



User Guide

411 Documents
V21.1.0200

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EFI PrintStream | V21.1.0200 411 Documents User Guide

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Introduction

Overview

The 411 document was created for those items users commonly inquire about.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
Note	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.	

Printing Barcodes

Reports that print the Barcode for Inventory Items

- Inventory Reports → House Keeping → Inventory Barcodes Printing
- Inventory Transfer → Print Skid Tag
- Inventory Manager → Housekeeping → Skid Tag Reprint (to print for all items / Skids)

Reports that print the Barcode for Inventory Locations

- Inventory Reports → House Keeping → Inventory Barcodes Printing
- Inventory Transfer → Print Skid Tag
- Inventory Manager → Housekeeping → Skid Tag Reprint (to print for all items / Skids)

Reports that print the Barcode for Skids

- Inventory Transfer → Print Skid Tag
- Inventory Manager → Housekeeping → Skid Tag Reprint (to print for all items / Skids)

Transactions which prompt for Skid Ticket printing

- Inventory Manager → Regular Issue → after issue → Print Skid Ticket
- Inventory Manager → Receiving Customer
- Inventory Manager → PO Receipt
- Inventory Transfer → After Skid Transfer
- Inventory Transfer → After Skid Adjustment
- Inventory Transfer → After Skid Destroy or Recycle
- Inventory Transfer → Merge / Split skid

Reports that print the Barcode for Request ID's

- Inventory Requests → Issue Request

Reports that print the Barcode for Job Numbers

- Print WO → Print Work Ticket

Reports that print the Barcode for PO Numbers

- Feature not available right now

Reports that print the Barcode for Pick ID's

- Fulfillment → Pick Confirmation → Print Pick Slip
-

Print a Barcode Using Print 128 Program



The Print 128 program (found as a stand-alone program in PrintStream) will print a number of barcodes for use in scanning transactions into PrintStream. The printed barcodes can be printed one at a time or multiple barcodes to a sheet. There is also a feature that provides you with a *list of all* cost center machines when the machines are set up in MR Shop Supervisor and a *list of all activity codes* in a cost center.

The Print Standard Command Sheet includes a sheet that can be displayed at the workstation for all standard commands used in the MR Shop Floor program.

The Barcode Print Utility window contains the following sections:

- Left Panel:** Buttons for Print, Clear, New Page, Print Standard Command Sheet, Font Size (Small, Large), and Done.
- Employee Identification:** Fields for [E:EMPLOYEE.CODE], Work Order Barcode [#:SCHEDFIL.RECNUM], Package # P:, Drop # D:, and Machine [M:MACHINE.RECNUM].
- Inventory Code:** Fields for [I:PAPSIZE.CODE], Inventory Location L:STKLOCHD("RECNUM"), Inventory Skid Id S:STKROLLS("RECNUM"), RequestID Q:SCHEDFIL("RECNUM"), PickID P:PICK("PICK_ID"), PO # O:ORDERINF("NO"), and Scheduled Task # T:SCHEDFIL("RECNUM").
- Print a barcode exactly:** A field for Command C:.
- Select Cost Center:** A dropdown menu.
- Select Workstation:** A dropdown menu.
- Cost Center Machines:** [M:MACHINE.RECNUM] with a Print button.
- Workstation Employees:** [E:EMPLOYEE.CODE] with a Print button.
- Cost Center Activity Codes:** A:JOBPROC("CODE") with a Print button.
- Workstation Cost Centers:** [:@:CC Code] with a Print button.
- Job No:** J:ESTIMATE("JOB_NUMBER") with a field.
- Activity Code:** A:JOBPROC("CODE") with a field.
- Prod Batch:** B:Prod_Batch("Batch_ID") with a field.

The employee ID barcode represents an **E**: followed by the employee code (up to 8-digits, alpha and/or numeric) entered in Master Files – Employee (E:12345678).

To print an employee barcode (or other barcode)

1. Locate and click the **Print 128** module.
2. Enter the code in the appropriate field.
3. Click **Print** then **Done**.

To print several codes on one page

1. Enter the code and click **Print**.
2. Enter the next code and click **Print**.
3. Continue process until complete.
4. Click **Done**.

After clicking **Done**, the page(s) will automatically print to your default printer.

Print 128 Standard Command Sheet

Print 128 allows the user of Wireless Warehouse to scan bar codes for the “Next Item” and “Next Box” functioning of the QC Pick Confirmation programming. Print128 program has the “Next Item Button” bar code and the “Next Box Button” bar code added to the ‘Standard Command Sheet’. The user can therefore now scan these bar codes after entering the item and quantity information in the Wireless QC Pick Confirmation program. Previously the user was only able to proceed by clicking the “Next Item” and “Next Box” buttons.

Standard Commands - 2/18/2020	
 Ok	 Start Break
 Yes	 Return from break
 No, Cancel	 End Shift
 Exit with no Action	 Make Ready
 Start	 Run
 Normal	 Wash Up
 Author	 End Task
 Rework	 End Set Complete
 Start Shift	 Close POD Item Skid

Buyout Bids

Where Are the Buyout Bids Records Stored?

The screenshot shows a window titled "Buyout Bids For 'PURCHASE LIST'". It contains a table with vendor details. The table has columns for Name, Reference, Contact, Turntime, Notes, Setup, Minimum, Per M, Tax, Freight, and Total. The vendors listed are DP House Inc., ACME WIDGETS INC., and Lists R Us. The Total values are 17,000, 25.50, and 14.62 respectively. The window also has a status bar with a green square for "Total" and a yellow square for "Best Price", and buttons for "Save" and "Close".

Vendor Details	17,000
Name	DP House Inc.
Reference	
Contact	
Turntime	0
Notes	
Setup	0.00
Minimum	0.00
Per M	2.0000
Tax	0.00
Freight	0.00
Total	34.00
Accepted	<input type="checkbox"/>
Name	ACME WIDGETS INC.
Reference	
Contact	
Turntime	0
Notes	
Setup	0.00
Minimum	0.00
Per M	1.5000
Tax	0.00
Freight	0.00
Total	25.50
Accepted	<input type="checkbox"/>
Name	Lists R Us
Reference	
Contact	
Turntime	0
Notes	
Setup	0.00
Minimum	0.00
Per M	0.8600
Tax	0.00
Freight	0.00
Total	14.62
Accepted	<input checked="" type="checkbox"/>

QTT_SUBBIDSHDR

There is one record in this table for every buyout process for every vendor.

So if you had 1 outside process on a job and had sent bids to 3 vendors there would be 3 records in this table.

The BUYOUT_RECNUM points to MAILPROC.DATAFLEX_RECNUM_ONE if the BUYOUT_TYPE says "MAILPROC (Mail buyout processes)

The BUYOUT_RECNUM points to QUOTPROC.DATAFLEX_RECNUM_ONE if the BUYOUT_TYPE says "QUOTPROC" or "Quotproc" (Print buyout processes)

The screenshot shows a window titled "Table Editor [E:\STREAM\GENERIC\MULTI_12_3\DOSRUN]". It displays the structure of the QTT_SUBBIDSHDR table. The table has columns: Land, BUYOUT_RECNUM, BUYOUT_TYPE, CONTACT, CREDITOR ACNO, CREDITOR_RECNUM, DATAFLEX_RECNUM ONE, ESTIMATE_RECNUM, MEASURE, Notes, QUOTE_NO, REFERENCE, and TURN TIME. The table contains three records for different vendors: DPHOUSE, ACM01, and LISTS.

Land	BUYOUT_RECNUM	BUYOUT_TYPE	CONTACT	CREDITOR ACNO	CREDITOR_RECNUM	DATAFLEX_RECNUM ONE	ESTIMATE_RECNUM	MEASURE	Notes	QUOTE_NO	REFERENCE	TURN TIME
242	15513	MAILPROC	DPHOUSE	4	242	0	1000	1611.99		0		
243	15513	MAILPROC	ACM01	11	243	0	1000	1611.99		0		
244	15513	MAILPROC	LISTS	536	244	0	1000	1611.99		0		

QTT_SUBBIDSDETAILS

There is one record in this table for every buyout process for every vendor for every qty.

So if you had 1 outside process on a job and had quoted 6 quantities and sent bids to 3 vendors there would be 18 records in this table.

The fields in this table should also make sense to you and you should be able to see the relationship between QTT_SUBBIDSHDR and QTT_SUBBIDSDETAILS

i.e., QTT_SUBBIDSDETAILS.SUBBIDSHDR_RECNUM = QTT_SUBBIDSHDR.DATAFLEX_RECNUM_ONE

In this example, however, I have only one quantity on the estimate with three vendor bids, so my total records are three.

Land	ACCEPTED	DATAFLEX_RECNUM_ONE	EXTENDED_PRICE	Freight	MINIMUM	QteHeaderID	QTY	QTY_INDEX	QuoteNumber	RATE	SETUP	SUBBIDSHDR_RECNUM	Tax
389		389	34	0	0	0	17000	1	0	2	0	242	0
390		390	25.5	0	0	0	17000	1	0	1.5	0	243	0
391	Y	391	14.62	0	0	0	17000	1	0	0.86	0	244	0

Data Guide O.E. Job Specification Fields in Print Estimating

Previous Job Number

The field in the O. E. Job Specification screen in Print Estimating **Previous Job Number** is stored in the **TICKET1** table, **LAST_JOB** field.

Film File Number

The field in the O. E. Job Specification screen in Print Estimating **Film File Number** is stored in the **TICKET1** table, **PLATE_FILE_NO** field.

Maintenance Wizard for SQL

Introduction

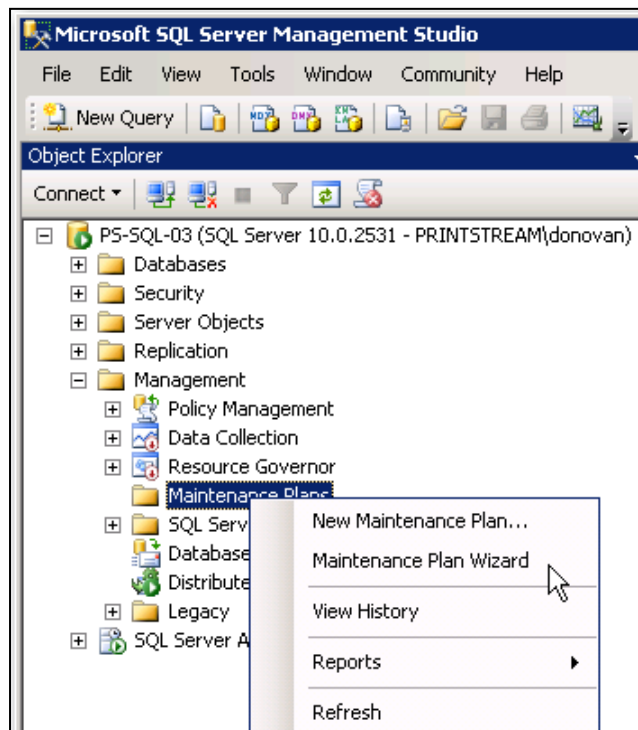
Included in this document are housekeeping tasks that should be done on a regular basis to insure SQL performance and data integrity of **SQL 2000, 2005 and 2008**.

Normally, these functions are taken care of by a Microsoft Certified DBA. Backing up the database, reorganizing data and index files, compressing the data file, updating the index statistics, and performing consistence checks are a few examples of a DBA role. All of these tasks can be executed using TSQL commands. However, SQL 2005 includes a graphical wizard (Maintenance Plan Wizard) that makes selecting these tasks and their options easy. In addition, the wizard will roll all of your selected tasks into a reusable and customizable package.

Wizard

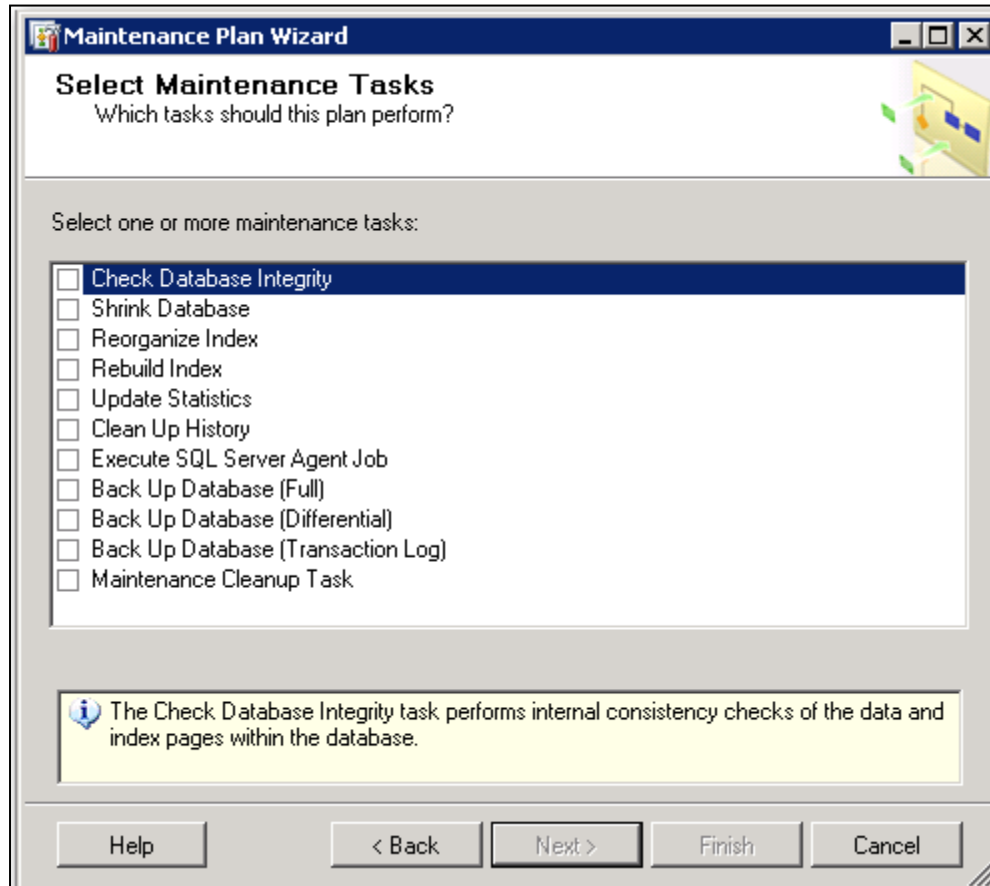
To start the Maintenance Plan Wizard

1. Open the SQL Server Management Studio.
2. From inside the Object Explorer, expand the **Management** folder. (If the Object Explorer is not visible from inside the Management Studio, click the **View** menu and select **Object Explorer**.)
3. Right-click **Maintenance Plans** and select **Maintenance Plan Wizard**.



4. The initial splash screen for the wizard opens. Click **Next**.
5. The **Select a Target Server** screen opens. Give the plan a **Name** and select the SQL server it will target.
6. Select the authentication method the plan should use: either **Windows** or **SQL Server**. Whichever method is selected; ensure the account has enough permission to act on the database. Click **Next**.

7. The **Select Maintenance Tasks** screen presents a list of all the available tasks the wizard can configure.



All the task check boxes are selected and each is discussed in the order the wizard presents them.

8. Click **Next** to open the Select Maintenance Task Order screen. Typically, if there are backups mixed with other tasks, the backup should be moved to the top so it executes first, prior to any maintenance, just in case data should corrupt during the job.

Database Check Integrity

The first task, **Data Check Integrity**, checks the structural integrity of the database. Examples would include checking disk space allocations inside SQL, checking consistency between system metadata tables, and checking the structures that make tables. For a complete description of what "Check Integrity" means, see the Microsoft online article "DBCC CheckDB" located at <http://msdn2.microsoft.com/en-us/library/ms176064.aspx>. This task is extensive and resource intensive. Schedule or execute this action at low production times. Also, ensure **TempDB** has adequate hard disk space available.

As with most of the wizard screens, an option lets you choose which, or all databases to target. For this article, the database **AdventureWorks** will be used.

On the screen, there is an optional checkbox that will include or exclude indexes in the check. This example included checking them.

Shrink Database Task

This task attempts to reduce the physical size of the database and logs. The value entered into **Shrink database when it grows beyond** will be evaluated when the job begins. If the database size is larger than the entered value, the task will execute.

The next value, **Amount of free space to retain**, directs SQL server to leave a certain percentage of free space in the database. If there were zero free space, then each database write would require the SQL engine to request additional disk space from the operating system which would degrade SQL performance.

Select **Return freed space to operating system** if you would like any space SQL reclaimed given back to the operating system. Otherwise, **Retain** keeps the space allocated to SQL.

Reorganize Index Task

The simple explanation of this task is that the selected index will be defragged. Fragmentation, to quote Microsoft, is defined as this:

"Fragmentation exists when indexes have pages in which the logical ordering, based on the key value, does not match the physical ordering inside the data file."

For a complete description of Index fragmentation, see the Microsoft article "Microsoft SQL Server 2000 Index Defragmentation Best Practices" located at <http://www.microsoft.com/technet/prodtechnol/sql/2000/maintain/ss2kidbp.mspx>. About midway through is a section titled **Understanding Fragmentation**. Excessive Index fragmentation can adversely affect performance. The Reorganize Index task will correct this and may improve query response.

The Object choice lets you specify which type of indexes to reorganize, those that have been created off Tables, Views, or both. (In SQL 2005 a View can have an Index, see Books On Line "Indexed Views").

Selecting the next task, **Compact Large Objects**, would only affect the data types Image, Text, XML, and MAX.

Rebuild Index Task

This task recreates an index with new settings you define in the wizard. Although this task can reorganize an index, like the previous **Reorganize Index Task**, this task is more suited to changing the Create options on an Index.

The **Change free space per page** check box determines the percent of free space to leave in each Index Page file. (A Page is an 8,192 byte block of space inside the database file.)

Sort results in tempdb places the working file for a sort during the Rebuild task into the tempdb table rather than memory.

The **Ignore Duplicate Keys** check box can be used to tell the index to disregard duplicate keys being entered during a multiple row insert.

Keep Index Online, if selected, will allow users to access and query off the existing index while the new index is created.

Conclusion

The SQL Server 2005 and 2008 Maintenance Plan Wizard offers many core tasks and options for database housekeeping your DBA may have additional task he or she may wish to add. It's very quick and intuitive to use. In addition, the packages it creates can be saved and modified.

End of Year Procedures

As many of you are approaching a Fiscal year end, we have compiled a few tips and reminders to help with year-end closing in PrintStream.

To close the General Ledger

1. Prior to entering transactions in 2016, you must define the new year (2016), and its periods in the Accounting Period File in the Masterfile Reports program. This is accomplished by clicking **Add**, then modifying month end dates if necessary.
2. Post all batches, in all modules, for the old year (2015).
3. Use the Master File Reports program, System Maintenance, Accounts Start Periods menu item to make the Open from and To dates to be in the new year, (in other words, close all periods in all modules in the year 2015). Close this program when done.
4. Verify that no users are using any of the Accounting Modules. Open the General Ledger program and print a Trial Balance as of Period 12, Year 2015. Make sure that the Trial Balance is in balance for both period and year to date. If it is not in balance, do not continue. Contact PrintStream Support. If the Trial Balance is in balance, proceed to step number 5.
5. Start the Forward GL Balances to Next Year utility from the General Ledger Utility menu and confirm the Copy from Year is 2015. If it is the wrong year, re-do step 3, close out PrintStream, then return to the General Ledger and start the forward procedure again. You cannot modify the year to be forwarded in this screen. This information will appear based on the period closing from Step 3.
6. If the balance forward Credit Amount does not match the total Debit Amount, the report will indicate The File is out of Balance. If this happens, PrintStream will not forward the balances into the new year. You should close the report and research the period and transaction that caused the out of balance. You can also contact Streamline Support for assistance. If the Credit Amount and Debit Amount do match and you are in agreement with the period ending balances referenced on the report, print the report for future reference, close the report and the balances will forward. The accounts detailed are those that have transactions in the new year and include the balances brought forward by the utility.
7. Many accounting people may expect to see a Journal Entry to close out the year end balances. PrintStream does not create an entry but updates the accounts behind the scenes. What you will see on your reports, is the year-end balances for the period 12 and the new balance forward balances created by the utility. In other words, if your revenue account had a 12/31/2015 balance of \$4,000.00, the beginning balance in that account will be zero. If the Retained Earnings account had a year-end balance of \$50,000, then the beginning balance will be the ending balance plus/minus the net of the revenue and expense accounts.

Additional steps for Mail/Postage users:

This utility should be done as soon as possible after current year end.

Any postage reports that show a beginning balance will not include balances from the year 2016 until this utility is run.

1. Check each customer's postage files by running the Postage Audit Adjustment utility (The Hammer), selecting items 1 and 2.
2. Verify that all users are out of the postage modules.
3. Once you have verified that all customer balances are correct, run the Transfer Customer Postage Balances utility from the General Ledger Utilities menu.

This utility does not verify closed periods/years - but you must remember to re-run it if additional transactions are added to the old year. You may re-run this utility as many times as necessary.

Questions that we are frequently asked include:

Q. Can I work in two different years at the same time?

A. Yes you can. You can begin adding batches and working in the new year even if you haven't run the year end close. However, you will first need to add the new year as described in Step 1.

Q. Can I run the G/L balance and postage transfer utilities more than once?

A. Yes you can. You can run the transfer utilities as many times as necessary.

Q. What if my accountants don't complete their evaluations until March and have adjusting entries that I need to make in the month of December?

A. You can re-open December, make those entries, post to the General Ledger, re-close and re-run the year-end transfer utility even if several months have gone by.

Logo Size and Definitions

The recommended logo size is listed below by report:

Report	Width (in inches)	Height (in inches)
PO	3.32	1.17
Invoice	4.42	1.17
Statements	3.32	1.22
Postage Advance Letter	3.32	1.17

The logo must be saved as **logo.bmp** and saved to the icon folder in the stream directory ...\\Stream\\icons folder.

PrintStream supports the ability to use multiple logos per company, plant and module for the following: ARInvoicing, Sales Prebill, AR Reporter/Customer Statements report, Purchase Orders, Postage Advanced Letter, Packing Slips and Bill of Lading. This is accomplished by defining multiple versions with special naming conventions along with the logo.bmp file.

The naming scheme is as follows:

Company Code>Branch / Plant code [Optional]>Module [Optional] (Using the prefix of the Program calling it):

I = Invoicing

SP = Sales Prebill

S = Statement

PO = Purchase Order

PA = Postage Advance

PS = Packing Slip

BOL = Bill of Lading

For example:

Company Code: 01

Plant Code: 0100

Module: PO

The file name would be Logo010100PO.bmp (Logo + Company Code + Plant Code + Module).

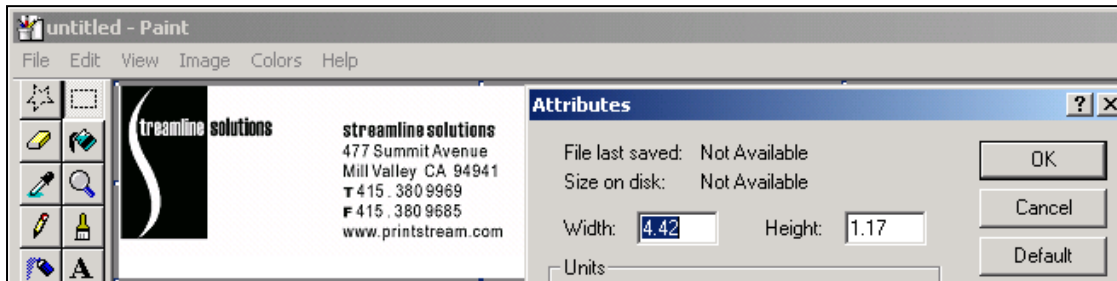
Custom file names are not required. **logo.bmp** will be picked up as a default unless a different file name has been created.

Other Examples:

1. **Company Code: 01**
File Name: Logo01.bmp
2. **Company Code: 01**
Module: I (for Invoicing)
File Name: Logo01I.bmp
3. **Company Code: 01**
Plant Code: 0100
File Name: Logo010100.bmp

Add Company Logo and Terms to Quote Letter Templates

To add your Company Logo to the Quote Letter templates, obtain a BITMAP image (300-600 dpi.) containing the address, phone #, fax, e-mail address, etc., (approx. W = 4.42" x H = 1.17") ... to check the size in MS Paint, select > Image > Attributes. Name file: Logo.bmp.



Place the Logo.bmp. file in the ...\\Stream\\Icons folder.

Locate 4-files in your database...\\Stream\\LiveData\\Psextern folder and **re-name** the original files:

- PAMQLItemized**Orig**.dot
- PAMQLItemizedWithMin**Orig**.dot
- PAMQLParagraph**Orig**.dot
- PAMQLParagraph6qtys**Orig**.dot

Open each file, click the PrintStream logo and delete. Select: Insert > Picture > from File and locate the Logo.bmp file in ...\\Stream\\Icons folder.

Change language on the template if needed and add terms / disclaimer.

Note You can turn gridlines **on** and **off** using Table > Hide Gridlines / Show Gridlines).

Save the 4-files as **templates** in the ...\\LiveData\\Psextern folder:

- PAMQLItemized.dot
- PAMQLItemizedWithMin.dot
- PAMQLParagraph.dot
- PAMQLParagraph6qtys.dot

Master File Employee Security Event to Hide Employee Hourly Rate and Cost Fields

In **Menus and Users**, create a **Role** for employees to whom you do NOT want the **Hourly Rate and Cost** fields to display in Master File Employees individual employee screen. In the screen below, the security event is not set; therefore, anyone having access to Master File Employees will also have the payroll details of the employees.

01 Streamline SolutionsPlant: 0100

Branch: 01 Main Branch

Department: 01 Main Department

Employee Code: 104

First Name: Penny

Last Name: Forsythe

Payroll No: 0

Employee Number: 0

Standard Hours/Day: 8

Productivity Percent: 100 Employee Active ☒

Employee can be set as inactive if there are no active Shopfloor records and Employee Ended Shift

Default Time Rate: 2 Shift 2 Reg. Time

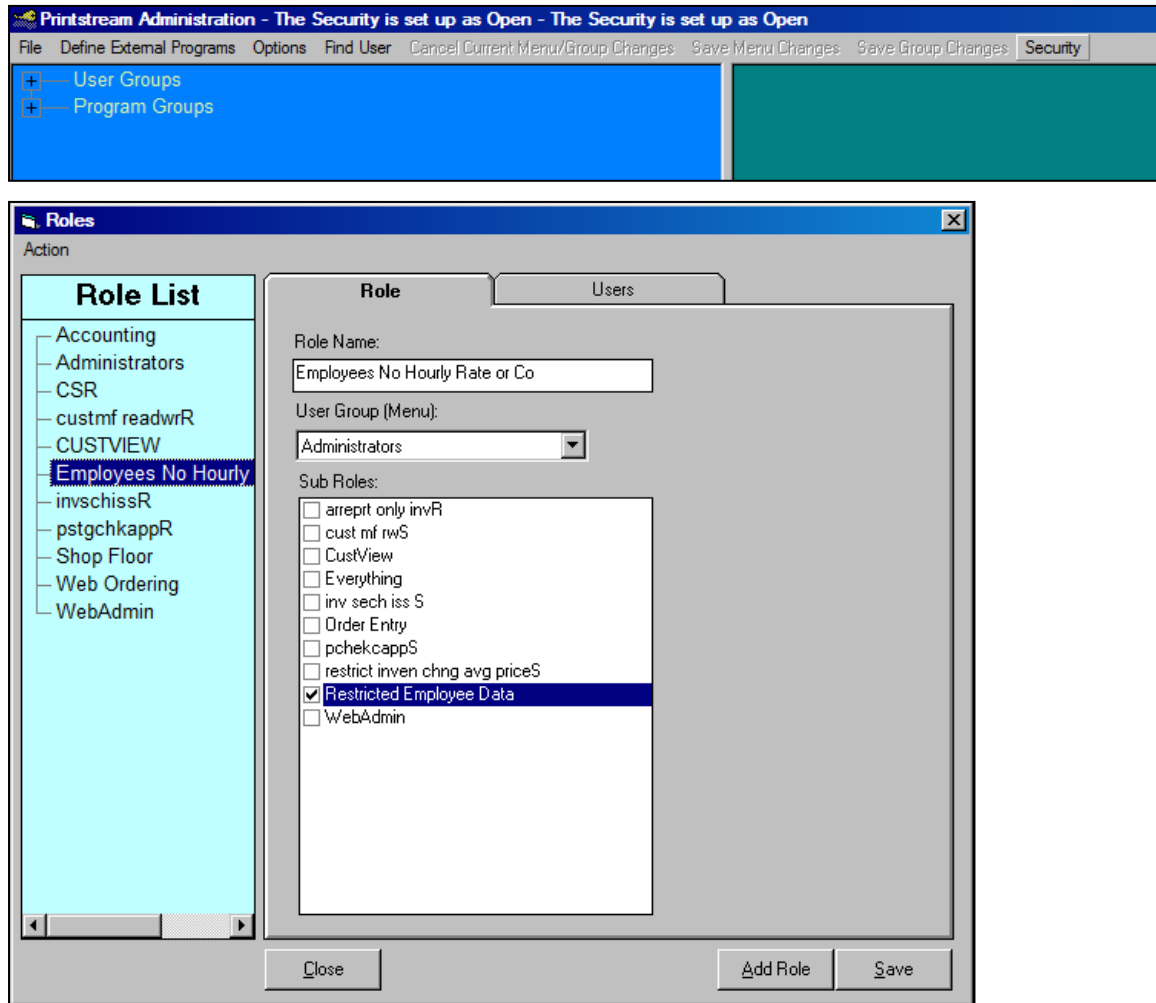
Hourly Rate: 15

Cost: 18

Add Save Cancel

Create Role

In **Menus and Users**, select **Security > Role > Add Role**.

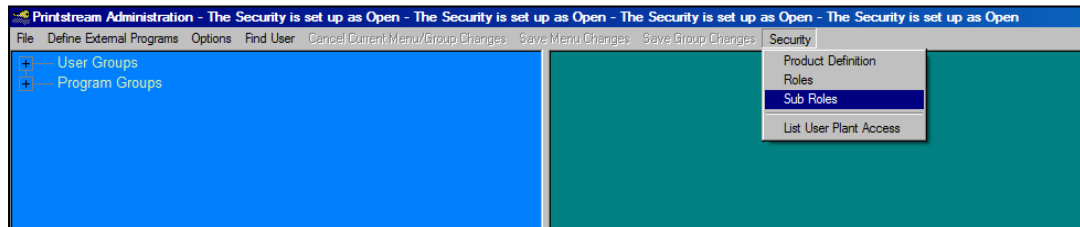


Set the User Group (menu) to the User Group that the employee would otherwise belong without the restricted employee pay rate data. Check the new Sub Role that was created to set these events (Restricted Employee Data).

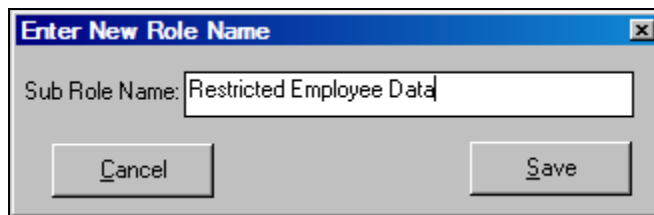
Create the Sub Role

To create the sub role

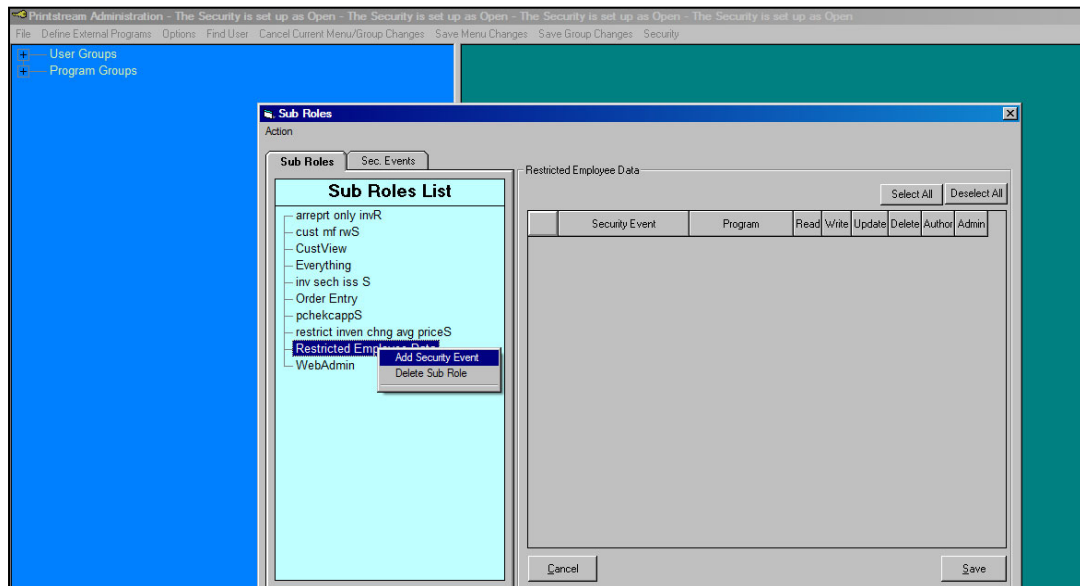
1. In **Menus and Users**, select **Security > Role > Action > Add Sub Role**.



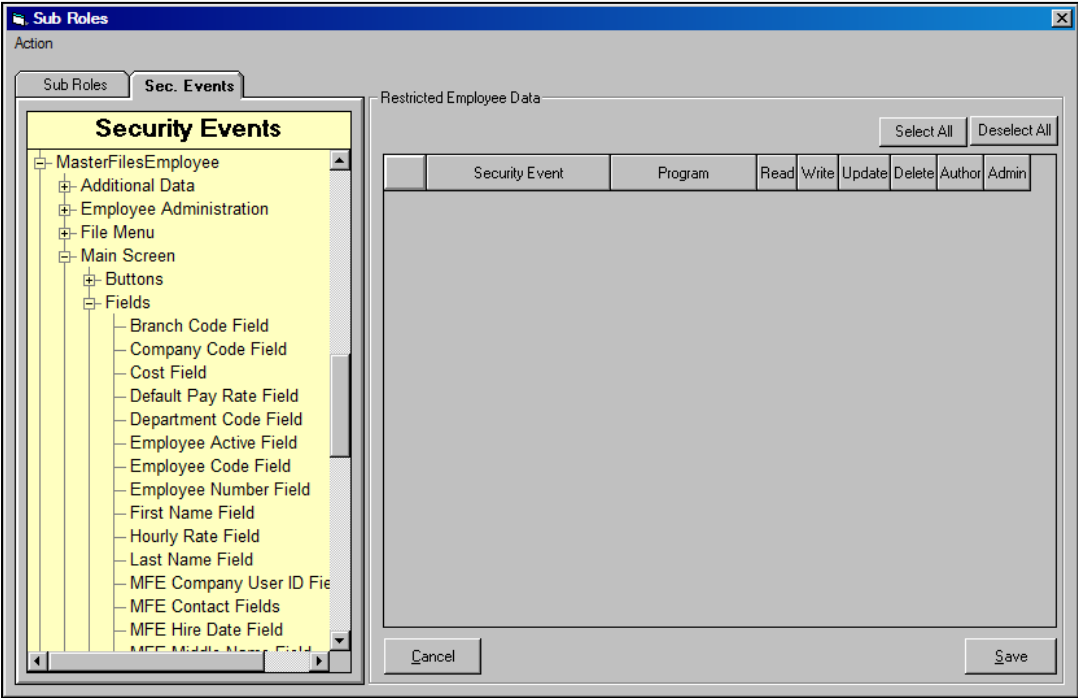
2. Enter **Sub Role Name** and click **Save**.



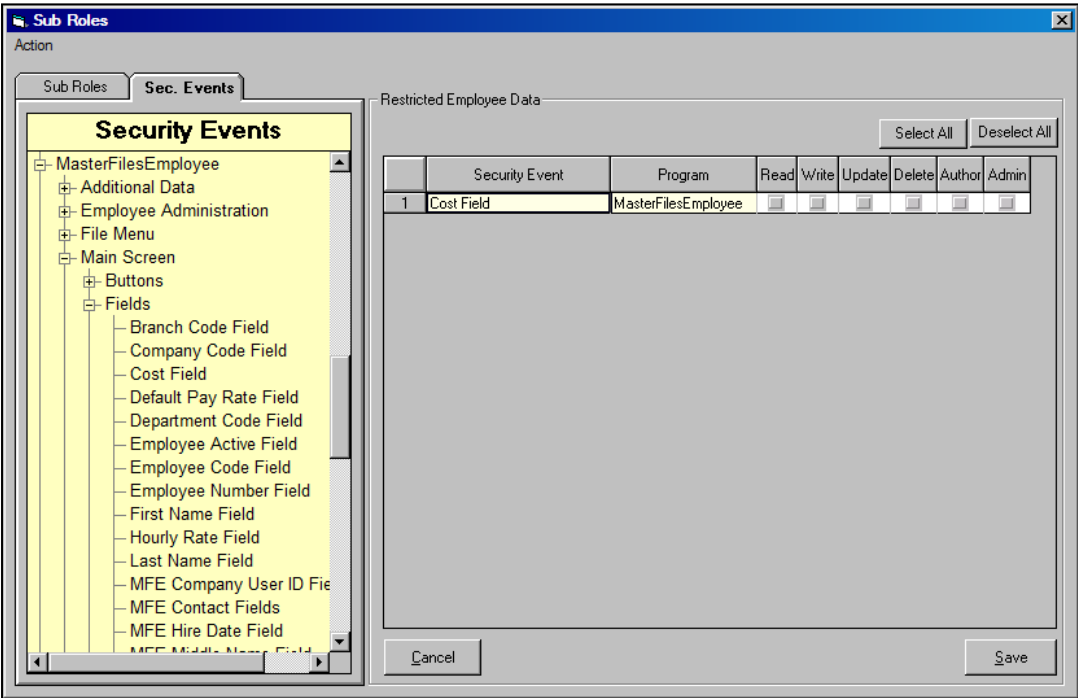
3. Highlight the new sub role and right-click and select **Add Security Event**.



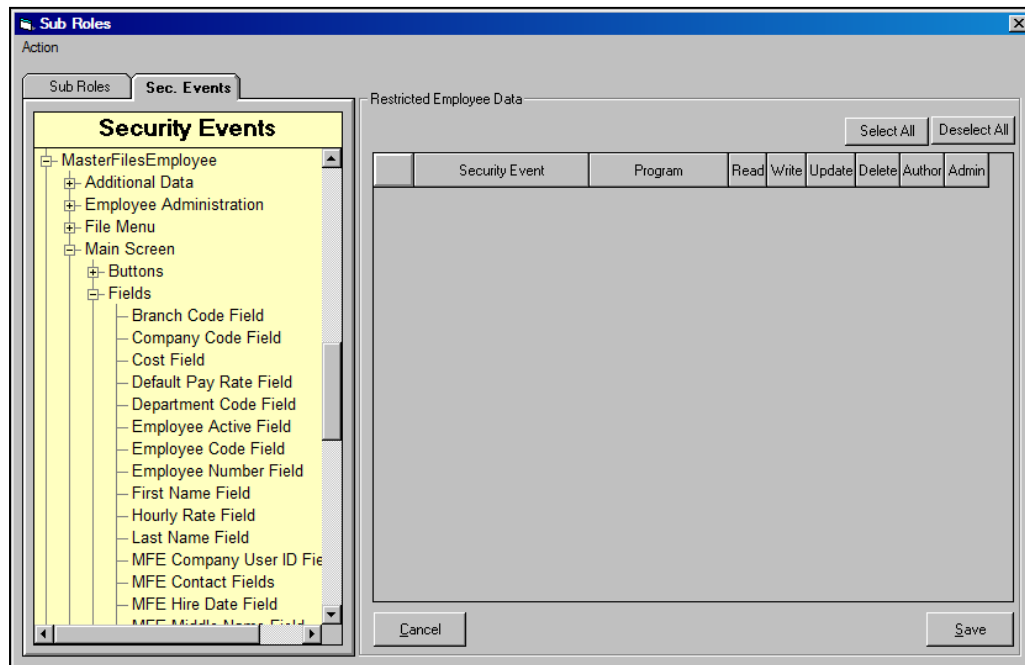
4. Find the security event for **Master File Employees > Main Screen > Fields > Cost Field**.



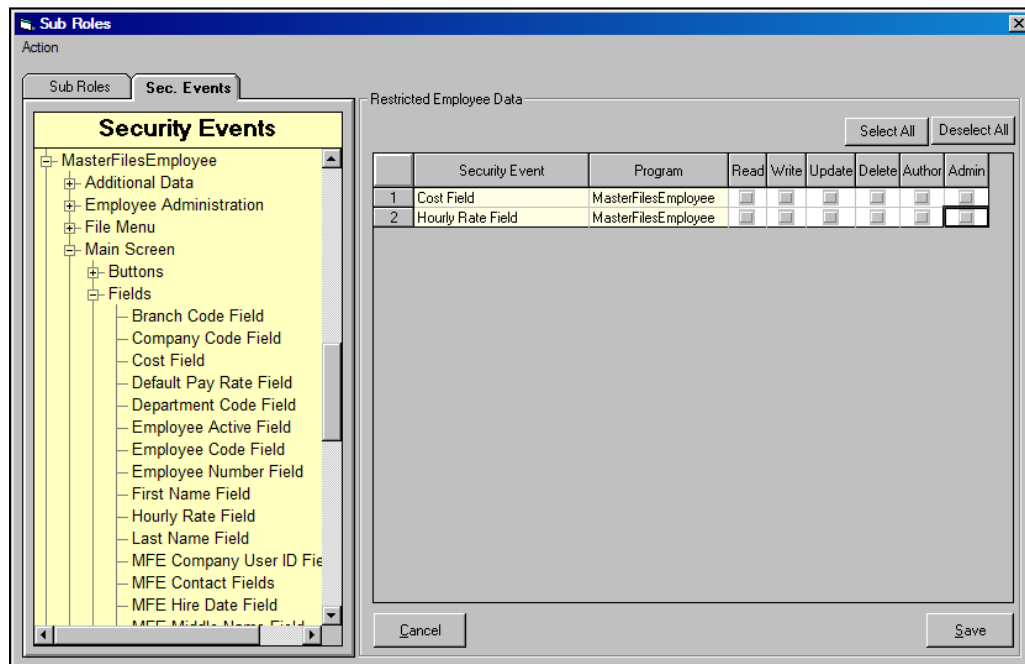
5. Double-click to add it to the new sub role. Do not select the **Read** or **Write** check boxes. Click **Save**.



6. Find the security event for **Master File Employees > Main Screen > Fields > Hourly Rate Field**.



7. Double-click to add it to the new sub role. Do not select the **Read** or **Write** check boxes. Click **Save**.



8. Create the **User** and designate the Role **Employees No Hourly Rate or Cost** in the **Role** field.

Add/Update User

Login Id: newemp Password: [masked] Help

☐ Password Locked
☐ Prevent user from changing the password

Full Name: New Employee

E-Mail Address: N/A

Web Customer: [empty]

Security Level (0-5): 0 ☐ Change Database Path Permission
Salesrep: [empty] ☐ Show on Web
Employee: [empty]

	Company Code	Plant Code	Role
1	01	0100	Employees No Hourly Rate o
2	02	0200	

When the employee logs in:

efi Productivity Suite PrintStream

User Name: newemp Password: ** Login

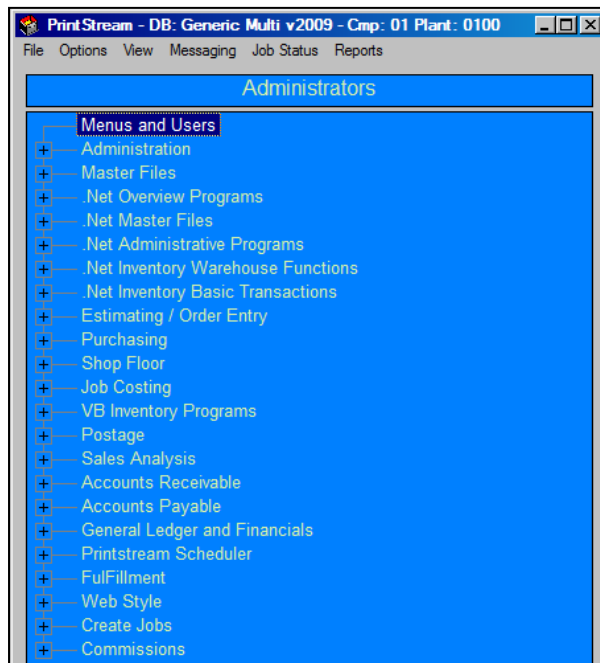
Select Database

Company Name/Plant Code: [empty] Enter

Cancel

Productivity Suite: v7.1
PrintStream v.19.2.0100 Rev.1233

The employee will get all of the programs and security settings to which he or she would otherwise have access.



The exception is the employee pay rate data in Master File Employees which will show *** replacing the rate and cost.

Employee Master File

File Options Help

Status	Employee Code	First Name	Last Name
A	1	Chris	Williams
A	101	Roger	Douglass
A	102	Norma	Douglass
A	103	Lloyd	Douglass
A	104	Penny	Forsythe
A	105	Thomas	Ellison
A	106	Les	Long
A	107	Janice	Relph
A	190	Kathy	DiPaolo
A	2	John	Jones
A	202	Kathy	Bartek
A	203	Gary	Nelsen
A	204	Jeff	Olson
A	205	Craig	Douglass
A	206	Steve	Akey
A	207	Karla	Wonder
A	3	Bill	Jackson
A	77	sven	stephens
A	7897979	Steffani	DiPaolo
A	SALES	Sales	Rep
A	SHIP	Shipping	Interface
A	TEST	Leah	Van

01 Streamline SolutionsPlant: 0100

Branch: 01 Main Branch

Department: 01 Main Department

Employee Code: 104

First Name: Penny

Last Name: Forsythe

Payroll No: 0

Employee Number: 0

Standard Hours/Day: 8

Productivity Percent: 100

Employee Active ☒

Employee can be set as inactive if there are no active Shopfloor records and Employee Ended Shift

Default Time Rate: 2 Shift 2 Reg. Time

Hourly Rate: ***

Cost: ***

Add Save Cancel

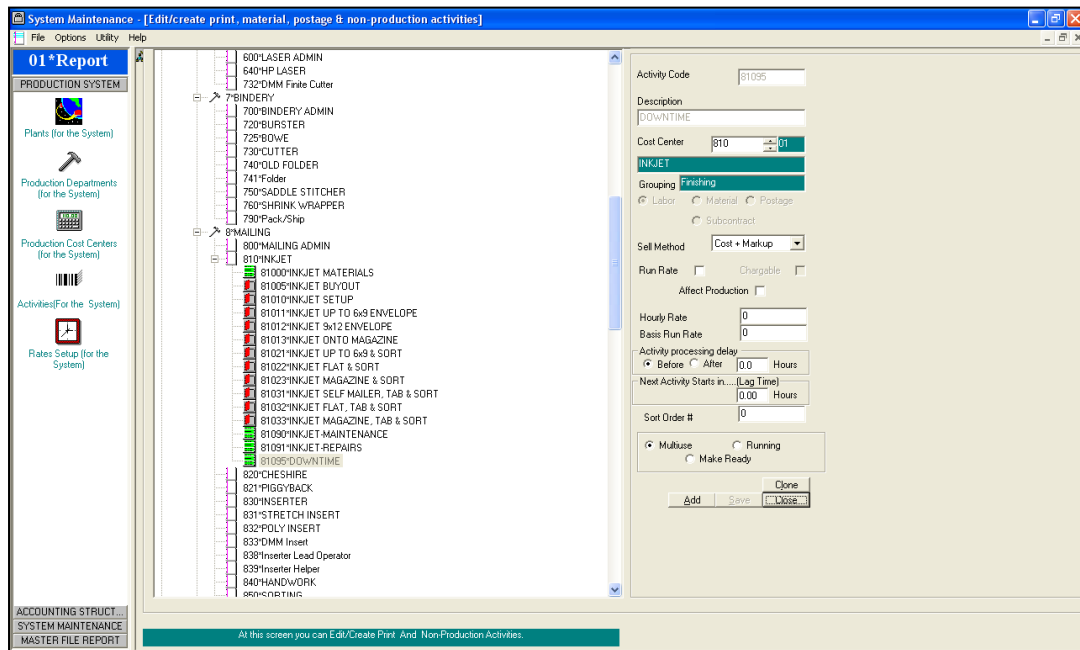
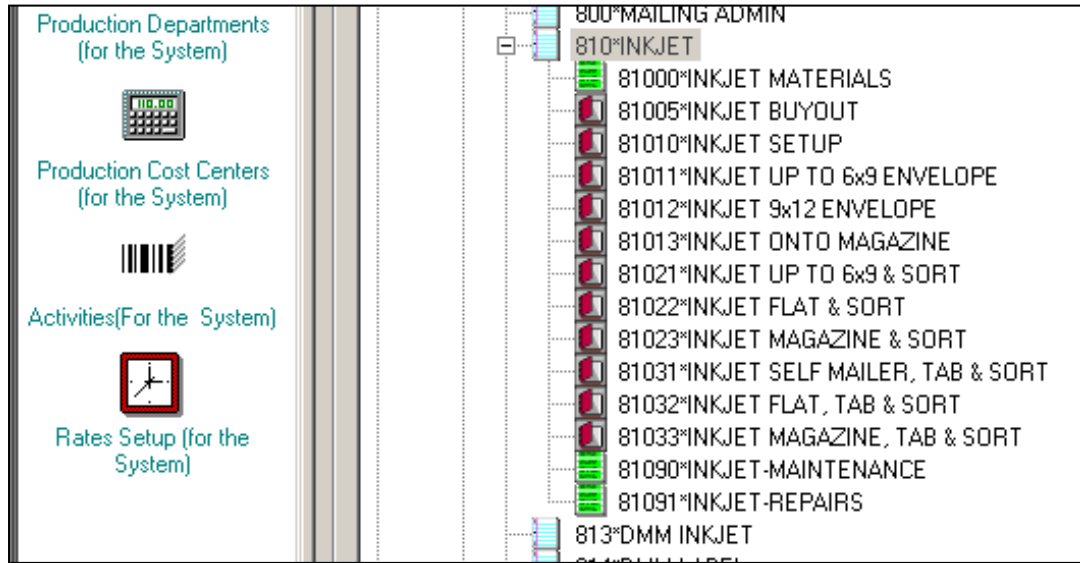
Cost Accounting Using Monthly Job Feature/Labor WIP

PrintStream has a Monthly Job Feature that when activated allows cost capture for non-chargeable activities which would otherwise not be accounted for. Non-chargeable activity costs cannot be passed on to the customer, but they still require resources, mostly labor, that can be tracked using the Monthly Job feature.

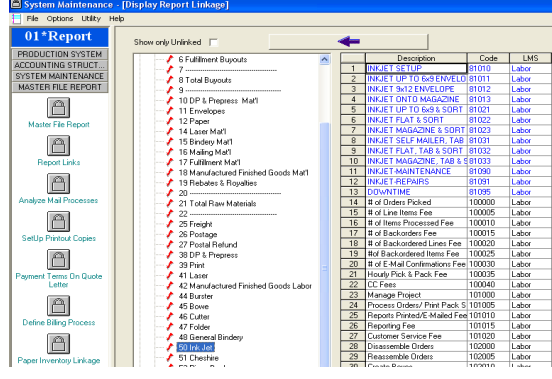
To capture costs for non-chargeable activities

1. Create a non-chargeable activity code in Master File Reports.
2. To capture at a cost center level, activity must be set up under the cost center.

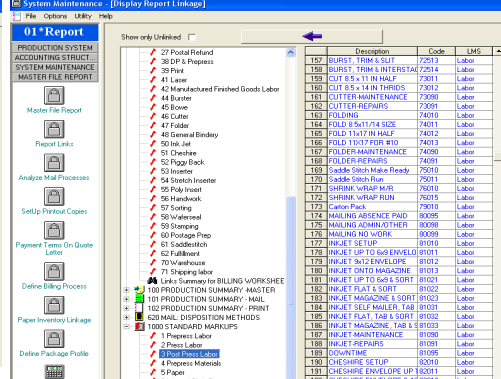
For a generic non-chargeable activity, activity may be set up under a miscellaneous cost center and be used to log time against any department.



3. Link Non-chargeable Activity to Reports.

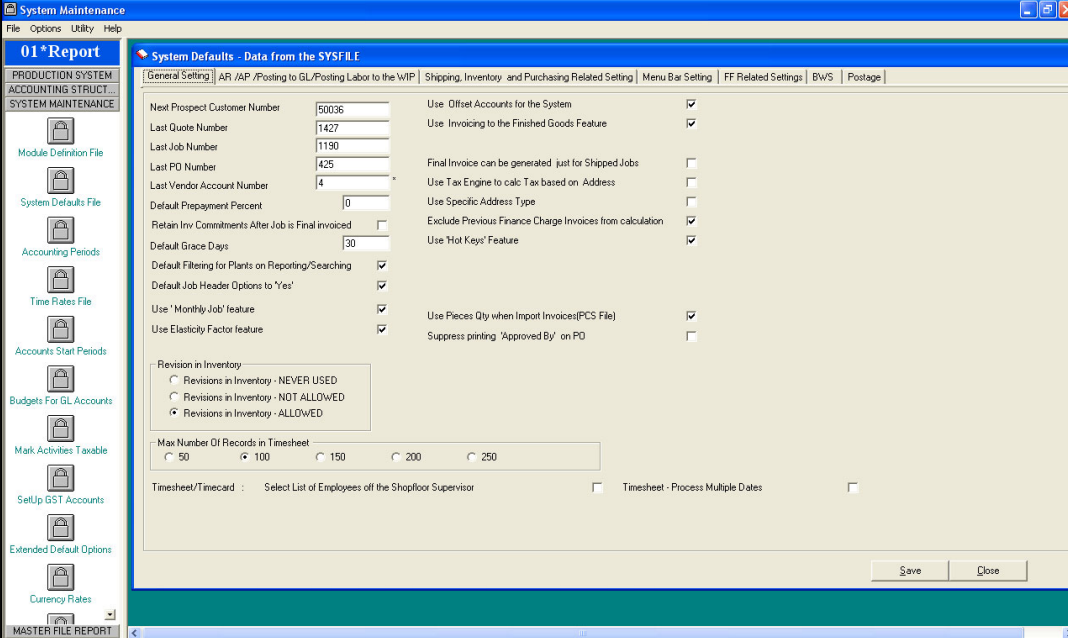


Report 25 – Billing Worksheet – linked to Machine’s Cost/Labor Center



Report 1000 – Standard Markups – linked to Labor Center

4. Activate Monthly Job Feature.



System Defaults - Data from the SYSFILE

General Setting | AR /AP /Posting to GL/Posting Labor to the WIP | Shipping, Inventory and Purchasing Related Setting | Menu Bar Setting | FF Related Settings | BWS | Postage

Next Prospect Customer Number: 50036
 Last Quote Number: 1427
 Last Job Number: 1190
 Last PO Number: 425
 Last Vendor Account Number: 4

Default Prepayment Percent: 0
 Retain Inv Commitments After Job is Final Invoiced: ☐
 Default Grace Days: 30

Default Filtering for Plants on Reporting/Searching: ☒
 Default Job Header Options to 'Yes': ☒
 Use 'Monthly Job' Feature: ☒
 Use Elasticity Factor feature: ☒

Revision in Inventory:
☐ Revisions in Inventory - NEVER USED
☐ Revisions in Inventory - NOT ALLOWED
☒ Revisions in Inventory - ALLOWED

Max Number Of Records in Timesheet:
☐ 50 ☒ 100 ☐ 150 ☐ 200 ☐ 250

Timesheet/Timecard: ☐ Select List of Employees off the Shopfloor Supervisor ☐ Timesheet - Process Multiple Dates ☐

Use Offset Accounts for the System: ☒
 Use Invoicing to the Finished Goods Feature: ☒
 Final Invoice can be generated just for Shipped Jobs: ☐
 Use Tax Engine to calc Tax based on Address: ☐
 Use Specific Address Type: ☐
 Exclude Previous Finance Charge Invoices from calculation: ☒
 Use 'Hot Keys' Feature: ☒
 Use Pieces Qty when Import Invoices(PCS File): ☒
 Suppress printing 'Approved By' on PO: ☐

Save Close

5. Create a Monthly Job using the Quick Job Program.

Start a New Estimate

File Help

Edit Job New Save Cancel Create Mail Job Create Print Job Create Print & Mail Job Mail Work Ticket Print Work Ticket

Job Number: 200907

Customer #: ALASKA 01: Streamline
Customer: Alaska Inc.
Contact: Sally Samster
Address: 7200# S. 900 E. Suite B MURRAY, UT 84117
Phone: 801 571 0877
Salesrep: Chris Kinkaid
CSR:
Estimator:

Sub Acct

Prod. type: Miscellaneous
Title: July Monthly Job
Desc: Capture non chargeable activity costs for production

Quantity: 1 Section Size: 0 x 0
P/O:
Customer Price List:
Sell Price:
Standard Price List: [checked]
Due Date: 7/31/2009
☒ Monthly Job

The job number may be entered or auto-generated by PrintStream. You may want to number the job to identify the month it represents – i.e. 200907

6. Shop Floor Entry for Non-chargeable Activity.

Workstation:mail : (01) Streamline Solutions - (0100) 01 San Rafael

Started Shift on 7/1/2009 @ 12:35 7/1/2009 12:36

INKJET

Select the Cost Center you're working in

✓ Employee Nelsen, Norma Shift:2	Select an Unlisted Job		↑
✗ Job Number	00328	STreamline	Copy of Cop
	00428	AM Mailing (Scheduler Job)	
✗ Activity	00610	RR Donelly	A
	00648	Henry Wurst Mailer	
	00655	August Mailer	C
	00668	Hot days of Summer	e
	00899	Scheduler Demo 3	a
	00900	Copy of Scheduler Demo 3	r
	01013	FF by Mail	↓
			↓

Scanner [Prohibited] Ok

Job Number: (Blank for the House Job)

Input # :

7	8	9	
4	5	6	Clear
1	2	3	
0	.	Del	

If the Monthly Job feature is used, no entry is needed in this screen. Clicking on the check-mark loads the monthly job number you created in Quick Job



Workstation:mail : (01) Streamline Solutions - (0100) 01 San Rafael

Started Shift on 7/1/2009 @ 12:35 7/1/2009 12:39

INKJET

Select Job 200907 Activity(s)

Employee	Job	Station
Nelsen, Norma Shift:2		
Job Number		
200907 - July Monthly Job		
Activity		

Scanner  

Note that the monthly job number is loaded and shows no job activities. All non chargeable activities will be under the 'Station' tab.

Workstation:mail : (01) Streamline Solutions - (0100) 01 San Rafael

Started Shift on 7/1/2009 @ 12:35 7/1/2009 12:45
INKJET

Add Station Activity(s) to Job 200907

Employee	Job	Station
Nelsen, Norma Shift:2		
Job Number	81090 INKJET-MAINTENANCE	
200907 - July Monthly Job	81091 INKJET-REPAIRS	
Activity	81095 DOWNTIME	

Scanner

Clear

Select the Station activity by clicking to highlight and then choose Ok.

200907-81095, DOWNTIME

Package and Drop	Machine	Counts	Material	Events
------------------	---------	--------	----------	--------

Machine Details

Start Click

Current Click

Up/Across

Form Length

Cost Cent

Dept

N/A

IJ1 - Inkjet 1

IJ2 - Inkjet 2

↑

↑

↓

↓

☐ Printing Duplex

Gross Count

Keyboard

Charge Type

☒ Normal

☐ Author

☐ Rework

Start

Choose the machine on which the non chargeable activity is to be performed. You will need to set the machines up in Shop Floor if you wish to designate the machine in this transaction.

Workstation:mail : (01) Streamline Solutions - (0100) 01 San Rafael

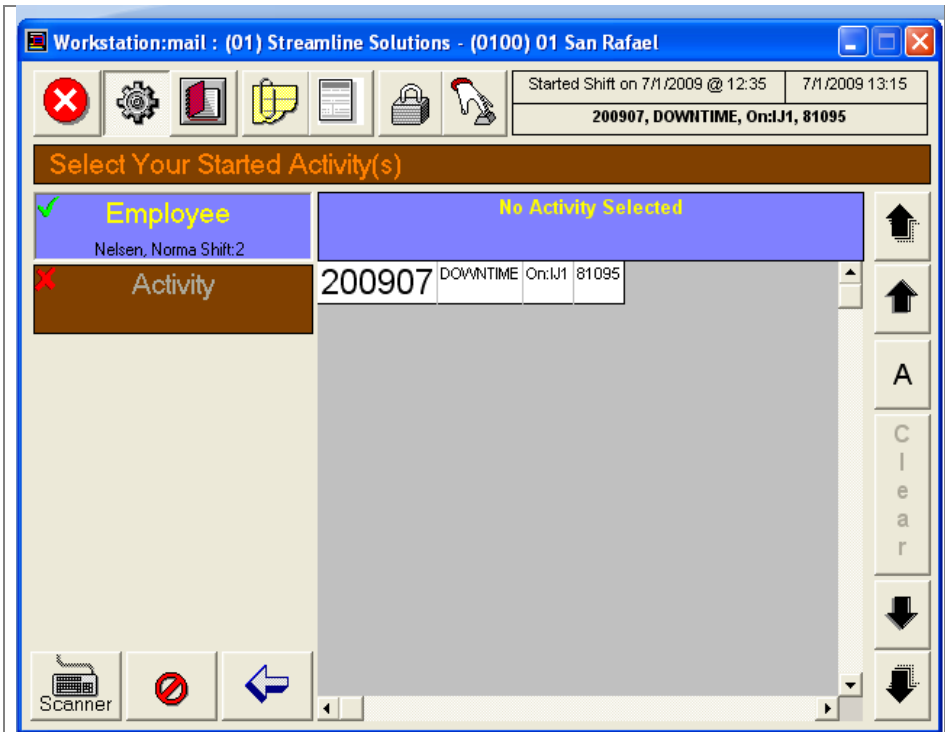
Started Shift on 7/1/2009 @ 12:35 7/1/2009 13:14
200907, DOWNTIME, On:LJ1, 81095

Scan an Activity or press Update Activities or Select a Cost Center

✓ Employee Nelsen, Norma Shift:2	Start Break	↑
	End Shift	↑
	Your Started Activities	A
	Station Started Activities	C l e a r
	Select a Center to work in	↓

Scanner [No] [Back] [Forward]

When non chargeable activity is complete, select name and click on 'Your Started Activities.'



Click on the activity listed to highlight and then click 'Ok.'

200907, DOWNTIME, On:IJ1, 81095

Package and Drop	Machine	Counts	Material	Events
------------------	----------------	---------------	----------	--------

Current Net	<input type="text" value="0"/>	Start	<input type="text" value="13:14"/>	No expected quantity or hours is available
+ or -	<input type="text"/>	End	<input type="text" value="13:17"/>	
New Net	<input type="text" value="0"/>	Net Hours	<input type="text" value="0.05"/>	
Gross	<input type="text" value="0"/>	Tot Hours	<input type="text" value="0.05"/>	

Comments

Charge Type
☒ Normal ☐ Author ☐ Rework

Enter a count of one (1) and then select 'End.'

Streamline Solutions

Shop Floor Shift Summary Report

Printed : 7/11/2009 1:25:43PM
For : **norma**

Job	Customer / Job Description	Activity	Activity Desc	Start	Stop	Time	Type	Qty	Waste	Stat	Comments
Employee : 102 Nelsen, Norma		Shift : 2									
Date : Wednesday July 01 2009		Dept : Main Department									
Start Shift		Late - 0:05 (Std = 06:30)		12:35			Start			ok	
Activity Processing											
200907	Alaska Inc. / July Monthly Job	81095	DOWNTIME On:IJ1 81095	13:14	13:17	0:03	Normal	1		ok	
Additional Punches											
End Shift		Early - 1:05 (Std = 14:30)		13:25			End			ok	
Total Shift Time : 0:50		On Clock Time : 0:50		Breaks - On Clock : 0:00		Breaks - Off Clock : 0:00					
Materials Used											
#	Job	Customer / Job Description	Code	Material Description		Type	MatlQty	Location			

The cost for the non chargeable activity references the job number, start and end times and total hours.

Billing Worksheet

Printed: 7/1/2009 1:36:30PM Job # 200907

Page 1 of 6

ALASKA Alaska Inc.

July Monthly Job Capture non chargeable activity costs for production. Job's QTY - 1

Quote No	Customer #	Invoice #	Last Invoice Date	Job's Sales Person	PO Number(s)	Repeat	New
1428	ALASKA	Not Invoiced		Chris Kinkaid			

Cost Center	\$ Estimate	\$ Actual	\$ Difference	Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
DP & Prepress Buyout				DP & Prepress					
Laser Buyouts				Print					
Print Buyouts				Laser					
Bindery Buyouts				Manufactured Fini					
Mailing Buyouts				Burster					
Fulfillment Buyouts				Bowe					
-----				Cutter					
Total Buyouts				Folder					
-----				General Bindery					
DP & Prepress Matl				Ink Jet		22.50	22.50		0.50
Envelopes				Cheshire					

Billing Worksheet

Printed: 7/1/2009 1:36:30PM Job # 200907

Page 2 of 6

Job Transactions Report

* Charge : N - Normal A - Authors S - Spoiled (Rework) X - Extra Cost

Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	Cost VS Markup	Comment
Line		50	Ink Jet							
CC		810	INKJET							
7/1/2009	L	Norma Nelsen	81095 DOWNTIME	1	.0	0.50	22.50		22.50 SF*	
Total CC		810	INKJET	1.00		0.50	22.50		22.50	
Total Line		50	Ink Jet	1.00		0.50	22.50		22.50	

And the billing worksheet for the monthly job number will display the costs.

Center	Description	hours	hours	hours	Productive	hours	budgeted
8-MAILING							
800	MAILING ADMIN	0.00	0.00	0.00		0.00	
810	INKJET	1.00	0.50	1.50	66.67	48.00	3.13
820	CHESHIRE	0.00	0.00	0.00		16.00	0.00
821	PIGGYBACK	0.00	0.00	0.00		16.00	0.00
830	INSERTER	0.00	0.00	0.00		120.00	0.00
831	STRETCH INSERT	0.00	0.00	0.00		48.00	0.00
832	POLY INSERT	0.00	0.00	0.00		8.00	0.00
833	DMM Insert	0.00	0.00	0.00		120.00	0.00
838	Insert Lead Operator	0.00	0.00	0.00		48.00	0.00
839	Insert Helper	0.00	0.00	0.00		80.00	0.00
840	HANDWORK	0.00	0.00	0.00		120.00	0.00
850	SORTING	0.00	0.00	0.00		120.00	0.00
860	WAFER SEAL	0.00	0.00	0.00		16.00	0.00
865	Tabler	0.00	0.00	0.00		32.00	0.00
870	STAMPING	0.00	0.00	0.00		16.00	0.00
880	POSTAGE PREP	0.00	0.00	0.00		0.00	0.00
Sub Total for 8-MAILING		1.00	0.50	1.50	66.67	808.00	0.19
9-WAREHOUSE							
900	WAREHOUSE ADMIN	0.00	0.00	0.00		0.00	
940	WAREHOUSE	0.00	0.00	0.00		0.00	
950	SHIPPING	0.00	0.00	0.00		16.00	0.00
960	INVENTORY	0.00	0.00	0.00		0.00	
961	INVENTORY TRANSACTIONS	0.00	0.00	0.00		72.00	0.00
962	INVENTORY ADMIN	0.00	0.00	0.00		8.00	0.00
970	HOURLY	0.00	0.00	0.00		0.00	
980	STORAGE	0.00	0.00	0.00		0.00	
990	MATERIALS	0.00	0.00	0.00		0.00	
999	REBATES and ROYALITIES	0.00	0.00	0.00		0.00	
Sub Total for 9-WAREHOUSE		0.00	0.00	0.00	0.00	96.00	0.00
Grand Total ...		1.00	0.50	1.50	66.67	1,572.00	0.10

The Shop Productivity Report shows this cost center at 66.67% productive. I have 1.0 hour production run time and .5 hour downtime.

- If WIP Labor recording is used, there are these additional steps to setting up capturing non-chargeable activities using the Monthly Job Feature.
- In System Defaults, the second tab **Posting to GL\Posting Labor to the WIP** needs to be set. WIP posting option is set to hourly.

System Defaults - Data from the SYSPFILE

General Setting | **Posting to GL\Posting Labor to the WIP** | Shipping, Inventory and Purchasing Related Setting | Menu Bar Setting | FF Related S...

Posting Labor Cost to the WIP option

☒ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☐ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☐ Activity Labor Rate * Hours (Applied Labor Direct Account) ☒ Use Employee Rate as Labor Rate ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☐ Activity Variable Rate * Hours (Applied Labor Variable Account)

☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

- Activate the setting below in this same screen.

☒ **GL Post 'Non Charge' Labor to GL (AR invoicing is not affected MS batches ONLY)**

- The WIP labor linking screen now contains a column that shows the chargeable / non-chargeable status of each activity code. This status is indicated with a red check box if chargeable.

An important note here is that linking of non-chargeable activities for posting follows different rules than chargeable.

- Time recorded to non-chargeable activity codes will bypass work in process altogether. The user can define the accounts they want to be affected by thinking of this linking screen as follows.

The general ledger accounts defined in the **WIP** area control the g/l account that will be **debited** upon labor posting.

The general ledger accounts defined in the **Applied** are control the g/l account that will be **credited** up labor posting.

12. The set up below where expense account 6060 appears in the WIP section is a likely way of defining non-chargeable linking.

Test case:

Activity code is linked as

- 01-01-01-2175 in applied labor – expected credit
- 10-01-8700 in WIP section – expected debit

01 Alaska Inc.																																		
Plant		0100		Company 01 Primary Location																														
Cost Center		525		640 HEIDELBERG																														
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> WIP Labor <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th></th> <th>GL Branch</th> <th>GL Dept</th> <th>GL Account</th> <th></th> </tr> </thead> <tbody> <tr> <td>Direct</td> <td></td> <td></td> <td></td> <td>Create Link</td> </tr> <tr> <td>Variable</td> <td></td> <td></td> <td></td> <td>Create Link</td> </tr> <tr> <td>Fixed</td> <td></td> <td></td> <td></td> <td>Create Link</td> </tr> </tbody> </table> </div> <div> <input checked="" type="radio"/> Applied Labor <input type="radio"/> Expense Labor </div> </div>																GL Branch	GL Dept	GL Account		Direct				Create Link	Variable				Create Link	Fixed				Create Link
	GL Branch	GL Dept	GL Account																															
Direct				Create Link																														
Variable				Create Link																														
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Income Br Code	Income Dpt Code	Income Acct	Create Link	Expense Br Code	Expense Dpt Code	Expense Acct	Create Link																											
			Income				Expense																											
Charge /Non Charge	Activity Code	Descr	WIP Labor Direct Account No	WIP Labor Variable Account No	WIP Labor Fixed Account No	Applied Labor Direct Account No	Applied Labor Variable Account No	Applied Labor Fixed Account No	Income Acct	Expense Acct	Expense Labor Direct Account No	Expense Labor Variable Account No	Expense Labor Fixed Account No																					
<input checked="" type="checkbox"/>	52510	640 HEID	1210	1210	1210	7131	7131	7131	4011	7131	0	0	0																					
<input checked="" type="checkbox"/>	52515	640 HEID	1210	1210	1210	7131	7131	7131	4011	7131	0	0	0																					
<input checked="" type="checkbox"/>	52520	640 HEID	1210	1210	1210	7131	7131	7131	4011	7131	0	0	0																					
<input type="checkbox"/>	52590	640 HEID	8700	8700	8700	2175	2175	2175	4011	8700	8700	8700	8700																					

13. Timesheet entry will allow for look up and selection of activity codes that are defined as non-chargeable for these types of jobs only.
14. Shopfloor program will provide an option to select **house job** for capture of non-chargeable, non- job related time.

Timesheet entry for 1 hour

TimeSheet Data Entry 01 Alaska Inc. 0100 Company 01 Primary Lo...

Setup View Options Help

Employee Code: Chris Williams

Work Date: Shift: Total Hours:

Before start lines data entry
be sure - work date and
employee selected correctly

	Job #	Job Activities	Activity Code	Charge Type	Time Rate	Start	Stop	Hrs	Recording Hours	Net Qty Produced	Statistic Qty	Comm
1	1566	...	52590	Normal	1				1.00	0		
2		...										
3		...										
4		...										
5		...										
6		...										
7		...										
8		...										
9		...										
10		...										

Confirm

Total amount of hours is 1
Is it O.K?

Yes No

Undo Done Close

15. Run labor posting routine.

01 Alaska Inc.

Labor: Direct, Fixed Variable Posting Summary Report

Posting Items For the Dates Range: Data is collected for posting for the Date Range from 2/10/2008 to 2/16/20082/11/2008 1:41:29PM
Period 5Year 2008

Page 1 of 1

			Hrs	Debit	Credit	Descr
JobNumber:	1566					
Labor Activity :		52590 640 HEIDELBERG MAINTENANCE				
DNormal	01 01 01 2175	Accrued Wages	1		295.00	
	01 01 01 8700	Non-Chargeable Labor Expens		295.00		
Subtotal Labor Activity :		52590 640 HEIDELBERG MAINTENANCE		\$295.00	\$295.00	
Subtotal JobNumber:	1566			\$295.00	\$295.00	

No other posting occurs.

.Net Quote Breakdown Options

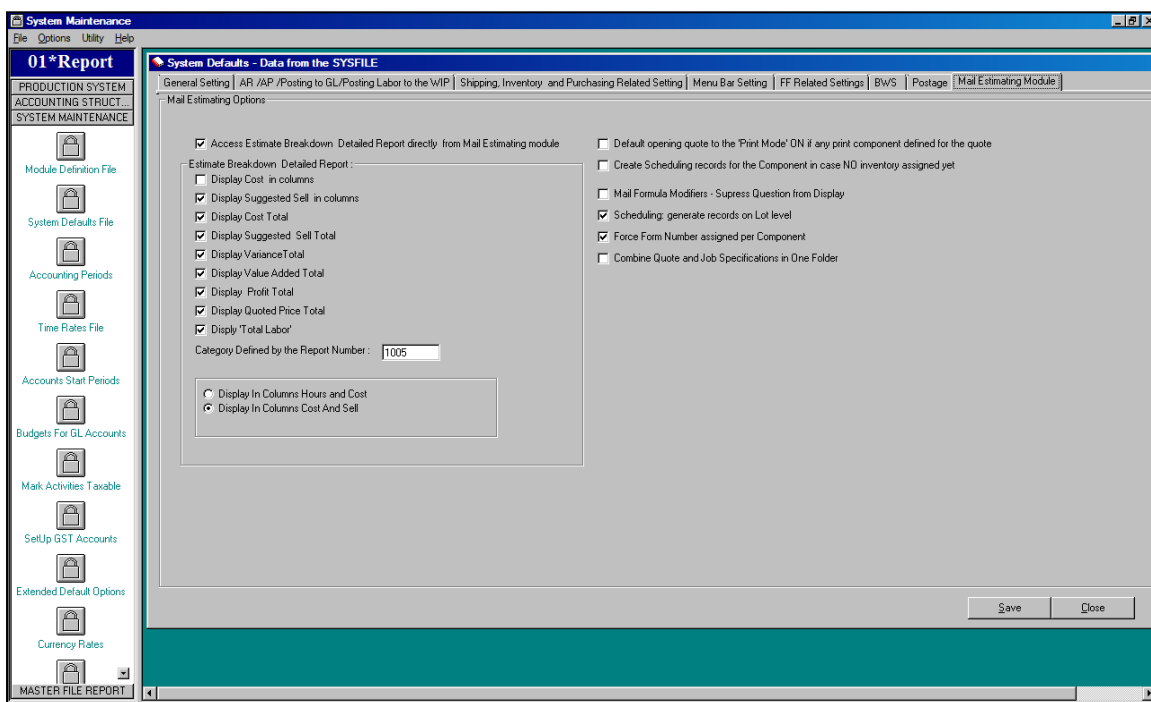
Overview

The new dot net quote breakdown report has many user defined variables. These variables allow you to create a custom report based on the information that you want to see displayed on the report.

Setup

This area requires the assistance of your Printstream Production support person.

Setup Location = Master Files Reports > System Maintenance > System Defaults File > Mail Estimating Module



The following areas are directly tied to the Quote Breakdown Report:

Access Estimate Breakdown – checking this option activates the report so that it can be run directly from the Print and Mail program.

Display Cost in Columns – this setting works with the setting below which says “Display In Columns Hours and Cost. If this setting is checked along with the setting mentioned the report shows costs in both the summary area and under the details for each quote. The selling price will only be displayed in the summary area of the report but not in any of the detail.

Display Suggested Sell in columns – this setting works with the setting below which says “Display in Columns Cost and Sell. With both of these options checked in the Summary area of the report you will see both cost and sell for each category defined and in the detail area you will only see selling prices for all details. If only the selling is desired in the summary area also then select the option that says “Display in Columns Hours and Cost with this option.

Display Cost Total – selecting this option adds a total cost field to the summary area of the report. If this is not selected the total cost field will not appear on the report.

Display Suggested Sell Total – selecting this option adds the total selling price to the summary area of the report. If this is not selected the total sell price will not appear on the report.

Display Variance Total – selecting this option will show the variance amount in the summary area of the report. The variance amount represents the difference between the suggested selling price and the actual sell price indicated. This only happens when the suggested selling price on the quote has been manually overridden so it is different than the suggested sell price.

Display Value Added Total – selecting this option will include the total value-added amount in the summary area of the report. Value added represents the suggested or actual sell price minus material costs and buyout costs. If this option is not selected it will not appear on the report.

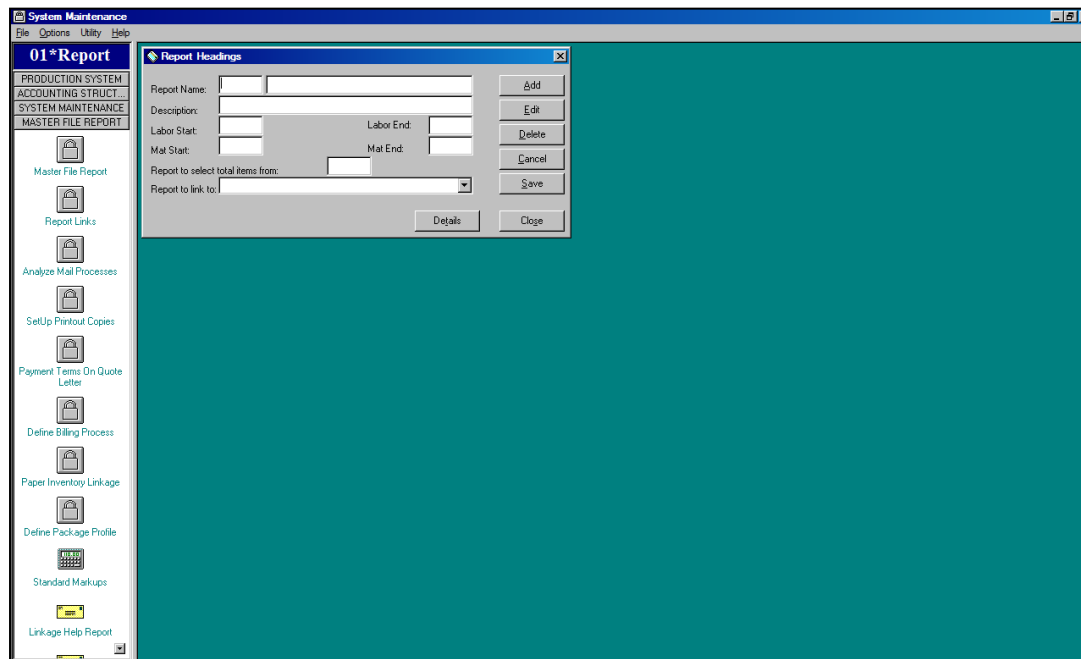
Display Profit Total – selecting this option will include the total profit amount in the summary area of the report. Profit is calculated by taking the suggested or actual sell price and subtracting the labor, material, and buyout costs on the estimate.

Display Total Labor – selecting this option will include the total labor cost for each quantity in the estimate in the summary area of the report. If this option is not selected the total labor cost will not be displayed on the report. If this option is checked and you have the Display Cost and Sell option also checked, you will see both cost and sell for labor on the report.

Category Defined by the Report Number

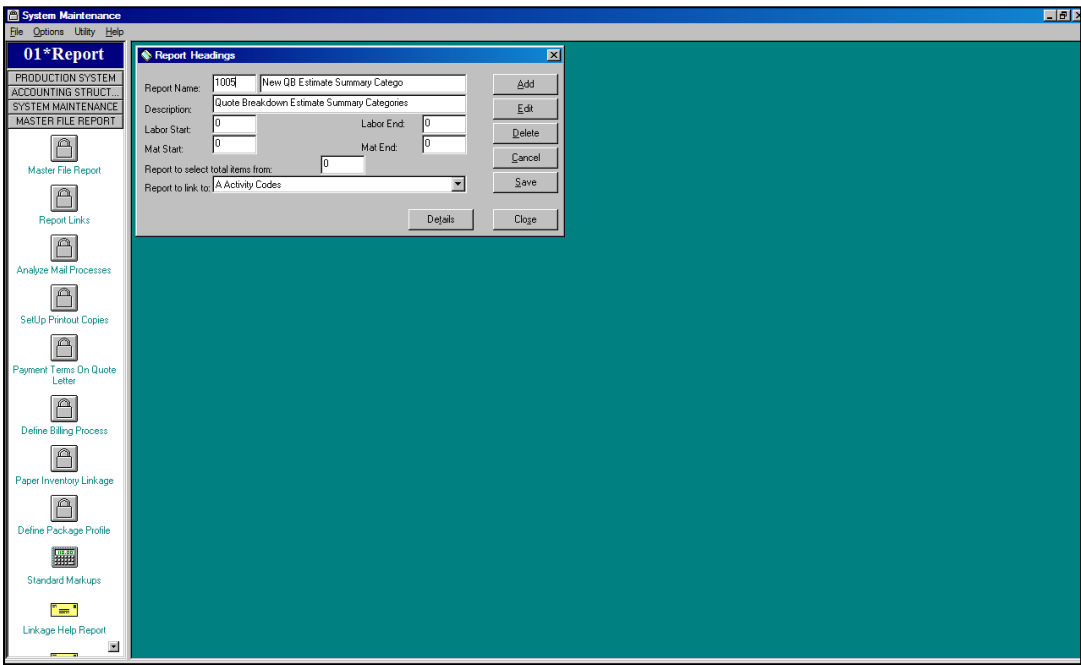
This option allows you to define the report that you want to use for the categories that appear in the summary area of the quote breakdown report. By default, this report uses the categories as defined in report 1000 which is the Standard Markups report. If these categories are sufficient then no other setup is required here. The Standard Markup report which is used for marking the costs up by category to arrive at a suggested sell price has very strict linking rules. For example, if I have a line for Prepress on the report and it is flagged as a Labor line, only labor activities can be linked to that line. Creating a new report here gives you the ability to have different activity code types linked to the same line so in the example above I can have a Prepress line but can have all prepress activity costs including Labor, Material and buyouts linked to the same line. Here are the steps that need to be followed to setup a new report:

1. Go to **Master Files Reports > Master File Report (Tab) > Master File Report**.

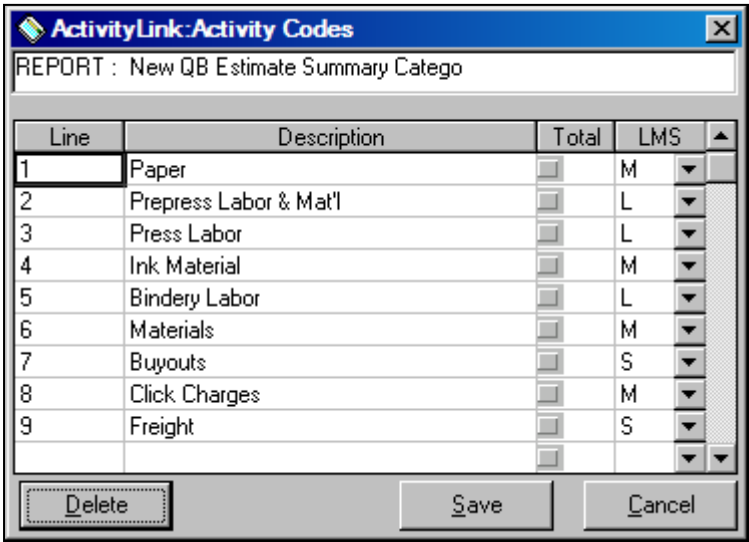


- 2. Click the **Add** button. In the **Report Name** field, type **1005** then in the field to the right enter **New QB Estimate Summary Categories**. In the **Description** field below, enter **Quote Breakdown Estimate Summary Categories**. In the **Report to link to**, select **A Activity Codes** from the drop-down listing, then click **Save**.

Your screen should look something like this.

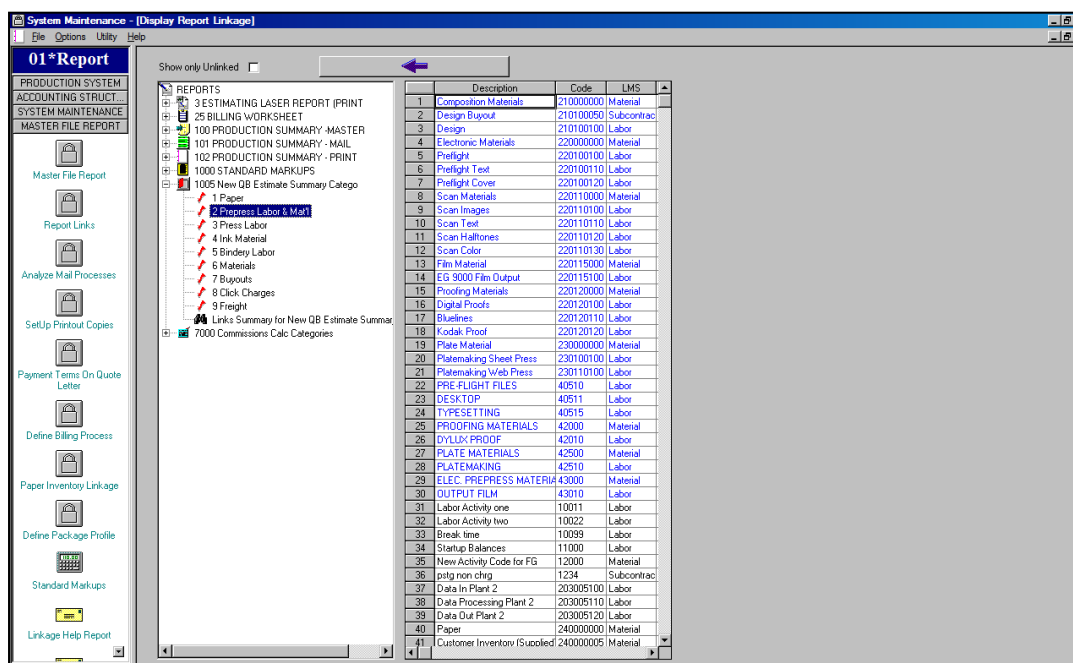


- 3. Click **Details**. Enter the line number, description, and activity type for the line here. You can have as many categories as you wish but our recommendation is that you keep it to ten or under. The **LMS** column which stands for **Labor, Material, or Subcontract** represents the type of activity codes that will link to this line. As mentioned earlier in this report, a line can be flagged as "L" for labor but will still allow other activity codes to be linked to it. Even though this is the case make sure you select a default activity type for each line.



- 4. Each activity code can only be lined to one line in the report. When you have finished the report, click **Save** to save your lines.

- Link the activity codes to the new report you created. Go to **Master Files Reports > Master Files Report (Tab) > Report Links**. Double-click the word **REPORTS** and you should see report **1005** in the list of reports. Click the **+** in front of report 1005 so you can see the lines on the report.
- Click a line in the report so that it is highlighted then click the number in front of the activity code or codes that you want to link to the highlighted line in the report. Click the button with the arrow pointing to the left and the highlighted activity codes will be linked the highlighted line. When the line is highlighted the activity codes that are linked to it will appear in blue. Continue linking until you have linked all of the print related activity codes to one of the lines you have defined. This report only deals with print related activities, so it is not necessary to link mail activities to the report.



- After you have finished linking the report, go back to **Master Files Reports > System Maintenance (Tab) > System Defaults File**. You will need to have your Printstream Production Support Representative get you back into this area. Enter report **1005** under the **Mail Estimating Module** tab under the **Category Defined by the Report Number** field.

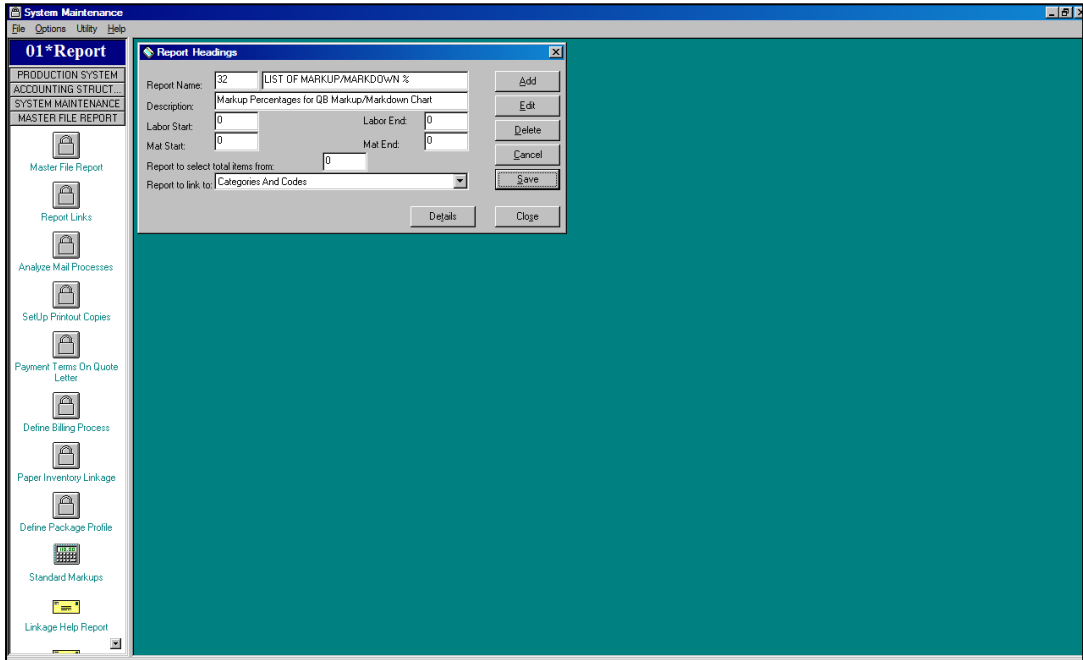
This completes the setup for the user defined report categories.

Markup Markdown Chart

This option is completely optional. It allows you to add a Markup/Markdown chart to the existing report. The markup/markdown chart uses the existing suggested sell price and either applies a user defined markup to the suggested sell or in the case of a markdown takes out the cost of material and buyouts from the suggested sell price before applying a markdown. It then adds the material and buyout cost back in to show the total markdown value. In this case the markdown is only applied to the labor part of the estimate.

To setup the Markup/Markdown chart

1. Using the same instructions as above for creating report 1005, create a new report, report **32**, called **List of Markup/Markdown %** with a description of **Markup Percentages for QB Markup/Markdown Chart**. The **Report to link to** needs to be set to **Categories And Codes** for this report. See sample screen below.



2. Click **Details** and enter the **Line** number, **Markup** or **Markdown** description, and the amount of markup expressed as a positive number or a markdown expressed as a negative number. Between the Markup

and Markdown lines you can add a line which represents the suggested sell price enter **O** for the **Code** on this line.

Activity link : Categories And Codes

Report: LIST OF MARKUP/MARKDOWN % No 32

Line	Description	Code
1	Markup 30	30
2	Markup 25	25
3	Markup 20	20
4	Markup 15	15
5	Markup 10	10
6	Markup 5	5
7	Suggested Sell Price	0
8	Markdown 5	-5
9	Markdown 10	-10
10	Markdown 15	-15

Buttons: Delete Save Cancel

- Click **Save** when you are done.

After completing this step, when you run the Quote Breakdown Report, you will see this chart added to report.

Preview

File View Background

33 100%

Estimate Breakdown

Estimate #	3519.99	Estimate Title	Copy of Travel Guides	Page #	1/8
Customer #	ALASKA	Customer Name	Alaska Inc.	Printed	5/17/2010 3:00:33 PM
Estimate Date	4/28/2010	Customer Contact	Sally Samster	Status	
Job #		Salesrep	House Account	Estimator	Rob Hales

Description Print Notes Mail Notes

48 pg plus cover travel guide

Markup/Markdown Chart

10000

Mark Up/	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40												
28,732.09	77.31%	27,627.01	76.41%	26,521.93	75.42%	25,416.85	74.36%	24,311.77	73.19%	23,206.69	71.91%	21,374.76	69.51%	20,647.92	68.43%	19,921.07	67.28%	19,194.22	66.04%	18,467.38	64.70%	17,740.53	63.26%	17,013.68	61.69%	16,286.84	59.98%
0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%	22,101.61	70.51%

Estimate Summary

Page 1 of 8 | Zoom Factor: 100%

Packages Advanced Feature

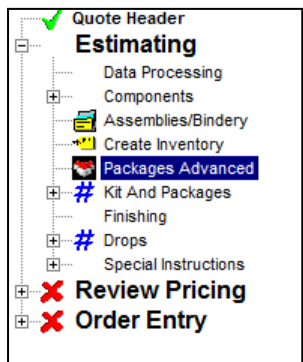
Overview

This is new .NET Programming that allows users to set-up Packages and link Components and Processes all within one user-friendly screen. This takes the place of entering each package within an estimate/job and selecting the **P** button to link processes.

We have also included additional fields: **Weight, Size, Thickness, and Aspect Ratio** that will calculate **Postal Qualification**. This option will allow the user to identify if the piece qualifies as Postcard, Letter or Flats and automation as well. For example, a customer could provide piece specs for a printed item. The client service representative can set-up the information in Packages Advanced and right away determine automation compatibility. This could potentially save the customer additional postage by redesigning the mail piece.

Procedures and Use

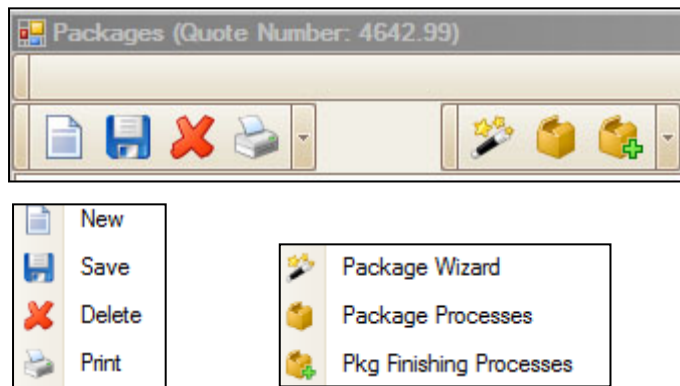
The Packages Advanced program is located in the Estimating Branch. This will require your assigned support representative to activate.




Selecting **Packages Advanced** opens the following screen:

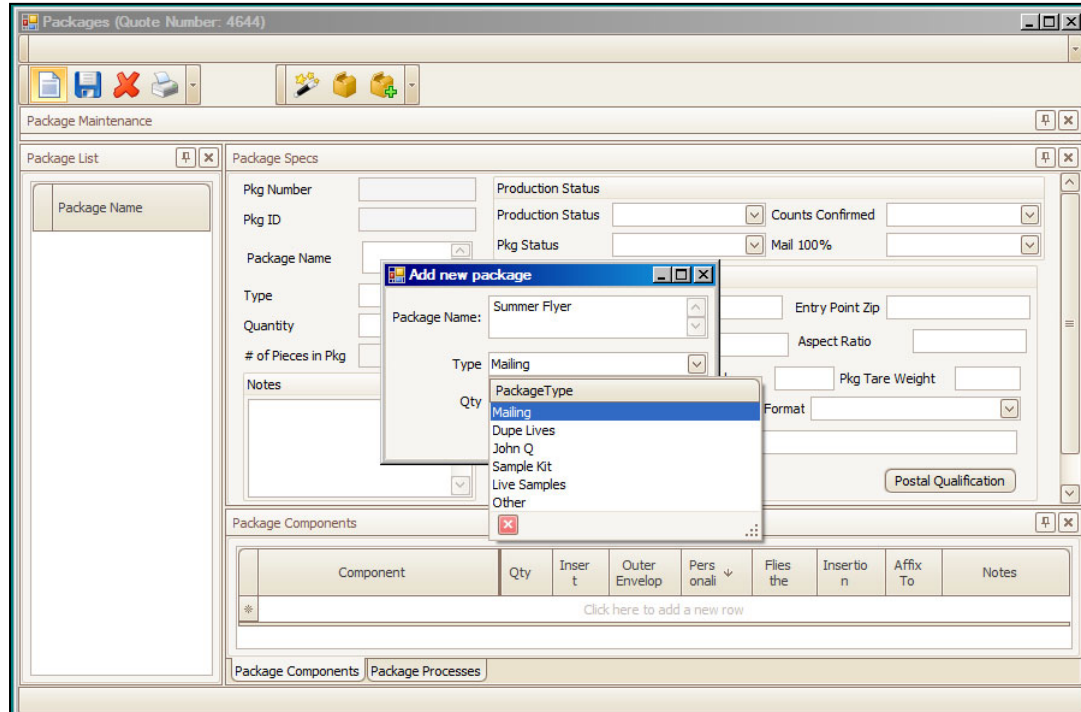
A screenshot of the 'Packages (Quote Number: 4644)' window. The window has a title bar and a toolbar with icons for file operations. The main area is divided into several sections: 'Package Maintenance' (with a 'Package List' tab), 'Package Specs' (with fields for Pkg Number, Pkg ID, Package Name, Type, Quantity, # of Pieces in Pkg, Notes, Production Status, Pkg Status, Presort Wizard, Entry Point Name, Entry Point Zip, Package Size, Piece Weight, Pkg Thickness, Pkg Tare Weight, Flap Opening Edge, Address Format, Mailing Scheme, and a 'Postal Qualification' button), and 'Package Components' (with a table for components and a 'Click here to add a new row' link). The 'Package Components' section includes a table with columns: Component, Qty, Insert, Outer Envelop, Pers onal, Files the, Insertio n, Affix To, and Notes. At the bottom, there are tabs for 'Package Components' and 'Package Processes'.

User has options to select the icons when creating, saving, deleting or printing packages.



To create a package

1. Select **New**. 
 Package Number –Auto populates
 Package ID –Auto Populates
2. Enter a **Package Name**.
3. Select a **Package Type** (user has option to create package samples).
4. Enter a **Quantity**.
 # of Pieces in PKG. – Auto populates based on Components selected for the package.
 Notes – User define



Packages (Quote Number: 4644)

Package Maintenance

Package List

Package Name

... Summer Flyer

Package Specs

Pkg Number

1

Pkg ID

72466

Package Name

Summer Flyer

Type

Mailing

Quantity

10000

of Pieces in Pkg

Notes

Production Status

New

Counts Confirmed

Pkg Status

Unlocked

Mail 100%

Presort Wizard

Entry Point Name

Entry Point Zip

Package Size

X

Aspect Ratio

Piece Weight

Pkg Thickness

Pkg Tare Weight

Flap Opening Edge

Address Format

Mailing Scheme

Postal Qualification

Package Components

Component	Qty	Insert	Outer Envelop	Personal	Flies the	Insertion	Affix To	Notes
Click here to add a new row								

Package Components

Package Processes

Production Status

New –New Package

OK to Released to Customer – Is package ok to be released to the customer for approval?

Customer Approved – Customer approved Package.

Customer approved with changes- Customer has approved package but with changes.

Presorted – is this a presorted package?

Pkg. Status – Unlocked/Locked –User has the option to Lock or Unlock package information. When status is changed and Saved the fields cannot be edited unless package is Unlocked.

Counts Confirmed – YES/NO

Mail 100% - YES/NO – For example the customer may or may not require spoilage to be re-printed and mailed.

Packages (Quote Number: 4644)

Package Maintenance

Package List

Package Specs

Package Name: Summer Flyer

Pkg Number: 1

Pkg ID: 72466

Production Status: New

Pkg Status: Unlocked

Counts Confirmed:

Mail 100%:

Package Name: Summer Flyer

Type: Mailing

Quantity: 10000

of Pieces in Pkg: 5

Notes:

Presort Wizard

Entry Point Name:

Entry Point Zip:

Package Size: X Aspect Ratio:

Piece Weight: Pkg Thickness: Pkg Tare Weight:

Flap Opening Edge: Address Format:

Mailing Scheme:

Postal Qualification

Package Components

Component	Qty	Insert	Outer Envelope	Person	Flies the	Insertion	Affix To	Notes
BRE	10000	0						
Post It Note	10000	0						

Package Components | Package Processes

Package Maintenance

Package List

Package Specs

Package Name: Summer PKG

Pkg Number: 1

Pkg ID: 72410

Production Status: Customer approved

Pkg Status: Unlocked

Counts Confirmed: Yes

Mail 100%: Yes

Package Name: Summer PKG

Type: Mailing

Quantity: 10000

of Pieces in Pkg: 5

Notes:

PKG Notes:

Presort Wizard

Entry Point Name: Huntsville AL

Entry Point Zip: 35805

Package Size: 4.125 X 9.5 Aspect Ratio: 2.3

Piece Weight: 0.08 Pkg Thickness: 0.122 Pkg Tare Weight: 0

Flap Opening Edge: Long Edge Address Format: Across Long Edge

Mailing Scheme: carrier route

Postal Qualification

Package Components

Component	Qty	Insert Seq.	Outer Envelope	Person alize	Flies the Package	Insertion Direction	Affix To	Notes
Letter	10000	1					Faces Face	Letter Component N...
Post It from Inv	10000	4					BRE	
BRE	10000	3						
Summer Coupon	10000	2						
#10 Window	10000	0						

Package Components | Package Processes

Presort Wizard

Entry Point Name - Postal facility at which mail enters the postal delivery system.

Entry Point Zip – Zip Code of the Entry Point Postal facility.

Package Size – Height x Length

Aspect Ratio -the dimension of a mail piece expressed as a ratio of length divided by height (for letters and cards, length is the dimension parallel to the address as read). For example, a #10 Envelope 4 1/8 inches long by 9 1/2 inches high has an aspect ratio of 2.30. An aspect ratio between 1.3 and 2.5, inclusive, is required for automation compatibility.

Piece Weight – Total weight of pieces in package.

Package Thickness – Thickness of pieces within package.

Package Tare Weight-Actual, computed, or estimated weight of the container and/or packaging.

Flap Opening Edge – long edge (length of envelope, parallel to the address block) or edge (perpendicular to the address block) on a typical #10 envelope.

Address Format – Across Long Edge (address appears on the long dimension of the envelope) or Across Short Edge (address appears on the short dimension of the envelope).

Mailing Scheme – How mail is being prepared, example –First Class, Carrier Route, Presort....

Postal Qualification – Select this option after entering Package Size, Piece Weight and Package Thickness. This will allow the user to identify the postal qualification of the piece.

In this example based on the package specs this piece qualifies as **Letter Auto**.

Postal Qualification - Physical Dimensions Checklist

	P/Card	Letter	Flat
Machinable	Non-Machinable	Auto	Non-Machinable
Dimensions and Thickness			
Min Height	Ok	Ok	0.875" Too Short
Max Height	Ok	Ok	Ok
Min Width	Ok	Ok	Ok
Max Width	3.500" Too wide	Ok	Ok
Min Thickness	Ok	Ok	Ok
Max Thickness	Ok	Ok	Ok
Weight & Size			
Min Weight	Ok	Ok	Ok
Max Weight	Ok	Ok	Ok
Min Square Size	Ok	Ok	Ok
Max Linear Inches	Ok	Ok	Ok
Aspect Ratio			
Min Aspect Ratio	Ok	Ok	Ok
Max Aspect Ratio	Ok	Ok	Ok

Physical Dimensions Checklist

Dimension

Width	9.5
Height	4.125
Thickness	0.122

Weight

Weight	0.08
--------	------

Square Check

Linear Inches	27.25
---------------	-------

Automation Test

Aspect Ratio	2.303
--------------	-------

Qualify

☐ Show Specifications in the result

Print

Postal Qualification - Physical Dimensions Checklist

	P/Card	Letter	Flat
Machinable	Non-Machinable	Auto	Non-Machinable

Dimensions and Thickness

Min Height	OK (3.500)	OK (3.500)	0.875" Too Short (5.000)
Max Height	OK (4.250)	OK (6.125)	OK (12.000)
Min Width	OK (5.000)	OK (5.000)	OK (6.000)
Max Width	3.500" Too wide (6.000)	OK (11.500)	OK (15.000)
Min Thickness	OK (0.009)	OK (0.009)	OK (0.009)
Max Thickness	OK (0.250)	OK (0.250)	OK (0.750)

Weight & Size

Min Weight	OK	OK	OK
Max Weight	OK (3.500)	OK (3.500)	OK (13.000)
Min Square Size	Ok	Ok (5.000 x 5.000)	Ok
Max Linear Inches	Ok	Ok	Ok (108 x 108)

Aspect Ratio

Min Aspect Ratio	OK (1.300)	OK (1.300)	OK (1.300)
Max Aspect Ratio	OK (2.500)	OK (2.500)	OK (2.500)

Physical Dimensions

Dimension	
Width	9.5
Height	4.125
Thickness	0.122
Weight	
Weight	0.08
Square Check	
Linear Inches	27.25
Automation Test	
Aspect Ratio	2.303

Qualify ☒ Show Specifications in the result Print

Physical Dimensions- can be edited in the screen, upon making changes select Qualify to review new results.

Show Specifications in the result – This option displays postal qualification specs in each field.

Print – User has option to print this document.

Link Components to Package

1. Select the **Package Components** tab.

The screenshot shows the 'Package Maintenance' window for 'Quote Number: 4644'. The 'Package List' on the left shows 'Summer Flyer' selected. The 'Package Specs' section on the right includes fields for Pkg Number (1), Pkg ID (72466), Package Name (Summer Flyer), Type (Mailing), Quantity (10000), and # of Pieces in Pkg (2). The 'Package Components' tab is selected at the bottom, showing a table with columns: Component, Qty, Insert Seq., Outer Envelope, Personalize, Flies the Package, Insertion Direction, Affix To, and Notes. The 'Package Components' tab is highlighted with a red box.

2. Components can be added to the package using the drop-down in the **Component** column or right-clicking and adding multiple components.

The screenshot shows the 'Package Maintenance' window with the 'Package Components' tab selected. A dialog box is open, showing a list of components: #10 Window Env, Letter, Summer Flyer, Post It Note, BRE, and Fall Flyer. The 'Summer Flyer' component is selected. The 'Package Components' tab is highlighted with a red box.

- To add an additional Component, select **(Component)** column and a new line will appear with drop-down option.

Packages (Quote Number: 4644)

Package Maintenance

Package List

Package Name: Summer Flyer

Package Specs

Pkg Number: 1
Pkg ID: 72466
Package Name: Summer Flyer
Type: Mailing
Quantity: 10000
of Pieces in Pkg: 2

Production Status: New
Pkg Status: Unlocked
Counts Confirmed:
Mail 100%:
Presort Wizard
Entry Point Name:
Entry Point Zip:
Package Size: X Aspect Ratio:
Piece Weight: Pkg Thickness: Pkg Tare Weight:
Flap Opening Edge: Address Format:
Mailing Scheme:
Postal Qualification

Package Components

Component	Qty	Insert Seq.	Outer Envelope	Personalization	Files the Package	Insertion Direction	Affix To	Notes
#10 Window Env	10000	0						

4. For a quicker way to add components to a package, right-click in the blank line under the Component column and select **Add Multiple Component Links**. Components Links can also be deleted.

Package Maintenance

Package List

Package Name

— Summer Flyer

Package Specs

Pkg Number: 1

Pkg ID: 72466

Package Name: Summer Flyer

Type: Mailing

Quantity: 10000

of Pieces in Pkg: 2

Notes

Production Status: New

Pkg Status: Unlocked

Mail 100%

Presort Wizard

Entry Point Name:

Entry Point Zip:

Package Size: X Aspect Ratio:

Piece Weight: Pkg Thickness: Pkg Tare Weight:

Flap Opening Edge: Address Format:

Mailing Scheme:

Postal Qualification

Package Components

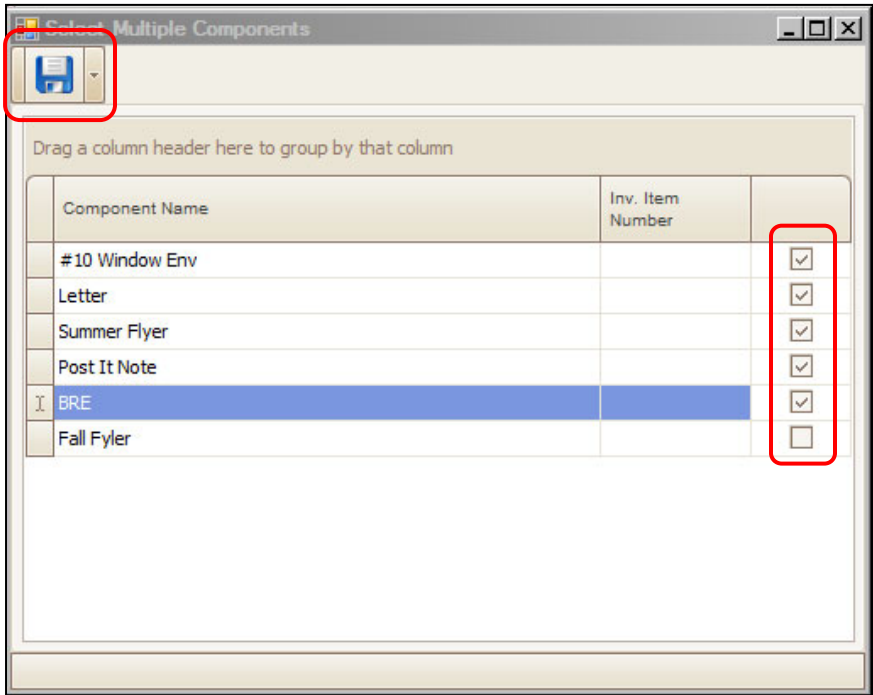
Component	Qty	Insert Seq.	Outer Envelope	Personalize	Files the Package	Insertion Direction	Affix To	Notes

Context Menu:

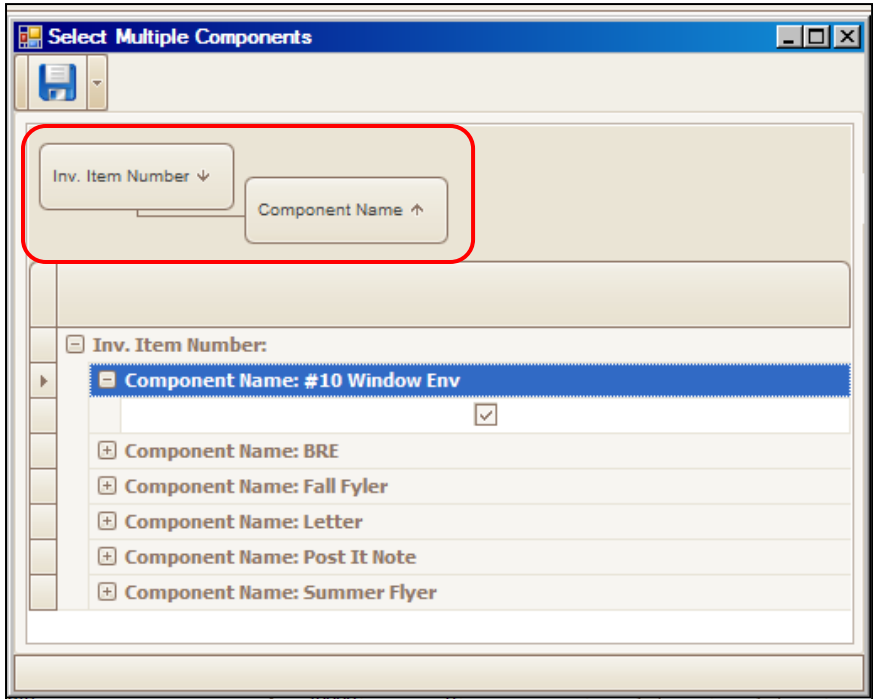
- Add a Component Link
- Add Multiple Component Links
- Delete Component Link

Package Components | Package Processes

5. Place a check for the components that are required for the package and **Save**.

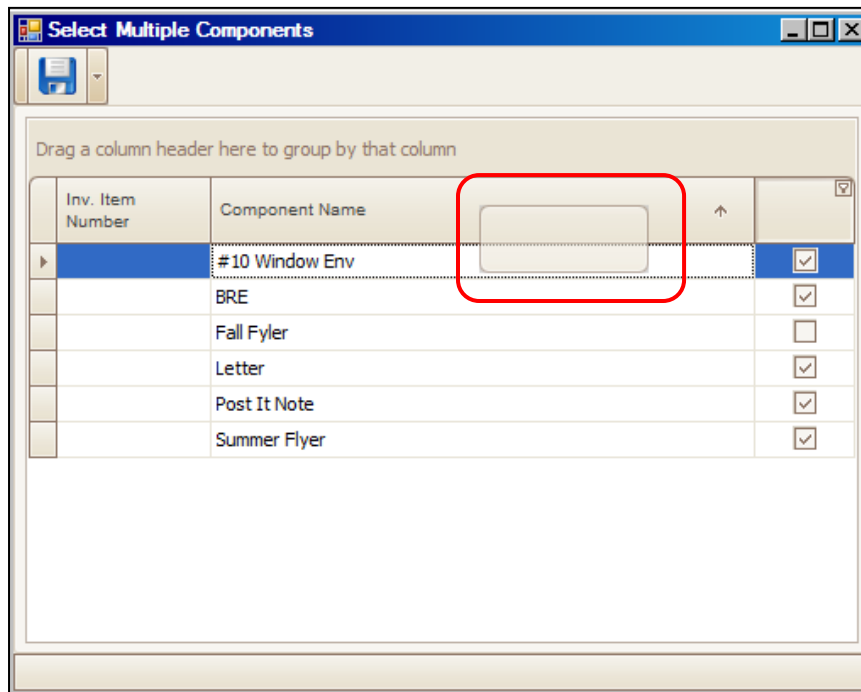


Many of our .NET programs provide the user the ability to drag columns for grouping. This allows columns to be sorted.

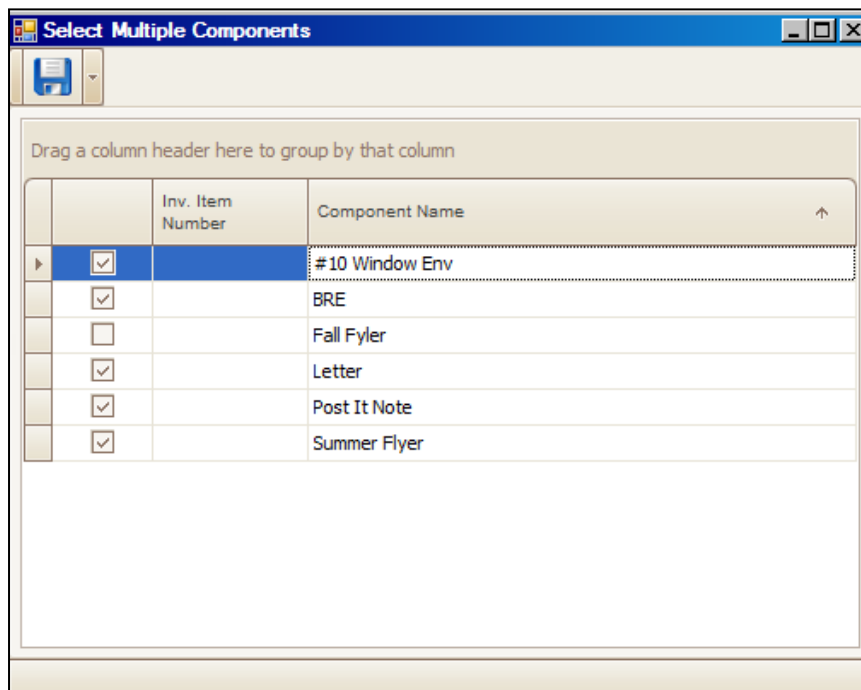


User also has the ability to move columns.

6. Select **Column** and drag to re-order display.



In the example below, the component selection (check box) has been placed to display first.



Components linked to the package

The screenshot shows the 'Package Maintenance' window. The 'Package List' on the left has 'Summer Flyer' selected. The 'Package Specs' section on the right contains fields for Pkg Number (1), Pkg ID (72466), Package Name (Summer Flyer), Type (Mailing), Quantity (10000), # of Pieces in Pkg (5), and various production and presort settings. The 'Package Components' section at the bottom features a table with columns: Component, Qty, Insert Seq., Outer Envelope, Personalize, Flies the Package, Insertion Direction, Affix To, and Notes. A red box highlights the first four columns of the table. The table lists components: Summer Flyer (Qty: 10000, Insert Seq.: 0), Post It Note (Qty: 10000, Insert Seq.: 0), Letter (Qty: 10000, Insert Seq.: 0), BRE (Qty: 10000, Insert Seq.: 0), and #10 Window Env (Qty: 10000, Insert Seq.: 0). Below the table is a legend bar with the same column headers.

Component	Qty	Insert Seq.	Outer Envelope	Personalize	Flies the Package	Insertion Direction	Affix To	Notes
Summer Flyer	10000	0						
Post It Note	10000	0						
Letter	10000	0						
BRE	10000	0						
#10 Window Env	10000	0						

- Component** – Piece linked to the package.
- Qty.** – Component package qty. This can be edited for each component.
- Insert Seq.** – Order in which package is put together.
- Outer Envelope** –Yes/No – Drop-down selection
- Personalize** – Is the component a personalized letter. Place Check mark for selection.
- Files the Package** – Which component contains the addressed piece. For example, Personalize letter into window envelope, letter will fly the package. Inkjet closed face envelope that contains generic letter, Envelope will fly the package.
- Insert Direction** – Multiple Choice, (Faces Flap or Faces Face)
- Affix To** – Allows the component to be affixed to another component. For example Post It Note can be affix to the letter in the package. Choose component and left click in the (Affix To) column a list of package components will display for selection.
- Notes** – Free Flow field.

Link Processes to Packages

After Package Components have been completed, select the **Package Processes** tab. This will allow processes to be selected and linked to the package.

The screenshot shows the 'Package Maintenance' window with the 'Package Processes' tab selected. The window is divided into several sections:

- Package List:** A tree view showing the package 'Summer Flyer'.
- Package Specs:** Fields for Pkg Number (1), Pkg ID (72466), Package Name (Summer Flyer), Type (Mailing), Quantity (10000), # of Pieces in Pkg (5), and Notes.
- Production Status:** Fields for Production Status (New), Counts Confirmed, Pkg Status (Unlocked), and Mail 100%.
- Presort Wizard:** Fields for Entry Point Name, Entry Point Zip, Package Size, Aspect Ratio, Piece Weight, Pkg Thickness, Pkg Tare Weight, Flap Opening Edge, Address Format, and Mailing Scheme.
- Package Processes:** A table with columns: Process, Quantity, Component, and Process Type. The table is currently empty.
- Bottom Tabs:** 'Package Components' and 'Package Processes' (highlighted with a red box).

Same rules apply as **Package Components**. Processes can be linked using the drop-down in the process column **One at A Time** or right-clicking in the blank column under **Process Multi Process Selection**.

This screenshot shows the same 'Package Maintenance' window, but with a context menu open over the 'Process' column of the 'Package Processes' table. The menu has two options: 'Remove Process From Package' and 'Multi-Process Selection'.

- Package List:** Same as the previous screenshot.
- Package Specs:** Same as the previous screenshot.
- Production Status:** Same as the previous screenshot.
- Presort Wizard:** Same as the previous screenshot.
- Package Processes:** The table is empty, and the context menu is open over the 'Process' column.
- Bottom Tabs:** 'Package Components' and 'Package Processes' (highlighted with a red box).

Additional Options – Right-click the package or within blank space and list of options will display. This is another option to **Add**, **Delete**, **Copy**, or **Create** Sample Packages. Users may elect to use this method rather than selecting from the Icons.

The screenshot displays the 'Package Maintenance' application window. It is divided into several panes: 'Package List', 'Package Specs', and 'Package Components'.

Package List Pane: Shows a list of packages. The package 'Summer' is selected. A right-click context menu is open over this package, listing the following options: 'Add a Package', 'Delete a Package', 'Copy a Package', 'Add Dupe Lives', 'Add John Q', 'Add Sample Kit', 'Add Live Samples', and 'Add Other'.

Package Specs Pane: Contains fields for package details:

- Pkg Number: 1
- Pkg ID: 72472
- Package Name: Summer
- Type: Mailing
- Quantity: 10000
- Pieces in Pkg: 5
- Notes: (empty text area)

Production Status:

- Production Status: New
- Counts Confirmed: Yes
- Pkg Status: Unlocked
- Mail 100%: Yes

Presort Wizard:

- Entry Point Name: Huntsville AL
- Entry Point Zip: 35805
- Package Size: 4.125 X 9.5
- Aspect Ratio: 2.3
- Piece Weight: 0.008
- Pkg Thickness: 0.122
- Pkg Tare Weight: 0
- Flap Opening Edge: Long Edge
- Address Format: Across Long Edge
- Mailing Scheme: CR-RTS
- Postal Qualification: (button)

Package Components Pane: Contains a table with the following columns: Component, Qty, Insert Seq., Outer Envelope, Personalize, Flies the Package, Insertion Direction, Affix To, and Notes.

Component	Qty	Insert Seq.	Outer Envelope	Personalize	Flies the Package	Insertion Direction	Affix To	Notes
Summer Flyer	10000	2	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faces Flap		
BRE	10000	4	No	<input type="checkbox"/>	<input type="checkbox"/>	Faces Flap		
Post It Note	10000	3	No	<input type="checkbox"/>	<input type="checkbox"/>	Faces Flap	Letter	
Letter	10000	1	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faces Face		
#10 Window Env	10000	0	Yes	<input type="checkbox"/>	<input type="checkbox"/>	Faces Flap		

At the bottom of the window, there are tabs for 'Package Components' and 'Package Processes'.

End Results

Example of Package created using **Packages Advanced/ Package Components** tab.

Package Components

Mail Estimating for the Company : (01) Streamline Solutions - (0100) 01 San Rafael LS - [All Packages]

Hide

Mail Estimating (Print & Mail)

Quote Header

Estimating

- Data Processing
- Components
 - #10 Window Env-20,000
 - Letter-20,000
 - Summer Flyer-20,000
 - Fall Flyer-20,000
 - BRE-20,000
 - Post It Note-20,000
- Assemblies/Bindery
- Create Inventory
- Packages Advanced
- Kit And Packages
- Finishing
- Drops
- Special Instructions

Review Pricing

Order Entry

Component	Inv. Code	Item #	Version	Ver. Qty.	Ver. Balance	Quantity	Seq.	Quantity	Seq.
All Pkg. Total:						10,000			
Job#	0	Summer Fall	Strada	Strada Cycle:		Number:	1		
Job Qty	20000	Mail Dates	7/20/2010			Description:	Summer		
						Quantity:	10,000		
#10 Window Env			Common	20,000	10,000	10,000	0		
Letter			Common	20,000	10,000	10,000	1		
Summer Flyer			Common	20,000	10,000	10,000	2		
Fall Flyer			Common	20,000	10,000	10,000			
BRE			Common	20,000	10,000	10,000	4		
Post It Note			Common	20,000	10,000	10,000	3		

Processes are linked to the Package- This is achieved by the **Package Processes** tab in **Packages Advanced**.

Package Processes

Mail Estimating for the Company : (01) Streamline Solutions - (0100) 01 San Rafael LS - [Data Processing]

File Window Plant(s) for Quote Refresh Master Data Help

Mail Estimating (Print & Mail)

Quote Header

Estimating

- Data Processing
- Components
 - #10 Window Env-20,000
 - Letter-20,000
 - Summer Flyer-20,000
 - Fall Flyer-20,000
 - BRE-20,000
 - Post It Note-20,000
- Assemblies/Bindery
- Create Inventory
- Packages Advanced
- Kit And Packages
- Finishing
- Drops
- Special Instructions

Review Pricing

Order Entry

Get Data

Output

Get Data- PS

Programming-PS

OutPut-PS

Programming

Process Description	Quantity	Qty Lock	Cycle Base d	Quoted Price	All Pkgs	Sort Order	Additional Info(U
DP SET UP	1			\$0.50	\$ N	P 3150	
ADDRESS STANDARDIZATION	20,000			\$180.00	\$ N	P 3200	
BARCODE QUALIFY	20,000			\$180.00	\$ N	P 3460	

Assign "DP SET UP" To Packages

☐ Synchronize process quantity with quantity of all packages this process is assigned to

☐ Proportionally divide process quantity between all packages this process is assigned to

Pkg#	Package Name	Pkg Qty	Process Qty
1	Summer	10,000	10,000

Total Qty of all Packages you have selected for this Process: 10,000

Total Process Qty (based on Qty you selected for each Package): 10,000

Variance Between Process Qty and Qty of Selected Packages: 0

☐ Check as Linked to Every Package

Cancel Close Save

Rates Setup Table Data Dictionary

What is the name of the table where the rates from the Rates Setup Table are stored?

JOBPROC

The JOBPROC table holds the values of all activities in the system. This includes the rates that are entered in the **Rates Setup Table in MasterFile Reports > Production System**.

	Code	Description	Chargable	Hourly Rate	Labor Rate	Machine Rate	Variable	Helper Rate
1	64005	LASER SETUP	<input checked="" type="checkbox"/>	60.00	20.00	30.00	10.00	0.00
2	64010	LASER FORMS	<input checked="" type="checkbox"/>	60.00	20.00	30.00	10.00	0.00
3	64011	LASER 8 1/2x11 LET	<input checked="" type="checkbox"/>	60.00	20.00	30.00	10.00	0.00

Land	CODE	COMPANY CODE	DESCR	HELPER RATE	HOURLY RATE	JOBGROUP CODE	LABOUR RATE	MACHINE RATE	NUM	PROD YN	RUN RATE	VARIABLE RATE
233	64011	01	LASER 8 1/2x11 LETTER	0	60	640	20	30	9	Y	Y	10
234	64012	01	LASER #10 OGE	0	60	640	20	30	9	Y	Y	10
235	64013	01	LASER 6x9 OGE	0	60	640	20	30	9	Y	Y	10
236	64014	01	LASER 9x12 OGE	0	60	640	20	30	9	Y	Y	10
237	64016	01	PRINT LASER LABELS	0	60	640	20	30	9	Y	Y	10
603	64020	01	LASER MANUALS	0	60	640	20	30	9	Y	Y	10

Scanners and Touch Screens

Overview

This is a selection of example scanners and touch screens to help give you some idea of what technology Streamline or our customers have used or recommended in the past. Streamline does not endorse one product over the other and is not in the business of selling or reselling scanners, touch screens and relate peripherals. This does not however mean that Streamline leaves to fend for yourselves in this arena; if you need assistance with compatibility, protocols, or advice with standards, methodologies etc. Streamline resources can be leveraged and made available you.

Streamline recommends collaborating with a local dealer that will work with you to achieve your desired results. We suggest that you partner with an organization that is willing to roll up its sleeves to find solutions that fit in the context of your operations. The folks that manage your operations should be able to “test drive” products in order to make the right decisions.

If your company is a member of the PrintStream user group, polling the users is another avenue to which you have access. Discover what products and technologies fellow members are currently utilizing, and what dealers and manufacturers are providing the best solutions and best value.

Shop Floor: Barcode Scanner

WASP

- WASP Model No: UF-101E
- 100237 - WASP CCD KBD WEDGE SCANNER

http://www.systemid.com/images/products/wasp_ccd_lq.jpg



Vendor: System Warehouse ID (888) 648.4452.

<http://www.systemid.com/index.asp>

Symbol Cobra

The Symbol Cobra LS1902T, Symbol LS1902 KB WEDGE KIT SCAN - model # SMB-LS1902T-I000-3000S or the Symbol IS1908 (lower price).



Symbol Cobra™ LS1902T

Product Information

- Decoded
- triggered scanner

<http://www.cdw.com/shop/products/default.aspx?EDC=312201>

Adaptus

3800g General Purpose Linear Image Scanner:



http://www.handheld.com/Site.aspx/na/en/product_center/hardware/?product=136

Shop Floor: Touch Screens

MicroTouch by 3M



Some of our customers use a touch screen product called MicroTouch by 3M.

<http://www.3m.com/3mtouchsystems/>

Barcode Gun vs. Wand, Pros and Cons

Barcode Gun

The user holds the barcode gun in their hand and needs to grip the handle to press the barcode trigger.

Advantage – the barcode scan can be done from a short distance; it is easier to shoot a barcode that may be printed on a card or sheet close to the monitor. It is also a “nonabrasive” process, meaning the scanning does not wear on standard barcodes, requiring they be reprinted due to wear when the barcodes become unreadable.

Disadvantage – the user must have a firm grip on the gun which generally is held with the same hand that is used to perform touch screen or keyboard commands, requiring that the gun be set down to free the hand for these other tasks. The second disadvantage is that the wrong barcode could be scanned if the aim is not accurate.

Wand Barcode

Advantage – the wand is held in the hand between thumb and forefinger like a pen where other fingers on the same hand are free to press keys on the keyboard or the touch screens without the need to set down the pen. Because of the close proximity of the scan which requires touching the barcoded material, there may be less chance of shooting the wrong barcode because of the angle of projection on the bar code gun devices.

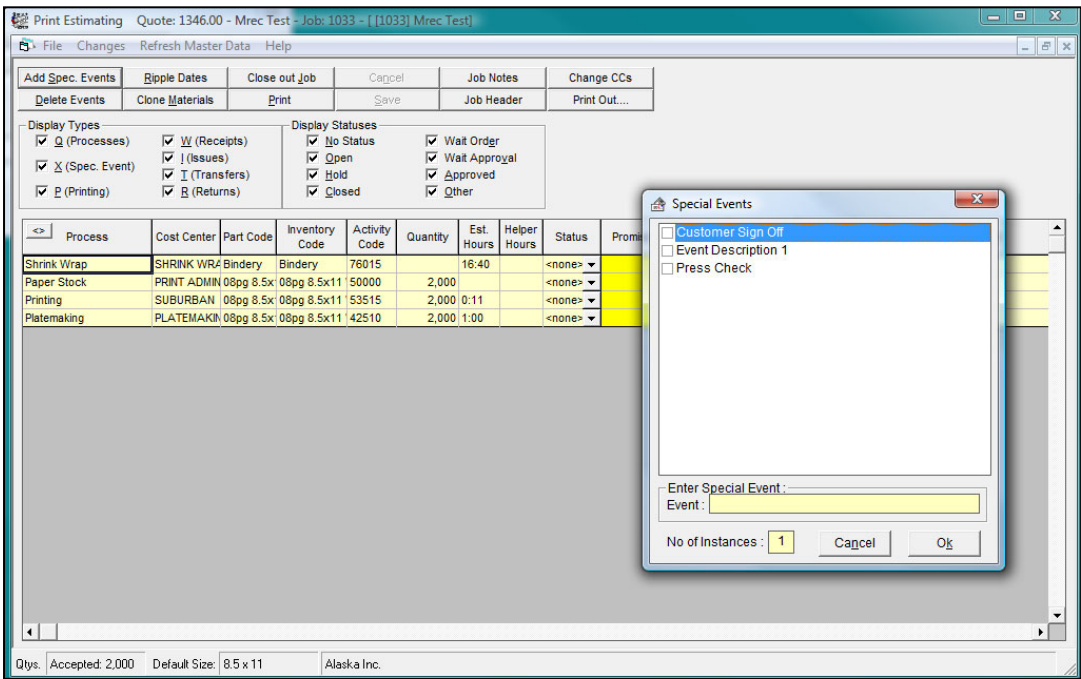
Disadvantage - the barcode scan has to be done in close proximity to the barcode – often meaning the barcode itself is physically touched during the swipe. This can have an “abrasive” effect on the barcode and may require frequent reprinting of standard barcodes (e.g. barcodes for non-chargeable activities and barcodes represented on the ‘Standard Command Sheet’ in the Print128 program).

Best way of testing the accuracy of the two devices is as follows:

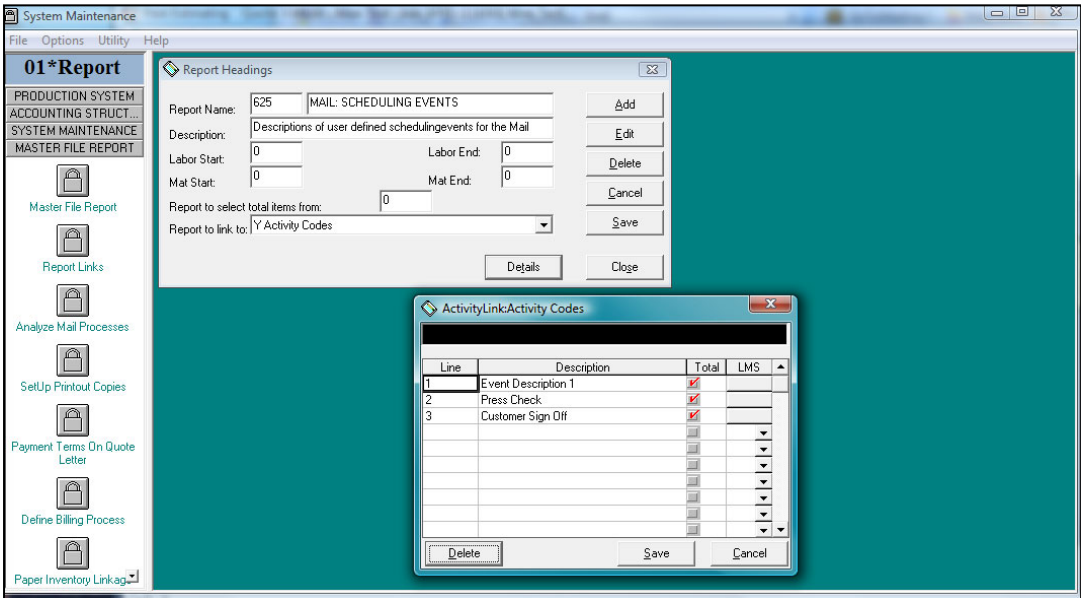
Open Microsoft Word and just start “blasting” away at different barcodes with a barcode gun device. Scan as quickly as possible and then look at the resulting text in the word document.

Read the list of text and check the accuracy of each scan. This will show how accurate and fast the scans are. Now repeat the exercise with the wand and check the accuracy and speed of the wand method.

Scheduler - Special Events



Special Events can be setup in Master Files Reports > Master File Report > Report #625. Select the **Details** button and enter **Line**, **Description**, and check **Total** and **Save**.



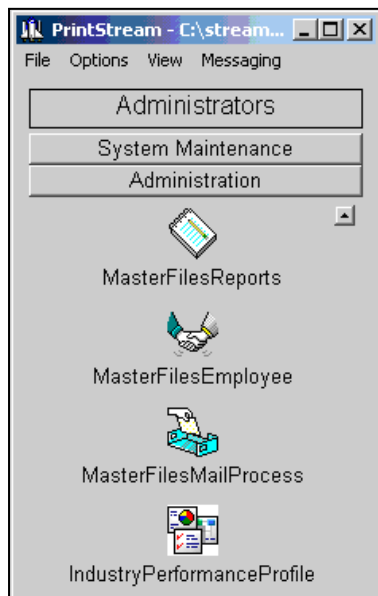
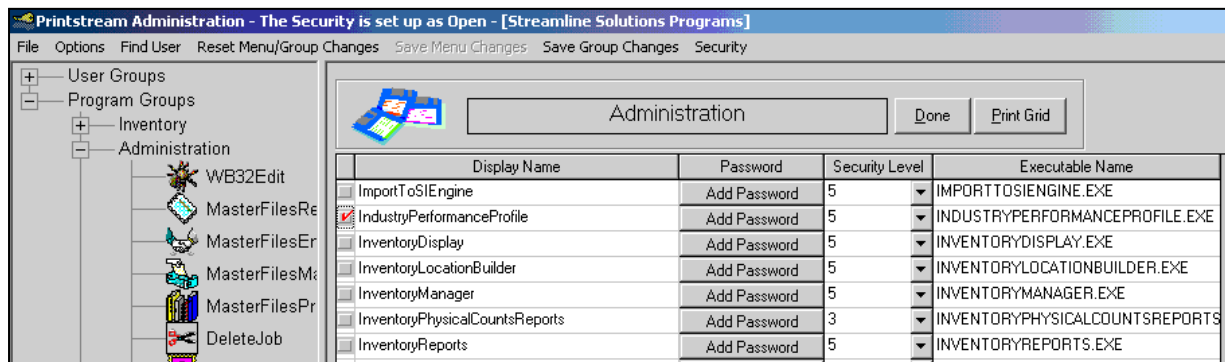
The Industry Performance Profile Program

The Industry Performance Profile Program has been added to PrintStream to help MFSA members who participate in the association's annual "Performance Profiles" financial ratio survey enter the information much more easily. Once you have established the links between the MFSA categories and your PrintStream accounts, you can create and export this data over and over.

One of the biggest challenges most companies face when filling out the financial data for the survey is compiling and entering the data. Now, with this program, MFSA members simply need to correlate the appropriate G/L accounts for each of the items requested in the survey and the program will do the calculations. Then, when the forms are returned to the survey firm, the user need only include a diskette with the data generated by the program (along with the hard copy of the form for those few non-financial bits of information requested.) Companies participating in the survey will find this program to be a tremendous time-saver and MFSA should benefit as more companies are now able to fill out and complete the data in less time.

Log into the program called Industry Performance Profile

You may have to add it to one of the **Program Groups** in your menu by using the **Menus and Users** program.



When you get into the program, this is the screen you will see. You will need to import the MFSA supplied Number Links and Descriptions using a text file supplied by MFSA or Streamline Solutions. Then you will define the links between the MFSA items and their corresponding locations in your PrintStream Chart of Accounts.

[illegible]

Billing Worksheet Mockup

Job #

Customer #

Customer Name

Job Title

Job's QTY –

QuoteNo	Customer #	Invoice #	Last Inv Date	Job's Sales Person	PO Number(s)			Repeat	New	
1465.99	NELS	10939*	10/25/2009	Andrea Cox	389 ,			No	Yes	
Cost Center		\$ Estimate	\$ Actual	\$ Difference	Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
DP & Prepress Buyouts		127.50	127.50		DP & Prepress	776.00	778.00	2.00	12.60	12.70
Laser Buyouts					Print	5,024.29	3,730.50	-1,293.79	28.72	22.80
Print Buyouts					Laser	1,472.14	1,542.00	69.86	24.53	25.50
Bindery Buyouts					Burster					
Mailing Buyouts					Bowe					
Fulfillment Buyouts				Cutter						
-----				Folder						
Total Buyouts		127.50	127.50	General						
-----				Ink Jet						
DP & Prepress Mat'l		9.00	9.50	Cheshire						
Envelopes				Piqgy Back						
Paper		822.46	822.46	Inserter	4,835.00	4,480.00	5.00	44.50	88.00	
Laser Mat'l				Stretch Inserter						
Bindery Mat'l		235.37	242.18	Poly Insert						
Mailing Mat'l				Handwork						
Fulfillment Mat'l				Sorting						
-----				Waferseal						
Total Raw Materials		1,066.83	1,074.14	Stamping						
-----				Postage Prep						
Freight				Saddlestitch						
Postage				Fulfillment						
				XML						
				Warehouse						
				Shipping labor						
Material Cost		1,194.33	1,201.64	7.31	Labor Cost	12,107.43	10,890.50	-1,216.93	110.36	149.00
Material Sell		1,358.82	1,201.64	164.49	Labor Sell	11,904.54	10,890.50	-205.89		
Markup		%13.77	%0.00		Markup	-%1.70	%0.00			
Projected P&L Based on Quoted Price and Actual Cost						Actual P&L Based on Actual Cost & Invoice				
Actual	Totals	Variance	Labor	Material	Markup	Actual	Totals	Labor	Material	
Total Costs	\$12,092.14	X	10,890.50	1,201.64		Total Costs before A/C	\$12,092.14	10,890.50	1,201.64	
- NonChg	\$0.00	X	0.00	0.00	X	- NonChg	\$0.00	0.00	0.00	
- Rework	\$0.00	X	0.00	0.00	X	- Rework	\$0.00	0.00	0.00	
= Charges	\$12,092.14	X	10,890.50	1,201.64		Charge Cost before A/C	\$12,092.14	10,890.50	1,201.64	
Quoted At	\$13,260.36	0.00	12,107.43	1,194.33	-41.40	+ A/C's	\$0.00	0.00	0.00	
+ A/C's	\$0.00	X	0.00	0.00	0.00	= Billable Cost	\$12,092.14			
- Billed	\$13,260.36	Freight Billed:	0.00	X	X	- Billed Invoices	\$13,260.36	Freight Billed:		0.00
= Invoice	\$0.00	X	X	X	X					
Profit/Loss *	\$1,168.22						W/O Rework	With Rework		
						Profit/Loss* Actual \$	\$1,168.22	\$1,168.22		
						Value Added \$	\$12,058.72	\$12,058.72		
						Value Added %	90.94%	90.94%		
						Net Profit %	8.1%	8.81%		

* Profit /Loss is calculated as a difference between Actual Total Cost Amount and (Actual Billed Amount plus amount which is still unbilled to the customer based on the Quoted Amount and Authors Corrections). Billed Amount does not include tax or postage. Including freight billed is an optional setting.

**On the BWS report all amounts are in GL Currency

Estimated Price for Buyout from the Estimate Final Pricing Screen
Actual Price from Purchase Order
Estimated Cost for Labor from Print Quote Breakdown Labor Center \$Cost + Pricing Summary 'Process' Cost Total from the Final Pricing Screen Less Buyout; est. hrs. from Estimate
Estimated Cost for Material from the Print Quote Breakdown Material/Purchase \$Cost + Buyout
Actual Cost of Labor – hours recorded in ShopFloor or Timesheet multiplied by hourly rate from the Activities Setup in MF Reports (unless other multiplier is selected in BWS options, i.e. selecting 'Use Labor Rate for Actual Cost' option when the Labor Rate is used in place of the Hourly Rate)
Actual Cost of Material from the Material Issues to the job
Estimated Labor Sell Price from Print Quote Breakdown Labor Center \$Sell + Pricing Summary 'Process' Quoted Total from the Final Pricing Screen Less Buyout(s)
Actual Material Sell is Actual Material Cost from Material Issues to the Job (including Buyout(s) + Markup
Estimated Material Sell from Print Quote Breakdown Material/Purchase \$Sell Plus Buyout(s)
Markup \$ Amt. difference between Labor Cost and Labor Sell, and Material Cost and Material Sell
Labor + Material Markup
Actual Labor Sell Price is Actual Cost of Labor from Labor Transactions charged to the Job + Markup