



This manual has been produced strictly as a reference guide for the OEC Logging System. Since there can be many variations to this program, your system may not operate exactly the same way this manual describes. This manual can in no way cover all the different facets of Log Accounting. Please contact your OEC representative if you have any questions or concerns.

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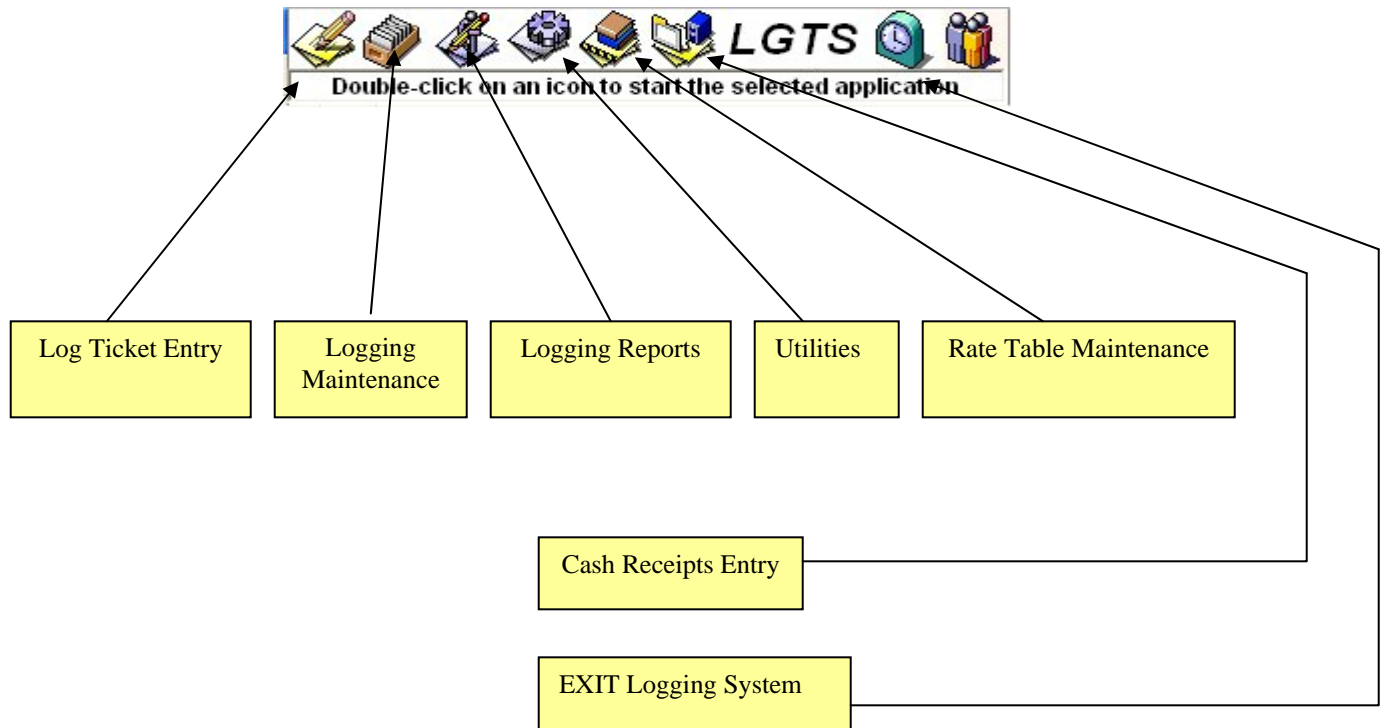
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LGTS 5.0 Tier Launcher

Simply Double Click on any ICON to select application



JOB MAINTENANCE

To begin using the Logging System, select the Maintenance button.

The screenshot shows a software window titled "Maintenance" with several tabs: "Charge Code", "Job", "Destination", "Species", and "Grade". The "Job" tab is currently selected. Below the tabs are input fields for "Code" and "Name". To the right, there is a "Search" window with a search bar and a list of jobs. The list has two columns: "Code" and "Name". The jobs listed are: BC (Brush Creek), JOB1 (Job One), JOB2 (Job Two), JOB3 (Job Three), JOB4 (Job Four), JOB5 (Job Five), and sale1 (Lightning Creek). At the bottom of the window are buttons for "Add/Update", "Print...", and "Exit".

Callout boxes provide the following instructions:

- "Click on Maintenance tab" (points to the Maintenance window title bar)
- "Click on Job tab" (points to the Job tab)
- "Search Lookup: Type in the First character or Alpha-numerical number or full Job Code then click on binoculars to lookup" (points to the search bar and binoculars icon)
- "Click on ADD/UPDATE" (points to the Add/Update button)

1. Click on Job tab

Click on the Job tab to create your Job.

2. Enter **Code** ID is the identifying code that will be entered into each Load Ticket. It can be a contract #, brand, or an abbreviation of the job. Keep it as simple and as easy to enter as possible.

3. Enter the **Name** of the Job/Sale – normally the full description

4. Once you have completed typing in the Code ID and Job Description then Click on ADD/UPDATE to complete the Process

Click on
ADD/UPDATE

NOTE: The Code ID must not be changed after you have entered tickets using that Code/Job ID.

After you have created the job, the next step is to create the destinations.

DESTINATION MAINTENANCE

The screenshot shows a software window titled "Maintenance" with several tabs: "Charge Code", "Job", "Destination", "Species", and "Grade". The "Destination" tab is active. On the left, there are input fields for "Code" and "Name". On the right, there is a "Search" field above a list of destinations. The list has two columns: "Code" and "Name". The entries are: DEST1 (Destination One), DEST2 (Destination Two), DEST3 (Destination Three), DEST4 (Destination Four), DEST5 (Destination Five), mm (Mapleton Mills), and MO (Mohawk Mills). At the bottom of the window, there are buttons for "Add/Update", "Print...", and "Exit".

Search Lookup:
Type in the First character or Alpha-numerical number or full Destination Code then click on **binoculars** to lookup

Click on
Destination
Tab

1. Click on **DESTINATION** tab
2. **Dest ID:** - This is the identifier that will be entered into each ticket for the destination. It is an alpha/numeric field.

DESCRIPTION – is the complete description for the mill.

4. Once you have completed typing in the Job ID and Job Name then Click on **ADD/UPDATE** to complete the Process

Click on
ADD/UPDATE

Destinations are universal. You do not need to enter the destinations more than once. They will work for any Job in the system.

SPECIES MAINTENANCE

Maintenance

Charge Code | Job | Destination | **Species** | Grade

Code:

Name:

Search:

Code	Name
01	SPECEIS ONE
02	TWO
ALL	All Species
df	Doug Fir
PP	Ponderosa Pir
SP1	SPECIEIS ONE
SP2	SPECIEIS TWK

Add/Update About... Print... Exit

Search Lookup:
Type in the First character or Alpha-numerical number or full **Species** Code then click on **binoculars** to lookup

Click on
Species
Tab

1. Click on **Species** Tab

2. **Species ID:** - This is the identifier that will be entered into each ticket for the destination. It is an alpha/numeric field.

3. **DESCRIPTION** – is the complete description for the Specie of a log.

Species are universal. You do not need to enter the Specie of a log more than once. They will work for any Job in the system.

4. Once you have completed typing in the Species ID and Description then Click on **ADD/UPDATE** to complete the Process

Click on
ADD/UPDATE

Note a standard Grade Maintenance setup code required for this system is

Species ID: 01

Species Name: All Species

This tells the system that you are not sorting by each species and will be using the 01 Species ID as the standard setting. Normally this is the default setting that will be used.

GRADE MAINTENANCE

Code	Name
#1	#1 Peeler
#2	#2 Peeler
01	Pulp
ALL	All Grades
G2	GRADE 2
G5	Grade 5
Pulp	Pulp

Search Lookup:
Type in the First character or Alpha-numerical number or full **Grade** Code then click on **binoculars** to lookup

Click on
Grade Tab

1. Click on **GRADE** tab
2. **Grade ID:** - This is the identifier that will be entered into each ticket for the destination. It is an alpha/numeric field.
3. **DESCRIPTION** – is the complete description for the Grade of a log.

Grades are universal. You do not need to enter the Grade of a log more than once. They will work for any Job in the system.

4. Once you have completed typing in the Job ID and Job Name then Click on **ADD/UPDATE** to complete the Process

Click on
ADD/UPDATE

Note a standard Grade Maintenance setup code required for this system is

Grade ID: 01

Grade Name: All Grades

This tells the system that you are not sorting by each grade and will be using the 01 grade id as the standard.

INCOME MAINTENANCE

The screenshot shows the 'Maintenance' software window with the 'Income' tab selected. The window contains several input fields: 'Code', 'AR Code', 'Name', and 'Address'. Below these fields are buttons for 'Income', 'Trucker', 'Cutter', 'Stumpage', and 'Logger'. At the bottom left is an 'Add/Update' button, and at the bottom right is an 'Exit' button. A search lookup table is open on the right side of the window, displaying a list of codes and types. A yellow callout box points to the search input field and the binoculars icon, providing instructions on how to use the search function.

Code	Type
Holt	Stumpage
STUMP1	Stumpage
STUMP2	Stumpage
STUMP3	Stumpage
STUMP4	Stumpage
STUMP5	Stumpage
CUT1	Cutter

Search Lookup:
Type in the First character or Alpha-numerical number or full **Income** Code then click on **binoculars** to lookup

1. **INCOME ID:** This is the code that will be entered to retrieve this Income. It can be alpha/numeric. Since you will need to enter this code when entering tickets, keep it as simple as possible.

2. **INCOME NAME:** Enter the full name of your company.

3. **ADDRESS: (Optional)** Enter the address.

4. Click on **Income** tab

5. Click on **ADD/UPDATE**

Then **CLICK** on **Income tab** to post the Income file and then click on **ADD/UPDATE** to complete the operation.

TRUCKERS MAINTENANCE

Code	Type
Holt	Stumpage
STUMP1	Stumpage
STUMP2	Stumpage
STUMP3	Stumpage
STUMP4	Stumpage
STUMP5	Stumpage
CUT1	Cutter

Search Lookup:
Type in the First character or Alpha-numerical number or full **Trucker Code** then click on **binoculars** to lookup

1. **TRUCKER ID:** This is the code that will be entered to retrieve this trucker. It can be alpha/numeric. Since you will need to enter this code when entering tickets, keep it as simple as possible.
2. **TRUCKERS NAME:** Enter the full name of this trucker.
3. **IDENTIFICATION: (Optional)** This is either the trucker's Social Security number, or their federal ID number.
4. **ADDRESS: (Optional)** Enter the address as you wish it to appear on Truckers Statements.
5. **MINIMUM WEIGHT – (Optional)** If a trucker gets paid on weight and a load or loads do not meet a certain contract weight, a minimum weight can be entered here which will be used to calculate what that trucker will be paid on.
6. **PERCENTAGE - (Optional)** If you plan on paying the trucker a percentage of the haul, enter the percentage you plan on paying i.e. 33% = 33.

7. Click on **Trucker** tab

8. Click on **ADD/UPDATE**

Then **CLICK** on **Trucker tab** to post the trucker file and then click on **ADD/UPDATE** to complete the operation.

CUTTERS MAINTENANCE

The screenshot shows the 'Maintenance' software window with the 'Cutter' tab selected. The window contains several input fields: 'Code', 'AR Code', 'Name', and 'Address'. Below these are buttons for 'Income', 'Trucker', 'Cutter', 'Stumpage', and 'Logger'. At the bottom are 'Add/Update', 'About...', 'Print...', and 'Exit' buttons. A search lookup list is open on the right, showing a table with 'Code' and 'Type' columns. The list includes entries like 'Holt Stumpage', 'STUMP1 Stumpage', 'STUMP2 Stumpage', 'STUMP3 Stumpage', 'STUMP4 Stumpage', 'STUMP5 Stumpage', and 'CUT1 Cutter'. A yellow callout box points to the search input field and the binoculars icon, explaining the search lookup process.

Code	Type
Holt	Stumpage
STUMP1	Stumpage
STUMP2	Stumpage
STUMP3	Stumpage
STUMP4	Stumpage
STUMP5	Stumpage
CUT1	Cutter

Search Lookup:
Type in the First character or Alpha-numerical number or full **Cutter** Code then click on **binoculars** to lookup

1. **CUTTER ID:** This is the code that will be entered to retrieve this Cutter. It can be alpha/numeric. Since you will need to enter this code when entering tickets, keep it as simple as possible.

2. **CUTTER NAME:** Enter the full name of this Cutter/Faller.

3. **ADDRESS: (Optional)** Enter the address as you wish it to appear on Cutter/Faller Statements.

4. Click on **Cutter** tab

5. Click on **ADD/UPDATE**

Then **CLICK** on **Cutter tab** to post the Cutter file and then click on **ADD/UPDATE** to complete the operation.

STUMPAGE MAINTENANCE

The screenshot shows a software window titled "Maintenance" with a blue title bar. It features several tabs: "Charge Code", "Job", "Destination", "Species", and "Grade". The "Stumpage" tab is selected. Below the tabs are input fields for "Code", "AR Code", "Name", and "Address". A row of buttons includes "Income", "Trucker", "Cutter", "Stumpage", and "Logger". At the bottom, there are buttons for "Add/Update", "Print...", and "Exit". On the right side, there is a search area with a text box and a binoculars icon, and a list box with two columns: "Code" and "Type". The list contains entries: "Holt" (Stumpage), "STUMP1" (Stumpage), "STUMP2" (Stumpage), "STUMP3" (Stumpage), "STUMP4" (Stumpage), "STUMP5" (Stumpage), and "CUT1" (Cutter). A yellow callout box points to the search area with the text: "Search Lookup: Type in the First character or Alpha-numerical number or full Stumpage Code then click on binoculars to lookup".

Search Lookup:
Type in the First character or Alpha-numerical number or full **Stumpage** Code then click on **binoculars** to lookup

1. **STUMPAGE ID:** This is the code that will be entered to retrieve this Stumpage. It can be alpha/numeric. Since you will need to enter this code when entering tickets, keep it as simple as possible.
2. **STUMPAGE NAME:** Enter the full name of this Stumpage/Timberholder.
3. **ADDRESS: (Optional)** Enter the address as you wish it to appear on Stumpage Statements.

4. Click on **Stumpage** tab

5. Click on **ADD/UPDATE**

Then **CLICK** on **Stumpage** tab to post the Stumpage file and then click on **ADD/UPDATE** to complete the operation.

LOGGER MAINTENANCE

Maintenance

Charge Code | Job | Destination | Species | Grade | Search

Code | AR Code

Name

Address

Income | Trucker | Cutter | Stumpage | **Logger**

Add/Update | X | About...

Print... | Exit

Code	Type
Holt	Stumpage
STUMP1	Stumpage
STUMP2	Stumpage
STUMP3	Stumpage
STUMP4	Stumpage
STUMP5	Stumpage
CUT1	Cutter

Search Lookup:
Type in the First character or Alpha-numerical number or full **Logger** Code then click on **binoculars** to lookup

4. Click on **Logger** tab

5. Click on **ADD/UPDATE**

1. **Logger ID:** This is the code that will be entered to retrieve this Logger. It can be alpha/numeric. Since you will need to enter this code when entering tickets, keep it as simple as possible.

2. **Logger NAME:** Enter the full name of this Logger.

3. **ADDRESS:** Enter the address as you wish it to appear on Stumpage Statements.

4. Click on **Logger** tab

5. Click on **ADD/UPDATE**

Then **CLICK** on **Logger tab** to post the Logger file and then click on **ADD/UPDATE** to complete the operation.

RATE MAINTENANCE

After the Job/Destinations/Species/Grade/Truckers/Cutters/Stumpage/Loggers have been created, the final step is to set up the rates.

Double Click on Job or Destination for a lookup search of the Jobs or Destination

Job	JOB1	Job One
Destination	DEST1	Destination One
Species	ALL	All Species
Grade	ALL	All Grades

Edit Rate

Paid To: [dropdown] 0.00 [dropdown]

[icon] [X] Update

Type	#	Rate	Basis
Income	1	\$450.00	Flat Rate
Stumpage	1	\$90.00	Logs
Cutter	1	\$110.00	Cunits
Logger	1	\$60.00	Cunits
Trucker	1	\$60.00	Adjusted Gross

Print... Copy >> Search... About... Exit

The Rate File is the most important file in the Maintenance Menu. It uses **JOB ID, DESTINATION ID, SPECIES ID, GRADE ID**, under the Maintenance options. Keeping this in mind you must have those options set up before you continue on with this procedure.

This file allows you to set up all the contract rates associated with each Job based on either volumes or flat rate. The following describes in detail each category.

OWNER – This represents the **Income Dollars**. You might be a logger but your dollars/rate still go into the “OWNER” category.

RATE MAINTENANCE (CONT.)

TRUCKER – This is the haul rate for all contractors or employees.

CUTTER - This is a sub-contract rate for the sub-contract cutter. It is not for cutter's that you have on your payroll.

LOGGERS - This is a sub-contract rate for the sub-contract logger or if you wanted to know what your logging rate would generate on each load you could put the rate in as well.

STUMPAGE - This is the Landowner/Timber Holder of the sale if you were doing a private timber sale and needed to track the value of each load ticket for them.

Each category has up to 3 contract rates per destination, so, if you are paid on both the Gross Scale and Adjusted Gross on the same load you have the ability to enter in and track both rates.

Basis of payment are as follows:

- Weight (tons, thousands, etc.)
- Gross Scale
- Net Scale
- Flat Rate
- Percentage of Owner Dollars
- Pay Load (Gross – Tare = Net)
- Mule Train
- Gross Cunits
- Net Cunits
- Adjusted
- Logs

There are 3 different rates that you can use on each contract rate. An example of this would be: You have a contract with Smith Hill to haul logs from the 44M (Job) to Mary's River yard (Destination). You have agreed that every load will be both scaled and weighed. They will pay you \$45.00 on the net scale and they will pay you \$2.00 per ton on that same load. You in turn pay the cutter \$9.00 net scale and pay the trucker \$55.00 per load flat rate basis.

The following page will show you how to set this up.

RATE MAINTENANCE (CONT.)

Rate Table Maintenance

Job: Job One

Destination: Destination One

Species: All Species

Grade: All Grades

Edit Rate

Paid To: 0.00

Type	#	Rate	Basis
Income	1	\$450.00	Fiat Rate
Stumpage	1	\$90.00	Logs
Cutter	1	\$110.00	Cunits
Logger	1	\$60.00	Cunits
Trucker	1	\$60.00	Adjusted Gross

Double Click on Job or Description for a lookup search of the Jobs or Destination

Selection of rates are performed on this line

Enter up to 3 rates per Owner/Trucker/Cutter Set up one Rate at a time

Base each rate on :
 Weight, Gross Scale, Net Scale, Flat Rate, Percentage, Payload, Mule Train, Gross Cunits, Net Cunits, Adjusted, or Logs

RATE MAINTENANCE (CONT.)

Contract Rates can be copied from one particular Job-Destination-Specie-Grade code to another Job Code.

Job: JOB1 | Job One

Destination: DEST1 | Destination One

Species: ALL | All Species

Grade: ALL | All Grades

Edit Rate

Paid To: [] | 0.00 | []

[] [X] Update

Type	#	Rate	Basis
Income	1	\$450.00	Flat Rate
Stumpage	1	\$90.00	Logs
Cutter	1	\$110.00	Cunits
Logger	1	\$60.00	Cunits
Trucker	1	\$60.00	Adjusted Gross

Print... Copy << Search... About... Exit

Job: []

Destination: []

Species: []

Grade: []

Copy

Copy Feature Allows you to Copy rates from one Job to another Job

TICKET ENTRY

The “Log Ticket Entry” program is the hub to the “OEC Logging System”. Information regarding all Load Tickets is either entered or edited through this program. The operator also has the ability to instantly retrieve any information regarding a specific ticket through this same procedure.

Click on Ticket tab

Start ticket entry by entering ticket number

Fill in Job, Destination, Trucker, Truck No, Gross Scale, Net Scale, Adjusted, Net Weight, etc.

Type	Paid To	#	Rate	Basis	Total	P
Income	-----	1	\$300.00	Logs	\$3,000.00	<input type="checkbox"/>
Stumpage	<NONE>	1	\$70.00	Flat Rate	\$70.00	<input type="checkbox"/>
Cutter	<NONE>	1	\$50.00	Net Scale	\$200.00	<input type="checkbox"/>
Logger	<NONE>	1	\$60.00	Net Weight	\$780.00	<input type="checkbox"/>
Trucker	TRUCKER3	1	\$50.00	Logs	\$500.00	<input type="checkbox"/>

TICKET # - The first entry field is the “Ticket #”. The ticket number is the number that will be used to recall this ticket. It can be the woods ticket number, loader ticket number, scaling bureau number, or any other corresponding number. The “Ticket #” field can have be Alpha/Numerical. The letters listed below that precede a ticket number have special meaning to the system.

- A** – Adjustment
- M** – mule train ticket
- S** – Sample Scale

Adjustment and **M**ule train tickets will not be counted as a load hauled for reporting purposes. Any other letters can be used without a problem.

TICKET ENTRY (CONT.)

OTHER # - The Other # is simply another field to enter another ticket associated with this ticket.

TRIP-DATE: - The Trip-Date field is the actual haul date of the load. As all dates, it is entered in a MMDDYY. Since the system is entirely date driven you must be careful to always enter in the correct date, paying close attention to not only the month and day, but also to the year.

POST-DATE: - The Post Date is the date the ticket was entered into the computer. A report can be printed by Post Date to allow you to view your tickets by entry date verifying that all tickets have been entered.

JOB #: - The Job # field is for the JOB ID that represents the Job that this ticket has been hauled from. The Job that you use **MUST** have been already set up under the “Job Maintenance” program. Double click on the word Job # for a lookup of Job ID, or hold the ALT key and type in a J.

DEST CODE: - This field requires the entry of a Destination ID that has been set up under the DESTINATION MAINTENANCE. Once the ID has been entered, the contract rates from the Owner Rates Maintenance are automatically brought in. You can view this by clicking on the RATE tab.

TRUCKER: - The Trucker field is for the trucker/driver that has hauled this load. You must enter in an existing “TRUCKER ID” set up under the Trucker Maintenance program. The complete trucker description appears once the Trucker ID has been entered. Double click on the word **Trucker** for a lookup of Truckers, or hold the ALT key and type in a **T**.

CUTTER:- The Cutter field is for the Cutting Co. that is being paid for this load of logs. You must enter in an existing “CUTTER ID” set up under the Cutter Maintenance program. The complete Cutter description appears once the Cutter ID has been entered. Double click on the word **Cutter** for a lookup of Cutter, or hold the ALT key and type in a **C**.

LOGGER:- The Logger field is for the Logging Co. that is being paid for this load of logs. You must enter in an existing “LOGGER ID” set up under the Logger Maintenance program. The complete Logger description appears once the Logger ID has been entered. Double click on the word **Logger** for a lookup of Loggers, or hold the ALT key and type in a **L**.

TICKET ENTRY (CONT.)

STUMPAGE:- The Stumpage field is for the Landowner/Timberowner that is being paid for this load of logs. You must enter in an existing "STUMPAGE ID" set up under the Stumpage Maintenance program. The complete Stumpage description appears once the Stumpage ID has been entered. Double click on the word ***Stumpage*** for a lookup of Landowners/Timberowners, or hold the ALT key and type in a S.

SPECIES:- The species code should be setup with a **01 – ALL Species** if you are using the program in a camp run situation. If not you still would use the 01 – ALL Species code and then click on the tab for **DETAIL [F3]** and put the information in by Specie/Grade of a log.

TRUCK:- Refers to the Truck Number of the Truck hauling the load.

GROSS SCALE:- Gross Scale of the entire load. If using the DETAIL [F3] screen this information would automatically be posted once you completed the Detail screen.

NET SCALE:- Net Scale of the entire load. If using the DETAIL [F3] screen this information would automatically be posted once you completed the Detail screen.

ADJUSTED:- Adjusted Gross Scale of the load

GROSS WEIGHT:- Enter the Gross weight of the Truck

TARE WEIGHT:- Enter the Weight of the Truck Empty

NET WEIGHT:- You do not have to enter the Gross/Tare for each load you can tab down to NET WEIGHT and enter the Weight/Volume of the load.

GROSS CUNITS:- Enter the Gross Cunits of the load.

NET CUNITS:- Enter the Net Cunits of the load

LOGS:- Enter the Number of Logs for the Load.

MAKE SURE YOU CLICK **ADD/UPDATE** BEFORE EXITING THIS SCREEN OR **YOUR INFORMATION WILL NOT BE SAVED**

NOTE: You can partially enter the information and then come back after the fact and finish entering the information at a later date. This is a common practice within the industry.

REC-DATE/RECEIPT #/REC. \$\$/CERT.: - This information is automatically entered in the ticket when Cash Receipts entry has been posted. From another screen called CASH RECEIPTS ENTRY>

Species/Grade Screen – **Detail (F3)**

Entry Screen

Ticket Detail

Seq	Species	Grade	G. Len	G. Diam	N. Len	N. Diam	G. Cunits	N. Cunits	G. Scale	N. Scale	A. Scale	Logs	Price	Ext
001	▼		0	0	0	0	0.00	0.00	0.00	0.00		0	\$0.00	\$0.00

Add [F1]
Rate Not Found
Cancel
Save [F2]

- Species** – Enter a Species Code from the Species Maintenance menu or Click on the Drop down menu for a list of options
- Grade** – Enter A Grade Code from the Grade Maintenance Menu or click on the drop down menu for a list for a list of options.
- G.Len** – Enter Gross Length of the Log (optional)
- G. Diam.** – Enter the Gross Diameter of the Log (optional)
- N. Len** – Enter the Net Length of the Log (optional)
- N Diam.** – Enter the Net diameter of the Log (optional)
- G. Cunits** – Enter the Gross Cunits of the Log or Logs (optional)
- N. Cunits** – Enter the Net Cunits of the Log or Logs (optional)
- G. Scale** – Enter the Gross Scale of the Log or Logs - **Mandatory**
- N. Scale** – Enter the Net Scale of the Log or Logs - **Mandatory**
- A. Scale** – Enter the Adjusted Gross Scale of the Log or Logs
- Logs** – Enter the Log Count for this line (could be multiple logs if combining footage).
- Price** – Should come in automatically if the pricing structure is setup
- EXT.** – Extension will extend the pricing out

Species/Grade Entry Screen

Ticket Detail

Seq	Species	Grade	G. Len	G. Diam	N. Len	N. Diam	G. Cunits	N. Cunits	G. Scale	N. Scale	A. Scale	Logs	Price	Ext
001	df	#1	0	0	0	0	0.00	0.00	0.00	1,000.00	0.00	1	\$350.00	\$350.00
002	df	#1	0	0	0	0	0.00	0.00	0.00	2,500.00	0.00	1	\$350.00	\$875.00
003	df	#2	0	0	0	0	0.00	0.00	0.00	1,212.00	0.00	1	\$300.00	\$363.60
004	df	Pulp	0	0	0	0	0.00	0.00	0.00	2,300.00	0.00	1	\$50.00	\$115.00
005			0	0	0	0	0.00	0.00	0.00	0.00		0	\$0.00	\$0.00

Specie: df
Douglas fir

Grade: #1
#1 Peeler

Enter the Gross & Net
Scale of a log or
several logs combined

Push Save when
Finished

Species: Species Not Found
Rate: **Rate Not Found**

Grade: Grade Not Found
Add [F1]
Delete [F4]
Recalc [F5]
Save [F2]
Cancel [F3]

An example of a Specie/Grade Entry:

SEQ: 001
Specie: df - Douglas Fir
Grade: #1 - #1 peeler
N. Scale – 1000 MBF

CASH RECEIPTS

Cash Receipts Entry allows the operator to Mark the Owner Loads paid Y. It also allows you to put in volumes for loads in which the ticket has already been entered, but the volumes were unknown. Remember, the ticket has to be entered through the Log Ticket Entry Program before you can find it through Cash Receipts Entry. Please see the following pages for instruction.

Click on Cash Receipts. Entry tab

Enter ticket # to be paid, or click on Select button to select range or specific tickets

Click on Print for hard copy printing

Click on Hold if want to hold cash receipts entry to be worked on later

Update button marks Owner Paid

View individual Cash Receipts Tickets by double Clicking on the Main Ticket Screen and the Ticket comes up on a separate screen.

RECEIPT #: - This field can be a check number or statement number. The number entered in this field will be automatically inserted into all load tickets about to be entered.

DATE: - Generally the date entered is that of the check or statement. This date will automatically be entered into the REC-DATE field of all tickets about to be entered.

AMOUNT OF CHECK: - This will be the actual check amount received.

HOLDBACK: - If there is holdback involved with this payment, enter the amount of the holdback.

CERTIFICATE: - This field can be the Bureau Certificate Number or any other number that represents the tickets about to be listed below. This number is also inserted into the tickets about to be listed.

You can either enter the ticket # to be marked paid in the edit ticket field, or click on the **SELECT** button. If you click on Select, a list of tickets will appear. You can select by range of tickets by holding down the shift key when clicking the top to bottom range of numbers, or if you hold your CNTL key down while clicking, you will get one ticket at a time. If the volume does not exist for the ticket, then the program will display that ticket in RED. You can then edit that ticket on the Cash Receipts screen and put the remaining volumes in.

As you are entering tickets the program tracks the total value the system has given the loads, plus the ticket count, and displays this amount in the lower left hand corner. You can monitor this and compare it with the amount of the check, plus holdback, to see how close you are to being finished, located on the lower right hand corner.

PRINT – By clicking PRINT, you will be able to get a hard copy of the information entered. You might want to print out a copy to keep with your receipt, or print out a report to find errors in entering.

HOLD – The hold option comes in handy if you need to stop in the middle of entering tickets to do something else or check on something. By clicking **HOLD**, the Cash Receipts will stay in limbo until you come back and enter the same Receipt #. The information will re-appear and you can continue working on the entry.

If you determine that 'YES' all the loads are in and that it is OK to accept the difference between the two figures simply click **UPDATE**. This tells the system that it is **OK** to mark the owner tickets paid even though there is a difference.

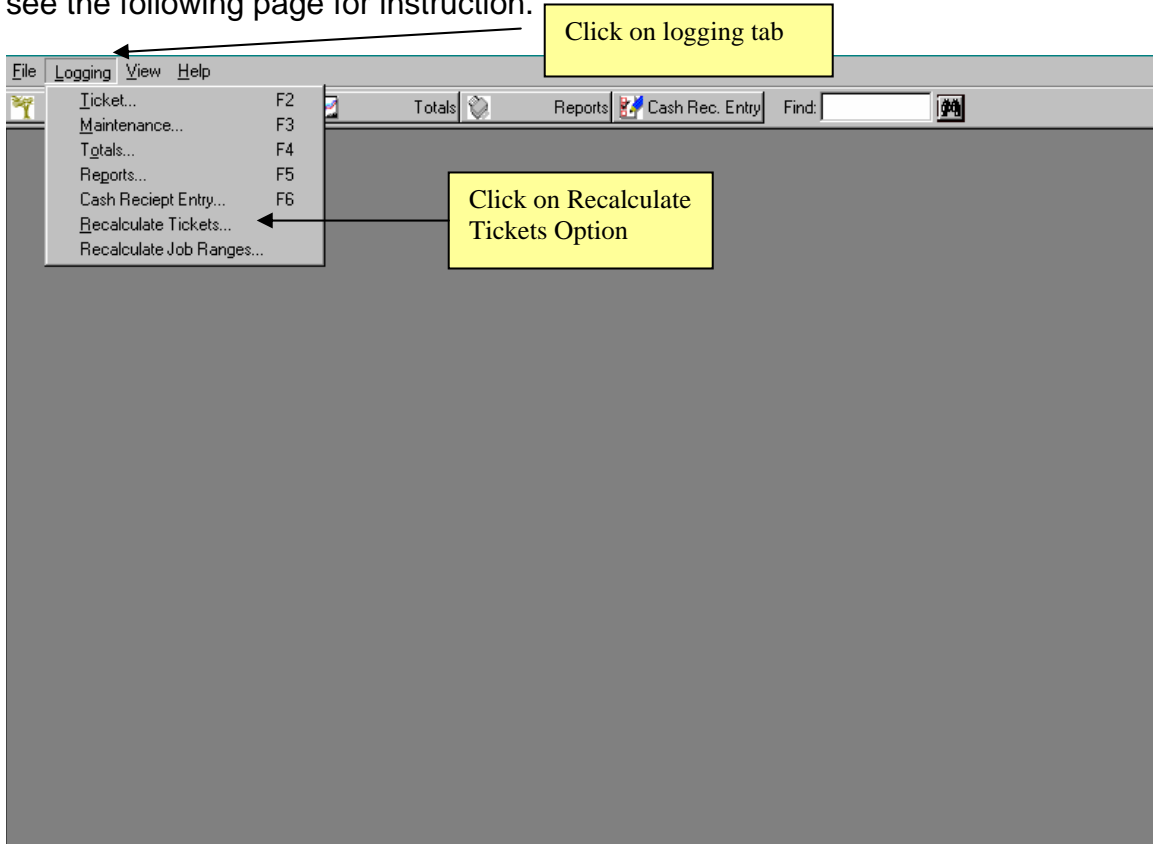
EXIT – If you click on the word EXIT, the Cash Receipts entry will be DELETED. Please make sure that this is what you want to do. **No loads are marked paid.**

Tips on Cash Receipts –

- ◆ Once you have answered Yes to mark the tickets as paid through the cash receipts, you can not retrieve this receipt through Cash Receipt entry again. You can use the Receipt # over again.
- ◆ If you mark tickets paid and find that you have forgotten a ticket or series of tickets, simply do the Cash Receipts program again, but, for only those tickets you have forgotten. Use the same Receipt #, Date, Cert #, but, put in the amount of the forgotten loads only as the check amount.
- ◆ Even though a Log Ticket has been marked paid, you can still edit any information on the ticket through the Ticket Screen.
- ◆ To **un-mark** a ticket, go to the Ticket screen, recall the ticket, go to the RATE tab, click on the owner line. Then click on the PAID button once. This will 'unmark' this ticket as showing the owner paid.
- ◆ Try using the Select by Range using the Shift key, and Select by Specific tickets using the Cntl key and mouse. Once you get used to them, they will save you time.

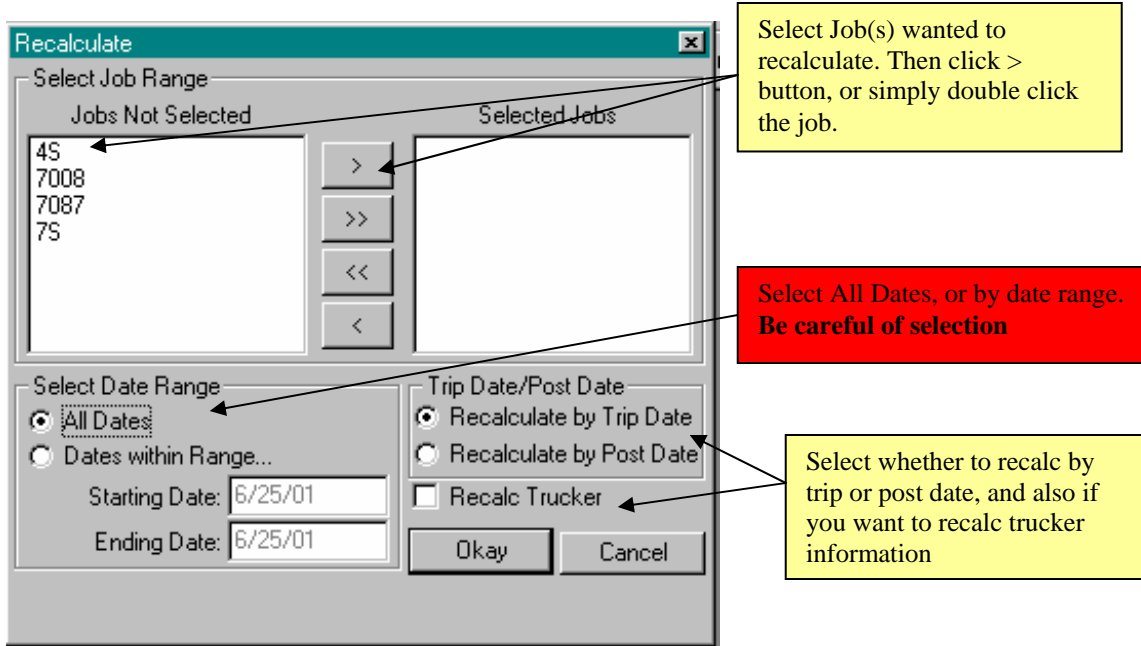
RECALCULATION OF TICKETS

This procedure allows you to go back and recalculate existing tickets with new or correct contract rates. If you have a group of tickets that have an incorrect contract rate, simply change the contract rate through RATE MAINTENANCE, then run this program for that Job, Destination for a specific date range. Please see the following page for instruction.



RECALCULATION OF TICKETS (CONT.)

Click on Logging, then click on the Recalculate Tickets – the following will appear



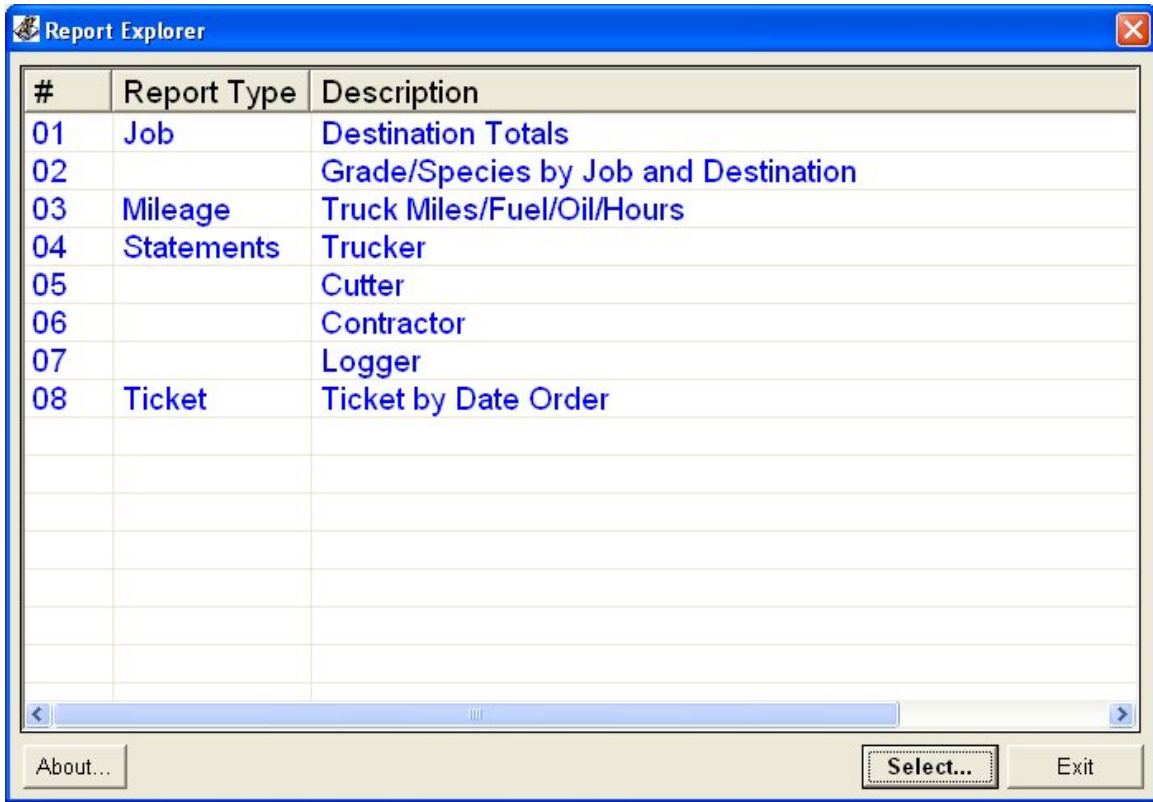
The screenshot shows a dialog box titled "Recalculate" with the following sections:

- Select Job Range:** Two list boxes, "Jobs Not Selected" and "Selected Jobs", with buttons ">", ">>", "<<", and "<" between them. A yellow callout box points to the ">" button and the "Jobs Not Selected" list, stating: "Select Job(s) wanted to recalculate. Then click > button, or simply double click the job."
- Select Date Range:** Radio buttons for "All Dates" (selected) and "Dates within Range...". Below are "Starting Date:" and "Ending Date:" fields, both containing "6/25/01". A red callout box points to the "All Dates" radio button, stating: "Select All Dates, or by date range. **Be careful of selection**".
- Trip Date/Post Date:** Radio buttons for "Recalculate by Trip Date" (selected) and "Recalculate by Post Date". A checkbox for "Recalc Trucker" is also present. A yellow callout box points to these options, stating: "Select whether to recalc by trip or post date, and also if you want to recalc trucker information".
- Buttons for "Okay" and "Cancel" are at the bottom.

Select the Job that you want to recalculate the tickets – either double click that job, or click once and use the > button. Then select the date range. This can be very important. If a rate has been changed in a middle of a job, you would want to use the DATES WITHIN RANGE.... Enter the Starting Date and Ending Date. Then select the Recalculate by Trip Date or Post Date. Check the Recalc Trucker if their rates changed as well. Once you have filled in the information, click on OK button.

BE CAREFUL with the date range. If you are changing the rates in the middle of a job, make sure that you enter the correct date range pertinent to the change. You might not want to change all tickets for this job.

Reports Available:



The screenshot shows a window titled "Report Explorer" with a table of reports. The table has three columns: "#", "Report Type", and "Description". The reports listed are:

#	Report Type	Description
01	Job	Destination Totals
02		Grade/Species by Job and Destination
03	Mileage	Truck Miles/Fuel/Oil/Hours
04	Statements	Trucker
05		Cutter
06		Contractor
07		Logger
08	Ticket	Ticket by Date Order

At the bottom of the window, there are three buttons: "About...", "Select..", and "Exit".

LOGGING REPORTS

The Logging Reports are Reports and Statements from the system. The system is date driven and can store thousands of Log Tickets. This allows you many different reports based on many different date ranges.

As long as you have not deleted tickets from the system, you can pull reports based on those tickets for as long as they exist in the system.

Most of the reports give you a number of different options based on JOB, DATE, DESTINATION, etc. By answering these questions carefully you can extract very useful information. The following tells you how to answer some of the questions that will appear:

BEGINNING JOB ENDING JOB

Jobs are stored in the system alphabetically by JOB ID. If you want a report for only one Job, use the same JOB ID for both Beginning and Ending. If, however, you have 3 Jobs in the system which are:

Sale1
Sale2
Sale3

And you want a report for 'SALE1' and 'SALE3' you would have to run the report twice (once for each Job). If you specified 'SALE1' as the Beginning Job and 'SALE3' as the Ending Job, you would also get loads for 'SALE2' because it falls alphabetically between Job 'SALE1' and 'SALE3'. The default is all jobs.

BEGINNING DATE ENDING DATE

You can specify the date range that you want this report for. This date is referring to the trip dates entered on the tickets. If you want only tickets for one day, use the same date for both Beginning and Ending. If you want all dates you can use a 01/01/2001 (default) as the Beginning Date and enter at the Ending date (default is 'today's' date).

BEGINNING DESTINATION ENDING DESTINATION

Works exactly the same as Beginning and Ending Jobs.

OWNER PAID - Click Paid to show only Paid owner Tickets/Click Unpaid to see only Unpaid Owner Tickets, or click both to see paid and unpaid.

TRUCKER PAID - Click Paid to show only Paid Truck Tickets/Click Unpaid to see only Unpaid Truck Tickets, or click both to see paid and unpaid.

LOGGING REPORTS (CONT.)

SUMMARY – Click if you want to only see Summary by job/destination, do not click if you want to see each ticket.

The screenshot shows a software window titled "Job Report With Destination Totals". The window is divided into two main sections. The left section contains "Report Options" with various input fields and buttons. The right section is a large grey area where the report data would be displayed. Several yellow callout boxes with arrows point to specific elements in the interface:

- Print a range of truckers or print individual truckers by selecting same start to end**: Points to the "Trucker Start" and "Trucker End" fields.
- Selection of Printers if using a network**: Points to the "Print Setup..." button.
- After entering in selections, click Refresh to view report on the screen**: Points to the "Refresh" button.
- Printing a range of Jobs or print individual Jobs.**: Points to the "Beginning Job" and "Ending Job" fields.
- Printing a range of Destinations or Print individual Destinations by selecting same start to end**: Points to the "Dest. Start" and "Dest. End" fields.
- Print options to view only information if the Owner/Income and/or trucker have been paid.**: Points to the "Owner Paid?" and "Trucker Paid?" sections, each with "Paid" and "Unpaid" radio buttons.
- View Summary, make sure button is depressed. Detail if button is not.**: Points to the "Summary" button.
- Click on Print for a hard copy**: Points to the "Print All" button.

When all information is filled out the way you want, click the Update, and the report will be displayed on the right hand side of the screen. If this is not the correct options, fill out the options correctly and click Update again. When you are happy with way you want the report to print, then click Print, and you will get a hard copy of the Report.

This is the most popular of all the reports for showing productivity and profitability based on the various contractor dollars. It has the most information of any report for the 'Owner' to look at. It separates Loads by Job and Destination giving total volumes and load averages by each.

The Trucker Report by Date/Destination gives you specific information regarding a particular Trucker or Driver.

LOGGING REPORTS (CONT.)

The Trucker and Cutter Statement are reports you use to pay your sub contractors. After the statement prints, you have the option to mark the tickets paid. By clicking the 'Mark Tickets as Paid?' button, the system will put a Yes under the 'paid' column by the Trucker or Cutter on each individual Log Ticket.

The screenshot shows the 'Trucker Statement' window. On the left, there are three yellow callout boxes:

- Select Beginning and Ending Job:** Points to the 'Beginning Job: BC Brush Creek' and 'Ending Job: sale1 Lightning Creek' fields.
- Select your Date Ranges for payment:** Points to the 'Date: Start: 01/01/2004' and 'End: 03/23/2004' dropdown menus.
- Select Refresh to view on screen or PRINT ALL to view report in a printable format:** Points to the 'Refresh' and 'Print All' buttons.

In the center, a yellow callout box points to the 'Tickets Paid?' section, which includes 'Paid' and 'Unpaid' radio buttons, and a 'Pay if Owner not Paid' button. A red callout box below it says: 'Select Mark Tickets as Paid? Check your totals before selecting this option. (THIS IS THE FINAL OPTION)'. The 'Mark Tickets as Paid?' button is also visible.

On the right, a table displays ticket data. A yellow callout box points to the 'Unpaid' radio button with the text: 'Tickets Paid? Unpaid – Select Unpaid tickets when selecting this option.'

Ticket	Date	Job	Dest	Truck	Scale Gross	Scale Net
2600	03/19/04	sale1	WI-E		5	5
2601	03/19/04	sale1	WI-E		4	4
2602	03/19/04	sale1	WI-E		3	3
2603	03/19/04	sale1	WI-E		2	2
>>> DEST: WI-E - Willamette Industries -					14	14
>>> JOB : sale1 - Lightning Creek					14	14
2200	03/18/04	BC	BK		-	-
2203	03/18/04	BC	BK		-	-
>>> DEST: BK - Bald Knob Timber					-	-
>>> JOB : BC - Brush Creek					-	-
0000846	01/21/04	JOB1	DEST1	7216	3,020	2,660
0001036	01/29/04	JOB1	DEST1	8033	2,980	2,595
0001661	01/06/04	JOB1	DEST1	5786	4,890	3,910
0002682	01/17/04	JOB1	DEST1	7965	5,480	4,875
0004988	01/03/04	JOB1	DEST1	6588	5,230	4,395
0006327	01/26/04	JOB1	DEST1	7116	3,280	2,820
0006568	01/24/04	JOB1	DEST1	1572	4,890	4,205
0006710	01/08/04	JOB1	DEST1	1876	4,220	3,545
0007137	01/15/04	JOB1	DEST1	4515	4,870	4,235
0009324	01/08/04	JOB1	DEST1	6763	2,740	2,355
0010048	01/20/04	JOB1	DEST1	2754	5,140	4,780
0011768	01/14/04	JOB1	DEST1	2217	4,430	3,675
0012256	01/05/04	JOB1	DEST1	7674	2,510	2,135

You will still be able to run these statements even though those tickets have been marked paid, by selecting TICKETS as PAID or UNPAID.

The question **“PAY IF OWNER NOT PAID”** is a very important question. If you click on this button, then the program will search for only tickets for this Trucker that has a “Yes” under the paid column by the owner and nothing under the paid column by the trucker. This option allows you to only pay for loads you have been paid for. If you are planning on using this option, **PAY ONLY IF OWNER PAID**, make sure to do the Cash Receipts Entry first before you run the Statements.

LOGGING REPORTS (CONT.)

Again, after you run your statement, you need to determine if you wish to mark the tickets paid. If you click on this button, each ticket on the statement will then have a Yes placed next to the Trucker field showing that that ticket has been paid.

Other reports are the Ticket by Ticket/Date Order, and Truck Mileage/Fuel/Oil/Hours Report.

Select a date range you wish to view

Click on update to view information on screen

Click on print to receive hard copy

Ticket #	Date	Destination	Trucker	JOB	Net Scale	et Weight
25776	05/30/01	S HW	IE	45	3,800.00	26,000.00
64552	05/16/01	S HW	IE	45	4,600.00	29,444.00
64553	05/16/01	S HW	IE	45	4,200.00	26,500.00
64554	05/16/01	S HW	IE	45	4,600.00	25.00
64555	05/16/01	S HW	IE	45	4,600.00	20,000.00
64556	05/16/01	S HW	IE	45	4,200.00	30,000.00
64557	05/16/01	S HW	IE	45	4,700.00	30.00
64558	05/16/01	S HW	IE	45	4,600.00	20,000.00
64559	05/16/01	S HW	IE	45	4,800.00	50,000.00
64560	05/16/01	S HW	IE	45	4,600.00	25,000.00
64561	05/16/01	S HW	IE	45	4,600.00	25,000.00
64562	05/16/01	S HW	IE	45	4,600.00	26,000.00
64563	05/16/01	S HW	IE	45	4,200.00	21,000.00
64564	05/16/01	S HW	IE	45	4,600.00	28,500.00
64565	05/16/01	S HW	IE	45	4,625.00	25,000.00
64566	05/16/01	S HW	IE	45	4,600.00	29,000.00
64567	05/16/01	S HW	IE	45	4,314.00	25,600.00
64568	05/16/01	S HW	IE	45	4,625.00	25.00
64569	05/16/01	S HW	IE	45	3,500.00	10,800.00
64570	05/16/01	S HW	IE	45	4,200.00	26,550.00
64571	05/18/01	WILL S	IE	702?	4,255.00	25,420.00
64580	05/22/01	S HW	IE	45	4,875.00	28,500.00
655555	06/06/01	S HW	IE	45	4,620.00	25,600.00
743500	03/30/01	FG	WGT	702?	0.00	35.00
753551	04/11/01	FG	HOF LOG	7002	0.00	5,000.00
753552	04/11/01	FG	HOF LOG	7002	0.00	26,750.00
753553	04/11/01	FG	HOF LOG	7002	0.00	27.33
753554	04/25/01	QP P HIL	WGT	7002	3,670.00	0.00
753555	04/11/01	FG	HOF LOG	7002	0.00	30.10
753556	04/12/01	FG	HOF LOG	7002	0.00	5,000.00
754143	04/09/01	FG	WGT	702?	0.00	21,000.00
754144	05/15/01	WILL S	HOF LOG	702?	0.00	0.00
754173	04/10/01	WILL S	HOF LOG	702?	0.00	4,000.00
754201	04/02/01	FG	WGT	702?	0.00	27.73
754202	04/02/01	FG	HOF LOG	702?	0.00	10.56
754203	04/02/01	FG	HOF LOG	702?	0.00	30.36
754204	04/02/01	QP P HIL	HOF LOG	702?	3,800.00	0.00
754205	04/02/01	FG	WGT	702?	0.00	26.56
754206	04/02/01	FG	HOF LOG	702?	0.00	22.94
754207	04/02/01	FG	HOF LOG	702?	0.00	28.87
754208	04/02/01	FG	HOF LOG	702?	0.00	30.47
754209	04/02/01	FG	HOF LOG	702?	0.00	20.81
754210	04/02/01	HIL	HOF LOG	702?	0.00	30.00
754211	04/02/01	FG	WGT	702?	0.00	27.24
754212	04/02/01	FG	HOF LOG	702?	0.00	20.00
754213	04/02/01	FG	HOF LOG	702?	0.00	26.54
754214	04/02/01	FG	WGT	702?	0.00	26.84
754215	04/02/01	FG	HOF LOG	702?	0.00	30.16
754216	04/02/01	C.F	HOF LOG	702?	0.00	27.00

This report sorts all Tickets in a given date range by Ticket Number, allowing you to quickly check and see if any tickets are missing.

LOGGING REPORTS (CONT.)

The information is based on truck # entered, not Trucker

If you want to view only totals for a particular truck, click on summary. If you want to see all ticket information, make sure Summary button is not depressed.

Truck	Ticket	Date	Oregon	Ashing	Idaho	Off Road	Total	Fuel	MPG
14			150.0	800.0	384.0	0.0	1,334.0	100.0	13.3
4			1,000.0	1,000.0	100.0	100.0	2,200.0	230.0	9.6
Grand Total:			1,150.0	1,800.0	484.0	100.0	3,534.0	330.0	10.7

The Truck Mileage Report allows you to print information that has been entered from the Log Ticket Entry Mileage information. See section on Mileage Screen.

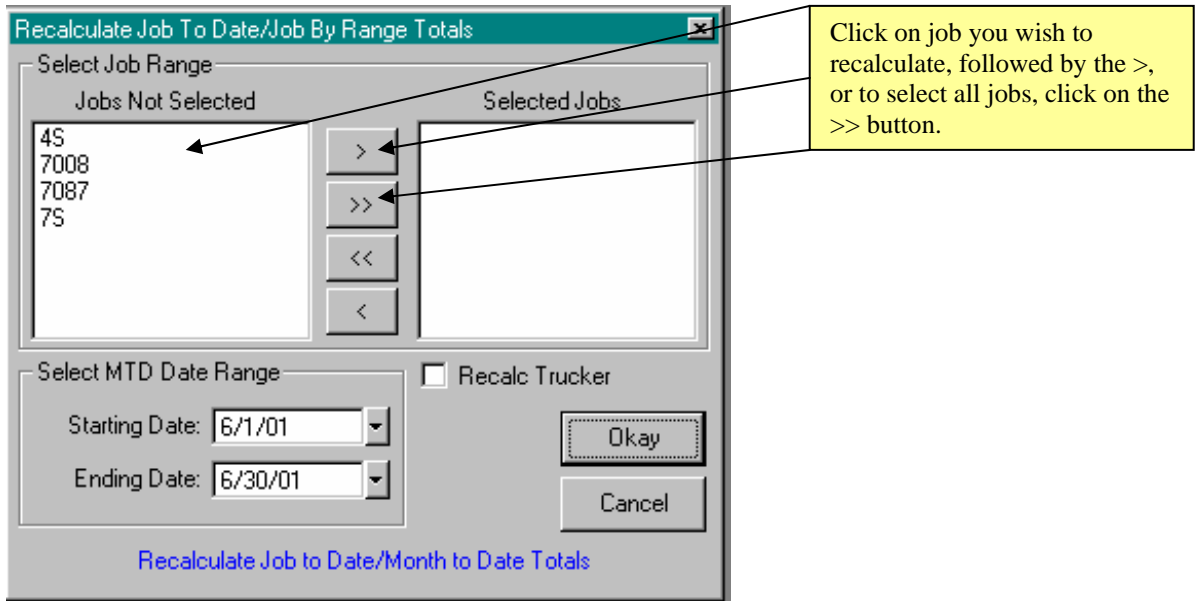
The information is printed by Truck # (1-99) field, not Trucker ID. Usually you would enter for BEG TRUCK and END TRUCK. If you wish to see a specific date range, enter the Beginning and Ending Date that you wish.

If you depress the Summary button, a total will be displayed by each Truck # for the date range requested. If you do not depress Summary button, the date the entry was created in Log Ticket Entry will be displayed.

Click on Logging Button

Click on Recalculate Job Ranges

RECALCULATION OF JOB TOTALS



Click each Job you wish to recalculate, followed by the > button. If you want to recalculate all Jobs, click on the >> button. If you wish to view a specific month range, enter the dates you wish to view. Then click Okay. After the recalc, go back to the Totals and view the information.