



Pro Waste Manager™

SOFTWARE FOR THE WASTE COLLECTION AND RECYCLING INDUSTRY



The V-Group, Inc.

237 N. Central Ave Suite B Glendale, CA 91203
Tel:(818) 240-9569 Fax:(818) 240-0466

email:ken@thevgroup.com

www.thevgroup.com

Welcome to Pro Waste Manager™, **smart software for your business.**

Copyright © 1990-2003 The V-Group, Inc. All rights reserved.

LOGIN SCREEN5

THE NAVIGATION TOOLBAR5



CUSTOMERS6

CUSTOMER INFORMATION WINDOW (ICONS ONLY)7

CUSTOMER INFORMATION WINDOW (FIELDS ONLY)10

BILLING DATA11

SERVICE ADDRESS15

AUTO CHARGES19

DEFAULT RATES23

CONTAINERS25



CHARGES AND CREDIT26

TRANSACTION BATCHES (ICONS)26

TRANSACTION ENTRY SCREEN (ICONS)28

TRANSACTION ENTRY SCREEN (FIELDS)30

TRANSACTION BATCHES (FIELDS)34



RECEIPTS AND PAYMENTS36

PAYMENT BATCHES (ICONS)36

PAYMENT BATCHES (FIELDS)38



WORK ORDERS40

WORK ORDER ENTRY (ICONS)40

WORK ORDER ENTRY (FIELDS)42



THE SCHEDULE.....46

MENU BAR COMMAND.....48

FILE.....48

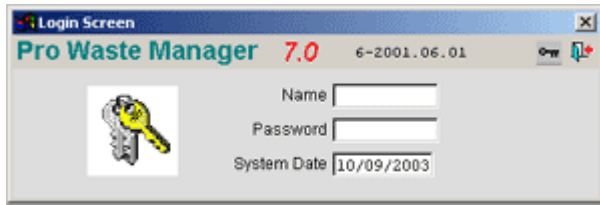
- File → Open → Customers48
- File → Open → Service Codes49
- File → Open → Routes52
- File → Open → Trucks55
- File → Open → Trucks → Vehicle Information56
- File → Open → Trucks → fluids.....58
- File → Open → Trucks → extended Information60
- File → Open → Trucks → Cost and Insurance62
- File → Open → Trucks → Services.....64
- File → Open → Landfill65
- File → Open → Container66
- File → Open → Employee67
- File → Open → Inventory68
- Item68
- Detail69
- File → Open → Suppliers.....72
- File → Open → Share Codes73
- File → Open → Salesperson.....74
- File → Open → Comments.....75
- File → Open → Banks76
- File → System → PTD/YTD77
- File → System → Change PTD/YTD79
- File → System → Change Route Numbers.....80
- File → System Date81

TRANSACTIONS.....82

- Transactions → Transactions → Charge/Credits82
- Transactions → Transactions → Payments/Receipts83
- Transactions → Transactions → Landfill Tickets83
- Transactions → Transactions → Truck Maintenance.....87
- Transactions → Transactions → Work Orders – Main90
- Transactions → Transactions → Invoice Maintenance91
- Invoice Maintenance (Icons)91
- Invoice Maintenance (fields)93
- Invoice Header.....93
- Transaction Detail95
- List98
- Transactions → Billing Maintenance → Invoice Listing.....101
- TRANSACTIONS102
- PAYMENT103
- TAXES104
- Transactions → Billing Maintenance → Payment/Credits105
- Transactions → Transaction Maintenance → Landfill Tickets106
- Transactions → Transaction Maintenance → Invoice Detail107
- Transactions → Transaction Maintenance → Invoice108
- Transactions → Transaction Maintenance → Transaction109
- Transactions → Transaction Maintenance → Service Code Maintenance110
- Header110

Detail	110
Transactions → Transaction Maintenance → Reverse a Batch	111
Transactions → Transaction Maintenance → Payments	112
Transactions → Truck Maintenance → Truck Work Orders	113
Transaction → Truck Maintenance → Maintenance	116
Transaction → Truck Maintenance → Monthly Truck Inspections.....	117
Transaction → Truck Maintenance → Trucks	119
Vehicles Information	120
Fluids.....	122
Extended Information	123
Cost and Insurance.....	125
Services	126
Transaction → Truck Maintenance → Inventory.....	128
Transaction → Routing.....	129

LOGIN SCREEN



You login, by typing your user name and password, in the appropriate fields and then click the key icon, on the top right.

THE NAVIGATION TOOLBAR



Before any discussion of windows and screens the toolbar has to be understood thoroughly to be able to navigate through and maintain system data. The following is a description of the toolbar and its choices:



Customer information including Billing data, Service Address, Auto Charges and Default Rates.



Transaction Batches, including charges and credit.



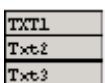
Payment Batches including check payment, cash payments.



Work Orders screen.



Scheduling screen.



Current user name, current date and company code



Exit Pro Waste Manager

Note: Depending on the user access privileges some of the toolbar options might not be available (the color of the unavailable options is usually displayed with a dimmed color and is skipped if chosen).



CUSTOMERS

Search for a customer

Account #

Name

Contacts

Phone () -

Alt. #

Service #

Service	#	#+	Dir.	Street	Suffix
Address	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Invoice # W.O.# Tran.Ref

Enter the customer account #, or click on to locates a specific record.

Account #	Name	Address
1036	KING RANCH MARKET	2136 E 1 STREET
1033		2900 ROWENA AVE
1202	KING RANCH MARKET	2130 E 1 ST STREET
1037	BOYLE RANCH MARKET	1819 E 1ST ST
1203	KING RANCH MARKET	1819 E 1ST STREET
1216	INTERNATIONAL PAPER	1350 E 233RD STREET
1034		2550 EAST 27 TH STREET
1038		6077 W 3RD. STREET
1234	PEP BOYS # 6112	2640 E 45TH STREET
1005		4611 48TH ST
1132	SANTA FE BAG COMPANY	0 49TH ST
1120	SMART & FINAL #345	2308 E 4TH ST
1112	BLDG # 1	2905 E 50 TH ST
1058		807 AIRWAY STREET
1091		4510 SO. ALAMEDA STREET

Double click on the desired customer account.

CUSTOMER INFORMATION WINDOW (ICONS ONLY)

Customer Information Window Session #1

2019 | A1 COMPANY | 1 1ST ST | 01 | FL | 1 | Stts | A | Due | 112.36

100.00 | 12.36 | Auto | 112.36

Billing Data | **Service Address** | **Auto Charges** | **Default Rates** | **Containers**

Acct # 2019 Alt # Bill With Acc. A/R
 Div. 01 Dept # FL Group 1 Rel.
 Name A1 COMPANY
 Street 1 1ST STREET
 Street+
 City GLENDALE St CA Zip 91203
 Phone (818)111-1111 101 Fx (818)111-1112

Contacts JOHN
 Phone (818)111-1113
 Fax () -
 Pager () -
 Cell (818)111-1114
 e-mail john@a1company.com
 WWW www.a1company.com

Start 01/01/2003 Terms NET 30 DAYS Deposit 0.00 Bill Note
 Status A ACT Pay Date / / Late Fee 1 Dep. Date / / Code-A
 Billing S Taxes G G/L DEF Type Code-B







Last Bill	Bill Date	Last Pay	Paid Date	Amt Due
112.36	01/01/2003	0.00	/ /	112.36

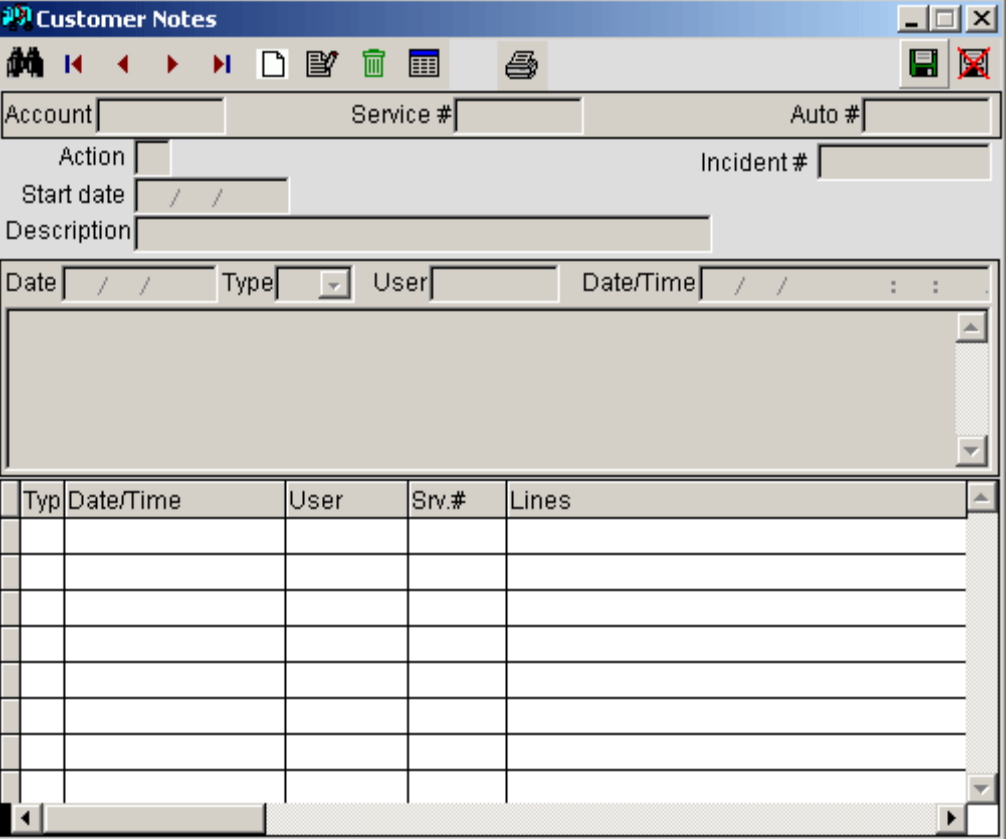
Service #	Address	Ty	Service #	SRV Code	Charge	Tax	Cyc	P/U Days	St
20021	1 1ST ST		20021	133	100.00	G	M1A	MWF	A

The following is an explanation of the navigation graphic icons in the Customer information window.





	<p>Search for a customer (Other than the one selected.)</p> <p>You can search by entering the account number, or the customer name. No need to fill in all the fields.</p>
	Skips the current record and displays the very first record.
	Skips the current record and displays the prior record

	Skips the current record and displays the next record
	Skips the current record and displays the last record
	Option to record, add a new record or rename an existing record
	Option to edit or add information in the fields of the current record.
	Delete Option
	List of all the customer records available to choose from.



You can type a note for the current record, edit a note or retrieve a note.

	Print the record
	Customer Inquiry/Transaction History

Customer Inquiry

All Invoices Ledger Open Ledger List Auto Payments Debits Credits Late Fees

Acct. # 2026 20028 Name BANANA CONSTRUCTION
 Phone (818) 111-2023 Contacts MIKE

Unbilled	Current	30 days	60 days	90 days	120 days	Open Invoices	0.00
0.00	0.00	0.00	0.00	0.00	0.00	Invoiced	0.00
Aged from invoice date.						Aged to date	10/20/2003
						Total Due	0.00

Type	Invoice #	Date	Service	Reference	Qty	Charge	L/F	Taxes	Amount	Balance

Miscellaneous Customer Options

Relations and Shares

Show Map

Customer map dialog boxes

Service Address Add to existing Map Color 255000000
 Billing Address Create New Map Point 0
 Add to services in... 1ST GLENDALE

Address point description
 Account # Address 10 Code Bill Name 10 Days/Routes

Set customer filter

Search for a customer

Division
 Depar
 Group
 Status

Save modifications to the record

Do not save modifications.

CUSTOMER INFORMATION WINDOW (FIELDS ONLY)

The following is an explanation of the various fields in the **Customer Information Window** (the fields below the navigation icons only).

Acct. #	Alt. #	Bill With	Acc. AVR	Contacts
2026			AVR	MIKE
Div. 02	Dept. # R0	Group 1	Rel.	Phone (818) 333-2023
Name BANANA CONSTRUCTION	Street P. O. BOX 5343		Name(Y/N) N	Fax () -
				Pager () -

First row:

1st field: account number of the selected customer record.

A unique account number for each customer is assigned by the system when an account is added. Once created this account number cannot be used again.

2nd field: record's name

3rd field: address

4th field: division number

5th field: group number

6th field: status of the account

7th field: sub-status of the account

Second row:

1st field: notes posted to the account

2nd field: charges due on the account

3rd field: taxes

4th field: total amount due for the current account.

The following is an explanation of the various tabs in the **Customer Information Window**

BILLING DATA

Billing Data		Service Address		Auto Charges		Default Rates		Containers			
Acct. #	2026	Alt. #		Bill With		Acc.	AVR	Contacts			
Div.	02	Dept.#	R0	Group	1	Rel.		MIKE			
Name	BANANA CONSTRUCTION			Name(Y/N)		N		Phone			
Street	P.O. BOX 5343							(818) 333-2023			
Street+											
City	GLENDALE	St.	CA	Zip	91203			Fax			
Phone	(818) 111-2023	Fx	(818) 222-2023					Pager			
Start	10/07/2003	Terms	NET 30 DAYS	Deposit	0.00	Bill Note					
Status	A	ACT		Pay Date	/ /	Late Fee	1	Dep. Date	/ /		
Billing	S	Taxes	0	G/L	DEF	Type		Code-A			
Last Bill	0.00	Bill Date	/ /	Last Pay	0.00	Paid Date	/ /	Code-B			
								Amt. Due			
								0.00			
Service #	Address	Ty	▲	Service #	SRV Code	Charge	Tax	Cyc	P/U Days	St	▲
20028	200 N BRAND BLVD										

Account

A unique account number for each customer is assigned by the system when an account is added. Once created this account number cannot be used again.

Alt#

A user defined alternate account number or name. This field is normally used to keep an older account number from a previous manual or computer system. It is important to keep this value unique if it is going to be used to locate accounts.

Bill With

This is the account number of the parent company of company identified in the Account # field. It is user defined and entered.

Acc

Div#

The division number to which that account belongs

Dept

The department to which that account belongs

Group

Group billing, can be used to divide account s into different billing groups. E.g.

- 1 - Advanced billing.
- 2 - Prior month billing.

Rel**Name (Y/N)**

If the information in the Customer field represents a person name (i.e. Smith, Mr. John) then you want to select Y for yes. If the customer field indicates it's a business name then you select N for no

Name

The business name

Street

The street name for the service.

Street +

More information on street address

City

The city name for the service.

State

The state name for the service.

Zip

The zip code for the service.

Phone

Primary phone number. Use the main phone number here.

Fax

The fax #

Contacts

Name of person to contact.

Phone

Primary phone number. Use the main phone number here.

Fax

The fax #

Pager

The pager #

Cell

The cell phone #

Email

The email address

www

The URL or web site address of the business

Start

Shows the date of first service for this job

Status

Account status and activity.

Billing

Shows the type of billing

Terms

Terms agreed on for payment due date.

Pay date

Indicates the date when the amount charged for this service is due

Late Fee

Indicates if there are late fee charges for this account

Taxes

The tax code with which this particular service is be billed

G/L

Default general ledger code to be used for this account. Maintained by user defined system tables.

Deposit

Amount deposited

A - Active.

T - Terminated.

Dep.Date

Deposit date, shows the date when the deposit was received.

Type

Shows the code for the type of service for this job

Bill Note**Code-A****Code-B****Last Bill**

Indicates the invoice number of the last bill sent

Bill Date

Indicates the date of the last bill sent

Last Pay

Indicates the invoice number of the last bill paid

Paid Date

Indicates the date of the last bill paid

Amt Due

Indicates the total of the current amount due.

SERVICE ADDRESS

Billing Data		Service Address		Auto Charges		Default Rates		Containers			
Address #	#+	Dir.	Street	Suffix	City	State	Zip				
200		N	BRAND	BLVD	GLENDALE	CA	91203				
Name BANANA CONSTRUCTION			Status A	L/F City GLENDALE		Tax G					
Start	10/07/2003	Contact	MIKE	Phone	(818) 111-2023	Fax	() -				
S-Type		Area		Group Auto	N	Map-Page					
Type		Code		Remote?		P.O.#		Cross-A			
G/L	DEF	Key #		P.O.Date	/ /	Cross-B					
Bill-Srv.		Bill-Name		CC #							
Job ID		B-Address		CC-Type							
G/L		B-Address+		CC-Date	/ /						
G/L+		Bill-City/St/Zip		Service#	20028						
Service #	Address	Ty	▲	Service #	SRV Code	Charge	Tax	Cyc	P/U Days	St	▲
▶ 20028	200 N BRAND BLVD										

Address

#

Street number

#+

Street number

Dir.

Indicates if the location is located North, South, East or West of the street address.

Street

Street name.

Suffix

Indicates if it is a Street, an Avenue or Boulevard...

City

City name for the service.

State

State name for the service.

Zip

Zip code.

Name

The name of the company

Status**L/F City****Tax**

The tax code with which this particular service is be billed.

Start**Contact****Phone**

Primary phone number. Use the main phone number here. Note that if the main number is the job number and it is desired to search for the account using this number the job number has to enter in this field, however in this case, the same number should be entered in the job phone number field.

Fax

Fax number.

S-Type

Service type. This field shows how many service locations are defined for this account and which is the one displayed on the screen. Careful understanding of this information is necessary to utilize the multiple service feature of the Pro Waste Manager program.

Type

Type of service for this account.

APT: Apartment.

CON: Construction Site.

HTL: Hotel, Motel or Inn

G/L**Code**

Service code for this account.

F/L : Front Loader.

R/O: Roll off.

R/C: Recycling

Area

Service area

Remote

Y/N if there's a remote control to operate gate.

Key

Y/N if there's a key needed to open gate.

Group auto

Group all auto charges and total

PO#

Purchase order numbers that might be required for some accounts. This field will be printed on both top and bottom section of the statements

PO date

The date on the purchase order numbers that might be required for some accounts.

Map page

The corresponding page number to the service address.

Cross A

The first cross street name

Cross B

The second cross street name

Bill-Srv

The business name responsible for the billing.

Job ID**G/L****G/L+****Bill Name**

The name of the person responsible for the billing

B-Address**B-Address+**

The address where the bill will be sent

Bill-City/St/Zip

The city name/State/Zip

CC #

CC-Type

CC-Date

Service#

AUTO CHARGES

Billing Data		Service Address		Auto Charges		Default Rates		Containers	
Service	Taxable	Tax	Tax Tons	Type	Charge	Ext.Amount	Ext. Tax	Total Amount	
						0.00	0.00	0.00	
Status	Start-Date	Stop-Date	Prorate	Cycle	L/B	G/L	M/Code		
Route #	Load #	Pickup #	Bin Type	Delivered	Factor	Bill Note		Print?	
Mon.	0	0	Distance	Scout	Scout for				
Tue.	0	0	Sharing	S#	Dispatch Note		Print?		
Wed.	0	0	Sls-Prsn	Date					
Thu.	0	0	New Amt.	Date	Contract Note				
Fri.	0	0	Last Amt.	Date					
Sat.	0	0	Contract #	R/O Note	Add/Note				
Sun.	0	0	Effective	Yr	Add/Chrg				
Service #	Address	Ty	Service #	SRV Code	Charge	Tax	Cyc	P/U Days	St
20028	200 N BRAND BLVD								

Service

Service code from the service charge table assigned to this automatic service location

Taxable

Taxable status of the service code if any for the current service code ["Y" taxable, "N" non-taxable code].

Tax

Tax code with which this particular service location will be taxed.

Tax Tons

Type

Indicates if: "A" Actual Amount Entered
"D" Default from Service File

Charge

System calculated total of the current automatic service code

Ext. Amount

System calculated amount for the current service code.

Ext. Tax

System calculated tax for the current tax tables.

Total Amount

System calculated tax and total for the current service code and tax tables.

Status

Account status and activity.

A - Active.

T - Terminated.

Start Date

A separate date field. Careful attention should be given to this dates since this dates effect the auto-service billing.

Stop Date

A separate date field. Careful attention should be given to this dates since this dates effect the auto-service billing

Pro-rate

Display if the calculated charge are pro-rated for the remainder of the month

Cycle

Auto-Service cycle. This cycle is used to apply the auto-charges during an auto-service processing. Note that this cycle affects only the auto processing of the auto-service charge and the billing cycle controls the cycle of printing bills.

M1: Monthly once a month.

M2: Monthly every two months.

L/B**G/L**

Default general ledger code to be used for this account. Maintained by user defined system tables.

M/Code**Route #**

Default route number for this account.

Load #

Load for this bin, e.g. 1,2...

Pickup #

Pickup sequence usually 10, 20

Bin Type

Displays the type of bin at the location

Scout

Scout truck number

Distance

The distance from the truck to the actual bin location

Sharing**Sls-prsn**

Shows the sales person who obtained the contract

Delivery**Factor**

Difficulty factor for this service, e.g. A, B, C.

Scout For**S#****New Amount****Date**

Date of new amount paid

Last Amount

Last amount paid

Date

Date of last amount paid

Contract#

Shows the contract number of customer displayed in customer information window.

Effective

Effective date

Yr

Shows the code of the type of the contract.

3 - Three-year contract

M - Month to month contract

Y - Yearly contract

R/O Note

Add Note

Add Charge

Bill Note

Dispatch Note

Contract Note

OW/Rate

Max Days

Rent/Day

Service #

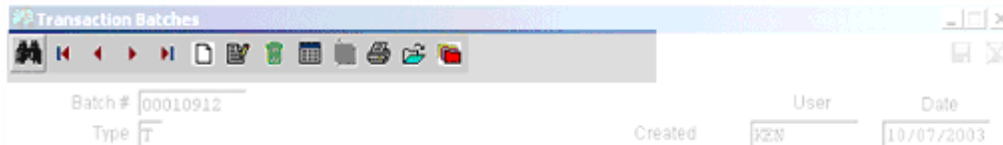
Default Charge #

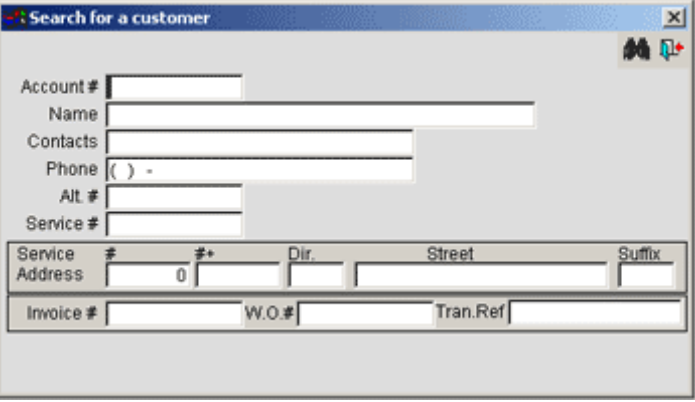


CHARGES AND CREDIT

TRANSACTION BATCHES (ICONS)

The following is an explanation of the navigation graphic icons in the **Transaction Batches** window of the Charges and Credit icon.



	<p>Search for a customer (Other than the one selected.)</p> <p>You can search by entering the account number, or the customer name. No need to fill in all the fields.</p> 
	Skips the current record and displays the very first record.
	Skips the current record and displays the prior record
	Skips the current record and displays the next record
	Skips the current record and displays the last record
	Option to record, add a new record or rename an existing record
	Option to edit or add information in the fields of the current record.
	Delete Option
	List of all the customer records available to choose from.

Customer Notes _ □ ×

👤 ⏪ ⏩ 📄 📝 🗑️ 📅 🖨️ 💾 🚫

Account Service # Auto #

Action Incident #






Start date / /

Description

Date / / Type User Date/Time : :

Typ	Date/Time	User	Srv.#	Lines



You can type a note for the current record, edit a note or retrieve a note.

	Print the record
	Open a selected batch - See page 28
	Post selected batch
	Save modifications to the record
	Do not save modifications.

TRANSACTION ENTRY SCREEN (ICONS)

The following is an explanation of **Transaction entry screen icons** only

	Search for a customer (Other than the one selected.)
	Skips the current record and displays the very first record.
	Skips the current record and displays the prior record
	Skips the current record and displays the next record
	Skips the current record and displays the last record
	Option to record, add a new record or rename an existing record
	Option to edit or add information in the fields of the current record.
	Delete Option
	List of all the customer records available to choose from.
	You can type a note for the current record, edit a note or retrieve a note.
	Print the record

	Save modifications to the record
	Do not save modifications.

Mult

Balance

Acct#

Service #

Service Code

Displays the code assigned to the service #

Reference

Displays the reference number for the service #

Date

Displays the date of the current service displayed.

Tax?

Displays Y or N for taxes if being applied.

Tax

Displays the tax percentage applied.

Qty

Displays the number of services.

Charge

Displays the amount charged for the service.

+Dump

Displays Y or N, if dumping is needed.

NetWeight

Displays the net weight

Weight/Ton

Displays the weight in tonnage

Cust/Rate

Over

OverWeight

Displays the number for over weight

OverWeight/Ton

Displays the number for over weight

OW/Rate

Displays the rate for over weight

Route#

Displays the route number

Truck#

Displays the route number

Driver

Displays the driver name

Trailer

Container/IN

Displays the kind of container dropped at the site

Container/OUT

Displays the kind of container picked up from the site

Size

Displays the size of the container

Landfill

Displays the landfill name where that service will dump

PO#

Displays the P.O number

Order#

Displays the Order #

Ticket#

Displays the ticket number

G/L Per/Yr

Displays the general ledger period and year

A/R Per/Yr

Displays the account receivable period and year

Scale#

Displays the scale number

Trans#

Displays the transaction number

Master#

Displays the master number

Ssts

Invoice#(N)

Displays the invoice number

Note

Displays any note attached to the service

Amount

L/F

Taxes

Displays the taxes applied

Total








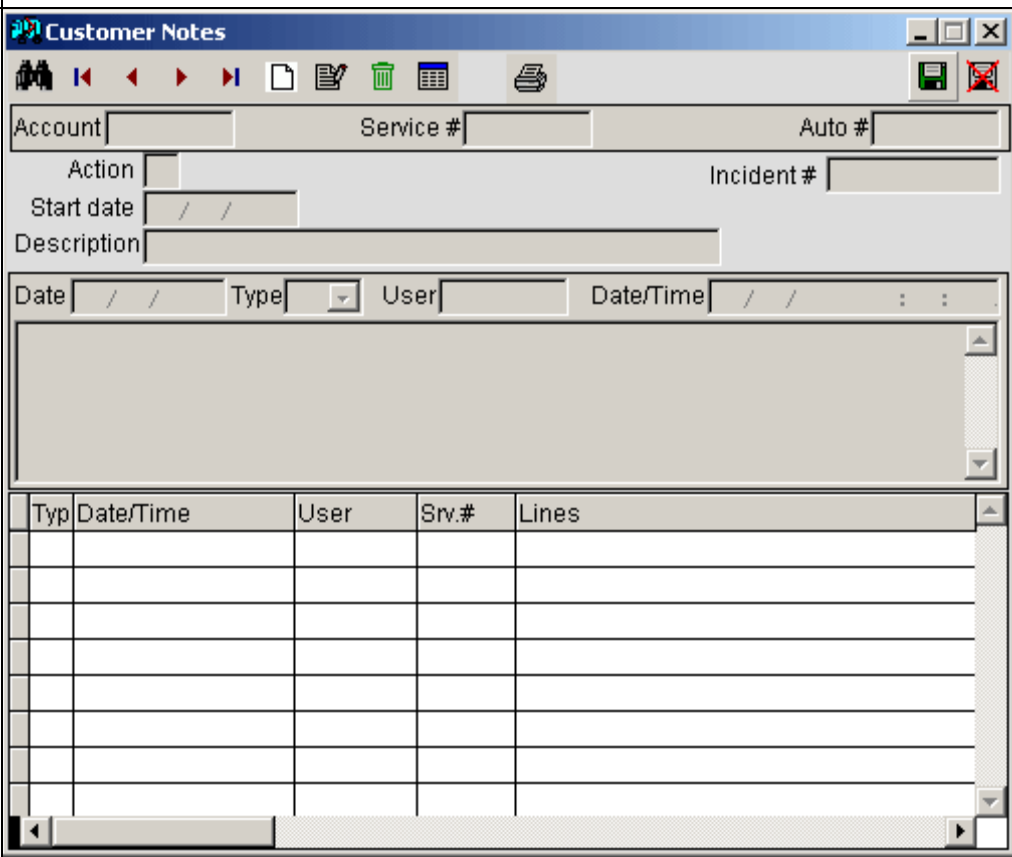





Displays the total of the service.

Locked

- 0,1,
- Displays the user name that locked the batch
- The date the batch was locked.

Closed

- Displays Y or N, if batch is closed
- Displays the name of the user that closed the batch
- Displays the date the batch was closed

	Skips the current record and displays the next record
	Skips the current record and displays the last record
	Option to record, add a new record or rename an existing record
	Option to edit or add information in the fields of the current record.
	Delete Option
	List of all the customer records available to choose from.
	 <p>You can type a note for the current record, edit a note or retrieve a note.</p>
	Print the record
	Open a selected batch - See page 28
	Post selected batch
	Save modifications to the record
	Do not save modifications.

Locked

- 0,1,
- Displays the user name that locked the batch
- The date the batch was locked.

Closed

- Displays Y or N, if batch is closed
- Displays the name of the user that closed the batch
- Displays the date the batch was closed



WORK ORDERS

WORK ORDER ENTRY (ICONS)

The following is an explanation of the navigation graphic icons in the **Work Order Entry** window.

The screenshot shows the 'Work Order Entry' window. At the top is a toolbar with icons for search, navigation (first, previous, next, last), document operations (add, edit, delete, list), printing, container tracking, received payment, save, and do not save. Below the toolbar are input fields for 'Manual?', 'Ticket #', 'Processed', 'Paid', '0.00 Add', and 'Edit'. The main area is divided into 'Billing Information' (Account, Div, Dept, Grp, Name, Street) and 'Service Information' (Srv#, [COD], Name, Add.). On the right, there are fields for 'Scheduled Date', 'Status', and 'Ordered'.

	Search for a customer (Other than the one selected.)
	Skips the current record and displays the very first record.
	Skips the current record and displays the prior record
	Skips the current record and displays the next record
	Skips the current record and displays the last record
	Option to record, add a new record or rename an existing record
	Option to edit or add information in the fields of the current record.
	Delete Option
	List of all the customer records available to choose from.
	You can type a note for the current record, edit a note or retrieve a note.
	Print the record
	Container Tracking - See page 40
	Received Payment – See page 42
	Save modifications to the record
	Do not save modifications.

WORK ORDER ENTRY (FIELDS)

The following is an explanation of the various fields in the **Work Order Entry** window.

The screenshot shows the 'Work Order Entry' window with the following sections:

- Manual?**: A dropdown menu.
- Ticket #**: A text input field.
- Processed**: A checkbox.
- Paid**: A text input field with '0.00'.
- Add**: A text input field with ' / / '.
- Edit**: A text input field with ' / / '.
- Billing Information**:
 - Account: 2019 Div. Dept. Grp.
 - Name: [Empty]
 - Street: [Empty]
 - Street+: [Empty]
 - P#/Cntc: [Empty]
- Service Information**:
 - Srv# [Empty] [COD]
 - Name: [Empty]
 - Add: [Empty]
 - City: [Empty] Map#: [Empty]
 - P#C: () - [Empty]
- Scheduled Date**: / / : :
 - Status: [Dropdown]
 - Ordered: / /
 - Time: :
 - Required: / /
 - Time: :
 - @ Site: / /
 - Time: :
 - @ Landfill: / /
 - Time: :
- Table Headers**:

Type	SrvType	Qty	Size	Material	Max Tons	RentDays	Payment Type
[Dropdown]	[Dropdown]	0	[Empty]	[Dropdown]	0.00	0	[Dropdown]
- Complete Bill? Group**: [Dropdown] [Dropdown]
- ContIn ContOut**: [Text] [Text]
- NOTE**: [Text Area]
- Table Headers**:

Service Code	Reference	Date	Taxable	Tax	Qty	Multiplier	Code	Charge
[Dropdown]	[Text]	/ /	[Dropdown]	[Dropdown]	0.00	0	[Text]	0.00
- Table Headers**:

Landfill	Ticket #	LF Rate	+D	Weight	CustRate	+O	Over-W	OWRate	Amt.
[Text]	[Text]	0.000	[Text]	0.000	0.000	[Text]	0.000	0.000	0.00
- Table Headers**:

Route #	Truck #	P.O.#	Order #	Amt.
[Text]	[Text]	[Text]	[Text]	0.00
- Table Headers**:

Driver	Time IN	Time OUT	Rate	Invoice #(N)	G/L Period/Year	AVR Period/Year	Tran #	Ttl.
[Text]	:	:	0.00	[Text]	[Text]	[Text]	[Text]	0.00
- Note**: [Text Area]

Manual

Y, yes or N, non

Ticket#

Displays the ticket number

Processed

Paid

Add

Edit

Billing Information:

Account

Displays the primary account number for the work order

Jcustomer

Displays the name of the job customer

Date

Displays the current date

Srv Address

Displays the address number

#+ Displays the second address number

Dir. Displays the N, S, E or W

Street Displays the street name

Suffix Displays the suffix e.g. Avenue, Street, Road.

City

Displays the City name

Contact

Displays the name of the person to contact

Phone

Displays the phone number of the person to contact

Address

Displays the address of the contact

City

Displays the city of the contact

PO#

Displays the purchase order number

Date

Displays the date when the PO was entered

Time

Displays the time of the PO was entered

Comp.U.Ex

R/O Body

Displays the Roll off body

R/O B-Ex

Dmp Rent

DMP EXCH

Y/N

Qty

Displays the quantity

Size

Displays the size

Billing Notes

Displays the notes, if any, on that PO

Other

Remarks

Displays the remarks added later on

Amount\$

Displays the current amount due

Pay/Type

Displays the method of payment

Payment #

Displays the payment number

Route

Displays the

Driver

Displays the name of the driver for that route

Truck

Displays the truck code for that route

Max

Displays the max rate

Add\$/ton

Displays the additional rate per ton

Site/Date

Displays

Site/Time

Displays the date the service was done

[Time@Land](#)

Displays the time spent on the order

Ton

Displays the tonnage of the pickup

Rate/Ton

Displays the rate charged per ton

Amount

Displays the amount

Status W/I/C

Displays the status W, I or C

Bill Y/N

Displays, if billed or not.

Processed

Displays if the work order was processed



THE SCHEDULE

The following is a brief explanation of the various fields on the Schedule screen.

This screen represents a one day schedule where you can enter the work orders, by dragging it from the right window and dropping it in the desired route column and time row.

Displays the current date automatically upon opening the schedule. This date changes whenever another date is selected from the drop down fields above the calendar on the right hand side

Displays the hours for each row, it starts from 6am to 5am next day

Displays the assigned route code for the column

Displays the field assigned for the orders, drag and drop.

Displays the job order scheduled for that time and route.

1254/10272 DRE X The first numbers displays the account number, followed by a slash, then the service number. The "DR" displays the service code.

E Displays the edit button, when you click on it, the screen for the work order opens. You can make changes to the order and save it. Use the "Refresh button (please see number **** for further explanations), to update the schedule.

X Displays the cancel button, when you click it, it removes the order from the schedule and displays it back, on the right side.

First row: displays the service name.

Second row: displays the driver name

Third row: displays the address

Displays the scrolling bar. Click on the 2 arrows to skip to the end of the schedule or to the beginning of the schedule. Click on the one arrow to view up or down, one field at a time.

Click on it to open a new order form.

Displays the current date. Click on it to default the schedule and calendar date into the current date.

Displays the month showing on the schedule (left) and on the small calendar (below). Click on arrow to display different month.


Displays the year showing on the schedule (left) and on the small calendar (below). Click on arrow to display different year.

Displays the calendar.

Yellow squares, mark the selected day showing on the daily schedule on the left hand side.

Red squares mark the presence of orders and the fact that one or more is not completed.

Green squares mark the presence of orders and the fact that they're all completed.

Click on the refresh button whenever you make changes to an order posted (Please see the  Edit button to make changes to an order form)

Displays the Service List screen where job orders are waiting to be posted. You click on it and drag it to post it on the schedule.

Displays the address for the job order

Displays the date on the job order

Displays the Account number on the job order

Displays the ticket number

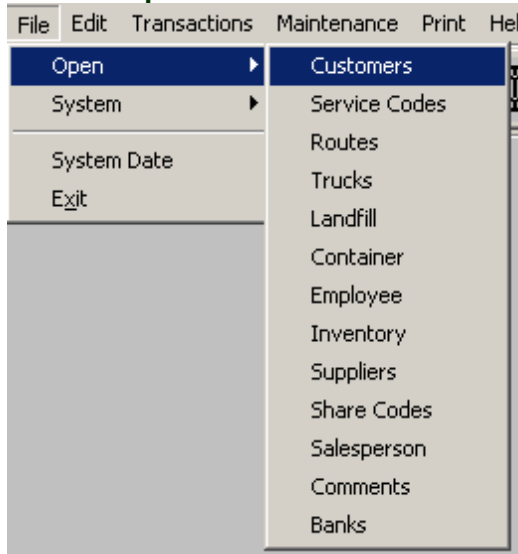
Displays the service name.

Menu Bar Command

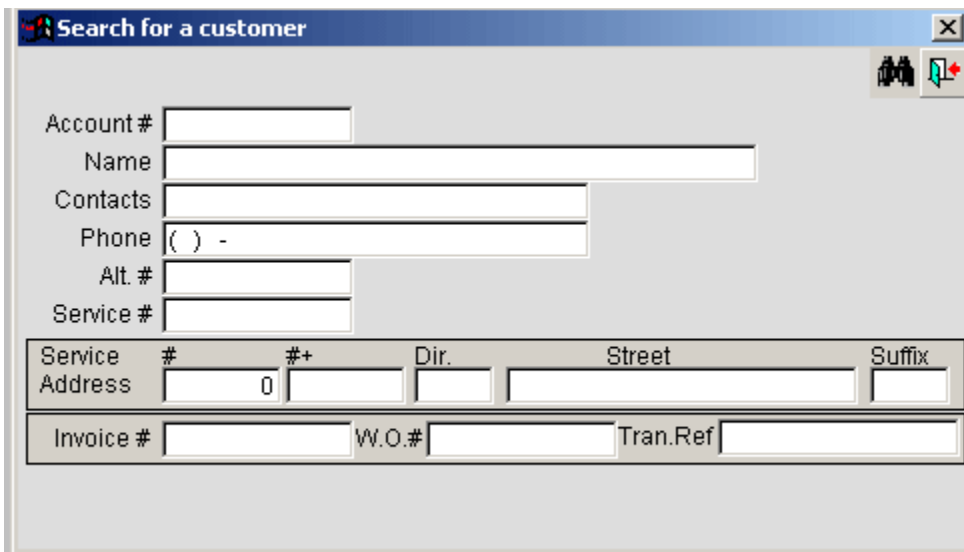
The following is an explanation of the menu bar commands.

File

File → Open → Customers



Enter account # to locate a customer, or click on  for a list.



A screenshot of a dialog box titled "Search for a customer". The dialog box contains several input fields for customer information:

- Account #
- Name
- Contacts
- Phone () -
- Alt. #
- Service #

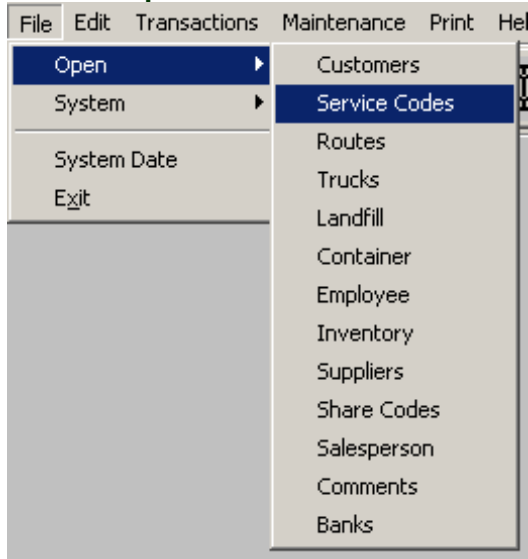
Below these fields is a table for address information:

Service	#	#+	Dir.	Street	Suffix
Address	0				

At the bottom of the dialog box, there are three more input fields:

- Invoice #
- W.O.#
- Tran.Ref

File → Open → Service Codes



The following is an explanation of the various fields in the service codes window.

A screenshot of the 'Service Codes' window in a software application. The window title is 'Service Codes'. It contains several input fields and sections:

- Service Code: 11.51
- Reference: (empty)
- Description: 1 1.5YD 1TIMES/WEEK
- Printable Name: SERVICE CHARGE
- PTD # and PTD \$: (empty)
- YTD # and YTD \$: (empty)
- # of Bins: 1
- Size of Bin: 1.50
- Qualifier: YD
- Frequency: 1
- Times: 1
- Srv.Type: S/I/T
- Type: (empty)
- Sub-Type: (empty)
- Code: (empty)
- Dbt/Crd/Pay: D
- Multiplier: 1 (1 or -1)
- Taxable: Y
- G/L: DEF
- Plus-Dump: N
- Max: (empty)
- Rate: (empty)
- Over Weigh: (empty)
- Charge: (empty)
- Cost: (empty)
- Onhand: (empty)
- Default Supplier: (empty)
- Note: (empty text area)

Service Code

Displays the code for the service

Reference

Displays the name

Description

Displays the description of the service code

Printable Name

Dbt/Crd/Pay

Displays the payment status

Multiplier

Displays 1 or -1 depending

Type

Displays the service type

Sub-type

Displays the sub type for the service, if any.

Of Bins

Displays the number of bins used in the service

Size of Bins

Displays the size of bins

Qualifier

Displays the qualifier

Frequency

Displays the frequency of the service

Taxable

Displays Y or N, if taxable

GL

Displays the General Ledger code

Times

Displays the number of times to service

Code

Displays the code

Charge

Displays the charge amount

Cost

Displays the cost

Plus-Dump

Displays Y or N if dump charges apply

Max

Displays the maximum to pay

Rate

Displays the rate for dumping

Over Weight

Displays the rate if over weight

PTD \$

Displays the dollar amount paid to date

PTD #

Displays the number of payment paid to date

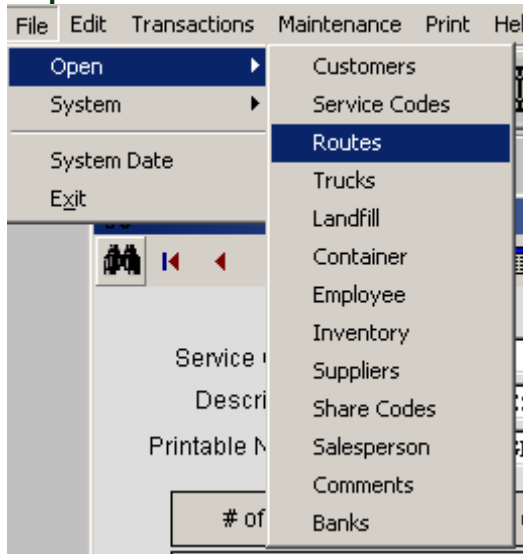
YTD #

Displays the number of years being serviced

YTD \$

Displays the dollar amount paid to date

File → Open → Routes



The following is an explanation of the various fields of the Routes window.

The screenshot shows the 'Routes' window with the following fields and values:

- Route #: F1
- Description: [Empty]
- Notes: [Empty]
- Route: F1, Load: 1
- Truck #: [Dropdown]
- City(*): [Dropdown] 0.000 %
- Type: FL
- Driver: [Dropdown]
- City-A: [Dropdown] 0.000 %
- Saturday(Y/N)? : N
- Swamper: [Dropdown]
- City-B: [Dropdown] 0.000 %
- Company: [Text]
- Landfill: [Dropdown]
- City-C: [Dropdown] 0.000 %
- Division: [Dropdown]
- Target Bins: 0
- City-D: [Dropdown] 0.000 %
- Department: [Dropdown]
- Content: [Dropdown]
- City-E: [Dropdown] 0.000 %
- Area: [Text]
- State: [Dropdown]
- City-F: [Dropdown] 0.000 %
- Routable: N
- %Recycle: 0.000
- City-G: [Dropdown] 0.000 %
- Group: A
- Total: 0.000 %

Route #	Truck #	Saturday(Y/N)	Driver	Swamper	Description	Dept.	Div.	Route-Y/N	R/Group
F1		N						T	A
R1	R1001	N	MIKE		ROLLOFF ROUTE 1			T	1
R2	R1002	N	DANIEL		ROLLOFF ROUTE #2			T	1

Route#

Displays the route number

Description

Displays the description of the route number
Route
Displays the reroute of the route number shown
Division
Displays the division for the route
Department
Displays the department code
Load
Displays the number of loads
Saturday (Y/N)?
Displays if the route includes Saturday service
Routable (Y/N)?
Displays if the route is routable
Driver
Displays the driver name assigned to the route
Area
Displays the area for that route
Swamper
Displays the swamper name
Target Bins
Displays the bins number assigned to that route
Landfill
Displays the landfill name where for the dump of that route
Type
Displays the type

The following is an explanation of the various fields in the Landfill window.

Landfill
Displays the landfill code
Name
Displays the landfill name
Address 1
Displays the address of the landfill

Address 2

Displays the address of the landfill

Address 3

Displays the address of the landfill

City

Displays the city

State

Displays the state

Zip

Displays the zip

Phone

Displays the phone

Fax

Displays the fax

Drive Time

Displays the time required to reach the landfill

Tax 1 (and on...)

Displays the various tax rates

F/L Rate

Displays the rate for the front loader

R/O Rate

Displays the rate for the roll off

Misc Rate

Displays misc rates

Special Rate

Displays any special rate

F/L Gate Rate

Displays the front loader gate rate

R/O Gate Rate

Displays the roll off gate rate

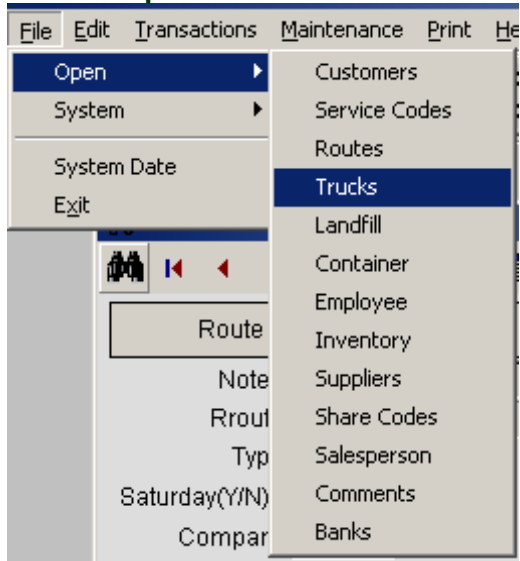
Misc. Gate Rate

Displays the misc. gate rate

Spec. Gate Rate

Displays any special gate rate

File → Open → Trucks



The following is a brief explanation of the Trucks window.

File → Open → Trucks → Vehicle Information

Truck #	Type	Condition	Make	Year	License	VIN #	
F2001	FL	A	VOLVO	2001	THT123	1234U0IU21	
R1001	RO	A	FORD	2000	ABC123	1212FDAER2	
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93	

The following is a brief explanation of the fields on the Vehicle Information screen.

Truck#

Displays the truck #

Name

Displays the name of the truck and description

Type

Displays the type

VIN#

Displays the vehicle identification number

Condition

Displays the condition of the vehicle

License

Displays the license plates number

Year

Displays the year the plates expire

State

Displays the state shown on the plates

Make

Displays the make of the vehicle

Location

Displays the location

Model

Displays the model

GVW

Displays the GVW

File → Open → Trucks → fluids

Truck # Name Type Condition
Notes

Vehicle Information | **Fluids** | Extended Information | Cost and Insurance | Services

Mileage

Fuel Type ? Capacity Gallons

Oil Type ? Capacity Quarts

Transmission FL/Type ? Capacity Quarts

Truck #	Type	Condition	Make	Year	License	VIN #	
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21	
R1001	RO	A	FORD	2000	ABC123	1212FDAER2	
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93	

The following is a brief explanation of the fields on the Fluids screen.

Mileage

Displays the current mileage

Fuel Type

Displays the fuel type used

Capacity/Gallons

Displays the capacity per gallon

Oil Type

Displays the oil type

Capacity/Quarts

Displays the capacity per quart

Transmission FL/Type

Displays the transmission type

Capacity/Quarts

Displays the capacity per quart

File → Open → Trucks → extended Information

The screenshot shows the 'Trucks & Vehicles' application window. At the top, there are navigation icons and a toolbar. Below that, the current truck's details are shown: Truck # F2001, Name FRONT LOADER TRUCK 1, Type FL, and Condition A. A Notes field is also present. The main area is divided into five tabs: Vehicle Information, Fluids, Extended Information (which is selected), Cost and Insurance, and Services. The Extended Information tab contains several input fields for tire and engine data. Below the tabs is a table listing three vehicles.

Truck #	Type	Condition	Make	Year	License	VIN #
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21
R1001	RO	A	FORD	2000	ABC123	1212FDAER2
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93

The following is a brief explanation of the fields on the Extended Information screen.

Axel-Dist

Displays the axle distribution

Axel

Displays the axles

Tare

Displays the tare

Max

Displays the max

Breaks

Displays the breaks brand

Front Axle

Displays if front axle or not

Rear Make

Displays if rear make

Rear Capacity

Displays the rear capacity

Tire Count

Displays the number of tires

Maximum

Displays the max of tires

Tire Size

Displays the tire size

Tire PSI

Displays the tire PSI

Wheel Base

Displays the wheel base

Wheel Size

Displays the size of the wheel

Lugs

Displays lugs

Engine Make

Displays the engine make

Engine Model

Displays the engine model

Trans Make

Displays the transmission make

Trans Model

Displays the transmission model

Alternator

Displays the alternator info

Amps

Displays the amps info

Steering

Displays the steering info

File → Open → Trucks → Cost and Insurance

Truck # Name Type Condition

Notes

Vehicle Information | Fluids | Extended Information | **Cost and Insurance** | Services

Comment

Date IN Reference IN

Date OUT Reference OUT

Legal Owner Cost Market Value

Insurance Group Deductible

Insurance Date Every ? Months Insurance Fee

License Date Every ? months License Fee

Truck #	Type	Condition	Make	Year	License	VIN #
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21
R1001	RO	A	FORD	2000	ABC123	1212FDAER2
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93

The following is a brief explanation of the fields on the Cost and Insurance screen.

Comment

Displays any comment about the cost or insurance

Date IN

Displays the date the vehicle was in

Date OUT

Displays the date the vehicle was out

Legal Owner

Displays the name of the legal owner of the vehicle

Insurance

Displays the insurance name for the vehicle

Reference IN

Displays the reference in

Reference OUT

Displays the reference out

Cost

Displays the cost incurred

Group

Displays the group code

Market Value

Displays the market value of the car

Deductible

Displays the deductible amount

Insurance Date

Displays the date on the insurance

Every Months

Displays Y or N, if monthly payment

Insurance Fee

Displays the amount paid

License Date

Displays the date on the license plates

Every Month

Displays Y or N, if monthly payment

License Fee

Displays the amount paid

File → Open → Trucks → Services

Truck #	Type	Condition	Make	Year	License	VIN #
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21
R1001	RO	A	FORD	2000	ABC123	1212FDAER2
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93

The following is a brief explanation of the fields on the Services screen.

Last painted

Displays the date of last paint job

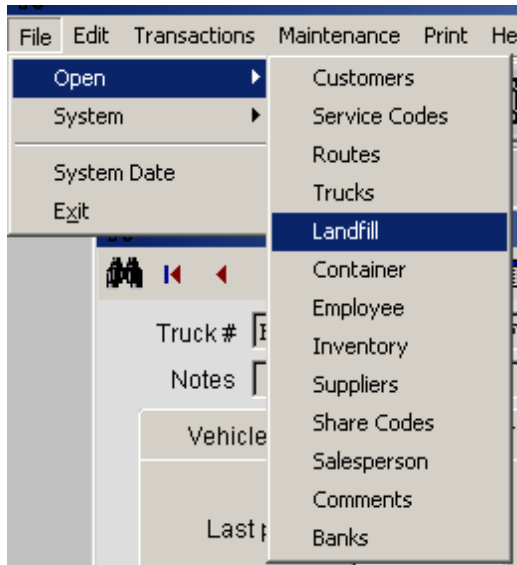
Last Oil Change

Displays the date of the last oil job

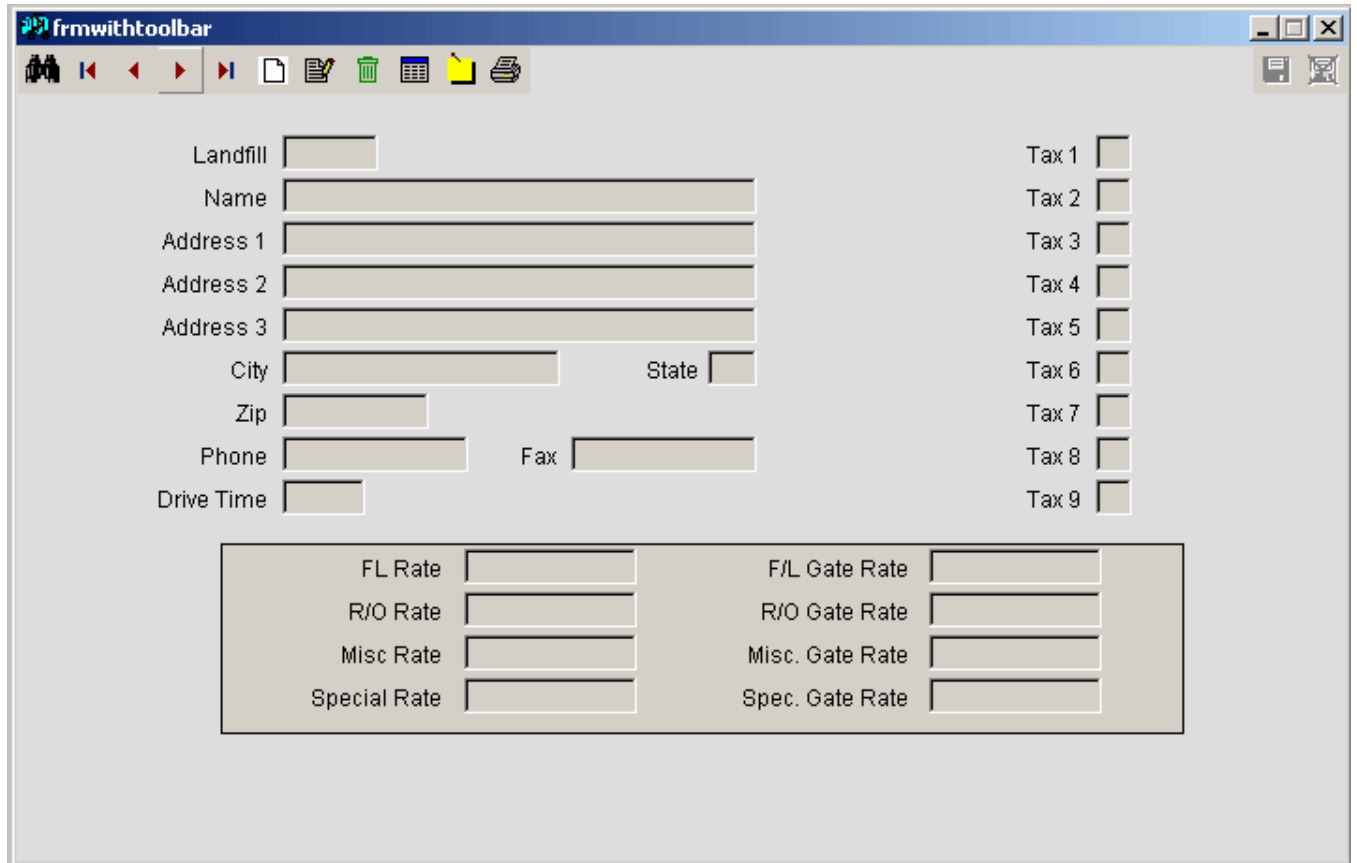
Paint Freq.

Displays how frequent in need of paint job

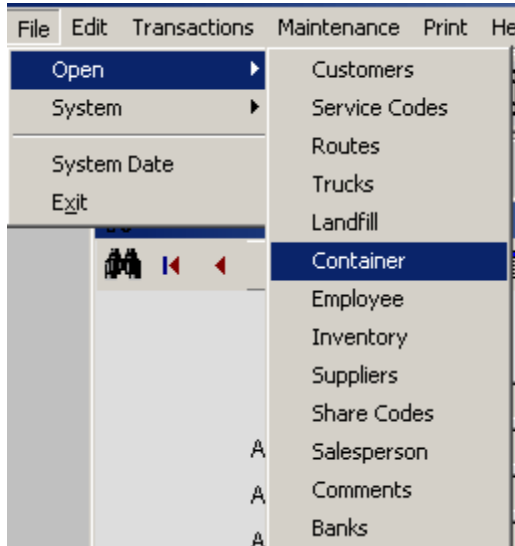
File → Open → Landfill



The following is a brief explanation of the Landfill window.



File → Open → Container

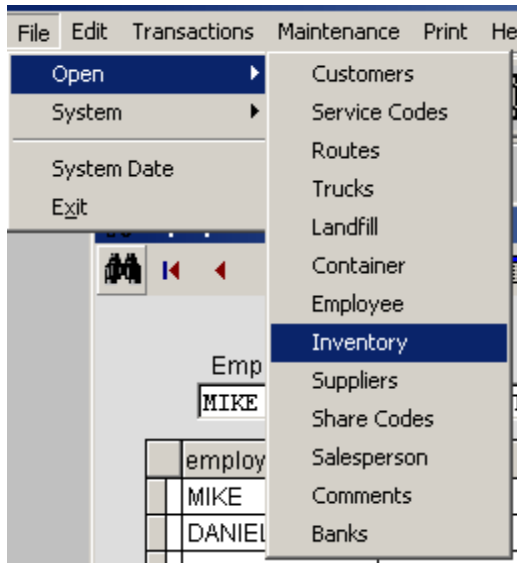


The following is a brief explanation of the Container window.

The screenshot shows a window titled 'frmwithtoolbar' with a toolbar and several data entry sections:

- Container Information:** Fields for Container, Description, Status, Type, Bin Type, and Track.
- History and Dimensions:** Fields for History, Size, Max. Tons, ACQ Date, and Serial.
- Quantity and Dimension:** Fields for Onhand, Yard, Site, Height, Width, and Depth.
- Maintenance Schedule:** A table with columns for Last, Maintenance, and Next, and rows for Clean, Paint, and Fix.
- Customer Information:** Fields for Acc#, Srv. Name, Phone, Job Contact, and W/O Ticket #.
- Address Information:** Fields for Srv.#, #, #..., Direction, Street, Suffix, City, State, and Zip.
- Job Information:** Fields for Srv. Code, Job Type, Job Date, and Job Time.
- Table:** A table with columns: Qty, Deliver, Account, Name, Address, City, Lfcity, and Tax.

File → Open → Inventory



Item

The following is a brief explanation of the fields on the **Item** tab.

Type	Date	Quantity	Cost	Ext. Cost	Supplier	Reference	Phys.Count	Truck

Item

Item name

Location

Department where item is in use

Description

Brief description of the item

Code

Tem code

Type

Item type

Min. Level

Main Supplier

Regular supplier

Cost

Regular price paid for item

On Hand

Inventory on hand

Allocated

Reserved for specific use and cannot be dispensed of.

PTD#

How many are paid to date

PTD\$

Amount paid of to date

YTD#

How many where purchased since the beginning of the year to date

YTD\$

Money paid since the beginning of the year to date

INV#

Invoice number of current item

PO Date

Date item was purchased

PO #

Purchase Order Number

Serial

Serial number

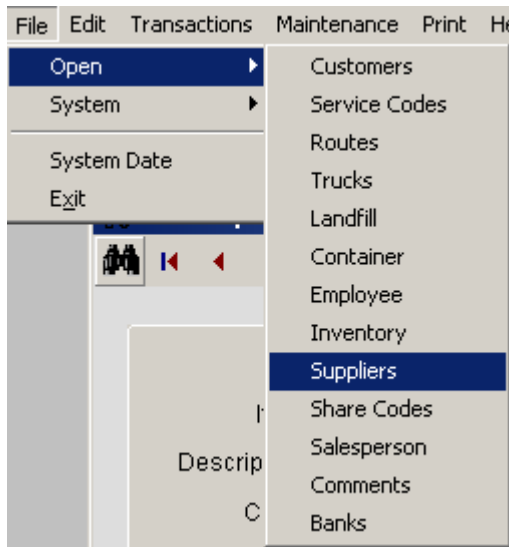
Warranty

Expiration Date and detail of warranty

Warranty Date

Date of warranty purchase

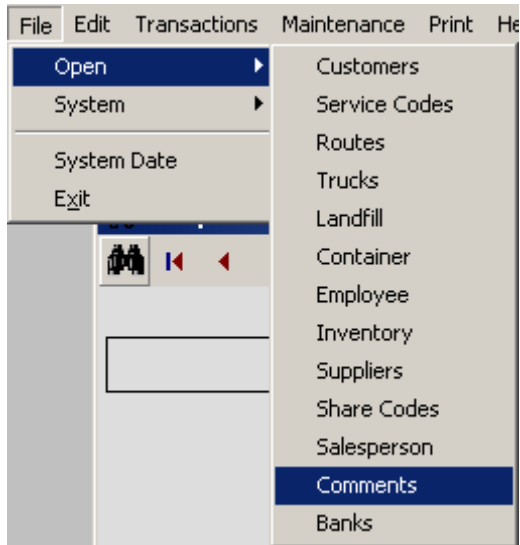
File → Open → Suppliers



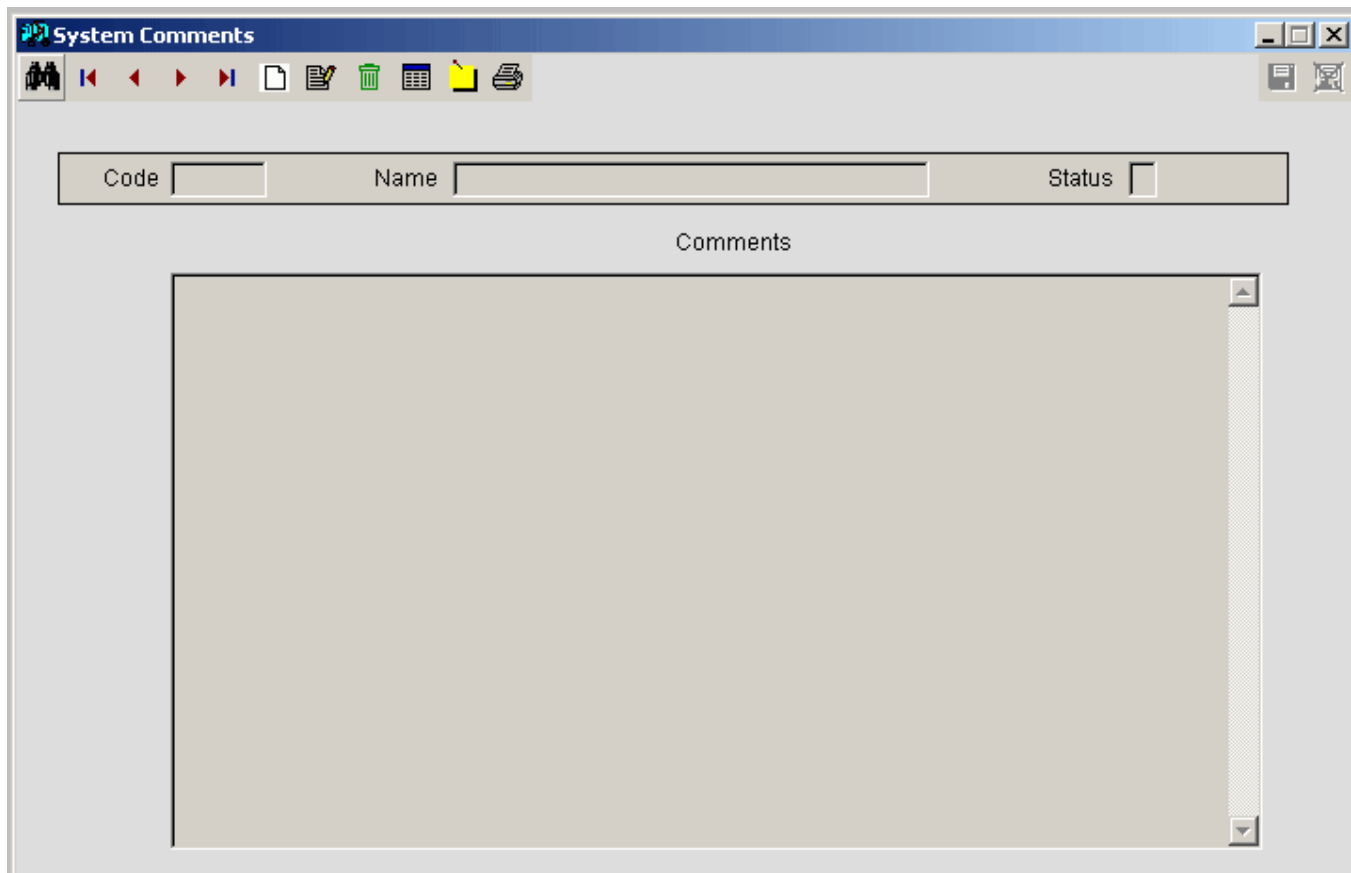
The following is a brief explanation of the Suppliers window

A screenshot of the 'Suppliers' window in a software application. The window title is 'Suppliers'. It features a toolbar with icons for navigation and actions. The main area contains a form with the following fields:
Supplier:
Company:
Address:
Address +:
City: State: Zip:
Contact:
Phone: () -
Fax: () -
Terms:

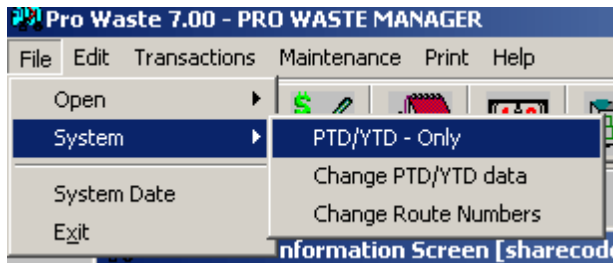
File → Open → Comments



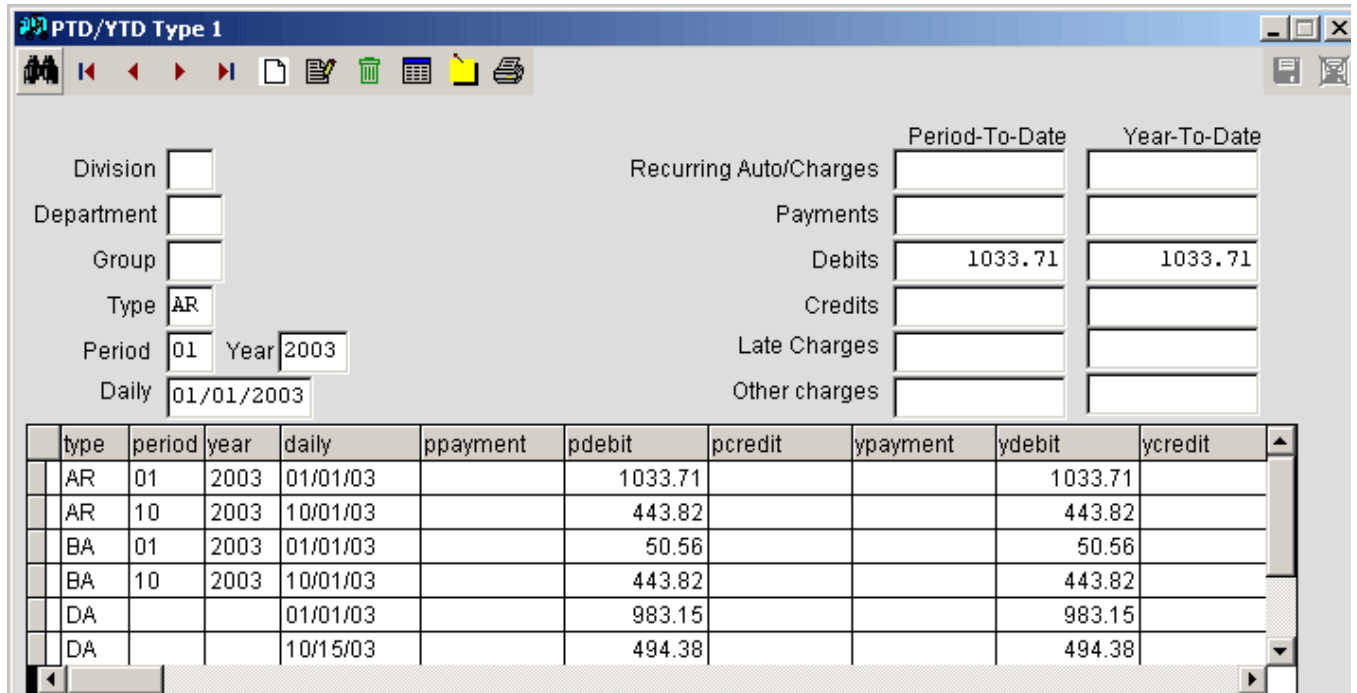
The following is a brief explanation of the Comments window.



File → System → PTD/YTD



The following is a brief explanation of the various fields in the PTD/YTD window.



Division

Displays the division code

Department

Displays the department code

Group

Displays the group code

Type

Displays the type code

Period

Displays the period

Year

Displays the period year

Daily

Displays the daily date

Period to Date

The numbers below this field are the period to date values

Year to Date

The numbers below this field are the year to date values

Recurring Auto/charges

Displays the recurring charges

Payments

Displays the payments made

Debits

Displays the debits made

Credits

Displays the credits made

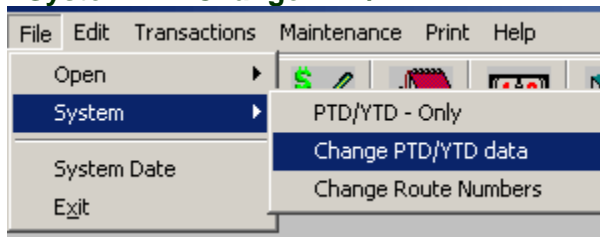
Late Charges

Displays the late charges

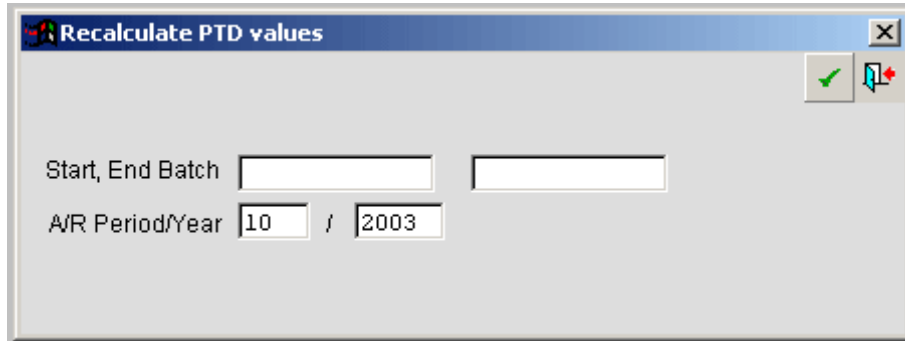
Other Charges

Displays the other charges

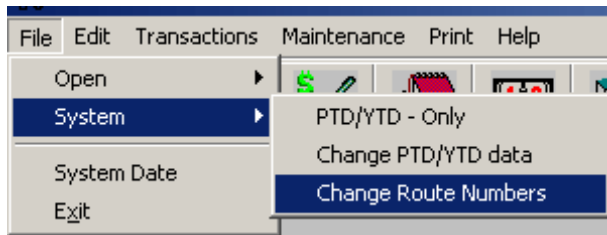
File → System → Change PTD/YTD



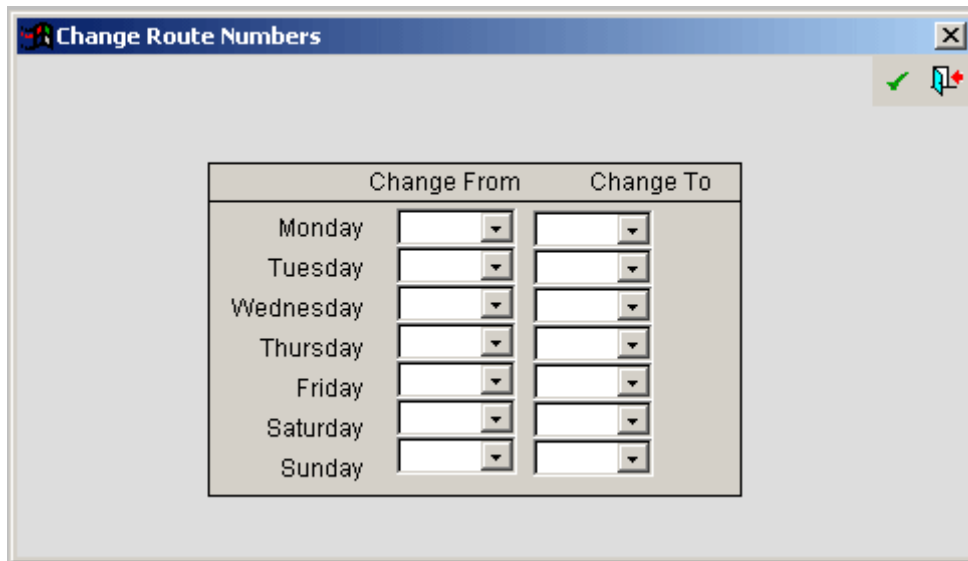
The following is a brief explanation of the Change PTD/YTD data window.



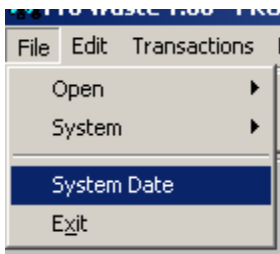
File → System → Change Route Numbers



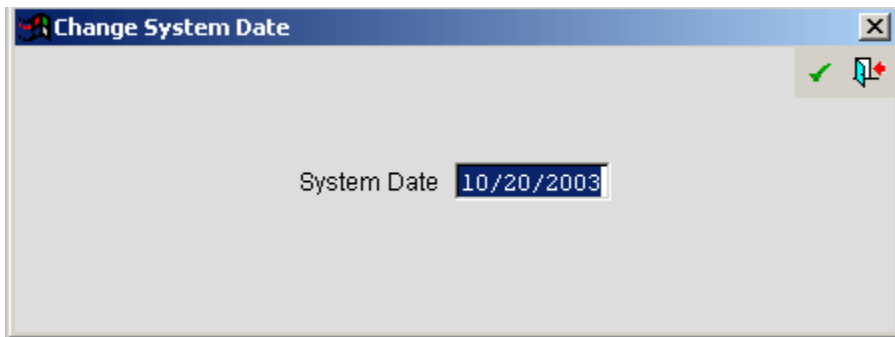
The following is a brief explanation of the Change route Number window.



File → System Date

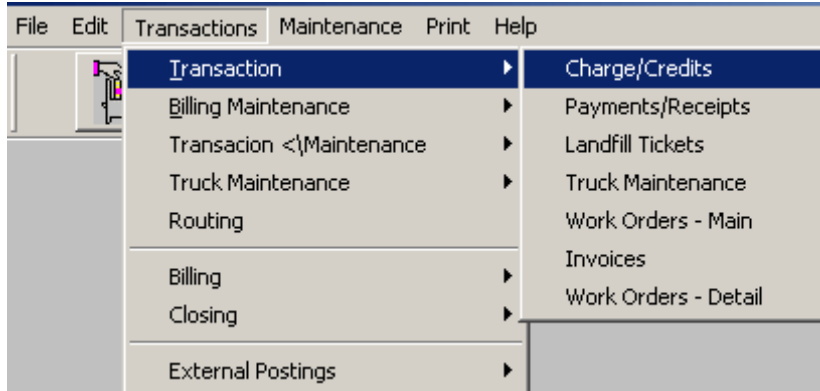


The following is a brief explanation of the **Change System Date** window



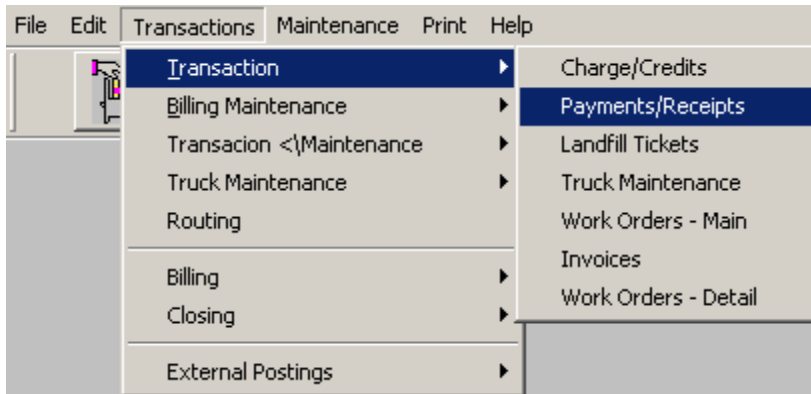
Transactions

Transactions → Transactions → Charge/Credits



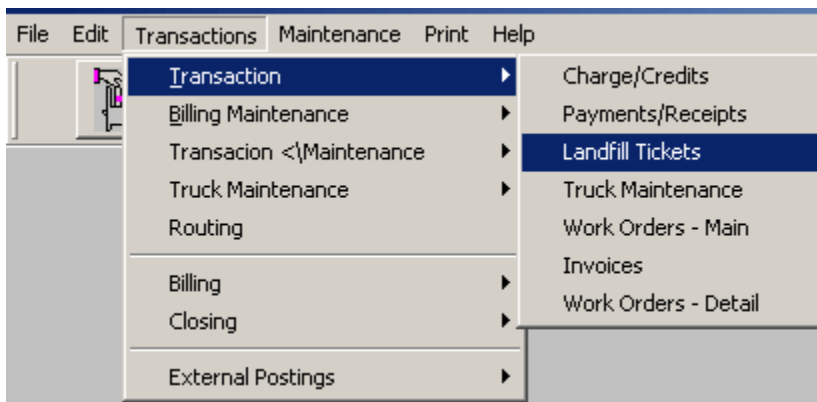
Please see page 28 for a description of the **Transaction Batches** window and the **Transaction entry screen**.

Transactions → Transactions → Payments/Receipts



Please see page 35 for a description of the **Payment Batches** window and page 37 for the **Payment entry screen**.

Transactions → Transactions → Landfill Tickets



The following is an explanation of the various icons in the Landfill Tickets window.

Landfill Batches

Batch #

Type

Date

Description

Created

User

Lock Status

Close Status


Date

Date

Date

*** To select a batch for editing, double click on the batch number ***

batchno	name	batchdate	batchtype	batchcnt	tamount	createuser	Lock

 Search for a customer (Other than the one selected.)

You can search by entering the account number, or the customer name. No need to fill in all the fields.

Search for a customer

Account #

Name

Contacts









Phone () -

Alt #

Service #

Service #	#	#+	Dir.	Street	Suffix
Address	0				

Invoice # W.O.# Tran.Ref

	Skips the current record and displays the very first record.
	Skips the current record and displays the prior record
	Skips the current record and displays the next record
	Skips the current record and displays the last record
	Option to record, add a new record or rename an existing record
	Option to edit or add information in the fields of the current record.
	Delete Option
	List of all the customer records available to choose from.

The screenshot shows a software window titled "Customer Notes". At the top, there is a toolbar with icons for navigation (back, forward, search), document management (new, save, delete, print), and a window control bar. Below the toolbar are several input fields: "Account", "Service #", "Auto #", "Action", "Incident #", "Start date" (with a date picker), and "Description". Below these fields is a table with columns: "Date", "Type" (dropdown), "User", "Date/Time", and empty cells. The table below that has columns: "Typ", "Date/Time", "User", "Srv.#", and "Lines". At the bottom, a legend explains the icons: a printer for "Print the record", a folder for "Open a selected batch - See page 28", a folder with a plus sign for "Post selected batch", a floppy disk for "Save modifications to the record", and a floppy disk with a red X for "Do not save modifications."

The following is an explanation of the various fields in the **Landfill Tickets** window.

Batch #

Type

Date

Description

Created

User

Date

Lock Status

Close Status

*** To select a batch for editing, double click on the batch number ***

batchno	name	batchdate	batchtype	batchcnt	tamount	createuser	Lock	

Batch#

Displays the batch number

Type

Displays the type

Date

Displays the date for the batch

Description

Displays the description

Created

Displays the name of the user that created the batch and the date created.

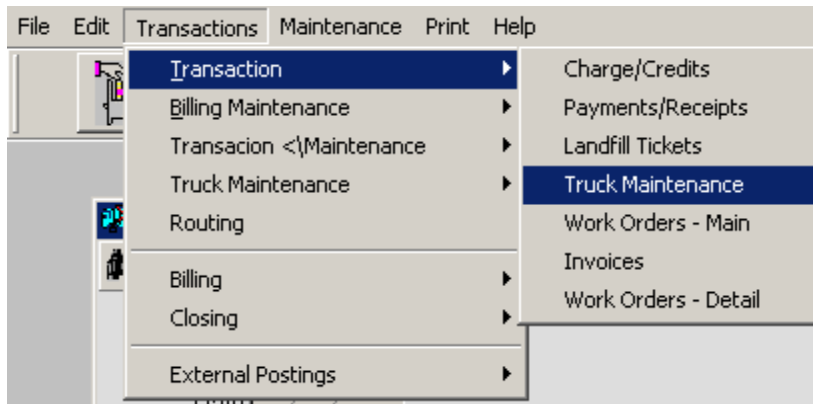
Locked

- 0,1,
- Displays the user name that locked the batch
- The date the batch was locked.

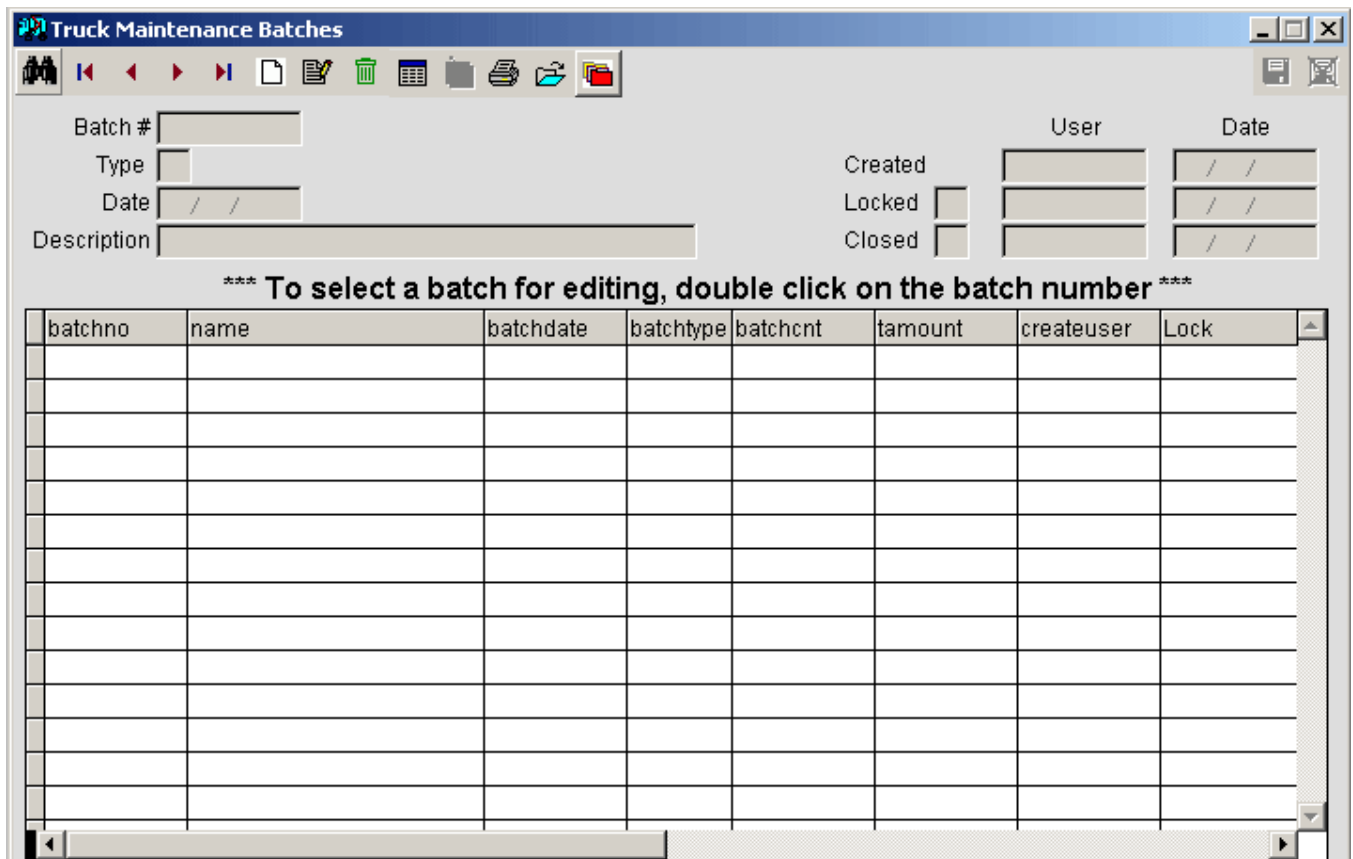
Closed


- Displays Y or N, if batch is closed
- Displays the name of the user that closed the batch
- Displays the date the batch was closed

Transactions → Transactions → Truck Maintenance



The following is a brief explanation of the fields in the **Truck Maintenance** window.



 Search for a customer (Other than the one selected.)
 You can search by entering the account number, or the customer name. No need to fill in all the fields.

Created

Displays the name of the user that created the batch and the date created.

Locked

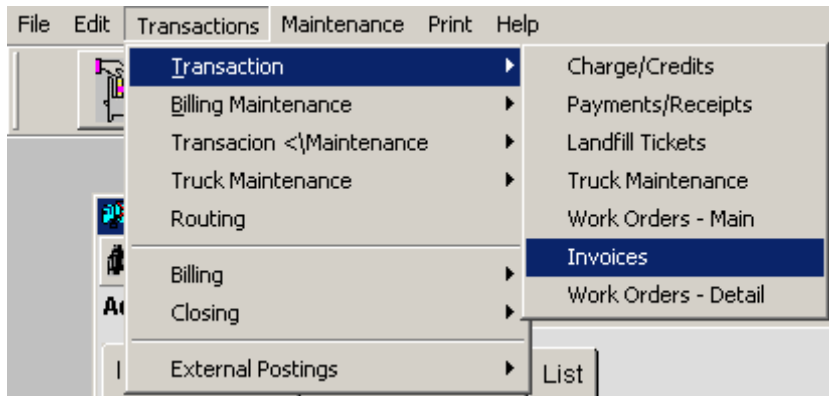
- 0,1,
- Displays the user name that locked the batch
- The date the batch was locked.

Closed

- Displays Y or N, if batch is closed
- Displays the name of the user that closed the batch
- Displays the date the batch was closed

Transactions → **Transactions** → **Work Orders – Main**


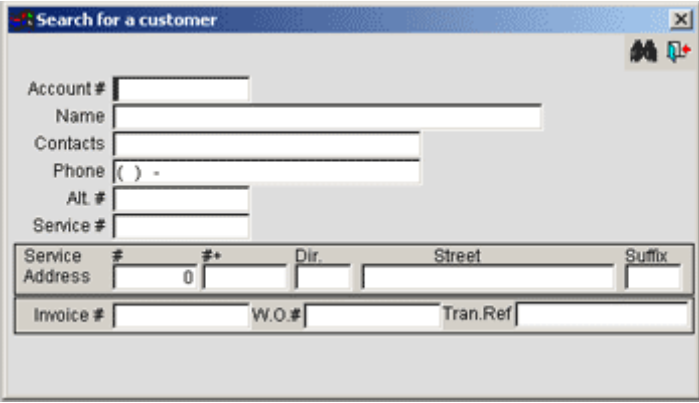









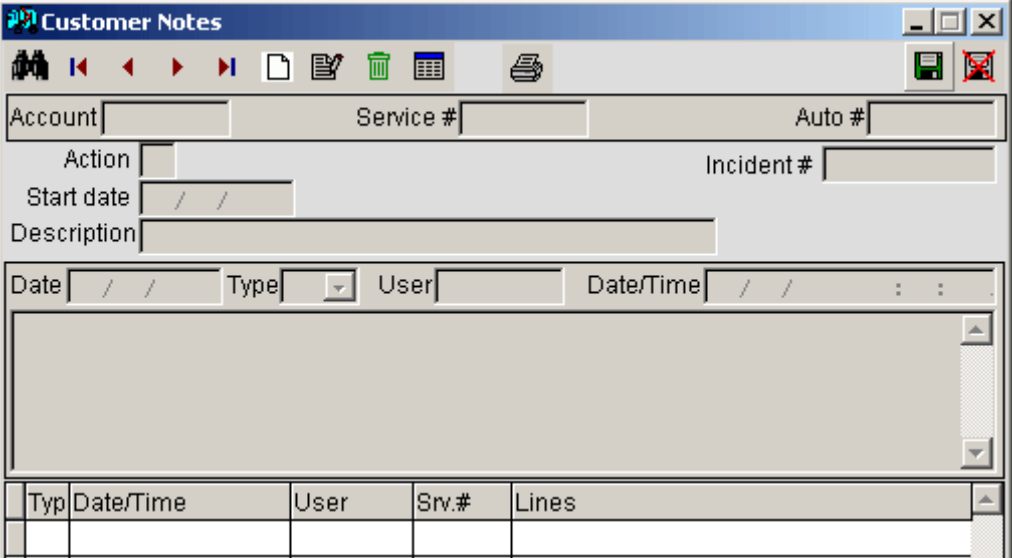


Transactions → Transactions → Invoice Maintenance




Invoice Maintenance (Icons)

The following is a brief explanation to the icons in the **Invoice Maintenance** window.

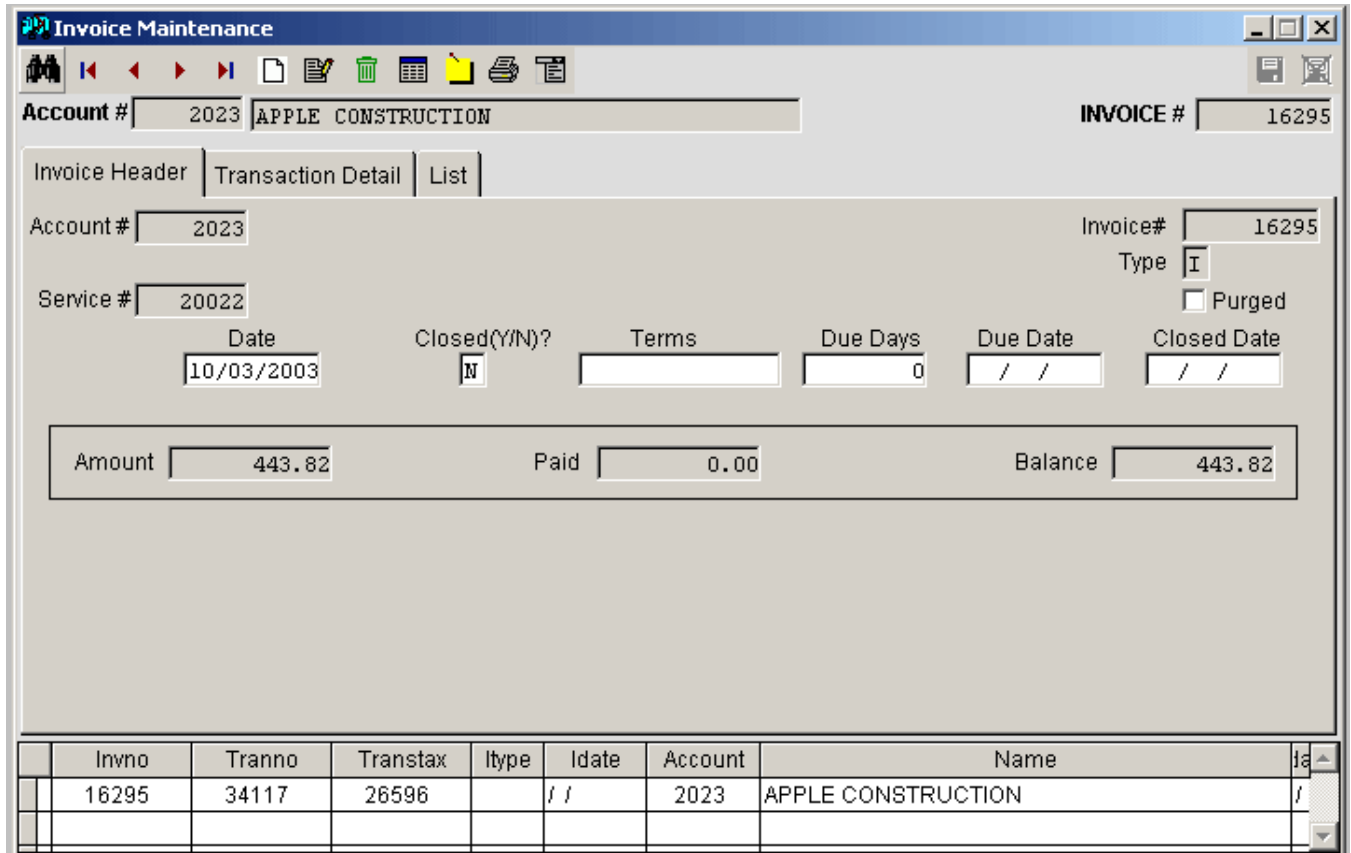
Invno	Tranno	Transtax	ltype	ldate	Account	Name	Icon
16295	34117	26596		/ /	2023	APPLE CONSTRUCTION	/

	<p>Search for a customer (Other than the one selected.) You can search by entering the account number, or the customer name. No need to fill in all the fields.</p> 
	<p>Skips the current record and displays the very first record.</p>
	<p>Skips the current record and displays the prior record</p>
	<p>Skips the current record and displays the next record</p>
	<p>Skips the current record and displays the last record</p>
	<p>Option to record, add a new record or rename an existing record</p>
	<p>Option to edit or add information in the fields of the current record.</p>
	<p>Delete Option</p>
	<p>List of all the customer records available to choose from.</p>
	 <p>You can type a note for the current record, edit a note or retrieve a note.</p>
	<p>Print the record</p>
	<p>Open a selected batch - See page 28</p>

	Post selected batch
	Save modifications to the record
	Do not save modifications.

Invoice Maintenance (fields)

The following is a brief explanation to the fields in the **Invoice Maintenance** window.



The screenshot shows the 'Invoice Maintenance' window with the following fields and values:

- Account #:** 2023 APPLE CONSTRUCTION
- INVOICE #:** 16295
- Invoice Header** | Transaction Detail | List
- Account #:** 2023
- Invoice#:** 16295
- Service #:** 20022
- Type:** I
- Purged:**
- Date:** 10/03/2003
- Closed(Y/N)?** N
- Terms:** [Empty]
- Due Days:** 0
- Due Date:** / /
- Closed Date:** / /
- Amount:** 443.82
- Paid:** 0.00
- Balance:** 443.82

Invno	Tranno	Transtax	ltype	ldate	Account	Name	lg
16295	34117	26596		/ /	2023	APPLE CONSTRUCTION	/

Account

Account number and name of account

INVOICE

Invoice number corresponding to the account number

Invoice Header

Account#

Displays the account number on the invoice

Invoice#

Displays the invoice number

Service#

Displays the number for the service

Type

Displays the type of service

Purged**Date**

Displays the date on the service rendered

Closed (Y/N)

Displays Y or N, if invoice is closed

Terms

Displays the terms for payments

Due Days

Displays the number of days left for balance to be paid.

Due Date

Displays the date the amount is due

Closed Date

Displays the date it was closed if ever

Amount

Displays the amount due

Paid

Displays the amount paid

Balance

Displays the total balance for the invoice

Transaction Detail

The following is a brief explanation of the fields in the Transaction Detail window.

Account # 2023 APPLE CONSTRUCTION INVOICE # 16295

Invoice Header Transaction Detail List

Acnt.# (0?)	Service # (0?)	Service Code	Reference	Date	Tax?	Tax	Qty	Charge	1
2023	20022	ROLLOFF	40 YARD BIN	10/03/2003	Y	G	1.00	95.00	

+Dump	Net Weight	Ton/Lbs.	Weight/Ton	Cust/Rate	Over	Over Weight	Over Weight/Ton	OWW/Rate	Amt	L/F	Tax	Ttl
Y	10.0000	TN	10.0000	30.000	N	0.0000	0.0000	0.000	95.00	300.00	48.82	443.82

Route # Truck # Driver Container IN Container OUT Size
 F1 MIF

Landfill P.O.# Order # Ticket # G/L Per/Yr A/R Per/Yr
 10 2003 10 2003

Scale# Trans# Master # Ssts Invoice #(N)
 0

Note

Type SrvCode From Printable Div. Dept. Group Job Ticket # Closed Current
 D D TRANSACTION Y 02 R0 1

Invno	Tranno	Transtax	ltype	ldate	Account	Name	ja
16295	34117	26596	/ /		2023	APPLE CONSTRUCTION	/

Account#

Displays the account number

Name

Service Address

City

Div/Dept/Grp

Service Code Desc

DCP

Mult

Balance

Acct#

Service #

Service Code

Displays the code assigned to the service #

Reference

Displays the reference number for the service #

Date

Displays the date of the current service displayed.

Tax?

Displays Y or N for taxes if being applied.

Tax

Displays the tax percentage applied.

Qty

Displays the number of services.

Charge

Displays the amount charged for the service.

+Dump

Displays Y or N, if dumping is needed.

NetWeight

Displays the net weight

Weight/Ton

Displays the weight in tonnage

Cust/Rate

Over

OverWeight

Displays the number for over weight

OverWeight/Ton

Displays the number for over weight

OW/Rate

Displays the rate for over weight

Route#

Displays the route number

Truck#

Displays the route number

Driver

Displays the driver name

Trailer

Container/IN

Displays the kind of container dropped at the site

Container/OUT

Displays the kind of container picked up from the site

Size

Displays the size of the container

Landfill

Displays the landfill name where that service will dump

PO#

Displays the P.O number

Order#

Displays the Order #

Ticket#

Displays the ticket number

G/L Per/Yr

Displays the general ledger period and year

A/R Per/Yr

Displays the account receivable period and year

Scale#

Displays the scale number

Trans#

Displays the transaction number

Master#

Displays the master number

Ssts

Invoice#(N)

Displays the invoice number

Note

Displays any note attached to the service

Amount

L/F

Taxes

Displays the taxes applied

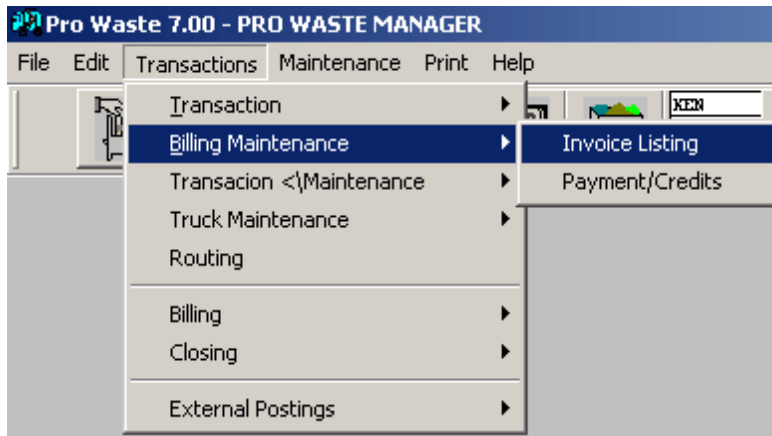
Total

Displays the total of the service.

List

The following is a brief explanation of the fields in the **List** window.

Transactions → Billing Maintenance → Invoice Listing



The following is a brief explanation of the fields in the **Invoice Screen** window.

The 'Invoice Screen' window displays the following information:

- Account:** 2019 A1 COMPANY, 1 1ST STREET
- Service:** 20021 A1 COMPANY, 1 1ST ST
- Invoice #:** 16289
- Date:** 01/01/2003

Summary fields:

- Account #: 2019, Invoice #: 16289
- Name: A1 COMPANY, Type: I
- Service #: 20021, Purged
- Date: 01/01/2003, Closed(Y/N)?: Y, Terms: NET 30 DAYS, Due Days: 30, Due Date: 01/31/2003, Closed Date: 01/01/2003
- Amount: 112.36, Paid: , Balance: 112.36

Summary Totals:

- Amt: 100.00, WTax: 112.36, Payments Total: 0.00, Taxes: 12.36

C	Date	Srv. Code	Trans Total	T	Check#/Ref	Date	Payment	Applied	Tax	Tax	Amount
H	01/01/03	133	112.36						G	GLE	12.36

Transactions

Invoice Screen

Account: 2019 AI COMPANY 1 1ST STREET Invoice #: 16289
 Service: 20021 AI COMPANY 1 1ST ST Date: 01/01/2003

Invoice Transactions Payments Taxes

Acnt.# (0?)	Service # (0?)	Service Code	Reference	Date	Tax?	Tax	Qty	Charge			
2019	20021	133	JAN/2003	/ /	Y	G	1.00	112.36			
+Dump NetWeight Ton/Lbs. Weight/Ton CustRate Over Over Weight Over Weight/Ton OWRate								Amt	100.00		
0.0000 0.0000 0.000 0.0000 0.0000 0.0000 0.000								LF	0.00		
Route # Truck # Driver Container IN Container OUT Size								Tax	12.36		
Landfill P.O.# Order # Ticket # G/L PerYr A/R PerYr								Ttl	112.36		
Scale# Trans# Master # Sits Invoice #(N)											
Note											
Amt: 100.00		W/Tax: 112.36		Payments Total: 0.00			Taxes: 12.36				
C	Date	Srv. Code	Trans Total	T	Check#/Ref	Date	Payment	Applied	Tax	Tax	Amount
H	01/01/03	133	112.36						G	GLE	12.36

Payment

Invoice Screen

Account: 2019 A1 COMPANY 1 1ST STREET Invoice #: 16289
 Service: 20021 A1 COMPANY 1 1ST ST Date: 01/01/2003

Invoice Transactions **Payments** Taxes

Account # [] Applied To []
 Type []
 Purged

Inv.#	Service #	Paid Date	Reference	Trans.#	Payment	Apply	Applied
[]	[]	[] / [] / []	[]	[]	[]	[]	[]

Amt: 100.00 W/Tax: 112.36 Payments Total: 0.00 Taxes: 12.36

C	Date	Srv. Code	Trans Total	T	Check#/Ref	Date	Payment	Applied	Tax	Tax	Amount
H	01/01/03	133	112.36						G	GLE	12.36

Taxes

Invoice Screen

Account: 2019 A1 COMPANY 1 1ST STREET Invoice #: 16289
 Service: 20021 A1 COMPANY 1 1ST ST Date: 01/01/2003

Invoice Transactions Payments Taxes

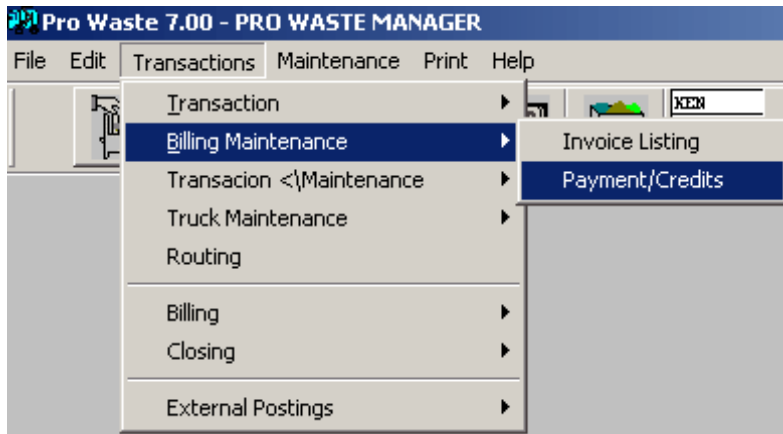
Account # [] Invoice# 16289
 Purged

Trans#	Tax #	Tax	Taxes	Tax Name	Type	Type/Desc	Math
	26597	G	GLE	AB939 CITY FEES 12.36%	P	PERCENTAGE	12.36000
			Service Code	Date	Quantity	Amount	Tax Amount
			133	01/01/2003	12.36	12.36	12.36

Amt: 100.00 W/Tax: 112.36 Payments Total: 0.00 Taxes: 12.36

C	Date	Srv. Code	Trans Total	T	Check#/Ref	Date	Payment	Applied	Tax	Tax	Amount
H	01/01/03	133	112.36						G	GLE	12.36

Transactions → Billing Maintenance → Payment/Credits



The following is a brief explanation of the fields in the Payment/Credits window.

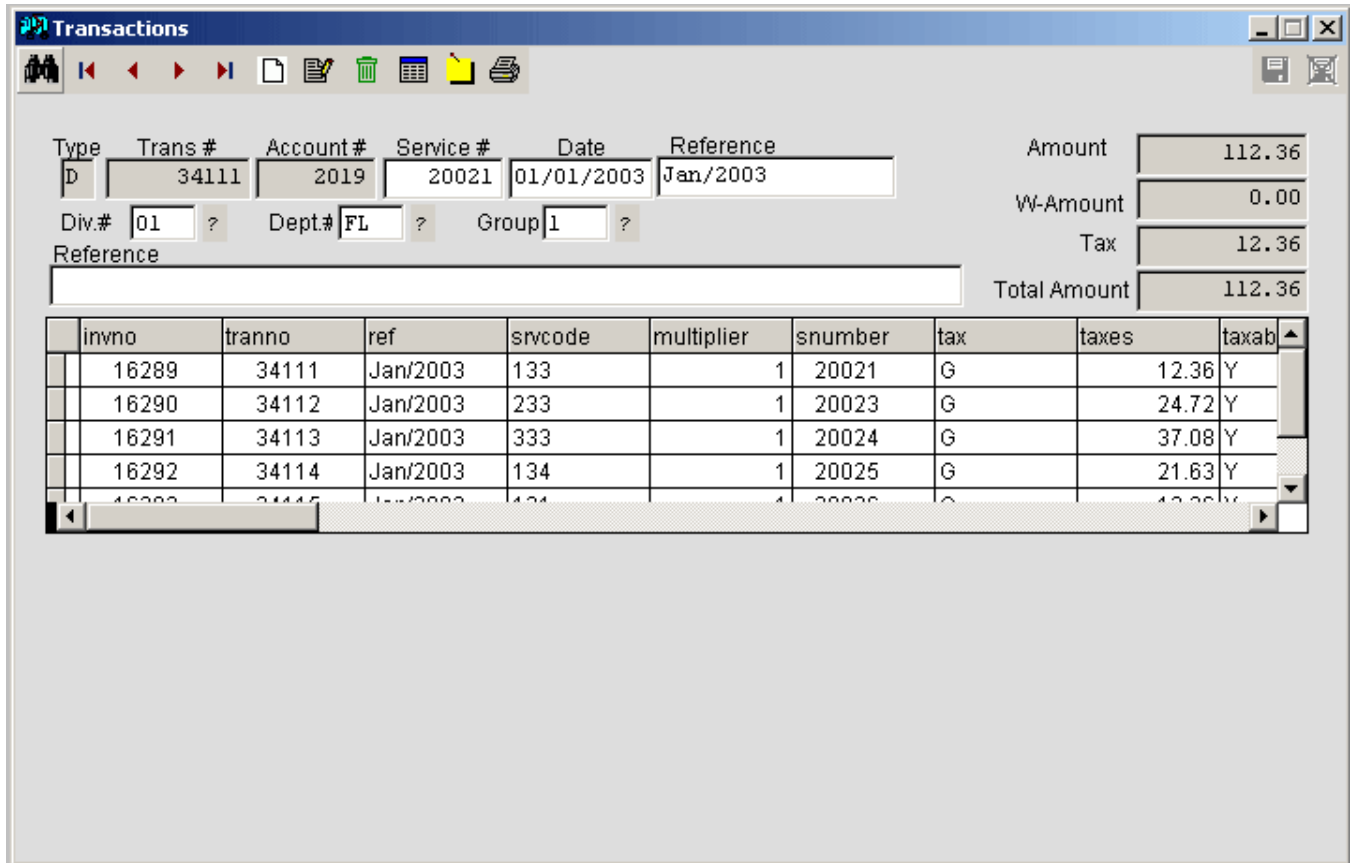
Transactions → Transaction Maintenance → Invoice Detail



Transactions → Transaction Maintenance → Invoice



Transactions → Transaction Maintenance → Transaction



Transactions → Transaction Maintenance → Service Code Maintenance



Header

The screenshot shows the 'Service Code Maintenance' window with the 'Header' section active. The window title is 'Service Code Maintenance'. The header section contains the following fields:

- Vendor #
- P.O.#
- Date
- Closed? (Y/N)
- Control #

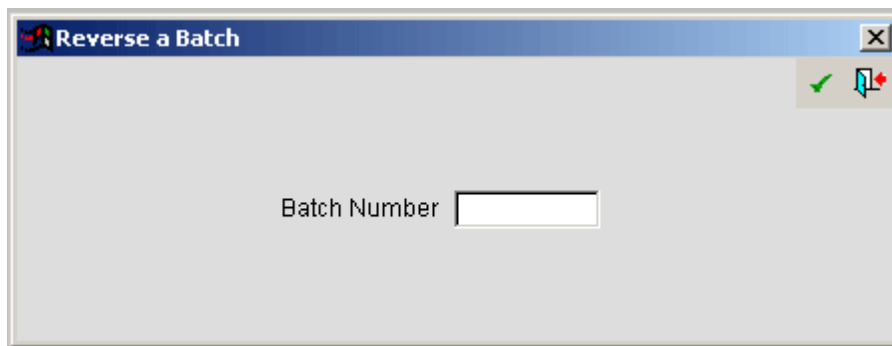
Detail

The screenshot shows the 'Service Code Maintenance' window with the 'Detail' section active. The window title is 'Service Code Maintenance'. The detail section contains the following fields:

- Podate
- Control #
- Detail #

Service Code	Quantity	Cost	Tax Percent	Taxes	Extended Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transactions → Transaction Maintenance → Reverse a Batch



Enter the batch number you would like to reverse, and then click on the check mark ✓ to process.

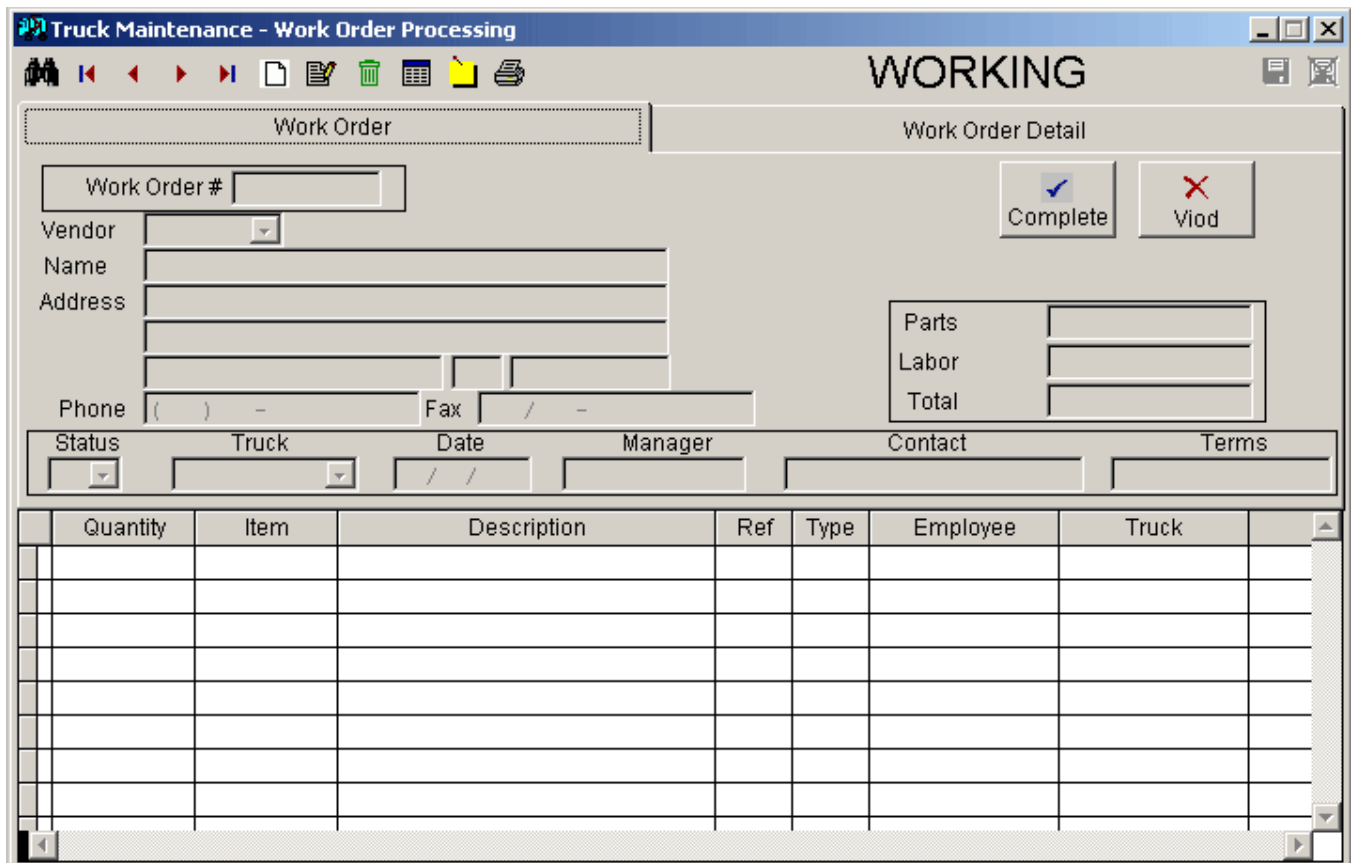
Transactions → Transaction Maintenance → Payments



Transactions → Truck Maintenance → Truck Work Orders



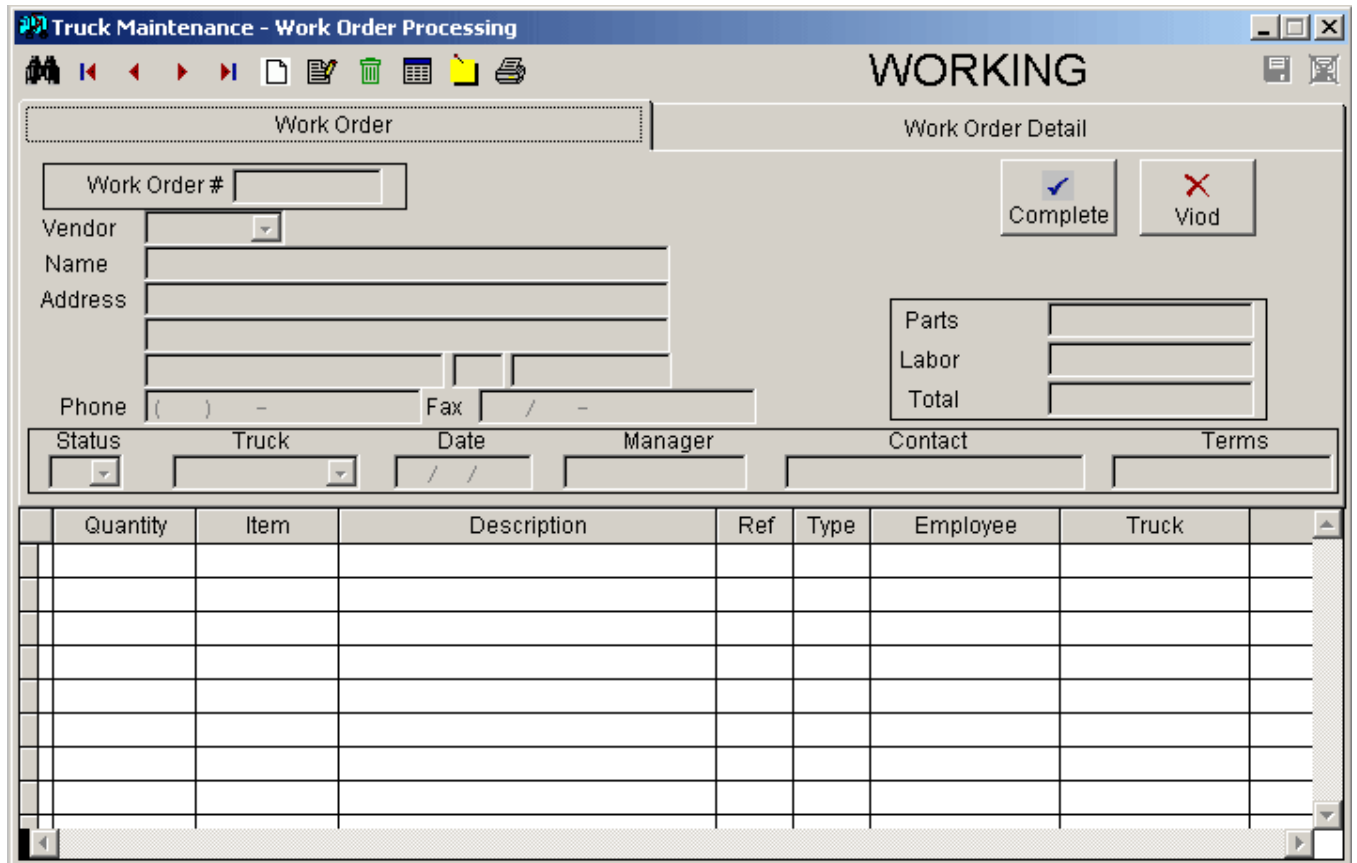
This is a brief explanation of the fields in the **Work Order** window



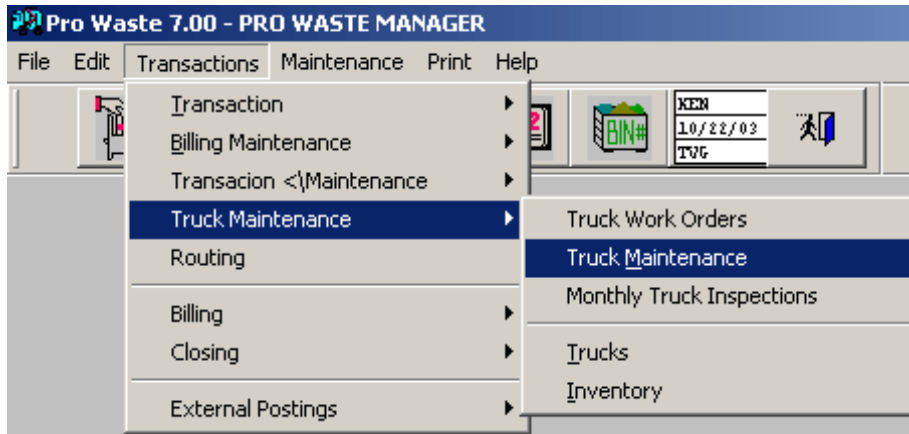
Transaction → Truck Maintenance → Truck Work Orders



This is a brief explanation of the fields in the **Truck Word Order** window.

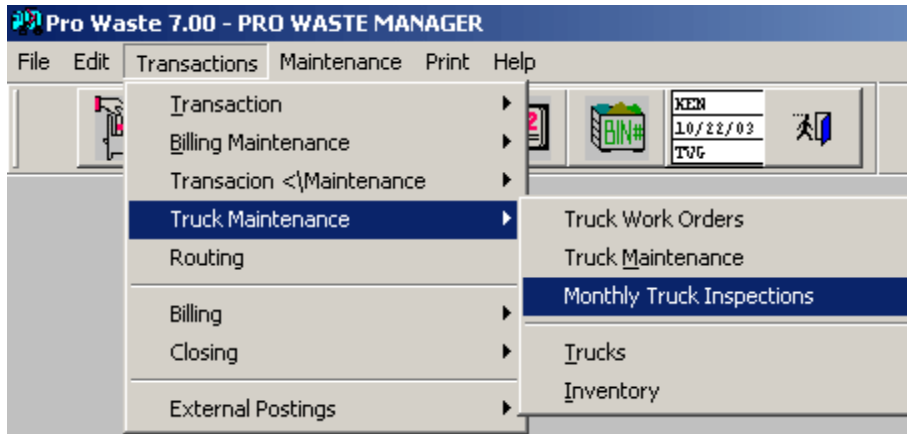


Transaction → Truck Maintenance → Maintenance

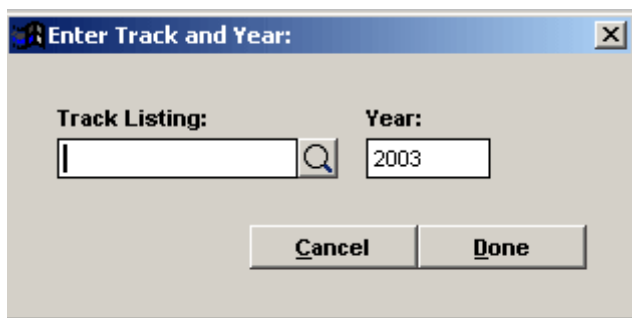


Please see page 88.

Transaction → Truck Maintenance → Monthly Truck Inspections



This is a brief explanation of the fields in the **Monthly Truck Inspections** window.



Track Listing:

Enter the truck type or click on  to select from the list

Year

Enter the year date for the maintenance.

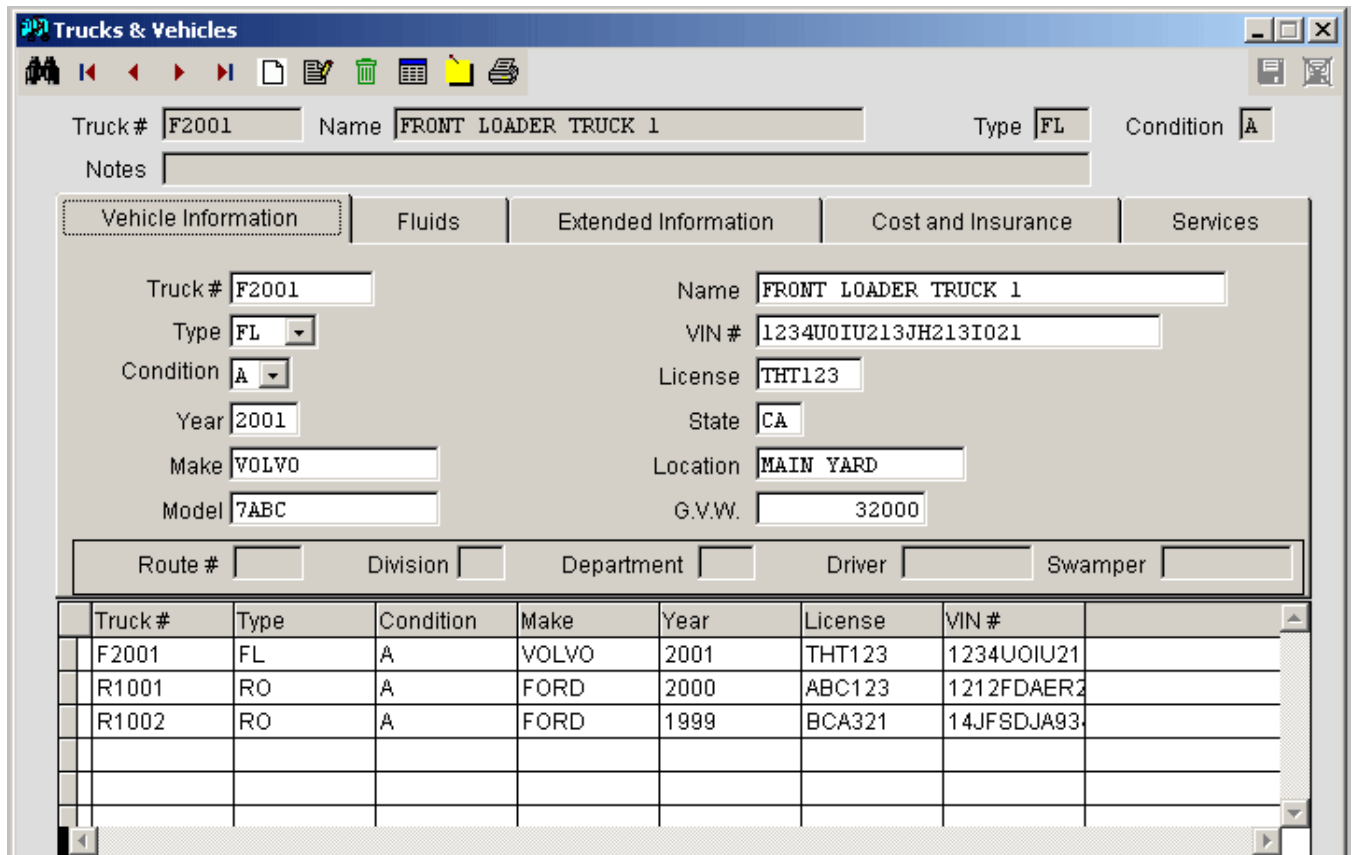
Done

Click to proceed.

Transaction → Truck Maintenance → Trucks



This is a brief explanation of the fields in the **Trucks and Vehicles** window.



Truck#

Truck number

Name

Long description of ht truck type

Type

Truck type code

Condition

Truck condition

Notes

Displays any notes attached.

Vehicles Information

The following is a brief explanation of the fields on the **Vehicles Information** tab.

The screenshot shows a software window titled "Trucks & Vehicles". At the top, there are navigation icons and a toolbar. Below that, the main form displays details for a specific truck:

- Truck #: F2001
- Name: FRONT LOADER TRUCK 1
- Type: FL
- Condition: A
- Notes: (empty text box)

Below these fields are five tabs: "Vehicle Information" (selected), "Fluids", "Extended Information", "Cost and Insurance", and "Services". The "Vehicle Information" tab contains the following fields:

- Truck #: F2001
- Name: FRONT LOADER TRUCK 1
- Type: FL
- VIN #: 1234U0IU213JH213I021
- Condition: A
- License: THT123
- Year: 2001
- State: CA
- Make: VOLVO
- Location: MAIN YARD
- Model: 7ABC
- G.V.W.: 32000

At the bottom of the form, there are fields for "Route #", "Division", "Department", "Driver", and "Swamper". Below these is a table listing all vehicles in the system:

Truck #	Type	Condition	Make	Year	License	VIN #
F2001	FL	A	VOLVO	2001	THT123	1234U0IU21
R1001	RO	A	FORD	2000	ABC123	1212FDAER2
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93

Truck #

Displays the truck number

Name

Displays the truck name and description

Type

Displays the truck type, front loader, roll off

VIN#

Vehicle registration Number of the truck

Condition

Displays the truck condition.

License

Displays the license plates number

Year

Displays the year the plates expire

State

Displays the state shown on the plates

Make

Displays the make of the vehicle

Location

Displays the location

Model

Displays the model

GVW

Displays the Gross Vehicle Weight

Fluids

The following is a brief explanation of the fields on the **Fluids** tab.

The screenshot shows a software window titled "Trucks & Vehicles". At the top, there are fields for "Truck #", "Name", "Type", and "Condition". Below these are "Notes" and a set of tabs: "Vehicle Information", "Fluids", "Extended Information", "Cost and Insurance", and "Services". The "Fluids" tab is active and contains a "Mileage" field and three rows of fluid information, each with a dropdown menu for the type and a text box for the capacity.

Truck #	Type	Condition	Make	Year	License	VIN #	
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21	
R1001	RO	A	FORD	2000	ABC123	1212FDAER2	
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93	

Mileage

Displays the current mileage

Fuel Type

Displays the fuel type used

Capacity/Gallons

Displays the capacity per gallon

Oil Type

Displays the oil type

Capacity/Quarts

Displays the capacity per quart

Transmission FL/Type

Displays the transmission type

Capacity/Quarts

Displays the capacity per quart

Extended Information

This is a brief explanation of the fields in the **Extended Information** tab.

The screenshot shows the 'Trucks & Vehicles' application window. At the top, there are fields for 'Truck #' (F2001), 'Name' (FRONT LOADER TRUCK 1), 'Type' (FL), and 'Condition' (A). Below these is a 'Notes' field. The main area is divided into five tabs: 'Vehicle Information', 'Fluids', 'Extended Information' (which is selected), 'Cost and Insurance', and 'Services'. The 'Extended Information' tab contains several input fields: 'Axel-Dist.' (0.00), 'Axels' (0), 'Tare' (0), 'Max.' (0), 'Breaks', 'Front Axle', 'Rear Make', 'Rear Capacity' (0.00), 'Tire Count', 'Maximum', 'Tire Size', 'Tire Ply', 'Tire PSI' (0.00), 'Wheel Base', 'Wheel Size', and 'Lugs'. To the right of these fields are sections for 'Engine Make', 'Engine Model', 'Trans. Make', 'Trans. Model', 'Alternator', 'Amps', and 'Steering'. At the bottom of the window is a table listing vehicles.

Truck #	Type	Condition	Make	Year	License	VIN #	
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21	
R1001	RO	A	FORD	2000	ABC123	1212FDAER2	
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93	

Axel-Dist

Displays the axle distribution

Axel

Displays the axles

Tare

Displays the tare

Max

Displays the max

Breaks

Displays the breaks brand

Front Axle

Displays if front axle or not

Rear Make

Displays if rear make

Rear Capacity

Displays the rear capacity

Tire Count

Number of tires

Maximum

Displays the max of tires

Tire Size

Displays the tire size

Tire PSI

Displays the tire PSI

Wheel Base

Displays the wheel base

Wheel Size

Displays the size of the wheel

Lugs

Displays lugs

Engine Make

Displays the engine make

Engine Model

Displays the engine model

Trans Make

Displays the transmission make

Trans Model

Displays the transmission model

Alternator

Displays the alternator info

Amps

Displays the amps info

Steering

Displays the steering info

Cost and Insurance

The following is a brief explanation of the fields on the **Cost and Insurance** tab.

The screenshot shows the 'Trucks & Vehicles' application window. The 'Cost and Insurance' tab is active. The truck details are as follows:

- Truck #: F2001
- Name: FRONT LOADER TRUCK 1
- Type: FL
- Condition: A

The 'Cost and Insurance' section contains the following fields:

- Comment: [Empty text box]
- Date IN: [/ /]
- Reference IN: [Empty text box]
- Date OUT: [/ /]
- Reference OUT: [Empty text box]
- Legal Owner: [Empty text box]
- Cost: 0.00
- Market Value: 0.00
- Insurance: [Empty text box]
- Group: [Empty text box]
- Deductible: 0.00
- Insurance Date: [/ /]
- Every ? Months: 0
- Insurance Fee: [/ /] 0
- License Date: [/ /]
- Every ? months: 0
- License Fee: [Empty text box] 0.00

At the bottom, there is a table listing vehicles:

Truck #	Type	Condition	Make	Year	License	VIN #	
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21	
R1001	RO	A	FORD	2000	ABC123	1212FDAER2	
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93	

Comment

Pertinent comments to the insurance

Date IN

Start of Insurance

Date OUT

Date of canceled insurance

Legal Owner

Vehicle owner name

Insurance

Name of insurance

Reference IN

Reference on date vehicle was in

Reference OUT

Reference on date vehicle was out

Cost

Insurance cost

Group

Group, if available

Market Value

Value of vehicle

Deductible

Insurance deductible

Insurance Date

Date insurance started

Every ? Months

Renewal period

Insurance Fee

Amount to be paid for renewal

License Date

Date license expires

Every ? Months

Renewal period

License Fee

Amount to be paid for renewal

Services

The following is a brief explanation of the fields on the **Services** tab.

The screenshot shows a software window titled "Trucks & Vehicles". At the top, there are fields for "Truck #", "Name", "Type", and "Condition". Below these is a "Notes" field. A tabbed interface is visible with tabs for "Vehicle Information", "Fluids", "Extended Information", "Cost and Insurance", and "Services". The "Services" tab is active and contains three input fields: "Last painted" (with a date format / /), "Paint Freq." (with a numeric value 0), and "Last Oil Change" (with a date format / /). At the bottom of the window is a table listing vehicle records.

Truck #	Type	Condition	Make	Year	License	VIN #	
F2001	FL	A	VOLVO	2001	THT123	1234UOIU21	
R1001	RO	A	FORD	2000	ABC123	1212FDAER2	
R1002	RO	A	FORD	1999	BCA321	14JFSDJA93	

Last painted

Displays the date of last paint job

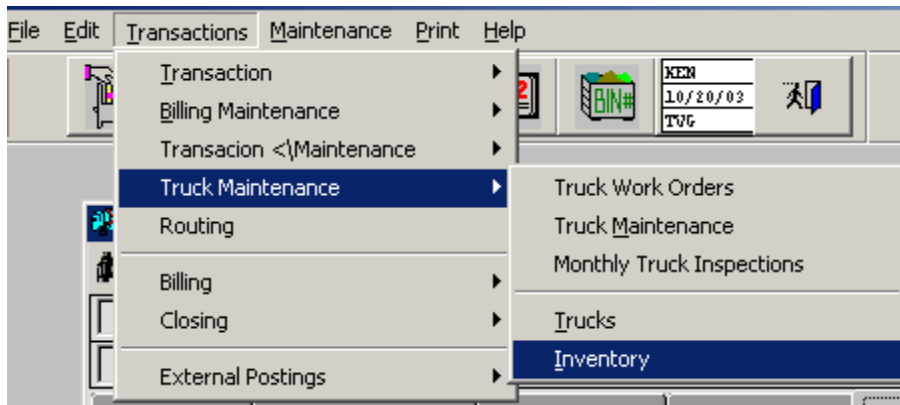
Last Oil Change

Displays the date of the last oil job

Paint Freq.

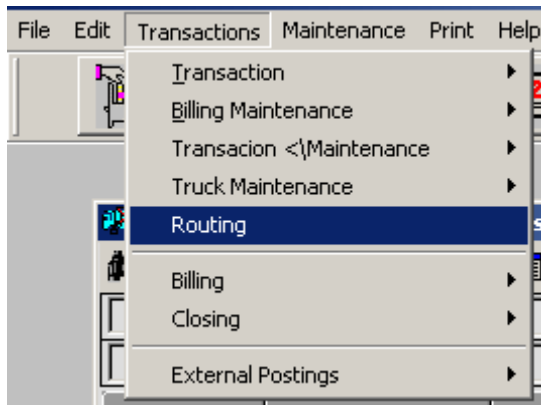
Displays how frequent in need of paint job

Transaction → Truck Maintenance → Inventory



Please go to page 66.

Transaction → Routing



This is a brief explanation of the fields in the **Routing** window