

## Setting up Scrap Dragon for the new Michigan scrap law – With ATM

As you know, Michigan has enacted a new law regulating the purchase of scrap metal that will take effect on July 1, 2014. You can view a copy of the final law here:

<http://www.legislature.mi.gov/documents/2013-2014/publicact/pdf/2014-PA-0099.pdf>

If you don't have an ATM, then please see our instructions for setting up Scrap Dragon for the New Michigan scrap law – NO ATM.

If you have an ATM, then you can make most payments immediately with the ATM, except for certain restricted items which will require a payment to be mailed to the customer, either by check or ATM voucher. The instructions vary depending on if you will be mailing checks only, ATM vouchers only or both.

### SOFTWARE REQUIREMENTS

You will need Scrap Dragon version 8.1 and above. The latest Scrap Dragon update can be downloaded from <http://www.scrap-dragon.com/download.htm>. You will need our JPEGger imaging module and EZCash.

### HARDWARE REQUIREMENTS

You will need the following hardware:

- Driver's License Scanner or Camera – we support the ScanShell 800 and the SnapShell
- Camera aimed at each scale
- Camera aimed at customer, usually at the pay window
- Optional - Fingerprint Reader – we support the Crossmatch and the Hamster Plus
- Optional - Electronic Signature Pad – we support the Topaz and the Wacom

Note that if you don't have a Fingerprint Reader you are required to get the thumbprint manually and if you don't have an Electronic Signature Pad you are required to get the customers signature on the ticket.

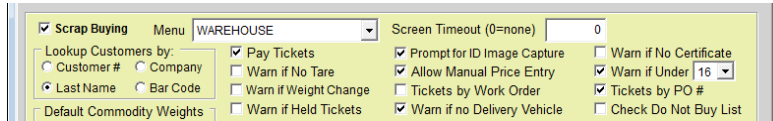
### PROGRAM OPTIONS

In Back Office; Maintenance; Setup; Program Options; General Tab check the boxes for **Use Commodity Payment Rules** and choose either **Split Payables** or **Combine Payables**. If you choose to **Split Payables**, a ticket with both restricted and unrestricted items will be separated into amounts that must be paid by mail and amounts that can be paid immediately. If you choose to **Combine Payables**, a ticket with both restricted and unrestricted items will be paid by mail in total. **You may want to wait until the last minute to choose to use Commodity Payment Rules.**

On the Payments Tab, uncheck **Cash**. If you don't have a checking account set up to print checks from Scrap Dragon, contact our help desk for assistance in setting this up. Be sure that EZCash is set up as a payment option.

### LOCAL COMPUTER OPTIONS

In Back Office; Maintenance; Setup; Local Computer Options; Modules Tab check the box to **Warn if Under 16**. Check the box to **Warn if no delivery vehicle**. If the station has a license scanner, also check the box **Prompt for ID image capture**.



On the Scale Printing and Cashier Printing tabs, set up the appropriate forms to print. Local Computer options must be configured for each work station.

On the imaging tab, set up the cameras, signature pad and fingerprint as required. You will have the option of using stored fingerprints or capturing them on each transaction.

### CUSTOMER FILE SETUP

In Customer Master File Maintenance on the Buy Tab make the following changes:

1. Exempt Customers – The new regulations do not apply to purchases from Industrial & Commercial accounts. For these customers, check the box **Exempt from Payment Limitations**.
2. Default Pay Method – Change the Default Pay Method for all customers to **CHECK** or **EZCASH** depending on their preferred method of payment. A new program available for the user menu will allow you to make this change globally rather than change each customer individually. **You may want to wait until the last minute to make this change.**
3. Account Type - Optionally, classify your customers as Industrial, Commercial and Retail
4. Pay Terms – Make sure that the customer has a valid terms code.

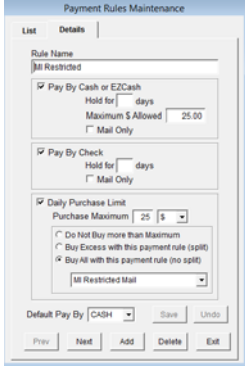
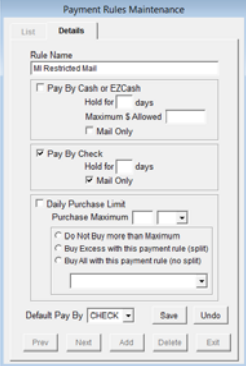
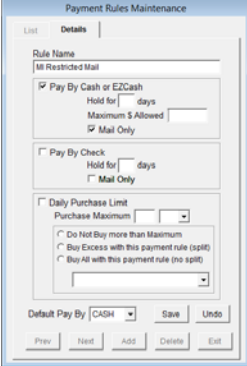
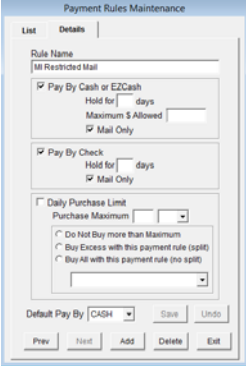
We recommend setting customer #9999999 to inactive. This will prevent the use of the Quick Ticket. Tickets created for the generic **A Valued Customer** will not utilize the payment rules.

When collecting the customer's vehicle license plate at the scale as required by the law, we recommend also entering the make, model, color, and body style of the vehicle. This will make it easier to identify and retrieve the delivery vehicle on subsequent visits.

### PAYMENT RULES

Make sure that Maintain Payment Rules is an option on your user menu. If not, it can be added in Back Office; Maintenance; Setup; Security (Users & Clearances). You will need to set up two payment rules for Michigan, **MI Restricted** and **MI Restricted Mail**. Set the 2 rules according to the table below.

Always set up the primary rule, then choose from ONE of the other 3 options depending on whether you will be mailing only checks, only vouchers or both.

Always required	Choose one		
<p>This is the primary rule that covers daily payments up to \$25 that can be paid immediately by either EZCash or Check, depending on the customers default pay method.</p>	<p>This is the 'By Mail' rule if you are mailing only checks.</p>	<p>This is the 'By Mail' rule if you are mailing only ATM vouchers.</p>	<p>This is the 'By Mail' rule if you are mailing both checks and ATM vouchers, depending on the customer's preference.</p>
			

**DISCLAIMER TEXT**

In order for the forms to print the correct information, you will need to set up disclaimer text. This text can print on the scale ticket, the cashier receipt and the signature pad. You will need 2 different disclaimer text message2. Message #1 is standard text that will appear on every ticket and must include the language required by law law that the seller:

1. Is the owner of the material or authorized to sell it.
2. Is at least 16 years old.
3. Has not been convicted of a crime involving the theft, the conversion, or the sale of scrap metal.

Message #2 will only appear when a restricted item is on the ticket.

Note that other conditional disclaimer messages, such as EPA certifications regarding hazardous materials can also be set up here and configured to print for specific commodities.

Program Options

General | Payments | General Ledger | Last Numbers | Disclaimer Text

ID	Description	Pad	Print
1	MI Standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	MI \$ by Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	MI ATM Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	MI Check by Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	MI Check or Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Delete

<<Text Merge Fields>>

Field	Description
freecash	Immediate Cash \$
heldcash	Delayed Cash \$
freecheck	Immediate Check \$
heldcheck	Delayed Check \$

I am the owner of or have the right to sell the above described material. I am at least 16 years of age. This is a bill of sale for the above described material. I have not been convicted of a crime involving the theft, the conversion, or the sale of scrap metal.

use \n for CRLF on Signature Pad

Save Exit

If you are only mailing checks:

Program Options

General | Payments | General Ledger | Last Numbers | Disclaimer Text

ID	Description	Pad	Print
1	MI Standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	MI \$ by Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	MI ATM Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	MI Check by Mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	MI Check or Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Delete

<<Text Merge Fields>>

Field	Description
freecash	Immediate Cash \$
heldcash	Delayed Cash \$
freecheck	Immediate Check \$
heldcheck	Delayed Check \$

A check for \$<<freecbm>> will be mailed to the address above.

use \n for CRLF on Signature Pad

Save Exit

If you are only mailing vouchers:

Program Options

General | Payments | General Ledger | Last Numbers | Disclaimer Text

ID	Description	Pad	Print
1	MI Standard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	MI \$ by Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	MI ATM Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	MI Check by Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	MI Check or Voucher	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Delete

<<Text Merge Fields>>

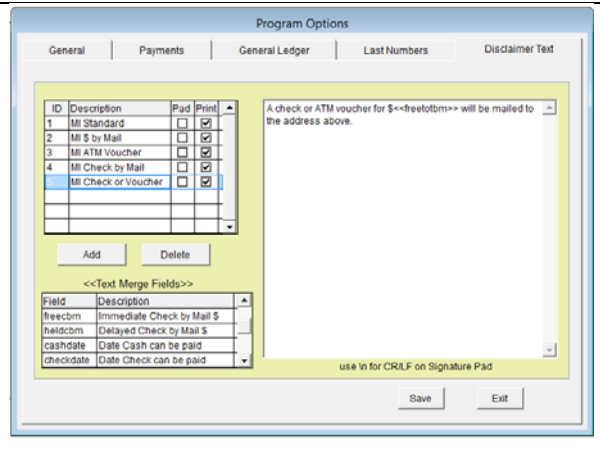
Field	Description
freecbm	Immediate Check by Mail \$
heldcbm	Delayed Check by Mail \$
cashdate	Date Cash can be paid
checkdate	Date Check can be paid

A voucher for \$<<freecshbm>> will be mailed to the address above.

use \n for CRLF on Signature Pad

Save Exit

If you are mailing both checks and vouchers:



## MATERIAL TYPES

3 types of material have been designated as 'restricted' (our terminology):

1. Catalytic convertors (except for qualified sellers)
2. Air conditioners, evaporator coils or condensers, or parts of evaporator coils or condensers.
3. Copper wire, burned copper wire, copper pipe or copper fittings.

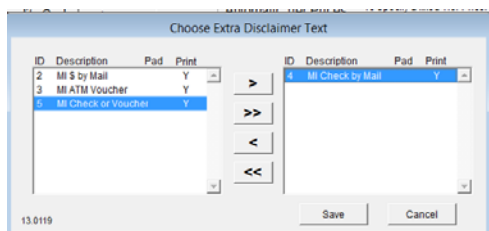
4 types of material have been designated as 'prohibited' (our terminology) except for authorized sellers:

1. Public fixtures
2. Articles clearly marked as belonging to someone else
3. Commemorative, decorative or other cemetery-related or apparently ceremonial article.
4. Silver alloy telecommunication battery with a threaded insert terminal connection.

## COMMODITY SETUP

In Back Office; Master Files; Commodity; Commodity Master on the Commodity Pricing Tab for each restricted commodity that you buy, you will need to specify

1. The payment rule to use (choose the payment rule 'MI Restricted' from the drop down box)
2. The extra disclaimer text to use – click on Choose Text and move the additional text message previously defined into the box on the right.



When properly set up, the screen should look something like this:

The screenshot shows the 'Commodity Master Information' window with the 'Commodity Setup' tab selected. The 'Commodity Code' is 'cu 1' and the 'Print Desc' is '#1 Copper'. The 'Scale Price' is set to '2.000' with a unit of 'LB'. The 'Payment Rule' is 'MI Restricted'. There are sections for 'Automatic Tier Prices' and 'Extra Disclaimer Text'. The 'Extra Disclaimer Text' table has one entry: ID 4, Description 'MI Check by Mail', Pad checkbox, and Print checkbox checked. Navigation buttons include 'First', 'Prev', 'Next', 'Last', 'Save', 'Undo', and 'Exit'.

## PAYMENTS TO RETAIL CUSTOMERS

Cash payments are not allowed, except those made by an on-premise ATM. In Scrap Dragon, you will be able to make payments by Check, Direct Deposit, Wire Transfer or EZCash.

For Retail customers, **you will have to mail payments for the restricted items**, unless the purchase is for less than \$25 and the total restricted item purchases for the day are also less than \$25. If a purchase ticket includes both restricted and unrestricted items you will only have to mail the payment for the restricted items. For unrestricted items you can make payment on the spot by Check, Direct Deposit, Wire Transfer or EZCash. If you chose to split payments, **Scrap Dragon will automatically split the payment between amounts that can be paid immediately and those items that require payment by mail. Alternatively, you can configure Scrap Dragon to combine payments, in which case the entire ticket value would be paid by mail if the ticket contained any restricted items.**

For mailed payments on restricted items, you are allowed to mail any one of the following:

1. A Check (a Scrap Dragon generated check)
2. An electronic payment card or encrypted receipt (a Scrap Dragon EZCash receipt or card)
3. A nontransferable receipt that may be redeemed at the yard for a Check, electronic payment card or encrypted receipt (a Scrap Dragon Scale Ticket).

We believe it is ill advised to mail an EZCash receipt or card to a customer as these can be used by anyone to obtain cash from the ATM. We will cover the other two options only.

Scale Tickets that are generated during the day will indicate if an amount must be mailed. The balance of the ticket may be paid by Check or EZCash on the spot by the cashier. At the end of the day, you will process your payments by mail by running either the Batch Check Run or the Reprint All Purchase Tickets from your user menu. If you don't have these options on your user menu, they can be added in Back Office; Maintenance; Setup; Security (Users & clearances). You will use one or both of these processes:

1. The **Batch Check Run** will print both the check and a remittance advice that can be stuffed into a window envelope and mailed. Use this option if you are mailing checks only or both checks and ATM Vouchers.
2. The **Reprint All Purchase Tickets** will reprint tickets that are in a closed status. We recommend that these be printed on a laser printer using a form that specifically indicates that it is a voucher to be redeemed for an ATM payment. This means that this process cannot be run from the scale or any workstation that is configured to print thermal tickets. These laser tickets can be stuffed into a window envelope and mailed. Use this option if you are mailing ATM vouchers only or both checks and ATM Vouchers.

If you want to mail checks to some customers and ATM vouchers to others, you can do this using the customer's default pay method. Configure those customers that prefer a check with CHECK as the default pay method and those customer that prefer an ATM voucher with EZCash as the default pay method.

### DOCUMENT PRINTING

You will be able to use any of our sample forms that are designed to work with the Variable Disclaimer Text, such as:

Thermal Scale ticket: *Scale Tick Pts Disclaimer.frx*

Thermal Cashier Receipt: *Cashier Wide Disclaimer.frx*

Laser Scale Ticket: *laser ticket disclaimer.frx*

Laser Cashier Receipt: *laser recpt disclaimer.frx*

Laser Remittance Advice: *remit adv disclaimer.frx*

We will also have MI specific versions of these forms where necessary. Contact the help desk for assistance in setting up your printing. Remember that if you are mailing ATM Vouchers, you will need 2 different scale tickets; one for the thermal printer and one for the laser. If you are using a custom form(s) in your yard that we created, you will need to contact us to make the necessary modifications at no additional charge.

### PAYMENTS TO INDUSTRIAL & COMMERCIAL CUSTOMERS

Cash payments are not allowed. Industrial & commercial accounts are not subject to the above restrictions. Payment can be by check, wire transfer, barter or trade or exchange of property. Payments can be mailed or paid immediately on the spot.

### RECORD KEEPING AND IMAGES

In addition to all of the typical record keeping for each transaction, there are certain images that must be captured. An overhead image of the vehicle on the scale, an image of the material on the scale, and image of the face of the customer and a thumbprint. Also, you must have a scan of the customer's ID.



Since the law requires that some payments be mailed, there will be no opportunity to capture the picture of the customer, the thumbprint and the signature at payment time for tickets with only restricted items if you are mailing checks (this is not an issue for the ATM vouchers). This could be handled in 2 ways. First, you could capture the scan of the ID, the customer picture, the electronic thumbprint and the signature at the scale. These images can be captured with our Jpegger imaging module and the proper cameras, signature pad and thumbprint reader. Alternatively, you could hold those tickets at the scale and require the customer to go the pay window where the cashier could close the ticket, capturing the required images.

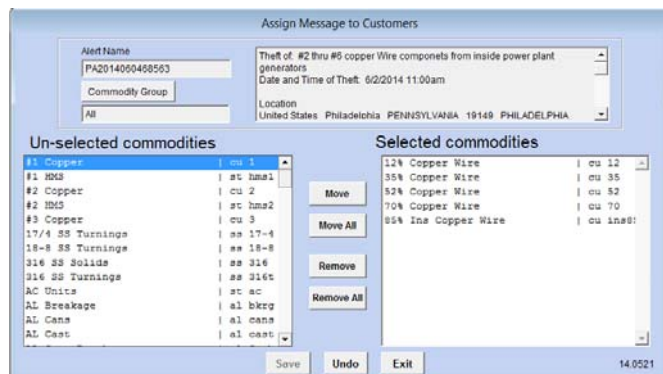
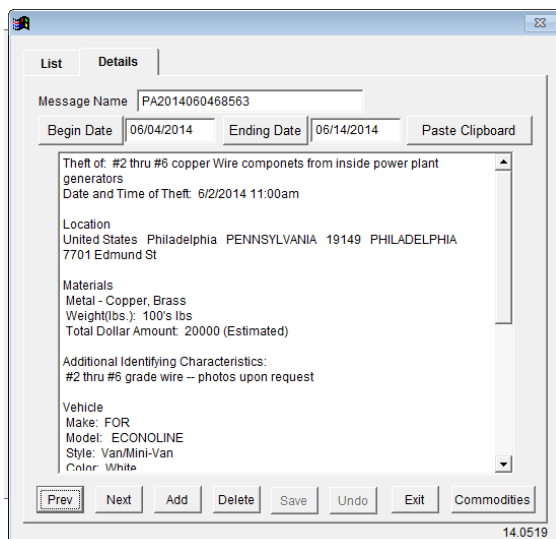
### METAL THEFT DATABASE

You are required to subscribe to a metal theft internet-based database that tracks thefts of scrap metal, such as the ISRI Theft Alert System. You are further required to make available to your scale operators any theft alert or similar notice of metal theft. We have added a commodity messaging system that will allow you to easily comply with this provision of the law. Theft alerts that are received via e-mail or are posted on the internet can be cut and pasted into an alert message in Scrap Dragon which is assigned a display date range. Multiple commodities can then be associated with that alert message. The message will display for the scale operator whenever one of those commodities is purchased. To avoid an annoying message from popping up over and over, each operator can dismiss the message in which case it will not be displayed again for that operator for the rest of that day.

We recommend that you go to [www.scraptheftalert.com](http://www.scraptheftalert.com) and register as a user.

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These are the setup screens for the alert:



This is what the scale operator sees:

Scrap Buying		101359	ADIN IRON	14.0004
#1 Copper	Commodity Alert for PA2014060468563			UNIT PRICE EXTENDED
#2 Copper	Alert from 05/04/2014 to 05/14/2014			
#3 Copper	Theft of #2 thru #6 copper Wire components from inside power plant generators Date and Time of Theft: 02/2014 11:00am			
Light Copper	Location United States Philadelphia PENNSYLVANIA 19149 PHILADELPHIA 7701 Edmund St			
	Materials Metal - Copper, Brass Weight(lbs.): 100's lbs Total Dollar Amount: 20000 (Estimated)			
	Additional Identifying Characteristics: #2 thru #6 grade wire -- photos upon request			
	Vehicle Make: FOR Model: ECONOLINE Style: Van/Mini-Van Color: White			
Truck Weight	Next	Previous	OK	Do not display again
				Pay Ticket
				Void Ticket