



TransAct Training Guide

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Introduction

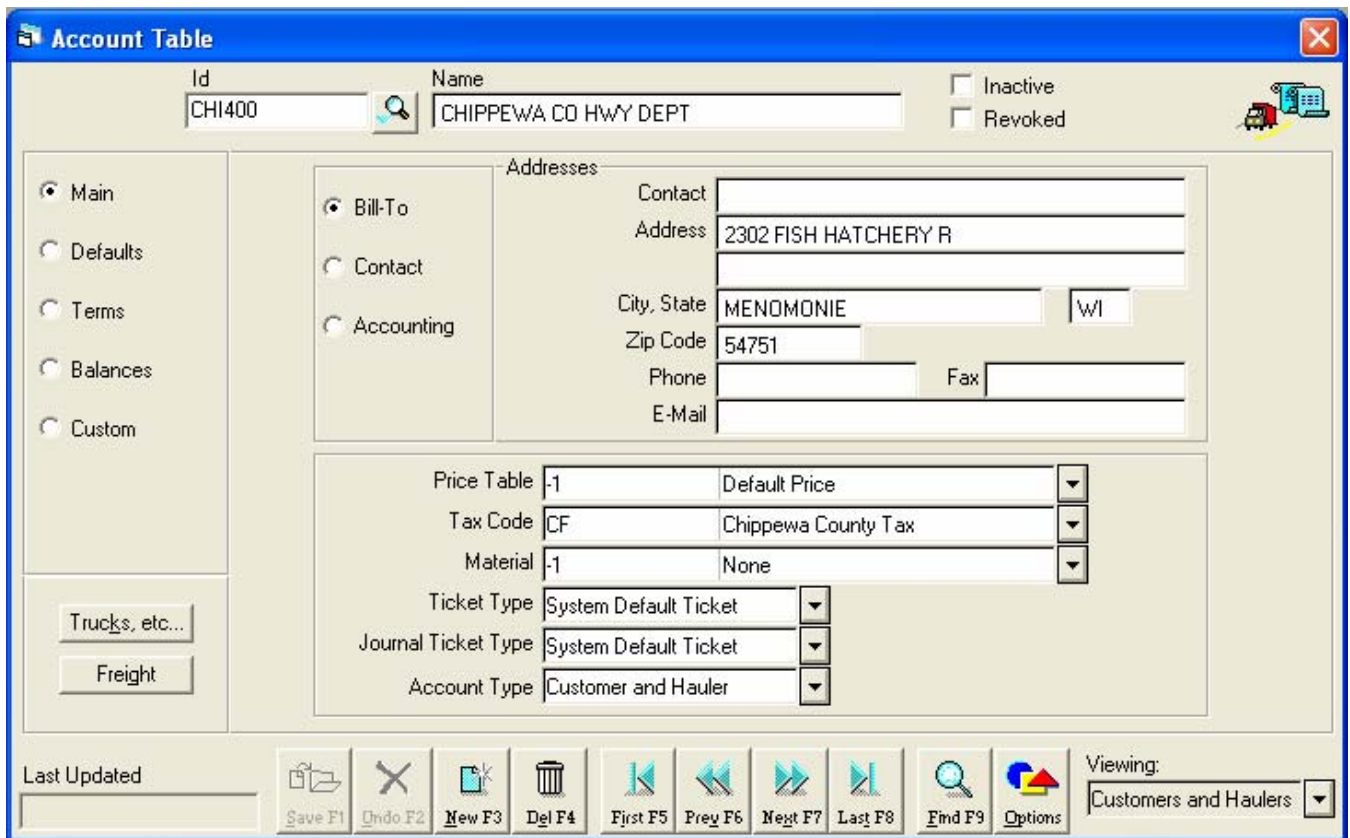
This guide will be used as a training tool to teach the basic features of TransAct.

Table Uniformity

Ease of use was the primary focus when designing TransAct. All TransAct tables can be configured from the **Admin** button.



A table similar to the following appears.



Every table functions in a similar manner. Typically, a table only requires an Id and Description to create a valid entry. Additional information, such as account addresses, can be added or edited at any time.

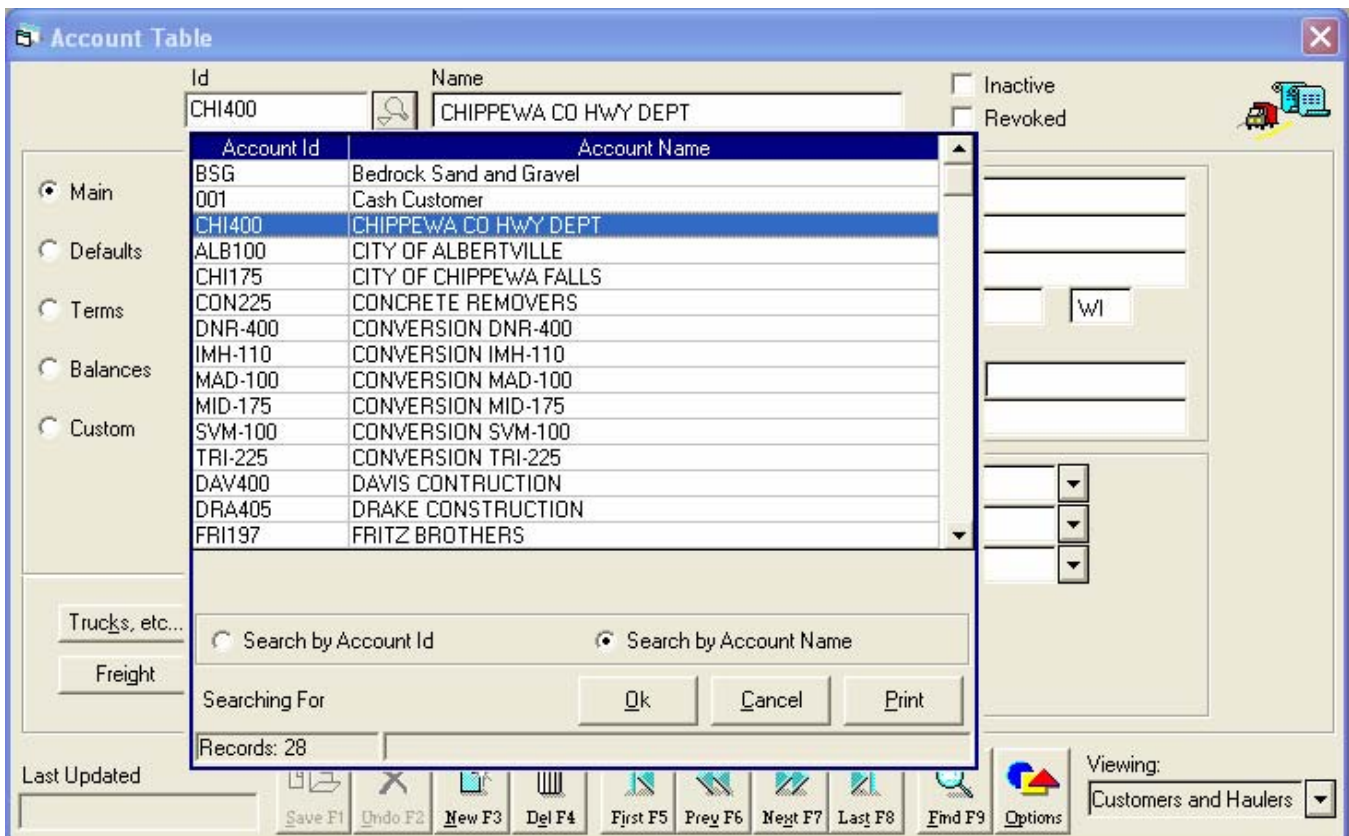
The same row of function buttons appear at the bottom of each table.

RLWS TransAct Training Guide cont.

- **Save** changes to an existing table.
- **Undo** any unsaved changes to the item.
- Create a **New** table entry
- **Delete** the item from the table.
- Display the **First** item in the table.
- Display the **Previous** item.
- Display the **Next** item.
- Display the **Last** item.
- **Find** shows a listing of all items. Click the item to select.
- Opens the **Options** window for the selected table.

Radio buttons to the left, group different data fields into organized blocks of information.

Click the magnifying glass  to drop-down a list of records.



The record list can be sorted by the Id or the Name by clicking the desired radio button. A record can be opened by selecting it from the list and clicking the Ok button or double clicking the record.

Modifications to the current record must be saved before attempting to access another record. If an attempt to access another record is made before clicking the **Save** button, a warning will appear.

Account Table

To create or edit **Accounts**, select **Admin | Accounts** from the main menu. The account table appears.


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

- Title Bar:** Account Table
- Search:** Id [] Name []
- Options:** Inactive, Revoked
- Sidebar:** Main, Defaults, Terms, Balances, Custom
- Main Area:**
 - Bill-To
 - Contact
 - Accounting
 - Fields: Contact, Address, City, State, Zip Code, Phone, Fax, E-Mail
 - Price Table: -1, Default Price
 - Tax Code: EXEMPT, Tax Exempt
 - Material: -1, None
 - Ticket Type: System Default Ticket
 - Journal Ticket Type: System Default Ticket
 - Account Type: Customer and Hauler
- Bottom:** Last Updated [], Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Find F9, Options, Viewing: Customers and Haulers

Add a New Account

1. Click the **New** button.
2. Enter an **Id** and **Name**. The Id and Name fields are alpha-numeric.
3. Click the **Save** button.

Edit an Existing Account

1. Click the magnifying glass  to select the account from the list.
2. Make desired changes
3. Click the **Save** button.

Beyond the Basics

RLWS TransAct Training Guide cont.

Additional information like account defaults (such as Price Table or Tax Code) that differ from the system defaults or terms and balances when TransAct Professional is used can also be setup to enhance the flow of transaction processing.

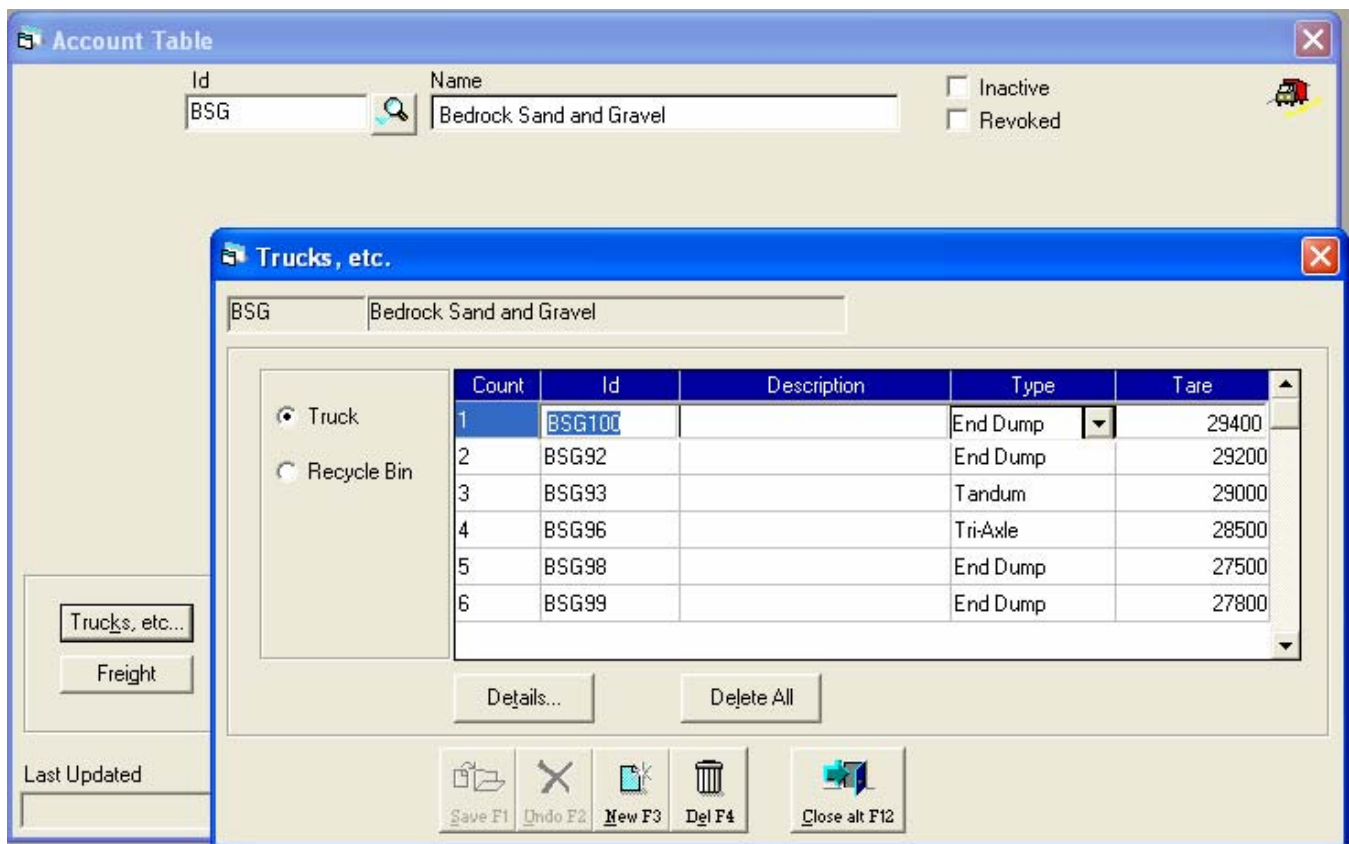
Options

Use the Options button to set defaults for new accounts, such as default invoice and statement groups, price table, and tax code. The Options window is also used to activate, deactivate, and rename the three addresses and tare tables.

Trucks, Etc.

To add a list of trucks and their tare weights to a specific account, click the **Trucks, etc.** button. A quick grid appears.

- Note: To activate, deactivate, and rename tare tables, click the **Options** button from the main **Account** window.



4. Click the **New** button to add a new truck Id.
5. Click the **Save** button to save changes.

Beyond the Basics (Details Button)

Additional information about a truck tare, such as unattended flags, badge number, weight limits, and tare expiration date, can be added by clicking the **Details** button.

RLWS TransAct Training Guide cont.

Note: The **Details** button is not available until changes made to the tare grid have been saved or undone.

Category Lists

A maximum of six categories can be defined in TransAct. Two of the six categories are predefined for use as the **Material** and **Price** tables. Four additional categories can be configured to meet the end user's needs.

TransAct uses **Material** and **Price Table** categories for tracking inventory and calculating prices. All processes described in this section are the same for all category tables. We will use the **Material** table for our examples.


To add or edit **Material** items, select **Admin | Categories | Material** from the main menu. A new **Material Table** appears.

The screenshot shows the 'Material Table' window. At the top, there are input fields for 'Code', 'Description', and 'Note'. A magnifying glass icon is next to the 'Code' field. To the right of the 'Description' field is an 'Inactive' checkbox. Below these fields are two radio buttons: 'Main' (selected) and 'Custom'. In the center, there are three checkboxes: 'Default Material' (unchecked), 'Allow Price Overrides' (checked), and 'Mix / Load Out' (unchecked). To the right of these is an 'AutoTouch' dropdown menu. Below that is an 'Inventory' section with four input fields: 'Beginning', 'Incoming', 'Outgoing', and 'Balance', each with a value of '0.00'. To the right of the 'Inventory' section is an 'Inventory Units' list with options: 'Disabled', 'Pounds', 'Tons', 'Yards', and 'Units'. At the bottom, there is a 'Last Updated' field and a toolbar with buttons for 'Save F1', 'Undo F2', 'New F3', 'Del F4', 'First F5', 'Prev F6', 'Next F7', 'Last F8', 'Find F9', and 'Options'.

Add a New Material

1. Click the New button.
2. Enter a **Code** and **Description**. The Code and Description fields are alpha-numeric.
3. Click the **Save** button.

Edit an Existing Material

4. Click the magnifying glass  to select the desired Material from the list.
5. Make desired changes

RLWS TransAct Training Guide cont.

6. Click the **Save** button.

Beyond the Basics (activating additional category tables, editing the initialization file)

Open the Transact.ini file found in the Windows folder (C:\Windows\Transact.ini) using a text editor such as NotePad.

Find the Category 1 section in square brackets, **[Category1]**. To activate the new category table, enter the name of the new category table after **Title=**. For example to activate a table called **Location**, enter the word **Location** after the Category 1, Title=.

```
[Category 1]
Title=Location
SubCat1=
SubCat1Title=
SubCat2=
SubCat2Title=
```

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.

Save the changes, close NotePad and restart Transact. Select Admin | Categories, Location will appear in the list of available tables.

Orders/Jobs

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

To create or edit a job, select **Admin | Orders/Jobs** from the main menu. A blank **Order/Job Table** will appear.

#	Code	Description	Ordered	Price	Ld	Freight	Fr Payable	Ld
1	new		0 tn	\$0.00	N	\$0.00	\$0.00	N

Add a New Order/Job

1. Click the **New** button.
2. Enter an **Id** and **Description**. The Id and Description fields are alpha-numeric.
3. Click the drop-down arrow to select the **Customer** the job is to be billed to
4. Select an **Ordered Date**. Jobs will not appear in the **Weigh** form unless an **Ordered** date has been entered.
5. Click the **Save** button.

Adding Material Items to an Order/Job

Quickly add materials, order quantity, rates, and freight charges using the item grid.

RLWS TransAct Training Guide cont.

Order/Job Table

Id: 100256 Description: County Road P Repaving Inactive

Accounting
Customer: CHI400 CHIPPEWA CO HWY DEPT
PO:

Special Instructions:

Dates:
Quoted: 12/1/2006
Ordered: 12/19/2006
Starts:
Expires:

#	Code	Description	Ordered	Price	Ld	Freight	Fr Payable	Ld
1 new			0 tn	\$0.00	N	\$0.00	\$0.00	N
	Code	Description						
	002	3/4 - 1-1/4 Washed Rock						
	005	Class 5						
	004	Mason Sand						
	006	Pit Run						
	008	Rip Rap						
	009	Screenings						
	003	Washed Sand						

Viewing: All Jobs

When a material is selected, the material price is pulled from the selected default price table.

Click the **Miscellaneous** radio button to select a default price table.

RLWS TransAct Training Guide cont.

Order/Job Table

Id: 100256 Description: County Road P Repaving Inactive

Accounting
 Customer: CHI400 CHIPPEWA CO HWY DEPT
 PD:

Special Instructions:

Dates:
 Quoted: 12/1/2006
 Ordered: 12/19/2006
 Starts:
 Expires:

#	Code	Description	Ordered	Price	Ld	Freight	Fr Payable	Ld
1 new	002	3/4 - 1-1/4 Washed Rock	0 tn	\$6.00	N	\$0.00	\$0.00	N

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

Last Updated:

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


Viewing: All Jobs

To edit the rate, select the field and enter a new rate. To add more materials, click the **Add Item** button. To save the item grid, click the **Save** button.

To specify additional details about a material item, click the **Item Details** button. The **Ordered Item** table appears.

Once details for the material item have been entered, click the **Save** button. New items can be added by clicking the **New** button. To exit the **Ordered Item** table and return to the **Orders/Job** table, click the **Close** button.

Edit an Existing Order/Job

1. Click the magnifying glass  to select the **Job** from the list.
2. Make desired changes
3. Click the **Save** button.

Beyond the Basics

Custom fields and default **Price** and **Tax** tables can be selected by clicking the **Miscellaneous** radio button.

Information entered into the **PO** and **Special Instructions** fields can be printed on tickets.

Dates

The **Quote** date is automatically filled with the system date whenever a **New** order or job is entered. Jobs will not appear in the **Weigh** form unless an **Ordered** date has been entered. When a date is added to the **Start** field, the job will not appear in the **Weigh**

RLWS TransAct Training Guide cont.

form drop-down list until that date. This setting is optional and can be left blank. TransAct will automatically fill this field the first time the job is used. When a job has reached it's **Expires** date, it will no longer appear in the **Weigh** form.

Weigh Form

The Weigh Form is used to process transactions and print scale tickets. Features, such as, multiple ticket formats, up to twenty-three note fields, multiple items per ticket, transaction processing with a Truck Id, and update tare weights using the weight on the scale, can be enabled to meet end user needs.

To start a transaction, select a **Hauler**, enter a **Truck ID**, or select a **Job** number.

Begin a new transaction by entering a value in one of these fields:

Hauler

Truck ID

Job

Scale

0 lb
a

Open Ticket List

Ticket	Account	Note	Truck No.
Reopen	Reopen a multiple item ticket.		

Reprint Ticket Print Weight Options

sample.gtk 132728

The detailed transaction weigh window appears. Basic transaction information includes, scale weight, hauler and bill-to accounts, job information, material, unit of measure, daily job and truck totals, and all charge information used to calculate the charge of the transaction.

RLWS TransAct Training Guide cont.

Weigh: 09:09 AM Tuesday, December 19, 2006 Applicable Max Gross Weight: None

Hauler BSG Bedrock Sand and Gravel
Truck BSG100 29400 Outgoing
Recycle Bin

Bill-to Acct FRI197 FRITZ BROTHERS
Job
PO

Material 002 3/4 - 1-1/4 Washed Rock
Zone 2 Chippewa Falls

Price -1
Tax EXEMPT

Charge \$100.80
Freight \$70.56
Add \$0.00
Frght Tax \$0.00
Other Tax \$0.00
Total \$171.36

Scale
63000 lb

Weight In 29400 lb
Out 63000 lb
Net 33600 lb

16.80 Tons

Truck Loads 0
Truck Qty 0.00
Job Loads
Job Qty

Paid \$0.00
Ref
Due \$171.36

Aisle Items Tare... Cancel

Notes... Print Ticket

sample.gtk 132728 [1 items \$171.36]

The status bar at the bottom of the window displays the current ticket number, number of items on the ticket, and total charge of the transaction. The ticket format file is displayed in a drop-down control, for example **sample.gtk**. Click the drop-down arrow to select another ticket format file, to be used for the next transaction.

Processing Transactions using Stored Tare Weights

Stored tare weights allow for single vehicle weighments. Stored tares can only be selected when a transaction is started. Two of the three tare tables have been activated for the purpose of this demo; **Truck** and **Trailer**.

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.

1. Select a **Hauler**, **Truck Id**, or **Job** code to start a transaction.
2. Enter transaction details in the second form. Click the down arrow to display a list of available entries to choose from.
 - Bill-to Account
 - Job
 - Material
 - etc.

RLWS TransAct Training Guide cont.

Weigh: 09:11 AM Tuesday, December 19, 2006 Applicable Max Gross Weight: None

Hauler	HER175	HERMAN EXCAVATING	
Truck	04	27200	Outgoing
Recycle Bin			
Bill-to Acct	HER175	HERMAN EXCAVATING	
Job	HEN175-4	381 DEAN CLINIC	
PO			
Material	002	3/4 - 1-1/4 Washed Rock	
Zone	-3	Unspecified	

Price	-1
Tax	CF
Charge	\$89.40
Freight	\$0.00
Add	\$0.00
Frigh Tax	\$0.00
Other Tax	\$4.92
Total	\$94.32
Out - Job Price	
Charge Per Ton:	\$6.00
Charge Per Load:	\$0.00
Freight Per Ton:	\$0.00
Chg Tax %:	5.500
Fright Tax %:	5.500
Add Chg Tax %:	0.000
Paid	\$0.00
Ref	
Due	\$94.32

Scale

57000 lb

Weight In	27200	lb
Out	57000	lb
Net	29800	lb

14.90 Tons

Truck Loads	0
Truck Qty	0.00
Job Loads	1
Job Qty	7.50

Notes... Print Ticket

sample.gtk 132728 [1 items \$94.32]

3. Click the **Print Ticket** button to print the transaction ticket.

Canceling a Transaction

To cancel a transaction for any reason, click the **Cancel** button. This will return TransAct to the first weigh form.

Processing a Weigh In / Weight Out Transaction

When a transaction does not utilize tare weights, it is considered a **Weigh In/Weigh Out** transaction. The truck must be weighed coming into the site and exiting the site.

Weigh In

1. Select a **Hauler**, **Truck Id**, or **Job** code to start a transaction.

RLWS TransAct Training Guide cont.

Weigh: 03:53 PM Tuesday, December 19, 2006

Hauler: HER175 HERMAN EXCAVATING
Truck: [Dropdown]
Recycle Bin: [Dropdown]

Bill-to Acct: HER175 HERMAN EXCAVATING
Job: [Dropdown]
PO: [Input]

Material: 007 1 - 1-1/2 Washed Rock
Zone: -3 Unspecified

Price: CONT
Tax: WI STATE

Charge: \$0.00
Freight: \$0.00
Add: \$0.00
Frigh Tax: \$0.00
Other Tax: \$0.00
Total: \$0.00

In - Default Price
Charge Per Ton: \$0.00
Charge Per Load: \$0.00
Freight Per Ton: \$0.00
Chg Tax %: 5.000
Fright Tax %: 5.000
Add Chg Tax %: 0.000

Scale: 24000 lb
Weight In: 24000 lb
Out: 0 lb
Net: 0 lb
0.00 Tons

Truck Loads: [Input]
Truck Qty: [Input]
Job Loads: [Input]
Job Qty: [Input]

Buttons: Agle, Tare..., Cancel, Notes..., Store Ticket

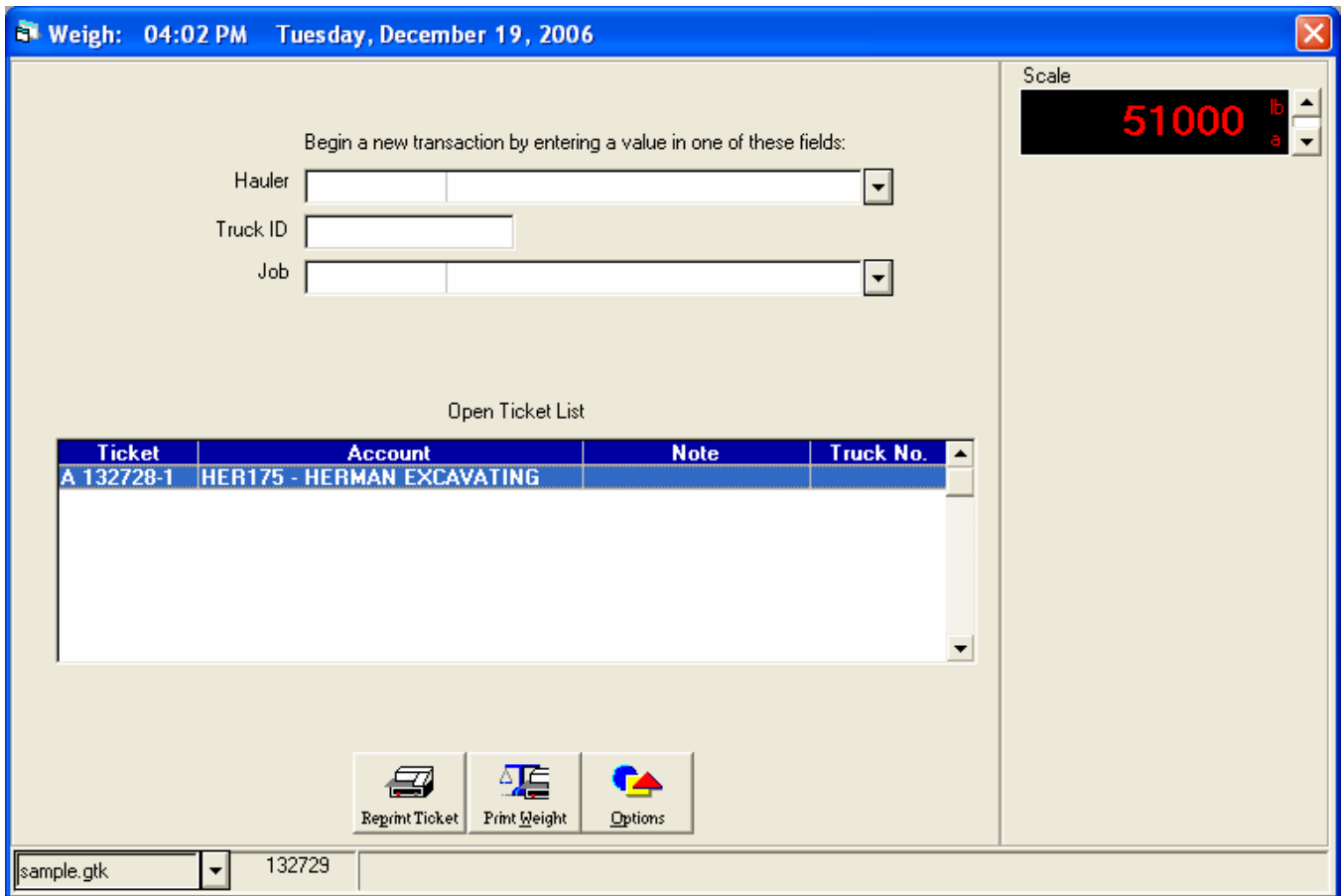
sample.gtk 132728 [1 items \$0.00]

2. Enter transaction details in the second form.
 - Bill-to Account
 - Job
 - Material, etc.
3. To store ticket information, click the **Store Ticket** button. The Weigh In process is complete.

Weigh Out

4. To complete an open ticket, select the ticket from the list of open tickets.

RLWS TransAct Training Guide cont.



5. After selecting a Ticket, information stored during the Weigh In process appears. If an incorrect ticket was selected, click the Cancel button.
6. The scale weight appears in the Weight Out box. The net weight is calculated and displayed in the Net Weight box. The charge is calculated based on the selected Material, Price Table, Tax Code, and Zone.

RLWS TransAct Training Guide cont.

The screenshot displays the RLWS TransAct software interface for a weigh transaction. The window title is "Weigh: 04:05 PM Tuesday, December 19, 2006". The interface is organized into several sections:

- Hauler/Truck/Recycle Bin:** Hauler is set to "HER175 HERMAN EXCAVATING".
- Bill-to Acct/Job/PO:** Bill-to Acct is "HER175 HERMAN EXCAVATING".
- Material/Zone:** Material is "007 1 - 1-1/2 Washed Rock" and Zone is "-3 Unspecified".
- Price/Tax:** Price is "-1" and Tax is "WI STATE".
- Charge/Freight/Other Tax:** Charge is "\$155.25", Freight is "\$0.00", and Other Tax is "\$7.76".
- Total:** Total is "\$163.01".
- Scale:** Scale is "51000 lb".
- Weight In/Out/Net:** Weight In is "24000 lb", Weight Out is "51000 lb", and Net is "27000 lb".
- Truck Loads:** Truck Qty is "13.50 Tons".
- Buttons:** "Agle", "Tare...", and "Cancel" buttons are visible at the bottom left. "Notes..." and "Print Ticket" buttons are at the bottom right.

The status bar at the bottom shows "sample.gtk", "132728", and "[1 items \$163.01]".

- Click the Print Ticket button to print the transaction ticket.

Canceling a Transaction

To cancel a transaction for any reason, click the Cancel button. This will return TransAct to the first weigh form.

Other Weigh Form Information

When transactions are started by selecting a **Hauler**, details will be pre-filled with defaults selected in the **Account** setup. When transactions are started by selecting a **Truck Id**, details will be pre-filled with current settings found in **Truck History**. When transactions are started by selecting a **Job**, details will be pre-filled with the **Job Bill-To** account, the **Bill-To** account's preferred **Hauler**, and the first **Material** item listed in the job.

Non-Weighed Transactions (Unit Count and Yard)

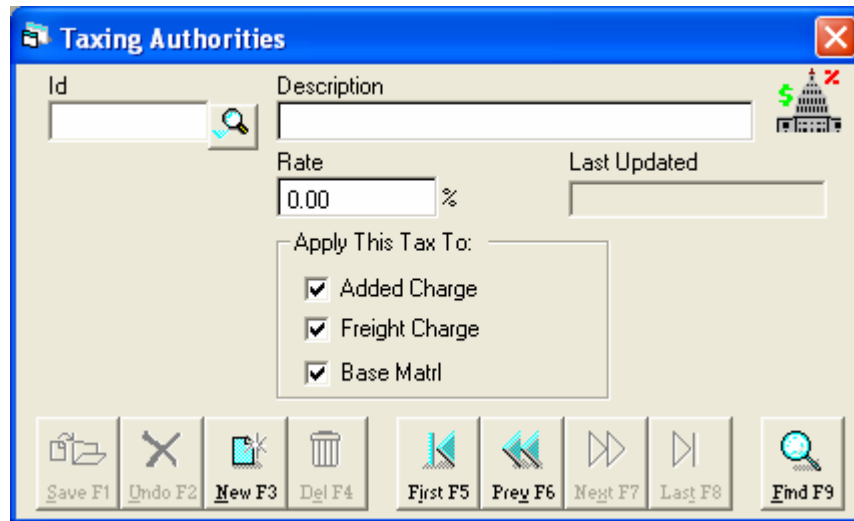
To change the unit of measure, click the **Units** drop-down list. When the unit changes to **Yard** or **Count**, the direction drop-down box appears under the **Hauler**.

If the direction of the transaction is different from the default, choose the correct direction. Use the mouse to place the cursor in the **Quantity In** or **Out** box. Enter the number of yards or the unit count.

Tax Authorities

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


To add or edit **Tax Authorities**, select **Accounting | Taxes | Tax Authorities** from the main menu. A new **Taxing Authorities** window appears.



Add a New Taxing Authority

1. Click the **New** button.
2. Enter a **Code** and **Description**. The **Code** and **Description** fields are alpha-numeric.
3. Enter the tax **Rate**
4. Select which price components the tax should be applied to.
5. Click the **Save** button.

Edit an Existing Taxing Authority

1. Click the magnifying glass  to select the desired **Tax Authority** from the list.
2. Make desired changes.
3. Click the **Save** button.

Tax Codes

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

To add or edit **Tax Codes**, select **Accounting | Taxes | Tax Codes** from the main menu. A new **Tax Codes** window appears.

The screenshot shows the 'Tax Codes' window with the following elements:

- Code:
- Description:
- Available Authorities table:


Id	Description	Rate
CFCTy	Chippewa Cty	0.500
EC	City of Eau Claire	0.500
ECCty	County	0.500
WIST	Wisconsin State	5.000
- Authorities in this Tax Code table:

		%
>>		
<<		
- Total Tax:
- Buttons: Save F1, Undo F2, New F3, Del F4, First F5, Prev F6, Next F7, Last F8, Find F9

Add a New Tax Code

1. Click the **New** button.
2. Enter a **Code** and **Description**. The Code and Description fields are alpha-numeric.
3. Select a **Tax Authority** Id from the Available Authorities list, click the >> button to add the Authority to the list.
4. Repeat step 3 until all Authorities have been added to calculate the correct Tax for the selected Tax Code.
5. Click the **Save** button.

Edit an Existing Tax Code

1. Click the magnifying glass  to select the desired Tax Code from the list.
2. To remove a tax authority, select the authority from the list on the right then click the << arrow.
3. To add a tax authority, select the authority from the list on the left then click the >> arrow.
4. Click the **Save** button.

Prices

To open the **Prices** table, select **Accounting | Prices** from the menu bar. Price tables are listed under the **Price Table** drop-down list. Standard price tables include **Default Price** and **Minimum Charges**. Price components defined in the **Accounting | Setup** table, appear in the **Price Component** drop-down list.

Change	Code	Description	Specific to Component				All Components			
			Tons	Unit	Yard	Load	Tax	Disc	R/P	
	001	1/4 - 3/4 Washed Rock	\$2.50	\$0.000	\$0.000	N	Y	Y	R	
	002	3/4 - 1-1/4 Washed Rock	\$6.00	\$0.000	\$0.000	N	Y	Y	R	
	003	Washed Sand	\$1.00	\$0.000	\$0.000	N	Y	Y	R	
	004	Mason Sand	\$5.00	\$0.000	\$0.000	N	Y	Y	R	
	005	Class 5	\$5.50	\$0.000	\$0.000	N	Y	Y	R	
	006	Pit Run	\$0.90	\$0.000	\$0.000	N	Y	Y	R	
	007	1 - 1-1/2 Washed Rock	\$11.50	\$0.000	\$0.000	N	Y	Y	R	
	008	Rip Rap	\$18.00	\$0.000	\$0.000	N	Y	Y	R	
	009	Screenings	\$2.75	\$0.000	\$0.000	N	Y	Y	R	

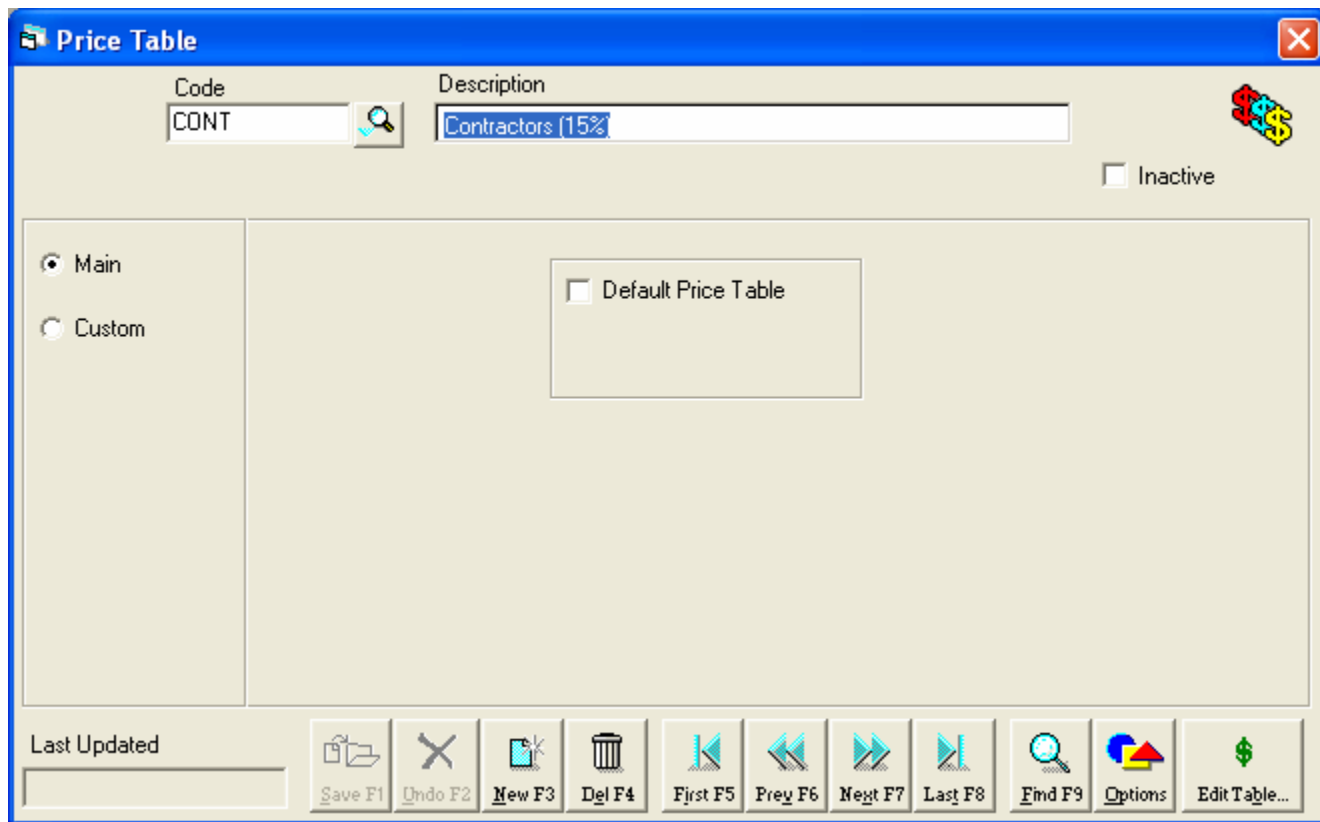
Click the *Incoming* price radio button to enter prices for incoming materials. Click the *Outgoing* price radio button to enter prices for outgoing materials.

Prices entered in the *Specific to Component* section, will be applied to the selected **Price Component**. Tax, Disc (Discount), and R/P (Receivable or Payable) flags in the *All Components* section will be applied to all three **Price Components**.

The **Default Price** and **Minimum Charges** tables list every item from the **Material** category. The minimum charge rate will be applied to all charges that are less than the minimum charge value.

Additional price tables (for example Contractors) will list only those material items that have special pricing. Additional price tables can be added by clicking the **Add a Table** button.

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When a new price table is added, an empty price table category window appears. Enter a **Code** and **Description**. To add the table, click the **Save** button. To return to the **Prices** table, click the **Edit Table** button. The new price table appears.

RLWS TransAct Training Guide cont.

Change	Code	Description	Specific to Component				All Components		
			Tons	Unit	Yard	Load	Tax	Disc	R/P
new			\$0.00	\$0.000	\$0.000	N	Y	Y	R

Click the drop-down arrow in the *Description* field to select a **Material** code. Tab to the rate field (i.e. Ton, Unit, or Yard) and enter the special price. Use the tab or arrow keys on the keyboard to navigate through the table.

The following is an example of a custom price table which contains only those material items receiving special pricing.

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Change	Code	Description	Specific to Component				All Components		
			Tons	Unit	Yard	Load	Tax	Disc	R/P
	001	1/4 - 3/4 Washed Rock	\$2.12	\$0.000	\$0.000	N	Y	Y	R
	002	3/4 - 1-1/4 Washed Rock	\$5.10	\$0.000	\$0.000	N	Y	Y	R
	003	Washed Sand	\$0.85	\$0.000	\$0.000	N	Y	Y	R
	006	Pit Run	\$0.76	\$0.000	\$0.000	N	Y	Y	R
	008	Rip Rap	\$15.30	\$0.000	\$0.000	N	Y	Y	R

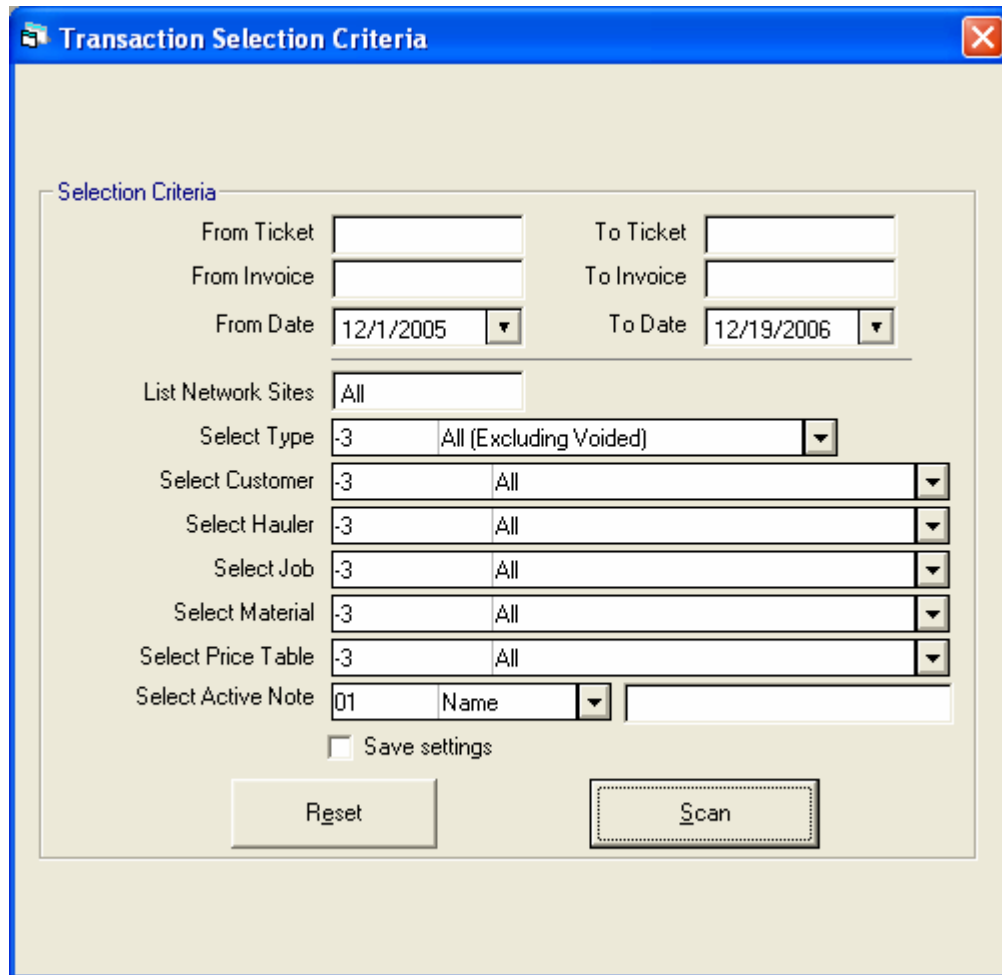
Once prices for the new table have been entered, click the **Save** button to save the changes.

The minimum charge rate will be applied to all charges that are less than the minimum charge value.

Quick Scan

The **Quick Scan** utility provides a quick way to view, edit, and void transaction information. It allows you to scan transactions based on categories and customer accounts for a specified date range.

To view a list of transactions, select **Reporting | Quick Scan** from the main menu. The Transaction Selections Criteria form will appear.



The screenshot shows a window titled "Transaction Selection Criteria" with a close button in the top right corner. The window contains a form with the following fields and controls:

- Selection Criteria** (Section Header)
- From Ticket**: Text input field
- To Ticket**: Text input field
- From Invoice**: Text input field
- To Invoice**: Text input field
- From Date**: Date picker showing 12/1/2005
- To Date**: Date picker showing 12/19/2006
- List Network Sites**: Text input field showing "All"
- Select Type**: Dropdown menu showing "-3" and "All (Excluding Voided)"
- Select Customer**: Dropdown menu showing "-3" and "All"
- Select Hauler**: Dropdown menu showing "-3" and "All"
- Select Job**: Dropdown menu showing "-3" and "All"
- Select Material**: Dropdown menu showing "-3" and "All"
- Select Price Table**: Dropdown menu showing "-3" and "All"
- Select Active Note**: Dropdown menu showing "01" and "Name", followed by a text input field
- Save settings**
- Reset** button
- Scan** button

Use this form to select transaction search criteria. A ticket or date range is used as the primary sort criteria. To select other search criteria (for example Account, Job, Material, etc.), select the desired item from the *Select* drop-down lists. After selecting search criteria, click the **Scan** button.

TransAct scans the transaction database and displays the transactions matching the selected criteria.

RLWS TransAct Training Guide cont.

The screenshot shows a software window titled "Transaction Scan" with a close button in the top right corner. The main area is labeled "Transaction List" and contains a table with the following columns: Account, Ticket, Net Weight, Charge, Payment, and Site. The table lists 28 transactions. To the right of the table is a vertical stack of buttons: Show Detail, Totals, Void Selected, Print List, Print Tickets (with a blue link underline), All, Selected, and Done. At the bottom left, there is a dropdown menu showing "cash.gtk". At the bottom center, a status bar indicates "103 transactions selected."

Account	Ticket	Net Weight	Charge	Payment	Site
ALB100	Receipt	0.0	\$0.00	\$157.14	A
ALB100	Credit	0.0	\$0.00	(\$123.80)	A
CHI400	Receipt	0.0	\$0.00	\$1,208.27	A
CHI175	Receipt	0.0	\$0.00	\$800.00	A
LEI200	132498	42580.0	\$44.92	\$0.00	A
LEI200	132499	44440.0	\$17.78	\$0.00	A
LEI200	132500	42000.0	\$17.64	\$0.00	A
LEI200	132501	46940.0	\$19.72	\$0.00	A
LEI200	132502	41220.0	\$17.31	\$0.00	A
LEI200	132507	41700.0	\$300.24	\$0.00	A
LEI200	132508	43100.0	\$310.32	\$0.00	A
LEI200	132509	44360.0	\$319.39	\$0.00	A
LEI200	132510	43100.0	\$310.32	\$0.00	A
LEI200	132511	43320.0	\$311.90	\$0.00	A
LEI200	132512	42220.0	\$303.98	\$0.00	A
LEI200	132513	40860.0	\$294.19	\$0.00	A
LEI200	132536	42520.0	\$306.14	\$0.00	A
ALB100	132584	22840.0	\$71.02	\$0.00	A
ALB100	132585	20960.0	\$80.38	\$0.00	A
MDR130	132588	44860.0	\$522.85	\$0.00	A
CHI175	132593	7440.0	\$82.58	\$0.00	A
ALB100	132602	22220.0	\$84.16	\$0.00	A
HER175	132606	33580.0	\$37.37	\$0.00	A
HER175	132612	34140.0	\$38.00	\$0.00	A
HER175	132616	36620.0	\$81.71	\$0.00	A

The function buttons to the right allow the user to view details of a specific transaction, quickly view tonnage, yard, count, and charge totals for the selected transactions, void a group of transactions, print the list of transactions, or reprint a group of tickets.

Details from any transaction can be viewed by double clicking a transaction from the Transaction List or by selecting a transaction from the Transaction List and clicking the **Show Detail** button.

RLWS TransAct Training Guide cont.

Transaction Scan

Ticket Item 1 Site A Voided Operator In Out

Details
 Charges
 Notes

Hauler Acct
 Truck
 Recycle Bin
 Tare3

Bill-To Acct
 Job
 PO

Material
 Zone

Category 1
 Category 2
 Category 3
 Category 4

Charge \$125.21
 In on 1
 Out on 1
 Net lb

26500

In
 Out
 Edit

Imported data. Edited.

Detailed information for the selected transaction is displayed. Fields unavailable for editing are shown in gray.

To view and edit charge information, click the radio button to the left of **Charges**.

RLWS TransAct Training Guide cont.

Transaction Scan

Ticket 132713 Item 1 Site A Voided Operator Administrator Administrator

001 1/4 - 3/4 Washed Rock

Price Table -1 Default Price

Tax Code WI STATE Wisconsin State Tax Only

Charge	\$119.25
Freight	\$0.00
Add	\$0.00
Frght Tax	\$0.00
Other Tax	\$5.96
Total	\$125.21

Recalculate

Dscnt Available \$2.50

Freight Pay \$0.00

Pounds: 26500
Outgoing

Charge Per Pound: \$0.0045
Charge Per Load: \$0.00
Freight Per Pound: \$0.00
Chg Tax %: 5.000
Frght Tax %: 5.00
Add Chg Tax %: 0.000

Amount Credited
\$0.00
Reference

Invoiced # 0
Terms 2.00% 10, Net End of
Billed # 0

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

sample.gtk Imported data. Edited. Receivable

To return to transaction details, click the radio button to the left of **Details**.

To return to the list of scanned transactions, click the **Find** button. A warning appears if any changes have not been saved, to save changes, click **Yes**, to cancel all changes, click **No**.

To return to the **Selection Criteria** form, click the **Done** button.

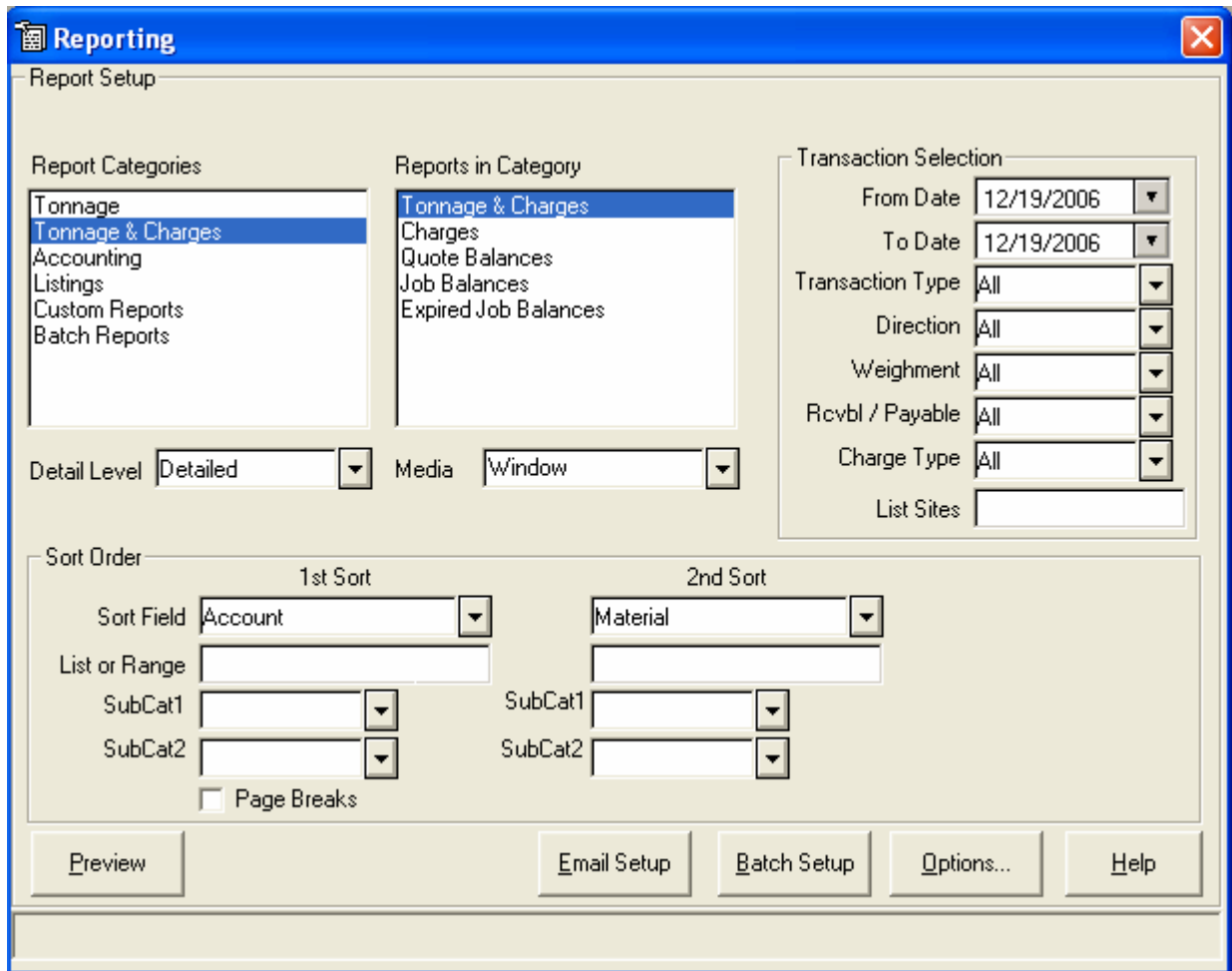
Voiding Tickets

Once a transaction has been completed, it cannot be deleted. It can only be edited or voided. Tickets can be voided from the Transaction List or while viewing the details of a specific transaction. Voiding a transaction from the Details window allows the user to attach a note to the voided ticket. Click the **Void Selected** or **Void** buttons to void a ticket. Once a ticket has been voided, it cannot be reactivated.

Reports

The **Reports** section provides several ways to extract database information into a report. Database transactions matching selected criteria in the **Report Setup** table are displayed in report format. Reports can be viewed, printed, exported, and e-mailed.

To generate a report, select **Reporting | Reports** from the main menu. The Reporting window appears.



Select a *Report Category*. The reports available in the category will appear in the list under the *Reports in Category* heading.

Use options in *Transaction Selection* to report on specific types of transactions, i.e. voided transactions only, all incoming or all outgoing transactions, cash, charge, or no charge. Various option choices are not available, depending upon the type of report selected.

Detail Level

The following detail levels are available:

- Detailed
- Summary

RLWS TransAct Training Guide cont.

- Monthly Summary
- Weekly Summary
- Daily Summary
- Hourly Summary

Media

Media refers to where the report will be printed. Available Options include:

- **Window** – When viewing a report, use the icons at the top to navigate and print the report.
- **Printer** – The report is sent directly to the printer, no preview pages appears.
- **File** – File Types include: Plain Text, Comma Separated, Tab Separated, .PDF, .XLS
- **File E-mail** – File type include: Plain Text, Comma Separated, Tab Separated, .PDF, .XLS

Sort Order

Use the 1st and 2nd Sort Order option boxes to select how the report should be sorted. The database will be sorted to meet criteria selected in the 1st Sort. All items that match the sort criteria for the 1st Sort will then be sorted to meet criteria selected in the 2nd Sort.

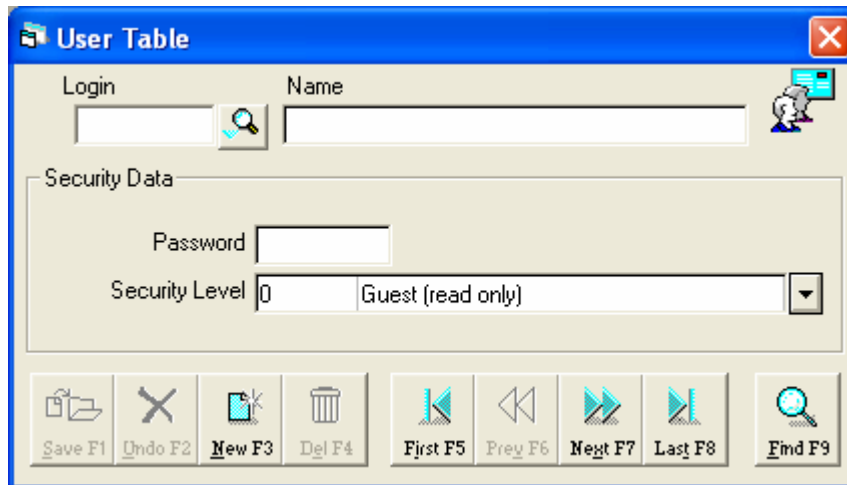
To return to the **Report Options** table, click the **X** in the upper right corner of the report window. The Reporting window will display the previously selected criteria. The Reporting window returns to default criteria when TransAct is restarted.

The demo version of TransAct randomly modifies report values.

Create User 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

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



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.

Login Name

The login name can be a maximum of eight characters long. Letters and numbers can be used, but no spaces. Login names are not case sensitive.

Password

Passwords are optional, but recommended to ensure a secure environment. 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.

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.

Level 3 - Administrator

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.

RLWS TransAct Training Guide cont.

Level 2 - Supervisor

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 - Operator

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 backup and restore **Utilities**.

Level 0 - Guest

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.

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 current user is automatically logged out of TransAct. The new user can now log into TransAct.

Ticket Format Files

This information is also available from the FAQ section of the Help file.

A ticket format file is used as a template for generating transaction tickets. The format file can be generated with any text editor (such as Notepad) and can be assigned any operating system Windows compatible name (file names must be 8 characters or less). All ticket files must be placed in the same directory TransAct was installed (usually **C:\Program Files\AWS\Transact\Tickets**).

A system default ticket can be selected from the **Weigh | Options | Ticket** window from the **Type** drop-down list. Unless otherwise specified, all transaction tickets will print using the default ticket type. Multiple ticket formats can be created and assigned to individual accounts. The Ticket Type selected for an account will override the system default ticket.

A different ticket can be selected for a single transaction. Select the ticket format file from the ticket drop-down list that appears in the left corner of the Weigh form, prior to clicking the Print ticket button.

To setup a printer for ticket printing, select **Admin | Preferences | Ticket Printer Port**.

The TransAct install contains a few sample files for attended, unattended, and Print Weight ticket formats.

Standard ticket files have a **.GTK** extension. The following **.GTK** ticket files are added when TransAct is installed; **SAMPLE.GTK**, **PRWEIGHT.GTK**, **UNATTEND.GTK** and, **UPDTARE.GTK**.

SAMPLE.GTK

The **SAMPLE.GTK** file should be used as a template to design custom ticket files. Make a copy of the **SAMPLE.GTK** file and rename it before editing the file. When naming the file, use something familiar, 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 **Weigh | Options | Ticket** and select the default ticket from the Type drop-down list. To save the change, click the **Save** button

Other **.GTK** ticket files can be created and used as custom tickets. To use a specific ticket for a particular customer, design the ticket using the same ticket rules, give the ticket a meaningful name. Select **Admin | 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.

Ticket Creation Rules

When creating a ticket, five types of fields can be used; static text, database fields, flag fields, printer commands, and column positioning. Multiple item tickets can be designed by specifying **Header**, **Body**, and **Footer** lines.

Header/Body/Footer Line Designators

To accommodate multiple item transactions, the ticket is split into three sections: header, body and footer. Header lines are printed once before the first transaction item. Body lines are printed once per transaction item. Footer lines are printed once after the last transaction item. The letter '**H**' in the first character position of the format line designates header lines. The letter '**B**' in the first character position of the format line designates body lines and the letter '**F**' in the first character position of the format line designates footer lines. Each line designator letter must be followed by a space. Any format line without a section identifier is considered a header line.

Static Text

Static text fields are contained in double quotes (") and can contain any desired text characters. The exact characters enclosed in quotes will appear on the ticket. Following are some examples:

```
"My Grain Elevator"  
" Gross: "  
" Tare: "  
" Net: "
```

Database

Database fields are stored in the TransAct database. A database field is placed on a ticket by enclosing the ticket keywords in square brackets ({}).

Below is an example of how static text and database fields can be used together on a ticket. The example below will print ticket number, weight in, date in, weight out, date out and net weight on the ticket.

```
"Ticket Number: " [Ticket Number]  
"Gross: " [Weight In] " " [Date In]  
"Tare: " [Weight Out] " " [Date Out]  
"Net: " [Net Weight]
```

Flag Fields

Certain conditions that occur during a transaction will set a flag in the database. When the flag has been set, static text can be printed on the ticket to indicate the condition has occurred.

Flag fields is enclosed in curly brackets ({}). The example below assigns the static text, "**Keyed**", to the **Keyed Weigh In** flag.

```
{Keyed Weigh In "Keyed"}
```

Whenever the inbound weight has been manually entered by the operator, the text "Keyed" will be printed on the ticket.

RLWS TransAct Training Guide cont.

Printer Commands

Some printers are capable of executing formatting commands. To send formatting commands to the printer, select any of the printer types from **Admin | Preferences | Ticket Printer Port** except Windows Default.

Using these commands can be helpful when printing to a pre-printed form. Enclose the decimal version of the command in double back slashes.

Consult the **User's Guide** of your printer for a list of valid printer commands.

Sample ticket file designed for a 9 pin Okidata ML320 Turbo printer.

Column Positioning

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

```
COL20 [Account Name]
```

The example above will place the account name at print column 20 of the current line. The COLnn command must be followed by a space. When multiple COLnn commands are used in one line, they must be in ascending order. The example below is illegal because COL50 cannot come before COL20..

```
COL50 [Account] COL20 [Account Name]
```

To right justify text within a field use the RIGHTnn command. For example the following command will right justify Weight In within a 20 character field.

```
RIGHT20 [Weight In]
```

To left justify text within a field use the LEFTnn command. For example, the following command will left justify the Weigh In within a 20 character.

```
LEFT20 [Weigh In]
```

TransAct Directory Structure

The TransAct directory structure has changed. The application directory is now created in C:\Program Files\AWS\TransAct. Additional folders are created to help organize the files used to run TransAct.

- C:\Program Files\AWS\TransAct\Defaults
Contains default initialization files for other TransAct modules, sample Aggregate database, and sample Solid Waste database.
- C:\Program Files\AWS\TransAct\Help
Contains the help documentation.
- C:\Program Files\AWS\TransAct\Icons
Contains all of the icons used in TransAct.
- C:\Program Files\AWS\TransAct\LOGS
Contains all application log files.
- C:\Program Files\AWS\TransAct\Reports
Contains all report files.
- C:\Program Files\AWS\TransAct\Sql
Contains custom SQL statements.
- C:\Program Files\AWS\TransAct\Tickets
Contains all ticket format files.
- C:\Program Files\AWS\TransAct\Data
Contains the database, the import/export initialization file, and the database template.
- C:\Program Files\AWS\TransAct
Contains the executable files for the application and contains all initialization files for all other modules.

Installing TransAct on a Network

To share the TransAct database with multiple users, the database can be placed in a shared directory on a client workstation or dedicated file server. A TransAct license must be purchased for each computer accessing the shared database. To purchase additional licenses, contact your TransAct provider.

NOTE: 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. If you are unfamiliar with your network setup, work with your network provider to complete the following steps.

New TransAct Installation – Host Client Workstation

Use these instructions when the database will be located on a client workstation.

Host Client Workstation

1. Install TransAct on the Host Client Workstation.
2. Start TransAct in Demo mode. When prompted, select 'No' to load an empty database.
3. Contact you TransAct provider to register the software.
4. Once the software has been properly registered, select Admin | Preferences | Company Data
5. Enter your company data and click the Save button.
6. Quit TransAct on the Host Client Workstation
7. Set up file sharing on the Host Client Workstation, allow all users full read/write access to the TransAct folder on the Host Client Workstation.

User Workstation

1. Use My Network Places (Network Neighborhood) to verify the Host Client Workstation can be seen from the user workstation.
2. Map a drive letter from the user workstation to the root of the Host Client Workstation (i.e. C:\) on the Host Client Workstation.
3. Start the TransAct install on the user workstation. When prompted to Enter or select your database folder, select the mapped drive letter and the path to the Program Files\AWS\TransAct\Data folder.
4. Click the Continue button to finish the install.
5. Start TransAct in Demo mode
6. Because a database already exists, TransAct will recognize the install as an upgrade and will force a backup and upgrade. Follow the prompts on the screen to continue. Quit the backup routine when complete.
7. Contact your TransAct provider to register the software.
8. Once the software has been properly registered, select Admin | Preferences | Company Data
9. The company data entered earlier should be visible. Change the Site from A to B

NOTE: The Site code can be any single character A – Z or 0 – 9.

1. Quit and restart TransAct to have the new site code take affect.
2. Start TransAct on the Host Client Workstation
3. Verify database connectivity by running TransAct on each workstation and making a change to the database from one of them. Make certain the change is visible from all connected workstations.

New TransAct Installation – Dedicated File Server

First User Workstation Install

1. Create a folder on the server which allows full (read\write) security permissions to all users who will be connecting to the database (i.e. TransAct\Data).
2. Share the folder ensuring that the sharing permissions (different than security permissions) are set to full (read\write).
3. Map a drive letter from the user workstation to the shared directory on the server.
4. Start the TransAct install on the user workstation. When prompted to Enter or select your database folder, click the ellipse button to select the mapped drive letter and the TransAct\Data folder.
5. Click the Continue button to finish the install
6. Click 'Yes' to confirm the selected database directory.
7. Start TransAct, in Demo mode. When prompted, select 'No' to load an empty database
8. Contact you TransAct provider to register the software
9. Once the software has been properly registered, select Admin | Preferences | Company Data
10. Enter your company data and click the Save button
11. Quit TransAct if installing on other workstations.

Additional User Workstation Installs

1. Quit TransAct on all other user workstations
2. Map a drive letter from the user workstation to the shared directory on the server.
3. Start the TransAct install on the user workstation. When prompted to Enter or select your database folder, click the ellipse button to select the mapped drive letter and the TransAct folder.
4. Click the Continue button to finish the install
5. Start TransAct, in Demo mode.
6. Because a database already exists, TransAct will recognize the install as an upgrade and will force a backup and upgrade. Follow the prompts on the screen to continue. Quit the backup routine when complete.
7. Contact you TransAct provider to register the software
8. Once the software has been properly registered, select Admin | Preferences | Company Data
9. Enter a unique Site code and click the Save button
10. Quit and restart TransAct to have the new site code take affect

Moving TransAct from a stand alone computer to the network

Use these steps to move the TransAct database from a stand alone computer to the network.

1. Quit TransAct
2. Create a folder on the server which allows full (read\write) security permissions to all users who will be connecting to the database (i.e. TRANSACT\DATA).
3. Share the folder ensuring that the sharing permissions (different than security permissions) are set to full (read\write).
4. Copy the files in the C:\Program Files\TransAct\Data folder on the standalone workstation to the TransAct\Data folder on the network.

RLWS TransAct Training Guide cont.

5. Use Windows Notepad to edit the C:\WINDOWS\TRANSACT.INI file. Edit the following lines of the [TransAct] section.

NOTE: To open the TransAct.ini file from within TransAct, select **Admin | Preferences | Company Data** and click the **View INI** button found at the bottom of the window.

DBDir=F:\TRANSACT\DATA
(Where F is the mapped network drive letter)

6. Save changes to the TRANSACT.INI file
7. Start TransAct

NOTE: Edit the directory path (DBDir=) in the C:\WINDOWS\TRANSACT.INI file on each computer. Verify the Site Code (SITE=) is unique for each computer accessing the shared database. It can be any single character A – Z or 0 – 9.

8. TransAct must be restarted in order for the new changes in the TRANSACT.INI file to take effect.

Other Information

USB Ticket Printers

Revision 3 ticket printing does not accommodate USB printers. The ability to use USB printers has been added Revision 5. To use a USB printer as a ticket printer, select **Admin | Preferences | Ticket Printer Port**. Select **Windows Printing (RAW)** from the list of available **Device Types**. Select the USB Printer from the list of available **Printer Names**.

The Test button will not work for USB printers.

USB to Serial converts for scale indicator streams

AWS does not recommend using USB to Serial converters for scale indicators., If a computer does not come with a serial port built into it, it is best to purchase a serial expansion card for the computer.

Windows XP – serial scale stream gets recognized as a serial ball point mouse

During system boot up, Windows XP will detect the serial data steam on the serial communication port and will attempt to auto configure the port as a Serial Ball Point Mouse. When this happens, *Error Code 68 – Device Unavailable* will be displayed when the Weigh button is clicked. Disable Serial Mouse detection to resolve the issue.

Disable through Windows XP Control Panel

Select the following to disable serial mouse detection for Windows XP operating systems.

1. Quit TransAct
2. Click the Start button
3. Select Control Panel
4. Double click the System icon
5. Click the Hardware tab
6. Click the Device Manager button
7. Click the plus (+) to the left of the Mice and other pointing devices to expand the list.
8. Double click the Microsoft Serial Ball Point device from the list
9. Select Disable from the Device Usage drop down list
10. Click OK
11. Close all open windows and Reboot the computer

NOTE: These instructions are included as an FAQ in the Help documentation.

Context Sensitive Help

Revision 5 includes a context sensitive help document. When the Help button (located in the menu bar) is clicked, the section of the Help documentation related to the open window is displayed.

Click the Index button to search for other documents in the Help file. To open the FAQ section, type FAQ or scroll through the list to select FAQ Main, then click the Display button.

Quick Books Interface Module (QBIM)

An FAQ is available it the Help documentation. Click the Help button from any active TransAct window. Click the Index button, type FAQ or scroll through the list to select FAQ Main, then click the Display button. Scroll through the list to find and select **How do I interface TransAct to Quick Books**.