits
- build category tables
- backup, restore, archive, import, and export database 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 the version of TransAct you are using, certain features may be disabled. TransAct Plus has all features enabled.

## Customer Accounts

---

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

**NOTE:** **Hauler** and **Bill-To** accounts are setup in the **Customer Account Table**. During the weighing process, hauler accounts and bill-to accounts are selected from this list. The **Hauler** category (**Admin | Categories | Hauler**) setup when a sample database was installed was designed to help categorize different types of haulers for reporting purposes.

To create or edit customer accounts, select **Admin | Customer Accounts** from the main menu. The **Customer Account Table** window and **Customer General Info** form appears.

The first customer account in the table is listed. If there are no customers, the **Customer General Info** form will show a customer number of zero (0) and blank **Name** field. Begin entering customer accounts at this point.

Figure 18. Customer General Info

The screenshot shows a window titled "Customer Account Table" with a "Customer General Info" form. The form has the following fields and values:

- Customer Number: 11
- Name: D & D Disposal Co., Inc.
- Contact Name: (empty)
- Address: 300 Water Street
- Address: (empty)
- City: Chippewa Falls
- State/Province: WI
- Zip/Postal Code: 54729
- Phone: (empty)
- Fax: (empty)
- Ticket Type: default.gtk
- Default Material: 1 Solid Waste
- Default Area: 10 Chippewa Falls
- Default Rate Table: 1 Default Rates

Buttons at the bottom of the form include: Accounting Info..., Truck..., Containers..., and Pup Trailer... Below the form is a toolbar with icons for New, Edit, Print, Find, and other standard database operations.

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**. The **Customer Number** cannot be larger than ten alpha-numeric characters. The **Name** cannot be longer than 40 alpha-numeric characters.

**Contact Name, Address, Address, City, State, Zip, Phone, and Fax** information may be entered for the customer, but is not required. This information can be printed on tickets and will be printed on statement/invoices and certain reports.

## Default Categories

When creating customer accounts, default items may be set for each category. Default category items are intended to simplify weigh form processing by eliminating the need to select category items every time a customer account is selected.

**NOTE:** Using default category items will affect unattended systems. Additional documentation has been created to better explain unattended features. Please contact your TransAct representative to obtain this information.

To select a category item other than **None**, click the arrow to display a category drop-down list. Select the item that will be used as the default for the selected customer account. Default items will be used, unless changed by the operator, when transactions are created in the weigh form.

*Figure 19. Selecting Default Categories*

The screenshot shows a window titled "Customer Account Table" with a "Customer General Info" section. The "Default Material" dropdown menu is open, displaying a list of material categories. The "Default Area" and "Default Rate Table" sections are also visible.

Code	Description
1	Solid Waste
2	Construction and Demo
3	Appliances
4	Tires
5	Pallets/Brush & Logs
6	Woodchips (Clean)
7	Treated Soil
8	Contaminated Soil

Customer General Info  
 Customer Number: 11 Name: D & D Disposal Co., Inc.  
 Contact Name: \_\_\_\_\_  
 Address: 300 Water Street  
 Address: \_\_\_\_\_  
 City: Chippewa Falls State/Province: WI  
 Zip/Postal Code: 54729 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Ticket Type: default.gtk  
 Default Material: 1 Solid Waste  
 Default Area: \_\_\_\_\_  
 Default Rate Table: \_\_\_\_\_  
 Accounting Info...

## Accounting Info...

The **Accounting Info ...** **Accounting Info** button displays the **Customer Accounting Info** form.

Figure 20. Customer Accounting Info

**Customer Account Table**

Customer Accounting Info

11 D & D Disposal Co., Inc.

Receivables Payables

Previous Balance \$5,780.17

Current Balance \$10,075.44

Last Transaction 7/29/1999 01:23:01 PM

Discount Rate 0.00 %

Finance Charge 0.000 %

State Tax 5.000 %

County Tax 0.750 %

Account Revoked

Tax Exempt

Cash Only

Not Billed

Credit Limit \$0.00

Enable Credit Limit Check

General Info ...

Save Print Previous Next Last Help Undo Delete Print

This form allows the user to adjust previous and current balances, establish a credit limit, and enable TransAct to check a credit limit during a transaction. It also allows the user to setup an account as revoked, tax exempt, cash only, and not billed.

When an account is revoked, TransAct prompts the user and the transaction cannot be completed. Special discounts, finance charges, and taxes can be applied. These values will be used instead of system defaults when the field contains a value greater than 0.00.

To use the credit limit feature, enter a dollar amount in the **Credit Limit** box and place an 'X' in the check box to the right of **Enable Credit Limit Check**. TransAct will check for credit limit when the transaction is stored or printed. The operator is given the option to accept or reject the transaction. It is the operator's responsibility to use **Reporting | Quick Scan** to void any open tickets that have been rejected.

To return to the **Customer General Info** form, click the **General Info ...** **General Info** button. To save all changes made to the customer account, click the **Save** button.

A warning will appear if any changes have been made and not saved. To return to the **Customer Account Table** and save the changes, click **Yes**. To cancel all changes, click **No**.

## Tare Buttons

TransAct installs three tare tables. Buttons to access these tables are listed at the bottom of the **Customer General Info** form (**Truck**, **Container**, and **Pup Trailer**). These tables can be renamed or turned off to meet a 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** tables respectively. When tare weights are used during a transaction, the sum of all tare weights are calculated and applied toward the net weight.

**NOTE:** Save new customer accounts before entering tare weights.

### Truck/Tare1

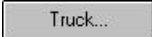
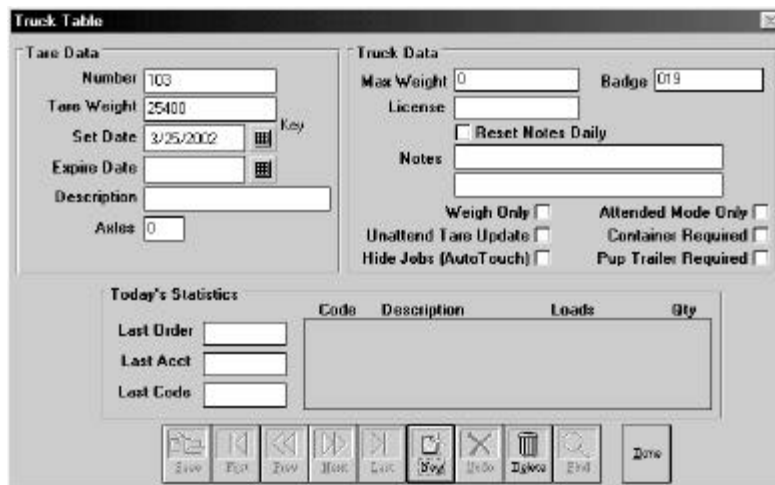
Each customer account can have a list of trucks with tare weights. To view a list of truck IDs and tare weights, click the  **Truck** button, from the **Customer General Info** form.

Figure 21. Truck List



To begin creating a list of **Truck** tare weights, click the column headings (i.e. **Number** or **Tare Weight**). To edit existing information, click the truck number. A window containing the **Truck Table** appears.

Figure 22. Truck Table



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

#### Truck Number

Each truck must have an alpha-numeric **Number**. The truck number may be up to ten characters in length. An account cannot have duplicate truck numbers. However, the same truck number can be used by other accounts.

#### Tare Weight

The tare weight can be manually entered into the **Truck Table**. Use the **Update Tares** button in the **Weigh** form to update tares using the weight from the scale.

#### Set Date

When a **Tare Weight** is entered, the **Set Date** field is automatically set to the current date (computer date). This date is used to calculate the expiration date when the **AutoTareExpire** feature is used. See **Editing the TransAct Initialization File** in the Appendix for more information on using the **AutoTareExpire** feature.

#### Expire Date

The tare weight can have an expiration date. Use this field when routine tare weight checks are part of your process. A warning appears during a transaction if a tare has expired. The operator can choose to use the expired tare or reject the expired tare and do a weigh in/weigh out transaction.

#### Description

This description appears in the tare drop-down list on the **Transaction Details** form of the **Weigh** window and **Quick Scan** form.

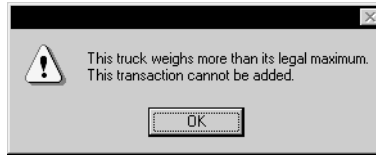
#### Axles and License

Dialog boxes are available to enter the number of **Axles** and the **License** number of the truck.

#### Maximum Weight

TransAct will not allow a transaction to be completed when a truck exceeds the **Maximum Weight**. The following message appears during a transaction.

Figure 23. Maximum Weight Exceeded Warning



To clear the message, click **OK**. The truck must weigh less than the weight specified in the **Maximum Weight** field before the transaction can be processed.

## Badge

A **Badge Number** number corresponds to an assigned number for an ID badge. This number must be unique throughout the truck table. When a badge reader is used with TransAct, information read from the badge is used to identify a customer vehicle or account. While two different accounts can have a truck number 100, only one account can use **Badge Number** 100.

## Reset Notes Daily

To clear the note fields for all trucks on a daily basis, place an 'x' in the **Reset Notes Daily** box. These fields are cleared when the **Weigh** button is clicked for the first time each day.

## Notes

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

## Weigh Only

To setup a truck to be used for a weigh only or check weight application, place an 'x' in the **Weigh Only** box. The date, time, and weight are printed on the ticket, but a transaction is not stored.

**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 have their weight printed on a ticket. This type of transaction is not stored in the database.

## Unattended Tare Update

To allow trucks to update their tare weight while the system is running in Unattended mode, place an 'x' in the **Unattended Tare Update** box.



### Hide Jobs (AutoTouch)

This feature is only available with the AutoTouch Unattended system. To prompt a driver to enter a job number, place an 'x' in the **Hide Jobs (AutoTouch)** box. The driver will not be allowed to view a list of jobs.

**NOTE:** Additional documentation has been created to better explain Unattended features. Please contact your TransAct representative to obtain this information.

### Attended Mode Only (ATS-2 unattended only)

Trucks with this flag set are not allowed to process unattended tickets. When the driver enters their badge number, TransAct will automatically switch the ATS-2 to attended mode. The ATS-2 will display a message to let the driver know ATS-2 is in attended mode. Once the operator has completed the attended transaction, they must manually place the ATS-2 back in unattended mode by clicking the **Attended** button.

### Tare 2 and Tare 3 Required

To warn the attendant that a truck requires a **Tare 2** or **Tare 3**, place an **X** in the **Tare 2** and **Tare 3 (Container and Pup Trailer)** option boxes. When a **Truck** requiring a **Container** or **Pup Trailer** is selected during the weigh process, the transaction cannot be processed until a **Container** or **Pup Trailer** is also selected.

### Today's Statistics

The information found in the **Today's Statistics** 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** window. When a transaction is completed, the **Orders/Job, Bill-To Acct.**, and category code are stored in the **Last Order, Last Acct.**, and **Last Code** ('Code' refers to the category code that rates are attached, i.e. **Material**) fields. The next time this truck is selected to start a transaction, this information will automatically fill the **Orders/Job, Bill-To Acct.**, and category code fields of the **Transaction Details** form.

**NOTE:** The **Last Order, Last Acct.**, and **Last Code** fields can be edited. This allows a truck to be assigned to a job, account or material code when running in Unattended mode.

Figure 24. Truck Table - Today's Statistics

The screenshot shows a software window titled "Truck Table". It is divided into three main sections:

- Tare Data:** Contains input fields for Number (108), Tare Weight (2500), Set Date (7/27/1998), Expire Date, and Description.
- Truck Data:** Contains input fields for Max Weight (0), License, Notes, Badge (019), and Axles (0). It also has checkboxes for Weigh Only, Container Required, Unattend Tare Update, and Pup Trailer Required.
- Today's Statistics:** A table showing the following data:
 

	Code	Description	Loads	Qty
Last Order	1	Solid Waste	2	9.9
Last Acct	2	Construction and	1	4.4
Last Code				

At the bottom of the window is a toolbar with buttons for Save, Pgt, Prev, Next, List, Print, Undo, Delete, Find, and Done.

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 than five items are hauled during the day the fifth line will display the new item hauled. Truck totals are updated for each transaction. When the transaction direction is the same as the default direction, the transaction weight will be added, otherwise it will be subtracted. Load count is always incremented no matter what the direction. The accumulated daily totals for all trucks are reset at the start of each day.

To save **Truck** tare information, click the **Save** button.

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

A warning appears if any changes have not been saved, click **Yes** to save the changes. To cancel all changes, click **No**.

### Container/Tare2 and Pup Trailer/Tare3

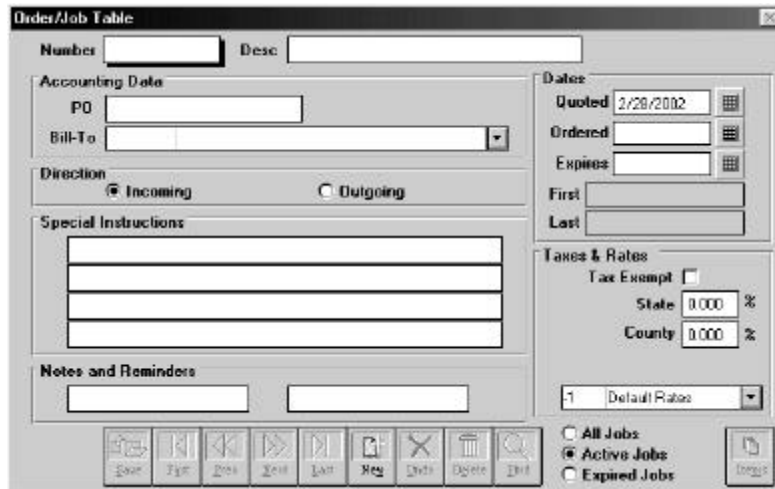
As mentioned above, each customer account can have two additional tare tables. To enter **Container/Tare2** and **Pup Trailer/Tare3** tare weights, follow the same procedures as entering **Truck** tare weights.

## Orders/Job Table

Use the **Orders/Job Table** to monitor job costs, organize transactions, and define special rates.

To create or edit a job, select **Admin | Orders/Job** from the main menu. The **Orders/Job Table** appears

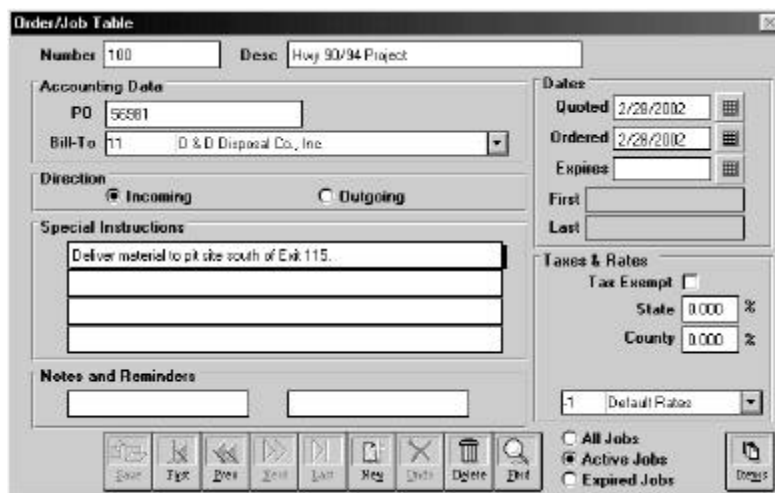
Figure 25. Job Table Window



The **Orders/Job** table will be blank if there are no jobs in the table. Begin entering items at this point. Click the **New** button to setup a new job table.

Required fields for the **Orders/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 may contain spaces. The job **Description** can be a maximum of thirty (30) characters. Use the down arrows to select **Bill-To** Accounts.

Figure 26. New Orders/Job



## Direction

Use the direction flag to set a job in the opposite direction from the default direction. During a transaction, job totals are updated. When the transaction direction is the same as the default or selected direction, the totals will increase. When the transaction direction is different from the default or selected direction, totals will decrease. Load count is always incremented no matter what the direction. Statistics for all trucks are reset at the start of each day

Running the Jobs report will update all job balances, click **Reporting | Reports**, select **Jobs** from the **Report Type** drop-down list and select to print or view the report.

## 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 date fields are used to set quote dates, activate orders, and expire jobs. The **Quote Date** is automatically filled with the system date whenever a **New** order or job is started. Jobs will not appear in the **Weigh** form unless an **Ordered Date** has been entered. Jobs with an expiration date will not appear in the **Weigh** form.

## Taxes and Rates

When tax fields are defined in the **Setup and Misc. Rates** table, they will appear in the **Orders/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 **Orders/Job** table is changed to a value other than 0.0, all other defined tax fields are considered custom as well.

Place an 'x' in the **Tax Exempt** box to set a job as tax exempt. Use the drop-down list to select a different rate table.

To save **Orders/Job** information, click the **Save** button.

## Find Button List Options

- All Jobs - Lists all jobs, active, and expired
- Active Jobs - Lists only jobs without an expired date.
- Expired Jobs - Lists only jobs with an expired date.

## 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 a 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 **Orders/Job Table**.

Figure 27. Adding Items - Empty table

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

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

To setup a new item in the table, click the **New** button. Select the unit of measure that will be used for the special rate.

Figure 28. Adding Items

Select an item from the drop-down list (i.e. Material). If default rates exist for the selected item, they will appear in the table.

Use the quantity **Ordered** field to store the amount ordered for an item. When the ordered amount has been exceeded during a transaction, a warning will appear. The operator can choose to complete the transaction and exceed the ordered amount or cancel the transaction.

The **Delivered** field is the total amount of an item delivered to date. The **Remaining** field is the difference between the **Ordered** amount and the **Delivered** amount. The **Loads** field tracks the number of loads delivered for each item.

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 activate **Tons** as the unit of measure. The per pound rate is automatically converted 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 the mouse to place an 'X' in the box.

**Example:** The above form shows a **Delivery** rate of **\$35.00**. Since the **Per Item** box has been checked, a **Delivery** rate of **\$35.00** will be added to every transaction using this job number and item.

To save rate information for an item, click the **Save** button. To return to the **Orders/Job Table**, click the **Done** button.

## Permits

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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, the township would like reports on the residents using the landfill. Each resident can be assigned a unique permit number. The permit numbers are attached to the 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 create or edit permits, select **Admin | Permits** from the main menu. The **Permits** form appears.

The first permit in the table is listed, if there are 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 29. Permits Window

To create a new permit, click the **New** button.

To select an existing permit, click the **Find** button at the bottom of the window. A window containing the **Select Permit** table appears.

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 than nine (10) alpha-numeric characters. The **Name** cannot be longer than forty (40) alpha numeric characters. Select a **Customer Account** from the **Customer Account** drop-down list.

The address, driver’s license, and memo fields are optional. Enter the address information in the **Address**, **City**, **State**, and **Zip** fields. When entering a **Driver’s License**, 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 appropriate option boxes. If a date is not specified, the permit will never expire.

To set a permit as valid or invalid, click the down arrow next to the **Status** option. When a permit expires or is invalid, TransAct warns the operator at the start of the transaction. A user must have Administrator or Supervisor access to renew or validate a permit.

To save a **Permit**, click the **Save** button. A warning appears if any changes have not been saved, to return and save the changes, click **Yes**. To cancel all changes, click **No**.



## Categories

---

To create and edit items in a category, select **Admin | Categories**. 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 four 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 for storing additional rate table names.

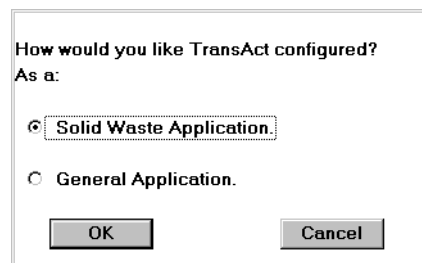
Category names can be customized to match an organization's naming preferences. For example, an organization may refer to their product category listing as **Material, Product, Refuse, Rock, Grain, etc.** Throughout this documentation, this category listing will be referred to as **Material**. Rates can be setup for items in this list.

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 category names.

### Primary Category

One category must be designated as the category in which rate codes are attached. Use this category to list charge items. For example, a landfill will charge customers for garbage, tires, appliances, etc. A gravel pit may charge customers for sand, 3/4" rock, landscape stone, pea gravel, etc. The name of this category is determined during installation.

*Figure 30. Selecting Industry Type*



If TransAct was configured as a **Solid Waste Application**, the category was named **Refuse**. If TransAct was configured as a **General Application**, the category was named **Material**. The name of this category can be changed by editing the TransAct initialization file. Please refer to the section [Category 1-4] on page 186 of the Appendix for more information.

To add or edit category items, select **Admin | Categories | category name (Material for our examples)** from the main menu. The **Category Table** appears.

The category table shows information for the first category item. If there are no items in the table, the category table will show a code of 0000 and blank description fields. Begin entering items at this point.

Figure 31. Example of a Category Window

The screenshot shows a window titled "Material Table" with the following fields and controls:

- Code:** A text box containing the value "2".
- Description:** A text box containing "Construction and Dem".
- Note:** An empty text box.
- Options:** A group box containing three checkboxes:
  - Default Material
  - Allow Override Rates
  - Mix
- Inventory:** A section with four text boxes:
  - Beginning:** 0
  - Incoming:** 21.4345
  - Outgoing:** 16.85
  - Balance:** 4.645
- Inventory Units:** A list box with the following items: Disabled, Pounds, **Tons** (highlighted), Yards, and Unit Count.
- Buttons:** A row of icons at the bottom for Save, Print, Back, Next, Exit, Undo, Delete, and Find.

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

### Code and Description

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 be up to four (4) characters in length. The description may be up to 30 characters in length.

### Default Category (Material)

A default material item other than **-1 None** can be selected by checking the **Default Category** (replace **Category** with the table name) options box. The material selected as the default material will be used during a transaction. The default material selected for an individual customer account will override this option. A **Default Category** option is available for all four category tables.

### Allow Override Rates

When the **Override Rates** feature is enabled, an Administrator or Supervisor can select to have certain category items unavailable for an Operator to override. For more information about the override rates feature, see **Editing the TransAct Initialization File** in the **Appendix**.

## Note Field

A **Note** field is available to use with each category. This note field can be printed on tickets and exported. The field name can be changed by editing the TransAct initialization file. For more information about the TransAct initialization file, see **Editing the TransAct Initialization File** in the **Appendix**.

## Inventory Units

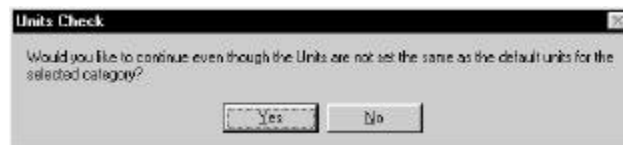
To activate inventory tracking for an item, select the unit of measure (UOM) that will be used to track the item; weight (pounds, tons, kilograms, or metric tons), yard or count. Enter a beginning inventory balance. Inventory will automatically be adjusted with each incoming and outgoing transaction.

Selecting the UOM from the inventory section can be useful, even when material inventory is not tracked. When this option is active, the **Units** button in the **Weigh** form automatically switches from the default UOM to the UOM set in **Inventory Units** for the selected material.

For example, most transactions are weighed, therefore the system default UOM is probably Pounds or Tons. However, not all items in the list may be weighed items. Tires brought to a landfill are probably counted. Select **Tires** from the item list. Click **Unit Count** from the **Inventory Units** list, then click the **Save** button. Whenever **Tires** is selected from the **Transaction Details** form, the **Units** button will automatically switch from the default UOM to **Unit Count**.

During a transaction the UOM can always be changed by clicking the **Units** button. If the UOM is changed during a transaction and no longer matches the inventory UOM, the following message appears when the **Print Ticket** button is clicked.

*Figure 32. Unit Check Message*



To override the transaction with the new UOM, click **Yes**. To make changes before continuing, click **No**.

## Mix

Mix refers to an item used with a concrete mix batching system. Additional documentation has been created to better explain the concrete batching feature. Please contact your TransAct representative to obtain this information.

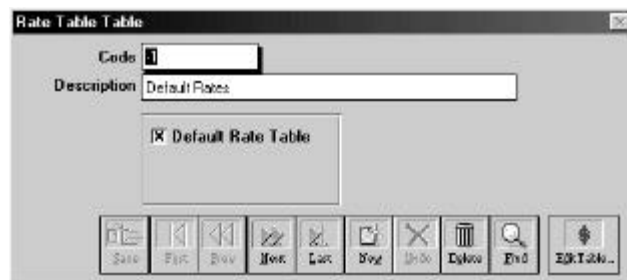
## Rate Table Category

TransAct is capable of supporting multiple rate tables. Upon installation, TransAct installs a default rate table and a minimum charges table. These tables cannot be deleted. Additional rate table names can be added to the **Rate Table** category.

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

To add rate tables to the **Rate Table** category, select **Admin | Categories | Rate Table** from the main menu. The **Rate Table Table** appears.

Figure 33. Rate Table Category



To create a new rate table, click the **New** button.


Enter a **Code** and **Description** for each item. To save the new rate table name, click the **Save** button.

Figure 34. Rate Table Category Item



When TransAct is installed, the **-1 Default Rates** table is selected as the **Default Rate Table**. Any rate table can be selected as the default rate table by checking the **Default Rate Table** option box. The rate table selected as the default rate table will be used throughout TransAct. The default selected for an individual customer account will override this option.

To save all changes, click the **Save** button.

To setup material rates in the new table, click the  **Edit Table** button. The **Edit Table** button is a short cut to the **Rates** window. The **Rates** window is also accessed by selecting **Accounting | Rates**.

## Additional Category Tables

Additional category tables may be used to help track additional transaction information for reporting purposes. For example, a solid waste operation may wish to track the city, township, or village where items are coming from or an aggregate operation may wish to track the county the material is going to.

To turn on the other two category tables, the TransAct initialization file must be edited. Please refer to the Appendix, **Editing the TransAct Initialization File**, for more information.

Once a category table has been defined, the name of the table appears in the **Admin | Category** pull-down menu.

Each item must have a **Code** and **Description**, just like the primary category table. Enter a code and description for the item. To save the item, click the **Save** button.

A default item can be selected by checking the **Default Area** options box. The default selected for an individual customer account will override this setting.

To view a list of items in any category, click the **Find** button. To return to the category window, select an item or click the **Done** button.

## 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.

In the following example, a category called **Area** has been setup. This table will list the city, township or village where material is coming from. A subcategory for the **Area** table called **Type** has been setup to help define the different types of areas; **City, Township, Village** or **Other**

Select the type of area from the **Type** drop-down list.

*Figure 35. Sub-Category Field*

The screenshot shows a window titled "Area Table" with the following fields and controls:

- Code:** 10
- Description:** Chippewa Falls
- Default Area:**
- Type:** A dropdown menu with the following options: City (selected), Township, Village, and None.
- Buttons:** Save, Find, Undo, and Done.

To save an item, click the **Save** button. To cancel any changes, click the **Undo** button.

A warning appears if any changes have not been saved, to return and save the changes, click **Yes**. To cancel all changes, click **No**.

To run a report using the **Type** subcategory, select **Reporting | Reports** from the main menu. When **Area** is selected as the **Major** or **Minor Select Order**, the **Type** subcategory becomes available. To run a report that will include all areas defined as a village, select **Village** from the **Type** drop-down list.

Figure 36. Subcategories in Reports

The screenshot shows a 'Report Options' dialog box with the following fields and settings:

- Report Type:** Tonnage and Charges
- From Date:** 2/20/2002
- To Date:** 2/20/2002
- Major Sort Order:** Select Order: Area
- Minor Sort Order:** Select Order: Area
- Enter Area:** All (Major), All (Minor)
- Type:** All (Major), All (Minor)
- Subcategory 2:** City (Major), (Minor)
- General Report:** None
- Print Options:** Destination: Window
- Detail Level:** Detailed
- Transaction Type:** All
- List Network Sites:** All
- Copies:** 1
- View** button



## Utilities

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Backup

Restore Backup

Archive Transactions

Restore Archive

Import Data

Export Data



## Creating a Backup File

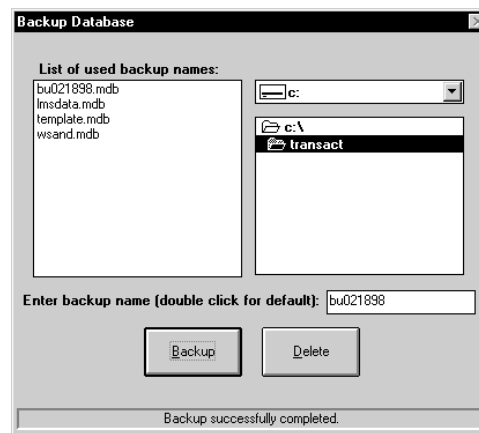
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### Backup! Backup! Backup!

Since a computer hard drive is one of the most common components to fail, a daily backup to another type of media should *always* be performed! TransAct provides a backup utility for backing up the database. Several types of backup media are available; e.g. Zip Drive, writable CD-ROM, Tape, etc. No matter what type of backup media is used, it is important to establish an adequate backup rotation plan.

To run the backup utility, select **Admin | Utilities | Backup** from the main menu. The **Backup Database** window appears.

Figure 37. Backup Database Window



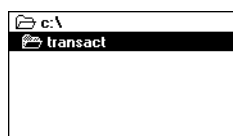
Options within the window include a **List of used backup names**, available destination drives and directories where the file can be stored, and space to enter a backup filename.

To view a drop-down list of available drives, click the  down arrow. To select your preferred backup drive, click the drive letter.

**NOTE:** The TransAct backup utility will not backup directly to a read/write CD-ROM. Backup to the local hard drive, then use Windows Explorer to copy the file to the CD-ROM.

To select a different directory, use the destination option box.

Figure 38. Default Directory



A default backup name is generated by appending the system date to the letters “**bu**” (i.e. **bummddy**). To change the filename, place the cursor in the filename box.

*Figure 39. Entering a Filename*

A screenshot of a software interface showing a text input field. The text inside the field is "bu103196". To the left of the field, the text "Enter backup name (double click for default):" is displayed. The entire input area is enclosed in a light gray border.

Enter backup name (double click for default):

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

To begin the backup process, click the **Backup** button.

If an existing backup filename is selected, either by highlighting the filename in the list or by typing it in the **Enter backup name** option box, a warning appears. To overwrite the filename, click **Yes**. To return to the **Backup Database** form, Click **No**.

If a filename has not been entered in the **Enter backup name:** option box, a warning appears. To return to the **Backup Database** form, click **OK**.

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

## Deleting Existing Backup Files

The entire database is backed up whenever a backup is performed. While it is important to backup the database daily, it is equally important to delete old backup files. Deleting old backup files helps keep information on the 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. The backup file created prior to statement processing begins with an ‘st’ instead of a ‘bu’. Do not delete this file.

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

To delete the selected file, click the **Delete** button. A warning appears before the file is deleted. To delete the file and proceed click **Yes**. To return to the **Backup Database** window, click **No**.

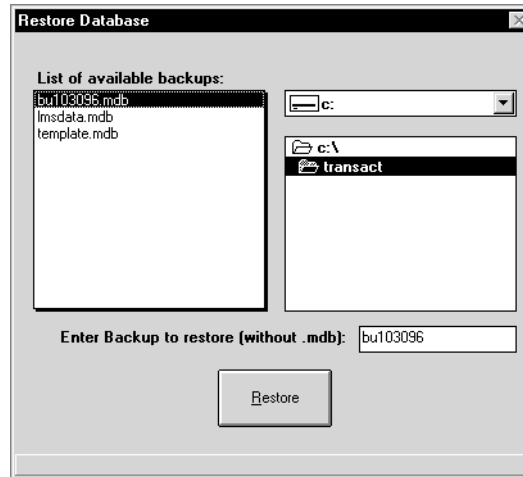
## Restore Backup

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A backup may need to be restored if the existing database becomes corrupt or damaged.

To run the backup restore utility, select **Admin | Utilities | Restore** from the main menu. The **Restore Database** window appears.

*Figure 40. Restore Database Window*



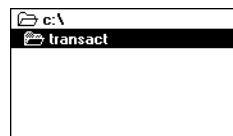
Options within the window include a **List of available backups**, available drives, directories where the files can be stored and space to enter a backup filename.

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 view a drop-down list of available drives, click the  down arrow. To select your preferred backup drive, click the drive letter.

To search a different directory, use the destination option box.

*Figure 41. Destination Directory*



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

*Figure 42. List of available backups Option Box*



To begin restoring the backup, click the **Restore** button.

During a restore, the current database is overwritten with the backup file selected. A warning appears to verify continuation of the restore process. To continue restoring, click **Yes**. To cancel the restore procedure, click **No**.

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

## Archive Transactions

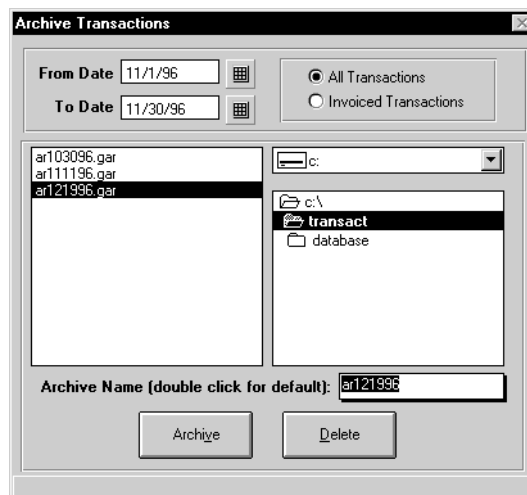
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Archiving is a method of removing (or purging) transactions from the database. It is recommended that transactions be purged on a yearly basis to maintain database integrity and improve system performance. Because archiving removes transactions from the database **a backup should always be done first**.

### Creating an Archive

To archive transactions, select **Admin | Utilities | Archive Transactions** from the main menu. The **Archive Transactions** window appears

*Figure 43. 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.

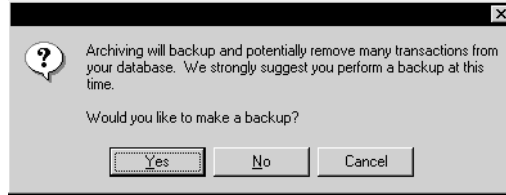
Choose which transactions are archived in the option box to the right of the date range. The black dot denotes the selected item. Choose **All Transactions** to archive all transactions within the selected date range. Selecting **Invoiced Transactions** will only archive transactions which have been 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. **armmddy**). Place the cursor in the filename box to change the filename.

To continue, click the **Archive** button.

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

Figure 44. Backup Warning



To backup the database prior to archiving, click **Yes**. Archiving continues, once the backup is complete.

When a backup, prior to archiving, is not desired, click **No**. To return to the **Archiving Transactions** window, click **Cancel**.

If a filename has been highlighted in the **List of archive files** or a duplicate filename typed in the **Archive Name:** option box, a warning appears. To return to the **Archiving Transactions** window, click **No**. Enter a different filename in the **Archive Name:** option box. To overwrite the existing filename, click **Yes**.

If a filename is not specified, a warning appears. To return to the **Archiving Transactions** table, click **OK**. Type a filename in the **Archive Name:** option box. To continue, click the **Archive** button. To use the default filename, place the mouse I-beam in the filename option box and double click.

### 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 or a backup created prior to archiving, is the only way to view archived transactions. If the file has been deleted, the transactions stored in the archive file are deleted.

If archive files have been backed up or copied 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 be restored into the TransAct program.

To delete archive files, select the file from the list of filenames.

Figure 45. Archive file list



To delete the selected file, click **Delete**. A warning appears before the file is deleted. To delete the file and continue, click **Yes**. To return to the **Archiving Transactions** window, click **No**.

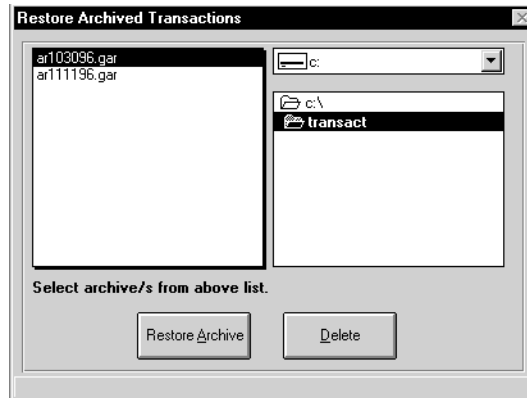
## Restore Archive

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The **Restore Archive** feature is available for restoring archived transaction files.

To restore archived transactions, select **Admin | Utilities | Restore Archive** from the main menu. The **Restore Archived Transactions** window appears.

*Figure 46. Restore Archived Transactions window*

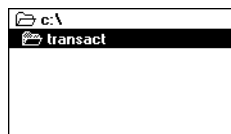


Options within the window include a list of archived filenames, available drives, and directories where the files can be stored.

To view a drop-down list of available drives, click the  down arrow.

To search a different directory, use the destination option box.

*Figure 47. Destination Directory*

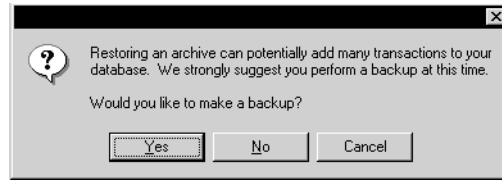


With a single click of the mouse, select the archive filename to restore.

To begin restoring the selected file, click the **Restore Archive** button.

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

*Figure 48. Backup Prior to Restoring Warning*



To backup the database before continuing, click **Yes**. When the backup completes, archive restoring continues. When a backup prior to archive restoring is not desired, click **No**, archive restoring continues. To return to the **Restore Archive Transactions** window, click **Cancel**.

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



## Importing and Exporting Data

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

Definition files are created using any text editor, like **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 the database table to be used. Currently, only data from the **Transaction Table** of the database can be imported and exported. Each line of the definition file is formatted into seven comma delimited sections.

Table 3. Export/Import Definition File Delimiters.

Field Name	Valid transaction database field names (listed later).
Field Type	<i>Character, Number or Boolean.</i>
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 to import numeric data fields with 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: TAB (tab)                      NL (new line)                      SPACE (space) COMMA (comma)              CR (carriage return)              LF (line feed) 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 multiple delimiter characters between fields. The default value for this field is No.

### Sample definition file

```
TransactionTable
Ticket Number , Number , , , , COMMA ,
Account , Number , , , , COMMA ,
Truck Number , Character , , , , COMMA ,
Material Code , Character , , , , COMMA ,
DateTime Out , Character , , , , COMMA ,
Weight In , Number , , , , COMMA ,
Weight Out , Number , , , , COMMA ,
Net Weight , Number , , , , COMMA ,
Charge , Number , ,2 , , NL ,
```

Each line must contain seven comma delimited fields. A comma must still be present for unused fields. Spaces have been added between each field to line up the columns and make the file easier to read.

## Available Export/Import Fields

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

**NOTE:** Only the category description in which rates are attached can be exported.

*Table 4. Transaction Table Available Export/Import Fields*

Field Keyword	Description	Export	Import
Site		X	X
Charge Type	Regular Charge, Finance Charge, Payment or Credit	X	X
Ticket Number	Sequential number assigned to each transaction.	X	X
Ticket Sequence	Item Number when multiple items per ticket are used.	X	X
Statement Number		X	X
Hauler Account	Hauler account number	X	X
Hauler Name		X	
Hauler Contact		X	
Account	Bill To account number	X	X
Account Name		X	
Account Contact		X	
Daily Note		X	
Job	Job Code	X	X
Job Name	Job Description	X	
Job PO	Job PO	X	
Permit	Permit Number	X	X
Tare1 Number	Replace Tare1 with user assigned name	X	X
Tare1 Tare Weight		X	
Tare1 Tare Setdate		X	
Tare1 Tare Expdate		X	
Tare2 Number	Replace Tare2 with user assigned name	X	X
Tare2 Tare Weight		X	
Tare2 Tare Setdate		X	
Tare2 Tare Expdate		X	
Tare3 Number	Replace Tare3 with user assigned name	X	X
Tare3 Tare Weight			
Tare3 Tare Setdate			
Tare3 Tare Expdate			
Category1 Code	Replace Category1 with user assigned name	X	X
Category1 Description	<b>Export Only</b> - Replace Category1 with user assigned name	X	

Category2 Code	Replace Category2 with user assigned name.	X	X
<b>Field Keyword</b>	<b>Description</b>	<b>Export</b>	<b>Import</b>
Category2 Description	<b>Export Only</b> - Replace Category2 with user assigned name	X	
Category3 Code	Replace Category3 with user assigned name	X	X
Category3 Description	<b>Export Only</b> - Replace Category3 with user assigned name	X	
Category4 Code	Replace Category4 with user assigned name	X	X
Category4 Description	<b>Export Only</b> - Replace Category4 with user assigned name	X	
User Number		X	X
User Name		X	
Date In	Date transaction started	X	X
Time In	Time transaction started	X	X
DateTime In	Date and Time transaction started	X	X
Date Out	Date transaction ended	X	X
Time Out	Time transaction ended	X	X
DateTime Out	Date and Time transaction ended	X	X
Date Edited	Date transaction was edited in Quick Scan.	X	X
Time Edited	Time transaction was edited in Quick Scan	X	X
DateTime Edited	Date and Time transaction was edited in Quick Scan	X	X
Weight In		X	X
Weight Out		X	X
Net Weight		X	X
Gross		X	X
Adj Weight	Weight after percentage adjustments were made	X	X
Adjustment1	Percent of Load adjustment	X	X
Adjustment2	Percent decrease adjustment	X	X
Scale Unit	Unit of measure of the scale, Numeric database representation	X	X
Scale Unit Label	Unit of measure of the scale, numeric value converted to text (e.g. Pounds, Tons, etc.)	X	
Unit	Unit of measure selected in TransAct, Numeric database representation	X	X
Unit Label	Unit of measure selected in TransAct, numeric value converted to text (e.g. Pounds, Tons, etc.)	X	
Base Charge		X	
Base Charge1		X	
Base Charge2		X	

Base Charge3		X	
<b>Field Keyword</b>	<b>Description</b>	<b>Export</b>	<b>Import</b>
Charge	Total charge of the transaction	X	X
Added Charge		X	X
Charge Notes		X	X
Discount		X	X
Sales Tax1		X	X
Sales Tax2		X	X
Sales Tax3		X	X
Sales Tax	Total Tax (Tax1 + Tax2 + Tax3)	X	X
Taxable		X	
Rate	Total for all three rate types (Rate1 + Rate2 + Rate3)	X	
Rate1		X	X
Rate2		X	X
Rate3		X	X
Rate Per Load	Total for all three rate types (Rate1 Per Load + Rate2 Per Load + Rate3 Per Load)	X	
Rate1 Per Load		X	X
Rate2 Per Load		X	X
Rate3 Per Load		X	X
Conv Rate		X	
Conv Rate1		X	
Conv Rate2		X	
Conv Rate3		X	
Conv Rate FactorNum		X	
Conv Weight1		X	
Conv Weight2		X	
Charge Notes		X	
Payment		X	X
Check Number		X	X
Notes 1		X	X
Notes 2		X	X
Notes 3		X	X
Notes 4		X	X
Note	Category Note	X	
Cash Ticket		X	
Charge Ticket		X	
No Charge Ticket		X	
Statement Number		X	X

## Converting Weights in an Export File

All weights stored in the database are based on the unit of measure the scale indicator is set to (e.g. 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. When the unit of measure is yards or count, the **Net** value is not converted.

**Example:** Gross Tons, Weight In Kilograms, Net Weight Metric Tons

## Import Data

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

To run the import utility, select **Admin | Utilities | Import Data** from the main menu. The **Transaction Selection Criteria** window appears. Use this window to select specific data to import.

*Figure 49. Transaction Selection Criteria - Import*

The screenshot shows a dialog box titled "Transaction Selection Criteria" with a "Selection Criteria" section. It includes the following fields and options:

- From Ticket: [Empty]
- To Ticket: [Empty]
- From Date: [Empty] [Calendar icon]
- To Date: [Empty] [Calendar icon]
- List Network Sites: All
- Select Type: -3 All (Excluding Voided)
- Select Account: -3 All
- Select Job: -3 All
- Select Material: -3 All
- Select Area: -3 All
- Select Rate Table: -3 All
- Save settings
- [Reset] [Import]

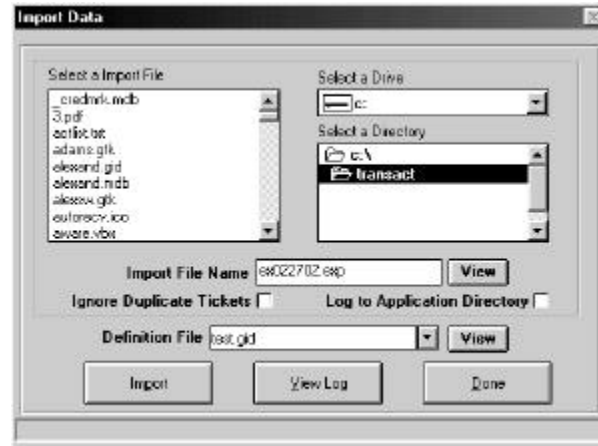
To import all data from the import file, leave the date range empty and all fields set to **-3 All**. Click the **Import** button.

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 range, account or category codes. To continue, click the **Import** button.

**NOTE:** When the **Save Settings** option is checked, all criteria settings will be saved with the exception of the date range.

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

*Figure 50. Import File Window*



A warning appears when an invalid filename is selected. To select another file, click **OK**.

To view either of the files, click the **View** button. The file will be opened using **Notepad** or **Write**.

During the import process, TransAct creates an import log file. Typically this file is stored in the same location as the import file. When **Log to Application Directory** is checked, the import log file will always be placed in the TransAct application directory.

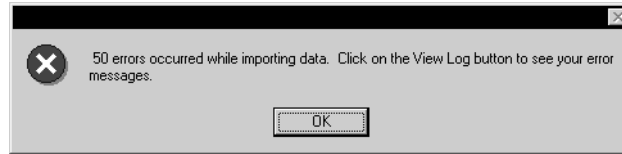
Once the **Import** and **Definition Files** have been selected, click the **Import** button. An option to backup the database appears.

*Figure 51. Backup prior to Import*

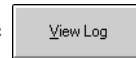


To run the backup utility, click **Yes**. To skip the backup utility, click **No**. To cancel the import process, click **Cancel**. If errors are encountered during the read, the operation is halted and an error message appears.

Figure 52. Import Error Message



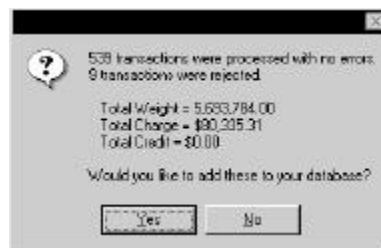
To clear the error message, click **OK**. To help determine what might be wrong, click the **View Log** button.



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 the following appears.

Figure 53. Import Complete Message



If the summary information displayed is correct, click **Yes** to complete the operation and add the transactions to the **Transaction Table**. To cancel the operation, click **No**. Nothing is added to the **Transaction Table**.

**NOTE:** Rejected transactions are transactions that did not meet the selected criteria. The import was still successful and the transactions processed with no errors (transactions that meet the selected criteria) can still be added to the database. A reference to duplicate tickets will be made in the log when the **Ignore Duplicate Ticket** feature is turned on. TransAct will also display duplicate tickets as rejected transactions. Click the View Log button to view a list of rejected transactions, and why they were rejected.

## Export Data

Data can be exported from the **Transaction Table** once an export definition file has been created

To run the export utility, select **Admin | Utilities | Export Data** from the main menu. The **Transaction Selection Criteria** window appears.

Figure 54. Transaction Selection Criteria - Export

To select which transactions should be exported (i.e. date range), use the **Selection Criteria** form. To continue once criteria has been selected, click the **Export** button.

**NOTE:** When the **Save Settings** option is checked, all criteria settings will be saved with the exception of the date range.


**NOTE:** By default TransAct uses the date in the **Date In** field for exporting. A user may choose to use the **Use Date Out for Date Range** option when open transactions exist during the export process (i.e. trucks have weighed in today, but won't weigh out until tomorrow).

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

Figure 55. Export File Window



TransAct will generate an **Export File Name** based on the current date. To change the **Export File Name**, select an existing export file name from the list or enter a different file name in the **Export File Name** box. During the export process, a prompt to overwrite the existing file will appear when an existing file name is used.

To view an existing file, select the file and click the  **View** button. **Notepad** or **Write** will be used to display the file.


During the export process, TransAct creates an export log file. Typically this file is stored in the same location as the export file. When **Log to Application Directory** is checked, the export log file will always be placed in the TransAct application directory.

A warning appears when an invalid filename is selected. To select another file, Click **OK**.

To view the definition file, click the  **View** button. The file will be opened using **Notepad** or **Write**.

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

An error message appears when errors are encountered. Errors can be encountered when an improper **Transaction Table** field is used or mis-typed, or when one of the comma delimiters is missing.

To clear the error message, click **OK**. 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. To continue, click **OK**.

*Figure 56. Export Complete Message*



## Sample Export Definition File

### Example Number 1

This example will send the following to the export file.

**Ticket Number-Ticket Sequence,**  
**1453-2,**

## TransactionTable

Ticket Number , Number , , , , ,  
 , Character ,1 , , - , ,  
 Ticket Sequence , Number , , , , COMMA ,

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

**Example Number 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 ,  
 , Character ,11 , , Ticket No. , SPACE ,  
 Ticket Number , Number , , , , COMMA ,  
 Charge , Number , ,2 , , NL ,

**Example Number 3 - Boolean Values**

By designating the second delimiter, **Field Type**, as **Boolean**, database fields can be used to export **True/False** conditions of a **Yes/No** database field or fixed data depending on the value of a non-**Yes/No** database field.

## True/False Condition

Export values for true and false conditions are placed in the **Fixed Value** delimiter column, separated by the “|” character.

Taxable , Boolean , , , Yes|No , COMMA ,

When the **Taxable** database field is **True**, the word **Yes** is exported. When the **Taxable** database field is **False**, the word **No** is exported.

## Non True/False Conditions

Fixed data can also be exported depending on the value of a non-True/False database field. When used with non-True/False database fields it is used as a compare value. To perform this function, another field can be added to the **Fixed Value** column for the boolean export type, again separated with the “|” character. The third value is the compare value.

For example, the database field **Charge Type** uses the letter ‘V’ to designate a voided transaction. When **Charge Type** is exported as a **Character Field Type**, the letter ‘V’ appears in the export file.

Charge Type , Character , , , , COMMA ,

By changing the **Field Type** from **Character** to **Boolean**, something other than the letter 'V' can be exported.

Charge Type , Boolean , , ,D|O|V , COMMA ,

If the value of database field **Charge Type** is 'V', then export the letter 'D', else export the letter 'O'.

### **Auto Export Settings (Separate Documentation)**

Separate documentation has been created to better explain this feature. Please contact your TransAct representative to obtain this information.

## Preferences

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Company Data

Scale Port 1

Scale Port 2

Ticket Printer Port

Journal Printer Port

Data Terminal Port

Score Board Port

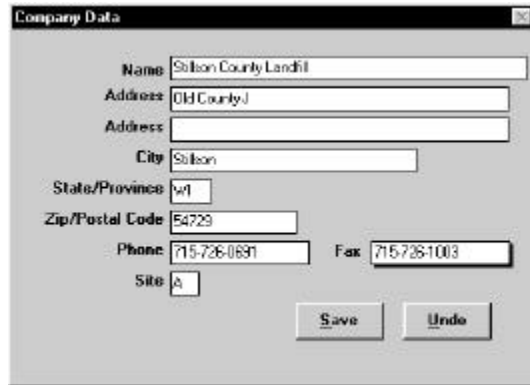
Tickets

Note Headings

## Company Data

To enter your company's data, select **Admin | Company Data** from the main menu. The **Company Data** table appears.

Figure 57. Company Data Window



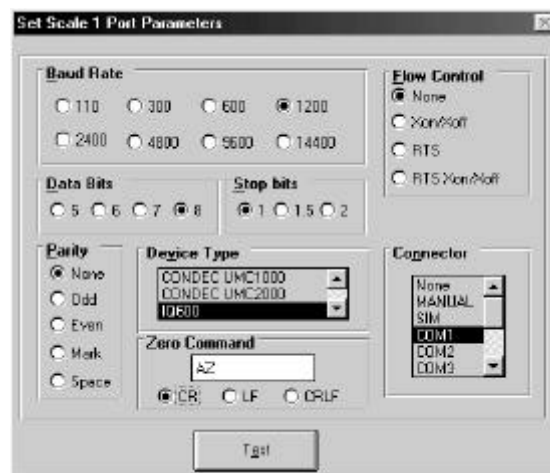
Information in the company data screen will appear on statements, invoices, and reports. To save the changes, click the **Save** button. To cancel any changes, click the **Undo** button.

## Scale Port 1 Parameters

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

To setup the scale indicator on port one (1), select **Admin | Preferences | Scale Port 1** from the main menu. The **Set Scale Port 1 Parameters** table appears.

Figure 58. Set Scale Port 1 Parameters





To return to the scale port setup window, click the **Done** button. To stop the test screen from scrolling, click the **Pause** button.

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

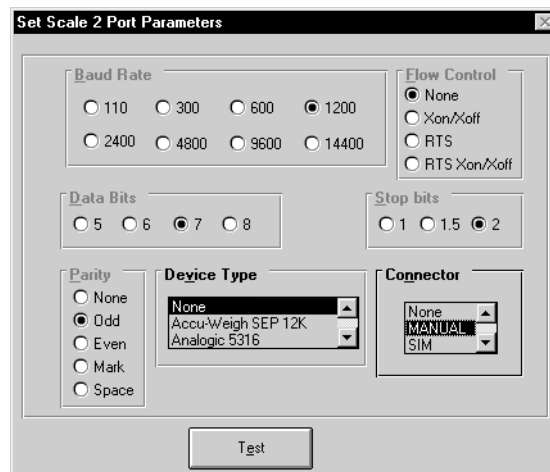
**NOTE:** The indicator *must* be set to *continuous* mode. When interfacing a indicator to a computer, always use continuous mode versus demand mode.

### Scale Port 2 Parameters

This section is used to define a second indicator. The second indicator can be a different scale or be used in Manual mode.

To setup the indicator on port two (2), select **Admin | Preferences | Scale Port 2** from the main menu. The **Set Scale Port 2 Parameters** table appears.

Figure 60. Setting Parameters for the Second Scale Port



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

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

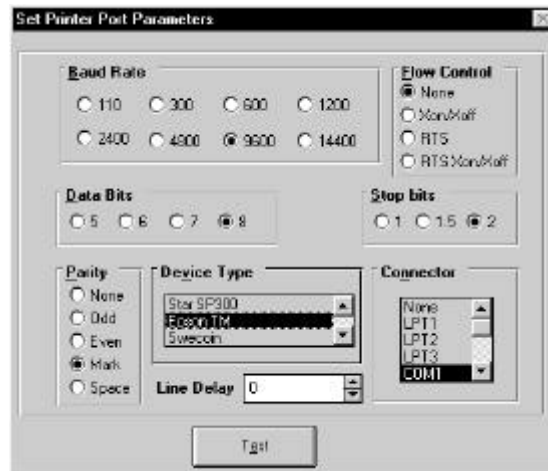
### Ticket Printer

Use this section to setup the printer to be used for printing tickets.

**NOTE:** These settings only effect ticket printing. A default Windows printer must be selected to print reports and statements.

To setup a ticket printer, select **Admin | Preferences | Ticket Printer Port** from the main menu. The **Set Printer Port Parameters** window appears.

Figure 61. Set Printer Port Parameters



### Device Type

Serial receipt printers, dot matrix printers, and laser printers can all be used as ticket printers. Select **Windows Default** or **Direct to Printer Port** when using a parallel printer connection.

Select **Windows Default** to print tickets to the default printer setup within Windows. This printer can be directly connected to the computer, or used through a network connection.

Select **Direct to Printer Port** to send printer commands such as line feed, carriage return, or font changes to a parallel printer that is directly connected to the computer. These types of printer commands are set in the ticket printer file. Being able to send commands to a printer is helpful when printing to pre-printed ticket forms.

Choose one of the serial drivers listed when printing to a serial printer. Serial drivers included with TransAct are **SP2000**, **SP2200**, **IDS 150A**, **Star SP300** and the **Epson TM**, and **Swecoin**. Select **Serial Printer** when the available drivers do not match a printer type. Additional drivers will be added as required.

**NOTE:** To create a ticket file, refer to the Appendix, **Creating and Editing the Ticket File**.

### Connector

Select the connector port the printer is connected to. If a ticket printer is not going to be used with TransAct, select **None** from the **Connector** option box.



## Serial Settings

When using a serial printer, the **Baud Rate**, **Flow Control**, **Data Bits**, **Stop Bits**, and **Parity** options will need to be set. These settings become available once a **Connector** and **Device Type** (other than **Windows Default** or **Direct to Printer Port**) are selected. Check the reference manual of your ticket printer for correct settings.

The **Line Delay** option is available to slow down the communication protocol. Increase the **Line Delay** to prevent serial communication loss.

To send test data to the printer, click the **Test** button. 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.

## Journal Printer Port

This section is used to define the type of printer used for journal printing. A journal printer can be used as a second ticket printer or to print a journal of each transaction.

To setup the journal printer, select **Admin | Preferences | Journal Printer Port** from the main menu. The **Set Journal Printer Port Parameters** window appears.

Refer to the previous section on setting up the **Ticket Printer Port**. Setup for the journal printer is identical to setting up the ticket printer.

If a journal printer is not going to be used with TransAct, select **None** from the **Connector** option box.

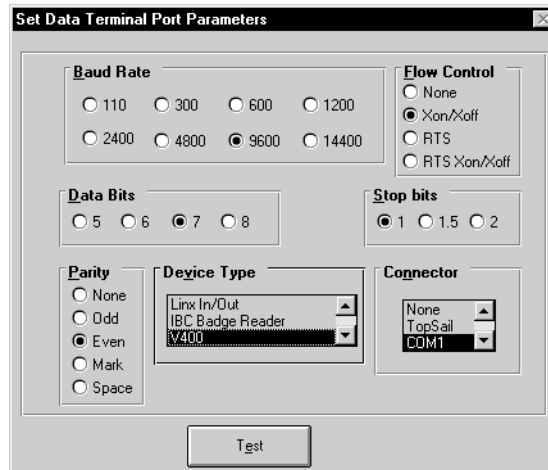
## Data Terminal Port

A data terminal is a device used to collect and store information. Bar code, magnetic strip, and radio frequency identification equipment can be 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, select **Admin | Preferences | Data Terminal Port** from the main menu. The **Set Data Terminal Port Parameters** table appears.

Figure 62. Set Data Terminal Port Parameters



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

To send data to the device and view what is being sent back to the computer, click the **Test** button. When testing is complete, click the **Done** button.

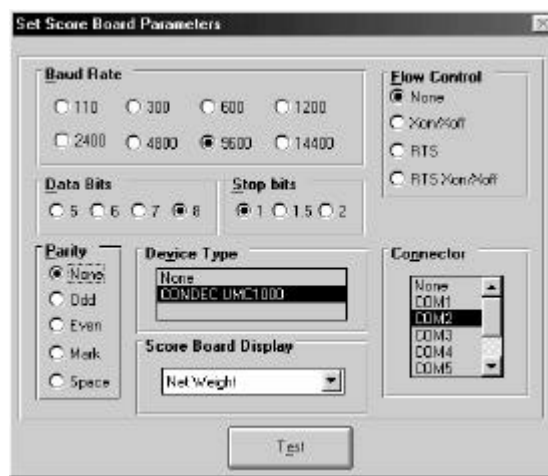
## Score Board Port

Use the **Score Board Port** to send the **Net Weight** or **Charge** of a transaction to a Condec UMC1000 score board. This port can also be used to open a cash drawer with a serial interface.

## Score Board Interface

To send scale data to a score board display, select **Admin | Preferences | Score Board Port** from the main menu. The **Set Score Board Parameters** table appears.

Figure 63. Set Score Board Parameters



Parameters should be set to the following.

*Table 5. Score Board Parameters*

Baud Rate	9600
Flow Control	None
Data Bits	8
Stop Bits	1
Parity	None
Device Type	CONDEC UMC1000
Connector	Selected serial port the score board will be connected to
Score Board Display	Select <b>Net Weight</b> or <b>Charge</b> from the list

### Cash Drawer

Parameters for use with a cash drawer are as follows.

*Table 6. Score Board Parameters*

Baud Rate	9600
Flow Control	None
Data Bits	8
Stop Bits	1
Parity	None
Device Type	None
Connector	Selected serial port the score board will be connected to
Score Board Display	Select <b>Cash Drawer</b> from the list

The cash drawer will open when either the **Close Ticket and Print** or **Close Ticket and Don't Print** button is clicked and the cash controls are visible (the **Cash** button in the **Weigh** form has been clicked) or **Easy Cash** is on and a cash-only account has been selected.

### Tickets

The tickets section allows for resetting TransAct counters (ticket, receipt, and invoice numbers), select ticket files to print (default, unattended, and receipt), select the number of **Default Tickets** to print, and enter a ticket note.

To set ticket preferences, select **Admin | Preferences | Tickets** from the main menu. The **Tickets** table appears.

Figure 64. Tickets Table

The screenshot shows a window titled "Tickets" with the following fields and controls:

- Current Ticket Number: 3821
- Default Ticket Type: billstrngtk
- Journal Ticket: journalgk
- Receipt Ticket Type: receiptgk
- Current Receipt Number: 1
- Current Invoice Number: 1
- Ticket Note: Have a Nice Day
- Copies: 1
- Buttons: Save, Undo

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

To save the changes, click the **Save** button. To cancel any changes, click the **Undo** button.

## Note Headings

TransAct allows the user to define up to twenty note lines to be used in the **Weigh** form. These notes can be printed on transaction tickets. This section allows the user to define the headings.

To edit the label for note headings, select **Admin | Preferences | Note Headings** from the main menu. The **Configure Ticket Note Headings** table appears.

Figure 65. Note Headings Table

The screenshot shows a window titled "Configure Ticket Note Headings" with a grid of 20 rows. Each row has a label and a text input field:

Line 1 Heading	Vehicle	Line 11 Heading	Note 11
Line 2 Heading	License	Line 12 Heading	Note 12
Line 3 Heading	Name	Line 13 Heading	Note 13
Line 4 Heading	Address	Line 14 Heading	Note 14
Line 5 Heading	Note 5	Line 15 Heading	Note 15
Line 6 Heading	Note 6	Line 16 Heading	Note 16
Line 7 Heading	Note 7	Line 17 Heading	Note 17
Line 8 Heading	Note 8	Line 18 Heading	Note 18
Line 9 Heading	Note 9	Line 19 Heading	Note 19
Line 10 Heading	Note 10	Line 20 Heading	Note 20

A Save button is located at the bottom center of the window.

To activate a note heading, replace the text "**Note #**" with a different name. Only the option boxes containing text other than "**Note #**" will appear when **Notes** is selected in the **Weigh** form.

Below is an example of the note window in the **Weigh** form.

Figure 66. Notes in the Weigh form



The screenshot shows a window titled "Ticket Notes" with a subtitle "Notes for Ticket Number 3921". Inside the window, there are four text input fields stacked vertically, each with a label to its left: "Vehicle", "License", "Name", and "Address". At the bottom of the window, there are two buttons: "Store with Truck" and "Done".

In this example, only four of the available twenty lines appear because the **Line # Heading** for these lines were replaced with valid text.

Typically, a note is stored with open transactions and deleted when the transaction is completed. To store notes with completed transactions, increase the **Note Life Span** in the **Weigh Options** screen. The note will be stored for that number of days beyond the transaction date.

## About

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To display the current version and serial number of TransAct, select **Admin | About** from the main menu. A window containing the start-up screen appears.

This window also appears when TransAct first starts.


*Figure 67. 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. Transactions can be edited or voided using the **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

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After clicking the **Weigh** button from the menu bar, the first of two forms appears. The first form (**Select Transaction**) is used to start a transaction or select an open transaction for completion. The second form (**Transaction Details**) will be discussed later.

Figure 68. Select Transaction Form

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.

The **Print Weight**, **Options**, **Update Tares** buttons, and display window(s) are always present in both forms. The **Update Tares** button is only available from the second form (**Transaction Details**) once a transaction has been started.

The status bar at the bottom of the **Weigh** window 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 charge type (payable or receivable) are also displayed.

### Running Transactions

To begin a new transaction, select an **Account**, **Permit** (TransAct Plus), or **Truck Id**. To complete a transaction, select an open ticket from the **Ticket** drop-down list or enter a **Truck Id**.

**NOTE:** When TransAct is installed, screen focus (the cursor) is placed on the **Account** field. To change the screen focus, edit the **SCREENFocus1** line in the **[Weigh Options]** section of the TransAct initialization file. Refer to the section, **Editing the TransAct Initialization File** in the Appendix, for more information.

## Display Window

When a digital weight indicator is connected to a serial port on the computer, TransAct reads the weight provided by the scale and displays it in the display window. The scale unit of measure (lb-pound or kg-kilogram) also appears in the display window. To setup TransAct to read a scale stream, select **Admin | Preferences | Scale Port1**. For more information, refer to **Preferences** in the **Admin** section of this manual.

To setup a second scale, select **Admin | Preferences | Scale Port 2**. A display window for each scale is present and 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 window or use the **Alt+S** keystroke command to alternate active scales. The weight in the active indicator is displayed in red and a lower case 'a' appears in the bottom right corner.

In the following example, **Scale Port1** is configured for the scale indicator and **Scale Port2** is set to **Manual**. To enter a weight manually, activate the second scale display, and enter weights manually into the **Weight In/Weight Out** boxes of the **Transaction Detail** form.

Figure 69. Dual Scale Indicators



When the scale port is in **SIM** mode, arrows for increasing and decreasing a truck weight appear next to the display window. These buttons increase or decrease simulated truck weights in increments of 3000 pounds. The demo version of the software works only in SIM mode.

A red dot in the upper left corner of the display window informs the operator the scale is in motion. Weight information cannot be stored until the motion indicator has cleared.

To lock the scale weight once the motion indicator has cleared, use the mouse and double click in the lower left corner of the display window. The truck can drive off the scale and the display will continue to show the weight. This allows the scale operator to modify transaction details before storing the ticket.

When TransAct has lost communications with the scale, the letter 'R' will appear in the upper right corner of the display window. This indicates TransAct is attempting to re-establish communications with the scale. If TransAct is unable to re-establish communications, the text "No Com" is displayed and an error message appears.

Figure 70. No Com - Error



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

## Weigh In/Weigh Out, Yard, and Unit Count 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 site and exiting the site.

### Weigh In

To start a transaction, click the **Weigh** button from the menu bar. A window containing the **Weigh** window and **Select Transaction** form appears. Select an **Account**, **Permit** or **Truck Id** to start a transaction.

**NOTE:** Depending on the **Sort Order**, an account can be entered by typing a code or description. Use the Esc (Escape) key to clear mistyped information. The sort order is displayed in the window header.

When using **Truck Id** numbers to start transactions, a drop-down list of customer accounts appears when a truck number is listed with more than one account. Choose the correct customer account from the list to start the transaction.

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

Figure 71. Transaction Detail Window

The screenshot shows a software window titled "Weigh: 08:56 AM Wednesday, July 29, 1998". At the top right, a large display shows "30000 lb". Below this are buttons for "Print Weight", "Options...", and "Update Data...". The main area is titled "Transaction Details" and contains several fields:

- Hauler:** 11 D & D Disposal Co., Inc.
- Bill-To Acct:** 11 D & D Disposal Co., Inc.
- Order/Job:** (empty)
- Truck:** (empty)
- Container:** (empty)
- Pulp Trailer:** (empty)
- Material:** 1 Solid Waste
- Area:** 10 Chipewa Falls

At the bottom, there are input fields for "Weight In" (30000), "Out" (0), "Net" (0), "Total Charge" (\$0.00), and "Added Charge" (0). A status bar at the very bottom shows "3835 - default.gtk" and a calculation: "[ ] Items: \$0.00] \$0.00 = [0.0 Tons @ \$55.00 per] In Recv".

When a scale is connected to the computer, the weight in the display window appears in the **Weight In** box.

The **Hauler** account is a locked field. If an incorrect account appears in the **Hauler** field, click the **Cancel** button to restart the transaction.


If the **Bill-To Account** is different than the **Hauler** account, select the appropriate **Bill-To Acct**. Use the 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 are 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. One reason for using a zero tare weight is to track truck numbers for reporting purposes.

If the tare field has a weight, the transaction is completed using the tare weight. For an explanation of tare weight transactions, turn to “**Transactions with Tare Weights**” on page 99.

**NOTE:** Tare information can only be selected when a transaction is started.

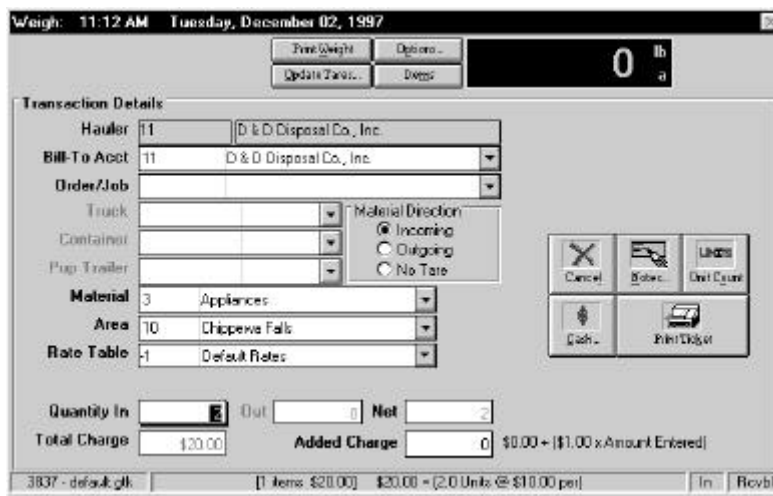
When a transaction is created, the account default categories are displayed. To change a category item, use the drop-down list next to each category option. Any changes to the default items are stored with the current transaction. When the account is selected for a new transaction, the default items reappear.

To change the unit of measure, click the  **Units** button. The status bar at the bottom of the window displays how the charge is calculated. The status bar also displays the direction of the transaction (**incoming/outgoing**) and charge type (payable or receivable).

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. When the unit changes to yard or count, the **Material Direction** box appears.

Figure 72. Changing the Units of Measure




The screenshot shows a software window titled "Weigh: 11:12 AM Tuesday, December 02, 1997". At the top right, a status bar displays "0 lb a". Below this are buttons for "Print Weight", "Options...", "Update Tare...", and "Dump". The main area is titled "Transaction Details" and contains several fields:

- Hauler:** 11 D & D Disposal Co., Inc.
- Bill-To Acct:** 11 D & D Disposal Co., Inc.
- Order/Job:** (empty)
- Truck:** (empty)
- Container:** (empty)
- Pop. Trailer:** (empty)
- Material:** 3 Appliances
- Area:** 10 Chipewic Falls
- Rate Table:** -1 Default Rates

To the right of these fields is a "Material Direction" section with radio buttons for "Incoming" (selected), "Outgoing", and "No Tare". Below this are buttons for "Cancel", "Botw...", "Unit Count", "Disk...", and "Print Report". At the bottom, there are input fields for "Quantity In" (value 2), "Out" (value 0), and "Net" (value 2). Below these are "Total Charge" (\$20.00) and "Added Charge" (0) with a formula "\$0.00 + (\$1.00 x Amount Entered)". The status bar at the very bottom shows "3837 - default: [1 Item: \$20.00] \$20.00 = (2.0 Units @ \$10.00 per) In Rovl".

If it is different than the default, choose the correct direction of flow. Use the mouse to place the cursor in the **Quantity In** or **Out** box and enter the number of yards or the unit count.

To cancel the transaction for any reason, click the  **Cancel** button. This will return TransAct to the **Select Transaction** form.


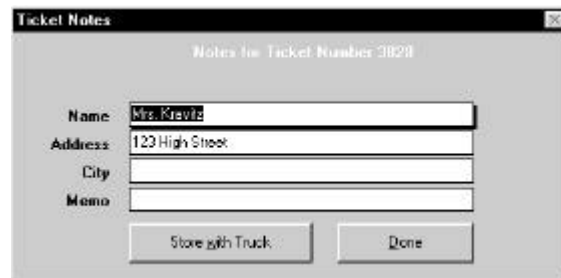

Click the  **Notes** button to add information that will print on the ticket.

Figure 73. Notes



**NOTE:** Notes are not normally stored in the database unless the **Note Life Span** in the **Options** section is set to the number of days the notes are to be stored. **Note Headings** are defined under **Preferences** in the **Admin** section.

Use the  **Store with Truck** button to store the first and second note fields in the **Truck Table**. Notes stored with a truck will always print on the ticket unless the **Notes** button is clicked and the existing notes are deleted or changed. New notes for a truck will not be stored unless the **Store with Truck** button is clicked. To delete notes from a truck, delete information in the first and second note fields, then click the **Store with Truck** button.

To store ticket information, click the  **Store Ticket** button. The **Weigh In** process is complete.

**NOTE:** To change the incoming transaction date, press the F10 button on the keyboard. Select the date of the incoming transaction and click the **OK** button.

## Weigh Out

To complete an open ticket, select the ticket from the **Ticket** drop-down box.

Figure 74. Weigh Form

Ticket	Account	Note	Badge
A 3620-1	3 - Active Disposal & Recycling, Inc.		
A 3621-1	888 - Cash Customer		
A 3622-1	11 - D & D Disposal Co., Inc.		

After selecting a **Ticket**, the **Transaction Details** form appears. The **Transaction Details** form contains information stored during the **Weigh In** process. If an incorrect ticket was selected, click the **Cancel** button to return to the **Select Transaction** form.

Figure 75. Transaction Details form

The scale weight appears in the **Weight Out** box. The net weight is calculated and displayed in the **Net Weight** box and the **Added Charge** field becomes available during the **Weigh Out**. Type an amount to be added to the **Total Charge** in this field. Use the function buttons on the right to add notes, record cash payments, and print tickets.

## Cash Button

### Charge Accounts with a Current Balance

When a payment is received during the transaction, click the **Cash** button. TransAct applies the entire payment toward the account. For example, a customer pays a \$17 charge with a \$20 bill, TransAct applies the \$20 toward the account and will not calculate change due. The payment is stored with the transaction ticket.

Figure 76. Cash Payment Button

The screenshot shows the 'Weigh' window for Wednesday, July 29, 1998, at 09:08 AM. The main display shows a weight of 24000 lb. The 'Transaction Details' form is populated with the following information:

- Hauler: 11 D & D Disposal Co., Inc.
- Bill-To Acct: 11 D & D Disposal Co., Inc.
- Order/Job: (empty)
- Truck: (empty)
- Containers: (empty)
- Pup Trailer: (empty)
- Material: 1 Solid Waste
- Area: 10 Chippewa Falls

On the right side of the form, the 'Amount' field is set to \$165.00 and the 'Check #' field is set to 5555. The 'Cash' button is highlighted. Below the form, the 'Weight In' is 30000, 'Out' is 24000, and 'Net' is 6000. The 'Total Charge' is \$165.00 and 'Added Charge' is 0. The status bar at the bottom shows '3835 - default.glk' and a calculation: 'Items: \$165.00 \$165.00 = (3.0 Tons @ \$55.00 per) In Recv'.

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

**NOTE:** It is recommended to enter charge account payments using the payment window instead of the **Cash** button. Select **Accounting | Payments** to enter charge account payments. This method assigns a receipt number to the payment.

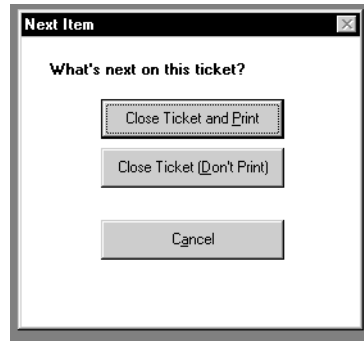
### Cash Only Accounts

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

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

To store the transaction, click the **Print Ticket** button. The print ticket decision window appears.



*Figure 77. Print Ticket Decision Window*

To print the ticket and store the transaction information, click the **Close Ticket and Print** button.

To store the transaction information without printing the ticket, click the **Close Ticket (Don't Print)** button.

**NOTE:** The cash drawer will open if one has been installed.

A message box appears asking if the customer received their change. To finish the transaction, click **Yes**. **Cash Received** will be recalculated to equal the **Total Charge**.

When the **No** button is clicked, a message appears stating that a payment has not been received. Click the **OK** button to return to transaction details. When the customer has been given the correct change, click the **Print Ticket** button again to close the ticket.

**NOTE:** To change the outgoing transaction date, press the F10 button on the keyboard. Select the date of the outgoing transaction and click the **OK** button.

## Transactions with Tare Weights

Stored tare weights allow for single weighments when the vehicle is full. TransAct can store up to three tare fields: *Tare1*, *Tare2*, and *Tare3*. The names of these buttons can be configured according to the specific application. To edit tare names, refer to the Appendix, **Editing the TransAct Initialization File**.

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

**NOTE:** **Tare** refers to the empty weight of the vehicle. **Gross** refers to the vehicle weight plus the load. **Net** refers to the **Gross** weight minus the **Tare** weight.

### Material Direction

The **Transaction Details** form displays a **Material Direction** box. When **Incoming** is selected as the **Material Direction**, the tare weight is placed in the **Weight Out** field. When **Outgoing** is selected as the **Material Direction**, the tare weight is placed in the **Weight In** field. Select **No Tare** to record tare IDs and ignore tare weights. When **No Tare** is selected, the transaction is treated as a **Weigh In/Weigh Out** transaction.

**Example:** During the winter months, scale users may not want to use tare weights when ice and snow build up can cause inaccurate weights and charges.

When a transaction is started, the material direction is read from the **Default Material Direction** set in **Options**.

### Processing a Tare Transaction

To start a transaction, click the **Weigh** button from the menu bar. The **Select Transaction** form appears. Select an **Account**, **Permit** or **Truck Id** to start a transaction. The **Transaction Details** form appears.

Figure 78. Tare Weight Applied to Material Coming into a Site

The screenshot shows the 'Weigh' application window titled 'Weigh: 08:21 AM Wednesday, April 05, 2000'. The main display area shows a large digital scale reading of '33000 lb'. Below this, the 'Transaction Details' form is populated with the following information:

- Hauler:** 11 D & D Disposal Co., Inc.
- Bill-to Acct:** 11 D & D Disposal Co., Inc.
- Order/Job:** (empty)
- Truck:** 103 25400
- Container:** C108 1500
- Pup Trailer:** (empty)
- Material:** 1 Solid Waste
- Area:** 10 Chippewa Falls
- Rate Table:** -1 Default Rates

The **Material Direction** section has three radio buttons: **Incoming** (selected), **Outgoing**, and **No Tare**. To the right of the form are buttons for **Cancel**, **Enter**, **Libran**, **Print**, **Print Total**, and **Clear**.

At the bottom of the form, the following values are displayed:

- Weight In:** 33000
- Out:** 26900
- Net:** 6100
- Total Charge:** \$167.75
- Added Charge:** \$0.00 + (\$1.00 x Amount Entered)

The status bar at the bottom shows: '3828 - default.glx | [1 items: \$167.75] \$167.75 = (3.05 Tons @ \$55.00 per) | In | Fcylb |'

The **Hauler** account is a locked field. If the wrong account appears in the **Hauler** field, click the **Cancel** button to start the transaction over.

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


Select **Truck**, **Container**, and **Pup Trailer** tare weights from the drop-down lists. The sum of the selected tares is displayed in the **Weight Out** box. The tare weight is subtracted from the **Weight In** (gross) to produce the **Net Weight**. The net weight appears in the **Net Weight** field.

When a transaction is created, the account default categories are displayed. To change a category item, use the drop-down list next to each category 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.

Dimmed field labels indicate the field is not available for that customer.

The status bar at the bottom of the window displays how the charge is calculated. The status bar also displays the direction of the transaction (**incoming/outgoing**) and charge type (**payable** or **receivable**).

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

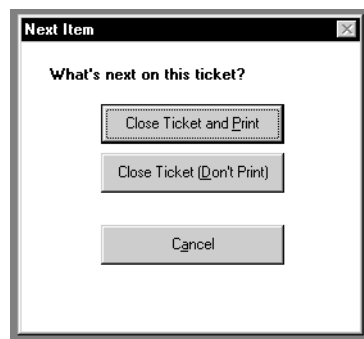
To add information that will print on the ticket, click the  **Notes** button.

**NOTE:** Notes are not normally stored in the database unless the **Note Life Span** in the **Options** section is set to the number of days the notes are to be stored. **Note Headings** are defined under **Preferences** in the **Admin** section.

The cash button works identical to the way it was described for Weigh In/Weigh Out type transactions.

To store the transaction, click the **Print Ticket** button. The print ticket decision window appears.

*Figure 79. Print Ticket Decision Window*



To print the ticket and store the transaction information, click the **Close Ticket and Print** button.

To store the transaction information without printing the ticket, click the **Close Ticket (Don't Print)** button.

A message box appears asking if the customer received their change. To finish the transaction, click **Yes**. **Cash Received** will be recalculated to equal the **Total Charge**.

When the **No** button is clicked, a message appears stating that a payment has not been received. Click the **OK** button to return to transaction details. When the customer has been given the correct change, click the **Print Ticket** button again to close the ticket.

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

*Figure 80. Required Container or Pup Trailer*



**Example:** Trucks hauling containers can be setup to require a container. To setup **Tare1** items to require **Tare2** or **Tare3** items, refer to setting up a **Customer Account** in the **Admin** section.


To return to the **Transaction Details** form, click the **OK** button. Select the item required, **Tare2** or **Tare3**, and click the **Print Ticket** button.

**NOTE:** To change the transaction date, press the F10 button on the keyboard. Select the date of the transaction and click the **OK** button.

## Print Weight, Options, Update Tare, and Reprint Ticket Buttons

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### Print Weight Button

To print the scale weight, date, and time to the ticket printer, click the  **Print Weight** button. The print weight function does not create a transaction.

### Options Button


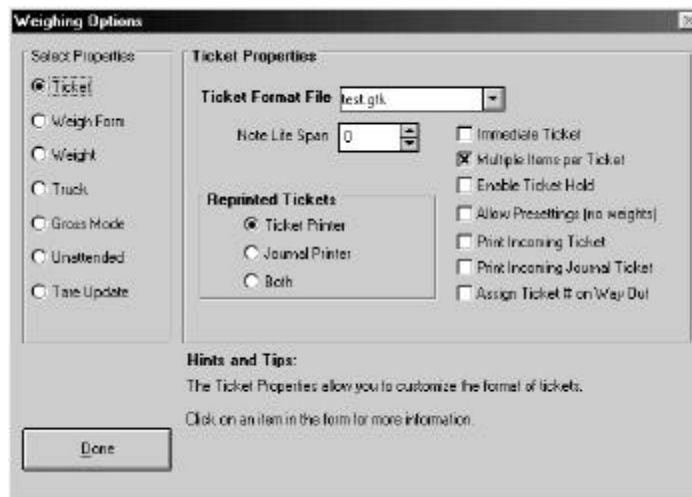
To view the **Weighing Options** form, click the  **Options** button. The **Weighing Options** form allows the operator to configure different modes of operation. Available options are listed as bullets on the left side of the form. Clicking each bullet will display the properties for each group. The **Hints and Tips** section provides a description of each item and how it affects the program.

Figure 81. Options



### Ticket

#### Ticket Format File

The **Ticket Format File** changes the format of the printed ticket for the current transaction. Change the **Ticket Format File** from the **Transaction Details** form.

## Note Life Span

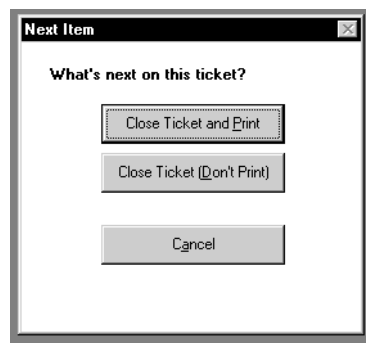
In order to preserve database size, notes are typically stored with open transactions and deleted when the transaction is completed. To store notes with completed transactions, set the **Note Life Span** value to the number of days you would like to have notes stored. The note will be stored for that number of days beyond the transaction date. A value of 366 saves notes indefinitely.

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.

## Immediate Ticket

To skip the “**Next Item**” prompt during a transaction, place an ‘x’ in the **Immediate Ticket** box.

*Figure 82. Print Ticket Decision box*



The **Print Ticket Decision** box will not appear and a ticket will print immediately when the **Print Ticket** button is clicked.

**NOTE:** This feature cannot be used with the **Multiple Items per Ticket** or **Enable Ticket Hold** feature. These two features are automatically turned off when **Immediate Ticket** is turned on.

## Multiple Items per Ticket

When **Multiple Items per Ticket** 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 garbage, tires, and appliances. A charge for each item is calculated and stored separately in the database. They can be grouped together and totaled when printing a ticket.

Click the check box to turn **Multiple Items per Ticket** on. An ‘x’ in the box indicates the feature is on.

### Enable Ticket Hold

When **Enable Ticket Hold** is turned on, tickets may be placed on hold and re-opened from the **Ticket** drop-down box. This feature can be used for cash transactions when a driver needs to drive off of the scale before they pay for their transaction. The scale is not tied up and can be used for other transactions while the driver is paying for their ticket.

Click the check box to turn **Enable Ticket Hold** on. An 'x' in the box indicates the feature is on.

### Allow Presetting (no weights)

When **Allow Presetting (no weights)** is turned on, open tickets may be stored without a truck on the scale. The operator is allowed to preset ticket values and store the ticket for future use.

### Print Incoming Ticket

When **Print Incoming Ticket** is turned on, tickets will be printed on both the incoming and outgoing side of a transaction. TransAct will look for a ticket format file with a **.ITK** extension (i.e. **STILLSON.ITK**). If no incoming ticket is found, TransAct will use the selected **.GTK** ticket format file (i.e. **STILLSON.GTK**). This makes it possible to have a different ticket format for both the incoming and outgoing ticket.

**NOTE:** See “**Customizing Tickets**” in the appendix for more information about creating tickets.

### Print Incoming Journal Ticket

When **Print Incoming Journal Ticket** is turned on, a journal ticket will be printed on the incoming side of a transaction. TransAct will look for a ticket format file with a **.ITK** extension (i.e. **STILLSON.ITK**). If not found, TransAct will use the selected **.GTK** ticket format file (i.e. **STILLSON.GTK**).

### Assign Ticket # on Way Out

When **Assign Ticket # on Way Out** is turned on, TransAct will assign a temporary ticket number on the incoming side of the transaction and a permanent ticket number on the outgoing side of the transaction. The site code is replaced by an asterisk (\*) for temporary tickets. To complete a transaction, select the temporary ticket from the **Ticket** drop-down list from the **Select Transaction** form. When Print Ticket is clicked, the asterisk is replaced with the actual site code and next sequential outgoing ticket number.

## Weigh Form

### List Order

The **List Order** option determines how tables containing lists (e.g. (Customer) Account, (Open) Ticket, and Categories) will be displayed in drop-down lists. A dot next to an option indicates it is selected. When **By Code** is selected, lists display in code order. When **By Description** is selected, lists display in description order. Pressing the **F11** function key in the **Weigh Form** or before clicking the **Find** button for any table, toggles between **By Code** and **By Description**.

To find an entry in a drop down list, start typing the code when **List Order** is **By Code**. Alternately, type first few characters of the description, when **List Order** is **By Description**.

Current sort order is displayed in the TransAct header.



### Adjustments

TransAct provides two **Adjustments** fields, **Percent of Load** and **Percent Deduction**. When a description is entered in either box, the boxes appear in the **Transaction Detail** form. If no description is entered, the boxes do not appear.

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

#### Adjustment 1 - Percent of Load Label

Use the **Percent of Load** label when splitting a load between two or more items. Be certain to turn on **Multiple Items per Ticket** in the **Ticket** section.

**Example:** A recycling center may use the **Percent of Load** field when haulers bring in mixed loads (e.g. cardboard and newspaper). Instead of having the driver weigh in/weigh out for each material, the scale operator enters a value in the **Percent of Load** field and clicks the **Print Ticket** button. The operator selects **Add a Percent of Load Item** button. The **Weight In**, **Weight Out**, and **Net Weight** fields do not change. The next material item is selected, a value is entered in the **Percent of Load** field and the **Print Ticket** button is clicked.

#### Adjustment 2 - Percent Decrease Label

Use the **Percent Decrease Label** when adjustments effect a single load.



**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, the percent moisture is entered. Use the percent deduction field to enter the percentage.

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 the **Quick Scan** feature under the **Reporting** menu.

#### Default Material Direction

Use this option to select the default direction of the material flow. This value is used to set the direction for transactions where stored tare weights are used. The dot indicates the selected direction (**incoming/outgoing**).

The **Warn on Direction**, option will pop-up a warning message during a transaction where the material direction is opposite the default material direction.

#### Open Ticket Refresh

Specify a time interval (in seconds) during which the open ticket list will be refreshed. Use this feature when more than one computer is processing scale transactions. This will ensure a transaction started at one station can be selected for completion at a different station.

#### Automatically Disable Cash Button

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 for **Cash** transactions (**Customer Accounts** that are set as **Cash Only**). To enter a payment for a charge account, select **Payments** from the **Accounting** pull-down menu.

#### Ask if Customer Received Change

When checked, a message appears during a cash transaction to verify the customer received any change due to them. The message will not appear when this option is not checked.

#### List Jobs for Bill-To Acct. Only

To view only the jobs assigned to a **Bill-To** account, place an 'x' in the **List Jobs for Bill-To Acct. Only** option box. When checked, only those jobs attached to the selected **Bill-To** account will appear in the **Transaction Details** form. When unchecked, all active jobs will appear in the drop-down list. Expired jobs will not show up in the list.

## Automatically Add Job Items

When checked, a prompt will no longer appear when a ticket item is not part of a job. To turn this feature on, place an 'x' in the option box.

**NOTE:** Changing this option will affect unattended systems.

## List Materials with Rates Only

When checked, only those materials with entries in the selected rate table will be shown in the materials drop-down list.

## Manual Entry in Selected Units

When checked, manual weight entry will be in the units selected. When the Units button during a transaction is set to Tons, and the Manual scale is used to enter a value in the Weight In and Out fields, the value being entered will be read as Tons.

**NOTE:** This feature is only available to use with single weighments. When using this feature for **Incoming** transactions, one of the **Gross Mode** options must also be selected to activate the **Net** button in the **Transaction Details** form.

**Weigh**

## Threshold

The **Threshold** is the minimum scale weight required before the transaction can be processed.

## Tolerance

The **Tolerance** is the maximum weight the scale can fluctuate before TransAct determines there is motion on the scale. When a tolerance weight is specified, TransAct recognizes a stable weight + or - the tolerance weight. For example, when the tolerance is set to 40, TransAct considers a stable weight to be anywhere between + or - 40 pounds. Enter a positive weight for this field.

## Zero Return

When **Zero Return** is checked, TransAct will not allow transactions to be processed until the weight on the scale has returned to zero since the last transaction. If the scale has not returned to zero a warning appears. Click the **OK** button to return to the **Select Transaction** form.

## Truck

### Transient Truck Account

This feature is useful for tracking cash customers within a given facility. Click the down arrow next to the **Transient Truck Account** field to select an account (e.g. **Cash Customer**). To start a transient truck transaction, enter a non-stored Truck Id (e.g. license plate number) in the **Truck Id** field and press **Enter**. This “**truck number**” is stored with the transaction, but is not stored in the **Cash Customer** account **Truck (Tare1)** table.

Transient trucks can only be used in the **Tare1** field. **Tare2** and **Tare3** entries must still be attached to an account.

**Example:** When a transaction is started by entering a **Truck Id** that is not in the system, the account specified as the **Transient Truck Account** (Cash Customer in our example) appears in the hauler and bill to fields. The license plate number appears in the **Truck** field along with the word **Transient**.

Figure 83. Transient Truck

The screenshot displays the 'Weigh' application window. At the top, the title bar shows the time and date: 'Weigh: 11:20 AM Tuesday, February 23, 1999'. Below the title bar, there are buttons for 'Print Weight', 'Options...', and 'Update Tare...'. A large digital display shows '6000 lb'. The main area is titled 'Transaction Details' and contains several fields: 'Hauler' (999 Cash Customer), 'Bill-To Acct' (999 Cash Customer), 'Order/Job', 'Truck' (GSP301 Transient), 'Container', 'Material' (1 Solid Waste), 'Area' (-1 None), and 'Rate Table' (-1 Default Rates). To the right of these fields are buttons for 'Cancel', 'Back', 'Print', 'Update', and 'Store Ticket'. At the bottom of the form, there are input fields for 'Weight In' (6000), 'Out' (0), 'Net' (0), 'Total Charge' (\$0.00), and 'Added Charge' (0). The status bar at the very bottom shows '3822 - nwsone.glk | [1] Items: \$10.00 | \$0.00 = 0.0 Tons @ \$55.00 per | In | Revbl'.

### Ignore Truck History

Truck history allows TransAct to automatically pre-fill the previous order/job, material, and bill-to codes. When not checked, the **Last Order/Job**, **Category** item, and **Bill-To** information found in the **Today's Statistics** section of the **Truck** tare table will be used during a transaction when a transaction is started with a **Truck Id**.

## Gross Mode

The **Gross Mode Properties** enables or disables the **Net** button on the weigh form. The **Net** button provides single-weighment gross weight transactions that set the **Net Weight** equal to the **Weight In**.

### Off

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

### Set Net = Weight In

This option is most commonly used to record a weigh only type of transaction. Use this option when the **Net Weight** should not be included in **Tonnage and Charges** reports.

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

During the Weigh In process, click the **Net** button to copy the **Weight In (Gross)** into the **Net** field. Click the **Print Ticket** button to complete the transaction.

**NOTE:** To calculate a charge for these types of transactions, add a new item to the material category. In the **Default Rates** table enter the rate for the new item into the **Tons/Pounds** column and set the **Per Load (Ld)** flag to **Y (Yes)**.

### 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 where a floor scale is used to weigh bales of recycled plastic. These weights will be included for reporting purposes.

**Example:** This option may also be used for adding material inventory.

## Unattended

Additional documentation has been created to better explain unattended features. Please contact your TransAct representative to obtain this information.

## Tare Update

### Close Transaction After Update Tare

When checked, the **Transaction Details** form is closed after the tare update has been completed and TransAct returns to the **Select Transaction** form. When not checked, the **Transaction Details** form is not closed after the tare update has been completed.

### Lock Weight when Updating Tare

When checked, TransAct will automatically lock the weight on the scale while the tare weight is being updated.

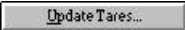
### Display Full Detail when Adding New Tare

When checked, the tare detail window appears when a new tare is created. This window contains the same fields as the **Truck Table** window. Users with **Administrator** or **Supervisor** privileges can update any of the fields. A user with **Operator** privileges can only update the **Tare Number**, **Tare Description**, and **Tare License** fields.

## Returning to the Weigh Window

To return to the **Weigh** window, click the **Done** button.

## Update Tare Button

The  **Update Tares** button allows for tare weights to be updated or added during a transaction. The weight on the scale can be used as the tare weight or the tare weight can be manually keyed. The **Update Tares** button is only available at the beginning of a transaction.

**NOTE:** When a list of tare weights is available, use the **Tare** tables from the **Customer Accounting** window to enter the data faster. Refer to “Tare Buttons” on page 38.

## Updating Existing Tare Weights

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

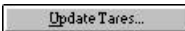
Wait for the scale to stabilize and the motion indicator to clear. Select all tares needed to complete the transaction (e.g. **Truck**, **Container**, and **Pup Trailer**) and click the  **Update Tares** button. The **Update Tare** form appears.

Figure 84. Update Tares Table

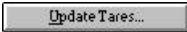
The weight on the scale can be applied to any of the active tares. Use the mouse to place the dot next to the tare which is being updated (e.g. **Truck**, **Container**, or **Pup Trailer**). The Weight on the scale replaces the old tare weight in the **Tare Values** section.

Click the **Save** button to save tare information. Once the tare has been updated, the information appears in the **Transaction Details** form. Click the **Done** button to exit the **Update Tares** form.

To undo any changes, click the **Done** button before clicking the **Save** button, to return to the **Transaction Details** form.

### Adding a New Tare

New tares can be added from the **Transaction Details** form as well. Select an **Account** from the **Select Transaction** form to start a transaction.

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

The account the truck will be added to is displayed in the **Hauler** field. If the incorrect **Bill-To** account is displayed, select the correct account from the drop-down list.

Select **Truck** from the “**Which Tare are you updating?**” section. Enter the new truck number in the **Truck** box. The weight from the scale is displayed in the **Truck** box of the **Tare Values** section. To manually enter a tare weight, place the cursor in this box and type a different weight.

**NOTE:** Only users with Administrator or Supervisor rights can enter manual tare weights.

Figure 85. New Truck Number

The **Add Mode** box appears when a **Transient** truck account is setup in the **Truck** section of the **Options** window. The **Add Mode** feature allows the user to store a transient truck with an account other than the one specified in **Options**. From the **Add Mode** box, select whether the truck is a **Transient** or **Permanent** truck. Click the **Save** button to save the new truck number and tare weight. A verification message appears. Click the **Yes** button to add the new tare and return to the **Transaction Details** form. Click the **No** button to cancel and return to the **Update Tare** form. When “**Display Full Detail when Adding New Vehicle**” is checked in the **Tare Update** section of the **Options** window, the tare information table appears.

Figure 86. Update Tare Information

Once the desired information about the new tare has been entered, click the **Continue** button followed by the **Done** button.

**NOTE:** TransAct will return to the **Select Transaction** form when the option **Close Transaction After Update Tare** is checked. TransAct will return to the **Transaction Details** form and display the new truck number in the **Truck** tare dialog box when **Close Transaction After Update Tare** is not checked.

To add a new **Tare 2 (Container)** or **Tare 3 (Pup Trailer)**, use the same procedures.

### Updating Combined Tares (Truck and Container)

Use this option when a **Tare 1 (Truck)** *with* a **Tare 2 (Container)** or **Tare 3 (Pup Trailer)** needs to be updated. The following example was created with the option **Close Transaction After Update Tare** turned on.


Select an **Account** or **Truck Id** to start a transaction. Select the **Truck** and **Container** to update then click the  **Update Tares** button.

Figure 87. Combination update tare (Truck and Container)

The **Update Tare** form appears.

Figure 88. Update Tares form

Select **Truck + Container**. The truck number and container number appear and the combined weight is stored. Click the **Save** button then click the **Done** button.



When the truck returns to the scale without the **Container**, start the transaction by entering the **Truck Id** from the **Select Transaction** form.

Only the **Truck** tare will appear in the **Transaction Details** form, *do not* select a **Container**.

Figure 89. Transaction Details - update tare

With only the weight of the truck on the scale, click the **Update Tares** button.

Figure 90.

Verify **Truck** is the selected item. Click the **Save** button. Click the **Done** button.

The weight entered for the **Truck** is subtracted from the stored, combined total for **Truck + Container**. The result is stored in the **Container** table as the tare for the **Container**.

## Reprint Ticket Button


To reprint any ticket, click the  **Reprint Ticket** button. The following window appears.

*Figure 91. Reprint Ticket*



The last ticket number 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. When reprinting a ticket from another site, enter the site code first and then the ticket number with no spaces (e.g. B118).

## Multiple Items per Ticket

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

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 a truck loaded with two appliances, four 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 weight of the garbage.

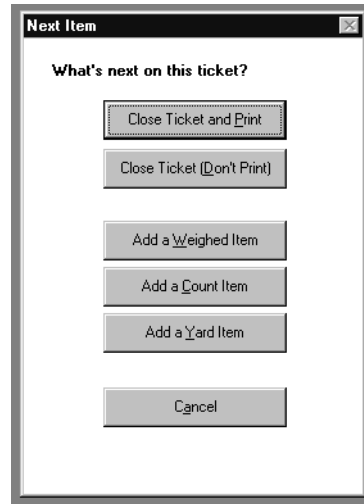
Select an **Account**, **Permit** or **Truck ID**, from the **Select Transaction** form, to start the transaction. The **Transaction Details** form appears. The first item processed will be the appliances.

Figure 92. Transaction Details Form

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

Click the **Print Ticket** button. The **Next Item** dialog box appears.

Figure 93. Print Ticket/Add Item Decision Window



To add the second item (**Tires**) click the **Add a Count Item** button. The first item is stored and the **Transaction Details** form reappears.

**NOTE:** When any *Add* button is selected, the current item is closed and the **Transaction Details** form reappears.

Figure 94. Adding a Multiple Item

The status bar at the bottom of the window indicates the current item, the 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 the **Quantity In** box.

Click the **Print Ticket** button. The **Next Item** dialog box reappears.

To add the third item (**Garbage**), select  **Add a Weighed Item** from the list. The transaction for Tires 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 (**Weigh In**).

Select the type of **Material**. To store the open weighed item, click the **Store Ticket** button. The ticket remains open until the empty truck returns to the scale.

To view a list of material items that have been saved for this ticket, click the  **Items** button from the **Transaction Details** form.

Figure 95. List of Items

Weight: 08:45 AM Wednesday, February 14, 2001

21000 lb

Transaction Details:

Hauler: 11 D & D Disposal Co., Inc.

Bill-To Acct: 11 D & D Disposal Co., Inc.

Job:

Truck:

Container:

Pup Trailer:

Material: 1 Solid Waste

Area: 10 Chippewa Falls

Rate Table: -1 Default Rates

Weight In: 21000 Out: 0 Net: 0

Total Charge: \$3.00 Added Charge: 0 \$0.00 + (\$1.00 x Amount Entered)

Items Stored for Ticket 3825:

1: 2 - Appliances  
Charge = \$20 Paid = 90  
Qty = 2 Unit

2: 4 - Tires  
Charge = \$20 Paid = 90  
Qty = 4 Unit

Total Charge = \$40  
Total Credit = 90

Close

3825 - default [3 items: \$40.00] \$0.00 = (0 lbs @ \$0.0275 per)

When the truck returns, select the open ticket from the list of open tickets in the **Ticket** drop-down list.

The open ticket appears in the **Transaction Details** form.

Figure 96. Multiple Ticket Weight Out

Weight: 09:59 AM Wednesday, July 29, 1998

18000 lb

Transaction Details:

Hauler: 11 D & D Disposal Co., Inc.

Bill-To Acct: 11 D & D Disposal Co., Inc.

Order/Job:

Truck:

Container:

Pup Trailer:

Material: 1 Solid Waste

Area: 10 Chippewa Falls

Rate Table: -1 Default Rates

Weight In: 21000 Out: 18000 Net: 3000

Total Charge: \$82.50 Added Charge: 0 \$0.00 + (\$1.00 x Amount Entered)

Buttons: Cancel, Store, Print, Print Ticket

3837 - default [3 items: \$122.50] \$82.50 = (1.5 Tons @ \$55.00 per) In Recv!

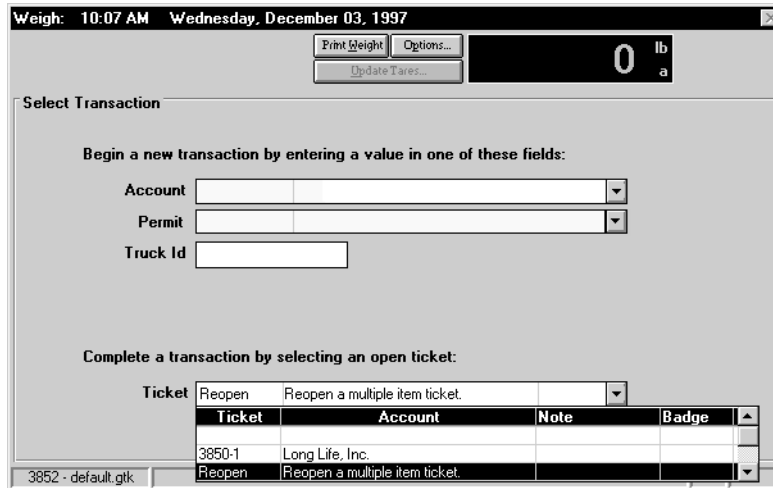
To store the weighed item, click the **Print Ticket** button. The **Next Item** dialog box reappears.

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

## Reopen a Multiple Item Ticket

When an item needs to be added to a ticket that has been closed, select **Reopen a multiple item ticket** from the **Ticket** drop-down list of the **Select Transaction** form.

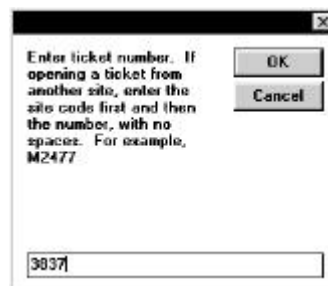
Figure 97. Reopen a Multiple Item Ticket



Ticket	Account	Note	Badge
3850-1	Long Life, Inc.		
Reopen	Reopen a multiple item ticket.		

The following message box appears.

Figure 98. Enter Multiple Item Ticket Number



Enter the ticket number to be reopened and click **OK**.

**NOTE:** To reopen a ticket from another site, enter the site code first then the ticket number with no spaces (e.g. **B3837**)

If the last item entered was a weight, it may be used as the weight for the new transaction. 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 gross weight (**Weight In**).

**NOTE:** This message only appears if the last transaction item was a weighed item.

The **Transaction Details** form appears. The weight and category items from the last item are displayed.

Figure 99. 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. The **Next Item** dialog box appears.

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 the **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.

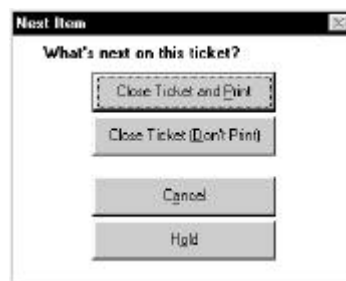
## Placing a Ticket On Hold

To turn on **Enable Ticket Hold**, click the  **Options** button from the Weigh form. An 'x' in the box indicates the feature is on.

The **Enable Ticket Hold** feature when enabled, allows ticket to be placed on hold when a driver needs to drive off of the scale before they pay for their transaction. This allows the driver to pay for the transaction without being on the scale.

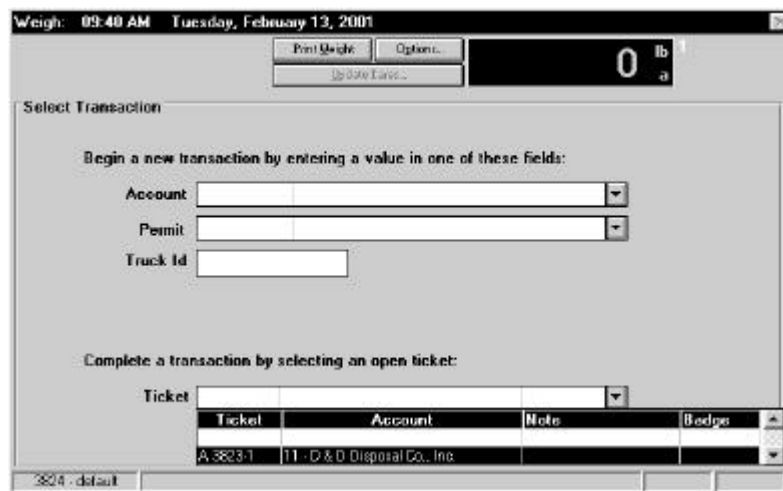
To place a ticket on hold at the end of a transaction, click the **Print Ticket** button. Click the  **Hold** button from the print decision menu.

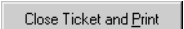
*Figure 100. Ticket on Hold button*



To receive cash and print a ticket that has been placed on hold, select the ticket from the **Tickets** drop-down list.

*Figure 101. Select a transaction Hold*



Click the **Cash** button to receive cash and record a check number. Click the **Print Ticket** button then click the  **Close Ticket and Print** button.




## Axle Weighing

Axle weighing can be activated for **Short** or **Long** scales by adding one of the following lines to the [Weigh Options] section of the **TRANSACT.INI** file. Refer to the **Appendix on Editing the TransAct Initialization 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.

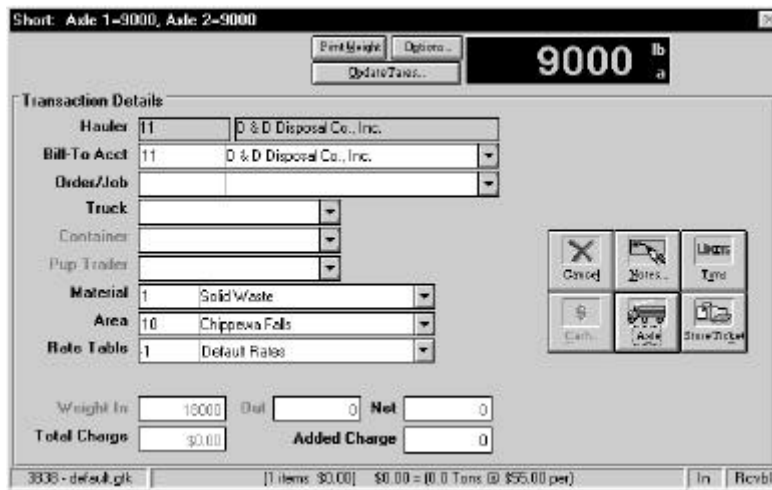
When axle weighing is enabled, an  **Axle** button for recording axle weights becomes available in the **Transaction Details** form.

### Short Bed Axle Weighing

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

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 axle weights together.

*Figure 102. Adding Axle Weights in the Transaction Details Form*



The screenshot shows a software window titled "Short: Axle 1-9000, Axle 2-9000". The window contains a "Transaction Details" form with the following fields and values:

Hauler	11	D & D Disposal Co., Inc.
Bill-To Acct	11	D & D Disposal Co., Inc.
Order/Job		
Truck		
Containers		
Pup Trailer		
Material	1	Solid Waste
Area	10	Chippewa Falls
Rate Table	1	Default Rate

At the bottom of the form, there are input fields for:

- Weight In: 18000
- Out: 0
- Net: 0
- Total Charge: 90.00
- Added Charge: 0

On the right side of the form, there is a grid of buttons: Cancel, Notes, Links, Print, Add, and Store Ticket. The top right of the window displays "9000 lb" and "a". The status bar at the bottom shows "3836 - default.gtk" and "[1] Items: \$0.00 | \$0.00 = (0.0 Tons @ \$55.00 per)".

The **Weigh** window title bar displays each axle weight. To subtract the last axle weight, hold the **Shift** key on the keyboard while clicking the **Axle** button.

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 the entire truck. The weight of each axle is calculated as the truck drives on the scale. The current axle weight equals the scale weight minus axle weights already recorded.

**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.

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 the third axle on the scale is 18,000 lbs. The weight of the third axle is 18,000 lbs - 6,000 lbs - 9,000 lbs = 3,000 lbs. The total weight with the fourth 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 103. 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 the keyboard.


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

## Attended vs. Unattended


TransAct provides a number of unattended interfaces. These interfaces are defined as data terminals in the **Data Terminal** section under **Admin | Preferences**.

When a data terminal is defined, the  **Attended** menu button is displayed on the Weigh form.

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 manual features of TransAct are disabled until the **Unattended** button is clicked and TransAct is put back into **Attended** mode.

Additional documentation has been created to better explain each Unattended feature. Please contact your TransAct representative to obtain this information.

# Accounting

Use this section to define rates and taxes, setup rate tables, customer discounts, print statements\invoices, 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

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Rates are used to calculate charges. Two of the TransAct category tables are reserved for Rates. A table is used to maintain a list of items for sale. A second table is reserved for defining additional rate tables.

Charges are based on measured rates, minimum charges, discounts, and taxes. Charges are calculated as a transaction is completed. Units of measure available for calculating charges are weight (pounds or kilograms), yards, and count.

Each category item can have up to three rate types. Each charge is calculated using the Net Weight (Yard or Count) then added together. Up to three taxes can be defined. Breaking out each **Tax Type** allows an organization to track local and state fees separately. It also allows certain taxes to be applied to a specific **Rate Type**.

Category items can be designated as taxable or non-taxable from within the rate tables.

**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 the Minimum Charge. (If Minimum Charge is not used, nothing is replaced.)

6. Base Charge - Discounts = Total Charge

## Setup and Miscellaneous Rates

To setup taxes, rates, and rounding properties, select **Accounting | Setup and Miscellaneous Rates** from the main menu. The **Setup and Miscellaneous Rates** table appears.

Use the **Setup and Miscellaneous Rates** table to enter system defaults and calculation properties. System defaults are used unless overridden by settings in the **Accounting Info.** form of the **Customer Account** table or **Order/Job** table.

### Tax Properties

The **Tax Properties** section serves two functions. The first is to assign meaningful names to the tax name fields (e.g. state, federal, county, etc.). The second is to enter the percentage for each tax type.

Figure 104. Tax Setup

To apply a tax, replace the **Tax 1 Name**, **Tax 2 Name**, and **Tax 3 Name** fields with meaningful names (e.g. **State**, **County** etc.). To remove a tax from use, leave the field blank (e.g. 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.

To override these taxes for a specific customer, select **Admin | Customer Accounts**. To select the customer whose taxes are different from the default, click the **Find** button. From the **Customer General Info** form, click the **Accounting Info** button. When a value greater than 0.00 is entered into *any* of the active tax fields, the default taxes will not be used for any of the tax fields, even when left at 0.00.

### Tax Status

The tax status of new accounts will be set according to this value. For example, when the majority of customer accounts are taxed, select the **Taxable** status. Edit individual customer accounts for those customers who are **Tax Exempt**.

To set a customer account to a **Tax Exempt** status, select **Admin | Customer Accounts**. Select the customer then click the **Accounting Info** button. Place an 'X' in the **Tax Exempt** field, click the **Save** button.

## Rate Properties

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 the category list. The **Surcharge** rate will be used as an added charge set by the county for certain material types. The **Delivery** rate will be used as an added charge for materials requiring delivery.

Figure 105. Rate Setup

Rate Name	State Tax	County Tax
Rate 1 Name: Material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rate 2 Name: Surcharge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rate 3 Name: Delivery	<input type="checkbox"/>	<input type="checkbox"/>

Appropriate taxes are applied to each rate by checking the **Tax** boxes. The above figure shows that the **State** and **County Tax** will be applied to the **Material** rate, the **County Tax** will be applied to the **Surcharge** rate, and neither tax will be applied to the **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 appear. Only fields containing a name will appear on subsequent forms.

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

**NOTE:** The **Charges** report available with TransAct breaks out each tax and rate.

## Added Charge

Use the **Added Charge Formula** to calculate an added charge based on a formula. The **Added Charge** is the sum of two components; a fixed charge 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 the **Transaction Details** form during a transaction. The following three 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 106. Added Charge Formula - Default Added Charge*

**Setup and Miscellaneous Rates**

Select Properties:

- Taxes
- Rates
- Added Charge
- Minimum Charge
- Rounding
- Miscellaneous

**Added Charge Properties**

Charge =  + (  x Amount Entered )

State Tax     County Tax

**Hints and Tips:**  
 The Added Charge Properties allow you to setup an added charge that is the sum of two components: a fixed charge and a variable charge.  
 Click on an item in the form for more information.

A \$5.00 charge will be added to every transaction.

*Figure 107. Weigh Form Transaction Details - Default Added Charge*

Weight In  Out  Net

Total Charge  Added Charge  \$5.00 + (\$1.00 x Amount Entered)

16 - wisnola.gtk    [1 items \$25.81]    \$25.81 = (9000 lbs @ \$0.0022 per + \$5.00) + \$1.01 Tax    Out    Rcvbl

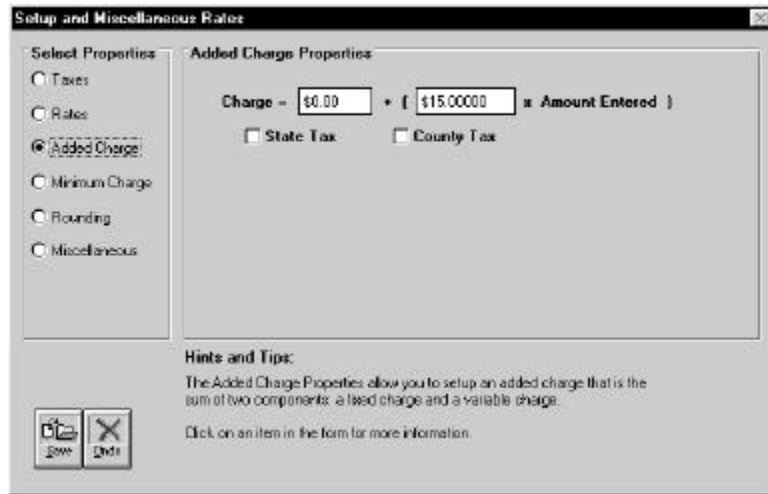
When an additional amount is entered into the **Added Charge** field, it is automatically added to the fixed amount in the **Transaction Details** form.



**Example 2 - Variable Added Charges**

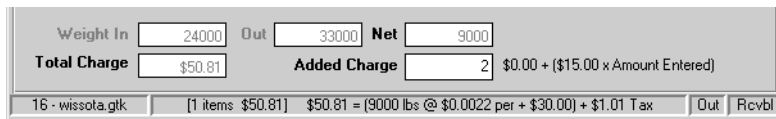
This example multiplies the **Amount Entered** on the **Transaction Details** form during a transaction by \$15.00. A “zone” rate structure would be an example that uses variable added charges. Each “zone” would be a multiple of \$15.00.

*Figure 108. Added Charge Formula - Variable Added Charge*



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

*Figure 109. Weight Form - Variable Added Charge*



A quarry has three different delivery zones; one, two, and three. The **Added Charge** for each zone is multiplied by a zone charge of \$15.00. Zone one is charged \$15.00, zone two is charged \$30.00, and zone three is charged \$45.00. The **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 be setup in the **Added Charge Formula**.

Figure 110. Added Charge Formula - Added & Variable Charges

**Setup and Miscellaneous Rates**

Select Properties:

- Taxes
- Rates
- Added Charge
- Minimum Charge
- Rounding
- Miscellaneous

Added Charge Properties:

Charge =  + (  x Amount Entered )

State Tax     County Tax

**Hints and Tips:**  
 The Added Charge Properties allow you to setup an added charge that is the sum of two components: a fixed charge and a variable charge.  
 Click on an item in the form for more information.

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

Figure 111. Weight Form - Added & Variable Charges

Weight In	<input type="text" value="24000"/>	Out	<input type="text" value="33000"/>	Net	<input type="text" value="9000"/>
<b>Total Charge</b>	<input type="text" value="\$57.59"/>	<b>Added Charge</b>	<input type="text" value="2"/>	\$5.00 + (\$15.00 x Amount Entered)	
16 - wisota.gtk    [1 items \$57.59]    \$57.59 = (9000 lbs @ \$0.0022 per + \$35.00) + \$2.79 Tax    Out    Rcvbl					

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

- Zone One  
 $(\$5.00 + (\$15.00 * 1)) * 5.5\% \text{ (Sales Tax)} = \$21.10$
- Zone Two  
 $((\$5.00 + (\$15.00 * 2)) * 5.5\% \text{ (Sales Tax)}) = \$36.93$
- Zone Three  
 $((\$5.00 + (\$15.00 * 3)) * 5.5\% \text{ (Sales Tax)}) = \$52.75$

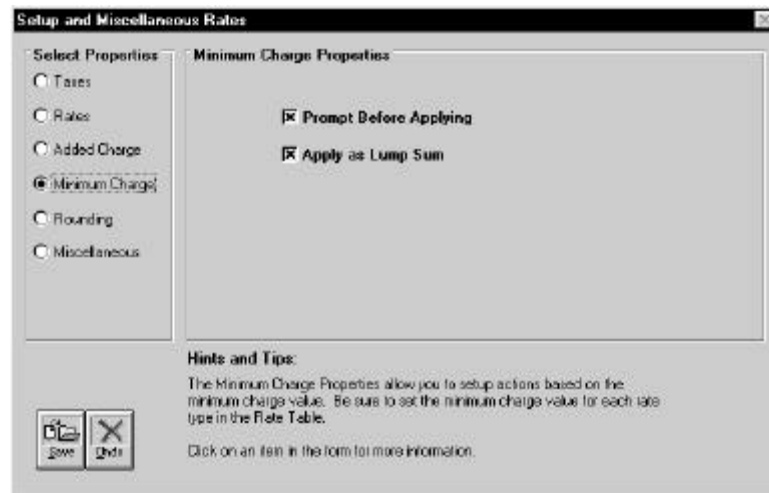
To save all changes, click the **Save** button. To cancel any changes, click the **Undo** button.

## Minimum Charges

### Prompt Before Applying

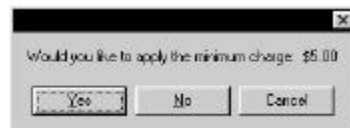
When the **Prompt Before Applying** option is turned on, TransAct will ask if the minimum charge should be applied, as a transaction is being completed.

*Figure 112. Prompt Before Applying Minimum Charge*



TransAct will display the following dialog box as a transaction is being completed.

*Figure 113. Prompt Before Applying Minimum Charge Message*



To replace the default charge with the minimum charge, click **Yes**. Any taxes will be recalculated using the minimum charge. To accept the charge calculated using **Default Rates**, click **No**. To cancel the transaction, click **Cancel**.

### 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).

When **Prompt Before Applying** is turned on, the user will be prompted before a minimum is applied for each rate type (e.g. **Material**, **Surcharge**, and **Delivery**).

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

## Charge and Cash Rounding Properties

Rounding can be setup to round differently for charge and cash transactions. For example, charge accounts may be charged to the nearest penny, but cash accounts are rounded to the nearest quarter. Rounding for **Charge** transactions applies to the base charge only. Sales tax and fixed charges are added to the rounded base charge. The **Round After Calculating Tax** option is available only for cash transactions and can only be used with the **Nearest** and **Down** options.

Figure 114. Cash and Charge Rounding

The screenshot shows a window titled "Setup and Miscellaneous Rates". On the left, under "Select Properties", the "Rounding" radio button is selected. The main area, "Rounding Properties", contains two sections: "Charge Rounding" and "Cash Acct Rounding". Both sections have a "Rounding" text box containing "\$0.01" and three radio buttons: "Nearest" (selected), "Up", and "Down". Below these is a checkbox for "Round After Calculating Tax", which is currently unchecked. At the bottom, there is a "Hints and Tips" section with text explaining the rounding options and a "Click on an item in the form for more information" instruction. Standard "OK" and "Cancel" buttons are at the bottom left.

By default, rounding is to the nearest penny. Use this section to modify the 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**.

## Miscellaneous

### 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, enter individual monthly finance charges for each customer account using the **Discounts and Account Flags** table. The **Discounts and Account Flags** table is covered later in this section.

**Easy Cash**

The **Easy Cash** option works with customer accounts that are marked as **Cash Only** accounts. When turned on, the **Cash** button does not need to be clicked during a transaction to record a cash payment. When the ticket is printed and the transaction is closed, the amount charged is recorded as the amount received. To turn **Easy Cash** on, place an 'X' in the box to the left of the **Easy Cash** option.

**NOTE:** The cash drawer will open if one has been installed.

When turned off, the **Cash** button must be clicked when completing 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.

## Rates

The rate table is used to attach a rate to each category item. Standard tables include **Default** and **Minimum Charges**. 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, select **Accounting | Rates** from the main menu. The **Rates** table appears.

Figure 115. Default Rate Table

The screenshot shows a window titled "Rates" with a dropdown menu for "Table" set to "1 Default Rates" and a dropdown for "Rate" set to "Material". The table is divided into two sections: "Incoming" and "Outgoing".

		Incoming						Outgoing					
		Ton	Yard	Count	R/F	T	Ld	Ton	Yard	Count	R/F	T	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

Buttons at the bottom: Add a Table, Delete a Table, Reinitialize Tables, Save, Print.

Rate tables are listed under the **Table** drop-down list. The **Default Rates** and **Minimum Charges** tables lists every item from the category table that rates are attached (i.e. **Material**). Additional rate tables will list only those items that have been added. The minimum charge rate will be applied to all charges that are less than the minimum charge value.

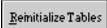
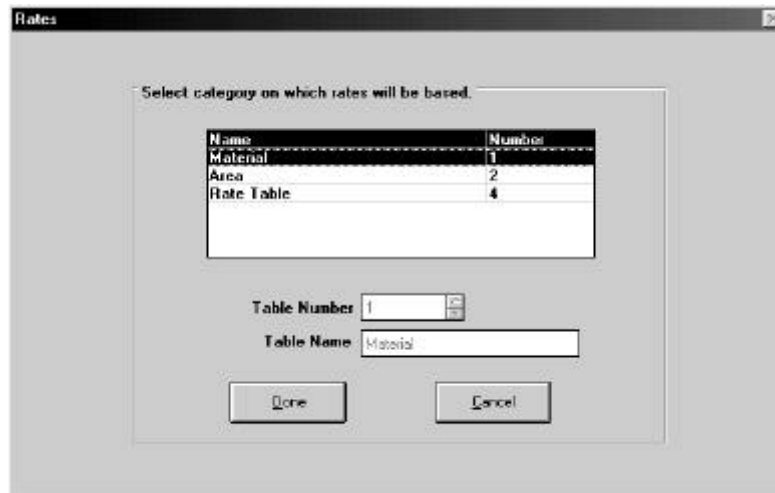
To attach rates to a different category table or refresh the item list in the current category table, click the  **Reinitialize Tables** button.

Figure 116. Reinitialize Tables



The highlighted table is the table currently used for rates. To refresh the item list in the current category table, click the **Done** button. The following warning message appears.

Figure 117. Reinitialize Current Table Warning

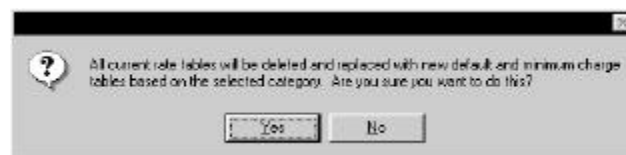


To change the category, rates are attached to, select the new category from the list and click the **Done** button.

**NOTE:** *When a new rate table is selected, the rates for all previous tables will be deleted.* Always make a backup of the database and a copy of the **C:\WINDOWS\TRANSACTION.INI** file before changing the existing rate table. If a mistake is made, quit TransAct and restore the **TRANSACTION.INI** file. Start TransAct and restore the backup database.

The following warning message appears.

Figure 118. Reinitialize Table Warning



To attach rates to a different category, click **Yes**. To cancel any changes and return to the **Rates** table, click **No**.

## The Default Rates 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 (incoming cash flow), **(P)** payable (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 119. Default Rate Table Setup - Tons

		-----Incoming-----						-----Outgoing-----					
		Ton	Yard	Count	R/P	Tx	Ld	Ton	Yard	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	28.45	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 first column under **Incoming** and **Outgoing** is used to enter a rate based on a weight (the above figure uses **Ton**). The unit of measure can be changed by editing the TransAct initialization file (TRANSACT.INI). To change the **Rate Basis**, refer to **Editing the TransAct Initialization File** in the **Appendix**.



Figure 120. Example of a Completed Rate Table

The screenshot shows a software window titled 'Rates'. At the top, there are two dropdown menus: 'Table: 1 Default Rates' and 'Rate: Material'. Below these are two main sections: 'Incoming' and 'Outgoing', each with a sub-table. The 'Incoming' table has columns: Ton, Yard, Count, R/F, T, L, Id. The 'Outgoing' table has columns: Ton, Yard, Count, R/F, T, L, Id. The main table lists 8 items with their respective rates and transaction types.

		Incoming						Outgoing					
		Ton	Yard	Count	R/F	T	L	Ton	Yard	Count	R/F	T	L
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	28.45	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 appliance 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.

To save any changes to the rate table, click the **Save** button. To undo any changes to the rate table, click the **Undo** button.

### Rate Type Two - Surcharge

To enter rates for another rate type, select the rate type from the **Rate** drop-down list.

Figure 121. Selecting a Rate

The screenshot shows a window titled "Rates" with a "Table" dropdown set to "1 Default Rates" and a "Rate" dropdown set to "Outcharge". The table below is divided into "Incoming" and "Outgoing" sections. The "Incoming" section has columns for Ton, Yard, Count, R/P, Th, and Ld. The "Outgoing" section has columns for Ton, Yard, Count, R/P, Th, and Ld. The table contains 8 rows of data.

		-----Incoming-----					-----Outgoing-----						
		Ton	Yard	Count	R/P	Th	Ld	Ton	Yard	Count	R/P	Th	Ld
1	Solid Waste	12.85	0.00	0.00			N	0.00	0.00	0.00			N
2	Construction and Demo	8.51	0.00	0.00			N	0.00	0.00	0.00			N
3	Appliances	0.00	0.00	0.00			N	0.00	0.00	0.00			N
4	Tires	3.00	0.00	0.00			N	0.00	0.00	0.00			N
5	Pallets/Brush & Logs	2.99	0.00	0.00			N	0.00	0.00	0.00			N
6	Woodchips (Clean)	0.00	0.00	0.00			N	0.00	0.00	0.00			N
7	Treated Soil	0.00	0.00	0.00			N	0.00	0.00	0.00			N
8	Contaminated Soil	5.52	0.00	0.00			N	0.00	0.00	0.00			N

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 a transaction. Select the third rate from the **Rate** drop-down list.

Figure 122. Default Delivery Rate Table

The screenshot shows a window titled "Rates" with a "Table" dropdown set to "1 Default Rates" and a "Rate" dropdown set to "Delivery". The table below is divided into "Incoming" and "Outgoing" sections. The "Incoming" section has columns for Ton, Yard, Count, R/P, Th, and Ld. The "Outgoing" section has columns for Ton, Yard, Count, R/P, Th, and Ld. The table contains 8 rows of data.

		-----Incoming-----					-----Outgoing-----						
		Ton	Yard	Count	R/P	Th	Ld	Ton	Yard	Count	R/P	Th	Ld
1	Solid Waste	0.00	0.00	0.00			N	0.00	0.00	0.00			N
2	Construction and Demo	0.00	0.00	0.00			N	0.00	0.00	0.00			N
3	Appliances	0.00	0.00	0.00			N	0.00	0.00	0.00			N
4	Tires	0.00	0.00	0.00			N	0.00	0.00	0.00			N
5	Pallets/Brush & Logs	0.00	0.00	0.00			N	0.00	0.00	0.00			N
6	Woodchips (Clean)	0.00	0.00	0.00			N	35.00	0.00	0.00			Y
7	Treated Soil	0.00	0.00	0.00			N	40.00	0.00	0.00			Y
8	Contaminated Soil	0.00	0.00	0.00			N	0.00	0.00	0.00			N

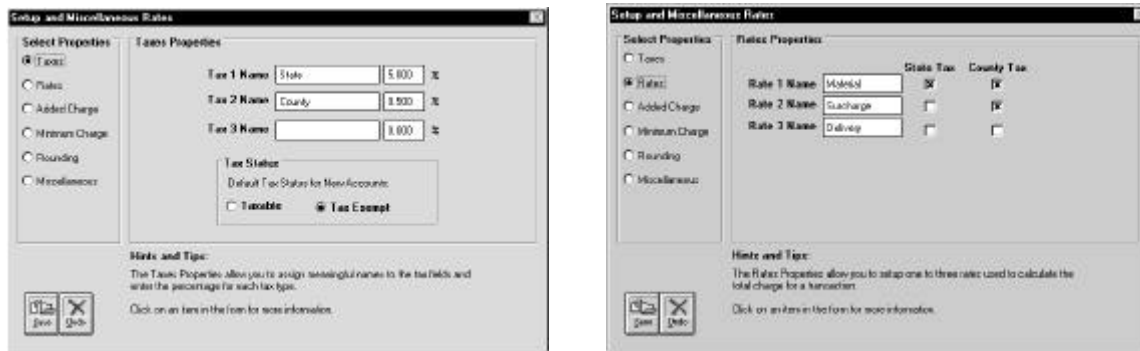
The per load charge must be entered into the field used to calculate the rate of the item. For example, if the transaction is calculated by weight, enter the delivery charge in the weight column (**Ton**, in our example). If the transaction is calculated by **Yard**, enter the delivery charge in the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

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 customer's home. Net Weight of the transaction totals 4,220 pounds or 2.11 tons. Using the taxes and rates from the previous examples for **Treated Dirt**, the charge is calculated as follows.

*Figure 123. Tax and Rate setup*



**Material Rate**

2.11 Tons X Material (Rate 1) \$35.00	=	73.85
73.85 X the State Tax (5%)	=	3.69
73.85 X the County Tax (0.5%)	=	.37
<b>Rate One total</b>	=	<b>77.91</b>

**Surcharge Rate**

2.11 Tons X Surcharge (Rate 2) \$0.00	=	0.00
0.00 X the County Tax (0.5%)	=	0.00
<b>Rate Two total</b>	=	<b>0.00</b>

**Delivery Rate**

2.11 Tons X Delivery (Rate 3) \$40.00	=	40.00
40.00 X the State Tax (5%)	=	2.00
40.00 X the County Tax (0.5%)	=	0.20
<b>Rate Three Total</b>	=	<b>42.20</b>

**Total Charge** = **\$120.11**

## Minimum Charges Table

The minimum charges table is available to assign minimum charges for individual items. When the **Total Charge** of a transaction does not meet the minimum charge requirement, the **Total Charge** will be replaced with the minimum charge. Enter the minimum charge amount for the item. Move the cursor to the load (**Ld**) field and enter a **Y**.

Figure 124. Minimum Charges Table

		Incoming						Outgoing					
		Ton	Yard	Coamt	R/F	Ts	Ld	Ton	Yard	Coamt	R/F	Ts	Ld
1	Solid Waste	10.00	0.00	0.00	R	Y	Y	0.00	0.00	0.00	R	Y	N
2	Construction and Demo	10.00	0.00	0.00	R	Y	Y	0.00	0.00	0.00	R	Y	Y
3	Appliances	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
4	Tires	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
5	Pallets/Brush & Logs	0.00	0.00	0.00	R	Y	Y	0.00	0.00	0.00	R	Y	Y
6	Woodchips (Clean)	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
7	Treated Soil	0.00	0.00	0.00	R	Y	Y	25.00	0.00	0.00	R	Y	Y
8	Contaminated Soil	0.00	0.00	0.00	R	Y	Y	0.00	0.00	0.00	R	Y	Y

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

Be certain to enter the minimum charge for each **Rate** type (i.e. **Material, Surcharge, and Delivery**).

## Additional Tables

Additional rate tables may be added to accommodate different pricing tables for different types of customers (e.g. Contractor, Public, individual customers, etc.).

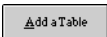
To add an additional table from the rates form, click the  **Add a Table** button. An empty **Rate Table** category window appears. The same window appears when **Admin | Categories | Rate Table** is selected.

Figure 125. Add a Rate Table




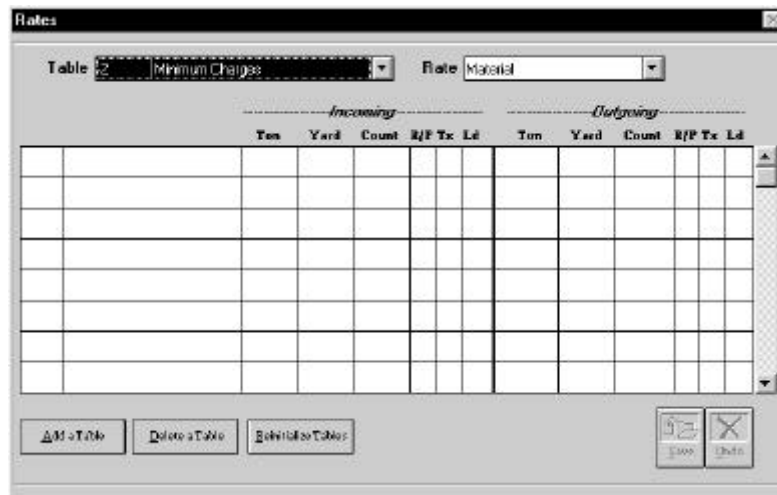
Enter a **Code** and **Description**. To add the table, click the **Save** button. To return to the Rates table, click the  **Edit Table** button. The new rate table appears.

Figure 126. 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 navigate through the table.

Figure 127. Adding Items in a New Table

The screenshot shows the 'Rates' window with the following data in the table:

Item	Incoming						Outgoing					
	Ton	Yard	Count	R/F	Tn	Ld	Ton	Yard	Count	R/F	Tn	Ld
2 Construction and Demo	22.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
5 Pallets/Brush & Logs	7.00	0.00	0.35	R	Y	N	0.00	0.00	0.00	R	Y	N
7 Treated Soil	15.00	0.00	0.00	R	Y	N	35.00	0.00	0.00	R	Y	N

Once rates for the new table have been entered, click the **Save** button to save the 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 the **Default** rate table. To undo any changes, click the **Undo** button.

In order for a customer to use a special rate, select **Admin | Customer Accounts**. To select an account, click the **Find** button. Select the desired rate table from the **Default Rate Table** drop-down list.

Figure 128. Selecting a Default Rate Table

The screenshot shows the 'Customer Account Table' window with the following data:

Customer Number	11	Name	D & D Disposal Co., Inc.
Contact Name			
Address	300 Water Street		
Address			
City	Chippewa Falls	State/Province	WI
Zip/Pastel Code	54729	Phone	
Fax			
Ticket Type			
Default Material	1	Solid Waste	
Default Area	10	Chippewa Falls	
Default Rate Table	1	Contractor	

To save changes, click the **Save** button. When the customer is selected during a transaction, this rate table will be used.

**NOTE:** To print the rate tables, select **Reporting | Reports** from the main menu. Select **Rate Listing** from the **Report Type** drop-down list.

## Rates for a Job

All rates, with the exception of the **Minimum Charges** rate table, can be overridden by entering a special rate for an item in a job. To enter a special rate for a job item, click **Admin | Orders/Jobs** to open the **Orders/Job Table**, click the **Find** button and select a job. Click the **Items** button, enter the negotiated rates in the table. Items left with a \$0.00 rate will use the **Default Rate Table**, or the rate table selected for the job.

Figure 129. Setting Rates for Job Items

## Crediting Returned Material

Crediting an account for the dollar amount of returned material can be done by entering a negative rate on the appropriate side of the rate table.

		-----Incoming-----						-----Outgoing-----					
		Ton	Yard	Coamt	R/P	Th	Ld	Ton	Yard	Coamt	R/P	Th	Ld
7	Treated Soil	35.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
10	MSW - Domestic Residential	3.00	0.00	0.00	R	Y	N	-5.00	0.00	0.00	R	Y	N
11	MSW - Commercial	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
12	MSW - Industrial	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
13	MSW - Construction & Demo	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
14	Foundry Wastes	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
15	Municipal Incinerator Ash	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N
19	Asbestos	0.00	0.00	0.00	R	Y	N	0.00	0.00	0.00	R	Y	N

## Discounts and Account Flags

Use the **Discounts and Account Flags** table to setup discounts and finance 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 **Admin | Customer Accounts | Accounting Info**.

To apply a discount to a customer, select **Accounting | Discounts and Account Flags** from the main menu. The **Customer Account Table** appears.

Figure 130. Discounts Table (TransAct Plus)

To activate one of the five options, click the box next to the option. An 'x' in the option box indicates the option is on. To turn the option off, click the option box again.

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.

To view general customer information such as account number, address, and default categories, click the **General Info ...** **General Info** button.

**NOTE:** Accounting features such as previous balance, current balance, and the not invoiced check box have been removed from TransAct and are only available for TransAct Plus.



## Statements/Posting (TransAct Plus)

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### Statements

Use **Statements/Posting** to create billing statements, apply finance charges update account balances, and post transactions. A statement will be created if a customer carries a previous balance or has account activity throughout the statement period.

To generate statements, select **Accounting | Statements/Posting** from the main menu. The **Statement/Posting Options** table appears.

*Figure 131. Statement Options Window*

### Type

Select **Statement** to update account balances, apply finance charges and mark transactions.

### Dates


#### To Date

The date entered in the **To Date** box will be used as the cutoff date for transactions (charges, payments and credits). A statement will include all unmarked transactions thru the selected date.

**Example:** Many organizations issue monthly statements on the last day of the month. When **Statements/Posting** is selected from the **Accounting** menu, the current system date appears in the **Statement To Date** box. If today is February 3, 2004 and only transactions dated through January 31, 2004 are to appear on the statements, change the date in the **To Date** box to **1/31/2004**.

To enter a date, use the keyboard or click the calendar button to the right of the date option box

### Grace Period

Payments can be granted a **Grace Period**. A grace period is the period of time a company may give their customers to pay the previous bill. The **Grace Period** applies only to payments. Payments made within the grace 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 including non business days (i.e. weekends).

**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**. [Figure 131](#) shows a **Grace Period** of three days. Since payments are accepted for three days past the statement date, processing cannot occur until after the grace period. For this example, statement processing should occur after 5/3/02.

### Options

#### Apply Finance Charge

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 charge is applied to the remaining previous balance 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 with Accounting calculates the finance charge to be added as follows:

1.  $\$1,000 - \$800 = \$200$
2.  $\$200 \times 0.015 = \$3$

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 are 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, place an 'x' in the box next to the **Print Zero Balance Statements**, to turn the feature on.

#### Print Zero Balance Statements

To **Print Zero Balance Statements**, place an 'x' in the box. By default, a statement for accounts with a zero balance will not be printed.

#### Statement Note

A **Statement Note** can be used to print a message on every statement.

#### Destination

To view the statements before printing, select **Window** from the **Destination** drop-down list. Then click the **View** button.

To print the statements directly to the printer, without first viewing, select **Printer** from the **Destination** drop-down list. Then click the **Print** button.

To mark transactions and export data to a file, select **Post Transaction to Export File** from the **Destination** drop-down list.

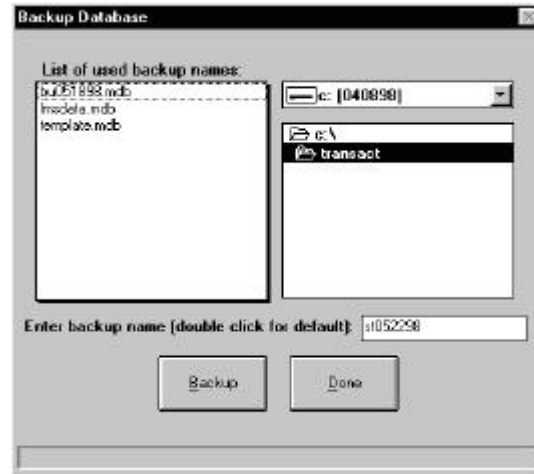
Before statement processing can create an export file, an export definition file must be setup. A sample export definition file, **POSTEXP.GID**, is copied into the TransAct sub-directory during installation. This file can be edited using Windows Notepad and saved as a text document. To learn more about importing and exporting, please refer to [Importing and Exporting Data on page 66](#).

Data can also be exported to a text file by selecting Test File, Comma Delimited Text File, or Tab Delimited Text File.

***Since the statement/posting process makes changes to the database, it is strongly recommended to make a backup of the database before continuing. If the statements are incorrect, the backup can be restored. Corrections can be made and the billing process repeated.***

To perform the backup functions, click **Yes**. The backup window appears.

Figure 132. Backup Window



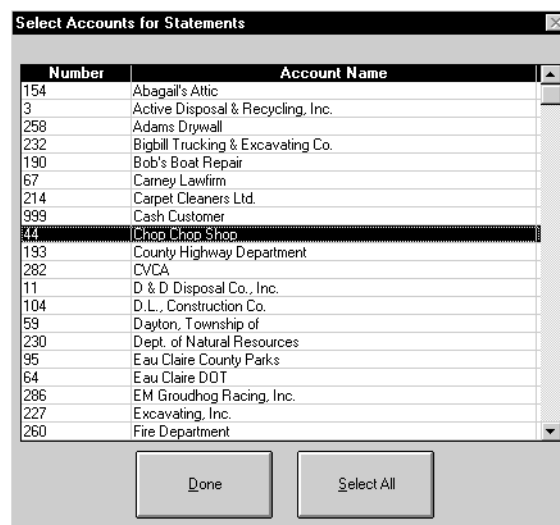
During statement processing, an 'st' will proceed the backup filename. When the backup is complete, statement processing will continue.

**NOTE:** Some users store the backup created prior to statement processing in a separate place (i.e. different network directory or separate zip diskette). If a statement needs to be reprinted, the backup prior to running statements can be restored and the statement reprinted.

To continue statement processing without making a backup, click **No**. To cancel statement processing and return to the **Statement/Posting Options** window, click **Cancel**.

A list of account names appears once the backup process is complete.

Figure 133. 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 be billed. Accounts marked as **Not Billed** will not be processed.








To select every account in the database, click the **Select All** button.

**NOTE:** Hold the **Shift** key on the keyboard and click a beginning account and ending account to select continuous customer accounts. Hold the **Ctrl** key on the keyboard and click on each individual account to select discontinuous customer accounts.

Once accounts have been selected, click the **Done** button.

When previewing statements before printing, use the navigation buttons at the top of the screen to view all the statements/invoice. [Table 7](#) describes each of these buttons.

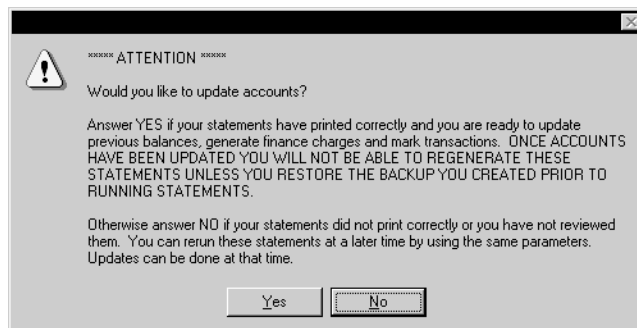
*Table 7. View Statements Buttons*

	View the first statement/invoice.		The Stop button allows the user to stop generation of the statement/invoice.
	View the previous statement/invoice.		Magnify/Un-magnify the statement/invoice.
	View the next statement/invoice.		Print the statement/invoice.
	View the last statement/invoice.		

When billing is complete, transactions, payments, and credits are marked as having been billed. Once these items have been marked, they cannot be edited, voided, or unmarked.

After statements have been printed and reviewed, TransAct Plus will prompt the user before moving to another portion of the program (e.g. the **Weigh** form). The following message will appear before the user is allowed to move to a different function within TransAct Plus.

*Figure 134. Mark Billed Transactions*



If statements have printed correctly, click **Yes**. When **Yes** 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.

To cancel the update process, click **No**. No changes will be made to customer accounts. If statements did not print correctly or more time is needed to review printed statements, click **No**.

When problems have been resolved, rerun the statement process. View or reprint the statements/invoice. Select a TransAct Plus function (i.e. the **Weigh** form) to continue. To update transactions, click **Yes**.

**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.

## Invoices

Use **Statements/Posting** to create billing invoices and post transactions (if desired). An invoice will be created if a customer has any account activity for the selected date range. An Invoice will list transactions, calculate total due, and mark transactions

To generate invoices, click the **Accounting| Statements/Posting**.

The **Statement/Posting Options** table appears.

*Figure 135. Statement Options Window*

The screenshot shows a window titled "Statement / Posting Options". It contains the following fields and controls:

- Type:** Radio buttons for "Statement" (selected) and "Invoice".
- Dates:** "From" field with value "2/15/2003", "To" field with value "1/31/2004", and "Grace Period" field with value "0" and "(Calendar Days)" label.
- Options:** Checkboxes for "Apply Finance Charge" and "Print Zero Balance Statements", both of which are unchecked.
- Destination:** A dropdown menu showing "Window" and a checkbox for "Use Standard Invoice/Statement" which is unchecked.
- Statement Note:** A large empty text area.
- Copies:** A spinner box set to "1".
- View:** A button at the bottom center.

## Type


A date range is available when **Invoice** is selected as the **Type**. Only transactions within the date range will appear on the invoice.

**Dates**

## From/To Date

A date range can be selected by using the calendar control to the right of each date.

## Grace Period

Payments can be granted a **Grace Period**. A grace period is the period of time a company may give their customers to pay the previous bill. The **Grace Period** applies only to payments. Payments made within the grace 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 including non business days (i.e. weekends).

**Statement Note**

A **Statement Note** can be used to print a message on every invoice.

**Destination**

## Window

To view the invoices before printing, select **Window** as the **Destination**. Click the **View** button to preview the invoices before printing.

## Printer

To print the invoices directly to the printer, without first viewing, select **Printer** as the **Destination**. Click the **Print** button.

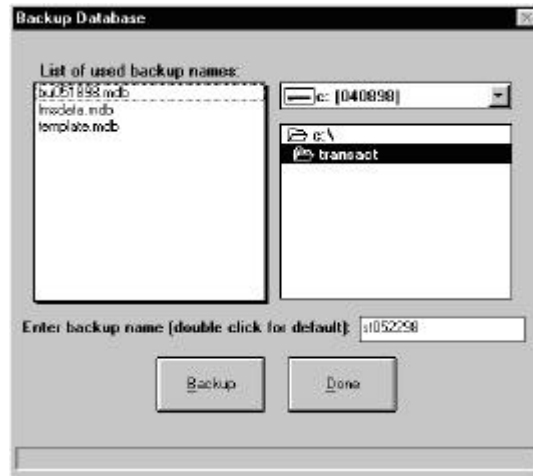
**Invoice Backups**

It is highly recommended a backup be created prior to invoice processing. In the event a mistake is found or transactions are prematurely marked, the database prior to invoice processing can be restored.

It is also recommended these backups be kept in a location separate from the daily backups. If backups are normally stored on a network server, create a separate directory to store these backups. If backups are normally stored on a zip disk, maintain a separate disk for invoice backups.

Click the **Yes** button to perform the backup functions. The backup window appears.

*Figure 136. Backup Window*



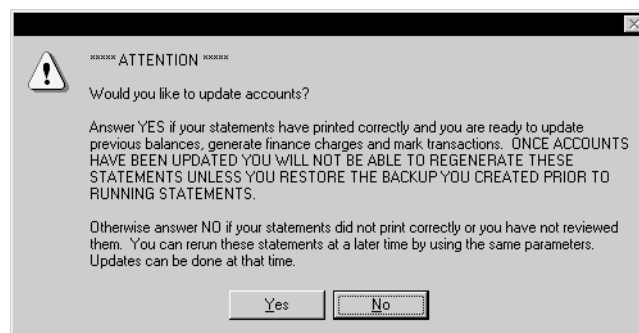
During invoice processing, an 'st' will proceed the backup filename. When the backup is complete, invoice processing will continue.

Once the backup process has completed, a list of account names appears. Click the **Select All** button to select every account in the database. Once accounts have been selected, click the **Done** button.

When previewing invoices before printing, use the navigation buttons at the top of the screen to view all the invoices.

To complete the billing process, move to another portion of the program (i.e. the **Weigh** form). The following message appears. **READ THIS MESSAGE CAREFULLY.**

*Figure 137. Mark Billed Transactions*





**NOTE:** Version 3.5 does not track Invoice and Statement processing separately. The original ticket transaction is *still* considered the invoice. If TransAct is being used to generate Invoices and Statements it is important to **NOT** mark the transactions when running Invoices. Transactions should be marked at the completion of Statement processing. It is also recommended to not use the payment **Grace Period**. If a grace period is used, and transactions are not marked, a payment may appear on more than one invoice.

**Do Not** select to update accounts and mark transactions unless invoices have been printed, reviewed, corrected, and are ready to close (they are not ready to close if a Statement will be printed at a later time). When billing is complete, transactions, payments and credits are marked as having been billed. Once these items have been marked, they cannot be unmarked unless a backup, prior to marking, is restored.

The **No** button is available to cancel the update process. No changes will be made to customer accounts. Until invoices have been reviewed and are ready to be closed, click the **No** button.

When it is time to close invoice activities and update account balances, repeat the invoice process. View or reprint the invoices. Select a TransAct Plus function (i.e. the **Weigh** form) to continue. Select the **Yes** button to update transactions.

**NOTE:** If invoices were already printed, but not marked, and do not need to be reprinted, select to **View** the invoices. Select a TransAct Plus function (i.e. the **Weigh** form) to continue and click **Yes**, when prompted to update transactions.

## Payments (TransAct Plus Only)

Use the **Payments** section of **Accounting** to record customer payments, credits, and print receipts.

### Recording a Payment

To enter payments and credits, select **Accounting | Payments** from the main menu. The **Payment / Credit Form** table appears.

Figure 138. Payment / Credit Form - Payment

Receivables		Payables	
Previous Balance	\$6,780.17		
Current Balance	\$7,483.95	\$0.00	
Amount Paid	\$3,000.00	\$0.00	
Check Number	4521		

If **Payment** is not already selected, use the mouse to select **Payment**. The black dot denotes the selected item. Payments can be categorized similar to how transactions are categorized during a weigh transaction. Select items from the drop-down lists. Click the item in the list to select it.

**NOTE:** It is not necessary to use the category fields unless you want to generate payment reports sorted on categories.

If payments are received as itemized payments, use the **Save Item** button to enter multiple items per payment.

### Single Item Payment

To select the customer the payment will be applied to, click in the **Account** box. The customer's default category items are displayed. If desired, select other items from the drop-down lists. Select category items to generate payment reports sorted on categories. Enter the amount paid and the check number in the available **Amount Paid** and **Check Number** boxes.

To save the receipt, click the **Save** button.

**Multiple Item Payment**

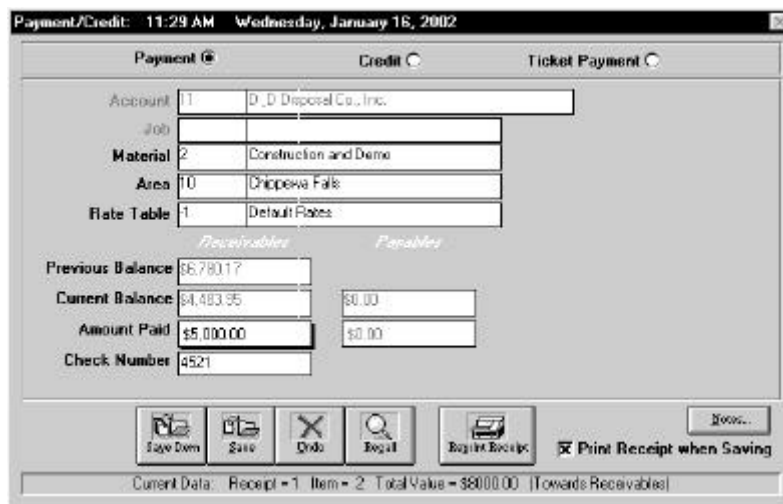
A multiple item **Payment** allows a single payment to be allocated to multiple items. To apply portions of a payment toward different items, click in the category box (i.e. **Material**) to select an item from a drop-down list. Enter the amount paid and the check number in the available **Amount Paid** and **Check Number** boxes.

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 the **Save Item** button, the **Account Balance** is adjusted and the **Amount Paid** box is cleared. The check number remains in the **Check Number** box until all items have been entered. The status bar increases the item count and total value.

*Figure 139. Multiple Item Payment*



The screenshot shows a software window titled "Payment/Credit: 11:29 AM Wednesday, January 16, 2002". The window contains several input fields and a status bar. At the top, there are radio buttons for "Payment" (selected), "Credit", and "Ticket Payment". Below these are fields for "Account" (1), "Job" (D, D Disposal Co., Inc.), "Material" (2), "Area" (10), and "Rate Table" (1). A table below shows "Receivables" and "Payables" with values for "Previous Balance", "Current Balance", and "Amount Paid". The "Amount Paid" field is highlighted. At the bottom, there is a "Check Number" field with the value 4521. A toolbar at the bottom includes buttons for "Save Item", "Save", "Undo", "Repeat", "Print Receipt", and "Print Receipt when Saving". The status bar at the very bottom reads: "Current Data: Receipt = 1 Item = 2 Total Value = 38000.00 (Towards Receivables)".

Select a different category item and enter the amount paid. Click the **Save Item** button. Continue entering payments for each item and clicking the **Save Item** button after each entry.

To save the receipt when the last item has been entered, click the **Save** button.

**NOTE:** The **Payments/Credits** 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 \$8,000.00. \$3,000.00 is a payment for *Solid Waste* and \$5,000.00 is for *Construction and Demo*. This payment transaction would use the multiple item payment option described above. Item 1 would be \$3,000.00 with a material type of *Solid Waste*. Item 2 would be \$5,000.00 with a material type of *Construction and Demo*. The statement will show a single payment of \$8,000.00.

### Adding Notes to a Receipt


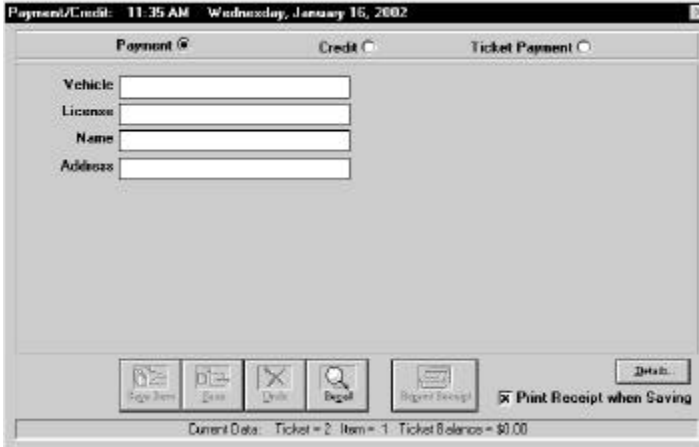

The note fields used during weigh transactions can also be used when recording a payment. To open the notes window, click the  **Notes** button.

Figure 140. Payment Notes



The screenshot shows a software window titled "Payment/Credit: 11:35 AM Wednesday, January 16, 2002". At the top, there are three radio buttons: "Payment" (selected), "Credit", and "Ticket Payment". Below these are four text input fields labeled "Vehicle", "License", "Name", and "Address". At the bottom of the window, there is a toolbar with several icons: a magnifying glass (Recall), a document (Print Receipt), and a "Details" button. A checkbox labeled "Print Receipt when Saving" is checked. The status bar at the very bottom displays "Current Data: Ticket = 2, Item = 1, Ticket Balance = \$0.00".

To return to the payment detail window, click the  **Details** button. To print these fields on the receipt ticket, use the same field names as those for the weigh form (e.g. **Notes 1**, **Notes 2**, etc.).

### Print Receipt when Saving

To use the print receipt option, a receipt file must be created and defined in the **Admin | Preferences | Tickets** option box. The same procedures are used to create a receipt ticket file as a transaction ticket file. When **Print Receipt when Saving** is turned on (an 'x' is placed in the box), a receipt will print to the ticket printer *only* when the **Save** button is clicked.


To add additional items to an existing receipt, click the  **Recall** button.

Figure 141. Recalling an existing Receipt



Enter the receipt number and click **OK**. To return to the **Payment/Credit** form, click **Cancel**.

To reprint a receipt, click the  **Reprint Receipt** button.

### Applying a Credit

Credits are applied the same way payments are applied. To enter payments and credits, select **Accounting | Payments** from the main menu. The **Payment / Credit Form** table appears.

Figure 142. Payment / Credit Form - Credit



Click **Credit**, the black dot denotes the selected item.

Credits can also be entered as single items or multi-items. A space is provided for recording a 10 character memo. When **Print Receipt when Saving** is turned on (an 'x' is placed in the box), a receipt will print to the ticket printer *only* when the **Save** button is clicked.

**Example:** Finance charges are often credited back to a customer. Use the **Payment/Credit Form** to credit a finance charge.

## Applying Payments Toward a Ticket Number

The same procedures can be used to apply payments to a ticket number. To enter payments and credits, select **Accounting | Payments** from the main menu. The **Payment / Credit Form** table appears.

Click on **Ticket Payment**. The following window appears.

Figure 143. Select Ticket for Payment

Enter the ticket number to apply payment to, then click **OK**. Information about the ticket fills the Payment/Credit form.

Figure 144. Ticket Payments

	Receivables	Payables
Previous Balance	\$2,372.12	
Current Balance	\$2,518.39	\$0.00
Amount Paid	\$162.80	\$0.00
Check Number	6354	

Current Data: Ticket = 3808 Item = 2 Ticket Balance = \$0.80

When **Print Receipt when Saving** is turned on (an 'x' is placed in the box), a receipt will print to the ticket printer *only* when the **Save** button is clicked. To store the payment, click the **Save** button.

## Crediting Marked Transactions


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The weigh form can be used to create negative weigh transactions in order to adjust the tonnage and charge for transactions that have been marked (posted). This type of transaction will calculate and apply a credit if desired. The scale setting must be set to **MANUAL** when processing these transactions.

### Correcting Weight Transactions

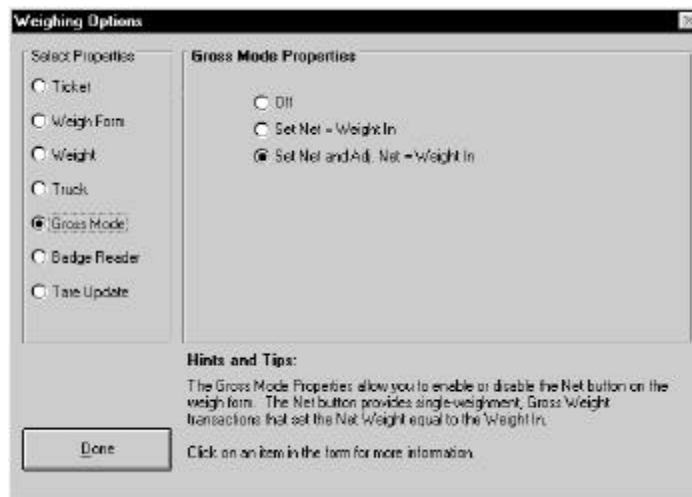
#### Direction - Incoming

Adjusting transactions for an incoming material must use the **Net** button option. In some cases this feature may already be in use. Once the correcting transaction is entered, it may be necessary to reset this option.

To set the **Net** button for use with credit transactions, activate the **Weigh Form**, click the  **Weigh** button.

To activate the **Weighing Options** window, click the  **Options** button. Select **Gross Mode** from the **Select Properties** section.

*Figure 145. Net button setting for Incoming Credit Transactions*



Select **Set Net and Adj. Net Weight = Weight In**. To close the **Weighing Options** window, click the **Done** button.

**NOTE:** If **Set Net = Weight In** was originally selected, the **Net** button is probably being used for other types of transactions. Be certain to set the option back when the credit transaction is complete.

Start the transaction by selecting an **Account** or **Truck Id**. Select the **MANUAL** scale setting. Select the material and any other criteria pertaining to the credit transaction. Enter the **Net Weight** from the original transaction into the **Weigh In** field preceded with a negative sign.

Figure 146. Incoming Material Credit

The screenshot shows a software window titled 'Weigh: 12:52 PM Wednesday, May 10, 2000'. The main title is 'Manual' with a scale setting of 'lb'. There are buttons for 'Print Weight', 'Options...', and 'Spouse Tare...'. A large display shows '0 lb'. Below this is the 'Transaction Details' section with the following fields:

- Hauler: 3 Active Disposal & Recycling, Inc.
- Bill-to Acct: 3 Active Disposal & Recycling, Inc.
- Order/Job: (empty)
- Truck: 101 0
- Container: (empty)
- Pup Trailer: (empty)
- Material: 1 Solid Waste
- Area: 1 None
- Rate Table: 1 Default Rates

At the bottom, there are input fields for 'Weight In' (7500), 'Out' (0), and 'Net' (-7500). Below these are 'Total Charge' (\$209.00) and 'Added Charge' (0). A calculation shows '\$0.00 = (\$1.00 x Amount Entered)'. At the very bottom, a status bar displays '3830 - browned.gjk [ 1 items (\$209.00) (\$209.00) = 1.38 Tons @ \$55.00 per ]'.

To place the credit weight into the **Net Weight** field, click the **Net** button. The dollar amount credited is calculated using the incoming rate for the material selected from the selected rate table. To complete the transaction, click the **Print Ticket** button.

### Direction - Outgoing

The **Net** button is not used for outgoing transactions. **Do Not** change the **Gross Mode** setting in **Weigh Options**.

Start the transaction by selecting an **Account** or **Truck Id**. Select the **MANUAL** scale setting. Select the material and any other criteria pertaining to the credit transaction. Enter the **Net Weight** from the original transaction into the **Weight Out** field preceded with a negative sign.



Figure 147. Outgoing Material Credit

The **Net Weight** is automatically placed in the **Net** box. The dollar amount credited is calculated using the outgoing rate for the material selected from the selected rate table. To complete the transaction, click the **Print Ticket** button.

### Correcting Yard or Unit Count Transactions

Start the transaction by selecting an **Account** or **Truck Id**. Select the material and any other criteria pertaining to the credit transaction. Set the **Units** button to **Yard** or **Unit Count**, if not already set. Enter the negative amount to correct in the **Quantity In** or **Out** field (**Quantity In** when material direction is **Incoming**, **Quantity Out** when material direction is **Outgoing**).

Figure 148. Yard or Unit Count Material Credit

The dollar amount credited is calculated using the rate for the material selected from the selected rate table. To complete the transaction, click the **Print Ticket** button.

**Alternate Suggestion**

To better track these types of transactions, a new material item with a description referring to credit (i.e. Transaction Credit) may be added to the material table. Do not enter any rates for this item. Use the **Added Charge** field to enter the dollar amount to credit preceded with a negative sign.



# Reporting

Use the reporting 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, select **Reporting | Quick Scan** from the main menu. The **Transaction Selections Criteria** table and **Selection Criteria** form appear.

*Figure 150. Selection Criteria Form*

The screenshot shows a window titled "Transaction Selection Criteria". Inside, there is a "Selection Criteria" section with the following fields and controls:

- From Ticket: [ ]
- To Ticket: [ ]
- From Date: 7/29/1999 [calendar icon]
- To Date: 7/29/1999 [calendar icon]
- List Network Sites: All
- Select Type: -3 All (Excluding Voided)
- Select Account: -3 All
- Select Job: -3 All
- Select Material: -3 All
- Select Route: -3 All
- Select Rate Table: -3 All
- Save settings
- Reset button
- Scan button

If the ticket number is known, it may be entered in the **Select Ticket Number** option box. To view the transaction, click the **Scan** button.

To find a transaction or group of transactions, select a date range and other known criteria. To enter a date, use the keyboard or click the calendar button to the right of the date option box

To select other search criteria (e.g. **Account**, **Job**, **Material**, etc.) click within the **Select** box, select the desired item from the drop-down list.

### Save Setting

When checked, all criteria selections will be saved with the exception of the date range. Date range will always reset to the current date.

### Reset

The **Reset** button will return the **Selection Criteria** form back to default values similar to [Figure 150](#).

## Scan

After entering search information in the option boxes, click the **Scan** button.

TransAct scans the transaction database and displays the transactions matching the selected criteria in the **Transaction List** form.

Figure 151. Transaction List Form

Account	Ticket	Net Weight	Charge	Payment
285	3767	28420.0	\$852.60	\$0.00
11	3768	6800.0	\$136.00	\$0.00
245	3769	5060.0	\$101.20	\$0.00
235	3770	100.0	\$2.00	\$0.00
235	3771	19700.0	\$394.00	\$0.00
235	3772	6200.0	\$124.00	\$0.00
264	3773	9160.0	\$183.20	\$0.00
3	3774	7960.0	\$159.20	\$0.00
3	3775	4080.0	\$81.60	\$0.00
3	3776	6880.0	\$137.60	\$0.00
266	3777	440.0	\$8.80	\$0.00
260	3778	720.0	\$14.40	\$0.00
11	3779	5480.0	\$109.60	\$0.00
11	3780	14160.0	\$283.20	\$0.00
235	3781	9040.0	\$180.80	\$0.00
11	3782	36340.0	\$726.80	\$0.00

Details from any transaction can be viewed by selecting a transaction from the **Transaction List** and clicking the **Show Detail** button.

Figure 152. Transaction Details Form

Transaction Details

Ticket: 3767 Item 1 Site A Edited: 7/29/1998 00:00:00 Operator: Administrator

Ticket Unit: Pounds Incoming Permit: [ ]

Hauler Acct: 5 Hamilton, City of

Bill-To Acct: 5 Hamilton, City of

Job: [ ]

Truck: 11 Material: 1 Solid Waste

Container: [ ] Area: -1 None

Pup Trailer: [ ] Rate Table: -1 Default Rates

Category: [ ]

Weight In on 1: 42600 7/1/1998 09:20:06

Out on 1: 25600 7/1/1998 10:20:06

Net: 17000 b Adjusted 17000

Keyed and Edited.

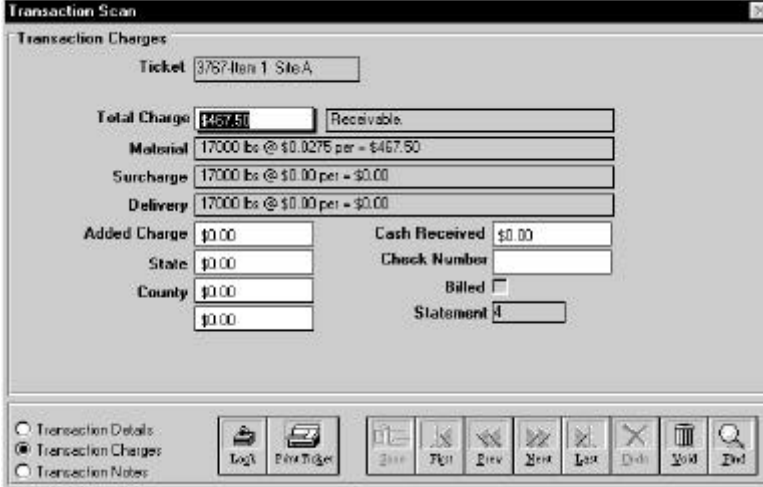
Transaction Details (selected)  
 Transaction Charges  
 Transaction Notes

After clicking the **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 (e.g. **Account Number, Weight In, Weight Out, Category Codes**, etc.).

To edit information on this form, click the  **Unlock** button found at the bottom of the window.

To view and edit charge information, click the dot to the left of **Transaction Details**.

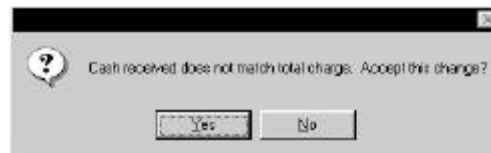
*Figure 153. Charge Details Window*



The screenshot shows a window titled "Transaction Scan" with a "Transaction Charges" section. The "Ticket" field contains "3757-Item 1 Site A". The "Total Charge" field is set to "1257.50" and is linked to a "Receivable" field. Below this, there are three rows of charges: "Material" (17000 lbs @ \$0.0275 per = \$467.50), "Surcharge" (17000 lbs @ \$0.00 per = \$0.00), and "Delivery" (17000 lbs @ \$0.00 per = \$0.00). There are also fields for "Added Charge", "State", and "County", all set to "\$0.00". On the right side, there are fields for "Cash Received" (\$0.00), "Check Number", "Billed" (checkbox), and "Statement" (dropdown menu). At the bottom, there are radio buttons for "Transaction Details", "Transaction Charges" (selected), and "Transaction Notes". A toolbar contains icons for "Log", "Print Ticket", and various navigation and utility functions.

The following warning will appear if the **Total Charge** and **Cash Received** fields are no longer equal (cash received must be non-zero).

*Figure 154. Cash Received Does Not Match Message*



To accept the transaction with unequal **Total Charge** and **Cash Received** values, click Yes. To not accept the changes, click **No**. The following message appears.

*Figure 155. Transaction Cannot Be Updated Message*



Click the **Ok** button.

Edit the **Total Charge** or **Cash Received** values and click the **Save** button. To undo any changes to the transaction, click the **Undo** button.

Fields unavailable for editing are shown in gray.

To return to transaction details, click the dot to the left of **Transaction Details**.

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 the buttons specific to Quick Scan.

*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.



Unlock the transaction for editing.



**Void** this transaction

To return to the list of scanned transactions, click the **Find** button. A warning appears if any changes have not been saved, to return and save the changes, click the **Yes** button. To cancel all changes, click the **No** button.

## Totals

To view the total weight, yardage, and unit count of the selected transactions, click the **Totals** button from the **Transaction List** form.

*Figure 156. Quick Scan Totals*



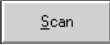
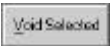


Account	Ticket	Net Weight	Charge	Payment
Tons	Total	1075.3	\$73,907.66	\$47,047.53
Yards	Total	4.0	\$111.02	\$100.00
Count	Total	912.0	\$347.25	\$216.80
Other	Total	0.0	\$0.00	\$0.00
Grand	Total		\$74,365.93	\$47,364.33



A total for each unit of measure is displayed in the **Transaction List** form. The **'Other'** total displays finance charge and payment totals. To return to the list of scanned transactions, click the **Scan** button.

[Table 9](#) describes each of the function buttons at the bottom of the **TransAct List** form.

*Table 9. Transaction Scan Function Buttons*

	<b>Show Detail</b> information about the selected transaction. (This button is not available in the Totals form.)
	Show <b>Totals</b> for each unit of measure. The button changes to the Scan button to allow toggling between the totals and scanned transaction list.
	<b>Scan</b> transactions that meet the selected criteria and create the transaction list table. The button changes to the Totals button to allow toggling between the transaction list and totals form.
	<b>Void</b> the <b>Selected</b> transactions. (This button is not available in the Totals window.)
	<b>Print</b> the transaction list or the totals list.
	Return to the Selection Criteria form.

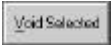
To return to the **Selection Criteria** form, click the **Done** button.

## Voiding Tickets

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.

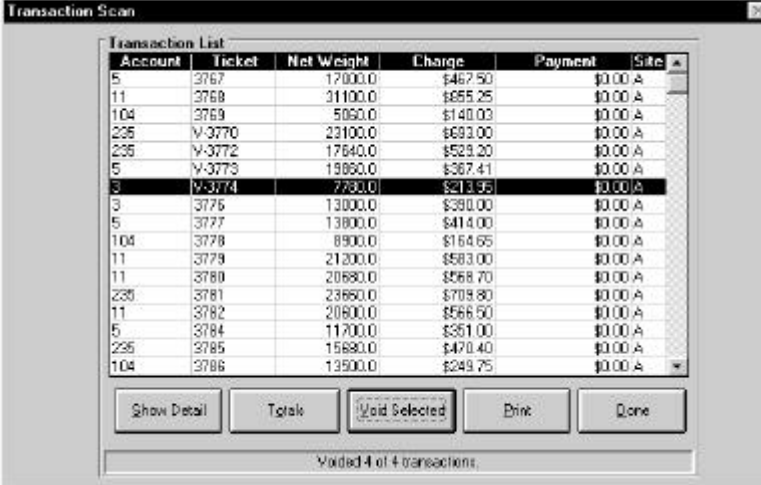
**NOTE:** Once a ticket has been voided, it cannot be reactivated.

### Voiding from the Transaction List

To void a group of tickets, select the tickets from the **Transaction List** and click the  **Void Selected** button.

A message to confirm the void appears. To void the selected tickets, click **Yes**. To cancel the voiding process, click **No**. Voided tickets are preceded with the letter **'V'** in the **Transaction List**.

Figure 157. Voided ticket list



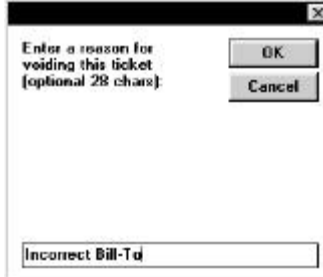
The image shows a software window titled "Transaction Scan" with a "Transaction List" table. The table has columns for Account, Ticket, Net Weight, Charge, Payment, and Site. Several rows are highlighted in black, indicating they are voided. Below the table are buttons for "Show Detail", "Totals", "Void Selected", "Print", and "Done". A status bar at the bottom indicates "Voided 4 of 4 transactions."

Account	Ticket	Net Weight	Charge	Payment	Site
5	3767	17000.0	\$467.50	\$0.00	A
11	3768	31100.0	\$655.25	\$0.00	A
104	3769	5050.0	\$140.03	\$0.00	A
235	V-3770	23100.0	\$693.00	\$0.00	A
235	V-3772	17640.0	\$529.20	\$0.00	A
5	V-3773	15850.0	\$367.41	\$0.00	A
5	V-3774	7730.0	\$213.65	\$0.00	A
3	3775	13000.0	\$390.00	\$0.00	A
5	3777	13800.0	\$414.00	\$0.00	A
104	3778	8900.0	\$154.65	\$0.00	A
11	3779	21200.0	\$583.00	\$0.00	A
11	3780	20680.0	\$568.70	\$0.00	A
235	3781	23660.0	\$708.80	\$0.00	A
11	3782	20800.0	\$566.50	\$0.00	A
5	3784	11700.0	\$351.00	\$0.00	A
235	3785	15880.0	\$470.40	\$0.00	A
104	3786	13500.0	\$249.75	\$0.00	A

### Voiding a Ticket from Transaction Details

To void a ticket from the **Transaction Details** window, select the ticket to void and click the **Show Details** button. The **Transaction Details** window appears. To unlock the transaction, click the **Unlock** button then click the **Void** button. The following window appears

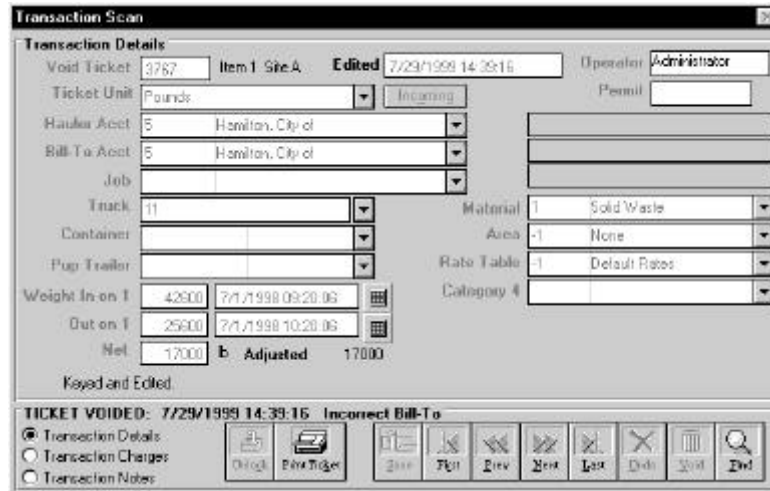
Figure 158. Voided Ticket Note



The image shows a dialog box with the text "Enter a reason for voiding this ticket (optional 28 chars):". There are "OK" and "Cancel" buttons. A text input field at the bottom contains the text "Incorrect Bill-To".

Enter a note to be stored with the voided transaction. To continue, click **OK**. A voided ticket will look similar to the following example. To cancel the voiding process, click **No**.

Figure 159. Viewing a voided ticket.



### Viewing, Editing, and Voiding Multiple Item Tickets

From the scanned list, multiple items will be displayed having the same ticket number. To view details of the selected transaction, click the **Show Details** button. The item sequence number appears in the details form next to the transaction number.

### Deleting a ticket with Multiple Items - Global Void

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

Figure 160. Transaction List



From the **Transaction List**, select all three items for ticket **3837**. Click the **Void Selected** button.

A message to confirm the void appears. To void all three selected tickets, click **Yes**. To return to the scanned **Transaction List**, click the **Cancel** button.

Ticket number **3837** and all three of its items will be voided.

## Editing or Adding Notes

To add or edit **Transaction Notes** or select a different ticket type, click the dot to the left of **Transaction Notes**. A window containing notes from a transaction appears.

The screenshot shows a window titled "Transaction Scan" with a "Transaction Notes" section. The "Ticket" field contains "3822 Item 1 Site A" and the "Ticket Type" dropdown is set to "silson.gtk". The "Vehicle" field contains "Red Jeep", "License" contains "G5P 178", "Name" contains "H. Wierbauer", and "Address" contains "Chippewa Falls". At the bottom, there are radio buttons for "Transaction Details", "Transaction Charges", and "Transaction Notes" (which is selected). To the right of these buttons is a toolbar with icons for "Print", "Print Ticket", "Save", "Back", "Forward", "Next", "Lock", "Unlock", "Void", and "Find".

To change note information or select a different ticket type, click the **Unlock** button. To reprint a ticket, click the **Save** button, then click the **Print Ticket** button.

# Reports

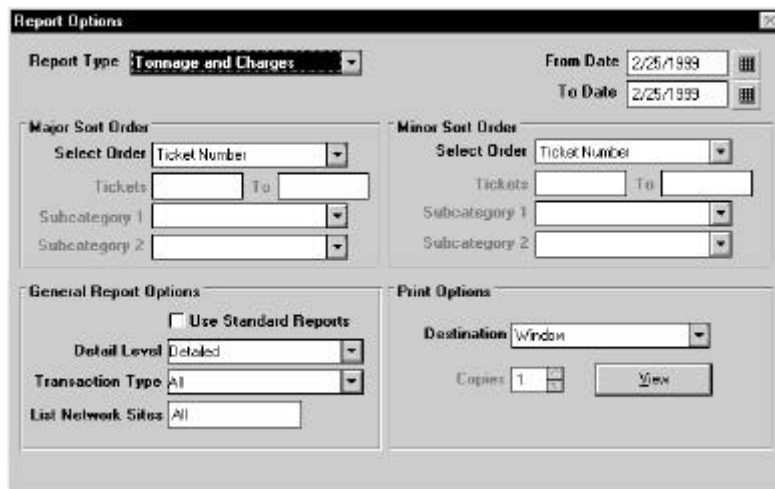
The **Reports** command provides several ways to extract database information into a report. Database transactions matching selected criteria in the **Report Options** table are displayed in report format. Reports can be viewed and printed.

**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, select **Reporting | Reports** from the main menu. The **Report Options** table appear.

*Figure 161. Report Options Table*



To view a list of available **Report Types**, click the down arrow to the right of the **Report Type** box.

Figure 162. Selecting a Report Type

The screenshot shows the 'Report Options' dialog box. The 'Report Type' dropdown menu is open, displaying a list of report options: 'Tonnage and Charges', 'Charges', 'Payments/Credits', 'Balances/Reconciliation', 'Aging', 'Jobs', 'Rate Listing', 'Track Listing', 'Container Listing', 'Inventory Listing', 'Account Listing', 'Permit Listing', 'Material Listing', 'Area Listing', and 'Rate Table Listing'. The 'Tonnage and Charges' option is highlighted. Other fields in the dialog include 'From Date' and 'To Date' (both set to 2/25/1999), 'Major Sort Order' (set to 'Select Order'), 'Minor Sort Order' (set to 'Ticket Number'), 'Tickets' (set to 'All'), 'Subcategory 1' (set to 'Solid Waste'), 'Subcategory 2' (empty), 'Detail Level' (set to 'Detailed'), 'Transaction Type' (set to 'All'), and 'List Network Sites' (set to 'All'). The 'Print Options' section shows 'Destination' set to 'Window' and 'Copies' set to 1.

Select a report from the drop-down list. Enter a **From Date** and **To Date** using the calendar buttons or keyboard. Choosing a **Report Type** activates or deactivates certain options. For example, choosing an **Account Listing** report deactivates the **From Date/To Date** fields and **Detail Level**. These items are not necessary to produce the report

The rest of the **Report Options** window is broken into four sections; **Major Sort Order**, **Minor Sort Order**, **General Report Options**, and **Print Options**.

### Major Sort Order

Items available for sorting include ticket number, account, hauler, permit, job, all three tare types (e.g. **Truck**, **Container**, **Pup-Trailer**), and all defined category types (up to four). To view a list of available sort orders, use the drop-down list. Depending on the item selected, other criteria may become available.

Figure 163. Major Sort Order

The screenshot shows the 'Report Options' dialog box with the 'Major Sort Order' section expanded. The 'Report Type' is set to 'Tonnage and Charges'. The 'From Date' and 'To Date' are both set to 2/25/1999. In the 'Major Sort Order' section, the 'Select Order' dropdown is set to 'Account'. Below it, the 'Enter Account' field is set to '1' and the 'To' field is set to '25'. The 'Subcategory 1' and 'Subcategory 2' dropdowns are empty.

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. Move the cursor to the **To** box and enter the last account number to include in the report.

If subcategories have been defined for a category, they will also be available 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 are the same as **Major Sort Order**.

*Figure 164. Minor Sort Order*



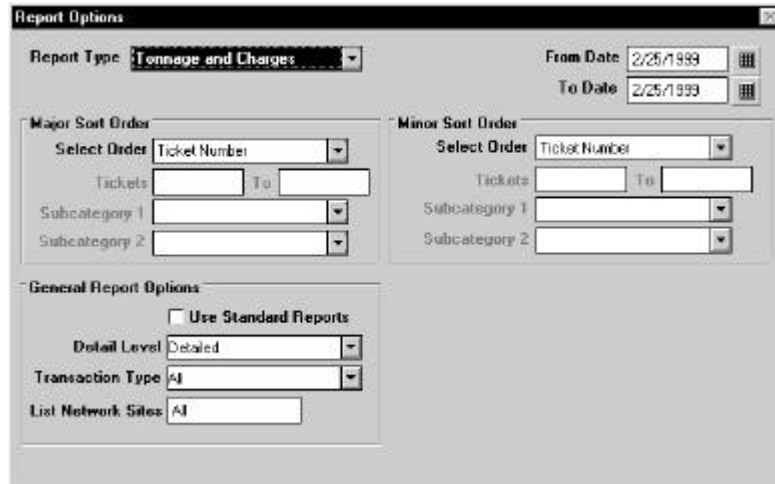
Once again, other fields will become available depending on the item selected.

If subcategories have been defined for a category, they will also be available when the category is selected. To choose a different subcategory item, click the down arrow.

**General Report Options**

To select the detail level of the report (**Detailed, Summary** or **Monthly Summary**), types of transactions to be included (all, incoming, outgoing, receivables, and finance charges), and network site, use the **General Report Options** section.

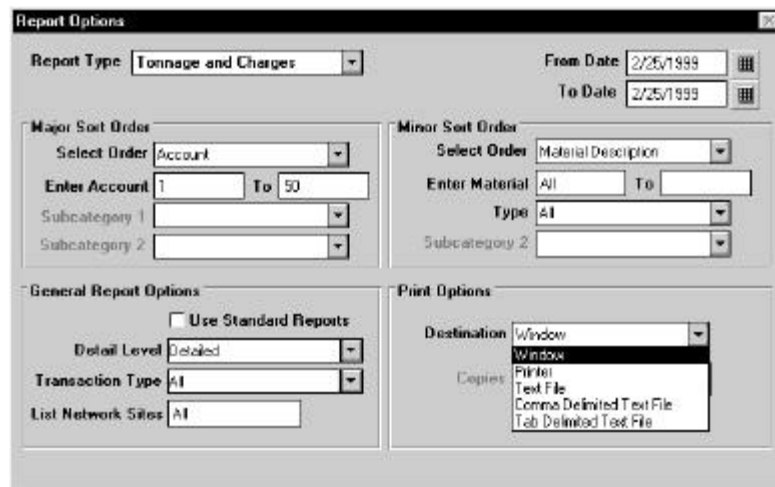
Figure 165. General Report Options



**Print Options**

To select where the report should print, use the **Print Options** section.

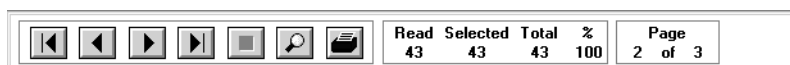
Figure 166. Print Options



There are several different **Destinations** to choose from within the **Print Options** section.

To view the report on the computer screen before printing, select **Window**. Click the **View** button. When viewing a report, a row of function buttons appears at the top of the window.








Figure 167. View Window





To view all pages of the report, use the navigation buttons at the top of the screen. The following table describes each button.

*Table 10. View Statements/Invoices Buttons*

	View the first statement/invoice.		The Stop button allows the user to stop generation of the statement/invoice.
	View the previous statement/invoice.		Magnify/Un-magnify the statement/invoice.
	View the next statement/invoice.		Print the statement/invoice.
	View the last statement/invoice.		

To print the report directly to the printer, select **Printer**. The **Copies** button becomes available. To increase or decrease the number of reports you want printed, use the mouse.

To create a file containing report information, choose **Text File**. To open the file, use **Windows Notepad**, **Wordpad** or **Word for Windows**. The file will be space delimited and will look like the report generated from TransAct.

To create a file containing report information separated by commas, choose **Comma Delimited Text File**. To open the file, use **Windows Notepad**, **Wordpad** or **Word for Windows**. All information from the report will be separated by commas.

To create a file containing report information separated by tabs, choose **Tab Delimited Text File**. To open the file, use **Windows Notepad**, **Wordpad** or **Word for Windows**. All information from the report will be separated by tabs.

To return to the **Report Options** table, select **Reporting | Reports** from the main 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 days, 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 age 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 (e.g. 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, select **Reporting | Batch Reporting** from the main menu. The **Batch Reporting** window appears.

*Figure 168. Batch Reporting window*



### Creating Batch Report Files

To create a new batch file, click the **New Batch File** button. Enter the name (e.g. daily, monthly, quarter, etc.) for the batch file in the **Batch File Name** box (*daily* for our example).

*Figure 169. Batch File Name*

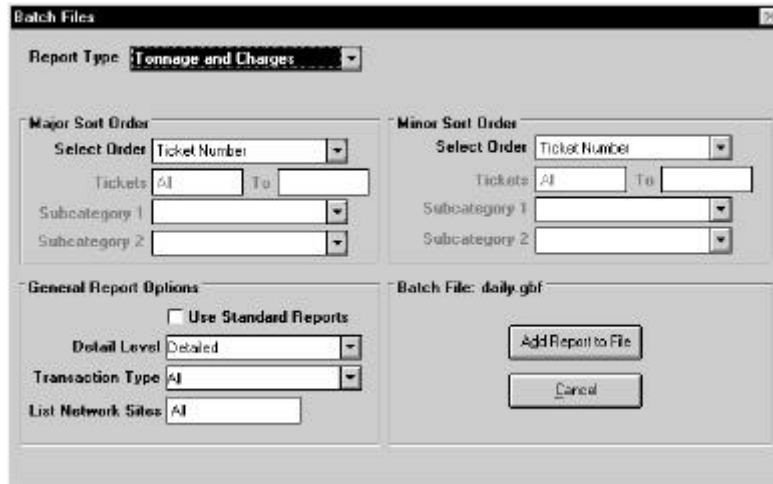


**NOTE:** The batch filename must not exceed eight (8) characters in length. The filename may be alphanumeric, but may not contain any spaces.

To create the batch file, click the **OK** button. The **Batch Files** window reappears with the new batch filename selected.

To add a report to the batch file, click the  **New Report** button. The following window appears.

Figure 170. New Report window




The screenshot shows a dialog box titled "Batch Files". At the top, there is a dropdown menu for "Report Type" set to "Fonnage and Charges". Below this are two columns for sorting options. The "Major Sort Order" section has a "Select Order" dropdown set to "Ticket Number", a "Tickets" field with "All" and "To" input boxes, and two "Subcategory" dropdowns. The "Minor Sort Order" section is identical. Below these is a "General Report Options" section with a "Use Standard Reports" checkbox, a "Detail Level" dropdown set to "Detailed", a "Transaction Type" dropdown set to "All", and a "List Network Sites" field set to "All". On the right side, there is a label "Batch File: daily.gbf" and two buttons: "Add Report to File" and "Cancel".

This window is identical to the reporting window with the exception of the date fields and the **Print Options** section. Select the criteria for your report and click the **Add Report to File** button. To return to the **Batch Files** window, click the **Cancel** button.

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 the lowercase 'm' indicates the minor sort option.

To add another report, click the  **New Report** button. 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. To print all of the reports listed for the batch report file, select a date range and click the  **Print All Reports** button.

## Editing and Deleting Batch Report Files

To delete a report from the list, click the  **Delete Report** button. To delete a batch file and all of the reports within the batch file, click the  **Delete Batch File** button.

# 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 are selected during installation this line will look as follows...

```
Appdir=C:\TRANSACT\  
DBdir=C:\TRANSACT\  
SITE=A
```

If the path has changed, back space over **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 a network environment.

It is strongly recommended that all defaults be used during the installation process.

Error logging is also turned on and off in this section. Use the following commands to turn on the different types of logging.

```
Log=Off  
Log=On  
Log=Unattended
```

**Log=On** - logs all changes in **Reporting | Quick Scan** and **Admin | Preferences**.

**Log=Unattended** - logs every communication between the ATS-2 and TransAct.

When logging is on, it writes a lot of information to the **TRANSACT.LOG** file and should not be left on indefinitely. Logging should be turned off once it has been used to determine the cause of an error message or improper use of the system.

## [Options]

The **[Options]** section contains the path and filename to the directory where the database resides. If there is a problem running TransAct because the 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 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**.

## [Weigh Options]

Most of the TransAct weigh options can be changed within TransAct. The following items can only be changed by editing the **TRANSACT.INI** file.

**UOM** defines the default unit of measure for all transactions. Valid names are: **Pounds, Yards, Unit Count, Kilograms, Tons, or Metric Tons**. The unit of measure can be changed during a transaction by clicking the **Units** button in the **Transaction Details** form.

**UOM=Tons**

**SCREEN1Focus** allows the user to determine which field will be active (**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 the category field names (e.g. **Material, Refuse, Origin, etc.**).

**SCREEN2Focus=Material**

**Axle Weighing** is available as two different options; **Short** or **Long**. **Short** axle weighing refers to a scale that is too short to weigh the entire truck, each axle is added together. **Long** axle weighing refers to a scale that is long enough to weigh 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. Invoke **Axle Weighing** by adding one of the following command lines.

**AxleWeighing=Short**  
**AxleWeighing=Long**

**Category Note** is a note for each category item that is tied to rates. This field can be exported. By default the name of this field is **Note**. To change the name add **CategoryNote=** to the end of the weight options section followed by the field name.

**CategoryNote=Description**

**DeductiveAdjustment** allows the user to use the second adjustment field in the weigh form as a weight value that is subtracted from the net weight or as a percentage of the net weight. Invoke **DeductiveAdjustment** by adding one of the following command lines.

**DeductiveAdjustment=Weight**  
**DeductiveAdjustment=Percent**

Percent is the default when TransAct is installed.

**NOTE:** Be certain to activate the second adjustment field in the weigh form. To enter a meaningful name in the **Percent Deduction Label** field, click the **Options** button.

The **Account**, **Hauler**, **Bill-to Acct**, and **Job** labels can be customized by adding the following text with the new label name.

**AccountSelectText=new label**  
**AccountSelectedText=new label**  
**AccountBilltoText=new label**  
**JobText=new label**

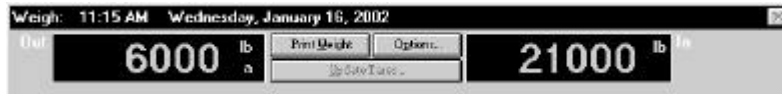
**NOTE:** The **AccountBilltoText** and **JobText** labels will be used for unattended prompts.

All the other information in the **[Weigh Options]** section can be changed by selecting the **Options** button in the **Weigh** form. It is recommended to use the **Options** window for all other changes.

Scale labels can be changed from the default values of 1 and 2 and customized to meet the users needs. Scale labels in the Weigh form will reflect the new text

**Scale1Text=new label**  
**Scale2Text=new label**

Figure 171. Scale Labels



## [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 are displayed in TransAct under **Admin | Customer Accounting**.

To activate a tare button, position the cursor after the equal sign and type 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 Trailer

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.

## AutoTareExpire

To activate, enter the number of days a tare should remain active.

**AutoTareExpire=90**

In the above example tare weights will expire 90 days after the set date. When a tare expires during a transaction, the operators receives the following warning.

Figure 172. Tare expiration warning message





To continue, click **OK**. To complete the transaction, click the Print Ticket button. To update the tare weight, click the **Update Tares** button. The user will continue to receive the warning until the tare has been updated.

## [Rates]

### MeasuredRates= 3

The category rates are attached can be changed in TransAct. To select a new category, select **Accounting | Rates** and click the **Reinitialize Tables** button.

**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**.

### RateBasis

When TransAct is installed, the **RateBasis** is set to pounds. To view rates in a per ton value change the keyword from pounds to tons.

**RateBasis=Tons**  
**RateBasis=Pounds**

### Factor

The category in which rate codes are attached provides a way to calculate conversions. Add the following lines to enable this feature. Please refer to the section about Product Conversions, found later in this chapter, for more information and examples.

**Factor1=keyword (This fields is required)**  
**Factor2=keyword (This field is optional)**

## [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 inactive category will look as follows:

**[Category 2]**  
**Title=**  
**SubCat1=**  
**SubCat1Title=**  
**SubCat2=**  
**SubCat2Title=**

The category name is displayed in the **Title** section. Each category can have up to two subcategories. Use **SubCat(#)Title** to define the subcategories name 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, **Material** was setup as a category. However, instead of **Material** you prefer to use the word **Commodity**. 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 1]
Title=Material
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=
```

Position the mouse I-beam at the end of the word **Material** and press the **Backspace** key until the word **Material** is deleted. Type in the word **Commodity** exactly as you would like to see it in TransAct. If the letter **C** is not capitalized, it will not be capitalized in the program. You should now see...

```
[Category 1]
Title=Commodity
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. **Commodity** should now be listed under **Admin | Categories**.

#### Example No. 2

Let's say a third category is required, called **Area** (this category is automatically installed with the **Solid Waste** demo database). It does not matter which inactive 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 the **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.

Two sub-categories can be added to each category. We will use the new **Area** category from example #2. **Area** will be used to determine where **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 a 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.

Position the cursor after **SubCat1Title=**. Type in the word '**Type**' as you would like to have it appear in the program.

```
[Category 2]
Title=Area
SubCat1=
SubCat1Title=Type
SubCat2=
SubCat2Title=
```

Position the cursor after **SubCat1=**, type a single unique character identifier followed by a comma and name surrounded by parenthesis.

```
[Category 2]
Title=Area
SubCat1=(C,City)(T,Township)(V,Village)(O,Other)
SubCat1Title=Type
SubCat2=
SubCat2Title=
```

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 the **TRANSACT.INI** file will take effect when you re-run TransAct. When you return to TransAct and select **Admin | Categories | Area**. The new sub-category heading will appear in the category table as a drop-down list. To select a sub-category item, click on the drop-down list.

### [Indicator Types]

TransAct has provided several scale indicator types with the program. The **[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 contact your TransAct representative for assistance.

### [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 the **[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 see 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 are selected. All transaction selection (other than the **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**). The first two characters of a standard report will always be GF. The first two characters of a modified standard report will always be CF. All reports have an extension of .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 the **File** pull-down menu and replace the **G** prefix in the filename to the letter **C** (e.g. **CFACCT.RPT**, **CFAGING.RPT**, etc.). Always make a copy of the original report file.

The modified report file must be saved in the TransAct installation subdirectory (**C:\TRANSACT**). When a report type is selected, TransAct will search and use the report beginning with the letter **C** first. If a custom report is not found, it will use the report beginning with the letter **G**.

By changing the first letter of the filename, future software upgrades will not overwrite the changed reports. TransAct will automatically use the modified standard report in place of the distributed standard report.

**NOTE:** While upgrades will not overwrite a modified standard or custom report, changes to the TransAct database structure may affect these reports. Use Crystal Reports to update the report if a modified standard or custom report does not run after an upgrade. If someone else designed the report, contact them for assistance.

## Customizing a Ticket

---

A ticket format file is used by TransAct as a template for generating transaction tickets. The format file can be generated with any text editor (such as **Notepad** or **Write**) and can be assigned any operating system (**Windows 95/98/NT** or **Windows 3.1x**) compatible name (filenames must be 8 characters or less). All ticket files must be placed in the same directory TransAct was installed (usually **C:\TRANSACT**).

Multiple ticket formats can be created. Within the TransAct program, a 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. A different ticket can be selected during a transaction through the **Options** table.

To setup a printer for ticket printing, select **Admin | Preferences | Ticket Printer Port** from the main menu. Please refer to the section “Ticket Printer” on page 80 for more information on configuring the printer.

### Ticket Types

TransAct has been designed with a few custom ticket files and file extensions to perform different functions.

#### .GTK

Standard ticket files have a **.GTK** extension. The following **.GTK** ticket files are added when TransAct is installed; **DEFAULT.GTK**, **PRWEIGHT.GTK**, and **UNATTEND.GTK**.

#### DEFAULT.GTK

The **DEFAULT.GTK** file should be used as a template to design custom ticket files. Make a copy of the **DEFAULT.GTK** file and rename it before editing the file. When naming the file, use something familiar, for example the company name or an abbreviation of the company name, e.g. **STILLSON.GTK**.

To use the newly designed ticket as the default transaction ticket, select **Admin | Preferences | Tickets**.

The screenshot shows a window titled "Tickets" with the following fields and controls:


- Current Ticket Number: 3821
- Default Ticket Type: allsongtk (dropdown)
- Copies: 1 (spin box)
- Journal Ticket: journal.gtk (dropdown)
- Receipt Ticket Type: receipt.gtk (dropdown)
- Current Receipt Number: 1
- Current Invoice Number: 1
- Ticket Note: Have a Nice Day. (text area)
- Buttons: Save, Undo

Select the ticket from the **Default Ticket Type** drop-down list. TransAct will use this ticket definition as the default ticket type.

Other **.GTK** ticket files can be created and used as custom tickets. To use a specific ticket for a particular customer, design the ticket using the same ticket rules, give the ticket a meaningful name; i.e. a form of the customer's company name. Select **Admin | Customer Accounts** and select the specific customer's account. Select the ticket from the **Ticket Type** drop-down list. To save the change, click the **Save** button.

**NOTE:** To use the **Default Ticket Type** selected in the **Preferences** window, leave this field blank.

#### PRWEIGHT.GTK

This ticket format will be used when the **Print Weight**  button at the top of the weigh form is clicked. This ticket can be customized to meet the end user's needs. However, the filename must remain the same. TransAct searches for the **PRWEIGHT.GTK** filename when this button is clicked. A ticket will not print if this file does not exist.

Remember the **Print Weight** button is used to print the current weight displayed on the scale indicator. A transaction is not created or stored in the database. So, when designing this ticket many of the ticket field names will be invalid since this is not a stored transaction. Use incoming field names such as **Date In** and **Weight In** for this ticket.

#### UNATTEND.GTK

Most unattended ATS-2 systems come with a Swecoin thermal printer. This sample file contains all of the printer commands necessary to print and cut a ticket sent to this printer. This file can be copied, renamed, and modified (like the **DEFAULT.GTK** sample ticket) to meet the end user's needs. Once the file has been created, select it as the **Default Ticket Type** in the **Preferences** window.

Use the **.UTK** extension when TransAct will be used to print tickets to a different printer when in attended mode (see below).

#### UPDTARE.GTK

This ticket must be present to print a ticket when a tare weight is updated or created from the Weigh form. This file is not automatically generated during installation, it must be created by the end user.

## Custom ticket file extensions

### .UTK

When TransAct is used in attended and ATS-2 unattended modes to print to two different printers, use the **.UTK** extension to designate which ticket file is to be used to print to the ATS-2 printer and the **.GTK** extension to designate which ticket file is to be used to print to an attended ticket printer (e.g. Okidata ML 320).

For example, a user would like to use an ATS-2 system to run TransAct in unattended mode, but will also need the capability of running TransAct in attended mode (e.g. cash customers). A different ticket will be printed for each type of transaction to different printers.

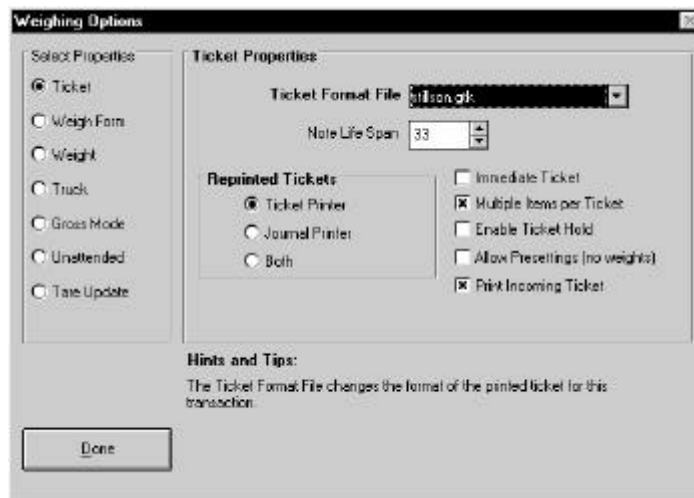
The end user can designate which ticket format is to be used at the ATS-2 terminal by using the **.UTK** file extension. When in unattended mode TransAct looks at the default ticket filename (i.e. **STILLSON.GTK**) and searches for a matching filename with a **.UTK** extension (i.e. **STILLSON.UTK**). If TransAct finds a file with a matching filename using the **.UTK** extension, TransAct will use this ticket file at the ATS-2 terminal. When in attended mode TransAct will use the file with the **.GTK** extension and print to the attended printer. The format of each file will be different to accommodate the different types of printers.

To use the **UPDTARE.GKT** file in unattended mode on an ATS-2 terminal, rename or copy the file to **UPDTARE.UTK**. Make certain the **UPDTARE.UTK** file contains the correct printer commands for the printer installed on the ATS-2 system.

### .ITK

An incoming ticket can be printed by turning on the **Print Incoming Ticket** feature in the **Weighing Options** section of the **Weigh** form.

Figure 173. Print Incoming Ticket





To print a different incoming ticket than outgoing ticket, the filename must match the filename of the **.GTK** ticket (i.e. **STILLSON.GTK**). TransAct searches for a matching filename with a **.ITK** extension (i.e. **STILLSON.ITK**), in the folder in which TransAct was installed (**C:\TRANSACT**). If TransAct finds a file with a matching filename using the **.ITK** extension, TransAct will use this ticket file when the **Store Ticket** button is clicked.

TransAct will use the selected **.GTK** file as the incoming ticket if it cannot find a matching **.ITK** file.

The ticket will print on the same printer as the outgoing ticket. The layout of the each ticket can be entirely different.

## Ticket Creation Rules

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 three sections: header, body, and footer. Header lines are printed once before the first transaction item. Body lines are printed once per transaction item. Footer lines are printed once after the last transaction item. 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 header 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 be helpful when printing to a pre-printed form. The TransAct program understands the decimal version of the command when enclosed in double 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", "Gross", "Tare", "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 square brackets ([ ]). The following is a list of database field names that can be used in the ticket format file.

*Table 11. Database Field Names.*

Field Name	Field Description
User Number	
User Login	
User Name	
Ticket Number	
Site	Prints the site the ticket is printed from.
Account	Account number
Account Name	
Account Contact	
Account Address	
Account Address2	

<b>Field Name</b>	<b>Field Description</b>
Account City	
Account State	
Account Zip	
Account Phone	
Hauler Account	Hauler number
Hauler Name	
Hauler Contact	
Permit	Permit number
Permit Name	
Permit Address	
Permit Street Address	
Permit City	
Permit State	
Permit Zip	
Job	Job code
Job Name	Job description
Job PO	PO Number for Job
Job Instruction1	
Job Instruction2	
Job Instruction3	
Job Instruction4	
Loads	Load count per job item
Daily Loads	Daily load count per job item
Ordered	Amount ordered per job item
Delivered	Amount delivered for each item
Daily Delivered	Daily amount delivered for each item
Remaining	Amount remaining to be delivered per job item
Tare1 Number	Replace with user assigned name
Tare1 Tare Weight	Tare weight entered in the tare table
Tare1 Loads	Load count per truck per item

Tare1 Delivered	Amount delivered per truck per item
<b>Field Name</b>	<b>Field Description</b>
Axles	Number of axles
License	Truck license number
Tare2 Number	Replace with user assigned name
Tare2 Tare Weight	Tare weight entered in the tare table
Tare3 Number	Replace with user assigned name
Tare3 Tare Weight	Tare weight entered in the tare table
Category1 Code Category1 Description	Category1, category2, category3, and category4 codes, and descriptions must be replaced with the user defined names assigned to the category tables. Only the description of the category in which rates are attached can be printed on a ticket.
Category2 Code Category2 Description	
Category3 Code Category3 Description	
Category4 Code 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	
<b>Field Name</b>	<b>Field Description</b>
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
Conv Weight1	Conversion Weight, Factor 1
Conv Weight2	Conversion Weight, Factor 2
Conv Weight1 Units	Conversion Weight, Factor 1 with conversion name, e.g. Gallons
Conv Weight2 Units	Conversion Weight, Factor 2 with conversion name, e.g. Barrels
Scale Unit	Unit of measure displayed by the indicator.
Unit	Ticket unit (lb, kg, yard, unit count, ton, metric ton)
Unit1 Unit2 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 Units2 Units3	Plurals
Axle1	First axle weight (Axle weights are not NTEP certifiable)
Axle2	Second axle weight (Axle weights are not NTEP certifiable)
Axle3	Third axle weight (Axle weights are not NTEP certifiable)
Axle4	Fourth axle weight (Axle weights are not NTEP certifiable)
Axle5	Fifth axle weight (Axle weights are not NTEP certifiable)
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 adjusted on the ticket to Unit setting
Rate Per Load	The per load rate
Conv Rate	Print the total rate
<b>Field Name</b>	<b>Field Description</b>
Conv Rate1	Converted Rate 1
Conv Rate2	Converted Rate 2
Conv Rate3	Converted Rate 3
Conv Rate12	Conv Rate1 + Conv Rate2
Conv Rate23	Conv Rate2 + Conv Rate3
Conv Rate13	Conv Rate1 + Conv Rate3
Conv Rate Unit	Prints the converted rate unit (e.g. Gallons, Barrels, etc.)
Sales Tax1	Tax rate for tax 1
Grand Total Sales Tax1	Grand Total for tax 1
Sales Tax2	Tax rate for tax 2
Grand Total Sales Tax2	Grand Total for tax 2
Sales Tax3	Tax rate for tax 3
Grand Total Sales Tax3	Grand Total 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
Base + Added Charge	Total Base charge + Added Charge
Charge	Total charge
Grand Total Base Charge	Item1 + Item2 + Item3, etc.
Grand Total Base + Added Charge	Grand total base charge plus grand total added charge for a multiple item ticket.
Change Due	Prints the change due to the customer
<b>Field Name</b>	<b>Field Description</b>
Amount Tendered	Calculated from stored values: Total Charge + Change Due. Amount Tendered is not a stored value
Discount	Discount applied to the charge
Discount (%)	A percentage used to modify total charge
Discount Amount (\$)	Amount discounted from the total charge
Notes 1 Notes 2 Notes 3 Notes 4	Ticket notes
Daily Note	
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
Grand Total Adj Weight Pounds	
Grand Total Adj Weight Tons	
Grand Total Adj Weight Kilograms	
Grand Total Adj Weight Metric Tons	
Grand Total Adj Weight Yards	

Grand Total Adj Weight Unit Count	
--------------------------------------	--

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, date in, weight out, date out, and net weight on the ticket.

"Ticket Number: " [Ticket Number]  
 "Gross: " [Weight In] " " [Date In]  
 "Tare: " [Weight Out] " " [Date Out]  
 "Net: " [Net Weight]

## Flag Fields

A flag is set in the database whenever a special condition has been met by a transaction.

*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 entered
Keyed Weigh Out	The weight on a Weigh Out has been manually entered
Keyed Gross	Gross weight has been manually entered
Keyed Tare	Tare weight has been manually entered
Recalled Weigh In	Weigh In weight has been recalled
Recalled Weigh Out	Weigh Out weight has been recalled (stored tare)
Recalled Gross	Gross weight has been recalled
Recalled Tare	Tare weight has been recalled
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)
Account Exempt	Prints "Exempt" on ticket when the Customer Account is flagged Tax Exempt.
Cash	This is a Cash transaction
Charge	This is a Charge transaction
No Charge	This transaction was not charged
Cash by Check	A check number was entered in the check field.
Cash by Money	A check was not entered in the check field.



A user defined static text field can be associated with each of these conditions. A flag field is enclosed in curly brackets { }. The example below assigns the static text, "Keyed", to the **Keyed Weigh In** flag. This text will be printed on the ticket whenever the **Keyed Weigh In** flag is set for a transaction.

**Example:** {Keyed Weigh In "Keyed"}

## Unit of Measure

### Converting Weights on a Ticket

All weights stored in the database are based on the unit of measure the scale indicator is set to (e.g. 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. When the unit of measure is yards or count, the **Net** value is not converted.

**Example:** [Gross Tons], [Weight In Kilograms], [Net Weight Metric Tons]

### Printing the Unit of Measure

If the word **Units** is added to the end of the key words within the square brackets, the name of the unit will print next to the net value.

**Example:** [Weight In Ton Units] will print '2 Tons', [Net Weight Pounds Units] will print '4000 Pounds'

## Column Positioning

To position database fields, use the **COLnn** command. The **COLnn** command must be followed by a space. When multiple **COLnn** commands are used in one line, they must be in sequential order.

**Legal Example:** COL20 [Account] COL50 [AccountName]

**Illegal Example:** COL50 [Account] COL20 [AccountName]

## Unit of Measure, Rate, and Tax Hierarchy

---

### Unit of Measure

#### Level One - Default UOM

TransAct allows the end user to select their default Unit of Measure (UOM). The default UOM used in the Weigh form is set in the **TRANSACTION.INI** file in the **[Weigh Options]** section. Valid formats include...

- **UOM=Pounds**
- **UOM=Tons**
- **UOM=Yards**
- **UOM=Unit Count**

There are no spaces in the command line. Whenever a new transaction is started, the **Units** button on the **Transaction Details** form is set to the default UOM. The UOM for the transaction can always be changed during a transaction by clicking the **Units** button.

#### Level Two - Inventory UOM

Use inventory UOM to have the **Units** button of the **Transaction Details** form automatically set to a preferred UOM. Even when a site does not track material inventory, the UOM from the inventory section can be useful.

Each material can be set to a UOM different from the default. When this option is active, the Units button in the Weigh form automatically switches from the default UOM to the UOM selected for a specific material. For a detailed example, please refer to “Inventory Units” on page 52.

#### Level Three- Order/Job Units of Measure

Items setup for jobs will override the default UOM *and* the inventory UOM. However, TransAct will not allow a transaction to be completed if the **Units** button in the **Transaction Details** form does not match the UOM selected for the job item, the following message appears.

*Figure 174. Job Inventory UOM Warning*



To make changes or cancel the transaction, click the **No** button.

## Product Conversions

---

The category in which rate codes are attached provides a way to calculate conversions. To enable this feature add the following lines to the **[Rates]** section of the TransAct initialization file (**TRANSACT.INI**).

**Factor1=keyword (This field is required)**

**Factor2=keyword (This field is optional)**

**Factor1** will convert weight (pounds or kilograms) to the desired conversion. **Factor2** will also convert weight to a second desired conversion. Replace *keyword* with meaningful text such as **Gallons** and **Barrels**.

**NOTE:** To edit the **TRANSACT.INI** file, 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.

Save the changes to the **TRANSACT.INI** file. Start TransAct. Defined factor fields will appear in the category that rates are attached (**Admin | Categories | Material**).

**Pounds/Gallons** (or **Kilograms/Gallons**) and  
**Pounds/Barrels**

Figure 175. Conversion Fields

The screenshot shows a window titled "Material Table" with the following fields and sections:

- Code:** 8
- Description:** Contaminated Soil
- Type:** (dropdown menu)
- Conversions:**
  - Pounds / Gallons:** 100
  - Pounds / Barrels:** 500
- Inventory:**
  - Beginning:** 0
  - Incoming:** 0
  - Outgoing:** 0
  - Balance:** 0.0
- Inventory Units:**
  - Disabled
  - Pounds** (highlighted)
  - Tons
  - Yards
  - Unit Count

At the bottom of the window is a toolbar with icons for Save, Print, Previous, Next, List, Help, Undo, Delete, and End.

Use the following key words for printing conversion information on a ticket;

**[Conv Weight1]**

**[Conv Weight2]**

Use "Units" within the square brackets to display the conversion units, e.g. **Gallons** or **Barrels**;

**[Conv Weight1 Units]**

**[Conv Weight2 Units]**

Conversion information is also displayed when the transaction charge details of a ticket are viewed in **Quick Scan**.

Figure 176. Conversions in Quick Scan

The screenshot shows the 'Transaction Scan' window with the following data:

Transaction Charges	Receivable	Gallons
Ticket: 3833 Item 1 Site A		
Total Charge: 3833.58		
Material: 24000 lbs @ \$0.00924 per = \$221.76		240.0
Surcharge: 24000 lbs @ \$0.00276 per = \$66.24		Barrels
Delivery: 24000 lbs @ \$0.00 per = \$0.00		48.0
Added Charge: \$0.00	Cash Received: \$0.00	
State: \$11.09	Check Number:	
County: \$0.50	Billed: <input type="checkbox"/>	
	Statement: 0	

At the bottom, there are radio buttons for 'Transaction Details', 'Transaction Charges' (selected), and 'Transaction Notes'. A toolbar contains icons for Log, Print Ticket, and various navigation functions.

Using the conversion factors from the previous figure the following calculations were made;

$$\begin{aligned} 24000 \text{ pounds} / 100 \text{ gallons} &= 240 \text{ Gallons} \\ 24000 \text{ pounds} / 500 \text{ Gallons} &= 48 \text{ Barrels} \end{aligned}$$

Charges can also be based on a conversion. To turn the feature on, select **Rates** from the **Accounting | Setup and Misc Rates** window, click the check box next to **Charge Based On Converted Units**.

Figure 177. Charge based on converted units

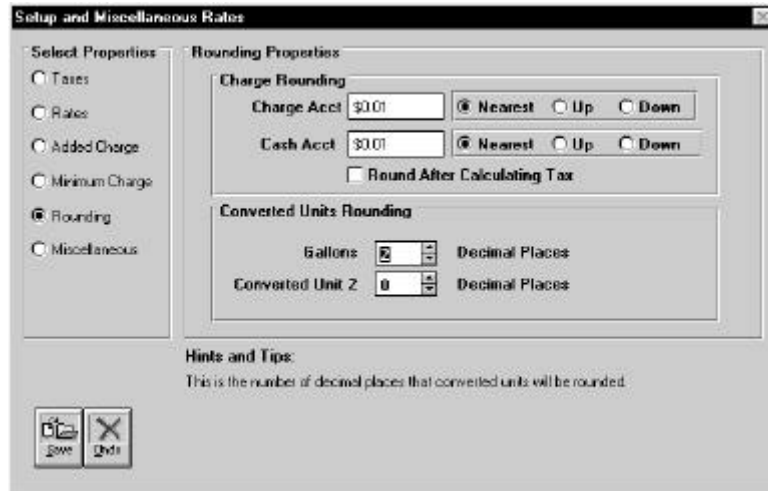
The screenshot shows the 'Setup and Miscellaneous Rates' window with the following configuration:

- Select Properties:**
  - Taxes
  - Rates
  - Added Charge
  - Minimum Charge
  - Rounding
  - Miscellaneous
- Rates Properties:**
  - Rate 1 Name: Material
  - Rate 2 Name: Surcharge
  - Rate 3 Name:
  - Charge based on converted units
- Hints and Tips:** When checked, charges are based on converted units.

Buttons for Save and Undo are visible at the bottom left.

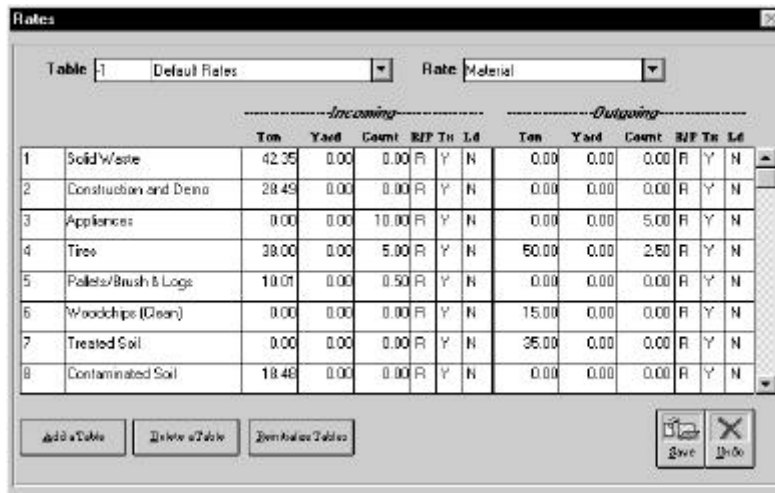
Next, select **Rounding** from the properties list. Specify how many decimal places the converted unit is to be rounded.

Figure 178. Setting the number of decimal places for conversion



To use a conversion rate, TransAct will use the **Yard** column for **Factor1** rate and the **Count** column for **Factor2** rate in the **Rates** table.

Figure 179. Entering Conversion Rates



Make sure the weight column (e.g. **Pounds** or **Tons**) is 0 for the materials that are converted. Then, set a value for the **Yard** column to charge based on **Factor1** or set a value for the **Count** column to charge by **Factor2**. TransAct automatically converts the **Yard** or **Count** rate into a per-pound rate and displays the charge at the bottom of the **Transaction Details** form.

Also displayed on the bottom of the screen is the first letter of the converted unit followed by the value. For example, G 7200.0 represents 7200 Gallons.

In **Quick Scan**, TransAct displays the rate as a per-pound rate and shows the converted values.

The ticket format file uses the following keywords:

- [Conv Weight1 Unites]
- [Conv Weight2 Units]
- [Conv Rate]
- [Conv Rate1]
- [Conv Rate2]
- [Conv Rate3]
- [Conv Rate12]
- [Conv Rate23]
- [Conv Rate13]
- [Conv Rate Unit]

The following keywords are available for export:

- Conv Rate
- Conv Rate1
- Conv Rate2
- Conv Rate3
- Conv Rate FactorNum
- Conv Weight1
- Conv Weight2



# Networking TransAct

The TransAct database and reports can be placed on a shared network drive 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.

**NOTE:** An TransAct license must be purchased for each computer accessing the shared database. To purchase additional licenses, contact your TransAct provider.



## How TransAct Works on a Network

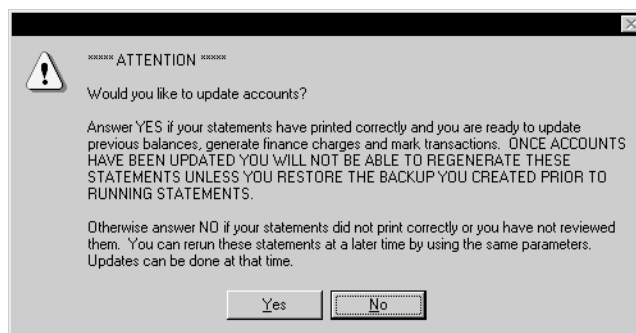
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When sharing the TransAct database on a network, some TransAct processes require exclusive rights to the database. These processes include backup, restore, archive, restore archive, import and export, and statement processing. To ensure exclusive rights to the database, have all other computers select **Admin | About** or quit TransAct.

### Statement Processing

Statement processing has the potential to update every record in the database, therefore the last step of statement processing must be completed when all other computers have exited the program. Statements can be 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 the following message.

*Figure 180. 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 **No**. Once all other computers have **Quit** the TransAct program, perform statement processing procedures as you did earlier. **DO NOT** skip the backup. When viewing the 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, when the above message reappears, click **Yes**.

### 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 database open at the time of performing a database archive or database archive 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 move to when using the navigation buttons. To clear the message, click **OK**. You will continue to get the message until the table is refreshed. To refresh a table, reselect the table.

**Example:** User A and User B open the **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 181. Error 3167*

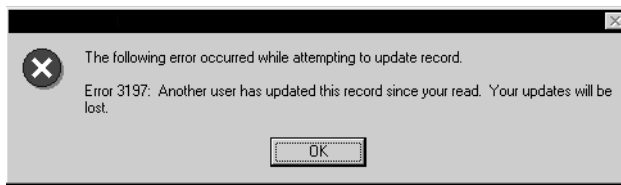


**Example:** To clear the message and continue, click **OK**. To avoid getting the message, reselect **Admin | Customer Accounts**.

## 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 the same time. User A updates the address and clicks the **Save** button. User B's screen does not change. User B enters the correct zip code for account #3 and clicks the **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 the **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.

## Installing TransAct on a Network

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The TransAct database and reports can be placed on a shared network drive 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 (e.g. Novell, Banyon etc.). If you are unfamiliar with your network setup, work with your network coordinator to complete the following steps.

### Example 1: New TransAct Installation

Use the following steps if TransAct is being installed for the first time.

1. Create a **TRANSACT** subdirectory on the file server.
2. Make sure every user who will be accessing the TransAct database from the server has been given rights to the new subdirectory.
3. Install TransAct on one computer. After installation, reboot the computer, 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)
4. Use any windows editor, such as **Notepad**, to edit the **C:\WINDOWS\TRANSACT.INI** file. Edit the following lines of the [**TransAct**] section.

**[TransAct]**

*DBDir=network path to TransAct subdirectory*

(On a Novell server the path could be **F:\TRANSACT**)

*SITE=This must be a unique alpha/numeric character for each computer accessing the database on the network.*

5. Run TransAct on the first computer and verify network access.

**HINT:** Select **Admin | Utilities | Backup**, the default drive should be pointing to the TransAct subdirectory on the network.

6. Install TransAct on the other computers . Run TransAct and register the software license. Create an empty database when prompted.
7. Change the **Site Code** by selecting **Admin | Preferences | Company Data**. Every computer accessing the shared database must have a unique **Site Code**. Quit TransAct.

8. Edit the **C:\WINDOWS\TRANSACT.INI** file on each computer. With the exception of the **SITE**, **UnlockCode**, and **Revision**, and **SerialNumber** make sure the **TRANSACT.INI** file on each computer is the same.
9. 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 the **Company Data** window. Enter the **SITE ID** in the **SITE** box.

Figure 182. Entering a SITE ID

The screenshot shows a window titled "Company Data" with the following fields and values:

Name	Stilson County Landfill	
Address	Old County	
Address		
City	Stilson	
State/Province	WI	
Zip/Postal Code	54729	
Phone	715-726-0891	Fax: 715-726-1003
Site	A	

Buttons for "Save" and "Undo" are visible at the bottom right.

#### Example 2: Moving TransAct from a stand alone computer to the network

Use these steps to move the TransAct database and reports from a stand alone 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. Edit the following lines of the [**TransAct**] section.

[**TransAct**]

DBDir=*network path to TransAct subdirectory*

(On a Novell server the path could be **F:\TRANSACT\**)

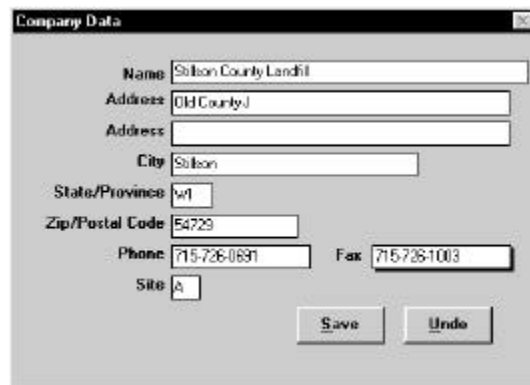
SITE=*This must be a unique alpha/numeric character for each computer accessing the database on*

*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.
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 the **Company Data** window. Enter the **SITE ID** in the **SITE** box.

*Figure 183. Entering a SITE ID*



The screenshot shows a window titled "Company Data" with the following fields and values:

Field	Value
Name	Silicon County Landfill
Address	Old County
City	Silicon
State/Province	WI
Zip/Postal Code	54729
Phone	715-726-0691
Fax	715-726-1003
Site	A

Buttons for "Save" and "Undo" are located at the bottom right of the window.

